

*"Preserving Harford's past;
Promoting Harford's future"*

Harford County, Maryland

Approved Annual Operating Budget

Fiscal Year 2010 - 2011



**David R. Craig
County Executive**

HARFORD COUNTY, MARYLAND
APPROVED ANNUAL OPERATING BUDGET
FISCAL YEAR 2010-2011

DAVID R. CRAIG, COUNTY EXECUTIVE

Lorraine T. Costello
Director of Administration

Kim Spence
Chief, Budget & Management Research

Renee Kelley
Senior Budget Analyst

Wanda Butrim
Senior Budget Analyst

William T. Watson, III
Budget Analyst

Christen Callon
Administrative Specialist II

Rick Pernas, CPA
Acting Treasurer

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
Bel Air, MD 21014
(410) 638-3129
July, 2010

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.

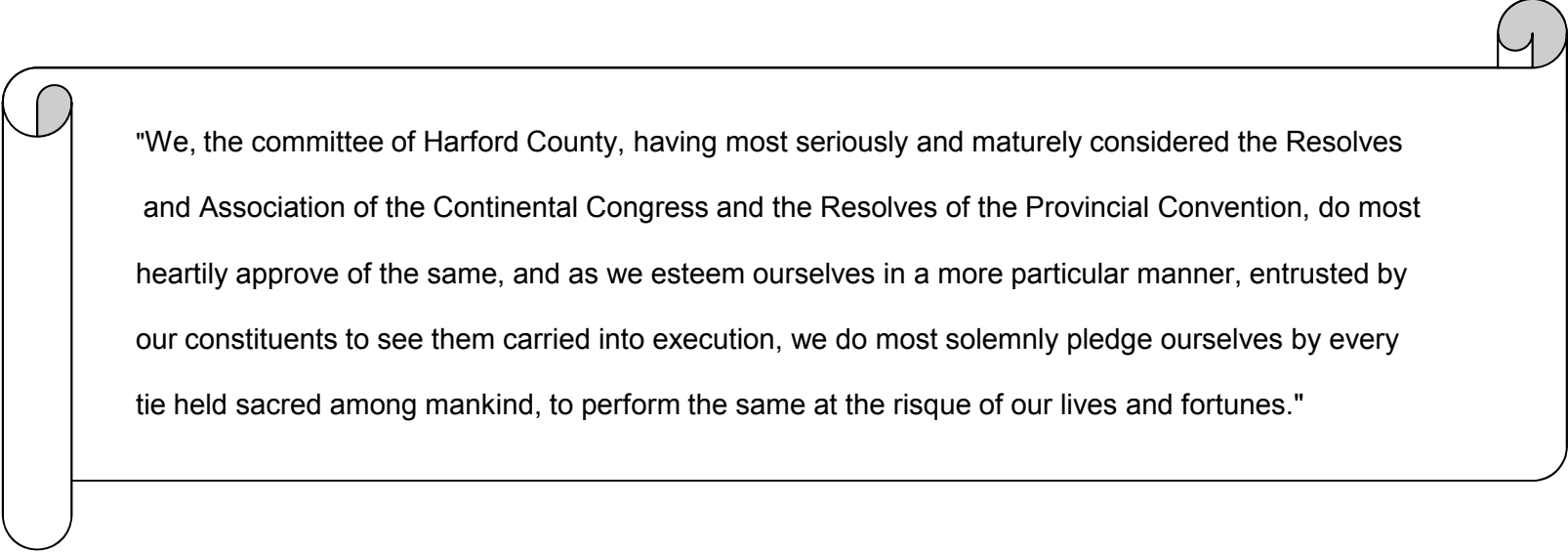
The motto "At the Risque of Our Lives and Fortunes" comprises the last eight words of the Bush Resolution and preserves the same spelling for "risk" as used in that document.

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 risk 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, 2009

President

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, 2009.

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. 20-10

Legislative Session Day 10-14 (May 18, 2010)
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, 2010, and ending on the 30th day of June, 2011, 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, 2010, and ending on the 30th day of June, 2011, 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 (\$0.896) for each One Hundred Dollars (\$100.00) of assessed value of all taxable property.

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, 2010, and ending on the 30th day of June, 2011, 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 (\$0.146) on each One Hundred Dollars (\$100.00) of the assessed value of all taxable property.

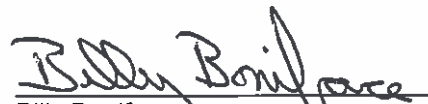
Section 3. AND BE IT FURTHER RESOLVED by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2010, and ending on the 30th day of June, 2011, is hereby levied and imposed on all persons for business personal property, railroad 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 (\$2.240) 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, 2010, and ending on the 30th day of June, 2011, 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 (\$0.365) 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, 2010.

Attest:


Barbara J. O'Connor
Council Administrator


Billy Boniface
President of the Council

ADOPTED: This 18th day of May 2010.

**HARFORD COUNTY, MARYLAND
ANNUAL OPERATING BUDGET
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BUDGET MESSAGE

July 1, 2010

A Message from County Executive David R. Craig

Government must be responsive to its citizens, while recognizing that the wants and needs of its citizens are often varied and sometimes divergent. The Approved Fiscal Year 2011 Operating and Capital Budgets for Harford County demonstrate my commitment to balancing residents' requests and providing an equitable allocation of available resources.

While understanding that with the ongoing depressed economy our citizens would welcome tax relief, I am simultaneously sympathetic to those individuals whose need for County services is exacerbated by the same financial strains. In constructing the Fiscal Year 2011 budget, my goal was to maintain vital programs, while keeping Property Tax revenues at the Constant Yield Rate. To this end I incorporated some new approaches to developing our Fiscal Year 2011 plans which allowed for the preservation of fundamental service levels, as well as a \$0.02 decrease in the County's Real Property Tax Rate.

Our County employees have eagerly participated in the budget process and I am pleased to announce that this budget does not include layoffs or furlough days. Their enthusiasm was demonstrated by participating in one of my budget initiatives, the "Road Tour". Senior staff and I invited County workers to an initial meeting where we explained the annual budget process and detailed what we predicted for Fiscal Year 2011. We then set up sessions for centralized employees and at each outlying work site, during which we encouraged staff input on what they would like to have incorporated in future budgets. We also asked if they could point out any ways to economize within their own operations. Their input varied from ideas as basic as buying fewer calendars, lowering thermostats and turning out lights, altered work schedules, equipment modifications, and retirement incentives.

One suggestion submitted repeatedly by staff was a retirement incentive. Upon retirement our employees would normally be entitled to cash compensation for certain types of accumulated leave balances, capped at specific maximums. Part of a regular pay out to staff who retire could be equivalent to 50% of their Sick Leave balance. The County has traditionally used part of each year's Fund Balance for one-time expenses such as Paygo capital projects or equipment. For Fiscal Year 2011 the Approved Capital Budget is extremely limited and the Approved Operating Budget does not include allocations for any significant items of equipment. This positioned us to utilize part of our Fiscal Year 2010 Fund Balance to implement the suggested retirement incentive. Employees who qualified for retirement by either age or length of service were offered 100% of their accumulated Sick Leave balance if they retire by July 1, 2010. The incentive proved very successful; 53 employees opted to retire. Each department director was asked to justify maintaining critical vacated positions or to define how each could be filled at a lower salary. They also had to explain how if such a job would be filled by an existing staff member, then how that person's current job be covered or eliminated, and so on down the ranks.

BUDGET MESSAGE

CONSERVATIVE FISCAL YEAR 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 Year 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.

Harford County has a history of fiscal conservatism and sound financial management, but just as many residents are facing diminishing incomes, County government is challenged by slow or no growth in various revenue streams, and the loss of specific funding from the State of Maryland. Estimating Income Tax receipts is of particular concern. This year, as in the past, we have been fortunate to have had the guidance of our Spending Affordability Committee to help project future Income Tax, as well as Property Tax receipts. Maryland collects State income tax and distributes proportionate receipts to local governments over an eighteen month period. These distributions come with little data defining their composition. Local governments cannot determine if an upturn is due to higher incomes, capital gains, etc. nor can they tell if a downturn is strictly due to unemployment or such actions as postponing distributions. With the delayed receipt and lack of data our Spending Affordability Committee along with County staff are somewhat hindered in making estimates.

This situation prompted me to implement another new approach to developing the County's Fiscal Year 2011 budget. I invited representatives from a wide variety of local businesses to a Breakfast Round Table, held every three months. Companies participating included contracting, banking, farming, retail and automobile sales and real estate; individuals from the medical field and the Chamber of Commerce were also invited. Each of these groups is affected by fluctuations in our residents' incomes, yet they see a more immediate impact on their revenues than County government. These meetings have been most beneficial, providing a more up to date picture of what the County can expect in future income tax receipts.

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

BUDGET MESSAGE

produced a priority list for preventive maintenance. The committee also reviews each proposed capital project in coordination with our Master Plan, and makes 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.

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 was intended to be our road map to making improvements to every aspect of public infrastructure and support. I am proud to announce that the County has completed all of the action items within the plan. The County continues to work with our partners in the Chesapeake Science and Security Corridor (CSASC), the State, and with the towns to implement improvements in the region and to further position the County for growth in the technology and defense sectors.

This year APG had over 1,400 new positions move onto the post as part of the BRAC program. During the summer and fall of 2010 the Army will relocate an additional 1,500 to 2,000 positions to the Post. Construction of the two million square feet C4ISR complex is ahead of schedule and portions of the complex were turned over to the Army in April, 2010 with more buildings becoming available and ready throughout 2010. Beginning this year, the County will see a continued movement of personnel and resources onto APG and the Department of Defense will complete the BRAC transition of all programs by the September 15, 2011 deadline.

Thanks to all those who have worked with Harford County in the massive effort of preparing for BRAC, I was honored to be selected for the John Leigh Public Sector Official of Year Award for 2009, and the CSASC was presented the Active Base Community of the Year Award by the American Defense Communities.

ECONOMIC TRENDS & REVENUE ESTIMATES

Harford County is financially sound. We constantly monitor 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.

BUDGET MESSAGE

We have major concerns for Fiscal Year 2011, which include the global economy and its impact on our County, the housing markets, and an unclear picture of the State of Maryland's finances and their impact on local subdivisions.

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 until mid-April. Therefore, the Fiscal Year 2011 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. The past several years have included many discussions of increasing revenue cuts to local government aid.

The 2007 Special Session of the Maryland General Assembly made a change to the Annotated Code of Maryland concerning the imposition of 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. The State of Maryland reduced the distributions to the jurisdictions in Fiscal Year 2010, it is anticipated that the County will receive about \$1.1 million of an anticipated \$6.4 million. We are not planning on receiving any Highways Users revenue from the State of Maryland in Fiscal Year 2011.

While there are continuing discussions of ending State payment on behalf of counties for teachers, community college and library retirement and pension costs, no resolution was made for Fiscal Year 2011. Most options being considered would not impact the counties until Fiscal Year 2012.

HARFORD COUNTY

Harford County received the highest ratings by two of three bond rating agencies for its general obligation (GO) bonds on June 1, 2010. The ratings reaffirm that Harford County remains financially sound and is well positioned to support our business community, to provide effective and efficient services and conservatively manage our tax dollars. This is evidenced by the comments received:

Fitch Ratings

AAA

"Financial operations are characterized by maintenance of sound reserves, a conservative approach to budget development, and timely revenue and spending adjustments. Fiscal policies governing multi-year planning, reserve retention and use of surplus funds for capital and other one-time spending aid in steady operating performance."

BUDGET MESSAGE

“The county’s long-established development zone has directed utility and other necessary infrastructure to well-defined zones, limiting expensive extensions to more rural areas, and the county has a history of solid pay-as-you go capital funding.”

Moody’s Investors Service Aaa

“The County is positioned to experience substantial employment growth with implementation of the Department of Defense Base Realignment and Closure (BRAC), which will have a positive impact to the Aberdeen Proving Ground.”

Standard and Poor’s AA+

The Standard & Poor’s analysis and bond rating for Harford County Government cited the county’s continued growth in an already diverse local economy with employment in the federal government, research and development, warehouse and distribution sectors, benefiting further from good transportation routes and easy access to the Baltimore metropolitan area employment base. The also stated the county’s economy will soon capture significant economic growth in the wake of BRAC.

REVENUES

We analyze each revenue source considering its historical trends 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 11 Approved Budget	\$289,222,429	49.8%	of the Total All Funds FY 11 Approved Operating Budget

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

\$ growth	\$4,678,905

% growth	1.6%

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.

BUDGET MESSAGE

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.

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. The Fiscal Year 2011 Budget is based on a further reduction of the real property tax rate to the calculated constant yield rate of \$1.0421. This will equal to a corporate and personal property tax rate of \$2.6053.

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 5% beginning July 1, 2010. This means the homeowner pays no property tax at a market value increase which is above the 5% 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. 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 2's area of the County was assessed at a growth of 12.9%; then Group 3's area was assessed at a growth of 3.0% the next year; and Group 1's area, assessed this year, was valued on an average decrease of 14.3%. These assessments therefore are not about today's market but are reflective of the increase in property value over the last three years. An increase in property values is "phased-in" equally over the next three years. Any decrease is fully implemented in the first tax year and remains at the reduced assessment for the full three year cycle.

Taxpayers in Group 2, while assessed at 12.9% two years ago, only paid an increase this year of 9% due to the Homestead Tax Credit in Fiscal Year 2009, with another 9% increase in Fiscal Year 2010 and the final phase in will occur in Fiscal Year 2011 but due to the reduction of the Homestead Credit for July 1, 2010 an increase of 5%. Our tax base remains strong and growing. The taxable assessable base for the County continues to show increases in value but due to the economy and slow housing sales the growth rate has decreased from double digit rates to a 1.6% growth rate for Fiscal Year 2011. The growth in the assessable base will remain low in the next several fiscal years due to the triennial tax system in the State of Maryland.

BUDGET MESSAGE

Income Taxes

FY 11 Approved Budget	\$149,590,396	25.8%	of the Total All Funds FY 11 Approved Operating Budget
FY 10 Approved Budget	\$155,293,037	26.9%	of the Total All Funds FY 10 Approved Operating Budget
\$ decline	(\$5,702,641)		
% decline	(3.7%)		

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 began declining in Fiscal Year 2008 and continued to decline through Fiscal Year 2010. The decline is expected to continue into Fiscal Year 2011.

The drop in quarterly revenues is largely due to the slowdown in the overall economy, which we project to continue through the early part of Fiscal Year 2011 as the credit crunch, carryover capital losses, high unemployment and a decrease in consumer spending combine to limit the growth of taxable income.

State Highways User Taxes

FY 11 Approved Budget	\$0	0.0%	of the Total All Funds FY 11 Approved Operating Budget
FY 10 Approved Budget	\$6,395,719	1.1%	of the Total All Funds FY 10 Approved Operating Budget
\$ decline	(\$6,395,719)		
% decline	(100.0%)		

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.

BUDGET MESSAGE

Each year the Maryland Department of Transportation's State Highway Administration provides the County with estimates of the Highways User Tax. For Fiscal Year 2011 we are projecting a net reduction of (100.0%) or (\$6,395,179) from the Fiscal Year 2010 budget. We are not anticipating any distributions from the State of Maryland due to possible changes during the last General Assembly session budget deliberations.

Impact Fees

FY 11 Approved Budget	\$3,500,000	0.6%	of the Total All Funds FY 11 Approved Operating Budget
FY 10 Approved Budget	\$2,306,344	0.4%	of the Total All Funds FY 10 Approved Operating Budget
\$ growth	\$1,193,656		
% growth	51.8%		

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. On December 1, 2009, the County Council enacted Bill No. 09-37 which lowered the impact fee charge as shown in the following table. The purpose of the roll-back in the fee structure was to provide an economic stimulus to the local housing market during the current economic recession. Exemptions are provided from the development impact fee for residential housing for the elderly and continuing care retirement communities.

	FY 2009	FY 2010	FY 2011
Type of Residential Development			
Single Family	\$8,269	\$8,269 / \$6,000	\$6,000
Townhouse / Duplex	\$5,720	\$5,720 / \$4,200	\$4,200
All Other Residential (including Mobile)	\$1,637	\$1,637 / \$1,200	\$1,200

BUDGET MESSAGE

Due to an expected increase in residential building activity as the economy improves an increase in the impact fee collection activity is planned. We expect to exceed the budgeted amount in Fiscal Year 2010 with a slight increase planned for Fiscal Year 2011.

Recordation Tax

FY 11 Approved Budget	\$18,991,000	3.3%	of the Total All Funds FY 11 Approved Operating Budget
FY 10 Approved Budget	\$4,970,000	0.9%	of the Total All Funds FY 10 Approved Operating Budget
\$ growth	\$14,021,000		
% growth	282.1%		

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 (22.2%) in Fiscal Year 2008. The trend continued for Fiscal Year 2009 with a decrease of (37.1%) from actual receipts in Fiscal Year 2008. We are anticipating in Fiscal Year 2010 a growth in recordation tax collection of about 8.0% with a continuation of a growth trend in Fiscal Year 2011. The change is due in part to an increase in the number of homes sales and to foreclosure activity and carryover funding from prior year recordation tax.

Transfer Tax

FY 11 Approved Budget	\$11,809,578	2.0%	of the Total All Funds FY 11 Approved Operating Budget
FY 10 Approved Budget	\$8,176,000	1.4%	of the Total All Funds FY 10 Approved Operating Budget
\$ growth	\$3,633,578		
% growth	44.4%		

BUDGET MESSAGE

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 2011 we are planning on the use of \$5.1 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 \$4.1 million in FY 2011 receipts and \$2.6 million in carryover funding towards the payment on principal and interest on public school debt. In total this is an increase of 44.4% in transfer tax revenue or \$3.6 million. The reasons for the increase are due to the ability to apply excess funds from prior years to the program.

Investment Income

FY 11 Approved Budget	\$3,739,602	0.6%	of the Total All Funds FY 11 Approved Operating Budget
FY 10 Approved Budget	\$5,322,789	0.9%	of the Total All Funds FY 10 Approved Operating Budget
\$ decline	(\$1,583,187)		
% decline	(29.7%)		

Revenues from investments are reflective of the size and makeup of the County's portfolio and the rate of return. For Fiscal Year 2011, a projected decrease of (29.7%) in overall investment income is anticipated, based on growth of the portfolio.

BUDGET MESSAGE

Fund Balance and Net Assets Appropriated

FY 11 Approved Budget	\$12,223,442	2.1%	of the Total All Funds FY 11 Approved Operating Budget
FY 10 Approved Budget	\$13,770,361	2.4%	of the Total All Funds FY 10 Approved Operating Budget
\$ decline	(\$1,546,919)		
% decline	(11.2%)		

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 2009 the governmental funds had \$53.3 million unreserved and undesignated. In Fiscal Year 2011 we are planning the use of \$3.5 million in governmental funds. This is (\$2.3) million less than the planned amount in Fiscal Year 2010 budget. At the end of Fiscal Year 2009 the proprietary fund had an unrestricted net asset balance of \$130.3 million. In Fiscal Year 2011 we are planning the use of \$8.7 million. This is \$0.8 million more than the planned amount in the Fiscal Year 2010 budget.

EXPENSES

One cannot look solely at the Approved Fiscal Year 2011 Operating and Capital Budgets for Harford County to get a clear picture of the extent to which my administration has gone to cope with recent economic issues. Early in Fiscal Year 2009 we began to anticipate that we might fall short of projected revenues for the year and initiated belt tightening policies. This included establishing two committees. The first is a Personnel Action Committee which reviews and either approves or denies every requested personnel change. I also appointed an Expenditure Oversight Committee. They review and either approve or deny each expenditure our divisions make. County operating departments, the Board of Education, Harford Community College, the Libraries and most outside agencies were asked to return up to 5% of their Fiscal Year 2009 budgets up to the point where they could avoid layoffs.

BUDGET MESSAGE

Our revenue outlook for Fiscal Year 2010 looked even more bleak than 2009. In the Fiscal Year 2010 Approved Budget, County operating departments were cut on average over 12% from the previous year. Thirty-four employees were laid-off, and five furlough days were included for County and Library staff. A number of services were abolished or severely reduced, including some juvenile counseling, environmental and emergency preparedness programs, and our Saturday transit bus service was eliminated. The number of take home vehicles was severely trimmed. The Expenditure Review Committee is still in place as is the Personnel Oversight Committee. As a result, the County workforce numbered at 1,413 on July 1, 2008, has been reduced to 1,225 as of January 1, 2010 and only critical positions have been filled. This is a 13.3% reduction in workforce since I have taken office. Training has been limited, with allocations provided mostly to maintain specifically required licenses and certifications. The annual required contribution to our Other Post Employment Benefit Fund (OPEB) will not be funded again for Fiscal Year 2011.

HARFORD COUNTY'S FISCAL YEAR 2011 OPERATING AND CAPITAL BUDGETS

All the normal steps of our annual budget development process were drastically changed or eliminated as we constructed the Fiscal Year 2011 Budget. Rather than submitting what they believed would be reasonable funding levels for consideration, each department had to provide a detailed plan for coping with yet another 5% reduction to their operating budget, explaining the impact that such a cut would have on services to citizens or would mean in terms of layoffs. These plans, coupled with the staffing changes brought about by the retirement incentive, allowed us to trim most departments' budgets.

We are now at a point where we must be cognizant of certain critical issues. First, the State of Maryland will most likely look to local subdivisions for solutions to their budget woes. Also we cannot continue to operate without replacing vital pieces of equipment, providing staff training, or meeting our OPEB obligations. With BRAC at our doorstep, and all of the companies that will start up and/or expand because of it, we will be in stiff competition to recruit and retain staff. Dealing with these issues will be most challenging.

<u>THE GENERAL FUND</u>	FY 10 APPROVED FUNDING	FY 11 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$446,240,857	\$454,504,275	\$8,263,418	1.85%

While the Fiscal Year 2011 General Fund Budget was approved at an \$8.2 million increase over Fiscal Year 2010, it needs to be pointed out that the additional funding is only necessitated by our Debt Service requirements, which grow over \$12.3 million. My administration has met the demands of parents and the school system to provide not just new and replacement classroom buildings, but to forward fund the projects that are needed now, in hopes of being reimbursed by the State in the future. The effort comes with a price in terms of the debt which the County, instead of the State, must shoulder. Of the County's total general fund debt service cost 56.5% is allocated for school debt and over 75% of the \$12.3

BUDGET MESSAGE

million increase is attributable to Board of Education construction projects. Principal, interest and service costs for school debt are allocated at \$25,557,328 for Fiscal Year 2011. This expense will be paid for with revenues from Recordation Tax at \$17.2 million and Transfer Tax at \$6.7 million, for a total of \$24,015,578, which is 94% of the total allocation.

Exclusive of Debt Service expense, the Fiscal Year 2011 General Fund Budget actually decreases \$4 million compared to Fiscal Year 2010 which is attributable to cutting the size of government, both in terms of staff and spending, and allows for the reduction in the Property Tax rate. The significant reduction in workforce, coupled with staffing changes brought about by the retirement incentive program, result in salary costs at \$3 million less than in Fiscal Year 2010.

GENERAL FUND DEPARTMENTAL HIGHLIGHTS

THE BOARD OF EDUCATION	FY 10 APPROVED FUNDING	FY 11 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$210,914,800	\$214,061,789	\$3,146,989	1.49%

To meet the Fiscal Year 2011 Maryland State required Maintenance of Effort funding level of \$211,061,789, the Budget includes an additional \$146,989. An allocation of \$300,000 will support a new Agricultural Magnet Program at North Harford High School. In combination with the Board of Education's own funds, \$2,700,000 is provided to mitigate any employee wage reductions.

The Board of Education Fiscal Year 2011 Capital Budget has 37 planned projects, totaling \$24,853,400. These projects provide paving overlay and maintenance; new parking areas; playground equipment; bleacher replacement; textbooks; technology; equipment, locker and furniture replacement; flooring; relocatable classrooms; music equipment and music technology labs; replacement buses and vehicles; and general upgrades in areas such as environmental compliance, athletic field repairs and restoration, energy conservation, HVAC repairs, solid waste management, soil erosion, sediment control, reconditioning of outdoor tracks, renovation of swimming pools, improvements to buildings and special education facilities, backflow prevention, security cameras, fire alarm and emergency communications, ADA requirements, and mechanical systems. Bel Air Elementary's chiller is to be replaced, as well as Dublin Elementary's boiler and Ring Factory Elementary's roof.

The remainder of the projects include replacement of Edgewood High School and Deerfield Elementary, plus construction of the new Red Pump Road Elementary School.

One of the 37 projects included in the capital budget with a negative allocation is Bel Air High School Replacement. The State is reimbursing \$8.8 million in County funds which were previously forward funded to cover part of the State's share of construction costs for the school. Current State regulations require that these reimbursement funds be sent to the local Boards of Education, not the County which made the initial appropriation. The Board will utilize the reimbursement money from the State as "Other Funds" for projects it wants funded for Fiscal Year 2011.

BUDGET MESSAGE

HARFORD COMMUNITY COLLEGE	FY 10 APPROVED FUNDING	FY 11 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$15,939,806	\$14,961,612	(\$978,194)	(6.14%)

Harford Community College has also been a true partner with Harford County in dealing with the economy throughout Fiscal Years 2009 and 2010. While there is a State mandated Maintenance of Effort funding law, that requires local governments to maintain the same level of funding as in the prior Fiscal Year, Fiscal Year 2011 will be an exception. The State of Maryland reduced its financial support of Harford Community College, which allowed Harford County to avoid the Maintenance of Effort requirement for Fiscal Year 2011. The College does have the option of raising tuition, and it currently has one of, if not the lowest, tuition rate in Maryland.

Seven capital projects are included for Harford Community College for Fiscal Year 2011. With the Base Realignment and Closure program at Aberdeen Proving Ground, the College will lease space inside the post's gate to provide classes; no County funding is required to renovate the rented facility. Other projects include renovation of the historic Hays Heighe House, replacement of the roof on the Student Center, plus site and parking lot improvements, and construction of water and wastewater pre-treatment facilities.

The State will provide over \$17.9 million towards a \$30.7 million project for an addition to and renovation of the Susquehanna Center. The project involves expansion of the Center, expansion/modernization of classrooms, plus labs and activity rooms. Mechanical, electrical and plumbing systems, installed in 1968 will be replaced, and the pool renovated to serve recreation and therapeutic needs. There will be a new gym/arena with a seating capacity of 3,300.

SHERIFF'S OFFICE	FY 10 APPROVED FUNDING	FY 11 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$63,720,480	\$62,637,663	(\$1,082,817)	(1.70%)

The reduced funding for the Sheriff's Office for Fiscal Year 2011 is the net result of:

- (\$167,992) in salary savings resulting from ten staff taking advantage of the Retirement Incentive Program
- (\$601,145) in staff turnover
- \$286,956 to annualize three positions for which grant funding ended in Fiscal Year 2010
- (\$1,609,774) in Health Benefit, Pension/Retirement, and Workers Compensation expenses resulting from personnel changes
- \$285,081 in Overtime and Shift Differential based on actual expense history
- \$110,631 adjustment to Uniform Allowance
- \$77,215 for various line items necessitated by the expansion of the Detention Center (heating fuel, janitorial supplies, water & sewer, etc.)

BUDGET MESSAGE

VOLUNTEER FIRE COMPANIES	FY 10 APPROVED FUNDING	FY 11 APPROVED FUNDING	\$ CHANGE	% CHANGE
	\$9,067,456	\$8,982,456	(\$85,000)	(0.94%)

The Volunteer Fire Companies did not ask for a funding increase from the County for Fiscal Year 2011. This spirit of cooperation and partnership is sincerely appreciated. The budget still provides: a funding allocation to each company; support for the EMS Foundation; training; and support services. \$50,000 is again included as a grant to the Shock Trauma Capital Campaign. Workers' Compensation Insurance coverage funding was adjusted (\$85,000) based on actuarial analysis.

The Fiscal Year 2011 Capital Budget includes one project for the Volunteer Fire Companies, \$1,633,000 is provided for the construction of a new substation at Patterson Mill, with a total project cost of \$2,868,400.

The current and past few Fiscal Years have presented daunting financial challenges. Over the past 25 years the County General Fund Budget was only reduced 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 was unprecedented and truly reflective of the economic crisis impacting governments, business and individuals. The Approved General Fund Budget for Fiscal Year 2011 demonstrates even further belt tightening, with County operating departments being funded more than \$3 million, or 5%, less than Fiscal Year 2010. 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.

These cuts 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,



David R. Craig
Harford County Executive



***Concord Point Lighthouse
Havre de Grace, MD***

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 2011 Budget. It describes issues used to formulate the Fiscal Year 2011 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 2011 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 2011 are listed in this section.

Benefits

This section provides a list of funds appropriated for Fiscal Year 2011 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 projects 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 2011 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 2011 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 Approved Capital Budget and Capital Improvement Program Fiscal Year 2010 – 2011*.

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 2011, 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.
- 1917 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

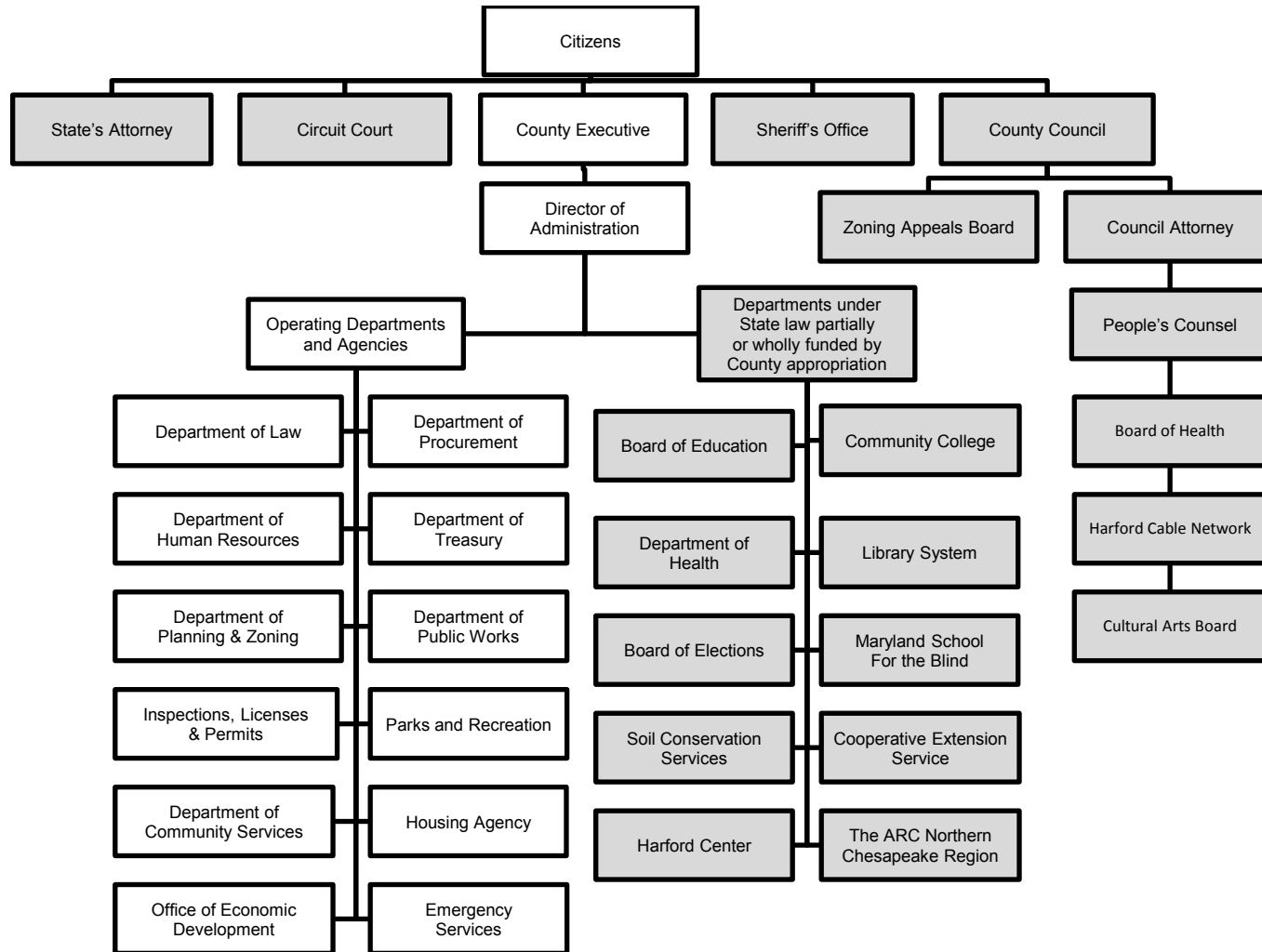
The flowering dogwood (*Cornus florida*) is the official tree of the County.

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 County 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:

- Preparing and submitting to the Council the annual County budget;
- 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;
- Providing the Council with any information concerning the Executive Branch which the Council may require for the exercise of its powers;
- Recommending to the Council such measures for legislative action as may be deemed to be in the best interests of the County;
- Insuring that County funds in excess of those required for immediate needs are invested in the best interests of the County;
- Signing or causing to be signed on the County's behalf all deeds, contracts, and other instruments; and
- 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

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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 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. Per Senate Bill 629, effective July 1, 2009, the Board of Education was changed from a fully appointed Board to an elected-appointed Board consisting of six elected members and three members appointed by the Governor of the State of Maryland for four-year terms to be phased in over a period of time. There is also a student representative to the Board who serves a one-year term while a high school senior. This 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 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 and funding is included in the Fiscal Year 2011 Approved Budget to institute an Agricultural Magnet Program at North Harford High School. There is a 245 acre Harford Glen Outdoor Education Center.

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:

- To establish and operate a free library
- To set library policy
- 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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

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: WWW.HARFORDBUSINESS.ORG)

2000 – 218,590
2010 (est.) – 246,433
Projection:
2014 – 268,692

HOUSEHOLDS

(SOURCE: WWW.HARFORDBUSINESS.ORG)

Avg. Household Income (2010) - \$83,626
Number of Households – 91,905
Projected # of Households in 2015 – 94,711
Estimated Household size – 2.65
Avg. House Sales Price - \$278,100

POPULATION BY AGE

(SOURCE: WWW.HARFORDBUSINESS.ORG)

Estimated 2010:

0-4 years of age:	17,376
5-9 years of age:	17,466
10-14 years of age:	17,783
15-19 years of age:	16,922
20-24 years of age:	13,045
25-34 years of age:	28,996
35-44 years of age:	35,099
45-54 years of age:	40,396
55-64 years of age:	30,035
65-74 years of age:	16,547
75-84 years of age:	9,347
85 + years of age:	3,421

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

EDUCATION ATTAINMENT:

(SOURCE: WWW.HARFORDBUSINESS.ORG)

High School Graduate or higher: 90.0%

Bachelor's Degree or higher: 30.30%

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 1, 2010 for a \$219,345,000 bond sale (\$91,000,000 in Consolidated Public Improvement Bonds – Tax Exempt; \$102,575,000 in Consolidated Public Improvement Bonds Taxable Build America Bonds – Direct Payment; and \$25,770,000 in Refunding Bonds – Tax Exempt). The county received the highest rating possible from two of the three investor services, making Harford County bond ratings: Fitch Ratings AAA, Standard and Poor's AA+, and Moody's Investors Service Aaa, as published in the County's Official Statement of June 1, 2010.

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 04	FY 06	FY 07	FY 08	FY 09	FY 10
Standard & Poor's	AAA	AA	AA+	AA+	AA+	AA+	AA+
Fitch	AAA	AA+	AA+	AA+	AA+	AA+	AAA
Moody's Investor Service	Aaa	Aa1	Aa1	Aa1	Aa1	Aa1	Aaa

(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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

Harford County's Legal Debt Limit	100%	1,809,389,458
Total Debt Applicable to the Legal Debt Limit	20.46%	370,304,519
Legal Debt Margin	79.54%	\$1,439,084,939

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.

TOTAL DEBT

Estimated Long Term Debt	370,304,519
Estimated Self Sustaining Debt	175,964,293
Total Bonded Debt	<u>\$546,268,812</u>

ASSESSABLE BASE

Total Assessable Base	28,664,201,052
Less Tax Exempt Portion	<u>2,292,054,800</u>
Total Taxable Value	<u>\$30,956,255,852</u>

PRINCIPAL TAXPAYERS

(SOURCE: HARFORD COUNTY, MD COMPREHENSIVE ANNUAL FINANCIAL REPORT, FISCAL YEAR ENDED JUNE 30, 2009 {UNAUDITED})

Baltimore Gas & Electric Company.....	\$7,717,373
Susquehanna Power Company	\$2,880,013
Verizon	\$2,085,462
Constellation Power Source Generation, Inc.	\$1,064,305
Harford Mall Business Trust.....	\$628,326
Festival at Bel Air, LLC.....	\$627,866
Columbia Gas Transmission	\$467,250
Wells Fargo Northwest.....	\$442,030
Bel Air Square LLC	\$433,997
Comcast of Harford County.....	\$346,136

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

MAJOR EMPLOYERS

(SOURCE: WWW.HARFORDBUSINESS.ORG)

Aberdeen Proving Ground	16,944
Harford County Public Schools	5,349
Harford County Government	1,938
Upper Chesapeake Health System	2,720
Rite Aid Mid Atlantic Distribution Center	1,220
Harford Community College	1,219
Rite Aid Mid Atlantic Customer Dist. Center	1,198
Science Applications International Corporation (SAIC)	788
Jacobs Technology, Inc.	785
Sephora Central Distribution	700
Saks Fifth Avenue	525
Frito-Lay, Inc.	435

UNEMPLOYMENT RATE

(SOURCE: WWW.HARFORDBUSINESS.ORG)

July, 2010 – 7.12%

EDUCATION

HARFORD COUNTY PUBLIC SCHOOLS

(SOURCE: WWW.HCPS.ORG)

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

Actual Enrollment for FY10 – 38,637
Projected FTE Staff for 2011 – 5,464.9

FUNDING:

County	214,061,789	47.4%
State	205,256,780	45%
Fund Balance	4,632,681	1%
Federal	26,199,575	6%
Other	2,991,883	0.6%
Total	453,142,708	100.0%

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

HARFORD COMMUNITY COLLEGE

(SOURCE: WWW.HARFORD.EDU)

Full Time Equivalent Enrollment	3,860
Number of Students	8,616
Full Time Students	1,881
Part Time Students	6,735
Average Age	26.3
Associate Degree Seeking	6,254
Certificate Seeking	251
Non Degree Seeking	2,111

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 24,997
 Number of Non-Emergency
 Calls Received 189,190
 Number of 911 calls 104,590
 Number of Calls Dispatched
 to Harford County Sheriff's Office 145,072
 Number of Hazardous
 Materials Incidents 208
 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 349
 Number of Neighborhood Watch Programs 63
 Number of Police Responses 145,080
 Number of Emergency Apparatus 339
 Number of Facilities 17

PUBLIC WORKS

Highways:

Miles of Streets Maintained by the County
 Blacktop 649
 Tar & Chip 349
 Earth 47
Total Number of Miles..... 1,045

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

Water & Sewer:

Daily average water consumption in gallons approx. 11,500,000 (est. 06/2010)
 Daily average effluent treatment in gallons approx. 13,000,000 (est. 06/2010)
 Number of water and sewer customers .. 42,700 (est. 06/2010)

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

Solid Waste Services:

Tons of recycled materials collected annually – 193,487 (calendar year 2009)

Tons of solid waste processed annually – 160,742 (includes HWDC Landfill, and WTE Plant)

LIBRARIES

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

Number of Branches 11 service outlets
Number of Registered Borrowers 201,032
Circulation 4,851,373

Staff

Library Personnel 251.28 FTE
Volunteers (FY 09) 24,023 total hours

Materials Collection - 1,002,730
(Books, tapes, magazines, etc.)

Information / Technology -

Virtual Visits to Network Library 6,642,137
Public Access Computers 317

PERMITS & INSPECTIONS

Permits Issued:

(Actual FY 2009)

Building 3,523
Electrical 4,036
Plumbing 4,378

New Residential Permits Issued 422
(Actual FY 2009)

Inspections Completed:

(Actual FY 2009)

Building 15,905
Electrical 11,485
Plumbing 12,108

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

HARFORD COUNTY AT A GLANCE

CULTURAL AND RECREATION ATTRACTIONS

Anita C. Leight Estuary Center	Havre de Grace Maritime Museum	Steppingstone Farm Museum
Concord Point Lighthouse	Hays House	Susquehanna Lockhouse Museum
Eden Mill Nature Center	Ironbirds Stadium	Susquehanna State Park
Fiore Winery	Ladew Topiary Gardens	Swan Harbor Farm
Harford County Equestrian Center	Liriodendron Mansion	Rocks State Park
Harford Glen Environmental Education Center	Rockfield Manor	
Havre de Grace Decoy Museum		

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, 2010 the County will have purchased an estimated 45,700 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 1,200 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.....	21	Acres of County & Municipal Park Land	4,640
Number of Parks & Recreation Volunteers	42,731	Acres of encompassing five State parks.....	6,593

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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..... 165,000 (estimated for 2010)

TRANSPORTATION

Harford County Transportation Service:

Annual Ridership..... 305,532
Number of Vehicles..... 39
Vehicle Miles Traveled 772,523

Air for Charter and Corporate flights:

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

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

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

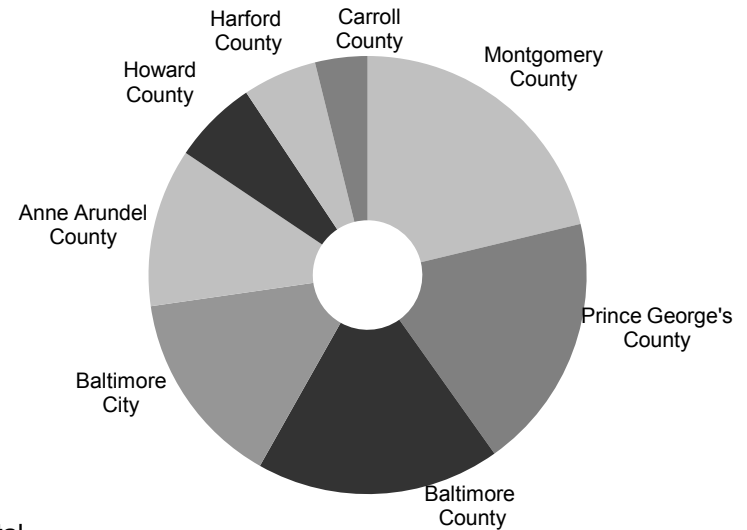
AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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



BUDGET

(SOURCE: COUNTY WEBSITES)

	<u>FY 10 Operating</u>	<u>FY 10 Capital</u>
Anne Arundel County	2,700,905,700	331,851,000
Baltimore County	2,791,571,988	756,092,000
Baltimore City	2,291,000,000	534,000,000
Montgomery County	4,670,700,000	671,352,000
Prince George's County	2,580,142,000	416,816,000
Howard County	1,401,670,555	433,218,000
Harford County	576,637,463	187,628,253
Carroll County	561,319,252	93,085,159

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	\$1.0420
4	Carroll	\$1.0480
5	Charles	\$1.0260
6	Howard	\$1.0140
7	Garrett	\$0.9900
8	Allegany	\$0.9829
9	Kent	\$0.9720
10	Cecil	\$0.9400
11	Prince George's	\$0.9600
12	Washington	\$0.9480
13	Somerset	\$0.9000
14	Frederick	\$0.9360
15	Dorchester	\$0.8960
16	Calvert	\$0.8920
17	Anne Arundel	\$0.8760
18	Caroline	\$0.8700
19	St. Mary's	\$0.8570
20	Wicomico	\$0.7590
21	Queen Anne's	\$0.7700
22	Worcester	\$0.7000
23	Montgomery	\$0.6830
24	Talbot	\$0.4490

(SOURCE: www.dat.state.md.us)

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	\$2.6050
4	Carroll	\$2.6200
5	Charles	\$2.5650
6	Howard	\$2.5350
7	Allegany	\$2.4573
8	Cecil	\$2.3500
9	Prince George's	\$2.4000
10	Washington	\$2.3700
11	Somerset	\$2.2500
12	Dorchester	\$2.2400
13	Calvert	\$2.2300
14	Anne Arundel	\$2.1900
15	Caroline	\$2.1800
16	St. Mary's	\$2.1430
17	Wicomico	\$1.8980
18	Worcester	\$1.7500
19	Montgomery	\$1.7070
	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 2010

(SOURCE: WWW.INDIVIDUALS.MARYLANDTAXES.COM)

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

COUNTY BUDGET POLICIES / PROCESS

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 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, was projected to increase 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 to as small a portion of the General Fund Budget as realistically possible, while not tied to a set ratio.

COUNTY BUDGET POLICIES / PROCESS

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.

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.

COUNTY BUDGET POLICIES / PROCESS

- 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.
 - 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 full case 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 10% 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 (CAFR).
 - (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.

COUNTY BUDGET POLICIES / PROCESS

- 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.

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:
 - a. Pool cash from the different funds for investment purposes.
 - b. Invest 100% of its idle cash on a continuous basis.
 - c. 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.
 - d. Analyze market conditions and investment securities daily to determine the best possible return on all cash investments.
 - e. 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.
 - a. 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.
 - b. 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%.
 - c. User Charges, Service Fees, Fines, Etc.

COUNTY BUDGET POLICIES / PROCESS

- (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.
- (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.

COUNTY BUDGET POLICIES / PROCESS

- (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.
- (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.

COUNTY BUDGET POLICIES / PROCESS

- 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.

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.

COUNTY BUDGET POLICIES / PROCESS

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.

- 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 ten 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.

- 2008 Preservation Priority Plan – State mandated plan to define a specific area of the county for Agriculture Preservation, enhances and complemented the objectives and strategies in the Rural Element Plan.
- 2008 Rewrite Zoning Code and Subdivision Regulations – overhauled and enhanced the zoning and subdivision regulations with 21st century design standards.
- 2009 Updated the Natural Resource Element Plan – included was the State mandated Water Resource Element which assessed the county public and private water demand and supply and provided a strategic plan for future water resources.
- 2009 Updated Transportation Plan – enhanced bicycle and pedestrian strategies as well as included air quality strategies.
- 2010 Updated Historic Preservation Plan

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.

COUNTY BUDGET POLICIES / PROCESS

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. The Budget Office instituted better guidelines and a new performance measure program that provides accurate information as to how well we are progressing towards accomplishing the County's Mission, Goals, and Objectives. This program should answer the following questions: what is being achieved; how efficiently was the work performed; and whether or not citizens were assisted and satisfied.

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.

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- 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:

- 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

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- 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; and 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.

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:

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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; and

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:

- 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

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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 lessee 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.

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.

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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.

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.

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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.
- 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.

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- 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 (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.

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** – As of July 1, 2010, Harford County has excess workers compensation and employer's liability insurance with a \$500,000 retention for all claims. The County is also maintains reserve funds of \$750,000 for workers' compensation claims.
- 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.

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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).

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.

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- 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.
- 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.
- g. TAX INCREMENT FINANCING FUND is a special fund for deposit of a certain portion of the real property tax collected in a development district and used to finance or reimburse the cost of special obligation bonds for certain public improvements relating to the district without constituting a general obligation of the County.

- 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.

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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.

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

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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.

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".

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- 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; county-related transportation expenses; and the County’s fleet maintenance.
 - 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 shall 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.
 - (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.

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- (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.
- (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.

COUNTY BUDGET POLICIES / PROCESS

- (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."

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. On December 1, 2009, the County Council enacted Bill No. 09-37 which lowered the impact fee charge as shown in the following table. The purpose of the roll-back in the fee structure was to provide an economic stimulus to the local housing market during the current economic recession.

COUNTY BUDGET POLICIES / PROCESS

Type of Residential Development	2009	Fiscal Year 2010	2011
Single Family Detached	8,269	8,269 / 6,000	6,000
Townhouse / Duplex	5,720	5,720 / 4,200	4,200
All Other Residential (including Mobile Homes)	1,637	1,637 / 1,200	1,200

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

\$2.2408	Per \$100 of assessed value for all of Harford County
0.3650	A "Differential" imposed on properties outside of the towns, and dedicated to the Highways Fund
\$2.6053	Per \$100 of assessed value for properties outside the towns

For Real Property

\$0.8959	Per \$100 of assessed value for all of Harford County
0.1462	A "Differential" imposed on properties outside of the towns, and dedicated to the Highways Fund
\$1.0421	Per \$100 of assessed value for properties outside the towns

COUNTY BUDGET POLICIES / PROCESS

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 5%. Upon qualification as the principal residence of the homeowner, this credit is automatically processed and is applied to the real property tax bill.
- (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 established 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 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".

COUNTY BUDGET POLICIES / PROCESS

- 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:

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

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- 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 subdistrict 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:

- 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.

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- 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.
 - (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.

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- 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 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.

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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.

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.

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- 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.

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,

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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.
 - (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:

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- 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 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

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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

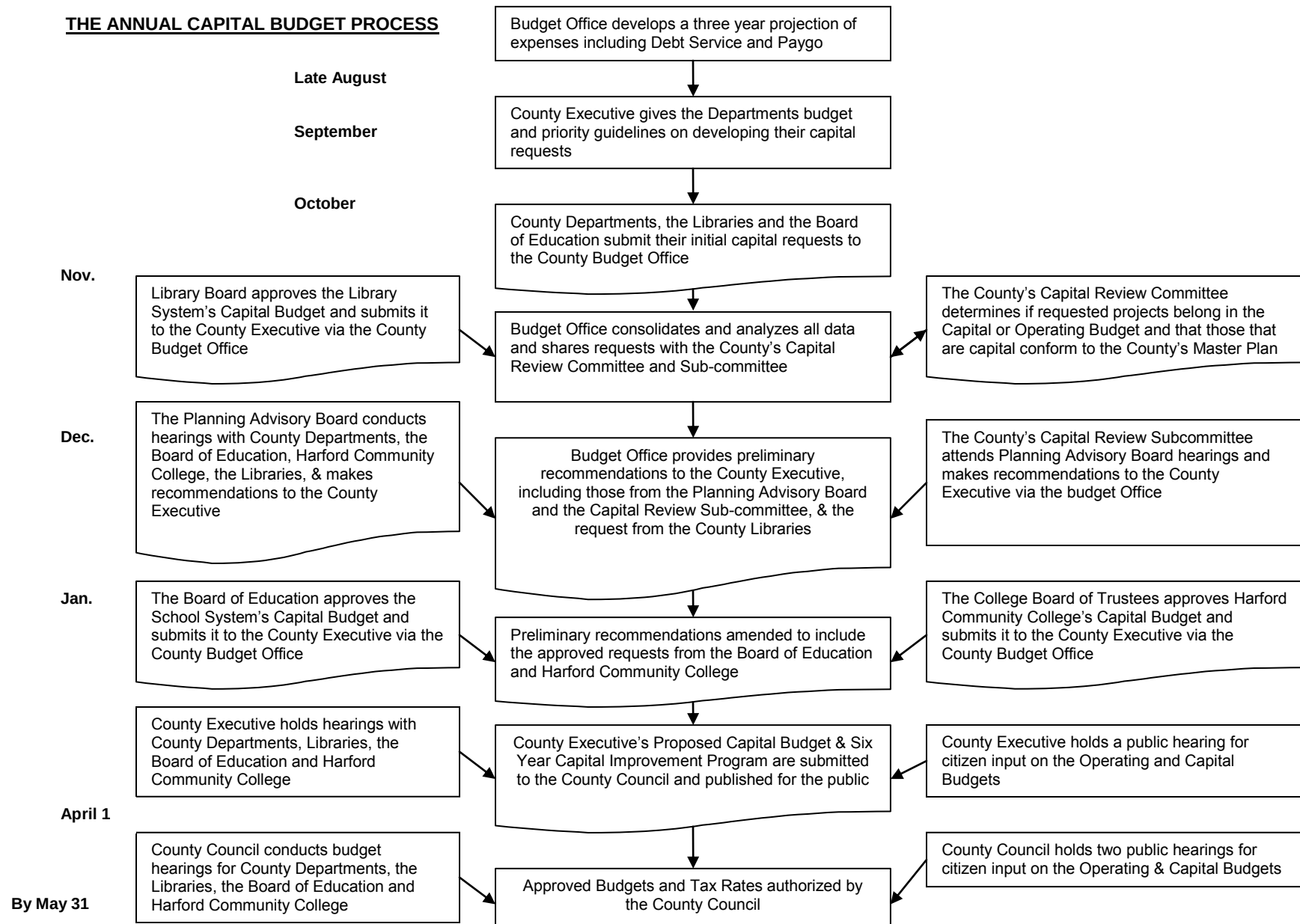
By May 31

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



COUNTY BUDGET POLICIES / PROCESS

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 and Communication Technology 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

COUNTY BUDGET POLICIES / PROCESS

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.”

- 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.”



The Black Eyed Susan, the official Maryland State flower

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.

- 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.
- Reduce crime by providing attractive alternatives to gang membership and drug use and targeting clean up of blighted areas.
- Employ advanced and superior technology to improve response capabilities, provide for back-up systems, and foster the exchange of information between service providers.
- Provide opportunities for inter-governmental partnerships which will share data and strengthen cooperation with law enforcement.
- 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.

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

HARFORD COUNTY

- Support the expansion of magnet school curriculum programs that center on cultural and commercial attributes found in each community.
- Encourage the continuing development of higher education four year and beyond degree programs within Harford County.
- 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.

- Increase public confidence by focusing on customer satisfaction and cost-effective delivery of essential services.
- Coordinate with other governmental agencies to prevent duplication of efforts, excessive costs, and lengthy processing times.
- 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.
- 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.
- Aggressively pursue innovative funding sources and opportunities to maximize use of tax-payer dollars.
- 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.

- 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.
- Establish incentives to encourage redevelopment and reinvestment in existing communities.
- Identify additional opportunities and incentives for the preservation and viability of Harford’s agricultural industry.
- 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.

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

- In partnership with community based organizations government agencies will build, operate, and maintain facilities and resources that encourage citizens to be self reliant.
- 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.
- 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.
- 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

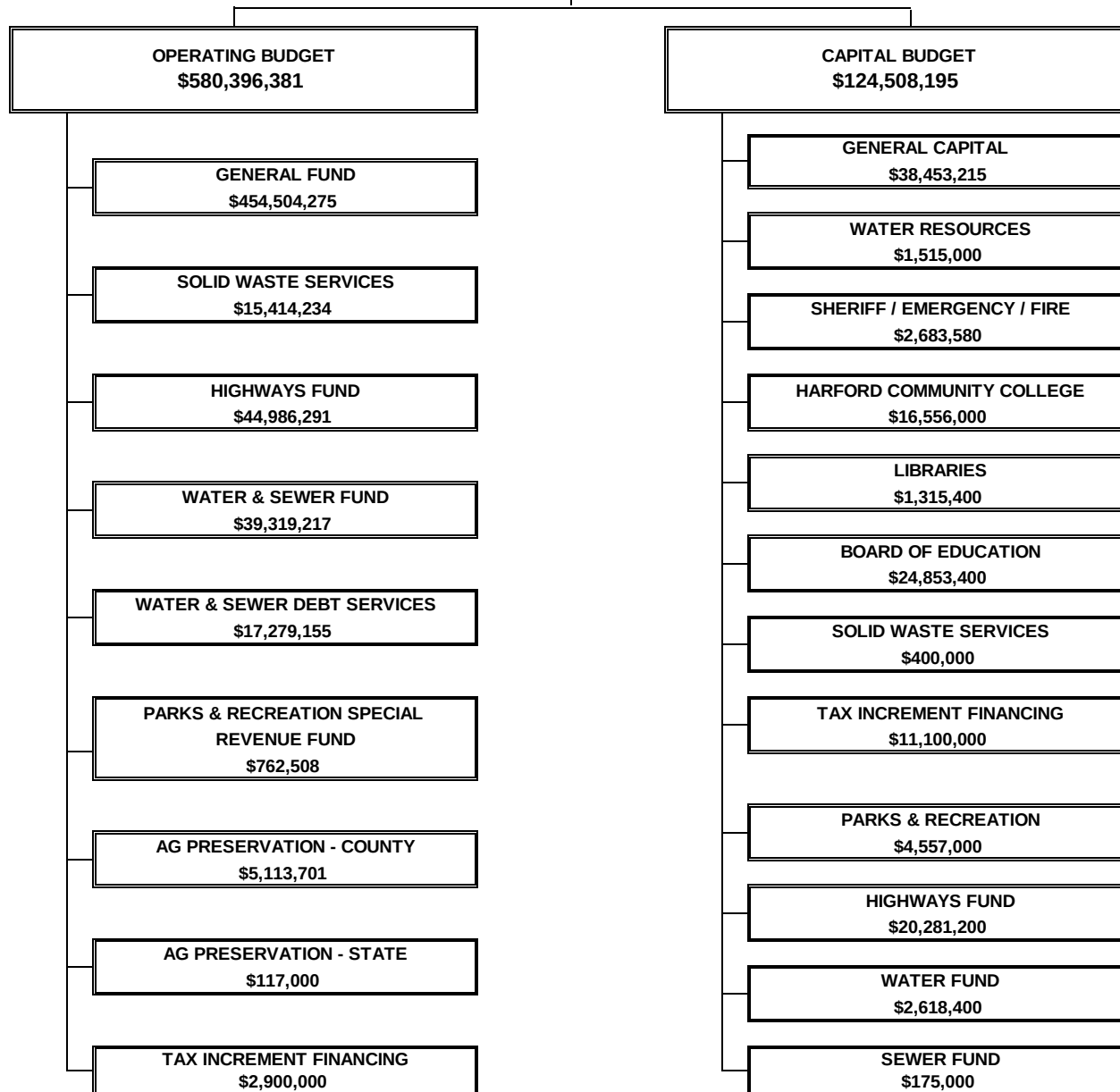
The following table reflects which departments are responsible for supporting the FY 11 County goals. Please refer to the Budget details of each department to see specific goals and objectives.

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
County Executive						X	Emergency Services	X	X	X			
Administration	X		X		X	X	Inspections, Licenses & Permits	X					
Procurement			X				DPW - Highways	X		X		X	
Treasury			X				DPW - Construction Management			X			
Law			X				DPW - Water & Sewer			X		X	X
Planning & Zoning		X	X	X			DPW - Environmental Services	X				X	X
Human Resources			X				State's Attorney	X		X			
Community Services	X	X	X			X	Elections			X			
Handicapped Care Centers			X			X	Library		X				X
Health						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 11 APPROVED BUDGET ALL FUNDS
\$704,904,576



HARFORD COUNTY, MARYLAND FISCAL YEAR 2011 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.

While developing our Fiscal Year 2011 Operating and Capital Budgets we were presented with new challenges beyond the normal increases in health care coverage, utilities, and basic operating and contractual expenses. We had to consider the economic recession that has affected every American and its impact on our County. We continue to see home sales and new construction drop and an unclear picture of Maryland's State budget and the impact it has on local subdivisions. With major declines in revenues, Harford County initiated measures to cut the budget and hope some of these measures can be reversed once the economy picks up.

REVENUES

ALL FUNDS

FY 11 Approved Budget	580,396,381
FY 10 Approved Budget	576,637,463
\$ growth	3,758,918
% growth	0.65%

FUNDING SOURCE

GENERAL	454,504,275
HIGHWAYS	44,986,291
PARKS AND RECREATION	762,508
AG PRESERVATION - COUNTY	5,113,701
AG PRESERVATION - STATE	117,000
TAX INCREMENT FINANCING	2,900,000
WATER & SEWER OPERATING	39,319,217
WATER & SEWER DEBT SERVICE	17,279,155
SOLID WASTE SERVICES	15,414,234
FY 11 TOTAL ALL FUNDS	580,396,381

REVENUE SOURCE

PROPERTY TAXES	294,307,429
INCOME TAXES	149,590,396
W & S USER CHARGES	24,094,099
WASTE TO ENERGY PLANT	8,711,040
W & S DEBT SERVICE	11,620,867
INTERGOVERNMENTAL/STATE-SHARED	36,382,347
INVESTMENT INCOME	3,739,602
FUND BAL APPROP / UNRESTRICTED NET ASSETS	21,723,442
OTHER REVENUE	30,227,159
FY 11 TOTAL ALL REVENUES	580,396,381

HARFORD COUNTY, MARYLAND FISCAL YEAR 2011 BUDGET SUMMARY

A more in depth discussion of individual revenue streams can be found in each "Fund" Section of the document.

For Fiscal Year 2011, Property and Income tax revenues are estimated to generate 76% of the total of all revenue.

Property Taxes

FY 11 Approved Budget	289,222,429	49.83% of the Total All Funds FY 11 Operating Budget
FY 10 Approved Budget	284,543,524	49.35% of the Total All Funds FY 10 Operating Budget
\$ growth	4,678,905	
% growth	1.64%	

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.

It was the goal of this Administration from the onset of the formulation of the Fiscal Year 2011 budget to maintain vital programs while keeping Property Tax revenues at the Constant Yield rate. As a result, Property Tax rates were reduced effective July 1, 2010. Real property is assessed at 100% of market value with a tax rate of \$1.042 per one hundred dollars of full value and \$2.605 for corporate and personal property.

Income Taxes

FY 11 Approved Budget	149,590,396	25.77% of the Total All Funds FY 11 Operating Budget
FY 10 Approved Budget	155,293,037	26.93% of the Total All Funds FY 10 Operating Budget
\$ decline	(5,702,641)	
% decline	-3.67%	

We receive approximately 90% of Income Tax in quarterly distributions of withholdings and estimated payments. These receipts have been declining since Fiscal Year 2008, largely due to the slowdown in the overall economy, which is projected to continue into Fiscal Year 2011 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 2011 BUDGET SUMMARY

State Highway User Tax

FY 11 Approved Budget	0	0.00% of the Total All Funds FY 11 Operating Budget
FY 10 Approved Budget	6,395,719	1.11% of the Total All Funds FY 10 Operating Budget
\$ decline	(6,395,719)	
% decline	-100.00%	

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 Administration's estimates for the Highways User Tax. In Fiscal Year 2011, as a result of budget deliberations by the State of Maryland General Assembly, we are not anticipating any distributions of these revenues, resulting in a (\$6,395,719) decrease or 100% reduction from Fiscal Year 2010.

Recordation Tax

FY 11 Approved Budget	18,991,000	3.27% of the Total All Funds FY 11 Operating Budget
FY 10 Approved Budget	4,970,000	0.86% of the Total All Funds FY 10 Operating Budget
\$ growth	14,021,000	
% growth	282.11%	

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.

As a result of the slowdown in housing and existing home sales during Fiscal Years 2008 and 2009, significant decreases in recordation tax revenues were realized. We are anticipating a slight increase in this revenue of 8% for Fiscal Year 2010 with a continuing growth trend for Fiscal Year 2011 partially due to an increase in the number of home sales and foreclosure activity.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2011 BUDGET SUMMARY

Investment Income

FY 11 Approved Budget	3,739,602	0.64% of the Total All Funds FY 11 Operating Budget
FY 10 Approved Budget	5,322,789	0.92% of the Total All Funds FY 10 Operating Budget
\$ decline	(1,583,187)	
% decline	-29.74%	

Income from investments are reflective of the size and makeup of the County's portfolio and the rate of return. For Fiscal Year 2011, a projected decrease of 29.74% in overall investment income is anticipated, based on growth of the portfolio and an expected decrease in rate of return.

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 November 2009, the County Council amended the adequate public facilities legislation controlling development where the enrollment of schools which serve a site greater than 110% of the State rated capacity of the school, or the enrollment is projected to be greater than 110% 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 110% of the State rated capacity, if the Approved Capital Budget contains a project which has appropriation sufficient to fund construction of a new school, a school addition or school renovation and upon completion will reduce the enrollment at that school that serves the site to 100% or less of the State rated capacity based on the following: information provided by the Board of Education that demonstrates that the enrollment of the school serving the site will be 100% or less due to the capital project and in the event the Board of Education fails to provide the Department of Planning with the required information prior to the next scheduled testing date for adequacy, the Department of Planning shall review the adjacent school attendance areas, as provided in the most recent annual growth report, to determine whether the capital project would provide adequate capacity to allow the Board of Education to reduce enrollment at the school serving the site to 100% or less of the State rated capacity; or actual construction of the capital project has begun; and the capital project is scheduled to be completed and operational within 2 years.

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, MARYLAND FISCAL YEAR 2011 BUDGET SUMMARY

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. 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.

The 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, extension of rail service to industrial sites, and construction/renovation of new and expanding businesses.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2011 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 largest project directed to alleviating capacity issues was the new Patterson Mill Middle / High School which opened in the summer of 2007. In FY 08 we started reconstruction of Bel Air High School on a forward funded basis with General Obligation Bonds. The new Bel Air High School opened in the summer of 2009.

We are also aware of other school capital needs and have provided funds over the past several years to three major school projects. The modernization / replacement of Edgewood High School and Deerfield Elementary School, and the new Red Pump Road Elementary 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 2011 BUDGET SUMMARY

PUBLIC SAFETY

Population growth and new technologies have generated the need for long term planning for Public Safety. Funds are included in Fiscal Year 2011 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 Fiscal Year 2011, 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 Fiscal Year 2011, it is projected that the County will receive \$115,000 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 Fiscal Year 2011 totals \$5,113,701.

By July 2010, the County will have purchased an estimated 45,700 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 2011 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 2011 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 Year 2011 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

County support for our schools increases \$3,146,989 in Fiscal Year 2011. This includes an additional \$146,989 needed to meet the State's Maintenance of Effort requirement of \$211,061,789. Funding in the amount of \$300,000 was provided to support a new Agricultural Magnet Program at North Harford High School. The remaining allocation of \$2,700,000 was included to be used in combination with the Board of Education's own funding to mitigate any employee wage reductions.

PUBLIC SAFETY

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 Fiscal Years 2010 or 2011. 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 2011 BUDGET SUMMARY

OTHER FISCAL YEAR 2011 ISSUES AND OBJECTIVES

For Fiscal Year 2011, we will continue the two committees that were established in Fiscal Year 2009. 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 County Departments saw an average reduction of 12% in their operating budgets in Fiscal Year 2010. This resulted in County employees picking up an additional 10% of their health care costs, a major reduction in overtime funding, elimination of uniform allowance and most training opportunities, unless a certification was required to perform ones' job duties. In addition, 34 people were laid off and five furlough days were imposed on County departmental employees and Library staff.

For Fiscal Year 2011, uniform allowance, overtime and training restrictions will still be implemented. No furlough days or layoffs are included however. This is partially due to the requirement that departments submit a Fiscal Year 2011 budget plan that detailed the impact that an additional 5% reduction in their budgets would cause. We were able to further trim some of the budgets based on these plans. The County also offered a retirement incentive to employees who qualified either by age or length of service. Employees were offered 100% of their accumulated Sick Leave balance rather than the normal 50%. Fiscal Year 2009 Fund Balance was used to cover these costs. The incentive program resulted in 53 employees retiring with an estimated savings of \$3 million in salary costs over Fiscal Year 2010 due to elimination or lower starting salary requirements for positions deemed necessary for replacement.

HARFORD COUNTY, MARYLAND
FY 2011 TAXABLE ASSESSABLE BASE
GENERAL FUND

	Fiscal Year 2008-2009			Fiscal Year 2009-2010			Fiscal Year 2010-2011		
	Taxable Assessable Base	Audited Revenue	Growth Rate from Prior Year	Taxable Assessable Base	Estimated Revenue	Growth Rate from Prior Year	Taxable Assessable Base	Estimated Revenue	Growth Rate from Prior Year
<u>REAL PROPERTY</u>		@ \$0.926			@ \$0.908			@ \$0.8959	
Full Year Levy	25,088,704,536	232,321,404	15.1%	27,301,542,181	247,898,003	6.7%	27,596,785,690	247,239,603	-0.3%
Partial Year Levy	67,703,348	626,933	-40.8%	24,823,899	225,401	-64.0%	72,555,419	650,024	188.4%
Real Property Subtotal	25,156,407,883	232,948,337	14.9%	27,326,366,079	248,123,404	6.5%	27,669,341,109	247,889,627	-0.1%
<u>PERSONAL PROPERTY</u>		@ \$2.315			@ \$2.27			@ \$2.2398	
Unincorporated Business	8,464,708	195,958	-38.7%	8,289,295	188,167	-4.0%	8,861,148	198,472	5.5%
Railroads and Public Utilities	536,269,330	12,414,635	4.1%	500,614,185	11,363,942	-8.5%	547,242,745	12,257,143	7.9%
Corporate Property	428,494,298	9,919,643	2.3%	431,976,300	9,805,862	-1.1%	438,756,050	9,827,258	0.2%
Personal Property Subtotal	973,228,337	22,530,236	2.7%	940,879,780	21,357,971	-5.2%	994,859,943	22,282,873	4.3%
Grand Total	26,129,636,220	255,478,573	13.7%	28,267,245,859	269,481,375	5.5%	28,664,201,052 ⁽¹⁾	270,172,500	0.3%
<u>ADDITIONS AND SUBTRACTIONS</u>									
Interest, Discounts and Other Credits		(22,677,804)	60.8%		(19,663,581)	-13.3%		(16,322,349)	-17.0%
NET TAXES		232,800,769	10.5%		249,817,794	7.3%		253,850,151	1.6%

⁽¹⁾ The total taxable value of the assessed base for Harford County is estimated to be \$28,664,201,052 on June 30, 2011. The estimated tax exempt portion of the total assessable base is estimated to be \$2,292,054,800 as of June 30, 2011. The total assessable base is estimated at \$30,956,255,852.

HARFORD COUNTY, MARYLAND
FY 2011 TAXABLE ASSESSABLE BASE
HIGHWAYS FUND

	Fiscal Year 2008-2009			Fiscal Year 2009-2010		Fiscal Year 2010-2011	
	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		@ \$0.1462
Full Year Levy	21,327,265,385	33,270,534	14.8%	23,112,564,103	36,055,600	23,947,764,022	35,011,631
Partial Year Levy	44,891,667	70,031	-46.3%	42,199,359	65,831	64,503,420	94,304
Real Property Subtotal	21,372,157,052	33,340,565	-31.5%	23,154,763,462	36,121,431	24,012,267,442	35,105,935
<u>PERSONAL PROPERTY</u>		@ \$0.39			@ \$0.39		@ \$0.3655
Unincorporated Business	9,597,949	37,432	-0.5%	5,656,410	22,060	6,408,755	23,424
Railroads and Public Utilities	483,150,256	1,884,286	4.0%	482,850,769	1,883,118	510,129,138	1,864,522
Corporate Property	315,556,667	1,230,671	3.1%	230,051,538	897,201	325,042,681	1,188,031
Personal Property Subtotal	808,304,872	3,152,389	6.6%	718,558,717	2,802,379	841,580,574	3,075,977
Grand Total	22,180,461,924	36,492,954	14.1%	23,873,322,179	38,923,810	24,853,848,016	38,181,912
<u>ADDITIONS AND SUBTRACTIONS</u>							
Interest, Discounts and Other Credits		138,040	-14.6%		(3,360,815)		(2,573,703)
NET TAXES		36,630,994	13.3%		35,562,995		35,608,209

**DEBT REQUIREMENTS FOR FISCAL YEAR 2010-2011
HARFORD COUNTY, MARYLAND**

LONG TERM DEBT REQUIREMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Obligation Bonds	8,370,288	3,790,766	12,161,054
Community College Bonds	1,289,080	1,090,474	2,379,554
Public School Bonds	13,084,257	10,931,321	24,015,578
Agricultural Preservation Loans	920,544	3,131,806	4,052,350
Water & Sewer Bonds	9,433,027	4,399,521	13,832,548
Water & Sewer Loans	2,376,375	253,561	2,629,936
Water & Sewer DBED Loan	36,122	828	36,950
Highways Bonds	7,934	596	8,530
Farmers Home Loan	36,629	62,830	99,459
Notes General Fund	2,495,438	449,446	2,944,884
Notes Public Schools	0	137,500	137,500
Notes Water & Sewer Fund	0	200,000	200,000
TOTALS	<u><u>38,049,694</u></u>	<u><u>24,448,649</u></u>	<u><u>62,498,343</u></u>

SHORT TERM DEBT REQUIREMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Fund Lease Finance			
Lease Purchase - County	1,443,878	97,327	1,541,205
Lease Purchase - Public Schools	1,310,888	88,362	1,399,250
Lease Purchase - College	72,560	4,891	77,451
Sub total General Fund	<u>2,827,326</u>	<u>190,580</u>	<u>3,017,906</u>
Highways Fund Lease Finance	574,537	38,728	613,265
Water & Sewer Fund Lease Finance	65,825	4,437	70,262
Solid Waste Services Lease Finance			
Waste to Energy Lease 2002	650,000	125,720	775,720
Waste to Energy Retrofit	1,260,000	286,650	1,546,650
2007 Lease Purchase	241,001	16,245	257,246
Sub total Solid Waste Services	<u>2,151,001</u>	<u>428,615</u>	<u>2,579,616</u>
TOTALS	<u><u>5,618,689</u></u>	<u><u>662,360</u></u>	<u><u>6,281,049</u></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	27,669,341,109	994,859,943	LEGAL
APPLICABLE GENERAL OBLIGATION DEBT % RATE	6%	15%	DEBIT LIMIT
ESTIMATED LEGAL DEBT LIMIT - for borrowing of funds and issuance of bonds	1,660,160,467	149,228,991	1,809,389,458

STATEMENT OF ESTIMATED LONG TERM DEBT OUTSTANDING AS OF JUNE 30, 2010

ESTIMATED LONG TERM DEBT:

Waste to Energy	7,152,250
General Obligation	81,664,146
Solid Waste	13,350,734
Community College	17,303,047
Public Schools	243,962,223
Vehicle Fund	5,685,344
Highways	1,186,775
<u>TOTAL ESTIMATED LONG TERM DEBT</u>	<u>370,304,519</u>

ESTIMATED SELF SUSTAINING DEBT:

Water & Sewer Bonds and Loans	118,834,171
Agricultural Preservation Debt	57,130,122
<u>TOTAL ESTIMATED SELF SUSTAINING DEBT</u>	<u>175,964,293</u>

ESTIMATED TOTAL BONDED DEBT

LESS: Estimated Self Sustaining Debt	175,964,293

ESTIMATED TOTAL DEBT APPLICABLE TO LEGAL DEBT LIMIT

370,304,519

ESTIMATED TOTAL LEGAL DEBT LIMIT

1,809,389,458

LESS: Estimated Total Debt Applicable to Legal Debt Limit	370,304,519

ESTIMATED LEGAL DEBT MARGIN

1,439,084,939

**BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2009-2016**

	<u>Actual</u>	<u>Approved Budget</u>	<u>Approved Budget</u>			<u>Projected</u>		
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Expenditures ^{(1) (2)}								
County Council	\$ 2,085,001	\$ 2,181,756	\$ 2,169,069	\$ 2,298,145	\$ 2,434,902	\$ 2,579,796	\$ 2,733,314	\$ 2,733,314
General Government	52,188,669	48,221,412	46,349,741	50,193,079	54,355,108	58,862,254	63,743,134	63,743,134
Education - Primary through Community College	222,918,540	226,854,606	229,023,401	244,753,435	261,563,856	279,528,869	298,727,774	298,727,774
Harford Center	582,143	553,036	553,036	590,252	629,973	672,367	717,614	717,614
Judicial	7,551,639	7,926,214	7,993,471	8,524,462	9,090,725	9,694,604	10,338,598	10,338,598
Libraries	16,135,917	15,312,147	15,512,147	16,945,410	18,511,101	20,221,455	22,089,840	22,089,840
Parks and Recreation	9,899,809	9,781,335	9,829,915	10,647,193	11,532,422	12,491,250	13,529,797	13,529,797
Public Safety	83,222,677	85,869,217	84,770,377	91,910,130	99,651,226	108,044,312	117,144,304	117,144,304
Public Works	48,868,185	49,870,792	45,857,098	49,318,917	53,042,075	57,046,299	61,352,807	61,352,807
Social Services	12,148,077	13,784,843	13,359,121	14,413,955	15,552,078	16,780,068	18,105,019	18,105,019
Other Financing Uses	51,623,054	18,058,000	10,896,637	11,494,718	12,125,625	12,791,161	13,493,225	13,493,225
Debt Service								
General Obligation Debt ⁽³⁾	28,237,497	29,349,593	41,647,100	41,492,453	46,259,833	48,342,739	51,656,395	58,894,886
Other Debt Expenses	4,186,083	7,007,836	6,943,687	10,627,157	6,416,904	5,848,160	2,445,513	2,534,357
Total Expenditures	\$ 539,647,291	\$ 514,770,787	\$ 514,904,800	\$ 553,209,306	\$ 591,165,827	\$ 632,903,335	\$ 676,077,335	\$ 683,404,670
Capital Plan ⁽⁴⁾								
General Obligation Bonds	\$155,050,000	\$73,308,000	\$37,500,000	\$48,565,190	\$47,458,357	\$46,576,353	\$75,650,817	\$48,227,212
Water and Sewer Bonds	23,055,000	16,750,000	0	7,960,000	7,925,000	9,255,000	22,220,000	1,400,000
Tax Increment Finance Bonds	0	0	11,100,000	0	0	0	0	0
Pay-as-you-go								
General Fund	13,091,277	5,725,000	3,310,437	30,870,500	25,722,000	24,149,000	26,539,000	12,120,000
Highway Fund	12,237,004	11,433,000	6,686,200	11,286,000	18,950,000	17,285,000	23,835,000	25,230,000
Other Special Revenue Funds	0	0	0	0	0	0	0	0
Water and Sewer Fund	3,975,000	1,465,000	158,400	3,727,000	4,250,000	3,325,000	4,025,000	2,825,000
Other Sources (All Funds)	61,527,262	78,947,253	65,753,158	24,989,513	15,995,794	17,153,401	40,961,829	51,743,788
Total Capital Plan	\$ 268,935,543	\$ 187,628,253	\$ 124,508,195	\$ 127,398,203	\$ 120,301,151	\$ 117,743,754	\$ 193,231,646	\$ 141,546,000

**BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2009-2016**

	Actual 2009	Approved Budget 2010	Approved Budget 2011	2012	2013	Projected 2014	2015	2016
General Obligation Outstanding July 1	\$ 221,313,649	\$ 301,480,584	\$ 330,588,907	\$ 379,188,907	\$ 427,754,097	\$ 475,212,454	\$ 521,788,807	\$ 597,439,624
Additions	117,838,036	73,308,000	48,600,000	48,565,190	47,458,357	46,576,353	75,650,817	48,227,212
Principal Repayments	37,671,101	44,199,677	0	0	0	0	0	0
General Obligation Outstanding June 30	\$ 301,480,584	\$ 330,588,907	\$ 379,188,907	\$ 427,754,097	\$ 475,212,454	\$ 521,788,807	\$ 597,439,624	\$ 645,666,836
Population ⁽⁵⁾	246,100	250,336	254,645	259,028	263,487	268,023	272,636	272,636
Taxable Property Value ⁽⁶⁾								
Taxable Assessed Valuation ⁽⁷⁾ (000 omitted)	\$ 26,205,879	\$ 28,267,246	\$ 28,650,685	\$ 30,610,263	\$ 32,703,868	\$ 34,940,666	\$ 37,330,450	\$ 37,330,450
Total Property Value ⁽⁶⁾								
Estimated Actual Valuation (000 omitted)	\$ 26,205,879	\$ 28,267,246	\$ 28,650,685	\$ 30,610,263	\$ 32,703,868	\$ 34,940,666	\$ 37,330,450	\$ 37,330,450
Debt Ratios								
General Obligation Debt Service as % of Expenditures	5.2%	5.7%	8.1%	7.5%	7.8%	7.6%	7.6%	8.6%
General Obligation Debt Per Capita	\$1,225	\$1,321	\$1,489	\$1,651	\$1,804	\$1,947	\$2,191	\$2,368
General Obligation Debt as % of Assessed Valuation	1.2%	1.2%	1.3%	1.4%	1.5%	1.5%	1.6%	1.7%
General Obligation Debt as % of Estimated Actual	1.2%	1.2%	1.3%	1.4%	1.5%	1.5%	1.6%	1.7%
Comparison Ratios								
Business Plan Debt Service as % of Expenditures	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
Moody's Investor Service Median Overall Net Debt Per Capita	\$901	\$901	\$901	\$901	\$901	\$901	\$901	\$901
Moody's Investor Service Median Net Debt to Estimated Full Value	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⁾ Approved Fiscal Year 2011 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, 2009</u>	69,942,729	0
2010 Revenue - Estimated	437,216,852	11,968,787
2010 Expenditures - Estimated	<u>(451,812,579)</u>	<u>(11,968,787)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2010</u>	<u>55,347,002</u>	<u>0</u> ⁽¹⁾
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010		
 <u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2010</u>	55,347,002	0
LESS: Reservation of Fund Balance		
Encumbrances	(2,691,047)	
Loan Receivables - Town of Bel Air Parking Garage	(578,873)	
Dedicated Revenues - Detention Center	(865,000)	
Impact Fees	(8,474,836)	
LESS: Unreserved Fund Balance		
Reserve for Credit Rating Purposes ⁽²⁾	(23,495,925)	
Designated for Landfill Closure	(15,301,157)	
Waste to Energy Plant Closure	<u>(63,350)</u>	<u> </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, 2010</u>	3,876,814	0
Highways Fund Support for Transportation	3,039,159	
Fiscal Year 2011 Estimated Revenues	447,965,126	15,414,234
Less Fiscal Year 2011 Estimated Expenditures	<u>(454,504,275)</u>	<u>(15,414,234)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2012 & FUTURE YEARS</u>	<u>376,824</u>	<u>0</u>
Reserve for Credit Rating Purposes ⁽²⁾	23,495,925	
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 Services) 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, 2009</u>	22,361,102
2010 Revenue - Estimated	46,354,492
2010 Expenditures - Estimated	<u>(54,841,970)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2010</u>	<u>13,873,624</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010	
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2010</u>	13,873,624
LESS: Reservation of Fund Balance	
Encumbrances	(1,900,000)
Inventory	(2,100,000)
LESS: Unreserved Fund Balance	
Reserve for Credit Rating Purposes	<u>(2,317,725)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2010</u>	7,555,899
Fiscal Year 2011 Estimated Revenues	44,986,291
Less: Fiscal Year 2011 Estimated Expenditures	<u>(44,986,291)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2012 AND FUTURE YEARS</u>	<u>7,555,899</u>
Reserve for Credit Rating Purposes	2,249,315
Estimated Reserve for Credit Rating as a Percentage of Total Approved Expenditures	5%

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

	<u>PARKS AND RECREATION FUND</u>
<u>Total Fund Balance at June 30, 2009</u>	88,379
2010 Revenue - Estimated	707,559
2010 Expenditures - Estimated	<u>(677,048)</u>
<u>Total Estimated Fund Balance at June 30, 2010</u>	<u>118,890</u>
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010	
 <u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2010</u>	118,890
LESS: Reservation of Fund Balance	
Encumbrances	(30,000)
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2010</u>	88,890
Fiscal Year 2011 Estimated Revenues	762,508
Less: Fiscal Year 2011 Estimated Expenditures	<u>(762,508)</u>
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2012 AND FUTURE YEARS</u>	<u>88,890</u>

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

	AGRICULTURAL LAND PRESERVATION COUNTY
<u>TOTAL FUND BALANCE AT JUNE 30, 2009</u>	40,651,939
2010 Revenue - Estimated	5,061,561
2010 Expenditures - Estimated	<u>(4,798,347)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2010</u>	<u>40,915,153</u>
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010	
 <u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2010</u>	 40,915,153
 LESS: Unreserved Fund Balance Designated for Other Purposes	 <u>(37,814,281)</u>
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2010</u>	 3,100,872
 Fiscal Year 2011 Estimated Revenues	5,113,701
Less Fiscal Year 2011 Estimated Expenditures	<u>(5,113,701)</u>
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2012 & FUTURE YEARS</u>	 <u>3,100,872</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, 2009</u>	87,050
2010 Revenue - Estimated	100,657
2010 Expenditures - Estimated	<u>(187,707)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2010</u>	<u>0</u>
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010	
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2010</u>	0
Fiscal Year 2011 Estimated Revenues	117,000
Less Fiscal Year 2011 Estimated Expenditures	<u>(117,000)</u>
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2012 & FUTURE YEARS</u>	<u>0</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, 2009</u>	395,498,202	3,500,359
Less Invested in Capital Assets, Net of Related Debt	<u>(277,437,097)</u>	<u>0</u>
Net Assets Available for Appropriation at June 30, 2009		
Unrestricted Net Assets	118,061,105	3,500,359
Plus Fiscal Year 2010 Estimated Revenues	40,352,862	14,485,422
Less Fiscal Year 2010 Estimated Expenditures	<u>(41,193,545)</u>	<u>(14,431,739)</u>
Net Assets Available for Appropriation at June 30, 2010		
Unrestricted Net Assets	117,220,422	3,554,042
Plus Fiscal Year 2011 Estimated Revenues	35,034,063	13,380,867
Less Fiscal Year 2011 Estimated Expenditures	<u>(39,319,217)</u>	<u>(17,279,155)</u>
Net Assets Available for Appropriation at June 30, 2011		
Unrestricted Net Assets	<u>112,935,268</u>	<u>(344,246)</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 0.44 percent of the Highways Fund, have been included in the Approved Fiscal Year 2010-2011 Operating Budget.

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

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 09				ENACTED* FY 10				ENACTED FY 11			
	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	8.00	585,443			8.00	573,645			12.00	827,329		
Administration	91.00	5,540,619	4.75	136,212	99.00	5,552,143	4.25	114,283	86.00	4,610,574	4.25	116,524
Procurement	18.00	1,087,222			18.00	1,065,249			17.00	793,626		
Treasury	42.00	2,541,627			42.00	2,442,923	0.60	20,368	39.00	2,314,455	0.60	20,767
Law	15.00	1,311,712	0.60	55,343	15.00	1,284,778	0.60	50,902	14.00	1,225,726	0.60	51,900
Planning & Zoning	43.00	2,558,060			43.00	2,501,989			43.00	2,460,428		
Human Resources	11.00	637,701			10.00	590,762			8.00	536,546		
Community Services	37.00	2,170,298			33.00	1,893,704			33.00	1,968,435	0.60	26,340
Gov't & Community Relations	5.00	365,143			5.00	358,915			0.00	0		
Housing Agency	8.00	391,513			8.00	382,087			8.00	328,955		
Sheriff's Office	506.00	29,917,143	4.55	133,303	506.00	30,106,058	5.10	139,208	509.00	29,754,763	5.10	149,466
Emergency Services	92.00	4,322,577			92.00	4,362,187			91.00	4,254,984		
Inspections, Licenses & Permits	44.00	2,423,659	0.60	25,698	43.00	2,318,146			40.00	2,200,153		
Public Works	30.00	1,800,834	1.00	66,940	31.00	1,715,277	1.00	65,545	24.00	1,173,789		
County Council	21.00	1,007,453	1.00	49,501	21.00	987,174	1.00	50,512	21.00	1,006,531	1.00	51,502
Judicial	28.00	1,614,520			28.00	1,587,152			29.00	1,592,772		
State's Attorney	56.00	3,658,224			56.00	3,630,059			56.00	3,449,256		
Parks & Recreation	93.00	4,626,132	3.50	99,859	98.00	4,649,099	3.50	97,699	99.00	4,639,994	3.00	85,453
Conservation of Natural Resources	3.00	194,007			3.00	189,961			4.00	227,080		
Economic Development	12.00	825,115	0.60	31,612	11.00	742,439	0.60	31,004	11.00	758,329	0.60	31,612
TOTAL GENERAL FUND	1,163.00	67,579,002	16.60	598,468	1,170.00	66,933,747	16.65	569,521	1,144.00	64,123,725	15.75	533,564

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 09				ENACTED* FY 10				ENACTED FY 11			
	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	1,533,991			33.00	1,500,638			33.00	1,549,292		
TOTAL SOLID WASTE SERVICES	33.00	1,533,991	0.00	0	33.00	1,500,638	0.00	0	33.00	1,549,292	0.00	0
HIGHWAYS FUND												
Procurement	2.00	120,656			2.00	118,140			2.00	120,456		
Public Works	217.00	11,409,890			206.00	10,539,914			206.00	10,537,486		
TOTAL HIGHWAYS FUND	219.00	11,530,546	0.00	0	208.00	10,658,054	0.00	0	208.00	10,657,942	0.00	0
WATER & SEWER FUND												
Treasury	9.00	491,585			9.00	481,338			9.00	483,096		
Public Works	170.00	9,714,675			170.00	9,251,585			170.00	9,332,262		
TOTAL WATER & SEWER FUND	179.00	10,206,260	0.00	0	179.00	9,732,923	0.00	0	179.00	9,815,358	0.00	0
SPECIAL REVENUE FUNDS												
Parks and Recreation	3.00	142,274			3.00	139,308			2.00	96,288		
Ag Preservation - State		30,000				30,000				30,000		
Ag Preservation - County	1.00	47,917			1.00	46,918			1.00	47,838		
TOTAL SPECIAL REVENUE FUNDS	4.00	220,191	0.00	0	4.00	216,226	0.00	0	3.00	174,126	0.00	0
TOTAL ALL FUNDS	1,598.00	91,069,990	16.60	598,468	1,594.00	89,041,588	16.65	569,521	1,567.00	86,320,443	15.75	533,564

*Salaries reduced to reflect five (5) furlough days

FY 2011 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
GENERAL FUND												
COUNTY EXECUTIVE												
Office of Chief of Staff Management Assistant II				1.00	75,317	103,436						
Sub-total Office of Chief of Staff	0.00	0	0	1.00	75,317	103,436	0.00	0	0	0.00	0	0
Constituent Services Administrative Specialist I Administrative Specialist II				2.00 1.00	97,800 67,857	145,232 94,772						
Sub-total Constituent Services	0.00	0	0	3.00	165,657	240,004	0.00	0	0	0.00	0	0
TOTAL COUNTY EXECUTIVE	0.00	0	0	4.00	240,974	343,440	0.00	0	0	0.00	0	0
ADMINISTRATION												
Director of Administration Grants Administrator	(1.00)	(77,765)	(107,162)									
Sub-total Director of Administration	(1.00)	(77,765)	(107,162)	0.00	0	0	0.00	0	0	0.00	0	0
Facilities & Operations Building Maintenance Worker Building Maintenance Mechanic I Planner III	(1.00) (1.00)	(45,140) (64,638)	(70,457) (84,204)	1.00	57,700	82,977						
Sub-total Facilities & Operations	(2.00)	(109,778)	(154,661)	1.00	57,700	82,977	0.00	0	0	0.00	0	0
Central Services Supervisor Central Services Administrative Assistant I	(1.00) (1.00)	(63,958) (40,107)	(90,223) (52,580)									
Sub-total Central Services	(2.00)	(104,065)	(142,803)	0.00	0	0	0.00	0	0	0.00	0	0
Budget & Management Research (BMR) Deputy, Chief Budget & Management				(1.00)	(82,820)	(113,105)						
Sub-total BMR	0.00	0	0	(1.00)	(82,820)	(113,105)	0.00	0	0	0.00	0	0

FY 2011 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
ADMINISTRATION CON'T.												
Information Systems Administration (ISA)												
Chief, Information Systems Division				(1.00)	(115,493)	(150,996)						
Telecommunication Specialist I				(1.00)	(64,523)	(83,497)						
Administrative Assistant II				(1.00)	(56,369)	(82,101)						
Telecommunication Engineer II				(2.00)	(97,406)	(134,755)						
Deputy Chief, IS	(1.00)	(103,594)	(137,628)									
Telecommunication Specialist II	(1.00)	(69,509)	(82,646)									
Sub-total ISA	(2.00)	(173,103)	(220,274)	(5.00)	(333,791)	(451,349)	0.00	0	0	0.00	0	0
Management Information Systems (MIS)												
Deputy Chief, MIS	(1.00)	(112,068)	(144,257)									
Help Desk Support Specialist	(1.00)	(37,134)	(56,540)									
Computer Operations Supervisor	(1.00)	(59,716)	(83,134)									
Systems Programmer	(1.00)	(70,474)	(95,805)									
Programmer Analyst II	(1.00)	(93,359)	(115,370)	(3.00)	(270,532)	(355,381)						
Programmer Analyst I				(6.00)	(401,698)	(528,568)						
Computer Operator				(1.00)	(36,428)	(44,240)						
Senior Computer Operator				(1.00)	(55,270)	(77,930)						
Sub-total MIS	(5.00)	(372,751)	(495,106)	(11.00)	(763,928)	(1,006,119)	0.00	0.00	0	0.00	0.00	0.00
Computer Support Services												
Computer Operator Trainee	(1.00)	(26,971)	(37,222)									
Computer System Engineer IV	(1.00)	(68,453)	(81,951)									
Web Administrator				(1.00)	(77,033)	(106,452)						
Web Designer				(1.00)	(56,326)	(81,963)						
Computer System Engineer II				(1.00)	(40,178)	(52,775)						
Computer System Engineer II				(4.00)	(188,335)	(245,679)						
Computer System Engineer III				(3.00)	(156,822)	(219,456)						
Sub-total Computer Support	(2.00)	(95,424)	(119,173)	(10.00)	(518,694)	(706,325)	0.00	0	0	0.00	0	0

FY 2011 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
ADMINISTRATION CON'T.												
Information and Communication Technology												
Administrative Assistant I				1.00	46,494	64,067						
Telecommunication Engineer II				2.00	99,316	135,305						
Telecommunication Specialist I				1.00	65,788	83,814						
Web Administrator				1.00	78,543	107,183						
Web Designer				1.00	57,430	82,521						
Computer Operator				1.00	37,142	44,473						
Computer Systems Engineer I				1.00	40,966	53,123						
Computer Systems Engineer II				4.00	192,028	247,117						
Computer Systems Engineer III				2.00	118,674	155,126						
Chief, Information Systems				1.00	95,000	126,294						
Programmer Analyst				6.00	409,574	531,970						
Programmer Analyst II				3.00	275,837	357,527						
Senior Computer Operator				1.00	56,354	78,340						
Administrator				1.00	64,300	90,500						
Sub-total Information Tech & Comm	0.00	0	0	26.00	1,637,446	2,157,360	0.00	0	0	0.00	0	0
Risk Management												
Claims Clerk				1.00	33,100	48,683						
Sub-total Risk Management	0.00	0	0	1.00	33,100	48,683	0.00	0	0	0.00	0	0
TOTAL ADMINISTRATION	(14.00)	(932,886)	(1,239,179)	1.00	29,013	12,122	0.00	0	0	0.00	0	0
PROCUREMENT												
Property Management												
Procurement Agent II	(1.00)	(66,270)	(80,887)									
Sub-total Property Management	(1.00)	(66,270)	(80,887)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PROCUREMENT	(1.00)	(66,270)	(80,887)	0.00	0	0	0.00	0	0	0.00	0	0

FY 2011 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
TREASURY												
Office of the Treasurer Accounting Technician II	(1.00)	(39,900)	(62,503)									
Sub-total Office of the Treasurer	(1.00)	(39,900)	(62,503)	0.00	0	0	0.00	0	0	0.00	0	0
Bureau of Accounting Accounting Clerk II	(1.00)	(33,100)	(54,650)									
Sub-total Bureau of Accounting	(1.00)	(33,100)	(54,650)	0.00	0	0	0.00	0	0	0.00	0	0
Bureau of Revenue Collections Revenue Collection Supervisor	(1.00)	(57,859)	(83,759)									
Sub-total Bur of Revenue Collections	(1.00)	(57,859)	(83,759)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL TREASURY	(3.00)	(130,859)	(200,912)	0.00	0	0	0.00	0	0	0.00	0	0
LAW												
Legal Assistant II	(1.00)	(48,428)	(72,671)									
TOTAL LAW	(1.00)	(48,428)	(72,671)	0.00	0	0	0.00	0	0	0.00	0	0
HUMAN RESOURCES												
Human Resource Clerk	(1.00)	(34,715)	(46,259)	(1.00)	(31,787)	(47,537)						
TOTAL HUMAN RESOURCES	(1.00)	(34,715)	(46,259)	(1.00)	(31,787)	(47,537)	0.00	0	0	0.00	0	0

FY 2011 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
COMMUNITY SERVICES												
Office of Drug Control												
Administrative Assistant II				(1.00)	(48,110)	(62,037)						
Administrative Assistant I				1.00	49,334	62,633						
Sub-total Office of Drug Control	0.00	0	0	0.00	1,224	596	0.00	0	0	0.00	0	0
Office on Aging												
Senior Center Specialist							0.60	26,340	47,333			
Sub-total Office on Aging	0.00	0	0	0.00	0	0	0.60	26,340	47,333	0.00	0	0
Harford Transit												
Administrative Assistant II				1.00	48,110	61,383						
Administrative Assistant I				(1.00)	(49,334)	(63,247)						
Sub-total Harford Transit	0.00	0	0	0.00	(1,224)	(1,864)	0.00	0	0	0.00	0	0
TOTAL COMMUNITY SERVICES	0.00	0	0	0.00	0	(1,268)	0.60	26,340	47,333	0.00	0	0
GOV'T & COMMUNITY RELATIONS												
Director of Gov't & Community Relations	(1.00)	(108,800)	(147,100)									
Administrative Secretary III				(1.00)	(46,488)	(67,588)						
Administrative Specialist I				(1.00)	(63,207)	(90,169)						
Administrative Specialist II				(1.00)	(66,552)	(94,109)						
Management Assistant II				(1.00)	(73,868)	(92,587)						
TOTAL GOV'T & COMM RELATIONS	(1.00)	(108,800)	(147,100)	(4.00)	(250,115)	(344,453)	0	0	0	0	0	0

FY 2011 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												
Lieutenant				1.00	88,962	138,486						
Corporal				1.00	73,216	117,447						
Sergeant				(1.00)	(86,778)	(140,403)						
Sub-total Administration & Support	0.00	0	0	1.00	75,400	115,530	0.00	0	0	0.00	0	0
Patrol Operations												
Sergeant				(1.00)	(81,806)	(132,961)						
Corporal				(1.00)	(73,216)	(120,830)						
Deputy First Class	3.00	184,890	286,956	0.00	20,883	38,598						
Deputy				3.00	136,095	227,731						
Sub-total Patrol Operations	3.00	184,890	286,956	1.00	1,956	12,538	0.00	0	0	0.00	0	0
Investigative Services												
Sergeant				1.00	86,778	135,682						
Deputy First Class				(1.00)	(86,278)	(158,072)						
Deputy				(1.00)	(42,973)	(67,650)						
Sub-total Investigative Services	0.00	0	0	(1.00)	(42,473)	(90,040)	0.00	0	0	0.00	0	0
Correctional Services												
Officer First Class				0.00	(20,114)	(43,914)						
Sub-total Correctional Services	0.00	0	0	0.00	(20,114)	(43,914)	0.00	0	0	0.00	0	0
Court Services												
Deputy				2.00	90,730	158,576						
Deputy First Class				(1.00)	(65,395)	(109,957)						
Sub-total Court Services	0.00	0	0	1.00	25,335	48,619	0.00	0	0	0.00	0	0
Bose Grant												
Officer First Class				(1.00)		*						
Deputy First Class				(1.00)		*						
Sub-total Bose Grant	0.00	0	0	(2.00)	0	0	0.00	0	0	0.00	0	0
TOTAL SHERIFF'S OFFICE	3.00	184,890	286,956	0.00	40,104	42,733	0.00	0	0	0.00	0	0

* Positions are 100% funded by BOSE grant

FY 2011 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
EMERGENCY OPERATIONS												
Administration Management Assistant II Public Safety Dispatcher I	(1.00)	(84,703)	(105,045)	1.00	33,100	54,409						
Sub-total Administration	(1.00)	(84,703)	(105,045)	1.00	33,100	54,409	0.00	0	0	0.00	0	0
Emergency Communications Center Public Safety Dispatcher I				(1.00)	(33,100)	(54,650)						
Sub-total Emergency Comm Center	0.00	0	0	(1.00)	(33,100)	(54,650)	0.00	0	0	0.00	0	0
TOTAL EMERGENCY OPERATIONS	(1.00)	(84,703)	(105,045)	0.00	0	(241)	0.00	0	0	0.00	0	0
INSPECTIONS, LICENSES & PERMITS												
Building Services Building Inspector II	(1.00)	(43,900)	(64,821)									
Sub-total Building Services	(1.00)	(43,900)	(64,821)	0.00	0	0	0.00	0	0	0.00	0	0
Plumbing Services Plumbing Inspector II	(1.00)	(43,900)	(68,767)									
Sub-total Plumbing Services	(1.00)	(43,900)	(68,767)	0.00	0	0	0.00	0	0	0.00	0	0
Electrical Services Electrical Inspector II	(1.00)	(44,796)	(66,888)									
Sub-total Electrical Services	(1.00)	(44,796)	(66,888)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL INSP, LICENSES & PERMITS	(3.00)	(132,596)	(200,476)	0.00	0	0	0.00	0	0	0.00	0	0

FY 2011 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												
Engineering Associate I	(2.00)	(71,865)	(96,009)									
Engineering Associate IV	(3.00)	(242,974)	(331,834)									
Planner II	(1.00)	(64,996)	(84,088)									
Civil Engineer II	(1.00)	(86,623)	(107,994)				(1.00)	(65,545)	(79,089)			
Civil Engineer III	(1.00)	(52,230)	(81,362)									
Sub-total Water Resources	(8.00)	(518,688)	(701,287)	0.00	0	0	(1.00)	(65,545)	(79,089)	0.00	0	0
Environmental Services - Recycling Laborer	1.00	24,690	36,389									
Sub-total Recycling	1.00	24,690	36,389	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PUBLIC WORKS	(7.00)	(493,998)	(664,898)	0.00	0	0	(1.00)	(65,545)	(79,089)	0.00	0	0
JUDICIAL												
Circuit Court Law Clerk	1.00	44,000	67,067									
TOTAL JUDICIAL	1.00	44,000	67,067	0.00	0	0	0.00	0	0	0.00	0	0
PARKS & RECREATION												
Parks & Facilities												
Custodial Worker I	1.00	26,656	37,337				(0.50)	(13,328)	(21,595)			
Custodial Worker II	1.00	45,752	70,648									
Maintenance Worker I	(1.00)	(27,410)	(38,886)									
TOTAL PARKS & RECREATION	1.00	44,998	69,099	0.00	0	0	(0.50)	(13,328)	(21,595)	0.00	0	0
CONSERVATION OF NATURAL RESOURCES												
Soil Conservation Manager	1.00	80,000	103,546									
TOTAL NATURAL RESOURCES	1.00	80,000	103,546	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO GENERAL FUND	(26.00)	(1,679,367)	(2,230,759)	0.00	28,189	4,796	(0.90)	(52,533)	(53,351)	0.00	0	0

FY 2011 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
HIGHWAYS FUND												
PUBLIC WORKS												
Bureau of Capital Projects Management Engineering Associate V	(1.00)	(91,847)	(114,022)									
Sub-total Capital Projects Mgt	(1.00)	(91,847)	(114,022)	0.00	0	0	0.00	0	0	0.00	0	0
Bureau of Construction Inspections Chief Construction Inspector Construction Inspector II				(1.00) (1.00)	(70,306) (49,584)	(97,683) (75,592)						
Sub-total Construction Inspections	0.00	0	0	(2.00)	(119,890)	(173,275)	0.00	0	0	0.00	0	0
Bureau of Highways Engineering Administrative Assistant II Chief, Access & Utilities Engineering Associate I Engineering Associate III Engineering Associate IV Engineering Associate V Chief Construction Inspector Inspector II	(1.00) (1.00) 2.00 (1.00) 1.00 2.00	(56,354) (98,991) 73,275 (77,535) 78,332 169,406	(81,785) (137,261) 96,552 (97,105) 107,399 226,549									
Sub-total Highways Engineering	2.00	88,133	114,349	2.00	119,890	171,714	0.00	0	0	0.00	0	0
Bureau of Water Resources Administrative Specialist I GIS Coordinator Civil Engineer II Civil Engineer III	1.00 1.00 3.00 1.00	48,428 66,270 221,981 88,757	71,949 84,457 266,092 119,450									
Sub-total Water Resources	6.00	425,436	541,948	0.00	0	0	0.00	0	0	0.00	0	0
Bureau of Highways Maintenance Equipment Operator Laborer Utility Worker II Account Clerk II Crew Chief Highways Maintenance Supervisor	(1.00) (1.00) (1.00) (1.00) (2.00) (1.00)	(45,729) (30,313) (54,431) (58,445) (128,072) (82,275)	(70,806) (43,947) (82,112) (74,173) (183,704) (121,504)									
Sub-total Highways Maintenance	(7.00)	(399,265)	(576,246)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PUBLIC WORKS	0.00	22,457	(33,971)	0.00	0	(1,561)	0.00	0	0	0.00	0	0
TOTAL CHANGES TO HIGHWAYS FUND	0.00	22,457	(33,971)	0.00	0	(1,561)	0.00	0	0	0.00	0	0

FY 2011 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
PARKS & RECREATION SPECIAL REVENUE FUND												
Oakington Peninsula Custodial Worker II	(1.00)	(45,752)	(71,181)									
Sub-total Oakington Peninsula	(1.00)	(45,752)	(71,181)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO SPECIAL FUNDS	(1.00)	(45,752)	(71,181)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO ALL FUNDS	(27.00)	(1,702,662)	(2,335,911)	0.00	28,189	3,235	(0.90)	(52,533)	(53,351)	0.00	0	0

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HARFORD COUNTY
SPENDING AFFORDABILITY ADVISORY COMMITTEE
REPORT TO THE COUNTY EXECUTIVE
FOR FISCAL YEAR 2011

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 for no significant change in the Adjusted General Fund Budget from FY 2010 to FY2011 as the Committee expects growth of 0.12%. The Committee has projected Income Tax revenue to increase 1.0% from FY 2010 to FY 2011 after declining a projected 4.6% from FY2009 to FY2010. Although property values are continuing to decline in the County, the Committee believes property tax revenues should grow through FY 2010 and 2011 with an increase of 2.2% in FY 2011.

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 eighteenth year of reporting under the County's Executive Order that created 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 eighteen years of operation, the Committee 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, 2010, provided by the Harford County Treasurer

- Property tax collections, and estimates, for Harford County, through FY 2010, provided by the Harford County Treasurer
- Approved Harford County Annual Operating and Capital Budgets - In - Brief 2009-2010
- Additional input from the County Treasurer as to the impact of the Maryland General Assembly recent actions and any pertinent information or estimates from the State Comptrollers office.

B. Selected Method - Further Qualifications

The Committee reviewed, in detail, 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 2010 and FY 2011 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 specifically cites the existence of \$2.03 million in appropriated fund balance from the FY 2009 audit and \$12.5 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.

In addition Committee reviewed the FY 2010 General Operating Budget as a necessary step in carrying out its charge to recommend a FY 2011 spending level. It was necessary to adjust the FY 2010 General Operating Budget to reflect the reduction of the appropriated fund balance equal to \$2.03 million and a further reduction of \$12.5 million for other one time revenues. Our approach is 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 2010 General Operating Budget of \$431.7 million.

C. Debt Authorization

The Committee 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 with 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.

The Committee believes that the County should continually review its Enterprise funds to ensure the enterprise is self sustaining and not depended on the General Fund.

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 2011 General Operating Budget increase the FY 2010 Adjusted General Fund Budget, of \$431.7 million, by 0.12%. This represents approximately \$432.2 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.

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 increase by at 0.12%, over the Adjusted FY 2010 General Fund Budget of \$431.7 million, is based upon its assessment of available revenues and estimated decreases in certain projected FY 2010 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.

The Committee believes that its recommendations and forecasts should be reviewed and tested at year-end FY 2010 and throughout FY 2011 as it prepares its recommendations for FY 2012. 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 2010 to arrive at its projections. In its analysis the Committee believed FY 2010 income tax revenue would shrink by 4.6% and FY 2011 income tax revenue would increase by 1.0%.

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, FY2011.

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 2.2% in FY 2011. 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 will start to be realized in FY 2011 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 began 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.
3. The County should review its business plan and update as needed. The Committee was made aware of the existence of a Business Plan Committee which is apparently working toward this goal.

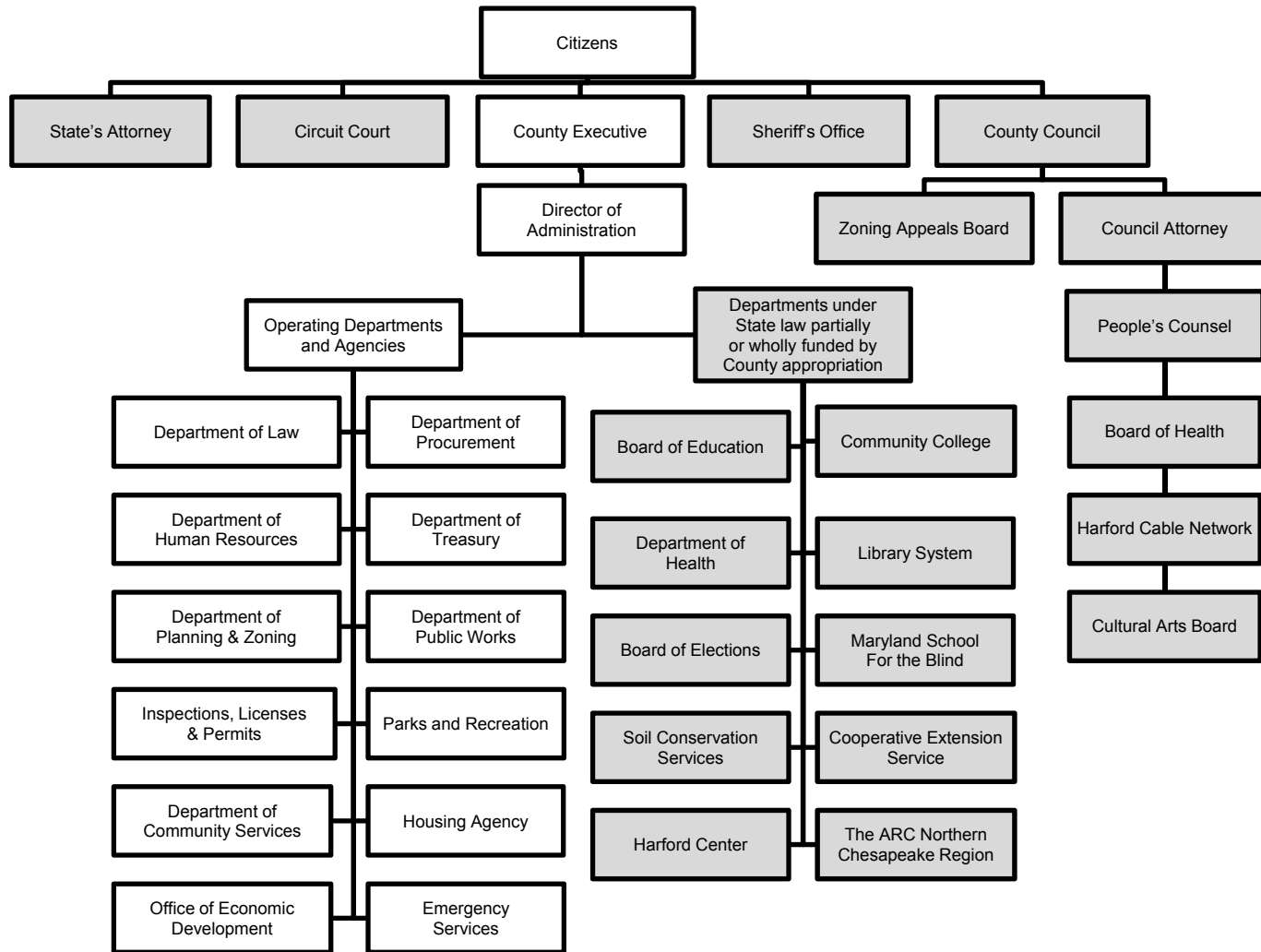
4. The County should review its Enterprise funds to ensure the underlying enterprise is self supporting and not at risk of becoming dependent on funding from the General Fund.

