

*“Preserving Harford’s past;
Promoting Harford’s future”*

Harford County, Maryland

Approved Annual Operating Budget

Fiscal Year 2009 - 2010



**David R. Craig
County Executive**

Volume I

HARFORD COUNTY, MARYLAND
APPROVED ANNUAL OPERATING BUDGET
FISCAL YEAR 2009-2010

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Senior Budget Analyst

Wanda Butrim
Senior Budget Analyst

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Administrative Specialist II

John R. Scotten, Jr.
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HARFORD COUNTY COUNCIL

Billy Boniface
Council President

Dion F. Guthrie - District A
Joseph M. Woods - District B
James "Capt'n Jim" McMahan - District C

Chad Shrodes - District D
Richard C. Slutzky - District E
Mary Ann Lisanti - District F

Harford County Government
Department of Administration
Budget & Management Research
220 South Main Street
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July, 2009

ELECTED OFFICIALS HARFORD COUNTY GOVERNMENT



David R. Craig
County Executive



William K. "Billy" Boniface
Council President



Dion F. Guthrie
District A



Joseph M. Woods
District B



James "Capt'n Jim" McMahan
District C



Chad R. Shrodes
District D



Richard C. Slutzky
District E



Mary Ann Lisanti
District F

THE SEAL OF HARFORD COUNTY



The shield is gold to symbolize the wealth of the County and the richness of its fields. Across the shield are waving bands of blue signifying three major County streams - Deer Creek, Bynum Run and Winters Run.

The crest is a two-handed forearm with the right hand holding a white quill symbolizing the pen used by those who wrote and signed the Bush Resolution. The left hand holds a sword as if presenting materials, emanating from Aberdeen Proving Ground.

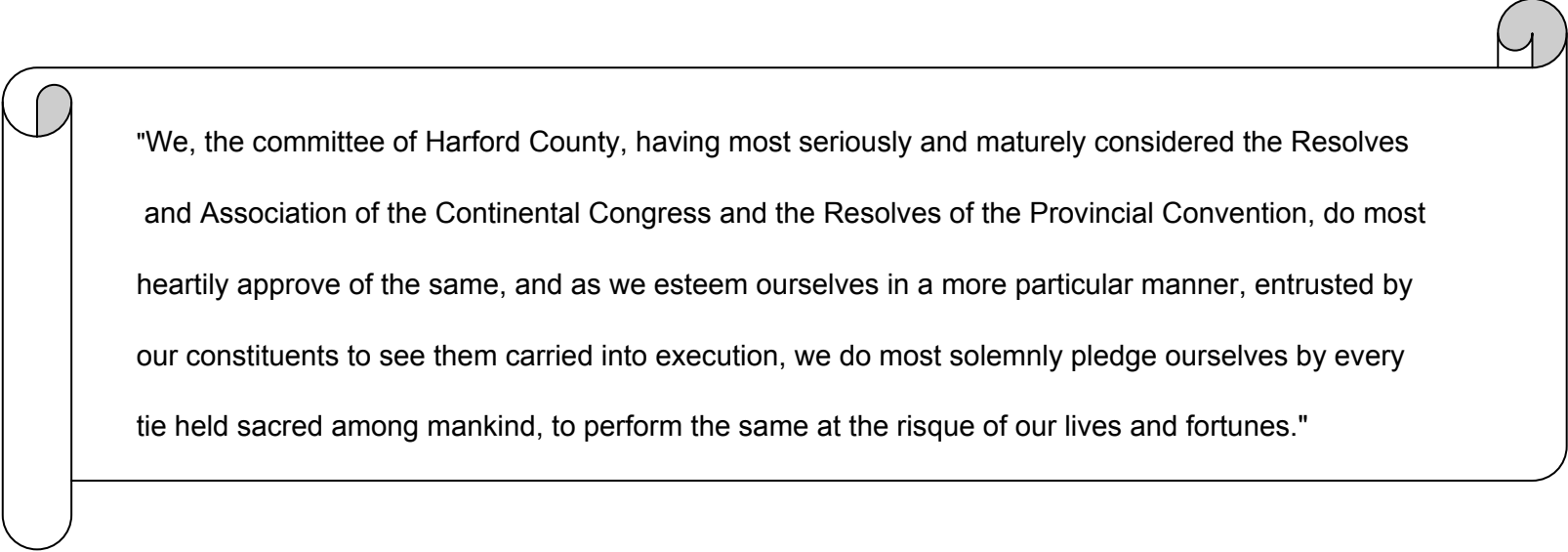
The motto "At the Risque of Our Lives and Fortunes" comprises the last eight words of the Bush Resolution and preserves the same spelling for "risk" as used in that document.

THE BUSH RESOLUTION

Thirty-four Harford County citizens gathered on March 22, 1775, at Bush on the main thoroughfare between Annapolis and Philadelphia near what is now Maryland Route 7 and 136.

They signed a commitment to resist British infringement on American rights 16 months before the Declaration of Independence was signed in Philadelphia.

Recorded in the 1774-1777 Harford County Committee of Observation's Record Book, the Bush Resolution is believed to be the first resolution of this spirit adopted by duly elected representatives.



"We, the committee of Harford County, having most seriously and maturely considered the Resolves and Association of the Continental Congress and the Resolves of the Provincial Convention, do most heartily approve of the same, and as we esteem ourselves in a more particular manner, entrusted by our constituents to see them carried into execution, we do most solemnly pledge ourselves by every tie held sacred among mankind, to perform the same at the risque of our lives and fortunes."



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Harford County
Maryland**

For the Fiscal Year Beginning

July 1, 2008

Phil L. Rott

President

Jeffrey R. Egan

Executive Director

**STATEMENT OF COMPLIANCE
WITH
PROGRAM CRITERIA
OF
GOVERNMENT FINANCE OFFICERS ASSOCIATION**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Harford County, Maryland for its annual budget for the fiscal year beginning July 1, 2008.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

COUNTY COUNCIL
OF
HARFORD COUNTY, MARYLAND

Resolution No. 06-09

Legislative Session Day 09-16 (May 29, 2009)
Introduced by Council President Boniface
at the request of the County Executive

A RESOLUTION to levy and impose a property tax upon all persons for real and personal property in Harford County, Maryland, both within and without the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and Article 25A, Section 5(0) of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16, and 123-27 of the Harford County Code, as amended; for the purpose of meeting all of the estimated County expenses for the taxable year beginning on the 1st day of July, 2009, and ending on the 30th day of June, 2010, and to fix the rate of County taxation for such taxable property and year; and further to provide for the payment of a service charge by a property owner under a semi-annual payment schedule in accordance with the Tax Property Article, Section 10-204.3.

Section 1. BE IT RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2009, and ending on the 30th day of June, 2010, is hereby levied and imposed on all persons for real property and railroad operating real property in Harford County, Maryland, both within and without the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and Article 25A, Section 5(0) of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16, and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1) and (2) of the Harford County Code, as amended; and further to provide for the payment of a service charge by a property owner under a semi-annual payment schedule in accordance with the Tax Property Article, Section 10-204.3. The taxes so imposed and levied shall be in the amount of Ninety and Eight Tenths Cents (\$0.908) for each One Hundred Dollars (\$100.00) of assessed value of all taxable property. The service charge shall be applied to the second installment at the rate of 0.76% which is reasonably equivalent to the anticipated lost interest income and administrative expense associated with the semi-annual payment.

Section 2. AND BE IT FURTHER RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2009, and ending on the 30th day of June, 2010, is hereby levied and imposed on all persons for real property and railroad operating real property in Harford County, Maryland, that is located outside the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and Article 25A, Section 5(0) of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16 and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1) and (2) of the Harford County Code, as amended; and further to provide for

the payment of a service charge by a property owner under a semi-annual payment schedule in accordance with the Tax Property Article, Section 10-204.3. The taxes so imposed and levied shall be in the amount of Fifteen and Six Tenths Cents (\$0.156) on each One Hundred Dollars (\$100.00) of the assessed value of all taxable property. The service charge shall be applied to the second installment at the rate of 0.76% which is reasonably equivalent to the anticipated lost interest income and administrative expense associated with the semi-annual payment.

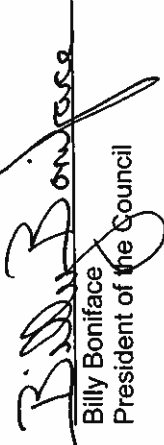
Section 3. AND BE IT FURTHER RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2009, and ending on the 30th day of June, 2010, is hereby levied and imposed on all persons for business personal property, railroad operating personal property, and public utility operating real and personal property in Harford County, Maryland, both within and without the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and Article 25A, Section 5(0) of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16 and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1) and (2) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of Two Dollars and Twenty-Seven Cents (\$2.270) for each One Hundred Dollars (\$100.00) of assessed value of all taxable property.

Section 4. AND BE IT FURTHER RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2009, and ending on the 30th day of June, 2010, is hereby levied and imposed on all persons for business personal property, railroad operating personal property, and public utility operating real and personal property in Harford County, Maryland, located outside the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and Article 25A, Section 5(0) of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16 and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1) and (2) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of Thirty-Nine Cents (\$0.39) for each One Hundred Dollars (\$100.00) of assessed value of all taxable property.

Section 5. AND BE IT FURTHER RESOLVED that this Resolution shall take effect on the 1st day of July, 2009.

Attest:


Barbara J. O'Connor
Council Administrator


Billy Boniface
President of the Council

ADOPTED: This 29th day of May 2009.

**HARFORD COUNTY, MARYLAND
ANNUAL OPERATING BUDGET
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BUDGET MESSAGE

July 1, 2009

A Message from County Executive David R. Craig

Developing the Fiscal Year 2010 Approved Operating and Capital Budgets for Harford County has been a most challenging task. Thanks to years of conservative financial management, Harford County has been and continues to remain financially sound. Through prudent budgeting, strategic planning, and open lines of communication with the State, the towns, all outside agencies, union groups, our employees, and most importantly our citizens, we are coping with the pressures brought on by a global economy in crisis, a major drop in home sales and construction, and Maryland's State budget problems. We have kept the public's needs foremost in our thoughts, striving to maintain services, especially in the areas of Public Safety and Education.

CONSERVATIVE FISCAL MANAGEMENT

Development of each year's Operating and Capital budgets and Capital Improvement Program is contingent upon appropriations being affordable and meeting the test of a real versus a perceived need. Funding is approved only after we have reviewed existing services via performance measures to assure best practices; Federal, State and Local legislation has been monitored for its fiscal impact; we have explored cooperative agreements and alternative means of doing business; we have evaluated service charges and considered adjustments to fair levels; and all revenue streams and untapped funding sources have been analyzed. We will only assume an on-going expense or incur debt when we are confident that sustainable resources will be available to maintain the service and / or retire that debt. While the County Charter requires an annual Six Year Capital Improvement Program, my administration has developed and maintains a Ten Year Plan, with special note to any needs we see arising due to the Department of Defense's Base Realignment and Closure (BRAC) actions at Aberdeen Proving Ground.

STRATEGIC PLANNING

Harford County has practiced Performance Based Budgeting since Fiscal Year 1997; in addition my administration has adopted a number of policies and procedures to assure that our budgets are coordinated with the County's Master Plan. We have instituted a Capital Review Committee, which has developed an inventory of all County owned and leased facilities, compiled a systems analysis of each building, and produced a priority list for preventive maintenance. The committee also reviews each proposed capital project in coordination with our Master Plan, and make funding, timing and coordination recommendations for the entire capital program, noting impacts on our operating budget.

My Cabinet and I participate in Strategic Planning meetings to review, revise, and / or restate our Vision, Mission, Goals and Objectives. These sessions are beneficial, allowing us to keep focus on our priorities and coordinate future plans. We hold similar sessions with staff from the Harford County Public School system, the Sheriff and the State's Attorney's offices, Harford Community College, and the County Libraries. These efforts further reinforce our goals and lead to plans in tandem with all agencies to meet the needs of our citizens.

BUDGET MESSAGE

BASE REALIGNMENT AND CLOSURE

Shortly after I took office, Harford County was informed of the extent to which the Department of Defense's Base Realignment and Closure (BRAC) actions would impact us. Since that announcement, Harford County Government has been aggressively working to make our communities ready for what is to be the largest economic impact to our County since 1917, the year that Aberdeen Proving Ground (APG) was established.

I appointed a BRAC Planning and Advisory Committee, which under my direction has developed a plan with over 70 action items. This plan continues to be our road map to making improvements to every aspect of public infrastructure and support. The County is working with our partners in the Chesapeake Science and Security Corridor, the State, and with the towns to implement these recommendations.

This year APG had over 340 new positions move onto the post as part of the BRAC program. During the summer of 2009 the Army will relocate approximately 900 additional positions to the Post. Construction of the two million square feet C4ISR complex is ahead of schedule and the entire complex is to be turned over to the Army by January 1, 2011. Some of the buildings will actually be released to the Army ahead of that timeframe.

ECONOMIC TRENDS & REVENUE ESTIMATES

Harford County is financially sound but we must remain vigilant by constantly monitoring the national economy, stock market activities, unemployment statistics, financing rates, spending patterns, population, migration, licensing and permits, and numerous other outside factors that impact our economy.

My administration initiated a Business Roundtable, with representatives from various local businesses and organizations, who meet with County financial and management staff three times a year for a discussion on the business climate in the County. These meetings are proving to be extremely valuable in assisting us with projections on the County's major revenue streams, property and income taxes, while providing a venue for the administration to keep the business community apprised of County issues.

Major concerns for FY 2010 are the global economic crisis and its impact on our County, the continuing downturn in housing markets, and an unclear picture of the State of Maryland's finances and their impact on local subdivisions.

BUDGET MESSAGE

THE STATE OF MARYLAND

In order to meet our County's Charter deadline and submit a Proposed Budget to the County Council by April 1 of each year, we start our process well before the Maryland General Assembly starts their annual session, which begins mid January and runs till mid April. Therefore, the Fiscal Year 2010 Approved Budgets were developed with a number of uncertainties concerning the exact actions that the State of Maryland will pass along to the 23 counties and Baltimore City. There is continuing discussion of revenue cuts to local government aid and the ending of State payment on behalf of counties for teachers, community college and library retirement and pension costs. We are also still seeing the impacts of the Special Session of the Maryland General Assembly's action in November 2007 which changed income tax law to establish new individual income tax brackets and rates beginning this past January 1, 2008. The impact on Harford County, estimated by the Department of Legislative Services for the State of Maryland, was a loss of \$4.0 million. The State Comptroller's Office handles the distribution of collected income taxes to the Maryland's local governments. At this point the office has not made any changes to the distribution formula to reflect this change and has notified us that we have been receiving "over distributions"; but has not made clear to any of the Maryland counties the extent of these over distribution.

The Special Session also imposed recordation and transfer taxes on the transfer of real property through the sale of a "controlling interest" in specified corporations beginning in Fiscal Year 2009, but with the current economic conditions we have seen no impact of this change to the revenue picture as projected by the Department of Legislative Services.

The State also altered the distribution formula for Highways Users Fees, reducing the locals' share of motor fuel taxes, security interest filing fees and tag fees since July 1, 2008. Further reductions were implemented in the Fiscal Year 2010 budget.

HARFORD COUNTY

Harford County has been and continues to remain financially sound, as evidenced by comments received during our most recent bond ratings:

Fitch Ratings AA+

"The AA+ rating reflects Harford County's consistent record of strong financial management practices, steady economic growth and diversification, and a low tax-supported debt burden with manageable capital needs."

"Financial operations are characterized by maintenance of sound reserves, a conservative approach to budget development, and timely revenue and spending adjustments."

Moody's Investor Service Aa1

"The rating also considers the county's recently-narrowed but still-healthy financial position, characterized by conservative fiscal management, health reserve levels, long-term operating stability, and a manageable direct debt burden."

BUDGET MESSAGE

Standard & Poor's AA+

"The AA+ rating reflects: Historically strong financial operations and conservative management practices."

"Standard & Poor's considers Harford County's management practices "strong"...indicating practices are strong, well embedded, and likely sustainable."

"The county has a long history of prudent and conservative policies and practices. Conservative revenue and expenditure budget assumptions continue."

REVENUES

While County finances remain sound, we analyze each revenue source considering its historical trend and the environmental factors affecting its base. Our funds are defined as on-going or one-time in nature. Operating expenses that will continue into the future were included only if on-going revenues were determined to be available to maintain such costs. One-time expenditures are approved based on priority and up to the amount of existing funds.

Net Property Taxes

FY 10 Approved Budget	\$284,543,524	49.3%	of the Total All Funds FY 10 Approved Operating Budget

FY 09 Approved Budget	\$261,956,107	42.4%	of the Total All Funds FY 09 Approved Operating Budget

\$ growth	\$22,587,417

% growth	8.6%

We consider various sources of information to make property tax revenue projections. The primary source is the Maryland Department of Assessment and Taxation (SDAT). It provides assessment estimates in November and March for the current, the upcoming and the second-year following tax years. Other sources of information are building permit activity, transfer tax reports, and real estate sales information. These along with prior year data are reviewed in order to properly perform a trend analysis.

Maryland State law provides that all real property is subject to a property tax; properties are assessed by the State on a triennial system, and owners are notified by the Maryland Department of Assessments and Taxation of any change in their assessment. These assessments are certified to local subdivisions where they are converted into property tax bills by applying the appropriate property tax rate.

BUDGET MESSAGE

Effective July 1, 2009, with the adoption of Resolution No. 06-09, property tax rates were reduced. Real property is assessed at 100% of market value with a tax rate of \$1.064 per one hundred dollars of full value and \$2.660 for corporate and personal property. Each year the State reassesses one third of the County, resulting in a complete reassessment of the county every three years. Decreased assessments, regardless of the property type, are fully applied in the first year. The total of the assessed values of local property is the County's assessable base, which can change through reassessment and the loss or gain of building and personal property.

The Homestead Tax Credit assists homeowners dealing with large assessment increases on their principal residence. The credit limits the increase in taxable assessments each year to a fixed percentage. Every county and municipality in Maryland is required to limit its taxable assessment increase to 10% or less each year. Harford County's limit is capped at 9%. This means the homeowner pays no property tax at a market value increase which is above the 9% limit.

Until very recently our assessable base and resulting property tax revenue have grown at an extraordinary rate, not seen since the late 1980's. This growth, like the growth of 20 years ago, was primarily driven by rising residential property values. While the real estate market has been on a downward trend since 2006, our property tax revenues should remain strong for Fiscal Year 2010 and years beyond. This is due to Maryland's triennial tax system. The County is divided into three areas or "groups" and each group is assessed every third year. Two years ago Group 1's area of the County was assessed at a growth of 18.8%; then Group 2's area was assessed at a growth of 12.0% the next year; and Group 3's area, assessed this year, was valued on average at a 5% increase. These assessments therefore are not about today's market but are reflective of the increase in property value since 2005.

Taxpayers in Group 1, while assessed at 18.8% two years ago, only paid an increase of 9% due to the Homestead Tax Credit, with another 9% increase last year and the final phase in will occur in Fiscal Year 2010. The same staging is in place for taxpayers in Group 2. Our tax base remains strong and growing.

Income Taxes

FY 10 Approved Budget	\$155,293,037	26.9%	of the Total All Funds FY 10 Approved Operating Budget
FY 09 Approved Budget	\$177,585,778	28.8%	of the Total All Funds FY 09 Approved Operating Budget
\$ decline	(\$22,292,741)		
% decline	(12.6%)		

BUDGET MESSAGE

Income tax is calculated in Maryland as a percentage of net taxable income. While the State sets a cap of 3.2% growth for local governments, the Harford County Council set our income tax rate at 3.06%. The State Comptroller's Office administers and collects the tax and distributes the receipts to the counties and municipalities. We receive approximately 90% of income tax in quarterly distributions of withholdings and estimated payments. These receipts have been declining for most of Fiscal Year 2008 and 2009.

The drop in quarterly revenues is largely due to the slowdown in the overall economy, which we project to continue into Fiscal Year 2010 as the credit crunch, falling capital gains, rising unemployment and a downturn in consumer spending combine to limit the growth of taxable income. Added to this is the impact of the legislation passed during the General Assembly's Special Session as discussed earlier.

State Highways User Taxes

FY 10 Approved Budget	\$6,395,719	1.1%	of the Total All Funds FY 10 Approved Operating Budget
FY 09 Approved Budget	\$14,499,660	2.3%	of the Total All Funds FY 09 Approved Operating Budget
\$ decline	(\$8,103,941)		
% decline	(55.9%)		

Motor Vehicle fuel tax, motor vehicle registration fees, a share of the motor vehicle titling tax and a share of the corporate income tax are designated by the State of Maryland as Highways User Revenues. The State shares 30% of these revenues with the counties and municipalities to help fund the construction and maintenance of local roads. The distribution to subdivisions is derived from a formula based on locally maintained road mileage and vehicle registrations.

Each year the Maryland Department of Transportation's State Highway Administration provides the County with estimates of the Highways User Tax. For Fiscal Year 10 we are projecting a net reduction of (55.9%) or (\$8,103,941) from the Fiscal Year 2009 budget.

Impact Fees

FY 10 Approved Budget	\$2,306,344	0.4%	of the Total All Funds FY 10 Approved Operating Budget
FY 09 Approved Budget	\$2,601,687	0.4%	of the Total All Funds FY 09 Approved Operating Budget
\$ decline	(\$295,343)		
% decline	(11.4%)		

BUDGET MESSAGE

The Maryland General Assembly adopted House Bill 965, Harford County School Construction Financing, in 2004. The bill states “In general. – the County Council of Harford County, by ordinance, may fix, impose, and provide for the collection of a development impact fee not to exceed \$10,000 for new construction or development...Use of revenues. – The revenues from the special fund may be used only for:

- (1) School site acquisition;
- (2) School construction;
- (3) School renovation;
- (4) School debt reduction; or
- (5) School capital expense.”

The impact fee is collected at the time application for a building permit is made. In Fiscal Year 2009, with a continuing drop in housing starts, impact fee revenue has declined below anticipated receipts. This slower pace in housing is expected to continue into and through most of Fiscal Year 2010, and we are projecting receipts will likewise decline (11.4%) from the Fiscal Year 2009 budget, equating to a reduction of (\$295,343).

Recordation Tax

FY 10 Approved	\$4,970,000	0.9%	of the Total All Funds FY 10 Approved Operating Budget
FY 09 Approved	\$12,927,776	2.1%	of the Total All Funds FY 09 Approved Operating Budget
\$ decline	(\$7,957,776)		
% decline	(61.6%)		

State law imposes a tax on every instrument of writing recorded or offered for record with the Clerk of the Circuit Court (liens, deeds, mortgages, etc.), at the rate of \$6.60 per \$1,000 of the actual consideration to be paid for property transferred, or of the principal amount of the debt secured. Harford County splits the proceeds from this tax: 2/3 to fund school debt and / or school construction; 1/6 to fund Parks and Recreation capital projects; and 1/6 to support the Water and Sewer Debt Service Fund.

With the slowdown in housing construction and existing home sales there has been a significant decrease in recordation tax revenues. Actual receipts from recordation taxes declined (18.5%) in Fiscal Year 2007. The trend continued for Fiscal Year 2008 with an anticipated decrease of (22.2%) from actual receipts in Fiscal Year 2007. We are expecting this to remain the case for Fiscal Year 2010 and are estimating (61.6%) or (\$8.0) million less than was projected for Fiscal Year 2009.

BUDGET MESSAGE

Transfer Tax

FY 10 Approved Budget	\$8,176,000	1.4%	of the Total All Funds FY 10 Approved Operating Budget
FY 09 Approved Budget	\$11,245,436	1.8%	of the Total All Funds FY 09 Approved Operating Budget
\$ decline	(\$3,069,436)		
% decline	(27.3%)		

The Transfer Tax was instituted in response to a recommendation from the 1991 Blue Ribbon Committee on School Construction.

The Maryland General Assembly enacted House Bill No. 1481, effective July 1, 1992 authorizing the Harford County Council to impose a Transfer Tax. Subsequently, the County Council enacted Bill No. 93-3 to add new Article IV, Transfer Tax to Chapter 123 of the Harford County Code, which imposes a 1% tax on any instrument of writing that conveys title to, or a leasehold interest in, real property, effective July 1, 1993.

The proceeds are dedicated to the following purposes:

Agricultural Preservation Program	50%
Public School Construction Program	50%

For Fiscal Year 2010 we are planning on the use of \$3.6 million in the Agricultural Preservation program to support the purchase of development rights, debt service and new purchases. Likewise we are planning on the use of \$3.6 million in FY 2010 receipts and \$1 million in carryover funding towards the payment on principal and interest on public school debt. In total this is a decrease of (27.3%) in transfer tax revenue or (\$3.1) million. The reasons for the decrease are similar in nature to those of the decrease in recordation taxes discussed above.

Investment Income

FY 10 Approved Budget	\$5,321,139	0.9%	of the Total All Funds FY 10 Approved Operating Budget
FY 09 Approved Budget	\$4,601,224	0.7%	of the Total All Funds FY 09 Approved Operating Budget
\$ growth	\$719,915		
% growth	15.6%		

BUDGET MESSAGE

Revenues from investments are reflective of the size and makeup of the County's portfolio and the rate of return. For Fiscal Year 2010, a projected increase of 15.6% in overall investment income is anticipated, based on growth of the portfolio and an expected slight increase in rate of return.

Fund Balance and Net Assets Appropriated

FY 10 Approved Budget	\$13,770,361	2.4%	of the Total All Funds FY 10 Approved Operating Budget
FY 09 Approved Budget	\$35,578,533	5.8%	of the Total All Funds FY 09 Approved Operating Budget
\$ decline	(\$21,808,172)		
% decline	(61.3%)		

Governmental funds report the difference between their assets and liabilities as fund balance, which is divided into reserved and unreserved. Proprietary funds report the difference between their assets and liabilities as net assets, which is divided into restricted and unrestricted.

The function of reserved and restricted is simply to isolate that portion of either fund balance or net assets that is not available for the following period's budget. Unreserved and unrestricted portions can be used in future budgets. Management can make designations of the unreserved fund balance as intended future use of resources. One such designation is the 5% reserve for credit rating purposes in the General and Highways Funds.

At the end of Fiscal Year 2008 the governmental funds had \$32.0 million unreserved and undesignated. In Fiscal Year 2010 we are planning the use of \$5.8 million in governmental funds. This is (\$15.7) million less than the planned amount in Fiscal Year 2009 budget. At the end of Fiscal Year 2008 the proprietary fund had an unrestricted net asset balance of \$135.6 million. In Fiscal Year 2010 we are planning the use of \$7.9 million. This is (\$6.1) million less than the planned amount in the Fiscal Year 2009 budget.

EXPENSES

The fact that we would need to take an entirely new approach to development of Harford County's Fiscal Year 2010 Operating and Capital Budgets became evident almost immediately as Fiscal Year 2009 began. With the major declines in revenues, as discussed above, we began belt tightening to get us through Fiscal Year 2009. This included establishing two committees. The first, a Personnel Action Committee that I chair, reviews and either approves or denies every requested personnel change. No vacancy is filled without major justification of need, and

BUDGET MESSAGE

promotions and reclassifications have been severely limited. I have also designated the Director of Administration, the Treasurer, the Director of Procurement and the Chief of Budget to serve as an Expenditure Oversight Committee. They and / or designated staff are to review and either approve or deny every expenditure our departments make.

In addition to these efforts I asked each County department to turn back up to 5% of their Fiscal Year 2009 Operating Budgets. Many of them are labor intensive, with a majority of their funds appropriated for salaries and benefits. Wanting to avoid layoffs, these departments were allowed to turn back a percentage up to the point of having to eliminate staff. I could not ask our departments to carry this burden alone, I also asked the Board of Education, Harford Community College, the Sheriff's Office and the Library System to participate. My caveat was that give backs should only be offered up to an amount where no layoffs would be necessary. They each generously and willingly cooperated.

HARFORD COUNTY'S FISCAL YEAR 2010 OPERATING AND CAPITAL BUDGETS

The measures taken in Fiscal Year 2009 set the tone for developing the Fiscal Year 2010 Operating and Capital Budgets. As stated, my administration's number one priority was maintaining citizen service, particularly in the areas of Public Safety and Education. To meet this objective it was necessary at the start of the process to make more drastic cuts in funding than ever before in Harford County Government's history. We had to make priority funding decisions. Increases were not automatic and each expense was examined for need and merit. We made changes limiting travel and training, reduced departmental funding for certain materials and supplies, and challenged our staff to find new and more economical ways to conduct business.

In December, after the departments had received their base budgets for Fiscal Year 2010, as recommended by the Budget Office, the economic picture worsened. This, in addition to monitoring various proposals being made by the Governor and the State General Assembly to pass along some of the State's budget problems to Maryland local governments, forced us to make further cuts to the base budget. We took the stance that every savings option was on the table for discussion. Some of the measures we chose are drastic and hopefully can be reversed once the economy picks up. A delay in purchasing equipment leads to higher maintenance costs in the long run. Not keeping pace with improved technology and staff training limits our ability to meet citizen demand for on-line services. With each reduction we had to be mindful of its future operating impact.

A number of our cost savings measures directly affected our employees:

Health Care Costs – The County's share of Health Care coverage expenses is predicted to increase 13% for Fiscal Year 2010. Employees hired prior to July 1, 2008 will have their share of premium expense increased up to 10%, depending on their plan. This is the second year of a two year phased-in increase. Employees hired after July 1, 2008 already pay up to 12% of the premium cost.

BUDGET MESSAGE

Retiree Health Care - With health care costs continuing to rise a projected 13% for Fiscal Year 2010, my administration was also aware of the OPEB (Other Post Employment Benefit) price tag that goes along with our plans. One area where the County was offering benefits, surpassing other locals, was in retiree health care packages. As long as someone had sufficient years in the Maryland State retirement or pension systems to retire, they would be eligible to have the County contribute up to 90% of the retiree as well as their spouse's health care coverage after working only five of those years for Harford County Government. We changed this policy to now require twenty years of that service be with Harford County Government. This led to a \$1.9 million decrease in OPEB spending in Fiscal Year 2009, and those savings will continue to grow in future years.

Temporary Positions – Some employees who have been held in “Temporary” positions for a long period of time were converted to “Permanent” status, and some staff who were paid from grants, that are ending, became permanent County employees. These individuals for the most part were put in existing vacancies, so as not to grow the size of the workforce.

Abolishing Positions – the conversion of temporary and grant employees will not result in any new positions being created; there is in fact, a net decrease of (3.95) vacant County positions.

Overtime Funding – has been restricted and the use of Compensatory Time will be encouraged where appropriate.

Training – Our Management Training program will not be conducted in Fiscal Year 2010. All other training and its related expenses like travel, lodging, books and periodicals have been severely limited, with allocations provided mostly to maintain specifically required licenses and certifications.

Uniform Allowance – will be deferred for the Fiscal Year 2010.

Tuition Reimbursement – will be suspended for Fiscal Year 2010.

House Keys 4 Employees - a County program which assists staff from Harford County Government, Harford County Public Schools, Harford Community College, and the Libraries, plus Volunteer Fire Company members, who are first time homebuyers, with a grant to be used for settlement and closing costs will not be funded in this budget.

OPEB – The annual required contribution to our Other Post Employment Benefit Fund will not be funded in the Fiscal Year 2010 Budget. We are hopeful that an upturn in the economy will start to be realized during Fiscal Year 2010 which will allow us to meet our annual goal.

BUDGET MESSAGE

Furloughs – the Fiscal Year 2010 Operating Budget includes five furlough days for all government employees exclusive of Public Safety and Education. The furloughs extend to elected officials as well. While every effort was made to avoid affecting services to our citizens, limited revenues made closing down operations and buildings and curtailing services for those days a necessity

THE GENERAL FUND

FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$472,316,523	\$446,240,857	(\$26,075,666)	(5.52%)

Amendments by the County Council to the Fiscal Year 2010 Proposed General Fund Operating Budget reduced each county department by an additional 5% across the board. The Sheriff's Office, Public Schools, Harford Community College and the Volunteer Fire and EMS service were spared the additional 5% cut.

The Amended Fiscal Year 2010 budget brought the total average cuts to over 12%. The additional reduction required the Administration to further reduce County services and programs.

The reductions to the FY 2010 Operating Budget implemented July 1, 2009 include, but are not limited to the following:

- Thirty-four County administration employees laid off
- The Harford County HazMat Team will no longer respond to blood spills for mitigation purposes
- Response times to HazMat calls for service will increase
- Elimination of public outreach programs to help individuals prepare for emergencies
- Elimination of the Gypsy Moth spraying program to help curb the spread of Gypsy Moth through farmland, forests and communities
- Reducing operations at the Tollgate Road yard waste site to one day a week
- Reduced funding for the Court Appointed Special Advocates (CASA) for the Harford County Circuit Court
- Elimination of Juvenile Counseling Services
- Reduction in County funding to Agriculture Extension Services
- Reduction in County funding for Soil Conservation
- Elimination of Saturday Harford Transit bus service

BUDGET MESSAGE

GENERAL FUND DEPARTMENTAL HIGHLIGHTS

THE BOARD OF EDUCATION	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$210,914,800	\$210,914,800	\$0	0.00%

For Fiscal Year 2010, with a decline in projected student enrollment, Harford County's Maintenance of Effort funding requirement is zero. The Board of Education is faced with a projected \$5 million increase in health benefit costs for Fiscal Year 2010 and operating expenses for the new Bel Air High School building, which will be complete and ready for opening in August, 2009; yet they have been most cooperative in working with the County to cope with current economic realities. This budget maintains the Fiscal Year 2009 funding level for the Board's operating expenses.

In order to fund the 7% increase in health and dental insurance and a 10% increase in retirement / pensions costs, many areas of the Board's budget were reduced: salary savings will be realized as a result of turnover and retirements; there will be less use of substitutes in schools and a decrease of 25% in professional development for the teaching staff and other positions; only existing positions will be filled and no new positions will be created; the per-pupil allotment of instructional supplies and materials will be flatlined. Patterson Mill Middle / High School will start a 12th grade class in the next fiscal year and staffing will be reallocated among secondary and elementary schools based on need. International Baccalaureate additional staffing will be reallocated based on overall systemwide needs.

The Board of Education Fiscal Year 2010 Capital Budget has 30 planned projects, totaling \$74,236,938. These projects provide paving overlay and maintenance; playground equipment; textbooks; technology; relocatable classrooms; replacement buses; and general upgrades in areas such as environmental compliance, solid waste management, soil erosion, sediment control, backflow prevention, security cameras, fire alarm and emergency communications, ADA requirements, septic upgrades, and mechanical systems. Southampton Middle school's HVAC system is to be replaced.

The remainder of the projects include replacement of Bel Air and Edgewood High Schools; modernization and expansion of Deerfield Elementary; construction of the new Red Pump Road Elementary School; and incorporating the required site improvements to Bel Air Elementary School to include parking.

Two of the 30 projects are included in the capital budget with negative allocations, Milestone and North Harford High School Modernization. The State is reimbursing \$14.6 million in County funds which were previously forward funded to cover part of the State's share of construction costs for the new Bel Air High School. Current State regulations require that these reimbursement funds be sent to local Boards of Education, not the County which made the initial appropriation. The County was hoping to utilize this money to pay for some school debt service. The Board of Education has agreed to remove funds from certain projects and return these allocations to the County to apply towards these debt payments and

BUDGET MESSAGE

the County in turn has agreed to let the Board utilize the reimbursement money from the State as "Other Funds" for projects it wants funded for Fiscal Year 2010.

HARFORD COMMUNITY COLLEGE	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$16,778,743	\$15,939,806	(\$838,937)	(5.00%)

Harford Community College has also been a partner in dealing with the economy. The College turned back 5% of its original Fiscal Year 2009 allocation to help with the current year and is prepared to manage with the same (\$838,937) decreased allocation for Fiscal Year 2010.

There are no capital projects included for the College for Fiscal Year 2010. There are future plans in the Capital Improvement Program which will hopefully be implemented once the economy improves.

LIBRARIES	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$16,667,988	\$15,132,147	(\$1,355,841)	(8.13%)

During these hard economic times citizen's use of our Library System has increased dramatically. Citizens are borrowing rather than buying books and movies. Computer services at the branches are in demand and staff has been called upon to assist with resume writing and job research. It is an extremely difficult decision to have to cut back funding when a demand for service increases, but the Library System was very cooperative in coping with fiscal constraints during Fiscal Year 2009 by returning (\$532,071) over 3% of their funding.

In the Executive's Proposed Budget for Fiscal Year 2010 funding was proposed for the Library at the Fiscal Year 2009 reduced level. This reduction was further compounded by an anticipated (\$102,197) decrease in State funds, six months of new operating expenses associated with expanding the Whiteford Branch, a 13% increase in health benefit costs, and projected increases in utility bills. These additional items meant reducing other expenses by another (\$603,424) for a total of (\$1,135,495).

When the County Council chose to cut the Fiscal Year 2010 funds by another 5%, this required the Library to take drastic steps to reduce expenses. The Library plans on: five furlough days for all staff; freezing vacancies; elimination of Sunday hours at all branches; reduction in hours of operation at most branches; decreasing hours for page and substitute staff; reductions to professional development, tuition reimbursement, materials and equipment; closing the library store in Bel Air; a reduction in scope of Staff In-Service Day; fewer security services; elimination of summer reading program assistants; and less personnel recruitment efforts.

BUDGET MESSAGE

While there are no capital projects included for the Libraries for Fiscal Year 2010, future plans are included in the Capital Improvement Program for funding in better economic times.

SHERIFF'S OFFICE	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$62,609,210	\$63,720,480	\$1,111,270	1.77%

My commitment to Public Safety is evident in the Approved \$1 million increase for the Sheriff's Office which provides for:

- \$453,650 to annualize 10 new deputy positions funded for 7 pays in Fiscal Year 2009
- \$668,204 to cover a projected 13% increase for health care costs and staff opting for changes in their level of coverage
- \$88,223 to pay for electricity charges estimated to increase 6% in cost and usage for the expanded Detention Center
- \$641,210 funding increase for the Medical Services contract at the Detention Center, pre-employment exams, random drug testing, and veterinary costs
- \$684,488 to continue Fleet Management Rentals
- (\$578,651) in contributions to the County's Insurance Fund is suspended for Fiscal Year 2010 due to the state of the economy
- (\$282,625) less for police car packages to be fitted to the Sheriff's Office fleet as no new equipment is recommended for Fiscal Year 2010

When I asked the outside agencies to examine their recommended base budgets and volunteer any possible reductions, the Sheriff's Office identified (\$615,245). These additional cuts were to be taken on a temporary basis without affecting services to citizens.

The Fiscal Year 2010 Approved Capital Budget includes \$2,680,000 towards the construction of an expanded and upgraded Detention Center. Two projects, funded in prior budgets are being closed out and the remaining funds brought back into the capital program to help defray the cost of other projects.

BUDGET MESSAGE

VOLUNTEER FIRE COMPANIES	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$9,067,456	\$9,067,456	\$0	0.00%

The Volunteer Fire Companies did not ask for a funding increase from the County for Fiscal Year 2010. This spirit of cooperation and partnership is sincerely appreciated. The budget still provides: a funding allocation to each company; support for the EMS Foundation; Workers Compensation Insurance coverage; training; and support services. \$50,000 is included as a grant to the Shock Trauma Capital Campaign.

The Fiscal Year 2010 Capital Budget includes three projects for the Volunteer Fire Companies including funding for a new substation at Patterson Mill, replacement of Self-Contained Breathing Apparatus (SCBA) equipment and an allocation for systemic repairs, roof, paving, HVAC, and other minor renovations of selected facilities.

APPROPRIATIONS TO THE STATE	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$0	\$1,555,905	\$1,555,905	100.00%

The State of Maryland for Fiscal Year 2010 notified local jurisdictions of its intent to pass down 90% of the operating costs of the State Department of Assessments and Taxation. The estimated price tag is \$1,515,905 for Harford County.

The County will also have to contribute \$40,000 to pay the State administrative cost for the Homeowners Tax Credit.

DEBT SERVICE	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$34,771,301	\$32,907,338	(\$1,863,963)	(5.36%)

Debt Service is the Principal and Interest paid on bonds used for projects in the Capital Budget plus the service cost to sell the bonds. It represents payments on existing debt and for new debt that is approved for a new fiscal year.

BUDGET MESSAGE

PAY AS YOU GO

FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$15,091,277	\$6,575,000	(\$8,516,277)	(56.43%)

Pay As You Go is the allocation of funds from Operating Budget revenues used to cover minor renovation and repair projects in the Approved Capital Budget that has an asset life of less than ten years.

CAPITAL PROJECTS OF INTEREST

As with the Operating Budget decisions had to be made to effectively deal with the current economic situation. However with the Capital Budget, the next five years must be considered as well. Projects which were included in our prior Capital Improvement Programs have been eliminated, pushed out and / or reduced in size or scope. For Fiscal Year 2010 the Capital Budget is reduced (\$112.8) million from Fiscal Year 2009's funding level. It does however provide for several other projects of interest, including an expanded auditorium for the new Bel Air High School for use by community groups and initial funding of the 700 megahertz wireless radio system that will provide interoperability between all government entities.

<u>THE HIGHWAYS FUND</u>	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$58,610,332	\$53,347,148	(\$5,263,184)	(8.98%)

Major reduction in Highways funded operations were made by:

- (\$799,162) being eliminated by abolishing 11.0 Full Time Permanent vacancies and their attached benefits
- (\$500,000) being reduced for Ground Maintenance expenses with plans to cut mowing and other services to two fifths of their current level
- (\$1,000,000) in funding for gasoline being cut based on usage and anticipated lower prices

BUDGET MESSAGE

- (\$403,000) in the allocation for the County's Fleet Maintenance contract being reduced based on expense history
- (\$379,520) for various products used for road repair and maintenance being adjusted based on spending patterns
- (\$101,010) will be saved by buying no new equipment in Fiscal Year 2010
- (\$228,970) less Highways Funds being provided to the General Fund in Pro Rata charges for administrative services
- (\$804,004) less in Highways Paygo funds being needed in support of the Fiscal Year 2010 Approved Capital Budget.

Funding for Highways capital projects is usually derived from dedicated revenues, developer contributions, and Federal grants. The majority of revenues available to the Highways Fund are generated from the County's Property Tax differential of \$0.156 per \$100 of assessed property value outside the three municipalities.

The Highways Fiscal Year 2010 Approved Capital Budget is \$19,104,231 and includes nine bridge and ten road projects, \$6.3 million in roadway resurfacing, and ten projects that provide for stormdrain rehabilitation, guardrails, new roads and storm drains, sidewalks and handicapped ramps, culvert rehabilitation, intersection improvements and traffic calming and road safety improvements.

<u>WATER AND SEWER FUND</u>	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$45,635,058	\$41,017,206	(\$4,617,852)	(10.12%)

Major reductions in Water and Sewer are the result of:

- \$287,649 being added to cover an anticipated 21% increase in the cost of Chemicals in Bulk
- (\$100,000) for Unanticipated Maintenance being reduced based on historical use of the account
- (\$108,875) in lowered allocations to purchase water meters
- (\$110,000) less funding to purchase grates and manhole covers being planned for Fiscal Year 2010

BUDGET MESSAGE

- (\$403,418) being reduced for equipment purchases but the \$398,000 approved allocation will provide for: wells and well improvements; generators; pumps; leak detection equipment; and various other items
- (\$781,250) being the actual adjustment to Depreciation as recent years capital budgets have included construction of fewer assets
- (\$2,510,000) less in Water and Sewer Paygo funds being needed in support of the Fiscal Year 2010 Approved Capital Budget

There are eight Water projects planned for the Fiscal Year 2010 Capital Budget, totaling (\$7,435,000). These projects include general improvements within the Harford County Water Service Area such as: tank painting; replacing a pump and upgrades to the Havre de Grace Water Treatment Plant; design and construction of a new hydro pneumatic tank at the Magnolia Booster Station to provide automatic telemetry and to convert constant speed pumps to variable frequency drives to match daytime demands; design and construction of a one million gallon storage tank and transmission main at Swan Harbor to increase capacity for future growth at Aberdeen Proving Ground and in the City of Aberdeen; and site acquisition funding to secure property to protect the Perryman well fields and meet the demands of new facilities in the Development Envelope.

Three of the Water projects are included in the capital budget with negative allocations; Abingdon WTP Expansion, Abingdon WTP Generator, and Water Service Replacement 06. These projects have more than sufficient funds to allow for completion therefore, prior appropriation of County Bond funds were reallocated in the Fiscal Year 2010 Capital Budget to the Bush Creek Pump Station 4th Pump capital project.

The Capital Budget also includes ten Sewer projects, totaling \$64,400,000. Highlights include the construction of Bush Creek Pump Station 4th Pump, the replacement of the Bill Bass Outfall sewer, sewer, parallel and pumping station replacements; rehabilitation of existing sewers with excessive infiltration and inflow throughout the entire drainage system, as needed, and for the Upper Bynum Run area in particular; and an Enhanced Nutrient Removal (ENR) system to be constructed at the Joppatowne Wastewater Treatment Plant. The most expensive sewer project included for Fiscal Year 2010 is \$37.5 million to design and construct, with approval pending from the Maryland Department of the Environment, a facility to meet the State's goal for ENR at the Sod Run Wastewater Treatment Plant.

BUDGET MESSAGE

<u>SOLID WASTE SERVICES</u>	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$15,008,807	\$15,182,782	\$173,975	1.16%

Solid Waste Services funding is approved to increase \$173,975 for Fiscal Year 2010 mainly due to expenses incurred for the Waste-to-Energy Facility. The County, through the Northeast Maryland Waste Disposal Authority has entered into a lease purchase and retrofitting of the Waste-to-Energy Plant. The debt service on this, combined with management fees for operating the facility account for \$352,328 in additional expenses for next fiscal year.

	FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
o Waste to Energy Plant Expenses	\$7,994,805	\$8,383,334	\$388,529	4.86%
o Principal Payments	2,063,677	2,132,177	68,500	3.32%
o Interest Payments	644,340	539,639	(104,701)	(16.25%)
o Totals	\$10,702,822	\$11,055,150	\$352,328	3.29%

Other funding adjustments include:

- \$227,528 in additional fleet lease costs
- (\$44,206) less funding for Temporary Salaries, mainly two vacant landfill worker positions
- (\$134,263) will be saved in Overtime expenses
- (\$48,333) is reduced in corresponding Workers Compensation and FICA charges
- (\$35,000) is removed from anticipated Financial Audit costs
- (\$40,000) fewer dollars will be needed for operating equipment repair expenses as in-house mechanics will now be handling repairs

BUDGET MESSAGE

- (\$24,000) less is approved for equipment but \$15,000 will provide for two 50 yard roll-off containers.

The Solid Waste Services Capital Budget contains two projects for Fiscal Year 2010. \$400,000 is approved to design a capping system for Scarboro as required by the Maryland Department of the Environment Refuse Disposal Permit to properly close completed landfill cells and \$7,100,000 will fund the expansion of the Harford Waste Disposal Center.

AGRICULTURAL PRESERVATION – COUNTY

FY 09 APPROVED FUNDING	FY 10 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$7,275,868	\$4,896,731	(\$2,379,137)	(32.70%)

County Council Bill No. 93-3 added Article IV, Transfer Tax, to Chapter 123, Finance and Taxation, of the Harford County Code which imposes a 1% Transfer Tax on any instrument of writing that conveys title to, or a leasehold interest in, real property, effective July 1, 1993. The proceeds are to be distributed:

- 50% to the County's Agricultural Land Preservation Program
- 50% to fund school site acquisition, school construction or school debt service

The Harford County Agricultural Land Preservation Program was established in 1993 to preserve productive agricultural land and woodland which provide for the continued production of food and fiber for the County, by allowing land owners to preserve farmland for future generations via conservation easements. The County, using primarily Transfer Tax revenue, enters into installment contracts to purchase development rights; in addition the landowners receive payments and / or a tax credit.

My administration instituted changes to the program indicative of the County's commitment to Agricultural Preservation. We increased the base value and cap associated with the per-acre price from \$10,000 to \$15,000, and a price per Development Right of \$135,000 is being offered. These changes resulted in a major influx of applications for the program. When we started Fiscal Year 2008 we had appropriations of \$12.4 million for purchases, but with an increase in applications we spent these funds and most of our June 30, 2007 available fund balance. For Fiscal Year 2009 we reduced appropriations by (\$10,658,885) to a total of \$1,708,683 and again for Fiscal Year 2010 by (\$1,203,652) to \$505,031. The County, via this program and the State funded Agricultural Preservation Program, will have purchased and preserved 44,577 acres of farmland by July, 2009 demonstrating our success.

BUDGET MESSAGE

At no time in Harford County Government's history have we been presented with such daunting fiscal challenges. Over the past 25 years we have only had to cut General Fund budgets twice, by (\$3.1) million in Fiscal Year 1992 and by (\$3.6) million in Fiscal Year 2004. The Approved Fiscal Year 2010 reduction of (\$26) million to the General Fund budget is unprecedented and truly reflective of the economic crisis impacting governments, business and individuals. Partnerships with our citizens, the Board of Education, Harford Community College, our Library System, the Volunteer Fire Companies, and our employees were the only way to meet these challenges. Each group has provided invaluable input and commitments of time in a true spirit of cooperation and sincere concern for Harford County.

While these cuts will be felt by a number of our citizens, they will not steer us drastically off the course we have set to improve Harford County. Even during these difficult times, it is the responsibility for government to provide essential services to the citizens we serve. We will continue to do our best to provide exemplary services with limited resources. Together we will move forward to keep Harford County a place full of promise and opportunity, a great place to live, work and raise a family.

Respectfully submitted,

A handwritten signature in cursive script that reads "David R. Craig".

David R. Craig
Harford County Executive

DOCUMENT GUIDE

UNDERSTANDING THE BUDGET DOCUMENT

Harford County's Annual Operating and Capital Budgets represent our comprehensive financial and operational plan for the fiscal year. A description of the major components of the Annual Operating Budget are described here. The Annual Capital Budget and Capital Improvement Program (CIP) are described in a separate document.

Budget Message

Prepared by the County Executive, the message outlines the Administration's priorities and major budget highlights. As mandated by Harford County Charter, the Budget Message contains an explanation of the Operating and Capital Budgets along with the Capital Program. It includes any major changes in financial policies, program development, expenditures, appropriations or revenues from the previous year.

Document Guide

This guide is provided to acquaint the reader with the general format, organization, and content of the County's Operating Budget.

County Overview

Historical and demographic information about Harford County, along with the County's organizational structure and statistical information are included in this section.

County Budget Policies / Process

This section provides an explanation of the County's policies and planning procedures which impact the development of the annual budget. The process for preparing, reviewing, adopting, and amending the annual budget, as well as a description of each individual major fund is included.

Performance Measures

In 1996, Harford County became the first jurisdiction in the State to institute Performance Based Management throughout all levels of County Government. This section contains the current administration's vision, mission, goals, and objectives for Harford County.

Fiscal Year Budget Summary

This section provides data summarizing the Fiscal Year 2010 Budget. It describes issues used to formulate the Fiscal Year 2010 Budget to include trend analysis and assumptions, economic outlook, organizational changes, State and Federal mandates, etc.

DOCUMENT GUIDE

Spending Affordability Report

A copy of a report submitted to the County Executive by the Spending Affordability Advisory Committee (created by Executive Order 92-2) is provided in this section. The report contains the committee's recommendations of fiscal goals for the County's Fiscal Year 2010 Budget.

Summaries All Funds

Fiscal data summarizing total revenues and appropriations for all funds is provided in this section. The data is presented several ways by Character (e.g. Personal Services, Contractual Services, etc.), Fund, Revenue Source, and Department.

Summaries Each Fund

Appropriation and Revenue information is summarized for each of the County's funds. The data is presented several ways by Character (e.g. Personal Services, Contractual Services, etc.), Revenue Source, and Department. A financial narrative is also provided explaining major changes to the fund.

Departmental Information

The following information is provided under each department's tab:

Department Organization Chart displays what divisions are involved in the functions of each department.

Department Narrative includes a department's establishing authority and purpose; its mission statement, which supports the County's overall strategies; and the key goals chosen to support its mission.

Department Fund Summary provides appropriation information for each department by Character, Funding Source and Division.

Financial Notes explaining major changes to a department's funding level.

Staff Summary provides a list of personnel needed to perform the function of the department.

Grant Summary provides information on grants administered by the department, or for which matching funds are appropriated in the department's budget. A brief explanation of the County's obligation or any impact the grant may have on the day to day operation of the department when grant ends is also included.

Division Information

The following information is provided under each department's tab for divisions involved in the functions of the department:

DOCUMENT GUIDE

Division Narrative describes the origin and specific functions and activities of each division within a department; current fiscal year objectives, established to meet the department's goals, are delineated.

Division Character Summary provides appropriation information for each division by Character and Funding Source.

Financial Notes explaining major changes to a division's funding level.

Staff Summary provides a list of personnel needed to perform the function of the division.

Performance Measures track the division's success in meeting its objectives and attaining goals. Situations, specific to that division, have been analyzed and action plans have been established to either maintain or improve conditions. Each measure defines the division's success in carrying out the action plan.

Debt Service

Harford County is required to budget annually for the payment of principal and interest due on the amount of debt that it has incurred along with lease payments. This section details the County's principal and interest payments for the budget year for each fund, as well as the service costs incurred to issue or manage debt.

Insurance

The County maintains a Self-Insurance Fund for the purpose of paying General and Automobile Liability claims and County property damage losses. Funding requirements allocated to each major fund are determined on the basis of an annual contracted actuarial analysis and internal evaluation of loss experience and exposures. The amount of appropriation required for each fund for Fiscal Year 2010 are listed in this section.

Benefits

This section provides a list of funds appropriated for Fiscal Year 2010 representing the share of expenses for the major funds to provide the following benefits to County employees: pensions, unemployment insurance, death benefits, life insurance, employee tuition reimbursement and a health benefit supplement for retired employees.

Paygo / Non-Departmental

Debt Management policies within Harford County's five year business plan confirms that Pay-As-You-Go (Paygo) funding will continue to be used for minor renovation and repair project which have an asset life of less than ten years. A list of projects planned and amount of paygo appropriated by fund for Fiscal Year 2010 is provided in this section.

DOCUMENT GUIDE

Non-Departmental expenses include costs essential to the operation of the County Government which do not fall within the functions of any one department or agency. This section defines and details these expenses which include a Closure Reserve account, the Rural Legacy Program, Appropriations to Towns, and Appropriations to State.

Contingency Reserve

This section provides a statement of contingency reserves for both the General Fund and Highways Fund. Per the Harford County Charter, Section 506, the reserve shall not exceed three percent of any fund.

Capital Budget

A summary highlighting the Capital Budget for Fiscal Year 2010 and the six-year Capital Improvement Program (CIP) is provided in this section. A more detailed description of both are included in a separate document, *The Proposed Capital Budget and Capital Improvement Program Fiscal Year 2009 – 2010*.

Grant Summary

This section summarizes the receipt, appropriation, and expenditure of certain Federal, State, and private monies received in grant form. A chart displaying a brief description of the grants the County anticipates receiving in Fiscal Year 2010, as well as the amount of the grant and any grant match required is provided.

Other Funds

Statements of Estimated Reserved Retained Earnings and Estimated Reserved Fund Balances are described in this section for the Self-Insurance Trust Fund, Volunteer Firemen's Pension Trust (LOSAP) Fund, and the Sheriff's Office Pension Plan.

Glossary

A glossary defining terms specific to budget comprehension is found under this tab.

Index

An alphabetical list of items included in the document.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

COUNTY OVERVIEW

Harford County, Maryland, with its northern border being the Mason-Dixon Line, lies between Pennsylvania on the north and the Chesapeake Bay on the south, with the Susquehanna River on the east, and most of its western border on the Gunpowder River. The northern areas of the County are in the Piedmont Plateau, two to seven hundred feet above sea level. The southern areas are part of the Coastal Plain and range from forty to two hundred feet above sea level.

Today the County encompasses 448 square land miles* and 16.5 square water miles*. Harford has three incorporated towns: Aberdeen, Havre de Grace, and Bel Air, which is the County Seat.

*Per the MD Geological Survey 3/3/05



AN OVERVIEW OF HARFORD COUNTY, MARYLAND

HISTORY

- 1608 Captain John Smith, representing the Virginia Company, explored the Chesapeake Bay and mapped the Harford County area. He traveled the Willobye's River (known today as the Bush River) past Spesutia Island in Havre de Grace, up the Susquehanna River to a stream, which is believed to be Deer Creek.
- 1627 An English trading post was established on Palmer's Island (now called Garrett's Island), near Havre de Grace in the Susquehanna River.
- 1632 Maryland's Charter was granted to Cecil Calvert, Lord Baltimore and the first Proprietor of Maryland.
- 1658 Havre de Grace was settled. It was originally called Susquehanna Lower Ferry and was a stop on the Old Post Road.
- 1659 Baltimore County was established by the colonial assembly as the sixth county in Maryland, and included parts of present day Baltimore, Harford, Cecil, Carroll, Howard and Kent counties.
- 1661 The town of Old Baltimore was established on the east bank of the Bush River (now Aberdeen Proving Ground).
- 1668 Settlements were established along the Gunpowder and Bush Rivers.
- 1674 Old Baltimore was authorized as the first Baltimore County Seat.
- 1712 The County Seat was relocated to the fork of the Gunpowder River at Joppa.
- 1768 With Joppa's harbor silting up and numerous other difficulties, including a smallpox epidemic, the County Seat was moved to Baltimore.
- 1771 Henry Harford, son of Frederick Calvert the Sixth Lord of Baltimore, inherited the Province of Maryland. Henry Harford was the last Proprietor of Maryland.
- 1773 Harford County was separated from Baltimore County, and named for Henry Harford. The Act of the General Assembly of 1773, Chapter 6, called for the division of Baltimore County and for the erecting of a new one by the name of Harford. The boundaries of the County were established. Bush was established as the County Seat. Four acres of land were purchased for the purpose of building a courthouse and a prison in the new county.
- 1774 The actual formation of government for Harford County occurred on March 22, 1774, when Henry Harford, Lord Proprietor of the Province, sent his commission to the new County seat at Harford Town, or Bush. Thomas Miller was commissioned as the first Sheriff.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

- 1775 The Bush declaration was signed, the County's first proclamation of independence from Britain, to be signed by an organized body of men.
- 1776 Harford County's population was 12,765, roads had been laid out, bridges erected, and churches built.
- 1777 Havre de Grace was burned by the British in the War of Independence.
- 1780 The Town of Bel Air was laid out by Aquilla Scott on land he inherited called Scott's Improvement Enlarged, or Scott's Old Fields.
- 1782 The County Seat was moved to Bel Air, and plans were made for the Bel Air Courthouse.
- 1784 The Act of 1784 changed the name of Scott's Improvement Enlarged to "Belle Aire" (current day Bel Air).
- 1785 Havre de Grace was incorporated.
- 1813 On May 3rd, the town of Havre de Grace was plundered and burned by the British during the War of 1812.
- 1918 Aberdeen Proving Ground and Edgewood Arsenal were established.
- 1964 The County Coat of Arms was designed by George Van Bibber and adopted by the County Commissioners on September 28, 1964.
- 1972 Harford County Charter Government began. The Harford County Charter was adopted by the eligible voters on November 7, 1972, and became effective December 7, 1972.

THE BUSH DECLARATION

Thirty-four Harford County citizens gathered on March 22, 1775, at Bush on the main thoroughfare between Annapolis and Philadelphia, near what is now Maryland Routes 7 and 136.

They signed a commitment to resist British infringement on American rights 16 months before the Declaration of Independence was signed in Philadelphia.

Recorded in the 1774-1777 Harford County Committee of Observation's Record Book, the Bush Resolution is believed to be the first resolution of this spirit adopted by duly elected representatives.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

"We, the committee of Harford County, having most seriously and maturely considered the Resolves and Association of the Continental Congress and the Resolves of the Provincial Convention, do most heartily approve of the same, and as we esteem ourselves in a more particular manner, entrusted by our constituents to see them carried into execution, we do most solemnly pledge ourselves by every tie held sacred among mankind, to perform the same at the risk of our lives and fortunes."

THE HARFORD COUNTY SEAL



County Coat of Arms was designed by George Van Bibber and adopted by the County Commissioners on September 28, 1964. In the accepted design the shield is gold to symbolize the wealth of the county and the richness of its fields. Across the shield are waving bends of blue signifying three major county streams (Deer Creek, Bynum Run, and Winters Run). The crest is a two-handed forearm with the right hand holding escrivant (heraldic for "writing"), a white quill symbolizing the pen used by those who wrote and signed the Bush Declaration. The left hand holds a sword as if presenting into the right hand of the nation, the skills of reproducing defense materials, emanating from Edgewood Arsenal and Aberdeen Proving Ground. The motto "At the Risk of Our Lives and Fortunes" comprises the last eight words of the Bush Declaration and preserves the same spelling for "risk" that is used in that document.

THE HARFORD COUNTY TREE

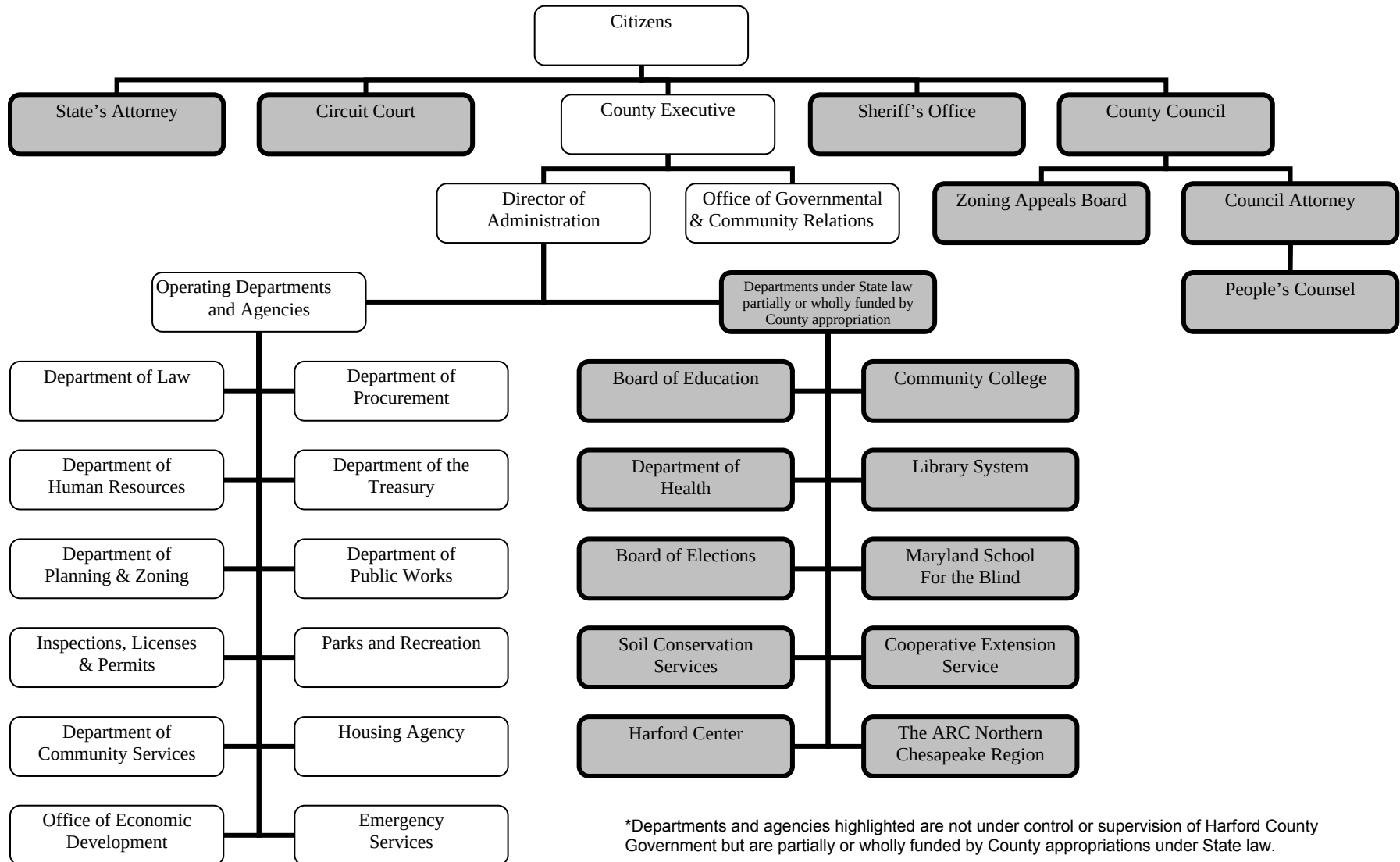
The flowering dogwood (*Cornus florida*) is the official tree of the County.

FORM OF GOVERNMENT

The Harford County Charter was adopted by the eligible voters on November 7, 1972, and became effective December 7, 1972. The Charter conveys all rights and powers of local self-government and home rule to the County Executive and the County Council.

The following page depicts an overall organization chart for the County.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND



*Departments and agencies highlighted are not under control or supervision of Harford County Government but are partially or wholly funded by County appropriations under State law.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

LEGISLATIVE BRANCH

Article II of the Charter vests all legislative powers in the County Council, which consists of six Council Members, each of whom reside in and are elected from one of the County's six districts, and a Council President, who may reside anywhere in the County and is elected at-large. Council Members must have been a resident and a qualified voter of the County for at least two years immediately preceding their election or appointment.

All sessions of Council must be conducted in public; four members constitute a quorum; and sessions are to be held the first three Tuesdays of each month and each Tuesday of the month of May.

The Charter also provides for a Council Administrator to keep minutes of meetings, maintain a journal and other duties as the Council may direct; and a Council Auditor, who must be a certified public accountant and who is charged with preparing an annual financial audit of all agencies that receive or disburse County funds. A Council Attorney is appointed by the Council to act as their Chief Legal Advisor. The Council Attorney must be a member in good standing of the Bar of the Maryland Court of Appeals for at least five years; and prior to assuming the duties of the office must be domiciled in the County.

All formal communication from the Council to the Executive Branch must be addressed to the County Executive, and neither the Council nor any of its members can give orders either publicly or privately to any subordinate of the County Executive. The Council does however have the power to investigate into the affairs of the County and the conduct of any County agency. The appointment of an Executive Branch agency head, board member and / or commission member, requires Council confirmation.

THE HEALTH DEPARTMENT

Article 25A Section 5(Y) of the Annotated Code of Maryland, 1957, and Chapter 9, Article 11, Section 116 of the Harford County Code establish the County Council as the Local Board of Health for the County with power to adopt and enforce all necessary rules and regulations concerning sanitation for food service facilities, habitable buildings and private water supplies within its jurisdiction and to provide reasonable regulating fees and charges plus penalties for violations.

HARFORD CABLE NETWORK

Harford County Charter Article XXVIIA establishes the Harford Cable Network Board as an agency of the County Council. The Board consists of 15 members appointed by the Council, and coordinates the public, educational, and governmental access programming of Harford Cable Network. Revenue received by the Network is turned over to the County Treasurer to be accounted for and expended in accordance with County budget procedures.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

EXECUTIVE BRANCH

COUNTY EXECUTIVE

Under Harford County's Charter, Article III, a County Executive shall be nominated and elected by the qualified voters of the entire County, and be vested all executive power in Harford County by the Constitution and laws of Maryland and the County Charter. The County Executive's duties include, but are not limited to:

- o Preparing and submitting to the Council the annual County budget;
- o Preparing and submitting to the Council and the public, within four months after the close of the fiscal year, an annual report on the activities and accomplishments of the County government, including a detailed financial statement;
- o Providing the Council with any information concerning the Executive Branch which the Council may require for the exercise of its powers;
- o Recommending to the Council such measures for legislative action as may be deemed to be in the best interests of the County;
- o Insuring that County funds in excess of those required for immediate needs are invested in the best interests of the County;
- o Signing or causing to be signed on the County's behalf all deeds, contracts, and other instruments; and
- o Seeing that the affairs of the Executive Branch are properly and efficiently administered, and that employees of the Executive Branch faithfully perform their duties.

The County Executive serves for a four year term, with a two consecutive term limit; shall have been a resident and a qualified voter of the County for at least five years immediately preceding the election; and at the time of election shall be at least 25 years old. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive.

DIRECTOR OF ADMINISTRATION

Under Harford County's Charter, Article III, Sections 310 and 312, the County Executive is charged with appointing a Director of Administration, subject to confirmation by the Council. The Director of Administration serves at the pleasure of the County Executive, performs administrative duties and exercises general supervision over the agencies of the Executive Branch as the County Executive directs. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive.

The Director of Administration also serves as the County's budget officer, and is responsible for causing to be prepared and submitted to the County Executive, for approval and submission to the Council, all County budgets. The Director of Administration is also charged to study the organization, methods, and procedures of each agency of the County government and submit to the County Executive periodic reports on their efficiency and economy. The Director of Administration is the County's Hearing Officer on appeals to the decisions of department heads on the application of County rules and regulations.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

Both Charter provisions and Executive Orders have resulted in the creation of various divisions under the purview of the Director of Administration:

The divisions of Facilities and Operations, Central Services, Budget and Management Research and Risk Management provide support services to all County government departments and agencies. Each division's supervisor reports directly to the Director of Administration.

The divisions of Computer Support and Management Information Systems are under the direction of an Information Systems Division Manager who reports to the Director of Administration, and is responsible for the County's multi-platform systems.

The Division of Emergency Services, though funded as a separate budget, is an additional responsibility of the Director of Administration, who is the liaison between County government and the County's twelve Volunteer Fire and Ambulance Companies.

AGENCIES OF THE EXECUTIVE BRANCH

Charter Section 313 calls for the County Executive to appoint a single officer to head each agency of the Executive Branch, as well as the members of all boards and commissions, subject to confirmation by the Council, and who serve at the discretion of the Executive. Section 402 requires that "In the Executive Branch of the County government there shall be a Department of Law, a Department of the Treasury, a Department of Planning and Zoning, a Planning Advisory Board, a Department of Public Works, a Public Works Advisory Board, a Department of Parks and Recreation, a Parks and Recreation Advisory Board, a Human Relations Commission, a Personnel Advisory Board, a Department of Procurement, and any other agencies established by law." The Charter then defines the qualifications for and duties of the department heads and board members.

The Executive Branch, per Charter Section 402, is also comprised of, "...any other agencies established by law." Subsequent Charter sections and / or Executive Orders have created: the departments of Human Resources, Community Services, and Inspections, Licenses and Permits; the Housing Agency; and the offices of Economic Development and Governmental and Community Relations.

PUBLIC SAFETY

SHERIFF'S OFFICE

The actual formation of the government for Harford County occurred on March 22, 1774, when Henry Harford, Lord Proprietor of the province, sent his commission to the new County seat at Harford Town or Bush. Thomas Miller was commissioned as the first Sheriff. In 1777, John Taylor became Harford County's first elected Sheriff. Law enforcement responsibilities within the Sheriff's Office mirror that of most other police agencies throughout the nation. In Harford County, the Sheriff's Office has retained the responsibility of being the primary law enforcement agency in the County, maintaining law and order, investigating crime, apprehending criminals, serving the courts and having responsibility for the custody of prisoners. The County's Sheriff is elected for a four year term with no term limit.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

VOLUNTEER FIRE COMPANIES

There are twelve Volunteer Fire and Ambulance Companies that protect the citizens of Harford County. Chapter 1, Section 33 of the Harford County Code directs the County Executive "...to pay to the support of volunteer fire companies in the County and to volunteer fire companies operating in the County under written working agreements with the County, for the purpose of helping in the acquisition and maintenance of such companies' fire-fighting apparatus...such sums as the County Council shall deem proper..."

STATE'S ATTORNEY'S OFFICE

In 1851, Article V, Section 7 of the Maryland Constitution created the position of the State's Attorney for each county and Baltimore City. The Constitution of 1867 defined the duties of the State's Attorney, as they exist today. The State's Attorney is primarily responsible for the investigation and prosecution of criminal cases at the trial level. State's Attorneys work with the police in the development of cases, presentations to the Grand Jury and trial of cases in Circuit, District of Juvenile Court. Harford County's State's Attorney is elected for a four year term with no term limit.

JUDICIAL

The Judicial System in Harford County is represented by a District Court and a Circuit Court.

The District Court of Maryland, created by a constitutional amendment in 1970, is divided into twelve geographical districts. Each district contains one or more political subdivisions, with at least one judge in each subdivision. District 9 covers Harford County alone with four Judges. The District Court Judges are appointed by the Governor to ten year terms, they do not stand for election. The District Court is centrally administered and totally funded by the State. In minor civil and criminal matter, and in virtually all violation of the Motor Vehicle Law, the District Court has jurisdiction. The exclusive jurisdiction of the District Court includes all landlord-tenant cases, replevin actions (recovery of wrongfully taken or detained goods), motor vehicle violations, misdemeanor cases, boating and vehicle offenses, and minor criminal cases involving bad checks, credit cards, counterfeiting, insurance or workers' compensation fraud and theft, and certain felonies. In civil cases the District Court has exclusive jurisdiction in claims for amounts up to \$5,000, and concurrent jurisdiction with the Circuit Courts in claims for amounts above \$5,000 but less than \$30,000. The jurisdiction of the court in criminal cases is concurrent with the Circuit Court for offenses in which the penalty may be confinement for three years or more or a fine of \$2,500 or more; or offenses which are felonies. A case in the District court is argued before a judge only, there are no jury trials in District Court.

Maryland Circuit Courts were established by the State Constitution of 1851, Article IV, Sections 8 and 9; they are grouped into eight geographical circuits. The first seven each contain two or more counties; the eighth consists of Baltimore City. The Third Judicial Circuit covers Baltimore and Harford Counties with seventeen Judges and five Judges, respectively. Circuit Court Judges are appointed by the Governor and then must stand for election in the first general election that occurs at least one year following the vacancy the judge was appointed to fill. The Judge may be opposed formally by one or more qualified members of the bar, with the successful candidate being elected to a fifteen year term. Circuit Courts are the highest common law and equity courts of record exercising original jurisdiction within Maryland. Each has full common law and equity

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

powers and jurisdiction in all civil and criminal cases within its county, and all the additional powers and jurisdiction conferred by the Maryland Constitution and by law, except where jurisdiction has been limited or conferred exclusively upon another tribunal by law (Code Courts & Judicial Proceedings Article, sec. 1-501). The Circuit Courts are trial courts of general jurisdiction. Their jurisdiction is very broad but generally covers major civil cases and more serious criminal matters. Circuit Courts also may decide appeals from the District Court of Maryland and certain administrative agencies, as well as hearing domestic violence cases. Cases may involve juries or sometimes are heard by a judge only.

The State of Maryland appropriates funds for the salaries of all Circuit Court Judges, the Clerk of the Circuit Court and all employees of the Clerk's Office. Harford County funds the cost of the Judges' staff, juror fees, Juvenile Court, and certain Court related functions.

OUTSIDE AGENCIES

A number of agencies, though independent from Harford County Government, receive the major portion of their operating funds from the County. The County funds appropriated to these agencies represent significant portions of the County's Operating and Capital Budgets. Article VIII, Section 811 of the County Charter defines each of these agencies as "a subordinate element of government...including...when so specified, all offices, departments, institutions, boards, commissions, and corporations which receive or disburse County funds."

BOARD OF EDUCATION AND PUBLIC SCHOOLS

The Harford County Board of Education was established under the Education Article of the Annotated Code of Maryland to have perpetual existence and be a body politic and corporate of the State of Maryland. It is empowered and required to maintain a reasonably uniform system of public schools designed to provide quality education and equal educational opportunities for all youth. The Board is composed of seven members. Each is appointed by the Governor of Maryland and serves for a term of five years. The terms of the Board of members overlap and each member is eligible for reappointment; however, no member may serve more than two consecutive terms. Board of Education members do not receive salaries for their services. In addition, there is a student representative to the Board who serves a one year term while a high school senior. The student is elected by the Harford County Regional Associate of Student Councils.

The Board of Education appoints the Superintendent of Schools for a four year term. The Superintendent acts as the Executive Officer of the Board as well as Secretary and Treasurer. The Superintendent is responsible for the Administration of the Harford County Public School System which consists of fifty-three schools, thirty-two elementary, nine middle, nine comprehensive high, one technical high, a special education school serving students with disabilities, and an Alternative Education Program. A Science and Mathematics Academy magnet program opened in the fall of 2004; there is a 245 acre Harford Glen Outdoor Education Centre, and the County's first charter school, the Restoration Alternative Academy.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

THE PUBLIC LIBRARY SYSTEM

Harford County's Public Library System was established in 1946 and re-established in 1981 as a County agency operating under State law. The Library Board of Trustees was authorized by the Laws of Maryland Article 77 and the Harford County Code Article 21, Chapter 9. The Board of Trustees are appointed by the County Executive and confirmed by the County Council to overlapping five year terms. Their duties were established by State law:

- o To establish and operate a free library
- o To set library policy
- o To advise in the budget process and control spending of funds

The system operates eleven branches, a Rolling Reader Program, a Silver Reader Program, the Highlands Common Library, and provides library services to the Harford County Detention Center.

HARFORD COMMUNITY COLLEGE

Harford Community College was founded in 1957 as a public community college. The College occupies a 332 acre site on Thomas Run Road, three miles east of Bel Air, Maryland. The mission of Harford Community College (HCC) is to provide high quality, accessible and affordable educational opportunities and services. These include university transfer, career, developmental and continuing education programs, that promote professional competence and economic development and improve the quality of life in a multicultural community. As the primary resource for and coordinator of higher education in the County, the College serves as a center of culture and recreation. Programs and services provide lifelong learning for residents with an emphasis on adult instruction in classrooms, laboratories and clinics, and on electronic systems, as well as intergenerational courses and workshops in recreation, business applications, and specialty areas, plus fine and performing arts.

THE HIGHER EDUCATION AND CONFERENCE CENTER AT HEAT

The Higher Education & Conference Center at *HEAT (Higher Education and Applied Technology Center)*, located in Aberdeen, Maryland, at the juncture of Interstate 95 and Rt. 22, provides expanded higher education access to the citizens of northeastern Maryland. Baccalaureate and graduate programs are offered by colleges and universities in support of the educational needs of the region.

Harford Community College coordinates the academic programs and maintains the facility. Partnering institutions provide the faculty and establish the requirements of their individual programs. Each institution sets its own tuition rate. Students enroll directly with the partnering institutions that collect all tuition and fees and confer all degrees. The Center is the official satellite in Harford County for degree programs by Johns Hopkins University, The College of Notre Dame, Towson University, The University of Maryland, College Park, Morgan State University, and the University of Phoenix.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

Training is offered at the Higher Education and Conference Center for businesses, industries, and local governments through the Continuing Education and Training Division at Harford Community College.

Leased incubator space is offered at the Higher Education Center for technology base start-up organizations.

THE HARFORD CENTER

Article XXV of the Harford County Code establishes a body corporate and politic, known as the Harford Center, as an instrumentality of the County and as a public corporation, to operate a residential and day care training and rehabilitation facility center to properly care for and provide necessary services to County residents with physical and mental special needs.

The activities of the Harford Center are funded by citizen support, voluntary contributions, fees and charges, plus payments from the state and federal government. The County Council is authorized to make annual appropriations in support of the Center's operations; the Council may also authorize funds or issue debt for the Center to acquire land or make capital improvements.

THE ARC NORTHERN CHESAPEAKE REGION

The ARC Northern Chesapeake Region is a private, non-profit local chapter of the ARC of Maryland and the ARC of the United States, the largest volunteer organization in the world devoted exclusively to improving the quality of life for all adults and children with mental retardation and their families. The ARC Northern Chesapeake Region is funded by Maryland State Agencies, the United Way, some agency owned thrift stores, fundraising, and an annual contribution from Harford County Government.

The ARC Northern Chesapeake Region creates opportunities for people with mental retardation to develop and exercise the competence that will empower them to make choices in the pursuit of their own personal futures and to participate fully in the life of the community. It also provides support for families of persons with mental retardation to enable them to provide a stable and nurturing environment for all family members. The ARC provides direct services in the areas of residential, community supported living arrangements, individual support services, family support services, foster care, adoption, employment and transportation services, as well as individual and systems advocacy plus information and referral services.

EXTENSION SERVICES

Established by the Federal Hatch Act (1887) and the Smith-Lever Act (1887), the Harford County Cooperative Extension Office provides educational outreach (Extension) from the University of Maryland, College Park, and the University of Maryland, Eastern Shore as part of their three-fold mission as land grant institutions of teaching, research, and outreach.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

Cooperative Extension in Harford County provides educational programs based on the needs and interests of county residents. Emphasis is placed on Agriculture and Natural Resource Science, Family and Consumer Science, 4-H and Youth Development. Extension is funded through county, state, and federal contributions. Some special projects are funded through grants and donations.

SOIL CONSERVATION

The Harford Soil Conservation District was organized on September 6, 1944 as one of the several local government subdivisions established in 1937 under the Agriculture Article Title 8, Soil Conservation, SS8-101 through 8-705 of the Annotated Code of Maryland as amended. The district's purpose is to carry out a soil, water, and related resources conservation program.

DEMOGRAPHICS

HARFORD COUNTY POPULATION

(SOURCE: OFFICE OF ECONOMIC DEVELOPMENT / ESRI)

2000 – 218,590

2008 – 249,753

Projection:

2013 – 268,692

HOUSEHOLDS

Median Household Income (2008) - \$74,713

(SOURCE: OFFICE OF ECONOMIC DEVELOPMENT / U.S. BUREAU OF CENSUS ESRI FORECASTS)

Number of Households:

(SOURCE: OFFICE OF ECONOMIC DEVELOPMENT / ESRI)

2000 – 79,667

2008 – 92,446

Projection:

2013 – 100,097

EDUCATION ATTAINMENT

(SOURCE: WWW.DBED.STATE.MD.US)

High School Graduate or higher: 90.5%

Bachelor's Degree or higher: 29.5%

POPULATION BY AGE

(SOURCE: HARFORD COUNTY OFFICE OF ECONOMIC DEVELOPMENT / ESRI)

0-4 years of age: 17,665

5-9 years of age: 17,467

10-14 years of age: 18,341

15-19 years of age: 17,042

20-24 years of age: 13,503

25-34 years of age: 28,688

35-44 years of age: 38,231

45-54 years of age: 40,691

55-64 years of age: 29,709

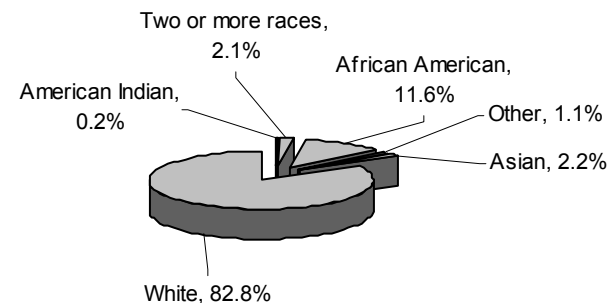
65-74 years of age: 15,510

75-84 years of age: 9,560

85 + years of age: 3,346

POPULATION SHARE BY RACE & ORIGIN

(source: US Bureau of Census ESRI forecasts for 2008)



(*2008 Percent Hispanic Origin {any race} – 2.8%)

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

ECONOMICS

HARFORD COUNTY'S BOND RATING

Credit (or Bond) ratings are designations by investor services to give a relative indication of credit quality. When a government receives a higher bond rating, their bonds can be sold at a lower interest rate, which results in less interest cost to that government.

Harford County went to the bond market June 2, 2009 for a \$145,990,000 bond sale (\$96,100,000 in General Obligation, \$23,900,000 in Water & Sewer bonds, and \$25,990,000 in Refunding Bonds). The county received and maintained its current ratings of: Fitch Ratings AA+, Standard and Poor's AA+, and Moody's Investors Service Aa1, as published in the County's Official Statement of June 2, 2009.

Harford County received its ratings based on: an increasing tax base (that is more business growth), favorable debt ratios, sound financial operating and reporting, and conservative budgeting.

Investor Service	Highest Rate Possible	FY 02	FY 04	FY 06	FY 07	FY 08	FY 09
Standard & Poor's	AAA	AA	AA	AA+	AA+	AA+	AA+
Fitch	AAA	AA+	AA+	AA+	AA+	AA+	AA+
Moody's Investor Service	Aaa	Aa1	Aa1	Aa1	Aa1	Aa1	Aa1

(Note: For FY 00 only short-term financing was done)

LEGAL DEBT MARGIN

Starting in FY 02, State law limits charter counties to the amount of general obligation debt they can issue (Legal Debt Limit) to an amount equal to a total of 6% of the County's assessable base of Real Property and 15% of Personal Property.

Harford County's Legal Debt Limit	100%	1,790,616,173
Total Debt Applicable to the Legal Debt Limit	19.75%	353,602,737
Legal Debt Margin	80.25%	\$1,437,013,436

By subtracting a county's amount of incurred debt from its Legal Debt Limit one can determine the county's Legal Debt Margin, that is the amount of debt the county could still incur before reaching its Legal Debt Limit. By keeping our debt level well below our debt limit, Harford County has maintained favorable debt ratio, cited as partially responsible for our high bond rating.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

TOTAL DEBT

Estimated Long Term Debt	353,602,737
Estimated Self Sustaining Debt	<u>153,262,836</u>
Total Bonded Debt	<u>\$506,865,573</u>

ASSESSABLE BASE

Total Assessable Base	28,562,290,648
Less Tax Exempt Portion	<u>3,942,002,507</u>
Total Taxable Value	<u>\$32,504,293,155</u>

PRINCIPAL TAXPAYERS

(SOURCE: HARFORD COUNTY, MD COMPREHENSIVE ANNUAL FINANCIAL REPORT, FISCAL YEAR ENDED JUNE 30, 2008 {UNAUDITED})

Baltimore Gas & Electric Company.....	\$7,590,292
Susquehanna Power Company	\$2,685,652
Verizon	\$2,162,037
Festival at Bel Air, LLC.....	\$583,377
Wells Fargo Northwest.....	\$582,434
Harford Mall Business Trust.....	\$578,899
Columbia Gas Transmission	\$469,347
State of Wisconsin Investment Board	\$442,341
Perryman 159 LLC	\$376,261
Bel Air Square, LLC	\$319,470

UNEMPLOYMENT RATE

(SOURCE: MD DEPT. OF LABOR, LICENSING AND REGULATION)

December, 2008 – 5.5%

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

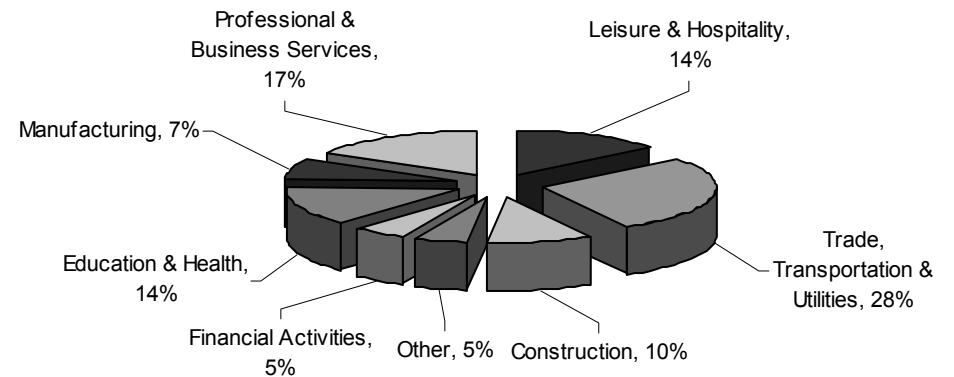
MAJOR EMPLOYERS

(SOURCE: HARFORD COUNTY, COMPREHENSIVE ANNUAL FINANCIAL REPORT, JUNE 30, 2008)

Aberdeen Proving Ground	12,500
Harford County Public Schools	5,306
Upper Chesapeake Health System.....	2,464
Harford County Government.....	1,588
Rite Aid Mid Atlantic Distribution Center	1,270
Science Applications International Corporation (SAIC)	797
Jacobs Technology, Inc.	656
Home Depot	605
Wal Mart.....	597
Saks Fifth Avenue	495

DISTRIBUTION OF WORKERS ACROSS OCCUPATIONS

(BY LOCALITY; SOURCE: WWW.HARFORDBUSINESS.ORG)



EDUCATION

HARFORD COUNTY PUBLIC SCHOOLS

32 Elementary Schools	1 John Archer Public Special Education School
9 Middle Schools	1 Alternative Education Program
9 Comprehensive High Schools	
1 Technical High School	

Enrollment:

Actual Enrollment – FY 2008	39,175
Projected Enrollment – FY 2009	39,135
Projected FTE Staff – FY 2009	5,280.3

Funding:

County	210,914,800	48.%
State	209,067,584	47%
Fund Balance	4,637,987	1%
Federal	16,472,709	3%
Other	3,166,431	1%
Total	444,259,511	100.0%

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

HARFORD COMMUNITY COLLEGE

(SOURCE: HARFORD COMMUNITY COLLEGE 2008 FACTS & FIGURES)

Full Time Equivalent Enrollment	3,660.1
Number of Students	8,297
Full Time Students	1,675
Part Time Students	6,622
Average Age	26.3
Associate Degree Seeking.....	6,082
Certificate Seeking	212
Non Degree Seeking.....	2,003

THE HIGHER EDUCATION & CONFERENCE CENTER AT HEAT:

(SOURCE: www.harford.edu/HEATCenter)

The HEAT Center's Managing Partners are the Executive Director of the Maryland State Transportation Authority, the President of Harford Community College, and the Harford County Executive.

College / University partners & Degree Programs offered:

College of Notre Dame of Maryland:

BA – Business and Elementary Education
BS – Nursing
MA – Leadership in Teaching, Management, Contemporary Communication

Johns Hopkins University:

MS – Biotechnology
Engineering and Applied Science Programs for Professional
BS & MS – Police Executive Leadership Program

Towson University:

M.Ed – Education
MS – Instructional Technology
Post-Master's Certification for Administrator I
MS – Human Resource Development
BS – Elementary Education / Special Education (dual degree)
Undergraduate Courses

University of Maryland at College Park:

M. Eng – Engineering
Graduate Certificate in Engineering

University of Phoenix:

BS – Information Technology
MBA – Technology Management

Morgan State University:

Ed.D – Community College Leadership

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

SERVICE STATISTICS

FIRE / EMERGENCY MEDICAL SERVICES

Number of Volunteers 1,520
 Number of Fire & Medical
 Emergency Calls Dispatched 32,132
 Number of Non-Emergency
 Calls Received 206,006
 Number of 911 calls 101,959
 Number of Calls Dispatched
 to Harford County Sheriff's Office 143,618
 Number of Hazardous
 Materials Incidents 329
 Emergency Operations Center
 Activations / Exercises 12
 Number of Emergency Apparatus 187
 Number of Stations:
 Main Stations 12
 Sub-stations 15

SHERIFF

Number of Law Enforcement Officers 290
 Number of Community Policing Programs 311
 Number of Neighborhood Watch Programs 39
 Number of Police Responses 142,154
 Number of Emergency Apparatus 324
 Number of Facilities 17

PUBLIC WORKS

Highways:

Miles of Streets Maintained by the County
 Blacktop 648
 Tar & Chip 349
 Earth 47
Total Number of Miles..... 1,044

Number of Street Lights 5,332
 Number of Snow Routes 75
 Number of Bridges 222

Water & Sewer:

Daily average water consumption in gallons..... approx. 10,500,000 (est. 06/2008)
 Daily average effluent treatment in gallons..... approx. 12,000,000 (est. 06/2008)
 Number of water and sewer customers .. 42,184 (est. 06/2008)

Solid Waste Services:

Tons of recycled materials collected annually – 187,249 (calendar year 2008)
 Tons of solid waste processed annually – 143,217 (includes HWDC Landfill, and WTE Plant)

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

LIBRARIES

(SOURCE: HARFORD COUNTY LIBRARIES ONLINE – www.hcplonline.info)

Number of Branches 11 service outlets
 Number of Registered Borrowers 240,112
 Circulation 3,990,113

Materials Collection - 1,050,296
 (Books, tapes, magazines, etc.)

Staff

Library Personnel 246.88 FTE
 Volunteers (FY 07) 22,937.25 total hours

Information / Technology -

Virtual Visits to Network Library..... 1,740,532
 On-Line Database Usage 63,555
 (sessions)
 Technology Instructions 19,471
 (individuals)

PERMITS & INSPECTIONS

Permits Issued:

(Actual FY 2008)

Building..... 3,886
 Electrical..... 4,591
 Plumbing 5,210

Inspections Completed:

(Actual FY 2008)

Building 18,801
 Electrical..... 14,560
 Plumbing 13,814

New Residential Permits Issued 542

(Actual FY 2008)

HARFORD COUNTY AT A GLANCE

CULTURAL AND RECREATION ATTRACTIONS

Anita C. Leight Estuary Center

Concord Point Lighthouse

Eden Mill Nature Center

Fiore Winery

Harford County Equestrian Center

Harford Glen Environmental Education Center

Havre de Grace Decoy Museum

Havre de Grace Maritime Museum

Hays House

Ironbirds Stadium

Ladew Topiary Gardens

Liriodendron Mansion

Rockfield Manor

Steppingstone Farm Museum

Susquehanna Lockhouse Museum

Susquehanna State Park

Swan Harbor Farm

Rocks State Park

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

AGRICULTURAL

The Harford County Agricultural Land Preservation Program allows land owners to preserve farmland for future generations through the use of conservation easements; in addition, the land owner receives payment and / or a tax credit for selling their development rights. By July 1, 2009 the County will have purchased an estimated 44,577 acres of farmland through County and State Agricultural Preservation programs. There are six Farmers' Markets throughout the County with over 80 vendors, attracting in excess of 1,000 customers weekly. Harford County has approximately 3,200 head of dairy cattle, 3,300 head of beef cattle, and is the home to over 7,300 horses. Equine, Direct Marketed, and Value-added goods are the fastest growing Ag sectors in Harford County.

Land Use		Total Developed:	26.4%	Total Non-Development	73.6%
Total Acres	335,282	Residential	17.5%	Agriculture	36.7%
Total Land	83.7%	Commercial / Industrial	2.1%	Forest	34.2%
Total Water	16.3%	Institutional / Open	6.8%	Extractive / Barren	0.1%
				Wetlands	2.6%

RECREATION

Volunteer Recreation Councils	20	Acres of County & Municipal Park Land	4,626
Number of Parks & Recreation Volunteers	29,574	Acres of encompassing five State parks.....	6,593

HEALTH

Medical Institutions:

Upper Chesapeake Medical Center
Harford Memorial Hospital

Harford County Health Department:

Number of Employees – 195

Number of Sites – 6 including a dental clinic in Edgewood Plaza Shopping Center, Aberdeen Community Center, and space at HCPS for School Based Health, Infants & Toddlers, and Teen Diversion.

Divisions: Addictions, Administration, Environmental, Health, Health Education, Health Services, Nursing, and WIC

Inspections of Food Establishments:

The Food Control Program regulates, inspects, and licenses all facilities in Harford County that sell or provide food to the public, in accordance with the Code of Maryland Regulations (COMAR) 10.15.03, which govern food service facilities. These facilities include, but are not limited to: restaurants, carry-outs, fast food stores, grocery stores, convenience stores, schools, churches, hospitals, nursing homes, mobile food units, snowball stands, food vending areas, and temporary food stands.

ELECTIONS

Number of Registered Voters 149,985 (as of January 31, 2008)

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

TRANSPORTATION

Harford County Transportation Service:

Annual Ridership.....291,577
 Number of Vehicles.....32
 Vehicle Miles Traveled 684,957

Train:

Commuter - Amtrak
 MARC (MD Rail Commuter – Aberdeen, Edgewood)
 Freight – CSX Transportation, Conrail

Major Highways – I-95, U.S. 40, U.S. 1, and MD 24

Air for Charter and Corporate flights:

Harford County Airport, Aldino
 Fallston Airport, Fallston
 Forest Hill Business Airpark, Forest Hill

DISTANCE TO:

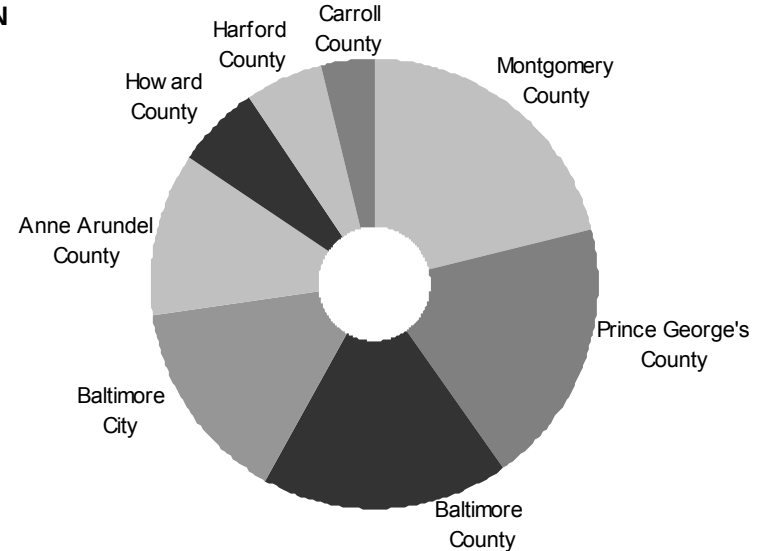
40 miles from Wilmington, Delaware
 60 miles from Washington, DC
 75 miles from Philadelphia, Pennsylvania
 80 miles from Harrisburg, Pennsylvania
 140 miles from Richmond, Virginia
 165 miles from New York, New York

COMPARING MARYLAND COUNTY STATISTICS

POPULATION

(SOURCE: MD ASSOCIATION OF COUNTIES, FY 2008 – POPULATIONS AS OF JULY 1, 2008)

Montgomery County.....930,813
 Prince George's County 828,770
 Baltimore County.....788,994
 Baltimore City.....637,455
 Anne Arundel County 512,154
 Howard County 273,669
 Harford County.....239,993
 Carroll County 169,220



AN OVERVIEW OF HARFORD COUNTY, MARYLAND

BUDGET

(SOURCE: COUNTY WEBSITES)

	<u>FY 09 Operating</u>	<u>FY 09 Capital</u>
Anne Arundel County	2,634,690,200	390,179,667
Baltimore County	2,582,492,083	232,823,274
Baltimore City	2,194,492,889	742,819,000
Montgomery County	4,340,000,000	262,460,000
Prince George's County	2,673,454,000	433,468,000
Howard County	1,422,696,760	413,812,000
Harford County	617,108,599	268,935,543
Carroll County	545,117,559	135,297,971

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

PROPERTY TAX RATES

Real Property
Tax Rates
July 1, 2009 – June 30, 2010
Per \$100

	Maryland	\$0.1120
1	Baltimore City	\$2.2680
2	Baltimore County	\$1.1000
3	Harford	\$1.0640
4	Carroll	\$1.0480
5	Charles	\$1.0280
6	Howard	\$1.0140
7	Garrett	\$1.0000
8	Allegany	\$0.9829
9	Kent	\$0.9720
10	Cecil	\$0.9600
11	Prince George's	\$0.9600
12	Washington	\$0.9480
13	Somerset	\$0.9400
14	Frederick	\$0.9360
15	Dorchester	\$0.8960
16	Calvert	\$0.8920
17	Anne Arundel	\$0.8880
18	Caroline	\$0.8700
19	St. Mary's	\$0.8570
20	Wicomico	\$0.8140
21	Queen Anne's	\$0.7700
22	Worcester	\$0.7000
23	Montgomery	\$0.6610
24	Talbot	\$0.4490

(SOURCE: choosemaryland.org)

Business Personal Property
Tax Rates
July 1, 2009 – June 30, 2010
Per \$100

	Maryland	None
1	Baltimore City	\$5.6700
2	Baltimore County	\$2.7500
3	Harford	\$2.6600
4	Carroll	\$2.6200
5	Charles	\$2.5650
6	Howard	\$2.5350
7	Allegany	\$2.4573
8	Cecil	\$2.4000
9	Prince George's	\$2.4000
10	Washington	\$2.3700
11	Somerset	\$2.3500
12	Dorchester	\$2.2400
13	Calvert	\$2.2300
14	Anne Arundel	\$2.2000
15	Caroline	\$2.1800
16	St. Mary's	\$2.1430
17	Wicomico	\$2.0350
18	Worcester	\$1.7500
19	Montgomery	\$1.6520
	Garrett*	
	Frederick *	
	Kent*	
	Queen Anne's*	
	Talbot*	

*NONE ON BUSINESS, ONLY UTILITY
OPERATING PROPERTY IS TAXED

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

PERSONAL INCOME TAX RATES 2009

(SOURCE: WWW.CHOOSEMARYLAND.ORG)

1	Howard	3.20%
2	Montgomery	3.20%
3	Prince George's	3.20%
4	Somerset	3.15%
5	Wicomico	3.10%
6	Harford	3.06%
7	Baltimore City	3.05%
8	Carroll	3.05%
9	St. Mary's	3.00%
10	Frederick	2.96%
11	Allegany	3.05%
12	Charles	2.90%
13	Queen Anne's	2.85%
14	Kent	2.85%
15	Baltimore County	2.83%
16	Calvert	2.80%
17	Cecil	2.80%
18	Washington	2.80%
19	Garrett	2.65%
20	Caroline	2.63%
21	Dorchester	2.62%
22	Anne Arundel	2.56%
23	Talbot	2.25%
24	Worcester	1.25%

COUNTY BUDGET POLICIES / PROCESS

Harford County's Fiscal Policies and Budget Process were framed by the County Charter and the County Code; expanded by our Business Plan; enhanced by recommendations of the Government Finance Officers Association; and conform to Federal, State and local regulations as well as the requirements of the Governmental Accounting Standards Board.

At the core of these policies and processes is the Administration's determination to remain conservative financial managers while recognizing fluctuations in the economy, changing trends, the adoption of new laws, and the concerns of our citizens. The County realizes the need to constantly review, and adapt where necessary, our ways of conducting business.

Harford County's Fiscal Policies are based on and have evolved from:

I HARFORD COUNTY CHARTER, ARTICLE V, BUDGET AND FINANCE

The Harford County Charter, Article V, Budget and Finance sets the Fiscal, Tax and Budget Year to begin on the first day of July and to end on the thirtieth day of June of the succeeding year.

The Charter requires the County budget to be comprehensive in scope and to represent a complete financial plan for the County. Required elements include revenue and expense estimates, debt, debt service, contingency reserves, cash surpluses and historical spending figures. The County Council is charged with adopting the annual budget and levying taxes sufficient to balance the budget.

The Charter establishes policies concerning supplemental, emergency and unexpended appropriations, as well as transferring appropriations, limiting expenditures, defining the composition of funds, and amending the budget.

The County may incur debt per the Charter, however:

- no debt for a term of one year or greater shall be incurred by the County to meet operating expenses;

- all debt for a term in excess of one year shall become due no later than 30 years after the date of issuance, except debt incurred to finance water, sewer, and wastewater facilities, which shall become due no later than 40 years after the date of issuance; and

- debt should be made payable within the probable useful life of the improvement or undertaking.

II ANNOTATED CODE OF MARYLAND – DEBT LIMIT

Pursuant to Article 25A, 5(P) of the Annotated Code of Maryland (1998 Replacement Volume and 2001 Supplement), Harford County, as a charter county, is limited in the amount of general obligation supported debt it can issue to an amount equal to a total of 6% of the assessable base of Real Property and 15% of Personal Property.

COUNTY BUDGET POLICIES / PROCESS

III CODE OF HARFORD COUNTY, MARYLAND – FISCAL IMPACT STATEMENTS

The Code of Harford County, Maryland, Part I Administrative Legislation, Chapter 31, Fiscal Impact, requires that all proposed legislation before the County Council be reviewed for its fiscal impact prior to a public hearing. Since any law could affect the cost of government, it is County policy to provide to the legislative body such information as is necessary to assess the direct and indirect costs of pending legislation. Additionally, the County provides information on fiscal impacts to the State government for any State legislation under consideration which would affect Harford County.

IV HARFORD COUNTY'S FIVE YEAR BUSINESS PLAN

A THE EVOLUTION OF THE PLAN – In addition to State and County legal requirements, various County administrations have initiated studies and developed plans and policies to successfully manage the County's finances. These policies evolved over time. Budget shortfalls experienced by the State of Maryland greatly impacted the way the County does business. By 1993, these studies, plans and policies were consolidated in a Five Year Business Plan. Components of the Plan are updated annually and the entire Plan is to be reviewed, revised, and/or reaffirmed every five years. This Plan has become the basis from which most of the County's fiscal policy has been derived.

1 FISCAL YEAR 1988 – The County Administration, at that time, wanted to assure the citizens of Harford County that funding for public services, programs, and facilities was:

- sufficient to assure effectiveness;
- appropriate as to source; and
- fair and equitable throughout the County.

To this end, the Administration began in September 1987 to develop a ten year model for operating and capital budgets in the General, Highways and Water and Sewer Funds. Various department heads participated in identifying the needs of the County and its school system, Community College, Library System, and Public Safety Divisions. However, affordability was not a factor in the development of these spending plans; and no effort was made to balance revenues and expenditures in the model, resulting in fiscal years in which projected expenses exceeded projected available revenues, and vice versa.

2 FISCAL YEAR 1991 – In December 1990, the newly elected Administration recognized that, for the foreseeable future, revenues available to fund governmental services would not increase as rapidly as in the past. They undertook a complete review of the County's operating budgets and capital improvement program. At that time the State of Maryland, and most of its subdivisions, were dealing with dwindling revenues of a magnitude that had not been seen for quite some time, and which had resulted from:

COUNTY BUDGET POLICIES / PROCESS

a decline in new construction;
increased unemployment;
fewer available Federal and State grant funds; and
a general economic slowdown.

In addition, Harford County real property tax assessment growth was capped at 6% per year for residential properties, further limiting projected revenue.

Credit rating agencies had judged the County to be well managed, both from executive and financial management considerations. The Administration was committed to maintaining sound management practices in all areas, and established a goal to address the current business cycle and to plan for the future, while not increasing the existing property tax rate.

- 3 **FISCAL YEAR 1992** – Through prudent budgeting and stringent cost-saving measures the County Administration developed a Fiscal Year 1992 budget which included an unappropriated fund balance of \$6.3 million. However, the State of Maryland was facing an anticipated \$445 million revenue shortfall. Twice during Fiscal Year 1992 the State enacted measures to eliminate their deficit by reducing State assistance to local governments. Harford County's share of the reduction was \$3.3 million. The County was able to absorb the reduction through expenditure savings and an increase in revenues.
- 4 **FISCAL YEAR 1993** – The county budget included a \$7.7 million unappropriated fund balance, but the State again announced an anticipated revenue shortfall of \$150 million. This time the State, which had been liable for the Social Security costs of the local governments' Boards of Education, Community Colleges and Library systems, passed that liability to the counties. This unanticipated expense cost Harford County over \$6 million for Fiscal Year 1993.

The County increased a number of fees for permits and licenses to more nearly reflect the cost of providing the oversight responsibility it held in these areas. The "capped" real property tax assessment was also increased to 10% per year. In addition, the County Administration adopted the initial Five Year Business Plan.

- 5 **FISCAL YEAR 2004** – Multiple factors impacted the County's budget development for Fiscal Year 2004. On the revenue side, the national economy slowed, stock markets declined, and unemployment rates rose leading to a drop in Income Tax receipts; and once again the State of Maryland was projecting major funding deficits for the current and upcoming fiscal years. On the expense side, the County was faced with the price tag for implementing the Federal "No Child Left Behind" and the State "Bridge to Excellence" education legislation, a projected 30% increase in health benefit costs, and a pay and classification structure for County employees that had not been realigned since 1997, leaving Harford County out of line with other Maryland local governments. These factors resulted in belt tightening measures so stringent that our General Fund Budget was reduced by almost \$4 million over the Fiscal Year 2003 budget. This led to scrutiny of and amendments to our Fiscal Policies. A major change to the County's financial management practices was converting from a standard of maintaining a level of debt service no greater than 5% of the General Fund Budget to a

COUNTY BUDGET POLICIES / PROCESS

policy of keeping that debt to as small a portion of the General Fund Budget as is realistically possible, while not tied to a set ratio. This change allowed for conservative, yet fluid, responsible and fiscally prudent debt management.

- 6 FISCAL YEAR 2007** – Shortly after taking office, County Executive Craig was apprised of the extent to which the Department of Defense's Base Realignment and Closure (BRAC) actions would impact Aberdeen Proving Ground (APG) and Harford County. BRAC, combined with jobs that will be indirectly created, will lead to a projected increase in the County's population by as much as 55,000 over the next ten years. However, the County Executive kept foremost in his budget development consideration of those issues pertinent to our present citizens: enhancing our educational system; maintaining public safety; protecting our environment; and preserving our quality of life.

County Executive Craig charged the Treasurer and the Chief of Budget to meet with all County departments, outside agencies, and the towns, in order to compile a database, combining all of the operating and capital needs these groups project for the next ten years. Then each group was asked how BRAC would change those needs. This data was then analyzed for consistency with the County's Master Plan and for affordability in light of projected revenues. This data is now updated annually and forms the basis for our Capital Improvement Program, our annual Capital Budget, and anticipated future on-going operating expenditures.

By Executive Order, the County Executive appointed the BRAC Planning and Advisory Commission (BPAC) to identify the opportunities and challenges resulting from BRAC and its increased activities on and off APG, to define the infrastructure needs required to support these activities, and to evaluate the ability of the County to meet these challenges and fulfill the needs. This resulted in a BRAC Action Plan which delineates preparatory steps the County must take and must fund.

This is a process that will evolve over the next ten years, while we will simultaneously deal with changes to the national and state economies, legislated mandates, and the will of our citizens. The dynamic will be challenging and will have significant impact on our strategic planning.

The Administration has formalized a process for budget development, which starts each year with revising our database. The information is shared with our Planning & Zoning Department for compliance with our amendments to our Master Plan. Existing services are evaluated via performance measures to assure best practices. Federal, State and local legislation is monitored for fiscal impact. We consult with the County Council, the towns and outside agencies to share data and explore cooperative agreements. Research is conducted to consider alternative means of doing business. Revenue streams are analyzed and trends noted. Service charges are evaluated and adjusted to fair levels; as yet untapped funding sources are explored. The Administration has however established the policy that bonded debt and its resulting debt service is to be kept at a level not higher than 8% of the General Fund Budget.

- B CORNERSTONES OF THE PLAN** – Harford County's Five Year Business Plan addresses the areas of Financial and Strategic Planning, Debt and Cash Management, Revenues, plus Operating and Capital Budget Policies, to ensure that the County is capable of adequately funding and providing those local government services needed by the community.

COUNTY BUDGET POLICIES / PROCESS

1 FINANCIAL PLANNING – A Six Point Plan was designed to address economic cycles and maintain the existing property tax rate.

- a. Expenditures will be reviewed and approved based on real versus perceived need.
- b. Each function, service, project, and expenditure will be reviewed as to its affordability.
- c. New sources of revenue will be identified and advanced.
- d. We will prepare, integrate through planning, and maintain conservative annual operating budgets and multi-year spending plans.
- e. We will plan for and preserve a prescribed year-end fund balance to maintain our credit rating, and to provide for emergency needs.
- f. We will develop and implement a new Ten Year Capital Program based on affordability and sound debt management practices.

2 STRATEGIC PLANNING – The Business Plan also incorporates Ten Principles of Sound Financial Management.

- a. The planning system in the County will continue as a dynamic process which is synchronized with the Capital Improvement Program, Capital Budget, and Operating Budget. The County's Land Use Plan shall not be allowed to become static. There will continue to be a periodic review of the plans at least every five years.
- b. New private projects increase the assessable bases in the County and provide the funding for operating budgets and capital projects of the County. Harford County must continue to diversify its economic base by encouraging commercial employment and associated revenues. Such business and industry must be in accord with plans and ordinances of the County.
- c. Annual budgets shall continue to show fiscal restraint. Further, it is imperative that a positive cash balance (surplus) be shown in the General Fund at the end of the fiscal year. If necessary, spending during the fiscal year will be reduced sufficiently to create a cash surplus.
 - (1) A managed operational (contingency) reserve shall be maintained in the General Fund at a level sufficient to provide temporary financing of unforeseen needs of an emergency nature, to permit orderly adjustment to changes resulting from termination of revenue sources through actions of other governmental bodies, and to meet unexpected small increases in service delivery costs.
 - (2) The reserve will be maintained at a level not to exceed 3% of the total General Fund, and any other fund, in any given fiscal year per Section 506(6) of the County Charter.
 - (3) A managed reserve shall be maintained as part of the General Fund. The reserve will be maintained at a level not less than 5% of the total General Fund disbursements in any given fiscal year.
- d. If a deficit appears to be forthcoming, the County Executive shall direct that a freeze be placed on personnel hiring and new capital expenditures. Exceptions are to be made only on a tightly controlled case by case basis.

COUNTY BUDGET POLICIES / PROCESS

- e. Harford County's cash management system must continue to receive full support and cooperation from all County agencies. Such a system is an indication of the soundness and professionalism of the County's financial management process.
- f. All efforts must be made to improve the productivity of the County's programs and its employees. The County's productivity analysis process is a dynamic part of the administration.
- g. Continuing effort must be made to reduce duplicative functions within the County government and the autonomous agencies, particularly those which receive appropriations from the General Fund.
- h. The County's debt ratios shall be maintained at the following levels:
 - (1) Net Bonded Debt is to be maintained at a level no more than 2.3% of the Estimated Market Value of Assessable Property in the County.
 - (2) Bonded debt and its resulting debt service are to be kept at a level not higher than 8% of the General Fund Budget.
- i. Debt must not expand beyond that already contemplated. Self liquidating bonds will be issued only after careful analysis for fiscal soundness to ensure that revenue sources are properly in place and appropriate covenants protect the fiscal soundness of the County.
- j. The County has, and will continue to maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) through the following practices:
 - (1) The accounting system will maintain records on a basis consistent with accepted standards for local government accounting (according to GASB, NCGA, AICPA and FASB).
 - (2) Regular monthly financial reports and annual financial statements will present a summary of financial activity by governmental funds, and all funds respectively.
 - (3) An independent firm of certified public accountants will perform an annual financial and compliance audit, and will publicly issue an opinion which will be incorporated into the Comprehensive Annual Financial Report.
 - (4) Annually, the County will seek the Government Finance Officers Association (GFOA) certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.
 - (5) The County will regularly report to the National Federation of Municipal Analysts on the activities occurring in the County.
 - (6) Interim Financial Statements will be prepared as of December 31st of each year and furnished to the Electronic Municipal Market Access System (EMMA) and to the rating agencies.

3 DEBT MANAGEMENT – In order to provide an adequate physical infrastructure, improve services, and channel growth while maintaining the County's quality of life, a balanced approach to capital funding was adopted.

- a. The County will issue General Obligation Bonds for new buildings, and major renovations and repairs to existing buildings which contribute to the life of an asset.
- b. Water and Sewer projects will be financed with long term debt, only after sources of revenue, such as connection charges and/or assessments to property owners who will benefit from the improvements, have been established to pay the annual debt payments.
- c. Pay-As-You-Go (Paygo) will continue to be used for minor renovation and repair projects which have an asset life of less than ten years.

COUNTY BUDGET POLICIES / PROCESS

DEBT BURDEN ANALYSIS

Debt burden is a measurement of the relationship between the debt of the County and its property tax base and population. The broadest and most generally available measure of wealth in the community is the assessed valuation of all taxable property. In addition, debt can be compared to population to determine a per capita burden level. The County makes these comparisons each time it offers bonds for sale. They are included in the official statements that are distributed to prospective investors. A Debt Burden Analysis spreadsheet is updated annually for the Business Plan and is included in the Fiscal Year Budget Summary section of this budget document.

- 4 CASH MANAGEMENT** – To achieve the most productive use of cash, minimize operating costs, and provide maximum flexibility the County shall:
- Pool cash from the different funds for investment purposes.
 - Invest 100% of its idle cash on a continuous basis.
 - Make a cash flow analysis of all funds on a regular basis. Disbursement, collection, and deposit of all funds will be scheduled to ensure maximum cash availability.
 - Analyze market conditions and investment securities daily to determine the best possible return on all cash investments.
 - Make arrangements with a bank on a contractual basis for a specified period of time and with specified fees for each service rendered.
- 5 REVENUE POLICIES** – The plan calls for a diversified and stable revenue system to shelter the County from short-run fluctuations in any one revenue source.
- Revenue Estimating and Long Range Forecasts
 - (1) The County will estimate its annual revenues by an objective, analytical process.
 - (2) Annually, the County will update revenue projections for the next three years. As part of this annual process each existing and potential revenue source will be re-examined.
 - Property Tax Base and Rates
 - (1) The Treasurer shall make all checks necessary to assure that property appraisal and assessment procedures are fair and accurate, even though these are State functions.
 - (2) The Treasurer and the Director of Planning and Zoning shall check property classifications to ensure that zoned land carries the proper appraisal.
 - (3) The County will follow an aggressive policy of collecting property tax revenues. The annual level of uncollected property taxes shall not exceed 1.0%.
 - User Charges, Service Fees, Fines, Etc.
 - (1) The County will maintain all user charges and fees at a level related to the cost of providing the service. A review of the user charge and fees will be completed annually to determine the impact of inflation, and/or changes in activity, and determine if adjustments in the rate are necessary.

COUNTY BUDGET POLICIES / PROCESS

- (2) The County will set the fees and user charges of enterprise funds, such as water and sewer, at a level that fully supports the total direct and indirect cost of the activity – including the cost of annual depreciation of capital assets.

6 OPERATING BUDGET POLICIES

- a. Expenditures - The County will pay for all current expenditures with current revenues. The County will avoid budgetary procedures that balance current appropriations at the expense of meeting future years' obligations, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.
- b. Maintenance of Capital Plant and Equipment - The budget will provide for adequate maintenance of capital plant and equipment and for their orderly replacement based on the schedule prepared under the capital improvement budget policy.
- c. Pension Plans - The County will provide for adequate funding of the Volunteer Firemen's Pension Program and the Sheriff's Pension Plan by establishing an actuarial reserve. Pay-as-you-go pensions will not be established. Actuarial analysis will be performed at least biannually on the pension systems. Adjustments in benefits will be authorized through legislation only after the test of actuarial soundness.
- d. Budgetary Control
 - (1) The County will maintain a budgetary control system to assist in adhering to the enacted budgets of the various operating funds.
 - (2) The County will, at least monthly, prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
- e. Three Year Expenditure Plan - Annually, the County will update expenditure projections for the next three years. Projections will include estimated operating costs of future capital improvements that are included in the capital budget.
- f. Fiscal Impact Statements - Fiscal Impact Statements shall be prepared for all legislative proposals and resolutions in accordance with local law. Statements shall also be prepared on any new administrative policy, procedure, or program that is proposed. Fiscal Impact Statements shall also be prepared to determine future financial impact of subdivision approvals. The fiscal impact shall be assessed on both the expenditure and revenue side of the budget.

7 CAPITAL IMPROVEMENT BUDGET POLICIES

- a. Generally
 - (1) All capital improvements and various related projects must be made in accordance with the Approved Capital Improvement Program.
 - (2) Annually, the Planning Advisory Board shall consider an itemized list of all capital projects and the capital improvement program which all agencies of the County government propose to undertake in the ensuing fiscal year and the next succeeding five fiscal years thereafter. After consideration by the Planning Advisory Board, the Director of Planning shall transmit to the County Executive, together with his recommendation, a list of projects recommended by said Board to be undertaken in the periods aforesaid and the estimated cost thereof.

COUNTY BUDGET POLICIES / PROCESS

- (3) The County's Capital Review Subcommittee will simultaneously review the same list of projects and make recommendations to the County Executive, based on each project's compatibility with the County's Master Plan, the coordination of projects between departments, and what items need to be considered for inclusion in preventive maintenance projects.
- (4) The County shall coordinate the capital improvement budget with the operating budget. Debt service operating costs will be projected and included in the operating budget forecasts. Debt service and, therefore, approved capital projects must follow the standard debt policies of the County.
- b. Five Year Capital Improvement Program
 - (1) In accordance with the Harford County Charter, the County will adopt a five-year Capital Improvement Plan and update it annually.
 - (2) The County will annually enact capital improvements based on the Five-Year Plan.
- c. Financing Projects
 - (1) All projects must be funded in accordance with the adopted County debt policy.
 - (2) The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the County Council for approval.
 - (3) The County will utilize the least costly method of financing all new projects.

V HARFORD COUNTY'S STRATEGIC PLAN

For Harford County, Strategic Planning is not just a function of budgeting, but a multi-faceted approach to resource management designed to maintain the County's quality of life, while preparing for our future. The County's Master Plan and the Administration's goals are the basis on which Performance Management and Budgets are built.

THE MASTER PLAN

- 1969 The County's first comprehensive land use plans were developed.
- 1972 The Harford County Charter was adopted.
Harford County Charter, Article VII, Planning and Zoning calls for the Department of Planning and Zoning to prepare and propose Master Plans from time to time. Such plans may be initiated by order of the County Executive or by legislative act of the Council. Master Plans provide direction for addressing future growth, revitalization, the provision of adequate public facilities, economic development, and the preservation and protection of natural resources, agricultural lands, and historic resources.
- 1977 The County's second comprehensive plan was prepared. This Harford County Master Plan marked the beginning of comprehensive planning under the new charter form of government.

COUNTY BUDGET POLICIES / PROCESS

THE DEVELOPMENT ENVELOPE – concept, which defined a geographic area for planned development, was introduced in the 1977 Master Plan. This concept allowed the County to begin staging and directing more intense growth into a specific area, namely the corridors defined by I-95 / U.S. Route 40 and the MD Route 24 corridor north to Bel Air.

- 1988 An alternative approach to a single Master Plan was introduced requiring the inclusion of elements which further advance the purposes of the Master Plan.

A LAND USE ELEMENT PLAN – which is viewed as the core of the Master Plan shall show proposals for public, private, residential, commercial, industrial, agricultural and recreational uses of land. The plan should show the most appropriate and desirable patterns for the general location, character, extent, and interrelationship of the manner in which the community should use its public and private land at specified times as far into the future as is reasonable.

A TRANSPORTATION PLAN – covering all types of highways or streets, airways, waterways and railways. The plan should again detail the most appropriate and desirable pattern for circulating persons and goods at specific times as far into the future as is reasonable.

A WATER & SEWER MASTER PLAN – sets the foundation for timing and planning of public water and sewer facilities in appropriately zoned areas.

A SOLID WASTE MASTER PLAN – evaluates the County's solid waste management operations and establishes a 10 year management program for these operations.

THE CHESAPEAKE BAY CRITICAL AREA PROGRAM – is designed to manage land use within 1,000 feet of tidal waters and tidal wetlands. Its goal is to protect water quality and natural habitat, and to accommodate future growth based on environmentally sensitive areas.

THE RURAL ELEMENT PLAN - addresses preservation of the County's rural character and promotion of agriculture as the primary economic enterprise in the rural areas.

THE LAND PRESERVATION AND RECREATION PLAN – addresses the County's need for open space and recreational areas, and considers these areas as part of a larger system of preserved lands. It also explores the relationships between land used for recreation, in the broader context of preservation, and appropriate use of natural resources.

Additional implementation tools were added, such as the ADEQUATE PUBLIC FACILITIES PROGRAM (APF) to help manage growth more effectively in the Development Envelope. APF simply says the existing public facilities for water, sewer, schools and roads must be adequate to support planned land development.

COUNTY BUDGET POLICIES / PROCESS

- 1992 The State enacted the Maryland Economic Growth, Resource Protection and Planning Act, which required that certain “visions” be incorporated into county and municipal master plans. These visions include: development in concentrated suitable areas; protection of sensitive areas; protection of rural areas and resources; stewardship of the Chesapeake Bay; conservation of resources; economic growth; and addressing funding mechanisms.
- 1996 The Master Plan and the Land Use Element Plan were combined to strengthen the core of the planning process. The Development Envelope concept was maintained, concluding that there was sufficient capacity within the Envelope to support projected growth for approximately 18 years. Development of the 1996 plan was largely based on a community planning process involving 10 Community Planning Councils, whose common issues, balanced with each community’s individuality, provided guidance for a countywide vision on land use. Additional elements were added:
- A NATURAL RESOURCES ELEMENT PLAN – includes methods for protecting environmental resources, including streams and their buffers, steep slopes, floodplains, and the habitats of threatened and endangered species.
- AN HISTORIC PRESERVATION PLAN – explains how historic structures and archaeological sites can further an awareness of the importance of the County’s heritage among the citizens.
- AN EDGEWOOD COMMUNITY PLAN – is a comprehensive revitalization strategy to improve physical, social, and economic conditions within the Edgewood community, which strives to guide future growth and sustain the community’s character and values.
- A JOPPA/JOPPATOWNE COMMUNITY PLAN – is a community level master plan that serves as a blueprint for the physical development and redevelopment of the community.
- 1997 While the visions of the State’s 1992 Planning Act remain as a foundation for all local and State plans, and the work accomplished under this act helped to shape five pieces of legislation passed by the State General Assembly, collectively known as “Smart Growth”. These directed the State to target programs and funding to support established communities and locally designated growth areas and to protect rural areas.
- 2004 The Master Plan begins by defining the relationship between the Land Use Element Plan and the other elements, all of which will be updated concurrently, to ensure consistency with the initiatives outlined in the Land Use Element Plan. This is a first step in developing a consolidated Comprehensive Plan.
- Also included for 2004 was an updated RURAL ELEMENT PLAN, and:

COUNTY BUDGET POLICIES / PROCESS

A COMMUNITY FACILITIES PLAN ELEMENT – which goes as far into the future as is reasonable with appropriate and desirable proposals for parks and recreation areas, schools and other educational and cultural facilities, libraries, churches, hospitals, social welfare and medical facilities, institutions, fire stations, police stations, jails, and other public office or administrative facilities.

Interjurisdictional coordination, as called for by the State of Maryland to direct future growth toward existing population centers, is also addressed in the 2004 plan, to develop a regional approach to growth management and resource protection.

A CONSOLIDATED PLAN – which outlines how the County will use Federal, State, and local funds to address the housing and community development needs of low to moderate income families in the community.

DESIGNATED GROWTH AREAS are also included for 2004. While the Development Envelope is included in these growth areas, other pockets of the County will be developed as well, mainly the HEAT (Higher Education and Applied Technology) Center, Harford Community College, municipalities, rural villages and certain mixed office use locations.

The 2004 Plan also incorporates the “Visions” of the Maryland Planning Act and Smart Growth Initiatives, including Priority Funding Areas and implementation of a Rural Legacy Program. Building on these State programs, Harford County has developed a series of Guiding Principles, which form the foundation for the Land Use Element Plan, and in effect provide the County’s vision for growth management and resource protection: Quality of Life; Stewardship of our Resources; Growth Management; Redevelopment and Revitalization; Commitment to Communities; Coordination among Agencies; and a Sound, Balanced, and Diversified Local Economy.

VI PERFORMANCE MEASURE MANAGEMENT

In 1996, Harford County became the first jurisdiction in Maryland to institute Performance Based Management through all levels of County Government. In addition to current and future basic operational obligations, we must also recognize those expenses, to be funded for the upcoming year and committed to future budgets, which work towards meeting the Administration’s short term objectives and long term goals. The need to align department / agency strategic plans, budgets, and performance measures with the Countywide Mission, Vision, Goals and Objectives has become increasingly clear. Throughout their terms, each County Executive has held periodic work sessions to reaffirm their Vision and Mission, and to reevaluate and / or redesign their goals.

Each agency funded by Harford County has also been charged with developing its own Mission Statement and Goals, in support of the County’s overall Vision, Mission, Goals and Objectives. In addition, the departments had to establish short term Objectives to meet their Goals, and various Performance Measures to quantify their success or failure to meet their Objectives.

After reviewing our Performance Based Management system, which was instituted in 1996, it was found that our measurements were portraying an incomplete picture of the County’s efforts. The analysis showed that over 40% of performance measures were output oriented. A good performance measurement system should provide accurate information as to how well we are progressing towards accomplishing the County’s Mission, Goals, and Objectives. This system should answer the following questions: what is being achieved; how efficiently was the work performed; and whether or not citizens were assisted and satisfied.

COUNTY BUDGET POLICIES / PROCESS

A ELEMENTS

- 1 **VISION:** What the organization would look like if it achieved its mission. Something seen in the future after mission is achieved.
- 2 **MISSION:** The charge, assignment, or purpose given to an organization or part of that organization. It should define who the customer/client is, and why the organization exists.
- 3 **GOAL:** The condition or state that one is striving to achieve. Usually long-term and may be beyond what might reasonably be expected to be achieved. Goals should give more specific direction on how the mission will be achieved. A goal should be a statement of broad direction, purpose or intent based on the needs of and issues facing the community. A good goal should begin with “To” and a verb, and should identify the customer.
- 4 **OBJECTIVE:** A statement of the condition or state one expects to achieve. An objective should be realistic, measurable, generally within the control of the organization and time constrained.
- 5 **PERFORMANCE MEASURES:** Data which indicates if you are achieving results on your strategic plan. Performance Measures help translate an organization’s mission, vision, and strategy with tangible objectives.

Harford County’s concept encompasses a “family” of measures approach in order to present a balanced picture of performance. The “family” of measures includes the following types:

- a. Input – Value of resources used to produce an output.
- b. Output – Quantity or number of units produced. Outputs are measurable.
- c. Efficiency – Inputs used per unit of output (or outputs per input).
- d. Service Quality – Degree to which customers are satisfied with a program or how accurately or timely a service is provided.
- e. Outcome – Qualitative consequences associated with a program / service, i.e., the ultimate benefit to the customer. Outcome focuses on the ultimate “why” of providing a service.

B PLANNING, BUDGETING, MANAGING, & ACCOUNTING ARE ALL LINKED

They all deal with the allocation of resources, and budgeting must not be a numbers crunching episode, but a planning activity matching financial resources to achieve program goals.

C STRATEGIC PLANNING

Strategic planning requires analyzing: the community’s strengths that can be leveraged; weaknesses to be improved upon, current and future opportunities; and critical needs that should be addressed. The results of these analyses should then be used to establish broad goals to guide us in decision making. Strategic planning means:

COUNTY BUDGET POLICIES / PROCESS

- 1 **IDENTIFYING “STAKEHOLDERS”** (the citizens and groups) and their concerns, needs, and priorities. Harford County does this now with citizen surveys, public hearings, and reports from boards, commissions, and councils.
- 2 **RECEIVING INPUT FROM STAFF** on long range plans, their fiscal impact and the related consequences of decisions. We annually ask each department for input of any problems or opportunities the County may face in the next three years.
- 3 **DEVELOPING TREND ANALYSIS OF NEEDS AND RESOURCES.** This includes capital projects which ultimately result in operating expenses. The County Executive receives input from the Spending Affordability Committee and the Planning and Zoning Advisory Board.

D BUDGETING

- 1 **REVIEW THE PAST:**
 - a. Did you meet your targets last year?
 - b. By themselves, measurements do not tell the whole story about program performance, although variances of actual performance from planned performance or trends over time do raise “red flags” about problems or opportunities.
 - c. Variances do not per se constitute value judgments about whether the program or its managers performed well or poorly.
 - d. The important point when examining variances is to understand WHY they occurred and what the program can do about them.
 - e. Even a negative result can work to one’s benefit if it justifies more resources being allocated to get the job done.
- 2 **PLAN THE FUTURE** – Operational Planning and Control
 - a. Probably the most frequent and important use of performance measures.
 - b. Departmental staff are also asked to evaluate program or position requests for possible trade offs / reductions / or elimination; changing service levels; changing the allocation of resources.
- 3 **DEVELOPING A FUNDING LEVEL REQUEST** – must be justified in terms of the delivery of benefits to the clients and the difference the program will make to the community.

E MANAGING

The budget and performance management are not just annual exercises but should be used as management tools throughout the year.

- 1 **MONITORING THROUGHOUT THE YEAR:**
 - a. Assures your program is on course
 - b. Alerts one to any problems as they occur and avoids surprises

COUNTY BUDGET POLICIES / PROCESS

2 BENCHMARKING:

- a. Measuring our progress against other jurisdictions or even just our own past performance

3 YEAR END REVIEW:

- a. To evaluate performance and to set future direction

Are you on target?

Is the program efficient / effective?

Will you need to employ more or less resources next year?

Do you need to change how you are doing business?

Do you need to change what you are measuring?

F ACCOUNTING

Accounting is a relationship between those who control or manage an entity and those who possess formal power over them. It requires the accountable party to provide an explanation or a satisfactory reason for his or her activities and the results of efforts to achieve the specified tasks or objectives. This assists citizens both in assessing how well we are doing our job and in making economic, social, and political decisions. Accountability is the paramount objective from which all other objectives flow. Responsibility to the Taxpayers: governments and agencies are entrusted with public resources and the authority for applying them, and have a responsibility to render a full accounting of their activities;

taxpayers generally are involuntary resource providers;

the amount of taxes individuals pay often seems to bear little relationship to the services they receive;

often no “exchange” relationship exists between resources provided and services received;

governments often have a monopoly on the goods and services they provide to the public;

governments should identify not only the goods and services secured with public resources but also the manner and effect of their application.

G ASSURING THE CITIZENS ARE SATISFIED WITH THEIR GOVERNMENT:

- 1 GOVERNMENTS SHOULD MONITOR AND EVALUATE STAKEHOLDER SATISFACTION WITH PROGRAMS AND SERVICES.**
- 2 THEY SHOULD SEE THINGS FROM THE CITIZENS' POINT OF VIEW:**

COUNTY BUDGET POLICIES / PROCESS

- a. It's possible to have a very busy year without making any difference to citizens;
- b. The public will not be greatly interested in the amount and type of work output information; although useful to program managers it is not meaningful to the public;
- c. Citizens want to know how programs are affecting their lives and the quality of life of society. Client benefit / impact and strategic outcome information are more important to them.

VII HARFORD COUNTY'S ADMINISTRATIVE FISCAL POLICIES

A LONG TERM FINANCING TECHNIQUES

- 1 GENERAL OBLIGATION BONDS** – are also known as full faith and credit bonds, and their quality and payment is based on the general credit and taxing power of the County. The County must take whatever actions are necessary to assure repayment. Such bonds are typically used to finance the capital portion of tax supported, general public purpose governmental activities with schools, libraries, and public safety buildings being the most common uses of bond proceeds.
- 2 REVENUE BONDS** – unlike general obligation bonds, are payable solely from identified sources of revenue, which may be derived from rates, fees, or charges for service imposed on users of the financed project; tax increments; or specified General Fund non ad valorem tax revenues. Typically these bonds are used for the County owned water and sewer system activities of treatment, collection, production, and distribution.
- 3 SPECIAL ASSESSMENT BONDS** – Under law the County may establish assessment districts and issue bonds for infrastructure improvements. The bonds are secured solely by the properties in the district, with revenues generated by a special assessment or tax on the properties.
- 4 LEASE PURCHASE / CERTIFICATES OF PARTICIPATION** – are obligations of the public entity secured by an installment sale or leaseback arrangement with a public entity lease. The leasee generally pledges general operating revenues to cover the lease payments, which may or may not be reimbursed by revenues from the projects. These obligations do not constitute indebtedness under Maryland constitutional debt limitation. Payments to be made under valid leases are payable only in the year in which use and occupancy of the leased property is available, and lease payments may not be accelerated.

B INTERACTION OF FEDERAL, STATE, AND COUNTY GOVERNMENTS

All enacted laws and regulations imposed by Federal and State legislation must be carefully monitored by County Government to determine the eventual consequence on local expenditure requirements. Although Harford County actively pursues available intergovernmental financing to supplement funding of its programs, it is County policy to review the long-term financial impacts of all such programs to avoid eventual dependence on outside funding sources. It would not be prudent for County Government to rely on continued grant funding of programs that influence the welfare and safety of the community.

COUNTY BUDGET POLICIES / PROCESS

C SHARING FINANCIAL RESPONSIBILITY

In an effort to provide and finance all desirable, but discretionary services to our citizens, Harford County Government analyzes its role in the provision of each service and determines the equitable financial burden of payment among taxpayers and users of those services. Harford County Government subsidizes individual consumers to alleviate emergency financial needs, and private providers to ensure the availability of facilities or services to the community. For example, the County, through the local Emergency Assistance Program, provides direct payments to clients in need. County Government provides supplemental payments to the Harford Center, Inc., and the ARC – Northern Chesapeake Region, Inc. to compensate for any shortfalls between State funding and the actual costs of providing care to the severely mentally retarded, and multiple handicapped residents in the community.

D ALTERNATE SERVICE DELIVERY

Harford County encourages and supports participation by private markets in public service delivery as long as all Government objectives are met, and the economic benefits to the community surpass direct Government involvement. Currently, many services are contracted through the private sector to provide specific programs and activities on behalf of County Government, such as medical and dental consultant services, topographic mapping services, and water quality analysis. Additional contracts have been established for electrical and air conditioning / heating improvements and / or repairs to County buildings. This approach to alternate service delivery eliminates Government replication of services and reduces funding requirements for requisite County programs and activities. Capital project contract management and engineering services have been established as requirements contracts.

E PRIVATE INVESTMENTS

Under certain circumstances, County Government encourages private investments in the form of partial or total financial participation, or matching funds, to support programs or projects that would otherwise not be implemented for the public good alone. Examples of this would include developer participation in road construction, water and sewer lines, and lateral extensions. Whenever the costs of public investment are directly related to a private benefit, such as infrastructure in residential developments, County Government will seek to determine equitable limits to cost sharing.

F DIRECT MATCHING GRANTS

Where appropriate, County Government provides public funds to private and nonprofit organizations to support activities directly beneficial to the community. An example of such a grant would be the County Government's direct grant to the Harford County Historical Society for support of historic preservation efforts. County Government provides this type of grant assistance if private activity enhances or promotes public welfare, interest, and concern throughout the community.

G PUBLIC INVESTMENT SUPPORTING PRIVATE INITIATIVES

In carefully controlled situations, County Government utilizes public funds to promote private enterprise initiatives. If, after thorough analysis and assessment, such investment is deemed beneficial to the social, economic, or environmental climate of the community, direct financing is made available by County Government.

COUNTY BUDGET POLICIES / PROCESS

H PARTICIPATION IN INDUSTRIAL REVENUE BONDS

Harford County Government is authorized, under provisions of the Internal Revenue Code and the Maryland Economic Development Act, to issue Industrial Revenue Bonds and to participate in financing through the Maryland Industrial Development Financing Authority. Although significant restrictions to such bond issues are imposed, County Government endorses applications for issuance of Industrial Revenue Bonds when development proposals demonstrate positive economic, social, and fiscal advantages to the County's future. Neither the credit nor the taxing power of Harford County may be pledged to the payment of principal, interest, or other costs of such bonds.

I MULTIPLE USE OF FACILITIES

Increasing costs of capital investment in buildings and facilities demand optimal use by more than one type of government program or service, consideration of future population trends, and service or program emphasis. County Government requires planning coordination among its departments and agencies, other user agencies, and when appropriate, private user organizations to ensure the functional lifetimes of all such buildings and facilities extend well beyond the current generation. An example of such a multiple use facility would be when the Board of Education builds a new elementary school, the County provides funds to enlarge the school's gym; the enlarged gym is then shared by the school and various Parks and Recreation community groups. Other examples would be the joint Norrisville Library / Community Center and the McFaul Senior / Youth Center.

J COORDINATED INTERDEPARTMENTAL PROCUREMENT

Many operating necessities, such as office automation, computerization, and telecommunications are common to all departments and agencies of County Government. Current policy requires interdepartmental coordination and review of procurement requests to ensure compatibility of equipment, reduce duplications, and achieve the greatest cost savings prior to actual purchase. The taxpayers and County Government have obtained substantial benefits and economies through a cooperative procurement policy. The Procurement Department has furnished pre-qualification policies and procedures for construction contracts for capital projects. The County works on joint bids with the Board of Education, Harford Community College, the Harford County Library System, and other governmental agencies when practicable.

K RETIREMENT PLANS

1 COUNTY GOVERNMENT – employees participate in either of two plans; both plans are administered by the State of Maryland under provisions of Article 73B of the Annotated Code of Maryland:

- a. The Employees' Retirement System of the State of Maryland was established October 1, 1941, with Harford County joining March 1, 1948. Plan Members contribute up to 7% of their covered salary, while Harford County Government is required to contribute at an actuarially determined rate.

COUNTY BUDGET POLICIES / PROCESS

- b. The Employees' Pension System of the State of Maryland was established January 1, 1980, with Harford County joining on July 1, 1999. Plan members contribute 5% of their covered salary, while Harford County Government is required to contribute at an actuarially determined rate.

- 2 THE HARFORD COUNTY SHERIFF'S OFFICE PENSION SYSTEM** – is a single employer defined benefit pension trust plan established by Harford County effective July 1, 1997 for certain law enforcement and correctional employees of the Office of the Sheriff of Harford County. Plan members are required to contribute 7% of their annual covered salary. The County is required to contribute at an actuarially determined rate. The system provides retirement, disability and death benefits to plan members and their beneficiaries. Effective July 1, 2005, per Bill 05-22, a Cost of Living increase of the CPE-U is limited to 3% applied each July 1. Harford County Bill No. 97-20 assigns the authority to establish and amend the benefit provisions of the plan to Harford County Government by County ordinance.

The Harford County Council adopted resolution number 20-06 on June 6, 2006, to approve participation in the law enforcement officers' pension system (LEOPS) effective July 1, 2006, for all eligible Harford County's Deputy Sheriffs who are sworn, certified law enforcement officers. The plan is administered by the State Retirement and Pension System of Maryland. Plan members contribute 4% of their covered salary while Harford County Government is required to contribute at an actuarially determined rate.

- 3 THE VOLUNTEER FIREMEN'S PENSION SYSTEM** – was instituted by Harford County Government on January 31, 1975 and is a single employer defined benefit length of service award program (LOSAP). Based on County statutes, firemen and ambulance personnel are eligible to participate upon accumulating "50 (fifty) points", which are determined in accordance with a specific point system. Benefits vest upon 25 years of service credit and are payable at 55 years of age. The County must provide annual contributions sufficient to satisfy the actuarially determined contribution requirements. Additional periodic County contributions are determined by an actuarially determined rate. Since there are no "Salaries", the rate cannot be expressed as a percentage of covered payrolls. There are no participant financed benefits in this plan. Administrative costs are financed through investment earnings. The plan generally provides \$5,000 burial benefits and certain benefits for disability. Regular benefits are calculated at \$12 per month for each of the first 25 years of service, plus \$6 per month for each year in excess of 25. The maximum benefit is \$450 per month.
- 4 POST RETIREMENT BENEFIT PLANS** – The County offers post-retirement medical and life insurance benefits to Harford County retirees. These benefits are referred to as Other Post Employment Benefits (OPEB). During fiscal year 2008, the County established a trust to act as the funding mechanism for the Other Post Employment Benefits (OPEB) Plan. Funding for retiree benefits is not required by law other than pay-as-you-go amounts necessary to provide current benefits. Contributions to the OPEB Trust Fund may be made annually as appropriated by the County Council. The County's annual OPEB cost is actuarially determined in accordance with Governmental Accounting Standards Board (GASB) Statement 45. Plan benefits are accounted for on an accrual basis.

COUNTY BUDGET POLICIES / PROCESS

L SELF INSURANCE AND RISK MANAGEMENT

Harford County has been self-insured for Workers' Compensation, General, and Automobile liability claims since July 1, 1982. The Self-Insurance Program is administered by a Risk Manager, as required by County Code (Part I, Chapter 9, Article XXII, Risk Management, Safety and Accident Review Board). The County implemented a policy of combining commercially purchased insurance with the retention of higher deductible levels, the use of selective self-insurance programs, and the implementation of a risk management program, which includes a county-wide safety program.

- 1 WORKERS' COMPENSATION** – Harford County carries excess commercial coverage, with a \$400,000 retention level for claims to include coverage of law enforcement and street/road construction personnel. Harford County also carries excess commercial coverage, with a \$350,000 retention level for claims. The County is also required to maintain reserve funds of \$750,000 for workers' compensation claims in accordance with Section 9-401, Labor and Employment, of the Annotated Code of Maryland.
- 2 GENERAL AND AUTOMOBILE LIABILITY** – Since September 5, 1991, the County has carried excess commercial coverage, with a \$350,000 or \$500,000 retention for claims.
- 3 PROPERTY DAMAGE** – The County carries commercial property insurance coverage with a \$25,000 deductible on real and personal property, and a \$25,000 deductible for physical damage to County owned vehicles.

VIII HARFORD COUNTY'S ACCOUNTING POLICIES

- A BASIC FINANCIAL STATEMENTS** – Harford County Government's basic financial statements are comprised of three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements.

- 1 GOVERNMENT-WIDE FINANCIAL STATEMENTS** – The government-wide financial statements are designed to provide readers with a broad overview of Harford County Government's finances, in a manner similar to a private sector business. As a general rule, the effect of Interfund activity is eliminated from these statements. Exceptions are payments in lieu of taxes and other charges between the water and sewer function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.
 - a. The statement of net assets – presents information on all of Harford County Government's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position and condition of Harford County Government is improving or deteriorating.
 - b. The statement of activities – presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but not used vacation leave).

COUNTY BUDGET POLICIES / PROCESS

Both of the government-wide financial statements distinguish functions of Harford County Government that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of Harford County Government include general government, public safety, highways and streets, solid waste, economic development, agricultural land preservation and parks and recreation. The business-type activities of Harford County Government include Water and Sewer operations.

The government-wide financial statements include not only Harford County Government itself (known as the primary government), but also legally separate component units: Harford County Board of Education, Harford Community College, and Harford County Library, and Harford Center, Inc. Financial information for these component units is reported separately from the financial information presented for the primary government itself.

- 2 FUND FINANCIAL STATEMENTS** – A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Harford County Government, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. All of the funds of Harford County Government can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.
- 3 NOTES TO THE FINANCIAL STATEMENTS** – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

B FUND CATEGORIES

- 1 GOVERNMENTAL FUNDS** – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near term financing requirements.

Harford County Government maintains six individual governmental funds:

- a. **THE GENERAL FUND** is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. For the County, the General Fund includes such activities as public safety, education, and recreation services.
- b. **THE HIGHWAYS OPERATING FUND** accounts for dedicated revenues that are legally restricted to the maintenance, care, and repair of roads and bridges located outside the boundaries of the three incorporated municipalities in Harford County. This fund also includes Traffic Safety and County-related transportation expenses.
- c. **THE GRANTS FUND** accounts for the receipt, appropriation, and expenditure of federal, state, and private monies in accordance with Harford County Charter, Article V, Budget and Finance.

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- d. THE AGRICULTURAL LAND PRESERVATION FUND accounts for dedicated transfer tax revenues and provides for easement purchases of County agricultural land.
 - e. THE CAPITAL PROJECT FUND accounts for financial resources to be used for the acquisition or construction of major capital facilities of all major and non-major governmental funds.
 - f. PARKS AND RECREATION FUND is a non-major fund which accounts for the receipts and expenditures of the self-supporting activities of the Emmorton Recreation and Tennis Center, Recreation Councils and/or the Oakington Peninsula.
- 2 PROPRIETARY FUNDS** – Harford County Government maintains two different types of proprietary funds:
- a. ENTERPRISE FUNDS are used to report the same functions presented as business-type activities in the government-wide financial statements. Harford County Government uses an enterprise fund to account for its Water and Sewer activities.
 - b. INTERNAL SERVICE FUNDS are an accounting device used to accumulate and allocate costs internally among Harford County Government's various functions. Harford County Government uses an internal service fund to account for risk management. Because this service predominantly benefits governmental rather than business-type functions, it has been included within governmental activities in the government-wide financial statements.
- 3 FIDUCIARY FUNDS** – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support Harford County Government's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.
- a. Pension Trust Funds
 - (1) Sheriff's Office Pension Trust Fund: This trust fund was established to account for the pension of certain law enforcement and correctional employees of the Office of the Sheriff of Harford County.
 - (2) Firemen's Length of Service Awards Program (LOSAP): This trust fund was established to account for the pension system for the volunteer fire personnel serving the various independent volunteer fire companies in the County.
 - b. Private Purpose Trust Funds
 - (1) Revolving Loan Fund: This private purpose trust fund was established in February 1998. This account, joined with funding from several local lending institutions, provides loans to credit worthy businesses unable to obtain financing through traditional sources due to limited equity, collateral, or marginal cash flow. It serves as an alternative incentive offered by the County to attract, expand or retain a small business by extending below market rates and favorable terms.
 - (2) BVL Cooperating Parties Group: This private purpose trust fund was established in September 1996 to account for revenues collected from potentially responsible parties for the purpose of undertaking the design and construction of the remedial systems deemed necessary at the Bush Valley Landfill Site.
 - (3) Bar Library Trust Fund: The Bar Library private purpose trust fund was established in 1999 to account for all expenditures associated with the operations of the Bar Library of the Circuit Court of Harford County. Fines and appearance fees are sources of revenue.

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C BASIS OF ACCOUNTING

The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when measurable and available. Revenues are considered available when they are collectible within the current period, or soon enough thereafter to pay liabilities of the current period. For this purpose the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financing sources. Property taxes, income taxes, state shared tax revenues, and interest associated with the current fiscal period are all considered to be susceptible to accrual, and therefore have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable items are considered to be measurable and available only when cash is received by the government.

D BASIS OF BUDGETING

Annual budgets are adopted for the General Fund, Highways Fund, Agricultural Preservation Fund, Parks and Recreation Fund, Capital Projects Fund, Enterprise Fund, Internal Service Fund, Firemen's LOSAP Fund, and the Sheriff's Office Pension Trust Fund. Budgets are not adopted for the remaining private purpose trust funds due to their nature. The Internal Service Fund and the Pension Trust Fund budgets are for management control only. Budgets are adopted using the same basis of accounting as that used for reporting purposes, except for the following:

- Encumbrances are treated as expenditures for budgetary accounting purposes

- Payroll is accrued for financial statement purposes only

- Interfund reimbursements are eliminated for financial statement purposes

The capital budget reflects appropriations for the Capital Projects Fund at the individual project level. Expenditures and encumbrances may not legally exceed appropriations at that level; and, the County Council and the County Executive must approve all transfers of appropriations between projects.

A Statement of Revenues, Expenditures, Encumbrances, and Changes in Fund Balances, Budget (Non-GAAP) vs. Actual is prepared for each governmental fund with an annual budget. These are the General, Highways, Agricultural Preservation and Parks and Recreation funds.

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IX HARFORD COUNTY'S BUDGET POLICIES

Harford County Charter, Article V, Budget and Finance, Section 503 establishes the "Comprehensive Scope of Budget". The section states, "The County budget shall consist of the current expense budget, the capital budget and capital program, and the budget message.

It shall represent a complete financial plan for the County reflecting all receipts and disbursements from all sources, including all revenues, all expenditures, and the surplus or deficit in the general fund and all special funds of the County government".

A FUND STRUCTURE

While Harford County's "Funds" are classified as either Governmental, Proprietary, or Fiduciary for accounting purposes, "Budget Funds" were established to comply with the Harford County Charter, Article V, Budget and Finance, Section 502(b). This defines the term "County funds" to... "mean any monies appropriated or approved by the Council or to which the County may at any time have legal or equitable title".

- 1 CURRENT EXPENSE BUDGET** – Harford County Charter, Article V, Budget and Finance, Section 506, Contents of the Current Expense Budget (1) requires "a statement of all revenue estimated to be received by the County during the ensuing fiscal year, classified to show the receipts by funds and sources of income" be included in the annual proposed expense budget.

The current expense budget is the County's Annual Operating Budget; it is a work plan for each fiscal year. Harford County has established various "Funds" to record the receipt and application of resources used to conduct government operations. These funds are appropriated, spent, and recorded separately based on legal requirements, their source, or the nature of the program they provide for. They include:

a. Operating Funds

- (1) The General Fund – is the principal operating fund for Harford County Government and encompasses all financial resources and activities not required by law or County policy to be maintained in another specific fund. Charter Section 523(b) also states "No general fund revenues or receipts shall be dedicated to, expended for, or used to supplement appropriations from a special fund except as a loan to such special fund".
- (2) Solid Waste Services – includes revenues derived from, and expenses incurred for, the County's management of solid waste.
- (3) The Highways Fund – covers dedicated revenues derived from specific taxes, or earmarked by their source, to be used for: the maintenance, care, and repair of roads and bridges located outside the boundaries of the three incorporated municipalities in Harford County; traffic safety; and county-related transportation expenses.

b. Enterprise Funds

- (1) The Water and Sewer Fund – was established in accordance with Section 522 of the County Charter which requires a "Separate budget for each utility to be included in the current expense and capital budget". The fund covers the operations of the County's water and sewer systems. The systems are financed primarily through charges to customers for services provided.

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- (2) The Water and Sewer Debt Service Fund – includes the payment of principal and interest on long-term water and sewer bonds and loans. The debt provides funding for Water and Sewer capital projects. User fees and surtaxes generate the revenue for this fund.
- c. Special Revenue Funds – Two additional funds were established by Harford County on July 1, 2001 in response to the Governmental Accounting Standards Board (GASB) Statement No. 34, which requires certain accounts the County previously treated as Trust & Agency funds, be included in the operating budget as Special Revenue Funds.
 - (1) The State Agricultural Preservation Fund – is used to purchase easement rights on agricultural land. Revenue for this fund is derived from a State Agricultural Land Transfer Tax, and County matching funds.
 - (2) The County Agricultural Preservation Fund – is used to purchase easement rights on agricultural land. Revenue for this fund is derived from: Harford County's Transfer Tax, investment income, and the proceeds from installment loan funds in the County's Agricultural Land Preservation Program.
- d. Other Funds – An additional fund was established by Harford County in response to the Governmental Accounting Standards Board (GASB) Statement No. 34, which requires certain self-sustaining accounts be included in a local government's operating budget beginning July 1, 2001.
 - (1) The Parks and Recreation Special Revenue Fund – in which revenues generated from fees and rents charged by the Department of Parks and Recreation, for activities of a self-sustaining nature, are used to fund those same activities.

2 CAPITAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM – Harford County Charter, Section 507, Contents of the Capital Budget and Capital Program, calls for “a statement of the receipts anticipated during the ensuing fiscal year from all borrowing and from other sources for capital projects.”

a. Project Types:

Harford County's Annual Capital Budget details the phase of each capital project the County has scheduled for that fiscal year. The Capital Improvement Program (CIP) provides the same detail for each of the next five fiscal years. The Capital Budget and the CIP are divided into different project types, based on the nature of the project, the funding source, or which department has responsibility. Project types include:

- (1) General Projects – these include projects funded with County General Fund Paygo, County Bonds, Recordation or Transfer Tax receipts, State, Federal, Developer or “Other” Funds. The projects are the responsibility of the County Administration, Sheriff's Office, Emergency Operations, Volunteer Fire Companies, the Board of Education, Harford Community College, and/or the County's Library System.
- (2) Highways Projects – are funded with County Highway revenues, Federal, State, Developer, and “Other” Funds. The projects include: roads, bridges, resurfacing and other projects which fall under the purview of the County's Department of Public Works.
- (3) Parks and Recreation Projects – are those for which the County's Department of Parks and Recreation is directly responsible. They are funded with Parks and Recreation Special Fund revenues, Recordation Tax receipts, Federal, State, and Program Open Space funds.

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- (4) Water and Sewer Projects – encompass any capital improvements or renovations to the County owned Water and Sewer System. In addition to Federal and State funds, the projects are supported with revenues derived from developers and system customers. County General Funds are not used for these projects.
- b. Capital Funds: The various “Funds”, used to record the receipt and application of resources for these projects, are appropriated, spent, and recorded separately based on legal requirements, the source, or the nature of the project they provide for. They include:
 - (1) Pay-As-You-Go – In accordance with the County's Five Year Business Plan and Debt Management policies, Paygo will continue to be used for minor renovation and repair projects which have an asset life of less than ten years.
 - (2) General Obligation Bonds – Also known as full faith and credit bonds, their quality and payment is based on the general credit and taxing power of the County. The County must take whatever actions are necessary to assure repayment. Typically, such bonds are used to finance the capital portion of tax supported general public purpose governmental activities with schools, libraries, and public safety buildings being the most common uses of bond proceeds.
 - (3) Lease Finance – Arrangements to secure short-term funding for certain renovation/repair projects and equipment purchases.
 - (4) Reappropriated – These funds are reallocated from one project to another.
 - (5) Program Open Space – These funds are to support recreation opportunities and come from the State of Maryland through the collection of a State Transfer Tax on real property.
 - (6) State Aid – State funding to assist Harford County in the financing of various capital projects.
- (7) Recordation Tax – A tax imposed on every instrument of writing recorded or offered for record with the Clerk of Circuit Court (liens, deeds, mortgages, etc.). They are assessed at the rate of \$6.60 per \$1,000 value of the recorded instruments filed with the Clerk of the Circuit Court for Harford County. Of this assessed amount, \$4.40 is dedicated for school debt service first, then new construction or major and capital improvements to existing school facilities. \$1.10 is dedicated to an open space land and recreational fund for the purchase of park lands and development of parks and recreation facilities; and \$1.10 is dedicated for water and sewer debt service.
- (8) Transfer Tax – A 1% Transfer Tax on any instrument of writing that conveys title to, or a leasehold interest in, real property. The proceeds are distributed 50% to the County's Agricultural Land Preservation Program, and 50% to fund school site acquisition, school construction, or school debt service.
- (9) Impact Fee – The Maryland General Assembly adopted House Bill 965 (Article 24, Subtitle 10A, Harford County School Construction Financing Section 9-10A-01) in 2004. The bill states, “In general. – The County Council of Harford County, by ordinance, may fix, impose, and provide for the collection of a development impact fee not to exceed \$10,000 for new construction or development...Use of revenues. – The revenues from the special fund may be used only for:
 - a) School site acquisition;
 - b) School construction;
 - c) School renovation;
 - d) School debt reduction; or
 - f) School capital expense.”

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On June 10, 2005, the County Council of Harford County, Maryland enacted, as amended, Bill No. 05-21 that added Article VI, Public School Development Impact Fee, to Chapter 123, Finance and Taxation, of the Harford County Code. This legislation assures that new development contributes its fair share towards the costs of public schools reasonably necessitated by such new development, and to ensure that new development is reasonably benefited by the construction of new public schools built in whole or part with the proceeds of development impact fees.

The development impact fee was phased in over three fiscal years and assessed per dwelling unit at the following rate:

Type of Residential Development	Fiscal Year		
	2006	2007	2008 and after
Single Family Detached	6,000	7,442	8,269
Townhouse / Duplex	4,200	5,148	5,720
All Other Residential (including Mobile Homes)	1,200	1,473	1,637

There are exemptions made on housing for the elderly and Continuing Care Retirement Communities.

- (10) Developer Contributions – Developer contributions are applied to projects that provide facilities in approved subdivisions, and represent the developer's portion of the cost of the project.
- (11) Other – There are various other funding sources which may become available. When amounts are material, identifiable, and predictable, they are cited as sources of funding in the capital budget.

B FUNDING SOURCES

1 GENERAL FUND – The General Fund is the principal operating fund for Harford County Government, and encompasses all financial resources and activities, not required by law or County policy, to be maintained in another specific fund. General Fund appropriations are used primarily to finance the administrative activities of the County Government to provide services to its citizens. In addition, allocations of County funds in support of the Board of Education, the Library System, Harford Community College, the Health Department, some State agencies, plus certain non-profit and / or community programs, are made from the General Fund. Charter Section 523 (b) also states "No general fund revenues or receipts shall be dedicated to, expended for, or used to supplement appropriations from a special fund except as a loan to such special fund". General Fund revenues are derived from:

- a. Property Tax – Properties in Maryland are assessed by the State on a triennial system to establish the value of a property for taxing purposes. Each \$100 of this value, multiplied by a County's tax rate, determines the amount of taxes due.

Harford County's current Property Tax rates are:

For Corporate and Personal Property

\$ 2.270 Per \$100 of assessed value for all of Harford County

0.390 A "Differential" imposed on properties outside of the towns, and dedicated to the Highways Fund

\$2.660 Per \$100 of assessed value for properties outside the towns

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For Real Property

\$ 0.908 Per \$100 of assessed value for all of Harford County

0.156 A "Differential" imposed on properties outside of the towns, and dedicated to the Highways Fund

\$ 1.064 Per \$100 of assessed value for properties outside the towns

b. Tax Credits:

- (1) The Homestead Tax Credit program - is a tax relief program originally enacted by the General Assembly in 1977 that requires the counties and municipalities of the state to set up a property tax assessment cap. Harford County has set its Homestead Credit Percentage at 9%. Upon qualification as the principal residence of the homeowner, this credit is automatically processed and is applied to the real property tax bill. By legislative actions, Harford County and the State of Maryland have provided individual citizens and specific organizations with several property tax credits including:
 - (2) The Community Association Tax Credit exempts from property tax liability any real property utilized as a public park, playground, or scenic area, which is owned by a qualifying community or development association.
 - (3) An Agricultural Preservation Tax Incentive is a tax credit given to land owners in return for their commitment not to develop their farm land for a period of time.
 - (4) A Solar Energy Tax Credit is a one time per property credit allowed when a solar or geothermal qualifying energy conservation device is installed.
 - (5) An Enterprise Zone Tax Credit is granted to properties located within the enterprise zone on the property's qualified assessment.
 - (6) County Supplemental Homeowner Tax Credit provides a credit on real property taxes for homeowners of all ages who qualify on the basis of gross household income. Bill No. 07-06 is pending approval by the Harford County Council and would establish a County supplemental tax credit to the State Homeowner's tax credit program.
 - (7) A Landfill Proximity Tax Credit is provided for residential properties located in close proximity to a County-owned landfill.
 - (8) A real property tax credit is available under specific circumstances for the surviving spouse of a veteran who died while in the active military, naval or air service of the United States.
 - (9) A real property tax credit is available under specific circumstances for the surviving spouse of a fire, rescue, law enforcement or emergency medical service personnel who died in active service.
 - (10) Taxpayer Discounts – Harford County offers discounts to its taxpayers for early remittance of property taxes. Although property taxes are due and payable on October 1st of each year, discounts of 1% on July payments and ½% on August payments are granted, while interest is charged on all delinquent taxes beginning October 1st at a rate of 1.5% per month until paid. In addition, a 6% penalty for non-payment of taxes by October 1st is also imposed.
- c. Income Tax – Each Maryland county determines their own Income Tax rate which is a percentage of the taxable net income disclosed after additions and subtractions to the Federal adjusted gross income. Maryland collects all Income Taxes, then distributes to each local subdivision its share of the annual revenues. Although Income Taxes are imposed and collected on a

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calendar year basis, the State distributes the funds to the counties over a 9 month period, spreading Harford County's receipts over three fiscal years. For example, Income Taxes on a salary earned from January 1, 2007 until December 31, 2007, were due to be paid to the State on April 15, 2008. Harford County is sent our share in ten distributions, starting with estimated receipts from first quarter withholdings and estimated payments are distributed in May 2008 through a final distribution in September 2009.

- d. Licenses and Permits are issued for businesses, construction, renovations, cable TV, pets, and marriages. It is County policy to annually review the cost of issuance incurred vs. the revenue generated. While the County's services will never be self supporting, each review determines whether the fee imposed needs to be adjusted to be more "cost neutral".
- e. State Shared Revenues – include jury compensation; a civil defense rebate and a differential for Police Services which is determined by the County and the Town's assessable base percentage numbers.
- f. Appropriated Fund Balance – any excess unappropriated fund balance realized at the end of a fiscal year, above the 5% Unappropriated Fund Balance, maintained by County policy, is appropriated into the next fiscal year's budget, and treated as one time funding for that fiscal year.
- g. Interfund Reimbursements – certain programs conducted with revenue from one fund, provide support to a program conducted with revenue from another source. Those portions of revenue and / or expenses incurred by the one program, but attributable to another program, are transferred via Interfund Reimbursements.

2 HIGHWAYS FUND – The Highways Fund is a separate budgetary / accounting entity as required by County Code. It accounts for dedicated revenues that are legally restricted to expenses relating to highways operations and maintenance, traffic safety, and County-related transportation expenses. The Highways Fund's principal sources of revenue are a County Property Tax differential, State Shared Highways User's Tax Revenue, charges for services, and Intra-County revenues.

- a. Property Tax Revenues – Properties in Maryland are assessed by the State on a triennial system to establish the value of a property for taxing purposes. Each \$100 of this value, multiplied by a County's tax rate determines the amount of taxes due. In addition to County-wide Property Taxes, Harford County Code, Chapter 123, Article I, Section 16 requires the County Council to levy an additional tax, or "Differential" on property outside the city and incorporated towns, that when combined with all other Highway revenues, is sufficient to fund:

Maintenance, care, repair, and construction of roads and bridges outside of the incorporated towns.

All expenses of the County Department of Public Works concerning County highways.

All expenses of the County and / or Sheriff's Office regarding traffic patrol and highways safety.

County-related transportation expenses.

The Code also requires this revenue to be accounted for separate and apart from all other funds. For Harford County, the Highways Fund Property Tax Rate for Corporate and Personal Property are:

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Property Tax Differential for Corporate and Personal Property

\$0.390 Per \$100 of assessed value for properties outside the towns

Property Tax Differential for Real Property

\$0.156 Per \$100 of assessed value for properties outside the towns

- b. State Shared Highways Users Tax – Motor vehicle fuel tax, motor vehicle registration fees, a share of the motor vehicle titling tax and a share of the corporate income tax are designated by the State of Maryland as Highways User Revenues. The State shares 30% of these revenues with the counties and municipalities to help fund the construction and maintenance of local roads. The distribution to subdivisions is made according to a formula based on locally maintained road mileage and vehicle registrations.
- c. Charges for Services – These revenues include charges to developers for inspections (mainly of new construction), and technical review of designs and construction drawings of proposed utility installations; review of all proposed County road accesses; signs; and line striping.
- d. Charges to County Departments – Also included in this revenue category are reimbursements from County departments for costs incurred from First Vehicle Services for work on the County's fleet, and for fuel from County pumps for County-owned vehicles.

3 WATER AND SEWER OPERATING FUND – The Water and Sewer Operating Fund was established to account for services provided by the Harford County Government owned Water and Sewer Systems.

Harford County Code, Chapter 256-3, declares the County to be a “sanitary district” and that the Department of Public Works Division of Water & Sewer shall exercise control of all publicly owned water, sewerage and wastewater facilities and systems in the County. The County Council is enabled by the Harford County Code, Chapter 256-4 to establish a sanitary sub district and to revise all rates, charges, assessments, or other payments required by or levied by the County.

For the purpose of securing revenue to maintain, repair, and operate its water supply, sewerage or drainage systems, and other expenses, including depreciation allowances, plus interest on and retirement of bonds, the County is authorized by Chapter 256-19 to make various service charges for water, sewer, and drainage service and a charge for water used, and may impose late fees on bills that remain unpaid. The County may also turn off water and levy turn-on and / or turn-off fees; plus upon an owner's request for cessation or installation of service, the County may charge a fee.

Per Chapter 256-20, a meter is required to be placed on each water connection to the County's water system. These meters remain the property of the County, and the County can impose a charge for installation of the meter. So enabled by the Code, the County funds its Water and Sewer operations with the following revenues:

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a. User Charges

- (1) Water – In addition to a “Usage Charge” for the amount of water consumed, a Base Water charge is also collected from each billing account, to help in recovering some portion of water and sewer operating fixed costs; and a Fire Flow Ready to Serve charge is levied quarterly on domestic customers. A charge is also placed on all customers when the County’s system purchases water from other sources.
- (2) Sewer – As with the water system, in addition to a “Usage Charge” for system service, a Base Sewer Charge is also imposed on customers to recoup a portion of water and sewer operating fixed costs. The Base Sewer Charge is collected from each billing account. All sewer customers are charged when the County secures services from other systems. Specific charges are levied on customers in certain areas of the County where the system secures service from other sources. Septic users and haulers are charged a fee, and developers must pay for some pump station operations.

b. Service Charges

(1) Tests & Inspections

- a) On-site Inspection Fees – charges to developers for inspections, usually in areas of new construction.
- b) Water Line Testing – charges to developers for pressure testing the water lines.
- c) U&O Reinspection Fees – charges for water and sewer use and occupancy reinspections.
- d) Lab Testing Fees – tests of water and wastewater conducted at the request of the County Board of Estimates

(2) Miscellaneous Services

- a) Design Review – hourly charges to developers for staff time spent on engineering review of water and sewer plans.
- b) Construction Meter Rental – temporary meters for construction water usage from a hydrant.
- c) Hydrant Charges – hydrant rental charges and fees for the unauthorized use of hydrants.
- d) Job/Shop Repair Orders – charges to customers for installation of service along basic mains, cleaning blockage and repairs, and charges to contractors for equipment repairs.
- e) Meter Installations – charges to customers for installing water meters. The rate is based on the size of the meter.
- f) Miss Utility – a charge to contractors and developers for location of water and sewer lines.

c. Other Charges

- (1) Industrial Waste Permits – a fee to industries that discharge a toxic pollutant or require pretreatment of prohibited pollutants.
- (2) Interest & Penalties – penalties on late payments, and the interest accrued on them; along with turn-on / turn-off fees.

d. General Government Charges

- (1) Bad Check Fees – charged on all checks returned for insufficient funds.
- (2) Publications – requests for revisions to the County’s Master Water and Sewer plan are processed through the County Council twice a year. Any requests for revisions at other times require a processing fee.
- (3) Reproductions – charges to engineers and developers for blueprints of water and sewer plans.
- (4) Tax Lien Certificates – for a \$50 fee a document is furnished to a taxpayer disclosing all assessments, taxes, and other charges outstanding on any parcel of property prior to transfer of ownership.

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- (5) Sales of Plans and Specifications – revenue from sale of plans and specifications by the County Procurement Department to prospective bidders on Water and Sewer Operating Fund operations.
- (6) Recovery from Capital Projects – the cost of Water and Sewer salaries, benefits, supplies, materials, and equipment recovered from capital projects.
- (7) Depreciation – the allocation of the cost of capital assets over their useful lives.
- (8) Net Assets Appropriated – surplus funds from prior years, used to finance current operations.
- (9) Interest Income – earned on the investment of all idle cash in the Water and Sewer Operating Fund, and on miscellaneous invoices.
- (10) Miscellaneous Revenue – includes sundry fines and forfeitures, the sale of surplus vehicles, and revenues that cannot be otherwise classified.

4 WATER AND SEWER DEBT SERVICE FUND – The Water and Sewer Debt Service Fund provides appropriation authority for the payment of principal and interest on long-term water and sewer bonds and loans. Article V, Section 524 of the Harford County Charter allows the County to incur debt for longer than one year, but not for current operating expenses. All County debt in excess of one year is limited to 30 years after the date of issuance, except debt incurred to finance water, sewer, and wastewater facilities which shall become due not later than 40 years after the date of issuance. These bonds and loans are used to finance the capital projects of the County-owned Water and Sewer System. Revenues for the Water and Sewer Debt Service Fund are derived from:

a. System Capital Charges

- (1) Connection Charges – These charges are based on a graduated scale of \$450 for sewerage connections, and \$650 for water connections based upon: peak demands of gallons per minute, number of fixture units served at peak demand, the ratio of peak demand to 30 fixture units, and size of the meter. Harford County Code Chapter 256, Article V, Section 44 established these charges. All connection charges must be paid before physical connection to the system or within six months of the date the property is physically benefited.
- (2) Surcharges – Established by Harford County Code Chapter 256, Article V, Section 45.1, surcharges are placed on every water and sewer connection at \$450 per five-eighths inch equivalent area connection charge for water, and similarly \$100 for sewer. Surcharges are to be paid before issuance of a plumbing permit.
- (3) Development Charges – System development charges were established by Harford County Code Chapter 256, Article V, Section 45.2. Water / sewer mains must be deemed operational by the Department of Public Works, and development charges must be paid before issuance of a plumbing permit for connection. These fees are based on each five-eighths inch equivalent area connection charge, and increase by 6% each July 1st.

b. Assessments

- (1) Recordation Tax receipts – State law imposes a tax on every instrument of writing recorded or offered for record with the Clerk of the Circuit Court (liens, deeds, mortgages, etc.), at the rate of \$6.60 per \$1,000 of the actual consideration to be paid for property transferred, or of the principal amount of the debt secured. Harford County splits the proceeds from this

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- tax: 2/3 to fund School Debt and / or school construction; 1/6 to fund Parks and Recreation Capital projects; and 1/6 to support the Water and Sewer Debt Service Fund.
- (2) Benefit Assessments – Harford County Code, Chapter 256-27 authorizes the County Council, on the recommendation of the Director of Public Works, to establish an annual “benefit assessment” on all properties in the system to pay for construction, purchase, or establishment of water and / or sewer facilities. The Director of Public Works, after obtaining from the County Treasurer the costs of the capital improvements, shall determine the proper assessment to be levied.
 - (3) User Benefit Assessments – Harford County Code, Chapter 256-45.2 authorizes “user benefit assessments” against all properties which benefited from a connection to County public facilities, to create a fund to pay for the expansion, extension, or reconstruction of the water and / or sewer system. These assessments are to be made for a period of 25 years from the date of connection, and are imposed at a rate of \$70 per five-eighths inch equivalent area connection charge for properties connected to the water / sewer system before December 31, 1991, and \$140 per five-eighths inch equivalent for properties connected after December 31, 1991.
- c. Biological Nutrient Removal Fee
This fee was added to the County Code Chapter 256, Article V, Section 45.5 to cover the debt payment that the County incurred on capital construction costs to install the biological nutrient removal process at the Sod Run Wastewater Treatment Plant. Sewer system customers are billed each fiscal year based on the customer’s sewer usage. This fee will remain in effect until the total debt service incurred for this project is retired.
 - d. Sanitation Permit
The County Health Department imposes an assessment and requires a permit to install a septic system. The permit fee is collected by the County Department of Inspections, Licenses, and Permits, and the revenue is divided between the Water & Sewer Debt Service Fund and a General Fund account dedicated to the Health Department.
 - e. Capital Surcharges
The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. GASB introduced a financial reporting model through GASB Statement 34, which requires capital contributions flow through income statement as revenues. This account will be used to record surcharges for a limited number of specific projects as well as any future capital surcharges to be set.
 - f. Investment Income
This account is provided to record interest earned on the investment of all idle cash in the Water & Sewer Debt Service Fund.
 - g. Interest & Penalties
Chapter 256-19 of the Harford County Code imposes penalty assessments on late payment of water and sewer bills, as well as turn on / turn off fees.
- 5 SOLID WASTE SERVICES** – The Solid Waste Services Account records direct revenues and expenses pertaining to the County’s management of the disposal of solid waste. Chapter 109, of the Harford County Code, Environmental Control, establishes the County’s official Solid Waste Management Plan.

COUNTY BUDGET POLICIES / PROCESS

The Charter establishes the County's authority to set and collect fees and other revenue to support solid waste management. Chapter 157 Licenses and Permits delineates a number of Tipping Fees for waste brought to the landfill by either commercial haulers or private citizens.

a. Landfill Fees

- (1) Tipping Fee – Hauler Fee (Bill 92) – a per ton fee for disposal of Solid Waste
- (2) Tipping Fee – for Household Waste – private vehicles
- (3) Disposal Fees – associated with the disposal of tires, batteries, scrap metal and other items
- (4) Sale of Compost – as part of the Recycling Program of Harford County, leaves and grass are recycled into compost. The compost is sold at the landfill.
- (5) Sale of Mulch – as part of the Recycling Program of Harford County, brush material is chipped and shredded into mulch. The mulch is sold at the landfill.

b. Waste-to-Energy Fees

- (1) Steam Sales to the U.S. Army
- (2) Burning recovered material
- (3) Burning permitted material
- (4) Tire disposal
- (5) Tipping Fee – a per ton fee for disposal of Solid Waste (recycled materials are not charged this fee)

c. Other

- (1) Refuse License sold by the County
- (2) Interest on invoices
- (3) General Fund Support – while these activities are mandated by Federal and State regulations, avenues for imposing fees are limited by law and the marketplace. This results in the need for support with General Fund revenues. It should be noted that while Budget Policy defines Solid Waste Services as an individual account for management purposes, the County's financial statements consider it part of the General Fund.

- 6 COUNTY AGRICULTURAL PRESERVATION PROGRAM** – With the approval of a majority of voters, an amendment to Section 524, Indebtedness, of Article V, Budget and Finance, of the Harford County Charter effective December 3, 1992, was enacted, allowing the County to enter into installment contracts to purchase easements for agricultural land preservation purposes. These purchases are to be primarily funded with a Transfer Tax.

In addition, the County Council, via Bill No. 93-2, enacted that new Article II, Agricultural Land Preservation Program, be added to Chapter 60, Agriculture, of the Harford County Code, effective April 6, 1993, establishing the Harford County Agricultural Land Preservation Program (HALPP) to preserve productive agricultural land and woodland which provides for the continued production of food and fiber for the citizens of the County. The program is administered by the Department of Planning and Zoning and the Harford County Agricultural Advisory Board.

COUNTY BUDGET POLICIES / PROCESS

The Harford County Agricultural Land Preservation Program allows land owners to preserve productive farmland for future generations through the use of conservation easements; in addition, the land owner receives payment for selling their development rights and / or a tax credit.

- a. County Transfer Tax – The Maryland General Assembly enacted House Bill No. 1481 effective July 1, 1992, authorizing the Harford County Council to impose a Transfer Tax. Subsequently the County Council enacted Bill No. 93-3 to add new Article IV, Transfer Tax to Chapter 123 of the Harford County Code, which imposes a 1% Transfer Tax on any instruments of writing that convey title to, or a leasehold interest in, real property, effective July 1, 1993. The proceeds are to be distributed 50% to the County's Agricultural Land Preservation program and 50% to fund school site acquisition, school construction, or school debt service.
- b. Proceeds from Installment Loans – Proceeds from Installment Loans are not cash, but an accounting requirement. When the County enters into an Installment Purchase Agreement (IPA) with a land owner, the terms of the contract are set for the total price, the length of the agreement, and the fixed interest rate at which annual payments are to be made. The IPA's range in length from 10 to 20 years, with the interest and a small portion of the principal being paid each year. At the end of the term the land owner receives a lump sum payment for the remaining portion of the principal.
For accounting purposes, the County books the value of the IPA's that are anticipated to be initiated during the fiscal year. Though the County will not own the properties until the end of the contract, we do realize the value of ensuring that the farmland will be preserved throughout the term.
- c. Other
 - (1) Investment Income
 - (2) Fund Balance Appropriated

7 STATE AGRICULTURAL PRESERVATION PROGRAM – The Maryland Agricultural Land Preservation Foundation (MALPF) was created in 1977 by the Maryland General Assembly to preserve productive agricultural land and woodland, via the Purchase of Development Rights (PDR), to provide for the continued production of food and fiber for all citizens of the State. Farmland was also intended to help curb the random expansion of urban development.
MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. MALPF is mainly funded with:

- a. Maryland State's Property Transfer Tax – Harford County receives a portion of the State's Property Transfer Tax, which is assessed on all real property transfers.
- b. Maryland State's Agricultural Land Transfer Tax – Maryland imposes a State Agricultural Land Transfer Tax on all transfers of title on agricultural land taken out of production. Local subdivisions are required to collect the revenue generated by this tax; these funds are then shared with the local as follows:
 - (1) Maryland counties, without Certified Agricultural Land Preservation Programs are required to remit two-thirds of the revenue to MALPF. They retain one-third for agricultural land preservation purposes.

COUNTY BUDGET POLICIES / PROCESS

- (2) Counties that have a Certified Local Agricultural Land Preservation Program may retain 75% of the Agricultural Transfer Tax collected, for preservation purposes, and are required to remit only 25% to the Foundation. Harford County has a certified program.

8 PARKS & RECREATION SPECIAL FUND – Prior to FY 02, revenues and expenses related to the self-supporting activities of the Emmorton Recreation and Tennis Center, Recreation Councils, and / or the Oakington Peninsula were accounted for as a Trust Fund. This changed when the Governmental Accounting Standards Board (GASB), the standard setting authority for governmental accounting, introduced a financial reporting model through GASB Statement No. 34, which requires Trust Funds be used only for private purposes, pensions and investments. These Parks and Recreation activities no longer qualified as a “trust” under GASB No. 34, nor did they meet the standards of the Operating General Fund, since their revenues and expenses are dedicated solely to supporting their own programs. Therefore, a Special Revenue Fund was established by Council Bill No. 00-64, effective March 20, 2001. The fund’s revenues are:

- a. Charges for Service:
 - (1) Emmorton Recreation & Tennis Center fees, rentals and contributions
 - (2) Skateboard Facility at the McFaul Senior / Youth Center fees
 - (3) Showmobile / Stage Rentals – a mobile stage is rented to recreation councils for non-profit and for-profit organizations
 - (4) Recreation Councils / Special Activities – all revenues generated by the sale of amusement park discount tickets, baseball and basketball tournaments, lacrosse and wrestling summer camps, etc.
 - (5) Rental of and/or contributions to Oakington Peninsula – a rental of tenant houses, farms or facilities at Swan Harbor and / or Oakington Farm
- b. Other:
 - (1) Fund Balance Appropriated – At the end of some fiscal years, this fund will have a revenue surplus, due to either spending less than budgeted, or generating more money than anticipated. The surplus will be appropriated to the next fiscal year.
 - (2) Capital Project Debt Service Payment – County Tax dollars are not used to support this Special Revenue fund, State Program Open Space capital funding was used to cover the principal and interest payments on the Debt Service incurred to acquire the Emmorton Recreation and Tennis Center. The funds were appropriated to the capital project, then expended to become Intra-County revenue to the operating budget.
 - (3) Miscellaneous Revenue – Since the activities budgeted to this fund are self-supporting, they can only spend what moneys they actually generate. This provides these functions appropriation authority to accept and spend unanticipated revenues.

X HARFORD COUNTY'S BUDGET PROCESS

Starting in Fiscal Year 1997, Harford County incorporated Performance Based Management into our Budget Process. Each Administration determines its Vision for Harford County, develops its Mission Statement, and establishes its long term Goals. Reaching those goals is

COUNTY BUDGET POLICIES / PROCESS

paramount in making decisions for managing current and future resources. To this end, the Budget Process includes elements of the County's Five-Year Business Plan as follows:

A DETERMINING CURRENT AND FUTURE RESOURCES AND EXPENSES

Revenue estimates are made annually by objective, analytical processes that are appropriate to fund type. Revenue projections, for the next three years, are updated annually. As part of this annual process each existing and potential revenue source is re-examined. In addition to staff making revenue estimates, starting in Fiscal 1993, a Spending Affordability Committee has been appointed each year by the County Executive, to estimate projected growth in Income and Property Taxes for the upcoming fiscal year.

County Executive Craig has also established a Business Roundtable. Three times a year representatives from a cross section of the County's business community meet to discuss current trends they are experiencing. This information provides the County with more accurate and updated data on which to base revenue projections, particularly Income Tax.

B THREE-YEAR EXPENDITURE PLAN

Both operating and capital expenditure projections, for the next three years, are updated annually. Projections also cover the estimated operating impact of future capital improvements that are scheduled in the Capital Improvement Program. These estimates include the applicable debt service. Harford County is committed to the conservative policy of spending only what we can afford. We will only incur debt when we are confident that sustainable resources will be available to retire that debt.

C INCORPORATING THE STRATEGIC PLAN

In addition to current and future basic operational obligations, we must also recognize those expenses, to be funded for the upcoming year and committed to future budgets, which work towards meeting the Administration's short term objectives and reaching their long term goals. Any changes that have been made to the County's Master Plan during the current fiscal year are also analyzed to determine what, if any fiscal impact they will have on Harford's finances.

Since Fiscal Year 1997, each Administration has conducted an initial Strategic Planning Session to determine its Vision, Mission, and Goals. Throughout their terms, each County Executive has held periodic work sessions to reaffirm their Vision and Mission, and to re-evaluate and/or redesign their goals. Each agency funded by Harford County has been charged with developing their own Mission Statements and Goals, in support of the County's Overall Vision, Mission, and Goals. In addition, the departments had to establish short term Objectives to meet their Goals.

During the summer months the departments are required as part of the Annual Budget Process, to revisit their Goals and Objectives. Once it is determined to either maintain existing, or develop new Goals and Objectives, they must evaluate existing, or set up new Performance Measures to quantify their success at meeting their Objectives. This exercise then leads to each Department Head developing his work plan for both the upcoming fiscal year and the future. The personnel, ancillary, and operating expenses needed to carry out this work plan become the department's base budget request for the next fiscal year. The departments submit their Goals, Objectives, and Performance Measures along with their base budget request to the Budget Office. With the County-wide Goals in mind, the budget staff evaluates both those measures and the departments' funding requests.

COUNTY BUDGET POLICIES / PROCESS

THE ANNUAL OPERATING BUDGET PROCESS

Late August

Expense estimates from Budget Office
Revenue estimates from Treasury

Spending Affordability
preliminary revenue estimates

Executive
establishes base
budget guidelines

Board of Education, County Libraries &
Harford Community College provide
preliminary request information

September

October

Spending Affordability Committee
makes revenue growth
recommendations

Departments, Board of Education,
County Libraries & Harford Community
College submit Operating & Capital
requests, plus goals, objectives &
performance measures

Budget Office & Treasury make
expense and revenue
recommendations

January

Executive holds a public hearing
for citizen input on the budget

Executive holds departmental hearings on
budgets and performance plans

April 1

Executive's Proposed Budget
submitted to Council and published for
the public

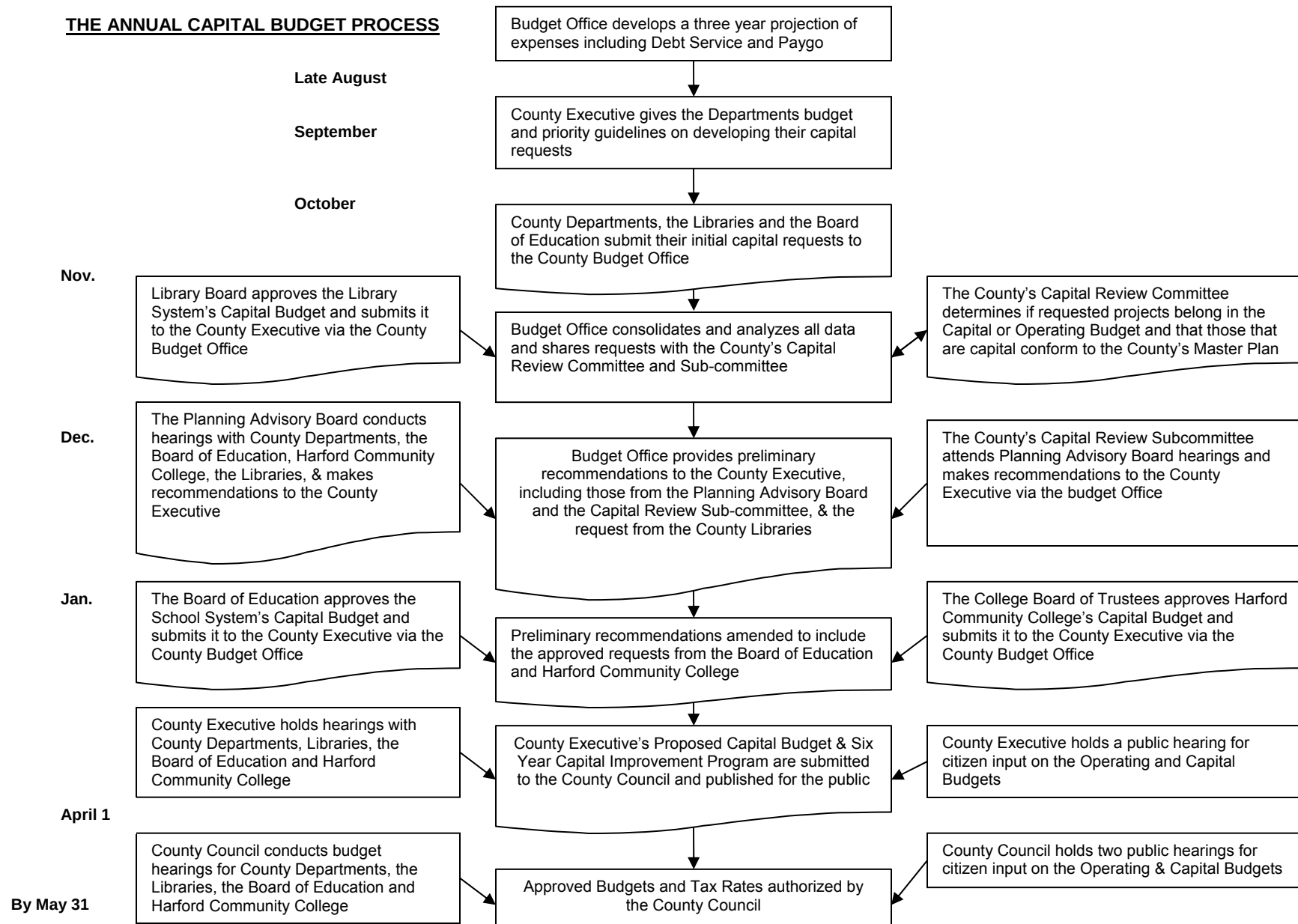
By May 31

County Council conducts budget
hearings for County Departments
& Agencies, Board of Education,
County Libraries & Harford
Community College

County Council holds public hearings for
citizen input

Approved Budget authorized & Tax
Rates set by the County Council

COUNTY BUDGET POLICIES / PROCESS



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D DEVELOPING THE BASE BUDGET

Although there is an annual Budget Process, the development of each year's budget is based on the strategic plans, fiscal policies, and management techniques adopted by the Administration, plus the knowledge of available revenues and obligated expense estimates.

- 1 LATE AUGUST** – The Spending Affordability Committee makes its initial revenue estimates for the upcoming fiscal year. Board of Education, Harford Community College, and Library System staff provide the County Budget Office with preliminary and unofficial funding request information. Certain County departments provide the Budget Office with projected cost increases for some specific expenses for the upcoming year. Human Resources estimates the cost of Health Benefits; Procurement projects percentage growth rates for electricity and fuel; and Risk Management and Treasury determine any needed adjustments to Workers' Compensation, Pension, and Insurance rates.
- 2 SEPTEMBER** – With this data, the Budget Office and Treasury complete expense and revenue estimates for the upcoming budget and subsequent two fiscal years. These projections are shared with the County Executive and the Director of Administration, who then establish base budget guidelines. These include what objectives are to be funded, and whether to budget for the current costs of doing business or to cut back certain types of expenditures. A Budget Kick Off Meeting is held, where the County Executive explains these guidelines to all Department Directors and their fiscal staff.
- 3 OCTOBER** – The Spending Affordability Committee meets to re-evaluate / revise its initial revenue estimates. The Board of Education, the Community College, and the Library System are in the first phases of preparing their budgets for the upcoming year; and their staff keeps the County Budget Office apprised of any changes to their original information. Treasury tracks actual vs. budgeted receipts for the current year, and may revise or reaffirm their initial revenue estimates for the upcoming fiscal year. All County departments and agencies and the Superintendent of Public Schools submit their operating and capital budget requests for the upcoming fiscal year to the County's Budget Office.
- 4 NOVEMBER** – The Library Board approves the system's operating and capital requests for the upcoming fiscal year; these are then submitted to the County Executive for consideration. Capital Budget requests are shared with the County's Capital Review Committee. This committee was developed with two charges; first they were to develop a master inventory of all County facilities, owned or leased, and to complete a profile of each which includes details such as square footage, date of purchase, lease terms, geographic location, occupants, etc. Our Facilities and Operations Division was to provide a systems analysis of each facility in the inventory including mechanical units, HVAC, roofing, etc. This information was coupled with the other inventory data to provide a comprehensive overview of our sites. The committee's second charge is part of the County's annual Capital Budget Process. Once the Budget Office forwards its list of initial requests for the upcoming year, this committee reviews each project and determines if it should be considered capital or if it is something that could be managed through the Operating Budget. Treasury also at that time provides the committee with a list of all existing capital projects. Each department is sent the portion of the list for which they are

COUNTY BUDGET POLICIES / PROCESS

responsible. They are to report back to the committee the status of each project, and if any are complete, determine if they could be closed, with the remaining funds returned for appropriation to a future project.

In light of available revenues, the Master Plan, the Administration's goals, and operating expenses, the Budget Office analyzes all requests and pertinent data and compiles the preliminary County Capital Budget and CIP. Bond funding levels are sent to Treasury where the amounts of principal and interest, necessary to cover existing debt and this newly recommended debt, are computed. These debt service estimates, and the total level of recommended Paygo funding, are incorporated into the Base Operating Budget. Budget Analysts and the Chief of Budget and Management Research are responsible for analyzing the operating requests of, and making funding recommendations for assigned agencies. They need to know each agency's purpose and plans. Prior and year-to-date expenses are reviewed; organizational changes and / or legislated mandates are taken into consideration; and capital project impact on operating expenses are examined. In addition to this information, the Analysts must make funding recommendations in light of the County Executive's goals and guidelines. The budget staff is also mindful of the elements of the County's Five-Year Business Plan especially those concerning the following:

- a. General Policies
 - (1) The County will pay for all current expenditures with current revenues. The County will avoid budgetary procedures that balance current appropriations at the expense of meeting future years' obligations, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.
 - (2) Expenditures will be reviewed and approved and based on real versus perceived needs.
 - (3) Each function, service, project, and expenditure will be reviewed as to its affordability.
 - (4) New sources of revenue will be identified and advanced.
 - (5) The County shall coordinate the capital improvement budget with the operating budget. Debt service operating costs will be projected and included in the operating budget forecasts.
- b. Maintenance of Plant and Equipment
 - (1) The budget will provide for adequate maintenance of capital and equipment and for their orderly replacement based on the schedule prepared under the capital improvement budget policy.
- c. Financing Capital Projects
 - (1) All projects must be funded in accordance with the adopted County debt policy.
 - (2) The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the County Council for approval.
 - (3) The County will utilize the least costly method of financing all new projects. The Budget Office also researches and takes into account State and Federal legislation and County policies.

COUNTY BUDGET POLICIES / PROCESS

- d. Legislation – Various legislative issues need to be considered when making funding recommendations. Such mandates impact Harford County in numerous areas.
 - (1) Harford County, in order to receive State funds for our Board of Education, must abide by a “Maintenance of Effort” funding requirement that obligates a local government to provide funding for the upcoming fiscal year in an amount sufficient to provide the same per pupil spending ratio for next year as exists in the current year.
 - (2) There is also a Maintenance of Effort clause for funding Harford Community College.
 - (3) There are environmental mandates that impact our Water & Sewer system and Solid Waste Management activities.
 - e. County Policy – To be assured we are spending tax dollars efficiently and economically, the County has instituted policies regarding:
 - (1) Vehicle Replacement – standards, based on nationally accepted data, have to be met before any county-owned vehicle will be replaced.
 - (2) Hardware and Software requests must be approved by the Information Systems Division, which verifies the need for and the type of equipment to be purchased. It must be compatible with County systems and supportable by County staff.
- 5 DECEMBER** – Both the Base Operating and Capital Budgets, as recommended by the Office of Budget and Management Research, are distributed to each department at the end of December. The departments are to review their base budgets and develop any “Above the Mark” requests. These requests are prioritized lists submitted to the County Executive for consideration of funding, should projected revenues for the upcoming fiscal year exceed the base budgets. The County has also established a Capital Review Sub-Committee (CRS) which is made up of the Director of Administration, the County Treasurer, the Director of Planning and Zoning, the Director of Inspections, Licensing and Permits, and the Chief of Budget and Management Research. In addition to serving on the Capital Review Committee, this group has the additional duties of attending the Planning Advisory Board’s annual meetings, where they will monitor the Board’s review of each department and agency’s projects which will be requested for the upcoming year. At the completion of these meetings the CRS will review and rate each project for its consistency with the Master Plan, its estimated cost, and how vital it may be to attaining the Administration’s goals and objectives. The inventory master list which will be developed by the Capital Review Committee will also generate a list of systemic issues that need to be addressed. These will be rated by Facilities and Operations in the order of which they need to be attended to. The CRS, in light of available revenues will then recommend to the County Executive those capital projects and those systemic upgrades / replacements it deems appropriate for the upcoming fiscal year.

The preliminary County Capital Budget is amended to incorporate the Library’s request and the recommendations of the Capital Review Sub-committee. This amended Capital Budget is then provided to the County Executive, the Director of Administration and County Departments. Staff from the County Budget Office and the Department of Treasury meet with the Planning Advisory Board to discuss the County’s Capital Budget as it stands at this stage. The Board then submits its recommendations to the County Executive.

COUNTY BUDGET POLICIES / PROCESS

- 6 JANUARY** – The Board of Education approves the School System’s Operating and Capital Budgets. The Harford Community College Board approves the College’s Operating and Capital budgets. All of these approved budgets are submitted to the County Executive in January.

E DEVELOPING THE COUNTY EXECUTIVE’S PROPOSED BUDGET

- 1 JANUARY THRU MID-MARCH** – Harford County Charter, Section 509 requires that, “Not later than three months prior to the beginning of each fiscal year, the County Executive shall submit to the Council the proposed County budget for that fiscal year.” The process to meet this deadline, starts in January and runs through the middle of March.
- a. Departments – Hearings are scheduled during January and the first part of February, where the County Executive, the Director of Administration, the staff of the Budget Office, and the Treasurer meet with each Department Head and their fiscal advisors to:
 - (1) discuss the contents of their Base Operating Budget, and how and why it has changed from the current year’s funding
 - (2) review each Performance Measure and analyze the department’s success in meeting their objectives
 - (3) have the Department Head discuss the merits of their Above the Mark Requests
 - (4) identify the grants the department administers, and whether any grants will expire in the upcoming fiscal year
 - (5) and to review each project included in their Capital Base Budget, discussing its objective, time line and funding sources
 - b. The Public – In late January, a hearing is scheduled for citizens to address the County Executive as to their concerns and what they would and/or would not like to have incorporated in the upcoming budget.
 - c. Spending Affordability – The Spending Affordability Committee, having met a number of times since August, concludes its analysis and makes its final recommendations to the County Executive as to their estimated growth of Property and Income Tax revenues.

Throughout January and early February, while the hearings are being conducted, the Budget Office is maintaining a running list of items that were brought up at the Public Hearing and of the notes made during the departmental hearings. The Treasurer is simultaneously reworking his revenue estimates for the current and the upcoming budgets. The Budget staff combines all of this data into a report for the County Executive. This report contains each detail the County Executive must consider when making his final decisions on the Proposed Budget. The report is broken down by whether the expense or revenue is “On-going” or “One-time” in nature, to guarantee that one-time money will not be used to support an on-going expense.

With this report, citizen’s requests, and with the Spending Affordability Committee’s recommendations, the County Executive, in meetings with the Director of Administration, Budget Office staff and the Treasurer, makes final choices as to what will and will not be proposed for the next fiscal year’s budget.

COUNTY BUDGET POLICIES / PROCESS

Once these decisions are made, the Budget Office must incorporate them with the Base Budgets. This is an extremely time consuming process, involving much detail, and utilizing various information system platforms. The Budget Office has put into place numerous checks and balances to assure the accuracy of the Proposed Budget. When a bottom line has been reached, the Budget Office must take all of the information and produce a budget document that meets all County Charter, Governmental Accounting Standards Board, and Government Finance Officer Association requirements, while being easy for the average citizen to understand. The Office also produces a Proposed Budget in Brief for mass distribution to the public and the press. The Annual Budget and Appropriation Ordinance, which is the actual legislation to be presented to the County Council for adoption, is also prepared by the Budget Office.

F COUNCIL HEARINGS AND AMENDMENTS

- 1 APRIL AND MAY** – Harford County Charter, Section 511 requires the Council to conduct at least two public hearings on the Proposed Budget. The Council also conducts hearings with the County Executive and various departments to gather whatever information they need to make their funding decisions. After these hearings, Chapter 512 of the Charter states that “the Council may decrease or delete any items in the budget except those required by the laws of the State or of this County, and except any provisions for debt service on obligations then outstanding or for estimated cash deficits. The Council shall have no power to change the form of the budget as submitted by the County Executive, or to alter the revenue estimates except to correct mathematical errors, or to increase any expenditure recommended by the County Executive for current expense or capital purposes.”

Though the County Council may not alter the County Executive’s revenue estimates, they can decrease or delete other items in the budget and appropriate the equivalent revenue to the Board of Education. The Education Article of the Annotated code of Maryland provides:

“Each county board shall submit an annual school budget in writing to the...county executive....

The county executive shall indicate in writing which major categories of the annual budget of the county board have been denied in whole or reduced in part and the reason for the denial or reduction...

The County Council may restore any denial or reduction made by the county executive in the annual budget submitted by the county board.”

After the hearings, “Amendments” to the budget as proposed by the County Executive may be offered up for the Council’s consideration. These amendments are drafted by either the County Budget Office, or the Council legislative advisors. Any change to the Ordinance must result in the budget remaining balanced.

COUNTY BUDGET POLICIES / PROCESS

G ADOPTION OF THE BUDGET & SETTING THE TAX RATES

- 1 **May 31st** – Chapter 512, of the Harford County Charter, goes on to provide that the adoption of the budget must be by the affirmative vote of at least four members of the (seven member) Council, and that the Annual Budget and Appropriation Ordinance must be adopted not later than one month prior to the beginning of each fiscal year. If the council fails to pass the budget accordingly, the proposed current expense budget, as submitted by the County Executive and as may have been amended by the council shall stand adopted.

Chapter 514 sets the effective date of the budget, July 1, for Harford County, and Chapter 515 charges the Council to levy and cause to be raised the amount of taxes required by the budget in the manner provided by law so that the budget shall be balanced as to proposed income and expenditures.

H TRANSFER OF APPROPRIATIONS

Appropriations in the approved budget may be transferred, but varying levels of authorization are required, based on fund structure:

TYPE OF TRANSFER	REQUIRED LEVEL OF AUTHORIZATION
Within the same Fund and within the same Agency	County Executive
Within the same Fund but between County Government Agencies	Recommended by the County Executive, and Approved by the County Council
Inter-project transfers between capital projects	Requested by the County Executive, and Authorized by legislative act of the Council
Inter-fund cash borrowing to meet temporary cash requirements	Requested by the County Executive, and Authorized by legislative act of the Council

The County Executive has delegated responsibility for authorizing fund transfers within the same Fund and within the same Agency to the Budget Office. Transfers within the same Fund but between County Government agencies may be made only during the last quarter of the fiscal year.

- I **SUPPLEMENTAL APPROPRIATIONS** – Harford County Charter, Section 517 allows that..."During fiscal year, the Council, upon the recommendation of the County Executive, may, by law, make additional or supplementary appropriations from unexpended and unencumbered funds set aside for contingencies in the County budget, from revenues received from anticipated sources but in excess of budget estimates therefore or from revenues received from sources not anticipated in the budget, provided that the Treasurer shall first certify in writing that such funds are available for such appropriations. No supplemental appropriation shall exceed the amount of funds so certified."

COUNTY BUDGET POLICIES / PROCESS

- J EMERGENCY APPROPRIATIONS** – In the case of a public emergency affecting life, health, or property, upon recommendation of the County Executive, the County Council may, by law, provide emergency appropriations from contingent funds in the budget; revenue received from anticipated sources but in excess of budget estimates; or revenue received from sources not anticipated in the budget for the current fiscal year.
- If such funds are not available, the Council may, by law, authorize the issuance of emergency notes which may be renewed from time to time. Such notes and renewals have to be paid no later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.
- K UNEXPENDED APPROPRIATIONS** – All unexpended and unencumbered current budget year general fund operating appropriations revert into the County general fund. Capital project appropriations do not lapse until the purpose for which the appropriation was made has been accomplished or abandoned. If three fiscal years elapse without any expenditure or encumbrance of project appropriations, that project is considered abandoned. Credit balances from completed and / or abandoned projects are available for appropriation in subsequent capital budgets.
- L AMENDING THE ADOPTED CAPITAL BUDGET** – Harford County Charter, Section 521 states...”No obligations of the County shall be authorized in any fiscal year for or on account of any capital project not included in the County budget as finally adopted for such year, provided that upon receipt of a recommendation in writing from the County Executive, the Council may after a public hearing and with the affirmative vote of at least five of its members amend the County budget. The Council may increase the total amount of appropriations for a County capital budget only if the increased appropriations are to be funded from revenues received from anticipated sources but in excess of budget estimates therefore or from revenues received from sources not anticipated in the budget.”

HARFORD COUNTY

VISION

~ PRESERVING HARFORD'S PAST; PROMOTING HARFORD'S FUTURE ~

MISSION STATEMENT

Harford County Government will preserve our traditions and promote the highest quality of life through efficient, honest, and responsive service to all citizens while planning for a prosperous and secure future.

GOALS AND OBJECTIVES

I. Public Safety – Ensuring a Safe Harford

To ensure Harford County's public safety providers have the necessary tools and training to meet the County's growing demand for emergency services.

- o Adopt ongoing retention and recruitment programs for paid and volunteer emergency services personnel that address competitive pay and benefits packages as well as morale and training needs.
- o Reduce crime by providing attractive alternatives to gang membership and drug use and targeting clean up of blighted areas.
- o Employ advanced and superior technology to improve response capabilities, provide for back-up systems, and foster the exchange of information between service providers.
- o Provide opportunities for inter-governmental partnerships which will share data and strengthen cooperation with law enforcement.
- o Plan, practice, and coordinate strategies between local and regional responders and create programs to educate the public to be prepared for emergency and disaster events.

II. Education – Preparing Now, Building for the Future

To make long term investments in education by ensuring that children have a safe and stimulating environment in which to learn and to encourage and promote the availability of academic and technical education programs that prepare all students to compete in the global marketplace.

- o Plan, fund, and build public education facilities that stimulate the learning environment for students, faculty, and staff.
- o Focus on workforce development by fortifying relationships between business, government, and education communities.

HARFORD COUNTY

- o Support the expansion of magnet school curriculum programs that center on cultural and commercial attributes found in each community.
- o Encourage the continuing development of higher education four year and beyond degree programs within Harford County.
- o Collaborate with public school administrators and community leaders to establish open decision making processes that allow for public trust and accountability.

III. Efficient County Government – Governing Smarter

Identify and develop best practices to maximize limited resources and improve the delivery of services to citizens, businesses, and government agencies.

- o Increase public confidence by focusing on customer satisfaction and cost-effective delivery of essential services.
- o Coordinate with other governmental agencies to prevent duplication of efforts, excessive costs, and lengthy processing times.
- o Encourage and expand opportunities for citizens to exchange ideas and learn about government initiatives and programs so the County can provide services and resources responsively and equitably.
- o Employ a ten-year master plan that promotes responsible stewardship of County assets and utilizes a comprehensive approach to identify and prioritize funding for Capital Improvements based on balancing and maintaining a consistent level of service.
- o Aggressively pursue innovative funding sources and opportunities to maximize use of tax-payer dollars.
- o Develop new programs, strengthen internal policies, and provide training that encourages County government employees to consistently provide courteous and skillful service to the citizens of Harford County.

IV. Economic Opportunity – Growing and Sustaining Harford's Prosperity

Foster an environment within government that encourages financial opportunity and supports private sector ventures that diversify Harford's economic base in new and existing businesses.

- o Encourage balanced and appropriate economic development that provides high-quality employment and offers first-class retail and services located in areas designated by the Master Land Use Plan.
- o Establish incentives to encourage redevelopment and reinvestment in existing communities.
- o Identify additional opportunities and incentives for the preservation and viability of Harford's agricultural industry.
- o Maintain development guidelines and procedures that are consistently and fairly applied and allow for a range of business activities.

HARFORD COUNTY

V. **Environmental Stewardship – Protecting our Environment**

To protect and preserve the County's environment through the efficient use and reuse of its resources.

- o Cultivate policies that stress soil conservation and help restore and sustain forest assets and watershed areas.
- o Promote intergovernmental coordination to protect regional water resources, open space, and conservation districts.
- o Encourage private sector energy conservation and environmental stewardship using legislation, financial incentives, and education.
- o Design and construct a comprehensive waste management program that protects human health, promotes energy recovery, and minimizes impacts to the natural environment.
- o Adopt a policy that supports fuel conservation and alternative energy sources in all County owned buildings and vehicles.

VI. **Quality Living – Safeguarding What is Important to Families and Friends**

Cultivate life enhancing amenities and necessary infrastructure that enrich the lives of Harford County citizens and neighborhoods through sound planning practices, investments in parkland and recreation, and promotion of community spirit and cultural arts.

- o In partnership with community based organizations government agencies will build, operate, and maintain facilities and resources that encourage citizens to be self reliant.
- o With a focus on managing growth, guide the continued creation of safe, adequate, and diverse housing stock that ensures equal opportunity and the availability of decent and affordable accommodations.
- o Encourage the growth of community spirit through the use of revitalization projects and create opportunities for neighborhoods to meet and discuss common concerns and desires.
- o Design and maintain locations and facilities that provide diversified leisure activities to meet current needs and anticipated growth.

Matrix of Primary County Goals by Department

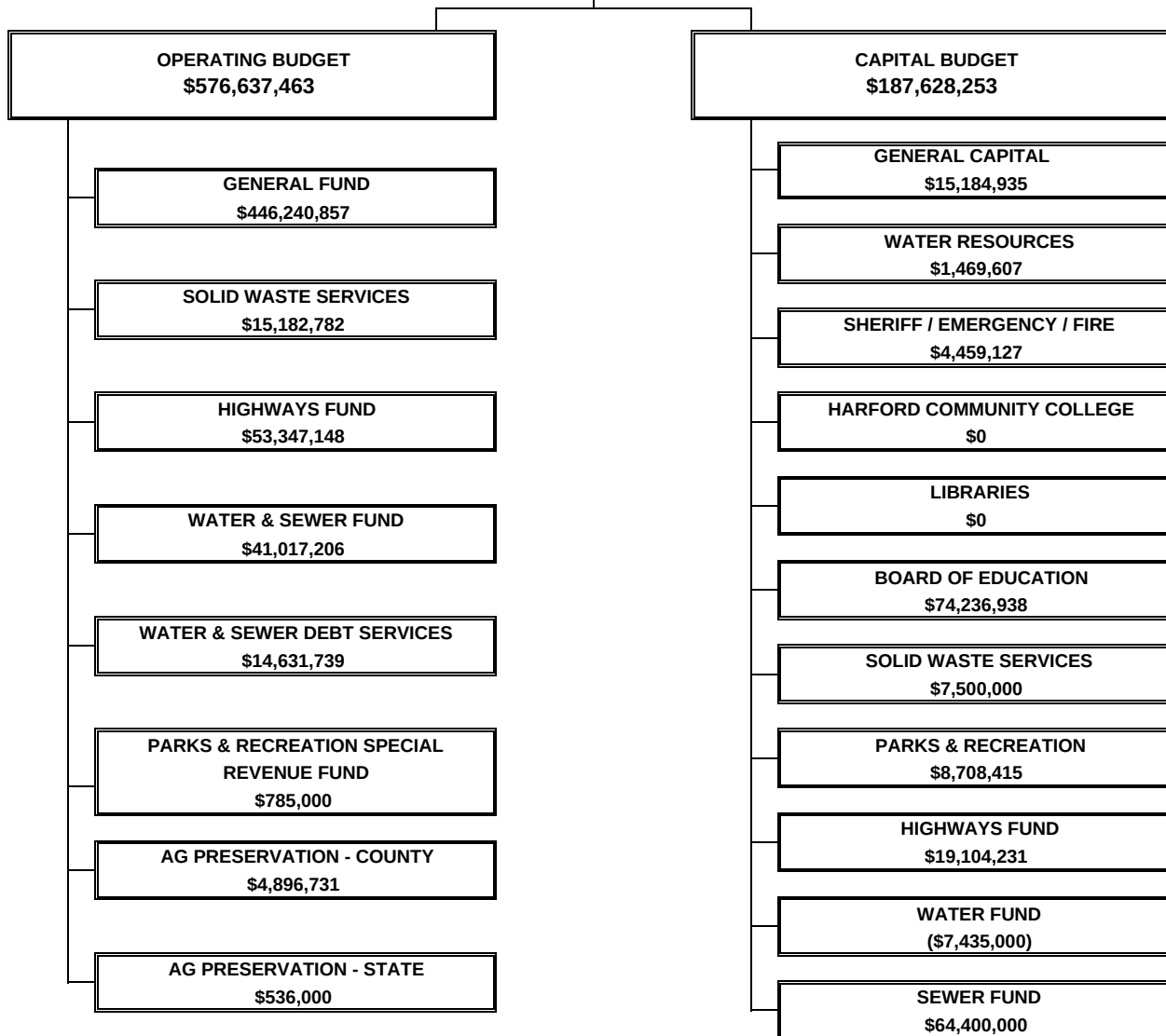
The following table reflects which departments are responsible for supporting the FY 10 County goals. Please refer to the Budget details of each department to see specific goals and objectives.

Department	I. Public Safety	II. Education	III. Efficient County Government	IV. Economic Opportunity	V. Environmental Stewardship	VI. Quality Living	Department	I. Public Safety	II. Education	III. Efficient County Government	IV. Economic Opportunity	V. Environmental Stewardship	VI. Quality Living
Administration	X		X			X	Emergency Services	X	X	X			
Procurement			X				Inspections, Licenses & Permits	X					
Treasury			X				DPW - Highways & Water Resources	X		X		X	
Law			X				DPW - Construction Management			X			
Planning & Zoning		X	X	X			DPW - Water & Sewer			X		X	X
Human Resources			X				DPW - Environmental Services	X				X	X
Community Services	X	X	X			X	State's Attorney	X		X			
Handicapped Care Centers			X			X	Elections			X			
Health						X	Library		X				X
Office of Government & Community Relations			X				Parks & Recreation			X			X
Housing			X			X	Conservation of Natural Resources		X			X	X
Sheriff	X						Economic Development				X		

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HARFORD COUNTY TOTAL FY 10 APPROVED BUDGET ALL FUNDS \$764,265,716



HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

Although there is a standardized "Annual Budget Process," the development of each year's budget is based on: current and projected economic conditions; the wants of our citizens; plus operational needs and mandates, coupled with the strategic plans, fiscal policies and management techniques adopted by the Administration.

As we began developing our FY 2010 Operating and Capital Budgets we were faced with issues beyond the normal increases in health care coverage, utilities, and basic operating and contractual expenses. We had to consider the global economic crisis and its impact on our County, a major drop in home sales and construction and an unclear picture of Maryland's State budget and the impact on local subdivisions. With major declines in revenues, Harford County took measures to cut the budget. Some of the measures chosen are drastic and hopefully can be reversed once the economy picks up.

REVENUES

ALL FUNDS

FY 10 Approved Budget	576,637,463
FY 09 Approved Budget	617,108,599
\$ decline	(40,471,136)
% decline	-6.56%

FUNDING SOURCE

GENERAL	446,240,857
HIGHWAYS	53,347,148
PARKS AND RECREATION	785,000
AG PRESERVATION - COUNTY	4,896,731
AG PRESERVATION - STATE	536,000
WATER & SEWER OPERATING	41,017,206
WATER & SEWER DEBT SERVICE	14,631,739
SOLID WASTE SERVICES	15,182,782

FY 10 TOTAL ALL FUNDS **576,637,463**

REVENUE SOURCE

PROPERTY TAXES	288,093,524
INCOME TAXES	155,293,037
W & S USER CHARGES	23,995,969
WASTE TO ENERGY PLANT	9,709,243
W & S DEBT SERVICE	10,313,710
INTERGOVERNMENTAL/STATE-SHARED	35,029,661
INVESTMENT INCOME	5,322,789
FUND BAL APPROP / UNRESTRICTED NET ASSETS	24,051,611
OTHER REVENUE	24,827,919

FY 10 TOTAL ALL REVENUES **576,637,463**

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

A more in depth discussion of individual revenue streams can be found in each "Fund" Section of the document; however, significant changes to several specific funding sources contribute to the decline of the FY 10 All Funds Operating Budget.

For FY 10, Property and Income tax revenues are estimated to generate 77% of the total of all revenue.

Property Taxes

FY 10 Approved Budget	288,093,524	49.96% of the Total All Funds FY 10 Operating Budget
FY 09 Approved Budget	267,578,825	43.36% of the Total All Funds FY 09 Operating Budget
\$ growth	20,514,699	
% growth	7.67%	

Property Tax revenue estimates are based on a thorough analysis of lien sheet activity, deed activity, building permit data, residential sales, Transfer Tax transaction data, and Maryland State Department of Assessments and Taxation Distribution Tracking Information.

Maryland State law provides that all property is subject to the property tax. Properties are reassessed by law once every three years and property owners are notified by the Maryland State Department of Assessments and Taxation of any change in their assessment. Properties are required to be assessed at their current market value so that each property owner pays their fair share of local property taxes.

Property tax rates were reduced effective July 1, 2009. Real property is assessed at 100% of market value with a tax rate of \$1.064 per one hundred dollars of full value and \$2.660 for corporate and personal property.

Income Taxes

FY 10 Approved Budget	155,293,037	26.93% of the Total All Funds FY 10 Operating Budget
FY 09 Approved Budget	177,585,778	28.78% of the Total All Funds FY 09 Operating Budget
\$ decline	(22,292,741)	
% decline	-12.55%	

We receive approximately 90% of Income Tax in quarterly distributions of withholdings and estimated payments. These receipts have been declining for most of FY 08 and FY 09, largely due to the slowdown in the overall economy, which is projected to continue into FY 10 as the credit crunch, falling capital gains, rising unemployment and a downturn in consumer spending combine to limit the growth of taxable income.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

State Highway User Tax

FY 10 Approved Budget	6,395,719	1.11% of the Total All Funds FY 10 Operating Budget
FY 09 Approved Budget	14,499,660	2.35% of the Total All Funds FY 09 Operating Budget
\$ decline	(8,103,941)	
% decline	-55.89%	

Motor vehicle fuel tax, motor vehicle registration fees, a share of the motor vehicle titling tax and a share of the corporate income tax are designated by the State of Maryland as Highways User Revenues. The State shares 30% of these revenues with the counties and municipalities to help fund the construction and maintenance of local roads. The distribution to subdivisions is derived from a formula based on locally maintained road mileage and vehicle registrations.

Each year we use the Maryland Department of Transportation, State Highway Administrations estimates for the Highways User Tax. For FY 10 we are projecting a net reduction of (55.9%) or (\$8,103,941) from the Fiscal Year 2009 budget.

Recordation Tax

FY 10 Approved Budget	4,970,000	0.86% of the Total All Funds FY 10 Operating Budget
FY 09 Approved Budget	12,927,776	2.09% of the Total All Funds FY 09 Operating Budget
\$ decline	(7,957,776)	
% decline	-61.56%	

State law imposes a tax on every instrument of writing recorded or offered for record with the Clerk of the Circuit Court (liens, deeds, mortgages, etc.), at the rate of \$6.60 per \$1,000 of the actual consideration to be paid for property transferred, or of the principal amount of the debt secured. Harford County splits the proceeds from this tax: 2/3 to fund school debt and/or school construction; 1/6 to fund Parks and Recreation capital projects; and 1/6 to support the Water and Sewer Debt Service Fund.

With the slowdown in housing and existing home sales there has been a significant decrease in recordation tax revenues.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

Investment Income

FY 10 Approved Budget	5,322,789	0.92% of the Total All Funds FY 10 Operating Budget
FY 09 Approved Budget	4,601,599	0.75% of the Total All Funds FY 09 Operating Budget
\$ growth	721,190	
% growth	15.67%	

Income from investments are reflective of the size and makeup of the County's portfolio and the rate of return. For Fiscal Year 2010, a projected increase of 15.67% in overall investment income is anticipated, based on growth of the portfolio and an expected slight increase in rate of return.

STRATEGIC PLANNING

For Harford County, Strategic Planning is not just a function of budgeting, but a multi-faceted approach to resource management designed to maintain the County's quality of life, while preparing for our future. The County's Master Plan and the Administration's goals are the basis on which Performance Management and Budgets are built. Short range plans and objectives are considered in light of available resources, compatibility with the Master Plan, and their contribution towards the Administration's Goals.

MASTER PLAN

Harford County Charter, Article VII, Planning and Zoning, calls for the Department of Planning and Zoning to prepare and propose Master Plans from time to time. Such plans may be initiated by order of the County Executive or by legislative act of the Council. Master Plans provide direction for addressing future growth, revitalization, the provision of adequate public facilities, economic development and the preservation and protection of natural resources, agricultural lands and historic resources.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

Our latest Master Plan incorporates a number of elements:

A LAND USE ELEMENT PLAN - shows proposals for public, private, residential, commercial, industrial, agricultural and recreational uses of land.

The Land Use Element Plan includes an additional implementation tool, an ADEQUATE PUBLIC FACILITIES PROGRAM (APF) to help manage growth more effectively in the County's Development Envelope. APF simply says the existing public facilities for water, sewer, schools and roads must be adequate to support planned land development.

A WATER & SEWER MASTER PLAN - sets the foundation for timing and planning of public water and sewer facilities in appropriately zoned areas.

A TRANSPORTATION PLAN - covering all types of highways or streets, airways, waterways and railways.

A SOLID WASTE MANAGEMENT PLAN - evaluates the County's solid waste management operations and establishes a 10 year management program.

THE CHESAPEAKE BAY CRITICAL AREA PROGRAM - is designed to manage land use within 1,000 feet of tidal waters and tidal wetlands, with a goal of protecting water quality and natural habitat, and to accommodate future growth based in environmentally sensitive areas.

THE RURAL ELEMENT PLAN - addresses preservation of the County's rural character and promotion of agriculture as the primary economic enterprise in the rural areas.

THE LAND PRESERVATION AND RECREATION PLAN - addresses the County's need for open space and recreational areas, and considers these areas as part of a larger system of preserved lands.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

A NATURAL RESOURCES ELEMENT PLAN - includes methods for protecting environmental resources, including streams and their buffers, steep slopes, floodplains, and the habitats of threatened and endangered species.

AN HISTORIC PRESERVATION PLAN - explains how historic structures and archaeological sites can further an awareness of the importance of the County's heritage among the citizens.

THE EDGEWOOD COMMUNITY PLAN - is a comprehensive revitalization strategy to improve physical, social, and economic conditions within the Edgewood community, which strives to guide future growth and sustain the community's character and values.

A JOPPA / JOPPATOWNE COMMUNITY PLAN - is a community-level master plan that serves as a blueprint for the physical development and redevelopment of the community.

A COMMUNITY FACILITIES PLAN ELEMENT - which goes as far into the future as is reasonable with appropriate and desirable proposals for parks and recreation areas, schools and other educational and cultural facilities, libraries, churches, hospitals, social welfare and medical facilities, institutions, fire stations, police stations, jails or other public office or administrative facilities.

DESIGNATED GROWTH AREAS - In 1977 the County adopted a Development Envelope concept as part of our Master Plan, this defined a geographic area for planned development directing more intense growth into a specific area, namely the corridors defined by I-95 / U.S. Route 40 and the MD Route 24 corridor north to Bel Air. Our 2004 Master Plan introduced Designated Growth Areas, which include the Development Envelope but also define other growth areas, which will be developed as well, mainly the HEAT (Higher Education and Applied Technology) Center, Harford Community College, municipalities, rural villages and certain mixed office use locations.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

ADMINISTRATIVE GOALS

In addition to current and future basic operational obligations, we must also recognize those expenses to be funded for the upcoming years and committed to future budgets, which work towards meeting the Countywide Mission, Vision, Goals, and Objectives. The following serves as a clear structure for identifying what we collectively would like to achieve, and how we envision the County when we are successful.

MISSION STATEMENT

Harford County Government will preserve our traditions and promote the highest quality of life through efficient, honest, and responsive service to all citizens while planning for a prosperous and secure future.

VISION

~ Preserving Harford's past; promoting Harford's future ~

GOALS

- I Public Safety - Ensuring a Safe Harford
To ensure Harford County's public safety providers have the necessary tools and training to meet the County's growing demand for emergency services
- II Education - Preparing Now, Building for the Future
To make long term investments in education by ensuring that children have a safe and stimulating environment in which to learn and to encourage and promote the availability of academic and technical education programs that prepare all students to compete in the global marketplace.
- III Efficient County Government - Governing Smarter
Identify and develop best practices to maximize limited resources and improve the delivery of services to citizens, businesses, and government agencies.
- IV Economic Opportunity - Growing and Sustaining Harford's Prosperity
Foster an environment within government that encourages financial opportunity and supports private sector ventures that diversify Harford's economic base in new and existing businesses.
- V Environmental Stewardship - Protecting our Environment
To protect and preserve the County's environment through the efficient use and reuse of its resources.
- VI Quality of Life - Safeguarding What is Important to Families and Friends
Cultivate life enhancing amenities and necessary infrastructure that enrich the lives of Harford County citizens and neighborhoods through sound planning practices, investments in parkland and recreation, and promotion of community spirit and cultural arts.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

LONG RANGE ISSUES AND GOALS

Harford County's most important issues, as defined by our citizens, are controlling development and coping with the results of population growth, mainly overcrowded schools, a concern for public safety, and the potential for diminishing the importance of our agricultural heritage.

DEVELOPMENT - With the desirable quality of life available in Harford County, we have grown rapidly since 1980. Our population in 1980 was 145,930 compared to 238,250 in 2005. Various actions have been taken to control the amount and to define the type of growth we are experiencing. Elements of the Master Plan and the Designated Growth Areas have been espoused.

In April 2007, the County Council amended the adequate public facilities legislation controlling development where the enrollment of schools which serve a site greater than 105% of the rate capacity of the school, or the enrollment is projected to be greater than 105% within three years. The amendments provide that preliminary plans and site plans may be approved for developments where the enrollment of a school serving the site is greater than 105% of the rated capacity, if the Approved Capital Budget contains a project which provides sufficient funds for construction of a new school or school addition and upon completion enrollment at the school which serves the site will be reduced below 105% capacity; or actual construction of a project has begun; or the capital project will be completed and operational within one year. In addition, the amendments provide that the State rated capacity be used to determine the capacity of school facilities and generally related to school adequacy standards.

Economic development plans have been set in place to attract new high tech industry to Harford County, which would result in a larger assessable base and job growth, while not placing the increased demands on our school system that residential growth would bring. This effort aligns with the Federal Government's Base Closure and Realignment Act's (BRAC) impact on Aberdeen Proving Ground (APG), which is Harford County's largest employer with over 18,000 civilian and military employees. Harford County was apprised of the extent to which the Department of Defense's Base Realignment and Closure (BRAC) decisions would impact us. Harford County Government has been aggressively working to make our communities ready for what is to be the largest economic impact to our County since 1917, the year that APG was established.

The BRAC Planning and Advisory Committee, under the direction of the County Executive has developed a plan with over 70 action items. This plan continues to be the County's road map to making improvements to every aspect of public infrastructure and support. The County is working with our partners in the Chesapeake Science and Security Corridor, the State, and the towns to implement these recommendations.

This year APG had over 340 new positions move onto the post as part of the BRAC program. During the summer of 2009 the Army will relocate approximately 900 additional positions to the Post. Construction of the two million square feet C4ISR complex is ahead of schedule and the entire complex is to be turned over to the Army by January 1, 2011.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

Harford County is attracting a growing base of Fortune 500 and high-tech companies, thanks to a business environment that is rich in technology resources. At the center of this technology hot spot is Aberdeen Proving Ground, a technology generator for the region, attracting R & D industries and private contractors to the county. In addition, the Higher Education Conference Center at HEAT offers university courses, advanced education, training and resources. The 152 acre HEAT Center campus includes incubator space and conference facilities featuring web-based video conferencing and wireless access.

Harford County Office of Economic Development released a Technology Development Strategic Plan in 2002 to pursue opportunities in the local and regional technology community. This comprehensive plan, one of the first in the State of Maryland, analyzes Harford County's unique strengths and assets.

The Technology Plan includes:

Incubator Programs	Recruitment	Specialized Training Coordination
Fast Track Permitting	Enterprise Zone Tax Credits	Job Creation Tax Credits
Defense Conversion / Transfer	Redevelopment Assistance	Online Site Database
Higher Education Program Development	Regional Market Profiles and Cost Analysis	Small Business Assistance
Workforce Technical Training Grants	Utility Rate Incentives	

and Financial Assistance Programs for:

Site Acquisition	Leasehold Improvements	Equipment Purchases
Construction	Redevelopment Assistance	Technology Development
Small Business Assistance		

These financing programs include:

Industrial Revenue Bonds for Manufacturers and 501(c)(3) Organizations.

An Economic Development Opportunity Fund - where local and federal funds are used to encourage investment, retention and job creation for working capital, equipment purchases, land or building improvements and purchases.

A Revolving Loan Fund - to provide creditworthy businesses unable to obtain financing through traditional sources due to limited equity, collateral or cash flow.

An Enterprise Loan Fund - to revitalize older industrial areas of the County and support resident businesses.

A Community Block Development Grant for Economic Development - includes funding to develop targeted areas with water and sewer lines and / or rail service to industrial sites and construction of new and expanding businesses.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

ISSUES RESULTING FROM POPULATION GROWTH

SCHOOL CAPACITY

County policy in the 1980's included a Paygo only method for financing capital projects. Though this left the County fiscally strong, it had a severe impact on needed public infrastructure. County policy was amended in the 1990's to again include bond financing and some facility issues were addressed. Wastewater treatment plant expansions, solid waste disposal sites, a detention center, a police substation, fire and ambulance stations and schools were funded. With the need for so many projects, school construction was limited to address the then current population. Seven elementary schools and one middle school were opened during the 1990's; high schools were only to be renovated and even that was scheduled for the future. When high school overcrowding became a real issue in the late 90's, it was a problem in all areas of the County. Analysis of the situation proved that construction of a new high school was more cost effective than rehabilitating an existing school. While the County and the State agreed that the need for high school construction existed, the County was facing the same economic downturn that was being felt nationally, and the State was experiencing even greater financial problems. In addition, the new State Administration became aware of school funding commitments well beyond its capacity.

Harford County is committed to addressing school capacity issues and has funded numerous projects over the past several years. The modernization / expansion of North Harford High School was completed in the summer of 2007. The largest project directed to alleviating capacity issues is the new Patterson Mill Middle / High school facility which opened in the summer of 2008. In FY 08, we started the reconstruction of Bel Air High School on a "forward funded" basis with General Obligation Bonds.

The administration is aware of other school capital needs and have included several projects in our FY 10 Capital Budget and Improvement Program, to included the modernization / replacement of Edgewood High School, the new Red Pump Road Elementary School, as well as the modernization / additions of four elementary schools and one high school.

To this end, the County Executive and County Council explored alternate financing methods and potential new revenue streams. The Council appealed to the State General Assembly for authority to implement new and / or adjust existing revenues which would be dedicated to school construction. The only authority granted was for an Impact Fee. The Maryland General Assembly adopted House Bill 965 (Article 24, Subtitle 10A, Harford County School Construction Financing Section 9-10A 01) in 2004. The bill states, "In general. - The County Council of Harford County, by ordinance, may fix, impose, and provide for the collection of a development impact fee not to exceed \$10,000 for new construction or development. . .Use of revenues.- The revenues from the special fund may be used only for:

(1) School site acquisition;	(2) School construction;	(3) School renovation;
(4) School debt reduction; or	(5) School capital expenses."	

Legislation to initiate an Impact Fee was adopted by our County Council, and became effective July 1, 2005.

We remain conscious of the fact that new or expanded facilities carry future operating price tags. When projecting out year budgets, additional staff and ancillary expenses are included for additional capacity.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

PUBLIC SAFETY

Population growth and new technologies have generated the need for long term planning for Public Safety. Projects for long-term Public Safety include the design and construction of a 288 bed expansion for medium security level inmates at the Detention Center. Upon completion of the expansion, the estimated on-going operating costs, to include approximately 54 new correctional officer positions will be nearly \$7,600,000 annually. Funds are also included for a 700 megahertz wireless radio system that will provide interoperability between all government entities.

The Administration has worked with our Volunteer Fire Companies to develop a viable Capital Improvement Program to renovate / expand / or build new main and substations. For FY 10, funding is provided for construction of a new substation for Bel Air at Patterson Mill.