IV. Acknowledgments

The Committee cannot complete its task without expressing its sincere appreciation to all County employees who assisted the Committee in this, its eighteenth 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 10, 2010

HARFORD COUNTY GOVERNMENT ORGANIZATION CHART



*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.

**FY 11 APPROVED ALL FUNDS
REVENUE BREAKDOWN**

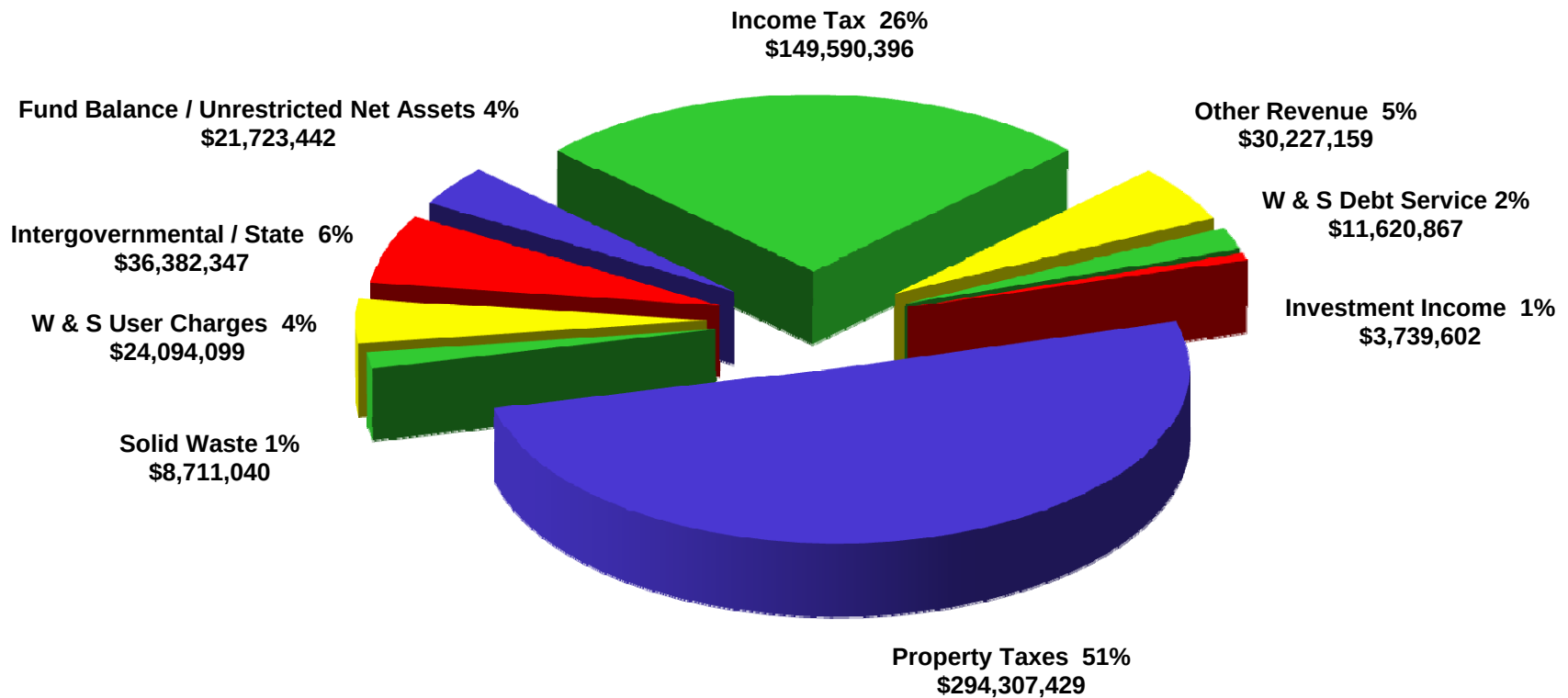
PROPERTY TAXES:	51%	294,307,429	INCOME TAX	26%	149,590,396
Real & Personal	310,431,481				
Transfer Tax	5,085,000		W & S USER CHARGES	4%	24,094,099
Deductions	(21,209,052)				
INTERGOVERNMENTAL / STATE:	6%	36,382,347	W & S DEBT SERVICE:	2%	11,620,867
Recordation / Transfer Tax	25,715,578		Development	3,426,300	
Pro Rata	288,409		Capital Assessment	5,055,659	
Other	10,378,360		Capital Connections	2,531,416	
			Other	607,492	
FUND BALANCE / UNRESTRICTED NET ASSETS:	4%	21,723,442	OTHER REVENUE:	5%	30,227,159
General Fund Balance	3,500,000		Licenses/Permits	2,949,500	
Unrestricted Net Assets	8,723,442		Service Charges	8,408,012	
Contributed Capital	9,500,000		Fines & Forfeitures	135,400	
			Miscellaneous	6,045,000	
			Capital Recovery	2,250,000	
			Other Taxes	7,539,247	
			Tax Increment Financing	2,900,000	
SOLID WASTE:	1%	8,711,040	INVESTMENT INCOME	1%	3,739,602
Waste to Energy	8,711,040				

TOTAL ALL FUNDS REVENUES	580,396,381

ALL FUNDS REVENUES

Fiscal Year 2010 - 2011

TOTAL APPROVED BUDGET \$580,396,381



**FY 11 APPROVED ALL FUNDS
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT: 13% 74,901,414

County Executive	2,024,393
Administration	10,971,649
Procurement	3,673,803
Treasury	3,878,816
Law	1,811,126
Planning & Zoning	4,741,545
Human Resources	1,380,351
Community Services	7,013,848
Handicapped Care Centers	2,298,730
Health	4,028,318
Housing	571,261
Council	2,169,069
Judicial	2,727,483
State's Attorney	5,265,988
Elections	2,376,121
Parks & Recreation	9,929,217
Natural Resources	663,206
Economic Development	2,100,881
Benefits	4,454,471
Appropriation to Towns	2,631,138
Appropriation to State	40,000
Rural Legacy Program	50,000
Contingency Reserve	100,000

LIBRARIES 3% 15,512,147

WATER & SEWER OPER: 7% 39,160,817

Treasury	785,710
Personnel Matters	214,660
Public Works	37,564,786
Insurance	153,393
Benefits	442,268

SOLID WASTE MGT: 2% 12,684,618

Public Works	12,684,618

EDUCATION: 39% 229,094,651

Board of Education	37%	214,061,789
Harford Community College	3%	14,961,612
School for the Blind		71,250

PUBLIC SAFETY: 15% 87,491,858

Sheriff	62,637,663
Emergency Services	9,367,407
Volunteer Fire Companies	8,982,456
Inspections, Licenses & Permits	3,782,851
Environmental Services	2,721,481

HIGHWAYS: 6% 37,673,297

Fleet Management	6,937,599
Personnel Matters	284,699
Public Works	28,761,031
Insurance	217,040
Benefits	1,272,928
Contingency Reserve	200,000

PAYGO: 2% 11,005,037

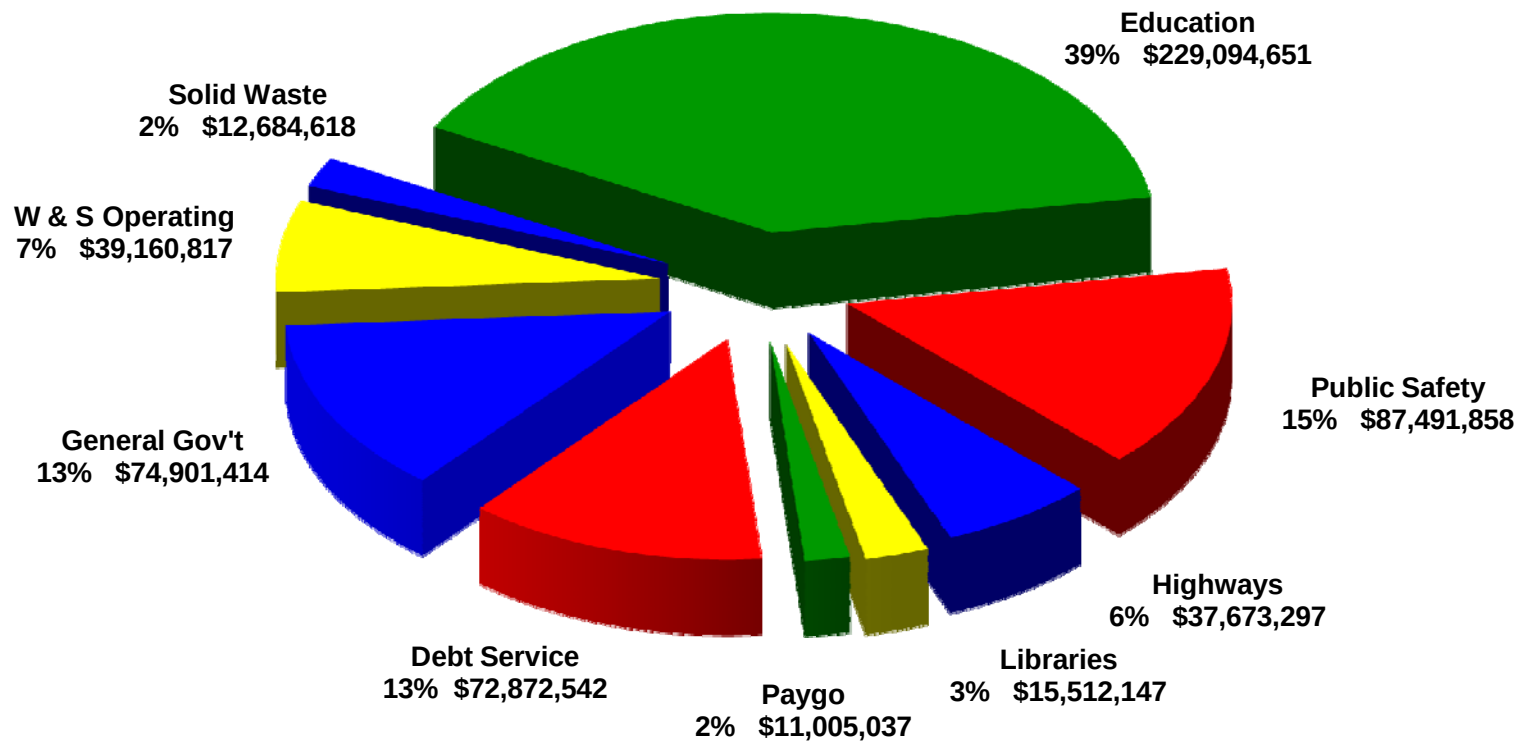
General - Capital Improvements	3,310,437
General - Water & Sewer Recoupment	850,000
Highways - Capital Improvements	6,686,200
Water & Sewer - Capital Improvements	158,400

DEBT SERVICE: 13% 72,872,542

General	45,234,377
AG Preservation - County	4,102,600
Highways	626,794
Water & Sewer Debt Service	17,279,155
Solid Waste Services	2,729,616
Tax Increment Financing	2,900,000

TOTAL ALL FUNDS APPROPRIATIONS	580,396,381

**ALL FUNDS
APPROPRIATIONS
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$580,396,381**



ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	141,878,252	149,075,187	144,544,730	137,501,094	137,494,481
20	CONTRACTUAL SERVICES	45,543,761	42,076,107	46,150,045	47,772,127	47,725,218
30	SUPPLIES & MATERIALS	13,689,654	12,871,280	14,968,324	13,545,990	13,545,990
40	BUSINESS & TRAVEL	9,669,568	8,690,010	9,618,325	9,060,369	9,060,369
50	CAPITAL OUTLAY	28,926,733	14,548,395	952,131	586,382	586,382
60	DEBT SERVICE	47,798,447	73,381,245	54,748,524	69,529,392	72,429,392
70	MISCELLANEOUS	303,689,086	312,279,816	302,734,320	296,345,608	296,377,221
80	INTER-GOVERNMENTAL EXPENSES	733,727	1,407,014	2,921,064	3,177,328	3,177,328
	GRAND TOTAL	591,929,228	614,329,054	576,637,463	577,518,290	580,396,381
<u>SUMMARY BY FUND:</u>						
11	GENERAL	439,114,760	472,731,916	446,240,857	454,526,184	454,504,275
25	HIGHWAYS	56,274,506	52,932,714	53,347,148	44,986,291	44,986,291
26	PARKS AND RECREATION	758,295	653,273	785,000	762,508	762,508
27	AG PRESERVATION - COUNTY	25,532,009	17,740,727	4,896,731	5,113,701	5,113,701
28	AG PRESERVATION - STATE	735,435	1,187,099	536,000	117,000	117,000
31	TAX INCREMENT FINANCING	0	0	0	0	2,900,000
51	WATER & SEWER OPERATING	38,560,198	41,219,627	41,017,206	39,319,217	39,319,217
53	WATER & SEWER DEBT SERVICE	14,381,169	13,880,981	14,631,739	17,279,155	17,279,155
55	SOLID WASTE SERVICES	16,572,856	13,982,717	15,182,782	15,414,234	15,414,234
	GRAND TOTAL	591,929,228	614,329,054	576,637,463	577,518,290	580,396,381

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY DEPARTMENT:</u>					
01	COUNTY EXECUTIVE	1,811,641	1,767,846	1,599,462	2,024,393	2,024,393
02	ADMINISTRATION	12,763,095	12,046,044	11,619,189	10,996,649	10,971,649
03	PROCUREMENT	11,258,536	10,129,161	11,317,581	10,611,402	10,611,402
04	TREASURY	4,830,251	4,680,005	4,743,928	4,664,526	4,664,526
05	LAW	1,972,455	1,922,646	1,839,675	1,811,126	1,811,126
06	PLANNING AND ZONING	26,455,648	18,113,096	4,737,378	4,741,545	4,741,545
08	HUMAN RESOURCES	2,408,803	2,369,849	2,520,833	1,879,710	1,879,710
09	COMMUNITY SERVICES	6,925,771	7,273,190	7,348,057	7,013,848	7,013,848
14	HANDICAPPED CARE CENTERS	2,294,716	2,419,716	2,298,730	2,298,730	2,298,730
15	GOVERNMENTAL & COMMUNITY RELATIONS	572,378	549,325	535,114	0	0
16	HEALTH	3,711,269	4,039,250	4,079,918	4,028,318	4,028,318
17	HOUSING AGENCY	746,240	659,251	611,174	571,261	571,261
21	SHERIFF'S OFFICE	62,673,737	61,011,099	63,720,480	62,637,663	62,637,663
22	EMERGENCY SERVICES	18,235,605	18,469,633	18,360,294	18,349,863	18,349,863
26	INSPECTIONS, LICENSES & PERMITS	4,184,131	4,054,862	3,788,443	3,782,851	3,782,851
30	PUBLIC WORKS	86,624,646	82,366,684	86,301,383	81,706,916	81,731,916
40	COUNTY COUNCIL	2,293,560	2,085,004	2,181,756	2,190,978	2,169,069
41	JUDICIAL	2,876,207	2,747,386	2,687,521	2,727,483	2,727,483
43	STATE'S ATTORNEY	5,310,491	5,289,310	5,238,693	5,265,988	5,265,988
48	ELECTIONS	1,580,672	1,446,522	1,355,040	2,376,121	2,376,121
54	BOARD OF EDUCATION	199,614,800	206,978,734	210,914,800	214,061,789	214,061,789
56	HARFORD COMMUNITY COLLEGE	15,778,743	15,939,806	15,939,806	14,961,612	14,961,612
57	MARYLAND SCHOOL FOR THE BLIND	51,894	36,720	71,250	71,250	71,250
58	LIBRARIES	15,705,461	16,135,917	15,312,147	15,512,147	15,512,147
59	PARKS AND RECREATION	10,674,306	10,115,924	9,957,977	9,929,217	9,929,217
63	CONSERVATION OF NATURAL RESOURCES	522,623	494,300	608,358	663,206	663,206
65	ECONOMIC DEVELOPMENT	2,749,081	2,453,200	2,192,760	2,100,881	2,100,881
66	DEBT SERVICE	48,042,096	73,625,410	55,308,374	69,972,542	72,872,542
67	INSURANCE	1,731,329	1,410,973	652,316	370,433	370,433
68	BENEFITS	3,976,175	11,549,440	4,846,937	6,169,667	6,169,667
70	PAYGO / APPROPRIATION TO TOWNS	33,552,868	32,148,751	23,648,089	13,726,175	13,726,175
90	RESERVE FOR CONTINGENCIES	0	0	300,000	300,000	300,000
	GRAND TOTAL	<u>591,929,228</u>	<u>614,329,054</u>	<u>576,637,463</u>	<u>577,518,290</u>	<u>580,396,381</u>

SUMMARY OF GRANT BUDGET

2,908,201

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	249,908,270	273,955,385	288,093,524	294,329,338	294,307,429
INCOME TAXES	164,337,261	161,364,855	155,293,037	149,590,396	149,590,396
W & S USER CHARGES	22,993,807	22,944,107	23,995,969	24,094,099	24,094,099
WASTE TO ENERGY PLANT	12,115,456	9,657,709	9,709,243	8,711,040	8,711,040
W & S DEBT SERVICE	13,769,785	9,287,215	10,313,710	11,620,867	11,620,867
INTERGOVERNMENTAL/STATE-SHARED	45,218,595	41,753,264	35,029,661	36,382,347	36,382,347
INVESTMENT INCOME	16,022,141	8,698,069	5,322,789	3,739,602	3,739,602
FUND BAL APPROP/UNRESTRICTED NET ASSETS	0	0	24,051,611	21,723,442	21,723,442
OTHER REVENUE	39,210,777	61,488,015	24,827,919	27,327,159	30,227,159
GRAND TOTAL	<u>563,576,092</u>	<u>589,148,619</u>	<u>576,637,463</u>	<u>577,518,290</u>	<u>580,396,381</u>

FY 11 Approved Budget **\$580,396,381**

FY 10 Approved Budget **\$576,637,463**

\$ growth **\$3,758,918**

% growth **0.65%**

GENERAL

FY 11 APPROVED GENERAL FUND REVENUE BREAKDOWN

PROPERTY TAX:	56%	253,644,151	INCOME TAX	33%	149,590,396
Real & Personal	272,041,500				
Deductions	(18,397,349)				
INVESTMENT INCOME	1%	3,191,501	INTERGOVERNMENTAL / STATE:	6%	30,881,352
			Intergovernmental	1,297,000	
			Intra-County	2,029,817	
MISCELLANEOUS:	2%	10,756,175	Pro Rata	3,538,957	
Other Taxes	6,045,000		Recordation	17,291,000	
Service Charges	4,070,175		Transfer	6,724,578	
Fines & Forfeitures	105,000				
Miscellaneous Revenues	536,000		LICENSES & PERMITS	1%	2,940,700
FUND BALANCE	1%	3,500,000			

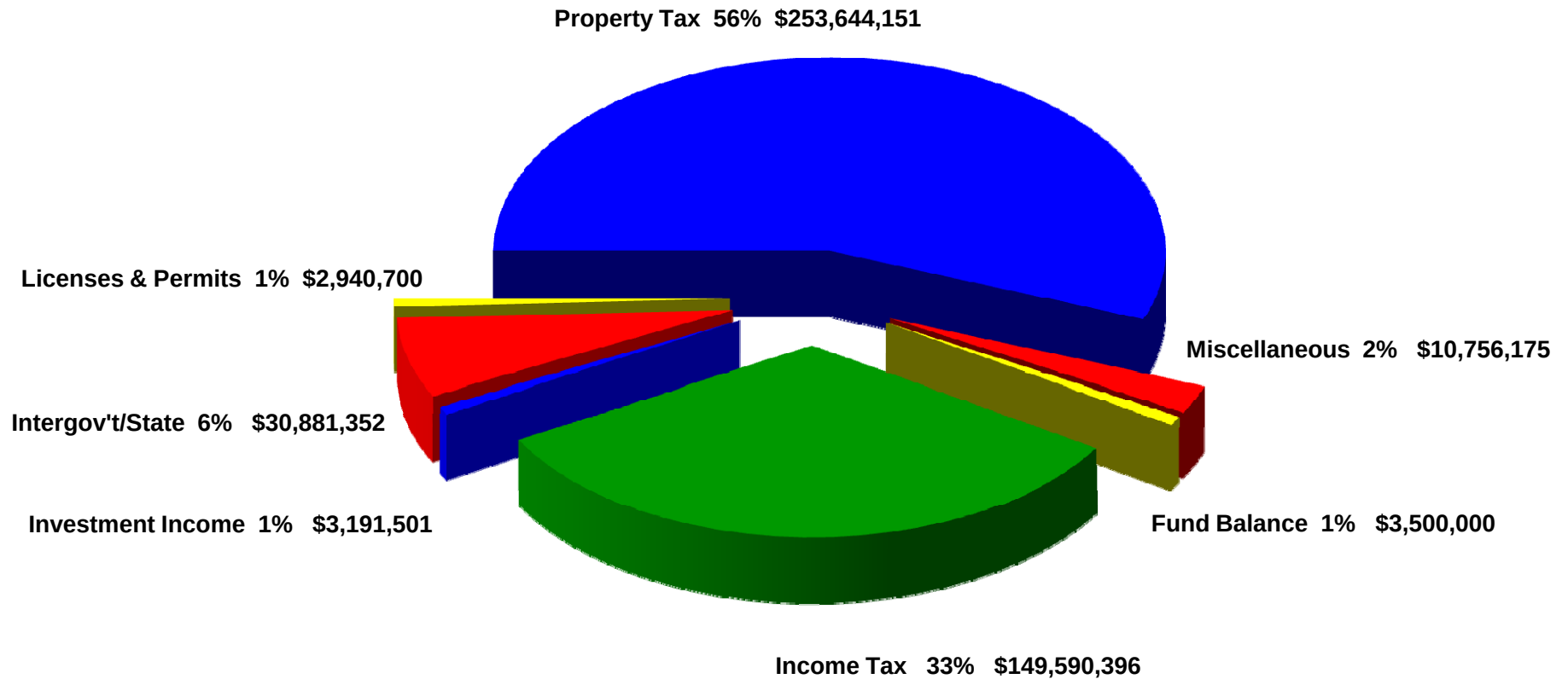
TOTAL GENERAL FUND REVENUES

454,504,275

GENERAL FUND REVENUES

Fiscal Year 2010 - 2011

TOTAL APPROVED BUDGET \$454,504,275



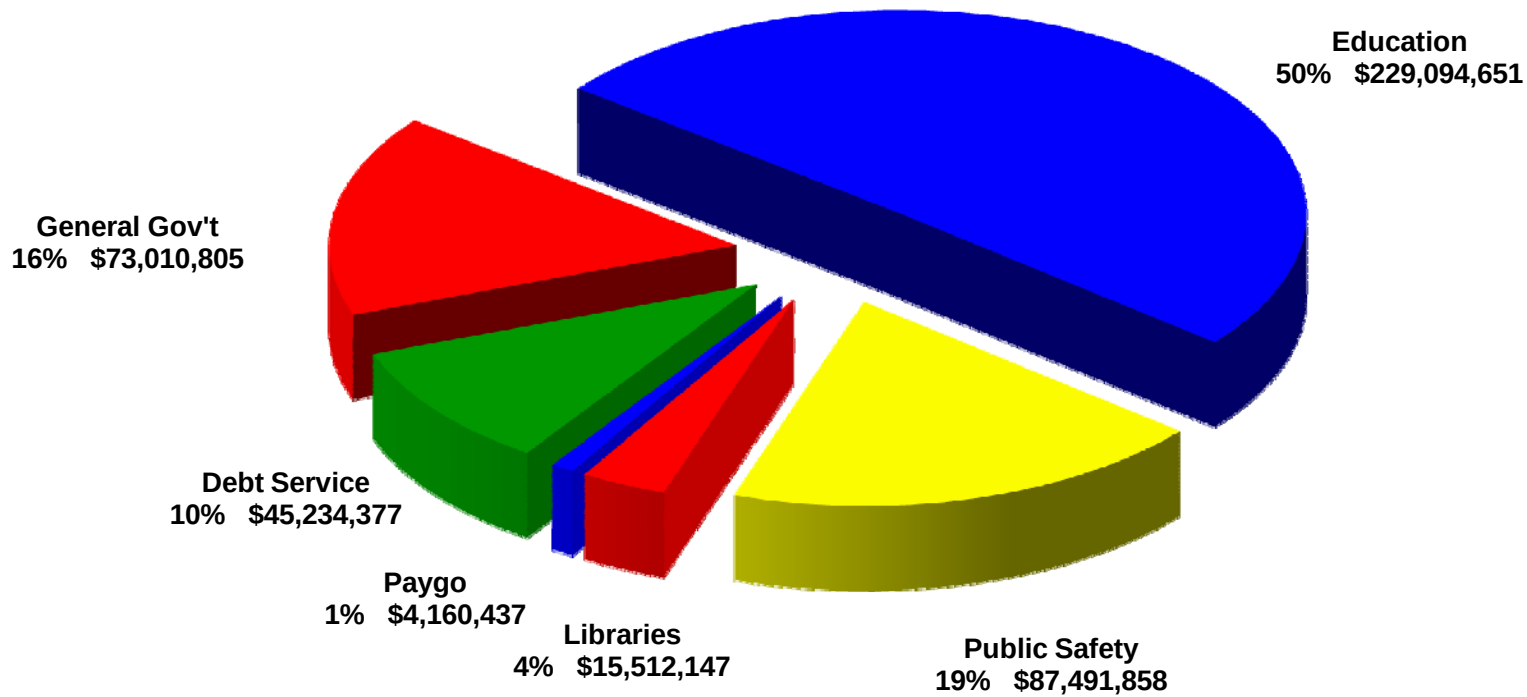
**FY 11 APPROVED GENERAL FUND
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT:	16%	73,010,805	EDUCATION:	50%	229,094,651
County Executive	2,024,393		Board of Education	47%	214,061,789
Administration	10,971,649		Harford Community College	3%	14,961,612
Procurement	3,673,803		School for the Blind		71,250
Treasury	3,878,816				
Law	1,811,126				
Planning & Zoning	3,613,444		PUBLIC SAFETY:	19%	87,491,858
Human Resources	1,380,351		Sheriff		62,637,663
Community Services	7,013,848		Emergency Services		9,367,407
Handicapped Care Centers	2,298,730		Volunteer Fire Companies		8,982,456
Health	4,028,318		Inspections, Licenses & Permits		3,782,851
Housing	571,261		Environmental Services		2,721,481
Council	2,169,069				
Judicial	2,727,483				
State's Attorney	5,265,988				
Elections	2,376,121		LIBRARIES	4%	15,512,147
Parks & Recreation	9,166,709				
Natural Resources	663,206				
Economic Development	2,100,881		PAYGO:	1%	4,160,437
Benefits	4,454,471		Capital Improvements		3,310,437
Appropriation to Towns	2,631,138		Water & Sewer Recoupment		850,000
Appropriation to State	40,000				
Rural Legacy Program	50,000				
Contingency Reserve	100,000		DEBT SERVICE	10%	45,234,377

TOTAL GENERAL FUND APPROPRIATIONS

454,504,275

**GENERAL FUND
APPROPRIATIONS
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$454,504,275**



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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	106,941,698	113,118,850	109,923,664	103,448,637	103,442,024
20	CONTRACTUAL SERVICES	23,668,000	22,399,859	23,239,042	25,040,604	24,993,695
30	SUPPLIES & MATERIALS	4,688,354	3,846,253	4,327,352	4,225,449	4,225,449
40	BUSINESS & TRAVEL	3,824,956	3,286,338	3,638,698	3,429,057	3,429,057
50	CAPITAL OUTLAY	3,221,438	612,954	34,100	50,300	50,300
60	DEBT SERVICE	25,664,530	51,805,777	32,667,488	45,106,477	45,106,477
70	MISCELLANEOUS	271,105,784	277,336,363	271,260,457	272,040,664	272,072,277
80	INTERGOVERNMENTAL	0	325,522	1,150,056	1,184,996	1,184,996
	GRAND TOTAL	439,114,760	472,731,916	446,240,857	454,526,184	454,504,275

GENERAL FUND

FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY DEPARTMENT:</u>						
01	COUNTY EXECUTIVE	1,811,641	1,767,846	1,599,462	2,024,393	2,024,393
02	ADMINISTRATION	12,763,095	12,046,044	11,619,189	10,996,649	10,971,649
03	PROCUREMENT	3,593,523	3,980,765	3,971,424	3,673,803	3,673,803
04	TREASURY	4,078,701	3,898,540	3,963,429	3,878,816	3,878,816
05	LAW	1,972,455	1,922,646	1,839,675	1,811,126	1,811,126
06	PLANNING & ZONING	3,337,114	3,693,927	3,623,853	3,613,444	3,613,444
08	HUMAN RESOURCES	1,921,674	1,936,856	1,770,758	1,380,351	1,380,351
09	COMMUNITY SERVICES	6,925,771	7,273,190	7,348,057	7,013,848	7,013,848
14	HANDICAPPED CARE CENTERS	2,294,716	2,419,716	2,298,730	2,298,730	2,298,730
15	GOV'T & COMMUNITY RELATIONS	572,378	549,325	535,114	0	0
16	HEALTH	3,711,269	4,039,250	4,079,918	4,028,318	4,028,318
17	HOUSING AGENCY	746,240	659,251	611,174	571,261	571,261
21	SHERIFF'S OFFICE	62,673,737	61,011,099	63,720,480	62,637,663	62,637,663
22	EMERGENCY SERVICES	18,235,605	18,469,633	18,360,294	18,349,863	18,349,863
26	INSPECTIONS, LICENSES & PERMITS	4,184,131	4,054,862	3,788,443	3,782,851	3,782,851
30	PUBLIC WORKS	4,578,096	3,947,222	3,997,385	2,696,481	2,721,481
40	COUNTY COUNCIL	2,293,560	2,085,004	2,181,756	2,190,978	2,169,069
41	JUDICIAL	2,876,207	2,747,386	2,687,521	2,727,483	2,727,483
43	STATE'S ATTORNEY	5,310,491	5,289,310	5,238,693	5,265,988	5,265,988
48	ELECTIONS	1,580,672	1,446,522	1,355,040	2,376,121	2,376,121
54	BOARD OF EDUCATION	199,614,800	206,978,734	210,914,800	214,061,789	214,061,789
56	HARFORD COMMUNITY COLLEGE	15,778,743	15,939,806	15,939,806	14,961,612	14,961,612
57	MARYLAND SCHOOL FOR THE BLIND	51,894	36,720	71,250	71,250	71,250
58	LIBRARIES	15,705,461	16,135,917	15,312,147	15,512,147	15,512,147
59	PARKS & RECREATION	9,916,011	9,462,651	9,172,977	9,166,709	9,166,709
63	CONSERVATION OF NATURAL RESOURCES	522,623	494,300	608,358	663,206	663,206
65	ECONOMIC DEVELOPMENT	2,749,081	2,453,200	2,192,760	2,100,881	2,100,881
66	DEBT SERVICE	25,709,911	51,880,180	32,907,338	45,234,377	45,234,377
67	INSURANCE	1,167,106	941,873	0	0	0
68	BENEFITS	3,339,186	9,233,394	3,680,937	4,454,471	4,454,471
70	MISCELLANEOUS	19,098,868	15,936,747	10,750,089	6,881,575	6,881,575
90	RESERVE FOR CONTINGENCIES	0	0	100,000	100,000	100,000
	GRAND TOTAL	439,114,760	472,731,916	446,240,857	454,526,184	454,504,275

GENERAL FUND

FUND SUMMARY:

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	210,655,219	232,800,777	248,980,529	253,666,060	253,644,151
INCOME TAXES	164,337,261	161,364,855	155,293,037	149,590,396	149,590,396
LICENSES & PERMITS	3,101,923	2,740,270	2,877,875	2,940,700	2,940,700
INTERGOVERNMENTAL	3,059,443	2,420,711	3,011,291	1,297,000	1,297,000
SERVICE CHARGES	4,508,815	4,257,715	4,453,701	4,070,175	4,070,175
FINES & FORFEITURES	96,005	98,554	112,175	105,000	105,000
INVESTMENT INCOME	6,071,907	3,204,148	3,297,029	3,191,501	3,191,501
MISCELLANEOUS REVENUES	5,993,163	35,815,622	5,362,369	6,581,000	6,581,000
RECORDATION / TRANSFER TAX	11,196,145	7,734,504	8,601,000	24,015,578	24,015,578
INTRA-COUNTY TRANSFERS	12,639,899	16,593,044	12,213,851	5,568,774	5,568,774
FUND BALANCE APPROPRIATION	0	0	2,038,000	3,500,000	3,500,000
GRAND TOTAL	421,659,780	467,030,200	446,240,857	454,526,184	454,504,275

GENERAL FUND

FINANCIAL NOTES:

FY 11 Approved Budget	\$454,504,275
FY 10 Approved Budget	\$446,240,857
\$ increase	\$8,263,418
% increase	1.85%

The \$8,263,418 projected increase in General Fund Revenues results from:

	FY 10	FY 11	CHANGE	
o	248,980,529	253,644,151	4,663,622	<u>PROPERTY TAXES</u>
				FY 11 Approved Budget
				\$253,644,151
				55.81% of the FY 11 General Fund
				FY 10 Approved Budget
				\$248,980,529
				55.80% of the FY 10 General Fund
				\$ growth
				\$4,663,622
				% growth
				1.87%

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.

Effective July 1, 2010, with the adoption of Resolution No. 20-10 on May 18, 2009 the real property tax rate was reduced to the calculated constant yield rate of \$1.0421 which is assessed at 100% of market value per one hundred dollars of full value and \$2.6053 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.

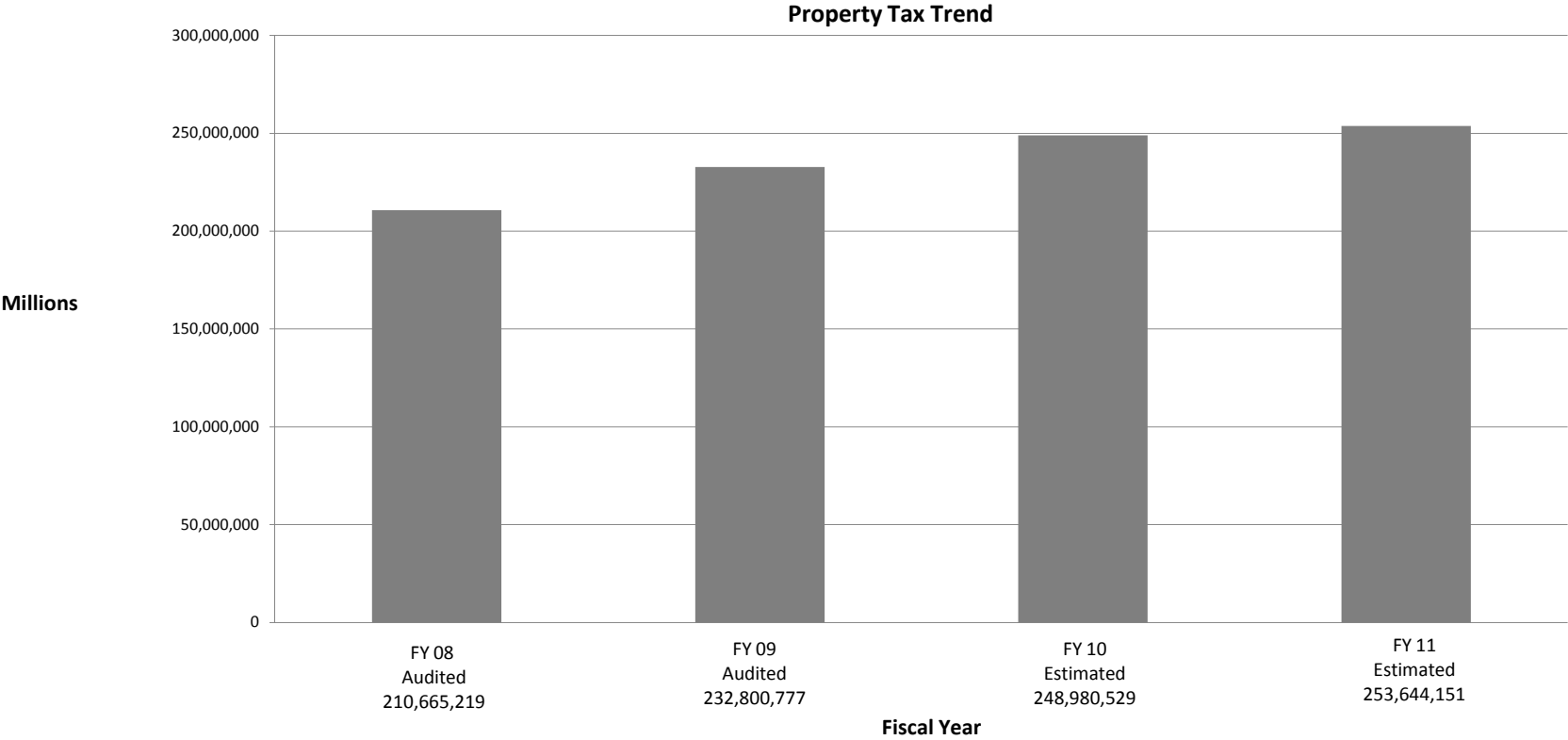
The Homestead Tax Credit assists homeowners dealing with large assessment increases on their principal residence. The credit limits the increase in taxable assessments each year to a fixed percentage. Every county and municipality in Maryland is required to limit its taxable assessment increase to 10% or less each year. Harford County's limit is capped at 5% beginning July 1, 2010. This means the homeowner pays no property tax at a market value increase which is above the 5% 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 10	FY 11	CHANGE
o	155,293,037	149,590,396	(5,702,641) <u>INCOME TAXES</u>

FY 11 Approved Budget	\$149,590,396	32.91%	of the FY 11 General Fund
FY 10 Approved Budget	\$155,293,037	34.80%	of the FY 10 General Fund
\$ decline	(\$5,702,641)		
% decline	-3.67%		

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.

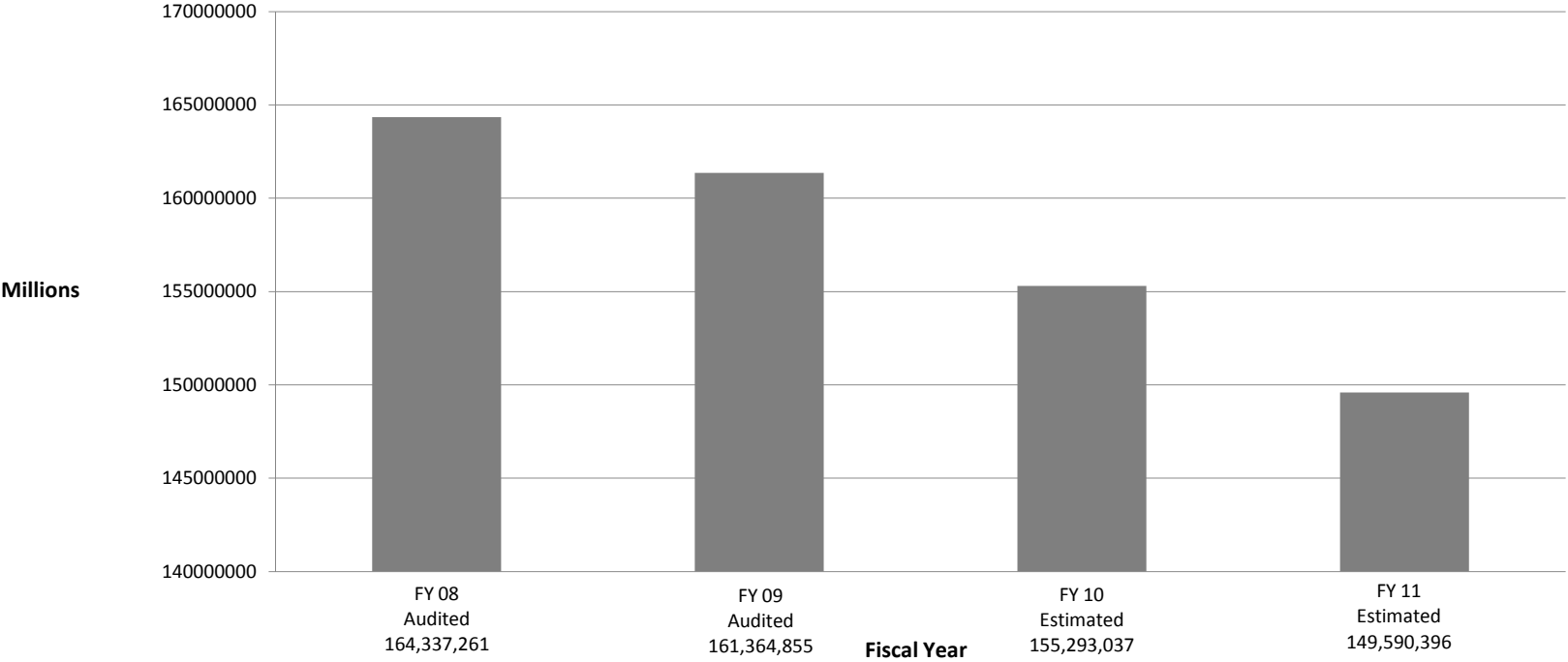
We receive approximately 90% of Income Tax in quarterly distributions of withholdings and estimated payments. These receipts have been declining for most of FY 08 and FY 09.

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:

Income Tax Trend



GENERAL FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	41,967,291	51,269,728	9,302,437	<u>OTHER REVENUES</u>
				FY 11 Approved Budget
				\$51,269,728
				11.28%
				of the FY 11 General Fund
				FY 10 Approved Budget
				\$41,967,291
				9.40%
				of the FY 10 General Fund
				\$ growth
				\$9,302,437
				% growth
				22.17%

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

<u>Impact Fee</u>	FY 10	FY 11	Change
	2,306,344	3,500,000	1,193,656

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. Due to an expected increase in residential building activity as the economy improves and increase in the impact fee collection activity is planned. We expect to exceed the budgeted amount in Fiscal Year 2010 with a slight increase planned for Fiscal Year 2011.

<u>Investment Income</u>	FY 10	FY 11	Change
	3,297,029	3,191,501	(105,528)

Revenues from investments are reflective of the size of the County's portfolio and the rate of return. For FY 11, a projected decrease is anticipated, based on growth of the portfolio and an expected slight decrease in rate of return.

<u>Fund Balance Appropriated</u>	FY 10	FY 11	Change
	2,038,000	3,500,000	1,462,000

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 09 the General Fund had \$12.9 million unreserved and undesignated. There is \$3,500,000 in appropriation of fund balance in FY 11.

GENERAL FUND

FINANCIAL NOTES:

<u>PSDS Recordation / Transfer Taxes</u>	FY 10	FY 11	Change
	8,601,000	24,015,578	15,414,578

The slow down in the housing sales and new home construction has slowed the growth in both the recordation and transfer tax collection. We are however anticipating a modest growth in Fiscal Year 2011 based on actual receipts received in Fiscal Year 2010. The change is due in part to an increase in the number of homes sales, foreclosure activity and the ability to apply excess funds from prior years to the program.

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 10	FY 11	Change
	(3,213,995)	(3,362,586)	(148,591)

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 10 this resulted in the need of support with General Fund revenues amounting to \$3,213,995. For FY 11 a continued decrease in the steam revenue requires an slight increase in the General Fund contribution of \$148,591.

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 10	FY 11	Change
	28,938,913	20,425,235	(8,513,678)

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

GENERAL FUND

FINANCIAL NOTES:

The \$8,263,418 net increase in the General Fund is the result of:

	FY 10	FY 11	CHANGE					
o	(2,230,759)	(2,230,759)	(26.00)	Net Full-Time positions abolished and created for FY 11:				
				FULL TIME POSITIONS	# of Positions	Salary	Fringe	Total
				ADMINISTRATION				
				DIRECTOR OF ADMINISTRATION				
				Grants Administrator	(1.00)	(77,765)	(29,397)	(107,162)
				FACILITIES & OPERATIONS				
				Building Maintenance Worker	(1.00)	(45,140)	(25,317)	(70,457)
				Building Maintenance Mechanic I	(1.00)	(64,638)	(19,566)	(84,204)
				CENTRAL SERVICES				
				Supervisor Central Services	(1.00)	(63,958)	(26,265)	(90,223)
				Administrative Assistant I	(1.00)	(40,107)	(12,473)	(52,580)
				INFORMATION SYSTEMS ADMINISTRATION (ISA)				
				Deputy Chief, IS	(1.00)	(103,594)	(34,034)	(137,628)
				Telecommunication Specialist II	(1.00)	(69,509)	(13,137)	(82,646)
				COMPUTER SUPPORT SERVICES				
				Computer Operator Trainee	(1.00)	(26,971)	(10,251)	(37,222)
				Computer System Engineer IV	(1.00)	(68,453)	(13,498)	(81,951)
				MANAGEMENT INFORMATION SYSTEMS (MIS)				
				Deputy Chief, MIS	(1.00)	(112,068)	(32,189)	(144,257)
				Help Desk Support Specialist	(1.00)	(37,134)	(19,406)	(56,540)
				Computer Operations Supervisor	(1.00)	(59,716)	(23,418)	(83,134)
				Systems Programmer	(1.00)	(70,474)	(25,331)	(95,805)
				Programmer Analyst II	(1.00)	(93,359)	(22,011)	(115,370)
				PROCUREMENT				
				PROPERTY MANAGEMENT				
				Procurement Agent II	(1.00)	(66,270)	(14,617)	(80,887)
				TREASURY				
				OFFICE OF THE TREASURER				
				Accounting Technician II	(1.00)	(39,900)	(22,603)	(62,503)
				BUREAU OF ACCOUNTING				
				Accounting Clerk II	(1.00)	(33,100)	(21,550)	(54,650)
				BUREAU OF REVENUE COLLECTIONS				
				Revenue Collections Supervisor	(1.00)	(57,859)	(25,900)	(83,759)
				LAW				
				Legal Assistant II	(1.00)	(48,428)	(24,243)	(72,671)
				HUMAN RESOURCES				
				Human Resources Clerk	(1.00)	(34,715)	(11,544)	(46,259)

GENERAL FUND

FINANCIAL NOTES:

FY 10	FY 11	CHANGE		
Net Full-Time positions abolished and created for FY 11 con't:				
GOVERNMENTAL & COMMUNITY RELATIONS				
Director of Governmental & Community Relations	(1.00)	(108,800)	(38,300)	(147,100)
SHERIFF'S OFFICE				
PATROL OPERATIONS				
Deputy First Class (previously grant funded and grant agreement required positions be county funded when grant ended)	3.00	184,890	102,066	286,956
EMERGENCY SERVICES				
ADMINISTRATION				
Management Assistant II	(1.00)	(84,703)	(20,342)	(105,045)
INSPECTIONS, LICENSES & PERMITS				
BUILDING SERVICES				
Building Inspector II	(1.00)	(43,900)	(20,921)	(64,821)
PLUMBING SERVICES				
Plumbing Inspector II	(1.00)	(43,900)	(24,867)	(68,767)
ELECTRICAL SERVICES				
Electrical Inspector II	(1.00)	(44,796)	(22,092)	(66,888)
PUBLIC WORKS				
WATER RESOURCES				
The following positions were created under the Highways Fund				
Engineering Associate I	(2.00)	(71,865)	(24,144)	(96,009)
Engineering Associate IV	(1.00)	(76,826)	(29,875)	(106,701)
Engineering Associate V	(2.00)	(166,148)	(58,985)	(225,133)
Planner II	(1.00)	(64,996)	(19,092)	(84,088)
Civil Engineer II	(1.00)	(86,623)	(21,371)	(107,994)
Civil Engineer III	(1.00)	(52,230)	(29,132)	(81,362)
ENVIRONMENTAL SERVICES - RECYCLING				
Laborer (converted from temporary to permanent)	1.00	24,690	11,699	36,389
JUDICIAL				
CIRCUIT COUNT				
Law Clerk (created due to House Bill #201)	1.00	44,000	23,067	67,067
PARKS & RECREATION				
PARKS & FACILITIES				
Custodial Worker I (part-time to full-time due to workload)	1.00	26,656	10,681	37,337
Custodial Worker II (created for the Chenoweth Activity Center)	1.00	45,752	24,896	70,648
Maintenance Worker I	(1.00)	(27,410)	(11,476)	(38,886)
CONSERVATION OF NATURAL RESOURCES				
SOIL CONSERVATION				
Administrator	1.00	80,000	23,546	103,546
NET FULL-TIME POSITIONS	(26.00)	(1,679,367)	(551,392)	(2,230,759)

GENERAL FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	(53,351)	(53,351)	(0.90)	Net Part-Time positions being abolished and created for FY 11:
				PART TIME POSITIONS COMMUNITY SERVICES OFFICE ON AGING Senior Center Specialist 9created for the Chenowith Activity Center) 0.60 26,340 20,993 47,333 PUBLIC WORKS WATER RESOURCES Two positions abolished and created under Water Resources - Highways Fund Civil Engineer II (1.00) (65,545) (13,544) (79,089) PARKS & RECREATION PARKS & FACILITIES Custodial Worker I (part-time to full-time due to workload) (0.50) (13,328) (8,267) (21,595) NET PART-TIME POSITIONS (0.90) (52,533) (818) (53,351)
o	4,796	4,796	0.00	Net Full-Time positions transferred between departments of the General Fund for FY 11:
				FULL TIME POSITIONS COUNTY EXECUTIVE OFFICE OF CHIEF OF STAFF Management Assistant II (transferred from Gov't. & Comm Rel) 1.00 75,317 28,119 103,436 CONSTITUENT SERVICES Administrative Specialist I (transferred from Gov't & Comm Rel) 2.00 97,800 47,432 145,232 Administrative Specialist II (transferred from Gov't & Comm Rel) 1.00 67,857 26,915 94,772 ADMINISTRATION FACILITIES & OPERATIONS Planner III (transferred from BMR) 1.00 57,700 25,277 82,977 BUDGET & MANAGEMENT RESEARCH Deputy Chief of Budget (transferred to Facilities & Oper) (1.00) (82,820) (30,285) (113,105) INFORMATION SYSTEMS ADMINISTRATION (ISA) Five (5) positions transferred to Information & Comm Tech (5.00) (333,791) (117,558) (451,349) COMPUTER SUPPORT SERVICES Ten (10) positions transferred to Information & Comm Tech (10.00) (518,694) (187,631) (706,325) MANAGEMENT INFORMATION SYSTEMS (MIS) Eleven (11) positions transferred to Information & Comm Tech (11.00) (763,928) (242,191) (1,006,119) INFORMATION & COMMUNICATION TECHNOLOGY Twenty-six (26) positions transferred from IS, CSC, & MIS 26.00 1,637,446 519,914 2,157,360 RISK MANAGEMENT Claims Clerk (transferred from Human Resources) 1.00 33,100 15,583 48,683

GENERAL FUND

FINANCIAL NOTES:

FY 10	FY 11	CHANGE	Net Full-Time positions transferred between departments of the General Fund for FY 11 con't:
			HUMAN RESOURCES
			Director's Office
			Human Resources Clerk (transferred to Administration - Risk Management) (1.00) (31,787) (15,750) (47,537)
			GOVERNMENTAL & COMMUNITY RELATIONS
			Administrative Secretary III (transferred to Constituent Services) (1.00) (46,488) (21,100) (67,588)
			Administrative Specialist I (transferred to Constituent Services) (1.00) (63,207) (26,962) (90,169)
			Administrative Specialist II (transferred to Constituent Services) (1.00) (66,552) (27,557) (94,109)
			Management Assistant II (transferred to Office of Chief of Staff) (1.00) (73,868) (18,719) (92,587)
			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.
			COMMUNITY SERVICES 0.00 0 (1,268) (1,268)
			SHERIFF'S OFFICE 0.00 40,104 2,629 42,733
			EMERGENCY SERVICES 0.00 0 (241) (241)
			NET FULL TIME POSITIONS TRANSFERRED 0.00 28,189 (23,393) 4,796
o	278,816	278,816	Salary Adjustments based on the recommendations of the Department of Human Resources
o	(1,145,179)	(1,145,179)	Staff Turnover (1.71%)
o	(879,090)	(879,090)	Salary Offset - is the net result of Administration - Clerk Typist offset with EECBG grant (\$17,877); Procurement - unfunded two Procurement Agent II positions and one Chief, Property Management (\$164,000); Planning & Zoning - offset salaries with grants (\$16,748); Housing - unfunded Housing Services Counselor (\$43,900); Sheriff's Office - due to the retirement incentive eight positions were downgraded to Deputy Recruits and funded for only 1/2 year (\$167,992); Emergency Services - unfunded an Administrative Assistant I (\$33,100); DILP - offset vacant Chief position (\$26,595) DPW - Engineering Associate II salary offset to the Bush Valley Landfill Trust Fund (\$70,963); Judicial - State paying salary of new Law Clerk position and Jury Commissioner salary offset (\$59,000); State's Attorney - salaries offset by grants and based on actual hours worked (\$125,670); Parks & Recreation - vacant Chief of Parks & Facilities salary unfunded and Recreation Specialist V salary offset 46% by the Leight Park grant (\$129,545); and Soil Conservation - vacant Engineering Assistant IV position unfunded for 1/2 year (\$23,700)
o	586,609	586,609	Increase result of no furlough savings for FY 11

GENERAL FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE		
o	2,458,376	2,036,656	(421,720)	Temporary Salaries decreased mainly the result of:	
				County Executive Administration	(5,000) (18,234)
				Treasury	(736)
				Human Resources	(42,644)
				Community Services	(172,476)
				Sheriff's Office	24,715
				Emergency Services	(25,000)
				DPW-Recycling	(24,215)
				Parks & Recreation	(158,130)
					<u>(421,720)</u>
o	12,953,935	12,855,418	(98,517)	Health Benefit Cost	
				FY 10	FY 11
				12,813,835	12,708,418
					Change
					(105,417)
				140,100	147,000
					6,900
				<u>12,953,935</u>	<u>12,855,418</u>
					<u>(98,517)</u>
					Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
					Supplemental Benefits
					Total Change in Health Benefits Costs
o	4,125,046	4,251,154	126,108	Overtime and Shift Differential adjusted based on actual expense history	
o	14,123,853	12,083,651	(2,040,202)	Pension / Retirement rate adjustments	
					FY 10
					FY 11
					Change
				State Retirement System	99,746
				State Pension System	26,258
				Temporary Pension	(73,488)
				Volunteer Fire's Length of Service Awards Program (LOSAP)	3,973,970
				Sheriff's Office Pension System	3,399,009
				LEOPS - Sheriff	146,525
					(52,067)
					1,700,477
					1,670,207
					(30,270)
					2,322,060
					2,163,077
					(158,983)
					5,829,008
					4,678,575
					(1,150,433)
				Total Pension / Retirement Adjustments	<u>14,123,853</u>
					<u>12,083,651</u>
					<u>(2,040,202)</u>
o	1,854,616	1,433,313	(421,303)	Workers' Compensation rate adjustments based on actuarial assessment	
o	5,687,355	5,621,066	(66,289)	FICA decrease due to adjustments for salary, overtime, shift differential, etc.	
o	750,000	447,000	(303,000)	Special Pays - decrease based on anticipated retirements and actual expense history	
o	122,919	233,550	110,631	Uniform Allowance - restored to FY 09 levels for the Sheriff's Office	

GENERAL FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	2,921,425	2,793,019	(128,406) Space and Real Estate Rentals - decrease based on actual costs of leased space
o	2,880,920	2,644,445	(236,475) Other Professional Services funds are decreased as a net result of:
			196,303 Administration - DOA \$50,000 for unanticipated Management Studies; Fac & Op \$20,653 for mosquito spraying; Central Services \$30,000 for NMARC crew; Information & Comm Technology \$405,000; BMR \$ 1,000; Risk Management \$15,000
			70,000 County Executive - funds transferred from the Office of Gov't & Community Relations
			34,500 Procurement - Outsourcing of property and right of way contracts due to reduced staff
			(18,465) Treasury - OPEB actuarial contract expired in FY 10
			(20,000) Debt Service - based on actual expense history
			14,060 Sheriff's Office - inmate transportation for new Inmate Welfare Fund
			(12,520) Emergency Operations - Abbotville Table Top Exercise now under grant
			(119,000) Community Services - funding for bus vouchers, ombudsman/aim program licensing, and data management for "AIM" decrease based on actual expense history
			(950) Planning & Zoning - decrease due to funding now being charged to a grant
			(37,000) Government & Community Relations - funding transferred to the County Executives Office
			(500) Inspections, Licenses and Permits - funds provide for razing and securing abandoned properties reduction based on the state of the economy
			(316,944) DPW - Water Resources (\$200,000) transferred to Hwys Fund; Recycling (\$99,444); Administration (\$500); Scarboro (\$10,000) and Closed Landfills (\$7,000) all based on actuals
			(3,189) County Council - decrease due to Council Amendment # 4 to support the reduction to the Property Tax
			(1,000) Judicial - decrease due to state of the economy
			(1,804) Parks & Recreation - decrease based on actuals and offset by \$2,096 for the Chenowith Activity Center and to reimburse Sheriff's Office for overtime when deputies patrolling Flying Point Park @ \$2,400
			<u>(19,966)</u> Economic Development - reductions due to state of the economy
			<u>(236,475)</u>
o	2,085,530	2,207,032	121,502 Electricity - adjusted based on actual expense history
o	209,450	1,084,395	874,945 Water & Sewer - increase due to allocation of \$850,000 in FY 11 for Parks and Recreation share of Bear Cabin Branch Regional Sewer Pump Station Policy for the parcel formerly known as the Graybeal Property
o	330,575	362,595	32,020 Heating Fuel (Gas) - increase in Procurement \$2,500; Emergency Operations \$4,750; Parks and Recreation \$5,200; based on actuals and Sheriff's Office \$20,270 due to the expansion of the Detention Center
o	94,200	84,000	(10,200) Heating Fuel (Oil) - decrease based on actual expense history mainly for Parks & Recreation (\$10,000)

GENERAL FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o		973,714	973,714 Due to two (2) major elections in FY 11 the following line items increased:
			83,256 Temporary Salaries
			13,442 Overtime & FICA
			166,322 Management Services
			13,600 Space & Real Estate
			468,464 Election Officials
			4,040 Other Professional Services
			11,940 General Office Supplies
			74,425 Printing - Commercial
			58,000 General Office Mailing
			1,000 Other Food Supplies
			4,000 Mileage
			600 Meals
			150 Professional books & Periodicals
			2,330 Training Seminars
			3,000 Fleet Daily Carpool Rental
			69,145 Payment to Other Government Agencies
			<u>973,714</u>
o	1,640,000	2,623,804	983,804 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	3,251,637	3,259,873	8,236 Medical Services - anticipated increase in Detention Center medical contract \$11,152: Judicial decrease (\$1,000) and Human Resources (\$1,616) due to state of the economy
o	414,250	341,513	(72,737) County Facility Repair & Renovation - Facilities and Operations funds to provide for contractual services for necessary repairs and renovations were reduced in Administration (\$50,000); Procurement (\$1,000); Sheriff's Office (\$2,500); DPW (\$2,000); Parks and Recreation (\$19,737) and Emergency Operations \$2,500 all due to actual expense history and state of the economy.
o	386,000	301,000	(85,000) Other Insurance - decreased for General, Auto Liability and Property Damage as a result of the state of the economy:
o	196,945	145,545	(51,400) Management Services -decrease in Procurement \$12,100 and decrease in Administration (\$12,500); Human Resources (\$45,000); Sheriff (\$6,000) all based on actual expense history
o	418,780	365,881	(52,899) Office Equipment - funds appropriated for copier leases decreased based on actual expense history

GENERAL FUND	

FINANCIAL NOTES:[illegible]

GENERAL FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	311,404	271,564	(39,840) Uniform Purchase - The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective.
o	409,125	360,951	(48,174) Legal Services - decrease due based on state of the economy and actual expense history
o	40,000	0	(40,000) Women's Program - decrease based on state of the economy
o	549,783	483,644	(66,139) Financial Audit - decrease due to discounts in Treasury for yearly license and bank fees (\$30,143); County Council due to Amendment #1 (\$14,996) to support the reduction of the Property Tax and Debt Service (\$21,000)
o	355,161	290,641	(64,520) Operating Equipment - decrease in Community Services (\$4,920); Sheriff's Office (\$3,300); Emergency Operations (\$32,500); DPW (\$22,000); and Parks and Recreation (\$1,800) based on expense history and state of the economy
o	52,792	82,819	30,027 Other Contractual Services - increase in Law \$10,000 based on new rate for Online Legal & ASCAP licenses; Sheriff's Office \$16,607 based on service contracts; and Parks and Recreation \$3,520 for mandated safety inspections
o	1,461,941	1,399,921	(62,020) Fuel Charges - decrease based on actual expense history
o	88,613	59,613	(29,000) Mileage - decrease based on actual expense history
o	1,107,636	1,001,123	(106,513) The following materials and supplies line items are adjusted based on actual expense history:
	FY 10	FY 11	Change
	309,072	275,272	(33,800) General Office Supplies
	215,850	183,250	(32,600) Equipment Repair Parts
	37,070	26,320	(10,750) Audio Visual Supplies
	30,180	26,600	(3,580) Other Food Supplies
	201,218	228,441	27,223 Safety Equipment
	9,252	7,750	(1,502) Computer Hardware Components
	55,500	48,300	(7,200) Computer Supplies
	10,170	7,350	(2,820) Paint
	239,324	197,840	(41,484) Other Materials & Supplies
	<u>1,107,636</u>	<u>1,001,123</u>	<u>(106,513)</u>

GENERAL FUND	

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	1,448,920	1,371,220	(77,700) Vehicle Maintenance - funding decreases based on actual expense history	
o	609,444	562,724	(46,720) The following business and travel line items are reduced due to the state of the economy and actual expense history:	
	FY 10	FY 11	Change	
	49,650	33,925	(15,725) Transportation Costs	
	54,996	46,876	(8,120) Meals	
	83,185	68,045	(15,140) Lodging	
	84,724	87,695	2,971 Professional Books & Periodicals	
	92,379	87,853	(4,526) Membership Fees & Dues	
	58,565	85,665	27,100 In-House Training	
	185,945	152,665	(33,280) Training Seminars and Courses	
	<u>609,444</u>	<u>562,724</u>	<u>(46,720)</u>	
o	34,100	50,300	16,200 Equipment - increases to provide for the Inmate Welfare fund, replacement pumps for Scarboro Remediation and Emergency Operations equipment:	
	40,300	Inmate Welfare fund		
	6,000	Replacement Pumps		
	<u>4,000</u>	gem instrument and surface emission testing equipment (TVA)		
	<u>50,300</u>			
o	1,137,021	1,162,176	25,155 Fleet Management Rentals - for FY 11 funds are appropriated to continue the vehicle leases acquired during FY 09 through the Fleet Management Internal Service Fund	
o	29,339,582	41,638,571	12,298,989 Principal and Interest Payments on existing debt, and new debt to be issued in accordance with the Approved FY 11 Capital Budget:	
	FY 10	FY 11	Change	
	Principal	16,451,489	25,239,063	8,787,574
	Interest	<u>12,888,093</u>	<u>16,399,508</u>	<u>3,511,415</u>
		<u>29,339,582</u>	<u>41,638,571</u>	<u>12,298,989</u>

GENERAL FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE						
o	3,017,906	3,017,906		0	Principal and Interest payments on prior Lease Finance projects:				
						FY 10	FY 11	Change	
					2007 County Lease				
					Principal	1,391,013	1,443,878	52,865	
					Interest	150,191	97,327	(52,864)	
						<u>1,541,204</u>	<u>1,541,205</u>	<u>1</u>	
					2007 School Lease				
					Principal	1,262,893	1,310,888	47,995	
					Interest	136,358	88,362	(47,996)	
						<u>1,399,251</u>	<u>1,399,250</u>	<u>(1)</u>	
					2007 College Lease				
					Principal	69,903	72,560	2,657	
					Interest	7,548	4,891	(2,657)	
						<u>77,451</u>	<u>77,451</u>	<u>0</u>	
					Total All Leases				
					Principal	2,723,809	2,827,326	103,517	
					Interest	294,097	190,580	(103,517)	
						<u>3,017,906</u>	<u>3,017,906</u>	<u>0</u>	
o	271,260,457	272,072,277	811,820	Miscellaneous			FY 10	FY 11	Change
				County Executive	Community Grants for: cultural organizations, crime prevention and school beautification reduced in FY 11 due to state of the economy		472,489	402,194	(70,295)
				Board of Education	increase in appropriation in FY 11 includes \$146,989 to meet the Maintenance of Effort requirement a \$2,700,000 increase to help mitigate employee wage reduction and \$300,000 for AG Magnet program		210,914,800	214,061,789	3,146,989
				Harford Community College	State of Maryland reduced its financial support of the College allowing Harford County to avoid the Maintenance of Effort requirement in FY 11		15,939,806	14,961,612	(978,194)
				Libraries	restore savings realized in FY 10 due to employee furloughs		15,312,147	15,512,147	200,000

GENERAL FUND

FINANCIAL NOTES:

FY 10	FY 11	CHANGE			
			Maryland School for the Blind	State law mandating County's share of tuition	71,250 71,250 0
			Harford Center	no increase in appropriation for FY 11 due to the state of the economy	553,036 553,036 0
			ARC Northern Chesapeake	no increase in appropriation for FY 11 due to the state of the economy	1,745,694 1,745,694 0
			Humane Society	no increase in appropriation for FY 11 due to the state of the economy	450,000 450,000 0
			Volunteer Fire Companies	no increase in appropriation for FY 11 due to the state of the economy	8,632,456 8,632,456 0
			Health	decrease in appropriation for FY 11 due to the state of the economy	4,053,607 4,002,007 (51,600)
			Elections	payments to the Maryland State Board for employee salaries and benefits, funds increase due to two major elections in FY 11	469,447 609,910 140,463
			Pro Rata Shares	General funded Public Works activities' share of the Public Works Director's Office Budget decrease due to state of the economy	20,005 10,877 (9,128)
			Paygo	per the Approved FY 11 Capital Budget	6,575,000 4,160,437 (2,414,563)
			Appropriation to Towns	Police Aid pass thru to municipalities	2,548,496 2,610,450 61,954
			Appropriation to State	funds are appropriated in to pay the State administrative costs for the County's Homeowners Tax Credit	1,555,905 40,000 (1,515,905)
			Miscellaneous	For FY 11 the County Council did not make a reduction to the budget of 5% as in FY 10	(3,924,333) 0 3,924,333
			Various	Includes: a contingency reserve; mandated reserves; and numerous grants and contributions	5,870,652 4,248,418 (1,622,234)
					<u>271,260,457 272,072,277 811,820</u>

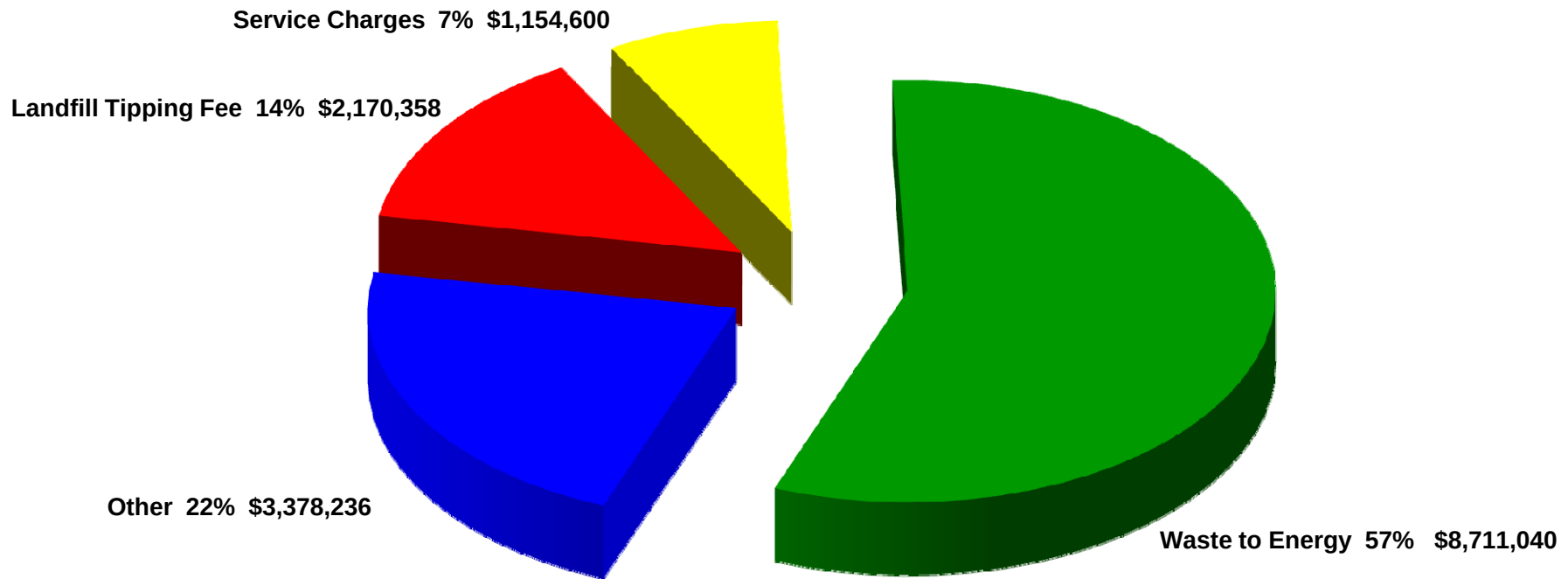
SOLID WASTE SERVICES

FY 11 APPROVED SOLID WASTE SERVICES REVENUE BREAKDOWN

LANDFILL TIPPING FEE	14%	2,170,358	SERVICE CHARGES:	7%	1,154,600
			Charges for Service	1,148,100	
			Licenses & Permits	6,500	
WASTE TO ENERGY	57%	8,711,040	OTHER:	22%	3,378,236
			Support from General Fund	3,362,586	
			Investment Income	15,650	

TOTAL SOLID WASTE SERVICES REVENUES	15,414,234

**SOLID WASTE SERVICES
REVENUES
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$15,414,234**



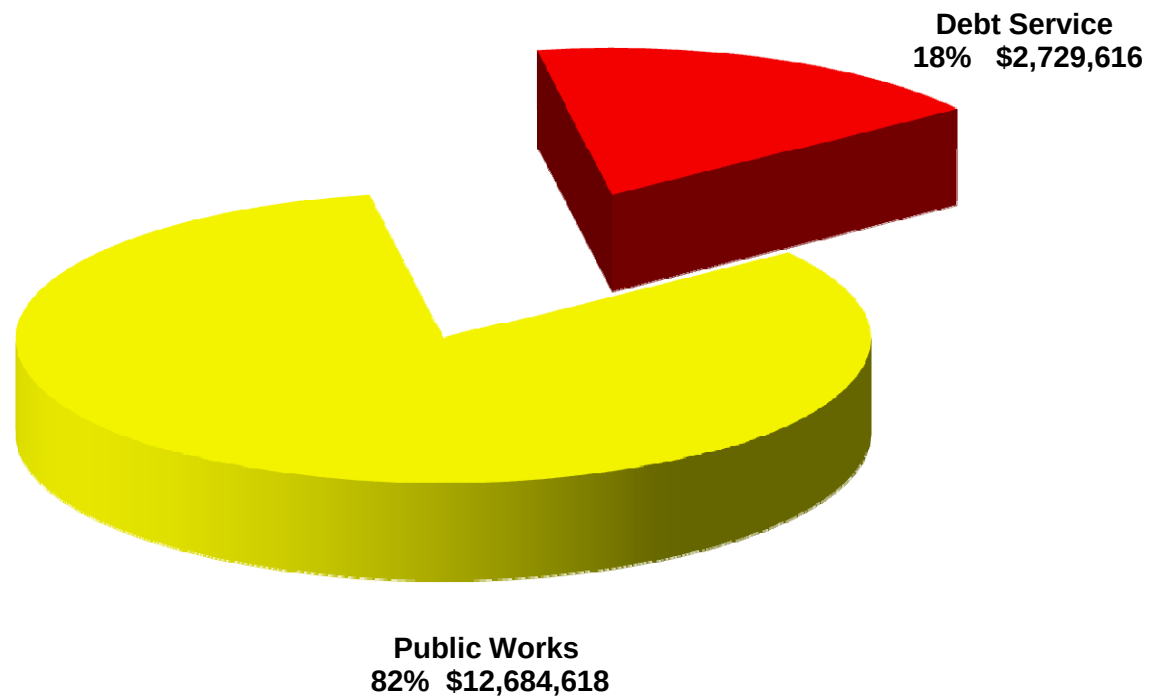
FY 11 APPROVED SOLID WASTE SERVICES APPROPRIATIONS BREAKDOWN

PUBLIC WORKS:	82%	12,684,618	DEBT SERVICE	18%	2,729,616
Bureau of Solid Waste Management	3,323,274				
Waste to Energy	9,361,344				

TOTAL SOLID WASTE SERVICES APPROPRIATIONS

15,414,234

**SOLID WASTE SERVICES
APPROPRIATIONS
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$15,414,234**



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, 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 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,635,153	2,510,923	2,335,368	2,425,550	2,425,550
20	CONTRACTUAL SERVICES	8,862,424	8,208,439	9,126,634	9,811,294	9,811,294
30	SUPPLIES & MATERIALS	289,339	123,820	218,800	121,650	121,650
40	BUSINESS & TRAVEL	444,052	343,792	412,900	270,000	270,000
50	CAPITAL OUTLAY	229,973	41,197	15,000	0	0
60	DEBT SERVICE	4,111,915	2,708,015	2,746,816	2,654,616	2,654,616
80	INTERGOVERNMENTAL	0	46,531	327,264	131,124	131,124
	GRAND TOTAL	16,572,856	13,982,717	15,182,782	15,414,234	15,414,234
<u>SUMMARY BY DEPARTMENT:</u>						
30	PUBLIC WORKS	12,451,272	11,274,702	12,360,966	12,684,618	12,684,618
66	DEBT SERVICE	4,121,584	2,708,015	2,821,816	2,729,616	2,729,616
	GRAND TOTAL	16,572,856	13,982,717	15,182,782	15,414,234	15,414,234
<u>SUMMARY BY REVENUE SOURCE:</u>						
	LICENSES & PERMITS	6,950	6,500	6,700	6,500	6,500
	MISCELLANEOUS SERVICE FEES	1,603,169	1,955,661	992,900	1,148,100	1,148,100
	MISCELLANEOUS REVENUES	1	0	0	0	0
	LANDFILL TIPPING FEE	875,820	444,627	1,257,794	2,170,358	2,170,358
	WASTE TO ENERGY PLANT	12,115,456	9,657,709	9,709,243	8,711,040	8,711,040
	INTEREST & DIVIDENDS	5,345	13,460	2,150	15,650	15,650
	INTRA-COUNTY	0	0	3,213,995	3,362,586	3,362,586
	GRAND TOTAL	14,606,741	12,077,957	15,182,782	15,414,234	15,414,234

SOLID WASTE SERVICES

FINANCIAL NOTES:

FY 11 Approved Budget	\$15,414,234
FY 10 Approved Budget	\$15,182,782
\$ growth	\$231,452
% growth	1.52%

The \$231,452 net increase in Solid Waste Services revenue is projected to result from:

STEAM SALES

One of the largest sources 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 2011 remains unchanged at \$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 10 this resulted in the need of support with General Fund revenues amounting to \$3,213,995. For FY 11 the anticipated decrease in the disposal fee revenue requires a larger General Fund contribution of \$3,362,586.

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

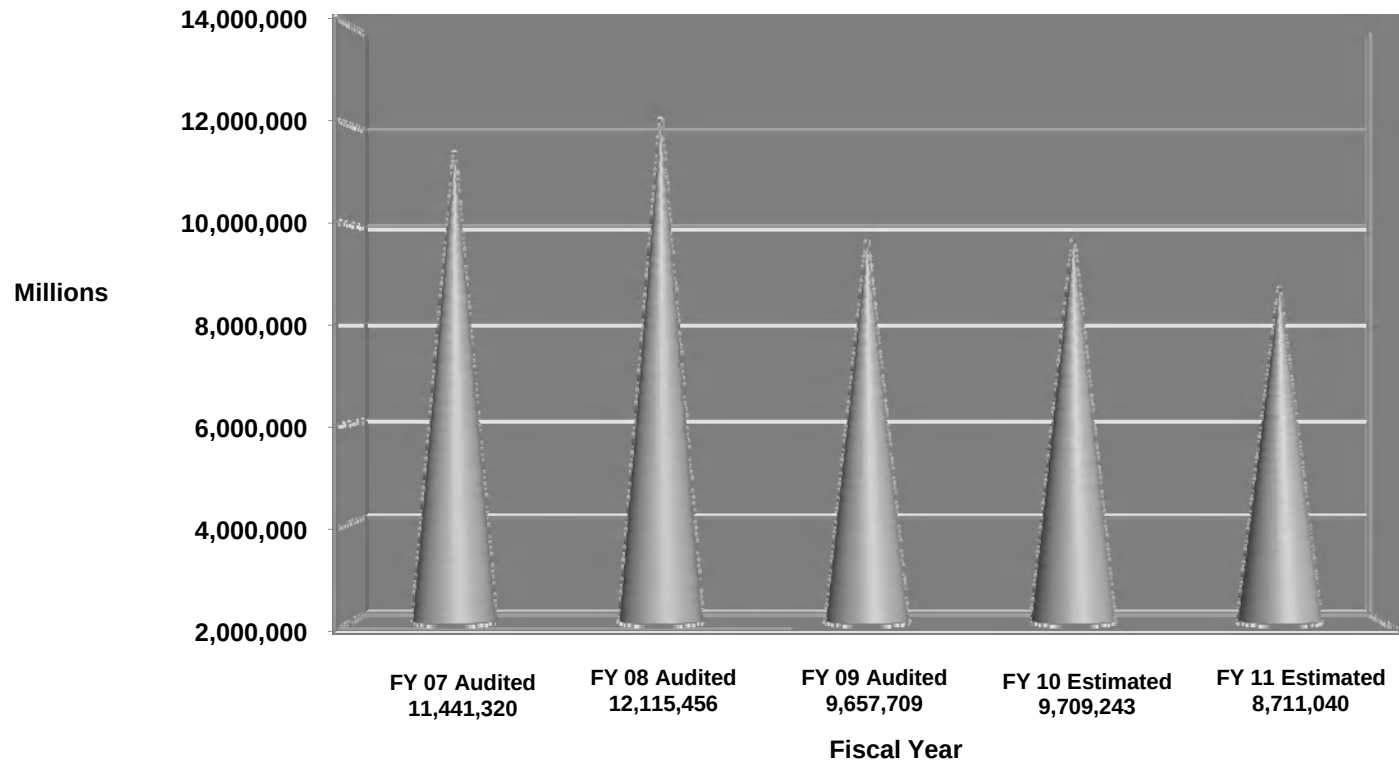
FY 11 revenue estimates for all other sources to Solid Waste Services were projected based on actual receipt history.

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE		FY 10	FY 11	Change
o	9,709,243	8,711,040	(998,203)	Waste to Energy Plant Revenues are generated from:			
				Solid Waste Disposal Fee	5,592,358	4,517,100	(1,075,258)
				Credit Town of Bel Air	(392,909)	(308,318)	84,591
				Steam Sales	3,546,294	3,532,258	(14,036)
				Recovered Materials	18,500	25,000	6,500
				Handling Permitted Material	495,000	495,000	0
				Tire Disposal	450,000	450,000	0
					<u>9,709,243</u>	<u>8,711,040</u>	<u>(998,203)</u>

Waste to Energy Plant Revenue Trend



SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE				
o	2,250,694	3,318,458	1,067,764	<u>Harford Waste Disposal Center Revenues</u> are generated from:	FY 10	FY 11	Change
				Solid Waste Disposal Fee	1,307,642	482,900	(824,742)
				Tipping Fee Baltimore County	0	1,700,000	1,700,000
				Credit Town of Bel Air	(49,848)	(12,542)	37,306
				Miscellaneous Service Fees			
				Household Waste	378,000	482,900	104,900
				Recycling	504,200	554,500	50,300
				Sale of Compost / Mulch	108,000	108,000	0
				Tire Disposal	2,700	2,700	0
					<u>2,250,694</u>	<u>3,318,458</u>	<u>1,067,764</u>
o	8,850	22,150	13,300	<u>Other Miscellaneous Revenues</u> are comprised of:			
				Licenses & Permits for Refuse Licenses	6,700	6,500	(200)
				Investment Income			
				Interest on Invoices	1,500	15,000	13,500
				Over and Short	500	500	0
				Miscellaneous	150	150	0
					<u>8,850</u>	<u>22,150</u>	<u>13,300</u>
o	3,213,995	3,362,586	148,591	<u>General Fund Support</u>	<u>3,213,995</u>	<u>3,362,586</u>	<u>148,591</u>
				TOTAL SOLID WASTE SERVICES	<u>15,182,782</u>	<u>15,414,234</u>	<u>231,452</u>

SOLID WASTE SERVICES	

FINANCIAL NOTES:

The \$231,452 net increase in Solid Waste Services expense is the result of:

	FY 10	FY 11	CHANGE	
o	1,500,638	1,549,292	48,654	Full-time Salaries
			29,424	Increase result of no furlough savings for FY 11
			19,230	Staff Turnover
			<u>48,654</u>	<u>1.28%</u>
o	39,493	30,000	(9,493)	Temporary Salaries decrease due to eliminating funds for two vacant Landfill workers and remaining funds providing for an Equipment Operator and Landfill workers
o	358,393	374,168	15,775	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	115,551	109,666	(5,885)	Workers' Compensation rate adjustments
o	45,737	100,000	54,263	Overtime decrease based on actual expense history
o	149,617	129,338	(20,279)	Pension / Retirement rate adjustments
o	121,319	128,466	7,147	FICA Adjustment
o	21,200	34,000	12,800	Electricity - increase due to Pepco charges previously charged to Post Closure #301251
o	7,500	2,000	(5,500)	Heating Fuel (Oil) - decrease due to waste oil furnace at shop
o	20,000	2,000	(18,000)	Other Contractual Services - decrease based on actual expense history for pond maintenance
o	1,500	8,400	6,900	The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective. In FY 10 all funding for Uniform Allowance was eliminated due to the state of the economy.
			FY 10	FY 11
			0	8,400
			<u>1,500</u>	<u>0</u>
			<u>1,500</u>	<u>8,400</u>
				Change
				8,400 Uniform Rental
				(1,500) Uniform Purchase
				<u>6,900</u>

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	689,100	418,600	(270,500) Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change
	10,000	3,500	(6,500) Vehicle & Operating Equipment
	14,000	12,000	(2,000) Water & Sewer
	21,000	19,000	(2,000) Telephone Services
	2,500	0	(2,500) County Facility Repairs
	40,000	30,000	(10,000) Operating Equipment
	59,500	47,000	(12,500) Grounds Maintenance
	12,600	7,600	(5,000) Building / Custodial Services
	10,000	5,000	(5,000) Meals - Special Purposes
	4,000	1,000	(3,000) General Office Supplies
	45,000	40,000	(5,000) Equipment Repair Parts
	4,500	500	(4,000) Small Tools
	7,000	5,000	(2,000) Building Supplies
	90,000	30,000	(60,000) Crushed Aggregate
	4,000	2,000	(2,000) Bituminous Concrete
	15,000	6,000	(9,000) Other Supplies & Materials
	225,000	160,000	(65,000) Fuel Charges
	125,000	50,000	(75,000) Non-Targeted FVS
	<u>689,100</u>	<u>418,600</u>	<u>(270,500)</u>
o	0	680,000	680,000 Other Service and Maintenance Contracts - exporting of 8,500 tons at \$80 / ton of ash out of the County through the Northeast Maryland Waste Authority
o	20,000	2,000	(18,000) Other Contractual Services - decrease based on one-time FY 10 expense - routine maintenance at ponds

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	8,667,334	8,715,344	48,010	Management Services:
				FY 10 FY 11 Change
				Rubble Disposal 34,000 34,000 0 rubble fill based on actuals
				Waste-to-Energy Plant 8,383,334 8,431,344 48,010 per contract
				Other 250,000 250,000 0 payment to Baltimore City for ash
				8,667,334 8,715,344 48,010

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

FY 10 Contract	FY 11 Contract	Change	
2,907,320	3,066,897	159,577	<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
2,158,380	2,223,131	64,751	<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>
250,000	250,000	0	* Ash Disposal (Paid by County)
373,500	373,500	0	* Insurance
853,555	882,789	29,234	* Utilities
50,000	50,000	0	* Legal / Engineering Fees & Contingency
231,990	228,400	(3,590)	* Administrative Fee
391,100	385,051	(6,049)	* Management Fee
693,000	491,000	(202,000)	* Capital Expenditures
185,000	185,000	0	* Annual Incentives
539,489	545,576	6,087	* Other

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE																																																								
o	166,300	166,300	0 Other Professional Services - provides for the following:																																																								
			<table> <tr> <th>Service</th><th>FY 10</th><th>FY 11</th><th>Change</th></tr> <tr> <td>Hazardous Waste Disposal</td><td>10,000</td><td>10,000</td><td>0</td></tr> <tr> <td>Groundwater Testing</td><td>15,000</td><td>15,000</td><td>0</td></tr> <tr> <td>Leachate Testing</td><td>2,000</td><td>2,000</td><td>0</td></tr> <tr> <td>Leachate Hauling</td><td>15,000</td><td>15,000</td><td>0</td></tr> <tr> <td>Haul homeowner bins</td><td>1,000</td><td>1,000</td><td>0</td></tr> <tr> <td>Scale Maintenance</td><td>7,000</td><td>7,000</td><td>0</td></tr> <tr> <td>Parts Cleaner Service</td><td>2,800</td><td>2,800</td><td>0</td></tr> <tr> <td>Surveying</td><td>1,500</td><td>1,500</td><td>0</td></tr> <tr> <td>Stone Hauling</td><td>44,000</td><td>44,000</td><td>0</td></tr> <tr> <td>Fire Extinguisher</td><td>1,000</td><td>1,000</td><td>0</td></tr> <tr> <td>Computer Cleaning</td><td>2,000</td><td>2,000</td><td>0</td></tr> <tr> <td>Bin Welding</td><td>65,000</td><td>65,000</td><td>0</td></tr> <tr> <td>TOTAL</td><td><u>166,300</u></td><td><u>166,300</u></td><td><u>0</u></td></tr> </table>	Service	FY 10	FY 11	Change	Hazardous Waste Disposal	10,000	10,000	0	Groundwater Testing	15,000	15,000	0	Leachate Testing	2,000	2,000	0	Leachate Hauling	15,000	15,000	0	Haul homeowner bins	1,000	1,000	0	Scale Maintenance	7,000	7,000	0	Parts Cleaner Service	2,800	2,800	0	Surveying	1,500	1,500	0	Stone Hauling	44,000	44,000	0	Fire Extinguisher	1,000	1,000	0	Computer Cleaning	2,000	2,000	0	Bin Welding	65,000	65,000	0	TOTAL	<u>166,300</u>	<u>166,300</u>	<u>0</u>
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o	15,000	0	(15,000) Equipment - no equipment recommended for FY 11 due to state of the economy																																																								
o	75,000	75,000	0 Cost of Issuance																																																								
o	2,132,177	2,151,001	18,824 Principal payments for the Waste-to-Energy Plant:																																																								
			<table> <tr> <th></th><th>FY 10</th><th>FY 11</th><th>Change</th></tr> <tr> <td>Waste to Energy Lease 2007</td><td>700,000</td><td>650,000</td><td>(50,000)</td></tr> <tr> <td>Waste to Energy Retrofit</td><td>1,200,000</td><td>1,260,000</td><td>60,000</td></tr> <tr> <td>2007 Lease Purchase</td><td>232,177</td><td>241,001</td><td>8,824</td></tr> <tr> <td></td><td><u>2,132,177</u></td><td><u>2,151,001</u></td><td><u>18,824</u></td></tr> </table>		FY 10	FY 11	Change	Waste to Energy Lease 2007	700,000	650,000	(50,000)	Waste to Energy Retrofit	1,200,000	1,260,000	60,000	2007 Lease Purchase	232,177	241,001	8,824		<u>2,132,177</u>	<u>2,151,001</u>	<u>18,824</u>																																				
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o	539,639	428,615	(111,024) Interest payments for the Waste-to-Energy Plant:																																																								
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o	327,264	131,124	(196,140) Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged																																																								

HIGHWAYS

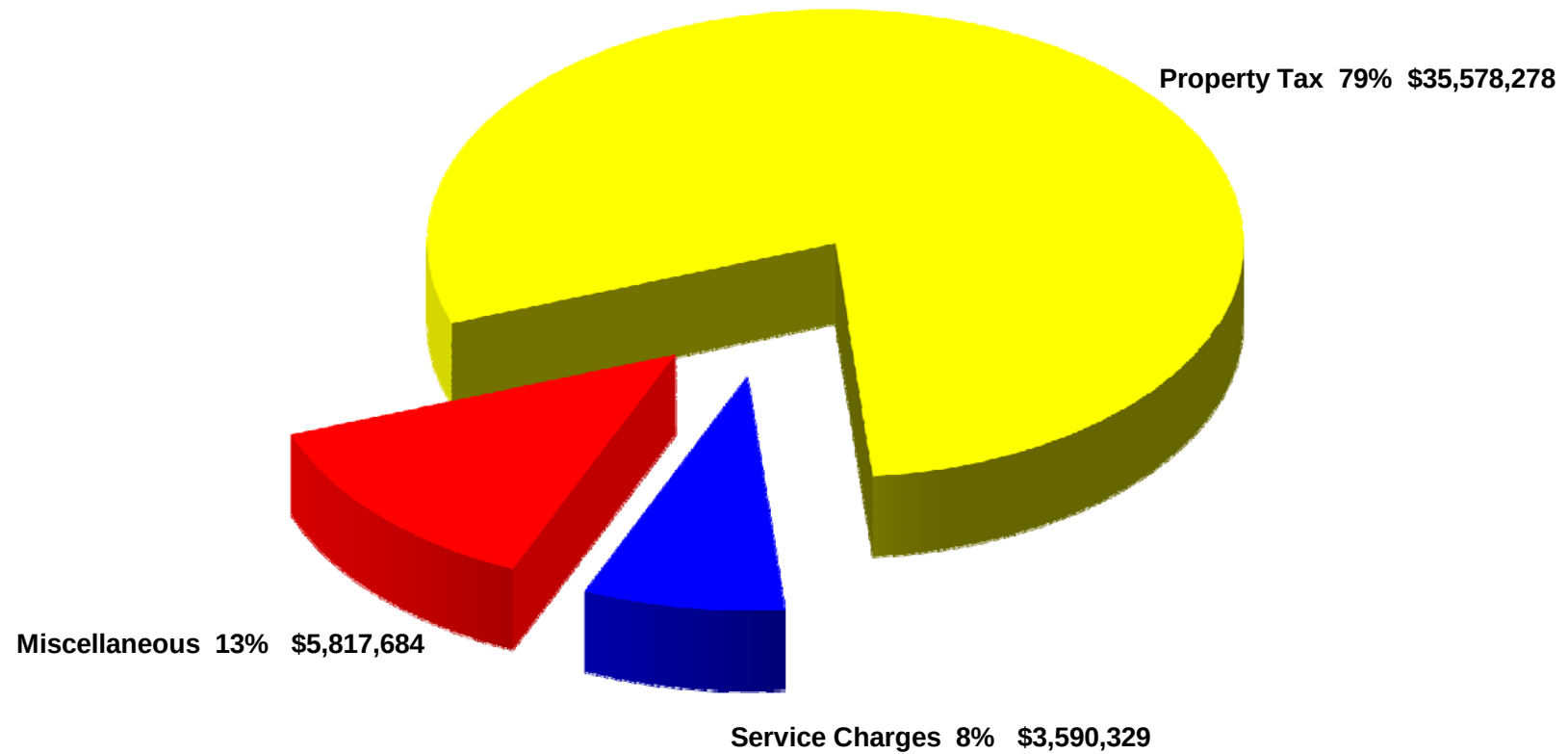
FY 11 APPROVED HIGHWAYS FUND REVENUE BREAKDOWN

PROPERTY TAX	79%	35,578,278	MISCELLANEOUS:	13%	5,817,684
Real & Personal	38,389,981		Pro Rata	163,409	
Deductions	(2,811,703)		Capital Recovery	2,000,000	
			Miscellaneous	3,402,525	
			Pooled Interest Transfer-In	125,000	
			Investment Income	126,750	
SERVICE CHARGES	8%	3,590,329			

TOTAL HIGHWAYS FUND REVENUES	44,986,291

HIGHWAYS FUND REVENUES

Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$44,986,291

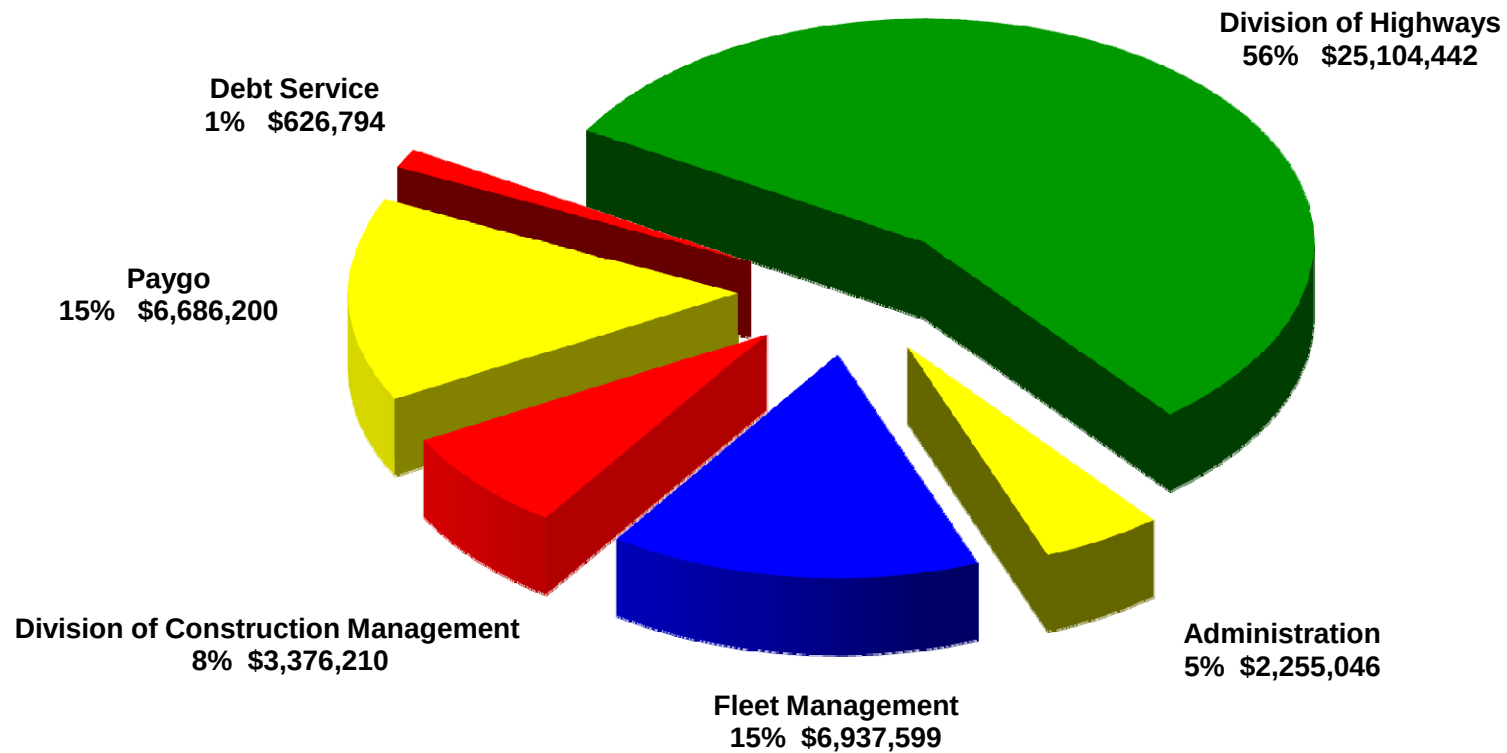


FY 11 APPROVED HIGHWAYS FUND APPROPRIATIONS BREAKDOWN

ADMINISTRATION:	5%	2,255,046	DIVISION OF HIGHWAYS:	56%	25,104,442
Personnel Matters	284,699		Bureau of Highways Engineering	3,233,269	
Director	280,379		Bureau of Highways Maintenance	19,702,715	
Insurance	217,040		Snow Removal	1,466,660	
Benefits	1,272,928		Bureau of Water Resources	701,798	
Contingency Reserve	200,000				
FLEET MANAGEMENT	15%	6,937,599	DIVISION OF CONSTRUCTION MANAGEMENT:	8%	3,376,210
			Bureau of Capital Projects Management	697,378	
			Bureau of Construction Inspections	2,678,832	
DEBT SERVICE	1%	626,794	PAYGO	15%	6,686,200

TOTAL HIGHWAYS FUND APPROPRIATIONS	44,986,291

**HIGHWAYS FUND
APPROPRIATIONS
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$44,986,291**



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 Highways Users Tax revenues, charges for services and Intra-County revenues.

FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	17,047,731	17,792,780	16,930,749	16,459,366	16,459,366
20	CONTRACTUAL SERVICES	5,602,139	4,287,442	5,412,706	4,575,313	4,575,313
30	SUPPLIES & MATERIALS	6,418,784	6,491,704	7,020,020	5,945,790	5,945,790
40	BUSINESS & TRAVEL	4,793,917	4,510,173	4,921,515	4,769,555	4,769,555
50	CAPITAL OUTLAY	2,877,084	158,043	0	3,000	3,000
60	DEBT SERVICE	680,364	647,577	623,275	621,794	621,794
70	MISCELLANEOUS	18,854,487	18,730,316	17,860,159	11,872,441	11,872,441
80	INTER-GOVERNMENTAL	0	314,679	578,724	739,032	739,032
	GRAND TOTAL	56,274,506	52,932,714	53,347,148	44,986,291	44,986,291

HIGHWAYS FUND

FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY DEPARTMENT:</u>						
03	PROCUREMENT	7,665,013	6,148,396	7,346,157	6,937,599	6,937,599
08	HUMAN RESOURCES	301,790	254,258	427,275	284,699	284,699
30	PUBLIC WORKS	34,221,675	32,000,160	32,085,000	28,761,031	28,761,031
66	DEBT SERVICE	680,522	647,577	628,275	626,794	626,794
67	INSURANCE	310,847	245,137	365,441	217,040	217,040
68	BENEFITS	440,659	1,400,182	862,000	1,272,928	1,272,928
70	MISCELLANEOUS	12,654,000	12,237,004	11,433,000	6,686,200	6,686,200
90	RESERVE FOR CONTINGENCIES	0	0	200,000	200,000	200,000
	GRAND TOTAL	<u>56,274,506</u>	<u>52,932,714</u>	<u>53,347,148</u>	<u>44,986,291</u>	<u>44,986,291</u>
<u>SUMMARY BY REVENUE SOURCE:</u>						
	PROPERTY TAXES	32,320,031	36,581,343	35,562,995	35,578,278	35,578,278
	INTERGOVERNMENTAL / STATE SHARED	13,574,722	12,390,632	6,395,719	0	0
	SERVICE CHARGES	3,746,499	3,607,062	3,803,600	3,590,329	3,590,329
	INVESTMENT INCOME	644,093	311,084	170,730	126,750	126,750
	FUND BALANCE APPROPRIATION	0	0	2,270,299	0	0
	MISCELLANEOUS REVENUES	7,253,130	6,274,444	5,143,805	5,690,934	5,690,934
	GRAND TOTAL	<u>57,538,475</u>	<u>59,164,565</u>	<u>53,347,148</u>	<u>44,986,291</u>	<u>44,986,291</u>

HIGHWAYS FUND

FINANCIAL NOTES:

FY 11 Approved Budget	\$44,986,291
FY 10 Approved Budget	\$53,347,148
\$ decline	(\$8,360,857)
% decline	-15.67%

The (\$8,360,857) projected decrease in Highways Fund Revenues results from:

	FY 10	FY 11	CHANGE	
o	35,562,995	35,578,278	15,283	<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. Effective July 1, 2010 the tax rate for this differential is:

\$0.146 per \$100 of assessed value for properties outside the towns.

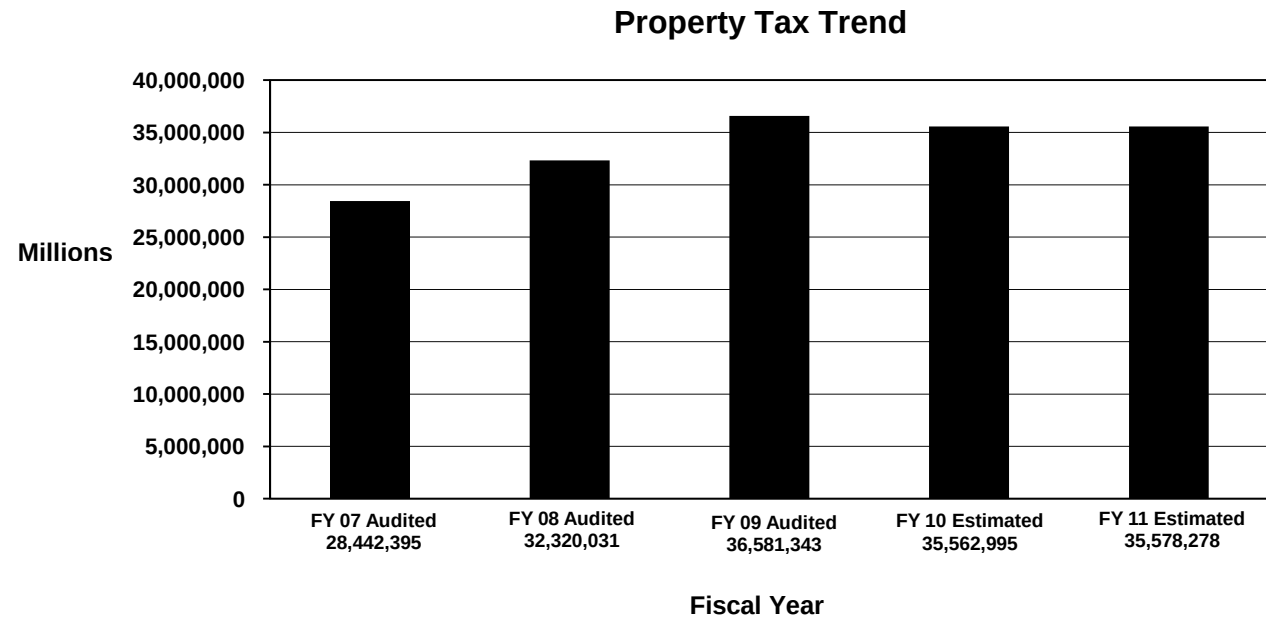
Each year the State reassesses one group, resulting in a complete reassessment of the County every three years. Effective July 1, 2010, the Homestead Tax Credit, set by the County Council, limits tax increases to no more than 5% each year. Only primary residences are eligible for this credit. Decreased 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 10	FY 11	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.



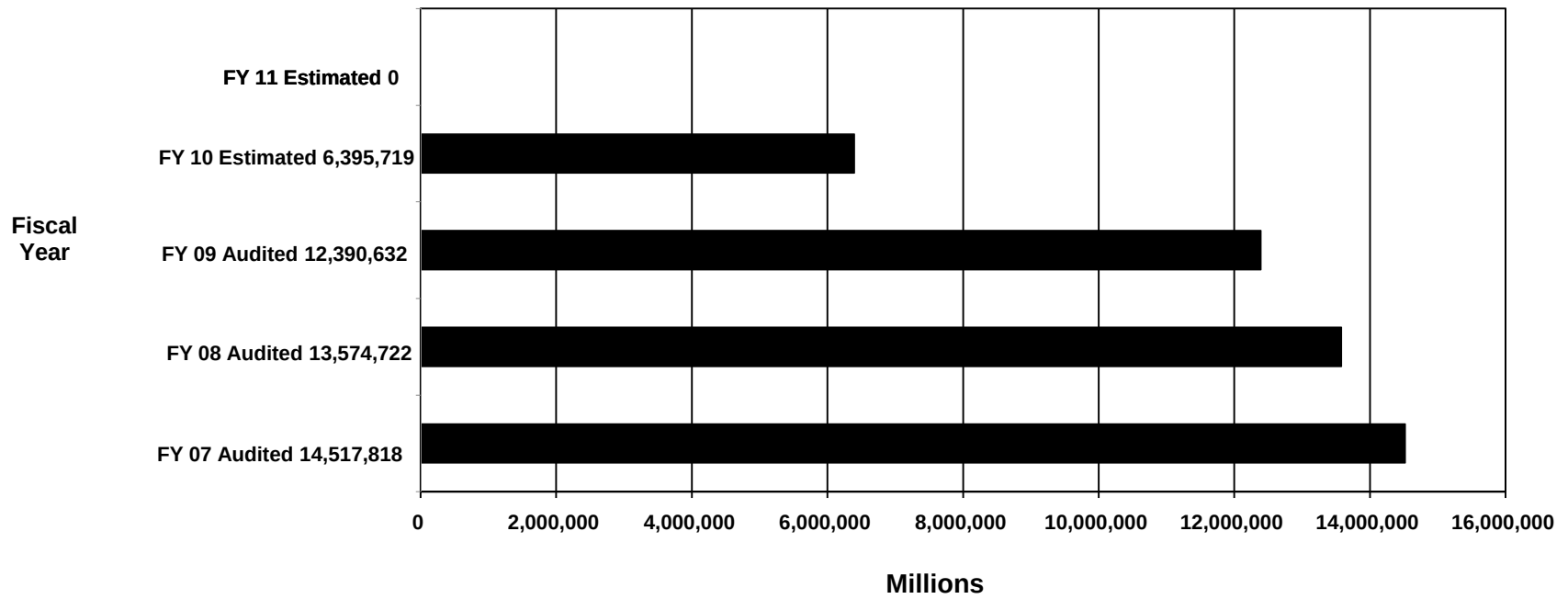
HIGHWAYS FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	6,395,719	0	(6,395,719)	<u>State Highways Users Tax</u> - Motor vehicle fuel tax, motor registration fees, a share of the motor vehicle titling tax and a share of 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 2011 we are projecting a net reduction of (100%) or (\$6,395,719) from the Fiscal Year 2010 budget. We are not anticipating any distributions from the State of Maryland due to the General Assembly session budget deliberations.

State Highways Users Tax Trend



HIGHWAYS FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	3,803,600	3,590,329	(213,271)	<u>Charges for Government Services</u> - such as inspections and plan review revenue are decreased for FY 11. 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.
o	170,730	126,750	(43,980)	<u>Investment Income</u> - are reflective of the size of the portfolio and the rate of return, a slight decrease is projected for FY 11
o	5,143,805	5,690,934	547,129	<u>Other Revenue</u> - the elements mainly responsible for the net increase in "Other" revenues are:
	FY 10	FY 11	Change	
	300,000	50,000	(250,000)	<u>Sale of Property - Vehicles</u>
	3,335,000	3,267,525	(67,475)	<u>Fuel Charges</u>
	263,719	125,000	(138,719)	<u>Pooled Interest Transfer In</u>
	1,000,000	2,000,000	1,000,000	<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	2,270,299	0	(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. No fund balance is appropriated for FY 2011.

HIGHWAYS FUND

FINANCIAL NOTES:

The (\$8,360,857) net decrease in appropriations for the Highways Fund is the result of:

	FY 10	FY 11	CHANGE	
o	(310,887)	(310,887)	(4.00)	Net Full Time positions abolished due to the state of the economy:
				FULL TIME POSITIONS:
				PUBLIC WORKS:
				Bureau of Highways Maintenance:
				Equipment Operator (1.00) (45,729) (25,077) (70,806)
				Laborer (1.00) (30,313) (13,634) (43,947)
				Utility Worker II (1.00) (54,431) (27,681) (82,112)
				Bureau of Capital Projects Management:
				Engineering Associate V (1.00) (91,847) (22,175) (114,022)
				NET FULL-TIME POSITIONS (4.00) (222,320) (88,567) (310,887)
o	(695,532)	(695,532)	(7.00)	Net Full Time positions abolished as a result of the retirement incentive:
				FULL TIME POSITIONS:
				PUBLIC WORKS:
				Bureau of Highways Engineering:
				Administrative Assistant II (1.00) (56,354) (25,431) (81,785)
				Chief, Access & Utilities (1.00) (98,991) (38,270) (137,261)
				Engineering Associate III (1.00) (77,535) (19,570) (97,105)
				Bureau of Highways Maintenance:
				Accounting Clerk II (1.00) (58,445) (15,728) (74,173)
				Crew Chief (2.00) (128,072) (55,632) (183,704)
				Highways Maintenance Supervisor (1.00) (82,275) (39,229) (121,504)
				NET FULL-TIME POSITIONS (7.00) (501,672) (193,860) (695,532)

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE																																									
o		430,500	430,500	5.00 Net Full Time positions created from abolished positions previously funded in Water Resources - General Fund																																								
<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">Bureau of Highways Engineering:</td></tr> <tr> <td>Engineering Associate I</td><td>2.00</td><td>73,275</td><td>23,277</td><td>96,552</td></tr> <tr> <td>Engineering Associate IV</td><td>1.00</td><td>78,332</td><td>29,067</td><td>107,399</td></tr> <tr> <td>Engineering Associate V</td><td>2.00</td><td>169,406</td><td>57,143</td><td>226,549</td></tr> <tr> <td></td><td><u>5.00</u></td><td><u>321,013</u></td><td><u>109,487</u></td><td><u>430,500</u></td></tr> </table>					FULL TIME POSITIONS:	# of Positions	Salary	Fringe	Total	Bureau of Highways Engineering:					Engineering Associate I	2.00	73,275	23,277	96,552	Engineering Associate IV	1.00	78,332	29,067	107,399	Engineering Associate V	2.00	169,406	57,143	226,549		<u>5.00</u>	<u>321,013</u>	<u>109,487</u>	<u>430,500</u>										
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o		541,948	541,948	6.00 Net Full Time positions created due to the abolishment of all positions in Water Resources - General Fund. A new index #303310 - Water Resources - Highways Fund has been created for Fiscal Year 2011:																																								
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o	(1,561)	(1,561)		0.00 Net Full Time positions transferred between divisions:																																								
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HIGHWAYS FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE		
o	10,658,054	10,635,485	(22,569) Full-time Salaries		
			17,275 Salary adjustments based on the recommendations of the Department of Human Resources		
			(131,863) Staff Turnover (1.24%)		
			(116,962) Salary Offset - unfunded vacant Secretary III salary @ (\$68,990); unfunded vacant Chief, Highways Division and Equipment Repair Specialist for one-half a year due to state of the economy @ (\$68,292); and added back FY 10 offset for Administrative Assistant II position @ \$20,320		
			208,981 Increase result of no furlough savings for FY 11		
			<u>(22,569)</u>		
o	2,266,062	2,324,684	58,622 Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage		
o	1,091,030	914,272	(176,758) Pension / Retirement rate adjustments		
o	60,564	0	(60,564) Temporary Salaries - eliminated due to the state of the economy		
o	850,542	804,024	(46,518) Workers' Compensation rate adjustments		
o	720,500	665,000	(55,500) Overtime adjusted based on actual expense history and reduced due to the state of the economy		
o	350,000	242,637	(107,363) Special Pays - funds appropriated for leave payouts per estimated number of retirements		
o	904,877	879,956	(24,921) FICA adjustments		
o	590,000	1,000,928	410,928 Retirees Insurance - funds are provided for the County's share of retiree's health and dental insurance.		
o	175,000	195,000	20,000 Vehicle & Operating Equipment - rental of pickup trucks with plows, dump trucks with plows and operators increased due to short term equipment rental for all departments @ \$30,000 under Fleet Management and a decrease of (\$10,000) based on actual expense history for Highways Maintenance		
o	1,098,400	1,105,000	6,600 Electricity - increase due to a new gas station at the Hickory Shop		
o	365,441	217,040	(148,401) Other Insurance decreases based on actuarial analysis and are explained below:		
		FY 10	FY 11	Change	
		General Liability	12,538	10,721	(1,817)
		Auto Liability	220,476	137,622	(82,854)
		Property Damage	132,427	68,697	(63,730)
			<u>365,441</u>	<u>217,040</u>	<u>(148,401)</u>

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	31,500	28,000	(3,500)	Heating Fuel (Oil) - decrease based on actual expense history and ISO Bunkers contract
o	868,500	537,050	(331,450)	Other Professional Services - increased funds provide for the following:
	FY 10	FY 11	Change	
	500	300	(200)	consultant - Office of the Director
	1,000	750	(250)	contractual inspectors - for capital projects
	20,000	20,000	0	traffic studies and consultants - Engineering
	122,000	61,000	(61,000)	contractual inspectors on developer projects
	600,000	300,000	(300,000)	contractual dig-outs and patch contracts
	20,000	0	(20,000)	installation of automatic chains not required due to no new vehicles
	100,000	150,000	50,000	MES fuel tank maintenance agreement increased due to tank
				inspections and improvements to fuel sites
	5,000	5,000	0	Debt Service - Service Costs
	<u>868,500</u>	<u>537,050</u>	<u>(331,450)</u>	
o	2,017,950	1,884,725	(133,225)	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	60,000	36,000	(24,000)	Heating Fuel (Gas)
	122,800	116,500	(6,300)	Telephone Service
	25,000	12,500	(12,500)	Medical Services
	10,000	6,000	(4,000)	Management Services
	14,000	12,500	(1,500)	Operating Equipment
	24,500	19,200	(5,300)	General Office Supplies
	3,000	4,200	1,200	Paper Supplies
	120,500	105,300	(15,200)	Equipment Repair Parts
	21,300	16,150	(5,150)	Small Tools
	3,500	2,000	(1,500)	Building Supplies
	49,800	43,900	(5,900)	Safety Equipment
	190,000	185,000	(5,000)	Traffic Signs & Markings
	80,550	85,550	5,000	Paint
	36,350	23,825	(12,525)	Other Supplies & Materials
	677,800	620,600	(57,200)	County Owned Vehicles
	562,350	583,300	20,950	Fuel Charges
	16,500	12,200	(4,300)	Training Seminars
	<u>2,017,950</u>	<u>1,884,725</u>	<u>(133,225)</u>	

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o		147,005	147,005	Line items adjusted due to the creation of a new index - Bureau of Water Resources - Highways Fund (previously provided for in General Fund):
		FY 10	FY 11	Change
		53,840	57,300	3,460
		0	1,000	1,000
		0	135,000	135,000
		0	2,000	2,000
		4,420	5,635	1,215
		0	1,800	1,800
		6,300	8,830	2,530
		<u>64,560</u>	<u>211,565</u>	<u>147,005</u>
				Office Equipment
				Other Advertising
				Other Professional Services
				General Office Supplies
				General Office Mailing
				Laboratory Supplies
				Membership Fees & Dues
o	11,600	30,800	19,200	The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective. In FY 10 all funding for Uniform Allowance was eliminated due to the state of the economy.
		FY 10	FY 11	Change
		0	30,800	30,800
		11,600	0	(11,600)
		<u>11,600</u>	<u>30,800</u>	<u>19,200</u>
				Uniform Rental
				Uniform Purchase
o	200,000	105,000	(95,000)	Temporary Services - new vendor bid decreased cost
o	0	15,000	15,000	Computer Software - for reporting fleet costs
o	2,538,400	1,262,200	(1,276,200)	Line items significantly adjusted, due to state of the economy:
		FY 10	FY 11	Change
		100,000	70,000	(30,000)
		35,000	3,000	(32,000)
		1,267,000	570,000	(697,000)
		66,400	15,000	(51,400)
		6,000	700	(5,300)
		250,000	200,000	(50,000)
		800,000	400,000	(400,000)
		7,500	0	(7,500)
		6,500	3,500	(3,000)
		<u>2,538,400</u>	<u>1,262,200</u>	<u>(1,276,200)</u>
				Curb Repair
				Communication Service
				Grounds Maintenance
				Building / Custodial Services
				Other Contractual Services
				Crushed Aggregate
				Liquid Bituminous
				In-House Training
				Service Awards

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	1,600,000	1,350,000	(250,000)	Diesel Fuel - decrease based on usage trends and cost projections per our Fleet Management division
o	2,150,000	1,890,000	(260,000)	Gasoline - decrease based on usage trends and cost projections per our Fleet Management division
o	85,000	10,000	(75,000)	Grates, Manhole Covers - decrease due to the completion of a five year replacement program for upgrading bicycle grates
o	3,639,500	3,535,200	(104,300)	The County's Fleet Maintenance contract - decrease based on actual expense history:
	FY 10	FY 11	Change	
	2,125,000	2,125,000	0	Targeted Services
	1,514,500	1,410,200	(104,300)	Non-Targeted Services
	<u>3,639,500</u>	<u>3,535,200</u>	<u>(104,300)</u>	Total Contract Funding
o	0	3,000	3,000	Equipment - replacement of saws
o	10,011	8,529	(1,482)	Principal and Interest on 2003 Refunding Bonds:
	FY 10	FY 11	Change	
	8,992	7,934	(1,058)	Principal Payments
	1,019	595	(424)	Interest Payments
	<u>10,011</u>	<u>8,529</u>	<u>(1,482)</u>	
o	613,264	613,265	1	1 Principal and Interest payments on 2007 Lease Finance project:
	FY 10	FY 11	Change	
	553,501	574,537	21,036	Principal Payments
	59,763	38,728	(21,035)	Interest Payments
	<u>613,264</u>	<u>613,265</u>	<u>1</u>	
o	2,234,562	1,886,799	(347,763)	Pro Rata Shares - represents Highways Funds paid to the General Fund for the overhead and administrative support functions provided there
o	11,433,000	6,686,200	(4,746,800)	Capital Improvements - Paygo funding to cover capital projects included in the FY 11 Approved Capital Budget for the Highways Fund
o	0	56,783	56,783	Grants & Contributions - Baltimore Metropolitan Council (BMC) dues moved from Planning & Zoning's budget during Fiscal Year 2010.

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	3,986,097	3,039,159	(946,938)
The application of Highways Funds was expanded by legislation 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.			
	FY 10	FY 11	Change
	941,097	1,039,159	98,062 Sheriff's Office Traffic Safety Unit
	2,000,000	2,000,000	0 Board of Education Transportation
	1,045,000	0	(1,045,000) Paygo funding for Board of Education's Buses & Vehicles
	<u>3,986,097</u>	<u>3,039,159</u>	<u>(946,938)</u>
o	578,724	739,032	160,308
Fleet Management Rental - continuation of fleet leases for actual vehicles acquired			

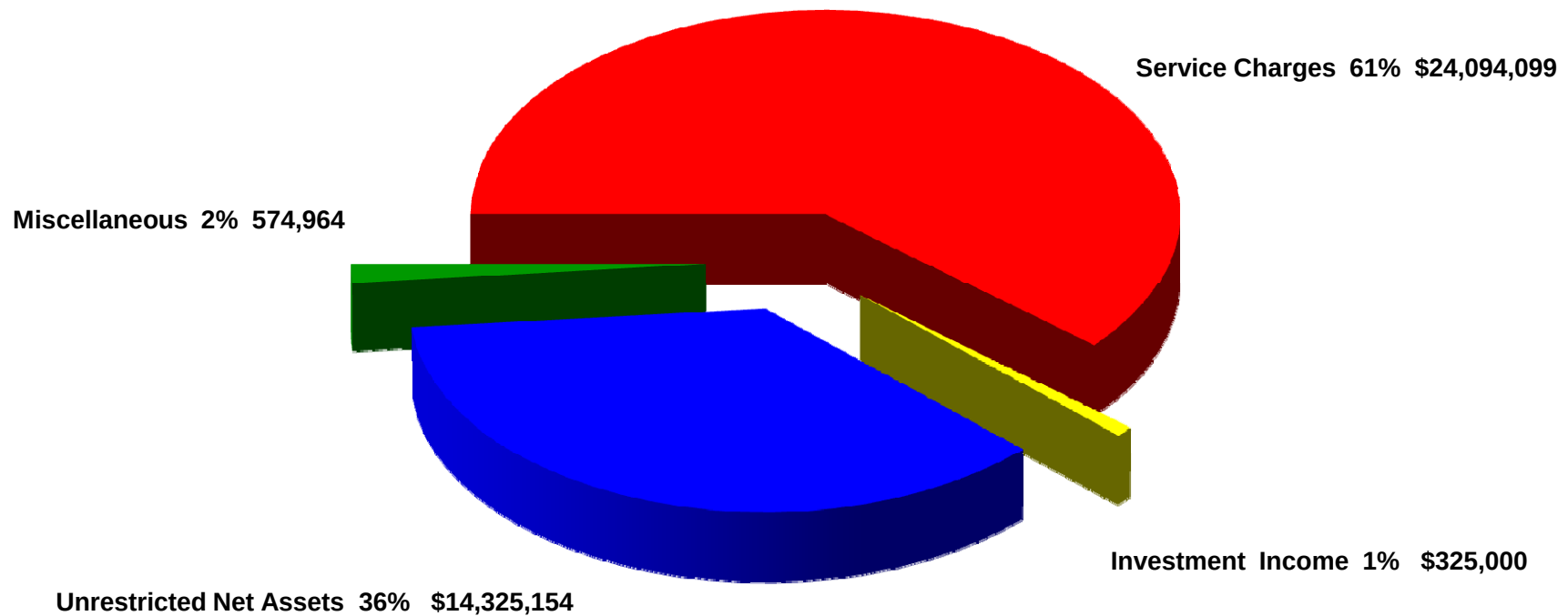
WATER & SEWER

FY 11 APPROVED WATER & SEWER FUND REVENUE BREAKDOWN

SERVICE CHARGES	61%	24,094,099	UNRESTRICTED NET ASSETS:	36%	14,325,154
			Contributed Capital		9,500,000
			Net Assets Appropriated		4,825,154
INVESTMENT INCOME	1%	325,000	MISCELLANEOUS:	2%	574,964
			Capital Recovery		250,000
			Miscellaneous		304,564
			Fine & Forfeitures		20,400

TOTAL WATER & SEWER FUND REVENUES	39,319,217

**WATER & SEWER
OPERATING FUND REVENUES
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$39,319,217**



FY 11 APPROVED WATER & SEWER FUND APPROPRIATIONS BREAKDOWN

BUREAU OF W & S ADMINISTRATION:	8%	2,991,941

Administration	2,891,941
General Inventory	100,000

BUREAU OF W & S MAINTENANCE:	17%	6,521,472

Water O&M Abingdon	3,720,959
Sewer O&M Abingdon	2,525,743
Water O&M Joppatowne	96,670
Sewer O&M Joppatowne	75,350
Whiteford / Cardiff Svc Community	102,750

OTHER:	4%	1,754,431

Accounting	785,710
Personnel Matters	214,660
Insurance	153,393
Benefits	442,268
Paygo	158,400

DEPRECIATION	24%	9,500,000

BUREAU OF W & S OPERATIONS:

WASTEWATER PROCESSING:	26%	10,235,534

Industrial Waste Management	137,895
Sewer O&M Sod Run	7,109,626
Joppatowne Sewerage Treatment	626,953
Sewer O&M Pump/Meter Station	2,254,042
Sewer O&M Spring Meadows	107,018

WATER PRODUCTION:	18%	7,023,067

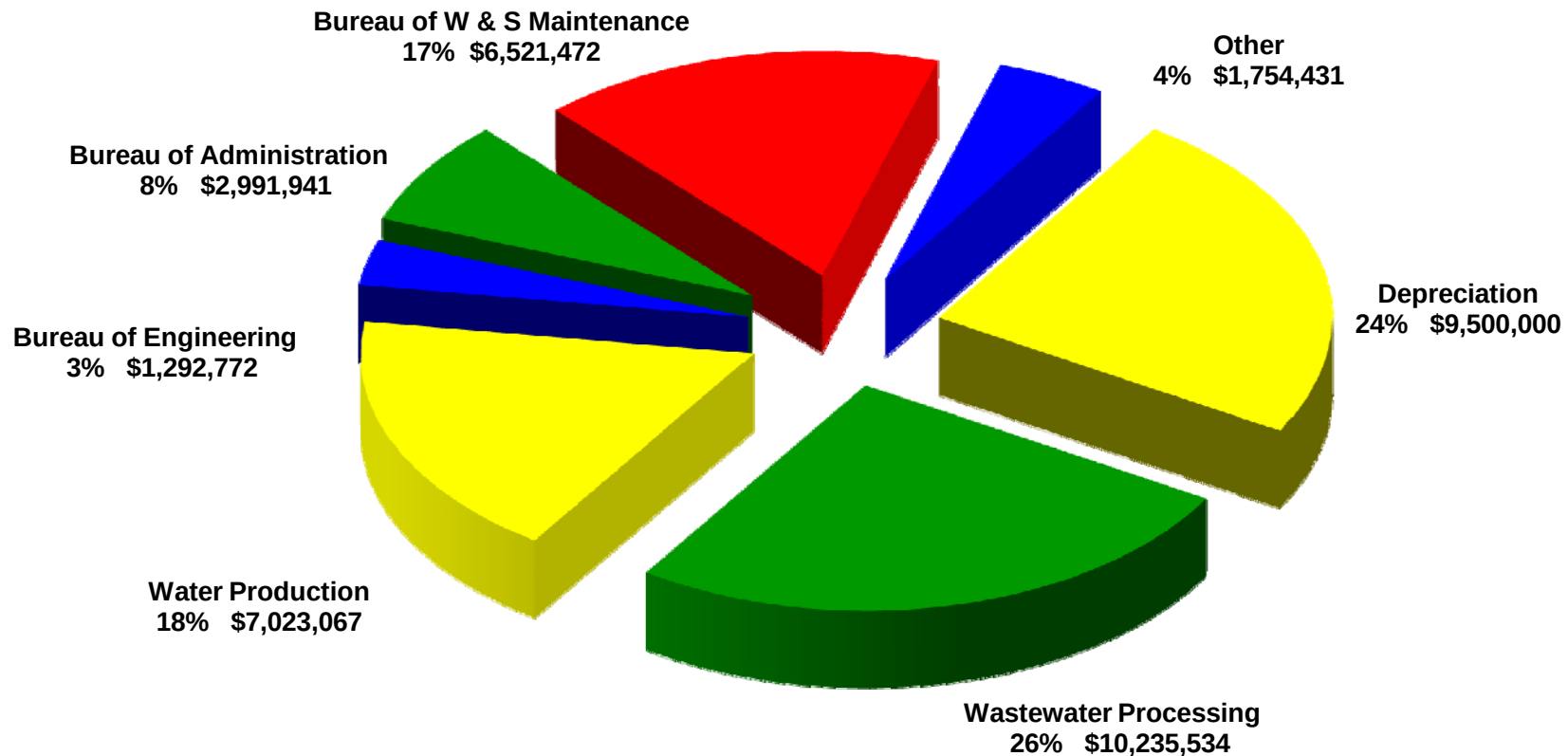
Water O&M Perryman	876,133
Water O&M Booster Stations	481,017
Water O&M Havre de Grace	1,433,924
Water O&M Abingdon-Big Inch	4,223,978
Water O&M Carbon Treatment	8,015

BUREAU OF ENGINEERING:	3%	1,292,772

Water Engineering	656,727
Sewer Engineering	636,045

TOTAL WATER & SEWER FUND APPROPRIATIONS	39,319,217

**WATER & SEWER OPERATING
FUND APPROPRIATIONS
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$39,319,217**



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 monies 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	14,717,170	15,144,046	14,804,281	14,663,022	14,663,022
20	CONTRACTUAL SERVICES	6,948,634	6,810,131	7,878,482	7,840,881	7,840,881
30	SUPPLIES & MATERIALS	2,237,623	2,359,582	3,316,517	3,164,376	3,164,376
40	BUSINESS & TRAVEL	602,715	546,763	639,452	587,172	587,172
50	CAPITAL OUTLAY	790,617	581,112	398,000	353,800	353,800
70	MISCELLANEOUS	12,529,712	15,057,711	13,115,454	11,587,790	11,587,790
80	INTER-GOVERNMENTAL	733,727	720,282	865,020	1,122,176	1,122,176
	GRAND TOTAL	<u>38,560,198</u>	<u>41,219,627</u>	<u>41,017,206</u>	<u>39,319,217</u>	<u>39,319,217</u>
	<u>SUMMARY BY DEPARTMENT:</u>					
04	TREASURY	751,550	781,465	780,499	785,710	785,710
08	HUMAN RESOURCES	185,339	178,735	322,800	214,660	214,660
30	PUBLIC WORKS	35,373,603	35,144,600	37,858,032	37,564,786	37,564,786
67	INSURANCE	253,376	223,963	286,875	153,393	153,393
68	BENEFITS	196,330	915,864	304,000	442,268	442,268
70	MISCELLANEOUS	1,800,000	3,975,000	1,465,000	158,400	158,400
	GRAND TOTAL	<u>38,560,198</u>	<u>41,219,627</u>	<u>41,017,206</u>	<u>39,319,217</u>	<u>39,319,217</u>
	<u>SUMMARY BY REVENUE SOURCE:</u>					
	SERVICE CHARGES	22,993,807	22,944,107	23,995,969	24,094,099	24,094,099
	INVESTMENT INCOME	4,561,622	1,798,072	1,163,697	325,000	325,000
	MISCELLANEOUS REVENUE	298,542	368,622	286,805	324,964	324,964
	UNRESTRICTED NET ASSETS	0	0	5,039,485	4,825,154	4,825,154
	CONTRIBUTED CAPITAL	0	0	10,281,250	9,500,000	9,500,000
	RECOVERY FROM CAPITAL PROJECTS	256,593	170,462	250,000	250,000	250,000
	GRAND TOTAL	<u>28,110,564</u>	<u>25,281,263</u>	<u>41,017,206</u>	<u>39,319,217</u>	<u>39,319,217</u>

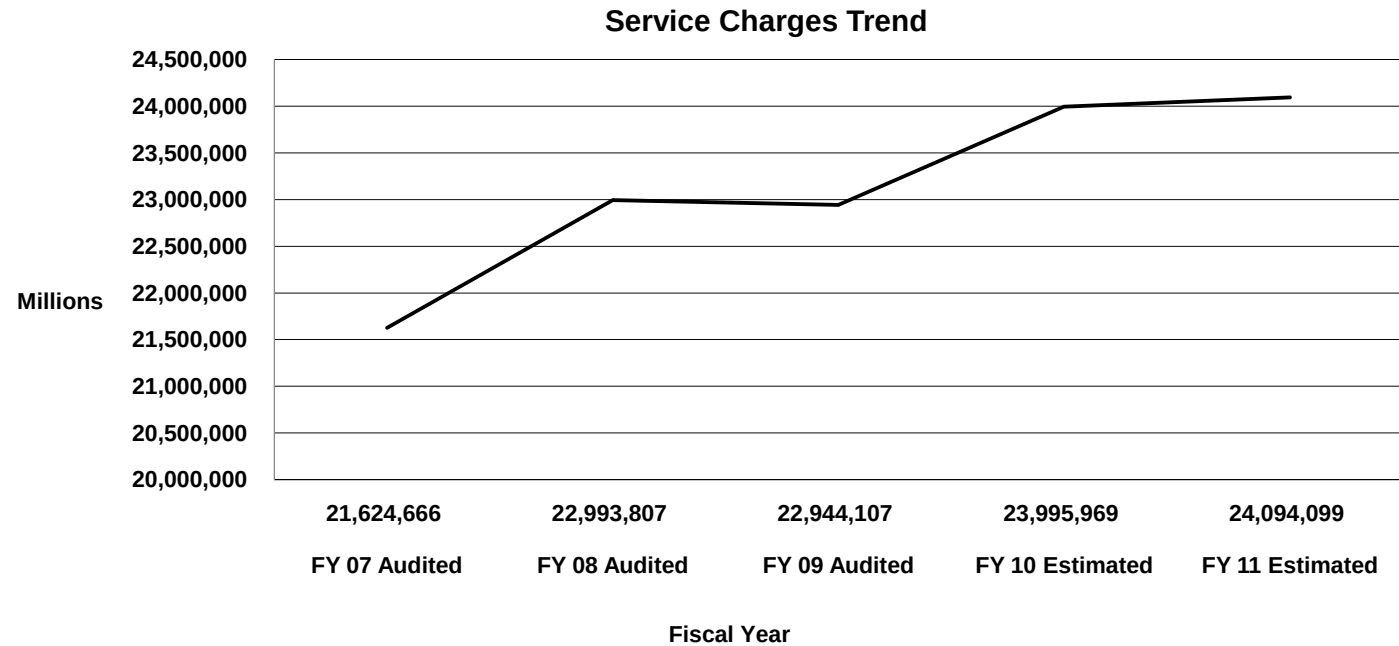
WATER AND SEWER FUND

FINANCIAL NOTES:

FY 11 Approved Budget	\$39,319,217
FY 10 Approved Budget	\$41,017,206
\$ decline	(\$1,697,989)
% decline	-4.14%

The (\$1,697,989) net decrease in Water and Sewer Operating Fund revenue is projected to result from:

	FY 10	FY 11	CHANGE	
o	23,995,969	24,094,099	98,130	<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 10	FY 11	CHANGE
o	1,163,697	325,000	(838,697) <u>Investment Income</u> - falling interest rates have caused interest earned on pooled investments to decrease
o	286,805	324,964	38,159 <u>Miscellaneous Revenue</u> - Includes sundry fines and forfeitures, sale of surplus vehicles, lease purchase proceeds and other revenues that cannot be classified.
o	5,039,485	4,825,154	(214,331) <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	9,500,000	(781,250) <u>Contributed Capital</u> - annual depreciation charges are projected to decrease as assets mature and are not replaced.
o	250,000	250,000	0 <u>Recovery from Capital Projects</u> - cost of services billed to capital projects and recovered back to the operating budget.

WATER AND SEWER FUND

FINANCIAL NOTES:

The (\$1,697,989) net decrease in the Water and Sewer Fund is the result of:

	FY 10	FY 11	CHANGE
o	9,732,923	9,815,358	82,435 Full Time Salaries
			45,600 Salary adjustments based on the recommendations of the Department of Human Resources upgrades, etc. as approved by the Department of Human Resources
			(152,240) Staff Turnover (1.56%)
			189,075 Increase result of no furlough in FY 11
			<u>82,435</u>
o	1,928,097	1,968,518	40,421 Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	362,288	338,354	(23,934) Workers' Compensation rate adjustment
o	108,158	107,243	(915) Temporary Salaries adjusted based on actual expense history
o	975,160	814,795	(160,365) Pension / Retirement rate adjustments
o	200,000	137,860	(62,140) Special Pays - leave payouts for potential retirement of eligible staff
o	584,900	562,800	(22,100) Overtime - decrease based on actual expense history
o	72,032	73,232	1,200 Shift Differential - increase based on actual expense history
o	815,523	819,522	3,999 FICA adjustment
o	62,500	57,550	(4,950) Office Equipment - decrease based on actual copier lease
o	156,800	130,800	(26,000) Space & Real Estate Rental - Lease cost to the General Fund for 212 S Bond Street and for real estate taxes on two properties currently under ownership of the Water & Sewer Fund, decrease based on actual expenses
o	3,260,156	3,274,756	14,600 Electricity - increase based on actual expense history plus plant hours will increase

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	1,255,223	1,211,257	(43,966) Other Professional Services decrease based on actual expense history:

Division	FY 10	FY 11	Change	Explanation
Accounting	1,000	0	(1,000)	charge for Water & Sewer bills
Public Works Engineering	20,907	20,907	0	B & D Consulting
Public Works Maintenance	155,250	150,000	(5,250)	preventive maintenance program
Public Works Water Production	128,000	108,350	(19,650)	transport of plant residuals to Sod Run and contract for hauling processed solids
Public Works Wastewater Processing	950,066	932,000	(18,066)	lab analysis for MDE compliance, emergency pump outs and courier for transport of samples
Totals	1,255,223	1,211,257	(43,966)	

o	140,000	225,000	85,000	Engineering Services:	
			60,000	WWP - engineering consultant and service contract for all process control and SCADA systems	
			150,000	Maintenance - off-site sewer mainline and manhole repair and rehabilitation requirements to maintain interceptor sewer system	
			15,000	Water Production - engineering services for assessment writing specs and inspection of major projects for	
			<u>225,000</u>	painting towers	
o	70,475	65,400	(5,075)	Emergency Reporting - includes the Contractors' Information Exchange System, legislated by Maryland, the cost of 24 hour notification for Miss Utility and for 48 pagers. Also year three in a four year program for Verizon Fiber Optic cable through portions of Harford County. Decrease based on actual expense history.	
o	62,117	34,670	(27,447)	The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective. In FY 10 all funding for Uniform Allowance was eliminated due to the state of the economy. Decrease based on new contract for uniform rental and laundry.	
			FY 10	FY 11	Change
			8,145	0	(8,145) Uniform - Purchase
			53,972	34,670	(19,302) Uniform Rental
			<u>62,117</u>	<u>34,670</u>	<u>(27,447)</u>

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE		
o	273,000	411,268	138,268	Retiree's Insurance - funds are provided for the County's share of retiree's health and dental insurance per the actuarial assessment	
o	286,875	153,393	(133,482)	Other Insurance - per actuarial for Auto, General Liability and Personal Property Insurance	
o	1,194,700	907,450	(287,250)	County Facility Repair & Renovations decrease based on actual expense history:	
	FY 10	FY 11	Change		
	148,000	126,000	(22,000)	Maintenance - commercial meters and calibration testing increased	
	653,000	486,400	(166,600)	WWP - normal repairs	
	393,700	295,050	(98,650)	Water Production - normal repairs	
	<u>1,194,700</u>	<u>907,450</u>	<u>(287,250)</u>		
o	30,000	24,000	(6,000)	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	1,354,000	1,458,000	104,000	Chemicals in Bulk:	
		FY 10	FY 11	Change	
	Maintenance	12,000	9,000	(3,000)	decrease based on actual expense history offset by two new main line chemical degreaser units
	Water Prod	662,000	843,000	181,000	expanded plant operating hours and change in disinfection component of treatment process
	WWP	680,000	606,000	(74,000)	decrease due to lower projected usage at Sod
		<u>1,354,000</u>	<u>1,458,000</u>	<u>104,000</u>	Run offset by a small projected increase in price
o	7,000	11,500	4,500	Diesel Fuel - fuel for new large generator installed as part of the plant expansion	
o	6,620	9,366	2,746	Data Processing Software - Water & Sewer's share of the ERSI/GIC contract increased	
o	0	300,000	300,000	Annual Capital Service - Baltimore City - funding required per the 1993 Baltimore City / Harford County raw water purchase agreement for Baltimore City's planned upgrades to the Deer Creek pumping station and 108" raw water main. Total County responsibility is estimated to be \$4,250,000 plus a rate of return to be established by Baltimore City, paid over 20 years.	

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	2,510,729	2,219,416	(291,313)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change	
	5,800	2,900	(2,900)	Vehicle & Operating Equipment
	97,300	101,900	4,600	Heating Fuel (Oil)
	81,000	50,000	(31,000)	Medical Services
	4,000	1,075	(2,925)	Legal Services
	147,270	133,070	(14,200)	Telephone Service
	125,000	150,000	25,000	Utility Line Maintenance Contract
	188,284	173,346	(14,938)	Operating Equipment
	59,300	48,200	(11,100)	Grounds Maintenance
	31,450	27,450	(4,000)	General Office Supplies
	25,240	19,100	(6,140)	Delivery Charges
	104,325	100,600	(3,725)	General Office Mailing
	12,350	9,950	(2,400)	Meals - Special Purpose
	428,335	457,000	28,665	Equipment Repair Parts
	30,500	24,650	(5,850)	Small Tools
	10,250	7,800	(2,450)	Building Supplies
	62,500	57,600	(4,900)	Safety Equipment
	93,000	50,000	(43,000)	Water Meter Repair Parts
	26,000	29,000	3,000	Crushed Aggregate
	8,100	3,000	(5,100)	Computer Hardware Components
	10,000	7,000	(3,000)	Gasoline
	15,275	12,725	(2,550)	Oil & Lubricants
	60,750	66,000	5,250	Pipes, Culverts & Fittings
	103,700	55,000	(48,700)	Grates, Manhole Cover
	11,450	8,100	(3,350)	Other Supplies & Materials
	400,000	305,000	(95,000)	Water Meter Purchases
	214,500	206,800	(7,700)	County Owned Vehicles
	114,700	92,000	(22,700)	Non-Targeted Charges - FVS
	7,500	0	(7,500)	In-House Training
	26,350	16,650	(9,700)	Training Seminars, Courses & Meetings
	6,500	3,500	(3,000)	Service Awards
	<u>2,510,729</u>	<u>2,219,416</u>	<u>(291,313)</u>	

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	27,500	29,500	2,000	Financial Audit - increase based on actuals for Lockbox - Water & Sewer Accounting
o	74,100	60,500	(13,600)	Laboratory Supplies - decrease based on actual expense history for supplies used in house lab for process analysis and to monitor NPDES compliance and reporting to MDE
o	200,000	165,000	(35,000)	Unanticipated Maintenance - decrease based on actual expense history
o	398,000	353,800	(44,200)	Equipment - decreases but still provides for the following:
				W & S Wells10,000Hydraulic Power Tools4,500
				W & S Plant Improvements31,097Testing Gauge13,000
				Hex a Gram & Meters26,700Leak Detection Equipment2,900
				Electronic Process Control66,000Laboratory Equipment11,503
				Saws2,500Other Equipment67,800
				Generators2,500Radio - Mobile4,500
				Pumps77,300Radio - Portable2,500
				Tampers1,000Tower - Antenna30,000
o	131,200	121,200	(10,000)	Payments to Other Government Agencies - sludge generation fees for:

Division	FY 10	FY 11	Change	Explanation
Maintenance	100,000	90,000	(10,000)	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	19,000	19,000	0	sludge generation fees for Sod Run
	200	200	0	sludge generation fees for Spring Meadows
	131,200	121,200	(10,000)	

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	9,500,000	9,500,000	0 Depreciation per Treasury estimates
o	1,465,000	158,400	(1,306,600) Paygo funds per the FY 11 Approved Capital Budget
o	2,012,754	1,804,690	(208,064) 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 10	FY 11	Change	
	180,081	152,532	(27,549)	Water & Sewer Fund Pro Rata to the Public Works - Director
	1,832,673	1,652,158	(180,515)	Water & Sewer Fund Pro Rata to the General Fund
	<u>2,012,754</u>	<u>1,804,690</u>	<u>(208,064)</u>	

o	145,020	259,176	114,156	Fleet Management Rental - Continuation of leased costs associated with vehicles replaced or purchased in FY 09 per Treasury
o	720,000	863,000	143,000	Other Intergovernmental:

Division	FY 10	FY 11	Change	Explanation
Wastewater Processing	45,000	83,000	38,000	sewer fee for Swan Creek to Aberdeen WWTP
Water Production	675,000	780,000	105,000	payment to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations; the County purchases 1.3 MGD of water from the City; the FY11 payment is \$65,000 per month
	<u>720,000</u>	<u>863,000</u>	<u>143,000</u>	



*Abingdon Water Tower
Abingdon, Maryland*

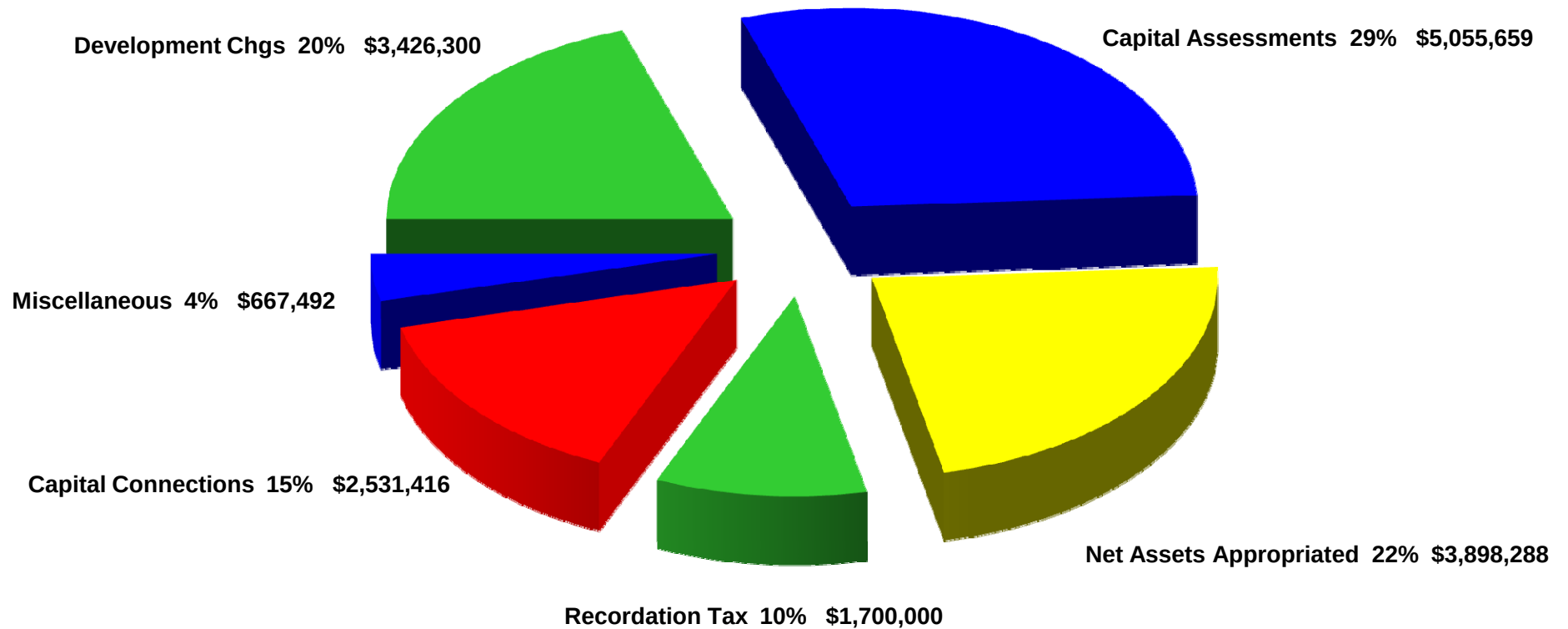
WATER & SEWER DEBT SERVICE

FY 11 APPROVED WATER & SEWER DEBT SERVICE FUND REVENUE BREAKDOWN

DEVELOPMENT CHARGES	20%	3,426,300	CAPITAL CONNECTIONS	15%	2,531,416
CAPITAL ASSESSMENTS	29%	5,055,659	MISCELLANEOUS	4%	667,492
NET ASSETS APPROPRIATED	22%	3,898,288	RECORDATION TAX	10%	1,700,000

TOTAL WATER & SEWER DEBT SERVICE FUND REVENUES	17,279,155

**WATER & SEWER DEBT
SERVICE FUND REVENUES
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$17,279,155**

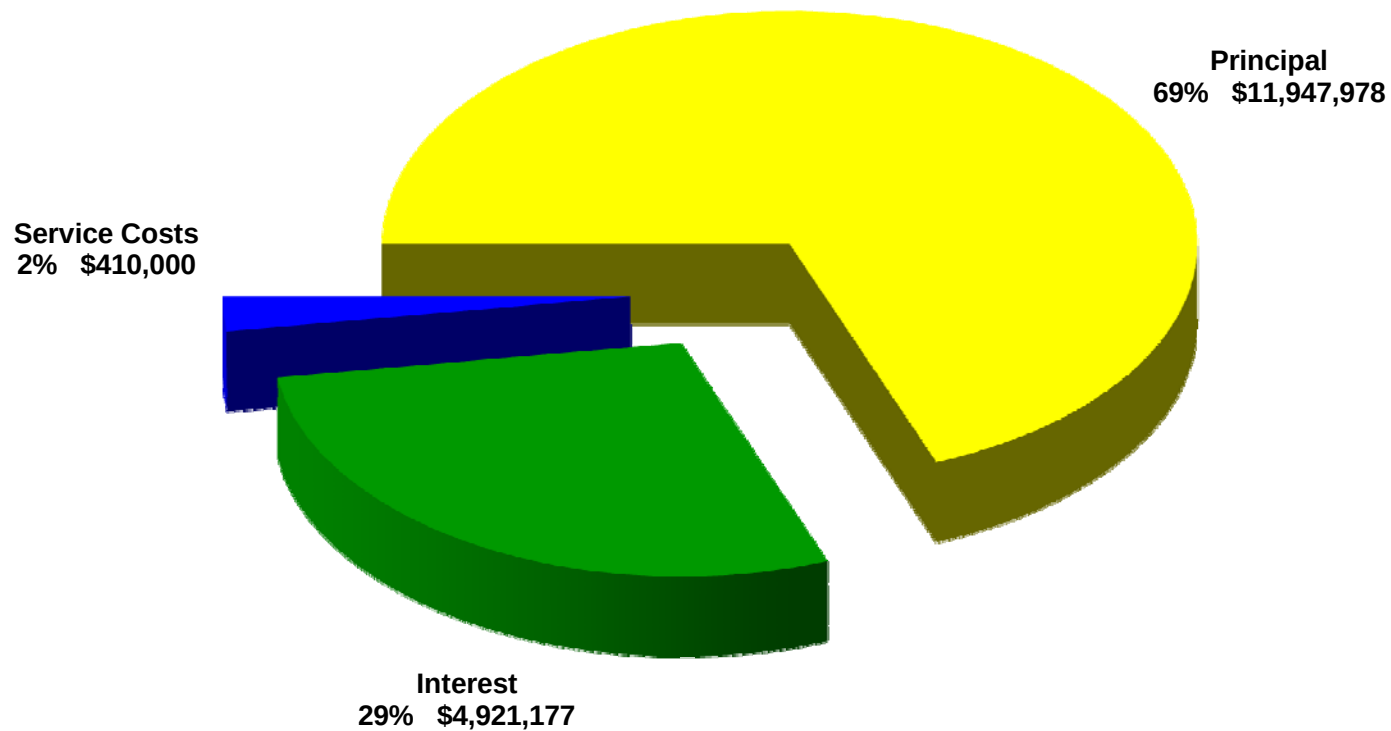


**FY 11 APPROVED WATER & SEWER DEBT SERVICE FUND
APPROPRIATIONS BREAKDOWN**

PRINCIPAL	69%	11,947,978	INTEREST	29%	4,921,177
			SERVICE COSTS	2%	410,000

TOTAL WATER & SEWER FUND DEBT SERVICE APPROPRIATIONS	17,279,155

**WATER & SEWER DEBT SERVICE
APPROPRIATIONS
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$17,279,155**



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 45.4, 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 11 the water system fee is \$2,484 and the sewer system fee is \$5,130.

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 charges 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	116,616	121,210	190,000	190,000	190,000
30	SUPPLIES & MATERIALS	0	0	20,000	20,000	20,000
60	DEBT SERVICE	14,264,553	13,759,247	14,421,739	17,069,155	17,069,155
70	MISCELLANEOUS	0	524	0	0	0
	GRAND TOTAL	14,381,169	13,880,981	14,631,739	17,279,155	17,279,155
<u>SUMMARY BY DEPARTMENT:</u>						
66	DEBT SERVICE	14,381,169	13,880,981	14,631,739	17,279,155	17,279,155
	GRAND TOTAL	14,381,169	13,880,981	14,631,739	17,279,155	17,279,155
<u>SUMMARY BY REVENUE SOURCE:</u>						
	RECORDATION TAX	2,501,024	1,572,507	995,000	1,700,000	1,700,000
	CAPITAL ASSESSMENTS	4,793,140	4,913,829	4,974,815	5,055,659	5,055,659
	CAPITAL CONNECTIONS	2,303,483	1,384,611	1,361,870	2,531,416	2,531,416
	DEVELOPMENT CHARGES	6,130,025	3,449,109	3,591,500	3,426,300	3,426,300
	INVESTMENT INCOME	499,303	241,383	436,006	60,000	60,000
	NET ASSETS APPROPRIATED	0	0	2,887,023	3,898,288	3,898,288
	MISCELLANEOUS	543,140	(460,332)	385,525	607,492	607,492
	GRAND TOTAL	16,770,115	11,101,107	14,631,739	17,279,155	17,279,155

WATER AND SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

FY 11 Approved Budget	\$17,279,155
FY 10 Approved Budget	\$14,631,739
\$ growth	\$2,647,416
% growth	18.09%

The \$2,647,416 net increase in Water and Sewer Debt Service revenue is projected to result from:

	FY 10	FY 11	CHANGE	
o	995,000	1,700,000	705,000	<u>Recordation Tax</u> - the Fiscal Year 2011 budget for recordation tax is based on actual collections for Fiscal Year 2010.
o	4,974,815	5,055,659	80,844	<u>Capital Assessments</u> - the increase in capital assessments reflects a very modest increase in new petition projects and connections in the form of User Benefit Assessments.
o	1,361,870	2,531,416	1,169,546	<u>Capital Connections</u> - the purchase of increased water allocation by the City of Aberdeen has contributed to the increase in capital connection charges.
o	3,591,500	3,426,300	(165,200)	<u>Development Charges</u> - are projected to reflect the slow down in construction activity.
o	436,006	60,000	(376,006)	<u>Investment Income</u> - falling interest rates and an increase in the spending of bond funds, resulted in lowered interest earnings projected.
o	2,887,023	3,898,288	1,011,265	<u>Net Assets Appropriated</u> - to support increased debt service.
o	385,525	607,492	221,967	<u>Miscellaneous</u> - this projection is based on actual receipt history.

WATER AND SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

With the FY 11 Approved Capital Budget the anticipated value of
Outstanding Water and Sewer Bonds and Loans as of June 30, 2010 would be \$105,994,439

The \$2,647,416 net increase in the Water and Sewer Debt Service Fund is the result of:

	FY 10	FY 11	CHANGE	
o	10,489,239	11,947,978	1,458,739	Principal Payments - are adjusted to the amounts due on outstanding debt.
o	3,732,500	4,921,177	1,188,677	Interest Payments
o	410,000	410,000	0	Service Costs:

	FY 10	FY 11	Change
Legal Services	20,000	20,000	0
Management Services	150,000	150,000	0
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>410,000</u>	<u>410,000</u>	<u>0</u>

PARKS & RECREATION SPECIAL REVENUE

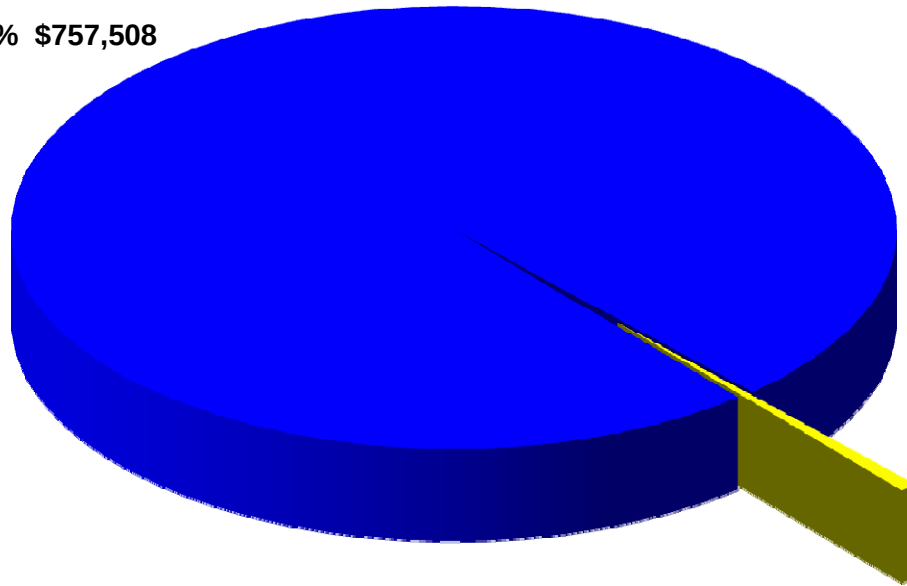
**FY 11 APPROVED PARKS & RECREATION SPECIAL REVENUE
REVENUE BREAKDOWN**

SERVICE CHARGES	99%	757,508	OTHER:	1%	5,000
			Investment Income		5,000

TOTAL PARKS & RECREATION SPECIAL REVENUE - REVENUES	762,508

**PARKS & RECREATION
SPECIAL REVENUES
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$762,508**

Service Charges 99% \$757,508



Other 1% \$5,000

FY 11 APPROVED PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS BREAKDOWN

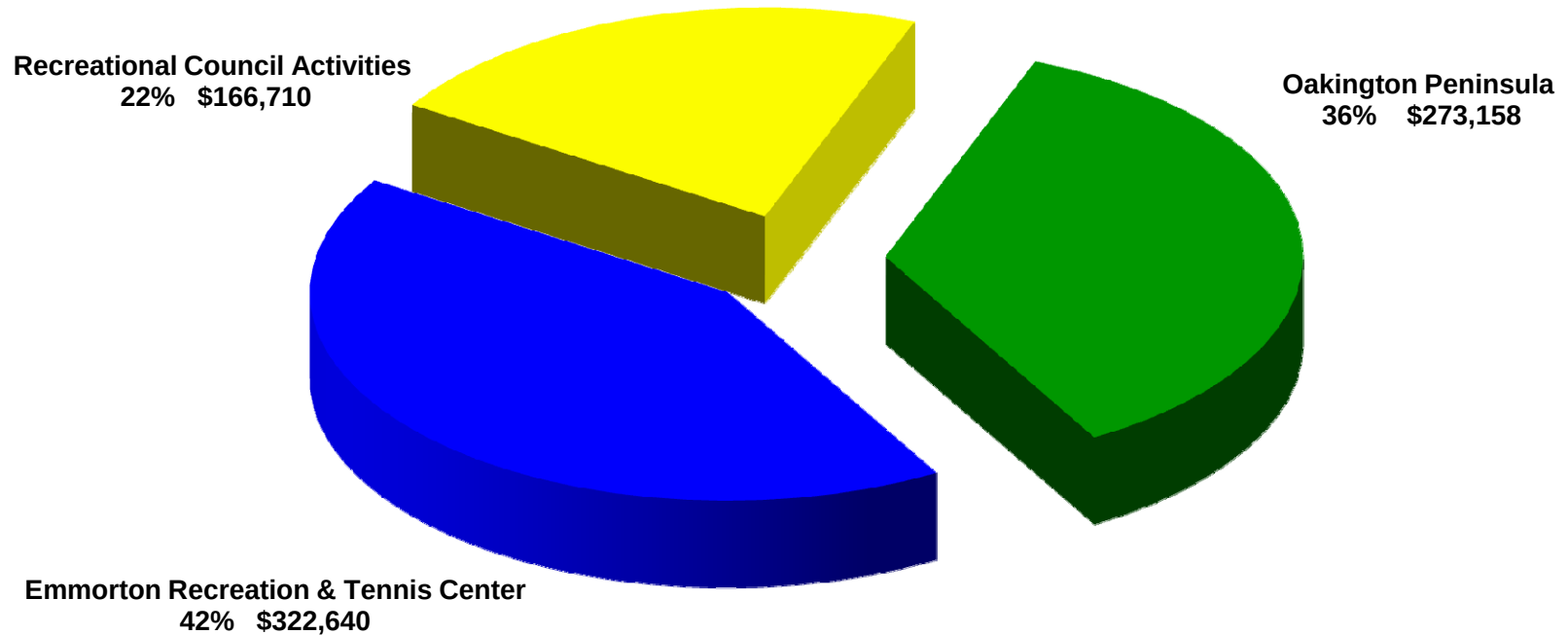
EMMORTON RECREATION AND TENNIS CENTER	42%	322,640

OAKINGTON PENINSULA	36%	273,158

RECREATIONAL COUNCIL ACTIVITIES	22%	166,710

TOTAL PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS	762,508

**PARKS & RECREATION
SPECIAL REVENUE
APPROPRIATIONS
Fiscal Year 2010- 2011
TOTAL APPROVED BUDGET \$762,508**



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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	431,022	401,607	448,174	401,588	401,588
20	CONTRACTUAL SERVICES	273,773	200,998	272,431	288,035	288,035
30	SUPPLIES & MATERIALS	51,271	48,037	60,985	65,075	65,075
40	BUSINESS & TRAVEL	2,229	2,631	3,410	3,235	3,235
50	CAPITAL OUTLAY	0	0	0	4,575	4,575
	GRAND TOTAL	758,295	653,273	785,000	762,508	762,508
<u>SUMMARY BY DEPARTMENT:</u>						
59	PARKS AND RECREATION	758,295	653,273	785,000	762,508	762,508
	GRAND TOTAL	758,295	653,273	785,000	762,508	762,508
<u>SUMMARY BY REVENUE SOURCE:</u>						
	MISCELLANEOUS	1,485	94	1,000	0	0
	INVESTMENT INCOME	18,614	7,556	5,000	5,000	5,000
	SERVICE CHARGES	757,185	660,530	779,000	757,508	757,508
	GRAND TOTAL	777,284	668,180	785,000	762,508	762,508

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

FY 11 Approved Budget	\$762,508
FY 10 Approved Budget	\$785,000
\$ decline	(\$22,492)
% decline	-2.87%

The (\$22,492) decrease in Parks and Recreation Special Revenue Fund revenues is the result of:

	FY 10	FY 11	CHANGE		
o	779,000	757,508	(21,492)	<u>Service Charges</u> - account for receipts from various facilities and equipment, for example, the skateboard park, the Showmobile stages rentals and the Emmorton Recreation and Tennis Center, etc.	
FY 11 projected revenues are based on actual receipt history.					
		FY 10	FY 11	Change	
		Skateboard Facility	15,000	15,000	0
		Emmorton Recreation & Tennis Center	300,000	300,000	0
		Oakington Peninsula	325,000	325,000	0
		Showmobile / Stage Rentals	9,000	9,000	0
		Recreation Councils / Special Activities	130,000	108,508	(21,492)
			<u>779,000</u>	<u>757,508</u>	<u>(21,492)</u>
o	5,000	5,000	0	<u>Investment Income</u> - no change in investment income revenues for Fiscal Year 2011, which is reflective of the size of the portfolio.	
o	1,000	0	(1,000)	<u>Miscellaneous Revenue</u> - Based on actual receipt history, no miscellaneous revenues are projected for Fiscal Year 2011	

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE				
The	(\$22,492) net decrease in the Parks and Recreation Special Revenue Fund appropriations is the result of:						
o	139,308	142,040	2,732	Full Time Salaries - increase result of no furlough savings for FY 11			
o		(71,181)	(71,181)	Full Time position abolished, created in Parks & Facilities to work at the new Chenowith Activity Center (Fallston):			
			# of Positions	Salary	Fringe	Total	
			(1.00)	(45,752)	(25,429)	(71,181)	Custodial Worker II
o	184,386	193,966	9,580	Temporary Salaries - adjusted based on actual expense history			
o	50,361	66,056	15,695	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage			
o	5,294	5,061	(233)	Worker's compensation rate adjustments			
o	26,543	27,301	758	FICA adjustments			
o	21,900	19,500	(2,400)	Overtime - decreased based on actual expense history at Emmorton Recreation & Tennis Center			
o	18,457	16,920	(1,537)	Pension / Retirement rate adjustments			
o	650	700	50	The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective. In FY 10 all funding for Uniform Allowance was eliminated due to the state of the economy.			

FY 10	FY 11	Change
0	700	700 Uniform Rental
650	0	(650) Uniform Purchase
<u>650</u>	<u>700</u>	<u>50</u>

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE																																																
o	164,346	156,246	(8,100) A number of line items were adjusted based on actual expense history																																																
			<table> <tr> <th></th><th>FY 10</th><th>FY 11</th><th>Change</th></tr> <tr> <td>Other Rents & Utilities</td><td>5,915</td><td>2,796</td><td>(3,119)</td></tr> <tr> <td>Electricity</td><td>57,955</td><td>55,300</td><td>(2,655)</td></tr> <tr> <td>Heating Fuel (Oil)</td><td>17,400</td><td>12,500</td><td>(4,900)</td></tr> <tr> <td>Recreation Officials</td><td>18,000</td><td>33,000</td><td>15,000</td></tr> <tr> <td>Paper Supplies</td><td>800</td><td>2,250</td><td>1,450</td></tr> <tr> <td>County Facility Repair & Renovation</td><td>43,351</td><td>27,000</td><td>(16,351)</td></tr> <tr> <td>Landscape & Grounds Materials</td><td>12,925</td><td>10,100</td><td>(2,825)</td></tr> <tr> <td>Chemicals in Bulk</td><td>300</td><td>2,000</td><td>1,700</td></tr> <tr> <td>Other Supplies & Materials</td><td>1,200</td><td>2,400</td><td>1,200</td></tr> <tr> <td>Other Food Supplies</td><td>6,500</td><td>8,900</td><td>2,400</td></tr> <tr> <td></td><td><u>164,346</u></td><td><u>156,246</u></td><td><u>(8,100)</u></td></tr> </table>		FY 10	FY 11	Change	Other Rents & Utilities	5,915	2,796	(3,119)	Electricity	57,955	55,300	(2,655)	Heating Fuel (Oil)	17,400	12,500	(4,900)	Recreation Officials	18,000	33,000	15,000	Paper Supplies	800	2,250	1,450	County Facility Repair & Renovation	43,351	27,000	(16,351)	Landscape & Grounds Materials	12,925	10,100	(2,825)	Chemicals in Bulk	300	2,000	1,700	Other Supplies & Materials	1,200	2,400	1,200	Other Food Supplies	6,500	8,900	2,400		<u>164,346</u>	<u>156,246</u>	<u>(8,100)</u>
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o	49,600	76,471	26,871 Building / Custodial Services - increase due to upgrading water system and three HVAC systems																																																
o	0	4,575	4,575 Equipment - replace 50 white resin folding chairs with padded seats and 25 extra pads @ \$1,875, six 72" round banquet tables @ \$600, and six tent replacement curtains @ \$2,100																																																



Swan Harbor Pier

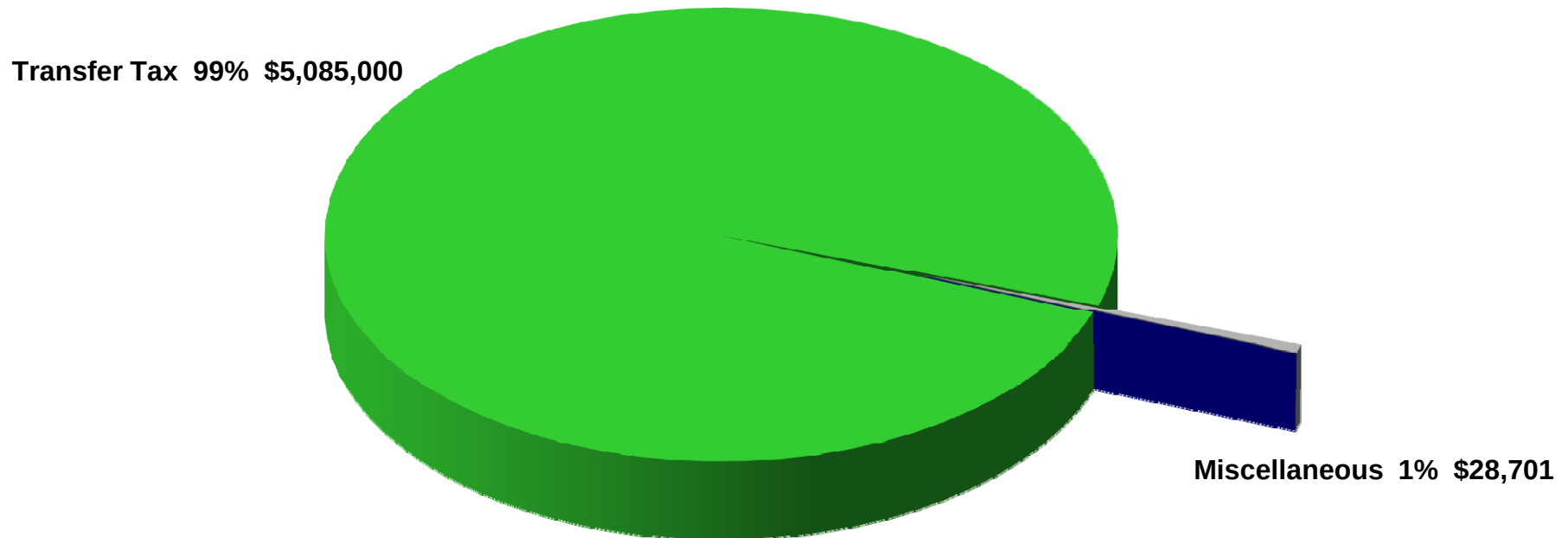
COUNTY - AG PRESERVATION

FY 11 APPROVED COUNTY - AG PRESERVATION REVENUE BREAKDOWN

TRANSFER TAX	99%	5,085,000	MISCELLANEOUS	1%	28,701
			Investment Income	13,701	
			Proceeds from Lot Exclusion	15,000	

TOTAL COUNTY - AG PRESERVATION REVENUES	5,113,701

**COUNTY - AG PRESERVATION
REVENUES
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$5,113,701**



FY 11 APPROVED COUNTY - AG PRESERVATION APPROPRIATIONS BREAKDOWN

**AG PRESERVATION -
COUNTY**

20%

1,011,101

DEBT SERVICE

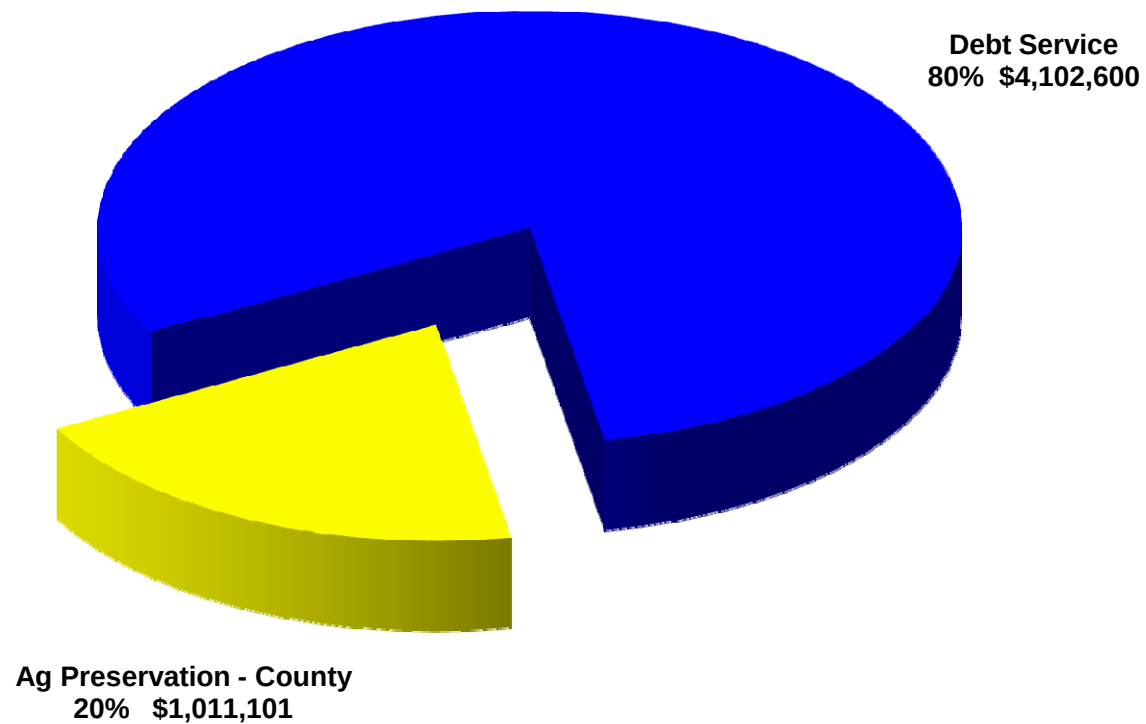
80%

4,102,600

TOTAL COUNTY - AG PRESERVATION APPROPRIATIONS

5,113,701

**COUNTY - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$5,113,701**



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 2010 the County will have purchased an estimated 45,700 acres of farm land through County and State Agricultural Preservation programs.

AGRICULTURAL PRESERVATION - COUNTY

FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	75,478	76,981	72,494	72,931	72,931
20	CONTRACTUAL SERVICES	71,825	48,028	29,750	25,000	25,000
30	SUPPLIES & MATERIALS	0	0	250	250	250
50	CAPITAL OUTLAY	21,807,621	13,155,089	505,031	174,707	174,707
60	DEBT SERVICE	3,077,085	4,460,629	4,289,206	4,077,350	4,077,350
70	MISCELLANEOUS	500,000	0	0	763,463	763,463
	GRAND TOTAL	25,532,009	17,740,727	4,896,731	5,113,701	5,113,701

SUMMARY BY DEPARTMENT:

06	PLANNING & ZONING	22,383,099	13,232,070	577,525	1,011,101	1,011,101
66	DEBT SERVICE	3,148,910	4,508,657	4,319,206	4,102,600	4,102,600
	GRAND TOTAL	25,532,009	17,740,727	4,896,731	5,113,701	5,113,701

SUMMARY BY REVENUE SOURCE:

	TRANSFER TAX	6,933,020	4,573,265	3,550,000	5,085,000	5,085,000
	FUND BALANCE APPROPRIATION	0	0	1,105,824	0	0
	INVESTMENT INCOME	4,158,684	3,104,478	240,907	13,701	13,701
	MISCELLANEOUS REVENUES	12,545,691	6,042,582	0	15,000	15,000
	GRAND TOTAL	23,637,395	13,720,325	4,896,731	5,113,701	5,113,701

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

FY 11 Approved Budget	\$5,113,701
FY 10 Approved Budget	\$4,896,731
\$ growth	\$216,970
% growth	4.43%

The \$216,970 net increase in Agricultural Preservation - County Fund revenues is projected to result from:

	FY 10	FY 11	CHANGE	
o	3,550,000	5,085,000	1,535,000	<u>Transfer Tax</u> - Fiscal Year 2011 Transfer Tax revenues are expected to increase due to the ability to apply excess funds from previous years to the program.
o	1,105,824	0	(1,105,824)	<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. For Fiscal Year 2011 no fund balance is appropriated.
o	240,907	13,701	(227,206)	<u>Investment Income</u> - interest income on investments purchased for the agricultural preservation is projected to be lower in FY 2011, which is reflective of the size of the portfolio.
o	0	15,000	15,000	<u>Miscellaneous Revenues</u> - for Fiscal Year 2011 this is made up of Proceeds from Lot Exclusion "Proceeds from Lot Exclusions" are proceeds from landowners who have entered into the Ag Preservation Program, and who wish to take advantage of the two acre lot exclusion for themselves or their children. Proceeds will be based on the original per acre price paid to the landowner at the time of settlement.

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

The \$216,970 net increase in funding for the Agricultural Preservation - County Fund is the result of:

	FY 10	FY 11	CHANGE
o	46,918	47,838	920 Full Time Salaries - increase result of no furlough savings for FY 11
o	1,650	1,540	(110) Worker's Compensation rate adjustment
o	4,602	3,923	(679) Pension / Retirement rate adjustment
o	15,594	15,830	236 Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	505,031	174,707	(330,324) Ag Preservation intangibles - decreased based on actuals
o	0	763,463	763,463 Ag Preservation purchases
o	1,046,889	920,544	(126,345) Principal Payments
o	3,192,317	3,131,806	(60,511) Interest Payments
o	80,000	50,250	(29,750) Service Costs

	FY 10	FY 11	Change
Legal Services	29,750	25,000	(4,750)
Delivery Charges	250	250	0
Cost of Issuance	50,000	25,000	(25,000)
	<u>80,000</u>	<u>50,250</u>	<u>(29,750)</u>



STATE - AG PRESERVATION

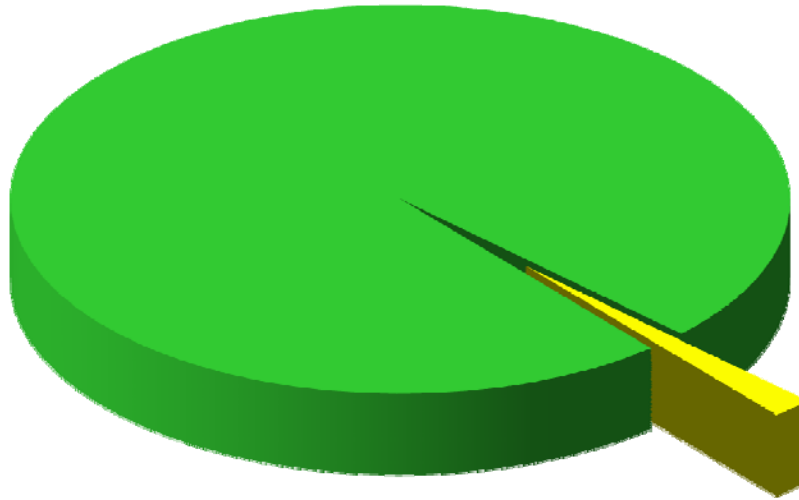
FY 11 APPROVED STATE - AG PRESERVATION REVENUE BREAKDOWN

INTERGOVERNMENTAL / STATE	98%	115,000	INVESTMENT INCOME	2%	2,000

TOTAL STATE - AG PRESERVATION REVENUES	117,000

**STATE - AG PRESERVATION
REVENUES
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$117,000**

Intergovernmental / State 98% \$115,000



Investment Income 2% \$2,000

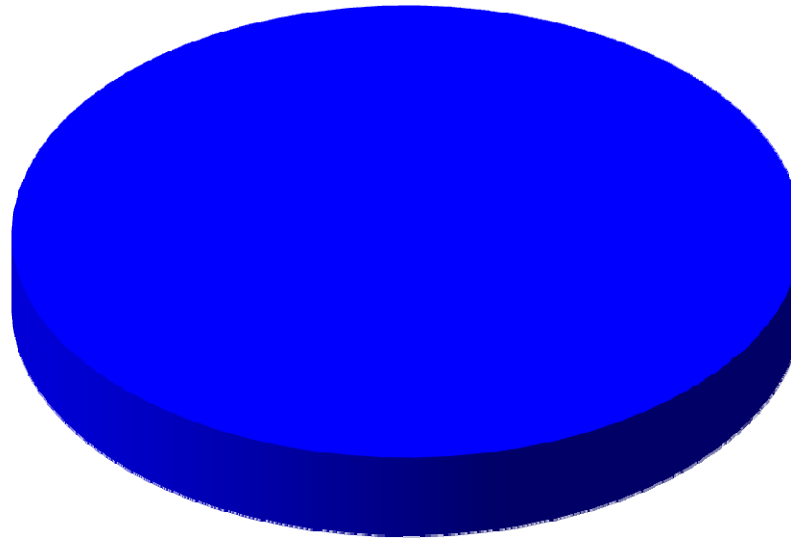
FY 11 APPROVED STATE - AG PRESERVATION APPROPRIATION BREAKDOWN

AG PRESERVATION - STATE	100%	117,000

TOTAL STATE - AG PRESERVATION APPROPRIATIONS	117,000

**STATE - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$117,000**

Ag Preservation - State
100% \$117,000



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 2010, the County will have purchased an estimated 45,700 acres of farm land through County and State Agricultural Preservation programs.

AGRICULTURAL PRESERVATION - STATE

FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
20	CONTRACTUAL SERVICES	350	0	1,000	1,000	1,000
30	SUPPLIES AND MATERIALS	4,283	1,884	4,400	3,400	3,400
40	BUSINESS AND TRAVEL	1,699	313	2,350	1,350	1,350
70	MISCELLANEOUS	699,103	1,154,902	498,250	81,250	81,250
	GRAND TOTAL	735,435	1,187,099	536,000	117,000	117,000
	<u>SUMMARY BY DEPARTMENT:</u>					
06	PLANNING & ZONING	735,435	1,187,099	536,000	117,000	117,000
	GRAND TOTAL	735,435	1,187,099	536,000	117,000	117,000
	<u>SUMMARY BY REVENUE SOURCE:</u>					
	TRANSFER TAX - STATE	413,168	87,132	100,000	115,000	115,000
	INVESTMENT INCOME	62,570	17,886	6,270	2,000	2,000
	FUND BALANCE APPROPRIATED	0	0	429,730	0	0
	GRAND TOTAL	475,738	105,018	536,000	117,000	117,000

AGRICULTURAL PRESERVATION - STATE

FINANCIAL NOTES:

FY 11 Approved Budget	\$117,000
FY 10 Approved Budget	\$536,000
\$ decline	(\$419,000)
% decline	-78.17%

The (\$419,000) net decrease in Agricultural Preservation - State Fund revenues are projected as follows:

	FY 10	FY 11	CHANGE	
o	6,270	2,000	(4,270)	<u>Investment Income</u> - FY 11 Investment Income is expected to decrease due to the size and makeup of the investment portfolio and rate of return.
o	100,000	115,000	15,000	<u>Transfer Tax State</u> - Harford County's Agricultural Land Preservation Program is Certified. For FY 11 it is projected to increase due to ability to apply excess funds from prior years to the program.
o	429,730	0	(429,730)	<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. For FY 11 no fund balance is appropriated.

AGRICULTURAL PRESERVATION - STATE

FINANCIAL NOTES:

The (\$419,000) net decrease in funding for the Agricultural Preservation - State Fund are appropriated as follows:

	FY 10	FY 11	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	5,000	3,000	(2,000)	Line items were adjusted based on actual expense history:
	FY 10	FY 11	Change	
	3,000	2,000	(1,000)	Printing - Commercial
	1,000	500	(500)	Mileage
	1,000	500	(500)	Training Seminars, Courses & Meetings
	<u>5,000</u>	<u>3,000</u>	<u>(2,000)</u>	
o	498,250	81,250	(417,000)	Harford County's match to MALPF for easement purchases the Foundation will make on the County's behalf.

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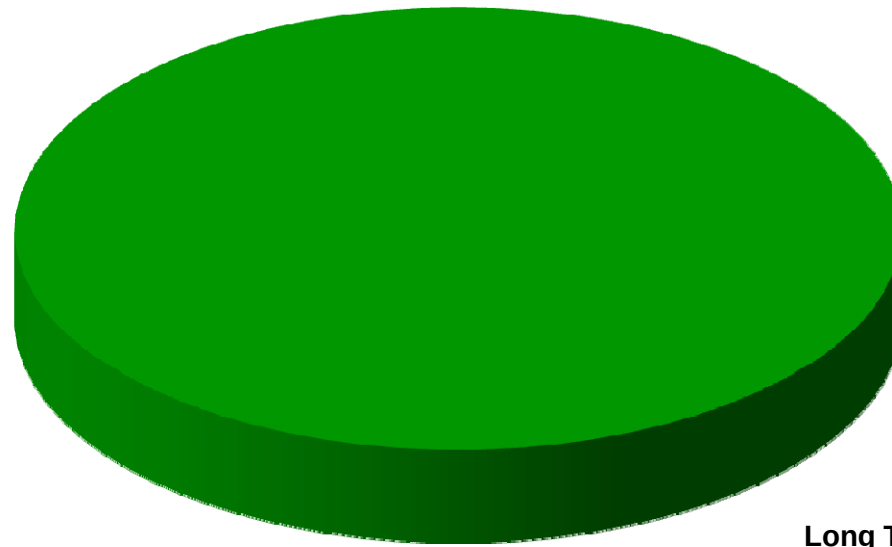
TAX INCREMENT FINANCING

FY 11 APPROVED TAX INCREMENT FINANCING REVENUE BREAKDOWN

LONG TERM DEBT PROCEEDS	100%	2,900,000

TOTAL TAX INCREMENT FINANCING REVENUES	2,900,000

**TAX INCREMENT FINANCING
REVENUES**
Fiscal Year 2010 - 2011
TOTAL APPROVED BUDGET \$2,900,000



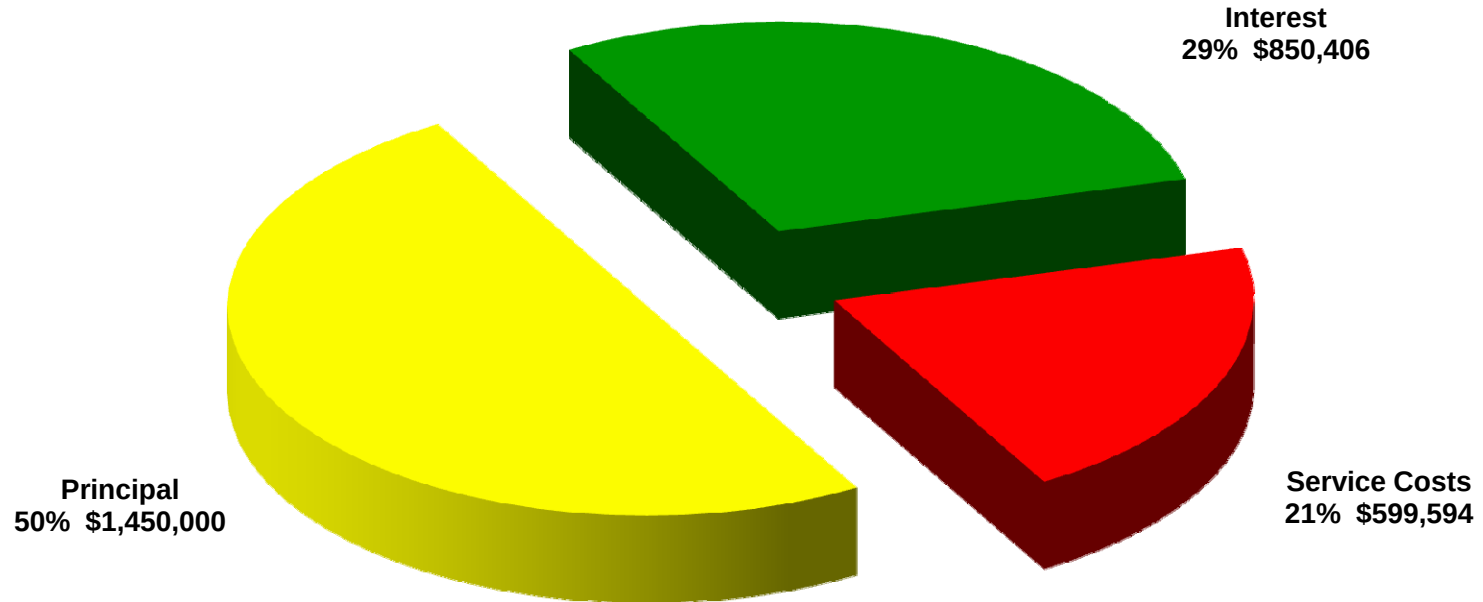
Long Term Debt Proceeds
100% \$2,900,000

**FY 11 APPROVED TAX INCREMENT FINANCING
APPROPRIATIONS BREAKDOWN**

PRINCIPAL	50%	1,450,000	INTEREST	29%	850,406
			SERVICE COSTS	21%	599,594

TOTAL TAX INCREMENT FINANCING APPROPRIATIONS	2,900,000

**TAX INCREMENT FINANCING
APPROPRIATIONS
Fiscal Year 2010- 2011
TOTAL APPROVED BUDGET \$2,900,000**



TAX INCREMENT FINANCING

ORIGIN/PURPOSE:

The Beechtree Estates Tax Increment Fund and the Beechtree Estates Special Taxes Fund are special funds that were authorized by Bill No. 10 -10. The Bill established both a development district and a special taxing district that are virtually coincident contiguous geographic areas of approximately 300 acres within the designated growth and priority funding areas and are known as Beechtree Estates Development District and the Beechtree Estates Special Taxing District.

The Bill provides that the County may issue not more than \$14,000,000 in special obligation bonds to finance or reimburse the cost of the public improvements benefitting the district. It also pledges the real property taxes collected with respect to the tax increment of properties in the district to payment of the bonds to be issued and also authorizes the imposition of a special tax on properties within the district to the extent the tax increment received is insufficient to pay debt service on the bonds and other allowable costs and expenses.

The bonds shall not be an indebtedness of the County for which the County is obligated to levy or pledge, or has levied or pledged, ad valorem taxes or special taxes of the County other than the real property taxes representing the levy of the tax increment on properties located in the Development District or the Special Taxing District. The bonds shall be a special obligation of the County and will not constitute a general obligation debt of the County of a pledge of the County's full faith and credit or taxing power. The only funds the County will be obligated to use to make payment on the bonds and the cost of issuance will be those that result from real property taxes levied by the County on the tax increment on properties located in the Development District and, if such revenues are or will be insufficient, the Special Tax levied on and collected from property located in the Special Taxing District and any other moneys held under and as provided by the indenture pursuant to which the bonds were issued.

TAX INCREMENT FINANCING

FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
60	DEBT SERVICE	0	0	0	0	2,900,000
	GRAND TOTAL	0	0	0	0	2,900,000
	<u>SUMMARY BY DEPARTMENT:</u>					
66	DEBT SERVICE	0	0	0	0	2,900,000
		0	0	0	0	2,900,000
	<u>SUMMARY BY REVENUE SOURCE:</u>					
	MISCELLANEOUS	0	0	0	0	2,900,000
	GRAND TOTAL	0	0	0	0	2,900,000

TAX INCREMENT FINANCING

FINANCIAL NOTES:

FY 11 Approved Budget	\$2,900,000
FY 10 Approved Budget	\$0
\$ Increase	\$2,900,000
% Increase	100.00%

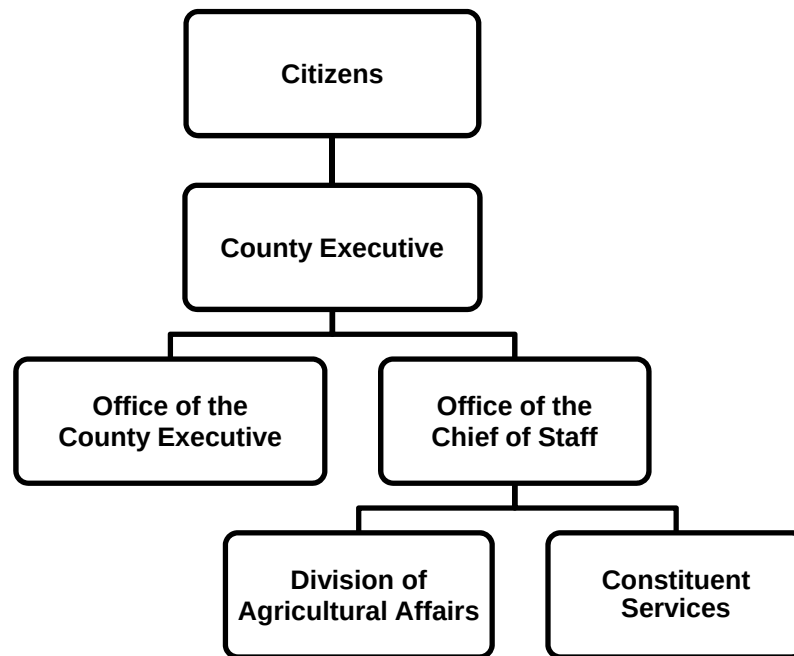
The \$2,900,000 in Tax Increment Financing revenue is the result of:

	FY 10	FY 11	CHANGE	
o		2,900,000	2,900,000	Bonds to be authorized

The \$2,900,000 in funds for the Tax Increment Financing are appropriated as follows:

o	1,450,000	1,450,000	Principal
o	850,406	850,406	Interest
o	599,594	599,594	Service Costs

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.

The Division of Constituent Services was established as a result of Executive Order 10-05 that abolished the Office of Governmental and Community Relations, and transferred the responsibilities of responding to citizen inquiries, complaints, and issues to this new division.

COUNTY EXECUTIVE

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	746,987	786,239	815,856	1,158,082	1,158,082
20	CONTRACTUAL SERVICES	120,937	222,151	281,600	333,517	333,517
30	SUPPLIES & MATERIALS	30,123	26,917	38,250	47,050	47,050
40	BUSINESS & TRAVEL	61,058	33,091	65,950	71,550	71,550
50	CAPITAL OUTLAY	11,307	5,683	0	0	0
70	MISCELLANEOUS	841,229	693,606	397,806	411,694	411,694
80	INTERGOVERNMENTAL	0	159	0	2,500	2,500
	GRAND TOTAL	<u>1,811,641</u>	<u>1,767,846</u>	<u>1,599,462</u>	<u>2,024,393</u>	<u>2,024,393</u>
<u>SUMMARY BY FUND:</u>						
11	GENERAL	<u>1,811,641</u>	<u>1,767,846</u>	<u>1,599,462</u>	<u>2,024,393</u>	<u>2,024,393</u>
	GRAND TOTAL	<u>1,811,641</u>	<u>1,767,846</u>	<u>1,599,462</u>	<u>2,024,393</u>	<u>2,024,393</u>
<u>SUMMARY BY DIVISION:</u>						
011000	OFFICE OF THE COUNTY EXECUTIVE	1,215,050	1,068,691	910,966	893,829	893,829
013000	OFFICE OF CHIEF OF STAFF	228,529	230,503	232,818	404,374	404,374
014000	DIVISION OF AGRICULTURAL AFFAIRS	368,062	468,652	455,678	456,386	456,386
015000	CONSTITUENT SERVICES	<u>0</u>	<u>0</u>	<u>0</u>	<u>269,804</u>	<u>269,804</u>
	GRAND TOTAL	<u>1,811,641</u>	<u>1,767,846</u>	<u>1,599,462</u>	<u>2,024,393</u>	<u>2,024,393</u>

COUNTY EXECUTIVE

FINANCIAL NOTES:

The \$424,931 net increase in funding for County Executive is the result of:

	FY 10	FY 11	CHANGE																										
o	573,645	586,355	12,710	Full-time Salaries - increased due to no furlough planned for FY 11																									
			11,337	increase due to no furlough planned for FY 11																									
			1,373	Salary adjustment based on the recommendations of the Department of Human Resources																									
			<u>12,710</u>																										
o		343,440	343,440	Four positions transferred from Office of Government & Community Relations:																									
				<table> <tr> <th># of Positions</th><th>Salary</th><th>Fringe</th><th>Total</th><th></th></tr> <tr> <td>2.0</td><td>97,800</td><td>47,432</td><td>145,232</td><td>Administrative Specialist I</td></tr> <tr> <td>1.0</td><td>67,857</td><td>26,915</td><td>94,772</td><td>Administrative Specialist II</td></tr> <tr> <td>1.0</td><td>75,317</td><td>28,119</td><td>103,436</td><td>Management Assistant II</td></tr> <tr> <td><u>4.0</u></td><td><u>240,974</u></td><td><u>102,466</u></td><td><u>343,440</u></td><td></td></tr> </table>	# of Positions	Salary	Fringe	Total		2.0	97,800	47,432	145,232	Administrative Specialist I	1.0	67,857	26,915	94,772	Administrative Specialist II	1.0	75,317	28,119	103,436	Management Assistant II	<u>4.0</u>	<u>240,974</u>	<u>102,466</u>	<u>343,440</u>	
# of Positions	Salary	Fringe	Total																										
2.0	97,800	47,432	145,232	Administrative Specialist I																									
1.0	67,857	26,915	94,772	Administrative Specialist II																									
1.0	75,317	28,119	103,436	Management Assistant II																									
<u>4.0</u>	<u>240,974</u>	<u>102,466</u>	<u>343,440</u>																										
o	5,000	0	(5,000)	Temporary Salaries - eliminated in the Office of the Chief of Staff due to state of the economy																									
o	124,752	126,640	1,888	Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage																									
o	56,275	48,303	(7,972)	Pension / Retirement rate adjustments																									
o	10,791	7,161	(3,630)	Workers' Compensation rate adjustments																									
o	44,273	45,063	790	FICA adjustments																									
o	48,800	27,817	(20,983)	Other Advertising - Division of Agricultural Affairs reduced in FY 10 to cover reduction due to Council Amendment																									

COUNTY EXECUTIVE

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	271,050	358,350	87,300	The following line items had funds transferred from the Office of Government & Community Relations and were adjusted per actuals:
	FY 10	FY 11	Change	
	13,800	16,300	2,500	Telephone Service
	1,000	1,400	400	Fax Services
	180,000	250,000	70,000	Other Professional Services
	7,700	12,700	5,000	General Office Supplies
	16,000	17,500	1,500	Printing Commercial
	3,700	4,000	300	General Office Mailing
	0	250	250	Meals - Special Purpose
	0	750	750	Audio Visual Supplies
	1,500	2,500	1,000	Computer Supplies
	6,500	7,500	1,000	Mileage
	850	950	100	Parking and Tolls
	13,000	14,500	1,500	Meals
	15,000	16,750	1,750	Lodging
	3,500	3,750	250	Membership Fees & Dues
	2,500	2,750	250	Professional Books
	6,000	6,750	750	Training, Seminars, Courses
	271,050	358,350	87,300	

COUNTY EXECUTIVE

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE		FY 10	FY 11	Change
o	472,489	402,194	(70,295)	Grants & Contributions			
				Steppingstone Museum	19,000	15,000	(4,000)
				Havre de Grace Decoy Museum	19,000	15,000	(4,000)
				Concord Point Lighthouse	19,000	15,000	(4,000)
				Chesapeake Heritage Conservancy	19,000	15,000	(4,000)
				Havre de Grace Maritime Museum	19,000	15,000	(4,000)
				Susquehanna Lockhouse	19,000	15,000	(4,000)
				Ladew Gardens	13,000	10,000	(3,000)
				Harford County Historical Society	13,000	10,000	(3,000)
				Historical Society one time equipment purchase	0	9,000	9,000
				Hosanna School	19,000	15,000	(4,000)
				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 *	35,089	34,794	(295)
				<i>* The County Executive has agreed to remit his FY 11 statutorily prescribed salary increase to be used for miscellaneous county grants @ \$2,705</i>			
				Edgewood Initiative	15,000	0	(15,000)
				Community Crime/Drug Grants	100,000	100,000	0
				School Beautification	50,000	25,000	(25,000)
				Young Farmers	2,500	2,500	0
				Wind Energy / Anemometers	2,500	2,500	0
				Ag Challenge Training	5,000	5,000	0
				Commodity Ag Outreach grants	12,900	12,900	0
				Lower Susquehanna Heritage Greenway - reduced \$3,000	20,000	15,000	(5,000)
				to cover County Council amendment in FY10 and another \$2,000 for FY11 due to economy			
				Forest Conservancy	7,500	7,500	0
					<u>472,489</u>	<u>402,194</u>	<u>(70,295)</u>
o	0	2,500	2,500	Fleet Daily Rentals - funds transferred from Office of Government & Community Relations - and adjusted per actuals			
o	(84,183)	0	84,183	Other Contingencies - funds were reduced in various line items during FY 10 due to Council Amendments #194, 195, and 196			

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	51,142	1.00	51,058	1.00	51,058
Administrative Secretary II	1.00	52,686	1.00	52,599	1.00	52,599
Administrative Secretary III	1.00	69,105	1.00	68,990	1.00	68,990
Administrative Specialist I	1.00	47,133	1.00	47,133	2.00	97,800
Administrative Specialist II	0.00	0	0.00	0	2.00	116,363
Chief of Staff	1.00	105,664	1.00	105,664	1.00	105,664
County Executive	1.00	99,317	1.00	99,317	1.00	99,406
Deputy Chief of Staff	1.00	81,935	1.00	81,800	1.00	81,800
Management Analyst	1.00	78,461	1.00	78,332	1.00	78,332
Management Assistant II	0.00	0	0.00	0	1.00	75,317
TOTAL FULL-TIME SALARIES	8.00	585,443	8.00	584,893	12.00	827,329
TEMPORARY SALARIES		5,000		5,000		0
SALARY TOTAL	8.00	590,443	8.00	589,893	12.00	827,329
OTHER PERSONAL SERVICES						
Pension & Retirement		54,266		56,275		68,063
Workers' Compensation		14,272		10,791		7,836
Health Benefits		103,299		124,752		189,676
FICA		45,035		45,134		63,498
Miscellaneous		1,120		1,120		1,680
TOTAL OTHER PERSONAL SERVICES		217,992		238,072		330,753
FURLOUGH SAVINGS		0		(12,109)		0
TOTAL PERSONAL SERVICES	8.00	808,435 *	8.00	815,856	12.00	1,158,082

* FY 09 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	386,653	391,862	409,923	410,135	410,135
20	CONTRACTUAL SERVICES	52,722	25,989	56,300	56,300	56,300
30	SUPPLIES & MATERIALS	15,195	14,566	22,900	22,900	22,900
40	BUSINESS & TRAVEL	34,224	17,493	38,200	38,200	38,200
50	CAPITAL OUTLAY	8,660	2,225	0	0	0
70	MISCELLANEOUS	717,596	616,556	383,643	366,294	366,294
GRAND TOTAL		1,215,050	1,068,691	910,966	893,829	893,829
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,215,050	1,068,691	910,966	893,829	893,829

DEPARTMENT: COUNTY EXECUTIVE**DIVISION: Office of the County Executive****INDEX: 011000****FINANCIAL NOTES:**

The (\$17,137) net decrease in funding for County Executive - Office of the County Executive is the result of:

	FY 10	FY 11	CHANGE				
o	291,972	297,786	5,814	Full-time Salaries - increase result of no furlough savings for FY 11			
o	62,376	63,320	944	Health Benefits adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage			
o	28,647	24,640	(4,007)	Pension / Retirement rate adjustments per actuarial results			
o	4,025	841	(3,184)	Workers' Compensation rate adjustments per Treasury			
o	422,089	356,794	(65,295)	Grants & Contributions	FY 10	FY 11	Change
				Steppingstone Museum	19,000	15,000	(4,000)
				Havre de Grace Decoy Museum	19,000	15,000	(4,000)
				Concord Point Lighthouse	19,000	15,000	(4,000)
				Chesapeake Heritage Conservancy	19,000	15,000	(4,000)
				Havre de Grace Maritime Museum	19,000	15,000	(4,000)
				Susquehanna Lockhouse	19,000	15,000	(4,000)
				Ladew Gardens	13,000	10,000	(3,000)
				Harford County Historical Society	13,000	10,000	(3,000)
				Historical Society one time equipment purchase	0	9,000	9,000
				Hosanna School	19,000	15,000	(4,000)
				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 *	35,089	34,794	(295)
				<i>* The County Executive has agreed to remit his FY 11 statutorily prescribed salary increase to be used for miscellaneous county grants @ \$2,705</i>			
				Edgewood Initiative	15,000	0	(15,000)
				Community Crime/Drug Grants	100,000	100,000	0
				School Beautification	50,000	25,000	(25,000)
					<u>422,089</u>	<u>356,794</u>	<u>(65,295)</u>
o	(47,946)	0	47,946	Other Contingencies - funds were reduced in various line items during FY 10 to cover the 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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	51,142	1.00	51,058	1.00	51,058
Administrative Secretary III	1.00	69,105	1.00	68,990	1.00	68,990
County Executive	1.00	99,317	1.00	99,406	1.00	102,111
				(89)		(2,705) A
Management Analyst	1.00	78,461	1.00	78,332	1.00	78,332
SALARY TOTAL	4.00	298,025	4.00	297,697	4.00	297,786
OTHER PERSONAL SERVICES						
Pension & Retirement		27,329		28,647		24,640
Workers' Compensation		5,214		4,025		841
Health Benefits		56,324		62,376		63,320
FICA		22,799		22,781		22,988
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		112,226		118,389		112,349
FURLOUGH SAVINGS		0		(6,163)		0 B
TOTAL PERSONAL SERVICES	4.00	410,251 *	4.00	409,923	4.00	410,135

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - The County Executive has agreed to remit his FY 11 statutorily prescribed salary increase to be used for a County grant / contribution.

B - No furlough planned for FY 11

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	216,425	220,661	222,972	322,274	322,274
20	CONTRACTUAL SERVICES	1,731	1,283	4,500	64,500	64,500
30	SUPPLIES & MATERIALS	3,351	3,871	5,850	5,850	5,850
40	BUSINESS & TRAVEL	6,150	4,023	11,750	11,750	11,750
50	CAPITAL OUTLAY	872	665	0	0	0
70	MISCELLANEOUS	0	0	(12,254)	0	0
GRAND TOTAL		228,529	230,503	232,818	404,374	404,374
<u>FUNDING SOURCE:</u>						
11	GENERAL	228,529	230,503	232,818	404,374	404,374

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Office of Chief of Staff

INDEX: 013000

FINANCIAL NOTES:

The \$171,556 net increase in funding for County Executive - Office of Chief of Staff is the result of:

	FY 10	FY 11	CHANGE	
o	155,219	158,263	3,044	Full-time Salaries - increase due to no furlough savings for FY 11
o		103,436	103,436	Management Assistant II transferred from the Office of Government & Community Relations
				Salary Fringe Total
				75,317 28,119 103,436
o	15,225	12,978	(2,247)	Pension / Retirement rate adjustment
o	3,803	3,550	(253)	Workers' Compensation rate adjustment
o	5,000	0	(5,000)	Temporary Salaries - eliminated due to reduction from FY 10 County Council amendment
o	31,188	31,660	472	Health Benefits adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	0	60,000	60,000	Other Professional Services - funds provided for legislative affairs
o	(12,254)	0	12,254	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #195

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: OFFICE OF CHIEF OF STAFF

Index No. 013000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	52,686	1.00	52,599	1.00	52,599
Chief of Staff	1.00	105,664	1.00	105,664	1.00	105,664
Management Assistant II	0.00	0	0.00	0	1.00	75,317 A
TOTAL FULL-TIME SALARIES	2.00	158,350	2.00	158,263	3.00	233,580
TEMPORARY SALARIES		5,000		5,000		0
SALARY TOTAL	2.00	163,350	2.00	163,263	3.00	233,580
OTHER PERSONAL SERVICES						
Pension & Retirement		15,102		15,225		19,154
Workers' Compensation		5,212		3,803		3,761
Health Benefits		28,162		31,188		47,490
FICA		12,362		12,490		17,869
Miscellaneous		280		280		420
TOTAL OTHER PERSONAL SERVICES		61,118		62,986		88,694
FURLOUGH SAVINGS		0		(3,277)		0 B
TOTAL PERSONAL SERVICES	2.00	224,468	2.00	222,972	3.00	322,274

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Management Assistant II transferred from the Office of Government and Community Relations - #0686

B - No furlough planned for FY 11

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	143,909	173,716	182,961	185,669	185,669
20	CONTRACTUAL SERVICES	66,484	194,879	220,800	199,817	199,817
30	SUPPLIES & MATERIALS	11,577	8,480	9,500	9,500	9,500
40	BUSINESS & TRAVEL	20,684	11,575	16,000	16,000	16,000
50	CAPITAL OUTLAY	1,775	2,793	0	0	0
70	MISCELLANEOUS	123,633	77,050	26,417	45,400	45,400
80	INTERGOVERNMENTAL / INTERFUND	0	159	0	0	0
	GRAND TOTAL	368,062	468,652	455,678	456,386	456,386
<u>FUNDING SOURCE:</u>						
11	GENERAL	368,062	468,652	455,678	456,386	456,386

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Division of Agricultural Affairs

INDEX: 014000

FINANCIAL NOTES:

The \$708 net increase in funding for County Executive - Division of Agricultural Affairs is the result of:

	FY 10	FY 11	CHANGE
o	126,454	130,306	3,852 Full-time Salaries
			2,479 increase a result of no furlough savings for FY 11
			1,373 Salary Adjustment - based on the recommendations of the Department of Human Resources
			<u>3,852</u>
o	31,188	31,660	472 Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	12,403	10,685	(1,718) Pension / Retirement rate adjustments
o	2,963	2,770	(193) Workers' Compensation rate adjustments
o	48,500	27,517	(20,983) Other Advertising - reduced during FY 10 to cover the reduction due to FY 10 County Council amendment #194
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.

INDEX: 014000

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: DIVISION OF AGRICULTURAL AFFAIRS

Index No. 014000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	47,133	1.00	47,133	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	48,506 A
Deputy Chief of Staff	1.00	81,935	1.00	81,800	1.00	81,800
SALARY TOTAL	2.00	129,068	2.00	128,933	2.00	130,306
OTHER PERSONAL SERVICES						
Pension & Retirement		11,835		12,403		10,685
Workers' Compensation		3,846		2,963		2,770
Health Benefits		18,813		31,188		31,660
FICA		9,874		9,863		9,968
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		44,648		56,697		55,363
FURLOUGH SAVINGS		0		(2,669)		0 B
TOTAL PERSONAL SERVICES	2.00	173,716 *	2.00	182,961	2.00	185,669

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Specialist I reclassified as an Administrative Specialist II - #3503

B - No furlough planned for FY 11

COUNTY EXECUTIVE'S OFFICE - DIVISION OF AGRICULTURE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To ensure that agriculture remains a viable industry in Harford County.

Department Objective

To increase the economic viability of the agriculture industry.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$125,000	\$129,000	\$468,652	\$135,000	\$456,386
Number of staff	2	2	2	2	2
<u>Output:</u>					
Number of farmers contacted regarding grant opportunities	300	300	300	300	300
Number of ag businesses contacted regarding expansions and improvements	25	25	25	25	25
Number of students educated on the importance of agriculture	2,500	3,000	3,200	3,000	3,000
<u>Efficiency:</u>					
Percent of total population of farmers reached	50%	50%	20%	60%	60%
Percent of farmers satisfied with level of services	90%	90%	90%	90%	90%
Number of farmers who assisted with education	17	20	18	20	20
<u>Service Quality:</u>					
Percentage of farmers contacted that responded	5%	5%	5%	5%	10%
<u>Outcome:</u>					
Number of farms that completed expansion	12	N/A*	5	5**	5

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. The number of farms that have completed expansions with the help of the Agricultural Program has remained low as a result of the downturn in the economy.

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 some data for previous years is unavailable.