AGRICULTURAL PRESERVATION

The pressure on farmers to sell land for development has greatly increased with additional demand for housing caused by population growth and low interest rates. To encourage land owners to preserve farmland the County participates in the State of Maryland's Agricultural Preservation Program. For FY 10, it is projected that the County will receive \$100,000 in State Agricultural Land Transfer Tax receipts. Harford County also has its own Agricultural Preservation Program to allow land owners to preserve productive farmland for future generations through the use of conservation easements, or by selling their development rights. Our commitment to the program is demonstrated by changes made, whereby the base value and cap associated with the per acre price has been increased from \$10,000 to \$15,000, and the development cap will increase from \$125,000 to \$135,000 per development right leaving a projected price per acre at an average of \$11,000. The County program for FY 10 totals \$4,896,731.

By July 2009, the County will have purchased an estimated 44,577 acres of farmland through County and State Agricultural Preservation Programs.

THE ENVIRONMENT - Harford County has an established, award winning Recycling Program and a County-owned and operated water / sewer system that always meets and usually exceeds mandated standards. We have in place a Capital Improvement Plan designed to maintain and expand the water / sewer network and to manage the disposal of solid waste.

To save landfill air space and manage solid waste well into the future, Harford County contracted with the Northeast Maryland Waste Disposal Authority which under its revenue bond financing authority, developed the Harford Waste-to-Energy Facility (WTE) to process most of the County's solid waste. Through a contractual arrangement with WTE, each year more than 110,000 tons of the County's waste is burned to produce energy, which is purchased by Aberdeen Proving Ground. The WTE contract covers the operating and maintenance costs of the facility and is funded with Solid Waste Services revenue, derived from tipping fees, fees for burning permitted or recovered materials, tire disposal fees, and the sale of steam to Aberdeen Proving Ground. Under the WTE contract, the County pays the debt service on the facility and will own the plant in 2016. Federal and State environmental regulations require a retrofitting of the facility. This cost will also be covered by Northeast Maryland Waste Disposal Authority Bonds on which the County will pay the debt service.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

OTHER POST EMPLOYMENT BENEFITS (OPEB) - Effective July 1, 1994, employees of Harford County Government who retire from active service with Harford County Government with a pension benefit under the Maryland State Retirement System will receive a subsidy toward the purchase of group health benefits. Effective July 1, 1998, the spouses of eligible employees also received the same subsidy as the employee. The Administration changed the policy effective March 1, 2009 requiring twenty years of service with Harford County Government before a retiree is eligible to receive a county contribution of up to 90% of the retiree's and their spouse's healthcare costs.

FISCAL YEAR 2010 ISSUES AND OBJECTIVES

Short range issues and objectives are considered in light of available resources, compatibility with the Master Plan, their contribution towards County Goals, operating requirements, mandates, and above all the wants of our citizens.

After careful review and analysis, the Approved Fiscal 2010 Operating and Capital budgets continue to demonstrate conservative fiscal management allowing Harford County to remain fiscally sound. Through prudent budgeting, strategic planning, and open lines of communication with the State, the towns, all outside agencies, union groups, our employees and our citizens, we are coping with the pressures brought on by a global economy in crisis, a major drop in home sales and construction, and the State of Maryland's budget issues. We have kept the public's needs foremost in our thoughts, striving to maintain services, especially in the areas of Public Safety and Education.

EDUCATION

Although County support to our schools remained at the same level as FY 09, it should be noted that for FY 10 the State's Maintenance of Effort law required no County increase in school funding.

PUBLIC SAFETY

THE SHERIFF'S OFFICE - our commitment to public safety is evident in the \$1 million increase for the Sheriff's Office providing for annualization of ten new deputy positions funded for seven pays in FY 09 and funds to support increased utility costs at the Detention Center as well as the Medical Services contract for inmates, etc.

VOLUNTEER FIRE COMPANIES - have been funded over the years with County support, service reimbursements and major fund raising efforts conducted by the companies themselves. With more complicated technology and legal mandates, increased funding and demand on volunteers' time have become major concerns. The Volunteer Fire Companies did not request a funding increase from the County for FY 10. But, the budget still provides for a funding allocation to each company, support for the EMS foundation, workers' compensation insurance coverage, training and support services.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2010 BUDGET SUMMARY

OTHER FISCAL YEAR 2010 ISSUES AND OBJECTIVES

For FY 10, we will continue the two committees that were established in FY 09. The Personnel Action Committee chaired by the County Executive, which reviews and approves or denies every requested personnel change and the Expenditure Oversight Committee which reviews and approves or denies every expenditure of County departments.

Most of the cost saving efforts enacted with the FY 10 Budget directly affected County employees: up to a 10% increase in employee's share of health care costs; restricted overtime funding; training course as well as related books and periodicals strictly limited to required certifications; uniform allowance deferred for the fiscal year; and five furlough days for all government employees exclusive of Public Safety and Education.

HARFORD COUNTY, MARYLAND
FY 2010 TAXABLE ASSESSABLE BASE
GENERAL FUND

	Fiscal Year 2007-2008			Fiscal Year 2008-2009		Fiscal Year 2009-2010	
	Taxable Assessable Base	Audited Revenue	Growth Rate from Prior Year	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
<u>REAL PROPERTY</u>		@ \$0.926			@ \$0.926		@ \$0.908
Full Year Levy	21,788,455,400	201,761,097	15.6%	25,053,029,590	231,991,054	27,640,718,282	250,977,722
Partial Year Levy	114,358,963	1,058,964	-3.4%	68,427,862	633,642	49,834,802	452,500
Real Property Subtotal	21,902,814,362	202,820,061	15.5%	25,121,457,451	232,624,696	27,690,553,084	251,430,222
<u>PERSONAL PROPERTY</u>		@ \$2.315			@ \$2.315		@ \$2.27
Unincorporated Business	13,803,629	319,554	-0.2%	8,281,080	191,707	7,916,123	179,696
Railroads and Public Utilities	515,102,030	11,924,612	-9.5%	479,253,823	11,094,726	535,881,057	12,164,500
Corporate Property	418,664,406	9,692,081	14.2%	356,495,162	8,252,863	317,422,731	7,205,496
Personal Property Subtotal	947,570,065	21,936,247	-0.2%	844,030,065	19,539,296	861,219,912	19,549,692
Grand Total	22,850,384,427	224,756,308	13.8%	25,965,487,516	252,163,992	28,551,772,996 ⁽¹⁾	270,979,914
<u>ADDITIONS AND SUBTRACTIONS</u>							
Interest, Discounts and Other Credits		(14,101,089)	84.2%		(22,730,462)		(21,999,385)
NET TAXES		210,655,219	10.9%		229,433,530		248,980,529

⁽¹⁾ The total taxable value of the assessed base for Harford County is estimated to be \$28,562,290,648 on June 30, 2010. The estimated tax exempt portion of the total assessable base is estimated to be \$3,942,002,507 as of June 30, 2010. The total assessable base is estimated at \$32,504,293,155.

HARFORD COUNTY, MARYLAND
FY 2010 TAXABLE ASSESSABLE BASE
HIGHWAYS FUND

	Fiscal Year 2007-2008			Fiscal Year 2008-2009		Fiscal Year 2009-2010	
	Taxable Assessable Base	Audited Revenue	Growth Rate from Prior Year	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
<u>REAL PROPERTY</u>		@ \$0.156			@ \$0.156		@ \$0.156
Full Year Levy	18,579,634,615	28,984,230	15.1%	21,301,473,077	33,230,298	23,112,564,103	36,055,600
Partial Year Levy	83,556,410	130,348	8.6%	43,901,923	68,487	42,199,359	65,831
Real Property Subtotal	18,663,191,026	29,114,578	15.1%	21,345,375,000	33,298,785	23,154,763,462	36,121,431
<u>PERSONAL PROPERTY</u>		@ \$0.39			@ \$0.39		@ \$0.39
Unincorporated Business	9,646,667	37,622	2.2%	6,491,026	25,315	5,656,410	22,060
Railroads and Public Utilities	464,696,667	1,812,317	-10.3%	435,331,026	1,697,791	482,850,769	1,883,118
Corporate Property	306,143,590	1,193,960	19.0%	270,900,000	1,056,510	230,051,538	897,201
Personal Property Subtotal	780,486,923	3,043,899	-0.5%	712,722,051	2,779,616	718,558,718	2,802,379
Grand Total	19,443,677,949	32,158,477	13.4%	22,058,097,051	36,078,401	23,873,322,179	38,923,810
<u>ADDITIONS AND SUBTRACTIONS</u>							
Interest, Discounts and Other Credits		161,554	93.5%		142,031		(3,360,815)
NET TAXES		32,320,031	13.6%		36,220,432		35,562,995

**DEBT REQUIREMENTS FOR FISCAL YEAR 2009-2010
HARFORD COUNTY, MARYLAND**

LONG TERM DEBT REQUIREMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Obligation Bonds	7,346,437	3,788,347	11,134,784
Community College Bonds	1,156,012	1,148,679	2,304,691
Public School Bonds	7,264,040	7,458,462	14,722,502
Agricultural Preservation Loans	1,046,889	3,192,317	4,239,206
Water & Sewer Bonds	7,962,467	3,131,313	11,093,780
Water & Sewer Loans	2,393,042	328,130	2,721,172
Water & Sewer DBED Loan	35,284	1,781	37,065
Highways Bonds	8,992	1,019	10,011
Farmers Home Loan	35,031	64,428	99,459
Notes General Fund	685,000	355,105	1,040,105
Notes Public Schools	0	137,500	137,500
Notes Water & Sewer Fund	0	200,000	200,000
TOTALS	<u>27,933,194</u>	<u>19,807,081</u>	<u>47,740,275</u>

SHORT TERM DEBT REQUIREMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Fund Lease Finance			
2007 Lease Purchase - County	1,391,013	150,191	1,541,204
2007 Lease Purchase - Public Schools	1,262,893	136,358	1,399,251
2007 Lease Purchase - College	69,903	7,548	77,451
Sub total General Fund	2,723,809	294,097	3,017,906
Highways Fund Lease Finance	553,501	59,763	613,264
Water & Sewer Fund Lease Finance	63,415	6,848	70,263
Solid Waste Services Lease Finance			
Waste to Energy Lease 2002	700,000	164,920	864,920
Waste to Energy Retrofit	1,200,000	349,650	1,549,650
2007 Lease Purchase	232,177	25,069	257,246
Sub total Solid Waste Services	2,132,177	539,639	2,671,816
TOTALS	<u>5,472,902</u>	<u>900,347</u>	<u>6,373,249</u>

**HARFORD COUNTY, MARYLAND
ESTIMATED STATEMENT OF LEGAL DEBT MARGIN**

MARYLAND LAW AS IT STOOD FOR FISCAL YEAR 2001 AND PRIOR FISCAL YEARS

Pursuant to Article 25A, 5(P) of the Annotated Code of Maryland (1990 Replacement Volume, 1993 Supplement), the County, as a charter county, is limited in the amount of general obligation supported debt that it can issue to an amount equal to 15% of the assessed value of the property in the County.

AMENDED MARYLAND LAW FOR FISCAL YEAR 2002 AND THOSE FORWARD

Pursuant to Article 25A, 5(P) of the Annotated Code of Maryland (1998 Replacement Volume, 2000 Supplement), the County, as a charter county, is limited in the amount of general obligation supported debt that it can issue to an amount equal to a total of 6% of the assessable base of Real Property and 15% of Personal Property.

	REAL PROPERTY	PERSONAL PROPERTY	TOTAL
ESTIMATED VALUE OF NET ASSESSED PROPERTY	27,690,553,084	861,219,912	
APPLICABLE GENERAL OBLIGATION DEBT % RATE	6%	15%	LEGAL DEBIT LIMIT
ESTIMATED LEGAL DEBT LIMIT - for borrowing of funds and issuance of bonds	1,661,433,185	129,182,987	1,790,616,173

STATEMENT OF ESTIMATED LONG TERM DEBT OUTSTANDING AS OF JUNE 30, 2009

ESTIMATED LONG TERM DEBT:

Waste to Energy	9,052,250
General Obligation	81,647,902
Solid Waste	16,081,696
Community College	18,659,309
Public Schools	219,412,312
Vehicle Fund	7,000,000
Highways	1,749,268
<u>TOTAL ESTIMATED LONG TERM DEBT</u>	<u>353,602,737</u>

ESTIMATED SELF SUSTAINING DEBT:

Water & Sewer Bonds and Loans	95,085,823
Agricultural Preservation Debt	58,177,013
<u>TOTAL ESTIMATED SELF SUSTAINING DEBT</u>	<u>153,262,836</u>

ESTIMATED TOTAL BONDED DEBT

506,865,573

LESS: Estimated Self Sustaining Debt

153,262,836

ESTIMATED TOTAL DEBT APPLICABLE TO LEGAL DEBT LIMIT

353,602,737

ESTIMATED TOTAL LEGAL DEBT LIMIT

1,790,616,173

LESS: Estimated Total Debt Applicable to Legal Debt Limit

353,602,737

ESTIMATED LEGAL DEBT MARGIN

1,437,013,436

**BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2007-2015**

	Actual		Approved Budget	Approved Budget	Projected				
	2007	2008	2009	2010	2011	2012	2013	2014	2015
Expenditures ^{(1) (2)}									
County Council	\$ 1,747,353	\$ 2,293,560	\$ 2,363,505	\$ 2,181,756	\$ 2,311,587	\$ 2,449,143	\$ 2,594,886	\$ 2,749,301	\$ 2,912,905
General Government	39,583,201	48,737,300	59,193,786	48,221,412	52,219,950	56,550,047	61,239,199	66,317,176	71,816,221
Education - Primary through Community College	204,193,543	215,393,543	227,693,543	226,854,606	242,435,680	259,086,911	276,881,800	295,898,896	316,222,146
Harford Center	482,143	532,143	582,143	553,036	590,252	629,973	672,367	717,614	765,906
Judicial	6,621,901	8,186,698	8,307,770	7,926,214	8,452,737	9,014,236	9,613,034	10,251,609	10,932,604
Libraries	14,361,956	15,705,461	16,667,988	15,312,147	16,726,931	18,272,435	19,960,738	21,805,033	23,819,734
Parks and Recreation	8,801,580	10,438,634	10,799,313	9,781,335	10,594,574	11,475,428	12,429,517	13,462,932	14,582,266
Public Safety	68,100,888	85,093,473	86,438,357	85,869,217	93,101,519	100,942,959	109,444,842	118,662,792	128,657,121
Public Works	52,074,528	39,551,277	52,970,142	49,870,792	53,635,611	57,684,642	62,039,340	66,722,781	71,759,781
Social Services	10,300,694	13,145,853	15,208,937	13,784,843	14,873,292	16,047,685	17,314,807	18,681,981	20,157,107
Other Financing Uses	36,905,399	29,920,891	27,378,281	18,058,000	19,049,144	20,094,689	21,197,621	22,361,089	23,588,415
Debt Service									
General Obligation Debt ⁽³⁾	25,171,717	22,385,853	31,237,760	29,349,593	33,574,490	39,571,597	37,871,744	39,477,251	41,128,432
Other Debt Expenses	375,544	4,004,580	7,094,137	7,007,836	6,611,618	6,565,498	2,369,245	1,928,501	344,812
Total Expenditures	\$ 468,720,447	\$ 495,389,266	\$ 545,935,662	\$ 514,770,787	\$ 554,177,387	\$ 598,385,244	\$ 633,629,139	\$ 679,036,957	\$ 726,687,450
Capital Plan ⁽⁴⁾									
General Obligation Bonds	\$ 45,885,000	\$102,715,000	\$155,050,000	\$73,308,000	\$47,470,955	\$44,177,101	\$54,713,600	\$51,908,663	\$45,399,168
Water and Sewer Bonds	15,500,000	96,895,000	23,055,000	16,750,000	14,905,000	17,275,000	24,380,000	28,645,000	17,775,000
Pay-as-you-go									
General Fund	14,282,429	17,126,891	13,091,277	5,725,000	27,620,748	13,792,400	11,731,500	12,823,000	10,439,500
Highway Fund	17,845,322	12,654,000	12,237,004	11,433,000	20,200,000	21,530,000	25,090,000	20,165,000	19,740,000
Water and Sewer Fund	1,225,000	1,800,000	3,975,000	1,465,000	1,675,000	1,725,000	6,075,000	3,475,000	1,625,000
Other Sources (All Funds)	92,784,817	82,977,598	61,527,262	78,947,253	34,244,100	21,281,593	19,772,724	21,623,025	23,980,263
Total Capital Plan	\$ 187,522,568	\$ 314,168,489	\$ 268,935,543	\$ 187,628,253	\$ 146,115,803	\$ 119,781,094	\$ 141,762,824	\$ 138,639,688	\$ 118,958,931

**BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2007-2015**

	Actual		Approved Budget	Approved Budget	Projected				
	2007	2008	2009	2010	2011	2012	2013	2014	2015
General Obligation Outstanding July 1	\$ 150,076,668	\$ 138,106,697	\$ 221,313,649	\$ 360,623,038	\$ 417,470,557	\$ 442,636,927	\$ 460,030,042	\$ 490,268,648	\$ 517,068,982
Additions	0	95,900,000	155,050,000	73,308,000	47,470,955	44,177,101	54,713,600	51,908,663	45,399,168
Principal Repayments	11,969,971	12,693,048	15,740,611	16,460,481	22,304,585	26,783,986	24,474,994	25,108,329	25,706,969
General Obligation Outstanding June 30	\$ 138,106,697	\$ 221,313,649	\$ 360,623,038	\$ 417,470,557	\$ 442,636,927	\$ 460,030,042	\$ 490,268,648	\$ 517,068,982	\$ 536,761,181
Population ⁽⁵⁾	244,130	245,340	249,563	253,859	258,229	262,673	267,195	271,794	276,473
Taxable Property Value ⁽⁶⁾									
Taxable Assessed Valuation ⁽⁷⁾ (000 omitted)	\$ 20,033,655	\$ 23,007,823	\$ 25,842,784	\$ 28,562,291	\$ 30,515,823	\$ 32,602,968	\$ 34,832,865	\$ 37,215,277	\$ 39,760,634
Total Property Value ⁽⁶⁾									
Estimated Actual Valuation (000 omitted)	\$ 20,033,655	\$ 23,007,823	\$ 25,842,784	\$ 28,562,291	\$ 30,515,823	\$ 32,602,968	\$ 34,832,865	\$ 37,215,277	\$ 39,760,634
Debt Ratios									
General Obligation Debt Service as % of	5.4%	4.5%	5.7%	5.7%	6.1%	6.6%	6.0%	5.8%	5.7%
General Obligation Debt Per Capita	\$566	\$902	\$1,445	\$1,644	\$1,714	\$1,751	\$1,835	\$1,902	\$1,941
General Obligation Debt as % of Assessed	0.7%	1.0%	1.4%	1.5%	1.5%	1.4%	1.4%	1.4%	1.3%
General Obligation Debt as % of Estimated Actual	0.7%	1.0%	1.4%	1.5%	1.5%	1.4%	1.4%	1.4%	1.3%
Comparison Ratios									
Business Plan Debt Service as % of Expenditures	5.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
Moody's Investor Service Median Overall Net Debt	\$901	\$901	\$901	\$901	\$901	\$901	\$901	\$901	\$901
Moody's Investor Service Median Net Debt to	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%	2.2%

⁽¹⁾ These expenditures include General and Highway Funds only.

⁽²⁾ Estimated at the compound annual growth rate by function for the period of FY 1990 to FY 2007. Debt service is based on the anticipated Capital Improvement Program.

⁽³⁾ Includes principal and interest, projected 20 year bonds @ 4.25%

⁽⁴⁾ Proposed Fiscal Year 2010 Capital Improvement Program

⁽⁵⁾ Estimated at the compound annual growth rate of 1.7% for the period FY 1990 to FY 2006.

⁽⁶⁾ Estimated at the compound annual growth rate of 6.8% for the period FY 1990 to FY 2007.

⁽⁷⁾ Real property beginning in FY 2002 assessed at estimated actual value.

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNAPPROPRIATED FUND BALANCE
GENERAL FUND AND SOLID WASTE SERVICES

	GENERAL FUND	SOLID WASTE SERVICES
<u>TOTAL FUND BALANCE AT JUNE 30, 2008</u>	78,908,784	0
2009 Revenue - Estimated	435,109,969	12,390,098
2009 Expenditures - Estimated	<u>(445,695,713)</u>	<u>(12,390,098)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2009</u>	<u>68,323,040</u>	<u>0</u> ⁽¹⁾
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009		
 <u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2009</u>	68,323,040	0
LESS: Reservation of Fund Balance		
Encumbrances	(2,938,959)	
Loan Receivables - Town of Bel Air Parking Garage	(638,601)	
Dedicated Revenues - Detention Center	(554,510)	
Impact Fees	(4,770,008)	
LESS: Unreserved Fund Balance		
Reserve for Credit Rating Purposes ⁽²⁾	(23,231,243)	
Designated for Landfill Closure	(12,663,965)	
Waste to Energy Plant Closure	<u>(63,350)</u>	

**HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNAPPROPRIATED FUND BALANCE
GENERAL FUND AND SOLID WASTE SERVICES**

	GENERAL FUND	SOLID WASTE SERVICES
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2009</u>	23,462,404	0
Highways Fund Support for Transportation	3,986,097	
Fiscal Year 2010 Estimated Revenues	440,216,760	15,182,782
Less Fiscal Year 2010 Estimated Expenditures	<u>(446,240,857)</u>	<u>(15,182,782)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2011 & FUTURE YEARS</u>	<u>21,424,404</u>	<u>0</u>
Reserve for Credit Rating Purposes ⁽²⁾	23,071,182	
Estimated Reserve for Credit Rating as a Percentage of Total Approved Expenditures	5%	

(1) It should be noted that while Budget Policy defines Solid Waste Services as an individual account for management purposes, the County's financial statements consider it part of the General Fund.

(2) The 5% Reserve for Credit Rating Purposes in the General Fund (combined General Fund and Solid Waste Service) is necessary to maintain the high credit rating obtained from the Credit Rating agencies. The high bond rating allows the County to sell long-term debt at a lower interest cost thereby saving interest expenses each year. This policy was established in the County's Five Year Business Plan.

HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
HIGHWAYS FUND

	HIGHWAYS FUND
<u>TOTAL FUND BALANCE AT JUNE 30, 2008</u>	16,521,173
2009 Revenue - Estimated	60,464,660
2009 Expenditures - Estimated	<u>(57,248,315)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2009</u>	<u>19,737,518</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2009</u>	19,737,518
LESS: Reservation of Fund Balance	
Encumbrances	(1,786,938)
Inventory	(1,700,136)
LESS: Unreserved Fund Balance	
Reserve for Credit Rating Purposes ⁽²⁾	<u>(2,642,957)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2009</u>	13,607,487
Fiscal Year 2010 Estimated Revenues	51,076,849
Less Fiscal Year 2010 Estimated Expenditures	<u>(53,347,148)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2011 & FUTURE YEARS</u>	<u>11,337,188</u>
Reserve for Credit Rating Purposes ⁽²⁾	2,667,357
Estimated Reserve for Credit Rating as a Percentage of Total Approved Expenditures	5%

(1) The 5% Reserve for Credit Rating Purposes is necessary to maintain the high credit rating obtained from the Credit Rating agencies. The high bond rating allows the County to sell long-term debt at a lower interest cost thereby saving interest expenses each year. This policy was established in the County's Five Year Business Plan.

**HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
PARKS AND RECREATION FUND**

**PARKS AND
RECREATION FUND**

TOTAL FUND BALANCE AT JUNE 30, 2008

109,353

2009 Revenue - Estimated

699,556

2009 Expenditures - Estimated

(757,041)

TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2009

51,868

FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009

TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2009

51,868

LESS: Reservation of Fund Balance

Encumbrances

(24,484)

ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2009

27,384

Fiscal Year 2010 Estimated Revenues

785,000

Less Fiscal Year 2010 Estimated Expenditures

(785,000)

ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2011 AND FUTURE YEARS

27,384

**HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
AGRICULTURAL LAND PRESERVATION - COUNTY**

	AGRICULTURAL LAND PRESERVATION COUNTY
<u>TOTAL FUND BALANCE AT JUNE 30, 2008</u>	44,672,530
2009 Revenue - Estimated	11,461,798
2009 Expenditures - Estimated	<u>(11,273,121)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2009</u>	<u>44,861,207</u>
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2009</u>	44,861,207
LESS: Reservation of Fund Balance	0
LESS: Unreserved Fund Balance Designated for Other Purposes	<u>(40,076,661)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2009</u>	4,784,546
Fiscal Year 2010 Estimated Revenues	3,790,907
Less Fiscal Year 2010 Estimated Expenditures	<u>(4,896,731)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2011 & FUTURE YEARS</u>	<u>3,678,722</u>

**HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
AGRICULTURAL LAND PRESERVATION - STATE**

	AGRICULTURAL LAND PRESERVATION STATE
<u>TOTAL FUND BALANCE AT JUNE 30, 2008</u>	1,169,129
2009 Revenue - Estimated	563,818
2009 Expenditures - Estimated	<u>(1,190,902)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2009</u>	<u>542,045</u>
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2009</u>	542,045
Fiscal Year 2010 Estimated Revenues	106,270
Less Fiscal Year 2010 Estimated Expenditures	<u>(536,000)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2011 & FUTURE YEARS</u>	<u>112,315</u>

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNRESTRICTED NET ASSETS
WATER & SEWER OPERATING FUND AND WATER & SEWER DEBT SERVICE FUND

	WATER & SEWER OPERATING FUND	WATER & SEWER DEBT SERVICE FUND (1)
<u>TOTAL NET ASSETS AT JUNE 30, 2008</u>	395,142,866	4,500,321
Less Invested in Capital Assets, Net of Related Debt	<u>(264,079,863)</u>	<u>0</u>
Net Assets Available for Appropriation at June 30, 2008		
Unrestricted Net Assets	131,063,003	4,500,321
 Plus Fiscal Year 2009 Estimated Revenues	43,289,420	16,356,289
Less Fiscal Year 2009 Estimated Expenditures	<u>(44,656,455)</u>	<u>(14,098,158)</u>
Net Assets Available for Appropriation at June 30, 2009		
Unrestricted Net Assets	129,695,968	6,758,452
 Plus Fiscal Year 2010 Estimated Revenues	35,977,721	11,744,716
Less Fiscal Year 2010 Estimated Expenditures	<u>(41,017,206)</u>	<u>(14,631,739)</u>
Net Assets Available for Appropriation at June 30, 2010		
Unrestricted Net Assets	<u>124,656,483</u>	<u>3,871,429</u>

(1) It should be noted that while budget policy defines Water & Sewer Debt Service Fund as an individual account for management purposes, the County's financial statements consider it part of the Water & Sewer Fund.

HARFORD COUNTY, MARYLAND STATEMENT OF CONTINGENCY RESERVE

The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . . " The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.37 percent of the Highways Fund, have been included in the Approved Fiscal Year 2009-2010 Operating Budget.

GENERAL FUND	\$100,000
HIGHWAYS FUND	\$200,000

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 08				ENACTED FY 09				ENACTED* FY 10			
	FULL TIME		PART TIME		FULL TIME		PART TIME		FULL TIME		PART TIME	
	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries
GENERAL FUND												
County Executive	7.00	511,092			8.00	585,443			8.00	573,645		
Administration	95.00	5,349,447	4.75	127,200	91.00	5,540,619	4.75	136,212	99.00	5,552,143	4.25	114,283
Procurement	18.00	1,033,708			18.00	1,087,222			18.00	1,065,249		
Treasury	42.00	2,307,085			42.00	2,541,627			42.00	2,442,923	0.60	20,368
Law	15.00	1,211,678	0.60	52,163	15.00	1,311,712	0.60	55,343	15.00	1,284,778	0.60	50,902
Planning & Zoning	39.00	2,040,646			43.00	2,558,060			43.00	2,501,989		
Human Resources	10.00	597,126			11.00	637,701			10.00	590,762		
Community Services	37.00	1,986,968			37.00	2,170,298			33.00	1,893,704		
Gov't & Community Relations	5.00	337,064			5.00	365,143			5.00	358,915		
Housing Agency	8.00	359,367			8.00	391,513			8.00	382,087		
Sheriff's Office	494.00	27,620,319	4.55	121,947	506.00	29,917,143	4.55	133,303	506.00	30,106,058	5.10	139,208
Emergency Services	92.00	3,933,761			92.00	4,322,577			92.00	4,362,187		
Inspections, Licenses & Permits	44.00	2,285,024	0.60	23,537	44.00	2,423,659	0.60	25,698	43.00	2,318,146		
Public Works	29.00	1,597,057	1.00	60,705	30.00	1,800,834	1.00	66,940	31.00	1,715,277	1.00	65,545
County Council	19.00	960,132	1.00	49,715	21.00	1,007,453	1.00	49,501	21.00	987,174	1.00	50,512
Judicial	28.00	1,507,363			28.00	1,614,520			28.00	1,587,152		
State's Attorney	53.00	3,241,947			56.00	3,658,224			56.00	3,630,059		
Parks & Recreation	90.00	4,059,182	3.50	94,533	93.00	4,626,132	3.50	99,859	98.00	4,649,099	3.50	97,699
Conservation of Natural Resources	3.00	177,712			3.00	194,007			3.00	189,961		
Economic Development	12.00	732,702	0.60	28,948	12.00	825,115	0.60	31,612	11.00	742,439	0.60	31,004
TOTAL GENERAL FUND	1,140.00	61,849,380	16.60	558,748	1,163.00	67,579,002	16.60	598,468	1,170.00	66,933,747	16.65	569,521

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 08				ENACTED FY 09				ENACTED* FY 10			
	FULL TIME		PART TIME		FULL TIME		PART TIME		FULL TIME		PART TIME	
	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries
SOLID WASTE SERVICES												
Public Works	33.00	1,409,219			33.00	1,533,991			33.00	1,500,638		
TOTAL SOLID WASTE SERVICES	33.00	1,409,219	0.00	0	33.00	1,533,991	0.00	0	33.00	1,500,638	0.00	0
HIGHWAYS FUND												
Procurement	2.00	109,498			2.00	120,656			2.00	118,140		
Public Works	217.00	10,465,247			217.00	11,409,890			206.00	10,539,914		
TOTAL HIGHWAYS FUND	219.00	10,574,745	0.00	0	219.00	11,530,546	0.00	0	208.00	10,658,054	0.00	0
WATER & SEWER FUND												
Treasury	9.00	446,947			9.00	491,585			9.00	481,338		
Public Works	169.00	8,906,385			170.00	9,714,675			170.00	9,251,585		
TOTAL WATER & SEWER FUND	178.00	9,353,332	0.00	0	179.00	10,206,260	0.00	0	179.00	9,732,923	0.00	0
SPECIAL REVENUE FUNDS												
Parks and Recreation	3.00	130,300			3.00	142,274			3.00	139,308		
Ag Preservation - State		30,000				30,000				30,000		
Ag Preservation - County	1.00	97,844			1.00	47,917			1.00	46,918		
TOTAL SPECIAL REVENUE FUNDS	4.00	258,144	0.00	0	4.00	220,191	0.00	0	4.00	216,226	0.00	0
TOTAL ALL FUNDS	1,574.00	83,444,820	16.60	558,748	1,598.00	91,069,990	16.60	598,468	1,594.00	89,041,588	16.65	569,521

*Salaries reduced to reflect five (5) furlough days

FY 2010 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
<u>GENERAL FUND</u>												
ADMINISTRATION												
Facilities & Operations												
Special Police Officers	6.00	215,008	332,552				(0.50)	(19,496)	(24,887)			
Clerk Typist				1.00	35,754	43,376						
Sub-total Facilities & Ops	6.00	215,008	332,552	1.00	35,754	43,376	(0.50)	(19,496)	(24,887)	0.00	0	0
Computer Support Services												
Computer Operator Trainee	1.00	27,500	37,791									
Sub-total Computer Support	1.00	27,500	37,791	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADMINISTRATION	7.00	242,508	370,343	1.00	35,754	43,376	(0.50)	(19,496)	(24,887)	0.00	0	0
TREASURY												
Office of the Treasurer												
Accounting Technician II				1.00	39,900	62,503						
Sub-total Ofc of the Treasurer	0.00	0	0	1.00	39,900	62,503	0.00	0	0	0.00	0	0
Bureau of Accounting												
Accountant II				(1.00)	(47,535)	(69,936)						
Sub-total Bur of Accounting	0.00	0	0	(1.00)	(47,535)	(69,936)	0.00	0	0	0.00	0	0
Bureau of Revenue Collections												
Cashier II							0.60	20,767	40,009			
Sub-total Bur of Revenue Coll	0.00	0	0	0.00	0	0	0.60	20,767	40,009	0.00	0	0
Solid Waste Accounting												
Accounting Technician II				0.00	24,989	29,313						
Sub-total Solid Waste Acctg	0.00	0	0	0.00	24,989	29,313	0.00	0	0	0.00	0	0
TOTAL TREASURY	0.00	0	0	0.00	17,354	21,880	0.60	20,767	40,009	0.00	0	0

FY 2010 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
PLANNING & ZONING												
Director of Planning & Zoning				1.00	116,534	149,247						
Deputy Director of Planning & Zoning												
Sub-total Director of P & Z	0.00	0	0	1.00	116,534	149,247	0.00	0	0	0.00	0	0
Current Planning				(1.00)	(116,726)	(147,412)						
Deputy Director of Planning & Zoning												
Sub-total Current Planning	0.00	0	0	(1.00)	(116,726)	(147,412)	0.00	0	0	0.00	0	0
TOTAL PLANNING & ZONING	0.00	0	0	0.00	(192)	1,835	0.00	0	0	0.00	0	0
HUMAN RESOURCES												
Human Resources Clerk				(1.00)	(35,813)	(43,317)						
TOTAL HUMAN RESOURCES	0.00	0	0	(1.00)	(35,813)	(43,317)	0.00	0	0	0.00	0	0
COMMUNITY SERVICES												
Director of Community Services												
Administrative Assistant I	(1.00)	(52,915)	(73,741)									
Sub-total Director of Comm Svcs	(1.00)	(52,915)	(73,741)	0.00	0	0	0.00	0	0	0.00	0	0
Office on Aging												
Senior Center Specialist	(2.00)	(106,200)	(148,015)									
Sub-total Office on Aging	(2.00)	(106,200)	(148,015)	0.00	0	0	0.00	0	0	0.00	0	0
Harford Transit												
Bus Driver	(1.00)	(50,528)	(74,677)									
Sub-total Harford Transit	(1.00)	(50,528)	(74,677)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL COMMUNITY SERVICES	(4.00)	(209,643)	(296,433)	0.00	0	0	0.00	0	0	0.00	0	0

FY 2010 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
SHERIFF'S OFFICE												
Administration & Support												
Major				(1.00)	(117,639)	(179,061)						
Corporal				(1.00)	(71,064)	(103,513)						
Sergeant				2.00	166,192	294,235						
Deputy First Class				1.00	56,410	86,312						
Law Enforcement Records Technician I				1.00	28,430	50,536						
Sub-total Admin & Support	0.00	0	0	2.00	62,329	148,509	0.00	0	0	0.00	0	0
Patrol Operations												
Captain				1.00	92,186	144,756						
Sergeant				0.00	2	(10,347)						
Corporal				2.00	140,068	217,567						
Deputy First Class				(13.00)	(771,292)	(1,250,494)						
Deputy				5.00	266,157	429,921						
Crossing Guard							0.55	16,122	19,404			
Sub-total Patrol Operations	0.00	0	0	(5.00)	(272,879)	(468,597)	0.55	16,122	19,404	0.00	0	0
Investigative Services												
Lieutenant				(1.00)	(79,011)	(127,730)						
Captain				(1.00)	(92,187)	(144,024)						
Sergeant				(1.00)	(82,009)	(127,976)						
Corporal				0.00	(27,754)	(18,740)						
Deputy First Class				5.00	282,033	448,222						
Deputy				0.00	(12,793)	(14,140)						
Law Enforcement Records Technician II				0.00	(249)	5,139						
Sub-total Investigative Svcs	0.00	0	0	2.00	(11,970)	20,751	0.00	0	0	0.00	0	0

FY 2010 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
SHERIFF'S OFFICE (CONT'D)												
Correctional Services												
Corrections Records Technician I				1.00	30,181	51,077						
Officer First Class				1.00	63,024	105,351						
Officer				(1.00)	(40,213)	(59,272)						
Law Enforcement Records Technician II				(2.00)	(78,919)	(120,310)						
Sub-total Correctional Svcs	0.00	0	0	(1.00)	(25,927)	(23,154)	0.00	0	0	0.00	0	0
Court Services												
Officer First Class*				1.00	0	0						
Corporal				1.00	75,305	119,690						
Deputy First Class				0.00	(26,319)	(23,202)						
Sub-total Court Services	0.00	0	0	2.00	48,986	96,488	0.00	0	0	0.00	0	0
TOTAL SHERIFF'S OFFICE	0.00	0	0	0.00	(199,461)	(226,003)	0.55	16,122	19,404	0.00	0	0
EMERGENCY OPERATIONS												
Emergency Communications Center												
Public Safety Manager				1.00	64,229	80,973						
Sub-total Emergency Comm Ctr	0.00	0	0	1.00	64,229	80,973	0.00	0	0	0.00	0	0
Special Operations & Support Svcs												
Public Safety Manager				(1.00)	(64,336)	(80,893)						
Sub-total Special Ops & Support	0.00	0	0	(1.00)	(64,336)	(80,893)	0.00	0	0	0.00	0	0
TOTAL EMERGENCY OPERATIONS	0.00	0	0	0.00	(107)	80	0.00	0	0	0.00	0	0
INSPECTIONS, LICENSES & PERMITS												
Building Services												
Building Inspector II				(1.00)	(43,908)	(64,766)						
Sub-total Building Services	0.00	0	0	(1.00)	(43,908)	(64,766)	0.00	0	0	0.00	0	0
Manufactured Housing/Abandoned Property												
Building Inspector I							(0.60)	(25,698)	(32,508)			
Building Inspector II				1.00	43,900	64,821						
Secretary I	(1.00)	(55,161)	(69,641)									
Sub-total Manufactured Housing	(1.00)	(55,161)	(69,641)	1.00	43,900	64,821	(0.60)	(25,698)	(32,508)	0.00	0	0
TOTAL INSP, LICENSES & PERMITS	(1.00)	(55,161)	(69,641)	0.00	(8)	55	(0.60)	(25,698)	(32,508)	0.00	0	0

* Officer First Class position transferred into Sheriff's Office - Court Services and offset 100% by BOSE grant funding

FY 2010 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
PUBLIC WORKS												
Water Resources												
Administrative Assistant II	(1.00)	(54,275)	(75,335)									
Sub-total Water Resources	(1.00)	(54,275)	(75,335)	0.00	0	0	0.00	0	0	0.00	0	0
Environmental Affairs - Recycling												
Laborer	1.00	23,150	45,166									
Weighmaster Attendant I	1.00	29,078	52,692									
Sub-total Recycling	2.00	52,228	97,858	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PUBLIC WORKS	1.00	(2,047)	22,523	0.00	0	0	0.00	0	0	0.00	0	0
STATE'S ATTORNEY												
State's Attorney's Office												
* Assistant State's Attorney II	0.00	68,560	96,237									
TOTAL STATE'S ATTORNEY	0.00	68,560	96,237	0.00	0	0	0.00	0	0	0.00	0	0
PARKS & RECREATION												
Recreation Services												
Recreation Specialist III	1.00	47,400	70,516									
Sub-total Recreation Svcs	1.00	47,400	70,516	0.00	0	0	0.00	0	0	0.00	0	0
Parks & Facilities												
Park Maintenance Worker I	4.00	107,286	144,370									
Sub-total Parks & Facilities	4.00	107,286	144,370	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PARKS & RECREATION	5.00	154,686	214,886	0.00	0	0	0.00	0	0	0.00	0	0
ECONOMIC DEVELOPMENT												
Office of Economic Development												
Senior Economic Development Associate	(1.00)	(67,974)	(94,164)									
TOTAL ECONOMIC DEVELOPMENT	(1.00)	(67,974)	(94,164)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO GENERAL FUND	7.00	130,929	243,751	0.00	(182,473)	(202,094)	0.05	(8,305)	2,018	0.00	0	0

*Assistant State's Attorney II position created during FY 09 as a result of CSAFE grant agreement. Grant ends June, 2009 requiring County funding in FY 10.

FY 2010 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
TOTAL CHANGES TO SOLID WASTE SERVICE	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
<u>HIGHWAYS FUND</u>												
PUBLIC WORKS												
Bureau of Construction Inspections												
Administrative Assistant II	(1.00)	(54,275)	(75,251)									
Construction Inspector III	(1.00)	(71,792)	(92,061)									
Sub-total Construction Inspections	(2.00)	(126,067)	(167,312)	0.00	0	0	0.00	0	0	0.00	0	0
Bureau of Highways Engineering												
Administrative Assistant II	(1.00)	(54,275)	(75,335)									
Engineering Associate III	(1.00)	(71,080)	(98,110)									
Engineering Associate IV	(1.00)	(53,704)	(77,603)									
Sub-total Highways Engineering	(3.00)	(179,059)	(251,048)	0.00	0	0	0.00	0	0	0.00	0	0
Bureau of Highways Maintenance												
Chauffeur Laborer	(3.00)	(114,366)	(182,507)									
Laborer	(2.00)	(88,961)	(139,527)									
Utility Worker I	(1.00)	(37,925)	(58,768)									
Sub-total Highways Maintenance	(6.00)	(241,252)	(380,802)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PUBLIC WORKS	(11.00)	(546,378)	(799,162)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO HIGHWAYS FUND	(11.00)	(546,378)	(799,162)	0.00	0	0	0.00	0	0	0.00	0	0

FY 2010 POSITION CHANGES

	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
TOTAL CHANGES TO AG PRES - COUNTY	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO WATER & SEWER	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO SPECIAL FUNDS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO ALL FUNDS	(4.00)	(415,449)	(555,411)	0.00	(182,473)	(202,094)	0.05	(8,305)	2,018	0.00	0	0

**HARFORD COUNTY
SPENDING AFFORDABILITY ADVISORY COMMITTEE
REPORT TO THE COUNTY EXECUTIVE
FOR FISCAL YEAR 2010**

Members of the Committee

C. Joseph Kelly, Jr., Chair

Steven Wiseman
(Chamber of Commerce)

John H. Cain

Glenn E. Ross

Ex-Officio
Lester Guthorn

Harford County Government Staff

Lorraine T. Costello, Director of Administration

John Scotten, Treasurer

Kimberly Spence, Chief, Budget & Management Research

Sharon Neil, Executive Secretary

Executive Summary

The Spending Affordability Advisory Committee ("Committee") has concluded that the current economic recession has, and will have, a significantly negative impact on the revenues of the County. The County should be prepared to address an estimated reduction in Adjusted General Fund Budget of 9.3% between FY 2009 and FY2010. The main factor contributing to this decline is an estimated drop in Income Tax revenue of 5.0% coupled with a budgetary decline of income tax revenues, due to a change in the personal income tax exemptions at the State level, and its impact on Harford County. Although property values are starting to decline in the County, the Committee believes property tax revenues should grow through FY 2009 and 2010 with an increase of 8.5% in FY 2010.

I. Purpose

The Spending Affordability Advisory Committee ("Committee") was created by Executive Order 92-2 and further amended by Executive Order 00-04. The Executive Order charged the Committee as follows:

- a. On or before February 15th of each year, the Committee shall submit a report to the County Executive with recommendations of fiscal goals for the County budget for the next fiscal year.
- b. The report shall contain fiscal goal recommendations for the next fiscal year in the following areas:
 - i) Recommended level of County spending for operating funds
 - ii) Recommended level of new debt authorization
 - iii) Recommended level of unappropriated fund balance or retained earnings
 - iv) Any other findings or recommendations the Committee considers appropriate.

In discharging its responsibilities pursuant to the Executive Order, the Committee was cognizant of the need for a Report which, when based purely upon the consensus findings and conclusions of the Committee, would be used as a tool by Harford County Government in assisting the budgeting as well as other processes. The resulting methodology is similar to that which has historically been utilized to predict anticipated revenue growth. The Committee primarily used publicly available data with realistic and recognized methodology in its analysis. The Committee had no preconceived intentions as to the findings or recommendations contained herein.

II. Methodology and Background

A. Methodology, Background and Data Studied

This is the seventeenth year of reporting under the County's Executive Order creating the Committee. We were very fortunate that the composition of the Committee consisted of returning members who worked well together to meet this task with a broad base of relevant experience. Therefore, we were able to focus all our efforts on our primary charges.

Over the seventeen years of operation, the Committee has formulated a methodology for adopting a guideline of the percentage increase in spending affordability for the County. The Committee again decided to follow the traditional "budget based" estimate of spending affordability. That is, estimating a level of revenue that will become available, through the collection of taxes and fees, assuming no increase in applicable rates not already enacted or announced. This approach contrasts methodologies adopted by certain other jurisdictions which are typically defined as estimating spending levels tied to citizens' ability to pay for additional services.

We also utilized information from the following sources:

- Income tax collections for Harford County, through February, 2009, provided by the Harford County Treasurer
- Property tax collections, and estimates, for Harford County, through FY 2009, provided by the Harford County Treasurer
- Approved Harford County Annual Operating and Capital Budgets - In - Brief 2008-2009
- Additional input from the County Treasurer as to the impact of the Maryland General Assembly recent actions.

B. Selected Method - Further Qualifications

The Committee reviewed, in detail, FY 2008 revenue estimates for the property tax and the local income tax. Collectively, property and income tax collections represent approximately 90% of total General Fund revenues to the County. The Committee reviewed historical data, developed trends, and forecasted revenues for both FY 2009 and FY 2010 from these two revenue sources.

Due to a lack of historical patterns, the Committee presumed no significant changes in other revenue sources, such as licensing, permit, investment income (note: as these are becoming more significant, the Committee does recommend future committees consider the impact of these other fees), and miscellaneous fees, or in miscellaneous State funding, such as police or law enforcement aid. The Committee also considered no increases, or decreases, in federal funding. The Committee did consider the effect on State tax law changes as the result of the Special legislative session held this past summer. However, the Committee specifically cites the existence of \$20.3 million in appropriated fund balance from the FY 2008 audit and \$19.1 million in other one time revenues. The Committee understands the County utilizes these non-recurring sources of funds to pay for one time expenditures and, therefore, are not included in the base year for growth calculations.

The Committee also reviewed the FY 2009 General Operating Budget as a necessary step in carrying out its charge to recommend a FY 2010 spending level. It was necessary to adjust the FY 2009 General Operating Budget to reflect the reduction of the appropriated fund balance equal to \$20.34 million and a further reduction of \$19.13 million for other one time revenues. Our approach has been to estimate annual recurring revenue, therefore excluding non-recurring sources of funds. This has been an adjustment we have historically made to exclude these non-recurring sources of funds. This adjustment yielded an Adjusted FY 2009 General Operating Budget of \$432.9 million.

C. Debt Authorization

The Committee has reviewed the County's Business Plan. The Business Plan includes a discussion of strategic capital planning and sets overall objectives for issuance of debt and debt service loads. The Committee concurs in those objectives and the reasoning set forth in the Business Plan, and considers the objectives both reasonable and conservative, particularly when compared to other jurisdictions.

While the Committee recognizes the County's obvious strength in the management of the debt service levels with regard to the General Fund, the Committee would be remiss in ignoring potential impacts to the General Fund from other sources. The Water and Sewer Operating Fund was established as a self-sustaining utility to provide for water and sewer services for Harford County. Revenue from users covers costs of providing these services. However, the Committee is aware that the Water and Sewer Operating Fund may incur payments for debt service before repayment by consumers is realized. The General Fund must be used to satisfy any unpaid debt service in that fund should such a situation ever arise.

D. Fund Balance

The Committee reviewed the County's practice of maintaining an unappropriated fund balance of approximately five percent of the annual General Operating Fund Budget. The Committee endorses maintaining this practice for a number of reasons. The reader should note that, in practice, the County actually appropriates the money and creates a "Reserve for Credit Rating Purposes". This reserve acts as funds that could be used by the County to fund revenue shortfalls. As a reserve, it may only be used by legislative action. The credit rating agencies have endorsed this practice and the Committee feels it is within the spirit of what we are recommending.

First, the five percent unappropriated balance helps to ensure healthy County operations and services during recessionary conditions or due to unexpected shortfalls in revenue. Recent years have proven to be difficult and turbulent times in which to manage County Government. The wisdom of conservatively managing expenditures and planning for the possibility of economic downturns, or other uncontrollable and unexpected economic forces in recent years, has allowed for steady and consistent operation.

Second, the fund balance contributes to Harford County's enviable bond ratings, which are especially important in this current economy. In rating the County's credit worthiness, some of the rating agencies have cited the fund balance as a source of financial strength.

The Committee believes ending balances in excess of five percent should, under normal circumstances, be applied to subsequent budget years.

III. Recommendations

Operating Budget

Based upon our review and analysis procedures already outlined, the Committee recommends that the FY 2010 General Operating Budget reduce the FY 2009 Adjusted General Fund Budget, of \$432.9 million, by at least 9.3% after further reduction of FY2010 revenues by \$4 million resulting from the impact of an increase in State personal income tax exemptions. This represents approximately \$428.3 million in ongoing revenues. Note, based on the current state of the economy, the Committee was extremely concerned over the impact to income tax revenues as well as all revenue sources of the County. Due to the current recession, it was noted that we could expect increased unemployment, reductions in household incomes, and capital loss impact to the taxpayers. As a result, the Committee recommended the first reduction in General Fund Budget in the history of the Committee.

Debt Authorization

Due to time constraints and lengthy discussions about the unusual economic times, the Committee did not address the debt authorization of the County.

As the County issues new debt, the Committee strongly urges the Administration to consider potential impacts to debt service from other funds. The Committee will continue to study this process each year.

Fund Balance

The Committee recommends that the unappropriated fund balance (Reserve for Credit Rating Purposes) be maintained at five percent of the General Fund Operating Budget.

Additional Recommendations

The Committee's recommendation that spending should decrease by at least 9.3%, over the Adjusted FY 2009 General Fund Budget of \$432.9 million, is based upon its assessment of available revenues and estimated decreases in certain projected FY 2009 revenues. The report has been delayed from its traditional delivery around the first part of February. This delay was the result of the desire of the Committee to see the Income Tax distribution from the State for the month of February. In addition, we were able to ascertain the impact of the certain actions of the Maryland Legislature on the County's revenues.

The Committee believes that its recommendations and forecasts should be reviewed and tested at year-end FY 2009 and throughout FY 2010 as it prepares its recommendations for FY 2011. This is particularly important as there continues to be uncertainty in the markets.

Revisions in revenue estimates prepared by State or County agencies, or supplemental budget authorizations occurring after the date of our report, may require adjustment to these recommendations. The Committee reviewed the income tax distributions through February 2009 to arrive at its projections. In its analysis the Committee believed FY 2009 income tax revenue would shrink by 0.5% and FY 2010 income tax revenue would shrink by an additional 5.0%. Note this does not take into consideration the impact to the County of the changes in tax revenues due to the Special Session of the Maryland Legislature which is approximately \$4 million. This relates to the impact of an increase in personal income tax exemptions and their impact to Harford County as projected by the State.

Typically, this Committee's focus has been on income tax revenues and property tax revenues. We have typically assumed static balances in the other budget areas but have tried to make the County aware of any significant areas of concern. The rapid drop in market interest rates have been a major help in reducing the cost of the County's debt, however, it has had a major impact on the County's investment portfolio. Cash received from revenues is invested in short term securities until it is needed during the fiscal year. Given the size of the County budget, this investment portfolio can be quite large during the year. Interest earned on the portfolio is expected to provide additional revenue to cover expenses of the County. The rapid drop in interest rates has materially impacted the investment income of the County. This situation should not improve for most, or all of, FY2010.

A positive note in terms of interest rates has been a boom in the mortgage refinance market, which has fueled some income in recordation taxes, however, the continuing recession has adversely impacted transfer taxes and other real estate related fees. In addition, resulting from the recession, housing prices in the County are under pressure. This could translate into lower real estate taxes as the new assessment process continues. The Committee estimates property tax revenue to grow over 8.5% in FY 2010. Unfortunately, the US economy was hit with a credit crisis during the summer of 2007 and is continuing as of the date of this report. This credit crisis hit the mortgage markets by severely limiting the availability of sub-prime mortgages and consequently eliminating a significant number of borrowers/buyers from the real estate market. With less access to capital, and fewer buyers, the US real estate market has suffered its first decline in real estate values in many years. The Committee expects the effects will be felt by Harford County. Because the assessment process involves a three year implementation schedule, any significant impact should not be realized in FY 2010 real estate tax revenue. However, there may be a significant impact to recordation taxes, transfer taxes and other real estate

activity fees due to slower sales in Harford County real estate. Some of these impacts could be mitigated somewhat by early BRAC effects which could begin in FY2009 and the recapture of accrued Homestead credits could be a further mitigant in the near term.

The Committee recognizes the County's need to utilize our forecasts in long range budget planning. Given the uncertainties cited in this report, the County should continually monitor conditions and not rely upon this report beyond the fiscal year for which it is intended.

Some further recommendations of the Committee include the following:

1. Future committees should include in their revenue model the impact of other significant revenues such as impact fees, real estate activity taxes and fees, and interest/investment income.
2. The County Executive should update the Executive Order for the Committee which dates to 1992 and has not been amended since 2000. Duties and areas of concentration may have changed and others may be more valuable to the Executive and the County.

IV. Acknowledgments

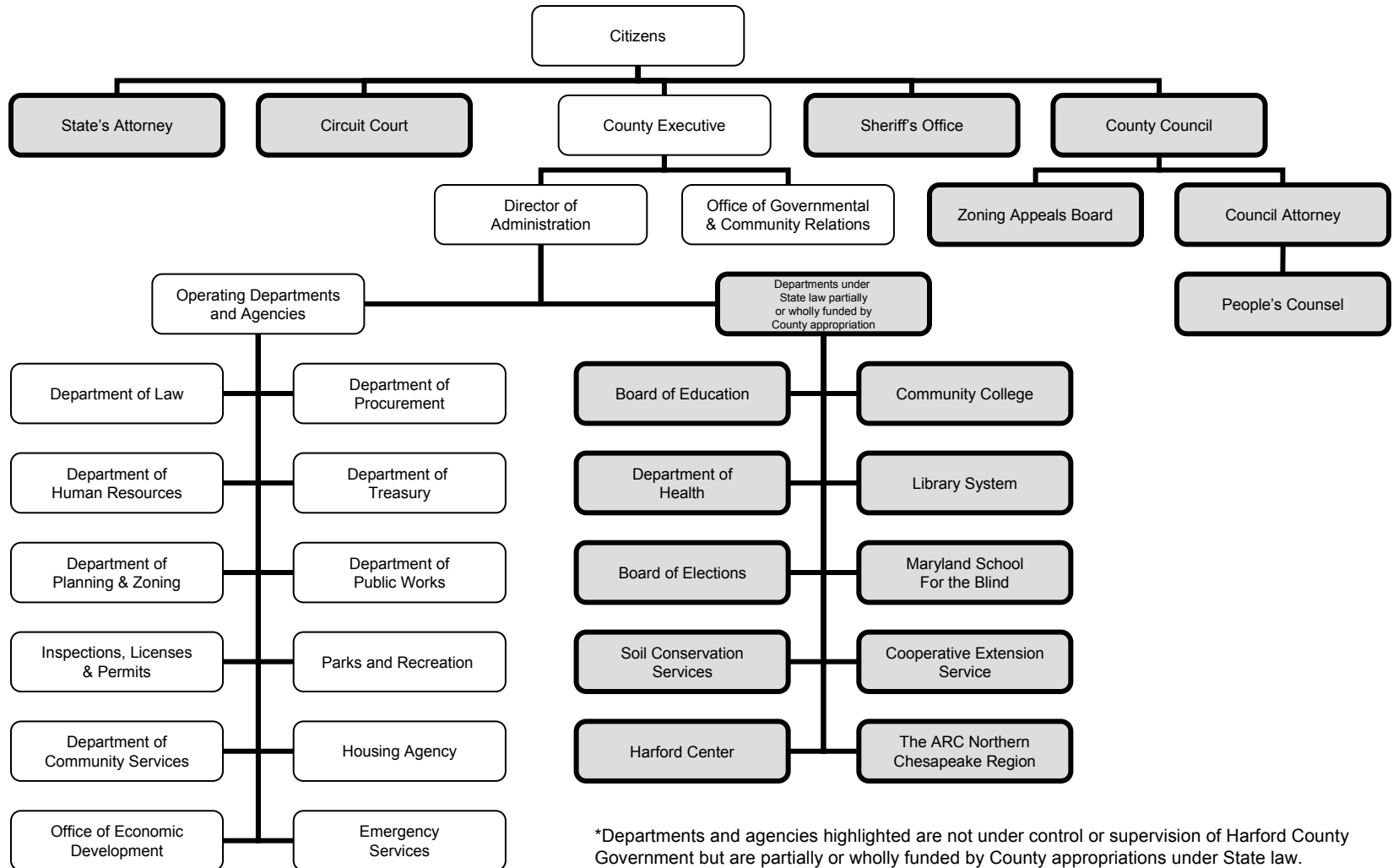
The Committee cannot complete its task without expressing its sincere appreciation to all County employees who assisted the Committee in this, its seventeenth, endeavor. Particularly, the Committee wishes to thank Lorraine Costello, Director of Administration, John Scotten, Treasurer, and Kimberly Spence, Chief, Budget and Management Research, for their efforts in providing estimates and historical revenue data and for their careful and detailed explanations of the County's budgeting structure. The Committee also wishes to thank Sharon Neil for her efforts in coordinating the Committee's meetings and providing staff support.

March 30, 2009



Flowering Dogwood
Official Harford County Tree

HARFORD COUNTY GOVERNMENT ORGANIZATION CHART

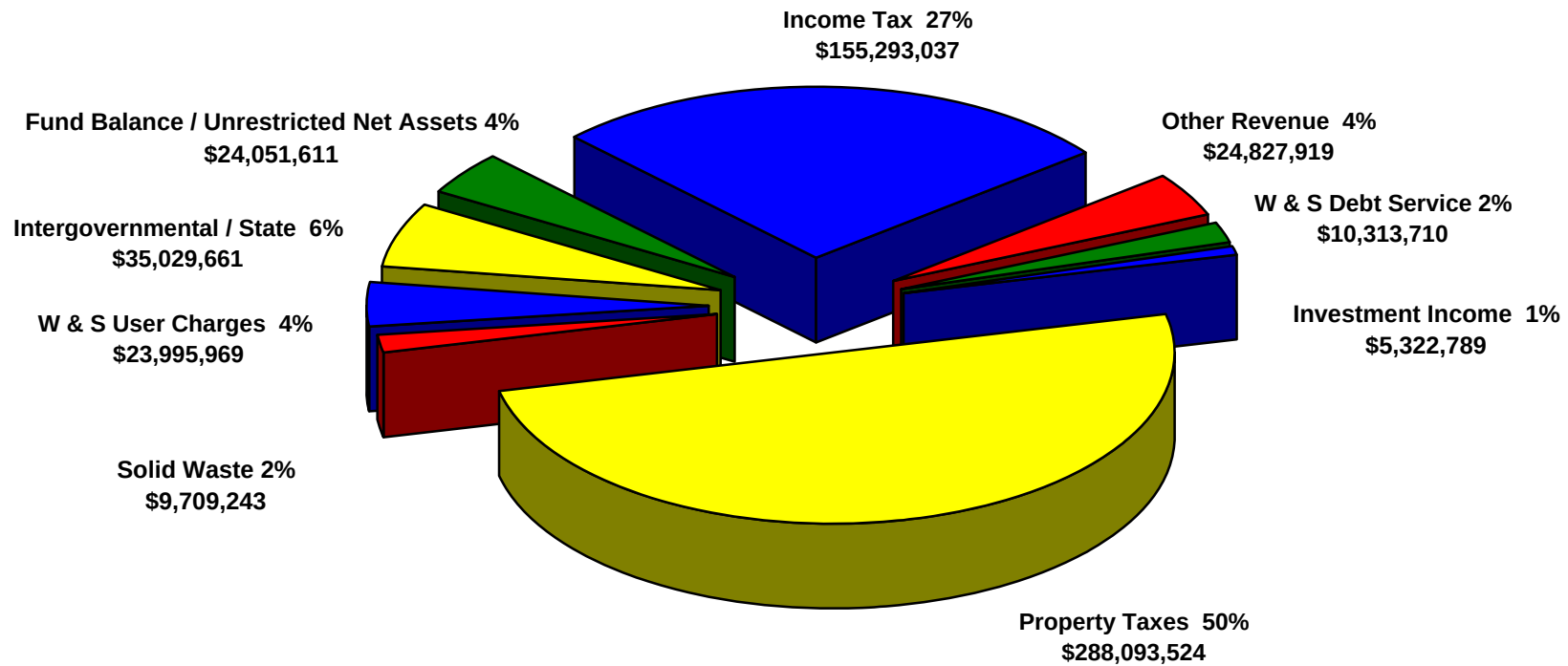


**FY 10 APPROVED ALL FUNDS
REVENUE BREAKDOWN**

PROPERTY TAXES:	50%	288,093,524	INCOME TAX	27%	155,293,037
Real & Personal	312,796,910				
Transfer Tax	3,550,000		W & S USER CHARGES	4%	23,995,969
Deductions	(28,253,386)				
 INTERGOVERNMENTAL / STATE:	 6%	 35,029,661	 W & S DEBT SERVICE:	 2%	 10,313,710
Recordation / Transfer Tax	9,596,000		Development	3,591,500	
Highways Users Tax	6,395,719		Capital Assessment	4,974,815	
Pro Rata	463,805		Capital Connections	1,361,870	
Other	18,574,137		Other	385,525	
 FUND BALANCE / UNRESTRICTED NET ASSETS:	 4%	 24,051,611	 OTHER REVENUE:	 4%	 24,827,919
Ag Pres County Fund Balance	1,105,824		Licenses/Permits	2,887,800	
Ag Pres State Fund Balance	429,730		Service Charges	9,028,801	
General Fund Balance	2,038,000		Fines & Forfeitures	140,075	
Highways Fund Balance	2,270,299		Miscellaneous	6,619,899	
Unrestricted Net Assets	7,926,508		Capital Recovery	1,250,000	
Contributed Capital	10,281,250		Other Taxes	4,901,344	
 SOLID WASTE:	 2%	 9,709,243	 INVESTMENT INCOME	 1%	 5,322,789
Waste to Energy	9,709,243				

TOTAL ALL FUNDS REVENUES	576,637,463

**ALL FUNDS
REVENUES**
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$576,637,463



**FY 10 APPROVED ALL FUNDS
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT: 13% 76,552,439

County Executive	1,599,462
Administration	11,619,189
Procurement	3,971,424
Treasury	3,963,429
Law	1,839,675
Planning & Zoning	4,737,378
Human Resources	1,770,758
Community Services	7,348,057
Handicapped Care Centers	2,298,730
Gov't. & Community Relations	535,114
Health	4,079,918
Housing	611,174
Council	2,181,756
Judicial	2,687,521
State's Attorney	5,238,693
Elections	1,355,040
Parks & Recreation	9,957,977
Natural Resources	608,358
Economic Development	2,192,760
Benefits	3,680,937
Appropriation to Towns	2,569,184
Appropriation to State	1,555,905
Rural Legacy Program	50,000
Contingency Reserve	100,000

WATER & SEWER OPER: 7% 39,552,206

Treasury	780,499
Personnel Matters	322,800
Public Works	37,858,032
Insurance	286,875
Benefits	304,000

SOLID WASTE MGT: 2% 12,360,966

Public Works	12,360,966

EDUCATION: 39% 226,925,856

Board of Education	36%	210,914,800
Harford Community College	3%	15,939,806
School for the Blind		71,250

PUBLIC SAFETY: 16% 89,866,602

Sheriff	63,720,480
Emergency Services	9,292,838
Volunteer Fire Companies	9,067,456
Inspections, Licenses & Permits	3,788,443
Environmental Services	3,019,676
Water Resources	977,709

HIGHWAYS: 7% 41,285,873

Fleet Management	7,346,157
Personnel Matters	427,275
Public Works	32,085,000
Insurance	365,441
Benefits	862,000
Contingency Reserve	200,000

LIBRARIES 3% 15,312,147

PAYGO: 3% 19,473,000

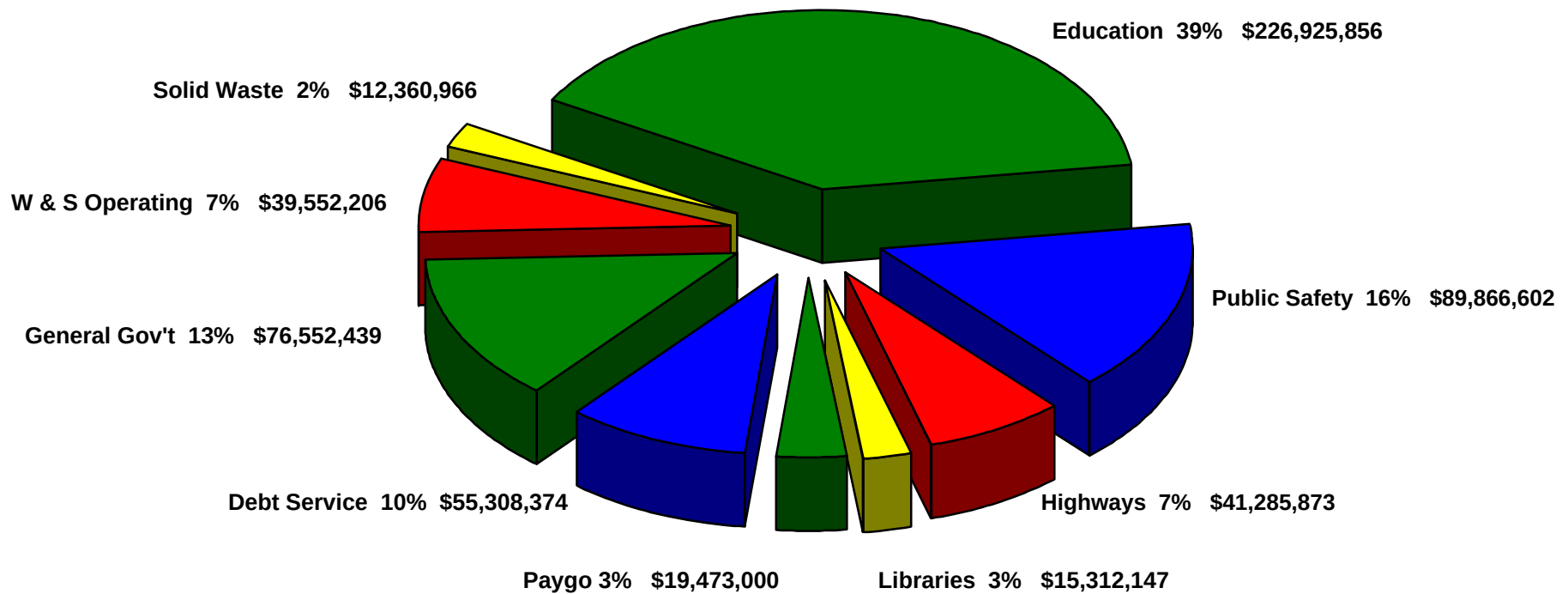
General	6,575,000
Highways	11,433,000
Water & Sewer	1,465,000

DEBT SERVICE: 10% 55,308,374

General	32,907,338
AG Preservation - County	4,319,206
Highways	628,275
Water & Sewer Debt Service	14,631,739
Solid Waste Services	2,821,816

TOTAL ALL FUNDS APPROPRIATIONS	576,637,463

**ALL FUNDS
APPROPRIATIONS
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$576,637,463**



ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	113,223,290	141,878,252	155,642,513	144,566,634	144,544,730
20	CONTRACTUAL SERVICES	37,979,186	45,543,761	47,542,124	46,184,120	46,150,045
30	SUPPLIES & MATERIALS	12,926,637	13,689,654	16,694,484	14,974,655	14,968,324
40	BUSINESS & TRAVEL	9,038,952	9,669,568	10,320,255	9,626,746	9,618,325
50	CAPITAL OUTLAY	17,440,305	28,926,733	3,130,352	952,131	952,131
60	DEBT SERVICE	40,514,329	47,798,447	59,337,038	54,748,524	54,748,524
70	MISCELLANEOUS	291,496,264	303,689,086	321,983,660	305,376,813	302,734,320
80	INTER-GOVERNMENTAL EXPENSES	736,144	733,727	2,458,173	2,921,064	2,921,064
	GRAND TOTAL	523,355,107	591,929,228	617,108,599	579,350,687	576,637,463

<u>SUMMARY BY FUND:</u>						
11	GENERAL	389,684,781	439,114,760	472,316,523	449,442,081	446,240,857
25	HIGHWAYS	57,080,572	56,274,506	58,610,332	52,859,148	53,347,148
26	PARKS AND RECREATION	702,728	758,295	756,903	785,000	785,000
27	AG PRESERVATION - COUNTY	8,729,550	25,532,009	7,275,868	4,896,731	4,896,731
28	AG PRESERVATION - STATE	1,281,328	735,435	815,017	536,000	536,000
51	WATER & SEWER OPERATING	35,838,389	38,560,198	45,635,058	41,017,206	41,017,206
53	WATER & SEWER DEBT SERVICE	11,967,781	14,381,169	16,690,091	14,631,739	14,631,739
55	SOLID WASTE SERVICES	18,069,978	16,572,856	15,008,807	15,182,782	15,182,782
	GRAND TOTAL	523,355,107	591,929,228	617,108,599	579,350,687	576,637,463

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY DEPARTMENT:</u>					
01	COUNTY EXECUTIVE	1,141,449	1,811,641	2,022,005	1,683,645	1,599,462
02	ADMINISTRATION	11,274,603	12,763,095	13,328,394	12,230,723	11,619,189
03	PROCUREMENT	9,748,493	11,258,536	13,256,163	11,526,603	11,317,581
04	TREASURY	4,088,746	4,830,251	5,021,560	4,952,528	4,743,928
05	LAW	1,626,144	1,972,455	2,021,318	1,936,500	1,839,675
06	PLANNING AND ZONING	9,647,376	26,455,648	6,961,933	4,928,484	4,737,378
08	HUMAN RESOURCES	2,205,230	2,408,803	3,101,277	2,614,031	2,520,833
09	COMMUNITY SERVICES	5,718,938	6,925,771	8,434,457	7,734,798	7,348,057
14	HANDICAPPED CARE CENTERS	2,094,716	2,294,716	2,419,716	2,419,716	2,298,730
15	GOVERNMENTAL & COMMUNITY RELATIONS	502,051	572,378	603,916	563,278	535,114
16	HEALTH	3,541,538	3,711,269	4,119,651	4,294,651	4,079,918
17	HOUSING AGENCY	496,527	746,240	817,256	643,341	611,174
21	SHERIFF'S OFFICE	50,421,741	62,673,737	62,609,210	63,720,480	63,720,480
22	EMERGENCY SERVICES	14,242,154	18,235,605	19,579,724	18,849,391	18,360,294
26	INSPECTIONS, LICENSES & PERMITS	3,689,019	4,184,131	4,249,423	3,987,835	3,788,443
30	PUBLIC WORKS	81,424,692	86,624,646	90,414,265	86,511,772	86,301,383
40	COUNTY COUNCIL	1,747,354	2,293,560	2,363,505	2,318,487	2,181,756
41	JUDICIAL	2,546,088	2,876,207	2,877,323	2,828,970	2,687,521
43	STATE'S ATTORNEY	4,674,141	5,310,491	5,430,447	5,514,414	5,238,693
48	ELECTIONS	1,484,720	1,580,672	1,885,922	1,426,358	1,355,040
54	BOARD OF EDUCATION	189,414,800	199,614,800	210,914,800	210,914,800	210,914,800
56	HARFORD COMMUNITY COLLEGE	14,778,743	15,778,743	16,778,743	15,939,806	15,939,806
57	MARYLAND SCHOOL FOR THE BLIND	73,525	51,894	75,000	75,000	71,250
58	LIBRARIES	14,361,956	15,705,461	16,667,988	16,118,050	15,312,147
59	PARKS AND RECREATION	9,187,478	10,674,306	10,939,547	10,440,765	9,957,977
63	CONSERVATION OF NATURAL RESOURCES	397,510	522,623	616,669	600,377	608,358
65	ECONOMIC DEVELOPMENT	2,485,574	2,749,081	2,619,742	2,308,168	2,192,760
66	DEBT SERVICE	40,785,389	48,042,096	60,011,648	55,308,374	55,308,374
67	INSURANCE	1,256,498	1,731,329	1,410,973	652,316	652,316
68	BENEFITS	1,346,325	3,976,175	11,693,339	4,846,937	4,846,937
70	PAYGO / APPROPRIATION TO TOWNS	36,951,589	33,552,868	33,562,685	21,160,089	23,648,089
90	RESERVE FOR CONTINGENCIES	0	0	300,000	300,000	300,000
	GRAND TOTAL	523,355,107	591,929,228	617,108,599	579,350,687	576,637,463

SUMMARY OF GRANT BUDGET

2,944,933

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	227,095,470	249,908,270	267,578,825	289,729,043	288,093,524
INCOME TAXES	163,121,922	164,337,261	177,585,778	155,293,037	155,293,037
W & S USER CHARGES	21,624,666	22,993,807	23,632,853	23,995,969	23,995,969
WASTE TO ENERGY PLANT	11,441,320	12,115,456	11,742,319	9,709,243	9,709,243
W & S DEBT SERVICE	11,728,014	13,769,785	10,019,800	10,313,710	10,313,710
INTERGOVERNMENTAL/STATE-SHARED	41,965,137	45,218,595	47,229,472	40,697,694	35,029,661
INVESTMENT INCOME	14,551,079	16,022,141	4,601,599	5,040,760	5,322,789
FUND BAL APPROP/UNRESTRICT NET ASSETS	0	0	45,859,783	19,743,312	24,051,611
OTHER REVENUE	<u>40,863,793</u>	<u>39,210,777</u>	<u>28,858,170</u>	<u>24,827,919</u>	<u>24,827,919</u>
GRAND TOTAL	<u>532,391,401</u>	<u>563,576,092</u>	<u>617,108,599</u>	<u>579,350,687</u>	<u>576,637,463</u>

FY 10 Approved Budget \$576,637,463

FY 09 Approved Budget \$617,108,599

\$ decline (\$40,471,136)

% decline -6.56%

GENERAL

FY 10 APPROVED GENERAL FUND REVENUE BREAKDOWN

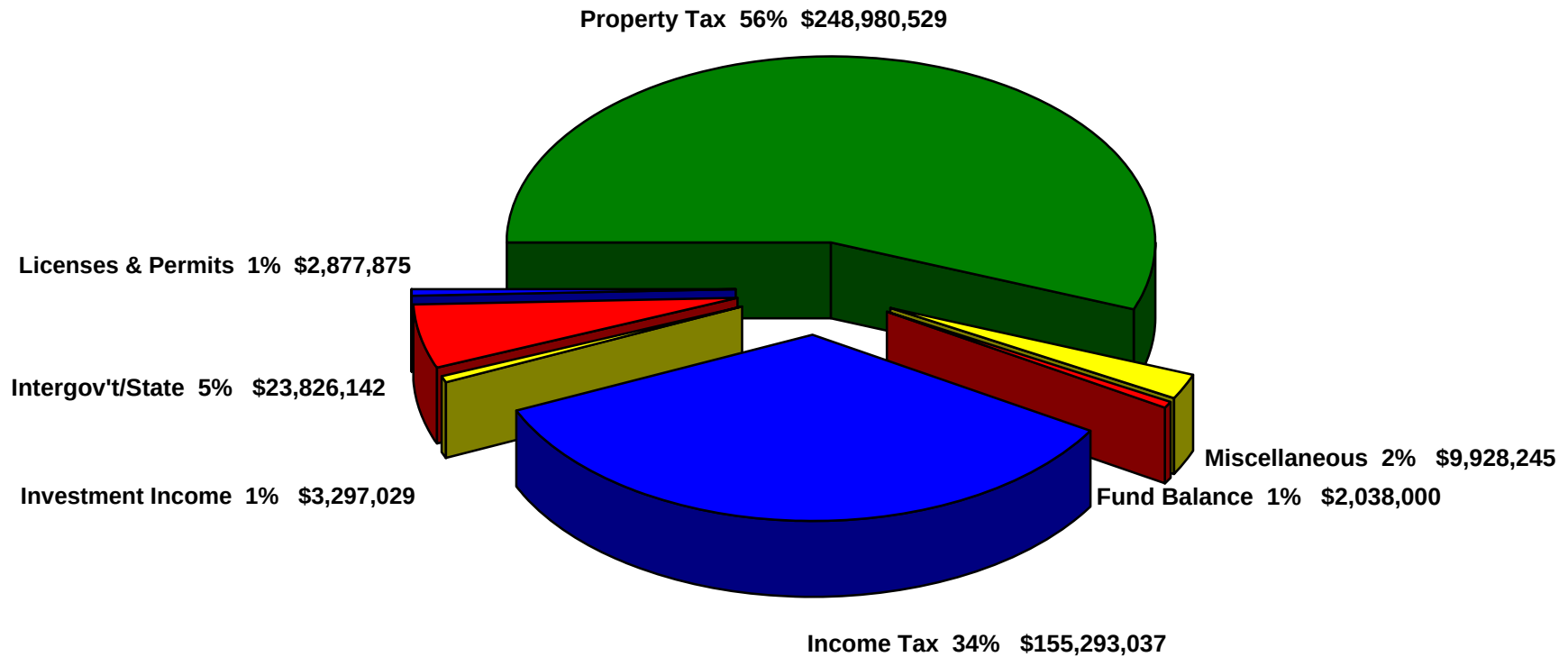
PROPERTY TAX:	56%	248,980,529	INCOME TAX	34%	155,293,037
Real & Personal Deductions	273,557,789 (24,577,260)				
INVESTMENT INCOME	1%	3,297,029	INTERGOVERNMENTAL / STATE:	5%	23,826,142
			Intergovernmental	3,011,291	
			Intra-County	8,146,616	
MISCELLANEOUS:	2%	9,928,245	Pro Rata	4,067,235	
Other Taxes	4,901,344		Recordation	8,601,000	
Service Charges	4,453,701				
Fines & Forfeitures	112,175		LICENSES & PERMITS	1%	2,877,875
Miscellaneous Revenues	461,025				
FUND BALANCE	1%	2,038,000			

TOTAL GENERAL FUND REVENUES	446,240,857

GENERAL FUND REVENUES

Fiscal Year 2009 - 2010

TOTAL APPROVED BUDGET \$446,240,857



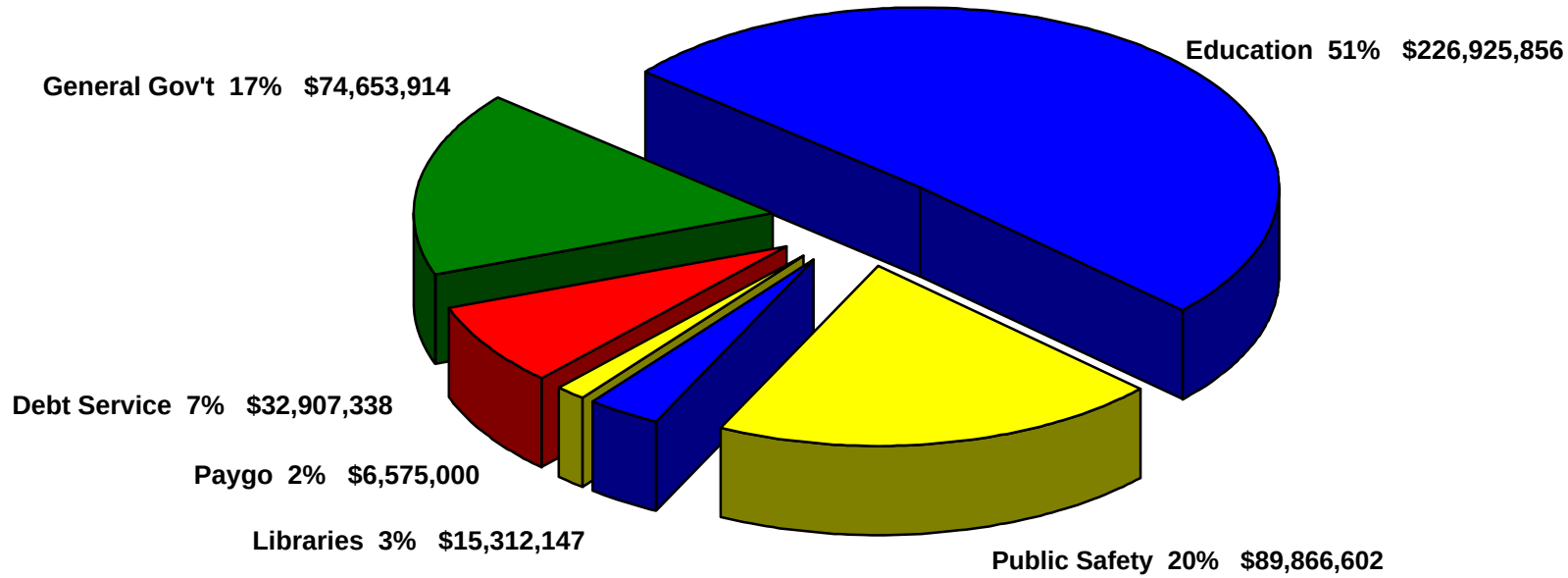
**FY 10 APPROVED GENERAL FUND
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT:	17%	74,653,914	EDUCATION:	51%	226,925,856
County Executive	1,599,462		Board of Education	47%	210,914,800
Administration	11,619,189		Harford Community College	4%	15,939,806
Procurement	3,971,424		School for the Blind		71,250
Treasury	3,963,429				
Law	1,839,675				
Planning & Zoning	3,623,853		PUBLIC SAFETY:	20%	89,866,602
Human Resources	1,770,758				
Community Services	7,348,057		Sheriff		63,720,480
Handicapped Care Centers	2,298,730		Emergency Services		9,292,838
Gov't. & Community Relations	535,114		Volunteer Fire Companies		9,067,456
Health	4,079,918		Inspections, Licenses & Permits		3,788,443
Housing	611,174		Environmental Services		3,019,676
Council	2,181,756		Water Resources		977,709
Judicial	2,687,521				
State's Attorney	5,238,693		LIBRARIES	3%	15,312,147
Elections	1,355,040				
Parks & Recreation	9,172,977		PAYGO	2%	6,575,000
Natural Resources	608,358				
Economic Development	2,192,760		DEBT SERVICE	7%	32,907,338
Benefits	3,680,937				
Appropriation to Towns	2,569,184				
Appropriation to State	1,555,905				
Rural Legacy Program	50,000				
Contingency Reserve	100,000				

TOTAL GENERAL FUND APPROPRIATIONS

446,240,857

**GENERAL FUND
APPROPRIATIONS
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$446,240,857**



GENERAL FUND

ORIGIN/PURPOSE:

The Harford County Charter, Article V Budget and Finance, Section 502. (b) defines the term "County funds" to mean "any money appropriated or approved by the Council to which the County may at any time have legal or equitable title."

The General Fund is the principal operating fund for Harford County Government and encompasses all financial resources and activities, not required by law or County policy, to be maintained in another specific fund. General Fund appropriations are used primarily to finance the administrative activities of County Government to provide services to its citizens. In addition, the allocation of County funds in support of the Board of Education, the Library system, Harford Community College, the Health Department, some State agencies, and certain non-profit and / or community programs, is made from the General Fund.

Charter Section 523 (b) also states "No general fund revenues or receipts shall be dedicated to, expended for, or used to supplement appropriations from a special fund except as a loan to such special fund."

Property Taxes are the largest source of General Fund revenue, followed by Income Taxes. Other sources include licenses, permits, fines, forfeitures, investments, rental income, sales, services and charges to user agencies, other local taxes, and State shared revenue. Any excess unappropriated fund balance realized at the end of a fiscal year, above the 5% Unappropriated General Fund Balance maintained by County policy, is appropriated into the next fiscal year's budget and treated as one-time funding for that fiscal year.

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	83,471,107	106,941,698	117,276,560	109,945,568	109,923,664
20	CONTRACTUAL SERVICES	19,476,320	23,668,000	25,253,211	23,273,117	23,239,042
30	SUPPLIES & MATERIALS	5,001,143	4,688,354	4,954,313	4,333,683	4,327,352
40	BUSINESS & TRAVEL	3,373,227	3,824,956	3,860,933	3,647,119	3,638,698
50	CAPITAL OUTLAY	5,103,456	3,221,438	480,241	34,100	34,100
60	DEBT SERVICE	19,165,658	25,664,530	34,531,351	32,667,488	32,667,488
70	MISCELLANEOUS	254,093,870	271,105,784	285,303,115	274,390,950	271,260,457
80	INTERGOVERNMENTAL	0	0	656,799	1,150,056	1,150,056
	GRAND TOTAL	389,684,781	439,114,760	472,316,523	449,442,081	446,240,857

GENERAL FUND

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY DEPARTMENT:</u>						
01	COUNTY EXECUTIVE	1,141,449	1,811,641	2,022,005	1,683,645	1,599,462
02	ADMINISTRATION	11,274,603	12,763,095	13,328,394	12,230,723	11,619,189
03	PROCUREMENT	2,898,896	3,593,523	4,417,423	4,180,446	3,971,424
04	TREASURY	3,499,197	4,078,701	4,230,549	4,172,029	3,963,429
05	LAW	1,626,144	1,972,455	2,021,318	1,936,500	1,839,675
06	PLANNING & ZONING	2,906,844	3,337,114	3,860,708	3,814,959	3,623,853
08	HUMAN RESOURCES	1,867,926	1,921,674	2,208,052	1,863,956	1,770,758
09	COMMUNITY SERVICES	5,718,938	6,925,771	8,434,457	7,734,798	7,348,057
14	HANDICAPPED CARE CENTERS	2,094,716	2,294,716	2,419,716	2,419,716	2,298,730
15	GOV'T & COMMUNITY RELATIONS	502,051	572,378	603,916	563,278	535,114
16	HEALTH	3,541,538	3,711,269	4,119,651	4,294,651	4,079,918
17	HOUSING AGENCY	496,527	746,240	817,256	643,341	611,174
21	SHERIFF'S OFFICE	50,421,741	62,673,737	62,609,210	63,720,480	63,720,480
22	EMERGENCY SERVICES	14,242,154	18,235,605	19,579,724	18,849,391	18,360,294
26	INSPECTIONS, LICENSES & PERMITS	3,689,019	4,184,131	4,249,423	3,987,835	3,788,443
30	PUBLIC WORKS	4,291,108	4,578,096	4,542,768	4,207,774	3,997,385
40	COUNTY COUNCIL	1,747,354	2,293,560	2,363,505	2,318,487	2,181,756
41	JUDICIAL	2,546,088	2,876,207	2,877,323	2,828,970	2,687,521
43	STATE'S ATTORNEY	4,674,141	5,310,491	5,430,447	5,514,414	5,238,693
48	ELECTIONS	1,484,720	1,580,672	1,885,922	1,426,358	1,355,040
54	BOARD OF EDUCATION	189,414,800	199,614,800	210,914,800	210,914,800	210,914,800
56	HARFORD COMMUNITY COLLEGE	14,778,743	15,778,743	16,778,743	15,939,806	15,939,806
57	MARYLAND SCHOOL FOR THE BLIND	73,525	51,894	75,000	75,000	71,250
58	LIBRARIES	14,361,956	15,705,461	16,667,988	16,118,050	15,312,147
59	PARKS & RECREATION	8,484,750	9,916,011	10,182,644	9,655,765	9,172,977
63	CONSERVATION OF NATURAL RESOURCES	397,510	522,623	616,669	600,377	608,358
65	ECONOMIC DEVELOPMENT	2,485,574	2,749,081	2,619,742	2,308,168	2,192,760
66	DEBT SERVICE	19,224,778	25,709,911	34,771,301	32,907,338	32,907,338
67	INSURANCE	883,761	1,167,106	941,873	0	0
68	BENEFITS	1,032,963	3,339,186	9,275,315	3,680,937	3,680,937
70	MISCELLANEOUS	17,881,267	19,098,868	17,350,681	8,750,089	10,750,089
90	RESERVE FOR CONTINGENCIES	0	0	100,000	100,000	100,000
	GRAND TOTAL	389,684,781	439,114,760	472,316,523	449,442,081	446,240,857

GENERAL FUND

FUND SUMMARY:

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	189,926,905	210,655,219	228,144,502	254,501,782	248,980,529
INCOME TAXES	163,121,922	164,337,261	177,585,778	155,293,037	155,293,037
LICENSES & PERMITS	3,405,485	3,101,923	3,523,004	2,877,875	2,877,875
INTERGOVERNMENTAL	3,043,770	3,059,443	2,288,258	3,011,291	3,011,291
SERVICE CHARGES	4,947,473	4,508,815	4,752,804	4,453,701	4,453,701
FINES & FORFEITURES	168,533	96,005	130,175	112,175	112,175
INVESTMENT INCOME	6,848,140	6,071,907	2,614,441	3,015,000	3,297,029
MISCELLANEOUS REVENUES	14,019,032	5,993,163	6,355,237	5,362,369	5,362,369
RECORDATION / TRANSFER TAX	6,478,975	11,196,145	16,523,316	8,601,000	8,601,000
INTRA-COUNTY TRANSFERS	12,308,299	12,639,899	10,058,783	12,213,851	12,213,851
FUND BALANCE APPROPRIATION	<u>0</u>	<u>0</u>	<u>20,340,225</u>	<u>0</u>	<u>2,038,000</u>
GRAND TOTAL	<u>404,268,534</u>	<u>421,659,780</u>	<u>472,316,523</u>	<u>449,442,081</u>	<u>446,240,857</u>

GENERAL FUND

FINANCIAL NOTES:

FY 10 Approved Budget	\$446,240,857
FY 09 Approved Budget	\$472,316,523
\$ decline	(\$26,075,666)
% decline	-5.52%

The (\$26,075,666) projected decline in General Fund Revenues results from:

	FY 09	FY 10	CHANGE	
o	228,144,502	248,980,529	20,836,027	<u>PROPERTY TAXES</u>
				FY 10 Approved Budget
				\$248,980,529
				55.80%
				of the FY 10 General Fund
				FY 09 Approved Budget
				\$228,144,502
				48.30%
				of the FY 09 General Fund
				\$ growth
				\$20,836,027
				% growth
				9.13%

Maryland State law provides that all real property is subject to the property tax. Property owners receive a property tax bill each year, which is effective as of July 1st.

Properties are reassessed by law once every three years and property owners are notified by the Maryland Department of Assessments and Taxation of any change in their assessment. Assessments are certified to the county where they are converted into property tax bills by applying the appropriate property tax rate.

The County Council adopted Resolution No. 06-09 on May 20, 2009 which reduced the property tax rate. Real property is assessed at 100% of market value with a new tax rate of \$1.064 per one hundred dollars of full value and \$2.660 for corporate and personal property. Each year the State reassesses one group, resulting in a complete reassessment of the County every three years. Decreased assessments, regardless of the property type, are fully applied in the first year. The total of the assessed values of local property is the County's assessable base, which can change through reassessment and the loss or gain of building and personal property.

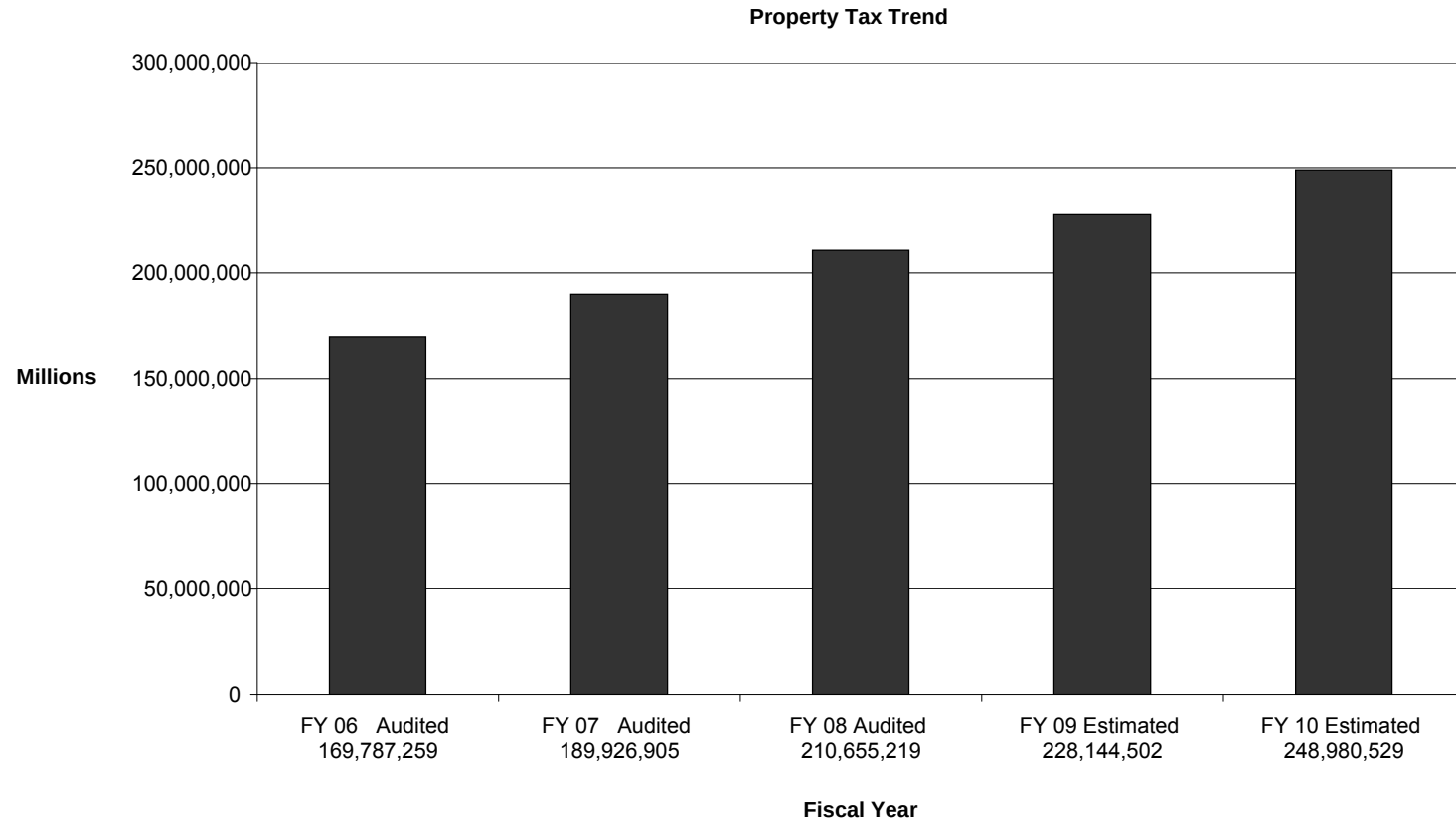
The Homestead Tax Credit assists homeowners dealing with large assessment increases on their principal residence. The credit limits the increase in taxable assessments each year to a fixed percentage. Every county and municipality in Maryland is required to limit its taxable assessment increase to 10% or less each year. Harford County's limit is capped at 9%. This means the homeowner pays no property tax at a market value increase which is above the 9% limit.

We consider various sources of information to make property tax revenue projections. The primary source is the Maryland Department of Assessment and Taxation (SDAT). They provide assessment estimates in November and March for the current, the upcoming and the second year following tax years. The second source of information is building permit activity reports, transfer tax reports, and real estate sales information. These reports along with prior year data are reviewed in order to properly complete a trend analysis.

In recent years the assessable base and property tax revenue experienced extraordinarily strong growth not seen since the late 1980's. This growth, like the growth of twenty years ago, is driven primarily by rising residential property values. The real estate market has been cooling down since 2006; however, property tax revenues remain strong and should continue to grow.

GENERAL FUND

FINANCIAL NOTES:



GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	177,585,778	155,293,037	(22,292,741)

	FY 10 Approved Budget	\$155,293,037	34.80%	of the FY 10 General Fund
	FY 09 Approved Budget	\$177,585,778	37.60%	of the FY 09 General Fund
	\$ decline	(\$22,292,741)		
	% decline	-12.55%		

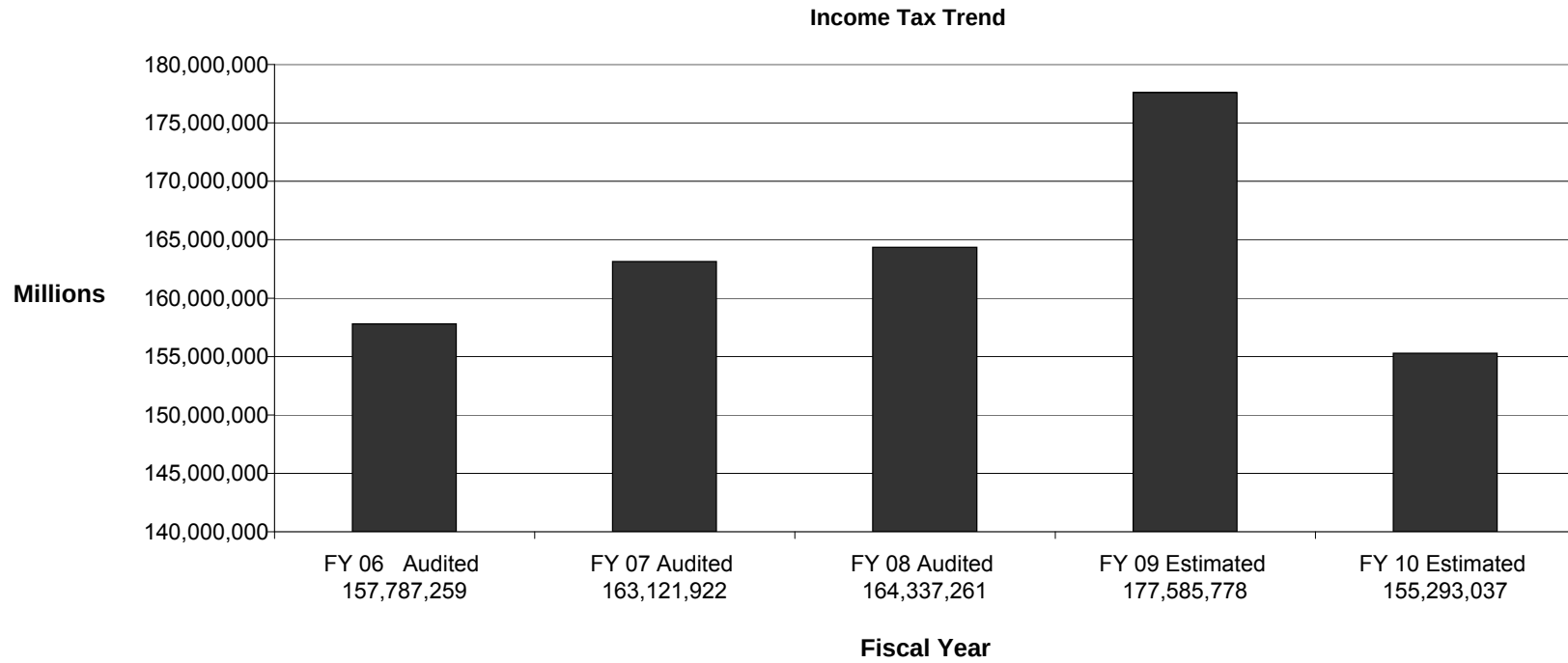
Each jurisdiction in Maryland is required to set a local Income Tax rate to be applied to the net taxable personal income on an annual basis. Harford County's rate is 3.06% which was established in calendar year 2001. The State of Maryland collects all Income Taxes and distributes to each local subdivision its share of the annual revenues. Although Income Taxes are imposed and collected on a calendar year basis, the State distributes the funds to the counties over a 21 month period, spreading Harford County's receipts over three fiscal years.

We receive approximately 90% of Income Tax in quarterly distributions of withholdings and estimated payments. These receipts have been declining for most of FY 08 and FY 09.

The drop in quarterly revenues is largely due to the slowdown in the overall economy, which is projected to continue into FY 10 as the credit crunch, falling capital gains, rising unemployment and a downturn in consumer spending combine to limit the growth of taxable income.

GENERAL FUND

FINANCIAL NOTES:



GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE			
o	66,586,243	41,967,291	(24,618,952)	<u>OTHER REVENUES</u>		
				FY 10 Approved Budget	\$41,967,291	9.40% of the FY 10 General Fund
				FY 09 Approved Budget	\$66,586,243	14.10% of the FY 09 General Fund
				\$ decline	(\$24,618,952)	
				% decline	-36.97%	

The elements mainly responsible for the net change in "Other" revenues are:

<u>Impact Fee</u>	FY 09	FY 10	Change
	2,601,687	2,306,344	(295,343)

The Maryland General Assembly adopted House Bill 965, Harford County School Construction Financing in 2004. The bill states, "In general. - The County Council of Harford County, by ordinance, may fix, impose, and provide for the collection of a development impact fee not to exceed \$10,000 for new construction or development. . . Use of revenues. - The revenues from the special fund may be used only for:

(1) School site acquisition;	(2) School construction;
(3) School renovation;	(4) School debt reduction; or
(5) School capital expenses."	

The impact fee is collected at the time application for a building permit is made. In FY 09, with a continuing drop in housing starts, impact fee revenue has declined below anticipated receipts. This slower pace in housing is expected to continue into and through most of FY 10, and we are projecting receipts will likewise decline (11.4%) from the FY 09 budget, equating to a reduction of (\$0.3) million.

<u>Investment Income</u>	FY 09	FY 10	Change
	2,614,441	3,297,029	682,588

Revenues from investments are reflective of the size of the County's portfolio and the rate of return. For FY 10, a projected increase is anticipated, based on growth of the portfolio and an expected slight increase in rate of return.

<u>Fund Balance Appropriated</u>	FY 09	FY 10	Change
	20,340,225	2,038,000	(18,302,225)

Governmental funds report the difference between their assets and liabilities as fund balance, which is divided into reserved and unreserved. The function of reserved is simply to isolate that portion of fund balance that is not available for the following period's budget. The unreserved portion can be used in future budgets. Management can make designations of the unreserved fund balance as intended future use of resources. One such designation is the 5% reserve for credit rating purposes in the General Fund.

At the end of FY 08 the General Fund had \$7.2 million unreserved and undesignated. There is \$2,038,000 in appropriation of fund balance in FY 10.

GENERAL FUND

FINANCIAL NOTES:

<u>PSDS Recordation / Transfer Taxes</u>	FY 09	FY 10	Change
	16,523,316	8,601,000	(7,922,316)

The slow down in the housing sales and new home construction has slowed the growth in both the recordation and transfer tax collection. As a result a decrease in the amount of revenue available for debt service expenses is expected for FY 10.

This revenue comes initially into the County's Capital Revenue Fund. It is expensed from the Capital Budget as a general project called School Debt Service. This expense becomes an Operating General Fund Revenue and it is dedicated to the payment of School Debt Service.

<u>General Fund Support to Solid Waste Services</u>	FY 09	FY 10	Change
	(845,297)	(3,213,995)	(2,368,698)

Most solid waste management activities are mandated by Federal and State regulations, yet avenues for imposing fees are limited by law and the market place. For FY 09 this resulted in the need of support with General Fund revenues amounting to \$845,297. For FY 10 the anticipated decrease in the steam revenue requires a larger General Fund contribution of \$3,213,995.

It should be noted that while Budget Policy defines Solid Waste Services as an individual account, for management purposes, the County's financial statements consider it part of the General Fund.

<u>All "Other" Revenues combined</u>	FY 09	FY 10	Change
	25,351,871	28,938,913	3,587,042

These include: Licenses and Permit sales, State Shared Revenues, Interest Income, etc.

GENERAL FUND

FINANCIAL NOTES:

The (\$26,075,666) net decrease in the General Fund is the result of:

	FY 09	FY 10	CHANGE	
o		243,751	243,751	7.00 Net Full-Time positions being created for FY 10:
FULL TIME POSITIONS				
				# of Positions Salary Fringe Total
ADMINISTRATION				
FACILITIES & OPERATIONS				
Special Police Officers (temporary converted to permanent)				6.00 215,008 117,544 332,552
COMPUTER SUPPORT CENTER				
Computer Operator Trainee (temporary converted to permanent)				1.00 27,500 10,291 37,791
COMMUNITY SERVICES				
DIRECTOR				
Administrative Assistant I				(1.00) (52,915) (20,826) (73,741)
OFFICE ON AGING				
Senior Center Specialist				(2.00) (106,200) (41,815) (148,015)
HARFORD TRANSIT				
Bus Driver				(1.00) (50,528) (24,149) (74,677)
INSPECTIONS, LICENSES AND PERMITS				
MANUFACTURED HOUSING / ABANDONED PROPERTY				
Secretary I				(1.00) (55,161) (14,480) (69,641)
PUBLIC WORKS				
WATER RESOURCES				
Administrative Assistant II				(1.00) (54,275) (21,060) (75,335)
RECYCLING				
Laborer (temporary converted to permanent)				1.00 23,150 22,016 45,166
Weighmaster Attendant I (temporary converted to permanent)				1.00 29,078 23,614 52,692
STATE'S ATTORNEY				
Assistant State's Attorney II (position created in FY 09 but was fully funded by grant)				0.00 68,560 27,677 96,237
PARKS & RECREATION				
RECREATION SERVICES				
Recreation Specialist III (temporary converted to permanent)				1.00 47,400 23,116 70,516
PARKS & FACILITIES				
Park Maintenance Worker I (temporary converted to permanent)				4.00 107,286 37,084 144,370
ECONOMIC DEVELOPMENT				
Senior Economic Development Associate				(1.00) (67,974) (26,190) (94,164)
NET FULL-TIME POSITIONS				7.00 130,929 112,822 243,751

GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o		2,018	2,018	0.05 Net Part-Time positions being created for FY 10:
				PART TIME POSITIONS
				ADMINISTRATION
				FACILITIES & OPERATIONS
				Special Police Officer (abolished and converted to full-time)
				(0.50) (19,496) (5,391) (24,887)
				TREASURY
				BUREAU OF REVENUE COLLECTIONS
				Cashier II (temporary converted to part-time permanent)
				0.60 20,767 19,242 40,009
				SHERIFF'S OFFICE
				PATROL OPERATIONS
				School Crossing Guard
				(0.35) (10,254) (3,423) (13,677)
				School Crossing Guard
				0.90 26,376 6,705 33,081
				INSPECTIONS, LICENSES AND PERMITS
				MANUFACTURED HOUSING / ABANDONED PROPERTY
				Building Inspector I
				(0.60) (25,698) (6,810) (32,508)
				NET PART-TIME POSITIONS
				0.05 (8,305) 10,323 2,018

GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE					
o		(202,094)	(202,094)	Net Full-Time positions transferred between departments of the General Fund for FY 10:				
				FULL TIME POSITIONS	# of Positions	Salary	Fringe	Total
				ADMINISTRATION				
				FACILITIES & OPERATIONS				
				Clerk Typist (position transferred here from Human Resources)	1.00	35,754	7,622	43,376
				HUMAN RESOURCES				
				Human Resources Clerk (transferred to Administration - Facilities and reclassified to a Clerk Typist)	(1.00)	(35,813)	(7,504)	(43,317)
				The following departments transferred positions between divisions resulting in a net change in that department for various reasons: health benefit costs from year to year changes, an employee might be entitled to a time in grade promotion at the time of transfer, the position might be reclassified, etc.				
				TREASURY	0.00	17,354	4,526	21,880
				PLANNING & ZONING	0.00	(192)	2,027	1,835
				SHERIFF'S OFFICE	0.00	(199,461)	(26,542)	(226,003)
				EMERGENCY SERVICES	0.00	(107)	187	80
				INSPECTIONS, LICENSES AND PERMITS	0.00	(8)	63	55
				NET FULL TIME POSITIONS TRANSFERRED	0.00	(182,473)	(19,621)	(202,094)
o		221,988	221,988	Salary Adjustments based on the recommendations of the Department of Human Resources and rounding adjustment per actual pay scale calculation				
o		(461,709)	(461,709)	Staff Turnover <u> (.68%) </u>				
o		293,996	293,996	Salary Offset - is the net result of Administration unfunding an Administrative Secretary III position and the offset of a Computer Systems Engineer III position for actual hours worked (\$60,443); Treasury unfunding an Administrative Secretary III position and the offset of an Accountant II position to reflect actual hours worked (\$63,708); and the Public Works Water Resources salary offset of a Civil Engineer III position to reflect the actual hours worked (\$35,503); offset by the annualization of ten new deputy position provided in FY 09 \$453,650				
o		(725,831)	(725,831)	Furlough Savings				

GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	3,527,317	2,645,726	(881,591)	Temporary Salaries decreased mainly the result of:
			Administration	(190,194) eliminated one (1) Special Assistant position, converted six (6) temporary Special Police officers to permanent positions and one (1) Computer Intern to a permanent Computer Operator Trainee
			Treasury	(46,297) one (1) part-time Cashier II converted to a permanent position and a reduction to seasonal on-call temporary positions due to state of the economy
			Law	(53,249) one (1) Investigator position converted to permanent position
			Planning & Zoning	(20,800) eliminated on-call seasonal positions due to state of the economy
			Human Resources	(4,032) per actual expense history for Commercial Driver's License (CDL) Trainer
			Community Services	27,147 increase based on actual expense history for Accountant Technician and Juvenile Drug Court Programmer
			Sheriff's Office	(152,676) decrease based on actual expense history and recommendation of the Sheriff due to the current economic conditions
			Emergency Services	(36,683) eliminated Administrative Assistant due to state of the economy, will possibly secure grant funds to support position
			Inspections, Licenses & Permits	(37,168) eliminated vacant temporary Building Inspector due to state of the economy
			DPW-Recycling	(67,833) converted one (1) Laborer and one (1) Weighmaster Attendant to full-time permanent
			DPW-Water Resources	(10,177) eliminated seasonal help due to state of the economy
			Elections	2,268 per actual expense history
			Parks & Recreation	(266,897) converted four (4) Park Maintenance Workers and one (1) Recreation Specialist to permanent, eliminated funds for work release inmates, and clerical support
			Economic Development	(25,000) eliminated summer interns due to state of the economy
o	11,981,031	12,821,851	840,820	Health Benefit Cost
			FY 09	FY 10
			11,797,011	12,684,751
				Change
				887,740
				Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
			143,700	137,100
				(6,600)
			40,320	0
				(40,320)
			11,981,031	12,821,851
				840,820
o	4,743,584	0	(4,743,584)	OPEB (Other Post Employment Benefits) - not funded for FY 10 due to the state of the economy
o	4,452,475	4,125,046	(327,429)	Overtime and Shift Differential adjusted based on actual expense history

GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE		FY 09	FY 10	Change
o	14,933,958	14,136,736	(797,222)	Pension / Retirement rate adjustments			
				State Retirement System	110,932	99,746	(11,186)
				State Pension System	3,830,899	3,928,797	97,898
				Temporaries Pension	245,599	198,592	(47,007)
				Volunteer Fire's Length of Service Awards Program (LOSAP)	2,387,771	1,700,477	(687,294)
				Sheriff's Office Pension System	2,745,971	2,315,057	(430,914)
				LEOPS - Sheriff	5,612,786	5,894,067	281,281
				Total Pension / Retirement Adjustments	14,933,958	14,136,736	(797,222)
o	2,318,864	1,856,783	(462,081)	Workers' Compensation rate adjustments based on actuarial assessment			
o	5,864,038	5,742,239	(121,799)	FICA decreases due to adjustments for salary, overtime, shift differential, etc.			
o	351,546	133,969	(217,577)	Uniform Allowance decrease due to no longer providing uniform allowance to County employees except for the Sheriff's Office due to state of the economy			
o	3,018,305	2,921,425	(96,880)	Space and Real Estate Rentals - decrease based on actual costs of leased space			
o	3,070,390	2,880,920	(189,470)	Other Professional Services funds are decreased as a net result of:			
			(142,500)	Administration - decrease result of (\$150,000) eliminated for one-time funds provided in FY 09 to study a combined paid & volunteer fire services; offset slightly by an increase of \$8,000 for Risk Management to conduct additional insurance appraisals			
			(2,000)	Procurement consultant support through BRCPD decreased			
			4,600	Treasury - OPEB actuarial contract to expire in FY 10 to be rebid and estimated cost to increase			
			30,158	Sheriff's Office additional funds provided for a technical consultant for Investigative Services and increased cost for video analysis consultant			
			(3,600)	Emergency Operations decreased due to no longer requiring outside training instructors			
			4,955	Community Services increase mainly the result of funds provided for contractual services to assist with stimulus package applications \$75,000; offset by the transfer of (\$54,000) to personnel services to the cover salary/benefits of one counselor and a reduction in program licensing (\$7,250)			
			24,400	Government & Community Relations - contract to conduct research on County programs and services reduced (\$600) due to state of the economy; offset by the addition of a contractual business and local government liaison @ \$25,000			
			(11,000)	Inspections, Licenses and Permits - funds provide for racing and securing abandoned properties reduction based on the state of the economy			
			(45,904)	DPW for shallow water monitoring / transporting recyclables adjusted per actual expenses			
			(28,217)	County Council adjusted per their request and their amendment to cut 5% from FY 10 Proposed Budget			
			(2,720)	Judicial decrease in Juvenile Counseling Programs and evaluators / mediators per actual expenses			
			(2,925)	Elections - decreased due to no major elections in FY 10			
			(2,600)	Parks & Recreation - reduction due to state of the economy (\$5,000) offset by funds added to reimburse Sheriff's Office for overtime when deputies patrolling Flying Point Park @ \$2,400			
			38,000	Natural Resources - Soil Conservation amendment added \$38,000 to support District Manager position			
			(50,267)	Economic Development decrease mainly the result of eliminating LPGA costs for FY 10			

GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	1,905,649	2,085,530	179,881	Electricity - adjusted based on actual expense history
o	353,575	330,575	(23,000)	Heating Fuel (Gas) - expenses decreased in Administration - Facilities & Operations (\$45,000) offset slightly by an increase in the Sheriff's Office of \$13,500 and Parks & Recreation \$15,000 all adjusted based on actual expense history
o	1,233,180	1,640,000	406,820	Retirees Insurance - funds are provided for the County's share of retiree's health and dental insurance. To differentiate Retiree's health benefit costs from current employee's OPEB liability, we have appropriated funds separately from any OPEB funding. The costs for Retirees Insurance increased this year based on actuarial assessment.
o	2,693,127	3,251,637	558,510	Medical Services - increase primarily for an anticipated 5% increase to the Medical Services contract for the Detention Center @ \$679,969, offset by a reduction in funds for annual and pre-employment physicals and psychological exams @ (\$35,759) for the Sheriff's Office; Human Resources decreased (\$78,000) eliminating the heart and lung scans for Sheriff's Office law enforcement and correctional officers due to the state of the economy; and Judicial decreases (\$4,200) as well as State's Attorney decreases (\$300) both based on actual expense history
o	628,250	414,250	(214,000)	County Facility Repair & Renovation - Facilities and Operations funds to provide for contractual services for necessary repairs and renovations were reduced (\$200,000); Sheriffs Office decreased (\$3,600), Emergency Operations decreased (\$4,000), Procurement decreased (\$5,000) and Community Services (\$1,400) all based on actual expense history and the state of the economy
o	1,924,391	386,000	(1,538,391)	Other Insurance - decreased for General, Auto Liability and Property Damage as a result of the state of the economy:
		FY 09	FY 10	Change
	County	941,873	0	(941,873) General / Auto Liability / Property Damage
	Sheriff	399,555	0	(399,555) General / Auto Liability / Property Damage
	Detention	179,096	0	(179,096) General / Auto Liability / Property Damage
	Emergency Ops	385,000	385,000	0 Workers Comp Insurance for Volunteer Fire Companies
	Libraries	17,867	0	(17,867) General / Auto Liability / Property Damage
	Judicial	1,000	1,000	0
		<u>1,924,391</u>	<u>386,000</u>	<u>(1,538,391)</u>
o	885,142	698,787	(186,355)	Management Services - decreases mainly due to the elimination of soil survey funds @ (\$90,000) in Director of Administration, the soil survey will not be conducted during FY 10; a reduction in Procurement for property and environmental assessment costs @ (\$45,000) based on actual expense history and the elimination of a contractual graphic artist contract for FY 10 in Government & Community Relations for a reduction of (\$45,000)
o	658,894	418,780	(240,114)	Office Equipment - funds appropriated for copier leases decreased mainly as a result of the cancellation of the digital copier contract and the docutech operator in Administration - Central Services for a reduction of (\$217,294). In-house printing services will no longer be provided.
o	1,539,896	1,332,883	(207,013)	Communication Service - decreased mainly due to a reduction in costs of Emergency Operations maintenance contracts, pager repairs, battery purchases, etc. (\$192,400); Sheriff's Office (\$13,413) and Inspections, Licenses and Permits (\$1,200) based on actual expense history

GENERAL FUND	

FINANCIAL NOTES:[illegible]

GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	1,386,353	1,115,956	(270,397) The following materials and supplies line items are adjusted based on actual expense history:
	FY 09	FY 10	Change
	406,692	321,072	(85,620) General Office Supplies
	252,150	215,850	(36,300) Equipment Repair Parts
	45,700	37,070	(8,630) Audio Visual Supplies
	34,000	26,500	(7,500) Recreation Supplies
	216,448	201,218	(15,230) Safety Equipment
	14,600	9,252	(5,348) Computer Hardware Components
	88,500	55,500	(33,000) Computer Supplies
	17,400	10,170	(7,230) Paint
	310,863	239,324	(71,539) Other Materials & Supplies
	<u>1,386,353</u>	<u>1,115,956</u>	<u>(270,397)</u>
o	1,321,570	1,461,941	140,371 Fuel charges - increased based on actual expense history
o	1,349,120	1,448,920	99,800 Vehicle Maintenance - funding increases based on actual expense history
o	30,000	0	(30,000) Tuition Reimbursement - no funds appropriated for FY 10 due to the state of the economy
o	1,042,443	618,044	(424,399) The following business and travel line items are reduced due to the state of the economy:
	FY 09	FY 10	Change
	76,700	49,650	(27,050) Transportation Costs
	98,345	59,796	(38,549) Meals
	151,340	83,185	(68,155) Lodging
	101,460	85,374	(16,086) Professional Books & Periodicals
	103,378	92,379	(10,999) Membership Fees & Dues
	131,765	58,565	(73,200) In-House Training
	379,455	189,095	(190,360) Training Seminars and Courses
	<u>1,042,443</u>	<u>618,044</u>	<u>(424,399)</u>

GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE																																																																					
o	480,241	34,100	(446,141)	Equipment - decreases but appropriation remains to replace the following: Equipment for Recycling and Environmental Affairs: 6,000 Pumps 6,500 Roll-Off (30 yd) container <u>21,600</u> gem instrument and surface emission testing equipment (TVA) <u>34,100</u>																																																																				
o	656,799	1,137,021	480,222	Fleet Management Rentals - for FY 10 funds are appropriated to continue the vehicle leases acquired during FY 09 through the Fleet Management Internal Service Fund @ \$687,021. An additional \$450,000 is added for FY 10 to replace police vehicles only.																																																																				
o	31,203,445	29,339,582	(1,863,863)	Principal and Interest Payments on existing debt, and new debt to be issued in accordance with the Proposed FY 10 Capital Budget:																																																																				
				<table><tr><td></td><td>FY 09</td><td>FY 10</td><td>Change</td></tr><tr><td>Principal</td><td>15,708,346</td><td>16,451,489</td><td>743,143</td></tr><tr><td>Interest</td><td>15,495,099</td><td>12,888,093</td><td>(2,607,006)</td></tr><tr><td></td><td><u>31,203,445</u></td><td><u>29,339,582</u></td><td><u>(1,863,863)</u></td></tr></table>		FY 09	FY 10	Change	Principal	15,708,346	16,451,489	743,143	Interest	15,495,099	12,888,093	(2,607,006)		<u>31,203,445</u>	<u>29,339,582</u>	<u>(1,863,863)</u>																																																				
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o	3,017,906	3,017,906	0	Principal and Interest payments on prior Lease Finance projects:																																																																				
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GENERAL FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE					
o	285,303,115	271,260,457	(14,042,658)	Miscellaneous		FY 09	FY 10	Change
				County Executive	Community Grants for: cultural organizations, crime prevention and school beautification eliminated all cultural arts grants provided to organizations outside of Harford County for FY 10 due to state of the economy	814,770	472,489	(342,281)
				Housing	House Keys 4 Employees program to assist employees who are first-time home buyers eliminated for FY 10	200,000	0	(200,000)
				Board of Education	no increase in appropriation due to the state of the economy	210,914,800	210,914,800	0
				Harford Community College	decrease in appropriation is the net result of the College agreeing to limit expenditures and modify their operations in light of the current economic conditions	16,778,743	15,939,806	(838,937)
				Libraries	decrease in appropriation is the net result of the College agreeing to limit expenditures and modify their operations in light of the current economic conditions @ (\$532,071) County Council amendment cut 5% from the Executive Proposed Budget for an additional reduction of (\$805,903)	16,650,121	15,312,147	(1,337,974)
				Maryland School for the Blind	State law mandating County's share of tuition. County Council amendment cut 5% from FY 09 funding level for FY 10	75,000	71,250	(3,750)
				Harford Center	County Council amendment cut 5% from FY 09 funding level for FY 10	582,143	553,036	(29,107)
				ARC Northern Chesapeake	County Council amendment cut 5% from FY 09 funding level for FY 10	1,837,573	1,745,694	(91,879)

GENERAL FUND

FINANCIAL NOTES:

		FY 09	FY 10	Change
Humane Society	funds appropriated based on services provided to the County reflects no change in funding for FY 10 and \$25,000 is still allocated to support the spay / neuter program	450,000	450,000	0
Volunteer Fire Companies	no change in County support to the Volunteer Fire Companies due to the state of the economy	8,632,456	8,632,456	0
Health	additional funds are provided by the County Executive for FY 10 to expand the Flu Mist program to secondary schools - County Council amendment cut 5% from the Proposed FY 10 funding level for a reduction of (\$213,417)	4,093,340	4,053,607	(39,733)
Elections	payments to the Maryland State Board for employee salaries and benefits, funds decreased based on actual expense history. County Council amendment cut 5% from the FY 10 Proposed funding level @ (\$71,318)	572,475	469,447	(103,028)
Pro Rata Shares	General funded Public Works activities' share of the Public Works Director's Office Budget	24,529	20,005	(4,524)
Paygo	per the Approved FY 10 Capital Budget	15,091,277	6,575,000	(8,516,277)
Appropriation to Towns	Police Aid pass thru to municipalities	2,188,716	2,548,496	359,780
Appropriation to State	funds are appropriated in FY 10 to pay the State administrative costs for the County's Homeowners Tax Credit @ \$40,0000 and a share of the costs for the State Department of Assessments and Taxation per the State's estimate @ \$1,515,905	0	1,555,905	1,555,905
Miscellaneous	this negative allocation represents the County Council amendment to cut 5% from the FY 10 Proposed budget	0	(3,924,333)	(3,924,333)
Various	Includes: a contingency reserve; mandated reserves; and numerous grants and contributions	6,397,172	5,870,652	(526,520)
		<u>285,303,115</u>	<u>271,260,457</u>	<u>(14,042,658)</u>



Susquehanna River

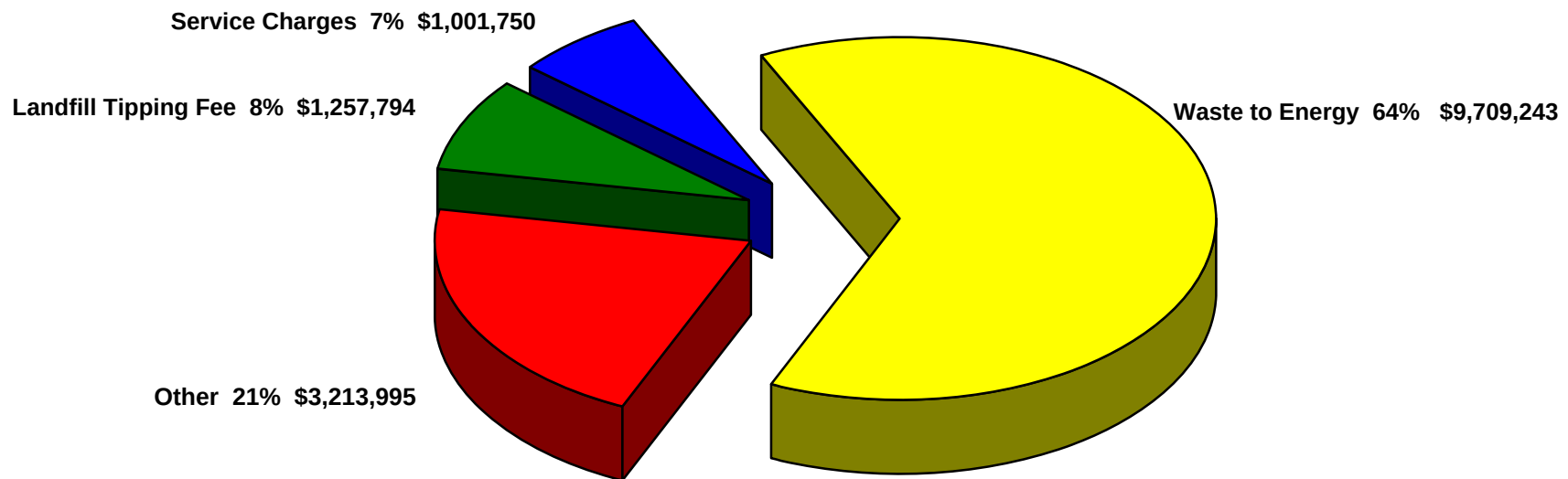
SOLID WASTE SERVICES

FY 10 APPROVED SOLID WASTE SERVICES REVENUE BREAKDOWN

LANDFILL TIPPING FEE	8%	1,257,794	SERVICE CHARGES:	7%	1,001,750
			Charges for Service	992,900	
			Licenses & Permits	6,700	
			Miscellaneous	2,150	
WASTE TO ENERGY	64%	9,709,243	OTHER:	21%	3,213,995
			Support from General Fund	3,213,995	

TOTAL SOLID WASTE SERVICES REVENUES	15,182,782

**SOLID WASTE SERVICES
REVENUES
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$15,182,782**

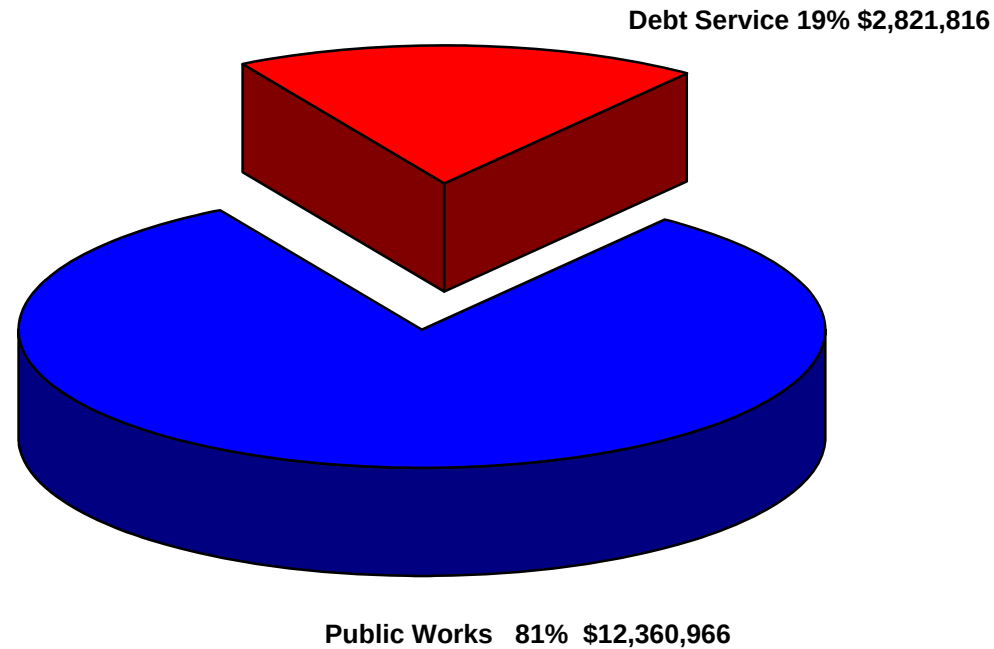


FY 10 APPROVED SOLID WASTE SERVICES APPROPRIATIONS BREAKDOWN

PUBLIC WORKS:	81%	12,360,966	DEBT SERVICE	19%	2,821,816
Bureau of Solid Waste Management	3,727,632				
Waste to Energy	8,633,334				

TOTAL SOLID WASTE SERVICES APPROPRIATIONS	15,182,782

**SOLID WASTE SERVICES
APPROPRIATIONS
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$15,182,782**



SOLID WASTE SERVICES

ORIGIN/PURPOSE:

The Solid Waste Services account records direct revenues and expenses pertaining to the County's management of the disposal of solid waste. Chapter 109, of the Harford County Code, Environmental Control, establishes the County's official Solid Waste Management Plan. The Charter also authorizes the establishment of fees for service.

The Department of Public Works, Environmental Services Division manages the Harford Waste Disposal Center (HWDC), also known as the Scarboro Landfill. Personnel and the ancillary expenses needed for the site are funded with revenues from the Solid Waste Services account.

The Northeast Maryland Waste Disposal Authority, under its revenue bond financing authority, developed the Harford Waste-to-Energy Facility to process most of the County's solid waste. Through a contractual arrangement with the facility, more than 110,000 tons per year of the County's waste is burned to produce energy which is purchased by Aberdeen Proving Ground. This contract covers the operation and maintenance of the plant as well as its repair, insurance, a management fee, ash transportation, the Northeast Maryland Waste Disposal Authority's fee, and a site lease to Aberdeen Proving Ground. Contract expense is funded with Solid Waste Services revenue.

When the original owner of the plant offered the facility for sale, the County contracted with the Northeast Maryland Waste Disposal Authority to make the purchase on our behalf. Under the terms of the contract, the Northeast Maryland Waste Disposal Authority issued bonds. The County will pay the lease purchase debt service and own the plant at the end of the term of the bonds for a purchase price of \$1 due in 2016. The Authority will also issue bonds for a retrofit of the facility, and the County will again pay the debt service. This purchase and renovation ensures the County the ability to manage the disposal of solid waste well into the future, to comply with Federal and State environmental regulations, and to not be subjected to the rising cost associated with securing privately owned disposal services. These debt expenses will also be funded with Solid Waste Services revenue.

The Charter establishes the County's authority to set and collect fees and other revenue to support solid waste management. Chapter 157 Licenses and Permits delineates a number of Tipping Fees for waste brought to the landfill by either commercial haulers or private citizens. There are revenues from the disposal of tires, batteries, scrap metal, and other items; plus fees for mulch and compost produced by recycling yard waste. The Waste-to-Energy Plant also has a tipping fee and fees for burning permitted or recovered materials, plus fees for tire disposal. The plant generates steam which is sold to the United States Army for Aberdeen Proving Ground. The County sells refuse licenses and imposes interest payments on invoices.

While these activities are mandated by Federal and State regulations, avenues for imposing fees are limited by law and the market place. This results in the need for support with General Fund revenues. It should be noted that while Budget Policy defines Solid Waste Services as an individual account for management purposes, the County's financial statements consider it part of the General Fund.

SOLID WASTE SERVICES

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,165,849	2,635,153	2,627,611	2,335,368	2,335,368
20	CONTRACTUAL SERVICES	7,980,931	8,862,424	8,821,843	9,126,634	9,126,634
30	SUPPLIES & MATERIALS	230,412	289,339	239,050	218,800	218,800
40	BUSINESS & TRAVEL	370,068	444,052	383,550	412,900	412,900
50	CAPITAL OUTLAY	1,169,668	229,973	39,000	15,000	15,000
60	DEBT SERVICE	6,153,050	4,111,915	2,798,017	2,746,816	2,746,816
80	INTERGOVERNMENTAL	0		99,736	327,264	327,264
	GRAND TOTAL	18,069,978	16,572,856	15,008,807	15,182,782	15,182,782

SUMMARY BY DEPARTMENT:

08	PUBLIC WORKS	11,881,362	12,451,272	12,100,790	12,360,966	12,360,966
66	DEBT SERVICE	6,188,616	4,121,584	2,908,017	2,821,816	2,821,816
	GRAND TOTAL	18,069,978	16,572,856	15,008,807	15,182,782	15,182,782

SUMMARY BY REVENUE SOURCE:

LICENSES & PERMITS	7,199	6,950	7,200	6,700	6,700
MISCELLANEOUS SERVICE FEES	1,062,036	1,603,169	1,054,395	992,900	992,900
MISCELLANEOUS REVENUES	1,162,501	1	0	0	0
LANDFILL TIPPING FEE	1,292,399	875,820	1,357,721	1,257,794	1,257,794
WASTE TO ENERGY PLANT	11,441,320	12,115,456	11,742,319	9,709,243	9,709,243
INTEREST & DIVIDENDS	2,154	5,345	1,875	2,150	2,150
INTRA-COUNTY	0	0	845,297	3,213,995	3,213,995
GRAND TOTAL	14,967,609	14,606,741	15,008,807	15,182,782	15,182,782

SOLID WASTE SERVICES

FINANCIAL NOTES:

FY 10 Approved Budget	\$15,182,782
FY 09 Approved Budget	\$15,008,807
\$ growth	\$173,975
% growth	1.16%

The \$173,975 net increase in Solid Waste Services revenue is projected to result from:

STEAM SALES

One of the largest source of revenue for Solid Waste Services is from the sale of steam, which is generated at the Waste-to-Energy plant and sold by contractual arrangement to the United States Army for Aberdeen Proving Ground. By contract the steam revenue for Fiscal Year 2010 decreases to \$3.5 million.

SUPPORT FROM THE GENERAL FUND

Most solid waste management activities are mandated by Federal and State regulations, yet avenues for imposing fees are limited by law and the market place. For FY 09 this resulted in the need of support with General Fund revenues amounting to \$845,297. For FY 10 the anticipated decrease in the steam revenue requires a larger General Fund contribution of \$3,213,995.

It should be noted that while Budget Policy defines Solid Waste Services as an individual account, for management purposes, the County's financial statements consider it part of the General Fund.

OTHER REVENUES

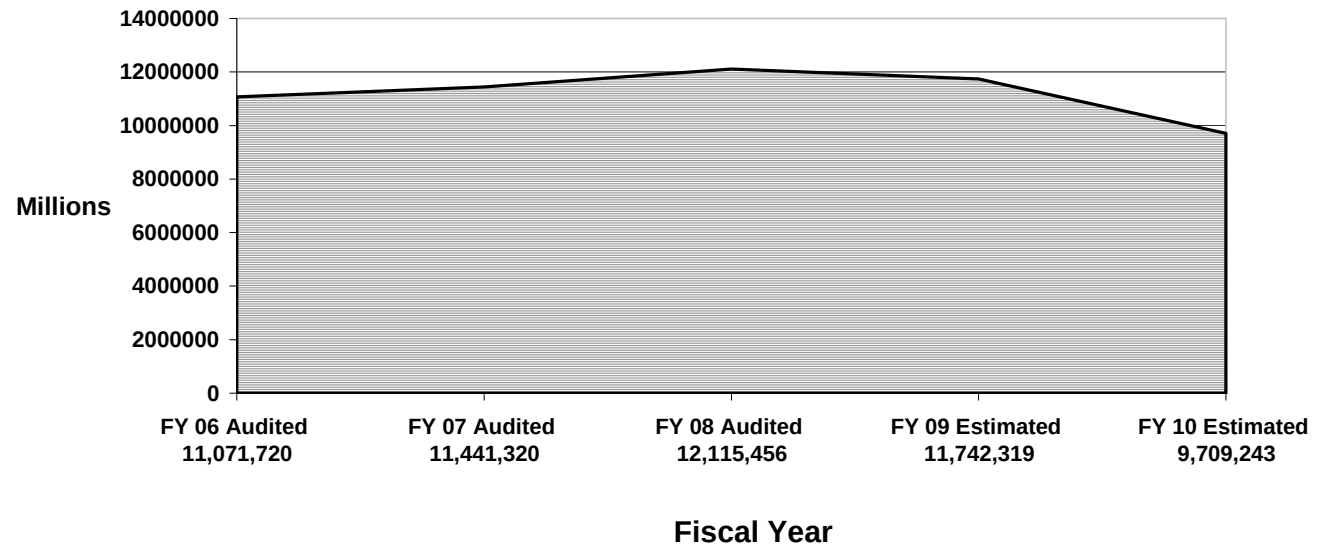
FY 10 revenue estimates for all other sources to Solid Waste Services were projected based on actual receipt history.

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE		FY 09	FY 10	Change
o	11,742,319	9,709,243	(2,033,076)	<u>Waste to Energy Plant Revenues</u> are generated from:			
				Solid Waste Disposal Fee	5,731,145	5,592,358	(138,787)
				Credit Town of Bel Air	(503,826)	(392,909)	110,917
				Steam Sales	5,700,000	3,546,294	(2,153,706)
				Recovered Materials	15,000	18,500	3,500
				Handling Permitted Material	400,000	495,000	95,000
				Tire Disposal	400,000	450,000	50,000
					<u>11,742,319</u>	<u>9,709,243</u>	<u>(2,033,076)</u>

Waste to Energy Plant Revenue Trend



SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE				
o	2,412,116	2,250,694	(161,422)	<u>Harford Waste Disposal Center Revenues</u> are generated from:			
				Solid Waste Disposal Fee	1,435,895	1,307,642	(128,253)
				Credit Town of Bel Air	(78,174)	(49,848)	28,326
				Miscellaneous Service Fees			
				Household Waste	423,157	378,000	(45,157)
				Recycling	554,892	504,200	(50,692)
				Sale of Compost / Mulch	75,719	108,000	32,281
				Tire Disposal	627	2,700	2,073
					<u>2,412,116</u>	<u>2,250,694</u>	<u>(161,422)</u>
o	9,075	8,850	(225)	<u>Other Miscellaneous Revenues</u> are comprised of:			
				Licenses & Permits for Refuse Licenses	7,200	6,700	(500)
				Investment Income			
				Interest on Invoices	1,500	1,500	0
				Over and Short	175	500	325
				Miscellaneous	200	150	(50)
					<u>9,075</u>	<u>8,850</u>	<u>(225)</u>
o	845,297	3,213,995	2,368,698	<u>General Fund Support</u>	<u>845,297</u>	<u>3,213,995</u>	<u>2,368,698</u>
				TOTAL SOLID WASTE SERVICES	<u>15,008,807</u>	<u>15,182,782</u>	<u>173,975</u>

SOLID WASTE SERVICES

FINANCIAL NOTES:

The \$173,975 net increase in Solid Waste Services expense is the result of:

	FY 09	FY 10	CHANGE
o	1,533,991	1,530,062	(3,929) Full-time Salaries
			1,862 Salary Adjustments - rounding adjustment per actual pay scale calculations and other promotions, upgrades, etc. as approved by the Department of Human Resources
			(5,791) Staff Turnover (0.38%)
			<u>(3,929)</u>
o		(32,270)	(32,270) Furlough Savings
o	84,252	40,046	(44,206) Temporary Salaries decrease due to eliminating funds for two vacant Landfill workers but remaining funds provide for an Equipment Operator and Landfill workers
o	374,519	358,393	(16,126) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	149,933	115,551	(34,382) Workers' Compensation rate adjustments
o	180,000	45,737	(134,263) Overtime decrease based on actual expense history
o	148,393	149,617	1,224 Pension / Retirement rate adjustments
o	137,563	123,612	(13,951) FICA Adjustment
o	14,200	0	(14,200) Uniform Allowance is eliminated for FY 10 due to the state of the economy
o	80,000	40,000	(40,000) Operating Equipment - decrease due to in-house mechanics doing repairs
o	90,000	55,000	(35,000) Financial Audit - per Treasury
o	39,500	20,000	(19,500) Other Contractual Services - decrease based on actual expense history for pond maintenance

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	15,000	7,500	(7,500) Heating Fuel (Oil) - decrease due to waste oil furnace at shop
o	450,000	483,200	33,200 Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 09	FY 10	Change
	5,000	10,000	5,000 Vehicle & Operating Equipment
	20,000	21,200	1,200 Electricity plus anticipated 6% cost increase
	20,000	21,000	1,000 Telephone Services
	6,000	4,500	(1,500) Small Tools
	8,000	7,000	(1,000) Building Supplies
	4,000	3,000	(1,000) Chemicals in Bulk
	6,000	4,000	(2,000) Bituminous Concrete
	1,000	2,500	1,500 Traffic Signs and Markings
	50,000	60,000	10,000 County Owned Vehicles
	200,000	225,000	25,000 Fuel Charges to export trash
	130,000	125,000	(5,000) Non-Targeted FVS
	<u>450,000</u>	<u>483,200</u>	<u>33,200</u>
o	55,050	59,500	4,450 Grounds Maintenance - increase based on actual expense history for roadway sweeping @ \$6,000 offset by a decrease to seeding and sodding @ (\$1,550)
o	8,000	10,000	2,000 Meals - Special Purposes - increase based on required overtime due to exporting of trash out of the County
o	11,000	1,500	(9,500) Uniform - Purchase - purchased every other year - purchased in FY 09
o	10,000	17,000	7,000 Safety Equipment - need to purchase additional personal protection equipment (PPE)
o	105,000	90,000	(15,000) Crushed Aggregate - decrease credited to use of mulch when possible

SOLID WASTE SERVICES	

FINANCIAL NOTES:[illegible]

The actual increase to the contract is the net result of:

FY 09 Contract	FY 10 Contract	Change	
2,726,944	2,907,320	180,376	<u>Labor Component</u> - based on the U.S. Department of Labor's Employment Cost Index increase of 3.8% from December 2006 to December 2007
2,102,755	2,158,380	55,625	<u>Materials Component</u> - based on the 4th Quarter 2007 increase over the 2006 4th Quarter of the Marshall and Swift Steam Power Equipment cost Index
<u>Other Pass-Through Costs</u>			
206,388	250,000	43,612	* Ash Disposal (Paid by County)
427,100	373,500	(53,600)	* Insurance
853,555	853,555	0	* Utilities
100,000	50,000	(50,000)	* Legal / Engineering Fees & Contingency
219,275	231,990	12,715	* Administrative Fee - based on CPI 3.5% increase
369,656	391,100	21,444	* Management Fee - based on CPI 3.5% increase
526,000	693,000	167,000	* Capital Expenditures
135,000	185,000	50,000	* Annual Incentives
534,520	536,370	1,850	* Other

SOLID WASTE SERVICES	

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	200,000	166,300	(33,700) Other Professional Services - provides for the following:	
	Service	FY 09	FY 10	Change
	Hazardous Waste Disposal	15,000	10,000	(5,000) per expense history
	Groundwater Testing	15,000	15,000	0
	Leachate Testing	2,000	2,000	0
	Leachate Hauling	33,000	15,000	(18,000) per expense history
	Haul homeowner bins	2,000	1,000	(1,000) per expense history
	Scale Maintenance	5,500	7,000	1,500 per expense history
	Parts Cleaner Service	1,900	2,800	900 per expense history
	Surveying	3,800	1,500	(2,300) per expense history
	Stone Hauling	54,000	44,000	(10,000) per expense history
	Fire Extinguisher	0	1,000	1,000 new for FY 10
	Computer Cleaning	2,000	2,000	0 contract
	Highway Equipment Operators	7,800	0	(7,800) no longer needed
	Welding on bins	58,000	65,000	7,000 annual contract
	TOTAL	200,000	166,300	(33,700)

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE				
o	90,000	75,000	(15,000)	Cost of Issuance decrease based on actual expense history			
o	2,063,677	2,132,177	68,500	Principal payments for the Waste-to-Energy Plant:			
				FY 09	FY 10	Change	
				Waste to Energy Lease 2002	700,000	700,000	0
				Waste to Energy Retrofit	1,140,000	1,200,000	60,000
				2007 Lease Purchase	223,677	232,177	8,500
					<u>2,063,677</u>	<u>2,132,177</u>	<u>68,500</u>
o	644,340	539,639	(104,701)	Interest payments for the Waste-to-Energy Plant:			
				FY 09	FY 10	Change	
				Waste to Energy Lease 2002	204,120	164,920	(39,200)
				Waste to Energy Retrofit	406,650	349,650	(57,000)
				2007 Lease Purchase	33,570	25,069	(8,501)
					<u>644,340</u>	<u>539,639</u>	<u>(104,701)</u>
o	39,000	15,000	(24,000)	Equipment - replacement of two (2) 50 yard roll-off containers			
o	99,736	327,264	227,528	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged			

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HIGHWAYS

FY 10 APPROVED HIGHWAYS FUND REVENUE BREAKDOWN

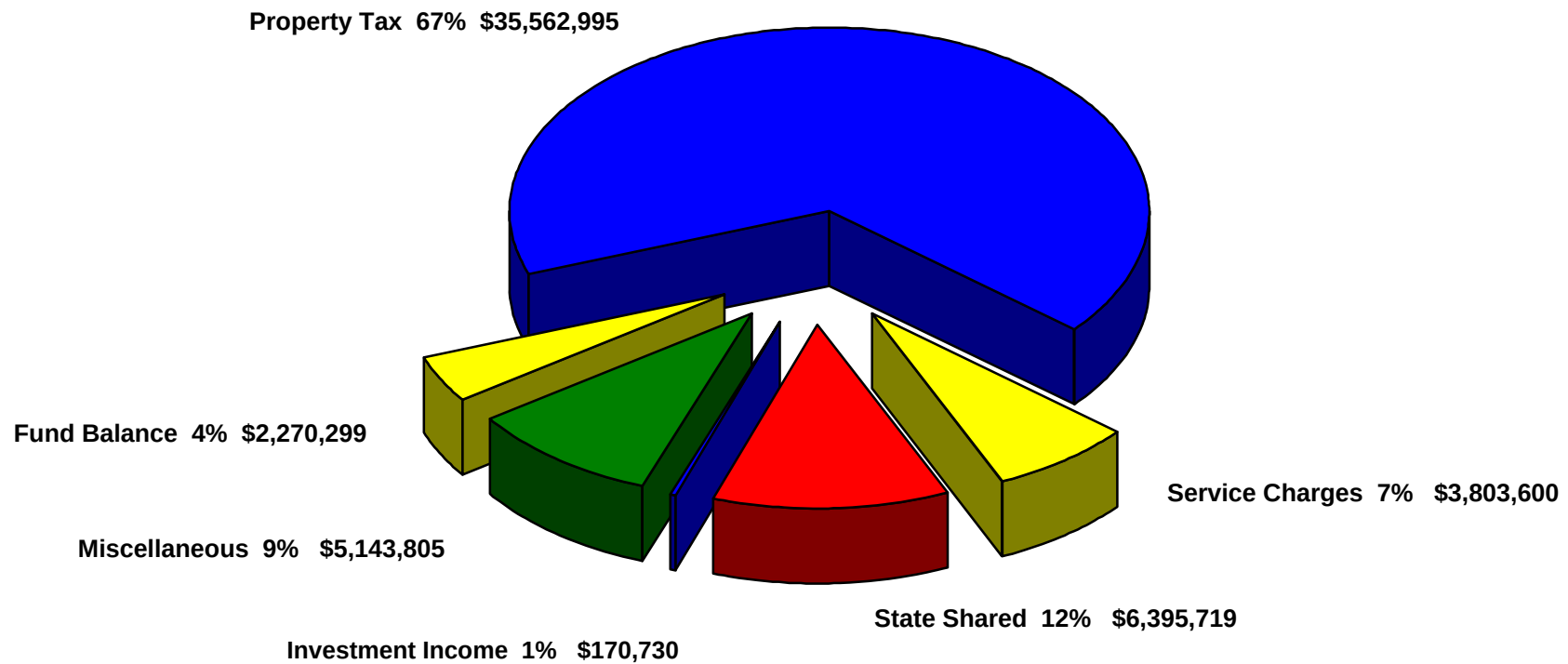
PROPERTY TAX	67%	35,562,995	STATE SHARED	12%	6,395,719
Real & Personal Deductions	39,239,121 (3,676,126)				
SERVICE CHARGES	7%	3,803,600	INVESTMENT INCOME	1%	170,730
MISCELLANEOUS:	9%	5,143,805	FUND BALANCE	4%	2,270,299
Pro Rata	200,086				
Capital Recovery	1,000,000				
Miscellaneous	3,680,000				
Pooled Interest Transfer-In	263,719				

TOTAL HIGHWAYS FUND REVENUES	53,347,148

HIGHWAYS FUND REVENUES

Fiscal Year 2009 - 2010

TOTAL APPROVED BUDGET \$53,347,148

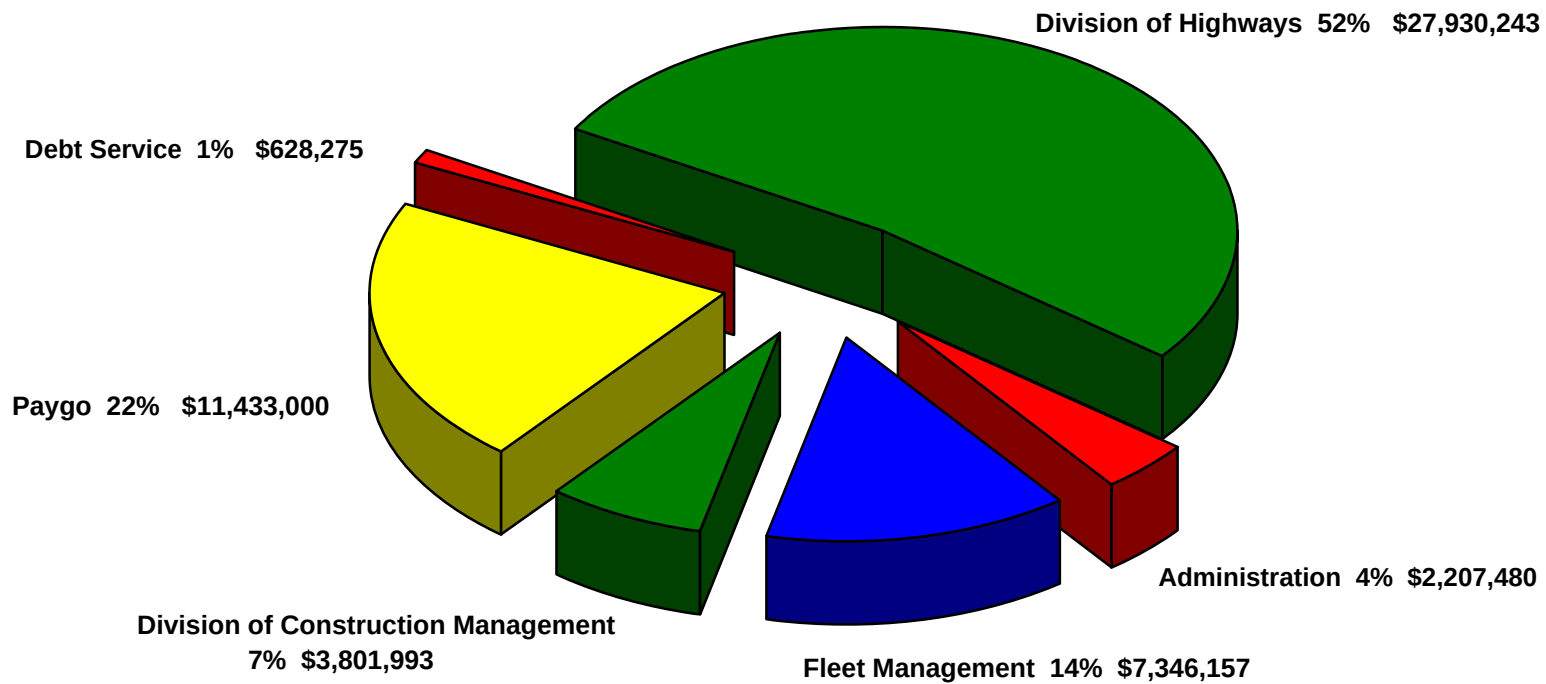


FY 10 APPROVED HIGHWAYS FUND APPROPRIATIONS BREAKDOWN

ADMINISTRATION:	4%	2,207,480	DIVISION OF HIGHWAYS:	52%	27,930,243
Personnel Matters	427,275		Bureau of Engineering	2,898,762	
Director	352,764		Bureau of Highways Maintenance	23,531,321	
Insurance	365,441		Snow Removal	1,500,160	
Benefits	862,000				
Contingency Reserve	200,000				
FLEET MANAGEMENT	14%	7,346,157	DIVISION OF CONSTRUCTION MANAGEMENT:	7%	3,801,993
			Bureau of Capital Projects Management	795,242	
			Bureau of Construction Inspections	3,006,751	
DEBT SERVICE	1%	628,275	PAYGO	22%	11,433,000

TOTAL HIGHWAYS FUND APPROPRIATIONS	53,347,148

**HIGHWAYS FUND
APPROPRIATIONS
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$53,347,148**



HIGHWAYS FUND

ORIGIN/PURPOSE:

The Harford County Charter, Article V Budget and Finance, Section 502. (b) defines the term "County funds" to mean "any money appropriated or approved by the County Council or to which the County may at any time have legal or equitable title."

The Highways Fund is a separate budgetary / accounting entity as required by County Code, Chapter 123 Finance and Taxation Section 16 B, to account for dedicated revenues that are legally restricted to expenses relating to the maintenance, care and repair of roads and bridges located outside the boundaries of the three incorporated municipalities in Harford County; traffic patrol and highway safety; and County related transportation expenses.

The Highways Fund's principal sources of revenue are a County Property Tax differential, State Shared Highway User's Tax revenues, charges for services and Intra-County revenues.

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	14,530,821	17,047,731	19,147,442	16,930,749	16,930,749
20	CONTRACTUAL SERVICES	4,357,313	5,602,139	5,585,393	5,412,706	5,412,706
30	SUPPLIES & MATERIALS	5,286,300	6,418,784	8,000,285	7,020,020	7,020,020
40	BUSINESS & TRAVEL	4,745,169	4,793,917	5,411,155	4,921,515	4,921,515
50	CAPITAL OUTLAY	3,841,314	2,877,084	101,010	0	0
60	DEBT SERVICE	130,345	680,364	647,579	623,275	623,275
70	MISCELLANEOUS	24,189,310	18,854,487	18,942,280	17,372,159	17,860,159
80	INTER-GOVERNMENTAL	0	0	775,188	578,724	578,724
	GRAND TOTAL	57,080,572	56,274,506	58,610,332	52,859,148	53,347,148

HIGHWAYS FUND

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY DEPARTMENT:</u>						
03	PROCUREMENT	6,849,597	7,665,013	8,838,740	7,346,157	7,346,157
08	HUMAN RESOURCES	213,041	301,790	555,425	427,275	427,275
30	PUBLIC WORKS	31,549,838	34,221,675	34,380,023	32,085,000	32,085,000
66	DEBT SERVICE	133,868	680,522	652,579	628,275	628,275
67	INSURANCE	215,671	310,847	245,137	365,441	365,441
68	BENEFITS	273,235	440,659	1,501,424	862,000	862,000
70	MISCELLANEOUS	17,845,322	12,654,000	12,237,004	10,945,000	11,433,000
90	RESERVE FOR CONTINGENCIES	0	0	200,000	200,000	200,000
GRAND TOTAL		<u>57,080,572</u>	<u>56,274,506</u>	<u>58,610,332</u>	<u>52,859,148</u>	<u>53,347,148</u>

SUMMARY BY REVENUE SOURCE

PROPERTY TAXES	28,442,395	32,320,031	33,811,605	31,677,261	35,562,995
INTERGOVERNMENTAL / STATE SHARED	14,517,818	13,574,722	14,499,660	12,063,752	6,395,719
SERVICE CHARGES	3,966,228	3,746,499	5,234,330	3,803,600	3,803,600
INVESTMENT INCOME	373,926	644,093	122,997	170,730	170,730
FUND BALANCE APPROPRIATION	0	0	0	0	2,270,299
MISCELLANEOUS REVENUES	8,841,466	7,253,130	4,941,740	5,143,805	5,143,805
GRAND TOTAL	<u>56,141,833</u>	<u>57,538,475</u>	<u>58,610,332</u>	<u>52,859,148</u>	<u>53,347,148</u>

HIGHWAYS FUND

FINANCIAL NOTES:

FY 10 Approved Budget	\$53,347,148
FY 09 Approved Budget	\$58,610,332
\$ decline	(\$5,263,184)
% decline	-8.98%

The (\$5,263,184) projected decrease in Highways Fund Revenues results from:

	FY 09	FY 10	CHANGE	
o	33,811,605	35,562,995	1,751,390	<u>Property Taxes</u> - In addition to Countywide Property Taxes, the Harford County Code, Chapter 123, Article I, Section 16 requires the County Council to levy an additional tax on property outside the city and incorporated towns, that when combined with all other Highways revenues, is sufficient to fund: - o Maintenance, care, repair and construction of roads and bridges outside of the incorporated towns - o All expenses of the County Department of Public Works concerning County highways - o All expenses of the County and / or Sheriff's Office regarding traffic patrol and highways safety - o Any County expenses related to transportation services

The Code also requires this fund to be a special account separate and apart from all other funds. Harford County has not changed the rate for this differential since FY 84:

\$0.156 per \$100 of assessed value for properties outside the towns.

Each year the State reassesses one group, resulting in a complete reassessment of the County every three years. The Homestead Tax Credit, set by the County Council, limits tax increases to no more than 9% each year. Only primary residences are eligible for this credit. Decreased assessments, regardless of the property type, are fully applied in the first year. The total of the assessed values of local property is the County's assessable base, which can change through reassessment and the loss or gain of building and personal property.

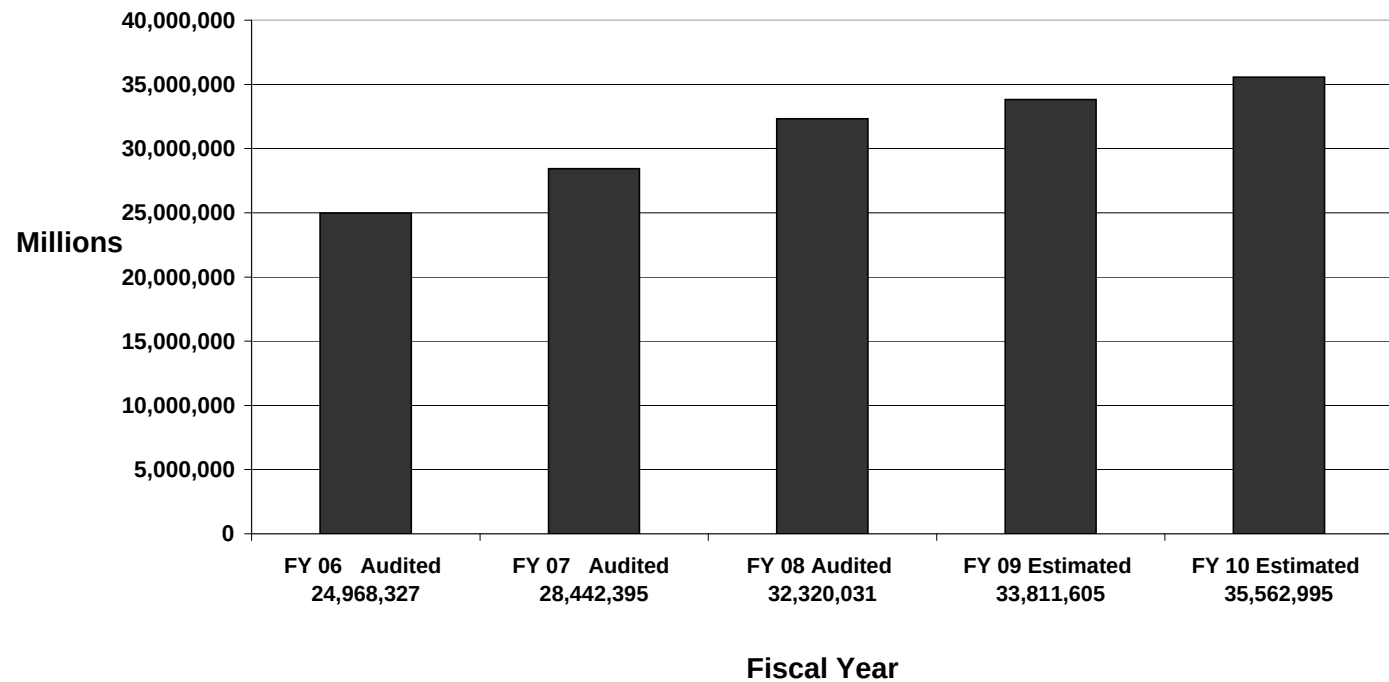
HIGHWAYS FUND

FINANCIAL NOTES:

FY 09	FY 10	CHANGE

We consider various sources of information to make property tax revenue projections. The primary source is the Maryland Department of Assessment and Taxation (SDAT). They provide assessment estimates in November and March for the current, the upcoming and the second year following tax years. The second source of information is building permit activity reports, transfer tax reports, and real estate sales information. These reports along with prior year data are reviewed in order to properly perform a trend analysis.

Property Tax Trend

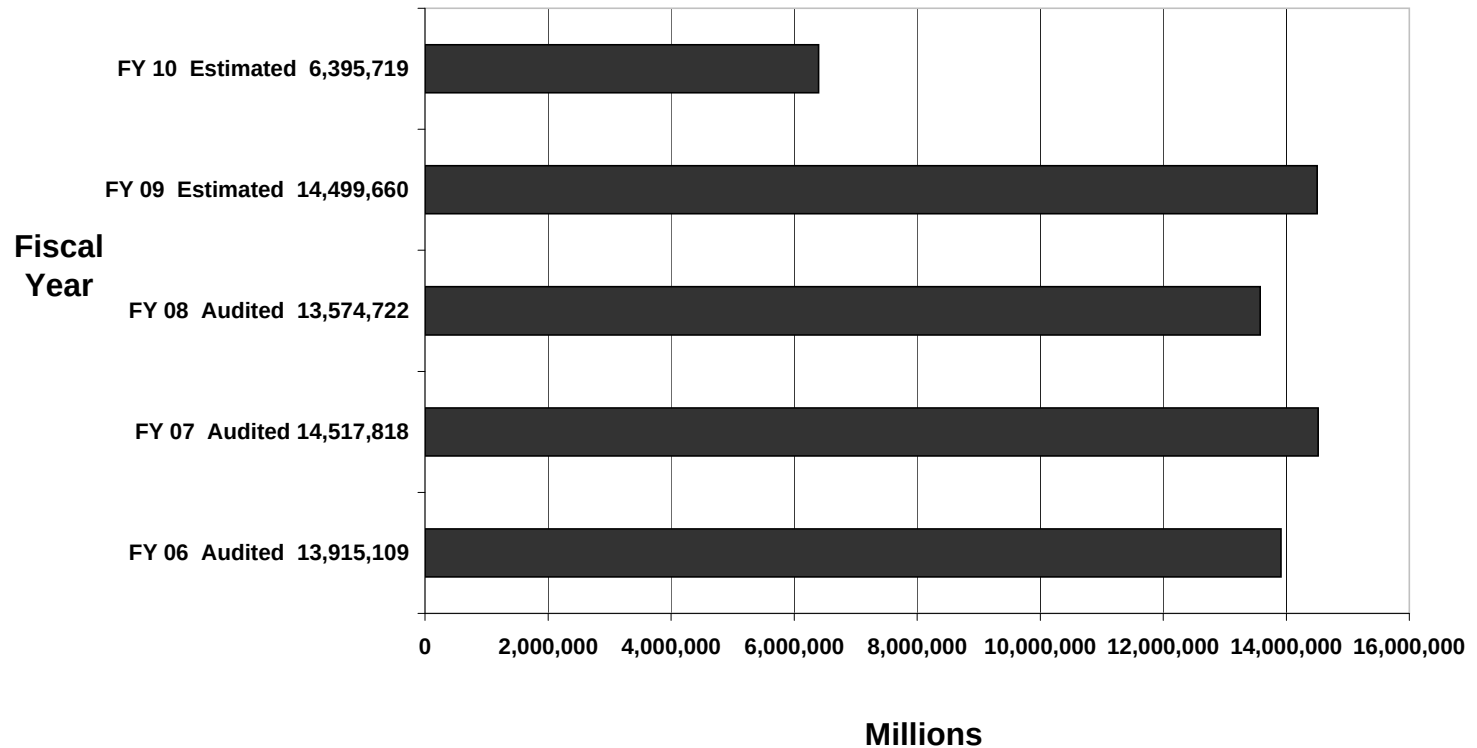


HIGHWAYS FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	14,499,660	6,395,719	(8,103,941)	<u>State Highway User Tax</u> - Due to changes made by the Maryland General Assembly in the November 2007 Special Session a reduction in the Highway User Tax is anticipated for a net loss of (55.9%) from the Fiscal Year 2009 estimates.

State Highway User Tax Trend



HIGHWAYS FUND	

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	5,234,330	3,803,600	(1,430,730) <u>Charges for Government Services</u> - such as inspections and plan review revenue are decreased for FY 10. All departments are charged for their share of the County's fleet maintenance contract. When the departments pay these charges, their expense becomes a revenue to the Highways Fund. This revenue is then appropriated to and expended for the Department of Public Works Highways Fund. The same is true for fuel used by the various departments of the County and outside agencies where an increase in price is expected.
o	122,997	170,730	47,733 <u>Investment Income</u> - are reflective of the size of the portfolio and the rate of return, a slight increase is projected for FY 10
o	4,941,740	5,143,805	202,065 <u>Other Revenue</u> - the elements mainly responsible for the net increase in "Other" revenues are:
	FY 09	FY 10	Change
	75,000	300,000	225,000 <u>Sale of Property - Vehicles</u>
	2,323,920	3,335,000	1,011,080 <u>Fuel Charges</u> - increase is a result of the expected rise in fuel prices
	542,189	263,719	(278,470) <u>Pooled Interest Transfer In</u>
	1,718,333	1,000,000	(718,333) <u>Recovery from Capital Projects</u> - When Inspectors from the Highways Fund work on a capital project, that project reimburses the Highways Fund for the cost of their services.
o	0	2,270,299	2,270,299 <u>Fund Balance Appropriation</u> - excess unappropriated fund balance at the end of a fiscal year, above the 5% reserve designated for each credit rating purposes, maintained by County policy, is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year.

HIGHWAYS FUND

FINANCIAL NOTES:

The (\$5,263,184) net decrease in appropriations for the Highways Fund is the result of:

	FY 09	FY 10	CHANGE																																																																							
o		(799,162)	(799,162)	(11.00) Net Full Time positions abolished due to the state of the economy:																																																																						
				<table><tr><th>FULL TIME POSITIONS</th><th># of Positions</th><th>Salary</th><th>Fringe</th><th>Total</th></tr><tr><td colspan="5">PUBLIC WORKS</td></tr><tr><td colspan="5">Bureau of Construction Inspections</td></tr><tr><td>Construction Inspector III</td><td>(1.00)</td><td>(71,792)</td><td>(20,269)</td><td>(92,061)</td></tr><tr><td>Administrative Assistant II</td><td>(1.00)</td><td>(54,275)</td><td>(20,976)</td><td>(75,251)</td></tr><tr><td colspan="5">Bureau of Highways Engineering</td></tr><tr><td>Engineering Associate III</td><td>(1.00)</td><td>(71,080)</td><td>(27,030)</td><td>(98,110)</td></tr><tr><td>Engineering Associate IV</td><td>(1.00)</td><td>(53,704)</td><td>(23,899)</td><td>(77,603)</td></tr><tr><td>Administrative Assistant II</td><td>(1.00)</td><td>(54,275)</td><td>(21,060)</td><td>(75,335)</td></tr><tr><td colspan="5">Bureau of Highways Maintenance</td></tr><tr><td>Chauffeur Laborer</td><td>(3.00)</td><td>(114,366)</td><td>(68,141)</td><td>(182,507)</td></tr><tr><td>Laborer</td><td>(2.00)</td><td>(88,961)</td><td>(50,566)</td><td>(139,527)</td></tr><tr><td>Utility Worker I</td><td>(1.00)</td><td>(37,925)</td><td>(20,843)</td><td>(58,768)</td></tr><tr><td>NET FULL-TIME POSITIONS</td><td>(11.00)</td><td>(546,378)</td><td>(252,784)</td><td>(799,162)</td></tr></table>	FULL TIME POSITIONS	# of Positions	Salary	Fringe	Total	PUBLIC WORKS					Bureau of Construction Inspections					Construction Inspector III	(1.00)	(71,792)	(20,269)	(92,061)	Administrative Assistant II	(1.00)	(54,275)	(20,976)	(75,251)	Bureau of Highways Engineering					Engineering Associate III	(1.00)	(71,080)	(27,030)	(98,110)	Engineering Associate IV	(1.00)	(53,704)	(23,899)	(77,603)	Administrative Assistant II	(1.00)	(54,275)	(21,060)	(75,335)	Bureau of Highways Maintenance					Chauffeur Laborer	(3.00)	(114,366)	(68,141)	(182,507)	Laborer	(2.00)	(88,961)	(50,566)	(139,527)	Utility Worker I	(1.00)	(37,925)	(20,843)	(58,768)	NET FULL-TIME POSITIONS	(11.00)	(546,378)	(252,784)	(799,162)
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NET FULL-TIME POSITIONS	(11.00)	(546,378)	(252,784)	(799,162)																																																																						
o	11,530,546	11,413,413	(117,133)	Full-time Salaries 7,073 Salary Adjustments - rounding adjustment per actual pay scale calculations (67,906) Staff Turnover (0.59%) (56,300) Salary Offset - an Administrative Assistant III and Engineering Associate V salary offset to reflect <u>(117,133)</u> actual hours worked																																																																						
o		(226,246)	(226,246)	Furlough Savings																																																																						
o	2,146,833	2,386,997	240,164	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share as well as staff opting for changes in their level of coverage																																																																						

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE		
o	1,098,530	1,141,132	42,602 Pension / Retirement rate adjustments		
o	166,017	61,751	(104,266) Temporary Salaries reduced due to the state of the economy		
o	1,048,646	885,949	(162,697) Workers' Compensation rate adjustments		
o	809,194	0	(809,194) OPEB no funds appropriated for FY 10 due to the state of the economy		
o	818,500	720,500	(98,000) Overtime adjusted based on actual expense history and reduced due to the state of the economy		
o	450,000	350,000	(100,000) Special Pays - funds appropriated for leave payouts per estimated number of retirements		
o	986,516	962,755	(23,761) FICA adjustments		
o	62,000	0	(62,000) Uniform Allowance decreases due to the state of the economy employees will not receive uniform allowance for FY 10		
o	431,926	590,000	158,074 Retirees Insurance - funds are provided for the County's share of retiree's health and dental insurance.		
o	220,000	175,000	(45,000) Vehicle & Operating Equipment - rental of pickup trucks with plows, dump trucks with plows and operators decreased based on actual expense history		
o	245,137	365,441	120,304 Other Insurance decreases based on actuarial analysis and are explained below:		
		FY 09	FY 10	Change	
		General Liability	13,644	12,538	(1,106)
		Auto Liability	125,916	220,476	94,560
		Property Damage	105,577	132,427	26,850
			<u>245,137</u>	<u>365,441</u>	<u>120,304</u>
o	1,027,900	1,098,400	70,500	Electricity - increase result of new leased space at 15 North Bond for Bureau of Construction Inspections as well as an anticipated 6% cost increase	

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	62,700	60,000	(2,700)	Heating Fuel (Gas) - decrease due to relocation of Bureau of Construction Inspection to new leased space at 15 North Bond Street
o	22,500	31,500	9,000	Heating Fuel (Oil) - increase based on actual expense history for Fleet Management
o	131,000	10,000	(121,000)	Management Services - decrease is the result of funds moved to Other Professional Services for Fleet Management's Maryland Environmental Services (MES) agreement for fuel tank maintenance
o	130,000	100,000	(30,000)	Curb Repair - decrease recommended due to state of the economy
o	1,767,000	1,267,000	(500,000)	Grounds Maintenance - due to the state of the economy two contractual crews were eliminated
o	55,500	11,600	(43,900)	Uniform - Purchase - purchased every other year, purchased during FY 09
o	450,000	650,000	200,000	Bituminous Concrete - additional funds provide for the increase in cost of materials as well as additional projects
o	600,000	800,000	200,000	Liquid Bituminous - additional funds provided for the increase in material costs and double seal road projects
o	809,000	868,500	59,500	Other Professional Services - increased funds provide for the following:
	FY 09	FY 10	Change	
	1,000	500	(500)	consultant - Office of the Director
	1,000	1,000	0	contractual inspectors - for capital projects
	20,000	20,000	0	traffic studies and consultants - Engineering
	142,000	122,000	(20,000)	contractual inspectors - road projects - contractual dig-outs
	600,000	600,000	0	and patch
	40,000	20,000	(20,000)	installation of automatic chains
	0	100,000	100,000	MES fuel tank maintenance agreement moved here from Management Services
	5,000	5,000	0	Debt Service - Service Costs
	<u>809,000</u>	<u>868,500</u>	<u>59,500</u>	
o	3,150,000	2,150,000	(1,000,000)	Gasoline decreased based on usage trends and cost projections per our Fleet Management division

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	4,042,500	3,639,500	(403,000)	The County's Fleet Maintenance contract - decreased based on actual expense history:
	FY 09	FY 10	Change	
	2,125,000	2,125,000	0	Targeted Services
	1,917,500	1,514,500	(403,000)	Non-Targeted Services
	<u>4,042,500</u>	<u>3,639,500</u>	<u>(403,000)</u>	Total Contract Funding
o	3,730,470	3,350,950	(379,520)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	922,920	801,300	(121,620)	Sand, Salt, and Other De-Icers
	732,000	677,800	(54,200)	County Owned Vehicles
	210,000	190,000	(20,000)	Traffic Signs & Markings
	100,550	80,550	(20,000)	Paint
	15,000	1,300	(13,700)	Bricks, Blocks, Precast Concrete
	1,750,000	1,600,000	(150,000)	Diesel Fuel
	<u>3,730,470</u>	<u>3,350,950</u>	<u>(379,520)</u>	
o	101,010	0	(101,010)	Equipment - no equipment recommended for FY 10
o	34,315	10,011	(24,304)	Principal and Interest on 1991 County Bonds:
	FY 09	FY 10	Change	
	32,265	8,992	(23,273)	Principal Payments
	2,050	1,019	(1,031)	Interest Payments
	<u>34,315</u>	<u>10,011</u>	<u>(24,304)</u>	
o	613,264	613,264	0	Principal and Interest payments on 2007 Lease Finance project:
	FY 09	FY 10	Change	
	533,236	553,501	20,265	Principal Payments
	80,028	59,763	(20,265)	Interest Payments
	<u>613,264</u>	<u>613,264</u>	<u>0</u>	

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE																				
o	2,463,532	2,234,562	(228,970) Pro Rata Shares - represents Highways Funds paid to the General Fund for the overhead and administrative support functions provided there																				
o	12,237,004	11,433,000	(804,004) Capital Improvements - Paygo funding to cover capital projects included in the FY 10 Approved Capital Budget for the Highways Fund																				
o	10,000	0	(10,000) Grants & Contributions - grant to Highways Safety Committee to perform miscellaneous safety initiatives, e.g. sobriety check points is not required for FY 10																				
o	4,025,244	3,986,097	(39,147) The application of Highways Funds has been expanded by legislation in recent years to include traffic safety and County transportation expenses. The County Council initially approved using Highways funds for Sheriff's Office Traffic Safety activities; this was accounted for as an expense in the Highways Fund. Additional legislation defined County support of the Board of Education's transportation expenses as eligible for Highways funding. Although initially it was handled as a Highways Fund Contra-revenue, funds appropriated for Board of Education transportation services are now accounted for as expenses in the Highways Fund.																				
<table> <tr> <td></td><td>FY 09</td><td>FY 10</td><td>Change</td></tr> <tr> <td></td><td>895,244</td><td>941,097</td><td>45,853 Sheriff's Office Traffic Safety Unit</td></tr> <tr> <td></td><td>2,000,000</td><td>2,000,000</td><td>0 Board of Education Transportation</td></tr> <tr> <td></td><td>1,130,000</td><td>1,045,000</td><td>(85,000) Paygo funding for Board of Education's Buses & Vehicles</td></tr> <tr> <td></td><td><u>4,025,244</u></td><td><u>3,986,097</u></td><td><u>(39,147)</u></td></tr> </table>					FY 09	FY 10	Change		895,244	941,097	45,853 Sheriff's Office Traffic Safety Unit		2,000,000	2,000,000	0 Board of Education Transportation		1,130,000	1,045,000	(85,000) Paygo funding for Board of Education's Buses & Vehicles		<u>4,025,244</u>	<u>3,986,097</u>	<u>(39,147)</u>
	FY 09	FY 10	Change																				
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	<u>4,025,244</u>	<u>3,986,097</u>	<u>(39,147)</u>																				
o	775,188	578,724	(196,464) Fleet Management Rental - continuation of fleet leases for actual vehicles acquired during FY 09																				

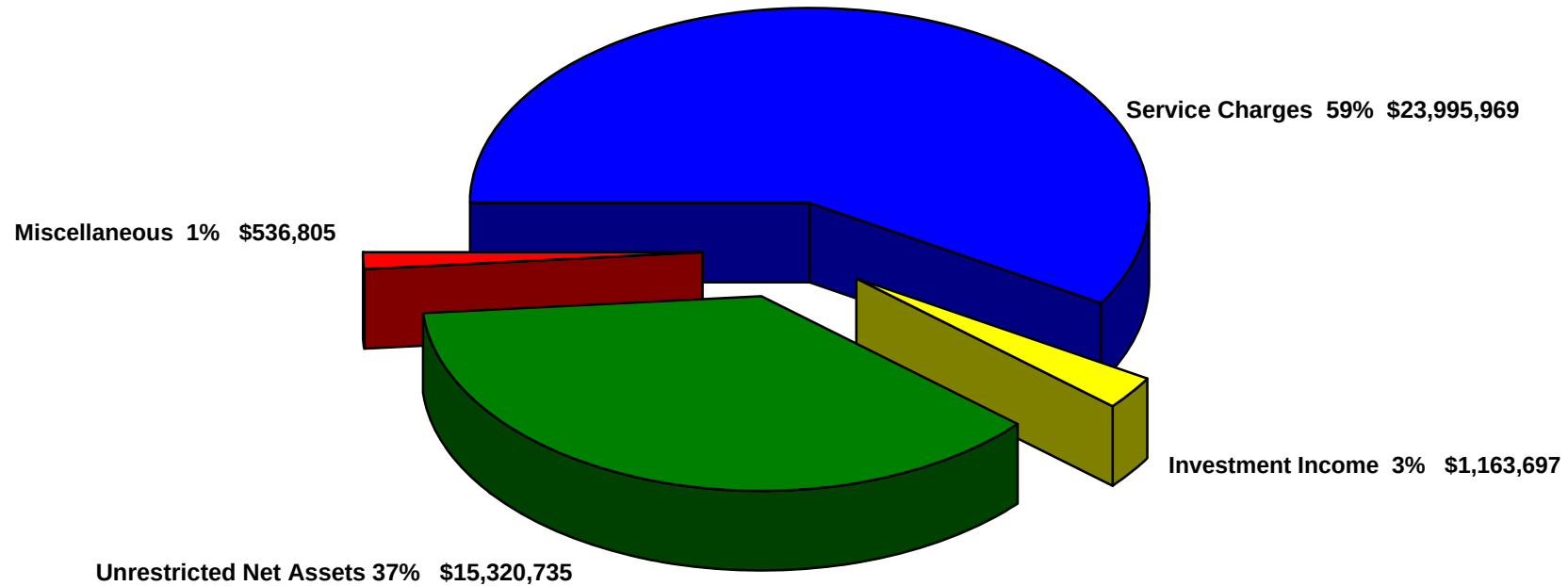
WATER & SEWER

FY 10 APPROVED WATER & SEWER FUND REVENUE BREAKDOWN

SERVICE CHARGES	59%	23,995,969	UNRESTRICTED NET ASSETS:	37%	15,320,735
			Contributed Capital		10,281,250
			Unrestricted Net Assets		5,039,485
INVESTMENT INCOME	3%	1,163,697	MISCELLANEOUS:	1%	536,805
			Capital Recovery		250,000
			Miscellaneous		266,405
			Fine & Forfeitures		20,400

TOTAL WATER & SEWER FUND REVENUES	41,017,206

**WATER & SEWER
OPERATING FUND REVENUES
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$41,017,206**



FY 10 APPROVED WATER & SEWER FUND APPROPRIATIONS BREAKDOWN

BUREAU OF W & S ADMINISTRATION:	8%	3,228,299

Administration	3,128,299
General Inventory	100,000

BUREAU OF W & S MAINTENANCE:	16%	6,549,031

Water O&M Abingdon	3,880,496
Sewer O&M Abingdon	2,381,713
Water O&M Joppatowne	99,696
Sewer O&M Joppatowne	72,126
Whiteford / Cardiff Svc Community	115,000

OTHER:	8%	3,159,174

Accounting	780,499
Personnel Matters	322,800
Insurance	286,875
Benefits	304,000
Paygo	1,465,000

DEPRECIATION	23%	9,500,000

BUREAU OF W & S OPERATIONS:		

WASTEWATER PROCESSING:	26%	10,594,787

Industrial Waste Management	183,476
Sewer O&M Sod Run	7,439,918
Joppatowne Sewerage Treatment	651,451
Sewer O&M Pump/Meter Station	2,212,331
Sewer O&M Spring Meadows	107,611

WATER PRODUCTION:	16%	6,627,102

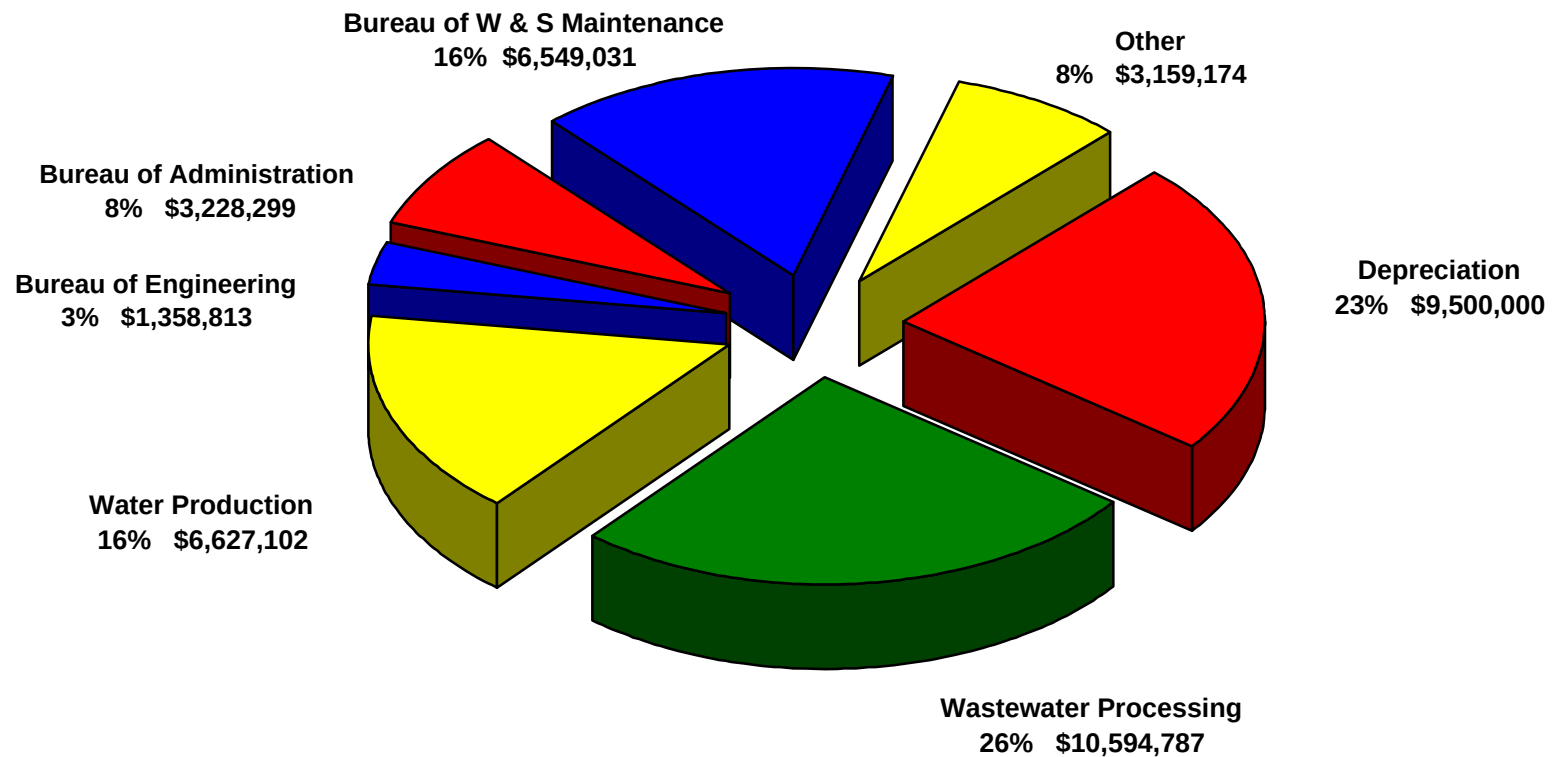
Water O&M Perryman	852,029
Water O&M Booster Stations	483,807
Water O&M Havre de Grace	1,373,560
Water O&M Abingdon-Big Inch	3,901,136
Water O&M Carbon Treatment	16,570

BUREAU OF ENGINEERING:	3%	1,358,813

Water Engineering	699,238
Sewer Engineering	659,575

TOTAL WATER & SEWER FUND APPROPRIATIONS	41,017,206

**WATER & SEWER OPERATING
FUND APPROPRIATIONS
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$41,017,206**



WATER AND SEWER FUND

ORIGIN/PURPOSE:

The Harford County Charter, Article V Budget and Finance, Section 502. (b) defines the term "County funds" to mean "any money appropriated or approved by the Council to which the County may at any time have legal or equitable title."

The Water and Sewer Operating Fund was established as a self-sustaining utility to account for water and sewer services provided by Harford County Government, through the Water and Sewer Division of the Department of Public Works and dedicated divisions of Treasury and Human Resources.

Harford County Code, Chapter 256-3, declares the County to be a "sanitary district" and that the Department of Public Works Division of Water & Sewer shall exercise control of all publicly owned water, sewerage and waste-water facilities and systems in the County. The County Council is enabled by the Code's Chapter 256-4 to establish sanitary subdistricts and to revise all rates, charges, assessments or other payments required by or levied by the County.

For the purpose of securing revenue to maintain, repair and operate its water supply, sewerage or drainage systems, and other expenses, including depreciation allowances, plus interest on and retirement of bonds, the County is authorized by Chapter 256-19 to make various service charges for water, sewer and drainage service and a charge for water used, and may impose late fees on bills that remain unpaid. The County may also turn off water and levy turn-on and / or turn-off fees; plus upon an owner's request for cessation or installation of service, the County may charge a fee.

Per Chapter 256-20 a meter is required to be placed on each water connection to the County's water system. These meters remain the property of the County and the County can impose a charge for installation of the meter.

So enabled by Code, the County funds its Water and Sewer operations with the following revenues:

User Charges for both Water and Sewer; Service Charges including: tests and inspections, design review, construction meter rental, hydrant charges, job / shop repair orders, meter installations, Miss Utility charges to locate water and sewer lines for developers, industrial waste permits, interest and penalties, and miscellaneous general government charges.

WATER AND SEWER FUND

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	12,648,685	14,717,170	16,007,111	14,804,281	14,804,281
20	CONTRACTUAL SERVICES	5,766,331	6,948,634	7,350,963	7,878,482	7,878,482
30	SUPPLIES & MATERIALS	2,334,091	2,237,623	3,430,161	3,316,517	3,316,517
40	BUSINESS & TRAVEL	547,452	602,715	659,707	639,452	639,452
50	CAPITAL OUTLAY	1,154,380	790,617	801,418	398,000	398,000
70	MISCELLANEOUS	12,651,306	12,529,712	16,459,248	13,115,454	13,115,454
80	INTER-GOVERNMENTAL	736,144	733,727	926,450	865,020	865,020
	GRAND TOTAL	35,838,389	38,560,198	45,635,058	41,017,206	41,017,206

<u>SUMMARY BY DEPARTMENT:</u>						
04	TREASURY	589,549	751,550	791,011	780,499	780,499
08	HUMAN RESOURCES	124,263	185,339	337,800	322,800	322,800
30	PUBLIC WORKS	33,702,384	35,373,603	39,390,684	37,858,032	37,858,032
67	INSURANCE	157,066	253,376	223,963	286,875	286,875
68	BENEFITS	40,127	196,330	916,600	304,000	304,000
70	MISCELLANEOUS	1,225,000	1,800,000	3,975,000	1,465,000	1,465,000
	GRAND TOTAL	35,838,389	38,560,198	45,635,058	41,017,206	41,017,206

SUMMARY BY REVENUE SOURCE:

SERVICE CHARGES	21,624,666	22,993,807	23,632,853	23,995,969	23,995,969
INVESTMENT INCOME	4,519,535	4,561,622	1,469,589	1,163,697	1,163,697
MISCELLANEOUS REVENUE	312,466	298,542	284,321	286,805	286,805
UNRESTRICTED NET ASSETS	0	0	9,717,045	5,039,485	5,039,485
CONTRIBUTED CAPITAL	0	0	10,281,250	10,281,250	10,281,250
RECOVERY FROM CAPITAL PROJECTS	155,870	256,593	250,000	250,000	250,000
GRAND TOTAL	26,612,537	28,110,564	45,635,058	41,017,206	41,017,206

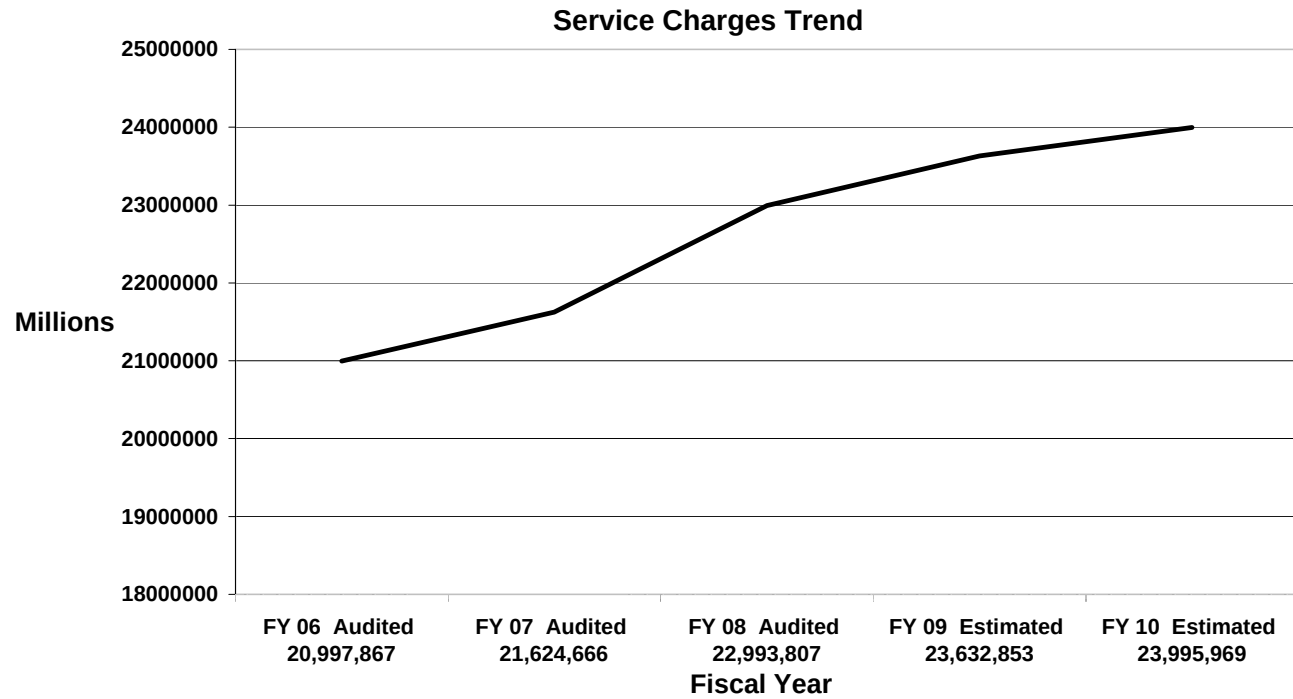
WATER AND SEWER FUND

FINANCIAL NOTES:

FY 10 Approved Budget	\$41,017,206
FY 09 Approved Budget	\$45,635,058
\$ decline	(\$4,617,852)
% decline	-10.12%

The (\$4,617,852) net decrease in Water and Sewer Operating Fund revenue is projected to result from:

	FY 09	FY 10	CHANGE	
o	23,632,853	23,995,969	363,116	<u>Service Charges</u> - The increase in service charges is based on a combination of the number of anticipated new customers and an annual user rate adjustment based on the consumer price index.



WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	1,469,589	1,163,697	(305,892)	<u>Investment Income</u> - The decrease in investment income is anticipated from lowering of interest rates by the Federal Government, therefore, investment income on idle cash will be decreased.
o	284,321	286,805	2,484	<u>Miscellaneous Revenue</u> - Includes sundry fines and forfeitures, sale of surplus vehicles, lease purchase proceeds and other revenues that cannot be classified.
o	9,717,045	5,039,485	(4,677,560)	<u>Unrestricted Net Assets</u> - These are surplus funds from prior years that are being used to finance current year operations.
o	10,281,250	10,281,250	0	<u>Contributed Capital</u> - This is the depreciation add-back on assets acquired with contributed capital.
o	250,000	250,000	0	<u>Recovery from Capital Projects</u> - This is the cost of salaries, benefits, supplies, materials, and equipment recovered from capital projects.

WATER AND SEWER FUND

FINANCIAL NOTES:

The (\$4,617,852) net decrease in the Water and Sewer Fund is the result of:

	FY 09	FY 10	CHANGE
o	10,206,260	9,921,998	(284,262) Full Time Salaries
			24,289 Salary Adjustments - rounding adjustment per actual pay scale calculations and other promotions, upgrades, etc. as approved by the Department of Human Resources
			(296,807) Staff Turnover (2.99%)
			(11,744) Salary Offset - a Management Assistant II position is offset to reflect actual hours worked
			<u>(284,262)</u>
o		(214,026)	(214,026) Furlough Savings
o	1,801,242	1,928,097	126,855 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	682,254	0	(682,254) OPEB (Other Post Employment Benefits) are not funded for FY 10 due to the state of the economy
o	462,963	362,288	(100,675) Workers' Compensation rate adjustment
o	149,302	118,482	(30,820) Temporary Salaries adjusted based on actual expense history
o	959,607	975,160	15,553 Pension / Retirement rate adjustments
o	200,000	200,000	0 Special Pays - leave payouts for potential retirement of eligible staff
o	596,400	584,900	(11,500) Overtime - decrease based on actual expense history
o	72,282	72,032	(250) Shift Differential - decrease based on actual expense history
o	851,601	830,150	(21,451) FICA adjustment

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	1,163,985	1,255,223	91,238	Other Professional Services:

Division	FY 09	FY 10	Change	Explanation
Accounting	2,000	1,000	(1,000)	based on actual expense history
Public Works Engineering	20,907	20,907	0	B & D Consulting
Public Works Maintenance	146,218	155,250	9,032	preventive maintenance program
Public Works Water Production	162,000	128,000	(34,000)	transport of plant residuals to Sod Run and contract for hauling processed solids
Public Works Wastewater Processing	832,860	950,066	117,206	contract for handling biosolids per actuals and Havre de Grace no longer contributing to lagoon pumpout
Totals	1,163,985	1,255,223	91,238	

o	3,184,400	3,260,156	75,756	Electricity - increase based on actual expense history and an anticipated 6% cost increase

o	190,000	140,000	(50,000)	Engineering Services:
				25,000 evaluate and design conversion of fine bubble ceramic diffusers
				50,000 engineering study to replace and upgrade two grit units
				50,000 engineering consultant and service contract for all process control and SCADA systems
				15,000 engineering services for assessment, writing specifications and inspection of major projects
				<u>140,000</u>

o	22,525	70,475	47,950	Emergency Reporting - increase due to the installation of Verizon Fiber Optic cable through portions of Harford County

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE		
o	210,334	273,000	62,666	Retiree's Insurance - funds are provided for the County's share of retiree's health and dental insurance per the actuarial assessment	
o	223,963	286,875	62,912	Other Insurance - per actuarial for Auto, General Liability and Personal Property Insurance	
o	1,039,950	1,194,700	154,750	County Facility Repair & Renovations:	
	FY 09	FY 10	Change		
	142,650	148,000	5,350	Maintenance - commercial meters and calibration testing increased	
	624,200	653,000	28,800	WWP - normal repairs increased based on actual expense history	
	273,100	393,700	120,600	Water Prod - normal repairs increased based on actual expenses	
	<u>1,039,950</u>	<u>1,194,700</u>	<u>154,750</u>		
o	140,500	185,500	45,000	Utility Water & Sewer Purchases - based on actual expense history:	
		FY 09	FY 10	Change	
	Water	120,000	160,000	40,000	raw water purchased from Baltimore City and delivered through the Big Inch
	Production	20,000	25,000	5,000	payments to City of Havre de Grace for treating recycled water from County's water plant
	WWP	500	500	0	water for Glen Eagles Pump Station
		<u>140,500</u>	<u>185,500</u>	<u>45,000</u>	
o	35,000	30,000	(5,000)	Other Contractual Services - dumping fee for spoil materials from water leaks, polybutylene breaks and tipping fees for landfill disposal of grit in the Harford County landfill and outside equipment technician to maintain GIS equipment, reduced based on actual expense history	
o	1,066,351	1,354,000	287,649	Chemicals in Bulk:	
		FY 09	FY 10	Change	
	Maintenance	17,000	12,000	(5,000)	decrease based on actual expense history offset by the addition of three flushing units
	Water Prod	511,333	662,000	150,667	increase due to new chemicals bid resulting in a cost increase of 21%
	WWP	538,018	680,000	141,982	
		<u>1,066,351</u>	<u>1,354,000</u>	<u>287,649</u>	

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	79,400	74,100	(5,300) Laboratory Supplies - based on actual expense history for testing required for personal protective equipment required to meet OSHA safety regulations
o	500	7,000	6,500 Diesel Fuel - for diesel powered equipment and on-site storage tank increases due to higher market prices and actuals
o	300,000	200,000	(100,000) Unanticipated Maintenance - decrease based on actual expense history
o	508,875	400,000	(108,875) Water Meter Purchases - recommended reductions based on state of the economy and actual expense history
o	2,142,876	2,005,284	(137,592) Line items significantly adjusted, based on actual expense history:

FY 09	FY 10	Change	
9,050	5,800	(3,250)	Vehicle & Operating Equipment
24,200	18,200	(6,000)	Heating Fuel (Gas)
204,901	188,284	(16,617)	Operating Equipment
68,000	97,300	29,300	Heating Fuel (Oil)
130,620	147,270	16,650	Telephone Service
115,000	125,000	10,000	Utility Line Maintenance Contract
54,100	59,300	5,200	Grounds Maintenance
14,000	17,000	3,000	Other (Contractual Services) for yearly maintenance
15,520	8,145	(7,375)	Uniforms - Purchase
458,410	428,335	(30,075)	Equipment Repair Parts
65,100	62,500	(2,600)	Safety Equipment
113,625	93,000	(20,625)	Water Meter Repair Parts
59,850	50,000	(9,850)	W & S Lines Service Parts
8,000	6,000	(2,000)	Bituminous Concrete
1,000	10,000	9,000	Gasoline
6,000	4,000	(2,000)	Bricks and Blocks
213,700	103,700	(110,000)	Grates, Manhole Cover
13,700	11,450	(2,250)	Other Supplies & Materials
217,500	214,500	(3,000)	County Owned Vehicles
232,800	240,800	8,000	Fuel Charges
117,800	114,700	(3,100)	Non-Targeted Charges - FVS
<u>2,142,876</u>	<u>2,005,284</u>	<u>(137,592)</u>	

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE																															
o	801,418	398,000	(403,418)	Equipment - decreases but still provides for the following:																														
				W & S Wells 33,000 Leak Detection Equipment 3,070																														
				W & S Plant Improvements 100,000 Other Maintenance 12,060																														
				Hex a Gram & Meters 25,000 Other Water Production 20,000																														
				Electronic Process Control 15,000 Radio - Mobile 4,500																														
				Shelving 15,000 Radio - Portable 3,000																														
				Tampers 1,500 Saws 3,000																														
				Hydraulic Power Tools 5,070 Generators 36,500																														
				Testing Gauge 13,300 Pumps 108,000																														
o	132,200	131,200	(1,000)	Payments to Other Government Agencies - sludge generation fees for:																														
	<table><tr><th>Division</th><th>FY 09</th><th>FY 10</th><th>Change</th><th>Explanation</th></tr><tr><td>Maintenance</td><td>100,000</td><td>100,000</td><td>0</td><td>payments to the Pennsylvania Delta Borough for waste treatment, based on actual expense history and, as required by an inter-state agreement</td></tr><tr><td>Wastewater</td><td>12,000</td><td>12,000</td><td>0</td><td>sludge generation fees for Joppatowne</td></tr><tr><td>Processing</td><td>20,000</td><td>19,000</td><td>(1,000)</td><td>sludge generation fees for Sod Run</td></tr><tr><td></td><td>200</td><td>200</td><td>0</td><td>sludge generation fees for Spring Meadows</td></tr><tr><td></td><td>132,200</td><td>131,200</td><td>(1,000)</td><td></td></tr></table>				Division	FY 09	FY 10	Change	Explanation	Maintenance	100,000	100,000	0	payments to the Pennsylvania Delta Borough for waste treatment, based on actual expense history and, as required by an inter-state agreement	Wastewater	12,000	12,000	0	sludge generation fees for Joppatowne	Processing	20,000	19,000	(1,000)	sludge generation fees for Sod Run		200	200	0	sludge generation fees for Spring Meadows		132,200	131,200	(1,000)	
Division	FY 09	FY 10	Change	Explanation																														
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	200	200	0	sludge generation fees for Spring Meadows																														
	132,200	131,200	(1,000)																															
o	10,281,250	9,500,000	(781,250)	Depreciation per Treasury estimates																														
o	3,975,000	1,465,000	(2,510,000)	Paygo funds per the FY 10 Approved Capital Budget																														

WATER AND SEWER FUND	

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
O	2,064,298	2,012,754	(51,544)	Pro Rata Shares - represents Water & Sewer Funds paid to the General Fund for the overhead and administrative support functions provided there. It also covers Water and Sewer Operations share of the Director of Public Works budget, which is in the Highways Fund.
	FY 09	FY 10	Change	
	211,769	180,081	(31,688)	Water & Sewer Fund Pro Rata to the Public Works - Director
	1,852,529	1,832,673	(19,856)	Water & Sewer Fund Pro Rata to the General Fund
	<u>2,064,298</u>	<u>2,012,754</u>	<u>(51,544)</u>	

o	305,450	145,020	(160,430) Fleet Management Rental - Continuation of leased costs associated with vehicles replaced or purchased in FY 09
o	621,000	720,000	99,000 Other Intergovernmental:

Division	FY 09	FY 10	Change	Explanation
Wastewater Processing	45,000	45,000	0	sewer fee for Swan Creek to Aberdeen WWTP
Water Production	576,000	675,000	99,000	payment to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations; the County purchases 1 MGD of water from the City; the FY10 payment is \$48,000 per month with a \$99,000 year-end reconciliation
	621,000	720,000	99,000	



Abingdon Water Tower
Abingdon, Maryland

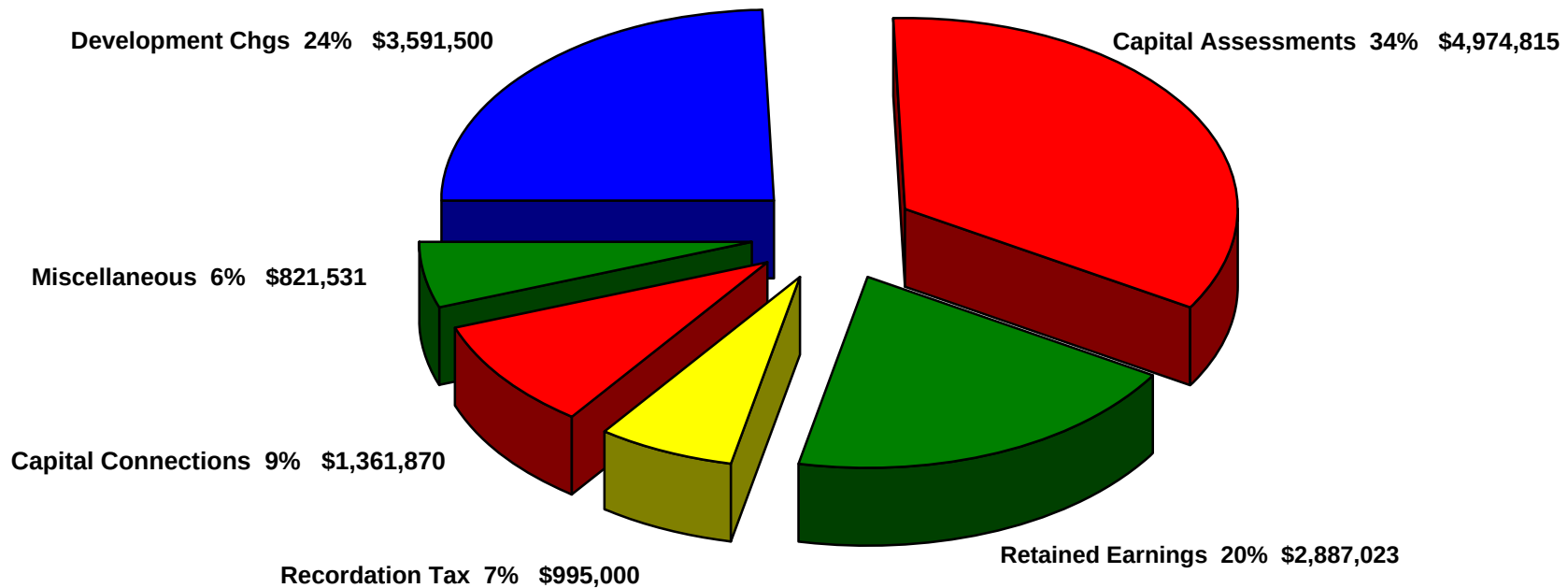
WATER & SEWER DEBT SERVICE

FY 10 APPROVED WATER & SEWER DEBT SERVICE FUND REVENUE BREAKDOWN

DEVELOPMENT CHARGES	24%	3,591,500	CAPITAL CONNECTIONS	9%	1,361,870
CAPITAL ASSESSMENTS	34%	4,974,815	MISCELLANEOUS	6%	821,531
RETAINED EARNINGS APPROPRIATED	20%	2,887,023	RECORDATION TAX	7%	995,000

TOTAL WATER & SEWER DEBT SERVICE FUND REVENUES	14,631,739

**WATER & SEWER DEBT
SERVICE FUND REVENUES
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$14,631,739**

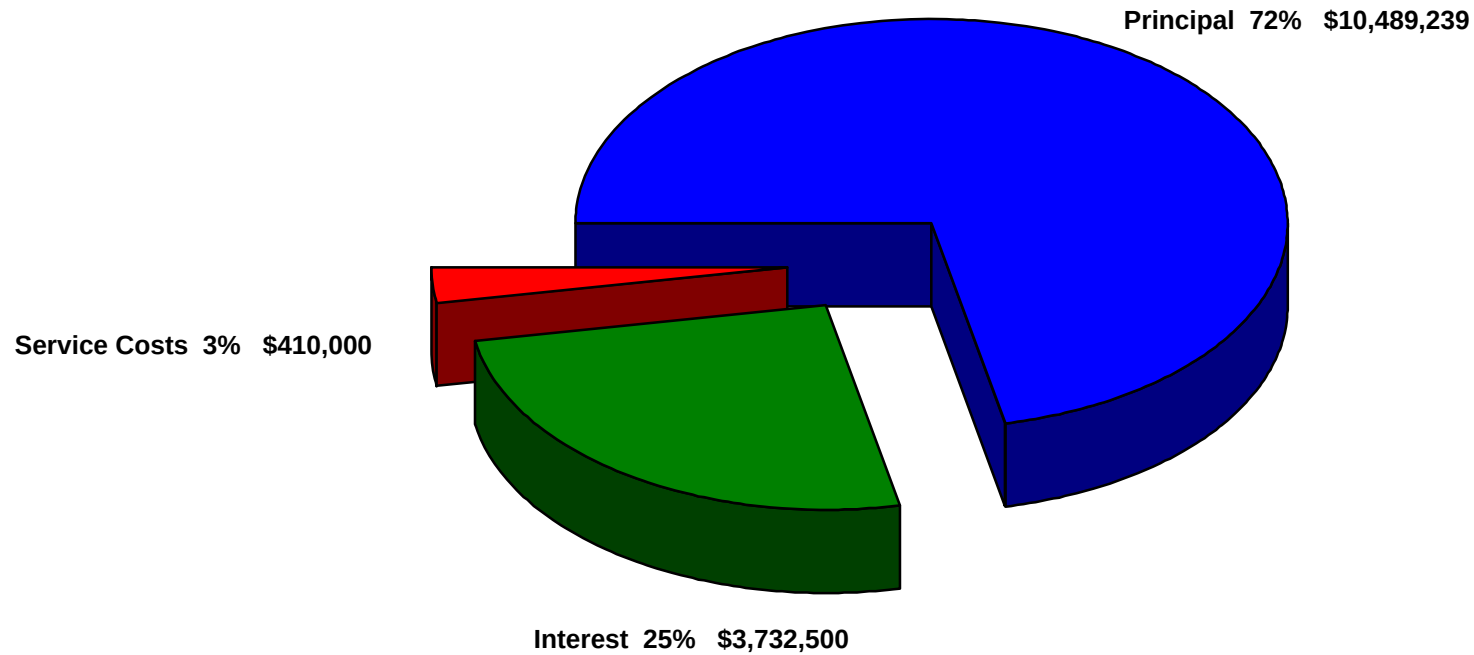


**FY 10 APPROVED WATER & SEWER DEBT SERVICE FUND
APPROPRIATIONS BREAKDOWN**

PRINCIPAL	72%	10,489,239	INTEREST	25%	3,732,500
			SERVICE COSTS	3%	410,000

TOTAL WATER & SEWER FUND DEBT SERVICE APPROPRIATIONS	14,631,739

**WATER & SEWER DEBT SERVICE
APPROPRIATIONS
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$14,631,739**



WATER AND SEWER DEBT SERVICE FUND

ORIGIN/PURPOSE:

The Harford County Charter, Article V Budget and Finance, Section 502. (b) defines the term "County funds" to mean "any money appropriated or approved by the Council to which the County may at any time have legal or equitable title."

The Water and Sewer Debt Service Fund provides appropriation authority for the payment of principal and interest on long-term water and sewer bonds and loans. Article V, Section 524 of the Harford County Charter allows the County to incur debt for longer than one year, but not for current operating expenses. All County debt in excess of one year is limited to 30 years after the date of issuance, except debt incurred to finance waste, sewer and wastewater facilities which shall become due not later than 40 years after the date of issuance. These bonds and loans are used to finance the capital projects of the County owned Water and Sewer System. Revenues for the Water and Sewer Debt Service Fund are derived from:

SYSTEM CAPITAL CHARGES - which include:

Connection Charges - These charges are based on a schedule of \$450 for sewerage connections and \$650 for water connections based upon: peak demands, the ratio of peak demand to 30 fixture units, and size of the meter. Harford County Code Chapter 256, Article V, Section 44 established these charges. All connection charges must be paid before physical connection to the system or within six months of the date, the property is physically benefited.

Surcharges - Established by Harford County Code Chapter 256, Article V, Section 45.1, these surcharges are placed on every water and sewer connection at \$450 per five-eighths inch equivalent area connection charge for water, and similarly \$100 for sewer. Surcharges are to be paid before issuance of a plumbing permit.

Development Charges - System development charges were established by Harford County Code Chapter 256, Article V, Section 45.2, Water / Sewer mains must be deemed operational by the Department of Public Works, and development charges must be paid, before the issuance of a plumbing permit for connection. These fees are based on each five-eighths inch equivalent area connection which increase by 6% each July 1st. For FY 10 the water system fee is \$2,343 and the sewer system fee is \$4,840.

ASSESSMENTS - are comprised of:

Benefit Assessments - Harford County Code, Chapter 256-27 authorizes the County Council, on the recommendation of the Director of Public Works, to establish an annual "benefit assessment" on properties in the systems to pay for construction, purchase or establishment of water and / or sewer facilities. The Director of Public Works, after obtaining from the County Treasurer the costs of the capital improvements, shall determine the proper assessment to be levied.

User Benefit Assessments - Harford County Code, Chapter 256-45.2 authorizes "user benefit assessments" against all properties which benefited from a connection to county public facilities, to create a fund to pay for the expansion, extension or reconstruction of the water and / or sewer system. These assessments are to be made for a period of 25 years from the date of connection, and are imposed at a rate of \$70 per five-eighths inch equivalent area connection charge for properties connected to the water / sewer system before December 31, 1991, and \$140 per five-eighths inch equivalent for properties connected after December 31, 1991.

WATER AND SEWER DEBT SERVICE FUND

RECORDATION TAX RECEIPTS

State law imposes a tax on every instrument of writing recorded or offered for record with the Clerk of the Circuit Court (liens, deeds, mortgages, etc.), at the rate of \$4.40 per \$1,000 of the actual consideration to be paid for property transferred, or of the principal amount of the debt secured. Harford County splits the proceeds from this tax: 2/3 to fund school debt and/or school construction; 1/6 to fund Parks and Recreation capital projects; and 1/6 to support the Water and Sewer Debt Service Fund.

BIOLOGICAL NUTRIENT REMOVAL FEE

This fee was added to the County Code Chapter 256, Article V, Section 45.5 to cover the debt payment that the County incurred on capital construction costs to install the biological nutrient removal process at the Sod Run Wastewater Treatment Plant. Sewer system customers are billed each fiscal year based on the customer's sewer usage. This fee will remain in effect until the total debt service incurred for this period is retired.

SANITATION PERMIT

The County Health Department imposes an assessment and requires a permit to install a septic system. The permit fee is collected by the County Department of Inspections, Licenses, and Permits, and the revenue is divided between the Water & Sewer Debt Service Fund and a General Fund account dedicated to the Health Department.

CAPITAL SURCHARGES

The Governmental Accounting Standards Board (GASB), the standard-setting authority for governmental accounting, introduced a financial reporting model through GASB Statement No. 34, which requires capital contributions flow through income statements as revenues. This account will be used to record surcharges for a limited number of specific projects as well as any future capital surcharges to be set.

INVESTMENT INCOME

This account is provided to record interest earned on the investment of all idle cash in the Water and Sewer Debt Service Fund.

INTEREST AND PENALTIES

Chapter 256-19 of the Harford County Code imposes on late payment of water and sewer bills, turn on / turn off fees and meter tampering.

WATER AND SEWER DEBT SERVICE FUND

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	122,009	116,616	250,000	190,000	190,000
30	SUPPLIES & MATERIALS	0	0	20,000	20,000	20,000
60	DEBT SERVICE	11,845,772	14,264,553	16,420,091	14,421,739	14,421,739
	GRAND TOTAL	11,967,781	14,381,169	16,690,091	14,631,739	14,631,739

SUMMARY BY DEPARTMENT:

66	DEBT SERVICE	11,967,781	14,381,169	16,690,091	14,631,739	14,631,739
	GRAND TOTAL	11,967,781	14,381,169	16,690,091	14,631,739	14,631,739

SUMMARY BY REVENUE SOURCE:

RECORDATION TAX	3,213,661	2,501,024	2,027,178	995,000	995,000
CAPITAL ASSESSMENTS	4,711,707	4,793,140	4,857,862	4,974,815	4,974,815
CAPITAL CONNECTIONS	1,891,463	2,303,483	1,423,198	1,361,870	1,361,870
DEVELOPMENT CHARGES	4,686,387	6,130,025	3,388,000	3,591,500	3,591,500
INVESTMENT INCOME	298,447	499,303	300,000	436,006	436,006
NET ASSETS APPROPRIATED	0	0	4,343,113	2,887,023	2,887,023
MISCELLANEOUS	438,459	543,140	350,740	385,525	385,525
GRAND TOTAL	15,240,124	16,770,115	16,690,091	14,631,739	14,631,739

WATER AND SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

FY 10 Approved Budget	\$14,631,739
FY 09 Approved Budget	\$16,690,091
\$ decline	(\$2,058,352)
% decline	-12.33%

The (\$2,058,352) net decrease in Water and Sewer Debt Service revenue is projected to result from:

	FY 09	FY 10	CHANGE	
o	2,027,178	995,000	(1,032,178)	<u>Recordation Tax</u> - receipts have decreased as the new home sales and existing home sales have continued to decrease in FY 09 and are expected to continue to decrease in FY 10.
o	4,857,862	4,974,815	116,953	<u>Capital Assessments</u> - although there was a slight increase in assessment activity in FY 09, we should start to see a decrease in the levels of assessments in future fiscal years as housing construction activity has decreased for the foreseeable future.
o	1,423,198	1,361,870	(61,328)	<u>Capital Connections</u> - the continued slow down in new housing activity is foreseen for the fiscal year. Capital Connection revenues will decrease as a result.
o	3,388,000	3,591,500	203,500	<u>Development Charges</u> - the continued slow down in new housing activity is foreseen for the fiscal year. This revenue will increase slightly for FY 10, as we start to see a flattening in the levels of receipts from Development Charges combined with the required increase in the rate charged.
o	300,000	436,006	136,006	<u>Investment Income</u> - a slight increase in Investment Income is anticipated as spending has slowed in the fund to reflect the slowing of connection activity
o	4,343,113	2,887,023	(1,456,090)	<u>Net Assets Appropriated</u> - minimal net assets appropriated for FY 10.
o	350,740	385,525	34,785	<u>Miscellaneous</u> - this projection is based on actual receipt history.

WATER AND SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

With the FY 10 Approved Capital Budget the anticipated value of
Outstanding Water and Sewer Bonds and Loans as of June 30, 2009 would be \$207,361,394

The (\$2,058,352) net decrease in the Water and Sewer Debt Service Fund is the result of:

	FY 09	FY 10	CHANGE
o	10,567,039	10,489,239	(77,800) Principal Payments - are adjusted to the amounts due on outstanding debt.
o	5,653,052	3,732,500	(1,920,552) Interest Payments
o	470,000	410,000	(60,000) Service Costs

	FY 09	FY 10	Change
Legal Services	20,000	20,000	0
Management Services	210,000	150,000	(60,000)
Other Professional Services	20,000	20,000	0
Printing Commercial	20,000	20,000	0
Cost of Issuance	200,000	200,000	0
Totals	<u>470,000</u>	<u>410,000</u>	<u>(60,000)</u>

PARKS & RECREATION SPECIAL REVENUE

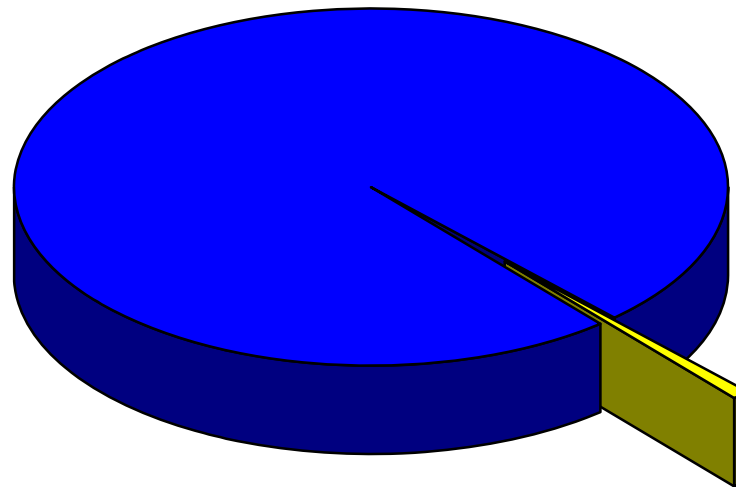
FY 10 APPROVED PARKS & RECREATION SPECIAL REVENUE REVENUE BREAKDOWN

SERVICE CHARGES	99%	779,000	OTHER:	1%	6,000
			Investment Income	5,000	
			Miscellaneous	1,000	

TOTAL PARKS & RECREATION SPECIAL REVENUE - REVENUES	785,000

**PARKS & RECREATION
SPECIAL REVENUES
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$785,000**

Service Charges 99% \$779,000



Other 1% \$6,000

FY 10 APPROVED PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS BREAKDOWN

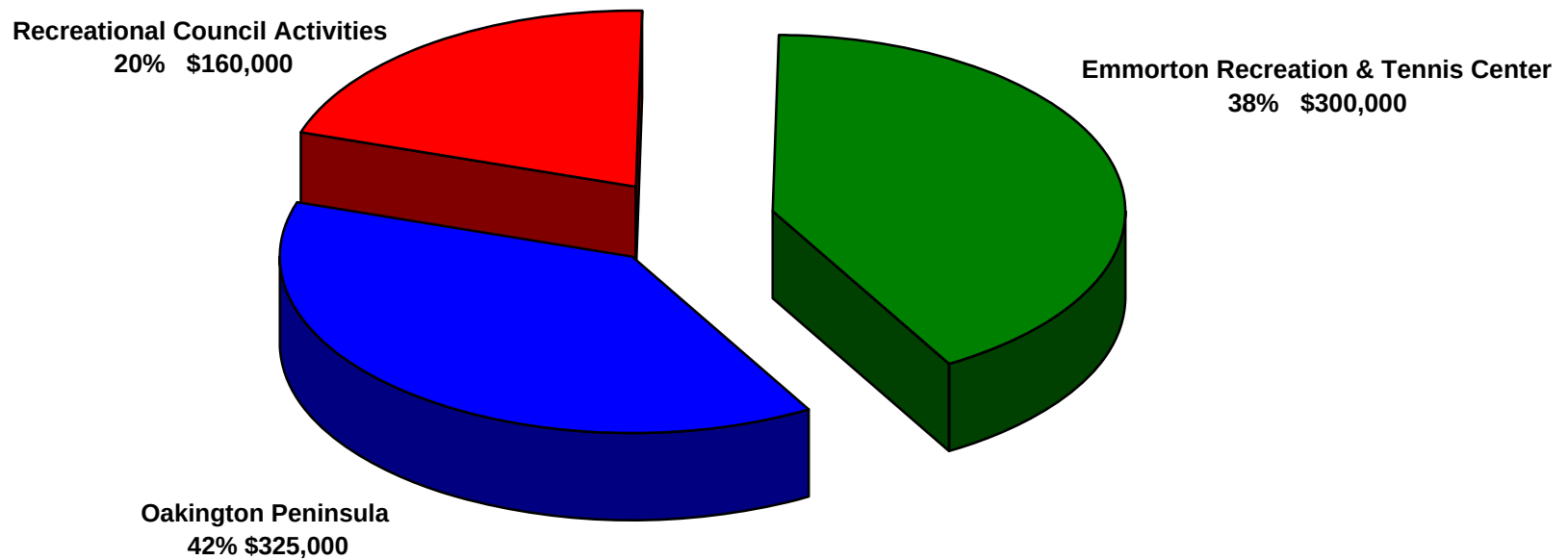
EMMORTON RECREATION AND TENNIS CENTER	38%	300,000

OAKINGTON PENINSULA	42%	325,000

RECREATIONAL COUNCIL ACTIVITIES	20%	160,000

TOTAL PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS	785,000

**PARKS & RECREATION
SPECIAL REVENUE
APPROPRIATIONS
Fiscal Year 2009- 2010
TOTAL APPROVED BUDGET \$785,000**



PARKS & RECREATION SPECIAL REVENUE FUND

ORIGIN/PURPOSE:

Prior to FY 02, revenues and expenses related to the self-supporting activities of the Emmorton Recreation and Tennis Center, Recreation Councils and / or the Oakington Peninsula were accounted for as a Trust Fund. This changed when the Governmental Accounting Standards Board (GASB), the standard setting authority for governmental accounting, introduced a financial reporting model through GASB Statement No. 34, which requires Trust Funds be used only for private purposes, pensions and investments.

These Parks and Recreation activities no longer qualified as a "trust" under GASB Statement No. 34, nor did they meet the standards of the Operating General Fund, since their revenues and expenses are dedicated solely to supporting their own programs. Therefore, a Special Revenue Fund was established by Council Bill No. 00-64, effective March 20, 2001. The fund covers the activities of:

- o Emmorton Recreation & Tennis Center:

This facility was purchased by Harford County using State Open Space funding in November 1999 for the purpose of addressing the unmet recreation and leisure needs of the Emmorton / Abingdon area. Two of the indoor tennis courts were retained and two others were converted into multipurpose gymnasiums. The outdoor courts were converted for new parking and a steel-fabric covering for two additional indoor courts increasing tennis court rentals and revenue production.

- o Oakington Peninsula:

The Oakington Peninsula is comprised of two separate farms, Swan Harbor Farm and Oakington Farm (Eleanor and Millard Tydings Park). Swan Harbor was purchased in conjunction with the Maryland Department of Natural Resources and Program Open Space in 1994. It operates as a self-sustaining facility generating revenue from rentals, farming, leases and fundraising. The Oakington Peninsula will also generate revenues from leasing of farmland, two houses, and the facility as well as providing a park for passive and recreational activities.

- o Recreational Council Activities:

This account is set up to receive revenues from recreational activities, registration, and events. The funds will be expended for recreational supplies, tournament trophies, officials and referees, etc.

PARKS & RECREATION SPECIAL REVENUE FUND

ORIGIN/PURPOSE:

The fund encompasses receipts from:

Charges for Service

- o Emmorton Recreation & Tennis Center fees, rentals and contributions.
- o Skateboard Facility at the McFaul Senior / Youth Center fees.
- o Showmobile / Stage Rental - a mobile stage is rented to recreation councils for both non-profit and for-profit organizations.
- o Recreation Councils / Special Activities - such as the sale of amusement park discount tickets, basketball tournaments, lacrosse and wrestling summer camps, etc.
- o Rental and / or contributions to Oakington Peninsula - for the tenant houses, farms or facilities at Swan Harbor and / or Oakington Farms.

Fund Balance Appropriated

At the end of some fiscal years, this fund will have a revenue surplus, due to either spending less than budgeted or generating more money than anticipated. This surplus will be appropriated to the next fiscal year.

PARKS & RECREATION SPECIAL REVENUE FUND

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	376,828	431,022	476,264	448,174	448,174
20	CONTRACTUAL SERVICES	225,095	273,773	230,714	272,431	272,431
30	SUPPLIES & MATERIALS	72,991	51,271	46,515	60,985	60,985
40	BUSINESS & TRAVEL	3,036	2,229	3,410	3,410	3,410
50	CAPITAL OUTLAY	24,778	0	0	0	0
	GRAND TOTAL	702,728	758,295	756,903	785,000	785,000
<u>SUMMARY BY DEPARTMENT:</u>						
59	PARKS AND RECREATION	702,728	758,295	756,903	785,000	785,000
	GRAND TOTAL	702,728	758,295	756,903	785,000	785,000
<u>SUMMARY BY REVENUE SOURCE:</u>						
	MISCELLANEOUS	0	1,485	0	1,000	1,000
	INVESTMENT INCOME	18,101	18,614	6,173	5,000	5,000
	SERVICE CHARGES	694,518	757,185	750,730	779,000	779,000
	GRAND TOTAL	712,619	777,284	756,903	785,000	785,000

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

FY 10 Approved Budget	\$785,000
FY 09 Approved Budget	\$756,903
\$ growth	\$28,097
% growth	3.71%

The \$28,097 increase in projected growth in Parks and Recreation Special Revenue Fund revenues is the result of:

	FY 09	FY 10	CHANGE	
o	750,730	779,000	28,270	<u>Service Charges</u> - account for receipts from various facilities and equipment, for example, the skateboard park, the Showmobile, stages, the Emmorton Recreation and Tennis Center, etc.

FY 10 projected revenues are based on actual receipt history.

	FY 09	FY 10	Change
Skateboard Facility	20,903	15,000	(5,903)
Emmorton Recreation & Tennis Center	295,600	300,000	4,400
Oakington Peninsula	300,000	325,000	25,000
Showmobile / Stage Rentals	8,727	9,000	273
Recreation Councils / Special Activities	125,500	130,000	4,500
	750,730	779,000	28,270

o	6,173	5,000	(1,173)	<u>Investment Income</u> - is projected to decrease for FY 10 and is reflective of the size of the portfolio and the rate of return
o	0	1,000	1,000	<u>Miscellaneous Revenue</u> - projected FY 10 revenues based on actual receipt history.