** Estimate for Budget year 2010

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Constituent Services

INDEX: 015000

ORIGIN/PURPOSE:

This office responds to citizen inquiries, complaints and coordinates responses to citizen issues with either County, State, or Federal agencies. This office also provides representation from the Administration at community events and functions. These duties were previously performed by the Office of Governmental and Community Relations. In an effort to improve efficiency in government Executive Order 10-05 was established to abolish the Office of Governmental and Community Relations and have these functions absorbed by other existing Executive Branch departments.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	0	0	240,004	240,004
20	CONTRACTUAL SERVICES	0	0	0	12,900	12,900
30	SUPPLIES & MATERIALS	0	0	0	8,800	8,800
40	BUSINESS & TRAVEL	0	0	0	5,600	5,600
80	INTERGOVERNMENTAL / INTERFUND	0	0	0	2,500	2,500
GRAND TOTAL		0	0	0	269,804	269,804
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	0	0	269,804	269,804

DEPARTMENT: COUNTY EXECUTIVE**DIVISION: Constituent Services****INDEX: 015000****FINANCIAL NOTES:**

The \$269,804 net increase in funding for County Executive - Constituent Services is the result of:

	FY 10	FY 11	CHANGE																																			
o		240,004	240,004	Three positions transferred from Office of Government & Community Relations:																																		
o																																						
				<table><tr><th># of Positions</th><th>Salary</th><th>Fringes</th><th>Total</th><th></th></tr><tr><td>2.0</td><td>97,800</td><td>47,432</td><td>145,232</td><td>Administrative Specialist I</td></tr><tr><td>1.0</td><td>67,857</td><td>26,915</td><td>94,772</td><td>Administrative Specialist II</td></tr><tr><td>3.0</td><td>165,657</td><td>74,347</td><td>240,004</td><td></td></tr></table>	# of Positions	Salary	Fringes	Total		2.0	97,800	47,432	145,232	Administrative Specialist I	1.0	67,857	26,915	94,772	Administrative Specialist II	3.0	165,657	74,347	240,004															
# of Positions	Salary	Fringes	Total																																			
2.0	97,800	47,432	145,232	Administrative Specialist I																																		
1.0	67,857	26,915	94,772	Administrative Specialist II																																		
3.0	165,657	74,347	240,004																																			
o																																						
o		27,300	27,300	The following line items were transferred from the Office of Government & Community Relations and adjusted per actuals:																																		
				<table><tr><td>2,500</td><td>Telephone Service</td></tr><tr><td>400</td><td>Fax Services</td></tr><tr><td>10,000</td><td>Other Professional Services</td></tr><tr><td>5,000</td><td>General Office Supplies</td></tr><tr><td>1,500</td><td>Printing - Commercial</td></tr><tr><td>300</td><td>General Office Mailing</td></tr><tr><td>250</td><td>Meals - Special Purpose</td></tr><tr><td>750</td><td>Audio Visual Supplies</td></tr><tr><td>1,000</td><td>Computer Supplies</td></tr><tr><td>1,000</td><td>Mileage</td></tr><tr><td>100</td><td>Parking and Tolls</td></tr><tr><td>1,500</td><td>Meals</td></tr><tr><td>1,750</td><td>Lodging</td></tr><tr><td>250</td><td>Professional Books</td></tr><tr><td>250</td><td>Membership Fees & Dues</td></tr><tr><td>750</td><td>Training Seminars</td></tr><tr><td>27,300</td><td></td></tr></table>	2,500	Telephone Service	400	Fax Services	10,000	Other Professional Services	5,000	General Office Supplies	1,500	Printing - Commercial	300	General Office Mailing	250	Meals - Special Purpose	750	Audio Visual Supplies	1,000	Computer Supplies	1,000	Mileage	100	Parking and Tolls	1,500	Meals	1,750	Lodging	250	Professional Books	250	Membership Fees & Dues	750	Training Seminars	27,300	
2,500	Telephone Service																																					
400	Fax Services																																					
10,000	Other Professional Services																																					
5,000	General Office Supplies																																					
1,500	Printing - Commercial																																					
300	General Office Mailing																																					
250	Meals - Special Purpose																																					
750	Audio Visual Supplies																																					
1,000	Computer Supplies																																					
1,000	Mileage																																					
100	Parking and Tolls																																					
1,500	Meals																																					
1,750	Lodging																																					
250	Professional Books																																					
250	Membership Fees & Dues																																					
750	Training Seminars																																					
27,300																																						
o																																						
o		2,500	2,500	Fleet Daily Rental - funds provide for car rental costs as needed																																		

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: CONSTITUENT SERVICES

Index No. 015000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	0.00	0	0.00	0	2.00	97,800 A
Administrative Specialist II	0.00	0	0.00	0	1.00	67,857 B
TOTAL FULL-TIME SALARIES	0.00	0	0.00	0	3.00	165,657
SALARY TOTAL	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>3.00</u>	<u>165,657</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		13,584
Workers' Compensation		0		0		464
Health Benefits		0		0		47,206
FICA		0		0		12,673
Miscellaneous		0		0		420
TOTAL OTHER PERSONAL SERVICES		<u>0</u>		<u>0</u>		<u>74,347</u>
TOTAL PERSONAL SERVICES	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>3.00</u>	<u>240,004</u>

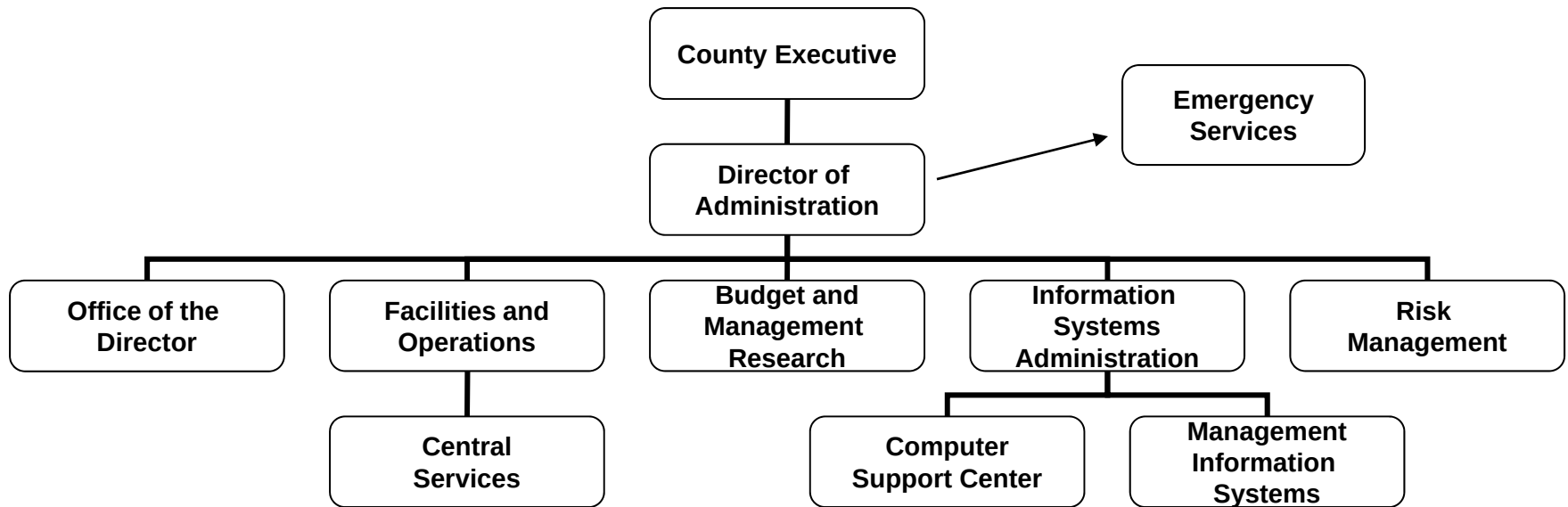
A - Two (2) Administrative Specialist I transferred from the Office of Government & Community Relations - #1860 and #1578

B - One (1) Administrative Specialist II transferred from the Office of Government & Community Relations - #3304



Flowering Dogwood
Official Harford County Tree

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 division of Information and Communication Technology is under the direction of an Information and Communication Technology 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	8,225,338	7,929,468	7,952,711	6,652,329	6,652,329
20	CONTRACTUAL SERVICES	3,391,269	3,274,490	3,353,548	3,530,306	3,505,306
30	SUPPLIES & MATERIALS	659,992	493,163	611,475	557,600	557,600
40	BUSINESS & TRAVEL	212,063	136,022	211,125	179,550	179,550
50	CAPITAL OUTLAY	100,210	24,545	0	0	0
70	MISCELLANEOUS	174,223	171,188	(546,534)	40,000	40,000
80	INTER-GOVERNMENTAL / INTERFUND	0	17,168	36,864	36,864	36,864
	GRAND TOTAL	12,763,095	12,046,044	11,619,189	10,996,649	10,971,649

<u>SUMMARY BY FUND:</u>						
11	GENERAL	12,763,095	12,046,044	11,619,189	10,996,649	10,971,649
	GRAND TOTAL	12,763,095	12,046,044	11,619,189	10,996,649	10,971,649

<u>SUMMARY BY DIVISION:</u>						
021000	DIRECTOR OF ADMINISTRATION	656,780	908,750	549,588	433,378	433,378
022000	FACILITIES AND OPERATIONS	5,036,259	4,806,006	4,685,122	4,821,331	4,796,331
023100	CENTRAL SERVICES	982,472	921,767	775,379	582,157	582,157
024000	BUDGET & MANAGEMENT RESEARCH	642,859	718,600	724,227	637,423	637,423
025000	GEOGRAPHIC INFORMATION SYSTEM	488,746	0	0	0	0
026000	INFORMATION SYSTEMS ADMINISTRATION	1,000,751	934,744	1,046,016	0	0
027000	COMPUTER SUPPORT CENTER	1,180,471	1,157,090	1,251,196	0	0
028000	MANAGEMENT INFORMATION SYSTEMS	2,018,090	1,940,817	1,917,925	0	0
028100	INFORMATION & COMMUNICATION TECH	0	0	0	3,839,526	3,839,526
029000	RISK MANAGEMENT	756,667	658,270	669,736	682,834	682,834
	GRAND TOTAL	12,763,095	12,046,044	11,619,189	10,996,649	10,971,649

ADMINISTRATION

FINANCIAL NOTES:

The (\$647,540) net decrease in funding for Administration is the result of:

	FY 10	FY 11	CHANGE	
o	5,552,143	5,514,447	(37,696)	Full-time Salaries
			64,597	No furlough planned for FY 11
			239	Salary adjustments
			(84,655)	Staff Turnover <u>(1.52%)</u>
			(17,877)	Salary Offset - clerk typist salary offset with EECBG grant
			<u>(37,696)</u>	
o	114,283	116,524	2,241	Part-time Salaries - increase due to no furlough planned for FY 11
o		(1,699)	(1,699)	Positions transferred in the Department of Administration:
			# of Positions	Salary
			1.00	57,700
			(1.00)	(81,227)
			(5.00)	(336,291)
			(10.00)	(528,694)
			(11.00)	(771,043)
			26.00	1,642,746
			1.00	33,100
			<u>1.00</u>	<u>16,291</u>
				(17,990)
				<u>(1,699)</u>
o		(1,239,179)	# of Positions	Position abolished for FY 10 due to state of the economy:
			Salary	Fringe
			(14.0)	(932,886)
				(306,293)
				<u>(1,239,179)</u>
o	18,234	0	(18,234)	Temporary Salaries - eliminated due to state of the economy

Planner III transferred from BMR to Fac & Ops
Deputy Chief BMR reclassified as a Planner III
and transferred to Facilities & Operations
Five positions transferred to Info & Comm Tech
Ten positions transferred to Info & Comm Tech
Eleven positions transferred to Info & Comm Tech
26 positions transferred from IS, CSC, & MIS and
combined into one index for FY 11
Position transferred from HR & reclassified as Claims
Clerk

ADMINISTRATION

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	1,062,365	1,132,724	70,359 Health Benefits are adjusted for a 5% cost increase as well as staff opting for changes in level of coverage
o	557,040	503,056	(53,984) Pension / Retirement rate adjustments
o	95,335	85,935	(9,400) Overtime and Shift Differential adjusted based on actual expense history
o	96,753	90,439	(6,314) Workers' Compensation rate adjustment
o	441,718	436,835	(4,883) FICA - adjusted for salary changes
o	66,186	36,150	(30,036) Office Equipment - cancellation of digital copier contract and Docutech Operator
o	33,500	21,000	(12,500) Management Services - Decrease in Facilities & Operations for testing facilities for hazardous materials, based on actuals; decrease in Risk Management for Defensive Drivers Seminars, Safety Training, RFID, and RMS based on actuals; and funding for unanticipated management studies in the Director of Administration's budget.
o	325,350	521,653	196,303 Other Professional Services - Information and Communication Technology @ \$405,000 for SML Enterprise Data, PSR Disaster Recovery, PSR Programming, J&S Power Solutions, Replacement Batteries, First Federal Corp Storage, Medstar; Budget - application for GFOA @ \$1,000; Central Services - funds for NMARC crew to scan County documents @ \$30,000; Facilities & Operations - funds for mosquito spraying @ \$20,653; Director of Administration - management studies @ \$50,000 and Risk Management appraisals @ \$15,000.
o	250,000	200,000	(50,000) County Facility Repair and Renovations - funds reduced based on actual expense history and state of the economy; and \$25,000 reallocated to Gypsy Moth and Noxious Weed.
o	562,378	417,880	(144,498) Data Processing Hardware Maintenance - Information & Communication Technology - Xerox, CISCO and Spare, Fluke, EMC Symetrix and Clariion, HP Server and MFP Carepak, Quantam Tape Library, DMX3, CISCO MDS Switches, SML, Decision One and PSR & Tape Drive
o	379,156	546,585	167,429 Data Processing Software Maintenance - additional funds are provided for the increase in the cost of the software maintenance contracts
o	30,000	60,000	30,000 Snow Removal - Facilities & Operations - increased based on actual expense history. Funds were reduced in FY 10 due to Council Amendments

ADMINISTRATION

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	113,600	80,000	(33,600) Building / Custodial Services - Facilities & Operations - eliminated contractual custodial services due to state of the economy
o	0	14,000	14,000 Uniform Rental - For FY 11 the County in cooperation with AFSCME and MCEA unions have agreed to a uniform rental program in lieu of purchase / allowance. The program should be more cost effective and efficient.
o	1,070,375	1,003,450	(66,925) Line items significantly adjusted, based on actual expense history and state of the economy:

FY 10	FY 11	Change	
241,300	234,300	(7,000)	Telephone Service
100,000	125,000	25,000	Internet Line Services
54,000	35,600	(18,400)	General Office Supplies
24,050	22,600	(1,450)	Printing Commercial
272,950	252,900	(20,050)	General Office Mailing
40,000	35,000	(5,000)	Paper Supplies
4,500	0	(4,500)	Uniforms - Purchase
80,500	80,300	(200)	Equipment Repair Parts
4,850	4,500	(350)	Safety Equipment
2,800	5,000	2,200	Sand, Salt & Other Bulk De-icers
9,500	6,700	(2,800)	Computer Software
7,250	6,000	(1,250)	Computer Hardware Components
18,500	16,900	(1,600)	Computer Supplies
31,000	28,800	(2,200)	County Owned Vehicles
40,300	38,500	(1,800)	Fuel Charges
7,500	5,500	(2,000)	Non Targeted Charges - FVS
11,400	9,100	(2,300)	Mileage
5,950	3,950	(2,000)	Transportation Costs
7,300	5,600	(1,700)	Meals
13,750	7,500	(6,250)	Lodging
2,000	2,350	350	Professional Books & Periodicals
37,975	38,150	175	Membership Fees & Dues
53,000	39,200	(13,800)	Training, Seminars, Courses
<u>1,070,375</u>	<u>1,003,450</u>	<u>(66,925)</u>	

ADMINISTRATION

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	25,000	0	(25,000) County Match / Transfers Out - miscellaneous grant match funding eliminated due to state of the economy
o	36,864	36,864	0 Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged
o	(611,534)	0	611,534 Other Contingencies - funds were reduced in various line items during FY 10 to cover the reductions due to Council Amendments #197, 198, 199, 200, 201, 202, 203, and 204

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	85,387	2.00	85,247	2.00	78,240
Administrative Assistant II	4.00	211,121	4.00	210,774	3.00	143,440
Administrative Secretary III	1.00	47,534	1.00	0	1.00	0
Administrative Specialist II	2.00	116,999	2.00	116,806	2.00	116,806
Administrator	0.00	0	0.00	0	1.00	64,300
Asset Manager	1.00	83,912	1.00	83,773	1.00	69,795
Assistant Supervisor of Custodial Workers	1.00	49,530	1.00	49,448	1.00	49,448
Budget Analyst	1.00	53,732	2.00	114,801	2.00	114,595
Building Construction and Repair Supervisor	1.00	52,141	1.00	52,055	1.00	52,055
Building Maintenance Mechanic I	4.00	215,055	3.00	156,278	1.00	46,500
Building Maintenance Mechanic II	2.00	82,914	3.00	135,354	3.00	135,354
Building Maintenance Supervisor	1.00	82,411	1.00	82,275	1.00	82,275
Building Maintenance Worker I	1.00	29,136	0.00	0	0.00	0
Building Maintenance Worker II	6.00	277,352	7.00	288,515	7.00	288,754
Central Services Operator	1.00	29,999	1.00	29,950	2.00	57,450
Central Services Specialist	2.00	80,801	2.00	78,643	1.00	43,893
Chief of Security	1.00	54,474	1.00	53,846	1.00	53,846
Chief, Budget & Management Research	1.00	105,852	1.00	105,678	1.00	105,678
Chief, Facilities & Operations	1.00	87,779	1.00	87,634	1.00	71,400
Chief, Information Systems Division	1.00	117,952	1.00	117,758	1.00	95,000
Claims Adjuster	1.00	69,039	1.00	68,925	1.00	51,000
Claims Clerk	0.00	0	0.00	0	1.00	33,100
Clerk Typist	0.00	0	1.00	35,754	1.00	35,754
Computer Operations Supervisor	1.00	60,988	1.00	60,887	0.00	0
Computer Operator	1.00	37,204	1.00	37,142	1.00	37,142
Computer Operator Trainee	0.00	0	1.00	27,500	0.00	0
Computer Systems Engineer I	1.00	39,872	1.00	40,966	1.00	40,966
Computer Systems Engineer II	4.00	191,679	4.00	192,028	4.00	192,028
Computer Systems Engineer III	3.00	173,148	3.00	172,806	2.00	118,674
Computer Systems Engineer IV	1.00	69,910	1.00	69,795	0.00	0
Custodial Worker I	1.00	28,637	1.00	28,590	1.00	28,590
Custodial Worker II	5.00	195,346	5.00	195,025	5.00	195,025

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Deputy Chief, Budget & Management Research	1.00	82,957	1.00	82,820	0.00	0
Deputy Chief, Management Information Systems	2.00	220,253	2.00	219,890	0.00	0
Director of Administration	1.00	134,543	1.00	134,543	1.00	134,543
Grants Administrator	1.00	77,893	1.00	77,765	0.00	0
Help Desk Support Specialist	1.00	37,925	1.00	37,862	0.00	0
Management Assistant II	1.00	85,691	1.00	85,550	1.00	85,550
Master Cabinet Maker	1.00	55,889	1.00	55,796	1.00	55,796
Planner III	0.00	0	0.00	0	1.00	57,700
Programmer Analyst I	6.00	430,825	7.00	488,117	7.00	488,117
Programmer Analyst II	4.00	371,642	4.00	371,027	3.00	275,837
Risk Manager	1.00	102,034	1.00	88,799	1.00	88,799
Safety Officer	1.00	54,662	1.00	54,572	1.00	54,572
Senior Budget Analyst	3.00	230,434	2.00	160,951	2.00	160,951
Senior Computer Operator	1.00	56,447	1.00	56,354	1.00	56,354
Skilled Trade Apprentice	1.00	53,617	1.00	53,529	1.00	53,529
Special Police Officer	4.00	153,720	10.00	368,475	10.00	362,667
Supervisor of Central Services	1.00	64,063	1.00	63,958	0.00	0
Supervisor of Custodial Workers	1.00	51,937	1.00	51,851	1.00	51,851
Systems Analyst	1.00	103,053	0.00	0	0.00	0
Systems Programmer	1.00	71,974	1.00	71,856	0.00	0
Telecommunications Engineer II	2.00	98,076	2.00	99,316	2.00	99,316
Telecommunications Specialist I	0.00	0	1.00	65,788	1.00	65,788
Telecommunications Specialist II	2.00	136,884	1.00	70,872	0.00	0
Web Administrator	1.00	78,672	1.00	78,543	1.00	78,543
Web Designer	1.00	57,524	1.00	57,430	1.00	57,430
FULL-TIME SALARIES	91.00	5,540,619	99.00	5,673,917	86.00	4,628,451
SALARY OFFSET		0		(12,908)		(17,877)
TOTAL FULL-TIME SALARIES	91.00	5,540,619	99.00	5,661,009	86.00	4,610,574

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Custodial Worker I	1.75	43,853	1.75	43,781	1.75	43,781
Custodial Worker II	2.50	72,863	2.50	72,743	2.50	72,743
Special Police Officer	0.50	19,496	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	4.75	136,212	4.25	116,524	4.25	116,524
TEMPORARY SALARIES		208,428		18,234		0
SALARY TOTAL	95.75	5,885,259	103.25	5,795,767	90.25	4,727,098
OTHER PERSONAL SERVICES						
Pension & Retirement		546,573		557,040		386,062
Workers' Compensation		118,809		96,753		80,460
Health Benefits		997,778		1,062,365		995,320
Overtime & Shift Differential		160,615		95,335		71,620
FICA		466,187		450,217		366,749
Miscellaneous		37,840		14,840		25,020
TOTAL OTHER PERSONAL SERVICES		2,327,802		2,276,550		1,925,231
FURLOUGH SAVINGS		0		(119,606)		0
TOTAL PERSONAL SERVICES	95.75	8,213,061 *	103.25	7,952,711	90.25	6,652,329

* FY 09 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 division of Information and Communication Technology under the direction of the Chief, Information Systems 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	388,222	476,149	381,814	267,978	267,978
20	CONTRACTUAL SERVICES	48,231	342,349	92,450	92,050	92,050
30	SUPPLIES & MATERIALS	8,607	4,739	9,400	6,450	6,450
40	BUSINESS & TRAVEL	38,384	36,635	44,850	41,900	41,900
50	CAPITAL OUTLAY	2,456	499	0	0	0
70	MISCELLANEOUS	170,880	48,222	21,074	25,000	25,000
80	INTERGOVERNMENTAL / INTERFUND	0	157	0	0	0
	GRAND TOTAL	656,780	908,750	549,588	433,378	433,378
	<u>FUNDING SOURCE:</u>					
11	GENERAL	656,780	908,750	549,588	433,378	433,378

DEPARTMENT: ADMINISTRATION

DIVISION: Director of Administration

INDEX: 021000

FINANCIAL NOTES:

The (\$116,210) net decrease in funding for Administration - Director of Administration is the result of:

	FY 10	FY 11	CHANGE
o	277,446	282,886	5,440 Full-time Salaries Increase result of no furlough savings for FY 11
o		(107,162)	(107,162) Position abolished after employee was laid - off in FY 10: # of Positions Salary Fringe Total <u>(1.00) (77,765) (29,397) (107,162)</u> Grants Administrator
o	47,002	47,490	488 Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	27,213	23,626	(3,587) Pension / Retirement rate adjustments
o	8,500	0	(8,500) Temporary Salaries - funds provided for an Administrative Assistant (on-call) eliminated during FY 10
o	20,385	19,921	(464) FICA adjustments
o	14,600	12,250	(2,350) Line items adjusted based on the state of the economy and actual expenses: FY 10 FY 11 Change 6,500 5,000 (1,500) General Office Supplies 2,200 750 (1,450) Printing - Commercial (decrease due to completed policy manual) 2,000 3,000 1,000 Meals 3,900 3,500 (400) Telephone Service <u>14,600 12,250 (2,350)</u>

DEPARTMENT: ADMINISTRATION

DIVISION: Director of Administration

INDEX: 021000

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	25,000	0	(25,000) County Match / Transfers Out - miscellaneous grant match funding, eliminated due to state of the economy
o	25,000	25,000	0 Grants & Contributions - unanticipated miscellaneous grants
o	(28,926)	0	28,926 Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction from Council Amendment #197
o	4,950	1,000	(3,950) Due to the Director of Administration opting to relinquish the take home vehicle the following line items were adjusted:

FY 10	FY 11	Change
2,000	0	(2,000) County Owned Vehicles
1,800	0	(1,800) Fuel Charges
750	0	(750) Non - Targeted Vehicle
400	1,000	600 Mileage
<u>4,950</u>	<u>1,000</u>	<u>(3,950)</u>

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: DIRECTOR OF ADMINISTRATION

Index No. 021000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	47,534	1.00	0	1.00	0 A
Administrative Specialist II	1.00	70,695	1.00	70,578	1.00	70,578
Director of Administration	1.00	134,543	1.00	134,543	1.00	134,543
Grants Administrator	1.00	77,893	1.00	77,765	0.00	0
FULL-TIME SALARIES	4.00	330,665	4.00	282,886	3.00	205,121
TEMPORARY SALARIES		83,500		8,500		0 B
SALARY TOTAL	4.00	414,165	4.00	291,386	3.00	205,121
OTHER PERSONAL SERVICES						
Pension & Retirement		38,138		27,213		16,145
Workers' Compensation		1,321		848		564
Health Benefits		61,169		47,002		31,896
Overtime & Shift Differential		4,000		0		0
FICA		30,090		20,801		13,972
Miscellaneous		700		420		280
TOTAL OTHER PERSONAL SERVICES		135,418		96,284		62,857
FURLOUGH SAVINGS		0		(5,856)		0 C
TOTAL PERSONAL SERVICES	4.00	549,583 *	4.00	381,814	3.00	267,978

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - Unfunded Administrative Secretary III position - #1736

B - Temporary Salaries eliminated due to state of the economy

C - No furlough planned for FY 11

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,837,706	2,851,934	2,910,935	2,833,206	2,833,206
20	CONTRACTUAL SERVICES	1,827,299	1,531,365	1,678,688	1,655,391	1,630,391
30	SUPPLIES & MATERIALS	270,273	213,495	225,150	218,350	218,350
40	BUSINESS & TRAVEL	72,217	69,355	73,950	71,400	71,400
50	CAPITAL OUTLAY	25,682	2,749	0	0	0
70	MISCELLANEOUS	3,082	122,966	(231,585)	15,000	15,000
80	INTERGOVERNMENTAL / INTERFUND	0	14,142	27,984	27,984	27,984
	GRAND TOTAL	5,036,259	4,806,006	4,685,122	4,821,331	4,796,331
	<u>FUNDING SOURCE:</u>					
11	GENERAL	5,036,259	4,806,006	4,685,122	4,821,331	4,796,331

DEPARTMENT: ADMINISTRATION**DIVISION: Facilities and Operations****INDEX: 022000****FINANCIAL NOTES:**

The \$111,209 net increase in funding for Administration - Facilities and Operations is the result of:

	FY 10	FY 11	CHANGE	
o	1,854,159	1,827,581	(26,578)	Full Time Salaries
			36,356	Increase result of no furlough planned for FY 11
			239	Salary Adjustment
			(17,877)	Salary Offset - Clerk Typist position offset with EECBG grant
			(45,296)	Staff turnover (2.44%)
			<u>(26,578)</u>	
o		(154,661)	(154,661)	Position abolished for FY 11 due to state of the economy and retirements:
			# of Positions	Salary
			1.00	(45,140)
			1.00	(64,638)
			<u>2.00</u>	<u>(109,778)</u>
			Fringe	Total
			(25,317)	(70,457)
			(19,566)	(84,204)
			<u>(44,883)</u>	<u>(154,661)</u>
o		82,977	82,977	Position transferred into Facilities & Operations from Budget & Management Research & reclassified from a Deputy Chief of Budget:
			# of Positions	Salary
			1.00	57,700
			Fringe	Total
			25,277	82,977
				Planner III
o	9,734	0	(9,734)	Temporary Salaries - eliminated due to state of the economy
o	452,430	520,739	68,309	Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	193,077	160,091	(32,986)	Pension / Retirement rate adjustments per actuarials
o	12,220	12,320	100	Shift Differential - based on actual expense history
o	67,886	62,915	(4,971)	Workers' Compensation rate adjustment
o	156,786	154,360	(2,426)	FICA - adjusted based on actuals

DEPARTMENT: ADMINISTRATION**DIVISION: Facilities and Operations****INDEX: 022000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE
o	250,000	200,000	(50,000) County Facility Repair & Renovation - necessary to purchase professional services to maintain, repair, and renovate County buildings. Decreased per actual expense history and \$25,000 reallocated to Gypsy Moth and Noxious Weed.
o	20,350	20,653	303 Other Professional Services - funds provide for State mosquito spraying program.
o	147,250	162,900	15,650 Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change
	47,000	45,000	(2,000) Telephone Service
	10,000	5,000	(5,000) Management Services
	5,000	3,000	(2,000) Engineering Services
	6,000	5,000	(1,000) Non - Targeted Charges - FVS
	30,000	60,000	30,000 Snow Removal
	40,000	35,000	(5,000) Paper Supplies
	2,800	5,000	2,200 Sand, Salt & Other Deicers
	6,000	4,000	(2,000) Mileage
	450	900	450 Membership Fees & Dues
	<u>147,250</u>	<u>162,900</u>	<u>15,650</u>
o	4,000	14,000	10,000 For FY 11 the County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of purchase / allowance. This program should be more cost effective and efficient. All Uniform Allowance funding was eliminated in FY 10 due to the state of the economy.
	FY 10	FY 11	Change
	0	14,000	14,000 Uniform Rental
	4,000	0	(4,000) Uniform Purchase
	<u>4,000</u>	<u>14,000</u>	<u>10,000</u>
o	(246,585)	0	246,585 Other Contingencies - Funds reduced in various line items during FY 10 to cover reduction due to Council Amendment # 198
o	113,600	80,000	(33,600) Building and Custodial Services - Eliminated contractual custodial services

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: FACILITIES AND OPERATIONS

Index No. 022000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
Administrative Assistant I	0.00	0	0.00	0	1.00	33,100	A
Administrative Assistant II	2.00	110,722	2.00	110,540	1.00	54,186	
Assistant Supervisor Custodial Workers	1.00	49,530	1.00	49,448	1.00	49,448	
Building Construction & Repair Supervisor	1.00	52,141	1.00	52,055	1.00	52,055	
Building Maintenance Mechanic I	4.00	215,055	3.00	156,278	1.00	46,500	B
Building Maintenance Mechanic II	2.00	82,914	3.00	135,354	3.00	135,354	
Building Maintenance Supervisor	1.00	82,411	1.00	82,275	1.00	82,275	
Building Maintenance Worker I	1.00	29,136	0.00	0	0.00	0	
Building Maintenance Worker II	6.00	277,352	7.00	288,515	7.00	288,754	
Chief of Security	1.00	54,474	1.00	53,846	1.00	53,846	
Chief, Facilities and Operations	1.00	87,779	1.00	87,634	1.00	71,400	
Clerk Typist	0.00	0	1.00	35,754	1.00	35,754	
Custodial Worker I	1.00	28,637	1.00	28,590	1.00	28,590	
Custodial Worker II	5.00	195,346	5.00	195,025	5.00	195,025	
Management Assistant II	1.00	85,691	1.00	85,550	1.00	85,550	
Master Cabinet Maker	1.00	55,889	1.00	55,796	1.00	55,796	
Planner III	0.00	0	0.00	0	1.00	57,700	C
Skilled Trade Apprentice	1.00	53,617	1.00	53,529	1.00	53,529	
Special Police Officer	4.00	153,720	10.00	368,475	10.00	362,667	
Supervisor of Custodial Workers	1.00	51,937	1.00	51,851	1.00	51,851	
TOTAL FULL-TIME SALARIES	34.00	1,666,351	41.00	1,890,515	40.00	1,793,380	
SALARY OFFSET		0		0		(17,877)	D
PART-TIME SALARIES							
Special Police Officer	0.50	19,496	0.00	0	0.00	0	
Custodial Worker I	1.75	43,853	1.75	43,781	1.75	43,781	
Custodial Worker II	2.50	72,863	2.50	72,743	2.50	72,743	
TOTAL PART-TIME SALARIES	4.75	136,212	4.25	116,524	4.25	116,524	

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: FACILITIES AND OPERATIONS

Index No. 022000

Index No. 022000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		93,459		9,734		0 E
SALARY TOTAL	<u>38.75</u>	<u>1,896,022</u>	<u>45.25</u>	<u>2,016,773</u>	<u>44.25</u>	<u>1,892,027</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		181,466		193,077		154,262
Workers' Compensation		80,304		67,886		58,755
Health Benefits		435,147		452,430		515,245
Overtime & Shift Differential		73,500		55,720		55,820
FICA		158,545		159,739		150,377
Miscellaneous		27,220		6,860		6,720
TOTAL OTHER PERSONAL SERVICES		956,182		935,712		941,179
FURLOUGH SAVINGS		0		(41,550)		0 F
TOTAL PERSONAL SERVICES	<u>38.75</u>	<u>2,852,204 *</u>	<u>45.25</u>	<u>2,910,935</u>	<u>44.25</u>	<u>2,833,206</u>

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant II reclassified as an Administrative Assistant I - #0028

B - Two (2) Building Maintenance Mechanic I abolished - one during FY 10 and one due to the retirement incentive - #2696 & 0044

C - One (1) Planner III transferred from Budget & Management Research and reclassified from a Deputy, Chief of Budget - #1425

D - Salary offset - Clerk typist position offset with EECBG grant @ \$17,877

E - Temporary Salaries eliminated due to the state of the economy

F - No furlough planned for FY 11

DEPARTMENT OF ADMINISTRATION - FACILITIES & OPERATIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To give Harford County Employees the cleanest work environment in the most efficient manner.

Department Objective

To improve efficiency in custodial services

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$281,673	\$380,380	\$921,767	\$775,379	\$582,157
Number of staff	6	6	5	5	3
<u>Output:</u>					
Number of square feet maintained	112,289	112,289	112,289	243,427	243,427
<u>Efficiency:</u>					
Square feet cleaned per custodian	7,485	7,485	7,485	16,228	16,228
<u>Outcome:</u>					
Percent of customers satisfaction ranking as "very good" or "excellent"	N/A	N/A	N/A	90%	90%

Explanation and Analysis of Performance Measures

They County is striving to provide a clean work environment to employees as well as to all citizens in order to maximize the efficiency of government operations. This is becoming increasingly challenging as the number of staff decrease, and the amount of square feet to be maintained increases.

FACILITIES AND OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Assist in the reduction of energy consumption within buildings maintained by F&O

Department Objective

Participate within as well as help facilitate the Green Team's Energy Savings Program beginning with the F&O' shop located at 611 N.Fountain Green Rd

County Goal(s) Supported

Environmental Stewardship Initiatives

Measure	Actual 2007*	Actual 2008*	Actual 2009*	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$0	\$0	<\$500	<\$500	<\$1000
Full-time staff assigned	0	0	1	1	1
<u>Output:</u>					
Performance Measures Tracked (kWh) (kWh are tracked per calendar year)	178,840	180,520	137,920	130400**	123880***
<u>Efficiency:</u>					
Was consumption reduced?	No	No	Yes	Yes	Yes
<u>Service Quality:</u>					
Was job performance negatively impacted by the modifications?	Unknown	Unknown	No	No	No
<u>Outcome:</u>					
Percentage of energy reduction	No reduction	Increase of <1% from 2007	Decrease of 24% from 2008	Est. decrease of 5% from 2009	Est. decrease of 5% from 2010

Explanation and Analysis of Performance Measures

The goal of F&O is assisting with the implementation of infrastructure and operation practices which will increase in energy efficiency within per County buildings maintained by F&O - kilowatt hours are the performance measure whereby reductions are assessed

Major Related Plans and Policies

Participated in the Green Team's Energy Savings Program; Created a bulletin board in 611 showcasing reduction data and activities;
In June 2010, the Energy and Resource Management Policy was adopted

* This is a new program that began in 2009 and as a result, data is limited for 2007 and 2008 regarding efficiency, service quality and outcome

** The estimation of kWh consumption is based upon the 1st quarter data from 2010

*** The estimation of kWh consumption is based upon a 5% reduction of the estimated 2010 annual consumption

DEPARTMENT OF ADMINISTRATION - FACILITIES & OPERATIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To improve and increase proactive maintenance.

Department Objective

To minimize corrective action on work orders to maximize efficiency on projects.

County Goal(s) Supported

III. Efficient County Government

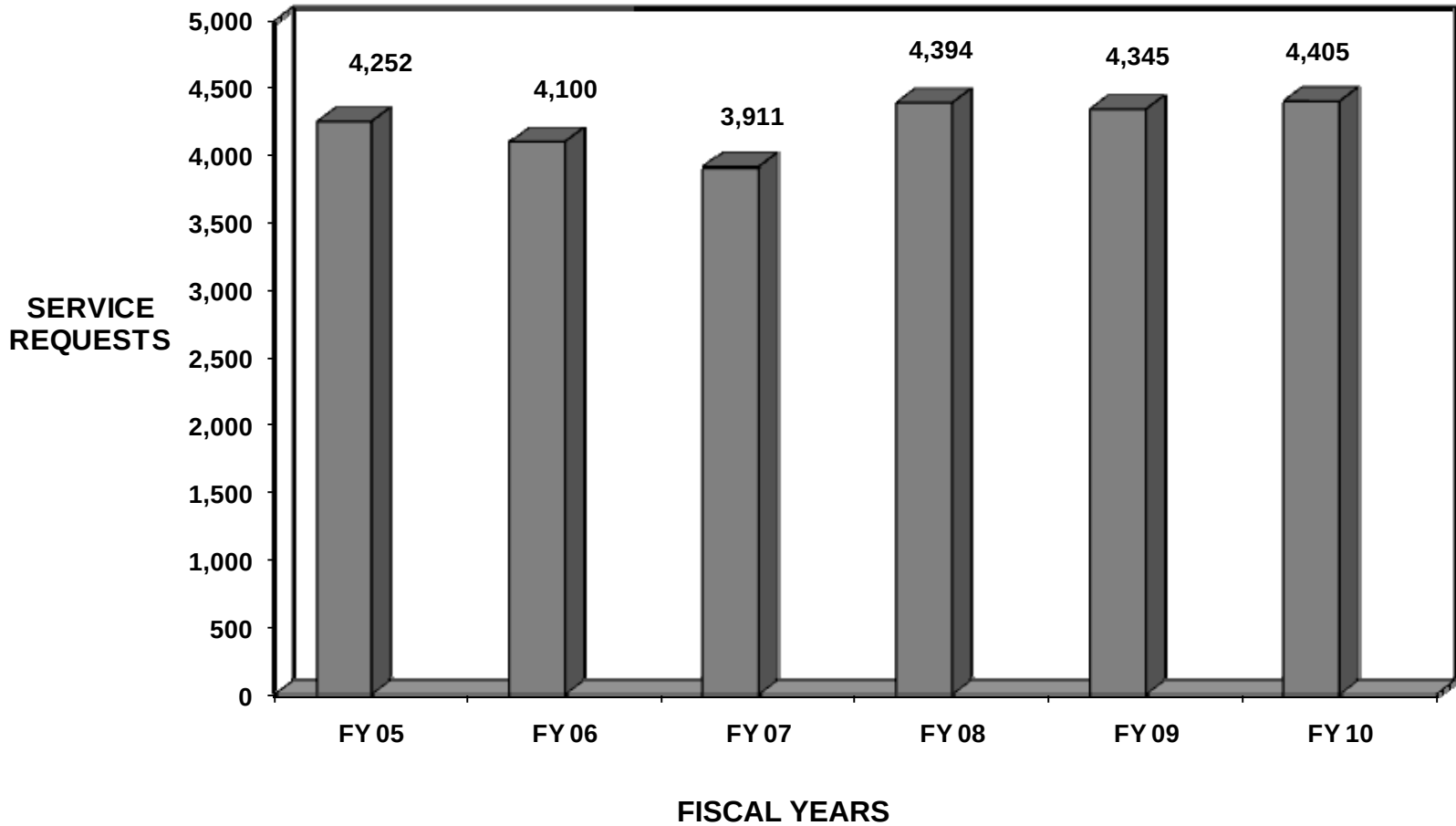
Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$4,670,325	\$5,036,259	\$4,806,006	\$4,685,122	\$4,821,331
Number of staff	35	35	34	41	39
<u>Output:</u>					
Percent of completed work orders requiring corrective action	N/A	N/A	N/A	5%	5%
<u>Efficiency:</u>					
Cost per repair of corrective actions	N/A	N/A	N/A	\$1,000	\$1,000
<u>Outcome:</u>					
Percent of work orders completed correctly and on budget	N/A	N/A	N/A	95%	95%
Percent of customer satisfaction rating in house building repairs as "very good" or "excellent"	N/A	N/A	N/A	95%	95%

Explanation and Analysis of Performance Measures

Completion of work orders on a timely and accurate basis is imperative to the efficient function of government services. Preventative maintenance on our facilities will also help to alleviate any interruption of services to our citizens and community.

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	292,540	309,247	298,352	160,557	160,557
20	CONTRACTUAL SERVICES	390,312	387,797	216,936	156,900	156,900
30	SUPPLIES & MATERIALS	299,620	224,723	300,900	264,700	264,700
70	MISCELLANEOUS	0	0	(40,809)	0	0
GRAND TOTAL		982,472	921,767	775,379	582,157	582,157
<u>FUNDING SOURCE:</u>						
11	GENERAL	982,472	921,767	775,379	582,157	582,157

FINANCIAL NOTES:

The (\$193,222) net decrease in funding for Administration - Central Services is the result of:

	FY 10	FY 11	CHANGE	
o	208,568	205,408	(3,160)	Full Time Salaries
			4,090	Increase result of no furlough savings for FY 11
			(7,250)	Staff Turnover
			<u>(3,160)</u>	<u>(3.48%)</u>

DEPARTMENT: ADMINISTRATION**DIVISION: Central Services****INDEX: 023100****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE																																									
o		(142,803)	(142,803)	Positions abolished after employees were laid off during FY 10 due to Council Amendment #199:																																								
				<table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td><td></td></tr><tr><td>(1.00)</td><td>(63,958)</td><td>(26,265)</td><td>(90,223)</td><td>Supervisor, Central Services</td></tr><tr><td>(1.00)</td><td>(40,107)</td><td>(12,473)</td><td>(52,580)</td><td>Administrative Assistant I</td></tr><tr><td><u>(2.00)</u></td><td><u>(104,065)</u></td><td><u>(38,738)</u></td><td><u>(142,803)</u></td><td></td></tr></table>	# of Positions	Salary	Fringe	Total		(1.00)	(63,958)	(26,265)	(90,223)	Supervisor, Central Services	(1.00)	(40,107)	(12,473)	(52,580)	Administrative Assistant I	<u>(2.00)</u>	<u>(104,065)</u>	<u>(38,738)</u>	<u>(142,803)</u>																					
# of Positions	Salary	Fringe	Total																																									
(1.00)	(63,958)	(26,265)	(90,223)	Supervisor, Central Services																																								
(1.00)	(40,107)	(12,473)	(52,580)	Administrative Assistant I																																								
<u>(2.00)</u>	<u>(104,065)</u>	<u>(38,738)</u>	<u>(142,803)</u>																																									
o	20,458	18,321	(2,137)	Pension / Retirement rate adjustments																																								
o	48,335	59,016	10,681	Health Benefits adjusted for an anticipated 5% cost increase, and staff opting for changes in their level of coverage																																								
o	4,336	4,201	(135)	Workers' Compensation rate adjustment																																								
o	46,836	16,800	(30,036)	Office Equipment - Digital copier contract eliminated during FY 10																																								
o	60,000	30,000	(30,000)	Other Professional Services - funds provide for NMARC crew to scan County documents. Reduced in FY 10 to cover a portion of the reduction due to Council Amendment #199. Provided half of the amount previously funded in FY 11.																																								
o	296,200	260,000	(36,200)	The following line items were adjusted based on actual expense history and state of the economy:																																								
				<table><tr><td>FY 10</td><td>FY 11</td><td>Change</td><td></td></tr><tr><td>25,000</td><td>10,000</td><td>(15,000)</td><td>General Office Supplies</td></tr><tr><td>500</td><td>0</td><td>(500)</td><td>Uniforms - Purchase</td></tr><tr><td>200</td><td>0</td><td>(200)</td><td>Equipment Repair Parts</td></tr><tr><td>100</td><td>0</td><td>(100)</td><td>Small Tools</td></tr><tr><td>200</td><td>0</td><td>(200)</td><td>Medical Supplies</td></tr><tr><td>100</td><td>0</td><td>(100)</td><td>Computer Supplies</td></tr><tr><td>100</td><td>0</td><td>(100)</td><td>Safety Equipment</td></tr><tr><td><u>270,000</u></td><td><u>250,000</u></td><td><u>(20,000)</u></td><td>General Office Mailing</td></tr><tr><td><u>296,200</u></td><td><u>260,000</u></td><td><u>(36,200)</u></td><td></td></tr></table>	FY 10	FY 11	Change		25,000	10,000	(15,000)	General Office Supplies	500	0	(500)	Uniforms - Purchase	200	0	(200)	Equipment Repair Parts	100	0	(100)	Small Tools	200	0	(200)	Medical Supplies	100	0	(100)	Computer Supplies	100	0	(100)	Safety Equipment	<u>270,000</u>	<u>250,000</u>	<u>(20,000)</u>	General Office Mailing	<u>296,200</u>	<u>260,000</u>	<u>(36,200)</u>	
FY 10	FY 11	Change																																										
25,000	10,000	(15,000)	General Office Supplies																																									
500	0	(500)	Uniforms - Purchase																																									
200	0	(200)	Equipment Repair Parts																																									
100	0	(100)	Small Tools																																									
200	0	(200)	Medical Supplies																																									
100	0	(100)	Computer Supplies																																									
100	0	(100)	Safety Equipment																																									
<u>270,000</u>	<u>250,000</u>	<u>(20,000)</u>	General Office Mailing																																									
<u>296,200</u>	<u>260,000</u>	<u>(36,200)</u>																																										
o	(40,809)	0	40,809	Other Contingencies - Funds were reduced in various line items during FY 10 to cover reduction due to Council Amendment #199																																								

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: CENTRAL SERVICES

Index No. 023100

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
Administrative Assistant I	1.00	40,173	1.00	40,107	0.00	0	A
Central Services Operator	1.00	29,999	1.00	29,950	2.00	57,450	B
Central Services Specialist	2.00	80,801	2.00	78,643	1.00	43,893	
Supervisor, Central Services	1.00	64,063	1.00	63,958	0.00	0	C
SALARY TOTAL	5.00	215,036	5.00	212,658	3.00	101,343	
OTHER PERSONAL SERVICES							
Pension & Retirement		19,719		20,458		8,310	
Workers' Compensation		7,035		4,336		1,574	
Health Benefits		47,807		48,335		41,157	
FICA		16,450		16,268		7,753	
Miscellaneous		3,200		700		420	
TOTAL OTHER PERSONAL SERVICES		94,211		90,097		59,214	
FURLOUGH SAVINGS		0		(4,403)		0	D
TOTAL PERSONAL SERVICES	5.00	309,247 *	5.00	298,352	3.00	160,557	

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I abolished after lay off due to FY 10 Council Amendment #199 - #3433

B - One (1) Central Services Specialist reclassified as a Central Services Operator - #0056

C - One (1) Supervisor, Central Services abolished after lay off due to FY 10 Council Amendment #199 - #0049

D - No furlough planned for FY 11



Harford County Administration Building

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	612,422	686,156	721,269	603,523	603,523
20	CONTRACTUAL SERVICES	9,637	10,727	11,600	10,600	10,600
30	SUPPLIES & MATERIALS	16,014	20,719	22,200	20,600	20,600
40	BUSINESS & TRAVEL	3,477	567	7,275	2,700	2,700
50	CAPITAL OUTLAY	1,309	244	0	0	0
70	MISCELLANEOUS	0	0	(38,117)	0	0
80	INTERGOVERNMENTAL / INTERFUND	0	187	0	0	0
	GRAND TOTAL	642,859	718,600	724,227	637,423	637,423
<u>FUNDING SOURCE:</u>						
11	GENERAL	642,859	718,600	724,227	637,423	637,423

DEPARTMENT: ADMINISTRATION**DIVISION: Budget & Management Research****INDEX: 024000****FINANCIAL NOTES:**

The (\$86,804) net decrease in funding for Administration - Budget & Management Research is the result of:

	FY 10	FY 11	CHANGE	
o	500,661	510,272	9,611	Full-time Salaries
			9,817	No furlough savings for FY 11
			(206)	Staff Turnover (0.04%)
			<u>9,611</u>	
o		(113,105)	(113,105)	Position transferred between divisions in Administration:
			# of Positions	Salary
			(1.00)	(82,820)
				Fringe
				(30,285)
				Total
				(113,105) Deputy Chief, Budget & Management Research
o	109,158	110,574	1,416	Health Benefits adjusted for an anticipated 5% cost increase and staff opting for changes in their level of coverage
o	49,108	43,018	(6,090)	Pension / Retirement rate adjustments
o	20,000	10,500	(9,500)	Overtime - reduced due to state of the economy
o	2,300	1,300	(1,000)	Telephone Service - reduction due to elimination of Deputy Chief position

INDEX: 024000

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: BUDGET AND MANAGEMENT RESEARCH

Index No. 024000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	46,304	1.00	46,228	1.00	46,228
Budget Analyst	1.00	53,732	2.00	114,801	2.00	114,595
Chief, Budget & Management Research	1.00	105,852	1.00	105,678	1.00	105,678
Deputy Chief, Budget & Management Research	1.00	82,957	1.00	82,820	0.00	0 A
Senior Budget Analyst	3.00	230,434	2.00	160,951	2.00	160,951
SALARY TOTAL	7.00	519,279	7.00	510,478	6.00	427,452
OTHER PERSONAL SERVICES						
Pension & Retirement		47,618		49,108		35,051
Workers' Compensation		2,025		1,531		1,197
Health Benefits		98,567		109,158		94,980
Overtime		45,000		20,000		10,500
FICA		42,928		40,582		33,503
Miscellaneous		980		980		840
TOTAL OTHER PERSONAL SERVICES		237,118		221,359		176,071
FURLOUGH SAVINGS		0		(10,568)		0 B
TOTAL PERSONAL SERVICES	7.00	756,397 *	7.00	721,269	6.00	603,523

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Deputy Chief, Budget and Management Research transferred to Facilities & Operations and reclassified as a Planner III - #1425

B - No furlough planned for FY 11

BUDGET AND 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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$627,780	\$642,859	\$812,371	\$724,227	\$637,423
Full-time staff assigned	6	6	7	7	6
<u>Output:</u>					
Performance measures tracked	N/A*	77	74	74	74
<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 department 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

* New measures being tracked by Budget and Management Research, therefore data from previous years is unavailable

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	426,532	0	0	0	0
20	CONTRACTUAL SERVICES	44,718	0	0	0	0
30	SUPPLIES & MATERIALS	14,811	0	0	0	0
40	BUSINESS & TRAVEL	2,685	0	0	0	0
	GRAND TOTAL	488,746	0	0	0	0
	<u>FUNDING SOURCE:</u>					
11	GENERAL	488,746	0	0	0	0

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.

For FY 11 the Division of Information Systems Administration is being combined with all other IT divisions into the Division of Information and Communication Technology.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	683,826	677,900	674,314	0	0
20	CONTRACTUAL SERVICES	290,244	241,807	402,455	0	0
30	SUPPLIES & MATERIALS	9,115	5,743	9,250	0	0
40	BUSINESS & TRAVEL	17,566	9,294	15,050	0	0
70	MISCELLANEOUS	0	0	(55,053)	0	0
	GRAND TOTAL	1,000,751	934,744	1,046,016	0	0
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,000,751	934,744	1,046,016	0	0

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: INFORMATION SYSTEMS ADMINISTRATION

Index No. 026000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	57,569	1.00	57,474	0.00	0
Chief, Information Systems Division	1.00	117,952	1.00	117,758	0.00	0
Deputy Chief, MIS	1.00	105,799	1.00	105,625	0.00	0 A
Telecommunication Engineer II	2.00	98,076	2.00	99,316	0.00	0
Telecommunication Specialist I	0.00	0	1.00	65,788	0.00	0
Telecommunication Specialist II	2.00	136,884	1.00	70,872	0.00	0 B
SALARY TOTAL	7.00	516,280	7.00	516,833	0.00	0 C
OTHER PERSONAL SERVICES						
Pension & Retirement		47,343		49,719		0
Workers' Compensation		8,703		6,751		0
Health Benefits		61,949		69,180		0
FICA		38,654		39,050		0
Overtime and Shift Differential		5,000		2,500		0
Miscellaneous		980		980		0
TOTAL OTHER PERSONAL SERVICES		162,629		168,180		0
FURLOUGH SAVINGS		0		(10,699)		0
TOTAL PERSONAL SERVICES	7.00	678,909 *	7.00	674,314	0.00	0

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Deputy Chief, MIS abolished during FY 10 due to layoff - #0082

B - One (1) Telecommunication Specialist II abolished during FY 10 due to layoff - #1379

C - Five (1) positions transferred to new index Information & Communication Technology 028100

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.

For FY 11 the Computer Support Center is being combined with all other IT divisions into the Division of Information and Communication Technology.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	810,907	841,338	836,263	0	0
20	CONTRACTUAL SERVICES	313,625	305,140	430,335	0	0
30	SUPPLIES & MATERIALS	16,558	9,487	19,600	0	0
40	BUSINESS & TRAVEL	39,381	1,125	30,850	0	0
70	MISCELLANEOUS	0	0	(65,852)	0	0
	GRAND TOTAL	1,180,471	1,157,090	1,251,196	0	0
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,180,471	1,157,090	1,251,196	0	0

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: COMPUTER SUPPORT CENTER

Index No. 027000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer Operator Trainee	0.00	0	1.00	27,500	0.00	0 A
Computer Systems Engineer I	1.00	39,872	1.00	40,966	0.00	0
Computer Systems Engineer II	4.00	191,679	4.00	192,028	0.00	0
Computer Systems Engineer III	3.00	173,148	3.00	172,806	0.00	0
Computer Systems Engineer IV	1.00	69,910	1.00	69,795	0.00	0 B
Web Administrator	1.00	78,672	1.00	78,543	0.00	0
Web Designer	1.00	57,524	1.00	57,430	0.00	0
TOTAL FULL-TIME SALARIES	11.00	610,805	12.00	639,068	0.00	0 C
SALARY OFFSET		0.00		(12,908)		0
TEMPORARY SALARIES		28,469		0		0
SALARY TOTAL	11.00	639,274	12.00	626,160	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		58,032		61,478		0
Workers' Compensation		6,467		3,381		0
Health Benefits		85,506		96,874		0
Overtime		20,000		10,000		0
FICA		50,434		49,653		0
Miscellaneous		1,540		1,680		0
TOTAL OTHER PERSONAL SERVICES		221,979		223,066		0
FURLOUGH SAVINGS		0		(12,963)		0
TOTAL PERSONAL SERVICES	11.00	861,253 *	12.00	836,263	0.00	0

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Computer Operator Trainee position abolished during FY 10 due to layoff - #3535

B - One (1) Computer System Engineer IV position abolished during FY 10 due to layoff - #1497

C - Ten (10) positions transferred to Information and Communication Technology index 028100

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.

For FY 11 the Division of Management Information Systems Administration is being combined with all other IT divisions into the Division of Information and Communication Technology.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,545,816	1,496,062	1,508,884	0	0
20	CONTRACTUAL SERVICES	423,881	425,302	471,084	0	0
30	SUPPLIES & MATERIALS	21,118	11,465	14,700	0	0
40	BUSINESS & TRAVEL	27,275	7,892	24,200	0	0
70	MISCELLANEOUS	0	0	(100,943)	0	0
80	INTERGOVERNMENTAL / INTERFUND	0	96	0	0	0
	GRAND TOTAL	2,018,090	1,940,817	1,917,925	0	0
<u>FUNDING SOURCE:</u>						
11	GENERAL	2,018,090	1,940,817	1,917,925	0	0

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: MANAGEMENT INFORMATION SYSTEMS

Index No. 028000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer Operations Supervisor	1.00	60,988	1.00	60,887	0.00	0 A
Computer Operator	1.00	37,204	1.00	37,142	0.00	0
Deputy Chief, MIS	1.00	114,454	1.00	114,265	0.00	0 B
Help Desk Support Specialist	1.00	37,925	1.00	37,862	0.00	0 C
Programmer Analyst I	5.00	352,153	6.00	409,574	0.00	0
Programmer Analyst II	4.00	371,642	4.00	371,027	0.00	0 D
Senior Computer Operator	1.00	56,447	1.00	56,354	0.00	0
Systems Analyst	1.00	103,053	0.00	0	0.00	0
Systems Programmer	1.00	71,974	1.00	71,856	0.00	0 E
SALARY TOTAL	16.00	1,205,840	16.00	1,158,967	0.00	0 F
OTHER PERSONAL SERVICES						
Pension & Retirement		110,575		111,493		0
Workers' Compensation		4,703		3,477		0
Health Benefits		149,293		160,843		0
Overtime & Shift Differential		12,115		7,115		0
FICA		92,336		88,742		0
Miscellaneous		2,240		2,240		0
TOTAL OTHER PERSONAL SERVICES		371,262		373,910		0
FURLOUGH SAVINGS		0		(23,993)		0
TOTAL PERSONAL SERVICES	16.00	1,577,102 *	16.00	1,508,884	0.00	0

* FY 09 Salaries and Other Personal Services are Enacted not Audited amount

A - One (1) Computer Operations Supervisor position abolished during FY 10 - #0087

B - One (1) Deputy Chief, MIS position abolished during FY 10 #1730

C - One (1) Help Desk Support Specialist position abolished during FY 10 - #0081

D - One (1) Programmer Analyst II position abolished due to retirement incentive - #0092

E - One (1) Systems Programmer position abolished during FY 10 - #1731

F - Eleven (11) positions transferred to new division Information and Communication Technology 028100

DEPARTMENT: ADMINISTRATION

DIVISION: Information and Communication Technology

INDEX: 028100

ORIGIN/PURPOSE:

The Division of Information Systems Administration (026000) was originally funded in FY 97 to coordinated the activities of the divisions of Computer Support (027000) and Management Information Systems (028000). In 2009 the County commissioned a study to assess its current IT structure and propose a roadmap to address the County's current and future IT needs. One recommendation was to re-organize resources into a flatter organization structure, charged with establishing and implementing policies and procedures for County-wide IT activities to provide responsive, efficient and effective services to citizens, businesses and governmental agencies. To this end the FY 11 budget collapses all existing IT divisions into the new Division of Information and Communication Technology.

FY '10 - '11 GOAL & OBJECTIVE:

- o Establish a consultative partnership between IT and County operating departments
- o Design a formal and enforceable Governance Model
- o Streamline and standardize process that are manageable and measureable
- o Migrate existing legacy applications to a more stable and scalable platform
- o Enhance data availability and sharing

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	0	0	2,163,061	2,163,061
20	CONTRACTUAL SERVICES	0	0	0	1,586,565	1,586,565
30	SUPPLIES & MATERIALS	0	0	0	37,700	37,700
40	BUSINESS & TRAVEL	0	0	0	52,200	52,200
GRAND TOTAL		0	0	0	3,839,526	3,839,526
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	0	0	3,839,526	3,839,526

DEPARTMENT: ADMINISTRATION

DIVISION: Information and Communication Technology

INDEX: 028100

FINANCIAL NOTES:

The \$3,839,526 increase in funding for Administration - Information and Communication Technology is a result of:

	FY 10	FY 11	CHANGE	
o		1,637,446	1,637,446	Full Time Salaries 26 positions transferred from Information Systems, Computer Support Center, and MIS and combined into one index for FY 11
o		134,270	134,270	Pension / Retirement for 26 positions transferred from Information Systems, Computer Support, and MIS and combined into one index for FY 11
o		10,805	10,805	Workers' Compensation rate adjustments for 26 positions transferred from Information Systems, Computer Support, and MIS and combined into one index for FY 11
o		245,930	245,930	Health Benefits are adjusted for a 5% increase and staff opting for changes in level of coverage for 26 positions combined into one index for FY 11
o		125,670	125,670	FICA rate adjustments for 26 positions transferred from Information Systems, Computer Support, and MIS and combined into one index for FY 11
o		5,300	5,300	Overtime and Shift Differential for 26 positions transferred from Information Systems, Computer Support, and MIS and combined into one index for FY 11
o		3,640	3,640	Life Insurance for 26 positions transferred from Information Systems, Computer Support, and MIS and combined into one index for FY 11

DEPARTMENT: ADMINISTRATION

DIVISION: Information and Communication Technology

INDEX: 028100

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o		303,500	303,500	The following line items were transferred from Information Systems, Computer Support Center, and MIS and adjusted based on actual expense history and state of the economy:
				86,000 Telephone Services
				1,000 Fax Services
				125,000 Internet Line Services
				1,600 Office Equipment Service
				9,100 General Office Supplies
				100 Printing - Commercial
				550 Delivery Charges
				450 General Office Mailing
				6,500 Computer Software
				5,000 Computer Hardware Components
				16,000 Computer Supplies
				2,000 County Owned Vehicles
				1,000 Fuel Charges
				3,500 Mileage
				500 Parking and Tolls
				2,200 Transportation Costs
				1,400 Meals
				3,500 Lodging
				800 Professional Books & Periodicals
				1,300 Membership Fees & Dues
				<u>36,000</u> Training, Seminars, Courses
				303,500

DEPARTMENT: ADMINISTRATION

DIVISION: Information and Communication Technology

INDEX: 028100

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o		3,500	3,500	Data Processing Software Leased - for BIM and UPS zip code
o		405,000	405,000	Other Professional Services - Funds provide for:
				6,100 SML Enterprise Data Room Cleaning
				42,000 PSR Disaster Recovery Standby Mainframe
				30,000 PSR Programming Services
				1,700 J & S Power Solutions UPS Maintenance
				1,700 Replacement Batteries
				3,500 First Federal Corp Storage
				320,000 Medstar - research / develop new systems and technologies
				<u>405,000</u>
o		417,880	417,880	Data Processing Hardware Maintenance - funds provide for:
				96,000 Xerox Copier Contract
				25,000 CISCO and Spare equipment
				51,380 Fluke
				27,000 EMC Symetrix
				34,000 EMC Clariion
				25,000 HP Server Support
				2,000 HP MFP Carepak
				5,000 Quantam Tape Library
				104,000 DMX3
				6,000 CISCO MDS Switches
				500 SML
				7,000 Decision One Tape Drives
				35,000 PSR & Tape Drive Back Up

DEPARTMENT: ADMINISTRATION

DIVISION: Information and Communication Technology

INDEX: 028000

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o		546,585	546,585	Data Processing Software Maintenance:
				21,400 Project Mgt Software
				1,900 IP Switch
				1,500 EIQ
				11,000 Primary Servers
				120,000 Microsoft on-line collaboration
				16,000 Websense line services
				9,500 Frontrange Heat
				86,000 EMC Symentrix & Clariion
				16,000 Mail Security & Antivirus
				3,400 Blackberry T Support
				500 Dameware Utilities
				11,500 Acronis Imaging Software
				125,100 IBM
				4,035 CDWG - MS GSA Vstudio
				1,000 Verisign SSL Licenses OWA
				1,000 Verisign SSL Licenses IW
				150 .GOV domain renewal
				15,000 Networker
				14,000 Mainframe software - Rocket
				500 Mainframe software - Mackinney
				6,000 Mainframe software - Snycskort
				12,600 EPIC / Explore
				35,500 ZEKE / ZACK Mobius
				6,100 Phoenix
				1,300 Lytro
				21,600 PSR
				4,000 PDF / Mainframe Reports

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: INFORMATION AND COMMUNICATION TECHNOLOGY

Index No. 028100

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	0.00	0	0.00	0	1.00	46,494
Chief, Information Systems	0.00	0	0.00	0	1.00	95,000
Administrator	0.00	0	0.00	0	1.00	64,300
Computer Operator	0.00	0	0.00	0	1.00	37,142
Computer System Engineer I	0.00	0	0.00	0	1.00	40,966
Computer System Engineer II	0.00	0	0.00	0	4.00	192,028
Computer System Engineer III	0.00	0	0.00	0	2.00	118,674
Programmer Analyst I	0.00	0	0.00	0	6.00	409,574
Programmer Analyst II	0.00	0	0.00	0	3.00	275,837
Senior Computer Operator	0.00	0	0.00	0	1.00	56,354
Telecommunications Engineer II	0.00	0	0.00	0	2.00	99,316
Telecommunications Specialist I	0.00	0	0.00	0	1.00	65,788
Web Administrator	0.00	0	0.00	0	1.00	78,543
Web Designer	0.00	0	0.00	0	1.00	57,430
SALARY TOTAL	0.00	0	0.00	0	26.00	1,637,446 A
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		134,270
Workers' Compensation		0		0		10,805
Health Benefits		0		0		245,930
FICA		0		0		125,670
Overtime and Shift Differential		0		0		5,300
Miscellaneous		0		0		3,640
TOTAL OTHER PERSONAL SERVICES		0		0		525,615
TOTAL PERSONAL SERVICES	0.00	0	0.00	0	26.00	2,163,061

A - Twenty six (26) positions transferred from Information Systems, Computer Support, and MIS to new index for FY 11

INFORMATION AND COMMUNICATION TECHNOLOGY OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Establish a partnership between the IT and County operating departments along with a streamline and standardized process.

Department Objective

To work with County agencies to improve business practices using innovative technology solutions.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	N/A*	N/A*	N/A*	\$4,215,137	\$3,839,526
Number of staff	N/A*	N/A*	N/A*	23	26
<u>Output:</u>					
Hourse of projects completed	N/A*	N/A*	N/A*	23,000	23,000
<u>Efficiency</u>					
Hours of projects per staff member	N/A*	N/A*	N/A*	1,000	1,000
<u>Service Quality:</u>					
Customer Service Rating within HEAT**	N/A*	N/A*	N/A*	N/A*	Excellent
<u>Outcome:</u>					
Percent of availability of services from ICT	N/A*	N/A*	N/A*	99.90%	99.90%

Explanation and Analysis of Performance Measures

Information and Communication Technology (ICT) is a service driven department and we have implemented a new governance system (Innotas) to help measure our projects and productivity levels.

*N/A - These are new measures being tracked by ICT, therefore data for previous years is unavailable.

** - This has not been implemented yet, waiting on the completion of the upgrade

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	627,367	590,682	620,880	624,004	624,004
20	CONTRACTUAL SERVICES	43,322	30,003	50,000	28,800	28,800
30	SUPPLIES & MATERIALS	3,876	2,792	10,275	9,800	9,800
40	BUSINESS & TRAVEL	11,078	11,154	14,950	11,350	11,350
50	CAPITAL OUTLAY	70,763	21,053	0	0	0
70	MISCELLANEOUS	261	0	(35,249)	0	0
80	INTERGOVERNMENTAL / INTERFUND	0	2,586	8,880	8,880	8,880
	GRAND TOTAL	756,667	658,270	669,736	682,834	682,834
	<u>FUNDING SOURCE:</u>					
11	GENERAL	756,667	658,270	669,736	682,834	682,834

DEPARTMENT: ADMINISTRATION**DIVISION: Risk Management****INDEX: 029000****FINANCIAL NOTES:**

The \$13,098 net increase in funding for Administration - Risk Management is the result of:

	FY 10	FY 11	CHANGE	
o	453,618	430,609	(23,009)	Full Time Salaries
			8,894	No furlough planned for FY 11
			(31,903)	Staff Turnover - due to retirement incentive (7.03%)
			<u>(23,009)</u>	
o		48,683	48,683	Position transferred from Human Resources and reclassified to a Claims Clerk:
			# of Positions	Salary
			1.00	33,100
				Fringe
				15,583
				Total
				48,683
o	78,543	68,008	(10,535)	Health Benefits are adjusted for an anticipated 5% increase as well as staff opting for changes in level of coverage
o	44,494	35,310	(9,184)	Pension rate adjustment
o	34,702	32,942	(1,760)	FICA adjustments
o	29,000	15,000	(14,000)	Other Professional Services:
			FY 10	FY 11
			21,000	10,000
				Change
				(11,000)
			8,000	5,000
			<u>29,000</u>	<u>15,000</u>
				<u>(14,000)</u>
				Explanation
				Computer Sciences Corp. software, which supports
				in-house claims handling - funds provided for
				ADPICS, Riskmaster and new law department licenses
				Insurance Appraisals - reduced number of appraisals to be done

DEPARTMENT: ADMINISTRATION

DIVISION: Risk Management

INDEX: 029000

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE																																									
o	13,500	6,000	(7,500)	Management Services - funds provide for Defensive Driver Seminars @ \$3,000; Safety Training @ \$1,000; and RMX and RFID Training at \$2,000																																								
o	10,550	6,900	(3,650)	Line items significantly adjusted, based on actual expense history:																																								
				<table><tr><td></td><td>FY 10</td><td>FY 11</td><td>Change</td></tr><tr><td>Telephone Service</td><td>2,100</td><td>2,500</td><td>400</td></tr><tr><td>Safety Equipment</td><td>750</td><td>500</td><td>(250)</td></tr><tr><td>Computer Hardware Components</td><td>750</td><td>500</td><td>(250)</td></tr><tr><td>Mileage</td><td>400</td><td>300</td><td>(100)</td></tr><tr><td>Meals</td><td>800</td><td>600</td><td>(200)</td></tr><tr><td>Non Targeted Costs</td><td>750</td><td>500</td><td>(250)</td></tr><tr><td>Training, Seminars, Courses</td><td>3,000</td><td>200</td><td>(2,800)</td></tr><tr><td>County Owned Vehicles</td><td>2,000</td><td>1,800</td><td>(200)</td></tr><tr><td></td><td><u>10,550</u></td><td><u>6,900</u></td><td><u>(3,650)</u></td></tr></table>		FY 10	FY 11	Change	Telephone Service	2,100	2,500	400	Safety Equipment	750	500	(250)	Computer Hardware Components	750	500	(250)	Mileage	400	300	(100)	Meals	800	600	(200)	Non Targeted Costs	750	500	(250)	Training, Seminars, Courses	3,000	200	(2,800)	County Owned Vehicles	2,000	1,800	(200)		<u>10,550</u>	<u>6,900</u>	<u>(3,650)</u>
	FY 10	FY 11	Change																																									
Telephone Service	2,100	2,500	400																																									
Safety Equipment	750	500	(250)																																									
Computer Hardware Components	750	500	(250)																																									
Mileage	400	300	(100)																																									
Meals	800	600	(200)																																									
Non Targeted Costs	750	500	(250)																																									
Training, Seminars, Courses	3,000	200	(2,800)																																									
County Owned Vehicles	2,000	1,800	(200)																																									
	<u>10,550</u>	<u>6,900</u>	<u>(3,650)</u>																																									
o	(35,249)		35,249	Other Contingencies - Funds reduced from various line items during FY 10 to cover the reduction due to the Council Amendment #204																																								

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: RISK MANAGEMENT

Index No. 029000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	45,214	1.00	45,140	1.00	45,140
Administrative Assistant II	1.00	42,830	1.00	42,760	1.00	42,760
Asset Manager	1.00	83,912	1.00	83,773	1.00	69,795
Claims Adjuster	1.00	69,039	1.00	68,925	1.00	51,000
Claims Clerk	0.00	0	0.00	0	1.00	33,100 A
Programmer Analyst I	1.00	78,672	1.00	78,543	1.00	78,543
Risk Manager	1.00	102,034	1.00	88,799	1.00	88,799
Safety Officer	1.00	54,662	1.00	54,572	1.00	54,572
TOTAL FULL-TIME SALARIES	7.00	476,363	7.00	462,512	8.00	463,709
TEMPORARY SALARIES		3,000		0		0
SALARY TOTAL	7.00	479,363	7.00	462,512	8.00	463,709
OTHER PERSONAL SERVICES						
Pension & Retirement		43,682		44,494		38,024
Workers' Compensation		8,251		8,543		7,565
Health Benefits		58,340		78,543		78,112
Overtime & Shift Differential		1,000		0		0
FICA		36,750		35,382		35,474
Miscellaneous		980		980		1,120
TOTAL OTHER PERSONAL SERVICES		149,003		167,942		160,295
FURLOUGH SAVINGS		0		(9,574)		0 B
TOTAL PERSONAL SERVICES	7.00	628,366 *	7.00	620,880	8.00	624,004

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) position transferred from Human Resources and reclassified to Claims Clerk - #0694

B - No furlough planned for FY 11

RISK MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To implement the most effective procedures to control and pay for accident losses.

Department Objective

To minimize the County's cost of risk.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$849,091	\$756,667	\$658,270	\$669,736	\$682,834
Full-time staff assigned	6	6	6	6	8
<u>Output:</u>					
Cost of risk	\$2,856,280	\$2,713,966	\$2,857,000	\$2,898,594	\$2,924,576
<u>Outcome:</u>					
Cost of risk as a percentage of County budget	0.50%	0.37%	0.41%	0.41%	0.48%

Performance Measure Results

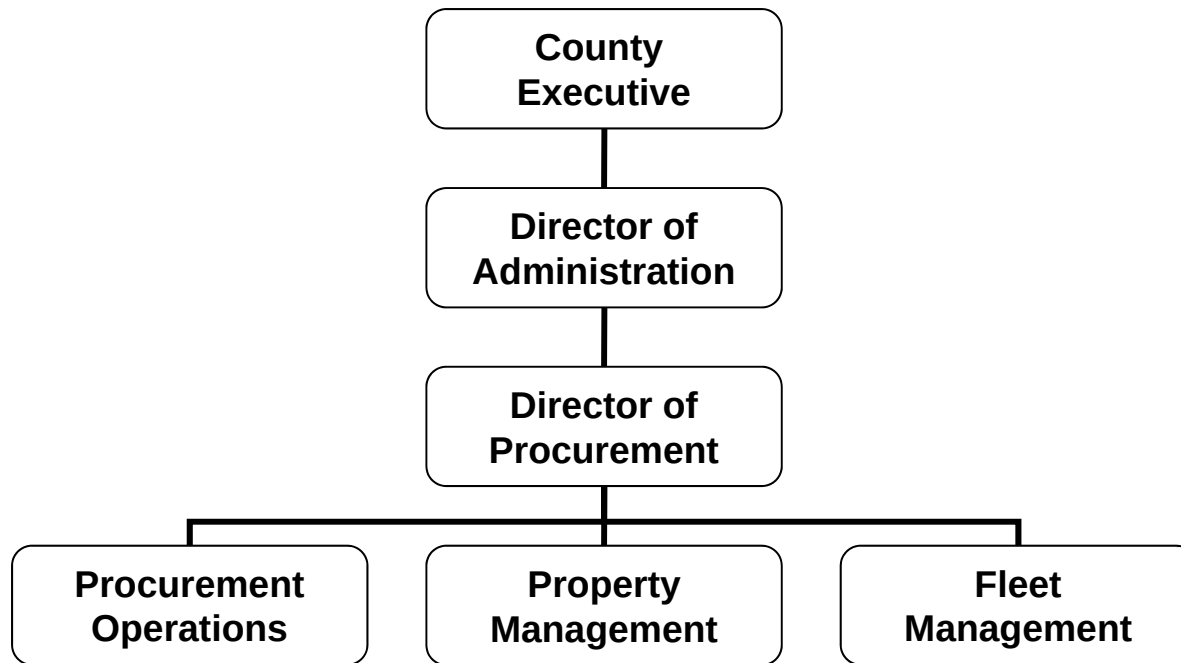
The cost of risk is a risk management tool that measures certain costs including insurance costs, risk management services, financial guarantees, and certain other expenses.

Major Related Plans and Policies

Harford County Budget Manual

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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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,568,009	1,601,362	1,600,375	1,225,626	1,225,626
20	CONTRACTUAL SERVICES	2,446,108	2,591,031	2,914,643	2,878,551	2,878,551
30	SUPPLIES & MATERIALS	3,745,898	2,819,365	3,762,310	3,264,900	3,264,900
40	BUSINESS & TRAVEL	3,153,985	3,033,993	3,242,075	3,238,225	3,238,225
50	CAPITAL OUTLAY	344,536	80,546	0	0	0
70	MISCELLANEOUS	0	0	(209,022)	0	0
80	INTERGOVERNMENTAL / INTERFUND	0	2,864	7,200	4,100	4,100
GRAND TOTAL		11,258,536	10,129,161	11,317,581	10,611,402	10,611,402

SUMMARY BY FUND:

11	GENERAL	3,593,523	3,980,765	3,971,424	3,673,803	3,673,803
25	HIGHWAYS	7,665,013	6,148,396	7,346,157	6,937,599	6,937,599
GRAND TOTAL		11,258,536	10,129,161	11,317,581	10,611,402	10,611,402

SUMMARY BY DIVISION:

GENERAL FUND:

031000	PROCUREMENT OPERATIONS	893,739	909,568	866,371	803,762	803,762
034000	PROPERTY MANAGEMENT	2,699,784	3,071,197	3,105,053	2,870,041	2,870,041

HIGHWAYS FUND:

032000	FLEET MANAGEMENT	7,665,013	6,148,396	7,346,157	6,937,599	6,937,599
GRAND TOTAL		11,258,536	10,129,161	11,317,581	10,611,402	10,611,402

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PROCUREMENT - GENERAL FUND</u>						
Administrative Assistant I	2.00	78,019	2.00	79,036	1.00	40,107
Administrative Assistant II	2.00	95,660	2.00	94,774	3.00	133,703
Administrative Secretary III	1.00	47,459	1.00	47,400	1.00	47,400
Chief, Property Management	1.00	73,121	1.00	73,001	1.00	0
Deputy Director of Procurement	1.00	92,154	1.00	92,003	1.00	92,003
Director of Procurement	1.00	110,933	1.00	110,933	1.00	110,933
Procurement Agent I	1.00	41,582	1.00	41,513	1.00	41,513
Procurement Agent II	8.00	465,975	8.00	465,293	7.00	275,167
Procurement Agent III	1.00	82,319	1.00	82,183	1.00	52,800
TOTAL FULL-TIME SALARIES	18.00	1,087,222	18.00	1,086,136	17.00	793,626
FURLOUGH SAVINGS		0		(22,485)		0
SUB-TOTAL GENERAL FUND SALARIES	18.00	1,087,222	18.00	1,063,651	17.00	793,626

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PROCUREMENT - HIGHWAYS FUND</u>						
Administrative Assistant I	1.00	36,744	1.00	36,683	1.00	36,683
Fleet Manager	1.00	83,912	1.00	83,773	1.00	83,773
TOTAL FULL-TIME SALARIES	2.00	120,656	2.00	120,456	2.00	120,456
FURLOUGH SAVINGS		0		(2,493)		0
SUB-TOTAL HIGHWAYS FUND SALARIES	2.00	120,656	2.00	117,963	2.00	120,456
OTHER PERSONAL SERVICES						
Pension		111,372		116,075		74,955
Workers' Compensation		24,713		20,654		12,282
Health Benefits		175,224		187,184		152,396
FICA		92,578		92,048		69,671
Miscellaneous		2,800		2,800		2,240
TOTAL OTHER PERSONAL SERVICES		406,687		418,761		311,544
<u>PROCUREMENT - DEPARTMENT TOTALS</u>						
TOTAL FULL-TIME SALARIES	20.00	1,207,878	20.00	1,206,592	19.00	914,082
FURLOUGH SAVINGS		0		(24,978)		0
TOTAL OTHER PERSONAL SERVICES		406,687		418,761		311,544
DEPARTMENT SALARY TOTAL	20.00	1,614,565	20.00	1,600,375	19.00	1,225,626

PROCUREMENT

GENERAL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,395,331	1,430,832	1,430,168	1,054,577	1,054,577
20	CONTRACTUAL SERVICES	2,160,430	2,535,942	2,730,343	2,605,151	2,605,151
30	SUPPLIES & MATERIALS	17,445	5,010	9,060	6,800	6,800
40	BUSINESS & TRAVEL	16,100	6,117	3,675	3,175	3,175
50	CAPITAL OUTLAY	4,217	0	0	0	0
70	MISCELLANEOUS	0	0	(209,022)	0	0
80	INTERGOVERNMENTAL	0	2,864	7,200	4,100	4,100
	GRAND TOTAL	3,593,523	3,980,765	3,971,424	3,673,803	3,673,803

SUMMARY BY FUND:

11	GENERAL	3,593,523	3,980,765	3,971,424	3,673,803	3,673,803
	GRAND TOTAL	3,593,523	3,980,765	3,971,424	3,673,803	3,673,803

SUMMARY BY DIVISION:

031000	PROCUREMENT OPERATIONS	893,739	909,568	866,371	803,762	803,762
034000	PROPERTY MANAGEMENT	2,699,784	3,071,197	3,105,053	2,870,041	2,870,041
	GRAND TOTAL	3,593,523	3,980,765	3,971,424	3,673,803	3,673,803

DEPARTMENT SUMMARY

DEPARTMENT: PROCUREMENT - GENERAL FUNDS

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	78,019	2.00	79,036	1.00	40,107
Administrative Assistant II	2.00	95,660	2.00	94,774	3.00	133,703
Administrative Secretary III	1.00	47,459	1.00	47,400	1.00	47,400
Chief, Property Management	1.00	73,121	1.00	73,001	1.00	0
Deputy Director of Procurement	1.00	92,154	1.00	92,003	1.00	92,003
Director of Procurement	1.00	110,933	1.00	110,933	1.00	110,933
Procurement Agent I	1.00	41,582	1.00	41,513	1.00	41,513
Procurement Agent II	8.00	465,975	8.00	465,293	7.00	275,167
Procurement Agent III	1.00	82,319	1.00	82,183	1.00	52,800
SALARY TOTAL	18.00	1,087,222	18.00	1,086,136	17.00	793,626
OTHER PERSONAL SERVICES						
Pension		100,308		104,487		65,078
Workers' Compensation		20,819		17,654		9,482
Health Benefits		149,817		159,023		123,975
FICA		83,348		82,833		60,456
Miscellaneous		2,520		2,520		1,960
TOTAL OTHER PERSONAL SERVICES		356,812		366,517		260,951
FURLOUGH SAVINGS		0		(22,485)		0
TOTAL PERSONAL SERVICES	18.00	1,444,034 *	18.00	1,430,168	17.00	1,054,577

*FY 09 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 '10 -'11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	845,636	877,264	879,145	773,887	773,887
20	CONTRACTUAL SERVICES	24,329	20,885	20,650	19,550	19,550
30	SUPPLIES & MATERIALS	9,732	4,569	5,900	5,500	5,500
40	BUSINESS & TRAVEL	10,457	4,287	2,675	1,725	1,725
50	CAPITAL OUTLAY	3,585	0	0	0	0
70	MISCELLANEOUS	0	0	(45,599)	0	0
80	INTERGOVERNMENTAL	0	2,563	3,600	3,100	3,100
	GRAND TOTAL	893,739	909,568	866,371	803,762	803,762
<u>FUNDING SOURCE:</u>						
11	GENERAL	893,739	909,568	866,371	803,762	803,762

DEPARTMENT: PROCUREMENT**DIVISION: Procurement Operations****INDEX: 031000****FINANCIAL NOTES:**

The (\$62,609) net decrease in funding for Procurement Operations is the result of:

	FY 10	FY 11	CHANGE
o	650,617	581,191	(69,426) Full Time Salaries
			12,757 Increase result of no furlough savings for FY 11
			(34,183) Staff Turnover (5.25%)
			(48,000) Offset, Vacant Procurement Agent II position unfunded for FY 11
			<u>(69,426)</u>
o	110,029	96,278	(13,751) Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	63,817	47,658	(16,159) Pension / Retirement rate adjustments
o	3,626	3,155	(471) Workers' Compensation rate adjustments
o	49,516	44,205	(5,311) FICA adjustments
o	8,000	7,500	(500) Other Professional Services - Consultant support for electricity bid through Baltimore Regional Cooperative Purchasing Committee. Decrease based on actual expense history
o	15,850	17,100	1,250 Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	6,500	6,000	(500) Office Equipment
	3,500	5,300	1,800 Telephone Service
	250	600	350 Fax Services
	3,200	2,700	(500) General Office Supplies
	500	200	(300) Delivery Charges
	900	1,200	300 General Office Mailing
	1,000	1,100	100 Computer Supplies
	<u>15,850</u>	<u>17,100</u>	<u>1,250</u>
o	2,200	0	(2,200) Legal Notice - decrease due to using the internet for advertising

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: PROCUREMENT OPERATIONS

Index No. 031000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	37,857	1.00	38,929	0.00	0
Administrative Assistant II	2.00	95,660	2.00	94,774	3.00	133,703 A
Administrative Secretary III	1.00	47,459	1.00	47,400	1.00	47,400
Deputy Director of Procurement	1.00	92,154	1.00	92,003	1.00	92,003
Director of Procurement	1.00	110,933	1.00	110,933	1.00	110,933
Procurement Agent I	1.00	41,582	1.00	41,513	1.00	41,513
Procurement Agent II	3.00	155,810	3.00	155,639	4.00	155,639 B
Procurement Agent III	1.00	82,319	1.00	82,183	0.00	0
SALARY TOTAL	11.00	663,774	11.00	663,374	11.00	581,191
OTHER PERSONAL SERVICES						
Pension		61,478		63,817		47,658
Workers' Compensation		2,615		3,626		3,155
Health Benefits		118,405		110,029		96,278
FICA		50,954		50,492		44,205
Miscellaneous		1,540		1,540		1,400
TOTAL OTHER PERSONAL SERVICES		234,992		229,504		192,696
FURLOUGH SAVINGS		0		(13,733)		0 C
TOTAL PERSONAL SERVICES	11.00	898,766 *	11.00	879,145	11.00	773,887

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I reclassified to an Administrative Assistant II, no salary change - #0103

B - One (1) vacant Procurement Agent III position reclassified as a Procurement Agent II and unfunded (\$48,000) - #0106

C - No furlough planned for FY 11

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 Objective

To improve efficiency by increasing the number of cooperative purchases without compromising quality.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$790,803	\$893,739	\$877,264	\$885,322	\$773,887
Number of staff	10	11	11	11	10
<u>Output:</u>					
Number of bids	260	343	369	338	300
Number of Purchase Orders completed	16,300	15,471	13,471	13,965	13,000
<u>Efficiency:</u>					
Cost per Procurement	\$48.51	\$57.77	\$65.12	\$63.40	\$59.53
<u>Service Quality:</u>					
Number of Coop purchases completed within four weeks	47	42	58	55	60
<u>Outcome:</u>					
Percent of Coop purchases	18%	12%	16%	16%	16%
Dollars saved through Coop purchases	\$1,500,000	\$1,740,000	\$1,200,000	\$1,400,000	\$1,000,000

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	549,695	553,568	551,023	280,690	280,690
20	CONTRACTUAL SERVICES	2,136,101	2,515,057	2,709,693	2,585,601	2,585,601
30	SUPPLIES & MATERIALS	7,713	441	3,160	1,300	1,300
40	BUSINESS & TRAVEL	5,643	1,830	1,000	1,450	1,450
50	CAPITAL OUTLAY	632	0	0	0	0
70	MISCELLANEOUS	0	0	(163,423)	0	0
80	INTERGOVERNMENTAL	0	301	3,600	1,000	1,000
	GRAND TOTAL	<u>2,699,784</u>	<u>3,071,197</u>	<u>3,105,053</u>	<u>2,870,041</u>	<u>2,870,041</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>2,699,784</u>	<u>3,071,197</u>	<u>3,105,053</u>	<u>2,870,041</u>	<u>2,870,041</u>

DEPARTMENT: PROCUREMENT**DIVISION: Property Management****INDEX: 034000****FINANCIAL NOTES:**

The (\$235,012) net decrease in funding for Property Management is the result of:

	FY 10	FY 11	CHANGE	
o	414,632	278,705	(135,927)	Full Time Salaries
			8,130	Increase result of no furlough savings for FY 11
			2,082	Salary adjustment
			(30,139)	Staff Turnover (7.27%)
			(116,000)	Offset/ Vacant Chief of Property Management and vacant Procurement Agent II position unfunded for FY 11
			<u>(135,927)</u>	
o		(80,887)	(80,887)	(80,887) Abolished Procurement Agent II due to retirement incentive:
				# of Positions Salary Fringes Total
				(1.00) (66,270) (14,617) (80,887)
o	48,994	28,443	(20,551)	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	40,670	23,795	(16,875)	Pension / Retirement rate adjustments
o	14,028	8,613	(5,415)	Workers' Compensation rate adjustments
o	31,719	21,321	(10,398)	FICA adjustments
o	2,493,262	2,358,706	(134,556)	Space & Real Estate - decrease based on actual cost of leases per Lease Coordinator
o	130,000	140,000	10,000	Electricity - based on actual expense history and expected 6% increase in cost of electricity
o	45,000	0	(45,000)	Management Services - for property and environmental assessments. Recommended reduction due to fewer purchases

DEPARTMENT: PROCUREMENT

DIVISION: Property Management

INDEX: 034000

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	39,981	49,175	9,194	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change	
	7,500	10,000	2,500	Heating Fuel (Gas)
	500	100	(400)	Telephone Service
	500	250	(250)	Legal Notice
	5,000	4,000	(1,000)	County Facility Repair & Renovation
	21,931	32,000	10,069	Building Custodial Services
	1,000	500	(500)	Security Systems
	1,500	500	(1,000)	General Office Supplies
	450	200	(250)	Printing Commercial
	850	350	(500)	Computer Supplies
	100	0	(100)	Meals
	500	1,200	700	Professional Books and Periodicals
	150	75	(75)	Membership Fees & Dues
	<u>39,981</u>	<u>49,175</u>	<u>9,194</u>	
o	0	35,000	35,000	Other Professional Services - increase for outsourcing of property and right of way contracts due to reduced staff
o	(163,423)	0	163,423	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 206
o	3,600	1,000	(2,600)	Fleet Daily Carpool Rentals - for pool cars

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: PROPERTY MANAGEMENT

Index No. 034000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	40,162	1.00	40,107	1.00	40,107
Chief, Property Management	1.00	73,121	1.00	73,001	1.00	0 A
Procurement Agent II	5.00	310,165	5.00	309,654	3.00	119,528 B
Procurement Agent III	0.00	0	0.00	0	1.00	52,800 C
SALARY TOTAL	7.00	423,448	7.00	422,762	6.00	212,435
OTHER PERSONAL SERVICES						
Pension		38,830		40,670		17,420
Workers' Compensation		18,204		14,028		6,327
Health Benefits		31,412		48,994		27,697
FICA		32,394		32,341		16,251
Miscellaneous		980		980		560
TOTAL OTHER PERSONAL SERVICES		121,820		137,013		68,255
FURLOUGH SAVINGS		0		(8,752)		0 D
TOTAL PERSONAL SERVICES	7.00	545,268 *	7.00	551,023	6.00	280,690

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Chief, Property Management unfunded at (\$68,000) - #1377

B - One (1) vacant Procurement Agent II position abolished - #2494 and one (1) vacant Procurement Agent II unfunded at (\$48,000) - #1661

C - One (1) Procurement Agent II reclassified as a Procurement Agent III - #3291

D - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$428,138	\$549,695	\$553,568	\$551,023	\$280,690
Number of staff	7	7	7	7	4
<u>Output:</u>					
Number of Real Property actions	200	222	86	75	80
<u>Efficiency:</u>					
Cost per action	\$2,141	\$2,476	\$6,437	\$7,347	\$3,059
<u>Service Quality:</u>					
Percent of responses rating good or better	60%	60%	68%	71%	72%
<u>Outcome:</u>					
Goal of 5% reduction in Process time would result in:					
Appraisals in 25 days	30 days	31 days	30 days	25 days	25 days
Acquisitions in 40 days	60 days	60 days	60 days	40 days	40 days
Leases in 30 days	15 days	20 days	10 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

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 '10 - '11 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%

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	172,678	170,530	170,207	171,049	171,049
20	CONTRACTUAL SERVICES	285,678	55,089	184,300	273,400	273,400
30	SUPPLIES & MATERIALS	3,728,453	2,814,355	3,753,250	3,258,100	3,258,100
40	BUSINESS & TRAVEL	3,137,885	3,027,876	3,238,400	3,235,050	3,235,050
50	CAPITAL OUTLAY	340,319	80,546	0	0	0
	GRAND TOTAL	<u>7,665,013</u>	<u>6,148,396</u>	<u>7,346,157</u>	<u>6,937,599</u>	<u>6,937,599</u>
	<u>FUNDING SOURCE:</u>					
25	HIGHWAYS	<u>7,665,013</u>	<u>6,148,396</u>	<u>7,346,157</u>	<u>6,937,599</u>	<u>6,937,599</u>

DEPARTMENT: PROCUREMENT**DIVISION: Fleet Management****INDEX: 032000****FINANCIAL NOTES:**

The (\$408,558) net decrease in funding for Fleet Management is the result of:

	FY 10	FY 11	CHANGE
o	118,140	120,456	2,316 Full-Time Salaries 2,316 Increase result of no furlough savings for FY 11
o	11,588	9,877	(1,711) Pension / Retirement rate adjustments
o	3,000	2,800	(200) Workers' Compensation rate adjustments
o	28,161	28,421	260 Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	9,038	9,215	177 FICA adjustments
o	20,000	50,000	30,000 Vehicle & Operating Equipment - increase due to short term rental of equipment
o	23,400	30,000	6,600 Electricity - increase due to new gas station at the Hickory II shop
o	30,000	26,000	(4,000) Heating Fuel (Oil) decrease based on actual expense history and ISO Bunkers contract
o	100,000	150,000	50,000 Other Professional Services - MES agreement for fuel tank maintenance, increase based on tank inspections and improvements to fuel sites
o	0	15,000	15,000 Computer Software - Fleet software for tracking and reporting fleet costs
o	1,600,000	1,350,000	(250,000) Diesel Fuel - decrease based on usage trends and cost projections
o	2,150,000	1,890,000	(260,000) Gasoline - decrease based on usage trends and cost projections

DEPARTMENT: PROCUREMENT

DIVISION: Fleet Management

INDEX: 032000

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	22,850	19,350	(3,500)	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	8,100	8,300	200	Telephone Service
	1,000	700	(300)	Other Contractual Services
	0	200	200	Paper Supplies
	1,200	800	(400)	Computer Supplies
	10,000	5,000	(5,000)	County Owned Vehicles
	1,750	3,000	1,250	Fuels Charges
	200	450	250	Professional Books and Periodicals
	600	900	300	Membership Fees & Dues
	<u>22,850</u>	<u>19,350</u>	<u>(3,500)</u>	
o	1,400	8,000	6,600	Building/Custodial Services - Arc contract increased due to usage

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: FLEET MANAGEMENT

Index No. 032000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	36,744	1.00	36,683	1.00	36,683
Fleet Manager	1.00	83,912	1.00	83,773	1.00	83,773
SALARY TOTAL	2.00	120,656	2.00	120,456	2.00	120,456
OTHER PERSONAL SERVICES						
Pension		11,064		11,588		9,877
Workers' Compensation		3,894		3,000		2,800
Health Benefits		25,407		28,161		28,421
FICA		9,230		9,215		9,215
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		49,875		52,244		50,593
FURLOUGH SAVINGS		0		(2,493)		0 A
TOTAL PERSONAL SERVICES	2.00	170,531 *	2.00	170,207	2.00	171,049

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated*	3,585,000	3,771,880	3,017,289	\$3,225,000	\$3,235,050
Number of staff	1	2	2	2	2
*Target & Non-Targeted Charges					
<u>Output:</u>					
Number of vehicles maintained	1,063	1,047	1,077	1,057	1,087
<u>Efficiency:</u>					
Budgeted maintenance cost per vehicle	\$3,373	\$3,603	\$2,802	\$3,051	\$2,967
<u>Service Quality:</u>					
Percent of agency responses rating satisfactory or higher	98.80%	98.80%	98.93%	99.20%	99.20%
<u>Outcome:</u>					
Actual maintenance cost per vehicle	\$2,401	\$2,991	\$2,783	\$3,051	\$3,051
Percent saved over budgeted amount	29%	17%	1%		

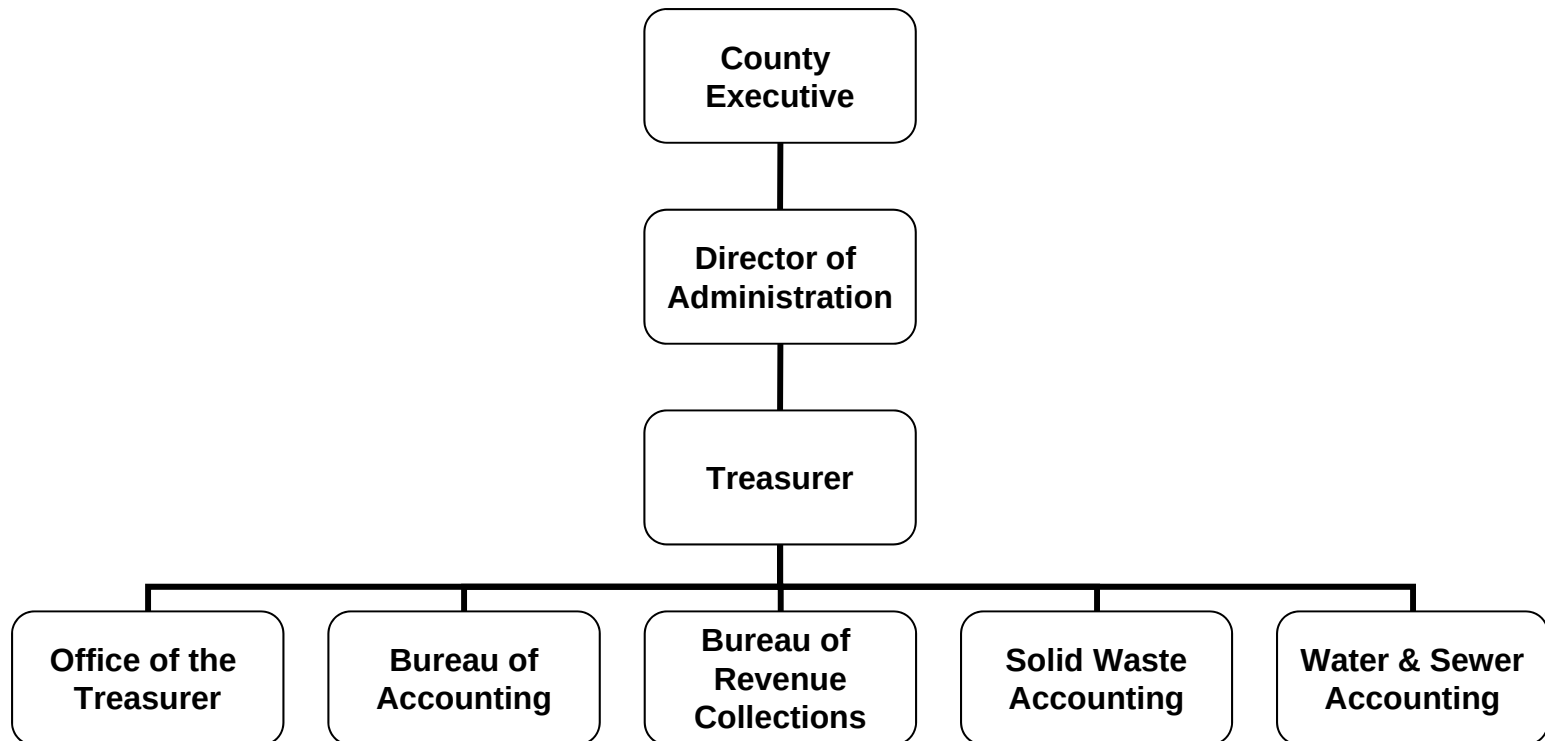
Explanation and Analysis of Performance Measures

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,975,893	3,904,426	4,112,420	3,861,181	3,861,181
20	CONTRACTUAL SERVICES	500,212	505,342	552,283	515,365	515,365
30	SUPPLIES & MATERIALS	251,118	251,981	261,075	269,135	269,135
40	BUSINESS & TRAVEL	41,748	17,107	26,750	18,325	18,325
50	CAPITAL OUTLAY	61,280	682	0	0	0
70	MISCELLANEOUS	0	0	(208,600)	0	0
80	INTERGOVERNMENTAL	0	467	0	520	520
	GRAND TOTAL	4,830,251	4,680,005	4,743,928	4,664,526	4,664,526
<u>SUMMARY BY FUND:</u>						
11	GENERAL	4,078,701	3,898,540	3,963,429	3,878,816	3,878,816
51	WATER & SEWER OPERATING	751,550	781,465	780,499	785,710	785,710
	GRAND TOTAL	4,830,251	4,680,005	4,743,928	4,664,526	4,664,526
<u>SUMMARY BY DIVISION:</u>						
<u>GENERAL FUND:</u>						
041000	OFFICE OF THE TREASURER	624,597	652,263	651,573	602,953	602,953
043000	BUREAU OF ACCOUNTING	2,484,068	2,367,763	2,361,556	2,358,081	2,358,081
044000	BUREAU OF REVENUE COLLECTIONS	837,408	800,533	857,769	820,505	820,505
047100	SOLID WASTE ACCOUNTING	132,628	77,981	92,531	97,277	97,277
<u>WATER & SEWER FUND:</u>						
045000	WATER & SEWER ACCOUNTING	751,550	781,465	780,499	785,710	785,710
	GRAND TOTAL	4,830,251	4,680,005	4,743,928	4,664,526	4,664,526
SUMMARY OF GRANT BUDGETS						35,000,000

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - GENERAL FUNDS</u>						
Accountant I	0.00	0.00	0.00	0.00	1.00	45,000
Accountant II	5.00	306,607	4.00	262,609	3.00	181,738
Accountant III	3.00	271,522	3.00	271,074	3.00	271,074
Accountant IV	1.00	104,797	1.00	104,624	1.00	104,624
Accounting Clerk II	6.00	260,367	6.00	282,469	5.00	249,369
Accounting Technician I	4.00	187,185	4.00	186,299	4.00	186,299
Accounting Technician II	6.00	333,093	7.00	397,506	6.00	357,606
Accounts Payable Supervisor	1.00	57,954	1.00	57,859	1.00	57,859
Administrative Secretary III	1.00	47,535	1.00	0	1.00	0
Administrative Specialist I	1.00	45,737	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	47,611	1.00	47,611
Assistant Supervisor of Revenue Collections	1.00	58,636	1.00	58,540	1.00	58,540
Cashier I	0.00	0	1.00	27,500	1.00	27,500
Cashier II	7.00	299,859	6.00	243,292	5.00	209,670
Cashier Development Trainee	0.00	0	0.00	0	1.00	23,700
Chief, Bureau of Accounting	1.00	111,186	1.00	111,002	1.00	111,002
Deputy Treasurer	1.00	115,364	1.00	115,174	1.00	115,174
Financial Systems Coordinator	1.00	71,126	1.00	71,009	1.00	71,009
Financial Systems Management Supervisor	1.00	81,815	1.00	81,680	1.00	81,680
Revenue Collections Supervisor	1.00	57,954	1.00	57,859	0.00	0
Treasurer	1.00	130,890	1.00	130,890	1.00	115,000
FULL-TIME SALARIES	42.00	2,541,627	42.00	2,506,997	39.00	2,314,455
SALARY OFFSET				(16,174)		0
TOTAL FULL TIME SALARIES	42.00	2,541,627	42.00	2,490,823	39.00	2,314,455
PART-TIME SALARIES						
Cashier II	0.00	0	0.60	20,767	0.60	20,767
TOTAL PART-TIME SALARIES	0.00	0	0.60	20,767	0.60	20,767
TEMPORARY SALARIES		61,047		14,750		13,750
SUB-TOTAL GENERAL FUND SALARIES	42.00	2,602,674 *	42.60	2,526,340	39.60	2,348,972

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - WATER & SEWER FUNDS</u>						
Accountant III	1.00	61,769	1.00	61,668	1.00	61,668
Accounting Clerk II	4.00	153,994	4.00	153,740	4.00	153,740
Accounting Technician I	2.00	122,155	2.00	121,954	2.00	121,954
Accounting Technician II	1.00	71,852	1.00	71,734	1.00	71,734
Water & Sewer Accounting Supervisor	1.00	81,815	1.00	81,680	1.00	74,000
TOTAL FULL-TIME SALARIES	9.00	491,585	9.00	490,776	9.00	483,096
TEMPORARY SALARIES		1,024		0		0
SUB-TOTAL W & S FUND SALARIES	<u>9.00</u>	<u>492,609 *</u>	<u>9.00</u>	<u>490,776</u>	<u>9.00</u>	<u>483,096</u>
 OTHER PERSONAL SERVICES						
Pension & Retirement		289,838		298,251		232,229
Workers' Compensation		11,859		9,054		7,891
Health Benefits		543,005		613,913		566,575
Overtime		7,000		0		0
FICA		234,075		229,386		215,698
Miscellaneous		7,280		7,140		6,720
TOTAL OTHER PERSONAL SERVICES		<u>1,093,057 *</u>		<u>1,157,744</u>		<u>1,029,113</u>

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - DEPARTMENT TOTALS</u>						
TOTAL FULL-TIME SALARIES	51.00	3,033,212	51.00	2,997,773	48.00	2,797,551
TOTAL SALARY OFFSET		0		(16,174)		0
TOTAL PART-TIME SALARIES	0.00	0	0.60	20,767	0.60	20,767
TOTAL TEMPORARY SALARIES		62,071		14,750		13,750
TOTAL OTHER PERSONAL SERVICES		1,093,057		1,157,744		1,029,113
FURLOUGH SAVINGS		0		(62,440)		0
DEPARTMENTAL SALARY TOTAL	<u>51.00</u>	<u>4,188,340 *</u>	<u>51.60</u>	<u>4,112,420</u>	<u>48.60</u>	<u>3,861,181</u>

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY

GENERAL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,359,642	3,256,750	3,468,096	3,212,046	3,212,046
20	CONTRACTUAL SERVICES	478,877	481,964	529,753	491,640	491,640
30	SUPPLIES & MATERIALS	140,536	142,593	149,380	157,885	157,885
40	BUSINESS & TRAVEL	38,366	16,084	24,800	16,725	16,725
50	CAPITAL OUTLAY	61,280	682	0	0	0
70	MISCELLANEOUS	0	0	(208,600)	0	0
80	INTERGOVERNMENTAL	0	467	0	520	520
	GRAND TOTAL	4,078,701	3,898,540	3,963,429	3,878,816	3,878,816

SUMMARY BY FUND:

11	GENERAL	4,078,701	3,898,540	3,963,429	3,878,816	3,878,816
	GRAND TOTAL	4,078,701	3,898,540	3,963,429	3,878,816	3,878,816

SUMMARY BY DIVISION:

041000	OFFICE OF THE TREASURER	624,597	652,263	651,573	602,953	602,953
043000	BUREAU OF ACCOUNTING	2,484,068	2,367,763	2,361,556	2,358,081	2,358,081
044000	BUREAU OF REVENUE COLLECTIONS	837,408	800,533	857,769	820,505	820,505
047100	SOLID WASTE ACCOUNTING	132,628	77,981	92,531	97,277	97,277
	GRAND TOTAL	4,078,701	3,898,540	3,963,429	3,878,816	3,878,816

DEPARTMENT SUMMARY

DEPARTMENT: TREASURY - GENERAL FUNDS

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant I	0.00	0.00	0.00	0.00	1.00	45,000
Accountant II	5.00	306,607	4.00	262,609	3.00	181,738
Accountant III	3.00	271,522	3.00	271,074	3.00	271,074
Accountant IV	1.00	104,797	1.00	104,624	1.00	104,624
Accounting Clerk II	6.00	260,367	6.00	282,469	5.00	249,369
Accounting Technician I	4.00	187,185	4.00	186,299	4.00	186,299
Accounting Technician II	6.00	333,093	7.00	397,506	6.00	357,606
Accounts Payable Supervisor	1.00	57,954	1.00	57,859	1.00	57,859
Administrative Secretary III	1.00	47,535	1.00	0	1.00	0
Administrative Specialist I	1.00	45,737	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	47,611	1.00	47,611
Assistant Supervisor of Revenue Collections	1.00	58,636	1.00	58,540	1.00	58,540
Cashier I	0.00	0	1.00	27,500	1.00	27,500
Cashier II	7.00	299,859	6.00	243,292	5.00	209,670
Cashier Development Trainee	0.00	0	0.00	0	1.00	23,700
Chief, Bureau of Accounting	1.00	111,186	1.00	111,002	1.00	111,002
Deputy Treasurer	1.00	115,364	1.00	115,174	1.00	115,174
Financial Systems Coordinator	1.00	71,126	1.00	71,009	1.00	71,009
Financial Systems Management Supervisor	1.00	81,815	1.00	81,680	1.00	81,680
Revenue Collections Supervisor	1.00	57,954	1.00	57,859	0.00	0
Treasurer	1.00	130,890	1.00	130,890	1.00	115,000
FULL-TIME SALARIES	42.00	2,541,627	42.00	2,506,997	39.00	2,314,455
SALARY OFFSET				(16,174)		0
TOTAL FULL-TIME SALARIES	42.00	2,541,627	42.00	2,490,823	39.00	2,314,455
PART-TIME SALARIES						
Cashier II	0.00	0	0.60	20,767	0.60	20,767
TOTAL PART-TIME SALARIES	0.00	0	0.60	20,767	0.60	20,767
TEMPORARY SALARIES		61,047		14,750		13,750
SALARY TOTAL	42.00	2,602,674	42.60	2,526,340	39.60	2,348,972

DEPARTMENT SUMMARY

DEPARTMENT: TREASURY - GENERAL FUNDS

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		244,760		251,038		192,615
Workers' Compensation		9,942		7,582		6,538
Health Benefits		474,411		537,694		479,720
Overtime		6,500		0		0
FICA		196,352		191,842		178,741
Miscellaneous		6,020		5,880		5,460
TOTAL OTHER PERSONAL SERVICES		937,985		994,036		863,074
FURLOUGH SAVINGS		0		(52,280)		0
TOTAL PERSONAL SERVICES	42.00	3,540,659 *	42.60	3,468,096	39.60	3,212,046

*FY 09 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	567,091	604,749	634,031	552,853	552,853
20	CONTRACTUAL SERVICES	29,849	29,951	31,390	31,450	31,450
30	SUPPLIES & MATERIALS	8,354	7,052	8,845	8,950	8,950
40	BUSINESS & TRAVEL	19,303	10,187	11,600	9,300	9,300
70	MISCELLANEOUS	0	0	(34,293)	0	0
80	INTER-GOVERNMENTAL/INTER-FUND	0	324	0	400	400
GRAND TOTAL		624,597	652,263	651,573	602,953	602,953
<u>FUNDING SOURCE:</u>						
11	GENERAL	624,597	652,263	651,573	602,953	602,953

DEPARTMENT: TREASURY**DIVISION: Office of Treasurer****INDEX: 041000****FINANCIAL NOTES:**

The (\$48,620) net decrease in funding for Treasury - Office of Treasurer is the result of:

	FY 10	FY 11	CHANGE	
o	461,800	454,965	(6,835)	Full Time Salaries
			9,055	Increase result of no furlough savings for FY 11
			(15,890)	Staff Turnover (3.44%)
			<u>(6,835)</u>	
o		(62,503)	(62,503)	One Accounting Technician II position abolished due to the state of the economy
			# of Positions	Salary
			(1.00)	(39,900)
				Fringe
				(22,603)
				Total
				(62,503)
o	1,000	0	(1,000)	Temporary Salaries for seasonal hire eliminated based on the state of the economy
o	83,747	86,619	2,872	Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	32,704	37,873	5,169	Pension / Retirement rate adjustments
o	19,136	0	(19,136)	Retirement (Old Plan)
o	1,412	1,282	(130)	Workers' Compensation rate adjustments
o	33,392	33,777	385	FICA Adjustments

DEPARTMENT: TREASURY**DIVISION: Office of Treasurer****INDEX: 041000**

	FY 10	FY 11	CHANGE	
o	965	1,000	35	Other Professional Services - Certificate of Achievement for Excellence in Financial Reporting Program Fee for Annual Audit increased based on actual expense history
o	10,345	8,550	(1,795)	Line items significantly adjusted, based on actual expense history:
		FY 10	FY 11	Change
		2,600	2,000	(600) General Office Supplies
		3,645	4,100	455 Printing Commercial
		700	550	(150) Duplicating Machine Supplies
		400	800	400 Computer Supplies
		700	300	(400) Mileage
		300	200	(100) Parking & Tolls
		1,000	0	(1,000) County Owned Vehicles
		1,000	200	(800) Fuel Charges
		0	400	400 Fleet Daily Carpool Rentals
		<u>10,345</u>	<u>8,550</u>	<u>(1,795)</u>
o	(34,293)	0	34,293	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 207

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: OFFICE OF TREASURER

Index No. 041000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	78,211	1.00	78,082	1.00	78,082
Accounting Technician II	1.00	59,295	2.00	99,098	1.00	59,198 A
Administrative Secretary III	1.00	47,535	1.00	0	1.00	0 B
Administrative Specialist I	1.00	45,737	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	47,611	1.00	47,611
Deputy Treasurer	1.00	115,364	1.00	115,174	1.00	115,174
Treasurer	1.00	130,890	1.00	130,890	1.00	115,000
TOTAL FULL-TIME SALARIES	6.00	477,032	7.00	470,855	6.00	415,065
TEMPORARY SALARIES		5,120		1,000		0
SALARY TOTAL	6.00	482,152	7.00	471,855	6.00	415,065
OTHER PERSONAL SERVICES						
Pension & Retirement		51,401		51,840		34,035
Workers' Compensation		1,891		1,412		1,162
Health Benefits		78,252		83,747		71,166
FICA		34,140		34,085		30,725
Miscellaneous		840		840		700
TOTAL OTHER PERSONAL SERVICES		166,524		171,924		137,788
FURLOUGH SAVINGS		0		(9,748)		0 C
TOTAL PERSONAL SERVICES	6.00	648,676 *	7.00	634,031	6.00	552,853

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accounting Technician II position abolished during FY 10 - #2894

B - One (1) Administrative Secretary III position remains unfunded for FY 11 - #0113

C - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$4,088,744	\$4,830,247	\$4,680,005	\$4,743,928	\$4,664,526
Number of staff	51	51	50	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	102 / 105	105 / 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,032,613	1,931,198	1,990,415	1,907,321	1,907,321
20	CONTRACTUAL SERVICES	384,491	392,467	434,008	396,165	396,165
30	SUPPLIES & MATERIALS	49,170	38,409	49,400	47,800	47,800
40	BUSINESS & TRAVEL	17,794	5,569	12,025	6,675	6,675
70	MISCELLANEOUS	0	0	(124,292)	0	0
80	INTER-GOVERNMENTAL/INTER-FUND	0	120	0	120	120
	GRAND TOTAL	2,484,068	2,367,763	2,361,556	2,358,081	2,358,081
<u>FUNDING SOURCE:</u>						
11	GENERAL	2,484,068	2,367,763	2,361,556	2,358,081	2,358,081

DEPARTMENT: TREASURY**DIVISION: Bureau of Accounting****INDEX: 043000****FINANCIAL NOTES:**

The (\$3,475) net decrease in funding for Treasury - Bureau of Accounting is the result of:

	FY 10	FY 11	CHANGE				
o	1,453,816	1,462,625	8,809	Full Time Salaries			
			28,516	Increase result of no furlough savings for FY 11			
			(19,707)	Staff Turnover	(1.36%)		
			<u>8,809</u>				
o		(54,650)	(54,650)	One Accounting Clerk II position abolished due to the state of the economy			
				# of Positions	Salary	Fringe	Total
				(1.00)	(33,100)	(21,550)	(54,650)
o	144,155	120,405	(23,750)	Pension / Retirement rate adjustments			
o	272,537	259,674	(12,863)	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage			
o	4,495	4,102	(393)	Workers' Compensation rate adjustments			
o	112,192	111,944	(248)	FICA adjustment			

INDEX: 043000

FY 10	FY 11	CHANGE

	FY 10	FY 11	Change
FAMIS	7,400	7,400	0
CORE	5,250	5,250	0
CYBORG	5,250	5,250	0
Misc Programming	0	12,100	12,100
Total	17,900	30,000	12,100

o	385,333	355,190	(30,143) Financial/Audit:

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INDEX: 043000

FY 10	FY 11	CHANGE

	FY 10	FY 11	Change	
	1,600	1,200	(400)	Telephone Service
	8,000	6,800	(1,200)	General Office Supplies
	2,100	2,700	600	Office Equipment Service
	1,000	800	(200)	Delivery Charges
	800	500	(300)	Computer Supplies
	20,000	20,100	100	General Office Mailing
	800	400	(400)	Mileage
	2,700	2,000	(700)	Membership Fees and Dues
	0	120	120	Fleet Daily Carpool Rental
	<u>37,000</u>	<u>34,620</u>	<u>(2,380)</u>	

	FY 10	FY 11	Change	
	100	50	(50)	Parking & Tolls
	500	300	(200)	Transportation Costs
	800	300	(500)	Meals
	2,000	0	(2,000)	Lodging
	3,000	1,500	(1,500)	Training Seminars
	<u>6,400</u>	<u>2,150</u>	<u>(4,250)</u>	

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DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF ACCOUNTING

Index No. 043000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant I	0.00	0	0.00	0	1.00	45,000 A
Accountant II	5.00	306,607	4.00	262,609	3.00	181,738
Accountant III	2.00	193,311	2.00	192,992	2.00	192,992
Accountant IV	1.00	104,797	1.00	104,624	1.00	104,624
Accounting Clerk II	6.00	260,367	6.00	282,469	5.00	249,369 B
Accounting Technician I	2.00	105,121	2.00	104,948	2.00	104,948
Accounting Technician II	4.00	229,683	4.00	229,304	4.00	229,304
Accounts Payable Supervisor	1.00	57,954	1.00	57,859	1.00	57,859
Chief, Bureau of Accounting	1.00	111,186	1.00	111,002	1.00	111,002
Financial Systems Coordinator	1.00	71,126	1.00	71,009	1.00	71,009
Financial Systems Management Supervisor	1.00	81,815	1.00	81,680	1.00	81,680
FULL-TIME SALARIES	24.00	1,521,967	23.00	1,498,496	22.00	1,429,525
SALARY OFFSET				(16,174)		
TOTAL FULL-TIME SALARIES	24.00	1,521,967	23.00	1,482,322	22.00	1,429,525
TEMPORARY SALARIES		4,100		0		0
SALARY TOTAL	24.00	1,526,067	23.00	1,482,322	22.00	1,429,525

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF ACCOUNTING

Index No. 043000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		139,564		144,155		117,221
Workers' Compensation		5,935		4,495		4,003
Health Benefits		228,697		272,537		244,080
Overtime		1,500		0		0
FICA		116,115		114,373		109,412
Miscellaneous		3,360		3,220		3,080
TOTAL OTHER PERSONAL SERVICES		495,171		538,780		477,796
FURLOUGH SAVINGS		0		(30,687)		0 C
TOTAL PERSONAL SERVICES	24.00	2,021,238 *	23.00	1,990,415	22.00	1,907,321

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Accountant II position reclassified to an Accountant I position - #1411
B - One (1) Accounting Clerk II position abolished during FY 10 - #0138
C - No furlough planned for FY 11

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 Objective

To increase consultation visits to Accounts Payable activity sites within other agencies.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimated 2011
<u>Input:</u>					
Dollars allocated	\$1,807	\$1,600	\$1,900	\$2,000	\$2,000
Number of staff	4	4	6	6	6
<u>Output:</u>					
Actual number of departments or divisions visited	41	37	39	40	53
<u>Service Quality:</u>					
Percent of clients satisfied with consultation visits	100%	100%	100%	97%	93%
<u>Outcome:</u>					
Percent of departments and divisions visited	23%	22%	22%	23%	30%

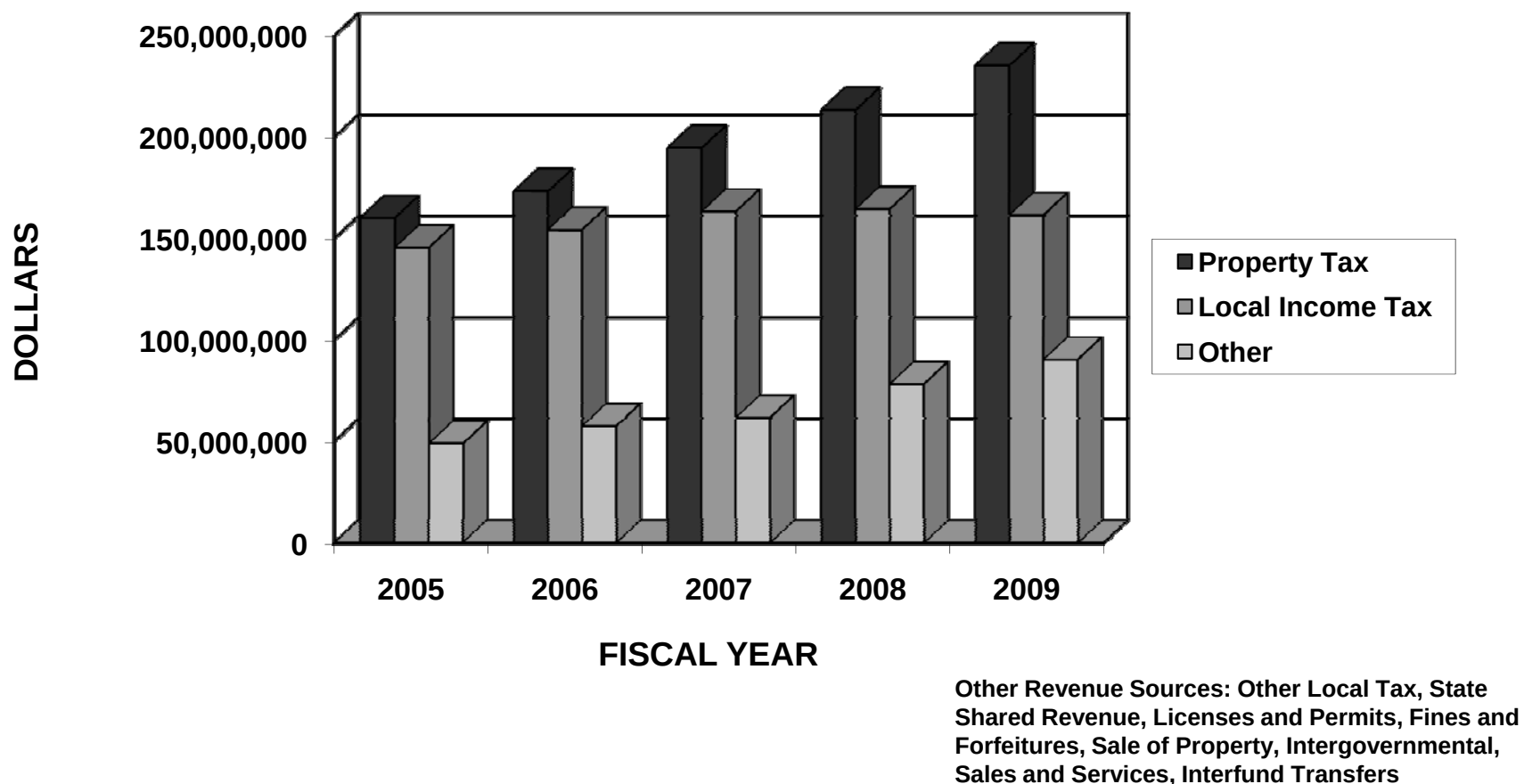
Explanation and Analysis of Performance Measures

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	693,320	646,161	751,124	658,730	658,730
20	CONTRACTUAL SERVICES	60,506	57,178	60,255	60,425	60,425
30	SUPPLIES & MATERIALS	82,542	96,878	90,625	100,675	100,675
40	BUSINESS & TRAVEL	1,040	316	910	675	675
70	MISCELLANEOUS	0	0	(45,145)	0	0
GRAND TOTAL		837,408	800,533	857,769	820,505	820,505
<u>FUNDING SOURCE:</u>						
11	GENERAL	837,408	800,533	857,769	820,505	820,505

DEPARTMENT: TREASURY**DIVISION: Bureau of Revenue Collections****INDEX: 044000****FINANCIAL NOTES:**

The (\$37,264) net decrease in funding for Treasury - Bureau of Revenue Collections is the result of:

	FY 10	FY 11	CHANGE	
o	459,532	458,620	(912)	Full Time Salaries
			9,010	Increase result of no furlough savings for FY 11
			(9,922)	Staff Turnover (2.16%)
			<u>(912)</u>	
o		(83,759)	(83,759)	One Revenue Collections Supervisor position abolished based on the state of the economy
			# of Positions	Salary
			(1.00)	(57,859)
				Fringe
				(25,900)
				Total
				(83,759)
o	13,486	13,750	264	Temporary Salaries
o	168,838	167,316	(1,522)	Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	48,395	41,258	(7,137)	Pension / Retirement rate adjustments
o	1,468	1,354	(114)	Workers' Compensation rate adjustments
o	37,357	37,744	387	FICA adjustments

DEPARTMENT: TREASURY

DIVISION: Bureau of Revenue Collections

INDEX: 044000

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	7,500	9,000	1,500	Other Professional Services:

	FY 10	FY 11	Change	Explanation
	1,500	4,000	2,500	Preparation of tax bills for mailing / flush bills based on actual expense history
	6,000	5,000	(1,000)	Dunbar Armored Car Service
Totals	7,500	9,000	1,500	

o	4,830	2,500	(2,330)	Line items significantly adjusted, based on actual expense history:

	FY 10	FY 11	Change	
	1,680	350	(1,330)	Office Equipment Service
	1,500	1,200	(300)	Duplicating Machine Supplies
	1,000	500	(500)	Computer Supplies
	300	100	(200)	Mileage
	200	100	(100)	Meals
	150	250	100	Professional Books & Periodicals
	4,830	2,500	(2,330)	

o	75,000	85,800	10,800	Line items adjusted to cover the expenses for bankruptcy filings previously handled within the Law Department:

	FY 10	FY 11	Change	
	5,000	5,800	800	General Office Supplies
	70,000	80,000	10,000	General Office Mailings
	75,000	85,800	10,800	

o	(45,145)	0	45,145	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 209

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF REVENUE COLLECTIONS

Index No. 044000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	2.00	82,064	2.00	81,351	2.00	81,351
Assistant Supervisor of Revenue Collections	1.00	58,636	1.00	58,540	1.00	58,540
Cashier I	0.00	0	1.00	27,500	1.00	27,500
Cashier II	7.00	299,859	6.00	243,292	5.00	209,670
Cashier Development Trainee	0.00	0	0.00	0	1.00	23,700 A
Revenue Collections Supervisor	1.00	57,954	1.00	57,859	0.00	0 B
TOTAL FULL-TIME SALARIES	11.00	498,513	11.00	468,542	10.00	400,761
PART-TIME SALARIES						
Cashier II	0.00	0.00	0.60	20,767	0.60	20,767
TOTAL PART-TIME SALARIES	0.00	0.00	0.60	20,767.00	0.60	20,767
TEMPORARY SALARIES		54,947		13,750		13,750
SALARY TOTAL	11.00	553,460	11.60	503,059	10.60	435,278
OTHER PERSONAL SERVICES						
Pension		49,750		48,395		35,692
Workers' Compensation		1,944		1,468		1,180
Health Benefits		154,665		168,838		151,722
Overtime		5,000		0		0
FICA		42,722		38,098		33,318
Miscellaneous		1,680		1,680		1,540
TOTAL OTHER PERSONAL SERVICES		255,761		258,479		223,452
FURLOUGH SAVINGS		0		(10,414)		0 C
TOTAL PERSONAL SERVICES	11.00	809,221 *	11.60	751,124	10.60	658,730

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Cashier II reclassified to Cashier Development Trainee - #0142

B - One (1) Revenue Collections Supervisor abolished in FY 10 - #0609

C - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$3,566	\$3,498	\$3,600	\$3,650	\$3,700
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of title companies contacted	11	5	15	5	10
<u>Efficiency:</u>					
Percentage of title companies contacted	45%	21%	30%	20%	20%
<u>Service Quality:</u>					
Percentage of title companies satisfied with department efforts	100%	100%	100%	80%	100%
<u>Outcome:</u>					
Percentage of deeds returned	19%	18%	19%	17%	20%

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	66,618	74,642	92,526	93,142	93,142
20	CONTRACTUAL SERVICES	4,031	2,368	4,100	3,600	3,600
30	SUPPLIES & MATERIALS	470	254	510	460	460
40	BUSINESS & TRAVEL	229	12	265	75	75
50	CAPITAL OUTLAY	61,280	682	0	0	0
70	MISCELLANEOUS	0	0	(4,870)	0	0
80	INTER-GOVERNMENTAL/INTER-FUND EXP	0	23	0	0	0
	GRAND TOTAL	132,628	77,981	92,531	97,277	97,277
<u>FUNDING SOURCE:</u>						
11	GENERAL	132,628	77,981	92,531	97,277	97,277

DEPARTMENT: TREASURY

DIVISION: Solid Waste Accounting

INDEX: 047100

FINANCIAL NOTES:

The \$4,746 net increase in funding for Treasury - Solid Waste Accounting is the result of:

	FY 10	FY 11	CHANGE		
o	67,775	69,104	1,329	Full Time Salaries - increase result of no furlough savings for FY 11	
o	6,648	5,667	(981)	Pension / Retirement rate adjustments	
o	1,000	400	(600)	Line items significantly adjusted, based on actual expense history:	
		FY 10	FY 11	Change	
		800	400	(400)	Telephone Service
		100	0	(100)	Office Equipment Service
		100	0	(100)	Training Seminars
		<u>1,000</u>	<u>400</u>	<u>(600)</u>	
o	(4,870)	0	4,870	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 210	

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: SOLID WASTE ACCOUNTING

Index No. 047100

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	0.00	0	0.00	0	0.00	0
Accounting Technician II	1.00	44,115	1.00	69,104	1.00	69,104
SALARY TOTAL	1.00	44,115	1.00	69,104	1.00	69,104
OTHER PERSONAL SERVICES						
Pension		4,045		6,648		5,667
Workers' Compensation		172		207		193
Health Benefits		12,797		12,572		12,752
FICA		3,375		5,286		5,286
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		20,529		24,853		24,038
FURLOUGH SAVINGS		0		(1,431)		0 A
TOTAL PERSONAL SERVICES	1.00	64,644 *	1.00	92,526	1.00	93,142

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough planned for FY 11

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	616,251	647,676	644,324	649,135	649,135
20	CONTRACTUAL SERVICES	21,335	23,378	22,530	23,725	23,725
30	SUPPLIES & MATERIALS	110,582	109,388	111,695	111,250	111,250
40	BUSINESS & TRAVEL	3,382	1,023	1,950	1,600	1,600
	GRAND TOTAL	751,550	781,465	780,499	785,710	785,710
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER	751,550	781,465	780,499	785,710	785,710

DEPARTMENT: TREASURY**DIVISION: Water and Sewer Accounting****INDEX: 045000****FINANCIAL NOTES:**

The \$5,211 net increase in funding for Treasury - Water and Sewer Accounting is the result of:

	FY 10	FY 11	CHANGE
o	481,338	483,096	1,758 Full Time Salaries
			9,438 Increase result of no furlough savings for FY 11
			(7,680) Staff Turnover (1.60%)
			<u>1,758</u>
o	76,219	86,855	10,636 Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	47,213	39,614	(7,599) Pension / Retirement rate adjustments
o	1,472	1,353	(119) Workers' Compensation rate adjustments
o	36,822	36,957	135 FICA Adjustments
o	131,245	131,500	255 Line items significantly adjusted, based on actual expense history and state of the economy:

FY 10	FY 11	Change	
9,845	11,000	1,155	Printing - Commercial
18,000	20,000	2,000	Financial Audit
1,000	0	(1,000)	Other Professional Services
3,500	3,300	(200)	General Office Supplies
600	900	300	Duplicating Machine Supplies
97,700	95,700	(2,000)	General Office Mailing
0	300	300	Computer Supplies
200	100	(100)	Meals
400	200	(200)	Lodging
<u>131,245</u>	<u>131,500</u>	<u>255</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: WATER & SEWER ACCOUNTING

Index No. 045000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	61,769	1.00	61,668	1.00	61,668
Accounting Clerk II	4.00	153,994	4.00	153,740	4.00	153,740
Accounting Technician I	2.00	122,155	2.00	121,954	2.00	121,954
Accounting Technician II	1.00	71,852	1.00	71,734	1.00	71,734
Water & Sewer Accounting Supervisor	1.00	81,815	1.00	81,680	1.00	74,000
TOTAL FULL-TIME SALARIES	9.00	491,585	9.00	490,776	9.00	483,096
TEMPORARY SALARIES		1,024		0		0
SALARY TOTAL	9.00	492,609	9.00	490,776	9.00	483,096
OTHER PERSONAL SERVICES						
Pension		45,078		47,213		39,614
Workers' Compensation		1,917		1,472		1,353
Health Benefits		68,594		76,219		86,855
Overtime		500		0		0
FICA		37,723		37,544		36,957
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		155,072		163,708		166,039
FURLOUGH SAVINGS		0		(10,160)		0 A
TOTAL PERSONAL SERVICES	9.00	647,681 *	9.00	644,324	9.00	649,135

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough planned for FY 11

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 Objective

To ensure high value for service dollars, ensure accountability, and insist upon customer satisfaction.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$461,456	\$616,250	\$647,676	\$644,324	\$649,135
Number of staff	7	7	7	7	7
<u>Output:</u>					
Fiscal Year Revenues	\$16,735,146	\$17,416,415	\$17,249,242	\$18,231,000	\$17,300,000
<u>Outcome:</u>					
Number of accounts billed per person	5,942	6,001	6,051	6,120	6,130

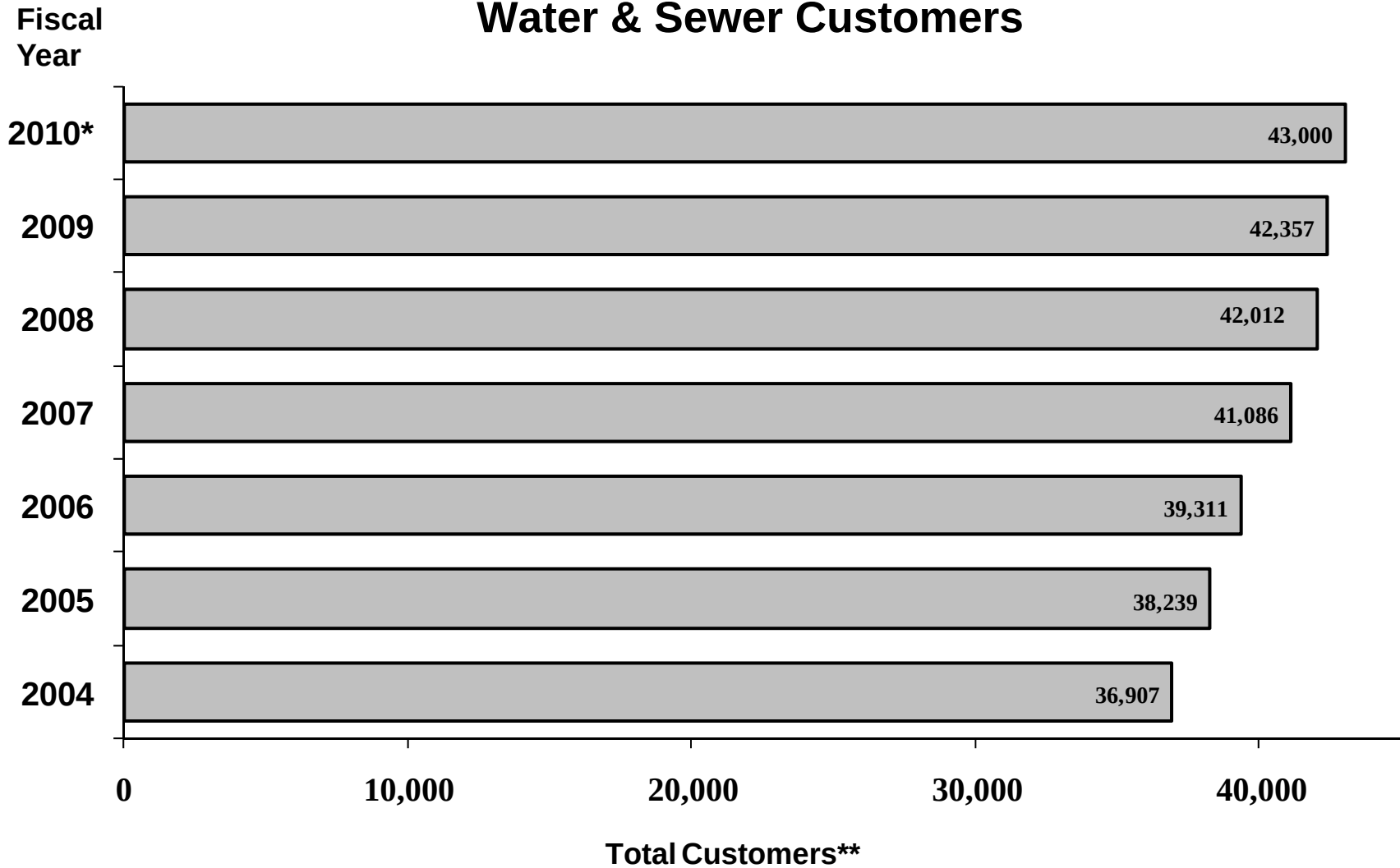
Explanation and Analysis of Performance Measures

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

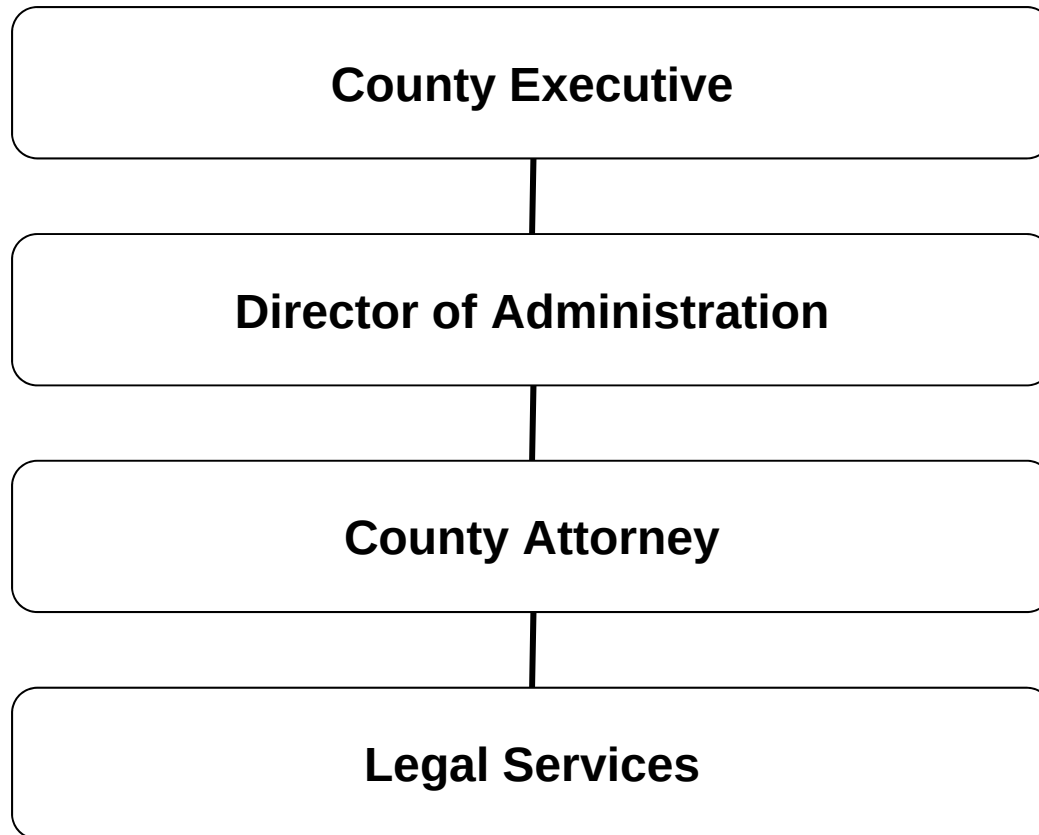


*Projected

** 25,000 accounts were added for the septic portion of the Bay Restoration Fund in October 2005

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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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,859,053	1,825,980	1,825,562	1,647,558	1,647,558
20	CONTRACTUAL SERVICES	32,021	32,146	39,050	93,050	93,050
30	SUPPLIES & MATERIALS	12,082	8,899	12,220	11,470	11,470
40	BUSINESS & TRAVEL	41,382	24,787	30,270	29,400	29,400
70	MISCELLANEOUS	27,917	26,600	(68,627)	27,948	27,948
80	INTERGOVERNMENTAL	0	4,234	1,200	1,700	1,700
	GRAND TOTAL	<u>1,972,455</u>	<u>1,922,646</u>	<u>1,839,675</u>	<u>1,811,126</u>	<u>1,811,126</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>1,972,455</u>	<u>1,922,646</u>	<u>1,839,675</u>	<u>1,811,126</u>	<u>1,811,126</u>
	GRAND TOTAL	<u>1,972,455</u>	<u>1,922,646</u>	<u>1,839,675</u>	<u>1,811,126</u>	<u>1,811,126</u>
	<u>SUMMARY BY DIVISION:</u>					
052000	LEGAL SERVICES	<u>1,972,455</u>	<u>1,922,646</u>	<u>1,839,675</u>	<u>1,811,126</u>	<u>1,811,126</u>
	GRAND TOTAL	<u>1,972,455</u>	<u>1,922,646</u>	<u>1,839,675</u>	<u>1,811,126</u>	<u>1,811,126</u>

FINANCIAL NOTES:

The (\$28,549) net decrease in funding for the Law Department is the result of:

	FY 10	FY 11	CHANGE
o	1,284,778	1,274,154	(10,624) Full Time Salaries
			25,192 Increase result of no furlough savings for FY 11
			(35,816) Staff Turnover (2.79%)
			<u>(10,624)</u>
o		(72,671)	(72,671) Legal Assistant II position transferred to DPW
			# of Positions Salary Fringes Total
			(1.00) (48,428) (24,243) (72,671)
o	249,504	179,771	(69,733) Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage

LAW

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	137,002	111,159	(25,843) Pension / Retirement rate adjustments
o	4,086	3,722	(364) Workers' Compensation rate adjustments
o	97,050	97,283	233 FICA adjustments
o	16,820	15,050	(1,770) Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	3,600	3,200	(400) General Office Mailing
	4,750	4,500	(250) General Office Supplies
	2,720	2,500	(220) County Owned Vehicles
	2,000	1,500	(500) Fuel Charges
	500	350	(150) Non-Targeted Charges-FVS
	3,250	3,000	(250) Litigation Expense
	<u>16,820</u>	<u>15,050</u>	<u>(1,770)</u>
o	8,500	52,500	44,000 Legal Services - Labor counsel legal expenses to be out sourced
o	21,550	31,550	10,000 Other Contractual Services - additional mandated Medicare program expenses
o	1,200	1,700	500 Fleet Daily Carpool Rental - to reimburse Fleet Management for use of pool cars as needed
o	(96,825)	0	96,825 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 211

DIVISION STAFF SUMMARY

DEPARTMENT: LAW
DIVISION: LEGAL SERVICES

Index No. 052000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	61,452	1.00	61,351	1.00	61,351
Administrative Specialist II	1.00	58,636	1.60	58,540	0.00	0
Assistant County Attorney II	1.00	103,716	1.00	103,543	2.00	187,543 A
County Attorney	1.00	133,472	1.00	133,472	1.00	133,472
Deputy County Attorney	1.00	122,429	1.00	122,429	1.00	105,000 B
Legal Assistant II	1.00	48,508	1.00	48,428	0.00	0
Legal Assistant III	2.00	110,777	2.00	110,595	2.00	110,595
Legal Specialist II	1.00	41,582	1.00	41,513	1.00	41,513
Legal Specialist III	1.00	60,181	1.00	60,081	1.00	60,081
Management Analyst	0.00	0	0.00	0	1.00	58,540 C
Senior Assistant County Attorney	5.00	570,959	5.00	570,018	4.00	467,631
TOTAL FULL-TIME SALARIES	15.00	1,311,712	15.60	1,309,970	14.00	1,225,726
PART-TIME SALARIES						
Administrative Specialist II	0.00	0	0.60	51,900	0.60	51,900
Assistant County Attorney II	0.60	55,343	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	0.60	55,343	0.60	51,900	0.60	51,900
TEMPORARY SALARIES		53,249		0		0
SALARY TOTAL	15.60	1,420,304	15.60	1,361,870	14.60	1,277,626
OTHER PERSONAL SERVICES						
Pension & Retirement		137,650		137,002		106,500
Workers' Compensation		5,391		4,086		3,577
Health Benefits		238,503		249,504		161,777
FICA		101,772		99,054		93,578
Miscellaneous		2,380		2,240		4,500
TOTAL OTHER PERSONAL SERVICES		485,696		491,886		369,932
FURLOUGH SAVINGS		0		(28,194)		0 D
TOTAL PERSONAL SERVICES	15.60	1,906,000 *	15.60	1,825,562	14.60	1,647,558

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Senior Assistant County Attorney vacant and reclassified as an Assistant County Attorney II - #0152

B - One (1) Deputy County Attorney vacant and funded at a lower salary - #0161

C - One (1) Administrative Specialist II reclassified as a Management Analyst - #0095

D - No furlough planned for FY 11

LAW

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide efficient, expedient document review and processing for clients.

Department Objective

To continue improvement in document processing time and to provide recommendations for improving standard documents.

County Goal(s) Supported

III. Efficient County Government

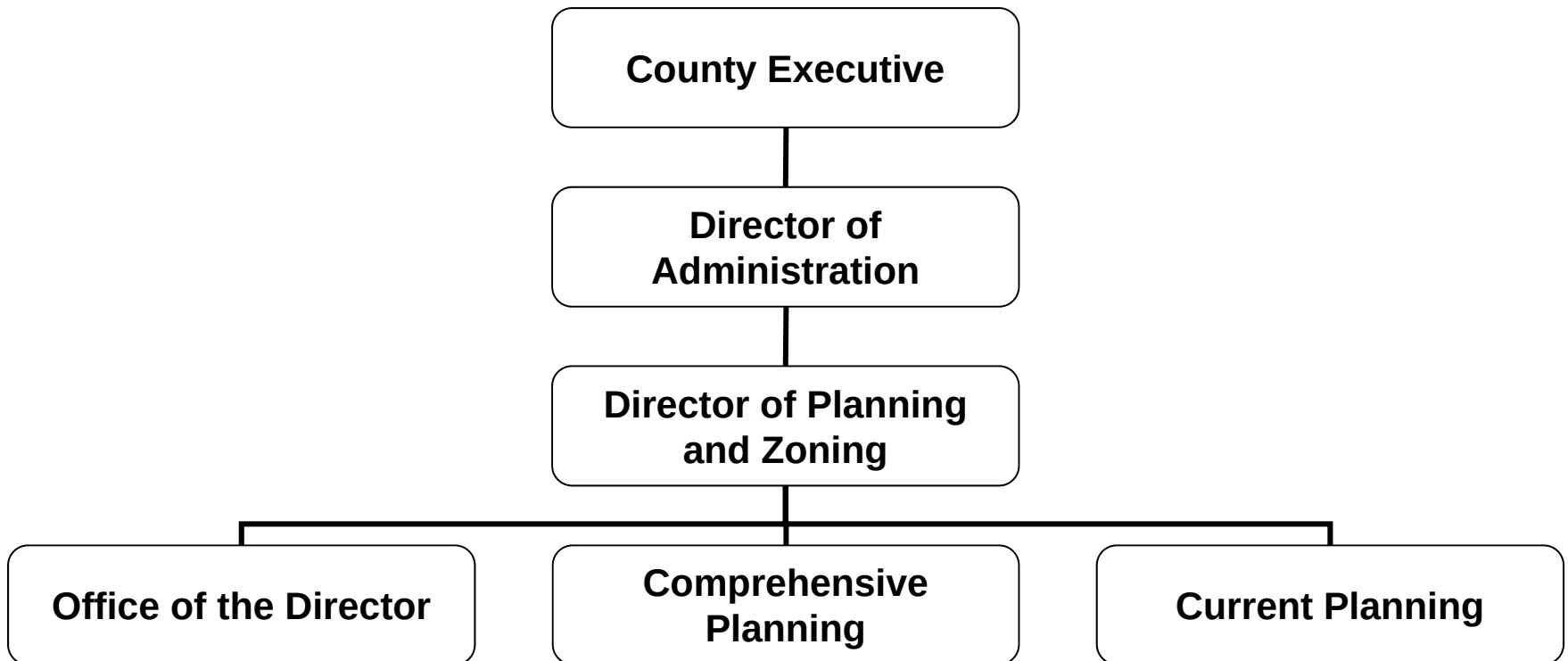
Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$1,671,473	\$1,859,052	\$1,825,980	\$1,825,562	\$1,647,558
Number of staff	16	17	17	16	14
<u>Output:</u>					
Number of deeds processed	65	34	63	105*	105
Number of plats processed	211	196	175	170*	175
Number of agreements processed	551	659	708	700*	700
<u>Outcome:</u>					
Turnaround time in days:					
Deeds	1.79	1.46	1.53	2.88*	3.00
Plats	1.67	1.62	1.79	1.80*	2.00
Agreements	2.01	2.40	3.45	3.90*	4.00

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.

* Estimated

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,252,597	3,612,811	3,673,693	3,564,956	3,564,956
20	CONTRACTUAL SERVICES	49,276	82,937	92,400	65,400	65,400
30	SUPPLIES & MATERIALS	39,263	38,355	41,930	32,800	32,800
40	BUSINESS & TRAVEL	30,029	22,684	31,355	24,745	24,745
50	CAPITAL OUTLAY	21,810,380	13,155,195	505,031	174,707	174,707
70	MISCELLANEOUS	1,274,103	1,195,074	381,593	867,261	867,261
80	INTER-GOVERNMENTAL/INTER-FUND	0	6,040	11,376	11,676	11,676
	GRAND TOTAL	26,455,648	18,113,096	4,737,378	4,741,545	4,741,545

SUMMARY BY FUND:

11	GENERAL	3,337,114	3,693,927	3,623,853	3,613,444	3,613,444
27	AG PRESERVATION - COUNTY	22,383,099	13,232,070	577,525	1,011,101	1,011,101
28	AG PRESERVATION - STATE	735,435	1,187,099	536,000	117,000	117,000
	GRAND TOTAL	26,455,648	18,113,096	4,737,378	4,741,545	4,741,545

SUMMARY BY DIVISION:

GENERAL FUND:

061000	DIRECTOR OF PLANNING & ZONING	331,741	417,857	447,261	472,871	472,871
062000	COMPREHENSIVE PLANNING	1,096,681	1,482,071	1,504,939	1,469,932	1,469,932
063000	CURRENT PLANNING	1,908,692	1,793,999	1,671,653	1,670,641	1,670,641

AG PRESERVATION - COUNTY

064270	AG PRESERVATION - COUNTY	22,383,099	13,232,070	577,525	1,011,101	1,011,101

AG PRESERVATION - STATE

062480	AG PRESERVATION - STATE	735,435	1,187,099	536,000	117,000	117,000

	GRAND TOTAL	26,455,648	18,113,096	4,737,378	4,741,545	4,741,545

	SUMMARY OF GRANT BUDGETS					22,548

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - GENERAL FUND</u>						
Administrative Assistant I	1.00	38,992	2.00	72,648	2.00	72,648
Administrative Secretary II	1.00	51,142	1.00	51,058	1.00	51,058
Administrative Specialist II	2.00	131,987	2.00	131,770	2.00	131,770
Clerk Typist	1.00	36,108	1.00	36,048	1.00	36,048
Database Administrator	1.00	74,131	1.00	74,099	0.00	0
Deputy Director of Planning and Zoning	1.00	116,726	1.00	116,534	1.00	116,534
Director, Planning and Zoning	1.00	110,933	1.00	110,933	1.00	110,933
GIS Coordinator	1.00	111,127	1.00	110,944	1.00	110,944
GIS Public Access Technician	1.00	56,447	1.00	56,354	1.00	56,354
Permits Clerk	1.00	31,839	1.00	31,787	1.00	31,787
Planner I	6.00	255,096	5.00	207,167	5.00	207,167
Planner II	5.00	287,207	6.00	329,274	6.00	329,274
Planner III	8.00	708,219	8.00	707,052	8.00	707,052
Planning Assistant I	1.00	37,857	0.00	0	1.00	0
Planning Assistant II	7.00	382,553	8.00	420,852	7.00	352,980
Programmer Analyst I	1.00	71,974	1.00	71,856	1.00	71,856
Secretary I	1.00	32,792	0.00	0	0.00	0
Zoning Inspector II	3.00	156,594	3.00	156,335	3.00	156,335
Zoning Technician	0.00	0	0.00	0	1.00	33,100
FULL-TIME SALARIES	43.00	2,691,724	43.00	2,684,711	43.00	2,575,840
SALARY OFFSET		(133,664)		(133,664)		(115,412)
TOTAL FULL-TIME SALARIES	43.00	2,558,060	43.00	2,551,047	43.00	2,460,428
TEMPORARY SALARIES		20,800		0		0
FURLOUGH SAVINGS		0		(52,811)		0
SUB-TOTAL P & Z - GENERAL	43.00	2,578,860	43.00	2,498,236	43.00	2,460,428

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - AG PRESERVATION - STATE</u>						
Planner III		30,000		30,000		30,000
SUB-TOTAL P & Z - AG PRES - STATE	<u>0.00</u>	<u>30,000</u>	<u>0.00</u>	<u>30,000</u>	<u>0.00</u>	<u>30,000</u>
 <u>PLANNING AND ZONING - AG PRESERVATION - COUNTY</u>						
Planner II	1.00	47,917	1.00	47,838	1.00	47,838
FULL-TIME SALARIES	1.00	47,917	1.00	47,838	1.00	47,838
FURLOUGH SAVINGS		0		(990)		0
SUB-TOTAL P & Z - AG PRES - COUNTY	<u>1.00</u>	<u>47,917</u>	<u>1.00</u>	<u>46,848</u>	<u>1.00</u>	<u>47,838</u>

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		253,687		262,871		215,142
Workers' Compensation		74,610		53,799		49,707
Health Benefits		490,822		567,856		556,225
OPEB		5,185		0		0
FICA		209,106		207,923		199,596
Miscellaneous		6,160		6,160		6,020
TOTAL OTHER PERSONAL SERVICES		1,039,570		1,098,609		1,026,690

PLANNING AND ZONING - DEPARTMENT TOTALS						
TOTAL FULL-TIME SALARIES	44.00	2,769,641	44.00	2,762,549	44.00	2,653,678
TOTAL SALARY OFFSET		(133,664)		(133,664)		(115,412)
TOTAL TEMPORARY SALARIES		20,800		0		0
TOTAL OTHER PERSONAL SERVICES		1,039,570		1,098,609		1,026,690
FURLOUGH SAVINGS		0		(53,801)		0
PLANNING & ZONING SALARY TOTAL	44.00	3,696,347 *	44.00	3,673,693	44.00	3,564,956

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

PLANNING AND ZONING

GENERAL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,147,119	3,505,830	3,571,199	3,462,025	3,462,025
20	CONTRACTUAL SERVICES	48,926	82,937	91,400	64,400	64,400
30	SUPPLIES & MATERIALS	34,980	36,471	37,530	29,400	29,400
40	BUSINESS & TRAVEL	28,330	22,371	29,005	23,395	23,395
50	CAPITAL OUTLAY	2,759	106	0	0	0
70	MISCELLANEOUS	75,000	40,172	(116,657)	22,548	22,548
80	INTER-GOVERNMENTAL/INTER-FUND	0	6,040	11,376	11,676	11,676
	GRAND TOTAL	<u>3,337,114</u>	<u>3,693,927</u>	<u>3,623,853</u>	<u>3,613,444</u>	<u>3,613,444</u>
<u>SUMMARY BY FUND:</u>						
11	GENERAL	<u>3,337,114</u>	<u>3,693,927</u>	<u>3,623,853</u>	<u>3,613,444</u>	<u>3,613,444</u>
	GRAND TOTAL	<u>3,337,114</u>	<u>3,693,927</u>	<u>3,623,853</u>	<u>3,613,444</u>	<u>3,613,444</u>
<u>SUMMARY BY DIVISION:</u>						
061000	DIRECTOR OF PLANNING & ZONING	331,741	417,857	447,261	472,871	472,871
062000	COMPREHENSIVE PLANNING	1,096,681	1,482,071	1,504,939	1,469,932	1,469,932
063000	CURRENT PLANNING	<u>1,908,692</u>	<u>1,793,999</u>	<u>1,671,653</u>	<u>1,670,641</u>	<u>1,670,641</u>
	GRAND TOTAL	<u>3,337,114</u>	<u>3,693,927</u>	<u>3,623,853</u>	<u>3,613,444</u>	<u>3,613,444</u>

DEPARTMENT STAFF SUMMARY

PLANNING AND ZONING - GENERAL FUND

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	38,992	2.00	72,648	2.00	72,648
Administrative Secretary II	1.00	51,142	1.00	51,058	1.00	51,058
Administrative Specialist II	2.00	131,987	2.00	131,770	2.00	131,770
Clerk Typist	1.00	36,108	1.00	36,048	1.00	36,048
Database Administrator	1.00	74,131	1.00	74,099	0.00	0
Deputy Director of Planning and Zoning	1.00	116,726	1.00	116,534	1.00	116,534
Director, Planning and Zoning	1.00	110,933	1.00	110,933	1.00	110,933
GIS Coordinator	1.00	111,127	1.00	110,944	1.00	110,944
GIS Public Access Technician	1.00	56,447	1.00	56,354	1.00	56,354
Permits Clerk	1.00	31,839	1.00	31,787	1.00	31,787
Planner I	6.00	255,096	5.00	207,167	5.00	207,167
Planner II	5.00	287,207	6.00	329,274	6.00	329,274
Planner III	8.00	708,219	8.00	707,052	8.00	707,052
Planning Assistant I	1.00	37,857	0.00	0	1.00	0
Planning Assistant II	7.00	382,553	8.00	420,852	7.00	352,980
Programmer Analyst I	1.00	71,974	1.00	71,856	1.00	71,856
Secretary I	1.00	32,792	0.00	0	0.00	0
Zoning Inspector II	3.00	156,594	3.00	156,335	3.00	156,335
Zoning Technician	0.00	0	0.00	0	1.00	33,100
FULL-TIME SALARIES	43.00	2,691,724	43.00	2,684,711	43.00	2,575,840
SALARY OFFSET		(133,664)		(133,664)		(115,412)
TOTAL FULL-TIME SALARIES	43.00	2,558,060	43.00	2,551,047	43.00	2,460,428
TEMPORARY SALARIES		20,800		0		0
SALARY TOTAL	43.00	2,578,860	43.00	2,551,047	43.00	2,460,428

DEPARTMENT STAFF SUMMARY

PLANNING AND ZONING - GENERAL FUND

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		249,293		258,269		211,219
Workers' Compensation		72,468		52,149		48,167
Health Benefits		476,741		552,262		540,395
FICA		205,440		204,263		195,936
Miscellaneous		6,020		6,020		5,880
TOTAL OTHER PERSONAL SERVICES		1,009,962		1,072,963		1,001,597
FURLOUGH SAVINGS				(52,811)		0
TOTAL PERSONAL SERVICES	43.00	3,588,822 *	43.00	3,571,199	43.00	3,462,025

*FY 09 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 '10 - '11 GOAL:

1 TO MAINTAIN THE INTEGRITY OF GROWTH MANAGEMENT STRATEGIES

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	320,509	405,283	451,408	454,250	454,250
20	CONTRACTUAL SERVICES	4,131	3,055	2,950	2,950	2,950
30	SUPPLIES & MATERIALS	1,385	1,001	1,400	1,100	1,100
40	BUSINESS & TRAVEL	3,417	2,372	4,045	2,895	2,895
50	CAPITAL OUTLAY	2,299	106	0	0	0
70	MISCELLANEOUS	0	0	(23,918)	0	0
80	FLEET MANAGEMENT RENTALS	0	6,040	11,376	11,676	11,676
	GRAND TOTAL	331,741	417,857	447,261	472,871	472,871
	<u>FUNDING SOURCE:</u>					
11	GENERAL	331,741	417,857	447,261	472,871	472,871

DEPARTMENT: PLANNING AND ZONING**DIVISION: Director of Planning and Zoning****INDEX: 061000****FINANCIAL NOTES:**

The \$25,610 net increase in funding for Planning and Zoning - Director of Planning and Zoning is the result of:

	FY 10	FY 11	CHANGE
o	337,787	344,410	6,623 Full-Time Salaries - increase result of no furlough savings planned for FY 11
o	1,033	964	(69) Workers' Compensation rate adjustments
o	53,915	54,586	671 Health Benefits adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	33,132	28,242	(4,890) Pension / Retirement rate adjustments
o	24,981	25,488	507 FICA adjustment - increase due to no furlough planned for FY 11
o	3,200	1,800	(1,400) Line items adjusted, based on state of the economy and actual expense history
	FY 10	FY 11	Change
	50	0	(50) Meals - Special Purpose
	1,000	800	(200) Computer Supplies
	800	300	(500) Mileage
	50	0	(50) Meals
	200	0	(200) Lodging
	100	200	100 Parking & Tolls
	1,000	500	(500) Training, Seminars, Courses
	<u>3,200</u>	<u>1,800</u>	<u>(1,400)</u>
o	0	300	300 Fleet Daily Carpool Rentals - increased demand for pool car use due to decrease in mileage funding
o	11,376	11,376	0 Fleet Management Rental - continuation of lease for one vehicle
o	(23,918)	0	23,918 Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	51,142	1.00	51,058	1.00	51,058
Administrative Specialist II	1.00	65,992	1.00	65,885	1.00	65,885
Deputy Director of Planning and Zoning	0.00	0	1.00	116,534	1.00	116,534
Director, Planning and Zoning	1.00	110,934	1.00	110,933	1.00	110,933
SALARY TOTAL	3.00	228,068	4.00	344,410	4.00	344,410
OTHER PERSONAL SERVICES						
Pension & Retirement		21,524		33,132		28,242
Workers' Compensation		915		1,033		964
Health Benefits		42,121		53,915		54,586
FICA		16,990		25,488		25,488
Miscellaneous		420		560		560
TOTAL OTHER PERSONAL SERVICES		81,970		114,128		109,840
FURLOUGH SAVINGS		0		(7,130)		0 A
TOTAL PERSONAL SERVICES	3.00	310,038	4.00	451,408	4.00	454,250

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough planned for FY 11

PLANNING & ZONING - DIRECTOR'S OFFICE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain the integrity of Growth Management Strategies.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated / expended	\$274,669	\$320,508	\$405,283	\$451,408	\$454,250
Number of staff	3	3	3	4	4
<u>Output:</u>					
Number of programs initiated	5	4	4	4	4
<u>Efficiency:</u>					
Number of programs completed or adopted	3	4	4	5	2
<u>Service Quality:</u>					
Number of public meetings held for initiatives	6	8	7	6	4
<u>Outcome:</u>					
Percent of initiated growth management programs completed or passed	60%	100%	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.

Goal FY 11 Initiated: Critical Area Program Update, Land Use Plan Update, Floodplain Management Program Update

Goal FY 11 Completed or Passed: Critical Area Program Update, Floodplain Management Program

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	979,102	1,359,720	1,418,017	1,390,134	1,390,134
20	CONTRACTUAL SERVICES	17,372	55,746	60,650	35,350	35,350
30	SUPPLIES & MATERIALS	11,914	15,969	15,680	10,500	10,500
40	BUSINESS & TRAVEL	13,293	10,464	15,350	11,400	11,400
70	MISCELLANEOUS	75,000	40,172	(4,758)	22,548	22,548
	GRAND TOTAL	1,096,681	1,482,071	1,504,939	1,469,932	1,469,932
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,096,681	1,482,071	1,504,939	1,469,932	1,469,932

DEPARTMENT: PLANNING AND ZONING**DIVISION: Comprehensive Planning****INDEX: 062000****FINANCIAL NOTES:**

The (\$35,007) net decrease in funding for Planning and Zoning - Comprehensive Planning is the result of:

	FY 10	FY 11	CHANGE
o	997,605	994,419	(3,186) Full-Time Salaries
			18,252 Salary offset available for Critical Area Grant and Transportation Management Grant reduced
			19,561 Increase result of no furlough savings for FY 11
			(40,999) Staff Turnover (4.11%)
			<u>(3,186)</u>
o	193,275	190,916	(2,359) Health Benefits adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	110,710	91,006	(19,704) Pension / Retirement rate adjustments
o	27,761	26,768	(993) Workers' Compensation rate adjustments
o	86,286	84,645	(1,641) FICA Adjustment
o	1,050	100	(950) Other Professional Services - for courier services Discover Harford County; BMC T+ maintenance contract will be charged to a grant in FY 11

INDEX: 062000

	FY 10	FY 11	CHANGE																																																								
o	38,750	25,450	(13,300) Line items significantly adjusted, based on actual expense history and state of the economy:																																																								
			<table border="1"> <thead> <tr> <th>FY 10</th> <th>FY 11</th> <th>Change</th> <th></th> </tr> </thead> <tbody> <tr> <td>5,000</td> <td>4,000</td> <td>(1,000)</td> <td>General Office Supplies</td> </tr> <tr> <td>5,100</td> <td>2,000</td> <td>(3,100)</td> <td>Printing - Commercial</td> </tr> <tr> <td>500</td> <td>200</td> <td>(300)</td> <td>Delivery Charges</td> </tr> <tr> <td>1,000</td> <td>750</td> <td>(250)</td> <td>DP Hardware - Maintenance</td> </tr> <tr> <td>1,200</td> <td>0</td> <td>(1,200)</td> <td>Telephone Service - eliminated cell/data service</td> </tr> <tr> <td>3,000</td> <td>1,000</td> <td>(2,000)</td> <td>Legal Notice</td> </tr> <tr> <td>12,600</td> <td>12,300</td> <td>(300)</td> <td>Office Equipment</td> </tr> <tr> <td>3,800</td> <td>2,800</td> <td>(1,000)</td> <td>Computer Supplies</td> </tr> <tr> <td>2,050</td> <td>250</td> <td>(1,800)</td> <td>Mileage</td> </tr> <tr> <td>200</td> <td>150</td> <td>(50)</td> <td>Meals</td> </tr> <tr> <td>300</td> <td>0</td> <td>(300)</td> <td>Lodging</td> </tr> <tr> <td>4,000</td> <td>2,000</td> <td>(2,000)</td> <td>Training, Seminars, Courses</td> </tr> <tr> <td><u>38,750</u></td> <td><u>25,450</u></td> <td><u>(13,300)</u></td> <td></td> </tr> </tbody> </table>	FY 10	FY 11	Change		5,000	4,000	(1,000)	General Office Supplies	5,100	2,000	(3,100)	Printing - Commercial	500	200	(300)	Delivery Charges	1,000	750	(250)	DP Hardware - Maintenance	1,200	0	(1,200)	Telephone Service - eliminated cell/data service	3,000	1,000	(2,000)	Legal Notice	12,600	12,300	(300)	Office Equipment	3,800	2,800	(1,000)	Computer Supplies	2,050	250	(1,800)	Mileage	200	150	(50)	Meals	300	0	(300)	Lodging	4,000	2,000	(2,000)	Training, Seminars, Courses	<u>38,750</u>	<u>25,450</u>	<u>(13,300)</u>	
FY 10	FY 11	Change																																																									
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o	41,400	20,800	(20,600) Data Processing Software - Maintenance - share of GIS Maintenance @ \$11,200 (discontinued Arcview Maintenance), Laserfiche Assurance Maintenance @ \$6,400; McTrans Maintenance @ \$200; Upgrade SQL server for GIS @ \$3,000																																																								
o	56,783	0	(56,783) Grants & Contributions - Baltimore Metropolitan Council (BMC) dues moved to Highways Fund																																																								
o	17,666	22,548	4,882 County Match/Transfers Out - Unified Transportation Work Program match																																																								
o	(79,207)	0	79,207 Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #213																																																								

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND

DIVISION: COMPREHENSIVE PLANNING

Index No. 062000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	65,993	1.00	65,885	1.00	65,885
Database Administrator	1.00	74,131	1.00	74,099	0.00	0
GIS Coordinator	1.00	111,127	1.00	110,944	1.00	110,944
GIS Public Access Technician	1.00	56,447	1.00	56,354	1.00	56,354
Planner I	5.00	213,220	4.00	167,267	4.00	167,267
Planner II	3.00	186,945	4.00	234,036	4.00	234,036
Planner III	4.00	371,000	4.00	370,389	4.00	370,389
Programmer Analyst I	1.00	71,974	1.00	71,856	1.00	71,856
Zoning Technician	0.00	0	0.00	0	1.00	33,100 A
FULL-TIME SALARIES	17.00	1,150,838	17.00	1,150,830	17.00	1,109,831
SALARY OFFSET		(133,664)		(133,664)		(115,412) B
TOTAL FULL TIME SALARIES	17.00	1,017,174	17.00	1,017,166	17.00	994,419
TEMPORARY SALARIES		10,400		0		0
SALARY TOTAL	17.00	1,027,574	17.00	1,017,166	17.00	994,419

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: COMPREHENSIVE PLANNING

Index No. 062000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		106,458		110,710		91,006
Workers' Compensation		40,486		27,761		26,768
Health Benefits		162,872		193,275		190,916
FICA		88,202		87,782		84,645
Miscellaneous		2,380		2,380		2,380
TOTAL OTHER PERSONAL SERVICES		400,398		421,908		395,715
FURLOUGH SAVINGS		0		(21,057)		0 C
TOTAL PERSONAL SERVICES	17.00	1,427,971 *	17.00	1,418,017	17.00	1,390,134

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Database Administrator position reclassified as a Zoning Technician - #2161

B - Salary Offset reflects anticipated funding available from Ag Preservation - State and Transportation Management grant

C - No furlough planned for FY 11

PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To encourage public participation and provide departmental outreach.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated / expended	\$828,443	\$979,102	\$1,359,720	\$1,418,017	\$1,390,134
Number of staff	14	13	17	17	17
<u>Output:</u>					
Number of public meetings scheduled	163	134	184	150	150
<u>Efficiency:</u>					
Amount of staff dollars spent per meeting	\$5,082	\$7,307	\$7,390	\$9,453	\$9,268
<u>Service Quality:</u>					
Number of meetings held in comparison to number of meeting scheduled	163 scheduled and 157 held	134 scheduled and 131 held	184 scheduled and 175 held	150 scheduled and 140 held	150 scheduled and 140 held
<u>Outcome:</u>					
Percentage of meetings that were successfully held	96%	98%	95%	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

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated / expended	\$828,443	\$979,102	\$1,359,720	\$1,418,017	\$1,390,134
Number of staff	14	13	17	17	17
<u>Output:</u>					
Number of written inquiries/requests for information	644	886	1,125	900	900
<u>Efficiency:</u>					
Amount of staff dollars spent per inquiry/request	\$1,286	\$1,105	\$1,209	\$1,575	\$1,545
<u>Service Quality:</u>					
Average number of days to respond to each inquiry/request	1 day	1 day	1/2 day	1 day	1 day
<u>Outcome:</u>					
Percent of inquiries/requests responded to within the 5 day goal	100%	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

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,847,508	1,740,827	1,701,774	1,617,641	1,617,641
20	CONTRACTUAL SERVICES	27,423	24,136	27,800	26,100	26,100
30	SUPPLIES & MATERIALS	21,681	19,501	20,450	17,800	17,800
40	BUSINESS & TRAVEL	11,620	9,535	9,610	9,100	9,100
50	CAPITAL OUTLAY	460	0	0	0	0
70	MISCELLANEOUS	0	0	(87,981)	0	0
	GRAND TOTAL	<u>1,908,692</u>	<u>1,793,999</u>	<u>1,671,653</u>	<u>1,670,641</u>	<u>1,670,641</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,908,692</u>	<u>1,793,999</u>	<u>1,671,653</u>	<u>1,670,641</u>	<u>1,670,641</u>

INDEX: 063000

The (\$1,012) net decrease in funding for Planning and Zoning - Current Planning is the result of:

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DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: CURRENT PLANNING

Index No. 063000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	38,992	2.00	72,648	2.00	72,648
Clerk Typist	1.00	36,108	1.00	36,048	1.00	36,048
Deputy Director of Planning and Zoning	1.00	116,726	0.00	0	0.00	0
Permits Clerk	1.00	31,839	1.00	31,787	1.00	31,787
Planner I	1.00	41,876	1.00	39,900	1.00	39,900
Planner II	2.00	100,262	2.00	95,238	2.00	95,238
Planner III	4.00	337,219	4.00	336,663	4.00	336,663
Planning Assistant I	1.00	37,857	0.00	0	1.00	0 A
Planning Assistant II	7.00	382,553	8.00	420,852	7.00	352,980
Secretary I	1.00	32,792	0.00	0	0.00	0
Zoning Inspector II	3.00	156,594	3.00	156,335	3.00	156,335
TOTAL FULL-TIME SALARIES	23.00	1,312,818	22.00	1,189,471	22.00	1,121,599
TEMPORARY SALARIES		10,400		0		0
SALARY TOTAL	23.00	1,323,218	22.00	1,189,471	22.00	1,121,599

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: CURRENT PLANNING

Index No. 063000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		121,311		114,427		91,971
Workers' Compensation		31,067		23,355		20,435
Health Benefits		271,749		305,072		294,893
FICA		100,248		90,993		85,803
Miscellaneous		3,220		3,080		2,940
TOTAL OTHER PERSONAL SERVICES		527,595		536,927		496,042
FURLOUGH SAVINGS		0		(24,624)		0 B
TOTAL PERSONAL SERVICES	23.00	1,850,813 *	22.00	1,701,774	22.00	1,617,641

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Planning Assistant II reclassified to a Planning Assistant I, and left unfunded for FY 11 due to state of the economy - #1282

B - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated / expended	\$1,614,195	\$1,847,506	\$1,740,826	\$1,701,774	\$1,617,641
Number of staff	23	23	23	22	22
<u>Output:</u>					
Number of zoning inspection cases	1,065	859	1,046	1,000	1,000
Number of written requests for information	338	261	269	300	300
<u>Efficiency:</u>					
Amount of staff dollars spent per zoning inspection case	\$1,516	\$2,178	\$1,664	\$1,702	\$1,618
Amount of staff dollars spent per informational item request	\$4,776	\$7,168	\$6,471	\$5,673	\$5,392
<u>Service Quality:</u>					
Average number of days to respond to each zoning case	7 days	4 days	4 days	4 days	4 days
Average number of days to respond to each informational request	7 days	5 days	4 days	5 days	5 days
<u>Outcome:</u>					
Percent of zoning inspection cases that receive a response within the target time	84%	81%	81%	85%	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 2010, the County will have purchased an estimated 45,700 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONNEL SERVICES	75,478	76,981	72,494	72,931	72,931
50	CAPITAL OUTLAY	21,807,621	13,155,089	505,031	174,707	174,707
70	MISCELLANEOUS	500,000	0	0	763,463	763,463
	GRAND TOTAL	<u>22,383,099</u>	<u>13,232,070</u>	<u>577,525</u>	<u>1,011,101</u>	<u>1,011,101</u>
	<u>SUMMARY BY FUND:</u>					
27	AG PRESERVATION - COUNTY	<u>22,383,099</u>	<u>13,232,070</u>	<u>577,525</u>	<u>1,011,101</u>	<u>1,011,101</u>
	<u>SUMMARY BY DIVISION:</u>					
064270	AG PRESERVATION - COUNTY	<u>22,383,099</u>	<u>13,232,070</u>	<u>577,525</u>	<u>1,011,101</u>	<u>1,011,101</u>
	GRAND TOTAL	<u>22,383,099</u>	<u>13,232,070</u>	<u>577,525</u>	<u>1,011,101</u>	<u>1,011,101</u>

DEPARTMENT: PLANNING AND ZONING**DIVISION: Agricultural Preservation - County****INDEX: 064270****FINANCIAL NOTES:**

The \$433,576 net increase in funding for Planning & Zoning - Agricultural Preservation - County Program is the result of:

	FY 10	FY 11	CHANGE
o	46,918	47,838	920 Full Time Salaries - increase due to no furlough savings for FY 11
o	4,602	3,923	(679) Pension / Retirement rate adjustments
o	1,650	1,540	(110) Workers' Compensation rate adjustments
o	15,594	15,830	236 Health Benefits adjusted for 5% cost increase and staff opting for changes in level of coverage
o	505,031	174,707	(330,324) Agricultural Purchases - Agricultural Preservation easement purchases
o	0	763,463	763,463 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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Ag Specialist / Planner II	1.00	47,917	1.00	47,838	1.00	47,838
SALARY TOTAL	1.00	47,917	1.00	47,838	1.00	47,838
OTHER PERSONAL SERVICES						
Pension & Retirement		4,394		4,602		3,923
Workers' Compensation		2,142		1,650		1,540
Health Benefits		14,081		15,594		15,830
OPEB		5,185		0		0
FICA		3,666		3,660		3,660
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		29,608		25,646		25,093
FURLOUGH SAVINGS		0		(990)		0 A
TOTAL PERSONAL SERVICES	1.00	77,525	1.00	72,494	1.00	72,931

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furloughs planned for FY 11

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 2010, the County will have purchased an estimated 45,700 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 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
20	CONTRACTUAL SERVICES	350	0	1,000	1,000	1,000
30	SUPPLIES AND MATERIALS	4,283	1,884	4,400	3,400	3,400
40	BUSINESS AND TRAVEL	1,699	313	2,350	1,350	1,350
70	MISCELLANEOUS	699,103	1,154,902	498,250	81,250	81,250
	GRAND TOTAL	735,435	1,187,099	536,000	117,000	117,000
<u>FUNDING SOURCE:</u>						
28	AGRICULTURAL PRESERVATION - STATE	735,435	1,187,099	536,000	117,000	117,000
<u>SUMMARY BY DIVISION:</u>						
064280	AGRICULTURAL PRESERVATION - STATE	735,435	1,187,099	536,000	117,000	117,000
		735,435	1,187,099	536,000	117,000	117,000

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - State

INDEX: 064280

FINANCIAL NOTES:

The (\$419,000) net decrease in funding for Planning & Zoning - Agricultural Preservation - State Program is the result of:

	FY 10	FY 11	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	5,000	3,000	(2,000) Line items adjusted due to costs associated with Ag program promotions or training:

FY 10	FY 11	Change	
3,000	2,000	(1,000)	Printing - Commercial
1,000	500	(500)	Mileage
1,000	500	(500)	Training, Seminars, Courses
<u>5,000</u>	<u>3,000</u>	<u>(2,000)</u>	

o	498,250	81,250	(417,000) 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

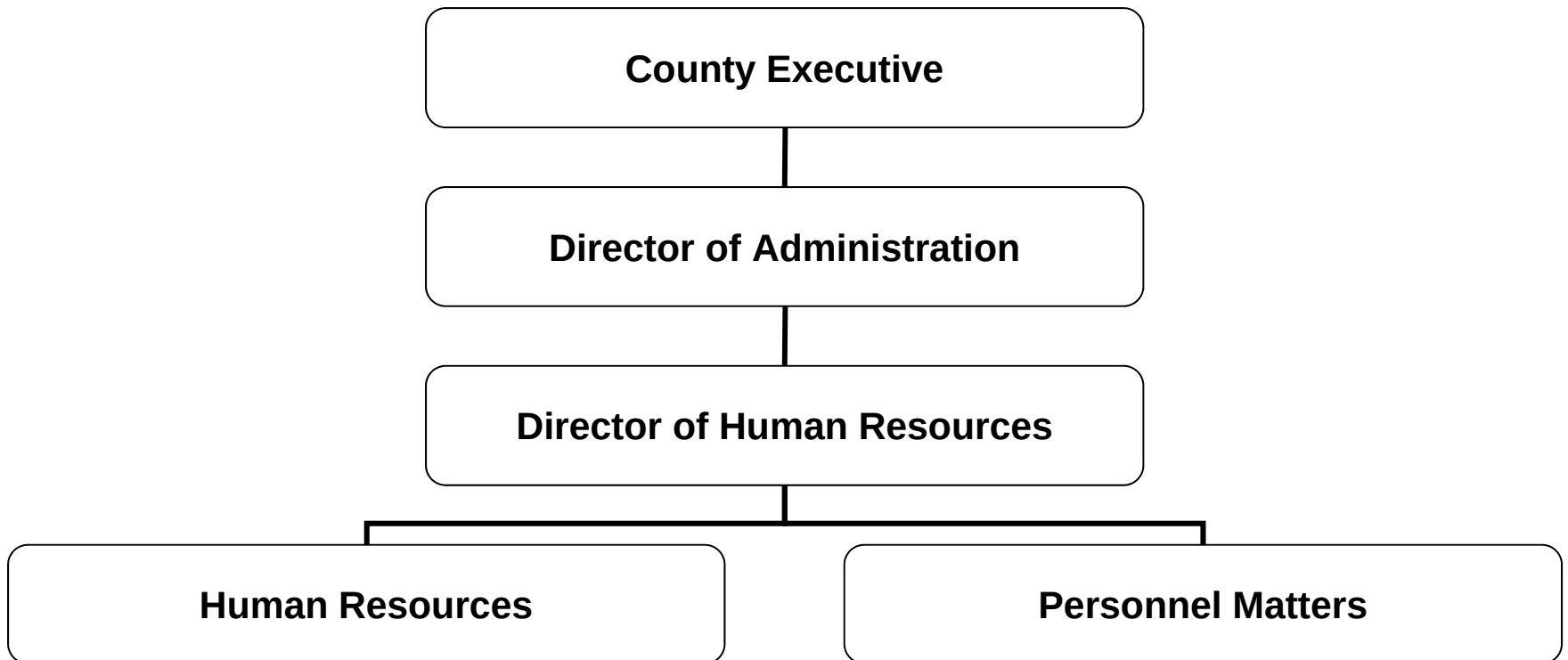
POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner III		<u>30,000</u>		<u>30,000</u>		<u>30,000</u>
TOTAL PERSONAL SERVICES		<u>30,000</u>		<u>30,000</u>		<u>30,000</u>

*FY 09 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Unified Transportation Work Program	112,740	22,548	06/30/11 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 of population growth throughout the region. This grant offsets the salaries 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	112,740	22,548			

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,497,231	1,951,365	2,254,981	1,617,114	1,617,114
20	CONTRACTUAL SERVICES	660,384	192,125	264,200	205,950	205,950
30	SUPPLIES & MATERIALS	31,253	33,189	16,700	9,350	9,350
40	BUSINESS & TRAVEL	44,573	79,209	53,150	35,350	35,350
50	CAPITAL OUTLAY	16,727	0	0	0	0
70	MISCELLANEOUS	158,635	113,879	(68,198)	11,746	11,746
80	INTER-GOVERNMENTAL / INTERFUND	0	82	0	200	200
	GRAND TOTAL	2,408,803	2,369,849	2,520,833	1,879,710	1,879,710

SUMMARY BY FUND:

11	GENERAL	1,921,674	1,936,856	1,770,758	1,380,351	1,380,351
25	HIGHWAYS	301,790	254,258	427,275	284,699	284,699
51	WATER & SEWER OPERATING	185,339	178,735	322,800	214,660	214,660
	GRAND TOTAL	2,408,803	2,369,849	2,520,833	1,879,710	1,879,710

SUMMARY BY DIVISION:

GENERAL FUND:

082000	HUMAN RESOURCES	973,666	927,722	856,730	760,526	760,526
084110	GENERAL - PERSONNEL MATTERS	948,008	1,009,134	914,028	619,825	619,825

HIGHWAYS FUND:

084250	HIGHWAYS - PERSONNEL MATTERS	301,790	254,258	427,275	284,699	284,699

WATER & SEWER FUND:

084510	WATER & SEWER - PERSONNEL MATTERS	185,339	178,735	322,800	214,660	214,660
	GRAND TOTAL	2,408,803	2,369,849	2,520,833	1,879,710	1,879,710

HUMAN RESOURCES

GENERAL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,351,425	1,605,633	1,662,906	1,202,755	1,202,755
20	CONTRACTUAL SERVICES	336,733	127,279	134,200	127,950	127,950
30	SUPPLIES & MATERIALS	31,253	26,161	16,700	9,350	9,350
40	BUSINESS & TRAVEL	44,573	69,634	38,150	35,350	35,350
50	CAPITAL OUTLAY	16,727	0	0	0	0
70	MISCELLANEOUS	140,963	108,067	(81,198)	4,746	4,746
80	INTER-GOVERNMENTAL / INTERFUND	0	82	0	200	200
	GRAND TOTAL	1,921,674	1,936,856	1,770,758	1,380,351	1,380,351

SUMMARY BY FUND:

11	GENERAL	1,921,674	1,936,856	1,770,758	1,380,351	1,380,351
	GRAND TOTAL	1,921,674	1,936,856	1,770,758	1,380,351	1,380,351

SUMMARY BY DIVISION:

GENERAL FUND:

082000	HUMAN RESOURCES	973,666	927,722	856,730	760,526	760,526
084110	GENERAL - PERSONNEL MATTERS	948,008	1,009,134	914,028	619,825	619,825
	GRAND TOTAL	1,921,674	1,936,856	1,770,758	1,380,351	1,380,351

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	873,607	900,802	855,171	721,560	721,560
20	CONTRACTUAL SERVICES	21,832	16,082	21,800	24,066	24,066
30	SUPPLIES & MATERIALS	16,927	8,656	16,700	9,350	9,350
40	BUSINESS & TRAVEL	44,573	2,100	8,150	5,350	5,350
50	CAPITAL OUTLAY	16,727	0	0	0	0
70	MISCELLANEOUS	0	0	(45,091)	0	0
80	INTERGOVERNMENTAL / INTERFUND	0	82	0	200	200
	GRAND TOTAL	973,666	927,722	856,730	760,526	760,526
	<u>FUNDING SOURCE:</u>					
11	GENERAL	973,666	927,722	856,730	760,526	760,526

DEPARTMENT: HUMAN RESOURCES**INDEX: 082000****FINANCIAL NOTES:**

The (\$96,204) net decrease in funding for Human Resources is the result of:

	FY 10	FY 11	CHANGE
o	590,762	603,048	12,286 Full-Time Salaries 12,286 Increase result of no furlough savings for FY 11
o	46,257	(46,257)	(46,257) Abolish Human Resources Clerk due to state of the economy
			# of Positions Salary Fringes Total (1.00) (34,715) (11,542) (46,257)
o		(47,537)	(47,537) Transfer Human Resources Clerk position to Risk Management and reclassified as a claims clerk:
			# of Positions Salary Fringes Total (1.00) (31,787) (15,750) (47,537)
o	42,644	0	(42,644) Temporary Salaries vacant CDL Trainer and Intern not funded due to the state of the economy
o	110,475	111,311	836 Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	58,013	50,394	(7,619) Pension / Retirement rate adjustments
o	3,678	3,325	(353) Workers' Compensation rate adjustments
o	48,199	45,876	(2,323) FICA rate adjustments

DEPARTMENT: HUMAN RESOURCES**INDEX: 082000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	400	3,366	2,966	Office Equipment Service - Annual warranty for two scanners and Certified Document removal
o	35,350	24,700	(10,650)	Significant reductions recommended due to the state of the economy and actual expenses:
	FY 10	FY 11	Change	
	7,900	8,700	800	Office Equipment
	5,500	4,000	(1,500)	Telephone Service
	6,000	4,000	(2,000)	General Office Supplies
	2,500	600	(1,900)	Printing-Commercial
	600	350	(250)	Delivery Charges
	6,500	3,500	(3,000)	General Office Mailing
	0	200	200	Computer Supplies
	500	300	(200)	Other Supplies and Materials
	1,950	650	(1,300)	Mileage
	500	0	(500)	Meals
	500	300	(200)	Professional Books and Periodicals
	900	500	(400)	Membership Fees & Dues
	2,000	1,600	(400)	Training Seminars
	<u>35,350</u>	<u>24,700</u>	<u>(10,650)</u>	
o	(45,091)	0	45,091	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 215
o	0	200	200	Fleet Daily Carpool Rentals

DIVISION STAFF SUMMARY

DEPARTMENT: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES

Index No. 082000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	56,229	1.00	56,136	1.00	56,136
Human Resources Manager	1.00	71,126	1.00	71,009	1.00	71,009
Deputy Director of Human Resources	1.00	93,076	1.00	92,923	1.00	92,923
Director, Human Resources	1.00	110,933	1.00	110,933	1.00	110,933
Human Resources Analyst	1.00	55,297	1.00	55,206	1.00	55,206
Human Resources Clerk	3.00	100,453	2.00	66,502	0.00	0 A
Human Resources Specialist	3.00	150,587	3.00	150,339	3.00	150,339
TOTAL FULL-TIME SALARIES	11.00	637,701	10.00	603,048	8.00	536,546
TEMPORARY SALARIES		47,512		43,480		0 B
SALARY TOTAL	11.00	685,213	10.00	646,528	8.00	536,546
OTHER PERSONAL SERVICES						
Pension & Retirement		59,087		58,013		43,997
Workers' Compensation		4,769		3,678		3,125
Health Benefits		97,526		110,475		95,983
Overtime		1,000		0		0
FICA		52,672		49,203		40,789
Miscellaneous		1,540		1,400		1,120
TOTAL OTHER PERSONAL SERVICES		216,594		222,769		185,014
FURLOUGH SAVINGS		0		(14,126)		0 C
TOTAL PERSONAL SERVICES	11.00	901,807	10.00	855,171	8.00	721,560

*FY 09 Salaries and Other Professional Services are enacted not audited amounts.

A - One (1) Human Resources Clerk abolished during FY 10 - #3504; one (1) Human Resources Clerk transferred to Risk Management - #0694

B - Temporary salaries eliminated for CDL Safety position during the FY 10 budget

C - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$7,750	\$11,800	\$4,200	\$4,400	\$12,000
Number of staff	5	5	4	4	4
<u>Output:</u>					
Number of employment applications processed	3,349	2,741	1,234	1,201	1,300
Number of position postings	189	165	75	10	10
Number of employees hired	326	173	96	23	10
Percent of minority applicants hired	11%	15%	16%	0%	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	1%	1%	24%	80%	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. The estimate for FY 2011 dollars allocated includes \$8,000 for NEOGOV.

Major Related Plans and Policies

EEO / Affirmative Action

DEPARTMENT OF HUMAN RESOURCES OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To educate, maintain, and develop a highly trained County workforce.

Department Objective

To conduct continuing education programs and opportunities for County employees.

County Goal(s) Supported

III. Efficient County Government

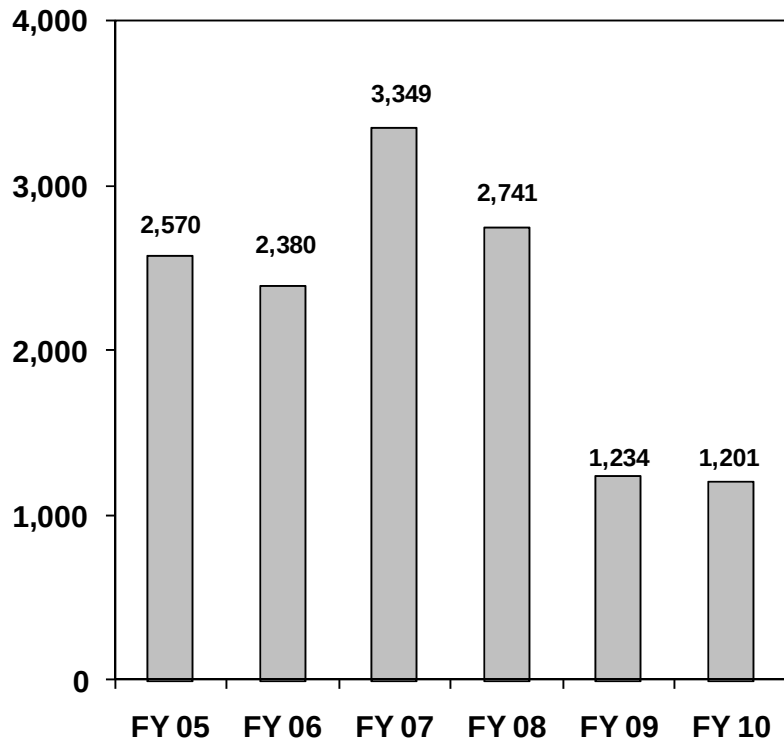
Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of management classes scheduled	10	33	38	41	35
Number of computer skills classes scheduled	37	35	36	8	8
<u>Efficiency:</u>					
Distributed cost of management courses	\$17,302	\$23,209	\$17,022	\$13,872	\$15,000
Distributed cost of Human Resource courses	\$0	\$0	\$0	\$0	\$0
Distributed cost of computer skills courses	\$27,572	\$41,022	\$15,953	\$17,110	\$15,000
<u>Service Quality:</u>					
Number of management classes cancelled	0	0	0	0	0
Number of computer skills classes cancelled	7	5	19	0	0
<u>Outcome:</u>					
Number of employees attending management classes	156	182	216	290	200
Number of employees attending Human Resource classes	165	290	194	160	200
Number of employees attending computer classes	289	318	143	72	40

Explanation and Analysis of Performance Measures

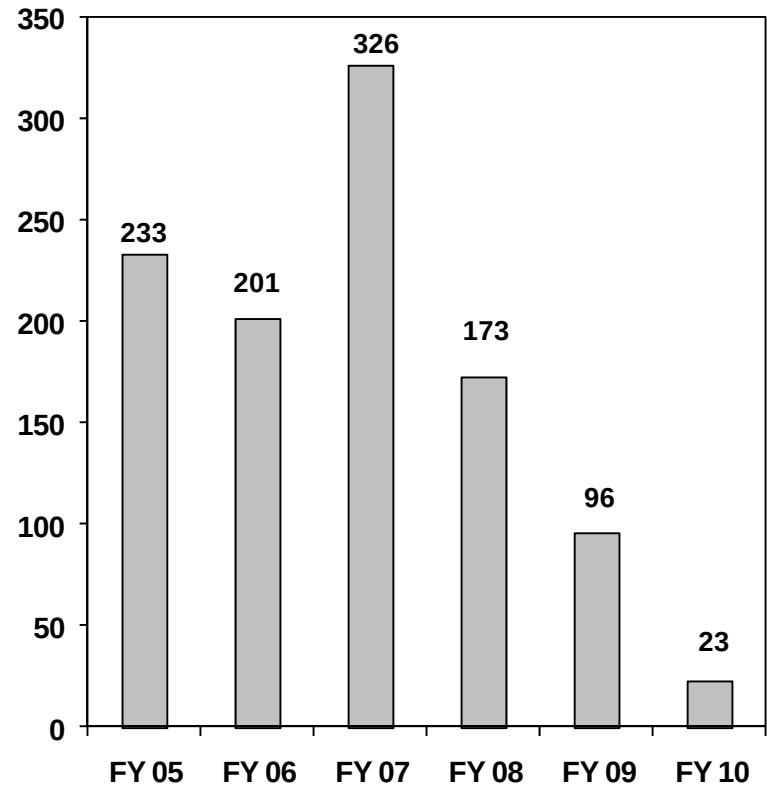
Human Resources will continue management, computer, and Human Resource courses to further benefit not only the employees, but the efficiency of County Government. Difficulty with computer classes stems from the County now operating with Microsoft Office packages.

Department of Human Resources

Applications Processed



Employees Hired



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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	623,624	1,050,563	1,399,810	895,554	895,554
20	CONTRACTUAL SERVICES	638,552	176,043	242,400	181,884	181,884
30	SUPPLIES & MATERIALS	14,326	24,533	0	0	0
40	BUSINESS & TRAVEL	0	77,109	45,000	30,000	30,000
70	MISCELLANEOUS	158,635	113,879	(23,107)	11,746	11,746
GRAND TOTAL		<u>1,435,137</u>	<u>1,442,127</u>	<u>1,664,103</u>	<u>1,119,184</u>	<u>1,119,184</u>
<u>SUMMARY BY FUND:</u>						
11	GENERAL	948,008	1,009,134	914,028	619,825	619,825
25	HIGHWAYS	301,790	254,258	427,275	284,699	284,699
51	WATER & SEWER	185,339	178,735	322,800	214,660	214,660
		<u>1,435,137</u>	<u>1,442,127</u>	<u>1,664,103</u>	<u>1,119,184</u>	<u>1,119,184</u>
<u>SUMMARY BY DIVISION:</u>						
084110	GENERAL - PERSONNEL MATTERS	948,008	1,009,134	914,028	619,825	619,825
084250	HIGHWAYS - PERSONNEL MATTERS	301,790	254,258	427,275	284,699	284,699
084510	WATER & SEWER - PERSONNEL MATTERS	185,339	178,735	322,800	214,660	214,660
		<u>1,435,137</u>	<u>1,442,127</u>	<u>1,664,103</u>	<u>1,119,184</u>	<u>1,119,184</u>

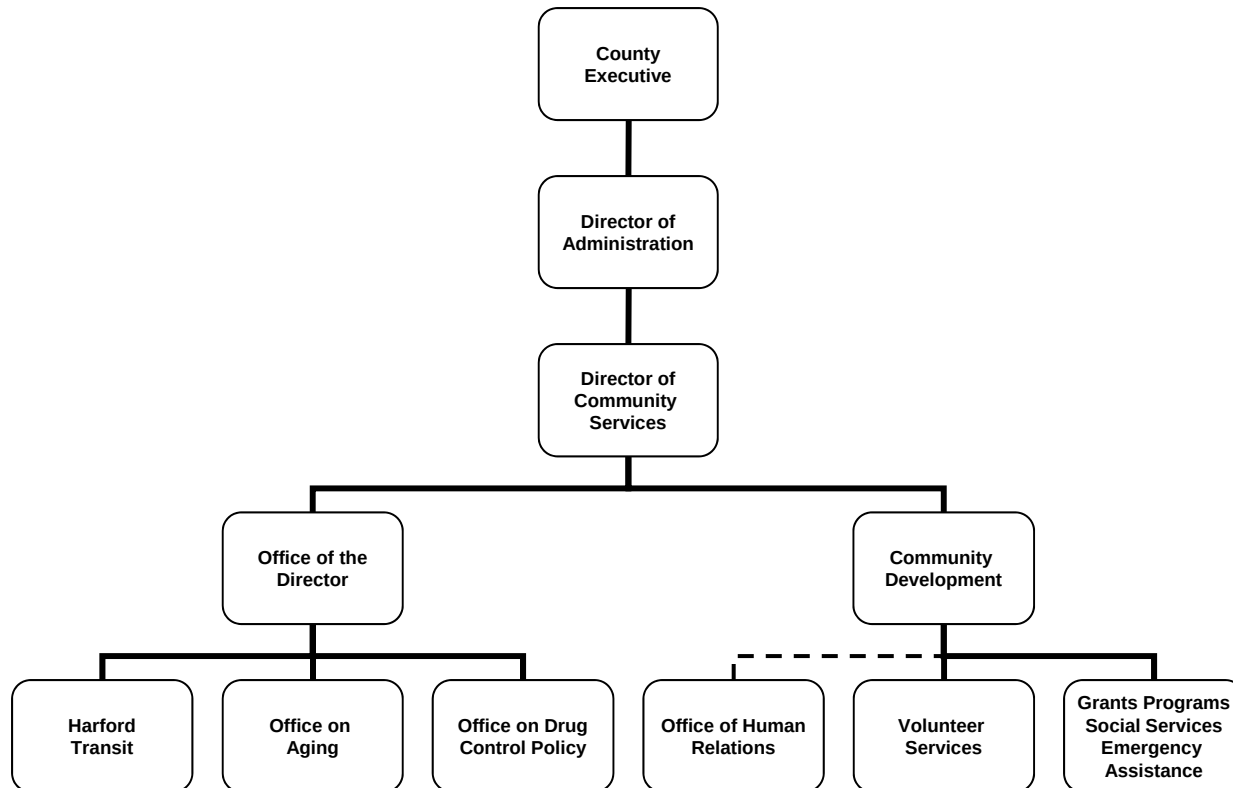
DEPARTMENT: HUMAN RESOURCES - PERSONNEL MATTERS

INDEX: 084110, 084250, 084510

GENERAL PERSONNEL MATTERS INDEX # 084110	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
1102 Special Pays For anticipated retirement leave payouts	447,662	661,012	750,000	447,000	447,000
1602 Social Security	30,156	43,819	57,735	34,195	34,195
2401 Personnel/Recruitment	8,654	1,795	10,000	10,000	10,000
2601 Medical Services	49,820	88,818	65,000	63,384	63,384
2602 Legal Services	2,352	2,133	3,400	2,500	2,500
2603 Management Services Wellness program and consultant for health benefits	6,949	18,451	34,000	28,000	28,000
2699 Other Professional Services	247,126	0	0	0	0
3101 General Office Supplies	10	0	0	0	0
3511 Recreation Supplies	14,316	299	0	0	0
3526 Computer Software	0	17,206	0	0	0
4702 In-House Training Consolidated from other departments for better control	0	67,534	30,000	30,000	30,000
7101 Grant & Contributions Elimination of sign-on bonuses for teachers due to state of the economy	110,000	98,000	0	0	0
7299 Other Contingencies	0	0	(48,107)	0	0
7701 Confidential Expenses	1,000	0	0	0	0
7703 Service Awards	29,963	10,067	12,000	4,746	4,746
TOTAL INDEX	948,008	1,009,134	914,028	619,825	619,825

DEPARTMENT: HUMAN RESOURCES - PERSONNEL MATTERS					
INDEX: 084110, 084250, 084510					
HIGHWAYS FUND PERSONNEL MATTERS INDEX #084250	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
1102 Special Pays For anticipated retirement leave payouts	129,142	209,848	350,000	242,637	242,637
1602 Social Security	9,638	16,082	26,775	18,562	18,562
2401 Personnel/Recruitment	1,390	196	2,000	2,500	2,500
2601 Medical Services	11,513	8,260	25,000	12,500	12,500
2602 Legal Services	1,502	420	3,500	1,000	1,000
2603 Management Services Wellness program and consultant for health benefits	1,628	8,763	6,000	4,000	4,000
2699 Other Professional Services	137,824	0	0	0	0
3,526 Computer Software	0	2,908	0	0	0
4702 In-House Training	0	4,875	7,500	0	0
7703 Service Awards	9,153	2,906	6,500	3,500	3,500
TOTAL INDEX	301,790	254,258	427,275	284,699	284,699
WATER & SEWER PERSONNEL MATTERS INDEX #084510					
1102 Special Pays For anticipated retirement leave payouts	6,527	112,428	200,000	137,860	137,860
1602 Social Security	499	7,374	15,300	15,300	15,300
2401 Personnel/Recruitment	1,879	195	2,500	3,000	3,000
2601 Medical Services	58,200	37,630	81,000	50,000	50,000
2602 Legal Services	1,511	582	4,000	1,000	1,000
2603 Management Services Wellness program and consultant for health benefits	1,628	8,763	6,000	4,000	4,000
2699 Other Professional Services	106,576	0	0	0	0
2702 Office Equipment Service	0	37	0	0	0
3526 Computer Software	0	4,120	0	0	0
4702 In-House Training	0	4,700	7,500	0	0
7703 Service Awards	8,519	2,906	6,500	3,500	3,500
TOTAL INDEX	185,339	178,735	322,800	214,660	214,660

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, the Rideshare Program, and Drug Court Treatment Programs.

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,205,673	3,204,724	3,409,894	3,262,650	3,262,650
20	CONTRACTUAL SERVICES	348,578	322,197	449,863	347,503	347,503
30	SUPPLIES & MATERIALS	109,002	49,554	58,795	38,300	38,300
40	BUSINESS & TRAVEL	247,252	273,894	269,180	232,240	232,240
50	CAPITAL OUTLAY	302,537	1,115	0	0	0
70	MISCELLANEOUS	2,712,729	3,399,512	3,104,249	3,075,079	3,075,079
80	INTER-GOVERNMENTAL / INTER-FUND	0	22,194	56,076	58,076	58,076
	GRAND TOTAL	6,925,771	7,273,190	7,348,057	7,013,848	7,013,848

SUMMARY BY FUND:

11	GENERAL	6,925,771	7,273,190	7,348,057	7,013,848	7,013,848
	GRAND TOTAL	6,925,771	7,273,190	7,348,057	7,013,848	7,013,848

SUMMARY BY DIVISION:

091000	DIRECTOR OF COMMUNITY SERVICES	693,208	654,757	577,619	582,610	582,610
094000	OFFICE OF DRUG CONTROL POLICY	837,739	1,040,574	970,497	877,848	877,848
095000	COMMUNITY DEVELOPMENT	1,943,589	2,221,564	2,069,207	1,593,009	1,593,009
096300	EMERGENCY ASSISTANCE	205,108	195,792	167,866	162,539	162,539
097100	OFFICE ON AGING	1,202,194	1,127,936	1,295,204	1,338,061	1,338,061
097200	HARFORD TRANSIT	2,043,933	2,032,567	2,267,664	2,459,781	2,459,781
	GRAND TOTAL	6,925,771	7,273,190	7,348,057	7,013,848	7,013,848

SUMMARY OF GRANT BUDGETS

2,035,488

COMMUNITY SERVICES

FINANCIAL NOTES:

The (\$334,209) net decrease in funding for Community Services is the result of:

	FY 10	FY 11	CHANGE									
o		(1,268)	(1,268)	Net of Positions transferred within the Department of Community Services:								
				<table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td></tr><tr><td>0.0</td><td>0</td><td>(1,268)</td><td>(1,268)</td></tr></table>	# of Positions	Salary	Fringe	Total	0.0	0	(1,268)	(1,268)
# of Positions	Salary	Fringe	Total									
0.0	0	(1,268)	(1,268)									
o		47,333	47,333	Part-Time Senior Center Specialist created under Office on Aging for the Chenowith Activity Center:								
				<table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td></tr><tr><td>0.60</td><td>26,340</td><td>20,993</td><td>47,333</td></tr></table>	# of Positions	Salary	Fringe	Total	0.60	26,340	20,993	47,333
# of Positions	Salary	Fringe	Total									
0.60	26,340	20,993	47,333									
o	1,893,704	1,968,435	74,731	Full Time Salaries:								
			37,131	Increase result of no furlough savings for FY 11								
			37,600	Staff Turnover								
			<u>74,731</u>									
o	629,134	456,658	(172,476)	Temporary Salaries :								
				Change								
			Director of Community Services	132 Clerk Typist funding - no furlough savings for FY 11								
			Office of Drug Control	(19,484) Decrease due to salary offset to grants								
			Community Development	(42,379) Decrease due to salary offset to grants								
			Emergency Assistant	(16,340) DSS Case Manager's salary moved to Grants & Contributions								
			Office on Aging	(65,305) Funding eliminated due to state of the economy								
			Harford Transit	(29,100) Decrease based on actual expense history								
			<u>(172,476)</u>									
o	225,069	182,289	(42,780)	Pension / Retirement rate adjustments								
o	32,739	29,287	(3,452)	Workers' Compensation rate adjustments								
o	391,096	357,626	(33,470)	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage								
o	38,500	30,000	(8,500)	Overtime adjusted based on actual expense history								

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	193,772	186,920	(6,852) FICA adjustments
o	299,798	180,798	(119,000) Other Professional Services

Index	FY 10	FY 11	Change	Explanation
#091000 Director of CS	28,133	25,933	(2,200)	Women's programs eliminated due to state of the economy and Children's Council no longer in existence
#094000 Ofc of Drug Control Policy	155,350	125,000	(30,350)	Juvenile Drug Court +\$8,000; counseling services (\$46,000); Kids Can (\$2,350); in-patient beds for substance abuse treatment +\$10,000
#095000 Community Development	94,600	9,200	(85,400)	Bowman System HMIS contract @ \$8,200 and Harford's Most Beautiful Program @ \$1,000 offset by the elimination of (\$75,000) for contract services to assist with stimulus funding applications and (\$19,600) due to state of the economy
#097100 Ofc on Aging	7,050	6,000	(1,050)	Bus vouchers for indigent seniors, program licensing, data conversion, bus service for senior picnic decreased based on actual expense history
#097200 Harford Transit	14,665	14,665	0	Route Match software services contract
Dept Total	299,798	180,798	(119,000)	

o	11,820	6,900	(4,920) Operating Equipment- decrease based on bus wash contract @ \$4,000 and other service contracts @ \$2,900
o	10,900	5,350	(5,550) Printing - Commercial - eliminate printing of Caregiver Toolkits and Senior Activity Center brochures, on website and master copy at each Center

COMMUNITY SERVICES

FINANCIAL NOTES:

[illegible]

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	(386,741)	0	386,741	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendments #217, 218, 219, 220, 221 and 222
o	0	4,000	4,000	Payment to Other Government Agencies - funding moved from Grants & Contribution to separate the Detention Center Prep Program funding from the Department of Social Services (DSS) funding
o	654,576	242,873	(411,703)	Grants & Contributions - reductions based on the state of the economy:
	FY 10	FY 11	Change	
	2,500	0	(2,500)	Office of Director - Earning by Learning
	5,299	0	(5,299)	Office of Director - Child care through Open Doors
	1,500	0	(1,500)	Office of Director - New Visions for Women
	27,505	0	(27,505)	Office of Director - Mediation Coordinator salary contribution to #7104
	6,000	0	(6,000)	Office of Drug Control - Evaluator salary contribution
	132,800	160,000	27,200	Office of Drug Control - Homecoming / Mann House support
	26,800	26,800	0	Office of Drug Control - miscellaneous drug grants
	16,000	15,000	(1,000)	Office of Drug Control - Service Reform Initiative
	1,500	0	(1,500)	Community Development - "trust" account for Women's Commission
	110,000	0	(110,000)	Community Development - Special Resource Officer for Alternative Education School
	100,000	0	(100,000)	Community Development - Harris Field grant
	150,000	0	(150,000)	Community Development - YMCA Aquatics Center
	32,000	0	(32,000)	Community Development - Salary / benefit support for Rideshare Coordinator not covered by grant moved to #7104
	42,672	41,073	(1,599)	Emergency Assistance - Department of Social Services
	<u>654,576</u>	<u>242,873</u>	<u>(411,703)</u>	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	1,973,414	2,035,488	62,074	County Match / Transfers Out:
	FY 10	FY 11	Change	
	0	17,500	17,500	Director of Community Services - Mediation Coordinator's salary contribution and expenses from #7101
	80,000	15,000	(65,000)	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
	45,000	20,000	(25,000)	Office of Drug Control - for miscellaneous grant matches
	194,135	194,135	0	Community Development - HOME grant
	17,600	25,000	7,400	Community Development - Emergency Shelter Grant
	19,349	0	(19,349)	Community Development - American Dream Down Payment Program
	25,570	25,570	0	Community Development - RSVP match
	0	38,500	38,500	Community Development - Rideshare Coordinator's salary and fringes from #7101
	238,055	247,397	9,342	Office on Aging - IIIB Human Services - Fallston Activity Center opening, growing population
	10,911	10,911	0	Office on Aging - Medicaid Waiver
	10,081	11,207	1,126	Office on Aging - IIIC1
	24,001	22,603	(1,398)	Office on Aging - IIIE Caretakers
	14,543	14,543	0	Office on Aging - Sr Health Ins Advocacy
	5,451	5,861	410	Office on Aging - CAMM
	17,407	21,146	3,739	Office on Aging - IIIA Area Agency Admin
	12,000	12,000	0	Office on Aging - Senior Classes
	350,490	333,580	(16,910)	Harford Transit - SSTAP
	621,247	687,575	66,328	Harford Transit - Section 5307
	161,000	65,000	(96,000)	Harford Transit - MTA Capital Grants
	1,720	4,510	2,790	Harford Transit - Americans with Disabilities
	41,590	45,430	3,840	Harford Transit - Job / Access / Reserve Commute
	63,264	136,290	73,026	Harford Transit - New Freedom
	0	22,842	22,842	Harford Transit - HCC Express - new in FY 11
	0	38,888	38,888	Harford Transit - BRAC - new in FY 11
	<u>1,973,414</u>	<u>2,035,488</u>	<u>62,074</u>	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	863,000	792,718	(70,282)	Miscellaneous Grant In Aid:
	FY 10	FY 11	Change	
	12,800	12,054	(746)	Catholic Charities
	34,000	30,600	(3,400)	Habitat for Humanity
	17,600	16,374	(1,226)	Kelleher-Family & Children Services
	9,600	8,640	(960)	Salvation Army
	84,800	76,854	(7,946)	SARC
	62,400	56,694	(5,706)	Arc of Harford County
	41,600	37,440	(4,160)	Mason Dixon Community Services
	35,000	35,000	0	Marriage Licenses / Spouse Abuse - per Treasury
	34,400	30,960	(3,440)	Legal Aid
	32,000	29,334	(2,666)	Harford Community Action Agency
	38,400	35,094	(3,306)	CSAT - Family & Children's Services
	52,800	48,054	(4,746)	Assoc Catholic Charities - Anna's House
	26,400	24,294	(2,106)	Inter-County Outreach
	19,200	17,814	(1,386)	Holy Family Tree
	14,400	14,400	0	Emergency Services - In-Home Aid
	136,000	122,934	(13,066)	Harford Boys & Girls Club
	20,000	20,000	0	Emergency Services - Emergency Housing & Utilities
	14,400	13,494	(906)	Wilson Ministry Center
	10,400	9,360	(1,040)	Big Brothers / Sisters
	8,800	8,454	(346)	St. Joan of Arc
	1,000	900	(100)	Chesapeake Therapeutic Riding
	15,200	14,214	(986)	Open Doors
	56,000	50,934	(5,066)	Faith Communities & Civic Agencies
	3,000	2,700	(300)	Urban Impact
	31,200	28,614	(2,586)	Emergency Preparedness
	5,600	5,040	(560)	Alliance
	6,400	5,760	(640)	Homecoming for Women
	3,200	2,880	(320)	St Vincent De Paul
	16,000	14,934	(1,066)	Core Svc Agency - Mobile Crisis
	8,000	7,200	(800)	Addiction Connection Resource, Inc.
	12,400	11,694	(706)	Homeless Services
	<u>863,000</u>	<u>792,718</u>	<u>(70,282)</u>	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	4.00	171,110	3.00	118,029	3.00	118,029
Administrative Assistant II	1.00	48,190	1.00	48,110	1.00	48,110
Administrative Budget Technician I	0.00	0	1.00	44,404	1.00	44,404
Administrative Budget Technician II	1.00	66,654	1.00	66,544	1.00	66,544
Administrative Secretary III	1.00	53,026	1.00	52,939	1.00	52,939
Administrative Specialist I	1.00	72,571	1.00	72,451	1.00	72,451
Administrative Specialist II	2.00	116,204	2.00	116,013	2.00	116,013
Administrator, Harford Transit	1.00	68,605	1.00	68,492	1.00	85,000
Administrator, Office on Aging	1.00	70,672	1.00	70,556	1.00	70,556
Assistant Manager, Harford Transit	1.00	60,180	0.00	0	0.00	0
Bus Driver	1.00	50,528	0.00	0	0.00	0
Clerk Dispatcher	0.00	0	1.00	34,734	1.00	34,734
Client Advocacy Services Asst. Manager	0.00	0	1.00	52,811	1.00	52,811
Client Advocacy Services Manager	2.00	145,020	2.00	144,556	2.00	144,556
Client Advocacy Services Specialist	1.00	47,535	0.00	0	0.00	0
Communications Specialist I	2.00	71,695	1.00	36,842	1.00	36,842
Communications Specialist II	1.00	43,897	1.00	43,825	1.00	43,825
Community Resources Coordinator	2.00	117,945	1.00	41,450	1.00	41,450
Coordinator for Disabilities	1.00	61,997	1.00	61,895	1.00	61,895
Deputy Director of Community Services	1.00	97,764	1.00	97,603	1.00	97,603
Director of Community Services	1.00	121,217	1.00	121,217	1.00	121,217
Grants Administrator	1.00	57,955	1.00	57,859	1.00	57,859
Harford Transit Safety/Training Supervisor	1.00	47,518	1.00	47,400	0.00	0
Housing Services Counselor	1.00	61,997	1.00	61,895	1.00	61,895
Juvenile Drug Court Coordinator	1.00	58,977	1.00	58,880	1.00	58,880
Long Term Care Coordinator	1.00	51,937	1.00	51,851	1.00	51,851
Manager, Harford Transit	1.00	57,137	1.00	57,043	2.00	125,535
Manager, Senior Center Division	1.00	57,731	1.00	57,700	1.00	57,700
Manager, Substance Abuse & Drug Ctrl	1.00	85,455	1.00	85,314	1.00	85,314
Planner I	0.00	0	1.00	60,000	1.00	60,000

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Secretary II	1.00	52,392	1.00	52,312	1.00	52,312
Senior Center Specialist	3.00	154,389	1.00	48,110	1.00	48,110
TOTAL FULL-TIME SALARIES	37.00	2,170,298	33.00	1,930,835	33.00	1,968,435
PART-TIME SALARIES						
Senior Center Specialist	0.00	0	0.00	0	0.60	26,340
TOTAL PART-TIME SALARIES	0.00	0	0.00	0	0.60	26,340
TEMPORARY SALARIES		614,322		641,469		456,658
SALARY TOTAL	37.00	2,784,620	33.00	2,572,304	33.60	2,451,433
OTHER PERSONAL SERVICES						
Pension & Retirement		237,458		225,069		183,065
Workers' Compensation		53,365		32,739		30,117
Health Benefits		419,944		391,096		373,590
Overtime		36,650		38,500		30,000
FICA		213,932		197,557		188,935
Miscellaneous		6,440		5,880		5,510
TOTAL OTHER PERSONAL SERVICES		967,789		890,841		811,217
FURLOUGH SAVINGS		0		(53,251)		0
TOTAL PERSONAL SERVICES	37.00	3,752,409	33.00	3,409,894	33.60	3,262,650

* FY 09 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, the Rideshare Program and Drug Court Treatment programs.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	593,587	554,529	518,293	515,137	515,137
20	CONTRACTUAL SERVICES	24,078	42,750	44,233	42,033	42,033
30	SUPPLIES & MATERIALS	14,292	7,483	6,700	6,150	6,150
40	BUSINESS & TRAVEL	3,398	2,435	1,990	1,790	1,790
50	CAPITAL OUTLAY	2,483	954	0	0	0
70	MISCELLANEOUS	55,370	46,534	6,403	17,500	17,500
80	INTER-GOVERNMENTAL / INTER-FUND	0	72	0	0	0
	GRAND TOTAL	693,208	654,757	577,619	582,610	582,610
<u>FUNDING SOURCE:</u>						
11	GENERAL	693,208	654,757	577,619	582,610	582,610

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Director of Community Services****INDEX: 091000****FINANCIAL NOTES:**

The \$4,991 net increase in funding for Community Services - Director of Community Services is the result of:

	FY 10	FY 11	CHANGE
o	380,567	388,029	7,462 Full Time Salaries - increase result of no furlough savings for FY 11
o	55,461	50,969	(4,492) Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	6,659	6,791	132 Temporary Salaries - funding for one clerk typist
o	37,981	31,818	(6,163) Pension / Retirement rate adjustments
o	8,057	7,520	(537) Workers' Compensation rate adjustments
o	28,728	29,310	582 FICA adjustments
o	28,133	25,933	(2,200) Other Professional Services:

	FY 10	FY 11	Change	
	1,500	0	(1,500)	Support / Initiate programs for women and their families eliminated due to state of the economy
	11,000	11,000	0	Sign Language Interpreters
	14,933	14,933	0	B & D contract
	700	0	(700)	Children's Council - no longer in existence
	<u>28,133</u>	<u>25,933</u>	<u>(2,200)</u>	

INDEX: 091000

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: DIRECTOR OF COMMUNITY SERVICES

Index No. 091000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	52,915	0.00	0	0.00	0
Administrative Secretary III	1.00	53,026	1.00	52,939	1.00	52,939
Administrative Specialist II	1.00	64,063	1.00	63,958	1.00	63,958
Deputy Director of Community Services	1.00	97,764	1.00	97,603	1.00	97,603
Director of Community Services	1.00	121,217	1.00	121,217	1.00	121,217
Secretary II	1.00	52,392	1.00	52,312	1.00	52,312
TOTAL FULL-TIME SALARIES	6.00	441,377	5.00	388,029	5.00	388,029
TEMPORARY SALARIES		14,824		6,790		6,791 A
SALARY TOTAL	6.00	456,201	5.00	394,819	5.00	394,820
OTHER PERSONAL SERVICES						
Pension & Retirement		41,855		37,981		31,818
Workers' Compensation		10,981		8,057		7,520
Health Benefits		48,707		55,461		50,969
FICA		33,813		29,309		29,310
Miscellaneous		980		840		700
TOTAL OTHER PERSONAL SERVICES		136,336		131,648		120,317
FURLOUGH SAVINGS		0		(8,174)		0 B
TOTAL PERSONAL SERVICES	6.00	592,537	5.00	518,293	5.00	515,137

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - Funding provides for one (1) Clerk Typist

B - No furlough planned for FY 11

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 and alcohol 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 '10 - '11 GOAL:

1 TO REDUCE SUBSTANCE ABUSE IN HARFORD COUNTY

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	402,640	486,423	505,181	465,348	465,348
20	CONTRACTUAL SERVICES	150,262	115,898	162,300	131,450	131,450
30	SUPPLIES & MATERIALS	34,158	13,925	14,595	12,900	12,900
40	BUSINESS & TRAVEL	13,014	8,379	12,900	9,350	9,350
50	CAPITAL OUTLAY	813	0	0	0	0
70	MISCELLANEOUS	236,852	415,949	275,521	256,800	256,800
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	2,000	2,000
	GRAND TOTAL	837,739	1,040,574	970,497	877,848	877,848
	<u>FUNDING SOURCE:</u>					
11	GENERAL	837,739	1,040,574	970,497	877,848	877,848

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****FINANCIAL NOTES:**

The (\$92,649) net decrease in funding for Community Services - Office of Drug Control Policy is the result of:

	FY 10	FY 11	CHANGE																
o	188,606	192,304	3,698 Full Time Salaries - increase result of no furlough savings for FY 11																
o	185,146	165,662	(19,484) 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.																
o	32,600	26,131	(6,469) Pension / Retirement rate adjustments																
o	3,264	3,056	(208) Worker's Compensation rate adjustments																
o	65,994	49,335	(16,659) Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage																
o	28,591	27,384	(1,207) FICA adjustment																
o		596	596 Positions transferred between Office of Drug Control and Harford Transit:																
			<table><tr><td># of positions</td><td>Salary</td><td>Fringes</td><td>Total</td></tr><tr><td>(1.00)</td><td>(48,110)</td><td>(13,927)</td><td>(62,037) Administrative Assistant II</td></tr><tr><td>1.00</td><td>49,334</td><td>13,299</td><td>62,633 Administrative Assistant I</td></tr><tr><td>0.00</td><td>1,224</td><td>(628)</td><td>596</td></tr></table>	# of positions	Salary	Fringes	Total	(1.00)	(48,110)	(13,927)	(62,037) Administrative Assistant II	1.00	49,334	13,299	62,633 Administrative Assistant I	0.00	1,224	(628)	596
# of positions	Salary	Fringes	Total																
(1.00)	(48,110)	(13,927)	(62,037) Administrative Assistant II																
1.00	49,334	13,299	62,633 Administrative Assistant I																
0.00	1,224	(628)	596																

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE		
o	155,350	125,000	(30,350)	Other Professional Services funding reduced due to state of the economy:	
		FY 10	FY 11	Change	
		61,000	15,000	(46,000)	Contract for counselors licensed to treat individuals with dual diagnosis
		60,000	70,000	10,000	In-patient beds for substance abuse treatment
		32,000	40,000	8,000	Juvenile Drug Court - for urinalysis and psychological examinations
		2,350	0	(2,350)	Kids Can - background checks, etc.
		<u>155,350</u>	<u>125,000</u>	<u>(30,350)</u>	
o	19,395	13,650	(5,745)	Line items significantly adjusted, based on actual expense history and state of the economy:	
		FY 10	FY 11	Change	
		1,000	500	(500)	Other Advertising
		3,000	2,600	(400)	General Office Supplies
		1,700	1,300	(400)	General Office Mailing
		300	0	(300)	Computer Supplies
		7,595	7,000	(595)	Other Supplies & Materials
		2,750	500	(2,250)	Mileage
		1,000	500	(500)	Meals
		500	0	(500)	Lodging
		300	750	450	Membership Fees & Dues
		1,250	500	(750)	Training Seminars
		<u>19,395</u>	<u>13,650</u>	<u>(5,745)</u>	

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office of Drug Control Policy****INDEX: 094000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	181,600	201,800	20,200	Grants & Contributions - reductions due to state of the economy:
		FY 10	FY 11	Change
		6,000	0	(6,000)
		132,800	160,000	27,200
				Salary support for Prevention Associate
				Funding support for half-way houses due to
				State regulations requiring that Health
				Department funds be used for homes
				taking methadone patients
		16,000	15,000	(1,000)
		26,800	26,800	0
		<u>181,600</u>	<u>201,800</u>	<u>20,200</u>
				Miscellaneous grants
o	145,000	55,000	(90,000)	County Match / Transfers Out - reductions due to state of the economy:
		FY 10	FY 11	Change
		80,000	15,000	(65,000)
				CSAFE (HOTSPOTS) - for teacher
				salaries, bus transportation costs, and
				deputy overtime
		20,000	20,000	0
		45,000	20,000	(25,000)
		<u>145,000</u>	<u>55,000</u>	<u>(90,000)</u>
				DUI Court Grant
				Miscellaneous Anti-gang Grant
o	(51,079)	0	51,079	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #218
o	0	2,000	2,000	Fleet Daily Carpool Rentals - funding transferred from Mileage for car pool vehicle rentals

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE OF DRUG CONTROL POLICY

Index No. 094000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	1.00	49,334 A
Administrative Assistant II	1.00	48,190	1.00	48,110	0.00	0 B
Juvenile Drug Court Coordinator	1.00	58,977	1.00	58,880	1.00	58,880
Manager, Substance Abuse & Drug Control	1.00	85,455	1.00	85,314	1.00	85,314
TOTAL FULL-TIME SALARIES	3.00	192,622	3.00	192,304	3.00	193,528
TEMPORARY SALARIES		122,854		188,776		165,662 C
SALARY TOTAL	3.00	315,476	3.00	381,080	3.00	359,190
OTHER PERSONAL SERVICES						
Pension & Retirement		28,597		32,600		25,548
Workers' Compensation		6,644		3,264		3,050
Health Benefits		59,298		65,994		49,202
FICA		24,565		29,152		27,478
Miscellaneous		840		980		880
TOTAL OTHER PERSONAL SERVICES		119,944		131,990		106,158
FURLOUGH SAVINGS		0		(7,889)		0 D
TOTAL PERSONAL SERVICES	3.00	435,420	3.00	505,181	3.00	465,348

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I transferred from Harford Transit - #097200 - #1060

B - One (1) Administrative Assistant II transferred to Harford Transit - #097200 - #1716

C - Temporary salaries provide funding for Budget Technician, Juvenile Drug Court Assistant Coordinator, and Juvenile Drug Court Programmer

D - No furlough planned for FY 11

DEPARTMENT OF COMMUNITY SERVICES - OFFICE OF DRUG CONTROL

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To reduce substance abuse in Harford County.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Substance Abuse Programs	102	102	136	100	125
Funds from Grants	\$1,011,727	\$1,011,727	\$1,025,119	\$550,000	\$750,000
Number of grants applied for	14	14	15	14	15
<u>Output:</u>					
Number of participants	11,605	11,605	13,533	12,500	13,000
Progress reports related to grants	56	56	60	45	60
Number of grants awarded	14	14	15	12	14
<u>Efficiency:</u>					
Number of grants renewed	14	14	15	12	14
<u>Service Quality:</u>					
Results of:					
Participant Surveys	Excellent	Excellent	Excellent	Excellent	Excellent
Progress Reports	56	56	60	42	52
<u>Outcome:</u>					
Reduction of 12th graders using marijuana & binge drinking	(2.5%)	(2.5%)	(2.5%)	(1.5%)	(1.5%)
Number of drug / alcohol overdoses	31	31	36	30	30

Explanation and Analysis of Performance Measures

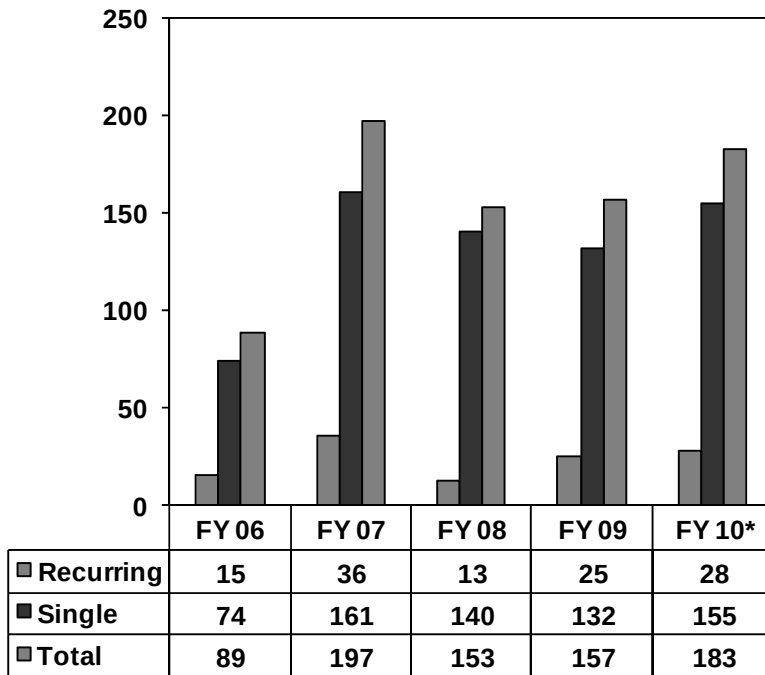
The Maryland Adolescent Survey reflects alcohol and drug use among Harford County youth. This will be compared to the State average. The number of participants in treatment and the number of deaths related to drugs and alcohol will be tracked and compared to previous years statistics. The increase in drug overdose deaths is due to prescription drug overdoses.