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
The	\$28,097	net increase in the Parks and Recreation Special Revenue Fund appropriations is the result of:	
o	187,694	185,240	(2,454) Temporary Salaries - adjusted based on actual expense history
o	59,408	50,361	(9,047) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share as well as staff opting for changes in their level of coverage
o	6,862	5,294	(1,568) Worker's compensation rate adjustments
o	27,062	26,817	(245) FICA adjustments
o	6,903	0	(6,903) OPEB (Other Post Employment Benefits) - not funded for FY 10 due to the state of the economy
o	24,390	23,265	(1,125) Shift Differential adjusted based on actual expense history
o	19,971	18,457	(1,514) Pension / Retirement rate adjustments
o		(3,860)	(3,860) Furlough Savings
o	1,000	0	(1,000) Uniform Allowance - eliminated for FY 10 due to the state of the economy

PARKS & RECREATION SPECIAL REVENUE FUND									

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
O	171,489	226,936	55,447	A number of line items were adjusted based on actual expense history
				FY 09 FY 10 Change
				Other Professional Services 8,500 9,300 800
				Other Rents & Utilities 3,170 5,915 2,745
				Electricity 46,278 57,955 11,677
				Heating Fuel (Gas & Oil) 48,885 56,000 7,115
				Other Advertising 6,900 8,445 1,545
				County Facility Repair & Renovation 28,156 43,351 15,195
				Grounds Maintenance 4,000 6,000 2,000
				Janitorial Supplies & Equipment 2,400 3,800 1,400
				Other Janitorial Supplies 1,200 700 (500)
				Other Food Supplies 9,500 6,500 (3,000)
				Uniforms 0 650 650
				Building Supplies 7,000 21,495 14,495
				Recreation Supplies 5,400 6,400 1,000
				Safety Equipment 100 425 325
				<u>171,489</u> <u>226,936</u> <u>55,447</u>



Swan Harbor Farm

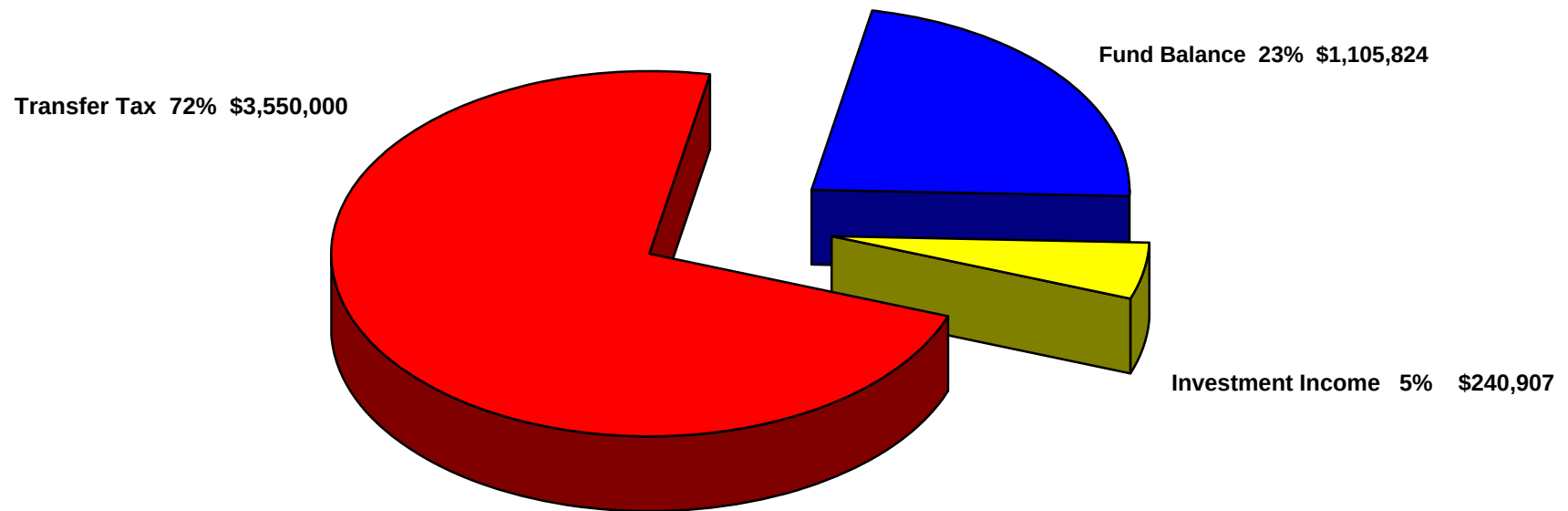
COUNTY - AG PRESERVATION

FY 10 APPROVED COUNTY - AG PRESERVATION REVENUE BREAKDOWN

TRANSFER TAX	72%	3,550,000	INVESTMENT INCOME	5%	240,907
FUND BALANCE	23%	1,105,824			

TOTAL COUNTY - AG PRESERVATION REVENUES	4,896,731

**COUNTY - AG PRESERVATION
REVENUES
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$4,896,731**



FY 10 APPROVED COUNTY - AG PRESERVATION APPROPRIATIONS BREAKDOWN

**AG PRESERVATION -
COUNTY**

12%

577,525

DEBT SERVICE

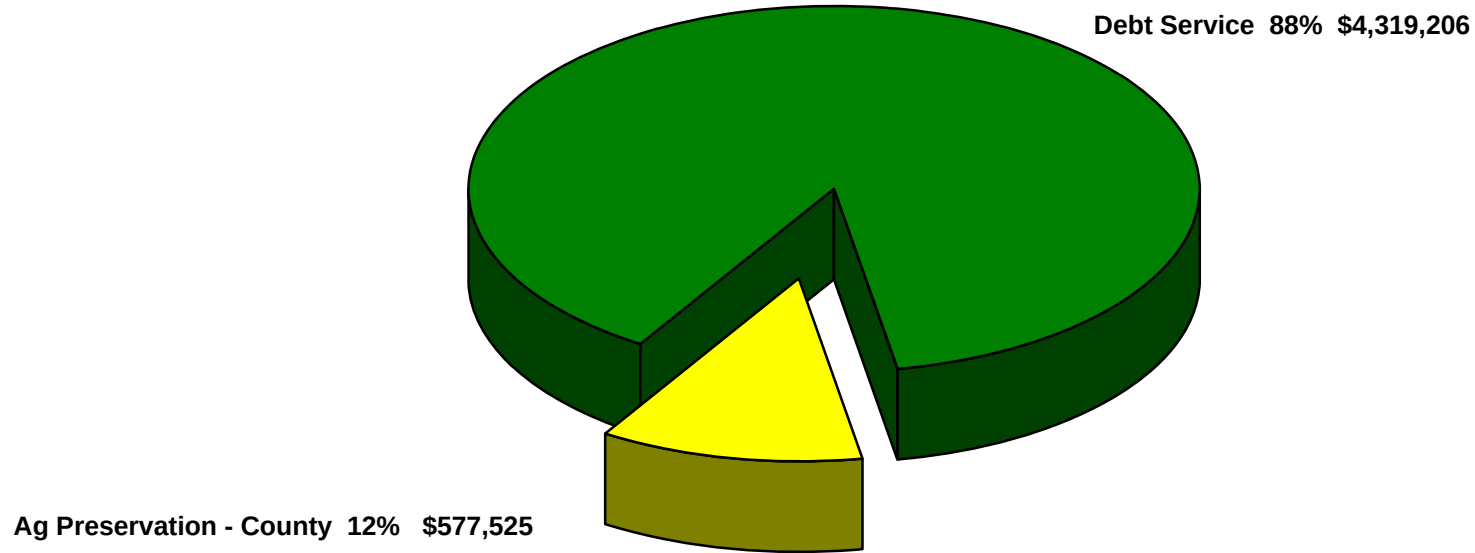
88%

4,319,206

TOTAL COUNTY - AG PRESERVATION APPROPRIATIONS

4,896,731

**COUNTY - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$4,896,731**



AGRICULTURAL PRESERVATION - COUNTY

ORIGIN/PURPOSE:

The Maryland General Assembly enacted House Bill No. 1481, effective July 1, 1992, authorizing the Harford County Council to impose a Transfer Tax. Subsequently the County Council enacted Bill No. 93-3 to add new Article IV, Transfer Tax, to Chapter 123, Finance and Taxation, of the Harford County Code which imposes a 1% Transfer Tax on any instruments of writing that convey title to, or a leasehold interest in, real property, effective July 1, 1993. The proceeds are to be distributed:

50% to the County's Agricultural Land Preservation Program

50% to fund school site acquisition, school construction, or school debt service.

With the approval of a majority of voters, an amendment to Section 524, Indebtedness, of Article V, Budget and Finance, of the Harford County Charter, effective December 3, 1992, was enacted, allowing the County to enter into installment contracts to purchase easements for agricultural land preservation purposes. These purchases are to be primarily funded with a Transfer Tax.

In addition, the County Council, via Bill No. 93-2, enacted that new Article II, Agricultural Land Preservation Program, be added to Chapter 60, Agriculture, of the Harford County Code, effective April 6, 1993, establishing the Harford County Agricultural Land Preservation Program (HALPP) to preserve productive agricultural land and woodland which provides for the continued production of food and fiber for the citizens of the County. The program is administered by the Department of Planning and Zoning and the Harford County Agricultural Advisory Board.

Recent changes to the program has further demonstrated the County's commitment whereby the base value and cap associated with the per acre price has been increased from \$10,000 to \$15,000, and a price per Development Right of \$135,000 is being offered.

The Harford County Agricultural Land Preservation Program allows land owners to preserve productive farmland for future generations through the use of conservation easements; in addition the land owner receives payment for selling their development rights and/or a tax credit.

About 25% of the easement purchases are paid for by the County in cash; while 75% are handled through an Installment Purchase Agreement (IPA) between the County and the seller. The agreement includes the total amount of money that the County has agreed to pay, and sets the terms of that agreement, including the fixed interest rate on which the landowner will receive annual payments. These IPAs range in length from 10 to 20 years with interest and a small portion of the principal being paid annually. At the end of the term of the IPA, the landowner will receive a lump sum payment constituting the remainder of the principal. This final principal payment is made with the proceeds of a stripped-coupon U.S. Treasury obligation purchased at settlement and held by the County until maturity.

By July 2009 the County will have purchased an estimated 44,577 acres of farm land through County and State Agricultural Preservation programs.

AGRICULTURAL PRESERVATION - COUNTY

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	75,478	77,525	72,494	72,494
20	CONTRACTUAL SERVICES	50,837	71,825	49,000	29,750	29,750
30	SUPPLIES & MATERIALS	5	0	660	250	250
50	CAPITAL OUTLAY	6,146,709	21,807,621	1,708,683	505,031	505,031
60	DEBT SERVICE	3,219,504	3,077,085	4,940,000	4,289,206	4,289,206
70	MISCELLANEOUS	(687,505)	500,000	500,000	0	0
	GRAND TOTAL	8,729,550	25,532,009	7,275,868	4,896,731	4,896,731

SUMMARY BY DEPARTMENT:

06	PLANNING & ZONING	5,459,204	22,383,099	2,286,208	577,525	577,525
66	DEBT SERVICE	3,270,346	3,148,910	4,989,660	4,319,206	4,319,206
	GRAND TOTAL	8,729,550	25,532,009	7,275,868	4,896,731	4,896,731

SUMMARY BY REVENUE SOURCE:

TRANSFER TAX	8,726,170	6,933,020	5,622,718	3,550,000	3,550,000
FUND BALANCE APPROPRIATION	0	0	578,150	1,105,824	1,105,824
INVESTMENT INCOME	2,380,094	4,158,684	50,000	240,907	240,907
MISCELLANEOUS REVENUES	2,690,852	12,545,691	1,025,000	0	0
GRAND TOTAL	13,797,116	23,637,395	7,275,868	4,896,731	4,896,731

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

FY 10 Approved Budget	\$4,896,731
FY 09 Approved Budget	\$7,275,868
\$ decline	(\$2,379,137)
% decline	-32.70%

The (\$2,379,137) net decrease in Agricultural Preservation - County Fund revenues is projected to result from:

	FY 09	FY 10	CHANGE	
o	5,622,718	3,550,000	(2,072,718)	<u>Transfer Tax</u> - home sales continue to slow as the economy slows. Transfer Tax revenues should begin to flatten during FY 10 resulting in receipts lower than we anticipated in FY 09.
o	578,150	1,105,824	527,674	<u>Fund Balance Appropriated</u> - any excess unappropriated fund balance realized at the end of a fiscal year may be appropriated into the next fiscal year's budget and treated as one-time funding for that fiscal year.
o	50,000	240,907	190,907	<u>Investment Income</u> - interest income on investments purchased for the agricultural preservation is projected to be higher in FY 2010, which is reflective of the size of the portfolio.
o	1,025,000	0	(1,025,000)	<u>Miscellaneous Revenues</u> - for FY 09 this is made up of Proceeds from Installment Loans and Proceeds "Proceeds from Installment Loans" are not cash but an accounting requirement. When the County enters into an Installment Purchase Agreement (IPA) with a land owner, the terms of the contract are set for the total price, the length of the agreement, and the fixed interest rate at which annual payments will be made. An IPA can range up to 30 years in length, most are either a 10 or 20 year term. During the term of the agreement interest and a small portion of the principal are paid each year. At the end of the term the land owner receives a balloon payment for the remaining portion of the principal.

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

The (\$2,379,137) net decrease in funding for the Agricultural Preservation - County Fund is the result of:

	FY 09	FY 10	CHANGE
o		(990)	(990) Furlough Savings
o	2,142	1,650	(492) Worker's Compensation rate adjustment
o	4,394	4,602	208 Pension / Retirement rate adjustment
o	14,081	15,594	1,513 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share as well as staff opting for changes in their level of coverage
o	5,185	0	(5,185) OPEB (Other Post Employment Benefits) are not funded for FY 10 due to the state of the economy
o	1,708,683	505,031	(1,203,652) Agricultural Preservation purchases
o	500,000	0	(500,000) No allocation is provided for FY 10 as a match to easement purchases made by the State through the Maryland Agricultural Land Preservation Foundation. These funds are only tapped when matching funds under the County's State Agricultural Preservation Program have been exhausted for the year.
o	1,800,000	1,046,889	(753,111) Principal Payments
o	3,100,000	3,192,317	92,317 Interest Payments
o	89,660	80,000	(9,660) Service Costs

	FY 09	FY 10	Change
Legal Services	49,000	29,750	(19,250)
Delivery Charges	660	250	(410)
Cost of Issuance	40,000	50,000	10,000
Totals	<u>89,660</u>	<u>80,000</u>	<u>(9,660)</u>



*Concorde Point Lighthouse
Havre de Grace, MD*

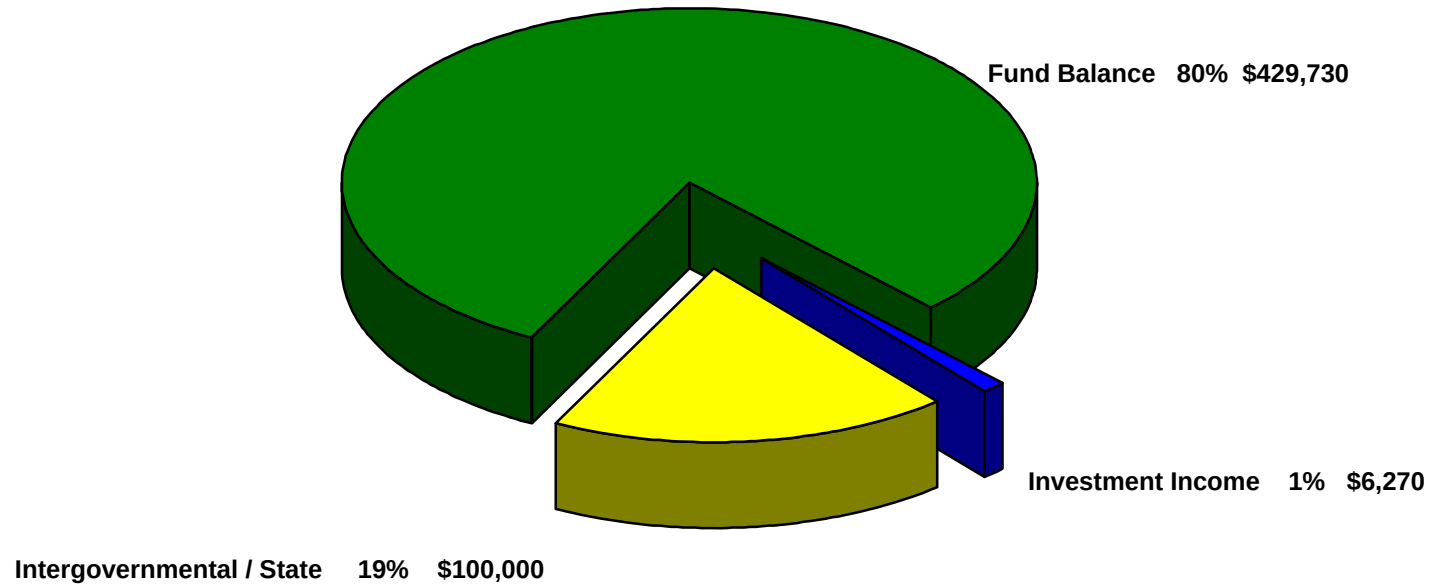
STATE - AG PRESERVATION

FY 10 APPROVED STATE - AG PRESERVATION REVENUE BREAKDOWN

INTERGOVERNMENTAL / STATE	19%	100,000	INVESTMENT INCOME	1%	6,270
FUND BALANCE APPROPRIATED	80%	429,730			

TOTAL STATE - AG PRESERVATION REVENUES	536,000

**STATE - AG PRESERVATION
REVENUES
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$536,000**



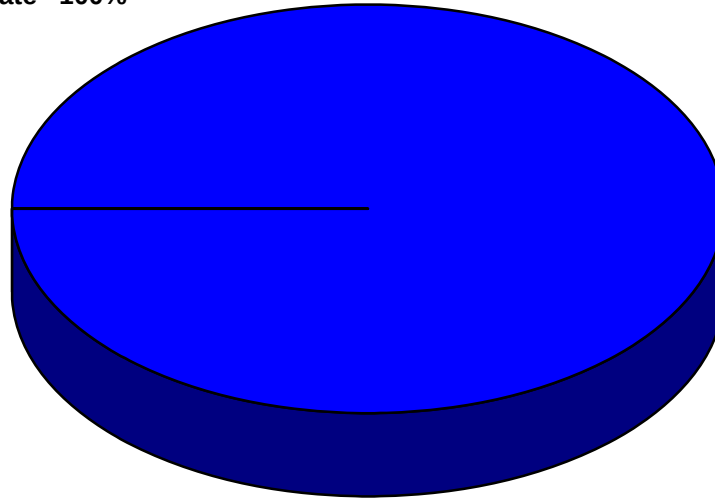
FY 10 APPROVED STATE - AG PRESERVATION APPROPRIATION BREAKDOWN

AG PRESERVATION - STATE	100%	536,000

TOTAL STATE - AG PRESERVATION APPROPRIATIONS	536,000

**STATE - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2009 - 2010
TOTAL APPROVED BUDGET \$536,000**

Ag Preservation - State 100%
\$536,000



AGRICULTURAL PRESERVATION - STATE

ORIGIN/PURPOSE:

The Maryland Agricultural Preservation Foundation (MALPF) was created in 1977 by the Maryland General Assembly to preserve productive agricultural land and woodland, via the Purchase of Development Rights (PDR), to provide for the continued production of food and fiber for all citizens of the State. Farmland was also intended to help curb the random expansion of urban development.

MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. MALPF is mainly funded with:

- o a portion of the State's Property Transfer Tax, which is assessed on all real property transfers
- o local subdivision matching funds for easement purchases
- o a State Agricultural Land Transfer Tax, which is imposed on all transfers of title in agricultural land taken out of production. Local subdivisions are required to collect the revenue generated by this tax; these funds are then shared with the local as follows:
 - ◇ Maryland counties, without Certified Agricultural Land Preservation Programs are required to remit two-thirds of the revenue to MALPF. They retain one-third for agricultural land preservation purposes.
 - ◇ Counties that have a Certified Local Agricultural Land Preservation Program may retain 75% of the Agricultural Transfer Tax collected, for preservation purposes, and are required to remit only 25% to the Foundation.

By July 2009, the County will have purchased an estimated 44,577 acres of farm land through County and State Agricultural Preservation programs.

AGRICULTURAL PRESERVATION - STATE

FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
20	CONTRACTUAL SERVICES	350	350	1,000	1,000	1,000
30	SUPPLIES AND MATERIALS	1,695	4,283	3,500	4,400	4,400
40	BUSINESS AND TRAVEL	0	1,699	1,500	2,350	2,350
70	MISCELLANEOUS	1,249,283	699,103	779,017	498,250	498,250
	GRAND TOTAL	<u>1,281,328</u>	<u>735,435</u>	<u>815,017</u>	<u>536,000</u>	<u>536,000</u>
	<u>SUMMARY BY DEPARTMENT:</u>					
06	PLANNING & ZONING	1,281,328	735,435	815,017	536,000	536,000
		<u>1,281,328</u>	<u>735,435</u>	<u>815,017</u>	<u>536,000</u>	<u>536,000</u>
	<u>SUMMARY BY REVENUE SOURCE:</u>					
	TRANSFER TAX - STATE	540,349	413,168	178,493	100,000	100,000
	INVESTMENT INCOME	110,680	62,570	36,524	6,270	6,270
	FUND BALANCE APPROPRIATED	0	0	600,000	429,730	429,730
	GRAND TOTAL	<u>651,029</u>	<u>475,738</u>	<u>815,017</u>	<u>536,000</u>	<u>536,000</u>

AGRICULTURAL PRESERVATION - STATE

FINANCIAL NOTES:

FY 10 Approved Budget	\$536,000
FY 09 Approved Budget	\$815,017
\$ decline	(\$279,017)
% decline	-34.23%

The (\$279,017) net decrease in Agricultural Preservation - State Fund revenues are projected as follows:

	FY 09	FY 10	CHANGE	
o	36,524	6,270	(30,254)	<u>Investment Income</u> - FY 10 Investment Income is expected to decrease due to the lowering of overall interest rates by the Federal Reserve. In addition the use of the Fund Balance will lower the investment portfolio.
o	178,493	100,000	(78,493)	<u>Transfer Tax State</u> - Harford County's Agricultural Land Preservation Program is Certified. For FY 10 it is projected to decrease due to slowing of real estate transactions.
o	600,000	429,730	(170,270)	<u>Fund Balance Appropriated</u> - any excess unappropriated fund balance realized at the end of a fiscal year may be appropriated into the next fiscal year's budget and treated as one-time funding for that fiscal year.

AGRICULTURAL PRESERVATION - STATE

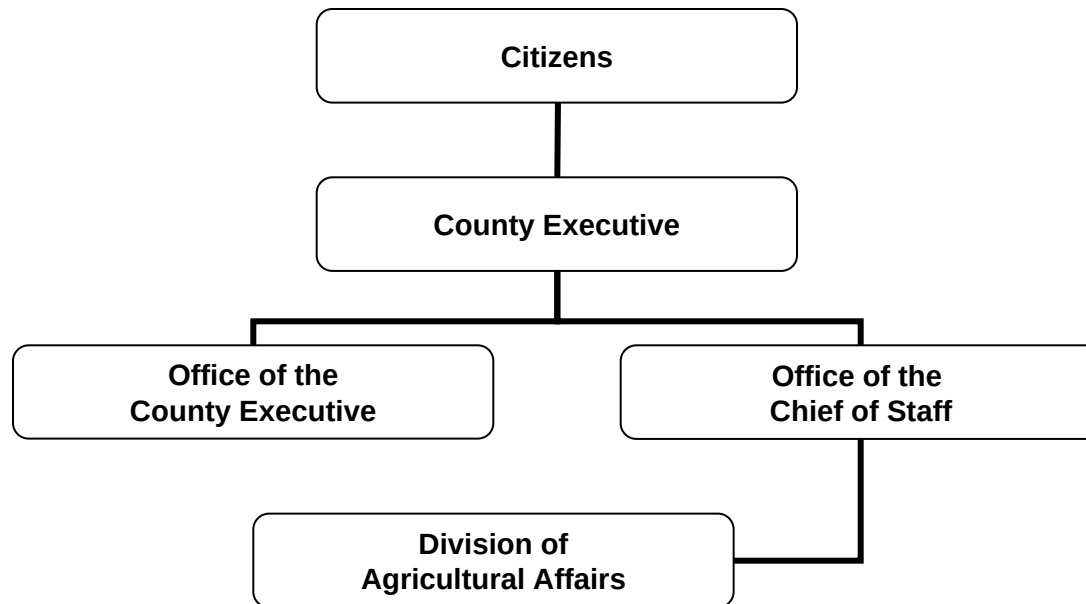
FINANCIAL NOTES:

The (\$279,017) net decrease in funding for the Agricultural Preservation - State Fund are appropriated as follows:

	FY 09	FY 10	CHANGE
o	30,000	30,000	0 This revenue is used by the County to offset the salary and benefits of a Planner III, who serves as Harford County's Program Administrator.
o	900	2,650	1,750 Line items were adjusted based on actual expense history:
	FY 09	FY 10	Change
	0	800	800 Delivery Charges
	400	500	100 Other Supplies and Materials
	500	1,000	500 Mileage
	0	100	100 Parking & Tolls
	0	100	100 Meals
	0	150	150 Lodging
	<u>900</u>	<u>2,650</u>	<u>1,750</u>
o	779,017	498,250	(280,767) Harford County's match to MALPF for easement purchases the Foundation will make on the County's behalf.

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OFFICE OF COUNTY EXECUTIVE



COUNTY EXECUTIVE

ORIGIN/PURPOSE:

Under Harford County's Charter, Article III, Sections 302 and 303, a County Executive shall be nominated and elected by the qualified voters of the entire County, and be vested all executive power in Harford County by the Constitution and laws of Maryland and the County Charter. The County Executive's duties include, but are not limited to:

- o preparing and submitting to the Council the annual County budget;
- o preparing and submitting to the Council and the public, within four months after the close of the fiscal year, an annual report on the activities and accomplishments of the County government, including a detailed financial statement;
- o providing the Council with any information concerning the Executive Branch which the Council may require for the exercise of its powers;
- o recommending to the Council such measures for legislative action as may be deemed to be in the best interests of the County;
- o insuring that County funds in excess of those required for immediate needs are invested in the best interests of the County;
- o signing or causing to be signed on the County's behalf all deeds, contracts, and other instruments; and
- o seeing that the affairs of the Executive Branch are properly and efficiently administered, and that employees of the Executive Branch faithfully perform their duties.

The County Executive serves for a four year term, with a two consecutive term limit; shall have been a resident and a qualified voter of the County for at least five years immediately preceding election; and at the time of election shall be at least 25 years old. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive.

By order of the County Executive of Harford County, Maryland a new Article XXXVIA, heading "Office of Chief of Staff", was added to Chapter 9, of the Harford County Code, as amended, on January 12, 2006. This hereby created the Office of Chief of Staff pursuant to Sections 413 of the Charter of Harford County, Maryland, which shall be in the Executive Branch of the county government.

The Division of Agricultural Affairs was established in FY 08 to facilitate the coordination of all agriculturally related activities in the County, and to advise the County Executive on agricultural related issues.

COUNTY EXECUTIVE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	371,971	746,987	808,435	815,856	815,856
20	CONTRACTUAL SERVICES	31,078	120,937	285,100	281,600	281,600
30	SUPPLIES & MATERIALS	17,050	30,123	38,250	38,250	38,250
40	BUSINESS & TRAVEL	43,523	61,058	65,950	65,950	65,950
50	CAPITAL OUTLAY	3,915	11,307	0	0	0
70	MISCELLANEOUS	673,912	841,229	824,270	481,989	397,806
	GRAND TOTAL	<u>1,141,449</u>	<u>1,811,641</u>	<u>2,022,005</u>	<u>1,683,645</u>	<u>1,599,462</u>

SUMMARY BY FUND:

11	GENERAL	<u>1,141,449</u>	<u>1,811,641</u>	<u>2,022,005</u>	<u>1,683,645</u>	<u>1,599,462</u>
	GRAND TOTAL	<u>1,141,449</u>	<u>1,811,641</u>	<u>2,022,005</u>	<u>1,683,645</u>	<u>1,599,462</u>

SUMMARY BY DIVISION:

011000	OFFICE OF THE COUNTY EXECUTIVE	1,141,449	1,215,050	1,237,151	958,912	910,966
013000	OFFICE OF CHIEF OF STAFF	0	228,529	248,568	245,072	232,818
014000	DIVISION OF AGRICULTURAL AFFAIRS	<u>0</u>	<u>368,062</u>	<u>536,286</u>	<u>479,661</u>	<u>455,678</u>
	GRAND TOTAL	<u>1,141,449</u>	<u>1,811,641</u>	<u>2,022,005</u>	<u>1,683,645</u>	<u>1,599,462</u>

COUNTY EXECUTIVE

FINANCIAL NOTES:

The (\$422,543) net decrease in funding for County Executive is the result of:

	FY 09	FY 10	CHANGE
o	585,443	584,893	(550) Full-time Salaries (550) Salary adjustments - rounding adjustment per actual pay scale calculation
o		(12,109)	(12,109) Furlough Savings
o	103,299	124,752	21,453 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	54,266	56,275	2,009 Pension / Retirement rate adjustments
o	14,272	10,791	(3,481) Workers' Compensation rate adjustments
o	50,300	48,800	(1,500) Other Advertising - decreased based on actual expense history for ag related advertising
o	35,000	33,000	(2,000) Management Services - reduced due to state of the economy

COUNTY EXECUTIVE

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE		FY 09	FY 10	Change
o	814,770	472,489	(342,281)	Grants & Contributions:			
				Baltimore Zoo	30,000	0	(30,000)
				Baltimore Aquarium	25,000	0	(25,000)
				Baltimore Symphony Orchestra	55,000	0	(55,000)
				Baltimore Museum of Art	35,000	0	(35,000)
				Walters Art Gallery	35,000	0	(35,000)
				Center Stage	25,000	0	(25,000)
				Maryland Science Center	15,000	0	(15,000)
				Chesapeake Search Dogs	3,000	0	(3,000)
				<i>Due to the state of the economy the grants / contributions listed above are eliminated for FY 10</i>			
				Steppingstone Museum	19,000	19,000	0
				Havre de Grace Decoy Museum	19,000	19,000	0
				Concord Point Lighthouse	19,000	19,000	0
				Chesapeake Heritage Conservancy	19,000	19,000	0
				Havre de Grace Maritime Museum	19,000	19,000	0
				Susquehanna Lockhouse	19,000	19,000	0
				Ladew Gardens	13,000	13,000	0
				Harford County Historical Society	13,000	13,000	0
				<i>eliminated a FY 09 one-time grant for HVAC</i>	10,000	0	(10,000)

COUNTY EXECUTIVE

FINANCIAL NOTES:

FY 09	FY 10	CHANGE		FY 09	FY 10	Change
			Grants & Contributions cont'd:			
			Hosanna School	19,000	19,000	0
			Shock Trauma	10,000	10,000	0
			Maryland Historical Society	3,000	3,000	0
			Center for the Visual & Performing Arts	50,000	50,000	0
			Miscellaneous	55,000	35,089	(19,911)
			<i>the County Executive has agreed to remit his FY 10 statutorially prescribed salary increase \$89 for miscellaneous county grants</i>			
			Edgewood Initiative	15,000	15,000	0
			Community Crime/Drug Grants	100,000	100,000	0
			School Beautification - to be used as challenge grants	75,000	50,000	(25,000)
			Ag Festival	10,000	0	(10,000)
			<i>(\$5,000 reallocated to Economic Development)</i>			
			Young Farmers <i>(\$2,500 reallocated from Ag Festival)</i>	0	2,500	2,500
			Wind Energy / Anemometer	0	2,500	2,500
			<i>(\$2,500 reallocated from Ag Festival)</i>			
			Ag Challenge Grant	5,000	5,000	0
			Noxious Weed - <i>(reallocated to DPW Environmental Svcs)</i>	8,000	0	(8,000)
			Gypsy Moth - <i>(reallocated to DPW Environmental Svcs)</i>	47,370	0	(47,370)
			Lower Susquehanna Heritage Greenway	20,000	20,000	0
			Forest Conservancy	7,500	7,500	0
			Maryland Million - <i>funds eliminated for FY 10</i>	5,000	0	(5,000)
			Miscellaneous Ag Grants	11,900	12,900	1,000
				<u>814,770</u>	<u>472,489</u>	<u>(342,281)</u>
o	0	(84,183)	(84,183) Other Contingencies - Reduction due to Council Amendments #194, 195, and 196			

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	46,833	1.00	51,142	1.00	51,058
Administrative Secretary II	1.00	51,503	1.00	52,686	1.00	52,599
Administrative Secretary III	1.00	63,286	1.00	69,105	1.00	68,990
Administrative Specialist I	0.00	0	1.00	47,133	1.00	47,133
Chief of Staff	1.00	102,578	1.00	105,664	1.00	105,664
County Executive	1.00	95,424	1.00	99,317	1.00	99,317
Deputy Chief of Staff	1.00	79,612	1.00	81,935	1.00	81,800
Management Analyst	1.00	71,856	1.00	78,461	1.00	78,332
TOTAL FULL-TIME SALARIES	7.00	511,092	8.00	585,443	8.00	584,893
TEMPORARY SALARIES		62,432		5,000		5,000
SALARY TOTAL	7.00	573,524	8.00	590,443	8.00	589,893
OTHER PERSONAL SERVICES						
Pension & Retirement		41,552		54,266		56,275
Workers' Compensation		8,691		14,272		10,791
Health Benefits		106,771		103,299		124,752
OPEB		17,888		0		0
FICA		38,783		45,035		45,134
Miscellaneous		980		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		214,665		217,992		238,072
FURLOUGH SAVINGS		0		0		(12,109)
TOTAL PERSONAL SERVICES	7.00	788,189 *	8.00	808,435	8.00	815,856

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Office of the County Executive

INDEX: 011000

ORIGIN/PURPOSE:

Under Harford County's Charter, Article III, Sections 302 , all executive power in the administration of government is vested in the County Executive. The responsibilities of the office include preparing the Annual County Budget, overall management of County government, recommending legislation to the County Council; and signing all deeds, contracts and other instruments on behalf of the County.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	371,971	386,653	410,251	409,923	409,923
20	CONTRACTUAL SERVICES	31,078	52,722	56,300	56,300	56,300
30	SUPPLIES & MATERIALS	17,050	15,195	22,900	22,900	22,900
40	BUSINESS & TRAVEL	43,523	34,224	38,200	38,200	38,200
50	CAPITAL OUTLAY	3,915	8,660	0	0	0
70	MISCELLANEOUS	673,912	717,596	709,500	431,589	383,643
	GRAND TOTAL	<u>1,141,449</u>	<u>1,215,050</u>	<u>1,237,151</u>	<u>958,912</u>	<u>910,966</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>1,141,449</u>	<u>1,215,050</u>	<u>1,237,151</u>	<u>958,912</u>	<u>910,966</u>

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: Office of the County Executive
INDEX: 011000

FINANCIAL NOTES:

The (\$326,185) net decrease in funding for County Executive - Office of the County Executive is the result of:

	FY 09	FY 10	CHANGE
o	298,025	297,697	(328) Full-time Salaries (328) Salary adjustment - rounding adjustment per actual pay scale calculation
o		(6,163)	(6,163) Furlough Savings
o	56,324	62,376	6,052 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	27,329	28,647	1,318 Pension / Retirement rate adjustments
o	5,214	4,025	(1,189) Workers' Compensation rate adjustments

DEPARTMENT: COUNTY EXECUTIVE**DIVISION: Office of the County Executive****INDEX: 011000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE		FY 09	FY 10	Change
o	700,000	422,089	(277,911)	Grants & Contributions			
				Baltimore Zoo	30,000	0	(30,000)
				Baltimore Aquarium	25,000	0	(25,000)
				Baltimore Symphony Orchestra	55,000	0	(55,000)
				Baltimore Museum of Art	35,000	0	(35,000)
				Walters Art Gallery	35,000	0	(35,000)
				Center Stage	25,000	0	(25,000)
				Maryland Science Center	15,000	0	(15,000)
				Chesapeake Search Dogs	3,000	0	(3,000)
				Steppingstone Museum	19,000	19,000	0
				Havre de Grace Decoy Museum	19,000	19,000	0
				Concord Point Lighthouse	19,000	19,000	0
				Chesapeake Heritage Conservancy	19,000	19,000	0
				Havre de Grace Maritime Museum	19,000	19,000	0
				Susquehanna Lockhouse	19,000	19,000	0
				Ladew Gardens	13,000	13,000	0
				Harford County Historical Society	13,000	13,000	0
				eliminated one time grant for HVAC	10,000	0	(10,000)
				Hosanna School	19,000	19,000	0
				Shock Trauma	10,000	10,000	0
				Maryland Historical Society	3,000	3,000	0
				Center for the Visual & Performing Arts	50,000	50,000	0
				Miscellaneous *	55,000	35,089	(19,911)
				* The County Executive has agreed to remit his FY 10 statutorily prescribed salary increase to be used for miscellaneous county grants @ \$89			
				Edgewood Initiative	15,000	15,000	0
				Community Crime/Drug Grants	100,000	100,000	0
				School Beautification	75,000	50,000	(25,000)
					<u>700,000</u>	<u>422,089</u>	<u>(277,911)</u>
o		(47,946)	(47,946)	Other Contingencies - Reduction due to Council Amendment #194			

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: OFFICE OF THE COUNTY EXECUTIVE

Index No. 011000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	46,833	1.00	51,142	1.00	51,058
Administrative Secretary III	1.00	63,286	1.00	69,105	1.00	68,990
County Executive	1.00	95,424	1.00	99,317	1.00	99,406
						(89) A
Management Analyst	1.00	71,856	1.00	78,461	1.00	78,332
SALARY TOTAL	4.00	277,399	4.00	298,025	4.00	297,697
OTHER PERSONAL SERVICES						
Pension & Retirement		22,553		27,329		28,647
Workers' Compensation		999		5,214		4,025
Health Benefits		61,012		56,324		62,376
OPEB		9,708		0		0
FICA		21,222		22,799		22,781
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		116,054		112,226		118,389
FURLOUGH SAVINGS		0		0		(6,163)
TOTAL PERSONAL SERVICES	4.00	393,453 *	4.00	410,251	4.00	409,923

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - The County Executive has agreed to remit his FY 10 statutorily prescribed salary increase to be used for a County grant / contribution.

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Office of Chief of Staff

INDEX: 013000

ORIGIN/PURPOSE:

By Order of the County Executive of Harford County, Maryland, a new Article XXXVIA, heading "Office of Chief of Staff", was added to Chapter 9, of the Harford County Code, as amended, on January 12, 2006.

The Office of Chief of Staff shall be responsible for the coordination and oversight of major county initiatives as assigned by the County Executive. The Office shall conduct research, analyze and interpret information, issues, proposals and problems to ensure that appropriate and complete information is provided to the County Executive for decision making and informational purposes. The Office of Chief of Staff may be assigned and shall do and perform such other and related duties as may be assigned to it by the County Executive.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	216,425	224,468	222,972	222,972
20	CONTRACTUAL SERVICES	0	1,731	6,500	4,500	4,500
30	SUPPLIES & MATERIALS	0	3,351	5,850	5,850	5,850
40	BUSINESS & TRAVEL	0	6,150	11,750	11,750	11,750
50	CAPITAL OUTLAY	0	872	0	0	0
70	MISCELLANEOUS	0	0	0	0	(12,254)
GRAND TOTAL		0	228,529	248,568	245,072	232,818
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	228,529	248,568	245,072	232,818

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Office of Chief of Staff

INDEX: 013000

FINANCIAL NOTES:

The (\$15,750) net decrease in funding for County Executive - Office of Chief of Staff is the result of:

	FY 09	FY 10	CHANGE
o	158,350	158,263	(87) Full-time Salaries (87) Salary Adjustment - rounding adjustment per actual pay scale calculation
o		(3,277)	(3,277) Furlough Savings
o	15,102	15,225	123 Pension / Retirement rate adjustment
o	5,212	3,803	(1,409) Workers' Compensation rate adjustment
o	5,000	5,000	0 Temporary Salaries - funds are provided for a part-time temporary intern
o	28,162	31,188	3,026 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	5,000	3,000	(2,000) Management Services - reduction due to the state of the economy
o		(12,254)	(12,254) Other Contingencies - Reduction due to Council Amendment #195

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: OFFICE OF CHIEF OF STAFF

Index No. 013000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	0.00	0	1.00	52,686	1.00	52,599
Administrative Secretary III	1.00	51,503	0.00	0	0.00	0
Chief of Staff	1.00	102,578	1.00	105,664	1.00	105,664
TOTAL FULL-TIME SALARIES	2.00	154,081	2.00	158,350	2.00	158,263
TEMPORARY SALARIES		0		5,000		5,000
SALARY TOTAL	2.00	154,081	2.00	163,350	2.00	163,263
OTHER PERSONAL SERVICES						
Pension & Retirement		12,527		15,102		15,225
Workers' Compensation		4,412		5,212		3,803
Health Benefits		30,506		28,162		31,188
OPEB		5,393		0		0
FICA		11,472		12,362		12,490
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		64,590		61,118		62,986
FURLOUGH SAVINGS		0		0		(3,277)
TOTAL PERSONAL SERVICES	2.00	218,671	2.00	224,468	2.00	222,972

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Division of Agricultural Affairs

INDEX: 014000

ORIGIN/PURPOSE:

The Division of Agricultural Affairs has been established in order to facilitate the coordination of all agriculturally related activities in the County, and to advise the County Executive on agricultural related issues. This office also serves as the County Executive's liaison to the agricultural community. Based on recommendations made by the Agricultural Economic Advisory Board, the Agricultural Economic Development initiatives previously performed by the Office of Economic Development will be conducted by the Division of Agricultural Affairs. This move has occurred out of recognition that agriculture remains one of the largest economic engines in the County and State. It also signifies the importance Harford County is placing on sustaining and strengthening the County's agricultural industry.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	143,909	173,716	182,961	182,961
20	CONTRACTUAL SERVICES	0	66,484	222,300	220,800	220,800
30	SUPPLIES & MATERIALS	0	11,577	9,500	9,500	9,500
40	BUSINESS & TRAVEL	0	20,684	16,000	16,000	16,000
50	CAPITAL OUTLAY		1,775	0	0	0
70	MISCELLANEOUS	0	123,633	114,770	50,400	26,417
GRAND TOTAL		0	368,062	536,286	479,661	455,678
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	368,062	536,286	479,661	455,678

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Division of Agricultural Affairs

INDEX: 014000

FINANCIAL NOTES:

The (\$80,608) net decrease in funding for County Executive - Division of Agricultural Affairs is the result of:

	FY 09	FY 10	CHANGE
o	129,068	128,933	(135) Full-time Salaries (135) Salary Adjustment - rounding adjustment per actual pay scale calculation
o		(2,669)	(2,669) Furlough Savings
o	18,813	31,188	12,375 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	11,835	12,403	568 Pension / Retirement rate adjustments
o	3,846	2,963	(883) Workers' Compensation rate adjustments
o	50,000	48,500	(1,500) Other Advertising - provides for a "buy local campaign" @ \$20,000 and reduced funds for other ag related advertising costs due to state of the economy
o	170,000	170,000	0 Other Professional Services - \$130,000 for Ag Marketing Co-op, providing assistance in funding grants geared specifically towards emerging technologies that benefit the ag community. The balance of \$40,000 is for miscellaneous ag related marketing costs.

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Division of Agricultural Affairs

INDEX: 014000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	114,770	50,400	(64,370) Grants and Contributions
	FY 09	FY 10	Change
	5,000	0	(5,000) Maryland Million
	11,900	12,900	1,000 Miscellaneous Ag Grants
	10,000	0	(10,000) Campaign Ag Festival - \$5,000 reallocated to Economic Development
	0	2,500	2,500 Young Farmers - \$2,500 reallocated from Ag Festival
	0	2,500	2,500 Wind Energy / Anemometers - \$2,500 reallocated from Ag Festival
	5,000	5,000	0 Ag Challenge Training
	8,000	0	(8,000) Noxious Weed - reallocated to DPW Environmental Services
	47,370	0	(47,370) Gypsy Moth - reallocated to DPW Environmental Services
	20,000	20,000	0 Lower Susquehanna Heritage Greenway
	7,500	7,500	0 Forest Conservancy
	<u>114,770</u>	<u>50,400</u>	<u>(64,370)</u>
o		(23,983)	(23,983) Other Contingencies - Reduction due to Council Amendment #196

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: DIVISION OF AGRICULTURAL AFFAIRS

Index No. 014000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	0.00	0	1.00	47,133	1.00	47,133
Deputy Chief of Staff	1.00	79,612	1.00	81,935	1.00	81,800
TOTAL FULL-TIME SALARIES	1.00	79,612	2.00	129,068	2.00	128,933
TEMPORARY SALARIES		62,432		0		0
SALARY TOTAL	1.00	142,044	2.00	129,068	2.00	128,933
OTHER PERSONAL SERVICES						
Pension & Retirement		6,472		11,835		12,403
Workers' Compensation		3,280		3,846		2,963
Health Benefits		15,253		18,813		31,188
OPEB		2,786		0		0
FICA		6,090		9,874		9,863
Miscellaneous		140		280		280
TOTAL OTHER PERSONAL SERVICES		34,021		44,648		56,697
FURLOUGH SAVINGS		0		0		(2,669)
TOTAL PERSONAL SERVICES	1.00	176,065 *	2.00	173,716	2.00	182,961

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

COUNTY EXECUTIVE'S OFFICE - DIVISION OF AGRICULTURE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To ensure that agriculture remains a viable industry in Harford County.

Department Obj.

To increase the economic viability of the agriculture industry.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$110,000	\$125,000	\$129,000	\$129,000	\$135,000
Number of staff	2	2	2	2	2
<u>Output:</u>					
Number of farmers contacted regarding grant opportunities	256	300	300	300	300
Number of ag businesses contacted regarding expansions and improvements	32	25	25	25	25
Number of students educated on the importance of agriculture	2,204	2,500	3,000	3,000	3,000
<u>Efficiency:</u>					
Percent of total population of farmers reached	39%	50%	50%	60%	60%
Percent of farmers satisfied with level of services	N/A	90%	90%	90%	90%
Number of farmers who assisted with education	15	17	20	20	20
<u>Service Quality:</u>					
Percentage of farmers contacted that responded	N/A	5%	5%	5%	5%
Number of farms that completed expansion	18	12			
<u>Outcome:</u>					
Percentage of grants given	7%	10%	10%	10%	10%

Explanation and Analysis of Performance Measures

The Division of Agriculture provides critical information, responds, and assists farmers with Agricultural Program criteria. It is important to give guidance, support, and assistance to existing and prospective farmers relating to the Agricultural Program so that farmers are well educated in the agricultural process.

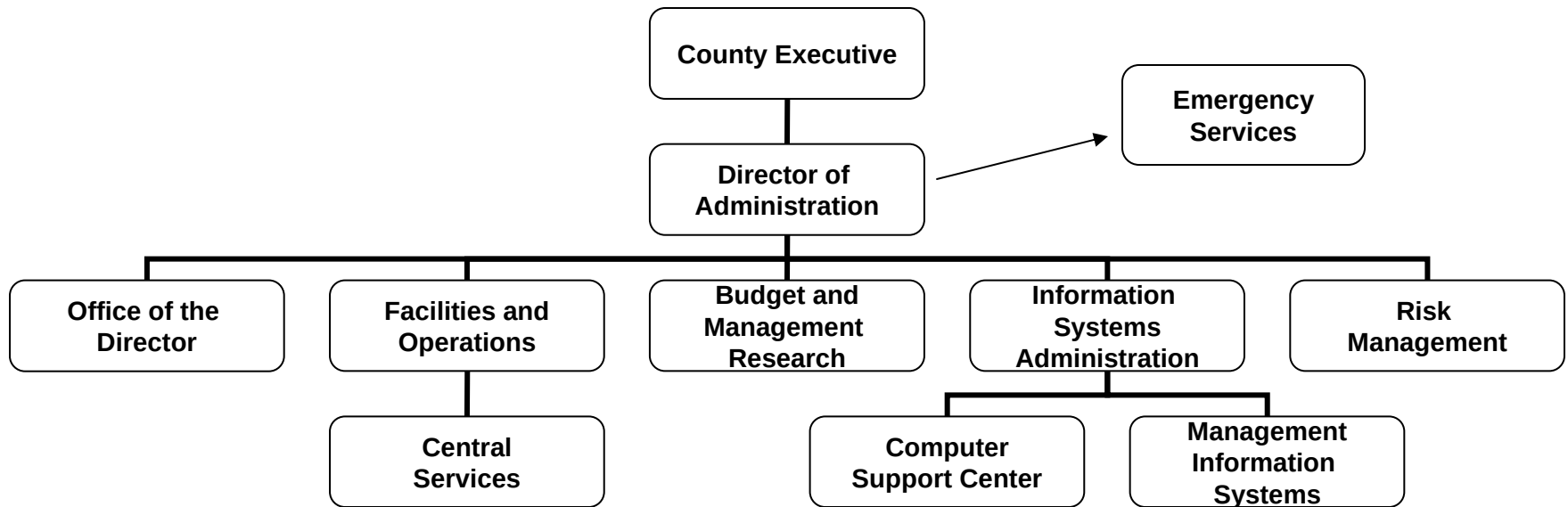
Major Related Plans and Policies

Land Use Master Plan; Land Preservation

*N/A - These are new measures being tracked by the Division of Agriculture, therefore, data for previous years is unavailable.



ADMINISTRATION



ADMINISTRATION

ORIGIN/PURPOSE:

Under Harford County's Charter, Article III, Sections 310 and 312, the County Executive is charged with appointing a Director of Administration, subject to confirmation by the Council. The Director of Administration serves at the pleasure of the County Executive, performs administrative duties and exercises general supervision over the agencies of the Executive Branch as the County Executive directs. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive. The Director of Administration also serves as the County's budget officer, and is responsible for causing to be prepared and submitted to the County Executive for approval and submission to the Council all County budgets. The Director of Administration is also charged to study the organization, methods, and procedures of each agency of County government and submit to the County Executive periodic reports on their efficiency and economy. The Director of Administration is the County's Hearing Officer on appeals to the decisions of department heads on the application of County rules and regulations.

The Department of Administration provides support services to all County government departments and agencies. Included under Administration are the division of the Director of Administration, Facilities and Operations, Central Services, Budget and Management Research and Risk Management. Each division's supervisor reports to the Director of Administration.

The divisions of Computer Support and Management Information Systems are under the direction of an Information Systems Division Manager who reports to the Director of Administration, and is responsible for the County's multi-platform systems.

The Division of Emergency Services, though funded as a separate budget, is an additional responsibility of the Director of Administration, who is the liaison between County government and the County's 12 Volunteer Fire Companies.

MISSION STATEMENT:

THE DEPARTMENT OF ADMINISTRATION PROVIDES MANAGEMENT AND COORDINATION OF THE ACTIVITIES OF COUNTY DEPARTMENTS AND AGENCIES

FY '09 - '10 KEY GOALS:

- 1 TO UTILIZE BEST PRACTICES TO PROVIDE RESPONSIVE, EFFICIENT, AND EFFECTIVE SERVICE TO CITIZENS, BUSINESSES, AND GOVERNMENT AGENCIES.
- 2 TO PROVIDE THE UNDERLYING TECHNOLOGY REQUIRED TO ASSIST COUNTY AGENCIES IN PROVIDING EFFECTIVE SUPPORT TO CITIZENS.
- 3 TO IMPLEMENT THE MOST EFFECTIVE PROCEDURES TO CONTROL AND PAY FOR ACCIDENT LOSSES.

ADMINISTRATION

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	6,888,135	8,225,338	8,213,061	7,952,711	7,952,711
20	CONTRACTUAL SERVICES	3,529,445	3,391,269	3,996,435	3,353,548	3,353,548
30	SUPPLIES & MATERIALS	545,813	659,992	666,920	611,475	611,475
40	BUSINESS & TRAVEL	203,461	212,063	250,975	211,125	211,125
50	CAPITAL OUTLAY	97,261	100,210	0	0	0
70	MISCELLANEOUS	10,488	174,223	160,000	65,000	(546,534)
80	INTER-GOVERNMENTAL / INTERFUND	0	0	41,003	36,864	36,864
	GRAND TOTAL	11,274,603	12,763,095	13,328,394	12,230,723	11,619,189

<u>SUMMARY BY FUND:</u>						
11	GENERAL	11,274,603	12,763,095	13,328,394	12,320,723	11,619,189
	GRAND TOTAL	11,274,603	12,763,095	13,328,394	12,320,723	11,619,189

<u>SUMMARY BY DIVISION:</u>						
021000	DIRECTOR OF ADMINISTRATION	476,949	656,780	1,068,833	578,514	549,588
022000	FACILITIES AND OPERATIONS	4,670,325	5,036,259	5,373,669	4,931,707	4,685,122
023100	CENTRAL SERVICES	857,193	982,472	1,075,467	816,188	775,379
024000	BUDGET & MANAGEMENT RESEARCH	499,601	642,859	812,371	762,344	724,227
025000	GEOGRAPHIC INFORMATION SYSTEM	423,840	488,746	0	0	0
026000	INFORMATION SYSTEMS ADMINISTRATION	905,262	1,000,751	1,000,009	1,101,069	1,046,016
027000	COMPUTER SUPPORT CENTER	882,966	1,180,471	1,243,588	1,317,048	1,251,196
028000	MANAGEMENT INFORMATION SYSTEMS	1,709,376	2,018,090	2,052,017	2,018,868	1,917,925
029000	RISK MANAGEMENT	849,091	756,667	702,440	704,985	669,736
	GRAND TOTAL	11,274,603	12,763,095	13,328,394	12,230,723	11,619,189

SUMMARY OF GRANT BUDGETS

25,000

ADMINISTRATION

FINANCIAL NOTES:

The (\$1,709,205) net decrease in funding for Administration is the result of:

	FY 09	FY 10	CHANGE	
o	5,540,619	5,382,747	(157,872)	Full-time Salaries
			(6,280)	Rounding adjustment per actual pay scale calculation
			2,149	Salary adjustments based on the recommendations of the Department of Human Resources
			(93,298)	Staff Turnover (1.73%)
			(60,443)	Salary Offset - unfunded an Administrative Secretary III @ (\$47,535) and offset salary of a
			<u>(157,872)</u>	Computer Systems Engineer III position for actual hours worked (\$12,908)
o		370,343	370,343	# of Positions Positions converted from temporary to permanent for FY 10
				Salary Fringe Total
			6.0	215,008 117,544 332,552 Special Police Officer
			1.0	27,500 10,291 37,791 Computer Operator Trainee
			<u>7.0</u>	<u>242,508</u> <u>127,835</u> <u>370,343</u>
o		(24,887)	(24,887)	# of Positions Position abolished for FY 10 due to state of the economy
				Salary Fringe Total
			(0.5)	(19,496) (5,391) (24,887) Special Police Officer
o		43,376	43,376	# of Positions Position transferred into Facilities & Operations from Human Resources
				Salary Fringe Total
			1.0	35,754 7,622 43,376 Clerk Typist position
o		(119,606)	(119,606)	Furlough Savings
o	208,428	18,234	(190,194)	Temporary Salaries decreased as a result of eliminating funds for Special Assistant (\$75,000); all temporary Special Police Officers were changed to full-time permanent for a reduction in temporary salaries of (\$83,725); a full-time Computer Intern was changed to full-time permanent Computer Operator Trainee for a reduction of (\$28,469) and summer intern funds for Risk Management were eliminated (\$3,000)

ADMINISTRATION

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	997,778	984,291	(13,487) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	546,573	532,059	(14,514) Pension / Retirement rate adjustments
o	160,615	95,335	(65,280) Overtime and Shift Differential adjusted based on actual expense history
o	118,809	90,017	(28,792) Workers' Compensation rate adjustment
o	466,187	430,422	(35,765) FICA - adjusted for salary changes
o	23,000	0	(23,000) Uniform Allowance - is eliminated for FY 10 due to state of the economy
o	283,450	66,186	(217,264) Office Equipment - decrease due to cancellation of digital copier contract and docutech operator
o	127,000	33,500	(93,500) Management Services - decrease is the net result of eliminating soil survey funds for FY 10 @ (\$89,836), survey will not take place in FY 10; an increase in Risk Management for defensive driver seminars, safety training, RFID and RMS @ \$6,500; offset by a decrease in Facilities and Operations for testing facilities for hazardous materials (\$10,000) based on actual expense history
o	467,850	325,350	(142,500) Other Professional Services - decrease is the result of one-time funds provided to study the impact of converting from a volunteer fire service to a combined volunteer and paid service is eliminated @ (\$150,000); and a decrease based on actual expense history for Budget's annual GFOA award and book binding @ (\$500); offset by an increase in Risk Management for additional insurance appraisals @ \$8,000
o	450,000	250,000	(200,000) County Facility Repair and Renovations - funds are provided to purchase professional services to maintain, repair and renovate County buildings. Decrease based on actual expense history.
o	359,000	562,378	203,378 Data Processing Hardware Maintenance - increased costs to support PBX VOIP telephone, network/server equipment, the relocation of county staff to other facilities outside of 220 or 45 S. Main St as well as increase in the hardware maintenance contracts
o	318,635	379,156	60,521 Data Processing Software Maintenance - additional funds are provided for the increase in the cost of the software maintenance contracts
o	682,500	695,793	13,293 Electricity - increase in Facilities & Operations due to rise in energy costs

ADMINISTRATION

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	31,200	50,000	18,800 Heating Fuel (Oil) - increase in Facilities & Operations based on actual expense history and anticipated rise in energy costs
o	51,500	25,000	(26,500) Other - Director of Administration decreased based on actual expense history for impact fees charged to non-profit agency home construction @ (\$25,000) and (\$1,500) reduction to Facilities and Operations for moving services
o	14,450	0	(14,450) Printing In-House - eliminated for FY 10 due to cancellation of digital copier lease, funds reallocated to commercial printing
o	9,550	24,050	14,500 Printing Commercial - increase result of funds being reallocated here from Printing In-House
o	5,600	9,500	3,900 Computer Software - increase to provide for 50 BES licenses and new Cold Fusion software
o	681,720	552,500	(129,220) Line items significantly adjusted, based on actual expense history:

	FY 09	FY 10	Change
	20,000	5,000	(15,000) Engineering Services
	130,000	85,000	(45,000) Heating Fuel (Gas)
	4,000	3,000	(1,000) Duplicating Machine Supplies
	294,020	272,950	(21,070) General Office Mailing
	38,000	35,000	(3,000) Janitorial Supplies & Equipment
	1,750	500	(1,250) Landscape & Grounds Material
	4,800	2,800	(2,000) Sand, Salt, and Other Bulk De-Icers
	29,600	18,500	(11,100) Computer Supplies
	1,000	0	(1,000) Traffic Signs and Markings
	36,500	31,000	(5,500) County Owned Vehicles
	55,000	45,000	(10,000) Water and Sewer
	45,300	40,300	(5,000) Fuel Charges
	12,500	7,500	(5,000) Non-Targeted Charges
	9,250	5,950	(3,300) Transportation Costs
	<u>681,720</u>	<u>552,500</u>	<u>(129,220)</u>

ADMINISTRATION

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	767,075	446,025	(321,050)	Line items reduced due to the state of the economy:
	FY 09	FY 10	Change	
	120,000	56,000	(64,000)	Grounds Maintenance - # of grass cuttings, etc., will be reduced
	208,000	113,600	(94,400)	Building / Custodial Services - services cut to one day / week
	60,000	30,000	(30,000)	Snow Removal Services - more services will be handled in-house
	66,600	54,000	(12,600)	General Office Supplies
	6,200	2,000	(4,200)	Paint
	11,950	11,400	(550)	Mileage
	12,500	7,300	(5,200)	Meals
	19,250	13,750	(5,500)	Lodging
	2,650	2,000	(650)	Professional Books & Periodicals
	39,125	37,975	(1,150)	Membership Fees & Dues
	60,800	53,000	(7,800)	Training Seminars, Courses, & Meetings
	60,000	15,000	(45,000)	Interfund Reimbursements
	50,000	25,000	(25,000)	Grants & Contributions
	50,000	25,000	(25,000)	County Match / Transfers Out
	<u>767,075</u>	<u>446,025</u>	<u>(321,050)</u>	
o	41,003	36,864	(4,139)	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged
o		(\$611,534)	(611,534)	Other Contingencies - Reduction due to Council Amendments #197, 198, 199, 200, 201, 202, 203, and 204

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	32,650	2.00	85,387	2.00	85,247
Administrative Assistant II	5.00	238,320	4.00	211,121	4.00	210,774
Administrative Secretary III	1.00	37,214	1.00	47,534	1.00	0
Administrative Specialist II	2.00	107,164	2.00	116,999	2.00	116,806
Asset Manager	1.00	76,848	1.00	83,912	1.00	83,773
Assistant Supervisor of Custodial Workers	1.00	45,355	1.00	49,530	1.00	49,448
Budget Analyst	0.00	0	1.00	53,732	2.00	114,801
Building Construction and Repair Supervisor	1.00	47,754	1.00	52,141	1.00	52,055
Building Maintenance Mechanic I	3.00	138,592	4.00	215,055	3.00	156,278
Building Maintenance Mechanic II	3.00	146,368	2.00	82,914	3.00	135,354
Building Maintenance Supervisor	2.00	137,348	1.00	82,411	1.00	82,275
Building Maintenance Worker I	1.00	25,901	1.00	29,136	0.00	0
Building Maintenance Worker II	6.00	251,709	6.00	277,352	7.00	288,515
Central Services Operator	1.00	27,487	1.00	29,999	1.00	29,950
Central Services Specialist	2.00	74,020	2.00	80,801	2.00	78,643
Chief of Security	1.00	49,404	1.00	54,474	1.00	53,846
Chief, Budget & Management Research	1.00	96,001	1.00	105,852	1.00	105,678
Chief, Facilities & Operations	1.00	79,612	1.00	87,779	1.00	87,634
Chief, Information Systems Division	1.00	112,091	1.00	117,952	1.00	117,758
Claims Adjuster	1.00	62,602	1.00	69,039	1.00	68,925
Clerk Typist	0.00	0	0.00	0	1.00	35,754
Computer Operations Supervisor	1.00	55,317	1.00	60,988	1.00	60,887
Computer Operator	1.00	33,743	1.00	37,204	1.00	37,142
Computer Operator Trainee	0.00	0	0.00	0	1.00	27,500
Computer Systems Engineer I	1.00	39,484	1.00	39,872	1.00	40,966
Computer Systems Engineer II	4.00	178,249	4.00	191,679	4.00	192,028
Computer Systems Engineer III	3.00	158,494	3.00	173,148	3.00	172,806
Computer Systems Engineer IV	1.00	58,016	1.00	69,910	1.00	69,795
Custodial Worker I	2.00	48,868	1.00	28,637	1.00	28,590
Custodial Worker II	4.00	153,011	5.00	195,346	5.00	195,025

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Deputy Chief, Budget & Management Research	1.00	61,808	1.00	82,957	1.00	82,820
Deputy Chief, Management Information Systems	2.00	195,772	2.00	220,253	2.00	219,890
Director of Administration	1.00	130,623	1.00	134,543	1.00	134,543
GIS Data Base Administrator	1.00	67,228	0.00	0	0.00	0
GIS Public Access Technician	1.00	51,182	0.00	0	0.00	0
Grants Administrator	1.00	71,341	1.00	77,893	1.00	77,765
Help Desk Support Specialist	1.00	34,729	1.00	37,925	1.00	37,862
Management Assistant II	1.00	77,705	1.00	85,691	1.00	85,550
Master Cabinet Maker	1.00	51,182	1.00	55,889	1.00	55,796
Programmer Analyst I	7.00	467,364	6.00	430,825	7.00	488,117
Programmer Analyst II	3.00	259,402	4.00	371,642	4.00	371,027
Risk Manager	1.00	93,452	1.00	102,034	1.00	88,799
Safety Officer	1.00	50,068	1.00	54,662	1.00	54,572
Senior Budget Analyst	3.00	206,570	3.00	230,434	2.00	160,951
Senior Computer Operator	1.00	51,182	1.00	56,447	1.00	56,354
Skilled Trade Apprentice	1.00	49,104	1.00	53,617	1.00	53,529
Special Police Officer	4.00	139,793	4.00	153,720	10.00	368,475
Supervisor of Central Services	1.00	58,680	1.00	64,063	1.00	63,958
Supervisor of Custodial Workers	1.00	47,561	1.00	51,937	1.00	51,851
Systems Analyst	1.00	93,452	1.00	103,053	0.00	0
Systems Coordinator	2.00	172,249	0.00	0	0.00	0
Systems Programmer	1.00	65,279	1.00	71,974	1.00	71,856
Telecommunications Engineer II	2.00	91,738	2.00	98,076	2.00	99,316
Telecommunications Specialist I	0.00	0	0.00	0	1.00	65,788
Telecommunications Specialist II	2.00	126,852	2.00	136,884	1.00	70,872
Web Administrator	1.00	71,342	1.00	78,672	1.00	78,543
Web Designer	1.00	52,167	1.00	57,524	1.00	57,430
FULL-TIME SALARIES	95.00	5,349,447	91.00	5,540,619	99.00	5,673,917
SALARY OFFSET		0		0		(12,908)
TOTAL FULL-TIME SALARIES	95.00	5,349,447	91.00	5,540,619	99.00	5,661,009

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Custodial Worker I	1.75	42,596	1.75	43,853	1.75	43,781
Custodial Worker II	2.50	66,747	2.50	72,863	2.50	72,743
Special Police Officer	0.50	17,857	0.50	19,496	0.00	0
TOTAL PART-TIME SALARIES	4.75	127,200	4.75	136,212	4.25	116,524
TEMPORARY SALARIES		66,494		208,428		18,234
SALARY TOTAL	99.75	5,543,141	95.75	5,885,259	103.25	5,795,767
OTHER PERSONAL SERVICES						
Pension & Retirement		447,279		546,573		557,040
Workers' Compensation		108,907		118,809		96,753
Health Benefits		1,067,248		997,778		1,062,365
OPEB		191,681		0		0
Overtime & Shift Differential		177,637		160,615		95,335
FICA		434,485		466,187		450,217
Miscellaneous		38,060		37,840		14,840
TOTAL OTHER PERSONAL SERVICES		2,465,297		2,327,802		2,276,550
FURLOUGH SAVINGS		0		0		(119,606)
TOTAL PERSONAL SERVICES	99.75	8,008,438 *	95.75	8,213,061	103.25	7,952,711

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: ADMINISTRATION**DIVISION: Director of Administration****INDEX: 021000****ORIGIN/PURPOSE:**

Under Harford County's Charter, Article III, Sections 310 and 312, the County Executive is charged with appointing a Director of Administration, subject to confirmation by the Council. The Director of Administration serves at the pleasure of the County Executive, performs administrative duties and exercises general supervision over the agencies of the Executive Branch as the County Executive directs. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive. The Director of Administration also serves as the County's budget officer, and is responsible for causing to be prepared and submitted to the County Executive for approval and submission to the Council all County budgets. The Director of Administration is also charged to study the organization, methods, and procedures of each agency of County government and submit to the County Executive periodic reports on their efficiency and economy. The Director of Administration is the County's Hearing Officer on appeals to the decisions of department heads on the application of County rules and regulations.

The divisions of Facilities and Operations, Central Services, Budget and Management Research and Risk Management provide support services to all County government departments and agencies. Each division's supervisor reports directly to the Director of Administration.

The divisions of Computer Support and Management Information Systems are under the direction of an Information Systems Division Manager who reports to the Director of Administration, and is responsible for the County's multi-platform systems.

The Division of Emergency Services, though funded as a separate budget, is an additional responsibility of the Director of Administration, who is the liaison between County government and the County's 12 Volunteer Fire Companies.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	363,862	388,222	549,583	381,814	381,814
20	CONTRACTUAL SERVICES	59,926	48,231	355,400	92,450	92,450
30	SUPPLIES & MATERIALS	9,664	8,607	11,550	9,400	9,400
40	BUSINESS & TRAVEL	39,981	38,384	52,300	44,850	44,850
50	CAPITAL OUTLAY	3,526	2,456	0	0	0
70	MISCELLANEOUS	(10)	170,880	100,000	50,000	21,074
	GRAND TOTAL	476,949	656,780	1,068,833	578,514	549,588
	<u>FUNDING SOURCE:</u>					
11	GENERAL	476,949	656,780	1,068,833	578,514	549,588

DEPARTMENT: ADMINISTRATION**DIVISION: Director of Administration****INDEX: 021000****FINANCIAL NOTES:**

The (\$519,245) net decrease in funding for Administration - Director of Administration is the result of:

	FY 09	FY 10	CHANGE
o	330,665	282,886	(47,779) Full-time Salaries (244) Salary Adjustment - rounding adjustment per actual pay scale calculation (47,535) Salary Offset - Vacant Administrative Secretary III position unfunded for FY 10 <u>(47,779)</u>
o		(5,856)	(5,856) Furlough Savings
o	61,169	47,002	(14,167) Health Benefits are adjusted for an anticipated 13% costs increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	38,138	27,213	(10,925) Pension / Retirement rate adjustments
o	83,500	8,500	(75,000) Temporary Salaries - funds provided for an Administrative Assistant to help with policy manual and general office duties @ \$8,500; Special Assistant funds eliminated for FY 10 @ \$75,000
o	30,090	20,801	(9,289) FICA adjusted for the unfunded Administrative Secretary position
o	4,000	0	(4,000) Overtime - reduced based on the state of the economy
o	100,000	10,000	(90,000) Management Services - eliminated soil survey @ \$89,836, survey will not take place in FY 10 and remaining funds of \$10,000 provide for unanticipated management studies
o	200,000	50,000	(150,000) Other Professional Services - decreased (\$150,000) for the one-time FY 09 funding for a fire service study remaining funds provide for unanticipated management studies

DEPARTMENT: ADMINISTRATION

DIVISION: Director of Administration

INDEX: 021000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	15,400	10,250	(5,150) Line items reduced based on the state of the economy:
	FY 09	FY 10	Change
	7,500	6,500	(1,000) General Office Supplies (mainly for publication of policy manual)
	300	200	(100) Computer Software
	500	150	(350) Computer Supplies
	4,000	2,000	(2,000) Meals
	600	400	(200) Mileage
	2,500	1,000	(1,500) Lodging
	<u>15,400</u>	<u>10,250</u>	<u>(5,150)</u>
o	61,000	33,700	(27,300) Line items significantly adjusted, based on actual expenses:
	FY 09	FY 10	Change
	2,700	3,900	1,200 Telephone Service
	50,000	25,000	(25,000) Other - (Impact Fees)
	3,000	2,000	(1,000) County Owned Vehicles
	3,300	1,800	(1,500) Fuel Charges
	1,000	750	(250) Non-targeted vehicle maintenance
	1,000	250	(750) Transportation Costs
	<u>61,000</u>	<u>33,700</u>	<u>(27,300)</u>

DEPARTMENT: ADMINISTRATION

DIVISION: Director of Administration

INDEX: 021000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	35,500	35,000	(500) Membership Fees & Dues - County's dues to:
	FY 09	FY 10	Change
	30,000	30,000	0 MACO
	5,000	5,000	0 NACO
	500	0	(500) Various other organizations eliminated for FY 10
	<u>35,500</u>	<u>35,000</u>	<u>(500)</u>
o	50,000	25,000	(25,000) County Match / Transfers Out - miscellaneous grant match funding, reduced due to state of the economy
o	50,000	25,000	(25,000) Grants & Contributions - unanticipated miscellaneous grants reduced due to state of the economy
o		(28,926)	(28,926) Other Contingencies - Reduction due to Council Amendment #197

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: DIRECTOR OF ADMINISTRATION

Index No. 021000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	37,214	1.00	47,534	1.00	0 A
Administrative Specialist II	1.00	64,744	1.00	70,695	1.00	70,578
Director of Administration	1.00	130,623	1.00	134,543	1.00	134,543
Grants Administrator	1.00	71,341	1.00	77,893	1.00	77,765
FULL-TIME SALARIES	4.00	303,922	4.00	330,665	4.00	282,886
TEMPORARY SALARIES		0		83,500		8,500 B
SALARY TOTAL	4.00	303,922	4.00	414,165	4.00	291,386
OTHER PERSONAL SERVICES						
Pension & Retirement		24,709		38,138		27,213
Workers' Compensation		1,094		1,321		848
Health Benefits		61,012		61,169		47,002
OPEB		10,637		0		0
Overtime & Shift Differential		1,500		4,000		0
FICA		21,311		30,090		20,801
Miscellaneous		560		700		420
TOTAL OTHER PERSONAL SERVICES		120,823		135,418		96,284
FURLOUGH SAVINGS		0		0		(5,856)
TOTAL PERSONAL SERVICES	4.00	424,745 *	4.00	549,583	4.00	381,814

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Vacant Administrative Secretary III position is unfunded for FY 10 - #1736.

B - Eliminated Special Assistant funding for FY 10 @ \$75,000

DEPARTMENT: ADMINISTRATION

DIVISION: Facilities and Operations

INDEX: 022000

ORIGIN/PURPOSE:

The Division of Facilities and Operations was created by Executive Order 84-1. The division is administered by the Chief of Facilities and Operations, who is also responsible for the Division of Central Services, and reports to the Director of Administration.

Facilities and Operations is responsible for the maintenance of over 46 County buildings, and is organized into three sections: Mechanical, Repair & Renovation, and Custodial Services. We service all County agencies on a call basis.

FY '09 - '10 GOAL & OBJECTIVE:

- 1 TO UTILIZE BEST PRACTICES TO PROVIDE RESPONSIVE, EFFICIENT, AND EFFECTIVE SERVICES TO CITIZENS, BUSINESSES, AND GOVERNMENTAL AGENCIES.
 - o To increase public confidence through cost effective and customer focused services
 - o To provide energy efficient systems that provide good stewardship of those resources
 - o To provide infrastructure that is adequate to develop safe facilities and construction and management plans through County government

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,455,680	2,837,706	2,852,204	2,910,935	2,910,935
20	CONTRACTUAL SERVICES	1,919,083	1,827,299	2,117,075	1,678,688	1,678,688
30	SUPPLIES & MATERIALS	209,650	270,273	236,700	225,150	225,150
40	BUSINESS & TRAVEL	69,150	72,217	83,050	73,950	73,950
50	CAPITAL OUTLAY	6,264	25,682	0	0	0
70	MISCELLANEOUS	10,498	3,082	60,000	15,000	(231,585)
80	INTERGOVERNMENTAL / INTERFUND	0	0	24,640	27,984	27,984
	GRAND TOTAL	4,670,325	5,036,259	5,373,669	4,931,707	4,685,122
	<u>FUNDING SOURCE:</u>					
11	GENERAL	4,670,325	5,036,259	5,373,669	4,931,707	4,685,122

DEPARTMENT: ADMINISTRATION**DIVISION: Facilities and Operations****INDEX: 022000****FINANCIAL NOTES:**

The (\$688,547) net decrease in funding for Administration - Facilities and Operations is the result of:

	FY 09	FY 10	CHANGE	
o	1,666,351	1,639,753	(26,598)	Full Time Salaries
				825 Salary Adjustment based on the recommendation of the Department of Human Resources
				(2,174) Rounding adjustment per actual pay scale calculation
				(25,249) Staff turnover (1.54%)
				<u>(26,598)</u>
o		332,552	332,552	Positions converted from Temporary to Permanent
				# of Positions Salary Fringe Total
				6.0 215,008 117,544 332,552 Special Police Officers
o		(24,887)	(24,887)	Position abolished for FY 10 due to state of the economy
				# of Positions Salary Fringe Total
				(0.5) (19,496) (5,391) (24,887) Special Police Officer
o		43,376	43,376	Position transferred into Facilities & Operations from Human Resources
				# of Positions Salary Fringe Total
				1.0 35,754 7,622 43,376 Human Resources Clerk transferred and reclassified as a Clerk Typist
o	93,459	9,734	(83,725)	Temporary Salaries - all temporary funds for six (6) Special Police Officers were eliminated for FY 10 and the positions were created permanent @ (\$83,725), the balance of funds remaining is for a part-time temporary custodian @ \$9,734
o		(41,550)	(41,550)	Furlough Savings
o	435,147	379,675	(55,472)	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage.

DEPARTMENT: ADMINISTRATION

DIVISION: Facilities and Operations

INDEX: 022000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	181,466	170,742	(10,724) Pension / Retirement rate adjustments
o	58,000	43,500	(14,500) Overtime - Reduction based on the state of the economy
o	15,500	12,220	(3,280) Shift Differential - reduced based on actual expense history
o	80,304	61,232	(19,072) Workers' Compensation rate adjustment
o	20,500	0	(20,500) Uniform Allowance - is eliminated for FY 10
o	158,545	142,048	(16,497) FICA - adjusted based on actuals
o	682,500	695,793	13,293 Electricity - increased per actual expense history and rise in energy costs
o	31,200	50,000	18,800 Heating Fuel (Oil) - increased per actual expense history and rise in energy costs
o	450,000	250,000	(200,000) County Facility Repair & Renovation - necessary to purchase professional services to maintain, repair, and renovate County buildings. Decreased per actual expense history and no major renovations planned for FY 10.
o	20,350	20,350	0 Other Professional Services - funds provide for State mosquito spraying program.

DEPARTMENT: ADMINISTRATION

DIVISION: Facilities and Operations

INDEX: 022000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	317,750	217,300	(100,450)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	130,000	85,000	(45,000)	Heating Fuel (Gas)
	55,000	45,000	(10,000)	Water & Sewer
	20,000	10,000	(10,000)	Management Services
	20,000	5,000	(15,000)	Engineering Services
	38,000	35,000	(3,000)	Janitorial Supplies and Equipment
	1,750	500	(1,250)	Landscape & Grounds Material
	4,800	2,800	(2,000)	Sand, Salt and Other De-icers
	1,000	0	(1,000)	Traffic Signs and Markings
	6,200	2,000	(4,200)	Paint
	27,500	25,000	(2,500)	County Owned Vehicles
	10,000	6,000	(4,000)	Non-Targeted Charges
	3,500	1,000	(2,500)	Training, Seminars & Courses
	<u>317,750</u>	<u>217,300</u>	<u>(100,450)</u>	
o	448,000	214,600	(233,400)	Line items reduced due to the state of the economy:
	FY 09	FY 10	Change	
	120,000	56,000	(64,000)	Grounds Maintenance
	208,000	113,600	(94,400)	Building & Custodial Services
	60,000	30,000	(30,000)	Snow Removal
	60,000	15,000	(45,000)	Interfund Reimbursement
	<u>448,000</u>	<u>214,600</u>	<u>(233,400)</u>	
o	24,640	27,984	3,344	Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged
o		(246,585)	(246,585)	Other Contingencies - Reduction due to Council Amendment #198

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: FACILITIES AND OPERATIONS

Index No. 022000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	100,886	2.00	110,722	2.00	110,540
Assistant Supervisor Custodial Workers	1.00	45,355	1.00	49,530	1.00	49,448
Building Construction & Repair Supervisor	1.00	47,754	1.00	52,141	1.00	52,055
Building Maintenance Mechanic I	3.00	138,592	4.00	215,055	3.00	156,278
Building Maintenance Mechanic II	3.00	146,368	2.00	82,914	3.00	135,354 A
Building Maintenance Supervisor	2.00	137,348	1.00	82,411	1.00	82,275
Building Maintenance Worker I	1.00	25,901	1.00	29,136	0.00	0
Building Maintenance Worker II	6.00	251,709	6.00	277,352	7.00	288,515 B
Chief of Security	1.00	49,404	1.00	54,474	1.00	53,846
Chief, Facilities and Operations	1.00	79,612	1.00	87,779	1.00	87,634
Clerk Typist	0.00	0	0.00	0	1.00	35,754 C
Custodial Worker I	2.00	48,868	1.00	28,637	1.00	28,590
Custodial Worker II	4.00	153,011	5.00	195,346	5.00	195,025
Management Assistant II	1.00	77,705	1.00	85,691	1.00	85,550
Master Cabinet Maker	1.00	51,182	1.00	55,889	1.00	55,796
Skilled Trade Apprentice	1.00	49,104	1.00	53,617	1.00	53,529
Special Police Officer	4.00	139,793	4.00	153,720	10.00	368,475 D
Supervisor of Custodial Workers	1.00	47,561	1.00	51,937	1.00	51,851
TOTAL FULL-TIME SALARIES	35.00	1,590,153	34.00	1,666,351	41.00	1,890,515
PART-TIME SALARIES						
Special Police Officer	0.50	17,857	0.50	19,496	0.00	0 E
Custodial Worker I	1.75	42,596	1.75	43,853	1.75	43,781
Custodial Worker II	2.50	66,747	2.50	72,863	2.50	72,743
TOTAL PART-TIME SALARIES	4.75	127,200	4.75	136,212	4.25	116,524

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: FACILITIES AND OPERATIONS

Index No. 022000

POSITION TITLE	ENACTED FY 08		ENACTED FY 08		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		9,734		93,459		9,734 F
SALARY TOTAL	39.75	1,727,087	38.75	1,896,022	45.25	2,016,773
OTHER PERSONAL SERVICES						
Pension & Retirement		139,620		181,466		193,077
Workers' Compensation		70,926		80,304		67,886
Health Benefits		441,855		435,147		452,430
OPEB		60,107		0		0
Overtime & Shift Differential		84,022		73,500		55,720
FICA		138,550		158,545		159,739
Miscellaneous		27,160		27,220		6,860
TOTAL OTHER PERSONAL SERVICES		962,240		956,182		935,712
FURLOUGH SAVINGS		0		0		(41,550)
TOTAL PERSONAL SERVICES	39.75	2,689,327 *	38.75	2,852,204	45.25	2,910,935

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One vacant Building Maintenance Mechanic I position filled as a Building Maintenance Mechanic II - #0030

B - One Building Maintenance Worker I upgraded to a Building Maintenance Worker II - #3430

C - One (1) Human Resources Clerk transferred from Human Resources to Facilities and Operations and reclassified to Clerk Typist - #0174

D - Six (6) Special Police Officer positions were created from Temporary Full-time - #'s 3236, 3530, 3531, 3532, 3533, 3534

E - One (1) Permanent Part-time Special Police office position was abolished position # 3236

F - Temporary Salary funds were reduced for six temporary Special Police Officer position and created full-time permanent positions

DEPARTMENT OF ADMINISTRATION - FACILITIES & OPERATIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To utilize best practices to provide responsive, efficient and effective service to citizens, businesses, and government agencies.

Department Obj.

To provide energy efficient systems to enable good stewardship of County resources.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$285,647	\$281,673	\$380,380	\$373,907	\$373,907
Number of staff	6	6	6	6	6
<u>Output:</u>					
Amount of office space covered (in square feet)	236,187	236,187	236,187	236,187	236,187
<u>Efficiency:</u>					
Amount of KWh used	5,122,600	5,215,512	4,421,700	4,687,002	4,620,676
<u>Service Quality:</u>					
KWh used per square foot	21.69	22.08	18.72	19.84	19.56
<u>Outcome:</u>					
Percentage of KWh saved over FY 2003 energy usage	2.3300%	0.5622%	1.60%	1.10%	1.20%

Explanation and Analysis of Performance Measures

Using energy performance best practices in maintenance of building systems should produce savings in kilowatt hours (KWh) used. This savings can be reallocated to other projects that need additional funds and development.

Major Related Plans and Policies

Harford County Energy Performance Contracting program

DEPARTMENT OF ADMINISTRATION - FACILITIES & OPERATIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To respond promptly and effectively to maintenance requests from County agencies.

Department Obj.

To ensure that as many service requests as possible are responded to within 8 hours of the original request.

County Goal(s) Supported

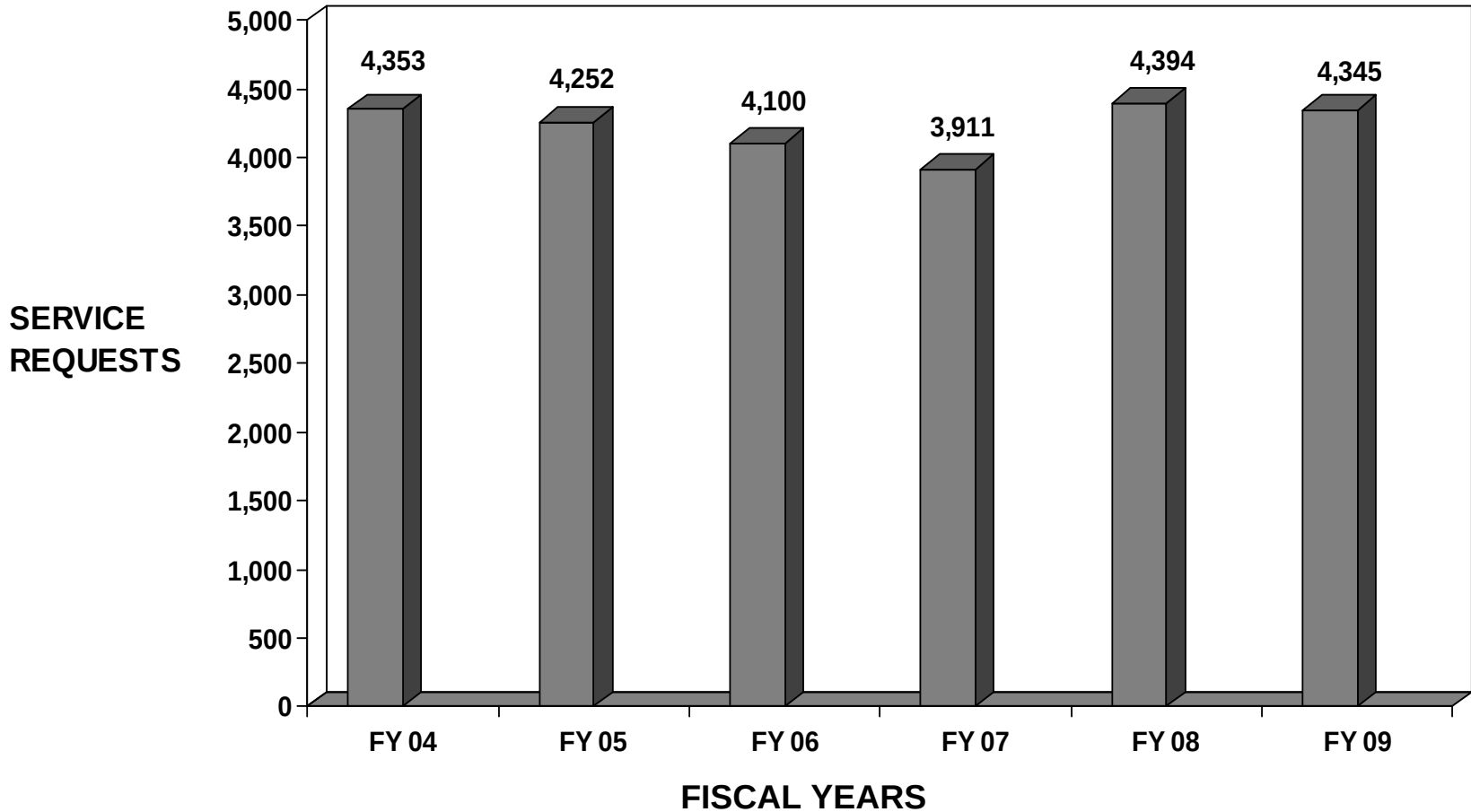
III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	N/A*	\$4,670,325	\$4,744,668	\$4,957,788	\$4,685,122
Number of staff	N/A*	30	30	30	
<u>Output:</u>					
Number of service requests received and responded to	N/A*	3,841	4,394	4,449	4,494
<u>Service Quality:</u>					
Number of service requests responded to within 8 hours	N/A*	2,833	3,772	3,883	3,820
<u>Outcome:</u>					
Percentage of service requests responded to within 8 hours	N/A*	73.8%	85.9%	87.0%	85.0%

N/A* - This is a new measure and data for previous years is not available.

DIVISION OF FACILITIES & OPERATIONS

SERVICE REQUESTS COMPLETED



DEPARTMENT: ADMINISTRATION

DIVISION: Central Services

INDEX: 023100

ORIGIN/PURPOSE:

The Central Services Division of the Department of Administration provides: printing, micrographics and optical filing, UPS and mail services.

Under Executive Order 84-1, the Chief of Facilities and Operations is responsible for this Division.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	142,069	292,540	309,247	298,352	298,352
20	CONTRACTUAL SERVICES	412,376	390,312	433,200	216,936	216,936
30	SUPPLIES & MATERIALS	246,596	299,620	333,020	300,900	300,900
50	CAPITAL OUTLAY	56,152	0	0	0	0
70	MISCELLANEOUS	0	0	0	0	(40,809)
	GRAND TOTAL	857,193	982,472	1,075,467	816,188	775,379
<u>FUNDING SOURCE:</u>						
11	GENERAL	857,193	982,472	1,075,467	816,188	775,379

DEPARTMENT: ADMINISTRATION**DIVISION: Central Services****INDEX: 023100****FINANCIAL NOTES:**

The (\$300,088) net decrease in funding for Administration - Central Services is the result of:

	FY 09	FY 10	CHANGE	
o	215,036	212,658	(2,378)	Full Time Salaries (2,378) Salary Adjustment - rounding adjustment per actual pay scale calculation
o		(4,403)	(4,403)	Furlough Savings
o	19,719	20,458	739	Pension adjustments
o	47,807	48,335	528	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	7,035	4,336	(2,699)	Workers' Compensation rate adjustment
o	2,500	0	(2,500)	Uniform Allowance - funding eliminated due to state of the economy
o	265,000	46,836	(218,164)	Office Equipment - Docutech operator (offsite management) eliminated for FY 10 @ (\$97,493) and digital copier contract will be eliminated during FY 10 funds provide for the remaining 4 months of the contract
o	95,000	96,000	1,000	Telephone Service - cost of Verizon services for the central answerpoint
o	6,500	8,000	1,500	Office Equipment Service - additional funds provided for increased costs of mail meter services
o	60,000	60,000	0	Other Professional Services - no change in funding for the NMARC crew to scan county documents
o	331,020	299,500	(31,520)	The following line items were adjusted based on actual expense history:
	FY 09	FY 10	Change	
	33,000	25,000	(8,000)	General Office Supplies
	3,500	1,500	(2,000)	Printing Commercial
	4,000	3,000	(1,000)	Duplicating Machine Supplies
	290,520	270,000	(20,520)	General Office Mailing
	<u>331,020</u>	<u>299,500</u>	<u>(31,520)</u>	
o		(40,809)	(40,809)	Other Contingencies - Reduction due to Council Amendment #199

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: CENTRAL SERVICES

Index No. 023100

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	32,650	1.00	40,173	1.00	40,107
Central Services Operator	1.00	27,487	1.00	29,999	1.00	29,950
Central Services Specialist	2.00	74,020	2.00	80,801	2.00	78,643
Supervisor, Central Services	1.00	58,680	1.00	64,063	1.00	63,958
SALARY TOTAL	5.00	192,837	5.00	215,036	5.00	212,658
OTHER PERSONAL SERVICES						
Pension & Retirement		15,678		19,719		20,458
Workers' Compensation		5,922		7,035		4,336
Health Benefits		51,934		47,807		48,335
OPEB		6,749		0		0
FICA		14,752		16,450		16,268
Miscellaneous		3,200		3,200		700
TOTAL OTHER PERSONAL SERVICES		98,235		94,211		90,097
FURLOUGH SAVINGS		0		0		(4,403)
TOTAL PERSONAL SERVICES	5.00	291,072 *	5.00	309,247	5.00	298,352

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF ADMINISTRATION - CENTRAL SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide efficient printing, mail, and related services to County agencies.

Department Obj.

To complete 90% of printing requests within 3 days.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$800,078	\$857,193	\$982,472	\$1,075,467	\$775,379
Number of staff	4	3	5	5	3
<u>Output:</u>					
Pieces of mail sent	N/A*	417,984	518,310	544,226	571,437
Printing jobs requested	1,012	1,058	987	1,001	340**
<u>Outcome:</u>					
Percent of print jobs completed within 3 days	90%	95%	92%	82%	80%

*N/A - This is a new measure being tracked by Central Services and data for previous years is not available.

** Central Services will stop in-house printing on November 1, 2009

DEPARTMENT: ADMINISTRATION

DIVISION: Budget & Management Research

INDEX: 024000

ORIGIN/PURPOSE:

This division is administered by the Chief of Budget and Management Research, who reports to the Director of Administration, in accordance with Harford County Charter Section 312 (amended by Bill 82-45) which states, . . . "the Director of Administration shall be the Budget Officer."

It is the responsibility of the Budget Office to clearly set forth a plan for the County to receive and expend funds each fiscal year. To this end, the Office assists in developing and publishing the County's Annual Operating and Capital Budgets and the Six Year Capital Improvement Program. Throughout the year, the staff monitors and projects expenditure patterns, inventories budgeted staffing, approves fund transfers, provides analysis, conducts research and publishes reports for the County Executive, the Administration, and all other operating departments.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	468,756	612,422	756,397	721,269	721,269
20	CONTRACTUAL SERVICES	7,730	9,637	12,125	11,600	11,600
30	SUPPLIES & MATERIALS	15,914	16,014	24,250	22,200	22,200
40	BUSINESS & TRAVEL	5,231	3,477	13,775	7,275	7,275
50	CAPITAL OUTLAY	1,970	1,309	0	0	0
70	MISCELLANEOUS	0	0	0	0	(38,117)
80	INTERGOVERNMENTAL / INTERFUND	0	0	5,824	0	0
	GRAND TOTAL	499,601	642,859	812,371	762,344	724,227
<u>FUNDING SOURCE:</u>						
11	GENERAL	499,601	642,859	812,371	762,344	724,227

DEPARTMENT: ADMINISTRATION

DIVISION: Budget & Management Research

INDEX: 024000

FINANCIAL NOTES:

The (\$88,144) net decrease in funding for Administration - Budget & Management Research is the result of:

	FY 09	FY 10	CHANGE
o	519,279	510,478	(8,801) Full-time Salaries
			822 Salary Adjustment - rounding adjustment per actual pay scale calculation
			(9,623) Staff Turnover (1.89%)
			<u>(8,801)</u>
o		(10,568)	(10,568) Furlough Savings
o	98,567	109,158	10,591 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	47,618	49,108	1,490 Pension / Retirement rate adjustments
o	45,000	20,000	(25,000) Overtime - reduced due to state of the economy
o	42,928	40,582	(2,346) FICA - adjusted per salary and overtime changes

DEPARTMENT: ADMINISTRATION**DIVISION: Budget & Management Research****INDEX: 024000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE		
o	1,500	1,000	(500)	Other Professional Services - decrease based on actual expense history for application of the GFOA Distinguished Budget Award and book binding (GFOA recommendation)	
o	12,000	0	(12,000)	Printing In-House - all printing will now be performed contractual - funds have been reallocated to Printing Commercial	
o	3,000	15,000	12,000	Printing Commercial - increased due to funds reallocated from Printing In-House	
o	8,824	0	(8,824)	Line items eliminated due to County vehicle no longer assigned to Deputy Chief:	
		FY 09	FY 10	Change	
		1,000	0	(1,000)	County Owned Vehicle
		2,000	0	(2,000)	Fuel Charges
		5,824	0	(5,824)	Fleet Management Lease
		<u>8,824</u>	<u>0</u>	<u>(8,824)</u>	
o	9,000	7,000	(2,000)	Line items significantly adjusted, based on actual expense history:	
		FY 09	FY 10	Change	
		7,000	6,000	(1,000)	General Office Supplies
		2,000	1,000	(1,000)	Computer Supplies
		<u>9,000</u>	<u>7,000</u>	<u>(2,000)</u>	
o	10,000	6,500	(3,500)	The following line items were reduced due to the state of the economy:	
		FY 09	FY 10	Change	
		1,500	1,000	(500)	Transportation Costs
		2,500	1,500	(1,000)	Meals
		3,500	2,500	(1,000)	Lodging
		2,500	1,500	(1,000)	Training Courses, & Meetings
		<u>10,000</u>	<u>6,500</u>	<u>(3,500)</u>	
o		(38,117)	(38,117)	Other Contingencies - Reduction due to Council Amendment #200	

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: BUDGET AND MANAGEMENT RESEARCH

Index No. 024000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	42,420	1.00	46,304	1.00	46,228
Budget Analyst	0.00	0	1.00	53,732	2.00	114,801 A
Chief, Budget & Management Research	1.00	96,001	1.00	105,852	1.00	105,678
Deputy Chief, Budget & Management Research	1.00	61,808	1.00	82,957	1.00	82,820
Senior Budget Analyst	3.00	206,570	3.00	230,434	2.00	160,951
SALARY TOTAL	6.00	406,799	7.00	519,279	7.00	510,478
OTHER PERSONAL SERVICES						
Pension & Retirement		33,073		47,618		49,108
Workers' Compensation		1,464		2,025		1,531
Health Benefits		91,518		98,567		109,158
OPEB		14,238		0		0
Overtime		45,000		45,000		20,000
FICA		34,563		42,928		40,582
Miscellaneous		840		980		980
TOTAL OTHER PERSONAL SERVICES		220,696		237,118		221,359
FURLOUGH SAVINGS		0		0		(10,568)
TOTAL PERSONAL SERVICES	6.00	627,495 *	7.00	756,397	7.00	721,269

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Senior Budget Analyst position filled as a Budget Analyst - #3074

BUDGET & MANAGEMENT RESEARCH OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To utilize best practices to develop a budget that meets the needs of Harford County citizens, leaders, and government agencies.

Department Obj.

To gather performance information from all County departments, to accurately compile an annual budget document within 90 days of the budget being passed by the County Council, and to meet the standards put forward by the Government Finance Officers Association for quality budget presentation.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$472,519	\$627,780	\$642,859	\$812,371	\$724,227
Full-time staff assigned	6	6	6	6	6
<u>Output:</u>					
Performance measures tracked	N/A*	N/A*	77	74	75
<u>Efficiency:</u>					
Budget document produced within 90 days?	Yes	Yes	Yes	Yes	Yes
<u>Service Quality:</u>					
Recognized for quality budget presentation?	Yes	Yes	Yes	Yes	Yes
<u>Outcome:</u>					
Percentage of County government administered departments submitting performance measures	N/A*	N/A*	100%	100%	100%

Explanation and Analysis of Performance Measures

The goal of the Budget and Management Research department is to produce a budget document that is in keeping with the County's strategic goals and that complies with accepted best practices including those developed by the Government Finance Officers Association.

Major Related Plans and Policies

Harford County Budget Manual

* - This is a new measure being tracked by Budget and Management Research and data is not available for previous years.

DEPARTMENT: ADMINISTRATION

DIVISION: Geographic Information Systems

INDEX: 025000

ORIGIN/PURPOSE:

In FY 08 the Geographic Information Systems (GIS) division was moved under the purview of Planning and Zoning.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	367,604	426,532	0	0	0
20	CONTRACTUAL SERVICES	30,998	44,718	0	0	0
30	SUPPLIES & MATERIALS	18,013	14,811	0	0	0
40	BUSINESS & TRAVEL	7,225	2,685	0	0	0
	GRAND TOTAL	423,840	488,746	0	0	0
	<u>FUNDING SOURCE:</u>					
11	GENERAL	423,840	488,746	0	0	0

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: GEOGRAPHIC INFORMATION SYSTEMS

Index No. 025000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Deputy Chief, MIS	1.00	100,778	0.00	0	0.00	0
GIS Data Base Administrator	1.00	67,228	0.00	0	0.00	0
Programmer Analyst I	1.00	65,279	0.00	0	0.00	0
GIS Public Access Technician	1.00	51,182	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	4.00	284,467	0.00	0	0.00	0
TEMPORARY SALARIES		11,520		0	0.00	0
SALARY TOTAL	4.00	295,987	0.00	0	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		23,127		0		0
Workers' Compensation		4,813		0		0
Health Benefits		50,832		0		0
OPEB		9,956		0		0
FICA		22,707		0		0
Overtime		3,500		0		0
Miscellaneous		560		0		0
TOTAL OTHER PERSONAL SERVICES		115,495		0		0
TOTAL PERSONAL SERVICES	4.00	411,482 *	0.00	0	0.00	0

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

All funds and positions were transferred to Planning & Zoning during FY 09

DEPARTMENT: ADMINISTRATION

DIVISION: Information Systems Administration

INDEX: 026000

ORIGIN/PURPOSE:

The division of Information Systems Administration is under the direction of the Chief of Information Systems, who reports to the Director of Administration, and is responsible for supervision and coordination of the Divisions of Computer Support and Management Information Systems.

The division is charged with surveying, revamping and coordinating the County's multi-platform systems.

FY '09 - '10 GOAL & OBJECTIVE:

2 TO PROVIDE THE UNDERLYING TECHNOLOGY REQUIRED TO ASSIST COUNTY AGENCIES IN PROVIDING EFFECTIVE SERVICES TO CITIZENS

- o To expand Dark Fiber Optic MAN (Metropolitan Area Network) into our development envelope

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	613,985	683,826	678,909	674,314	674,314
20	CONTRACTUAL SERVICES	265,593	290,244	291,300	402,455	402,455
30	SUPPLIES & MATERIALS	10,554	9,115	12,250	9,250	9,250
40	BUSINESS & TRAVEL	11,804	17,566	17,550	15,050	15,050
50	CAPITAL OUTLAY	3,326	0	0	0	0
70	MISCELLANEOUS	0	0	0	0	(55,053)
	GRAND TOTAL	905,262	1,000,751	1,000,009	1,101,069	1,046,016
<u>FUNDING SOURCE:</u>						
11	GENERAL	905,262	1,000,751	1,000,009	1,101,069	1,046,016

DEPARTMENT: ADMINISTRATION**DIVISION: Information Systems Administration****INDEX: 026000****FINANCIAL NOTES:**

The \$46,007 net increase in funding for Administration - Information Systems Administration is the result of:

	FY 09	FY 10	CHANGE
o	516,280	516,833	553 Full Time Salaries (771) Rounding adjustment per actual pay scale calculation <u>1,324</u> Salary adjustment based on recommendations of the Department of Human Resources <u>553</u>
o		(10,699)	(10,699) Furlough Savings
o	61,949	69,180	7,231 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share as well as staff opting for changes in their level of coverage
o	47,343	49,719	2,376 Pension / Retirement rate adjustments
o	8,703	6,751	(1,952) Workers' Compensation rate adjustments
o	5,000	2,500	(2,500) Overtime - recommended reduction due to state of the economy
o	145,000	251,634	106,634 Data Processing Hardware Maintenance - increased costs to support the PBX VOIP telephone system, network equipment, server equipment, etc. due to staff moving to other locations outside of the two Main Street County office buildings.
o	5,000	9,521	4,521 Data Processing Software Maintenance - new costs for the Locate primary server and the Metron primary server @ \$4,521 these are new network monitoring and security devices

DEPARTMENT: ADMINISTRATION

DIVISION: Information Systems Administration

INDEX: 026000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	12,000	9,000	(3,000) The following line items were adjusted based on actual expense history:
	FY 09	FY 10	Change
	5,000	4,000	(1,000) General Office Supplies
	7,000	5,000	(2,000) Computer Supplies
	<u>12,000</u>	<u>9,000</u>	<u>(3,000)</u>
o	10,000	7,500	(2,500) The following line items were reduced due to the state of the economy:
	FY 09	FY 10	Change
	3,500	2,500	(1,000) Lodging
	6,500	5,000	(1,500) Training Seminars, & Courses
	<u>10,000</u>	<u>7,500</u>	<u>(2,500)</u>
o		(55,053)	(55,053) Other Contingencies - Reduction due to Council Amendment #201

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: INFORMATION SYSTEMS ADMINISTRATION

Index No. 026000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	52,724	1.00	57,569	1.00	57,474
Chief, Information Systems Division	1.00	112,091	1.00	117,952	1.00	117,758
Deputy Chief, MIS	1.00	94,994	1.00	105,799	1.00	105,625
Telecommunication Engineer II	2.00	91,738	2.00	98,076	2.00	99,316
Telecommunication Specialist I	0.00	0	0.00	0	1.00	65,788 A
Telecommunication Specialist II	2.00	126,852	2.00	136,884	1.00	70,872
SALARY TOTAL	7.00	478,399	7.00	516,280	7.00	516,833
OTHER PERSONAL SERVICES						
Pension & Retirement		38,894		47,343		49,719
Workers' Compensation		7,520		8,703		6,751
Health Benefits		67,254		61,949		69,180
OPEB		16,744		0		0
FICA		36,076		38,654		39,050
Overtime and Shift Differential		5,000		5,000		2,500
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		172,468		162,629		168,180
FURLOUGH SAVINGS		0		0		(10,699)
TOTAL PERSONAL SERVICES	7.00	650,867 *	7.00	678,909	7.00	674,314

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Telecommunication Specialist II was classified as a Telecommunications Specialist I per the new FY 09 classification and compensation plan - #0024

INFORMATION SYSTEMS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide the underlying technology required to assist County agencies in providing effective services to citizens.

Department Obj.

To expand Dark Fiber Optic MAN (Metropolitan Area Network) throughout our development envelope.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$509,181	\$902,181	\$534,640	\$250,000	\$0
Network design costs	\$68,000	\$300,000	\$238,000	\$0	\$0
Number of staff	6	7	6	6	1
<u>Output:</u>					
Number of fiber locations completed	9	15	15	21	21
<u>Efficiency</u>					
Design costs as a percentage of dollars allocated	13%	33%	45%	0%	0%
<u>Service Quality:</u>					
Percent of fiber locations completed on time	60%	80%	80%	100%	0%
<u>Outcome:</u>					
Percent of County agencies supported by new dark fiber optic enhancements	100%	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

As part of the Milestone Project, Information Systems plans to consolidate Harford County's disparate communications networks into a single, secure, high-speed IP network to serve as Harford County's communication backbone. This project will connect Harford County Government's network with Harford County schools, public safety agencies, Volunteer Fire Companies, Harford Community College, and Harford County Libraries.

Related Plans and Policies

Harford County Milestone Project (Strategic Information Technology Plan)

*N/A - These are new measures being tracked by Information Systems, therefore, data for previous years is unavailable.

DEPARTMENT: ADMINISTRATION

DIVISION: Computer Support Center

INDEX: 027000

ORIGIN/PURPOSE:

The Computer Support Center was created in September, 1985 and is under the purview of the Chief of Information Systems.

Computer Support supports all County government departments and agencies using technology to provide responsive, efficient, and effective services to citizens, businesses, and governmental agencies.

Computer Support provides a full range of support services including: Telecommunications, LAN, WAN, SAN, Internet, Intranet, web presence, e-mail, security, data integrity, disaster recovery, new technology evaluation, technology compatibility, help desk, training, desktops, software, and operating systems.

FY '09 - '10 GOAL & OBJECTIVE:

- 2 TO PROVIDE THE UNDERLYING TECHNOLOGY REQUIRED TO ASSIST COUNTY AGENCIES IN PROVIDING EFFECTIVE SERVICES TO CITIZENS
 - o To determine the first assignment resolution rate for the Computer Support Center

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	631,409	810,907	861,253	836,263	836,263
20	CONTRACTUAL SERVICES	212,983	313,625	328,785	430,335	430,335
30	SUPPLIES & MATERIALS	15,413	16,558	18,350	19,600	19,600
40	BUSINESS & TRAVEL	23,161	39,381	35,200	30,850	30,850
70	MISCELLANEOUS	0	0	0	0	(65,852)
	GRAND TOTAL	882,966	1,180,471	1,243,588	1,317,048	1,251,196
	<u>FUNDING SOURCE:</u>					
11	GENERAL	882,966	1,180,471	1,243,588	1,317,048	1,251,196

DEPARTMENT: ADMINISTRATION**DIVISION: Computer Support Center****INDEX: 027000****FINANCIAL NOTES:**

The \$7,608 increase in funding for Administration - Computer Support Center is the result of:

	FY 09	FY 10	CHANGE	
o	610,805	598,660	(12,145)	Full Time Salaries
			763	Salary Adjustment - rounding adjustment per actual pay scale calculation
			(12,908)	Offset - Computer System Engineer III per actual hours worked
			<u>(12,145)</u>	
o		37,791	37,791	Position converted from temporary to permanent in FY 10:
			# of Positions	Salary
			1.0	27,500
			Fringe	Total
			10,291	37,791
				One (1) Computer Operator Trainee
o		(12,963)	(12,963)	Furlough Savings
o	28,469	0	(28,469)	Temporary Salaries - eliminated temporary salary funding and created a permanent full-tim computer operator trainee
o	58,032	58,832	800	Pension/Retirement rate adjustments
o	85,506	91,555	6,049	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	6,467	3,299	(3,168)	Workers' Compensation rate adjustment
o	20,000	10,000	(10,000)	Overtime - reduced due to the state of the economy
o	50,434	47,549	(2,885)	FICA adjustments
o	134,000	205,200	71,200	Data Processing Hardware Maintenance - Increase the result of four new maintenance contracts added for new hardware equipment. HP MFP Carpak @ \$2,000; Quantum Tape Library @ \$5,000; DMX 3 @ \$58,200 and CISCO MDS switches @ \$6,000

DEPARTMENT: ADMINISTRATION

DIVISION: Computer Support Center

INDEX: 027000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	163,635	194,635	31,000	Data Processing Software Maintenance - Increase the result of one new maintenance contracts added for new software Networker @ \$15,000, maintenance contracts for DMX3 increased @ \$14,000 and EMC Symetrix increased @ \$2,000.
o	3,300	7,800	4,500	Computer Software - funds provide for 50 BES Licenses @ \$3,300 and new Cold Fusion software @ \$4,500 this software supports the County's Web applications and allows end users to update their web pages and activities
o	18,000	10,550	(7,450)	The following line items were adjusted based on actual expense history:
	FY 09	FY 10	Change	
	2,300	1,700	(600)	General Office Supplies
	7,500	5,000	(2,500)	Computer Supplies
	250	150	(100)	Parking and Tolls
	1,000	500	(500)	Transportation Costs
	2,000	500	(1,500)	Meals
	3,250	1,750	(1,500)	Lodging
	700	450	(250)	Professional Books and Periodicals
	1,000	500	(500)	Membership Fees & Dues
	<u>18,000</u>	<u>10,550</u>	<u>(7,450)</u>	
o		(65,852)	(65,852)	Other Contingencies - Reduction due to Council Amendment #202

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: COMPUTER SUPPORT CENTER

Index No. 027000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer Operator Trainee	0.00	0	0.00	0	1.00	27,500 A
Computer Systems Engineer I	1.00	39,484	1.00	39,872	1.00	40,966
Computer Systems Engineer II	4.00	178,249	4.00	191,679	4.00	192,028
Computer Systems Engineer III	3.00	158,494	3.00	173,148	3.00	172,806
Computer Systems Engineer IV	1.00	58,016	1.00	69,910	1.00	69,795
Web Administrator	1.00	71,342	1.00	78,672	1.00	78,543
Web Designer	1.00	52,167	1.00	57,524	1.00	57,430
TOTAL FULL-TIME SALARIES	11.00	557,752	11.00	610,805	12.00	639,068
SALARY OFFSET		0.00		0.00		(12,908) B
TEMPORARY SALARIES		42,240		28,469		0 C
SALARY TOTAL	11.00	599,992	11.00	639,274	12.00	626,160
OTHER PERSONAL SERVICES						
Pension & Retirement		47,374		58,032		61,478
Workers' Compensation		4,189		6,467		3,381
Health Benefits		109,084		85,506		96,874
OPEB		19,521		0		0
Overtime		20,000		20,000		10,000
FICA		47,429		50,434		49,653
Miscellaneous		1,540		1,540		1,680
TOTAL OTHER PERSONAL SERVICES		249,137		221,979		223,066
FURLOUGH SAVINGS		0		0		(12,963)
TOTAL PERSONAL SERVICES	11.00	849,129 *	11.00	861,253	12.00	836,263

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Computer Operator Trainee position created from a temporary Computer Intern - # 3535

B - One (1) Computer Systems Engineer III position salary offset per the actual hours worked - #2163

C - Temporary Salary funds were eliminated and a full-time permanent Computer Operator Trainee position was created

COMPUTER SUPPORT CENTER OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide the underlying technology required to assist County agencies in providing effective services to citizens.

Department Obj.

To determine the rate at which requests for assistance from Computer Support Center were satisfactorily resolved in a timely fashion

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$697,248	\$755,795	\$786,194	\$841,253	\$851,370
Number of staff	11	11	11	11	12
<u>Output:</u>					
Number of requests for service that were resolved by Computer Support Center	2,641	3,322	3,179	2,424	3,251
<u>Efficiency:</u>					
Number of service requests per Computer Support Center Staff	240	302	289	220	271
<u>Service Quality:</u>					
Percent of County employees satisfied with services from Computer Support Center	50%	50%	90%	95%	97%
<u>Outcome:</u>					
Percentage of service requests completed properly and on time	N/A*	50%	82%	87%	90%

Explanation and Analysis of Performance Measures

The Computer Support Center provides critical infrastructure services, including integrated communication service for all County agencies and other government customers, responses to services requested through help desk, and maintenance of County data communication network. The performance measures for Computer Support Center focus on delivering a stable Information Technology environment.

*N/A - These are new measures being tracked by the Computer Support Center, therefore, data for previous years is unavailable.

DEPARTMENT: ADMINISTRATION

DIVISION: Management Information Systems

INDEX: 028000

ORIGIN/PURPOSE:

The Management Information Systems Division (MIS) was created in 1985 and is under the purview of the Chief of Information Systems.

The primary purposes of MIS are to provide efficient computer application services (both Mainframe and open systems) to all County agencies with a need for those services; the responsibility for management and operation of the County Data Center; plus the design, development and implementation of new computer systems and programs.

FY '09 - '10 GOAL & OBJECTIVE:

2 TO PROVIDE THE UNDERLYING TECHNOLOGY REQUIRED TO ASSIST COUNTY AGENCIES IN PROVIDING EFFECTIVE SERVICES TO CITIZENS

o To ensure that MIS client requests are completed to meet needs and schedules

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,317,193	1,545,816	1,577,102	1,508,884	1,508,884
20	CONTRACTUAL SERVICES	350,617	423,881	422,050	471,084	471,084
30	SUPPLIES & MATERIALS	13,232	21,118	20,450	14,700	14,700
40	BUSINESS & TRAVEL	28,334	27,275	27,700	24,200	24,200
70	MISCELLANEOUS	0	0	0	0	(100,943)
80	INTERGOVERNMENTAL / INTERFUND	0	0	4,715	0	0
	GRAND TOTAL	1,709,376	2,018,090	2,052,017	2,018,868	1,917,925
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,709,376	2,018,090	2,052,017	2,018,868	1,917,925

DEPARTMENT: ADMINISTRATION

DIVISION: Management Information Systems

INDEX: 028000

FINANCIAL NOTES:

The (\$134,092) decrease in funding for Administration - Management Information Systems is the result of:

	FY 09	FY 10	CHANGE
o	1,205,840	1,158,967	(46,873) Full Time Salaries
			(1,820) Salary adjustments - rounding adjustment per actual pay scale calculations
			<u>(45,053) Turnover</u> <u>(3.89%)</u>
			<u>(46,873)</u>
o		(23,993)	(23,993) Furlough Savings
o	110,575	111,493	918 Pension / Retirement rate adjustments
o	4,703	3,477	(1,226) Workers' Compensation rate adjustments
o	149,293	160,843	11,550 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	92,336	88,742	(3,594) FICA - adjusted for changes
o	10,000	5,000	(5,000) Overtime - reduced due to the state of the economy

DEPARTMENT: ADMINISTRATION

DIVISION: Management Information Systems

INDEX: 028000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	5,000	3,500	(1,500) Data Processing Software Leased - decreased based on actual expense history for BIM and UPS zip code
o	80,000	105,544	25,544 Data Processing Hardware Maintenance - increased based on actual expenditure history for hardware maintenance contracts
o	150,000	175,000	25,000 Data Processing Software Maintenance - increased based on actual expenditure history for software maintenance contracts
o	39,250	30,500	(8,750) The following line items were adjusted based on actual expense history:
	FY 09	FY 10	Change
	750	500	(250) Delivery Charges
	12,000	7,000	(5,000) Computer Supplies
	2,500	2,000	(500) Transportation Costs
	2,000	1,500	(500) Meals
	4,000	3,500	(500) Lodging
	18,000	16,000	(2,000) Training Seminars, Courses
	39,250	30,500	(8,750)
o	4,715	0	(4,715) Fleet Management Lease - no fleet lease entered into in FY 09 therefore no funds are appropriated for FY 10
o		(100,943)	(100,943) Other Contingencies - Reduction due to Council Amendment #203

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: MANAGEMENT INFORMATION SYSTEMS

Index No. 028000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer Operations Supervisor	1.00	55,317	1.00	60,988	1.00	60,887
Computer Operator	1.00	33,743	1.00	37,204	1.00	37,142
Deputy Chief, MIS	0.00	0	1.00	114,454	1.00	114,265
Help Desk Support Specialist	1.00	34,729	1.00	37,925	1.00	37,862
Programmer Analyst I	5.00	330,743	5.00	352,153	6.00	409,574 A
Programmer Analyst II	3.00	259,402	4.00	371,642	4.00	371,027
Senior Computer Operator	1.00	51,182	1.00	56,447	1.00	56,354
Systems Analyst	1.00	93,452	1.00	103,053	0.00	0
Systems Coordinator	2.00	172,249	0.00	0	0.00	0
Systems Programmer	1.00	65,279	1.00	71,974	1.00	71,856
SALARY TOTAL	16.00	1,096,096	16.00	1,205,840	16.00	1,158,967
OTHER PERSONAL SERVICES						
Pension & Retirement		89,112		110,575		111,493
Workers' Compensation		6,002		4,703		3,477
Health Benefits		145,297		149,293		160,843
OPEB		38,363		0		0
Overtime & Shift Differential		17,115		12,115		7,115
FICA		85,167		92,336		88,742
Miscellaneous		2,240		2,240		2,240
TOTAL OTHER PERSONAL SERVICES		383,296		371,262		373,910
FURLOUGH SAVINGS		0		0		(23,993)
TOTAL PERSONAL SERVICES	16.00	1,479,392 *	16.00	1,577,102	16.00	1,508,884

* FY 08 Salaries and Other Personal Services are Enacted not Audited amount

A - One (1) Systems Analyst position vacated and filled as a Programmer Analyst I - # 0562

MANAGEMENT INFORMATION SYSTEMS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide the underlying technology required to assist County agencies in providing effective services to citizens.

Department Obj.

To ensure that MIS client requests are completed to meet the needs and schedules of County agencies.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$1,120,781	\$1,154,404	\$1,242,334	\$1,311,279	\$1,311,278
Number of staff	12**	12**	12**	12**	12**
<u>Output:</u>					
Number of client requests for MIS services	96	96	180	276	408
Percent increase in services provided by MIS staff	3%	3%	88%	53%	48%
<u>Efficiency:</u>					
Number of requests per MIS staff	8	8	15	23	34
<u>Outcome:</u>					
Percent satisfaction of clients with MIS services	85%	85%	87%	87%	89%

Explanation and Analysis of Performance Measures

The MIS Division develops new applications and enhancements to assist County agencies with automating and improving agency procedures to support the citizens and/or other County agencies.

** Does not include the Data Center Personnel (4 people)

DEPARTMENT: ADMINISTRATION

DIVISION: Risk Management

INDEX: 029000

ORIGIN/PURPOSE:

The Risk Management Division, established by Bill No. 88-6 is administered by the County's Risk Manager and is responsible for managing claims pertaining to property and vehicle damage and general liability claims. Working in concert with the Law Department, information is shared concerning County responsibility for accidental occurrences. The self-insurance fund, which is actuarially determined annually, is the monetary source by which all claims are paid. The financial welfare of the County is further protected by the purchase of an excess insurance contract that can be triggered and the financial obligation is then transferred and paid by that entity. The County's real and personal property are inventoried and reviewed throughout the year by staff members of Risk Management. The purpose of the inventory process is to create a property control effort and to establish a total value of these properties for insurance assessments. These values are reported to various insurance companies so that appropriate levels of coverage can be obtained.

The Safety Officer manages daily loss control efforts in order to make the workplace a safe environment for County employees. The responsibility for their safety also involves the training of personnel, on-site investigations, inspections of worksites and buildings, monitoring environmental air quality and keeping current with OSHA Regulation. The objective of this effort is to persuade employees to take a look at safety procedures and put that process into an effective action.

FY '09 - '10 GOAL & OBJECTIVE:

3 TO IMPLEMENT THE MOST EFFECTIVE PROCEDURES TO CONTROL AND PAY FOR ACCIDENT LOSSES

- o To manage the various aspects of Risk Management so that County personnel and property are adequately protected. When injury and/or property damage does occur, efficient procedures are in place that allows for proper methods to be performed that reduces the severity of the incident.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	527,577	627,367	628,366	620,880	620,880
20	CONTRACTUAL SERVICES	270,139	43,322	36,500	50,000	50,000
30	SUPPLIES & MATERIALS	6,777	3,876	10,350	10,275	10,275
40	BUSINESS & TRAVEL	18,575	11,078	21,400	14,950	14,950
50	CAPITAL OUTLAY	26,023	70,763	0	0	0
70	MISCELLANEOUS	0	261	0	0	(35,249)
80	INTERGOVERNMENTAL / INTERFUND	0	0	5,824	8,880	8,880
	GRAND TOTAL	849,091	756,667	702,440	704,985	669,736
	<u>FUNDING SOURCE:</u>					
11	GENERAL	849,091	756,667	702,440	704,985	669,736

DEPARTMENT: ADMINISTRATION**DIVISION: Risk Management****INDEX: 029000****FINANCIAL NOTES:**

The (\$32,704) net decrease in funding for Administration - Risk Management is the result of:

	FY 09	FY 10	CHANGE
o	476,363	462,512	(13,851) Full Time Salaries
			(478) Salary Adjustment - rounding adjustment per actual pay scale calculation
			(13,373) Staff Turnover (2.89%)
			<u>(13,851)</u>
o		(9,574)	(9,574) Furlough Savings
o	3,000	0	(3,000) Temporary Salaries - eliminated funds for temporary summer intern due to the state of the economy
o	1,000	0	(1,000) Overtime - no funds recommended due to the state of the economy
o	58,340	78,543	20,203 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	43,682	44,494	812 Pension rate adjustment
o	1,000	0	(1,000) Overtime - reduced due to the state of the economy
o	36,750	35,382	(1,368) FICA adjustments
o	21,000	29,000	8,000 Other Professional Services

FY 09	FY 10	Change	Explanation
16,500	21,000	4,500	Computer Sciences Corp. software, which supports in-house claims handling - additional funds provided for ADPICS, Riskmaster and new law department licenses
1,000	0	(1,000)	air quality monitoring - funds eliminated for FY 10
3,500	8,000	4,500	for building appraisals to establish property values so insurance limits can be set
21,000	29,000	8,000	

DEPARTMENT: ADMINISTRATION

DIVISION: Risk Management

INDEX: 029000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE																																	
o	7,000	13,500	6,500	Management Services - additional funds provided based on actual expenses for three defensive driver seminars @ \$400; Radio Frequency Identification (RFID) training and Risk Master System (RMS) @ \$7,100; offset by a reduction for outside contractual training assistance @ (\$1,000)																																
o	15,600	10,150	(5,450)	Line items significantly adjusted, based on actual expense history:																																
				<table><tr><td></td><td>FY 09</td><td>FY 10</td><td>Change</td></tr><tr><td>Telephone Service</td><td>3,000</td><td>2,100</td><td>(900)</td></tr><tr><td>General Office Supplies</td><td>3,500</td><td>2,500</td><td>(1,000)</td></tr><tr><td>General Office Mailing</td><td>600</td><td>300</td><td>(300)</td></tr><tr><td>County Owned Vehicles</td><td>3,000</td><td>2,000</td><td>(1,000)</td></tr><tr><td>Fuel Charges</td><td>4,000</td><td>2,500</td><td>(1,500)</td></tr><tr><td>Non-Targeted Vehicles</td><td>1,500</td><td>750</td><td>(750)</td></tr><tr><td></td><td><u>15,600</u></td><td><u>10,150</u></td><td><u>(5,450)</u></td></tr></table>		FY 09	FY 10	Change	Telephone Service	3,000	2,100	(900)	General Office Supplies	3,500	2,500	(1,000)	General Office Mailing	600	300	(300)	County Owned Vehicles	3,000	2,000	(1,000)	Fuel Charges	4,000	2,500	(1,500)	Non-Targeted Vehicles	1,500	750	(750)		<u>15,600</u>	<u>10,150</u>	<u>(5,450)</u>
	FY 09	FY 10	Change																																	
Telephone Service	3,000	2,100	(900)																																	
General Office Supplies	3,500	2,500	(1,000)																																	
General Office Mailing	600	300	(300)																																	
County Owned Vehicles	3,000	2,000	(1,000)																																	
Fuel Charges	4,000	2,500	(1,500)																																	
Non-Targeted Vehicles	1,500	750	(750)																																	
	<u>15,600</u>	<u>10,150</u>	<u>(5,450)</u>																																	
o	6,300	4,000	(2,300)	Line items reduced due to the state of the economy:																																
				<table><tr><td></td><td>FY 09</td><td>FY 10</td><td>Change</td></tr><tr><td>Transportation Costs</td><td>2,000</td><td>1,000</td><td>(1,000)</td></tr><tr><td>Training Seminars, Courses</td><td>4,300</td><td>3,000</td><td>(1,300)</td></tr><tr><td></td><td><u>6,300</u></td><td><u>4,000</u></td><td><u>(2,300)</u></td></tr></table>		FY 09	FY 10	Change	Transportation Costs	2,000	1,000	(1,000)	Training Seminars, Courses	4,300	3,000	(1,300)		<u>6,300</u>	<u>4,000</u>	<u>(2,300)</u>																
	FY 09	FY 10	Change																																	
Transportation Costs	2,000	1,000	(1,000)																																	
Training Seminars, Courses	4,300	3,000	(1,300)																																	
	<u>6,300</u>	<u>4,000</u>	<u>(2,300)</u>																																	
o	5,824	8,880	3,056	Fleet Management Rentals - continuation of fleet lease costs and adjusted per actual amounts charged																																
o	2,500	5,000	2,500	Printing - Commercial - based on actuals and reallocated funds from printing in-house for inventory tags, RFID tags, etc.																																
o		(35,249)	(35,249)	Other Contingencies - Reduction due to Council Amendment #204																																

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: RISK MANAGEMENT

Index No. 029000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	45,214	1.00	45,140
Administrative Assistant II	2.00	84,710	1.00	42,830	1.00	42,760
Asset Manager	1.00	76,848	1.00	83,912	1.00	83,773
Claims Adjuster	1.00	62,602	1.00	69,039	1.00	68,925
Programmer Analyst I	1.00	71,342	1.00	78,672	1.00	78,543
Risk Manager	1.00	93,452	1.00	102,034	1.00	88,799
Safety Officer	1.00	50,068	1.00	54,662	1.00	54,572
TOTAL FULL-TIME SALARIES	7.00	439,022	7.00	476,363	7.00	462,512
TEMPORARY SALARIES		3,000		3,000		0 A
SALARY TOTAL	7.00	442,022	7.00	479,363	7.00	462,512
OTHER PERSONAL SERVICES						
Pension & Retirement		35,692		43,682		44,494
Workers' Compensation		6,977		8,251		8,543
Health Benefits		48,462		58,340		78,543
OPEB		15,366		0		0
Overtime & Shift Differential		1,500		1,000		0
FICA		33,930		36,750		35,382
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		142,907		149,003		167,942
FURLOUGH SAVINGS		0		0		(9,574)
TOTAL PERSONAL SERVICES	7.00	584,929 *	7.00	628,366	7.00	620,880

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary funds eliminated for FY 10 due to the state of the economy

RISK MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To implement the most effective procedures to control and pay for accident losses.

Department Obj.

To minimize the County's cost of risk.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$645,248	\$849,091	\$660,929	\$702,440	\$669,736
Full-time staff assigned	6	6	6	6	6
<u>Output:</u>					
Cost of risk	\$2,749,820	\$2,856,280	\$2,713,966	\$2,857,000	\$2,898,594
<u>Outcome:</u>					
Cost of risk as a percentage of County budget	0.51%	0.50%	0.37%	0.41%	0.41%

Performance Measure Results

The cost of risk is a risk management tool that measures certain costs including insurance costs, risk management services, financial guarantees, and certain other expenses.

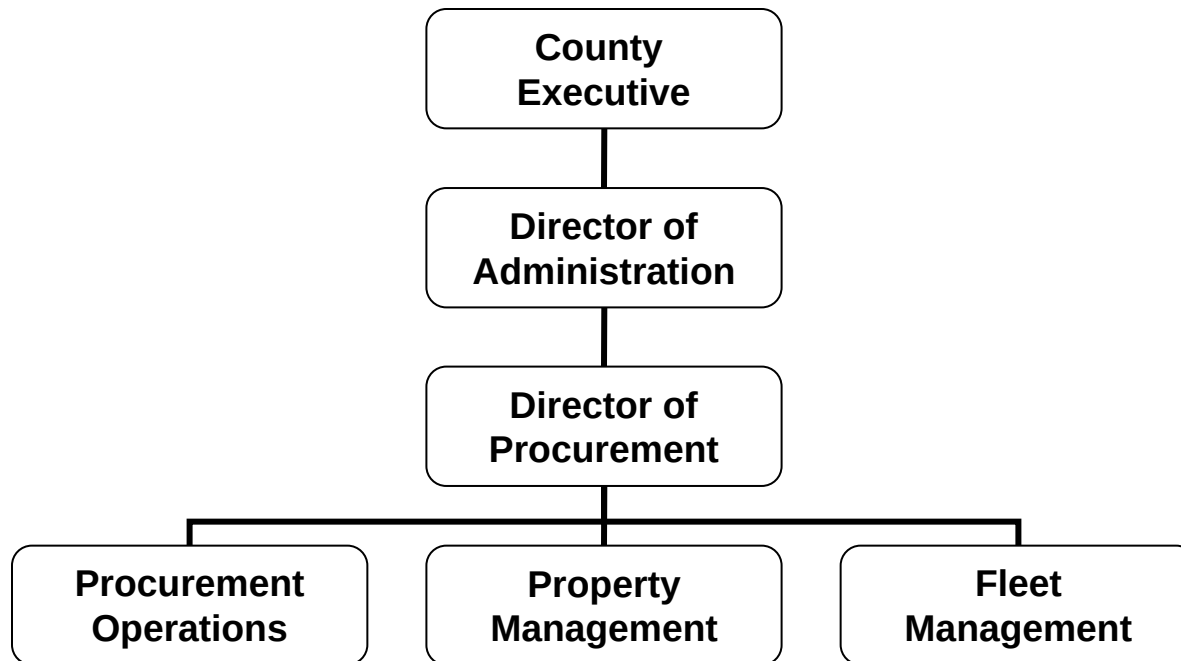
Major Related Plans and Policies

Harford County Budget Manual

**GRANTS
ADMINISTRATION**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Miscellaneous Grants	25,000	25,000	N/A	Funds are appropriated to allow the County to accept a grant(s) during the fiscal year that may require local matching funds.	None
TOTALS	25,000	25,000			

DEPARTMENT OF PROCUREMENT



PROCUREMENT

ORIGIN/PURPOSE:

Under Harford County Charter, Article IV, Section 414, the Department of Procurement shall be responsible for purchasing or contracting for supplies and contractual services including capital projects and consultant services; providing for the purchase, sale or lease of real property by the County; and performing such other duties as may be prescribed by the County Executive or legislative act of the Council.

The Department of Procurement is divided into three divisions: Procurement Operations, Property Management and Fleet Management.

Procurement Operations obtains goods and services for the County in a timely, effective, and efficient manner at the lowest possible price consistent with quality.

Property Management is responsible for overseeing property acquisition / disposal, relocation planning and lease management for the County's 400+/- properties.

Fleet Management is charged with the management of all County vehicles, and the fleet maintenance program performed under contract by First Vehicle Services.

MISSION STATEMENT:

TO PROVIDE AN OPEN, COST EFFECTIVE, AND EFFICIENT PROCUREMENT PROCESS THAT IS RESPONSIVE TO THE NEEDS OF HARFORD COUNTY GOVERNMENT AND THE CITIZENS OF HARFORD COUNTY

FY '09 - '10 KEY GOAL:

- 1 TO PROVIDE GOODS AND SERVICES TO OTHER COUNTY DEPARTMENTS AT THE BEST POSSIBLE COMBINATION OF PRICE, QUALITY AND TIMELINESS CONSISTENT WITH PREVAILING ECONOMIC CONDITIONS WHILE MAINTAINING A REPUTATION OF FAIRNESS AND INTEGRITY
- 2 TO CREATE A DATA BASE FOR THE PROPERTY MANAGEMENT DIVISION THAT TRACKS ALL LEASES AND ASSOCIATED COSTS FOR A MORE COST EFFECTIVE SYSTEM
- 3 TO IMPLEMENT A DATABASE TO ACCURATELY TRACK THE MANAGEMENT, MAINTENANCE, AND ASSOCIATED COSTS OF THE HARFORD COUNTY FLEET

PROCUREMENT

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,250,584	1,568,009	1,614,565	1,600,375	1,600,375
20	CONTRACTUAL SERVICES	1,739,036	2,446,108	3,127,708	2,914,643	2,914,643
30	SUPPLIES & MATERIALS	2,278,250	3,745,898	4,916,800	3,762,310	3,762,310
40	BUSINESS & TRAVEL	3,176,749	3,153,985	3,550,875	3,242,075	3,242,075
50	CAPITAL OUTLAY	1,303,874	344,536	500	0	0
70	MISCELLANEOUS	0	0	0	0	(209,022)
80	INTERGOVERNMENTAL / INTERFUND	0	0	45,715	7,200	7,200
GRAND TOTAL		9,748,493	11,258,536	13,256,163	11,526,603	11,317,581

SUMMARY BY FUND:

11	GENERAL	2,898,896	3,593,523	4,417,423	4,180,446	3,971,424
25	HIGHWAYS	6,849,597	7,665,013	8,838,740	7,346,157	7,346,157
GRAND TOTAL		9,748,493	11,258,536	13,256,163	11,526,603	11,317,581

SUMMARY BY DIVISION:

GENERAL FUND:

031000	PROCUREMENT OPERATIONS	790,803	893,739	942,791	911,970	866,371
034000	PROPERTY MANAGEMENT	2,108,093	2,699,784	3,474,632	3,268,476	3,105,053

HIGHWAYS FUND:

032000	FLEET MANAGEMENT	6,849,597	7,665,013	8,838,740	7,346,157	7,346,157
GRAND TOTAL		9,748,493	11,258,536	13,256,163	11,526,603	11,317,581

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PROCUREMENT - GENERAL FUND</u>						
Administrative Assistant I	1.00	34,664	2.00	78,019	2.00	79,036
Administrative Assistant II	3.00	127,794	2.00	95,660	2.00	94,774
Administrative Secretary III	1.00	41,884	1.00	47,459	1.00	47,400
Chief, Land Acquisition	1.00	66,307	0.00	0	0.00	0
Chief, Property Management	0.00	0	1.00	73,121	1.00	73,001
Deputy Director of Procurement	1.00	84,411	1.00	92,154	1.00	92,003
Director of Procurement	1.00	107,699	1.00	110,933	1.00	110,933
Procurement Agent I	0.00	0	1.00	41,582	1.00	41,513
Procurement Agent II	0.00	0	8.00	465,975	8.00	465,293
Procurement Agent III	0.00	0	1.00	82,319	1.00	82,183
Purchasing Agent II	3.00	153,565	0.00	0	0.00	0
Purchasing Agent III	2.00	135,293	0.00	0	0.00	0
Right-of-Way Agent II	5.00	282,091	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	18.00	1,033,708	18.00	1,087,222	18.00	1,086,136
FURLOUGH SAVINGS		0		0		(22,485)
SUB-TOTAL GENERAL FUND SALARIES	18.00	1,033,708	18.00	1,087,222	18.00	1,063,651

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PROCUREMENT - HIGHWAYS FUND</u>						
Administrative Assistant I	1.00	32,650	1.00	36,744	1.00	83,773
Fleet Manager	1.00	76,848	1.00	83,912	1.00	36,683
TOTAL FULL-TIME SALARIES	2.00	109,498	2.00	120,656	2.00	120,456
FURLOUGH SAVINGS		0		0		(2,493)
SUB-TOTAL HIGHWAYS FUND SALARIES	2.00	109,498	2.00	120,656	2.00	117,963
OTHER PERSONAL SERVICES						
Pension		96,084		111,372		116,075
Workers' Compensation		20,213		24,713		20,654
Health Benefits		214,360		175,224		187,184
OPEB		41,365		0		0
FICA		89,779		92,578		92,048
Miscellaneous		2,940		2,800		2,800
TOTAL OTHER PERSONAL SERVICES		464,741		406,687		418,761
<u>PROCUREMENT - DEPARTMENT TOTALS</u>						
TOTAL FULL-TIME SALARIES	20.00	1,143,206	20.00	1,207,878	20.00	1,206,592
FURLOUGH SAVINGS		0		0		(24,978)
TOTAL OTHER PERSONAL SERVICES		464,741		406,687		418,761
DEPARTMENT SALARY TOTAL	20.00	1,607,947	20.00	1,614,565	20.00	1,600,375

PROCUREMENT

GENERAL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,165,154	1,395,331	1,444,034	1,430,168	1,430,168
20	CONTRACTUAL SERVICES	1,687,746	2,160,430	2,933,008	2,730,343	2,730,343
30	SUPPLIES & MATERIALS	11,207	17,445	13,050	9,060	9,060
40	BUSINESS & TRAVEL	12,192	16,100	17,475	3,675	3,675
50	CAPITAL OUTLAY	22,597	4,217	0	0	0
70	MISCELLANEOUS	0	0	0	0	(209,022)
80	INTERGOVERNMENTAL	0	0	9,856	7,200	7,200
	GRAND TOTAL	2,898,896	3,593,523	4,417,423	4,180,446	3,971,424

SUMMARY BY FUND:

11	GENERAL	2,898,896	3,593,523	4,417,423	4,180,446	3,971,424
	GRAND TOTAL	2,898,896	3,593,523	4,417,423	4,180,446	3,971,424

SUMMARY BY DIVISION:

031000	PROCUREMENT OPERATIONS	790,803	893,739	942,791	911,970	866,371
034000	PROPERTY MANAGEMENT	2,108,093	2,699,784	3,474,632	3,268,476	3,105,053
	GRAND TOTAL	2,898,896	3,593,523	4,417,423	4,180,446	3,971,424

DEPARTMENT SUMMARY

DEPARTMENT: PROCUREMENT - GENERAL FUNDS

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	34,664	2.00	78,019	2.00	79,036
Administrative Assistant II	3.00	127,794	2.00	95,660	2.00	94,774
Administrative Secretary III	1.00	41,884	1.00	47,459	1.00	47,400
Chief, Land Acquisition	1.00	66,307	0.00	0	0.00	0
Chief, Property Management	0.00	0	1.00	73,121	1.00	73,001
Deputy Director of Procurement	1.00	84,411	1.00	92,154	1.00	92,003
Director of Procurement	1.00	107,699	1.00	110,933	1.00	110,933
Procurement Agent I	0.00	0	1.00	41,582	1.00	41,513
Procurement Agent II	0.00	0	8.00	465,975	8.00	465,293
Procurement Agent III	0.00	0	1.00	82,319	1.00	82,183
Purchasing Agent II	3.00	153,565	0.00	0	0.00	0
Purchasing Agent III	2.00	135,293	0.00	0	0.00	0
Right-of-Way Agent II	5.00	282,091	0.00	0	0.00	0
SALARY TOTAL	18.00	1,033,708	18.00	1,087,222	18.00	1,086,136
OTHER PERSONAL SERVICES						
Pension		87,182		100,308		104,487
Workers' Compensation		16,929		20,819		17,654
Health Benefits		186,724		149,817		159,023
OPEB		37,533		0		0
FICA		81,402		83,348		82,833
Miscellaneous		2,660		2,520		2,520
TOTAL OTHER PERSONAL SERVICES		412,430		356,812		366,517
FURLOUGH SAVINGS		0		0		(22,485)
TOTAL PERSONAL SERVICES	18.00	1,446,138 *	18.00	1,444,034	18.00	1,430,168

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PROCUREMENT

DIVISION: Procurement Operations

INDEX: 031000

ORIGIN/PURPOSE:

The Division performs Procurement's primary function: to obtain goods and services for County departments and agencies in a timely, effective, and efficient manner at the lowest possible price consistent with quality.

Staff members work closely with departments and agencies and are often called upon to assist in negotiations with suppliers.

FY '09 -'10 GOALS & OBJECTIVES:

- 1 TO PROVIDE GOODS AND SERVICES TO OTHER COUNTY DEPARTMENTS AT THE BEST POSSIBLE COMBINATION OF PRICE, QUALITY AND TIMELINESS CONSISTENT WITH PREVAILING ECONOMIC CONDITIONS WHILE MAINTAINING A REPUTATION OF FAIRNESS AND INTEGRITY
 - o To improve efficiency by increasing the number of cooperative purchases without compromising quality

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	737,016	845,636	898,766	879,145	879,145
20	CONTRACTUAL SERVICES	37,302	24,329	23,950	20,650	20,650
30	SUPPLIES & MATERIALS	5,688	9,732	8,350	5,900	5,900
40	BUSINESS & TRAVEL	9,021	10,457	11,725	2,675	2,675
50	CAPITAL OUTLAY	1,776	3,585	0	0	0
70	MISCELLANEOUS	0	0	0	0	(45,599)
80	INTERGOVERNMENTAL	0	0	0	3,600	3,600
	GRAND TOTAL	790,803	893,739	942,791	911,970	866,371
<u>FUNDING SOURCE:</u>						
11	GENERAL	790,803	893,739	942,791	911,970	866,371

DEPARTMENT: PROCUREMENT**DIVISION: Procurement Operations****INDEX: 031000****FINANCIAL NOTES:**

The (\$76,420) net decrease in funding for Procurement Operations is the result of:

	FY 09	FY 10	CHANGE
o	663,774	663,374	(400) Full Time Salaries
			(791) Staff Turnover (0.12%)
			1,072 Salary Step & / or Grade adjustments based on the recommendations of the Department of Human Resources
			(681) Rounding adjustment per actual pay plan calculations
			<u>(400)</u>
o		(13,733)	(13,733) Furlough Savings
o	118,405	110,029	(8,376) an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	61,478	63,817	2,339 Pension / Retirement rate adjustments
o	2,615	3,626	1,011 Workers' Compensation rate adjustments
o	50,954	50,492	(462) FICA adjustments
o	10,000	8,000	(2,000) Other Professional Services - Consultant support for electricity bid through Baltimore Regional Cooperative Purchasing Committee. Decrease based on actual expense history
o	0	3,600	3,600 Fleet Daily Carpool Rentals - for pool cars
o	4,500	3,500	(1,000) Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change
	4,000	3,500	(500) Telephone Service
	500	0	(500) Internet Line Services
	<u>4,500</u>	<u>3,500</u>	<u>(1,000)</u>

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: PROCUREMENT OPERATIONS

Index No. 031000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	34,664	1.00	37,857	1.00	38,929
Administrative Assistant II	2.00	89,703	2.00	95,660	2.00	94,774
Administrative Secretary III	1.00	41,884	1.00	47,459	1.00	47,400
Deputy Director of Procurement	1.00	84,411	1.00	92,154	1.00	92,003
Director of Procurement	1.00	107,699	1.00	110,933	1.00	110,933
Procurement Agent I	0.00	0	1.00	41,582	1.00	41,513
Procurement Agent II	0.00	0	3.00	155,810	3.00	155,639
Procurement Agent III	0.00	0	1.00	82,319	1.00	82,183
Purchasing Agent II	3.00	153,565	0.00	0	0.00	0
Purchasing Agent III	2.00	135,293	0.00	0	0.00	0
SALARY TOTAL	11.00	647,219	11.00	663,774	11.00	663,374
OTHER PERSONAL SERVICES						
Pension		55,761		61,478		63,817
Workers' Compensation		2,438		2,615		3,626
Health Benefits		139,735		118,405		110,029
OPEB		24,006		0		0
FICA		51,836		50,954		50,492
Miscellaneous		1,680		1,540		1,540
TOTAL OTHER PERSONAL SERVICES		275,456		234,992		229,504
FURLOUGH SAVINGS		0		0		(13,733)
TOTAL PERSONAL SERVICES	11.00	922,675 *	11.00	898,766	11.00	879,145

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

PROCUREMENT - PROCUREMENT OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide goods and services to other County departments at the best possible combination of price, quality and timeliness consistent with prevailing economic conditions while maintaining a high standard of fairness and integrity.

Department Obj.

To improve efficiency by increasing the number of cooperative purchases without compromising quality.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$658,984	\$790,803	\$893,739	\$942,791	\$885,322
Number of staff	10	10	11	11	11
<u>Output:</u>					
Number of bids	250	260	343	356	338
Number of Purchase Orders completed	16,046	16,300	15,471	14,700	13,965
<u>Efficiency:</u>					
Cost per Procurement	\$41.06	\$48.51	\$57.77	\$64.14	\$63.40
<u>Service Quality:</u>					
Number of Coop purchases completed within four weeks	50	47	42	52	55
<u>Outcome:</u>					
Percent of Coop purchases	20%	18%	12%	15%	16%
Dollars saved through Coop purchases	\$1,350,000	\$1,500,000	\$1,740,000	\$1,580,000	\$1,400,000

Explanation and Analysis of Performance Measures

The Procurement department continues to participate in Cooperative purchases to achieve economies of scale and administrative savings. Large contracts for office furniture, gasoline, electricity, computers and vehicles afford us the most cost effective procurement.

Major Related Plans and Policies

Financial Planning Policy / Strategic Planning Policy

DEPARTMENT: PROCUREMENT

DIVISION: Property Management

INDEX: 034000

ORIGIN/PURPOSE:

This division is responsible for overseeing property acquisition / disposal, relocation planning and lease management for the County's growing inventory of properties.

FY '09 - '10 GOAL & OBJECTIVE:

2 TO CREATE A DATABASE FOR THE PROPERTY MANAGEMENT DIVISION THAT TRACKS ALL LEASES AND ASSOCIATED COSTS FOR A MORE COST EFFECTIVE SYSTEM

- o To create a database of County leases to provide centralized assistance and improve "turn around time" when providing necessary information regarding possible site acquisition by 10%

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	428,138	549,695	545,268	551,023	551,023
20	CONTRACTUAL SERVICES	1,650,444	2,136,101	2,909,058	2,709,693	2,709,693
30	SUPPLIES & MATERIALS	5,519	7,713	4,700	3,160	3,160
40	BUSINESS & TRAVEL	3,171	5,643	5,750	1,000	1,000
50	CAPITAL OUTLAY	20,821	632	0	0	0
70	MISCELLANEOUS	0	0	0	0	(163,423)
80	INTERGOVERNMENTAL	0	0	9,856	3,600	3,600
	GRAND TOTAL	<u>2,108,093</u>	<u>2,699,784</u>	<u>3,474,632</u>	<u>3,268,476</u>	<u>3,105,053</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>2,108,093</u>	<u>2,699,784</u>	<u>3,474,632</u>	<u>3,268,476</u>	<u>3,105,053</u>

DEPARTMENT: PROCUREMENT**DIVISION: Property Management****INDEX: 034000****FINANCIAL NOTES:**

The (\$369,579) net decrease in funding for Property Management is the result of:

	FY 09	FY 10	CHANGE
o	423,448	422,762	(686) Full Time Salaries (686) Rounding adjustment per actual pay plan calculations
o		(8,752)	(8,752) Furlough Savings
o	31,412	48,994	17,582 an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	38,830	40,670	1,840 Pension / Retirement rate adjustments
o	18,204	14,028	(4,176) Workers' Compensation rate adjustments
o	2,585,165	2,493,262	(91,903) Space & Real Estate - decrease based on actual cost of leases per Lease Coordinator
o	110,000	130,000	20,000 Electricity - based on actual expense history and expected 6% increase in cost of electricity
o	90,000	45,000	(45,000) Management Services - for property and environmental assessments. Recommended reduction due to the state of the economy.
o	117,943	35,931	(82,012) Significant reductions recommended due to the state of the economy:

FY 09	FY 10	Change	
10,000	7,500	(2,500)	Heating Fuel (Gas)
10,000	5,000	(5,000)	County Facility Repair & Renovation
94,593	21,931	(72,662)	Building/Custodial Services
2,000	1,500	(500)	General Office Supplies
600	0	(600)	Computer Software
750	0	(750)	Training Seminars, Courses & Meetings
<u>117,943</u>	<u>35,931</u>	<u>(82,012)</u>	

DEPARTMENT: PROCUREMENT

DIVISION: Property Management

INDEX: 034000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	4,500	2,500	(2,000)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	3,000	1,500	(1,500)	Water & Sewer
	1,500	1,000	(500)	Security Systems
	<u>4,500</u>	<u>2,500</u>	<u>(2,000)</u>	
o	3,000	0	(3,000)	County Owned Vehicles - expenses now covered under Fleet Management Rentals
o	9,856	0	(9,856)	Fleet Management Rentals - no fleet agreement entered into in FY 09, therefore no funds are appropriated in FY 10
o	0	3,600	3,600	Fleet Daily Carpool Rentals - for pool cars
o	0	(163,423)	(163,423)	Other Contingencies - reduction due to Council Amendment # 206

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: PROPERTY MANAGEMENT

Index No. 034000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	38,091	1.00	40,162	1.00	40,107
Chief, Land Acquisition	1.00	66,307	0.00	0	0.00	0
Chief, Property Management	0.00	0	1.00	73,121	1.00	73,001
Procurement Agent II	0.00	0	5.00	310,165	5.00	309,654
Right-of-Way Agent II	5.00	282,091	0.00	0	0.00	0
SALARY TOTAL	7.00	386,489	7.00	423,448	7.00	422,762
OTHER PERSONAL SERVICES						
Pension		31,421		38,830		40,670
Workers' Compensation		14,491		18,204		14,028
Health Benefits		46,989		31,412		48,994
OPEB		13,527		0		0
FICA		29,566		32,394		32,341
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		136,974		121,820		137,013
FURLOUGH SAVINGS		0		0		(8,752)
TOTAL PERSONAL SERVICES	7.00	523,463 *	7.00	545,268	7.00	551,023

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

PROCUREMENT - PROPERTY MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To create a Property Management Division that meets or exceeds the expectations of its client base.

Department Obj.

To create a database of County leases to provide centralized assistance and improve "turn around time" when providing necessary information regarding possible site acquisition by 5% over historical performance.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	N/A*	\$428,138	\$549,695	\$512,127	\$551,023
Number of staff	N/A*	7	7	7	7
<u>Output:</u>					
Number of Real Property actions	N/A*	200	222	114	75
<u>Efficiency:</u>					
Cost per action	N/A*	\$2,141	\$2,476	\$4,492	\$7,347
<u>Service Quality:</u>					
Percent of responses rating good or better	N/A*	60%	60%	70%	71%
<u>Outcome:</u>					
Goal of 5% reduction in Process time would result in:					
Appraisals in 25 days	N/A*	30 days	31 days	32 days	25 days
Acquisitions in 40 days	N/A*	60 days	60 days	60 days	40 days
Leases in 30 days	N/A*	15 days	20 days	20 days	20 days

Explanation and Analysis of Performance Measures

The Property Management Division is committed to providing exceptional service to its clients and represents the Department of Procurement and Harford County with the highest degree of professionalism, dignity, and integrity.

Major Related Plans and Policies

Financial Planning Policy

*N/A - These are new measures being tracked by Procurement Property Management, therefore, data for previous years is unavailable.

DEPARTMENT: PROCUREMENT

DIVISION: Fleet Management

INDEX: 032000

ORIGIN/PURPOSE:

This division will be responsible for the maintenance and disposition of the County's motor fleet along with the County's motor fuel dispensing operations.

FY '09 - '10 GOAL & OBJECTIVE:

TO IMPLEMENT A DATABASE TO ACCURATELY TRACK THE MANAGEMENT, MAINTENANCE, AND ASSOCIATED COSTS OF THE HARFORD COUNTY FLEET

- o To increase / maintain high efficiency standards and fleet availability while decreasing maintenance costs by 5%
- 0

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	85,430	172,678	170,531	170,207	170,207
20	CONTRACTUAL SERVICES	51,290	285,678	194,700	184,300	184,300
30	SUPPLIES & MATERIALS	2,267,043	3,728,453	4,903,750	3,753,250	3,753,250
40	BUSINESS & TRAVEL	3,164,557	3,137,885	3,533,400	3,238,400	3,238,400
50	CAPITAL OUTLAY	1,281,277	340,319	500	0	0
80	INTERGOVERNMENTAL	0	0	35,859	0	0
	GRAND TOTAL	6,849,597	7,665,013	8,838,740	7,346,157	7,346,157
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	6,849,597	7,665,013	8,838,740	7,346,157	7,346,157

DEPARTMENT: PROCUREMENT

DIVISION: Fleet Management

INDEX: 032000

FINANCIAL NOTES:

The (\$1,492,583) net decrease in funding for Fleet Management is the result of:

	FY 09	FY 10	CHANGE
o	120,656	120,456	(200) Full-Time Salaries (200) Rounding adjustment per actual pay scale calculations
o		(2,493)	(2,493) Furlough Savings
o	11,064	11,588	524 Pension / Retirement rate adjustments
o	3,894	3,000	(894) Workers' Compensation rate adjustments
o	25,407	28,161	2,754 an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	22,100	23,400	1,300 Electricity - increase based on actual expense history along with a 6% projected increase in cost
o	120,000	0	(120,000) Management Services - MES agreement moved to Other Professional Services
o	0	100,000	100,000 Other Professional Services - MES agreement for fuel tank maintenance, decrease based on expected cost of contract
o	1,750,000	1,600,000	(150,000) Diesel Fuel - decrease based on usage trends and cost projections
o	3,150,000	2,150,000	(1,000,000) Gasoline - decrease based on usage trends and cost projections

DEPARTMENT: PROCUREMENT

DIVISION: Fleet Management

INDEX: 032000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	1,429,500	1,149,850	(279,650) Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change
	5,000	8,100	3,100 Telephone Service
	5,000	10,000	5,000 County Owned Vehicles
	1,400,000	1,100,000	(300,000) Non-targeted Charges
	19,000	30,000	11,000 Heating Fuel - Oil
	500	1,750	1,250 Fuel Charges
	<u>1,429,500</u>	<u>1,149,850</u>	<u>(279,650)</u>
o	7,000	1,400	(5,600) Building/Custodial Services - recommended reduction due to the state of the economy
o	500	0	(500) Equipment - no equipment recommended in FY 10
o	35,859	0	(35,859) Fleet Management Rentals - No fleet agreements entered into in FY 09, therefore no funds are appropriated in FY 10.

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: FLEET MANAGEMENT

Index No. 032000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	32,650	1.00	36,744	1.00	36,683
Fleet Manager	1.00	76,848	1.00	83,912	1.00	83,773
SALARY TOTAL	2.00	109,498	2.00	120,656	2.00	120,456
OTHER PERSONAL SERVICES						
Pension		8,902		11,064		11,588
Workers' Compensation		3,284		3,894		3,000
Health Benefits		27,636		25,407		28,161
OPEB		3,832		0		0
FICA		8,377		9,230		9,215
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		52,311		49,875		52,244
FURLOUGH SAVINGS		0		0		(2,493)
TOTAL PERSONAL SERVICES	2.00	161,809 *	2.00	170,531	2.00	170,207

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

PROCUREMENT - FLEET MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To create a database to accurately track the management, maintenance, and associated costs of the Harford County Fleet.

Department Obj.

To increase / maintain high efficiency standards and fleet availability while decreasing maintenance costs by 5%.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated*	\$3,052,784	3,585,000	3,771,880	\$3,397,139	\$3,225,000
Number of staff	1	1	2	2	2
*Target & Non-Targeted Charges					
<u>Output:</u>					
Number of vehicles maintained	949	1,063	1,047	1,047	1,057
<u>Efficiency:</u>					
Budgeted maintenance cost per vehicle	\$4,447	\$3,373	\$3,603	\$3,367	\$3,051
<u>Service Quality:</u>					
Percent of agency responses rating satisfactory or higher	98.70%	98.80%	98.80%	99.00%	99.20%
<u>Outcome:</u>					
Actual maintenance cost per vehicle	\$3,217	\$2,401	\$2,991	\$3,245	\$3,051
Percent saved over budgeted amount	28%	29%			

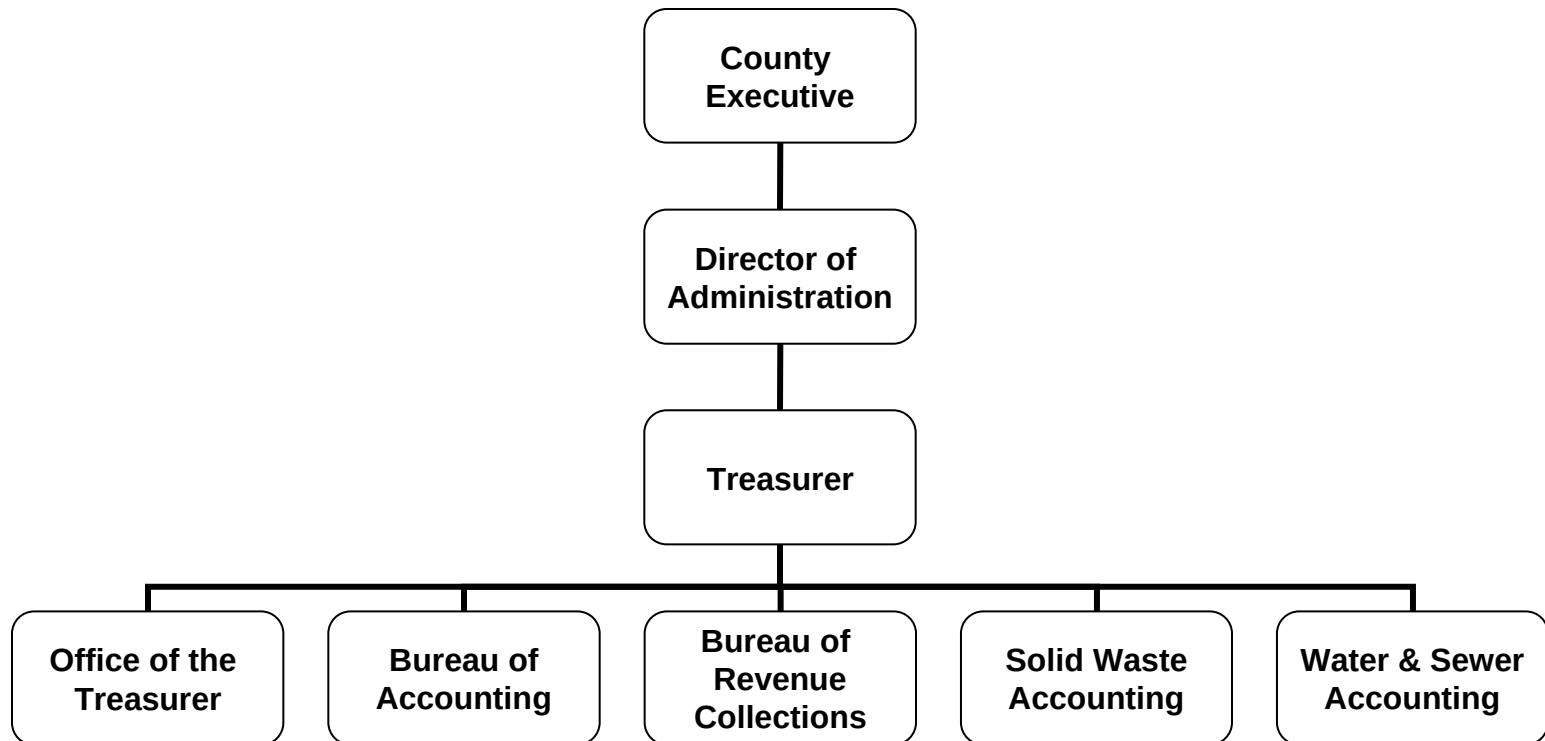
Explanation and Analysis of Performance Measures

The Fleet Management Division of the Department of Procurement is dedicated to improving the efficiency of the Fleet Maintenance Program.

Major Related Plans and Policies

Financial Planning Policy

DEPARTMENT OF THE TREASURY



TREASURY

ORIGIN/PURPOSE:

The Department of Treasury, pursuant to Chapter 16, Article III, Section 13 of the Harford County Code, administers oversight responsibility of all County funds and securities, maintains records, and provides financial assistance and information to other County Government departments and agencies. To achieve these mandated responsibilities, the Department has been organized under Executive Order 84-1, amended by Executive Orders 85-1 and 91-4 into the following components:

The Office of the Treasurer administers and coordinates all activities of the department and debt management.

The Bureau of Accounting manages County disbursements, receivables, payroll, general accounting, capital budget, and all grant accounting.

The Bureau of Revenue Collections collects all monies due and is the first stop in the recordation process.

Additionally, the Department of Treasury maintains oversight responsibility for water and sewer accounting functions, solid waste accounting, preparation of an annual report, and investment and application of County monies.

In fulfilling these responsibilities, the Department will serve the public by continually improving the quality of our services and performing in a manner warranting the highest degree of confidence in our integrity, efficiency, and fairness.

MISSION STATEMENT:

ESTABLISH DEPARTMENTAL PROCESSES AND ORGANIZATIONAL RESOURCES WHICH WILL PROVIDE EFFICIENT AND RESPONSIVE FINANCIAL SERVICES TO OUR CUSTOMERS

FY '09 - '10 KEY GOAL:

- 1 TO PROVIDE TECHNICAL ACCOUNTING OVERSIGHT AND GUIDANCE TO COUNTY AGENCIES AND EXTERNAL CUSTOMERS TO ENSURE THAT GENERALLY ACCEPTED ACCOUNTING PROCEDURES, LEGAL REQUIREMENTS, COUNTY POLICIES AND PROCEDURES ARE CONSISTENTLY APPLIED IN ORDER TO MAINTAIN THE INTEGRITY OF THE COUNTY'S ACCOUNTING RECORDS AND TO FULLY MEET ALL REPORTING REQUIREMENTS.

TREASURY

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,306,186	3,975,893	4,188,340	4,112,420	4,112,420
20	CONTRACTUAL SERVICES	493,831	500,212	519,300	552,283	552,283
30	SUPPLIES & MATERIALS	244,952	251,118	274,210	261,075	261,075
40	BUSINESS & TRAVEL	35,562	41,748	39,710	26,750	26,750
50	CAPITAL OUTLAY	8,215	61,280	0	0	0
70	MISCELLANEOUS	0	0	0	0	(208,600)
	GRAND TOTAL	4,088,746	4,830,251	5,021,560	4,952,528	4,743,928
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,499,197	4,078,701	4,230,549	4,172,029	3,963,429
51	WATER & SEWER OPERATING	589,549	751,550	791,011	780,499	780,499
	GRAND TOTAL	4,088,746	4,830,251	5,021,560	4,952,528	4,743,928
<u>SUMMARY BY DIVISION:</u>						
<u>GENERAL FUND:</u>						
041000	OFFICE OF THE TREASURER	498,779	624,597	703,246	685,866	651,573
043000	BUREAU OF ACCOUNTING	2,181,215	2,484,068	2,501,563	2,485,848	2,361,556
044000	BUREAU OF REVENUE COLLECTIONS	758,565	837,408	954,681	902,914	857,769
047100	SOLID WASTE ACCOUNTING	60,638	132,628	71,059	97,401	92,531
<u>WATER & SEWER FUND:</u>						
045000	WATER & SEWER ACCOUNTING	589,549	751,550	791,011	780,499	780,499
	GRAND TOTAL	4,088,746	4,830,251	5,021,560	4,952,528	4,743,928
SUMMARY OF GRANT BUDGETS						38,000,000

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - GENERAL FUNDS</u>						
Accountant II	4.00	242,347	5.00	306,607	4.00	262,609
Accountant III	3.00	247,834	3.00	271,522	3.00	271,074
Accountant IV	1.00	95,037	1.00	104,797	1.00	104,624
Accounting Clerk II	6.00	239,905	6.00	260,367	6.00	282,469
Accounting Technician I	6.00	278,341	4.00	187,185	4.00	186,299
Accounting Technician II	4.00	210,383	6.00	333,093	7.00	397,506
Accounts Payable Supervisor	1.00	53,088	1.00	57,954	1.00	57,859
Administrative Assistant II	1.00	39,228	0.00	0	0.00	0
Administrative Secretary III	1.00	37,214	1.00	47,535	1.00	0
Administrative Specialist I	0.00	0	1.00	45,737	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	47,611
Assistant Supervisor of Revenue Collections	1.00	53,710	1.00	58,636	1.00	58,540
Cashier I	2.00	53,389	0.00	0	1.00	27,500
Cashier II	6.00	231,507	7.00	299,859	6.00	243,292
Chief, Bureau of Accounting	1.00	101,828	1.00	111,186	1.00	111,002
Deputy Treasurer	1.00	105,664	1.00	115,364	1.00	115,174
Financial Systems Coordinator	1.00	64,508	1.00	71,126	1.00	71,009
Financial Systems Management Supervisor	1.00	74,191	1.00	81,815	1.00	81,680
Revenue Collections Supervisor	1.00	53,088	1.00	57,954	1.00	57,859
Treasurer	1.00	125,823	1.00	130,890	1.00	130,890
FULL-TIME SALARIES	42.00	2,307,085	42.00	2,541,627	42.00	2,506,997
SALARY OFFSET		0		0		(16,174)
TOTAL FULL TIME SALARIES	42.00	2,307,085	42.00	2,541,627	42.00	2,490,823
PART-TIME SALARIES						
Cashier II	0.00	0	0.00	0	0.60	20,767
TOTAL PART-TIME SALARIES	0.00	0	0.00	0	0.60	20,767
TEMPORARY SALARIES		60,940		61,047		14,750
SUB-TOTAL GENERAL FUND SALARIES	42.00	2,368,025	42.00	2,602,674	42.60	2,526,340

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - WATER & SEWER FUNDS</u>						
Accountant III	1.00	54,909	1.00	61,769	1.00	61,668
Accounting Clerk II	4.00	140,155	4.00	153,994	4.00	153,740
Accounting Technician I	2.00	111,877	2.00	122,155	2.00	121,954
Accounting Technician II	1.00	65,815	1.00	71,852	1.00	71,734
Water & Sewer Accounting Supervisor	1.00	74,191	1.00	81,815	1.00	81,680
TOTAL FULL-TIME SALARIES	9.00	446,947	9.00	491,585	9.00	490,776
TEMPORARY SALARIES		1,024		1,024		0
SUB-TOTAL W & S FUND SALARIES	<u>9.00</u>	<u>447,971</u>	<u>9.00</u>	<u>492,609</u>	<u>9.00</u>	<u>490,776</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		233,619		289,838		298,251
Workers' Compensation		9,913		11,859		9,054
Health Benefits		548,837		543,005		613,913
OPEB		96,390		0		0
Overtime		7,000		7,000		0
FICA		213,428		234,075		229,386
Miscellaneous		7,280		7,280		7,140
TOTAL OTHER PERSONAL SERVICES		<u>1,116,467</u>		<u>1,093,057</u>		<u>1,157,744</u>

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - DEPARTMENT TOTALS</u>						
TOTAL FULL-TIME SALARIES	51.00	2,754,032	51.00	3,033,212	51.00	2,997,773
TOTAL SALARY OFFSET		0		0		(16,174)
TOTAL PART-TIME SALARIES	0.00	0	0.00	0	0.60	20,767
TOTAL TEMPORARY SALARIES		61,964		62,071		14,750
TOTAL OTHER PERSONAL SERVICES		1,116,467		1,093,057		1,157,744
FURLOUGH SAVINGS		0		0		(62,440)
DEPARTMENTAL SALARY TOTAL	<u>51.00</u>	<u>3,932,463 *</u>	<u>51.00</u>	<u>4,188,340</u>	<u>51.60</u>	<u>4,112,420</u>

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY

GENERAL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,844,728	3,359,642	3,540,659	3,468,096	3,468,096
20	CONTRACTUAL SERVICES	470,586	478,877	493,470	529,753	529,753
30	SUPPLIES & MATERIALS	140,489	140,536	159,510	149,380	149,380
40	BUSINESS & TRAVEL	35,179	38,366	36,910	24,800	24,800
50	CAPITAL OUTLAY	8,215	61,280	0	0	0
70	MISCELLANEOUS	0	0	0	0	(208,600)
	GRAND TOTAL	3,499,197	4,078,701	4,230,549	4,172,029	3,963,429

SUMMARY BY FUND:

11	GENERAL	3,499,197	4,078,701	4,230,549	4,172,029	3,963,429
	GRAND TOTAL	3,499,197	4,078,701	4,230,549	4,172,029	3,963,429

SUMMARY BY DIVISION:

041000	OFFICE OF THE TREASURER	498,779	624,597	703,246	685,866	651,573
043000	BUREAU OF ACCOUNTING	2,181,215	2,484,068	2,501,563	2,485,848	2,361,556
044000	BUREAU OF REVENUE COLLECTIONS	758,565	837,408	954,681	902,914	857,769
047100	SOLID WASTE ACCOUNTING	60,638	132,628	71,059	97,401	92,531
	GRAND TOTAL	3,499,197	4,078,701	4,230,549	4,172,029	3,963,429

DEPARTMENT SUMMARY

DEPARTMENT: TREASURY - GENERAL FUNDS

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	4.00	242,347	5.00	306,607	4.00	262,609
Accountant III	3.00	247,834	3.00	271,522	3.00	271,074
Accountant IV	1.00	95,037	1.00	104,797	1.00	104,624
Accounting Clerk II	6.00	239,905	6.00	260,367	6.00	282,469
Accounting Technician I	6.00	278,341	4.00	187,185	4.00	186,299
Accounting Technician II	4.00	210,383	6.00	333,093	7.00	397,506
Accounts Payable Supervisor	1.00	53,088	1.00	57,954	1.00	57,859
Administrative Assistant II	1.00	39,228	0.00	0	0.00	0
Administrative Secretary III	1.00	37,214	1.00	47,535	1.00	0
Administrative Specialist I	0.00	0	1.00	45,737	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	47,611
Assistant Supervisor of Revenue Collections	1.00	53,710	1.00	58,636	1.00	58,540
Cashier I	2.00	53,389	0.00	0	1.00	27,500
Cashier II	6.00	231,507	7.00	299,859	6.00	243,292
Chief, Bureau of Accounting	1.00	101,828	1.00	111,186	1.00	111,002
Deputy Treasurer	1.00	105,664	1.00	115,364	1.00	115,174
Financial Systems Coordinator	1.00	64,508	1.00	71,126	1.00	71,009
Financial Systems Management Supervisor	1.00	74,191	1.00	81,815	1.00	81,680
Revenue Collections Supervisor	1.00	53,088	1.00	57,954	1.00	57,859
Treasurer	1.00	125,823	1.00	130,890	1.00	130,890
FULL-TIME SALARIES	42.00	2,307,085	42.00	2,541,627	42.00	2,506,997
SALARY OFFSET						(16,174)
TOTAL FULL-TIME SALARIES	42.00	2,307,085	42.00	2,541,627	42.00	2,490,823
PART-TIME SALARIES						
Cashier II	0.00	0	0.00	0	0.60	20,767
TOTAL PART-TIME SALARIES	0.00	0.00	0.00	0.00	0.60	20,767
TEMPORARY SALARIES		60,940		61,047		14,750
SALARY TOTAL	42.00	2,368,025	42.00	2,602,674	42.60	2,526,340

DEPARTMENT SUMMARY

DEPARTMENT: TREASURY - GENERAL FUNDS

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		197,282		244,760		251,038
Workers' Compensation		8,304		9,942		7,582
Health Benefits		483,768		474,411		537,694
OPEB		80,747		0		0
Overtime		6,500		6,500		0
FICA		179,120		196,352		191,842
Miscellaneous		6,020		6,020		5,880
TOTAL OTHER PERSONAL SERVICES		961,741		937,985		994,036
FURLOUGH SAVINGS		0		0		(52,280)
TOTAL PERSONAL SERVICES	42.00	3,329,766 *	42.00	3,540,659	42.60	3,468,096

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: TREASURY**DIVISION: Office of the Treasurer****INDEX: 041000****ORIGIN/PURPOSE:**

The Office of the Treasurer is responsible for administration of the various areas of the Department of the Treasury, including Accounting and Revenue Collections, and has oversight responsibility for Water and Sewer and Solid Waste Accounting. This office also provides financial support and information to the County Administration and County Council. It is responsible for maintaining the Administrative liaison with the County Council for providing fiscal impact notes and financial information, and support for proposed legislation and resolutions.

The Office of the Treasurer has been instrumental in securing the Certificate of Excellence for Financial Reporting for Harford County's Comprehensive Annual Financial Report for the 23rd consecutive year and has applied for the award for the most current audit.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	445,325	567,091	645,556	634,031	634,031
20	CONTRACTUAL SERVICES	27,993	29,849	31,890	31,390	31,390
30	SUPPLIES & MATERIALS	10,541	8,354	10,100	8,845	8,845
40	BUSINESS & TRAVEL	14,920	19,303	15,700	11,600	11,600
70	MISCELLANEOUS	0	0	0	0	(34,293)
GRAND TOTAL		498,779	624,597	703,246	685,866	651,573
<u>FUNDING SOURCE:</u>						
11	GENERAL	498,779	624,597	703,246	685,866	651,573

DEPARTMENT: TREASURY**DIVISION: Office of Treasurer****INDEX: 041000****FINANCIAL NOTES:**

The (\$51,673) net decrease in funding for Treasury - Office of Treasurer is the result of:

	FY 09	FY 10	CHANGE	
o	477,032	430,955	(46,077)	Full Time Salaries
			1,874	Salary Adjustments based on the recommendations of the Dept of Human Resources
			(417)	Salary Adjustment - rounding adjustment per actual pay scale calculation
			(47,534)	Salary Offset - Vacant Administrative Secretary III position unfunded for FY 10
			<u>(46,077)</u>	
o		(9,748)	(9,748)	Furlough Savings
o	2,000	1,000	(1,000)	Temporary Salaries - for seasonal hire - reduction based on the state of economy
o		62,503	62,503	The net result to this division due to the transfer of staff between divisions:
			# of Positions	Salary
			1.0	39,900
				Fringe
				22,603
				Total
				62,503
				Accounting Technician II position transferred here from #047100
o	78,252	68,294	(9,958)	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	51,401	48,002	(3,399)	Pension / Retirement rate adjustments
o	1,891	1,292	(599)	Workers' Compensation rate adjustments
o	34,140	31,033	(3,107)	FICA Adjustments

DEPARTMENT: TREASURY**DIVISION: Office of Treasurer****INDEX: 041000**

	FY 09	FY 10	CHANGE	
o	3,000	0	(3,000)	Printing - In-House - funds transferred to Printing - Commercial due to closure of in-house print shop
o	1,500	3,645	2,145	Printing - Commercial - printing of material for credit rating agencies decreased based on actual expense history (\$500) offset by in-house printing costs moved here +\$2,645
o	865	965	100	Other Professional Services - Certificate of Achievement for Excellence in Financial Reporting Program Fee for Annual Audit increased based on actual expense history
o	7,900	6,700	(1,200)	Line items significantly adjusted, based on actual expense history:
		FY 09	FY 10	Change
		4,000	3,400	(600) Telephone Service
		800	700	(100) Duplicating Machine Supplies
		1,100	1,200	100 General Office Mailing
		800	400	(400) Computer Supplies
		800	700	(100) Mileage
		400	300	(100) Parking & Tolls
		<u>7,900</u>	<u>6,700</u>	<u>(1,200)</u>
o	11,000	7,100	(3,900)	Line items significantly adjusted, based on state of the economy:
		FY 09	FY 10	Change
		1,300	1,000	(300) Meals
		3,000	1,500	(1,500) Lodging
		3,100	2,800	(300) Membership Fees
		3,600	1,800	(1,800) Training Seminars
		<u>11,000</u>	<u>7,100</u>	<u>(3,900)</u>
o		(34,293)	(34,293)	Other Contingencies - reduction due to Council Amendment #207

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: OFFICE OF TREASURER

Index No. 041000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	71,642	1.00	78,211	1.00	78,082
Accounting Technician I	1.00	52,724	0.00	0	0.00	0
Accounting Technician II	0.00	0	1.00	59,295	2.00	99,098 A
Administrative Secretary III	1.00	37,214	1.00	47,535	1.00	0 B
Administrative Specialist I	0.00	0	1.00	45,737	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	47,611
Deputy Treasurer	1.00	105,664	1.00	115,364	1.00	115,174
Treasurer	1.00	125,823	1.00	130,890	1.00	130,890
TOTAL FULL-TIME SALARIES	5.00	393,067	6.00	477,032	7.00	470,855
TEMPORARY SALARIES		5,120		2,000		1,000
SALARY TOTAL	5.00	398,187	6.00	479,032	7.00	471,855
OTHER PERSONAL SERVICES						
Pension & Retirement		38,248		51,401		51,840
Workers' Compensation		1,415		1,891		1,412
Health Benefits		72,845		78,252		83,747
OPEB		13,757		0		0
FICA		28,199		34,140		34,085
Miscellaneous		700		840		840
TOTAL OTHER PERSONAL SERVICES		155,164		166,524		171,924
FURLOUGH SAVINGS		0		0		(9,748)
TOTAL PERSONAL SERVICES	5.00	553,351 *	6.00	645,556	7.00	634,031

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accounting Technician II position transferred from Solid Waste Accounting - 0471000 - #2894

B - One (1) Administrative Secretary III position is unfunded in FY 10 - #0113

TREASURY - OFFICE OF THE TREASURER OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide technical accounting oversight and guidance to County agencies and external customers to ensure that generally accepted accounting procedures, legal requirements, County policies and procedures are consistently applied in order to maintain the integrity of the County's accounting records, and to fully meet all reporting requirements.

Department Obj.

To prepare annual financial reports and schedules which include the Comprehensive Annual Financial Report (CAFR) and the Maryland Uniform Financial Report (UFR).

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$3,922,887	\$4,088,744	\$4,830,247	\$5,021,560	\$4,743,928
Number of staff	51	51	51	49	49
<u>Output:</u>					
Number of reports issued by legislative mandate:					
CAFR - October 31st	1	1	1	1	1
UFR - November 1st	1	1	1	1	1
<u>Efficiency:</u>					
Number of days planned vs. number of days to complete	101 / 106	102 / 105	105 / 105	105 / 105	105 / 105
<u>Service Quality:</u>					
Certificate of Achievement awarded by the Government Financial Officers Association	Yes	Yes	Yes	Yes	Yes
<u>Outcome:</u>					
Percent of reports completed by legislated date	100%	100%	100%	100%	100%
Financial statements determined to conform to Generally Accepted Accounting Principles without qualification	Yes	Yes	Yes	Yes	Yes

Explanation and Analysis of Performance Measures

In order to fairly present the County's financial position and operating results in conformity with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Governmental Finance Officers Association (GFOA), Financial Accounting Standards Board (FASB), County, State, and Federal guidelines. To complete one hundred percent of the above mentioned reports on time and in compliance with established guidelines.

Major Related Plans and Policies

GAAP, GASB, and GFOA

DEPARTMENT: TREASURY

DIVISION: Bureau of Accounting

INDEX: 043000

ORIGIN/PURPOSE:

The Bureau of Accounting pursuant to Chapter 16, Article III, Section 17, is responsible for accounting operations. This division of Treasury prepares the Comprehensive Annual Financial Report (CAFR), the Uniform Financial Report (UFR), prepares the Interim Financial Statements, and coordinates the information for the annual audit.

The functions of accounting operations include Accounts Receivable for property taxes and all other County income, Accounts Payable, Payroll, and System Administration for accounting software. We account for all the funds of the County, including General, Grants, Highways, Parks and Recreation, Agricultural Preservation, Capital Projects, Internal Service, Pension Trust Funds, and other Trust and Agency funds.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,706,394	2,032,613	2,021,238	1,990,415	1,990,415
20	CONTRACTUAL SERVICES	394,992	384,491	408,175	434,008	434,008
30	SUPPLIES & MATERIALS	53,081	49,170	53,250	49,400	49,400
40	BUSINESS & TRAVEL	18,533	17,794	18,900	12,025	12,025
50	CAPITAL OUTLAY	8,215	0	0	0	0
70	MISCELLANEOUS	0	0	0	0	(124,292)
	GRAND TOTAL	<u>2,181,215</u>	<u>2,484,068</u>	<u>2,501,563</u>	<u>2,485,848</u>	<u>2,361,556</u>

FUNDING SOURCE:

11	GENERAL	<u>2,181,215</u>	<u>2,484,068</u>	<u>2,501,563</u>	<u>2,485,848</u>	<u>2,361,556</u>

DEPARTMENT: TREASURY**DIVISION: Bureau of Accounting****INDEX: 043000****FINANCIAL NOTES:**

The (\$140,007) net decrease in funding for Treasury - Bureau of Accounting is the result of:

	FY 09	FY 10	CHANGE	
o	1,521,967	1,529,857	7,890	Full Time Salaries
			3,885	Salary Adjustments based on the recommendations of the Dept of Human Resources
			(2,257)	Salary Adjustment - rounding adjustment per actual pay scale calculation
			22,436	Staff Turnover <u>1.47%</u>
			(16,174)	Salary Offset - Accountant II salary to reflect actual hours worked
			<u>7,890</u>	
o		(69,936)	(69,936)	The net result to this division due to the transfer of staff between divisions:
			# of Positions	Salary
			(1.0)	(47,535)
			Fringe	Total
			(22,401)	(69,936)
				A vacant Accountant II position transferred to #047100 and reclassified as an Accounting Technician II
o		(30,687)	(30,687)	Furlough Savings
o	4,100	0	(4,100)	Temporary Salaries - recommended reduction based on state of the economy
o	139,564	148,514	8,950	Pension / Retirement rate adjustments
o	228,697	286,618	57,921	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employee's share, as well as staff opting for changes in their level of coverage
o	1,500	0	(1,500)	Overtime - recommended reduction based on state of the economy
o	5,935	4,680	(1,255)	Workers' Compensation rate adjustments
o	116,115	118,009	1,894	FICA adjustment

DEPARTMENT: TREASURY

DIVISION: Bureau of Accounting

INDEX: 043000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE			
o	15,000	20,000	5,000	Other Professional Services - for actuarial services to calculate post-employment benefits per GASB requirements increased in anticipation of new contract costs		
o	18,800	17,900	(900)	Management Services - funds provide on-site assistance for the following accounting systems:		
		FY 09	FY 10	Change		
		FAMIS	7,800	7,400	(400)	
		CORE	5,500	5,250	(250)	
		CYBORG	5,500	5,250	(250)	
		Total	18,800	17,900	(900)	Based on actual expenses
o	362,100	385,333	23,233	Financial/Audit		

Yearly License Fees

FAMIS

eCYBORG /

CYBORG

CORE

Bank Fees:

1099 Upgrade

Special Audits

Total

FY 09	FY 10	Change	Explanation
155,500	163,275	7,775	5% over actuals anticipated
139,600	152,248	12,648	7% over actuals anticipated
16,000	18,711	2,711	5% over actuals anticipated
14,000	14,000	0	Trustee Funds
35,000	35,000	0	Lockbox fees
0	99	99	Per FY 08 actuals
2,000	2,000	0	
362,100	385,333	23,233	

INDEX: 043000

FY 09	FY 10	CHANGE

	FY 09	FY 10	Change	
	6,850	6,650	(200)	Office Equipment
	2,000	1,600	(400)	Telephone Service
	3,000	2,100	(900)	Office Equipment Service
	2,800	2,500	(300)	Duplicating Machine Supplies
	850	1,000	150	Delivery Charges
	20,000	17,000	(3,000)	Printing - Commercial
	1,300	800	(500)	Computer Supplies
	1,100	800	(300)	Mileage
	<u>37,900</u>	<u>32,450</u>	<u>(5,450)</u>	

	FY 09	FY 10	Change	
	200	100	(100)	Parking & Tolls
	1,000	500	(500)	Transportation
	1,700	800	(900)	Meals
	4,000	2,000	(2,000)	Lodging
	6,000	3,000	(3,000)	Training Seminars
	<u>12,900</u>	<u>6,400</u>	<u>(6,500)</u>	

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DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF ACCOUNTING

Index No. 043000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	4.00	242,347	5.00	306,607	4.00	262,609 A
Accountant III	2.00	176,192	2.00	193,311	2.00	192,992
Accountant IV	1.00	95,037	1.00	104,797	1.00	104,624
Accounting Clerk II	6.00	239,905	6.00	260,367	6.00	282,469
Accounting Technician I	3.00	145,983	2.00	105,121	2.00	104,948
Accounting Technician II	4.00	210,383	4.00	229,683	4.00	229,304
Accounts Payable Supervisor	1.00	53,088	1.00	57,954	1.00	57,859
Administrative Assistant II	1.00	39,228	0.00	0	0.00	0
Chief, Bureau of Accounting	1.00	101,828	1.00	111,186	1.00	111,002
Financial Systems Coordinator	1.00	64,508	1.00	71,126	1.00	71,009
Financial Systems Management Supervisor	1.00	74,191	1.00	81,815	1.00	81,680
FULL-TIME SALARIES	25.00	1,442,690	24.00	1,521,967	23.00	1,498,496
SALARY OFFSET						(16,174)
TOTAL FULL-TIME SALARIES	25.00	1,442,690	24.00	1,521,967	23.00	1,482,322
TEMPORARY SALARIES		4,100		4,100		0
SALARY TOTAL	25.00	1,446,790	24.00	1,526,067	23.00	1,482,322

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF ACCOUNTING

Index No. 043000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		117,290		139,564		144,155
Workers' Compensation		5,193		5,935		4,495
Health Benefits		241,655		228,697		272,537
OPEB		50,494		0		0
Overtime		1,500		1,500		0
FICA		110,525		116,115		114,373
Miscellaneous		3,500		3,360		3,220
TOTAL OTHER PERSONAL SERVICES		530,157		495,171		538,780
FURLOUGH SAVINGS		0		0		(30,687)
TOTAL PERSONAL SERVICES	25.00	1,976,947 *	24.00	2,021,238	23.00	1,990,415

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accountant II position offset to reflect actual hours worked - #1411

One (1) Accountant II position transferred to Solid Waste Accounting - 047100 and reclassified as an Accounting Technician II - #0424

TREASURY - BUREAU OF ACCOUNTING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide technical accounting oversight and guidance to County agencies and external customers to ensure that generally accepted accounting principles, legal requirements, County policies and procedures are consistently applied in order to maintain the integrity of the County's accounting records and to fully meet all reporting requirements.

Department Obj.

To increase consultation visits to Accounts Payable activity sites within other agencies.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$100	\$1,807	\$1,600	\$1,750	\$2,000
Number of staff	1	4	4	6	6
<u>Output:</u>					
Actual number of departments or divisions visited	1	41	37	35	40
<u>Service Quality:</u>					
Percent of clients satisfied with consultation visits	100%	100%	100%	95%	97%
<u>Outcome:</u>					
Percent of departments and divisions visited	1%	23%	22%	20%	23%

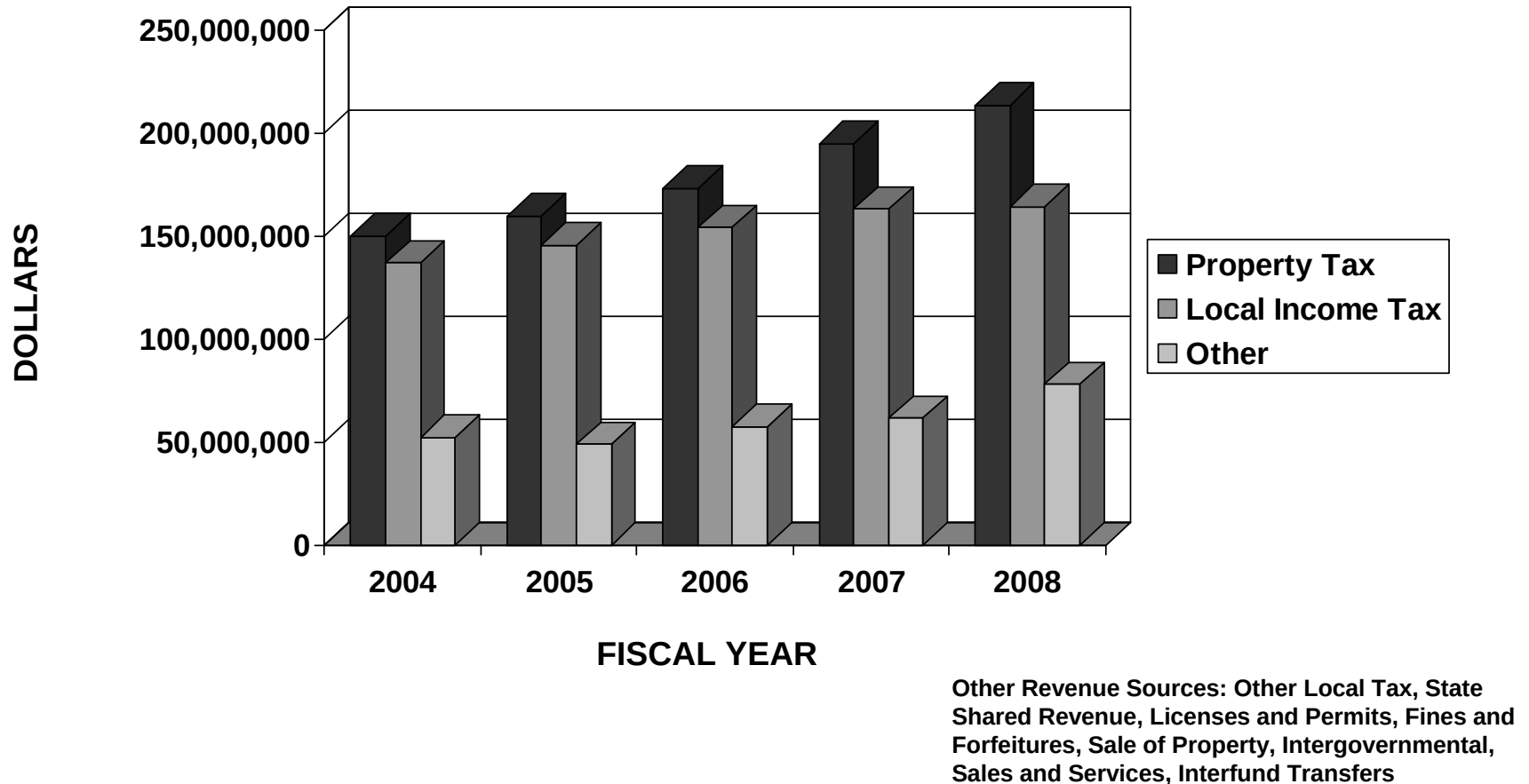
Explanation and Analysis of Performance Measures

We plan to do consultation visits to Accounts Payable activity sites within other agencies in order to share expertise and suggest opportunities for enhancements. We plan on visiting at least 20% of the 175 Accounts Payable activities sites during a fiscal year.

Major Related Plans and Policies

GAAP, GASB, and GFOA policies

Bureau of Accounting Growth of Financial Activities General Fund Revenues



DEPARTMENT: TREASURY

DIVISION: Bureau of Revenue Collections

INDEX: 044000

ORIGIN/PURPOSE:

The Bureau of Revenue Collections collects, deposits, and reports all revenues coming into Harford County. The annual, supplemental, and half year real estate tax billing are handled here. There is much contact with citizens as well as the business community. This office processes lien certificates required to transfer property. All deeds and leases to be recorded in Harford County are reviewed and stamped. The annual Harford County Tax Sale is planned, executed, and followed up by this office. Business and Personal Property Taxes are collected and assistance given to tax payers. Liens and writs are issued on delinquent accounts as part of the collection efforts of this office. Harford County Bureau of Revenue Collections continues to try to improve services to the tax payers and the business community.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	638,186	693,320	809,221	751,124	751,124
20	CONTRACTUAL SERVICES	42,301	60,506	48,305	60,255	60,255
30	SUPPLIES & MATERIALS	76,565	82,542	95,460	90,625	90,625
40	BUSINESS & TRAVEL	1,513	1,040	1,695	910	910
70	MISCELLANEOUS	0	0	0	0	(45,145)
	GRAND TOTAL	758,565	837,408	954,681	902,914	857,769
<u>FUNDING SOURCE:</u>						
11	GENERAL	758,565	837,408	954,681	902,914	857,769

DEPARTMENT: TREASURY**DIVISION: Bureau of Revenue Collections****INDEX: 044000****FINANCIAL NOTES:**

The (\$96,912) net decrease in funding for Bureau of Revenue Collections is the result of:

	FY 09	FY 10	CHANGE	
o	498,513	468,542	(29,971)	Full Time Salaries
			(1,266)	Salary Adjustment - rounding adjustment per actual pay scale calculation
			(28,705)	Staff Turnover (6.13%)
			<u>(29,971)</u>	
o		40,009	40,009	Part-time Position created in FY 10 , temporary converted to permanent
			# of positions	Salary
			0.60	20,767
				Fringe
				19,242
				Total
				40,009
				Cashier II created from abolished part-time Building Inspector
o		(10,414)	(10,414)	Furlough Savings
o	54,947	13,750	(41,197)	Temporary Salaries - seasonal summer hire reduced due to the state of the economy; one temporary position converted to permanent; and one part-time cashier position eliminated
o	154,665	153,385	(1,280)	Health Benefits are adjusted for anticipated 13% cost increase, offset slightly by an increase to the employee's share, as well as staff opting for changes in their level of coverage
o	49,750	46,397	(3,353)	Pension / Retirement rate adjustments
o	5,000	0	(5,000)	Overtime - reduced due to the state of the economy
o	1,944	1,406	(538)	Workers' Compensation rate adjustments
o	42,722	36,509	(6,213)	FICA adjustments
o	15,000	22,000	7,000	Legal Notice - advertisement of tax sale as required by law is increased to reflect more properties going to tax sale due to the state of the economy

DEPARTMENT: TREASURY

DIVISION: Bureau of Revenue Collections

INDEX: 044000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	18,000	24,000	6,000	Legal Services - funding for lawyers fees and auctioneer fees increase from \$17,075 to \$23,075 to reflect more properties going to tax sale due to the state of the economy

o	8,000	7,500	(500)	Other Professional Services

	FY 09	FY 10	Change	Explanation
	2,000	1,500	(500)	Preparation of tax bills for mailing / flush bills based on actual expense history
	6,000	6,000	0	Dunbar Armored Car Service
Totals	8,000	7,500	(500)	

o	1,000	0	(1,000)	Printing In-House - funds transferred to Printing - Commercial due to closure of in-house print shop

o	12,000	13,075	1,075	Printing - Commercial - increase of \$500 based on actual expense history and \$575 transferred from Printing In-house

o	77,010	70,950	(6,060)	Line items significantly adjusted, based on actual expense history:

FY 09	FY 10	Change	
800	250	(550)	Telephone Service
74,810	70,000	(4,810)	General Office Mailing
400	300	(100)	Mileage
400	200	(200)	Meals
600	200	(400)	Training Seminars
77,010	70,950	(6,060)	

o	(45,145)	(45,145)	Other Contingencies - reduction due to Council Amendment #209

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF REVENUE COLLECTIONS

Index No. 044000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	1.00	40,406	2.00	82,064	2.00	81,351
Assistant Supervisor of Revenue Collections	1.00	53,710	1.00	58,636	1.00	58,540
Cashier I	2.00	53,389	0.00	0	1.00	27,500 A
Cashier II	6.00	231,507	7.00	299,859	6.00	243,292
Revenue Collections Supervisor	1.00	53,088	1.00	57,954	1.00	57,859
TOTAL FULL-TIME SALARIES	11.00	432,100	11.00	498,513	11.00	468,542
PART-TIME SALARIES						
Cashier II	0.00	0.00	0.00	0.00	0.60	20,767 B
TOTAL PART-TIME SALARIES	0.00	0.00	0.00	0.00	0.60	20,767
TEMPORARY SALARIES		51,720		54,947		13,750
SALARY TOTAL	11.00	483,820	11.00	553,460	11.60	503,059
OTHER PERSONAL SERVICES						
Pension		38,555		49,750		48,395
Workers' Compensation		1,555		1,944		1,468
Health Benefits		168,068		154,665		168,838
OPEB		15,123		0		0
Overtime		5,000		5,000		0
FICA		37,395		42,722		38,098
Miscellaneous		1,680		1,680		1,680
TOTAL OTHER PERSONAL SERVICES		267,376		255,761		258,479
FURLOUGH SAVINGS		0		0		(10,414)
TOTAL PERSONAL SERVICES	11.00	751,196 *	11.00	809,221	11.60	751,124

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Cashier II position filled as Cashier I - #0137

B - One (1) part-time Cashier II position created, abolished part-time Building Inspector I position in Licenses, Inspections & Permits - #3085

TREASURY - BUREAU OF REVENUE COLLECTIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide technical accounting oversight and guidance to County agencies and external customers to ensure that generally accepted accounting procedures, legal requirements, County policies, and County procedures are consistently applied in order to maintain the integrity of the County's accounting records and to fully meet all reporting requirements

Department Obj.

To work with title companies who do business with the County to ensure that deeds are filed correctly.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	N/A*	\$3,566	\$3,498	\$3,600	\$3,650
Number of staff	N/A*	1	1	1	1
<u>Output:</u>					
Number of title companies contacted	N/A*	11	5	5	5
<u>Efficiency:</u>					
Percentage of title companies contacted	N/A*	45%	21%	20%	20%
<u>Service Quality:</u>					
Percentage of title companies satisfied with department efforts	N/A*	100%	100%	80%	80%
<u>Outcome:</u>					
Percentage of deeds returned	N/A*	19%	18%	17%	17%

Explanation and Analysis of Performance Measures

Historically, around 20% of deeds filed with the County by title companies have been deficient in some way, and have had to be returned to the company to be redone. By communicating effectively with title companies, we are trying to reduce the percentage of deeds that need to be returned. The number of returns will remain consistent as those filling out the forms change and need training. In addition, an online balance inquiry should help with returns.

Major Related Plans and Policies

Harford County Code and the Department of the Treasury's Administrative Policies

DEPARTMENT: TREASURY

DIVISION: Solid Waste Accounting

INDEX: 047100

ORIGIN/PURPOSE:

Harford County Solid Waste Services was established as of July 1, 1992, to account for the County's solid waste operation. This Division is responsible for billing and collection of all fees associated with the County's solid waste services and for providing detailed information and reporting on these fees.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	54,823	66,618	64,644	92,526	92,526
20	CONTRACTUAL SERVICES	5,300	4,031	5,100	4,100	4,100
30	SUPPLIES & MATERIALS	302	470	700	510	510
40	BUSINESS & TRAVEL	213	229	615	265	265
50	CAPITAL OUTLAY	0	61,280	0	0	0
70	MISCELLANEOUS	0	0	0	0	(4,870)
GRAND TOTAL		60,638	132,628	71,059	97,401	92,531
<u>FUNDING SOURCE:</u>						
11	GENERAL	60,638	132,628	71,059	97,401	92,531

DEPARTMENT: TREASURY**DIVISION: Solid Waste Accounting****INDEX: 047100****FINANCIAL NOTES:**

The \$21,472 net increase in funding for Treasury - Solid Waste Accounting is the result of:

	FY 09	FY 10	CHANGE	
o		29,313	29,313	The net result to this division due to the transfer of staff between divisions:
			# of Positions	Salary
			(1.0)	(44,115)
			1.0	69,104
			0.0	24,989
				Fringe
				(20,529)
				24,853
				4,324
				Total
				(64,644)
				93,957
				29,313
				Accounting Technician II position to #041000
				Accountant II position transferred here
				and reclassified to Accounting Technician II
				from #043000
o		(1,431)	(1,431)	Furlough Savings
o	3,000	3,000	0	Other Professional Services - provides \$2,300 for the Weighmaster Support Plan and \$700 for miscellaneous expenses
o	2,850	1,300	(1,550)	Line items significantly adjusted, based on actual expense history:
			FY 09	FY 10
			0	200
			2,000	800
			50	0
			50	0
			200	100
			250	100
			100	0
			200	100
			2,850	1,300
				Change
				200
				(1,200)
				(50)
				(50)
				(100)
				(150)
				(100)
				(100)
				(100)
				(1,550)
o		(4,870)	(4,870)	Other Contingencies - reduction due to Council Amendment #210

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: SOLID WASTE ACCOUNTING

Index No. 047100

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	1.00	39,228	0.00	0	0.00	0
Accounting Technician II	0.00	0	1.00	44,115	1.00	69,104 A
SALARY TOTAL	1.00	39,228	1.00	44,115	1.00	69,104
OTHER PERSONAL SERVICES						
Pension		3,189		4,045		6,648
Workers' Compensation		141		172		207
Health Benefits		1,200		12,797		12,572
OPEB		1,373		0		0
FICA		3,001		3,375		5,286
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		9,044		20,529		24,853
FURLOUGH SAVINGS		0		0		(1,431)
TOTAL PERSONAL SERVICES	1.00	48,272 *	1.00	64,644	1.00	92,526

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accounting Technician II position transferred to Office of the Treasurer - 041000 - #2894

One (1) Accountant II position transferred here from Bureau of Accounting - 043000 and reclassified to an Accounting Technician II - #0424

DEPARTMENT: TREASURY

DIVISION: Water and Sewer Accounting

INDEX: 045000

ORIGIN/PURPOSE:

The Water and Sewer Accounting division, pursuant to Chapter 16, Article III, Section 17, is responsible for billing all charges associated with the water and sewer system and for providing detailed information and reporting on these charges.

The County's water and sewer system operates as an enterprise fund, whereby users pay for all costs of providing water and sewer service.

Water and Sewer Accounting is the only division in the Department of Treasury supported by the Water and Sewer Fund.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	461,458	616,251	647,681	644,324	
20	CONTRACTUAL SERVICES	23,245	21,335	25,830	22,530	
30	SUPPLIES & MATERIALS	104,463	110,582	114,700	111,695	
40	BUSINESS & TRAVEL	383	3,382	2,800	1,950	
GRAND TOTAL		589,549	751,550	791,011	780,499	0
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER	589,549	751,550	791,011	780,499	0

DEPARTMENT: TREASURY**DIVISION: Water and Sewer Accounting****INDEX: 045000****FINANCIAL NOTES:**

The (\$10,512) net decrease in funding for Treasury - Water and Sewer Accounting is the result of:

	FY 09	FY 10	CHANGE
o	491,585	490,776	(809) Full Time Salaries (809) Salary Adjustment - rounding adjustment per actual pay scale calculations
o		(10,160)	(10,160) Furlough Savings
o	1,024	0	(1,024) Temporary Salaries decrease based on state of the economy
o	68,594	76,219	7,625 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	45,078	47,213	2,135 Pension / Retirement rate adjustments
o	1,917	1,472	(445) Workers' Compensation rate adjustments
o	37,723	37,544	(179) FICA Adjustments
o	500	0	(500) Overtime adjusted based on actual expense history
o	600	0	(600) Printing In-House - funds transferred to Printing - Commercial due to closure of in-house print shop
o	9,500	9,845	345 Printing - Commercial - increase due to funding moved from Printing In-House
o	2,000	1,000	(1,000) Other Professional Services for preparation of W & S bills for billing based on actual expense history
o	126,900	121,150	(5,750) Line items significantly adjusted, based on actual expense history and state of the economy:

FY 09	FY 10	Change	
400	200	(200)	Telephone Service
500	400	(100)	Fax Services
20,000	18,000	(2,000)	Financial Audit
4,000	3,500	(500)	General Office Supplies
400	600	200	Duplicating Machine Supplies
100,000	97,700	(2,300)	General Office Mailing
100	0	(100)	Medical Supplies
500	250	(250)	Transportation Costs
1,000	500	(500)	Training Seminars
126,900	121,150	(5,750)	

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: WATER & SEWER ACCOUNTING

Index No. 045000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	54,909	1.00	61,769	1.00	61,668
Accounting Clerk II	4.00	140,155	4.00	153,994	4.00	153,740
Accounting Technician I	2.00	111,877	2.00	122,155	2.00	121,954
Accounting Technician II	1.00	65,815	1.00	71,852	1.00	71,734
Water & Sewer Accounting Supervisor	1.00	74,191	1.00	81,815	1.00	81,680
TOTAL FULL-TIME SALARIES	9.00	446,947	9.00	491,585	9.00	490,776
TEMPORARY SALARIES		1,024		1,024		0
SALARY TOTAL	9.00	447,971	9.00	492,609	9.00	490,776
OTHER PERSONAL SERVICES						
Pension		36,337		45,078		47,213
Workers' Compensation		1,609		1,917		1,472
Health Benefits		65,069		68,594		76,219
OPEB		15,643		0		0
Overtime		500		500		0
FICA		34,308		37,723		37,544
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		154,726		155,072		163,708
FURLOUGH SAVINGS		0		0		(10,160)
TOTAL PERSONAL SERVICES	9.00	602,697 *	9.00	647,681	9.00	644,324

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY - WATER & SEWER ACCOUNTING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide technical accounting oversight and guidance to County agencies and external customers to ensure that generally accepted accounting procedures, legal requirements, County policies and County procedures are consistently applied in order to maintain the integrity of the County's accounting records and to fully meet all reporting requirements.

Department Obj.

To ensure high value for service dollars, ensure accountability, and insist upon customer satisfaction.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$527,756	\$461,456	\$616,250	\$647,681	\$644,324
Number of staff	7	7	7	7	7
<u>Output:</u>					
Fiscal Year Revenues	\$15,974,938	\$16,735,146	\$17,416,415	\$17,700,000	\$18,231,000
<u>Outcome:</u>					
Number of accounts billed per person	5,869	5,942	6,001	6,060	6,120

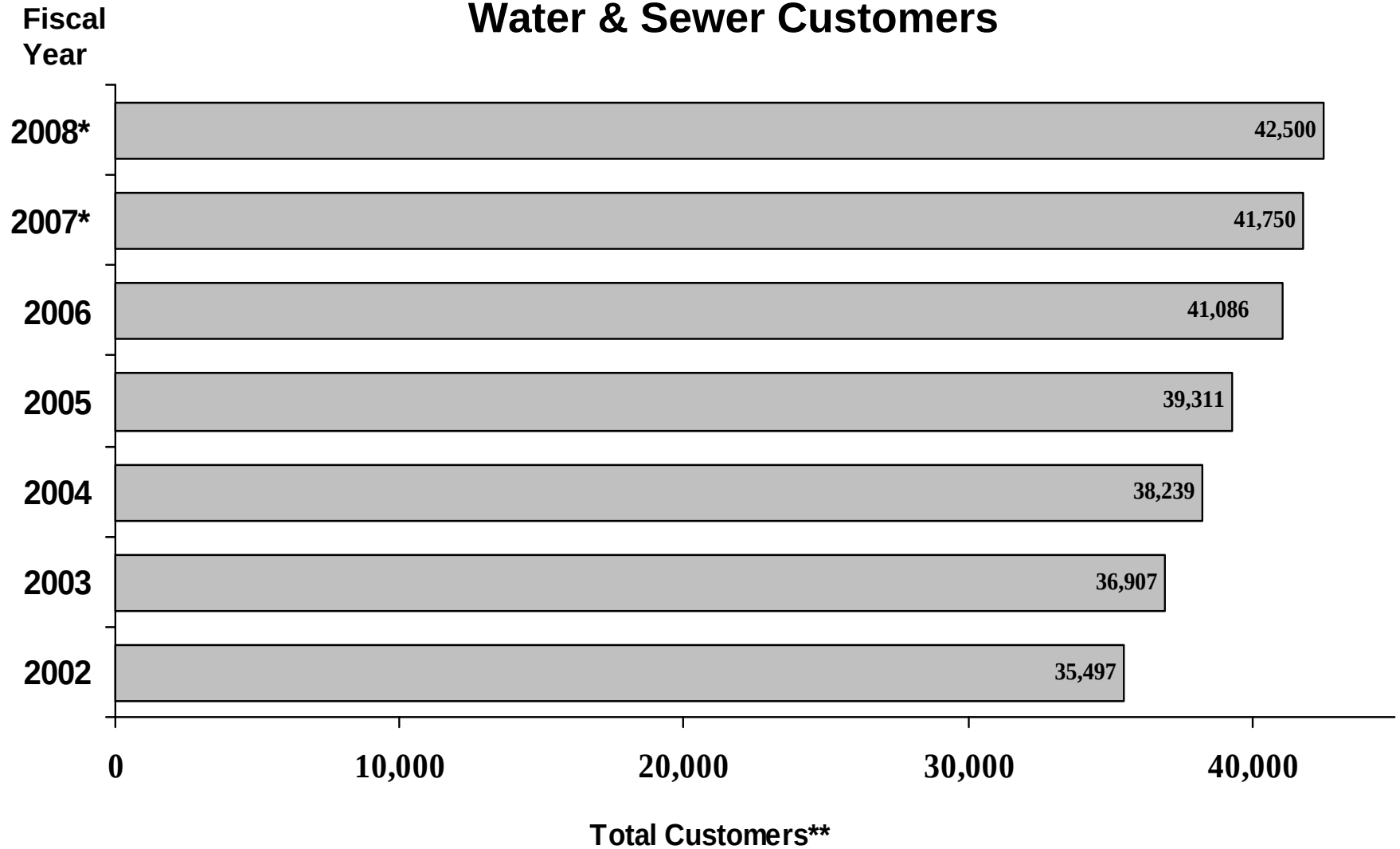
Explanation and Analysis of Performance Measures

To ensure collection of all Water and Sewer usage bills in an efficient and cost effective manner.

Major Related Plans and Policies

Harford County Code and Water and Sewer Rules and Regulations

Water and Sewer Accounting Customer Growth Water & Sewer Customers



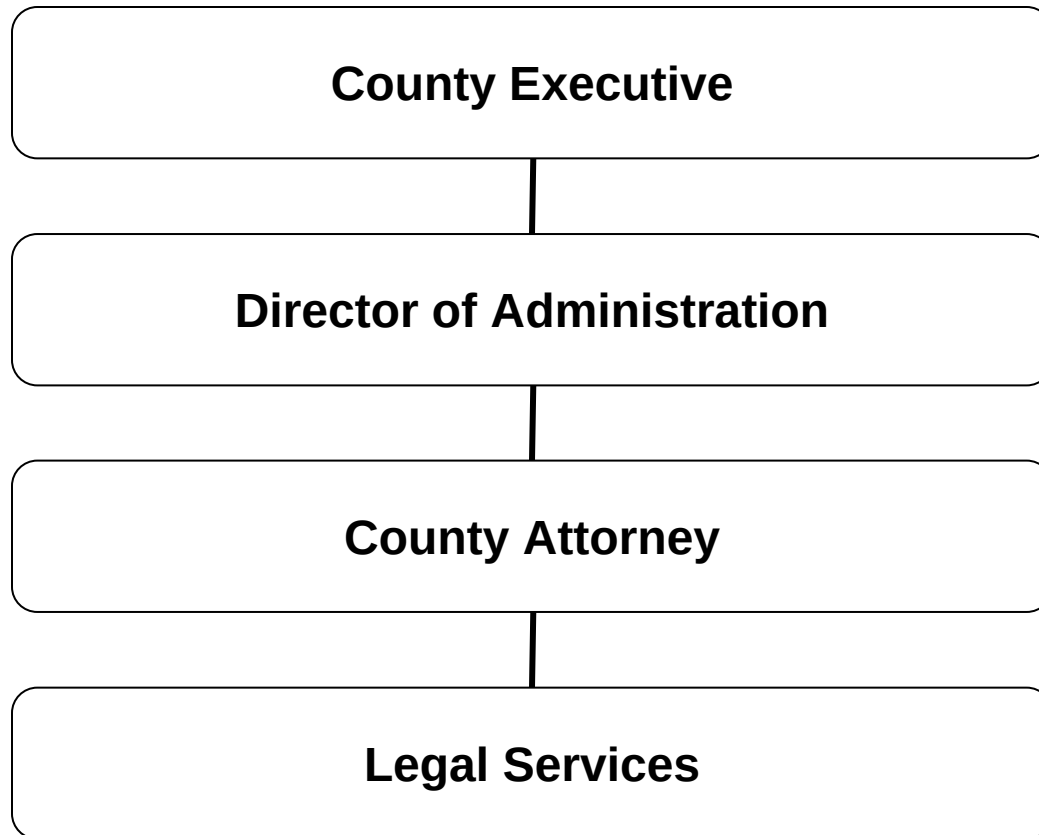
*Projected

** 25,000 accounts were added for the septic portion of the Bay Restoration Fund in October 2005



Harford County Administration Building

DEPARTMENT OF LAW



LAW

ORIGIN/PURPOSE:

The Department of Law, created by Charter Section 403 and amended by Bill 76-35, is administered by the appointed County Attorney, who is the chief legal officer of the Executive Branch and is responsible for all the legal affairs of the County Executive, County departments, agencies, and offices. The department also advises non-County agencies, such as the Board of Library Trustees, and the Sheriff's Office on selected matters, as directed by the County Executive.

MISSION STATEMENT:

PROVIDE TIMELY AND ACCURATE ADVICE, AS WELL AS COMPETENT AND DILIGENT REPRESENTATION TO THE EXECUTIVE BRANCH AND APPROPRIATE COUNTY AGENCIES IN SUPPORT OF THEIR OBJECTIVES THROUGH PROACTIVE INVOLVEMENT

FY '09 - '10 KEY GOALS:

- 1 TO PROVIDE SOUND LEGAL AND PRACTICAL ADVICE AND COUNSEL TO CLIENTS
- 2 TO PROVIDE EFFICIENT, EXPEDIENT DOCUMENT REVIEW AND PROCESSING FOR CLIENTS
- 3 TO PROVIDE EFFECTIVE COLLECTION SERVICES
- 4 TO BECOME MORE PROACTIVELY INVOLVED AS A MANAGEMENT RESOURCE
- 5 TO IDENTIFY / ADVOCATE FOR NEEDED LEGISLATIVE INITIATIVES TO ADVANCE THE COUNTY'S GOALS AND PRIORITIES

LAW

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,525,318	1,859,053	1,906,000	1,825,562	1,825,562
20	CONTRACTUAL SERVICES	28,805	32,021	34,700	39,050	39,050
30	SUPPLIES & MATERIALS	14,802	12,082	13,450	12,220	12,220
40	BUSINESS & TRAVEL	34,439	41,382	38,220	30,270	30,270
70	MISCELLANEOUS	22,780	27,917	28,948	28,198	(68,627)
80	INTERGOVERNMENTAL	0	0	0	1,200	1,200
	GRAND TOTAL	<u>1,626,144</u>	<u>1,972,455</u>	<u>2,021,318</u>	<u>1,936,500</u>	<u>1,839,675</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	1,626,144	1,972,455	2,021,318	1,936,500	1,839,675
	GRAND TOTAL	<u>1,626,144</u>	<u>1,972,455</u>	<u>2,021,318</u>	<u>1,936,500</u>	<u>1,839,675</u>
	<u>SUMMARY BY DIVISION:</u>					
052000	LEGAL SERVICES	1,626,144	1,972,455	2,021,318	1,936,500	1,839,675
	GRAND TOTAL	<u>1,626,144</u>	<u>1,972,455</u>	<u>2,021,318</u>	<u>1,936,500</u>	<u>1,839,675</u>

FINANCIAL NOTES:

The (\$181,643) net decrease in funding for the Law Department is the result of:

	FY 09	FY 10	CHANGE
o	1,311,712	1,309,970	(1,742) Full Time Salaries 1,742 Rounding adjustment per pay scale calculation
o	55,343	51,900	(3,443) Part-Time Salaries - salaries decrease due to turnover
o	53,249	0	(53,249) Temporary position abolished
o	238,503	249,504	11,001 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage

LAW

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	137,650	137,002	(648)	Pension / Retirement rate adjustments
o	5,391	4,086	(1,305)	Workers' Compensation rate adjustments
o	101,772	99,054	(2,718)	FICA adjustments
o		(28,194)	(28,194)	Furlough Savings
o	39,820	35,420	(4,400)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	800	700	(100)	Fax Services
	9,500	8,500	(1,000)	Legal Services
	300	200	(100)	Office Equipment Services
	4,000	3,600	(400)	General Office Mailing
	3,000	2,500	(500)	Computer Supplies
	3,220	2,720	(500)	County Owned Vehicles
	2,000	1,200	(800)	Meals
	13,000	12,750	(250)	Professional Books to maintain the Law Library
	4,000	3,250	(750)	Litigation Expense
	<u>39,820</u>	<u>35,420</u>	<u>(4,400)</u>	
o	14,000	8,500	(5,500)	Line items significantly adjusted, due to recommended reductions based on state of the economy:
	FY 09	FY 10	Change	
	5,000	4,750	(250)	General Office Supplies
	4,500	2,250	(2,250)	Lodging
	4,500	1,500	(3,000)	Training Seminars, Courses
	<u>14,000</u>	<u>8,500</u>	<u>(5,500)</u>	

LAW

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	2,400	1,200	(1,200) Mileage - funding in the amount of \$1,200 moved to Fleet Daily Car Pool Rental
o	0	1,200	1,200 Fleet Daily Carpool rental - to reimburse Fleet Management for use of pool cars as needed
o	16,000	21,550	5,550 Other Contractual Services -increase due to new rates for on-line legal and American Society of Composers and Performers
o		(96,825)	(96,825) Other Contingencies - reduction due to Council Amendment #211

DIVISION STAFF SUMMARY

DEPARTMENT: LAW
DIVISION: LEGAL SERVICES

Index No. 052000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	56,281	1.00	61,452	1.00	61,351
Administrative Specialist II	1.00	53,711	1.00	58,636	1.60	58,540
Assistant County Attorney II	1.00	94,994	1.00	103,716	1.00	103,543
County Attorney	1.00	129,593	1.00	133,472	1.00	133,472
Deputy County Attorney	1.00	117,682	1.00	122,429	1.00	122,429
Legal Assistant II	0.00	0	1.00	48,508	1.00	48,428
Legal Assistant III	3.00	146,455	2.00	110,777	2.00	110,595
Legal Specialist II	1.00	38,091	1.00	41,582	1.00	41,513
Legal Specialist III	1.00	55,123	1.00	60,181	1.00	60,081
Senior Assistant County Attorney	5.00	519,748	5.00	570,959	5.00	570,018
TOTAL FULL-TIME SALARIES	15.00	1,211,678	15.00	1,311,712	15.60	1,309,970
PART-TIME SALARIES						
Administrative Specialist II	0.00	0	0.00	0	0.60	51,900 A
Assistant County Attorney II	0.60	52,163	0.60	55,343	0.00	0
TOTAL PART-TIME SALARIES	0.60	52,163	0.60	55,343	0.60	51,900
TEMPORARY SALARIES		32,686		53,249		0 B
SALARY TOTAL	15.60	1,296,527	15.60	1,420,304	15.60	1,361,870
OTHER PERSONAL SERVICES						
Pension & Retirement		110,851		137,650		137,002
Workers' Compensation		4,637		5,391		4,086
Health Benefits		259,729		238,503		249,504
OPEB		44,234		0		0
FICA		93,722		101,772		99,054
Miscellaneous		2,380		2,380		2,240
TOTAL OTHER PERSONAL SERVICES		515,553		485,696		491,886
FURLOUGH SAVINGS		0		0		(28,194)
TOTAL PERSONAL SERVICES	15.60	1,812,080 *	15.60	1,906,000	15.60	1,825,562

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Assistant County Attorney II part time position reclassified as Administrative Specialist II - # 03232

B - Temporary Funding eliminated for FY 10 due to state of the economy

LAW

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide efficient, expedient document review and processing for clients.

Department Obj.

To continue improvement in document processing time and to provide recommendations for improving standard documents.

County Goal(s) Supported

III. Efficient County Government

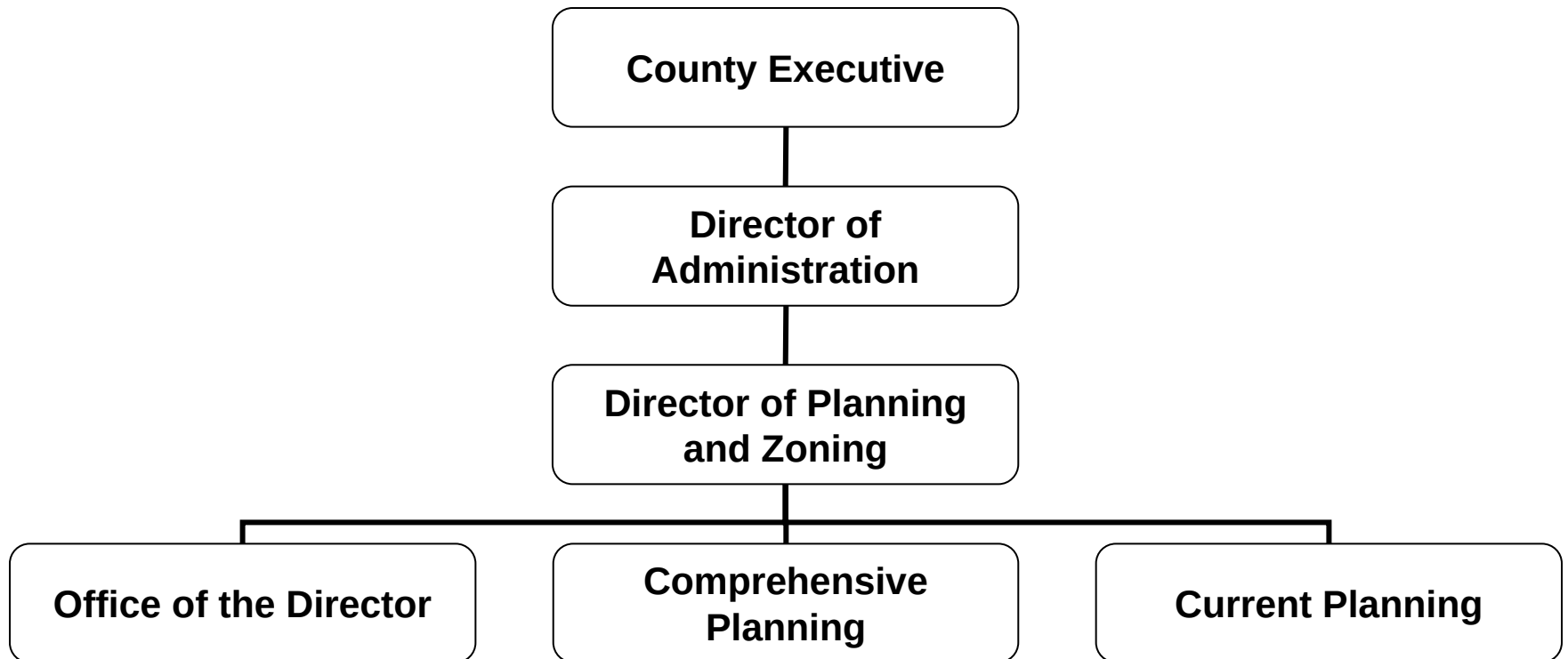
Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$1,494,600	\$1,671,473	\$1,859,052	\$1,816,700	\$1,825,562
Number of staff	15	16	17	17	16
<u>Output:</u>					
Number of deeds processed	57	65	34	50	50
Number of plats processed	273	211	196	150	150
Number of agreements processed	438	551	659	550	550
<u>Outcome:</u>					
Turnaround time in days:					
Deeds	1.56	1.79	1.46	1.50	2.00
Plats	1.75	1.67	1.62	1.60	2.00
Agreements	1.71	2.01	2.40	2.50	2.50

Explanation and Analysis of Performance Measures

The Law department strives to provide an appropriate and timely response to requests from clients. We track the average time taken to complete various tasks. By surveying clients on a regular basis, we plan to assess other aspects of our performance in the future and implement appropriate service improvements.

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DEPARTMENT OF PLANNING AND ZONING



PLANNING AND ZONING

ORIGIN/PURPOSE:

The Department of Planning and Zoning was created by Section 405 of the Harford County Charter and its responsibilities outlined under Article VII, Planning and Zoning, of the Harford County Code. Responsibilities include the preparation, recommendation and enforcement of plans and regulations affecting the physical development and growth of the County, such as the Zoning Map and Zoning Code; the preparation and revision of the County's Master Plans; and the preparation and enforcement of rules and regulations governing subdivisions.

The Department is comprised of three divisions: Director of Planning and Zoning, Comprehensive Planning, and Current Planning. Comprehensive Planning is responsible for long-range planning and research and the Current Planning Division is responsible for enforcement of the development regulations.

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. In order to be compliant with their GASB Statement #34, special revenue accounts were established for the County Ag Preservation (Fund 27) and State Ag Preservation (Fund 28) Programs in FY 02. Prior to FY 02, these programs qualified as "trusts."

MISSION STATEMENT:

TO FACILITATE BALANCED AND APPROPRIATE GROWTH IN ACCORDANCE WITH THE APPROVED MASTER PLAN

FY '09 - '10 KEY GOALS:

- 1 TO MAINTAIN THE INTEGRITY OF GROWTH MANAGEMENT STRATEGIES
- 2 TO ENCOURAGE PUBLIC PARTICIPATION AND PROVIDE DEPARTMENTAL OUTREACH
- 3 TO PROVIDE QUALITY CUSTOMER SERVICE AND ENFORCE REGULATIONS IN AN EFFECTIVE AND TIMELY MANNER

PLANNING AND ZONING

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,663,164	3,252,597	3,696,347	3,673,693	3,673,693
20	CONTRACTUAL SERVICES	57,505	49,276	98,153	92,400	92,400
30	SUPPLIES & MATERIALS	36,739	39,263	53,775	41,930	41,930
40	BUSINESS & TRAVEL	33,348	30,029	42,660	31,355	31,355
50	CAPITAL OUTLAY	6,218,289	21,810,380	1,708,683	505,031	505,031
70	MISCELLANEOUS	638,331	1,274,103	1,357,566	572,699	381,593
80	INTER-GOVERNMENTAL/INTER-FUND	0	0	4,749	11,376	11,376
	GRAND TOTAL	9,647,376	26,455,648	6,961,933	4,928,484	4,737,378

SUMMARY BY FUND:

11	GENERAL	2,906,844	3,337,114	3,860,708	3,814,959	3,623,853
27	AG PRESERVATION - COUNTY	5,459,204	22,383,099	2,286,208	577,525	577,525
28	AG PRESERVATION - STATE	1,281,328	735,435	815,017	536,000	536,000
	GRAND TOTAL	9,647,376	26,455,648	6,961,933	4,928,484	4,737,378

SUMMARY BY DIVISION:

GENERAL FUND:

061000	DIRECTOR OF PLANNING & ZONING	369,442	331,741	330,665	471,179	447,261
062000	COMPREHENSIVE PLANNING	948,866	1,096,681	1,613,920	1,584,146	1,504,939
063000	CURRENT PLANNING	1,588,536	1,908,692	1,916,123	1,759,634	1,671,653

AG PRESERVATION - COUNTY

064270	AG PRESERVATION - COUNTY	5,459,204	22,383,099	2,286,208	577,525	577,525

AG PRESERVATION - STATE

062480	AG PRESERVATION - STATE	1,281,328	735,435	815,017	536,000	536,000

	GRAND TOTAL	9,647,376	26,455,648	6,961,933	4,928,484	4,737,378

	SUMMARY OF GRANT BUDGETS					17,666

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - GENERAL FUND</u>						
Administrative Assistant I	1.00	35,714	1.00	38,992	2.00	72,648
Administrative Secretary II	1.00	46,833	1.00	51,142	1.00	51,058
Administrative Specialist II	2.00	120,874	2.00	131,987	2.00	131,770
Clerk Typist	1.00	26,930	1.00	36,108	1.00	36,048
Database Administrator	0.00	0	1.00	74,131	1.00	74,099
Deputy Director of Planning and Zoning	1.00	106,906	1.00	116,726	1.00	116,534
Director, Planning and Zoning	1.00	107,699	1.00	110,933	1.00	110,933
GIS Coordinator	0.00	0	1.00	111,127	1.00	110,944
GIS Public Access Technician	0.00	0	1.00	56,447	1.00	56,354
Permits Clerk	1.00	29,158	1.00	31,839	1.00	31,787
Planner I	5.00	199,950	6.00	255,096	5.00	207,167
Planner II	6.00	321,724	5.00	287,207	6.00	329,274
Planner III	8.00	645,272	8.00	708,219	8.00	707,052
Planning Assistant I	1.00	34,664	1.00	37,857	0.00	0
Planning Assistant II	7.00	349,317	7.00	382,553	8.00	420,852
Programmer Analyst I	0.00	0	1.00	71,974	1.00	71,856
Secretary I	1.00	30,037	1.00	32,792	0.00	0
Zoning Inspector II	3.00	142,898	3.00	156,594	3.00	156,335
FULL-TIME SALARIES	39.00	2,197,976	43.00	2,691,724	43.00	2,684,711
SALARY OFFSET		(157,330)		(133,664)		(133,664)
TOTAL FULL-TIME SALARIES	39.00	2,040,646	43.00	2,558,060	43.00	2,551,047
TEMPORARY SALARIES		20,800		20,800		0
FURLOUGH SAVINGS		0		0		(52,811)
SUB-TOTAL P & Z - GENERAL	39.00	2,061,446	43.00	2,578,860	43.00	2,498,236

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner III		30,000		30,000		30,000
SUB-TOTAL P & Z - AG PRES - STATE	0.00	30,000	0.00	30,000	0.00	30,000

PLANNING AND ZONING - AG PRESERVATION - COUNTY

Ag Specialist / Planner II	1.00	97,844	1.00	47,917	1.00	47,838
FULL-TIME SALARIES	1.00	97,844	1.00	47,917	1.00	47,838
FURLOUGH SAVINGS		0		0		(990)
SUB-TOTAL P & Z - AG PRES - COUNTY	1.00	97,844	1.00	47,917	1.00	46,848

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		188,342		253,687		262,871
Workers' Compensation		58,527		74,610		53,799
Health Benefits		495,308		490,822		567,856
OPEB		80,352		5,185		0
FICA		175,986		209,106		207,923
Miscellaneous		5,600		6,160		6,160
TOTAL OTHER PERSONAL SERVICES		1,004,115		1,039,570		1,098,609

PLANNING AND ZONING - DEPARTMENT TOTALS						
TOTAL FULL-TIME SALARIES	40.00	2,325,820	44.00	2,769,641	44.00	2,762,549
TOTAL SALARY OFFSET		(157,330)		(133,664)		(133,664)
TOTAL TEMPORARY SALARIES		20,800		20,800		0
TOTAL OTHER PERSONAL SERVICES		1,004,115		1,039,570		1,098,609
FURLOUGH SAVINGS		0		0		(53,801)
PLANNING & ZONING SALARY TOTAL	40.00	3,193,405 *	44.00	3,696,347	44.00	3,673,693

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

PLANNING AND ZONING

GENERAL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,633,164	3,147,119	3,588,822	3,571,199	3,571,199
20	CONTRACTUAL SERVICES	57,155	48,926	97,153	91,400	91,400
30	SUPPLIES & MATERIALS	35,044	34,980	50,275	37,530	37,530
40	BUSINESS & TRAVEL	33,348	28,330	41,160	29,005	29,005
50	CAPITAL OUTLAY	71,580	2,759	0	0	0
70	MISCELLANEOUS	76,553	75,000	78,549	74,449	(116,657)
80	INTER-GOVERNMENTAL/INTER-FUND	0	0	4,749	11,376	11,376
	GRAND TOTAL	2,906,844	3,337,114	3,860,708	3,814,959	3,623,853
<u>SUMMARY BY FUND:</u>						
11	GENERAL	2,906,844	3,337,114	3,860,708	3,814,959	3,623,853
	GRAND TOTAL	2,906,844	3,337,114	3,860,708	3,814,959	3,623,853
<u>SUMMARY BY DIVISION:</u>						
061000	DIRECTOR OF PLANNING & ZONING	369,442	331,741	330,665	471,179	447,261
062000	COMPREHENSIVE PLANNING	948,866	1,096,681	1,613,920	1,584,146	1,504,939
063000	CURRENT PLANNING	1,588,536	1,908,692	1,916,123	1,759,634	1,671,653
	GRAND TOTAL	2,906,844	3,337,114	3,860,708	3,814,959	3,623,853

DEPARTMENT STAFF SUMMARY

PLANNING AND ZONING - GENERAL FUND

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	35,714	1.00	38,992	2.00	72,648
Administrative Secretary II	1.00	46,833	1.00	51,142	1.00	51,058
Administrative Specialist II	2.00	120,874	2.00	131,987	2.00	131,770
Clerk Typist	1.00	26,930	1.00	36,108	1.00	36,048
Database Administrator	0.00	0	1.00	74,131	1.00	74,099
Deputy Director of Planning and Zoning	1.00	106,906	1.00	116,726	1.00	116,534
Director, Planning and Zoning	1.00	107,699	1.00	110,933	1.00	110,933
GIS Coordinator	0.00	0	1.00	111,127	1.00	110,944
GIS Public Access Technician	0.00	0	1.00	56,447	1.00	56,354
Permits Clerk	1.00	29,158	1.00	31,839	1.00	31,787
Planner I	5.00	199,950	6.00	255,096	5.00	207,167
Planner II	6.00	321,724	5.00	287,207	6.00	329,274
Planner III	8.00	645,272	8.00	708,219	8.00	707,052
Planning Assistant I	1.00	34,664	1.00	37,857	0.00	0
Planning Assistant II	7.00	349,317	7.00	382,553	8.00	420,852
Programmer Analyst I	0.00	0	1.00	71,974	1.00	71,856
Secretary I	1.00	30,037	1.00	32,792	0.00	0
Zoning Inspector II	3.00	142,898	3.00	156,594	3.00	156,335
FULL-TIME SALARIES	39.00	2,197,976	43.00	2,691,724	43.00	2,684,711
SALARY OFFSET		(157,330)		(133,664)		(133,664)
TOTAL FULL-TIME SALARIES	39.00	2,040,646	43.00	2,558,060	43.00	2,551,047
TEMPORARY SALARIES		20,800		20,800		0
SALARY TOTAL	39.00	2,061,446	43.00	2,578,860	43.00	2,551,047

DEPARTMENT STAFF SUMMARY

PLANNING AND ZONING - GENERAL FUND

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		180,387		249,293		258,269
Workers' Compensation		58,175		72,468		52,149
Health Benefits		480,055		476,741		552,262
OPEB		76,928		0		0
FICA		168,522		205,440		204,263
Miscellaneous		5,460		6,020		6,020
TOTAL OTHER PERSONAL SERVICES		969,527		1,009,962		1,072,963
FURLOUGH SAVINGS						(52,811)
TOTAL PERSONAL SERVICES	<u>39.00</u>	<u>3,030,973 *</u>	<u>43.00</u>	<u>3,588,822</u>	<u>43.00</u>	<u>3,571,199</u>

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PLANNING AND ZONING

DIVISION: Director of Planning and Zoning

INDEX: 061000

ORIGIN/PURPOSE:

The Director of Planning and Zoning is responsible for the performance of all functions within the Department to ensure proper and legal County development, thus preserving the general integrity and welfare of the community. As mandated by Harford County Code, Chapter 16, Article V, Section 24, the department is administered by a professional planner who supervises, directs, and supports a complement of staff personnel and collateral agencies and programs. The Director is also required to analyze and monitor divisional budgetary expenditures to maintain control within approved guidelines.

The Director is mandated to revise and enforce the rules and regulations governing the physical evolution and growth of the County and must maintain an administrative liaison with the County Council to provide that legislative body with sufficient information to render equitable decisions.

FY '09 - '10 GOAL:

1 TO MAINTAIN THE INTEGRITY OF GROWTH MANAGEMENT STRATEGIES

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	274,668	320,509	310,038	451,408	451,408
20	CONTRACTUAL SERVICES	18,975	4,131	10,553	2,950	2,950
30	SUPPLIES & MATERIALS	1,002	1,385	1,325	1,400	1,400
40	BUSINESS & TRAVEL	3,217	3,417	4,000	4,045	4,045
50	CAPITAL OUTLAY	71,580	2,299	0	0	0
70	MISCELLANEOUS	0	0	0	0	(23,918)
80	FLEET MANAGEMENT RENTALS	0	0	4,749	11,376	11,376
	GRAND TOTAL	369,442	331,741	330,665	471,179	447,261
<u>FUNDING SOURCE:</u>						
11	GENERAL	369,442	331,741	330,665	471,179	447,261

DEPARTMENT: PLANNING AND ZONING**DIVISION: Director of Planning and Zoning****INDEX: 061000****FINANCIAL NOTES:**

The \$116,596 net increase in funding for Planning and Zoning - Director of Planning and Zoning is the result of:

	FY 09	FY 10	CHANGE	
o	228,068	227,876	(192)	Full-Time Salaries (192) Rounding adjustment per actual pay scale calculations
o		149,247	149,247	The net result to this division due to the transfer of staff between divisions:
			# of Positions	Salary
			1.0	116,534
				Fringe
				32,713
				Total
				149,247
				Deputy Director of P & Z transferred from Current Planning #063000
o		(7,130)	(7,130)	Furlough Savings
o	915	683	(232)	Workers' Compensation rate adjustments
o	42,121	41,213	(908)	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes
o	21,524	21,922	398	Pension / Retirement rate adjustments
o	16,990	17,177	187	FICA adjustment
o	4,053	0	(4,053)	Other Contractual Services - yearly maintenance fee for Laserfiche Software Assurance Plan moved to Comprehensive Planning - Data Processing Software

DEPARTMENT: PLANNING AND ZONING

DIVISION: Director of Planning and Zoning

INDEX: 061000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	8,850	5,595	(3,255)	Line items significantly adjusted, based on actual expense history:
		FY 09	FY 10	Change
		5,500	2,000	(3,500) Telephone Services
		200	500	300 Office Equipment Service
		300	0	(300) Personnel Recruitment
		800	1,000	200 Computer Supplies
		300	200	(100) Lodging
		500	350	(150) Professional Books & Periodicals
		1,250	1,545	295 Membership Fees
		<u>8,850</u>	<u>5,595</u>	<u>(3,255)</u>
o	4,749	11,376	6,627	Fleet Management Rentals - continuation of lease costs and adjusted based on actual amounts charged
o		(23,918)	(23,918)	Other Contingencies - reduction due to Council Amendment #212

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: DIRECTOR OF PLANNING AND ZONING

Index No. 061000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	46,833	1.00	51,142	1.00	51,058
Administrative Specialist II	1.00	60,437	1.00	65,992	1.00	65,885
Deputy Director of Planning and Zoning	0.00	0	0.00	0	1.00	116,534 A
Director, Planning and Zoning	1.00	107,699	1.00	110,934	1.00	110,933
SALARY TOTAL	3.00	214,969	3.00	228,068	4.00	344,410
OTHER PERSONAL SERVICES						
Pension & Retirement		17,477		21,524		33,132
Workers' Compensation		774		915		1,033
Health Benefits		45,634		42,121		53,915
OPEB		7,524		0		0
FICA		15,813		16,990		25,488
Miscellaneous		420		420		560
TOTAL OTHER PERSONAL SERVICES		87,642		81,970		114,128
FURLOUGH SAVINGS		0		0		(7,130)
TOTAL PERSONAL SERVICES	3.00	302,611 *	3.00	310,038	4.00	451,408

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Deputy Director of Planning and Zoning position transferred from Current Planning - 063000 - #0179

PLANNING & ZONING - DIRECTOR'S OFFICE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain the integrity of Growth Management Strategies.

Department Obj.

To maintain consistency of growth management practices by promoting and implementing programs through research and/or legislation on a yearly basis.

County Goal(s) Supported

IV. Economic Opportunity

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated / expended	\$231,423	\$274,669	\$320,508	\$405,567	\$451,408
Number of staff	3	3	3	4	4
<u>Output:</u>					
Number of programs initiated	5	5	4	4	3
<u>Efficiency:</u>					
Number of programs completed or adopted	3	3	4	4	3
<u>Service Quality:</u>					
Number of public meetings held for initiatives	N/A*	6	8	11	6
<u>Outcome:</u>					
Percent of initiated growth management programs completed or passed	60%	60%	100%	100%	100%

Explanation and Analysis of Performance Measures

By initiating changes to legislation we encourage smart growth and preservation of land and resources.

FY 07 Initiated: Purchase of Development Rights (PDR) rewrite, Zoning Code, Subdivision Regulations, AG Preservation and Watershed Restoration Action Strategy (WRAS),

FY07 Completed or Passed: PDR, AG Preservation and WRAS.

FY08 Initiated: AG Preservation, Historic Landmark designation (Asbury Church), Comprehensive Zoning Fee, Comprehensive Zoning Review process, and Priority Preservation Plan.

FY08 Completed or Passed: All initiatives.

Note: number of meetings in FY08 includes 21 meetings held for ongoing Zoning Code and Subdivision Regulation initiative not yet passed.

FY09 Initiated: Comprehensive Zoning, Natural Resources Element Plan, 2 Historic Landmark designations.

FY09 Completed or Passed: Zoning Code rewrite, Subdivision Regulations rewrite, 2 Historic Landmark designations. Comprehensive Zoning and Natural Resources Element Plan will be expected to be completed in FY10.

Estimate FY10 Initiated: Transportation Element Plan, Historic Element Plan, Critical Area Program update.

Estimate FY10 Completed or Passed: Comprehensive Zoning, Natural Resources Element Plan, Transportation Element Plan.

Historic Element plan will be expected to be completed in FY11.

Major Related Plans and Policies

Harford County Land Use Plan; Harford County Zoning Code

*N/A - This is a new measure being tracked by Planning & Zoning, therefore data for previous years is unavailable.

DEPARTMENT: PLANNING AND ZONING

DIVISION: Comprehensive Planning

INDEX: 062000

ORIGIN/PURPOSE:

The responsibility of the Comprehensive Planning Division is to prepare the long-range plans guiding the physical growth of the County. This responsibility requires substantial research and data collection on land use and demographic and economic trends. Additionally, this division is required to prepare ordinances and suggest programs to implement those plans.

The Division also manages grants from State agencies to support particular planning projects in the County, including: Transportation Management Program, the Chesapeake Bay Critical Area Program, and Coastal Zone Management Program.

This Division also has the responsibility of maintaining and sustaining the Geographic Information System (GIS) as well as providing technical support of the GIS system to all of the County Department and agencies.

FY '09 - '10 GOALS:

- 2 TO ENCOURAGE PUBLIC PARTICIPATION AND PROVIDE DEPARTMENTAL OUTREACH
- 3 TO PROVIDE QUALITY CUSTOMER SERVICE AND ENFORCE REGULATIONS IN AN EFFECTIVE AND TIMELY MANNER

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	828,441	979,102	1,427,971	1,418,017	1,418,017
20	CONTRACTUAL SERVICES	14,405	17,372	58,700	60,650	60,650
30	SUPPLIES & MATERIALS	11,955	11,914	24,400	15,680	15,680
40	BUSINESS & TRAVEL	17,512	13,293	24,300	15,350	15,350
70	MISCELLANEOUS	76,553	75,000	78,549	74,449	(4,758)
	GRAND TOTAL	948,866	1,096,681	1,613,920	1,584,146	1,504,939
<u>FUNDING SOURCE:</u>						
11	GENERAL	948,866	1,096,681	1,613,920	1,584,146	1,504,939

DEPARTMENT: PLANNING AND ZONING**DIVISION: Comprehensive Planning****INDEX: 062000****FINANCIAL NOTES:**

The (\$108,981) net decrease in funding for Planning and Zoning - Comprehensive Planning is the result of:

	FY 09	FY 10	CHANGE
o	10,400	0	(10,400) Temporary Salaries - eliminated based on the state of the economy
o	1,017,174	1,017,166	(8) Full-Time Salaries
			2,980 Salary adjustments per the recommendation of the Department of Human Resources
			(1,592) Rounding adjustment per actual pay scale calculations
			<u>(1,396) Staff Turnover</u> <u>(.14%)</u>
			<u>(8)</u>
o		(21,057)	(21,057) Furlough Savings
o	162,871	193,275	30,404 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employee share, as well as staff opting for changes in their level of coverage
o	106,458	110,710	4,252 Pension / Retirement rate adjustments
o	40,486	27,761	(12,725) Workers' Compensation rate adjustments
o	88,202	87,782	(420) FICA Adjustment
o	900	1,050	150 Other Professional Services - Courier Services \$100, BMC T (software) + Maintenance \$750 (an increase of \$250) McTrans Maintenance +\$200 and Catering Services reduced (\$300) for workshops based on state of economy

DEPARTMENT: PLANNING AND ZONING**DIVISION: Comprehensive Planning****INDEX: 062000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	2,000	0	(2,000) Printing In-House - funds transferred to Printing-Commercial due to closure of in-house print shop
o	3,500	5,100	1,600 Printing - Commercial - funds transferred from Printing In-House
o	64,800	43,150	(21,650) Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 09	FY 10	Change
	14,400	12,600	(1,800) Office Equipment
	2,000	1,200	(800) Telephone Service - actuals and broadband service not initiated
	4,000	3,000	(1,000) Legal Notice
	2,000	1,000	(1,000) DP Hardware - Maintenance
	6,100	5,000	(1,100) General Office Supplies
	3,000	1,200	(1,800) General Office Mailing
	4,000	0	(4,000) Computer Hardware Components
	5,000	3,800	(1,200) Computer Supplies
	6,000	6,500	500 Fuel Charges
	3,000	2,050	(950) Mileage
	4,000	300	(3,700) Lodging
	400	100	(300) Parking & Tolls
	400	200	(200) Meals
	500	0	(500) Transportation Costs
	400	200	(200) Professional Books & Periodicals
	1,600	2,000	400 Membership Fees & Dues
	8,000	4,000	(4,000) Training Seminars
	<u>64,800</u>	<u>43,150</u>	<u>(21,650)</u>

DEPARTMENT: PLANNING AND ZONING**DIVISION: Comprehensive Planning****INDEX: 062000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	35,000	41,400	6,400	Data Processing Software - Maintenance - General fund portion of the Environmental Systems Research Institute ESRI/GIS in addition to the Laserfiche Assurance contract being moved here from Director of Planning & Zoning #061000 - 2799 (\$4,053 + contract increase of \$2,347) for a total of \$6,400
o	60,883	56,783	(4,100)	Grants & Contributions:
		FY 09	FY 10	Change
		49,803	49,803	0 Operating Dues
		250	250	0 Membership Dues
		4,100	0	(4,100) Reservoir Management Program paid by Water and Sewer Fund
		<u>6,730</u>	<u>6,730</u>	<u>0</u> Purchasing Agreement
		<u>60,883</u>	<u>56,783</u>	<u>(4,100)</u>
o	17,666	17,666	0	County Match/Transfers Out - Unified Transportation Work Program match
o		(79,207)	(79,207)	Other Contingencies - reduction due to Council Amendment #213

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND

DIVISION: COMPREHENSIVE PLANNING

Index No. 062000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	60,437	1.00	65,993	1.00	65,885
Database Administrator	0.00	0	1.00	74,131	1.00	74,099
GIS Coordinator	0.00	0	1.00	111,127	1.00	110,944
GIS Public Access Technician	0.00	0	1.00	56,447	1.00	56,354
Planner I	4.00	158,066	5.00	213,220	4.00	167,267
Planner II	4.00	228,573	3.00	186,945	4.00	234,036 A
Planner III	4.00	338,887	4.00	371,000	4.00	370,389
Programmer Analyst I	0.00	0	1.00	71,974	1.00	71,856
FULL-TIME SALARIES	13.00	785,963	17.00	1,150,838	17.00	1,150,830
SALARY OFFSET		(157,330)		(133,664)		(133,664) B
TOTAL FULL TIME SALARIES	13.00	628,633	17.00	1,017,174	17.00	1,017,166
TEMPORARY SALARIES		10,400		10,400		0 C
SALARY TOTAL	13.00	639,033	17.00	1,027,574	17.00	1,017,166

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: COMPREHENSIVE PLANNING

Index No. 062000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		64,745		106,458		110,710
Workers' Compensation		30,109		40,486		27,761
Health Benefits		145,998		162,872		193,275
OPEB		27,508		0		0
FICA		60,922		88,202		87,782
Miscellaneous		1,820		2,380		2,380
TOTAL OTHER PERSONAL SERVICES		331,102		400,398		421,908
FURLOUGH SAVINGS		0		0		(21,057)
TOTAL PERSONAL SERVICES	13.00	970,135 *	17.00	1,427,971	17.00	1,418,017

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Planner I position upgraded to a Planner II - #0175

B - Salary Offset reflects anticipated funding available from Ag Preservation - State, Critical Area grant and Transportation Management grant

C - Temporary funding eliminated due to the state of the economy

PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To encourage public participation and provide departmental outreach.

Department Obj.

To respond to requests for community presentations and provide educational awareness programs, including the promotion of agricultural and historic preservation and environmental protection, by conducting meetings, events, or other presentations yearly, and by promoting opportunities for public participation.

County Goal(s) Supported

II. Education

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated / expended	\$868,307	\$828,443	\$979,101	\$1,392,854	\$1,418,017
Number of staff	14	14	13	17	17
<u>Output:</u>					
Number of public meetings scheduled	N/A*	163	134	150	150
<u>Efficiency:</u>					
Amount of staff dollars spent per meeting	N/A*	\$6,091	\$7,792	\$9,286	\$10,428
<u>Service Quality:</u>					
Number of meetings held in comparison to number of meeting scheduled	N/A*	163 scheduled and 157 held	134 scheduled and 131 held	150 scheduled and 140 held	150 scheduled and 140 held
<u>Outcome:</u>					
Percentage of meetings that were successfully held	N/A*	96%	98%	95%	95%

Explanation and Analysis of Performance Measures

Through advisory boards, commissions, and community presentations, we encourage public participation in our planning programs and processes. Participation in presentations promoting preservation programs as well as educational and community related functions to helps us to promote programs.

Major Related Plans and Policies

Harford County Land Use Plan; Harford County Zoning Code

*N/A - These are new measures being tracked by Planning and Zoning, therefore data for previous years is unavailable.

PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide quality customer service and enforce regulations in an effective and timely manner.

Department Obj.

To maintain a response time of 5 working days or less to written inquiries and/or requests for information regarding comprehensive planning issues.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated / expended	\$868,307	\$828,443	\$979,101	\$1,392,854	\$1,418,107
Number of staff	14	14	13	17	17
<u>Output:</u>					
Number of written inquiries/requests for information	N/A*	644	886	1100	900
<u>Efficiency:</u>					
Amount of staff dollars spent per inquiry/request	N/A*	\$1,572	\$1,179	\$1,266	\$1,738
<u>Service Quality:</u>					
Average number of days to respond to each inquiry/request	N/A*	1 day	1 day	1 day	1 day
<u>Outcome:</u>					
Percent of inquiries/requests responded to within the 5 day goal	N/A*	100	100	100%	100%

Explanation and Analysis of Performance Measures

By keeping the number of working days required to respond to informational requests at 5 or less, we maintain an efficient process in Comprehensive Planning. (Note, this does not include technical analysis or study work.)

Major Related Plans and Policies

Harford County Land Use Plan; Harford County Zoning Code

*N/A - These are new measures being tracked by Planning & Zoning, therefore data for previous years is unavailable.

DEPARTMENT: PLANNING AND ZONING**DIVISION: Current Planning****INDEX: 063000****ORIGIN/PURPOSE:**

The primary responsibility of the Current Planning Division is to enforce the Zoning Code and Subdivision Regulations of the County, including provisions for protection of the natural environment. The Division is comprised of three sections: Development Review, Permits Review and Zoning Enforcement, as well as a planner handling Board of Appeals.

The Development Review Section examines subdivision plans and detailed site plans for all proposed development to ensure compliance with all applicable requirements of the Zoning Code and Subdivision Regulations.

The Permits Review Section has responsibility for coordinating the review and approval of all building permits in conjunction with other County and State agencies. A staff planner is assigned to the coordination of applications with the Board of Appeals and preparation of staff reports.

The Zoning Enforcement Section is responsible for zoning inspections and litigation of violations.

FY '09 - '10 GOALS:

- 1 TO ENCOURAGE PUBLIC PARTICIPATION AND PROVIDE DEPARTMENTAL OUTREACH
- 2 TO PROVIDE QUALITY CUSTOMER SERVICE AND ENFORCE REGULATIONS IN AN EFFECTIVE AND TIMELY MANNER

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,530,055	1,847,508	1,850,813	1,701,774	1,701,774
20	CONTRACTUAL SERVICES	23,775	27,423	27,900	27,800	27,800
30	SUPPLIES & MATERIALS	22,087	21,681	24,550	20,450	20,450
40	BUSINESS & TRAVEL	12,619	11,620	12,860	9,610	9,610
50	CAPITAL OUTLAY	0	460	0	0	0
70	MISCELLANEOUS	0	0	0	0	(87,981)
	GRAND TOTAL	1,588,536	1,908,692	1,916,123	1,759,634	1,671,653
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,588,536	1,908,692	1,916,123	1,759,634	1,671,653

DEPARTMENT: PLANNING AND ZONING**DIVISION: Current Planning****INDEX: 063000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	29,200	23,750	(5,450)	Line items significantly adjusted, based on actual expense history and state of the economy:
		FY 09	FY 10	Change
		8,500	4,900	(3,600)
		7,500	8,700	1,200
		500	250	(250)
		800	1,200	400
		7,000	5,000	(2,000)
		800	1,000	200
		800	450	(350)
		1,800	1,500	(300)
		1,500	750	(750)
		<u>29,200</u>	<u>23,750</u>	<u>(5,450)</u>
o	3,000	0	(3,000)	Printing In- House - funds transferred to Printing - Commercial due to closure of the in-house print shop
o	2,600	3,800	1,200	Printing - Commercial - funds transferred from Printing In-House
o		(87,981)	(87,981)	Other Contingencies - reduction due to Council Amendment #214

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: CURRENT PLANNING

Index No. 063000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	35,714	1.00	38,992	2.00	72,648 A
Clerk Typist	1.00	26,930	1.00	36,108	1.00	36,048
Deputy Director of Planning and Zoning	1.00	106,906	1.00	116,726	0.00	0 B
Permits Clerk	1.00	29,158	1.00	31,839	1.00	31,787
Planner I	1.00	41,884	1.00	41,876	1.00	39,900 C
Planner II	2.00	93,151	2.00	100,262	2.00	95,238 D
Planner III	4.00	306,385	4.00	337,219	4.00	336,663
Planning Assistant I	1.00	34,664	1.00	37,857	0.00	0
Planning Assistant II	7.00	349,317	7.00	382,553	8.00	420,852 E
Secretary I	1.00	30,037	1.00	32,792	0.00	0
Zoning Inspector II	3.00	142,898	3.00	156,594	3.00	156,335
TOTAL FULL-TIME SALARIES	23.00	1,197,044	23.00	1,312,818	22.00	1,189,471
TEMPORARY SALARIES		10,400		10,400		0 F
SALARY TOTAL	23.00	1,207,444	23.00	1,323,218	22.00	1,189,471

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: CURRENT PLANNING

Index No. 063000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		98,165		121,311		114,427
Workers' Compensation		27,292		31,067		23,355
Health Benefits		288,423		271,749		305,072
OPEB		41,896		0		0
FICA		91,787		100,248		90,993
Miscellaneous		3,220		3,220		3,080
TOTAL OTHER PERSONAL SERVICES		550,783		527,595		536,927
FURLOUGH SAVINGS		0		0		(24,624)
TOTAL PERSONAL SERVICES	23.00	1,758,227 *	23.00	1,850,813	22.00	1,701,774

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Secretary I position upgraded to an Administrative Assistant I - #0177

B - One (1) Deputy Director of Planning and Zoning transferred to Director of Planning & Zoning 041000 - #0179

C - One (1) vacant Planner II position filled as a Planner I - #0182

D - One (1) Planner I position upgraded to Planner II - #0173

E - One (1) Planning Assistant I position upgraded to Planning Assistant II - #1380

F - Temporary funding eliminated due to the state of the economy

PLANNING & ZONING - CURRENT PLANNING DIVISION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide quality customer service and enforce regulations in an effective and timely manner.

Department Obj.

To maintain a response time of 4 days or less from initial zoning enforcement complaint to initial inspection; and to maintain a response time of 30 working days or less to written inquiries and/or requests for information as requested for current planning issues.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated / expended	\$1,552,830	\$1,614,195	\$1,847,506	\$1,740,839	\$1,701,774
Number of staff	22	23	23	22	22
<u>Output:</u>					
Number of zoning inspection cases	1,138	1,065	859	900	1,000
Number of written requests for information	161	338	261	250	300
<u>Efficiency:</u>					
Amount of staff dollars spent per zoning inspection case	\$1,365	\$1,516	\$2,178	\$1,934	\$1,697
Amount of staff dollars spent per informational item request	\$9,645	\$4,776	\$7,168	\$6,963	\$5,657
<u>Service Quality:</u>					
Average number of days to respond to each zoning case	4 days	7 days	4 days	4 days	4 days
Average number of days to respond to each informational request	18 days	7 days	5 days	6 days	7 days
<u>Outcome:</u>					
Percent of zoning inspection cases that receive a response within the target time	100%	84%	81%	81%	85%
Percent of written inquiries and/or requests for information that are fulfilled within the 30 day requirement	100%	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

By tracking the number of working days required to perform initial inspection of property after receiving inquiry/complaint, and the number of working days to respond to requests for information, we maintain an efficient process in zoning enforcement. (Please note, this does not include technical analysis requests, or Development Review projects.)

Major Related Plans and Policies

Harford County Land Use Plan; Harford County Zoning Code

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - County

INDEX: 064270

ORIGIN/PURPOSE:

The Maryland General Assembly enacted House Bill No. 1481, effective July 1, 1992, authorizing the Harford County Council to impose a Transfer Tax. Subsequently, the County Council enacted Bill No. 93-3 to add new Article IV, Transfer Tax, to Chapter 123, Finance and Taxation, of the Harford County Code which imposes a 1% Transfer Tax on any instruments of writing that convey title to, or a leasehold interest in, real property, effective July 1, 1993. The proceeds are to be distributed:

50% to the County's Agricultural Land Preservation Program

50% to fund school site acquisition, school construction, or school debt service.

With the approval of a majority of voters, an amendment to Section 524, Indebtedness, of Article V, Budget and Finance, of the Harford County Charter, effective December 3, 1992, was enacted, allowing the County to enter into installment contracts to purchase easements for agricultural land preservation purposes. These purchases are to be primarily funded with a Transfer Tax.

In addition, the County Council, via Bill No. 93-2, enacted that new Article II, Agricultural Land Preservation Program, be added to Chapter 60, Agriculture, of the Harford County Code, effective April 6, 1993, establishing the Harford County Agricultural Land Preservation Program (HALPP) to preserve productive agricultural land and woodland which provides for the continued production of food and fiber for the citizens of the County. The program is administered by the Department of Planning and Zoning and the Harford County Agricultural Advisory Board.

The Harford County Agricultural Land Preservation Program allows land owners to preserve productive farmland for future generations through the use of conservation easements; in addition the land owner receives payment for selling their development rights and/or a tax credit.

About 25% of the easement purchases are paid for by the County in cash; while 75% are handled through an Installment Purchase Agreement (IPA) between the County and the seller. The agreement includes the total amount of money that the County has agreed to pay, and sets the terms of that agreement, including the fixed interest rate on which the landowner will receive annual payments. An IPA can range in years from 10, 20, or 30 with interest and a small portion of the principal being paid annually. At the end of the term of the IPA, the landowner will receive a lump sum payment constituting the remainder of the principal. This final principal payment is made with the proceeds of a stripped-coupon U.S. Treasury obligation purchased at settlement and held by the County until maturity.

By July 2009, the County will have purchased an estimated 44,577 acres of farmland through County, State and Federal Agricultural Preservation programs.

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - County

INDEX: 064270

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONNEL SERVICES	0	75,478	77,525	72,494	72,494
50	CAPITAL OUTLAY	6,146,709	21,807,621	1,708,683	505,031	505,031
70	MISCELLANEOUS	(687,505)	500,000	500,000	0	0
	GRAND TOTAL	5,459,204	22,383,099	2,286,208	577,525	577,525
<u>SUMMARY BY FUND:</u>						
27	AG PRESERVATION - COUNTY	5,459,204	22,383,099	2,286,208	577,525	577,525
<u>SUMMARY BY DIVISION:</u>						
064270	AG PRESERVATION - COUNTY	5,459,204	22,383,099	2,286,208	577,525	577,525
	GRAND TOTAL	5,459,204	22,383,099	2,286,208	577,525	577,525

DEPARTMENT: PLANNING AND ZONING**DIVISION: Agricultural Preservation - County****INDEX: 064270****FINANCIAL NOTES:**

The (\$1,708,683) net decrease in funding for Agricultural Preservation - County Program is the result of:

	FY 09	FY 10	CHANGE
o		(990)	(990) Furlough Savings
o	4,394	4,602	208 Pension / Retirement rate adjustments
o	2,142	1,650	(492) Workers' Compensation rate adjustments
o	14,081	15,594	1,513 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	5,185	0	(5,185) OPEB - not funded in FY 10 due to the state of the economy
o	1,708,683	505,031	(1,203,652) Agricultural Purchases - Agricultural Preservation easement purchases
o	500,000	0	(500,000) Agricultural Preservation - This allocation is used as a match to easement purchases made by the State through the Maryland Agricultural Land Preservation Foundation. These funds are only tapped when matching funds under the County's State Agricultural Preservation have been exhausted for the fiscal year. Per Treasury's recommendation.

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - AG PRESERVATION - COUNTY
DIVISION: AG PRESERVATION - COUNTY

Index No. 064270

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Ag Specialist / Planner II	<u>1.00</u>	<u>97,844</u>	<u>1.00</u>	<u>47,917</u>	<u>1.00</u>	<u>47,838</u>
SALARY TOTAL	<u>1.00</u>	<u>97,844</u>	<u>1.00</u>	<u>47,917</u>	<u>1.00</u>	<u>47,838</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		7,955		4,394		4,602
Workers' Compensation		352		2,142		1,650
Health Benefits		15,253		14,081		15,594
OPEB		3,424		5,185		0
FICA		7,464		3,666		3,660
Miscellaneous	<u> </u>	<u>140</u>	<u> </u>	<u>140</u>	<u> </u>	<u>140</u>
TOTAL OTHER PERSONAL SERVICES		34,588		29,608		25,646
FURLOUGH SAVINGS	<u> </u>	<u>0</u>	<u> </u>	<u>0</u>	<u> </u>	<u>(990)</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>132,432</u> *	<u>1.00</u>	<u>77,525</u>	<u>1.00</u>	<u>72,494</u>

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - State

INDEX: 064280

ORIGIN/PURPOSE:

The Maryland Agricultural Land Preservation Foundation (MALPF) was created in 1977 by the Maryland General Assembly to preserve productive agricultural land and woodland, via the Purchase of Development Rights (PDR), to provide for the continued production of food and fiber for all citizens of the State. Farmland was also intended to help curb the random expansion of urban development.

MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. MALPF is mainly funded with:

- o a portion of the State's Property Transfer Tax, which is assessed on all real property transfers
- o Local subdivision matching funds for easement purchases
- o a State Agricultural Land Transfer Tax, which is imposed on all transfers of title in agricultural land taken out of production. Local subdivisions are required to collect the revenue generated by this tax; these funds are then shared with the local as follows:
 - ◇ Maryland counties, without Certified Agricultural Land Preservation Programs are required to remit two-thirds of the revenue to MALPF. They retain one-third for agricultural land preservation purposes.
 - ◇ Counties that have a Certified Local Agricultural Land Preservation Program may retain 75% of the Agricultural Transfer Tax collected, for preservation purposes, and are required to remit only 25% to the Foundation.

By July 2009, the County will have purchased an estimated 44,577 acres of farmland through County, State and Federal Agricultural Preservation programs.

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - State

INDEX: 064280

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
20	CONTRACTUAL SERVICES	350	350	1,000	1,000	1,000
30	SUPPLIES AND MATERIALS	1,695	4,283	3,500	4,400	4,400
40	BUSINESS AND TRAVEL	0	1,699	1,500	2,350	2,350
70	MISCELLANEOUS	1,249,283	699,103	779,017	498,250	498,250
	GRAND TOTAL	1,281,328	735,435	815,017	536,000	536,000
<u>FUNDING SOURCE:</u>						
28	AGRICULTURAL PRESERVATION - STATE	1,281,328	735,435	815,017	536,000	536,000
<u>SUMMARY BY DIVISION:</u>						
064280	AGRICULTURAL PRESERVATION - STATE	1,281,328	735,435	815,017	536,000	536,000
		1,281,328	735,435	815,017	536,000	536,000

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - State

INDEX: 064280

FINANCIAL NOTES:

The (\$279,017) net decrease in funding for Agricultural Preservation - State Program is the result of:

	FY 09	FY 10	CHANGE
o	30,000	30,000	0 Full-time Salaries - offsets a Planner III position in Comprehensive Planning #062000. This planner is Harford County's Program Administrator for the County's State Ag Preservation Program.
o	1,000	1,000	0 Other Professional Services - services for AG program functions to promote program
o	900	2,650	1,750 Line items adjusted due to costs associated with Ag program promotions or training:

FY 09	FY 10	Change	
400	500	100	Other Supplies & Materials
0	800	800	Delivery Charges
500	1,000	500	Mileage
0	100	100	Parking & Tolls
0	100	100	Meals
0	150	150	Lodging
<u>900</u>	<u>2,650</u>	<u>1,750</u>	

o	779,017	498,250	(280,767) Agricultural Preservation - Harford County's match to (MALPF) Maryland Agricultural Land Preservation Foundation for easement purchases the Foundation will make on the County's behalf

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - AG PRESERVATION - STATE
 DIVISION: AG PRESERVATION - STATE

Index No. 064280

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner III		<u>30,000</u>		<u>30,000</u>		<u>30,000</u>
TOTAL PERSONAL SERVICES		<u>30,000 *</u>		<u>30,000</u>		<u>30,000</u>

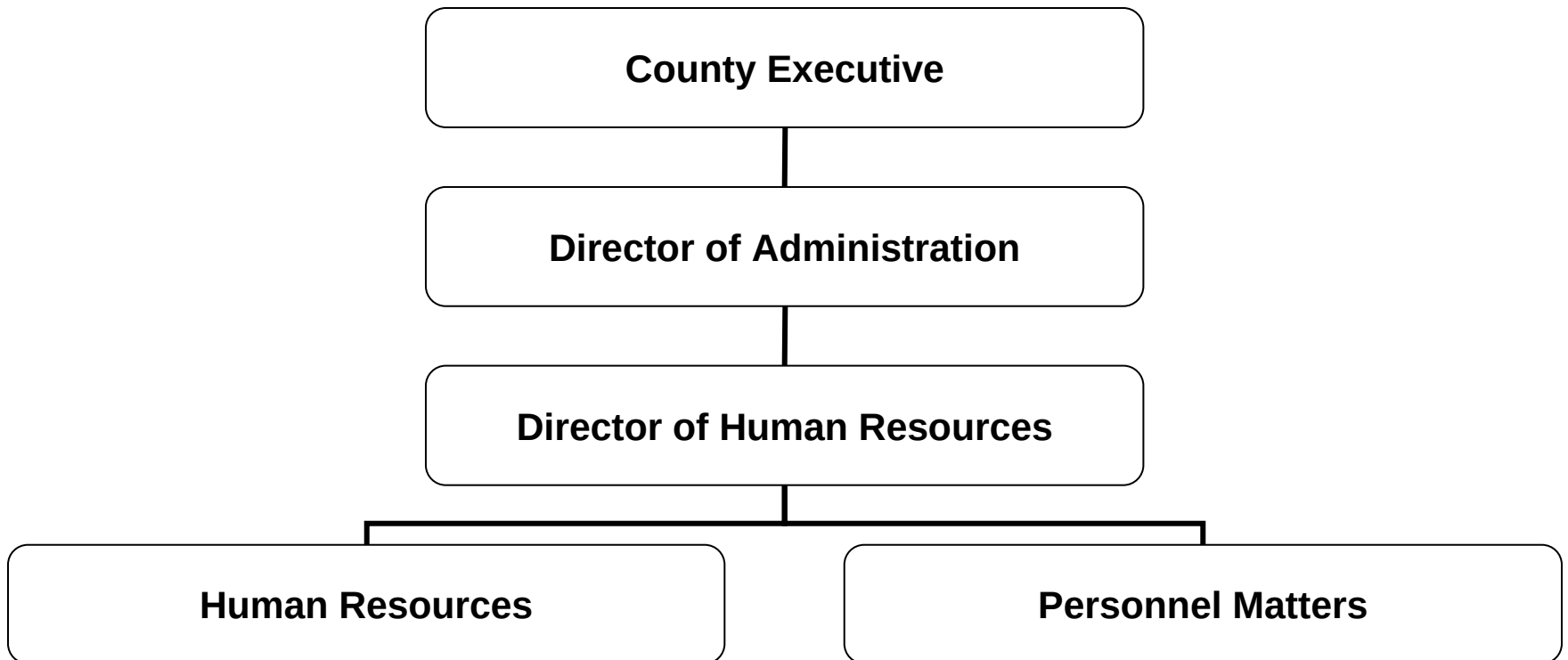
*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

**GRANTS
PLANNING & ZONING**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Critical Area Management Grant	24,000	0	06/30/10 State Recurring	The County is required by law to implement the Harford County Chesapeake Bay Critical Area Management Program. Grant contributes to the salary of one or more full-time County budgeted positions and some costs for printing, postage, etc. Loss of grant would mean an increase to operating expenses due to loss of grant offset to salaries in the amount of \$33,000.	The County is required, by law, to continue to operate the program if grant ends. Salary costs would increase due to the loss of the grant offset of County funded personnel.
Unified Transportation Work Program	88,330	17,666	06/30/10 Federal Recurring	Grant supports the Regional Transportation Planning Process which is essential to the work program outlined in the federally mandated Metropolitan Planning Organization. Work activities include everything from preparation of the Transportation Improvement Program to Regional Cooperative forecasting. This grant offsets the salaries of County-funded personnel and occasionally helps to purchase software / equipment and training to complete associated work. Loss of grant would mean an increase to operating expenses due to loss of grant offset to salaries.	This grant supports a federally mandated program. No additional staff would be required. Salary costs would increase due to the loss of the grant offset for County funded personnel.
TOTALS	112,330	17,666			

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DEPARTMENT OF HUMAN RESOURCES



HUMAN RESOURCES

ORIGIN/PURPOSE:

The Department of Human Resources was originally formed under Harford County Charter, Article IV, Section 402 (amended by Bill No. 88 - 35) and Sections 601 - 607 as the Office of Personnel. Bill No. 91 - 37 changed the name to more accurately reflect the duties and responsibilities of the department.

The department is divided into four vital areas of responsibility: Recruitment and Selection; Employee Benefits; Wellness & Training; Classification, Compensation and Labor Relations. Administration of the Personnel Code, formulation and administration of employment related policies and procedures, and general employee relations activities are also responsibilities of the department.

MISSION STATEMENT:

PROMOTE A POSITIVE ATTITUDE WITHIN THE WORKFORCE THROUGH COMMUNICATION AND EDUCATION OF POLICIES, PROCEDURES AND PROGRAMS WITH SUPPORT, EQUALITY, TRUST AND RESPECT

FY '09 - '10 KEY GOALS:

- 1 TO INCREASE THE PROFICIENCY OF THE RECRUITMENT AND SELECTION PROCESS AND TO ASCERTAIN THE RETENTION OF EMPLOYEES
- 2 TO EDUCATE AND DEVELOP A HIGHLY TRAINED COUNTY WORKFORCE

HUMAN RESOURCES

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,731,108	1,497,231	2,409,267	2,254,981	2,254,981
20	CONTRACTUAL SERVICES	237,248	660,384	354,000	264,200	264,200
30	SUPPLIES & MATERIALS	45,691	31,253	37,000	16,700	16,700
40	BUSINESS & TRAVEL	33,119	44,573	159,650	53,150	53,150
50	CAPITAL OUTLAY	6,518	16,727	0	0	0
70	MISCELLANEOUS	151,546	158,635	138,000	25,000	(68,198)
80	INTER-GOVERNMENTAL / INTERFUND	0	0	3,360	0	0
	GRAND TOTAL	2,205,230	2,408,803	3,101,277	2,614,031	2,520,833
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,867,926	1,921,674	2,208,052	1,863,956	1,770,758
25	HIGHWAYS	213,041	301,790	555,425	427,275	427,275
51	WATER & SEWER OPERATING	124,263	185,339	337,800	322,800	322,800
	GRAND TOTAL	2,205,230	2,408,803	3,101,277	2,614,031	2,520,833
<u>SUMMARY BY DIVISION:</u>						
<u>GENERAL FUND:</u>						
082000	HUMAN RESOURCES	812,807	973,666	979,917	901,821	856,730
084110	GENERAL - PERSONNEL MATTERS	1,055,119	948,008	1,228,135	962,135	914,028
<u>HIGHWAYS FUND:</u>						
084250	HIGHWAYS - PERSONNEL MATTERS	213,041	301,790	555,425	427,275	427,275
<u>WATER & SEWER FUND:</u>						
084510	WATER & SEWER - PERSONNEL MATTERS	124,263	185,339	337,800	322,800	322,800
	GRAND TOTAL	2,205,230	2,408,803	3,101,277	2,614,031	2,520,833

HUMAN RESOURCES

GENERAL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,470,818	1,351,425	1,709,542	1,662,906	1,662,906
20	CONTRACTUAL SERVICES	173,234	336,733	213,500	134,200	134,200
30	SUPPLIES & MATERIALS	45,691	31,253	37,000	16,700	16,700
40	BUSINESS & TRAVEL	33,119	44,573	119,650	38,150	38,150
50	CAPITAL OUTLAY	6,518	16,727	0	0	0
70	MISCELLANEOUS	138,546	140,963	125,000	12,000	(81,198)
80	INTER-GOVERNMENTAL / INTERFUND	0	0	3,360	0	0
	GRAND TOTAL	1,867,926	1,921,674	2,208,052	1,863,956	1,770,758

SUMMARY BY FUND:

11	GENERAL	1,867,926	1,921,674	2,208,052	1,863,956	1,770,758
	GRAND TOTAL	1,867,926	1,921,674	2,208,052	1,863,956	1,770,758

SUMMARY BY DIVISION:

GENERAL FUND:

082000	HUMAN RESOURCES	812,807	973,666	979,917	901,821	856,730
084110	GENERAL - PERSONNEL MATTERS	1,055,119	948,008	1,228,135	962,135	914,028
	GRAND TOTAL	1,867,926	1,921,674	2,208,052	1,863,956	1,770,758

DEPARTMENT: HUMAN RESOURCES**INDEX: 082000****ORIGIN/PURPOSE:**

The Department of Human Resources was originally formed under Harford County Charter Article IV, Section 402 (amended by Bill No. 88 - 35) and Sections 601 - 607 as the Office of Personnel. Bill No. 91 - 37 changed the name to more accurately reflect its duties and responsibilities.

The department is divided into four vital areas of responsibility: Recruitment and Selection; Employee Benefits; Wellness & Training; Classification and Compensation; and Labor Relations. Administration of the Personnel Code, formulation and administration of employment related policies and procedures, and general employee relations activities are also responsibilities of the department.

FY '09 - '10 GOALS & OBJECTIVES:

- 1 TO INCREASE THE PROFICIENCY OF THE RECRUITMENT AND SELECTION PROCESS AND TO ASCERTAIN THE RETENTION OF EMPLOYEES
 - o To diversify the County workforce through objective fair management practices in the recruitment and selection process
- 2 TO EDUCATE, MAINTAIN AND DEVELOP A HIGHLY TRAINED COUNTY WORKFORCE
 - o To conduct continuing education programs and opportunities for County employees
- 3 TO PRESERVE THE HEALTH AND WELL BEING OF HARFORD COUNTY EMPLOYEES BY PROMOTING WELLNESS
 - o To communicate the Wellness message of good health and disease prevention

GENERAL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	728,785	873,607	901,807	855,171	855,171
20	CONTRACTUAL SERVICES	12,875	21,832	23,100	21,800	21,800
30	SUPPLIES & MATERIALS	31,510	16,927	32,000	16,700	16,700
40	BUSINESS & TRAVEL	33,119	44,573	19,650	8,150	8,150
50	CAPITAL OUTLAY	6,518	16,727	0	0	0
70	MISCELLANEOUS	0	0	0	0	(45,091)
80	INTERGOVERNMENTAL / INTERFUND	0	0	3,360	0	0
	GRAND TOTAL	812,807	973,666	979,917	901,821	856,730
	<u>FUNDING SOURCE:</u>					
11	GENERAL	812,807	973,666	979,917	901,821	856,730

DEPARTMENT: HUMAN RESOURCES**INDEX: 082000****FINANCIAL NOTES:**

The (\$123,187) net decrease in funding for Human Resources is the result of:

	FY 09	FY 10	CHANGE	
o	637,701	638,861	1,160	Full-Time Salaries
			(755)	Rounding adjustment due to actual pay plan calculations
			1,915	Turnover
			.30%	
			<u>1,160</u>	
o		(14,126)	(14,126)	Furlough Savings
o		(43,317)	(43,317)	Human Resources Clerk position transferred to Administration - Facilities & Operations & reclassified to a Clerk Typist
			# of Positions	Salary
			(1.0)	(35,813)
			Fringe	Total
			(7,504)	(43,317)
o	47,512	43,480	(4,032)	Temporary Salaries provide for a CDL Trainer. Intern not funded due to the state of the economy
o	97,526	111,675	14,149	An anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	59,087	61,297	2,210	Pension / Retirement rate adjustments
o	4,769	3,818	(951)	Workers' Compensation rate adjustments
o	52,672	51,943	(729)	FICA rate adjustments
o	1,000	0	(1,000)	Overtime reduced due to the state of the economy

DEPARTMENT: HUMAN RESOURCES**INDEX: 082000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	1,200	400	(800) Office Equipment Service - Lektriever repair now budgeted under Equipment Repair Parts
o	200	600	400 Equipment Repair Parts - Lektriever repair funds moved from Office Equipment Services and reduced due to the state of the economy
o	5,000	0	(5,000) Printing In-House - funds transferred to Printing-Commercial due to closure of in-house print shop
o	6,000	2,500	(3,500) Printing Commercial - funds transferred from Printing In-House and reduced due to the state of the economy
o	1,000	1,950	950 Mileage - increase based on actual expense history
o	9,760	0	(9,760) Line items reduced due to transfer of expenses to Procurement - Fleet Management Budget

FY 09	FY 10	Change	
3,360	0	(3,360)	Fleet Management Rentals
2,400	0	(2,400)	County Owned Vehicles
2,500	0	(2,500)	Fuel Charges
1,500	0	(1,500)	Non-Targeted Charges
<u>9,760</u>	<u>0</u>	<u>(9,760)</u>	

o	37,650	23,900	(13,750) Significant reductions recommended due to the state of the economy

FY 09	FY 10	Change	
6,000	5,500	(500)	Telephone Service
10,000	6,000	(4,000)	General Office Supplies
7,000	6,500	(500)	General Office Mailing
500	0	(500)	Meals - Special Purpose
500	0	(500)	Audio Visual Supplies
2,200	500	(1,700)	Other Supplies and Materials
1,000	500	(500)	Meals
2,000	1,500	(500)	Lodging
1,700	500	(1,200)	Professional Books and Periodicals
3,000	900	(2,100)	Membership Fees & Dues
3,750	2,000	(1,750)	Training Seminars
<u>37,650</u>	<u>23,900</u>	<u>(13,750)</u>	

o	0	(45,091)	(45,091) Other Contingencies - reduction due to Council Amendment # 215

DIVISION STAFF SUMMARY

DEPARTMENT: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES

Index No. 082000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	73,265	1.00	56,229	1.00	56,136
Administrative Specialist I	1.00	56,281	0.00	0	0.00	0
Benefits Program Manager	1.00	64,508	1.00	71,126	1.00	71,009
Deputy Director of Human Resources	1.00	84,411	1.00	93,076	1.00	92,923
Director, Human Resources	1.00	107,699	1.00	110,933	1.00	110,933
Human Resources Analyst	1.00	58,680	1.00	55,297	1.00	55,206
Human Resources Clerk	2.00	60,994	3.00	100,453	2.00	66,502 A
Human Resources Specialist	1.00	48,569	3.00	150,587	3.00	150,339
Human Resources Technician	1.00	42,719	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	10.00	597,126	11.00	637,701	10.00	603,048
TEMPORARY SALARIES		66,963		47,512		43,480
SALARY TOTAL	10.00	664,089	11.00	685,213	10.00	646,528
OTHER PERSONAL SERVICES						
Pension & Retirement		50,281		59,087		58,013
Workers' Compensation		4,356		4,769		3,678
Health Benefits		85,177		97,526		110,475
OPEB		20,899		0		0
Overtime		4,000		1,000		0
FICA		51,834		52,672		49,203
Miscellaneous		1,400		1,540		1,400
TOTAL OTHER PERSONAL SERVICES		217,947		216,594		222,769
FURLOUGH SAVINGS		0		0		(14,126)
TOTAL PERSONAL SERVICES	10.00	882,036	11.00	901,807	10.00	855,171

*FY 08 Salaries and Other Professional Services are enacted not audited amounts.

A - One (1) Human Resources Clerk position transferred to Facilities & Operations and reclassified to Clerk - Typist - #0174

DEPARTMENT OF HUMAN RESOURCES OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To educate, maintain, and develop a highly trained County workforce.

Department Obj.

To conduct continuing education programs and opportunities for County employees.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of management classes scheduled	23	10	33	38	35
Number of computer skills classes scheduled	45	37	35	36	30
<u>Efficiency:</u>					
Distributed cost of management courses	\$21,826	\$17,302	\$23,209	\$17,022	\$15,000
Distributed cost of Human Resource courses	\$0	\$0	\$0	\$0	\$0
Distributed cost of computer skills courses	\$21,210	\$27,572	\$41,022	\$15,953	\$15,000
<u>Service Quality:</u>					
Number of management classes cancelled	5	0	0	0	0
Number of computer skills classes cancelled	17	7	5	19	0
<u>Outcome:</u>					
Number of employees attending management classes	238	156	182	216	200
Number of employees attending Human Resource classes	252	165	290	194	200
Number of employees attending computer classes	278	289	318	143	200

Explanation and Analysis of Performance Measures

Human Resources will continue management, computer, and Human Resource courses to further benefit not only the employees, but the efficiency of County Government.

DEPARTMENT OF HUMAN RESOURCES OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To increase the proficiency of the recruitment and selection process and to ensure the retention of employees.

Department Obj.

To diversify the County workforce through objective fair management practices in the recruitment and selection process.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$20,000	\$7,750	\$11,800	\$4,400	\$14,000
Number of staff	5	5	5	4	4
<u>Output:</u>					
Number of employment applications processed	2,380	3,349	2,741	900	500
Number of position postings	75	189	165	55	10
Number of employees hired	201	326	173	96	10
Percent of minority applicants hired	12%	11%	15%	15%	5%
<u>Efficiency:</u>					
Percent of position vacancies filled with qualified candidates	100%	100%	100%	100%	100%
<u>Service Quality:</u>					
Percent of interviews monitored for fair practice	10%	1%	1%	38%	30%
<u>Outcome:</u>					
Percent of employees who complete probationary period	98%	98%	98%	98%	98%

Explanation and Analysis of Performance Measures

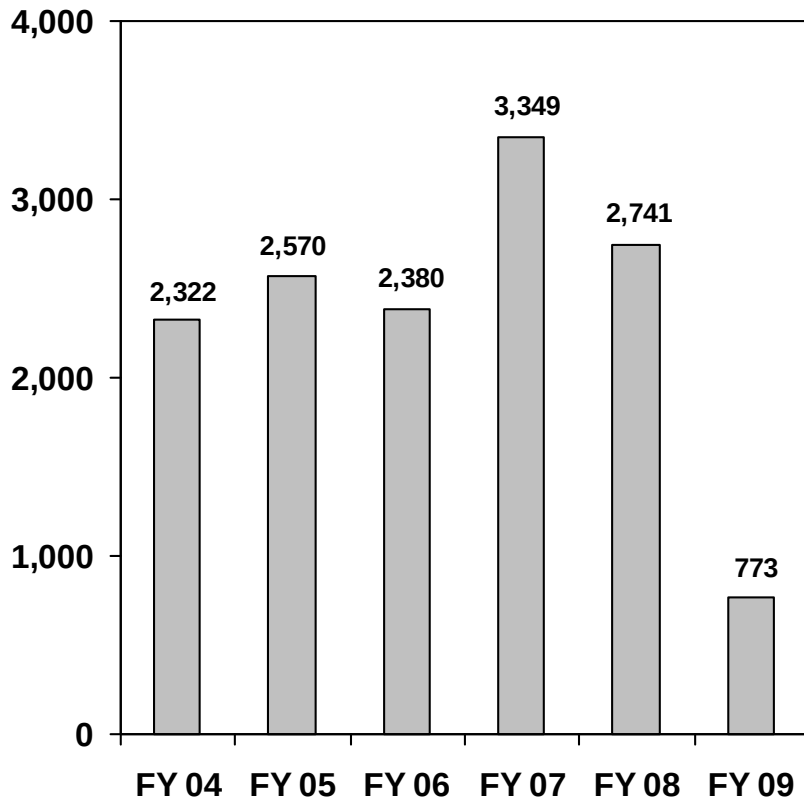
These performance measures reflect the ability to effectively recruit qualified candidates to include minority representation through fair employment practices.

Major Related Plans and Policies

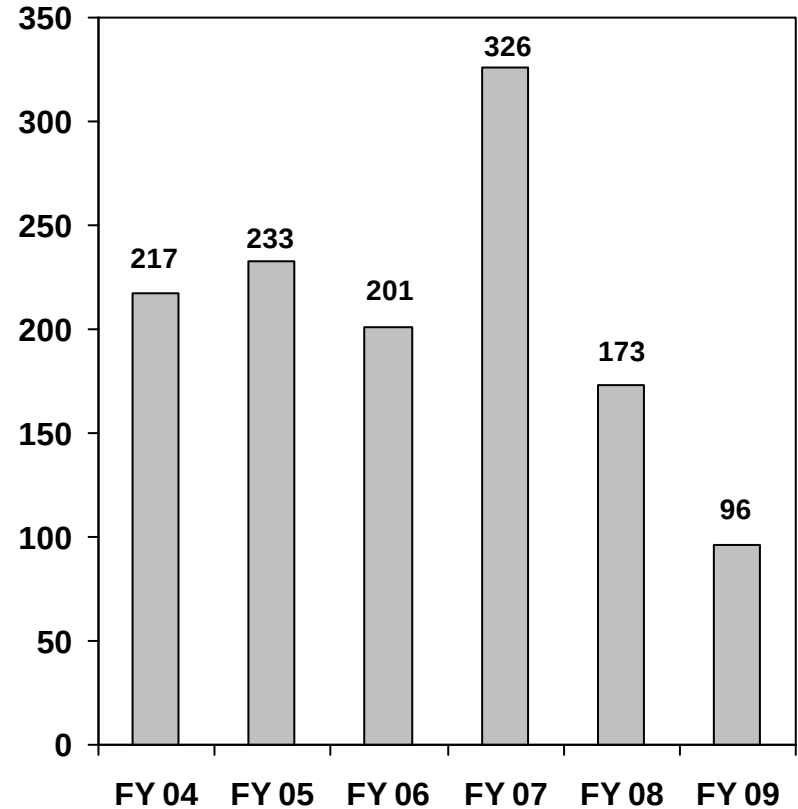
EEO / Affirmative Action

Department of Human Resources

Applications Processed



Employees Hired



*As of May, 2009

DEPARTMENT: HUMAN RESOURCES - PERSONNEL MATTERS**INDEX: 084110, 084250, 084510****ORIGIN/PURPOSE:**

The Personnel Matters accounts were established to provide unified management control of those areas of employee services which are budgeted within and charged to each fund, yet provided and approved by the Department of Human Resources. Combining these accounts allows for more accurate budgeting, tighter control of expenditures, and centralization of information and reporting.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,002,323	623,624	1,507,460	1,399,810	1,399,810
20	CONTRACTUAL SERVICES	224,373	638,552	330,900	242,400	242,400
30	SUPPLIES & MATERIALS	14,181	14,326	5,000	0	0
40	BUSINESS & TRAVEL	0	0	140,000	45,000	45,000
70	MISCELLANEOUS	151,546	158,635	138,000	25,000	(23,107)
GRAND TOTAL		1,392,423	1,435,137	2,121,360	1,712,210	1,664,103
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,055,119	948,008	1,228,135	962,135	914,028
25	HIGHWAYS	213,041	301,790	555,425	427,275	427,275
51	WATER & SEWER	124,263	185,339	337,800	322,800	322,800
		1,392,423	1,435,137	2,121,360	1,712,210	1,664,103
<u>SUMMARY BY DIVISION:</u>						
084110	GENERAL - PERSONNEL MATTERS	1,055,119	948,008	1,228,135	962,135	914,028
084250	HIGHWAYS - PERSONNEL MATTERS	213,041	301,790	555,425	427,275	427,275
084510	WATER & SEWER - PERSONNEL MATTERS	124,263	185,339	337,800	322,800	322,800
		1,392,423	1,435,137	2,121,360	1,712,210	1,664,103

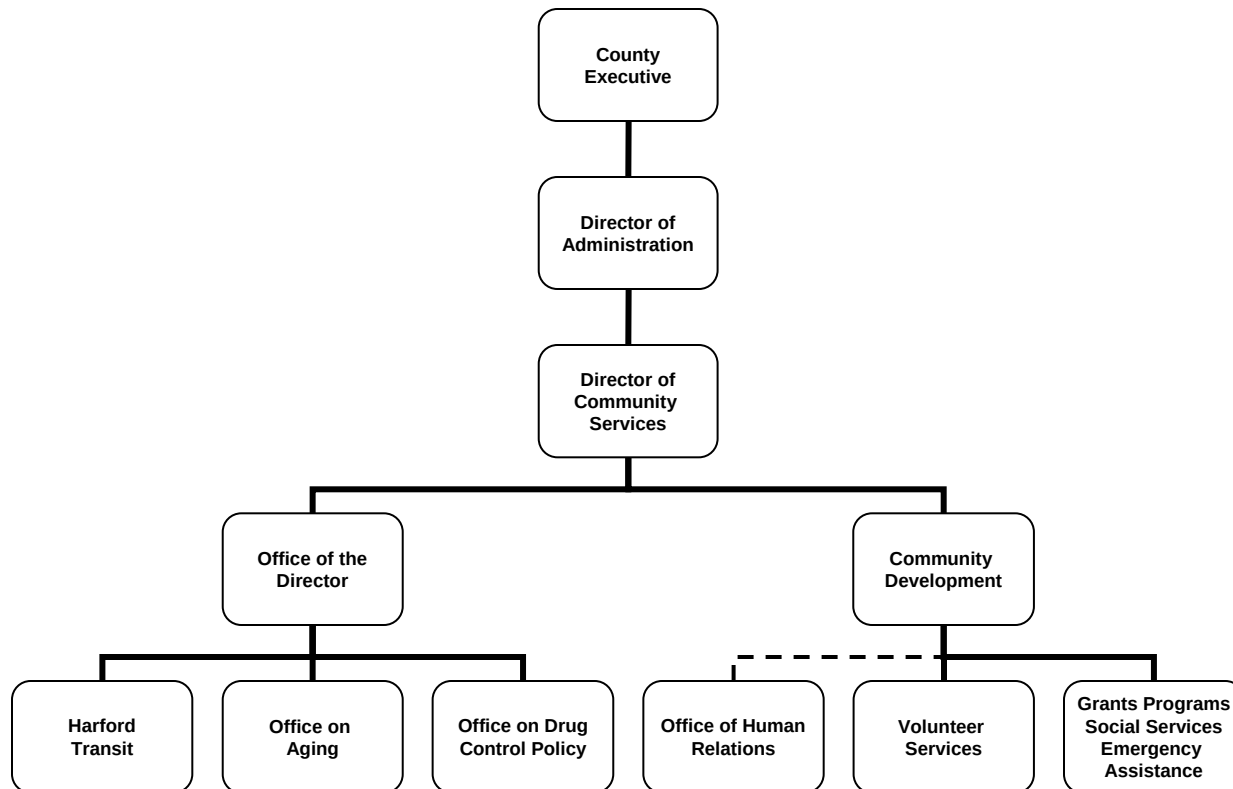
DEPARTMENT: HUMAN RESOURCES - PERSONNEL MATTERS

INDEX: 084110, 084250, 084510

GENERAL PERSONNEL MATTERS INDEX # 084110	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
1102 Special Pays For anticipated retirement leave payouts	694,166	447,662	750,000	750,000	750,000
1602 Social Security	47,867	30,156	57,735	57,735	57,735
2401 Personnel/Recruitment	6,070	8,654	10,000	10,000	10,000
2601 Medical Services	111,542	49,820	143,000	65,000	65,000
2602 Legal Services	2,669	2,352	3,400	3,400	3,400
2603 Management Services Wellness program and consultant for health benefits	34,983	6,949	34,000	34,000	34,000
2699 Other Professional Services	5,095	247,126	0	0	0
3101 General Office Supplies	0	10	0	0	0
3511 Recreation Supplies County Store Inventory	14,181	14,316	5,000	0	0
4702 In-House Training Consolidated from other departments for better control	0	0	100,000	30,000	30,000
7101 Grant & Contributions Elimination of sign-on bonuses for teachers due to state of the economy	108,000	110,000	100,000	0	0
7299 Other Contingencies Reduction due to Council Amendment # 216	0	0	0	0	(48,107)
7701 Confidential Expenses	0	1,000	0	0	0
7703 Service Awards	30,546	29,963	25,000	12,000	12,000
TOTAL INDEX					
TOTAL INDEX	1,055,119	948,008	1,228,135	962,135	914,028

DEPARTMENT: HUMAN RESOURCES - PERSONNEL MATTERS					
INDEX: 084110, 084250, 084510					
HIGHWAYS FUND PERSONNEL MATTERS INDEX #084250	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
1102 Special Pays For anticipated retirement leave payouts	175,129	129,142	450,000	350,000	350,000
1602 Social Security	13,161	9,638	34,425	26,775	26,775
2401 Personnel/Recruitment	627	1,390	4,000	2,000	2,000
2601 Medical Services	7,150	11,513	31,000	25,000	25,000
2602 Legal Services	2,669	1,502	3,500	3,500	3,500
2603 Management Services Wellness program and consultant for health benefits	6,264	1,628	6,000	6,000	6,000
2699 Other Professional Services	1,541	137,824	0	0	0
4702 In-House Training Consolidated from other departments for better control	0	0	20,000	7,500	7,500
7703 Service Awards	6,500	9,153	6,500	6,500	6,500
TOTAL INDEX	213,041	301,790	555,425	427,275	427,275
WATER & SEWER PERSONNEL MATTERS INDEX #084510					
1102 Special Pays For anticipated retirement leave payouts	66,883	6,527	200,000	200,000	200,000
1602 Social Security	5,117	499	15,300	15,300	15,300
2401 Personnel/Recruitment	1,053	1,879	5,000	2,500	2,500
2601 Medical Services	35,410	58,200	81,000	81,000	81,000
2602 Legal Services	2,669	1,511	4,000	4,000	4,000
2603 Management Services Wellness program and consultant for health benefits	5,090	1,628	6,000	6,000	6,000
2699 Other Professional Services	1,541	106,576	0	0	0
4702 In-House Training	0	0	20,000	7,500	7,500
7703 Service Awards	6,500	8,519	6,500	6,500	6,500
TOTAL INDEX	124,263	185,339	337,800	322,800	322,800

DEPARTMENT OF COMMUNITY SERVICES



COMMUNITY SERVICES

ORIGIN/PURPOSE:

The Department of Community Services was established pursuant to Chapter 16, Article IV, Section 22 of the Harford County Code.

The Department of Community Services coordinates programs which meet an array of needs in Harford County. The agencies and programs that provide services are: Community Development; Grant-in-Aid; Block Grant / Home Programs; Disabilities Coordination; the Office on Aging; the Office of Drug Control Policy; Commission for Women; Volunteer Connection; Human Relations; Mediation Commission; Harford Transit; Transitional Services, Kids C.A.N. Mentoring Program, and the Rideshare Program.

The Department also meets the needs of the community by developing and maintaining close working relationships with other County, State, and private agencies. This effort has created an all encompassing network of core service provision for our citizens.

MISSION STATEMENT:

TO PROVIDE A NETWORK OF HUMAN SERVICES THAT IS EFFICIENT, EFFECTIVE, AND RESPONSIVE TO THE NEEDS OF HARFORD COUNTY CITIZENS

FY '09 - '10 KEY GOALS:

- 1 TO REDUCE SUBSTANCE ABUSE IN HARFORD COUNTY
- 2 TO ENHANCE THE ABILITY OF PUBLIC AND PRIVATE SECTOR ORGANIZATIONS TO PROVIDE HUMAN SERVICES TO HARFORD COUNTY CITIZENS
- 3 TO PROVIDE INFORMATION AND ASSISTANCE TO THE ELDERLY IN ORDER TO ENABLE THEM TO REMAIN INDEPENDENT WITH AN ENHANCED QUALITY OF LIFE
- 4 TO PROVIDE DEPENDABLE AND EFFECTIVE TRANSPORTATION TO THE COUNTY'S TRANSIT-DEPENDENT POPULATION BY CONNECTING POPULATION CENTERS

COMMUNITY SERVICES

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,698,740	3,205,673	3,752,409	3,409,894	3,409,894
20	CONTRACTUAL SERVICES	261,933	348,578	468,245	449,863	449,863
30	SUPPLIES & MATERIALS	81,245	109,002	99,485	58,795	58,795
40	BUSINESS & TRAVEL	249,935	247,252	286,860	269,180	269,180
50	CAPITAL OUTLAY	192,360	302,537	0	0	0
70	MISCELLANEOUS	2,234,725	2,712,729	3,788,034	3,490,990	3,104,249
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	39,424	56,076	56,076
	GRAND TOTAL	5,718,938	6,925,771	8,434,457	7,734,798	7,348,057

SUMMARY BY FUND:

11	GENERAL	5,718,938	6,925,771	8,434,457	7,734,798	7,348,057
	GRAND TOTAL	5,718,938	6,925,771	8,434,457	7,734,798	7,348,057

SUMMARY BY DIVISION:

091000	DIRECTOR OF COMMUNITY SERVICES	634,646	693,208	712,115	608,020	577,619
094000	OFFICE OF DRUG CONTROL POLICY	709,361	837,739	1,087,985	1,021,576	970,497
095000	COMMUNITY DEVELOPMENT	1,585,999	1,943,589	2,344,702	2,178,113	2,069,207
096300	EMERGENCY ASSISTANCE	202,543	205,108	196,424	176,701	167,866
097100	OFFICE ON AGING	981,349	1,202,194	1,597,753	1,363,373	1,295,204
097200	HARFORD TRANSIT	1,605,040	2,043,933	2,495,478	2,387,015	2,267,664
	GRAND TOTAL	5,718,938	6,925,771	8,434,457	7,734,798	7,348,057

SUMMARY OF GRANT BUDGETS

1,973,414

COMMUNITY SERVICES

FINANCIAL NOTES:

The (\$1,086,400) net decrease in funding for Community Services is the result of:

	FY 09	FY 10	CHANGE																										
o		(296,433)	(296,433)	Full-Time Positions abolished in FY 10 as a result of the state of the economy																									
				<table> <tr> <th># of Positions</th><th>Salary</th><th>Fringe</th><th>Total</th><th></th></tr> <tr> <td>(1.0)</td><td>(52,915)</td><td>(20,826)</td><td>(73,741)</td><td>Administrative Assistant I - Office of Director</td></tr> <tr> <td>(2.0)</td><td>(106,200)</td><td>(41,815)</td><td>(148,015)</td><td>Senior Center Specialist - Office on Aging</td></tr> <tr> <td>(1.0)</td><td>(50,528)</td><td>(24,149)</td><td>(74,677)</td><td>Bus Driver - Harford Transit</td></tr> <tr> <td><u>(4.0)</u></td><td><u>(209,643)</u></td><td><u>(86,790)</u></td><td><u>(296,433)</u></td><td></td></tr> </table>	# of Positions	Salary	Fringe	Total		(1.0)	(52,915)	(20,826)	(73,741)	Administrative Assistant I - Office of Director	(2.0)	(106,200)	(41,815)	(148,015)	Senior Center Specialist - Office on Aging	(1.0)	(50,528)	(24,149)	(74,677)	Bus Driver - Harford Transit	<u>(4.0)</u>	<u>(209,643)</u>	<u>(86,790)</u>	<u>(296,433)</u>	
# of Positions	Salary	Fringe	Total																										
(1.0)	(52,915)	(20,826)	(73,741)	Administrative Assistant I - Office of Director																									
(2.0)	(106,200)	(41,815)	(148,015)	Senior Center Specialist - Office on Aging																									
(1.0)	(50,528)	(24,149)	(74,677)	Bus Driver - Harford Transit																									
<u>(4.0)</u>	<u>(209,643)</u>	<u>(86,790)</u>	<u>(296,433)</u>																										
o	2,170,298	2,140,478	(29,820)	Full Time Salaries:																									
			(2,825)	Rounding adjustment per actual pay scale calculation																									
			(2,487)	Salary Adjustments per the recommendations of the Department of Human Resources																									
			<u>(24,508)</u>	Staff Turnover																									
			<u>(29,820)</u>	<u>(1.14%)</u>																									
o		(53,251)	(53,251)	Furlough Savings																									
o	614,322	641,469	27,147	Temporary Salaries :																									
				Change																									
			(8,034)	Director of Community Svcs																									
			65,922	Office of Drug Control																									
			107	Community Development																									
			(30,848)	Office on Aging																									
			<u>27,147</u>	Elimination of summer hire funds due to the state of the economy Added Juvenile Drug Court Programmer (\$54,000 moved from #2699 to cover 100% of cost for salary/benefits) and Budget Technician (\$12,000 moved from #7101) to offset cost Rounding adjustments per actual pay scale calculation Funding reduced for a vacant Nutrition Program Assistant and a Senior Center Instructor (not requested)																									
o	419,944	433,180	13,236	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage																									
o	237,458	244,292	6,834	Pension / Retirement rate adjustments																									
o	53,365	41,624	(11,741)	Workers' Compensation rate adjustments																									
o	36,650	38,500	1,850	Overtime adjusted based on actual expense history																									
o	213,932	213,595	(337)	FICA adjustments																									

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	294,843	299,798	4,955	Other Professional Services

Index	FY 09	FY 10	Change	Explanation
#091000 Director of CS	33,133	28,133	(5,000)	Women's programs, sign language interpreters, Children's Council , B & D contract decrease based on actuals
#094000 Ofc of Drug Control Policy	209,350	155,350	(54,000)	Kids Can Program, Juvenile Drug Court urinalysis and psychological examinations, Counseling Services contract for people with dual diagnosis reduced (\$54,000) - funding moved to character 10 to cover salary and benefits for one counselor, in-patient beds for substance abuse treatment
#095000 Community Development	27,060	94,600	67,540	Bowman System HMIS contract, Harford's Most Beautiful Program, Minority business luncheon, Martin L King breakfast, etc. reduced (6,360) based on the economy, (\$1,100) moved to #7101 Grants & Contributions to establish a "trust" account for Women's Commission offset by +\$75,000 to contract services to assist with stimulus package applications
#097100 Ofc on Aging	14,300	7,050	(7,250)	Bus vouchers for indigent seniors, program licensing, data conversion, bus service for senior picnic decreased based on actual expense history
#097200 Harford Transit	11,000	14,665	3,665	Route Match software services contract increases
Dept Total	294,843	299,798	4,955	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	9,500	11,820	2,320	Operating Equipment - increase for Harford Transit's bus wash contract
o	3,600	0	(3,600)	Printing In-House - funding moved to Printing - Commercial due to the elimination of in-house printing services in FY 10
o	27,600	10,900	(16,700)	Printing - Commercial - recommended reduction based on the state of the economy
o	12,775	2,400	(10,375)	Grounds Maintenance - mowing and snow removal services for the Edgewood Senior Center will be paid from Administration - Facilities & Operation's budget in FY 10 (\$6,000). Harford Transit's mowing contracted reduced (\$4,375) based on the state of the economy
o	290,405	283,115	(7,290)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	27,975	26,900	(1,075)	Electricity
	15,000	13,000	(2,000)	Heating Fuel (Gas)
	44,100	48,355	4,255	Telephone Service
	800	300	(500)	Personnel Recruitment
	5,100	3,700	(1,400)	Co Facility Repair & Renovation
	8,235	7,400	(835)	General Office Mailing
	1,000	300	(700)	Computer Supplies
	60,775	50,775	(10,000)	County Owned Vehicles
	115,380	121,700	6,320	Fuel
	9,800	9,050	(750)	Mileage
	2,240	1,635	(605)	Membership Fees & Dues
	<u>290,405</u>	<u>283,115</u>	<u>(7,290)</u>	
o	125,872	80,460	(45,412)	Line items significantly adjusted, based on the state of the economy:
	FY 09	FY 10	Change	
	32,770	29,450	(3,320)	Office Equipment
	16,482	5,340	(11,142)	Building / Custodial Services
	16,400	15,200	(1,200)	General Office Supplies
	3,250	1,000	(2,250)	Meals - Special Purpose
	6,000	1,550	(4,450)	Other Food Supplies
	23,645	12,645	(11,000)	Other Supplies & Materials
	13,550	7,775	(5,775)	Transportation Costs
	4,400	2,650	(1,750)	Meals
	2,950	1,350	(1,600)	Lodging
	6,425	3,500	(2,925)	Training Seminars, Courses
	<u>125,872</u>	<u>80,460</u>	<u>(45,412)</u>	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	39,424	56,076	16,652	Fleet Management Rental - continuation of fleet lease costs and adjusted based on actual amounts charged
o		(386,741)	(386,741)	Reduction due to Council Amendments #217, 218, 219, 220, 221 and 222
o	732,845	654,576	(78,269)	Grants & Contributions - reductions based on the state of the economy:
	FY 09	FY 10	Change	
	5,000	2,500	(2,500)	Office of Director - Earning by Learning
	14,000	5,299	(8,701)	Office of Director - Child care through Open Doors
	2,000	1,500	(500)	Office of Director - New Visions for Women
	27,505	27,505	0	Office of Director - Mediation Coordinator salary contribution
	6,000	6,000	0	Office of Drug Control - Evaluator salary contribution
	166,000	132,800	(33,200)	Office of Drug Control - Homecoming / Mann House support
	35,000	26,800	(8,200)	Office of Drug Control - miscellaneous drug grants
	20,000	16,000	(4,000)	Office of Drug Control - Service Reform Initiative
	12,000	0	(12,000)	Office of Drug Control - salary contribution for Accounting position moved to Temporary Salaries
	0	1,500	1,500	Community Development - establish a "trust" account for Women's Commission
	110,000	110,000	0	Community Development - Special Resource Officer for Alternative Education School
	100,000	100,000	0	Community Development - Harris Field grant
	150,000	150,000	0	Community Development - YMCA Aquatics Center
	32,000	32,000	0	Community Development - Salary / benefit support for Rideshare Coordinator not covered by grant
	53,340	42,672	(10,668)	Emergency Assistance - Department of Social Services
	<u>732,845</u>	<u>654,576</u>	<u>(78,269)</u>	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	1,975,689	1,973,414	(2,275)	County Match / Transfers Out:
	FY 09	FY 10	Change	
	80,000	80,000	0	Office of Drug Control - CSAFE - for teacher's salaries and bus transportation costs, deputy overtime
	20,000	20,000	0	Office of Drug Control - DUI Court Grant
	50,000	45,000	(5,000)	Office of Drug Control - for miscellaneous grant matches
	194,135	194,135	0	Community Development - HOME grant
	17,600	17,600	0	Community Development - Emergency Shelter Grant
	19,349	19,349	0	Community Development - American Dream Down Payment Program
	25,570	25,570	0	Community Development - RSVP match
	238,055	238,055	0	Office on Aging - IIB Human Services - Havre de Grace Activity Center opening, growing population
	10,293	10,911	618	Office on Aging - Medicaid Waiver
	10,081	10,081	0	Office on Aging - IIC1
	22,287	24,001	1,714	Office on Aging - IIE Caretakers
	14,543	14,543	0	Office on Aging - Sr Health Ins Advocacy
	5,451	5,451	0	Office on Aging - CAMM
	17,014	17,407	393	Office on Aging - IIIA Area Agency Admin
	12,000	12,000	0	Office on Aging - Senior Classes
	285,844	350,490	64,646	Harford Transit - SSTAP
	612,711	621,247	8,536	Harford Transit - Section 5307
	161,000	161,000	0	Harford Transit - MTA Capital Grants
	4,368	1,720	(2,648)	Harford Transit - Americans with Disabilities
	26,777	41,590	14,813	Harford Transit - Job / Access / Reserve Commute
	117,507	63,264	(54,243)	Harford Transit - New Freedom
	31,104	0	(31,104)	Harford Transit - Transportation Coord. Initiative
	<u>1,975,689</u>	<u>1,973,414</u>	<u>(2,275)</u>	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	1,079,500	863,000	(216,500)	Miscellaneous Grant In Aid:
	FY 09	FY 10	Change	
	16,000	12,800	(3,200)	Catholic Charities
	42,500	34,000	(8,500)	Habitat for Humanity
	9,000	0	(9,000)	Meals on Wheels
	22,000	17,600	(4,400)	Kelleher-Family & Children Services
	12,000	9,600	(2,400)	Salvation Army
	106,000	84,800	(21,200)	SARC
	78,000	62,400	(15,600)	Arc of Harford County
	52,000	41,600	(10,400)	Mason Dixon Community Services
	35,000	35,000	0	Marriage Licenses / Spouse Abuse - per Treasury
	43,000	34,400	(8,600)	Legal Aid
	40,000	32,000	(8,000)	Harford Community Action Agency
	48,000	38,400	(9,600)	CSAT - Family & Children's Services
	66,000	52,800	(13,200)	Assoc Catholic Charities - Anna's House
	33,000	26,400	(6,600)	Inter-County Outreach
	24,000	19,200	(4,800)	Holy Family Tree
	18,000	14,400	(3,600)	Emergency Services - In-Home Aid
	10,000	0	(10,000)	Red Cross
	170,000	136,000	(34,000)	Harford Boys & Girls Club
	25,000	20,000	(5,000)	Emergency Services - Emergency Housing & Utilities
	18,000	14,400	(3,600)	Wilson Ministry Center
	13,000	10,400	(2,600)	Big Brothers / Sisters
	11,000	8,800	(2,200)	St. Joan of Arc
	2,000	1,000	(1,000)	Chesapeake Therapeutic Riding
	19,000	15,200	(3,800)	Open Doors
	70,000	56,000	(14,000)	Faith Communities & Civic Agencies
	6,000	3,000	(3,000)	Urban Impact
	39,000	31,200	(7,800)	Emergency Preparedness
	7,000	5,600	(1,400)	Alliance
	8,000	6,400	(1,600)	Homecoming for Women
	4,000	3,200	(800)	St Vincent De Paul
	20,000	16,000	(4,000)	Core Svc Agency - Mobile Crisis
	10,000	8,000	(2,000)	Addiction Connection Resource, Inc.
	3,000	0	(3,000)	Citizenship ID Subsidy Program
	0	12,400	12,400	Homeless Services
	<u>1,079,500</u>	<u>863,000</u>	<u>(216,500)</u>	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	3.00	133,472	4.00	171,110	3.00	118,029
Administrative Assistant II	1.00	44,133	1.00	48,190	1.00	48,110
Administrative Budget Technician I	0.00	0	0.00	0	1.00	44,404
Administrative Budget Technician II	1.00	60,437	1.00	66,654	1.00	66,544
Administrative Secretary III	1.00	47,154	1.00	53,026	1.00	52,939
Administrative Specialist I	1.00	65,815	1.00	72,571	1.00	72,451
Administrative Specialist II	2.00	106,434	2.00	116,204	2.00	116,013
Administrator, Harford Transit	1.00	62,836	1.00	68,605	1.00	68,492
Administrator, Office on Aging	1.00	64,722	1.00	70,672	1.00	70,556
Assistant Manager, Harford Transit	1.00	56,774	1.00	60,180	0.00	0
Assistant Senior Center Manager	1.00	34,836	0.00	0	0.00	0
Bus Driver	1.00	46,276	1.00	50,528	0.00	0
Clerk Dispatcher	0.00	0	0.00	0	1.00	34,734
Client Advocacy Services Asst. Manager	1.00	57,331	0.00	0	1.00	52,811
Client Advocacy Services Manager	1.00	72,477	2.00	145,020	2.00	144,556
Client Advocacy Services Specialist	1.00	37,214	1.00	47,535	0.00	0
Communications Specialist I	2.00	67,613	2.00	71,695	1.00	36,842
Communications Specialist II	0.00	0	1.00	43,897	1.00	43,825
Community Resources Coordinator	1.00	53,517	2.00	117,945	1.00	41,450
Coordinator for Disabilities	1.00	56,773	1.00	61,997	1.00	61,895
Deputy Director of Community Services	1.00	89,552	1.00	97,764	1.00	97,603
Director of Community Services	1.00	117,682	1.00	121,217	1.00	121,217
Grants Administrator	1.00	53,088	1.00	57,955	1.00	57,859
Harford Transit Safety/Training Supervisor	1.00	41,005	1.00	47,518	1.00	47,400
Housing Services Counselor	1.00	56,774	1.00	61,997	1.00	61,895
Juvenile Drug Court Coordinator	1.00	54,010	1.00	58,977	1.00	58,880
Long Term Care Coordinator	1.00	46,169	1.00	51,937	1.00	51,851
Manager, Harford Transit	1.00	50,818	1.00	57,137	1.00	57,043
Manager, Senior Center Division	1.00	54,674	1.00	57,731	1.00	57,700
Manager, Substance Abuse & Drug Ctrl	1.00	78,262	1.00	85,455	1.00	85,314
Planner I	1.00	65,815	0.00	0	1.00	60,000

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Secretary I	2.00	73,270	0.00	0	0.00	0
Secretary II	0.00	0	1.00	52,392	1.00	52,312
Senior Center Manager	1.00	46,169	0.00	0	0.00	0
Senior Center Specialist	2.00	91,866	3.00	154,389	1.00	48,110
TOTAL FULL-TIME SALARIES	37.00	1,986,968	37.00	2,170,298	33.00	1,930,835
TEMPORARY SALARIES		541,871		614,322		641,469
SALARY TOTAL	37.00	2,528,839	37.00	2,784,620	33.00	2,572,304
OTHER PERSONAL SERVICES						
Pension & Retirement		192,686		237,458		225,069
Workers' Compensation		46,462		53,365		32,739
Health Benefits		450,935		419,944		391,096
OPEB		69,543		0		0
Overtime		36,650		36,650		38,500
FICA		199,524		213,932		197,557
Miscellaneous		6,440		6,440		5,880
TOTAL OTHER PERSONAL SERVICES		1,002,240		967,789		890,841
FURLOUGH SAVINGS		0		0		(53,251)
TOTAL PERSONAL SERVICES	37.00	3,531,079 *	37.00	3,752,409	33.00	3,409,894

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Director of Community Services****INDEX: 091000****ORIGIN/PURPOSE:**

The Department of Community Services was established pursuant to Chapter 16, Article IV, Section 22 of the Harford County Code.

The Department coordinates programs which meet an array of needs in Harford County. The agencies and programs that provide services are: Community Development; Grant-in-Aid; Block Grant / Home Programs; Disabilities Coordination; the Office on Aging; the Office of Drug Control Policy; Commission for Women; Volunteer Connection; Harford Transit; Human Relations; Kid's C.A.N. Mentoring Program; Mediation Commission, Transitional Services and the Rideshare Program.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	555,038	593,587	592,537	518,293	518,293
20	CONTRACTUAL SERVICES	50,940	24,078	51,283	44,233	44,233
30	SUPPLIES & MATERIALS	9,134	14,292	15,780	6,700	6,700
40	BUSINESS & TRAVEL	3,534	3,398	4,010	1,990	1,990
50	CAPITAL OUTLAY	0	2,483	0	0	0
70	MISCELLANEOUS	16,000	55,370	48,505	36,804	6,403
GRAND TOTAL		634,646	693,208	712,115	608,020	577,619
<u>FUNDING SOURCE:</u>						
11	GENERAL	634,646	693,208	712,115	608,020	577,619

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Director of Community Services****INDEX: 091000****FINANCIAL NOTES:**

The (\$134,496) net decrease in funding for Community Services - Director of Community Services is the result of:

	FY 09	FY 10	CHANGE	
o	441,377	440,944	(433)	Full Time Salaries (433) Salary Adjustment - rounding adjustment per actual pay scale calculation
o		(73,741)	(73,741)	Position abolished in FY 10 due to the state of the economy # of Positions (1.0) Salary (52,915) Fringe (20,826) Total (73,741) Administrative Assistant I
o		(8,174)	(8,174)	Furlough Savings
o	48,707	67,040	18,333	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	14,824	6,790	(8,034)	Temporary Salaries - funding for one clerk typist reduced based on actuals (\$1,234) and summer hire not funded based on state of the economy (\$6,800)
o	41,855	42,833	978	Pension / Retirement rate adjustments
o	10,981	8,264	(2,717)	Workers' Compensation rate adjustments
o	33,813	33,357	(456)	FICA adjustments
o	33,133	28,133	(5,000)	Other Professional Services:
		FY 09	FY 10	Change
		5,500	1,500	(4,000)
		10,000	11,000	1,000
		14,933	14,933	0
		2,700	700	(2,000)
		<u>33,133</u>	<u>28,133</u>	<u>(5,000)</u>
o	500	0	(500)	Printing In-House - Print Shop eliminated in FY 10 - funding moved to Printing - Commercial

INDEX: 091000

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: DIRECTOR OF COMMUNITY SERVICES

Index No. 091000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	47,990	1.00	52,915	0.00	0 A
Administrative Secretary III	1.00	47,154	1.00	53,026	1.00	52,939
Administrative Specialist II	1.00	58,680	1.00	64,063	1.00	63,958
Deputy Director of Community Services	1.00	89,552	1.00	97,764	1.00	97,603
Director of Community Services	1.00	117,682	1.00	121,217	1.00	121,217
Secretary I	1.00	45,804	0.00	0	0.00	0
Secretary II	0.00	0	1.00	52,392	1.00	52,312
TOTAL FULL-TIME SALARIES	6.00	406,862	6.00	441,377	5.00	388,029
TEMPORARY SALARIES		14,363		14,824		6,790 B
SALARY TOTAL	6.00	421,225	6.00	456,201	5.00	394,819
OTHER PERSONAL SERVICES						
Pension & Retirement		33,692		41,855		37,981
Workers' Compensation		9,257		10,981		8,057
Health Benefits		41,352		48,707		55,461
OPEB		14,240		0		0
FICA		35,743		33,813		29,309
Miscellaneous		980		980		840
TOTAL OTHER PERSONAL SERVICES		135,264		136,336		131,648
FURLOUGH SAVINGS		0		0		(8,174)
TOTAL PERSONAL SERVICES	6.00	556,489 *	6.00	592,537	5.00	518,293

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I position abolished due to the state of the economy - #1396

B - Temporary salaries are reduced for summer/season hire due to the state of the economy

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****ORIGIN/PURPOSE:**

Established by a grant in 1980, the Office of Drug Control Policy is responsible for the assessment, development, implementation, and evaluation of the County-wide drug prevention program. The program's philosophy embraces the concept of collaboration of all communities components, from individuals and families to public and private organizations in order to address the issue of drug use and abuse. Programming is conducted through a variety of grants, and there are on-going efforts to obtain additional funding.

FY '09 - '10 GOAL:

1 TO REDUCE SUBSTANCE ABUSE IN HARFORD COUNTY

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	379,422	402,640	435,420	505,181	505,181
20	CONTRACTUAL SERVICES	45,404	150,262	216,810	162,300	162,300
30	SUPPLIES & MATERIALS	28,750	34,158	25,955	14,595	14,595
40	BUSINESS & TRAVEL	22,768	13,014	20,800	12,900	12,900
50	CAPITAL OUTLAY	2,354	813	0	0	0
70	MISCELLANEOUS	230,663	236,852	389,000	326,600	275,521
	GRAND TOTAL	709,361	837,739	1,087,985	1,021,576	970,497
	<u>FUNDING SOURCE:</u>					
11	GENERAL	709,361	837,739	1,087,985	1,021,576	970,497

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****FINANCIAL NOTES:**

The (\$117,488) net decrease in funding for Community Services - Office of Drug Control Policy is the result of:

	FY 09	FY 10	CHANGE	
o	192,622	192,304	(318)	Full Time Salaries (318) Salary Adjustment - rounding adjustment per actual pay scale calculation
o	122,854	188,776	65,922	Temporary Salaries - for five (5) positions - Assistant Coordinator - Juvenile Drug Court; Community Resources Coordinator/Evaluator, Prevention Associate, Juvenile Drug Court Coordinator and a Budget Technician.
	FY 09	FY 10	Change	
	0	27,007	27,007	Budget Technician - \$12,000 moved from Grants & Contributions to support cost of salary
	37,811	37,752	(59)	Juvenile Drug Court / Assistant Coordinator
	42,807	0	(42,807)	Community Resource Coordinator
	0	48,714	48,714	Prevention Associate
	42,236	42,203	(33)	Community Coordinator / Evaluator
	0	33,100	33,100	Juvenile Drug Court Programmer - a total of \$54,000 moved from Other Professional Services to cover salary and benefits
	<u>122,854</u>	<u>188,776</u>	<u>65,922</u>	
o		(7,889)	(7,889)	Furlough Savings
o	59,298	65,994	6,696	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	28,597	32,600	4,003	Pension / Retirement rate adjustments
o	24,565	29,152	4,587	FICA adjustment
o	6,644	3,264	(3,380)	Worker's Compensation rate adjustments
o	2,000	0	(2,000)	Printing In-House - print shop has been eliminated in FY 10

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	500	2,000	1,500	Commercial Printing - funds transferred from Printing In-House
o	209,350	155,350	(54,000)	Other Professional Services:
		FY 09	FY 10	Change
		115,000	61,000	(54,000)
				Contract for two counselors licensed to treat individuals with dual diagnosis. One position paid as a temporary. \$54,000 transferred to Temporary Salaries
		60,000	60,000	0
				In-patient beds for substance abuse treatment
		32,000	32,000	0
				Juvenile Drug Court - for urinalysis and psychological examinations
		2,350	2,350	0
				Kids Can - background checks, etc.
		209,350	155,350	(54,000)
o	23,010	15,950	(7,060)	Line items significantly adjusted, based on actual expense history:
		FY 09	FY 10	Change
		4,360	4,000	(360)
				Office Equipment
		1,800	1,600	(200)
				Telephone Service
		750	300	(450)
				Computer Supplies
		3,500	2,750	(750)
				Mileage
		600	300	(300)
				Membership Fee
		12,000	7,000	(5,000)
				Transportation Costs
		23,010	15,950	(7,060)

INDEX: 094000

	FY 09	FY 10	CHANGE
o	21,795	9,445	(12,350) Line items significantly adjusted, based on the state of the economy

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DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE OF DRUG CONTROL POLICY

Index No. 094000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	44,133	1.00	48,190	1.00	48,110
Juvenile Drug Court Coordinator	1.00	54,010	1.00	58,977	1.00	58,880
Manager, Substance Abuse & Drug Control	1.00	78,262	1.00	85,455	1.00	85,314
TOTAL FULL-TIME SALARIES	3.00	176,405	3.00	192,622	3.00	192,304
TEMPORARY SALARIES		95,016		122,854		188,776 A
SALARY TOTAL	3.00	271,421	3.00	315,476	3.00	381,080
OTHER PERSONAL SERVICES						
Pension & Retirement		22,042		28,597		32,600
Workers' Compensation		5,608		6,644		3,264
Health Benefits		56,320		59,298		65,994
OPEB		6,174		0		0
FICA		20,764		24,565		29,152
Miscellaneous		840		840		980
TOTAL OTHER PERSONAL SERVICES		111,748		119,944		131,990
FURLOUGH SAVINGS		0		0		(7,889)
TOTAL PERSONAL SERVICES	3.00	383,169 *	3.00	435,420	3.00	505,181

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary salaries provide for an Assistant Coordinator - Juvenile Drug Court, Community Resources/Evaluator, Prevention Associate, Budget Technician and a Juvenile Drug Court Programmer

DEPARTMENT OF COMMUNITY SERVICES - OFFICE OF DRUG CONTROL

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To reduce substance abuse in Harford County.

Department Obj.

To encourage and expand prevention services involving County government, non-profits and citizens to reduce substance abuse within the County using federal, state, and local funding.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Substance Abuse Programs	105	102	102	100	100
Funds from Grants	\$874,416	\$1,011,727	\$1,011,727	\$500,000	\$550,000
Number of grants applied for	19	14	14	12	14
<u>Output:</u>					
Number of participants	14,369	11,605	11,605	15,000	12,500
Progress reports related to grants	40	56	56	40	45
Number of grants awarded	16	14	14	12	12
<u>Efficiency:</u>					
Number of grants renewed	16	14	14	12	12
<u>Service Quality:</u>					
Results of:					
Participant Surveys	Excellent	Excellent	Excellent	Excellent	Excellent
Progress Reports	40	56	56	40	42
<u>Outcome:</u>					
Reduction of 12th graders using marijuana & binge drinking	(2.7%)	(2.5%)	(2.5%)	(2.5%)	(1.5%)
Number of drug / alcohol overdoses	21	31	31		

Explanation and Analysis of Performance Measures

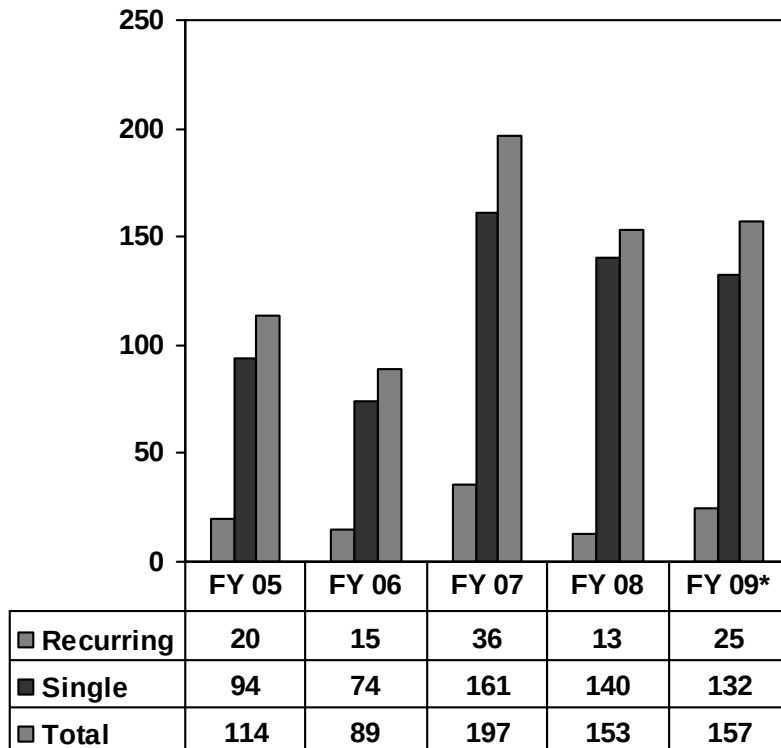
The Maryland Adolescent Survey reflects alcohol and drug use among Harford County youth. This will be compared to the State average. The number of participants in treatment and the number of deaths related to drugs and alcohol will be tracked and compared to previous years statistics.

Major Related Plans and Policies

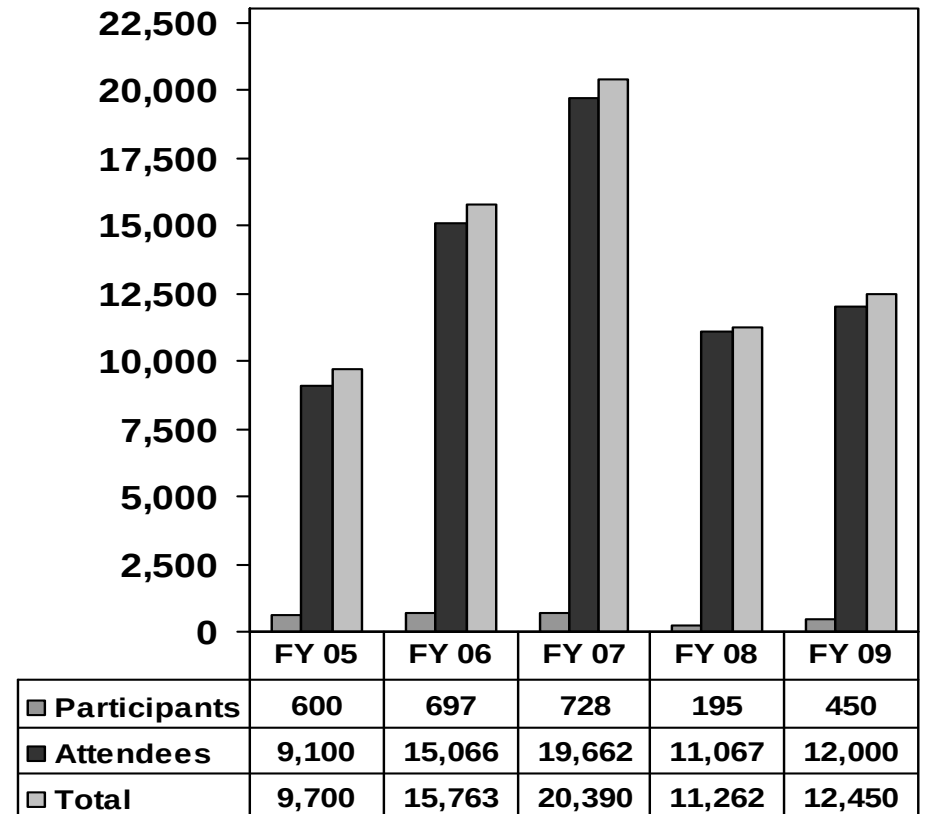
Use Federal Drug Free Grants, Drug Court Grants, and State Public Safety Grants to enhance public safety.

Community Services Office of Drug Control Policy

Programs



People Served



*Estimated as of April 1, 2009

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****ORIGIN/PURPOSE:**

Administrative Policy 300-01 provides for financial and programmatic development assistance to designated private, nonprofit human services agencies in Harford County. In FY 01, the name of this index changed from Local Grants to Community Development. Through Community Development, qualified organizations, new or established, are assisted in delivering public service needs which may not be provided within the County government structure.

This Division administers local, state, and federal grant funds given to organizations meeting citizen needs. Community Development designs programs for and writes / administers grants from outside sources resulting in additional services without additional taxpayer costs. It also provides technical assistance to any agency or organization requesting assistance.

FY '09 - '10 GOAL:

2 TO ENHANCE THE ABILITY OF PUBLIC AND PRIVATE SECTOR ORGANIZATIONS TO PROVIDE HUMAN SERVICES TO HARFORD COUNTY CITIZENS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	433,931	593,874	614,713	591,119	591,119
20	CONTRACTUAL SERVICES	5,102	18,399	28,160	95,650	95,650
30	SUPPLIES & MATERIALS	7,005	8,935	8,175	6,150	6,150
40	BUSINESS & TRAVEL	6,453	12,219	8,500	6,440	6,440
50	CAPITAL OUTLAY	3,074	0	0	0	0
70	MISCELLANEOUS	1,130,434	1,310,162	1,685,154	1,478,754	1,369,848
	GRAND TOTAL	1,585,999	1,943,589	2,344,702	2,178,113	2,069,207
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,585,999	1,943,589	2,344,702	2,178,113	2,069,207

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****FINANCIAL NOTES:**

The (\$275,495) net decrease in funding for Community Services - Community Development is the result of:

	FY 09	FY 10	CHANGE
o	290,038	273,259	(16,779) Full Time Salaries
			(284) Salary Adjustment - rounding adjustment per actual pay scale calculation
			(2,487) Salary Adjustments based on the recommendations of the Dept of Human Resources
			(14,008) Turnover (5.13%) Community Resource Coordinator vacancy filled as Planner I
			<u>(16,779)</u>
o		(9,586)	(9,586) Furlough Savings
o	189,706	189,813	107 Temporary Salaries - for Community Resources Coordinator, Human Relations Coordinator and Grants Specialist I
o	34,920	35,311	391 Pension / Retirement rate adjustments
o	5,943	4,015	(1,928) Workers' Compensation rate adjustments
o	56,426	61,762	5,336 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	36,700	35,425	(1,275) FICA adjustments
o	27,060	94,600	67,540 Other Professional Services - recommended reduction based on the state of the economy (\$6,360) and (\$1,100) transferred to #7101 Grants & Contributions to establish a trust fund account for Women's Commission expenses offset by funding for contractual services to assist with stimulus funding applications +\$75,000
o	400	0	(400) Printing In-House - print shop eliminated in FY 10

INDEX: 095000

FY 09	FY 10	CHANGE

o	11,525	7,840	(3,685) Line items significantly adjusted, based on actual expense history and state of the economy:

FY 09	FY 10	Change	
1,900	1,300	(600)	Printing Commercial
875	1,000	125	General Office Mailing
300	150	(150)	Other Food Supplies
4,000	3,000	(1,000)	Other Supplies & Materials
200	100	(100)	Parking & Tolls
750	375	(375)	Transportation Costs
1,200	600	(600)	Lodging
800	315	(485)	Membership Fees
1,500	1,000	(500)	Training Seminars
11,525	7,840	(3,685)	

o	392,000	393,500	1,500	Grants & Contributions

FY 09	FY 10	Change	
0	1,500	1,500	Women's Commission (moved from Other Professional Services and Printing - Commercial)
100,000	100,000	0	Harris Field Grant
150,000	150,000	0	YMCA Aquatics Center
32,000	32,000	0	Salary/benefit support for Rideshare Coordinator not covered by grant
110,000	110,000	0	Special Resource Officer for Alternative Education School
<u>392,000</u>	<u>393,500</u>	<u>1,500</u>	

INDEX: 095000

FY 09	FY 10	CHANGE

	FY 09	FY 10	Change	
	17,600	17,600	0	Match for Emergency Shelter Grant
	194,135	194,135	0	Home Grant
	25,570	25,570	0	RSVP match
	19,349	19,349	0	American Dream Down Payment Program
	<u>256,654</u>	<u>256,654</u>	0	

FY 09	FY 10	Change	
16,000	12,800	(3,200)	Catholic Charities
42,500	34,000	(8,500)	Habitat for Humanity
9,000	0	(9,000)	Meals on Wheels
22,000	17,600	(4,400)	Kelleher-Family & Children Services
12,000	9,600	(2,400)	Salvation Army
106,000	84,800	(21,200)	SARC
78,000	62,400	(15,600)	ARC of Harford County
52,000	41,600	(10,400)	Mason Dixon Community Services
35,000	35,000	0	Marriage Licenses / Spouse Abuse
43,000	34,400	(8,600)	Legal Aid
40,000	32,000	(8,000)	Harford Community Action Agency
48,000	38,400	(9,600)	CSAT - Family & Children's Services
66,000	52,800	(13,200)	Assoc Catholic Charities - Anna's House
33,000	26,400	(6,600)	Inter-County Outreach
24,000	19,200	(4,800)	Holy Family Tree
10,000	0	(10,000)	American Red Cross
170,000	136,000	(34,000)	Harford Boys & Girls Club
18,000	14,400	(3,600)	Wilson Ministry Center

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****FINANCIAL NOTES:****FY 09 FY 10 CHANGE**

Grant in Aid to various non-profit organizations (cont'd):

FY 09	FY 10	Change	
13,000	10,400	(2,600)	Big Brothers / Sisters
11,000	8,800	(2,200)	St. Joan of Arc
2,000	1,000	(1,000)	Chesapeake Therapeutic Riding
19,000	15,200	(3,800)	Open Doors
70,000	56,000	(14,000)	Faith Communities & Civic Agencies
6,000	3,000	(3,000)	Urban Impact
39,000	31,200	(7,800)	Emergency Preparedness
7,000	5,600	(1,400)	Alliance
8,000	6,400	(1,600)	Homecoming for Women
4,000	3,200	(800)	St. Vincent De Paul
20,000	16,000	(4,000)	Core Service Agency - Mobile Crisis
10,000	8,000	(2,000)	Addiction Connection Resource, Inc.
3,000	0	(3,000)	Citizenship ID Subsidy Program
0	12,400	12,400	Homeless Services
<u>1,036,500</u>	<u>828,600</u>	<u>(207,900)</u>	

o (108,906) (108,906) Other Contingencies - reduction due to Council Amendment #219

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: COMMUNITY DEVELOPMENT

Index No. 095000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	47,754	1.00	52,141	1.00	52,055
Community Resources Coordinator	1.00	53,517	2.00	117,945	1.00	41,450
Coordinator for Disabilities	1.00	56,773	1.00	61,997	1.00	61,895
Grants Administrator	1.00	53,088	1.00	57,955	1.00	57,859
Planner I	1.00	65,815	0.00	0	1.00	60,000 A
TOTAL FULL-TIME SALARIES	5.00	276,947	5.00	290,038	5.00	273,259
TEMPORARY SALARIES		170,081		189,706		189,813 B
SALARY TOTAL	5.00	447,028	5.00	479,744	5.00	463,072
OTHER PERSONAL SERVICES						
Pension & Retirement		29,391		34,920		35,311
Workers' Compensation		5,484		5,943		4,015
Health Benefits		58,230		56,426		61,762
OPEB		9,693		0		0
FICA		34,197		36,700		35,425
Miscellaneous		1,120		980		1,120
TOTAL OTHER PERSONAL SERVICES		138,115		134,969		137,633
FURLOUGH SAVINGS		0		0		(9,586)
TOTAL PERSONAL SERVICES	5.00	585,143 *	5.00	614,713	5.00	591,119

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Community Resources Coordinator position filled as a Planner I - #2806

B - Temporary funds provide for a Community Development Coordinator, Human Relations Manager and a Grants Specialist I

COMMUNITY SERVICES - COMMUNITY DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To enhance the ability of public and private sector organizations to provide human services to Harford County citizens.

Department Obj.

To wisely allocate tax dollars to coordinate public and private resources to enhance the quality of life in Harford County.

County Goal(s) Supported

III. Efficient County Government

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Community Service Programs	20	38	38	38	38
Funds from Grants	\$8,565,697	\$8,342,376	\$9,485,847	\$8,300,000	\$8,300,000
<u>Output:</u>					
Activities sponsored / co-sponsored	51	93	93	93	93
Organizations and projects served	25	249	250	250	250
Number of programs funded	73	110	110	110	110
Progress reports submitted to federal and state agencies	60	60	60	60	60
<u>Efficiency:</u>					
Outside funds leveraged	\$7,575,611	\$6,382,437	\$6,300,000	\$5,300,000	\$5,300,000
Leveraged partnerships	73	110	110	110	110
<u>Service Quality:</u>					
Results of participant surveys	Excellent	Excellent	Excellent	Excellent	Excellent
<u>Outcome:</u>					
Number of people attended / affected by Community Services programs	1,263	1,373	1,373	1,373	1,373
Participants of County funded human service programs	68,512	83,250	83,250	83,250	83,250

Explanation and Analysis of Performance Measures

People affected by Community Service programs include County employees and citizens who attend training and seminars sponsored by the Community Services department as well as those who access department services throughout the year. Increases in 2007 reflect addition of the Harford County Mediation Program and the Harford County Rideshare Program, as well as changes to the Volunteer Connection Program.

Major Related Plans and Policies

Harford County Consolidated Plan, U.S. Census Data, Continuum of Care Plan

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Emergency Assistance****INDEX: 096300****ORIGIN/PURPOSE:**

By authority of the annual Budget and Appropriation Ordinance, funds to the Maryland Department of Social Services / Harford County provide assistance to citizens as follows:

- o Assistance to persons in emergency situations for whom there are no or insufficient state or federal funds to help. Illustratively, aid is provided in forestalling evictions / foreclosures, temporary shelter, utility payments, medical (optical and dental needs, prescription drugs) and other miscellaneous emergency needs. Funds are also used for the PREP Program (Prisoners Released from Harford County Detention Center).
- o State Foster Care Board monthly supplements are forwarded to approved foster parents for each child in their care that month. Supplements increase the agency's ability to recruit foster parents for Harford County children who must be placed out of the homes of their parents or relatives. Based on the child's age (birth through 11 years of age and 12 years and older), supplements are used for items for which foster families would have to pay "out of pocket" such as class trips, caps and gowns, and other incidentals. Funds may also be used for foster parent applicants who cannot afford the cost of required medical examinations.
- o In-home aide care to severely disabled adults, thereby preventing family break-up, institutionalization, and / or hospitalization.
- o Matching funds to those funds provided by outside sources, funds are used to meet the emergency needs of Harford County citizens.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	86,996	91,308	100,084	99,629	99,629
30	SUPPLIES & MATERIALS	186	0	0	0	0
70	MISCELLANEOUS	115,361	113,800	96,340	77,072	68,237
	GRAND TOTAL	202,543	205,108	196,424	176,701	167,866
<u>FUNDING SOURCE:</u>						
11	GENERAL	202,543	205,108	196,424	176,701	167,866

INDEX: 096300

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: EMERGENCY ASSISTANCE

Index No. 096300

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Housing Services Counselor	1.00	56,774	1.00	61,997	1.00	61,895
TOTAL FULL TIME SALARIES	1.00	56,774	1.00	61,997	1.00	61,895
TEMPORARY SALARIES		16,660		16,660		16,660
SALARY TOTAL	1.00	73,434	1.00	78,657	1.00	78,555
OTHER PERSONAL SERVICES						
Pension & Retirement		4,616		5,685		5,954
Workers' Compensation		204		242		186
Health Benefits		10,953		10,617		11,685
OPEB		1,987		0		0
FICA		4,343		4,743		4,735
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		22,243		21,427		22,700
FURLOUGH SAVINGS		0		0		(1,626)
TOTAL PERSONAL SERVICES	1.00	95,677 *	1.00	100,084	1.00	99,629

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****ORIGIN/PURPOSE:**

The Office on Aging was created by Harford County Code, Article XXIX, Chapter 9, Section 178, Bill No. 81-13. In addition, it is designated by the Maryland Department of Aging as the Area Agency on Aging for Harford County, the entity which administers Federal and State programs serving older adults. The purpose of the Office on Aging is to develop and provide a wide variety of services for older adults, their families and caregivers, designed to promote maximum independence and dignity, and to prevent unnecessary institutionalization.

FY '09 - '10 GOAL:

- 3 TO PROVIDE INFORMATION AND ASSISTANCE TO THE ELDERLY IN ORDER TO ENABLE THEM TO REMAIN INDEPENDENT WITH AN ENHANCED QUALITY OF LIFE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	603,103	772,153	1,147,484	944,554	944,554
20	CONTRACTUAL SERVICES	69,790	63,414	77,815	64,345	64,345
30	SUPPLIES & MATERIALS	30,992	28,321	36,975	16,850	16,850
40	BUSINESS & TRAVEL	4,279	5,046	5,755	5,175	5,175
50	CAPITAL OUTLAY	48,332	17,672	0	0	0
70	MISCELLANEOUS	224,853	315,588	329,724	332,449	264,280
	GRAND TOTAL	981,349	1,202,194	1,597,753	1,363,373	1,295,204
<u>FUNDING SOURCE:</u>						
11	GENERAL	981,349	1,202,194	1,597,753	1,363,373	1,295,204

INDEX: 097100

The (\$302,549) net decrease in funding for Community Services - Office on Aging is the result of:

502

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	500	0	(500) Printing - In-House - Print Shop eliminated in FY 10
o	6,000	0	(6,000) Grounds Maintenance - mowing and snow removal services will be paid by Facilities & Operations in FY 10
o	14,300	7,050	(7,250) Other Professional Services - funding provides for bus vouchers for indigent seniors, Ombudsman / Aim program licensing and maintenance contract, and bus transportation for Senior Picnic. Decrease based on actual expense history.
o	58,065	54,395	(3,670) Line items significantly adjusted, based on actual expense history:

FY 09	FY 10	Change	
10,710	9,750	(960)	Office Equipment
5,075	4,000	(1,075)	Electricity
27,750	33,005	5,255	Telephone Service
4,880	2,040	(2,840)	Building/Custodial - grants are offsetting cost
400	0	(400)	Duplicating Machine
4,000	3,000	(1,000)	General Office Mailing
3,250	1,000	(2,250)	Meals - Special Purpose
1,000	1,200	200	Paper Supplies
200	0	(200)	Computer Supplies
800	400	(400)	Training Seminars
58,065	54,395	(3,670)	

INDEX: 097100

FY 09	FY 10	CHANGE

o	26,700	10,300	(16,400) Line items significantly adjusted, based on state of the economy:

FY 09	FY 10	Change	
5,900	4,700	(1,200)	General Office Supplies
500	0	(500)	Personnel / Recruitment
19,000	5,000	(14,000)	Printing - Commercial
1,200	600	(600)	Other Food Supplies
100	0	(100)	Meals
<u>26,700</u>	<u>10,300</u>	<u>(16,400)</u>	

o	329,724	332,449	2,725	County Match / Transfers Out	Local match required for Federal and State grants

FY 09	FY 10	Change	
238,055	238,055	0	IIIB Human Services
10,293	10,911	618	Medicaid Waiver
14,543	14,543	0	Sr Health Ins Advocacy
5,451	5,451	0	CAMM
17,014	17,407	393	IIIA Area Agency Admin
10,081	10,081	0	IIIC1
22,287	24,001	1,714	IIIE Caretakers
12,000	12,000	0	Senior Classes
<u>329,724</u>	<u>332,449</u>	<u>2,725</u>	

o	(68,169)	(68,169) Other Contingencies - reduction due to Council Amendment #221

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE ON AGING

Index No. 097100

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	2.00	68,779	2.00	68,695
Administrative Budget Technician II	1.00	60,437	1.00	66,654	1.00	66,544
Administrative Specialist I	1.00	65,815	1.00	72,571	1.00	72,451
Administrator, Office on Aging	1.00	64,722	1.00	70,672	1.00	70,556
Assistant Senior Center Manager	1.00	34,836	0.00	0	0.00	0
Client Advocacy Services Assistant Manager	1.00	57,331	0.00	0	1.00	52,811 A
Client Advocacy Services Manager	1.00	72,477	2.00	145,020	2.00	144,556
Client Advocacy Services Specialist	1.00	37,214	1.00	47,535	0.00	0
Long Term Care Coordinator	1.00	46,169	1.00	51,937	1.00	51,851
Manager, Senior Center Division	1.00	54,674	1.00	57,731	1.00	57,700
Secretary I	1.00	27,466	0.00	0	0.00	0
Senior Center Manager	1.00	46,169	0.00	0	0.00	0
Senior Center Specialist	2.00	91,866	3.00	154,389	1.00	48,110 B
FULL-TIME SALARIES	13.00	659,176	13.00	735,288	11.00	633,274
TEMPORARY SALARIES		87,477		97,433		66,585 C
SALARY TOTAL	13.00	746,653	13.00	832,721	11.00	699,859

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE ON AGING

Index No. 097100

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		61,787		76,098		67,327
Workers' Compensation		13,334		14,546		9,225
Health Benefits		187,686		157,099		126,874
Overtime		1,000		1,000		500
OPEB		23,071		0		0
FICA		58,216		63,780		53,577
Miscellaneous		2,100		2,240		1,680
TOTAL OTHER PERSONAL SERVICES		347,194		314,763		259,183
FURLOUGH SAVINGS		0		0		(14,488)
TOTAL PERSONAL SERVICES	13.00	1,093,847 *	13.00	1,147,484	11.00	944,554

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Client Advocacy Services Specialist position filled as a Client Advocacy Services Assistant Manager - #2702

B - Two (2) Senior Center Specialist positions abolished due to the state of the economy - #3078 and #3275

C - Temporary salaries reduced as a result of the state of the economy - provides for one Senior Center Custodian and three part-time Senior Center Instructors

COMMUNITY SERVICES - OFFICE ON AGING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide information and assistance to the elderly in order to enable them to remain independent with an enhanced quality of life.

Department Obj.

To inform the elderly and the general public about the services and opportunities available to older adults. To respond to the needs of the elderly and their families by assessing their needs and providing programs, direct services, and referrals to agencies equipped to serve them

County Goal(s) Supported

II. Education

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Service categories provided per the Older Americans Act	14	14	14	14	14
Funds from grants utilized	\$1,206,898	\$1,346,292	\$1,395,486	\$1,401,726	\$1,401,726
Senior centers operated	4	5	5	5	5
<u>Output:</u>					
Total meals financed by Office on Aging Funds	63,343	54,711	54,435	61,241	55,907
Number of responses to requests for senior services	8,851	8,898	9,011	9,152	8,760
<u>Efficiency:</u>					
Average response time (in working days) to requests for information	1.2	1.2	1.4	1.4	2.3
Percent of congregate meals ordered served to participants	91.08%	91.74%	93.64%	94%	94%
<u>Service Quality:</u>					
Progress reports submitted to federal and state agencies	4	4	4	4	4
Results of participant surveys	Good	Good	Good	Good	Good
<u>Outcome:</u>					
Percent of frail elderly served by Office on Aging programs avoiding nursing home placement	89.63%	91.23%	91.76%	92%	92%

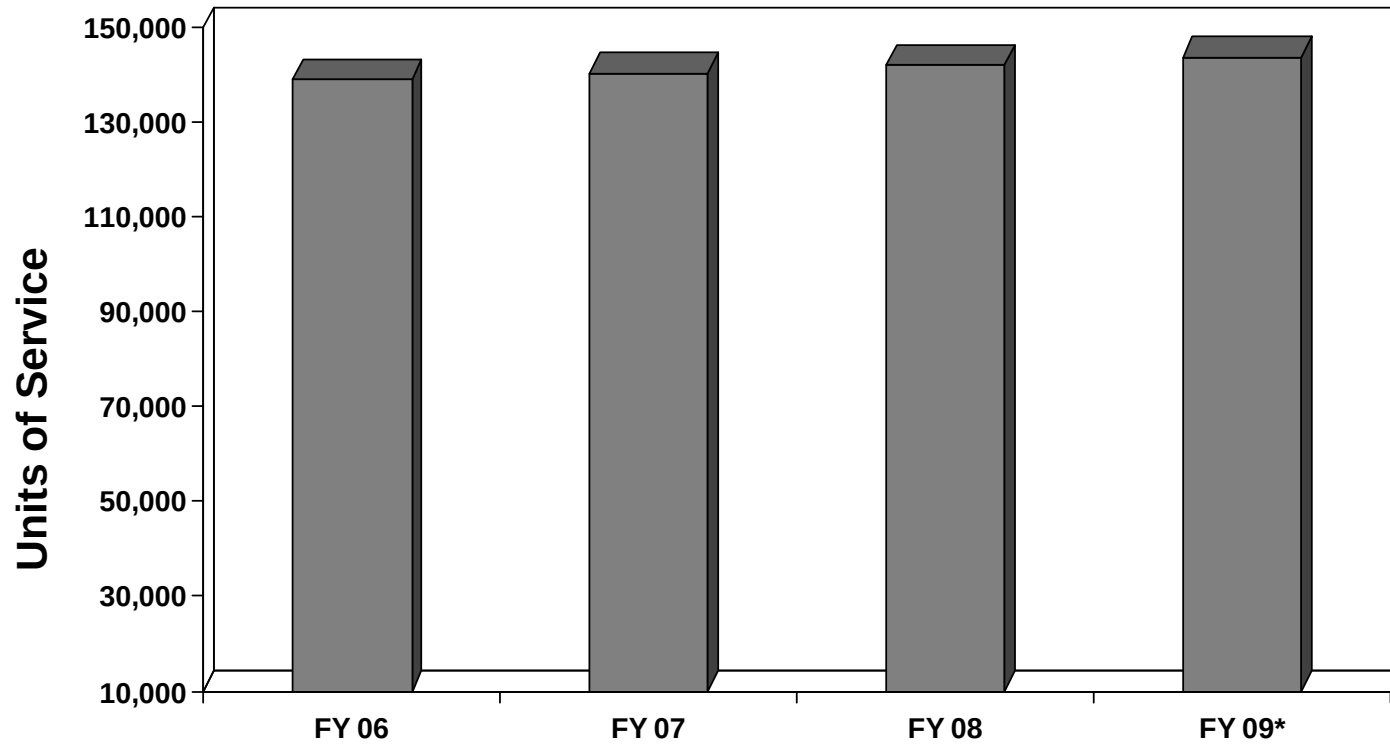
Explanation and Analysis of Performance Measures

The number of elderly is expected to double from 21,691 in 1990 to 43,751 by 2010. It is important for funding to increase incrementally to meet the needs of seniors, their families and their caregivers. Trained staff members assess the needs of clients seeking help and determine what assistance and referrals will best meet the needs of our senior citizens.

Major Related Plans and Policies

Area Aging Plan, Harford County Consolidated Plan, U.S. Census Data

**Community Services
Office on Aging
Units of Service to Harford County Seniors**



DEPARTMENT: COMMUNITY SERVICES**DIVISION: Harford Transit****INDEX: 097200****ORIGIN/PURPOSE:**

Harford Transit provides public and specialized transportation services in Harford County. Services include ten public bus routes operating Monday through Friday, as well as door-to-door service for the elderly and disabled persons.

FY '09 - '10 GOAL:

- 4 TO PROVIDE DEPENDABLE AND EFFECTIVE TRANSPORTATION TO THE COUNTY'S TRANSIT-DEPENDENT POPULATION BY CONNECTING POPULATION CENTERS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	640,250	752,111	862,171	751,118	751,118
20	CONTRACTUAL SERVICES	90,697	92,425	94,177	83,335	83,335
30	SUPPLIES & MATERIALS	5,178	23,296	12,600	14,500	14,500
40	BUSINESS & TRAVEL	212,901	213,575	247,795	242,675	242,675
50	CAPITAL OUTLAY	138,600	281,569	0	0	0
70	MISCELLANEOUS	517,414	680,957	1,239,311	1,239,311	1,119,960
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	39,424	56,076	56,076
	GRAND TOTAL	1,605,040	2,043,933	2,495,478	2,387,015	2,267,664
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,605,040	2,043,933	2,495,478	2,387,015	2,267,664

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Harford Transit****INDEX: 097200****FINANCIAL NOTES:**

The (\$227,814) net decrease in funding for Community Services - Harford Transit is the result of:

	FY 09	FY 10	CHANGE	
o	448,976	432,602	(16,374)	Full Time Salaries
			(598)	Salary Adjustment - rounding adjustment per actual pay scale calculation
			(15,776)	Staff Turnover
			(3.65%)	Asst. Mgr HT filled as Admin Budget Technician
			<u>(16,374)</u>	
o		(11,488)	(11,488)	Furlough Savings
o		(74,677)	(74,677)	Position abolished in FY 10 due to state of the economy:
			# of Positions	Salary
			(1.0)	(50,528)
			Fringe	Total
			(24,149)	(74,677)
				Bus Driver
o	87,797	80,900	(6,897)	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	50,303	50,529	226	Pension / Retirement rate adjustments
o	15,009	11,923	(3,086)	Workers' Compensation rate adjustments
o	35,650	38,000	2,350	Overtime - based on actual expense history
o	50,331	49,224	(1,107)	FICA rate adjustments
o	11,000	14,665	3,665	Other Professional Services - funding provides for Route Match software service contract, uniform repairs / emblems and miscellaneous expenses. Increase is for the Route Match software.
o	9,500	11,820	2,320	Operating Equipment - increases for the bus wash contract
o	150	500	350	Medical Supplies - required supplies on buses to meet OSHA standards
o		(119,351)	(119,351)	Other Contingencies - reduction due to Council Amendment #222

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Harford Transit****INDEX: 097200****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	204,095	196,250	(7,845)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	11,000	9,000	(2,000)	Heating Fuel (Gas)
	700	600	(100)	Water & Sewer
	11,000	10,200	(800)	Telephone Service
	5,100	3,700	(1,400)	Co Facility Repair & Renovations
	200	1,600	1,400	Printing - Commercial
	60,000	50,000	(10,000)	County Owned Vehicles
	113,700	120,000	6,300	Fuel Charges
	800	400	(400)	Transportation Costs
	470	200	(270)	Professional Books
	1,125	550	(575)	Training Seminars
	<u>204,095</u>	<u>196,250</u>	<u>(7,845)</u>	
o	18,377	5,700	(12,677)	Line items significantly adjusted, based on state of the economy:
	FY 09	FY 10	Change	
	6,775	2,400	(4,375)	Grounds Maintenance - reduce mowing
	11,602	3,300	(8,302)	Building/Custodial - reduce services
	<u>18,377</u>	<u>5,700</u>	<u>(12,677)</u>	
o	1,239,311	1,239,311	0	County Match / Transfers Out:
	FY 09	FY 10	Change	
	285,844	350,490	64,646	SSTAP
	612,711	621,247	8,536	Section 5307
	161,000	161,000	0	MTA Capital Grants
	4,368	1,720	(2,648)	Americans with Disabilities
	26,777	41,590	14,813	Job / Access / Reverse Commute
	117,507	63,264	(54,243)	New Freedom
	31,104	0	(31,104)	Trans. Coord. Initiative
	<u>1,239,311</u>	<u>1,239,311</u>	<u>0</u>	
o	39,424	56,076	16,652	Fleet Management Rental - continuation of fleet lease costs and adjusted based on actual amounts charged

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: HARFORD TRANSIT

Index No. 097200

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	85,482	1.00	49,416	1.00	49,334
Administrative Budget Technician I	0.00	0	0.00	0	1.00	44,404 A
Administrator, Harford Transit	1.00	62,836	1.00	68,605	1.00	68,492
Assistant Manager, Harford Transit	1.00	56,774	1.00	60,180	0.00	0
Bus Driver	1.00	46,276	1.00	50,528	0.00	0 B
Clerk Dispatcher	0.00	0	0.00	0	1.00	34,734 C
Communications Specialist I	2.00	67,613	2.00	71,695	1.00	36,842
Communications Specialist II	0.00	0	1.00	43,897	1.00	43,825
Harford Transit Safety/Training Supervisor	1.00	41,005	1.00	47,518	1.00	47,400
Manager, Harford Transit	1.00	50,818	1.00	57,137	1.00	57,043
TOTAL FULL-TIME SALARIES	9.00	410,804	9.00	448,976	8.00	382,074
TEMPORARY SALARIES		158,274		172,845		172,845
SALARY TOTAL	9.00	569,078	9.00	621,821	8.00	554,919

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: HARFORD TRANSIT

Index No. 097200

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		41,158		50,303		45,896
Workers' Compensation		12,575		15,009		7,992
Health Benefits		96,394		87,797		69,320
Overtime		35,650		35,650		38,000
OPEB		14,378		0		0
FICA		46,261		50,331		45,359
Miscellaneous		1,260		1,260		1,120
TOTAL OTHER PERSONAL SERVICES		247,676		240,350		207,687
FURLOUGH SAVINGS		0		0		(11,488)
TOTAL PERSONAL SERVICES	9.00	816,754 *	9.00	862,171	8.00	751,118

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Assistant Manager, Harford Transit position filled as an Administrative Budget Technician I - #0220
B - One (1) Bus Driver abolished - #1529
C - One (1) Communications Specialist I reclassified as a Clerk-Dispatcher - #3076

COMMUNITY SERVICES - HARFORD TRANSIT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide dependable and effective transportation to the County's transit-dependent population by connecting population centers.

Department Obj.

To continue to operate a fixed bus system serving population centers in Havre de Grace, Aberdeen, Bel Air, Edgewood, Joppa, and points in between. Provide demand response service to the elderly and to citizens with disabilities.

County Goal(s) Supported

III. Efficient County Government

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Number of fixed routes	10	10	10	9	9
Number of buses	30	31	32	32	32
<u>Output:</u>					
Number of fixed route trips	16,250	18,144	17,632	17,528	15,296
Number of demand response trips	3,232	3,328	3,368	3,370	3,370
<u>Efficiency:</u>					
Percent of Maryland Transit Administration fare box recovery requirement met	100%	100%	100%	100%	100%
<u>Service Quality:</u>					
Percent of riders elderly or disabled	29%	30%	32%	29%	29%
<u>Outcome:</u>					
Total number of passengers transported	253,703	297,546	305,913	304,794	286,154
Number of elderly and disabled passengers transported	74,322	89,263	97,094	87,363	81,843

Explanation and Analysis of Performance Measures

Bus transportation within the County enables those without access to automobile transportation to reach places of employment, education, medical treatment and commerce. Increasing ridership on fixed routes requires dependable service at convenient times and locations. The Maryland Transit Administration sets guidelines as to what percentage of the agency budget should be recovered via fare revenues; meeting these guidelines is a goal for Harford Transit.

Major Related Plans and Policies

Harford County Transportation Plan, Area Aging Plan

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>DIRECTOR OF COMMUNITY SERVICES</u> MACRO - Maryland Association of Conflict Resolution Organizations ADR Performance Grant	82,505	0	06/30/10 State Renewable	Operational support grant - purpose is to support the community mediation in a manner that is most appropriate for us individually, at our discretion. The County provides \$27,505 in salary/benefit support in #091000-7101.	None
<u>OFFICE OF DRUG CONTROL POLICY</u> Juvenile Drug Court	50,000	0	06/30/10 State Renewable	This grant pays for a life skills counselor and drug testing for juvenile offenders.	None
CSAFE	201,866	80,000	06/30/10 State Renewable	This is a recurring grant which provides funds to enhance public safety in the Edgewood area by using community policing, after school programs, drug treatment, community mobilization and nuisance abatement. If grant ends, overtime for Sheriff's Office, after school activities, and addition services funding would be needed to continue this service.	None
Drug Prevention	102,974	0	06/30/10 Federal Renewable	This is a recurring grant which provides funding for the community based alcohol, tobacco and other drug prevention efforts developed by and implemented by the Office of Drug Control Policy (ODCP). Grant funds two positions: Process Evaluator and a Prevention Associate. If grant ends, there is not adequate funding to continue prevention efforts.	None
Drug Free Community Support Grant	99,721	0	09/30/10 Federal Renewable	This grant provides increased resources and funding for after school programs, family management programs, parenting classes and other prevention activities. School teachers, healthcare providers, and other professionals will receive specialized training in media violence, children of alcoholics and intervention techniques. Funds are provided for overtime for law enforcement, school personnel and bus drivers. If grant ends, program would no longer exist.	None
CINS Diversion - Bridges To Success	35,000	0	06/30/10 State Renewable	The purpose of this grant is to divert youth from formal delinquent involvement in the juvenile justice system through a formalized program of specialized services. Harford County does not provide this service. Funds are subcontracted to a non-profit organization that, in turn, uses formal bid process to award a contract to provide the services. If grant ends, sufficient funds do not exist to sustain the program.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Miscellaneous Grants	50,000	45,000	06/30/10	Funding is provided to procure grants that support local initiatives in any of the following areas: law enforcement, prosecution and drug court programs, prevention and education, corrections, drug treatment, and planning / evaluation / technology improvement, in order to prevent and control crime.	None
DUI - Subsequent Offenders Court	65,000	20,000	09/30/10 Federal Renewable	DUI Court support	None
Drug Treatment Court Commission Grants	370,622	0	06/30/10 State Renewable	This grant provides drug treatment through DUI Court, Juvenile Drug Court and Adult Drug Court	None
Anti - Gang Grant	179,264	0	06/30/10 Federal	Funds are provided for gang suppression efforts through the law enforcement agencies, State's Attorney's Office, Harford County Schools, Office of Drug Control Policy, Juvenile Services, the Boys and Girls Clubs, and the faith community.	None
<u>COMMUNITY DEVELOPMENT</u> Emergency Shelter Grant	47,775	17,600	09/30/10 Federal Renewable	This grant provides for maintenance and operating costs for emergency shelters, homeless prevention activities, and direct client services to eligible individuals and families. If grant were to end, the program would cease.	None
Home Investment Partnership (HOME)	675,748	194,135	Funding remains until all dollars are expended Federal Renewable	This grant is to develop and improve housing for eligible renters, homebuyers, and existing homeowners. Grant funds one employee in Community Services and \$45,000 of Administrative funds are also contributed to the Housing Agency for staffing costs. It provides first-time buyer program, owner-occupied rehabilitation and senior rehabilitation. If grant were to end, there would be no funds in the operating budget to continue this program, but projects in progress would continue to completion.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
American Dream Down Payment Initiative	24,165	19,349	Funding remains until all dollars are expended Federal	Down payment assistance program for low income first-time homebuyers.	None
Community Development Block Grant (CDBG)	1,049,980	0	Funding remains until all dollars are expended Federal Renewable	This is a federal grant which benefits low and moderate income households, eliminates slums and blight, and meets urgent community development needs. Grant funds two full-time and one part-time positions. If grant were to end, projects in progress would continue to completion.	None
Emergency & Transitional Housing Services (ETHS) / Homeless Prevention Program (HPP)	189,096	0	06/30/10 State Renewable	To assist homeless person / families and those at risk of becoming homeless with shelter and supportive services, both in emergency and transitional shelters. This is the second year of a three year grant. If grant were to end, program would no longer exist.	None
Emergency Food Assistance Program (TEFAP)	20,000	0	09/30/10 State Renewable	This is a recurring grant to supply food to food pantries. Grant currently funds one part-time position. If grant were to end, program would no longer exist.	None
Homeless Women's Crisis Shelter Home	66,944	0	06/30/10 State Renewable	This grant pays for the salary of a case manager employed by SARC.	None
Service - Linked Housing	33,484	0	06/30/10 State Renewable	This grant pays for the salary of a case manager employed by Inner County Outreach.	
Supportive Housing Grant	453,891	0	09/30/10 Federal Renewable	The Supportive Housing grants are a "pass through" grant for temporary and permanent housing expenses including leasing, operating costs, and supportive services. Most provide an administrative portion for Harford County. The grants are distributed to Harford Family House, Alliance and Anna's House.	None

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
R.S.V.P. Retired and Senior Volunteer Program	147,262	25,570	09/30/10 Federal Renewable	Grant provides meaningful volunteer opportunities for persons 55 years of age or older, addressing priority community needs in the areas of health, environment, public safety, education, hunger, homelessness and other human needs. It provides funding for three grant employees and two part-time consultants. If grant ended, some volunteer work would continue but support would be reduced.	None
Rideshare	88,066	0	06/30/10 Federal / State Renewable	Grant provides the funding of the Ridesharing / Commuter Assistance programs in the Baltimore / Washington area. The grant funds one full-time position. \$32,000 is provided in #095000-7101 to support salaries/benefit cost of Coordinator. If grant were to end, the program would no longer exist.	None
<u>OFFICE ON AGING</u> IIIB Human Services / Ombudsman	396,955	238,055	09/30/10 Federal Renewable	This is a recurring grant which provides a variety of services to people over 60 years, including care management, ombudsman, guardianship, program development, operation of senior centers, information and assistance, legal services, and in-home health services, etc. This grant partially funds 13 grant employees. If grant were to end, other sources of funding would be needed.	This is a mandated program. If funding ended, we may be required to continue some services.
Senior Health Insurance Program (SHIP)	35,051	14,543	03/31/10 Federal Renewable	This is a recurring grant which provides health insurance counseling, assists people with organizing medical bills, advocates with medical providers and provides information and referral. This grant partially funds one employee. If grant were to end, there is not adequate funding to continue program. Services would be reduced.	None
Senior Medicare Patrol (formerly CAMM)	12,397	5,451	06/30/10 State Renewable	This grant provides partial funding for one position to educate the regarding "Curbing Abuse in Medicare and Medicaid (CAMM)". If grant were to end, we would attempt to continue the program through volunteers.	None
IIIA Area Agency Administration	68,884	17,407	09/30/10 Federal Renewable	This is a recurring grant which funds Older American Act programs' administrative costs. This grant partially funds two positions. If grant were to end, the current operating budget does not contain enough to fund these services.	This is a mandated program. If funding ended, we may be required to continue some services.

GRANTS COMMUNITY SERVICES					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Senior Information and Assistance	17,684	0	06/30/10 State Renewable	This is a recurring grant which provides for one-on-one information and counseling to Harford County senior citizens, their families and caregivers to help them remain independent in the community for as long as possible. If grant were to end, services would be reduced.	None
Senior Care Program	320,666	0	06/30/10 State Renewable	This is a recurring grant which provides support for the in-home services for lower income and disabled elderly, preventing self-neglect and medical neglect. If grant were to end, in-home services would not be provided.	None
Senior Emergency Fund	32,000	0	Money rolls over from year to year	This grant provides for emergency needs for seniors not covered by other services. Typical expenditures include funding for medications, temporary assistance with utility bills, housing costs, and durable medical equipment. Fundraising projects and donations finance this program.	None
Senior Classes	87,000	12,000	On-going	Grant provides optional educational and recreational elective classes for seniors. Fees are paid to contractual instructors based on the number of people registering for individual classes. All costs are paid by participants.	None
Group Senior Assisted Housing (SLAGHS)	12,096	0	06/30/10 State Renewable	This grant helps to prevent self-neglect for clients who are frail, but not judged to be disabled enough for nursing home care. Grant will assist disabled individuals, age 62 and over, to pay for assisted living. If grant were to end, the program would cease due to lack of funding.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Medicaid Waiver Admin/Case Management	147,909	10,911	06/30/10 Federal & State Renewable	This grant provides very low income, disabled senior adults a choice between assisted living care, in-home care or, finally, nursing home care to enable them to remain in the community much longer before institutionalization. Local In-Kind contribution of \$39,850 allow us to obtain more Federal funding. If grant ended, seniors would be advised by Office on Aging staff about other options available to them.	None
Vulnerable Elderly Program Initiative	14,867	0	06/30/10 State Renewable	This grant provides services through the SHIP program for one-to-one counseling for Medicare and Medigap health insurance concerns. SHIP helps seniors understand their Medicare coverage, how HMO's and other managed care systems work, plus provides information on and referral to Pharmacy Assistance and Medical Assistance programs when applicable. Advocates for seniors with health insurance related concerns, and provides presentations to senior and senior advocacy groups.	None
State Ombudsman	10,374	0	6/30/2010 State Renewable	This is a recurring grant which works in conjunction with the Older Americans Act grant to help fund the Ombudsman program to investigate complaints and resolve concerns on behalf of frail elderly living in skilled nursing facilities and assisted living homes.	None
IIIC2 Home Delivered Meals	106,807	0	09/30/10 Federal Renewable	This grant provides Meals on Wheels to homebound seniors who would otherwise be unable to afford them. This prevents malnutrition among the frail elderly who are unable to shop and cook for themselves. If grant were to end, the program would cease due to lack of funding.	None
State Nutrition	54,727	0	06/30/10 State Renewable	This grant is used to enhance the IIIC2 Home Delivered Meal Program.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
IIID-Health Education and Screening, Physical Fitness, Medical Management	14,434	0	09/30/10 Federal Renewable	The purpose of this grant is to prevent disease and promote health. Citizens are given access to health risk assessments, routine health screening, physical fitness programs, health and nutrition counseling and medication management education. If grant were to end, the program would cease due to lack of funding.	None
IIIE Caregivers Support	88,591	24,001	09/30/10 Federal Renewable	The purpose of this grant is to provide supportive services to family caregivers of the elderly through the Office on Aging. Services for caregivers provided by this grant include information, assistance, respite care services, such as chore and personal care, and information for elderly grandparents raising their grandchildren. If grant were to end, service to caregivers would be greatly reduced and existing staff would have to assume extra duties.	None
IIIC1 Nutrition	190,178	10,081	09/30/10 Federal Renewable	This is a recurring grant intended to bring senior adults together in a social setting and to provide them with nutritious meals. The County provides in-kind building space. If the grant were to end, the program would end, due to lack of funding.	None
Cultural Arts Programming	1,750	0	6/30/2010 Cultural Arts Board Renewable	To provide cultural programming at senior centers The County provides in-kind staff time and facility usage If grant were to end, a reduction of programming at senior centers would occur.	None
<u>HARFORD TRANSIT</u> SSTAP	456,215	350,490	06/30/10 State Renewable	This is a recurring grant which provides transportation services to elderly persons and / or persons with disabilities in Harford County. This grant partially funds 11 existing grant and temporary employees. If grant were to end, services would be drastically reduced or eliminated.	None

**GRANTS
COMMUNITY SERVICES**

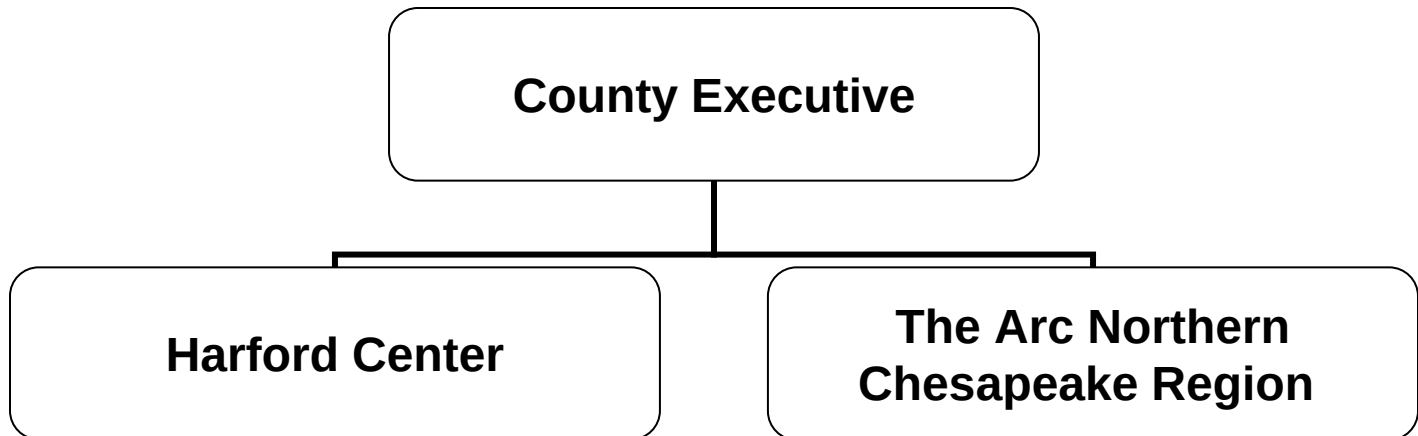
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Americans with Disabilities Act Grant (ADA)	16,243	1,720	06/30/10 State Renewable	The County is mandated to provide ADA comparable service for all of our fixed routes. This service benefits our disabled citizens who rely on the specialized service to get to work, medical appointments and shopping. This grant continues employment of three grant employees.	Since ADA service is mandated, fixed bus route or other demand/response service would have to be cut to continue the ADA
Section 5307	1,534,623	621,247	06/30/10 Federal & State Renewable	This is a recurring grant which provides operating assistance for both rural and urban area public transportation for Harford County. The grant partially funds continuing employment of grant employee. If grant were to end, services to the citizens would be drastically reduced or eliminated.	None
Section 5307 MTA Capital	1,449,000	161,000	06/30/10 Federal & State Renewable	This is a recurring grant which provides capital funds to purchase vehicles, cover costs of prevention maintenance on vehicles, and purchase computer equipment for use in the Harford County Transportation Services' public bus system. Low-cost transportation is provided on 10 public fixed routes with complimentary ADA para-transit service. Demand / response services provided for people over age 60 and persons with disabilities of all ages. If grant were to end, there is not enough current funding to cover this grant. Local funds would be required to purchase or replace vehicles.	None
Job Access/Reverse Commute	223,592	41,590	6/30/2010 Federal & State Renewable	This is a recurring grant which provides support to Harford County economic development initiatives in the Edgewood area by transporting workers to 7-3 and 3-11 shift jobs. In FY 06, new services were initiated to provide additional service to Harford County citizens to White Marsh jobs, shopping and educational opportunities. This grant continues employment of seven employees. If grant were to end, service would be discontinued.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
New Freedom Project	63,264	63,264	6/30/2010 Federal Renewable	This grant will provide a new bus which will operate between the 4:00 p.m. and 9:00 p.m. on weekdays and 8:00 a.m. to 4:00 p.m. on Saturdays. The project will serve the two primary transit service areas of Route 22 / Route 40 corridor between Havre de Grace and Bel Air, and the Route 40 corridor between Aberdeen and Edgewood; and has been designed to provide transportation to employment, health care, and education facilities primarily to persons with disabilities, but will also serve low income wage earners and senior citizens	None
HCC Express	91,369	0	6/30/2010 Federal Renewable	This grant will provide new and innovative services for the disabled community for employment and recreational purposes which would improve their quality of life. If award is received, no funding requirements would be needed in FY 10 but there would be a match requirement starting with the second year of the grant in FY 11.	None
BRAC Expansion	155,554	0	6/30/2010 Federal Renewable	This grant will provide new and innovative services for the disabled community for employment and recreational purposes which would improve their quality of life. If award is received, no funding requirements would be needed in FY 10 but there would be a match requirement starting with the second year of the grant in FY 11.	None
TOTALS	9,635,593	1,973,414			

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HANDICAPPED CARE CENTERS



HANDICAPPED CARE CENTERS	

ORIGIN/PURPOSE:

Handicapped Care Centers is a group of budgetary funds supporting mentally/physically handicapped rehabilitation services. These services are provided by two private, non-profit organizations - the Harford Center, Inc., and the ARC Northern Chesapeake Region. These programs offer educational and vocational opportunities with the community for mentally/physically handicapped residents.

County contributions to these organizations are payable to the Maryland State Department of Health and Mental Hygiene and must be, at a minimum, the amount paid by County Government in Fiscal Year 1984. These payments are mandated by the Development Disabilities Law, Section 7-705, in the Health General Article of the Annotated Code of Maryland.

ALL FUND SUMMARY:

ALL FUND SUMMARY:		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	2,094,716	2,294,716	2,419,716	2,419,716	2,298,730
	GRAND TOTAL	2,094,716	2,294,716	2,419,716	2,419,716	2,298,730
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	2,094,716	2,294,716	2,419,716	2,419,716	2,298,730
	GRAND TOTAL	2,094,716	2,294,716	2,419,716	2,419,716	2,298,730
	<u>SUMMARY BY DIVISION:</u>					
141000	HARFORD CENTER	482,143	532,143	582,143	582,143	553,036
142000	ARC NORTHERN CHESAPEAKE REGION	1,612,573	1,762,573	1,837,573	1,837,573	1,745,694
	GRAND TOTAL	2,094,716	2,294,716	2,419,716	2,419,716	2,298,730

FINANCIAL NOTES:

The (\$120,986) net decrease in funding for the Handicapped Care Centers as a result of:

	FY 09	FY 10 CHANGE					
o	103,965	103,965	0	Grants & Contributions			
					FY 09	FY 10	CHANGE
				The Harford Center, Inc.	64,670	64,670	0
				The ARC Northern Ches. Region	39,295	39,295	0
					<u>103,965</u>	<u>103,965</u>	<u>0</u>
							Paid to the State of Md Dept. of Health & Mental Hygiene, per State law set in 1984
o	2,315,751	2,194,765	(120,986)	Payments to Other Gov't Agencies - Harford County's funding to support the services of Handicapped Care Centers			
					FY 09	FY 10	CHANGE
				The Harford Center, Inc.	517,473	488,366	(29,107)
				The ARC Northern Ches. Region	1,798,278	1,706,399	(91,879)
					<u>2,315,751</u>	<u>2,194,765</u>	<u>(120,986)</u>

Reduced in the amount of (\$ 120,986) due to Council Amendments # 223 and # 224

DEPARTMENT: HANDICAPPED CARE CENTERS**DIVISION: The Harford Center, Inc.****INDEX: 141000****ORIGIN/PURPOSE:**

The Harford Center, Inc., was created by Bill No. 78-3, Article XXV of the Harford County Code, to operate a residential and day-care training and rehabilitation center to properly care for and provide necessary services to the severely / profoundly developmentally disabled and multi-handicapped adults. The Center services the following individuals: mentally retarded, autistic, brain damaged, cerebral palsied, hearing impaired, visually impaired, physically handicapped, emotionally disturbed, dually diagnosed Mentally Handicapped (MH) and Mental Retardation (MR), and head trauma.

FY '09 - '10 GOAL:

- 1 PREPARE EACH CLIENT TO INDEPENDENTLY PERFORM DAILY LIVING SKILLS AND READY THEM FOR A VOCATIONAL PLACEMENT

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	482,143	532,143	582,143	582,143	553,036
	GRAND TOTAL	482,143	532,143	582,143	582,143	553,036
	<u>FUNDING SOURCE:</u>					
11	GENERAL	482,143	532,143	582,143	582,143	553,036

FINANCIAL NOTES:

The (\$29,107) net decrease in funding for Handicapped Care Centers - The Harford Center is the result of:

	FY 09	FY 10	CHANGE	
o	64,670	64,670		0 Grants & Contributions Paid to the State of Maryland Department of Health & Mental Hygiene, per State law set in 1984.
o	517,473	488,366	(29,107)	Payment to Other Gov't Agencies - Harford County's funding to support services of the Harford Center Reduced in the amount of (\$ 29,107) due to Council Amendment # 223

THE HARFORD CENTER OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To prepare each client to independently perform daily living skills and ready them for a vocational placement.

Department Obj.

To increase the percentage of clients able to independently perform daily living skills.

County Goal(s) Supported

VI. Quality of Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	432,143	432,143	532,143	582,143	582,143
Number of staff	19	21	22	26	28
<u>Output:</u>					
# of comprehensive programs offered to clients	67	72	78	90	96
<u>Efficiency:</u>					
Cost of program per client per year	\$6,450	\$6,002	\$6,822	\$6,468	\$6,064
<u>Service Quality:</u>					
Percent of clients reacting positively to programs	100%	100%	100%	100%	100%
<u>Outcome:</u>					
Percent of clients able to independently perform daily living skills after participating in multiple programs	67%	70%	72%	82%	85%

Explanation and Analysis of Performance Measures

The Harford Center provides a day habilitation program to individuals with multi-faceted disabilities while allowing their primary caregivers to remain in the workforce. This provides a safe and stimulating environment for daily enrichment, and will design an individualized plan for each person to maximize that participant's ability.

DEPARTMENT: HANDICAPPED CARE CENTERS
DIVISION: The ARC Northern Chesapeake Region
INDEX: 142000

ORIGIN/PURPOSE:

The ARC Northern Chesapeake Region creates opportunities for people with mental retardation to develop and exercise the competence that will empower them to make choices in the pursuit of their own personal futures and to participate fully in the life of the community. It also provides support for families of persons with mental retardation to enable them to provide a stable and nurturing environment for all family members. The ARC provides direct services in the areas of residential, community supported living arrangements, individual support services, family support services, foster care, adoption, employment, and transportation services. The ARC also provides individual and systems advocacy plus information and referral services.

FY '09 - '10 GOAL:

- 1 TO MINIMIZE STAFF TURNOVER AND TO INCREASE RETENTION IN ORDER TO MAINTAIN A QUALIFIED WORKFORCE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	1,612,573	1,762,573	1,837,573	1,837,573	1,745,694
	GRAND TOTAL	1,612,573	1,762,573	1,837,573	1,837,573	1,745,694
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,612,573	1,762,573	1,837,573	1,837,573	1,745,694

FINANCIAL NOTES:

The (\$91,879) net decrease in funding for Handicapped Care Centers - The ARC Northern Chesapeake Region is a result of:

	FY 09	FY 10	CHANGE	
o	39,295	39,295	0	Grants & Contributions Paid to the State of Maryland Department of Health & Mental Hygiene, per State law set in 1984
o	1,798,278	1,706,399	(91,879)	Payment to Other Gov't Agencies - Harford County's funding to support services of the ARC - including support rehabilitation of homes Reduced in the amount of (\$ 91,879) due to Council Amendment # 224

THE ARC NORTHERN CHESAPEAKE REGION OBJECTIVES & PERFORMANCE MEASURES

Department Mission

To minimize staff turnover and to increase retention in order to maintain a qualified workforce.

Department Goal

To maintain a turnover rate in Vocational Services of less than 40% and to maintain a turnover rate in Residential Services of less than 45%.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$1,309,452	\$1,573,278	\$1,762,573	\$1,837,573	\$1,837,573
<u>Output:</u>					
# of staff who have left the ARC within the past 12 months	44	58	76	64	58
# of new hires within the past 12 months	60	91	90	69	60
<u>Efficiency:</u>					
Average cost of training a new hire	\$2,462	\$1,721	\$1,336	\$1,336	\$1,336
Average time spent on paperwork per termination	5 hours	5 hours	5 hours	5 hours	5 hours
Average time spent on paperwork per new hire	8 hours	8 hours	8 hours	8 hours	8 hours
<u>Service Quality:</u>					
Percent of employees satisfied with their employment	N/A*	N/A*	3.46	3.5%	3.7%
Percent of employees hired who remain 1 year or longer	50%	**	54%	70%	75%
<u>Outcome:</u>					
Average turnover rate in the past twelve months for Vocational Services	23.81%	51.00%	43.00%	40.00%	35.00%
Average turnover rate in the past twelve months for Residential Services	32.17%	34.00%	45.00%	36.00%	32.00%

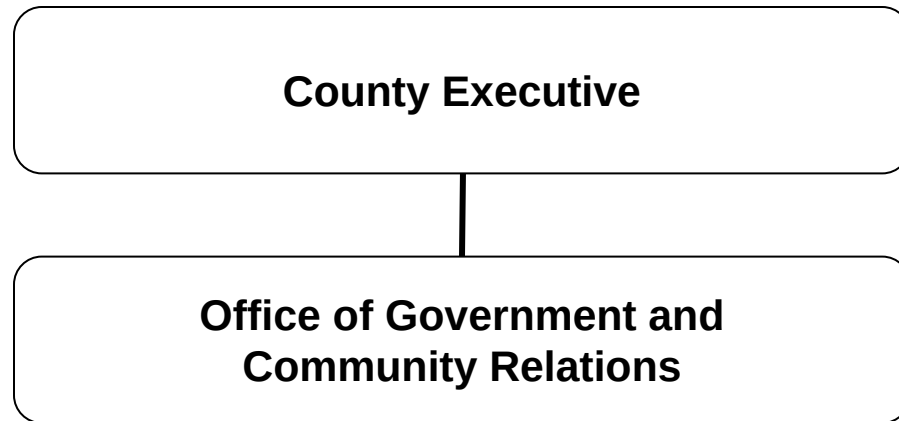
Explanation and Analysis of Performance Measures

High staff turnover, recruitment, and retention is the number one issue facing service providers. This turnover rate has a strong impact on the quality of services that we provide. Stability of staff is critical to the growth and quality of life of the people who receive services from the ARC.

*N/A - These are new measures being tracked by The ARC, therefore data for previous years is unavailable.

** Data will include information for staff hired between 4/1/07 - 12/31/08

OFFICE OF GOVERNMENTAL & COMMUNITY RELATIONS



OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

ORIGIN/PURPOSE

The Office of Governmental and Community Relations was formed by Harford County Code, Chapter 9, Article XXV, Section 198, Executive Order #91-2 to provide the residents of the County with a responsive, effective means of accessing the services provided by their local government. This office responds to citizen inquiries and complaints and coordinates responses to citizen issues with either County, State and Federal agencies. This office also assists County non-profit agencies in the promotion of their efforts, coordinates the regional Community Councils, directs the Public Information Office, produces the County employee newsletter, produces informational video segments and programs and distributes press releases on issues of immediate or relevant concern or interest to the employees and the public at-large. In its dual role as Office of Public Information, this office is responsible for developing and maintaining relationships with local and regional media. Additionally, the office serves as liaison to Federal and State Agencies, the County Council, and the General Assembly on all legislative issues affecting the residents and government of Harford County.

MISSION STATEMENT:

TO PROVIDE AN EFFECTIVE INTERFACE WITH THE PUBLIC SEEKING INFORMATION OR RESOLUTION OF ISSUES OF CONCERN, AS WELL AS COORDINATING RELATIONS WITH COMMUNITY GROUPS, THE COUNTY COUNCIL, THE STATE LEGISLATIVE DELEGATION, STATE GOVERNMENT AND OTHER JURISDICTIONS; AND ADVANCE THE COUNTY'S LEGISLATIVE PRIORITIES. TO DEVELOP AND MAINTAIN, THROUGH PRO-ACTIVE MEASURES, OPEN CHANNELS OF COMMUNICATION WITH LOCAL AND REGIONAL MEDIA.

FY '09 - '10 KEY GOALS:

- 1 TO DELIVER EFFECTIVE, TIMELY COMMUNICATION AND INFORMATION SERVICES TO THE PUBLIC, ELECTED AND APPOINTED OFFICIALS, COUNTY AGENCIES, AND THE MEDIA, WITH INTEGRITY AND SENSITIVITY
- 2 TO PROVIDE EFFECTIVE INTERFACE WITH THE PUBLIC SEEKING INFORMATION OR RESOLUTION OF ISSUES OF CONCERN, AS WELL AS COORDINATING RELATIONS WITH COMMUNITY GROUPS, THE COUNTY COUNCIL, THE STATE DELEGATION AND OTHER JURISDICTIONS
- 3 TO DEVELOP STRATEGIES THAT WILL INFORM THE PUBLIC ABOUT COUNTY GOVERNMENT, OPERATIONS, AND SERVICES
- 4 TO PROVIDE PHOTOGRAPHIC, TECHNICAL AND WEB-BASED INTERNET SUPPORT TO ALL COUNTY AGENCIES FOR SPECIAL EVENTS, PROGRAMS, AND ANNOUNCEMENTS

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	418,058	486,311	504,066	491,553	491,553
20	CONTRACTUAL SERVICES	53,473	53,919	68,050	45,650	45,650
30	SUPPLIES & MATERIALS	21,003	14,921	19,500	15,800	15,800
40	BUSINESS & TRAVEL	9,517	14,068	12,300	10,275	10,275
50	CAPITAL OUTLAY	0	3,159	0	0	0
70	MISCELLANEOUS	0	0	0	0	(28,164)
	GRAND TOTAL	<u>502,051</u>	<u>572,378</u>	<u>603,916</u>	<u>563,278</u>	<u>535,114</u>

SUMMARY BY FUND:

11	GENERAL	<u>502,051</u>	<u>572,378</u>	<u>603,916</u>	<u>563,278</u>	<u>535,114</u>
	GRAND TOTAL	<u>502,051</u>	<u>572,378</u>	<u>603,916</u>	<u>563,278</u>	<u>535,114</u>

SUMMARY BY DIVISION:

151000	OFFICE OF GOV'T & COMMUNITY RELATIONS	<u>502,051</u>	<u>572,378</u>	<u>603,916</u>	<u>563,278</u>	<u>535,114</u>
	GRAND TOTAL	<u>502,051</u>	<u>572,378</u>	<u>603,916</u>	<u>563,278</u>	<u>535,114</u>

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

FINANCIAL NOTES:

The (\$68,802) net decrease in funding for Office of Governmental and Community Relations is the result of:

	FY 09	FY 10	CHANGE
o	365,143	365,953	810 Full-Time Salaries
			1,047 Salary adjustments based on the recommendations of the Department of Human Resources
			(237) Rounding adjustment per pay scale calculation
			<u>810</u>
o	34,094	27,959	(6,135) Pension / Retirement rate adjustments
o	70,405	72,186	1,781 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	6,248	4,592	(1,656) Workers' Compensation rate adjustments
o		(7,576)	(7,576) Furlough Savings
o	27,476	27,739	263 FICA adjustment
o	45,000	0	(45,000) Management Services - eliminated graphic artist's contract due to state of the economy
o	150	0	(150) Printing In-House - funds moved to Printing - Commercial due to closure of in-house print shop
o	800	2,000	1,200 Printing - Commercial - increase based on actual expense history and in-house printing transferred here
o	4,750	2,850	(1,900) Line items significantly adjusted, due to recommended reductions based on state of the economy:
	FY 09	FY 10	Change
	3,500	1,750	(1,750) Lodging
	<u>1,250</u>	<u>1,100</u>	<u>(150)</u> Training Seminars & Courses
	<u>4,750</u>	<u>2,850</u>	<u>(1,900)</u> (only one employee to attend MACO)

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE		
o	12,600	37,000	24,400 Other Professional Services - contractual services to conduct research on County programs and services @ \$12,000 and a Business & Local Government Liaison new for FY 10 @ \$25,000		
o	15,800	9,125	(6,675) Line items significantly adjusted, based on actual expense history:		
		FY 09	FY 10	Change	
		5,500	4,000	(1,500)	Telephone Service
		300	0	(300)	Office Equipment Service
		500	250	(250)	Meals - Special Purpose
		5,000	2,500	(2,500)	Audio Visual Supplies
		4,000	2,000	(2,000)	Computer Supplies
		500	375	(125)	Professional Books
		<u>15,800</u>	<u>9,125</u>	<u>(6,675)</u>	
o		(28,164)	(28,164)		Other Contingencies - reduction due to Council Amendment #225

DEPARTMENT STAFF SUMMARY

DEPARTMENT: OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

Index No. 151000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	37,214	1.00	44,421	1.00	47,400
Administrative Specialist I	0.00	0	1.00	66,379	1.00	64,446
Administrative Specialist II	1.00	62,258	1.00	67,969	1.00	67,857
Director of Gov't & Community Relations	1.00	107,699	1.00	110,933	1.00	110,933
Management Assistant II	1.00	69,092	1.00	75,441	1.00	75,317
Video Producer	1.00	60,801	0.00	0	0.00	0
FULL-TIME SALARIES	5.00	337,064	5.00	365,143	5.00	365,953
TEMPORARY SALARIES		12,000		0		0
SALARY TOTAL	5.00	349,064	5.00	365,143	5.00	365,953
OTHER PERSONAL SERVICES						
Pension & Retirement		27,403		34,094		27,959
Workers' Compensation		5,263		6,248		4,592
Health Benefits		76,265		70,405		72,186
OPEB		11,797		0		0
FICA		26,071		27,476		27,739
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		147,499		138,923		133,176
FURLOUGH SAVINGS		0		0		(7,576)
TOTAL PERSONAL SERVICES	5.00	496,563 *	5.00	504,066	5.00	491,553

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Mission

To develop strategies that will inform the public about County government, operations and services.

Department Goal

To develop an electronic newsletter containing information about initiatives and programs offered by County Government agencies and departments.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$0	\$420	\$825	\$600	\$800
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of newsletters produced	4	16	24	24	30
<u>Efficiency:</u>					
Cost per volume	\$560	\$646	\$654	\$645	\$539
<u>Service Quality:</u>					
Number of corrections to stories	10	8	7	6	5
<u>Outcome:</u>					
Circulation Number (readers)	1,700	2,000	2,500	3,500	5000

Explanation and Analysis of Performance Measures

This goal has been updated to reflect the outcome of a survey that showed that most citizens rely on electronic media applications to receive information.

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide effective interface with the public seeking information or resolution of issues of concern, as well as coordinating relations with community groups, the County Council, the State Delegation and other jurisdictions.

Department Obj.

To increase public confidence through timely, cost effective, and customer focused service and to maintain a 95% satisfaction rating.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$76,270	\$86,130	\$105,000	\$105,000	\$109,625
Number of staff	2	2	2	2	2
Number of cases	725	783	840	877	900
<u>Output:</u>					
Percent of formal concerns responded to	100%	100%	100%	100%	100%
<u>Efficiency:</u>					
Average amount spent on each citizen case	\$105.20	\$110.00	\$125.00	\$125.00	\$125.00
<u>Service Quality:</u>					
Initial follow-up within three days of receiving inquiry	70%	85%	90%	95%	100%
Number of resolved cases	700	780	840	877	900
<u>Outcome:</u>					
Percent of citizen cases resolved	97%	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

By monitoring the rate of follow-up and the percentage of cases that are closed and that result in fair, accurate, and timely information being provided to the client, the office will improve its ability to provide responsive and fair customer service.

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To deliver effective, timely communication and information services to the public, elected and appointed officials, County agencies, and the media, with integrity and sensitivity.

Department Obi.

To improve the dissemination, availability, and accuracy of useful information and its accessibility to diverse populations while striving to maintain a 95% satisfaction rating.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$123,541	\$127,368	\$140,970	\$140,970	\$145,000
Number of staff	3	3	3	3	3
<u>Output:</u>					
Number of news releases prepared and disseminated	540	522	555	561	575
<u>Efficiency:</u>					
Cost per news release	\$70	\$82	\$85	\$85	\$85
Cost per response to media inquiry	\$35	\$40	\$42	\$42	\$45
<u>Service Quality:</u>					
Number of corrections to news releases	10	8	5	5	0
<u>Outcome:</u>					
Percent of news releases which were accurate	98%	98%	99%	99%	100%
Percent of press releases printed in local media	75%	75%	75%	75%	75%

Explanation and Analysis of Performance Measures

By monitoring the number of corrections necessary, and releases reported by any media, the office will improve their ability to provide accurate information to citizens, media, and County agencies.

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide photographic, technical, and web-based internet support to all County agencies for special events, programs, and announcements

Department Obj.

To coordinate with other government agencies to prevent overlap and excessive costs as well as maximize efforts to deliver superior service

County Goal(s) Supported

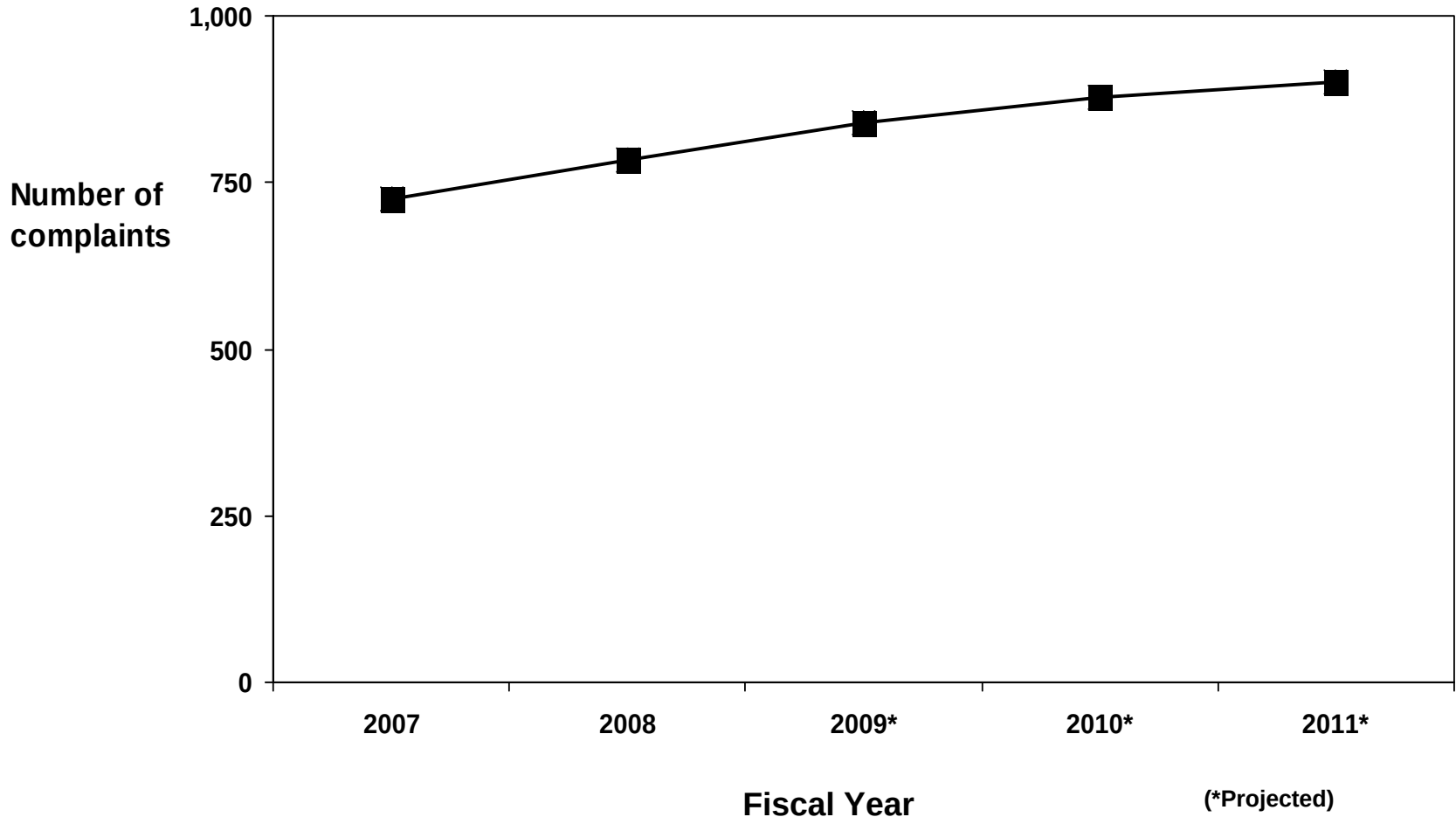
III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$30,550	\$34,398	\$12,250	\$13,500	\$13,500
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of photos produced	200	150	240	360	375
<u>Efficiency:</u>					
Cost per photo	\$75	\$75	\$89	\$100	\$150
<u>Service Quality:</u>					
Percent of satisfied customers / agencies	100%	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

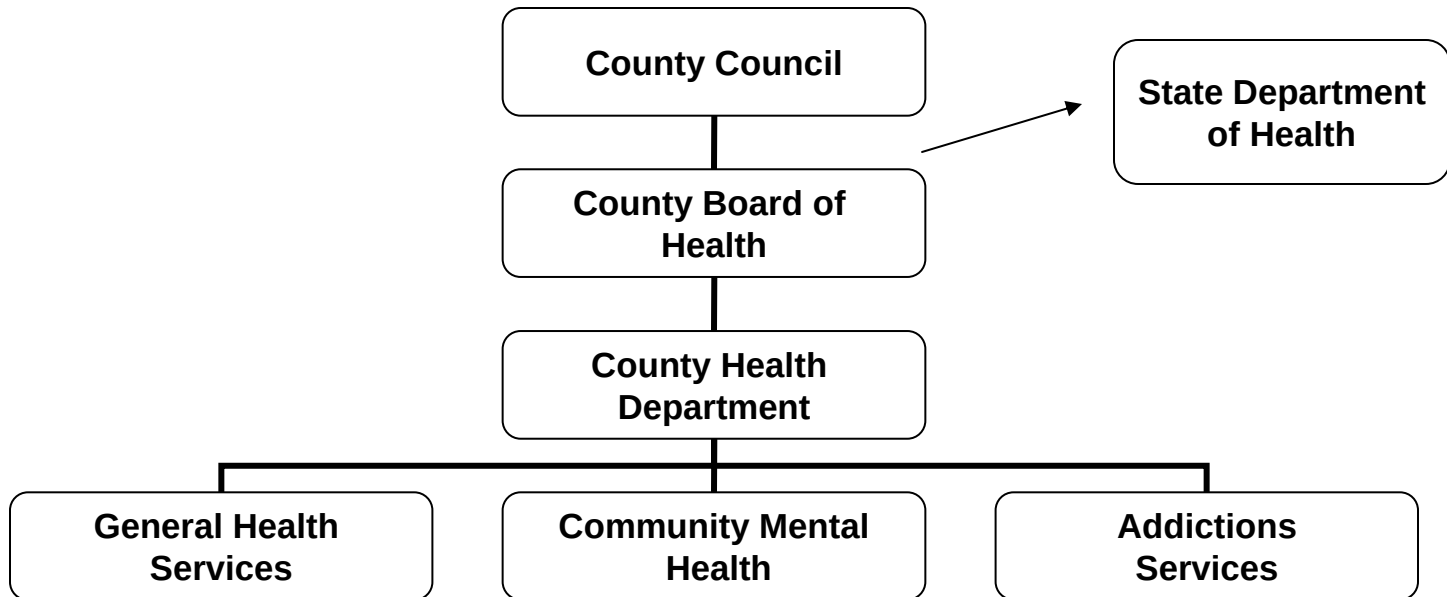
By providing in-house photo services for events and in-house support for internet updates and design there is a significant savings to taxpayers

OFFICE OF GOVERNMENTAL & COMMUNITY RELATIONS RESPONSES TO FORMAL COMPLAINTS



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HEALTH DEPARTMENT



HEALTH

ORIGIN/PURPOSE:

The Harford County Health Department is a service delivery unit of the State Department of Health and Mental Hygiene and the County Board of Health. It is responsible for the provision of a wide range of preventative health care and clinical and environmental health services. This department also provides alcoholism and drug treatment services and Women's, Infants, and Children Nutrition Program (WIC) services. The department provides for assessment, policy development, and assurance functions which protect all citizens against preventable disease, premature loss of life, and environmental pollution.

The Health Department operates under Article 25A, Section 5 (Y) of the Annotated Code of Maryland. Additionally, Chapter 9, Article II, Section 116, of the Harford County Code designates the County Council as the local Board of Health.

MISSION STATEMENT:

TO MAKE HARFORD COUNTY THE HEALTHIEST COUNTY IN THE STATE OF MARYLAND

FY '09 '10 KEY GOALS:

- 1 ESTABLISH AND MAINTAIN A COORDINATED SYSTEM OF CONTINUOUS HEALTH ASSESSMENT, POLICY DEVELOPMENT AND ASSURANCE FOR THE DELIVERY OF PUBLIC HEALTH SERVICES TO THE CITIZENS
- 2 STRIVE FOR AN OPTIMUM LEVEL OF PROTECTION AGAINST PREVENTABLE DISEASE, PREMATURE LOSS OF LIFE AND ENVIRONMENTAL POLLUTION
- 3 PREVENT AND CONTROL EPIDEMICS

HEALTH

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	94,916	85,579	26,311	26,311	26,311
20	CONTRACTUAL SERVICES	0	6,661	0	0	0
70	MISCELLANEOUS	3,446,622	3,619,029	4,093,340	4,268,340	4,053,607
	GRAND TOTAL	3,541,538	3,711,269	4,119,651	4,294,651	4,079,918
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,541,538	3,711,269	4,119,651	4,294,651	4,079,918
	GRAND TOTAL	3,541,538	3,711,269	4,119,651	4,294,651	4,079,918
<u>SUMMARY BY DIVISION:</u>						
161000	HEALTH DEPARTMENT	2,894,780	3,024,511	3,432,893	3,607,893	3,427,498
162000	COMMUNITY MENTAL HEALTH	125,824	125,824	125,824	125,824	119,533
165000	ADDICTION SERVICES	520,934	560,934	560,934	560,934	532,887
	GRAND TOTAL	3,541,538	3,711,269	4,119,651	4,294,651	4,079,918

HEALTH

FINANCIAL NOTES:

(\$39,733) net decrease in funding for Health Department is the result of:

	FY 09	FY 10	CHANGE
o	24,441	24,441	0 Temporary Salaries - stipend for Health Officer
o	686,758	652,420	(34,338) Grant & Contributions - Reduced in the amount of (\$34,338) due to Council Amendments # 227 and # 228
o	3,406,582	3,401,187	(5,395) Payments to Other Gov't Agencies Increase for additional Flu Mist to include Middle and High School Children \$175,000 Prior year for Elementary School Children only Reduced in the amount of (\$180,395) due to Council Amendment # 226

DEPARTMENT: HEALTH**DIVISION: General Health Services****INDEX: 161000****ORIGIN/PURPOSE:**

The General Health Services division is responsible for a wide spectrum of public preventative and regulatory health services. Using State, local and available grant funding sources, the division provides for integrated clinic and home visiting services to those who otherwise would not be able to secure necessary health services. Beginning in the 2001 Fiscal Year, additional funding from the Cigarette Restitution settlement became available for cancer and tobacco programs. In FY 2002, Federal funding for bioterrorism preparedness became available to the local Health Department. Due to tight fiscal conditions at both the local and state levels, Cigarette Restitution funding realized significant reductions in FY 2004, and again in FY 2005. Modest budget reductions were also realized in other programs in FY 2005. A full complement of environmental health services is provided through our Resource and Consumer Protection activities. These include: well and septic inspections and permits, plan reviews, on-site sanitary inspections, food facility inspections, complaint response, and related solid waste and air quality regulatory functions.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	94,916	85,579	26,311	26,311	26,311
20	CONTRACTUAL SERVICES	0	6,661	0	0	0
70	MISCELLANEOUS	2,799,864	2,932,271	3,406,582	3,581,582	3,401,187
	GRAND TOTAL	2,894,780	3,024,511	3,432,893	3,607,893	3,427,498
	<u>FUNDING SOURCE:</u>					
11	GENERAL	2,894,780	3,024,511	3,432,893	3,607,893	3,427,498

FINANCIAL NOTES

The (\$5,395) net decrease in funding for Health - General Health Services is the result of:

	FY 09	FY 10	CHANGE
o	24,441	24,441	0 Temporary - stipend for County Health Officer
o	3,406,582	3,401,187	(5,395) Payments to Other Gov't Agencies Increase to expand Flu mist program to Middle and High School Children \$175,000 Prior year for Elementary School Children only
			Reduced in the amount of (\$180,395) due to Council Amendment # 226

DIVISION STAFF SUMMARY

DEPARTMENT: HEALTH DEPARTMENT
DIVISION: GENERAL HEALTH SERVICES

Index No. 161000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>24,441</u>		<u>24,441</u>		<u>24,441</u>
SALARY TOTAL		<u><u>24,441</u></u>		<u><u>24,441</u></u>		<u><u>24,441</u></u>
OTHER PERSONAL SERVICES						
FICA		<u>1,870</u>		<u>1,870</u>		<u>1,870</u>
TOTAL OTHER PERSONAL SERVICES		<u>1,870</u>		<u>1,870</u>		<u>1,870</u>
TOTAL PERSONAL SERVICES		<u><u>26,311</u></u> *		<u><u>26,311</u></u>		<u><u>26,311</u></u>

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: HEALTH

DIVISION: Community Mental Health

INDEX: 162000

ORIGIN/PURPOSE:

The Community Mental Health Program was privatized under a new State-wide "fee for service" system.

A local Core Services Agency has been created to address Community Mental Health needs and "broker" funding for services.

The County Health Department continues to operate a Teen Diversion Program with Federal, State, and local funds for disturbed youth who would otherwise require costly residential care. Also, a Mental Health Services Coordinator position is partially funded with County support.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	125,824	125,824	125,824	125,824	119,533
	GRAND TOTAL	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>	<u>119,533</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>	<u>125,824</u>	<u>119,533</u>

FINANCIAL NOTES:

The (\$6,291) net decrease in funding for Health - Community Mental Health is the result of:

	FY 09	FY 10	CHANGE
o	125,824	119,533	(6,291) Grants and Contributions - County share of mental health funding which supports the Teen Diversion Program and provides partial funding for Mental Health Services Coordinator. Reduced in the amount of (\$6,291) due to Council Amendment # 227

DEPARTMENT: HEALTH**DIVISION: Addictions Services****INDEX: 165000****ORIGIN/PURPOSE:**

The Addictions Services Division represents the County's contribution toward Alcoholism and Drug Abuse services within the County. More funding for these services are provided through a State grant with additional funding being made available as a result of the Tobacco Settlement.

This division's Alcoholism Service Program provides alcohol education, treatment, referral, evaluation, in-court assessment, and group and individual therapy for those identified as having an alcohol problem or assessed as problem drinkers. Two clinics, located in Bel Air and Havre de Grace, treat persons with alcohol-related problems.

The Drug Abuse Program provides comprehensive outpatient treatment for drug abusing individuals and their families. Services provided include group, individual, and family therapy for adolescents and adults; drug identification; drug education; AIDS counseling; methadone maintenance; and urinalysis. Group treatment sessions are currently available for specific populations, such as children of chemically-dependent parents, and a women offender's group. As other common groups are identified, group programs are developed. The Drug Court Program, located in Edgewood, provides Addictions Services to court-referred adults. The Relapse Avoidance Program (RAP) provides a variety of counseling services to drug related offenders, most of whom are multiple offenders who have been incarcerated. This program is located in Bel Air.

In the summer of 2001, the Drug Abuse Program and its constituent services moved to 139 Churchville Road to provide more room for expanding services. Additional group meeting space was also secured in Suite 110 at 11-15 South Main Street. Funding provided through a State S.T.O.P. Grant and County matching funds have made these expanded services possible. Expanded services in 2002 are now being offered for Juvenile Drug Court clients in cooperation with the Department of Juvenile Justice and the court system. Intensive outpatient services were initiated in the fall of 2002 and a DUI subsequent Offender Court Program in late 2004.

ALL FUND SUMMARY:

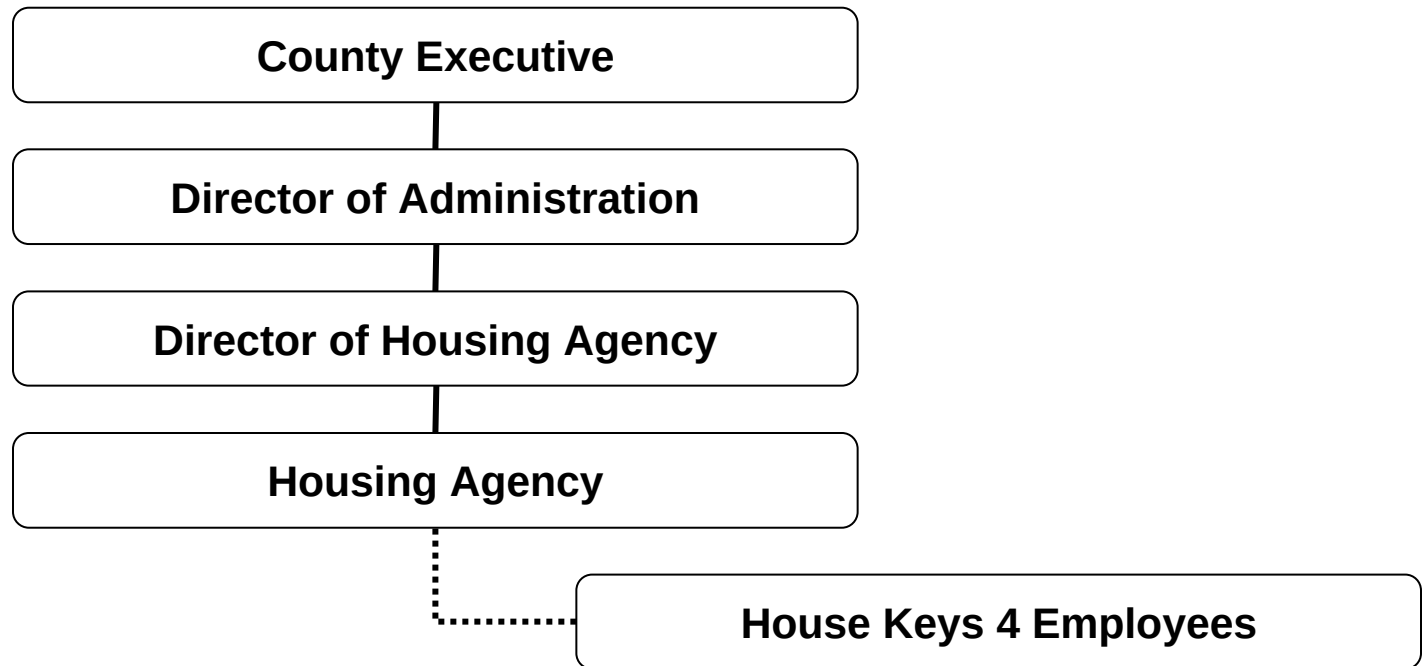
		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	520,934	560,934	560,934	560,934	532,887
	GRAND TOTAL	520,934	560,934	560,934	560,934	532,887
	<u>FUNDING SOURCE:</u>					
11	GENERAL	520,934	560,934	560,934	560,934	532,887

FINANCIAL NOTES:

The (\$28,047) net decrease in funding for Health - Addictions Services is the result of:

	FY 09	FY 10	CHANGE	
o	560,934	532,887	(28,047)	Grants & Contributions - Addiction Services Expenses Reduced in the amount of (\$28,047) due to Council Amendment # 228

HOUSING AGENCY



HOUSING

ORIGIN/PURPOSE:

The Housing Agency was created by Harford County Code Chapter 9, Article XXXII, Section 189, Executive Order No. 83-1, to accept and administer Federal, State, and local housing funding and to address the housing needs of residents and assist with housing issues. In FY 08 a new account was established under Housing called "House Keys 4 Employees." This program is designed to assist qualifying Harford County employees purchasing a home for the first time with a monetary contribution towards either the down payment or closing costs.

MISSION STATEMENT:

THE HOUSING AGENCY EMBRACES A HIGH STANDARD OF ETHICS, MANAGEMENT, AND ACCOUNTABILITY AND STRIVES TO PROVIDE OPPORTUNITIES FOR ALL COUNTY RESIDENTS TO OBTAIN AND MAINTAIN SAFE, DECENT, AND SANITARY HOUSING FREE FROM DISCRIMINATION

FY '09 - '10 KEY GOAL:

- 1 TO EXPAND HOMEOWNERSHIP AND ECONOMIC OPPORTUNITY. TO PROVIDE SAFE AND SANITARY HOUSING FOR LOWER INCOME AND ELDERLY PEOPLE, AND FOR PEOPLE WITH SPECIAL NEEDS.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	441,686	544,413	542,740	577,190	577,190
20	CONTRACTUAL SERVICES	14,333	15,745	15,335	16,320	16,320
30	SUPPLIES & MATERIALS	21,671	21,097	21,400	19,700	19,700
40	BUSINESS & TRAVEL	8,454	9,102	9,750	4,775	4,775
50	EQUIPMENT	0	0	3,000	0	0
70	MISCELLANEOUS	10,383	155,883	213,383	13,500	(18,667)
80	INTERGOVERNMENTAL	0	0	11,648	11,856	11,856
	GRAND TOTAL	496,527	746,240	817,256	643,341	611,174
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	496,527	746,240	817,256	643,341	611,174
	GRAND TOTAL	496,527	746,240	817,256	643,341	611,174
	<u>SUMMARY BY DIVISION:</u>					
171000	HOUSING SERVICES	496,527	601,240	617,256	643,341	611,174
172000	HOUSE KEYS 4 EMPLOYEES	0	145,000	200,000	0	0
	GRAND TOTAL	496,527	746,240	817,256	643,341	611,174

SUMMARY OF GRANT BUDGETS

HOUSING

FINANCIAL NOTES:

The (\$206,082) net decrease in funding for Housing Agency is the result of:

	FY 09	FY 10	CHANGE	
o	391,513	389,579	(1,934)	Full Time Salaries
			(1,362)	Staff Turnover (0.35%)
			(572)	Rounding adjustment per pay scale calculation
			<u>(1,934)</u>	
o	80,969	124,752	43,783	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	35,902	37,477	1,575	Retirement / Pension rate adjustments
o	3,285	2,524	(761)	Workers' Compensation rate adjustments
o		(8,065)	(8,065)	Furlough Savings
o	27,818	29,395	1,577	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	6,635	6,820	185	Office Equipment
	4,100	5,000	900	Data Processing Software-Maintenance
	10,500	11,500	1,000	General Office Mailing
	1,000	500	(500)	Non Targeted Charges - FVS
	200	75	(125)	Parking and Tolls
	5,383	5,500	117	County Match / Transfer Out
	<u>27,818</u>	<u>29,395</u>	<u>1,577</u>	

HOUSING

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	12,300	9,000	(3,300)	Line items significantly adjusted, due to recommended reductions based on state of the economy:
	FY 09	FY 10	Change	
	3,500	2,800	(700)	Fuel Charges
	300	200	(100)	Mileage
	1,200	1,000	(200)	Professional Books & Periodicals
	300	0	(300)	Training Seminars, Courses & Meetings
	<u>7,000</u>	<u>5,000</u>	<u>(2,000)</u>	General Office Supplies
	<u>12,300</u>	<u>9,000</u>	<u>(3,300)</u>	
o	800	0	(800)	Line items now paid for with grant funding:
	FY 09	FY 10	Change	
	100	0	(100)	Legal Notice
	400	0	(400)	Ice & Bottled Water
	<u>300</u>	<u>0</u>	<u>(300)</u>	Other Supplies & Materials
	<u>800</u>	<u>0</u>	<u>(800)</u>	
o	3,000	0	(3,000)	County Owned Vehicles - No longer have County Owned vehicles all now under 8232 Fleet Mgmt Rentals
o	3,000	0	(3,000)	Equipment - no equipment recommended for FY 2010
o	11,648	11,856	208	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged
o	208,000	8,000	(200,000)	Grants and Contributions - due to state of the economy, funding eliminated for House Keys 4 Employees
o		(32,167)	(32,167)	Other Contingencies - reduction due to Council Amendment # 229

DEPARTMENT: HOUSING

DIVISION: Housing Services

INDEX: 171000

ORIGIN/PURPOSE:

The Housing Agency was created by Harford County Code Chapter 9, Article XXXII, Section 189, Executive Order No. 83-1, to accept and administer Federal, State, and local housing funding and to address the housing needs of residents and assist with housing issues.

FY '09 - '10 KEY GOAL:

- 1 TO EXPAND HOMEOWNERSHIP AND ECONOMIC OPPORTUNITY. PROVIDE SAFE AND SANITARY HOUSING FOR LOWER INCOME, ELDERLY AND SPECIAL NEEDS POPULATION

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	441,686	544,413	542,740	577,190	577,190
20	CONTRACTUAL SERVICES	14,333	15,745	15,335	16,320	16,320
30	SUPPLIES & MATERIALS	21,671	21,097	21,400	19,700	19,700
40	BUSINESS & TRAVEL	8,454	9,102	9,750	4,775	4,775
50	EQUIPMENT	0	0	3,000	0	0
70	MISCELLANEOUS	10,383	10,883	13,383	13,500	(18,667)
80	INTERGOVERNMENTAL	0	0	11,648	11,856	11,856
	GRAND TOTAL	496,527	601,240	617,256	643,341	611,174
<u>FUNDING SOURCE:</u>						
11	GENERAL	496,527	601,240	617,256	643,341	611,174
	GRAND TOTAL	496,527	601,240	617,256	643,341	611,174

DEPARTMENT: HOUSING**DIVISION: Housing Services****INDEX: 171000****FINANCIAL NOTES:**

The (\$6,082) net decrease in funding for Housing Services is the result of:

	FY 09	FY 10	CHANGE	
o	391,513	389,579	(1,934)	Full Time Salaries
			(1,362)	Turnover (0.35%)
			(572)	Rounding adjustment per pay scale calculation
			<u>(1,934)</u>	
o	80,969	124,752	43,783	Health Benefits - adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	35,902	37,477	1,575	Retirement / Pension rate adjustments
o	3,285	2,524	(761)	Workers' Compensation rate adjustments
o		(8,065)	(8,065)	Furlough Savings
o	15,200	14,875	(325)	Line items significantly adjusted, based on actual expense history:
		FY 09	FY 10	Change
		10,500	11,500	1,000
		3,500	2,800	(700)
		1,000	500	(500)
		200	75	(125)
		<u>15,200</u>	<u>14,875</u>	<u>(325)</u>
o	6,635	6,820	185	Office Equipment - increase due to upgraded copier lease

INDEX: 171000

DEPARTMENT STAFF SUMMARY

DEPARTMENT: HOUSING AGENCY

Index No. 171000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Clerk II	1.00	32,715	1.00	35,722	1.00	35,663
Administrative Assistant II	1.00	42,870	1.00	46,804	1.00	46,727
Housing Inspector	1.00	39,484	1.00	43,102	1.00	43,031
Housing Services Coordinator	1.00	64,508	1.00	70,422	1.00	70,306
Housing Services Counselor	3.00	129,273	3.00	140,302	3.00	138,782
Secretary I	1.00	50,517	1.00	55,161	1.00	55,070
SALARY TOTAL	8.00	359,367	8.00	391,513	8.00	389,579
OTHER PERSONAL SERVICES						
Pension		29,216		35,902		37,477
Workers' Compensation		2,778		3,285		2,524
Health Benefits		122,024		80,969		124,752
OPEB		12,578		0		0
FICA		27,456		29,951		29,803
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		195,172		151,227		195,676
FURLOUGH SAVINGS						(8,065)
TOTAL PERSONAL SERVICES	8.00	554,539 *	8.00	542,740	8.00	577,190

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

HOUSING AGENCY OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To expand homeownership and economic opportunity. To provide safe and sanitary housing for lower income and elderly people, and for people with special needs.

Department Obj.

To prevent foreclosures.

To prevent homelessness.

To provide housing opportunity for the elderly.

To provide housing opportunity for the disabled.

County Goal(s) Supported

III. Efficient County Government

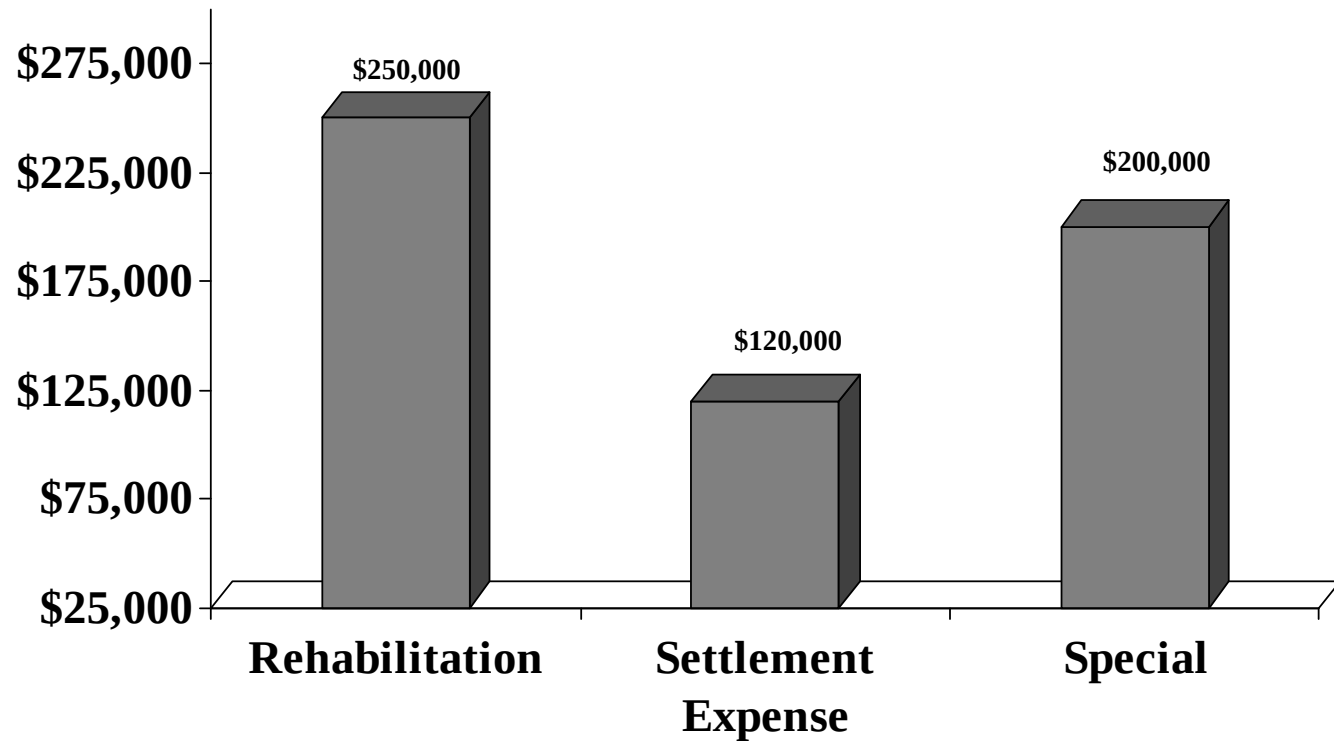
VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$6,723,480	\$7,452,934	\$9,290,411	\$10,000,000	\$11,000,000
Number of staff	22	23	23	21	25
<u>Output:</u>					
Number of training classes held	39	52	52	50	0
Number of publications and training materials distributed	2,600	2,750	3,000	3,200	3,500
Number of one-on-one counseling sessions	518	597	1,175	1,250	1,500
Number of partnership training sessions with private sector	9	6	15	12	0
Down Payment Assistance Fund monies distributed	\$139,000	\$240,000	\$385,000	\$110,000	\$0
Housing Assistance Payment monies distributed	\$5,552,922	\$5,965,687	\$7,790,714	\$8,000,000	\$9,000,000
Number of individuals requesting service	3,400	3,724	4,200	4,500	6,000
<u>Efficiency:</u>					
Cost per client	\$100	\$100	\$212	\$200	\$225
<u>Service Quality:</u>					
Percent of client requests responded to	99%	100%	100%	100%	100%
<u>Outcome:</u>					
Number of families prepared for homeownership	481	498	333	181	0
Number of families with improved credit	101	88	266	144	0
Number of first time home buyers	101	88	77	22	0
Savings realized by helping aid recipients become homeowners	\$1,040,544	\$500,000	\$421,344	\$125,000	\$0

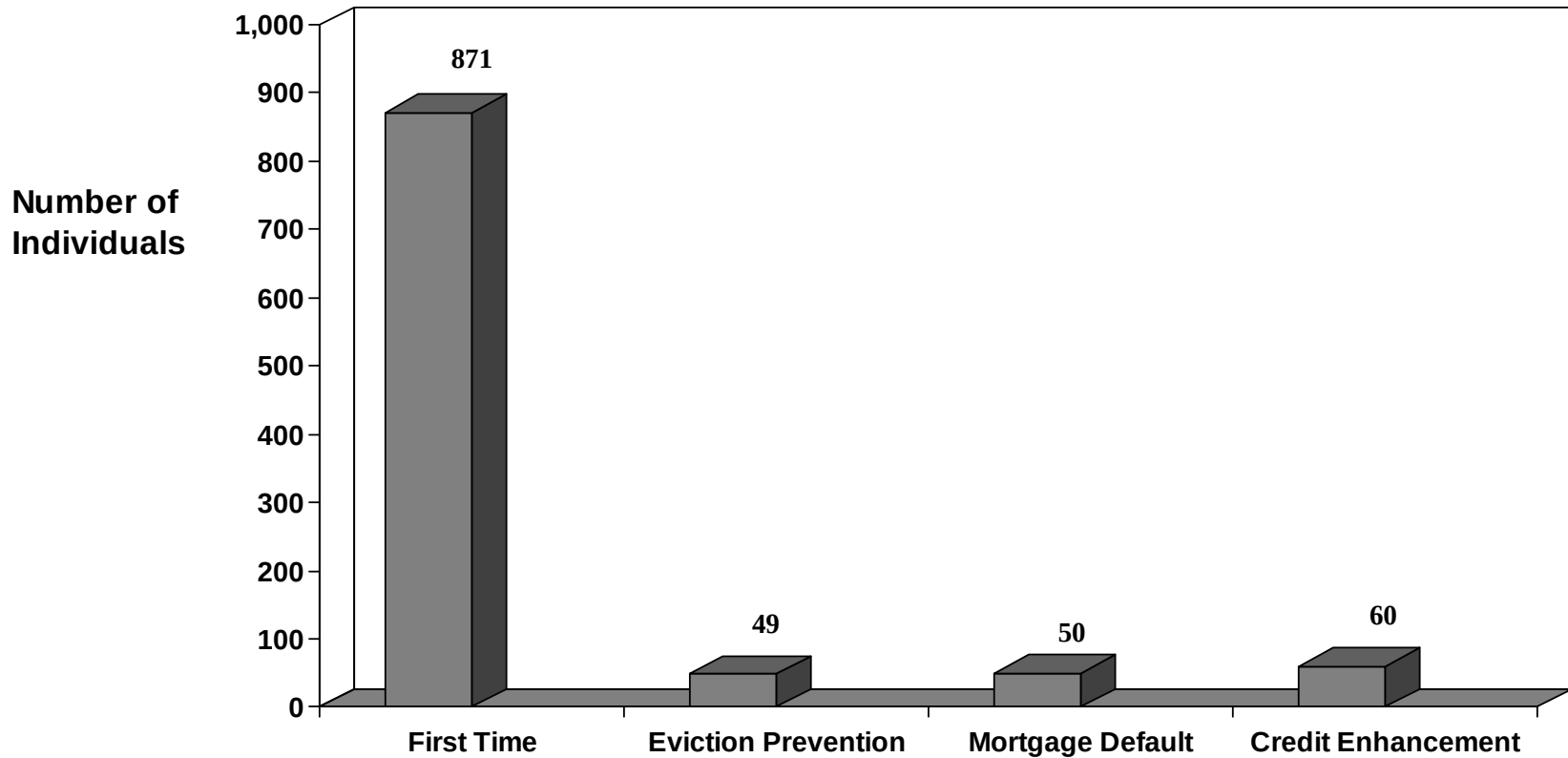
Explanation and Analysis of Performance Measures

The Housing Agency is a social service agency funded primarily by the Federal Government. As such, it must strictly adhere to Federal regulations. Other than Federal dollars designated for Housing Agency Payments, which we distribute, our primary outcome is human capital, which we build by providing counseling and educational services. Demand for service has always been high and the Housing Agency expects that demand will remain high in the future.

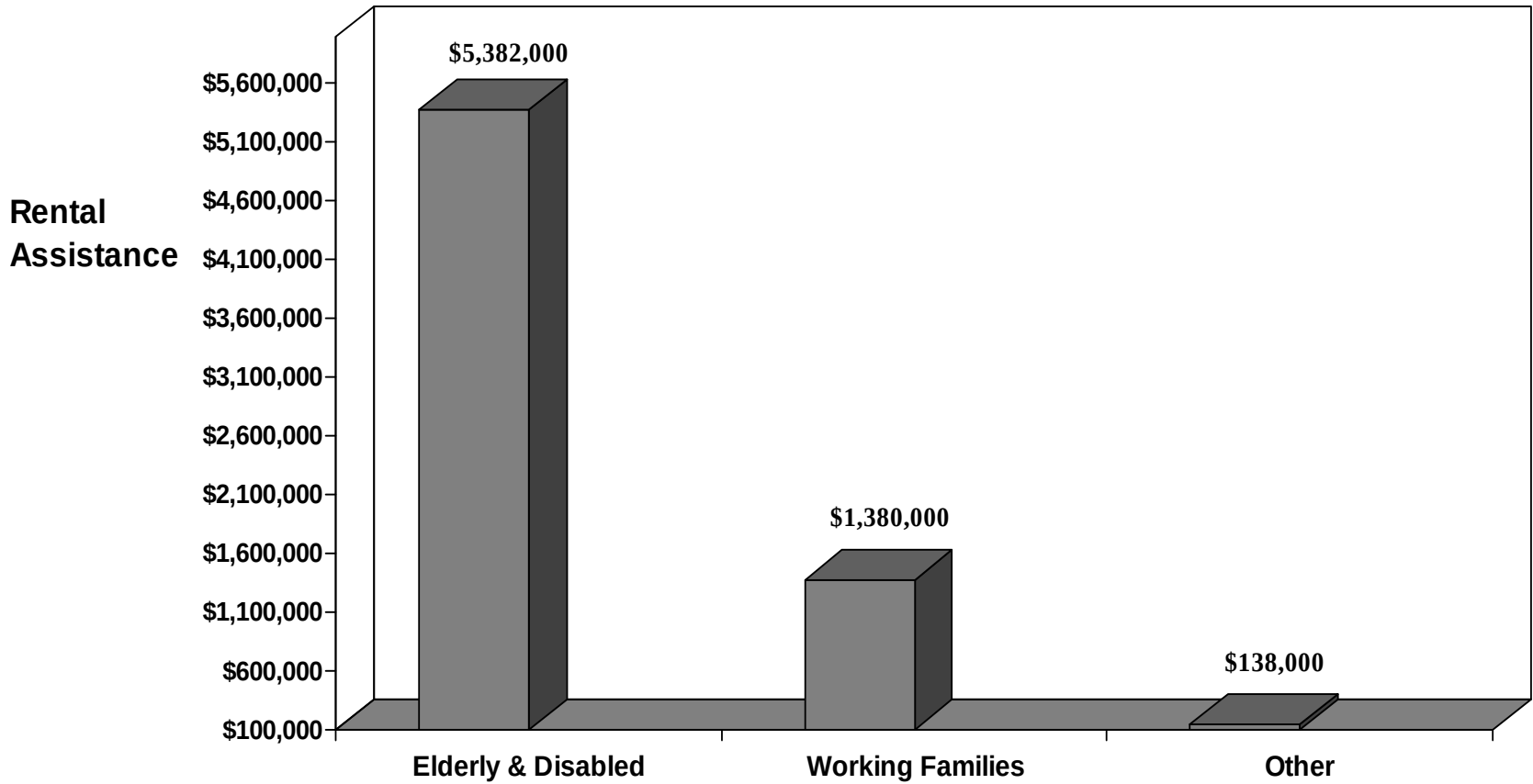
HOUSING AGENCY LOAN PROGRAMS



HOUSING AGENCY HOUSING COUNSELING



HOUSING AGENCY RENTAL ASSISTANCE



DEPARTMENT: HOUSING

DIVISION: House Keys 4 Employees

INDEX: 172000

ORIGIN/PURPOSE:

House Keys 4 Employees is an employer partnership program which will help Harford County Government workforce to become homeowners through a creative match program with the State of Maryland.

The program is designed to increase homeownership, employee recruitment, and employee retention by providing down payment and closing cost assistance to eligible employees.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
70	MISCELLANEOUS	0	145,000	200,000	0	0
	GRAND TOTAL	0	145,000	200,000	0	0
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	145,000	200,000	0	0
	GRAND TOTAL	0	145,000	200,000	0	0

FINANCIAL NOTES:

The (\$ 200,000) decrease in funding for House Keys 4 Employees is the result of:

	FY 09	FY 10	CHANGE
o	200,000	0	(200,000) Grants & Contributions - No funding recommended based on state of the economy

**GRANTS
HOUSING**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Choice Voucher	7,500,000	0	Continuous funding through Federal contract HUD Renewable Exp 3/31/2011	This is a recurring grant which provides for subsidized rental housing to eligible families If grant were to end, there would not be adequate funding in the operating budget to continue this program.	None
FSS Coordinator	100,390	0	Federal Contract HUD Renewable Exp 3/31/2011	This grant provides funding for a full-time Self-Sufficiency Coordinator and a full-time Home Ownership Coordinator. Assists moving citizens from Section 8 programs to self sufficiency and homeownership. Sufficient funding does not exist in the operating budget to continue this program if grant were to end.	None
Housing Opportunities for People with AIDS (HOPWA)	145,776	0	Federal money subcontracted with City of Balto. through HUD Renewable Exp 3/31/2011	This is a grant which is renewed yearly, providing funds for subsidized housing to individuals/families with AIDS. If grant were to end, the programs would cease due to lack of funding.	None
Rental Assistance Program (RAP)	35,000	0	State Renewable Exp 3/31/2012	This is a grant which is renewed each year, providing funds for temporary (12 months) rental subsidy to eligible families with critical housing need. Families assisted must demonstrate ability to become self-sufficient within the 12 month period. If grant were to end, the program would be terminated due to lack of funding.	None

**GRANTS
HOUSING**

Housing Counselor Department of Housing and Community Service	110,748	5,500	Until depleted State Recurring Exp 6/30/2011	This grant provides funding to pay the salary and fringe benefits of a Housing Counselor to assist families and individuals who are experiencing a housing crisis to obtain and/or maintain permanent housing. If grant were to end, the program would be terminated due to lack of funding.	None
Housing Counselor HUD	52,000	0	Federal Renewable Recurring Exp 06/30/2012	This grant provides pre-occupancy counseling programs; homebuyer education; post-purchase, mortgage default and rent delinquency counseling, property maintenance and personal money management. Grant supplies funds for supplies and training, no wages. If grant were to end, the program would be terminated due to lack of funding.	None
Section 8 Mainstream Program HUD	575,000	0	Federal Recurring Exp 06/30/2011	This grant provides 75 vouchers which enables families having a person with disabilities to lease affordable housing. Funding does not exist in the operating budget to continue this program if grant were to end.	None
TOTALS	8,518,914	5,500			

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*“Preserving Harford’s past;
Promoting Harford’s future”*

Harford County, Maryland

Approved Annual Operating Budget

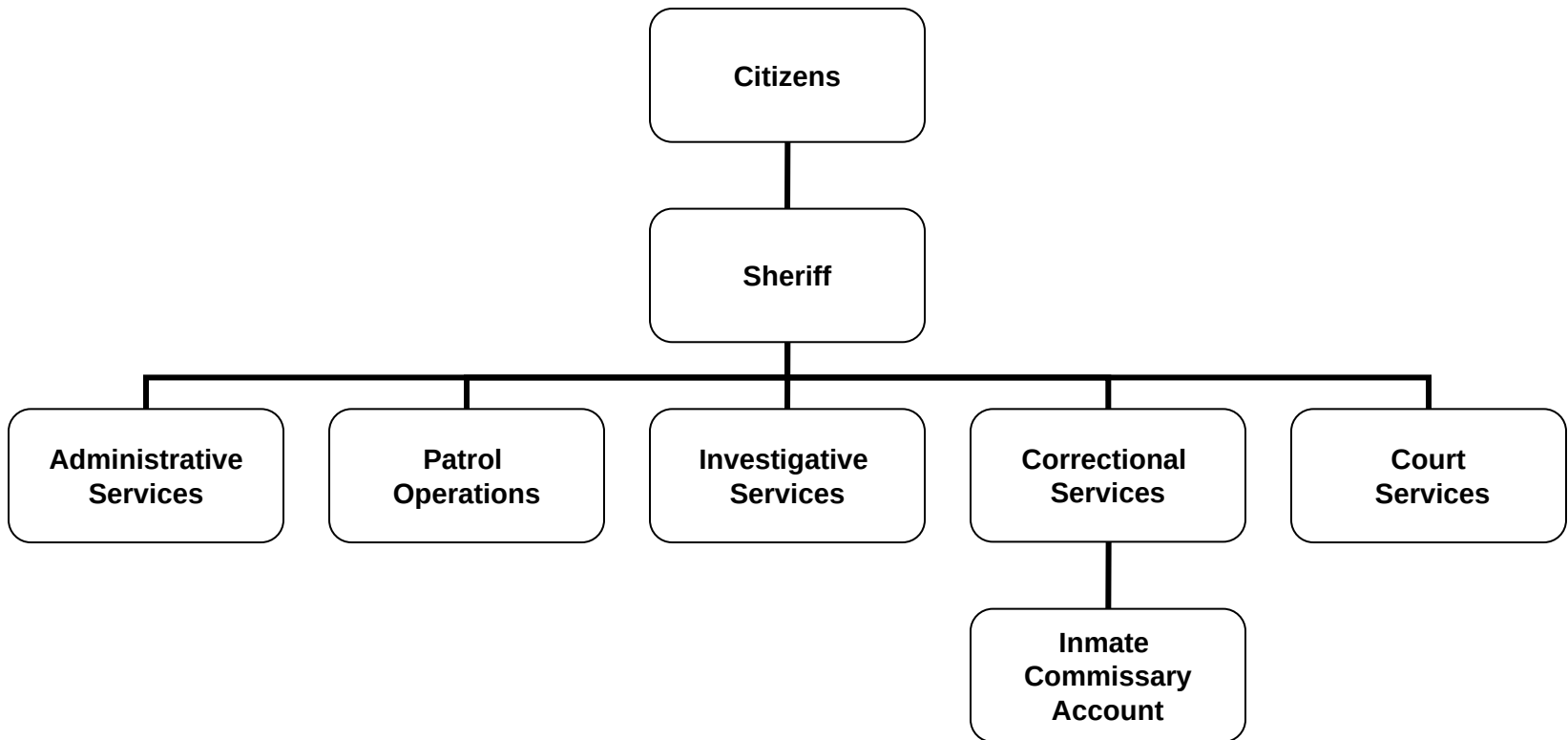
Fiscal Year 2009 - 2010



**David R. Craig
County Executive**

Volume II

SHERIFF'S OFFICE



SHERIFF'S OFFICE

ORIGIN/PURPOSE:

The Harford County Sheriff's Office is dedicated to the protection of life and property, arrest and confinement of offenders, court security and service of process, and preservation of the public peace. The Sheriff's Office is directed by a Sheriff who is elected to office every four years by the voters of Harford County in accordance with Article IV, Section 44 of the Constitution of the State of Maryland. The Sheriff's Office is divided into five major components: Administrative Services, Patrol Services, Investigative Services, Correctional Services and Court Services.

MISSION STATEMENT:

TO MAKE HARFORD COUNTY A PLACE WHICH IS SAFE AND SECURE TO LIVE, WORK, AND VISIT

FY '09 - '10 GOALS AND OBJECTIVES:

- 1 TO ENSURE THAT AGENCY STAFFING IS ADEQUATE TO MEET CURRENT AND FUTURE SERVICE DEMANDS AND MANDATES IN A TIMELY AND EFFICIENT MANNER
 - o To provide for timely service of court ordered processes by ensuring a service rate of no less than 90%
- 2 TO ENHANCE THE SAFETY OF FAMILIES THROUGH THE MONITORING OF CONVICTED SEX OFFENDERS
 - o To provide for routine monitoring of sex offender registrants through residential and employment verification at a minimum of twice per year per registrant

SHERIFF'S OFFICE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	38,544,278	51,562,717	52,160,958	52,641,426	52,641,426
20	CONTRACTUAL SERVICES	4,554,706	5,096,782	5,399,189	5,603,789	5,603,789
30	SUPPLIES & MATERIALS	2,326,836	1,945,429	2,157,808	2,113,917	2,113,917
40	BUSINESS & TRAVEL	1,750,322	1,980,684	1,927,833	1,971,652	1,971,652
50	CAPITAL OUTLAY	2,951,652	1,651,658	282,625	0	0
70	MISCELLANEOUS	293,947	436,467	385,857	410,268	410,268
80	INTERGOVERNMENTAL	0	0	294,940	979,428	979,428
	GRAND TOTAL	50,421,741	62,673,737	62,609,210	63,720,480	63,720,480

<u>SUMMARY BY FUND:</u>						
11	GENERAL	50,421,741	62,673,737	62,609,210	63,720,480	63,720,480
	GRAND TOTAL	50,421,741	62,673,737	62,609,210	63,720,480	63,720,480

<u>SUMMARY BY DIVISION:</u>						
211100	ADMINISTRATION & SUPPORT	5,504,461	7,052,131	6,862,815	7,033,389	7,033,389
211200	PATROL OPERATIONS	21,338,137	24,722,103	24,162,155	24,324,027	24,324,027
211300	INVESTIGATIVE SERVICES	5,129,767	6,859,367	6,965,735	7,106,738	7,106,738
212000	CORRECTIONAL SERVICES	14,458,889	18,845,100	19,136,808	19,645,089	19,645,089
212100	COMMISSARY ACCOUNT	225,236	232,666	240,097	265,097	265,097
213000	COURT SERVICES	3,765,251	4,962,370	5,241,600	5,346,140	5,346,140
	GRAND TOTAL	50,421,741	62,673,737	62,609,210	63,720,480	63,720,480

SUMMARY OF GRANT BUDGETS						358,268

SHERIFF'S OFFICE

FINANCIAL NOTES:

The \$1,111,270 net increase in funding for the Sheriff's Office is the result of:

	FY 09	FY 10	CHANGE	
o	29,917,143	30,305,519	388,376	Full-time Salaries increase breakdown below:
			300,103	Salary adjustments based on the recommendations of the Department of Human Resources
			(117,792)	Rounding adjustment per actual pay scale calculations
			453,650	Increase due to annualization of 10 new deputy positions in Patrol Operations funded for 7 pays in FY 09
			(247,585)	Staff Turnover <u>(0.83%)</u>
			<u>388,376</u>	
				# of Positions
o		(226,003)	(226,003)	(1.0) The net result of full-time staff transfers between divisions within the Sheriff's Office. Net decrease of one position is due to a net of one position now being funded by a grant.
o		19,404	19,404	0.55 The net result to this division of positions abolished or created for FY 10
o	1,290,240	1,137,564	(152,676)	Temporary Salaries - decrease based on actual expense history
o	133,303	123,086	(10,217)	Part Time Salaries - for School Crossing Guards, decrease based on actual expense history
o	4,919,931	5,588,135	668,204	an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	8,367,975	8,699,526	331,551	Pension / Retirement rate adjustments
o	1,211,345	958,624	(252,721)	Workers' Compensation rate adjustments
o	918,734	921,490	2,756	Shift Differential adjusted based on actual expense history
o	2,456,368	2,296,381	(159,987)	Overtime adjusted based on actual expense history
o	2,648,956	2,613,191	(35,765)	FICA - adjusted for salary changes
o	226,446	132,969	(93,477)	Uniform Allowance adjustments

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	91,042	121,200	30,158	Other Professional Services

Service	FY 09	FY 10	Change
IPMA - entrance exam funds for CO's	5,432	5,432	0
Personnel File Scan	2,400	2,400	0
Locksmith Services - lock repair	2,860	2,360	(500)
Tipping Fees	0	110	110
Driver Training Fee - State Program	6,000	5,500	(500)
Subpoena Record Request Fees	2,000	2,000	0
Swimming/Rescue Instruction - for entry level recruits	1,000	1,000	0
Air Tank Refills - Dive Team	2,250	2,250	0
Guest Lecturers	3,000	2,000	(1,000)
Basic English	900	900	0
Air Quality Testing	3,960	3,960	0
University of Maryland Technical Assistance	12,000	10,000	(2,000)
Video Analysis Consultant	29,120	43,680	14,560
Technical Consultant	0	20,800	20,800
Credit Checks	1,705	1,705	0
Surviving Armed Encounters	1,000	1,000	0
Maryland Chiefs	11,415	10,103	(1,312)
Law Enforcement Records Scan	6,000	6,000	0
DEPARTMENT TOTAL	91,042	121,200	30,158

o	324,994	413,217	88,223	Electricity - increase based on actual expenses, anticipated 6% increase in electricity cost, and anticipated expansion of detention center
o	425,939	428,162	2,223	Space & Real Estate Rental - increase due to expected cost of leases
o	5,098	27,783	22,685	Internet Line Services - increase due to expected cost of Verizon internet service
o	2,538,077	3,179,287	641,210	Medical Services - increase due to expected cost of inmate medical services contract
o	24,318	13,324	(10,994)	Other (Contractual Services) - for towing services, forensic DNA analysis, and handwriting analysis. Decrease based on actual expense history.

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	13,980	0	(13,980)	Printing In-House - consolidated under Printing Commercial due to closure of in-house print shop
o	29,800	33,300	3,500	Printing Commercial - funds moved from Printing In-House, reduced due to the state of the economy
o	578,651	0	(578,651)	Other Insurance - General, Property Damage and Auto liability insurance not funded in FY 10 due to the state of the economy
o	2,150	5,200	3,050	Animal Food Supplies - increase due to addition of K-9s in Patrol Operations
o	996,953	1,111,694	114,741	Meals-Special Purpose - increase based on expected cost of Aramark contract for inmate meals as well as increased appropriation authority for commissary
o	282,625	0	(282,625)	Police Car Packages - no new equipment recommended in FY 10 due to the state of the economy
o	2,840,890	3,025,487	184,597	Line items significantly adjusted based on actual expense history:
	FY 09	FY 10	Change	
	156,514	144,103	(12,411)	Office Equipment
	92,950	108,600	15,650	Vehicle & Operating Equipment
	461,400	484,989	23,589	Telephone Service
	16,150	12,550	(3,600)	County Facility Repair & Renovation
	61,899	49,941	(11,958)	Operating Equipment
	31,346	17,933	(13,413)	Communication Service
	13,215	27,195	13,980	Data Processing Hardware
	45,855	44,269	(1,586)	Data Processing Software
	97,028	100,560	3,532	Security Systems
	34,400	31,142	(3,258)	Other (Service & Maintenance)
	15,546	13,810	(1,736)	Laboratory Supplies
	107,549	108,693	1,144	Safety Equipment
	17,320	19,800	2,480	Medical Supplies
	654,700	760,200	105,500	County Owned Vehicles
	848,140	929,271	81,131	Fuel Charges
	176,000	168,000	(8,000)	Non-Targeted Charges
	10,878	4,431	(6,447)	Membership Fees & Dues
	<u>2,840,890</u>	<u>3,025,487</u>	<u>184,597</u>	
o	232,725	259,225	26,500	Line items significantly adjusted due to the expansion of the detention facility and based on actual expenses:
	FY 09	FY 10	Change	
	112,125	125,625	13,500	Heating Fuel (Gas)
	120,600	133,600	13,000	Water & Sewer
	<u>232,725</u>	<u>259,225</u>	<u>26,500</u>	

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	168,082	150,896	(17,186)	Other Supplies & Materials

Index	FY 09	FY 10	Change	Explanation
Administrative Services	10,000	12,000	2,000	per actual expense history to purchase bullet traps
Patrol Operations	65,480	30,094	(35,386)	for flags, K-9 and Youth Academy supplies, reduced due to the economy
Investigative Services	800	0	(800)	flags - reduced due to the economy
Correctional Services	70,000	85,000	15,000	per expense history for mattresses, linens, inmate, uniforms, etc.
Commissary Account	21,000	23,000	2,000	per actual expense history for indigent inmate kits
Court Services	802	802	0	for ADC mapping
DEPARTMENT TOTAL	168,082	150,896	(17,186)	

o	313,857	358,268	44,411	County Match / Transfers Out	FY 09	FY 10	Change
				B.O.S.E. Grant	266,592	303,689	37,097
				B.O.S.E. Grant Mgt Fee	29,621	30,369	748
				Domestic Violence	17,644	24,210	6,566
					313,857	358,268	44,411

o	294,940	979,428	684,488	Fleet Management Rentals - Continuation of fleet lease costs and adjusted based on actual amounts charged

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	1,085,017	773,366	(311,651)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	30,000	13,000	(17,000)	Personnel / Recruitment
	116,742	105,785	(10,957)	Building / Custodial Services
	89,900	68,000	(21,900)	General Office Supplies
	21,384	17,814	(3,570)	General Office Mailing
	384,434	280,284	(104,150)	Uniforms - Purchase
	17,450	13,370	(4,080)	Audio Visual Supplies
	138,677	136,327	(2,350)	Weapons & Ammunition
	5,100	4,100	(1,000)	Paint
	12,500	3,125	(9,375)	Transportation Costs
	11,715	9,415	(2,300)	Parking and Tolls
	24,545	5,511	(19,034)	Meals
	35,430	7,975	(27,455)	Lodging
	31,000	28,565	(2,435)	In-House Training
	98,640	32,595	(66,045)	Training Seminars, Courses, and Meetings
	15,000	0	(15,000)	Grants & Contributions - no signing bonuses for deputies in FY 10
	52,500	47,500	(5,000)	Confidential Expenses
	<u>1,085,017</u>	<u>773,366</u>	<u>(311,651)</u>	

SHERIFF'S OFFICE

FINANCIAL NOTES:

NOTE:

The Sheriff agreed to limit expenditures and modify operations in light of current economic conditions. The following line items were adjusted as recommended by the Sheriff.

Line Item	Modification
Temporary Salaries	(45,245)
Uniform Allowance	(128,881)
Overtime	(280,000)
Shift Differential	(102,389)
Vehicle & Operating Equipment	13,200
Telephone Service	7,989
Personnel / Recruitment	(5,000)
Other Professional Services	35,360
Data Processing Hardware	10,851
Data Processing Software	6,735
Uniforms - Purchase	(10,800)
County Owned Vehicles	(10,800)
Meals	(16,534)
Transportation Costs	(9,375)
Lodging	(23,925)
Membership Fees & Dues	(4,426)
Training Seminars	(52,005)
Total:	<u>(615,245)</u>

These changes have been incorporated into the Approved Budget amounts detailed above.

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	Elected	1.00	101,002	1.00	105,123	1.00	104,042
Chief Deputy	L-09	1.00	125,523	1.00	129,294	1.00	129,293
Major	L-08	3.00	326,589	3.00	346,469	3.00	336,503
Captain	L-07	8.00	783,006	9.00	925,817	8.00	825,092
Lieutenant	L-06	12.00	1,022,247	14.00	1,241,501	13.00	1,164,968
Sergeant	L-05	27.00	2,104,913	27.00	2,212,197	34.00	2,795,295
Corporal	L-04	31.00	2,101,376	31.00	2,321,210	29.00	2,110,144
Deputy First Class	L-03	153.00	9,047,528	166.00	10,157,073	171.00	10,246,454
Deputy	L-02	27.00	1,204,349	37.00	1,853,760	24.00	1,232,235
Deputy, Recruit	L-01	16.00	667,737	0.00	0	4.00	171,892
Major	D-08	1.00	100,629	1.00	103,649	1.00	103,646
Captain	D-07	2.00	172,378	2.00	182,875	2.00	182,874
Lieutenant	D-06	8.00	586,053	8.00	621,810	8.00	621,837
Sergeant	D-05	11.00	688,376	12.00	802,865	13.00	864,967
Corporal	D-04	14.00	786,818	14.00	823,711	14.00	828,155
Officer First Class	D-03	51.00	2,621,508	68.00	3,562,475	82.00	4,146,343
Officer	D-02	33.00	1,318,768	23.00	989,550	1.00	50,918
Correctional Officer Recruit	D-01	11.00	418,304	4.00	159,053	13.00	509,158
Warden	A-15	1.00	106,628	1.00	116,427	1.00	113,027
Budget Manager	A-14	1.00	75,627	1.00	85,622	1.00	85,613
Computer Manager	A-14	1.00	74,877	1.00	85,622	1.00	85,613
Human Resources Manager	A-12	1.00	72,691	1.00	83,128	1.00	80,350
Computer Forensics Examiner	A-11	1.00	50,668	1.00	58,498	1.00	53,539
Classification Supervisor	A-10	1.00	62,300	1.00	67,960	1.00	65,978
Information Technology Specialist	A-10	1.00	60,480	1.00	69,999	1.00	69,992
Law Enforcement Analyst Manager	A-10	1.00	54,374	1.00	62,194	1.00	62,192
Law Enforcement Records Administrator	A-10	1.00	70,699	1.00	78,785	1.00	83,595
Records Administrator	A-10	1.00	75,627	1.00	81,149	1.00	81,141
Special Projects Coordinator	A-10	0.00	0	1.00	72,099	1.00	72,093
Health Services Administrator	A-09	1.00	70,699	0.00	0	0.00	0
Human Resources Specialist	A-09	1.00	39,484	1.00	45,550	1.00	50,107
Public Information Specialist	A-09	1.00	47,754	1.00	48,647	1.00	50,107
Quartermaster Fleet Manager	A-09	1.00	58,037	1.00	61,625	1.00	63,482
Standards/Accreditation Manager	A-09	1.00	58,745	1.00	67,815	1.00	65,374

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Applicant Investigator	A-08	2.00	95,208	2.00	101,038	2.00	108,430
Law Enforcement Analyst	A-08	2.00	94,351	3.00	139,635	3.00	142,397
Pre-Trial Services Coordinator	A-08	2.00	102,685	2.00	113,520	2.00	116,938
Sex Offender Verification Investigator	A-08	1.00	40,448	1.00	50,106	1.00	48,880
Administrative Assistant	A-07	1.00	61,830	0.00	0	0.00	0
Classification Counselor	A-07	3.00	122,651	3.00	131,419	3.00	130,166
Computer Resources Technician	A-07	2.00	98,550	2.00	110,988	2.00	114,317
Financial Investigator	A-07	1.00	50,668	1.00	54,388	1.00	56,014
Grant Fiscal Technician	A-07	0.00	0	0.00	0	1.00	61,214
Property Manager	A-07	1.00	60,480	1.00	64,943	1.00	64,938
Program Coordinator	A-06	1.00	35,842	1.00	41,788	1.00	43,035
Commissary Coordinator	A-06	1.00	37,234	1.00	43,042	1.00	43,035
Corrections Records Supervisor	A-06	1.00	53,132	1.00	59,579	1.00	60,466
Corrections Quartermaster	A-06	0.00	0	1.00	52,936	1.00	54,517
Law Enforcement Records Supervisor	A-06	4.00	177,689	4.00	209,033	4.00	215,301
Maintenance Officer	A-05	2.00	90,987	2.00	98,515	2.00	98,508
Victims' Services Advocate	A-05	1.00	39,142	1.00	42,935	1.00	41,683
Accounting Clerk	A-04	2.00	105,256	2.00	116,722	1.00	57,075
Admin Support Technician	A-04	3.00	150,141	3.00	157,062	6.00	301,642
Corrections Records Technician II	A-04	6.00	255,417	5.00	208,559	3.00	120,328
IPC Booking Clerk	A-04	1.00	41,884	0.00	0	0.00	0
Law Enforcement Records Technician II	A-04	15.00	604,305	21.00	862,491	21.00	873,183
Records Clerk II	A-04	1.00	45,762	1.00	48,609	0.00	0
Inmate Property Coordinator	A-03	1.00	38,349	1.00	45,562	1.00	45,552
Property Management Assistant	A-03	1.00	34,064	1.00	33,902	1.00	33,904
Quartermaster Fleet Assistant	A-03	1.00	37,235	1.00	40,481	1.00	40,477
Corrections Records Clerk	A-02	0.00	0	0.00	0	2.00	76,523
Corrections Records Technician I	A-02	0.00	0	2.00	60,368	1.00	30,181
Law Enforcement Records Technician I	A-02	10.00	273,712	6.00	180,225	5.00	147,409
Records Clerk I	A-02	2.00	55,252	0.00	0	0.00	0
Senior Cook	A-02	1.00	42,184	1.00	44,990	0.00	0
FULL-TIME SALARIES		494.00	28,000,252	506.00	30,736,388	506.00	30,632,132
SALARY OFFSET			(379,933)		(819,245)		(526,074)
TOTAL FULL-TIME SALARIES		494.00	27,620,319	506.00	29,917,143	506.00	30,106,058

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES							
Crossing Guard	A-01	4.55	121,947	4.55	133,303	5.10	139,208
TOTAL PART-TIME SALARIES		4.55	121,947	4.55	133,303	5.10	139,208
TEMPORARY SALARIES			1,021,756		1,290,240		1,137,564
SALARY TOTAL		498.55	28,764,022	510.55	31,340,686	511.10	31,382,830
OTHER PERSONAL SERVICES							
Pension & Retirement			8,297,664		8,367,975		8,671,233
Workers' Compensation			1,029,449		1,211,345		951,426
Health Benefits			5,511,410		4,919,931		5,623,610
OPEB			968,562		0		0
Overtime & Shift Differential			3,125,191		3,375,102		3,217,871
FICA			2,432,440		2,648,956		2,600,137
Miscellaneous			293,540		296,963		194,319
TOTAL OTHER PERSONAL SERVICES			21,658,256		20,820,272		21,258,596
TOTAL PERSONAL SERVICES		498.55	50,422,278	510.55	52,160,958	511.10	52,641,426

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

HARFORD COUNTY SHERIFF'S OFFICE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To ensure that agency staffing is adequate to meet current and future service demands and mandates in a timely and efficient manner.

Department Obj.

To provide for timely service of court ordered civil processes by ensuring a service rate of no less than 90% annually.

County Goal(s) Supported

I. Public Safety

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Number of Civil Deputies	9	9	10	10	10
Operating Budget Allocated	\$798,281	\$847,115	\$1,024,808	\$1,047,001	\$1,061,267
<u>Output:</u>					
Number of papers received	46,629	45,064	45,688	46,600	47,200
<u>Efficiency:</u>					
Number of papers served	42,898	40,915	42,843	43,400	44,000
Number of papers served per Civil Deputy	4,766	4,546	4,284	4,340	4,400
<u>Service Quality:</u>					
Number of papers unable to be served	3,731	4,149	2,845	2,950	3,025
Average number of service attempts per paper	4.5	4.5	4.5	4.5	4.5
<u>Outcome:</u>					
Annual service rate percentage	92.00%	90.79%	93.91%	92.00%	92.00%

Explanation and Analysis of Performance Measures

Court Services seeks to provide for timely service of court ordered civil processes by ensuring a service rate of no less than 90% annually. Service of these processes is mandated by State statutes.

HARFORD COUNTY SHERIFF'S OFFICE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To enhance the safety of families through the monitoring of convicted sex offenders.

Department Obj.

To provide for routine monitoring of sex offender registrants through residential and employment verification at a minimum of twice per year per registrant.