Major Related Plans and Policies

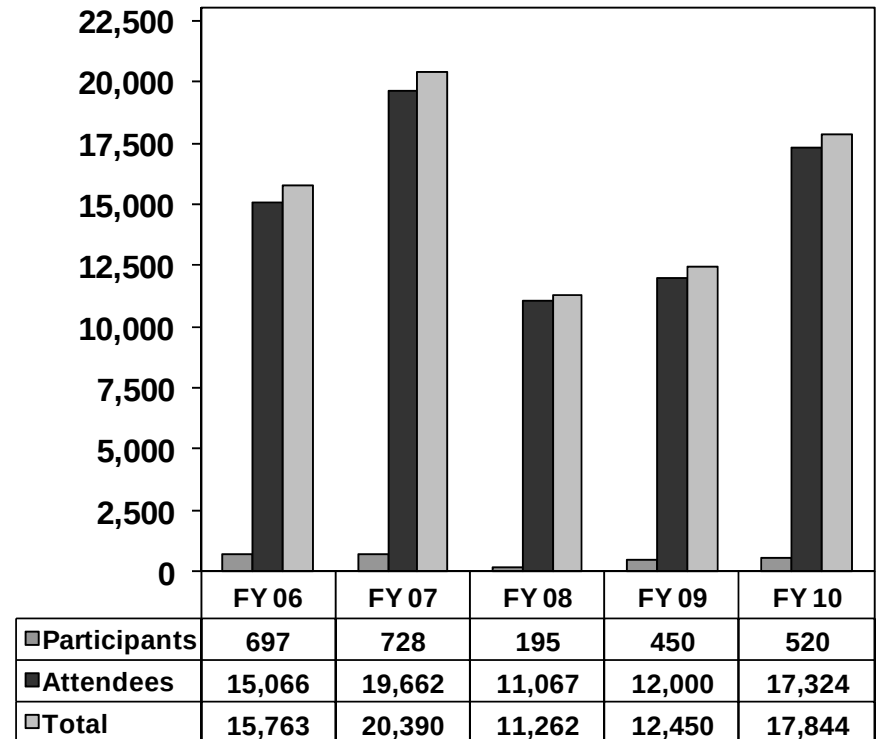
Use Federal Drug Free Grants, Drug Court Grants, and State Public Safety Grants to enhance public safety.

Community Services Office of Drug Control Policy

Programs



People Served



*Estimated as of April 1, 2010

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	593,874	533,278	591,119	537,236	537,236
20	CONTRACTUAL SERVICES	18,399	18,184	95,650	10,200	10,200
30	SUPPLIES & MATERIALS	8,935	4,296	6,150	1,350	1,350
40	BUSINESS & TRAVEL	12,219	4,987	6,440	2,700	2,700
70	MISCELLANEOUS	1,310,162	1,660,819	1,369,848	1,041,523	1,041,523
	GRAND TOTAL	<u>1,943,589</u>	<u>2,221,564</u>	<u>2,069,207</u>	<u>1,593,009</u>	<u>1,593,009</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,943,589</u>	<u>2,221,564</u>	<u>2,069,207</u>	<u>1,593,009</u>	<u>1,593,009</u>

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****FINANCIAL NOTES:**

The (\$476,198) net decrease in funding for Community Services - Community Development is the result of:

	FY 10	FY 11	CHANGE	
o	268,004	273,259	5,255	Full Time Salaries
			5,255	Increase result of no furlough savings for FY 11
o	186,163	143,784	(42,379)	Temporary Salaries - for Community Resources Coordinator, Human Relations Coordinator and Grants Specialist I decrease due to salaries and fringes offset partially by grants
o	35,311	26,324	(8,987)	Pension / Retirement rate adjustments
o	4,015	3,748	(267)	Workers' Compensation rate adjustments
o	61,762	57,227	(4,535)	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	34,744	31,904	(2,840)	FICA adjustments
o	94,600	9,200	(85,400)	Other Professional Services - recommended reduction based on the state of the economy for contractual services to assist with stimulus funding applications (\$75,000); offset by funding Harford County's Most Beautiful @ \$1,000 and Bowman Systems Contract @ \$8.200, remaining (\$19,600) reduction was due to state of the economy.
o	10,590	2,350	(8,240)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change	
	1,300	250	(1,050)	Printing Commercial
	1,000	500	(500)	General Office Mailing
	3,000	0	(3,000)	Other Supplies & Materials
	3,000	1,500	(1,500)	Mileage
	375	100	(275)	Transportation Costs
	600	0	(600)	Lodging
	315	0	(315)	Membership Fees
	1,000	0	(1,000)	Training Seminars
	<u>10,590</u>	<u>2,350</u>	<u>(8,240)</u>	

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE		
o	393,500	0	(393,500)	Grants & Contributions:	
		FY 10	FY 11	Change	
		1,500	0	(1,500)	Women's Commission - no longer needed
		100,000	0	(100,000)	Harris Field Grant - no longer needed
		150,000	0	(150,000)	YMCA Aquatics Center - two year commitment fulfilled
		32,000	0	(32,000)	Salary/benefit support for Rideshare Coordinator - moved to County Match
		110,000	0	(110,000)	Special Resource Officer for Alternative Education School - eliminated due to state of the economy
		<u>393,500</u>	<u>0</u>	<u>(393,500)</u>	
o	256,654	283,205	26,551	County Match / Transfers Out:	
		FY 10	FY 11	Change	
		17,600	25,000	7,400	Match for Emergency Shelter Grant - increase due to state cuts
		194,135	194,135	0	Home Grant
		25,570	25,570	0	RSVP match
		0	38,500	38,500	Rideshare Coordinator salary support moved from Grants & Contributions
		<u>19,349</u>	<u>0</u>	<u>(19,349)</u>	American Dream Down Payment Program - no longer exists
		<u>256,654</u>	<u>283,205</u>	<u>26,551</u>	
o	(108,906)	0	108,906	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #219	

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Community Development****INDEX: 095000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE

o	828,600	758,318	(70,282) Grant in Aid to various non-profit organizations reduced due to state of the economy:

	FY 10	FY 11	Change	
	12,800	12,054	(746)	Catholic Charities
	34,000	30,600	(3,400)	Habitat for Humanity
	17,600	16,374	(1,226)	Kelleher-Family & Children Services
	9,600	8,640	(960)	Salvation Army
	84,800	76,854	(7,946)	SARC
	62,400	56,694	(5,706)	ARC of Harford County
	41,600	37,440	(4,160)	Mason Dixon Community Services
	35,000	35,000	0	Marriage Licenses / Spouse Abuse
	34,400	30,960	(3,440)	Legal Aid
	32,000	29,334	(2,666)	Harford Community Action Agency
	38,400	35,094	(3,306)	CSAT - Family & Children's Services
	52,800	48,054	(4,746)	Assoc Catholic Charities - Anna's House
	26,400	24,294	(2,106)	Inter-County Outreach
	19,200	17,814	(1,386)	Holy Family Tree
	136,000	122,934	(13,066)	Harford Boys & Girls Club
	14,400	13,494	(906)	Wilson Ministry Center
	10,400	9,360	(1,040)	Big Brothers / Sisters
	8,800	8,454	(346)	St. Joan of Arc
	1,000	900	(100)	Chesapeake Therapeutic Riding
	15,200	14,214	(986)	Open Doors
	56,000	50,934	(5,066)	Faith Communities & Civic Agencies
	3,000	2,700	(300)	Urban Impact
	31,200	28,614	(2,586)	Emergency Preparedness
	5,600	5,040	(560)	Alliance
	6,400	5,760	(640)	Homecoming for Women
	3,200	2,880	(320)	St. Vincent De Paul
	16,000	14,934	(1,066)	Core Service Agency - Mobile Crisis
	8,000	7,200	(800)	Addiction Connection Resource, Inc.
	12,400	11,694	(706)	Homeless Services
	<u>828,600</u>	<u>758,318</u>	<u>(70,282)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: COMMUNITY DEVELOPMENT

Index No. 095000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	52,141	1.00	52,055	1.00	52,055
Community Resources Coordinator	2.00	117,945	1.00	41,450	1.00	41,450
Coordinator for Disabilities	1.00	61,997	1.00	61,895	1.00	61,895
Grants Administrator	1.00	57,955	1.00	57,859	1.00	57,859
Planner I	0.00	0	1.00	60,000	1.00	60,000
TOTAL FULL-TIME SALARIES	5.00	290,038	5.00	273,259	5.00	273,259
TEMPORARY SALARIES		189,706		189,813		143,784 A
SALARY TOTAL	5.00	479,744	5.00	463,072	5.00	417,043
OTHER PERSONAL SERVICES						
Pension & Retirement		34,920		35,311		26,324
Workers' Compensation		5,943		4,015		3,748
Health Benefits		56,426		61,762		57,227
FICA		36,700		35,425		31,904
Miscellaneous		980		1,120		990
TOTAL OTHER PERSONAL SERVICES		134,969		137,633		120,193
FURLOUGH SAVINGS		0		(9,586)		0 B
TOTAL PERSONAL SERVICES	5.00	614,713	5.00	591,119	5.00	537,236

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries for Community Resource Coordinator, Human Relations Coordinator, Grants Specialist I - decrease due to grant partially funding salary & fringes

B - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Community Service Programs	38	38	94	38	75
Funds from Grants	\$8,342,376	\$9,485,847	\$8,468,363	\$8,300,000	\$8,300,000
<u>Output:</u>					
Activities sponsored / co-sponsored	93	93	77	70	70
Organizations and projects served	249	250	250	250	250
Number of programs funded	110	110	94	90	90
Progress reports submitted to federal and state agencies	60	60	80	60	60
<u>Efficiency:</u>					
Outside funds leveraged	\$6,382,437	\$6,300,000	\$3,237,835	\$3,000,000	\$3,000,000
Leveraged partnerships	110	110	50	110	50
<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	1,373	1,373	15,750	15,000	15,000
Participants of County funded human service programs	83,250	83,250	75,150	75,150	75,150

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. Decreases in 2009 reflect economic impact to human services. Stimulus funds were received but required focus on small audiences. The economy impacted the ability for partners and grantees to provide additional funds for leverage. This impacted direct services from human service programs.

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	91,308	126,872	99,629	83,066	83,066
70	MISCELLANEOUS	113,800	68,920	68,237	79,473	79,473
	GRAND TOTAL	205,108	195,792	167,866	162,539	162,539
<u>FUNDING SOURCE:</u>						
11	GENERAL	205,108	195,792	167,866	162,539	162,539

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Emergency Assistance****INDEX: 096300****FINANCIAL NOTES:**

The (\$5,327) net decrease in funding for Community Services - Emergency Assistance is the result of:

	FY 10	FY 11	CHANGE	
o	60,705	61,895	1,190	Full Time Salaries - increase result of no furlough savings for FY 11
o	16,340	0	(16,340)	Temporary Salaries - DSS Case Manager's salary moved to Grants & Contributions
o	5,954	5,075	(879)	Pension/Retirement Rate Adjustments
o	11,685	11,048	(637)	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	0	4,000	4,000	Payment to Other Government Agencies - funding moved from Grants & Contributions to separate the Detention Center Prep Program funding from the DSS funding
o	77,072	75,473	(1,599)	Grants and Contributions - reductions based on the state of the economy:
		FY 10	FY 11	Change
		42,672	41,073	(1,599)
				Emergency Assistance - DSS - funding moved from Temporary Salaries offset by \$4,000
				moved to Payment to Other Gov't. Agencies
		14,400	14,400	0
		20,000	20,000	0
		<u>77,072</u>	<u>75,473</u>	<u>(1,599)</u>
				CS In-Home Aid
				CS Emergency Housing & Utility
o	(8,835)	0	8,835	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #220

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: EMERGENCY ASSISTANCE

Index No. 096300

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Housing Services Counselor	<u>1.00</u>	<u>61,997</u>	<u>1.00</u>	<u>61,895</u>	<u>1.00</u>	<u>61,895</u>
TOTAL FULL TIME SALARIES	<u>1.00</u>	<u>61,997</u>	<u>1.00</u>	<u>61,895</u>	<u>1.00</u>	<u>61,895</u>
TEMPORARY SALARIES	<u> </u>	<u>16,660</u>	<u> </u>	<u>16,660</u>	<u> </u>	<u>0 A</u>
SALARY TOTAL	<u>1.00</u>	<u>78,657</u>	<u>1.00</u>	<u>78,555</u>	<u>1.00</u>	<u>61,895</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		5,685		5,954		5,075
Workers' Compensation		242		186		173
Health Benefits		10,617		11,685		11,048
FICA		4,743		4,735		4,735
Miscellaneous	<u> </u>	<u>140</u>	<u> </u>	<u>140</u>	<u> </u>	<u>140</u>
TOTAL OTHER PERSONAL SERVICES		21,427		22,700		21,171
FURLOUGH SAVINGS	<u> </u>	<u>0</u>	<u> </u>	<u>(1,626)</u>	<u> </u>	<u>0 B</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>100,084</u>	<u>1.00</u>	<u>99,629</u>	<u>1.00</u>	<u>83,066</u>

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries - funding for DSS Case Manager moved to 7101 - Grants and Contributions

B - No furlough planned for FY 11

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	772,153	776,904	944,554	907,063	907,063
20	CONTRACTUAL SERVICES	63,414	62,183	64,345	72,455	72,455
30	SUPPLIES & MATERIALS	28,321	10,439	16,850	9,650	9,650
40	BUSINESS & TRAVEL	5,046	3,072	5,175	3,225	3,225
50	CAPITAL OUTLAY	17,672	0	0	0	0
70	MISCELLANEOUS	315,588	275,316	264,280	345,668	345,668
80	INTER-GOVERNMENTAL / INTER-FUND	0	22	0	0	0
	GRAND TOTAL	<u>1,202,194</u>	<u>1,127,936</u>	<u>1,295,204</u>	<u>1,338,061</u>	<u>1,338,061</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>1,202,194</u>	<u>1,127,936</u>	<u>1,295,204</u>	<u>1,338,061</u>	<u>1,338,061</u>

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****FINANCIAL NOTES:**

The \$42,857 net increase in funding for Community Services - Office on Aging is the result of:

	FY 10	FY 11	CHANGE				
o	65,305	0	(65,305)	Temporary Salaries - funding eliminated due to state of the economy			
o	621,096	633,274	12,178	Full Time Salaries - increase result of no furlough savings for FY 11			
o		47,333	47,333	Position created for the Chenowith Activity Center:			
			# of Positions	Salary	Fringe	Total	
			0.60	26,340	20,993	47,333	Part-Time Senior Center Specialist
o	67,327	51,928	(15,399)	Pension / Retirement rate adjustments			
o	126,874	115,933	(10,941)	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage			
o	9,225	8,610	(615)	Workers' Compensation rate adjustments			
o	500	0	(500)	Overtime - eliminated due to state of the economy			
o	52,547	48,445	(4,102)	FICA adjustments			

INDEX: 097100

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	5,000	500	(4,500)	Printing - Commercial - eliminating printing of Caregiver Toolkits & Senior Activity Center brochures, on website and master copy available at each Center
o	332,449	345,668	13,219	County Match / Transfers Out Local match required for Federal and State grants:
	FY 10	FY 11	Change	
	238,055	247,397	9,342	IIIB Human Services
	10,911	10,911	0	Medicaid Waiver
	14,543	14,543	0	Sr Health Ins Advocacy
	5,451	5,861	410	CAMM
	17,407	21,146	3,739	IIIA Area Agency Admin
	10,081	11,207	1,126	IIIC1
	24,001	22,603	(1,398)	IIIE Caretakers
	12,000	12,000	0	Senior Classes
	<u>332,449</u>	<u>345,668</u>	<u>13,219</u>	
o	(68,169)	0	68,169	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #221

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE ON AGING

Index No. 097100

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	68,779	2.00	68,695	2.00	68,695
Administrative Budget Technician II	1.00	66,654	1.00	66,544	1.00	66,544
Administrative Specialist I	1.00	72,571	1.00	72,451	1.00	72,451
Administrator, Office on Aging	1.00	70,672	1.00	70,556	1.00	70,556
Client Advocacy Services Assistant Manager	0.00	0	1.00	52,811	1.00	52,811
Client Advocacy Services Manager	2.00	145,020	2.00	144,556	2.00	144,556
Client Advocacy Services Specialist	1.00	47,535	0.00	0	0.00	0
Long Term Care Coordinator	1.00	51,937	1.00	51,851	1.00	51,851
Manager, Senior Center Division	1.00	57,731	1.00	57,700	1.00	57,700
Senior Center Specialist	3.00	154,389	1.00	48,110	1.00	48,110
FULL-TIME SALARIES	13.00	735,288	11.00	633,274	11.00	633,274
PART-TIME SALARIES						
Senior Center Specialist	0.00	0	0.00	0	0.60	26,340 A
TOTAL PART-TIME SALARIES	0.00	0	0.00	0	0.60	26,340
TEMPORARY SALARIES		97,433		66,585		0 B
SALARY TOTAL	13.00	832,721	11.00	699,859	11.60	659,614

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE ON AGING

Index No. 097100

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		76,098		67,327		54,088
Workers' Compensation		14,546		9,225		9,458
Health Benefits		157,099		126,874		131,763
Overtime		1,000		500		0
FICA		63,780		53,577		50,460
Miscellaneous		2,240		1,680		1,680
TOTAL OTHER PERSONAL SERVICES		314,763		259,183		247,449
FURLOUGH SAVINGS		0		(14,488)		0 C
TOTAL PERSONAL SERVICES	13.00	1,147,484	11.00	944,554	11.60	907,063

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Part-time Senior Center Specialist created for the Fallston Activity Center - #3544

B - Temporary Salaries eliminated due to state of the economy

C - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Service categories provided per the Older Americans Act	14	14	14	14	14
Funds from grants utilized	\$1,346,292	\$1,395,486	\$1,297,768	\$1,401,726	\$1,456,584
Senior centers operated	5	5	5	5	6
<u>Output:</u>					
Total meals financed by Office on Aging Funds	54,711	54,435	60,943	61,241	62,000
Number of responses to requests for senior services	8,898	9,011	9,242	9,152	9,200
<u>Efficiency:</u>					
Average response time (in working days) to requests for information	1.2	1.4	1.9	1.4	2.0
Percent of congregate meals ordered served to participants	91.74%	93.64%	93%	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	91.23%	91.76%	90.73%	92%	92%

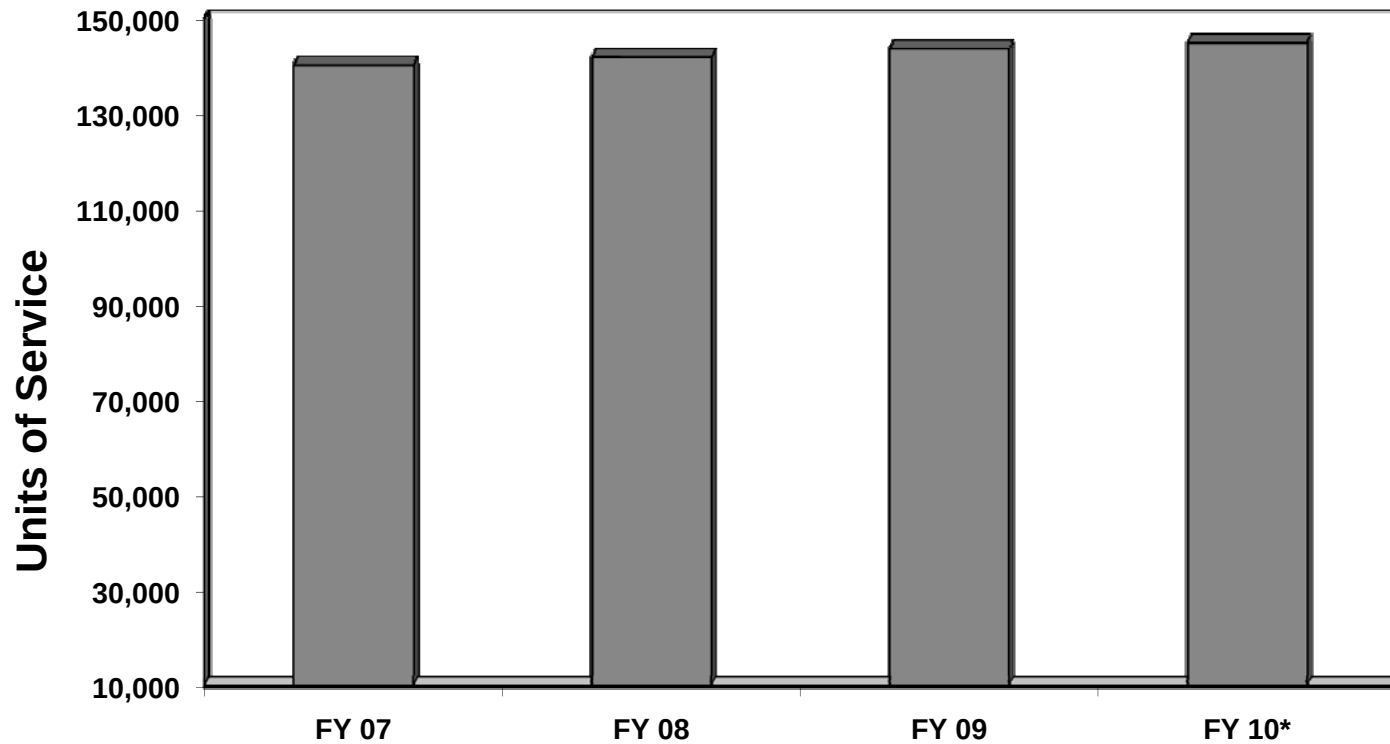
Explanation and Analysis of Performance Measures

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



*Projected

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 '10 - '11 GOAL:

- 4 TO PROVIDE DEPENDABLE AND EFFECTIVE TRANSPORTATION TO THE COUNTY'S TRANSIT-DEPENDENT POPULATION BY CONNECTING POPULATION CENTERS

ALL FUND SUMMARY:

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	752,111	726,718	751,118	754,800	754,800
20 CONTRACTUAL SERVICES	92,425	83,182	83,335	91,365	91,365
30 SUPPLIES & MATERIALS	23,296	13,411	14,500	8,250	8,250
40 BUSINESS & TRAVEL	213,575	255,021	242,675	215,175	215,175
50 CAPITAL OUTLAY	281,569	161	0	0	0
70 MISCELLANEOUS	680,957	931,974	1,119,960	1,334,115	1,334,115
80 INTER-GOVERNMENTAL / INTER-FUND	0	22,100	56,076	56,076	56,076
GRAND TOTAL	2,043,933	2,032,567	2,267,664	2,459,781	2,459,781
<u>FUNDING SOURCE:</u>					
11 GENERAL	2,043,933	2,032,567	2,267,664	2,459,781	2,459,781

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Harford Transit****INDEX: 097200****FINANCIAL NOTES:**

The \$192,117 net increase in funding for Community Services - Harford Transit is the result of:

	FY 10	FY 11	CHANGE
o	374,726	419,674	44,948 Full Time Salaries
			7,348 Increase result of no furlough savings for FY 11
			37,600 Staff Turnover 10.03%
			<u>44,948</u>
o	169,521	140,421	(29,100) Temporary Salaries - decreased based on actual expense history
o		(1,864)	(1,864) Positions transferred between Harford Transit and Office of Drug Control:
			# of Positions Salary Fringe Total
			(1.00) (49,334) (13,913) (63,247) Administrative Assistant I
			1.00 48,110 13,273 61,383 Administrative Assistant II
			<u>0.00</u> <u>(1,224)</u> <u>(640)</u> <u>(1,864)</u>
o	45,896	41,013	(4,883) Pension / Retirement rate adjustments
o	7,992	6,181	(1,811) Workers' Compensation rate adjustments
o	69,320	73,113	3,793 Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	38,000	30,000	(8,000) Overtime - based on actual expense history
o	44,543	45,142	599 FICA rate adjustments
o	14,665	14,665	0 Other Professional Services - funding provides for Route Match software service contract, uniform repairs / emblems and miscellaneous expenses
o	11,820	6,900	(4,920) Operating Equipment - decrease based on bus wash contract @ \$4,000 and other service contracts @ \$2,900

INDEX: 097200

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DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: HARFORD TRANSIT

Index No. 097200

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	49,416	1.00	49,334	0.00	0 A
Administrative Assistant II	0.00	0	0.00	0	1.00	48,110 B
Administrative Budget Technician I	0.00	0	1.00	44,404	1.00	44,404
Administrator, Harford Transit	1.00	68,605	1.00	68,492	1.00	85,000 C
Assistant Manager, Harford Transit	1.00	60,180	0.00	0	0.00	0
Bus Driver	1.00	50,528	0.00	0	0.00	0
Clerk Dispatcher	0.00	0	1.00	34,734	1.00	34,734
Communications Specialist I	2.00	71,695	1.00	36,842	1.00	36,842
Communications Specialist II	1.00	43,897	1.00	43,825	1.00	43,825
Harford Transit Safety/Training Supervisor	1.00	47,518	1.00	47,400	0.00	0
Manager, Harford Transit	1.00	57,137	1.00	57,043	2.00	125,535 D
TOTAL FULL-TIME SALARIES	9.00	448,976	8.00	382,074	8.00	418,450
TEMPORARY SALARIES		172,845		172,845		140,421 E
SALARY TOTAL	9.00	621,821	8.00	554,919	8.00	558,871

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: HARFORD TRANSIT

Index No. 097200

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		50,303		45,896		40,212
Workers' Compensation		15,009		7,992		6,168
Health Benefits		87,797		69,320		73,381
Overtime		35,650		38,000		30,000
FICA		50,331		45,359		45,048
Miscellaneous		1,260		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		240,350		207,687		195,929
FURLOUGH SAVINGS		0		(11,488)		0 F
TOTAL PERSONAL SERVICES	9.00	862,171	8.00	751,118	8.00	754,800

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) Administrative Assistant I position transferred to Office of Drug Control Policy - #094000 - #1060
- B - One (1) Administrative Assistant II position transferred from Office of Drug Control Policy - #094000 - #1716
- C - One (1) Harford Transit Safety/Trainer Supervisor position filled as an Administrator, Harford Transit - #3075
- D - One (1) Administrator, Harford Transit position reclassified as a Manager, Harford Transit - #3225
- E - Temporary Salaries reduced due to state of the economy
- F - No furlough planned for FY 11

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 Objective

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

VI. Infrastructure

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Number of fixed routes	10	10	9	9	9
Number of buses	31	32	36	36	36
<u>Output:</u>					
Number of fixed route trips	18,144	17,632	17,528	16,616	16,616
Number of demand response trips	3,328	3,368	3,836	3,544	3,370
<u>Efficiency:</u>					
Percent of Maryland Transit Administration fare box recovery requirement met	N/A	13%	12%	12%	12%
<u>Service Quality:</u>					
Percent of riders elderly or disabled	30%	32%	29%	29%	29%
<u>Outcome:</u>					
Total number of passengers transported	297,546	305,913	305,532	295,487	290,350
Number of elderly and disabled passengers transported	89,263	97,094	88,180	86,640	84,520

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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>Director of Community Services</u> Mediation	82,043	17,500	6/30/2011 State Recurring	This grant is to support the operation of a mediation center.	None
<u>OFFICE OF DRUG CONTROL POLICY</u> Juvenile Drug Court	50,000	0	6/30/2011 State Recurring	This grant pays for a life skills counselor, two addiction counselors and drug testing for juvenile offenders.	None
CSAFE Violence Prevention Initiative	217,066	15,000	6/30/2011 State Recurring	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, one addiction counselor at the Health Department would be needed to continue this service.	None
Alcohol and Drug Prevention Services	103,476	0	6/30/2011 State Recurring	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	9/30/2011 Federal Recurring	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

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
DUI - Subsequent Offenders Court	65,000	20,000	9/30/2011 Federal Recurring	DUI Court addresses 2nd and 3rd time offenders.	None
Anti - Gang Grant	180,443	20,000	6/30/2011 Federal Recurring	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
Drug Treatment Court Commission Grants	302,011	0	6/30/2011 State Recurring	This grant provides drug treatment through DUI Court, Juvenile Drug Court, Adult Drug Court, Family Drug Court and Mental Health Court.	None
Education / Enforcement Compliance Campaign (Underage Drinking)	39,000	0	6/30/2011 State Recurring	Education and enforcement of underage drinking laws	None
<u>COMMUNITY DEVELOPMENT</u> Emergency Shelter Grant	54,174	25,000	9/30/2011 Federal Recurring	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

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Home Investment Partnership (HOME)	730,327	194,135	Funding remains until all dollars are expended Federal Recurring	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
Community Development Block Grant (CDBG)	1,054,716	0	Funding remains until all dollars are expended Federal Recurring	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)	63,032	0	6/30/2011 State Recurring	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	9/30/2011 State Recurring	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	6/30/2011 State Recurring	This grant pays for the salary of a case manager employed by SARC.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Service - Linked Housing	33,484	0	6/30/2011 State Recurring	This grant pays for the salary of a case manager employed by Inner County Outreach.	None
Supportive Housing Grant	453,215	0	11/30/2011 Federal Recurring	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	9/30/2011 Federal Recurring	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 two part-time positions. If grant ended, some volunteer work would continue but support would be reduced.	None
Rideshare	126,566	38,500	6/30/2011 Federal / State Recurring	Grant provides the funding of the Ridesharing / Commuter Assistance programs in the Baltimore / Washington area. The grant funds one full-time position. If grant were to end, the program would no longer exist.	None
<u>OFFICE ON AGING</u> IIIB Human Services / Ombudsman	410,180	247,397	9/30/2011 Federal Recurring	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.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Senior Health Insurance Program (SHIP)	35,051	14,543	3/31/2011 Federal Recurring	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 (SMP) (formerly CAMM)	12,815	5,861	6/30/2011 State Recurring	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, we would attempt to continue the program through volunteers.	None
IIIA Area Agency Administration	78,785	21,146	9/30/2011 Federal Recurring	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.	None
Senior Information and Assistance	16,800	0	6/30/2011 State Recurring	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. This grant funds three part-time positions. If grant were to end, services would be reduced.	None
Senior Care Program	316,253	0	6/30/2011 State Recurring	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. This grant partially funds three part-time positions. 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 2011 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	122,500	12,000	Recurring	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)	18,491	0	6/30/2011 State Recurring	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. Grant funds one position. If grant were to end, the program would cease due to lack of funding.	None
Medicaid Waiver Admin/Case Management	187,082	10,911	6/30/2011 Federal & State Recurring	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 \$68,837 allows us to obtain more Federal funding. This grant funds five positions. 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Vulnerable Elderly Program Initiative	14,867	0	6/30/2011 State Recurring	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	6/30/2011 State Recurring	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	110,029	11,207	9/30/2011 Federal Recurring	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	6/30/2011 State Recurring	This grant is used to enhance the IIIC2 Home Delivered Meal Program.	None
IIID-Health Education and Screening, Physical Fitness, Medical Management	14,434	0	9/30/2011 Federal Recurring	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

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
IIIE Caregivers Support	87,412	22,603	9/30/2011 Federal Recurring	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 chores 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
IIIC 1 Congregate Nutrition	208,180	0	9/30/2011 Federal Recurring	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	3,000	0	6/30/2011 Cultural Arts Board Recurring	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
Money Follows the Person (MFP)	17,951	0	6/30/2011 Federal Recurring	The MFP initiative is a federal effort targeted at moving qualified seniors who are placed in nursing homes into less restrictive environments. Seniors who are able to be adequately managed in home environments with additional support are identified and case managed through the transition between skilled nursing facilities and community placement. This grant funds two part-time positions. If the grant were to end, the program would end, due to lack of funding.	None

**GRANTS
COMMUNITY SERVICES**

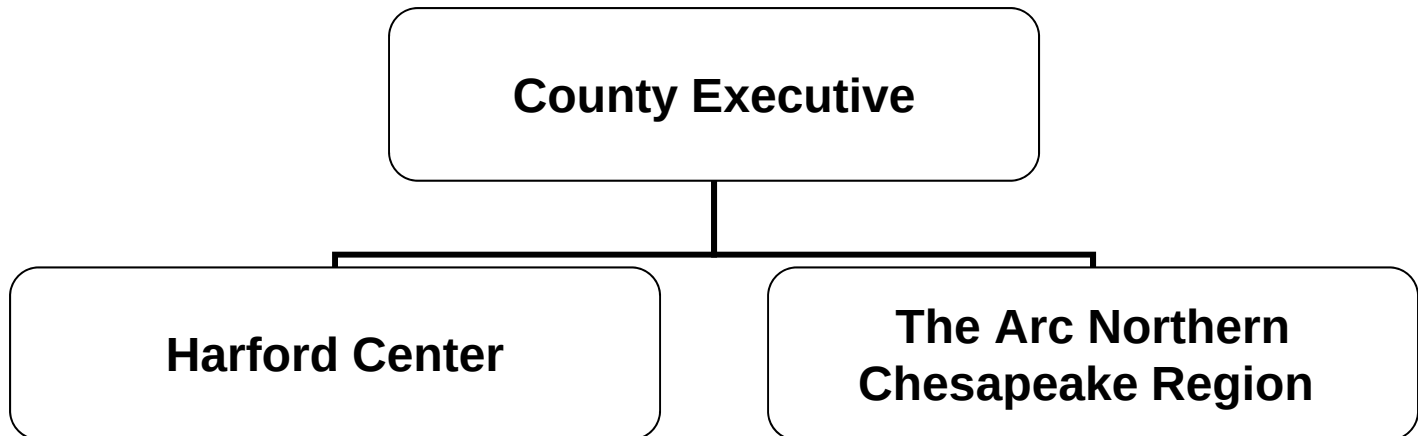
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Medicare Improvements for Patients and Providers (MIPPA)	3,475	0	5/31/2011 Federal Recurring	Outreach and reenrollment for low income Medicare beneficiaries to help with drug premiums, deductibles and co-payments. Program enrollment for Medicare Savings plans. Outreach and enrollment for State Prescription Assistance Program. This grant funds one part-time position. If the grant were to end, the program would end, due to lack of funding.	None
<u>HARFORD TRANSIT</u> SSTAP	503,951	333,580	6/30/2011 State Recurring	This is a recurring grant which provides transportation services to elderly persons and / or persons with disabilities in Harford County. This grant partially funds 14 existing grant and temporary employees. If grant were to end, services would be drastically reduced or eliminated.	None
Americans with Disabilities Act Grant (ADA)	45,102	4,510	6/30/2011 State Recurring	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 to fund five grant employees.	None
Section 5307	1,737,052	687,574	6/30/2011 Federal & State Recurring	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 employees. 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
MTA Capital	260,000	65,000	6/30/2011 Federal & State Recurring	This is a recurring grant which provides capital funds to purchase vehicles, cover costs of preventative maintenance on vehicles, and other equipment. 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	90,860	45,430	6/30/2011 Federal and State Recurring	This is a recurring grant which provides transportation to employment, health care, and educational facilities, primarily for persons with disabilities but also serves low income wage earners and senior citizens. If grant were to end, service would be discontinued.	None
New Freedom Project	272,580	136,290	6/30/2011 Federal Recurring	This grant is to provide door-to-door transportation services to elderly persons and / or persons with disabilities and low income in Harford County between the hours of 4 pm and 9 pm. If grant were to end, service would be discontinued.	None
HCC Express	91,369	22,842	6/30/2011 State Recurring	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 grant were to end, service would be discontinued.	None
BRAC Expansion	155,554	38,889	6/30/2011 State Recurring	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 grant were to end, service would be discontinued.	None
TOTALS	8,717,311	2,035,488			

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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:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	2,294,716	2,419,716	2,298,730	2,298,730	2,298,730
	GRAND TOTAL	2,294,716	2,419,716	2,298,730	2,298,730	2,298,730
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	2,294,716	2,419,716	2,298,730	2,298,730	2,298,730
	GRAND TOTAL	2,294,716	2,419,716	2,298,730	2,298,730	2,298,730
	<u>SUMMARY BY DIVISION:</u>					
141000	HARFORD CENTER	532,143	582,143	553,036	553,036	553,036
142000	ARC NORTHERN CHESAPEAKE REGION	1,762,573	1,837,573	1,745,694	1,745,694	1,745,694
	GRAND TOTAL	2,294,716	2,419,716	2,298,730	2,298,730	2,298,730

FINANCIAL NOTES:

The \$0 no change in funding for the Handicapped Care Centers:

	FY 10	FY 11	CHANGE	
o	103,965	103,965	0	Grants & Contributions:
			FY 10	FY 11
			64,670	64,670
			39,295	39,295
			103,965	103,965
			CHANGE	0
				0
				0
				Paid to the State of Md Dept. of Health & Mental Hygiene, per State law set in 1984
o	2,194,765	2,194,765	0	Payments to Other Gov't Agencies - Harford County's funding to support the services of Handicapped Care Centers:
			FY 10	FY 11
			488,366	488,366
			1,706,399	1,706,399
			2,194,765	2,194,765
			CHANGE	0
				0
				0

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 '10 - '11 GOAL:

- 1 PREPARE EACH CLIENT TO INDEPENDENTLY PERFORM DAILY LIVING SKILLS AND READY THEM FOR A VOCATIONAL PLACEMENT

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	532,143	582,143	553,036	553,036	553,036
	GRAND TOTAL	532,143	582,143	553,036	553,036	553,036
	<u>FUNDING SOURCE:</u>					
11	GENERAL	532,143	582,143	553,036	553,036	553,036

FINANCIAL NOTES:

The \$0 no change in funding for Handicapped Care Centers - The Harford Center:

	FY 10	FY 11	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	488,366	488,366	0 Payment to Other Gov't Agencies - Harford County's funding to support services of the Harford Center

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 Objective

To increase the percentage of clients able to independently perform daily living skills.

County Goal(s) Supported

VI. Quality of Living

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	432,143	532,143	582,143	553,036	582,143
Number of staff	21	22	26	28	28
<u>Output:</u>					
# of comprehensive programs offered to clients	72	78	90	96	104
<u>Efficiency:</u>					
Cost of program per client per year	\$6,002	\$6,822	\$6,468	\$5,761	\$5,598
<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	70%	72%	82%	85%	87%

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 '10 - '11 GOAL:

- 1 TO MINIMIZE STAFF TURNOVER AND TO INCREASE RETENTION IN ORDER TO MAINTAIN A QUALIFIED WORKFORCE

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	1,762,573	1,837,573	1,745,694	1,745,694	1,745,694
	GRAND TOTAL	1,762,573	1,837,573	1,745,694	1,745,694	1,745,694
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,762,573	1,837,573	1,745,694	1,745,694	1,745,694

FINANCIAL NOTES:

The \$0 No change in funding for Handicapped Care Centers - The ARC Northern Chesapeake Region:

	FY 10	FY 11	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	1,706,399	1,706,399	0	Payment to Other Gov't Agencies - Harford County's funding to support services of the ARC - including support rehabilitation of homes

THE ARC NORTHERN CHESAPEAKE REGION OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To minimize staff turnover and to increase retention in order to maintain a qualified workforce.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$1,612,573	\$1,762,573	\$1,837,573	\$1,745,694	\$1,745,694
<u>Output:</u>					
# of staff who have left the ARC within the past 12 months	58	76	88	55	55
# of new hires within the past 12 months	91	90	41	60	60
<u>Efficiency:</u>					
Average cost of training a new hire	\$1,721	\$1,336	\$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>					
Employees report a score of job satisfaction on a 4 pt. scale	*	3.46 out of 4	*	3.7 out of 4	*
Percent of employees hired who remain 1 year or longer	66%	54%	42%	50%	54%
<u>Outcome:</u>					
Average turnover rate in the past twelve months for Vocational Services	51%	43%	32%	35%	30%
Average turnover rate in the past twelve months for Residential Services	34%	45%	46%	40%	35%

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.

* Survey conducted biannually (FY 10, FY 12)

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.

Per Executive Order 10-05 the Office of Governmental and Community Relations was abolished, therefore all funding was transferred to the new index #015000 - Constituent Services under the County Executive's Office - Chief of Staff.

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	486,311	491,001	491,553	0	0
20	CONTRACTUAL SERVICES	53,919	43,874	45,650	0	0
30	SUPPLIES & MATERIALS	14,921	7,840	15,800	0	0
40	BUSINESS & TRAVEL	14,068	6,487	10,275	0	0
50	CAPITAL OUTLAY	3,159	0	0	0	0
70	MISCELLANEOUS	0	0	(28,164)	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	123	0	0	0
	GRAND TOTAL	572,378	549,325	535,114	0	0
<u>SUMMARY BY FUND:</u>						
11	GENERAL	572,378	549,325	535,114	0	0
	GRAND TOTAL	572,378	549,325	535,114	0	0
<u>SUMMARY BY DIVISION:</u>						
151000	OFFICE OF GOV'T & COMMUNITY RELATIONS	572,378	549,325	535,114	0	
	GRAND TOTAL	572,378	549,325	535,114	0	0

FINANCIAL NOTES:

(\$535,114) Per Executive Order 10-05 the Office of Governmental and Community Relations was abolished, therefore all funding was transferred to the new index #015000 - Constituent Services under the County Executive's Office - Chief of Staff

DEPARTMENT STAFF SUMMARY

DEPARTMENT: OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

Index No. 151000

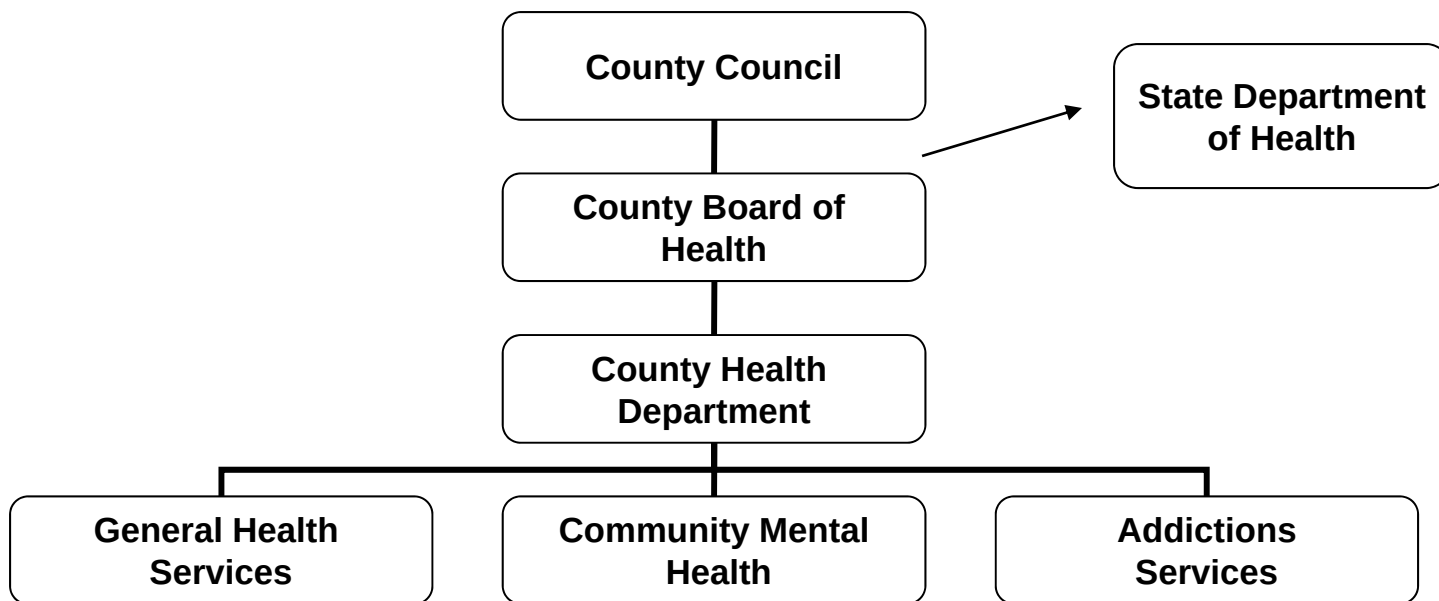
POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	44,421	1.00	47,400	0.00	0
Administrative Specialist I	1.00	66,379	1.00	64,446	0.00	0
Administrative Specialist II	1.00	67,969	1.00	67,857	0.00	0
Director of Gov't & Community Relations	1.00	110,933	1.00	110,933	0.00	0
Management Assistant II	1.00	75,441	1.00	75,317	0.00	0
SALARY TOTAL	5.00	365,143	5.00	365,953	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		34,094		27,959		0
Workers' Compensation		6,248		4,592		0
Health Benefits		70,405		72,186		0
FICA		27,476		27,739		0
Miscellaneous		700		700		0
TOTAL OTHER PERSONAL SERVICES		138,923		133,176		0
FURLOUGH SAVINGS		0		(7,576)		0
TOTAL PERSONAL SERVICES	5.00	504,066	5.00	491,553	0.00	0

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

Per Executive Order 10-05 the Office of Governmental and Community Relations was abolished, therefore all funding was transferred to the new index #015000 - Constituent Services under the County Executive's Office - Chief of Staff

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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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	85,579	69,373	26,311	26,311	26,311
20	CONTRACTUAL SERVICES	6,661	39,735	0	0	0
70	MISCELLANEOUS	3,619,029	3,930,142	4,053,607	4,002,007	4,002,007
	GRAND TOTAL	3,711,269	4,039,250	4,079,918	4,028,318	4,028,318
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,711,269	4,039,250	4,079,918	4,028,318	4,028,318
	GRAND TOTAL	3,711,269	4,039,250	4,079,918	4,028,318	4,028,318
<u>SUMMARY BY DIVISION:</u>						
161000	HEALTH DEPARTMENT	3,024,511	3,353,426	3,427,498	3,375,898	3,375,898
162000	COMMUNITY MENTAL HEALTH	125,824	125,824	119,533	119,533	119,533
165000	ADDICTION SERVICES	560,934	560,000	532,887	532,887	532,887
	GRAND TOTAL	3,711,269	4,039,250	4,079,918	4,028,318	4,028,318

FINANCIAL NOTES:

The (\$51,600) net decrease in funding for Health Department is the result of:

	FY 10	FY 11	CHANGE
o	24,441	24,441	0 Temporary Salaries - stipend for Health Officer
o	652,420	652,420	0 Grant & Contributions
o	3,401,187	3,349,587	(51,600) Payments to Other Gov't Agencies - decrease due to state of the economy

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	85,579	69,373	26,311	26,311	26,311
20	CONTRACTUAL SERVICES	6,661	39,735	0	0	0
70	MISCELLANEOUS	2,932,271	3,244,318	3,401,187	3,349,587	3,349,587
	GRAND TOTAL	<u>3,024,511</u>	<u>3,353,426</u>	<u>3,427,498</u>	<u>3,375,898</u>	<u>3,375,898</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>3,024,511</u>	<u>3,353,426</u>	<u>3,427,498</u>	<u>3,375,898</u>	<u>3,375,898</u>

FINANCIAL NOTES

The (\$51,600) net decrease in funding for Health - General Health Services is the result of:

	FY 10	FY 11	CHANGE
o	24,441	24,441	0 Temporary - stipend for County Health Officer
o	3,401,187	3,349,587	(51,600) Payments to Other Gov't Agencies - reduction due to state of the economy

DIVISION STAFF SUMMARY

DEPARTMENT: HEALTH DEPARTMENT
DIVISION: GENERAL HEALTH SERVICES

Index No. 161000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	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 09 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	125,824	125,824	119,533	119,533	119,533
	GRAND TOTAL	125,824	125,824	119,533	119,533	119,533
	<u>FUNDING SOURCE:</u>					
11	GENERAL	125,824	125,824	119,533	119,533	119,533

FINANCIAL NOTES:

The \$0 no change in funding for Health - Community Mental Health

	FY 10	FY 11	CHANGE
o	119,533	119,533	0 Grants and Contributions - County share of mental health funding which supports the Teen Diversion Program and provides funding for Mental Health Service Coordinator

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	560,934	560,000	532,887	532,887	532,887
	GRAND TOTAL	560,934	560,000	532,887	532,887	532,887
	<u>FUNDING SOURCE:</u>					
11	GENERAL	560,934	560,000	532,887	532,887	532,887

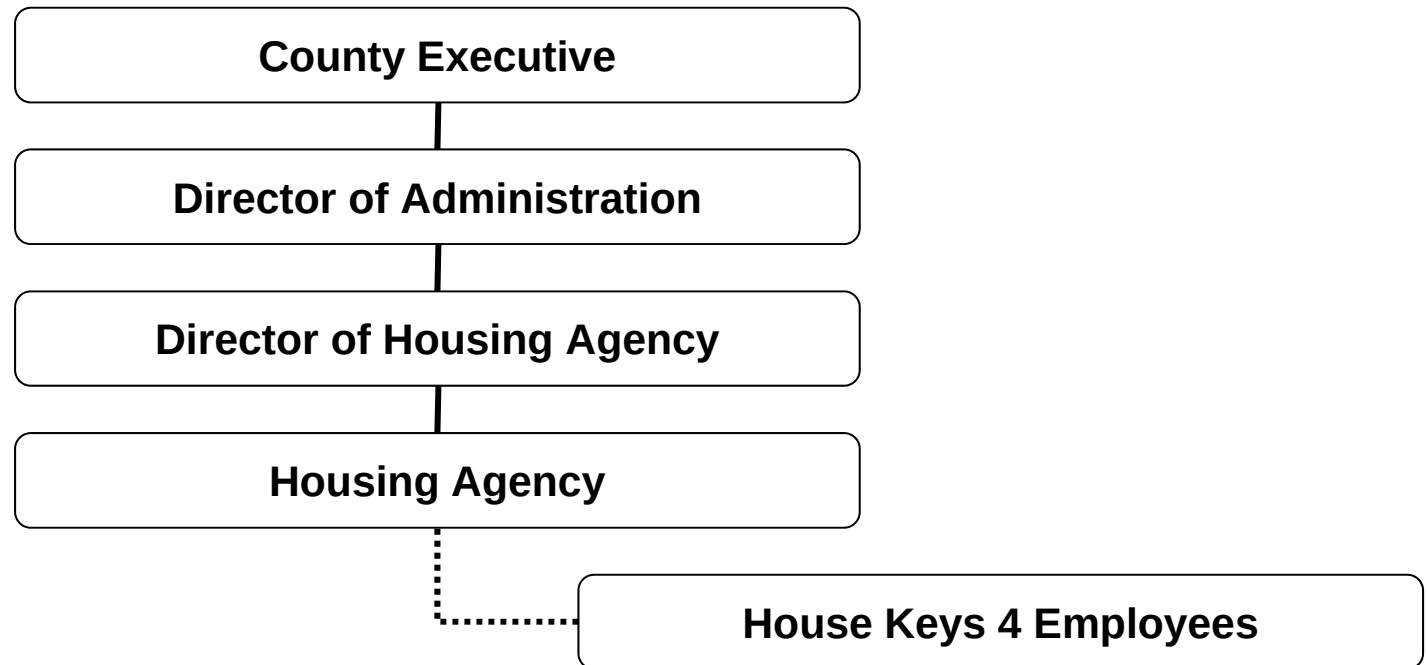
FINANCIAL NOTES:

The \$0 no change in funding for Health - Addictions Services

	FY 10	FY 11	CHANGE
o	532,887	532,887	0 Grants & Contributions - provides for inpatient and outpatient services, drug court, lab testing, centralized assessor and school based counselor

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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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	544,413	509,243	577,190	464,910	464,910
20	CONTRACTUAL SERVICES	15,745	16,420	16,320	16,320	16,320
30	SUPPLIES & MATERIALS	21,097	17,315	19,700	18,700	18,700
40	BUSINESS & TRAVEL	9,102	3,621	4,775	3,975	3,975
50	EQUIPMENT	0	749	0	0	0
70	MISCELLANEOUS	155,883	20,764	(18,667)	55,500	55,500
80	INTERGOVERNMENTAL	0	6,139	11,856	11,856	11,856
	GRAND TOTAL	746,240	574,251	611,174	571,261	571,261
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	746,240	659,251	611,174	571,261	571,261
	GRAND TOTAL	746,240	659,251	611,174	571,261	571,261
	<u>SUMMARY BY DIVISION:</u>					
171000	HOUSING SERVICES	601,240	574,251	611,174	571,261	571,261
172000	HOUSE KEYS 4 EMPLOYEES	145,000	85,000	0	0	0
	GRAND TOTAL	746,240	659,251	611,174	571,261	571,261
	SUMMARY OF GRANT BUDGETS					5,500

HOUSING

FINANCIAL NOTES:

The (\$39,913) net decrease in funding for Housing Agency is the result of:

	FY 10	FY 11	CHANGE	
o	382,087	328,955	(53,132)	Full Time Salaries 7,492 Increase result of no furlough savings for FY 11 (16,724) Turnover (4.38%) (43,900) Offset - Vacant Housing Services Counselor position unfunded for FY 11 <u> (53,132)</u>
o	124,752	80,650	(44,102)	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	37,477	26,974	(10,503)	Retirement / Pension rate adjustments
o	2,524	2,186	(338)	Workers' Compensation rate adjustments
o	29,230	25,165	(4,065)	FICA adjustment
o	14,800	13,000	(1,800)	Line items significantly adjusted, based on actual expense history and state of the economy:
		FY 10	FY 11	Change
		11,500	10,500	(1,000) General Office Mailing
		2,800	2,300	(500) Fuel Charges
		500	200	(300) Non Targeted Charges - FVS
		<u>14,800</u>	<u>13,000</u>	<u>(1,800)</u>
o	11,856	11,856	0	Fleet Management Rentals - continuation of fleet lease costs
o	8,000	50,000	42,000	Grants & Contributions - increase due to the addition of the MacArthur grant with the State of Maryland
o	(32,167)	0	32,167	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 229

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 Objective

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

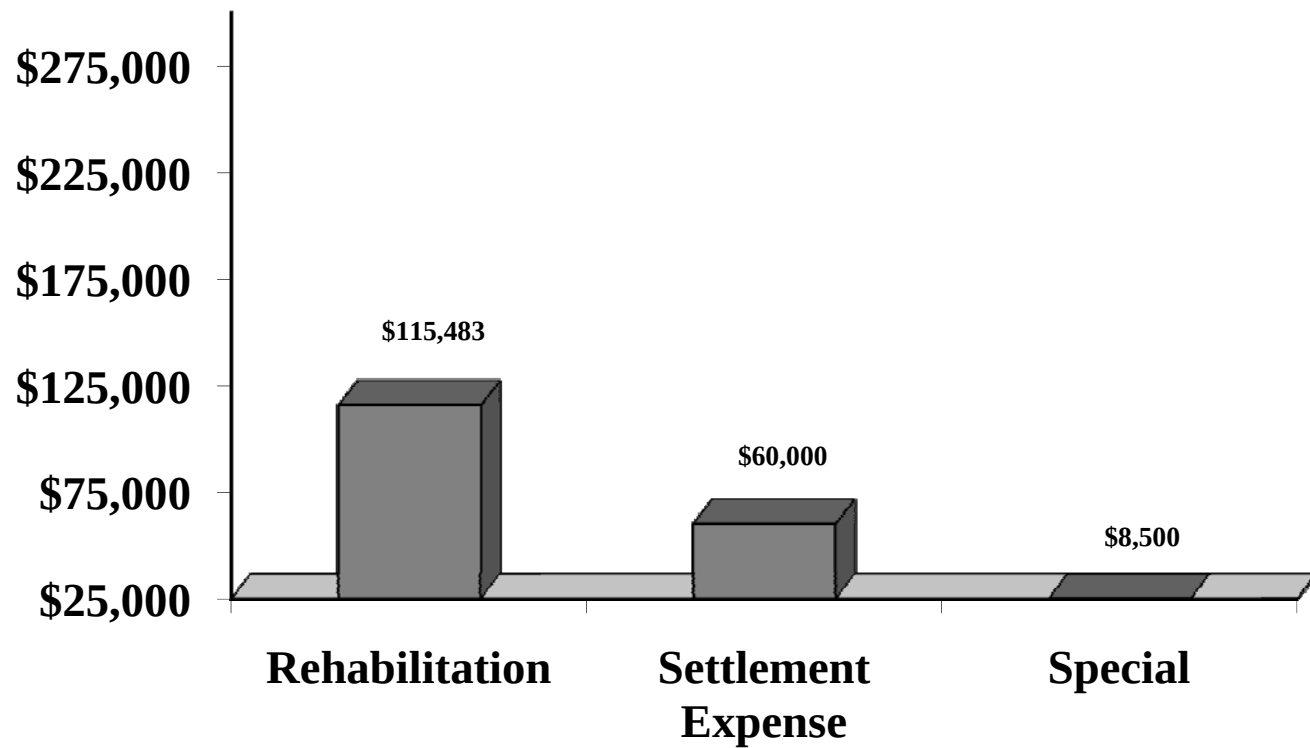
VI. Quality Living

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$7,452,934	\$9,290,411	\$8,971,551	\$11,000,000	\$10,000,000
Number of staff	23	23	23	25	23
<u>Output:</u>					
Number of training classes held	52	52	22	0	10
Number of publications and training materials distributed	2,750	3,000	2,800	3,500	2,000
Number of one-on-one counseling sessions	597	1,175	1,086	1,500	3,000
Number of partnership training sessions with private sector	6	15	12	0	0
Down Payment Assistance Fund monies distributed	\$240,000	\$385,000	\$60,000	\$0	\$10,000
Housing Assistance Payment monies distributed	\$5,965,687	\$7,790,714	\$7,659,356	\$9,000,000	\$8,000,000
Number of individuals requesting service	3,724	4,200	6,858	6,000	7,000
<u>Efficiency:</u>					
Cost per client	\$100	\$212	\$85	\$100	\$85
<u>Service Quality:</u>					
Percent of client requests responded to	100%	100%	100%	100%	100%
<u>Outcome:</u>					
Number of families prepared for homeownership	498	333	123	40	25
Number of families with improved credit	88	266	195	100	100
Number of first time home buyers	88	77	12	10	10
Savings realized by helping aid recipients become homeowners	\$500,000	\$421,344	\$72,156	\$50,000	\$50,000

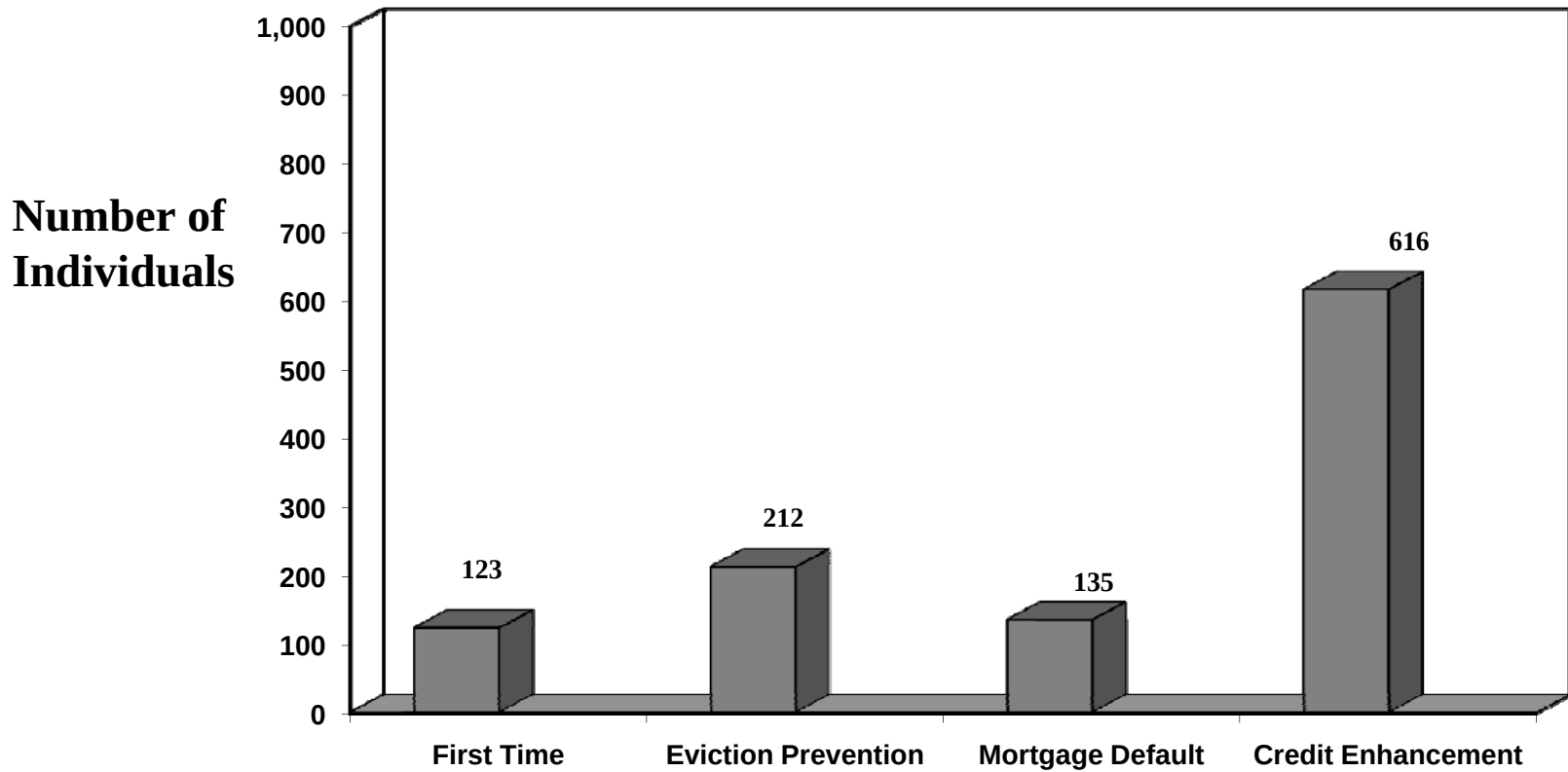
Explanation and Analysis of Performance Measures

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.

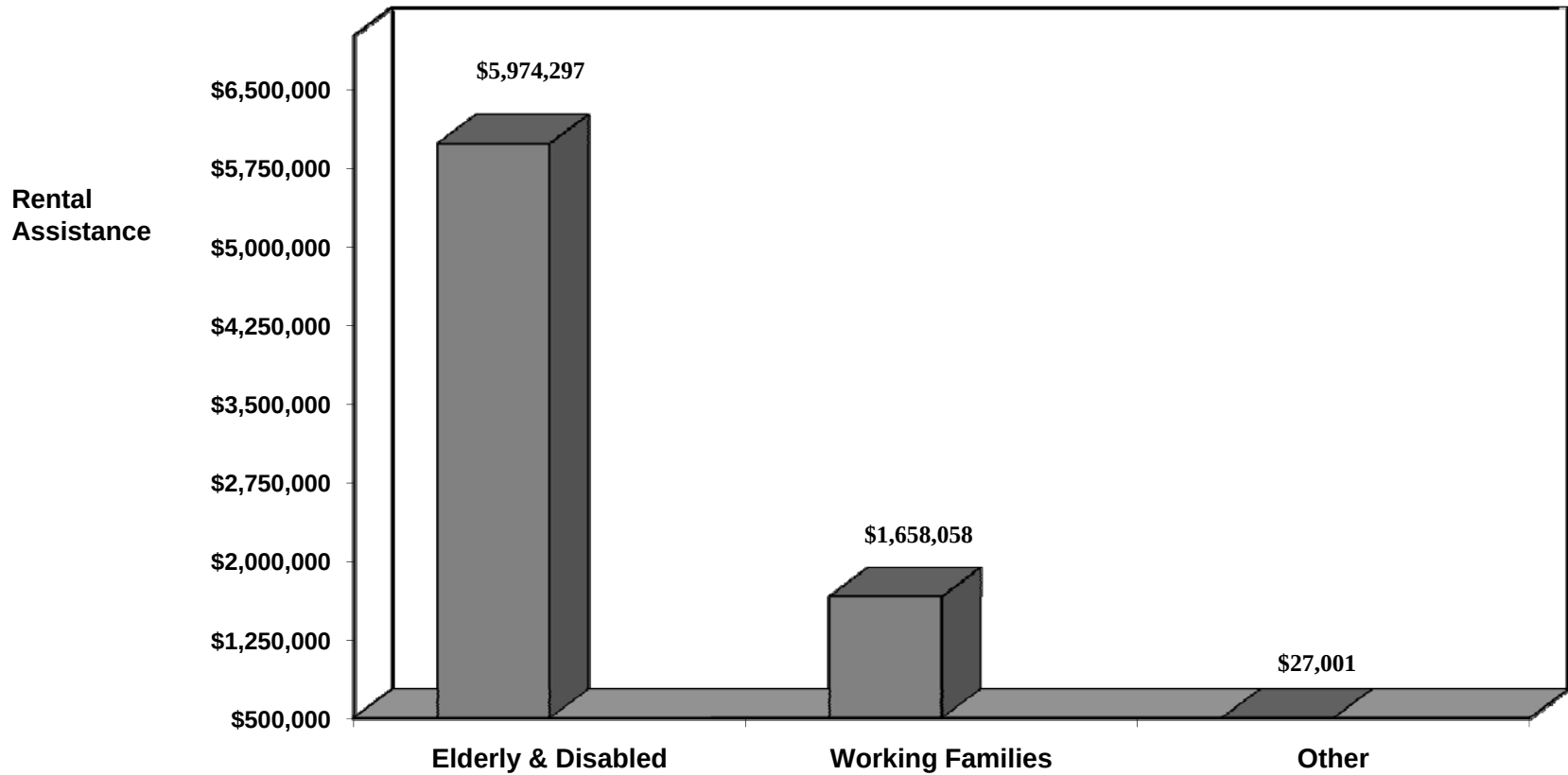
HOUSING AGENCY LOAN PROGRAMS



HOUSING AGENCY HOUSING COUNSELING



HOUSING AGENCY RENTAL ASSISTANCE



DEPARTMENT: HOUSING

DIVISION: 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	544,413	509,243	577,190	464,910	464,910
20	CONTRACTUAL SERVICES	15,745	16,420	16,320	16,320	16,320
30	SUPPLIES & MATERIALS	21,097	17,315	19,700	18,700	18,700
40	BUSINESS & TRAVEL	9,102	3,621	4,775	3,975	3,975
50	EQUIPMENT	0	749	0	0	0
70	MISCELLANEOUS	10,883	20,764	(18,667)	55,500	55,500
80	INTERGOVERNMENTAL	0	6,139	11,856	11,856	11,856
	GRAND TOTAL	601,240	574,251	611,174	571,261	571,261
<u>FUNDING SOURCE:</u>						
11	GENERAL	601,240	574,251	611,174	571,261	571,261
	GRAND TOTAL	601,240	574,251	611,174	571,261	571,261

DEPARTMENT: HOUSING**DIVISION: Housing Services****INDEX: 171000****FINANCIAL NOTES:**

The (\$39,913) net decrease in funding for Housing Services is the result of:

	FY 10	FY 11	CHANGE	
o	382,087	328,955	(53,132)	Full Time Salaries
			7,492	Increase result of no furlough savings for FY 11
			(16,724)	Turnover (4.38%)
			(43,900)	Offset - Vacant Housing Services Counselor position unfunded for FY 11
			<u>(53,132)</u>	
o	124,752	80,650	(44,102)	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	37,477	26,974	(10,503)	Retirement / Pension rate adjustments
o	2,524	2,186	(338)	Workers' Compensation rate adjustments
o	29,230	25,165	(4,065)	FICA adjustment
o	14,800	13,000	(1,800)	Line items significantly adjusted, based on actual expense history:
		FY 10	FY 11	Change
		11,500	10,500	(1,000)
		2,800	2,300	(500)
		500	200	(300)
		<u>14,800</u>	<u>13,000</u>	<u>(1,800)</u>
o	8,000	50,000	42,000	Grants & Contributions - increase due to the addition of the MacArthur grant with the State of Maryland
o	11,856	11,856	0	Fleet Management Rentals - continuation of fleet lease costs
o	(32,167)	0	32,167	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 229

DEPARTMENT STAFF SUMMARY

DEPARTMENT: HOUSING AGENCY

Index No. 171000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant I	0.00	0	0.00	0	1.00	39,900 A
Accounting Clerk II	1.00	35,722	1.00	35,663	0.00	0
Administrative Assistant II	1.00	46,804	1.00	46,727	1.00	46,727
Housing Inspector	1.00	43,102	1.00	43,031	1.00	43,031
Housing Services Coordinator	1.00	70,422	1.00	70,306	1.00	70,306
Housing Services Counselor	3.00	140,302	3.00	138,782	3.00	100,666 B
Secretary I	1.00	55,161	1.00	55,070	1.00	28,325
SALARY TOTAL	8.00	391,513	8.00	389,579	8.00	328,955
OTHER PERSONAL SERVICES						
Pension		35,902		37,477		26,974
Workers' Compensation		3,285		2,524		2,186
Health Benefits		80,969		124,752		80,650
FICA		29,951		29,803		25,165
Miscellaneous		1,120		1,120		980
TOTAL OTHER PERSONAL SERVICES		151,227		195,676		135,955
FURLOUGH SAVINGS				(8,065)		0 C
TOTAL PERSONAL SERVICES	8.00	542,740 *	8.00	577,190	8.00	464,910

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accounting Clerk II reclassified as an Accountant I - #1655

B - One (1) vacant Housing Services Counselor unfunded (\$43,900) for FY 11 - #3397

C - No furlough planned for FY 11

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
70	MISCELLANEOUS	145,000	85,000	0	0	0
	GRAND TOTAL	145,000	85,000	0	0	0
<u>FUNDING SOURCE:</u>						
11	GENERAL	145,000	85,000	0	0	0
	GRAND TOTAL	145,000	85,000	0	0	0

FINANCIAL NOTES:

No funding recommended for FY 11 based on state of the economy.

**GRANTS
HOUSING**

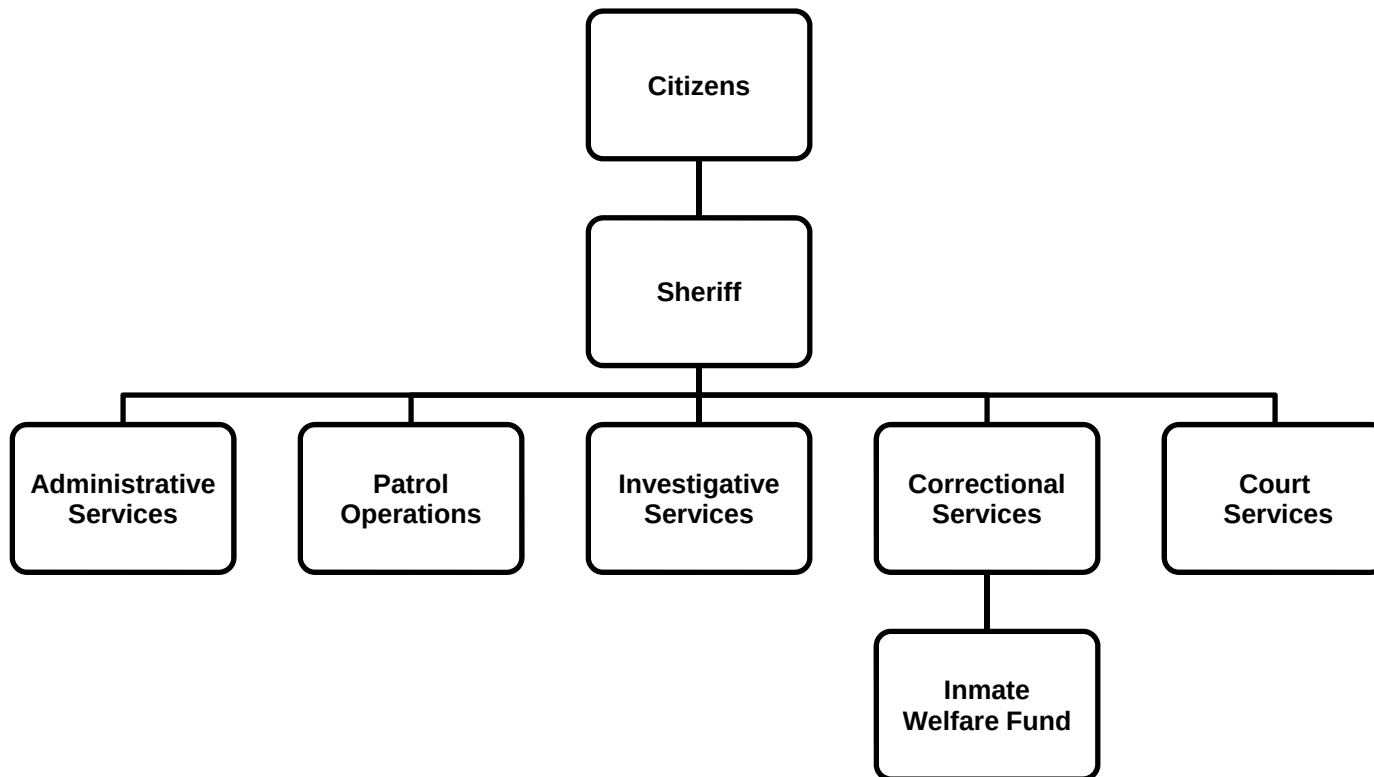
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Choice Voucher	7,500,000	0	Continuous funding through Federal contract HUD Recurring Exp 3/31/2011	This is a recurring grant which provides for subsidized rental housing 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	50,000	0	Federal Contract HUD Recurring 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)	167,650	0	Federal money HUD Recurring Exp 6/30/2011	This is a grant which is renewed yearly, providing funds for subsidized housing to individuals/families with specific disabilities. If grant were to end, the programs would cease due to lack of funding.	None
Rental Assistance Program (RAP)	40,000	0	State Recurring Exp 6/30/2011	This is a grant which is renewed each year, providing funds for temporary (12 months) rental subsidy to eligible families with critical housing needs. 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Counselor Department of Housing and Community Service	46,200	0	Federal 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 and assist with possible foreclosures. If grant were to end, the program would be terminated due to lack of funding.	None
Housing Counselor HUD	42,299	5,500	State Recurring Exp 06/30/2011	This grant provides pre-occupancy counseling programs; homebuyer education; post-purchase, mortgage default and rent delinquency counseling, property maintenance and personal money management. Grant provides funds for supplies and training, no wages. If grant were to end, the program would be terminated due to lack of funding.	None
Homeless Prevention and Rapid Re-Housing HPRP	73,500	0	Federal One Time Exp 09/30/2012	This grant provides financial assistance to families at risk of homelessness or already experiencing homelessness. If grant were to end, the program would be terminated due to lack of funding.	None
Mainstream Vouchers MS5	496,927	0	Federal Recurring Exp 06/30/2011	This grant provides rental assistance to non elderly income eligible families with disabilities. Funding does not exist in the operating budget to continue this program if grant were to end.	None
TOTALS	8,416,576	5,500			

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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 Operations, 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	51,562,717	50,812,923	52,641,426	51,239,809	51,239,809
20	CONTRACTUAL SERVICES	5,096,782	5,464,626	5,603,789	5,829,705	5,829,705
30	SUPPLIES & MATERIALS	1,945,429	1,894,862	2,113,917	2,203,497	2,203,497
40	BUSINESS & TRAVEL	1,980,684	1,790,764	1,971,652	1,972,341	1,972,341
50	CAPITAL OUTLAY	1,651,658	443,013	0	40,300	40,300
70	MISCELLANEOUS	436,467	369,483	410,268	372,583	372,583
80	INTERGOVERNMENTAL	0	235,428	979,428	979,428	979,428
	GRAND TOTAL	<u>62,673,737</u>	<u>61,011,099</u>	<u>63,720,480</u>	<u>62,637,663</u>	<u>62,637,663</u>

SUMMARY BY FUND:

11	GENERAL	62,673,737	61,011,099	63,720,480	62,637,663	62,637,663
	GRAND TOTAL	<u>62,673,737</u>	<u>61,011,099</u>	<u>63,720,480</u>	<u>62,637,663</u>	<u>62,637,663</u>

SUMMARY BY DIVISION:

211100	ADMINISTRATION & SUPPORT	7,052,131	6,746,194	7,033,389	6,931,909	6,931,909
211200	PATROL OPERATIONS	24,722,103	23,049,449	24,324,027	23,671,748	23,671,748
211300	INVESTIGATIVE SERVICES	6,859,367	6,804,019	7,106,738	6,885,990	6,885,990
212000	CORRECTIONAL SERVICES	18,845,100	19,160,538	19,645,089	19,585,090	19,585,090
212100	COMMISSARY ACCOUNT	232,666	271,222	265,097	515,555	515,555
213000	COURT SERVICES	4,962,370	4,979,677	5,346,140	5,047,371	5,047,371
	GRAND TOTAL	<u>62,673,737</u>	<u>61,011,099</u>	<u>63,720,480</u>	<u>62,637,663</u>	<u>62,637,663</u>

SUMMARY OF GRANT BUDGETS

312,749

SHERIFF'S OFFICE

FINANCIAL NOTES:

The (\$1,082,817) net decrease in funding for the Sheriff's Office is the result of:

	FY 10	FY 11	CHANGE	
o	30,106,058	29,529,769	(576,289)	Full-time Salaries increase breakdown below: 192,848 Salary adjustments based on the recommendations of the Department of Human Resources (167,992) Salary offsets as a result of retirement incentive, downgrading and funding positions for only 1/2 year (601,145) Staff Turnover <u>(2.0%)</u> <u>(576,289)</u>
o		42,733	42,733	# of Positions 0.0 The net result of full-time staff transfers between divisions within the Sheriff's Office as well as the Cooperative Reimbursement (BOSE) Grant.
o		286,956	286,956	3.0 Net positions (previously funded by grants) created for FY 11. The County committed to an agreement to fully fund these positions when the grants ended.
o	1,137,564	1,162,279	24,715	Temporary Salaries - increase based on actual expense history
o	139,208	149,466	10,258	Part Time Salaries - for School Crossing Guards, increase based on actual expense history
o	5,623,610	5,584,319	(39,291)	Health Benefits adjusted for a 5% cost increase as well as staff opting for changes in level of coverage
o	8,671,233	7,190,636	(1,480,597)	Pension / Retirement rate adjustments
o	951,426	861,540	(89,886)	Workers' Compensation rate adjustments
o	921,490	1,030,854	109,364	Shift Differential adjusted based on actual expense history
o	2,296,381	2,472,098	175,717	Overtime adjusted based on actual expense history
o	2,600,137	2,624,769	24,632	FICA - adjusted for salary changes
o	122,919	233,550	110,631	Uniform Allowance adjustments - to restore full funding which was reduced in FY 10 due to the state of the economy

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	121,200	135,260	14,060	Other Professional Services:
				Tipping Fees
				Driver Training Fee
				Swimming/Rescue Instruction
				Basic English
				Surviving Armed Encounters
				Personnel File Scan
				Law Enforce Records Scan
				IPMA Testing Services
				Maryland Chiefs
				Credit Checks
				Air Quality Test
				Univ of MD Tech Assistance
				Guest Lecturers
				Air Tank Refills - Dive Team
				Video Analysis Consultant
				Technical Consultant
				Subpoena Record Requests
				Locksmith Fees
				Inmate Transportation
o	413,217	463,071	49,854	Electricity - increase based on actual expenses, anticipated 6% increase in electricity cost, and anticipated expansion of detention center
o	428,162	432,916	4,754	Space & Real Estate Rental - increase due to expected cost of leases
o	3,179,287	3,190,439	11,152	Medical Services - increase due to expected cost of inmate medical services contract

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	1,111,694	1,132,394	20,700	Meals-Special Purpose - increase based on expected cost of Aramark contract for inmate meals as well as increased appropriation authority for commissary
o	3,439,726	3,544,980	105,254	Line items significantly adjusted based on actual expense history:
	FY 10	FY 11	Change	
	144,103	135,814	(8,289)	Office Equipment
	108,600	115,200	6,600	Vehicle & Operating Equipment
	484,989	575,187	90,198	Telephone Service
	12,550	10,050	(2,500)	County Facility Repair & Renovation
	49,941	46,641	(3,300)	Operating Equipment
	17,933	20,330	2,397	Communication Service
	27,195	21,148	(6,047)	Data Processing Hardware
	44,269	51,843	7,574	Data Processing Software
	100,560	106,557	5,997	Security Systems
	31,142	47,749	16,607	Other (Service & Maintenance)
	280,284	270,764	(9,520)	Uniform - Purchase
	108,693	159,516	50,823	Safety Equipment
	4,100	2,100	(2,000)	Paint
	4,000	2,400	(1,600)	Small Kitchen Supplies
	150,896	145,290	(5,606)	Other Supplies & Materials
	760,200	759,120	(1,080)	County Owned Vehicles
	929,271	924,271	(5,000)	Fuel Charges
	168,000	143,000	(25,000)	Non-Targeted Charges - FVS
	13,000	8,000	(5,000)	Personnel Recruitment
	<u>3,439,726</u>	<u>3,544,980</u>	<u>105,254</u>	
o	355,737	432,952	77,215	Line items significantly adjusted due to the expansion of the detention facility and based on actual expenses:
	FY 10	FY 11	Change	
	125,625	145,895	20,270	Heating Fuel (Gas)
	28,937	43,567	14,630	Paper Supplies
	56,475	73,220	16,745	Janitorial Supplies & Equipment
	11,100	14,725	3,625	Building Supplies
	133,600	155,545	21,945	Water & Sewer
	<u>355,737</u>	<u>432,952</u>	<u>77,215</u>	

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE				
o	358,268	312,749	(45,519)	County Match / Transfers Out	FY 10	FY 11	Change
				B.O.S.E. Grant	303,689	267,974	(35,715)
				B.O.S.E. Grant Mgt Fee	30,369	29,775	(594)
				Domestic Violence	24,210	15,000	(9,210)
					<u>358,268</u>	<u>312,749</u>	<u>(45,519)</u>
o	979,428	979,428	0	Fleet Management Rentals - Continuation of fleet lease costs and adjusted based on actual amounts charged			
o	47,500	52,500	5,000	Confidential Expenses - funds restored to levels provided in previous years for investigation funds to purchase narcotics, pay informants, and intel / homeland defense			
o	71,699	149,020	77,321	Line items adjusted based on actual expenses for the Inmate Welfare Fund:			
				FY 10	FY 11	Change	
				18,150	24,000	5,850	Duplicating Machine Supplies
				4,000	2,400	(1,600)	Small Kitchen Supplies
				20,984	26,655	5,671	Professional Books & Periodicals
				28,565	55,665	27,100	In-House Training
				0	6,000	6,000	Other Office Equipment
				0	600	600	Chairs
				0	7,700	7,700	Work Stations
				0	26,000	26,000	Other Furniture & Fixtures
				<u>71,699</u>	<u>149,020</u>	<u>77,321</u>	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	Elected	1.00	105,123	1.00	104,042	1.00	106,970
Chief Deputy	L-09	1.00	129,294	1.00	129,293	1.00	129,293
Major	L-08	3.00	346,469	3.00	336,503	3.00	336,503
Captain	L-07	9.00	925,817	8.00	825,092	9.00	896,166
Lieutenant	L-06	14.00	1,241,501	13.00	1,164,968	13.00	1,173,454
Sergeant	L-05	27.00	2,212,197	34.00	2,795,295	34.00	2,727,278
Corporal	L-04	31.00	2,321,210	29.00	2,110,144	30.00	2,154,323
Deputy First Class	L-03	166.00	10,157,073	171.00	10,246,454	173.00	10,278,810
Deputy	L-02	37.00	1,853,760	24.00	1,232,235	21.00	964,729
Deputy, Recruit	L-01	0.00	0	4.00	171,892	7.00	300,811
Major	D-08	1.00	103,649	1.00	103,646	1.00	103,646
Captain	D-07	2.00	182,875	2.00	182,874	2.00	177,466
Lieutenant	D-06	8.00	621,810	8.00	621,837	8.00	590,719
Sergeant	D-05	12.00	802,865	13.00	864,967	13.00	861,057
Corporal	D-04	14.00	823,711	14.00	828,155	14.00	826,345
Officer First Class	D-03	68.00	3,562,475	82.00	4,146,343	73.00	3,644,375
Officer	D-02	23.00	989,550	1.00	50,918	20.00	804,120
Correctional Officer Recruit	D-01	4.00	159,053	13.00	509,158	2.00	78,332
Warden	A-15	1.00	116,427	1.00	113,027	1.00	113,027
Budget Manager	A-14	1.00	85,622	1.00	85,613	1.00	85,613
Computer Manager	A-14	1.00	85,622	1.00	85,613	1.00	67,600
Human Resources Manager	A-12	1.00	83,128	1.00	80,350	1.00	80,350
Computer Forensics Examiner	A-11	1.00	58,498	1.00	53,539	1.00	53,539
Classification Supervisor	A-10	1.00	67,960	1.00	65,978	1.00	65,978
Information Technology Specialist	A-10	1.00	69,999	1.00	69,992	1.00	69,992
Law Enforcement Analyst Manager	A-10	1.00	62,194	1.00	62,192	1.00	62,192
Law Enforcement Records Administrator	A-10	1.00	78,785	1.00	83,595	1.00	83,595
Records Administrator	A-10	1.00	81,149	1.00	81,141	1.00	81,141
Special Projects Coordinator	A-10	1.00	72,099	1.00	72,093	1.00	72,093
Human Resources Specialist	A-09	1.00	45,550	1.00	50,107	1.00	50,107
Public Information Specialist	A-09	1.00	48,647	1.00	50,107	1.00	50,107
Quartermaster Fleet Manager	A-09	1.00	61,625	1.00	63,482	1.00	63,482
Standards/Accreditation Manager	A-09	1.00	67,815	1.00	65,374	1.00	65,374

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Applicant Investigator	A-08	2.00	101,038	2.00	108,430	2.00	108,430
Law Enforcement Analyst	A-08	3.00	139,635	3.00	142,397	4.00	192,733
Pre-Trial Services Coordinator	A-08	2.00	113,520	2.00	116,938	2.00	116,938
Sex Offender Verification Investigator	A-08	1.00	50,106	1.00	48,880	1.00	48,880
Classification Counselor	A-07	3.00	131,419	3.00	130,166	3.00	130,166
Computer Resources Technician	A-07	2.00	110,988	2.00	114,317	2.00	114,317
Financial Investigator	A-07	1.00	54,388	1.00	56,014	1.00	56,014
Grant Fiscal Technician	A-07	0.00	0	1.00	61,214	1.00	61,214
Property Manager	A-07	1.00	64,943	1.00	64,938	1.00	64,938
Commissary Coordinator	A-06	1.00	43,042	1.00	43,035	1.00	43,035
Corrections Records Supervisor	A-06	1.00	59,579	1.00	60,466	1.00	60,466
Corrections Quartermaster	A-06	1.00	52,936	1.00	54,517	1.00	54,517
Law Enforcement Records Supervisor	A-06	4.00	209,033	4.00	215,301	4.00	188,906
Program Coordinator	A-06	1.00	41,788	1.00	43,035	1.00	43,035
Maintenance Officer	A-05	2.00	98,515	2.00	98,508	2.00	98,508
Victims' Services Advocate	A-05	1.00	42,935	1.00	41,683	1.00	41,683
Accounting Clerk	A-04	2.00	116,722	1.00	57,075	1.00	57,075
Admin Support Technician	A-04	3.00	157,062	6.00	301,642	6.00	301,642
Corrections Records Technician II	A-04	5.00	208,559	3.00	120,328	4.00	154,419
Law Enforcement Records Technician II	A-04	21.00	862,491	21.00	873,183	18.00	734,572
Records Clerk II	A-04	1.00	48,609	0.00	0	0.00	0
Inmate Property Coordinator	A-03	1.00	45,562	1.00	45,552	1.00	45,552
Property Management Assistant	A-03	1.00	33,902	1.00	33,904	1.00	33,904
Quartermaster Fleet Assistant	A-03	1.00	40,481	1.00	40,477	1.00	40,477
Corrections Records Clerk	A-02	0.00	0	2.00	76,523	2.00	76,523
Corrections Records Technician I	A-02	2.00	60,368	1.00	30,181	0.00	0
Law Enforcement Records Technician I	A-02	6.00	180,225	5.00	147,409	7.00	205,149
Senior Cook	A-02	1.00	44,990	0.00	0	0.00	0
FULL-TIME SALARIES		506.00	30,736,388	506.00	30,632,132	509.00	30,291,680
SALARY OFFSET			(819,245)		(526,074)		(536,917)
TOTAL FULL-TIME SALARIES		506.00	29,917,143	506.00	30,106,058	509.00	29,754,763

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES							
Crossing Guard	A-01	4.55	133,303	5.10	139,208	5.10	149,466
TOTAL PART-TIME SALARIES		4.55	133,303	5.10	139,208	5.10	149,466
TEMPORARY SALARIES			1,290,240		1,137,564		1,162,279
SALARY TOTAL		510.55	31,340,686	511.10	31,382,830	514.10	31,066,508
OTHER PERSONAL SERVICES							
Pension & Retirement			8,367,975		8,671,233		7,207,235
Workers' Compensation			1,211,345		951,426		867,132
Health Benefits			4,919,931		5,623,610		5,646,711
Overtime & Shift Differential			3,375,102		3,217,871		3,502,952
FICA			2,648,956		2,600,137		2,641,981
Miscellaneous			296,963		194,319		307,290
TOTAL OTHER PERSONAL SERVICES			20,820,272		21,258,596		20,173,301
TOTAL PERSONAL SERVICES		510.55	52,160,958	511.10	52,641,426	514.10	51,239,809

* FY 09 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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Number of Civil Deputies	9	10	10	10	9
Operating Budget Allocated	\$847,115	\$1,024,808	\$1,140,117	\$1,061,267	\$1,026,198
<u>Output:</u>					
Number of papers received	45,064	45,688	47,848	47,200	49,761
<u>Efficiency:</u>					
Number of papers served	40,915	42,843	46,734	44,000	45,780
Number of papers served per Civil Deputy	4,546	4,284	4,673	4,400	5,086
<u>Service Quality:</u>					
Number of papers unable to be served	4,149	2,845	1,114	3,025	3,981
Average number of service attempts per paper	4.5	4.5	4.5	4.5	4.5
<u>Outcome:</u>					
Annual service rate percentage	90.79%	93.91%	97.73%	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 Objective

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

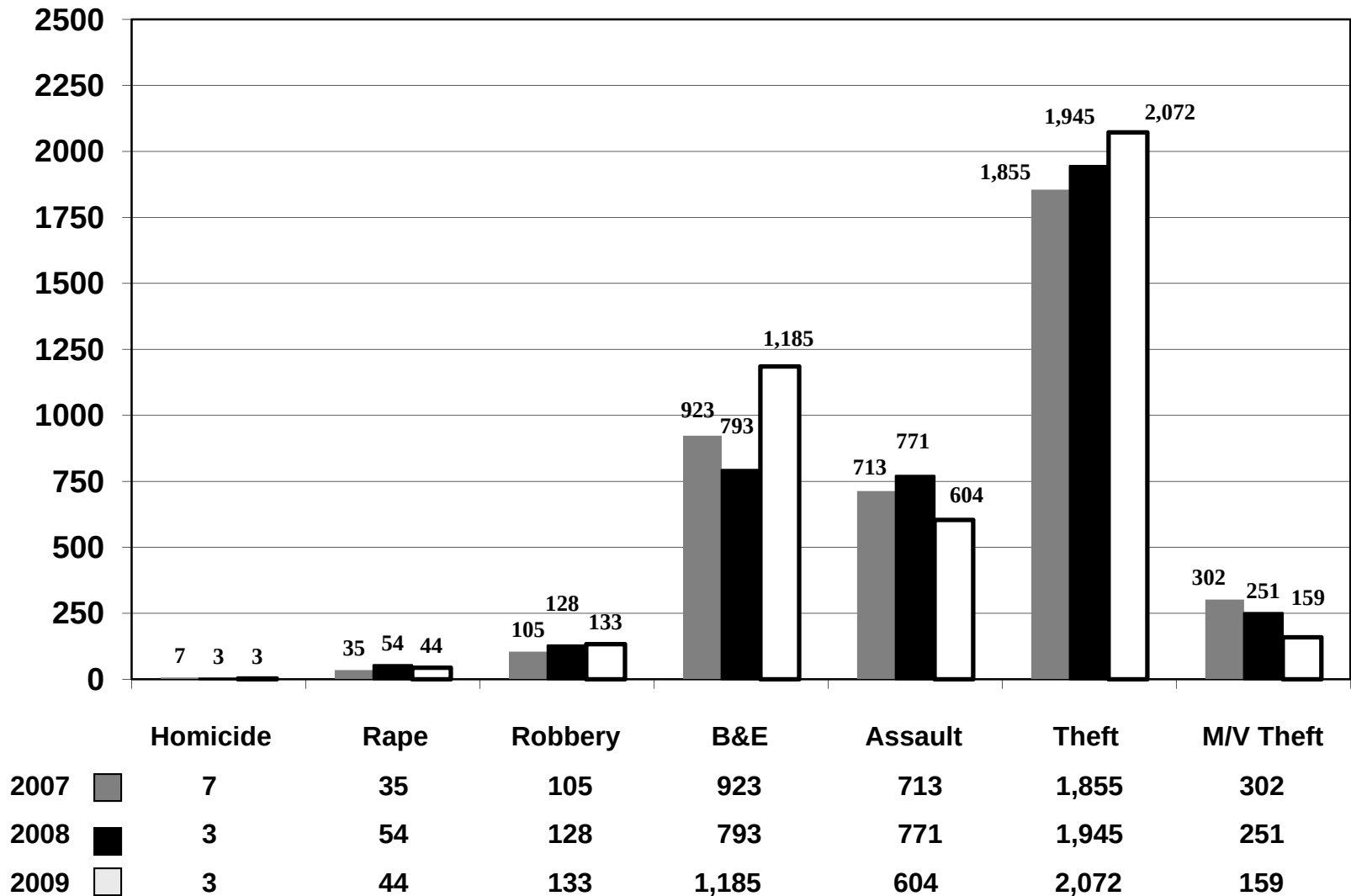
I. Public Safety

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Number of staff	1	1	1	1	1
Dollars allocated	\$11,756	\$11,663	\$11,355	\$11,897	\$11,897
<u>Output:</u>					
Number of registered child sex offenders	90	94	96	122	101
Number of registered sexual offenders (non-child)	13	36	18	46	22
Number of registered sexually violent child predators	1	4	2	6	3
Number of registered sexually violent offenders (non-child)	31	36	40	46	47
<u>Efficiency:</u>					
Average number of attempts per verification	1.7	1.5	1.4	2.5	1.4
<u>Service Quality:</u>					
Average number of residential verifications per registrant	2.9	2.4	3.4	2.7	3.3
<u>Outcome:</u>					
Average number of verifications per year per registrant	2.9	2.4	3.4	2.7	3.3

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	5,457,710	5,445,282	5,702,363	5,532,411	5,532,411
20	CONTRACTUAL SERVICES	849,137	831,222	955,596	1,026,034	1,026,034
30	SUPPLIES & MATERIALS	119,255	82,277	96,365	86,565	86,565
40	BUSINESS & TRAVEL	335,527	270,408	274,565	279,565	279,565
50	CAPITAL OUTLAY	285,660	113,553	0	0	0
70	MISCELLANEOUS	4,842	3,452	4,500	7,334	7,334
	GRAND TOTAL	7,052,131	6,746,194	7,033,389	6,931,909	6,931,909
	<u>FUNDING SOURCE:</u>					
11	GENERAL	7,052,131	6,746,194	7,033,389	6,931,909	6,931,909

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

The (\$101,480) net decrease in funding for Sheriff's Office - Administrative Services is the result of:

	FY 10	FY 11	CHANGE
o	3,700,900	3,567,665	(133,235) Full-time Salaries
			19,738 Salary Adjustments - Time in Grade / Promotions
			(21,393) Offset - one position vacated as result of retirement incentive, downgraded and funded for only 1/2 year
			(131,580) Staff Turnover (3.56%)
			<u>(133,235)</u>
o		115,530	115,530 The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions Salary Fringe Total
			2.00 162,178 93,755 255,933
			(1.00) (86,778) (53,625) (140,403)
			<u>1.00 75,400 40,130 115,530</u>
o	118,029	118,029	0 Temporary Salaries - funds provided for Fleet Tech Assistant, Security Clerk, three Clerical Assistants and a Web Designer
o	620,426	612,350	(8,076) an anticipated 5% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	664,202	534,140	(130,062) Pension / Retirement rate adjustments
o	65,470	53,640	(11,830) Workers' Compensation rate adjustments
o	170,373	170,373	0 Overtime based on actual expense history
o	309,378	297,188	(12,190) FICA - adjusted for personnel / salary changes
o	39,380	44,986	5,606 Shift Differential - adjusted based on actual expense history
o	5,525	9,900	4,375 Uniform Allowance restored to full funding which was reduced in FY 10 due to the economy
o	142,377	144,484	2,107 Space and Real Estate Rental - increased based on expected cost increase for HCC Training Academy, Firing Range, Office of Professional Standards, and 101 N. Main Street.

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	50,000	40,000	(10,000) Other Professional Services

Service	FY 10	FY 11	Change	Explanation
Driver Training Fee	5,500	5,500	0	
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	10,103	10,103	0	
Air Quality Test	3,960	3,960	0	
Univ of MD Tech Assistance	10,000	0	(10,000)	eliminated for FY 11
IMPA Testing Services	5,432	5,432	0	
Credit Checks	1,705	1,705	0	
Guest Lecturers	2,000	2,000	0	
TOTAL	50,000	40,000	(10,000)	

o	18,825	23,231	4,406 Data Processing Software Maintenance:

Service	FY 10	FY 11	Change	
Crown Pointe Skills & Training	2,590	2,590	0	
Avtech	55	55	0	
Fluke Meter & Maintenance	6,735	6,735	0	based on actuals
ATAC Crime Analysis	765	765	0	
NAI McAfee Anti Virus	7,430	7,616	186	based on actuals
Constant Contact	765	765	0	
Help Trac Call	485	485	0	
AIM	0	2,000	2,000	new for FY 11
Mail Marshall	0	2,220	2,220	new for FY 11
TOTAL	18,825	23,231	4,406	

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	830,679	896,401	65,722	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	58,874	56,203	(2,671)	Office Equipment
	469,989	560,187	90,198	Telephone Service
	13,000	8,000	(5,000)	Personnel / Recruitment
	104,241	101,363	(2,878)	Medical Services
	6,500	4,000	(2,500)	County Facility and Repair
	1,080	0	(1,080)	Building / Custodial
	27,195	21,148	(6,047)	Data Processing - Hardware
	17,000	15,000	(2,000)	Printing Commercial
	5,800	4,500	(1,300)	Meals - Special Purpose
	7,000	5,000	(2,000)	Weapons & Ammunition
	12,000	8,000	(4,000)	Other Supplies & Materials
	108,000	113,000	5,000	Vehicle Maintenance Target & Non-Target
	830,679	896,401	65,722	
o	0	2,834	2,834	Grants & Contributions - The Sheriff has agreed to remit his FY 11 statutorily prescribed salary increase of \$2,834 for miscellaneous grant for the Sheriff's Office

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: ADMINISTRATION

Index No. 211100

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	Elected	1.00	105,123	1.00	104,136 (94)	1.00	106,970 (2,834) A
Chief Deputy	L-09	1.00	129,294	1.00	129,293	1.00	129,293
Major	L-08	1.00	117,639	1.00	107,661	1.00	107,661
Captain	L-07	3.00	308,335	2.00	207,604	3.00	288,038 B
Lieutenant	L-06	3.00	256,616	3.00	259,127	3.00	259,127
Sergeant	L-05	1.00	81,796	3.00	247,998	2.00	161,220 C
Corporal	L-04	2.00	153,439	1.00	82,368	3.00	218,712 D
Deputy First Class	L-03	4.00	288,580	5.00	344,967	3.00	210,495
Deputy Recruit	L-01	0.00	0	0.00	0	1.00	42,973 E
Budget Manager	A-14	1.00	85,622	1.00	85,613	1.00	85,613
Computer Manager	A-14	1.00	85,622	1.00	85,613	1.00	67,600
Human Resources Manager	A-12	1.00	83,128	1.00	80,350	1.00	80,350
Information Technology Specialist	A-10	1.00	69,999	1.00	69,992	1.00	69,992
Law Enforcement Analyst Manager	A-10	1.00	62,194	1.00	62,192	1.00	62,192
Law Enforcement Records Administrator	A-10	1.00	81,149	1.00	83,595	1.00	83,595
Human Resources Specialist	A-09	1.00	45,550	1.00	50,107	1.00	50,107
Public Information Specialist	A-09	1.00	48,647	1.00	50,107	1.00	50,107
Quartermaster Fleet Manager	A-09	1.00	61,625	1.00	63,482	1.00	63,482
Applicant Investigator	A-08	2.00	101,038	2.00	108,430	2.00	108,430
Law Enforcement Analyst	A-08	0.00	0	0.00	0	1.00	50,336 F
Computer Resources Technician	A-07	2.00	110,988	2.00	114,317	2.00	114,317
Grant Fiscal Technician	A-07	0.00	0	1.00	61,214	1.00	61,214
Property Manager	A-07	1.00	64,943	1.00	64,938	1.00	64,938
Law Enforcement Records Supervisor	A-06	4.00	209,033	4.00	215,301	4.00	188,906
Accounting Clerk	A-04	2.00	116,722	1.00	57,075	1.00	57,075
Admin Support Technician	A-04	1.00	52,354	2.00	95,452	2.00	95,452
Law Enforcement Records Technician II	A-04	15.00	600,178	16.00	648,272	13.00	509,661 G
Property Management Assistant	A-03	1.00	33,902	1.00	33,904	1.00	33,904
Quartermaster Fleet Assistant	A-03	1.00	40,481	1.00	40,477	1.00	40,477
Law Enforcement Records Technician I	A-02	6.00	180,225	5.00	147,409	7.00	205,149 H
SUB-TOTAL FULL-TIME SALARIES		60.00	3,574,222	62.00	3,700,900	63.00	3,664,552
SALARY OFFSET			0		0		(21,487) I
TOTAL FULL-TIME SALARIES		60.00	3,574,222	62.00	3,700,900	63.00	3,643,065

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: ADMINISTRATION

Index No. 211100

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			142,700		118,029		118,029
SALARY TOTAL		60.00	3,716,922	62.00	3,818,929	63.00	3,761,094
OTHER PERSONAL SERVICES							
Pension & Retirement			647,716		664,202		548,096
Workers' Compensation			78,921		65,470		55,869
Health Benefits			538,987		620,426		629,887
Overtime & Shift Differential			209,873		209,753		215,359
FICA			297,244		309,378		302,956
Miscellaneous			17,600		14,205		19,150
TOTAL OTHER PERSONAL SERVICES			1,790,341		1,883,434		1,771,317
TOTAL PERSONAL SERVICES		60.00	5,507,263 *	62.00	5,702,363	63.00	5,532,411

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - The Sheriff has agreed to remit his FY 11 statutorily prescribed salary increase to be used for a County grant/contribution

B - One (1) Lieutenant reclassified to Captain - #0320

C - One (1) Sergeant transferred out - #0244 to Investigative Services

D - One (1) Corporal transferred in - #2617 and one (1) Deputy First Class reclassified to a Corporal - #1640

E - One (1) Deputy First Class reclassified to a Deputy Recruit - #0243

F - One (1) Records Tech II reclassified to a Law Enforcement Analyst -#0318

G - One (1) Law Enforcement Records Technician I reclassified as a Law Enforcement Records Technician II - #3336

H - Three (3) Law Enforcement Records Technician II reclassified as Law Enforcement Records Technician I - # 0241, 2366, 3010

I - Salary offset - one (1) position vacated and downgraded to a Deputy Recruit and funded for only 1/2 year - #0243

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	21,481,929	20,630,939	21,680,276	21,097,989	21,097,989
20	CONTRACTUAL SERVICES	651,319	562,698	169,724	173,762	173,762
30	SUPPLIES & MATERIALS	413,991	348,296	449,899	420,869	420,869
40	BUSINESS & TRAVEL	1,006,672	943,694	1,044,700	999,700	999,700
50	CAPITAL OUTLAY	1,141,167	328,394	0	0	0
70	MISCELLANEOUS	27,025	0	0	0	0
80	INTERGOVERNMENTAL	0	235,428	979,428	979,428	979,428
GRAND TOTAL		24,722,103	23,049,449	24,324,027	23,671,748	23,671,748
<u>FUNDING SOURCE:</u>						
11	GENERAL	24,722,103	23,049,449	24,324,027	23,671,748	23,671,748

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Patrol Operations****INDEX: 211200****FINANCIAL NOTES:**

The (\$652,279) net decrease in funding for Sheriff's Office - Patrol Operations is the result of:

	FY 10	FY 11	CHANGE	
o	12,200,796	12,034,365	(166,431)	Full-time Salaries
			72,211	Salary Adjustments - Time in Grade / Promotions
			(64,460)	Offset - as a result of the retirement incentive program three (3) positions were vacated and downgraded to Deputy Recruit and funded for only 1/2 year
			(174,182)	Staff Turnover (1.43%)
			<u>(166,431)</u>	
o		12,538	12,538	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions	Salary
			5.00	266,927
			(4.00)	(264,971)
			<u>1.00</u>	<u>1,956</u>
				Fringe
				174,408
				(163,826)
				<u>10,582</u>
				Total
				441,335
				(428,797)
				<u>12,538</u>
o		286,506	286,506	Three Deputy First Class positions created for FY 11 previously funded by grant:
			# of Positions	Salary
			3.00	184,890
				Fringe
				101,616
				286,506
o	139,208	149,466	10,258	Part-time Salaries - for school crossing guards per actual expenditures
o	2,412,329	2,370,004	(42,325)	an anticipated 5% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	3,867,236	3,110,887	(756,349)	Pension / Retirement / LEOPS rate adjustments
o	419,553	389,846	(29,707)	Workers' Compensation rate adjustments
o	409,282	483,686	74,404	Shift Differential adjusted based on actual expense history
o	1,074,957	1,051,428	(23,529)	FICA - based on actual salary adjustments
o	51,044	103,150	52,106	Uniform Allowance restored to full funding for FY 11

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Patrol Operations

INDEX: 211200

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	39,960	42,700	2,740	Space & Real Estate Rental - increased based on actual lease costs for Forest Hill Industrial Park, Quarry Lease for Dive Team, and Youth Academy at Harford Glen
o	5,791	7,491	1,700	Operating Equipment - increase based on actual expense history for in-car video maintenance, generator, and fingerprint equipment maintenance
o	5,500	8,070	2,570	Printing Commercial - increased based on actual expenses for community policing brochures, warning citations, and field interview reports, etc.
o	815,423	738,175	(77,248)	Line items significantly adjusted based on actual expense history and state of the economy:
	FY 10	FY 11	Change	
	14,244	12,891	(1,353)	Office Equipment
	3,000	3,800	800	Heating Fuel (Gas)
	2,750	2,000	(750)	Janitorial Supplies & Equipment
	166,284	146,284	(20,000)	Uniforms - Purchase
	60,945	50,000	(10,945)	Safety Equipment
	568,200	523,200	(45,000)	Vehicle Maintenance Target & Non-Target
	<u>815,423</u>	<u>738,175</u>	<u>(77,248)</u>	
o	979,428	979,428	0	Fleet Lease - continuation of leased vehicles

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: PATROL OPERATIONS

Index No. 211200

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	L-08	1.00	121,174	1.00	121,181	0.00	0
Captain	L-07	2.00	213,725	3.00	305,926	4.00	406,660 A
Lieutenant	L-06	7.00	638,780	7.00	638,769	7.00	647,255
Sergeant	L-05	16.00	1,285,247	21.00	1,697,448	21.00	1,647,361
Corporal	L-04	17.00	1,251,873	16.00	1,137,494	14.00	1,001,586 B
Deputy First Class	L-03	119.00	7,056,740	118.00	6,834,013	129.00	7,475,080 C
Deputy	L-02	36.00	1,797,994	23.00	1,189,262	19.00	873,999 D
Deputy, Recruit	L-01	0.00	0	4.00	171,892	3.00	128,919 E
Admin Support Technician	A-04	1.00	52,354	2.00	104,811	2.00	104,811
Records Clerk II	A-04	1.00	48,609	0.00	0	0.00	0
FULL-TIME SALARIES		200.00	12,466,496	195.00	12,200,796	199.00	12,285,671
SALARY OFFSET			(341,459)		0		(64,460) F
TOTAL FULL-TIME SALARIES		200.00	12,125,037	195.00	12,200,796	199.00	12,221,211
PART-TIME SALARIES							
Crossing Guard	A-01	4.55	133,303	5.10	139,208	5.10	149,466
TOTAL PART-TIME SALARIES		4.55	133,303	5.10	139,208	5.10	149,466
TEMPORARY SALARIES			233,229		226,751		226,753
SALARY TOTAL		204.55	12,491,569	200.10	12,566,755	204.10	12,597,430

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: PATROL OPERATIONS

Index No. 211200

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement			3,696,227		3,867,236		3,143,756
Workers' Compensation			543,824		419,553		395,253
Health Benefits			2,094,755		2,412,329		2,426,923
Overtime & Shift Differential			1,453,234		1,259,282		1,333,686
FICA			1,064,982		1,074,957		1,065,721
Miscellaneous			130,143		80,164		135,220
TOTAL OTHER PERSONAL SERVICES			8,983,165		9,113,521		8,500,559
TOTAL PERSONAL SERVICES		204.55	21,474,734	200.10	21,680,276	204.10	21,097,989

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Lieutenant position reclassified to a Captain - #0284

B - Four (4) Corporal positions reclassified to Sergeant - #0073, #0238, #1750, #2171; three Deputy First Class positions reclassified to Corporal - #2557, 2633, 2886; and one (1) Corporal position transferred to Administration - #2617

C - Twelve (12) Deputy positions reclassified to Deputy First Class - #0281, 0283, 0285, 0293, 2373, 2713, 2721, 3244, 3246, 3310, 3314, 3320; two (2) Deputy First Class positions transferred to another index - # 3242, 0342; and three (3) Deputy First Class positions created from previous grant funded positions - #3525, 3526, and 3527.