County Goal(s) Supported

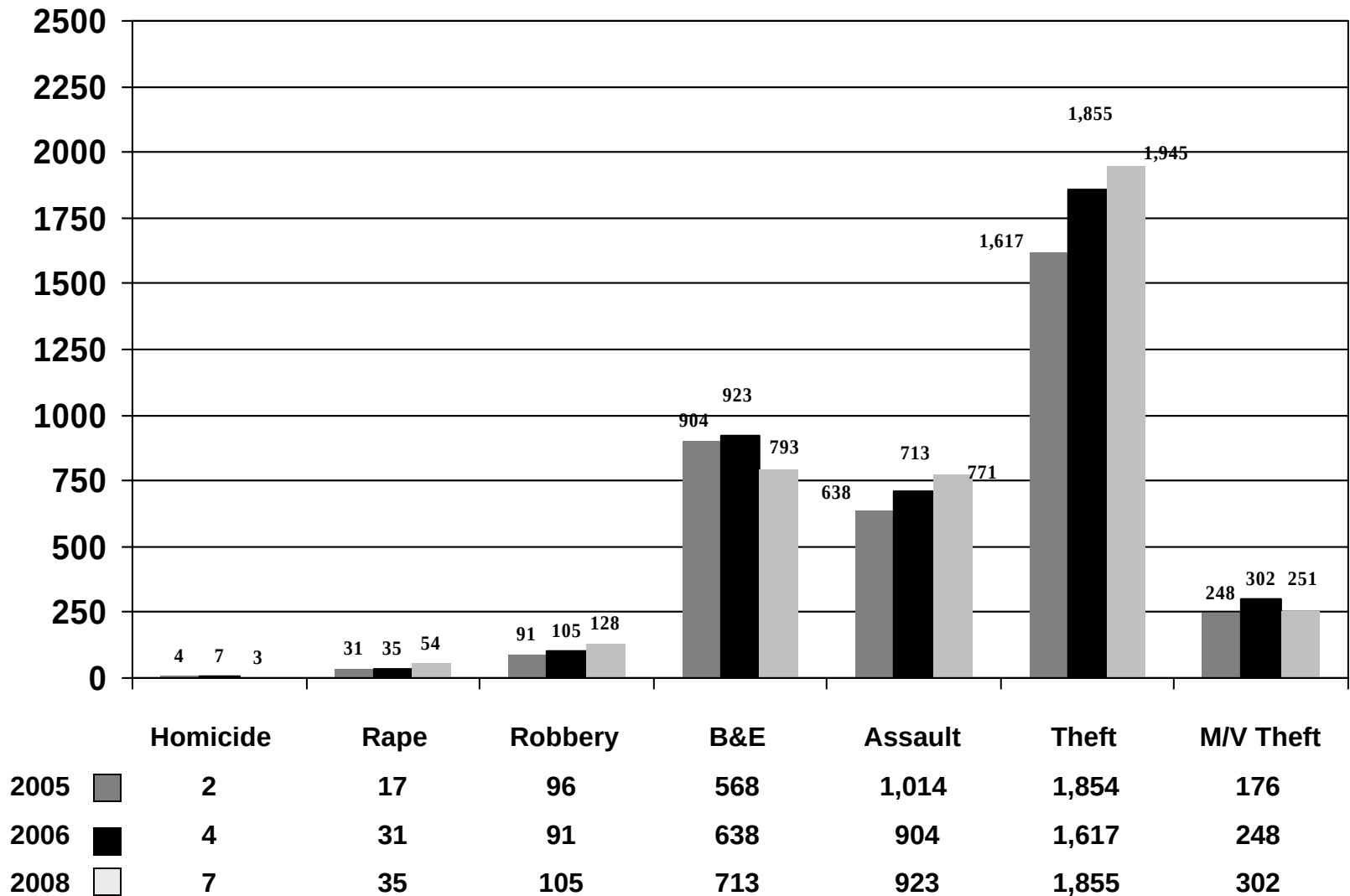
I. Public Safety

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Number of staff	1	1	1	1	1
Dollars allocated	\$6,419	\$11,756	\$11,663	\$11,897	\$11,897
<u>Output:</u>					
Number of registered child sex offenders	96	90	94	108	122
Number of registered sexual offenders (non-child)	5	13	36	41	46
Number of registered sexually violent child predators	0	1	4	5	6
Number of registered sexually violent offenders (non-child)	35	31	36	41	46
<u>Efficiency:</u>					
Average number of attempts per verification	5	1.7	1.5	2	2.5
<u>Service Quality:</u>					
Average number of residential verifications per registrant	2	2.9	2.4	2.5	2.7
Average number of employment verifications per registrant	0	0	0	0	0
<u>Outcome:</u>					
Average number of verifications per year per registrant	3	2.9	2.4	2.5	2.7

Explanation and Analysis of Performance Measures

Convicted sex offenders are required to report to the Sheriff's Office their current addresses, employers, and any educational institutions they attend. The Sheriff's Office, through its Megan's Law unit, strives to protect children and adults from sex offenders by verifying the information through personal contact at the offender's residence, place of employment, and educational institution. The Sheriff's Office will make at least two such checks per year for each offender.

Harford County Sheriff's Office Crime Statistics



DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

ORIGIN/PURPOSE:

The Administrative Services Division provides financial, managerial, and technical support to all the divisions of the agency.

Responsibilities include oversight of budget development and monitoring, planning and research, crime analysis, record management, employee training, quartermaster / fleet management, computer operations, and property management.

The Administrative Services Division is comprised of non-enforcement units that are tasked with providing administrative, financial, managerial, and technical support to all divisions of the agency.

Responsibilities include development and continuous monitoring of the budget, records management, employee training, quartermaster, fleet management, electronic services, and property management.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	4,049,697	5,457,710	5,507,263	5,702,363	5,702,363
20	CONTRACTUAL SERVICES	724,974	849,137	919,353	955,596	955,596
30	SUPPLIES & MATERIALS	128,589	119,255	118,715	96,365	96,365
40	BUSINESS & TRAVEL	294,460	335,527	297,984	274,565	274,565
50	CAPITAL OUTLAY	302,895	285,660	0	0	0
70	MISCELLANEOUS	3,846	4,842	19,500	4,500	4,500
	GRAND TOTAL	<u>5,504,461</u>	<u>7,052,131</u>	<u>6,862,815</u>	<u>7,033,389</u>	<u>7,033,389</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>5,504,461</u>	<u>7,052,131</u>	<u>6,862,815</u>	<u>7,033,389</u>	<u>7,033,389</u>

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

The \$170,574 net increase in funding for Sheriff's Office - Administrative Services is the result of:

	FY 09	FY 10	CHANGE	
o	3,574,222	3,638,571	64,349	Full-time Salaries
			66,262	Salary Adjustments based on the recommendations of the Department of Human Resources
			(1,132)	Rounding adjustment per actual pay scale calculations
			(781)	Staff Turnover (0.02%)
			<u>64,349</u>	

The Sheriff has agreed to remit his FY 10 statutorily prescribed salary increase to be used for the Youth Academy

o		148,509	148,509	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:			
				# of Positions	Salary	Fringe	Total
				5	281,216	199,467	480,683
				(3)	(218,887)	(113,287)	(332,174)
				<u>2</u>	<u>62,329</u>	<u>86,180</u>	<u>148,509</u>
o	142,700	118,029	(24,671)	Temporary Salaries - funds provided for Fleet Tech Assistant, Security Clerk, three Clerical Assistants and a Web Designer			
o	538,987	579,725	40,738	an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage			
o	647,716	648,244	528	Pension / Retirement rate adjustments			
o	78,921	41,567	(37,354)	Workers' Compensation rate adjustments			
o	170,373	170,373	0	Overtime based on actual expense history			
o	9,200	5,925	(3,275)	Uniform Allowance adjustments			

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	297,244	303,640	6,396 FICA - adjusted for personnel / salary changes
o	39,500	39,380	(120) Shift Differential - adjusted based on actual expense history
o	3,839	26,052	22,213 Internet Line Services - based on expected cost of Verizon internet service
o	54,812	50,000	(4,812) Other Professional Services

Service	FY 09	FY 10	Change	Explanation
Driver Training Fee	6,000	5,500	(500)	Based on actuals
Swimming / Rescue Instruction	1,000	1,000	0	
Basic English	900	900	0	
Surviving Armed Encounters	1,000	1,000	0	
Personnel File Scan	2,400	2,400	0	
Law Enforcement Records Scan	6,000	6,000	0	
Maryland Chiefs	11,415	10,103	(1,312)	Based on actuals
Air Quality Test	3,960	3,960	0	
Univ of MD Tech Assistance	12,000	10,000	(2,000)	Based on actuals
IMPA Testing Services	5,432	5,432	0	
Credit Checks	1,705	1,705	0	
Guest Lecturers	3,000	2,000	(1,000)	Due to economy
TOTAL	54,812	50,000	(4,812)	

o	3,500	0	(3,500) Printing - In-House - consolidated under Printing - Commercial due to closure of in-house print shop

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	9,825	18,825	9,000	Data Processing Software Maintenance:

Service	FY 09	FY 10	Change	Explanation
Crown Pointe Skills Manager	995	995	0	
Crown Pointe Training Manager	1,595	1,595	0	
Avtech	0	55	55	based on actuals
Fluke Meter	0	2,235	2,235	new for FY 10
Fluke Maintenance	0	4,500	4,500	new for FY 10
ATAC Crime Analysis	750	765	15	based on actuals
NAI McAfee Anti Virus	6,000	7,430	1,430	based on actuals
Constant Contact	0	765	765	based on actuals
Help Trac Call	485	485	0	
TOTAL	9,825	18,825	9,000	

o	790,969	838,850	47,881	Line items significantly adjusted, based on actual expense history:

FY 09	FY 10	Change	
58,277	58,874	597	Office Equipment
420,000	469,989	49,989	Telephone Service
140,000	104,241	(35,759)	Medical Services
6,043	6,580	537	Office Equipment Service
2,450	3,200	750	Operating Equipment
10,215	27,195	16,980	Data Processing - Hardware
114,984	128,771	13,787	Fuel Charges
10,000	12,000	2,000	Other Supplies & Materials
29,000	28,000	(1,000)	Non-Targeted Charges
790,969	838,850	47,881	

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	200,361	104,674	(95,687)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	CHANGE	
	30,000	13,000	(17,000)	Personnel / Recruitment
	7,500	6,500	(1,000)	County Facility Repair & Renovation
	6,711	1,080	(5,631)	Building / Custodial Services
	25,000	20,000	(5,000)	General Office Supplies
	2,000	500	(1,500)	Transportation Costs
	3,500	3,000	(500)	General Office Mailing
	26,850	15,000	(11,850)	Uniforms - Purchase
	2,500	1,500	(1,000)	Audio Visual Equipment
	1,400	900	(500)	Laboratory Equipment
	9,000	7,000	(2,000)	Weapons & Ammunition
	1,500	1,000	(500)	Parking & Tolls
	14,000	3,000	(11,000)	Lodging
	5,400	1,225	(4,175)	Meals
	3,000	1,524	(1,476)	Membership Fees & Dues
	9,000	8,000	(1,000)	Professional Books & Periodicals
	36,000	20,445	(15,555)	Training Seminars, Courses and Meetings
	2,000	1,000	(1,000)	In-House Training
	15,000	0	(15,000)	Grants & Contributions - no signing bonuses for deputies in FY
	200,361	104,674	(95,687)	

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

NOTE:

The Sheriff agreed to limit expenditures and modify operations in light of current economic conditions. The following line items were adjusted as recommended by the Sheriff:

Line Item	Modification
Temporary Salaries	(30,000)
Uniform Allowance	(5,275)
Shift Differential	(4,376)
Telephone Service	7,989
Personnel / Recruitment	(5,000)
Data Processing Hardware	10,851
Data Processing Software	6,735
Transportation Costs	(1,500)
Meals	(3,675)
Lodging	(9,000)
Membership Fees & Dues	(1,525)
Training Seminars	(15,555)
Total:	<u>(50,331)</u>

These changes have been incorporated into the Approved Budget amounts detailed above.

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: ADMINISTRATION

Index No. 211100

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	Elected	1.00	101,002	1.00	105,123	1.00	104,136
Chief Deputy	L-09	1.00	125,523	1.00	129,294	1.00	129,293
Major	L-08	1.00	110,891	1.00	117,639	1.00	107,661
Captain	L-07	2.00	195,687	3.00	308,335	2.00	207,604 B
Lieutenant	L-06	2.00	167,986	3.00	256,616	3.00	259,127
Sergeant	L-05	2.00	156,524	1.00	81,796	3.00	247,998 C
Corporal	L-04	2.00	136,321	2.00	153,439	1.00	82,368 D
Deputy First Class	L-03	3.00	198,407	4.00	288,580	5.00	344,967 E
Budget Manager	A-14	1.00	75,627	1.00	85,622	1.00	85,613
Computer Manager	A-14	1.00	74,877	1.00	85,622	1.00	85,613
Human Resources Manager	A-12	1.00	72,691	1.00	83,128	1.00	80,350
Information Technology Specialist	A-10	1.00	60,480	1.00	69,999	1.00	69,992
Law Enforcement Analyst Manager	A-10	1.00	54,374	1.00	62,194	1.00	62,192
Law Enforcement Records Administrator	A-10	1.00	75,627	1.00	81,149	1.00	83,595
Human Resources Specialist	A-09	1.00	39,484	1.00	45,550	1.00	50,107
Public Information Specialist	A-09	1.00	47,754	1.00	48,647	1.00	50,107
Quartermaster Fleet Manager	A-09	1.00	58,037	1.00	61,625	1.00	63,482
Applicant Investigator	A-08	2.00	95,208	2.00	101,038	2.00	108,430
Computer Resources Technician	A-07	2.00	98,550	2.00	110,988	2.00	114,317
Grant Fiscal Technician	A-07	0.00	0	0.00	0	1.00	61,214 F
Property Manager	A-07	1.00	60,480	1.00	64,943	1.00	64,938
Law Enforcement Records Supervisor	A-06	4.00	177,689	4.00	209,033	4.00	215,301
Accounting Clerk	A-04	2.00	105,256	2.00	116,722	1.00	57,075
Admin Support Technician	A-04	1.00	50,047	1.00	52,354	2.00	95,452 G
Law Enforcement Records Technician II	A-04	10.00	404,698	15.00	600,178	16.00	648,272 H
Property Management Assistant	A-03	1.00	34,064	1.00	33,902	1.00	33,904
Quartermaster Fleet Assistant	A-03	1.00	37,235	1.00	40,481	1.00	40,477
Law Enforcement Records Technician I	A-02	10.00	273,712	6.00	180,225	5.00	147,409 I
FULL-TIME SALARIES		57.00	3,088,231	60.00	3,574,222	62.00	3,700,900

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: ADMINISTRATION

Index No. 211100

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			85,696		142,700		118,029
SALARY TOTAL		57.00	3,173,927	60.00	3,716,922	62.00	3,818,929
OTHER PERSONAL SERVICES							
Pension & Retirement			552,490		647,716		664,202
Workers' Compensation			61,295		78,921		65,470
Health Benefits			569,058		538,987		620,426
OPEB			108,088		0		0
Overtime & Shift Differential			187,500		209,873		209,753
FICA			254,163		297,244		309,378
Miscellaneous			15,680		17,600		14,205
TOTAL OTHER PERSONAL SERVICES			1,748,274		1,790,341		1,883,434
TOTAL PERSONAL SERVICES		57.00	4,922,201 *	60.00	5,507,263	62.00	5,702,363

*** FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

A - The Sheriff has agreed to remit his FY 10 statutorily prescribed salary increase to be used for a County grant / contribution

B - One (1) Captain promoted to Major

C - Net increase of two (2) Sergeants due to transfers between divisions

D - Net decrease of one (1) Corporal due to transfers between divisions

E - Net increase of one (1) Deputy First Class due to transfers between divisions

F - One (1) Accounting Clerk reclassified as a Grant Fiscal Technician

G - One (1) Law Enforcement Records Technician II reclassified as an Admin Support Technician

H - Net increase of one (1) Law Enforcement Records Technician II due to two (2) Law Enforcement Records Technician I's promoted to Law Enforcement Records Technician II's and one (1) Law Enforcement Records Technician II reclassified as an Administrative Support Technician

I - Net decrease of one (1) Law Enforcement Records Technician I due to transfers between divisions and two (2) Law Enforcement Records Technician I's promoted to Law Enforcement Records Technician II's

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Patrol Operations****INDEX: 211200****ORIGIN/PURPOSE:**

The Patrol Operations Division responds to calls for service, enforces law, prevents crime, and apprehends violators. To perform these functions, deputies are assigned to three shifts that patrol ten sectors within Harford County.

Additionally, to assist in achieving its mission, this Division has several specialized units: Community Policing Unit, School Policing Unit, Traffic Unit and K-9 Unit. Other units with specialized functions include the Special Response Team (SRT), Crisis Negotiating Team, Scuba Team, Honor Guard, Community Action Response Team (CART), and the Gang Suppression Unit (GSU).

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	16,688,800	21,481,929	21,474,734	21,680,276	21,680,276
20	CONTRACTUAL SERVICES	551,184	651,319	564,085	169,724	169,724
30	SUPPLIES & MATERIALS	762,670	413,991	537,971	449,899	449,899
40	BUSINESS & TRAVEL	892,512	1,006,672	1,007,800	1,044,700	1,044,700
50	CAPITAL OUTLAY	2,443,054	1,141,167	282,625	0	0
70	MISCELLANEOUS	(83)	27,025	0	0	0
80	INTERGOVERNMENTAL	0	0	294,940	979,428	979,428
	GRAND TOTAL	<u>21,338,137</u>	<u>24,722,103</u>	<u>24,162,155</u>	<u>24,324,027</u>	<u>24,324,027</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>21,338,137</u>	<u>24,722,103</u>	<u>24,162,155</u>	<u>24,324,027</u>	<u>24,324,027</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Patrol Operations****INDEX: 211200****FINANCIAL NOTES:**

The \$161,872 net increase in funding for Sheriff's Office - Patrol Operations is the result of:

	FY 09	FY 10	CHANGE	
o	12,125,037	12,473,675	348,638	Full-time Salaries
			119,758	Salary Adjustments based on the recommendations of the Department of Human Resources
			(115,912)	Rounding adjustment per actual pay scale calculations
			453,650	Increase due to annualization of 10 new deputy positions funded for 7 pays in FY 09
			(108,858)	Staff Turnover (0.90%)
			<u>348,638</u>	
o		(468,597)	(468,597)	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions	Salary
			12.0	777,860
			(17.0)	(1,050,739)
			<u>(5)</u>	<u>(272,879)</u>
				Fringe
				449,949
				(645,667)
				<u>(195,718)</u>
				Total
				1,227,809
				(1,696,406)
				<u>(468,597)</u>
o		19,404	19,404	0.55 The net result to this division of positions abolished or created for FY 10:
				Salary
				(10,254)
				26,376
				<u>16,122</u>
				Fringe
				(3,423)
				6,705
				<u>3,282</u>
				Total
				(13,677)
				33,081
				<u>19,404</u>
o	133,303	123,086	(10,217)	Part-time Salaries - for school crossing guards per actual expenditures
o	233,229	226,751	(6,478)	Temporary Salaries - for ten security guards, one medic, and one school crossing guard per actual expenditures
o	2,094,755	2,487,245	392,490	an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	3,696,227	3,939,385	243,158	Pension / Retirement / LEOPS rate adjustments
o	543,824	439,231	(104,593)	Workers' Compensation rate adjustments
o	28,797	29,820	1,023	Life Insurance adjustments
o	1,025,000	850,000	(175,000)	Overtime adjusted based on actual expense history

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Patrol Operations****INDEX: 211200****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	428,234	409,282	(18,952) Shift Differential adjusted based on actual expense history
o	1,064,982	1,094,600	29,618 FICA - based on actual salary adjustments
o	101,346	56,394	(44,952) Uniform Allowance adjusted based on actual expense history
o	45,600	49,704	4,104 Electricity - increase based on actual expense history and expected 6% increase in cost of electricity in FY 10
o	1,400	3,700	2,300 Animal Food Supplies - increase due to addition of K-9 units
o	55,500	60,945	5,445 Safety Equipment - funds to replace 6 tactical vests @ 10,800; 11 vests @ 505; 4 dry suits (dive team) @ 4,000 and miscellaneous safety equipment including flares, gloves, and K-9 equipment
o	0	13,200	13,200 Vehicle & Operating Equipment - for lease of covert vehicles
o	282,625	0	(282,625) Police Car Package - no new equipment recommended in FY 10 due to the state of the economy
o	458,828	529,610	70,782 Line items significantly adjusted based on actual expense history:
	FY 09	FY 10	Change
	12,941	14,244	1,303 Office Equipment
	7,000	3,000	(4,000) Heating Fuel (Gas)
	1,500	2,000	500 Unemployment Insurance
	2,000	1,400	(600) County Facility Repair and Renovation
	9,887	5,791	(4,096) Operating Equipment
	18,500	15,000	(3,500) General Office Supplies
	2,500	3,200	700 Duplicating Machine Supplies
	8,500	12,000	3,500 Medical Supplies
	1,000	1,850	850 Diesel Fuel
	5,000	1,925	(3,075) Membership Fees & Dues
	390,000	469,200	79,200 County Owned Vehicles
	<u>458,828</u>	<u>529,610</u>	<u>70,782</u>
o	65,480	30,094	(35,386) Other Supplies & Materials - includes community policing supplies, youth academy supplies, flags, bike supplies, and K-9 supplies; recommended reduction due to the state of the economy and due to removal of (\$15,000) in one-time expenses for new deputy positions in FY 09; increased by \$94 due to Sheriff's donating his statutory salary increase to the Youth Academy

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Patrol Operations****INDEX: 211200****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	399,555	0	(399,555)	Other Insurance - General, Property Damage, and Auto Liability Insurance not funded in FY 10 due to the state of the econ
o	1,500	0	(1,500)	Printing - In-House - Funds consolidated under Printing - Commercial due to closure of in-house print shop
o	307,242	198,816	(108,426)	Significant reductions recommended due to the state of the economy
	FY 09	FY 10	Change	
	22,858	17,532	(5,326)	Building / Custodial Services
	8,400	2,100	(6,300)	Meals
	8,900	2,225	(6,675)	Lodging
	30,000	7,500	(22,500)	Training Seminars, Courses and Meetings
	5,000	1,925	(3,075)	Membership Fees & Dues
	5,000	1,250	(3,750)	Transportation Costs
	<u>227,084</u>	<u>166,284</u>	<u>(60,800)</u>	Uniforms - Purchase
	<u>307,242</u>	<u>198,816</u>	<u>(108,426)</u>	
o	294,940	979,428	684,488	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

NOTE:

The Sheriff agreed to limit expenditures and modify operations in light of current economic conditions. The following line items were adjusted as recommended by the Sheriff:

Line Item	Modification
Uniform Allowance	(54,956)
Overtime	(192,000)
Shift Differential	(45,476)
Vehicle & Operating Equipment	13,200
Uniforms - Purchase	(10,800)
County Owned Vehicles	(10,800)
Transportation Costs	(3,750)
Meals	(6,300)
Lodging	(6,675)
Membership Fees & Dues	(1,926)
Training Seminars	(22,500)
Total:	<u>(341,983)</u>

These changes have been incorporated into the Approved Budget amounts detailed above.

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: PATROL OPERATIONS

Index No. 211200

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	L-08	1.00	114,212	1.00	121,174	1.00	121,181
Captain	L-07	3.00	305,228	2.00	213,725	3.00	305,926 A
Lieutenant	L-06	7.00	592,138	7.00	638,780	7.00	638,769
Sergeant	L-05	15.00	1,141,859	16.00	1,285,247	21.00	1,697,448 B
Corporal	L-04	17.00	1,139,673	17.00	1,251,873	16.00	1,137,494 C
Deputy First Class	L-03	114.00	6,585,179	119.00	7,056,740	118.00	6,834,013 D
Deputy	L-02	25.00	1,116,297	36.00	1,797,994	23.00	1,189,262 E
Deputy, Recruit	L-01	16.00	667,737	0.00	0	4.00	171,892 F
Admin Support Technician	A-04	1.00	50,047	1.00	52,354	2.00	104,811 G
Records Clerk II	A-04	1.00	45,762	1.00	48,609	0.00	0 H
FULL-TIME SALARIES		200.00	11,758,132	200.00	12,466,496	195.00	12,200,796
SALARY OFFSET			0		(341,459)		0
TOTAL FULL-TIME SALARIES		200.00	11,758,132	200.00	12,125,037	195.00	12,200,796
PART-TIME SALARIES							
Crossing Guard	A-01	4.55	121,947	4.55	133,303	5.10	139,208
TOTAL PART-TIME SALARIES		4.55	121,947	4.55	133,303	5.10	139,208
TEMPORARY SALARIES			206,871		233,229		226,751
SALARY TOTAL		204.55	12,086,950	204.55	12,491,569	200.10	12,566,755

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: PATROL OPERATIONS

Index No. 211200

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement			3,818,471		3,696,227		3,867,236
Workers' Compensation			485,855		543,824		419,553
Health Benefits			2,426,765		2,094,755		2,412,329
OPEB			415,801		0		0
Overtime & Shift Differential			1,338,233		1,453,234		1,259,282
FICA			1,025,200		1,064,982		1,074,957
Miscellaneous			135,620		130,143		80,164
TOTAL OTHER PERSONAL SERVICES			9,645,945		8,983,165		9,113,521
TOTAL PERSONAL SERVICES		204.55	21,732,895	204.55	21,474,734	200.10	21,680,276

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

- A - Net increase of one (1) Captain position is the result of transfers between divisions
- B - Net increase of five (5) Sergeant positions is the result of transfers between divisions, six Corporals promoted to Sergeant, and one vacant Sergeant position reclassified as a Deputy Recruit
- C - Net decrease of one (1) Corporal positions is due to transfers between divisions, six Corporals promoted to Sergeant, four Deputies First Class promoted to Corporal and one vacant Corporal position reclassified as a Deputy Recruit
- D - Net decrease of one (1) Deputy First Class position is due to transfers between divisions, nineteen Deputies promoted to Deputy First Class, four Deputies First Class promoted to Corporal, two vacant Deputy First Class positions filled as Deputies, and one vacant Deputy First Class position reclassified as a Deputy Recruit
- E - Net decrease of thirteen (13) Deputy positions is due to transfers between divisions, nineteen Deputies promoted to Deputy First Class, and two vacant Deputy First Class positions filled as Deputies
- F - Net increase of four (4) Deputy Recruit positions is the result of transfers between divisions and three vacant positions (one Corporal, one Deputy First Class, and one Sergeant) reclassified as Deputy Recruits
- G - One (1) Records Clerk II reclassified as an Administrative Support Technician

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Investigative Services

INDEX: 211300

ORIGIN/PURPOSE:

The Investigative Services Bureau is responsible for the in-depth investigation of designated serious crimes, drug offenses, and homeland security issues reported to the Sheriff's Office. To accomplish its mission, the Bureau is divided into two divisions: Criminal Investigation and Special Investigation.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	4,283,917	5,811,477	6,007,000	6,138,674	6,138,674
20	CONTRACTUAL SERVICES	386,063	444,579	525,612	523,296	523,296
30	SUPPLIES & MATERIALS	54,268	48,277	53,888	43,138	43,138
40	BUSINESS & TRAVEL	289,971	335,870	326,735	354,130	354,130
50	CAPITAL OUTLAY	68,048	166,664	0	0	0
70	MISCELLANEOUS	47,500	52,500	52,500	47,500	47,500
	GRAND TOTAL	<u>5,129,767</u>	<u>6,859,367</u>	<u>6,965,735</u>	<u>7,106,738</u>	<u>7,106,738</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>5,129,767</u>	<u>6,859,367</u>	<u>6,965,735</u>	<u>7,106,738</u>	<u>7,106,738</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Investigative Services****INDEX: 211300****FINANCIAL NOTES:**

The \$141,003 net increase in funding for Sheriff's Office - Investigative Services is the result of:

	FY 09	FY 10	CHANGE	
o	3,484,724	3,495,654	10,930	Full-Time Salaries
			9,594	Salary Adjustments based on the recommendations of the Department of Human Resources
			(7)	Rounding adjustment per actual pay scale calculations
			1,343	Staff Turnover (0.04%)
			<u>10,930</u>	
o		20,751	20,751	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
				# of Positions Salary Fringe Total
				13 772,948 471,184 1,244,132
				<u>(11)</u> <u>(784,918)</u> <u>(438,463)</u> <u>(1,223,381)</u>
				<u>2</u> <u>(11,970)</u> <u>32,721</u> <u>20,751</u>
o	53,036	51,538	(1,498)	Temporary Salaries - funds provided for Sex Offender Investigator and a technical assistant
o	582,063	611,452	29,389	an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	974,087	1,019,418	45,331	Pension / Retirement rate adjustments as well as LEOPS plan for deputies
o	143,659	122,049	(21,610)	Workers' Compensation rate adjustments
o	256,500	300,000	43,500	Overtime adjusted based on actual expense history
o	302,991	309,610	6,619	FICA adjustments
o	171,000	180,662	9,662	Shift Differential adjusted based on actual expense history
o	31,800	20,400	(11,400)	Uniform Allowance adjustments

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Investigative Services****INDEX: 211300****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	30,000	37,692	7,692 Electricity - increase based on actual expense history plus an anticipated 6% increase in the cost of electricity
o	600	0	(600) Printing - In-House - consolidated under Printing - Commercial due to the closure of the in-house print shop
o	244,026	245,825	1,799 Space & Real Estate Rental - based on expected cost of leases for CID/Evidence/Property facility and covert office
o	30,558	27,300	(3,258) Other (Service and Maintenance) - maintenance contract for wiretap equipment, Terminix contract, Accurant public records database, and University of MD CAPWIN; decrease based on actual expense history
o	31,120	66,480	35,360 Other Professional Services - increase due to addition of technical consultant and additional hours for video consultant
o	15,000	5,000	(10,000) Other (Contractual Service) - towing costs, handwriting analysis, forensic DNA testing; decrease based on actuals
o	456,255	481,281	25,026 Line items adjusted significantly due to actual expense history:
	FY 09	FY 10	Change
	10,823	11,335	512 Office Equipment
	92,700	95,400	2,700 Vehicle & Operating Equipment
	5,125	4,625	(500) Heating Fuel (Gas)
	41,400	15,000	(26,400) Telephone Service
	19,507	8,921	(10,586) Data Processing Software
	98,700	125,000	26,300 County Owned Vehicles
	165,000	200,000	35,000 Fuel Charges
	23,000	21,000	(2,000) Non-Targeted Charges
	<u>456,255</u>	<u>481,281</u>	<u>25,026</u>

INDEX: 211300

	FY 09	FY 10	CHANGE
o	133,500	86,630	(46,870) Significant reductions recommended due to the state of the economy:

NOTE:
The Sheriff agreed to limit expenditures and modify operations in light of current economic conditions. The following line items were adjusted as recommended by the Sheriff:

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DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: INVESTIGATIVE SERVICES

Index No. 211300

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	L-08	1.00	101,486	1.00	107,656	1.00	107,661
Captain	L-07	2.00	187,139	3.00	293,659	2.00	201,468 A
Lieutenant	L-06	2.00	175,762	3.00	254,474	2.00	175,448 B
Sergeant	L-05	5.00	374,728	5.00	395,335	5.00	397,510
Corporal	L-04	7.00	483,519	7.00	531,124	6.00	430,186 C
Deputy First Class	L-03	19.00	1,188,349	22.00	1,409,467	27.00	1,691,493 D
Deputy	L-02	1.00	44,026	1.00	55,766	1.00	42,973
Computer Forensics Examiner	A-11	1.00	50,668	1.00	58,498	1.00	53,539
Law Enforcement Analyst	A-08	2.00	94,351	2.00	92,182	2.00	93,517
Sex Offender Verification Investigator	A-08	1.00	40,448	1.00	50,106	1.00	48,880
Financial Investigator	A-07	1.00	50,668	1.00	54,388	1.00	56,014
Victims' Services Advocate	A-07	1.00	39,142	1.00	42,935	1.00	41,683
Admin Support Technician	A-04	1.00	50,047	1.00	52,354	2.00	101,379 E
Law Enforcement Records Technician II	A-04	2.00	72,413	2.00	86,780	1.00	41,933
FULL-TIME SALARIES		46.00	2,952,746	51.00	3,484,724	53.00	3,483,684
TEMPORARY SALARIES			9,358		53,036		51,538
SALARY TOTAL		46.00	2,962,104	51.00	3,537,760	53.00	3,535,222
OTHER PERSONAL SERVICES							
Pension & Retirement			865,269		974,087		1,024,968
Workers' Compensation			111,717		143,659		114,063
Health Benefits			546,924		582,063		650,142
OPEB			103,346		0		0
Overtime & Shift Differential			399,458		427,500		480,662
FICA			256,912		302,991		308,697
Miscellaneous			34,540		38,940		24,920
TOTAL OTHER PERSONAL SERVICES			2,318,166		2,469,240		2,603,452
TOTAL PERSONAL SERVICES		46.00	5,280,270	51.00	6,007,000	53.00	6,138,674

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Net decrease of one (1) Captain position is the result of a transfer between divisions

B - Net decrease of one (1) Lieutenant is the result of a transfer between divisions

C - Net decrease of one (1) Corporal position is the result of transfers between divisions and one Corporal promoted to Sergeant

D - Net increase of five (5) Deputy First Class positions is the result of transfers between divisions

E - One Law Enforcement Records Technician II reclassified as an Administrative Support Technician

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Correctional Services

INDEX: 212000

ORIGIN/PURPOSE:

Correctional Services oversees the Harford County Detention Center which houses pre-trial, presentenced, and sentenced adults; and provides religious, psychiatric, medical, and educational programs to inmates.

It administers Work Release Home Detention and Pre-Trial Release Programs and Detail assignments and opportunities to non-violent, low risk inmates. The staff provides 24-hour security and generates those reports required by the Courts, State's Attorney, Maryland Department of Corrections, and other associated agencies, as well as those required by State and National Correctional Standards for Accreditation.

It has total responsibility for transporting prisoners to the Courts, medical treatment facilities, and to other facilities for incarceration.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	10,312,798	14,541,133	14,560,606	14,453,461	14,453,461
20	CONTRACTUAL SERVICES	2,865,600	3,120,984	3,354,792	3,922,105	3,922,105
30	SUPPLIES & MATERIALS	1,101,749	1,095,433	1,171,732	1,235,336	1,235,336
40	BUSINESS & TRAVEL	45,954	42,833	49,678	34,187	34,187
50	CAPITAL OUTLAY	132,788	44,717	0	0	0
	GRAND TOTAL	14,458,889	18,845,100	19,136,808	19,645,089	19,645,089
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>14,458,889</u>	<u>18,845,100</u>	<u>19,136,808</u>	<u>19,645,089</u>	<u>19,645,089</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Correctional Services****INDEX: 212000****FINANCIAL NOTES:**

The \$508,281 net increase in funding for Correctional Services is the result of:

	FY 09	FY 10	CHANGE
o	8,549,352	8,507,777	(41,575) Full-time Salaries breakdown below:
			98,462 Salary Adjustments based on the recommendations of the Department of Human Resources
			(748) Rounding adjustment per actual pay scale calculations
			(139,289) Staff Turnover <u>(1.63%)</u>
			<u>(41,575)</u>
o		(23,154)	(23,154) The net result to this division of full-time staff transfers between divisions within the Sheriff's Office
			# of Positions Salary Fringe Total
			2.0 93,205 63,223 156,428
			(3.0) (119,132) (60,450) (179,582)
			<u>(1) (25,927) 2,773 (23,154)</u>
o	127,942	128,269	327 Temporary Salaries - for two security clerks, one maintenance assistant, one chaplain, and one transport officer per actual expense history
o	1,401,529	1,570,939	169,410 an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	2,341,986	2,363,832	21,846 Pension / Retirement rate adjustments
o	354,767	277,883	(76,884) Workers' Compensation rate adjustments
o	739,995	684,808	(55,187) Overtime adjusted based on actual expenses
o	220,000	225,000	5,000 Shift Differential adjust based on actual expenses
o	736,255	661,977	(74,278) FICA adjusted
o	66,800	34,150	(32,650) Uniform Allowance adjusted based on actual expenses

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Correctional Services

INDEX: 212000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	2,394,077	3,071,046	676,969	Medical Services - increase due to expected cost of medical services contract for inmates
o	3,000	0	(3,000)	Data Processing Hardware Maintenance - not requested in FY 10
o	504	0	(504)	Emergency Reporting Systems - not requested in FY 10
o	179,096	0	(179,096)	Other Insurance - General, Property Damage and Auto liability insurance not funded in FY 10 due to the state of the economy
o	8,000	0	(8,000)	Printing In-House - consolidated under Printing - Commercial due to closure of in-house print shop
o	2,800	6,800	4,000	Printing Commercial - funds moved from Printing In-House and reduced due to the state of the economy
o	791,863	881,604	89,741	Meals - Special Purpose - increase based on expected cost of Aramark contract for inmate meals
o	338,071	313,482	(24,589)	Line items significantly adjusted based on actual expense history:
	FY 09	FY 10	Change	
	65,000	50,674	(14,326)	Office Equipment
	375	1,080	705	Other Rents & Utilities
	6,000	4,000	(2,000)	County Facility Repair and Renovation
	20,000	6,887	(13,113)	Communication Service
	48,612	40,000	(8,612)	Operating Equipment
	79,102	83,416	4,314	Security Systems
	750	1,500	750	Animal Food Supplies
	896	410	(486)	Laboratory Supplies
	39,816	34,515	(5,301)	Safety Equipment
	2,520	2,000	(520)	Medical Supplies
	5,000	4,000	(1,000)	Paint
	70,000	85,000	15,000	Other Supplies and Materials - includes inmate uniforms, etc.
	<u>338,071</u>	<u>313,482</u>	<u>(24,589)</u>	

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Correctional Services****INDEX: 212000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	173,198	127,882	(45,316)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	30,000	20,000	(10,000)	General Office Supplies
	2,300	1,800	(500)	General Office Mailing
	95,000	75,000	(20,000)	Uniforms - Purchase
	5,465	1,241	(4,224)	Meals
	3,500	750	(2,750)	Lodging
	893	276	(617)	Membership Fees & Dues
	29,000	27,565	(1,435)	In-House Training
	7,040	1,250	(5,790)	Training Seminars, Courses & Meetings
	<u>173,198</u>	<u>127,882</u>	<u>(45,316)</u>	
o	450,000	556,016	106,016	Line items increased due to planned expansion of detention center as well as actual expense history:
	FY 09	FY 10	Change	
	230,000	305,016	75,016	Electricity
	100,000	118,000	18,000	Heating Fuel (Gas)
	120,000	133,000	13,000	Water & Sewer
	<u>450,000</u>	<u>556,016</u>	<u>106,016</u>	

NOTE:

The Sheriff agreed to limit expenditures and modify operations in light of current economic conditions. The following line items were adjusted as recommended by the Sheriff:

Line Item	Modification
Uniform Allowance	(34,900)
Overtime	(88,000)
Shift Differential	(25,000)
Transportation Costs	(375)
Meals	(3,724)
Lodging	(2,250)
Membership Fees & Dues	(275)
Training Seminars	(3,750)
Total:	<u>(158,274)</u>

These changes have been incorporated into the Approved Budget amounts detailed above.

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: CORRECTIONAL SERVICES

Index No. 212000

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	D-08	1.00	100,629	1.00	103,649	1.00	103,646
Captain	D-07	2.00	172,378	2.00	182,875	2.00	182,874
Lieutenant	D-06	8.00	586,053	8.00	621,810	8.00	621,837
Sergeant	D-05	11.00	688,376	12.00	802,865	13.00	864,967 A
Corporal	D-04	14.00	786,818	14.00	823,711	14.00	828,155
Officer First Class	D-03	51.00	2,621,508	68.00	3,562,475	81.00	4,103,433 B
Officer	D-02	33.00	1,318,768	23.00	989,550	1.00	50,918 D
Corrections Officer Recruit	D-01	11.00	418,304	4.00	159,053	13.00	509,158 C
Warden	A-15	1.00	106,628	1.00	116,427	1.00	113,027
Classification Supervisor	A-10	1.00	62,300	1.00	67,960	1.00	65,978
Records Administrator	A-10	1.00	70,699	1.00	78,785	1.00	81,141
Special Projects Coordinator	A-10	0.00	0	1.00	72,099	1.00	72,093
Health Services Administrator	A-09	1.00	70,699	0.00	0	0.00	0
Standards/Accreditation Manager	A-09	1.00	58,745	1.00	67,815	1.00	65,374
Pre-Trial Services Coordinator	A-08	2.00	102,685	2.00	113,520	2.00	116,938
Administrative Assistant	A-07	1.00	61,830	0.00	0	0.00	0
Classification Counselor	A-07	3.00	122,651	3.00	131,419	3.00	130,166
Commissary Coordinator	A-06	1.00	37,234	1.00	43,042	1.00	43,035
Corrections Quartermaster	A-06	0.00	0	1.00	52,936	1.00	54,517
Corrections Records Supervisor	A-06	1.00	53,132	1.00	59,579	1.00	60,466
Program Coordinator	A-06	1.00	35,842	1.00	41,788	1.00	43,035
Maintenance Officer	A-05	2.00	90,987	2.00	98,515	2.00	98,508
Corrections Records Technician II	A-04	6.00	255,417	5.00	208,559	3.00	120,328
IPC Booking Clerk	A-04	1.00	41,884	0.00	0	0.00	0
Inmate Property Coordinator	A-03	1.00	38,349	1.00	45,562	1.00	45,552
Corrections Records Clerk	A-02	0.00	0	0.00	0	2.00	76,523 E
Corrections Records Technician I	A-02	0.00	0	2.00	60,368	1.00	30,181 F
Senior Cook	A-02	1.00	42,184	1.00	44,990	0.00	0
FULL-TIME SALARIES		156.00	7,944,100	157.00	8,549,352	156.00	8,481,850

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: CORRECTIONAL SERVICES

Index No. 212000

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			117,277		127,942		128,269
SALARY TOTAL		156.00	8,061,377	157.00	8,677,294	156.00	8,610,119
OTHER PERSONAL SERVICES							
Pension & Retirement			2,435,196		2,341,986		2,366,501
Workers' Compensation			301,891		354,767		276,173
Health Benefits			1,654,160		1,401,529		1,575,126
OPEB			275,628		0		0
Overtime & Shift Differential			890,000		959,995		909,808
FICA			684,018		736,255		659,994
Miscellaneous			87,840		88,780		55,740
TOTAL OTHER PERSONAL SERVICES			6,328,733		5,883,312		5,843,342
TOTAL PERSONAL SERVICES		156.00	14,390,110	157.00	14,560,606	156.00	14,453,461

*** FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Net increase of one (1) Sergeant is the result of four Corporals promoted to Sergeant and three vacant Sergeant positions reclassified as Officer Recruits

B - Net increase of thirteen (13) Officers First Class is the result of transfers between divisions, twenty Officers promoted to Officer First Class, two Officer Recruits promoted to Officer First Class, four Officers First Class promoted to Corporal, and six vacant Officer First Class positions reclassified as Officer Recruits

C - Net increase of nine (9) Corrections Officer Recruit positions is the result of three vacant Sergeant positions, six vacant Officer First Class positions, two vacant Officer positions, and one vacant Senior Cook position reclassified as Officer Recruits, one Officer Recruit promoted to Officer and two Officer Recruits promoted to Officer First Class

D - Net decrease of twenty-two (22) Officer positions is the result of twenty Officers promoted to Officer First Class, two vacant Officer positions reclassified as Officer Recruits, one Officer transferred to a grant-funded position, and one Officer Recruit promoted to Officer

E - Two (2) Corrections Records Technician II positions reclassified as Corrections Records Clerks

F - Decrease of one (1) Corrections Tech I is due to a transfer between divisions

DEPARTMENT: SHERIFF'S OFFICE DIVISION: Inmate Commissary Account INDEX: 212100

ORIGIN/PURPOSE:

In accordance with GASB Statement No. 34, this index is the appropriation authority for the Inmate Commissary account at the Harford County Detention Center.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	5,730	6,150	6,332	6,538	6,538
20	CONTRACTUAL SERVICES	3,330	3,117	4,130	3,830	3,830
30	SUPPLIES & MATERIALS	209,959	218,143	222,920	247,900	247,900
40	BUSINESS & TRAVEL	5,738	5,256	6,715	6,829	6,829
50	CAPITAL OUTLAY	479	0	0	0	0
	GRAND TOTAL	225,236	232,666	240,097	265,097	265,097
	<u>FUNDING SOURCE:</u>					
11	GENERAL	225,236	232,666	240,097	265,097	265,097

FINANCIAL NOTES:

The \$25,000 net increase in funding for the Sheriff's Office - Inmate Commissary Account is the result of:

	FY 09	FY 10	CHANGE	
o	6,332	6,538	206	Temporary Salaries (including FICA) - for one librarian based on actual expense history
o	900	0	(900)	General Office Supplies - not requested in FY 10
o	5,000	4,500	(500)	Recreation Supplies - recommended reduction due to the state of the economy
o	216,000	243,000	27,000	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	195,000	220,000	25,000	Meals - Special Purpose
	21,000	23,000	2,000	Other Supplies and Materials
	<u>216,000</u>	<u>243,000</u>	<u>27,000</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: COMMISSARY ACCOUNT

Index No. 212100

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			<u>5,715</u>		<u>5,882</u>		<u>6,057</u>
SALARY TOTAL			<u><u>5,715</u></u>		<u><u>5,882</u></u>		<u><u>6,057</u></u>
OTHER PERSONAL SERVICES							
Worker's Compensation			0		0		18
FICA			<u>438</u>		<u>450</u>		<u>463</u>
TOTAL OTHER PERSONAL SERVICES			<u>438</u>		<u>450</u>		<u>481</u>
TOTAL PERSONAL SERVICES			<u><u>6,153</u></u>		<u><u>6,332</u></u>		<u><u>6,538</u></u>

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Court Services****INDEX: 213000****ORIGIN/PURPOSE:**

The Court Services Division is comprised of five integrated units that are responsible for a multitude of tasks that support Harford County's Judicial System. The Division's five units consist of the Civil Process Unit, Court Security Unit, Domestic Violence Unit, Office of Child Support Enforcement Unit, and the Warrant / Fugitive Unit. The primary responsibilities of the units are the service of papers generated from Harford County Courts, security of the Circuit Courthouse and its personnel, the investigation and safeguard of rights for victims of domestic violence, and the apprehension of wanted persons for both child support and criminal violations. To accomplish division goals Sheriff's Office personnel work closely with staff from the District and Circuit Courts, the State's Attorney's Office, the Family Justice Center and the legal community serving Harford County.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	3,203,336	4,264,318	4,605,023	4,660,114	4,660,114
20	CONTRACTUAL SERVICES	23,555	27,646	31,217	29,238	29,238
30	SUPPLIES & MATERIALS	69,601	50,330	52,582	41,279	41,279
40	BUSINESS & TRAVEL	221,687	254,526	238,921	257,241	257,241
50	CAPITAL OUTLAY	4,388	13,450	0	0	0
70	MISCELLANEOUS	242,684	352,100	313,857	358,268	358,268
	GRAND TOTAL	<u>3,765,251</u>	<u>4,962,370</u>	<u>5,241,600</u>	<u>5,346,140</u>	<u>5,346,140</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>3,765,251</u>	<u>4,962,370</u>	<u>5,241,600</u>	<u>5,346,140</u>	<u>5,346,140</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Court Services****INDEX: 213000****FINANCIAL NOTES:**

The \$104,540 net increase in funding for Sheriff's Office - Court Services is the result of:

	FY 09	FY 10	CHANGE																	
o	2,183,808	2,189,842	6,034	Full-time Salaries breakdown below: 6,034 Salary Adjustments based on the recommendations of the Department of Human Resources and rounding adjustment per actual pay scale calculations																
o		96,488	96,488	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office																
				<table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td></tr><tr><td>6.0</td><td>383,906</td><td>246,051</td><td>629,957</td></tr><tr><td>(5.0)</td><td>(334,920)</td><td>(198,549)</td><td>(533,469)</td></tr><tr><td><u>1</u></td><td><u>48,986</u></td><td><u>47,502</u></td><td><u>96,488</u></td></tr></table>	# of Positions	Salary	Fringe	Total	6.0	383,906	246,051	629,957	(5.0)	(334,920)	(198,549)	(533,469)	<u>1</u>	<u>48,986</u>	<u>47,502</u>	<u>96,488</u>
# of Positions	Salary	Fringe	Total																	
6.0	383,906	246,051	629,957																	
(5.0)	(334,920)	(198,549)	(533,469)																	
<u>1</u>	<u>48,986</u>	<u>47,502</u>	<u>96,488</u>																	
o	727,451	606,920	(120,531)	Temporary Salaries - adjusted based on actual expenses for security guards and clerks																
o	302,597	338,774	36,177	An anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage																
o	707,959	728,647	20,688	Pension / Retirement rate adjustments as well as the new LEOPS plan for deputies																
o	247,034	242,901	(4,133)	FICA Adjustments																
o	90,174	77,876	(12,298)	Workers' Compensation rate adjustments																
o	264,500	291,200	26,700	Overtime adjusted based on actual expenditure history																
o	60,000	67,166	7,166	Shift Differential adjusted based on actual expenditure history																
o	17,300	16,100	(1,200)	Uniform Allowance adjustments																
o	2,880	3,800	920	Electricity - increase based on actual expense history plus an anticipated 6% increase in the cost of electricity																

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Court Services****INDEX: 213000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	8,818	7,824	(994)	Other Contractual Services - decrease based on expected cost of maintenance contract for X-ray machine
o	154,558	181,000	26,442	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	1,500	1,000	(500)	Other Professional Services
	7,402	6,500	(902)	Security Systems
	5,500	6,500	1,000	Safety Equipment
	2,500	2,000	(500)	Medical Supplies
	112,656	145,000	32,344	Fuel Charges
	25,000	20,000	(5,000)	Non-Targeted Charges
	<u>154,558</u>	<u>181,000</u>	<u>26,442</u>	
o	50,630	30,970	(19,660)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	5,500	4,000	(1,500)	General Office Supplies
	8,000	6,000	(2,000)	General Office Mailing
	22,000	15,000	(7,000)	Uniforms - Purchase
	1,000	500	(500)	Audio Visual Supplies
	4,250	3,250	(1,000)	Parking and Tolls
	3,600	900	(2,700)	Training Seminars, Courses and Meetings
	2,000	500	(1,500)	Transportation Costs
	1,780	320	(1,460)	Meals
	2,500	500	(2,000)	Lodging
	<u>50,630</u>	<u>30,970</u>	<u>(19,660)</u>	
o	313,857	358,268	44,411	County Match / Transfers Out
		FY 09	FY 10	Change
	BOSE Grant Match	266,592	303,689	37,097
	Management Fee	29,621	30,369	748
	Domestic Violence	17,644	24,210	6,566
		<u>313,857</u>	<u>358,268</u>	<u>44,411</u>

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Court Services

INDEX: 213000

NOTE:

The Sheriff agreed to limit expenditures and modify operations in light of current economic conditions.

The following line items were adjusted as recommended by the Sheriff:

Line Item	Modifications
Temporary Salaries	(15,245)
Uniform Allowance	(14,450)
Shift Differential	(7,463)
Transportation Costs	(1,500)
Meals	(960)
Lodging	(1,500)
Membership Fees & Dues	(90)
Training Seminars	(2,700)
Total:	<u>(43,908)</u>

These changes have been incorporated into the Approved Budget amounts detailed above.

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: COURT SERVICES

Index No. 213000

POSITION TITLE	GRADE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Captain	L-07	1.00	94,952	1.00	110,098	1.00	110,094
Lieutenant	L-06	1.00	86,361	1.00	91,631	1.00	91,624
Sergeant	L-05	5.00	431,802	5.00	449,819	5.00	452,339
Corporal	L-04	5.00	341,863	5.00	384,774	6.00	460,096 A
Deputy First Class	L-03	17.00	1,075,593	21.00	1,402,286	21.00	1,375,981
Deputy	L-02	1.00	44,026	0.00	0	0.00	0
Officer First Class	D-03	0.00	0	0.00	0	1.00	42,910 B
Law Enforcement Analyst	A-08	0.00	0	1.00	47,453	1.00	48,880
Law Enforcement Records Technician II	A-04	3.00	127,194	4.00	175,533	4.00	182,978
Records Clerk I	A-02	2.00	55,252	0.00	0	0.00	0
FULL-TIME SALARIES		35.00	2,257,043	38.00	2,661,594	40.00	2,764,902
SALARY OFFSET			(379,933)		(477,786)		(526,074) C
TOTAL FULL-TIME SALARIES		35.00	1,877,110	38.00	2,183,808	40.00	2,238,828
TEMPORARY SALARIES			596,839		727,451		606,920
SALARY TOTAL		35.00	2,473,949	38.00	2,911,259	40.00	2,845,748
OTHER PERSONAL SERVICES							
Pension & Retirement			626,238		707,959		748,326
Workers' Compensation			68,691		90,174		76,149
Health Benefits			314,503		302,597		365,587
OPEB			65,699		0		0
Overtime & Shift Differential			310,000		324,500		358,366
FICA			211,709		247,034		246,648
Miscellaneous			19,860		21,500		19,290
TOTAL OTHER PERSONAL SERVICES			1,616,700		1,693,764		1,814,366
TOTAL PERSONAL SERVICES		35.00	4,090,649	38.00	4,605,023	40.00	4,660,114

*** FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Net increase of one (1) Corporal position is the result of a transfer between divisions

B - Net increase of one (1) Officer First Class position is the result of a transfer between divisions

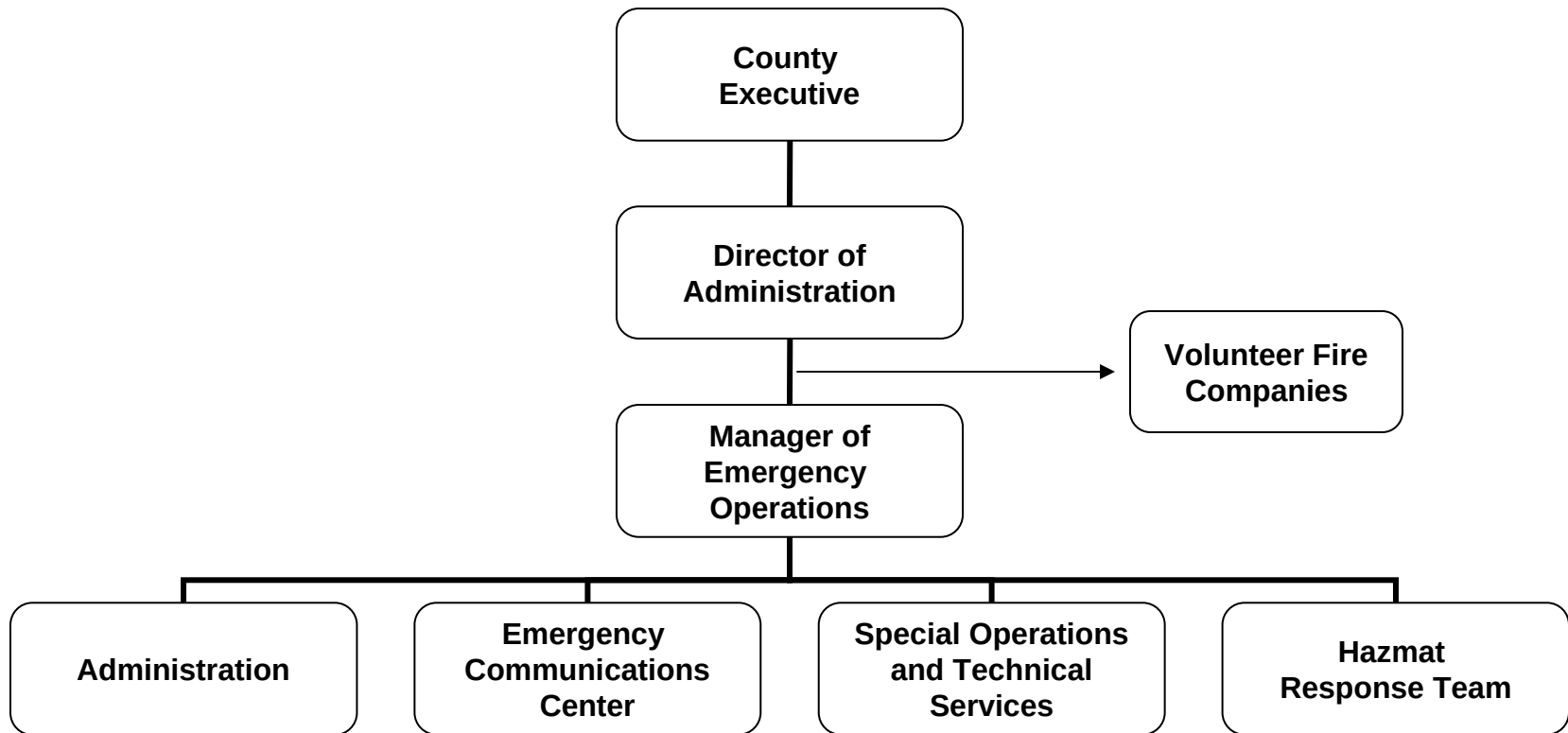
C - Offset includes salary offset for the 8 positions offset by BOSE reimbursement in the amount of \$477,194 and the Crime Analyst position offset by CSAFE @ \$48,880

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Harford County Crime Victim Initiative	5,000	0	06/30/2010 State Recurring	This grant provides funding to supply crime victims and survivors with needed resource materials and enable one member of the Victim Services Unit to attend the National Victim Services Conference. If this grant were to end, the Sheriff's Office would be required to fund the victim resource materials from the operating budget.	None
Harford County Family Safety Grant	16,148	0	6/30/2010 State Recurring	This funding allows the Records Clerks the opportunity to work overtime to ensure that all orders are entered into MILES/NCIC within the mandated timeframe. If this grant were to end, the Sheriff's Office operating budget would be required to fund the overtime necessary to enter and serve the orders as mandated.	None
Harford County Safe Zone: Reducing Crime Along the Route 40 Corridor	15,581	0	9/30/2012 Federal Pending	This grant provides funding for overtime for deputies to work in designated Safe Zones. If this grant were to end, the Sheriff's Office would be required to fund the resources from the operating budget to conduct this initiative.	None
Juvenile Drug Court Resource Initiative	110,623	0	6/30/2010 Federal Recurring	This grant provides salary and benefits for one additional deputy to fill the opening created when a senior deputy is assigned to the Juvenile Drug Court. If this grant were to end, the Sheriff's Office operating budget would have to absorb the costs related to this position.	None

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
B.O.S.E. Reimbursement	500,193	334,058	09/30/2010 State Renewable	This reimbursement grant provides funding for 6 positions to concentrate efforts in serving summonses, warrants, writs for paternity, AFDC and non-AFDC child support cases. BMR offsets salary/benefits \$773,996 If this grant were to end, the Sheriff's Office operating budget would have to absorb the costs related to this position.	The County would be responsible for the salary and benefits of the seven positions assigned to BOSE.
Harford County Violent Street Crimes Initiative	111,765	0	06/30/2010 State Recurring	This grant provides for one additional deputy to be hired to fill the opening created when a senior deputy is assigned to the Violent Street Crimes Unit. If this grant were to end, the Sheriff's Office operating budget would have to absorb the costs related to this position.	None
Auto Theft Initiative	110,623	0	06/30/2010 State Recurring	This grant provides salary and benefits for one additional deputy to fill the opening created when a senior deputy is assigned to the Vehicle Theft Prevention Unit. If this grant were to end, the Sheriff's Office operating budget would have to absorb the costs related to this position.	None
School Bus Enforcement Project	5,000	0	06/30/10 State Recurring	This grant provides overtime monies which allow the Sheriff's Office to fund a School Bus Safety Program. This program affords deputies the opportunity to ride on school buses, observe violators and enforce laws. If this grant were to end, the Sheriff's Office would have to fund these details from the operating budget or suspend them until funding became available.	None

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Sex Offender and Compliance Enforcement in Maryland (SOCEM)	27,158	0	06/30/2010 State Recurring	This grant will allow funding for a part-time civilian position and overtime for existing Sheriff's Office personnel who will assist in the compliance and verification of sex offenders registered with the Harford County Sheriff's Office Sex Offender Registration Program as mandated by Maryland law. If this grant were to end, the Sheriff's Office would be responsible for paying the salary & fringe benefits of the part-time civilian position.	None
Harford County Domestic Violence Initiative	48,420	24,210	09/30/2010 Federal Recurring	The problem of domestic violence continues to grow in Harford County. This grant will supply overtime funding needed for the deputies to handle the required follow-up contracts, to investigate reported cases, to provide the victim with the services and protection needed, to prepare their cases for trial and to serve protective orders. If grant were to end, the Court Services operating budget would need to absorb all program costs.	None
Harford County Detention Center Gang Intelligence Initiative	75,522	0	04/30/2010 Federal Recurring	This grant provides for overtime to gather information on gang members and gang operations through surveillance, photographs, and interviews of incarcerated gang members. This information will be shared with other correctional facilities, law enforcement, and criminal justice entities in an effort to reduce the incidence of gang activity within Harford County. If this grant were to end, the Detention Center would be required to fund the resources from their operating budget if such funds were available.	None
TOTALS	1,026,033	358,268			

DEPARTMENT OF EMERGENCY OPERATIONS



EMERGENCY OPERATIONS

ORIGIN/PURPOSE:

County Council Bill #93-58 established the Division of Emergency Operations pursuant to Executive Order 89-1. This division is responsible for receiving and disseminating all emergency requests in Harford County for fire, EMS, rescue, hazardous materials, and police incidents.

Training is provided for all agency members to include the Dispatch Academy, In-Service training to all agency employees, supervisors, and management training for all applicable staff members.

The Division is the Emergency Management agency and primary Homeland Security Coordination agency for the County and is responsible for emergency plans to include emergency plans for the Peach Bottom Atomic Power Station. It is responsible for all mitigation and preparedness response and recovery operations.

Additionally, Emergency Operations is responsible for response to hazardous materials incidents in the County and maintaining a fully equipped and operational HazMat Team.

MISSION STATEMENT:

TO PROVIDE TIMELY, PROFESSIONAL, AND COMPASSIONATE EMERGENCY AND SUPPORT SERVICES FOR BOTH CITIZENS AND PUBLIC SAFETY PROVIDERS - ALL DAY, EVERY DAY IN AN EFFICIENT AND EFFECTIVE MANNER

FY '09 - '10 KEY GOALS:

- 1 TO PROVIDE EMERGENCY MANAGEMENT AND HOMELAND SECURITY OVERSIGHT FOR HARFORD COUNTY BEFORE, DURING, AND AFTER BOTH NATURAL AND MAN-MADE EMERGENCIES OR DISASTERS THAT WILL REDUCE OR PREVENT THE LOSS OF LIFE, PROPERTY AND ECONOMIC WELL-BEING
- 2 TO EDUCATE HARFORD COUNTY CITIZENS ON THE PROPER USE OF EMERGENCY 911
- 3 TO PROVIDE AN EFFICIENT DISPATCH SYSTEM TO ASSURE CITIZENS ADEQUATE RESPONSE TO EMERGENCIES
- 4 TO ASSURE SERVICES WE OFFER MEET NEEDS AND EXPECTATIONS OF CITIZENS AND FIELD PROVIDERS
- 5 TO PROVIDE SUPPORT SERVICES FOR THOSE RESPONDING DIRECTLY TO PUBLIC SAFETY CALLS FOR ASSISTANCE
- 6 TO OFFER EFFECTIVE HAZMAT RESPONSE SERVICES

EMERGENCY OPERATIONS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	5,303,111	6,515,900	7,034,102	6,838,064	6,838,064
20	CONTRACTUAL SERVICES	2,303,817	3,343,182	3,219,454	2,961,064	2,961,064
30	SUPPLIES & MATERIALS	405,537	329,378	323,165	176,200	176,200
40	BUSINESS & TRAVEL	219,509	208,124	249,140	153,605	153,605
50	CAPITAL OUTLAY	122,077	110,754	28,495	0	0
70	MISCELLANEOUS	5,888,103	7,728,267	8,694,456	8,693,998	8,204,901
80	INTER-GOVERNMENTAL	0	0	30,912	26,460	26,460
	GRAND TOTAL	14,242,154	18,235,605	19,579,724	18,849,391	18,360,294

SUMMARY BY FUND:

11	GENERAL	14,242,154	18,235,605	19,579,724	18,849,391	18,360,294
	GRAND TOTAL	14,242,154	18,235,605	19,579,724	18,849,391	18,360,294

SUMMARY BY DIVISION:

221000	ADMINISTRATION	1,187,320	1,792,094	1,287,790	1,066,312	1,012,996
222100	EMERGENCY COMMUNICATIONS CENTER	4,436,381	5,129,899	5,646,622	5,608,865	5,328,422
222200	SPECIAL OPERATIONS & SUPPORT SERVICES	2,331,808	2,915,813	3,093,881	2,663,178	2,530,019
223000	VOLUNTEER FIRE COMPANIES	5,876,499	8,011,728	9,067,456	9,067,456	9,067,456
225000	HAZMAT RESPONSE TEAM	410,146	386,071	483,975	443,580	421,401
	GRAND TOTAL	14,242,154	18,235,605	19,579,724	18,849,391	18,360,294

SUMMARY OF GRANT BUDGETS

1,542

EMERGENCY OPERATIONS

FINANCIAL NOTES:

The (\$1,219,430) net decrease in funding for Emergency Operations is the result of the following major changes:

	FY 09	FY 10	CHANGE	
o	4,322,577	4,371,666	49,089	Full-Time Salaries
			54,355	Salary adjustments based on the recommendations of the Department of Human Resources
			(7,396)	Rounding adjustments per actual pay scale calculations
			2,130	Staff Turnover
			0.05%	
			<u>49,089</u>	
o	201,496	164,813	(36,683)	Temporary Salaries - Administrative Assistant position not funded due to the state of the economy
o		(10,089)	(10,089)	Furlough Savings
o	975,942	827,740	(148,202)	an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	404,614	420,848	16,234	Pension / Retirement rate adjustments
o	560,000	545,000	(15,000)	Overtime - recommended reduction due to the state of the economy
o	47,000	0	(47,000)	Uniform Allowance - recommended reduction due to the state of the economy
o	45,019	31,998	(13,021)	Workers' Compensation adjustments
o	70,500	82,250	11,750	Shift Differential - increase based on actual expense history
o	393,794	390,378	(3,416)	FICA adjustments
o	301,971	377,352	75,381	Telephone Service
	FY 09	FY 10	Change	
	26,000	22,000	(4,000)	Administration - decrease based on actual expenses
	140,000	200,000	60,000	Communications Center - based on actual expenses
	0	14,500	14,500	EVDO Sprint Service - replaces 56k lines at fire stations
	3,550	3,900	350	Originating Agency Identifier - based on expected cost
	19,049	0	(19,049)	Frame Relay Service - not requested in FY 10
	3,500	4,260	760	Satellite Phone - increase based on expected cost
	32,220	0	(32,220)	T1 lines - replaced by SONET ring and Sprint service
	5,040	12,600	7,560	Wireless Web Access - based on expected cost
	2,000	0	(2,000)	NCIC line - not requested in FY 10
	3,612	0	(3,612)	Verizon CPE - not requested in FY 10
	60,000	66,000	6,000	SONET ring - increase based on expected cost
	0	37,000	37,000	Verizon T3 ISP (SONET) - Replaces existing T1 lines
	0	8,592	8,592	Verizon Business monthly fee - replaces existing T1 lines
	7,000	8,500	1,500	Hazmat Response Team - based on actual expenses
	<u>301,971</u>	<u>377,352</u>	<u>75,381</u>	

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	197,500	201,500	4,000	Electricity - increase based on actual expense history and anticipated increase in cost of electricity
o	90,000	26,137	(63,863)	Printing - Commercial - savings to be realized by combining emergency information from EOC calendar with special needs mailing
o	37,135	22,250	(14,885)	Other Postage Expense - savings to be realized by combining emergency information from EOC calendar with special needs mailing
o	2,500	0	(2,500)	Printing In - House - consolidated under Printing - Commercial due to closure of in-house print shop
o	34,120	30,520	(3,600)	Other Professional Services
	FY 09	FY 10	Change	
	3,500	3,500	0	Emergency Broadcast System maintenance costs
	3,500	0	(3,500)	Training Instructors - administered by Human Resources
	17,920	17,920	0	B&D Consultants
	9,000	9,000	0	Abbottville Tabletop Exercise
	200	100	(100)	Radiological Health Program - based on actual expenses
	<u>34,120</u>	<u>30,520</u>	<u>(3,600)</u>	
o	1,475,400	1,283,000	(192,400)	Communication Service
	FY 09	FY 10	Change	
	76,500	37,500	(39,000)	Nice Freedom Logging Recorder - projected cost of contract
	2,500	2,500	0	Headset Repairs
	1,028,000	1,128,000	100,000	Motorola Maint. Contract - based on expected cost
	21,600	10,000	(11,600)	Pager Repair - decrease based on actual expenses
	42,500	20,000	(22,500)	Battery Purchases - decrease based on actual expenses
	40,000	0	(40,000)	US Alert Pager Maintenance - purchased in FY 09
	27,000	15,000	(12,000)	Radio Equipment Installation - based on actual expenses
	35,800	0	(35,800)	Verizon VSSI PBX - not required in FY 10
	125,000	45,000	(80,000)	Subscriber Radio Maint. - based on actual expenses
	66,500	20,000	(46,500)	New equipment - decrease based on actual expenses
	10,000	5,000	(5,000)	Radio repairs not covered under contract - based on actuals
	<u>1,475,400</u>	<u>1,283,000</u>	<u>(192,400)</u>	

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	32,600	26,000	(6,600)	Data Processing Hardware Maintenance
	FY 09	FY 10	Change	
	16,000	8,000	(8,000)	UPS Contract - based on expected cost
	0	8,000	8,000	Cisco Routers - based on expected IT needs
	500	0	(500)	Data tapes - not requested in FY 10
	6,100	0	(6,100)	Router and switch for EOC - not requested in FY 10
	10,000	10,000	0	Chart camera maintenance
	<u>32,600</u>	<u>26,000</u>	<u>(6,600)</u>	
o	378,545	272,306	(106,239)	Data Processing Software Maintenance - all changes based on projected contract costs for FY 10
	FY 09	FY 10	Change	
	810	748	(62)	EPD AQUA extended warranty
	33,135	40,877	7,742	ProQA software maintenance
	5,000	2,000	(3,000)	McAfee Virus subscription
	1,800	0	(1,800)	Fire Network Router maintenance contract
	4,800	0	(4,800)	Router & switch maintenance
	8,000	7,500	(500)	ESRI GIS software maintenance
	2,100	0	(2,100)	Meteorologix maintenance
	600	600	0	Dish Satellite
	2,500	0	(2,500)	Autodialer updates to GEO
	195,000	200,081	5,081	Interact (CAD) maintenance
	1,800	0	(1,800)	ESL Updates
	3,000	2,000	(1,000)	Verisign Certificates
	15,000	0	(15,000)	Informer Scheduling maintenance
	15,000	15,000	0	ESI Data Acquisition WebEOC
	0	2,000	2,000	Scriptlogic software maintenance
	0	1,500	1,500	Tier II Manager maintenance
	90,000	0	(90,000)	Pictometry license - recommended due to the economy
	<u>378,545</u>	<u>272,306</u>	<u>(106,239)</u>	
o	45,750	52,500	6,750	Operating Equipment
	FY 09	FY 10	Change	
	0	17,000	17,000	Generator Repairs - Administration - for necessary repairs
	20,000	13,000	(7,000)	Generator Repairs - Special Ops - based on actual expenses
	250	0	(250)	Swipe Tests - not requested in FY 10
	25,500	22,500	(3,000)	Other Hazmat Equipment
	<u>45,750</u>	<u>52,500</u>	<u>6,750</u>	

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	129,490	45,285	(84,205)	Training Seminars, Courses
	FY 09	FY 10	Change	
	16,500	0	(16,500)	Administration training - recommended due to the economy
	25,000	0	0	Motorola Radio training - recommended due to the economy
	25,000	0	(25,000)	Computer Training for IT - recommended due to the economy
	4,000	0	(4,000)	NENA Conference - recommended due to the economy
	2,900	0	(2,900)	Navigator conference and APCO - due to economy
	5,515	7,365	1,850	EFD & EPD Recertification - increase in costs anticipated
	5,000	10,000	5,000	Critical training - anticipate an increase in cost of training
	13,175	12,720	(455)	EMD Courses - based on actual expenses
	10,200	3,000	(7,200)	Hazmat training - recommended due to the economy
	10,000	0	(10,000)	GIS training - recommended due to the economy
	12,200	12,200	0	Other Communications Center
	<u>129,490</u>	<u>45,285</u>	<u>(84,205)</u>	
o	68,794	56,000	(12,794)	Safety Equipment
	FY 09	FY 10	Change	
	13,000	5,000	(8,000)	Misc. Safety Equipment - recommended due to the economy
	42,000	42,000	0	Appropriation authority in accordance with GASB statement 34
	2,940	0	(2,940)	Mass Decon Supplies - not requested in FY 10
	9,854	0	(9,854)	Mark 1 Kits - not requested in FY 10
	0	1,000	1,000	Safety vests - to purchase 20 new vests
	0	7,000	7,000	Turnout Gear - fitted gear for 4 new hires
	1,000	1,000	0	Hazardous Gas shipping fee
	<u>68,794</u>	<u>56,000</u>	<u>(12,794)</u>	
o	33,936	21,548	(12,388)	Other Supplies & Materials
	FY 09	FY 10	Change	
	400	600	200	Bar Code Supplies - based on actual expense history
	1,000	2,500	1,500	Maps - based on actual expense history
	4,641	6,253	1,612	Cardsets and training academy supplies - based on actuals
	15,000	3,000	(12,000)	Education materials - recommended due to economy
	4,500	2,500	(2,000)	PEI Test Packets - based on actual expenses
	2,100	0	(2,100)	Electronic LED Marquee - recommended due to economy
	0	1,000	1,000	Job Fair Supplies - for dispatcher recruiting
	2,000	1,400	(600)	Administration supplies
	4,295	4,295	0	Other supplies
	<u>33,936</u>	<u>21,548</u>	<u>(12,388)</u>	

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	230,538	136,158	(94,380)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	13,000	9,000	(4,000)	County Facility Repair and Renovation
	55,250	49,500	(5,750)	County Owned Vehicles
	3,400	0	(3,400)	Transportation Costs
	8,900	7,500	(1,400)	Meals
	6,500	5,500	(1,000)	Delivery Charges
	13,000	9,000	(4,000)	General Office Supplies
	17,550	0	(17,550)	Uniforms - Purchase
	5,500	3,900	(1,600)	Equipment Repair - Parts
	2,000	400	(1,600)	Grounds Maintenance
	69,888	37,358	(32,530)	Building / Custodial Services
	20,000	10,000	(10,000)	Computer Supplies
	5,000	3,000	(2,000)	Janitorial Supplies and Equipment
	2,500	1,000	(1,500)	Paper Supplies
	8,050	0	(8,050)	Lodging
	<u>230,538</u>	<u>136,158</u>	<u>(94,380)</u>	
o	33,500	43,120	9,620	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	4,000	6,200	2,200	Heating Fuel (Oil)
	6,700	5,500	(1,200)	Emergency Reporting Systems
	18,800	25,420	6,620	Fuel Charges
	4,000	6,000	2,000	Security Systems
	<u>33,500</u>	<u>43,120</u>	<u>9,620</u>	
o	28,495	0	(28,495)	Equipment - no equipment recommended for FY 10
o	6,114,764	6,114,764	0	Payments to Volunteer Fire Companies - the companies, realizing the current fiscal climate, agreed to no increase in their operating funds over the FY 09 level
o	2,247,814	2,247,814	0	EMS Foundation Funding
o	385,000	385,000	0	Other Insurance (Worker's Compensation for Volunteer Fire Companies)
o	50,000	50,000	0	Grant - Shock Trauma Capital Campaign
o	269,878	269,878	0	Volunteer Fire Company Support Services
o	30,912	26,460	(4,452)	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged
o	0	(489,097)	(489,097)	Other Contingencies - reduction due to Council Amendments # 230, 231, 232, 233

DEPARTMENT STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	40,173	1.00	40,107
Administrative Assistant II	2.00	83,083	1.00	52,686	1.00	52,599
Administrative Budget Technician II	1.00	46,340	1.00	50,596	1.00	50,513
Computer Resource Technician I	1.00	38,349	2.00	97,824	0.00	0
Computer Resource Technician II	1.00	46,169	0.00	0	0.00	0
Computer System Engineer I	0.00	0	0.00	0	2.00	97,663
Computer System Engineer IV	0.00	0	0.00	0	1.00	70,314
Deputy Manager, Emergency Operations	2.00	174,649	2.00	191,706	2.00	191,390
Electronic Services Technician	2.00	107,677	2.00	117,567	2.00	101,813
Management Assistant II	1.00	74,726	1.00	84,842	1.00	84,703
Manager, Emergency Services	1.00	104,892	1.00	114,523	1.00	114,334
Public Safety Dispatcher I	28.00	784,342	25.00	766,442	21.00	695,100
Public Safety Dispatcher II	7.00	232,366	9.00	315,516	14.00	522,200
Public Safety Dispatcher III	27.00	1,171,317	27.00	1,265,935	26.00	1,205,004
Public Safety Hazmat Manager	1.00	43,898	1.00	48,396	1.00	48,316
Public Safety Manager	3.00	189,002	3.00	204,424	3.00	204,112
Public Safety Shift Manager	3.00	192,195	4.00	274,830	3.00	208,292
Public Safety Shift Supervisor	11.00	584,319	12.00	697,114	12.00	685,099
Public Safety Technology Supervisor	1.00	60,437	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	92.00	3,933,761	92.00	4,322,577	92.00	4,371,559
TEMPORARY SALARIES		178,700		201,496		164,813
SALARY TOTAL	92.00	4,112,461	92.00	4,524,073	92.00	4,536,372

DEPARTMENT STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		327,142		404,614		421,127
Workers' Compensation		32,080		45,019		31,940
Health Benefits		993,700		975,942		828,214
OPEB		137,681		0		0
Overtime & Shift Differential		596,930		630,500		627,250
FICA		359,812		393,794		390,370
Miscellaneous		59,520		60,160		12,880
TOTAL OTHER PERSONAL SERVICES		2,506,865		2,510,029		2,311,781
TOTAL FURLOUGH SAVINGS		0		0		(10,089)
TOTAL PERSONAL SERVICES	92.00	6,619,326 *	92.00	7,034,102	92.00	6,838,064

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To offer effective HazMat response services.

Department Obj.

To provide an appropriate response to reported HazMat incidents.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	N/A*	\$410,146	\$473,975	\$473,975	\$421,401
Number of full-time staff	N/A*	1	1	1	1
Number of part-time HazMat response team members	N/A*	20	20	20	20
<u>Output:</u>					
Number of reported HazMat incidents	N/A*	303	241	250	260
Number of HazMat team responses	N/A*	303	80	90	95
<u>Efficiency:</u>					
Cost per HazMat response	N/A*	\$1,354	\$1,967	\$1,896	\$1,706
<u>Outcome:</u>					
Percent of HazMat incidents responded to	N/A*	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

The goal of the HazMat team is to provide a timely and appropriate response to all reported HazMat incidents within the County.

Major Related Plans and Policies

SARA Title III, EPA Regulations, State and Local Regulations

*N/A - These are new measures being tracked by Emergency Operations, therefore, data for previous years is unavailable.

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide an efficient dispatch system to ensure an adequate response to emergencies.

Department Obj.

To offer correct pre- and post-dispatch instructions to emergency callers.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Minimum number of positions to staff (three shifts)	29	26	29	29	32
<u>Output:</u>					
Total number of 911 calls processed	100,500	102,950	100,096	102,000	104,000
Total number of Emergency Medical Service dispatches	17,250	18,227	20,620	22,000	24,000
<u>Efficiency:</u>					
Number of Emergency Medical dispatch calls per minimum position	595	701	711	759	750
Percent of incoming 911 calls requiring Emergency Medical dispatch	17.1%	17.7%	20.6%	21.6%	23.1%
<u>Service Quality:</u>					
Number of Emergency Medical Service calls reviewed by Quality Assurance	518	1,000	913	1,100	1,200
<u>Outcome:</u>					
Percent of calls scoring above 95 percentile in QA Review	97.4%	99.4%	97.1%	98.3%	99.0%
Percent of calls scoring above 75 percentile in QA Review	99.2%	99.5%	99.5%	99.5%	99.5%

Explanation and Analysis of Performance Measures

Total calls requiring Emergency Medical Dispatch calculated from CAD dispatch stats. Number represents total Emergency Medical Service Dispatched minus Hospital to Hospital Transfers and Mutual Aid dispatches to APG, Baltimore County, Cecil County, and York County.

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To educate Harford County citizens on the proper use of Emergency 911.

Department Obj.

To increase the number of school age children contacted via the public education program.

County Goal(s) Supported

I. Public Safety

II. Education

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated (Dollars allocated includes 911 Education Program materials, overtime costs, & tent rental for Farm Fair)	\$22,000	\$22,000	\$15,000	\$10,000	\$3,000
Number of staff hours used	206	260	250	200	80
<u>Output:</u>					
Number of children trained on proper use of 911	4,500	4,750	5,000	2,000	750
Number of events held to train children	75	75	75	20	1
<u>Efficiency:</u>					
Number of children trained per staff hour	21.84	18.27	20.00	10.00	9.00
<u>Service Quality:</u>					
Number of 911 Public Education training sessions requested	90	90	90	100	110
Percentage of requested training sessions that were completed	83%	83%	92%	20%	< 1%
<u>Outcome:</u>					
Total number of incoming calls to 911 Center	100,500	102,950	100,096	100,045	108,000
Total number of abandoned calls to 911 Center	12,350	16,187	12,116	12,406	15,000
Percentage of calls that are abandoned	12%	16%	12%	12%	14%

Explanation and Analysis of Performance Measures

In order to provide the best 911 center for our citizens, we must educate our school age children. We can accomplish this through school education, providing tours, etc. Part of this effort includes educating citizens not to abandon 911 calls. Through these efforts, we hope to lower the percentage of calls that are abandoned. Note: Output for Projected 2009 and Goal 2010 reduced due to decrease in budget allocation for the 911 Education Program.

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To assure services we offer meet the needs and expectations of citizens and field providers.

Department Obj.

To ensure prompt and courteous responses to incoming telephone calls.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Number of actual staff (Calltaker Workteams)	29	27	25	21	25
<u>Output:</u>					
Number of calls received in Communications Center	323,700	317,698	306,823	310,000	314,000
Number of calls handled in 0-10 seconds	312,500	309,120	299,263	305,000	309,000
<u>Efficiency:</u>					
Number of calls per position per year	11,162	11,767	12,273	14,762	12,560
<u>Service Quality:</u>					
Number of citizen complaints	7	3	4	4	2
<u>Outcome:</u>					
Percent of calls handled in 0-10 seconds	96.5%	97.3%	97.3%	98.0%	98.0%
Ratio of citizen complaints to calls received	1:46,242	1:105,899	1:76,705	1:77,500	1:157,000

Explanation and Analysis of Performance Measures

In order to ensure prompt and courteous responses to citizens, we must monitor the number of calls received, the speed with which they were answered, and the number of citizen complaints received.

DEPARTMENT: EMERGENCY OPERATIONS

DIVISION: Administration

INDEX: 221000

ORIGIN/PURPOSE:

The Administration of the Division of Emergency Operations oversees the County's Emergency Communications Center including County Public Safety Answering Point (PSAP), the Hazardous Material Response Team, and Emergency Management and Division Support Services.

Responsibilities include the overall direction and administration of all Emergency Operations activities / programs.

FY '09 - '10 GOAL & OBJECTIVE:

- 1 TO PROVIDE EMERGENCY MANAGEMENT AND HOMELAND SECURITY OVERSIGHT FOR HARFORD COUNTY BEFORE, DURING, AND AFTER BOTH NATURAL AND MAN-MADE EMERGENCIES OR DISASTERS THAT WILL REDUCE OR PREVENT THE LOSS OF LIFE, PROPERTY AND ECONOMIC WELL-BEING
 - o To provide essential emergency public information to 100% of County households on an annual basis
 - o To conduct a minimum of one public safety exercise per quarter that will include all appropriate governmental and volunteer agencies on an annual basis
 - o To maintain public alert and warning systems with a 95% availability, ensuring alternate plans for warnings are always in place
- 2 TO EDUCATE HARFORD COUNTY CITIZEN'S ON THE PROPER USE OF EMERGENCY 911
 - o To increase the number of school age children contacted via the public education program

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Administration****INDEX: 221000****ALL FUND SUMMARY:**

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	532,800	803,868	721,987	618,319	618,319
20	CONTRACTUAL SERVICES	329,180	712,372	342,168	324,081	324,081
30	SUPPLIES & MATERIALS	189,530	187,142	169,085	76,252	76,252
40	BUSINESS & TRAVEL	58,639	58,916	54,550	29,900	29,900
50	CAPITAL OUTLAY	67,767	46,435	0	0	0
70	MISCELLANEOUS	9,404	(16,639)	0	0	(53,316)
80	INTER-GOVERNMENTAL/INTER-FUND EXP	0	0	0	17,760	17,760
	GRAND TOTAL	<u>1,187,320</u>	<u>1,792,094</u>	<u>1,287,790</u>	<u>1,066,312</u>	<u>1,012,996</u>

FUNDING SOURCE:

11	GENERAL	<u>1,187,320</u>	<u>1,792,094</u>	<u>1,287,790</u>	<u>1,066,312</u>	<u>1,012,996</u>

FINANCIAL NOTES:

The (\$274,794) net decrease in funding for Emergency Operations - Administration is the result of:

	FY 09	FY 10	CHANGE
o	488,162	487,357	(805) Full-time Salaries (805) Rounding adjustment per actual pay scale calculations
o		(10,089)	(10,089) Furlough Savings
o	36,683	0	(36,683) Temporary Salaries - Administrative Assistant position not funded for FY 10 due to the state of the economy
o	76,913	46,589	(30,324) an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	47,759	46,884	(875) Pension / Retirement rate adjustments

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Administration****INDEX: 221000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	10,230	7,797	(2,433)	Workers' Compensation rate adjustments
o	40,980	38,201	(2,779)	FICA adjustments
o	4,500	0	(4,500)	Uniform Allowance - not funded in FY 10 due to the state of the economy
o	15,000	0	(15,000)	Overtime - not funded in FY 10 due to the state of the economy
o	24,920	21,420	(3,500)	Other Professional Services - Emergency Broadcast System - decrease due to one-time expenses in FY 09
o	4,000	6,000	2,000	Security Systems - increase due to addition of alternate public safety answering point
o	2,500	0	(2,500)	Printing In-House - funds consolidated under Printing Commercial due to closure of in-house print shop
o	90,000	26,137	(63,863)	Printing Commercial - savings to be realized by combining emergency information from EOC calendar with special needs mailing
o	37,135	22,250	(14,885)	Other Postage Expense - savings to be realized by combining emergency information from EOC calendar with special needs mailing
o	231,700	236,200	4,500	Line items significantly adjusted, based on actuals:
	FY 09	FY 10	Change	
	26,000	22,000	(4,000)	Telephone Service
	6,700	5,500	(1,200)	Emergency Reporting Systems
	190,000	195,000	5,000	Electricity
	4,000	6,200	2,200	Heating Fuel (Oil)
	5,000	7,500	2,500	Fuel Charges
	<u>231,700</u>	<u>236,200</u>	<u>4,500</u>	
o	0	17,000	17,000	Operating Equipment - funding provided to cover necessary repairs to generators

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Administration****INDEX: 221000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	146,368	71,883	(74,485)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	1,500	750	(750)	Heating Fuel (Gas)
	6,000	4,000	(2,000)	County Facility Repair & Renovation
	2,000	400	(1,600)	Grounds Maintenance
	60,768	29,333	(31,435)	Building/Custodial Services
	13,000	9,000	(4,000)	General Office Supplies
	1,600	1,000	(600)	General Office Mailing
	2,500	1,000	(1,500)	Paper Supplies
	6,500	5,500	(1,000)	Delivery Charges
	5,000	3,000	(2,000)	Janitorial Supplies & Equipment
	1,500	1,000	(500)	Other Food Supplies
	1,000	0	(1,000)	Uniforms - Purchase
	4,500	3,500	(1,000)	Meals
	2,000	1,400	(600)	Other Supplies and Materials - Shelter and disaster kits
	4,500	0	(4,500)	Lodging
	16,500	0	(16,500)	Training Seminars, Courses & Meetings
	3,000	0	(3,000)	Transportation Costs
	13,500	11,500	(2,000)	County Owned Vehicles
	1,000	500	(500)	Equipment Repair Parts
	146,368	71,883	(74,485)	
o	0	(53,316)	(53,316)	Other Contingencies - Reduction due to Council Amendment # 230
o	0	17,760	17,760	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: ADMINISTRATION

Index No. 221000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	40,173	1.00	40,107
Administrative Assistant II	2.00	83,083	1.00	52,686	1.00	52,599
Administrative Budget Technician II	1.00	46,340	1.00	50,596	1.00	50,513
Deputy Manager, Emergency Operations	1.00	79,612	1.00	86,909	1.00	86,766
Management Assistant II	1.00	74,726	1.00	84,842	1.00	84,703
Manager, Emergency Services	1.00	104,892	1.00	114,523	1.00	114,334
Public Safety Supervisor	1.00	53,517	1.00	58,431	1.00	58,335
TOTAL FULL-TIME SALARIES	7.00	442,170	7.00	488,162	7.00	487,357
TEMPORARY SALARIES		32,650		36,683		0 A
SALARY TOTAL	7.00	474,820	6.00	524,845	7.00	487,357
OTHER PERSONAL SERVICES						
Pension & Retirement		38,525		47,759		46,884
Workers' Compensation		8,529		10,230		7,797
Health Benefits		75,384		76,913		46,589
OPEB		15,476		0		0
Overtime & Shift Differential		17,930		15,500		600
FICA		37,239		40,980		38,201
Miscellaneous		5,120		5,760		980
TOTAL OTHER PERSONAL SERVICES		198,203		197,142		141,051
TOTAL FURLOUGH SAVINGS		0		0		(10,089)
TOTAL PERSONAL SERVICES	7.00	673,023 *	6.00	721,987	7.00	618,319

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary - Administrative Assistant funding eliminated due to state of the economy

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Emergency Communications Center****INDEX: 222100****ORIGIN/PURPOSE:**

The Emergency Communications Center staff answers all emergency fire, ambulance, and police calls. A dispatcher handles requests for fire, ambulance, and law enforcement assistance.

It is the County's primary answering point for the National Warning System. The staff is responsible for disseminating information to essential officials during a National, State, or Local emergency; provides support services for County volunteer fire and ambulance personnel; and utilizes Emergency Medical Dispatch, Emergency Fire Dispatch, Emergency Police Dispatch, as well as Computer Aided Dispatch.

Law Enforcement Service providers include the Harford County Sheriff's Office, the Bel Air, Havre de Grace, Aberdeen, and Aberdeen Proving Ground Police Departments as well as the Bel Air and JFK Barracks of the Maryland State Police.

FY '09 - '10 GOALS & OBJECTIVES:**3 TO PROVIDE EFFICIENT DISPATCH SYSTEM TO ASSURE CITIZENS ADEQUATE RESPONSE TO EMERGENCIES**

- o To offer correct pre and post dispatch instructions to emergency callers

4 TO ASSURE SERVICES WE OFFER MEET NEEDS AND EXPECTATIONS OF CITIZENS AND FIELD PROVIDERS

- o To ensure prompt and courteous responses to incoming telephone calls

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	3,819,791	4,516,001	5,029,501	5,030,082	5,030,082
20	CONTRACTUAL SERVICES	523,108	511,045	513,500	497,700	497,700
30	SUPPLIES & MATERIALS	42,053	35,104	39,836	21,048	21,048
40	BUSINESS & TRAVEL	51,429	67,749	60,290	60,035	60,035
50	CAPITAL OUTLAYS	0	0	3,495	0	0
70	MISCELLANEOUS	0	0	0	0	(280,443)
	GRAND TOTAL	4,436,381	5,129,899	5,646,622	5,608,865	5,328,422
	<u>FUNDING SOURCE:</u>					
11	GENERAL	4,436,381	5,129,899	5,646,622	5,608,865	5,328,422

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Emergency Communications Center****INDEX: 222100****FINANCIAL NOTES:**

The (\$318,200) net decrease in funding for Emergency Operations - Emergency Communications Center is the result of:

	FY 09	FY 10	CHANGE	
o	3,052,878	3,120,192	67,314	Full-Time Salaries
			54,355	Salary adjustments based on the recommendations of the Department of Human Resources
			(4,829)	Rounding adjustment per actual pay scale calculations
			17,788	Staff Turnover
			0.58%	
			<u>67,314</u>	
o		80,973	80,973	Public Safety Manager transferred in from Special Operations and Technical Services
			# of Positions	Salary
			1.0	64,229
			Fringe	Total
			16,744	80,973
o	784,036	648,681	(135,355)	an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	279,948	300,162	20,214	Pension / Retirement rate adjustments
o	20,694	14,832	(5,862)	Workers' Compensation rate adjustments
o	70,000	80,000	10,000	Shift Differential adjusted based on actual expense history
o	277,012	276,809	(203)	FICA adjustments
o	36,500	0	(36,500)	Uniform Allowance not budgeted due to the state of the economy
o	114,800	40,000	(74,800)	Communication Service
	FY 09	FY 10	Change	
	76,500	37,500	(39,000)	Nice Freedom Logging Recorder - formerly Dictaphone
				Cost of contract expected to decrease
	2,500	2,500	0	Headset Repairs
	35,800	0	(35,800)	Verizon / VSSI - not required in FY 10
	<u>114,800</u>	<u>40,000</u>	<u>(74,800)</u>	

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Emergency Communications Center****INDEX: 222100****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	29,936	18,148	(11,788)	Other Supplies & Materials
	FY 09	FY 10	Change	
	1,000	2,500	1,500	Maps - increase based on actual expense history
	1,600	3,000	1,400	Training Academy - increase based on actual expense history
	4,500	2,500	(2,000)	PEI Test Packets - decrease based on actual expense history
	15,000	3,000	(12,000)	911 Education Materials - reduced due to economy
	0	1,000	1,000	Job Fair Supplies - for dispatcher recruiting
	2,100	0	(2,100)	Electronic LED Marquee - reduced due to economy
	5,736	6,148	412	Other - increase based on actual expense history
	<u>29,936</u>	<u>18,148</u>	<u>(11,788)</u>	
o	42,790	42,285	(505)	Training Seminars & Courses
	FY 09	FY 10	Change	
	4,000	0	(4,000)	NENA conference - not budgeted due to economy
	13,175	12,720	(455)	EMD Courses - decrease based on actual expense history
	5,000	10,000	5,000	Critical Training - cost of training expected to increase
	1,500	0	(1,500)	APCO Conference - not budgeted due to economy
	5,515	7,365	1,850	EFD & FPD Recerts - increase in cost of recertifications
	1,400	0	(1,400)	Navigator conference - not budgeted due to economy
	12,200	12,200	0	Other, including training for supervisors
	<u>42,790</u>	<u>42,285</u>	<u>(505)</u>	
o	152,250	212,500	60,250	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	140,000	200,000	60,000	Telephone Service
	5,750	4,000	(1,750)	County Owned Vehicles
	4,500	6,000	1,500	Fuel Charges
	2,000	2,500	500	Mileage
	<u>152,250</u>	<u>212,500</u>	<u>60,250</u>	
o	3,495	0	(3,495)	Equipment - no equipment recommended in FY 10

DEPARTMENT: EMERGENCY OPERATIONS

DIVISION: Emergency Communications Center

INDEX: 222100

FINANCIAL NOTES:

	FY 09	FY 10	
o	16,600	8,600	(8,000) Significant reductions recommended due to the state of the economy:

	FY 09	FY 10	Change	
	6,000	0	(6,000)	Uniforms - Purchase
	7,500	6,500	(1,000)	Electricity
	1,050	600	(450)	Audio Visual Supplies
	2,050	1,500	(550)	Medical Supplies
	<u>16,600</u>	<u>8,600</u>	<u>(8,000)</u>	

o	0	(280,443)	(280,443) Other Contingencies - reduction due to Council Amendment # 231

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

DIVISION: EMERGENCY COMMUNICATIONS CENTER

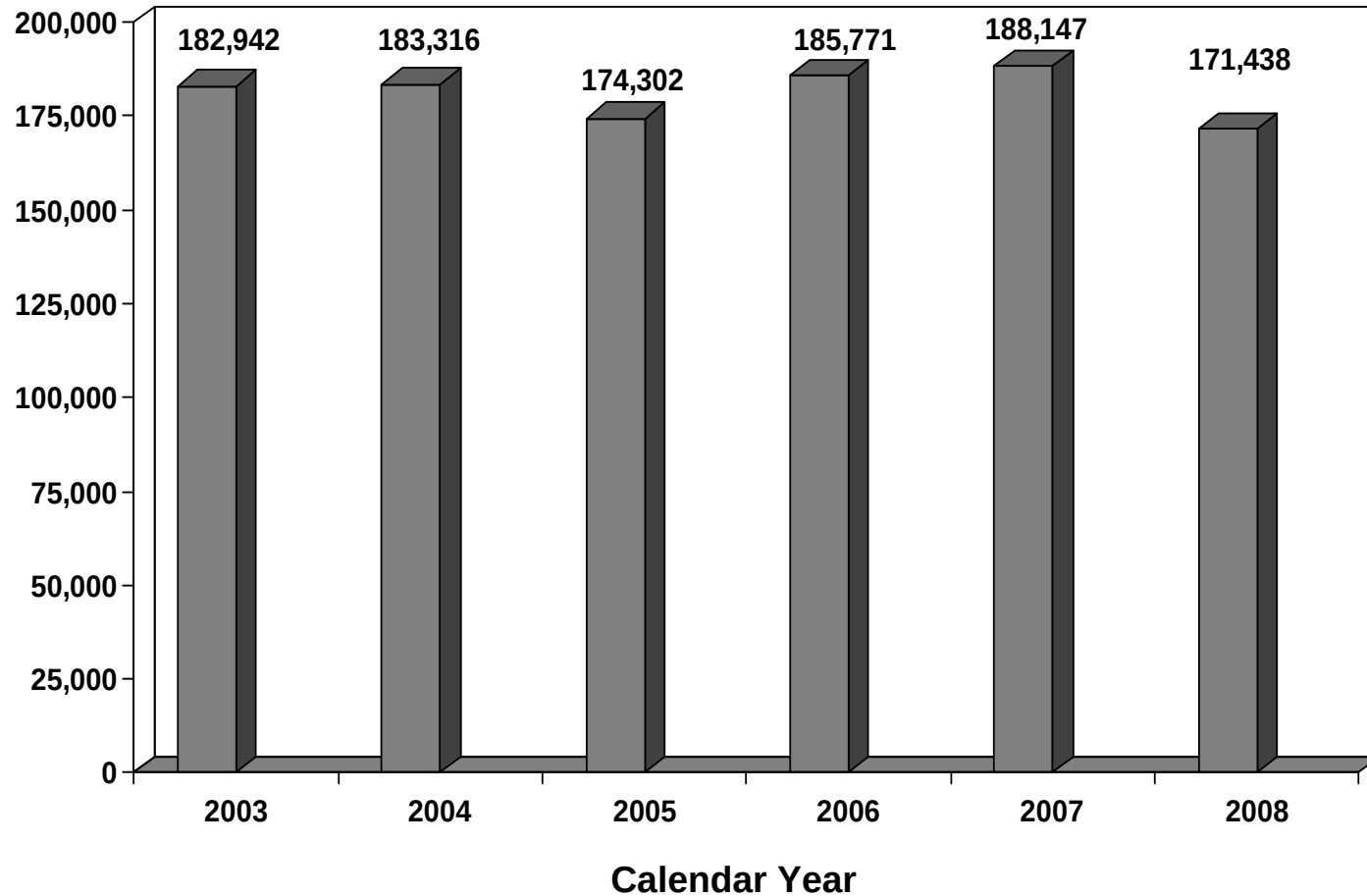
Index No. 222100

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
Public Safety Dispatcher I	28.00	784,342	25.00	766,442	21.00	695,100	A
Public Safety Dispatcher II	7.00	232,366	9.00	315,516	14.00	522,200	B
Public Safety Dispatcher III	27.00	1,171,317	27.00	1,265,935	26.00	1,205,004	C
Public Safety Manager	0.00	0	0.00	0	1.00	64,229	D
Public Safety Shift Manager	3.00	192,195	3.00	203,696	3.00	208,292	E
Public Safety Supervisor	8.00	405,599	9.00	501,289	9.00	489,596	F
TOTAL FULL-TIME SALARIES	73.00	2,785,819	73.00	3,052,878	74.00	3,184,421	
TEMPORARY SALARIES		36,050		38,213		38,213	
SALARY TOTAL	73.00	2,821,869	73.00	3,091,091	74.00	3,222,634	
OTHER PERSONAL SERVICES							
Pension & Retirement		226,486		279,948		306,341	
Workers' Compensation		15,786		20,694		15,025	
Health Benefits		781,331		784,036		654,000	
OPEB		97,503		0		0	
Overtime & Shift Differential		482,000		530,000		540,000	
FICA		252,746		277,012		281,722	
Miscellaneous		46,720		46,720		10,360	
TOTAL OTHER PERSONAL SERVICES		1,902,572		1,938,410		1,807,448	
TOTAL PERSONAL SERVICES	73.00	4,724,441 *	73.00	5,029,501	74.00	5,030,082	

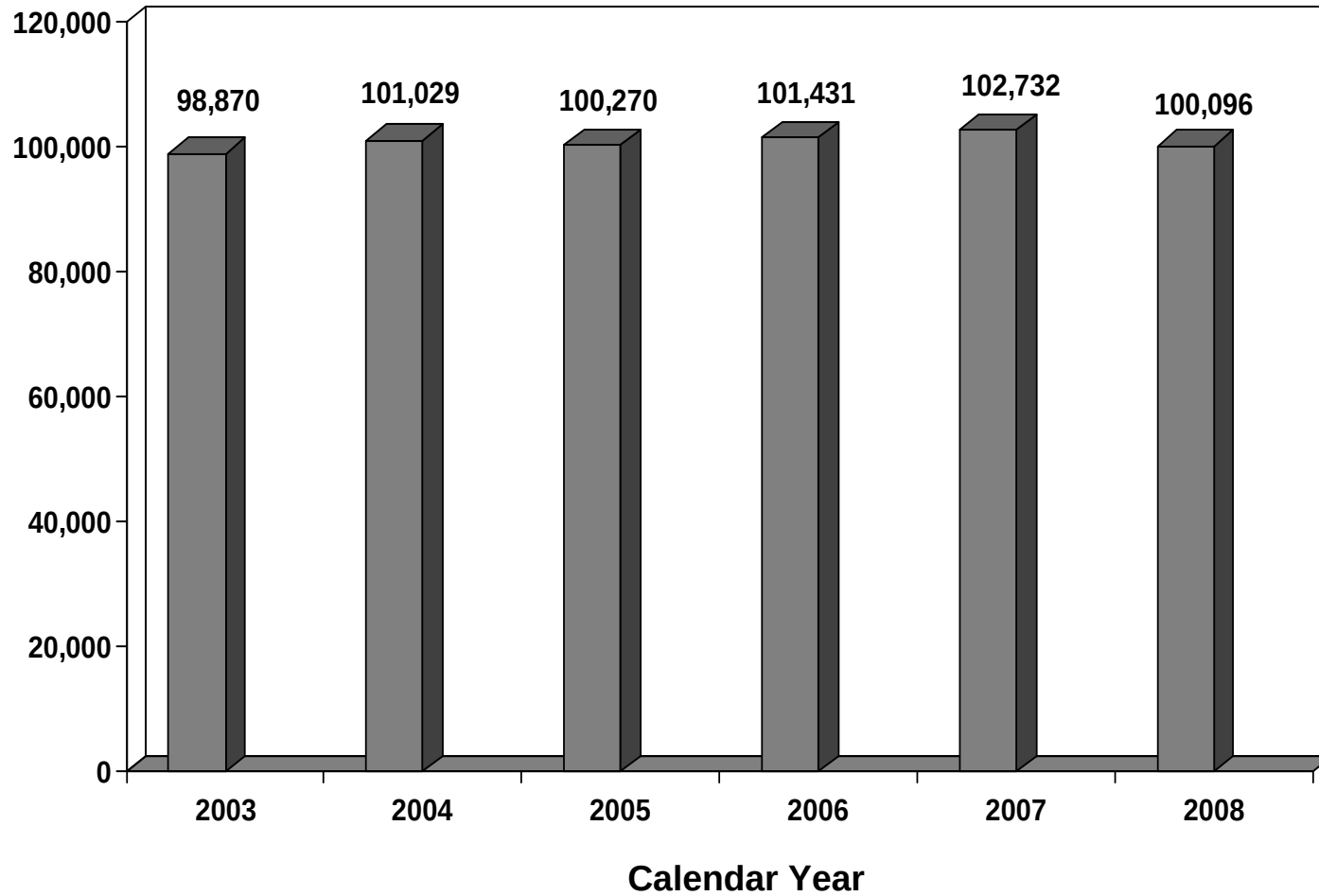
*** FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

- A - One (1) vacant Public Safety Dispatcher II position filled as a Public Safety Dispatcher I - #2113
Two (2) vacant Public Safety Dispatcher III positions filled as Public Safety Dispatcher I - #2535, #3196
One (1) Public Safety Manager reclassified to a Public Safety Dispatcher I - #0076
- B - One (1) vacant Public Safety Dispatcher III position filled as a Public Safety Dispatcher II - #2111
Four (4) Public Safety Dispatcher I positions upgraded to Public Safety Dispatcher II - #1725, #3016, #3082, #3083
Four (4) vacant Public Safety Dispatcher I positions filled as Public Safety Dispatcher II - #0060, #3019, #3259, #3260
- C - Three (3) Public Safety Dispatcher II positions upgraded to Public Safety Dispatcher III - #0059, #1539, #3194
- D - One (1) Public Safety Manager transferred from Special Operations #222200 - #0062
- E - One Public Safety Supervisor upgraded to a Public Safety Shift Manager - #1464
- F - One (1) Public Safety Dispatcher III upgraded to a Public Safety Supervisor - #2824

FIRE / EMS / LAW ENFORCEMENT CALLS DISPATCHED



EMERGENCY OPERATIONS 911 CALLS FOR SERVICE



DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Technical Services****INDEX: 222200****ORIGIN/PURPOSE:**

The Special Operations and Technical Services staff provides support for all areas of communication, information technology and HazMat Response as well as the County's Mobile Communication Unit.

Special Operations is responsible for implementation of and recordkeeping associated with the Superfund Amendments and Reauthorization Act (SARA) Title III Law. This law mandates reporting of certain chemical inventories and regulates the responsibility of local jurisdictions pertaining to Hazardous Material Response and Community Right-to-Know planning.

Under SARA Title III, acts as the administrative arm of the Local Emergency Planning Committee (LEPC). Approximately 180 facilities in Harford County report to this committee. Site inspection of selected facilities who report under SARA Title III are conducted by this agency.

The Technical Services staff provides / maintains the operations and maintenance of the radio system infrastructures (including mobile and portable radios, pagers, mobile data equipment) and computer network and specialized software (Computer Aided Dispatch, Message Switch, etc.).

FY '09 - '10 GOAL & OBJECTIVE:

5 TO PROVIDE SUPPORT SERVICES FOR THOSE RESPONDING DIRECTLY TO PUBLIC SAFETY CALLS FOR ASSISTANCE

- o To ensure compliance with all federal and state regulations regarding emergency preparedness

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	787,535	993,852	1,016,203	927,250	927,250
20	CONTRACTUAL SERVICES	1,424,818	1,805,271	1,927,716	1,706,158	1,706,158
30	SUPPLIES & MATERIALS	34,290	35,476	24,200	12,000	12,000
40	BUSINESS & TRAVEL	54,301	17,862	69,850	9,070	9,070
50	CAPITAL OUTLAY	30,864	63,352	25,000	0	0
70	MISCELLANEOUS	0	0	0	0	(133,159)
80	INTERGOVERNMENTAL	0	0	30,912	8,700	8,700
	GRAND TOTAL	<u>2,331,808</u>	<u>2,915,813</u>	<u>3,093,881</u>	<u>2,663,178</u>	<u>2,530,019</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>2,331,808</u>	<u>2,915,813</u>	<u>3,093,881</u>	<u>2,663,178</u>	<u>2,530,019</u>

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Technical Services****INDEX: 222200****FINANCIAL NOTES:**

The (\$563,862) net decrease in funding for Emergency Operations - Special Operations and Technical Services is the result of:

	FY 09	FY 10	CHANGE	
o	733,141	715,801	(17,340)	Full-Time Salaries
			(1,682)	Rounding adjustment per actual pay scale calculations
			(15,658)	Staff Turnover
			(2.14%)	
			(17,340)	
o		(80,893)	(80,893)	Public Safety Manager transferred to Emergency Communications
			# of Positions	Salary
			(1.0)	(64,336)
				Fringe
				(16,557)
				Total
				(80,893)
o	103,414	119,898	16,484	an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	11,932	7,322	(4,610)	Workers' Compensation rate adjustments
o	72,469	73,801	1,332	Pension / Retirement rate adjustments
o	0	1,500	1,500	Shift differential adjusted based on actual expense history
o	58,207	57,781	(426)	FICA adjustments
o	5,500	0	(5,500)	Uniform allowance not budgeted due to the state of the economy
o	128,971	146,852	17,881	Telephone Service - all changes based on projected cost of contracts for FY 10
	FY 09	FY 10	Change	
	3,550	3,900	350	Originating Agency Identifier
	3,500	4,260	760	Satellite Phone Yearly Cost
	5,040	12,600	7,560	Wireless Web Access
	60,000	66,000	6,000	Verizon OC3 (Sonet Ring) Costs
	0	14,500	14,500	Fire Station connections - replaces 56k lines
	0	37,000	37,000	Verizon T3 ISP - replaces T1 lines
	0	8,592	8,592	Verizon Business Monthly Fee - replaces existing T1 lines
	56,881	0	(56,881)	T1 lines, 56k lines, and other previous expenditures not requested
	128,971	146,852	17,881	

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Technical Services****INDEX: 222200****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	1,360,600	1,243,000	(117,600)	Communication Service
	FY 09	FY 10	Change	
	1,028,000	1,128,000	100,000	Motorola Radio Maintenance Contract - based on expected cost
	21,600	10,000	(11,600)	Pager repairs - decrease based on actual expense history
	42,500	20,000	(22,500)	Battery purchases - decrease based on actual expense history
	40,000	0	(40,000)	Pager maintenance contract - to be purchased in FY 09
	27,000	15,000	(12,000)	Radio equipment installation and removal - based on actuals
	125,000	45,000	(80,000)	Subscriber radio maint. - decrease based on actual expense history
	10,000	5,000	(5,000)	Radio repairs not covered by contract - decrease based on actuals
	66,500	20,000	(46,500)	New equipment - mobile - decrease based on actuals
	<u>1,360,600</u>	<u>1,243,000</u>	<u>(117,600)</u>	
o	32,600	26,000	(6,600)	Data Processing Hardware Maintenance - reduced due to one-time hardware purchases in FY 09
o	378,545	272,306	(106,239)	Data Processing Software Maintenance - all changes based on projected contract costs for FY 10
	FY 09	FY 10	Change	
	0	2,000	2,000	Scriptlogic software maint. - due to expected IT needs
	3,000	2,000	(1,000)	Verisign certificates
	0	1,500	1,500	Tier II Manager Maintenance - due to expected IT needs
	810	748	(62)	EPD AQUA extended warranty
	33,135	40,877	7,742	ProQA software maintenance
	5,000	2,000	(3,000)	McAfee Virus Subscription
	1,800	0	(1,800)	Fire Network Router - not requested in FY 10
	4,800	0	(4,800)	Router & Switch maintenance - not requested in FY 10
	8,000	7,500	(500)	ESRI GIS software maintenance
	2,100	0	(2,100)	Meteorlogix maintenance - not requested in FY 10
	600	600	0	Dish Satellite
	2,500	0	(2,500)	Autodialer updates to GEO - not requested in FY 10
	195,000	200,081	5,081	Interact (CAD) maintenance
	1,800	0	(1,800)	ESL Updates - not requested in FY 10
	15,000	0	(15,000)	Informer Scheduling maintenance - not requested in FY 10
	15,000	15,000	0	ESI Data Acquisition WebEOC
	90,000	0	(90,000)	Pictometry license - recommended due to economy
	<u>378,545</u>	<u>272,306</u>	<u>(106,239)</u>	

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Technical Services****INDEX: 222200****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	110,800	30,000	(80,800)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	7,000	5,000	(2,000)	County Facility Renovation and Repair
	20,000	13,000	(7,000)	Operating Equipment
	60,000	0	(60,000)	Training Seminars, Courses and Meetings
	800	0	(800)	Uniforms - Purchase
	3,000	2,000	(1,000)	Equipment Repair Parts
	20,000	10,000	(10,000)	Computer Supplies
	<u>110,800</u>	<u>30,000</u>	<u>(80,800)</u>	
o	25,000	0	(25,000)	Equipment - no equipment recommended for FY 10
o	8,800	8,420	(380)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	1,800	2,420	620	Fuel Charges
	7,000	6,000	(1,000)	County Owned Vehicles
	<u>8,800</u>	<u>8,420</u>	<u>(380)</u>	
o	0	(133,159)	(133,159)	Other Contingencies - Reduction due to Council Amendment # 232
o	30,912	8,700	(22,212)	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

DIVISION: SPECIAL OPERATIONS AND TECHNICAL SERVICES

Index No. 222200

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer Resource Technician I	1.00	38,349	2.00	97,824	0.00	0
Computer Resource Technician II	1.00	46,169	0.00	0	0.00	0
Computer System Engineer I	0.00	0	0.00	0	2.00	97,663 A
Computer System Engineer IV	0.00	0	0.00	0	1.00	70,314 B
Deputy Manager, Emergency Operations	1.00	95,037	1.00	104,797	1.00	104,624
Electronic Services Technician	2.00	107,677	2.00	117,567	2.00	101,813
Public Safety Manager	3.00	189,002	3.00	204,424	2.00	139,883 C
Public Safety Manager	0.00	0	1.00	71,134	0.00	0
Public Safety Supervisor	2.00	125,203	2.00	137,394	2.00	137,168
Public Safety Technology Supervisor	1.00	60,437	0.00	0	0.00	0
SALARY TOTAL	11.00	661,874	11.00	733,141	10.00	651,465
OTHER PERSONAL SERVICES						
Pension & Retirement		58,562		72,469		67,902
Workers' Compensation		5,956		11,932		7,071
Health Benefits		121,732		103,414		115,053
OPEB		23,166		0		0
Overtime & Shift Differential		42,000		30,000		31,500
FICA		53,846		58,207		52,859
Miscellaneous		7,040		7,040		1,400
TOTAL OTHER PERSONAL SERVICES		312,302		283,062		275,785
TOTAL PERSONAL SERVICES	11.00	974,176 *	11.00	1,016,203	10.00	927,250

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Computer Resource Technician I positions reclassified as Computer System Engineer I - #0456 & #2610

B - One (1) Public Safety Shift Manager position reclassified as Computer System Engineer IV - #0061

C - One (1) Public Safety Manager position transferred to Emergency Communications 222100 - #0062

DEPARTMENT: EMERGENCY OPERATIONS

DIVISION: Volunteer Fire Companies

INDEX: 223000

ORIGIN/PURPOSE:

The Volunteer Fire and Ambulance Companies in Harford County respond to all fire, ambulance, and rescue incidents occurring within County boundaries and, upon request, respond to emergency situations in neighboring jurisdictions. Harford County is one of the largest counties in the United States to still maintain an all volunteer status.

In accordance with Chapter 1, Section 33, of the Harford County Code and in recognition of this dedicated volunteer service, and in as much as this service represents a substantial savings to Harford County and its residents, funds are provided through this budgetary account to support the Association of the Volunteer Fire & Emergency Medical Services of Harford County, Inc.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	0	270,352	385,000	385,000	385,000
70	MISCELLANEOUS	5,876,499	7,741,376	8,682,456	8,682,456	8,682,456
	GRAND TOTAL	5,876,499	8,011,728	9,067,456	9,067,456	9,067,456
	<u>FUNDING SOURCE:</u>					
11	GENERAL	5,876,499	8,011,728	9,067,456	9,067,456	9,067,456

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Volunteer Fire Companies****INDEX: 223000****FINANCIAL NOTES:**

The Volunteer Fire Companies, realizing the current fiscal climate, agreed to no increase in their operating funds over the FY 09 level

	FY 09	FY 10	CHANGE																																																								
o	385,000	385,000	0 Other Insurance - Worker's Compensation Insurance																																																								
o	6,114,764	6,114,764	0 Funds provided to each Fire Company:																																																								
			<table><tr><th></th><th>FY 09</th><th>FY 10</th><th>Change</th></tr><tr><td>Bel Air</td><td>911,182</td><td>911,182</td><td>0</td></tr><tr><td>Abingdon</td><td>760,279</td><td>760,279</td><td>0</td></tr><tr><td>Joppa</td><td>724,668</td><td>724,668</td><td>0</td></tr><tr><td>Aberdeen</td><td>639,532</td><td>639,532</td><td>0</td></tr><tr><td>Susquehanna</td><td>394,598</td><td>394,598</td><td>0</td></tr><tr><td>HDG Ambulance</td><td>219,284</td><td>219,284</td><td>0</td></tr><tr><td>Jarrettsville</td><td>466,444</td><td>466,444</td><td>0</td></tr><tr><td>Fallston</td><td>482,374</td><td>482,374</td><td>0</td></tr><tr><td>Darlington</td><td>382,929</td><td>382,929</td><td>0</td></tr><tr><td>Whiteford</td><td>371,722</td><td>371,722</td><td>0</td></tr><tr><td>Level</td><td>403,448</td><td>403,448</td><td>0</td></tr><tr><td>Norrisville</td><td>358,304</td><td>358,304</td><td>0</td></tr><tr><td></td><td><u>6,114,764</u></td><td><u>6,114,764</u></td><td><u>0</u></td></tr></table>		FY 09	FY 10	Change	Bel Air	911,182	911,182	0	Abingdon	760,279	760,279	0	Joppa	724,668	724,668	0	Aberdeen	639,532	639,532	0	Susquehanna	394,598	394,598	0	HDG Ambulance	219,284	219,284	0	Jarrettsville	466,444	466,444	0	Fallston	482,374	482,374	0	Darlington	382,929	382,929	0	Whiteford	371,722	371,722	0	Level	403,448	403,448	0	Norrisville	358,304	358,304	0		<u>6,114,764</u>	<u>6,114,764</u>	<u>0</u>
	FY 09	FY 10	Change																																																								
Bel Air	911,182	911,182	0																																																								
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Level	403,448	403,448	0																																																								
Norrisville	358,304	358,304	0																																																								
	<u>6,114,764</u>	<u>6,114,764</u>	<u>0</u>																																																								
o	50,000	50,000	0 Grant to Shock Trauma Capital Campaign																																																								
o	42,000	42,000	0 Funds included for fire / rescue and EMT trainee program for high school seniors to be paid to Maryland Fire and Rescue Institute (MFRI).																																																								
o	2,247,814	2,247,814	0 EMS Foundation Funding provided																																																								

DEPARTMENT: EMERGENCY OPERATIONS

DIVISION: Volunteer Fire Companies

INDEX: 223000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	227,878	227,878	

0 Funds provided for support services:

	FY 09	FY 10	Change
Fire Training	8,010	8,010	0
Administration	13,734	13,734	0
Safety	1,144	1,144	0
Fire Prevention	19,456	19,456	0
EMS Ops & Training	57,222	57,222	0
Recruitment	12,590	12,590	0
Immunizations	5,722	5,722	0
Technical Rescue Team	110,000	110,000	0
	<u>227,878</u>	<u>227,878</u>	<u>0</u>

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Hazardous Materials Response Team****INDEX: 225000****ORIGIN/PURPOSE:**

The Harford County Hazardous Materials Response Team (HAZMAT) was founded to respond to certain hazardous materials incidents to assist the Volunteer Fire Companies of Harford County in controlling spills, leaks and releases of toxic, flammable, or environmentally threatening chemicals. All of the members of the team must be certified HAZMAT technicians as required by OSHA.

The team investigates, in cooperation with local enforcement agencies and the Maryland Department of the Environment, alleged environmental crime.

FY '09 - '10 GOAL & OBJECTIVES**6 TO OFFER EFFECTIVE HAZMAT RESPONSE SERVICES**

- o To assure prevention of HazMat incidents through inspection and public education programs each year

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	162,985	202,179	266,411	262,413	262,413
20	CONTRACTUAL SERVICES	26,711	44,142	51,070	48,125	48,125
30	SUPPLIES & MATERIALS	139,664	71,656	90,044	66,900	66,900
40	BUSINESS & TRAVEL	55,140	63,597	64,450	54,600	54,600
50	CAPITAL OUTLAY	23,446	967	0	0	0
70	MISCELLANEOUS	2,200	3,530	12,000	11,542	(10,637)
	GRAND TOTAL	410,146	386,071	483,975	443,580	421,401
<u>FUNDING SOURCE:</u>						
11	GENERAL	410,146	386,071	483,975	443,580	421,401

FINANCIAL NOTES:

The (\$62,574) net decrease in funding for the Emergency Operations - Hazardous Materials Response Team is the net result of:

	FY 09	FY 10	CHANGE
o	4,438	0	(4,438) Pension / Retirement rate adjustments
o	11,579	12,572	993 an anticipated 13% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	2,163	2,047	(116) Workers' Compensation adjustments

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Hazardous Materials Response Team****INDEX: 225000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	23,700	3,000	(20,700)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	500	0	(500)	Uniform Allowance
	9,750	0	(9,750)	Uniforms - Purchase
	3,250	0	(3,250)	Lodging
	10,200	3,000	(7,200)	Training Seminars, Courses, and Meetings
	<u>23,700</u>	<u>3,000</u>	<u>(20,700)</u>	
o	68,794	56,000	(12,794)	Safety Equipment
	FY 09	FY 10	Change	
	13,000	5,000	(8,000)	Recommended reduction due to the economy
	42,000	42,000	0	appropriation authority per GASB Statement 34
	2,940	0	(2,940)	Mass decon - recommended due to the economy
	9,854	0	(9,854)	Mark 1 kits - recommended due to the economy
	1,000	1,000	0	Hazardous Gas shipping fees
	0	7,000	7,000	Turnout Gear - fitted gear for 4 new hires
	0	1,000	1,000	Safety Vests - to purchase 20 new vests
	<u>68,794</u>	<u>56,000</u>	<u>(12,794)</u>	
o	82,870	80,525	(2,345)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	7,000	8,500	1,500	Telephone Service
	25,750	22,500	(3,250)	Operating Equipment - WMD meter maintenance
	9,120	8,025	(1,095)	Building/Custodial Services
	4,500	4,000	(500)	Small Tools
	29,000	28,000	(1,000)	County Owned Vehicles
	7,500	9,500	2,000	Fuel Charges
	<u>82,870</u>	<u>80,525</u>	<u>(2,345)</u>	
o	10,000	10,000	0	Payments to Volunteer Fire Companies - Hazmat related
o	0	(22,179)	(22,179)	Other Contingencies - Reduction due to Council Amendment # 233

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: HAZMAT RESPONSE TEAM

Index No. 225000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Public Safety Hazmat Manager	1.00	43,898	1.00	48,396	1.00	48,316
TOTAL FULL-TIME SALARIES	1.00	43,898	1.00	48,396	1.00	48,316
TEMPORARY SALARIES		110,000		126,600		126,600
SALARY TOTAL	1.00	153,898	1.00	174,996	1.00	174,916
OTHER PERSONAL SERVICES						
Pension & Retirement		3,569		4,438		0
Workers' Compensation		1,809		2,163		2,047
Health Benefits		15,253		11,579		12,572
OPEB		1,536		0		0
Overtime & Shift Differential		55,000		55,000		55,150
FICA		15,981		17,595		17,588
Miscellaneous		640		640		140
TOTAL OTHER PERSONAL SERVICES		93,788		91,415		87,497
TOTAL PERSONAL SERVICES	1.00	247,686 *	1.00	266,411	1.00	262,413

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To offer effective HazMat response services.

Department Obj.

To provide an appropriate response to reported HazMat incidents.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	N/A*	\$410,146	\$473,975	\$473,975	\$421,401
Number of full-time staff	N/A*	1	1	1	1
Number of part-time HazMat response team members	N/A*	20	20	20	20
<u>Output:</u>					
Number of reported HazMat incidents	N/A*	303	241	250	260
Number of HazMat team responses	N/A*	303	80	90	95
<u>Efficiency:</u>					
Cost per HazMat response	N/A*	\$1,354	\$1,967	\$1,896	\$1,706
<u>Outcome:</u>					
Percent of HazMat incidents responded to	N/A*	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

The goal of the HazMat team is to provide a timely and appropriate response to all reported HazMat incidents within the County.

Major Related Plans and Policies

SARA Title III, EPA Regulations, State and Local Regulations

*N/A - These are new measures being tracked by Emergency Operations, therefore, data for previous years is unavailable.

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Community Right to Know	8,900	0	2/28/09 State Renewable	The purpose of this grant is to fund the Harford County Local Emergency Planning Committee (LEPC) for federally required planning and training activities. These grant funds will be used for activities associated with the State and local government obligations and responsibilities under EPCRA. These activities include data management, emergency planning, training and response, and compliance.	Operating funds would need to be used decreasing the amount of available funds for budgeted expenses.
Exelon Generation Planning Donation	15,006	0	No expiration, ends when funds are depleted Other	The purpose of this funding is to supplement grant funding to pay for the salary and benefit package for the Emergency Planner II.	Salary and benefit expenses would be charged to the Operating Budget.
Exelon Generation Donation	29,314	0	No expiration, ends when funds are depleted Other	Contribution to supplement expenses for the yearly mailing and printing of the Emergency Public Information Calendar and the Emergency Needs Survey.	In the event we continue to provide these services, the County would be responsible for the entire cost of printing and mailing the calendar and survey.
Haz Mat Mitigation Grant Program	31,200	0	1/22/2010 State Recurring	To prepare a FEMA approved Hazard Mitigation Plan consistent with the requirements of 44CFR Part 201.6 Local Mitigation Plans.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.
Hazardous Materials Emergency Preparedness Training (HMEP)	11,392	300	9/30/2009 State Recurring	To provide mandatory training for the Haz Mat Response Team as well as the yearly Command Emergency Response Team (CERT) Abbottville Simulator Seminar.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.
Hazardous Materials Emergency Preparedness Planning (HMEP)	4,733	1,242	9/30/2009 State Recurring	Provides funding for classroom support staff at the yearly Command Emergency Response Team (CERT) Seminar and the Commodity Flow Study.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.

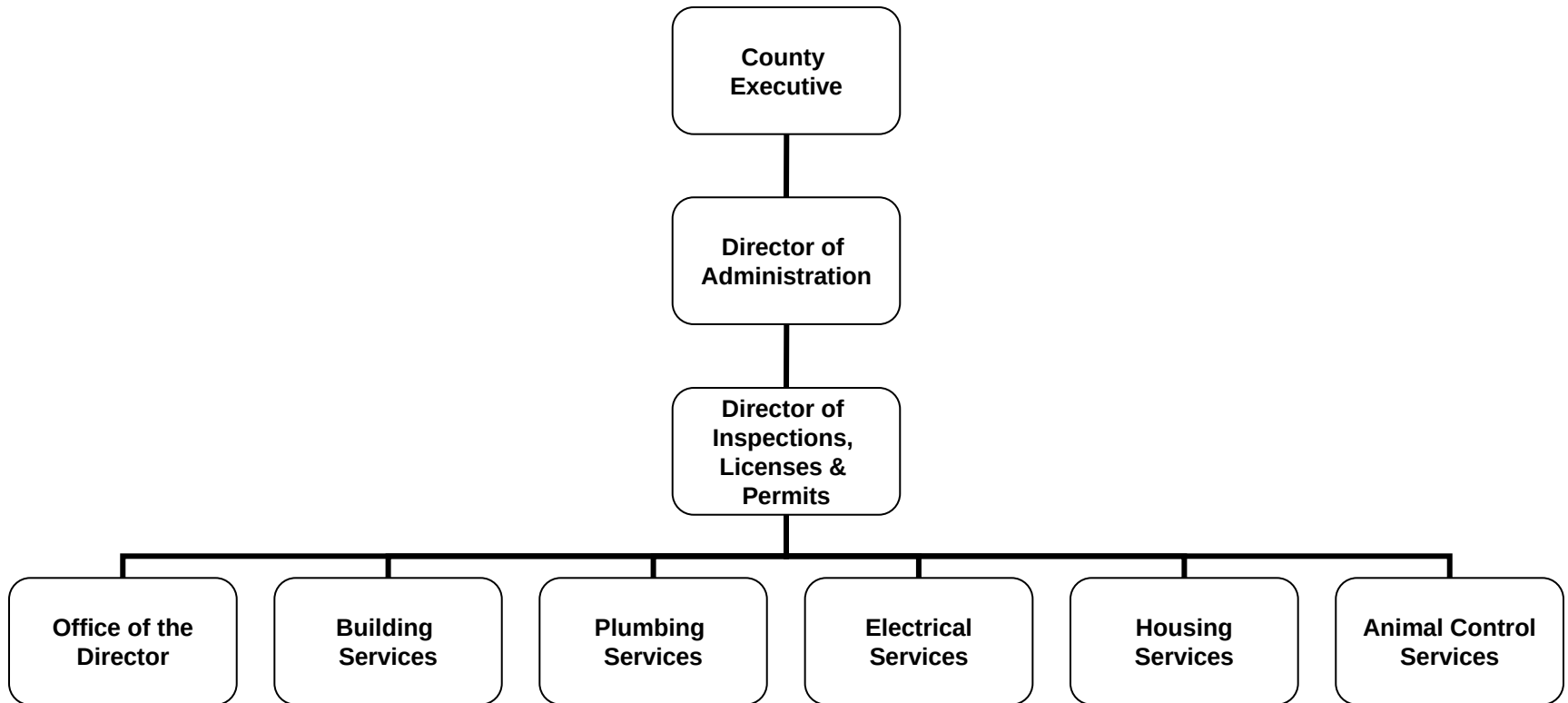
GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Law Enforcement Terrorism Prevention Program	318,264	0	3/31/2010 State Recurring	The purpose of this grant is to enhance the ability of Maryland and its local jurisdictions to prevent, deter, respond to, and recover from threats and incidents of terrorism. Included in this total is an additional \$45,000 provided to the jurisdiction to offset in part expenses associated with the jurisdiction's support of the Maryland Coordination and Analysis Center (MCAC).	The County would be responsible for maintenance of equipment purchased with grant funding as well as funding planning, training, and exercises initially funded by this grant.
MIEMS Emergency Medical Dispatch Grant	1,200	0	9/1/2009 State Recurring	Grant monies are used for mandatory Emergency Medical Dispatch (EMD) Training of dispatchers.	The County will be responsible for allotting operating budget funds for this mandatory training.
Public Safety Interoperable Communications	2,000,000	0	6/30/2010 State Recurring	Program covers the acquisition of, deployment of, and training for the use of interoperable communications systems that use the reallocated public safety spectrum in the 700 MHz frequency band for radio communication.	This is a CMARC project; the County has no immediate obligation, maintenance funded by future grants. If the grant funding ceases, the County would be responsible for maintenance on equipment at the tower sites in Harford County. Currently, the maintenance is funded through calendar year 2010.
State Homeland Security Grant Program FY08	656,664	0	5/31/2011 State Recurring	Grant monies pay salary and benefit expenses for the Emergency Planner II. Funds will also be used to purchase/upgrade security systems, RACES equipment, repeaters, weather station, Haz Mat equipment and radio equipment.	The County will be responsible for salary and benefit expenses for the Emergency Planner II in addition to maintenance and upkeep costs for equipment purchased with grant funding.
State Homeland Security Grant Program FY08	499,071	0	5/31/2011 State Recurring	Grant monies to be used for license plate reader, tactical team equipment and training, Howard County CCTV, IMT/Leadership Training, MCCV maintenance, volunteer mobilization, and CBRNE detection and response.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.
State Homeland Security Grant Program FFY 07 Citizen Corps	10,000	0	3/31/2010 State Recurring	Grant monies to pay for team member training, Command Emergency Response Team (CERT) related equipment and public awareness.	The County will be responsible for the cost of the team member training, CERT related equipment and public awareness.

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Homeland Security Grant Program FY07	419,428	0	3/31/2010 State Recurring	Funding for security gate, cyber lock system, tactical command boards, chemical detection equipment, passenger All Terrain Vehicle, wireless television monitoring, etc. A portion of the grant funding is to pay salary and benefit package for Emergency Planner II.	The County will be responsible for maintenance and upkeep costs associated with grant funded equipment purchases.
State Homeland Security Grant Program - Urban Area Security Initiative	138,000	0	5/31/2011 State Recurring	Provides financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist them in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats or acts of terrorism. Pays salary and benefits for the emergency planner and expenses for an emergency consultant.	The salary, benefits, etc. for the emergency management support person would need to be paid from the operating budget.
State Homeland Security Grant Program - Urban Areas Security Initiative	20,000	0	3/31/2009 State Recurring	Funding for the Harford County Sheriff's Office Command Vehicle maintenance.	The maintenance costs for the command vehicle will be the responsibility of the HCSO.
State Homeland Security Grant Program - Urban Areas Security Initiative FFY07	19,500	0	3/31/2010 State Recurring	With this grant, Harford County Community Services will be responsible for initiating and carrying out training and drills to practice the Spontaneous Volunteers and Donations Management Plan.	Expenses for the project would have to come out of the operating budget, lowering the availability of funds to cover budgeted operating expenses.
State Homeland Security Grant Program - Urban Areas Security Initiative	37,500	0	3/31/2009 State Recurring	To reimburse Harford County for a portion of the Tamiflu purchased for the first responders of the County. Realized purchase in June 2008.	None
State Homeland Security Grant Program - Urban Areas Security Initiative	46,973	0	3/31/2010 State Recurring	This grant is intended to assist in meeting the planning, operations, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist them in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats and acts of terrorism.	Training expense would come out of the department's operating budget, decreasing available funds for standard operations.
TOTALS	4,267,145	1,542			



Harford County Emergency Operations Center

DEPARTMENT OF INSPECTIONS, LICENSES, & PERMITS



INSPECTIONS, LICENSES & PERMITS

ORIGIN/PURPOSE:

The Department of Inspections, Licenses and Permits (DILP), established by Harford County Code, Chapter 16, Article 1, Section 1, Bill No. 78.3, is responsible for the administration and enforcement of all laws and regulations pertaining to licenses, including those relating to building and construction, plumbing, and electrical installations, manufactured housing, abandoned buildings and animal control. This Department has the responsibility to administer and issue all County licenses and plumbing and electrical permits, except those specifically required by law to be issued by another County agency. Additionally, this Department renders permit and inspection services through cooperative agreements with the Town of Bel Air, City of Aberdeen, and City of Havre de Grace.

DILP has established consistent construction standards for all trades including reviewing and adopting applicable national codes for various trade activities; has implemented and enforced the Quality Workmanship Assurance Program and the Fast Track Program; and has provided responsive inspection services and uniform quality construction standards.

MISSION STATEMENT:

TO PROVIDE HIGH QUALITY INSPECTION SERVICES TO RESIDENTIAL AND COMMERCIAL PROJECTS THAT WILL PROTECT THE HEALTH, SAFETY, AND WELFARE OF HARFORD COUNTY CITIZENS, AS WELL AS PROTECT CURRENT HOUSING STOCK WITHIN THE COUNTY

FY '09 - 10 KEY GOALS:

- 1 DECREASE THE NUMBER OF CODE VIOLATIONS AND IMPROVE HOUSING STOCK WITHIN THE COUNTY
- 2 ASSURE PUBLIC SAFETY BY MONITORING THE COMPLETION OF ALL DEMOLITION PROJECTS WITHIN THE COUNTY
CODE REQUIREMENTS
- 3 DECREASE THE NUMBER OF CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS
- 4 DECREASE THE NUMBER OF ELECTRICAL CODE VIOLATIONS AND REDUCE THE NUMBER OF REINSPECTIONS
- 5 DECREASE THE NUMBER OF PLUMBING CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS

INSPECTIONS, LICENSES & PERMITS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,895,636	3,424,372	3,453,613	3,261,726	3,261,726
20	CONTRACTUAL SERVICES	43,947	57,148	73,871	60,104	60,104
30	SUPPLIES & MATERIALS	50,699	52,698	58,066	45,332	45,332
40	BUSINESS & TRAVEL	141,934	164,273	163,620	164,233	164,233
50	CAPITAL OUTLAY	179,803	33,440	26,000	0	0
70	MISCELLANEOUS	377,000	452,200	459,200	456,440	257,048
80	INTER-GOVERNMENTAL	0	0	15,053	0	0
	GRAND TOTAL	<u>3,689,019</u>	<u>4,184,131</u>	<u>4,249,423</u>	<u>3,987,835</u>	<u>3,788,443</u>

SUMMARY BY FUND:

11	GENERAL	<u>3,689,019</u>	<u>4,184,131</u>	<u>4,249,423</u>	<u>3,987,835</u>	<u>3,788,443</u>
	GRAND TOTAL	<u>3,689,019</u>	<u>4,184,131</u>	<u>4,249,423</u>	<u>3,987,835</u>	<u>3,788,443</u>

SUMMARY BY DIVISION:

261000	DIRECTOR OF DILP	483,543	529,612	519,091	495,882	471,088
263000	BUILDING SERVICES	1,120,216	1,165,616	1,155,202	1,063,600	1,010,420
264000	PLUMBING SERVICES	531,539	577,063	596,921	594,646	564,914
265000	ELECTRICAL SERVICES	469,254	599,981	621,001	616,418	585,597
266000	MANUF HOUSING/ABANDONED PROP	234,536	287,515	302,339	199,734	189,747
267000	ANIMAL CONTROL	849,931	1,024,344	1,054,869	1,017,555	966,677
	GRAND TOTAL	<u>3,689,019</u>	<u>4,184,131</u>	<u>4,249,423</u>	<u>3,987,835</u>	<u>3,788,443</u>

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

The (\$460,980) net decrease in funding for Inspections, Licenses & Permits is the result of:

	FY 09	FY 10	CHANGE	
o	2,423,659	2,418,769	(4,890)	Full Time Salaries
			(4,689)	Staff Turnover (.19%)
			3,041	Salary Step &/or Grade adjustments based on the recommendations of the Department of Human Resources
			(3,242)	Rounding adjustment per pay scale calculation
			<u>(4,890)</u>	
o		(102,149)	(102,149)	Positions abolished due to state of the economy:
				Salary Fringe Total # of Postions
			(55,161)	(14,480) (69,641) (1.00) Secretary I
			(25,698)	(6,810) (32,508) (.60) Building Inspector I Part Time
			<u>(80,859)</u>	<u>(21,290)</u> <u>(102,149)</u> <u>(1.60)</u>
o		55	55	Building Inspector II transferred from Building Services to Manufactured Housing:
				Salary Fringe Total
			(43,908)	(20,858) (64,766)
			43,900	20,921 64,821
			<u>(8)</u>	<u>63</u> <u>55</u>
o	37,168	0	(37,168)	Temporary Salary vacant Building Inspector I and summer hire eliminated due to state of the economy
o	449,784	469,571	19,787	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	227,942	234,596	6,654	Pension / Retirement rate adjustments
o	84,330	64,991	(19,339)	Workers' Compensation rate adjustments
o	6,000	5,800	(200)	Overtime based on actual expense history
o	189,592	187,027	(2,565)	FICA adjustment
o	3,000	0	(3,000)	Uniform Allowance - funding eliminated due to state of the economy
o		(48,932)	(48,932)	Furlough Savings

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	151,539	158,470	6,931	Line items significantly adjusted, based on actual expense history:

	FY 09	FY 10	Change	
	27,618	26,282	(1,336)	Telephone Service
	450	250	(200)	Medical Services
	5,450	4,250	(1,200)	Communications Service
	9,650	8,400	(1,250)	General Office Supplies
	12,450	14,050	1,600	General Office Mailing
	200	50	(150)	Weapons and Ammunition
	581	350	(231)	Computer Software
	700	0	(700)	Computer Hardware Components
	700	200	(500)	Other Supplies and Materials
	71,550	92,050	20,500	Fuel Charges
	11,800	3,400	(8,400)	Non-Targeted Charges - FVS
	450	0	(450)	Transportation Costs
	6,605	5,590	(1,015)	Professional Books
	3,335	3,598	263	Membership Fees
	151,539	158,470	6,931	

	91,280	68,990	(22,290)	Line items significantly adjusted, due to recommended reductions based on state of the economy:

	FY 09	FY 10	Change	
	525	275	(250)	Delivery Charges
	350	150	(200)	Other Food Supplies
	7,850	1,850	(6,000)	Uniforms-Purchase
	300	0	(300)	Audio Visual Supplies
	6,205	4,175	(2,030)	Safety Equipment
	400	125	(275)	Medical Supplies
	56,000	54,000	(2,000)	County Owned Vehicles
	1,265	1,150	(115)	Mileage
	815	225	(590)	Meals
	3,270	0	(3,270)	Lodging
	8,300	4,040	(4,260)	Training Seminars
	6,000	3,000	(3,000)	Confidential Expenses - Cost for Humane Animal Rescue
	91,280	68,990	(22,290)	

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	33,500	22,500	(11,000) Other Professional Services - reduced due to state of the economy, but still provides funding for clean up, raze or securing abandoned properties and emergency vet for injured animals.
o	4,525	0	(4,525) Printing In-House - funds transferred to Printing - Commercial due to closure of In-House print shop
o	11,930	14,157	2,227 Printing - Commercial - based on actual expense history and funding moved from Printing In-House
o	26,000	0	(26,000) Equipment - no equipment recommended in FY 2010
o	450,000	450,000	0 Payment to Other Government Agency - County's support of the Humane Society of Harford County
o	3,200	3,440	240 Board & Commission - increase based on actual expense history
o	15,053	0	(15,053) Fleet Management Rentals - no fleet agreement entered into in FY 09, therefore no funds are appropriated for FY 10
o	0	(199,392)	(199,392) Other Contingencies - reduction due to Council Amendments # 234, 235, 236, 237, 238, 239

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	41,377	1.00	41,309
Administrative Assistant II	3.00	140,392	3.00	153,772	3.00	153,519
Administrative Secretary II	1.00	57,031	1.00	40,377	1.00	42,760
Animal Control Officer I	1.00	31,771	0.00	0	0.00	0
Animal Control Officer II	4.00	156,096	5.00	208,451	5.00	208,108
Building Inspections Supervisor (DILP)	1.00	77,705	1.00	85,691	1.00	85,550
Building Inspector II	6.00	275,128	5.00	262,152	5.00	261,697
Building Inspector III	1.00	55,317	1.00	60,384	1.00	60,285
Chief, Animal Control Officer	1.00	57,331	1.00	62,588	1.00	62,484
Chief, Electrical Services	1.00	72,863	1.00	79,551	1.00	79,420
Chief, Housing Services	1.00	74,641	1.00	83,912	1.00	83,773
Chief, Plumbing Services	1.00	79,611	1.00	70,672	1.00	70,556
Clerk Typist	2.00	59,045	2.00	58,818	1.00	28,453
Commercial Inspector	3.00	170,835	3.00	166,052	3.00	165,778
Deputy Director DILP	1.00	72,820	1.00	81,890	1.00	81,755
Director, Inspections, Licenses & Permits	1.00	117,682	1.00	121,217	1.00	121,217
Electrical Inspector II	2.00	85,826	3.00	138,496	3.00	138,341
Electrical Inspector III	1.00	54,010	1.00	58,977	1.00	58,880
Licensing Clerk	0.00	0	0.00	0	1.00	30,241
Management Analyst	1.00	71,856	1.00	65,117	1.00	65,009
Permits Technician	3.00	110,356	3.00	120,519	3.00	113,314
Plans Reviewer	2.00	113,547	2.00	123,995	2.00	123,790
Plumbing Inspector I	0.00	0	1.00	40,627	0.00	0
Plumbing Inspector II	3.00	128,052	2.00	93,700	3.00	137,445
Plumbing Inspector III	1.00	59,045	1.00	64,472	1.00	64,366
Secretary I	2.00	86,359	1.00	55,161	0.00	0
Senior Plans Reviewer	1.00	77,705	1.00	85,691	1.00	85,550
TOTAL FULL-TIME SALARIES	44.00	2,285,024	44.00	2,423,659	43.00	2,363,600

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Building Inspector I	0.60	23,537	0.60	25,698	0.00	0
TOTAL PART-TIME SALARIES	0.60	23,537	0.60	25,698	0.00	0
TEMPORARY SALARIES		33,965		37,168		0
SALARY TOTAL	44.60	2,342,526	44.60	2,486,525	43.00	2,363,600
OTHER PERSONAL SERVICES						
Pension & Retirement		193,323		227,942		227,378
Workers' Compensation		72,121		84,330		63,179
Health Benefits		455,822		449,784		463,841
OPEB		80,798		0		0
Overtime & Shift Differential		10,728		6,000		5,800
FICA		178,774		189,592		180,840
Uniform Allowance		3,000		3,000		0
Miscellaneous		6,440		6,440		6,020
TOTAL OTHER PERSONAL SERVICES		1,001,006		967,088		947,058
FURLOUGH SAVINGS		0		0		(48,932)
TOTAL PERSONAL SERVICES	44.60	3,343,532 *	44.60	3,453,613	43.00	3,261,726

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES AND PERMITS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To decrease the number of code violations and improve housing stock within the County.

Department Obj.

To improve the quality of housing stock and to ensure it meets construction code requirements.

County Goal(s) Supported

I. Public Safety

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$3,345,127	\$3,927,162	\$4,129,058	\$4,121,533	\$3,965,478
Number of staff	41.6	44.6	44.6	44.6	43
Number of Inspectors	18.6	20.6	20.6	20.6	20
<u>Output:</u>					
Number of inspections performed	54,464	47,707	39,006	33,300	32,075
<u>Efficiency:</u>					
Number of inspections per inspector	2,928	2,316	1,893	1,617	1,604
<u>Service Quality:</u>					
Number of approved inspections	44,911	38,824	32,265	28,561	27,834
Number of disapproved inspections	9,553	8,883	6,741	4,739	4,241
<u>Outcome:</u>					
Percent of inspections that are disapproved	17.5%	18.6%	17.3%	14.0%	13.0%

Explanation and Analysis of Performance Measures

Construction practices of builders directly impact the quality of housing stock within the County. Deficiencies are often identified during the final inspection of a structure for compliance to required code standards. Final inspection deficiencies cause delays in occupancy of a structure. Tracking inspection findings will identify areas of deficiency. Such a program was designed to identify deficiencies. By analyzing these deficiencies we can identify areas of construction that require workshops and/or handouts designed specifically to improve current construction practices. The type of inspection with the highest disapproval rate is the determining factor in identifying workshop/handout topics; i.e., footing, foundation, framing, final, etc. specific to building construction. Workshops will be held to address identified deficiencies and handouts will be developed accordingly to distribute to builders.

Major Related Plans and Policies

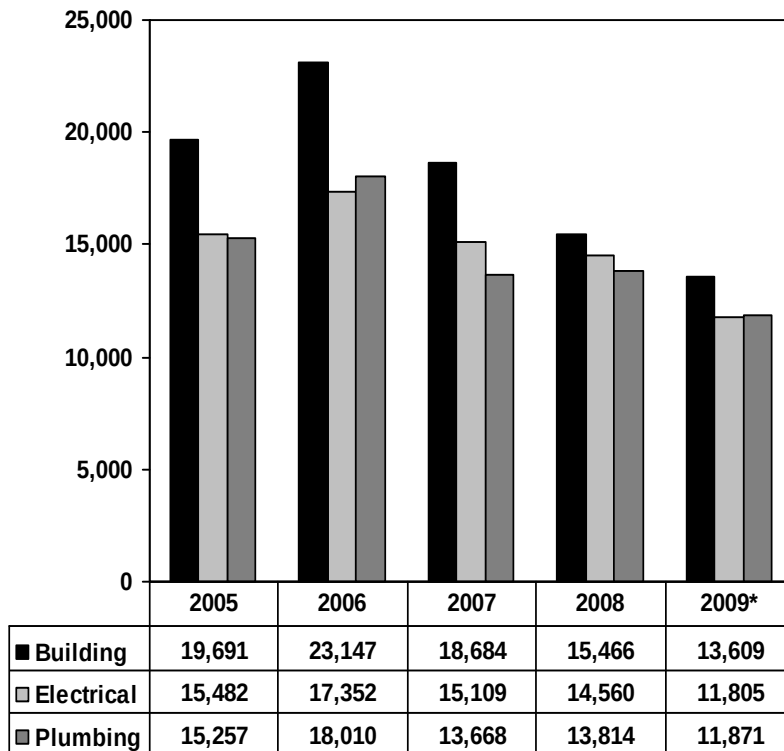
- To continue to report the number of inspections performed and violations by type
- To analyze reports and determine areas needing improvement in construction practices
- To identify areas needing improvement and provide handouts and workshops for technical tradespeople, when appropriate.

Inspections, Licenses and Permits

Inspections/Permit Activity

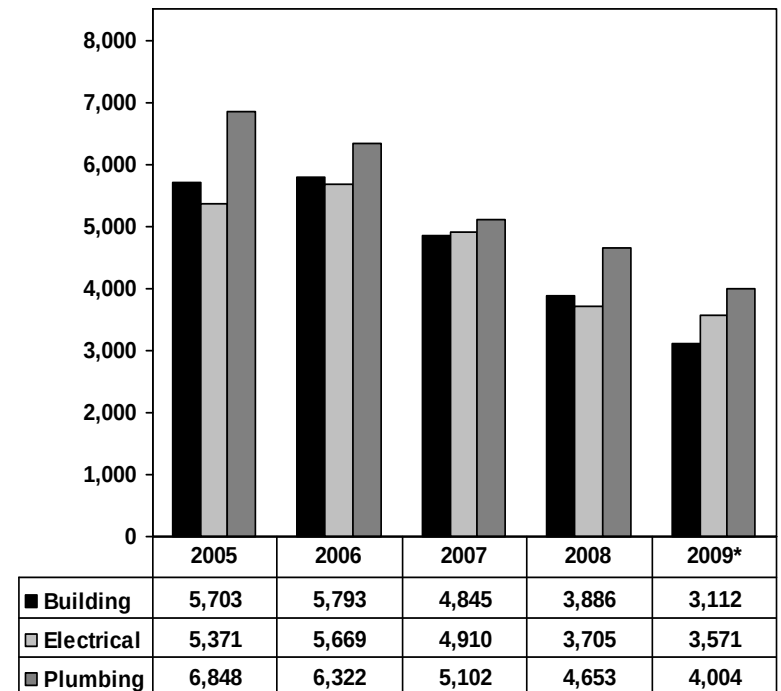
Fiscal Year Basis

Inspections Made



*Projected

Permits Issued



*Projected (Includes plumbing and electrical postcard permits and does not include town permits).

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Director of DILP

INDEX: 261000

ORIGIN/PURPOSE:

The Director of DILP is charged with the performance of all functions and duties within the department, including: enforcement of electrical, plumbing and building codes; enforcement of County animal control, mobile home park and abandoned building ordinances; and enforcement of codes and ordinances through issuance and sale of licenses, permits, and inspections. The Director renders permits and inspection services through cooperative agreements with the Town of Bel Air, City of Aberdeen, and City of Havre de Grace and coordinates a centralized computer system encompassing all licensing programs and building, electrical, and plumbing permits. On-line terminals with the County's mainframe allow direct revenue accountability and statistical data entry. In addition, this office closely monitors divisional efforts to adopt and/or revise applicable trade codes and fee schedules and performance of timely review of building permits by other departments and agencies. The Director also coordinates the County's Fast Track Program.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	292,297	396,076	400,396	388,546	388,546
20	CONTRACTUAL SERVICES	9,707	9,622	13,321	11,801	11,801
30	SUPPLIES & MATERIALS	2,516	3,194	2,855	2,205	2,205
40	BUSINESS & TRAVEL	84,749	88,535	92,195	93,330	93,330
50	CAPITAL OUTLAY	94,274	32,185	4,500	0	0
70	MISCELLANEOUS	0	0	0	0	(24,794)
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	5,824	0	0
	GRAND TOTAL	483,543	529,612	519,091	495,882	471,088
<u>FUNDING SOURCE:</u>						
11	GENERAL	483,543	529,612	519,091	495,882	471,088

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Director of DILP****INDEX: 261000****FINANCIAL NOTES:**

The (\$48,003) net decrease in funding for Inspections, Licenses & Permits - Director of DILP is the result of:

	FY 09	FY 10	CHANGE
o	308,601	310,741	2,140 Full-Time Salaries
			2,383 Staff Turnover (0.77%)
			(108) Salary adjustment based on the recommendations of the Department of Human Resources
			(135) Rounding adjustment per pay scale calculation
			<u>2,140</u>
o	4,284	0	(4,284) Temporay Salary decrease due to state of the economy
o	28,966	29,893	927 Pension / Retirement rate adjustment
o	4,573	3,507	(1,066) Workers' Compensation - rate adjustment
o	30,562	27,400	(3,162) Health Benefits - adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o		(6,433)	(6,433) Furlough Savings
o	62,418	62,929	511 Line items significantly adjusted based on actual expense history:
	FY 09	FY 10	Change
	2,418	2,029	(389) Telephone Services
	5,200	4,000	(1,200) Communication Service
	100	0	(100) Uniforms - Purchase
	200	0	(200) Computer Hardware Components
	44,500	55,000	10,500 Fuel Charges
	9,800	1,900	(7,900) Non-Targeted Charges-FVS
	200	0	(200) Meals
	<u>62,418</u>	<u>62,929</u>	<u>511</u>

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Director of DILP****INDEX: 261000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	1,600	100	(1,500)	Line items significantly adjusted, due to recommended reductions based on state of the economy:
	FY 09	FY 10	Change	
	300	100	(200)	Medical Supplies
	1,000	0	(1,000)	Lodging
	300	0	(300)	Training Seminars
	<u>1,600</u>	<u>100</u>	<u>(1,500)</u>	
o	100	0	(100)	Printing In-House - funds transferred to Printing - Commercial due to closure of In-House print shop
o	4,500	0	(4,500)	Equipment - no equipment recommended for FY 2010
o	5,824	0	(5,824)	Fleet Management Rental - no fleet agreement entered into in FY 09, therefore no funds are appropriated for FY 10
o	0	(24,794)	(24,794)	Other Contingencies - Reduction due to Council Amendment # 234

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
 DIVISION: DIRECTOR OF INSPECTIONS, LICENSES AND PERMITS

Index No. 261000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	57,031	1.00	40,377	1.00	42,760
Deputy Director DILP	1.00	72,820	1.00	81,890	1.00	81,755
Director of Inspections, Licenses & Permits	1.00	117,682	1.00	121,217	1.00	121,217
Management Analyst	1.00	71,856	1.00	65,117	1.00	65,009
TOTAL FULL-TIME SALARIES	4.00	319,389	4.00	308,601	4.00	310,741
TEMPORARY SALARIES		4,284		4,284		0
SALARY TOTAL	4.00	323,673	4.00	312,885	4.00	310,741
OTHER PERSONAL SERVICES						
Pension & Retirement		29,559		28,966		29,893
Workers' Compensation		3,888		4,573		3,507
Health Benefits		30,036		30,562		27,400
OPEB		11,179		0		0
FICA		23,510		22,850		22,878
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		98,732		87,511		84,238
FURLOUGH SAVINGS		0		0		(6,433)
TOTAL PERSONAL SERVICES	4.00	422,405 *	4.00	400,396	4.00	388,546

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Building Services****INDEX: 263000****ORIGIN/PURPOSE:**

This Division is responsible for plans review and inspections of all construction for which building permits have been issued to ensure compliance with applicable codes.

Building Services is also responsible for issuing Use and Occupancy Certificates and licenses for dogs, taxi cab owners, taxi cab drivers, towing businesses, solicitors, pawn brokers, auctioneers, pet shops, grooming for dogs, massage establishments and personal care boarding homes.

This Division is accountable for funds collected for licenses, commercial, and residential plans review and maintaining appropriate records.

FY '09 - '10 GOAL:

3 DECREASE THE NUMBER OF BUILDING CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,058,768	1,127,024	1,113,896	1,026,894	1,026,894
20	CONTRACTUAL SERVICES	7,755	9,039	10,000	9,000	9,000
30	SUPPLIES & MATERIALS	22,117	19,841	23,031	20,300	20,300
40	BUSINESS & TRAVEL	7,536	9,712	8,275	7,406	7,406
50	CAPITAL OUTLAY	24,040	0	0	0	0
70	MISCELLANEOUS	0	0	0	0	(53,180)
	GRAND TOTAL	<u>1,120,216</u>	<u>1,165,616</u>	<u>1,155,202</u>	<u>1,063,600</u>	<u>1,010,420</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>1,120,216</u>	<u>1,165,616</u>	<u>1,155,202</u>	<u>1,063,600</u>	<u>1,010,420</u>

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Building Services****INDEX: 263000****FINANCIAL NOTES:**

The (\$144,782) net decrease in funding for Inspections, Licenses & Permits - Building Services is the result of:

	FY 09	FY 10	CHANGE			
o	813,557	813,081	(476)	Full Time Salaries		
			832	Salary adjustment based on the recommendations of the Dept. of Human Resources		
			(1,308)	Rounding adjustment per pay scale calculation		
			<u>(476)</u>			
o		(64,766)	(64,766)	Building Inspector II transferred to Manufactured Housing		
			Salary	Fringe	Total	# of Positions
			(43,908)	(20,858)	(64,766)	(1.00)
o	3,780	0	(3,780)	Temporay Salary decrease due to state of the economy		
o	129,335	130,191	856	Health Benefits - adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage		
o	74,603	78,020	3,417	Pension / Retirement rate adjustments		
o	28,135	22,131	(6,004)	Workers Compensation rate adjustments		
o	62,526	62,201	(325)	FICA adjustment		
o		(15,924)	(15,924)	Furlough Savings		
o	1,700	0	(1,700)	Printing In-House - funds transferred to Printing - Commercial due to closure of In-House print shop		
o	7,000	6,500	(500)	Printing - Commercial - based on actual expense history and funding moved from Printing In-House		

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Building Services****INDEX: 263000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	29,931	27,631	(2,300)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	10,000	9,000	(1,000)	Telephone Service
	3,500	2,800	(700)	General Office Supplies
	8,100	9,700	1,600	General Office Mailing
	500	0	(500)	Uniform Purchase
	100	0	(100)	Audio Visual Supplies
	1,300	950	(350)	Safety Equipment
	581	350	(231)	Computer Software
	150	0	(150)	Computer Hardware
	100	700	600	Mileage
	1,600	1,791	191	Membership Fees & Dues
	4,000	2,340	(1,660)	Training Seminars
	<u>29,931</u>	<u>27,631</u>	<u>(2,300)</u>	
o	0	(53,180)	(53,180)	Other Contingencies - Reduction due to Council Amendment # 235

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: BUILDING SERVICES

Index No. 263000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	41,377	1.00	41,309
Administrative Assistant II	1.00	57,031	1.00	62,270	1.00	62,167
Building Inspections Supervisor (DILP)	1.00	77,705	1.00	85,691	1.00	85,550
Building Inspector II	6.00	275,128	5.00	262,153	4.00	217,797 A
Building Inspector III	1.00	55,317	1.00	60,384	1.00	60,285
Commercial Inspector	1.00	57,331	1.00	62,588	1.00	62,484
Licensing Clerk	1.00	32,115	1.00	29,409	1.00	30,241
Plans Reviewer	2.00	113,547	2.00	123,995	2.00	123,790
Secretary I	1.00	35,842	0.00	0	0.00	0
Senior Plans Reviewer	1.00	77,705	1.00	85,691	1.00	85,550
TOTAL FULL-TIME SALARIES	15.00	781,721	14.00	813,557	13.00	769,173
TEMPORARY SALARIES		3,780		3,780		0 B
SALARY TOTAL	15.00	785,501	14.00	817,337	13.00	769,173
OTHER PERSONAL SERVICES						
Pension & Retirement		63,554		74,603		73,994
Workers' Compensation		25,168		28,135		20,168
Health Benefits		145,388		129,335		118,821
OPEB		27,360		0		0
FICA		60,091		62,526		58,842
Miscellaneous		2,100		1,960		1,820
TOTAL OTHER PERSONAL SERVICES		323,661		296,559		273,645
FURLOUGH SAVINGS		0		0		(15,924)
TOTAL PERSONAL SERVICES	15.00	1,109,162 *	14.00	1,113,896	13.00	1,026,894

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Building Inspector II transferred to Manufactured Housing/Abandoned Property # 266000 - # 3338

B - Temporary funding eliminated due to state of the economy

INSPECTIONS, LICENSES AND PERMITS - BUILDING SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To decrease the number of building code violations during final inspection and reduce the number of reinspections.

Department Obj.

To improve the quality of housing stock and to ensure it meets building code requirements.

County Goal(s) Supported

I. Public Safety

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$1,029,031	\$1,094,692	\$1,160,315	\$1,150,552	\$1,085,382
Number of staff	16	15	14	14	11
Number of inspectors	9	9	8	8	5
<u>Output:</u>					
Number of final building inspections performed	5,891	4,712	4,376	3,698	3,330
<u>Efficiency:</u>					
Number of final inspections per inspector	655	524	547	462	666
<u>Service Quality:</u>					
Number of approved final inspections	4,476	3,554	3,354	2,995	2,715
Number of disapproved final inspections	1,415	1,158	1,022	703	615
<u>Outcome:</u>					
Percent of final inspections that are disapproved	24.0%	24.6%	23.3%	19.0%	18.0%

Explanation and Analysis of Performance Measures

Construction practices of contractors directly impact the quality of housing stock within the County. Code deficiencies are identified during numerous required inspections. The highest number of disapprovals and deficiencies are identified during the final inspection. Final inspection deficiencies cause delays in occupancy of a structure and can directly impact financial settlements. A program was designed to identify deficiencies by type of inspection performed. We track inspection results and, based on this information, develop handouts designed to address these areas of deficiency. We also provide workshops for tradespeople designed specifically to improve current construction practices targeting the areas of disapprovals.

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Plumbing Services****INDEX: 264000****ORIGIN/PURPOSE:**

This Division is responsible for reviewing plans and permit applications, issuing permits, master and journeyman plumbing certificates, master gas fitters certificates, liquid petroleum gas fitters licenses, utility contractor licenses, journey utility licenses, septic installer licenses, and journeyman septic installer licenses. Plumbing, gas fitting, storm water and utility work is inspected for compliance to applicable codes for all residential, commercial, and industrial construction.

This Division enforces the Harford County Plumbing Code and National Fuel Gas Code. Workmanship and quality are constantly monitored during construction. New methods of service are coordinated with the Harford County and Maryland State Master Plumbers Associations, the Baltimore Gas and Electric Company, and Harford County Utility Contractors Association. This Division also acts as liaison for the Harford County Plumbing Board and implements Local / State requirements governing water saving fixtures and plumbing systems.

FY '09 - '10 GOAL:

5 DECREASE THE NUMBER OF PLUMBING CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	498,505	561,891	579,731	580,526	580,526
20 CONTRACTUAL SERVICES	4,656	4,196	4,800	4,600	4,600
30 SUPPLIES & MATERIALS	4,829	7,172	6,230	5,290	5,290
40 BUSINESS & TRAVEL	2,221	3,044	5,360	2,790	2,790
50 CAPITAL OUTLAY	21,328	0	0	0	0
70 MISCELLANEOUS	0	760	800	1,440	(28,292)
GRAND TOTAL	531,539	577,063	596,921	594,646	564,914
<u>FUNDING SOURCE:</u>					
11 GENERAL	531,539	577,063	596,921	594,646	564,914

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Plumbing Services****INDEX: 264000****FINANCIAL NOTES:**

The (\$32,007) net decrease in funding for Inspections, Licenses & Permits - Plumbing Services is the result of:

	FY 09	FY 10	CHANGE
o	397,734	393,412	(4,322) Full Time Salaries (7,072) Staff Turnover (1.80%) 3,273 Salary adjustment based on the recommendations of the Department of Human Resources (523) Rounding adjustment per pay scale calculation <u>(4,322)</u>
o	99,477	114,930	15,453 Health Benefits - adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	14,501	11,267	(3,234) Workers' Compensation rate adjustments
o	36,472	37,846	1,374 Pension / Retirement rate adjustments
o	30,427	30,096	(331) FICA adjustment
o		(8,145)	(8,145) Furlough Savings
o	8,300	7,000	(1,300) Line items significantly adjusted, based on actual expense history: FY 09 FY 10 Change 4,200 4,000 (200) Telephone Service 1,600 1,500 (100) General Office Supplies 2,500 1,500 (1,000) Professional Books <u>8,300</u> <u>7,000</u> <u>(1,300)</u>
	4,220	2,440	(1,780) Line items significantly adjusted, due to recommended reductions based on state of the economy: FY 09 FY 10 Change 2,100 1,840 (260) Printing Commercial 500 100 (400) Mileage 620 0 (620) Lodging 1,000 500 (500) Training Seminars, Courses <u>4,220</u> <u>2,440</u> <u>(1,780)</u>
o	500	0	(500) Printing In-House - funds transferred to Printing - Commercial due to closure of In-House print shop
o	800	1,440	640 Boards & Commission - Plumbing Board meetings for (3) members, \$40 per meeting per month (as attended) and actual expense history
o	0	(29,732)	(29,732) Other Contingencies - Reduction due to Council Amendment # 236

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: PLUMBING SERVICES

Index No. 264000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Plumbing Services	1.00	79,611	1.00	70,672	1.00	70,556
Commercial Inspector	1.00	62,622	1.00	47,917	1.00	47,838
Permits Technician	2.00	73,571	2.00	80,346	2.00	73,207
Plumbing Inspector I	0.00	0	1.00	40,627	0.00	0
Plumbing Inspector II	3.00	128,052	2.00	93,700	3.00	137,445 A
Plumbing Inspector III	1.00	59,045	1.00	64,472	1.00	64,366
SALARY TOTAL	8.00	402,901	8.00	397,734	8.00	393,412
OTHER PERSONAL SERVICES						
Pension & Retirement		32,756		36,472		37,846
Workers' Compensation		13,833		14,501		11,267
Health Benefits		80,689		99,477		114,930
OPEB		14,101		0		0
FICA		30,822		30,427		30,096
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		173,321		181,997		195,259
FURLOUGH SAVINGS		0		0		(8,145)
TOTAL PERSONAL SERVICES	8.00	576,222	8.00	579,731	8.00	580,526

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Plumbing Inspector I position promoted to Plumbing Inspector II - #0460

INSPECTIONS, LICENSES AND PERMITS - PLUMBING SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To decrease the number of plumbing code violations during final inspection and reduce the number of reinspections.

Department Obj.

To improve the quality of housing stock and to ensure it meets plumbing code requirements.

County Goal(s) Supported

I. Public Safety

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$475,464	\$578,771	\$596,052	\$593,301	\$534,023
Number of staff	7	8	8	8	7
Number of Inspectors	4	5	5	5	4
<u>Output:</u>					
Number of final plumbing inspections performed	5,098	3,944	4,061	3,433	3,330
<u>Efficiency:</u>					
Number of final inspections per inspector	1,275	789	812	687	833
<u>Service Quality:</u>					
Number of approved final inspections	4,180	3,052	3,198	2,784	2,731
Number of disapproved final inspections	918	892	863	649	599
<u>Outcome:</u>					
Percent of final inspections that are disapproved	18.0%	22.6%	21.3%	19.0%	18.0%

Explanation and Analysis of Performance Measures

Construction practices of contractors directly impact the quality of housing stock within the County. Code deficiencies are identified during numerous required inspections. The highest number of disapprovals and deficiencies are identified during the final inspection of a structure. Final inspection deficiencies cause delays in occupancy of a structure and can directly impact financial settlements, causing additional expenses to the owner or prospective buyer. A program was designed to identify deficiencies by type of inspection performed, and we perform daily data entry of the inspection results. We track inspection results and identify areas of deficiency. Based on this information, we develop handouts designed specifically to address these areas of deficiency by identifying them to tradespeople and providing directives for code compliant construction standards.

Major Related Plans and Policies

Continue to report the number of inspections performed and identify violations by type (ISIS reports (INS 330 and INS 340).

Continue to identify inspections by type as well as status (approved/disapproved).

Analyze reports and identify inspection areas with the highest level of approval.

Develop and provide workshops for technical tradespeople along with handouts specific to identified areas of deficiency to improve construction practices and assure code compliance for quality housing stock.

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Electrical Services****INDEX: 265000****ORIGIN/PURPOSE:**

The Electrical Services Division was created by Executive Order No. 73-8 and later adopted by Bill No. 78-3.

This Division is responsible for issuing permits and performing inspections of all new electrical installations of light, heat, or power within or on public and private buildings, structures or premises in the County, including yards, carnivals, parking lots, fairs, industrial substations and installations covered by the National Electric Code. Additionally, this Division prepares, administers, and grades electrical examinations for master, limited, restricted, and journeymen licenses and assists in enforcement of code and license violations. This Division cooperates with the State Fire Marshal, when requested, on fire damage of possible electrical origin.

FY '09 - '10 GOAL:

4 DECREASE THE NUMBER OF ELECTRICAL CODE VIOLATIONS AND REDUCE THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	451,775	579,921	596,691	599,743	599,743
20	CONTRACTUAL SERVICES	3,493	4,238	4,500	4,853	4,853
30	SUPPLIES & MATERIALS	7,546	10,040	11,525	7,430	7,430
40	BUSINESS & TRAVEL	2,764	4,342	4,385	2,392	2,392
50	CAPITAL OUTLAY	1,676	0	1,500	0	0
70	MISCELLANEOUS	2,000	1,440	2,400	2,000	(28,821)
	GRAND TOTAL	469,254	599,981	621,001	616,418	585,597
	<u>FUNDING SOURCE:</u>					
11	GENERAL	469,254	599,981	621,001	616,418	585,597

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Electrical Services****INDEX: 265000****FINANCIAL NOTES:**

The (\$35,404) net decrease in funding for Inspections, Licenses & Permits - Electrical Services is the result of:

	FY 09	FY 10	CHANGE
o	421,416	420,796	(620) Full-Time Salaries (620) Rounding adjustment per pay scale calculation
o	88,061	102,143	14,082 Health Benefits - adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	38,644	40,481	1,837 Pension / Retirement rate adjustments
o	15,212	11,723	(3,489) Workers' Compensation rate adjustments
o		(8,711)	(8,711) Furlough Savings
o	14,350	9,153	(5,197) Line items significantly adjusted, based on actual expense history:

FY 09	FY 10	Change	
4,500	4,853	353	Telephone Service
1,700	1,200	(500)	General Office Mailing
4,000	350	(3,650)	Uniforms Purchase
950	750	(200)	Safety Equipment
350	0	(350)	Computer Hardware
450	0	(450)	Transportation Costs
2,400	2,000	(400)	Boards and Commissions
<u>14,350</u>	<u>9,153</u>	<u>(5,197)</u>	

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Electrical Services****INDEX: 265000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	3,415	1,600	(1,815)	Line item significantly adjusted, due to recommended reductions based on state of the economy
	FY 09	FY 10	Change	
	1,500	1,300	(200)	General Office Supplies
	215	100	(115)	Mileage
	200	100	(100)	Meals
	900	0	(900)	Lodging
	600	100	(500)	Training Seminars
	<u>3,415</u>	<u>1,600</u>	<u>(1,815)</u>	
o	1,500	0	(1,500)	Equipment - no equipment recommended for FY 2010
o	700	0	(700)	Printing In-House - funds transferred to Printing - Commercial due to closure of In-House print shop
o	1,500	3,105	1,605	Printing - Commercial - based on actual expense history and funding moved from Printing In-House
o	0	(30,821)	(30,821)	Other Contingencies - reduction due to Council Amendment # 237

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: ELECTRICAL SERVICES

Index No. 265000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	44,133	1.00	48,672	1.00	48,592
Chief, Electrical Services	1.00	72,863	1.00	79,551	1.00	79,420
Commercial Inspector	1.00	50,882	1.00	55,547	1.00	55,456
Electrical Inspector II	2.00	85,826	3.00	138,495	3.00	138,341
Electrical Inspector III	1.00	54,010	1.00	58,977	1.00	58,880
Permits Technician	1.00	36,785	1.00	40,173	1.00	40,107
SALARY TOTAL	<u>7.00</u>	<u>344,499</u>	<u>8.00</u>	<u>421,416</u>	<u>8.00</u>	<u>420,796</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		28,008		38,644		40,481
Workers' Compensation		11,151		15,212		11,723
Health Benefits		78,737		88,061		102,143
OPEB		12,057		0		0
FICA		26,354		32,238		32,191
Miscellaneous		980		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		157,287		175,275		187,658
FURLOUGH SAVINGS		0		0		(8,711)
TOTAL PERSONAL SERVICES	<u>7.00</u>	<u>501,786 *</u>	<u>8.00</u>	<u>596,691</u>	<u>8.00</u>	<u>599,743</u>

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES AND PERMITS - ELECTRICAL SERVICES OBJECTIVES & PERFORMANCE MEASURES

Department Goal:

To decrease the number of electrical code violations and reduce the number of reinspections.

Department Objective:

To improve the quality of housing stock and to ensure it meets electrical code requirements.

County Goal(s) Supported:

I. Public Safety

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$461,473	\$481,688	\$527,976	\$614,026	\$558,241
Number of staff	7	7	8	8	6
Number of inspectors	4	4	5	5	3
<u>Output:</u>					
Number of final electrical inspections performed	7,009	6,506	5,723	4,453	4,212
<u>Efficiency:</u>					
Number of final inspections per inspector	1,752	1,627	1,145	886	1,404
<u>Service Quality:</u>					
Number of approved final inspections	4,566	4,423	3,894	3,124	2,991
Number of disapproved final inspections	2,443	2,083	1,829	1,329	1,221
<u>Outcome:</u>					
Percent of final inspections that are disapproved	34.9%	32.0%	31.9%	30.0%	29.0%

Explanation and Analysis of Performance Measures

Construction practices of electrical contractors directly impact the quality of housing stock within the County. Code deficiencies are identified during numerous inspections. The greatest number of deficiencies are identified during the final inspection of a structure. Final inspection deficiencies cause delays in occupancy of a structure and can directly impact financial settlements, causing added expenses to the owner or prospective buyer. A program was designed to identify deficiencies by type of inspection performed. Based on this information, we develop handouts designed specifically to address these areas of deficiency by identifying them to the tradespeople and providing directives for code compliant construction standards.

Major Related Plans and Policies

Continue to report the number of inspections performed and violations by type (ISIS System Reports - INS 330 and INS 340)
Analyze reports and identify inspection areas needing improvement in electrical installation and construction practices
Develop and provide workshops for technical tradespeople along with handouts specific to identified deficiencies in electrical construction

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Manufactured Housing / Abandoned Property****INDEX: 266000****ORIGIN/PURPOSE:**MANUFACTURED HOUSING:

This Division enforces Local, State, and Federal codes governing residential Manufactured Housing, Modular Housing and Industrialized Structures, i.e., portable classrooms, trailers and business offices, etc. This Division annually inspects and licenses 24 Manufactured / Mobile Home Communities in accordance with Harford County Code, Chapter 179. Furthermore, this office works with the development, expansion or revitalization of Manufactured / Mobile Home Communities. The Division of Housing Services is charged with receiving and investigating Landlord / Tenant complaints within Manufactured Housing Communities and works closely with the Attorney General's Office to gain compliance. This office holds seminars to provide educational training for contractors, residents, public and associates of the Manufactured Housing Industry. The Division is responsible for reviewing all demolition permits and permits for structures that are being located within the 100 year flood plain. The Division is the Department's representative in working with Emergency Operations Center on damage assessment.

ABANDONED PROPERTIES:

This Division investigates complaints regarding property maintenance and unsafe structures. Complaints are generated by citizens of the County as well as State or County agencies. In a case where there is a violation, this office will send a notice of violation to the property owner, in accordance with Harford County Code Chapters 82, 179, and / or 109, to abate the unsafe condition or conditions. If a property owner fails to respond and correct the violation(s) the County may take abatement action in accordance with Harford County Code and / or seek legal action in the District Court of Maryland for Harford County. Any cost of abatement action taken by the County shall cause a lien to be filed on the real property and be collected in the same manner as Real Property Tax. This Division is responsible for the revitalization programs within the Enterprise Zones, US 40 corridor and Edgewood communities. The Division continues to work with the local fire departments in permitting fire training exercises (i.e. the Learn and Burn Program).

FY '09 - '10 GOAL:

2 ASSURE PUBLIC SAFETY BY MONITORING THE COMPLETION OF ALL DEMOLITION PROJECTS WITHIN THE COUNTY

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	214,067	259,329	267,449	176,119	176,119
20	CONTRACTUAL SERVICES	10,502	24,694	31,250	21,600	21,600
30	SUPPLIES & MATERIALS	1,342	2,762	2,350	1,625	1,625
40	BUSINESS & TRAVEL	1,529	730	1,290	390	390
50	CAPITAL OUTLAY	7,096	0	0	0	0
70	MISCELLANEOUS	0	0	0	0	(9,987)
	GRAND TOTAL	234,536	287,515	302,339	199,734	189,747
	<u>FUNDING SOURCE:</u>					
11	GENERAL	234,536	287,515	302,339	199,734	189,747

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Manufactured Housing / Abandoned Property****INDEX: 266000****FINANCIAL NOTES:**

The (\$112,592) net decrease in funding for Inspections, Licenses, & Permits - Manufactured Housing / Abandoned Property is the result of:

	FY 09	FY 10	CHANGE	
o	139,073	138,934	(139)	Full Time Salaries (139) Rounding adjustment per pay scale calculation
o		(102,149)	(102,149)	Positions abolished due to state of the economy:
				Salary Fringe Total # of Positions
				(55,161) (14,480) (69,641) 1.0
				(25,698) (6,810) (32,508) .60
				(80,859) (21,290) (102,149) 1.6
o		64,821	64,821	Building Inspector II transferred from Building Services:
				Salary Fringe Total # of Positions
				43,900 20,921 64,821 1.0
o	29,104	0	(29,104)	Temporay Salary vacant Building Inspector II funding eliminated due to state of the economy
o	34,207	18,715	(15,492)	Health Benefits - adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	17,778	15,474	(2,304)	Pension / Retirement rate adjustments
o	14,831	12,594	(2,237)	FICA adjustment
o	6,198	4,254	(1,944)	Workers' Compensation rate adjustments
o		(2,643)	(2,643)	Furlough Savings

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Manufactured Housing / Abandoned Property****INDEX: 266000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	2,875	3,000	125	Line items significantly adjusted, based on actual expense history:
		FY 09	FY 10	Change
		1,000	1,400	400 Telephone Service
		750	500	(250) General Office Supplies
		550	1,000	450 General Office Mailing
		175	0	(175) Audio Visual Supplies
		400	100	(300) Training Seminars, Courses & Meetings
		<u>2,875</u>	<u>3,000</u>	<u>125</u>
o	1,100	0	(1,100)	Line items significantly adjusted, due to recommended reductions based on state of the economy:
		FY 09	FY 10	Change
		250	0	(250) Uniform-Purchase
		400	0	(400) Safety Equipment
		100	0	(100) Meals
		350	0	(350) Lodging
		<u>1,100</u>	<u>0</u>	<u>(1,100)</u>
o	30,000	20,000	(10,000)	Other Professional Services - reduced based on state of the economy but still provides funding to clean up, raze or secure abandoned properties.
o	0	(9,987)	(9,987)	Other Contingencies - reduction due to Council Amendment # 238

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: MANUFACTURED HOUSING/ABANDONED PROPERTY

Index No. 266000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Housing Services	1.00	74,641	1.00	83,912	1.00	83,773
Building Inspector II	0.00	0	0.00	0	1.00	43,900 A
Secretary I	1.00	50,517	1.00	55,161	0.00	0 B
TOTAL FULL TIME SALARIES	2.00	125,158	2.00	139,073	2.00	127,673
PART-TIME SALARIES						
Building Inspector I	0.60	23,537	0.60	25,698	0.00	0 C
TOTAL PART-TIME SALARIES	0.60	23,537	0.60	25,698	0.00	0
TEMPORARY SALARIES		25,901		29,104		0 D
SALARY TOTAL	2.60	174,596	2.60	193,875	2.00	127,673
OTHER PERSONAL SERVICES						
Pension & Retirement		14,133		17,778		12,282
Workers' Compensation		4,979		6,198		4,405
Health Benefits		44,517		34,207		24,355
OPEB		5,204		0		0
FICA		13,357		14,831		9,767
Miscellaneous		560		560		280
TOTAL OTHER PERSONAL SERVICES		82,750		73,574		51,089
FURLOUGH SAVINGS		0		0		(2,643)
TOTAL PERSONAL SERVICES	2.60	257,346	2.60	267,449	2.00	176,119

*** FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Building Inspector II position transferred from Building Services to Manufactured Housing - # 3338

B - One (1) vacant Secretary I position abolished due to state of the economy - # 0445

C - One (1) vacant part time Building Inspector I position abolished due to state of the economy - #3085

D - Temporary funding eliminated due to state of the economy

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Animal Control****INDEX: 267000****ORIGIN/PURPOSE:**

This Division is responsible for enforcing Harford County's Animal Control Laws through conducting inspections/investigations, issuing necessary citations, and filing court charges, as required. The Division also enforces the Annotated Code of Maryland for cruelty and dangerous dog violations.

The Division's employees assist State, County, and local police in removing animals in vehicle accidents or creating traffic hazards. We also assist the Health Department officials with suspected rabid animal cases.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	380,224	500,131	495,450	489,898	489,898
20	CONTRACTUAL SERVICES	7,834	5,359	10,000	8,250	8,250
30	SUPPLIES & MATERIALS	12,349	9,689	12,075	8,482	8,482
40	BUSINESS & TRAVEL	43,135	57,910	52,115	57,925	57,925
50	CAPITAL OUTLAY	31,389	1,255	20,000	0	0
70	MISCELLANEOUS	375,000	450,000	456,000	453,000	402,122
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	9,229	0	0
	GRAND TOTAL	849,931	1,024,344	1,054,869	1,017,555	966,677
<u>FUNDING SOURCE:</u>						
11	GENERAL	849,931	1,024,344	1,054,869	1,017,555	966,677

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Animal Control****INDEX: 267000****FINANCIAL NOTES:**

The (\$88,192) net decrease in funding for Inspections, Licenses & Permits - Animal Control is the result of:

	FY 09	FY 10	CHANGE
o	343,278	341,805	(1,473) Full Time Salaries
			(956) Salary adjustments based on the recommendations of the Department of Human Resources
			(517) Rounding adjustment per pay scale calculation
			<u>(1,473)</u>
o	68,142	76,192	8,050 Health Benefits - adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	31,479	32,882	1,403 Pension / Retirement rate adjustment
o	15,711	12,109	(3,602) Workers' Compensation rate adjustments
o	6,000	5,800	(200) Overtime - decrease based on actual expense history
o	26,720	27,066	346 FICA adjustment
o	3,000	0	(3,000) Uniform Allowance - funding eliminated due to state of the economy
o		(7,076)	(7,076) Furlough Savings
o	40,900	47,900	7,000 Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change
	5,500	5,000	(500) Telephone Service
	450	250	(200) Medical Services
	3,500	2,500	(1,000) Other Professional Services - Emergency Vet for injured animals
	900	1,000	100 General Office Mailing
	400	300	(100) Janitorial Supplies & Equipment
	200	50	(150) Weapons and Ammunition
	700	200	(500) Other Supplies and Materials
	27,000	37,000	10,000 Fuel Charges
	2,000	1,500	(500) Non-Targeted Charges - FVS
	250	100	(150) Mileage
	<u>40,900</u>	<u>47,900</u>	<u>7,000</u>

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Animal Control****INDEX: 267000****FINANCIAL NOTES:**

FY 09	FY 10	CHANGE
34,540	25,300	(9,240) Line items significantly adjusted, due to recommended reductions based on state of the economy

FY 09	FY 10	Change	
400	200	(200)	Delivery Charges
3,000	1,500	(1,500)	Uniforms-Purchase
2,500	1,500	(1,000)	Safety Equipment
20,000	18,000	(2,000)	County Owned Vehicles
240	100	(140)	Meals
400	0	(400)	Lodging
2,000	1,000	(1,000)	Training Seminars
6,000	3,000	(3,000)	Confidential Expenses
<u>34,540</u>	<u>25,300</u>	<u>(9,240)</u>	

- o 1,500 0 (1,500) Printing In-House - funds transferred to Printing - Commercial due to closure of In-House print shop
- o 1,000 2,357 1,357 Printing - Commercial - based on actual expense history and funding moved from Printing In-House
- o 20,000 0 (20,000) Equipment - no equipment recommended for FY 2010
- o 450,000 450,000 0 Payment to Other Governmental Agency - County's support of the Humane Society of Harford County
- o 0 (50,878) (50,878) Other Contingencies - reduction due to Council Amendment # 239
- o 9,229 0 (9,229) Fleet Management Rental - no fleet agreement entered into in FY 09, therefore no funds are appropriated for FY 10

DIVISION STAFF SUMMARY

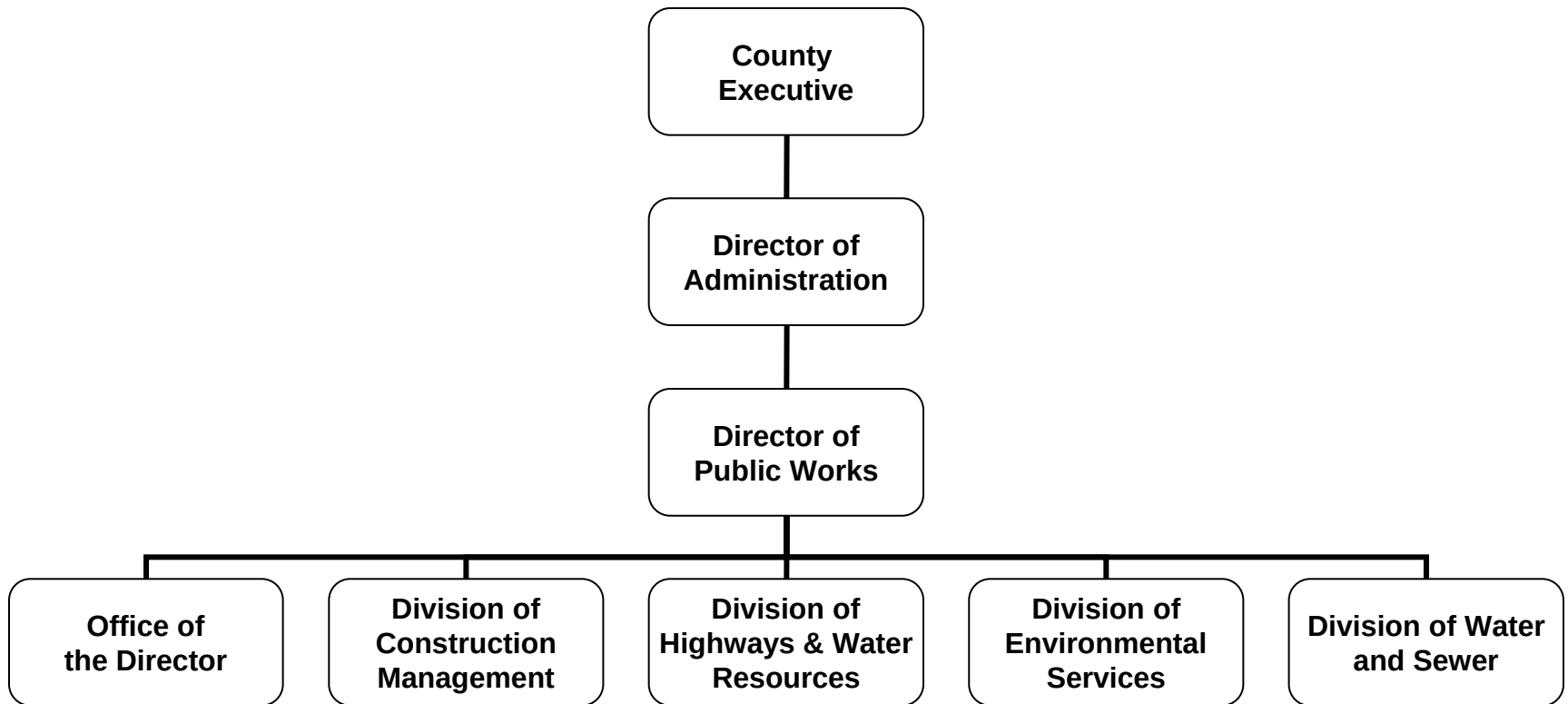
DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: ANIMAL CONTROL

Index No. 267000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	39,228	1.00	42,830	1.00	42,760
Animal Control Officer I	1.00	31,771	0.00	0	0.00	0
Animal Control Officer II	4.00	156,096	5.00	208,451	5.00	208,108
Chief Animal Control Officer	1.00	57,331	1.00	62,588	1.00	62,484
Clerk Typist	1.00	26,930	1.00	29,409	1.00	28,453
SALARY TOTAL	8.00	311,356	8.00	343,278	8.00	341,805
OTHER PERSONAL SERVICES						
Pension & Retirement		25,313		31,479		32,882
Workers' Compensation		13,102		15,711		12,109
Health Benefits		76,455		68,142		76,192
OPEB		10,897		0		0
Overtime & Shift Differential		10,728		6,000		5,800
FICA		24,640		26,720		27,066
Uniform Allowance		3,000		3,000		0
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		165,255		152,172		155,169
FURLOUGH SAVINGS		0		0		(7,076)
TOTAL PERSONAL SERVICES	8.00	476,611 *	8.00	495,450	8.00	489,898

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PUBLIC WORKS



DEPARTMENT OF PUBLIC WORKS

ORIGIN/PURPOSE:

The largest department within Harford County Government, Public Works, instituted by the County Charter, Article IV, Section 402 (amended by Bill No. 88-35), and Section 407 is charged with the design, management and construction of capital projects; construction, maintenance, and acceptance of County roads, bridges, and associated structures; operation and maintenance of sewage collection disposal and treatment facilities; regulation, operation, maintenance and control of water supply; management of solid waste; and production and maintenance of related documents.

The Department of Public Works, under the management of its Director's Office is divided into four major divisions: Water and Sewer, Highways and Water Resources, Division of Construction Management and Environmental Services.

MISSION STATEMENT:

HARFORD COUNTY DEPARTMENT OF PUBLIC WORKS, GUIDED BY COMMON SENSE, ACCOUNTABILITY, AND COMPASSION STRIVES TO PLAN, CONSTRUCT, AND MAINTAIN THE INFRASTRUCTURE TO DELIVER A TRANSPORTATION NETWORK, WATER, WASTEWATER, SOLID WASTE MANAGEMENT SERVICES, AND PUBLIC FACILITIES TO ENHANCE THE QUALITY OF LIFE FOR ALL

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	30,855,360	36,349,867	37,351,490	34,966,627	34,966,627
20	CONTRACTUAL SERVICES	18,186,332	20,522,829	21,424,157	21,684,140	21,684,140
30	SUPPLIES & MATERIALS	5,748,696	5,304,224	6,851,696	6,869,042	6,869,042
40	BUSINESS & TRAVEL	2,588,467	2,812,490	2,973,412	2,821,167	2,821,167
50	CAPITAL OUTLAY	5,511,101	3,932,228	956,928	447,100	447,100
70	MISCELLANEOUS	17,798,592	16,969,281	19,005,053	17,943,988	17,733,599
80	INTER-GOVERNMENTAL / INTER-FUND	736,144	733,727	1,851,529	1,779,708	1,779,708
	GRAND TOTAL	81,424,692	86,624,646	90,414,265	86,511,772	86,301,383
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	4,291,108	4,578,096	4,542,768	4,207,774	3,997,385
25	HIGHWAYS	31,549,838	34,221,675	34,380,023	32,085,000	32,085,000
51	WATER & SEWER OPERATING	33,702,384	35,373,603	39,390,684	37,858,032	37,858,032
55	SOLID WASTE SERVICES	11,881,362	12,451,272	12,100,790	12,360,966	12,360,966
	GRAND TOTAL	81,424,692	86,624,646	90,414,265	86,511,772	86,301,383

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY DIVISION BY FUND:</u>					
<u>GENERAL FUND:</u>					
301111 BUREAU OF ENVIRONMENTAL SERVICES					
ADMINISTRATION & ENGINEERING	658,605	802,663	783,637	773,862	735,169
301241 RECYCLING	2,501,786	2,423,991	2,231,634	2,051,535	1,948,958
301251 POST CLOSURE	133,139	132,881	179,550	188,840	179,398
301261 SCARBORO REMEDIATION	72,390	81,607	87,500	109,000	103,550
301520 ENVIRONMENTAL AFFAIRS NOXIOUS WEED	1,443	174	0	8,000	7,600
301530 ENVIRONMENTAL AFFAIRS GYPSY MOTH	20,400	15,000	0	47,370	45,001
301603 BUREAU OF WATER RESOURCES	903,345	1,121,780	1,260,447	1,029,167	977,709
<u>SOLID WASTE SERVICES:</u>					
301211 BUREAU OF SOLID WASTE MANAGEMENT	4,345,608	3,924,742	3,899,597	3,727,632	3,727,632
301271 WASTE TO ENERGY	7,535,754	8,526,530	8,201,193	8,633,334	8,633,334
<u>HIGHWAYS FUND:</u>					
303110 DIRECTOR OF PUBLIC WORKS	322,900	376,924	384,387	352,764	352,764
303125 BUREAU OF CAPITAL PROJECTS MANAGEMENT	702,313	862,334	866,021	795,242	795,242
303210 BUREAU OF HIGHWAYS ENGINEERING	2,654,019	3,068,099	3,259,686	2,898,762	2,898,762
303220 BUREAU OF CONSTRUCTION INSPECTIONS	2,692,814	3,036,954	3,141,433	3,006,751	3,006,751
303410 BUREAU OF HIGHWAYS MAINTENANCE	23,581,069	25,657,421	24,885,675	23,531,321	23,531,321
303430 SNOW REMOVAL	1,596,723	1,219,943	1,842,821	1,500,160	1,500,160
<u>WATER & SEWER FUND:</u>					
BUREAU OF WATER & SEWER ADMINISTRATION	2,845,659	3,043,921	3,285,676	3,228,299	3,228,299
WATER & SEWER DEPRECIATION	9,419,753	8,656,902	10,281,250	9,500,000	9,500,000
BUREAU OF WATER & SEWER ENGINEERING	1,122,486	1,343,849	1,423,465	1,358,813	1,358,813
BUREAU OF WATER & SEWER MAINTENANCE	5,992,497	6,174,138	7,084,635	6,549,031	6,549,031
WATER & SEWER WASTEWATER PROCESSING	8,803,663	10,007,811	11,084,282	10,594,787	10,594,787
WATER & SEWER WATER PRODUCTION	5,518,326	6,146,982	6,231,376	6,627,102	6,627,102
GRAND TOTAL	81,424,692	86,624,646	90,414,265	86,511,772	86,301,383

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - GENERAL FUND</u>						
Administrative Assistant II	2.00	102,429	2.00	111,653	1.00	57,474
Chief, Engineering Division	0.00	0	1.00	116,726	1.00	116,534
Civil Engineer II	2.00	168,714	1.00	88,467	1.00	88,321
Civil Engineer III	1.00	80,233	1.00	88,902	1.00	88,757
Civil Engineer IV	1.00	100,821	1.00	101,051	1.00	100,884
Deputy Director of Public Works	1.00	112,091	1.00	122,381	1.00	122,361
Engineering Associate I	1.00	30,851	2.00	77,744	2.00	73,275
Engineering Associate III	2.00	117,082	2.00	127,831	2.00	127,620
Engineering Associate IV	3.00	227,266	3.00	248,146	3.00	247,738
Equipment Operator	2.00	75,456	2.00	82,391	3.00	115,946
Equipment Operator Trainee	1.00	26,695	1.00	31,106	0.00	0
Equipment Repair Specialist	1.00	49,039	1.00	53,548	1.00	53,460
Laborer	4.00	110,206	4.00	118,320	5.00	131,109
Planner II	1.00	60,801	1.00	66,379	1.00	66,270
Recycling Program Coordinator	1.00	51,975	1.00	56,750	1.00	56,657
Recycling Program Manager	1.00	89,917	1.00	98,173	1.00	98,011
Senior Equipment Operator	3.00	124,796	3.00	136,257	3.00	136,032
Weighmaster / Attendant I	1.00	28,301	1.00	30,907	2.00	59,935
Weighmaster / Attendant II	1.00	40,384	1.00	44,102	1.00	44,029
FULL-TIME SALARIES	29.00	1,597,057	30.00	1,800,834	31.00	1,784,413
SALARY OFFSET		0		0		(35,503)
TOTAL FULL-TIME SALARIES		1,597,057		1,800,834		1,748,910
PART-TIME SALARIES						
Civil Engineer II	1.00	60,705	1.00	66,940	1.00	66,830
TOTAL PART-TIME SALARIES	1.00	60,705	1.00	66,940	1.00	66,830
TEMPORARY SALARIES		110,185		106,257		28,247
FURLOUGH SAVINGS		0		0		(38,174)
SUB-TOTAL GENERAL FUND SALARIES	30.00	1,767,947	31.00	1,974,031	32.00	1,805,813

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - SOLID WASTE SERVICES</u>						
Administrative Assistant I	2.00	77,319	0.00	0	1.00	47,896
Administrative Assistant II	0.00	0	2.00	86,001	2.00	85,859
Administrative Assistant III	1.00	42,870	0.00	0	0.00	0
Chauffeur - Laborer	2.00	78,647	1.00	38,312	1.00	38,248
Chief, Solid Waste Management	1.00	93,452	1.00	102,034	1.00	101,865
Civil Engineer I	0.00	0	1.00	52,215	1.00	49,529
Crew Chief	3.00	170,141	3.00	186,399	3.00	186,081
Equipment Operator	1.00	43,619	2.00	103,335	3.00	149,733
Equipment Repair Specialist	2.00	84,646	1.00	49,530	1.00	53,460
Laborer	5.00	148,981	4.00	124,253	4.00	118,341
Landfill Supervisor	1.00	56,281	1.00	61,452	1.00	61,351
Litter Control Program Team Leader	1.00	35,885	2.00	75,713	1.00	30,200
Senior Equipment Operator	7.00	286,374	8.00	336,555	7.00	289,829
Weighmaster / Attendant I	2.00	54,203	2.00	59,181	2.00	59,084
Weighmaster / Attendant II	5.00	236,801	5.00	259,011	5.00	258,586
TOTAL FULL-TIME SALARIES	33.00	1,409,219	33.00	1,533,991	33.00	1,530,062
TEMPORARY SALARIES		91,800		84,252		40,046
FURLOUGH SAVINGS		0		0		(32,270)
SUB-TOTAL SOLID WASTE SALARIES	33.00	1,501,019	33.00	1,618,243	33.00	1,537,838

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - HIGHWAYS FUND</u>						
Accounting Clerk I	0.00	0	1.00	56,836	0.00	0
Accounting Clerk II	1.00	42,719	1.00	46,645	2.00	105,013
Administrative Assistant I	3.00	128,244	2.00	82,186	2.00	80,735
Administrative Assistant II	10.00	495,261	10.00	507,328	8.00	398,120
Administrative Budget Technician I	2.00	108,020	3.00	184,379	3.00	184,074
Administrative Secretary III	1.00	63,286	1.00	69,104	1.00	68,990
Administrative Specialist I	0.00	0	1.00	64,779	1.00	64,672
Administrative Specialist II	1.00	67,335	1.00	74,246	0.00	0
Assistant Superintendent of Highways	2.00	131,822	2.00	145,371	3.00	219,256
Central Stores Coordinator	0.00	0	1.00	34,066	1.00	34,250
Central Stores Manager	1.00	49,704	1.00	54,818	1.00	54,728
Chauffeur-Laborer	36.00	1,182,393	32.00	1,127,796	24.00	829,569
Chief, Access & Utilities Permits	1.00	89,917	1.00	99,155	1.00	98,991
Chief, Bureau of Construction Management	1.00	80,618	1.00	88,022	1.00	87,877
Chief, Construction Inspector	3.00	221,524	3.00	244,298	4.00	314,201
Chief, Engineering Division	1.00	106,906	1.00	120,223	1.00	120,025
Chief, Environmental Enforcement	1.00	64,508	1.00	70,422	0.00	0
Chief, Highways Division	1.00	86,981	1.00	95,922	1.00	95,763
Chief, Vertical Inspector	1.00	69,243	1.00	75,599	1.00	75,475
Civil Engineer I	1.00	42,420	0.00	0	0.00	0
Civil Engineer II	0.00	0	1.00	53,580	1.00	53,492
Civil Engineer III	7.00	624,853	6.00	613,684	6.00	612,675
Civil Engineer IV	1.00	95,037	1.00	105,845	1.00	105,670
Clerk Typist	1.00	54,503	0.00	0	0.00	0
Clerk Typist II (GF)	1.00	48,033	0.00	0	0.00	0
Communications Specialist II	1.00	45,355	1.00	50,025	1.00	49,942
Construction Inspector I	1.00	80,427	1.00	56,706	0.00	0
Construction Inspector II	6.00	271,635	6.00	335,545	12.00	643,834
Construction Inspector III	8.00	518,074	8.00	568,472	7.00	478,920
Crew Chief	13.00	629,095	13.00	685,536	13.00	684,404
Deputy Director of Public Works	2.00	186,218	2.00	229,226	2.00	228,849
Director of Public Works	1.00	118,604	1.00	122,160	1.00	122,160
Drafting Technician I	1.00	49,104	1.00	53,617	1.00	53,529
Engineering Associate I	2.00	66,629	0.00	0	0.00	0
Engineering Associate II	0.00	0	2.00	88,637	2.00	88,529
Engineering Associate III	3.00	187,503	3.00	205,494	2.00	134,192
Engineering Associate IV	3.00	204,942	4.00	250,417	3.00	196,389

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - HIGHWAYS FUND</u>						
Engineering Associate V	2.00	166,850	2.00	183,087	2.00	182,935
Engineering Records Technician	1.00	65,107	1.00	71,080	1.00	70,963
Environmental Inspector I	1.00	35,714	1.00	53,980	0.00	0
Environmental Inspector II	3.00	126,872	3.00	139,709	0.00	0
Environmental Inspector III	1.00	58,444	1.00	63,813	0.00	0
Equipment Operator	22.00	728,052	22.00	820,697	22.00	840,361
Equipment Operator Trainee	0.00	0	5.00	171,373	8.00	262,192
Equipment Repair Specialist	5.00	237,805	5.00	261,195	5.00	255,660
Highways Maintenance Supervisor	9.00	568,035	8.00	528,800	8.00	528,041
Laborer	15.00	418,735	14.00	437,152	12.00	346,205
Land Surveyor	1.00	77,148	1.00	84,229	1.00	84,090
Management Assistant I	2.00	110,419	2.00	121,201	2.00	121,002
Management Assistant II	1.00	71,856	1.00	78,461	1.00	78,332
Road Marking Equipment Operator I	0.00	0	0.00	0	1.00	33,100
Road Marking Equipment Operator II	1.00	49,446	1.00	53,981	2.00	91,192
Senior Equipment Operator	15.00	605,979	15.00	657,737	15.00	653,920
Storekeeper	1.00	30,251	0.00	0	0.00	0
Superintendent Highways	1.00	74,641	1.00	82,319	1.00	82,183
Trades/Laborer	3.00	114,083	3.00	124,538	3.00	124,332
Traffic Operations Supervisor	1.00	74,727	2.00	148,790	2.00	149,153
Traffic Sign Mechanic I	2.00	79,483	1.00	50,392	1.00	50,309
Traffic Sign Mechanic II	1.00	39,163	2.00	81,181	2.00	81,048
Traffic Sign Mechanic III	1.00	42,719	1.00	46,645	1.00	46,568
Utility Worker I	4.00	147,998	4.00	151,705	3.00	113,178
Utility Worker II	3.00	146,882	3.00	160,893	3.00	160,628
Vertical Inspector II	2.00	113,912	2.00	116,409	2.00	102,878
Vertical Inspector III	1.00	70,013	1.00	60,384	1.00	60,285
FULL-TIME SALARIES	217.00	10,465,247	217.00	11,409,890	206.00	10,802,879
SALARY OFFSET		0		0		(56,300)
TOTAL FULL-TIME SALARIES	217.00	10,465,247	217.00	11,409,890	206.00	10,746,579
TEMPORARY SALARIES		121,838		166,017		61,751
FURLOUGH SAVINGS		0		0		(223,753)
SUB-TOTAL HIGHWAYS FUND SALARIES	217.00	10,587,085	217.00	11,575,907	206.00	10,584,577

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Accountant III	1.00	93,452	1.00	102,034	1.00	101,865
Administrative Assistant I	1.00	42,656	0.00	0	0.00	0
Administrative Assistant II	7.00	310,882	8.00	388,183	8.00	387,542
Administrative Specialist II	1.00	72,820	1.00	79,506	1.00	79,376
Assistant Superintendent of Plant Operations	2.00	159,867	2.00	176,288	2.00	175,997
Central Stores Coordinator	1.00	34,664	1.00	37,857	1.00	37,795
Central Stores Manager	1.00	38,091	1.00	41,582	1.00	41,513
Chemist	1.00	46,534	1.00	54,384	1.00	57,260
Chief, Engineering Division	1.00	106,906	1.00	116,726	1.00	71,400
Chief, Water & Sewer Administration	1.00	106,906	1.00	120,223	1.00	120,025
Chief, Water & Sewer Facilities	1.00	100,820	1.00	111,172	1.00	110,992
Chief, Water & Sewer Operations	1.00	108,040	1.00	119,133	1.00	118,937
Chief, Water & Sewer Utility Technician	1.00	66,436	1.00	73,258	1.00	73,138
Civil Engineer I	1.00	41,178	1.00	45,216	1.00	43,900
Civil Engineer II	2.00	135,740	1.00	67,868	1.00	67,757
Civil Engineer III	3.00	267,522	4.00	380,310	4.00	379,683
Civil Engineer IV	1.00	100,822	1.00	111,174	1.00	110,992
Computer Records Assistant	1.00	40,278	1.00	43,966	1.00	43,892
Computer Resource Technician II	2.00	132,807	2.00	146,450	0.00	0
Computer System Engineer II	0.00	0	0.00	0	2.00	146,208
Database Administrator	1.00	63,393	1.00	69,910	1.00	69,795
Deputy Director Public Works	1.00	112,091	1.00	122,381	1.00	122,179
Drafting Technician II	1.00	51,482	1.00	56,206	1.00	56,112
Drafting Technician Trainee	1.00	27,486	0.00	0	0.00	0
Electrician	1.00	53,517	1.00	58,432	1.00	58,335
Engineering Associate III	1.00	47,562	1.00	51,936	1.00	51,852
Engineering Associate IV	1.00	60,800	0.00	0	0.00	0
Engineering Associate V	1.00	83,424	1.00	91,998	1.00	91,846
Equipment Repair Specialist	0.00	0	0.00	0	1.00	37,300
GIS Coordinator	0.00	0	1.00	70,210	1.00	70,094
Instrumentation Technician	1.00	51,503	1.00	56,229	1.00	56,136
Laboratory Assistant	2.00	64,594	2.00	67,354	2.00	67,244
Laboratory Technician	4.00	172,954	4.00	188,830	3.00	143,150
Management Assistant II	3.00	211,049	3.00	230,433	3.00	230,153

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Permits Clerk	2.00	58,316	1.00	31,840	1.00	27,500
Plant Operations Manager	1.00	77,148	1.00	85,071	2.00	148,423
Plant Operator (Water / Wastewater)	20.00	902,620	20.00	962,782	17.00	812,093
Plant Operator Trainee I (Water / Wastewater)	5.00	136,664	5.00	147,452	7.00	194,875
Plant Operator Trainee II (Water / Wastewater)	3.00	112,197	3.00	119,316	5.00	168,065
Plant Superintendent W & S Facilities Maintenance	1.00	89,917	1.00	98,173	1.00	98,011
Plant Superintendent Water / Wastewater Operator	2.00	204,663	2.00	225,675	2.00	225,303
Pretreatment Inspector	0.00	0	0.00	0	1.00	67,857
Pretreatment Inspector (GF)	1.00	62,258	1.00	67,969	0.00	0
Process Engineer	2.00	145,790	2.00	160,786	2.00	160,520
Senior Instrument Technician	1.00	56,773	1.00	61,997	1.00	61,897
Senior Laboratory Technician	0.00	0	0.00	0	1.00	47,400
Senior Plant Operator	10.00	579,623	10.00	602,977	9.00	559,452
Senior W/WW Facility Mechanic	0.00	0	2.00	115,887	3.00	171,508
Shift Supervisor / Plant Operations	6.00	392,958	6.00	429,832	6.00	381,838
Superintendent of Laboratories	1.00	60,009	1.00	65,517	1.00	65,409
Superintendent of Water & Sewer Facilities	1.00	83,041	1.00	90,656	1.00	90,508
Supervisor, Meter Operations	1.00	77,705	1.00	85,691	1.00	85,550
Water & Sewer Facilities Maintenance Specialist	1.00	60,438	1.00	66,654	1.00	66,544
Water & Sewer Maintenance Supervisor	5.00	361,403	5.00	394,579	4.00	305,846
Water & Sewer Permits Technician	0.00	0	1.00	34,064	1.00	35,600
Water & Sewer Utility Crew Chief	6.00	298,521	6.00	321,938	5.00	266,811
Water & Sewer Utility Technician I	1.00	44,134	1.00	48,190	0.00	0
Water & Sewer Utility Technician II	1.00	58,530	1.00	63,904	1.00	63,799
Water & Sewer Utility Technician III	3.00	192,044	3.00	210,354	3.00	210,009
Water & Sewer Utility Worker I	8.00	267,438	9.00	313,050	8.00	287,592
Water & Sewer Utility Worker II	7.00	219,660	9.00	297,464	10.00	318,012
Water & Sewer Utility Worker III (Certified)	2.00	76,718	1.00	48,052	2.00	74,600
Water & Sewer Utility Worker III (Non-Certified)	5.00	161,857	6.00	211,380	5.00	164,841
Water & Sewer Utility Worker IV	2.00	86,233	1.00	53,980	2.00	104,677
Water / Wastewater Facility Mechanic	10.00	500,786	9.00	478,657	6.00	328,101
Water / Wastewater Facility Mechanic Trainee	2.00	67,550	1.00	33,678	3.00	117,076

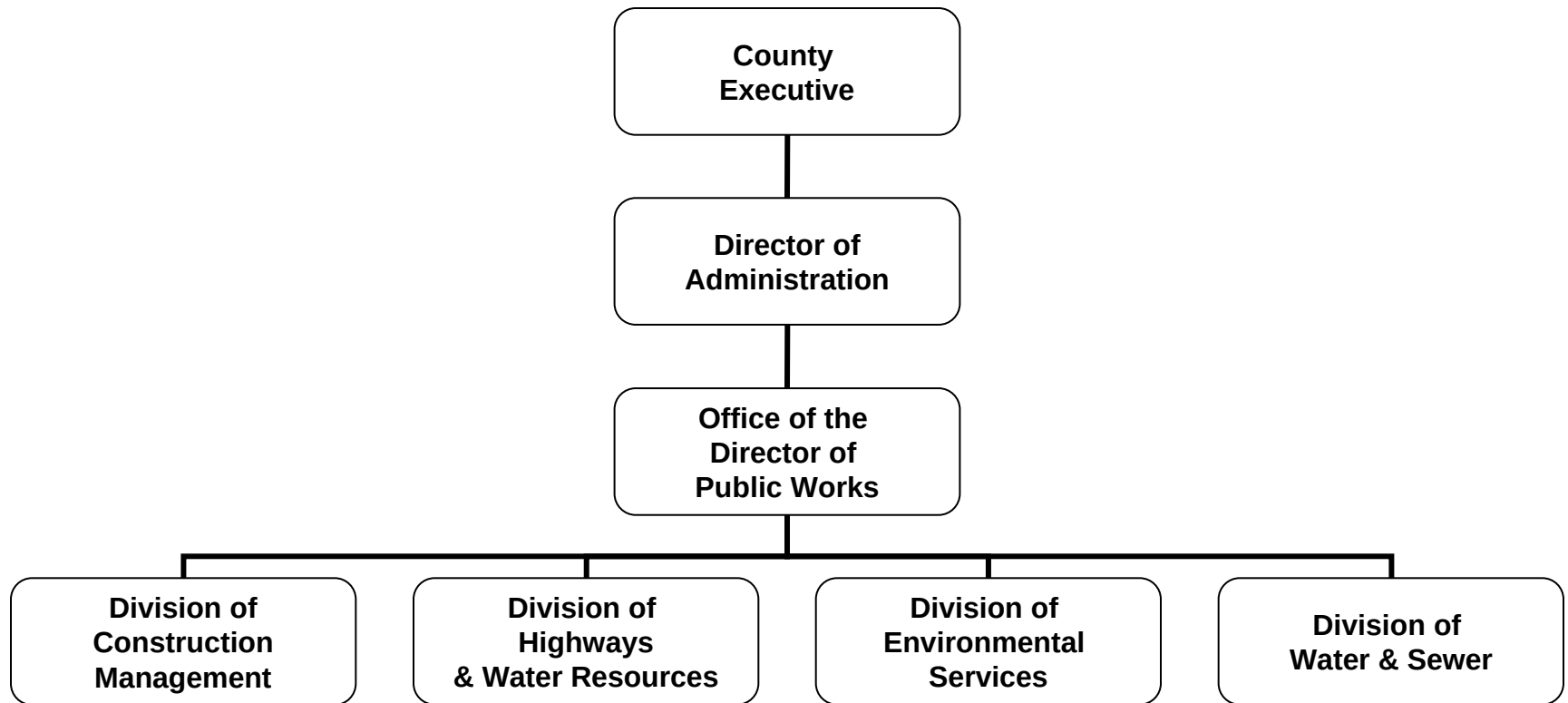
STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Water Meter Mechanic I	1.00	28,301	1.00	30,907	1.00	51,958
Water Meter Mechanic II	7.00	284,875	6.00	260,556	7.00	293,226
Water Meter Mechanic Trainee	0.00	0	1.00	50,528	0.00	0
Water Meter Technician I	2.00	98,893	2.00	107,961	2.00	107,784
Water Meter Technician II	1.00	53,046	1.00	57,909	1.00	57,813
FULL-TIME SALARIES	169.00	8,906,385	170.00	9,714,675	170.00	9,442,966
SALARY OFFSET		0		0		(11,744)
TOTAL FULL-TIME SALARIES	169.00	8,906,385	170.00	9,714,675	170.00	9,431,222
TEMPORARY SALARIES		125,417		148,278		110,277
FURLOUGH SAVINGS		0		0		(195,661)
SUB-TOTAL WATER & SEWER SALARIES	<u>169.00</u>	<u>9,031,802</u>	<u>170.00</u>	<u>9,862,953</u>	<u>170.00</u>	<u>9,345,838</u>

	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - DEPARTMENT TOTALS</u>						
FULL-TIME SALARIES	448.00	22,377,908	450.00	24,459,390	440.00	23,560,320
SALARY OFFSET		0		0		(103,547)
TOTAL PART-TIME SALARIES	1.00	60,705	1.00	66,940	1.00	66,830
TOTAL DEPARTMENTAL TEMPORARY SALARIES		449,240		504,804		240,321
TOTAL OTHER PERSONAL SERVICES		12,212,545		12,320,356		11,692,561
TOTAL FURLOUGH SAVINGS		0		0		(489,858)
DEPARTMENTAL SALARY TOTAL	<u>449.00</u>	<u>35,100,398</u>	<u>451.00</u>	<u>37,351,490</u>	<u>441.00</u>	<u>34,966,627</u>

DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE DIRECTOR



DEPARTMENT: PUBLIC WORKS

DIVISION: Director's Office

INDEX: 303110

ORIGIN/PURPOSE:

The Director of Public Works provides guidance and administrative support to all divisions within the Department of Public Works. The Director works to provide a more efficient, cost-effective Department of Public Works which will define and meet the needs of our citizens while maintaining a work environment based on common sense, accountability, and compassion.

The Department of Public Works is divided into four major divisions: Water and Sewer, Highways and Water Resources, Environmental Services and Construction Management. In FY 07, Capital Projects Management moved under the purview of Public Works - Construction Management. This assures support and participation from each division of the Department in water quality planning and improvements. The Director of Public Works is a position mandated by the Harford County Charter that must be held by an individual who possesses a Professional Engineer's license under the laws of the State of Maryland.

FY '09 - '10 GOAL:

- 1 TO WORK TOWARDS A DEPARTMENT OF PUBLIC WORKS THAT IS EFFICIENT, QUALITY AND CUSTOMER SERVICE ORIENTED, AND AS COST EFFECTIVE AS ANY COMPARABLE ORGANIZATION IN THE REGION, MAKING AND DOCUMENTING THE COMPARISONS AND CHANGES WE VIEW AS NECESSARY, WHILE AT THE SAME TIME PROVIDING FOR A SAFE AND SECURE WORK ENVIRONMENT FOR OUR EMPLOYEES

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	288,761	343,514	345,182	327,869	327,869
20	CONTRACTUAL SERVICES	12,507	16,465	17,795	16,830	16,830
30	SUPPLIES & MATERIALS	2,481	829	2,220	1,525	1,525
40	BUSINESS & TRAVEL	7,584	6,116	9,190	6,540	6,540
50	CAPITAL OUTLAY	1,567	0	0	0	0
70	MISCELLANEOUS	10,000	10,000	10,000	0	0
	GRAND TOTAL	322,900	376,924	384,387	352,764	352,764
	<u>FUNDING SOURCE:</u>					
25	HIGHWAYS	322,900	376,924	384,387	352,764	352,764

INDEX: 303110

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - OFFICE OF THE DIRECTOR - HIGHWAYS FUND
DIVISION: DIRECTOR OF PUBLIC WORKS

Index No. 303110

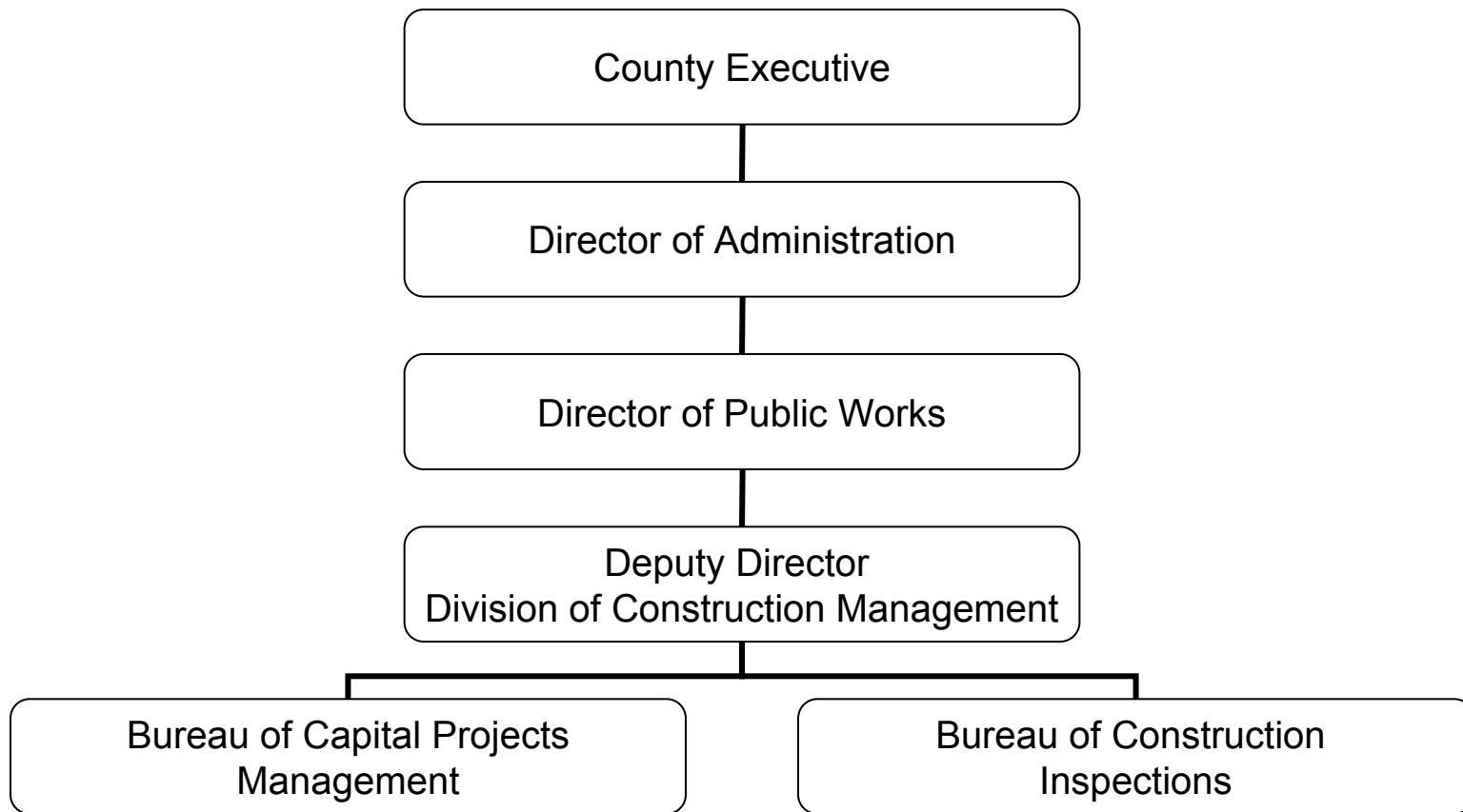
POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Budget Technician I	1.00	60,866	1.00	66,448	1.00	66,338
Administrative Secretary III	1.00	63,286	1.00	69,104	1.00	68,990
Director of Public Works	1.00	118,604	1.00	122,160	1.00	122,160
TOTAL FULL-TIME SALARIES	3.00	242,756	3.00	257,712	3.00	257,488
TEMPORARY SALARIES		0		5,677		0 A
SALARY TOTAL	3.00	242,756	3.00	263,389	3.00	257,488
OTHER PERSONAL SERVICES						
Pension		19,736		24,304		24,770
Workers' Compensation		874		1,034		772
Health Benefits		39,917		37,030		31,004
OPEB		8,496		0		0
FICA		17,262		19,005		18,746
Miscellaneous		420		420		420
TOTAL OTHER PERSONAL SERVICES		86,705		81,793		75,712
TOTAL FURLOUGH SAVINGS		0		0		(5,331)
TOTAL PERSONAL SERVICES	3.00	329,461 *	3.00	345,182	3.00	327,869

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries - Administrative Budget Technician II position funded 100% by the Bureau of Construction Inspections in FY 10, previously split 75/25

DEPARTMENT OF PUBLIC WORKS

DIVISION OF CONSTRUCTION MANAGEMENT



PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

ORIGIN/PURPOSE:

The Division of Construction Management is one of four major Divisions within the Department of Public Works. The Division provides:

- Comprehensive project management services for the design and construction of County-owned capital projects for County departments and agencies
- Inspection services for construction of roads, bridges, storm water management facilities, water distribution lines, sewer lines and sewage pump stations, and commercial development infrastructure that will be transferred to county ownership
- Enforcement inspections of erosion and sediment control measures at all public and private construction sites county-wide

MISSION STATEMENT:

TO PROVIDE COMPREHENSIVE DESIGN MANAGEMENT AND CONSTRUCTION MANAGEMENT / INSPECTION SERVICES IN A COST EFFECTIVE MANNER
TO DELIVER HIGH QUALITY FACILITIES AND INFRASTRUCTURE PROJECTS TO MEET THE NEEDS OF HARFORD COUNTY

FY '09 - '10 KEY GOAL:

- 1 TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,819,758	3,429,329	3,555,661	3,265,807	3,265,807
20	CONTRACTUAL SERVICES	181,985	158,252	221,040	325,740	325,740
30	SUPPLIES & MATERIALS	32,060	29,897	28,735	23,885	23,885
40	BUSINESS & TRAVEL	123,125	146,055	152,715	142,425	142,425
50	CAPITAL OUTLAY	238,199	135,755	2,375	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	46,928	44,136	44,136
	GRAND TOTAL	3,395,127	3,899,288	4,007,454	3,801,993	3,801,993
<u>SUMMARY BY FUND:</u>						
25	HIGHWAYS	3,395,127	3,899,288	4,007,454	3,801,993	3,801,993
	GRAND TOTAL	3,395,127	3,899,288	4,007,454	3,801,993	3,801,993
<u>SUMMARY BY DIVISION:</u>						
303125	BUREAU OF CAPITAL PROJECTS MANAGEMENT	702,313	862,334	866,021	795,242	795,242
303220	BUREAU OF CONSTRUCTION INSPECTIONS	2,692,814	3,036,954	3,141,433	3,006,751	3,006,751
	GRAND TOTAL	3,395,127	3,899,288	4,007,454	3,801,993	3,801,993

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	94,587	1.00	46,532	1.00	45,140
Administrative Assistant II	3.00	154,982	3.00	161,237	2.00	106,785
Administrative Budget Technician I	0.00	0	1.00	66,448	1.00	66,338
Chief, Bureau of Construction Management	1.00	80,618	1.00	88,022	1.00	87,877
Chief, Construction Inspector	3.00	221,524	3.00	244,298	4.00	314,201
Chief, Environmental Enforcement	1.00	64,508	1.00	70,422	0.00	0
Chief, Vertical Inspector	1.00	69,243	1.00	75,599	1.00	75,475
Civil Engineer III	1.00	75,991	0.00	0	0.00	0
Civil Engineer IV	1.00	95,037	1.00	105,845	1.00	105,670
Construction Inspector I	2.00	80,427	1.00	56,706	0.00	0
Construction Inspector II	5.00	271,635	6.00	335,545	11.00	587,834
Construction Inspector III	7.00	444,826	7.00	487,689	7.00	478,920
Deputy Director of Public Works	1.00	74,127	1.00	105,622	1.00	105,448
Engineering Associate IV	0.00	0	1.00	57,800	1.00	57,705
Engineering Associate V	1.00	83,425	1.00	91,999	1.00	91,847
Environmental Inspector I	1.00	35,714	1.00	53,980	0.00	0
Environmental Inspector II	3.00	126,872	3.00	139,709	0.00	0
Environmental Inspector III	1.00	58,444	1.00	63,813	0.00	0
Vertical Inspector II	2.00	113,912	2.00	116,409	2.00	102,878
Vertical Inspector III	1.00	70,013	1.00	60,384	1.00	60,285
FULL-TIME SALARIES	37.00	2,215,885	37.00	2,428,059	35.00	2,286,403
SALARY OFFSET		0		0		(20,320)
TOTAL FULL-TIME SALARIES	37.00	2,215,885	37.00	2,428,059	35.00	2,266,083
TEMPORARY SALARIES		81,698		119,346		51,081
SALARY TOTAL	37.00	2,297,583	37.00	2,547,405	35.00	2,317,164

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		183,234		226,052		223,346
Workers' Compensation		76,539		90,876		65,574
Health Benefits		401,355		358,824		383,424
OPEB		77,555		0		0
Overtime & Shift Differential		162,000		123,000		129,000
FICA		188,158		203,824		190,368
Miscellaneous		6,180		5,680		4,900
TOTAL OTHER PERSONAL SERVICES		1,095,021		1,008,256		996,612
TOTAL FURLOUGH SAVINGS		0		0		(47,969)
TOTAL PERSONAL SERVICES	37.00	3,392,604 *	37.00	3,555,661	35.00	3,265,807

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DPW - CONSTRUCTION MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To ensure effective delivery of the Engineering and Construction programs.

Department Obj.

To maintain a level of inspector productivity that is equal to or greater than the industry standard.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$437,800	\$510,000	\$486,130	\$480,000	\$480,000
Number of staff*	8.25	8	8.25	8	8
<u>Output:</u>					
Dollar cost of construction work that was inspected	\$12,111,317	\$11,923,850	\$11,609,193	\$12,000,000	\$13,000,000
<u>Efficiency:</u>					
Construction work inspected per inspector (measured in dollar cost of inspected work)	\$1,468,038	\$1,490,481	\$1,407,175	\$1,500,000	\$1,625,000
Target for each inspector (based on industry standard)	\$1,070,649	\$1,134,888	\$1,180,283	\$1,215,691	\$1,240,005
<u>Service Quality:</u>					
Percent of industry standard achieved	137%	131%	119%	123%	131%
<u>Outcome:</u>					
Inspection costs as a percentage of construction amount	3.6%	4.3%	4.2%	4.0%	3.7%

*includes 6 to 7 County employees and consultants as needed

Explanation and Analysis of Performance Measures

Industry standards suggest an annual target for the total value of construction projects that one inspector should be able to inspect. This measure presents the value of construction projects successfully inspected by Harford County inspectors as compared to the industry standard.

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Capital Projects Management****INDEX: 303125****ORIGIN/PURPOSE:**

The Bureau of Capital Projects Management provides comprehensive project management services for the design and construction of County-owned buildings and other capital projects for County departments and agencies in accordance with Sections 16-25 and 41-26 of the Harford County Code.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	603,119	795,332	795,194	736,339	736,339
20	CONTRACTUAL SERVICES	28,161	11,194	17,390	18,290	18,290
30	SUPPLIES & MATERIALS	10,115	8,315	7,985	8,135	8,135
40	BUSINESS & TRAVEL	16,509	19,594	29,840	23,550	23,550
50	CAPITAL OUTLAY	44,409	27,899	1,500	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	14,112	8,928	8,928
	GRAND TOTAL	702,313	862,334	866,021	795,242	795,242
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	702,313	862,334	866,021	795,242	795,242

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Capital Projects Management****INDEX: 303125****FINANCIAL NOTES:**

The (\$70,779) net decrease in funding for Bureau of Capital Projects Management is the result of:

	FY 09	FY 10	CHANGE	
o	554,568	539,000	(15,568)	Full Time Salaries
			(1,392)	Salary adjustments based on the recommendations of the Department of Human Resources
			(728)	Rounding adjustment per actual pay scale calculation
			(13,448)	Staff Turnover (2.49%)
			<u>(15,568)</u>	
o	51,871	0	(51,871)	Temporary Salaries - funding eliminated due to state of the economy
o	70,976	93,862	22,886	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	50,854	51,852	998	Pension / Retirement rate adjustments & turnover
o	16,421	10,742	(5,679)	Workers' Compensation rate adjustments
o	3,000	9,000	6,000	Overtime - Detention Center project will require inspections after normal working hours
o	46,384	41,921	(4,463)	FICA Adjustment
o		(11,158)	(11,158)	Furlough Savings
o	6,000	7,000	1,000	Telephone Service - increase due to field inspectors having access to Harford County Government by cellular air cards
o	1,000	1,000	0	Other Professional Services - contractual construction management or consultant services as needed

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

DIVISION: Bureau of Capital Projects Management

INDEX: 303125

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	20,800	14,800	(6,000) Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 09	FY 10	Change
	4,000	3,500	(500) General Office Supplies
	1,000	2,000	1,000 Duplicating Machine Supplies
	550	300	(250) Other Supplies & Materials
	14,000	8,000	(6,000) County Owned Vehicles
	1,250	1,000	(250) Professional Books
	<u>20,800</u>	<u>14,800</u>	<u>(6,000)</u>
o	1,500	0	(1,500) Equipment - no equipment recommended for FY 10
o	14,112	8,928	(5,184) Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND
DIVISION: BUREAU OF CAPITAL PROJECTS MANAGEMENT

Index No. 303125

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	46,532	1.00	45,140
Administrative Assistant II	1.00	48,247	0.00	0	0.00	0
Chief, Vertical Inspector	1.00	69,243	1.00	75,599	1.00	75,475
Civil Engineer III	1.00	75,991	0.00	0	0.00	0
Civil Engineer IV	1.00	95,037	1.00	105,845	1.00	105,670
Engineering Associate IV	0.00	0	1.00	57,800	1.00	57,705
Engineering Associate V	1.00	83,425	1.00	91,999	1.00	91,847
Vertical Inspector II	2.00	113,912	2.00	116,409	2.00	102,878
Vertical Inspector III	1.00	70,013	1.00	60,384	1.00	60,285
TOTAL FULL-TIME SALARIES	8.00	555,868	8.00	554,568	8.00	539,000
TEMPORARY SALARIES		13,440		51,871		0 A
SALARY TOTAL	8.00	569,308	8.00	606,439	8.00	539,000
OTHER PERSONAL SERVICES						
Retirement & Pension		45,192		50,854		51,852
Workers' Compensation		15,716		16,421		10,742
Health Benefits		74,207		70,975		93,862
OPEB		19,455		0		0
Overtime		12,000		3,000		9,000
FICA		44,470		46,385		41,921
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		212,160		188,755		208,497
TOTAL FURLOUGH SAVINGS		0		0		(11,158)
TOTAL PERSONAL SERVICES	16.00	781,468 *	8.00	795,194	8.00	736,339

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries for one vacant Engineering Associate V and summer hire eliminated due to state of the economy

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

DIVISION: Bureau of Construction Inspections

INDEX: 303220

ORIGIN/PURPOSE:

The Bureau of Construction Inspections (BCI) provides inspection services for construction of roads, bridges, storm water management facilities, water distribution lines, sewer lines and sewage pump stations, and commercial development infrastructure that will be transferred to county ownership. BCI also provides enforcement inspections of erosion and sediment control measures at all public and private construction sites county-wide.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,216,639	2,633,997	2,760,467	2,529,468	2,529,468
20	CONTRACTUAL SERVICES	153,824	147,058	203,650	307,450	307,450
30	SUPPLIES & MATERIALS	21,945	21,582	20,750	15,750	15,750
40	BUSINESS & TRAVEL	106,616	126,461	122,875	118,875	118,875
50	CAPITAL OUTLAY	193,790	107,856	875	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	32,816	35,208	35,208
	GRAND TOTAL	<u>2,692,814</u>	<u>3,036,954</u>	<u>3,141,433</u>	<u>3,006,751</u>	<u>3,006,751</u>
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	<u>2,692,814</u>	<u>3,036,954</u>	<u>3,141,433</u>	<u>3,006,751</u>	<u>3,006,751</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Construction Inspections****INDEX: 303220****FINANCIAL NOTES:**

The (\$134,682) net decrease in funding for Bureau of Construction Management is the result of:

	FY 09	FY 10	CHANGE	
o	1,873,491	1,853,150	(20,341)	Full Time Salaries
			(3,154)	Rounding adjustment per actual pay scale calculations
			3,133	Salary Adjustments based on the recommendations of the Department of Human Resources
			(20,320)	Offset - Administrative Assistant II salary to reflect actual hours worked
			<u>(20,341)</u>	
o		(167,312)	(167,312)	Vacant positions abolished for FY 10 due to state of the economy:
			# of Positions	Salary
			1.0	(71,792)
			1.0	(54,275)
			<u>2.0</u>	<u>(126,067)</u>
				Fringe
				(20,269)
				(20,976)
				<u>(41,245)</u>
				Total
				(92,061)
				(75,251)
				<u>(167,312)</u>
o	67,475	51,081	(16,394)	Temporary Salaries - decrease due to elimination of one position and summer hire funding offset by fully funding Budget Technician II
o		(36,811)	(36,811)	Furlough Savings
o	287,849	305,902	18,053	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	175,198	183,054	7,856	Pension / Retirement rate adjustments
o	74,455	58,253	(16,202)	Workers' Compensation rate adjustments
o	157,439	158,091	652	FICA adjustments

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Construction Inspections****INDEX: 303220****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	20,100	145,000	124,900	Due to relocation to 15 N Bond Street the following line items were adjusted:
	FY 09	FY 10	Change	
	0	130,000	130,000	Space & Real Estate Rental
	5,800	15,000	9,200	Electricity
	2,700	0	(2,700)	Heating Fuel (Gas)
	2,000	0	(2,000)	Heating Fuel (Oil)
	8,600	0	(8,600)	Building / Custodial Services
	600	0	(600)	Paper Supplies
	300	0	(300)	Ice and Bottle Water
	100	0	(100)	Landscape & Grounds Material
	<u>20,100</u>	<u>145,000</u>	<u>124,900</u>	
o	1,000	0	(1,000)	Printing In-House - funds transferred to Printing - Commercial due to closure of in-house print shop
o	5,500	600	(4,900)	Uniforms - Purchase - full staff uniforms purchased every other year, purchased in FY 09
o	186,000	161,500	(24,500)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 09	FY 10	Change	
	27,000	25,000	(2,000)	Telephone Service
	142,000	122,000	(20,000)	Other Professional Services
	1,500	1,000	(500)	Operating Equipment
	500	2,500	2,000	Duplicating Machine Supplies
	13,000	10,000	(3,000)	Non-Target Charges - FVS
	2,000	1,000	(1,000)	Lodging
	<u>186,000</u>	<u>161,500</u>	<u>(24,500)</u>	
o	875	0	(875)	Equipment - no equipment recommended for FY 10
o	32,816	35,208	2,392	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND
DIVISION: BUREAU OF CONSTRUCTION INSPECTIONS

Index No. 303220

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	94,587	0.00	0	0.00	0
Administrative Assistant II	2.00	106,735	3.00	161,237	2.00	106,785 A
Administrative Budget Technician I	0.00	0	1.00	66,448	1.00	66,338
Chief, Bureau of Construction Mgt	1.00	80,618	1.00	88,022	1.00	87,877
Chief, Construction Inspector	3.00	221,524	3.00	244,298	4.00	314,201 B
Chief, Environmental Enforcement	1.00	64,508	1.00	70,422	0.00	0
Construction Inspector I	2.00	80,427	1.00	56,706	0.00	0
Construction Inspector II	5.00	271,635	6.00	335,545	11.00	587,834 C
Construction Inspector III	7.00	444,826	7.00	487,689	7.00	478,920 D
Deputy Director of Public Works	1.00	74,127	1.00	105,622	1.00	105,448
Environmental Inspector I	1.00	35,714	1.00	53,980	0.00	0
Environmental Inspector II	3.00	126,872	3.00	139,709	0.00	0
Environmental Inspector III	1.00	58,444	1.00	63,813	0.00	0
FULL-TIME SALARIES	29.00	1,660,017	29.00	1,873,491	27.00	1,747,403
SALARY OFFSET		0		0		(20,320) E
TOTAL FULL-TIME SALARIES	29.00	1,660,017	29.00	1,873,491	27.00	1,727,083
TEMPORARY SALARIES		68,258		67,475		51,081 F
SALARY TOTAL	29.00	1,728,275	29.00	1,940,966	27.00	1,778,164

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND
DIVISION: BUREAU OF CONSTRUCTION INSPECTIONS

Index No. 303220

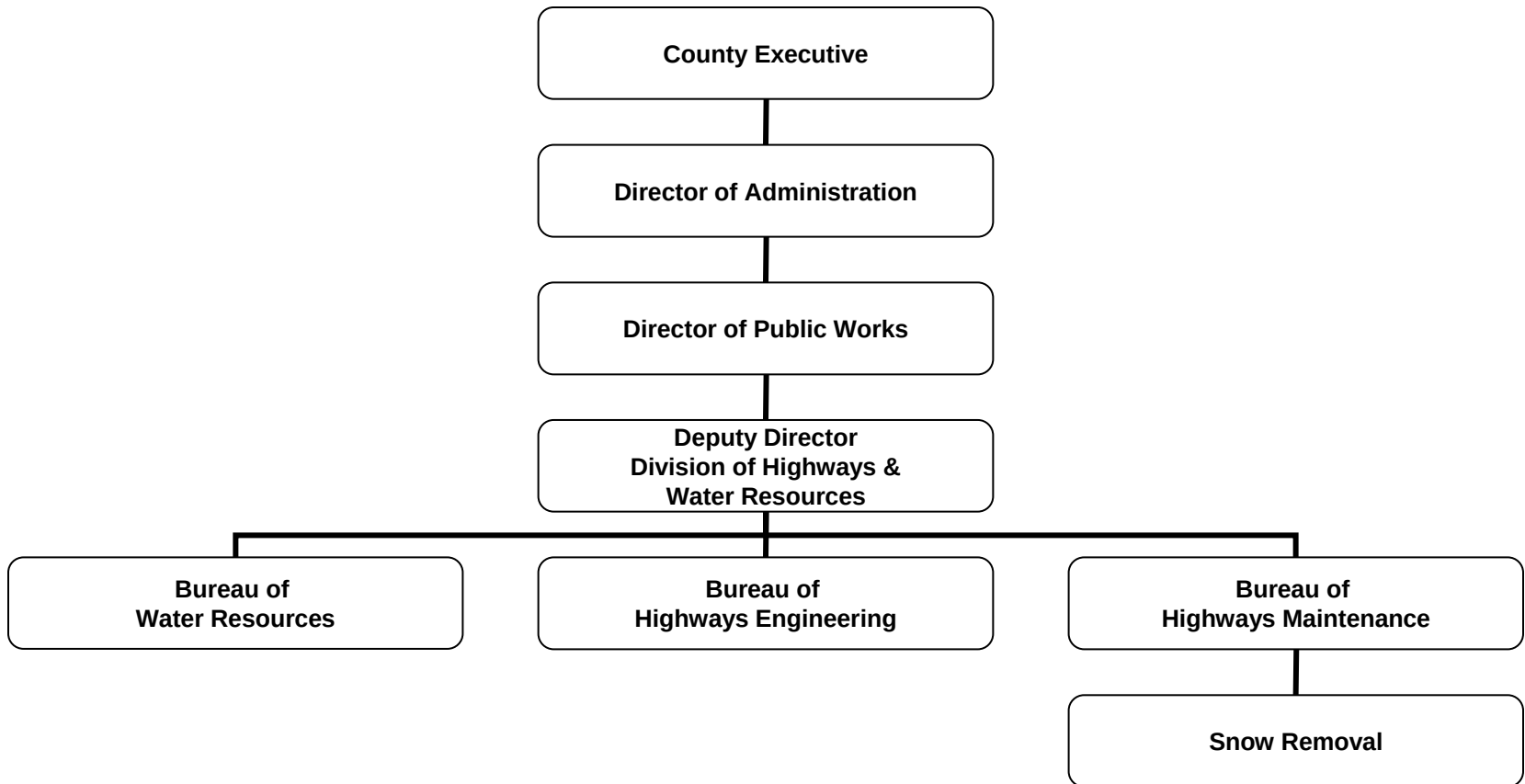
POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		138,042		175,198		171,494
Workers' Compensation		60,823		74,455		54,832
Health Benefits		327,148		287,849		289,562
OPEB		58,100		0		0
Overtime		150,000		120,000		120,000
FICA		143,688		157,439		148,447
Miscellaneous		5,060		4,560		3,780
TOTAL OTHER PERSONAL SERVICES		882,861		819,501		788,115
TOTAL FURLOUGH SAVINGS		0		0		(36,811)
TOTAL PERSONAL SERVICES	29.00	2,611,136 *	29.00	2,760,467	27.00	2,529,468

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) vacant Administrative Assistant II position abolished due to state of the economy - #0752
- B - One (1) Chief, Environmental Enforcement reclassified as a Chief, Construction Inspector - #0718
- C - One (1) Environmental Inspector I position reclassified as a Construction Inspector II - #3424
 - Three (3) Environmental Inspector II positions reclassified as Construction Inspector II positions - #0167, #0496, #1374
 - One (1) Construction Inspector I position upgraded to a Construction Inspector II - #3423
- D - One (1) Environmental Inspector III position reclassified as a Construction Inspector III - #1757
 - One (1) vacant Construction Inspector III position abolished due to state of the economy - #0740
- E - One (1) Administrative Assistant II position offset to reflect actual hours worked - #0888
- F - Temporary Salaries provide for one (1) Administrative Budget Technician II position previously funded at 75% now funded at 100%, and one (1) Construction Inspector. Summer hire funding was eliminated due to state of the economy

DEPARTMENT OF PUBLIC WORKS

DIVISION OF HIGHWAYS AND WATER RESOURCES



PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

ORIGIN/PURPOSE:

The Highways & Water Resources Division of the Department of Public Works has overall responsibility for the County's roadway network and stream quality. This charge is divided between three distinct functional areas:

BUREAU OF WATER RESOURCES: Responsibilities include review and approval of stormwater management and sediment control plans for development related and capital projects. In addition, the requirements of the National Pollution Discharge Elimination System Permit are handled by this section. These include watershed surveys and assessments, design and construction of stormwater management retrofits and stream restorations, inspection for illicit discharges, and a public information outreach.

BUREAU OF ENGINEERING: Responsibilities include engineering, design, and technical support of capital projects, development review, and drafting for highway related projects and other County agencies. In addition, this section performs traffic analysis for intersection improvements, future roads, speed studies, etc.

BUREAU OF HIGHWAYS MAINTENANCE Responsible for maintenance and cleaning of roads, alleys, bridges, viaducts and underpasses, drains and culverts. This area is also responsible for the maintenance of approximately 1,044 miles of County roadways; 222 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and over 5,332 street lights.

Snow Removal: Overtime cost, materials, meals, and other related expenses incurred for snow removal operations are budgeted in this account under the purview of the Bureau of Highways Maintenance.

MISSION STATEMENT:

TO PROVIDE COMPREHENSIVE HIGH QUALITY ENGINEERING, MAINTAIN ROADWAY INFRASTRUCTURE, AND STREAM QUALITY IN A COST EFFECTIVE MANNER TO MEET THE NEEDS OF HARFORD COUNTY

FY '09 - '10 KEY GOALS:

- 1 TO MAINTAIN THE CONDITION, EFFICIENCY AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK
- 2 TO PROVIDE SAFE AND WELL MAINTAINED BRIDGES
- 3 TO IMPROVE STREAM WATER QUALITY THROUGH EFFECTIVE URBAN RUNOFF CONTROLS AND THROUGH STREAM RESTORATION PROGRAMS

PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	11,828,655	13,800,124	14,487,621	13,331,821	13,331,821
20	CONTRACTUAL SERVICES	3,778,885	4,487,396	4,691,268	4,078,565	4,078,565
30	SUPPLIES & MATERIALS	3,006,834	2,675,805	3,081,530	3,253,810	3,253,810
40	BUSINESS & TRAVEL	1,464,448	1,515,918	1,702,100	1,535,050	1,535,050
50	CAPITAL OUTLAY	2,324,616	2,401,078	98,135	0	0
70	MISCELLANEOUS	6,331,718	6,186,922	6,495,574	6,225,576	6,174,118
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	692,401	534,588	534,588
GRAND TOTAL		28,735,156	31,067,243	31,248,629	28,959,410	28,907,952

SUMMARY BY FUND:

11	GENERAL	903,345	1,121,780	1,260,447	1,029,167	977,709
25	HIGHWAYS	27,831,811	29,945,463	29,988,182	27,930,243	27,930,243
GRAND TOTAL		28,735,156	31,067,243	31,248,629	28,959,410	28,907,952

SUMMARY BY DIVISION:

GENERAL FUND:

301603	BUREAU OF WATER RESOURCES	903,345	1,121,780	1,260,447	1,029,167	977,709

HIGHWAYS FUND:

303210	BUREAU OF HIGHWAYS ENGINEERING	2,654,019	3,068,099	3,259,686	2,898,762	2,898,762
303410	BUREAU OF HIGHWAYS MAINTENANCE	23,581,069	25,657,421	24,885,675	23,531,321	23,531,321
303430	SNOW REMOVAL	1,596,723	1,219,943	1,842,821	1,500,160	1,500,160
GRAND TOTAL		28,735,156	31,067,243	31,248,629	28,959,410	28,907,952

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES - GENERAL FUND</u>						
Administrative Assistant II	1.00	49,704	1.00	54,275	0.00	0
Civil Engineer II	1.00	80,233	1.00	88,467	1.00	88,321
Civil Engineer III	1.00	80,618	1.00	88,902	1.00	88,757
Engineering Associate I	1.00	30,851	2.00	77,744	2.00	73,275
Engineering Associate IV	3.00	227,266	3.00	248,146	3.00	247,738
Planner II	1.00	60,801	1.00	66,379	1.00	66,270
FULL-TIME SALARIES	8.00	529,473	9.00	623,913	8.00	564,361
SALARY OFFSET		0		0		(35,503)
TOTAL FULL-TIME SALARIES	8.00	529,473	9.00	623,913	8.00	528,858
PART-TIME SALARIES						
Civil Engineer II	1.00	60,705	1.00	66,940	1.00	66,830
TOTAL PART-TIME SALARIES	1.00	60,705	1.00	66,940	1.00	66,830
TEMPORARY SALARIES		40,340		13,734		3,557
FURLOUGH SAVINGS		0		0		(12,405)
SUB-TOTAL GENERAL FUND SALARIES	9.00	630,518	10.00	704,587	9.00	586,840

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND</u>						
Accounting Clerk I	0.00	0	1.00	56,836	0.00	0
Accounting Clerk II	1.00	42,719	1.00	46,645	2.00	105,013
Administrative Assistant I	1.00	33,657	1.00	35,654	1.00	35,595
Administrative Assistant II	7.00	340,279	7.00	346,091	6.00	291,335
Administrative Budget Technician I	1.00	47,154	1.00	51,483	1.00	51,398
Administrative Specialist I	0.00	0	1.00	64,779	1.00	64,672
Administrative Specialist II	1.00	67,335	1.00	74,246	0.00	0
Assistant Superintendent of Highways	2.00	131,822	2.00	145,371	3.00	219,256
Central Stores Coordinator	0.00	0	1.00	34,066	1.00	34,250
Central Stores Manager	1.00	49,704	1.00	54,818	1.00	54,728
Chauffeur-Laborer	36.00	1,182,393	32.00	1,127,796	24.00	829,569
Chief, Access & Utilities Permits	1.00	89,917	1.00	99,155	1.00	98,991
Chief, Engineering Division	1.00	106,906	1.00	120,223	1.00	120,025
Chief, Highways Division	1.00	86,981	1.00	95,922	1.00	95,763
Civil Engineer I	1.00	42,420	0.00	0	0.00	0
Civil Engineer II	0.00	0	1.00	53,580	1.00	53,492
Civil Engineer III	6.00	548,862	6.00	613,684	6.00	612,675
Clerk Typist	1.00	54,503	0.00	0	0.00	0
Clerk Typist II (GF)	1.00	48,033	0.00	0	0.00	0
Communications Specialist II	1.00	45,355	1.00	50,025	1.00	49,942
Construction Inspector II	0.00	0	0.00	0	1.00	56,000
Construction Inspector III	1.00	73,248	1.00	80,783	0.00	0
Crew Chief	13.00	629,095	13.00	685,536	13.00	684,404
Deputy Director of Public Works	1.00	112,091	1.00	123,604	1.00	123,401
Drafting Technician I	1.00	49,104	1.00	53,617	1.00	53,529
Engineering Associate I	2.00	66,629	0.00	0	0.00	0
Engineering Associate II	0.00	0	2.00	88,637	2.00	88,529
Engineering Associate III	3.00	187,503	3.00	205,494	2.00	134,192
Engineering Associate IV	3.00	204,942	3.00	192,617	2.00	138,684
Engineering Associate V	1.00	83,425	1.00	91,088	1.00	91,088
Engineering Records Technician	1.00	65,107	1.00	71,080	1.00	70,963

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND</u>						
Equipment Operator	22.00	728,052	22.00	820,697	22.00	840,361
Equipment Operator Trainee	0.00	0	5.00	171,373	8.00	262,192
Equipment Repair Specialist	5.00	237,805	5.00	261,195	5.00	255,660
Highways Maintenance Supervisor	9.00	568,035	8.00	528,800	8.00	528,041
Laborer	15.00	418,735	14.00	437,152	12.00	346,205
Land Surveyor	1.00	77,148	1.00	84,229	1.00	84,090
Management Assistant I	2.00	110,419	2.00	121,201	2.00	121,002
Management Assistant II	1.00	71,856	1.00	78,461	1.00	78,332
Road Marking Equipment Operator I	0.00	0	0.00	0	1.00	33,100
Road Marking Equipment Operator II	1.00	49,446	1.00	53,981	2.00	91,192
Senior Equipment Operator	15.00	605,979	15.00	657,737	15.00	653,920
Storekeeper	1.00	30,251	0.00	0	0.00	0
Superintendent Highways	1.00	74,641	1.00	82,319	1.00	82,183
Trades / Laborer	3.00	114,083	3.00	124,538	3.00	124,332
Traffic Operations Supervisor	1.00	74,727	2.00	148,790	2.00	149,153
Traffic Sign Mechanic I	2.00	79,483	1.00	50,392	1.00	50,309
Traffic Sign Mechanic II	1.00	39,163	2.00	81,181	2.00	81,048
Traffic Sign Mechanic III	1.00	42,719	1.00	46,645	1.00	46,568
Utility Worker I	4.00	147,998	4.00	151,705	3.00	113,178
Utility Worker II	3.00	146,882.00	3.00	160,893	3.00	160,628
FULL-TIME SALARIES	177.00	8,006,606	176.00	8,724,119	168.00	8,258,988
SALARY OFFSET		0		0		(35,980)
TOTAL FULL-TIME SALARIES	177.00	8,006,606	176.00	8,724,119	168.00	8,223,008

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND

TEMPORARY SALARIES		40,140		40,994		10,670
FURLOUGH SAVINGS		0		0		(170,453)
SUB-TOTAL HIGHWAYS FUND SALARIES	177.00	8,046,746	176.00	8,765,113	168.00	8,063,225
OTHER PERSONAL SERVICES						
Pension		742,355		900,797		892,389
Workers' Compensation		618,801		729,559		538,736
Health Benefits		1,978,984		1,822,776		1,905,266
OPEB		301,934		0		0
Overtime		195,000		198,500		195,500
FICA		679,529		735,913		694,345
Miscellaneous		87,320		87,820		24,920
TOTAL OTHER PERSONAL SERVICES		4,603,923		4,475,365		4,251,156

	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES TOTALS</u>						
TOTAL FULL TIME SALARIES	185.00	8,536,079	185.00	9,348,032	176.00	8,823,349
TOTAL SALARY OFFSET		0		0		(71,483)
TOTAL PART-TIME SALARIES	1.00	60,705	1.00	66,940	1.00	66,830
TOTAL TEMPORARY SALARIES		80,480		54,728		14,227
TOTAL FURLOUGH SAVINGS		0		0		(182,858)
TOTAL OTHER PERSONAL SERVICES		4,603,923		4,475,365		4,251,156
DIVISION OF HIGHWAYS AND WATER RESOURCES SALARY TOTALS	186.00	13,281,187 *	186.00	13,945,065	177.00	12,901,221

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

DIVISION: Bureau of Water Resources

INDEX: 301603

ORIGIN/PURPOSE:

Responsibilities include review and approval of stormwater management and sediment control plans for development related and capital projects. In addition, the requirements of the National Pollution Discharge Elimination System Permit are handled by this section. These include watershed surveys and assessments, design and construction of stormwater management retrofits and stream restorations, inspection for illicit discharges, and a public information outreach.

In FY 07 Water Resources was moved under the purview of Public Works - Engineering & Construction from Public Works - Office of the Director.

FY '09 - '10 GOAL:

3 TO IMPROVE STREAM WATER QUALITY THROUGH EFFECTIVE URBAN RUNOFF CONTROLS AND THROUGH STREAM RESTORATION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	662,047	822,597	938,476	791,730	791,730
20	CONTRACTUAL SERVICES	196,060	265,270	287,973	211,670	211,670
30	SUPPLIES & MATERIALS	22,118	16,200	15,950	12,450	12,450
40	BUSINESS & TRAVEL	14,545	12,057	11,250	8,400	8,400
50	CAPITAL OUTLAY	4,345	68	0	0	0
70	MISCELLANEOUS	4,230	5,588	6,798	4,917	(46,541)
	GRAND TOTAL	903,345	1,121,780	1,260,447	1,029,167	977,709
<u>FUNDING SOURCE:</u>						
11	GENERAL	903,345	1,121,780	1,260,447	1,029,167	977,709

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Water Resources****INDEX: 301603****FINANCIAL NOTES:**

The (\$282,738) net decrease in funding for Bureau of Water Resources is the result of:

	FY 09	FY 10	CHANGE	
o	623,913	583,133	(40,780)	Full Time Salaries
			(875)	Rounding adjustment per actual pay scale calculations
			(35,503)	Offset - Civil Engineer III salary to reflect actual hours worked
			(4,402)	Staff Turnover
			(0.75%)	
			(40,780)	
o		(75,335)	(75,335)	Vacant position abolished for FY 10 due to state of the economy:
				# of Positions Salary Fringe Total
				(1.0) (54,275) (21,060) (75,335) Administrative Assistant II
o	13,734	3,557	(10,177)	Temporary Salaries - provides for Clerk Typist position (to be split 75/25 with Bureau of Highways Engineering). Summer hire funding eliminated due to state of the economy
o	97,205	93,372	(3,833)	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	10,021	7,752	(2,269)	Workers' Compensation rate adjustments
o	63,687	66,040	2,353	Pension / Retirement rate adjustments
o	7,000	4,000	(3,000)	Overtime - decreased based on actual expense history
o	54,436	53,246	(1,190)	FICA adjustments
o		(12,405)	(12,405)	Furlough Savings
o	500	0	(500)	Printing In-House - funds transferred to Printing - Commercial due to closure of in-house print shop

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Water Resources****INDEX: 301603****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	275,973	200,000	(75,973)	Other Professional Services decreased based on actual expense history:
	FY 09	FY 10	Change	
	5,973	5,973	0	B & D Consulting - Deer Creek Watershed project
	NPDES funding for the following:			
	30,000	20,000	(10,000)	Lab Analysis
	115,000	99,027	(15,973)	Monitoring
	32,000	15,000	(17,000)	Outreach Contractors
	23,000	0	(23,000)	GIS Analysis
	70,000	60,000	(10,000)	Illicit Discharge Inspection
	<u>275,973</u>	<u>200,000</u>	<u>(75,973)</u>	
o	17,500	11,550	(5,950)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 09	FY 10	Change	
	2,500	2,200	(300)	Telephone Service
	3,000	2,600	(400)	General Office Supplies
	3,000	1,000	(2,000)	Printing - Commercial
	1,500	1,000	(500)	Drafting & Display Supplies
	5,000	3,000	(2,000)	County Owned Vehicles
	500	250	(250)	Lodging
	2,000	1,500	(500)	Training Seminars
	<u>17,500</u>	<u>11,550</u>	<u>(5,950)</u>	
o		(51,458)	(51,458)	Other Contingencies - reduction due to Council Amendment #246
o	6,798	4,917	(1,881)	Pro Rata Share for DPW Director

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - GENERAL FUND
DIVISION: BUREAU OF WATER RESOURCES

Index No. 301603

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	49,704	1.00	54,275	0.00	0 A
Civil Engineer II	1.00	80,233	1.00	88,467	1.00	88,321
Civil Engineer III	1.00	80,618	1.00	88,902	1.00	88,757
Engineering Associate I	1.00	30,851	2.00	77,744	2.00	73,275
Engineering Associate IV	3.00	227,266	3.00	248,146	3.00	247,738
Planner II	1.00	60,801	1.00	66,379	1.00	66,270
FULL-TIME SALARIES	8.00	529,473	9.00	623,913	8.00	564,361
SALARY OFFSET		0		0		(35,503) B
TOTAL FULL-TIME SALARIES	8.00	529,473	9.00	623,913	8.00	528,858
PART-TIME SALARIES						
Civil Engineer II	1.00	60,705	1.00	66,940	1.00	66,830
TOTAL PART-TIME SALARIES	1.00	60,705	1.00	66,940	1.00	66,830
TEMPORARY SALARIES		40,340		13,734		3,557 C
SALARY TOTAL	9.00	630,518	10.00	704,587	9.00	599,245
OTHER PERSONAL SERVICES						
Pension		52,720		63,687		61,063
Workers' Compensation		8,275		10,021		7,540
Health Benefits		112,111		97,205		81,793
OPEB		21,704		0		0
Overtime		12,000		7,000		4,000
FICA		51,443		54,436		49,094
Miscellaneous		1,540		1,540		1,400
TOTAL OTHER PERSONAL SERVICES		259,793		233,889		204,890
TOTAL FURLOUGH SAVINGS		0		0		(12,405)
TOTAL PERSONAL SERVICES	9.00	890,311 *	10.00	938,476	9.00	791,730

***FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Administrative Assistant II position abolished due to state of the economy - #0739

B - One (1) Civil Engineer III salary offset to reflect actual hours worked #1981

C - Temporary Salaries provide for 25% of a Clerk Typist position, summer hire funding eliminated due to state of the economy

DPW - HIGHWAYS & WATER RESOURCES - WATER RESOURCES OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To improve stream water quality through effective urban runoff controls and through stream restoration programs.

Department Obj.

To increase the amount of impervious cover treated.

County Goal(s) Supported

III. Efficient County Government

V. Environmental Stewardship

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Assessments initiated	\$240,288	\$325,891	\$404,586	\$275,000	\$400,000
Concept designs initiated	\$119,249	\$39,984	\$58,897	\$60,000	\$75,000
Final designs initiated	\$188,151	\$0	\$130,415	\$375,000	\$200,000
Retrofit costs	\$0	\$0	\$0	\$0	\$0
Stream restoration costs	\$0	\$0	\$0	\$450,000	\$400,000
Grants	\$0	\$0	\$0	\$185,000	\$500,000
<u>Output:</u>					
Number of retrofits constructed	0	0	0	0	0
Acres treated by retrofit	0	0	0	0	0
Number of stream restorations constructed	0	0	0	2	2
Acres treated by stream restoration	0	0	0	26.5	50
<u>Efficiency:</u>					
Cost per acre treated by retrofit	\$0	\$0	\$0	\$0	\$0
Cost per acre treated by stream restoration	\$0	\$0	\$0	\$20,000	\$20,000
<u>Service Quality:</u>					
Number of properties impacted by retrofit/restoration	0	0	0	34	20
Number of property owners responding to questionnaire	N/A*	N/A*	N/A*	20	12
Percent of property owners responding good or excellent	N/A*	N/A*	N/A*	90%	90%
<u>Outcome:</u>					
Cumulative percent of impervious acres treated	1.6%	1.6%	1.6%	1.9%	2.5%
Cumulative acres treated	133.6	133.6	133.6	160.1	210.1

*These are new measures being tracked by the Department of Public Works, therefore data for previous years is unavailable.

Explanation and Analysis of Performance Measures

The outcome is a cumulative percentage. Under the County's municipal National Pollutant Discharge Elimination System (NPDES) permit, the County is required to treat 10% of this total every 5 years (i.e. FY 2004 should be 10%, FY 2009 should be 20%, etc.). The acres untreated accounts for acres developed prior to stormwater management regulations or areas that were developed with waivers or exemptions after stormwater management regulations were adopted. All new impervious area will be required to provide management under new stormwater management regulations. Costs include design, construction and administrative cost for projects constructed. The amount treated applied to non-structural practices such as street sweeping or public outreach needs to be determined. This will increase the percentages treated.

Major Related Plans and Policies

Municipal MPDES permit

PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

HIGHWAYS FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	11,166,608	12,977,527	13,549,145	12,540,091	12,540,091
20	CONTRACTUAL SERVICES	3,582,825	4,222,126	4,403,295	3,866,895	3,866,895
30	SUPPLIES & MATERIALS	2,984,716	2,659,605	3,065,580	3,241,360	3,241,360
40	BUSINESS & TRAVEL	1,449,903	1,503,861	1,690,850	1,526,650	1,526,650
50	CAPITAL OUTLAY	2,320,271	2,401,010	98,135	0	0
70	MISCELLANEOUS	6,327,488	6,181,334	6,488,776	6,220,659	6,220,659
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	692,401	534,588	534,588
	GRAND TOTAL	27,831,811	29,945,463	29,988,182	27,930,243	27,930,243
<u>SUMMARY BY FUND:</u>						
25	HIGHWAYS	27,831,811	29,945,463	29,988,182	27,930,243	27,930,243
	GRAND TOTAL	27,831,811	29,945,463	29,988,182	27,930,243	27,930,243
<u>SUMMARY BY DIVISION:</u>						
303210	BUREAU OF HIGHWAYS ENGINEERING	2,654,019	3,068,099	3,259,686	2,898,762	2,898,762
303410	BUREAU OF HIGHWAYS MAINTENANCE	23,581,069	25,657,421	24,885,675	23,531,321	23,531,321
303430	SNOW REMOVAL	1,596,723	1,219,943	1,842,821	1,500,160	1,500,160
	GRAND TOTAL	27,831,811	29,945,463	29,988,182	27,930,243	27,930,243

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Engineering****INDEX: 303210****ORIGIN/PURPOSE:**

The Bureau of Highways Engineering is a major division within the Department of Public Works. Its responsibilities are to provide engineering design and technical support for roadway and bridge projects throughout Harford County.

In addition, the Bureau of Highways Engineering provides the review / design and subsequent approval of subdivision / related roadways, traffic analysis, including but not limited to intersection improvements, future roads, speed studies, traffic calming measures, etc., storm drains, and bridge facilities, which when completed, become part of the Harford County infrastructure.

FY '09 - '10 GOALS:

- 1 TO MAINTAIN THE CONDITION, EFFICIENCY, AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK
- 2 TO PROVIDE SAFE AND WELL MAINTAINED BRIDGES

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,511,747	2,930,048	3,108,681	2,746,721	2,746,721
20	CONTRACTUAL SERVICES	52,037	64,368	72,495	80,795	80,795
30	SUPPLIES & MATERIALS	22,481	20,062	22,500	19,200	19,200
40	BUSINESS & TRAVEL	44,685	47,494	49,850	40,550	40,550
50	CAPITAL OUTLAY	23,069	6,127	2,800	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	3,360	11,496	11,496
	GRAND TOTAL	2,654,019	3,068,099	3,259,686	2,898,762	2,898,762
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	2,654,019	3,068,099	3,259,686	2,898,762	2,898,762

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Engineering****INDEX: 303210****FINANCIAL NOTES:**

The (\$360,924) net decrease in funding for Bureau of Highways Engineering is the result of:

	FY 09	FY 10	CHANGE																										
o	2,281,758	2,217,854	(63,904)	Full Time Salaries																									
			(3,141)	Rounding adjustment per actual pay scale calculations																									
			(24,783)	Staff Turnover (1.12%)																									
			(35,980)	Offset - Engineering Associate V salaries to reflect actual hours worked																									
			<u>(63,904)</u>																										
o	0	(251,048)	(251,048)	Vacant positions abolished for FY 10 due to state of the economy:																									
				<table><tr><th># of Positions</th><th>Salary</th><th>Fringe</th><th>Total</th><th></th></tr><tr><td>(1.0)</td><td>(54,275)</td><td>(21,060)</td><td>(75,335)</td><td>Administrative Assistant II</td></tr><tr><td>(1.0)</td><td>(71,080)</td><td>(27,030)</td><td>(98,110)</td><td>Engineering Associate III</td></tr><tr><td>(1.0)</td><td>(53,704)</td><td>(23,899)</td><td>(77,603)</td><td>Engineering Associate IV</td></tr><tr><td><u>(3.0)</u></td><td><u>(179,059)</u></td><td><u>(71,989)</u></td><td><u>(251,048)</u></td><td></td></tr></table>	# of Positions	Salary	Fringe	Total		(1.0)	(54,275)	(21,060)	(75,335)	Administrative Assistant II	(1.0)	(71,080)	(27,030)	(98,110)	Engineering Associate III	(1.0)	(53,704)	(23,899)	(77,603)	Engineering Associate IV	<u>(3.0)</u>	<u>(179,059)</u>	<u>(71,989)</u>	<u>(251,048)</u>	
# of Positions	Salary	Fringe	Total																										
(1.0)	(54,275)	(21,060)	(75,335)	Administrative Assistant II																									
(1.0)	(71,080)	(27,030)	(98,110)	Engineering Associate III																									
(1.0)	(53,704)	(23,899)	(77,603)	Engineering Associate IV																									
<u>(3.0)</u>	<u>(179,059)</u>	<u>(71,989)</u>	<u>(251,048)</u>																										
o	40,994	10,670	(30,324)	Temporary Salaries - one (1) Clerk Typist position to assist in the scanning of old files (to be split 75/25 with Water Resources) offset by the elimination of funding for summer hire due to state of the economy																									
o		(42,428)	(42,428)	Furlough Savings																									
o	346,814	378,705	31,891	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage																									
o	218,025	224,550	6,525	Pension / Retirement rate adjustments																									
o	41,288	31,395	(9,893)	Workers' Compensation rate adjustments																									
o	174,102	171,323	(2,779)	FICA adjustment																									
o	5,000	4,000	(1,000)	Management Services - computer support for installing and maintaining engineer's software and design programs decreased based on actual expense history																									
o	20,000	20,000	0	Other Professional Services - consultant studies for emergency projects, traffic studies, survey projects, etc., Consultant Inspector to supplement the utility and access section during peak activity and a consultant to program solutions to various management systems																									

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Engineering****INDEX: 303210****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	13,520	23,370	9,850	Data Processing Software - Maintenance - funding for licensing contracts decreased based on actual expense history (\$520) offset by adding \$10,370 for Highways' share of the Environmental Systems Research Institute / Geographic Information System (ESRI / GIS) contract
o	9,000	7,500	(1,500)	General Office Supplies - decrease due to one-time FY 09 funding for new filing system supplies
o	1,000	0	(1,000)	In-House Printing - funds transferred to Printing - Commercial due to closure of in-house print shop
o	49,600	39,600	(10,000)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 09	FY 10	Change	
	1,500	1,000	(500)	Operating Equipment
	1,000	1,600	600	Printing - Commercial
	3,500	3,000	(500)	General Office Mailing
	3,500	3,000	(500)	Drafting & Display Supplies
	17,000	14,000	(3,000)	County Owned Vehicles
	20,000	15,000	(5,000)	Transportation Costs
	1,600	1,000	(600)	Lodging
	1,500	1,000	(500)	Professional Books
	<u>49,600</u>	<u>39,600</u>	<u>(10,000)</u>	
o	2,800	0	(2,800)	Equipment - no equipment recommended for FY 10
o	3,360	11,496	8,136	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS ENGINEERING

Index No. 303210

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	33,657	0.00	0	0.00	0
Administrative Assistant II	3.00	157,917	4.00	209,244	3.00	154,714 A
Administrative Budget Technician I	1.00	47,154	1.00	51,483	1.00	51,398
Administrative Specialist I	0.00	0	1.00	64,779	1.00	64,672
Chief, Access & Utilities Permits	1.00	89,917	1.00	99,155	1.00	98,991
Chief, Engineering Division	1.00	106,906	1.00	120,223	1.00	120,025
Civil Engineer I	1.00	42,420	0.00	0	0.00	0
Civil Engineer II	0.00	0	1.00	53,580	1.00	53,492
Civil Engineer III	6.00	548,862	6.00	613,684	6.00	612,675
Clerk Typist	1.00	54,503	0.00	0	0.00	0
Construction Inspector II	0.00	0	0.00	0	1.00	56,000 B
Construction Inspector III	1.00	73,248	1.00	80,783	0.00	0
Deputy Director of Public Works	1.00	112,091	1.00	123,604	1.00	123,401
Drafting Technician I	1.00	49,104	1.00	53,617	1.00	53,529
Engineering Associate I	2.00	66,629	0.00	0	0.00	0
Engineering Associate II	0.00	0	2.00	88,637	2.00	88,529
Engineering Associate III	3.00	187,503	3.00	205,494	2.00	134,192 C
Engineering Associate IV	3.00	204,942	3.00	192,617	2.00	138,684 D
Engineering Associate V	1.00	83,425	1.00	91,088	1.00	91,088 E
Engineering Records Technician	1.00	65,107	1.00	71,080	1.00	70,963
Land Surveyor	1.00	77,148	1.00	84,229	1.00	84,090
Management Assistant II	1.00	71,856	1.00	78,461	1.00	78,332
FULL-TIME SALARIES	30.00	2,072,389	30.00	2,281,758	27.00	2,074,775
SALARY OFFSET		0		0		(35,980)
TOTAL FULL-TIME SALARIES	30.00	2,072,389	30.00	2,281,758	27.00	2,038,795
TEMPORARY SALARIES		40,140		40,994		10,670 F
SALARY TOTAL	30.00	2,112,529	30.00	2,322,752	27.00	2,049,465

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS ENGINEERING

Index No. 303210

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		176,364		218,025		208,130
Workers' Compensation		34,162		41,288		29,686
Health Benefits		345,203		346,814		338,964
OPEB		72,533		0		0
Overtime		3,000		1,500		1,500
FICA		160,350		174,102		157,624
Miscellaneous		4,700		4,200		3,780
TOTAL OTHER PERSONAL SERVICES		796,312		785,929		739,684
TOTAL FURLOUGH SAVINGS		0		0		(42,428)
TOTAL PERSONAL SERVICES	30.00	2,908,841	30.00	3,108,681	27.00	2,746,721

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Assistant II position abolished due to state of the economy - #1927

B - One (1) vacant Construction Inspector III position filled as a Construction Inspector II - #0808

C - One (1) vacant Engineering Associate III position abolished due to state of the economy - #1573

D - One (1) vacant Engineering Associate IV position abolished due to state of the economy - #3355

E - One (1) Engineer Associate V positions offset to reflect actual hours worked - #1439

F - Temporary Salaries provide for 75% of a Clerk Typist position, summer hire funding eliminated due to state of the economy

DPW - HIGHWAYS & WATER RESOURCES - HIGHWAYS ENGINEERING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide safe and well maintained bridges.

Department Obj.

To increase the average rating of County bridges while decreasing the number of bridges rated ≤ 60 in the County's bi-annual bridge inspection report.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$3,750,000	\$3,750,000	\$4,310,000	\$2,017,000	\$3,298,500
Number of staff	2.5	2.5	2.5	2.5	2.5
<u>Output:</u>					
Number of bridges in need of repair (i.e. those having ratings ≤ 60)	N/A*	30	30	28	26
<u>Efficiency:</u>					
Average cost to bring bridges up to satisfactory rating	N/A*	\$650,000	\$650,000	\$650,000	\$650,000
<u>Service Quality:</u>					
Percent of all bridges Countywide with rating of ≤ 60	N/A*	13.9%	13.9	12.7%	11.8%
<u>Outcome:</u>					
Average rating of all County bridges	N/A*	78.2	78	78.4	78.8

*These are new measures being tracked by the Department of Public Works, therefore data for previous years is unavailable.

Explanation and Analysis of Performance Measures

Some identified repairs are fairly minor in nature and not considered an immediate safety or capacity issue. These smaller repairs, although counted as a deficiency, may be deferred for several years.

Related Plans and Policies

Harford County Bridge Management Program

DPW - HIGHWAYS & WATER RESOURCES - HIGHWAYS ENGINEERING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain the condition, efficiency and safety of Harford County's roadway network.

Department Obj.

To improve the efficiency of the resurfacing program and to upgrade the overall rating of the County's roadway network

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$5,600,000	\$5,966,000	\$8,400,000	\$10,616,975	\$12,830,000
Number of staff	1	1	1	1.5	1.5
<u>Output:</u>					
Number of miles resurfaced	17.2	18.8	17.9	32	38
Number of miles micro-surfaced	8.6	22.3	16.3	5.7	10
<u>Efficiency:</u>					
Cost per mile for resurfacing	\$293,000	\$254,000	\$270,000	\$270,000	\$270,000
Cost per mile for micro-surfacing	\$66,000	\$56,000	\$57,000	\$65,000	\$65,000
<u>Service Quality:</u>					
Average number of days to complete a resurfacing project	45	45	45	45	45
<u>Outcome:</u>					
Percent of roads rated ≤ 75 that receive a resurfacing	17.2%	26.0%	16.0%	24.0%	25.0%
Percent of County asphalt roads that are rated ≤ 75	23.6%	14.4%	17.2%	15.0%	15.0%

Explanation and Analysis of Performance Measures

The County is taking a proactive approach to the road infrastructure versus a reactive approach by striving to reduce each year the percentage of roads needing to be overlaid. This will allow citizens to travel on well maintained roads, reducing damage to vehicles and producing an aesthetically pleasing environment. The increased annual budget outlays will not have a noticeable impact on the average rating for several years.

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****ORIGIN/PURPOSE:**

Governed by Code of Harford County, Chapter 16, Article IV, Section 25, the Bureau of Highways Maintenance is responsible for the maintenance and cleaning of roads, alleys, bridges, viaducts and underpasses, drains, and culverts. Inherent in this mission are the repair, maintenance, snow removal, and traffic control of approximately 1,044 miles of County roadways; 222 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and over 5,332 street lights.

FY '09 - '10 GOAL:

1 TO MAINTAIN THE CONDITION, EFFICIENCY, AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	8,153,192	9,686,561	9,897,908	9,362,770	9,362,770
20	CONTRACTUAL SERVICES	3,419,058	4,001,171	4,104,800	3,620,100	3,620,100
30	SUPPLIES & MATERIALS	1,992,379	1,983,508	2,007,500	2,318,600	2,318,600
40	BUSINESS & TRAVEL	1,405,218	1,456,367	1,641,000	1,486,100	1,486,100
50	CAPITAL OUTLAY	2,283,734	2,348,480	56,650	0	0
70	MISCELLANEOUS	6,327,488	6,181,334	6,488,776	6,220,659	6,220,659
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	689,041	523,092	523,092
	GRAND TOTAL	<u>23,581,069</u>	<u>25,657,421</u>	<u>24,885,675</u>	<u>23,531,321</u>	<u>23,531,321</u>
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	<u>23,581,069</u>	<u>25,657,421</u>	<u>24,885,675</u>	<u>23,531,321</u>	<u>23,531,321</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****FINANCIAL NOTES:**

The (\$1,354,354) net decrease in funding for the Bureau of Highways Maintenance is the result of:

	FY 09	FY 10	CHANGE	
o	6,442,361	6,425,465	(16,896)	Full Time Salaries
			20,122	Salary adjustments based on the recommendations of the Department of Human Resources
			(7,343)	Rounding adjustment per actual pay scale calculations
			(29,675)	Staff Turnover (0.46%)
			<u>(16,896)</u>	
o		(380,802)	(380,802)	Vacant positions abolished for FY 10 due to state of the economy:
			# of Positions	Salary
			(1.0)	(47,554)
			(1.0)	(38,312)
			(1.0)	(28,500)
			(1.0)	(39,946)
			(1.0)	(49,015)
			(1.0)	(37,925)
			<u>(6.0)</u>	<u>(241,252)</u>
				Fringe
				(28,687)
				(16,737)
				(22,717)
				(23,951)
				(26,615)
				(20,843)
				<u>(139,550)</u>
				Total
				(76,241)
				(55,049)
				(51,217)
				(63,897)
				(75,630)
				(58,768)
				<u>(380,802)</u>
o		(128,025)	(128,025)	Furlough Savings
o	1,378,757	1,549,363	170,606	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	619,085	645,318	26,233	Pension / Retirement rate adjustments
o	678,250	531,787	(146,463)	Workers' Compensation rate adjustments
o	507,375	506,084	(1,291)	FICA adjustments
o	61,500	0	(61,500)	Uniform Allowance - funding eliminated due to state of the economy
o	1,000,000	1,060,000	60,000	Electricity - increase based on actual expense history plus an anticipated 6% cost increase
o	10,000	12,000	2,000	Office Equipment - increase due to new copier rentals
o	1,000	0	(1,000)	Printing In-House - funds transferred to Printing - Commercial due to closure of in-house print shop

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

DIVISION: Bureau of Highways Maintenance

INDEX: 303410

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	600,000	600,000	0 Other Professional Services - for road projects, contractual dig-out and patch contract
o	50,000	11,000	(39,000) Uniforms - Purchase - uniforms purchased every other year, purchased in FY 09
o	450,000	650,000	200,000 Bituminous Concrete - increase due to cost of material and additional projects
o	600,000	800,000	200,000 Liquid Bituminous - increase due to cost of material and double seal road projects
o	2,463,532	2,234,562	(228,970) Pro Rata Shares for support of General Fund administrative services
o	3,130,000	3,045,000	(85,000) Highways funds used to support Board of Education Transportation: \$2,000,000 to BOE operating and \$1,045,000 to Paygo for replacement buses
o	895,244	941,067	45,823 Traffic Safety Reimbursement - to offset the expenses of the Sheriff's Traffic Safety Unit
o	3,536,000	2,788,000	(748,000) Line items significantly adjusted, based on actual expense history and state of the economy:

FY 09	FY 10	Change
20,000	15,000	(5,000) Vehicle & Operating Equipment
75,000	70,000	(5,000) Telephone Service
130,000	100,000	(30,000) Curb Repair
10,000	9,000	(1,000) Operating Equipment
1,767,000	1,267,000	(500,000) Grounds Maintenance
10,000	5,000	(5,000) Other Contractual Services
6,500	4,500	(2,000) Meals - Special Purpose
4,500	2,500	(2,000) Chemical in Bulk
210,000	190,000	(20,000) Traffic Signs & Markings
100,000	80,000	(20,000) Paint
15,000	13,000	(2,000) Bricks, Blocks, Concrete
30,000	28,000	(2,000) Other Supplies & Materials
650,000	600,000	(50,000) County Owned Vehicles
500,000	400,000	(100,000) Non-Targeted Charges - FVS
1,000	0	(1,000) Meals
2,000	0	(2,000) Lodging
5,000	4,000	(1,000) Training Seminars
<u>3,536,000</u>	<u>2,788,000</u>	<u>(748,000)</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

DIVISION: Bureau of Highways Maintenance

INDEX: 303410

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	56,650	0	(56,650) Equipment - no equipment recommended for FY 10
o	689,041	523,092	(165,949) Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND

Index No. 303410

DIVISION: BUREAU OF HIGHWAYS MAINTENANCE

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Clerk I	0.00	0	1.00	56,836	0.00	0
Accounting Clerk II	1.00	42,719	1.00	46,645	2.00	105,013 A
Administrative Assistant I	0.00	0	1.00	35,654	1.00	35,595
Administrative Assistant II	4.00	182,362	3.00	136,847	3.00	136,621
Administrative Specialist II	1.00	67,335	1.00	74,246	0.00	0
Assistant Superintendent of Highways	2.00	131,822	2.00	145,371	3.00	219,256 B
Central Stores Coordinator	0.00	0	1.00	34,066	1.00	34,250
Central Stores Manager	1.00	49,704	1.00	54,818	1.00	54,728
Chauffeur-Laborer	36.00	1,182,393	32.00	1,127,796	24.00	829,569 C
Chief, Highways Division	1.00	86,981	1.00	95,922	1.00	95,763
Clerk Typist II (GF)	1.00	48,033	0.00	0	0.00	0
Communications Specialist II	1.00	45,355	1.00	50,025	1.00	49,942
Crew Chief	13.00	629,095	13.00	685,536	13.00	684,404
Equipment Operator	22.00	728,052	22.00	820,697	22.00	840,361 D
Equipment Operator Trainee	0.00	0	5.00	171,373	8.00	262,192 E
Equipment Repair Specialist	5.00	237,805	5.00	261,195	5.00	255,660
Highways Maintenance Supervisor	9.00	568,035	8.00	528,800	8.00	528,041
Laborer	15.00	418,735	14.00	437,152	12.00	346,205 F
Management Assistant I	2.00	110,419	2.00	121,201	2.00	121,002
Road Marking Equipment Operator I	0.00	0	0.00	0	1.00	33,100 G
Road Marking Equipment Operator II	1.00	49,446	1.00	53,981	2.00	91,192 H
Senior Equipment Operator	15.00	605,979	15.00	657,737	15.00	653,920
Storekeeper	1.00	30,251	0.00	0	0.00	0
Superintendent Highways	1.00	74,641	1.00	82,319	1.00	82,183
Trades / Laborer	3.00	114,083	3.00	124,538	3.00	124,332
Traffic Operations Supervisor	1.00	74,727	2.00	148,790	2.00	149,153
Traffic Sign Mechanic I	2.00	79,483	1.00	50,392	1.00	50,309
Traffic Sign Mechanic II	1.00	39,163	2.00	81,181	2.00	81,048
Traffic Sign Mechanic III	1.00	42,719	1.00	46,645	1.00	46,568

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS MAINTENANCE

Index No. 303410

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Utility Worker I	4.00	147,998	4.00	151,705	3.00	113,178
Utility Worker II	3.00	146,882	3.00	160,893	3.00	160,628
SALARY TOTAL	147.00	5,934,217	147.00	6,442,361	141.00	6,184,213
OTHER PERSONAL SERVICES						
Pension & Retirement		513,271		619,085		623,196
Workers' Compensation		576,364		678,250		501,510
Health Benefits		1,521,670		1,378,757		1,484,509
OPEB		207,697		0		0
Overtime		180,000		190,000		190,000
FICA		467,736		507,375		487,627
Miscellaneous		81,080		82,080		19,740
TOTAL OTHER PERSONAL SERVICES		3,547,818		3,455,547		3,306,582
TOTAL FURLOUGH SAVINGS		0		0		(128,025)
TOTAL PERSONAL SERVICES	147.00	9,482,035 *	147.00	9,897,908	141.00	9,362,770

***FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Accounting Clerk I position upgraded to an Accounting Clerk II - #0695

B - One (1) Administrative Specialist II position reclassified to an Assistant Superintendent of Highways - #0868

C - One (1) Laborer position upgraded to a Chauffeur Laborer - #0899

One (1) vacant Equipment Operator Trainee position filled as a Chauffeur Laborer - #0770

Three (3) vacant Chauffeur Laborer positions abolished due to state of the economy - #0806, #0857, #0889

D - Two (2) Chauffeur Laborer positions upgraded to Equipment Operators - #0789 and #0819

Two (2) Equipment Operator Trainee positions upgraded to Equipment Operators - #0856, #0891

E - Three (3) Chauffeur Laborer positions upgraded to Equipment Operator Trainees - #0786, #0884, #1700

Three (3) vacant Equipment Operator positions filled as Equipment Operator Trainees - #0768, #0800, #0821

F - One (1) Chauffeur Laborer position demoted to a Laborer - #0196

Two (2) vacant Laborer positions abolished due to state of the economy - #0757, #1373

G - One (1) Equipment Operator position downgraded to a Road Marking Equipment Operator I - #0763

H - One (1) Chauffeur Laborer position reclassified to a Road Marking Equipment Operator II - #3280

I - One (1) vacant Utility Worker I position abolished due to state of the economy - #1645

DPW - HIGHWAYS & WATER RESOURCES - HIGHWAYS MAINTENANCE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain the condition, efficiency, and safety of the Harford County roadway network.

Department Obj.

To improve the efficiency of the striping program, and to stripe all County roads that require striping this year.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$135,639	\$153,804	\$192,900	\$182,070	\$192,000
Number of staff	5	7	7	7	7
<u>Output:</u>					
Number of road miles striped	823.66	759.12	1,100.04	850.00	850.00
<u>Efficiency:</u>					
Cost per mile	\$164.67	\$202.61	\$175.36	\$214.20	\$225.00
<u>Service Quality:</u>					
Average amount of time spent per striping project	10 hours	7 hours	7.4 hours	7.4 hours	7.4 hours
<u>Outcome:</u>					
Percentage of roads that needed to be striped that were completed	82%	76%	127%	90%	100%

DPW - HIGHWAYS & WATER RESOURCES - HIGHWAYS MAINTENANCE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain the condition, efficiency and safety of the Harford County roadway network.

Department Obj.

To improve the efficiency of the tar and chip / road rehabilitation program and to upgrade the overall rating of the County's roadway network

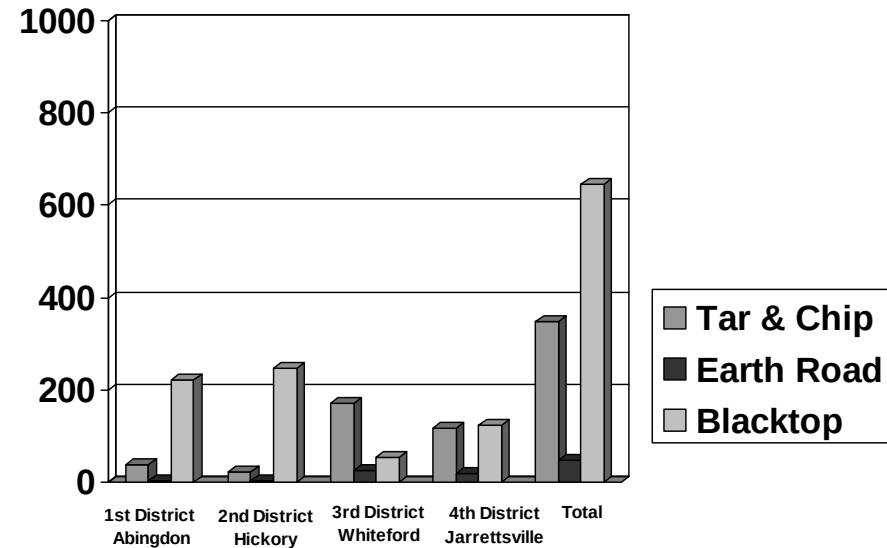
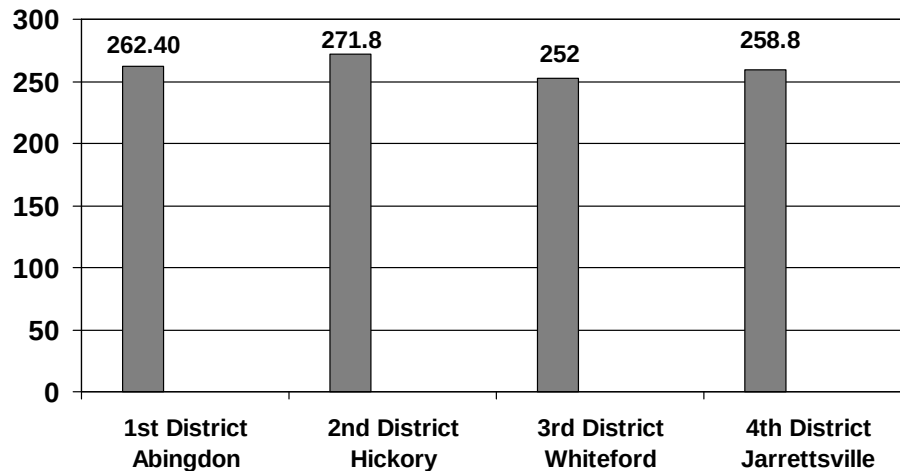
County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$1,166,107	\$1,392,968	\$1,004,488	\$969,159	\$1,112,232
Number of staff	12	12	12	12	12
<u>Output:</u>					
Miles of roads rehabilitated	67.26	76.54	101.7	76.68	88
<u>Efficiency:</u>					
Cost to rehabilitate roads per mile	\$17,337	\$18,199	\$9,877	\$12,639	\$12,639
<u>Service Quality:</u>					
Percentage of roads needing to be rehabilitated	25%	25%	25%	25%	25%
<u>Outcome:</u>					
Percentage of miles of tar and chip roads rated fair or better	75%	75%	75%	75%	75%

HARFORD COUNTY PUBLIC WORKS HIGHWAYS ROAD INVENTORY



DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance - Snow Removal****INDEX: 303430****ORIGIN/PURPOSE:**

Governed by Code of Harford County Charter, Chapter 16, Article 6, Section 25, the Snow Removal Program, managed by the Bureau of Highways Maintenance, was established to analyze and forecast expenditure requirements of snow removal services in Harford County. Overtime for snow removal is budgeted under this account to allow for better accountability and control of overtime during snow removal. All labor (not including overtime) is allocated under the operating budget of Highways Maintenance. Harford County roadways are divided into approximately 75 snow routes, each with an average length of 16 miles. The Bureau of Highways Maintenance members are proud of all their snow removal efforts and feel their efforts are among the best in the State.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	501,669	360,918	542,556	430,600	430,600
20	CONTRACTUAL SERVICES	111,730	156,587	226,000	166,000	166,000
30	SUPPLIES & MATERIALS	969,856	656,035	1,035,580	903,560	903,560
50	CAPITAL OUTLAY	13,468	46,403	38,685	0	0
	GRAND TOTAL	1,596,723	1,219,943	1,842,821	1,500,160	1,500,160
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	1,596,723	1,219,943	1,842,821	1,500,160	1,500,160

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance - Snow Removal****INDEX: 303430****FINANCIAL NOTES:**

The (\$342,661) net decrease in funding for the Bureau of Highways Maintenance - Snow Removal provides for:

	FY 09	FY 10	CHANGE
o	504,000	400,000	(104,000) Overtime - decrease based on actual expense history
o	38,556	30,600	(7,956) FICA adjustment due to decreasing overtime
o	180,000	140,000	(40,000) Vehicle & Operating Equipment - rental of pick-up and dump trucks with plows and operators decreased based on actual expense history
o	40,000	20,000	(20,000) Other Professional Services - welding services, plaques for Snow Roadeo winners, etc. based on actual expense history
o	70,000	60,000	(10,000) Equipment Repair Parts - decrease based on actual expense history
o	921,620	800,000	(121,620) Sand, Salt & Other Bulk - decrease based on actual expense history
o	38,685	0	(38,685) Equipment - no equipment is recommended for FY 10

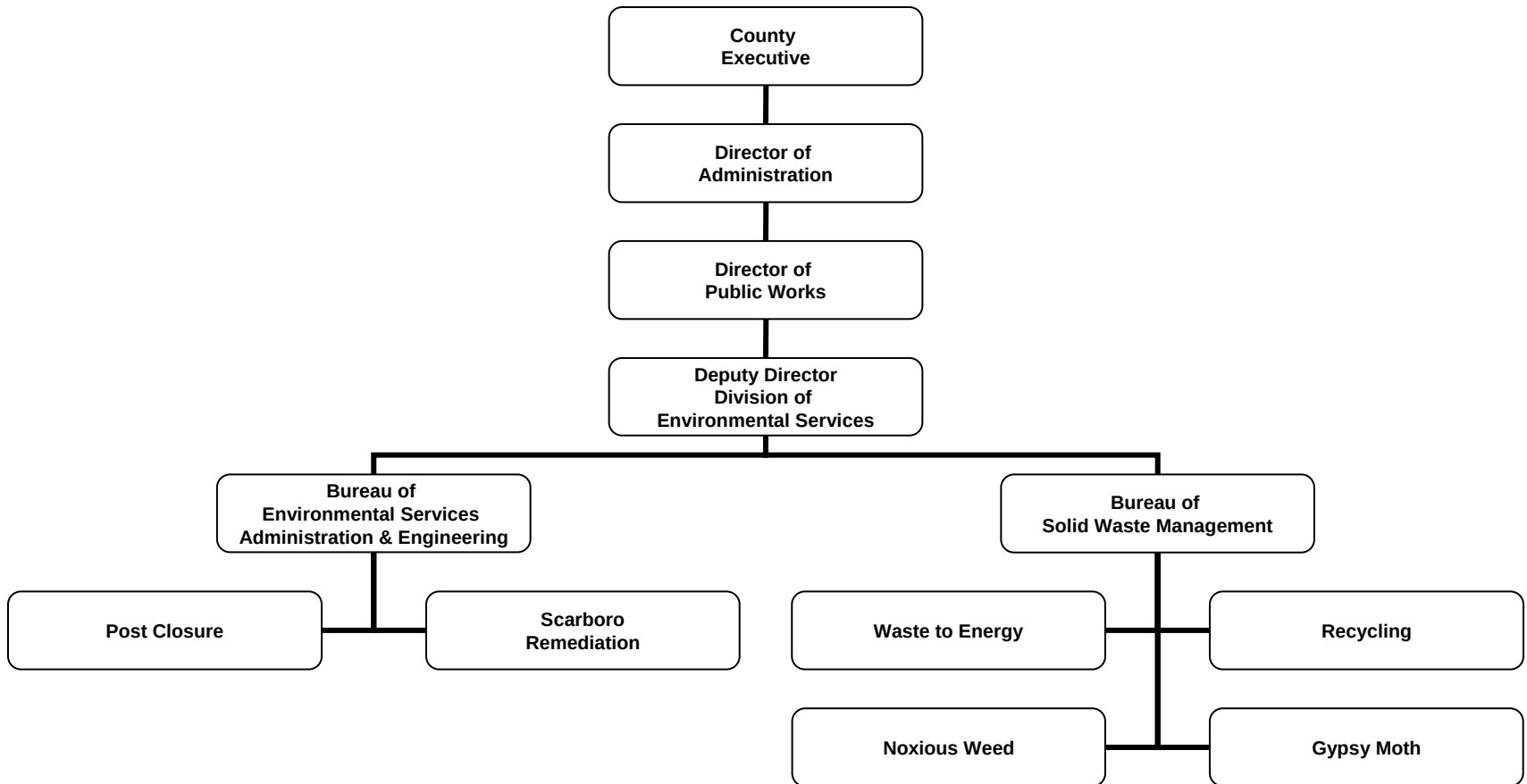


Harford County Department of Public Works - Highways

DEPARTMENT OF PUBLIC WORKS

DIVISION OF

ENVIRONMENTAL SERVICES



PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

ORIGIN/PURPOSE:

The Division of Environmental Services implements the County's environmental, solid waste management and recycling programs. Responsibilities include management and technical support for solid waste management, environmental investigation, and remediation of County landfill operations, and support of environmental programs with other County agencies, such as site assessment and land development plan review. The division is divided into functional units as follows:

BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING: Responsibilities include management and technical support for solid waste management, environmental investigation and remediation of County landfill operations, environmental assessments of County properties, and land development plan review.

POST CLOSURE: The Bureau of Environmental Services Administration & Engineering manages this operating budget which accounts for post closure care and monitoring costs associated with closed landfills.

SCARBORO REMEDIATION: This operating budget is administered by the Bureau of Environmental Services Administration & Engineering and accounts for monitoring and operating costs for the Scarboro Landfill remediation project.

BUREAU OF SOLID WASTE MANAGEMENT: Maintains and operates a safe and sanitary landfill in which to process and dispose of residential refuse, recyclables, yard waste and miscellaneous debris. Oversees the following operations: the Harford Waste Disposal Center, the Lawn and Garden Composting operation, the Recycling Transfer Station, the Roadside Litter Control Program, the Used Oil and Antifreeze Program, and the Waste-to-Energy Facility.

RECYCLING: Responsible for educating and motivating the public to ensure that Harford County continues to reduce its waste stream through recycling efforts.

GYPSY MOTH and NOXIOUS WEED: Funding transferred from the County Executive - Division of Agricultural Affairs #014000 in the FY 10 budget

MISSION STATEMENT:

TO PROVIDE QUALITY ENVIRONMENTAL AND INTEGRATED SOLID WASTE MANAGEMENT PROGRAMS FOR THE CITIZENS OF HARFORD COUNTY

FY '09 - '10 KEY GOALS:

- 1 TO PROVIDE FOR PROPER CLOSURE AND REMEDIATION OF ALL COUNTY-OWNED LANDFILLS
- 2 TO PROVIDE A RECYCLING PROGRAM THAT CONTINUES TO MEET OR EXCEED STATE MANDATED RECYCLING REQUIREMENTS AND COUNTY GOALS, AND THAT BEST SERVES THE GENERAL PUBLIC
- 3 TO PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY FOR THE NEXT TEN YEARS AND BEYOND USING THE MOST APPROPRIATE TECHNOLOGIES

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,685,872	4,490,254	4,509,162	4,116,473	4,116,473
20	CONTRACTUAL SERVICES	8,828,484	9,745,670	9,710,218	10,071,428	10,071,428
30	SUPPLIES & MATERIALS	477,693	470,652	423,750	385,000	385,000
40	BUSINESS & TRAVEL	447,669	545,068	477,500	507,150	507,150
50	CAPITAL OUTLAY	1,792,339	604,778	55,000	49,100	49,100
70	MISCELLANEOUS	37,068	51,166	21,731	74,458	(84,473)
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	185,750	335,964	335,964
	GRAND TOTAL	15,269,125	15,907,588	15,383,111	15,539,573	15,380,642

SUMMARY BY FUND:

11	GENERAL	3,387,763	3,456,316	3,282,321	3,178,607	3,019,676
55	SOLID WASTE SERVICES	11,881,362	12,451,272	12,100,790	12,360,966	12,360,966
	GRAND TOTAL	15,269,125	15,907,588	15,383,111	15,539,573	15,380,642

SUMMARY BY DIVISION:

GENERAL FUND:

301111	BUREAU OF ENVIRONMENTAL SERVICES					
	ADMINISTRATION & ENGINEERING	658,605	802,663	783,637	773,862	735,169
301241	RECYCLING	2,501,786	2,423,991	2,231,634	2,051,535	1,948,958
301251	POST CLOSURE	133,139	132,861	179,550	188,840	179,398
301261	SCARBORO REMEDIATION	72,390	81,607	87,500	109,000	103,550
301520	NOXIOUS WEED	1,443	174	0	8,000	7,600
301530	GYPSY MOTH	20,400	15,000	0	47,370	45,001

SOLID WASTE SERVICES:

301211	BUREAU OF SOLID WASTE MANAGEMENT	4,345,608	3,924,742	3,899,597	3,727,632	3,727,632
301271	WASTE TO ENERGY	7,535,754	8,526,530	8,201,193	8,633,334	8,633,334
	GRAND TOTAL	15,269,125	15,907,568	15,383,111	15,539,573	15,380,642

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUND</u>						
Administrative Assistant II	1.00	52,725	1.00	57,378	1.00	57,474
Chief, Engineering Division	0.00	0.00	1.00	116,726	1.00	116,534
Civil Engineer III	1.00	88,096	0.00	0	0.00	0
Civil Engineer IV	1.00	100,821	1.00	101,051	1.00	100,884
Deputy Director of Public Works	1.00	112,091	1.00	122,381	1.00	122,361
Engineering Associate III	2.00	117,082	2.00	127,831	2.00	127,620
Equipment Operator	2.00	75,456	2.00	82,391	3.00	115,946
Equipment Operator Trainee	1.00	26,695	1.00	31,106	0.00	0
Equipment Repair Specialist	1.00	49,039	1.00	53,548	1.00	53,460
Laborer	4.00	110,206	4.00	118,320	5.00	131,109
Recycling Program Coordinator	1.00	51,975	1.00	56,750	1.00	56,657
Recycling Program Manager	1.00	89,917	1.00	98,173	1.00	98,011
Senior Equipment Operator	3.00	124,796	3.00	136,257	3.00	136,032
Weighmaster / Attendant I	1.00	28,301	1.00	30,907	2.00	59,935
Weighmaster / Attendant II	1.00	40,384	1.00	44,102	1.00	44,029
TOTAL FULL-TIME SALARIES	21.00	1,067,584	21.00	1,176,921	23.00	1,220,052
TEMPORARY SALARIES		69,845		92,523		24,690
FURLOUGH SAVINGS		0		0		(25,769)
SUB-TOTAL GENERAL FUND SALARIES	21.00	1,137,429	21.00	1,269,444	23.00	1,218,973

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES - BUREAU OF SOLID WASTE MANAGEMENT</u>						
Administrative Assistant I	2.00	77,319	0.00	0	1.00	47,896
Administrative Assistant II	1.00	42,870	2.00	86,001	2.00	85,859
Chauffeur Laborer	2.00	78,647	1.00	38,312	1.00	38,248
Chief, Solid Waste Management	1.00	93,452	1.00	102,034	1.00	101,865
Civil Engineer I	0.00	0	1.00	52,215	1.00	49,529
Crew Chief	3.00	170,141	3.00	186,399	3.00	186,081
Equipment Operator	1.00	43,619	2.00	103,335	3.00	149,733
Equipment Repair Specialist	2.00	84,646	1.00	49,530	1.00	53,460
Laborer	5.00	148,981	4.00	124,253	4.00	118,341
Landfill Supervisor	1.00	56,281	1.00	61,452	1.00	61,351
Litter Control Program Leader	1.00	35,885	2.00	75,713	1.00	30,200
Senior Equipment Operator	7.00	286,374	8.00	336,555	7.00	289,829
Weighmaster / Attendant I	2.00	54,203	2.00	59,181	2.00	59,084
Weighmaster / Attendant II	5.00	236,801	5.00	259,011	5.00	258,586
TOTAL FULL-TIME SALARIES	33.00	1,409,219	33.00	1,533,991	33.00	1,530,062
TEMPORARY SALARIES		91,800		84,252		40,046
FURLOUGH SAVINGS		0		0		(32,270)
SUB-TOTAL BUREAU OF SOLID WASTE MANAGEMENT SALARIES	<u>33.00</u>	<u>1,501,019</u>	<u>33.00</u>	<u>1,618,243</u>	<u>33.00</u>	<u>1,537,838</u>

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES</u>						
OTHER PERSONAL SERVICES						
Pension & Retirement		214,504		264,800		269,361
Workers' Compensation		184,698		222,636		175,991
Health Benefits		635,847		588,633		611,414
OPEB		86,687		0		0
Overtime		267,000		275,000		75,737
FICA		221,601		239,766		219,179
Miscellaneous		29,950		30,640		7,980
TOTAL OTHER PERSONAL SERVICES		<u>1,640,287</u>		<u>1,621,475</u>		<u>1,359,662</u>

<u>DIVISION OF ENVIRONMENTAL SERVICES TOTALS</u>						
TOTAL FULL-TIME SALARIES	54.00	2,476,803	54.00	2,710,912	56.00	2,750,114
TOTAL TEMPORARY SALARIES		161,645		176,775		64,736
TOTAL FURLOUGH SAVINGS		0		0		(58,039)
TOTAL OTHER PERSONAL SERVICES		<u>1,640,287</u>		<u>1,621,475</u>		<u>1,359,662</u>
DIVISION OF ENVIRONMENTAL SERVICES TOTALS	<u>54.00</u>	<u>4,278,735 *</u>	<u>54.00</u>	<u>4,509,162</u>	<u>56.00</u>	<u>4,116,473</u>

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

GENERAL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,520,023	1,855,101	1,881,551	1,781,105	1,781,105
20	CONTRACTUAL SERVICES	883,119	892,915	998,375	1,019,794	1,019,794
30	SUPPLIES & MATERIALS	247,281	181,313	184,700	166,200	166,200
40	BUSINESS & TRAVEL	77,601	101,016	93,950	94,250	94,250
50	CAPITAL OUTLAY	622,671	374,805	16,000	34,100	34,100
70	MISCELLANEOUS	37,068	51,166	21,731	74,458	(84,473)
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	86,014	8,700	8,700
	GRAND TOTAL	<u>3,387,763</u>	<u>3,456,316</u>	<u>3,282,321</u>	<u>3,178,607</u>	<u>3,019,676</u>

SUMMARY BY FUND:

11	GENERAL	<u>3,387,763</u>	<u>3,456,316</u>	<u>3,282,321</u>	<u>3,178,607</u>	<u>3,019,676</u>
	GRAND TOTAL	<u>3,387,763</u>	<u>3,456,316</u>	<u>3,282,321</u>	<u>3,178,607</u>	<u>3,019,676</u>

SUMMARY BY DIVISION:

301111	BUREAU OF ENVIRONMENTAL SERVICES					
	ADMINISTRATION & ENGINEERING	658,605	802,663	783,637	773,862	735,169
301241	RECYCLING	2,501,786	2,423,991	2,231,634	2,051,535	1,948,958
301251	POST CLOSURE	133,139	132,881	179,550	188,840	179,398
301261	SCARBORO REMEDIATION	72,390	81,607	87,500	109,000	103,550
301520	NOXIOUS WEED	1,443	174	0	8,000	7,600
301530	GYPSY MOTH	20,400	15,000	0	47,370	45,001
	GRAND TOTAL	<u>3,387,763</u>	<u>3,456,316</u>	<u>3,282,321</u>	<u>3,178,607</u>	<u>3,019,676</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Environmental Services Administration & Engineering****INDEX: 301111****ORIGIN/PURPOSE:**

The Division of Environmental Services oversees the County's environmental, solid waste management, and recycling programs. Responsibilities include management and technical support for solid waste management, environmental investigation, and remediation of County landfill operations and support of environmental programs with other County agencies, such as site assessments and land development plan review.

FY '09 - '10 GOAL:

1 TO PROVIDE FOR PROPER CLOSURE AND REMEDIATION OF ALL COUNTY-OWNED LANDFILLS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	604,758	709,538	708,806	696,474	696,474
20	CONTRACTUAL SERVICES	12,343	19,210	19,250	18,750	18,750
30	SUPPLIES & MATERIALS	5,183	5,832	6,400	5,100	5,100
40	BUSINESS & TRAVEL	21,096	30,004	27,450	25,750	25,750
50	CAPITAL OUTLAY	0	22,087	0	0	0
70	MISCELLANEOUS	15,225	15,992	21,731	19,088	(19,605)
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	8,700	8,700
	GRAND TOTAL	658,605	802,663	783,637	773,862	735,169
<u>FUNDING SOURCE:</u>						
11	GENERAL	658,605	802,663	783,637	773,862	735,169

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
DIVISION: BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING

Index No. 301111

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	52,725	1.00	57,378	1.00	57,474
Chief, Engineering Division	0.00	0	1.00	116,726	1.00	116,534
Civil Engineer III	1.00	88,096	0.00	0	0.00	0
Civil Engineer IV	1.00	100,821	1.00	101,051	1.00	100,884
Deputy Director of Public Works	1.00	112,091	1.00	122,381	1.00	122,361
Engineering Associate III	2.00	117,082	2.00	127,831	2.00	127,620
SALARY TOTAL	6.00	470,815	6.00	525,367	6.00	524,873
OTHER PERSONAL SERVICES						
Pension		38,277		48,176		50,493
Workers' Compensation		8,204		9,841		7,603
Health Benefits		76,870		70,421		67,651
OPEB		16,478		0		0
Overtime		20,000		15,000		15,000
FICA		36,881		39,161		40,880
Miscellaneous		840		840		840
TOTAL OTHER PERSONAL SERVICES		197,550		183,439		182,467
TOTAL FURLOUGH SAVINGS		0		0		(10,866)
TOTAL PERSONAL SERVICES	6.00	668,365 *	6.00	708,806	6.00	696,474

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DPW - ENVIRONMENTAL SERVICES - ADMINISTRATION & ENGINEERING

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide for proper closure and remediation of all County-owned landfills.

Department Obj.

To conduct long-term monitoring of environmental conditions at landfills to ensure regulatory compliance and environmental protection.

To operate and maintain, efficiently and in compliance with State permits, the Scarboro Remediation and Tollgate Landfill groundwater treatment systems and the landfill gas control systems at the Tollgate and Bush Valley Landfill.

County Goal(s) Supported

I. Public Safety

V. Environmental Stewardship

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$607,262	\$672,330	\$802,671	\$789,461	\$773,862
Number of staff	6	6	6	6	6
<u>Output:</u>					
Maximum total number of unscheduled days a groundwater treatment system is off-line per year	7	40	41	15	10
<u>Efficiency:</u>					
Number of days both systems are operational per year	358	344	689	715	720
<u>Service Quality:</u>					
Monthly treated effluent samples that comply with permit required	12	12	12	12	12
<u>Outcome:</u>					
Monthly samples that violated environmental standards	0	0	0	0	0

Explanation and Analysis of Performance Measures

Monthly samples of the effluent from two groundwater treatment systems are required to demonstrate that treated groundwater will not harm the environment. Permit required discharge standards are similar to drinking water standards. Systems are subject to several State permits. Regular reporting requirements and routine MDE inspections measure compliance of system operation. Systems operate 24 hours per day, 7 days per week. Continued operation is necessary to provide optimal protection of human health and the environment. Sampling and analysis of the groundwater is required to ensure regulatory compliance and environmental protection. Extended outages occurred in 2008 due to electrical surge damage to electronic controls, and in 2009 due to extreme cold weather which froze system components.

Major Related Plans and Policies

Solid Waste Management Plan

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES

DIVISION: Recycling

INDEX: 301241

ORIGIN/PURPOSE:

The Recycling Office oversees the ongoing implementation of the County's Recycling Plan through the development of aggressive educational programs and the encouragement of residential and commercial / institutional generators to practice good source reduction, re-use, and recycling habits.

FY '09 - '10 GOAL:

- 2 TO PROVIDE A RECYCLING PROGRAM THAT CONTINUES TO MEET OR SURPASS STATE MANDATED RECYCLING REQUIREMENTS AND COUNTY GOALS, AND THAT BEST SERVE THE GENERAL PUBLIC

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	915,265	1,145,563	1,172,745	1,084,631	1,084,631
20	CONTRACTUAL SERVICES	718,480	718,827	779,775	795,704	795,704
30	SUPPLIES & MATERIALS	191,173	124,464	116,600	96,200	96,200
40	BUSINESS & TRAVEL	56,505	71,012	66,500	68,500	68,500
50	CAPITAL OUTLAY	620,363	344,125	10,000	6,500	6,500
70	MISCELLANEOUS	0	20,000	0	0	(102,577)
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	86,014	0	0
	GRAND TOTAL	2,501,786	2,423,991	2,231,634	2,051,535	1,948,958
<u>FUNDING SOURCE:</u>						
11	GENERAL	2,501,786	2,423,991	2,231,634	2,051,535	1,948,958

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES**DIVISION: Recycling****INDEX: 301241****FINANCIAL NOTES:**

The (\$282,676) net decrease in funding for Environmental Services - Recycling is the result of:

	FY 09	FY 10	CHANGE	
o	651,554	642,951	(8,603)	Full-time Salaries
			(967)	Salary Adjustment - rounding adjustment per actual pay scale calculations
			(7,636)	Staff Turnover (1.19%)
			(8,603)	
o		97,858	97,858	Positions converted from temporary to permanent for FY 10:
			# of Positions	Salary
			1.00	23,150
			1.00	29,078
			2.00	52,228
				Fringe
				22,016
				23,614
				45,630
				Total
				45,166
				52,692
				97,858
				Laborer
				Weighmaster / Attendant I
o	92,523	24,690	(67,833)	Temporary Salaries - decrease due to converting two (2) positions to permanent
o	143,693	154,106	10,413	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	68,231	64,227	(4,004)	Pension / Retirement rate adjustments
o	62,862	47,770	(15,092)	Workers' Compensation rate adjustments
o	63,042	50,692	(12,350)	FICA adjustments
o		(14,903)	(14,903)	Furlough Savings
o	80,000	15,000	(65,000)	Overtime decreased due to new proposed scheduling
o	8,600	0	(8,600)	Uniform Allowance - funding eliminated due to state of the economy
o	6,000	7,860	1,860	Other Rents & Utilities - increase due to one additional portable restroom for Tollgate drop off site plus an increase in cost for the restrooms and handwash units
o	35,000	25,000	(10,000)	Operating Equipment - decrease due to performing more in-house services

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES

DIVISION: Recycling

INDEX: 301241

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	624,875	655,444	30,569	Other Professional Services adjusted based on actual expense history:

Transport/Process Recyclables
Hauling of Ground Materials
Steam Cleaning of Waste Oil
Removal of computers, etc
MES Contract

FY 09	FY 10	Change	Explanation
503,875	560,444	56,569	
30,000	0	(30,000)	Transport yard waste
6,000	20,000	14,000	10 sites on a quarterly basis
20,000	10,000	(10,000)	e-cycling program
65,000	65,000	0	antifreeze sites throughout the County starting in 2008
624,875	655,444	30,569	

o	103,350	85,750	(17,600)	Line items significantly adjusted, based on actual expense history and state of the economy:

FY 09	FY 10	Change	
4,000	3,000	(1,000)	Vehicle & Operating Equipment
15,000	10,000	(5,000)	Electricity
2,000	1,000	(1,000)	Heating Fuel (Oil)
2,000	1,500	(500)	General Office Supplies
60,000	50,000	(10,000)	Equipment Repair Parts
1,000	500	(500)	Landscape Materials
7,000	8,000	1,000	Safety Equipment
3,500	2,000	(1,500)	Crushed Aggregate
1,000	500	(500)	Paint
1,500	500	(1,000)	Oil & Lubricants
4,000	8,500	4,500	County Owned Vehicles
350	0	(350)	Transportation Costs
1,000	0	(1,000)	Lodging
1,000	250	(750)	Training Seminars & Courses
103,350	85,750	(17,600)	

o	12,500	10,000	(2,500)	Other Supplies & Materials - split 50/50 with Solid Waste Management for Litter Control Program, Adopt a Road Program and Community Work Services, etc. recommended reductions based on state of the economy

o	6,000	1,800	(4,200)	Uniforms - Purchase - uniforms purchased every other year, purchase in FY 09

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES

DIVISION: Recycling

INDEX: 301241

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	10,000	6,500	(3,500) Equipment - purchase of one (1) 30 yard roll-off container
o		(102,577)	(102,577) Other Contingencies - reduction due to Council Amendment #241
o	86,014	0	(86,014) Fleet Management Rental - no fleet agreement entered into in FY 09, therefore no funds are appropriated for FY 10

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUNDS

DIVISION: RECYCLING

Index No. 301241

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Equipment Operator	2.00	75,456	2.00	82,391	3.00	115,946 A
Equipment Operator Trainee	1.00	26,695	1.00	31,106	0.00	0
Equipment Repair Specialist	1.00	49,039	1.00	53,548	1.00	53,460
Laborer	4.00	110,206	4.00	118,320	5.00	131,109 B
Recycling Program Coordinator	1.00	51,975	1.00	56,750	1.00	56,657
Recycling Program Manager	1.00	89,917	1.00	98,173	1.00	98,011
Senior Equipment Operator	3.00	124,796	3.00	136,257	3.00	136,032
Weighmaster / Attendant I	1.00	28,301	1.00	30,907	2.00	59,935 C
Weighmaster / Attendant II	1.00	40,384	1.00	44,102	1.00	44,029
TOTAL FULL-TIME SALARIES	15.00	596,769	15.00	651,554	17.00	695,179
TEMPORARY SALARIES		69,845		92,523		24,690 D
SALARY TOTAL	15.00	666,614	15.00	744,077	17.00	719,869
OTHER PERSONAL SERVICES						
Pension & Retirement		54,195		68,231		69,251
Workers' Compensation		53,043		62,862		52,837
Health Benefits		149,382		143,693		185,370
OPEB		20,887		0		0
Overtime		65,000		80,000		15,000
FICA		55,969		63,042		54,687
Miscellaneous		10,600		10,840		2,520
TOTAL OTHER PERSONAL SERVICES		409,076		428,668		379,665
TOTAL FURLOUGH SAVINGS		0		0		(14,903)
TOTAL PERSONAL SERVICES	15.00	1,075,690 *	15.00	1,172,745	17.00	1,084,631

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Equipment Operator Trainee position filled as an Equipment Operator - #3297

B - One (1) part-time temporary Landfill Worker position converted to a permanent full-time Laborer position - #3528

C - One (1) part-time temporary Weighmaster Attendant I position converted to permanent full-time - #3529

D - Temporary Salaries provide for one (1) Laborer

DPW - ENVIRONMENTAL SERVICES - RECYCLING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide a recycling program that continues to meet or exceed State mandated recycling requirements and County goals, and that best serves the general public.

Department Obj.

To continue to exceed the State mandated recycling rate of 20% by at least 5%.

County Goal(s) Supported

V. Environmental Stewardship

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$1,918,232	\$2,487,894	\$2,428,620	\$2,231,634	\$2,051,535
Number of staff (enacted)	13	13	13	13	13
<u>Output:</u>					
Gallons of motor oil recycled	67,855	73,733	73,714	74,000	74,000
Gallons of antifreeze recycled	3,931	4,511	4,489	4,500	5,000
Gallons of paint recycled	2,150	1,100	1,000	0	0
Tons of white goods recycled	3,717	2,484	2,213	2,500	2,500
Number of pesticide containers recycled	1,200	1,327	2,070	2,000	2,000
Number of promotional projects	6	7	7	6	4
<u>Efficiency:</u>					
Net cost per ton of recyclables collected	\$10.69	\$13.60	\$12.95	\$11.75	\$10.52
<u>Service Quality:</u>					
Percent of residential recycling customers rating services as good or better	65%	65%	65%	65%	65%
<u>Outcome:</u>					
Percent of waste stream recycled	62%	62%	61%	63%	63%
Tonnage of materials removed from the waste stream	179,399	182,899	187,479	190,000	195,000

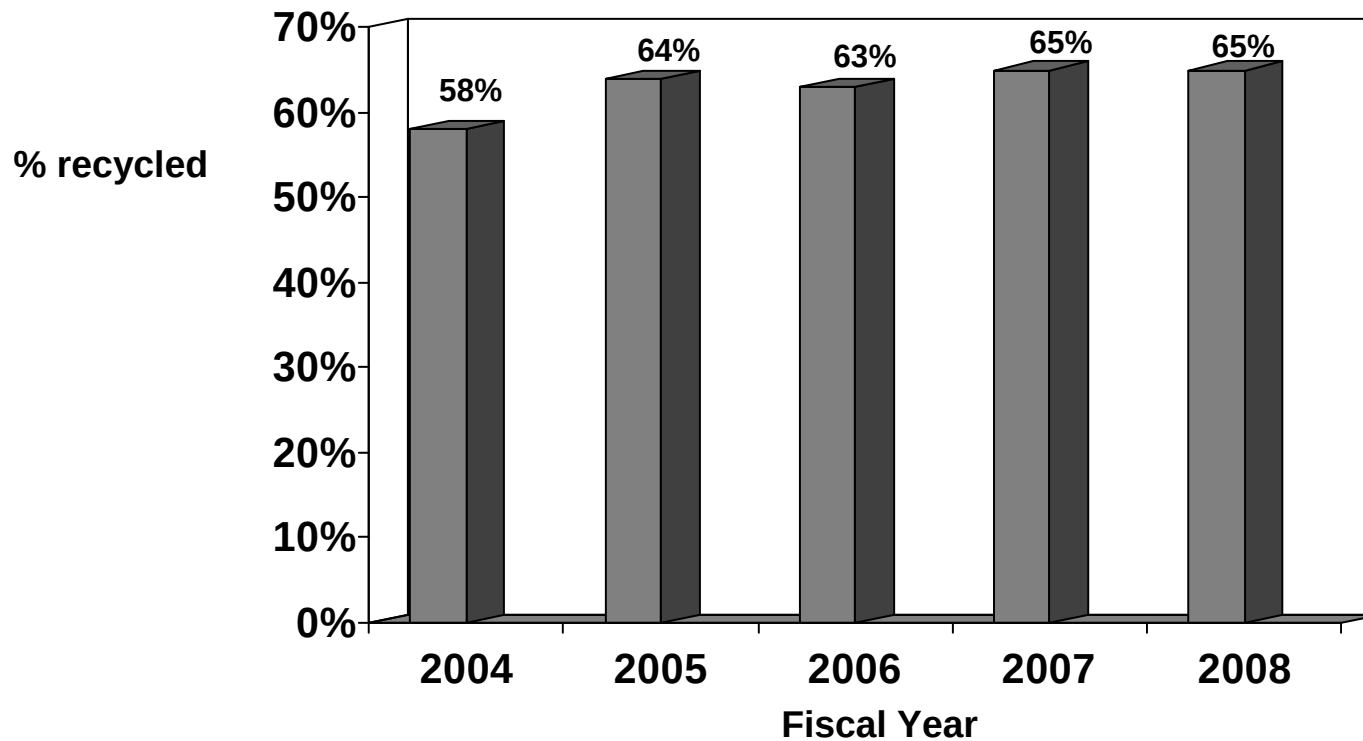
Explanation and Analysis of Performance Measures

The solid waste stream is projected to increase and, therefore, the recycling tonnages are expected to increase as well. Additional tonnage removed due to ash recycling at the Waste-to-Energy Plant and increased production of yard trim material.

Major Related Plans and Guidelines

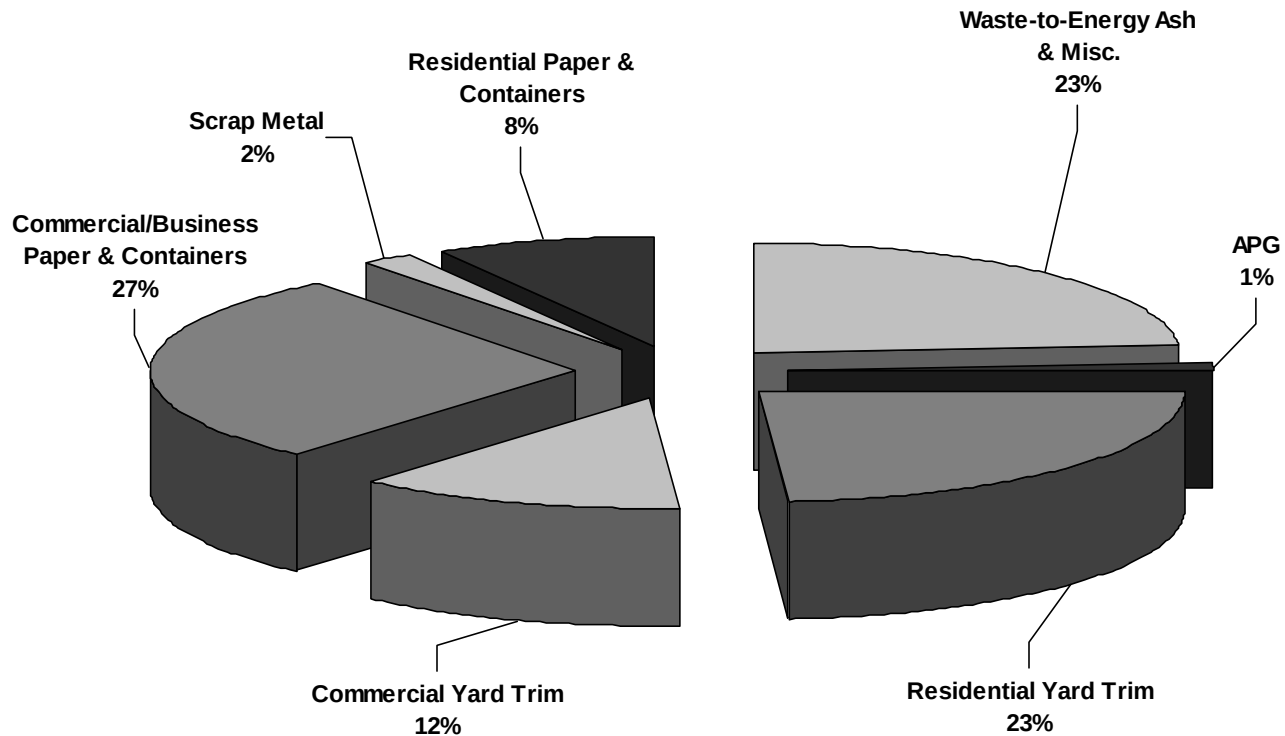
Harford County Recycling Plan and Solid Waste Management Plan

Environmental Affairs Percent of Solid Waste Recycled



MAJOR RECYCLING CATEGORIES

(CY 2008)



DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: Post Closure

INDEX: 301251

ORIGIN/PURPOSE:

The Bureau of Environmental Services Administration and Engineering manages this operating budget which accounts for post closure care and monitoring costs associated with closed landfills. The accounting for these costs is required by the Governmental Accounting Standards Board Statement No. 18.

The costs include groundwater monitoring, gas monitoring, operation and maintenance of groundwater treatment systems, sampling and monitoring activities, and various other costs associated with post closure activities. The Maryland Department of the Environment mandates the treatment and remediation operations for closed landfills.

In the future, after closure actions at other landfills have been completed, those post closure costs will also be reflected in this budget.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	107,698	104,199	149,750	150,240	150,240
30	SUPPLIES & MATERIALS	23,133	20,089	26,800	27,000	27,000
50	CAPITAL OUTLAY	2,308	8,593	3,000	11,600	11,600
70	MISCELLANEOUS	0	0	0	0	(9,442)
	GRAND TOTAL	133,139	132,881	179,550	188,840	179,398
<u>FUNDING SOURCE:</u>						
11	GENERAL	133,139	132,881	179,550	188,840	179,398

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Post Closure****INDEX: 301251****FINANCIAL NOTES:**

The (\$152) net decrease in funding for Environmental Services - Post Closure is the result of:

	FY 09	FY 10	CHANGE
o	1,200	600	(600) Heating Fuel (Gas) - decreased based on actual expense history to purchase propane for forklift
o	47,000	47,000	0 Other Professional Services for sampling and lab analysis and monitoring at Spencer's rubble landfill
o	0	380	380 Building / Custodial Service - pest control treatment for Tollgate site
o	0	200	200 Security Systems - locksmith service for Tollgate and Bush Valley sites previously charged to Other Professional Services
o	0	1,000	1,000 Landscape & Grounds Materials - in-house stabilization for Spencer's Landfill
o	4,500	4,200	(300) Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change
	1,000	1,200	200 Telephone Service
	1,000	1,200	200 Emergency Reporting Systems
	1,000	700	(300) Delivery Charges
	500	300	(200) Janitorial Supplies & Equipment
	1,000	800	(200) Chemicals in Bulk
	<u>4,500</u>	<u>4,200</u>	<u>(300)</u>
o	3,000	11,600	8,600 Equipment - replacement of pumps and obsolete gem instrument
o		(9,442)	(9,442) Other Contingencies - reduction due to Council Amendment #242

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Scarboro Remediation****INDEX: 301261****ORIGIN/PURPOSE:**

This operating budget is administered by the Bureau of Environmental Services Administration and Engineering and accounts for monitoring and operating costs for the Scarboro Landfill remediation project.

The costs include groundwater monitoring, operation and maintenance of groundwater treatment systems, sampling and monitoring activities, and various other costs associated with remediation.

The Maryland Department of the Environment mandates the treatment and remediation operations for closed landfills.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	44,598	50,679	49,600	55,100	55,100
30	SUPPLIES & MATERIALS	27,792	30,928	34,900	37,900	37,900
50	CAPITAL OUTLAY	0		3,000	16,000	16,000
70	MISCELLANEOUS	0	0	0	0	(5,450)
	GRAND TOTAL	72,390	81,607	87,500	109,000	103,550
<u>FUNDING SOURCE:</u>						
11	GENERAL	72,390	81,607	87,500	109,000	103,550

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Noxious Weed****INDEX: 301520****ORIGIN/PURPOSE:**

Noxious Weed funding was transferred from County Executive - Division of Agricultural Affairs #014000 in the FY 10 budget.

Noxious Weed Control is a State program to control noxious weeds. Noxious weeds include Johnson grass, Shattercane, and Canada thistle and are usually found on agricultural lands although some properties owned by land developers are affected. This program also budgets for noxious weed control on County owned properties.

Noxious Weed Control provides funding for a Noxious Weed Coordinator and Technician to coordinate the local program for controlling noxious weeds in Harford County

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>1,443</u>	<u>174</u>	<u>0</u>	<u>8,000</u>	<u>7,600</u>
	GRAND TOTAL	<u>1,443</u>	<u>174</u>	<u>0</u>	<u>8,000</u>	<u>7,600</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,443</u>	<u>174</u>	<u>0</u>	<u>8,000</u>	<u>7,600</u>

The \$7,600 net increase in funding for Environmental Services - Noxious Weed is the result of:

FY 09	FY 10	CHANGE	
0	7,600	7,600	Grants & Contributions - funding transferred from the Division of Agricultural Affairs #014000 and reduced by (\$400) due to Council Amendment #244

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Gypsy Moth****INDEX: 301530****ORIGIN/PURPOSE:**

Gypsy Moth funding was transferred from County Executive - Division of Agricultural Affairs #014000 in the FY 10 budget.

The Forest Pest Management Section of the Maryland Department of Agriculture conducts annual surveys to delineate the areas in the County where infestation of gypsy moths have the potential to cause defoliation and damage.

Based on the results of surveys, the State selects areas to be treated with insecticides. The County is responsible for a 30 percent share of the treatment costs and a 10 percent share of the survey costs.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
70	MISCELLANEOUS	20,400	15,000	0	47,370	45,001
	GRAND TOTAL	20,400	15,000	0	47,370	45,001
<u>FUNDING SOURCE:</u>						
11	GENERAL	20,400	15,000	0	47,370	45,001

FINANCIAL NOTES:

The \$45,001 net increase in funding for Environmental Services - Gypsy Moth is the result of:

FY 09	FY 10	CHANGE	
0	45,001	45,001	Grants & Contributions - funding transferred from the Division of Agricultural Affairs #014000 and reduced by (\$2,369) due to Council Amendment #245

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

SOLID WASTE SERVICES SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,165,849	2,635,153	2,627,611	2,335,368	2,335,368
20	CONTRACTUAL SERVICES	7,945,365	8,852,755	8,711,843	9,051,634	9,051,634
30	SUPPLIES & MATERIALS	230,412	289,339	239,050	218,800	218,800
40	BUSINESS & TRAVEL	370,068	444,052	383,550	412,900	412,900
50	CAPITAL OUTLAY	1,169,668	229,973	39,000	15,000	15,000
80	INTER-GOVERNMENTAL / INTER-FUND	0		99,736	327,264	327,264
	GRAND TOTAL	11,881,362	12,451,272	12,100,790	12,360,966	12,360,966

SUMMARY BY FUND:

55	SOLID WASTE SERVICES	11,881,362	12,451,272	12,100,790	12,360,966	12,360,966
	GRAND TOTAL	11,881,362	12,451,272	12,100,790	12,360,966	12,360,966

SUMMARY BY DIVISION:

301211	BUREAU OF SOLID WASTE MANAGEMENT	4,345,608	3,924,742	3,899,597	3,727,632	3,727,632
301271	WASTE TO ENERGY	7,535,754	8,526,530	8,201,193	8,633,334	8,633,334
	GRAND TOTAL	11,881,362	12,451,272	12,100,790	12,360,966	12,360,966

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: Bureau of Solid Waste Management

INDEX: 301211

ORIGIN/PURPOSE:

The Bureau of Solid Waste Management operates a comprehensive program of municipal solid waste recycling and disposal services for the citizens, businesses, and institutions of Harford County. These services include the Recycling Transfer Station and the Yard Waste Composting Operation.

FY '09 - '10 GOAL:

3 TO PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY FOR THE NEXT TEN YEARS AND BEYOND USING THE MOST APPROPRIATE TECHNOLOGIES

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,165,849	2,635,153	2,627,611	2,335,368	2,335,368
20	CONTRACTUAL SERVICES	409,611	326,225	510,650	418,300	418,300
30	SUPPLIES & MATERIALS	230,412	289,339	239,050	218,800	218,800
40	BUSINESS & TRAVEL	370,068	444,052	383,550	412,900	412,900
50	CAPITAL OUTLAY	1,169,668	229,973	39,000	15,000	15,000
80	INTER-GOVERNMENTAL/INTER-FUND	0	0	99,736	327,264	327,264
	GRAND TOTAL	4,345,608	3,924,742	3,899,597	3,727,632	3,727,632
<u>FUNDING SOURCE:</u>						
55	SOLID WASTE SERVICES	4,345,608	3,924,742	3,899,597	3,727,632	3,727,632

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****FINANCIAL NOTES:**

The (\$171,965) net decrease in funding for Environmental Services - Bureau of Solid Waste Management is the result of:

	FY 09	FY 10	CHANGE
o	1,533,991	1,530,062	(3,929) Full-time Salaries
			4,015 Salary adjustments based on the recommendations of the Dept of Human Resources
			(2,153) Salary adjustment - rounding adjustment per actual pay scale calculations
			(5,791) Staff Turnover (0.38%)
			<u>(3,929)</u>
o	84,252	40,046	(44,206) Temporary Salaries - provides for one Equipment Operator and one Landfill Worker decrease due to elimination of two vacant Landfill Worker positions
o	374,519	358,393	(16,126) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	148,393	149,617	1,224 Pension / Retirement rate adjustments
o	180,000	45,737	(134,263) Overtime decreased due to new proposed schedule
o	149,933	115,551	(34,382) Workers' Compensation rate adjustments
o	14,200	0	(14,200) Uniform Allowance - funding eliminated due to state of the economy
o	137,563	123,612	(13,951) FICA - adjust for salary changes
o		(32,270)	(32,270) Furlough Savings
o	55,050	59,500	4,450 Grounds Maintenance - increase based on actual expense history for roadway sweeping @ \$6,000 offset by a decrease to seeding and sodding @ (\$1,550)
o	105,000	90,000	(15,000) Crushed Aggregate - decrease credited to use of mulch when possible
o	15,000	7,500	(7,500) Heating Fuel (Oil) - decrease due to waste oil furnace at shop
o	38,000	34,000	(4,000) Management Services - disposal of the Town of Bel Air's rubble, decreased based on actual expenses
o	80,000	40,000	(40,000) Operating Equipment - decrease due to in-house mechanics doing repairs

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: Bureau of Solid Waste Management

INDEX: 301211

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	8,000	10,000	2,000 Meals - Special Purposes - increased based on required overtime due to exporting of trash
o	200,000	166,300	(33,700) Other Professional Services provides for the following:

Service	FY 09	FY 10	Change	Explanation
Hazardous Waste Disposal	15,000	10,000	(5,000)	based on actuals
Groundwater Testing	15,000	15,000	0	required semi-annually
Leachate Testing	2,000	2,000	0	
Leachate Hauling	33,000	15,000	(18,000)	based on actuals
Haul Homeowner Bins	2,000	1,000	(1,000)	based on actuals
Scale Maintenance	5,500	7,000	1,500	based on actuals
Parts Cleaner Service	1,900	2,800	900	based on actuals
Surveying	3,800	1,500	(2,300)	based on actuals
Stone Hauling	54,000	44,000	(10,000)	based on actuals
Fire Extinguisher	0	1,000	1,000	new for FY 10
Computer Cleaning	2,000	2,000	0	
Equipment Operators (Highways)	7,800	0	(7,800)	Hwys EO no longer needed on Sat.
Welding Services	58,000	65,000	7,000	annual contract for welding on bins
TOTAL	200,000	166,300	(33,700)	

o	450,000	483,200	33,200	Line items significantly adjusted, based on actual expense history and state of the economy:

FY 09	FY 10	Change	
5,000	10,000	5,000	Vehicle & Operating Equipment
20,000	21,200	1,200	Electricity plus anticipated 6% cost increase
20,000	21,000	1,000	Telephone Services
6,000	4,500	(1,500)	Small Tools
8,000	7,000	(1,000)	Building Supplies
4,000	3,000	(1,000)	Chemicals in Bulk
6,000	4,000	(2,000)	Bituminous Concrete
1,000	2,500	1,500	Traffic Signs and Markings
50,000	60,000	10,000	County Owned Vehicles
200,000	225,000	25,000	Fuel Charges to export trash
130,000	125,000	(5,000)	Non-Targeted FVS
<u>450,000</u>	<u>483,200</u>	<u>33,200</u>	

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	11,000	1,500	(9,500) Uniforms - Purchase - purchased every other year but still provides for replacements and new as needed
o	39,500	20,000	(19,500) Other Contractual Services - decrease based on actual expense history for pond maintenance
o	10,000	17,000	7,000 Safety Equipment - need to purchase additional personal protection equipment (PPE)
o	39,000	15,000	(24,000) Equipment - replacement of two (2) 50 yard roll-off containers
o	99,736	327,264	227,528 Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: BUREAU OF SOLID WASTE MANAGEMENT

Index No. 301211

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	77,319	0.00	0	1.00	47,896 A
Administrative Assistant II	1.00	42,870	2.00	86,001	2.00	85,859
Chauffeur Laborer	2.00	78,647	1.00	38,312	1.00	38,248
Chief, Solid Waste Management	1.00	93,452	1.00	102,034	1.00	101,865
Civil Engineer I	0.00	0	1.00	52,215	1.00	49,529
Crew Chief	3.00	170,141	3.00	186,399	3.00	186,081
Equipment Operator	1.00	43,619	2.00	103,335	3.00	149,733 B
Equipment Repair Specialist	2.00	84,646	1.00	49,530	1.00	53,460
Laborer	5.00	148,981	4.00	124,253	4.00	118,341
Landfill Supervisor	1.00	56,281	1.00	61,452	1.00	61,351
Litter Control Program Team Leader	1.00	35,885	2.00	75,713	1.00	30,200
Senior Equipment Operator	7.00	286,374	8.00	336,555	7.00	289,829
Weighmaster / Attendant I	2.00	54,203	2.00	59,181	2.00	59,084
Weighmaster / Attendant II	5.00	236,801	5.00	259,011	5.00	258,586
TOTAL FULL-TIME SALARIES	33.00	1,409,219	33.00	1,533,991	33.00	1,530,062
TEMPORARY SALARIES		91,800		84,252		40,046 C
SALARY TOTAL	33.00	1,501,019	33.00	1,618,243	33.00	1,570,108
OTHER PERSONAL SERVICES						
Pension & Retirement		122,032		148,393		149,617
Workers' Compensation		123,451		149,933		115,551
Health Benefits		409,595		374,519		358,393
OPEB		49,322		0		0
Overtime		182,000		180,000		45,737
FICA		128,751		137,563		123,612
Miscellaneous		18,510		18,960		4,620
TOTAL OTHER PERSONAL SERVICES		1,033,661		1,009,368		797,530
TOTAL FURLOUGH SAVINGS		0		0		(32,270)
TOTAL PERSONAL SERVICES	33.00	2,534,680 *	33.00	2,627,611	33.00	2,335,368

***FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Litter Control Program Team Leader reclassified as an Administrative Assistant I - #1385

B - One (1) Senior Equipment Operator reclassified as an Equipment Operator - #0497

C - Temporary salaries provide for one (1) Laborer and one (1) Landfill Worker, decrease due to elimination of two vacant Landfill Worker positions due to state of the economy

DPW - ENVIRONMENTAL SERVICES - SOLID WASTE MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide adequate solid waste disposal capacity for the next ten years and beyond using the most appropriate technologies

Department Obj.

To expand the Harford Waste Disposal Center (HWDC) Landfill and plan to expand the Harford Waste-to-Energy Facility (HWTEF) while conserving landfill space by removing selected segments of the waste stream at the HWDC, including export tonnage, and through the Litter Control (LC) and Adopt-A-Road (AAR) programs for recycling.

County Goal(s) Supported

- I. Public Safety
- V. Environmental Stewardship
- VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$3,878,212	\$4,345,608	\$4,087,580	\$3,899,597	\$3,727,632
HWDC Landfill waste stream (tons)	49,753	41,056	42,638	17,000	15,000
County population (avg)*	236,703	240,680	244,657	248,634	252,604
<u>Output:</u>					
Tons of material removed from the waste stream	41,733	35,927	76,984	83,000	85,000
<u>Efficiency:</u>					
Pounds of materials removed per county resident	352	299	629	667	672
<u>Outcome:</u>					
Percentage of landfill waste stream recycled	46%	47%	57%	71%	74%

*population is averaged on a calendar year basis

Explanation and Analysis of Performance Measures

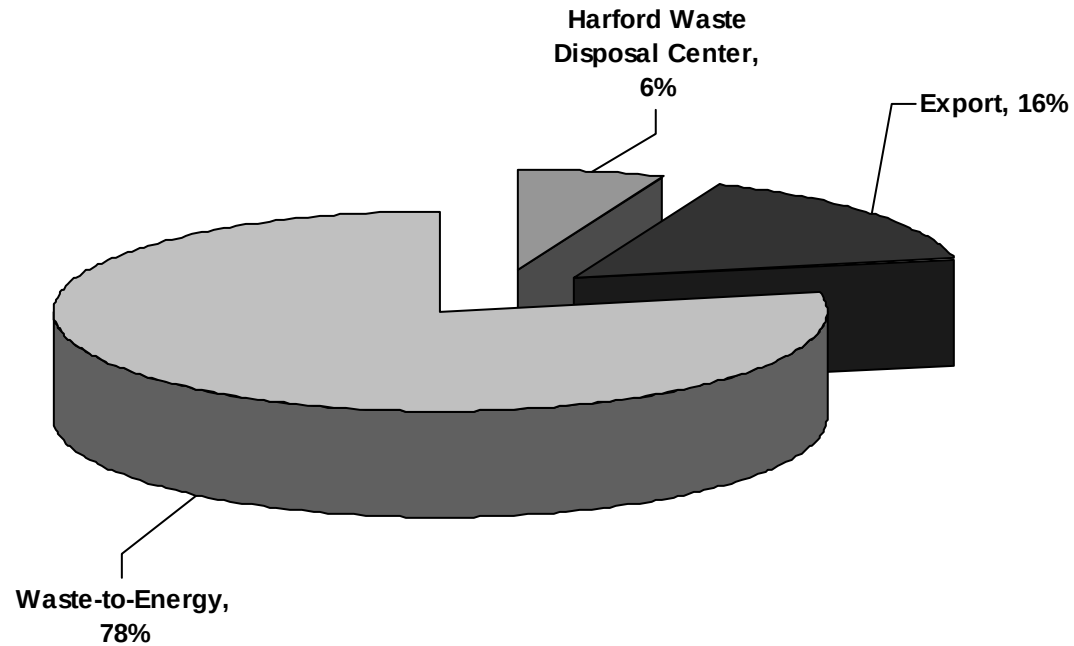
Although the Solid Waste stream is projected to increase as the county population increases, the HWDC Landfill waste stream for FY 2010 is projected to decrease due to the exporting of trash to Baltimore County. Accordingly, the tons of material removed from the waste stream and the pounds of material removed per county resident will increase due to the export tonnage.

Major Related Plans and Policies

Harford County Solid Waste Management Plan, Harford County Recycling Plan

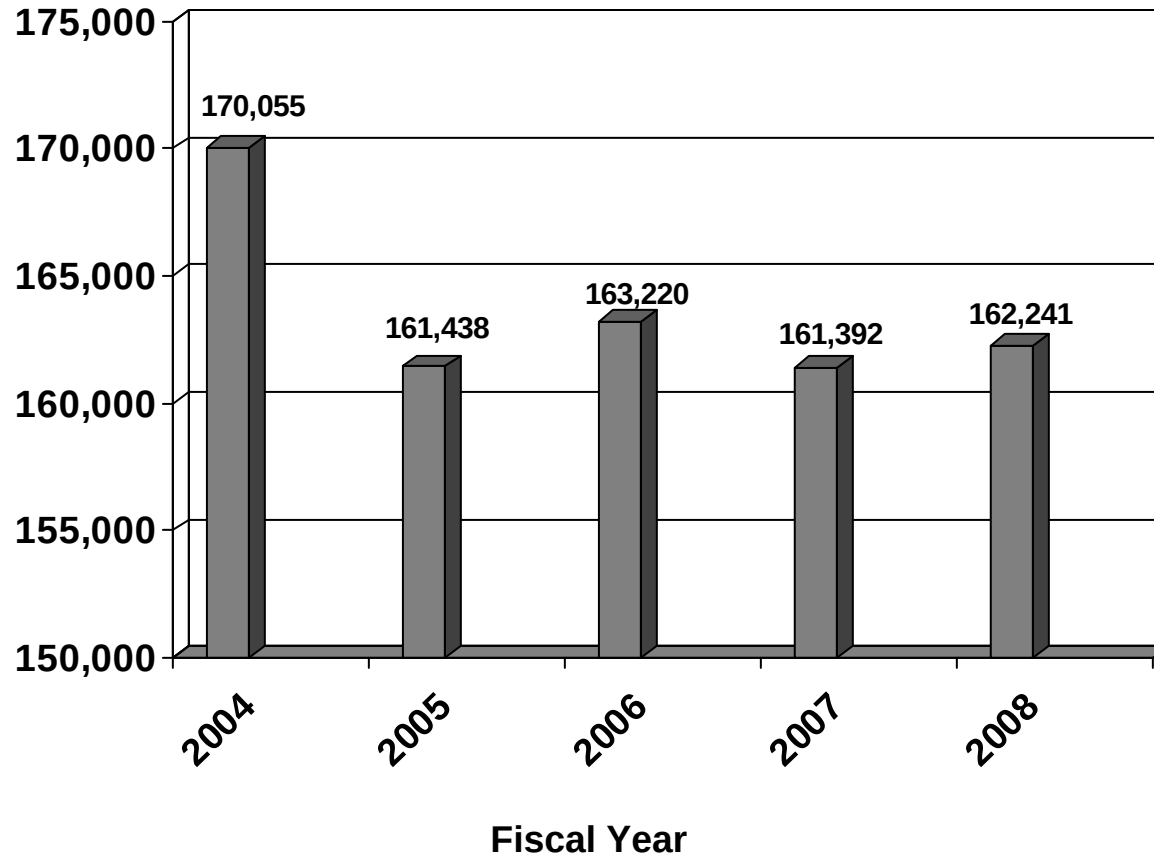
MAJOR DISPOSAL CATEGORIES

(FY 2008)



ENVIRONMENTAL SERVICES

TONS OF SOLID WASTE DISPOSED



DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Waste to Energy****INDEX: 301271****ORIGIN/PURPOSE:**

This budget is based on the Northeast Maryland Waste Disposal Authority issuing their bonds and purchasing the Waste to Energy Plant on our behalf. The operating budget consists of payments to the contract operator for operations and maintenance expense, repair and replacement expense, insurance expenses, management fees, ash transportation, air quality testing, and air pollution control monitoring, etc. Funds are also budgeted for Northeast Maryland Waste Disposal Authority (NMWDA) fees and a site lease to Aberdeen Proving Ground.

The Treasury Department will act as an agent for NMWDA and collect all monies including steam revenue from the Army. The department will pay all invoices to the contract operator, NMWDA and the Army.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	7,535,754	8,526,530	8,201,193	8,633,334	8,633,334
	GRAND TOTAL	7,535,754	8,526,530	8,201,193	8,633,334	8,633,334
	<u>FUNDING SOURCE:</u>					
55	SOLID WASTE SERVICES	7,535,754	8,526,530	8,201,193	8,633,334	8,633,334

FINANCIAL NOTES:

The \$432,141 net increase in funding for the Environmental Services - Waste to Energy plant is the result of:

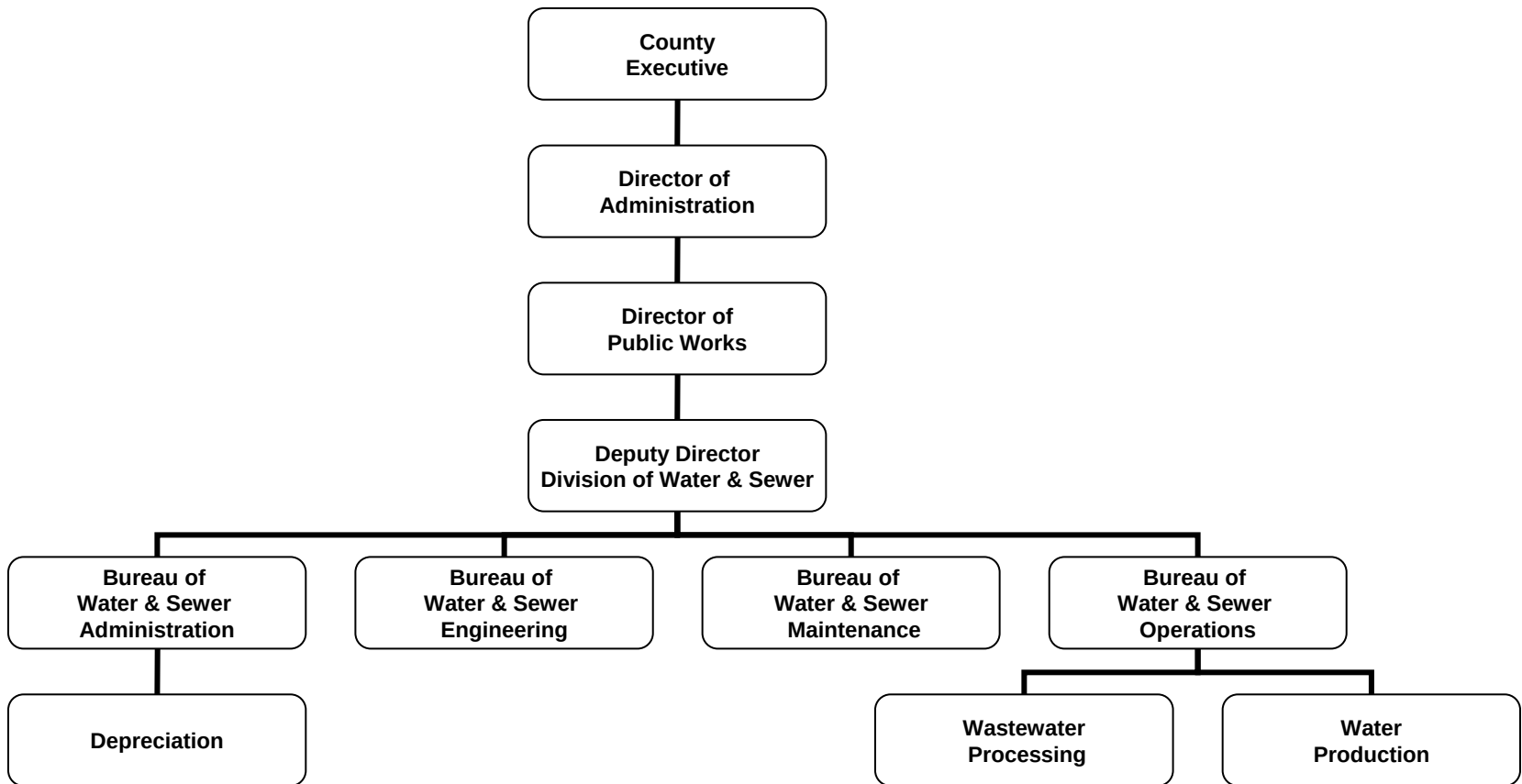
	FY 09	FY 10	CHANGE	
o	8,201,193	8,633,334	432,141	Waste to Energy plant operating expenses as estimated by Treasury
	FY 09	FY 10	Change	
	7,772,410	8,148,224	375,814	Contract operator, O & M, repair and replacement costs, insurance, management fee, ash transportation, etc.
	206,388	250,000	43,612	Payment to Baltimore City for ash (based on 70% going to City)
	219,275	231,990	12,715	Northeast Maryland Waste Disposal Authority Fee
	3,120	3,120	0	Site Lease - APG
	8,201,193	8,633,334	432,141	



Waste to Energy Plant

DEPARTMENT OF PUBLIC WORKS

DIVISION OF WATER AND SEWER



DEPARTMENT OF PUBLIC WORKS DIVISION OF WATER & SEWER

ORIGIN/PURPOSE:

The Public Works Division of Water and Sewer is mainly funded by user charges, interest on investments and licenses and permits. The Division is responsible for the operation, maintenance, administration, planning, and engineering of public water and sewer facilities to service over 100,000 people in Harford County that reside outside the three incorporated towns. The Division is grouped into six functional areas:

BUREAU OF WATER & SEWER ADMINISTRATION: is responsible for the overall direction and administration of all water and sewer activities including grant programs, Public Works Utility Agreements, Assessments, Intragovernmental Water & Sewer Purchase Agreements, Building Permits, Master Plan revisions, Capital Projects, Petitions, Budget and Personnel Management.

DEPRECIATION: is an account to track depreciation expense.

BUREAU OF WATER & SEWER ENGINEERING: handles contract administration; Adequate Public Facilities requirements; existing utility line locations; quality control on construction of water and sewer capital projects and private developer projects; assists in house utility assessments and improvements to existing infrastructure. Responsibilities also include technical review of all developer projects to assure compliance with Harford County's Standard Specifications and Design Guidelines.

BUREAU OF WATER & SEWER MAINTENANCE: operates and maintains the water distribution system and sewer collection system on a 24 hour, 7 days a week basis. They provide extensive customer service through the Water Meter Section, Maintenance Section, and the Customer Relations Section by responding to customer service requests or problems within 20 minutes for both normal and emergency service. The Maintenance Section is also responsible for system locations for the One Call (Miss Utility) System.

BUREAU OF WATER & SEWER OPERATIONS:

WASTEWATER PROCESSING: is responsible for the treatment of domestic wastewater originating from more than 42,000 customer accounts of the County's sewer system; operating three County-owned treatment plants; operating 55 wastewater pumping stations which move wastewater from the communities to the Wastewater Treatment Plants; and operating and maintaining over 300 individual home sewage collection / pumping systems collectively. The County's main wastewater facility, Sod Run, is a regional type facility treating County septage, leachate, and other plant residuals in addition to the wastewater delivered from the collection system. It is a State and federally acclaimed wastewater treatment system subject of awards and publications.

WATER PRODUCTION: provides safe and potable water to over 42,000 customers on the County's water system; utilizes three County-owned treatment plants, 12 booster stations, 13 water towers to process and deliver water, and purchases water from the City of Havre de Grace. This section is able to monitor and direct water throughout the system's four pressure zones via radio telemetry.

MISSION STATEMENT:

TO PROVIDE EFFICIENT AND RELIABLE PUBLIC UTILITIES FOR POTABLE WATER AND CENTRALIZED SEWERAGE WORKS FOR OUR CUSTOMERS THROUGH COST EFFECTIVE MANAGEMENT AND MAINTENANCE OF OUR INFRASTRUCTURE; WELL PLANNED IMPROVEMENTS AND CAPACITY DEVELOPMENT; COMPLIANCE WITH REGULATORY REQUIREMENTS; AND CONSCIOUS AND RESPONSIBLE OPERATIONS TO HELP PROTECT OUR NATURAL ENVIRONMENT AND THE SAFETY OF THE PUBLIC AND WORKFORCE

FY '09 - '10 GOALS:

- 1 TO PROTECT PUBLIC HEALTH AND OUR ECOSYSTEM THROUGH RESPONSIBLE SYSTEM MANAGEMENT, MAINTENANCE AND OPERATION
- 2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS
- 3 TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	12,232,314	14,286,646	14,453,864	13,924,657	13,924,657
20	CONTRACTUAL SERVICES	5,384,471	6,115,046	6,783,836	7,191,577	7,191,577
30	SUPPLIES & MATERIALS	2,229,628	2,127,041	3,315,461	3,204,822	3,204,822
40	BUSINESS & TRAVEL	545,641	599,333	631,907	630,002	630,002
50	CAPITAL OUTLAY	1,154,380	790,617	801,418	398,000	398,000
70	MISCELLANEOUS	11,419,806	10,721,193	12,477,748	11,643,954	11,643,954
80	INTER-GOVERNMENTAL / INTER-FUND	736,144	733,727	926,450	865,020	865,020
	GRAND TOTAL	33,702,384	35,373,603	39,390,684	37,858,032	37,858,032

SUMMARY BY FUND:

51	WATER & SEWER OPERATING	33,702,384	35,373,603	39,390,684	37,858,032	37,858,032
	GRAND TOTAL	33,702,384	35,373,603	39,390,684	37,858,032	37,858,032

SUMMARY BY DIVISION:

ADMINISTRATION	2,845,659	3,043,921	3,285,676	3,228,299	3,228,299
DEPRECIATION	9,419,753	8,656,902	10,281,250	9,500,000	9,500,000
ENGINEERING	1,122,486	1,343,849	1,423,465	1,358,813	1,358,813
W & S MAINTENANCE	5,992,497	6,174,138	7,084,635	6,549,031	6,549,031
WASTEWATER PROCESSING	8,803,663	10,007,811	11,084,282	10,594,787	10,594,787
WATER PRODUCTION	5,518,326	6,146,982	6,231,376	6,627,102	6,627,102
GRAND TOTAL	33,702,384	35,373,603	39,390,684	37,858,032	37,858,032

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

The (\$1,532,652) net decrease in funding for the Water & Sewer Division of Public Works is the result of:

	FY 09	FY 10	CHANGE	
o	9,714,675	9,431,222	(283,453)	Full Time Salaries
			39,188	Salary adjustments based on the recommendations of the Department of Human Resources
			(14,090)	Rounding adjustment per pay scale calculation
			(11,744)	Salary Offset for Management Assistant II to reflect actual hours worked
			<u>(296,807)</u>	Staff Turnover <u>(3.15%)</u>
			<u>(283,453)</u>	
o		(195,661)	(195,661)	Furlough Savings
o	148,278	110,277	(38,001)	Temporary Salaries - provides for an Administrative Assistant, W & S Management Specialist and W/WW Facility Mechanic, decrease due to state of the economy
o	1,732,648	1,851,878	119,230	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	914,529	927,947	13,418	Pension / Retirement rate adjustments
o	453,034	340,816	(112,218)	Workers' Compensation rate adjustments
o	595,900	584,900	(11,000)	Overtime - based on actual expense history for emergency utility crews to cover 24 hour operations
o	798,578	777,306	(21,272)	FICA adjustments
o	53,099	60,200	7,101	Office Equipment - increase based on rental rate of copiers
o	3,184,400	3,260,156	75,756	Electricity - increase based on actual expense history and an anticipated 6% cost increase
o	22,525	70,475	47,950	Emergency Reporting - increase due to the installation of Verizon Fiber Optic cable through portions of Harford County
o	1,039,950	1,194,700	154,750	County Facility Repair & Renovations:
		FY 09	FY 10	Change
	Maintenance	142,650	148,000	5,350
	WWP	624,200	653,000	28,800
	Water Prod	273,100	393,700	120,600
		<u>1,039,950</u>	<u>1,194,700</u>	<u>154,750</u>
				test / calibrate master meters and backflow preventors
				normal repairs increased based on actual expense history
				normal repairs increased based on actual expense history

DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE				
o	190,000	140,000	(50,000)	Engineering Services:			
			25,000	evaluate and design conversion of fine bubble ceramic diffusers			
			50,000	engineering study to replace and upgrade two grit units improvements			
			50,000	engineering consultant and service contract for all process control and SCADA systems			
			15,000	engineering services for assessment, writing specifications and inspection of major projects			
			<u>140,000</u>				
o	0	6,620	6,620	Data Processing Software Maintenance - Water & Sewer's share of the Environmental Systems Research Institute (ESRI / GIS) contract new for FY 10			
o	1,161,985	1,254,223	92,238	Other Professional Services:			
			FY 09	FY 10	Change		
			Engineering	20,907	20,907	0	B & D Consulting
			Maintenance	146,218	155,250	9,032	preventive maintenance program, repair of sewer main line increase based on actual expense history
			WWP	832,860	950,066	117,206	contract for handling biosolids per actuals offset by Havre de Grace no longer contributing to lagoon pumpout
			Water Prod	162,000	128,000	(34,000)	decrease based on actual expense history for contract lab services
			<u>1,161,985</u>	<u>1,254,223</u>	<u>92,238</u>		
o	204,901	188,284	(16,617)	Operating Equipment:			
			FY 09	FY 10	Change		
			Maintenance	10,120	8,500	(1,620)	based on actual expense history
			WWP	151,770	118,497	(33,273)	based on actual expense history for various service contracts
			Water Prod	43,011	61,287	18,276	based on actual expense history for various service contracts
			<u>204,901</u>	<u>188,284</u>	<u>(16,617)</u>		
o	140,500	185,500	45,000	Utility Water & Sewer Purchases - based on actual expense history:			
			FY 09	FY 10	Change		
			Water Production	120,000	160,000	40,000	raw water purchased from Baltimore City and delivered through the Big Inch
				20,000	25,000	5,000	monthly payments to the City of Havre de Grace for treating recycled water from the County's water plant
			WWP	500	500	0	water for Glen Eagles Pump Station
			<u>140,500</u>	<u>185,500</u>	<u>45,000</u>		

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE																				
o	2,375	0	(2,375) Printing In-House - print shop will be eliminated in FY 10																				
o	35,000	30,000	(5,000) Other Contractual Services - dumping fee for spoil materials from water leaks, polybutylene breaks and tipping fees for landfill disposal of grit in the Harford County landfill and outside equipment technician to maintain GIS equipment, reduced based on actual expense history																				
o	1,066,351	1,354,000	287,649 Chemicals in Bulk																				
			<table border="1"> <thead> <tr> <th></th> <th>FY 09</th> <th>FY 10</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>Maintenance</td> <td>17,000</td> <td>12,000</td> <td>(5,000) decrease based on actual expense history offset by the addition of three flushing units</td> </tr> <tr> <td>Water Prod</td> <td>511,333</td> <td>662,000</td> <td>150,667 increase due to new chemicals bid resulting in a cost</td> </tr> <tr> <td>WWP</td> <td>538,018</td> <td>680,000</td> <td>141,982 increase of 21%</td> </tr> <tr> <td></td> <td><u>1,066,351</u></td> <td><u>1,354,000</u></td> <td><u>287,649</u></td> </tr> </tbody> </table>		FY 09	FY 10	Change	Maintenance	17,000	12,000	(5,000) decrease based on actual expense history offset by the addition of three flushing units	Water Prod	511,333	662,000	150,667 increase due to new chemicals bid resulting in a cost	WWP	538,018	680,000	141,982 increase of 21%		<u>1,066,351</u>	<u>1,354,000</u>	<u>287,649</u>
	FY 09	FY 10	Change																				
Maintenance	17,000	12,000	(5,000) decrease based on actual expense history offset by the addition of three flushing units																				
Water Prod	511,333	662,000	150,667 increase due to new chemicals bid resulting in a cost																				
WWP	538,018	680,000	141,982 increase of 21%																				
	<u>1,066,351</u>	<u>1,354,000</u>	<u>287,649</u>																				
o	79,400	74,100	(5,300) Laboratory Supplies - based on actual expense history for testing required for personal protective equipment required to meet OSHA safety regulations																				
o	500	7,000	6,500 Diesel Fuel - fuel for diesel powered equipment and on-site storage tank increases due to higher market prices and actuals																				
o	300,000	200,000	(100,000) Unanticipated Maintenance - decreased based on actual expense history																				
o	508,875	400,000	(108,875) Water Meter Purchases - recommended reductions based on state of the economy and actual expense history																				
o	801,418	398,000	(403,418) Equipment - normal annual purchases of pumps, generators, saws, tampers, etc.																				
o	132,200	131,200	(1,000) Payments to Other Government Agencies - sludge generation fees for:																				

Division	FY 09	FY 10	Change	Explanation
Maintenance	100,000	100,000	0	payments to the Pennsylvania Delta Borough for waste treatment, based on actual expense history and, as required by an inter-state agreement
Wastewater	12,000	12,000	0	sludge generation fees for Joppatowne
Processing	20,000	19,000	(1,000)	sludge generation fees for Sod Run
	200	200	0	sludge generation fees for Spring Meadows
	132,200	131,200	(1,000)	

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	1,937,575	1,816,800	(120,775) Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change
	9,050	5,800	(3,250) Vehicle & Operating Equipment
	24,200	18,200	(6,000) Heating Fuel (Gas)
	68,000	97,300	29,300 Heating Fuel (Oil)
	130,220	147,070	16,850 Telephone Service
	115,000	125,000	10,000 Utility Line Maintenance Contract
	54,100	59,300	5,200 Grounds Maintenance
	14,000	17,000	3,000 Other Contractual Services
	15,520	8,145	(7,375) Uniforms - Purchase
	458,410	428,335	(30,075) Equipment Repair Parts
	65,100	62,500	(2,600) Safety Equipment
	113,625	93,000	(20,625) Water Meter Repair Parts
	59,850	50,000	(9,850) W & S Lines Service Parts
	8,000	6,000	(2,000) Bituminous Concrete
	1,000	10,000	9,000 Gasoline
	6,000	4,000	(2,000) Bricks and Blocks
	213,700	103,700	(110,000) Grates, Manhole Cover
	13,700	11,450	(2,250) Other Supplies & Materials
	217,500	214,500	(3,000) County Owned Vehicles
	232,800	240,800	8,000 Fuel Charges
	117,800	114,700	(3,100) Non-Targeted Charges - FVS
	<u>1,937,575</u>	<u>1,816,800</u>	<u>(120,775)</u>
o	2,064,298	2,012,754	(51,544) Pro Rata Shares - represents Water and Sewer Funds paid to the General Fund for the overhead and administrative support functions provided there. It also covers Water and Sewer Operations share of the Director of Public Works Budget, which is in the Highways Fund.
	FY 09	FY 10	Change
	211,769	180,081	(31,688) Water & Sewer Fund Pro Rata to the Public Works Director Budget
	1,852,529	1,832,673	(19,856) Water & Sewer Fund Pro Rata to the General Fund
	<u>2,064,298</u>	<u>2,012,754</u>	<u>(51,544)</u>
o	10,281,250	9,500,000	(781,250) Depreciation - per Treasury
o	305,450	145,020	(160,430) Fleet Management Rental - continuation of fleet lease costs and adjusted based on actual amounts charges

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	621,000	720,000	99,000	Other Intergovernmental

Division	FY 09	FY 10	Change	Explanation
Wastewater Processing	45,000	45,000	0	sewer fee for Swan Creek to Aberdeen WWTP
Water Production	576,000	675,000	99,000	payment to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations; the County purchases 1 MGD of water from the City; FY 10 payment will be \$48,000 per month plus \$99,000 for year-end reconciliation based on audited city accounts
	621,000	720,000	99,000	

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	93,452	1.00	102,034	1.00	101,865
Administrative Assistant I	1.00	42,656	0.00	0	0.00	0
Administrative Assistant II	7.00	310,882	8.00	388,183	8.00	387,542
Administrative Specialist II	1.00	72,820	1.00	79,506	1.00	79,376
Assistant Superintendent of Plant Operations	2.00	159,867	2.00	176,288	2.00	175,997
Central Stores Coordinator	1.00	34,664	1.00	37,857	1.00	37,795
Central Stores Manager	1.00	38,091	1.00	41,582	1.00	41,513
Chemist	1.00	46,534	1.00	54,384	1.00	57,260
Chief, Engineering Division	1.00	106,906	1.00	116,726	1.00	71,400
Chief, Water & Sewer Administration	1.00	106,906	1.00	120,223	1.00	120,025
Chief, Water & Sewer Facilities	1.00	100,820	1.00	111,172	1.00	110,992
Chief, Water & Sewer Operations	1.00	108,040	1.00	119,133	1.00	118,937
Chief, Water & Sewer Utility Technician	1.00	66,436	1.00	73,258	1.00	73,138
Civil Engineer I	1.00	41,178	1.00	45,216	1.00	43,900
Civil Engineer II	2.00	135,740	1.00	67,868	1.00	67,757
Civil Engineer III	3.00	267,522	4.00	380,310	4.00	379,683
Civil Engineer IV	1.00	100,822	1.00	111,174	1.00	110,992
Computer Records Assistant	1.00	40,278	1.00	43,966	1.00	43,892
Computer Resource Technician II	2.00	132,807	2.00	146,450	0.00	0
Computer System Engineer II	0.00	0	0.00	0	2.00	146,208
Database Administrator	1.00	63,393	1.00	69,910	1.00	69,795
Deputy Director of Public Works	1.00	112,091	1.00	122,381	1.00	122,179
Drafting Technician II	1.00	51,482	1.00	56,206	1.00	56,112
Drafting Technician Trainee	1.00	27,486	0.00	0	0.00	0
Electrician	1.00	53,517	1.00	58,432	1.00	58,335
Engineering Associate III	1.00	47,562	1.00	51,936	1.00	51,852
Engineering Associate IV	1.00	60,800	0.00	0	0.00	0
Engineering Associate V	1.00	83,424	1.00	91,998	1.00	91,846
Equipment Repair Specialist	0.00	0	0.00	0	1.00	37,300
GIS Coordinator	0.00	0	1.00	70,210	1.00	70,094
Instrumentation Technician	1.00	51,503	1.00	56,229	1.00	56,136
Laboratory Assistant	2.00	64,594	2.00	67,354	2.00	67,244
Laboratory Technician	4.00	172,954	4.00	188,830	3.00	143,150
Management Assistant II	3.00	211,049	3.00	230,433	3.00	230,153

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Permits Clerk	2.00	58,316	1.00	31,840	1.00	27,500
Plant Operations Manager	1.00	77,148	1.00	85,071	2.00	148,423
Plant Operator (Water / Wastewater)	20.00	902,620	20.00	962,782	17.00	812,093
Plant Operator Trainee I (Water / Wastewater)	5.00	136,664	5.00	147,452	7.00	194,875
Plant Operator Trainee II (Water / Wastewater)	3.00	112,197	3.00	119,316	5.00	168,065
Plant Superintendent W & S Facilities Maintenance	1.00	89,917	1.00	98,173	1.00	98,011
Plant Superintendent Water / Wastewater Operator	2.00	204,663	2.00	225,675	2.00	225,303
Pretreatment Inspector	0.00	0	0.00	0	1.00	67,857
Pretreatment Inspector (GF)	1.00	62,258	1.00	67,969	0.00	0
Process Engineer	2.00	145,790	2.00	160,786	2.00	160,520
Senior Instrumentation Technician	1.00	56,773	1.00	61,997	1.00	61,897
Senior Laboratory Technician	0.00	0	0.00	0	1.00	47,400
Senior Plant Operator	10.00	579,623	10.00	602,977	9.00	559,452
Senior W/WW Facility Mechanic	0.00	0	2.00	115,887	3.00	171,508
Shift Supervisor / Plant Operations	6.00	392,958	6.00	429,832	6.00	381,838
Superintendent of Laboratories	1.00	60,009	1.00	65,517	1.00	65,409
Superintendent of Water & Sewer Facilities	1.00	83,041	1.00	90,656	1.00	90,508
Supervisor, Meter Operations	1.00	77,705	1.00	85,691	1.00	85,550
Water & Sewer Facilities Maintenance Specialist	1.00	60,438	1.00	66,654	1.00	66,544
Water & Sewer Maintenance Supervisor	5.00	361,403	5.00	394,579	4.00	305,846
Water & Sewer Permits Technician	0.00	0	1.00	34,064	1.00	35,600
Water & Sewer Utility Crew Chief	6.00	298,521	6.00	321,938	5.00	266,811
Water & Sewer Utility Technician I	1.00	44,134	1.00	48,190	0.00	0
Water & Sewer Utility Technician II	1.00	58,530	1.00	63,904	1.00	63,799
Water & Sewer Utility Technician III	3.00	192,044	3.00	210,354	3.00	210,009
Water & Sewer Utility Worker I	8.00	267,438	9.00	313,050	8.00	287,592
Water & Sewer Utility Worker II	7.00	219,660	9.00	297,464	10.00	318,012
Water & Sewer Utility Worker III (Certified)	2.00	76,718	1.00	48,052	2.00	74,600
Water & Sewer Utility Worker III (Non-Certified)	5.00	161,857	6.00	211,380	5.00	164,841
Water & Sewer Utility Worker IV	2.00	86,233	1.00	53,980	2.00	104,677
Water / Wastewater Facility Mechanic	10.00	500,786	9.00	478,657	6.00	328,101
Water / Wastewater Facility Mechanic Trainee	2.00	67,550	1.00	33,678	3.00	117,076
Water Meter Mechanic I	1.00	28,301	1.00	30,907	1.00	51,958
Water Meter Mechanic II	7.00	284,875	6.00	260,556	7.00	293,226

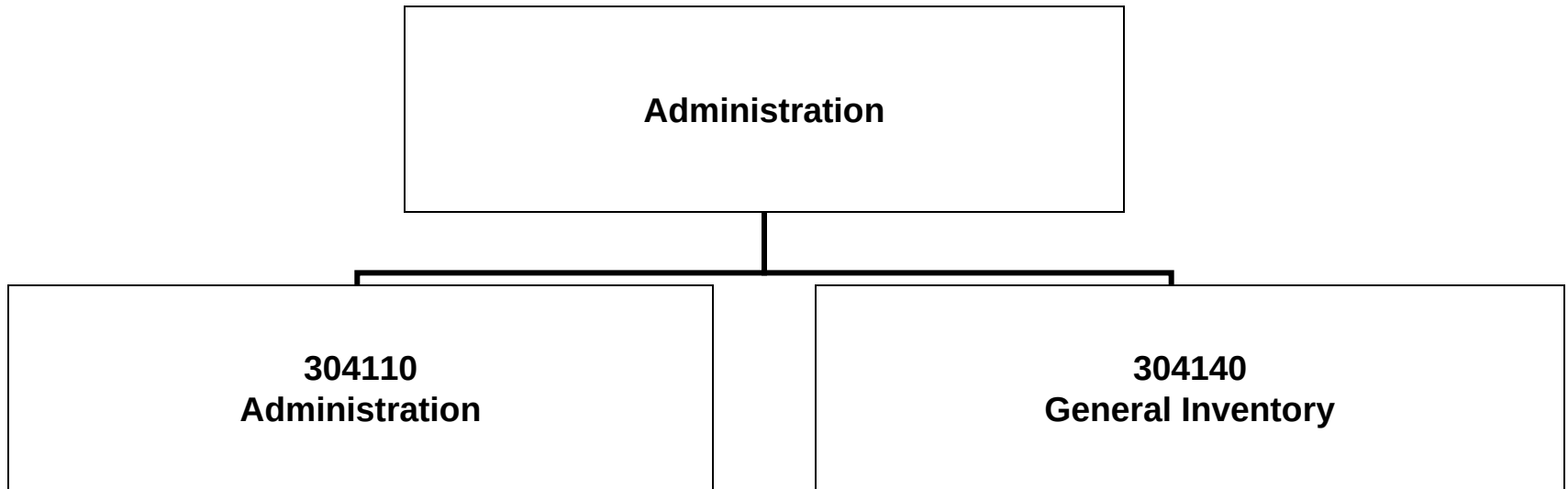
STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Water Meter Mechanic Trainee	0.00	0	1.00	50,528	0.00	0
Water Meter Technician I	2.00	98,893	2.00	107,961	2.00	107,784
Water Meter Technician II	1.00	53,046	1.00	57,909	1.00	57,813
FULL-TIME SALARIES	169.00	8,906,385	170.00	9,714,675	170.00	9,442,966
SALARY OFFSET		0		0		(11,744)
TOTAL FULL-TIME SALARIES	169.00	8,906,385	170.00	9,714,675	170.00	9,431,222
TEMPORARY SALARIES		125,417		148,278		110,277
SALARY TOTAL	169.00	9,031,802	170.00	9,862,953	170.00	9,541,499
OTHER PERSONAL SERVICES						
Pension & Retirement		744,768		914,529		927,947
Workers' Compensation		386,255		453,034		340,816
Health Benefits		1,923,719		1,732,648		1,851,878
OPEB		311,720		0		0
Overtime & Shift Differential		658,860		668,182		656,932
FICA		737,487		798,578		777,306
Miscellaneous		23,800		23,940		23,940
TOTAL OTHER PERSONAL SERVICES		4,786,609		4,590,911		4,578,819
TOTAL FURLOUGH SAVINGS		0		0		(195,661)
TOTAL PERSONAL SERVICES	169.00	13,818,411 *	170.00	14,453,864	170.00	13,924,657

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Administration****INDEX: 304110 & 304140****ORIGIN/PURPOSE:**

The Bureau of Water & Sewer Administration is responsible for the overall direction and administration of all water and sewer activities including grant programs, Public Works Utility Agreements, Assessments, Intragovernmental Water & Sewer Agreements, Building Permits, Master Plan Revisions, Capital Projects, Petitions, Commercial Applications, and Budget and Personnel Management and Bureau Rules and Regulations

FY '09 - '10 GOAL:

- 1 TO PROTECT PUBLIC HEALTH AND OUR ECOSYSTEM THROUGH RESPONSIBLE SYSTEM MANAGEMENT, MAINTENANCE AND OPERATION

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	802,661	949,482	903,278	888,550	888,550
20	CONTRACTUAL SERVICES	123,368	109,235	186,200	197,820	197,820
30	SUPPLIES & MATERIALS	9,774	12,623	111,200	110,200	110,200
40	BUSINESS & TRAVEL	17,041	17,680	20,700	18,975	18,975
50	CAPITAL OUTLAY	11,308	5,297	0	0	0
70	MISCELLANEOUS	1,881,507	1,949,604	2,064,298	2,012,754	2,012,754
	GRAND TOTAL	2,845,659	3,043,921	3,285,676	3,228,299	3,228,299
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	2,845,659	3,043,921	3,285,676	3,228,299	3,228,299
<u>SUMMARY BY DIVISION:</u>						
304110	BUREAU OF WATER & SEWER ADMINISTRATION	2,845,659	3,043,921	3,185,676	3,128,299	3,128,299
304140	GENERAL INVENTORY	0	0	100,000	100,000	100,000
	GRAND TOTAL	2,845,659	3,043,921	3,285,676	3,228,299	3,228,299

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Administration****INDEX: 304110 & 304140****FINANCIAL NOTES:**

The (\$57,377) net decrease in funding for Water and Sewer - Bureau of Water & Sewer Administration is the result of:

	FY 09	FY 10	CHANGE	
o	681,226	670,050	(11,176)	Full Time Salaries
			1,536	Salary adjustments based on the recommendations of the Department of Human Resources
			(968)	Rounding adjustment per pay scale calculation
			<u>(11,744)</u>	Salary Offset for Management Assistant II to reflect actual hours worked
			<u>(11,176)</u>	
o	92,255	101,796	9,541	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	62,468	65,589	3,121	Pension / Retirement rate adjustments
o	13,121	10,114	(3,007)	Workers' Compensation rate adjustments
o		(13,872)	(13,872)	Furlough Savings
o	49,948	50,613	665	FICA adjustments
o	156,000	156,000	0	Space & Real Estate Rental - lease cost to the General Fund for 212 S Bond Street @ \$150,000 and \$6,000 for real estate taxes on two properties currently under ownership of the Water and Sewer Fund (3314 and 3320 Abingdon Road)
o	0	6,620	6,620	New for FY 10: Data Processing Software Maintenance - Water & Sewer's share of the Environmental Systems Research Institute (ERSI / GIS) contract
o	150	0	(150)	Printing In-House - funds transferred to Printing - Commercial due to closure of in-house print shop

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER

DIVISION: Bureau of Water & Sewer Administration

INDEX: 304110 & 304140

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	42,650	45,250	2,600	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	16,000	19,000	3,000	Office Equipment
	4,000	6,000	2,000	Telephone Service
	2,500	2,000	(500)	General Office Mailing
	500	400	(100)	Computer Hardware Components
	250	150	(100)	Computer Supplies
	1,000	500	(500)	Fuel Charges
	2,000	1,000	(1,000)	Non-Targeted Charges - FVS
	300	200	(100)	Lodging
	1,000	700	(300)	Professional Books
	14,600	15,000	400	Membership Fees & Dues
	500	300	(200)	Training Seminars
	<u>42,650</u>	<u>45,250</u>	<u>2,600</u>	
o	100,000	100,000	0	General Inventory - per Treasury's recommendation
o	2,064,298	2,012,754	(51,544)	Pro Rata Shares:
	FY 09	FY 10	Change	
	211,769	180,081	(31,688)	DPW Water & Sewer Division's Pro Rata to the DPW
				Director's budget in the Highways Fund
	<u>1,852,529</u>	<u>1,832,673</u>	<u>(19,856)</u>	Water & Sewer Fund Pro Rata to the General Fund
	<u>2,064,298</u>	<u>2,012,754</u>	<u>(51,544)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER ADMINISTRATION

Index No. 304110

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	93,452	1.00	102,033	1.00	101,865
Administrative Assistant II	2.00	79,718	2.00	87,024	2.00	86,880
Chief, Water & Sewer Administration	1.00	106,906	1.00	120,223	1.00	120,025
Database Administrator	1.00	63,393	1.00	69,910	1.00	69,795
Deputy Director of Public Works	1.00	112,091	1.00	122,381	1.00	122,179
Management Assistant II	2.00	133,344	2.00	145,591	2.00	145,450
Permits Clerk	1.00	29,158	0.00	0	0.00	0
Water & Sewer Permits Technician	0.00	0	1.00	34,064	1.00	35,600
FULL-TIME SALARIES	9.00	618,062	9.00	681,226	9.00	681,794
SALARY OFFSET		0		0		(11,744) A
TOTAL FULL-TIME SALARIES	9.00	618,062	9.00	681,226	9.00	670,050
OTHER PERSONAL SERVICES						
Pension & Retirement		50,248		62,468		65,589
Workers' Compensation		10,935		13,121		10,114
Health Benefits		91,051		92,255		101,796
OPEB		21,632		0		0
Overtime & Shift Differential		3,000		3,000		3,000
FICA		46,024		49,948		50,613
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		224,150		222,052		232,372
TOTAL FURLOUGH SAVINGS		0		0		(13,872)
TOTAL PERSONAL SERVICES	9.00	842,212 *	9.00	903,278	9.00	888,550

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Management Assistant II position offset to reflect actual hours worked - #1017

DPW - WATER & SEWER - ADMINISTRATION OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To protect public health and our ecosystem through responsible system management, maintenance and operations.

Department Obj.

To minimize the number of Sanitary Sewer Overflows (SSO) in any given year to below the industry national average of 7.3 per 100 miles.

County Goal(s) Supported

- III. Efficient County Government
- V. Environmental Stewardship

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$3,808,317	\$4,282,451	\$4,867,865	\$5,289,268	\$4,907,501
<u>Output:</u>					
Total miles of sewer in system	527	530	532	534	536
<u>Efficiency:</u>					
Total cost per 100 miles of sewer	\$722,641	\$808,010	\$915,012	\$990,500	\$915,579
<u>Outcome:</u>					
National average of SSO per 100 miles of sewer	7.3	7.3	7.3	7.3	7.3
Harford County's total SSO per 100 miles	2.7	1.7	2.1	2.1	2.1

Explanation and Analysis of Performance Measures

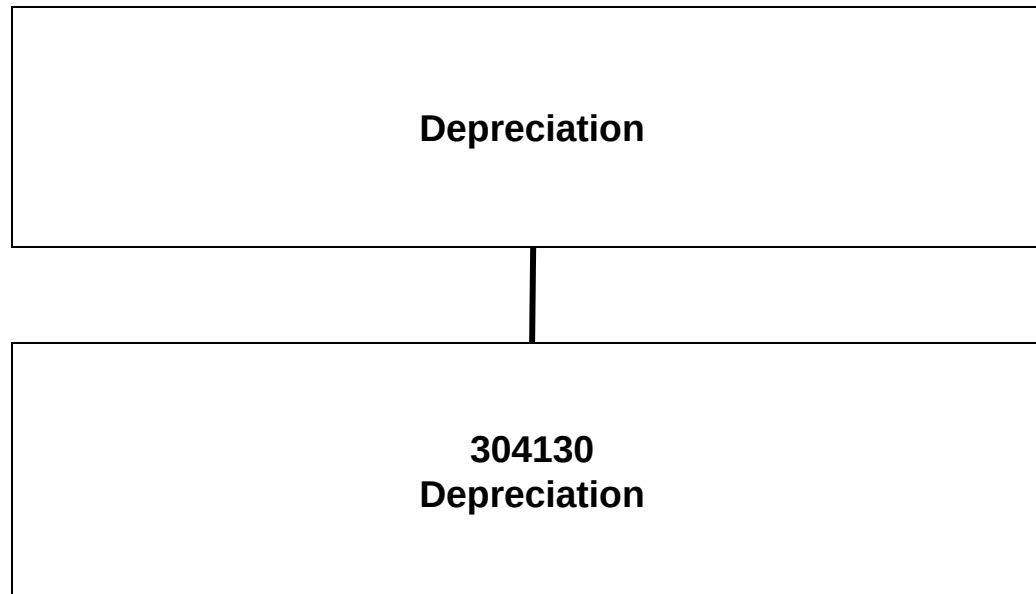
A major goal for the department is to minimize the number of SSO that occur. To determine how successful we are, we compare our SSO against the industry national average for SSO.

Major Related Plans and Policies

Capital Improvement Plan. Preventive Maintenance Program. County Adequate Public Facilities Ordinance.

DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: Depreciation

INDEX: 304130

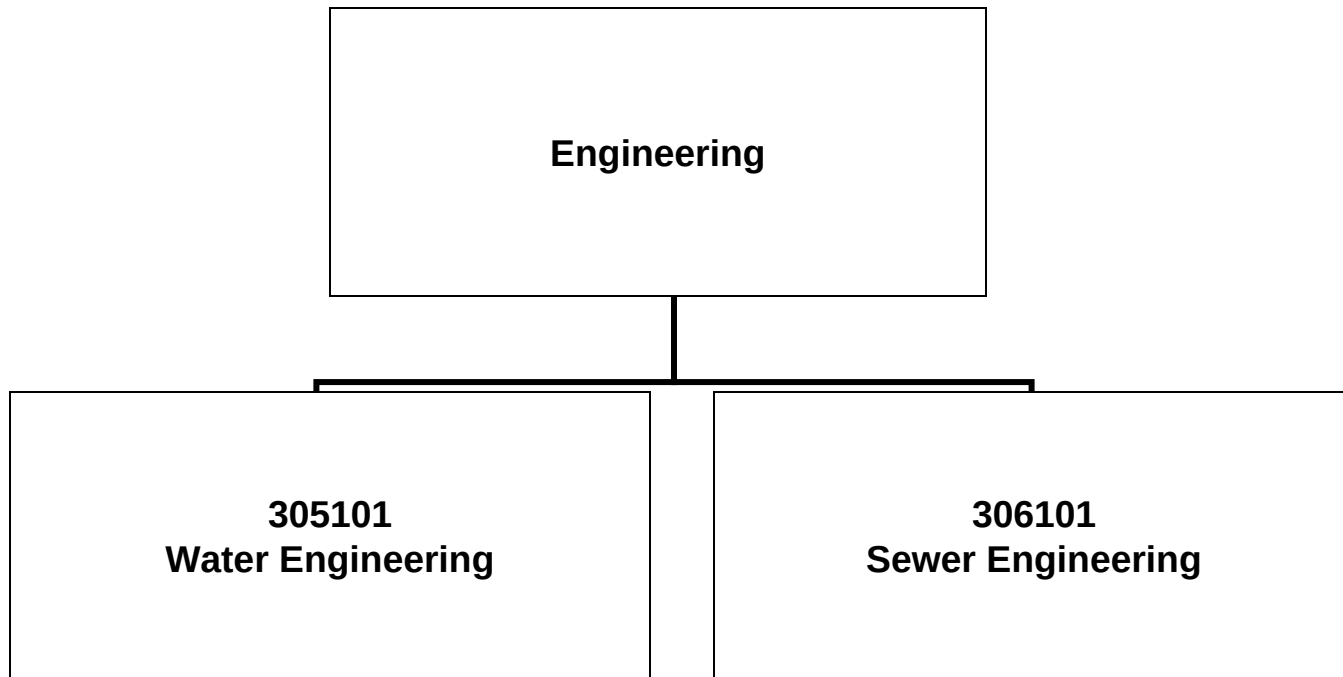
ORIGIN/PURPOSE:

Total Depreciation Expense for FY 08 was \$8,656,902 which was funded by Contributed Capital. It is estimated that the expense for FY 10 will be \$9,500,000. This total expense is reduced by the Depreciation Expense from Contributed Capital.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>9,419,753</u>	<u>8,656,902</u>	<u>10,281,250</u>	<u>9,500,000</u>	<u>9,500,000</u>
	GRAND TOTAL	<u>9,419,753</u>	<u>8,656,902</u>	<u>10,281,250</u>	<u>9,500,000</u>	<u>9,500,000</u>
	<u>FUNDING SOURCE:</u>					
51	WATER & SEWER OPERATING	<u>9,419,753</u>	<u>8,656,902</u>	<u>10,281,250</u>	<u>9,500,000</u>	<u>9,500,000</u>
	<u>SUMMARY BY DIVISION:</u>					
304130	DEPRECIATION	<u>9,419,753</u>	<u>8,656,902</u>	<u>10,281,250</u>	<u>9,500,000</u>	<u>9,500,000</u>
	GRAND TOTAL	<u>9,419,753</u>	<u>8,656,902</u>	<u>10,281,250</u>	<u>9,500,000</u>	<u>9,500,000</u>

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Engineering****INDEX: 305101 & 306101****ORIGIN/PURPOSE:**

The responsibilities of the Bureau of Water & Sewer Engineering include handling contract administration; Adequate Public Facilities requirements; existing utility line locations; quality control on construction of water and sewer capital projects and private developer projects; assisting in house utility assessments; planning for future growth and improvements to existing infrastructure. Responsibilities also include technical review of all developer projects to assure compliance with Harford County's Standard Specifications and Design Guidelines.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,092,234	1,310,189	1,366,598	1,282,690	1,282,690
20	CONTRACTUAL SERVICES	16,603	16,900	41,307	40,807	40,807
30	SUPPLIES & MATERIALS	9,078	13,042	11,200	10,500	10,500
40	BUSINESS & TRAVEL	3,623	3,718	4,360	6,960	6,960
50	CAPITAL OUTLAY	948	0	0	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	17,856	17,856
	GRAND TOTAL	<u>1,122,486</u>	<u>1,343,849</u>	<u>1,423,465</u>	<u>1,358,813</u>	<u>1,358,813</u>
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	<u>1,122,486</u>	<u>1,343,849</u>	<u>1,423,465</u>	<u>1,358,813</u>	<u>1,358,813</u>
<u>SUMMARY BY DIVISION:</u>						
305101	WATER ENGINEERING	547,312	654,034	715,142	699,238	699,238
306101	SEWER ENGINEERING	575,174	689,815	708,323	659,575	659,575
	GRAND TOTAL	<u>1,122,486</u>	<u>1,343,849</u>	<u>1,423,465</u>	<u>1,358,813</u>	<u>1,358,813</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Engineering****INDEX: 305101 & 306101****FINANCIAL NOTES:**

The (\$64,652) net decrease in funding for Water and Sewer - Bureau of Water & Sewer Engineering is the result of:

	FY 09	FY 10	CHANGE
o	1,023,484	971,136	(52,348) Full Time Salaries
			(1,366) Rounding adjustment per pay scale calculation
			(50,982) Turnover (5.25%)
			<u>(52,348)</u>
o		(20,104)	(20,104) Furlough Savings
o	152,570	150,976	(1,594) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	3,600	0	(3,600) Temporary Salaries - funding eliminated due to state of the economy
o	93,854	93,424	(430) Pension / Retirement rate adjustments
o	11,148	8,178	(2,970) Workers' Compensation rate adjustments
o	77,122	74,260	(2,862) FICA adjustments
o	20,907	20,907	0 Other Professional Services - B & D Consulting Contract
o	3,000	3,000	0 Other Contractual Services - funding to provide an outside Equipment Technician to maintain the GIS equipment
o	0	3,500	3,500 Fuel Charges - Treasury has corrected charges which in previous years were charged incorrectly

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: Bureau of Water & Sewer Engineering

INDEX: 305101 & 306101

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	8,700	6,800	(1,900) Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change
	1,000	600	(400) Office Equipment Service
	300	200	(100) Printing - Commercial
	1,000	1,300	300 Duplicating Machine Supplies
	300	200	(100) Delivery Charges
	200	100	(100) General Office Mailing
	2,400	2,000	(400) Drafting & Display Supplies
	500	400	(100) Safety Equipment
	400	200	(200) Computer Hardware Components
	600	400	(200) Professional Books
	2,000	1,400	(600) Training Seminars
	<u>8,700</u>	<u>6,800</u>	<u>(1,900)</u>
o	0	17,856	17,856 Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos. 305101
306101

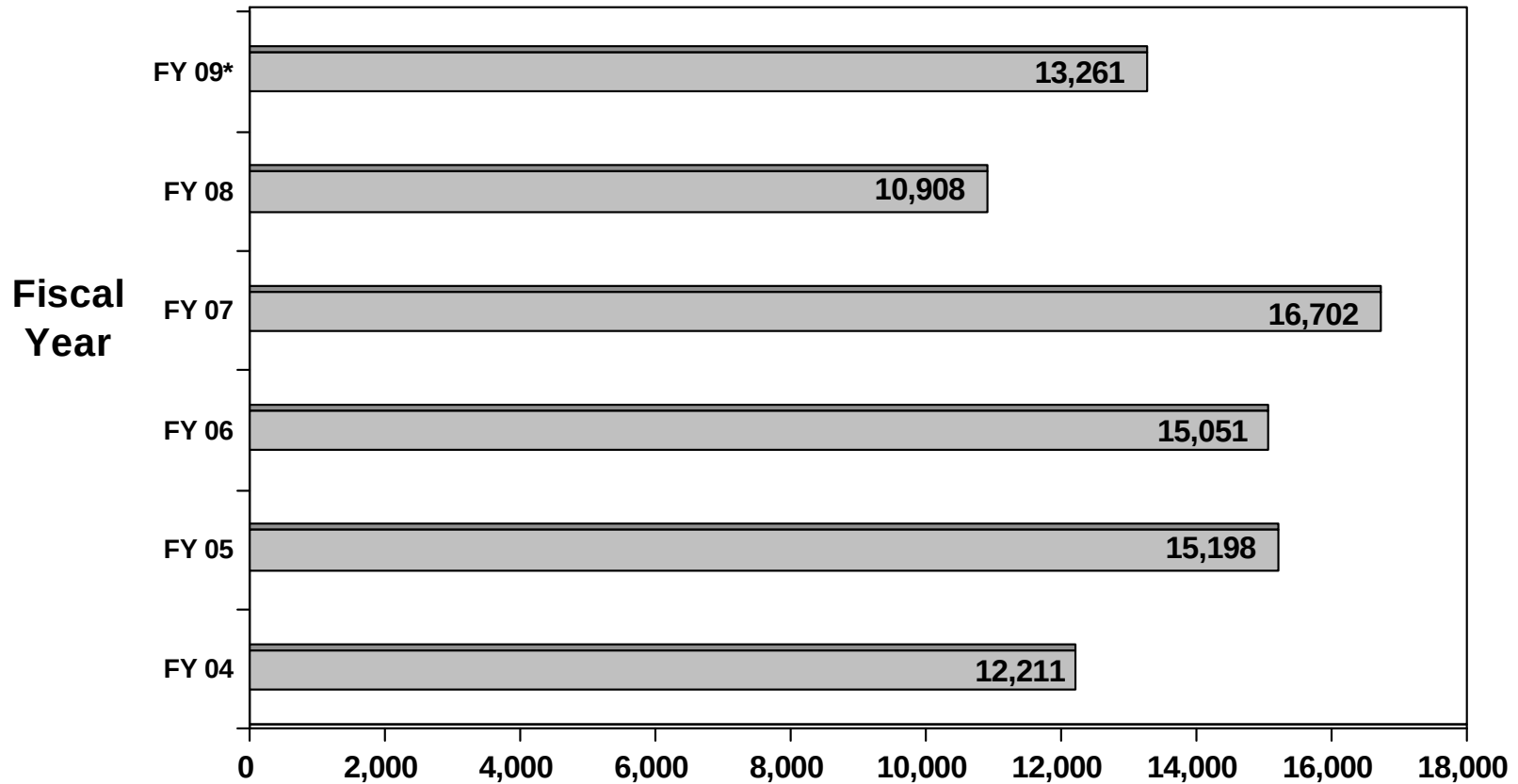
DIVISION: BUREAU OF WATER & SEWER ENGINEERING

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Engineering Division	1.00	106,906	1.00	116,726	1.00	71,400
Civil Engineer I	1.00	41,178	1.00	45,216	1.00	43,900
Civil Engineer II	2.00	135,740	1.00	67,868	1.00	67,757
Civil Engineer III	3.00	267,522	4.00	380,310	4.00	379,683
Civil Engineer IV	1.00	100,822	1.00	111,174	1.00	110,992
Drafting Technician II	1.00	51,482	1.00	56,206	1.00	56,112
Engineering Associate III	1.00	47,562	1.00	51,936	1.00	51,852
Engineering Associate IV	1.00	60,800	0.00	0	0.00	0
Engineering Associate V	1.00	83,424	1.00	91,998	1.00	91,846
GIS Coordinator	0.00	0	1.00	70,210	1.00	70,094
Permits Clerk	1.00	29,158	1.00	31,840	1.00	27,500
TOTAL FULL-TIME SALARIES	13.00	924,594	13.00	1,023,484	13.00	971,136
TEMPORARY SALARIES		3,600		3,600		0 A
SALARY TOTAL	13.00	928,194	13.00	1,027,084	13.00	971,136
OTHER PERSONAL SERVICES						
Pension & Retirement		75,170		93,854		93,424
Workers' Compensation		9,658		11,148		8,178
Health Benefits		164,904		152,570		150,976
OPEB		32,360		0		0
Overtime & Shift Differential		6,000		3,000		3,000
FICA		70,676		77,122		74,260
Miscellaneous		1,820		1,820		1,820
TOTAL OTHER PERSONAL SERVICES		360,588		339,514		331,658
TOTAL FURLOUGH SAVINGS		0		0		(20,104)
TOTAL PERSONAL SERVICES	13.00	1,288,782 *	13.00	1,366,598	13.00	1,282,690

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries - summer hire funding eliminated due to state of the economy

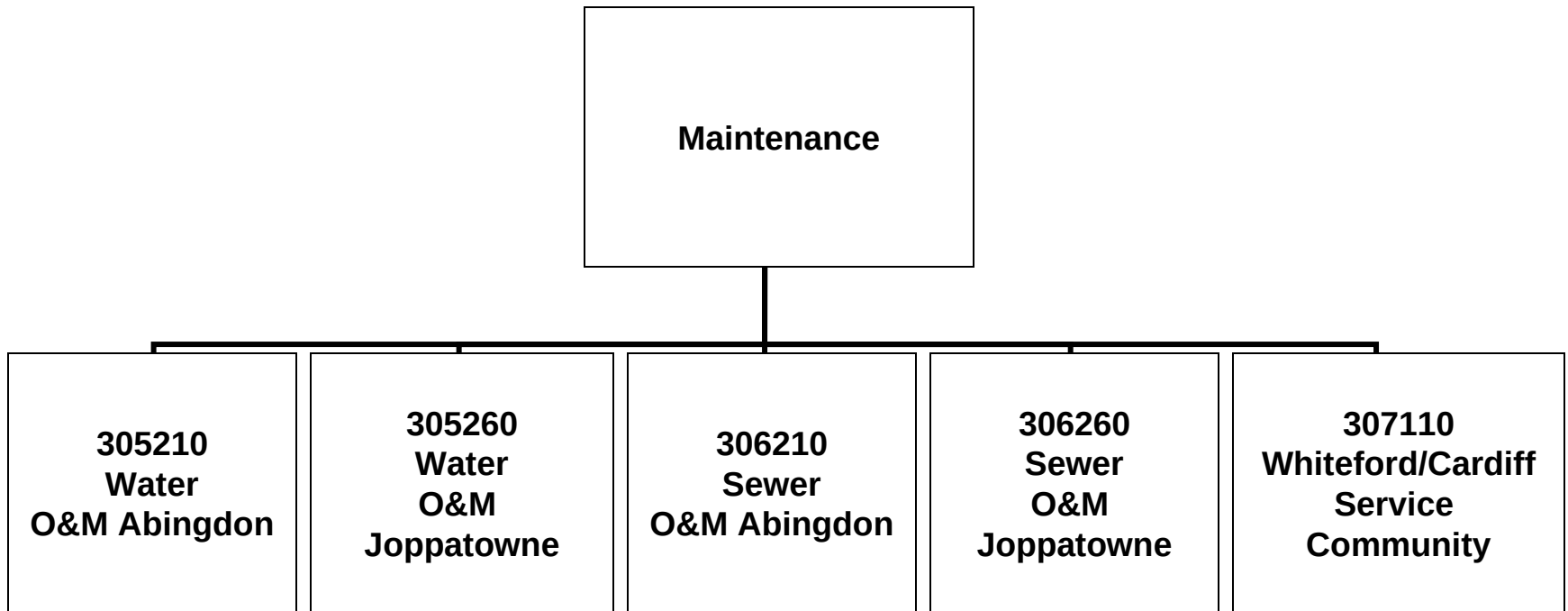
Water & Sewer Miss Utility Calls



*Estimate

DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****ORIGIN/PURPOSE:**

The Bureau of Water and Sewer Maintenance is responsible for operating and maintaining the water distribution system and sewer collection system on a 24-hour, 7-days a week basis. They provide extensive customer service through the Water Meter Section, Maintenance Section and the Customer Relations Section by responding to customer service requests or problems within 20 minutes for both normal and emergency services. Customer Service is also provided by the continuous implementation of the "Preventative Maintenance Plan." The Maintenance Section is also responsible for system locations for the One Call (Miss Utility) system.

FY '09 - '10 GOAL:

2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,639,539	4,286,045	4,340,987	4,255,491	4,255,491
20	CONTRACTUAL SERVICES	557,428	587,826	673,628	747,015	747,015
30	SUPPLIES & MATERIALS	880,932	679,379	1,282,053	1,017,225	1,017,225
40	BUSINESS & TRAVEL	278,086	329,017	343,225	354,300	354,300
50	CAPITAL OUTLAY	549,512	206,871	193,740	75,000	75,000
70	MISCELLANEOUS	87,000	85,000	100,000	100,000	100,000
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	151,002	0	0
	GRAND TOTAL	5,992,497	6,174,138	7,084,635	6,549,031	6,549,031
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	5,992,497	6,174,138	7,084,635	6,549,031	6,549,031
<u>SUMMARY BY DIVISION:</u>						
305210	WATER O & M ABINGDON	3,784,161	3,563,933	4,166,239	3,880,496	3,880,496
305260	WATER O & M JOPPATOWNE	108,684	89,716	109,962	99,696	99,696
306210	SEWER O & M ABINGDON	1,951,828	2,351,526	2,610,549	2,381,713	2,381,713
306260	SEWER O & M JOPPATOWNE	55,068	72,213	82,217	72,126	72,126
307110	SEWER WHITEFORD SERVICE COMMUNITY	92,756	96,750	115,668	115,000	115,000
	GRAND TOTAL	5,992,497	6,174,138	7,084,635	6,549,031	6,549,031

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

The (\$535,604) net decrease in funding for Water and Sewer - Bureau of Water & Sewer Maintenance is the result of:

	FY 09	FY 10	CHANGE
o	2,845,890	2,811,386	(34,504) Full Time Salaries
			23,694 Salary adjustments based on the recommendations of the Department of Human Resources
			(4,930) Rounding adjustment per pay scale calculation
			(53,268) Staff Turnover (1.89%)
			<u>(34,504)</u>
o		(59,128)	(59,128) FY 10 Furlough Savings
o	59,488	44,766	(14,722) Temporary Salaries - provides for an Administrative Assistant and one full-time Laborer, summer hire funding eliminated due to state of economy
o	522,321	583,819	61,498 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	268,894	278,492	9,598 Pension / Retirement rate adjustments
o	149,136	115,119	(34,017) Workers' Compensation rate adjustments
o	230,000	220,000	(10,000) Overtime decreased based on actual expense history
o	240,556	236,335	(4,221) FICA adjustments
o	10,356	15,612	5,256 Office Equipment - increase rental rate for three copiers
o	41,000	43,756	2,756 Electricity - increase based on actual expense history plus an anticipated 6% cost increase
o	22,000	70,000	48,000 Emergency Reporting System - increase is due to the installation of Verizon Fiber Optic cable through portions of Harford County. Verizon's work will dramatically increase the number of Miss Utility calls for service for the division to field locate our buried water and sewer lines.

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	15,000	10,000	(5,000) Other Services - dumping fee for spoil materials from water leaks, polybutylene breaks, etc decreased based on actual expense history from \$10,000 to \$5,000 and \$5,000 is provided for sewer billing to private utilities - Md American, Greenridge
o	17,000	12,000	(5,000) Chemicals in Bulk - decrease based on actuals offset by the addition of three flushing units
o	146,218	155,250	9,032 Other Professional Services:

Index	FY 09	FY 10	Change	Explanation
Abingdon Water	10,000	10,000	0	towing and plumbing services, and camera inspection from main line to the street, flush out main water lines and consultant services for Information Asset Technology Plan
Joppatowne Water	1,750	750	(1,000)	rehab fire hydrants (e.g. sand blast, primer and top coat) based on actuals
Joppatowne Sewer	30,000	30,000	0	preventative maintenance program
Abingdon Sewer	100,000	110,000	10,000	55,000 root control in existing sub-division right of ways
				9,375 grubbing / cleaning sewer interceptor easements
				8,000 install sewer service by contract labor
				26,000 calibrate and test sewer flow meters in off-site areas
				11,625 repair of sewer main line and service over 18' deep
Cardiff	4,468	4,500	32	for unanticipated emergency outsourcing of contractors, plumbers, etc.
	146,218	155,250	9,032	

DEPARTMENT: PUBLIC WORKS

DIVISION: Bureau of Water & Sewer Maintenance

INDEX: 305210, 305260, 306210, 306260, 307110

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	142,650	148,000	5,350	Facility Repair & Renovation - increase number of commercial meters and an increase in the rate of calibration testing:

Index	FY 09	FY 10	Change	Explanation
Abingdon Water	50,333	65,195	14,862	test / calibrate 1/3 of commercial master meter
	53,700	47,196	(6,504)	test / repair backflow preventors
	6,617	7,609	992	preventive maintenance / repair TV for mainline sewer
	20,000	20,000	0	rehab of 40 fire hydrants
Abingdon Sewer	2,000	2,000	0	normal facility renovation / repair expenses
	5,000	3,000	(2,000)	calibration and repair of sewer flow totes
	5,000	3,000	(2,000)	replacement of carbon canister for odor control
	142,650	148,000	5,350	

o	113,625	93,000	(20,625)	Water Meter Repair Parts - upgrades to the Radio Read System:

Index	FY 09	FY 10	Change	Explanation
Abingdon Water	90,000	70,000	(20,000)	decrease based on actual expense history
Joppatowne Sewer	23,625	23,000	(625)	decrease based on actual expense history
	113,625	93,000	(20,625)	

o	1,200	0	(1,200)	Printing In-House - funds transferred to Printing - Commercial due to closure of in-house print shop

DEPARTMENT: PUBLIC WORKS

DIVISION: Bureau of Water & Sewer Maintenance

INDEX: 305210, 305260, 306210, 306260, 307110

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	1,286,265	1,072,920	(213,345)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 09	FY 10	Change	
	20,000	15,000	(5,000)	Heating Fuel (Gas)
	37,220	41,220	4,000	Telephone Service
	115,000	125,000	10,000	Utility Line Maintenance
	10,120	8,500	(1,620)	Operating Equipment
	20,000	18,000	(2,000)	Building / Custodial Services
	14,000	17,000	3,000	Other Contractual Services
	4,275	3,250	(1,025)	General Office Mailing
	600	1,800	1,200	Duplicating Machine Supplies
	8,300	4,100	(4,200)	Uniforms - Purchase
	34,725	32,100	(2,625)	Equipment Repair Parts
	59,850	50,000	(9,850)	W & S Lines Service
	8,000	6,000	(2,000)	Bituminous Concrete
	9,000	7,500	(1,500)	Computer Hardware Components
	4,000	3,000	(1,000)	Traffic Signs & Markings
	1,000	10,000	9,000	Gasoline
	6,000	4,000	(2,000)	Bricks & Blocks
	213,700	103,700	(110,000)	Grates, Manhole Covers
	12,600	10,250	(2,350)	Other Supplies & Materials
	508,875	400,000	(108,875)	Water Meter Purchases
	137,000	150,000	13,000	Fuel Charges
	55,000	57,000	2,000	Non-Targeted Charges - FVS
	7,000	5,500	(1,500)	Training Seminars
	<u>1,286,265</u>	<u>1,072,920</u>	<u>(213,345)</u>	
o	100,000	100,000	0	Unanticipated Maintenance - contingency for unexpected emergencies

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE																								
o	193,740	75,000	(118,740) Equipment																								
			<table><tr><td>Normal Annual Purchases</td><td>\$75,000</td></tr></table>	Normal Annual Purchases	\$75,000																						
Normal Annual Purchases	\$75,000																										
			<table><tr><td>Hex-a-Gram & Meters</td><td>25,000</td><td>Testing Gauge</td><td>13,300</td></tr><tr><td>Saws - All Types</td><td>3,000</td><td>Tampers</td><td>1,500</td></tr><tr><td>Generators</td><td>1,500</td><td>Other Equipment</td><td>12,060</td></tr><tr><td>Pumps</td><td>3,000</td><td>Radio - Mobile</td><td>4,500</td></tr><tr><td>Hydraulic Power Tools</td><td>5,070</td><td>Radio - Portable</td><td>3,000</td></tr><tr><td>Leak Detection Equipment</td><td>3,070</td><td></td><td></td></tr></table>	Hex-a-Gram & Meters	25,000	Testing Gauge	13,300	Saws - All Types	3,000	Tampers	1,500	Generators	1,500	Other Equipment	12,060	Pumps	3,000	Radio - Mobile	4,500	Hydraulic Power Tools	5,070	Radio - Portable	3,000	Leak Detection Equipment	3,070		
Hex-a-Gram & Meters	25,000	Testing Gauge	13,300																								
Saws - All Types	3,000	Tampers	1,500																								
Generators	1,500	Other Equipment	12,060																								
Pumps	3,000	Radio - Mobile	4,500																								
Hydraulic Power Tools	5,070	Radio - Portable	3,000																								
Leak Detection Equipment	3,070																										
o	151,002	0	(151,002) Fleet Management Rental - no lease agreement entered into in FY 09, therefore no funds are appropriated for FY 10																								
o	100,000	100,000	0 Payments to Other Government Agencies - payment to the Pennsylvania Delta Borough for waste treatment, based on actual expense history and as required by an inter-state agreement																								

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER MAINTENANCE

Index Nos. **305210**
306210

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	42,656	0.00	0	0.00	0
Administrative Assistant II	2.00	102,428	3.00	160,610	3.00	160,344
Administrative Specialist II	1.00	72,820	1.00	79,506	1.00	79,376
Chief Water & Sewer Facilities	1.00	100,820	1.00	111,172	1.00	110,992
Chief Water & Sewer Utility Technician	1.00	66,436	1.00	73,258	1.00	73,138
Computer Records Assistant	1.00	40,278	1.00	43,966	1.00	43,892
Drafting Technician Trainee	1.00	27,486	0.00	0	0.00	0
Equipment Repair Specialist	0.00	0	0.00	0	1.00	37,300 A
Superintendent of Water & Sewer Facilities	1.00	83,041	1.00	90,656	1.00	90,508
Supervisor, Meter Operations	1.00	77,705	1.00	85,691	1.00	85,550
Water & Sewer Facilities Maintenance Specialist	1.00	60,438	1.00	66,654	1.00	66,544
Water & Sewer Maintenance Supervisor	2.00	122,074	2.00	133,282	2.00	133,062
Water & Sewer Utility Crew Chief	6.00	298,521	6.00	321,938	5.00	266,811
Water & Sewer Utility Technician I	1.00	44,134	1.00	48,190	0.00	0
Water & Sewer Utility Technician II	1.00	58,530	1.00	63,904	1.00	63,799
Water & Sewer Utility Technician III	3.00	192,044	3.00	210,354	3.00	210,009
Water & Sewer Utility Worker I	8.00	267,438	9.00	313,050	8.00	287,592 B
Water & Sewer Utility Worker II	7.00	219,660	9.00	297,464	10.00	318,013 C
Water & Sewer Utility Worker III (Certified)	2.00	76,718	1.00	48,052	2.00	74,600 D
Water & Sewer Utility Worker III (Non Certified)	3.00	97,478	4.00	136,302	3.00	94,398 E
Water & Sewer Utility Worker IV	2.00	86,233	1.00	53,980	2.00	104,677 F
Water Meter Mechanic I	1.00	28,301	1.00	30,907	1.00	51,958 G
Water Meter Mechanic II	7.00	284,875	6.00	260,556	7.00	293,226 H
Water Meter Mechanic Trainee	0.00	0	1.00	50,528	0.00	0
Water Meter Technician I	2.00	98,893	2.00	107,961	2.00	107,784
Water Meter Technician II	1.00	53,046	1.00	57,909	1.00	57,813
TOTAL FULL-TIME SALARIES	57.00	2,602,053	58.00	2,845,890	58.00	2,811,386

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER MAINTENANCE

Index Nos. 305210
306210

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		35,644		59,488		44,766
SALARY TOTAL	57.00	2,637,697	58.00	2,905,378	58.00	2,856,152
OTHER PERSONAL SERVICES						
Pension & Retirement		216,585		268,894		278,492
Workers' Compensation		124,185		149,136		115,119
Health Benefits		590,433		522,321		583,819
OPEB		91,071		0		0
Overtime & Shift Differential		274,610		246,582		236,582
FICA		222,583		240,556		236,335
Miscellaneous		7,980		8,120		8,120
TOTAL OTHER PERSONAL SERVICES		1,527,447		1,435,609		1,458,467
TOTAL FURLOUGH SAVINGS		0		0		(59,128)
TOTAL PERSONAL SERVICES	57.00	4,165,144 *	58.00	4,340,987	58.00	4,255,491

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) Water / Sewer Utility Worker II position reclassified to an Equipment Repair Specialist - #0840
- B - One (1) vacant Water / Sewer Utility Worker II position filled as a Water / Sewer Utility Worker I - #1410
 - One (1) vacant Water / Sewer Utility Crew Chief position filled as a Water / Sewer Utility Worker I - #1073
 - One (1) Water / Sewer Utility Worker III (Certified) position reclassified as a Water & Sewer Utility Worker I - #1663
- C - Four (4) Water / Sewer Utility Worker I positions upgraded to Water / Sewer Utility Worker II - #0164, #1024, #1071, #3426
 - One (1) vacant Water / Sewer Utility Technician I position filled as a Water / Sewer Utility Worker II - #1041
- D - Two (2) Water / Sewer Utility Worker II positions upgraded to Water / Sewer Utility Worker III (Non-certified) positions - #2145, #2516
- E - Three (3) Water / Sewer Utility Worker III (Non-certified) positions upgraded to Water / Sewer Utility Worker III (Certified) positions - #1075, #1663, #2515
- F - One (1) Water / Sewer Utility Worker III (Certified) position upgraded to a Water / Sewer Utility Worker IV - #2146
- G - One (1) Water Meter Mechanic Trainee position upgraded to a Water Meter Mechanic I - #1504
- H - One (1) Water Meter Mechanic I position upgraded to a Water Meter Mechanic II - #1512
- I - Temporary Salaries provide for an Administrative Assistant and Laborer position. Summer hire funding was eliminated due to state of the economy.

DPW - WATER & SEWER - WATER & SEWER MAINTENANCE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide responsive, timely, economical and friendly service to our customers.

Department Obj.

To replace 1,500 touchpad meters a year with more efficient Electronic Receiver Transmitter (ERT) meters.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$410,051	\$434,659	\$441,179	\$445,590	\$450,937
Number of meter readers	5.3	5.3	5.3	5.3	5.3
<u>Output:</u>					
Total number of meters read per year	164,912	165,412	167,852	169,556	171,556
<u>Efficiency:</u>					
Meter readings per employee per year	31,115	31,210	31,670	31,991	32,396
Man hours spent per 100 meters read	2.71	2.71	2.63	2.59	2.50
<u>Outcome:</u>					
Percent of meters in system that are ERTs	45%	49%	60%	85%	100%

Explanation and Analysis of Performance Measures

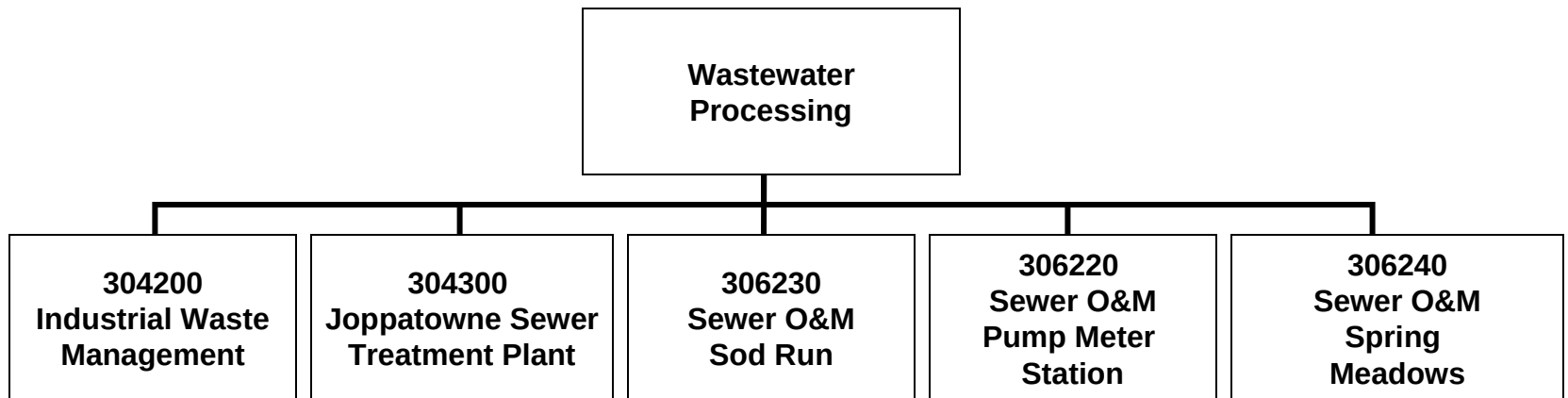
Implementation of ERT meters reduces costs, improves operations, improves reliability and improves the accuracy of the information and bills rendered, which leads to overall customer satisfaction.

Major Related Plans and Policies

Capital Improvements / Replacement Plan in place to replace existing touchpad meters.

DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****ORIGIN/PURPOSE:**

The Wastewater Processing section of the Bureau of W & S Operations is responsible for the treatment of industrial and domestic wastewater originating from the 42,000 plus customers of the County's sewer system as well as the wastewater from the Town of Bel Air and all the septic tank water generated in the County. We also regionally treat several water and wastewater plant sludges and residuals. Utilizing three County-owned plants, wastewater is processed to discharge a quality effluent that protects our natural waterways, assures cost effective sewer service, protecting, the health and welfare of our citizens and enhances the economic development of the County. The service is also responsible for the operation of 55 wastewater pumping stations which move wastewater from the communities to the Wastewater Treatment Plants. Unique responsibilities include: operation and maintenance of about 300 individual home sewage collection / pumping systems collectively known as Southwest Facilities, formal tour and education agreements with the Harford County Public Schools and management of our Industrial Waste Monitoring Program to be in compliance with Federal Regulations.

FY '09 - '10 GOAL:

2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,398,200	5,032,986	5,073,354	4,790,953	4,790,953
20	CONTRACTUAL SERVICES	2,917,386	3,440,089	4,002,798	3,973,836	3,973,836
30	SUPPLIES & MATERIALS	804,471	866,297	1,123,350	1,191,792	1,191,792
40	BUSINESS & TRAVEL	213,273	215,824	224,632	214,842	214,842
50	CAPITAL OUTLAY	398,643	389,201	428,500	220,000	220,000
70	MISCELLANEOUS	31,546	29,687	32,200	31,200	31,200
80	INTER-GOVERNMENTAL / INTER-FUND	40,144	33,727	199,448	172,164	172,164
	GRAND TOTAL	8,803,663	10,007,811	11,084,282	10,594,787	10,594,787
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	8,803,663	10,007,811	11,084,282	10,594,787	10,594,787
<u>SUMMARY BY DIVISION:</u>						
304200	INDUSTRIAL WASTE MANAGEMENT	171,826	208,141	183,596	183,476	183,476
304300	JOPPATOWNE SEWERAGE TREATMENT PLANT	637,952	646,395	701,522	651,451	651,451
306220	SEWER O & M PUMP / METER STATIONS	2,093,281	2,254,121	2,384,872	2,212,331	2,212,331
306230	SEWER O & M SOD RUN	5,815,056	6,776,474	7,694,035	7,439,918	7,439,918
306240	SEWER O & M SPRING MEADOW	85,548	122,680	120,257	107,611	107,611
	GRAND TOTAL	8,803,663	10,007,811	11,084,282	10,594,787	10,594,787

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

The (\$489,495) net decrease in funding for Water and Sewer - Bureau of Water & Sewer Operations - Wastewater Processing is the result of:

	FY 09	FY 10	CHANGE
o	3,326,833	3,156,867	(169,966) Full Time Salaries
			5,996 Salary adjustments based on the recommendations of the Department of Human Resources
			(3,796) Rounding adjustment per pay scale calculation
			(172,166) Staff Turnover (5.45%)
			<u>(169,966)</u>
o	65,404	46,302	(19,102) Temporary Salaries - funding W/WW Facility Mechanic and a part-time Management Specialist with funding split 50/50 with Water Production, summer hire funding eliminated due to state of the economy
o	628,805	668,912	40,107 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	319,052	313,402	(5,650) Pension / Retirement rate adjustments
o	181,297	132,156	(49,141) Workers' Compensation rate adjustments
o		(64,445)	(64,445) Furlough Savings
o	278,498	264,544	(13,954) FICA adjustments
o	26,850	26,600	(250) Shift Differential adjustments based on actual expense history
o	39,500	62,000	22,500 Heating Fuel (Oil) - fuel for Sod Run increased due to large market price increases
o	60,950	70,450	9,500 Telephone Service - increase due to new T1 line installed, cost is higher than old 52K line
o	175,000	125,000	(50,000) Engineering Services - funding to evaluate and design conversion of fine bubble ceramic diffusers in BNR basins to rubber membrane diffusers @ \$25,000; engineering study to replace and upgrade two grit units @ \$50,000 and continued engineering consultant and service contract for process control and SCADA system @ \$50,000

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	624,200	653,000	28,800 Facility Repair & Renovation - increase based on actual expense history

Index	FY 09	FY 10	Change	Explanation
Pump Meter Stations	142,000	142,000	0	normal repairs
Sod Run	408,200	445,000	36,800	normal repairs and rebuild 400 HP blowers
Spring Meadows	14,000	6,000	(8,000)	normal repairs, replace grating and handrails on outdoor surge tank and rebuild shredder pump
Joppatowne Sewer Treatment Plant	60,000	60,000	0	plant outfall line maintenance and rebuild plant's mechanical bar screen
TOTALS	624,200	653,000	28,800	

o	2,702,465	2,543,875	(158,590) Line items significantly adjusted, based on actual expense history:

	FY 09	FY 10	Change	
	8,503	7,348	(1,155)	Office Equipment
	6,800	4,300	(2,500)	Vehicle & Operating Equipment
	1,996,000	1,876,000	(120,000)	Electricity - plus an anticipated 6% cost increase
	4,200	3,200	(1,000)	Heating Fuel (Gas)
	38,000	40,500	2,500	Grounds Maintenance - based on mowing contracts
	14,625	13,490	(1,135)	Delivery Charges
	6,425	5,825	(600)	Janitorial Supplies & Equipment
	327,485	311,035	(16,450)	Equipment Repairs Parts
	34,600	29,300	(5,300)	Laboratory Supplies
	31,700	29,200	(2,500)	Safety Equipment
	13,825	12,825	(1,000)	Oil & Lubricants
	65,500	63,500	(2,000)	County Owned Vehicles
	84,800	78,800	(6,000)	Fuel Charges
	55,800	51,700	(4,100)	Non-Targeted FVS Contract
	3,902	4,902	1,000	Membership Fees & Dues
	10,300	11,950	1,650	Training Seminars & Courses - mandatory training
	2,702,465	2,543,875	(158,590)	

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	832,860	950,066	117,206	Other Professional Services

Index	FY 09	FY 10	Change	Explanation
Industrial Waste Management	2,600	3,000	400	lab analysis for MDE compliance
Joppatowne Sewer Treatment Plant	8,500	7,500	(1,000)	NPDES monitoring and BNR testing \$4,400, emergency pump outs at plants \$1,000 and transport of lab samples for analysis \$2,100
Pump Meter Stations	36,000	31,000	(5,000)	emergency pumping and cleanout of sewers in Southwest Facilities per actuals
Sod Run	783,860	907,066	123,206	30,000 contract to pump out Sod Run lagoon 86,266 increase of \$51,266 due to Havre de Grace no longer contributing to lagoon pumpout 680,800 the contract for handling biosolids increased \$61,940 based on actual contract 110,000 landfill disposal as needed increases \$10,000
Spring Meadows	1,900	1,500	(400)	emergency pumping and lab analysis for NPDES per actuals
TOTALS	832,860	950,066	117,206	

o	538,018	680,000	141,982	Chemicals in Bulk - increase due to a new chemical bid resulting in a 21% cost increase
o	500	7,000	6,500	Diesel Fuel - fuel for diesel powered equipment and on-site storage tank increases due to higher market prices and actual expense history
o	100,000	50,000	(50,000)	Unanticipated Maintenance - contingency for unexpected emergencies decreases based on actual expense history
o	4,650	2,570	(2,080)	Uniforms - Purchase - purchased every two years, purchased in FY 09
o	151,770	118,497	(33,273)	Operating Equipment - for various service contracts primarily chlorine system and grit / grease removal, decrease based on actual contract costs

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE				
o	32,200	31,200	(1,000)	Payments to Other Government Agencies - sludge generation fees for:			
					FY 09	FY 10	Change
				Joppatowne	12,000	12,000	0
				Sod Run	20,000	19,000	(1,000)
				Spring Meadows	200	200	0
					<u>32,200</u>	<u>31,200</u>	<u>(1,000)</u>
o	45,000	45,000	0	Other Intergovernmental - sewer fee for Swan Creek to Aberdeen WWTP			
o	428,500	220,000	(208,500)	Equipment:			
				W & S Plant Improvements	100,000		
				Shelving	15,000		
				Generators	35,000		
				Pumps	70,000		
					<u>220,000</u>		
o	154,448	127,164	(27,284)	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged			

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos.

304200

306220

306240

304300

306230

DIVISION: BUREAU OF WATER & SEWER OPERATIONS - WASTEWATER PROCESSING

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	87,110	2.00	95,107	2.00	94,951
Asst Superintendent of Plant Operations	1.00	79,934	1.00	88,144	1.00	87,998
Central Stores Manager	1.00	38,091	1.00	41,582	1.00	41,513
Chemist	0.50	23,267	0.50	27,192	0.50	28,630
Chief Water & Sewer Operations	0.70	75,628	0.70	83,393	0.70	83,256
Computer Resource Technician II	1.00	67,700	1.00	74,658	0.00	0
Computer System Engineer II	0.00	0	0.00	0	1.00	74,535 A
Electrician	0.70	37,462	0.70	40,903	0.70	40,835
Instrumentation Technician	1.00	51,503	1.00	56,229	1.00	56,136
Laboratory Assistant	1.00	33,743	1.00	33,677	1.00	33,622
Laboratory Technician	2.80	121,893	2.80	133,087	2.80	132,866
Management Assistant II	1.00	77,705	1.00	84,843	1.00	84,703
Plant Operations Manager	1.00	77,148	1.00	85,071	2.00	148,423 B
Plant Operator (Water / Wastewater)	9.00	409,651	9.00	423,403	6.00	283,791
Plant Operator Trainee I (Water / Wastewater)	3.00	82,483	3.00	89,179	5.00	139,875 C
Plant Operator Trainee II (Water / Wastewater)	1.00	31,771	1.00	34,678	3.00	100,821 D
Plant Superintendent W & S Facilities Maintenance	0.85	76,429	0.85	83,447	0.85	83,309
Plant Superintendent Water / Wastewater Operator	1.00	100,821	1.00	111,175	1.00	110,991
Pretreatment Inspector	0.00	0	0.00	0	1.00	67,857 E
Pretreatment Inspector (GF)	1.00	62,258	1.00	67,969	0.00	0
Process Engineer	1.00	67,529	1.00	74,476	1.00	74,353
Senior Instrumentation Technician	0.70	39,741	0.70	43,398	0.70	43,328
Senior Plant Operator	8.00	457,742	8.00	483,630	7.00	421,510
Senior W/WW Facility Mechanic	0.00	0	0.85	47,795	1.85	103,528 F
Shift Supervisor / Plant Operations	3.00	214,069	3.00	234,509	3.00	186,837
Superintendent of Laboratories	0.90	54,008	0.90	58,965	0.90	58,868
Water & Sewer Maintenance Supervisor	2.90	231,248	2.90	252,475	1.90	163,976
Water & Sewer Utility Worker III (Non Certified)	2.00	64,379	2.00	75,078	2.00	70,443

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos.

304200

304300

306220

306230

306240

DIVISION: BUREAU OF WATER & SEWER OPERATIONS - WASTEWATER PROCESSING

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Water / Wastewater Facility Mechanic Trainee	1.00	32,715	0.00	0	1.85	79,011 G
Water / Wastewater Facility Mechanic	7.70	371,710	7.85	402,770	5.00	260,901
TOTAL FULL-TIME SALARIES	56.75	3,067,738	56.75	3,326,833	56.75	3,156,867
TEMPORARY SALARIES		68,562		65,404		46,302 H
SALARY TOTAL	56.75	3,136,300	56.75	3,392,237	56.75	3,203,169
OTHER PERSONAL SERVICES						
Pension & Retirement		263,117		319,052		313,402
Workers' Compensation		157,195		181,297		132,156
Health Benefits		712,064		628,805		668,912
OPEB		107,370		0		0
Overtime & Shift Differential		236,450		265,450		265,200
FICA		257,243		278,498		264,544
Miscellaneous		8,015		8,015		8,015
TOTAL OTHER PERSONAL SERVICES		1,741,454		1,681,117		1,652,229
TOTAL FURLOUGH SAVINGS		0		0		(64,445)
TOTAL PERSONAL SERVICES	56.75	4,877,754 *	56.75	5,073,354	56.75	4,790,953

*** FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Computer Resource Technician II position reclassified as a Computer System Engineer II - #2529

B - One (1) Water / Sewer Maintenance Supervisor position upgraded to a Plant Operator Manager - #2525

C - Three (3) vacant Plant Operator Water / Wastewater positions filled as Plant Operator Trainee I - #1079, #1088, #1099

One (1) vacant Senior Plant Operator Water / Wastewater position filled as a Plant Operator Trainee I - #1103

D - Two (2) Plant Operator Trainee I positions upgraded to Plant Operator Trainee II - #1093, #1113

E - One (1) Pretreatment Inspector (GF) reclassified as a Pretreatment Inspector - #0072

F - One (1) Water / Wastewater Facility Mechanic position upgraded to a Senior Water / Wastewater Facility Mechanic - #2740

G - Two (2) vacant Water / Wastewater Facility Mechanic positions filled as Water / Wastewater Facility Mechanic Trainee - #1085, #2569

H - Temporary Salaries provide for a Facility Mechanic and 50% of the salary for a Water & Sewer Management Specialist, summer hire funding was eliminated due to state of the economy

DPW - WATER & SEWER - WASTEWATER PROCESSING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide responsive, timely, economical and friendly service to our customers.

Department Obj.

To manage the wastewater treatment system so that changes in treatment cost are in line with changes in the Producer Price Index (PPI - US Bureau of Labor Statistics).

County Goal(s) Supported

III. Efficient County Government

V. Environmental Stewardship

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Expenditures for wastewater treatment	\$6,482,530	\$6,538,554	\$7,545,549	\$7,501,845	\$7,781,141
Producer Price Index	159.10	162.51	172.54	174.44	176
<u>Output:</u>					
Wastewater Treatment Plant Capacity	20.96	20.96	20.96	20.96	20.96
<u>Efficiency:</u>					
Cost per million gallons of treatment capacity	\$309,281	\$311,954	\$359,998	\$357,912	\$371,238
<u>Service Quality:</u>					
Percentage removed beyond permit					
Total Suspended Solids (TSS)	81%	89%	90%	90%	90%
Biological Oxygen Demand (BOD)	77%	84%	90%	90%	90%
Total Phosphorus (TP)	44%	61%	79%	75%	75%
Total Nitrogen (TKN)	11%	25%	36%	35%	35%
<u>Outcome:</u>					
Percent change in treatment cost from previous year (2005 cost = \$6,084,919)	7%	1%	15%	-1%	4%
Percent change in PPI from base year (2005 PPI = 151.7)	5%	2%	6%	1%	1%

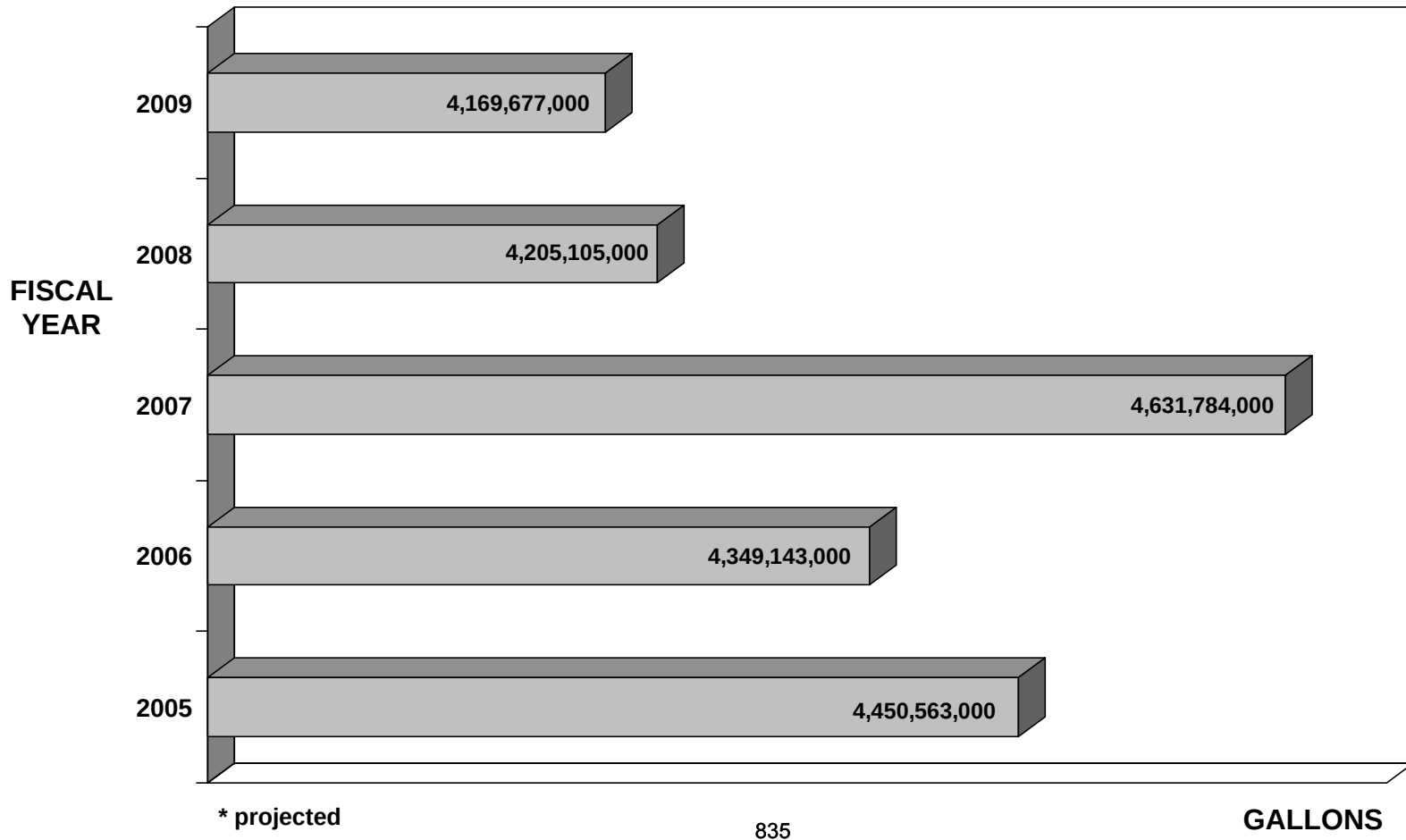
Explanation and Analysis of Performance Measures

Wastewater Processing seeks to maintain service costs that grow at a slower rate than the PPI while providing Harford County rate payers and customers with a quality service at a reasonable price.

Major Related Plans and Policies

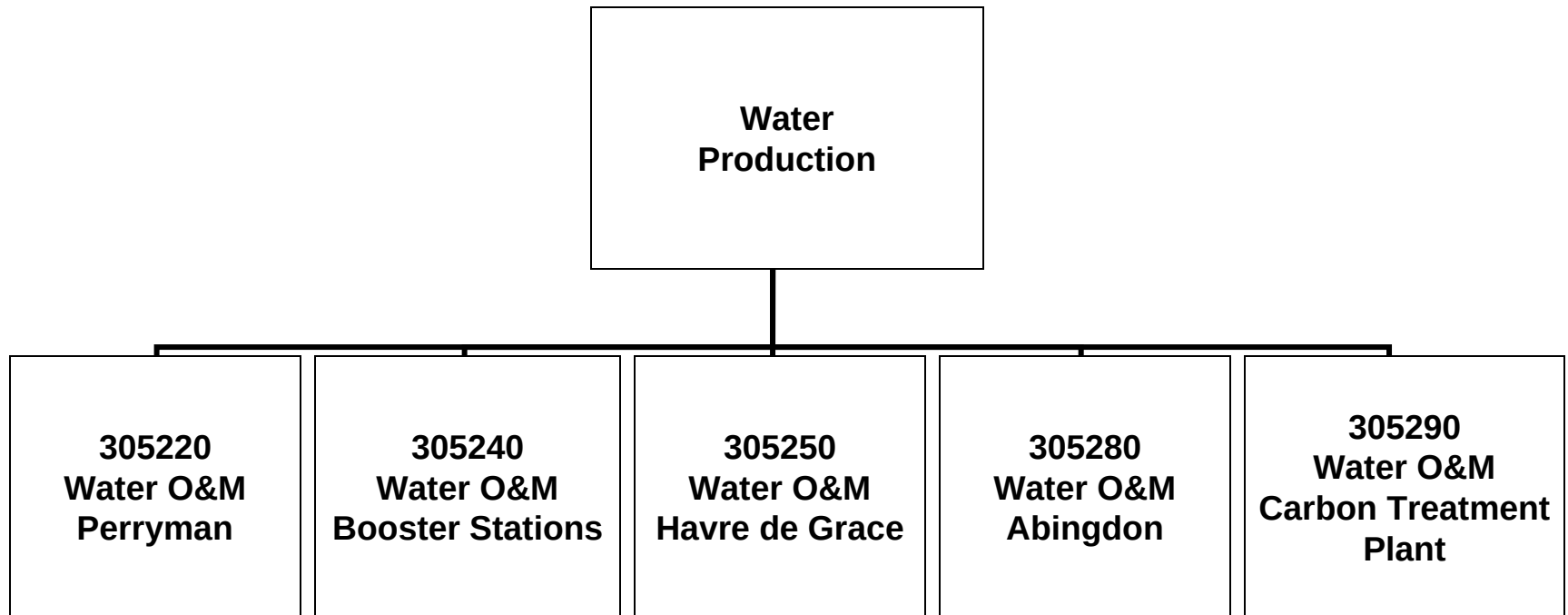
Upgrades and improvements to plants and treatment processes occur on an on-going basis.

Water & Sewer Sod Run Wastewater Treatment Plant Total Gallons of Treated Flow



DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****ORIGIN/PURPOSE:**

The Water Production Section of the Bureau of W & S Operations provides safe and potable water to over 42,000 customer connections (estimated over 120,000 people) on the County's water system. The section utilizes three County-owned treatment plants, 12 booster stations and 13 water towers to process and deliver water. The County also can provide water, through appropriate agreements, to the other smaller utilities as required. The County also purchases water from the City of Havre de Grace through an intergovernmental agreement. This section is able to monitor and direct water throughout the system's four pressure zones via radio telemetry. The Maryland Department of the Environment generally recognizes the Abingdon Water Plant as a model for all other systems. The Abingdon plant began construction to expand the capacity of the plant in early 2009 with an expected completion in 2011.

FY '09 - '10 GOAL:

1 TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,299,680	2,707,944	2,769,647	2,706,973	2,706,973
20	CONTRACTUAL SERVICES	1,769,686	1,960,996	1,879,903	2,232,099	2,232,099
30	SUPPLIES & MATERIALS	525,373	555,700	787,658	875,105	875,105
40	BUSINESS & TRAVEL	33,618	33,094	38,990	34,925	34,925
50	CAPITAL OUTLAY	193,969	189,248	179,178	103,000	103,000
80	INTER-GOVERNMENTAL / INTER-FUND	696,000	700,000	576,000	675,000	675,000
	GRAND TOTAL	5,518,326	6,146,982	6,231,376	6,627,102	6,627,102
	<u>FUNDING SOURCE:</u>					
51	WATER & SEWER OPERATING	5,518,326	6,146,982	6,231,376	6,627,102	6,627,102
	<u>SUMMARY BY DIVISION:</u>					
305220	WATER O & M PERRYMAN	642,260	716,944	749,239	852,029	852,029
305240	WATER O & M LONG BOOSTER STATIONS	484,733	456,214	471,968	483,807	483,807
305250	WATER O & M HAVRE DE GRACE	1,189,242	1,198,548	1,137,487	1,373,560	1,373,560
305280	WATER O & M ABINGDON	3,189,987	3,766,613	3,854,932	3,901,136	3,901,136
305290	WATER O & M CARBON TREATMENT PLANT	12,104	8,663	17,750	16,570	16,570
	GRAND TOTAL	5,518,326	6,146,982	6,231,376	6,627,102	6,627,102

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****FINANCIAL NOTES:**

The \$395,726 net increase in funding for Water and Sewer - Bureau of Water & Sewer Operations - Water Production is the result of:

	FY 09	FY 10	CHANGE
o	1,837,242	1,821,783	(15,459) Full Time Salaries
			7,962 Salary adjustments based on the recommendations of the Department of Human Resources
			(3,030) Rounding adjustment per pay scale calculation
			(20,391) Staff Turnover (1.12%)
			<u>(15,459)</u>
o		(38,112)	(38,112) Furlough Savings
o	19,786	19,209	(577) Temporary Salaries - Water & Sewer Management Specialist to coordinate OSHA mandated safety training and perform other special management projects, cost split 50/50 with Wastewater Processing
o	170,261	177,040	6,779 Pension / Retirement rate adjustments
o	98,332	75,249	(23,083) Workers' Compensation rate adjustment
o	336,697	346,375	9,678 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees' share, as well as staff opting for changes in their level of coverage
o	121,300	120,300	(1,000) Overtime adjusted based on actual expense history
o	152,454	151,554	(900) FICA adjustments
o	1,147,400	1,340,400	193,000 Electricity - increase based on actual expense history plus an anticipated 6% cost increase
o	43,011	61,287	18,276 Operating Equipment - increase based on new contract prices
o	16,100	18,800	2,700 Grounds Maintenance - increase based on new mowing contract prices
o	511,333	662,000	150,667 Chemicals in Bulk - new chemical bid for FY 09 resulted in a 21% increase

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	100,000	50,000	(50,000)	Unanticipated Maintenance - contingency for unexpected emergencies in the water plant and distribution system decreased based on actual expense history
o	273,100	393,700	120,600	County Facility Repair & Renovation - routine repairs, replacements and repairs to chlorinator, pumps, filters, water heaters, painting and gutters, etc. based on actuals

Index	FY 09	FY 10	Change
Perryman	10,000	10,000	0
Booster Station	53,600	63,500	9,900
Havre de Grace	80,000	117,500	37,500
Abingdon	129,000	202,500	73,500
Carbon Treatment Plant	500	200	(300)
TOTALS	273,100	393,700	120,600

o	162,000	128,000	(34,000)	Other Professional Services - decreases based on actual expense history:

Index	FY 09	FY 10	Change	Explanation
Perryman	23,000	21,000	(2,000)	contract lab services for monitoring drinking water quality
Booster Station	1,000	1,000	0	contract lab services for monitoring drinking water quality
Havre de Grace	88,000	60,000	(28,000)	transporting plant residuals to the Sod Run Lagoon and lab service
Abingdon	40,000	40,000	0	contract lab testing of water samples
Carbon Treatment Plant	10,000	6,000	(4,000)	lab analysis
TOTALS	162,000	128,000	(34,000)	

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	2,570	1,475	(1,095)	Uniform Purchase - decrease due to uniforms purchased every two years, purchased in FY 09
o	140,000	185,000	45,000	Utility Water & Sewer Purchase - increase based on actual expense history:
		FY 09	FY 10	Change
		120,000	160,000	40,000
				raw water purchased from Baltimore City and delivered through the Big Inch
		20,000	25,000	5,000
				monthly payments to the City of Havre de Grace for treating recycled water from the County's water plant
		<u>140,000</u>	<u>185,000</u>	<u>45,000</u>
o	84,575	90,100	5,525	Line items significantly adjusted, based on actual expense history:
		FY 09	FY 10	Change
		28,500	35,300	6,800
		23,900	25,300	1,400
		775	1,800	1,025
		14,000	13,000	(1,000)
		10,000	8,000	(2,000)
		7,400	6,700	(700)
		<u>84,575</u>	<u>90,100</u>	<u>5,525</u>
o	96,200	85,200	(11,000)	Equipment Repair Parts - decrease based on actual expense history for repair parts, etc.

Index	FY 09	FY 10	Change
Perryman	9,000	12,000	3,000
Booster Station	12,000	12,000	0
Havre de Grace	15,000	15,000	0
Abingdon	60,000	46,000	(14,000)
Carbon Treatment Plant	200	200	0
TOTALS	96,200	85,200	(11,000)

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER

DIVISION: Bureau of Water & Sewer Operations - Water Production

INDEX: 305220, 305240, 305250, 305280, 305290

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	179,178	103,000	(76,178) Equipment : W & S Wells and Well Development 33,000 Electronic Process Control Equipment 15,000 Pumps 35,000 Other Equipment - replace / upgrade equipment at tanks, automatic self-cleaning filters, air cylinders, valves, and chemical feed equipment 20,000 <u>103,000</u>
o	576,000	675,000	99,000 Other Intergovernmental - payments to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations. The County purchases 1 MGD of water from the City. FY 10 payment will be \$48,000 / month, plus \$99,000 for year-end reconciliation based on audited city accounts

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos.

305220

305250

305240

305280

DIVISION: BUREAU OF WATER & SEWER OPERATIONS - WATER PRODUCTION

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	41,626	1.00	45,442	1.00	45,367
Asst Superintendent of Plant Operations	1.00	79,933	1.00	88,144	1.00	87,999
Central Stores Coordinator	1.00	34,664	1.00	37,857	1.00	37,795
Chemist	0.50	23,267	0.50	27,192	0.50	28,630
Chief Water & Sewer Operations	0.30	32,412	0.30	35,740	0.30	35,681
Computer Resource Technician II	1.00	65,107	1.00	71,792	0.00	0
Computer System Engineer II	0.00	0	0.00	0	1.00	71,673 A
Electrician	0.30	16,055	0.30	17,529	0.30	17,500
Laboratory Assistant	1.00	30,851	1.00	33,677	1.00	33,622
Laboratory Technician	1.20	51,061	1.20	55,743	0.20	10,284
Plant Operator	11.00	492,969	11.00	539,379	11.00	528,302 B
Plant Operator Trainee I	2.00	54,181	2.00	58,273	2.00	55,000 C
Plant Operator Trainee II	2.00	80,426	2.00	84,638	2.00	67,244 D
Plant Superintendent W & S Facilities Maintenance	0.15	13,488	0.15	14,726	0.15	14,702
Plant Superintendent Water/Wastewater Operations	1.00	103,842	1.00	114,500	1.00	114,312
Process Engineer	1.00	78,261	1.00	86,310	1.00	86,167
Senior Instrumentation Technician	0.30	17,032	0.30	18,599	0.30	18,569
Senior Laboratory Technician	0.00	0	0.00	0	1.00	47,400 E
Senior Plant Operator	2.00	121,881	2.00	119,347	2.00	137,941
Senior W/WW Facility Mechanic	0.00	0	1.15	68,092	1.15	67,980
Shift Supervisor / Plant Operations	3.00	178,889	3.00	195,323	3.00	195,001
Superintendent of Laboratories	0.10	6,001	0.10	6,552	0.10	6,541
Water & Sewer Maintenance Supervisor	0.10	8,081	0.10	8,822	0.10	8,808
Water/Wastewater Facility Mechanic	2.30	129,076	1.15	75,887	1.00	67,200
Water/Wastewater Facility Mechanic Trainee	1.00	34,835	1.00	33,678	1.15	38,065 F
TOTAL FULL-TIME SALARIES	33.25	1,693,938	33.25	1,837,242	33.25	1,821,783
TEMPORARY SALARIES		17,611		19,786		19,209 G
SALARY TOTAL	33.25	1,711,549	33.25	1,857,028	33.25	1,840,992

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

**Index Nos. 305220
305240
305280**

DIVISION: BUREAU OF WATER & SEWER OPERATIONS - WATER PRODUCTION

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		139,648		170,261		177,040
Workers' Compensation		84,282		98,332		75,249
Health Benefits		365,267		336,697		346,375
OPEB		59,287		0		0
Overtime & Shift Differential		138,800		150,150		149,150
FICA		140,961		152,454		151,554
Miscellaneous		4,725		4,725		4,725
TOTAL OTHER PERSONAL SERVICES		932,970		912,619		904,093
TOTAL FURLOUGH SAVINGS		0		0		(38,112)
TOTAL PERSONAL SERVICES	33.25	2,644,519 *	33.25	2,769,647	33.25	2,706,973

*** FY 08 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Computer Resource Technician II position reclassified as a Computer System Engineer II - #1108

B - One (1) Plant Operator Trainee II position upgraded to a Plant Operator Water / Wastewater - #2008

C - One (1) vacant Plant Operator Water / Wastewater position filled as a Plant Operator Trainee I - #2007

D - One (1) Plant Operator Trainee I position upgraded to a Plant Operator Trainee II - #2124

E - One (1) Laboratory Technician position upgraded to a Senior Laboratory Technician - #2148

F - One (1) vacant Water / Wastewater Facility Mechanic position filled as a Water / Wastewater Facility Mechanic Trainee - #2569

G - Temporary Salaries provide for 50% of the salary for a Water & Sewer Management Specialist

DPW - WATER & SEWER - WATER PRODUCTION OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide clean, affordable water to our customers.

Department Obj.

To significantly outperform federal and state water quality standards.

County Goal(s) Supported

III. Efficient County Government

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Expenditures for water production	\$4,402,780	\$5,518,326	\$6,146,982	\$5,906,871	\$5,909,333
Full-time staff assigned	33.15	33.25	33.25	33.25	33.25
<u>Output:</u>					
Millions of gallons of water produced	4,036	4,374	4,122	4,500	5,000
<u>Efficiency:</u>					
Cost per million gallons produced	\$1,091	\$1,262	\$1,491	\$1,313	\$1,182
<u>Service Quality:</u>					
Federal and state goal for water turbidity	<0.3 ntu	<0.3 ntu	<0.3 ntu	<0.3 ntu	<0.3 ntu
Harford County goal for water turbidity	<0.1 ntu	<0.1 ntu	<0.1 ntu	<0.1 ntu	<0.1 ntu
Harford County goal for chlorine level	<4.0 mg/l	<4.0 mg/l	<4.0 mg/l	<4.0 mg/l	<4.0 mg/l
<u>Outcome:</u>					
Average water turbidity	0.037 ntu	0.040 ntu	0.048ntu	0.048ntu	0.050ntu
Number of days when turbidity failed to meet standard	0	0	0	0	0
Average chlorine level	1.8 mg/l	1.7 mg/l	1.8mg/l	1.6mg/l	1.7mg/l
Number of days when chlorine content failed to meet standard	0	0	0	0	0

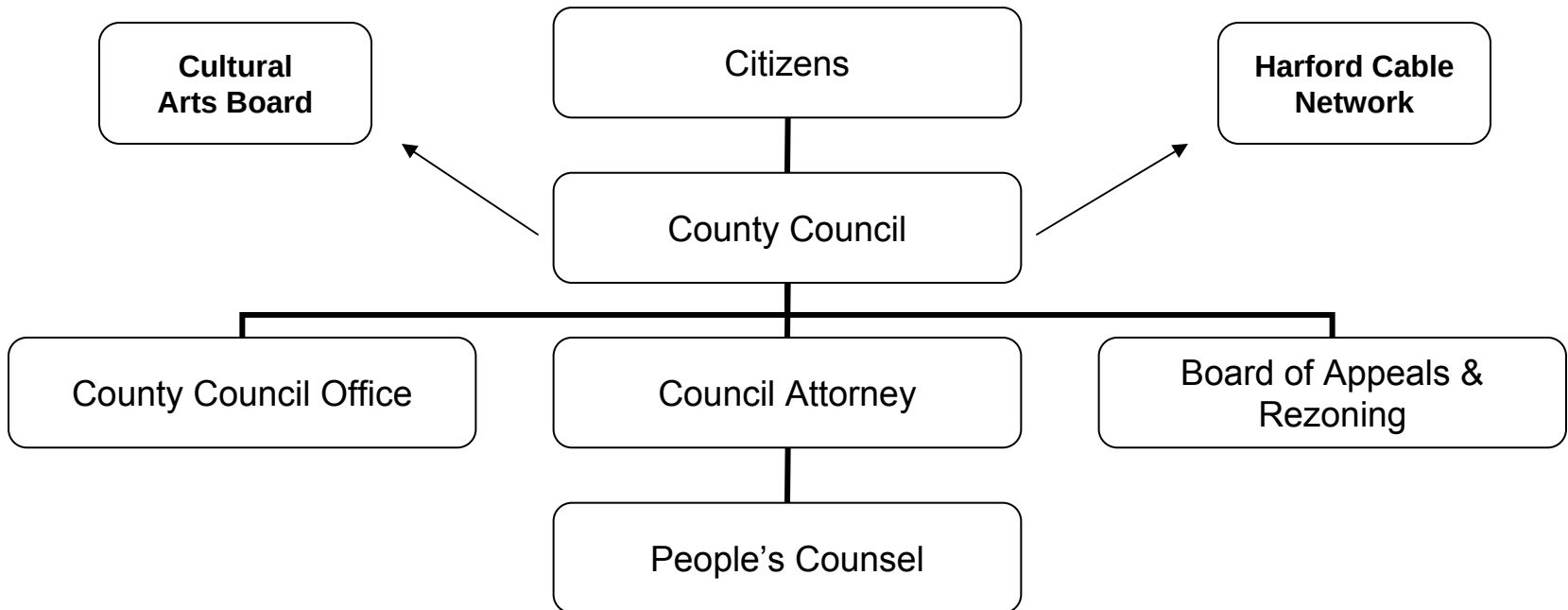
Explanation and Analysis of Performance Measures

Turbidity is a measure of the "cloudiness" or level of suspended matter in a sample of water. Turbidity is measured in Nephelometric Turbidity Units. Chlorine levels are measured in milligrams per liter of water. Harford County seeks to supply water that is significantly cleaner than federal and state regulations require.

Major Related Plans and Policies

Upgrades and improvements to plants and treatment processes occur on an on-going basis.

COUNTY COUNCIL



COUNTY COUNCIL

ORIGIN/PURPOSE:

The County Council is the legislative branch of the Harford County Government. The Council is comprised of six Council Members and the Council President who are elected to a four-year term by the voters. The Council is responsible for enacting all County laws. The Council adopts all County Master Plans including land use, transportation, community facilities, water and sewerage, and solid waste. The Council enacts laws establishing zoning regulations and comprehensive zoning maps. The Council adopts the annual operating and capital budgets, sets the property tax rate, and authorizes bond issues. The Council appoints and oversees the annual County audit and functions as the Board of Health and Board of Appeals. The Council has oversight of the Zoning Hearing Examiners, People's Counsel, People's Counsel Citizens Advisory Board, Harford Cable Network, and Cultural Arts Board.

The County Council Department consists of five divisions: Council Office, Board of Appeals, People's Counsel, Harford Cable Network, and Cultural Arts Board.

MISSION STATEMENT:

TO PROVIDE CONSTITUENT AND LEGISLATIVE SERVICES TO THE CITIZENS OF HARFORD COUNTY IN A TIMELY, EFFICIENT AND COST EFFECTIVE MANNER

FY '09 - '10 KEY GOALS:

- 1 TO ADHERE TO CHARTER AND CODE REQUIREMENTS IN THE OPERATION OF THE DEPARTMENT AND ITS DIVISIONS
- 2 TO PROMOTE EFFECTIVE COMMUNICATIONS WITH THE CITIZENS ABOUT THE COUNCIL AND ITS DIVISIONS
- 3 TO EFFICIENTLY PROVIDE STAFF SUPPORT AND RESOURCES FOR ASSISTANCE TO COUNCIL MEMBERS, CONTRACTUAL STAFF, DIVISIONS AND THE PUBLIC
- 4 TO ENHANCE THE USE OF TECHNOLOGY IN ORDER TO BE MORE EFFICIENT AND COST EFFECTIVE
- 5 TO PROVIDE A SMOOTH TRANSITION FOR THE NEW COUNCIL AFTER THE GENERAL ELECTION

COUNTY COUNCIL

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,075,397	1,422,304	1,485,763	1,489,669	1,467,765
20	CONTRACTUAL SERVICES	547,024	607,296	713,304	700,189	628,114
30	SUPPLIES & MATERIALS	26,108	47,852	42,430	45,925	39,594
40	BUSINESS & TRAVEL	25,367	42,719	39,980	39,704	31,283
50	CAPITAL OUTLAY	60,846	156,126	37,028	0	0
70	MISCELLANEOUS	12,612	17,263	45,000	43,000	15,000
	GRAND TOTAL	1,747,354	2,293,560	2,363,505	2,318,487	2,181,756

SUMMARY BY FUND:

11	GENERAL	1,747,354	2,293,560	2,363,505	2,318,487	2,181,756
	GRAND TOTAL	1,747,354	2,293,560	2,363,505	2,318,487	2,181,756

SUMMARY BY DIVISION:

401000	COUNTY COUNCIL OFFICE	923,432	1,207,355	1,260,175	1,270,829	1,194,253
404000	BOARD OF APPEALS & REZONING	154,506	163,291	189,207	182,579	172,172
405000	PEOPLE'S COUNSEL	35,334	48,631	73,058	69,058	65,605
406000	HARFORD CABLE NETWORK	586,351	777,805	736,966	691,125	651,087
407000	CULTURAL ARTS BOARD	47,731	96,478	104,099	104,896	98,639
	GRAND TOTAL	1,747,354	2,293,560	2,363,505	2,318,487	2,181,756

COUNTY COUNCIL

FINANCIAL NOTES:

The (\$181,749) net decrease in funding for County Council is the result of:

	FY 09	FY 10	CHANGE
o	1,007,453	1,006,531	(922) Full Time Salaries salary adjustment - rounding adjustment per actual pay scale calculation
o	49,501	51,502	2,001 Part Time Salaries - adjusted per the new pay scale calculation - Cultural Arts Board (CAB)
o		(21,904)	(21,904) Furlough Savings
o	23,776	18,345	(5,431) Worker's Compensation rate adjustment
o	227,037	230,244	3,207 Health Benefits are adjusted for an anticipated 3% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	93,785	98,490	4,705 Pension / Retirement rate adjustments
o	80,631	80,977	346 FICA adjustment
o	150,000	128,750	(21,250) Financial Audit - Council Office Annual County Audit - represents General Fund share of audit @ \$83,750; and a contractual Council Auditor @ \$45,000

COUNTY COUNCIL

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	407,920	418,804	10,884	Line items significantly adjusted, based on actual expense history and County Council's request:
	FY 09	FY 10	Change	
	22,100	25,000	2,900	Telephone Services
	59,500	57,500	(2,000)	Legal Notice
	11,500	11,000	(500)	Other Advertising
	11,790	13,500	1,710	Office Equipment Service
	231,140	239,565	8,425	Other Professional Services
	9,200	9,000	(200)	Electricity
	3,750	3,000	(750)	Heating Fuel (Gas)
	3,500	3,200	(300)	Building / Custodial Services
	2,000	1,500	(500)	Fuel Charges
	850	350	(500)	Transportation Costs
	765	0	(765)	In-House Training
	4,340	5,975	1,635	General Office Mailing
	9,015	7,615	(1,400)	Data Processing Software
	13,220	15,700	2,480	Printing Commercial
	6,150	6,000	(150)	Audio Visual Supplies
	9,300	12,649	3,349	Mileage
	6,500	4,500	(2,000)	Meals
	1,500	250	(1,250)	Computer Software
	1,800	2,500	700	Other Supplies & Materials
	<u>407,920</u>	<u>418,804</u>	<u>10,884</u>	
o	37,028	0	(37,028)	Equipment - Audio Visual Supplies - adjusted as requested by the Council
o	20,000	18,000	(2,000)	Grants & Contributions - Cultural Arts Grant

COUNTY COUNCIL

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o		(114,827)	(114,827)
			The following line items were reduced at the request of the County Council as a result of Council Amendments #247-251 which cut 5% from the FY 10 Proposed Budget:
		(3,000)	Telephone Service
		(50)	Fax Services
		(2,000)	Other Advertising
		(10,383)	Legal Services
		(20,000)	Financial / Audit
		(36,642)	Other Professional Services
		(5,000)	General Office Supplies
		(300)	Printing In House
		(250)	Duplicating Machine Supplies
		(81)	General Office Mailing
		(200)	Other Food Supplies
		(250)	Computer Software
		(250)	Computer Hardware Components
		(4,041)	Mileage
		(25)	Parking / Tolls
		(1,125)	Meals
		(1,080)	Lodging
		(100)	Professional Books
		(50)	Membership Fees
		(2,000)	Training Seminars
		(3,000)	Grants & Contributions
		(25,000)	Litigation Expense
		<u>(114,827)</u>	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	72,499	2.00	79,167	2.00	79,035
Administrative Assistant II	3.00	118,197	3.00	128,435	3.00	128,285
Broadcast Technician	0.00	0	2.00	66,228	2.00	66,200
Council Administrator	1.00	66,693	1.00	72,807	1.00	72,687
Council Auditor	1.00	78,648	1.00	0	1.00	0
Council Members	6.00	197,208	6.00	205,254	6.00	205,416
Executive Director, HCN	1.00	78,262	1.00	85,455	1.00	85,314
Legislative Drafter	1.00	76,847	1.00	74,577	1.00	74,455
Management Analyst	1.00	59,045	1.00	65,117	1.00	65,009
President of the Council	1.00	36,049	1.00	37,519	1.00	37,554
Producer Manager, HCN	1.00	79,933	1.00	87,272	1.00	87,128
Senior Assistant Council Attorney	1.00	96,751	1.00	105,622	1.00	105,448
TOTAL FULL-TIME SALARIES	19.00	960,132	21.00	1,007,453	21.00	1,006,531
PART-TIME SALARIES						
Coordinator, Cultural Arts Board	1.00	49,715	1.00	49,501	1.00	51,502
TOTAL PART-TIME SALARIES	1.00	49,715	1.00	49,501	1.00	51,502
TEMPORARY SALARIES		34,945		0		0
SALARY TOTAL	20.00	1,044,792	22.00	1,056,954	22.00	1,058,033

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		82,307		93,785		98,490
Workers' Compensation		12,541		23,776		18,345
Health Benefits		241,416		227,037		230,244
OPEB		35,345		0		0
Overtime		500		500		500
FICA		79,926		80,631		80,977
Miscellaneous		2,940		3,080		3,080
TOTAL OTHER PERSONAL SERVICES		454,975		428,809		431,636
FURLOUGH SAVINGS		0		0		(21,904)
TOTAL PERSONAL SERVICES	20.00	1,499,767	22.00	1,485,763	22.00	1,467,765

*FY 08 Salaries and Other Personal Services are Enacted not Audited Amounts

DEPARTMENT: COUNTY COUNCIL

DIVISION: County Council Office

INDEX: 401000

ORIGIN/PURPOSE:

The County Council Office provides administrative and general support to the Council and performs the daily functions necessary to complete legislative activities. The Council Office staff are responsible to record minutes of public hearings, and Council legislative sessions; draft legislation; and provide information to the public. The staff provide administrative and clerical support for each Council Member for constituent problems and legislative duties, while meeting all legislative requirements for state and federal reporting.