D - The net total of four (4) Deputy Recruit positions reclassified to Deputy positions - #0272, 0366, 0374, 0382

E - One (1) Major reclassified to a Deputy Recruit - #0266 and two (2) Sergeant positions reclassified to Deputy Recruit - #0297, 0355

F - Salary offset - result of the retirement incentive program and three (3) positions being vacated and downgraded to Deputy Recruits and funded for only 1/2 year

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	5,811,477	5,934,911	6,138,674	5,906,745	5,906,745
20	CONTRACTUAL SERVICES	444,579	466,371	523,296	533,797	533,797
30	SUPPLIES & MATERIALS	48,277	52,787	43,138	38,818	38,818
40	BUSINESS & TRAVEL	335,870	297,450	354,130	354,130	354,130
50	CAPITAL OUTLAY	166,664	0	0	0	0
70	MISCELLANEOUS	52,500	52,500	47,500	52,500	52,500
	GRAND TOTAL	6,859,367	6,804,019	7,106,738	6,885,990	6,885,990

FUNDING SOURCE:

11	GENERAL	6,859,367	6,804,019	7,106,738	6,885,990	6,885,990

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Investigative Services****INDEX: 211300****FINANCIAL NOTES:**

The (\$220,748) net decrease in funding for Sheriff's Office - Investigative Services is the result of:

	FY 10	FY 11	CHANGE	
o	3,483,684	3,506,482	22,798	Full-Time Salaries
			22,798	Salary Adjustments - Time in Grade / Promotions
o		(90,040)	(90,040)	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
				# of Positions Salary Fringe Total
				3.00 196,727 107,922 304,649
				<u>(4.00)</u> <u>(239,200)</u> <u>(155,489)</u> <u>(394,689)</u>
				<u>(1.00)</u> <u>(42,473)</u> <u>(47,567)</u> <u>(90,040)</u>
o	650,142	642,270	(7,872)	an anticipated 5% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	1,024,968	839,777	(185,191)	Pension / Retirement rate adjustments as well as LEOPS plan for deputies
o	114,063	106,025	(8,038)	Workers' Compensation rate adjustments
o	300,000	290,000	(10,000)	Overtime adjusted based on actual expense history
o	308,697	310,177	1,480	FICA adjustments
o	180,662	207,296	26,634	Shift Differential adjusted based on actual expense history
o	17,500	35,800	18,300	Uniform Allowance adjustments

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Investigative Services

INDEX: 211300

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	66,480	81,040	14,560	Other Professional Services - increased based on actual expenses for fees associated with subpoena record requests, video analysis consultant, and technical consultant
o	47,500	52,500	5,000	Confidential Expenses - restored funds to levels provided in previous years for investigation funds to purchase narcotics, pay informants, and intel / homeland defense
o	159,111	151,462	(7,649)	Line items adjusted significantly due to actual expense history:
	FY 10	FY 11	Change	
	11,335	9,653	(1,682)	Office Equipment
	95,400	102,000	6,600	Vehicle & Operating Equipment
	37,692	32,692	(5,000)	Electricity
	8,921	5,899	(3,022)	Data Processing Software
	5,763	1,218	(4,545)	Safety Equipment
	<u>159,111</u>	<u>151,462</u>	<u>(7,649)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: INVESTIGATIVE SERVICES

Index No. 211300

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	L-08	1.00	107,656	1.00	107,661	1.00	107,661
Captain	L-07	3.00	293,659	2.00	201,468	2.00	201,468
Lieutenant	L-06	3.00	254,474	2.00	175,448	2.00	175,448
Sergeant	L-05	5.00	395,335	5.00	397,510	8.00	650,480 A
Corporal	L-04	7.00	531,124	6.00	430,186	6.00	406,953
Deputy First Class	L-03	22.00	1,409,467	27.00	1,691,493	24.00	1,485,054 B
Deputy	L-02	1.00	55,766	1.00	42,973	0.00	0
Computer Forensics Examiner	A-11	1.00	58,498	1.00	53,539	1.00	53,539
Law Enforcement Analyst	A-08	2.00	92,182	2.00	93,517	2.00	93,517
Sex Offender Verification Investigator	A-08	1.00	50,106	1.00	48,880	1.00	48,880
Financial Investigator	A-07	1.00	54,388	1.00	56,014	1.00	56,014
Victims' Services Advocate	A-07	1.00	42,935	1.00	41,683	1.00	41,683
Admin Support Technician	A-04	1.00	52,354	2.00	101,379	2.00	101,379
Law Enforcement Records Technician II	A-04	2.00	86,780	1.00	41,933	1.00	41,933
FULL-TIME SALARIES		51.00	3,484,724	53.00	3,483,684	52.00	3,464,009
TEMPORARY SALARIES			53,036		51,538		51,538
SALARY TOTAL		51.00	3,537,760	53.00	3,535,222	52.00	3,515,547
OTHER PERSONAL SERVICES							
Pension & Retirement			974,087		1,024,968		814,170
Workers' Compensation			143,659		114,063		104,107
Health Benefits			582,063		650,142		627,016
Overtime & Shift Differential			427,500		480,662		497,296
FICA			302,991		308,697		306,929
Miscellaneous			38,940		24,920		41,680
TOTAL OTHER PERSONAL SERVICES			2,469,240		2,603,452		2,391,198
TOTAL PERSONAL SERVICES		51.00	6,007,000	53.00	6,138,674	52.00	5,906,745

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Corporal positions reclassified to Sergeant positions - # 0305, 1973; one (1) Sergeant transferred in from Administration - #0244

B - Two (2) Deputy First Class positions reclassified to Corporal positions - #0341, 3187; and the net total of one (1) position from three (3) Deputy First Class positions being transferred to another index, and two (2) Deputy First Class positions being transferred in.

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	14,541,133	14,424,591	14,453,461	14,232,053	14,232,053
20	CONTRACTUAL SERVICES	3,120,984	3,576,001	3,922,105	4,050,402	4,050,402
30	SUPPLIES & MATERIALS	1,095,433	1,116,967	1,235,336	1,295,769	1,295,769
40	BUSINESS & TRAVEL	42,833	42,979	34,187	6,866	6,866
50	CAPITAL OUTLAY	44,717	0	0	0	0
	GRAND TOTAL	18,845,100	19,160,538	19,645,089	19,585,090	19,585,090
<u>FUNDING SOURCE:</u>						
11	GENERAL	18,845,100	19,160,538	19,645,089	19,585,090	19,585,090

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Correctional Services****INDEX: 212000****FINANCIAL NOTES:**

The (\$59,999) net decrease in funding for Sheriff's Office - Correctional Services is the result of:

	FY 10	FY 11	CHANGE
o	8,481,850	8,287,780	(194,070) Full-time Salaries breakdown below:
			67,014 Salary Adjustments - Time in Grade / Promotions
			(39,166) Offset - as a result of the retirement incentive program two (2) positions were vacated and downgraded to Office Recruits and funded for only 1/2 year
			<u>(221,918) Staff Turnover</u> <u>(2.6%)</u>
			<u>(194,070)</u>
o		(43,914)	(43,914) The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions Salary Fringe Total
			1.0 42,910 18,777 61,687
			<u>(1.0) (63,024) (42,577) (105,601)</u>
			<u>0.0 (20,114) (23,800) (43,914)</u>
o	128,269	100,000	(28,269) Temporary Salaries - for two security clerks, one maintenance assistant, one chaplain, and one transport officer per actual expense history
o	1,575,126	1,589,986	14,860 an anticipated 5% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	2,366,501	2,117,098	(249,403) Pension / Retirement rate adjustments
o	276,173	245,941	(30,232) Workers' Compensation rate adjustments
o	684,808	891,725	206,917 Overtime adjusted based on actual expenses
o	225,000	227,720	2,720 Shift Differential adjusted based on actual expenses
o	659,994	726,917	66,923 FICA adjusted
o	33,900	67,100	33,200 Uniform Allowance - restored to full funding for FY 11

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Correctional Services

INDEX: 212000

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	3,071,046	3,085,076	14,030	Medical Services - increase due to expected cost of medical services contract for inmates
o	83,416	89,660	6,244	Security Systems - increase based on actual expense history for cellblock gate security maintenance and pipe tour system
o	3,842	21,263	17,421	Other Contractual Services - increase provides for storalogic electronic re-install records file and continues to fund boiler inspections, x-ray registration and inspection fee, terminx contract, etc.
o	34,515	104,363	69,848	Safety Equipment - increased funds provide for the purchase of SCBA (self contained breathing apparatus) equipment and additional safety vests
o	81,653	83,307	1,654	Line items significantly adjusted based on actual expense history:
	FY 10	FY 11	Change	
	1,080	2,814	1,734	Other Rents & Utilities
	2,250	1,250	(1,000)	Unemployment Insurance
	16,523	22,713	6,190	Data Processing Software Maintenance
	40,000	35,000	(5,000)	Operating Equipment
	6,800	5,000	(1,800)	Printing Commercial
	11,000	14,530	3,530	Building Supplies
	4,000	2,000	(2,000)	Paint
	<u>81,653</u>	<u>83,307</u>	<u>1,654</u>	

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Correctional Services

INDEX: 212000

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	635,678	759,545	123,867	Line items increased due to the expansion of the detention center:
	FY 10	FY 11	Change	
	305,016	355,343	50,327	Electricity
	118,000	137,470	19,470	Heating Fuel (Gas)
	133,000	154,945	21,945	Water & Sewer
	26,662	41,292	14,630	Paper Supplies
	53,000	70,495	17,495	Janitorial Supplies & Equipment
	<u>635,678</u>	<u>759,545</u>	<u>123,867</u>	
o	167,239	93,740	(73,499)	Line items decreased as a result of allowable expenses being transferred to the Inmate Welfare Fund
	FY 10	FY 11	Change	
	50,674	46,860	(3,814)	Office Equipment
	4,000	2,400	(1,600)	Small Kitchen Supplies
	85,000	44,480	(40,520)	Other Supplies & Materials
	27,565	0	(27,565)	In-House Training
	<u>167,239</u>	<u>93,740</u>	<u>(73,499)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: CORRECTIONAL SERVICES

Index No. 212000

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	D-08	1.00	103,649	1.00	103,646	1.00	103,646
Captain	D-07	2.00	182,875	2.00	182,874	2.00	177,466
Lieutenant	D-06	8.00	621,810	8.00	621,837	8.00	590,719
Sergeant	D-05	12.00	802,865	13.00	864,967	13.00	861,057
Corporal	D-04	14.00	823,711	14.00	828,155	14.00	826,345
Officer First Class	D-03	68.00	3,562,475	81.00	4,103,433	73.00	3,644,375
Officer	D-02	23.00	989,550	1.00	50,918	20.00	804,120 A
Officer Recruit	D-01	4.00	159,053	13.00	509,158	2.00	78,332
Warden	A-15	1.00	116,427	1.00	113,027	1.00	113,027
Classification Supervisor	A-10	1.00	67,960	1.00	65,978	1.00	65,978
Corrections Records Administrator	A-10	1.00	78,785	1.00	81,141	1.00	81,141
Special Projects Coordinator	A-10	1.00	72,099	1.00	72,093	1.00	72,093
Standards/Accreditation Manager	A-09	1.00	67,815	1.00	65,374	1.00	65,374
Pre-Trial Services Coordinator	A-08	2.00	113,520	2.00	116,938	2.00	116,938
Classification Counselor	A-07	3.00	131,419	3.00	130,166	3.00	130,166
Commissary Coordinator	A-06	1.00	43,042	1.00	43,035	1.00	43,035
Corrections Quartermaster	A-06	1.00	52,936	1.00	54,517	1.00	54,517
Corrections Records Supervisor	A-06	1.00	59,579	1.00	60,466	1.00	60,466
Program Coordinator	A-06	1.00	41,788	1.00	43,035	1.00	43,035
Maintenance Officer	A-05	2.00	98,515	2.00	98,508	2.00	98,508
Corrections Records Technician II	A-04	5.00	208,559	3.00	120,328	4.00	154,419 B
Inmate Property Coordinator	A-03	1.00	45,562	1.00	45,552	1.00	45,552
Corrections Records Clerk	A-02	0.00	0	2.00	76,523	2.00	76,523
Corrections Records Technician I	A-02	2.00	60,368	1.00	30,181	0.00	0
Senior Cook	A-02	1.00	44,990	0.00	0	0.00	0
SUB-TOTAL FULL-TIME SALARIES		<u>157.00</u>	<u>8,549,352</u>	<u>156.00</u>	<u>8,481,850</u>	<u>156.00</u>	<u>8,306,832</u>
SALARY OFFSET							<u>(39,166) C</u>
TOTAL FULL-TIME SALARIES		<u>157.00</u>	<u>8,549,352</u>	<u>156.00</u>	<u>8,481,850</u>	<u>156.00</u>	<u>8,267,666</u>

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: CORRECTIONAL SERVICES

Index No. 212000

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			127,942		128,269		100,000
SALARY TOTAL		157.00	8,677,294	156.00	8,610,119	156.00	8,367,666
OTHER PERSONAL SERVICES							
Pension & Retirement			2,341,986		2,366,501		2,110,022
Workers' Compensation			354,767		276,173		245,149
Health Benefits			1,401,529		1,575,126		1,575,592
Overtime & Shift Differential			959,995		909,808		1,119,445
FICA			736,255		659,994		725,379
Miscellaneous			88,780		55,740		88,800
TOTAL OTHER PERSONAL SERVICES			5,883,312		5,843,342		5,864,387
TOTAL PERSONAL SERVICES		157.00	14,560,606	156.00	14,453,461	156.00	14,232,053

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - Eight (8) Officer First Class positions downgraded to Officers - #0395, 0398, 0403, 0438, 1351, 1976, 1977, 2467; two (2) Lieutenant positions downgraded to Officer - #0426, 0427; nine (9) Officer Recruit positions reclassified to Officer - #1201, 1301, 1304, 2482, 2484, 2580, 2586, 3327, and 3348.

B - One (1) Corrections Records Technician I reclassified as a Corrections Records Technician II - #2726

C - Salary offset - two (2) positions vacated and downgraded to Officer Recruit and funded for only 1/2 year salary, as a result of the retirement incentive

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Inmate Welfare Fund****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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 10
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	6,150	5,078	6,538	67,403	67,403
20	CONTRACTUAL SERVICES	3,117	4,772	3,830	16,618	16,618
30	SUPPLIES & MATERIALS	218,143	254,552	247,900	324,069	324,069
40	BUSINESS & TRAVEL	5,256	6,820	6,829	67,165	67,165
50	CAPITAL OUTLAY	0	0	0	40,300	40,300
	GRAND TOTAL	232,666	271,222	265,097	515,555	515,555
	<u>FUNDING SOURCE:</u>					
11	GENERAL	232,666	271,222	265,097	515,555	515,555

FINANCIAL NOTES:

The \$250,458 net increase in funding for the Sheriff's Office - Inmate Welfare Fund is the result of:

	FY 10	FY 11	CHANGE
o	6,520	63,555	57,035 Temporary Salaries (including FICA) - for librarian to increase hours to full-time
o	0	3,848	3,848 Temporary Pension adjusted for librarian status changing to full-time
o	0	1,825	1,825 Office Equipment - increase for copier lease for Inmate Law Library
o	0	10,000	10,000 Other Professional Services - funds provided for inmate transportation
o	3,500	4,793	1,293 Communication Service - Star Electronics and Dish Network costs

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Inmate Welfare Fund****INDEX: 212100****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	400	5,400	5,000	Duplicating Machine Supplies - increased based on actuals for copier supplies
o	220,000	242,000	22,000	Meals - Special Purpose increased based on actual expenses
o	0	10,480	10,480	Uniforms - Purchase - clothing for inmates per allowable expenses
o	23,000	61,689	38,689	Other Supplies & Materials - increase based on funds transferred from Correction Services and provide for mattresses, indigent kits, linens and toiletries for inmates
o	6,829	12,500	5,671	Professional Books and Periodicals - increase based on actual expense history for law books and religious materials for inmates
o	0	54,665	54,665	In-House Training - funds transferred from Correctional Services and adjusted per actuals for Inmate programs through Harford Community College, Open Doors, and Habitat for Humanity
o	0	6,000	6,000	Other Office Equipment - Computer Equipment for Law Library
o	0	600	600	Chairs - funds provided to purchase chairs for law library
o	0	7,700	7,700	Work Stations - funds provided to purchase work stations
o	0	26,000	26,000	Other Furniture & Fixtures - funds provided to purchase exercise equipment for inmates

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: INMATE WELFARE FUND

Index No. 212100

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			<u>5,882</u>		<u>6,057</u>		<u>59,039</u>
SALARY TOTAL			<u><u>5,882</u></u>		<u><u>6,057</u></u>		<u><u>59,039</u></u>
OTHER PERSONAL SERVICES							
Pension			0		0		3,848
Worker's Compensation			0		18		0
FICA			<u>450</u>		<u>463</u>		<u>4,516</u>
TOTAL OTHER PERSONAL SERVICES			<u>450</u>		<u>481</u>		<u>8,364</u>
TOTAL PERSONAL SERVICES			<u><u>6,332</u></u>		<u><u>6,538</u></u>		<u><u>67,403</u></u>

* FY 09 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,264,318	4,372,122	4,660,114	4,403,208	4,403,208
20	CONTRACTUAL SERVICES	27,646	23,562	29,238	29,092	29,092
30	SUPPLIES & MATERIALS	50,330	39,983	41,279	37,407	37,407
40	BUSINESS & TRAVEL	254,526	229,413	257,241	264,915	264,915
50	CAPITAL OUTLAY	13,450	1,066	0	0	0
70	MISCELLANEOUS	352,100	313,531	358,268	312,749	312,749
	GRAND TOTAL	<u>4,962,370</u>	<u>4,979,677</u>	<u>5,346,140</u>	<u>5,047,371</u>	<u>5,047,371</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>4,962,370</u>	<u>4,979,677</u>	<u>5,346,140</u>	<u>5,047,371</u>	<u>5,047,371</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Court Services****INDEX: 213000****FINANCIAL NOTES:**

The (\$298,769) net decrease in funding for Sheriff's Office - Court Services is the result of:

	FY 10	FY 11	CHANGE	
o	2,238,828	2,133,477	(105,351)	Full-time Salaries breakdown below:
				11,087 Salary Adjustments - Time in Grade / Promotions
				(42,973) Offset - as a result of the retirement incentive program two (2) positions were vacated and downgraded to Deputy Recruit and funded for only 1/2 year
				(73,465) Staff Turnover (3.3%)
			<u>(105,351)</u>	
o		48,619	48,619	The net result to this division of full-time staff transfers between divisions within the Sheriff's Office
				# of Positions Salary Fringe Total
				2.00 90,730 67,846 158,576
				(1.00) (65,395) (44,562) (109,957)
				<u>1.00 25,335 23,284 48,619</u>
o	365,587	369,709	4,122	An anticipated 5% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	748,326	584,886	(163,440)	Pension / Retirement rate adjustments as well as the new LEOPS plan for deputies
o	246,648	234,543	(12,105)	FICA Adjustments
o	76,149	66,088	(10,061)	Workers' Compensation rate adjustments
o	291,200	270,000	(21,200)	Overtime adjusted based on actual expenditure history
o	14,950	17,600	2,650	Uniform Allowance adjustments

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Court Services

INDEX: 213000

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	266,026	269,020	2,994	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	8,976	8,382	(594)	Office Equipment
	3,800	5,000	1,200	Electricity
	1,000	500	(500)	Other Professional Services
	6,500	6,253	(247)	Security Systems
	6,500	2,965	(3,535)	Safety Equipment
	2,000	1,500	(500)	Medical Supplies
	3,000	2,500	(500)	Weapons & Ammunition
	86,000	99,920	13,920	County Owned Vehicle Maintenance
	145,000	140,000	(5,000)	Fuel Charges
	3,250	2,000	(1,250)	Parking and Tolls
	<u>266,026</u>	<u>269,020</u>	<u>2,994</u>	
o	358,268	312,749	(45,519)	County Match / Transfers Out
		FY 10	FY 11	Change
	BOSE Grant Match	303,689	267,974	(35,715)
	Management Fee	30,369	29,775	(594)
	Domestic Violence	24,210	15,000	(9,210)
		<u>358,268</u>	<u>312,749</u>	<u>(45,519)</u>

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: COURT SERVICES

Index No. 213000

POSITION TITLE	GRADE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	L-08	0.00	0	0.00	0	1.00	121,181 A
Captain	L-07	1.00	110,098	1.00	110,094	0.00	0
Lieutenant	L-06	1.00	91,631	1.00	91,624	1.00	91,624
Sergeant	L-05	5.00	449,819	5.00	452,339	3.00	268,217
Corporal	L-04	5.00	384,774	6.00	460,096	7.00	527,072 B
Deputy First Class	L-03	21.00	1,402,286	21.00	1,375,981	17.00	1,108,181 D
Deputy	L-02	0.00	0	0.00	0	2.00	90,730
Deputy/Recruit	L-01	0.00	0	0.00	0	3.00	128,919 E
Officer First Class	D-03	0.00	0	1.00	42,910	0.00	0
Law Enforcement Analyst	A-08	1.00	47,453	1.00	48,880	1.00	48,880
Law Enforcement Records Technician II	A-04	4.00	175,533	4.00	182,978	4.00	182,978
FULL-TIME SALARIES		38.00	2,661,594	40.00	2,764,902	39.00	2,567,782
SALARY OFFSET			(477,786)		(526,074)		(408,970) F
TOTAL FULL-TIME SALARIES		38.00	2,183,808	40.00	2,238,828	39.00	2,158,812
TEMPORARY SALARIES			727,451		606,920		606,920
SALARY TOTAL		38.00	2,911,259	40.00	2,845,748	39.00	2,765,732
OTHER PERSONAL SERVICES							
Pension & Retirement			707,959		748,326		587,343
Workers' Compensation			90,174		76,149		66,754
Health Benefits			302,597		365,587		387,293
Overtime & Shift Differential			324,500		358,366		337,166
FICA			247,034		246,648		236,480
Miscellaneous			21,500		19,290		22,440
TOTAL OTHER PERSONAL SERVICES			1,693,764		1,814,366		1,637,476
TOTAL PERSONAL SERVICES		38.00	4,605,023	40.00	4,660,114	39.00	4,403,208

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Captain position reclassified to a Major - #0343

B - One (1) Deputy position reclassified to a Corporal position - #2173

C - Two (2) Sergeant positions reclassified to Deputy Recruit - #0256 and #0321; and one (1) Deputy First Class reclassified to a Deputy Recruit - #2169

D - One (1) Deputy First Class position transferred to Patrol Operations - #0302

E - Two (2) Deputy positions transferred in from another index - #0378 and 0282

F - Salary offset - a result of two (2) positions being vacated under the retirement incentive and downgraded to Deputy Recruit positions and funded for only 1/2 year; and salary offset for the 6 positions offset by BOSE reimbursement in the amount of \$317,117 and the Law Enforcement position offset by CSAFE @ \$48,880.

GRANTS SHERIFF'S OFFICE					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Harford County Family Safety Initiative XI	10,765	0	6/30/2011 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	14,839	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	76,695	0	6/30/2011 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. / C.S.E.A. Reimbursement	817,933	297,749	09/30/2011 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 \$498,088. 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.

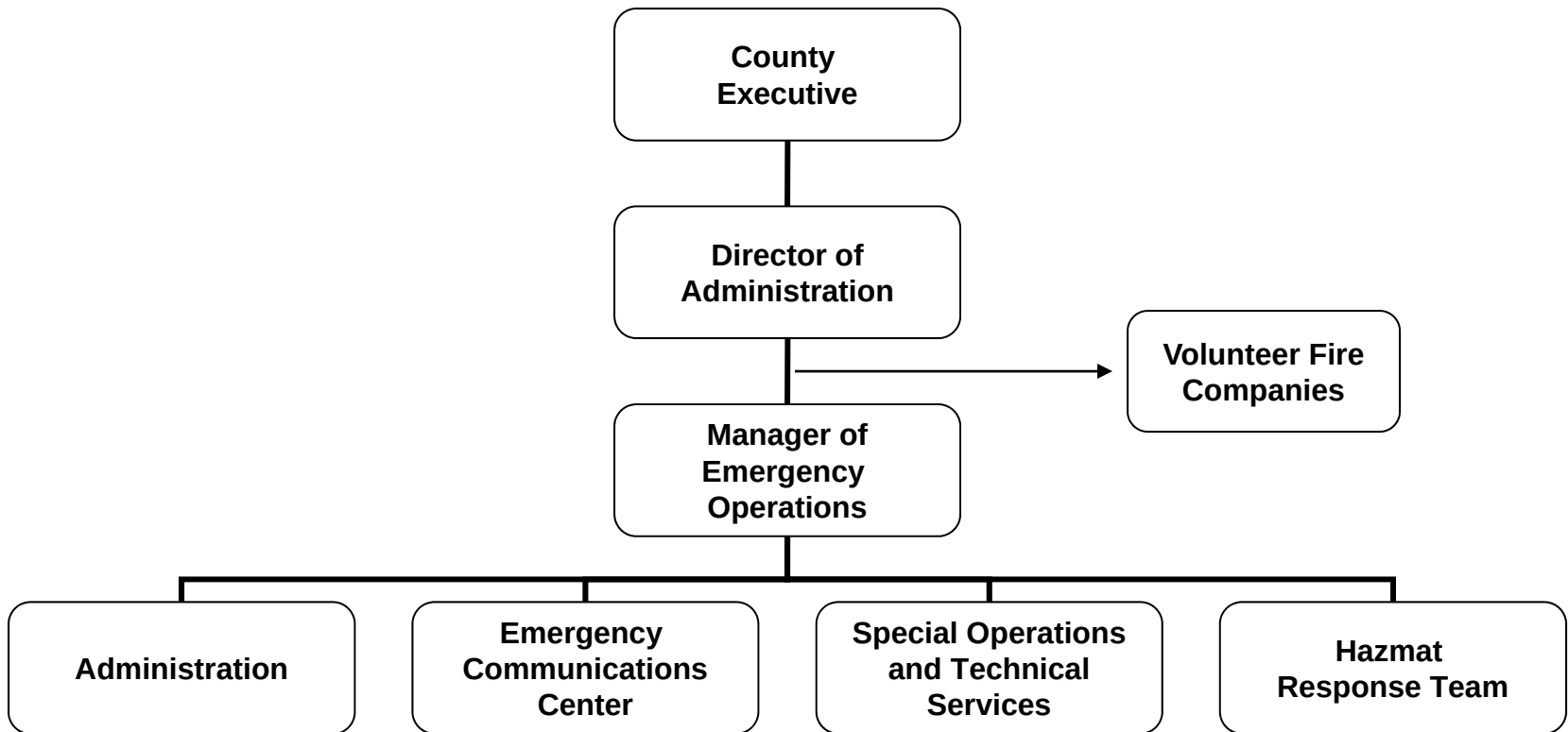
**GRANTS
SHERIFF'S OFFICE**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Harford County Violent Street Crimes Initiative	76,695	0	06/30/2011 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	76,695	0	06/30/2011 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	8,520	0	06/30/11 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
Sex Offender and Compliance Enforcement in Maryland (SOCEM)	30,344	0	06/30/2011 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

**GRANTS
SHERIFF'S OFFICE**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Harford County Domestic Violence Initiative S*T*O*P*	40,000	15,000	09/30/2011 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 this grant were to end, the Court Services operating budget would need to absorb all program costs.	None
Justice Assistance Grant Program	50,150	0	09/30/2012 Federal One-time	This funding will be used to purchase items supporting gap funding for Technology Enhancements for the CAC, Community Outreach Programs, and Deputy Welfare and Wellness. If this grant were to end the Sheriff's Office operating budget would need to absorb all program costs.	None
Trauma Recognition and Coordination Grant Initiative	55,169	0	09/30/2011 Federal Recurring	This grant will fund the salary and benefits for one full time contractual civilian to coordinate the Juvenile Trauma Recognition Program. If this grant were to end the Sheriff's Office operating budget would need to absorb the cost of this position, or eliminate the position if funding were unavailable.	None
TOTALS	1,257,805	312,749			

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 including 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	6,515,900	6,677,056	6,838,064	6,570,662	6,570,662
20	CONTRACTUAL SERVICES	3,343,182	2,892,958	2,961,064	2,859,473	2,859,473
30	SUPPLIES & MATERIALS	329,378	121,632	176,200	88,250	88,250
40	BUSINESS & TRAVEL	208,124	98,054	153,605	102,900	102,900
50	CAPITAL OUTLAY	110,754	2,367	0	4,000	4,000
70	MISCELLANEOUS	7,728,267	8,663,792	8,204,901	8,698,118	8,698,118
80	INTER-GOVERNMENTAL	0	13,774	26,460	26,460	26,460
	GRAND TOTAL	18,235,605	18,469,633	18,360,294	18,349,863	18,349,863

SUMMARY BY FUND:

11	GENERAL	18,235,605	18,469,633	18,360,294	18,349,863	18,349,863
	GRAND TOTAL	18,235,605	18,469,633	18,360,294	18,349,863	18,349,863

SUMMARY BY DIVISION:

221000	ADMINISTRATION	1,792,094	1,118,969	1,012,996	866,160	866,160
222100	EMERGENCY COMMUNICATIONS CENTER	5,129,899	5,403,188	5,328,422	5,552,862	5,552,862
222200	SPECIAL OPERATIONS & SUPPORT SERVICES	2,915,813	2,627,507	2,530,019	2,624,035	2,624,035
223000	VOLUNTEER FIRE COMPANIES	8,011,728	8,952,856	9,067,456	8,982,456	8,982,456
225000	HAZMAT RESPONSE TEAM	386,071	367,113	421,401	324,350	324,350
	GRAND TOTAL	18,235,605	18,469,633	18,360,294	18,349,863	18,349,863

SUMMARY OF GRANT BUDGETS

5,662

EMERGENCY OPERATIONS

FINANCIAL NOTES:

The (\$10,431) net decrease in funding for Emergency Operations is the result of the following major changes:

	FY 10	FY 11	CHANGE	
o	4,362,187	4,339,687	(22,500)	Full-Time Salaries
			9,372	Increase result of no furlough savings for FY 11
			48,233	Salary adjustments based on the recommendations of the Department of Human Resources
			(47,005)	Staff Turnover (1.08%)
			(33,100)	Offset - Unfunded Administrative Assistant I position
			<u>(22,500)</u>	
o		(105,045)	(105,045)	Position abolished in FY 11 due to State of the Economy:
			# of Positions	Salary
			(1.00)	(84,703)
				Fringes
				(20,342)
				Total
				(105,045)
				Management Assistant II
o		(241)	(241)	Position transferred between divisions:
			# of Positions	Salary
			(1.00)	(33,100)
			1.00	33,100
				Fringes
				(21,550)
				21,309
				Total
				(54,650)
				Public Safety Dispatcher I
				Administrative Assistant I
			<u>0</u>	<u>0</u>
			<u>(241)</u>	<u>(241)</u>
o	164,813	139,813	(25,000)	Temporary Salaries - Administrative Assistant position not funded due to the state of the economy
o	828,214	900,897	72,683	Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	421,127	353,567	(67,560)	Pension / Retirement rate adjustments
o	545,000	429,000	(116,000)	Overtime - recommended reduction due to the state of the economy
o	31,940	26,549	(5,391)	Workers' Compensation adjustments
o	82,250	91,650	9,400	Shift Differential - increase based on actual expense history
o	389,653	382,045	(7,608)	FICA adjustments
o	377,352	364,000	(13,352)	Telephone Service
	FY 10	FY 11	Change	
	22,000	5,000	(17,000)	Administration - decrease based on actual expenses
	200,000	200,000	0	Communications Center - based on actual expenses
	14,500	19,500	5,000	EVDO Sprint Service - replaces 56k lines at fire stations
	3,900	3,900	0	Originating Agency Identifier - based on expected cost
	4,260	4,260	0	Satellite Phone - based on expected cost
	12,600	12,600	0	Wireless Web Access - based on expected cost
	66,000	66,000	0	SONET ring - based on expected cost
	37,000	34,000	(3,000)	Verizon T3 ISP (SONET) - Replaces existing T1 lines
	8,592	9,740	1,148	Verizon Business monthly fee - replaces existing T1 lines
	8,500	9,000	500	Hazmat Response Team - based on actual expenses
	<u>377,352</u>	<u>364,000</u>	<u>(13,352)</u>	

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	201,500	196,500	(5,000)	Electricity - based on actual expense history and anticipated increase in cost of electricity
o	26,137	2,000	(24,137)	Printing - Commercial - savings to be realized by combining emergency information from EOC calendar with special needs mailing
o	22,250	1,200	(21,050)	Other Postage Expense - savings to be realized by combining emergency information from EOC calendar with special needs mailing
o	30,520	18,000	(12,520)	Other Professional Services:
	FY 10	FY 11	Change	
	3,500	0	(3,500)	Emergency Broadcast System - not requested in FY 11
	17,920	18,000	80	B&D Consultants
	9,000	0	(9,000)	Abbottville Tabletop Exercise - Grant will pay in FY 11
	100	0	(100)	Radiological Health Program - not requested in FY 11
	<u>30,520</u>	<u>18,000</u>	<u>(12,520)</u>	
o	1,283,200	1,311,465	28,265	Communication Service:
	FY 10	FY 11	Change	
	37,500	35,000	(2,500)	Nice Freedom Logging Recorder - projected cost of contract
	2,500	2,500	0	Headset Repairs
	1,128,000	1,128,000	0	Motorola Maint. Contract - based on expected cost
	10,000	10,000	0	Pager Repair - based on actual expenses
	20,000	20,000	0	Battery Purchases - based on actual expenses
	200	200	0	Administration Services
	15,000	15,000	0	Radio Equipment Installation - based on actual expenses
	0	18,765	18,765	Verizon VSSI PBX - not required in FY 10
	45,000	45,000	0	Subscriber Radio Maint. - based on actual expenses
	20,000	15,000	(5,000)	New equipment - decrease based on actual expenses
	5,000	22,000	17,000	Radio repairs not covered under contract - based on actuals
	<u>1,283,200</u>	<u>1,311,465</u>	<u>28,265</u>	

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	26,000	35,640	9,640	Data Processing Hardware Maintenance
	FY 10	FY 11	Change	
	8,000	15,640	7,640	UPS Contract - based on expected cost
	8,000	10,000	2,000	Cisco Routers - based on expected IT needs
	10,000	10,000	0	Chart camera maintenance
	<u>26,000</u>	<u>35,640</u>	<u>9,640</u>	
o	272,306	280,000	7,694	Data Processing Software Maintenance - all changes based on projected contract costs for FY 11:
	FY 10	FY 11	Change	
	748	750	2	EPD AQUA extended warranty
	40,877	40,880	3	ProQA software maintenance
	2,000	2,000	0	McAfee Virus subscription
	0	1,500	1,500	Gold Fluke Support
	7,500	8,000	500	ESRI GIS software maintenance
	0	10,000	10,000	Smartnet coverage
	600	600	0	Dish Satellite
	200,081	182,570	(17,511)	Interact (CAD) maintenance
	2,000	3,000	1,000	Verisign Certificates
	15,000	15,000	0	ESI Data Acquisition WebEOC
	2,000	2,000	0	Scriptlogic software maintenance
	1,500	1,500	0	Tier II Manager maintenance
	0	12,200	12,200	Pictometry license
	<u>272,306</u>	<u>280,000</u>	<u>7,694</u>	
o	52,500	20,000	(32,500)	Operating Equipment
	FY 10	FY 11	Change	
	17,000	0	(17,000)	Generator Repairs - Administration - based on actual expenses
	13,000	10,000	(3,000)	Generator Repairs - Special Ops - based on actual expenses
	22,500	10,000	(12,500)	Other Hazmat Equipment
	<u>52,500</u>	<u>20,000</u>	<u>(32,500)</u>	

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE		
o	45,285	38,000	(7,285)	Training Seminars, Courses	
	FY 10	FY 11	Change		
	7,365	6,150	(1,215)	EFD & EPD Recertification - decrease in costs anticipated	
	10,000	8,250	(1,750)	Critical training - anticipate a decrease in cost of training	
	12,720	10,500	(2,220)	EMD Courses - based on actual expenses	
	3,000	3,000	0	Hazmat training	
	12,200	10,100	(2,100)	Other Communications Center	
	<u>45,285</u>	<u>38,000</u>	<u>(7,285)</u>		
o	56,000	35,000	(21,000)	Safety Equipment	
	FY 10	FY 11	Change		
	5,000	3,600	(1,400)	Misc. Safety Equipment - recommended due to the economy	
	42,000	27,000	(15,000)	Appropriation authority in accordance with GASB statement 34	
	1,000	400	(600)	Safety vests - to purchase 2 new vests	
	7,000	3,500	(3,500)	Turnout Gear - fitted gear for 4 new hires	
	1,000	500	(500)	Hazardous Gas shipping fee	
	<u>56,000</u>	<u>35,000</u>	<u>(21,000)</u>		
o	21,548	13,500	(8,048)	Other Supplies & Materials	
	FY 10	FY 11	Change		
	600	600	0	Bar Code Supplies - based on actual expense history	
	2,500	500	(2,000)	Maps - based on actual expense history	
	6,253	3,253	(3,000)	Cardsets and training academy supplies - based on actuals	
	3,000	1,752	(1,248)	Education materials - recommended due to economy	
	2,500	0	(2,500)	PEI Test Packets - based on actual expenses	
	1,000	500	(500)	Job Fair Supplies - for dispatcher recruiting	
	1,400	2,000	600	Administration supplies	
	4,295	4,895	600	Other supplies	
	<u>21,548</u>	<u>13,500</u>	<u>(8,048)</u>		

EMERGENCY OPERATIONS

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	103,850	58,150	(45,700)	Significant reductions recommended due to the state of the economy:
		FY 10	FY 11	Change
		49,500	31,000	(18,500) County Owned Vehicles
		18,600	5,700	(12,900) Mileage
		7,500	6,200	(1,300) Meals
		2,200	1,600	(600) Meals-Special Purpose
		3,900	2,650	(1,250) Equipment Repair - Parts
		1,850	1,150	(700) Audio Visual Supplies
		1,300	550	(750) Building Supplies
		3,000	1,000	(2,000) Medical Supplies
		600	0	(600) Computer Software
		800	0	(800) Computer Hardware Comp
		10,000	5,000	(5,000) Computer Supplies
		4,600	3,300	(1,300) Professional Books
		<u>103,850</u>	<u>58,150</u>	<u>(45,700)</u>
o	348,270	346,462	(1,808)	Line items significantly adjusted, based on actual expense history:
		FY 10	FY 11	Change
		6,200	7,000	800 Heating Fuel (Oil)
		750	5,500	4,750 Heating Fuel (Gas)
		255,500	250,000	(5,500) Emergency Reporting Systems
		1,000	0	(1,000) Personnel/Recruitment
		37,358	40,000	2,642 Building / Custodial Services
		9,000	11,500	2,500 County Facility Repair and Renovation
		25,420	14,300	(11,120) Fuel Charges
		0	750	750 Transportation Costs
		5,500	4,750	(750) Delivery Charges
		6,000	3,000	(3,000) Security Systems
		0	4,000	4,000 Emergency Services Sirens
		1,542	5,662	4,120 County Match/Transfers Out
		<u>348,270</u>	<u>346,462</u>	<u>(1,808)</u>
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 10 level
o	2,247,814	2,247,814	0	EMS Foundation Funding
o	385,000	300,000	(85,000)	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	26,460	26,460	0	Fleet Management Rentals - continuation of fleet lease costs
o	(489,097)	0	489,097	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 230. 231. 232. 233

DEPARTMENT STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	40,173	1.00	40,107	2.00	33,100
Administrative Assistant II	1.00	52,686	1.00	52,599	1.00	52,599
Administrative Budget Technician II	1.00	50,596	1.00	50,513	1.00	50,513
Computer Resource Technician I	2.00	97,824	0.00	0	0.00	0
Computer System Engineer I	0.00	0	2.00	97,663	2.00	97,663
Computer System Engineer IV	0.00	0	1.00	70,314	1.00	70,314
Deputy Manager, Emergency Operations	2.00	191,706	2.00	191,390	2.00	164,766
Electronic Services Technician	2.00	117,567	2.00	101,813	2.00	101,813
Management Assistant II	1.00	84,843	1.00	84,703	0.00	0
Manager, Emergency Services	1.00	114,524	1.00	114,334	1.00	114,334
Public Safety Dispatcher I	25.00	766,442	21.00	695,100	14.00	463,400
Public Safety Dispatcher II	9.00	315,516	14.00	522,200	15.00	559,500
Public Safety Dispatcher III	27.00	1,265,935	26.00	1,205,004	31.00	1,401,163
Public Safety Hazmat Manager	1.00	48,396	1.00	48,316	1.00	48,316
Public Safety Manager	3.00	204,424	3.00	204,112	3.00	204,112
Public Safety Shift Manager	4.00	274,831	3.00	208,292	3.00	208,292
Public Safety Supervisor	12.00	697,114	12.00	685,099	12.00	685,099
TOTAL FULL-TIME SALARIES	92.00	4,322,577	92.00	4,371,559	91.00	4,254,984
TEMPORARY SALARIES		201,496		164,813		139,813
SALARY TOTAL	92.00	4,524,073	92.00	4,536,372	91.00	4,394,797

DEPARTMENT STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		404,614		421,127		344,947
Workers' Compensation		45,019		31,940		26,289
Health Benefits		975,942		828,214		895,814
Overtime & Shift Differential		630,500		627,250		520,650
FICA		393,794		390,370		375,565
Miscellaneous		60,160		12,880		12,600
TOTAL OTHER PERSONAL SERVICES		2,510,029		2,311,781		2,175,865
TOTAL FURLOUGH SAVINGS		0		(10,089)		0
TOTAL PERSONAL SERVICES	92.00	7,034,102 *	92.00	6,838,064	91.00	6,570,662

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide an efficient dispatch system to ensure an adequate response to emergencies.

Department Objective

To offer correct pre- and post-dispatch instructions to emergency callers.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Projected 2011
<u>Input:</u>					
Minimum number of positions to staff (three shifts)	26	29	29	29	29
<u>Output:</u>					
Total number of 911 calls processed	102,950	100,096	104,473	104,000	106,000
Total number of Emergency Medical Service dispatches	18,227	20,620	17,199	17,500	18,000
<u>Efficiency:</u>					
Number of Emergency Medical dispatch calls per minimum position	701	711	593	603	620
Percent of incoming 911 calls requiring Emergency Medical dispatch	17.7%	20.6%	16.5%	16.8%	17.0%
<u>Service Quality:</u>					
Number of Emergency Medical Service calls reviewed by Quality Assurance	1,000	913	1,204	1,200	1,200
<u>Outcome:</u>					
Percent of calls scoring above 95 percentile in QA Review	99.4%	97.1%	99.8%	99.0%	99.5%
Percent of calls scoring above 75 percentile in QA Review	99.5%	99.5%	99.7%	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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated (Dollars allocated includes 911 Education Program materials, overtime costs, & tent rental for Farm Fair)	\$22,000	\$15,000	\$10,500	\$3,000	\$2,000
Number of staff hours used	260	250	22	80	20
<u>Output:</u>					
Number of children trained on proper use of 911	4,750	5,000	500	750	500
Number of events held to train children	75	75	11	1	10
<u>Efficiency:</u>					
Number of children trained per staff hour	18.27	20.00	22.70	9.38	25.00
<u>Service Quality:</u>					
Number of 911 Public Education training sessions requested	90	90	31	110	40
Percentage of requested training sessions that were completed	83%	92%	35%	< 1%	25%
<u>Outcome:</u>					
Total number of incoming calls to 911 Center	102,950	100,096	104,473	108,000	110,000
Total number of abandoned calls to 911 Center	16,187	12,116	17,539	15,000	20,000
Percentage of calls that are abandoned	16%	12%	17%	14%	18%

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 Objective

To ensure prompt and courteous responses to incoming telephone calls.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Number of actual staff (Calltaker Workteams)	27	25	21	25	22
<u>Output:</u>					
Number of calls received in Communications Center	317,698	306,823	293,708	314,000	315,000
Number of calls handled in 0-10 seconds	309,120	299,263	285,847	309,000	305,550
<u>Efficiency:</u>					
Number of calls per position per year	11,767	12,273	13,986	12,560	14,318
<u>Service Quality:</u>					
Number of citizen complaints	3	4	6	5	8
<u>Outcome:</u>					
Percent of calls handled in 0-10 seconds	97.3%	97.5%	97.3%	98.4%	97.0%
Ratio of citizen complaints to calls received	1:105,899	1:76,705	1:48,951	1:62,800	1:39,375

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 '10 - '11 GOALS & OBJECTIVES:

- 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

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	803,868	720,810	618,319	517,882	517,882
20	CONTRACTUAL SERVICES	712,372	320,407	324,081	280,568	280,568
30	SUPPLIES & MATERIALS	187,142	44,032	76,252	28,100	28,100
40	BUSINESS & TRAVEL	58,916	30,724	29,900	21,850	21,850
50	CAPITAL OUTLAY	46,435	0	0	0	0
70	MISCELLANEOUS	(16,639)	(6,202)	(53,316)	0	0
80	INTER-GOVERNMENTAL/INTER-FUND EXP	0	9,198	17,760	17,760	17,760
	GRAND TOTAL	1,792,094	1,118,969	1,012,996	866,160	866,160
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,792,094	1,118,969	1,012,996	866,160	866,160

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Administration****INDEX: 221000****FINANCIAL NOTES:**

The (\$146,836) net decrease in funding for Emergency Operations - Administration is the result of:

	FY 10	FY 11	CHANGE
o	477,985	447,250	(30,735) Full-time Salaries
			9,372 Increase result of no furlough savings for FY 11
			(7,007) Staff Turnover (1.47%)
			(33,100) Unfunding Admin Assistant I position for FY 11
			<u>(30,735)</u>
o		(105,045)	(105,045) Abolished Management Assistant II position:
			# of positions Salary Fringe Total
			(1.00) (84,703) (20,342) (105,045)
o	0	54,409	54,409 Position transferred in from Emergency Communications Center:
			# of positions Salary Fringe Total
			1.00 33,100 21,309 54,409
o	46,589	41,621	(4,968) Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	46,884	37,878	(9,006) Pension / Retirement rate adjustments
o	600	0	(600) Shift Differential - eliminated due to state of the economy
o	7,797	7,181	(616) Workers' Compensation rate adjustments
o	37,484	33,748	(3,736) FICA adjustments
o	26,137	2,000	(24,137) Printing Commercial - savings to be realized by combining emergency information from EOC calendar with special needs mailing
o	22,250	1,200	(21,050) Other Postage Expense - savings to be realized by combining emergency information from EOC calendar with special needs mailing

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Administration****INDEX: 221000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	352,946	299,168	(53,778)	Line items significantly adjusted, based on actuals:
	FY 10	FY 11	Change	
	9,500	10,460	960	Office Equipment
	2,628	1,908	(720)	Other Rents and Utilities
	22,000	5,000	(17,000)	Telephone Service
	5,500	0	(5,500)	Emergency Reporting Systems
	195,000	190,000	(5,000)	Electricity
	6,200	7,000	800	Heating Fuel (Oil)
	750	5,500	4,750	Heating Fuel (Gas)
	1,000	0	(1,000)	Personnel/Recruitment
	21,420	18,000	(3,420)	Other Professional Services
	17,000	0	(17,000)	Operating Equipment
	29,333	32,000	2,667	Building/Custodial Services
	6,000	3,000	(3,000)	Security Systems
	715	400	(315)	Duplicating Machine Supplies
	5,500	4,750	(750)	Delivery Charges
	2,000	1,600	(400)	Meals Special Purpose
	1,000	750	(250)	Other Food Supplies
	500	250	(250)	Equipment Repair Parts
	1,200	800	(400)	Sand, Salt & De Icers
	800	0	(800)	Computer Hardware
	1,400	2,000	600	Other Supplies and Materials - Shelter and disaster kits
	11,500	10,000	(1,500)	County Owned Vehicles
	7,500	4,000	(3,500)	Fuel Charges
	4,500	1,000	(3,500)	Mileage
	0	750	750	Transportation Costs
	<u>352,946</u>	<u>299,168</u>	<u>(53,778)</u>	
o	(53,316)	0	53,316	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 230
o	17,760	17,760	0	Fleet Management Rentals - continuation of fleet lease costs

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: ADMINISTRATION

Index No. 221000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	40,173	1.00	40,107	2.00	33,100 A
Administrative Assistant II	1.00	52,686	1.00	52,599	1.00	52,599
Administrative Budget Technician II	1.00	50,596	1.00	50,513	1.00	50,513
Deputy Manager, Emergency Operations	1.00	86,909	1.00	86,766	1.00	86,766
Management Assistant II	1.00	84,843	1.00	84,703	0.00	0 B
Manager, Emergency Services	1.00	114,524	1.00	114,334	1.00	114,334
Public Safety Supervisor	1.00	58,431	1.00	58,335	1.00	58,335
TOTAL FULL-TIME SALARIES	7.00	488,162	7.00	487,357	7.00	395,647
TEMPORARY SALARIES		36,683		0		0
SALARY TOTAL	6.00	524,845	7.00	487,357	7.00	395,647
OTHER PERSONAL SERVICES						
Pension & Retirement		47,759		46,884		32,443
Workers' Compensation		10,230		7,797		7,020
Health Benefits		76,913		46,589		52,132
Overtime & Shift Differential		15,500		600		0
FICA		40,980		38,201		29,800
Miscellaneous		5,760		980		840
TOTAL OTHER PERSONAL SERVICES		197,142		141,051		122,235
TOTAL FURLOUGH SAVINGS		0		(10,089)		0 C
TOTAL PERSONAL SERVICES	6.00	721,987 *	7.00	618,319	7.00	517,882

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Assistant I position unfunded for FY 11 at (\$33,100) due to state of the economy - # 0477 and
One (1) vacant Public Safety Dispatcher I position transferred from Emergency Communications Center # 222100 and
reclassified as an Administrative Assistant I - # 3197

B - One (1) Management Assistant II position abolished due to state of the economy - # 3361

C - No furlough planned for FY 11

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Emergency Communications Center****INDEX: 222100****ORIGIN/PURPOSE:**

The Emergency Communications Center staff answers all emergency fire, ambulance, and police calls. Dispatchers handle 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	4,516,001	4,820,842	5,030,082	4,982,447	4,982,447
20	CONTRACTUAL SERVICES	511,045	548,691	497,700	513,765	513,765
30	SUPPLIES & MATERIALS	35,104	14,134	21,048	11,600	11,600
40	BUSINESS & TRAVEL	67,749	19,448	60,035	45,050	45,050
70	MISCELLANEOUS	0	73	(280,443)	0	0
	GRAND TOTAL	5,129,899	5,403,188	5,328,422	5,552,862	5,552,862
	<u>FUNDING SOURCE:</u>					
11	GENERAL	5,129,899	5,403,188	5,328,422	5,552,862	5,552,862

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Emergency Communications Center****INDEX: 222100****FINANCIAL NOTES:**

The \$224,440 net increase in funding for Emergency Operations - Emergency Communications Center is the result of:

	FY 10	FY 11	CHANGE	
o	3,184,421	3,219,280	34,859	Full-Time Salaries
			48,233	Salary adjustments based on the recommendations of the Department of Human Resources
			(13,374)	Staff Turnover
			<u>34,859</u>	
o		(54,650)	(54,650)	Position transferred to Emergency Operations Center - Administration:
			# of positions	Salary
			(1.0)	(33,100)
				Fringe
				(21,550)
				Benefits
				(54,650)
				Public Safety Dispatcher I
o	654,000	735,276	81,276	Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	306,341	264,451	(41,890)	Pension / Retirement rate adjustments
o	15,025	14,363	(662)	Workers' Compensation rate adjustments
o	80,000	90,000	10,000	Shift Differential adjusted based on actual expense history
o	281,722	285,153	3,431	FICA adjustments
o	460,000	380,000	(80,000)	Overtime - decrease due to state of the economy
o	40,000	56,265	16,265	Communication Service
	FY 10	FY 11	Change	
	37,500	35,000	(2,500)	Nice Freedom Logging Recorder - formerly Dictaphone
				Cost of contract expected to decrease
	2,500	2,500	0	Headset Repairs
	0	18,765	18,765	Verizon / VSSI - PBX contract
	<u>40,000</u>	<u>56,265</u>	<u>16,265</u>	

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Emergency Communications Center****INDEX: 222100****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	18,148	10,000	(8,148)	Other Supplies & Materials
	FY 10	FY 11	Change	
	600	600	0	Bar Code Supplies
	2,500	500	(2,000)	Maps - increase based on actual expense history
	3,000	2,000	(1,000)	Training Academy - decrease based on actual expense history
	2,500	0	(2,500)	PEI Test Packets - decrease based on actual expense history
	3,000	1,752	(1,248)	911 Education Materials - reduced due to economy
	1,000	500	(500)	Job Fair Supplies - for dispatcher recruiting
	5,548	4,648	(900)	Other - decrease based on actual expense history
	18,148	10,000	(8,148)	
o	42,285	35,000	(7,285)	Training Seminars & Courses
	FY 10	FY 11	Change	
	12,720	10,500	(2,220)	EMD Courses - decrease based on actual expense history
	10,000	8,250	(1,750)	Critical Training - cost of training expected to increase
	7,365	6,150	(1,215)	EFD & FPD Recerts - increase in cost of recertification's
	12,200	10,100	(2,100)	Other, including training for supervisors
	42,285	35,000	(7,285)	
o	18,100	10,200	(7,900)	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	600	400	(200)	Grounds Maintenance
	2,000	1,300	(700)	Meals
	4,000	2,000	(2,000)	County Owned Vehicles
	6,000	3,000	(3,000)	Fuel Charges
	2,500	1,500	(1,000)	Mileage
	3,000	2,000	(1,000)	Professional Books & Periodicals
	18,100	10,200	(7,900)	
o	2,100	1,000	(1,100)	Significant reductions recommended due to the state of the economy:
	FY 10	FY 11	Change	
	1,500	1,000	(500)	Medical Supplies
	600	0	(600)	Computer Software
	2,100	1,000	(1,100)	
o	(280,443)	0	280,443	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 231

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: EMERGENCY COMMUNICATIONS CENTER

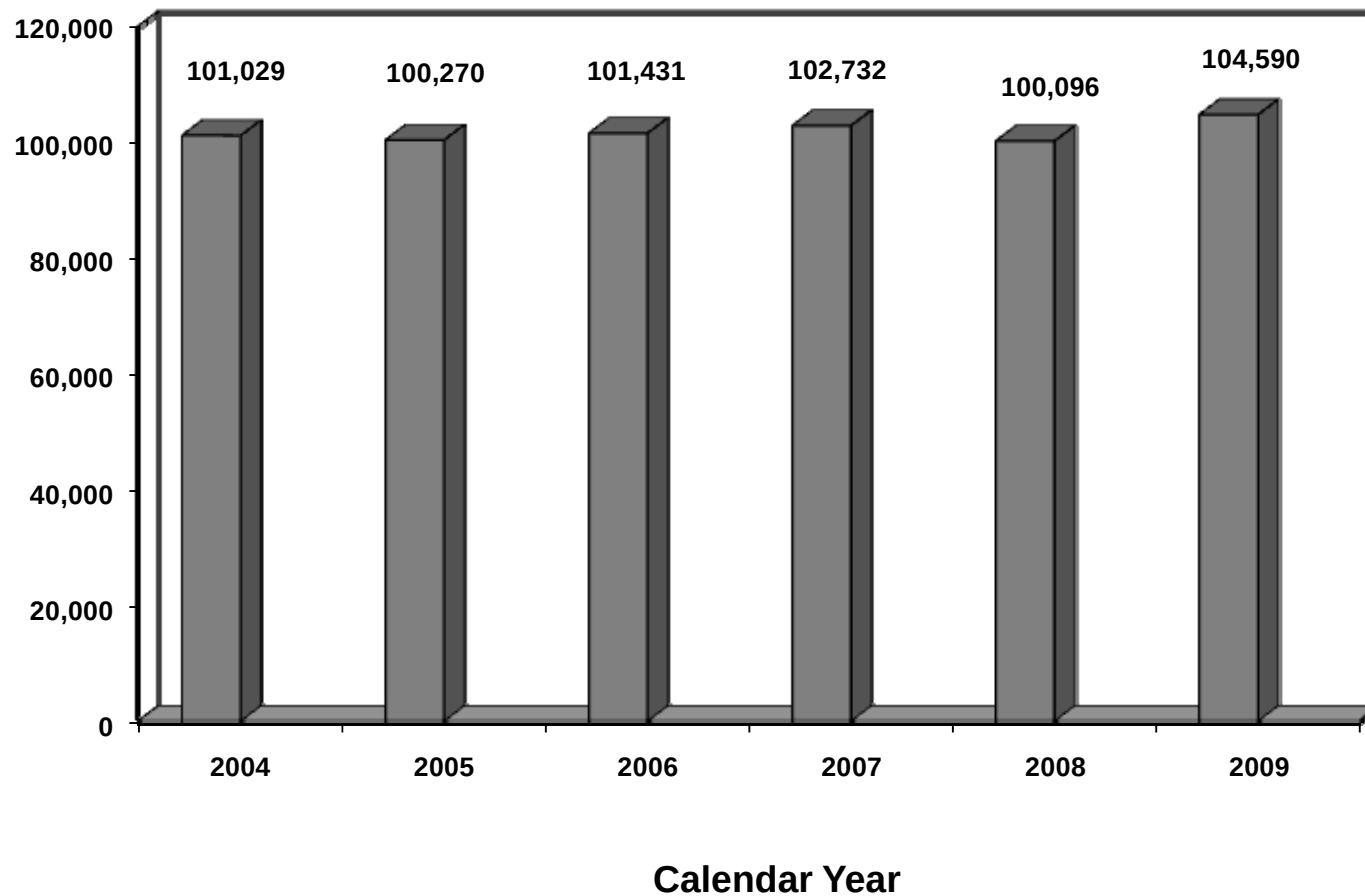
Index No. 222100

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
Public Safety Dispatcher I	25.00	766,442	21.00	695,100	14.00	463,400	A
Public Safety Dispatcher II	9.00	315,516	14.00	522,200	15.00	559,500	B
Public Safety Dispatcher III	27.00	1,265,935	26.00	1,205,004	31.00	1,401,163	C
Public Safety Manager	0.00	0	1.00	64,229	1.00	64,229	
Public Safety Shift Manager	3.00	203,696	3.00	208,292	3.00	208,292	
Public Safety Supervisor	9.00	501,289	9.00	489,596	9.00	489,596	
TOTAL FULL-TIME SALARIES	73.00	3,052,878	74.00	3,184,421	73.00	3,186,180	
TEMPORARY SALARIES		38,213		38,213		38,213	
SALARY TOTAL	73.00	3,091,091	74.00	3,222,634	73.00	3,224,393	
OTHER PERSONAL SERVICES							
Pension & Retirement		279,948		306,341		261,267	
Workers' Compensation		20,694		15,025		14,264	
Health Benefits		784,036		654,000		719,682	
Overtime & Shift Differential		530,000		540,000		470,000	
FICA		277,012		281,722		282,621	
Miscellaneous		46,720		10,360		10,220	
TOTAL OTHER PERSONAL SERVICES		1,938,410		1,807,448		1,758,054	
TOTAL PERSONAL SERVICES	73.00	5,029,501 *	74.00	5,030,082	73.00	4,982,447	

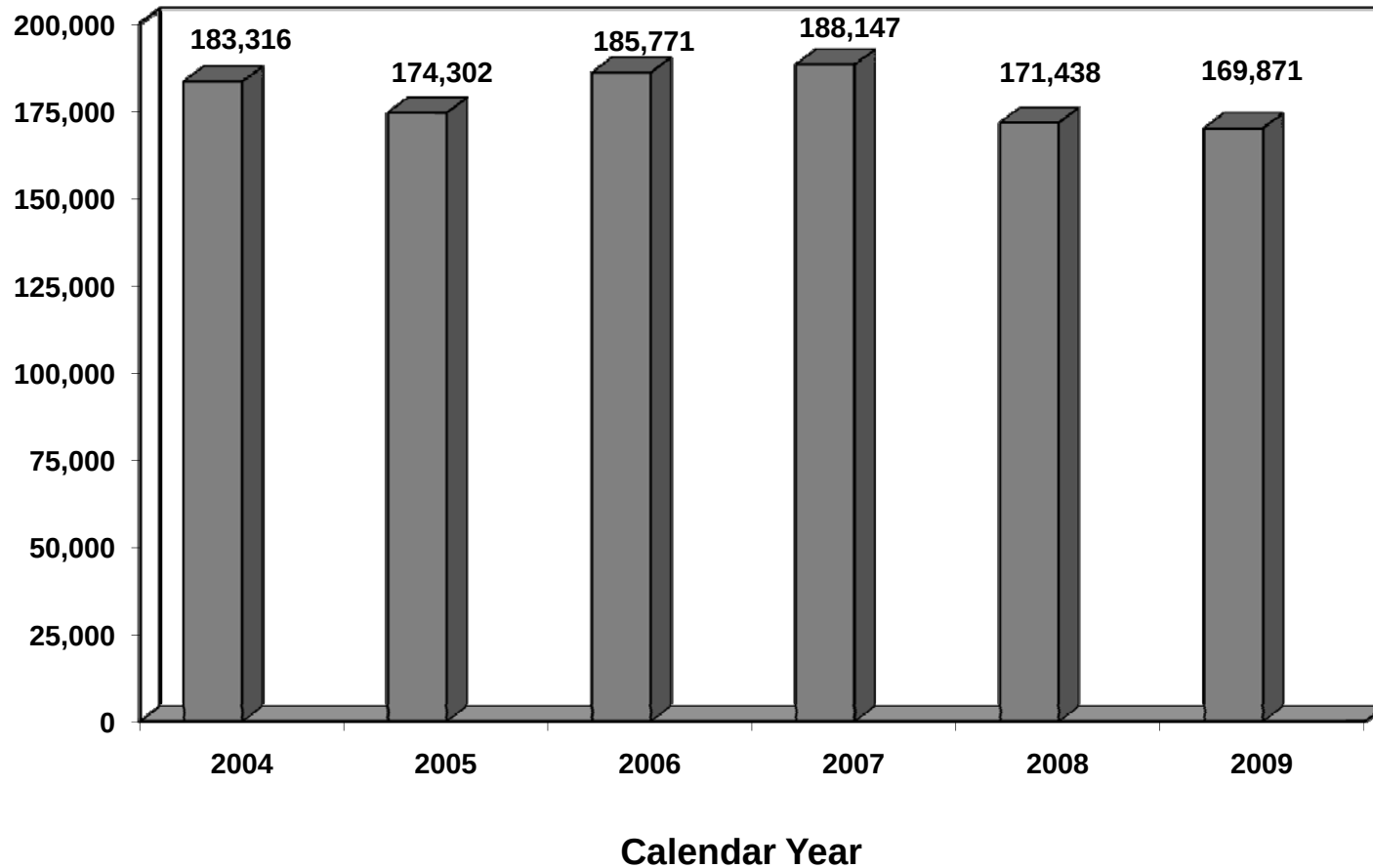
* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One Public Safety Dispatcher I position transferred to Emergency Operations Center Administration - # 3197 and reclassified as an Administrative Assistant I and one (1) Public Safety Dispatcher III position downgraded to a Public Safety Dispatcher I - # 0074
B - Seven (7) Public Safety Dispatcher I positions upgraded to Public Safety Dispatcher II - # 0329, 1462, 2143, 2180, 2535, 3261 and 3262
C - Six (6) Public Safety Dispatcher II positions upgraded to Public Safety Dispatcher III - # 0323, 2111, 3083, 3195, 3199 and 3259

EMERGENCY OPERATIONS 911 CALLS FOR SERVICE



FIRE / EMS / LAW ENFORCEMENT CALLS DISPATCHED



DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Support 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.

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, that 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	993,852	909,418	927,250	861,945	861,945
20	CONTRACTUAL SERVICES	1,805,271	1,695,026	1,706,158	1,738,140	1,738,140
30	SUPPLIES & MATERIALS	35,476	11,829	12,000	6,500	6,500
40	BUSINESS & TRAVEL	17,862	4,291	9,070	4,750	4,750
50	CAPITAL OUTLAY	63,352	2,367	0	4,000	4,000
70	MISCELLANEOUS	0	0	(133,159)	0	0
80	INTERGOVERNMENTAL	0	4,576	8,700	8,700	8,700
	GRAND TOTAL	<u>2,915,813</u>	<u>2,627,507</u>	<u>2,530,019</u>	<u>2,624,035</u>	<u>2,624,035</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>2,915,813</u>	<u>2,627,507</u>	<u>2,530,019</u>	<u>2,624,035</u>	<u>2,624,035</u>

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Support Services****INDEX: 222200****FINANCIAL NOTES:**

The \$94,016 net increase in funding for Emergency Operations - Special Operations and Technical Services is the result of:

	FY 10	FY 11	CHANGE	
o	651,465	624,841	(26,624)	Full-Time Salaries
			(26,624)	Staff Turnover (4.09%)
			<u>(26,624)</u>	
o	115,053	111,149	(3,904)	Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	7,071	3,449	(3,622)	Workers' Compensation rate adjustments
o	67,902	51,237	(16,665)	Pension / Retirement rate adjustments
o	30,000	19,000	(11,000)	Overtime - decrease due to state of the economy
o	52,859	49,369	(3,490)	FICA adjustments
o	146,852	150,000	3,148	Telephone Service - all changes based on projected cost of contracts for FY 11:
	FY 10	FY 11	Change	
	3,900	3,900	0	Originating Agency Identifier
	4,260	4,260	0	Satellite Phone Yearly Cost
	12,600	12,600	0	Wireless Web Access
	66,000	66,000	0	Verizon OC3 (Sonnet Ring) Costs
	14,500	19,500	5,000	Fire Station connections - replaces 56k lines
	37,000	34,000	(3,000)	Verizon T3 ISP - replaces T1 lines
	8,592	9,740	1,148	Verizon Business Monthly Fee - replaces existing T1 lines
	<u>146,852</u>	<u>150,000</u>	<u>3,148</u>	

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Support Services****INDEX: 222200****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	1,243,000	1,255,000	12,000	Communication Service:
	FY 10	FY 11	Change	
	1,128,000	1,128,000	0	Motorola Radio Maintenance Contract
	10,000	10,000	0	Pager repairs
	20,000	20,000	0	Battery purchases
	15,000	15,000	0	Radio equipment installation and removal
	45,000	45,000	0	Subscriber radio maint.
	5,000	22,000	17,000	Radio repairs not covered by contract - based on actuals
	20,000	15,000	(5,000)	New equipment - mobile - based on actual expense history
	1,243,000	1,255,000	12,000	
o	272,306	280,000	7,694	Data Processing Software Maintenance - all changes based on projected contract costs for FY 10
	FY 10	FY 11	Change	
	2,000	2,000	0	Scriptlogic software maint. - due to expected IT needs
	2,000	3,000	1,000	Verisign certificates
	1,500	1,500	0	Tier II Manager Maintenance - due to expected IT needs
	748	750	2	EPD AQUA extended warranty
	40,877	40,880	3	ProQA software maintenance
	2,000	2,000	0	McAfee Virus Subscription
	0	1,500	1,500	Gold Fluke Support for existing network
	0	10,000	10,000	Smartnet coverage for existing network
	7,500	8,000	500	ESRI GIS software maintenance
	600	600	0	Dish Satellite
	200,081	182,570	(17,511)	Interact (CAD) maintenance
	15,000	15,000	0	ESI Data Acquisition WebEOC
	0	12,200	12,200	Pictometry license - due to expected IT needs
	272,306	280,000	7,694	

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Special Operations and Support Services****INDEX: 222200****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	30,000	24,000	(6,000)	Significant reductions recommended due to the state of the economy:
	FY 10	FY 11	Change	
	5,000	7,500	2,500	County Facility Renovation and Repair
	13,000	10,000	(3,000)	Operating Equipment
	2,000	1,500	(500)	Equipment Repair Parts
	10,000	5,000	(5,000)	Computer Supplies
	<u>30,000</u>	<u>24,000</u>	<u>(6,000)</u>	
o	35,020	40,340	5,320	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	26,000	35,640	9,640	Data Processing Hardware Maintenance
	2,420	1,500	(920)	Fuel Charges
	6,000	3,000	(3,000)	County Owned Vehicles
	600	200	(400)	Parking and Tolls
	<u>35,020</u>	<u>40,340</u>	<u>5,320</u>	
o	0	4,000	4,000	Emergency Services Sirens - increase due to needed repairs
o	(133,159)	0	133,159	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 232
o	8,700	8,700	0	Fleet Management Rentals - continuation of fleet lease costs

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

DIVISION: SPECIAL OPERATIONS AND TECHNICAL SERVICES

Index No. 222200

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer Resource Technician I	2.00	97,824	0.00	0	0.00	0
Computer System Engineer I	0.00	0	2.00	97,663	2.00	97,663
Computer System Engineer IV	0.00	0	1.00	70,314	1.00	70,314
Deputy Manager, Emergency Operations	1.00	104,797	1.00	104,624	1.00	78,000
Electronic Services Technician	2.00	117,567	2.00	101,813	2.00	101,813
Public Safety Manager	3.00	204,424	2.00	139,883	2.00	139,883
Public Safety Shift Manager	1.00	71,135	0.00	0	0.00	0
Public Safety Supervisor	2.00	137,394	2.00	137,168	2.00	137,168
SALARY TOTAL	11.00	733,141	10.00	651,465	10.00	624,841
OTHER PERSONAL SERVICES						
Pension & Retirement		72,469		67,902		51,237
Workers' Compensation		11,932		7,071		3,449
Health Benefits		103,414		115,053		111,149
Overtime & Shift Differential		30,000		31,500		20,500
FICA		58,207		52,859		49,369
Miscellaneous		7,040		1,400		1,400
TOTAL OTHER PERSONAL SERVICES		283,062		275,785		237,104
TOTAL PERSONAL SERVICES	11.00	1,016,203 *	10.00	927,250	10.00	861,945

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	270,352	297,608	385,000	300,000	300,000
70	MISCELLANEOUS	<u>7,741,376</u>	<u>8,655,248</u>	<u>8,682,456</u>	<u>8,682,456</u>	<u>8,682,456</u>
	GRAND TOTAL	<u>8,011,728</u>	<u>8,952,856</u>	<u>9,067,456</u>	<u>8,982,456</u>	<u>8,982,456</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>8,011,728</u>	<u>8,952,856</u>	<u>9,067,456</u>	<u>8,982,456</u>	<u>8,982,456</u>

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 10 level

	FY 10	FY 11	CHANGE		
o	385,000	300,000	(85,000) Other Insurance - Worker's Compensation Insurance - reduction due to state of the economy		
o	6,114,764	6,114,764	0 Funds provided to each Fire Company:		
		FY 10	FY 11	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
			6,114,764	6,114,764	0
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		
o	227,878	227,878	0 Funds provided for support services:		
		FY 10	FY 11	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
			227,878	227,878	0

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 '10 - '11 GOAL & OBJECTIVE

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	202,179	225,986	262,413	208,388	208,388
20	CONTRACTUAL SERVICES	44,142	31,226	48,125	27,000	27,000
30	SUPPLIES & MATERIALS	71,656	51,637	66,900	42,050	42,050
40	BUSINESS & TRAVEL	63,597	43,591	54,600	31,250	31,250
50	CAPITAL OUTLAY	967	0	0	0	0
70	MISCELLANEOUS	3,530	14,673	(10,637)	15,662	15,662
	GRAND TOTAL	<u>386,071</u>	<u>367,113</u>	<u>421,401</u>	<u>324,350</u>	<u>324,350</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>386,071</u>	<u>367,113</u>	<u>421,401</u>	<u>324,350</u>	<u>324,350</u>

FINANCIAL NOTES:

The (\$97,051) net decrease in funding for the Emergency Operations - Hazardous Materials Response Team is the net result of:

	FY 10	FY 11	CHANGE
o	126,600	101,600	(25,000) Temporary Salary - reduced due to state of the economy
o	12,572	12,851	279 Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	2,047	1,556	(491) Workers' Compensation adjustments
o	55,000	30,000	(25,000) Overtime - reduced due to state of the economy
o	17,588	13,775	(3,813) FICA adjustment

DEPARTMENT: EMERGENCY OPERATIONS**DIVISION: Hazardous Materials Response Team****INDEX: 225000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE																																																					
o	56,000	35,000	(21,000)	Safety Equipment																																																				
				<table><tr><td>FY 10</td><td>FY 11</td><td>Change</td><td></td></tr><tr><td>5,000</td><td>3,600</td><td>(1,400)</td><td>Recommended reduction due to the economy</td></tr><tr><td>42,000</td><td>27,000</td><td>(15,000)</td><td>appropriation authority per GASB Statement 34</td></tr><tr><td>1,000</td><td>400</td><td>(600)</td><td>Hazardous Gas shipping fees</td></tr><tr><td>7,000</td><td>3,500</td><td>(3,500)</td><td>Turnout Gear - fitted gear for 4 new hires</td></tr><tr><td>1,000</td><td>500</td><td>(500)</td><td>Safety Vests - to purchase 2 new vests</td></tr><tr><td><u>56,000</u></td><td><u>35,000</u></td><td><u>(21,000)</u></td><td></td></tr></table>	FY 10	FY 11	Change		5,000	3,600	(1,400)	Recommended reduction due to the economy	42,000	27,000	(15,000)	appropriation authority per GASB Statement 34	1,000	400	(600)	Hazardous Gas shipping fees	7,000	3,500	(3,500)	Turnout Gear - fitted gear for 4 new hires	1,000	500	(500)	Safety Vests - to purchase 2 new vests	<u>56,000</u>	<u>35,000</u>	<u>(21,000)</u>																									
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o	88,400	48,250	(40,150)	Line items significantly adjusted, based on actual expense history:																																																				
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FY 10	FY 11	Change																																																						
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<u>88,400</u>	<u>48,250</u>	<u>(40,150)</u>																																																						
o	9,100	0	(9,100)	Other Professional Services - This expense now picked up by a grant																																																				
o	1,542	5,662	4,120	County Match / Transfers Out																																																				
				<table><tr><td>HMEP Planning Grant</td><td>FY 10</td><td>FY 11</td><td>Change</td></tr><tr><td></td><td>1,242</td><td>2,812</td><td>1,570</td></tr><tr><td>HMEP Training Grant</td><td>300</td><td>2,850</td><td>2,550</td></tr><tr><td></td><td><u>1,542</u></td><td><u>5,662</u></td><td><u>4,120</u></td></tr></table>	HMEP Planning Grant	FY 10	FY 11	Change		1,242	2,812	1,570	HMEP Training Grant	300	2,850	2,550		<u>1,542</u>	<u>5,662</u>	<u>4,120</u>																																				
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	<u>1,542</u>	<u>5,662</u>	<u>4,120</u>																																																					
o	10,000	10,000	0	Payments to Volunteer Fire Companies - Hazmat related																																																				
o	(22,179)	0	22,179	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 233																																																				

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: HAZMAT RESPONSE TEAM

Index No. 225000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Public Safety Hazmat Manager	1.00	48,396	1.00	48,316	1.00	48,316
TOTAL FULL-TIME SALARIES	1.00	48,396	1.00	48,316	1.00	48,316
TEMPORARY SALARIES		126,600		126,600		101,600 A
SALARY TOTAL	1.00	174,996	1.00	174,916	1.00	149,916
OTHER PERSONAL SERVICES						
Pension & Retirement		4,438		0		0
Workers' Compensation		2,163		2,047		1,556
Health Benefits		11,579		12,572		12,851
Overtime & Shift Differential		55,000		55,150		30,150
FICA		17,595		17,588		13,775
Miscellaneous		640		140		140
TOTAL OTHER PERSONAL SERVICES		91,415		87,497		58,472
TOTAL PERSONAL SERVICES	1.00	266,411 *	1.00	262,413	1.00	208,388

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries reduced due to state of the economy

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To offer effective HazMat response services.

Department Objective

To provide an appropriate response to reported HazMat incidents.

County Goal(s) Supported

I. Public Safety

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$410,146	\$470,836	\$473,975	\$394,580	\$400,000
Number of full-time staff	1	1	1	1	1
Number of part-time HazMat response team members	20	20	20	20	20
<u>Output:</u>					
Number of reported HazMat incidents	303	241	208	215	220
Number of HazMat team responses	93	80	58	60	65
<u>Efficiency:</u>					
Cost per HazMat response	\$1,354	\$1,953	\$2,278	\$1,835	\$1,818
<u>Outcome:</u>					
Percent of HazMat incidents responded to	100%	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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Community Right to Know	6,077	0	2/28/2010 State Recurring	For Harford County LEPC, these grants will be used for activities associated with the State and local government obligations and responsibilities under the federal emergency planning and community right to know act. These activities include data management, emergency planning, training and response and compliance. In order to fulfill the duties and responsibilities of the EPCRA, the operating budget would be reduced impacting the ability to sustain standard operations.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.
Emergency Management Performance Grant FY 11	150,000	0	Unknown Federal One Time	This grant will be used to cover planning salaries and to cover the cost of allowable equipment, exercise and training cost. There would be an impact on the operating budget that could impact the availability of funds to sustain vital employees and equipment.	None
Emergency Management Performance Grant FY 10	169,129	0	06/30/2010 Federal One Time	This grant will be used to cover planning salaries and to cover the cost of allowable equipment, exercise and training cost. There would be an impact on the operating budget that could impact the availability of funds to sustain vital employees and equipment.	None
Exelon Nuclear Emergency Plannin	15,006	0	None Other Recurring	The purpose of this funding is to help cover the salary and benefit expenses for the Emergency Planner II position at Emergency Operations. If Exelon Generation Company did not donate the funds, the salary and benefits for the Emergency Planner II would be charged to the operating budget.	None
Hazard Mitigation Grant Program (HMGp)	31,200	0	01/22/2010 Federal & State One Time	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.	None

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Hazardous Materials Emergency Preparedness Grant Program FY 09 (Planning)	4,811	1,011	Unknown Federal Unknown	Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials incidents. To enhance implementation of Emergency Planning and community Right to Know Act of 1986 (EPCRA). The County would be responsible for placing funding in the operating budget to cover the costs associated with on site staffing support associated with the Abbottsville Simulator Training as well as the Commodity Flow Study.	None
Hazardous Materials Emergency Preparedness Grant Program FY 09 (Planning)	5,916	1,183	09/30/2009 Federal and County One Time	Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials incidents. To enhance implementation of Emergency Planning and community Right to Know Act of 1986 (EPCRA). Operating funds would need to be used decreasing the amount of available funds for budgeted expenses.	None
Hazardous Materials Emergency Preparedness Grant Program FY 11	3,720	620	Unknown Federal Unknown	Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials incidents. To enhance implementation of Emergency Planning and community Right to Know Act of 1986 (EPCRA). The County would be responsible for placing funding in the operating budget to cover the costs associated with the Abbottsville Simulator Training and Virginia Beach Haz Mat Conference.	None
Hazardous Materials Emergency Preparedness Grant Program FY 09 (Training)	14,240	2,848	09/30/2009 Federal and County One Time	Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials incidents. To enhance implementation of Emergency Planning and community Right to Know Act of 1986 (EPCRA). The County would be responsible for placing funding in the operating budget to cover the costs associated with the Abbottsville Simulator Training and Virginia Beach Haz Mat Conference.	None
Hazmat Support (UASI Grant Program) FY 07	166,973	0	03/31/2010 State One Time	The FY 07 UASI program provides financial assistance to address the unique multidiscipline planning, operations, equipment, training and exercise needs of high threat Urban Areas. This will assist in building and sustaining capabilities to prevent, protect, respond to and recover from threats and acts of terrorism. Training expenses and the purchase of a new emergency response vehicle would come out of the departments operating budget.	The County would have to cover the maintenance costs of the equipment purchased with this grant.

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Homeland Security Program FY 07	419,428	0	03/31/2010 State Recurring	Funding may be used in any five categories: planning, equipment, training, exercises and personnel. In addition funds from any of the above categories can be used to underwrite management and administration expenses. SHSP funded activities may include preparation If grant was not funded the operating budget for the Emergency Operations Center would be impacted and salaries for critical planning managers would not be funded. Critical equipment would not be purchased and funding might not be available for vital emergency training.	None
State Homeland Security Program FY 08	656,664	0	05/31/2011 State Recurring	Funding may be used in any five categories: planning, equipment, training, exercises and personnel. In addition funds from any of the above categories can be used to underwrite management and administration expenses. SHSP funded activities may include preparation If grant was not funded the operating budget for the Emergency Operations Center would be impacted and salaries for critical planning managers would not be funded. Critical equipment would not be purchased and funding might not be available for vital emergency training.	County will be responsible for salary & benefits expenses for Emergency Planner II in addition to maintenance and upkeep costs for equipment purchased with grant funding.
State Homeland Security Program FY 09	603,670	0	04/30/2012 State Recurring	Funding may be used in any five categories: planning, equipment, training, exercises and personnel. In addition funds from any of the above categories can be used to underwrite management and administration expenses. SHSP funded activities may include preparation If grant was not funded the operating budget for the Emergency Operations Center would be impacted and salaries for critical planning managers would not be funded. Critical equipment would not be purchased and funding might not be available for vital emergency training.	Operating funds would need to be used decreasing the amount of available funds for budgeted expenses.
Homeland Security Grant Program Central Maryland Area Radio Communications Phase III Project FY 11	500,000	0	Unknown Federal One Time	These funds have been awarded for the Central Maryland Area Radio Communications Project (CMARC). The CMARC program will enhance the existing regional public safety radio system by adding 700 MHz frequencies. This will allow public safety mutual aid communications throughout the region. This equipment is extremely expensive to buy and maintain. The current capital project could not maintain the expense on its own. Harford County needs additional frequencies for its public safety radio system. Waiting to secure frequencies would not be wise as they are a finite resource.	None

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Homeland Security Grant Program Central Maryland Area Radio Communications Phase III Project FY 07 (CMARC)	965,000	0	03/31/2010 Federal One Time	These funds have been awarded for the Central Maryland Area Radio Communications Project (CMARC). The CMARC program will enhance the existing regional public safety radio system by adding 700 MHz frequencies. This will allow public safety mutual aid communications throughout the region. This equipment is extremely expensive to buy and maintain. The current capital project could not maintain the expense on its own. Harford County needs additional frequencies for its public safety radio system. Waiting to secure frequencies would not be wise as they are a finite resource.	None
Homeland Security Grant Program Central Maryland Area Radio Communications Phase III Project FY 08 (CMARC)	433,500	0	03/31/2011 Federal One Time	These funds have been awarded for the Central Maryland Area Radio Communications Project (CMARC). The CMARC program will enhance the existing regional public safety radio system by adding 700 MHz frequencies. This will allow public safety mutual aid communications throughout the region. This equipment is extremely expensive to buy and maintain. The current capital project could not maintain the expense on its own. Harford County needs additional frequencies for its public safety radio system. Waiting to secure frequencies would not be wise as they are a finite resource.	None
Homeland Security Grant Program Central Maryland Area Radio Communications Phase III Project FY 09 (CMARC)	1,000,000	0	Unknown Federal One Time	These funds have been awarded for the Central Maryland Area Radio Communications Project (CMARC). The CMARC program will enhance the existing regional public safety radio system by adding 700 MHz frequencies. This will allow public safety mutual aid communications throughout the region. This equipment is extremely expensive to buy and maintain. The current capital project could not maintain the expense on its own. Harford County needs additional frequencies for its public safety radio system. Waiting to secure frequencies would not be wise as they are a finite resource.	None
Homeland Security Grant Program Citizen Corp Program FY 08	10,000	0	05/31/2010 Federal One Time	The Citizens Corp mission is to bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response and recovery. If the Citizens Corps grant was not funded program related costs would reduce the operating budget.	None

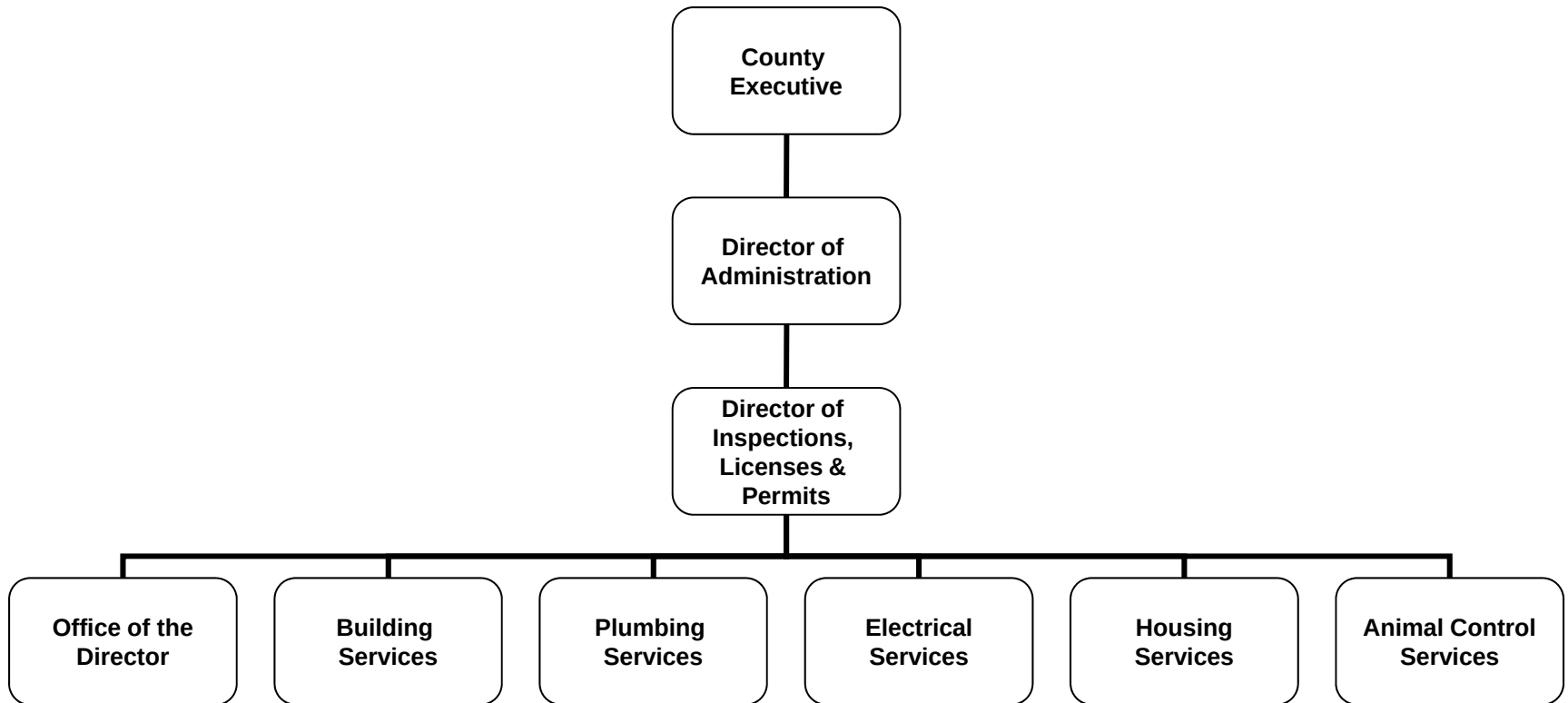
GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Homeland Security Grant Program Citizen Corp Program FY 09	7,905	0	04/30/2012 Federal One Time	The Citizens Corp mission is to bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response and recovery. If the Citizens Corps grant was not funded program related costs would reduce the operating budget.	None
Homeland Security Grant Program License Plate Reader FY 08	25,000	0	05/31/2011 State One Time	Under the Baltimore UASI Homeland Security Grant program this award is to be used for a license plate reader by Harford County Sheriffs Office. This will be used to strengthen the nation and Maryland against risks associated with potential terrorist attacks. The operating budget for The Harford County Sheriffs Office would be reduced by \$ 25,000 which would impact the availability of funds to carry on regular operations.	None
Homeland Security Grant Program Command Vehicle Maintenance UASI FY 07	82,725	0	03/31/2010 State One Time	This will be used for command vehicle maintenance and enhancements of the vehicle. Harford County would be responsible for the cost of the command vehicle maintenance. All enhancements would also be the responsibility of Harford County.	None
Homeland Security Grant Program Tactical Team Equipment & Training UASI FY 08	103,142	0	05/31/2011 State One Time	Under the Baltimore UASI Homeland Security Grant program this award is to be used to purchase tactical equipment for the Harford County Sheriff's Office. This will be used to strengthen the nation and Maryland against risks associated with potential terrorist attacks. The operating budget for The Harford County Sheriff's Office would be reduced, which would impact the availability of funds to carry on regular operations.	None
Homeland Security Grant Program Emergency Planners UASI FY 08	138,000	0	05/31/2011 State One Time	Since its inception in FY 2003 the intent of the UASI program has been to enhance regional preparedness in major metropolitan areas. This program directly supports the National Priority on expanding regional collaboration. The intent is to assist participating jurisdictions in developing integrated regional systems for prevention, protection, response and recovery. The FY 2008 UASI program continues this mission by providing financial assistance to address the unique multi-discipline planning, organization, equipment, training and exercise needs. Salary and benefits for the emergency planner and expenses for an emergency consultant would come from operating funds.	None

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Homeland Security Grant Program UASI, MCCV Maintenance FY 08	50,000	0	05/31/2011 State One Time	The FY 08 Homeland Security Grant Program is one tool among a comprehensive set of measures to help strengthen the nation and Maryland against risks associated with potential terrorist attacks. The operating budget for The Harford County Sheriff's Office would be reduced by \$ 50,000 impacting the availability of funds to carry on regular operations.	None
Homeland Security Grant Program UASI CBRNE Detection & Response FY 08	32,339	0	05/31/2011 State One Time	Under the Baltimore UASI Homeland Security Grant program this award is to be used for Hazmat equipment to help strengthen the nation and Maryland against risks associated with potential terrorist attacks. The operating budget would be reduced by \$ 32,339 and would impact the availability of funds to carry on regular operations.	None
Homeland Security Grant Program UASI Conference FY 08	9,000	0	05/31/2011 State One Time	Under the Baltimore UASI Homeland Security Grant program this award has been granted to cover the registration and travel cost associated with attendance of the UASI National Conference. This includes other funds for WebEOC and Dialogic. The operating budget would be reduced by \$ 9,000 and would impact the availability of funds to carry on regular operations.	None
Homeland Security Grant Program UASI Harford County CCTV FY 08	203,875	0	05/31/2011 State One Time	Under the IED Interdiction/Critical Infrastructure Protection Program of the Urban Area Securities Initiative, this grant will be used to obtain and install video surveillance cameras for the Southern Precinct. The operating budget would be reduced by \$ 203,875 and would impact the availability of funds to carry on regular operations.	None
State Homeland Security Grant UASI Regional Emergency Health Preparedness & Response FY 07	50,000	0	06/30/2010 State One Time	The State Homeland Security Grant was awarded for the purchase of H1N1 supplies. If the grant was not funded critical pandemic flu resources and materials would come from the Operating Budget. This would create a financial burden on the current operating budget.	None

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Homeland Security Grant Program UASI Volunteer Mobilization FY 07	19,500	0	03/31/2010 Federal One Time	The FY 07 Homeland Security Grant Program is one tool among a comprehensive set of measures to help strengthen the nation and Maryland against risks associated with the potential terrorists attacks. Harford County Community Services will be responsible for implementing training drills to practice the Spontaneous volunteers and donations management plan. If the grant was not funded expenses for the project would have to come from the operating budget.	None
Homeland Security Grant Program UASI Volunteer Mobilization FY 08	27,000	0	05/31/2011 Federal One Time	The FY 08 Homeland Security Grant Program is one tool among a comprehensive set of measures to help strengthen the nation and Maryland against risks associated with the potential terrorists attacks. Harford County Community Services will be responsible for implementing training drills to practice the Spontaneous volunteers and donations management plans. If the grant was not funded expenses for the project would have to come from the operating budget.	None
Homeland Security Grant Program Vulnerable Populations Plans/Training HB 770 FY 07	4,080	0	03/31/2010 Federal One Time	The Grant funding is to be used to purchase supplies/equipment necessary for the development and delivery of the HB 770 training materials to nursing homes and adult day care facilities. The total expense of the project would reduce the operating budget, reducing the amount of available funds for standard operations.	None
Homeland Security Grant Program WebEOC Maintenance and Upgrades FY 08	29,000	0	05/31/2011 State One Time	Under the Baltimore UASI Homeland Security Grant Program this award has been granted to cover maintenance and upgrades for the WebEOC crisis information management system. The operating budget will be reduced impacting the availability of funds to carry out standard operations.	None
Interoperable Emergency Communications Grant FY 08	100,000	0	08/31/2010 Federal One Time	The FY 08 Interoperable Emergency Communications Grant Program was created to improve local, regional, statewide and national interoperable emergency communications. The operating budget will be reduced impacting the availability of funds to carry out standard operations.	None

GRANTS EMERGENCY OPERATIONS					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Interoperable Emergency Communications Grant FY 08	194,086	0	02/28/2011 Federal One Time	The FY 08 Interoperable Emergency Communications Grant Program was created to improve local, regional, statewide and national interoperable emergency communications. The operating budget will be reduced impacting the availability of funds to carry out standard operations.	None
Maryland Institute for Emergency Medical Services Systems (MIEMSS) Emergency Medical Dispatch Grant	2,200	0	06/15/2010 State Recurring	The Grant will be used for mandatory Emergency Medical Dispatch Training. The County would be responsible for allotting funding in the operating budget for this mandatory training.	None
Maryland Institute for Emergency Medical Services Systems (MIEMSS) Emergency Medical Dispatch Grant	2,000	0.00	Unknown State Recurring	The Grant will be used for mandatory Emergency Medical Dispatch Training. The County would be responsible for allotting funding in the operating budget for this mandatory training.	None
TOTALS	6,235,186	5,662			

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 '10 - 11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,424,372	3,351,092	3,261,726	3,059,444	3,059,444
20	CONTRACTUAL SERVICES	57,148	68,350	60,104	58,651	58,651
30	SUPPLIES & MATERIALS	52,698	31,489	45,332	39,885	39,885
40	BUSINESS & TRAVEL	164,273	145,887	164,233	158,873	158,873
50	CAPITAL OUTLAY	33,440	28,664	0	0	0
70	MISCELLANEOUS	452,200	429,380	257,048	455,558	455,558
80	INTER-GOVERNMENTAL	0	0	0	10,440	10,440
	GRAND TOTAL	<u>4,184,131</u>	<u>4,054,862</u>	<u>3,788,443</u>	<u>3,782,851</u>	<u>3,782,851</u>

SUMMARY BY FUND:

11	GENERAL	<u>4,184,131</u>	<u>4,054,862</u>	<u>3,788,443</u>	<u>3,782,851</u>	<u>3,782,851</u>
	GRAND TOTAL	<u>4,184,131</u>	<u>4,054,862</u>	<u>3,788,443</u>	<u>3,782,851</u>	<u>3,782,851</u>

SUMMARY BY DIVISION:

261000	DIRECTOR OF DILP	529,612	493,520	471,088	506,053	506,053
263000	BUILDING SERVICES	1,165,616	1,148,735	1,010,420	1,014,259	1,014,259
264000	PLUMBING SERVICES	577,063	588,761	564,914	500,670	500,670
265000	ELECTRICAL SERVICES	599,981	610,351	585,597	551,349	551,349
266000	MANUF HOUSING/ABANDONED PROP	287,515	203,802	189,747	200,467	200,467
267000	ANIMAL CONTROL	<u>1,024,344</u>	<u>1,009,693</u>	<u>966,677</u>	<u>1,010,053</u>	<u>1,010,053</u>
	GRAND TOTAL	<u>4,184,131</u>	<u>4,054,862</u>	<u>3,788,443</u>	<u>3,782,851</u>	<u>3,782,851</u>

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

The (\$5,592) net decrease in funding for Inspections, Licenses & Permits is the result of:

	FY 10	FY 11	CHANGE	
o	2,318,146	2,332,749	14,603	Full Time Salaries
			45,454	Increase result of no furlough savings for FY 11
			(4,256)	Staff Turnover (0.18%)
			(26,595)	Offset - Estimated savings from retirement incentive savings of Chief
			<u>14,603</u>	
o		(198,778)	(198,778)	Vacant positions abolished for FY 11 due to the retirement incentive:
			# of Positions	Salary
			(1.00)	(43,900)
			(1.00)	(43,900)
			(1.00)	(44,796)
			<u>(3.00)</u>	<u>(132,596)</u>
				Fringes
				(19,222)
				(24,868)
				(22,092)
				<u>(66,182)</u>
				Total
				(63,122)
				(68,768)
				(66,888)
				<u>(198,778)</u>
				Building Inspector II
				Plumbing Inspector II
				Electrical Inspector II
o	463,841	481,708	17,867	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	227,378	195,348	(32,030)	Pension / Retirement rate adjustments
o	63,179	59,142	(4,037)	Workers' Compensation rate adjustments
o	5,800	3,400	(2,400)	Overtime based on actual expense history
o	177,362	179,855	2,493	FICA adjustment
o	8,190	6,518	(1,672)	Line items significantly adjusted, due to recommended reductions based on state of the economy:
			FY 10	FY 11
			1,150	800
			4,040	3,860
			3,000	1,858
			<u>8,190</u>	<u>6,518</u>
				Change
				(350)
				(180)
				(1,142)
				<u>(1,672)</u>
				Mileage
				Training Seminars
				Confidential Expenses - Cost for Humane Animal Rescue

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	202,772	193,344	(9,428) Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	26,282	25,129	(1,153) Telephone Service
	1,750	50	(1,700) Office Equipment Service
	300	100	(200) Other Advertising
	8,400	7,300	(1,100) General Office Supplies
	14,050	13,950	(100) General Office Mailing
	350	0	(350) Computer Software
	92,050	85,050	(7,000) Fuel Charges
	54,000	57,000	3,000 County Owned Vehicles
	5,590	4,765	(825) Professional Books
	<u>202,772</u>	<u>193,344</u>	<u>(9,428)</u>
o	22,500	22,000	(500) 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	14,157	12,160	(1,997) Printing - Commercial - based on actual expense history
o	1,850	2,100	250 Uniform Purchase - The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase/allowance. This program is more cost effective.
	FY 10	FY 11	Change
	1,850	0	(1,850) Uniform Purchase
	0	2,100	2,100 Uniform Rental
	<u>1,850</u>	<u>2,100</u>	<u>250</u>
o	450,000	450,000	0 Payment to Other Government Agency - County's support of the Humane Society of Harford County
o	3,440	3,700	260 Board & Commission - increase based on actual expense history and addition of HVAC program
o	0	10,440	10,440 Fleet Management Rental - lease based on \$ 870 per month
o	(199,392)	0	199,392 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 234, 235, 236, 237, 238, 239

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	41,377	1.00	41,309	1.00	41,309
Administrative Assistant II	3.00	153,772	3.00	153,519	3.00	153,519
Administrative Secretary II	1.00	40,377	1.00	42,760	1.00	42,760
Animal Control Officer II	5.00	208,451	5.00	208,108	5.00	208,108
Building Inspections Supervisor (DILP)	1.00	85,691	1.00	85,550	1.00	85,550
Building Inspector II	5.00	262,152	5.00	261,697	0.00	0
Building Inspector III	1.00	60,384	1.00	60,285	0.00	0
Chief, Animal Control Officer	1.00	62,588	1.00	62,484	1.00	62,484
Chief, Electrical Services	1.00	79,551	1.00	79,420	0.00	0
Chief, Housing Services	1.00	83,912	1.00	83,773	1.00	83,773
Chief, Insp/Lic/Permits	0.00	0	0.00	0	2.00	145,720
Chief, Plumbing Services	1.00	70,672	1.00	70,556	0.00	0
Clerk Typist	2.00	58,818	1.00	28,453	1.00	28,453
Commercial Inspector	3.00	166,052	3.00	165,778	3.00	165,778
Deputy Director of DILP	1.00	81,890	1.00	81,755	1.00	81,755
Director of Inspections, Licenses & Permits	1.00	121,217	1.00	121,217	1.00	121,217
Electrical Inspector II	3.00	138,496	3.00	138,341	0.00	0
Electrical Inspector III	1.00	58,977	1.00	58,880	0.00	0
Inspector II	0.00	0	0.00	0	8.00	404,887
Inspector III	0.00	0	0.00	0	3.00	183,531
Licensing Clerk	0.00	0	1.00	30,241	1.00	30,241
Management Analyst	1.00	65,117	1.00	65,009	1.00	65,009
Permits Technician	3.00	120,519	3.00	113,314	3.00	113,314
Plans Reviewer	2.00	123,995	2.00	123,790	2.00	123,790
Plumbing Inspector I	1.00	40,627	0.00	0	0.00	0
Plumbing Inspector II	2.00	93,700	3.00	137,445	0.00	0
Plumbing Inspector III	1.00	64,472	1.00	64,366	0.00	0
Secretary I	1.00	55,161	0.00	0	0.00	0
Senior Plans Reviewer	1.00	85,691	1.00	85,550	1.00	85,550
FULL TIME SALARIES	44.00	2,423,659	43.00	2,363,600	40.00	2,226,748
SALARY OFFSET		0		0		(26,595)
TOTAL FULL-TIME SALARIES	44.00	2,423,659	43.00	2,363,600	40.00	2,200,153

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Building Inspector I	0.60	25,698	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	0.60	25,698	0.00	0	0.00	0
TEMPORARY SALARIES		37,168		0		0
SALARY TOTAL	44.60	2,486,525	43.00	2,363,600	40.00	2,200,153
OTHER PERSONAL SERVICES						
Pension & Retirement		227,942		227,378		182,593
Workers' Compensation		84,330		63,179		54,567
Health Benefits		449,784		463,841		443,419
Overtime & Shift Differential		6,000		5,800		3,400
FICA		189,592		180,840		169,712
Uniform Allowance		3,000		0		0
Miscellaneous		6,440		6,020		5,600
TOTAL OTHER PERSONAL SERVICES		967,088		947,058		859,291
FURLOUGH SAVINGS		0		(48,932)		0
TOTAL PERSONAL SERVICES	44.60	3,453,613 *	43.00	3,261,726	40.00	3,059,444

* FY 09 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 Objective

To improve the quality of housing stock and to ensure it meets construction code requirements.

County Goal(s) Supported

I. Public Safety

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$3,927,162	\$4,184,131	\$4,054,862	\$3,788,443	\$3,782,851
Number of staff	44.6	44.6	44.6	43	40
Number of Inspectors	20.6	20.6	20.6	20	15
<u>Output:</u>					
Number of inspections performed	47,707	39,006	33,357	32,075	34,031
<u>Efficiency:</u>					
Number of inspections per inspector	2,316	1,893	1,619	1,604	2,269
<u>Service Quality:</u>					
Number of approved inspections	38,824	32,265	28,224	27,834	29,778
Number of disapproved inspections	8,883	6,741	5,133	4,241	4,253
<u>Outcome:</u>					
Percent of inspections that are disapproved	18.6%	17.3%	15.4%	13.0%	12.0%

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

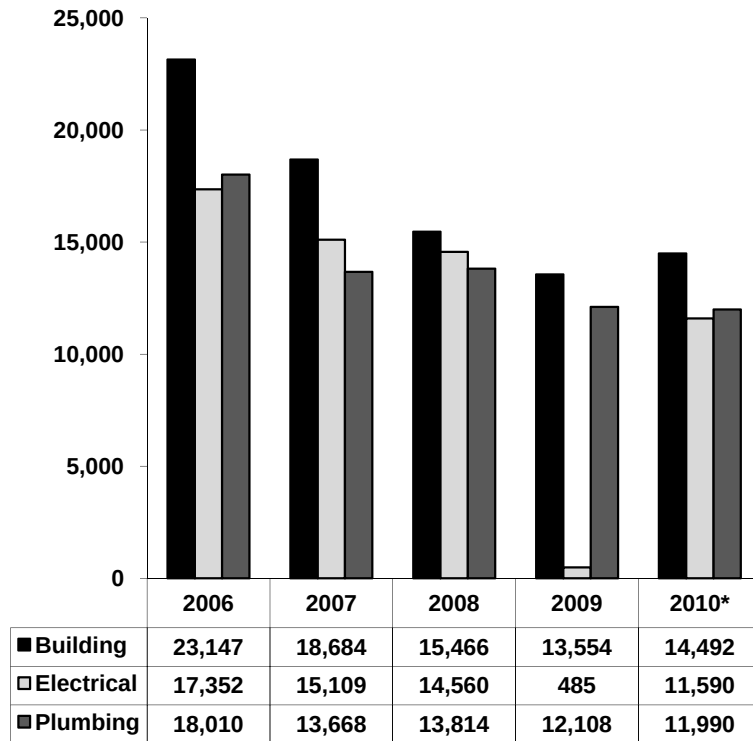
- To continue to report the number of inspections performed and violations by type
- To analyze reports and determine areas needing improvement in construction practices
- To identify areas needing improvement and provide handouts and workshops for technical tradespeople, when appropriate.

Inspections, Licenses and Permits

Inspections/Permit Activity

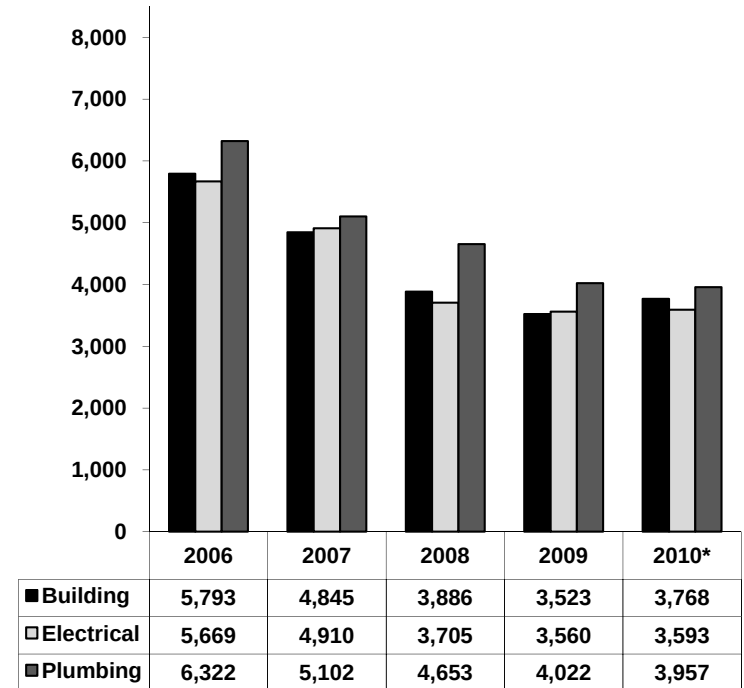
Fiscal Year Basis

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 Bell 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	396,076	400,394	388,546	395,477	395,477
20	CONTRACTUAL SERVICES	9,622	9,605	11,801	10,101	10,101
30	SUPPLIES & MATERIALS	3,194	724	2,205	1,705	1,705
40	BUSINESS & TRAVEL	88,535	82,722	93,330	88,330	88,330
50	CAPITAL OUTLAY	32,185	75	0	0	0
70	MISCELLANEOUS	0	0	(24,794)	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	0	10,440	10,440
	GRAND TOTAL	529,612	493,520	471,088	506,053	506,053
	<u>FUNDING SOURCE:</u>					
11	GENERAL	529,612	493,520	471,088	506,053	506,053

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Director of DILP****INDEX: 261000****FINANCIAL NOTES:**

The \$34,965 net increase in funding for Inspections, Licenses & Permits - Director of DILP is the result of:

	FY 10	FY 11	CHANGE
o	304,765	310,741	5,976 Full-Time Salaries 5,976 Increase result of no furlough savings for FY 11
o	29,893	25,481	(4,412) Pension / Retirement rate adjustment
o	3,507	3,274	(233) Workers' Compensation - rate adjustment
o	27,400	32,543	5,143 Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	22,421	22,878	457 FICA adjustments
o	56,500	51,000	(5,500) Line items significantly adjusted based on actual expense history:
	FY 10	FY 11	Change
	1,500	1,000	(500) General Office Supplies
	55,000	50,000	(5,000) Fuel Charges
	56,500	51,000	(5,500)
o	1,700	0	(1,700) Office Equipment Service - Mobius Document scanner service agreement terminated
o	0	10,440	10,440 Fleet Management Rental - lease based on \$ 870 per month
o	(24,794)	0	24,794 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	40,377	1.00	42,760	1.00	42,760
Deputy Director of DILP	1.00	81,890	1.00	81,755	1.00	81,755
Director of Inspections, Licenses & Permits	1.00	121,217	1.00	121,217	1.00	121,217
Management Analyst	1.00	65,117	1.00	65,009	1.00	65,009
TOTAL FULL-TIME SALARIES	4.00	308,601	4.00	310,741	4.00	310,741
TEMPORARY SALARIES		4,284		0		0
SALARY TOTAL	4.00	312,885	4.00	310,741	4.00	310,741
OTHER PERSONAL SERVICES						
Pension & Retirement		28,966		29,893		25,481
Workers' Compensation		4,573		3,507		3,274
Health Benefits		30,562		27,400		32,543
FICA		22,850		22,878		22,878
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		87,511		84,238		84,736
FURLOUGH SAVINGS		0		(6,433)		0 A
TOTAL PERSONAL SERVICES	4.00	400,396 *	4.00	388,546	4.00	395,477

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough planned for FY 11

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 '10 - '11 GOAL:

3 DECREASE THE NUMBER OF BUILDING CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,127,024	1,113,897	1,026,894	979,633	979,633
20	CONTRACTUAL SERVICES	9,039	9,363	9,000	9,000	9,000
30	SUPPLIES & MATERIALS	19,841	16,638	20,300	18,450	18,450
40	BUSINESS & TRAVEL	9,712	8,125	7,406	6,376	6,376
50	CAPITAL OUTLAY	0	712	0	0	0
70	MISCELLANEOUS	0	0	(53,180)	800	800
	GRAND TOTAL	1,165,616	1,148,735	1,010,420	1,014,259	1,014,259
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,165,616	1,148,735	1,010,420	1,014,259	1,014,259

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Building Services****INDEX: 263000****FINANCIAL NOTES:**

The \$3,839 net increase in funding for Inspections, Licenses & Permits - Building Services is the result of:

	FY 10	FY 11	CHANGE	
o	754,381	769,173	14,792	Full Time Salaries 14,792 Increase result of no furlough savings for FY 11
o		63,122	(63,122)	Abolish Vacant Building Inspector II position # of positions Salary Fringes Total (1.00) (43,900) (19,222) (63,122)
o	118,821	127,898	9,077	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	73,994	63,695	(10,299)	Pension / Retirement rate adjustments
o	20,168	17,412	(2,756)	Workers Compensation rate adjustments
o	57,710	55,483	(2,227)	FICA adjustment
o	14,840	12,310	(2,530)	Line items significantly adjusted, based on actual expense history: FY 10 FY 11 Change 2,800 2,300 (500) General Office Supplies 700 350 (350) Mileage 2,500 2,000 (500) Processional Books & Periodicals 2,340 2,160 (180) Training Seminars, Courses 6,500 5,500 (1,000) Printing Commercial <u>14,840</u> <u>12,310</u> <u>(2,530)</u>
o	(53,180)	0	53,180	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 235
o		800	800	Boards and Commissions - New HVAC Board effective 7/01/10

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: BUILDING SERVICES

Index No. 263000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	41,377	1.00	41,309	1.00	41,309
Administrative Assistant II	1.00	62,270	1.00	62,167	1.00	62,167
Building Inspections Supervisor (DILP)	1.00	85,691	1.00	85,550	1.00	85,550
Commercial Inspector	1.00	62,588	1.00	62,484	1.00	62,484
Inspector II	5.00	262,153	4.00	217,797	3.00	173,897 A
Inspector III	1.00	60,384	1.00	60,285	1.00	60,285
Licensing Clerk	1.00	29,409	1.00	30,241	1.00	30,241
Plans Reviewer	2.00	123,995	2.00	123,790	2.00	123,790
Senior Plans Reviewer	1.00	85,691	1.00	85,550	1.00	85,550
TOTAL FULL-TIME SALARIES	14.00	813,557	13.00	769,173	12.00	725,273
TEMPORARY SALARIES		3,780		0		0
SALARY TOTAL	14.00	817,337	13.00	769,173	12.00	725,273
OTHER PERSONAL SERVICES						
Pension & Retirement		74,603		73,994		59,472
Workers' Compensation		28,135		20,168		17,412
Health Benefits		129,335		118,821		120,313
FICA		62,526		58,842		55,483
Miscellaneous		1,960		1,820		1,680
TOTAL OTHER PERSONAL SERVICES		296,559		273,645		254,360
FURLOUGH SAVINGS		0		(15,924)		0 B
TOTAL PERSONAL SERVICES	14.00	1,113,896 *	13.00	1,026,894	12.00	979,633

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Building Inspector II position abolished - # 2608

B - No furlough planned for FY 11

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 Objective

To improve the quality of housing stock and to ensure it meets building code requirements.