This office also provides support services to several Council-appointed boards such as the People's Counsel Citizens Advisory Board, Harford Cable Network Board, and Cultural Arts Board.

FY '09 - '10 OBJECTIVES:

- o To legislate on behalf of the citizens of Harford County
- o To comply with all Charter and Code requirements for legislative sessions, public hearings and other Council-related activities
- o To promote effective communications with the citizens in order to keep the public informed about Council issues
- o To improve staff efficiencies and the uses of resources
- o To enhance the use of technology for Council members and staff
- o To provide a smooth transition for the new Council after the General Election

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	679,198	928,327	921,080	941,040	927,319
20	CONTRACTUAL SERVICES	190,205	196,911	256,295	244,365	220,940
30	SUPPLIES & MATERIALS	14,316	32,612	26,850	28,575	22,425
40	BUSINESS & TRAVEL	20,169	36,320	30,950	31,849	23,569
50	CAPITAL OUTLAY	19,544	13,185	0	0	0
70	MISCELLANEOUS	0	0	25,000	25,000	0
	GRAND TOTAL	923,432	1,207,355	1,260,175	1,270,829	1,194,253
	<u>FUNDING SOURCE:</u>					
11	GENERAL	923,432	1,207,355	1,260,175	1,270,829	1,194,253

DEPARTMENT: COUNTY COUNCIL

DIVISION: County Council Office

INDEX: 401000

FINANCIAL NOTES:

The (\$65,922) net decrease in funding for County Council Office is the result of:

	FY 09	FY 10	CHANGE
o	663,207	662,773	(434) Full-Time Salaries
			(655) Salary Adjustment - rounding adjustment per actual pay scale calculation
			221 Legislative salary increase for Council President and Members
			<u>(434)</u>
o		(13,721)	(13,721) Furlough Savings
o	135,233	155,497	20,264 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage.
o	57,679	60,466	2,787 Pension / Retirement rate adjustments
o	12,491	9,642	(2,849) Workers' Compensation rate adjustments

DEPARTMENT: COUNTY COUNCIL

DIVISION: County Council Office

INDEX: 401000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	237,630	228,324	(9,306)	Line items significantly adjusted, per County Council's request:
	FY 09	FY 10	Change	
	8,800	12,000	3,200	Telephone Service
	37,500	42,500	5,000	Legal Notice
	150,000	128,750	(21,250)	Financial Audit
	880	500	(380)	Other Professional Services
	8,000	9,500	1,500	Office Equipment Service
	12,500	15,000	2,500	Printing Commercial
	900	1,225	325	General Office Mailing
	0	300	300	Other Food Supplies
	150	0	(150)	Audio Visual Supplies
	1,500	250	(1,250)	Computer Software
	7,000	10,649	3,649	Mileage
	500	0	(500)	Transportation Costs
	6,000	4,000	(2,000)	Meals
	3,500	3,600	100	Professional Books
	100	50	(50)	Membership Fees
	300	0	(300)	In-House Training
	<u>237,630</u>	<u>228,324</u>	<u>(9,306)</u>	

DEPARTMENT: COUNTY COUNCIL

DIVISION: County Council Office

INDEX: 401000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o		(62,855)	(62,855) The following line items were reduced at the request of the County Council as a result of Council Amendment #247 which cut 5% from the FY 10 Proposed Budget:
		(3,000)	Telephone Service
		(50)	Fax Services
		(20,000)	Financial / Audit
		(375)	Other Professional Services
		(5,000)	General Office Supplies
		(200)	Printing In House
		(250)	Duplicating Machine Supplies
		(200)	Other Food Supplies
		(250)	Computer Software
		(250)	Computer Hardware Components
		(4,000)	Mileage
		(25)	Parking / Tolls
		(1,125)	Meals
		(1,080)	Lodging
		(50)	Membership Fees
		(2,000)	Training Seminars
		<u>(25,000)</u>	Litigation Expense
		<u>(62,855)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: COUNTY COUNCIL OFFICE

Index No. 401000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	35,714	1.00	38,992	1.00	38,928
Administrative Assistant II	3.00	118,197	3.00	128,435	3.00	128,285
Council Administrator	1.00	66,693	1.00	72,807	1.00	72,687
Council Auditor	1.00	78,648	1.00	0	1.00	0 A
Council Member	6.00	197,208	6.00	205,254	6.00	205,416
Legislative Drafter	1.00	76,847	1.00	74,577	1.00	74,455
President of the Council	1.00	36,049	1.00	37,520	1.00	37,554
Senior Assistant Council Attorney	1.00	96,751	1.00	105,622	1.00	105,448
TOTAL FULL-TIME SALARIES	15.00	706,107	15.00	663,207	15.00	662,773
OTHER PERSONAL SERVICES						
Pension & Retirement		54,734		57,679		60,466
Workers' Compensation		5,499		12,491		9,642
Health Benefits		171,170		135,233		155,497
OPEB		24,714		0		0
Overtime		0		0		0
FICA		54,017		50,510		50,702
Miscellaneous		2,100		1,960		1,960
TOTAL OTHER PERSONAL SERVICES		312,234		257,873		278,267
FURLOUGH SAVINGS		0		0		(13,721)
TOTAL PERSONAL SERVICES	15.00	1,018,341	15.00	921,080	15.00	927,319

*FY 08 Salaries and Other Personal Services are Enacted not Audited Amounts

A - Per the Council President, the Council Auditor position #3414 will be unfunded for FY 10.

DEPARTMENT: COUNTY COUNCIL

DIVISION: Board of Appeals and Rezoning

INDEX: 404000

ORIGIN/PURPOSE:

Under the Harford County Code, the County Council constitutes the Board of Appeals. The Council appoints and employs Zoning Hearing Examiners who coordinate and conduct public hearings and render decisions on all zoning cases that are submitted as applications to the Board of Appeals. The Hearing Examiner's decision can be appealed to the County Council, sitting as the Board of Appeals for final argument.

FY '09 - '10 OBJECTIVES:

- o To comply with all Charter and Code requirements for the Board of Appeals activities
- o To make decisions consistent with land use and zoning laws
- o To continue to schedule, hear, and issue final decisions in zoning cases within a timely manner
- o To promote effective communications with the citizens to keep the public informed of zoning cases
- o To utilize staff, technology, and resources to effectively operate the Zoning Hearing Examiner's Office

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	76,204	88,497	88,542	89,779	88,433
20	CONTRACTUAL SERVICES	76,458	71,290	97,800	89,300	80,370
30	SUPPLIES & MATERIALS	1,426	2,980	2,040	2,900	2,869
40	BUSINESS & TRAVEL	418	524	825	600	500
	GRAND TOTAL	154,506	163,291	189,207	182,579	172,172
	<u>FUNDING SOURCE:</u>					
11	GENERAL	154,506	163,291	189,207	182,579	172,172

DEPARTMENT: COUNTY COUNCIL**DIVISION: Board of Appeals and Rezoning****INDEX: 404000****FINANCIAL NOTES:**

The (\$17,035) net decrease in funding for Board of Appeals and Rezoning is the result of:

	FY 09	FY 10	CHANGE	
o	65,117	65,009	(108)	Full-time Salaries
			(108)	Salary Adjustment - rounding adjustment per actual pay scale calculation
o		(1,346)	(1,346)	Furlough Savings
o	5,971	6,254	283	Pension / Retirement rate adjustments
o	11,579	12,670	1,091	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	31,365	23,500	(7,865)	Line items significantly adjusted, per County Council's request:
	FY 09	FY 10	Change	
	22,000	15,000	(7,000)	Legal Notice
	6,500	5,000	(1,500)	Other Professional Services
	220	200	(20)	General Office Supplies
	220	200	(20)	Printing Commercial
	1,600	2,500	900	General Office Mailing
	660	600	(60)	Professional Books
	165	0	(165)	In-House Training
	<u>31,365</u>	<u>23,500</u>	<u>(7,865)</u>	
o		(9,061)	(9,061)	The following line items were reduced at the request of the County Council as a result of Council Amendment #248 which cut 5% from the FY 10 Proposed Budget:
		(6,930)	(6,930)	Legal Services
		(2,000)	(2,000)	Other Professional Services
		(31)	(31)	General Office Mailing
		(100)	(100)	Professional Books
		<u>(9,061)</u>	<u>(9,061)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: BOARD OF APPEALS AND REZONING

Index No. 404000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Management Analyst	1.00	59,045	1.00	65,117	1.00	65,009
SALARY TOTAL	1.00	59,045	1.00	65,117	1.00	65,009
OTHER PERSONAL SERVICES						
Pension		4,800		5,971		6,254
Workers' Compensation		213		254		195
Health Benefits		12,383		11,579		12,670
OPEB		2,067		0		0
Overtime		500		500		500
FICA		4,517		4,981		5,011
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		24,620		23,425		24,770
FURLOUGH SAVINGS		0		0		(1,346)
TOTAL PERSONAL SERVICES	1.00	83,665	1.00	88,542	1.00	88,433

*FY 08 Salaries and Other Personal Services are Enacted not Audited Amounts

DEPARTMENT: COUNTY COUNCIL

DIVISION: People's Counsel

INDEX: 405000

ORIGIN/PURPOSE:

By Charter Section 224 and Bill No. 76-103, the Office of People's Counsel was established to represent the interests of the public and County in zoning matters in Harford County. The Council appointed People's Counsel Citizens Advisory Board provides guidance, makes recommendations, and directs the People's Counsel to enter zoning cases to protect public interest.

FY '09 - '10 OBJECTIVES:

- o To comply with all Charter and Code requirements for People's Counsel and Zoning Board of Appeals activities
- o To continue to represent the interests of the public by working closely with the People's Counsel Citizens Advisory Board
- o To utilize staff, technology, and resources to effectively operate the People's Counsel Office

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	35,334	48,631	73,058	69,058	65,605
	GRAND TOTAL	35,334	48,631	73,058	69,058	65,605
	<u>FUNDING SOURCE:</u>					
11	GENERAL	35,334	46,631	73,058	69,058	65,605

FINANCIAL NOTES:

The (\$7,453) net decrease in funding for People's Counsel is the result of:

	FY 09	FY 10	CHANGE
o	10,000	6,000	(4,000) Other Professional Services - decreased per County Council request
o	63,058	59,605	(3,453) Legal Services - adjusted at the request of the County Council as a result of the Council Amendment #249 which cut 5% from the FY 10 Proposed budget

DEPARTMENT: COUNTY COUNCIL

DIVISION: Harford Cable Network (HCN)

INDEX: 406000

ORIGIN/PURPOSE:

Harford Cable Network (HCN) is a public, educational and governmental channel that functions as Harford County's community access station.

HCN is dedicated to serving the growing population of Harford County, the Harford County Government, and the County's Emergency Response Center.

HCN supports public and non-public education.

FY '09 - '10 OBJECTIVES:

- o To significantly expand the programming and services provided by HCN, especially local programming
- o To upgrade technical equipment to enhance the quality of HCN programs and make HCN digitally-compatible
- o To continue to work with the HCN Board and the County Council to ensure that the new facility meets the future needs of the growing population for public, education and government information

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	291,670	338,190	404,357	381,679	375,908
20	CONTRACTUAL SERVICES	239,719	281,023	276,651	290,166	255,899
30	SUPPLIES & MATERIALS	9,864	11,308	12,100	13,300	13,300
40	BUSINESS & TRAVEL	3,796	4,343	6,830	5,980	5,980
50	CAPITAL OUTLAY	41,302	142,941	37,028	0	0
	GRAND TOTAL	586,351	777,805	736,966	691,125	651,087
<u>FUNDING SOURCE:</u>						
11	GENERAL	586,351	777,805	736,966	691,125	651,087

DEPARTMENT: COUNTY COUNCIL**DIVISION: Harford Cable Network (HCN)****INDEX: 406000****FINANCIAL NOTES:**

The (\$85,879) net decrease in funding for Harford Cable Network (HCN) is the result of:

	FY 09	FY 10	CHANGE		
o	279,129	278,749	(380) Full-time Salaries salary adjustment - rounding adjustment per the actual pay scale calculation		
o		(5,771)	(5,771) Furlough Savings		
o	25,596	26,816	1,220 Pension / Retirement rate adjustments		
o	66,741	45,737	(21,004) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage		
o	10,838	8,353	(2,485) Workers' Compensation adjustments		
o	241,200	255,065	13,865 Line items adjusted per County Council's request:		
		FY 09	FY 10	Change	
		9,200	9,000	(200)	Electricity
		3,750	3,000	(750)	Heating Fuel (Gas)
		212,460	226,765	14,305	Other Professional Services
		3,790	4,000	210	Office Equipment Service
		650	900	250	Operating Equipment
		3,500	3,200	(300)	Building / Custodial Services
		1,500	2,000	500	General Office Mailing
		1,800	2,500	700	Other Supplies & Materials
		2,000	1,500	(500)	Fuel Charges
		1,800	1,500	(300)	Mileage
		550	700	150	Membership Fees
		200	0	(200)	In-House Training
		<u>241,200</u>	<u>255,065</u>	<u>13,865</u>	
o	37,028	0	(37,028) Equipment - Audio Visual Supplies no funds appropriated per the request of the County Council		
		(34,267)	(34,267) Other Professional Services - adjusted at the request of the County Council as a result of Council Amendment #250 which cut 5% from the FY 10 Proposed budget		

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: HARFORD CABLE NETWORK

Index No. 406000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	36,785	1.00	40,173	1.00	40,107
Broadcast Technician	0.00	0	2.00	66,228	2.00	66,200
Executive Director, HCN	1.00	78,262	1.00	85,456	1.00	85,314
Producer Manager, HCN	1.00	79,933	1.00	87,272	1.00	87,128
TOTAL FULL-TIME SALARIES	3.00	194,980	5.00	279,129	5.00	278,749
TEMPORARY SALARIES		34,945		0		0
SALARY TOTAL	3.00	229,925	5.00	279,129	5.00	278,749
OTHER PERSONAL SERVICES						
Pension		18,731		25,596		26,816
Workers' Compensation		6,650		10,838		8,353
Health Benefits		42,032		66,741		45,737
OPEB		6,824		0		0
FICA		17,589		21,353		21,324
Miscellaneous		420		700		700
TOTAL OTHER PERSONAL SERVICES		92,246		125,228		102,930
FURLOUGH SAVINGS		0		0		(5,771)
TOTAL PERSONAL SERVICES	3.00	322,171	5.00	404,357	5.00	375,908

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COUNTY COUNCIL

DIVISION: Cultural Arts Board (CAB)

INDEX: 407000

ORIGIN/PURPOSE:

The Cultural Arts Board shall apprise the County Council of the areas in which the Council can best serve to aid and strengthen the cultural climate in Harford County. Their further duty is to disseminate to the people of Harford County, the local government's interest in the promulgation of the Arts. In cooperation with the Maryland State Arts Council, the Cultural Arts Board serves to enhance the cultural arts in Harford County, through the granting of State and County funds to local cultural arts organizations. These grants encourage the growth and attainment of the highest artistic excellence in the Arts.

The Cultural Arts Board (CAB) was established and serves under the auspices of the County Council. The CAB, as the County Arts Council, receives a grant from the Maryland State Arts Council.

FY '09 - '10 OBJECTIVES:

- o Promote and sustain the cultural arts in the County through the Community Arts Development grant program
- o Promote and sustain the cultural arts in the County through support of a newsletter, advertising and the County website
- o Promote and sustain the cultural arts in the County through creation of a community cultural arts center

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	28,325	67,290	71,784	77,171	76,105
20	CONTRACTUAL SERVICES	5,308	9,441	9,500	7,300	5,300
30	SUPPLIES & MATERIALS	502	952	1,440	1,150	1,000
40	BUSINESS & TRAVEL	984	1,532	1,375	1,275	1,234
70	MISCELLANEOUS	12,612	17,263	20,000	18,000	15,000
	GRAND TOTAL	47,731	96,478	104,099	104,896	98,639
	<u>FUNDING SOURCE:</u>					
11	GENERAL	47,731	96,478	104,099	104,896	98,639

INDEX: 407000

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: CULTURAL ARTS BOARD

Index No. 407000

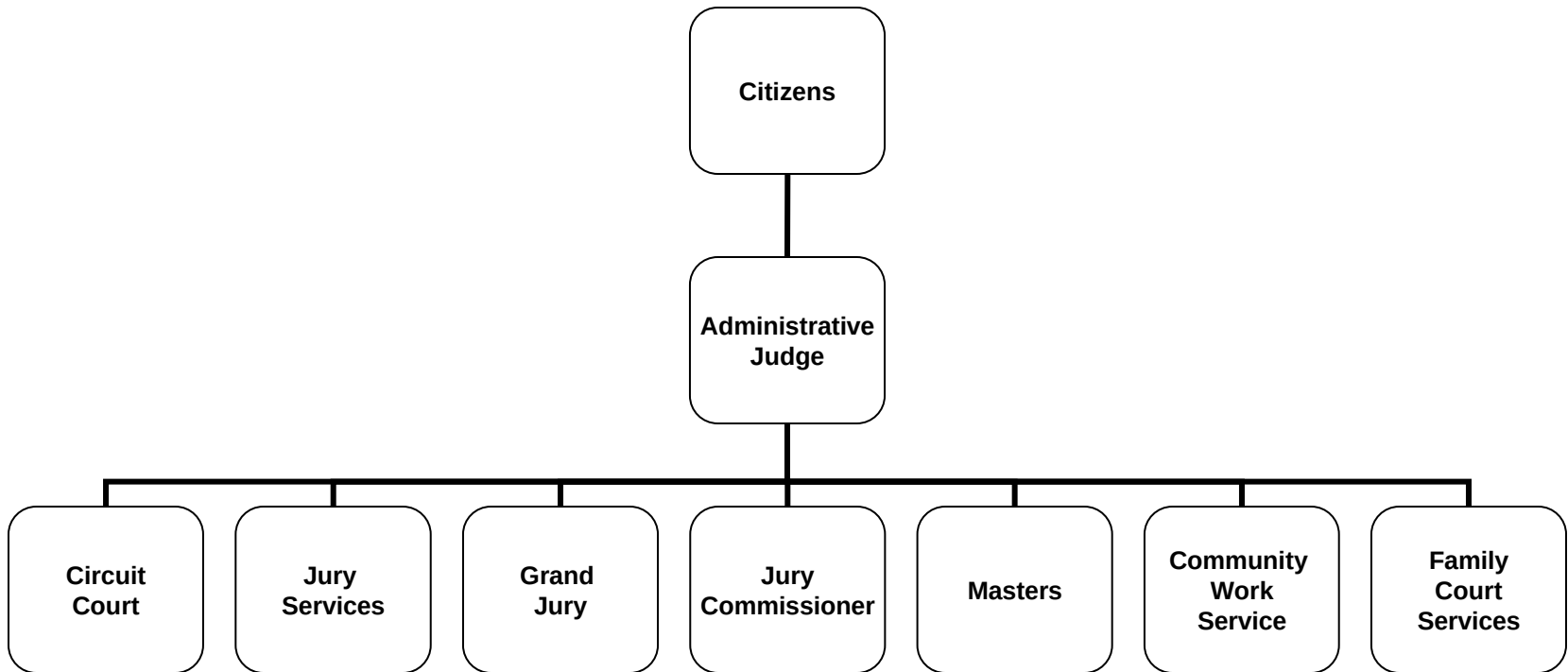
POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Coordinator, Cultural Arts Board	1.00	49,715	1.00	49,501	1.00	51,502
SALARY TOTAL	1.00	49,715	1.00	49,501	1.00	51,502
OTHER PERSONAL SERVICES						
Pension		4,042		4,539		4,954
Workers' Compensation		179		193		155
Health Benefits		15,831		13,484		16,340
OPEB		1,740		0		0
FICA		3,803		3,787		3,940
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		25,875		22,283		25,669
FURLOUGH SAVINGS		0		0		(1,066)
TOTAL PERSONAL SERVICES	1.00	75,590	1.00	71,784	1.00	76,105

*FY 08 Salaries and Other Personal Services are Enacted not Audited Amounts



The Black Eyed Susan, the official Maryland State flower

JUDICIAL



JUDICIAL

ORIGIN/PURPOSE:

The Circuit Courts were first established in Maryland by the Constitution of 1851 and were continued by subsequent Constitutions which were passed in 1864 and 1867. Since 1867, Harford County and Baltimore County have comprised the Third Judicial Circuit. The Circuit Court for Harford County is a Court of general jurisdiction. It handles a wide variety of civil disputes including tort and contract disputes for parties requiring a jury trial. It also hears family law related cases including divorce, child custody and child support cases. On the criminal side, it hears felony cases and prayers for jury trial from the District Court.

The State of Maryland pays for the judges salaries and the expense of a full-time master as well as providing for five law clerks. It also funds the Office of the Clerk of the Circuit Court which provides the staff for the Court system. Harford County funds the costs of the judges' staff as well as the operation of the Jury Commissioner's Office, the Office of Family Court Services and the Community Work Service Program.

The Circuit Court strives to contain expenditure requirements and still provide expeditious, quality service to the residents of Harford County

MISSION STATEMENT:

TO BRING A FAIR AND JUST RESOLUTION FOR EACH OF THE CASES FILED WITH THE COURT

FY 09 - 10 KEY GOALS:

- 1 TO CONTINUE TO PROVIDE FOR THE EFFICIENT MANAGEMENT OF BOTH DOMESTIC AND NON-DOMESTIC CASES TO ENSURE THAT LITIGANTS ARE ABLE TO HAVE THEIR LEGAL DISPUTES AND PROBLEMS RESOLVED AS EFFECTIVELY AND EFFICIENTLY AS THE SITUATION PERMITS WHILE STILL DOING JUSTICE FOR ALL CONCERNED
- 2 TO CONTINUE TO REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH THE NEW STATE LAW REGARDING THE SELECTION OF JURORS
- 3 TO CONTINUE TO USE ALL REASONABLE MEASURES TO ENSURE THAT JURORS ARE NOT BROUGHT IN UNLESS THEIR PRESENCE WILL BE NECESSARY TO RESOLVE A CASE TO MINIMIZE THE INCONVENIENCE OF SERVING ON JURY DUTY TO THE CITIZENS OF HARFORD COUNTY AND TO REDUCE JURY EXPENDITURES
- 4 TO REFINE AND MODIFY THE SCHEDULING AND HEARING OF JUVENILE CASES TO ENSURE THAT THESE MATTERS ARE HEARD AND DECIDED AS EXPEDITIOUSLY AS POSSIBLE WHILE DOING JUSTICE TO THE VICTIMS, THE JUVENILES AND THE CITIZENS OF HARFORD COUNTY
- 5 TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE
- 6 TO CONTINUE TO REFINE AND IMPROVE THE QUALITY OF SERVICES OFFERED IN DOMESTIC CASES AS WELL AS DEVELOP NEW SERVICES TO ASSIST FAMILIES AND THE COURT TO PROMPTLY AND EFFICIENTLY RESOLVE CUSTODY AND VISITATION DISPUTES

JUDICIAL

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,799,644	2,107,685	2,136,572	2,114,250	2,114,250
20	CONTRACTUAL SERVICES	543,746	517,614	529,356	538,577	538,577
30	SUPPLIES & MATERIALS	53,354	67,890	62,395	61,043	61,043
40	BUSINESS & TRAVEL	14,811	18,567	19,330	15,985	15,985
50	CAPITAL OUTLAY	0	53,222	5,670	0	0
70	MISCELLANEOUS	134,533	111,229	124,000	99,115	(42,334)
	GRAND TOTAL	<u>2,546,088</u>	<u>2,876,207</u>	<u>2,877,323</u>	<u>2,828,970</u>	<u>2,687,521</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>2,546,088</u>	<u>2,876,207</u>	<u>2,877,323</u>	<u>2,828,970</u>	<u>2,687,521</u>
	GRAND TOTAL	<u>2,546,088</u>	<u>2,876,207</u>	<u>2,877,323</u>	<u>2,828,970</u>	<u>2,687,521</u>
	<u>SUMMARY BY DIVISION:</u>					
411000	CIRCUIT COURT	1,260,766	1,350,363	1,343,648	1,316,164	1,250,356
412000	JURY SERVICES	175,626	174,566	182,300	177,300	168,435
413000	GRAND JURY	10,140	10,440	11,000	11,000	10,450
414000	JURY COMMISSIONER	162,193	188,617	187,116	183,078	173,924
415000	MASTERS	175,314	260,014	278,627	262,485	249,361
416000	COMMUNITY WORK SERVICE	288,822	334,010	326,420	324,752	308,514
417000	FAMILY COURT SERVICES	<u>473,227</u>	<u>558,197</u>	<u>548,212</u>	<u>554,191</u>	<u>526,481</u>
	GRAND TOTAL	<u>2,546,088</u>	<u>2,876,207</u>	<u>2,877,323</u>	<u>2,828,970</u>	<u>2,687,521</u>
	SUMMARY OF GRANT BUDGETS					<u>69,000</u>

JUDICIAL

FINANCIAL NOTES:

The (\$189,802) net decrease in funding for Judicial is the result of:

	FY 09	FY 10	CHANGE
o	1,614,520	1,618,272	3,752 Full-Time Salaries
			3,681 Salary adjustments based on the recommendations of the Department of Human Resources
			71 Rounding adjustment per pay scale calculations
			<u>3,752</u>
o	240,276	241,227	951 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	148,051	155,678	7,627 Pension / Retirement rate adjustments
o	6,295	4,855	(1,440) Workers' Compensation rate adjustments
o	123,510	123,798	288 FICA adjustments
o		(33,500)	(33,500) Furlough Savings
o	236,290	233,570	(2,720) Other Professional Services

Index	FY 09	FY10	Change	Explanation
Circuit Court	27,000	24,000	(3,000)	Accounting clerk services @ \$24,000
Jury Commissioner	24,570	20,570	(4,000)	Clerical assistance due to MVA legislation
Juvenile Master	30,000	22,000	(8,000)	Juvenile Counseling Programs - decrease based on actual expense history
Family Court Services	154,720	167,000	12,280	Contractual evaluators/Mediators and clerical Increase based on actual expense history
Dept Total	236,290	233,570	(2,720)	

JUDICIAL

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	305,991	293,192	(12,799)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	18,700	16,405	(2,295)	Office Equipment
	3,024	2,160	(864)	Other Rents
	13,300	13,600	300	Telephone Service
	3,872	3,440	(432)	Fax Service
	300	0	(300)	Other Advertising
	10,000	5,800	(4,200)	Medical Services
	3,240	6,130	2,890	Office Equipment Service
	189,700	184,700	(5,000)	Juror's Fees
	600	420	(180)	Other Contractual Services
	16,950	16,200	(750)	General Office Supplies
	645	1,000	355	Delivery Charges
	22,380	22,000	(380)	General Office Mailing
	5,900	5,500	(400)	Meals-Special Purpose
	300	152	(148)	Computer Hardware Comp
	650	500	(150)	Computer Supplies
	2,000	1,750	(250)	Mileage
	195	90	(105)	Parking and Tolls
	900	0	(900)	Transportation Costs
	775	75	(700)	Meals
	11,805	12,350	545	Professional Books & Periodicals
	755	920	165	Membership Fees
	<u>305,991</u>	<u>293,192</u>	<u>(12,799)</u>	
o	2,900	800	(2,100)	Line items significantly adjusted, due to recommended reductions based on state of the economy:
	FY 09	FY 10	Change	
	1,350	0	(1,350)	Lodging
	1,550	800	(750)	Training Seminars
	<u>2,900</u>	<u>800</u>	<u>(2,100)</u>	
o	0	551	551	Computer Software - Purchase of Child Support Calculation Program

JUDICIAL

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	8,475	30,500	22,025	Legal Services - increase due to Harford County possibly covering costs for the Attorneys previously covered by the State
o	1,200	0	(1,200)	Printing In-House - funds transferred to Printing - Commercial due to closure of In-House print shop
o	4,800	5,660	860	Printing - Commercial - based on actual expense history and funding moved from Printing In-House
o	5,670	0	(5,670)	Equipment - no equipment recommended for FY 2010
o	55,000	30,115	(24,885)	Grants & Contributions
				</

DEPARTMENT STAFF SUMMARY

DEPARTMENT: JUDICIAL

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	4.00	135,695	4.00	148,160	4.00	148,201
Administrative Assistant II	1.00	49,711	1.00	54,270	1.00	54,269
Assistant to Jury Commissioner	1.00	41,637	1.00	45,455	1.00	45,455
Community Work Service Counselor	3.00	125,391	3.00	136,916	3.00	136,949
Court Administrator	0.00	0	1.00	71,939	1.00	71,936
Court Bailiff	1.00	30,871	0.00	0	0.00	0
Court Reporter I	6.00	422,652	6.00	461,421	2.00	119,613
Court Reporter II	0.00	0	0.00	0	4.00	346,029
Director, Community Work Svc Program	1.00	60,777	1.00	66,361	1.00	66,378
Director, Family Court Services	1.00	93,034	1.00	101,575	1.00	99,840
Evaluator / Mediator	1.00	64,714	1.00	70,663	1.00	70,668
Family Services Coordinator	1.00	50,252	1.00	54,866	1.00	54,210
Jury Commissioner	1.00	58,045	1.00	63,382	1.00	63,375
Law Clerk	1.00	38,139	1.00	37,725	1.00	39,702
Secretary (Administrative)	1.00	65,316	1.00	35,661	0.00	0
Secretary I (Judicial)	1.00	42,641	2.00	89,163	3.00	124,840
Secretary II (Judicial)	3.00	162,066	3.00	176,963	2.00	114,251
Secretary III (Judicial)	1.00	66,422	0.00	0	1.00	62,556
SALARY TOTAL	28.00	1,507,363	28.00	1,614,520	28.00	1,618,272
OTHER PERSONAL SERVICES						
Pension & Retirement		122,549		148,051		155,678
Workers' Compensation		5,427		6,295		4,855
Health Benefits		283,418		240,276		241,227
OPEB		52,758		0		0
FICA		115,314		123,510		123,798
Miscellaneous		3,920		3,920		3,920
TOTAL OTHER PERSONAL SERVICES		583,386		522,052		529,478
FURLOUGH SAVINGS		0		0		(33,500)
TOTAL PERSONAL SERVICES	28.00	2,090,749 *	28.00	2,136,572	28.00	2,114,250

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: Circuit Court

INDEX: 411000

ORIGIN/PURPOSE:

The Circuit Court of Harford County is a Court of general jurisdiction which hears and decides a wide variety of cases. On the civil side, it hears cases (1) where the amount in dispute is in excess of \$10,000 and the parties have requested a jury trial, (2) family law cases, (3) administrative appeals, and (4) numerous similar actions. On the criminal side, it hears criminal cases where a serious violation of the law is alleged and / or party has requested a jury trial.

FY '09 - '10 GOAL & OBJECTIVES:

- 1 TO CONTINUE TO PROVIDE FOR THE EFFICIENT MANAGEMENT OF BOTH DOMESTIC AND NON-DOMESTIC CASES TO ENSURE THAT LITIGANTS ARE ABLE TO HAVE THEIR LEGAL DISPUTES AND PROBLEMS RESOLVED AS EFFECTIVELY AND EFFICIENTLY AS THE SITUATION PERMITS WHILE STILL DOING JUSTICE FOR ALL CONCERNED
 - o To continue to reduce the number of open civil cases
 - o To manage cases so that 98% of all non-domestic cases are resolved within eighteen (18) months pursuant to the Case flow Management Guidelines established by the Administrative Office of the Courts
 - o To manage cases so that 90% of all domestic relations cases are resolved within twelve (12) months pursuant to the Case flow Management Guidelines established by the Administrative Office of the Courts

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,034,932	1,147,381	1,141,134	1,127,440	1,127,440
20	CONTRACTUAL SERVICES	152,188	102,077	102,099	116,446	116,446
30	SUPPLIES & MATERIALS	27,618	33,711	29,070	31,058	31,058
40	BUSINESS & TRAVEL	8,568	12,766	10,675	11,105	11,105
50	CAPITAL OUTLAY	0	30,703	5,670	0	0
70	MISCELLANEOUS	37,460	23,725	55,000	30,115	(35,693)
	GRAND TOTAL	1,260,766	1,350,363	1,343,648	1,316,164	1,250,356
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,260,766	1,350,363	1,343,648	1,316,164	1,250,356

DEPARTMENT: JUDICIAL**DIVISION: Circuit Court****INDEX: 411000****FINANCIAL NOTES:**

The (\$93,292) net decrease in funding for Circuit Court is the result of:

	FY 09	FY 10	CHANGE	
o	872,872	878,927	6,055	Full-time Salaries
			6,072	Salary Step &/or Grade adjustments based on the recommendations of the Dept of Human Resources
			(17)	Rounding Adjustment per pay scale calculation
			<u>6,055</u>	
o	116,081	110,320	(5,761)	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employee's share, as well as staff opting for changes in their level of coverage
o	80,042	84,553	4,511	Pension / Retirement rate adjustments
o	66,775	67,238	463	FICA adjustments
o	3,404	2,637	(767)	Workers' Compensation rate adjustments
o		(18,195)	(18,195)	Furlough Savings
o	8,475	30,500	22,025	Legal Services - increase due to County possibly covering costs for Attorney's previously covered by the State
o	5,670	0	(5,670)	Equipment - no equipment recommended for FY 2010
o	55,000	30,115	(24,885)	Grants and Contributions:
	FY 09	FY 10	Change	
	25,000	30,115	5,115	Harford County's contribution to the expenses of the Bar Library
	30,000	0	(30,000)	No funding requested for Future Bound Program for FY 10
	<u>55,000</u>	<u>30,115</u>	<u>(24,885)</u>	
o		(65,808)	(65,808)	Other Contingencies - reduction due to County Council Amendment # 252

DEPARTMENT: JUDICIAL

DIVISION: Circuit Court

INDEX: 411000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	75,694	70,379	(5,315)	Line items significantly adjusted, based on actual expense history and recommended reductions based on state of the economy:
	FY 09	FY 10	Change	
	5,600	3,586	(2,014)	Office Equipment
	3,024	2,160	(864)	Other Rents and Utilities
	2,500	2,800	300	Telephone Service
	10,000	5,800	(4,200)	Medical Services
	27,000	24,000	(3,000)	Other Professional Service
	2,500	4,500	2,000	Office Equipment Service
	10,000	11,000	1,000	General Office Supplies
	2,220	2,500	280	Duplicating Machine Supplies
	500	850	350	Delivery Charges
	1,500	1,300	(200)	Meal-Special Purpose
	0	551	551	Computer Software - Child Support Calculation Program
	300	152	(148)	Computer Hardware
	300	500	200	Computer Supplies
	200	0	(200)	Transportation Costs
	150	0	(150)	Meals
	200	0	(200)	Lodging
	9,500	10,500	1,000	Professional Books
	0	180	180	Membership Fees and Dues
	200	0	(200)	Training Seminars
	<u>75,694</u>	<u>70,379</u>	<u>(5,315)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: CIRCUIT COURT

Index No. 411000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Court Administrator	0.00	0	1.00	71,939	1.00	71,936
Court Bailiff	1.00	30,871	0.00	0	0.00	0
Court Reporter I	6.00	422,652	6.00	461,421	2.00	119,613
Court Reporter II	0.00	0	0.00	0	4.00	346,029 A
Law Clerk	1.00	38,139	1.00	37,725	1.00	39,702
Secretary (Administrative)	1.00	65,316	1.00	35,661	0.00	0
Secretary I (Judicial)	1.00	42,641	2.00	89,163	3.00	124,840 B
Secretary II (Judicial)	3.00	162,066	3.00	176,963	2.00	114,251
Secretary III (Judicial)	1.00	66,422	0.00	0	1.00	62,556 C
SALARY TOTAL	14.00	828,107	14.00	872,872	14.00	878,927
OTHER PERSONAL SERVICES						
Pension & Retirement		67,325		80,042		84,552
Workers' Compensation		2,981		3,404		2,637
Health Benefits		140,155		116,081		110,321
OPEB		28,984		0		0
FICA		63,350		66,775		67,238
Miscellaneous		1,960		1,960		1,960
TOTAL OTHER PERSONAL SERVICES		304,755		268,262		266,708
FURLOUGH SAVINGS		0		0		(18,195)
TOTAL PERSONAL SERVICES	14.00	1,132,862 *	14.00	1,141,134	14.00	1,127,440

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Four (4) Court Reporters I positions promoted to Court Reporter II - # 0525, # 0530, # 0537, # 2182

B - One (1) Secretary position promoted to Secretary I - # 0538

C - One (1) Secretary II position promoted to Secretary III - # 0526

DEPARTMENT: JUDICIAL

DIVISION: Jury Services

INDEX: 412000

ORIGIN/PURPOSE:

The Maryland Constitution as well as Maryland statutory and case law provide that parties to civil cases and defendants in criminal cases are entitled to a speedy trial by an impartial jury.

The preservation of this constitutional right to jury trial is the responsibility of the Circuit Court for Harford County. The Court must ensure proper jury selection procedures and has established a jury selection plan which is approved by the Court of Appeals of Maryland. Individuals who serve on juries are given a token compensation for their services.

This budgetary account provides funding for costs associated with jury service, including fees and miscellaneous expenses.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	172,596	171,290	178,700	173,700	173,700
30	SUPPLIES & MATERIALS	3,030	3,276	3,600	3,600	3,600
70	OTHER CONTINGENCIES	0	0	0	0	(8,865)
	GRAND TOTAL	175,626	174,566	182,300	177,300	168,435
<u>FUNDING SOURCE:</u>						
11	GENERAL	175,626	174,566	182,300	177,300	168,435

FINANCIAL NOTES:

The (\$13,865) net decrease in funding for Jury Services is the result of:

	FY 09	FY 10	CHANGE	
o	178,700	173,700	(5,000)	Juror Fees - Decrease based on actual expense history
o	0	(8,865)	(8,865)	Other Contingencies - reduction due to Council Amendment # 253

DEPARTMENT: JUDICIAL

DIVISION: Grand Jury

INDEX: 413000

ORIGIN/PURPOSE:

Under Maryland law, the Grand Jury performs an important function in the administration of the criminal law. It is not a judicial body, but is an accusing body. It has been preserved as an institution necessary for the preservation of the peace, good order, and dignity of the state in bringing to trial those guilty of violations of law, and protecting people from being put on trial for frivolous, unfounded, or false accusations.

The Grand Jury's function is to investigate violations of the criminal law and this function is ordinarily accomplished by indictments or presentments. Various statutory duties are also imposed on the Grand Jury. At least once each calendar year, the Grand Jury must visit the local jail and inquire into its condition, the manner in which it is kept, and the treatment of the prisoners, and report their findings to the Court. The Grand Jury in Harford County is selected from the list of local voters. Its function is to decide whether a person suspected of committing a crime should be indicted. Evidence is presented to the Grand Jury by the State's Attorney, law enforcement officers, and witnesses. A determination is made and the indictments and / or no-bills are presented to the Circuit Court for Harford County.

The Grand Jury operating budget appropriates funding for costs associated with Grand Jury services, including fees and miscellaneous expenses.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	10,140	10,440	11,000	11,000	11,000
70	OTHER CONTINGENCIES	0	0	0	0	(550)
	GRAND TOTAL	10,140	10,440	11,000	11,000	10,450
	<u>FUNDING SOURCE:</u>					
11	GENERAL	10,140	10,440	11,000	11,000	10,450

FINANCIAL NOTES:

The (\$550) net decrease in funding for Jury Services is the result of:

	FY 09	FY 10	CHANGE
o	0	(550)	(550) Other Contingencies - reduction due to Council Amendment # 254

DEPARTMENT: JUDICIAL

DIVISION: Jury Commissioner

INDEX: 414000

ORIGIN/PURPOSE:

The Jury Commissioner is responsible for developing and maintaining procedures for random selection of Grand and Petit Jurors in accordance with applicable statutes and local jury selection plans and regulations. Additionally, the Jury Commissioner is charged with efficient and effective management of the jury selection process and oversight and control of general office administration to ensure proper selection and usage of jurors.

FY '09 - '10 GOALS & OBJECTIVES:

- 2 TO CONTINUE TO REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH THE NEW STATE LAW REGARDING THE SELECTION OF JURORS
 - o Review and update the current jury plan and have the new plan in effect by January 1, 2007?
- 3 TO CONTINUE TO USE ALL REASONABLE MEASURES TO ENSURE THAT JURORS ARE NOT BROUGHT IN UNLESS THEIR PRESENCE WILL BE NECESSARY TO RESOLVE A CASE TO MINIMIZE THE INCONVENIENCE OF SERVING ON JURY DUTY TO THE CITIZENS OF HARFORD COUNTY AND TO REDUCE JURY EXPENDITURES
 - o To reduce juror expenditures in FY 10 to keep the costs of jurors within the amount budgeted or less

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	125,320	146,385	143,891	143,916	143,916
20	CONTRACTUAL SERVICES	23,454	17,698	29,035	24,632	24,632
30	SUPPLIES & MATERIALS	13,162	15,154	13,775	14,195	14,195
40	BUSINESS & TRAVEL	257	201	415	335	335
50	CAPITAL OUTLAY	0	9,179	0	0	0
70	MISCELLANEOUS	0	0	0	0	(9,154)
	GRAND TOTAL	162,193	188,617	187,116	183,078	173,924
<u>FUNDING SOURCE:</u>						
11	GENERAL	162,193	188,617	187,116	183,078	173,924

DEPARTMENT: JUDICIAL

DIVISION: Jury Commissioner

INDEX: 414000

FINANCIAL NOTES:

The (\$13,192) net decrease in funding for Jury Commissioner is the result of:

	FY 09	FY 10	CHANGE	
o	16,044	17,939	1,895	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	9,980	10,469	489	Pension / Retirement rate adjustments
o	424	326	(98)	Workers' Compensation rate adjustments
o		(2,253)	(2,253)	Furlough Savings
o	29,070	24,822	(4,248)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	3,600	3,252	(348)	Office Equipment
	24,570	20,570	(4,000)	Other Professional Services
	900	1,000	100	Duplicating Machine Supplies
	<u>29,070</u>	<u>24,822</u>	<u>(4,248)</u>	
o	400	0	(400)	Printing In-House - funds transferred to Printing - Commercial due to closure of In-House print shop
o	1,600	2,300	700	Printing - Commercial - based on actual expense history and funding moved from Printing In-House
o	0	(9,154)	(9,154)	Other Contingencies - reduction due to Council Amendment # 255

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: JURY COMMISSIONER

Index No. 414000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Assistant to Jury Commissioner	1.00	41,637	1.00	45,455	1.00	45,455
Jury Commissioner	1.00	58,045	1.00	63,382	1.00	63,375
SALARY TOTAL	2.00	99,682	2.00	108,837	2.00	108,830
OTHER PERSONAL SERVICES						
Pension & Retirement		8,104		9,980		10,469
Workers' Compensation		359		424		326
Health Benefits		17,238		16,044		17,939
OPEB		3,489		0		0
FICA		7,626		8,326		8,325
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		37,096		35,054		37,339
FURLOUGH SAVINGS		0		0		(2,253)
TOTAL PERSONAL SERVICES	2.00	136,778 *	2.00	143,891	2.00	143,916

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: Masters

INDEX: 415000

ORIGIN/PURPOSE:

A Master is an attorney who is appointed by and serves at the pleasure of the Judges of the Circuit Court and who is responsible for hearing all matters referred to him by the Court. One Master hears all juvenile cases. All the Masters hear domestic cases. The duties of the Master are:

- o Conduct hearings on matters referred to them. These matters include 1) petitions filed by the Department of Juvenile Services alleging that a child is delinquent; 2) petitions filed by the Department of Social Services alleging that a child has been abused or neglected; and 3) domestic relations cases.
- o Conduct hearings for family law cases referred to him
- o Record all proceeding of hearings
- o Direct the issuance of a subpoena for witnesses and / or documents
- o Rule upon the admissibility of evidence
- o Examine witnesses when necessary
- o Convene, continue, and adjourn the hearings as necessary
- o Make findings of facts and conclusions of law, and submit them to the presiding Judge of the Circuit Court for review.

In accordance with applicable State law, an appointment of a Master for both domestic relations matters and juvenile cases by the Judges of the Circuit Court of Harford County. The appointment must be approved by the Chief Judge of the Court of Appeals.

FY '09 - '10 GOAL & OBJECTIVES:

TO REFINE AND MODIFY THE SCHEDULING AND HEARING OF JUVENILE CASES TO ENSURE THAT THESE MATTERS ARE HEARD AND DECIDED AS EXPEDITIOUSLY AS POSSIBLE WHILE DOING JUSTICE TO THE VICTIMS, THE JUVENILES AND THE CITIZENS OF HARFORD COUNTY

- o To have 100% of all Child in Need of Assistance (CINA) shelter cases adjudicated within thirty days and all CINA non-shelter cases adjudicated within sixty (60) days pursuant to the Case flow Guidelines established by the Administrative Office of the Courts
- o To expedite the hearing and disposition of child support, alimony and uncontested divorce cases

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	50,403	126,617	160,127	157,805	157,805
20	CONTRACTUAL SERVICES	25,570	30,285	39,510	28,940	28,940
30	SUPPLIES & MATERIALS	1,831	6,908	7,560	5,700	5,700
40	BUSINESS & TRAVEL	437	1,146	2,430	1,040	1,040
40	CAPITAL OUTLAY	0	7,554	0	0	0
70	MISCELLANEOUS	97,073	87,504	69,000	69,000	55,876
	GRAND TOTAL	175,314	260,014	278,627	262,485	249,361
	<u>FUNDING SOURCE:</u>					
11	GENERAL	175,314	260,014	278,627	262,485	249,361

DEPARTMENT: JUDICIAL

DIVISION: Masters

INDEX: 415000

FINANCIAL NOTES:

The (\$29,266) net decrease in funding for Masters is the result of:

	FY 09	FY 10	CHANGE
o	30,418	29,929	(489) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	10,115	10,616	501 Retirement / Pension rate adjustments
o		(2,284)	(2,284) Furlough Savings
o	44,510	32,040	(12,470) Line items significantly adjusted, based on actual expense history:

FY 09	FY 10	Change	
5,250	5,400	150	Office Equipment
3,300	0	(3,300)	Telephone Service - Per Accounts Payable and Phone Co.
360	0	(360)	Fax Service
30,000	22,000	(8,000)	Other Professional Services
600	1,540	940	Office Equipment Service
3,000	2,000	(1,000)	General Office Supplies
1,600	800	(800)	Printing Commercial
400	300	(100)	Duplicating Machine Supplies
<u>44,510</u>	<u>32,040</u>	<u>(12,470)</u>	

DEPARTMENT: JUDICIAL

DIVISION: Masters

INDEX: 415000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	1,300	0	(1,300) Line item significantly adjusted, due to recommended reductions based on state of the economy:

	FY 09	FY 10	Change	
	400	0	(400)	Transportation Costs
	100	0	(100)	Meals
	450	0	(450)	Lodging
	350	0	(350)	Training Seminars
	<u>1,300</u>	<u>0</u>	<u>(1,300)</u>	

o	69,000	69,000	0	County Match / Transfers Out - Court Appointed Special Advocate (CASA) grant match

o	0	(13,124)	(13,124)	Other Contingencies - reduction due to Council Amendment # 256

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: MASTERS

Index No. 415000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	3.00	101,028	3.00	110,306	3.00	110,351
SALARY TOTAL	3.00	101,028	3.00	110,306	3.00	110,351
OTHER PERSONAL SERVICES						
Pension		8,214		10,115		10,616
Workers' Compensation		364		430		331
Health Benefits		42,889		30,418		29,929
OPEB		3,536		0		0
FICA		7,729		8,438		8,442
Miscellaneous		420		420		420
TOTAL OTHER PERSONAL SERVICES		63,152		49,821		49,738
FURLOUGH SAVINGS		0		0		(2,284)
TOTAL PERSONAL SERVICES	3.00	164,180	3.00	160,127	3.00	157,805

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: Community Work Service

INDEX: 416000

ORIGIN/PURPOSE:

The Community Work Service Program (CWS), instituted on July 1, 1985, is a form of alternative sentencing imposed upon offenders by the Courts of Harford County or the Juvenile Services Administration. At the discretion of the presiding Judge, nonviolent offenders are assigned to community work service in lieu of more traditional sanctions. By performing work service, the community and the offender benefit directly. These offenders are able to "pay back" the community for the crime committed against the County; and participating private, nonprofit institutions and / or agencies, benefit from the work service performed on their behalf.

Beneficiaries of this program include Harford County Government (landfills, construction, and facilities maintenance), hospitals, churches, various volunteer fire departments, and schools.

FY '09 - '10 GOAL & OBJECTIVE:

5 TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE

- o To increase the number of government agencies and non-profit organizations that offer community work service opportunities to non-violent offenders by 10% in FY 09

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	275,452	317,437	312,340	308,415	308,415
20	CONTRACTUAL SERVICES	9,451	10,389	9,705	13,132	13,132
30	SUPPLIES & MATERIALS	3,371	4,240	3,740	2,950	2,950
40	BUSINESS & TRAVEL	548	248	635	255	255
50	CAPITAL OUTLAY	0	1,696	0	0	0
70	MISCELLANEOUS	0	0	0	0	(16,238)
	GRAND TOTAL	288,822	334,010	326,420	324,752	308,514
	<u>FUNDING SOURCE:</u>					
11	GENERAL	288,822	334,010	326,420	324,752	308,514

DEPARTMENT: JUDICIAL

DIVISION: Community Work Service

INDEX: 416000

FINANCIAL NOTES:

The (\$17,906) net decrease in funding for Community Work Service is the result of:

	FY 09	FY 10	CHANGE	
o	29,011	29,156	145	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	22,112	23,201	1,089	Pension / Retirement rate adjustments
o	940	724	(216)	Workers' Compensation rate adjustments
o		(4,993)	(4,993)	Furlough Savings
o	2,480	1,400	(1,080)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	200	0	(200)	Duplicating Machines
	1,530	1,150	(380)	General Office Mailing
	150	0	(150)	Computer Supplies
	400	250	(150)	Mileage
	150	0	(150)	Meals
	50	0	(50)	Professional Books
	<u>2,480</u>	<u>1,400</u>	<u>(1,080)</u>	
o	6,500	10,000	3,500	Telephone Service - increase for frame relay circuit upgrade
o	700	0	(700)	Printing In-House - funds transferred to Printing - Commercial due to closure of In-House print shop
o	250	1,000	750	Printing - Commercial - based on actual expense history and funding moved from Printing In-House
o	0	(16,238)	(16,238)	Other Contingencies - reduction due to Council Amendment # 257

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: COMMUNITY WORK SERVICE

Index No. 416000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	34,667	1.00	37,854	1.00	37,850
Community Work Service Counselor	3.00	125,391	3.00	136,916	3.00	136,949
Director, Community Work Svc Program	1.00	60,777	1.00	66,361	1.00	66,378
SALARY TOTAL	5.00	220,835	5.00	241,131	5.00	241,177
OTHER PERSONAL SERVICES						
Pension		17,954		22,112		23,201
Workers' Compensation		795		940		724
Health Benefits		36,180		29,011		29,156
OPEB		7,729		0		0
FICA		16,894		18,446		18,450
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		80,252		71,209		72,231
FURLOUGH SAVINGS		0		0		(4,993)
TOTAL PERSONAL SERVICES	5.00	301,087 *	5.00	312,340	5.00	308,415

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: Family Court Services Division

INDEX: 417000

ORIGIN/PURPOSE:

The role of the Social Worker is to develop, implement, and direct a program that will include evaluation / mediation for parties to domestic cases who have disputes over custody, visitation, and similar issues. Working directly with the parties in both individual and joint sessions, the Social Worker addresses issues that may arise such as mutual cooperation, child development, and child safety. The goal of the program is to assist parties in resolving their problems themselves instead of resorting to time consuming and unproductive court hearings. The Court also established a Facilitated Visitation Program. In cases where a claim is made that a parent has not seen a child for such a significant period that they are a stranger to the child, or there are allegations of sexual or physical abuse, the Social Worker is retained to supervise visitation. The facilitator files a report after each visit and assists the Court in the evaluation of the case.

Psychological / Psychiatric Evaluations: properly done evaluations which assist the Court in determining whether further psychological / psychiatric counseling is needed and greatly expedites any referral for such assistance.

Parenting Program: aimed at assisting single / divorced parents in understanding such areas as child development, the separation process, and the psychological aspects of divorce.

Home Studies: a qualified individual evaluates a home suitability or other physical aspects of the environment where a child will be and reports to the Court.

In every case where services are needed, every attempt is made to have those services provided privately with the expense to be paid by either the parties or their medical insurance. Where this is not possible, the parties are assessed on a sliding scale basis and the monies paid into the County's General Fund.

FY '09 - '10 GOAL & OBJECTIVES:

- 6 TO CONTINUE TO REFINE AND IMPROVE THE QUALITY OF SERVICES OFFERED IN DOMESTIC CASES AS WELL AS DEVELOP NEW SERVICES TO ASSIST FAMILIES AND THE COURT TO PROMPTLY AND EFFICIENTLY RESOLVE CUSTODY AND VISITATION DISPUTES
- o To reduce the time from the filing of a case to the resolution of any custody or visitation dispute
 - o To decrease the number of custody / visitation dispositions that require resolution by trial by 15% in FY 10

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	313,537	369,865	379,080	376,674	376,674
20	CONTRACTUAL SERVICES	150,347	175,435	159,307	170,727	170,727
30	SUPPLIES & MATERIALS	4,342	4,601	4,650	3,540	3,540
40	BUSINESS & TRAVEL	5,001	4,206	5,175	3,250	3,250
50	CAPITAL OUTLAY	0	4,090	0	0	0
70	MISCELLANEOUS	0	0	0	0	(27,710)
	GRAND TOTAL	473,227	558,197	548,212	554,191	526,481
	<u>FUNDING SOURCE:</u>					
11	GENERAL	473,227	558,197	548,212	554,191	526,481

DEPARTMENT: JUDICIAL

DIVISION: Family Court Services Division

INDEX: 417000

FINANCIAL NOTES:

The (\$21,731) net decrease in funding for Family Court Services Division is the result of:

	FY 09	FY 10	CHANGE		
o	281,374	278,987	(2,387) Full Time Salaries (2,391) Salary adjustments based on the recommendations of the Department of Human Resources 4 Rounding adjustment per pay scale calculation <u>(2,387)</u>		
o	48,722	53,883	5,161 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage		
o	25,802	26,839	1,037 Pension / Retirement rate adjustments		
o	1,097	837	(260) Workers' Compensation rate adjustments		
o	21,525	21,343	(182) FICA adjustments		
o		(5,775)	(5,775) Furlough Savings		
o	8,075	4,970	(3,105) Line items significantly adjusted, based on actual expense history:		
		FY 09	FY 10	Change	
		500	300	(200)	Telephone Service
		300	0	(300)	Other Advertising
		600	420	(180)	Other Contractual Services (interpreters)
		2,500	1,850	(650)	General Office Supplies
		300	200	(100)	Duplicating Machine
		900	700	(200)	Meals-Special Purpose
		100	0	(100)	Audio Visual Supplies
		200	0	(200)	Computer Supplies
		300	0	(300)	Transportation Costs
		250	0	(250)	Meals
		1,125	700	(425)	Professional Books & Periodicals
		1,000	800	(200)	Training Seminars
		<u>8,075</u>	<u>4,970</u>	<u>(3,105)</u>	
o	700	0	(700) Line item significantly adjusted, due to recommended reductions based on state of the economy:		
		FY 09	FY 10	Change	
		700	0	(700)	Lodging
o	250	460	210	Printing - Commercial - based on actual expense history and funding moved from Printing In-House	
o	154,720	167,000	12,280	Other Professional Services - contract for evaluators / mediators and clerical support increased per actual expense history	
o	0	(27,710)	(27,710)	Other Contingencies - Reduction due to Council Amendment # 258	

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: FAMILY COURT SERVICES DIVISION

Index No. 417000

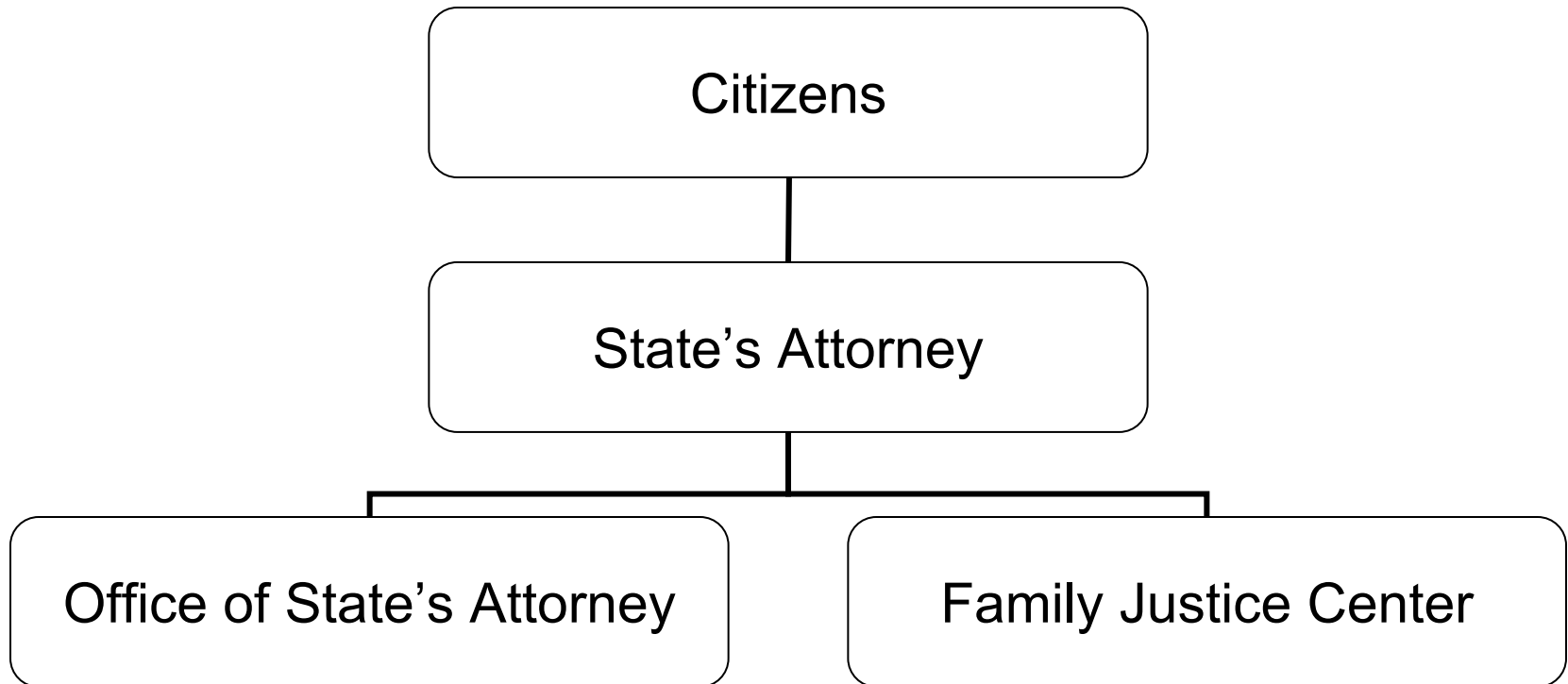
POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	49,711	1.00	54,270	1.00	54,269
Director, Family Court Services	1.00	93,034	1.00	101,575	1.00	99,840
Evaluator / Mediator	1.00	64,714	1.00	70,663	1.00	70,668
Family Services Coordinator	1.00	50,252	1.00	54,866	1.00	54,210
SALARY TOTAL	4.00	257,711	4.00	281,374	4.00	278,987
OTHER PERSONAL SERVICES						
Pension		20,952		25,802		26,839
Workers' Compensation		928		1,097		837
Health Benefits		46,956		48,722		53,883
OPEB		9,020		0		0
FICA		19,715		21,525		21,343
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		98,131		97,706		103,462
FURLOUGH SAVINGS		0		0		(5,775)
TOTAL PERSONAL SERVICES	4.00	355,842 *	4.00	379,080	4.00	376,674

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

GRANTS JUDICIAL					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
CASA - (Court Appointed Special Advocate)	156,866	69,000	06/30/09 State Apply for grant each year	This grant provides the funds for a Director, the Director of Development & Community Relations and a part-time contractual Office Assistant to oversee the program and the selection of carefully trained volunteers who serve as guardians to represent the best interest of abused, neglected and dependent children in Court proceedings. If this grant were to end, the Circuit Court could not continue the program within the existing operating budget.	None
Access & Visitation Program	35,000	0	08/31/09 State Apply for grant each year	This grant provides access and visitation services to non-custodial parents. Goal is to develop and produce 50 visitation plans targeting separated families in which child support and access is the issue. If this grant were to end there would be a reduction in service.	None
Family Court Services and Family Services Coordinator	301,252	0	06/30/09 State Apply for grant each year	This grant funds the Pro Se Program Coordinator and Assistant, Assistant to Family Services Coordinator, Domestic Violence Coordinator, services for Alternative Dispute Resolution, facilitated visitation, psychological evaluations, Family Law Scheduling Clerk, Guardian Ad Litem Program, services for the children's groups, Child Custody investigations, Parenting Coordinator Pilot Project, and some funding to assist with training and printing costs. If this grant were to end, a number of programs, services and personnel would be terminated.	The County has no obligation to fund this service after the grant ends; however, the function is essential to the Court.
Judicial / Truancy Court	115,000	0	06/30/09 State One Time	The grant provides funding for a truancy court coordinator who oversees juveniles who are truant. The Coordinator reviews cases, arranges services (behavioral, counseling, tutoring, etc) in order to comply with truancy court directives. Some funding is also available for counseling/behavioral services. If this grant were to end the coordinator position would have to be terminated as Judicial operating budget could not fund the position. There would be a reduction in services provided for counseling, etc.	None

GRANTS JUDICIAL					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Law Library	20,000	0	06/30/09 One Time	The grant provides funding for the Law Library staff and book replacement. If this grant were to end the contractual Law Librarian position might be eliminated reducing assistance to citizens/patron access. Publication purchase and replacement would be reduced, using only available funds.	None
CINA Neurological	10,000	0	06/30/09 State One Time	The grant provides funding for neurological evaluation of children currently served by the Department of Social Services. Evaluation costs as well as training of Social Services staff are funded in this area. The intent of neurological evaluation is to ensure children receive the appropriate treatment and care plan. This program is still in the evaluation stage and the effect of a grant loss is unknown at this time.	None
Celebrating Families	32,850	0	06/30/09 State Juror Fund Albert P Close Foundation	The grant provides funding for the Celebrating Families Program in conjunction with the Dept of Social Services. Families with children in Foster Care receive counseling on issues such as nutrition, anger management, communication, substance abuse, and healthy relationships. The intent of the program is to enhance parenting skills and general life skills of parents whose children are in Foster Care. This program would be terminated as Judicial operating budget could not fund the positions of the staff and costs to operate the program.	None
TOTALS	670,968	69,000			

OFFICE OF STATE'S ATTORNEY



STATE'S ATTORNEY

ORIGIN/PURPOSE:

The State's Attorney, created by Article V, Section 7 of the Maryland Constitution, represents the State in all criminal actions. Harford County pays the office's expenses.

The State's Attorney is elected by the County voters to a four-year term with no term limit. He / she assists the police in investigating crime in Harford County. This office presents certain criminal cases to the Grand Jury; acts as the jury's legal advisor and provides prosecutors for the Circuit, District, and Juvenile Courts. The office participates in Harford County School programs. State's Attorneys also provide basic training to the County Sheriff's Academy and in-service training programs for various law enforcement agencies.

The office holds membership in the Harford County Narcotics Task Force, the Harford County Child Advocacy Center, and the Harford County Family Justice Center. Through Federal and State grants, the State's Attorney provides assistance in establishing and enforcing child support orders and offers advocate services to victims of crime and their families.

MISSION STATEMENT:

TO PROVIDE QUALITY, EXPEDITIOUS, AND RESPONSIVE SERVICES TO MEET THE NEEDS OF HARFORD COUNTY CITIZENS

FY '09 - '10 KEY GOALS:

- 1 TO PROVIDE THE COMMUNITY WITH A QUICK AND EFFECTIVE WAY TO RECOVER LOSSES FROM BAD CHECKS, TO DIVERT POTENTIAL DEFENDANTS INTO A COUNSELING PROGRAM TO AVOID REPEAT OFFENSES AND CONCENTRATE PROSECUTION EFFORTS ON THOSE OFFENDERS WHO REFUSE TO COOPERATE WITH THE PROGRAM, AND TO LESSEN THE BURDEN ON THE COURT SYSTEM WHILE PRODUCING A SUCCESSFUL RESULT FOR THE VICTIM
- 2 TO PROVIDE FOR THE INVESTIGATION OF ALLEGATIONS OF CHILD MOLESTATION AND / OR EXPLOITATION WHILE MINIMIZING THE TRAUMA TO THE CHILD AND TO PROVIDE SERVICES AND RESOURCES TO THE ABUSED CHILD AND HIS / HER FAMILY WHILE ALWAYS ADVOCATING FOR THE CHILD'S NEEDS

STATE'S ATTORNEY

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	3,945,765	4,696,714	4,834,287	4,902,730	4,902,730
20	CONTRACTUAL SERVICES	131,273	118,077	87,395	81,605	81,605
30	SUPPLIES & MATERIALS	37,985	44,796	46,250	44,940	44,940
40	BUSINESS & TRAVEL	41,865	34,946	44,065	34,040	34,040
50	CAPITAL OUTLAY	16,002	3,208	0	0	0
70	MISCELLANEOUS	501,251	412,750	418,450	451,099	175,378
	GRAND TOTAL	4,674,141	5,310,491	5,430,447	5,514,414	5,238,693
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	4,674,141	5,310,491	5,430,447	5,514,414	5,238,693
	GRAND TOTAL	4,674,141	5,310,491	5,430,447	5,514,414	5,238,693
	<u>SUMMARY BY DIVISION:</u>					
431000	OFFICE OF THE STATE'S ATTORNEY	4,546,039	5,137,353	5,174,095	5,260,516	4,997,490
432000	FAMILY JUSTICE CENTER	128,102	173,138	256,352	253,898	241,203
	GRAND TOTAL	4,674,141	5,310,491	5,430,447	5,514,414	5,238,693
	SUMMARY OF GRANT BUDGETS					451,005

STATE'S ATTORNEY

FINANCIAL NOTES:

The (\$191,754) net decrease in funding for State's Attorney is the result of:

	FY 09	FY 10	CHANGE	
o	3,658,224	3,632,677	(25,547)	Full Time Salaries
			(23,699)	Staff Turnover (0.65%)
			3,000	Salary Adjustments based on recommendations of the Department of Human Resources
			(4,848)	Rounding adjustment per pay scale calculation
			<u>(25,547)</u>	
o		96,237	96,237	Assistant States Attorney II position created for FY 09, salary and benefits were offset 100% by grant funding.
				Grant funding ended
				Salary Fringe Total
				68,560 27,677 96,237
o	544,007	608,421	64,414	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	331,932	345,613	13,681	Pension / Retirement rate adjustments
o	18,556	14,178	(4,378)	Worker's Compensation rate adjustments
o	273,868	274,527	659	FICA adjustment
o		(76,623)	(76,623)	Furlough Savings
o	90,485	82,750	(7,735)	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	12,285	13,044	759	Office Equipment - Upgrade of copier for new discovery requirements
	8,950	8,300	(650)	Telephone Service
	1,150	970	(180)	Fax Services
	735	450	(285)	Personnel/Recruitment
	1,600	1,300	(300)	Medical Services
	22,500	23,616	1,116	Data Processing Software Maintenance - On line legal
	5,800	5,500	(300)	Duplicating Machine Supplies
	200	0	(200)	Meals-Special Purpose
	7,550	8,700	1,150	Computer Supplies
	2,400	3,000	600	County Owned Vehicles
	1,800	1,600	(200)	Fuel Charges
	600	400	(200)	Non-Targeted Charges-FVS
	400	600	200	Parking and Tolls
	150	50	(100)	Other Supplies and Materials
	19,350	9,850	(9,500)	Professional Books
	5,015	5,370	355	Membership Fees
	<u>90,485</u>	<u>82,750</u>	<u>(7,735)</u>	

STATE'S ATTORNEY

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	74,500	62,400	(12,100)	Line items significantly adjusted, due to recommended reductions based on the state of the economy:
			</	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	83,125	1.00	90,748	1.00	90,598
Assistant State's Attorney I	5.00	251,883	1.00	53,050	3.00	158,562
Assistant State's Attorney II	5.00	333,272	9.00	619,890	7.00	490,135
Assistant State's Attorney III	11.00	965,237	12.00	1,134,725	12.00	1,132,985
Deputy State's Attorney/Sr. Trial Assistant	3.00	323,203	3.00	352,859	2.00	231,368
Senior Trial Assistant	0.00	0	0.00	0	1.00	121,109
Legal Assistant I	1.00	32,800	1.00	29,977	0.00	0
Legal Assistant II	8.00	366,822	9.00	440,843	9.00	442,879
Legal Assistant III	2.00	110,634	2.00	120,768	2.00	120,570
Legal Clerk	0.00	0	1.00	30,011	2.00	60,757
Legal Specialist I	5.00	194,102	5.00	203,500	5.00	203,215
Legal Specialist II	11.00	501,964	11.00	545,290	11.00	545,027
State's Attorney	1.00	101,002	1.00	105,123	1.00	104,032
FULL-TIME SALARIES	53.00	3,264,044	56.00	3,726,784	56.00	3,701,237
SALARY OFFSET		(22,097)		(68,560)		0
SALARY TOTAL	53.00	3,241,947	56.00	3,658,224	56.00	3,701,237
OTHER PERSONAL SERVICES						
Pension & Retirement		262,799		331,932		352,208
Workers' Compensation		15,548		18,556		14,384
Health Benefits		530,552		544,007		623,912
OPEB		114,242		0		0
FICA		246,312		273,868		279,772
Miscellaneous		7,420		7,700		7,840
TOTAL OTHER PERSONAL SERVICES		1,176,873		1,176,063		1,278,116
FURLOUGH SAVINGS		0		0		(76,623)
TOTAL PERSONAL SERVICES	53.00	4,418,820 *	56.00	4,834,287	56.00	4,902,730

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Office of State's Attorney****INDEX: 431000****ORIGIN/PURPOSE:**

The State's Attorney, created by the Maryland Constitution, represents the State in all criminal actions. Harford County pays the office's expenses.

The State's Attorney is elected by the County voters to a four-year term with no term limit. He / she assists the police in investigating crime in Harford County.

This office presents certain criminal cases to the Grand Jury, acts as the jury's legal advisor, and provides prosecutors for the Circuit, District, and Juvenile Courts. The office participates in Harford County School programs and also provides basic training to the County Sheriff's Academy and in-service training programs for various law enforcement agencies.

The office holds membership in the Harford County Narcotics Task Force. Through Federal and State grants, the State's Attorney provides assistance in establishing and enforcing child support orders and offers advocate services to victims of crime and their families.

FY '09 - '10 GOAL:

- 1 TO PROVIDE THE COMMUNITY WITH A QUICK AND EFFECTIVE WAY TO RECOVER THEIR LOSSES FROM BAD CHECKS, TO DIVERT POTENTIAL DEFENDANTS INTO A COUNSELING PROGRAM TO AVOID REPEAT OFFENSES AND CONCENTRATE PROSECUTION EFFORTS ON THOSE OFFENDERS WHO REFUSE TO COOPERATE WITH THE PROGRAM, AND TO LESSEN THE BURDEN ON THE COURT SYSTEM WHILE PRODUCING A SUCCESSFUL RESULT FOR THE VICTIM

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	3,840,296	4,543,180	4,603,670	4,668,691	4,668,691
20	CONTRACTUAL SERVICES	124,170	111,225	78,230	73,916	73,916
30	SUPPLIES & MATERIALS	30,945	38,572	31,000	33,890	33,890
40	BUSINESS & TRAVEL	40,805	33,807	42,745	32,920	32,920
50	CAPITAL OUTLAY	8,572	3,008	0	0	0
70	MISCELLANEOUS	501,251	407,561	418,450	451,099	188,073
	GRAND TOTAL	4,546,039	5,137,353	5,174,095	5,260,516	4,997,490
	<u>FUNDING SOURCE:</u>					
11	GENERAL	4,546,039	5,137,353	5,174,095	5,260,516	4,997,490

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Office of State's Attorney****INDEX: 431000****FINANCIAL NOTES:**

The (\$176,605) net decrease in funding for Office of State's Attorney is the result of:

	FY 09	FY 10	CHANGE
o	3,496,482	3,469,607	(26,875) Full Time Salaries
			(23,699) Staff Turnover (0.68%)
			1,519 Salary Adjustments based on recommendations of the Department of Human Resources
			(4,695) Rounding adjustment per pay scale calculation
			(26,875)
o		96,237	96,237 Assisntant States Attorney II position created for FY 09, salary and benefits were offset 100% by grant funding
			Grant funding ended
			Salary Fringe Total
			68,560 27,677 96,237
o	317,100	329,926	12,826 Pension / Retirement rate adjustments
o	503,528	563,287	59,759 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	17,925	13,689	(4,236) Workers' Compensation rate adjustments
o	261,495	262,052	557 FICA adjustment
o		(73,247)	(73,247) Furlough Savings
o	1,100	2,200	1,100 Office Equipment Service increase for scanner maintenance contract previously paid for by Information Systems
o	600	0	(600) Printing-In-House - print shop will be eliminated in FY 10
o	5,000	7,590	2,590 Printing - Commercial - increase partially due to closure of In - House Printing and actual expense history

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Office of State's Attorney****INDEX: 431000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE		
o	71,875	66,166	(5,709)	Line items significantly adjusted, based on actual expense history:	
	FY 09	FY 10	Change		
	8,975	9,900	925	Office Equipment	
	5,820	6,000	180	Telephone Service	
	735	450	(285)	Personnel/Recruitment	
	22,500	23,616	1,116	Data Processing Software Maintenance - for the Lexis / Nexis on-line	
	5,600	6,500	900	Computer Supplies	
	2,400	3,000	600	County Owned Vehicles	
	1,800	1,600	(200)	Fuel Charges	
	600	400	(200)	Non-Targeted Charges - FVS	
	400	600	200	Parking & Tolls	
	18,500	9,200	(9,300)	Professional Books & Periodicals	
	4,545	4,900	355	Membership Fees & Dues	
	<u>71,875</u>	<u>66,166</u>	<u>(5,709)</u>		
o	49,100	40,500	(8,600)	Line items significantly adjusted, due to recommended reductions based on state of the economy:	
	FY 09	FY 10	Change		
	300	0	(300)	Legal Notice	
	38,000	31,000	(7,000)	Legal Service	
	2,200	2,000	(200)	Transportation Costs	
	1,600	1,300	(300)	Meals	
	7,000	6,200	(800)	Lodging	
	<u>49,100</u>	<u>40,500</u>	<u>(8,600)</u>		
o	0	94	94	Grants and Contributions - The States Attorney has agreed to remit his FY 10 statutorily prescribed salary increase to be used as a contribution	
o	418,450	451,005	32,555	County Match / Transfers Out	
			FY 09	FY 10	Change
	Child Support Division	400,813	414,452	13,639	
	Domestic Violence Legal Assistant	17,637	36,553	18,916	
		<u>418,450</u>	<u>451,005</u>	<u>32,555</u>	
o	0	(263,026)	(263,026)	Other Contingencies - Reduction due to Council Amendment # 259	

DIVISION STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY
DIVISION: OFFICE OF STATE'S ATTORNEY

Index No. 431000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	83,125	1.00	90,748	1.00	90,598
Assistant State's Attorney I	5.00	251,883	1.00	53,050	3.00	158,562 A
Assistant State's Attorney II	5.00	333,272	9.00	619,890	7.00	490,135
Assistant State's Attorney III	11.00	965,237	12.00	1,134,725	12.00	1,132,985
Deputy State's Attorney/Sr. Trial Assistant	3.00	323,203	3.00	352,859	2.00	231,368
Senior Trial Assistant	0.00	0	0.00	0	1.00	121,109 B
Legal Assistant I	1.00	32,800	1.00	29,977	0.00	0
Legal Assistant II	8.00	366,822	9.00	440,843	9.00	442,879
Legal Assistant III	2.00	110,634	2.00	120,768	2.00	120,570
Legal Clerk	0.00	0	0.00	0	1.00	29,931 C
Legal Specialist I	5.00	194,102	5.00	203,500	5.00	203,215
Legal Specialist II	8.00	381,347	8.00	413,559	8.00	412,783
State's Attorney	1.00	101,002	1.00	105,123	1.00	104,126
		0		0		(94) D
FULL-TIME SALARIES	50.00	3,143,427	52.00	3,565,042	52.00	3,538,167
SALARY OFFSET		0		(68,560)		0 E
SALARY TOTAL	50.00	3,143,427	52.00	3,496,482	52.00	3,538,167
OTHER PERSONAL SERVICES						
Pension & Retirement		252,993		317,100		336,521
Workers' Compensation		15,114		17,925		13,895
Health Benefits		501,818		503,528		578,778
OPEB		110,020		0		0
FICA		237,085		261,495		267,297
Miscellaneous		7,000		7,140		7,280
TOTAL OTHER PERSONAL SERVICES		1,124,030		1,107,188		1,203,771
FURLOUGH SAVINGS		0		0		(73,247)
TOTAL PERSONAL SERVICES	50.00	4,267,457 *	52.00	4,603,670	52.00	4,668,691

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) vacant Assistant State's Attorney II positions filled as Assistant States Attorney I # 0564, #2679

B - One (1) Deputy States Attorney/Sr Trial Assistant reclassified as a Senior Trial Assistant - # 0556

C - One (1) vacant Legal Assistant I position filled as a Legal Clerk # 3020

D - The States Attorney has agreed to remit his FY 10 statutorily prescribed salary increase to be used for a County grant / contribution

E - Assistant States Attorney II position created in FY 09, salary offset 100% by grant funding, grant ended June, 2009

OFFICE OF THE STATE'S ATTORNEY OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide the community with a quick and effective way to recover losses from bad checks, to divert potential defendants into a counseling program to avoid repeat offenses and concentrate prosecution efforts on those offenders who refuse to cooperate with the program, and to lessen the burden on the court system while producing a successful result for the victim.

Department Obj.

To increase the amount of restitution recovered for merchants and increase the number of bad check cases diverted from the court system.

County Goal(s) Supported

III. Efficient County Government

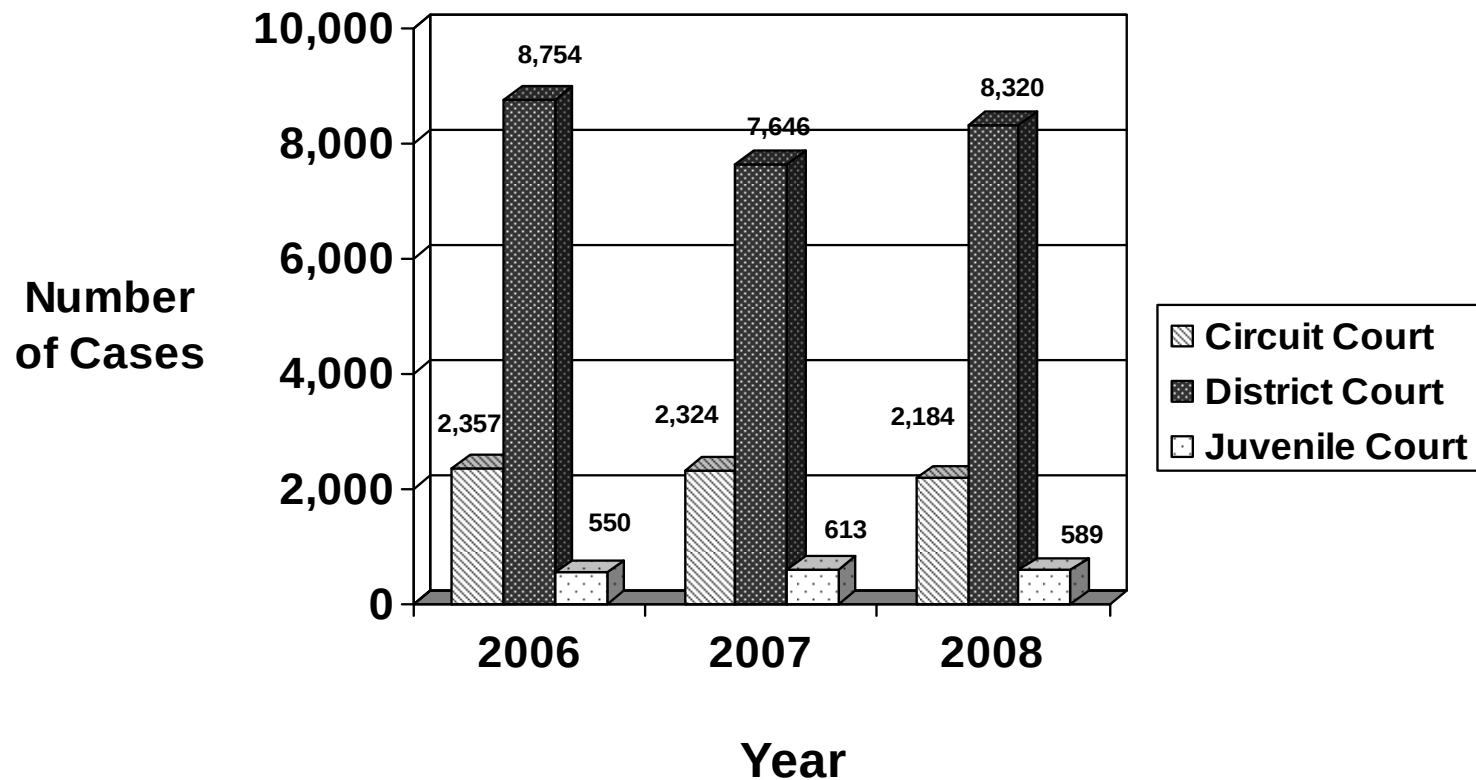
Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$394	\$418	\$430	\$469	\$469
Number of staff hours	22	22	22	22	22
<u>Output:</u>					
Amount of restitution recovered	\$79,873	\$85,463	\$86,611	\$87,300	\$88,170
<u>Efficiency:</u>					
Amount of restitution recovered per dollar spent	\$202.94	\$204.67	\$201.42	\$186.14	\$188.00
<u>Service Quality:</u>					
Percent of clients satisfied with services	87%	90%	90%	90%	91%
<u>Outcome:</u>					
Percent of bad checks recovered without court intervention	22%	24%	23%	24%	24%

Explanation and Analysis of Performance Measures

The Bad Check Program is designed to target defendants who have written bad checks to local merchants and recover restitution owed, while at the same time providing counseling services to these offenders. The benefit to the Court system is a reduction in cases processed that require court time and resources.

OFFICE OF THE STATE'S ATTORNEY

Number of Criminal Cases Filed



DEPARTMENT: STATE'S ATTORNEY'S OFFICE

DIVISION: Family Justice Center

INDEX: 432000

ORIGIN/PURPOSE:

The Harford County Family Justice Center is designed to be a victim-centered case management project between Sexual Assault / Sexual Abuse Resource Center, Inc. (SARC), the Harford County Sheriff's Office (HCSO) and the Harford County State's Attorney's Office (SAO). All three disciplines unite their efforts toward the common goal of holding domestic violence offenders accountable, and allowing victims to break the cycle of violence.

The Child Advocacy Center (CAC) is also housed in the Family Justice Center. This multi-disciplinary team is comprised of staff from the State's Attorney's Office, Department of Social Services, and the Harford County Sheriff's Office. Their responsibility is to investigate allegations of sexual child abuse and assault, to assess and protect the child, and to provide services and resources for the abused child and his / her family.

Having their respective services co-located in one facility allows for the sharing of space and resources for the abused child and his / her family.

FY '09 - '10 GOAL:

- 2 TO PROVIDE FOR THE INVESTIGATION OF ALLEGATIONS OF CHILD MOLESTATION AND / OR EXPLOITATION WHILE MINIMIZING THE TRAUMA TO THE CHILD AND TO PROVIDE SERVICES AND RESOURCES TO THE ABUSED CHILD AND HIS / HER FAMILY WHILE ALWAYS ADVOCATING FOR THE CHILD'S NEEDS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	105,469	153,534	230,617	234,039	234,039
20	CONTRACTUAL SERVICES	7,103	6,852	9,165	7,689	7,689
30	SUPPLIES & MATERIALS	7,040	6,224	15,250	11,050	11,050
40	BUSINESS & TRAVEL	1,060	1,139	1,320	1,120	1,120
50	CAPITAL OUTLAY	7,430	200	0	0	0
70	MISCELLANEOUS	0	5,189	0	0	(12,695)
	GRAND TOTAL	128,102	173,138	256,352	253,898	241,203
	<u>FUNDING SOURCE:</u>					
11	GENERAL	128,102	173,138	256,352	253,898	241,203

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Family Justice Center****INDEX: 432000****FINANCIAL NOTES:**

The (\$15,149) net decrease in funding for Family Justice Center is the result of:

	FY 09	FY 10	CHANGE	
o	161,742	163,070	1,328	Full-time Salaries
			1,481	Salary Adjustments based on the recommendations of the Department of Human Resources
			(153)	Rounding adjustment per pay scale calculation
			<u>1,328</u>	
o	40,479	45,134	4,655	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	14,832	15,687	855	Pension / Retirement Rate adjustment
o		(3,376)	(3,376)	Furlough Savings
o	23,890	18,164	(5,726)	Line items significantly adjusted, based on actual expense history:

	FY 09	FY 10	Change	
	3,310	3,144	(166)	Office Equipment
	3,130	2,300	(830)	Telephone Service
	450	320	(130)	Fax Services
	1,600	1,300	(300)	Medical Services
	7,800	5,000	(2,800)	General Office Supplies
	800	500	(300)	Printing - Commercial
	1,500	1,200	(300)	Duplicating Machine Supplies
	2,150	1,500	(650)	General Office Mailing
	200	0	(200)	Meals-Special Purpose
	1,950	2,200	250	Computer Supplies
	150	50	(100)	Other Supplies and Materials
	850	650	(200)	Professional Books & Periodicals
	<u>23,890</u>	<u>18,164</u>	<u>(5,726)</u>	

o	0	(12,695)	(12,695)	Other Contingencies - Reduction due to Council Amendment # 260

DIVISION STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY
DIVISION: FAMILY JUSTICE CENTER

Index No. 432000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Legal Clerk	0.00	0.00	1.00	30,011	1.00	30,826
Legal Specialist II	3.00	120,617	3.00	131,731	3.00	132,244
FULL-TIME SALARIES	3.00	120,617	4.00	161,742	4.00	163,070
SALARY OFFSET		(22,097)		0		0
SALARY TOTAL	3.00	98,520	4.00	161,742	4.00	163,070
OTHER PERSONAL SERVICES						
Pension & Retirement		9,806		14,832		15,687
Workers' Compensation		434		631		489
Health Benefits		28,734		40,479		45,134
OPEB		4,222		0		0
FICA		9,227		12,373		12,475
Miscellaneous		420		560		560
TOTAL OTHER PERSONAL SERVICES		52,843		68,875		74,345
FURLOUGH SAVINGS		0		0		(3,376)
TOTAL PERSONAL SERVICES	3.00	151,363 *	4.00	230,617	4.00	234,039

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

OFFICE OF THE STATE'S ATTORNEY - FAMILY JUSTICE CENTER OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide for the investigation of allegations of child molestation and / or exploitation while minimizing the trauma to the child and to provide services and resources to the abused child and his / her family while always advocating for the child's needs.

Department Obj.

To improve upon service to Child Advocacy Center (CAC) victims by increasing the percentage of investigations closed within 180 days of opening to 80%.

County Goal(s) Supported

I. Public Safety

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated *	\$116,922	\$128,102	\$140,442	\$150,273	\$154,781
Number of staff	12	12	12	12	12
<u>Output:</u>					
Number of investigations referred to the Child Advocacy Center	378	276	299	310	320
<u>Efficiency:</u>					
Amount spent per investigation	\$309.31	\$464.14	\$469.71	\$484.75	\$483.69
<u>Service Quality:</u>					
Percent of families served by the Child Advocacy Center that are satisfied by the services	86%	88%	85%	87%	88%
<u>Outcome:</u>					
Percent of investigations resulting in timely closure	75%	80%	93%	90%	93%

Explanation and Analysis of Performance Measures

The Child Advocacy Center operates as a team in investigating and prosecuting child sexual abuse cases. The effectiveness of this approach can be measured by determining if cases are satisfactorily closed in a timely manner. Results can be tracked via case statistics as well as customer satisfaction surveys.

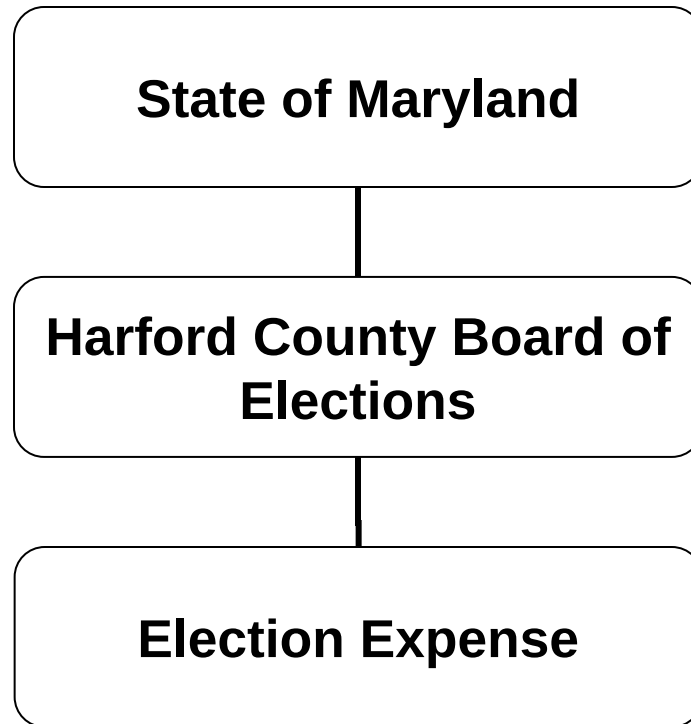
* Stated figure is Child Advocacy Center portion of Family Justice Center budget based on actual historical costs

**GRANTS
STATE'S ATTORNEY**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	OBLIGATION WHEN GRANT ENDS
Cooperative Reimbursement Act Grant (Family Support Division)	1,178,862	414,452	09/30/09 Federal Renewable	This grant provides for establishing paternity and securing support for any child born out of wedlock, securing support for any child who has a parent absent from the home or has been deserted by both parents, securing medical support for needy children, and enforcing compliance with established support orders. If grant were to end, 12 full-time employees would lose their jobs and Harford County would not have an agency to provide this service to its citizens.	If the grant were to end, the State's Attorney's Office must still provide legal representation for support cases.
Child Advocacy Center Training and Equipment	10,000	0	12/30/09 Federal Recurring	Purpose of this grant is to fund specialized training, equipment and services to improve upon investigation and prosecution of child sexual abuse and assault cases. degree assault, rape and sexual offense in any degree, The State's Attorney could not fund the Child Advocacy Center training and equipment items out of its current budget if grant were to end.	None
Domestic Violence Legal Assistant	54,392	36,553	9/30/2009 Federal Recurring	This grant funds a victim advocate / legal assistant position to improve upon investigation and prosecution of felony and serious misdemeanor domestic violence cases. This individual works with domestic violence victims providing court accompaniment and referrals to available services, as well as interviewing the involved parties and preparing the cases for court. The State's Attorney's budget cannot support the funding of this position. The grant expires on September 30, 2009. After that point, the State's Attorney plans to request an extension for a fourth year of funding, but renewal is not assured.	None
TOTALS	1,243,254	451,005			

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BOARD OF ELECTIONS



ELECTIONS

ORIGIN/PURPOSE:

The Harford County Board of Elections ensures that every eligible citizen is given the opportunity to register and vote. Although this department derives its authority from State and Federal laws, its budget is funded principally by the County.

The Harford County Board of Elections is responsible for the administration and performance of all activities essential to a successful election. All functions revolve around this responsibility and include programs which encourage voter registration; permit registration with ease and convenience; provide accessible polling places; serve as a reference center for election information; and provide assistance to all candidates and the three Harford County municipalities.

FY '09 - '10 KEY GOAL:

- 1 TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	210,653	178,247	218,613	196,530	196,530
20	CONTRACTUAL SERVICES	583,142	741,492	848,047	569,889	569,889
30	SUPPLIES & MATERIALS	192,165	150,321	218,377	94,024	94,024
40	BUSINESS & TRAVEL	26,648	37,342	26,910	25,150	25,150
50	CAPITAL OUTLAY	12,445	6,549	0	0	0
70	MISCELLANEOUS	459,667	466,721	572,475	540,765	469,447
80	INTER-GOVT / INTER-FUND EXPENSES	0	0	1,500	0	0
	GRAND TOTAL	1,484,720	1,580,672	1,885,922	1,426,358	1,355,040
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,484,720	1,580,672	1,885,922	1,426,358	1,355,040
	GRAND TOTAL	1,484,720	1,580,672	1,885,922	1,426,358	1,355,040
<u>SUMMARY BY DIVISION:</u>						
481000	HARFORD COUNTY BOARD OF ELECTIONS	866,197	870,799	984,020	902,516	857,390
482000	ELECTION EXPENSE	618,523	709,873	901,902	523,842	497,650
	GRAND TOTAL	1,484,720	1,580,672	1,885,922	1,426,358	1,355,040

ELECTIONS

FINANCIAL NOTES:

The (\$530,882) net decrease in funding for Elections is the result of:

	FY 09	FY 10	CHANGE																								
o	167,248	169,516	2,268 Temporary Salaries																								
			<table> <tr> <th></th><th>FY 09</th><th>FY 10</th><th>Change</th></tr> <tr> <td>MVA Temps</td><td>46,824</td><td>54,912</td><td>8,088</td></tr> <tr> <td>Board Members</td><td>31,000</td><td>23,500</td><td>(7,500)</td></tr> <tr> <td>3 F/T Temps</td><td>81,120</td><td>91,104</td><td>9,984</td></tr> <tr> <td>Seasonal</td><td>8,304</td><td>0</td><td>(8,304)</td></tr> <tr> <td></td><td><u>167,248</u></td><td><u>169,516</u></td><td><u>2,268</u></td></tr> </table>		FY 09	FY 10	Change	MVA Temps	46,824	54,912	8,088	Board Members	31,000	23,500	(7,500)	3 F/T Temps	81,120	91,104	9,984	Seasonal	8,304	0	(8,304)		<u>167,248</u>	<u>169,516</u>	<u>2,268</u>
	FY 09	FY 10	Change																								
MVA Temps	46,824	54,912	8,088																								
Board Members	31,000	23,500	(7,500)																								
3 F/T Temps	81,120	91,104	9,984																								
Seasonal	8,304	0	(8,304)																								
	<u>167,248</u>	<u>169,516</u>	<u>2,268</u>																								
o	11,387	14,046	2,659 Pension / Retirement rate adjustments																								
o	25,252	0	(25,252) Overtime - no major elections in FY 10																								
o	14,726	12,968	(1,758) FICA adjustments																								
o	15,270	10,517	(4,753) Office Equipment - increase based on current office leases																								
o	501,842	501,842	0 Management Services - County's share for implementation of Statewide Voting System																								
o	5,100	0	(5,100) Printing In-House - services eliminated in FY 10, funding moved to Printing - Commercial																								

ELECTIONS

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	65,877	69,549	3,672	Computer Software - Harford County's share of the voter registration system per State's estimate
o	444,360	45,675	(398,685)	Line items adjusted significantly, due to no major elections in FY 10:
	FY 09	FY 10	Change	
	7,200	0	(7,200)	Space & Real Estate
	5,500	0	(5,500)	Legal Notice
	281,135	22,000	(259,135)	Election Officials
	2,925	0	(2,925)	Other Professional Services
	31,000	12,000	(19,000)	General Office Supplies
	40,000	4,575	(35,425)	Printing - Commercial
	67,400	7,000	(60,400)	General Office Mailing
	7,700	100	(7,600)	Computer Supplies
	1,500	0	(1,500)	Fleet Management Rentals
	<u>444,360</u>	<u>45,675</u>	<u>(398,685)</u>	
o	21,370	20,860	(510)	Line items significantly adjusted, based on actual expense history or the state of the economy:
	FY 09	FY 10	Change	
	6,250	7,500	1,250	Legal Services
	5,160	5,000	(160)	Mileage
	300	100	(200)	Parking & Tolls
	2,000	1,600	(400)	Transportation Costs
	6,100	4,800	(1,300)	Meals
	500	650	150	Professional Books & Periodicals
	1,060	1,210	150	Membership Fees & Dues
	<u>21,370</u>	<u>20,860</u>	<u>(510)</u>	
o	572,475	540,765	(31,710)	Payment to Other Government Agencies - Elections employees are paid from the State payroll and the County is invoiced by the State. The invoice will include salaries, pension, FICA, health subsidy and overtime for ten (10) employees. Decrease is due to no overtime required due to no major elections in FY 10.
o		(71,318)	(71,318)	Reduction due to Council Amendments #261 and #262

DEPARTMENT: ELECTIONS

DIVISION: Harford County Board of Elections

INDEX: 481000

ORIGIN/PURPOSE:

The Harford County Board of Elections index contains funds covering voter education, voter registration (which includes registration, names / address updates, and deletions), and the day-to-day expenses of the office.

FY '09 - '10 GOAL:

1 TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	210,653	178,247	218,613	196,530	196,530
20	CONTRACTUAL SERVICES	43,081	45,968	49,445	46,047	46,047
30	SUPPLIES & MATERIALS	116,360	136,489	118,377	94,024	94,024
40	BUSINESS & TRAVEL	23,991	36,825	25,110	25,150	25,150
50	CAPITAL OUTLAY	12,445	6,549	0	0	0
70	MISCELLANEOUS	459,667	466,721	572,475	540,765	495,639
	GRAND TOTAL	866,197	870,799	984,020	902,516	857,390
<u>FUNDING SOURCE:</u>						
11	GENERAL	866,197	870,799	984,020	902,516	857,390

DEPARTMENT: ELECTIONS**DIVISION: Harford County Board of Elections****INDEX: 481000****FINANCIAL NOTES:**

The (\$126,630) net decrease in funding for Elections - Harford County Board of Elections is the result of:

	FY 09	FY 10	CHANGE	
o	167,248	169,516	2,268	Temporary Salaries
				FY 09 FY 10 Change
				MVA Temps 46,824 54,912 8,088
				Board Members 31,000 23,500 (7,500)
				3 F/T Temps 81,120 91,104 9,984
				Seasonal 8,304 0 (8,304)
				<u>167,248 169,516 2,268</u>
o	11,387	14,046	2,659	Pension / Retirement rate adjustments
o	25,252	0	(25,252)	Overtime - reduced as there are no major elections in FY 10
o	14,726	12,968	(1,758)	FICA rate adjustments
o	15,270	10,517	(4,753)	Office Equipment - decrease based on current contracts
o	51,000	23,575	(27,425)	Decrease based on actual expense history and no major elections in FY 10:
				FY 09 FY 10 Change
				16,000 12,000 (4,000) General Office Supplies
				15,000 7,000 (8,000) General Office Mailing
				20,000 4,575 (15,425) Printing - Commercial
				<u>51,000 23,575 (27,425)</u>
o	500	0	(500)	Printing In-House - funds transferred to Printing-Commercial due to closure of in-house print shop
o	65,877	69,549	3,672	Computer Software - Harford County's share of the voter registration system per State's estimate . Increase reflects Harford County's share of costs based on population from 4% to 4.25%.

DEPARTMENT: ELECTIONS**DIVISION: Harford County Board of Elections****INDEX: 481000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	14,770	16,060	1,290	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	6,250	7,500	1,250	Legal Services
	4,660	5,000	340	Mileage
	300	100	(200)	Tolls & Parking
	2,000	1,600	(400)	Transportation Costs
	500	650	150	Professional Books & Periodicals
	1,060	1,210	150	Membership Fees & Dues
	<u>14,770</u>	<u>16,060</u>	<u>1,290</u>	
o	572,475	540,765	(31,710)	Payments to Other Government Agencies - Elections employees are paid from the State payroll and the County is invoiced by the State. The invoice will include salaries, pension, FICA, and health subsidy for ten (10) employees. Reduction is primarily due to reduction in overtime expenses due to no major elections occurring in FY 10.
o		(45,126)	(45,126)	Other Contingencies - reduction due to Council Amendment #261

DIVISION STAFF SUMMARY

DEPARTMENT: ELECTIONS
DIVISION: HARFORD COUNTY BOARD OF ELECTIONS

Index No. 481000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>112,800</u>		<u>167,248</u>		<u>169,516</u>
SALARY TOTAL		<u><u>112,800</u></u>		<u><u>167,248</u></u>		<u><u>169,516</u></u>
OTHER PERSONAL SERVICES						
Pension		4,861		11,387		14,046
Overtime		37,000		25,252		0
FICA		<u>11,460</u>		<u>14,726</u>		<u>12,968</u>
TOTAL OTHER PERSONAL SERVICES		<u><u>53,321</u></u>		<u><u>51,365</u></u>		<u><u>27,014</u></u>
TOTAL PERSONAL SERVICES		<u><u>166,121</u></u> *		<u><u>218,613</u></u>		<u><u>196,530</u></u>

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

HARFORD COUNTY BOARD OF ELECTIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To ensure that every eligible citizen is given the opportunity to register to vote.

Department Obj.

To maintain or exceed a 99.9% accuracy rate for all voter registration transactions processed.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$852,740	\$866,197	\$870,799	\$984,020	\$857,390
<u>Output:</u>					
Number of registration transactions processed	50,132	64,708	39,457	80,021	60,000
Number of registered voters	134,116	137,785	140,355	144,430	147,000
<u>Efficiency:</u>					
Cost per registered voter	\$6.36	\$6.29	\$7.04	\$6.81	\$5.83
<u>Service Quality:</u>					
Percentage of transactions processed correctly	99.9%	99.9%	99.9%	99.9%	99.9%
<u>Outcome:</u>					
Total number of new registrants	7,781	9,608	17,807	8,000	10,000
Percentage of voter turnout in general election	67%	67%	83%	83%	75%

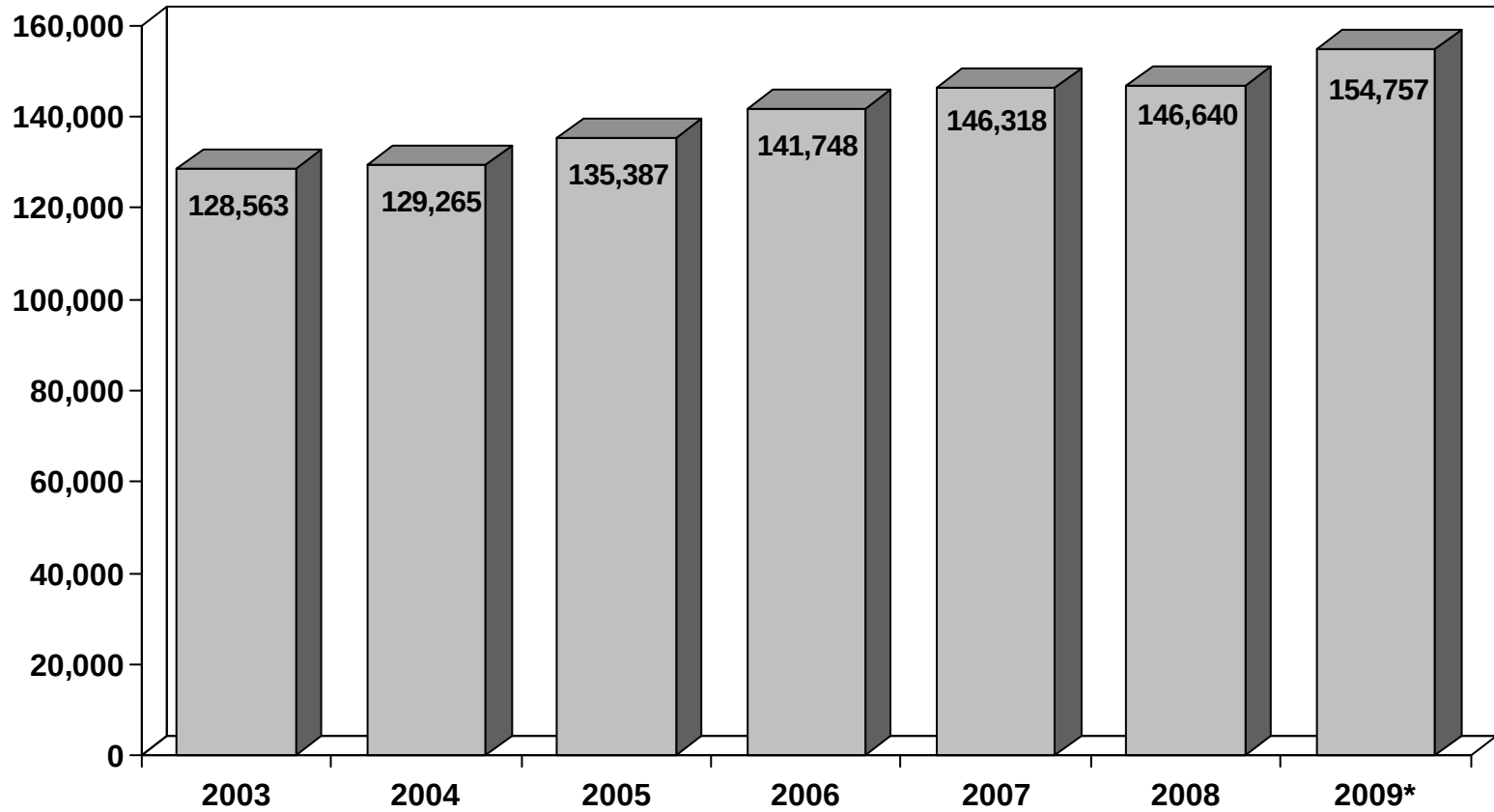
Explanation and Analysis of Performance Measures

Transactions include new registrations, duplicate registrations, cancellations (active and inactive), affiliation changes, address / name changes, confirmation mailings / responses, miscellaneous (inactivated, reactivated, reinstated). No data collected for petition verification, split precinct changes, or municipal elections / annexations.

Major Related Plans and Policies

Help America Vote Act of 2002 (HAVA), Registration and Election Law of Maryland, HAVA State Plan, Code of Maryland, Election Assistance Commissions Best Practices Tool Kit, and all procedures as dictated by the State Board of Elections (SBE).

Elections Registered Voters



Figures represent Active & Inactive registration

(Projected)

DEPARTMENT: ELECTIONS

DIVISION: Election Expense

INDEX: 482000

ORIGIN/PURPOSE:

The Election Expense index reflects those fluctuating expenditures associated with election cycles. Direct election expenses are budgeted within this index. These expenses include: ballots and voter authority cards, absentee postage, funds for poll workers and precinct costs, and fees for mandatory State-sponsored meetings. Based on the type and number of elections in any given year, funds are made available by the County government to ensure successful results.

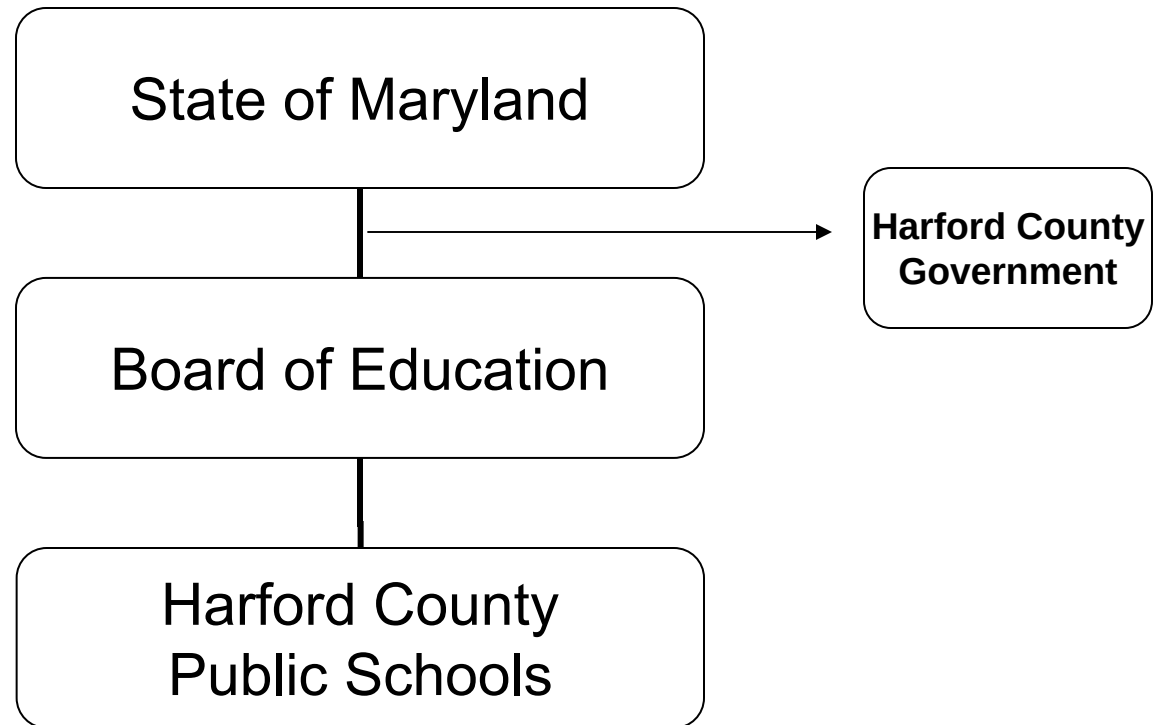
In addition, expenses include storage, maintenance, and preparation of the current voting equipment and the personnel to support these efforts.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	540,061	695,524	798,602	523,842	523,842
30	SUPPLIES & MATERIALS	75,805	13,832	100,000	0	0
40	BUSINESS & TRAVEL	2,657	517	1,800	0	0
70	MISCELLANEOUS	0	0	0	0	(26,192)
80	INTER-GOV'T / INTER-FUND EXPENSES	0	0	1,500	0	0
	GRAND TOTAL	618,523	709,873	901,902	523,842	497,650
<u>FUNDING SOURCE:</u>						
11	GENERAL	618,523	709,873	901,902	523,842	497,650

INDEX: 482000

BOARD OF EDUCATION



HARFORD COUNTY BOARD OF EDUCATION

ORIGIN/PURPOSE:

The Harford County Board of Education was established under the Education Article of the Annotated Code of Maryland to have perpetual existence and be a body politic and corporate of the State of Maryland. It is empowered and required to maintain a reasonably uniform system of public schools designed to provide quality education and equal educational opportunities for all youth. The Board is composed of seven members. Each is appointed by the Governor of Maryland and serves for a term of five years. The terms of the Board members overlap and each member is eligible for reappointment; however, no member may serve more than two consecutive terms. Board of Education members do not receive salaries for their services. In addition, there is a student representative to the Board who serves a one-year term while a high school senior. The student is elected by the Harford County Regional Association of Student Councils.

The Board of Education appoints the Superintendent of Schools for a four year term. The Superintendent acts as the Executive Officer of the Board as well as Secretary and Treasurer. The Superintendent is responsible for the Administration of the Harford County Public School System which consists of:

32	Elementary Schools
9	Middle Schools
9	Comprehensive High Schools
1	Technical High School
1	John Archer public special education school serving students with disabilities
1	An Alternative Education Program
<u>53</u>	<u>Total Number of Schools</u>

VISION:

Harford County is a community of learners where educating everyone takes everyone. We empower all students to contribute to a diverse, democratic, and change-oriented society. Our public schools, parents, public officials, businesses, community organizations, and citizens actively commit to educate all students to become caring, respectful, and responsible citizens.

MISSION STATEMENT:

The mission of Harford County Public schools is to foster a quality educational system that challenges students to develop knowledge and skills, and inspire them to become life-long learners and good citizens.

GOALS:

- Every student feels comfortable going to school
- Every student achieves personal and academic growth
- Every student benefits from accountable adults
- Every student connects with great employees
- Every student graduates ready to succeed

HARFORD COUNTY BOARD OF EDUCATION

FY 10 BOARD OF EDUCATION OPERATING FUNDING:

		FY 09 APPROVED BUDGET	FY 10 APPROVED BUDGET	\$ CHANGE
County		210,914,800	210,914,800	0
State	Unrestricted	203,409,364	201,149,762	(2,259,602)
Federal	Unrestricted	350,000	380,330	30,330
Other	Unrestricted	2,776,501	3,066,431	289,930
		<u>417,450,665</u>	<u>415,511,323</u>	<u>(1,939,342)</u>
Fund Balance		<u>757,538</u>	<u>4,637,987</u>	<u>3,880,449</u>
Total Unrestricted Funds		418,208,203	420,149,310	1,941,107
State	Restricted	7,314,067	7,917,822	603,755
Federal	Restricted	15,076,406	16,092,379	1,015,973
Other	Restricted	146,176	100,000	(46,176)
Total Restricted Funds		<u>22,536,649</u>	<u>24,110,201</u>	<u>1,573,552</u>
Total Funding		<u>440,744,852</u>	<u>444,259,511</u>	<u>3,514,659</u>

COUNTY FUNDING:

FY 09 ORIGINAL BUDGET	FY 10 APPROVED BUDGET	CHANGE
210,914,800	210,914,800	0

MAINTENANCE OF EFFORT

0	FY 10 required Maintenance of Effort funding
0	County funding over required Maintenance of Effort

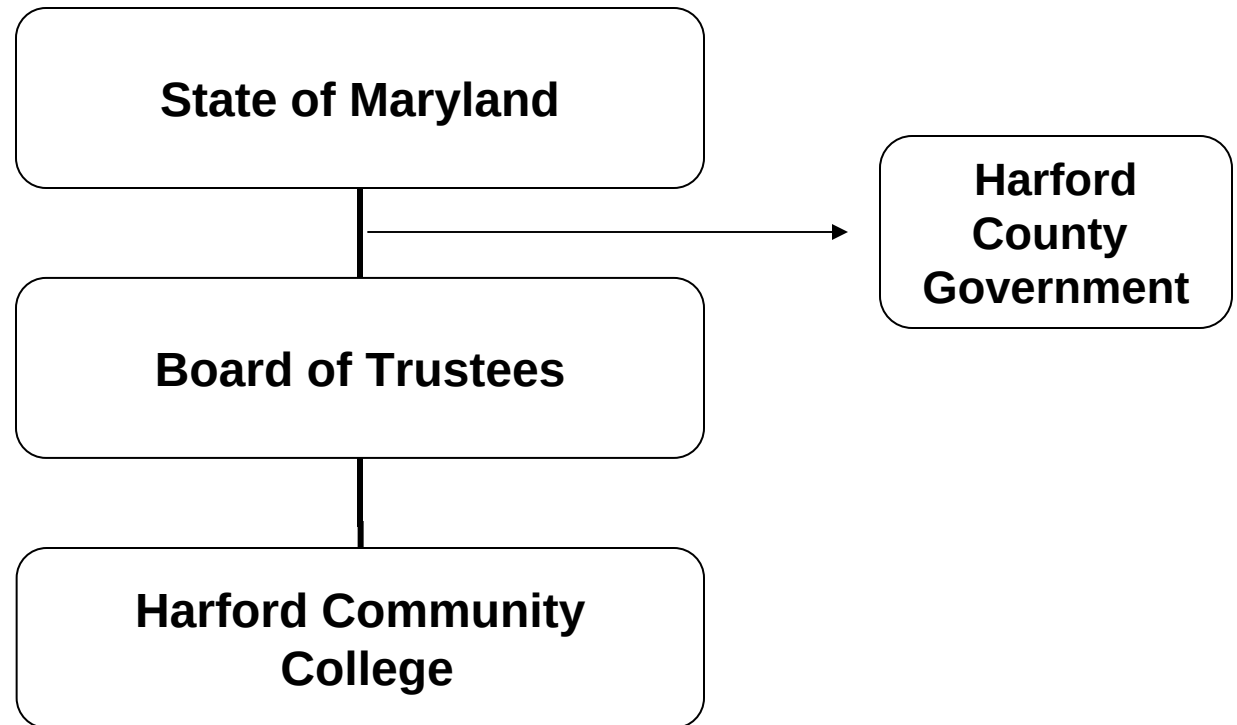
For FY 10 there is no change in County funding. The Board of Education agreed to limit expenditures and modify their operations in light of the current economic conditions

HARFORD COUNTY BOARD OF EDUCATION

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	GRAND TOTAL	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	GRAND TOTAL	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	<u>SUMMARY BY DIVISION:</u>					
541000	PUBLIC SCHOOLS	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>	<u>210,914,800</u>
	GRAND TOTAL	<u>189,414,800</u>	<u>199,614,800</u>	<u>210,914,800</u>	<u>210,914,800</u>	<u>210,914,800</u>

HARFORD COMMUNITY COLLEGE



HARFORD COMMUNITY COLLEGE

ORIGIN/PURPOSE:

Harford Community College, founded in 1957, is a comprehensive institution of higher education, addressing the diverse educational needs of Harford County and surrounding area.

The College's mission provides transfer, career and developmental education programs and continuing education courses, per state statute. The College offers Associate of Arts, Associate of Science, Associate of Applied Science, and Associate in Applied Technical and Professional Studies degrees, as well as many certificate programs.

MISSION STATEMENT:

HARFORD COMMUNITY COLLEGE PROVIDES HIGH QUALITY, ACCESSIBLE AND AFFORDABLE EDUCATIONAL OPPORTUNITIES AND SERVICES - INCLUDING UNIVERSITY TRANSFER, CAREER, DEVELOPMENTAL AND CONTINUING EDUCATION PROGRAMS - THAT PROMOTE PROFESSIONAL COMPETENCE, ECONOMIC DEVELOPMENT AND IMPROVE THE QUALITY OF LIFE IN A MULTICULTURAL COMMUNITY.

FY '09 - '10 KEY GOAL & OBJECTIVES

TO FULFILL THE MISSION AND VISION, HARFORD COMMUNITY COLLEGE IS COMMITTED TO DIVERSITY AND INTEGRITY, AND TO ACHIEVE INSTITUTIONAL OBJECTIVES AS IT BUILDS TRUST, RESPECT AND CONFIDENCE AMONG AND BETWEEN TRUSTEES, COLLEAGUES, STUDENTS AND COMMUNITY MEMBERS.

- o To address the four-fold elements of the comprehensive community college
- o To address the recommendations of Middle States accreditation
- o To expect the campus community to share the accountability for excellence in learning in all areas of instruction and services
- o To comply fully with Maryland Higher Education Commission (MHEC) regulations

HARFORD COMMUNITY COLLEGE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>
	GRAND TOTAL	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>
	GRAND TOTAL	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>
	<u>SUMMARY BY DIVISION:</u>					
561000	HARFORD COMMUNITY COLLEGE	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>
	GRAND TOTAL	<u>14,778,743</u>	<u>15,778,743</u>	<u>16,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>

FINANCIAL NOTES:

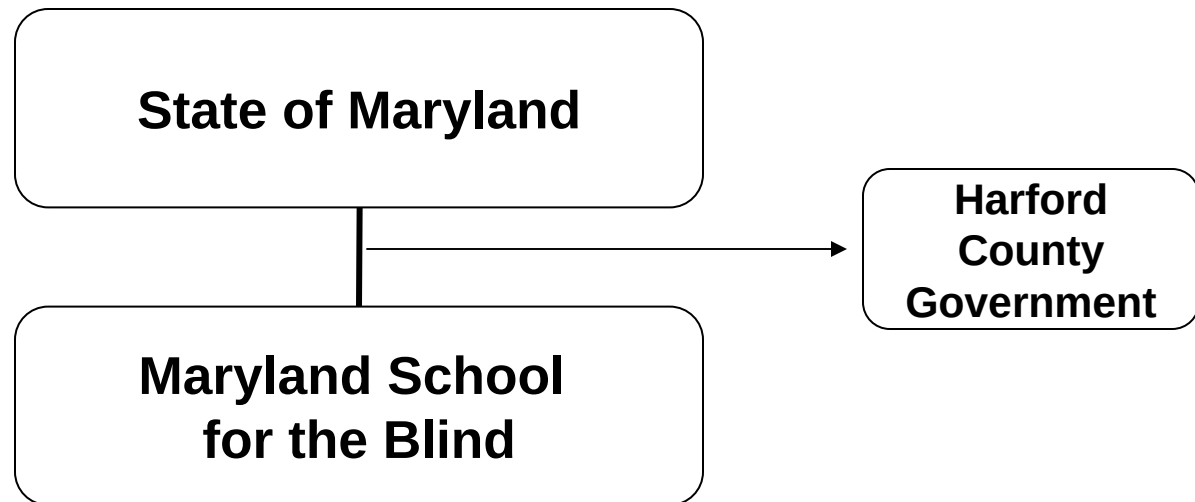
The (\$838,937) net decrease in funding for Harford Community College is the result of:

	FY 09	FY 10	CHANGE
o	16,778,743	15,939,806	(838,937) The College agreeing to limit expenditures and modify their operations in light of the current economic conditions.



***Harford Community College
Hays-Heighe House***

MARYLAND SCHOOL FOR THE BLIND



MARYLAND SCHOOL FOR THE BLIND

ORIGIN/PURPOSE:

In 1853, the Maryland Institution for the Instruction of the Blind first opened its doors in downtown Baltimore. In 1868 the institution's name was changed to the Maryland School for the Blind. In 1908 the school moved to its present location in the Northeast corner of Baltimore City.

The school prides itself on treating the whole child and not just the disability. They provide instructional, residential, recreational, orientation, and mobility activities; plus health services, physical, speech and occupational therapies; and Braille instruction. They teach all of the basics, including math, reading, and science, in addition to the specialized services tailored to meet the needs of their students. A Drama Club, Boy Scouts, Arts & Crafts, and other activities are offered and students compete in swim meets, bowling, skiing, wrestling, and track.

Students who are "just" blind attend school in their local school districts where they learn in a classroom with their peers and remain close to their families and friends. Many of these students receive specialized support services from the Maryland School for the Blind.

More than 90% of the children served on campus have multiple disabilities and approximately 50% are classified as severely or profoundly disabled. Students from every county in Maryland stay on campus during the week.

VISION:

The Maryland School for the Blind strives to be:

- the premier statewide resource for the specific educational and living skill needs of all individuals with visual impairment (particularly ages 0 - 21) in Maryland;

- the statewide training center for those who work or live with individuals with visual impairment;

- a model demonstration site for the education and employment of individuals with visual impairment.

MISSION:

The Maryland School for the Blind educates children and youth with visual impairments, including those with multiple disabilities for functional independence.

MARYLAND SCHOOL FOR THE BLIND

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	SUMMARY BY CHARACTER:					
70	MISCELLANEOUS	73,525	51,894	75,000	75,000	71,250
	GRAND TOTAL	73,525	51,894	75,000	75,000	71,250
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	73,525	51,894	75,000	75,000	71,250
	GRAND TOTAL	73,525	51,894	75,000	75,000	71,250
	<u>SUMMARY BY DIVISION:</u>					
571000	MARYLAND SCHOOL FOR THE BLIND	73,525	51,894	75,000	75,000	71,250

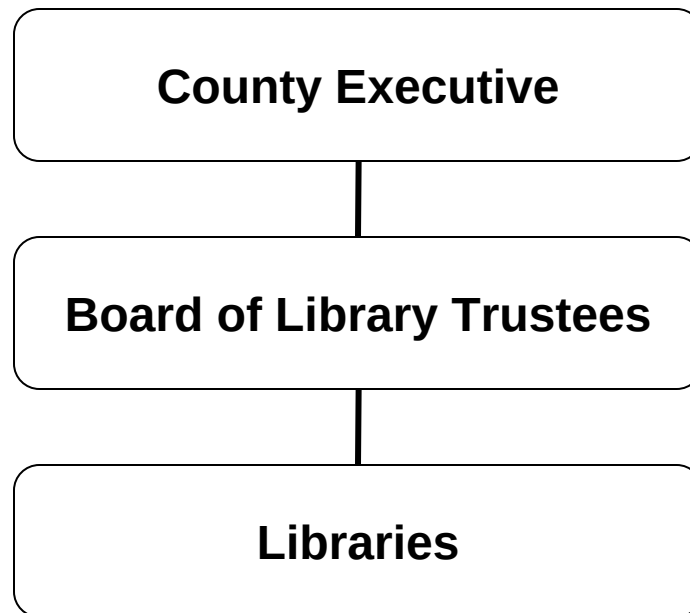
FINANCIAL NOTES:

The MD School for the Blind was reduced per County Council Amendment #263

	FY 09	FY 10	CHANGE	
o	75,000	71,250	(3,750)	The Education Article of the Annotated Code of Maryland, Section 8-310 had required each Maryland county to pay the Maryland School for the Blind \$200 a year for each blind child who is sent to the school from that county. Effective July 1, 2004, an amendment now requires each county to pay an amount, for each child sent to the school, equal to the local share of the basic cost of educating a student in that county. The basic local share of the cost to educate a child in Harford County will change from year to year. Harford County will be billed twice a year by the School for half of the tuition each time. This allocation is an approximation of these charges for FY 10.

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LIBRARIES



LIBRARIES

ORIGIN/PURPOSE:

The mission of the Harford County Public Library (HCPL) system is to provide efficient and convenient service to the residents of Harford County. The seven member Board of Library Trustees, representing all areas of the County, is appointed by the County Executive and confirmed by the County Council to overlapping five-year terms. The Board operates under the Laws of Maryland, Title 23, and Harford County Code, Article XXI, Bill No. 81-68 and as amended by Bill No. 97-17.

The library system currently maintains eleven service outlets and one administrative and support services building.

MISSION STATEMENT:

TO BE THE PREMIER LIBRARY SYSTEM, RECOGNIZED FOR DELIVERING INNOVATIVE SERVICES. PROVIDING ACCESS TO INFORMATION AND PROMOTING THE LOVE OF READING WITHIN THE COMMUNITY.

FY '09 - '10 KEY GOALS AND OBJECTIVES:

TO HAVE A CULTURE WHERE INNOVATION IS THE NORM

- o Decrease cultural barriers to innovation
- o Increase the number of innovative internal methods and practices
- o Increase the number of innovation customer-focused programs and services

TO PROVIDE CUSTOMIZED SERVICES TO TARGETED AUDIENCES IN THE COMMUNITY

- o Increase support to school-aged children and teens
- o Improve library service to populations new to Harford County
- o Enhance the services we provide to our online community
- o Increase library access and resources for commuters

LIBRARIES

FY '09 - '10 KEY GOALS AND OBJECTIVES CONT'D:

TO USE ADVOCACY, PARTNERSHIPS, AND FUNDRAISING INITIATIVES TO INCREASE RESOURCES IN SUPPORT OF INNOVATIVE STRATEGIES

- o Increase key decision makers' level of understanding about Library initiatives and issues
- o Increase contributions to the Library from business partners within the community
- o Improve cooperation between the Library and HCPL Foundation to support fundraising efforts
- o Improve collaboration among HCPL Foundation, Friends groups, and the Library to support Friends efforts
- o Increase funding to support strategic objectives

TO MEET CUSTOMER TECHNOLOGY NEEDS BY PROVIDING THE LATEST TECHNOLOGY AND TRAINING

- o Increase understanding of library customers' technology needs
- o Increase the library's knowledge and use of innovative technologies
- o Increase organization's effectiveness in training staff in new and existing technologies
- o Increase customer usage of new and existing technologies

TO HELP THE COMMUNITY UNDERSTAND AND VALUE THE INNOVATIVE SERVICES PROVIDED BY HCPL

- o Increase in-house understanding of Marketing's role as an integral part of library service delivery
- o Increase advertising, publicity, and promotional efforts for library main events and improve library positioning in the community
- o Improve the quality of HCPL marketing materials
- o Increase funding for marketing

LIBRARIES

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	12,316	10,340	17,867	0	0
70	MISCELLANEOUS	14,349,640	15,695,121	16,650,121	16,118,050	15,312,147
	GRAND TOTAL	14,361,956	15,705,461	16,667,988	16,118,050	15,312,147
<u>SUMMARY BY FUND:</u>						
11	GENERAL	14,361,956	15,705,461	16,667,988	16,118,050	15,312,147
	GRAND TOTAL	14,361,956	15,705,461	16,667,988	16,118,050	15,312,147
<u>SUMMARY BY DIVISION:</u>						
581000	COUNTY LIBRARIES	14,361,956	15,705,461	16,667,988	16,118,050	15,312,147
	GRAND TOTAL	14,361,956	15,705,461	16,667,988	16,118,050	15,312,147

FINANCIAL NOTES:

The (\$1,355,841) net decrease to the Libraries is the result of:

	FY 09	FY 10	CHANGE	
o	17,867	0	(17,867)	Other Insurance - General, Property Damage, and Auto Liability Insurance - not funded for FY 10 due to the state of the economy
o	16,650,121	15,312,147	(1,337,974)	Payments to Other Gov't Agencies - Decrease is the result of the Libraries agreeing to limit expenditures and modify their operations in light of current economic conditions. Also reduced by \$805,903 due to County Council Amendment #264.

HARFORD COUNTY PUBLIC LIBRARY OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To be a premier library system, recognized for delivering innovative services.

Department Obj.

To provide access to information and promote the love of reading within the community.

County Goal(s) Supported

II. Education

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$13,105,781	\$14,361,956	\$15,705,461	\$16,135,917	\$15,312,147
Volunteer hours	20,128	22,937	22,392	23,000	23,000
<u>Output:</u>					
Number of customer visits	1,570,264	1,615,702	1,665,680	1,773,283	1,800,000
Total circulation	3,567,281	3,990,113	4,466,496	4,892,153	5,000,000
Information requests from customers answered	519,879	525,587	580,316	634,808	660,000
<u>Outcome:</u>					
Increase in customer visits over previous year	8.6%	2.9%	3.1%	6.5%	1.5%
Increase in circulation	10.5%	11.8%	11.9%	9.5%	2.2%
Increase in information requests	13.2%	1.1%	10.4%	9.4%	4.0%

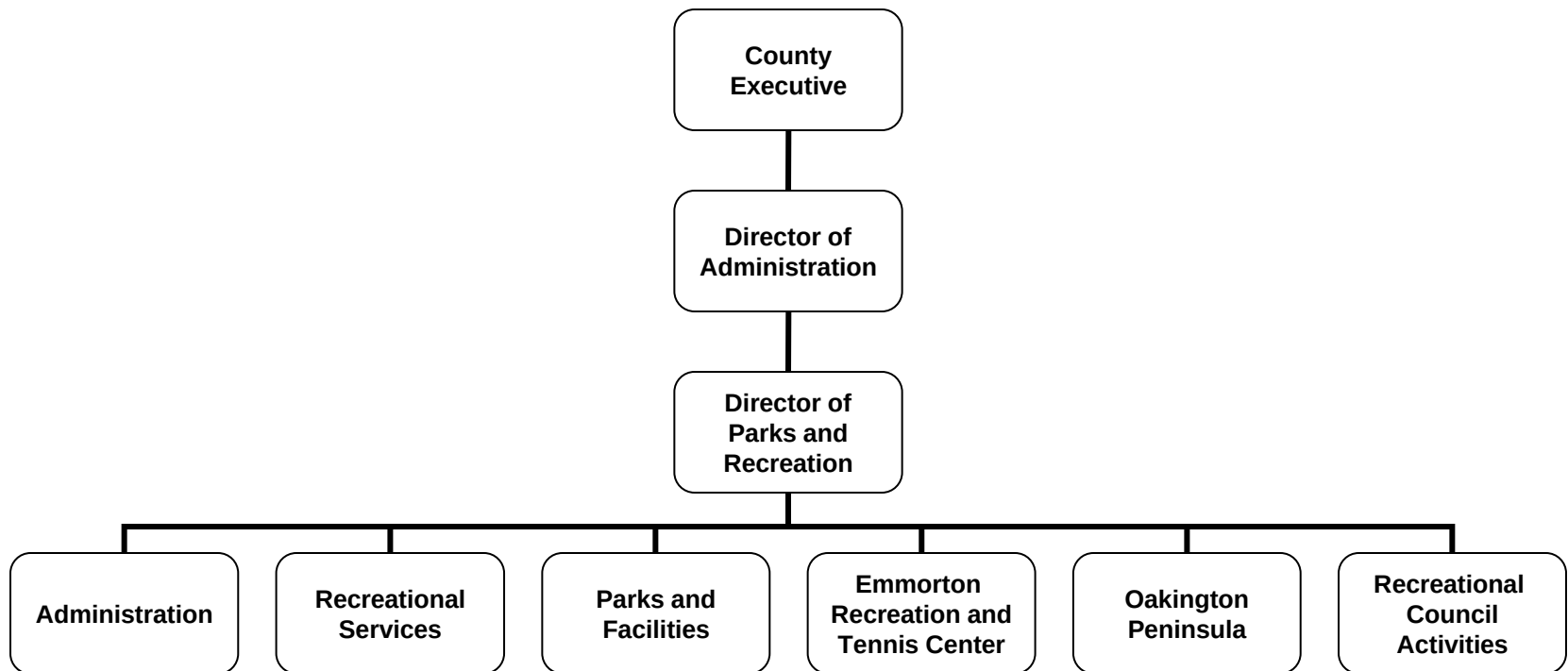
Major Related Plans and Policies

Harford County Library Annual Report



Aberdeen Library

DEPARTMENT OF PARKS AND RECREATION



PARKS AND RECREATION

ORIGIN/PURPOSE:

The Department of Parks and Recreation was formed under Harford County Charter, Article IV, Section 402 (Amended by Bill No. 88-35), Section 409 and 410. Parks & Recreation is divided into four primary areas of responsibility that include: Administration, Facilities & Operations, Capital Planning & Development, and Recreational Services. It is for operating and maintaining park facilities, preserving open space, and offering a variety of leisure opportunities and activities for the County's young, adult, and disabled residents. To accomplish these tasks, the department seeks and receives input and assistance through its appointed Advisory Board and interested volunteers in 20 Recreation Councils. As a means of maximizing the use of public funds, joint-use agreements with Harford County Public Schools enable the department to utilize indoor and outdoor school facilities for programs after school and weekends. These agreements allow the development of additional facilities at schools when the need is demonstrated.

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. In order to be compliant with their GASB Statement #34, legislation was passed by the Harford County Council to establish a new Parks and Recreation Special Revenue (Fund 26) to account for activities that are of a self-sustaining nature. In FY 02, the following Parks and Recreation activities qualify for this special fund: Emmorton Tennis and Recreation Center, Oakington Peninsula, and Recreational Council and Special Activities and Skate Park.

MISSION STATEMENT:

TO ENHANCE THE LIVES OF ALL OUR CITIZENS BY PROVIDING A DIVERSIFIED MENU OF LEISURE OPPORTUNITIES; THE ACQUISITION AND PROTECTION OF OPEN SPACE; THE DEVELOPMENT, OPERATION, AND MANAGEMENT OF ADEQUATE PUBLIC RECREATION FACILITIES; AND THE ADHERENCE TO A STRONG ENVIRONMENTAL ETHIC

FY '09 - '10 KEY GOALS:

- 1 TO PROVIDE FOR BURGEONING RECREATION NEEDS WITHIN THE DEVELOPMENT ENVELOPE AS WELL AS COUNTY-WIDE
- 2 TO BE RECEPTIVE TO THE INDIVIDUAL AND COLLECTIVE LEISURE NEEDS OF OUR COMMUNITIES THROUGH THE CREATION OF A DIVERSIFIED SELECTION OF LEISURE PROGRAMS
- 3 TO PERFORM TIMELY AND COST EFFECTIVE MAINTENANCE OF GROUNDS AND BUILDINGS WHICH SATISFIES THE NEEDS OF OUR PARK USERS AND RECREATION COUNCIL PROGRAMS
- 4 TO OPERATE A MULTIFUNCTIONAL SELF-SUSTAINING RECREATION AND LEISURE FACILITIES
- 5 TO DEVELOP AND IMPLEMENT A MANAGEMENT AND OPERATIONS PLAN FOR OAKINGTON PENINSULA WHICH MAXIMIZES REVENUE PRODUCTION

PARKS AND RECREATION

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	6,069,539	7,469,557	8,162,183	7,826,546	7,826,546
20	CONTRACTUAL SERVICES	1,326,508	1,628,538	1,553,778	1,589,140	1,589,140
30	SUPPLIES & MATERIALS	667,529	713,277	628,775	543,355	543,355
40	BUSINESS & TRAVEL	297,879	400,597	309,510	390,890	390,890
50	CAPITAL OUTLAY	739,765	324,120	77,423	0	0
70	MISCELLANEOUS	86,258	138,217	89,538	79,938	(402,850)
80	INTER-GOV'T / INTERFUND EXPENSES	0	0	118,340	10,896	10,896
	GRAND TOTAL	9,187,478	10,674,306	10,939,547	10,440,765	9,957,977

SUMMARY BY FUND:

11	GENERAL	8,484,750	9,916,011	10,182,644	9,655,765	9,172,977
26	PARKS AND RECREATION	702,728	758,295	756,903	785,000	785,000
	GRAND TOTAL	9,187,478	10,674,306	10,939,547	10,440,765	9,957,977

SUMMARY BY DIVISION:

GENERAL FUND:

591000	ADMINISTRATION	635,979	804,708	796,838	785,362	746,094
593000	RECREATIONAL SERVICES	2,306,498	2,599,635	2,756,103	2,714,149	2,578,442
595000	PARKS & FACILITIES	5,542,273	6,511,668	6,629,703	6,156,254	5,848,441

PARKS AND RECREATION FUND:

593002	EMMORTON RECREATION & TENNIS CENTER	275,416	303,874	296,903	300,000	300,000
593003	OAKINGTON PENINSULA	279,831	297,337	300,000	325,000	325,000
593004	RECREATIONAL COUNCIL ACTIVITIES	147,481	157,084	160,000	160,000	160,000
	GRAND TOTAL	9,187,478	10,674,306	10,939,547	10,440,765	9,957,977

SUMMARY OF GRANT BUDGETS

43,538

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Administrative Assistant I	7.00	340,985	8.00	416,676	8.00	415,990
Administrative Assistant II	2.00	97,393	3.00	183,765	3.00	183,462
Administrative Secretary II	1.00	57,031	1.00	62,270	1.00	62,167
Administrative Specialist I	1.00	54,631	1.00	59,658	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	61,339
Chief of Parks and Facilities	2.00	176,728	2.00	193,861	2.00	193,542
Chief of Recreation	1.00	95,037	1.00	104,797	1.00	104,624
Civil Engineer III	1.00	78,261	1.00	86,309	1.00	86,167
Crew Chief	2.00	97,265	3.00	152,488	3.00	152,236
Custodial Worker II	10.00	301,691	10.00	332,405	10.00	329,827
Director, Parks and Recreation	1.00	117,682	1.00	121,217	1.00	121,217
Engineering Associate V	1.00	83,425	1.00	91,998	1.00	67,080
Park Building Maintenance Worker	4.00	129,851	5.00	177,576	5.00	178,191
Park Maintenance Crew Leader I	6.00	216,231	8.00	312,059	8.00	311,018
Park Maintenance Crew Leader II	2.00	90,710	0.00	0	0.00	0
Park Maintenance Mechanic I	3.00	122,031	2.00	77,167	2.00	77,039
Park Maintenance Mechanic II	2.00	102,428	3.00	167,237	3.00	166,962
Park Maintenance Worker I	10.00	256,937	7.00	196,452	12.00	325,960
Park Maintenance Worker II	9.00	268,616	10.00	315,350	9.00	282,054
Parks & Facilities Maintenance Supervisor	1.00	71,856	2.00	138,223	2.00	137,995
Planner II	0.00	0	1.00	57,307	1.00	58,885
Recreation Specialist III	3.00	138,356	4.00	193,660	5.00	240,732
Recreation Specialist IV	4.00	227,887	2.00	112,534	2.00	112,404
Recreation Specialist V	7.00	522,896	10.00	773,499	10.00	772,237
Secretary I	4.00	146,090	2.00	68,878	2.00	68,763
Storekeeper	1.00	37,235	1.00	30,271	1.00	30,221
Superintendent of Parks & Facilities	1.00	57,180	0.00	0	0.00	0
Utility Worker I	3.00	128,094	3.00	153,898	3.00	153,646
Utility Worker II	1.00	42,655	1.00	46,577	1.00	46,500
TOTAL FULL-TIME SALARIES	90.00	4,059,182	93.00	4,626,132	98.00	4,740,258

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND (CONT'D)</u>						
PART-TIME SALARIES						
Custodial Worker II	3.50	94,533	3.50	99,859	3.50	99,615
TOTAL PART-TIME SALARIES	3.50	94,533	3.50	99,859	3.50	99,615
TEMPORARY SALARIES		629,940		665,109		398,212
FURLOUGH SAVINGS		0		0		(104,346)
SUB-TOTAL P & R - GENERAL	93.50	4,783,655 *	96.50	5,391,100	101.50	5,133,739
 <u>PARKS AND RECREATION - SPECIAL REVENUE FUND</u>						
Community Resources Coordinator	1.00	53,517	1.00	58,431	1.00	58,335
Custodial Worker II	2.00	76,783	2.00	83,843	2.00	83,705
FULL-TIME SALARIES	3.00	130,300	3.00	142,274	3.00	142,040
TEMPORARY SALARIES		182,815		187,694		185,240
FURLOUGH SAVINGS		0		0		(3,860)
SUB-TOTAL P & R - SPECIAL REV FUND	3.00	313,115 *	3.00	329,968	3.00	323,420

STAFF SUMMARY

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		399,646		501,743		513,612
Workers' Compensation		200,850		255,464		192,691
Health Benefits		1,215,324		1,037,252		1,078,280
OPEB		149,940		6,903		0
Overtime & Shift Differential		137,903		132,746		129,055
FICA		398,434		446,407		440,629
Uniform Allowance		44,500		44,500		0
Miscellaneous		15,680		16,100		15,120
TOTAL OTHER PERSONAL SERVICES		2,562,277 *		2,441,115		2,369,387

<u>PARKS AND RECREATION TOTALS</u>						
TOTAL FULL-TIME SALARIES	93.00	4,189,482	96.00	4,768,406	101.00	4,882,298
TOTAL PART-TIME SALARIES	3.50	94,533	3.50	99,859	3.50	99,615
TOTAL TEMPORARY SALARIES		812,755		852,803		583,452
TOTAL OTHER PERSONAL SERVICES		2,562,277		2,441,115		2,369,387
TOTAL FURLOUGH SAVINGS		0		0		(108,206)
PARKS & RECREATION SALARY TOTAL	96.50	7,659,047 *	99.50	8,162,183	104.50	7,826,546

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

PARKS AND RECREATION

GENERAL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	5,692,711	7,038,535	7,685,919	7,378,372	7,378,372
20	CONTRACTUAL SERVICES	1,101,413	1,354,765	1,323,064	1,316,709	1,316,709
30	SUPPLIES & MATERIALS	594,538	662,006	582,260	482,370	482,370
40	BUSINESS & TRAVEL	294,843	398,368	306,100	387,480	387,480
50	CAPITAL OUTLAY	714,987	324,120	77,423	0	0
70	MISCELLANEOUS	86,258	138,217	89,538	79,938	(402,850)
80	INTER-GOV'T / INTER-FUND EXPENSES	0	0	118,340	10,896	10,896
	GRAND TOTAL	8,484,750	9,916,011	10,182,644	9,655,765	9,172,977

SUMMARY BY FUND:

11	GENERAL	8,484,750	9,916,011	10,182,644	9,655,765	9,172,977
	GRAND TOTAL	8,484,750	9,916,011	10,182,644	9,655,765	9,172,977

SUMMARY BY DIVISION:

591000	ADMINISTRATION	635,979	804,708	796,838	785,362	746,094
593000	RECREATIONAL SERVICES	2,306,498	2,599,635	2,756,103	2,714,149	2,578,442
595000	PARKS & FACILITIES	5,542,273	6,511,668	6,629,703	6,156,254	5,848,441
	GRAND TOTAL	8,484,750	9,916,011	10,182,644	9,655,765	9,172,977

SUMMARY OF GRANT BUDGETS

43,538

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - GENERAL FUND

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	7.00	340,985	8.00	416,676	8.00	415,990
Administrative Assistant II	2.00	97,393	3.00	183,765	3.00	183,462
Administrative Secretary II	1.00	57,031	1.00	62,270	1.00	62,167
Administrative Specialist I	1.00	54,631	1.00	59,658	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	61,339
Chief of Parks and Facilities	2.00	176,728	2.00	193,861	2.00	193,542
Chief of Recreation	1.00	95,037	1.00	104,797	1.00	104,624
Civil Engineer III	1.00	78,261	1.00	86,309	1.00	86,167
Crew Chief	2.00	97,265	3.00	152,488	3.00	152,236
Custodial Worker II	10.00	301,691	10.00	332,405	10.00	329,827
Director, Parks and Recreation	1.00	117,682	1.00	121,217	1.00	121,217
Engineering Associate V	1.00	83,425	1.00	91,998	1.00	67,080
Park Building Maintenance Worker	4.00	129,851	5.00	177,576	5.00	178,191
Park Maintenance Crew Leader I	6.00	216,231	8.00	312,059	8.00	311,018
Park Maintenance Crew Leader II	2.00	90,710	0.00	0	0.00	0
Park Maintenance Mechanic I	3.00	122,031	2.00	77,167	2.00	77,039
Park Maintenance Mechanic II	2.00	102,428	3.00	167,237	3.00	166,962
Park Maintenance Worker I	10.00	256,937	7.00	196,452	12.00	325,960
Park Maintenance Worker II	9.00	268,616	10.00	315,350	9.00	282,054
Parks & Facilities Maintenance Supervisor	1.00	71,856	2.00	138,223	2.00	137,995
Planner II	0.00	0	1.00	57,307	1.00	58,885
Recreation Specialist III	3.00	138,356	4.00	193,660	5.00	240,732
Recreation Specialist IV	4.00	227,887	2.00	112,534	2.00	112,404
Recreation Specialist V	7.00	522,896	10.00	773,499	10.00	772,237
Secretary I	4.00	146,090	2.00	68,878	2.00	68,763
Storekeeper	1.00	37,235	1.00	30,271	1.00	30,221
Superintendent of Parks & Facilities	1.00	57,180	0.00	0	0.00	0
Utility Worker I	3.00	128,094	3.00	153,898	3.00	153,646
Utility Worker II	1.00	42,655	1.00	46,577	1.00	46,500
TOTAL FULL-TIME SALARIES	90.00	4,059,182	93.00	4,626,132	98.00	4,740,258

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - GENERAL FUND

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Custodial Worker II	<u>3.50</u>	<u>94,533</u>	<u>3.50</u>	<u>99,859</u>	<u>3.50</u>	<u>99,615</u>
TOTAL PART-TIME SALARIES	<u>3.50</u>	<u>94,533</u>	<u>3.50</u>	<u>99,859</u>	<u>3.50</u>	<u>99,615</u>
TEMPORARY SALARIES		<u>629,940</u>		<u>665,109</u>		<u>398,212</u>
SALARY TOTAL	<u>93.50</u>	<u>4,783,655</u>	<u>96.50</u>	<u>5,391,100</u>	<u>101.50</u>	<u>5,238,085</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		383,370		481,772		495,155
Workers' Compensation		195,059		248,602		187,397
Health Benefits		1,165,150		977,844		1,027,919
OPEB		145,380		0		0
Overtime & Shift Differential		107,180		108,356		105,790
FICA		372,131		419,345		413,812
Uniform Allowance		43,500		43,500		0
Miscellaneous		<u>14,980</u>		<u>15,400</u>		<u>14,560</u>
TOTAL OTHER PERSONAL SERVICES		2,426,750		2,294,819		2,244,633
FURLOUGH SAVINGS		<u>0</u>		<u>0</u>		<u>(104,346)</u>
TOTAL PERSONAL SERVICES	<u>93.50</u>	<u>7,210,405 *</u>	<u>96.50</u>	<u>7,685,919</u>	<u>101.50</u>	<u>7,378,372</u>

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PARKS AND RECREATION

DIVISION: Administration

INDEX: 591000

ORIGIN/PURPOSE:

The Office of the Director, with advice and counsel from staff and Advisory Board, establish and interpret policy and provide support services for the various divisions within the Department.

These services include overall budget management, purchasing, personnel, coordination of departmental and divisional activities, and networking at the administrative level with other State and County agencies, community groups, and elected officials.

FY '09 - '10 GOAL:

1 TO PROVIDE FOR BURGEONING RECREATION NEEDS WITHIN THE DEVELOPMENT ENVELOPE AS WELL AS COUNTY-WIDE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	605,832	774,627	763,368	758,847	758,847
20	CONTRACTUAL SERVICES	12,071	12,001	15,595	14,115	14,115
30	SUPPLIES & MATERIALS	8,837	8,624	7,950	6,250	6,250
40	BUSINESS & TRAVEL	8,639	6,166	7,425	6,150	6,150
50	CAPITAL OUTLAY	0	2,351	1,500	0	0
70	MISCELLANEOUS	600	939	1,000	0	(39,268)
	GRAND TOTAL	635,979	804,708	796,838	785,362	746,094
<u>FUNDING SOURCE:</u>						
11	GENERAL	635,979	804,708	796,838	785,362	746,094

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: ADMINISTRATION

Index No. 591000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	97,393	2.00	129,490	2.00	129,276
Administrative Secretary II	1.00	57,031	1.00	62,270	1.00	62,167
Administrative Specialist I	1.00	54,631	1.00	59,658	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	61,339 A
Chief, Parks & Facilities	1.00	84,454	1.00	93,122	1.00	92,969
Civil Engineer III	1.00	78,261	1.00	86,309	1.00	86,167
Director, Parks and Recreation	1.00	117,682	1.00	121,217	1.00	121,217
Secretary I	1.00	27,466	1.00	30,885	1.00	30,833
SALARY TOTAL	8.00	516,918	8.00	582,951	8.00	583,968
OTHER PERSONAL SERVICES						
Pension & Retirement		46,248		58,779		60,826
Workers' Compensation		8,603		10,286		7,604
Health Benefits		74,581		66,722		73,638
OPEB		18,092		0		0
FICA		38,293		43,510		43,780
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		186,937		180,417		186,968
FURLOUGH SAVINGS		0		0		(12,089)
TOTAL PERSONAL SERVICES	8.00	703,855 *	8.00	763,368	8.00	758,847

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Specialist I position upgraded to an Administrative Specialist II - #0903

DEPARTMENT OF PARKS AND RECREATION - ADMINISTRATION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide for burgeoning recreation needs within the development envelope as well as county-wide.

Objective

To acquire large parcels of open space along the outskirts of the development envelope where land is more readily available and less expensive to purchase. Design and develop regional multi-purpose facilities to meet the leisure needs of multiple recreation councils in a more efficient manner.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$900,000	\$2,700,000	\$2,500,000	\$4,750,000	\$0
Number of staff	2	3	3	2	2
<u>Output:</u>					
Number of open space acquisitions for future regional facilities	1	2	2	2	0
Number of acres of future regional facilities	71	83	129	141	0
<u>Efficiency:</u>					
Cost of sites for future regional facilities	950,000	\$3,518,000	\$2,850,000	\$2,100,000	\$0
<u>Service Quality:</u>					
Degree to which acquired land addresses expressed needs.	High	High	High	High	*
<u>Outcome:</u>					
Number of sites suitable for regional facilities.	2	3	2	1	0

Explanation and Analysis of Performance Measures Lack of sufficient open space within the development envelope has made it necessary to explore alternatives outside or on the limits of the envelope in order to design and construct multi-purpose regional facilities which will more efficiently address Community and County leisure needs.

Major Related Plans and Policies Master Plan; Expressed needs of Recreation Councils; calculations of facility deficiencies; 2005 Land Preservation, Parks and Recreation plan.

*Due to restricted revenues from Program Open Space, no regional facility acquisitions are planned for FY 2010.

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****ORIGIN/PURPOSE:**

The Recreational Division initiates and promotes leisure time activities for all County residents. To assist us in this effort, community-based volunteer support is solicited through recreation councils and various countywide organizations. In addition to managing and programming County-owned facilities, the Division works in cooperation with Harford County Public Schools to maximize the use of school based community centers while maintaining and providing leisure activities at an affordable level.

FY '09 - '10 GOAL:

- 2 TO BE RECEPTIVE TO THE INDIVIDUAL AND COLLECTIVE RECREATIONAL NEEDS OF OUR COMMUNITIES THROUGH THE CREATION OF A DIVERSIFIED SELECTION OF LEISURE PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,753,971	2,141,311	2,321,126	2,360,577	2,360,577
20	CONTRACTUAL SERVICES	229,528	223,243	231,489	198,084	198,084
30	SUPPLIES & MATERIALS	94,577	107,027	97,075	56,250	56,250
40	BUSINESS & TRAVEL	23,974	29,451	26,325	29,300	29,300
50	CAPITAL OUTLAY	118,790	4,843	1,550	0	0
70	MISCELLANEOUS	85,658	93,760	78,538	69,938	(65,769)
	GRAND TOTAL	<u>2,306,498</u>	<u>2,599,635</u>	<u>2,756,103</u>	<u>2,714,149</u>	<u>2,578,442</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>2,306,498</u>	<u>2,599,635</u>	<u>2,756,103</u>	<u>2,714,149</u>	<u>2,578,442</u>

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

The (\$177,661) net decrease in funding for Parks & Recreation - Recreational Services is the result of:

	FY 09	FY 10	CHANGE	
o	1,639,159	1,636,517	(2,642)	Full Time Salaries (2,642) Salary Adjustment - rounding adjustment per actual pay scale calculation
o		70,516	70,516	Full-time position created for FY 10, temporary converted to permanent # of Positions Salary Fringe Total 1.0 47,400 23,116 70,516 Recreation Specialist III created from abolished Secretary position in Licenses, Inspections & Permits
o		(34,860)	(34,860)	Furlough Savings
o	259,898	275,043	15,145	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	150,311	159,483	9,172	Pension / Retirement rate adjustments
o	73,553	56,708	(16,845)	Workers' Compensation rate adjustments
o	1,000	0	(1,000)	Uniform Allowance - based on the state of the economy

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	15,855	16,490	635	Office Equipment - based on current copier leases
o	25,750	30,435	4,685	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	750	1,710	960	Office Equipment Service
	3,100	3,900	800	County Owned Vehicles
	13,000	18,000	5,000	Fuel Charges
	750	500	(250)	Non-Targeted Charges - FVS
	8,000	6,300	(1,700)	Mileage
	150	25	(125)	Professional Books & Periodicals
	<u>25,750</u>	<u>30,435</u>	<u>4,685</u>	
o	42,100	7,800	(34,300)	Parks & Recreation county-wide brochures will not be printed or mailed due the state of the economy:
	FY 09	FY 10	Change	
	22,500	2,800	(19,700)	Printing - Commercial
	19,600	5,000	(14,600)	General Office Mailing
	<u>42,100</u>	<u>7,800</u>	<u>(34,300)</u>	

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	209,100	167,400	(41,700) Line items significantly adjusted, based on state of the economy:

	FY 09	FY 10	Change	
	16,000	14,500	(1,500)	General Office Supplies
	64,000	59,000	(5,000)	Recreation Officials
	101,000	71,000	(30,000)	Building / Custodial
	3,700	2,200	(1,500)	Other Food Supplies
	1,600	600	(1,000)	Uniforms
	22,000	20,000	(2,000)	Recreation Supplies
	400	0	(400)	Transportation Costs
	200	100	(100)	Lodging
	200	0	(200)	Membership Fees & Dues
	<u>209,100</u>	<u>167,400</u>	<u>(41,700)</u>	

o	1,550	0	(1,550) Equipment - no equipment is recommended in FY 10

o	78,538	69,938	(8,600) Miscellaneous - recommended reductions based on the state of the economy:

	FY 09	FY 10	Change	
	33,000	26,400	(6,600)	Recreation fees for disadvantaged children and John Archer evening recreation program
	43,538	43,538	0	John Archer After School Child Care and summer camp
	2,000	0	(2,000)	Reimbursement to public schools for vandalism resulting from recreation programs
	<u>78,538</u>	<u>69,938</u>	<u>(8,600)</u>	

o		(135,707)	(135,707) Other Contingencies - reduction due to Council Amendment #266

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: RECREATIONAL SERVICES

Index No. 593000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	6.00	292,995	8.00	416,676	8.00	415,990
Chief of Recreation	1.00	95,037	1.00	104,797	1.00	104,624
Recreation Specialist III	3.00	138,356	4.00	193,660	5.00	240,732 A
Recreation Specialist IV	4.00	227,887	2.00	112,534	2.00	112,404
Recreation Specialist V	7.00	522,896	10.00	773,499	10.00	772,237
Secretary I	3.00	118,624	1.00	37,993	1.00	37,930
FULL-TIME SALARIES	24.00	1,395,795	26.00	1,639,159	27.00	1,683,917
TEMPORARY SALARIES		47,780		63,480		63,480
SALARY TOTAL	24.00	1,443,575	26.00	1,702,639	27.00	1,747,397
OTHER PERSONAL SERVICES						
Pension & Retirement		113,478		150,311		164,043
Workers' Compensation		56,497		73,553		58,926
Health Benefits		269,145		259,898		287,615
OPEB		48,853		0		0
FICA		109,668		130,085		133,676
Uniform Allowance		1,500		1,000		0
Miscellaneous		3,500		3,640		3,780
TOTAL OTHER PERSONAL SERVICES		602,641		618,487		648,040
FURLOUGH SAVINGS		0		0		(34,860)
TOTAL PERSONAL SERVICES	24.00	2,046,216 *	26.00	2,321,126	27.00	2,360,577

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) full-time temporary Recreation Specialist III converted to permanent - #0445

DEPARTMENT OF PARKS & RECREATION - RECREATIONAL SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To be receptive to the individual and collective recreational needs of our communities through the creation of a diversified selection of leisure programs.

Department Obj.

To increase the quantity of programs and opportunities in therapeutic, adventure, generic and environmental recreation.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated for recreation	\$2,059,981	\$2,306,498	\$2,599,635	\$2,727,487	\$2,578,442
Number of recreation staff	23	23	25	27	27
Number of therapeutic recreation staff	1	1	1	1	1
<u>Output:</u>					
Number of recreation programs	1,870	2,611	2,011	2,691	2,772
Number of therapeutic programs	96	297	225	306	310
Total # of programs	1,966	2,908	2,236	2,997	3,082
<u>Efficiency:</u>					
Number of participants per staff member	3,290	3,596	3,380	3,277	3,852
Sq. feet of building space each staffer is responsible for	6,699	6,699	9,183	8,477	8,928
<u>Outcome:</u>					
Number of therapeutic recreation program participants	12,100	11,950	82,710	80,121	84,121
Total number of participants in recreation programs	75,681	82,710	13,500	12,000	13,500

Explanation and Analysis of Performance Measures

With increase in County population; i.e., BRAC, the demand for programs and more therapeutic recreation programs will occur. Cost included in projection is County cost only; i.e., staff salaries. The Special Olympics no longer under our supervision. Number of programs decreased in 2008 due to a change in the way that programs are counted.

Major Related Plans and Policies

As part of BRAC plans to ready Harford County for additional citizens, our therapeutic recreation division will be planning more programs for special needs individuals.

DEPARTMENT: PARKS AND RECREATION

DIVISION: Parks and Facilities

INDEX: 595000

ORIGIN/PURPOSE:

The Division of Parks and Facilities includes two operating groups - the Division of Capital Planning and Development, and the Division of Facilities and Operations. The Division of Capital Planning and Development is responsible for park land acquisition and development projects at park sites, school sites, and in the incorporated municipalities. The Division also manages the preparation and update of the Land Preservation and Recreation Plan. Interaction and coordination with other County agencies, State agencies and incorporated municipalities, staff, volunteers, and the public is a major function of the acquisition and development process.

The Division of Facilities and Operations is responsible for renovating and maintaining Harford County park sites and facilities in a safe and usable condition. Additionally, in accordance with the Joint Use Agreement with Harford County Public Schools, this division maintains bleachers, multipurpose and tennis courts, infields of baseball / softball diamonds, and athletic fields (soccer / lacrosse / football) at schools. The Division of Facilities and Operations prepares and manages the operating budget for the department. They coordinate with other County agencies in snow removal on County roads and at libraries, as well as the park sites. They maintain and repair 307 pieces of equipment. They also pick up trash at park facilities and schools, provide the showmobile for special events, as well as the purchasing all supplies and equipment (less than \$10,000) to meet departmental needs.

FY '09 - '10 GOAL:

- 3 TO PERFORM TIMELY AND COST EFFECTIVE MAINTENANCE OF GROUNDS AND BUILDINGS TO MEET THE NEEDS OF OUR PARK USERS AND RECREATION COUNCIL PROGRAMS

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****ALL FUND SUMMARY:**

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,332,908	4,122,597	4,601,425	4,258,948	4,258,948
20	CONTRACTUAL SERVICES	859,814	1,119,521	1,075,980	1,104,510	1,104,510
30	SUPPLIES & MATERIALS	491,124	546,355	477,235	419,870	419,870
40	BUSINESS & TRAVEL	262,230	362,751	272,350	352,030	352,030
50	CAPITAL OUTLAY	596,197	316,926	74,373	0	0
70	MISCELLANEOUS	0	43,518	10,000	10,000	(297,813)
80	INTER-GOV'T / INTER-FUND EXPENSES	0	0	118,340	10,896	10,896
	GRAND TOTAL	<u>5,542,273</u>	<u>6,511,668</u>	<u>6,629,703</u>	<u>6,156,254</u>	<u>5,848,441</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>5,542,273</u>	<u>6,511,668</u>	<u>6,629,703</u>	<u>6,156,254</u>	<u>5,848,441</u>

FINANCIAL NOTES:

The (\$781,262) net decrease in funding for Parks & Recreation - Parks and Facilities is the result of:

	FY 09	FY 10	CHANGE
o	2,404,022	2,365,087	(38,935) Full Time Salaries
			(2,187) Salary Adjustments - rounding adjustment per actual pay scale calculation
			818 Salary Adjustments based on the recommendations of the Department of Human Resources
			(37,566) Staff Turnover (1.59%)
			<u>(38,935)</u>

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	601,629	334,732	(266,897) Temporary Salaries - a clerical position, work release and Park Maintenance Worker I funding eliminated
o		144,370	144,370 Full-time Positions converted from temporary to full-time permanent for FY 10: # of Positions Salary Fringe Total 4.0 107,286 37,084 144,370 Park Maintenance Worker I
o		(57,397)	(57,397) Furlough Savings
o	651,224	653,692	2,468 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	272,682	259,966	(12,716) Pension / Retirement rate adjustments
o	164,763	115,845	(48,918) Workers' Compensation rate adjustments
o	42,500	0	(42,500) Uniform Allowance - recommended reduction based on the state of the economy
o	7,566	5,000	(2,566) Shift Differential based on actual expense history
o	245,750	228,148	(17,602) FICA adjustments
o	461,480	514,120	52,640 Electricity - increase primarily due to addition of woodshop building, Fallston Recreation Center, and miscellaneous new locations
o	32,500	29,900	(2,600) Other Professional Services - funding is provided for termite inspections, various tests and spraying for bugs in buildings, and to protect trees and shrubs. Decrease of (\$5,000) due to the state of the economy is offset by \$2,400 to reimburse the Sheriff's Office for deputy overtime incurred while patrolling Flying Point Park
o	61,600	71,600	10,000 Building / Custodial - increase for boiler / furnace repairs, less grant funding available and actual expense history

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	656,570	690,190	33,620	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	14,250	7,500	(6,750)	Vehicle & Operating Equipment
	79,800	94,800	15,000	Heating Fuel (Gas)
	28,450	24,450	(4,000)	Water & Sewer
	27,500	37,000	9,500	Heating Fuel (Oil)
	34,000	30,000	(4,000)	Telephone Service
	9,300	8,300	(1,000)	Paper Supplies
	26,000	29,400	3,400	Janitorial Supplies & Equipment (\$300 for Woodshop / Ma & Pa restroom)
	6,500	4,000	(2,500)	Other Janitorial Supplies (\$3,000 decrease offset by an increase of \$500 for Woodshop / Ma & Pa restroom)
	17,170	15,170	(2,000)	Uniforms - Purchase
	20,000	17,000	(3,000)	Safety Equipment
	2,000	1,000	(1,000)	Medical Supplies
	70,000	45,000	(25,000)	Equipment Repair Parts
	24,000	20,000	(4,000)	Small Tools
	5,000	2,500	(2,500)	Bituminous Concrete
	5,100	3,570	(1,530)	Paint
	3,000	1,500	(1,500)	Tires & Tubes
	18,500	4,000	(14,500)	Other Supplies & Materials
	96,000	130,000	34,000	County Owned Vehicles
	115,000	145,000	30,000	Fuel Charges
	55,000	70,000	15,000	Non-targeted Charges - FVS
	656,570	690,190	33,620	

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	153,500	112,500	(41,000) Grounds Maintenance - recommended reduction the result of the state of the economy
o	74,373	0	(74,373) Equipment - no equipment is recommended in FY 10
o	10,000	10,000	0 Interfund Reimbursements - funds to reimburse the Highways or Water & Sewer Funds for services provided to Parks & Recreation
o	118,340	6,261	(112,079) Fleet Management Rental - continuation of fleet lease costs and adjusted based on actual amounts charged
o	0	4,635	4,635 Fleet Daily Carpool Rental - funds provide for truck rental as required at a cost of \$3.09 / mile for approximately 1,500 miles
o		(307,813)	(307,813) Other Contingencies - reduction due to Council Amendment #267

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: PARKS AND FACILITIES

Index No. 595000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	47,990	0.00	0	0.00	0
Administrative Assistant II	0.00	0	1.00	54,275	1.00	54,186
Chief of Parks and Facilities	1.00	92,274	1.00	100,739	1.00	100,573
Crew Chief	2.00	97,265	3.00	152,488	3.00	152,236
Custodial Worker II	10.00	301,691	10.00	332,405	10.00	329,827
Engineering Associate V	1.00	83,425	1.00	91,998	1.00	67,080
Park Building Maintenance Worker	4.00	129,851	5.00	177,576	5.00	178,191
Park Maintenance Crew Leader I	6.00	216,231	8.00	312,059	8.00	311,018
Park Maintenance Crew Leader II	2.00	90,710	0.00	0	0.00	0
Park Maintenance Mechanic I	3.00	122,031	2.00	77,167	2.00	77,039
Park Maintenance Mechanic II	2.00	102,428	3.00	167,237	3.00	166,962
Park Maintenance Worker I	10.00	256,937	7.00	196,452	12.00	325,960 A
Park Maintenance Worker II	9.00	268,616	10.00	315,350	9.00	282,054
Parks & Facilities Maintenance Supervisor	1.00	71,856	2.00	138,223	2.00	137,995
Planner II	0.00	0	1.00	57,307	1.00	58,885
Storekeeper	1.00	37,235	1.00	30,271	1.00	30,221
Superintendent of Parks & Facilities	1.00	57,180	0.00	0	0.00	0
Utility Worker I	3.00	128,094	3.00	153,898	3.00	153,646
Utility Worker II	1.00	42,655	1.00	46,577	1.00	46,500
FULL-TIME SALARIES	58.00	2,146,469	59.00	2,404,022	63.00	2,472,373
PART-TIME SALARIES						
Custodial Worker II	3.50	94,533	3.50	99,859	3.50	99,615
TOTAL PART-TIME SALARIES	3.50	94,533	3.50	99,859	3.50	99,615
TEMPORARY SALARIES		582,160		601,629		334,732 B
SALARY TOTAL	61.50	2,823,162	62.50	3,105,510	66.50	2,906,720

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: PARKS AND FACILITIES

Index No. 595000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		223,644		272,682		270,286
Workers' Compensation		129,959		164,763		120,867
Health Benefits		821,424		651,224		666,666
OPEB		78,435		0		0
Overtime & Shift Differential		107,180		108,356		105,790
FICA		224,170		245,750		236,356
Uniform Allowance		42,000		42,500		0
Miscellaneous		10,360		10,640		9,660
		<u> </u>		<u> </u>		<u> </u>
TOTAL OTHER PERSONAL SERVICES		1,637,172		1,495,915		1,409,625
FURLOUGH SAVINGS		<u> 0</u>		<u> 0</u>		<u> (57,397)</u>
TOTAL PERSONAL SERVICES	<u>61.50</u>	<u>4,460,334</u>	<u>62.50</u>	<u>4,601,425</u>	<u>66.50</u>	<u>4,258,948</u>

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Park Maintenance Worker II positions filled as Park Maintenance Worker I - #1336 and #2699

Four (4) temporary Park Maintenance Worker I positions converted to permanent - #1529, #2492, #3275 and #3078

B - Temporary funding reduced due to elimination of a clerical position, work release funding, and Park Maintenance Worker funding

DEPARTMENT OF PARKS AND RECREATION - PARKS AND FACILITIES OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To perform timely and cost-effective maintenance of grounds and buildings to meet the needs of our park users and recreation council programs

Department Obj.

To increase the percentage of work orders completed for ground maintenance and buildings / facilities maintenance as volume of work orders increases due to new facilities.

County Goal(s) Supported

III. Efficient County Government

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$4,491,482	\$5,542,273	\$6,511,668	\$6,247,779	\$5,838,667
Number of full-time staff	42	47.5	59.5	66.5	65.5
Seasonal staff, temporaries & inmates	35	64.5	59.5	40	24
<u>Output:</u>					
Number of acres maintained	3,306	3,102	3,384	3,500	3,425
Number of buildings maintained	154	163	171	185	195
Number of Special Events/Showmobile/Portable Stage	50	44	51	47	52
<u>Efficiency:</u>					
Number of work orders processed per year	9,200	12,158	9,106	9,809	11,309
Completed work orders for Parks & Facilities	8,951	11,615	8,337	9,289	10,789
<u>Outcome:</u>					
Percent of work orders completed	97.3%	95.5%	91.6%	94.7%	95.4%

Explanation and Analysis of Performance Measures

As our facilities expand, more and more maintenance is required on Parks and Recreation Facilities. Our goal is to complete a higher percentage of necessary maintenance tasks even as the volume of work grows.

Major Related Plans and Policies

Reservation of showmobile and park sites and facilities. Daily operation schedules of major buildings, i.e. Churchville, McFaul, Edgewood Recreation & Community Center, etc. Standard operating procedure for routine work and snow removal assisting Highways and Parks & Recreation sites. Memorandum of use with other county agencies or renters of buildings

PARKS AND RECREATION - SPECIAL REVENUE FUND

ORIGIN/PURPOSE:

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. Per GASB Statement No. 34, the following Special Revenue accounts, which are self-sustaining by nature, were established:

- o Emmorton Recreation & Tennis Center:

This facility was purchased by Harford County using State Open Space funding in November 1999 for the purpose of addressing the unmet recreation and leisure needs of the Emmorton-Abingdon area. Two of the indoor tennis courts were retained and two others were converted into multipurpose gymnasiums. The outdoor courts were converted for new parking and a steel-fabric covering for two additional indoor courts, increasing tennis court rentals and revenue production.

- o Oakington Peninsula:

The Oakington Peninsula is comprised of two separate farms, Swan Harbor Farm and Oakington Farm (Eleanor and Millard Tydings Park). Swan Harbor was purchased in conjunction with the Maryland Department of Natural Resources and Program Open Space in 1994. It operates as a self-sustaining facility generating revenue from rentals, farming, leases, and fundraising. The 328 acre Oakington Farm was purchased in 1998. The Oakington Peninsula will also generate revenues from leasing of farmland, two houses, and the facility; as well as providing a park for passive and recreational activities.

- o Recreational Council Activities:

This account is set up to receive revenues from recreational activities, registration, and events. The funds will be expended for recreational supplies, tournament trophies, officials and referees, etc.

PARKS AND RECREATION - SPECIAL REVENUE FUND

SPECIAL REVENUE FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	376,828	431,022	476,264	448,174	448,174
20	CONTRACTUAL SERVICES	225,095	273,773	230,714	272,431	272,431
30	SUPPLIES & MATERIALS	72,991	51,271	46,515	60,985	60,985
40	BUSINESS & TRAVEL	3,036	2,229	3,410	3,410	3,410
50	CAPITAL OUTLAY	24,778	0	0	0	0
	GRAND TOTAL	702,728	758,295	756,903	785,000	785,000
<u>SUMMARY BY FUND:</u>						
26	PARKS AND RECREATION	702,728	758,295	756,903	785,000	785,000
	GRAND TOTAL	702,728	758,295	756,903	785,000	785,000
<u>SUMMARY BY DIVISION:</u>						
593002	EMMORTON RECREATION & TENNIS CTR	275,416	303,874	296,903	300,000	300,000
593003	OAKINGTON PENINSULA	279,831	297,337	300,000	325,000	325,000
593004	RECREATIONAL COUNCIL ACTIVITIES	147,481	157,084	160,000	160,000	160,000
	GRAND TOTAL	702,728	758,295	756,903	785,000	785,000

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - SPECIAL REVENUE FUND

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Community Resources Coordinator	1.00	53,517	1.00	58,431	1.00	58,335
Custodial Worker II	2.00	76,783	2.00	83,843	2.00	83,705
FULL-TIME SALARIES	3.00	130,300	3.00	142,274	3.00	142,040
TEMPORARY SALARIES		182,815		187,694		185,240
SALARY TOTAL	3.00	313,115	3.00	329,968	3.00	327,280
OTHER PERSONAL SERVICES						
Pension & Retirement		16,276		19,971		18,457
Workers' Compensation		5,791		6,862		5,294
Health Benefits		50,174		59,408		50,361
OPEB		4,560		6,903		0
Overtime & Shift Differential		30,723		24,390		23,265
FICA		26,303		27,062		26,817
Uniform Allowance		1,000		1,000		0
Miscellaneous		700		700		560
TOTAL OTHER PERSONAL SERVICES		135,527		146,296		124,754
FURLOUGH SAVINGS		0		0		(3,860)
TOTAL PERSONAL SERVICES	3.00	448,642 *	3.00	476,264	3.00	448,174

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Emmorton Recreation and Tennis Center****INDEX: 593002****ORIGIN/PURPOSE:**

The Emmorton Recreation & Tennis Center was purchased by Harford County using State Program Open Space funding in November 1999 for express purpose of addressing the unmet recreation and leisure needs of the Emmorton-Abingdon Growth Corridor. Part of the former tennis operation was maintained as a means to make operation of the building self-sustaining; two indoor tennis courts were retained while others were converted into full-size multipurpose gymnasiums. Other improvements include a dance studio with appropriate flooring and mirrors which serves as a home for the Emmorton Recreation Council's dance program. Two additional indoor tennis courts, in a permanent steel-fabric structure, and an updated, extended parking lot has been made available to members and the general public. The added indoor courts increased revenue potential while allowing more random time for lessons, ladder play, camps and special events. In 2005, Harford County purchased the assets of Grand Slam USA. This multi-functional baseball / softball training area will generate additional income utilizing existing space.

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. Per GASB Statement #34, legislation was passed by the Harford County Council on January 19, 2001 establishing the Parks & Recreation Special Revenue Fund 26 to account for activities that are of a self-sustaining nature.

FY '09 - '10 GOAL:

4 TO OPERATE A MULTIFUNCTIONAL SELF-SUSTAINING RECREATION AND LEISURE FACILITY TO SATISFY CURRENT NEEDS AND FUTURE EXPECTATIONS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	144,745	171,280	192,795	165,194	165,194
20	CONTRACTUAL SERVICES	93,759	113,882	86,948	111,571	111,571
30	SUPPLIES & MATERIALS	30,823	18,537	17,100	23,175	23,175
40	BUSINESS & TRAVEL	70	175	60	60	60
50	CAPITAL OUTLAY	6,019	0	0	0	0
	GRAND TOTAL	275,416	303,874	296,903	300,000	300,000
<u>FUNDING SOURCE:</u>						
26	PARKS AND RECREATION	275,416	303,874	296,903	300,000	300,000

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Emmorton Recreation and Tennis Center****INDEX: 593002****FINANCIAL NOTES:**

The \$3,097 net increase in funding for Parks & Recreation - Emmorton Recreation and Tennis Center is the result of:

	FY 09	FY 10	CHANGE
o	88,478	86,024	(2,454) Temporary Salaries - funding for Tennis Liaison, weekend attendant and custodian, evening manager, coverage for secretary when on leave, a part-time bookkeeper and additional funding for front desk schedulers / attendants for the Grand Slam area. Decrease based on actual expense history.
o	31,246	19,173	(12,073) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o		(1,705)	(1,705) Furlough Savings
o	10,411	8,444	(1,967) Pension / Retirement rate adjustments
o	1,927	1,488	(439) Workers' Compensation rate adjustments
o	2,490	1,365	(1,125) Shift Differential - based on actual expense history
o	10,004	9,772	(232) FICA adjustment for temporary salaries
o	6,903	0	(6,903) OPEB - not funded in FY 10 due to state of the economy
o	500	0	(500) Uniform Allowance - reduction based on the state of the economy

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Emmorton Recreation and Tennis Center****INDEX: 593002****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	92,798	122,866	30,068	Line items significantly adjusted, based on actual expense history:
	FY 09	FY 10	Change	
	2,200	2,500	300	Office Equipment
	1,800	2,275	475	Other Rents & Utilities
	32,898	41,615	8,717	Electricity
	36,000	37,000	1,000	Heating Fuel (Gas)
	3,600	16,701	13,101	Co Facility Repair & Renovation
	1,000	1,800	800	Other Professional Services
	2,000	2,800	800	Janitorial Supplies & Equipment
	600	200	(400)	Paper Supplies
	800	400	(400)	Other Janitorial Supplies
	9,500	6,500	(3,000)	Other Food Supplies
	0	350	350	Uniforms - Purchase
	1,000	8,000	7,000	Building Supplies
	0	325	325	Safety Equipment
	1,400	2,400	1,000	Recreation Supplies
	<u>92,798</u>	<u>122,866</u>	<u>30,068</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: EMMORTON RECREATION & TENNIS CENTER

Index No. 593002

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Custodial Worker II	<u>1.00</u>	<u>34,814</u>	<u>1.00</u>	<u>38,016</u>	<u>1.00</u>	<u>37,953</u>
TOTAL FULL-TIME SALARIES	<u>1.00</u>	<u>34,814</u>	<u>1.00</u>	<u>38,016</u>	<u>1.00</u>	<u>37,953</u>
TEMPORARY SALARIES		<u>89,233</u>		<u>88,478</u>		<u>86,024</u>
SALARY TOTAL	<u>1.00</u>	<u>124,047</u>	<u>1.00</u>	<u>126,494</u>	<u>1.00</u>	<u>123,977</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		8,513		10,411		8,444
Workers' Compensation		1,626		1,927		1,488
Health Benefits		19,668		31,246		19,173
FICA		9,812		10,004		9,772
Overtime & Shift Differential		4,223		4,890		3,765
OPEB		1,218		6,903		0
Uniform Allowance		500		500		0
Miscellaneous		<u>420</u>		<u>420</u>		<u>280</u>
TOTAL OTHER PERSONAL SERVICES		45,980		66,301		42,922
FURLOUGH SAVINGS		<u>0</u>		<u>0</u>		<u>(1,705)</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>170,027 *</u>	<u>1.00</u>	<u>192,795</u>	<u>1.00</u>	<u>165,194</u>

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PARKS & RECREATION - EMMORTON RECREATION & TENNIS CENTER OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To operate a multifunctional self-sustaining recreation and leisure facility to satisfy current needs and future expectations.

Department Obj.

To retain revenue levels from current tennis membership; to increase revenue through tennis ladder participation; to increase revenue through a wide variety of tennis clinics and private lessons; to generate new revenue through baseball / softball training and training area rental opportunities; and to generate new revenue from baseball / softball batting cage rentals.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$287,429	\$275,416	\$303,874	\$296,609	\$300,000
Number of temporary staff	9	10	10	10	10
<u>Output:</u>					
Revenue generated from self-sustaining facility	\$285,491	\$273,029	\$305,719	\$295,600	\$300,000
<u>Efficiency:</u>					
Revenue increase from prior year	\$52,991	(\$12,462)	\$32,690	(\$10,119)	\$4,400
<u>Service Quality:</u>					
Number of people served yearly	37,850	39,150	41,000	42,500	43,400
<u>Outcome:</u>					
Percentage of growth in revenue	23.0%	(4.5%)	9.8%	3.3%	1.5%
Percentage of growth in users	29.0%	3.4%	4.7%	3.6%	2.1%

Explanation and Analysis of Performance Measures

To operate a financially sound multi-use recreation facility, the Department must maintain and update the facility to increase income while operating the facility in a cost-efficient manner.

Major Related Plans and Policies

Continue to maintain and upgrade the facility in order to draw new users and retain current users.

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND

DIVISION: Oakington Peninsula

INDEX: 593003

ORIGIN/PURPOSE:

The Oakington Peninsula is comprised of two separate farms, Swan Harbor Farm and Oakington Farm (Eleanor and Millard Tydings Park). Harford County, in cooperation with Maryland State Department of Natural Resources and Program Open Space, purchased the 461 acre Swan Harbor Farm in 1994, and in 1998, the 328 acre Oakington Farm. Swan Harbor Farm has 1/2 mile of shoreline on the Chesapeake Bay. Oakington Farm (peninsula) is bordered by the Bay on one side and Swan Creek on the other. The Oakington Peninsula will serve a dual purpose: 1) Revenue production generated from leasing of farmland, houses, tent and facilities, and 2) Regional park for active and passive recreational activities concentrating on agricultural education, historical preservation, environmental studies, as well as nature enjoyment for all ages. The revenue generated will be used to maintain and improve these facilities while protecting and preserving the County's investment.

Swan Harbor continues to expand by new amenities such as:

- 6.5 acres leased as a grape vineyard and is flourishing;
- The shorebird pond, which was added and paid for by the United States Department of Agriculture Farm Service Agency and Ducks Unlimited, brings in \$1,500 yearly income under a 20 year lease;
- We added an additional walkway, pad, and lighting to benefit those who rent the facility;
- We purchased an 80KW generator as an emergency backup system during rentals and special events;
- We continue to expand our landscaping program with the addition of trees, shrubs, and gardens, and large wildflower meadows;
- We have completed construction on a lighted concrete ADA walkway from the Main House to a Gazebo and ADA pier over the Chesapeake Bay. The lighted pier is used for boat docking and fishing, also includes an ADA parking area;
- A fish cleaning station at the pier has been completed;
- Installation of a new greenhouse has been completed. This will allow us to grow many of our own plants for Swan Harbor Farm and other park sites throughout the County.
- Water hookups have been added to the pier allowing access to boaters
- A regulation croquet course is under construction for public use and enjoyment

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. Per GASB Statement No. 34, legislation was passed by the Harford County Council on January 19, 2001 establishing the Parks and Recreation Special Revenue Fund 26 to account for activities that are of a self-sustaining nature.

FY '09 - '10 GOAL:

- 5 TO DEVELOP AND IMPLEMENT A MANAGEMENT AND OPERATIONS PLAN FOR OAKINGTON PENINSULA WHICH MAXIMIZES REVENUE PRODUCTION

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Oakington Peninsula****INDEX: 593003****ALL FUND SUMMARY:**

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	165,842	189,844	202,684	202,195	202,195
20	CONTRACTUAL SERVICES	69,132	80,067	76,166	93,260	93,260
30	SUPPLIES & MATERIALS	30,043	25,636	18,250	26,645	26,645
40	BUSINESS & TRAVEL	2,647	1,790	2,900	2,900	2,900
50	CAPITAL OUTLAY	12,167	0	0	0	0
	GRAND TOTAL	279,831	297,337	300,000	325,000	325,000

FUNDING SOURCE:

26	PARKS AND RECREATION	279,831	297,337	300,000	325,000	325,000

FINANCIAL NOTES:

The \$25,000 net increase in funding for Parks and Recreation - Oakington Peninsula is the result of:

	FY 09	FY 10	CHANGE
o	104,258	104,087	(171) Full Time Salaries - rounding adjustment per actual pay scale calculation
o		(2,155)	(2,155) Furlough Savings
o	28,162	31,188	3,026 Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	9,560	10,013	453 Pension / Retirement rate adjustments
o	500	0	(500) Uniform Allowance - recommended reduction based on state of the economy
o	4,935	3,806	(1,129) Workers' Compensation rate adjustments

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Oakington Peninsula****INDEX: 593003****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE
o	4,500	4,500	0 Professional Services - chimney cleaning, security system monitoring, tent repairs, pest control, gutter and carpet cleaning, etc.
o	67,491	92,570	25,079 Line items significantly adjusted, based on actual expense history:

FY 09	FY 10	Change	
1,370	3,640	2,270	Other Rents & Utilities
13,380	16,340	2,960	Electricity
600	1,600	1,000	Heating Fuel (Gas)
12,285	17,400	5,115	Heating Fuel (Oil)
6,900	8,445	1,545	Other Advertising
24,556	26,650	2,094	County Facility Repair
2,000	4,000	2,000	Grounds Maintenance
400	1,000	600	Janitorial Supplies & Equipment
6,000	13,495	7,495	Building Supplies
67,491	92,570	25,079	

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: OAKINGTON PENINSULA

Index No. 593003

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Community Resources Coordinator	1.00	53,517	1.00	58,431	1.00	58,335
Custodial Worker II	1.00	41,969	1.00	45,827	1.00	45,752
TOTAL FULL-TIME SALARIES	2.00	95,486	2.00	104,258	2.00	104,087
TEMPORARY SALARIES		41,200		43,672		43,672
SALARY TOTAL	2.00	136,686	2.00	147,930	2.00	147,759
OTHER PERSONAL SERVICES						
Pension & Retirement		7,763		9,560		10,013
Workers' Compensation		4,165		4,935		3,806
Health Benefits		30,506		28,162		31,188
OPEB		3,342		0		0
FICA		10,457		11,317		11,304
Uniform Allowance		500		500		0
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		57,013		54,754		56,591
FURLOUGH SAVINGS		0		0		(2,155)
TOTAL PERSONAL SERVICES	2.00	193,699 *	2.00	202,684	2.00	202,195

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PARKS & RECREATION - OAKINGTON PENINSULA

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To develop and implement a management and operations plan for Oakington Peninsula which maximizes revenue production.

Department Obj.

To actively market and secure regular rentals of the buildings and grounds, to lease farmland and three tenant houses and to augment this revenue through a functional fundraising program.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$250,902	\$279,831	\$297,337	\$300,000	\$325,000
Number of permanent staff	2	2	2	2	2
Number of temporary staff	12	12	12	12	12
<u>Output:</u>					
Operate a self-sustaining facility. The revenue produced will be used to improve and maintain the facility.	\$258,718	\$281,559	\$319,290	\$300,000	\$325,000
<u>Efficiency:</u>					
Revenue increase over prior year	\$8,245	\$22,841	\$37,731	(\$19,290)	\$25,000
<u>Service Quality:</u>					
Number of rentals and satisfied users	117	126	130	133	140
Government users per year	58	59	60	60	60
Total users	175	185	190	193	200
<u>Outcome:</u>					
Percentage of growth in revenue	3.29%	8.82%	7.00%	8.00%	8.00%
Percentage of increase in users	1.74%	5.71%	3.00%	2.00%	4.00%

Explanation and Analysis of Performance Measures

To operate a financially self-sustaining facility, the Department must maintain or increase income levels while operating the facility in a cost-efficient manner. We continuously monitor operations along with the needs of the general public and add new amenities that will produce additional revenue. (Manager and Secretary are not included in staff figures as they have multiple duties, including working with the Aberdeen Recreation Council, and are paid from the Recreational Services budget.)

Major Related Plans and Policies

Continue to renovate and refurbish aging structures and add new amenities and attractions, including a new fishing pier and boat tie-up.

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Recreational Council and Special Activities****INDEX: 593004****ORIGIN/PURPOSE:**

The Parks and Recreation Council and Special Activities account was established to receive revenues from Recreation Councils for recreational activities, registrations, and special events. These funds are expended for recreational supplies, tournament trophies, officials and referees, etc.

The Governmental Accounting Standards Board (GASB) is the standard setting authority for governmental accounting. Per GASB Statement #34, Recreational Council and Special Activities was established in FY 02 to receive and expend revenues under Parks & Recreation Special Revenue Fund.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	66,241	69,898	80,785	80,785	80,785
20	CONTRACTUAL SERVICES	62,204	79,824	67,600	67,600	67,600
30	SUPPLIES & MATERIALS	12,125	7,098	11,165	11,165	11,165
40	BUSINESS & TRAVEL	319	264	450	450	450
50	CAPITAL OUTLAY	6,592	0	0	0	0
	GRAND TOTAL	147,481	157,084	160,000	160,000	160,000

FUNDING SOURCE:

26	PARKS AND RECREATION	147,481	157,084	160,000	160,000	160,000

FINANCIAL NOTES:

There is no change in funding for Parks & Recreation Special Revenue Fund - Recreational Council and Special Activities in FY 10

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: RECREATIONAL COUNCIL ACTIVITIES

Index No. 593004

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>52,382</u>		<u>55,544</u>		<u>55,544</u>
SALARY TOTAL		<u><u>52,382</u></u>		<u><u>55,544</u></u>		<u><u>55,544</u></u>
OTHER PERSONAL SERVICES						
Overtime & Shift Differential		26,500		19,500		19,500
FICA		<u>6,034</u>		<u>5,741</u>		<u>5,741</u>
TOTAL OTHER PERSONAL SERVICES		<u><u>32,534</u></u>		<u><u>25,241</u></u>		<u><u>25,241</u></u>
TOTAL PERSONAL SERVICES		<u><u>84,916</u></u> *		<u><u>80,785</u></u>		<u><u>80,785</u></u>

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

**GRANTS
PARKS & RECREATION**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Anita C. Leight Estuary Center	55,000	0	9/30/2009 Federal Renewable	This grant helps to offset County funded personnel costs for the Park Naturalist and one-fourth Custodian. This is a set amount grant and does not increase with the increase cost of personnel. An additional \$5,000 in funding is anticipated to pay for supplies, travel / education costs and contractual costs associated with the Estuary. If grant were to end, we would be unable to utilize the Estuary Center as agreed to in the contract with the State of Maryland when the building was built.	If we plan to continue using the Estuary Center, we must continue employment of Park Naturalist and Custodian
Sanitation Grant	13,000	0	11/30/2009 State Renewable	This grant provides for trash collection and removal plus port-a-pot costs at launching ramps for Flying Point Park, Mariner Point Park and Otter Point Public Landing. If grant were to end, a request for additional funding would be made to continue these services.	Operating budget would need to increase by \$13,000 due to Health Department requirements at launching ramps.
Camp Ability at Thomas Run	141,675	43,538	6/1/2009 State Renewable	Grant provides 110 families with safe and structured summer activity for their children, as well as providing respite for the care givers of these children. Grant pays the salaries of the majority of the camp staff. It also provides after school programs for children with disabilities. If grant were to end, this program would probably fold. The department could not fiscally pick-up the burden.	None

**GRANTS
PARKS & RECREATION**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Liriodendron Foundational Administration	57,290	0	6/30/09	This grant provides funding to cover the salary and fringe benefits of an Administrator for the Liriodendron Mansion and surrounding property which is reimbursed by the Liriodendron Foundation.	None
Therapeutic Recreation Programming	30,000	0	6/30/09	This grant is to supplement current programming and implement new programs for Harford County citizens with disabilities, and John Archer children and their families.	The county would assist in location of funding to continue implementation of programming.
TOTALS	296,965	43,538			

CONSERVATION OF NATURAL RESOURCES

ORIGIN/PURPOSE:

Conservation of Natural Resources is a budgetary grouping of environmentally oriented programs, the services of which are provided to County Government by symbiotic agencies acting on the County's behalf. For example, the Harford County Cooperative Extension derives its authority from the University of Maryland at College Park, and the Harford County Soil Conservation District from the State of Maryland under the direction of the District Board of Supervisors.

Each of these programs and related activities contribute to the conservation of natural resources, and the preservation of the environment in Harford County, and merits the financial support and consideration of County Government and its residents.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	112,296	258,593	270,967	258,675	258,675
20	CONTRACTUAL SERVICES	12,100	13,934	15,700	15,700	53,700
30	SUPPLIES & MATERIALS	18,472	18,472	19,072	19,072	19,072
40	BUSINESS & TRAVEL	1,905	1,905	1,905	1,905	1,905
50	CAPITAL OUTLAY	0	4,000	4,000	0	0
70	MISCELLANEOUS	252,737	225,719	305,025	305,025	275,006
	GRAND TOTAL	397,510	522,623	616,669	600,377	608,358
<u>SUMMARY BY FUND:</u>						
11	GENERAL	397,510	522,623	616,669	600,377	608,358
	GRAND TOTAL	397,510	522,623	616,669	600,377	608,358
<u>SUMMARY BY DIVISION:</u>						
631000	EXTENSION SERVICE	217,087	187,271	258,164	258,164	245,256
633000	SOIL CONSERVATION	180,423	335,352	358,505	342,213	363,102
	GRAND TOTAL	397,510	522,623	616,669	600,377	608,358

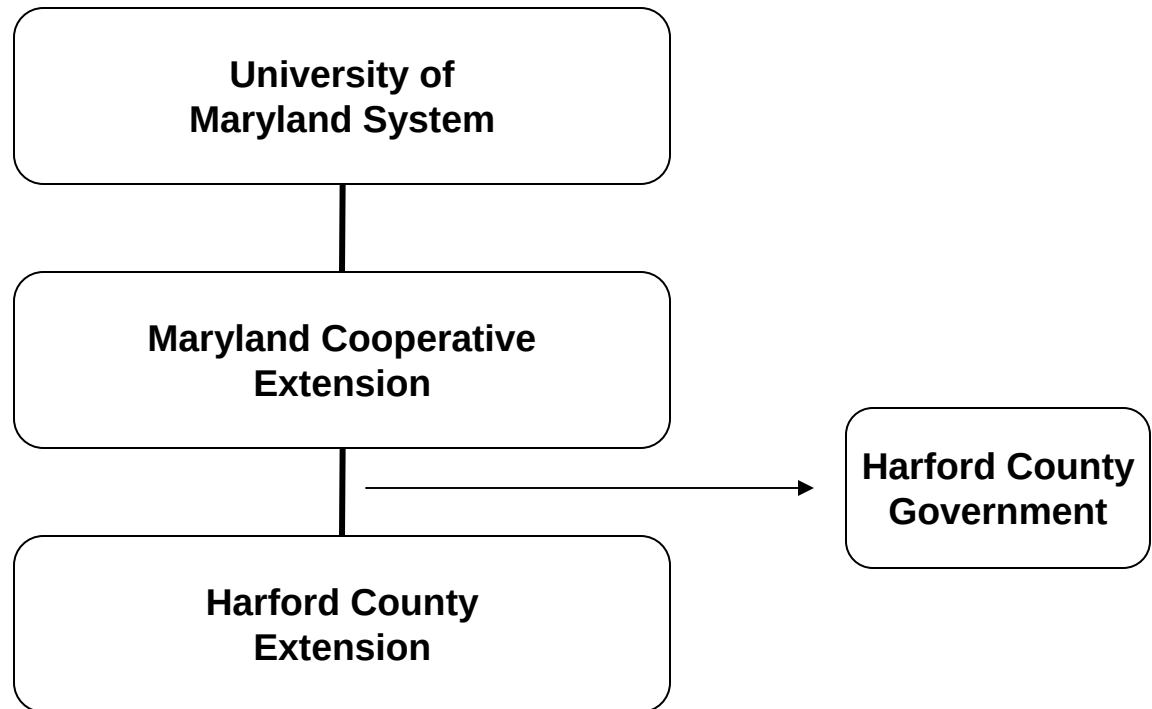
CONSERVATION OF NATURAL RESOURCES

FINANCIAL NOTES:

The (\$8,311) net decrease in funding for Conservation of Natural Resources is the result of:

	FY 09	FY 10	CHANGE
o	194,007	193,686	(321) Full Time Salaries (321) Rounding adjustment per pay scale calculation
o	17,790	18,633	843 Pension / Retirement rate adjustments
o	4,168	1,801	(2,367) Workers' Compensation rate adjustments
o	39,741	33,328	(6,413) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o		(4,010)	(4,010) Furlough Savings
o	11,200	49,200	38,000 Other Professional Services - increased to support State share of District Manager for the Soil Conservation Office per Council Amendment # 55
o	4,000	0	(4,000) Equipment - no equipment recommended for FY 2010
o	3,600	3,600	0 Soil Conservation - continue to keep Board in-line with other County Boards
o	301,425	271,406	(30,019) Grants & Contributions - County's share of State employee's salary and benefits Reduction due to Council Amendments # 268 and # 269

CONSERVATION OF NATURAL RESOURCES - EXTENSION



DEPARTMENT: NATURAL RESOURCES**DIVISION: Extension Service****INDEX: 631000****ORIGIN/PURPOSE:**

Established by the Federal Hatch Act (1887) and the Smith-Lever Act (1887), the Harford County Cooperative Extension Office provides educational outreach (Extension) education from the University of Maryland, College Park and the University of Maryland, Eastern Shore as part of their three-fold mission as land grant institutions of teaching, research, and outreach.

Cooperative Extension in Harford County provides educational programs based on the needs and interests of county residents. Emphasis is placed on Agriculture and Natural Resource Science, Family and Consumer Science, and 4-H and Youth Development. Extension is funded through county, state, and federal contributions. Some special projects are funded through grants and donations. The Extension Budget Office in College Park and the University of Maryland Eastern Shore, the Extension Regional Office at Wye Research Center, and the County Extension Office in Harford County develop budget requests for the county contribution. Extension programs are open to all citizens without regard to race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability.

MISSION STATEMENT:

EDUCATE CITIZENS TO APPLY PRACTICAL, RESEARCH-BASED KNOWLEDGE TO CRITICAL ISSUES FACING INDIVIDUALS, FAMILIES, COMMUNITIES, THE STATE, AND OUR GLOBAL PARTNERS

FY '09 - '10 GOALS:

- 1 TO EDUCATION CITIZENS SO THAT THEY CAN MAKE WISE DECISIONS AS PRODUCERS AND CONSUMERS CONCERNING AGRICULTURE, NATURAL RESOURCES, HEALTH, NUTRITION, AND YOUTH DEVELOPMENT

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	3,200	3,734	3,600	3,600	3,600
30	SUPPLIES & MATERIALS	18,272	18,272	18,272	18,272	18,272
70	MISCELLANEOUS	195,615	165,265	236,292	236,292	223,384
	GRAND TOTAL	217,087	187,271	258,164	258,164	245,256
<u>FUNDING SOURCE:</u>						
11	GENERAL	217,087	187,271	258,164	258,164	245,256

DEPARTMENT: NATURAL RESOURCES

DIVISION: Extension Service

INDEX: 631000

FINANCIAL NOTES:

The (\$12,908) net decrease in funding for Extension Service is the result of:

	FY 09	FY 10	CHANGE
o	3,600	3,600	0 Telephone Service
o	18,272	18,272	0 General Office Supplies
o	236,292	223,384	(12,908) Grants & Contributions - reduction due to Council Amendment # 268

EXTENSION SERVICES OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To educate citizens so that they can make wise decisions as producers and consumers concerning agriculture, natural resources, health, nutrition, and youth development.

Department Obj.

To increase our number of contacts annually by participating in numerous outreach efforts, and to provide a comprehensive outreach effort.

County Goal(s) Supported

II. Education

V. Environmental Stewardship

VI. Quality Living

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$227,999	\$217,087	\$249,320	\$258,164	\$258,164
<u>Output:</u>					
# of on-site seminars conducted	79	65	80	85	90
# of classroom seminars conducted	85	85	110	115	125
# of hands on workshops conducted	75	70	85	90	100
<u>Efficiency:</u>					
# of staff per seminar	2	1	1	1	1
<u>Service Quality:</u>					
% of attendees satisfied with workshops conducted	95	95%	95%	95%	95%
<u>Outcome:</u>					
# of adult and older youth volunteers reached	2,000	1,900	2,100	2,400	2,600
# of community and school based youth reached	2,700	2,500	2,900	3,200	3,400
# of special interest groups reached	1,900	1,700	1,900	2,200	2,400

Explanation and Analysis of Performance Measures

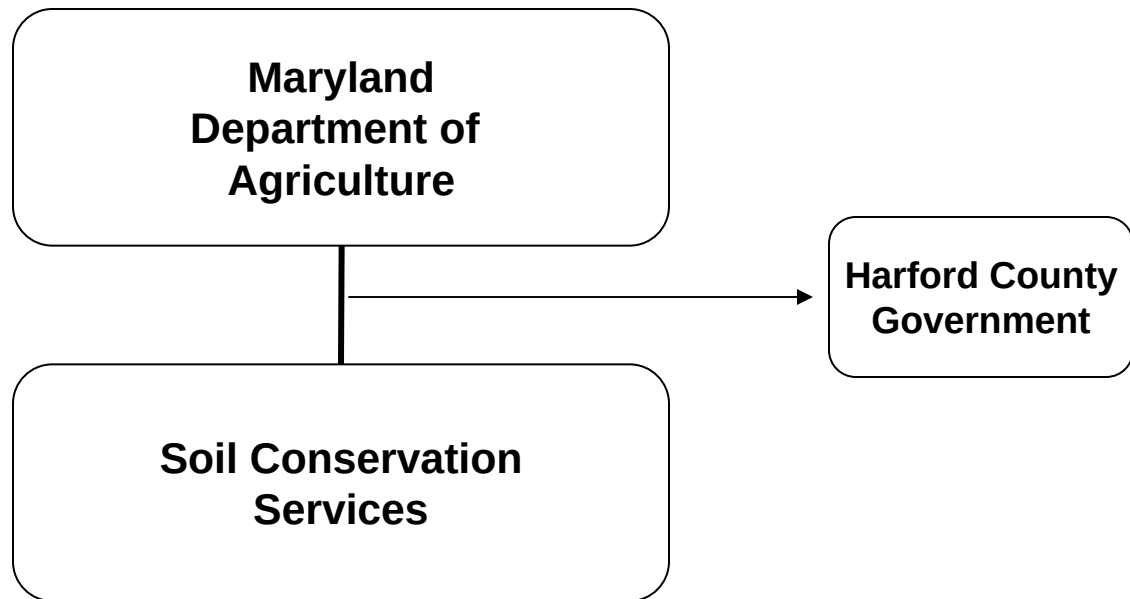
On-site programming includes programs that originate and are implemented in a setting other than the seminar (classroom) and workshop (hands-on) arena. On-site programming may include on-farm, demonstration areas, community centers, etc. To better analyze program success and participant adoption/learning, post-program evaluations will be implemented at program end and in certain cases as follow-up evaluations two or more months later. Participant's rating of fair or less will validate the need for initiative revising.

Major Related Plans and Policies

A Natural Resources Element Plan - includes methods for protecting environmental resources, including streams and their buffers, steep slopes, floodplains, and the habitats of threatened and endangered species.

CONSERVATION OF NATURAL RESOURCES

SOIL CONSERVATION SERVICES



DEPARTMENT: NATURAL RESOURCES**DIVISION: Soil Conservation****INDEX: 633000****ORIGIN/PURPOSE:**

The Harford Soil Conservation District was organized on September 6, 1944 as one of several local government subdivisions established in 1937 under the Agriculture Article Title 8, Soil Conservation, SS8-101 through 8-705 of the Annotated Code of Maryland as amended. The district's purpose is to carry out a soil, water and related resources conservation program.

MISSION STATEMENT:

TO ACHIEVE EXCELLENCE IN PROGRAMS AND SERVICES THAT PROTECT HARFORD COUNTY AGRICULTURAL RESOURCES AND THE ENVIRONMENT BY PROVIDING LEADERSHIP IN URBAN SEDIMENT CONTROL REVIEW AND PROMOTING ENVIRONMENTAL EDUCATIONAL ACTIVITIES AND OTHER SERVICES THAT ENHANCE QUALITY OF LIFE FOR ALL

FY '09 - '10 GOALS:

- 1 TO REDUCE THE NUTRIENTS ENTERING WATERS BY ENSURING THE COMPLETE IMPLEMENTATION OF AGRICULTURAL BEST MANAGEMENT PRACTICES (BMP'S)

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONNEL SERVICES	112,296	258,593	270,967	258,675	258,675
20	CONTRACTUAL SERVICES	8,900	10,200	12,100	12,100	50,100
30	SUPPLIES AND MATERIALS	200	200	800	800	800
40	BUSINESS & TRAVEL	1,905	1,905	1,905	1,905	1,905
50	CAPITAL OUTLAY	0	4,000	4,000	0	0
70	MISCELLANEOUS	57,122	60,454	68,733	68,733	51,622
	GRAND TOTAL	180,423	335,352	358,505	342,213	363,102
	<u>FUNDING SOURCE:</u>					
11	GENERAL	180,423	335,352	358,505	342,213	363,102

DEPARTMENT: NATURAL RESOURCES**DIVISION: Soil Conservation****INDEX: 633000****FINANCIAL NOTES:**

The \$4,597 net increase in funding for Soil Conservation is the result of:

	FY 09	FY 10	CHANGE
o	194,007	193,686	(321) Full Time Salaries (321) Rounding adjustment per pay scale calculation
o	17,790	18,633	843 Pension / Retirement rate adjustments
o	4,168	1,801	(2,367) Workers' Compensation rate adjustments
o	39,741	33,328	(6,413) Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o		(4,010)	(4,010) Furlough Savings
o	11,200	49,200	38,000 Other Professional Services - increased to support State share of District Manager for the Soil Conservation Office. per Council Amendment # 55
o	4,000	0	(4,000) Equipment - no equipment recommended for FY 2010
o	65,133	48,022	(17,111) Grants & Contributions - County's share of State employee's salary and benefits Reduction due to Council Amendment # 269

DIVISION STAFF SUMMARY

DEPARTMENT: CONSERVATION OF NATURAL RESOURCES
DIVISION: SOIL CONSERVATION

Index No. 633000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Engineering Associate II	1.00	61,658	1.00	67,311	1.00	67,200
Engineering Associate III	0.00	0	0.00	0	1.00	56,180 A
Engineering Associate IV	1.00	64,508	1.00	70,422	1.00	70,306
Soil & Water Conservation Engineer I	1.00	51,546	1.00	56,273	0.00	0
SALARY TOTAL	3.00	177,712	3.00	194,007	3.00	193,686
OTHER PERSONAL SERVICES						
Pension & Retirement		14,448		17,790		18,633
Workers' Compensation		1,973		4,168		1,801
Health Benefits		42,889		39,741		33,328
OPEB		6,220		0		0
FICA		13,595		14,841		14,817
Miscellaneous		420		420		420
TOTAL OTHER PERSONAL SERVICES		79,545		76,960		68,999
FURLOUGH SAVINGS	0.00			0.00		(4,010)
TOTAL PERSONAL SERVICES	3.00	257,257 *	3.00	270,967	3.00	258,675

* FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Soil & Water Conservation Engineer I filled as an by Engineering Associate III - #3292

OFFICE OF ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT

ORIGIN/PURPOSE:

The Office of Economic Development was created by Harford County Code Chapter 9, Article XXXI, Section 186, Bill No. 78-3 and amended by Bill No. 79-11 to advance the general economic welfare of the citizens of Harford County.

The Office of Economic Development and its Economic Development Advisory Board market the County as an area for new business to relocate; strengthen expansion of resident industry and small businesses; explore programs that create job and career opportunities for County residents; and expand availability of financial resources for industry and small business.

A Tourism and Marketing division was established in FY 2007 to concentrate on the promotion of Harford County, Maryland.

MISSION STATEMENT:

FACILITATE BUSINESS INVESTMENT AND JOB CREATION TO EXPAND LOCAL TAX BASE, FOSTER DIVERSE/SUSTAINABLE ECONOMY AS WELL AS IMPROVE THE ECONOMIC AND QUALITY OF LIFE OF HARFORD COUNTY THROUGH TOURISM DEVELOPMENT

FY '09 - '10 KEY GOALS

- 1 GENERATE HIGH VALUE EMPLOYMENT FOR HARFORD COUNTY RESIDENTS AND SUPPORT TAX REVENUE
- 2 INCREASE JOB OPPORTUNITIES AND BUSINESS INVESTMENT WITHIN THE EDGEWOOD/JOPPA AND GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONES
- 3 UTILIZE FINANCING RESOURCES TO FACILITATE BUSINESS GROWTH AND INVESTMENT
- 4 FACILITATE GROWTH OF TECHNOLOGY-RELATED INDUSTRY
- 5 IMPROVE ECONOMIC ACTIVITY AND QUALITY OF LIFE WITHIN HARFORD COUNTY BY INCREASING TOURISM & MARKETING DOLLARS

ECONOMIC DEVELOPMENT

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,001,946	1,186,251	1,191,485	1,082,868	1,082,868
20	CONTRACTUAL SERVICES	482,025	614,366	675,657	598,390	598,390
30	SUPPLIES & MATERIALS	92,035	100,249	105,200	83,500	83,500
40	BUSINESS & TRAVEL	53,622	67,841	67,400	63,410	63,410
50	CAPITAL OUTLAY	16,182	1,292	0	0	0
70	MISCELLANEOUS	839,764	779,082	580,000	480,000	364,592
	GRAND TOTAL	2,485,574	2,749,081	2,619,742	2,308,168	2,192,760

SUMMARY BY FUND:

11	GENERAL	2,485,574	2,749,081	2,619,742	2,308,168	2,192,760
	GRAND TOTAL	2,485,574	2,749,081	2,619,742	2,308,168	2,192,760

SUMMARY BY DIVISION:

651000	OFFICE OF ECONOMIC DEVELOPMENT	2,485,574	2,532,860	2,337,071	2,070,005	1,966,505
652000	TOURISM & MARKETING	0	216,221	282,671	238,163	226,255
	GRAND TOTAL	2,485,574	2,749,081	2,619,742	2,308,168	2,192,760

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

The (\$426,982) net decrease in funding for the Office of Economic Development is the result of:

	FY 09	FY 10	CHANGE	
o	25,000	0	(25,000)	Temporary Salaries - interns - recommended reduction due to the state of the economy
o	825,115	826,303	1,188	Full Time Salaries
			(882)	Salary adjustment due to actual pay scale calculations
			2,070	Salary adjustments based on the recommendations of the Department of Human Resources.
			<u>1,188</u>	
o		(17,760)	(17,760)	Furlough Savings
o		(94,164)	(94,164)	One Senior Economic Development Associate position, abolished due to state of the economy:
			# of positions	Salary
			(1.0)	(67,974)
			Fringe	Total
			(26,190)	(94,164)
o	145,437	174,296	28,859	Health Benefits are adjusted for an anticipated 13% cost increase, offset slightly by an increase to the employees share, as well as staff opting for changes in their level of coverage
o	14,681	13,799	(882)	Workers' Compensation rate adjustments
o	81,454	82,225	771	Pension / Retirement rate adjustment
o	66,366	64,737	(1,629)	FICA rate adjustment
o	407,767	357,500	(50,267)	Other Professional Services - all reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	30,000	24,233	(5,767)	Small Business Assistance
	3,000	2,500	(500)	Manufacturer & Distribution Council Support
	200,000	220,000	20,000	Technology Master Plan - expand incubator program
	10,000	8,500	(1,500)	School to Career Technology Initiative
	50,000	40,000	(10,000)	Edgewood Initiative
	5,000	4,000	(1,000)	Consultant Services - BRAC related
	5,000	3,500	(1,500)	MEDA Sponsorship
	50,000	0	(50,000)	LPGA - not requested in FY 10
	2,500	2,500	0	Electronic World Wide Web
	52,267	52,267	0	B&D Consultants
	<u>407,767</u>	<u>357,500</u>	<u>(50,267)</u>	

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE	
o	38,600	15,600	(23,000)	Data Processing Software - Maintenance:
	FY 09	FY 10	Change	
	11,600	12,600	1,000	CoStar Software - based on expected cost of software
	25,000	0	(25,000)	Dunn & Bradstreet - not requested in FY 10
	2,000	3,000	1,000	ESRI Software - based on expected cost of software
	<u>38,600</u>	<u>15,600</u>	<u>(23,000)</u>	
o	1,000	0	(1,000)	Printing - In-House - Funds moved to Printing - Commercial due to closure of in-house print shop
o	294,700	263,500	(31,200)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	193,500	188,500	(5,000)	Other Advertising
	11,700	10,000	(1,700)	General Office Supplies
	29,000	24,000	(5,000)	Printing - Commercial
	20,000	17,000	(3,000)	Other Food Supplies - for BRAC-related events
	13,000	2,000	(11,000)	Other Supplies and Materials - Promotional items
	15,000	12,000	(3,000)	Lodging
	12,500	10,000	(2,500)	Training Seminars and Courses
	<u>294,700</u>	<u>263,500</u>	<u>(31,200)</u>	
o	20,200	22,700	2,500	Items significantly adjusted based on previous expense history:
	FY 09	FY 10	Change	
	3,000	4,500	1,500	Mileage
	17,200	18,200	1,000	Telephone Service
	<u>20,200</u>	<u>22,700</u>	<u>2,500</u>	
o	580,000	480,000	(100,000)	Grants & Contributions - all reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	0	5,000	5,000	Tourism Special Events - from Agricultural Affairs
	30,000	22,500	(7,500)	Economic Alliance of Greater Baltimore
	250,000	200,000	(50,000)	Workforce Development Training
	15,000	12,500	(2,500)	Northeast Maryland Tech Council
	75,000	77,500	2,500	Economic Development Opportunity Fund
	80,000	68,000	(12,000)	Susquehanna Workforce Development
	125,000	90,000	(35,000)	Army Alliance with APG
	5,000	4,500	(500)	Edgewood Micro-Enterprise Fund
	<u>580,000</u>	<u>480,000</u>	<u>(100,000)</u>	
o	0	(115,408)	(115,408)	Other Contingencies - reduction due to Council Amendments # 270 and 271

DEPARTMENT STAFF SUMMARY

ECONOMIC DEVELOPMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	33,657	0.00	0	0.00	0
Administrative Assistant II	0.00	0	2.00	76,497	2.00	76,432
Administrative Secretary II	1.00	49,704	0.00	0	0.00	0
Administrative Secretary III	0.00	0	1.00	56,229	1.00	56,136
Administrative Specialist I	3.00	140,970	1.00	61,452	1.00	61,351
Business Development Associate	1.00	59,045	2.00	128,945	0.00	0
Business Retention Specialist	1.00	60,437	0.00	0	0.00	0
Dep. Director of Economic Development	0.00	0	1.00	93,470	1.00	93,315
Director of Economic Development	1.00	117,682	1.00	121,217	1.00	121,217
Economic Development Associate	0.00	0	2.00	155,264	4.00	283,741
Economic Development Finance Specialist	1.00	77,705	0.00	0	0.00	0
Economic Development Manager	1.00	74,641	0.00	0	0.00	0
Management Analyst	1.00	52,425	0.00	0	0.00	0
Senior Economic Development Associate	0.00	0	2.00	132,041	1.00	66,137
Tourism Manager	1.00	66,436	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	12.00	732,702	12.00	825,115	11.00	758,329
PART-TIME SALARIES						
Administrative Assistant II	0.60	28,948	0.60	31,612	0.60	31,612
TOTAL PART-TIME SALARIES	0.60	28,948	0.60	31,612	0.60	31,612
TEMPORARY SALARIES		10,000		25,000		0
SALARY TOTAL	12.60	771,650	12.60	881,727	11.60	789,941

DEPARTMENT STAFF SUMMARY

ECONOMIC DEVELOPMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Pension & Retirement		61,922		81,454		75,992
Workers' Compensation		16,494		14,681		10,761
Health Benefits		167,035		145,437		162,717
OPEB		26,657		0		0
FICA		57,014		66,366		59,537
Miscellaneous		1,820		1,820		1,680
TOTAL OTHER PERSONAL SERVICES		330,942		309,758		310,687
TOTAL FURLOUGH SAVINGS		0		0		(17,760)
TOTAL PERSONAL SERVICES	12.60	1,102,592 *	12.60	1,191,485	11.60	1,082,868

*FY 08 Salaries and Other Professional Services are Enacted not Audited amounts

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000**

The Office of Economic Development was created by Harford County Code Chapter 9, Article XXXI, Section 186, Bill No. 78-3 and amended by Bill No. 79-11 to advance the general economic welfare of the citizens of Harford County.

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FY '09 - '10 KEY GOALS:

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- 2 INCREASE JOB OPPORTUNITIES AND BUSINESS INVESTMENT WITHIN THE EDGEWOOD/JOPPA AND GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONES
- 3 UTILIZE FINANCING RESOURCES TO FACILITATE BUSINESS GROWTH AND INVESTMENT
- 4 FACILITATE GROWTH OF TECHNOLOGY-RELATED INDUSTRY

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,001,946	1,099,761	1,096,564	988,955	988,955
20	CONTRACTUAL SERVICES	482,025	521,881	521,157	492,890	492,890
30	SUPPLIES & MATERIALS	92,035	74,689	82,200	60,500	60,500
40	BUSINESS & TRAVEL	53,622	56,155	57,150	52,660	52,660
50	CAPITAL OUTLAY	16,182	1,292	0	0	0
70	MISCELLANEOUS	839,764	779,082	580,000	475,000	371,500
	GRAND TOTAL	2,485,574	2,532,860	2,337,071	2,070,005	1,966,505
<u>FUNDING SOURCE:</u>						
11	GENERAL	2,485,574	2,532,860	2,337,071	2,070,005	1,966,505
	GRAND TOTAL	2,485,574	2,532,860	2,337,071	2,070,005	1,966,505

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000****FINANCIAL NOTES:**

The (\$370,566) net decrease in funding for the Office of Economic Development is the result of:

	FY 09	FY 10	CHANGE	
o	754,693	755,997	1,304	Full Time Salaries
			(766)	Salary adjustment based on actual pay plan calculations
			2,070	Salary adjustments based on the recommendations of the Department of Human Resources
			<u>1,304</u>	
o		(94,164)	(94,164)	One Senior Economic Development Associate position abolished due to the state of the economy:
			# of positions	Salary
			(1.0)	(67,974)
			Fringe	Total
			(26,190)	(94,164)
o		(16,305)	(16,305)	Furlough Savings
o	25,000	0	(25,000)	Temporary Salaries - summer interns - recommended reduction due to the state of the economy
o	136,493	164,271	27,778	Health Benefits - anticipated 13% increase in health benefit costs plus staff opting for chances in their level of coverage
o	74,996	75,462	466	Pension / Retirement rate adjustment
o	60,979	59,359	(1,620)	FICA rate adjustment
o	355,267	355,000	(267)	Other Professional Services - all reductions recommended due to the state of the economy:
			FY 09	FY 10
			30,000	24,233
			3,000	2,500
			200,000	220,000
			10,000	8,500
			50,000	40,000
			5,000	4,000
			5,000	3,500
			52,267	52,267
			<u>355,267</u>	<u>355,000</u>
				Change
				(5,767)
				(500)
				20,000
				(1,500)
				(10,000)
				(1,000)
				(1,500)
				0
				(267)

Small Business Assistance
 Manufacturer & Distribution Council Support
 Technology Master Plan - incubator program
 School to Career Technology Initiative
 Edgewood Initiative
 Consultant Services - BRAC related
 MEDA Sponsorship
 B & D Consultants

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000****FINANCIAL NOTES:**

	FY 09	FY 10	CHANGE	
o	38,600	15,600	(23,000)	Data Processing Software Maintenance:
	FY 09	FY 10	Change	
	11,600	12,600	1,000	CoStar Software - based on expected cost of software
	25,000	0	(25,000)	Dunn & Bradstreet - not requested in FY 10
	2,000	3,000	1,000	ESRI Software - based on expected cost of software
	<u>38,600</u>	<u>15,600</u>	<u>(23,000)</u>	
o	1,000	0	(1,000)	Printing - In-House - Funds moved to Printing - Commercial due to closure of in-house print shop
o	180,200	149,000	(31,200)	Significant reductions recommended due to the state of the economy:
	FY 09	FY 10	Change	
	95,000	90,000	(5,000)	Other Advertising
	10,700	9,000	(1,700)	General Office Supplies
	24,000	19,000	(5,000)	Printing - Commercial
	18,000	15,000	(3,000)	Other Food Supplies - for BRAC-related events
	12,000	1,000	(11,000)	Other Supplies and Materials - Promotional items
	12,000	9,000	(3,000)	Lodging
	8,500	6,000	(2,500)	Training Seminars and Courses
	<u>180,200</u>	<u>149,000</u>	<u>(31,200)</u>	
o	2,500	3,500	1,000	Mileage - increase based on actual expense history

DEPARTMENT: ECONOMIC DEVELOPMENT

DIVISION: Office of Economic Development

INDEX: 651000

FINANCIAL NOTES:

	FY 09	FY 10	CHANGE
o	580,000	475,000	(105,000)

Grants & Contributions - all reductions recommended due to the state of the economy:

Title	FY 09	FY 10	Change
Economic Alliance of Greater Baltimore	30,000	22,500	(7,500)
Workforce Development Training	250,000	200,000	(50,000)
Northeast Maryland Tech Council	15,000	12,500	(2,500)
Economic Development Opportunity Fund	75,000	77,500	2,500
Susquehanna Workforce Development	80,000	68,000	(12,000)
Army Alliance with APG	125,000	90,000	(35,000)
Edgewood Micro-Enterprise Fund	5,000	4,500	(500)
TOTAL	580,000	475,000	(105,000)

o	0	(103,500)	(103,500)

Other Contributions - reduction due to Council Amendment # 270

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: OFFICE OF ECONOMIC DEVELOPMENT

Index No. 651000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	33,657	0.00	0	0.00	0
Administrative Assistant II	0.00	0	2.00	76,497	2.00	76,432
Administrative Secretary II	1.00	49,704	0.00	0	0.00	0
Administrative Secretary III	0.00	0	1.00	56,229	1.00	56,136
Administrative Specialist I	3.00	140,970	1.00	61,452	1.00	61,351
Business Development Associate	1.00	59,045	2.00	128,945	0.00	0
Business Retention Specialist	1.00	60,437	0.00	0	0.00	0
Dep. Director of Economic Development	0.00	0	1.00	93,470	1.00	93,315
Director of Economic Development	1.00	117,682	1.00	121,217	1.00	121,217
Economic Development Associate	0.00	0	1.00	84,842	3.00	213,435 A
Economic Development Finance Specialist	1.00	77,705	0.00	0	0.00	0
Economic Development Manager	1.00	74,641	0.00	0	0.00	0
Management Analyst	1.00	52,425	0.00	0	0.00	0
Senior Economic Development Associate	0.00	0	2.00	132,041	1.00	66,137 B
TOTAL FULL-TIME SALARIES	11.00	666,266	11.00	754,693	10.00	688,023
PART-TIME SALARIES						
Administrative Assistant II	0.60	28,948	0.60	31,612	0.60	31,612
TOTAL PART-TIME SALARIES	0.60	28,948	0.60	31,612	0.60	31,612
TEMPORARY SALARIES		10,000		25,000		0 C
SALARY TOTAL	11.60	705,214	11.60	811,305	10.60	719,635

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: OFFICE OF ECONOMIC DEVELOPMENT

Index No. 651000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		56,521		74,996		69,229
Workers' Compensation		13,391		11,111		8,005
Health Benefits		157,421		136,493		152,692
OPEB		24,332		0		0
FICA		51,932		60,979		54,159
Miscellaneous		1,680		1,680		1,540
TOTAL OTHER PERSONAL SERVICES		305,277		285,259		285,625
TOTAL FURLOUGH SAVINGS		0		0		(16,305)
TOTAL PERSONAL SERVICES	11.60	1,010,491 *	11.60	1,096,564	10.60	988,955

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Business Development Associates reclassified to Economic Development Associates - #0688 & #1662

B - One (1) vacant Senior Economic Development Associate abolished - #2492

C - Temporary Salaries eliminated due to state of the economy

OFFICE OF ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To utilize financing resources to facilitate business growth and investment.

Department Obj.

To provide financial assistance, consult with, advise, and educate the financial and business community on the capital opportunities available to Harford County businesses in support of new investment, redevelopment, business retention and job creation.

County Goal(s) Supported

IV. Economic Opportunity

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$250,000	\$250,000	\$70,000	\$77,000	\$150,000
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of new Economic Development Opportunity Loan Fund applications	2	2	3	3	4
Number of meetings with prospective clients and existing businesses	110	95	107	120	125
<u>Efficiency:</u>					
Amount of time to process loan applications and loans	120 days	90 days	180 days	150 days	120 days
<u>Service Quality:</u>					
Percent of client contacts that are followed-up within 24 hour	90%	90%	90%	90%	90%
<u>Outcome:</u>					
Number of Economic Development Opportunity Loan applications processed	2	2	3	4	4

Explanation and Analysis of Performance Measures

The development, implementation, administration and growth of loan funds, with the resulting applications and loans, is tied to the interest rate environment in the marketplace and subject to the creditworthiness of applicants. The willingness of financial institutions to accept risk associated with business financing is a deciding factor. It is important to originate and sustain a moderate number of loans annually to manage the capital base and maintain portfolio quality, which in turn demonstrates the County's commitment to solid underwriting standards and financial incentives for businesses of all sizes.

OFFICE OF ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To increase job opportunities and business investment within the Edgewood/Joppa and Greater Aberdeen/Havre de Grace Enterprise Zones.

Department Obj.

To create opportunities for qualified resident businesses, including industrial and commercial/retail/service, to apply for potential Enterprise Zone tax credits by developing new jobs, constructing new facilities, and expanding or revitalizing existing facilities.

County Goal(s) Supported

IV. Economic Opportunity

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated*	\$100,000	\$100,000	\$100,000	\$110,000	\$125,000
Number of staff	2	2	2	2	2
<u>Output:</u>					
Total number of inquiries regarding Enterprise Zone real property and/or income tax certification	117	98	90	80	90
<u>Efficiency:</u>					
Percent of Enterprise Zone inquiries that received follow-up calls	100%	100%	100%	100%	100%
<u>Service Quality:</u>					
Number of inquiries that had additional follow-up after initial contact	21	23	20	20	25
<u>Outcome:</u>					
Number of businesses obtaining Enterprise Zone real property and/or income tax credits	38	10	8	10	15
Capital Investments	\$122,642,028	\$31,031,471	\$23,374,000	\$25,000,000	\$30,000,000
Number of full time jobs created	703	105	297	150	200
Number of part time jobs created	66	115	14	10	20

Explanation and Analysis of Performance Measures

The Office of Economic Development is charged with developing programs that create job opportunities for County residents and support resident business expansions throughout the County as part of the focus on revitalizing business areas.

* Dollars allocated in budget for Work Force Training Grants

OFFICE OF ECONOMIC DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To facilitate growth of technology-related industry.

Department Obj.

To foster growth of tech-related industry and facilitate collaboration with Aberdeen Proving Ground and the education community.

County Goal(s) Supported

IV. Economic Opportunity

Measure	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010
<u>Input:</u>					
Dollars allocated	\$150,000	\$150,000	\$200,000	\$200,000	\$225,000 *
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of technology companies serviced, including incubator companies and defense contractors	16	18	16	19	20
Number of expanding resident technology companies	14	12	14	14	18
Number of technology related workshops held	2	3	2	2	3
*(Previously tracked as both new and expanding techn companies)					
<u>Efficiency:</u>					
Cost of conducting technology workshops	\$1,100	\$3,200	\$2,400	\$3,900	\$3,500
<u>Service Quality:</u>					
Percent of contacts from resident companies and company prospects responded to within 24 hours	90%	90%	85%	89%	90%
<u>Outcome:</u>					
Number of high value jobs created	114	129	130	150	160

* Consultant hired to open new incubator facility (Harford Business Innovation Center)

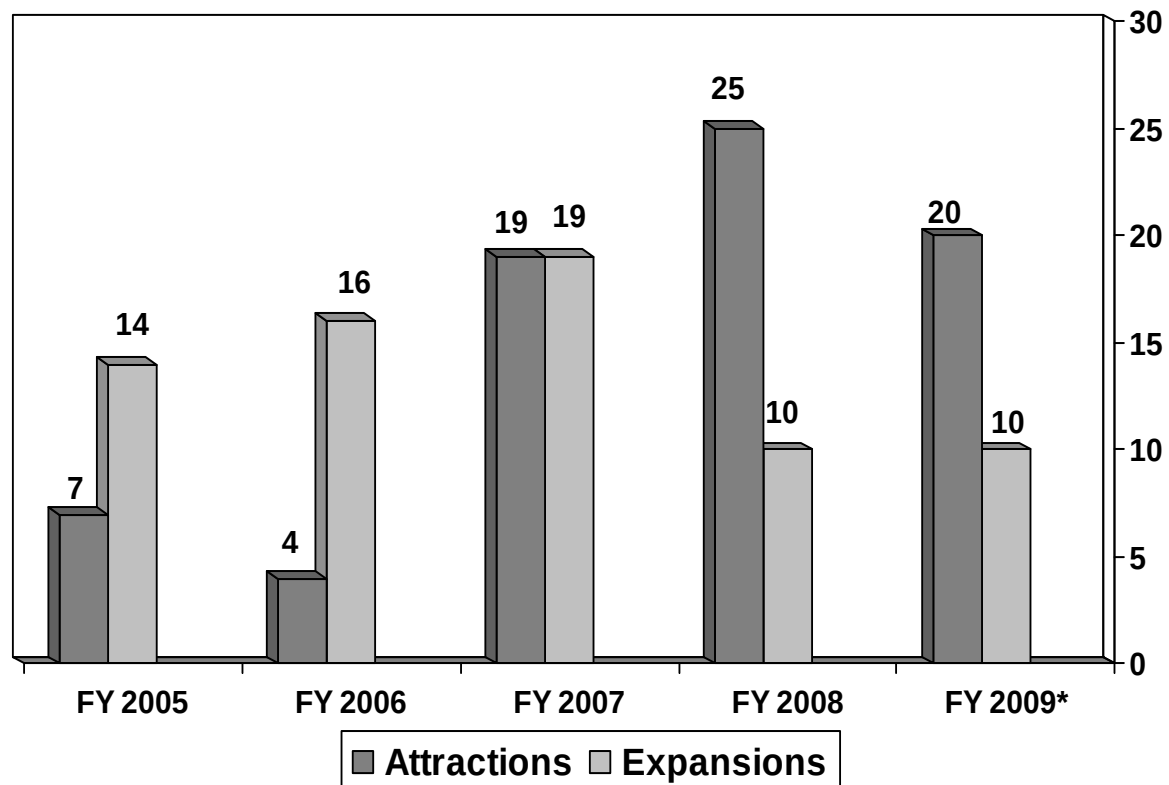
Explanation and Analysis of Performance Measures

Recruitment of technology companies, to include defense contractors, will provide higher wages for our citizens and establish our county as center for technology excellence.

Major Related Plans and Policies

Technology Optimization Action Plan - 2008; Water and Sewer Master Plan; Technology Development Master Plan - 2002; BPAC Recommendations - 2006
Harford Business Innovative Center (Incubator Plan) 2009

Office of Economic Development Economic Growth



*Projected

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Tourism & Marketing****INDEX: 652000****ORIGIN / PURPOSE:**

The Tourism and Marketing division was established in FY 2007 to concentrate on the promotion of Harford County, Maryland. The implementation of an advertising campaign and web site has been initiated to assist with the promotion of the County. Marketing will take place in the areas of sporting events / facilities as well as local events.

FY '09 - '10 KEY GOAL & OBJECTIVES**5 IMPROVE ECONOMIC ACTIVITY AND QUALITY OF LIFE WITHIN HARFORD COUNTY BY INCREASING TOURISM & MARKETING DOLLARS**

- o Increase total annual person visits to Harford County
- o Increase total group businesses in Harford County facilities
- o Increase website visits to www.harfordmaryland.com
- o Increase free positive editorial coverage on Harford County

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	86,490	94,921	93,913	93,913
20	CONTRACTUAL SERVICES	0	92,485	154,500	105,500	105,500
30	SUPPLIES & MATERIALS	0	25,560	23,000	23,000	23,000
40	BUSINESS & TRAVEL	0	11,686	10,250	10,750	10,750
70	MISCELLANEOUS	0	0	0	5,000	(6,908)
	GRAND TOTAL	0	216,221	282,671	238,163	226,255

FUNDING SOURCE:

11	GENERAL	0	216,221	282,671	238,163	226,255
	GRAND TOTAL	0	216,221	282,671	238,163	226,255

DEPARTMENT: ECONOMIC DEVELOPMENT

DIVISION: Tourism & Marketing

INDEX: 652000

FINANCIAL NOTES:

The (\$56,416) net decrease in funding for Tourism & Marketing is the result of:

	FY 09	FY 10	CHANGE
o	70,422	70,306	(116) Full Time Salaries - rounding adjustment due to actual pay scale calculation
o	0	(1,455)	(1,455) Furlough Savings
o	6,458	6,763	305 Pension / Retirement rate adjustments
o	3,570	2,756	(814) Workers' Compensation rate adjustment
o	8,944	10,025	1,081 Health Benefits are adjusted for an anticipated 13% cost increase as well as staff opting for changes in their level of coverage
o	1,000	2,000	1,000 Telephone Service - increase based on actual expense history
o	52,500	2,500	(50,000) Other Professional Services - funds for Electronic World Wide Web. \$50,000 for LPGA not requested in FY 10.
o	500	1,000	500 Mileage - increase based on actual expense history
o	0	5,000	5,000 Grants & Contributions - For special events, reallocated from Agricultural Affairs
o	0	(11,908)	(11,908) Other Contingencies - reduction due to Council Amendment # 271

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: TOURISM & MARKETING

Index No. 652000

POSITION TITLE	ENACTED FY 08		ENACTED FY 09		ENACTED FY 10	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Economic Development Associate	0.00	0	1.00	70,422	1.00	70,306
Tourism Manager	<u>1.00</u>	<u>66,436</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
SALARY TOTAL	<u>1.00</u>	<u>66,436</u>	<u>1.00</u>	<u>70,422</u>	<u>1.00</u>	<u>70,306</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		5,401		6,458		6,763
Workers' Compensation		3,103		3,570		2,756
Health Benefits		9,614		8,944		10,025
OPEB		2,325		0		0
FICA		5,082		5,387		5,378
Miscellaneous		<u>140</u>		<u>140</u>		<u>140</u>
TOTAL OTHER PERSONAL SERVICES		25,665		24,499		25,062
FURLOUGH SAVINGS		<u>0</u>		<u>0</u>		<u>(1,455)</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>92,101 *</u>	<u>1.00</u>	<u>94,921</u>	<u>1.00</u>	<u>93,913</u>

*FY 08 Salaries and Other Personal Services are Enacted not Audited amounts

DEBT SERVICE

ORIGIN/PURPOSE:

Debt management is an important component of the County's financial management practices. The County will issue General Obligation bonds to finance the capital portion of tax supported general public purpose governmental activities with libraries, schools, public safety buildings, and water & sewer projects being the most common uses of bond proceeds.

The Debt Service account includes the amounts necessary to pay the principal and the interest on outstanding indebtedness, to include the sale of bonds, short-term financing, and lease finance. In addition, all costs associated with bond sales, issues, and controls are also appropriated here.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	271,055	243,330	633,950	519,700	519,700
30	SUPPLIES & MATERIALS	5	319	40,460	40,050	40,050
40	BUSINESS & TRAVEL	0	0	200	100	100
60	DEBT SERVICE	40,514,329	47,798,447	59,337,038	54,748,524	54,748,524
	GRAND TOTAL	40,785,389	48,042,096	60,011,648	55,308,374	55,308,374
<u>SUMMARY BY FUND:</u>						
11	GENERAL	19,224,778	25,709,911	34,771,301	32,907,338	32,907,338
25	HIGHWAYS	133,868	680,522	652,579	628,275	628,275
27	AG PRESERVATION - COUNTY	3,270,346	3,148,910	4,989,660	4,319,206	4,319,206
53	WATER & SEWER DEBT SERVICE	11,967,781	14,381,169	16,690,091	14,631,739	14,631,739
55	SOLID WASTE SERVICES	6,188,616	4,121,584	2,908,017	2,821,816	2,821,816
	GRAND TOTAL	40,785,389	48,042,096	60,011,648	55,308,374	55,308,374

DEBT SERVICE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY DIVISION:</u>						
661110	PRINCIPAL GENERAL FUND	12,146,312	13,567,129	15,708,346	16,451,489	16,451,489
662110	INTEREST GENERAL FUND	6,742,011	8,751,623	15,495,099	12,888,093	12,888,093
664110	SERVICE COSTS GENERAL FUND	336,455	373,255	549,950	549,850	549,850
665110	LEASE FINANCE PRINCIPAL GENERAL FUND	0	2,528,006	2,624,083	2,723,809	2,723,809
666110	LEASE FINANCE INTEREST GENERAL FUND	0	489,898	393,823	294,097	294,097
661250	PRINCIPAL HIGHWAYS FUND	121,917	62,678	32,265	8,992	8,992
662250	INTEREST HIGHWAYS FUND	8,428	4,423	2,050	1,019	1,019
664250	SERVICE COSTS HIGHWAYS FUND	3,523	158	5,000	5,000	5,000
665250	LEASE FINANCE PRINCIPAL HIGHWAYS FUND	0	513,712	533,236	553,501	553,501
666250	LEASE FINANCE INTEREST HIGHWAYS FUND	0	99,551	80,028	59,763	59,763
661270	PRINCIPAL AG PRESERVATION - COUNTY	794,103	510,749	1,800,000	1,046,889	1,046,889
662270	INTEREST AG PRESERVATION - COUNTY	2,381,417	2,453,253	3,100,000	3,192,317	3,192,317
664270	SERVICE COSTS AG PRESERVATION - COUNTY	94,826	184,908	89,660	80,000	80,000
661530	PRINCIPAL W&S DEBT SERVICE FUND	8,951,061	10,958,164	10,505,946	10,425,824	10,425,824
662530	INTEREST W&S DEBT SERVICE FUND	2,894,308	3,151,638	5,643,883	3,725,652	3,725,652
664530	SERVICE COSTS W&S DEBT SERVICE FUND	122,412	201,105	470,000	410,000	410,000
665530	LEASE FINANCE PRINCIPAL W&S DEBT SERVICE	0	58,856	61,093	63,415	63,415
666530	LEASE FINANCE INTEREST W&S DEBT SERVICE	0	11,406	9,169	6,848	6,848
664550	SERVICE COSTS SOLID WASTE SERVICES	35,566	9,669	200,000	150,000	150,000
665550	LEASE FINANCE PRINCIPAL SOLID WASTE MGT	4,988,000	3,220,987	2,063,677	2,132,177	2,132,177
666550	LEASE FINANCE INTEREST SOLID WASTE MGT	1,165,050	890,928	644,340	539,639	539,639
	GRAND TOTAL	<u>40,785,389</u>	<u>48,042,096</u>	<u>60,011,648</u>	<u>55,308,374</u>	<u>55,308,374</u>

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

Harford County went to the bond market June 2, 2009 for a \$145,990,000 bond sale (\$96,100,000 in General Obligation, \$23,900,000 in Water and Sewer Bonds and \$25,990,000 in Refunding Bonds.) The County received and maintained its current ratings of: Fitch Ratings AA+, Standard & Poor's AA+, and Moody's Investor Services Aa1, as published in the County's June 2, 2009 Official Statement.

It is Harford County's practice to conduct a bi-annual bond sale contingent on capital project needs and the economic conditions of the bond market. Prior to selling bonds, the County will issue Bond Anticipation Notes (short term financing) to start the construction of capital projects based on cash flow needs.

The following capital projects are approved for FY 10:

General Capital:

Bel Air Academy	150,000
Harford County Southern Resource Annex	2,875,000
Total General	3,025,000

Board of Education:

Bel Air High School Replacement	12,765,000
Deerfield ES Modernization / Addition	3,787,472
Edgewood High School Replacement	35,540,528
Red Pump Road Elementary School	6,380,000
Total Board of Education	58,473,000

Solid Waste Services:

HWDC Expansion	7,100,000
Total Solid Waste Services	7,100,000

Parks and Recreation:

Schucks Road Regional Complex	2,030,000
Total Parks and Recreation	2,030,000

Sheriff / Emergency / Fire:

Detention Center Expansion	2,680,000
Total Sheriff / Emergency / Fire	2,680,000

TOTAL GENERAL FUND PROJECTS

73,308,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds**

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
PRINCIPAL PAYMENTS:					
6101 County Bonds	5,831,373	5,891,416	6,395,553	6,502,017	6,502,017
6103 School Bonds	4,895,166	5,408,232	6,692,993	7,264,040	7,264,040
6105 College Bonds	765,280	867,846	1,012,414	1,156,012	1,156,012
6112 Notes	256,500	895,000	835,000	685,000	685,000
6114 Solid Waste Services	397,993	504,635	772,386	844,420	844,420
TOTAL PRINCIPAL PAYMENTS	12,146,312	13,567,129	15,708,346	16,451,489	16,451,489
INTEREST PAYMENTS:					
6201 County Bonds	2,515,303	2,855,153	4,969,714	3,289,503	3,289,503
6203 School Bonds	2,995,913	4,388,664	8,431,072	7,458,462	7,458,462
6205 College Bonds	911,725	1,071,917	1,198,661	1,148,679	1,148,679
6212 Notes	143,389	157,925	402,666	492,605	492,605
6214 Solid Waste Services	175,681	277,964	492,986	498,844	498,844
TOTAL INTEREST PAYMENTS	6,742,011	8,751,623	15,495,099	12,888,093	12,888,093
TOTAL PAYMENTS	18,888,323	22,318,752	31,203,445	29,339,582	29,339,582

HARFORD COUNTY, MARYLAND
FY 10 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS

			PRINCIPAL	INTEREST
			6101	6201
COUNTY BONDS:				
	1996	Bonds	562,100	191,625
	1997	Bonds	490,108	162,712
	1999	Bonds	286,413	106,570
	2001	Bonds	1,100,626	461,134
	2002	Bonds	1,327,500	383,836
	2003	Refunding Bonds	304,552	49,153
	2004	Bonds	1,111,180	184,127
	2005	Bonds	339,545	283,480
	2007	Bonds	979,993	1,218,692
	2008	Bonds	0	248,174
TOTAL COUNTY BONDS			6,502,017	3,289,503
SCHOOL BONDS:				
	1996	Bonds	489,500	166,875
	1997	Bonds	455,931	151,365
	1999	Bonds	529,029	196,844
	2001	Bonds	701,769	294,024
	2002	Bonds	270,000	29,931
	2003	Refunding Bonds	967,696	158,166
	2004	Bonds	459,681	271,483
	2005	Bonds	1,293,325	1,079,772
	2007	Bonds	2,097,109	2,607,905
	2008	Bonds	0	2,502,097
TOTAL SCHOOL BONDS			7,264,040	7,458,462
COLLEGE BONDS:				
	1996	Bonds	48,400	16,500
	1997	Bonds	153,963	51,115
	1999	Bonds	78,757	29,305
	2001	Bonds	147,607	61,844
	2002	Bonds	22,500	379,504
	2003	Refunding Bonds	127,583	21,002
	2004	Bonds	179,140	105,799
	2005	Bonds	129,907	108,457
	2007	Bonds	268,155	333,469
	2008	Bonds	0	41,684
TOTAL COLLEGE BONDS			1,156,012	1,148,679

HARFORD COUNTY, MARYLAND			
FY 10 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS			
		PRINCIPAL	INTEREST
		6114	6214
SOLID WASTE SERVICES:			
1999	Bonds	55,803	20,764
1999	Water Quality Bonds	457,933	60,558
2003	Refunding Bonds	161,029	26,508
2005	Bonds	14,910	12,448
2007	Bonds	154,745	192,436
2008	Bonds	0	186,130
TOTAL SOLID WASTE SERVICES		844,420	498,844
		6112	6212
NOTES:			
Principal & Interest on Short Term Financing:			
Washington Court		235,000	104,505
Vest IPA		350,000	17,500
Preston		100,000	45,850
PACA LTD		0	74,750
Bond Anticipation Note Schools		0	137,500
Bond Anticipation Note County		0	112,500
TOTAL NOTES		685,000	492,605
TOTAL GENERAL FUND PRINCIPAL & INTEREST		16,451,489	12,888,093

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661250 Principal, 662250 Interest - Highways Fund**

No Highways Fund Bond Sale is planned for Fiscal Year 2010

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
PRINCIPAL PAYMENTS:					
6101 County Bonds	121,917	62,678	32,265	8,992	8,992
TOTAL PRINCIPAL PAYMENTS	121,917	62,678	32,265	8,992	8,992
INTEREST PAYMENTS:					
6201 County Bonds	8,428	4,423	2,050	1,019	1,019
TOTAL INTEREST PAYMENTS	8,428	4,423	2,050	1,019	1,019
TOTAL PAYMENTS	130,345	67,101	34,315	10,011	10,011

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661270 Principal, 662270 Interest
AG Preservation - County**

This account represents annual payments on installment contracts to purchase agricultural easements for Ag land preservation purposes. These contracts are for ten to twenty year periods.

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
PRINCIPAL PAYMENTS:					
6113 Agricultural Preservation	794,103	510,749	1,800,000	1,046,889	1,046,889
TOTAL PRINCIPAL PAYMENTS	794,103	510,749	1,800,000	1,046,889	1,046,889
INTEREST PAYMENTS:					
6213 Agricultural Preservation	2,381,417	2,453,253	3,100,000	3,192,317	3,192,317
TOTAL INTEREST PAYMENTS	2,381,417	2,453,253	3,100,000	3,192,317	3,192,317
TOTAL PAYMENTS	3,175,520	2,964,002	4,900,000	4,239,206	4,239,206

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

Harford County went to the bond market June 2, 2009 for a \$145,990,000 bond sale (\$96,100,000 in General Obligation and \$23,900,000 in Water and Sewer Bonds and \$25,990,000 in Refunding Bonds). The County received and maintained its current ratings of Fitch Ratings AA+, Standard & Poor's AA+, and Moody's Investor Services Aa1, as published in the County's June 2, 2009 Official Statement.

It is Harford County's practice to conduct a bi-annual bond sale contingent on capital project needs and the economic conditions of the bond market. Prior to selling bonds, the County will issue Bond Anticipation Notes (short term financing) to start the construction of capital projects based on cash flow needs.

The following capital projects are included for FY 10:

Water Projects:

Abingdon WTP Expansion	(7,000,000)
Abingdon WTP Generator	(600,000)
HdG Water Treatment Plant Upgrade	100,000
Magnolia Booster Station	200,000
Site Acquisition Water & Sewer Facilities	800,000
Swan Harbor Tank & Transmission	600,000
Total Water Projects	<u>(5,900,000)</u>

Sewer Projects:

Bill Bass Outfall Sewer Replacement	250,000
Bush Creek Pump Station 4th Pump	17,900,000
Church Creek Pump Station Incoming	1,000,000
Edgewood Interceptor Sewer Parallel	300,000
ENR Refinement at Sod Run	3,000,000
Green Ridge PS Replacement	200,000
Total Sewer Projects	<u>22,650,000</u>

Total Water & Sewer Debt Service Fund Projects	<u>16,750,000</u>

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
PRINCIPAL PAYMENTS:					
6102 State Loans	1,769,060	1,817,233	2,261,623	2,393,042	2,393,042
6106 Water & Sewer Bonds	7,124,061	9,080,984	8,076,144	7,962,467	7,962,467
6109 Farmers Home Loans	25,652	26,680	33,948	35,031	35,031
6112 Notes	0	0	100,000	0	0
6115 DBED Loan	32,288	33,267	34,231	35,284	35,284
TOTAL PRINCIPAL PAYMENTS	8,951,061	10,958,164	10,505,946	10,425,824	10,425,824
INTEREST PAYMENTS:					
6202 State Loans	514,583	457,563	398,751	328,130	328,130
6206 Water & Sewer Bonds	2,322,193	2,638,550	5,076,812	3,131,313	3,131,313
6209 Farmers Home Loans	52,756	51,728	65,486	64,428	64,428
6212 Notes	0	0	100,000	200,000	200,000
6215 DBED Loan	4,776	3,797	2,834	1,781	1,781
TOTAL INTEREST PAYMENTS	2,894,308	3,151,638	5,643,883	3,725,652	3,725,652
TOTAL PAYMENTS	11,845,369	14,109,802	16,149,829	14,151,476	14,151,476

**HARFORD COUNTY, MARYLAND
FY 10 WATER & SEWER DEBT SERVICE
PRINCIPAL & INTEREST PAYMENTS**

		PRINCIPAL	INTEREST
		6102	6202
STATE LOANS:			
1990	Loans	269,009	26,975
1991	Loans	904,384	131,469
1999	Loans	62,581	16,673
1999	Refunding	1,157,068	153,013
TOTAL STATE LOANS		2,393,042	328,130
		6106	6206
WATER & SEWER BONDS:			
1997	Bonds	895,000	194,428
2002	Bonds	65,000	39,538
2002	Refunding Bonds	3,785,000	318,150
2003	Refunding Bonds	1,945,151	314,031
2004	Bonds	200,000	114,550
2005	Bonds	322,316	269,095
2007	Bonds	750,000	1,137,000
2008	Bonds	0	744,521
TOTAL WATER & SEWER BONDS		7,962,467	3,131,313
		6109	6209
FARMERS HOME LOAN:			
	Home Loan 2001 - Whiteford	24,991	40,806
	Home Loan 2004 - Old Joppa	4,324	8,289
	Oaklyn Manor	5,716	15,333
		35,031	64,428
		6112	6212
SHORT TERM NOTES:			
	Short term notes for FY 10 Budget	0	200,000
		6115	6215
DBED LOAN:			
	Annual principal & interest payments on Strescon Loan	35,284	1,781
TOTAL WATER & SEWER PRINCIPAL & INTEREST		10,425,824	3,725,652

DEPARTMENT: DEBT SERVICE - GENERAL FUND**DIVISION: Lease Finance - 665110 Principal
Lease Finance - 666110 Interest**

Funds are budgeted to these accounts to pay principal and interest on short-term financing through lease / purchase or other methods of financing.

Principal and the funding of Interest for Lease Finance agreements are in two separate divisions as it is with all other types of debt service payments.

Lease Finance - 665110 Principal Payments	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
6107 Lease Purchase Principal Payments 2007 County Lease	0	1,291,019	1,340,084	1,391,013	1,391,013
6133 2007 School lease	0	1,172,109	1,216,655	1,262,893	1,262,893
6135 2007 College Lease	0	64,878	67,344	69,903	69,903
TOTAL PRINCIPAL PAYMENTS	0	2,528,006	2,624,083	2,723,809	2,723,809
Lease Finance - 666110 Interest Payments	AUDITED FY 07	AUDITED FY 08	ENACTED FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
6207 Lease Purchase Interest Payments 2007 County Lease	0	250,184	201,120	150,191	150,191
6233 School Lease	0	227,141	182,596	136,358	136,358
6235 College Lease	0	12,573	10,107	7,548	7,548
TOTAL INTEREST PAYMENTS	0	489,898	393,823	294,097	294,097
TOTAL LEASE FINANCE PAYMENTS	0	3,017,904	3,017,906	3,017,906	3,017,906

DEPARTMENT: DEBT SERVICE - HIGHWAY
DIVISION: Lease Finance - 665250 Principal
Lease Finance - 666250 Interest

Funds are budgeted to these accounts to pay principal and interest on short-term financing through lease / purchase or other methods of financing.

Principal and the funding of interest for Lease Finance agreements are in two separate divisions as it is with all other types of debt service payments

Lease Finance - 665250 Principal Payments	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
6107 Lease Purchase Principal Payments:	0	513,712	533,236	553,501	553,501
TOTAL PRINCIPAL PAYMENTS	0	513,712	533,236	553,501	553,501
Lease Finance - 666250 Interest Payments	AUDITED FY 07	AUDITED FY 08	ENACTED FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
6207 Lease Purchase Interest Payments:	0	99,551	80,028	59,763	59,763
TOTAL INTEREST PAYMENTS	0	99,551	80,028	59,763	59,763
TOTAL LEASE FINANCE PAYMENTS	0	613,263	613,264	613,264	613,264

DEPARTMENT: DEBT SERVICE - WATER & SEWER**DIVISION: Lease Finance - 665530 Principal****Lease Finance - 666530 Interest**

Funds are budgeted to these accounts to pay principal and interest on short-term financing through lease / purchase or other methods of financing.

Principal and the funding of interest for Lease Finance agreements are in two separate divisions as it is with all other types of debt service payments.

Lease Finance - 665530 Principal Payments	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
6136 Lease Purchase Principal Payments:	0	58,856	61,093	63,415	63,415
TOTAL PRINCIPAL PAYMENTS	0	58,856	61,093	63,415	63,415
Lease Finance - 666530 Interest Payments	AUDITED FY 07	AUDITED FY 08	ENACTED FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
6236 Lease Purchase Interest Payments:	0	11,406	9,169	6,848	6,848
TOTAL INTEREST PAYMENTS	0	11,406	9,169	6,848	6,848
TOTAL LEASE FINANCE PAYMENTS	0	70,262	70,262	70,263	70,263

DEPARTMENT: DEBT SERVICE - SOLID WASTE SERVICES**DIVISION:****Lease Finance - 665550 Principal****Lease Finance - 666550 Interest**

The Northeast Maryland Waste Disposal Authority (NMWDA) will issue bonds and purchase the Waste To Energy Plant on behalf of the County, with the County responsible for payment of the bonded debt. This debt service was appropriated as Principal and Interest payments in the County's FY 03 Operating Budget and included at estimated amounts, as the contract was not yet finalized. After review by the County's outside auditors, it was determined that Lease Purchase payments were a more suited method of appropriating and accounting for this expense. Therefore, starting in FY 04 this debt service is included as Lease Purchase Principal and Interest, and funding levels have been adjusted based on the contract.

Lease Finance - 665550 Principal Payments	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
6117 Lease Purchase Principal Payments: WTE Lease 2002 700,000 WTE Retrofit 1,200,000 2007 Lease 232,177 Total <u>2,132,177</u>	2,943,000	2,135,987	2,063,677	2,132,177	2,132,177
TOTAL PRINCIPAL PAYMENTS	2,943,000	2,135,987	2,063,677	2,132,177	2,132,177
Lease Finance - 666550 Interest Payments	AUDITED FY 07	AUDITED FY 08	ENACTED FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
6217 Lease Purchase: WTE Lease 2002 164,920 WTE Retrofit 349,650 2007 Lease 25,069 Total <u>539,639</u>	662,350	430,028	644,340	539,639	539,639
TOTAL INTEREST PAYMENTS	662,350	430,028	644,340	539,639	539,639
TOTAL LEASE FINANCE PAYMENTS	3,605,350	2,566,015	2,708,017	2,671,816	2,671,816

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664110 General Fund

These appropriations cover service costs that are associated with short and long-term debt. Charges here include bank trustee fees, auditing fees, and amortization of issuance fees for bond sales

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
GENERAL FUND					
CONTRACTUAL SERVICES:					
2402 Legal Notice	0	0	4,000	4,000	4,000
2602 Legal Services	38,581	23,301	137,950	137,950	137,950
2603 Management Services	15,902	15,902	20,000	20,000	20,000
2604 Financial / Audit	0	0	33,000	33,000	33,000
2699 Other Professional Services (Bank Fees, etc.	4,637	5,859	25,000	25,000	25,000
TOTAL CONTRACTUAL SERVICES	59,120	45,062	219,950	219,950	219,950
SUPPLIES & MATERIALS:					
3101 General Office Supplies	0	319	350	350	350
3102 Printing - In - House	0	0	750	0	0
3103 Printing - Commercial	0	0	18,000	18,750	18,750
3201 Delivery Charges	0	0	700	700	700
TOTAL SUPPLIES & MATERIALS	0	319	19,800	19,800	19,800
BUSINESS & TRAVEL:					
4201 Mileage	0	0	100	0	0
4202 Parking & Tolls	0	0	50	50	50
4401 Meals	0	0	50	50	50
TOTAL BUSINESS & TRAVEL	0	0	200	100	100
DEBT SERVICE:					
6303 Costs of Issuance	277,335	327,874	300,000	300,000	300,000
6304 Costs of Issuance - Schools	0	0	5,000	5,000	5,000
6305 Costs of Issuance - College	0	0	5,000	5,000	5,000
TOTAL DEBT SERVICE	277,335	327,874	310,000	310,000	310,000
TOTAL GENERAL FUND SERVICE COSTS	336,455	373,255	549,950	549,850	549,850

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664250 Highways Fund**

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
HIGHWAYS FUND					
CONTRACTUAL SERVICES:					
2602 Legal Services	0	158	0	0	0
2699 Other Professional Services	3,523	0	5,000	5,000	5,000
TOTAL HIGHWAYS FUND SERVICE COSTS	3,523	158	5,000	5,000	5,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664270 AG Preservation - County**

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
AG PRESERVATION - COUNTY					
CONTRACTUAL SERVICES:					
2602 Legal Services	50,837	71,825	49,000	29,750	29,750
SUPPLIES & MATERIALS:					
3201 Delivery Charges	5	0	660	250	250
DEBT SERVICE:					
6303 Costs of Issuance	43,984	113,083	40,000	50,000	50,000
TOTAL AG PRESERVATION-COUNTY SERVICE COSTS	94,826	184,908	89,660	80,000	80,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664530 Water & Sewer Debt Service**

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
WATER & SEWER DEBT SERVICE					
CONTRACTUAL SERVICES:					
2602 Legal Services	9,653	4,283	20,000	20,000	20,000
2603 Management Services	109,549	109,549	210,000	150,000	150,000
2699 Other Professional Services (Bank Fees, etc.)	2,807	2,784	20,000	20,000	20,000
TOTAL CONTRACTUAL SERVICES	122,009	116,616	250,000	190,000	190,000
SUPPLIES & MATERIALS:					
3103 Printing - Commercial	0	0	20,000	20,000	20,000
DEBT SERVICE:					
6303 Costs of Issuance	403	84,489	200,000	200,000	200,000
TOTAL WATER & SEWER DEBT SERVICE COSTS	122,412	201,105	470,000	410,000	410,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664550 Solid Waste Services - Waste to Energy Plant**

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
SOLID WASTE SERVICES					
CONTRACTUAL SERVICES:					
2602 Legal Services	78	0	20,000	20,000	20,000
2604 Financial / Audit	35,488	9,669	90,000	55,000	55,000
TOTAL CONTRACTUAL SERVICES	35,566	9,669	110,000	75,000	75,000
DEBT SERVICE:					
6303 Costs of Issuance	0	0	90,000	75,000	75,000
TOTAL SOLID WASTE SERVICES SERVICE COSTS	35,566	9,669	200,000	150,000	150,000
TOTAL ALL FUNDS SERVICE COSTS	592,782	769,095	1,314,610	1,194,850	1,194,850

INSURANCE

ORIGIN/PURPOSE:

The County maintains a Self-Insurance Fund for the purpose of paying General and Automobile Liability claims and County Property Damage losses. Self-Insurance funding is determined on the basis of an annual contracted actuarial analysis and internal evaluation of loss experience and exposures. Funding requirements are allocated to the following budgets: General Fund Insurance, Highways Fund Insurance, and Water and Sewer Operating Fund Insurance. At the start of each fiscal year, these budgeted funds are transferred into the Self-Insurance Fund, from which all claims are paid. Costs of insurance for the Libraries, Sheriff's Office and Detention Center are reflected in their budgets.

The Self-Insurance Program is administered by a Risk Manager, required by County Code (Part I, Chapter 9, Article XXII, Risk Management, Safety and Accident Review Board.) The County implemented a policy of combining commercially purchased insurance with the retention of higher deductible levels, the use of selective self-insurance programs and the implementation of a risk management program, which includes a Countywide safety program.

Workers Compensation:

Harford County carries excess commercial coverage, with a \$350,000 retention level for claims. The County is also required to maintain reserve funds of \$750,000 for Workers Compensation claims in accordance with Article 101, Section 16 of the Code of Public General Laws of Maryland.

General and Automobile Liability:

Since September 5, 1991 the County has carried excess commercial coverage, with a \$350,000 or \$500,000 retention for claims.

Property Damage:

The County carries commercial property insurance coverage with varying deductibles on real and personal property, and a \$25,000 deductible for physical damage to County owned vehicles.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	1,256,498	1,731,329	1,410,973	652,316	652,316
	GRAND TOTAL	<u>1,256,498</u>	<u>1,731,329</u>	<u>1,410,973</u>	<u>652,316</u>	<u>652,316</u>

INSURANCE

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY FUND:</u>						
11	GENERAL	883,761	1,167,106	941,873	0	0
25	HIGHWAYS	215,671	310,847	245,137	365,441	365,441
51	WATER AND SEWER	157,066	253,376	223,963	286,875	286,875
	GRAND TOTAL	1,256,498	1,731,329	1,410,973	652,316	652,316

SUMMARY BY DIVISION:

671110	GENERAL FUND INSURANCE	883,761	1,167,106	941,873	0	0
671250	HIGHWAYS INSURANCE	215,671	310,847	245,137	365,441	365,441
671510	WATER AND SEWER INSURANCE	157,066	253,376	223,963	286,875	286,875
	GRAND TOTAL	1,256,498	1,731,329	1,410,973	652,316	652,316

INSURANCE					
	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
GENERAL FUND INSURANCE INDEX # 671110	883,761	1,167,106	941,873	0	0
2599 Other Insurance General Liability Auto Liability Property Damage NOTE: Due to the state of the economy the General Fund's share of Self Insurance is not funded for FY 10					
HIGHWAYS FUND INSURANCE INDEX # 671250					
2599 Other Insurance General Liability 12,538 Auto Liability 220,476 Property Damage <u>132,427</u> 365,441	215,671	310,847	245,137	365,441	365,441
WATER & SEWER OPERATING FUND INSURANCE INDEX # 671510	157,066	253,376	223,963	286,875	286,875
2599 Other Insurance General Liability 2,837 Auto Liability 40,422 Property Damage <u>243,616</u> 286,875					
TOTAL OTHER INSURANCE General Liability 15,375 Auto Liability 260,898 Property Damage <u>376,043</u> 652,316	1,256,498	1,731,329	1,410,973	652,316	652,316

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BENEFITS

ORIGIN/PURPOSE:

This budget represents the share of expenses within the General Fund, Highways Fund, Water and Sewer Fund and Solid Waste Services to provide the following benefits to Harford County Government employees:

PENSIONS

To provide for payment of unfunded past service liability costs to the State Retirement and Pension Plans and for the Volunteer Fire Pension System. The County joined the new State Pension System for County employees July 1, 1999.

During Fiscal Year 1983-84, the County and the three municipalities reached an agreement with the Harford County Liquor Board to pay the unfunded accrued liability on the Liquor Board's behalf over the next 38 years. Harford County's share of the liability is \$6,500 per year.

The Volunteer Firemen's Pension Trust (LOSAP) Fund was created January 31, 1975 by County legislative action and funded in 1981. Biannually the County has an analysis prepared on the status of the Volunteer Firemen's Pension Fund. On January 28, 2008, the County Council of Harford County enacted, as amended, Bill No. 07-46. This legislation lowered the age of eligibility for monthly Length of Service Award Program (LOSAP) pension benefits from 60 to 55 years, increased the burial benefit for qualified volunteers from \$1,000 to \$5,000 and allows the spouse, beneficiary or the estate of the volunteer to collect the death benefit. In addition, the legislation added that members with 25 years of service must have five continuous years of service to receive monthly benefits, and members who are 70 years or older with less than 25 years of service must have a minimum of 10 years of service of which five years are continuous to receive benefits. In order for a spouse to receive 50% benefits following the death of a member, the member must have a minimum of 25 years of service at the time of their death.

UNEMPLOYMENT INSURANCE

The mandated cost to County government to pay those employees, deemed eligible, who have terminated County service and who have filed for unemployment compensation.

BENEFITS

EMPLOYEE TUITION REIMBURSEMENT

Contingent upon availability of funds, full-time classified employees are eligible for reimbursement for educational courses related to advancement for their education in pursuit of a work-related degree.

DEATH BENEFIT

At the death of a County employee, his or her beneficiary will receive four weeks pay, one-half of unused sick leave, and all annual leave as provided by applicable personnel law.

RETIREE'S HEALTH BENEFITS PROGRAM

Employees who retire from active service with Harford County Government are eligible for this program. Employees must retire with pension benefits under the State Retirement Agency or the Sheriff's Office Pension Plan. Under this program, the employee will receive a subsidy based on the number of creditable service years with their pension system; however, the employee must have a minimum of twenty (20) continuous years of service with Harford County Government and / or its covered agencies. The subsidy is doubled in the case of an employee who elects coverage for their spouse as long as that spouse is currently enrolled in our benefits program.

LIFE INSURANCE FOR RETIRED EMPLOYEES

Premiums for employees who retired prior to September 30, 1990.

BENEFITS

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONNEL SERVICES	19,799	1,258,961	9,680,939	2,246,977	2,246,977
20	CONTRACTUAL SERVICES	1,278,010	2,672,394	1,972,400	2,599,960	2,599,960
40	BUSINESS AND TRAVEL	48,516	44,820	40,000	0	0
	GRAND TOTAL	1,346,325	3,976,175	11,693,339	4,846,937	4,846,937

<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,032,963	3,339,186	9,275,315	3,680,937	3,680,937
25	HIGHWAYS	273,235	440,659	1,501,424	862,000	862,000
51	WATER AND SEWER	40,127	196,330	916,600	304,000	304,000
	GRAND TOTAL	1,346,325	3,976,175	11,693,339	4,846,937	4,846,937

<u>SUMMARY BY DIVISION:</u>						
681110	GENERAL FUND BENEFITS	1,032,963	3,339,186	9,275,315	3,680,937	3,680,937
681250	HIGHWAYS BENEFITS	273,235	440,659	1,501,424	862,000	862,000
681510	WATER AND SEWER BENEFITS	40,127	196,330	916,600	304,000	304,000
	GRAND TOTAL	1,346,325	3,976,175	11,693,339	4,846,937	4,846,937

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681110**

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
GENERAL FUND BENEFITS					
INDEX # 681110					
1203 Firemen's Pension Per actuarial and Treasurer's adjustments	1,046,218	1,387,771	2,387,771	1,700,477	1,700,477
1205 Sheriff's Pension Per actuarial	0	0	500,000	0	0
1299 Other Unfunded past service liability costs for Liquor Board employees in the State Retirement & Pension Plans	5,786	0	6,500	6,500	6,500
1301 Workers' Compensation	270,000	270,000	270,000	270,000	270,000
1350 OPEB	(3,121)	0	4,743,584	0	0
1399 Other Health Insurance Disease Management Program eliminated for FY 10 due to state of the economy	(1,163,971)	(191,960)	40,320	0	0
2505 Unemployment Insurance	15,644	30,868	48,960	48,960	48,960
2507 Death Benefits	18,789	19,948	15,000	15,000	15,000
2508 Retired Employees' Life Insurance	2,274	1,092	0	0	0
2514 Retiree's Insurance Funds reallocated here from OPEB - 1350	794,256	1,776,647	1,233,180	1,640,000	1,640,000
4701 Tuition Reimbursement	47,088	44,820	30,000	0	0
TOTAL INDEX	1,032,963	3,339,186	9,275,315	3,680,937	3,680,937

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681250, 681510**

	AUDITED FY 07	AUDITED FY 08	ENACTED FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
HIGHWAYS FUND BENEFITS INDEX # 681250					
1301 Workers' Compensation	233,304	233,304	233,304	250,000	250,000
1350 OPEB	(6,784)	0	809,194	0	0
1399 Other Health Insurance Health Care Consortium Call No funding required for FY 10	(244,546)	(247,401)	0	0	0
2505 Unemployment Insurance	0	0	20,000	20,000	20,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2508 Retired Employees' Life Insurance	919	1,152	0	0	0
2514 Retiree's Insurance Funds reallocated here from OPEB - 1350	290,342	453,604	431,926	590,000	590,000
4701 Tuition Reimbursement	0	0	5,000	0	
TOTAL INDEX	273,235	440,659	1,501,424	862,000	862,000
WATER & SEWER FUND BENEFITS INDEX # 681510					
1301 Workers' Compensation	8,012	8,012	8,012	20,000	20,000
1350 OPEB	(1,554)	0	682,254	0	0
1399 Other Health Insurance Health Care Consortium Call No funding required for FY 10	(123,545)	(200,765)	0	0	0
2505 Unemployment Insurance	0	8,840	9,000	9,000	9,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2508 Retired Employees' Life Insurance	363	332	0	0	0
2514 Retiree's Insurance Funds reallocated here from OPEB - 1350	155,423	379,911	210,334	273,000	273,000
4701 Tuition Reimbursement	1,428	0	5,000	0	0
TOTAL INDEX	40,127	196,330	916,600	304,000	304,000

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PAYGO

ORIGIN/PURPOSE:

A pay-as-you-go (paygo) policy was implemented in July, 1984 and is included as part of the Debt Management policies within Harford County's five year business plan. The five year business plan confirms that paygo will continue to be used for minor renovation and repair projects which have an asset life of less than ten years for general county, education, fire, library, college, highways, and certain water and sewer projects. It can also be used to purchase furniture and equipment.

Paygo funding requirements for FY 10 are allocated to the following budgets: General Fund, Highways Fund, and Water and Sewer.

The General Fund Paygo account also includes funding allocations for Closure Reserve and the Rural Legacy Program.

Closure Reserve is a set aside account, required by Governmental Accounting Standards Board (GASB) Statement No. 18, which requires the County to measure and recognize a portion of closure and post closure costs during each accounting period based on landfill capacity as of each balance sheet date.

Rural Legacy Program is a State funded program, under which various properties were approved through the application process for purchase of easement rights. These funds are furnished by the County to cover legal costs toward settlements. The State program does not allow for this administrative expense.

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	35,420,139	31,720,891	31,353,281	17,035,000	19,523,000
	GRAND TOTAL	<u>35,420,139</u>	<u>31,720,891</u>	<u>31,353,281</u>	<u>17,035,000</u>	<u>19,523,000</u>

PAYGO

ALL FUND SUMMARY:

		AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
<u>SUMMARY BY FUND:</u>						
11	GENERAL	16,349,817	17,266,891	15,141,277	4,625,000	6,625,000
25	HIGHWAYS	17,845,322	12,654,000	12,237,004	10,945,000	11,433,000
51	WATER AND SEWER OPERATING	1,225,000	1,800,000	3,975,000	1,465,000	1,465,000
	GRAND TOTAL	35,420,139	31,720,891	31,353,281	17,035,000	19,523,000

<u>SUMMARY BY DIVISION:</u>						
705110	PAYGO GENERAL FUND	16,349,817	17,266,891	15,091,277	4,575,000	6,575,000
705110	PAYGO GENERAL FUND - RURAL LEGACY	0	0	50,000	50,000	50,000
705250	PAYGO HIGHWAYS	17,845,322	12,654,000	12,237,004	10,945,000	11,433,000
705510	PAYGO WATER AND SEWER	1,225,000	1,800,000	3,975,000	1,465,000	1,465,000
	GRAND TOTAL	35,420,139	31,720,891	31,353,281	17,035,000	19,523,000

DEPARTMENT: PAYGO**DIVISION: PAYGO GENERAL FUND****Index No. 705110**

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
7601 CAPITAL IMPROVEMENTS	14,349,817	17,266,891	13,091,277	4,575,000	6,575,000
7602 CAPITAL IMPROVEMENTS - IMPACT FEE	2,000,000	0	2,000,000	0	0
TOTAL PAYGO CAPITAL IMPROVEMENTS	16,349,817	17,266,891	15,091,277	4,575,000	6,575,000

For FY 10 General Fund Paygo funds, amounting to \$6,575,000 will provide for the following capital projects:

GENERAL:

ADA Renovations	(100,000)
Asbestos / Lead Abatement	(250,000)
Board of Ed Debt Service	4,433,352
Expansion of Auditoriums	300,000
Facilities Repair Program	(250,000)
Fire Department Water Storage Tanks	(225,000)
Government Services Building	(200,000)
Humane Society Renovations	(487,671)
Revenue & Billing Applications	(46,746)
Streetlights for Bel Air	(15,000)
Voting Equipment	(100,000)
Total General Projects	<u>3,058,935</u>

WATER RESOURCES:

Stream Gage Stations	(75,000)
Watershed Restoration / Improvements	(500,000)
Watershed Stream Assessment Studies	(150,000)
Wheel Creek Watershed Restoration	725,000
Total Water Resources Projects	<u>0</u>

SHERIFF / EMERGENCY / FIRE:

Camera Recording & Monitoring System	(20,000)
In Car Videos	(280,873)
700 MHz Wireless Radio System Equipment	375,000
Bel Air Substation at Patterson Mill	950,000
SCBA Equipment Replacement	155,000
VFC Facility Repair	500,000
Total Sheriff / Emergency / Fire Projects	<u>1,679,127</u>

SOLID WASTE SERVICES:

HWDC Landfill Capping	400,000
Total Solid Waste Services Projects	<u>400,000</u>

BOARD OF EDUCATION:

Deerfield ES Modernization / Addition	412,528
Equipment and Furniture	(20,000)
Milestone Projects	(295,590)
Red Pump Road Elementary School	(355,000)
Replacement Buses	1,045,000
Textbook Refresh	(200,000)
Total Board of Education Projects	<u>586,938</u>

DEPARTMENT: PAYGO**DIVISION: PAYGO HIGHWAYS FUND****Index No. 705250**

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
7601 CAPITAL IMPROVEMENTS	17,845,322	12,654,000	12,237,004	10,945,000	11,433,000

For FY 10 Highways Fund Paygo funds, amounting to \$11,433,000 will provide for the following capital projects:

BRIDGES:

Abingdon Road Bridge #169 over CSX	60,000
Bridge and Road Scour Repairs	100,000
Bridge Inspection Program	60,000
Bridge Painting	50,000
Bridge Rehabilitation	350,000
Jehricho Road Bridge #3	200,000
Macton Road Bridge #144	350,000
Ruffs Mill Road Bridge #190	70,000
St. Clair Bridge Road Bridge #99	120,000
Total Bridges Projects	<u>1,360,000</u>

ROADWAYS:

Commerce Road - Private Road Construction	(100,000)
MD 152 / Oakmont Road / Port Lane	275,000
Moore's Mill Road	100,000
Red Pump Road Roundabout	400,000
Road Reconstruction and Rehabilitation	3,800,000
Schucks Road Improvements	200,000
Thomas Run Road (MD 22 - W. Medical Hall Road)	50,000
Tollgate Road - Plumtree Road to Bel Air S. Parkway	70,000
Wheel Rd. / Laurel Bush Intersection Improvements	178,000
Total Roadways Projects	<u>4,973,000</u>

OTHER:

Culvert Rehabilitation	400,000
Equipment Sheds	(80,000)
Guardrails	100,000
Hickory II Improvements	(190,000)
Intersection Improvements	150,000
Sidewalks and Handicapped Ramps	400,000
Stormdrain Rehabilitation	320,000
Traffic Calming & Road Safety Improvements	200,000
Traffic Signals	(100,000)
Total Other Projects	<u>1,200,000</u>

RESURFACING:

Resurfacing Roadways	4,100,000
Tar & Chip Conversion to Hot Mix	700,000
Tar and Chip Reclamation	(900,000)
Total Resurfacing Projects	<u>3,900,000</u>

DEPARTMENT: PAYGO

DIVISION: WATER & SEWER FUND

Index No. 705510

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
7601 CAPITAL IMPROVEMENTS	1,225,000	1,800,000	3,975,000	1,465,000	1,465,000

For FY 10 Water and Sewer Paygo funds, amounting to \$1,465,000 will provide for the following capital projects

WATER PROJECTS:

Tank Painting	365,000
Water Service Replacement 06	(1,900,000)
Total Water Projects	<u>(1,535,000)</u>

SEWER PROJECTS:

Bill Bass Outfall Sewer Replacement	300,000
Bush Creek Pump Station 4th Pump	1,900,000
Infiltration and Inflow	100,000
Pump Station Improvements	100,000
Upper Bynum Infiltration and Inflow	600,000
Total Sewer Projects	<u>3,000,000</u>

DEPARTMENT: PAYGO

DIVISION: PAYGO GENERAL FUND - CLOSURE RESERVE AND RURAL LEGACY PROGRAM

Index No. 705110

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE REQUEST FY 10	ENACTED FY 10
7799 OTHER - RURAL LEGACY PROGRAM	0	0	50,000	50,000	50,000

Funding allocations for Closure Reserve and the Rural Legacy Program are included in the General Fund Paygo account.

For FY 10 an allocation of \$50,000 is appropriated for the Rural Legacy Program administrative expenses and no allocation is provided for Closure Reserve.

APPROPRIATION TO TOWNS / STATE

ORIGIN/PURPOSE:

Appropriation to Towns

Harford County Government is mandated by the Annotated Code of Maryland, Article 25, Section 220, subtitled, "Grants to Municipalities in Lieu of Shared Taxes," to make appropriations on behalf of its three municipalities of Aberdeen, Bel Air, and Havre de Grace. As stated in the statute, beginning in Fiscal Year 1968-69, and continuing every fiscal year hereafter, there is paid to each of the three incorporated municipalities, an amount of money equal to the amount received for Fiscal Year 1967-68 by such municipality under Section 30(D) of Article 81 of the Annotated Code of Maryland, related to apportionment of shared taxes on banks and financial corporations.

Additionally, this budget includes the differential or refund paid to the municipalities for police services. Appropriation of monies is based on an established formula, previously agreed upon between County Government and the municipalities.

Appropriation to State

The State of Maryland charges Harford County a fee to administer the Supplemental County Homeowner's Tax Credit Program. All applications are filed with the State Department of Assessments and Taxation. Applications are processed at the State level and the County is notified electronically of all approved credits. For FY 10 an estimated appropriation of \$40,000 is included to pay the State for these costs.

Approximately ninety percent (90%) of the cost of operating the local Harford County office of the State Department of Assessments and Taxation will be shifted to the County in FY 10. The local assessment office is responsible for assessing all real property in Harford County and certifying the assessed value to the County. An appropriation of \$1,515,905 is included for FY 10.

APPROPRIATION TO TOWNS / STATE

ALL FUND SUMMARY:

AUDITED
FY 07

AUDITED
FY 08

ORIGINAL
BUDGET
FY 09

EXECUTIVE
PROPOSED
FY 10

ENACTED
FY 10

SUMMARY BY CHARACTER:

70	MISCELLANEOUS	1,531,450	1,831,977	2,209,404	4,125,089	4,125,089
	GRAND TOTAL	1,531,450	1,831,977	2,209,404	4,125,089	4,125,089

SUMMARY BY FUND:

11	GENERAL	1,531,450	1,831,977	2,209,404	4,125,089	4,125,089
	GRAND TOTAL	1,531,450	1,831,977	2,209,404	4,125,089	4,125,089

SUMMARY BY DIVISION:

707110	Appropriation to Towns	1,531,450	1,831,977	2,209,404	2,569,184	2,569,184
708110	Appropriation to State	0	0	0	1,555,905	1,555,905
	GRAND TOTAL	1,531,450	1,831,977	2,209,404	4,125,089	4,125,089

DEPARTMENT: APPROPRIATION TO TOWNS / STATE

Index No. 707110 and 708110

	AUDITED FY 07	AUDITED FY 08	ORIGINAL BUDGET FY 09	EXECUTIVE PROPOSED FY 10	ENACTED FY 10
7101 GRANTS AND CONTRIBUTIONS Differential for Police Services based on a legislated formula using the Assessable Basis Percentage numbers for the County and the three municipalities: Aberdeen 834,998 Bel Air 827,892 Havre de Grace 885,606 <u>2,548,496</u>	1,510,762	1,811,289	2,188,716	2,548,496	2,548,496
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES Payments required by the Annotated Code of Maryland, Article 25, Section 220: Aberdeen 7,142 Bel Air 8,458 Havre de Grace 5,088 <u>20,688</u>	20,688	20,688	20,688	20,688	20,688
SUB-TOTAL APPROPRIATION TO TOWNS	1,531,450	1,831,977	2,209,404	2,569,184	2,569,184
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES Payments to the State of Maryland: Funds required to pay State of Maryland for administrative costs for Harford County's Homeowner's Tax Credit 40,000 Funds are appropriated for approximately 90% of the costs of administering the State Department of Assessments and Taxation shifted to the Counties for FY 10. 1,515,905 <u>1,555,905</u>	0	0	0	1,555,905	1,555,905
SUB-TOTAL APPROPRIATION TO STATE	0	0	0	1,555,905	1,555,905
TOTAL APPROPRIATION TO TOWNS / STATE	1,531,450	1,831,977	2,209,404	4,125,089	4,125,089

HARFORD COUNTY, MARYLAND STATEMENT OF CONTINGENCY RESERVE

The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . . " The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.37 percent of the Highways Fund, have been included in the Approved Fiscal Year 2009-2010 Operating Budget.

GENERAL FUND	\$100,000
HIGHWAYS FUND	\$200,000

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CAPITAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM



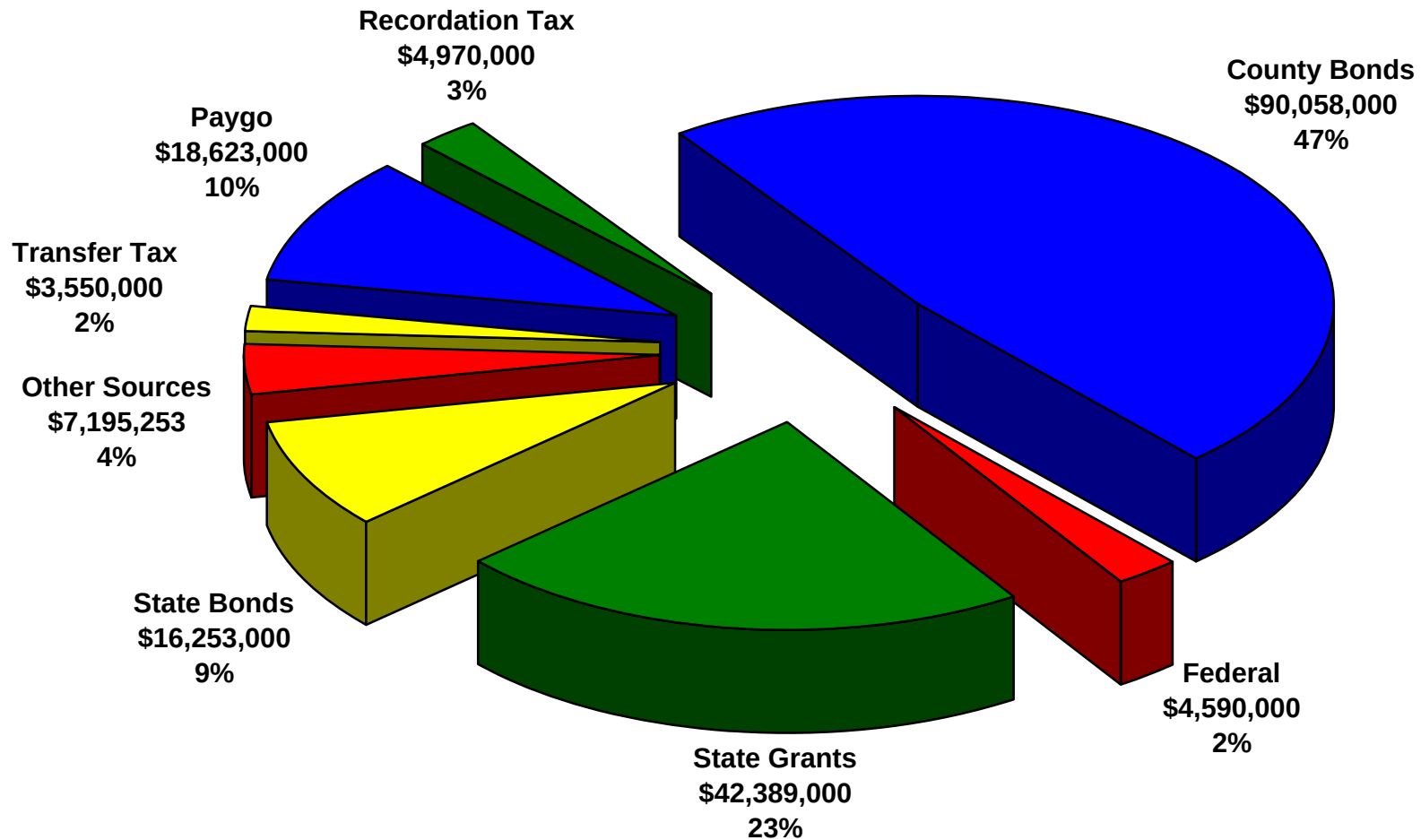
***Water Resources
Stream Restoration at the Harford Center***

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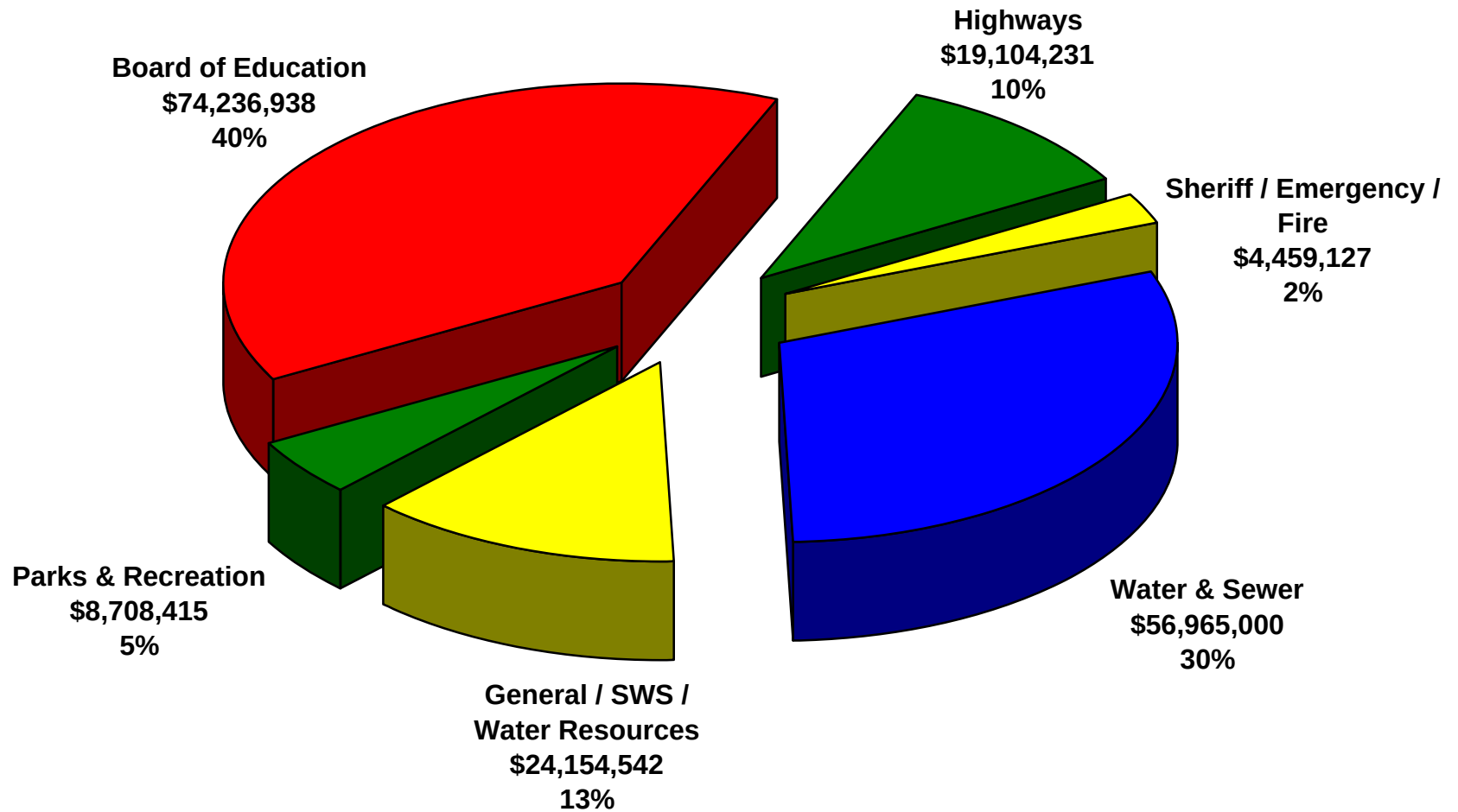
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**APPROVED CAPITAL BUDGET
REVENUES
FISCAL YEAR 2009 - 2010
TOTAL BUDGET \$187,628,253**



**APPROVED CAPITAL BUDGET
APPROPRIATIONS
FISCAL YEAR 2009 - 2010
TOTAL BUDGET \$187,628,253**



FY 10 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

GENERAL CAPITAL

ADA Renovations	(100,000)	(100,000)	0	0	0	0	0	0	0	0	0
Asbestos / Lead Abatement	(250,000)	(250,000)	0	0	0	0	0	0	0	0	0
Bel Air Academy	150,000	0	150,000	0	0	0	0	0	0	0	0
Board of Ed Debt Service*	13,034,352	4,433,352	0	0	4,626,000	3,975,000	0	0	0	0	0
Expansion of Auditoriums	800,000	300,000	0	0	0	0	0	0	0	0	500,000
Facilities Repair Program	(250,000)	(250,000)	0	0	0	0	0	0	0	0	0
Fire Department Water Storage Tanks	(225,000)	(225,000)	0	0	0	0	0	0	0	0	0
Government Services Building	(200,000)	(200,000)	0	0	0	0	0	0	0	0	0
Harford County Southern Resource Annex	2,875,000	0	2,875,000	0	0	0	0	0	0	0	0
Humane Society Renovations	(487,671)	(487,671)	0	0	0	0	0	0	0	0	0
Revenue & Billing Applications	(46,746)	(46,746)	0	0	0	0	0	0	0	0	0
Streetlights for Bel Air	(15,000)	(15,000)	0	0	0	0	0	0	0	0	0
Voting Equipment	(100,000)	(100,000)	0	0	0	0	0	0	0	0	0
SUB-TOTAL GENERAL	15,184,935	3,058,935	3,025,000	0	4,626,000	3,975,000	0	0	0	0	500,000

*Paygo - 1,587,472 Prior Year Impact Fee

WATER RESOURCES

Edgewood Plaza Retrofit and Stream Restoration	450,000	0	0	250,000	0	0	200,000	0	0	0	0
Maintenance / Repair of Dams	15,000	0	0	0	0	0	0	0	0	0	15,000
Stormwater Enhancement	50,000	0	0	0	0	0	0	0	0	0	50,000
Stream Gage Stations	(75,000)	(75,000)	0	0	0	0	0	0	0	0	0
Stream Valley Buffer Enhancement	25,000	0	0	0	0	0	15,000	0	0	0	10,000
Sunnyview Stream Restoration	200,000	0	0	0	0	0	200,000	0	0	0	0
Watershed Restoration / Improvements	(500,000)	(500,000)	0	0	0	0	0	0	0	0	0
Watershed Stream Assessment Studies	(150,000)	(150,000)	0	0	0	0	0	0	0	0	0
Wheel Creek Watershed Restoration	1,454,607	725,000	0	4,607	0	0	725,000	0	0	0	0
SUB-TOTAL WATER RESOURCES	1,469,607	0	0	254,607	0	0	1,140,000	0	0	0	75,000

FY 10 APPROVED CAPITAL BUDGET											
PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
GENERAL FUND											
SHERIFF/EMERGENCY/FIRE											
SHERIFF'S OFFICE											
Camera Recording & Monitoring System	(20,000)	(20,000)	0	0	0	0	0	0	0	0	0
Detention Center Expansion	2,680,000		2,680,000	0	0	0	0	0	0	0	0
In-Car Videos	(280,873)	(280,873)	0	0	0	0	0	0	0	0	0
EMERGENCY OPERATIONS											
911 State Fee Fund	100,000	0	0	0	0	0	100,000	0	0	0	0
700 MGz Wireless Radio System Equipment	375,000	375,000	0	0	0	0	0	0	0	0	0
VOLUNTEER FIRE COMPANIES											
Bel Air Substation at Patterson Mill	950,000	950,000	0	0	0	0	0	0	0	0	0
SCBA Equipment Replacement	155,000	155,000	0	0	0	0	0	0	0	0	0
VFC Facility Repair	500,000	500,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL SHERIFF/EMERGENCY/FIRE	4,459,127	1,679,127	2,680,000	0	0	0	100,000	0	0	0	0

FY 10 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

BOARD OF EDUCATION

ADA Improvements	100,000	0	0	0	0	0	0	0	0	0	100,000
Backflow Prevention	100,000	0	0	0	0	0	0	0	0	0	100,000
Bel Air Elementary School Site Improvement	650,000	0	0	0	0	0	0	0	0	0	650,000
Bel Air High School Replacement	12,765,000	0	12,765,000	0	0	0	14,600,000	0	0	0	(14,600,000)
Bleacher Replacement	100,000	0	0	0	0	0	0	0	0	0	100,000
Career and Technical Equipment Refresh	100,000	0	0	0	0	0	0	0	0	0	100,000
Deerfield ES Modernization / Addition*	5,000,000	412,528	3,787,472	0	0	0	800,000	0	0	0	0
Edgewood High School Replacement	37,233,115	0	35,540,528	0	0	0	0	0	0	0	1,692,587
Environmental Compliance	100,000	0	0	0	0	0	0	0	0	0	100,000
Equipment and Furniture	80,000	(20,000)	0	0	0	0	0	0	0	0	100,000
Fire Alarm and ER Communications	75,000	0	0	0	0	0	0	0	0	0	75,000
Locker Replacement	110,000	0	0	0	0	0	0	0	0	0	110,000
Major HVAC Repairs	850,000	0	0	0	0	0	0	0	0	0	850,000
Milestone Projects	(971,590)	(295,590)	0	0	(676,000)	0	0	0	0	0	0
Music Refresh Program	50,000	0	0	0	0	0	0	0	0	0	50,000
North Harford High Modernization	(400,000)	0	0	0	(400,000)	0	0	0	0	0	0
Paving - Overlay and Maintenance	100,000	0	0	0	0	0	0	0	0	0	100,000
Playground Equipment	350,000	0	0	0	0	0	0	0	0	0	350,000
Red Pump Road Elementary School	7,275,000	(355,000)	6,380,000	0	0	0	0	0	0	0	1,250,000
Relocatable Classrooms	735,000	0	0	0	0	0	0	0	0	0	735,000
Replacement Buses	1,045,000	1,045,000	0	0	0	0	0	0	0	0	0
Replacement Vehicles	262,638	0	0	0	0	0	0	0	0	0	262,638
Roof Replacement (Southampton Middle)	1,496,250	0	0	0	0	0	853,000	0	0	0	643,250
Security Cameras	200,000	0	0	0	0	0	0	0	0	0	200,000
Septic Pre-Treatment Facility Code Upgrade	1,325,413	0	0	0	0	0	0	0	0	0	1,325,413
Southampton Middle School HVAC	1,144,000	0	0	0	0	0	0	0	0	0	1,144,000
Swimming Pool Renovations	100,000	0	0	0	0	0	0	0	0	0	100,000
SWM, Erosion, Sediment Control	50,000	0	0	0	0	0	0	0	0	0	50,000
Technology Infrastructure	2,612,112	0	0	0	0	0	0	0	0	0	2,612,112
Textbook Refresh	1,600,000	(200,000)	0	0	0	0	0	0	0	0	1,800,000

SUB-TOTAL BOARD OF EDUCATION	74,236,938	586,938	58,473,000	0	(1,076,000)	0	16,253,000	0	0	0	0

Other - (State Reimbursement for forward funding)

*Paygo - 412,528 Prior Year Impact Fee

SUB-TOTAL GENERAL FUND CAPITAL	95,350,607	5,325,000	64,178,000	254,607	3,550,000	3,975,000	17,493,000	0	0	0	575,000

FY 10 APPROVED CAPITAL BUDGET											
PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
<u>SOLID WASTE SERVICES</u>											
SOLID WASTE SERVICES											
HARFORD WASTE DISPOSAL CENTER											
HWDC Expansion	7,100,000	0	7,100,000	0	0	0	0	0	0	0	0
HWDC Landfill Capping	400,000	400,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL H.W.D.C.	7,500,000	400,000	7,100,000	0	0	0	0	0	0	0	0
SUB-TOTAL SOLID WASTE CAPITAL	7,500,000	400,000	7,100,000	0	0	0	0	0	0	0	0
TOTAL ALL GENERAL FUND CAPITAL	102,850,607	5,725,000	71,278,000	254,607	3,550,000	3,975,000	17,493,000	0	0	0	575,000

FY 10 APPROVED CAPITAL BUDGET											
PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
<u>PARKS & RECREATION FUND</u>											
PARKS & RECREATION											
Anita C. Leight Center Improvements	50,000	0	0	0	0	50,000	0	0	0	0	0
Belcamp Park Improvements	200,000	0	0	0	0	0	0	0	0	200,000	0
Bleacher Renovations	100,000	0	0	0	0	50,000	0	0	0	0	50,000
Broad Creek Boat Launch Ramp	69,000	0	0	0	0	10,000	59,000	0	0	0	0
Cedar Lane Sports Complex Improvements	1,000,000	0	0	0	0	0	0	0	0	0	1,000,000
Churchville Center Renovations	400,000	0	0	200,000	0	0	0	0	0	0	200,000
Churchville Complex Development	200,000	0	0	0	0	0	0	200,000	0	0	0
Eden Mill Park Rehabilitation	250,000	0	0	0	0	0	0	0	0	0	250,000
Edgewood Recreation Park	150,000	0	0	0	0	0	0	0	0	100,000	50,000
Facility Renovations	70,000	0	0	0	0	50,000	0	0	0	0	20,000
Fallston Senior Recreation Center	400,000	0	0	0	0	0	400,000	0	0	0	0
Indoor Recreation Facility - Forest Hill / Hickory	100,000	0	0	0	0	0	0	0	0	0	100,000
Liriodendron Improvements	50,000	0	0	0	0	0	0	0	0	0	50,000
Magnolia Complex Development	80,000	0	0	0	0	0	0	80,000	0	0	0
Mariner Point Park Renovations	125,000	0	0	0	0	50,000	75,000	0	0	0	0
Natural Turf Improvements	150,000	0	0	0	0	100,000	0	0	0	0	50,000
Nuttal Avenue Park Development	200,000	0	0	0	0	0	200,000	0	0	0	0
Park Improvements	125,000	0	0	0	0	0	75,000	0	0	50,000	0
Park Land Acquisition	450,000	0	0	0	0	0	0	450,000	0	0	0
Playground Equipment	295,000	0	0	0	0	75,000	0	100,000	0	100,000	20,000
Schucks Road Regional Complex	4,004,415	0	2,030,000	1,454,415	0	520,000	0	0	0	0	0
Tennis / Multipurpose Courts	240,000	0	0	0	0	90,000	0	150,000	0	0	0
TOTAL PARKS & RECREATION CAPITAL	8,708,415	0	2,030,000	1,654,415	0	995,000	809,000	980,000	0	450,000	1,790,000

FY 10 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

HIGHWAYS FUND

HIGHWAYS

BRIDGES

Abingdon Road Bridge #169 over CSX	300,000	60,000	0	0	0	0	0	0	240,000	0	0
Bridge and Road Scour Repairs	100,000	100,000	0	0	0	0	0	0	0	0	0
Bridge Inspection Program	60,000	60,000	0	0	0	0	0	0	0	0	0
Bridge Painting	50,000	50,000	0	0	0	0	0	0	0	0	0
Bridge Rehabilitation	350,000	350,000	0	0	0	0	0	0	0	0	0
Jehricho Road Bridge #3	200,000	200,000	0	0	0	0	0	0	0	0	0
Macton Road Bridge #144	350,000	350,000	0	0	0	0	0	0	0	0	0
Ruffs Mill Road Bridge #190	70,000	70,000	0	0	0	0	0	0	0	0	0
St. Clair Bridge Road Bridge #99	120,000	120,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL BRIDGES	1,600,000	1,360,000	0	0	0	0	0	0	240,000	0	0

ROADWAYS

Commerce Road - Private Road Construction	(100,000)	(100,000)	0	0	0	0	0	0	0	0	0
MD 152 / Oakmont Road / Port Lane	275,000	275,000	0	0	0	0	0	0	0	0	0
Moore's Mill Road	100,000	100,000	0	0	0	0	0	0	0	0	0
Red Pump Road Roundabout	400,000	400,000	0	0	0	0	0	0	0	0	0
Road Reconstruction and Rehabilitation	6,330,000	3,800,000	0	0	0	0	0	0	2,530,000	0	0
Schucks Road Improvements	200,000	200,000	0	0	0	0	0	0	0	0	0
Thomas Run Road (MD 22 - W. Medical Hall Rd.)	50,000	50,000	0	0	0	0	0	0	0	0	0
Tollgate Road - Plumtree Rd. to Bel Air S. Parkway	70,000	70,000	0	0	0	0	0	0	0	0	0
Vale Road	800,000	0	0	0	0	0	0	0	800,000	0	0
Wheel Rd. / Laurel Bush Intersection Improvements	1,538,000	178,000	0	0	0	0	860,000	0	500,000	0	0
SUB-TOTAL ROADWAYS	9,663,000	4,973,000	0	0	0	0	860,000	0	3,830,000	0	0

FY 10 APPROVED CAPITAL BUDGET											
PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
HIGHWAYS FUND											
HIGHWAYS											
RESURFACING											
Resurfacing Roadways	6,500,000	4,100,000	0	1,880,000	0	0	0	0	520,000	0	0
Tar & Chip Conversion to Hot Mix	700,000	700,000	0	0	0	0	0	0	0	0	0
Tar and Chip Reclamation	(900,000)	(900,000)	0	0	0	0	0	0	0	0	0
SUB-TOTAL RESURFACING	6,300,000	3,900,000	0	1,880,000	0	0	0	0	520,000	0	0
OTHER											
Culvert Rehabilitation	400,000	400,000	0	0	0	0	0	0	0	0	0
Equipment Sheds	(80,000)	(80,000)	0	0	0	0	0	0	0	0	0
Guardrails	100,000	100,000	0	0	0	0	0	0	0	0	0
Hickory II Improvements	(190,000)	(190,000)	0	0	0	0	0	0	0	0	0
Intersection Improvements	150,000	150,000	0	0	0	0	0	0	0	0	0
New Roads and Storm Drains	220,000	0	0	0	0	0	0	0	0	220,000	0
Sidewalks and Handicapped Ramps	400,000	400,000	0	0	0	0	0	0	0	0	0
Stormdrain Rehabilitation	441,231	320,000	0	121,231	0	0	0	0	0	0	0
Traffic Calming & Road Safety Improvements	200,000	200,000	0	0	0	0	0	0	0	0	0
Traffic Signals	(100,000)	(100,000)	0	0	0	0	0	0	0	0	0
SUB-TOTAL OTHER	1,541,231	1,200,000	0	121,231	0	0	0	0	0	220,000	0
TOTAL HIGHWAYS FUND CAPITAL	19,104,231	11,433,000	0	2,001,231	0	0	860,000	0	4,590,000	220,000	0

FY 10 APPROVED CAPITAL BUDGET											
PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
WATER & SEWER FUND											
WATER PROJECTS											
Abingdon WTP Expansion	(7,000,000)	0	(7,000,000)	0	0	0	0	0	0	0	0
Abingdon WTP Generator	(600,000)	0	(600,000)	0	0	0	0	0	0	0	0
HdG Water Treatment Plant Upgrade	100,000	0	100,000	0	0	0	0	0	0	0	0
Magnolia Booster Station	200,000	0	200,000	0	0	0	0	0	0	0	0
Site Acquisition Water & Sewer Facilities	800,000	0	800,000	0	0	0	0	0	0	0	0
Swan Harbor Tank & Transmission	600,000	0	600,000	0	0	0	0	0	0	0	0
Tank Painting	365,000	365,000	0	0	0	0	0	0	0	0	0
Water Service Replacement 06	(1,900,000)	(1,900,000)	0	0	0	0	0	0	0	0	0
SUB-TOTAL WATER PROJECTS	(7,435,000)	(1,535,000)	(5,900,000)	0	0	0	0	0	0	0	0
SEWER PROJECTS											
Bill Bass Outfall Sewer Replacement	800,000	300,000	250,000	250,000	0	0	0	0	0	0	0
Bush Creek Pump Station 4th Pump	19,800,000	1,900,000	17,900,000	0	0	0	0	0	0	0	0
Church Creek Pump Station Incoming Sewer	1,000,000	0	1,000,000	0	0	0	0	0	0	0	0
Edgewood Interceptor Sewer Parallel	300,000	0	300,000	0	0	0	0	0	0	0	0
ENR Refinement at Joppatowne WWTP	4,000,000	0	0	0	0	0	4,000,000	0	0	0	0
ENR Refinement at Sod Run	37,500,000	0	3,000,000	0	0	0	34,500,000	0	0	0	0
Green Ridge Pump Station Replacement	200,000	0	200,000	0	0	0	0	0	0	0	0
Infiltration and Inflow	100,000	100,000	0	0	0	0	0	0	0	0	0
Pump Station Improvements	100,000	100,000	0	0	0	0	0	0	0	0	0
Upper Bynum Infiltration and Inflow	600,000	600,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL SEWER PROJECTS	64,400,000	3,000,000	22,650,000	250,000	0	0	38,500,000	0	0	0	0
TOTAL WATER & SEWER FUND CAPITAL	56,965,000	1,465,000	16,750,000	250,000	0	0	38,500,000	0	0	0	0
	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
TOTAL APPROVED CAPITAL BUDGET	187,628,253	18,623,000	90,058,000	4,160,253	3,550,000	4,970,000	57,662,000	980,000	4,590,000	670,000	2,365,000

FISCAL YEAR 2010 APPROVED CAPITAL BUDGET HIGHLIGHTS

Harford County's Capital Budget policies and funding structure can be found in the County Budget Policies/Process section of this document starting on page 59. What follows is a brief summary of the FY 10 Capital Budget and Capital Improvement Program.

WHY CAPITAL PROGRAMMING?

Harford County Government officials, after gathering input from all departments and agencies, identify needed long-range public facilities and improvements and formulate a capital program, consisting of a one year Capital Budget and a six year Capital Improvement Program.

CAPITAL PROGRAM OBJECTIVES

- o To provide the infrastructure necessary to support the County's public services.
- o To support the development objectives included in approved County plans, especially the Land Use Master Plan.
- o To enhance financial planning by comparing needs with resources, estimating possible future bond issues, plus debt service and other current revenue needs, thus identifying operating budget and tax rate implications.
- o To establish priorities among projects so that available effort and limited resources are used to the best advantage, emphasizing functionality over aesthetics, standardization of materials and infrastructure, and employing best practices to achieve efficiency and economy.
- o To plan public facility construction to coordinate timing and functional relationships.
- o To identify as accurately as possible the impacts of Capital projects on future operating budgets, energy use and costs, and demands on land use.
- o To provide a central source of information on all planned public construction for residents, agencies and other interest groups.

FACTORS FOR INCLUSION IN THE CAPITAL PROGRAM

A common characteristic of all projects eligible for inclusion in the Capital Program is that each adds to, supports or improves the physical infrastructure, capital assets, or productive capacity of County services.

Capital projects also have one or more of the following characteristics:

- o Expenditures that will take place over two or more years, requiring continuing appropriations.

FISCAL YEAR 2010 APPROVED CAPITAL BUDGET HIGHLIGHTS

- o Funding with the use of debt, because of significant costs that should be shared by future as well as current users or beneficiaries of the project.
- o Systematic acquisition over an extended time period, to complete implementation of a major functional or operating system.
- o Scheduled replacement or renovation of specific elements of many facilities, e.g. energy conservation improvements or roof replacements.

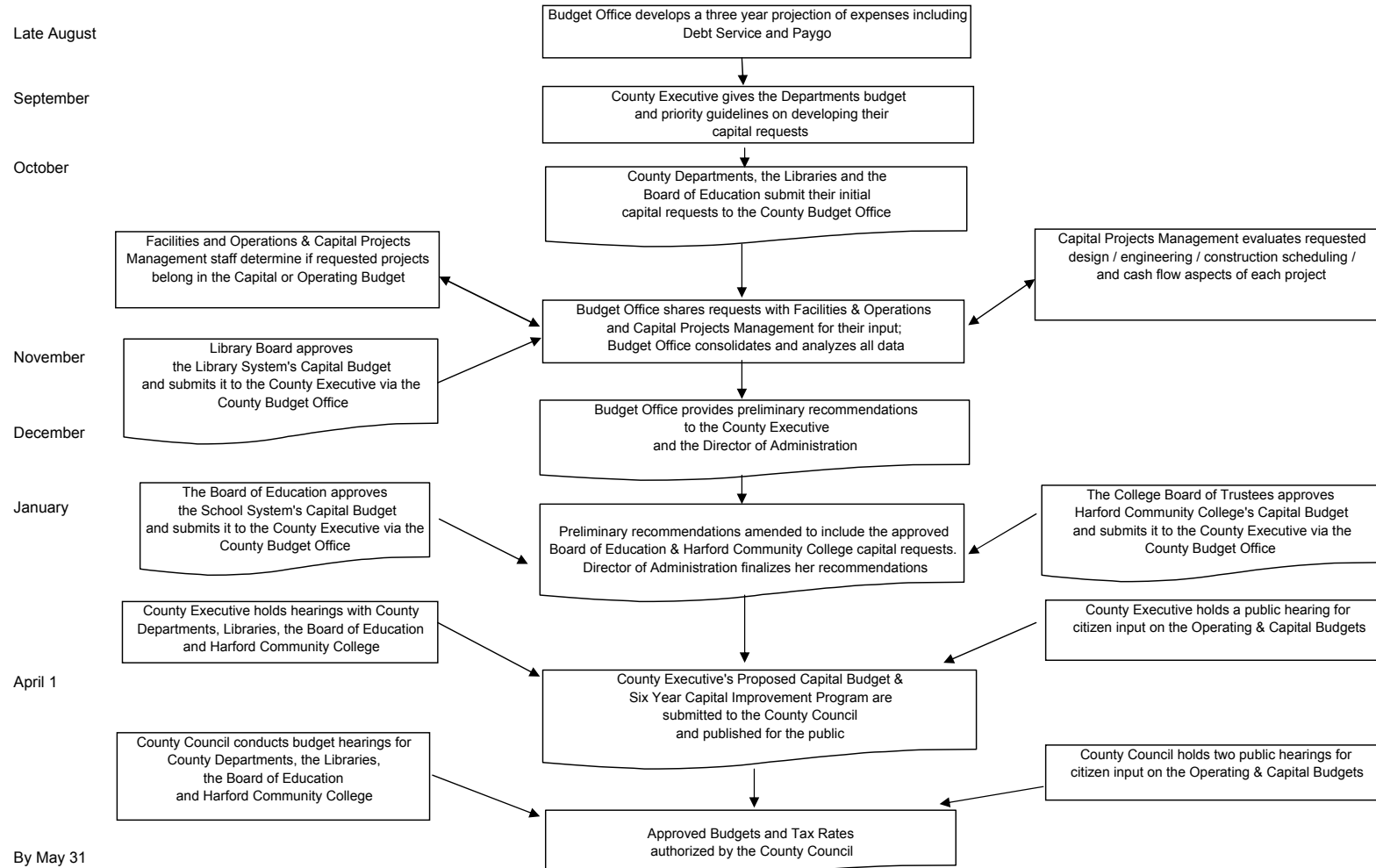
CAPITAL PROGRAM PROJECT PROFILE

In order to be included in the Capital Budget or Capital Improvement Program, a project must fit one or more of the following profiles:

- o Construction of public buildings and facilities in government ownership including schools, offices, service centers, stations, warehouses, shops, parking lots and garages, with the initial complement of furnishings and equipment necessary to make them operational.
- o Renovation or reconstruction projects for the purpose of expanding the capacity or extending the useful life of public buildings, facilities or infrastructures.
- o Roads or other transportation systems that provide the means for movement of people, goods, and services throughout the County.
- o Acquisition of property (either land or improvement) or easements for building sites, rights-of-way, purposes of conservation or preservation, and other public improvements such as parks and recreation areas.
- o Site improvements that may include drainage, water supply, sewerage or other utilities as well as access and grading for specified public use.
- o Major capital equipment and equipment systems as well as acquisition of major automated systems involving hardware, software, and training.
- o Other capital assets which have a long-term operational or economic value.
- o Planning and feasibility studies to consider the acquisition, construction, or improvement of permanent assets or physical infrastructure as noted above.

FISCAL YEAR 2010 APPROVED CAPITAL BUDGET HIGHLIGHTS

HARFORD COUNTY'S CAPITAL BUDGET PROCESS



FISCAL YEAR 2010 APPROVED CAPITAL BUDGET HIGHLIGHTS

FISCAL YEAR 2010 CAPITAL BUDGET HIGHLIGHTS

The FY 2010 Approved Capital Budget consists of 134 projects at a total cost of \$187,628,253. It is supported by several revenue sources. General Obligation Bonds and Paygo funding comprise the largest revenue sources with bonds supporting \$90.1 million or 48% of total and Paygo funding supporting \$18.6 million or 10% of total. State Aid provides \$57.7 million or 30.7% of the Capital Budget. The remaining 11.3% or \$21.3 million is comprised of recordation and transfer taxes, federal aid and miscellaneous revenues. Most projects take several years to complete, therefore the Capital Budget usually supports a particular phase of a project, such as land acquisition, design or construction. Since it may take several years to complete a project, many are incorporated in the County's six-year Capital Improvement Program.

General Capital Projects

A project to plan, design, and construct several governmental structures along Route 40. One will house the southern precinct for the Sheriff's Office, the other will house functions of the Health Department.	2,875,000
Construction of large auditoriums at schools throughout the County, to also be used for community needs	800,000
A project to allow for the collection of Recordation Tax in the Capital Projects fund in accordance with State law. Recordation taxes may be used for the payment of Debt Service on education capital projects, or pay-as-you-go funding for education projects. This project will provide a more informative means for audit presentation.	13,034,352

Solid Waste Services Projects



Permitting, engineering, construction, land acquisition, office facilities and related activities, and the purchase of any additional buffer area for future expansion of the Harford Waste Disposal Center	7,100,000
Planning, design and construction of the capping system required by the Refuse Disposal Permit to property close to completed landfill cells.	400,000

FISCAL YEAR 2010 APPROVED CAPITAL BUDGET HIGHLIGHTS

Water Resources Projects

Nine projects provide funds to maintain / repair dams, reduce pollutants, improve water quality, and stabilization and restoration of several streams	1,469,607

Sheriff / Emergency / Fire Projects

Programming, design, and construction of a 288 bed expansion for the Detention Center	2,680,000
Engineering services and equipment at pilot sites to test the integration of the 700 MHz frequencies with the existing 800 MHz system	375,000
Funding for the construction of a new substation at Patterson Mill	950,000
Replacement of Self Contained Breathing Apparatus (SCBA) equipment within various fire companies in Harford County	155,000
Funding for systemic repairs, roofs, paving, HVAC, and other minor renovations to existing stations	500,000

Parks and Recreation Projects

Improvements and amenities at the Cedar Lane Sports Complex	1,000,000
Purchase and installation of playground equipment at various park areas and schools	295,000
Development of the Schucks Road Regional Sports Complex, to include baseball / softball diamonds, lacrosse / soccer fields, parking and road improvements; and a restroom / storage building	4,004,415
Further development of the joint project with the Libraries of the Churchville Recreation Complex	200,000
Funding for the acquisition of land to be used as active and / or passive park sites	450,000
Renovations and Improvements to Eden Mill Park	250,000
Resurfacing and reconstruction of tennis and multipurpose courts throughout the County	240,000

FISCAL YEAR 2010 APPROVED CAPITAL BUDGET HIGHLIGHTS

Board of Education Projects

Capacity

Deerfield Elementary School Modernization / Addition	5,000,000
Red Pump Road Elementary School	7,275,000
Relocatable Classrooms	735,000

Repairs / Renovations

ADA Improvements	100,000
Bel Air Elementary School Site Improvement	650,000
Bel Air High School Replacement	12,765,000
Edgewood High School Replacement	37,233,115
Environmental Compliance	100,000
Locker Replacement	110,000
Major HVAC Repairs	850,000
Paving - Overlay and Maintenance	100,000
Roof Replacement (Southampton Middle)	1,496,250
Security Cameras	200,000
Septic Pre-Treatment Facility Code Upgrade	1,325,413
Southampton Middle School HVAC	1,144,000

Vehicles

Replacement Buses	1,045,000
Replacement Vehicles	262,638

Technology

Technology Infrastructure	2,612,112

FISCAL YEAR 2010 APPROVED CAPITAL BUDGET HIGHLIGHTS

Highways Projects

Bridges

Nine bridge projects, which include repair, replacement, rehabilitation, and structural evaluation.	1,600,000

Roadways

Ten projects provide for improvements to various roads and intersections	9,663,000

Resurfacing

Resurfacing of various roadways	6,300,000

Miscellaneous

Replacement / rehabilitation of existing culverts, headwalls, wingwalls, etc.	400,000

Installation of guardrails for safety improvements	100,000

Improvements / upgrades to roadways, streets, and storm drainage systems	220,000

Construction of sidewalks to interconnect communities, schools, and commercial areas; as well as the reconstruction of handicapped ramps to meet Federal standards	400,000

Replacement, rehabilitation, repair of existing stormdrains throughout the County	441,231

FISCAL YEAR 2010 APPROVED CAPITAL BUDGET HIGHLIGHTS

Water Projects

Addition of a third treatment unit and various upgrades to the Havre de Grace Water Treatment Plant	100,000
Site acquisition of needed land for the future development of Water and Sewer facilities to meet the demand of future growth	800,000
Design and construction of a tank and transmission at Swan Harbor, due to future growth	600,000
Funding to paint and repair existing water tanks	365,000

Sewer Projects

Design and replacement of the Bill Bass Outfall Sewer	800,000
Design and installation of the fourth pump to the Bush Creek Pump Station	19,800,000
Construction of several manholes at the Church Creek Pump Station	1,000,000
Enhanced Nutrient Removal (ENR) at the Joppatowne Wastewater Treatment Plant	4,000,000
Enhanced Nutrient Removal (ENR) at Sod Run	37,500,000
Infiltration and inflow at Upper Bynum Run	600,000

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNAPPROPRIATED FUND BALANCES
CAPITAL FUND

	<u>GENERAL</u>	<u>HIGHWAYS</u>	<u>PARKS & REC.</u>	<u>TOTAL</u>
<u>TOTAL FUND BALANCE AT JUNE 30, 2008</u>	<u>41,732,333</u>	<u>26,490,589</u>	<u>9,202,570</u>	<u>77,425,492</u>
Less: Reservation of Fund Balance				
Dedicated Revenues	8,328,946	0	1,662	8,330,608
Encumbrances	6,166,197	4,782,237	4,100,615	15,049,049
Less: Unreserved Fund Balance				
Dedicated for Future Use	27,237,190	21,708,352	5,100,293	54,045,835
	<u>41,732,333</u>	<u>26,490,589</u>	<u>9,202,570</u>	<u>77,425,492</u>
Fund Balance Available for Appropriation at June 30, 2008				
Undesignated Fund Balance	41,732,333	26,490,589	9,202,570	77,425,492
Dedicated Revenues	8,328,946	0	1,662	8,330,608
Estimated Revenues - Open Project	519,679,009	118,096,871	73,929,325	711,705,205
Estimated Expenditures - Open Project	<u>(519,324,609)</u>	<u>(115,575,892)</u>	<u>(72,499,238)</u>	<u>(707,399,739)</u>
Fund Balance Available for Appropriation at June 30, 2009				
Undesignated Fund Balance	<u>50,415,679</u>	<u>29,011,568</u>	<u>10,634,319</u>	<u>90,061,566</u>
Fund Balance Available for Appropriation at June 30, 2009				
Undesignated Fund Balance	50,415,679	29,011,568	10,634,319	90,061,566
Estimated Revenues Fiscal Year 2010				
Paygo	5,725,000	11,433,000	0	17,158,000
Recordation Tax	3,975,000	0	995,000	4,970,000
Transfer Tax	3,550,000	0	0	3,550,000
Reappropriated from Prior Projects	254,607	2,001,231	1,654,415	3,910,253
Future Bonds	71,278,000	0	2,030,000	73,308,000
Federal Grant	0	4,590,000	0	4,590,000
State Bonds	16,253,000	0	0	16,253,000
State Grants	1,240,000	860,000	1,789,000	3,889,000
Developer Contribution	0	220,000	450,000	670,000
Other	575,000	0	1,790,000	2,365,000
Total Estimated Revenues Fiscal Year 2010	<u>102,850,607</u>	<u>19,104,231</u>	<u>8,708,415</u>	<u>130,663,253</u>
Approved Expenditures Fiscal Year 2010	<u>(102,850,607)</u>	<u>(19,104,231)</u>	<u>(8,708,415)</u>	<u>(130,663,253)</u>
Fund Balance Available for Appropriation at June 30, 2010				
Undesignated Fund Balance	<u>50,415,679</u>	<u>29,011,568</u>	<u>10,634,319</u>	<u>90,061,566</u>

HARFORD COUNTY, MARYLAND STATEMENT OF ESTIMATED UNRESTRICTED NET ASSETS WATER & SEWER CAPITAL FUND

	<u>WATER & SEWER</u>
Unrestricted Net Assets June 30, 2008	0
Estimated Revenues - Open Projects	165,955,813
Estimated Expenditures - Open Projects	<u>(165,609,720)</u>
Estimated Unrestricted Net Assets June 30, 2009	<u>346,093</u>
 Estimated Revenues Fiscal Year 2010	
Paygo	1,465,000
Future Bonds	16,750,000
Reappropriated from Prior Projects	250,000
State	<u>38,500,000</u>
Total Estimated Revenues Fiscal Year 2010	56,965,000
Approved Expenditures Fiscal Year 2010	(56,965,000)
Estimated Unrestricted Net Assets June 30, 2010	<u>346,093</u>

DEDICATED RECORDATION TAX

STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

FISCAL YEAR 2010

	BOARD OF EDUCATION	PARKS & RECREATION	WATER & SEWER DEBT SERVICE
UNDESIGNATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008	7,293,746	1,162	0
Plus Fiscal Year 2009 Estimated Recordation Tax Revenues	6,192,714	1,548,643	1,548,643
Less Fiscal Year 2009 Estimated Expenditures	<u>(13,486,460)</u>	<u>(1,549,805)</u>	<u>(1,548,643)</u>
 ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	 0	 0	 0
Plus Fiscal Year 2010 Estimated Revenues:			
2010 Recordation Tax receipts	3,975,000	995,000	995,000
Less Fiscal Year 2010 Estimated Expenditures	<u>(3,975,000)</u>	<u>(995,000)</u>	<u>(995,000)</u>
 ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010	 <u><u>0</u></u>	 <u><u>0</u></u>	 <u><u>0</u></u>

DEDICATED TRANSFER TAX STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE FISCAL YEAR 2010

	AGRICULTURAL PRESERVATION	BOARD OF EDUCATION
TOTAL FUND BALANCE AT JUNE 30, 2008	45,841,659	2,535,200
Less: Unreserved Fund Balance Designated for Other Purposes	<u>(32,953,506)</u>	<u>0</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008	12,888,153	2,535,200
Plus Fiscal Year 2009 Estimated Revenues:		
Transfer Tax		
2009 Transfer Tax receipts	4,487,534	4,487,534
Other Revenues	3,100,000	0
Less Fiscal Year 2009 Estimated Expenditures	<u>(11,306,000)</u>	<u>(5,622,176)</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	9,169,687	1,400,558
Plus Fiscal Year 2010 Estimated Revenues:		
Transfer Tax		
2010 Transfer Tax receipts	3,550,000	3,550,000
Prior Years Transfer Tax receipts	0	1,076,000
Less Fiscal Year 2010 Estimated Expenditures	<u>(3,550,000)</u>	<u>(4,626,000)</u>
ESTIMATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010	<u><u>9,169,687</u></u>	<u><u>1,400,558</u></u>

DEDICATED IMPACT FEE STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE FISCAL YEAR 2010

	BOARD OF EDUCATION
UNDESIGNATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2008	4,770,008
Plus Fiscal Year 2009 Estimated Impact Fee Revenues	2,402,442
Less Fiscal Year 2009 Estimated Expenditures	<u>(2,000,000)</u>
ESTIMATE IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	5,172,450
Plus Fiscal Year 2010 Estimated Revenues:	
Fiscal Year 2010 Impact Fee Revenues	2,306,344
Less Fiscal Year 2010 Estimated Expenditures	<u>0</u>
ESTIMATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010	<u><u>7,478,794</u></u>

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET				
PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	OPERATING BUDGET IMPACT
<u>SHERIFF / EMERGENCY / FIRE</u> <u>SHERIFF</u> Detention Center Expansion	32,438,131	2,680,000	Funding provides for programming, design and construction of a 288 bed expansion for medium and maximum security level male and female inmates. The new addition is proposed at 76,146 gross square feet.	Upon completion of project, additional operating costs are estimated at \$7,683,218 Personnel @ \$6,319,613 Contractual @ \$810,091 Supplies @ \$553,514
<u>EMERGENCY</u> 911 State Fee Fund	600,000	100,000	This project merely provides appropriation authority to accept State funds derived from a twenty-five cent charge on all 911 emergency calls. The County qualifies for reimbursement on certain equipment and furnishings.	This project has the potential for the County to be reimbursed up to \$100,000 each year for the purchase of certain items which qualify for State funding, subsequently freeing up County operating dollars.
700 MHz Wireless Radio System Equipment	1,000,000	375,000	This project provides funding for engineering services and equipment at a pilot site to test the integration of 700 MHz frequencies with existing 800 MHz system.	The impact to the operating budget will be for associated costs in the operation of the test, as well as the additional radio channels required to handle the increased call volume.
<u>PARKS AND RECREATION</u> Churchville Complex Development	7,646,830	200,000	Construction of a library / recreation building is planned for FY 2010 as a joint effort with Harford County Public Library. This will serve community needs for library, gymnasiums, and meeting rooms.	This project will include both the library / recreation building and a soccer / lacrosse field. Additional costs for mowing, fertilizing and aerating the field are estimated at \$2,650. Operating costs and two additional staff will be needed when the building opens in FY 2011, and will cost approximately \$280,423
Edgewood Recreation Park	1,785,000	150,000	This project includes the construction of a football field, practice field, and large parking lot to serve the Joppatowne / Edgewood Football program in FY 2010. Future projects include the construction of a restroom / concession building and the installation of lights.	Following the construction of the fields in FY 09, there will be additional costs for mowing, fertilizing and aerating in FY 10. This is estimated to be \$7,100. Lighting expenses will be paid by the Recreation Councils.
Fallston Senior Recreation Center	10,325,000	400,000	Construction of a new Senior Recreation Center to serve the Fallston Community will provide an indoor recreation and community facilities to serve both seniors and youth.	Opening of the new facility in FY 10 will cost approximately \$352,267 in operating costs, including four additional staff members.

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET				
PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	OPERATING BUDGET IMPACT
Indoor Recreation Facility Forest Hill / Hickory	800,000	100,000	This project proposes the renovation of an indoor recreation facility to meet the needs of the Forest Hill and the Hickory / Fountain Green Recreation Councils.	Renovations will include projects to improve the facility and reduce operating costs.
Magnolia Complex Development	2,705,000	80,000	This project proposes the construction of active recreation facilities to provide baseball / softball diamonds or multipurpose fields to meet the needs of the Joppatowne Recreation Council.	Following construction of the fields in FY 2009, additional maintenance costs will be incurred for seeding, mowing, fertilizing, etc. This cost is estimated at \$12,425 per year beginning in FY 2009.
Nuttall Avenue Park	750,000	200,000	This project proposes the development of passive community amenities, such as a community amphitheatre, pavilions, and trails on a vacant site.	After construction in FY 2011, there will be additional costs for mowing and maintenance. These costs are anticipated to be \$5,000 per year.
Schucks Road Regional Complex	16,939,415	4,004,415	This project proposes the construction of field development at the Schucks Rd. Complex, including baseball / softball diamonds, soccer / lacrosse fields, an access drive and parking with future fields and an indoor facility.	Following construction in FY 10, there will be additional costs for mowing, fertilizing, and aerating. This is estimated to be \$15,000.
BOARD OF EDUCATION PROJECTS TO DEAL WITH CAPACITY ISSUES				
PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	
Bel Air High School Replacement	83,870,724	12,765,000	This project provides funds to construct a replacement for Bel Air High School. As one of the four oldest high schools, Bel Air High School was ranked as first priority requiring facility upgrades. The project capacity has been sized at 1,668 students.	
Deerfield Elementary School Modernization / Addition	36,248,619	5,000,000	The project scope is based on a full replacement of the school. The recommended capacity expansion is from 555 students to 690, the State rated capacity does not currently reflect its functional capacity.	
Edgewood High School Replacement	89,881,790	37,233,115	This project will provide for a replacement school on the current site which will increase capacity from 1,380 to 1,600. The current building will be demolished and replaced with design concept based on a modified Aberdeen High School prototype.	
Red Pump Elementary School	28,997,425	7,275,000	This project will provide a new school to relieve Bel Air capacity issues, which was approved by the Board of Education and ratified by the County Council in FY 07. This project was previously titled Vale Road Elementary.	

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET									
PROJECTS IMPACTING DEBT SERVICE									
INCLUDED IN THE FY 10 CAPITAL IMPROVEMENT PROGRAM ARE 66 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:									
PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
<u>GENERAL:</u>									
Bel Air Academy	4,170,000	150,000	This project will provide funding to rehabilitate the original Academy, and subdivide the Bel Air Academy footprint from the Gordon Street property.	150,000	225,000	1,175,000	1,175,000	1,175,000	
Harford County Southern Resource Annex	13,749,200	2,875,000	This project will plan, design, and construct several governmental type structures along Rt. 40 in the Edgewood community, to include a Southern Precinct for the Sheriff's Office, as well as a building for the Health Department.	2,875,000	2,875,000				
Cultural Arts Center	275,000	0	This project will provide funding for a scope study for the Cultural Arts Center.		250,000				
Site Acquisition and Site Development	22,757,761	0	This project proposes the acquisition of real property to be used as future sites for schools, parks and recreation complexes, libraries, public works facilities, etc.		2,000,000				
<u>SOLID WASTE:</u>									
Recycling Facility	2,310,000	0	This project proposes funding to construct an enclosed recyclables transfer station to improve customer service and operational flexibility.					1,050,000	600,000
HWDC Expansion	51,772,340	7,100,000	This project proposes funding for land acquisition, additional buffer area, and future landfill expansion of the Harford Waste Disposal Center.	7,100,000	3,817,000	4,000,000	4,000,000	4,000,000	4,000,000
HWDC Compost Area Facilities	490,000	0	This project will provide funding for basic facilities for personnel at the HWDC Compost Facility, to include restrooms and a breakroom.		400,000				
<u>SHERIFF / EMERGENCY / FIRE:</u>									
<u>SHERIFF</u>									
Detention Center Expansion	32,438,131	2,680,000	This project will allow for design and construction of a 288 bed expansion for medium and maximum security level male and female inmates.	2,680,000					
<u>EMERGENCY</u>									
Construction of new Emergency Operations Center Complex	40,182,505	0	Funds provided to renovate the first floor and add a second floor to the existing Emergency Operations Center facility.		6,778,596	6,778,596	6,778,596	6,778,596	6,778,596

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 10 CAPITAL IMPROVEMENT PROGRAM ARE 66 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
HARFORD COMMUNITY COLLEGE									
Allied Health and Nursing Building	12,810,000	0	This project proposes funds to design and construct an Allied Health and Nursing instructional facility to meet the demand for nurses and healthcare professionals.				432,600	4,664,100	355,215
Chesapeake Center HVAC	700,000	0	The Chesapeake Center heating, ventilation, and air conditioning system is in need of modernization, this project will provide funding for an upgrade of the air handlers and direct digital control. This will be done in conjunction with the Susquehanna Center renovation and expansion.		420,000				
Fallston Hall Renovation	7,190,976	0	This project proposes funds to renovate a 24,728 gross square feet classroom building. Work will include HVAC upgrades, energy efficient improvements, and interior architectural changes.						227,899
Hays Heighe House Renovations	2,043,890	0	This project will provide funding for interior restorations, mechanical system upgrades, and historic preservations of the Hays Heighe House. Environmental sustainability guidelines will be incorporated into the renovation where feasible.		225,000				
New Apprenticeship Training Center	12,190,000	0	This building will enable the non-credit and apprentice training to grow, and will permit the consolidation of the existing apprenticeship programs in appropriate space. The projected size is 35,000 gross square feet.						379,040
New Math, Engineering and Tech Building	24,615,500	0	The computation of space needs projections suggests that over 44,000 gross square feet of classroom and laboratory space will be necessary by FY 2013 to meet the College's academic needs. A new 35,000 gsf academic building is included in the CIP to partially meet that need.						757,400
Observatory Expansion	353,100	0	This project provides funding for a classroom addition to support credit and non-credit education in astronomy. The projected size is 1,000 gross square feet.		192,600				
Parking Expansion	2,200,000	0	Given current and projected enrollments, the capacity of existing parking lots with planned modification are not expected to provide adequate spaces. This project will provide funding to build a new lot with supporting stormwater management and lighting.			82,400	824,000		

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET									
PROJECTS IMPACTING DEBT SERVICE									
INCLUDED IN THE FY 10 CAPITAL IMPROVEMENT PROGRAM ARE 66 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:									
PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Roof Replacements	1,652,876	0	This project provides funding to plan for a replacement strategy to ensure all roofing systems are kept safe and structurally sound. This is the second phase of roof replacements, the State will not fund this project.		445,556				
Site and Parking Lot Improvements	5,026,824	0	This project involves the replacement, installation, and repair of campus parking lots, roadways, and sidewalks.		576,397	511,147			
Susquehanna Center Additions / Renovations	29,276,716	0	Improvements to this facility include expanded / modernized classrooms; labs and activity rooms; additional space for faculty and staff; and modern infrastructure to replace mechanical, electrical, and plumbing systems. Additions will also include a smaller therapeutic pool, new labs and activity rooms, multipurpose courts, and a sports practice area.		10,432,849	539,676			
Water and Wastewater	2,788,500	0	HCC will design improvements to comply with new on-site pre-treatment of wastewater and permitting to be required by the State. This work will examine options for on-site treatment in FY 2012 in conjunction with the Board of Education.		152,100	1,521,000			
West Campus Infrastructure	3,162,500	0	This project includes funding for infrastructure improvements to the West Campus, to include a thru-access road from Thomas Run Road and Prospect Mill Road and necessary stormwater management.				113,300	1,189,650	
LIBRARIES:									
Aberdeen - Feasibility Study and Expansion	3,344,000	0	This project would add 5,000 square feet to the Aberdeen library. The staff work area and yard area would be expanded, as well as the addition of a drive thru window.						3,000,000
Havre de Grace Expansion	6,987,000	0	This project will increase the square feet of the Havre de Grace branch from 8,420 to 14,000. With the impact of BRAC and the close proximity of APG, this branch will increase its foot traffic.		612,000	6,375,000			
BOARD OF EDUCATION:									
Bel Air High School Replacement	83,870,724	12,765,000	This project provides for the total replacement of Bel Air High School, based on a physical condition study, scope study, and feasibility study.	12,765,000					

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 10 CAPITAL IMPROVEMENT PROGRAM ARE 66 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
<u>BOARD OF EDUCATION:</u>									
Deerfield ES Modernization / Addition	36,248,619	5,000,000	This project provides for expansion from 555 to 690 students, and 27 regular classrooms, 5 kindergarten rooms, and 2 pre-kindergarten rooms.	3,787,472	5,794,338				
Edgewood High School Replacement	89,881,790	37,233,115	The project will provide for a replacement school on the current site which will increase capacity from 1,380 to 1,600. Site exploration and feasibility studies must be performed to determine final scope.	35,540,528	6,400,000				
Red Pump Road Elementary School	28,997,425	7,275,000	This project will provide a new school to relieve Bel Air capacity issues, which was approved by the Board of Education and ratified by the County Council in FY 07. This project was previously titled Vale Road Elementary.	6,380,000	422,606				
Roof Replacement (Southampton Middle)	9,575,236	1,496,250	This project provides funding for replacement of roof systems. FY 10 funds are appropriated for Southampton Middle School.		500,913	816,126	416,857	839,225	334,166
Homestead / Wakefield ES Modernization	34,809,704	0	This project provides for full modernization of 115,458 square feet in a two building campus.					2,600,000	7,866,852
John Archer at Bel Air Middle School	51,274,311	0	This project provides funding for an addition to Bel Air Middle School for the John Archer School. This project is in the process of preparing an educational specification that incorporates inclusion between regular educational facilities within the campus.		2,000,000	17,716,156	14,646,155		
Joppatowne High School Addition	29,125,000	0	This project will provide funding for an addition to the Joppatowne High School.			2,600,000	7,500,000	7,500,000	11,525,000
William Paca/Old Post Elementary School	38,073,022	0	This elementary school is due for a full modernization of two buildings with 112,417 square feet. The need arises due to the age of the infrastructure and programmatic spatial requirements.						2,600,000
Youth's Benefit Elementary School	40,242,784	0	This project provides funding for engineering, design, and construction to replace a two building elementary school with one building. A scope study was done in spring of 2007 after the Board of Education approved this project in FY 2007.				13,142,092	13,142,092	

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 10 CAPITAL IMPROVEMENT PROGRAM ARE 66 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
<u>PARKS AND RECREATION:</u>									
Churchville Complex Development	7,646,830	200,000	This project proposes the further development of the Churchville Recreation Complex. The construction of a library / recreation building is planned as a joint project with Harford County Public Library for construction in FY 10.		1,000,000				
Schucks Road Regional Complex	16,939,415	4,004,415	This project provides funding for the development of a 71 acre site centrally located in Harford County. Three Recreation Councils (Hickory / Fountain Green, Forest Hill, and Emmorton) have contributed funds towards site acquisition, and will share facilities.	2,030,000					
Athletic Field Improvements	15,763,000	0	This project proposes major improvements to athletic fields at various locations throughout the County by the installation of artificial turf.		1,351,000	1,462,000	1,585,000	1,720,000	1,125,000
Edgeley Grove Farm Development	2,125,000	0	This project proposes the construction of recreation facilities at Edgeley Grove Farm.						1,050,000
Enlarged Gymnasiums and Joint Facilities	2,400,000	0	This project proposes the construction of shared facilities at public schools such as enlarged gymnasiums.		600,000		600,000		
Jarrettsville Recreation Center	7,600,000	0	This project will provide a multipurpose center to serve the leisure needs for all in the Jarrettsville community. The center will include a gymnasium, fitness room, and multipurpose rooms for a variety of community programs.			600,000	3,500,000	3,500,000	
Northern Regional Park	10,800,000	0	This project proposes a large regional recreation facility to serve multiple recreation councils in the northern part of the County.					3,750,000	3,750,000
Swan Harbor Farm Improvements	1,383,000	0	This project proposes renovations and improvements at Swan Harbor Farm, to include a recreational trail from the City limits of Havre de Grace through Swan Harbor Farm to the waterfront.						1,050,000
			Total Planned 20 Year General Fund Bonds	73,308,000	47,470,955	44,177,101	54,713,600	51,908,663	45,399,168

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 10 CAPITAL IMPROVEMENT PROGRAM ARE 66 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
<u>WATER & SEWER:</u>									
<u>WATER</u>									
Abingdon WTP Expansion	74,535,000	(7,000,000)	This project provided for the design and construction of the Abingdon WTP from its existing capacity of 10mgd to 20 mgd. The project is currently under construction and has available County bond appropriation authority to transfer off this project to the Bush Creek Pump Station 4th Pump capital project.	(7,000,000)					
Abingdon WTP Generator	0	(600,000)	This project allowed for the design, purchase, and installation of an emergency generator to be located at the Abingdon WTP. This project is being covered with funds appropriated to the Abingdon WTP Expansion project and has available County bond appropriation authority to transfer off this project to the Bush Creek Pump Station 4th Pump capital project.	(600,000)					
Havre de Grace Water Treatment Plant Upgrade	2,150,000	100,000	This project will allow for the addition of the third treatment unit and various upgrades to the existing plant to replace the capacity of the system as the City of Havre de Grace buys their water supply capacity back within the terms of the 1980's agreement.	100,000	250,000	1,800,000			
Magnolia Booster Station	700,000	200,000	This project is to allow for the design and construction of a new hydropneumatic tank to be housed above ground within a new building addition, and provide an automatic telemetry system.	200,000		500,000			
Site Acquisition Water and Sewer Facilities	800,000	800,000	This project provides funding for site acquisition of needed land for the future development of Water and Sewer facilities.	800,000					
Swan Harbor Tank and Transmission	4,000,000	600,000	This project provides funding for the design and construction of a 1 million gallon elevated storage tank and 16 inch transmission main for the fire flow in zone 1A, and to provide additional capacity.	600,000		3,400,000			
Hickory II Storage Tank and Main	8,000,000	0	This project will provide for the design and construction of a 1.5 mg elevated water storage tank located at the Hickory II site of the Department of Public Works.						500,000
Rt. 1 Hickory By-Pass Transmission	875,000	0	This project allows funding for the design and construction of approximately 2,500 linear feet of 16" water transmission main from Hickory Overlook III to Vineyard Oaks North.		685,000				
Rt. 7 Transmission Parallel Phase I	1,075,000	0	This project allows for the design and construction of approximately 2,000 linear feet of 12" water main from Edgewood Road to Fashion Way.			300,000		775,000	

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET									
PROJECTS IMPACTING DEBT SERVICE									
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PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Rt. 7 Water Main Parallel	6,200,000	0	This project provides funding for the design and construction of approximately 3,800 linear feet of 20" water main parallel of the existing 12" and 16" main between Abingdon Road and Harford Town Road.				1,000,000		5,200,000
Rt. 24 Water Transmission	5,960,000	0	This is a multipurpose project which allows for the planning, permitting, design and construction of approximately 30,000 linear feet of 24" transmission main from Plumtree Road to Bynum Tank.		1,500,000		4,300,000		
Rt. 40 Water Parallel	725,000	0	This project allows for the design and construction of approximately 1,250 linear feet of 12" water parallel along Route 40 from Edgewood Road to the vicinity of the old Ames Shopping Center.				275,000		450,000
Trimble Road Tank and Main	7,650,000	0	This project provides funding for the design and construction of a 2.0 million gallon elevated storage tank located near the Magnolia Middle / Elementary School complex.					500,000	
Zone 1A / 1B Route 40 Transmission	8,000,000	0	This project provides funding for the design and construction of a 1.5 mg elevated water storage tank located at the Hickory II Department of Public Works complex.						500,000
<u>WATER & SEWER:</u>									
<u>SEWER</u>									
Bill Bass Outfall Sewer Replacement	800,000	800,000	This project provides funding for design and replacement of approximately 1,500 linear feet of 27 inch concrete pipe.	250,000					
Bush Creek Pump Station 4th Pump	32,400,000	19,800,000	This project is needed to bring the existing Bush Creek pump station to a safe pumping capacity of 28 mgd, and to replace the force main under the Bush River.	17,900,000		5,000,000			
Church Creek Pump Station Incoming Sewer	1,000,000	1,000,000	This project provides for the construction of several manhole runs on the incoming sewer lines to the Church Creek Pump Station.	1,000,000					
Edgewood Interceptor Sewer Parallel	8,275,000	300,000	This project provides for the design and construction of approximately 5,300 linear feet of 30" parallel sewer between Bill Bass Pump Station and Contract No. 6044.	300,000		325,000		7,650,000	
ENR Refinement at Sod Run	46,750,000	37,500,000	This project provides funding for a detailed feasibility analysis of what is required to meet the Maryland Department of the Environment's new goal of Enhanced Nutrient Removal at the Sod Run Wastewater Treatment Plant to levels of 3 mg/l of nitrogen and 3 mg/l of total phosphorus.	3,000,000	3,000,000				
Green Ridge Pump Station Replacement	1,500,000	200,000	This project provides funding for the design and construction of a replacement pump station in Green Ridge.	200,000		1,300,000			

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET									
PROJECTS IMPACTING DEBT SERVICE									
INCLUDED IN THE FY 10 CAPITAL IMPROVEMENT PROGRAM ARE 66 PROJECTS SLATED TO BE FUNDED WITH FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES:									
PROJECT TITLE	TOTAL PROJECT COST	FY 10 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Upper Bynum Infiltration & Inflow	42,400,000	600,000	The Infiltration and Inflow abatement program is to remove sufficient infiltration and inflow flows from the Bynum Run Sewer system to allow planned development to continue on the timeline projected in the County's Comprehensive Land Use Plan.		8,000,000	2,000,000	7,000,000	11,000,000	11,000,000
Bel Air Infiltration Removal	6,100,000	0	Under a MOU between the County and the Town of Bel Air, this project shall allow for the rehabilitation of the existing sewers with excessive infiltration and inflow inside the Town boundaries.		400,000	2,200,000	3,000,000		
Bynum Run Parallel 6 & 7	15,495,000	0	This project will allow for the funding of design, permitting, and construction of a parallel to the existing Bynum Run interceptor, from Wheel Road to the Plumtree Interceptor, near MacPhail.		620,000		8,225,000	6,350,000	
Chlorine Replacement Program WWTP	3,350,000	0	This project will allow for the design and construction of gaseous Chlorine conversion alternative for the County's two wastewater treatment plants.		450,000	450,000	450,000	2,000,000	
Harford Estates Pump Station Abandonment	5,532,100	0	This project shall provide the County's share of the eventual abandonment of the Harford Estates Pump Station with the proposed project on the Blake property.				130,000	370,000	
Harford Square Collector Phase 3	1,525,000	0	This project will allow for the design and construction of approximately 1,620 linear feet of 12" sewer from Trimble Road to the Harford Road Pump Station.						125,000
			Total Planned 20 Year Water & Sewer Fund Bonds	16,750,000	14,905,000	17,275,000	24,380,000	28,645,000	17,775,000
			Total Planned 20 Year Bonds All Funds	90,058,000	62,375,955	61,452,101	79,093,600	80,553,663	63,174,168

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
TOTAL COUNTY BY CATEGORY								
<u>GENERAL FUND</u>								
General Capital	110,041,125	74,349,190	15,184,935	11,925,000	3,538,000	1,941,000	2,573,000	530,000
Water Resources	26,006,607	6,777,000	1,469,607	4,475,000	4,610,000	3,750,000	3,150,000	1,775,000
Sheriff / Emergency / Fire	85,075,536	39,648,429	4,459,127	10,453,596	7,628,596	7,628,596	7,628,596	7,628,596
Harford Community College	63,381,058	7,725,123	0	29,444,782	4,872,001	3,325,000	13,387,500	4,626,652
Library	12,921,448	150,000	0	1,652,448	6,725,000	406,000	638,000	3,350,000
Board of Education	534,772,478	274,871,563	74,236,938	20,881,977	35,983,497	49,737,228	36,587,592	42,473,683
SUB-TOTAL GENERAL FUND PROJECTS	832,198,252	403,521,305	95,350,607	78,832,803	63,357,094	66,787,824	63,964,688	60,383,931
<u>SOLID WASTE SERVICES</u>								
Environmental Issues	12,330,900	1,830,900	0	7,070,000	120,000	120,000	2,170,000	1,020,000
HWDC	48,796,340	13,379,340	7,500,000	11,567,000	4,000,000	4,350,000	4,000,000	4,000,000
Waste to Energy	3,121,734	1,621,734	0	300,000	300,000	300,000	300,000	300,000
SUB-TOTAL SOLID WASTE PROJECTS	64,248,974	16,831,974	7,500,000	18,937,000	4,420,000	4,770,000	6,470,000	5,320,000
TOTAL GENERAL FUND PROJECTS	896,447,226	420,353,279	102,850,607	97,769,803	67,777,094	71,557,824	70,434,688	65,703,931
<u>PARKS & RECREATION</u>								
	111,850,245	42,386,830	8,708,415	9,206,000	8,484,000	14,060,000	15,670,000	13,335,000
<u>HIGHWAYS FUND</u>								
Bridges	29,057,000	7,707,000	1,600,000	4,725,000	6,280,000	3,165,000	2,700,000	2,880,000
Roadways	48,358,000	8,535,000	9,663,000	6,245,000	6,840,000	6,825,000	3,700,000	6,550,000
Resurfacing	49,720,000	3,875,000	6,300,000	7,650,000	8,060,000	7,885,000	7,945,000	8,005,000
Other	35,968,231	10,357,000	1,541,231	3,940,000	3,340,000	7,815,000	6,070,000	2,905,000
TOTAL HIGHWAYS PROJECTS	163,103,231	30,474,000	19,104,231	22,560,000	24,520,000	25,690,000	20,415,000	20,340,000
<u>WATER & SEWER FUNDS</u>								
Water Projects	104,360,000	85,385,000	(7,435,000)	3,760,000	7,175,000	6,300,000	2,000,000	7,175,000
Sewer Projects	179,957,100	24,232,100	64,400,000	12,820,000	11,825,000	24,155,000	30,120,000	12,405,000
TOTAL WATER & SEWER PROJECTS	284,317,100	109,617,100	56,965,000	16,580,000	19,000,000	30,455,000	32,120,000	19,580,000
COUNTY TOTAL BY PROJECTS	1,455,717,802	602,831,209	187,628,253	146,115,803	119,781,094	141,762,824	138,639,688	118,958,931

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM				
					FY 2012	FY 2013	FY 2014	FY 2015	

TOTAL COUNTY BY FUND SOURCE

Paygo	312,957,317	98,214,641	17,035,528	49,495,748	37,047,400	42,896,500	36,463,000	31,804,500
Impact Fee	1,587,472	0	1,587,472	0	0	0	0	0
Future Bonds	436,707,487	0	90,058,000	62,375,955	61,452,101	79,093,600	80,553,663	63,174,168
Prior Bonds	355,158,226	355,158,226	0	0	0	0	0	0
Reappropriated	6,353,018	2,192,765	4,160,253	0	0	0	0	0
Transfer Tax	28,772,370	24,922,370	3,550,000	100,000	100,000	100,000	0	0
Recordation Tax	29,200,035	8,538,035	4,970,000	2,595,000	2,362,000	3,965,000	3,075,000	3,695,000
State	194,096,148	60,438,366	57,662,000	18,579,941	11,439,829	11,952,724	15,998,025	18,025,263
Program Open Space	10,615,000	3,605,000	980,000	725,000	1,150,000	1,555,000	1,300,000	1,300,000
Federal	16,160,478	4,710,478	4,590,000	2,140,000	2,770,000	1,600,000	0	350,000
Developer	6,082,100	3,532,100	670,000	220,000	450,000	250,000	530,000	430,000
Other	48,960,883	32,451,960	2,365,000	9,884,159	3,009,764	350,000	720,000	180,000
Lease Purchase	9,067,268	9,067,268	0	0	0	0	0	0

COUNTY TOTAL BY FUNDING SOURCE	1,455,717,802	602,831,209	187,628,253	146,115,803	119,781,094	141,762,824	138,639,688	118,958,931

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
GENERAL FUND								
GENERAL CAPITAL								
ADA Renovations	300,000	400,000	(100,000)	0	0	0	0	0
Asbestos / Lead Abatement	400,000	550,000	(250,000)	100,000	0	0	0	0
Bel Air Academy	4,170,000	270,000	150,000	225,000	1,175,000	1,175,000	1,175,000	0
Board of Education Debt Service*	13,034,352	0	13,034,352	0	0	0	0	0
Expansion of Auditoriums	2,400,000	1,600,000	800,000	0	0	0	0	0
Facilities Repair Program	9,757,560	7,507,560	(250,000)	500,000	500,000	500,000	500,000	500,000
Fire Department Water Storage Tanks	50,000	275,000	(225,000)	0	0	0	0	0
Government Services Building	19,885,000	20,085,000	(200,000)	0	0	0	0	0
Harford County Southern Resource Annex	13,749,200	7,999,200	2,875,000	2,875,000	0	0	0	0
Humane Society Renovations	1,142,329	1,630,000	(487,671)	0	0	0	0	0
Revenue & Billing Applications	646,139	692,885	(46,746)	0	0	0	0	0
Streetlights for Bel Air	0	15,000	(15,000)	0	0	0	0	0
Voting Equipment	0	100,000	(100,000)	0	0	0	0	0
Computer Equipment and Networks	10,043,784	7,011,784	0	845,000	1,083,000	236,000	868,000	0
County Facilities and Systems Security Access	2,505,000	655,000	0	1,100,000	750,000	0	0	0
Cultural Arts Center	275,000	25,000	0	250,000	0	0	0	0
Milestone Projects	8,600,000	4,600,000	0	4,000,000	0	0	0	0
Site Acquisition and Site Development	22,757,761	20,757,761	0	2,000,000	0	0	0	0
Treasury Computer Enhancements	325,000	175,000	0	30,000	30,000	30,000	30,000	30,000
General Capital Total by Project	110,041,125	74,349,190	15,184,935	11,925,000	3,538,000	1,941,000	2,573,000	530,000
Paygo	36,901,674	23,798,211	1,471,463	6,575,000	2,363,000	766,000	1,398,000	530,000
Impact Fee	1,587,472	0	1,587,472	0	0	0	0	0
Future Bonds	11,900,000	0	3,025,000	5,350,000	1,175,000	1,175,000	1,175,000	0
Prior Bonds	39,716,961	39,716,961	0	0	0	0	0	0
Transfer Tax	4,626,000	0	4,626,000	0	0	0	0	0
Recordation Tax	3,975,000	0	3,975,000	0	0	0	0	0
State	225,000	225,000	0	0	0	0	0	0
Federal	865,000	865,000	0	0	0	0	0	0
Developer	0	0	0	0	0	0	0	0
Other	7,500,000	7,000,000	500,000	0	0	0	0	0
Lease Purchase	2,744,018	2,744,018	0	0	0	0	0	0
General Capital Total by Fund	110,041,125	74,349,190	15,184,935	11,925,000	3,538,000	1,941,000	2,573,000	530,000

* Paygo - 1,587,472 Prior Year Impact Fee

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015

WATER RESOURCES

Edgewood Plaza Retrofit & Stream Restoration	1,800,000	0	450,000	475,000	475,000	0	400,000	0
Maintenance / Repair of Dams	955,000	690,000	15,000	50,000	50,000	50,000	50,000	50,000
Stormwater Enhancement	1,000,000	575,000	50,000	75,000	75,000	75,000	75,000	75,000
Stream Gage Stations	534,000	609,000	(75,000)	0	0	0	0	0
Stream Valley Buffer Enhancement	1,000,000	725,000	25,000	50,000	50,000	50,000	50,000	50,000
Sunnyview Stream Restoration	1,020,000	410,000	200,000	110,000	300,000	0	0	0
Watershed Restoration / Improvements	7,703,000	1,953,000	(500,000)	1,050,000	1,300,000	1,300,000	1,300,000	1,300,000
Watershed Stream Assessment Studies	1,700,000	550,000	(150,000)	100,000	300,000	300,000	300,000	300,000
Wheel Creek Watershed Restoration	5,229,607	0	1,454,607	915,000	860,000	1,400,000	600,000	0
Bynum Ridge Stream Stabilization	405,000	355,000	0	50,000	0	0	0	0
Friends Pond Stormwater Retrofit	200,000	0	0	50,000	150,000	0	0	0
Hickory Elementary School Stormwater Retrofit	525,000	0	0	300,000	225,000	0	0	0
Moose Lodge Stream Restoration	750,000	50,000	0	325,000	250,000	125,000	0	0
Perry Avenue Stream Restoration	700,000	300,000	0	200,000	200,000	0	0	0
Woodbridge Retrofit and Stream Restoration	1,610,000	510,000	0	400,000	375,000	325,000	0	0
Woodland Run Stream Restoration	875,000	50,000	0	325,000	0	125,000	375,000	0
Water Resources Total by Project	26,006,607	6,777,000	1,469,607	4,475,000	4,610,000	3,750,000	3,150,000	1,775,000

Paygo	18,219,000	4,109,000	0	2,785,000	3,970,000	2,910,000	2,910,000	1,535,000
Reappropriated	389,607	135,000	254,607	0	0	0	0	0
State	5,515,000	1,100,000	1,140,000	1,615,000	565,000	765,000	165,000	165,000
Federal	613,000	613,000	0	0	0	0	0	0
Other	1,270,000	820,000	75,000	75,000	75,000	75,000	75,000	75,000
Water Resources Total by Fund	26,006,607	6,777,000	1,469,607	4,475,000	4,610,000	3,750,000	3,150,000	1,775,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
SHERIFF/EMERGENCY/FIRE								
SHERIFF'S OFFICE								
Camera Recording and Monitoring System	259,500	279,500	(20,000)	0	0	0	0	0
Detention Center Expansion	32,438,131	29,758,131	2,680,000	0	0	0	0	0
In-Car Video	0	280,873	(280,873)	0	0	0	0	0
EMERGENCY OPERATIONS								
911 State Fee Fund	600,000	0	100,000	100,000	100,000	100,000	100,000	100,000
700 MGz Wireless Radio System Equipment	1,000,000	250,000	375,000	375,000	0	0	0	0
New Emergency Operations Center Complex	40,182,505	6,289,525	0	6,778,596	6,778,596	6,778,596	6,778,596	6,778,596
VOLUNTEER FIRE COMPANIES								
Bel Air Substation at Patterson Mill	2,185,400	285,400	950,000	950,000	0	0	0	0
SCBA Equipment Replacement	290,000	135,000	155,000	0	0	0	0	0
VFC Facility Repair	6,500,000	2,250,000	500,000	750,000	750,000	750,000	750,000	750,000
Norrisville Station	810,000	60,000	0	750,000	0	0	0	0
Susquehanna Hose Company House #3 Expansion	810,000	60,000	0	750,000	0	0	0	0
Sheriff / Emergency / Fire Total by Project	85,075,536	39,648,429	4,459,127	10,453,596	7,628,596	7,628,596	7,628,596	7,628,596
Paygo	12,777,925	4,523,798	1,679,127	3,575,000	750,000	750,000	750,000	750,000
Future Bonds	36,572,980	0	2,680,000	6,778,596	6,778,596	6,778,596	6,778,596	6,778,596
Prior Bonds	22,120,339	22,120,339	0	0	0	0	0	0
State	13,604,292	13,004,292	100,000	100,000	100,000	100,000	100,000	100,000
Lease Purchase	0	0	0	0	0	0	0	0
Sheriff / Emergency / Fire Total by Fund	85,075,536	39,648,429	4,459,127	10,453,596	7,628,596	7,628,596	7,628,596	7,628,596

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM				
					FY 2012	FY 2013	FY 2014	FY 2015	
HARFORD COMMUNITY COLLEGE									
Allied Health and Nursing Building	12,810,000	0	0	0	0	1,050,000	10,500,000	1,260,000	
Chesapeake HVAC	700,000	0	0	700,000	0	0	0	0	
Fallston Hall Renovation	553,152	0	0	0	0	0	0	553,152	
Hays Heighe House Renovations	2,043,890	1,593,890	0	450,000	0	0	0	0	
New Apprenticeship Training Center	920,000	0	0	0	0	0	0	920,000	
New Math, Engineering and Tech Building	1,893,500	0	0	0	0	0	0	1,893,500	
Observatory Expansion	353,100	32,100	0	321,000	0	0	0	0	
Parking Expansion	2,200,000	0	0	0	200,000	2,000,000	0	0	
Roof Replacements	1,652,876	910,282	0	742,594	0	0	0	0	
Site and Parking Lot Improvements	5,026,824	3,214,251	0	960,662	851,911	0	0	0	
Susquehanna Center Additions / Renovations	29,276,716	1,974,600	0	26,017,026	1,285,090	0	0	0	
Water and Wastewater	2,788,500	0	0	253,500	2,535,000	0	0	0	
West Campus Infrastructure	3,162,500	0	0	0	0	275,000	2,887,500	0	
College Total by Project	63,381,058	7,725,123	0	29,444,782	4,872,001	3,325,000	13,387,500	4,626,652	
Paygo	712,500	712,500	0	0	0	0	0	0	
Future Bonds	24,041,929	0	0	12,444,502	2,654,223	1,369,900	5,853,750	1,719,554	
Prior Bonds	2,230,020	2,230,020	0	0	0	0	0	0	
State	29,004,083	1,219,000	0	14,526,121	863,014	1,955,100	7,533,750	2,907,098	
Other	7,392,526	3,563,603	0	2,474,159	1,354,764	0	0	0	
Lease Purchase	0	0	0	0	0	0	0	0	
College Total by Fund	63,381,058	7,725,123	0	29,444,782	4,872,001	3,325,000	13,387,500	4,626,652	

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
LIBRARIES								
Aberdeen - Feasibility Study and Expansion	3,344,000	0	0	0	0	56,000	288,000	3,000,000
Edgewood Branch - HVAC Replacement	690,448	0	0	690,448	0	0	0	0
Facility Renovation Budget	1,900,000	150,000	0	350,000	350,000	350,000	350,000	350,000
Havre de Grace Expansion	6,987,000	0	0	612,000	6,375,000	0	0	0
Libraries Total by Project	12,921,448	150,000	0	1,652,448	6,725,000	406,000	638,000	3,350,000
Paygo	2,934,448	150,000	0	1,040,448	350,000	406,000	638,000	350,000
Future Bonds	9,987,000	0	0	612,000	6,375,000	0	0	3,000,000
Prior Bonds	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0
Reappropriated	0	0	0	0	0	0	0	0
Lease Purchase	0	0	0	0	0	0	0	0
Libraries Total by Fund	12,921,448	150,000	0	1,652,448	6,725,000	406,000	638,000	3,350,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
BOARD OF EDUCATION								
ADA Improvements	900,000	300,000	100,000	100,000	100,000	100,000	100,000	100,000
Backflow Prevention	750,000	350,000	100,000	100,000	100,000	100,000	0	0
Bel Air Elementary School Site Replacement	1,100,000	450,000	650,000	0	0	0	0	0
Bel Air High School Replacement	83,870,724	71,105,724	12,765,000	0	0	0	0	0
Bleacher Replacement	1,300,000	200,000	100,000	200,000	200,000	200,000	200,000	200,000
Career and Technical Equipment Refresh	1,000,000	400,000	100,000	100,000	100,000	100,000	100,000	100,000
Deerfield ES Modernization / Addition**	36,248,619	25,454,281	5,000,000	5,794,338	0	0	0	0
Edgewood High School Replacement	89,881,790	46,248,675	37,233,115	6,400,000	0	0	0	0
Environmental Compliance	1,747,619	1,147,619	100,000	100,000	100,000	100,000	100,000	100,000
Equipment and Furniture	1,455,000	875,000	80,000	100,000	100,000	100,000	100,000	100,000
Fire Alarm and ER Communications	1,200,000	750,000	75,000	75,000	75,000	75,000	75,000	75,000
Locker Replacement	835,000	100,000	110,000	115,000	120,000	125,000	130,000	135,000
Major HVAC Repairs	3,635,968	462,768	850,000	360,800	917,400	1,045,000	0	0
Milestone Project	14,581,710	15,553,300	(971,590)	0	0	0	0	0
Music Refresh Program	675,000	375,000	50,000	50,000	50,000	50,000	50,000	50,000
North Harford High Modernization	52,273,132	52,673,132	(400,000)	0	0	0	0	0
Paving - Overlay and Maintenance	950,000	350,000	100,000	100,000	100,000	100,000	100,000	100,000
Playground Equipment	5,065,000	3,715,000	350,000	200,000	200,000	200,000	200,000	200,000
Red Pump Elementary School	28,997,425	21,299,819	7,275,000	422,606	0	0	0	0
Relocatable Classrooms	1,923,000	188,000	735,000	300,000	300,000	200,000	100,000	100,000
Replacement Buses	11,364,697	6,472,197	1,045,000	437,500	630,000	277,500	1,235,000	1,267,500
Replacement Vehicles	8,248,396	3,275,758	262,638	942,000	942,000	942,000	942,000	942,000
Roof Replacement (Southampton Middle School)	9,575,236	1,464,000	1,496,250	1,139,733	1,856,941	948,481	1,909,500	760,331
Security Cameras	2,350,000	925,000	200,000	225,000	235,000	245,000	255,000	265,000
Septic Pre-Treatment Facility Code Upgrade	3,825,413	0	1,325,413	500,000	500,000	500,000	500,000	500,000
Southampton Middle School HVAC	1,144,000	0	1,144,000	0	0	0	0	0
Swimming Pool Renovations	600,000	0	100,000	100,000	100,000	100,000	100,000	100,000
SWM, Erosion, Sediment Control	450,000	150,000	50,000	50,000	50,000	50,000	50,000	50,000
Technology Infrastructure	14,285,802	11,673,690	2,612,112	0	0	0	0	0
Textbook Refresh	7,710,000	4,610,000	1,600,000	300,000	300,000	300,000	300,000	300,000
Athletic Field Repair / Renovations	432,000	207,000	0	45,000	45,000	45,000	45,000	45,000
Building Envelope Improvements	1,000,000	0	0	200,000	200,000	200,000	200,000	200,000
Floor Covering Replacement	600,000	100,000	0	100,000	100,000	100,000	100,000	100,000
Homestead / Wakefield ES Modernization	18,804,852	100,000	0	0	0	0	2,600,000	16,104,852
John Archer at Bel Air Middle School	51,274,311	1,070,000	0	2,000,000	25,637,156	22,567,155	0	0
Joppatowne High School Addition	29,125,000	0	0	0	2,600,000	7,500,000	7,500,000	11,525,000
Outdoor Track Reconditioning	125,000	0	0	25,000	25,000	25,000	25,000	25,000
Paving - New Parking Areas	800,000	300,000	0	100,000	100,000	100,000	100,000	100,000
Special Education Facilities Improvements	500,000	0	0	100,000	100,000	100,000	100,000	100,000
Technology Education Labs	1,225,000	725,000	0	100,000	100,000	100,000	100,000	100,000
William Paca / Old Post Elementary School	2,700,000	100,000	0	0	0	0	0	2,600,000
Youth's Benefit Elementary School	40,242,784	1,700,600	0	0	0	13,142,092	19,271,092	6,129,000
Education Total by Project	534,772,478	274,871,563	74,236,938	20,881,977	35,983,497	49,737,228	36,587,592	42,473,683

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015

BOARD OF EDUCATION

Paygo	55,025,271	27,482,633	586,938	5,025,300	5,789,400	5,479,500	5,307,000	5,354,500
Impact Fee	0	0		0	0	0	0	0
Future Bonds	176,835,578	0	58,473,000	15,117,857	21,132,282	35,705,104	24,081,317	22,326,018
Prior Bonds	164,591,400	164,591,400	0	0	0	0	0	0
Reappropriated	20,000	20,000	0	0	0	0	0	0
Transfer Tax	24,146,370	24,922,370	(1,076,000)	100,000	100,000	100,000	0	0
Recordation Tax	1,035,213	1,035,213	0	0	0	0	0	0
State	89,921,273	33,622,574	16,253,000	638,820	8,961,815	8,452,624	7,199,275	14,793,165
Other	16,874,123	16,874,123	0	0	0	0	0	0
Lease Purchase	6,323,250	6,323,250	0	0	0	0	0	0

Education Total by Fund	534,772,478	274,871,563	74,236,938	20,881,977	35,983,497	49,737,228	36,587,592	42,473,683

Other - (State Reimbursement for forward funding)

*Paygo - (2,000,000) Prior Year Impact Fee

**Paygo - 412,528 Prior Year Impact Fee

SUB-TOTAL GENERAL FUND CAPITAL	832,198,252	403,521,305	95,350,607	78,832,803	63,357,094	66,787,824	63,964,688	60,383,931

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM				
					FY 2012	FY 2013	FY 2014	FY 2015	
SOLID WASTE SERVICES									
ENVIRONMENTAL ISSUES									
Environmental Studies and Projects	1,920,900	1,320,900	0	120,000	120,000	120,000	120,000	120,000	
Former Spencers Landfill Closure (north side)	6,500,000	0	0	6,500,000	0	0	0	0	
Future Yard Trim Site	1,300,000	0	0	0	0	0	1,000,000	300,000	
Recycling Facility	1,710,000	60,000	0	0	0	0	1,050,000	600,000	
Tollgate Yard Trim Recycling Center	900,000	450,000	0	450,000	0	0	0	0	
Environmental Issues Total by Project	12,330,900	1,830,900	0	7,070,000	120,000	120,000	2,170,000	1,020,000	
Paygo	10,280,900	1,430,900	0	7,070,000	120,000	120,000	1,120,000	420,000	
Future Bonds	1,650,000	0	0	0	0	0	1,050,000	600,000	
Prior Bonds	60,000	60,000	0	0	0	0	0	0	
Other (Insurance Recovery)	340,000	340,000	0	0	0	0	0	0	
Environmental Issues Total by Fund	12,330,900	1,830,900	0	7,070,000	120,000	120,000	2,170,000	1,020,000	
HARFORD WASTE DISPOSAL CENTER									
HWDC Expansion	40,206,340	13,289,340	7,100,000	3,817,000	4,000,000	4,000,000	4,000,000	4,000,000	
HWDC Landfill Capping	6,900,000	0	400,000	6,500,000	0	0	0	0	
HWDC Compost Area Facilities	490,000	90,000	0	400,000	0	0	0	0	
HWDC Pavement Upgrades	700,000	0	0	350,000	0	350,000	0	0	
HWDC Pond Rehabilitation	500,000	0	0	500,000	0	0	0	0	
HWDC Total by Project	48,796,340	13,379,340	7,500,000	11,567,000	4,000,000	4,350,000	4,000,000	4,000,000	
Paygo	2,400,000	800,000	400,000	850,000	0	350,000	0	0	
Future Bonds	27,317,000	0	7,100,000	4,217,000	4,000,000	4,000,000	4,000,000	4,000,000	
Other	6,500,000	0	0	6,500,000	0	0	0	0	
Reappropriated	988,213	988,213	0	0	0	0	0	0	
Prior Bonds	11,591,127	11,591,127	0	0	0	0	0	0	
HWDC Total by Fund	48,796,340	13,379,340	7,500,000	11,567,000	4,000,000	4,350,000	4,000,000	4,000,000	

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM				
					FY 2012	FY 2013	FY 2014	FY 2015	
WASTE TO ENERGY									
Waste-to-Energy Repairs	3,121,734	1,621,734	0	300,000	300,000	300,000	300,000	300,000	
Waste to Energy Total by Project	3,121,734	1,621,734	0	300,000	300,000	300,000	300,000	300,000	
Paygo	2,800,000	1,300,000	0	300,000	300,000	300,000	300,000	300,000	
Other	321,734	321,734	0	0	0	0	0	0	
Waste to Energy Total by Fund	3,121,734	1,621,734	0	300,000	300,000	300,000	300,000	300,000	
SUB-TOTAL SOLID WASTE CAPITAL	64,248,974	16,831,974	7,500,000	18,937,000	4,420,000	4,770,000	6,470,000	5,320,000	
TOTAL GENERAL FUND CAPITAL	896,447,226	420,353,279	102,850,607	97,769,803	67,777,094	71,557,824	70,434,688	65,703,931	

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM				
					FY 2012	FY 2013	FY 2014	FY 2015	
Anita C. Leight Center Improvements	500,000	0	50,000	150,000	0	200,000	0	100,000	
Belcamp Park Improvements	300,000	0	200,000	0	100,000	0	0	0	
Bleacher Renovations	460,000	60,000	100,000	60,000	60,000	60,000	60,000	60,000	
Broad Creek Boat Launch Ramp	469,000	0	69,000	400,000	0	0	0	0	
Cedar Lane Sports Complex Improvements	2,750,000	0	1,000,000	425,000	775,000	25,000	500,000	25,000	
Churchville Center Renovations	450,000	0	400,000	0	0	0	50,000	0	
Churchville Complex Development	6,706,830	5,356,830	200,000	1,150,000	0	0	0	0	
Eden Mill Park Rehabilitation	1,080,000	480,000	250,000	100,000	50,000	0	200,000	0	
Edgewood Recreation Park	1,685,000	1,005,000	150,000	0	0	0	530,000	0	
Facility Renovations	565,000	0	70,000	75,000	100,000	120,000	100,000	100,000	
Fallston Senior Recreation Center	10,325,000	9,925,000	400,000	0	0	0	0	0	
Indoor Recreation Facility - Forest Hill / Hickory	600,000	200,000	100,000	0	100,000	0	0	200,000	
Liriodendron Improvements	870,000	245,000	50,000	300,000	0	125,000	0	150,000	
Magnolia Complex Development	2,705,000	1,975,000	80,000	0	0	150,000	0	500,000	
Mariner Point Park Renovations	237,000	37,000	125,000	0	0	0	75,000	0	
Natural Turf Improvements	900,000	0	150,000	150,000	150,000	150,000	150,000	150,000	
Nuttall Avenue Park Development	750,000	250,000	200,000	0	0	300,000	0	0	
Park Improvements	765,000	0	125,000	110,000	125,000	120,000	150,000	135,000	
Park Land Acquisition	2,920,000	0	450,000	350,000	425,000	530,000	530,000	635,000	
Playground Equipment	1,355,000	0	295,000	150,000	280,000	150,000	280,000	200,000	
Schucks Road Regional Complex	6,589,415	2,475,000	4,004,415	0	0	110,000	0	0	
Tennis / Multipurpose Center	1,900,000	940,000	240,000	160,000	200,000	160,000	100,000	100,000	
Aberdeen Recreation Center	700,000	0	0	0	0	0	0	700,000	
ADA Improvements	135,000	0	0	0	60,000	0	0	75,000	
Athletic Field Improvements	12,393,000	5,150,000	0	1,351,000	1,462,000	1,585,000	1,720,000	1,125,000	
Backstop Renovations	80,000	0	0	30,000	0	50,000	0	0	
Benson Fields Development	2,080,000	100,000	0	0	80,000	1,050,000	100,000	750,000	
Bulkhead Renovations	585,000	0	0	0	0	585,000	0	0	
Darlington Park Development	875,000	125,000	0	750,000	0	0	0	0	
David Craig Park	825,000	50,000	0	775,000	0	0	0	0	

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
<u>PARKS & RECREATION FUND</u>								
Dublin Community Park	1,410,000	0	0	0	0	150,000	0	1,260,000
Edgeley Grove Farm Development	1,125,000	0	0	0	0	0	75,000	1,050,000
Edgewood Recreation and Community Center	150,000	0	0	0	150,000	0	0	0
Emmorton Rec & Tennis Center Improvements	277,000	0	0	0	157,000	0	120,000	0
Enlarged Gymnasiums & Joint Facilities	2,400,000	1,200,000	0	600,000	0	600,000	0	0
Equestrian Center Improvements	625,000	100,000	0	100,000	0	175,000	0	250,000
Fallston Maintenance Shop	1,600,000	1,550,000	0	0	50,000	0	0	0
Havre de Grace DMP Site	2,945,000	2,795,000	0	0	150,000	0	0	0
Havre de Grace Field Development	1,635,000	1,510,000	0	0	0	125,000	0	0
Havre de Grace Community Center Fields	850,000	0	0	0	0	100,000	750,000	0
Heavenly Waters Park	1,670,000	1,520,000	0	0	0	0	0	150,000
Heavenly Waters Park - Soma	300,000	0	0	0	100,000	0	200,000	0
Jarrettsville Complex Restrooms	400,000	0	0	0	400,000	0	0	0
Jarrettsville Recreation Center	7,600,000	0	0	0	600,000	3,500,000	3,500,000	0
Joppatowne Area Dredging	2,590,000	825,000	0	850,000	915,000	0	0	0
Michael Park Development	1,365,000	0	0	40,000	125,000	0	1,200,000	0
Norrisville Park	1,150,000	200,000	0	850,000	0	0	0	100,000
Northern Regional Park	9,650,000	0	0	0	0	650,000	4,750,000	4,250,000
Oakington Farm	800,000	0	0	0	800,000	0	0	0
Parks and Recreation Headquarters	400,000	0	0	250,000	0	0	150,000	0
Prospect Mill Park	2,020,000	1,430,000	0	0	0	480,000	0	110,000
Red Pump Elementary School Facilities	2,210,000	1,600,000	0	0	100,000	480,000	30,000	0
Robert Copenhaver Park Improvements	600,000	150,000	0	0	450,000	0	0	0
Rutledge Park Improvements	530,000	0	0	0	420,000	0	0	110,000
Schucks Road Elementary Facilities	60,000	0	0	30,000	0	30,000	0	0
Swan Harbor Farm Improvements	1,383,000	183,000	0	0	0	0	150,000	1,050,000
Trails and Linear Parks	2,000,000	200,000	0	0	0	1,800,000	0	0
Tudor Hall Rehabilitation	600,000	400,000	0	0	100,000	0	100,000	0
Vale Road Park	100,000	0	0	0	0	0	100,000	0
Willoughby Beach Park Development	850,000	350,000	0	0	0	500,000	0	0
Parks & Rec Total by Project	111,850,245	42,386,830	8,708,415	9,206,000	8,484,000	14,060,000	15,670,000	13,335,000
Paygo	3,996,077	1,196,077	0	400,000	150,000	650,000	400,000	1,200,000
Future Bonds	28,673,000	0	2,030,000	2,951,000	2,062,000	5,685,000	8,970,000	6,975,000
Prior Bonds	21,832,585	21,832,585	0	0	0	0	0	0
Reappropriated	2,114,761	460,346	1,654,415	0	0	0	0	0
Recordation Tax	24,189,822	7,502,822	995,000	2,595,000	2,362,000	3,965,000	3,075,000	3,695,000
State	9,216,500	4,017,500	809,000	1,700,000	950,000	680,000	1,000,000	60,000
Program Open Space	10,615,000	3,605,000	980,000	725,000	1,150,000	1,555,000	1,300,000	1,300,000
Federal	1,840,000	590,000	0	0	0	1,250,000	0	0
Developer	1,510,000	550,000	450,000	0	230,000	0	280,000	0
Other	7,862,500	2,632,500	1,790,000	835,000	1,580,000	275,000	645,000	105,000
Parks & Rec Total by Fund	111,850,245	42,386,830	8,708,415	9,206,000	8,484,000	14,060,000	15,670,000	13,335,000
TOTAL PARKS & RECREATION CAPITAL	111,850,245	42,386,830	8,708,415	9,206,000	8,484,000	14,060,000	15,670,000	13,335,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
HIGHWAYS FUND								
BRIDGES								
Abingdon Road Bridge #169 over CSX	2,440,000	0	300,000	40,000	2,100,000	0	0	0
Bridge and Road Scour Repairs	2,410,000	600,000	100,000	250,000	365,000	365,000	365,000	365,000
Bridge Inspection Program	2,010,000	780,000	60,000	350,000	60,000	350,000	60,000	350,000
Bridge Painting	1,200,000	0	50,000	220,000	220,000	220,000	245,000	245,000
Bridge Rehabilitation	5,300,000	2,200,000	350,000	500,000	550,000	550,000	550,000	600,000
Jehricho Road Bridge #3	200,000	0	200,000	0	0	0	0	0
Macton Road Bridge #144	600,000	250,000	350,000	0	0	0	0	0
Ruffs Mill Road Bridge #190	1,582,000	1,512,000	70,000	0	0	0	0	0
St. Clair Bridge Road Bridge #99	1,215,000	1,095,000	120,000	0	0	0	0	0
Boggs Road Bridge #66	530,000	0	0	120,000	20,000	390,000	0	0
Carea Road Bridge #126	120,000	0	0	0	0	0	0	120,000
Carrs Mill Road Bridge #216	880,000	200,000	0	50,000	630,000	0	0	0
Deep Run Road Bridge #152	520,000	0	0	0	0	120,000	10,000	390,000
Fawn Grove Road Bridge #132	530,000	0	0	120,000	10,000	400,000	0	0
Glen Cove Road Bridge #156	520,000	120,000	0	10,000	390,000	0	0	0
Green Road Bridge #119	540,000	0	0	0	130,000	20,000	390,000	0
Green Road Bridge #122	500,000	0	0	0	130,000	20,000	350,000	0
Hess Road Bridge #81	160,000	0	0	0	0	0	150,000	10,000
Johnson Mill Road Bridge #45	570,000	0	0	130,000	10,000	430,000	0	0
Moore's Road Bridge #78	550,000	0	0	0	0	120,000	10,000	420,000
New Park Road Bridge #125	520,000	0	0	0	120,000	10,000	390,000	0
Pleasantville Road Bridge #67	1,030,000	245,000	0	0	785,000	0	0	0
Prospect Road Bridge #217	450,000	0	0	0	0	120,000	10,000	320,000
Robinson Mill Road Bridge #154	380,000	0	0	20,000	360,000	0	0	0
Scarboro Road Bridge #140	130,000	0	0	0	0	0	120,000	10,000
Snake Lane Bridge #31	640,000	175,000	0	465,000	0	0	0	0
Structural Evaluation	250,000	0	0	50,000	50,000	50,000	50,000	50,000
Watervale Road Bridge #63	2,780,000	530,000	0	2,250,000	0	0	0	0
West Ring Factory Road Pedestrian Bridge	500,000	0	0	150,000	350,000	0	0	0
Bridges Total by Project	29,057,000	7,707,000	1,600,000	4,725,000	6,280,000	3,165,000	2,700,000	2,880,000
Paygo	20,564,522	5,064,522	1,360,000	2,585,000	3,510,000	2,815,000	2,700,000	2,530,000
Future Bonds	0	0	0	0	0	0	0	0
Reappropriated	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0
Federal	8,492,478	2,642,478	240,000	2,140,000	2,770,000	350,000	0	350,000
Other	0	0	0	0	0	0	0	0
Developer	0	0	0	0	0	0	0	0
Bridges Total by Fund	29,057,000	7,707,000	1,600,000	4,725,000	6,280,000	3,165,000	2,700,000	2,880,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM				
					FY 2012	FY 2013	FY 2014	FY 2015	
HIGHWAYS FUND									
ROADWAYS									
Commerce Road - Private Road Construction	800,000	900,000	(100,000)	0	0	0	0	0	0
MD 152 / Oakmont Road / Port Lane	960,000	0	275,000	685,000	0	0	0	0	0
Moore's Mill Road	3,265,000	3,165,000	100,000	0	0	0	0	0	0
Red Pump Road Roundabout	400,000	0	400,000	0	0	0	0	0	0
Road Reconstruction and Rehabilitation	22,230,000	0	6,330,000	4,200,000	4,200,000	4,200,000	1,650,000	1,650,000	
Schucks Road Improvements	600,000	400,000	200,000	0	0	0	0	0	0
Thomas Run Road (MD22 - W. Medical Hall Rd.)	2,050,000	0	50,000	0	2,000,000	0	0	0	0
Tollgate Rd. - Plumtree Rd. to Bel Air South Pkwy.	1,170,000	0	70,000	1,100,000	0	0	0	0	0
Vale Road	1,800,000	1,000,000	800,000	0	0	0	0	0	0
Wheel Rd. / Laurel Bush Intersection Improvements	1,538,000	0	1,538,000	0	0	0	0	0	0
Abingdon Rd. (Box Hill S. Pkwy - I-95)	200,000	0	0	0	0	0	150,000	50,000	
Bata Boulevard Access Road	600,000	0	0	150,000	0	450,000	0	0	0
Carrs Mill Road (MD 152 - Grafton Shop Rd.)	3,045,000	1,195,000	0	0	100,000	100,000	1,650,000	0	0
MacPhail Road (Brierhill Rd. - Wheel Rd.)	1,075,000	375,000	0	10,000	440,000	0	0	250,000	
Perryman Access - Mitchell Lane	6,150,000	650,000	0	0	0	1,000,000	0	4,500,000	
Prospect Mill Rd. (Thomas Run Rd. - MD 22)	300,000	100,000	0	0	0	0	100,000	100,000	
Singer Rd. Improvements (Beaver Dam - Winters Run)	700,000	100,000	0	50,000	0	550,000	0	0	0
Tollgate Road - Vale Road Corridor	1,200,000	625,000	0	0	0	425,000	150,000	0	0
Trimble Road Corridor Study	275,000	25,000	0	50,000	100,000	100,000	0	0	0
Roadways Total by Project	48,358,000	8,535,000	9,663,000	6,245,000	6,840,000	6,825,000	3,700,000	6,550,000	
Paygo	42,298,000	7,165,000	4,973,000	6,245,000	6,840,000	6,825,000	3,700,000	6,550,000	
Future Bonds	0	0	0	0	0	0	0	0	0
Reappropriated	300,000	300,000	0	0	0	0	0	0	0
State	860,000	0	860,000	0	0	0	0	0	0
Federal	3,830,000	0	3,830,000	0	0	0	0	0	0
Developer	170,000	170,000	0	0	0	0	0	0	0
Other	900,000	900,000	0	0	0	0	0	0	0
Roadways Total by Fund	48,358,000	8,535,000	9,663,000	6,245,000	6,840,000	6,825,000	3,700,000	6,550,000	

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
HIGHWAYS FUND								
RESURFACING								
Resurfacing Roadways	39,825,000	0	6,500,000	6,500,000	6,500,000	6,775,000	6,775,000	6,775,000
Tar & Chip Conversion to Hot Mix	6,245,000	2,125,000	700,000	650,000	1,000,000	550,000	610,000	610,000
Tar and Chip Reclamation	3,650,000	1,750,000	(900,000)	500,000	560,000	560,000	560,000	620,000
Resurfacing Total by Project	49,720,000	3,875,000	6,300,000	7,650,000	8,060,000	7,885,000	7,945,000	8,005,000
Paygo	47,320,000	3,875,000	3,900,000	7,650,000	8,060,000	7,885,000	7,945,000	8,005,000
Federal	520,000	0	520,000	0	0	0	0	0
Reappropriated	1,880,000	0	1,880,000	0	0	0	0	0
Resurfacing Total by Fund	49,720,000	3,875,000	6,300,000	7,650,000	8,060,000	7,885,000	7,945,000	8,005,000
OTHER								
Culvert Rehabilitation	5,995,000	2,900,000	400,000	500,000	540,000	540,000	540,000	575,000
Equipment Sheds	300,000	180,000	(80,000)	100,000	100,000	0	0	0
Guardrails	655,000	0	100,000	105,000	110,000	110,000	115,000	115,000
Hickory II Improvements	4,375,000	1,065,000	(190,000)	500,000	0	0	3,000,000	0
Intersection Improvements	4,495,000	1,650,000	150,000	500,000	500,000	565,000	565,000	565,000
New Roads and Storm Drains	3,600,000	1,000,000	220,000	440,000	440,000	500,000	500,000	500,000
Sidewalks and Handicapped Ramps	2,900,000	0	400,000	500,000	500,000	500,000	500,000	500,000
Stormdrain Rehabilitation	2,291,231	500,000	441,231	250,000	250,000	250,000	300,000	300,000
Traffic Calming & Road Safety Improvements	575,000	0	200,000	75,000	75,000	75,000	75,000	75,000
Traffic Signals	700,000	300,000	(100,000)	100,000	100,000	100,000	100,000	100,000
Drainage Improvements	1,700,000	850,000	0	150,000	175,000	175,000	175,000	175,000
Earth Road Drainage	100,000	0	0	50,000	50,000	0	0	0
Facilities Repair Program	1,432,000	1,032,000	0	0	200,000	0	200,000	0
Highway Maintenance Facility	5,550,000	300,000	0	250,000	0	5,000,000	0	0
Salt Dome	770,000	250,000	0	220,000	300,000	0	0	0
Whiteford Shop	530,000	330,000	0	200,000	0	0	0	0
Other Total by Project	35,968,231	10,357,000	1,541,231	3,940,000	3,340,000	7,815,000	6,070,000	2,905,000
Paygo	33,837,000	9,757,000	1,200,000	3,720,000	3,120,000	7,565,000	5,820,000	2,655,000
Reappropriated	121,231	0	121,231	0	0	0	0	0
Federal	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0
Developer	2,010,000	600,000	220,000	220,000	220,000	250,000	250,000	250,000
Other	0	0	0	0	0	0	0	0
Lease Purchase	0	0	0	0	0	0	0	0
Other Total by Fund	35,968,231	10,357,000	1,541,231	3,940,000	3,340,000	7,815,000	6,070,000	2,905,000
TOTAL HIGHWAYS CAPITAL	163,103,231	30,474,000	19,104,231	22,560,000	24,520,000	25,690,000	20,415,000	20,340,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM				
					FY 2012	FY 2013	FY 2014	FY 2015	

WATER & SEWER FUND

WATER PROJECTS

Abingdon WTP Expansion	74,535,000	81,535,000	(7,000,000)	0	0	0	0	0
Abingdon WTP Generator	0	600,000	(600,000)	0	0	0	0	0
HdG Water Treatment Plant Upgrade	2,150,000	0	100,000	250,000	1,800,000	0	0	0
Magnolia Booster Station	700,000	0	200,000	0	500,000	0	0	0
Site Acquisition Water & Sewer Facilities	800,000	0	800,000	0	0	0	0	0
Swan Harbor Tank & Transmission	4,000,000	0	600,000	0	3,400,000	0	0	0
Tank Painting	1,990,000	0	365,000	325,000	325,000	325,000	325,000	325,000
Water Service Replacement 06	600,000	2,500,000	(1,900,000)	0	0	0	0	0
Abingdon Pole Barn	300,000	0	0	300,000	0	0	0	0
Backflow Prevention	600,000	0	0	200,000	0	200,000	0	200,000
Construction Unanticipated Water	400,000	0	0	0	200,000	0	200,000	0
Hickory II Storage Tank and Main	500,000	0	0	0	0	0	0	500,000
Hydraulic Study	850,000	0	0	250,000	600,000	0	0	0
Information Asset Management	500,000	400,000	0	50,000	50,000	0	0	0
Preston Manor Booster Station Study	200,000	0	0	0	0	200,000	0	0
Route 1 Hickory By-Pass Transmission	875,000	190,000	0	685,000	0	0	0	0
Route 7 Transmission Parallel Phase 1	1,075,000	0	0	0	300,000	0	775,000	0
Route 7 Water Main Parallel	6,200,000	0	0	0	0	1,000,000	0	5,200,000
Route 24 Water Transmission	5,960,000	160,000	0	1,500,000	0	4,300,000	0	0
Route 40 Water Parallel	725,000	0	0	0	0	275,000	0	450,000
Trimble Tank and Main	500,000	0	0	0	0	0	500,000	0
Water System Improvements	400,000	0	0	200,000	0	0	200,000	0
Zone 1A / 1B Route 40 Transmission	500,000	0	0	0	0	0	0	500,000
Water Total by Project	104,360,000	85,385,000	(7,435,000)	3,760,000	7,175,000	6,300,000	2,000,000	7,175,000
Paygo	5,840,000	2,900,000	(1,535,000)	1,325,000	1,175,000	725,000	725,000	525,000
Future Bonds	16,035,000	0	(5,900,000)	2,435,000	6,000,000	5,575,000	1,275,000	6,650,000
Prior Bonds	82,485,000	82,485,000	0	0	0	0	0	0
Reappropriated	0	0	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Federal	0	0	0	0	0	0	0	0
Developer	0	0	0	0	0	0	0	0
Lease Purchase	0	0	0	0	0	0	0	0
Water Total by Fund	104,360,000	85,385,000	(7,435,000)	3,760,000	7,175,000	6,300,000	2,000,000	7,175,000

**HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
WATER & SEWER FUND								
SEWER PROJECTS								
Bill Bass Outfall Sewer Replacement	800,000	0	800,000	0	0	0	0	0
Bush Creek Pump Station 4th Pump	32,400,000	7,600,000	19,800,000	0	5,000,000	0	0	0
Church Creek Pump Station Incoming Sewer	1,000,000	0	1,000,000	0	0	0	0	0
Edgewood Interceptor Sewer Parallel	8,275,000	0	300,000	0	325,000	0	7,650,000	0
ENR Refinement at Joppatowne WWTP	5,000,000	1,000,000	4,000,000	0	0	0	0	0
ENR Refinement at Sod Run	46,750,000	6,250,000	37,500,000	3,000,000	0	0	0	0
Green Ridge Pump Station Replacement	1,500,000	0	200,000	0	1,300,000	0	0	0
Infiltration and Inflow	600,000	0	100,000	100,000	100,000	100,000	100,000	100,000
Pump Station Improvements	300,000	0	100,000	0	100,000	0	100,000	0
Upper Bynum Infiltration and Inflow	42,400,000	2,800,000	600,000	8,000,000	2,000,000	7,000,000	11,000,000	11,000,000
Bel Air Infiltration Removal	6,100,000	500,000	0	400,000	2,200,000	3,000,000	0	0
Bynum Run Parallel 6 & 7	15,495,000	300,000	0	620,000	0	8,225,000	6,350,000	0
Chlorine Replacement Program WWTP	3,350,000	0	0	450,000	450,000	450,000	2,000,000	0
Harford Estates Pump Station Abandonment	5,532,100	5,032,100	0	0	0	130,000	370,000	0
Harford Square Collector Phase 3	125,000	0	0	0	0	0	0	125,000
Plumtree Collector Parallel Phase 2	280,000	100,000	0	0	0	0	0	180,000
Sod Run Generator	5,150,000	150,000	0	0	0	5,000,000	0	0
Towne Center Drive Pump Station Replacement	1,550,000	0	0	0	350,000	0	1,200,000	0
Utility Protection / Restoration	1,000,000	500,000	0	250,000	0	250,000	0	0
Winters Run / Edgewood Infiltration & Inflow Removal	2,350,000	0	0	0	0	0	1,350,000	1,000,000
Sewer Total by Project	179,957,100	24,232,100	64,400,000	12,820,000	11,825,000	24,155,000	30,120,000	12,405,000
Paygo	17,050,000	3,950,000	3,000,000	350,000	550,000	5,350,000	2,750,000	1,100,000
Future Bonds	103,695,000	0	22,650,000	12,470,000	11,275,000	18,805,000	27,370,000	11,125,000
Prior Bonds	10,530,794	10,530,794	0	0	0	0	0	0
Reappropriated	539,206	289,206	250,000	0	0	0	0	0
State	45,750,000	7,250,000	38,500,000	0	0	0	0	0
Developer	2,392,100	2,212,100	0	0	0	0	0	180,000
Sewer Total by Fund	179,957,100	24,232,100	64,400,000	12,820,000	11,825,000	24,155,000	30,120,000	12,405,000
TOTAL WATER & SEWER CAPITAL	284,317,100	109,617,100	56,965,000	16,580,000	19,000,000	30,455,000	32,120,000	19,580,000
	TOTAL COST	PRIOR APPROP	BUDGET FY 2010	FY 2011	FIVE YEAR CAPITAL PROGRAM			
					FY 2012	FY 2013	FY 2014	FY 2015
TOTAL APPROVED CAPITAL IMPROVEMENT PROGRAM	1,455,717,802	602,831,209	187,628,253	146,115,803	119,781,094	141,762,824	138,639,688	118,958,931

HIGHLIGHTS OF GRANTS FUND

The Grants Fund was established to account for the receipt, appropriation, and expenditure of certain Federal, State, and private monies received in grant form in accordance with Harford County Charter Article V, Section 518(b), and appropriately executed agreements. Harford County actively pursues available intergovernmental financing to initiate or supplement funding of some of its programs, but it is County policy to review the long-term fiscal impact of all proposed grant programs to avoid dependence on outside funding sources which could negatively influence the welfare and safety of the community.

Article V, Section 518(b) of the Harford County Charter states, in part, "Revenues from grant allocations which were unanticipated in any current fiscal year may be appropriated by legislative act of the Council upon request of the County Executive. The appropriation shall be made to the proper grant account established by revenues... For this fiscal year, the Annual Budget Ordinance includes a budget item referred to as "Anticipated and Unanticipated Federal, State and Private Grant Funds" which will provide a block of money (\$25,000,000) to be drawn upon during Fiscal Year 2009-2010 to avoid the cost and time of special legislation on each occasion grant funds are received. The Council will be notified by memorandum that a certain grant has been received and the amount of money drawn from this budgeted account.

During Fiscal Year 2008-2009, Harford County participated in over 90 individual grant programs offered through either the Federal or State governments, and expects to participate in an equal number during this fiscal year. Through these grant programs, financial and programmatic development assistance and support can be provided to designated, private, nonprofit human services in Harford County. Staffing to implement these programs is provided for the duration of a particular grant, when appropriate.

GRANTS ADMINISTRATION					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Miscellaneous Grants	25,000	25,000	N/A	Funds are appropriated to allow the County to accept a grant(s) during the fiscal year that may require local matching funds.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>DIRECTOR OF COMMUNITY SERVICES</u> MACRO - Maryland Association of Conflict Resolution Organizations ADR Performance Grant	82,505	0	06/30/10 State Renewable	Operational support grant - purpose is to support the community mediation in a manner that is most appropriate for us individually, at our discretion. The County provides \$27,505 in salary/benefit support in #091000-7101.	None
<u>OFFICE OF DRUG CONTROL POLICY</u> Juvenile Drug Court	50,000	0	06/30/10 State Renewable	This grant pays for a life skills counselor and drug testing for juvenile offenders.	None
CSAFE	201,866	80,000	06/30/10 State Renewable	This is a recurring grant which provides funds to enhance public safety in the Edgewood area by using community policing, after school programs, drug treatment, community mobilization and nuisance abatement. If grant were to end, overtime for Sheriff's Office, after school activities and addiction services funding would be needed to continue this service.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Drug Prevention	102,974	0	06/30/10 Federal Renewable	This is a recurring grant which provides funding for the community-based alcohol, tobacco and other drug prevention efforts developed by and implemented by the Office of Drug Control Policy (ODCP). Grant funds two positions: Process Evaluator and a Prevention Associate. If grant were to end, there is not adequate funding to continue prevention efforts.	None
Drug Free Community Support Grant	99,721	0	09/30/10 Federal Renewable	This grant provides increased resources and funding for after-school programs, family management programs, parenting classes and other prevention activities. School teachers, health care providers, social workers and other professionals will receive specialized training in media violence, children of alcoholics and intervention techniques. Funds are provided for overtime for law enforcement, school personnel and bus drivers. If grant were to end, program would no longer exist.	None
CINS Diversion - Bridges To Success	35,000	0	06/30/10 State Renewable	The purpose of this grant is to divert youth from formal delinquent involvement in the juvenile justice system through a formalized program of specialized services. Harford County does not provide this service. Funds are subcontracted to a non-profit organization that, in turn, uses formal bid process to award a contract to provide the services. If grant were to end, sufficient funds do not exist to sustain the program.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Miscellaneous Grants	50,000	45,000	06/30/10	Funding is provided to procure grants that support local initiatives in any of the following areas: law enforcement, prosecution and drug court programs, prevention and education, corrections, drug treatment, and planning / evaluation / technology improvement, in order to prevent and control crime.	None
DUI - Subsequent Offenders Court	65,000	20,000	09/30/10 Federal Renewable	DUI Court support	None
Drug Treatment Court Commission Grants	370,622	0	06/30/10 State Renewable	This grant provides drug treatment through DUI Court, Juvenile Drug Court and Adult Drug Court	None
Anti - Gang Grant	179,264	0	06/30/10 Federal	Funds are provided for gang suppression efforts through the law enforcement agencies, State's Attorney's Office, Harford County Schools, Office of Drug Control Policy, Juvenile Services, the Boys and Girls Clubs, and the faith community.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>COMMUNITY DEVELOPMENT</u> Emergency Shelter Grant	47,775	17,600	09/30/10 Federal Renewable	This grant provides for maintenance and operating costs for emergency shelters, homeless prevention activities, and direct client services to eligible individuals and families. If grant were to end, the program would cease.	None
Home Investment Partnership (HOME)	675,748	194,135	Funding remains until all dollars are expended Federal Renewable	This grant is to develop and improve housing for eligible renters, homebuyers, and existing homeowners. Grant funds one employee in Community Services and \$45,000 of Administrative funds are also contributed to the Housing Agency for staffing costs. It provides first-time buyer program, owner-occupied rehabilitation and senior rehabilitation. If grant were to end, there would be no funds in the operating budget to continue this program, but projects in progress would continue to completion.	None
American Dream Down Payment Initiative	24,165	19,349	Funding remains until all dollars are expended Federal	Down payment assistance program for low income first-time homebuyers.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Community Development Block Grant (CDBG)	1,049,980	0	Funding remains until all dollars are expended Federal Renewable	This is a federal grant which benefits low and moderate income households, eliminates slums and blight, and meets urgent community development needs. Grant funds two full-time and one part-time positions. If grant were to end, projects in progress would continue to completion.	None
Emergency & Transitional Housing Services (ETHS) Homeless Prevention Program (HPP)	189,096	0	06/30/10 State Renewable	To assist homeless person / families and those at risk of becoming homeless with shelter and supportive services, both in emergency and transitional shelters. This is the second year of a three year grant. If grant were to end, program would no longer exist.	None
Emergency Food Assistance Program (TEFAP)	20,000	0	09/30/10 State Renewable	This is a recurring grant to supply food to food pantries. Grant currently funds one part-time position. If grant were to end, program would no longer exist.	None
Homeless Women's Crisis Shelter Home	66,944	0	06/30/10 State Renewable	This grant pays for the salary of a case manager employed by SARC.	None
Service - Linked Housing	33,484	0	06/30/10 State Renewable	This grant pays for the salary of a case manager employed by Inner County Outreach.	

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Supportive Housing Grant	453,891	0	09/30/10 Federal Renewable	The Supportive Housing grants are a "pass through" grant for temporary and permanent housing expenses including leasing, operating costs, and supportive services. Most provide an administrative portion for Harford County. The grants are distributed to Harford Family House, Alliance and Anna's House.	None
R.S.V.P. Retired and Senior Volunteer Program	147,262	25,570	09/30/10 Federal Renewable	Grant provides meaningful volunteer opportunities for persons 55 years of age or older, addressing priority community needs in the areas of health, environment, public safety, education, hunger, homelessness and other human needs. It provides funding for three grant employees and two part-time consultants. If grant ended, some volunteer work would continue but support would be reduced.	None
Rideshare	88,066	0	06/30/10 Federal / State Renewable	Grant provides the funding of the Ridesharing / Commuter Assistance programs in the Baltimore / Washington area. The grant funds one full-time position. \$32,000 is provided in #095000-7101 to support salaries/benefit cost of Coordinator. If grant were to end, the program would no longer exist.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>OFFICE ON AGING</u> IIIB Human Services / Ombudsman	396,955	238,055	09/30/10 Federal Renewable	This is a recurring grant which provides a variety of services to people over 60 years, including care management, ombudsman, guardianship, program development, operation of senior centers, information and assistance, legal services, and in-home health services, etc. This grant partially funds 13 grant employees. If grant were to end, other sources of funding would be needed.	This is a mandated program. If funding ended, we may be required to continue some services.
Senior Health Insurance Program (SHIP)	35,051	14,543	03/31/10 Federal Renewable	This is a recurring grant which provides health insurance counseling, assists people with organizing medical bills, advocates with medical providers and provides information and referral. This grant partially funds one employee. If grant were to end, there is not adequate funding to continue program. Services would be reduced.	None
Senior Medicare Patrol (formerly CAMM)	12,397	5,451	06/30/10 State Renewable	This grant provides partial funding for one position to educate the public regarding "Curbing Abuse in Medicare and Medicaid (CAMM)." If grant were to end, would attempt to continue program through volunteers.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
IIIA Area Agency Administration	68,884	17,407	09/30/10 Federal Renewable	This is a recurring grant which funds Older American Act programs' administrative costs. This grant partially funds two positions. If grant were to end, the current operating budget does not contain enough to fund these services.	This is a mandated program. If funding ended we may be required to continue some services.
Senior Information and Assistance	17,684	0	06/30/10 State Renewable	This is a recurring grant which provides for one-on-one information and counseling to Harford County senior citizens, their families and caregivers to help them remain independent in the community for as long as possible. If grant were to end, services would be reduced.	None
Senior Care Program	320,666	0	06/30/10 State Renewable	This is a recurring grant which provides support for the in-home services for lower income and disabled elderly, preventing self-neglect and medical neglect. If grant were to end, in-home services would not be provided.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Senior Emergency Fund	32,000	0	Money rolls over from year to year	This grant provides for emergency needs for seniors not covered by other services. Typical expenditures include funding for medications, temporary assistance with utility bills, housing costs, and durable medical equipment. Fundraising projects and donations finance this program.	None
Senior Classes	87,000	12,000	On-going	Grant provides optional educational and recreational elective classes for seniors. Fees are paid to contractual instructors based on the number of people registering for individual classes. All costs are paid by participants.	None
Group Senior Assisted Housing (SLAGHS)	12,096	0	06/30/10 State Renewable	This grant helps to prevent self-neglect for clients who are frail, but not judged to be disabled enough for nursing home care. Grant will assist disabled individuals, age 62 and over, to pay for assisted living. If grant were to end, the program would cease due to lack of funding.	None
Medicaid Waiver Admin/Case Management	147,909	10,911	06/30/10 Federal & State Renewable	This grant provides very low income, disabled senior adults a choice between assisted living care, in-home care or, finally, nursing home care to enable them to remain in the community much longer before institutionalization. Local In-Kind contribution of \$39,850 allow us to obtain more Federal funding. If grant ended, seniors would be advised by Office on Aging staff about other options available to them.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Vulnerable Elderly Program Initiative	14,867	0	06/30/10 State Renewable	This grant provides services through the SHIP program for one-to-one counseling for Medicare and Medigap health insurance concerns. SHIP helps seniors understand their Medicare coverage how HMO's and other managed care systems work, plus provides information on and referral to Pharmacy Assistance and Medical Assistance programs when applicable. Advocates for seniors with health insurance related concerns, and provides presentations to senior and senior advocacy groups.	None
State Ombudsman	10,374	0	6/30/2010 State Renewable	This is a recurring grant which works in conjunction with the Older Americans Act grant to help fund the Ombudsman program to investigate complaints and resolve concerns on behalf of frail elderly living in skilled nursing facilities and assisted living homes.	None
IIIC2 Home Delivered Meals	106,807	0	09/30/10 Federal Renewable	This grant provides Meals on Wheels to homebound seniors who would otherwise be unable to afford them. This prevents malnutrition among the frail elderly who are unable to shop and cook for themselves. If grant were to end, the program would cease due to lack of funding.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Nutrition	54,727	0	06/30/10 State Renewable	This grant is used to enhance the IIC2 Home Delivered Meal Program.	None
IIID-Health Education and Screening, Physical Fitness, Medical Management	14,434	0	09/30/10 Federal Renewable	The purpose of this grant is to prevent disease and promote health. Citizens are given access to health risk assessments, routine health screening, physical fitness programs, health and nutrition counseling and medication management education. If grant were to end, the program would cease due to lack of funding.	None
IIIE Caregivers Support	88,591	24,001	09/30/10 Federal Renewable	The purpose of this grant is to provide supportive services to family caregivers of the elderly through the Office on Aging. Services for caregivers provided by this grant include information, assistance, respite care services, such as chore and personal care, and information for elderly grandparents raising their grandchildren. If grant were to end, service to caregivers would be greatly reduced and existing staff would have to assume extra duties.	None
IIC1 Nutrition	190,178	10,081	09/30/10 Federal Renewable	This is a recurring grant intended to bring senior adults together in a social setting and to provide them with nutritious meals. The County provides in-kind building space. If the grant were to end, the program would end, due to lack of funding.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Cultural Arts Programming	1,750	0	6/30/2010 Cultural Arts Board Renewable	To provide cultural programming at senior centers The County provides in-kind staff time and facility usage If grant were to end, a reduction of programming at senior centers would occur.	None
<u>HARFORD TRANSIT</u> SSTAP	456,215	350,490	06/30/10 State Renewable	This is a recurring grant which provides transportation services to elderly persons and / or persons with disabilities in Harford County. This grant partially funds 11 existing grant and temporary employees. If grant were to end, services would be drastically reduced or eliminated	None
Americans with Disabilities Act Grant (ADA)	16,243	1,720	06/30/10 State Renewable	The County is mandated to provide ADA comparable service for all of our fixed routes. This service benefits our disabled citizens who rely on the specialized service to get to work, medical appointments and shopping. This grant continues employment of three grant employees.	Since ADA service is mandated, fixed bus route or other demand/response service would have to be cut to continue.
Section 5307	1,534,623	621,247	06/30/10 Federal & State Renewable	This is a recurring grant which provides operating assistance for both rural and urban area public transportation for Harford County. The grant partially funds continuing employment of grant employee. If grant were to end, services to the citizens would be drastically reduced or eliminated.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Section 5307 MTA Capital	1,449,000	161,000	06/30/10 Federal & State Renewable	This is a recurring grant which provides capital funds to purchase vehicles, cover costs of prevention maintenance on vehicles, and purchase computer equipment for use in the Harford County Transportation Services' public bus system. Low-cost transportation is provided on 10 public fixed routes with complimentary ADA para-transit service. Demand / response services provided for people over age 60 and persons with disabilities of all ages. If grant were to end, there is not enough current funding to cover this grant. Local funds would be required to purchase or replace vehicles.	None
Job Access/Reverse Commute	223,592	41,590	6/30/2010 Federal & State Renewable	This is a recurring grant which provides support to Harford County economic development initiatives in the Edgewood area by transporting workers to 7-3 and 3-11 shift jobs. In FY 06, new services were initiated to provide additional service to Harford County citizens to White Marsh jobs, shopping and educational opportunities. This grant continues employment of seven employees. If grant were to end, service would be discontinued.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
New Freedom Project	63,264	63,264	6/30/2010 Federal Renewable	This grant will provide a new bus which will operate between the 4:00 p.m. and 9:00 p.m. on weekdays and 8:00 a.m. to 4:00 p.m. on Saturdays. The project will serve the two primary transit service areas of Route 22 / Route 40 corridor between Havre de Grace and Bel Air, and the Route 40 corridor between Aberdeen and Edgewood; and has been designed to provide transportation to employment, health care, and education facilities primarily to persons with disabilities, but will also serve low income wage earners and senior citizens	None
HCC Express	91,369	0	6/30/2010 Federal Renewable	This grant will provide new and innovative services for the disabled community for employment and recreational purposes which would improve their quality of life. If award is received, no funding requirements would be needed in FY 10 but there would be a match requirement starting with the second year of the grant in FY 11.	None
BRAC Expansion	155,554	0	6/30/2010 Federal Renewable	This grant will provide new and innovative services for the disabled community for employment and recreational purposes which would improved their quality of life. If award is received, no funding requirements would be needed in FY 10 but there would be a match requirement starting with the second year of the grant in FY 11.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Community Right to Know	8,900	0	2/28/09 State Renewable	The purpose of this grant is to fund the Harford County Local Emergency Planning Committee (LEPC) for federally required planning and training activities. These grant funds will be used for activities associated with the State and local government obligations and responsibilities under EPCRA. These activities include data management, emergency planning, training and response, and compliance.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.
Exelon Generation Planning Donation	15,006	0	No expiration, ends when funds are depleted Other	The purpose of this funding is to supplement grant funding to pay for the salary and benefit package for the Emergency Planner II.	Salary and benefit expenses would be charged to the Operating Budget.
Exelon Generation Donation	29,314	0	No expiration, ends when funds are depleted Other	Contribution to supplement expenses for the yearly mailing and printing of the Emergency Public Information Calendar and the Emergency Needs Survey.	In the event we continue to provide these services, the County would be responsible for the entire cost of printing and mailing the calendar and the survey.

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Haz Mat Mitigation Grant Program	31,200	0	1/22/2010 State Recurring	To prepare a FEMA approved Hazard Mitigation Plan consistent with the requirements of 44CFR Part 201.6 Local Mitigation Plans.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.
Hazardous Materials Emergency Preparedness Training (HMEP)	11,392	300	9/30/2009 State Recurring	To provide mandatory training for the Haz Mat Response Team as well as the yearly Command Emergency Response Team (CERT) Abbottville Simulator Seminar.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.
Hazardous Materials Emergency Preparedness Planning (HMEP)	4,733	1,242	9/30/2009 State Recurring	Provides funding for classroom support staff at the yearly Command Emergency Response Team (CERT) Seminar and the Commodity Flow Study.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.
Law Enforcement Terrorism Prevention Program	318,264	0	3/31/2010 State Recurring	The purpose of this grant is to enhance the ability of Maryland and its local jurisdictions to prevent, deter, respond to, and recover from threats and incidents of terrorism. Included in this total is an additional \$45,000 provided to the jurisdiction to offset in part expenses associated with the jurisdiction's support of the Maryland Coordination and Analysis Center (MCAC).	The County would be responsible for maintenance of equipment purchased with grant funding as well as funding planning, training, & exercises initially funded by this grant.
MIEMS Emergency Medical Dispatch Grant	1,200	0	9/1/2009 State Recurring	Grant monies are used for mandatory Emergency Medical Dispatch (EMD) Training of dispatchers.	The County will be responsible for allotting operating budget funds for this mandatory training.

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Public Safety Interoperable Communications	2,000,000	0	6/30/2010 State Recurring	Program covers the acquisition of, deployment of, and training for the use of interoperable communications systems that use the reallocated public safety spectrum in the 700 MHz frequency band for radio communication.	This is a CMARC project; the County has no obligation, maintenance funded by future grants. If grant funding ceases, the County would be responsible for maintenance on equipment @ tower sites. Currently funded through FY 10.
State Homeland Security Grant Program FY08	656,664	0	5/31/2011 State Recurring	Grant monies pay salary and benefit expenses for the Emergency Planner II. Funds will also be used to purchase/upgrade security systems, RACES equipment, repeaters, weather station, Haz Mat equipment and radio equipment.	The County will be responsible for salary & benefit expenses for Emergency Planner II in addition to maintenance & upkeep costs for equipment purchased with grant funding.
State Homeland Security Grant Program FY08	499,071	0	5/31/2011 State Recurring	Grant monies to be used for license plate reader, tactical team equipment and training, Howard County CCTV, IMT/Leadership Training, MCCV maintenance, volunteer mobilization, and CBRNE detection and response.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Homeland Security Grant Program FFY 07 Citizen Corps	10,000	0	3/31/2010 State Recurring	Grant monies to pay for team member training, Command Emergency Response Team (CERT) related equipment and public awareness.	The County would be responsible for the cost of the team member training, CERT related equipment & public awareness.
State Homeland Security Grant Program FY07	419,428	0	3/31/2010 State Recurring	Funding for security gate, cyber lock system, tactical command boards, chemical detection equipment, passenger All Terrain Vehicle, wireless television monitoring, etc. A portion of the grant funding is to pay salary and benefit package for Emergency Planner II.	The County will be responsible for maintenance and upkeep costs associated with grant funded equipment purchases.
State Homeland Security Grant Program - Urban Area Security Initiative	138,000	0	5/31/2011 State Recurring	Provides financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist them in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats or acts of terrorism. Pays salary and benefits for the emergency planner and expenses for an emergency consultant.	The salary, benefits, etc. for the emergency management support person would need to be paid from the operating budget.
State Homeland Security Grant Program - Urban Areas Security Initiative	20,000	0	3/31/2009 State Recurring	Funding for the Harford County Sheriff's Office Command Vehicle maintenance.	The maintenance costs for the command HCSO.

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Homeland Security Grant Program - Urban FFY07	19,500	0	3/31/2010 State Recurring	With this grant, Harford County Community Services will be responsible for initiating and carrying out training and drills to practice the Spontaneous Volunteers and Donations Management Plan.	Expenses for the project would come from the operating budget, lowering the availability of funds.
State Homeland Security Grant Program - Urban Areas Security Initiative	37,500	0	3/31/2009 State Recurring	To reimburse Harford County for a portion of the Tamiflu purchased for the first responders of the County. Realized purchase in June 2008.	None
State Homeland Security Grant Program - Urban Areas Security Initiative	46,973	0	3/31/2010 State Recurring	This grant is intended to assist in meeting the planning, operations, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist them in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats and acts of terrorism.	Training expense would come out of the operating budget, decreasing available funds.

GRANTS HOUSING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Choice Voucher	7,500,000	0	Continuous funding Federal contract HUD Renewable Exp 3/31/2011	This is a recurring grant which provides for subsidized rental housing to eligible families If grant were to end, there would not be adequate funding in the operating budget to continue this program.	None
FSS Coordinator	100,390	0	Federal Contract HUD Renewable Exp 3/31/2011	This grant provides funding for a full-time Self-Sufficiency Coordinator and a full-time Home Ownership Coordinator. Assists moving citizens from Section 8 programs to self sufficiency and homeownership. Sufficient funding does not exist in the operating budget to continue this program if grant were to end.	None
Housing Opportunities for People with AIDS (HOPWA)	145,776	0	Federal money subcontracted w/City of Balt. through HUD Renewable Exp 3/31/2011	This is a grant which is renewed yearly, providing funds for subsidized housing to individuals/families with AIDS. If grant were to end, the programs would cease due to lack of funding.	None
Rental Assistance Program (RAP)	35,000	0	State Renewable Exp 3/31/2012	This is a grant which is renewed each year, providing funds for temporary (12 months) rental subsidy to eligible families with critical housing need. Families assisted must demonstrate ability to become self-sufficient within the 12 month period. If grant were to end, the program would be terminated due to lack of funding.	None

GRANTS HOUSING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Counselor Department of Housing and Community Service	110,748	5,500	Until depleted State Recurring Exp 6/30/2011	This grant provides funding to pay the salary and fringe benefits of a Housing Counselor to assist families and individuals who are experiencing a housing crisis to obtain and/or maintain permanent housing. If grant were to end, the program would be terminated due to lack of funding.	None
Housing Counselor HUD	52,000	0	Federal Renewable Recurring Exp 06/30/2012	This grant provides pre-occupancy counseling programs; homebuyer education; post-purchase, mortgage default and rent delinquency counseling, property maintenance and personal money management. Grant supplies funds for supplies and training, no wages. If grant were to end, the program would be terminated due to lack of funding.	None
Section 8 Mainstream Program HUD	575,000	0	Federal Recurring Exp 06/30/2011	This grant provides 75 vouchers which enables families having a person with disabilities to lease affordable housing. Funding does not exist in the operating budget to continue this program if grant were to end.	None

**GRANTS
JUDICIAL**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
CASA - (Court Appointed Special Advocate)	156,866	69,000	06/30/09 State Apply for grant each year	This grant provides the funds for a Director, the Director of Development & Community Relations and a part-time contractual Office Assistant to oversee the program and the selection of carefully trained volunteers who serve as guardians to represent the best interest of abused, neglected and dependent children in Court proceedings. If this grant were to end, the Circuit Court could not continue the program within the existing operating budget.	None
Access & Visitation Program	35,000	0	08/31/09 State Apply for grant each year	This grant provides access and visitation services to non-custodial parents. Goal is to develop and produce 50 visitation plans targeting separated families in which child support and access is the issue. If this grant were to end there would be a reduction in service.	None
Family Court Services and Family Services Coordinator	301,252	0	06/30/09 State Apply for grant each year	This grant funds the Pro Se Program Coordinator and Assistant, Assistant to Family Services Coordinator, Domestic Violence Coordinator, services for Alternative Dispute Resolution, facilitated visitation, psychological evaluations, Family Law Scheduling Clerk, Guardian Ad Litem Program, services for the children's groups, Child Custody investigations, Parenting Coordinator Pilot Project, and some funding to assist with training and printing costs. If this grant were to end, a number of programs, services and personnel would be terminated.	The County has no obligation to fund this service after the grant ends; however, the function is essential to the Court.

**GRANTS
JUDICIAL**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Judicial / Truancy Court	115,000	0	06/30/09 State One Time	The grant provides funding for a truancy court coordinator who oversees juveniles who are truant. The Coordinator reviews cases, arranges services (behavioral, counseling, tutoring, etc) in order to comply with truancy court directives. Some funding is also available for counseling/behavioral services. If this grant were to end the coordinator position would have to be terminated as Judicial operating budget could not fund the position. There would be a reduction in services provided for counseling, etc.	None
Law Library	20,000	0	06/30/09 One Time	The grant provides funding for the Law Library staff and book replacement. If grant ends, contractual Law Librarian may be eliminated reducing assistance to citizens/patron access. Publication purchase and replacement would be reduced, using only available funds.	None
CINA Neurological	10,000	0	06/30/09 State One Time	The grant provides funding for neurological evaluation of children currently served by the Department of Social Services. Evaluation costs as well as training of Social Services staff are funded in this area. The intent of neurological evaluation is to ensure children receive the appropriate treatment and care plan. This program is still in the evaluation stage and the effect of a grant loss is unknown at this time.	None
Celebrating Families	32,850	0	06/30/09 State Juror Fund Albert P Close Foundation	The grant provides funding for the Celebrating Families Program in conjunction with the Dept of Social Services. Families with children in Foster Care receive counseling on issues such as nutrition, anger management, communication, substance abuse, and healthy relationships. The intent of the program is to enhance parenting skills and general life skills of parents whose children are in Foster Care. This program would be terminated as Judicial operating budget could not fund the positions of the staff and costs to operate the program.	None

**GRANTS
PARKS & RECREATION**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Anita C. Leight Estuary Center	55,000	0	9/30/2009 Federal Renewable	This grant helps to offset County funded personnel costs for the Park Naturalist and one-fourth Custodian. This is a set amount grant and does not increase with the cost of personnel. An add'l \$5,000 in is anticipated to pay for supplies, travel/education costs and contractual costs assoc. w/the Estuary. If grant ends, we would be unable to utilize the Estuary Center as agreed in the contract with the State of Maryland when the building was built.	If we plan to continue using the Estuary Center, we must continue employment of Park Naturalist and Custodian
Sanitation Grant	13,000	0	11/30/2009 State Renewable	This grant provides for trash collection and removal plus port-a-pot costs at launching ramps for Flying Point Park, Mariner Point Park and Otter Point Public Landing. If grant were to end, a request for additional funding would be made to continue these services.	Operating budget would need to increase by \$13,000 due to Health Department requirements at launching ramps.
Camp Ability at Thomas Run	141,675	43,538	6/1/2009 State Renewable	Grant provides 110 families with safe & structured summer activity for their children, as well as providing respite for the caregivers of these children. Grant pays the salaries of majority of camp staff. It also provides after school programs for children w/ disabilities. If grant were to end, this program would probably fold. The dept. could not fiscally pick up the burden.	None
Liriodendron Foundational Administration	57,290	0	6/30/09	This grant provides funding to cover the salary and fringe benefits of an Administrator for the Liriodendron Mansion and surrounding property which is reimbursed by the Liriodendron Foundation.	None
Therapeutic Recreation Programming	30,000	0	6/30/09	This grant is to supplement current programming and implement new programs for Harford County citizens with disabilities, and John Archer children and their families.	The county would assist in location of funding to continue implementation of programming.

GRANTS PLANNING & ZONING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Critical Area Management Grant	24,000	0	06/30/10 State Recurring	The County is required by law to implement the Harford County Chesapeake Bay Critical Area Management Program. Grant contributes to the salary of one or more full-time County budgeted positions and some costs for printing, postage, etc. Loss of grant would mean an increase to operating expenses due to loss of grant offset to salaries in the amount of \$33,000.	The County is required, by law, to continue to operate the program if the grant ends. Salary costs would increase due to the loss of the grant offset of County funded personnel.
Unified Transportation Work Program	88,330	17,666	06/30/10 Federal Recurring	Grant supports the Regional Transportation Planning Process which is essential to the work program outlined in the federally mandated Metropolitan Planning Organization. Work activities include everything from preparation of the Transportation Improvement Program to Regional Cooperative forecasting. This grant offsets the salaries of County-funded personnel and occasionally helps to purchase software / equipment and training to complete associated work. Loss of grant would mean an increase to operating expenses due to loss of grant offset to salaries.	This grant supports a federally mandated program. No additional staff would be required. Salary costs would increase due to the loss of the grant offset for County funded personnel.

**GRANTS
SHERIFF'S OFFICE**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Harford County Crime Victim Initiative	5,000	0	06/30/2010 State Recurring	This grant provides funding to supply crime victims and survivors with needed resource materials and enable one member of the Victim Services Unit to attend the National Victim Services Conference. If this grant were to end, the Sheriff's Office would be required to fund the victim resource materials from the operating budget.	None
Harford County Family Safety Grant	16,148	0	6/30/2010 State Recurring	This funding allows the Records Clerks the opportunity to work overtime to ensure that all orders are entered into MILES/NCIC within the mandated timeframe. If this grant were to end, the Sheriff's Office operating budget would be required to fund the overtime necessary to enter and serve the orders as mandated.	None
Harford County Safe Zone: Reducing Crime Along the Route 40 Corridor	15,581	0	9/30/2012 Federal Pending	This grant provides funding for overtime for deputies to work in designated Safe Zones. If this grant were to end, the Sheriff's Office would be required to fund the resources from the operating budget to conduct this initiative.	None

**GRANTS
SHERIFF'S OFFICE**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Juvenile Drug Court Resource Initiative	110,623	0	6/30/2010 Federal Recurring	This grant provides salary and benefits for one additional deputy to fill the opening created when a senior deputy is assigned to the Juvenile Drug Court. If this grant were to end, the Sheriff's Office operating budget would have to absorb the costs related to this position.	None
B.O.S.E. Reimbursement	500,193	334,058	09/30/2010 State Renewable	This reimbursement grant provides funding for 6 positions to concentrate efforts in serving summonses, warrants, writs for paternity, AFDC and non-AFDC child support cases. BMR offsets salary/benefits \$773,996 If this grant were to end, the Sheriff's Office operating budget would have to absorb the costs related to this position.	The County would be responsible for the salary and benefits of the seven positions assigned to BOSE.
Harford County Violent Street Crimes Initiative	111,765	0	06/30/2010 State Recurring	This grant provides for one additional deputy to be hired to fill the opening created when a senior deputy is assigned to the Violent Street Crimes Unit. If this grant were to end, the Sheriff's Office operating budget would have to absorb the costs related to this position.	None
Auto Theft Initiative	110,623	0	06/30/2010 State Recurring	This grant provides salary and benefits for one additional deputy to fill the opening created when a senior deputy is assigned to the Vehicle Theft Prevention Unit. If this grant were to end, the Sheriff's Office operating budget would have to absorb the costs related to this position.	None

**GRANTS
SHERIFF'S OFFICE**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
School Bus Enforcement Project	5,000	0	06/30/10 State Recurring	This grant provides overtime monies which allow the Sheriff's Office to fund a School Bus Safety Program. This program affords deputies the opportunity to ride on school buses, observe violators and enforce laws. If grant ends, the Sheriff's Office would have to fund these details from the operating budget or suspend them until funding became available.	None
Sex Offender and Compliance Enforcement in Maryland (SOCEM)	27,158	0	06/30/2010 State Recurring	This grant will allow funding for a part-time civilian position and overtime for existing Sheriff's Office personnel who will assist in the compliance and verification of sex offenders registered with the Harford County Sheriff's Office Sex Offender Registration Program as mandated by Maryland law. If grant ends, the Sheriff's Office would be responsible for paying the salary & fringe benefits of the part-time civilian position.	None
Harford County Domestic Violence Initiative	48,420	24,210	09/30/2010 Federal Recurring	The problem of domestic violence continues to grow in Harford in Harford County. This grant will supply overtime funding needed for the deputies to handle the required follow-up contracts, to investigate reported cases, to provide the victim with the services and protection needed, to prepare their cases for trial and to serve protective orders. If grant were to end, the Court Services operating budget would need to absorb all program costs.	None
Harford County Detention Center Gang Intelligence Initiative	75,522	0	04/30/2010 Federal Recurring	This grant provides for overtime to gather information on gang members and gang operations through surveillance, photographs, and interviews of incarcerated gang members. This information will be shared with other correctional facilities, law enforcement, and criminal justice entities in an effort to reduce the incidence of gang activity within Harford County. If this grant were to end, the Detention Center would be required to fund the resources from their operating budget if such funds were available.	None

**GRANTS
STATE'S ATTORNEY**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2010 IF GRANT ENDS	OBLIGATION WHEN GRANT ENDS
Cooperative Reimbursement Act Grant (Family Support Division)	1,178,862	414,452	09/30/09 Federal Renewable	This grant provides for establishing paternity and securing support for any child born out of wedlock, securing support for any child who has a parent absent from the home or has been deserted by both parents, securing medical support for needy children, and enforcing compliance with established support orders. If grant were to end, 12 full-time employees would lose their jobs and Harford County would not have an agency to provide this service to its citizens.	If grant were to end, the State's Attorney's Office must still provide legal representation for support cases.
Child Advocacy Center Training and Equipment	10,000	0	12/30/09 Federal Recurring	Purpose of this grant is to fund specialized training, equipment and services to improve upon investigation and prosecution of child sexual abuse and assault cases. degree assault, rape and sexual offense in any degree, The State's Attorney could not fund the Child Advocacy Center training and equipment items out of its current budget if grant were to end.	None
Domestic Violence Legal Assistant	54,392	36,553	9/30/2009 Federal Recurring	This grant funds a victim advocate / legal assistant position to improve upon investigation and prosecution of felony and serious misdemeanor domestic violence cases. This individual works with domestic violence victims providing court accompaniment and referrals to available services, as well as interviewing the involved parties and preparing the cases for court. The State's Attorney's budget cannot support the funding of this position. The grant expires on September 30, 2009. After that point, the State's Attorney plans to request an extension for a fourth year of funding, but renewal is not assured.	None
TOTAL	25,796,202	2,944,933			

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**SELF INSURANCE TRUST FUND
FISCAL YEAR 2010**

Purpose

The Self-Insurance Trust Fund was established in 1982 as an Internal Service Fund. This fund accounts for budgeted monies from operating funds for a percentage of self-insurance contributions. The fund also receives reimbursements from other parties for claims paid. Excess insurance premiums, claims, and other expenses are paid from this fund. An actuarial study was completed in June 2008 which covers the general liability, automotive liability, property damage, and workers' compensation exposures. As of June 1998, the State of Maryland Workers' Compensation Commission has required Harford County to maintain a reserve of \$750,000 for self-insurance workers' compensation claims. As of June 30, 2008 the County has recorded \$4,990,720 as a liability entitled Estimated Liability for Claims in Process (this represents a liability set aside to account for claims incurred but not yet paid and claims incurred but not yet reported).

**Self-Insurance Trust Fund
Statement of Estimated Net Assets**

Total Net Assets as of June 30, 2008	6,812,325
Revenues from Agencies and Reimbursements	6,087,585
Interest Income	400,000
Insurance Recovery	350,000
Appropriated Retained Earnings	<u>0</u>
Total Estimated Revenues	6,837,585
Expenses for Claims, Excess Coverages, Claims Management, and Other Expenditures	(6,600,000)
Total Estimated Expenditures	<u>(6,600,000)</u>
Estimated Net Assets - June 30, 2009	<u><u>7,049,910</u></u>

Fiscal Year 2010

Estimated Revenues:		
Revenues from Agencies and Reimbursements	4,494,573	
Interest Income	300,000	
Insurance Recovery	<u>200,000</u>	
Total Estimated Revenues		4,994,573
Estimated Expenditures:		
Claims and Expenditures	<u>(6,665,761)</u>	
Total Estimated Expenditures		<u>(6,665,761)</u>
Estimated Net Assets - June 30, 2010		<u><u>5,378,722</u></u>

**VOLUNTEER FIREMEN'S PENSION TRUST (LOSAP) FUND
LOSAP - LENGTH OF SERVICE AWARD PROGRAM
FISCAL YEAR 2010**

Purpose

The Volunteer Firemen's Length of Service Award Program (LOSAP) was established in 1975 to provide a pension plan for volunteer fire and ambulance personnel. As of September 30, 2006, this fund had an unfunded actuarial accrued liability of \$10,982,916. The most current actuarial report was completed as of September 30, 2007. As of June 30, 2008, the market value of investments in the Pension Fund was \$11,667,984. The County has hired an investment consultant and an investment manager to invest the pension funds for better investment return over the long period. This was done with the cooperation of the Pension Committee of the Association of the Volunteer Fire and Emergency Medical Services of Harford County, Inc. In February 2003, the pension plan retained an investment manager for fixed income funds and a separate investment manager for equity funds.

**Volunteer Firemen's Pension Trust (LOSAP) Fund
Statement of Estimated Net Assets**

Net Assets Held In Trust for Pension Benefits - June 30, 2008	11,850,911
Estimated Revenues:	
County Contributions	2,387,771
Total Estimated Revenues	2,387,771
Estimated Expenses:	
Pension Payments	(1,140,000)
Actuarial & Investment Services	(110,000)
Death Benefits	(20,000)
Investment Income (Loss)	400,496
Total Estimated Expenditures	(869,504)
Estimated Net Assets Held In Trust for Pension Benefits - June 30, 2009	<u>13,369,178</u>

Fiscal Year 2009-2010

Estimated Revenues:	
County Contribution	1,700,477
Investment Income	20,000
Total Estimated Revenues	1,720,477
Estimated Expenditures:	
Pension Payments	(1,150,000)
Actuarial & Investment Services	(100,000)
Death Benefits	(30,000)
Unfunded Liability	(440,477)
Total Estimated Expenditures	(1,720,477)
Estimated Net Assets Held In Trust for Pension Benefits - June 30, 2010	<u>13,369,178</u>

**SHERIFF'S OFFICE PENSION PLAN
FISCAL YEAR 2010**

Purpose

The Sheriff's Office Pension Trust Fund was established in July 1997 to provide a pension plan for uniformed law enforcement and corrections personnel. This plan provides for a twenty-five (25) year retirement for its members. It is mandatory that all new eligible personnel hired after July 1, 1997 join this pension plan. Effective July 1, 2006, the uniformed law enforcement officers moved to the Maryland State Pension leaving only the correctional officers as members of this plan. An actuarial firm, investment consultant and investment manager have been retained to provide services to the Pension Trust Fund. The Trustees have formalized an investment policy and custody agreement for the investment of the Trust Fund assets. As of July 1, 2008, the fund had an unfunded actuarial accrued liability of \$14,542,903. As of June 30, 2008 the market value of the investments in the Pension Fund was \$27,930,480. The most current actuarial valuation was completed July 1, 2007.

**Sheriff's Office Pension Plan
Statement of Estimated Net Assets**

Net Assets Held In Trust for Pension Benefits June 30, 2008	27,912,766

Estimated Revenues:

Employee Contributions	450,000	
County Contributions	2,745,971	
Investment Income	807,435	
Total Estimated Revenues		4,003,406

Estimated Expenses:

Actuarial & Investment Services	(20,000)	
Medical & Legal Services	(5,000)	
Pension Payout	(2,050,000)	
Total Estimated Expenses		(2,075,000)

Estimated Net Assets Held In Trust for Pension Benefits June 30, 2009	29,841,172

Fiscal Year 2009-2010

Estimated Revenues:

Investment Income	20,000	
Employee Contributions	475,000	
County Contributions	2,322,060	
Total Estimated Revenues		2,817,060

Estimated Expenditures:

Actuarial & Investment Services	(300,000)	
Medical & Legal Services	(5,000)	
Pension Payout	(2,050,000)	
Unfunded Liability Contribution	(462,060)	
Total Estimated Expenditures		(2,817,060)

Estimated Net Assets Held In Trust for Pension Benefits June 30, 2010	29,841,172

**HARFORD COUNTY OTHER POST EMPLOYMENT BENEFIT PLAN
FISCAL YEAR 2010**

Purpose

Harford County Other Post Employment Benefits Plan (OPEB) Trust Fund was established effective July 1, 2007. In June 2004 the Government Accounting Standards Board (GASB) released Statement 45 which revised the GAAP accounting standards for post employment benefits other than pensions (OPEB). This standard would most typically be applied to post-retirement medical and life insurance benefit that are both provided to Harford County retirees. Prior to this new standard, these benefits were accounted for on a pay as you go basis. The new standard requires these benefits be accounted for on an accrual basis. An actuarial firm has been retained to provide services to the OPEB Trust Fund. The Trustees have formalized an investment policy and custody agreement for the investment of the Trust Fund assets. The most current actuarial valuation was completed October 26, 2006 for period ending January 20, 2009.

**Other Post Employment Benefits Plan Trust Fund
Statement of Estimated Net Assets**

Net Assets Held In Trust for OPEB June 30, 2008		12,032,859
Estimated Revenues:		
County Contributions	<u>8,122,560</u>	
Total Estimated Revenues		8,122,560
Estimated Expenses:		
OPEB Benefits	<u>(4,000,000)</u>	
Total Estimated Expenses		<u>(4,000,000)</u>
Estimated Net Assets Held In Trust for OPEB June 30, 2009		<u>16,155,419</u>

Fiscal Year 2009-2010

Estimated Revenues:		
County Contributions	<u>2,503,000</u>	
Total Estimated Revenues		2,503,000
Estimated Expenditures:		
Life Insurance Payments	(60,000)	
Health Insurance Payments	(3,940,000)	
Unfunded Liability Contribution	<u>(4,122,560)</u>	
Total Estimated Expenditures		<u>(8,122,560)</u>
Estimated Net Assets Held In Trust for OPEB June 30, 2010		<u>10,535,859</u>

**STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
FLEET MANAGEMENT - INTERNAL SERVICE
FISCAL YEAR 2010**

Purpose

The Fleet Management Internal Service Fund was established in July 2008 to reduce unnecessary repairs and maintenance on vehicles. Department Heads were being faced with the issue of old vehicles needing major repairs, but not having any capital funds available to purchase a new vehicle. The Department Heads did have money in their budget for repairs and maintenance, so the vehicles got fixed. With this new Fund, Fleet Management will decide if a vehicle gets repairs and maintenance or a new vehicle is purchased. This should solve the problem of unnecessary repairs and maintenance on older vehicles. The Fund's goal is to pay off the debt in five years by charging the Departments for the replacement cost of the new vehicle and the debt service. In year six of the Fund, the Department will only be charged for the replacement of the new vehicle. Debt for the new Fund will be created by using a line of credit and borrowing money only when Fleet Management requests/needs money to purchase vehicles.

**Fleet Management
Internal Service Fund**

<u>Total Fund Balance at June 30, 2008</u>	0
2009 Revenue - Estimated	7,750,000
2009 Expenditures - Estimated	<u>(5,047,747)</u>
Total Estimated Fund Balance at June 30, 2009	<u>2,702,253</u>

Fiscal Year 2009-2010

Estimated Revenues:	
Fleet - Lease Revenue	2,201,064
Interest Revenue	<u>20,000</u>
Total Estimated Revenues	2,221,064
Estimated Expenditures:	
Vehicle Purchases	(1,500,000)
Principal Payments	(1,320,000)
Interest Payments	(210,000)
Contingency Reserve	<u>(100,000)</u>
Less Fiscal Year 2010 Estimated Expenditures	<u>(3,130,000)</u>
Estimated Unappropriated Fund Balance for June 30, 2010	<u>1,793,317</u>

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GLOSSARY

ACTIVITY

A major component of work performed by a department, division, or agency that measures performance.

ACCRUAL BASIS

A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

AD VALOREM TAX

A tax based "according to the value" of the property. The tax is determined by multiplying the taxable value of the property by the tax rate (which is often expressed as an amount per \$100 of assessed value).

AGENCY

A principal County department or office, or other governmental unit outside County organizational structure, receiving County funds. (Note: For descriptive purposes only, this term is used interchangeably with department, office, division, and bureau.)

AGRICULTURAL LAND PRESERVATION FUND

Accounts for dedicated transfer tax revenues and provides for easement purchases of County agricultural land.

ANNUAL BUDGET AND APPROPRIATION ORDINANCE

A bill, enacted by the County Council which gives legal effort to the annual County budget.

ANNUALIZE

Taking changes that occurred mid-year and calculating their cost or savings for a full year, for the purpose of preparing an annual budget.

APPROPRIATION

The legal authorization to spend a specific amount of money for a particular purpose.

ASSESSABLE BASE

The total value of all real and personal property in the County as determined by the State Department of Assessment and Taxation, used as a basis for levying taxes. It is not the market value of the property. Tax-exempt property is excluded from the assessable base.

ASSESSED VALUATION

A valuation set upon real estate or other property by the State as a basis for levying taxes. Assessed value is not the market value.

ASSESSMENT RATIO

The ratio at which the tax rate is applied to the tax base.

ATTRITION

A method of achieving a reduction in

personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

AUDIT

An annual examination of all County financial documents, records, and reports along with a review of all accounting practices and procedures.

AUTHORIZED POSITIONS

Employee positions, which are approved in the adopted budget, to be filled during the year.

BALANCED BUDGET

Current appropriations in all funds are limited to the sum of available, unencumbered cash balances and revenues estimated to be received in the current budget period. The budget when adopted will be balanced in all funds throughout the year.

BOND REFINANCING

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

BONDS

An interest bearing certificate of indebtedness sold by the County as a means of borrowing funds. The bond promises payment of the original investment plus interest by a date(s). A General Obligation bond is

GLOSSARY

backed by full faith, credit, and taxing power of the government. Bonds involve long term indebtedness to pay for capital projects.

BOND RATING

Bond ratings are based upon the County's financial condition and its ability to meet all future interest and principal payments.

BUDGET

A comprehensive financial plan describing proposed expenditures and the means of financing those expenditures.

BUDGETARY BASIS

This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

BUDGET MESSAGE

The written budget explanation delivered by the County Executive to the County Council. This message must represent a complete financial plan reflecting all receipts and disbursements.

BUSINESS AND TRAVEL

Encompasses the costs of operating the County-owned fleet and those associated with authorized travel. Professional activities, journals, and other published

materials, educational expenses and training are also included in this character.

CAPITAL ASSETS

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL BUDGET

A financial plan for appropriating monies necessary to fund the construction of permanent public improvements. Capital projects may extend beyond one fiscal year, and are financed by bonds, grants, contributions, Paygo funds or other approved long-term indebtedness.

CAPITAL IMPROVEMENTS

Projects that are long-term assets such as roads, buildings, and landfills.

CAPITAL IMPROVEMENT PROGRAM

A five-year projection of capital improvements that includes funding sources of the project. The first year of the program represents the current fiscal year capital budget.

CAPITAL OUTLAY

Includes all expenditures for vehicles, equipment and facilities properly classified as fixed assets and having a useful life of more than five years and/or a value of at

least \$300. They may be additional or replacement items.

CAPITAL PROJECT

Any acquisition of property of a permanent nature for public use and/or any physical improvement including any preliminary studies, surveys and initial equipment purchases.

CAPITAL PROJECT FUND

Accounts for financial resources to be used for the acquisition or construction of major capital facilities of all major and non-major governmental funds.

CASH BASIS

A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CONSTANT YIELD TAX RATE

A rate, which when applied to the current year's assessable base, exclusive of the estimated assessed value of property appearing on the tax roles for the first time (new construction), will produce tax revenue equal to that produced in the previous tax year. State law prohibits local taxing authorities from levying a tax rate in excess of the Constant Yield Tax Rate unless they advertise and hold public hearings on their intent to levy a higher rate.

GLOSSARY

CONTINGENCY RESERVES

Assets or other resources budgeted to provide for unforeseen expenses or emergencies that may arise during the fiscal year; determined to be required to protect; or preserve public life, health, or property. By Harford County Charter, contingency reserves may not exceed three percent of all funds.

CONTRACTUAL SERVICES

Reflects those costs for all services provided by private businesses, organizations, or individuals, and includes rents and leases, telephone and utilities, advertising, professional services, and maintenance and service contracts. Also included are mandated unemployment insurance contributions and payments to the County's Self-Insurance Fund.

COST-OF-LIVING ADJUSTMENT (COLA)

An increase in salaries to offset the adverse effect of inflation on compensation.

COUNTY AUDITOR

An independently appointed certified public accountant, directly serving the County Council.

COVERAGE RATIO

Net revenues available for debt service divided by total debt service required equals debt service coverage ratio.

CURRENT OPERATING BUDGET

The County's comprehensive financial plan for a single fiscal year including expenditure requirements for all services and planned programs along with revenue estimates needed to support these stated levels of activity.

DEBT SERVICE

Represents the periodic payments of principal and interest on bonded long and/or short-term indebtedness, and all costs associated with bond sales, issues, and the cost to service debt (i.e. legal and banking services and financial fees).

DEDICATED TAX

A tax levied to support a specific government program or purpose.

DEFICIT

The excess of an entity's liabilities over its assets or the excess of expenses over revenues during a single accounting period.

DEPARTMENT

A principal County office or agency or other governmental unit outside the County organization structure, receiving County funds. (See also agency/office.)

DEPRECIATION

The expiration of the functional life of a fixed asset over a specified period of time,

due to wear and tear, obsolescence or deterioration, and which is applicable only to the County's enterprise fund.

DEVELOPMENT-RELATED FEES

Those fees and charges generated by building, development and growth in the community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

DIRECTOR

Title given to a department's chief officer.

DISBURSEMENT

The expenditure of monies from an account.

DISTINGUISHED BUDGET

PRESENTATION AWARDS PROGRAM

A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

DIVISION

An organizational unit within a department, responsible for accomplishing major programs and activities of the Department. Example: the Bureau of Highways within the Department of Public Works. (See also bureau, agency, and office.)

GLOSSARY

EMERGENCY APPROPRIATION

In accordance with Harford County Charter, County Council may, upon recommendation of the County Executive, make emergency appropriations from contingency reserves in the operating budget if it is determined that there exists a need to protect or preserve public life, health, or property. If no available unappropriated revenues exist to meet an emergency appropriation, County Council is authorized to issue renewable emergency notes payable no later than the last day of the next succeeding fiscal year.

EMPLOYEE (OR FRINGE) BENEFITS

Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included is the government's share of costs for Social Security and the various pensions, medical, and life insurance plans.

ENCUMBRANCE

An accounting commitment that reserves unappropriated funds for a future expenditure.

ENTERPRISE FUND

A fund or group of funds established to provide and operate County services and facilities such as utilities, in a business like nature with the intent of supporting these goods and services provided to the

general public by user charges.

ENTITLEMENTS

Payments to which local governmental units are entitled, pursuant to an allocation formula determined by the agency providing the monies, usually the state or the federal government.

EXPENDITURE

To pay out or spend.

EXPENSE

Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

FEE

A charge for service to the user or beneficiary of the service. According to State law, charges must be related to the cost of providing the service.

FIDUCIARY FUNDS

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support Harford County Government's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. Information is presented separately for the

pension trust funds within the supplementary information to the financial statements in a combining statement of fiduciary net assets and a combining statement of changes in fiduciary net assets.

FISCAL IMPACT STATEMENT

The net financial effect of a change to a capital project or an agency's operating budget for the current fiscal year.

FISCAL POLICY

The County Government's policies with respect to revenues, expenditures, and debt management as these relate to County services, programs, and capital investments. Fiscal policy provides a set of principles for the planning and programming of budgets, uses of revenues, and financial management.

FISCAL YEAR

A 12-month time period to which the annual operating and capital budgets apply. The Harford County fiscal year begins July 1 and ends June 30.

FIXED ASSETS

Assets of long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, or machinery.

GLOSSARY

FRINGE BENEFITS

Contributions made by the County government to meet its commitments or obligations for Social Security, and the various retirement, medical and insurance plans for employees.

FULL FAITH AND CREDIT

A pledge of a government's taxing power to repay debt obligation.

FULL-TIME EQUIVALENT POSITION (FTE)

A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to .5 of a person.

FUND

A separate budget/accounting entity designated for specific revenues in accordance with special regulations, restrictions, or limitations.

FUND BALANCE

Undesignated and unencumbered reserves in a fund; the amount by which resources exceed the obligations of the fund.

GAAP

Generally Accepted Accounting Principle. Uniform minimum standards for financial

accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GENERAL FUND

The principal operating fund for Harford County Government, it encompasses all financial resources and activities, not required by law or County policy, to be maintained in another specific fund.

GENERAL OBLIGATION BONDS

Also known as full faith and credit bonds, their quality and payment is based on the general credit and taxing power of the County. The County must take whatever actions are necessary to assure repayment. Typically such bonds are used to finance the capital portion of tax supported general public purpose governmental activities with schools, libraries, and public safety buildings being the most common uses of bond proceeds.

GOAL

A long-range desirable aim attained by completion of defined objectives.

GOVERNMENTAL FUNDS

Funds generally used to account for tax supported activities. Governmental funds include the General Fund, Highways Operating fund, Grants fund, Agriculture

Land Preservation fund, Capital Project fund, and Parks & Recreation Fund.

GRANT

A contribution from one governmental unit to another or from a government to a private organization to aid in the support of a specific purpose, activity, or facility.

GRANTS FUND

A fund established to receive and disburse funds for programs provided by Federal and/or State governments. These programs may or may not require County matches, and may or may not coincide with the County's fiscal year.

HIGHWAYS FUND

A fund established to account for dedicated revenues that are legally restricted to the maintenance, care, and repair of roads and bridges located outside the boundaries of the three incorporated municipalities in Harford County. Traffic safety and County related transportation expenses.

IMPACT FEE

One-time charges assessed against new development that attempts to recover from the developer the capital cost of the additional public facilities needed to serve that development.

GLOSSARY

INDIRECT COST

A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE

Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems, and similar assets that are immovable and of value only to the government unit.

INTER-FUND REIMBURSEMENT

Funds transferred from one account of a County governmental department or agency to another account of a County governmental department or agency as payment for goods or services received or rendered.

INTER-GOVERNMENTAL REVENUE

Funds received from other governmental units in the form of grants or shared revenues.

INTERNAL SERVICE FUNDS

An accounting device used to accumulate and allocate costs internally among Harford County Government's various functions. Harford County Government uses an internal service fund to account for risk management. Because this service pre-

dominantly benefits governmental rather than business-type functions, it has been included within governmental activities in the government-wide financial statements.

LANDFILL AIRSPACE

The volume (cubic yards) available for disposal of solid waste at a landfill obtained by multiplying the total landfill area (square yards) by the average height of solid waste (yards).

LEASE FINANCE

Arrangements to secure short-term funding for certain renovation and repair projects and equipment purchases.

LEASE PURCHASE AGREEMENT

A contractual agreement termed "lease" but is actually a purchase contract.

LEVY

To impose taxes for the support of government activities.

LICENSES AND PERMITS

County issued authorizations regulating various kinds of business and business activities, or certain activities by individuals.

LONG-TERM DEBT

Debt with a maturity of more than one

year after the date of issuance.

MAINTENANCE OF EFFORT

A State requirement that, in order to receive increases in public school education aid, local governments must provide funds for the next fiscal year, at a minimum, at the same per pupil level as the current fiscal year. To receive additional State Community College aid, the County must at a minimum, provide the same overall dollar contribution level as the previous year.

MISCELLANEOUS

Reflects those costs not readily classifiable under other objects of expenditure but remaining integral operating costs of County Government. Grants and contributions, inter-fund reimbursements, financing of Pay-As-You-Go (Paygo) capital improvement projects, and expenditures of a confidential nature are included under this category.

MISSION

The desirable end result of any activity. Missions are generally broad and long range in nature compared to goals which are more specific and immediate.

MODIFIED ACCRUAL BASIS

The basis of accounting under which

GLOSSARY

expenditures are recorded when the services or goods are received and the liabilities are incurred, and revenues are recorded when available. Accounting records for the County's general funds and expendable trust and agency funds are maintained on a modified accrual basis.

NONDEPARTMENTAL ACCOUNT

Expenditure items essential to County Government operation not falling within the functional assignment of any department or agency or which provide for expenditures related to more than one department or agency.

OBJECT OF EXPENDITURE

A classification of expenditures indicating goods and services. Examples include personal services or supplies and materials.

OBJECTIVE

A well-defined measurable task or function to be accomplished in a specific time frame.

OBLIGATIONS

Amounts that a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

OFFICE

An organizational unit within a department, responsible for accomplishing major pro-

grams and activities of the department. Example: an example is the Office on Aging within the Department of Community Services.

OPERATING BUDGET

A comprehensive financial plan outlining expenditure requirements needed to support County services and activities in the coming fiscal year and the available resources needed to fund these requirements.

OPERATING EXPENSE

Those costs necessary to maintain and support the operation of an organization, excluding salaries, wages, benefits, and capital outlay. Examples: office supplies and utilities.

OPERATING REVENUES

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

ORGANIZATION

A general term applied to any governmental unit receiving County funds. (See also agency, bureau, department, division, and office.)

PARKS AND RECREATION FUND

Is a non-major fund which accounts for the receipts and expenditures of the self-supporting activities of the Emmorton Recreation and Tennis Center, Recreation Councils and/or the Oakington Peninsula.

PAY-AS-YOU-GO (PAYGO)

A fiscal policy by which capital projects are funded with operating budget revenues rather than long-term or bonded indebtedness.

PENSION TRUST FUNDS

Accounting entities for assets held by the County from which retirement annuities and other benefits are paid to former employees.

PERFORMANCE INDICATOR

A unit measurement of work to be accomplished, which alone or in combination with other data, permits assessment of efficiency and effectiveness.

PERFORMANCE MEASURES

Data collected to determine how effective or efficient a program is in achieving its objectives.

PERSONAL PROPERTY TAXES

Taxes levied on tangible personal property and commercial and manufacturing inventory of businesses.

GLOSSARY

PERSONAL SERVICES

Reflects all expenditures relating to County employee compensation for services rendered including salaries and wages, retirement and benefits.

PRIOR-YEAR ENCUMBRANCES

Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

PROGRAM

A primary function of an organization, encompassing all related activities aimed at achieving an established objective, whether long or short term. Example: the Office of Drug Control Policy within the Department of Community Services.

PROGRAM OPEN SPACE

These funds are to support recreation opportunities and come from the State of Maryland through the collection of State Transfer Tax on real property.

PROPERTY TAX

An assessment placed on real estate including land and permanent improvements

and personal property.

PROPERTY TAX DIFFERENTIAL

In addition to Countywide Property Taxes, the Harford County Code, Chapter 123, Article I, Section 16 requires the County Council to levy an additional tax on property outside the city and incorporated towns, that when combined with all other Highway revenues, is sufficient to fund maintenance, care, repair and construction of roads and bridges outside of the incorporated towns; all expenses of the County Department of Public Works concerning county highways; all expenses of the county and/or Sheriff's Office regarding traffic patrol and and highways safety; County-related transportation expenses.

PROPRIETARY FUNDS

Harford County Government maintains two different types of proprietary funds. Information is presented separately in the proprietary funds balance sheet and in the proprietary statement of revenues, expenditures, and changes in fund net assets, and the proprietary statement of cash flows for each.

PURPOSE

A broad statement of the goals, in terms of meeting public health service needs, that a department is organized to meet.

REAL PROPERTY

Real estate, including land and improvements (buildings, fences, pavements, etc.), classified for purposes of assessments.

REAPPROPRIATED

These funds are reallocated from one project to another.

RECORDATION TAX

A tax imposed on every instrument of writing recorded or offered for record with the Clerk of the Circuit Court (liens, deeds, mortgages, etc.). They are assessed at the rate of \$6.60 per \$1,000 value of recorded instruments filed with the Clerk of the Circuit Court for Harford County. Of this assessed amount, \$4.40 is dedicated for school debt service first, then new construction, major and capital improvements to existing school facilities and portable classrooms; \$1.10 is dedicated to an open space land and recreational fund for the purchase of park lands and development of parks and recreation facilities; and a \$1.10 is dedicated for water and sewer debt service.

RETENTION LEVEL

The dollar claim amount or exposure that the County is liable for before excess insurance coverage begins exposure. (i.e. County has \$500,000 retention level of liability coverage, excess coverage above).

GLOSSARY

RESERVE

Any account established for a particular exclusive purpose, and therefore not available for further appropriation or expenditure.

RESOLUTION

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RETAINED EARNINGS

An equity account reflecting the accumulated earning of an enterprise or internal service fund.

REVENUE

All funds collected to support County Government programs and services including taxes, user fees and charges, fines, shared revenues and interest income.

REVENUE BOND

This type of bond is backed only by the revenues from a specific enterprise or project, such as Agricultural Preservation or Water and Sewer.

REVENUE SHARING

Various programs sponsored by the Federal government and the State government to allocate revenues to local governments.

RISK MANAGEMENT

A process used by an organization to identify and measure the risks of accidental loss; to develop and implement techniques for handling risk; and to monitor results.

Techniques may include self-insurance, commercial insurance and loss control activities.

SELF-INSURANCE

A planned approach to funding liability, property, worker's compensation, unemployment, and life and health insurance needs through financial resources other than commercial insurance plans.

SOLID WASTE SERVICES

Includes revenues derived from, and expenses incurred for, the County's management of solid waste.

SPECIAL REVENUE FUNDS

Two additional funds were established by Harford County on July 1, 2001 in response to the Government Accounting Standards Board (GASB) Statement No. 34, which requires certain accounts that the County had previously treated as Trust & Agency funds, be included in the operating budget as Special Revenue Funds. Both the State and the County Agricultural Preservation Funds are used to purchase easement rights on agricultural land. Revenue from the State fund is derived from: a portion of the State of Maryland's Property Transfer Tax, a State Agricultural Land Transfer Tax and County matching funds. Revenue from the County fund is derived from: Harford

SUPPLEMENTARY APPROPRIATION

In accordance with the Harford County Charter, upon the request of the County Executive, County Council is authorized to make additional or supplementary appropriations from unexpended and unencumbered contingency reserves set aside in the operating budget; or from revenues not anticipated when the budget was adopted. Under no circumstances can any supplemental appropriation exceed the amount authorized.

GLOSSARY

SUPPLIES AND MATERIAL

Covers consumable supplies and materials necessary for normal operations including printing and office supplies, postage, janitorial supplies, and safety equipment.

TAX

Compulsory charges levied by a government for financing services performed for the common benefit of the people. This term does not include specific charges made against particular person or property for current or permanent benefit, such as assessments.

TAX LEVY

The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TRAFFIC CALMING

A program wherein the community and the Department of Public Works work together to slow the pace of residential traffic through subdivision roads. The Traffic Calming program is directed at communities with high traffic volumes, high speeds, small lot sizes fronting the subject road, and through traffic.

TRANSFER TAX

A 1% Transfer Tax on any instrument of writing that convey title to, or a leasehold interest in, real property. The proceeds are distributed 50% to the County's Agricultural Land Preservation Program, and 50% to fund school site acquisition, school construction or school debt service.

TRANSFERS IN/OUT

Amounts transferred from one fund to another assist in financing the services for the recipient fund.

TRUST FUND

A special fund, administered by the County as trustee, consisting of resources to be expended or invested under the terms and conditions of the trust.

UNAPPROPRIATED FUND BALANCE

An available balance here is the cumulative result of actual revenues exceeding expenditures for the current and prior fiscal years. This represents that balance available that is unappropriated or not designated for future year's expenditures.

UNRESERVED FUND BALANCE

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

USER CHARGES

Fees levied to support specific programs and services and paid only by those directly receiving or benefiting from such programs and services as opposed to the general population.

VISION

An ideal perception of the future and serves as a foundation for strategic planning.

WATER AND SEWER FUND

Established in accordance with Section 522 of the County Charter which requires "Separate budget for each utility to be included in the current expense and capital budget." The fund covers the operations of the County's water and sewer systems. The system is financed primarily through charges to customers for services provided.

WATER AND SEWER DEBT SERVICE FUND

Includes the payment of principal and interest on long-term water and sewer bonds and loans. The debt incurred funds Water and Sewer capital projects. User fees and surtaxes generate the revenue for this fund.

GLOSSARY

ACRONYMS:

ADA

American Disabilities Act

APF

Adequate Public Facilities

APG

Aberdeen Proving Ground

ARC

Association for Retarded Citizens

BAN

Bond Anticipation Note

BNR

Biological Nitrogen Removal

BOCA

Building Officials Code Administration

BOSE

Bureau of Support Enforcement

BOE

Board of Education

BMR

Budget & Management Research

FY

Fiscal Year

CAD

Computer Aided Dispatch

CDBG

Community Development Block Grant

CIP

Capital Improvements Program

COLA

Cost of Living Adjustment

COMAR

Code of Maryland Annotated Regulations

CPR

Cardio Pulmonary Resuscitation

CSEPP

Chemical Stockpile Emergency
Preparedness Program

DBED

Department of Business and Economic
Development

DEED

Department of Economic and Employment
Development

HVAC

Heating, Ventilation, and Air Conditioning

DILP

Department of Inspections, Licenses
and Permits

DNR

Department of Natural Resources

ECHO

Ecumenical Community of Harford County

EIS

Emergency Information System

EMS

Emergency Medical Service

ENR

Enhanced Nitrogen Removal

EPA

Environmental Protection Agency

FAMIS

Financial Accounting Management
Information System

FTE

Full-Time Equivalent

MTA

Mass Transit Authority

GLOSSARY

GAAP

Generally Accepted Accounting Principles

GASB

Governmental Accounting Standards Board

GBC

Greater Baltimore Committee

GFOA

Government Finance Officers Association

GIS

Geographic Information System

G.O. BONDS

General Obligation Bonds

HAZMAT

Hazardous Materials

HEAT CENTER

Higher Education Applied Technology Center

HCN

Harford Cable Network

HICS

Harford Interfaith Community Service

SRPIC (PIC)

Susquehanna Region Private Industry Council

HWDC

Harford Waste Disposal Center

W&S

Water and Sewer

WTE

Waste-to-Energy

WTP

Water Treatment Plant

WWTP

Wastewater Treatment Plant

ISA

Information System Administration

LAN

Local Area Network

LEPC

Local Emergency Planning Committee

LF

Linear Feet

MACO

Maryland Association of Counties

MARC

Maryland Rail Commuter

MVA

Motor Vehicle Association

MOSHA

Maryland Occupational Safety Hazard Association

MRIS

Metropolitan Regional Information Systems

NACO

National Association of Counties

NAWAS

National Warning System

NMWDA

Northeast Maryland Waste Disposal Authority

NPDES

National Pollutant Discharge Elimination System

OSHA

Occupational Safety Hazard Association

PAYGO

"Pay As You Go" Financing

POS

Program Open Space

GLOSSARY

SSTAP

Statewide Special Transportation
Assistance Program

STOP

Safety Training Observation Program

VFC

Volunteer Fire Companies

MIS

Management Information Systems

SARA

Superfund Amendment Reauthorization
Act

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