County Goal(s) Supported

I. Public Safety

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$1,094,692	\$1,165,616	\$1,148,735	\$1,014,254	\$1,014,259
Number of staff	15	14	14	11	12
Number of inspectors	9	8	8	5	6
<u>Output:</u>					
Number of final building inspections performed	4,712	4,376	3,841	3,330	3,944
<u>Efficiency:</u>					
Number of final inspections per inspector	524	547	480	666	657
<u>Service Quality:</u>					
Number of approved final inspections	3,554	3,354	3,089	2,715	3,312
Number of disapproved final inspections	1,158	1,022	752	615	632
<u>Outcome:</u>					
Percent of final inspections that are disapproved	24.6%	23.3%	19.6%	18.0%	16.0%

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 occupar of a structure and can directly impact financial settlements. A program was designed to identify deficiencies by type of inspection performed. We track inspector 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 '10 - '11 GOAL:

5 DECREASE THE NUMBER OF PLUMBING CODE VIOLATIONS DURING FINAL INSPECTION AND REDUCE THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	561,891	579,729	580,526	487,680	487,680
20 CONTRACTUAL SERVICES	4,196	4,286	4,600	4,400	4,400
30 SUPPLIES & MATERIALS	7,172	2,987	5,290	4,850	4,850
40 BUSINESS & TRAVEL	3,044	823	2,790	2,540	2,540
50 CAPITAL OUTLAY	0	216	0	0	0
70 MISCELLANEOUS	760	720	(28,292)	1,200	1,200
GRAND TOTAL	577,063	588,761	564,914	500,670	500,670
<u>FUNDING SOURCE:</u>					
11 GENERAL	577,063	588,761	564,914	500,670	500,670

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Plumbing Services****INDEX: 264000****FINANCIAL NOTES:**

The (\$64,244) net decrease in funding for Inspections, Licenses & Permits - Plumbing Services is the result of:

	FY 10	FY 11	CHANGE
o	385,846	362,561	(23,285) Full Time Salaries
			7,566 Increase result of no furlough savings for FY 11
			(4,256) Staff Turnover (1.10)
			(26,595) Offset - Vacant Chief, Inspections, License & Permits due to retirement incentive
			(23,285)
o	0	68,768	(68,768) Vacant Plumbing Inspector II position abolished in FY 10 Budget:
			# of Positions Salary Fringes Total
			(1.00) (43,900) (24,868) (68,768)
o	114,930	119,983	5,053 Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	11,267	10,480	(787) Workers' Compensation rate adjustments
o	37,846	32,534	(5,312) Pension / Retirement rate adjustments
o	29,517	29,770	253 FICA adjustment
o	10,740	9,900	(840) Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	4,000	3,800	(200) Telephone Service
	1,500	1,400	(100) General Office Supplies
	1,000	900	(100) General Office Mailing
	900	800	(100) Safety Equipment
	1,840	1,700	(140) Printing Commercial
	1,500	1,300	(200) Professional Books
	<u>10,740</u>	<u>9,900</u>	<u>(840)</u>
o	1,440	1,200	(240) Boards & Commission - Plumbing Board meetings for (3) members, \$40 per meeting per month (as attended) and actual expense history
o	(29,732)	0	29,732 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 236

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: PLUMBING SERVICES

Index No. 264000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Insp, Lic & Permits	1.00	70,672	1.00	70,556	1.00	66,300
Commercial Inspector	1.00	47,917	1.00	47,838	1.00	47,838
Permits Technician	2.00	80,346	2.00	73,207	2.00	73,207
Inspector I	1.00	40,627	0.00	0	0.00	0
Inspector II	2.00	93,700	3.00	137,445	2.00	93,545 A
Inspector III	1.00	64,472	1.00	64,366	1.00	64,366
TOTAL FULL-TIME SALARIES	8.00	397,734	8.00	393,412	7.00	345,256
SALARY OFFSET		0		0		(26,595) B
SALARY TOTAL	8.00	397,734	8.00	393,412	7.00	318,661
OTHER PERSONAL SERVICES						
Pension & Retirement		36,472		37,846		28,311
Workers' Compensation		14,501		11,267		8,965
Health Benefits		99,477		114,930		104,351
FICA		30,427		30,096		26,412
Miscellaneous		1,120		1,120		980
TOTAL OTHER PERSONAL SERVICES		181,997		195,259		169,019
FURLOUGH SAVINGS		0		(8,145)		0 C
TOTAL PERSONAL SERVICES	8.00	579,731	8.00	580,526	7.00	487,680

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Chief, Plumbing Services salary offset - # 0463

B - One (1) vacant Inspector II position abolished during FY 10 due to state of the economy - #0460

C - No furlough savings planned for FY 11

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 Objective

To improve the quality of housing stock and to ensure it meets plumbing code requirements.

County Goal(s) Supported

I. Public Safety

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$578,771	\$577,063	\$588,761	\$564,761	\$500,670
Number of staff	8	8	8	7	7
Number of Inspectors	5	5	5	4	4
<u>Output:</u>					
Number of final plumbing inspections performed	3,944	4,061	3,939	3,330	3,372
<u>Efficiency:</u>					
Number of final inspections per inspector	789	812	679	833	844
<u>Service Quality:</u>					
Number of approved final inspections	3,052	3,198	2,709	2,731	2,818
Number of disapproved final inspections	892	863	684	599	559
<u>Outcome:</u>					
Percent of final inspections that are disapproved	22.6%	21.3%	20.2%	18.0%	16.6%

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 '10 - '11 GOAL:

4 DECREASE THE NUMBER OF ELECTRICAL CODE VIOLATIONS AND REDUCE THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	579,921	596,685	599,743	536,407	536,407
20	CONTRACTUAL SERVICES	4,238	4,051	4,853	4,500	4,500
30	SUPPLIES & MATERIALS	10,040	5,261	7,430	6,430	6,430
40	BUSINESS & TRAVEL	4,342	2,978	2,392	2,312	2,312
50	CAPITAL OUTLAY	0	216	0	0	0
70	MISCELLANEOUS	1,440	1,160	(28,821)	1,700	1,700
	GRAND TOTAL	599,981	610,351	585,597	551,349	551,349
<u>FUNDING SOURCE:</u>						
11	GENERAL	599,981	610,351	585,597	551,349	551,349

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Electrical Services****INDEX: 265000****FINANCIAL NOTES:**

The (\$34,248) net decrease in funding for Inspections, Licenses & Permits - Electrical Services is the result of:

	FY 10	FY 11	CHANGE
o	412,704	420,796	8,092 Full-Time Salaries 8,092 Increase result of no furlough savings for FY 11
o		(66,888)	(66,888) Abolish Vacant Electrical Inspector II position: # of positions Salary Fringes Total (1.00) (44,796) (22,092) (66,888)
o	102,143	103,002	859 Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	40,481	35,141	(5,340) Pension / Retirement rate adjustments
o	11,723	11,044	(679) Workers' Compensation rate adjustments
o	31,572	32,191	619 FICA adjustment
o	11,733	10,305	(1,428) Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	4,853	4,500	(353) Telephone Service
	3,105	2,605	(500) Printing Commercial
	750	600	(150) Safety Equipment
	1,025	900	(125) Professional Books & Periodicals
	2,000	1,700	(300) Boards and Commissions
	<u>11,733</u>	<u>10,305</u>	<u>(1,428)</u>
o	350	0	(350) Uniform Purchase - The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective.
o	(30,821)	0	30,821 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 237

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: ELECTRICAL SERVICES

Index No. 265000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	48,672	1.00	48,592	1.00	48,592
Chief, Insp, Lic & Permits	1.00	79,551	1.00	79,420	1.00	79,420
Commercial Inspector	1.00	55,547	1.00	55,456	1.00	55,456
Inspector II	3.00	138,495	3.00	138,341	2.00	93,545 A
Inspector III	1.00	58,977	1.00	58,880	1.00	58,880
Permits Technician	1.00	40,173	1.00	40,107	1.00	40,107
SALARY TOTAL	8.00	421,416	8.00	420,796	7.00	376,000
OTHER PERSONAL SERVICES						
Pension & Retirement		38,644		40,481		30,832
Workers' Compensation		15,212		11,723		9,499
Health Benefits		88,061		102,143		90,332
FICA		32,238		32,191		28,764
Miscellaneous		1,120		1,120		980
TOTAL OTHER PERSONAL SERVICES		175,275		187,658		160,407
FURLOUGH SAVINGS		0		(8,711)		0 B
TOTAL PERSONAL SERVICES	8.00	596,691 *	8.00	599,743	7.00	536,407

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Electrical Inspector II position abolished due to state of the economy - #0454

B - No furlough savings planned for FY 11

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$481,688	\$599,981	\$610,351	\$585,597	\$551,349
Number of staff	7	8	8	6	7
Number of inspectors	4	5	5	3	4
<u>Output:</u>					
Number of final electrical inspections performed	6,506	5,723	4,404	4,212	4,327
<u>Efficiency:</u>					
Number of final inspections per inspector	1,627	1,145	881	1,404	1,081
<u>Service Quality:</u>					
Number of approved final inspections	4,423	3,894	3,112	2,991	3,081
Number of disapproved final inspections	2,083	1,829	1,292	1,221	1,246
<u>Outcome:</u>					
Percent of final inspections that are disapproved	32.0%	31.9%	29.3%	29.0%	28.8%

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, sales 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 '10 - '11 GOAL:

2 ASSURE PUBLIC SAFETY BY MONITORING THE COMPLETION OF ALL DEMOLITION PROJECTS WITHIN THE COUNTY

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	259,329	165,237	176,119	176,952	176,952
20	CONTRACTUAL SERVICES	24,694	36,327	21,600	21,300	21,300
30	SUPPLIES & MATERIALS	2,762	1,014	1,625	1,825	1,825
40	BUSINESS & TRAVEL	730	487	390	390	390
50	CAPITAL OUTLAY	0	737	0	0	0
70	MISCELLANEOUS	0	0	(9,987)	0	0
	GRAND TOTAL	287,515	203,802	189,747	200,467	200,467
	<u>FUNDING SOURCE:</u>					
11	GENERAL	287,515	203,802	189,747	200,467	200,467

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Manufactured Housing / Abandoned Property****INDEX: 266000****FINANCIAL NOTES:**

The \$10,720 net increase in funding for Inspections, Licenses, & Permits - Manufactured Housing / Abandoned Property is the result of:

	FY 10	FY 11	CHANGE	
o	125,218	127,673	2,455	Full Time Salaries 2,455 Increase result of no furlough savings for FY 11
o	24,355	24,652	297	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	12,282	10,469	(1,813)	Pension / Retirement rate adjustments
o	9,579	9,767	188	FICA adjustment
o	4,405	4,111	(294)	Workers' Compensation rate adjustments
o	1,600	1,500	(100)	Line items significantly adjusted, based on actual expense history:
		FY 10	FY 11	Change
		1,400	1,300	(100) Telephone Service
		200	0	(200) Other Advertising
		0	200	200 Safety Equipment
		<u>1,600</u>	<u>1,500</u>	<u>(100)</u>
o	20,000	20,000	0	Other Professional Services - razing and boarding of structures , abate sediment & erosion, concentration on Enterprise Zones
o	(9,987)	0	9,987	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 238

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: MANUFACTURED HOUSING/ABANDONED PROPERTY

Index No. 266000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Housing Services	1.00	83,912	1.00	83,773	1.00	83,773
Inspector II	0.00	0	1.00	43,900	1.00	43,900
Secretary I	1.00	55,161	0.00	0	0.00	0
TOTAL FULL TIME SALARIES	2.00	139,073	2.00	127,673	2.00	127,673
PART-TIME SALARIES						
Building Inspector I	0.60	25,698	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	0.60	25,698	0.00	0	0.00	0
TEMPORARY SALARIES		29,104		0		0
SALARY TOTAL	2.60	193,875	2.00	127,673	2.00	127,673
OTHER PERSONAL SERVICES						
Pension & Retirement		17,778		12,282		10,469
Workers' Compensation		6,198		4,405		4,111
Health Benefits		34,207		24,355		24,652
FICA		14,831		9,767		9,767
Miscellaneous		560		280		280
TOTAL OTHER PERSONAL SERVICES		73,574		51,089		49,279
FURLOUGH SAVINGS		0		(2,643)		0 A
TOTAL PERSONAL SERVICES	2.60	267,449	2.00	176,119	2.00	176,952

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough savings planned for FY 11

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	500,131	495,150	489,898	483,295	483,295
20	CONTRACTUAL SERVICES	5,359	4,718	8,250	9,350	9,350
30	SUPPLIES & MATERIALS	9,689	4,865	8,482	6,625	6,625
40	BUSINESS & TRAVEL	57,910	50,752	57,925	58,925	58,925
50	CAPITAL OUTLAY	1,255	26,708	0	0	0
70	MISCELLANEOUS	450,000	427,500	402,122	451,858	451,858
	GRAND TOTAL	<u>1,024,344</u>	<u>1,009,693</u>	<u>966,677</u>	<u>1,010,053</u>	<u>1,010,053</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,024,344</u>	<u>1,009,693</u>	<u>966,677</u>	<u>1,010,053</u>	<u>1,010,053</u>

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Animal Control****INDEX: 267000****FINANCIAL NOTES:**

The \$43,376 net increase in funding for Inspections, Licenses & Permits - Animal Control is the result of:

	FY 10	FY 11	CHANGE
o	335,232	341,805	6,573 Full Time Salaries 6,573 Increase result of no furlough savings for FY 11
o	76,192	71,228	(4,964) Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	32,882	28,028	(4,854) Pension / Retirement rate adjustment
o	12,109	11,306	(803) Workers' Compensation rate adjustments
o	5,800	3,400	(2,400) Overtime - decrease based on actual expense history
o	26,563	26,408	(155) FICA adjustment
o	64,857	64,500	(357) Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	5,000	4,500	(500) Telephone Service
	2,357	2,000	(357) Printing Commercial
	2,500	2,000	(500) Other Professional Services - Emergency Vet for injured animals
	18,000	21,000	3,000 County Owned Vehicles
	37,000	35,000	(2,000) Fuel Charges
	64,857	64,500	(357)
o	1,500	2,100	600 Uniform Purchase - The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase/allowance. This program is more cost effective.
	FY 10	FY 11	Change
	1,500	0	(1,500) Uniform Purchase
	0	2,100	2,100 Uniform Rental
	1,500	2,100	600
o	3,000	1,858	(1,142) Confidential Expenses - decrease based on state of the economy for Humane Animal Rescue and Care
o	450,000	450,000	0 Payment to Other Governmental Agency - County's support of the Humane Society of Harford County
o	(50,878)	0	50,878 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 239

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: ANIMAL CONTROL

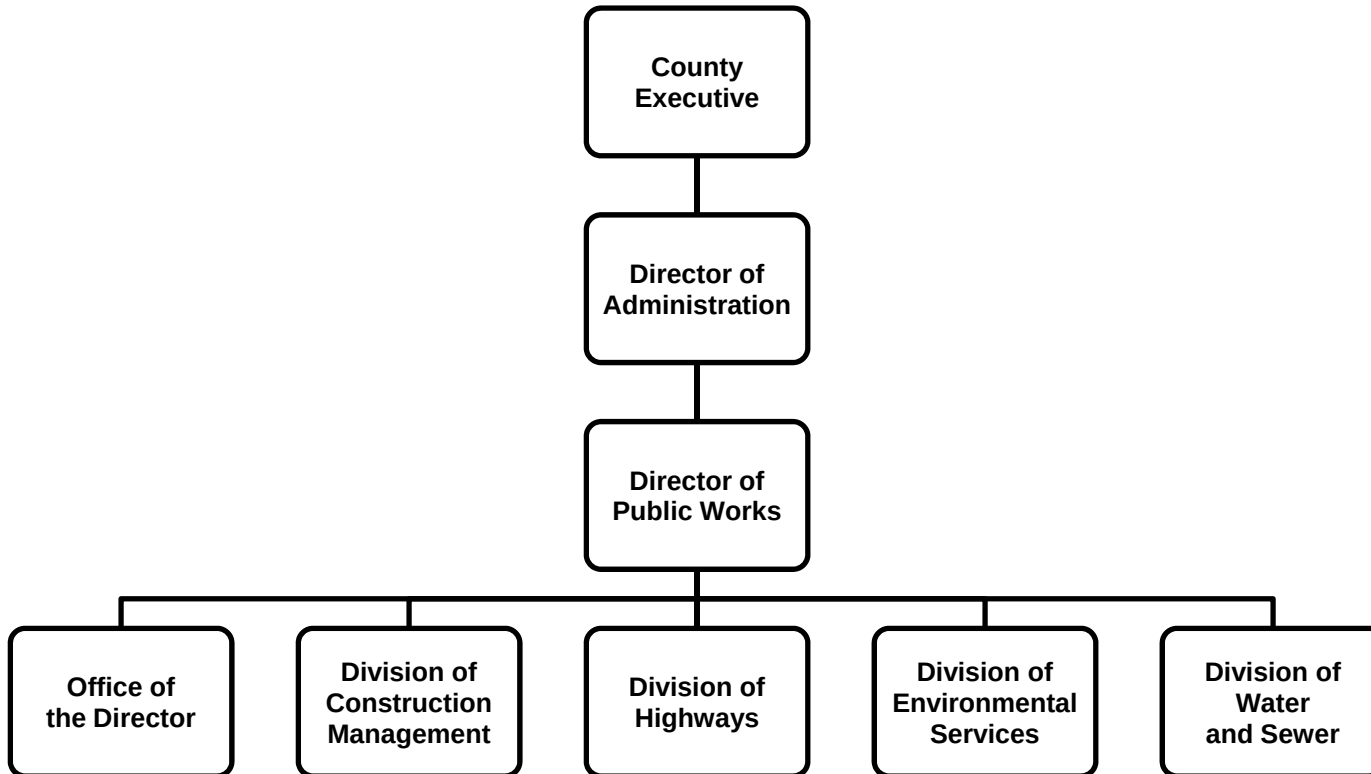
Index No. 267000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	42,830	1.00	42,760	1.00	42,760
Animal Control Officer II	5.00	208,451	5.00	208,108	5.00	208,108
Chief Animal Control Officer	1.00	62,588	1.00	62,484	1.00	62,484
Clerk Typist	1.00	29,409	1.00	28,453	1.00	28,453
SALARY TOTAL	8.00	343,278	8.00	341,805	8.00	341,805
OTHER PERSONAL SERVICES						
Pension & Retirement		31,479		32,882		28,028
Workers' Compensation		15,711		12,109		11,306
Health Benefits		68,142		76,192		71,228
Overtime & Shift Differential		6,000		5,800		3,400
FICA		26,720		27,066		26,408
Uniform Allowance		3,000		0		0
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		152,172		155,169		141,490
FURLOUGH SAVINGS		0		(7,076)		0 A
TOTAL PERSONAL SERVICES	8.00	495,450 *	8.00	489,898	8.00	483,295

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough savings planned for FY 11

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	36,349,867	35,320,651	34,966,627	33,732,739	33,732,739
20	CONTRACTUAL SERVICES	20,522,829	19,060,208	21,684,140	20,766,894	20,766,894
30	SUPPLIES & MATERIALS	5,304,224	6,160,235	6,869,042	5,961,466	5,961,466
40	BUSINESS & TRAVEL	2,812,490	2,436,000	2,821,167	2,462,477	2,462,477
50	CAPITAL OUTLAY	3,932,228	709,302	447,100	362,800	362,800
70	MISCELLANEOUS	16,969,281	17,593,956	17,733,599	16,419,508	16,444,508
80	INTER-GOVERNMENTAL / INTER-FUND	733,727	1,086,332	1,779,708	2,001,032	2,001,032
	GRAND TOTAL	86,624,646	82,366,684	86,301,383	81,706,916	81,731,916
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	4,578,096	3,947,222	3,997,385	2,696,481	2,721,481
25	HIGHWAYS	34,221,675	32,000,160	32,085,000	28,761,031	28,761,031
51	WATER & SEWER OPERATING	35,373,603	35,144,600	37,858,032	37,564,786	37,564,786
55	SOLID WASTE SERVICES	12,451,272	11,274,702	12,360,966	12,684,618	12,684,618
	GRAND TOTAL	86,624,646	82,366,684	86,301,383	81,706,916	81,731,916

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY DIVISION BY FUND:</u>					
<u>GENERAL FUND:</u>					
301111 BUREAU OF ENVIRONMENTAL SERVICES					
ADMINISTRATION & ENGINEERING	802,663	746,578	735,169	666,841	666,841
301241 RECYCLING	2,423,991	1,913,806	1,948,958	1,831,780	1,831,780
301251 POST CLOSURE	132,881	101,669	179,398	116,250	116,250
301261 SCARBORO REMEDIATION	81,607	59,374	103,550	81,610	81,610
301520 ENVIRONMENTAL AFFAIRS NOXIOUS WEED	174	0	7,600	0	8,000
301530 ENVIRONMENTAL AFFAIRS GYPSY MOTH	15,000	(784)	45,001	0	17,000
301603 BUREAU OF WATER RESOURCES	1,121,780	1,126,579	977,709	0	0
<u>SOLID WASTE SERVICES:</u>					
301211 BUREAU OF SOLID WASTE MANAGEMENT	3,924,742	3,348,821	3,727,632	3,323,274	3,323,274
301271 WASTE TO ENERGY	8,526,530	7,925,881	8,633,334	9,361,344	9,361,344
<u>HIGHWAYS FUND:</u>					
303110 DIRECTOR OF PUBLIC WORKS	376,924	355,237	352,764	280,379	280,379
303125 BUREAU OF CAPITAL PROJECTS MANAGEMENT	862,334	804,107	795,242	697,378	697,378
303210 BUREAU OF HIGHWAYS ENGINEERING	3,068,099	2,966,071	2,898,762	3,233,269	3,233,269
303220 BUREAU OF CONSTRUCTION INSPECTIONS	3,036,954	2,809,927	3,006,751	2,678,832	2,678,832
303310 BUREAU OF WATER RESOURCES	0	0	0	701,798	701,798
303410 BUREAU OF HIGHWAYS MAINTENANCE	25,657,421	23,456,498	23,531,321	19,702,715	19,702,715
303430 SNOW REMOVAL	1,219,943	1,608,320	1,500,160	1,466,660	1,466,660
<u>WATER & SEWER FUND:</u>					
BUREAU OF WATER & SEWER ADMINISTRATION	3,043,921	3,084,086	3,228,299	2,991,941	2,991,941
WATER & SEWER DEPRECIATION	8,656,902	8,909,341	9,500,000	9,500,000	9,500,000
BUREAU OF WATER & SEWER ENGINEERING	1,343,849	1,308,002	1,358,813	1,292,772	1,292,772
BUREAU OF WATER & SEWER MAINTENANCE	6,174,138	6,076,657	6,549,031	6,521,472	6,521,472
WATER & SEWER WASTEWATER PROCESSING	10,007,811	10,009,175	10,594,787	10,235,534	10,235,534
WATER & SEWER WATER PRODUCTION	6,146,982	5,757,339	6,627,102	7,023,067	7,023,067
GRAND TOTAL	86,624,646	82,366,684	86,301,383	81,706,916	81,731,916

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - GENERAL FUND</u>						
Administrative Assistant II	2.00	111,653	1.00	57,474	1.00	57,474
Chief, Engineering Division	1.00	116,726	1.00	116,534	1.00	116,534
Civil Engineer II	1.00	88,467	1.00	88,321	0.00	0
Civil Engineer III	1.00	88,902	1.00	88,757	0.00	0
Civil Engineer IV	1.00	101,051	1.00	100,884	1.00	100,884
Deputy Director of Public Works	1.00	122,381	1.00	122,361	1.00	122,361
Engineering Associate I	2.00	77,744	2.00	73,275	0.00	0
Engineering Associate III	2.00	127,831	2.00	127,620	1.00	70,963
Engineering Associate IV	3.00	248,146	3.00	247,738	0.00	0
Equipment Operator	2.00	82,391	3.00	115,946	3.00	115,946
Equipment Operator Trainee	1.00	31,106	0.00	0	0.00	0
Equipment Repair Specialist	1.00	53,548	1.00	53,460	1.00	53,460
Laborer	4.00	118,320	5.00	131,109	7.00	184,887
Management Assistant I	0.00	0	0.00	0	1.00	56,657
Planner II	1.00	66,379	1.00	66,270	0.00	0
Recycling Program Coordinator	1.00	56,750	1.00	56,657	1.00	56,657
Recycling Program Manager	1.00	98,173	1.00	98,011	1.00	98,011
Senior Equipment Operator	3.00	136,257	3.00	136,032	3.00	136,032
Weighmaster / Attendant I	1.00	30,907	2.00	59,935	1.00	30,857
Weighmaster / Attendant II	1.00	44,102	1.00	44,029	1.00	44,029
FULL-TIME SALARIES	30.00	1,800,834	31.00	1,784,413	24.00	1,244,752
SALARY OFFSET		0		(35,503)		(70,963)
TOTAL FULL-TIME SALARIES		1,800,834		1,748,910		1,173,789
PART-TIME SALARIES						
Civil Engineer II	1.00	66,940	1.00	66,830	0.00	0
TOTAL PART-TIME SALARIES	1.00	66,940	1.00	66,830	0.00	0
TEMPORARY SALARIES		106,257		28,247		0
FURLOUGH SAVINGS		0		(38,174)		0
SUB-TOTAL GENERAL FUND SALARIES	31.00	1,974,031	32.00	1,805,813	24.00	1,173,789

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - SOLID WASTE SERVICES</u>						
Administrative Assistant I	0.00	0	1.00	47,896	1.00	47,896
Administrative Assistant II	2.00	86,001	2.00	85,859	2.00	85,859
Administrative Assistant III	0.00	0	0.00	0	0.00	0
Chauffeur - Laborer	1.00	38,312	1.00	38,248	1.00	38,248
Chief, Solid Waste Management	1.00	102,034	1.00	101,865	1.00	101,865
Civil Engineer I	1.00	52,215	1.00	49,529	1.00	49,529
Crew Chief	3.00	186,399	3.00	186,081	3.00	186,081
Equipment Operator	2.00	103,335	3.00	149,733	3.00	149,733
Equipment Repair Specialist	1.00	49,530	1.00	53,460	1.00	53,460
Laborer	4.00	124,253	4.00	118,341	4.00	137,571
Landfill Supervisor	1.00	61,452	1.00	61,351	1.00	61,351
Litter Control Program Team Leader	2.00	75,713	1.00	30,200	1.00	30,200
Senior Equipment Operator	8.00	336,555	7.00	289,829	7.00	289,829
Weighmaster / Attendant I	2.00	59,181	2.00	59,084	2.00	59,084
Weighmaster / Attendant II	5.00	259,011	5.00	258,586	5.00	258,586
TOTAL FULL-TIME SALARIES	33.00	1,533,991	33.00	1,530,062	33.00	1,549,292
TEMPORARY SALARIES		84,252		40,046		30,000
FURLOUGH SAVINGS		0		(32,270)		0
SUB-TOTAL SOLID WASTE SALARIES	33.00	1,618,243	33.00	1,537,838	33.00	1,579,292

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - HIGHWAYS FUND</u>						
Accounting Clerk I	1.00	56,836	0.00	0	0.00	0
Accounting Clerk II	1.00	46,645	2.00	105,013	1.00	46,568
Administrative Assistant I	2.00	82,186	2.00	80,735	1.00	35,595
Administrative Assistant II	10.00	507,328	8.00	398,120	8.00	399,240
Administrative Budget Technician I	3.00	184,379	3.00	184,074	2.00	117,736
Administrative Budget Technician II	0.00	0	0.00	0	1.00	68,328
Administrative Secretary III	1.00	69,104	1.00	68,990	1.00	0
Administrative Specialist I	1.00	64,779	1.00	64,672	2.00	113,100
Administrative Specialist II	1.00	74,246	0.00	0	0.00	0
Assistant Superintendent of Highways	2.00	145,371	3.00	219,256	3.00	192,025
Central Stores Coordinator	1.00	34,066	1.00	34,250	1.00	34,250
Central Stores Manager	1.00	54,818	1.00	54,728	1.00	35,278
Chauffeur-Laborer	32.00	1,127,796	24.00	829,569	24.00	820,068
Chief, Access & Utilities Permits	1.00	99,155	1.00	98,991	0.00	0
Chief, Bureau of Construction Management	1.00	88,022	1.00	87,877	1.00	87,877
Chief, Construction Inspector	3.00	244,298	4.00	314,201	4.00	310,997
Chief, Engineering Division	1.00	120,223	1.00	120,025	1.00	120,025
Chief, Environmental Enforcement	1.00	70,422	0.00	0	0.00	0
Chief, Highways Division	1.00	95,922	1.00	95,763	1.00	84,648
Chief, Vertical Inspector	1.00	75,599	1.00	75,475	1.00	75,475
Civil Engineer II	1.00	53,580	1.00	53,492	4.00	275,473
Civil Engineer III	6.00	613,684	6.00	612,675	6.00	592,273
Civil Engineer IV	1.00	105,845	1.00	105,670	2.00	214,829
Communications Specialist II	1.00	50,025	1.00	49,942	1.00	49,942
Construction Inspector I	1.00	56,706	0.00	0	0.00	0
Construction Inspector II	0.00	0	1.00	56,000	0.00	0
Construction Inspector III	8.00	568,472	7.00	478,920	0.00	0
Crew Chief	13.00	685,536	13.00	684,404	11.00	556,332
Deputy Director of Public Works	2.00	229,226	2.00	228,849	2.00	228,849
Director of Public Works	1.00	122,160	1.00	122,160	1.00	122,160
Drafting Technician I	1.00	53,617	1.00	53,529	1.00	53,529
Engineering Associate I	0.00	0	0.00	0	2.00	73,275
Engineering Associate II	2.00	88,637	2.00	88,529	2.00	88,529
Engineering Associate III	3.00	205,494	2.00	134,192	0.00	0
Engineering Associate IV	4.00	250,417	3.00	196,389	3.00	217,016
Engineering Associate V	2.00	183,087	2.00	182,935	4.00	318,199
Engineering Records Technician	1.00	71,080	1.00	70,963	1.00	70,963

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - HIGHWAYS FUND</u>						
Environmental Inspector I	1.00	53,980	0.00	0	0.00	0
Environmental Inspector II	3.00	139,709	0.00	0	0.00	0
Environmental Inspector III	1.00	63,813	0.00	0	0.00	0
Equipment Operator	22.00	820,697	22.00	840,361	25.00	932,902
Equipment Operator Trainee	5.00	171,373	8.00	262,192	5.00	171,592
Equipment Repair Specialist	5.00	261,195	5.00	255,660	5.00	256,211
GIS Analyst	0.00	0	0.00	0	1.00	56,657
GIS Coordinator	0.00	0	0.00	0	1.00	66,270
Inspector II	8.00	451,954	13.00	690,712	15.00	775,211
Inspector III	8.00	548,073	8.00	539,205	7.00	478,523
Laborer	14.00	437,152	12.00	346,205	11.00	310,719
Land Surveyor	1.00	84,229	1.00	84,090	1.00	84,090
Maintenance Supervisor	8.00	528,800	8.00	528,041	7.00	445,766
Management Assistant I	2.00	121,201	2.00	121,002	2.00	121,002
Management Assistant II	1.00	78,461	1.00	78,332	1.00	78,332
Road Marking Equipment Operator I	0.00	0	1.00	33,100	0.00	0
Road Marking Equipment Operator II	1.00	53,981	2.00	91,192	2.00	74,600
Road Marking Equipment Operator III	0.00	0	0.00	0	1.00	53,892
Senior Equipment Operator	15.00	657,737	15.00	653,920	14.00	613,745
Superintendent Highways	1.00	82,319	1.00	82,183	1.00	82,183
Trades/Laborer	3.00	124,538	3.00	124,332	3.00	124,332
Traffic Operations Supervisor	2.00	148,790	2.00	149,153	2.00	124,674
Traffic Sign Mechanic I	1.00	50,392	1.00	50,309	1.00	41,487
Traffic Sign Mechanic II	2.00	81,181	2.00	81,048	2.00	81,048
Traffic Sign Mechanic III	1.00	46,645	1.00	46,568	1.00	46,568
Utility Worker I	4.00	151,705	3.00	113,178	3.00	113,178
Utility Worker II	3.00	160,893	3.00	160,628	2.00	106,197
Vertical Inspector II	2.00	116,409	2.00	102,878	0.00	0
Vertical Inspector III	1.00	60,384	1.00	60,285	0.00	0
FULL-TIME SALARIES	227.00	12,074,372	216.00	11,444,962	206.00	10,641,758
SALARY OFFSET		0		(56,300)		(104,272)
TOTAL FULL-TIME SALARIES	227.00	12,074,372	216.00	11,388,662	206.00	10,537,486
TEMPORARY SALARIES		166,017		61,751		0
FURLOUGH SAVINGS		0		(223,753)		0
SUB-TOTAL HIGHWAYS FUND SALARIES	227.00	12,240,389	216.00	11,226,660	206.00	10,537,486

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Accountant III	1.00	102,034	1.00	101,865	1.00	101,865
Administrative Assistant II	8.00	388,183	8.00	387,542	7.00	329,494
Administrative Specialist II	1.00	79,506	1.00	79,376	1.00	79,376
Assistant Superintendent	0.00	0	0.00	0	8.00	640,528
Assistant Superintendent of Plant Operations	2.00	176,288	2.00	175,997	0.00	0
Central Stores Coordinator	1.00	37,857	1.00	37,795	0.00	0
Central Stores Manager	1.00	41,582	1.00	41,513	2.00	81,413
Chemist	1.00	54,384	1.00	57,260	1.00	57,260
Chief, Engineering Division	1.00	116,726	1.00	71,400	1.00	71,400
Chief, Water & Sewer	0.00	0	0.00	0	3.00	348,757
Chief, Water & Sewer Administration	1.00	120,223	1.00	120,025	0.00	0
Chief, Water & Sewer Facilities	1.00	111,172	1.00	110,992	0.00	0
Chief, Water & Sewer Operations	1.00	119,133	1.00	118,937	0.00	0
Chief, Water & Sewer Utility Technician	1.00	73,258	1.00	73,138	0.00	0
Civil Engineer I	1.00	45,216	1.00	43,900	1.00	43,900
Civil Engineer II	1.00	67,868	1.00	67,757	2.00	115,157
Civil Engineer III	4.00	380,310	4.00	379,683	4.00	379,681
Civil Engineer IV	1.00	111,174	1.00	110,992	1.00	110,992
Computer Records Assistant	1.00	43,966	1.00	43,892	1.00	43,892
Computer Resource Technician II	2.00	146,450	0.00	0	0.00	0
Computer System Engineer II	0.00	0	2.00	146,208	0.00	0
Computer System Engineer III	0.00	0	0.00	0	2.00	146,208
Database Administrator	1.00	69,910	1.00	69,795	1.00	69,795
Deputy Director Public Works	1.00	122,381	1.00	122,179	1.00	122,179
Drafting Technician II	1.00	56,206	1.00	56,112	1.00	56,112
Electrician	1.00	58,432	1.00	58,335	1.00	44,322
Engineering Associate III	1.00	51,936	1.00	51,852	1.00	51,852
Engineering Associate V	1.00	91,998	1.00	91,846	0.00	0
Equipment Repair Specialist	0.00	0	1.00	37,300	1.00	37,300
GIS Coordinator	1.00	70,210	1.00	70,094	1.00	70,094
Instrumentation Technician	1.00	56,229	1.00	56,136	1.00	56,136
Laboratory Assistant	2.00	67,354	2.00	67,244	1.00	42,760
Laboratory Technician	4.00	188,830	3.00	143,150	4.00	182,640
Management Assistant II	3.00	230,433	3.00	230,153	3.00	230,153

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Permits Clerk	1.00	31,840	1.00	27,500	2.00	60,600
Plant Operations Manager	1.00	85,071	2.00	148,423	2.00	162,651
Plant Operator (Water / Wastewater)	20.00	962,782	17.00	812,093	17.00	806,633
Plant Operator Trainee I (Water / Wastewater)	5.00	147,452	7.00	194,875	4.00	111,588
Plant Operator Trainee II (Water / Wastewater)	3.00	119,316	5.00	168,065	8.00	267,365
Plant Superintendent Water & Sewer	0.00	0	0.00	0	3.00	302,962
Plant Superintendent W & S Facilities Maintenance	1.00	98,173	1.00	98,011	0.00	0
Plant Superintendent Water / Wastewater Operator	2.00	225,675	2.00	225,303	0.00	0
Pretreatment Inspector	0.00	0	1.00	67,857	1.00	43,900
Pretreatment Inspector (GF)	1.00	67,969	0.00	0	0.00	0
Process Engineer	2.00	160,786	2.00	160,520	2.00	160,520
Senior Electric Water & Sewer	0.00	0	0.00	0	1.00	58,335
Senior Instrument Technician	1.00	61,997	1.00	61,897	1.00	61,897
Senior Laboratory Technician	0.00	0	1.00	47,400	1.00	47,400
Senior Plant Operator	10.00	602,977	9.00	559,452	8.00	497,557
Senior W/WW Facility Mechanic	2.00	115,887	3.00	171,508	3.00	171,507
Shift Supervisor / Plant Operations	6.00	429,832	6.00	381,838	6.00	392,790
Superintendent of Laboratories	1.00	65,517	1.00	65,409	1.00	65,409
Superintendent of Water & Sewer Facilities	1.00	90,656	1.00	90,508	1.00	90,507
Supervisor, Meter Operations	1.00	85,691	1.00	85,550	0.00	0
Water & Sewer Facilities Maintenance Specialist	1.00	66,654	1.00	66,544	1.00	66,544
Water & Sewer Maintenance Supervisor	5.00	394,579	4.00	305,846	0.00	0
Water & Sewer Permits Technician	1.00	34,064	1.00	35,600	1.00	35,600
Water & Sewer Utility Crew Chief	6.00	321,938	5.00	266,811	6.00	310,710
Water & Sewer Utility Technician I	1.00	48,190	0.00	0	0.00	0
Water & Sewer Utility Technician II	1.00	63,904	1.00	63,799	1.00	63,799
Water & Sewer Utility Technician III	3.00	210,354	3.00	210,009	3.00	189,575
Water & Sewer Utility Worker I	9.00	313,050	8.00	287,592	6.00	219,570
Water & Sewer Utility Worker II	9.00	297,464	10.00	318,012	12.00	373,015
Water & Sewer Utility Worker III (Certified)	1.00	48,052	2.00	74,600	1.00	37,300
Water & Sewer Utility Worker III (Non-Certified)	6.00	211,380	5.00	164,841	5.00	166,642
Water & Sewer Utility Worker IV	1.00	53,980	2.00	104,677	2.00	104,677
Water / Wastewater Facility Mechanic	9.00	478,657	6.00	328,101	8.00	417,804
Water / Wastewater Facility Mechanic Trainee	1.00	33,678	3.00	117,076	1.00	33,100

STAFF SUMMARY

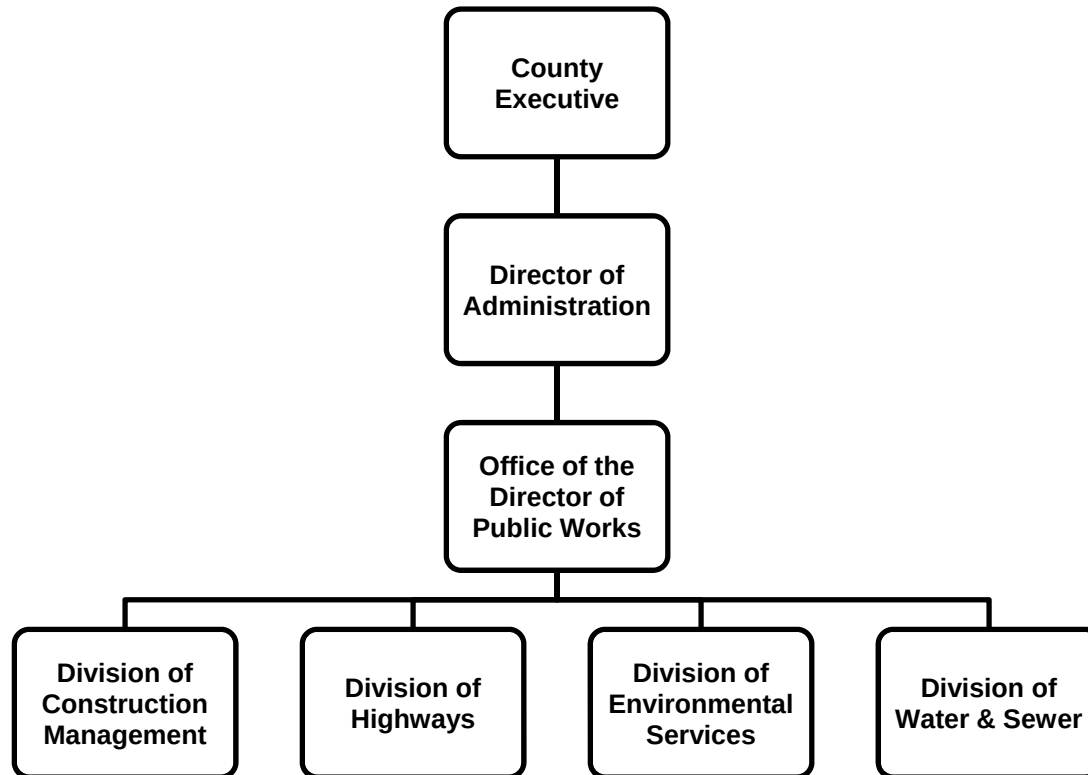
POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Water Meter Mechanic I	1.00	30,907	1.00	51,958	1.00	51,958
Water Meter Mechanic II	6.00	260,556	7.00	293,226	7.00	293,227
Water Meter Mechanic Trainee	1.00	50,528	0.00	0	0.00	0
Water Meter Technician I	2.00	107,961	2.00	107,784	2.00	107,784
Water Meter Technician II	1.00	57,909	1.00	57,813	1.00	57,814
FULL-TIME SALARIES	170.00	9,714,675	170.00	9,442,966	170.00	9,344,006
SALARY OFFSET		0		(11,744)		(11,744)
TOTAL FULL-TIME SALARIES	170.00	9,714,675	170.00	9,431,222	170.00	9,332,262
TEMPORARY SALARIES		148,278		110,277		107,243
FURLOUGH SAVINGS		0		(195,661)		0
SUB-TOTAL WATER & SEWER SALARIES	<u>170.00</u>	<u>9,862,953</u>	<u>170.00</u>	<u>9,345,838</u>	<u>170.00</u>	<u>9,439,505</u>

	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - DEPARTMENT TOTALS</u>						
FULL-TIME SALARIES	460.00	25,123,872	450.00	24,202,403	433.00	22,779,808
SALARY OFFSET		0		(103,547)		(186,979)
TOTAL PART-TIME SALARIES	1.00	66,940	1.00	66,830	0.00	0
TOTAL DEPARTMENTAL TEMPORARY SALARIES		504,804		240,321		137,243
TOTAL OTHER PERSONAL SERVICES		12,320,356		11,692,561		10,572,067
TOTAL FURLOUGH SAVINGS		0		(489,858)		0
DEPARTMENTAL SALARY TOTAL	<u>461.00</u>	<u>38,015,972</u>	<u>451.00</u>	<u>35,608,710</u>	<u>433.00</u>	<u>33,302,139</u>

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	343,514	332,214	327,869	246,149	246,149
20	CONTRACTUAL SERVICES	16,465	16,851	16,830	16,600	16,600
30	SUPPLIES & MATERIALS	829	1,447	1,525	1,400	1,400
40	BUSINESS & TRAVEL	6,116	3,095	6,540	5,790	5,790
70	MISCELLANEOUS	10,000	1,630	0	0	0
80	INTER-GOV'T/INTER-FUND	0	0	0	10,440	10,440
	GRAND TOTAL	376,924	355,237	352,764	280,379	280,379
	<u>FUNDING SOURCE:</u>					
25	HIGHWAYS	376,924	355,237	352,764	280,379	280,379

DEPARTMENT: PUBLIC WORKS**DIVISION: Director's Office****INDEX: 303110****FINANCIAL NOTES:**

The (\$72,385) net decrease in funding for the Director's Office is the result of:

	FY 10	FY 11	CHANGE	
o	252,536	190,488	(62,048) Full Time Salaries	
			1,990 Salary adjustments based on the recommendations of the Department of Human Resources	
			(68,990) Offset - unfunded vacant Secretary III salary and fringes for FY 11	
			4,952 Increase result of no furlough savings for FY 11	
			<u>(62,048)</u>	
o	24,770	15,620	(9,150) Pension / Retirement rate adjustments	
o	772	534	(238) Workers' Compensation rate adjustments	
o	31,004	25,607	(5,397) Health Benefits are adjusted for an anticipated 5%, as well as staff opting for changes in their level of coverage	
o	18,367	13,620	(4,747) FICA adjustment	
o	500	300	(200) Other Professional Services - consultant fees as needed decreased based on actual expense history	
o	3,350	2,750	(600) Line items significantly adjusted, based on actual expense history and state of the economy:	
		FY 10	FY 11	Change
		1,000	700	(300) General Office Supplies
		300	500	200 Computer Supplies
		800	600	(200) County Owned Vehicles
		1,000	800	(200) Fuel Charges
		250	150	(100) Professional Books
		<u>3,350</u>	<u>2,750</u>	<u>(600)</u>
o	0	10,440	10,440	Fleet Management Rental - lease entered into in FY 10 for a vehicle

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - OFFICE OF THE DIRECTOR - HIGHWAYS FUND
DIVISION: DIRECTOR OF PUBLIC WORKS

Index No. 303110

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Budget Technician I	1.00	66,448	1.00	66,338	0.00	0
Administrative Budget Technician II	0.00	0	0.00	0	1.00	68,328 A
Administrative Secretary III	1.00	69,104	1.00	68,990	1.00	0 B
Director of Public Works	1.00	122,160	1.00	122,160	1.00	122,160
TOTAL FULL-TIME SALARIES	3.00	257,712	3.00	257,488	3.00	190,488
TEMPORARY SALARIES		5,677		0		0
SALARY TOTAL	3.00	263,389	3.00	257,488	3.00	190,488
OTHER PERSONAL SERVICES						
Pension		24,304		24,770		15,620
Workers' Compensation		1,034		772		534
Health Benefits		37,030		31,004		25,607
FICA		19,005		18,746		13,620
Miscellaneous		420		420		280
TOTAL OTHER PERSONAL SERVICES		81,793		75,712		55,661
TOTAL FURLOUGH SAVINGS		0		(5,331)		0 C
TOTAL PERSONAL SERVICES	3.00	345,182 *	3.00	327,869	3.00	246,149

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

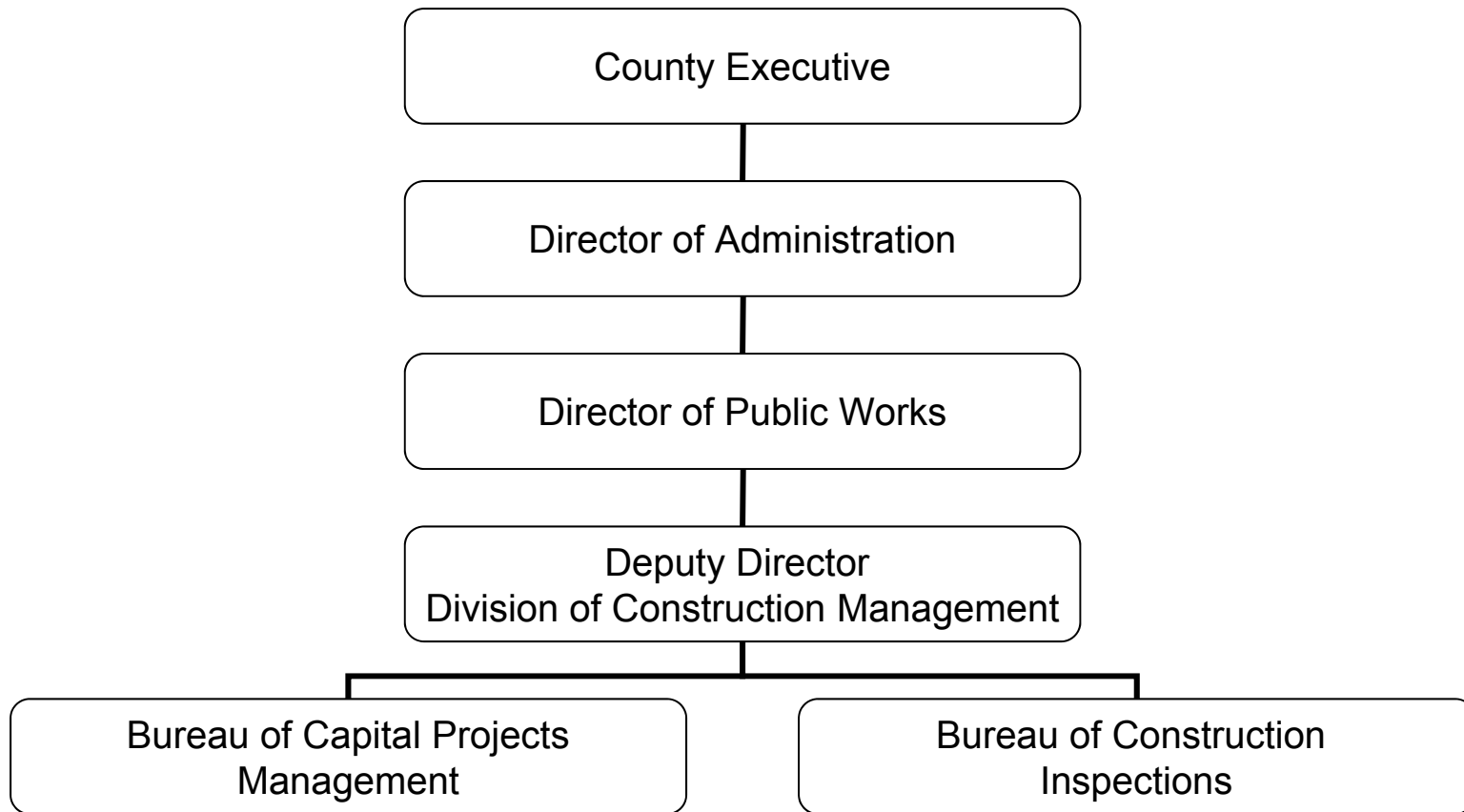
A - One (1) Administrative Budget Technician I upgraded to an Administrative Budget Technician II - #1319

B - One (1) Administrative Secretary III salary and fringes unfunded for FY 11 due to state of the economy - #0713

C - No furloughs planned for FY 11

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 '10 - '11 KEY GOAL:

- 1 TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,429,329	3,282,178	3,265,807	2,929,909	2,929,909
20	CONTRACTUAL SERVICES	158,252	179,788	325,740	256,550	256,550
30	SUPPLIES & MATERIALS	29,897	22,350	23,885	19,400	19,400
40	BUSINESS & TRAVEL	146,055	103,459	142,425	126,215	126,215
50	CAPITAL OUTLAY	135,755	3,646	0	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	22,613	44,136	44,136	44,136
	GRAND TOTAL	3,899,288	3,614,034	3,801,993	3,376,210	3,376,210
<u>SUMMARY BY FUND:</u>						
25	HIGHWAYS	3,899,288	3,614,034	3,801,993	3,376,210	3,376,210
	GRAND TOTAL	3,899,288	3,614,034	3,801,993	3,376,210	3,376,210
<u>SUMMARY BY DIVISION:</u>						
303125	BUREAU OF CAPITAL PROJECTS MANAGEMENT	862,334	804,107	795,242	697,378	697,378
303220	BUREAU OF CONSTRUCTION INSPECTIONS	3,036,954	2,809,927	3,006,751	2,678,832	2,678,832
	GRAND TOTAL	3,899,288	3,614,034	3,801,993	3,376,210	3,376,210

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	46,532	1.00	45,140	0.00	0
Administrative Assistant II	3.00	161,237	2.00	106,785	3.00	164,259
Administrative Budget Technician I	1.00	66,448	1.00	66,338	1.00	66,338
Chief, Bureau of Construction Management	1.00	88,022	1.00	87,877	1.00	87,877
Chief, Construction Inspector	3.00	244,298	4.00	314,201	3.00	240,691
Chief, Environmental Enforcement	1.00	70,422	0.00	0	0.00	0
Chief, Vertical Inspector	1.00	75,599	1.00	75,475	1.00	75,475
Civil Engineer IV	1.00	105,845	1.00	105,670	1.00	105,670
Construction Inspector I	1.00	56,706	0.00	0	0.00	0
Deputy Director of Public Works	1.00	105,622	1.00	105,448	1.00	105,448
Engineering Associate IV	1.00	57,800	1.00	57,705	0.00	0
Engineering Associate V	1.00	91,999	1.00	91,847	1.00	57,705
Environmental Inspector I	1.00	53,980	0.00	0	0.00	0
Environmental Inspector II	3.00	139,709	0.00	0	0.00	0
Environmental Inspector III	1.00	63,813	0.00	0	0.00	0
Inspector II	8.00	451,954	13.00	690,712	13.00	669,627
Inspector III	8.00	548,073	8.00	539,205	7.00	478,523
FULL-TIME SALARIES	37.00	2,428,059	35.00	2,286,403	32.00	2,051,613
SALARY OFFSET		0		(20,320)		0
TOTAL FULL-TIME SALARIES	37.00	2,428,059	35.00	2,266,083	32.00	2,051,613
TEMPORARY SALARIES		119,346		51,081		0
SALARY TOTAL	37.00	2,547,405	35.00	2,317,164	32.00	2,051,613

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		226,052		223,346		168,232
Workers' Compensation		90,876		65,574		55,443
Health Benefits		358,824		383,424		380,159
Overtime & Shift Differential		123,000		129,000		105,000
FICA		203,824		190,368		164,982
Miscellaneous		5,680		4,900		4,480
TOTAL OTHER PERSONAL SERVICES		1,008,256		996,612		878,296
TOTAL FURLOUGH SAVINGS		0		(47,969)		0
TOTAL PERSONAL SERVICES	37.00	3,555,661 *	35.00	3,265,807	32.00	2,929,909

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

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.

FY '10 - '11 GOAL:

1 TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	795,332	758,290	736,339	646,020	646,020
20	CONTRACTUAL SERVICES	11,194	17,597	18,290	16,150	16,150
30	SUPPLIES & MATERIALS	8,315	6,013	8,135	6,300	6,300
40	BUSINESS & TRAVEL	19,594	15,111	23,550	19,980	19,980
50	CAPITAL OUTLAY	27,899	2,666	0	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	4,430	8,928	8,928	8,928
	GRAND TOTAL	862,334	804,107	795,242	697,378	697,378
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	862,334	804,107	795,242	697,378	697,378

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Capital Projects Management****INDEX: 303125****FINANCIAL NOTES:**

The (\$97,864) net decrease in funding for Bureau of Capital Projects Management is the result of:

	FY 10	FY 11	CHANGE	
o	528,635	551,334	22,699	Full Time Salaries
			10,365	Increase result of no furlough savings for FY 11
			12,334	Staff Turnover 2.33%
			<u>22,699</u>	
o		(114,022)	(114,022)	Position abolished in FY 10 and created in Recycling #301241 as a Laborer:
				# of Positions Salary Fringes Total
				Engineering Associate V (1.00) (91,847) (22,175) (114,022)
o	51,852	46,514	(5,338)	Pension / Retirement rate adjustments & turnover
o	10,742	10,120	(622)	Workers' Compensation rate adjustments
o	93,862	103,394	9,532	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	9,000	5,000	(4,000)	Overtime - Detention Center project will require inspections after normal working hours
o	41,128	42,560	1,432	FICA Adjustment - increase due to no furlough planned for FY 11
o	9,840	7,500	(2,340)	Office Equipment - decreases based on actual copier leases
o	0	200	200	Meals - Special Purpose - for inspectors in accordance with the County policy

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

DIVISION: Bureau of Capital Projects Management

INDEX: 303125

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	27,900	22,850	(5,050)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change	
	7,000	7,500	500	Telephone Service
	1,000	750	(250)	Other Professional Services
	3,500	2,000	(1,500)	General Office Supplies
	100	0	(100)	Audio Visual Supplies
	1,000	800	(200)	Safety Equipment
	9,600	8,000	(1,600)	Fuel Charges
	3,000	2,000	(1,000)	Non-Targeted Charges-FVS
	700	300	(400)	Mileage
	1,000	800	(200)	Professional Books
	1,000	700	(300)	Training Seminars
	<u>27,900</u>	<u>22,850</u>	<u>(5,050)</u>	
o	8,928	8,928	0	Fleet Management Rentals - continuation of fleet lease entered into in FY 09

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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	46,532	1.00	45,140	0.00	0
Administrative Assistant II	0.00	0	0.00	0	1.00	57,474 A
Chief, Vertical Inspector	1.00	75,599	1.00	75,475	1.00	75,475
Civil Engineer IV	1.00	105,845	1.00	105,670	1.00	105,670
Engineering Associate IV	1.00	57,800	1.00	57,705	0.00	0
Engineering Associate V	1.00	91,999	1.00	91,847	1.00	57,705 B
Inspector II	2.00	116,409	2.00	102,878	2.00	102,878
Inspector III	1.00	60,384	1.00	60,285	1.00	60,285
TOTAL FULL-TIME SALARIES	8.00	554,568	8.00	539,000	7.00	459,487
TEMPORARY SALARIES		51,871		0		0
SALARY TOTAL	8.00	606,439	8.00	539,000	7.00	459,487
OTHER PERSONAL SERVICES						
Retirement & Pension		50,854		51,852		37,678
Workers' Compensation		16,421		10,742		9,266
Health Benefits		70,975		93,862		98,075
Overtime		3,000		9,000		5,000
FICA		46,385		41,921		35,534
Miscellaneous		1,120		1,120		980
TOTAL OTHER PERSONAL SERVICES		188,755		208,497		186,533
TOTAL FURLOUGH SAVINGS		0		(11,158)		0 C
TOTAL PERSONAL SERVICES	8.00	795,194 *	8.00	736,339	7.00	646,020

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I position upgraded to an Administrative Assistant II due to turnover - #1438

B - One (1) Engineering Associate IV position reclassified to an Engineering Associate V - #0725

One (1) Engineering Associate V position abolished, created a Labor position in Recycling - 301241 in FY 10 - #0744

C - No furlough planned for FY 11

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.

FY '10 - '11 GOAL:

1 TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,633,997	2,523,888	2,529,468	2,283,889	2,283,889
20	CONTRACTUAL SERVICES	147,058	162,191	307,450	240,400	240,400
30	SUPPLIES & MATERIALS	21,582	16,337	15,750	13,100	13,100
40	BUSINESS & TRAVEL	126,461	88,348	118,875	106,235	106,235
50	CAPITAL OUTLAY	107,856	980	0	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	18,183	35,208	35,208	35,208
	GRAND TOTAL	3,036,954	2,809,927	3,006,751	2,678,832	2,678,832
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	3,036,954	2,809,927	3,006,751	2,678,832	2,678,832

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Construction Inspections****INDEX: 303220****FINANCIAL NOTES:**

The (\$327,919) net decrease in funding for Bureau of Construction Management is the result of:

	FY 10	FY 11	CHANGE	
o	1,693,870	1,712,016	18,146	Full Time Salaries
			3,590	Salary adjustments based on the recommendations of the Department of Human Resources
			(38,977)	Staff Turnover (2.30%) Due to retirement incentive
			20,320	Offset - Administrative Assistant II salary to reflect actual hours worked
			33,213	Increase result of no furlough savings for FY 11
			<u>18,146</u>	
o		(173,275)	(173,275)	The net result of full-time transfers between divisions within Highways for FY 11:
			# of Positions	Salary
			(1.00)	(70,306)
			(1.00)	(49,584)
			<u>(2.00)</u>	<u>(119,890)</u>
				Fringe
				(27,377)
				(26,008)
				<u>(53,385)</u>
				Total
				(97,683)
				(75,592)
				<u>(173,275)</u>
				Chief Construction Inspector
				Construction Inspector II
o	50,099	0	(50,099)	Temporary Salaries - funding eliminated due to state of the economy
o	171,494	142,087	(29,407)	Pension / Retirement rate adjustments
o	54,832	50,314	(4,518)	Workers' Compensation rate adjustments
o	289,562	310,348	20,786	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	120,000	100,000	(20,000)	Overtime - recommended reduction due to state of the economy
o	145,831	138,619	(7,212)	FICA adjustments
o	9,000	8,300	(700)	Office Equipment - decrease based on actual copier leases

INDEX: 303220

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND
DIVISION: BUREAU OF CONSTRUCTION INSPECTIONS

Index No. 303220

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	161,237	2.00	106,785	2.00	106,785
Administrative Budget Technician I	1.00	66,448	1.00	66,338	1.00	66,338
Chief, Bureau of Construction Mgt	1.00	88,022	1.00	87,877	1.00	87,877
Chief, Construction Inspector	3.00	244,298	4.00	314,201	3.00	240,691 A
Chief, Environmental Enforcement	1.00	70,422	0.00	0	0.00	0
Construction Inspector I	1.00	56,706	0.00	0	0.00	0
Deputy Director of Public Works	1.00	105,622	1.00	105,448	1.00	105,448
Environmental Inspector I	1.00	53,980	0.00	0	0.00	0
Environmental Inspector II	3.00	139,709	0.00	0	0.00	0
Environmental Inspector III	1.00	63,813	0.00	0	0.00	0
Inspector II	6.00	335,545	11.00	587,834	11.00	566,749 B
Inspector III	7.00	487,689	7.00	478,920	6.00	418,238
FULL-TIME SALARIES	29.00	1,873,491	27.00	1,747,403	25.00	1,592,126
SALARY OFFSET		0		(20,320)		0 C
TOTAL FULL-TIME SALARIES	29.00	1,873,491	27.00	1,727,083	25.00	1,592,126
TEMPORARY SALARIES		67,475		51,081		0 D
SALARY TOTAL	29.00	1,940,966	27.00	1,778,164	25.00	1,592,126

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND
DIVISION: BUREAU OF CONSTRUCTION INSPECTIONS

Index No. 303220

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		175,198		171,494		130,554
Workers' Compensation		74,455		54,832		46,177
Health Benefits		287,849		289,562		282,084
Overtime		120,000		120,000		100,000
FICA		157,439		148,447		129,448
Miscellaneous		4,560		3,780		3,500
TOTAL OTHER PERSONAL SERVICES		819,501		788,115		691,763
TOTAL FURLOUGH SAVINGS		0		(36,811)		0 E
TOTAL PERSONAL SERVICES	29.00	2,760,467 *	27.00	2,529,468	25.00	2,283,889

***FY 09 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Chief Construction Inspector position transferred to Highways Engineering - 303210 - #0718

B - One (1) Inspector II position transferred to Highways Engineering - 303210 - #1374

One (1) Inspector III position reclassified as an Inspector II due to turnover - #0853

C - One (1) Administrative Assistant II position changed work schedule from 50 hours to 80 hours in FY 10, therefore cannot offset salary in FY 11 - #0888

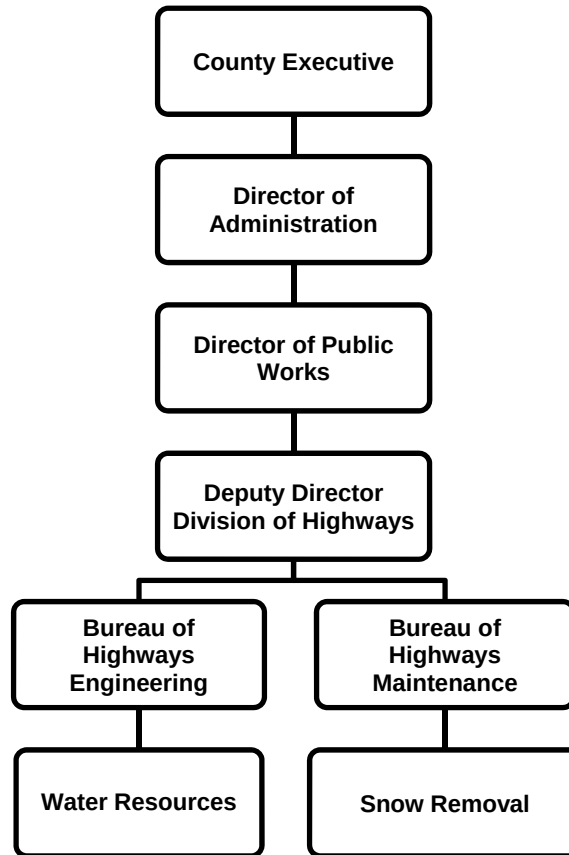
D - Temporary Salaries eliminated due to the state of the economy

E - No furlough planned for FY 11

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DEPARTMENT OF PUBLIC WORKS

DIVISION OF HIGHWAYS



PUBLIC WORKS - DIVISION OF HIGHWAYS

ORIGIN/PURPOSE:

The Highways 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. In FY 11 all funds were transferred from Bureau of Water Resources - General Fund - #301603 to a new index - Bureau of Water Resources - #303310 and will be appropriated under the Highways Fund.

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	13,800,124	13,691,207	13,331,821	12,601,060	12,601,060
20	CONTRACTUAL SERVICES	4,487,396	3,572,601	4,078,565	2,763,795	2,763,795
30	SUPPLIES & MATERIALS	2,675,805	3,657,674	3,253,810	2,666,890	2,666,890
40	BUSINESS & TRAVEL	1,515,918	1,374,272	1,535,050	1,402,500	1,402,500
50	CAPITAL OUTLAY	2,401,078	74,074	0	3,000	3,000
70	MISCELLANEOUS	6,186,922	6,495,574	6,174,118	4,982,741	4,982,741
80	INTER-GOVERNMENTAL / INTER-FUND	0	292,066	534,588	684,456	684,456
	GRAND TOTAL	31,067,243	29,157,468	28,907,952	25,104,442	25,104,442

SUMMARY BY FUND:

11	GENERAL	1,121,780	1,126,579	977,709	0	0
25	HIGHWAYS	29,945,463	28,030,889	27,930,243	25,104,442	25,104,442
	GRAND TOTAL	31,067,243	29,157,468	28,907,952	25,104,442	25,104,442

SUMMARY BY DIVISION:

GENERAL FUND:

301603	BUREAU OF WATER RESOURCES	1,121,780	1,126,579	977,709	0	0

HIGHWAYS FUND:

303210	BUREAU OF HIGHWAYS ENGINEERING	3,068,099	2,966,071	2,898,762	3,233,269	3,233,269
303310	BUREAU OF WATER RESOURCES	0	0	0	701,798	701,798
303410	BUREAU OF HIGHWAYS MAINTENANCE	25,657,421	23,456,498	23,531,321	19,702,715	19,702,715
303430	SNOW REMOVAL	1,219,943	1,608,320	1,500,160	1,466,660	1,466,660
	GRAND TOTAL	31,067,243	29,157,468	28,907,952	25,104,442	25,104,442

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES - GENERAL FUND</u>						
Administrative Assistant II	1.00	54,275	0.00	0	0.00	0
Civil Engineer II	1.00	88,467	1.00	88,321	0.00	0
Civil Engineer III	1.00	88,902	1.00	88,757	0.00	0
Engineering Associate I	2.00	77,744	2.00	73,275	0.00	0
Engineering Associate IV	3.00	248,146	3.00	247,738	0.00	0
Planner II	1.00	66,379	1.00	66,270	0.00	0
FULL-TIME SALARIES	9.00	623,913	8.00	564,361	0.00	0
SALARY OFFSET		0		(35,503)		0
TOTAL FULL-TIME SALARIES	9.00	623,913	8.00	528,858	0.00	0
PART-TIME SALARIES						
Civil Engineer II	1.00	66,940	1.00	66,830	0.00	0
TOTAL PART-TIME SALARIES	1.00	66,940	1.00	66,830	0.00	0
TEMPORARY SALARIES		13,734		3,557		0
FURLOUGH SAVINGS		0		(12,405)		0
SUB-TOTAL GENERAL FUND SALARIES	10.00	704,587	9.00	586,840	0.00	0 A

A - All funding transferred to new index - Bureau of Water Resources - Highways Fund - #303310

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND</u>						
Accounting Clerk I	1.00	56,836	0.00	0	0.00	0
Accounting Clerk II	1.00	46,645	2.00	105,013	1.00	46,568
Administrative Assistant I	1.00	35,654	1.00	35,595	1.00	35,595
Administrative Assistant II	7.00	346,091	6.00	291,335	5.00	234,981
Administrative Budget Technician I	1.00	51,483	1.00	51,398	1.00	51,398
Administrative Specialist I	1.00	64,779	1.00	64,672	2.00	113,100
Administrative Specialist II	1.00	74,246	0.00	0	0.00	0
Assistant Superintendent of Highways	2.00	145,371	3.00	219,256	3.00	192,025
Central Stores Coordinator	1.00	34,066	1.00	34,250	1.00	34,250
Central Stores Manager	1.00	54,818	1.00	54,728	1.00	35,278
Chauffeur-Laborer	32.00	1,127,796	24.00	829,569	24.00	820,068
Chief, Access & Utilities Permits	1.00	99,155	1.00	98,991	0.00	0
Chief, Construction Inspector	0.00	0	0.00	0	1.00	70,306
Chief, Engineering Division	1.00	120,223	1.00	120,025	1.00	120,025
Chief, Highways Division	1.00	95,922	1.00	95,763	1.00	84,648
Civil Engineer II	1.00	53,580	1.00	53,492	4.00	275,473
Civil Engineer III	6.00	613,684	6.00	612,675	6.00	592,273
Civil Engineer IV	0.00	0	0.00	0	1.00	109,159
Communications Specialist II	1.00	50,025	1.00	49,942	1.00	49,942
Construction Inspector II	0.00	0	1.00	56,000	0.00	0
Construction Inspector III	1.00	80,783	0.00	0	0.00	0
Crew Chief	13.00	685,536	13.00	684,404	11.00	556,332
Deputy Director of Public Works	1.00	123,604	1.00	123,401	1.00	123,401
Drafting Technician I	1.00	53,617	1.00	53,529	1.00	53,529
Engineering Associate I	0.00	0	0.00	0	2.00	73,275
Engineering Associate II	2.00	88,637	2.00	88,529	2.00	88,529
Engineering Associate III	3.00	205,494	2.00	134,192	0.00	0
Engineering Associate IV	3.00	192,617	2.00	138,684	3.00	217,016
Engineering Associate V	1.00	91,088	1.00	91,088	3.00	260,494
Engineering Records Technician	1.00	71,080	1.00	70,963	1.00	70,963

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Equipment Operator	22.00	820,697	22.00	840,361	25.00	932,902
Equipment Operator Trainee	5.00	171,373	8.00	262,192	5.00	171,592
Equipment Repair Specialist	5.00	261,195	5.00	255,660	5.00	256,211
GIS Analyst II	0.00	0	0.00	0	1.00	56,657
GIS Coordinator	0.00	0	0.00	0	1.00	66,270
Inspector II	0.00	0	0.00	0	2.00	105,584
Laborer	14.00	437,152	12.00	346,205	11.00	310,719
Land Surveyor	1.00	84,229	1.00	84,090	1.00	84,090
Maintenance Supervisor	8.00	528,800	8.00	528,041	7.00	445,766
Management Assistant I	2.00	121,201	2.00	121,002	2.00	121,002
Management Assistant II	1.00	78,461	1.00	78,332	1.00	78,332
Road Marking Equipment Operator I	0.00	0	1.00	33,100	0.00	0
Road Marking Equipment Operator II	1.00	53,981	2.00	91,192	2.00	74,600
Road Marking Equipment Operator III	0.00	0	0.00	0	1.00	53,892
Senior Equipment Operator	15.00	657,737	15.00	653,920	14.00	613,745
Superintendent Highways	1.00	82,319	1.00	82,183	1.00	82,183
Trades / Laborer	3.00	124,538	3.00	124,332	3.00	124,332
Traffic Operations Supervisor	2.00	148,790	2.00	149,153	2.00	124,674
Traffic Sign Mechanic I	1.00	50,392	1.00	50,309	1.00	41,487
Traffic Sign Mechanic II	2.00	81,181	2.00	81,048	2.00	81,048
Traffic Sign Mechanic III	1.00	46,645	1.00	46,568	1.00	46,568
Utility Worker I	4.00	151,705	3.00	113,178	3.00	113,178
Utility Worker II	3.00	160,893	3.00	160,628	2.00	106,197
FULL-TIME SALARIES	176.00	8,724,119	168.00	8,258,988	171.00	8,399,657
SALARY OFFSET		0		(35,980)		(104,272)
TOTAL FULL-TIME SALARIES	176.00	8,724,119	168.00	8,223,008	171.00	8,295,385

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND</u>						
TEMPORARY SALARIES		40,994		10,670		0
FURLOUGH SAVINGS		0		(170,453)		0
SUB-TOTAL HIGHWAYS FUND SALARIES	<u>176.00</u>	<u>8,765,113</u>	<u>168.00</u>	<u>8,063,225</u>	<u>171.00</u>	<u>8,295,385</u>
OTHER PERSONAL SERVICES						
Pension		900,797		892,389		695,600
Workers' Compensation		729,559		538,736		467,077
Health Benefits		1,822,776		1,905,266		1,883,903
Overtime		198,500		195,500		160,000
FICA		735,913		694,345		644,695
Miscellaneous		87,820		24,920		23,800
TOTAL OTHER PERSONAL SERVICES		<u>4,475,365</u>		<u>4,251,156</u>		<u>3,875,075</u>
<u>DIVISION OF HIGHWAYS AND WATER RESOURCES TOTALS</u>						
TOTAL FULL TIME SALARIES	185.00	9,348,032	176.00	8,823,349	171.00	8,399,657
TOTAL SALARY OFFSET		0		(71,483)		(104,272)
TOTAL PART-TIME SALARIES	1.00	66,940	1.00	66,830	0.00	0
TOTAL TEMPORARY SALARIES		54,728		14,227		0
TOTAL FURLOUGH SAVINGS		0		(182,858)		0
TOTAL OTHER PERSONAL SERVICES		4,475,365		4,251,156		3,875,075
DIVISION OF HIGHWAYS AND WATER RESOURCES SALARY TOTALS	<u>186.00</u>	<u>13,945,065 *</u>	<u>177.00</u>	<u>12,901,221</u>	<u>171.00</u>	<u>12,170,460</u>

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

GENERAL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	822,597	861,827	791,730	0	0
20	CONTRACTUAL SERVICES	265,270	245,764	211,670	0	0
30	SUPPLIES & MATERIALS	16,200	7,030	12,450	0	0
40	BUSINESS & TRAVEL	12,057	4,937	8,400	0	0
50	CAPITAL OUTLAY	68	223	0	0	0
70	MISCELLANEOUS	5,588	6,798	(46,541)	0	0
	GRAND TOTAL	1,121,780	1,126,579	977,709	0	0

SUMMARY BY FUND:

11	GENERAL	1,121,780	1,126,579	977,709	0	0
	GRAND TOTAL	1,121,780	1,126,579	977,709	0	0

SUMMARY BY DIVISION:

301603	BUREAU OF WATER RESOURCES	1,121,780	1,126,579	977,709	0	0
	GRAND TOTAL	1,121,780	1,126,579	977,709	0	0

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

DIVISION: Bureau of Water Resources

INDEX: 301603

ORIGIN/PURPOSE:

All funds were transferred from #301603 to a new index #303310 - Bureau of Water Resources and will be appropriated under the Highways Fund instead of the General Fund.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	822,597	861,827	791,730	0	0
20	CONTRACTUAL SERVICES	265,270	245,764	211,670	0	0
30	SUPPLIES & MATERIALS	16,200	7,030	12,450	0	0
40	BUSINESS & TRAVEL	12,057	4,937	8,400	0	0
50	CAPITAL OUTLAY	68	223	0	0	0
70	MISCELLANEOUS	5,588	6,798	(46,541)	0	0
	GRAND TOTAL	<u>1,121,780</u>	<u>1,126,579</u>	<u>977,709</u>	<u>0</u>	<u>0</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>1,121,780</u>	<u>1,126,579</u>	<u>977,709</u>	<u>0</u>	<u>0</u>

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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	54,275	0.00	0	0.00	0
Civil Engineer II	1.00	88,467	1.00	88,321	0.00	0 A
Civil Engineer III	1.00	88,902	1.00	88,757	0.00	0 B
Engineering Associate I	2.00	77,744	2.00	73,275	0.00	0 C
Engineering Associate IV	3.00	248,146	3.00	247,738	0.00	0 D
Planner II	1.00	66,379	1.00	66,270	0.00	0 E
FULL-TIME SALARIES	9.00	623,913	8.00	564,361	0.00	0
SALARY OFFSET		0		(35,503)		0
TOTAL FULL-TIME SALARIES	9.00	623,913	8.00	528,858	0.00	0
PART-TIME SALARIES						
Civil Engineer II	1.00	66,940	1.00	66,830	0.00	0 F
TOTAL PART-TIME SALARIES	1.00	66,940	1.00	66,830	0.00	0
TEMPORARY SALARIES		13,734		3,557		0
SALARY TOTAL	10.00	704,587	9.00	599,245	0.00	0

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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		63,687		61,063		0
Workers' Compensation		10,021		7,540		0
Health Benefits		97,205		81,793		0
Overtime		7,000		4,000		0
FICA		54,436		49,094		0
Miscellaneous		1,540		1,400		0
TOTAL OTHER PERSONAL SERVICES		233,889		204,890		0
TOTAL FURLOUGH SAVINGS		0		(12,405)		0 G
TOTAL PERSONAL SERVICES	10.00	938,476 *	9.00	791,730	0.00	0

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

All funds transferred to the new index Water Resources - Highways Fund - #303310 from Bureau of Water Resources - General Fund #301603

A - One (1) Civil Engineer II position abolished, created under Bureau of Water Resources - Highways Fund new index - #303310 - #1318

B - One (1) Civil Engineer III position abolished, created under Bureau of Water Resources - Highways Fund new index - #303310 - #1981

C - Two (2) Engineering Associate I positions abolished, created under Highways Engineering #303210 - #3401, #3497

D - Three (3) Engineering Associate IV positions abolished, created under Highways Engineering #303210 one as an Engineering Associate I #0482 and two as Engineering Associate V positions - #1723, #1965

E - One (1) Planner II position abolished, created under Bureau of Water Resources - Highways Fund new index - #303310 and reclassified as a GIS Coordinator - #1330

F - Two (2) part-time Civil Engineer II positions abolished, created under Bureau of Water Resources - Highways Fund new index - #303310 and converted to full-time Civil Engineer II positions - #1984, #2765

G - No furlough planned for FY 11

PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

HIGHWAYS FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	12,977,527	12,829,380	12,540,091	12,601,060	12,601,060
20	CONTRACTUAL SERVICES	4,222,126	3,326,837	3,866,895	2,763,795	2,763,795
30	SUPPLIES & MATERIALS	2,659,605	3,650,644	3,241,360	2,666,890	2,666,890
40	BUSINESS & TRAVEL	1,503,861	1,369,335	1,526,650	1,402,500	1,402,500
50	CAPITAL OUTLAY	2,401,010	73,851	0	3,000	3,000
70	MISCELLANEOUS	6,181,334	6,488,776	6,220,659	4,982,741	4,982,741
80	INTER-GOVERNMENTAL / INTER-FUND	0	292,066	534,588	684,456	684,456
	GRAND TOTAL	29,945,463	28,030,889	27,930,243	25,104,442	25,104,442

SUMMARY BY FUND:

25	HIGHWAYS	29,945,463	28,030,889	27,930,243	25,104,442	25,104,442
	GRAND TOTAL	29,945,463	28,030,889	27,930,243	25,104,442	25,104,442

SUMMARY BY DIVISION:

303210	BUREAU OF HIGHWAYS ENGINEERING	3,068,099	2,966,071	2,898,762	3,233,269	3,233,269
303310	BUREAU OF WATER RESOURCES	0	0	0	701,798	701,798
303410	BUREAU OF HIGHWAYS MAINTENANCE	25,657,421	23,456,498	23,531,321	19,702,715	19,702,715
303430	SNOW REMOVAL	1,219,943	1,608,320	1,500,160	1,466,660	1,466,660
	GRAND TOTAL	29,945,463	28,030,889	27,930,243	25,104,442	25,104,442

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,930,048	2,836,580	2,746,721	3,027,315	3,027,315
20	CONTRACTUAL SERVICES	64,368	68,872	80,795	79,625	79,625
30	SUPPLIES & MATERIALS	20,062	13,354	19,200	17,100	17,100
40	BUSINESS & TRAVEL	47,494	38,402	40,550	40,950	40,950
50	CAPITAL OUTLAY	6,127	2,789	0	0	0
70	MISCELLANEOUS	0	0	0	56,783	56,783
80	INTER-GOVERNMENTAL / INTER-FUND	0	6,074	11,496	11,496	11,496
	GRAND TOTAL	3,068,099	2,966,071	2,898,762	3,233,269	3,233,269
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	<u>3,068,099</u>	<u>2,966,071</u>	<u>2,898,762</u>	<u>3,233,269</u>	<u>3,233,269</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Engineering****INDEX: 303210****FINANCIAL NOTES:**

The \$334,507 net increase in funding for Bureau of Highways Engineering is the result of:

	FY 10	FY 11	CHANGE																																				
o	1,999,587	2,038,795	39,208	Full Time Salaries Increase result of no furlough savings for FY 11																																			
o		(316,151)	(316,151)	Positions abolished for FY 11 due to the retirement incentive:																																			
				<table><tr><th># of Positions</th><th>Salary</th><th>Fringe</th><th>Total</th><th></th></tr><tr><td>(1.00)</td><td>(56,354)</td><td>(25,431)</td><td>(81,785)</td><td>Administrative Assistant II</td></tr><tr><td>(1.00)</td><td>(98,991)</td><td>(38,270)</td><td>(137,261)</td><td>Chief, Access & Utilities</td></tr><tr><td>(1.00)</td><td>(77,535)</td><td>(19,570)</td><td>(97,105)</td><td>Engineering Associate III</td></tr><tr><td><u>(3.00)</u></td><td><u>(232,880)</u></td><td><u>(83,271)</u></td><td><u>(316,151)</u></td><td></td></tr></table>	# of Positions	Salary	Fringe	Total		(1.00)	(56,354)	(25,431)	(81,785)	Administrative Assistant II	(1.00)	(98,991)	(38,270)	(137,261)	Chief, Access & Utilities	(1.00)	(77,535)	(19,570)	(97,105)	Engineering Associate III	<u>(3.00)</u>	<u>(232,880)</u>	<u>(83,271)</u>	<u>(316,151)</u>											
# of Positions	Salary	Fringe	Total																																				
(1.00)	(56,354)	(25,431)	(81,785)	Administrative Assistant II																																			
(1.00)	(98,991)	(38,270)	(137,261)	Chief, Access & Utilities																																			
(1.00)	(77,535)	(19,570)	(97,105)	Engineering Associate III																																			
<u>(3.00)</u>	<u>(232,880)</u>	<u>(83,271)</u>	<u>(316,151)</u>																																				
o	430,500	430,500		Positions created for FY 10 from abolished positions under Bureau of Water Resources - General Fund:																																			
				<table><tr><th># of Positions</th><th>Salary</th><th>Fringe</th><th>Total</th><th></th></tr><tr><td>1.00</td><td>40,175</td><td>12,230</td><td>52,405</td><td>Engineering Associate I</td></tr><tr><td>1.00</td><td>33,100</td><td>11,047</td><td>44,147</td><td>Engineering Associate I</td></tr><tr><td>1.00</td><td>78,332</td><td>29,067</td><td>107,399</td><td>Engineering Associate IV</td></tr><tr><td>1.00</td><td>84,703</td><td>27,153</td><td>111,856</td><td>Engineering Associate V</td></tr><tr><td>1.00</td><td>84,703</td><td>29,990</td><td>114,693</td><td>Engineering Associate V</td></tr><tr><td><u>5.00</u></td><td><u>321,013</u></td><td><u>109,487</u></td><td><u>430,500</u></td><td></td></tr></table>	# of Positions	Salary	Fringe	Total		1.00	40,175	12,230	52,405	Engineering Associate I	1.00	33,100	11,047	44,147	Engineering Associate I	1.00	78,332	29,067	107,399	Engineering Associate IV	1.00	84,703	27,153	111,856	Engineering Associate V	1.00	84,703	29,990	114,693	Engineering Associate V	<u>5.00</u>	<u>321,013</u>	<u>109,487</u>	<u>430,500</u>	
# of Positions	Salary	Fringe	Total																																				
1.00	40,175	12,230	52,405	Engineering Associate I																																			
1.00	33,100	11,047	44,147	Engineering Associate I																																			
1.00	78,332	29,067	107,399	Engineering Associate IV																																			
1.00	84,703	27,153	111,856	Engineering Associate V																																			
1.00	84,703	29,990	114,693	Engineering Associate V																																			
<u>5.00</u>	<u>321,013</u>	<u>109,487</u>	<u>430,500</u>																																				
o	171,714	171,714		The net result of full-time transfers between divisions within Highways for FY 11:																																			
				<table><tr><th># of Positions</th><th>Salary</th><th>Fringe</th><th>Total</th><th></th></tr><tr><td>1.00</td><td>70,306</td><td>26,398</td><td>96,704</td><td>Chief Construction Inspector</td></tr><tr><td>1.00</td><td>49,584</td><td>25,426</td><td>75,010</td><td>Inspector II</td></tr><tr><td><u>2.00</u></td><td><u>119,890</u></td><td><u>51,824</u></td><td><u>171,714</u></td><td></td></tr></table>	# of Positions	Salary	Fringe	Total		1.00	70,306	26,398	96,704	Chief Construction Inspector	1.00	49,584	25,426	75,010	Inspector II	<u>2.00</u>	<u>119,890</u>	<u>51,824</u>	<u>171,714</u>																
# of Positions	Salary	Fringe	Total																																				
1.00	70,306	26,398	96,704	Chief Construction Inspector																																			
1.00	49,584	25,426	75,010	Inspector II																																			
<u>2.00</u>	<u>119,890</u>	<u>51,824</u>	<u>171,714</u>																																				
o	10,465	0	(10,465)	Temporary Salaries - eliminated due to state of the economy																																			
o	208,130	181,207	(26,923)	Pension / Retirement rate adjustments																																			
o	29,686	28,012	(1,674)	Workers' Compensation rate adjustments																																			

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Engineering****INDEX: 303210****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE
o	338,964	335,631	(3,333) Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	1,500	0	(1,500) Overtime - eliminated due to state of the economy
o	154,609	153,827	(782) FICA adjustment - decrease due to temporary salaries eliminated
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
o	23,370	22,000	(1,370) Data Processing Software - Maintenance - funding for licensing contracts decreased based on actual expense history and Highways' share of the Environmental Systems Research Institute / Geographic Information System (ESRI / GIS) contract
o	59,900	58,200	(1,700) Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change
	20,500	19,000	(1,500) Office Equipment
	10,000	12,000	2,000 Telephone Service
	600	400	(200) Legal Notice
	4,000	2,000	(2,000) Management Services
	1,000	2,500	1,500 Operating Equipment - increase for warranty on scanner
	7,500	7,000	(500) General Office Supplies
	1,600	1,500	(100) Printing - Commercial
	400	200	(200) Audio Visual Supplies
	3,000	2,500	(500) Drafting & Display Supplies
	800	600	(200) Safety Equipment
	1,500	1,000	(500) Other Supplies & Materials
	1,500	1,200	(300) Non-Targeted Charges - FVS
	500	300	(200) Transportation Costs
	3,000	5,000	2,000 Membership Fees & Dues
	4,000	3,000	(1,000) Training Seminars
	<u>59,900</u>	<u>58,200</u>	<u>(1,700)</u>
o	0	56,783	56,783 Grants & Contributions - Baltimore Metropolitan Council (BMC) dues
o	11,496	11,496	0 Fleet Management Rentals - continuation of fleet lease entered into in FY09

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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	4.00	209,244	3.00	154,714	2.00	98,360 A
Administrative Budget Technician I	1.00	51,483	1.00	51,398	1.00	51,398
Administrative Specialist I	1.00	64,779	1.00	64,672	1.00	64,672
Chief, Access & Utilities Permits	1.00	99,155	1.00	98,991	0.00	0 B
Chief, Construction Inspector	0.00	0	0.00	0	1.00	70,306 C
Chief, Engineering Division	1.00	120,223	1.00	120,025	1.00	120,025
Civil Engineer II	1.00	53,580	1.00	53,492	1.00	53,492
Civil Engineer III	6.00	613,684	6.00	612,675	5.00	503,516
Civil Engineer IV	0.00	0	0.00	0	1.00	109,159 D
Construction Inspector III	1.00	80,783	0.00	0	0.00	0
Deputy Director of Public Works	1.00	123,604	1.00	123,401	1.00	123,401
Drafting Technician I	1.00	53,617	1.00	53,529	1.00	53,529
Engineering Associate I	0.00	0	0.00	0	2.00	73,275 E
Engineering Associate II	2.00	88,637	2.00	88,529	2.00	88,529
Engineering Associate III	3.00	205,494	2.00	134,192	0.00	0 F
Engineering Associate IV	3.00	192,617	2.00	138,684	3.00	217,016 G
Engineering Associate V	1.00	91,088	1.00	91,088	3.00	260,494 H
Engineering Records Technician	1.00	71,080	1.00	70,963	1.00	70,963
GIS Analyst II	0.00	0	0.00	0	1.00	56,657 I
Inspector II	0.00	0	1.00	56,000	2.00	105,584 J
Land Surveyor	1.00	84,229	1.00	84,090	1.00	84,090
Management Assistant II	1.00	78,461	1.00	78,332	1.00	78,332
FULL-TIME SALARIES	30.00	2,281,758	27.00	2,074,775	31.00	2,282,798
SALARY OFFSET		0		(35,980)		(35,980) K
TOTAL FULL-TIME SALARIES	30.00	2,281,758	27.00	2,038,795	31.00	2,246,818
TEMPORARY SALARIES		40,994		10,670		0 L
SALARY TOTAL	30.00	2,322,752	27.00	2,049,465	31.00	2,246,818

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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		218,025		208,130		187,189
Workers' Compensation		41,288		29,686		30,362
Health Benefits		346,814		338,964		388,866
Overtime		1,500		1,500		0
FICA		174,102		157,624		169,740
Miscellaneous		4,200		3,780		4,340
TOTAL OTHER PERSONAL SERVICES		785,929		739,684		780,497
TOTAL FURLOUGH SAVINGS		0		(42,428)		0 M
TOTAL PERSONAL SERVICES	30.00	3,108,681	27.00	2,746,721	31.00	3,027,315

***FY 09 Salaries and Other Personal Services are Enacted not Audited amounts**

- A - One (1) Administrative Assistant II position abolished due to retirement incentive - #0964
- B - One (1) Chief, Access & Utilities Permits position abolished due to retirement incentive - #1356
- C - One (1) Chief Construction Inspector transferred from Bureau of Construction Inspections - #303220 - #0718
- D - One (1) Civil Engineer III position reclassified to a Civil Engineer IV - #0767
- E - Two (2) Engineering Associate I positions created in FY 10, abolished in Water Resources - General Fund - #301603 - #3401, #3497
- F - One (1) Engineering Associate III position abolished due to the retirement incentive - #0736
- G - One (1) Engineering Associate IV position created in FY 10, abolished in Water Resources - General Fund - #301603 - #0482
- H - Two (2) Engineering Associate V positions created in FY 10, abolished in Water Resources - General Fund - #301603 as Engineering Associates IV positions - #1723, #1965
- I - One (1) Engineering Associate III position reclassified to a GIS Analyst II - #1670
- J - One (1) Inspector II position transferred from Bureau of Construction Inspections - #303220 - #1374
- K - One (1) Engineering Associate V position offset to reflect actual hours worked - #1439
- L - Temporary Salaries eliminated due to state of the economy
- M - No furlough planned for FY 11

DPW - HIGHWAYS & WATER RESOURCES - HIGHWAYS ENGINEERING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide safe and well maintained bridges.

Department Objective

To increase the average rating of 221 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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$3,750,000	\$4,310,000	\$2,017,000	\$1,600,000	\$4,100,000
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)	30	30	21	20	18
<u>Efficiency:</u>					
Average cost to bring bridges up to satisfactory rating	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000
<u>Service Quality:</u>					
Percent of all bridges Countywide with rating of ≤ 60	13.9%	13.9	9.5%	9.9%	8.1%
<u>Outcome:</u>					
Average rating of all County bridges	78.2	78	81.0	81	81.5

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$5,966,000	\$8,400,000	\$10,615,975	\$10,305,000	\$5,600,000
Number of staff	1	1	1	1.5	1
<u>Output:</u>					
Number of miles resurfaced	18.8	17.9	36.5	30.8	20
Number of miles micro-surfaced	22.3	16.3	8.5	9.9	8
<u>Efficiency:</u>					
Cost per mile for resurfacing	\$254,000	\$270,000	\$275,000	\$250,000	\$270,000
Cost per mile for micro-surfacing	\$56,000	\$57,000	\$69,000	\$61,000	\$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	26.0%	16.0%	32.0%	27.0%	32.0%
Percent of County asphalt roads that are rated ≤ 75	14.4%	17.2%	12.3%	11.0%	11.0%

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

DIVISION: Bureau of Water Resources

INDEX: 303310

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 11 all funds were transferred from Bureau of Water Resources - General Fund - #301603 to a new index - Bureau of Water Resources - #303310 and will be appropriated under the Highways Fund

FY '10 - '11 GOAL:

3 TO IMPROVE STREAM WATER QUALITY THROUGH EFFECTIVE URBAN RUNOFF CONTROLS AND THROUGH STREAM RESTORATION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	0	0	0	541,948	541,948
20	CONTRACTUAL SERVICES	0	0	0	142,770	142,770
30	SUPPLIES & MATERIALS	0	0	0	9,530	9,530
40	BUSINESS & TRAVEL	0	0	0	7,550	7,550
	GRAND TOTAL	0	0	0	701,798	701,798
	<u>FUNDING SOURCE:</u>					
25	HIGHWAYS	0	0	0	701,798	701,798

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Water Resources****INDEX: 303310****FINANCIAL NOTES:**

The \$701,798 net increase in funding for Bureau of Water Resources is the result of:

	FY 10	FY 11	CHANGE				
o	541,948	541,948	Positions created under Bureau of Water Resources - Highways Fund from Bureau of Water Resources - General Fund:				
			# of Positions	Salary	Fringes	Total	
			1.00	48,428	23,521	71,949	Administrative Specialist I
			1.00	66,270	18,187	84,457	GIS Coordinator
			1.00	88,321	20,283	108,604	Civil Engineer II
			1.00	88,757	30,693	119,450	Civil Engineer III
			1.00	69,794	12,410	82,204	Civil Engineer II
			1.00	63,866	11,418	75,284	Civil Engineer II
			<u>6.00</u>	<u>425,436</u>	<u>116,512</u>	<u>541,948</u>	
o	142,770	142,770	Contractual Services:				
			5,000	Office Equipment		1,000	Other Advertising
			1,000	Telephone Services		135,000	Other Professional Services
			120	Fax Services		250	Office Equipment Service
			100	Legal Notice		300	Operating Equipment
o	9,530	9,530	Materials & Supplies:				
			2,000	General Office Supplies		650	Drafting & Display Supplies
			500	Printing - Commercial		1,800	Laboratory Supplies
			600	Delivery Charges		300	Safety Equipment
			1,500	General Office Mailing		30	Medical Supplies
			50	Small Tools		2,000	Other Supplies & Materials
			100	Audio Visual Supplies			

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

DIVISION: Bureau of Water Resources

INDEX: 303310

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o		7,550	7,550	Business & Travel:
			3,000	County Owned Vehicles
			1,500	Fuel Charges
			1,000	Non-Targeted Charges - FVS
			50	Mileage
			100	Parking & Tolls
			50	Meals
			50	Professional Books
			800	Membership Fees & Dues
			1,000	Training Seminars

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS - HIGHWAYS FUND
DIVISION: BUREAU OF WATER RESOURCES

Index No. 303310

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	0.00	0	0.00	0	1.00	48,428 A
Civil Engineer II	0.00	0	0.00	0	3.00	221,981 B
Civil Engineer III	0.00	0	0.00	0	1.00	88,757 C
GIS Coordinator	0.00	0	0.00	0	1.00	66,270 D
SALARY TOTAL	0.00	0	0.00	0	6.00	425,436
OTHER PERSONAL SERVICES						
Pension		0		0		34,886
Workers' Compensation		0		0		4,973
Health Benefits		0		0		43,267
Overtime		0		0		0
FICA		0		0		32,546
Miscellaneous		0		0		840
TOTAL OTHER PERSONAL SERVICES		0		0		116,512
TOTAL FURLOUGH SAVINGS		0		0		0 E
TOTAL PERSONAL SERVICES	0.00	0 *	0.00	0	6.00	541,948

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

All funds transferred from Water Resources - General Fund - #301603 to new index - Bureau of Water Resources - Highways Fund - #303310

A - One (1) Administrative Specialist I position created, abolished Legal Assistant II from Law Department - #052000 - #2697

B - Three (3) Civil Engineer II positions created, abolished two (2) part-time and one (1) full-time Civil Engineer II positions under Bureau of Water Resources - General Fund - #301603 - #1984, #2765, #1318

C - One (1) Civil Engineer III position created, abolished under Bureau of Water Resources - General Fund - #301603 - #1981

D - One (1) GIS Coordinator position created, abolished as a Planner II under Bureau of Water Resources - General Fund - #301603 - #1330

E - No furlough planned for FY 11

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 Objective

To increase the amount of impervious cover treated.

County Goal(s) Supported

III. Efficient County Government

V. Environmental Stewardship

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Assessments initiated	\$325,891	\$404,586	\$452,000	\$400,000	\$200,000
Concept designs initiated	\$39,984	\$58,897	\$0	\$75,000	\$150,000
Final designs initiated	\$0	\$130,415	\$266,000	\$200,000	\$150,000
Retrofit costs	\$0	\$0	\$0	\$0	\$150,000
Stream restoration costs	\$0	\$0	\$375,504	\$400,000	\$600,000
Grants	\$0	\$0	\$140,000	\$500,000	\$200,000
<u>Output:</u>					
Number of retrofits constructed	0	0	0	0	1
Acres treated by retrofit	0	0	0	0	10
Number of stream restorations constructed	0	0	1	2	2
Acres treated by stream restoration	0	0	6	50	20
<u>Efficiency:</u>					
Cost per acre treated by retrofit	\$0	\$0	\$0	\$0	\$15,000
Cost per acre treated by stream restoration	\$0	\$0	\$62,584	\$20,000	\$30,000
<u>Service Quality:</u>					
Number of properties impacted by retrofit/restoration	0	0	13	20	30
Number of property owners responding to questionnaire	N/A*	N/A*	N/A*	12	18
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%	1.8%	2.5%	2.8%
Cumulative acres treated	133.6	133.6	139.6	210.1	235.9

*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

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 '10 - '11 GOAL:

1 TO MAINTAIN THE CONDITION, EFFICIENCY, AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	9,686,561	9,547,053	9,362,770	8,601,197	8,601,197
20	CONTRACTUAL SERVICES	4,001,171	3,091,501	3,620,100	2,395,400	2,395,400
30	SUPPLIES & MATERIALS	1,983,508	2,647,951	2,318,600	1,750,200	1,750,200
40	BUSINESS & TRAVEL	1,456,367	1,330,933	1,486,100	1,354,000	1,354,000
50	CAPITAL OUTLAY	2,348,480	64,292	0	3,000	3,000
70	MISCELLANEOUS	6,181,334	6,488,776	6,220,659	4,925,958	4,925,958
80	INTER-GOVERNMENTAL / INTER-FUND	0	285,992	523,092	672,960	672,960
	GRAND TOTAL	25,657,421	23,456,498	23,531,321	19,702,715	19,702,715
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	25,657,421	23,456,498	23,531,321	19,702,715	19,702,715

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****FINANCIAL NOTES:**

The (\$3,828,606) net decrease in funding for the Bureau of Highways Maintenance is the result of:

	FY 10	FY 11	CHANGE	
o	6,065,286	6,022,396	(42,890)	Full Time Salaries
			11,695	Salary adjustments based on the recommendations of the Department of Human Resources
			(105,220)	Staff Turnover (1.73%)
			(68,292)	Offset vacant Chief, Highways Division and Equipment Repair Specialist for 1/2 year due to state of the economy
			118,927	Increase result of no furlough savings for FY 11
			<u>(42,890)</u>	
o		(196,865)	(196,865)	Vacant positions abolished for FY 11 due to state of the economy:
			# of Positions	Salary
			(1.00)	(45,729)
			(1.00)	(30,313)
			(1.00)	(54,431)
			<u>(3.00)</u>	<u>(130,473)</u>
				Fringe
				(25,077)
				(13,634)
				(27,681)
				<u>(66,392)</u>
				Total
				(70,806)
				(43,947)
				(82,112)
				<u>(196,865)</u>
				Equipment Operator
				Laborer
				Utility Worker
		(379,381)	(379,381)	Positions abolished for FY 11 due to the retirement incentive:
			# of Positions	Salary
			(1.00)	(58,445)
			(1.00)	(69,680)
			(1.00)	(58,392)
			(1.00)	(82,275)
			<u>(4.00)</u>	<u>(268,792)</u>
				Fringe
				(15,728)
				(24,252)
				(31,380)
				(39,229)
				<u>(110,589)</u>
				Total
				(74,173)
				(93,932)
				(89,772)
				(121,504)
				<u>(379,381)</u>
				Account Clerk II
				Crew Chief
				Crew Chief
				Highways Maintenance Supervisor
o	623,196	518,967	(104,229)	Pension / Retirement rate adjustments
o	501,510	462,244	(39,266)	Workers' Compensation rate adjustments
o	1,484,509	1,521,283	36,774	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	190,000	160,000	(30,000)	Overtime - decrease based on actual expense history and number of emergency responses
o	478,529	472,953	(5,576)	FICA adjustments

INDEX: 303410

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DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE
o	4,602,500	3,126,000	(1,476,500) Line items significantly adjusted, based on actual expense history and state of the economy:

FY 10	FY 11	Change
15,000	5,000	(10,000) Vehicle & Operating Equipment
60,000	36,000	(24,000) Heating Fuel (Gas)
70,000	65,000	(5,000) Telephone Service
100,000	70,000	(30,000) Curb Repair
9,000	6,000	(3,000) Operating Equipment
35,000	3,000	(32,000) Communication Service
1,267,000	570,000	(697,000) Grounds Maintenance
65,000	7,000	(58,000) Building / Custodial Services
5,000	0	(5,000) Other Contractual Services
7,500	6,500	(1,000) General Office Supplies
3,000	4,000	1,000 Paper Supplies
4,000	3,000	(1,000) Other Janitorial Supplies
60,000	55,000	(5,000) Equipment Repair Parts
20,000	15,000	(5,000) Small Tools
3,500	2,000	(1,500) Building Supplies
45,000	40,000	(5,000) Safety Equipment
250,000	200,000	(50,000) Crushed Aggregate
800,000	400,000	(400,000) Liquid Bituminous
190,000	185,000	(5,000) Traffic Signs & Markings
80,000	85,000	5,000 Paint
28,000	15,000	(13,000) Other Supplies & Materials
600,000	550,000	(50,000) County Owned Vehicles
480,000	500,000	20,000 Fuel Charges
400,000	300,000	(100,000) Non-Targeted Charges - FVS
1,500	500	(1,000) Professional Books
4,000	3,000	(1,000) Training Seminars
<u>4,602,500</u>	<u>3,126,000</u>	<u>(1,476,500)</u>

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS MAINTENANCE

Index No. 303410

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Clerk I	1.00	56,836	0.00	0	0.00	0
Accounting Clerk II	1.00	46,645	2.00	105,013	1.00	46,568 A
Administrative Assistant I	1.00	35,654	1.00	35,595	1.00	35,595
Administrative Assistant II	3.00	136,847	3.00	136,621	3.00	136,621
Administrative Specialist II	1.00	74,246	0.00	0	0.00	0
Assistant Superintendent of Highways	2.00	145,371	3.00	219,256	3.00	192,025
Central Stores Coordinator	1.00	34,066	1.00	34,250	1.00	34,250
Central Stores Manager	1.00	54,818	1.00	54,728	1.00	35,278
Chauffeur-Laborer	32.00	1,127,796	24.00	829,569	24.00	820,068
Chief, Highways Division	1.00	95,922	1.00	95,763	1.00	84,648
Communications Specialist II	1.00	50,025	1.00	49,942	1.00	49,942
Crew Chief	13.00	685,536	13.00	684,404	11.00	556,332 B
Equipment Operator	22.00	820,697	22.00	840,361	25.00	932,902 C
Equipment Operator Trainee	5.00	171,373	8.00	262,192	5.00	171,592
Equipment Repair Specialist	5.00	261,195	5.00	255,660	5.00	256,211
Laborer	14.00	437,152	12.00	346,205	11.00	310,719 D
Maintenance Supervisor	8.00	528,800	8.00	528,041	7.00	445,766 E
Management Assistant I	2.00	121,201	2.00	121,002	2.00	121,002
Road Marking Equipment Operator I	0.00	0	1.00	33,100	0.00	0
Road Marking Equipment Operator II	1.00	53,981	2.00	91,192	2.00	74,600 F
Road Marking Equipment Operator III	0.00	0	0.00	0	1.00	53,892 G
Senior Equipment Operator	15.00	657,737	15.00	653,920	14.00	613,745
Superintendent Highways	1.00	82,319	1.00	82,183	1.00	82,183
Trades / Laborer	3.00	124,538	3.00	124,332	3.00	124,332
Traffic Operations Supervisor	2.00	148,790	2.00	149,153	2.00	124,674
Traffic Sign Mechanic I	1.00	50,392	1.00	50,309	1.00	41,487
Traffic Sign Mechanic II	2.00	81,181	2.00	81,048	2.00	81,048
Traffic Sign Mechanic III	1.00	46,645	1.00	46,568	1.00	46,568

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS MAINTENANCE

Index No. 303410

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Utility Worker I	4.00	151,705	3.00	113,178	3.00	113,178
Utility Worker II	3.00	160,893	3.00	160,628	2.00	106,197 H
TOTAL FULL-TIME SALARIES	147.00	6,442,361	141.00	6,184,213	134.00	5,691,423
SALARY OFFSET		0		0		(68,292) I
SALARY TOTAL	147.00	6,442,361	141.00	6,184,213	134.00	5,623,131
OTHER PERSONAL SERVICES						
Pension & Retirement		619,085		623,196		473,525
Workers' Compensation		678,250		501,510		431,742
Health Benefits		1,378,757		1,484,509		1,451,770
Overtime		190,000		190,000		160,000
FICA		507,375		487,627		442,409
Miscellaneous		82,080		19,740		18,620
TOTAL OTHER PERSONAL SERVICES		3,455,547		3,306,582		2,978,066
TOTAL FURLOUGH SAVINGS		0		(128,025)		0 J
TOTAL PERSONAL SERVICES	147.00	9,897,908 *	141.00	9,362,770	134.00	8,601,197

***FY 09 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Accounting Clerk II position abolished due to retirement incentive - #0695

B - Two (2) Crew Chief positions abolished in due to retirement incentive - #0887, #2500

C - One (1) vacant Equipment Operator position abolished due to state of the economy - #0778; three (3) Equipment Operator Trainee positions upgraded to Equipment Operators - #0783, #0800, #0821; one (1) Senior Equipment Operator reclassified as an Equipment Operator - #0881

D - One (1) vacant Laborer position abolished due to state of the economy - #0873

E - One (1) Maintenance Supervisor position abolished in due to retirement incentive - #0852

F - One (1) Road Marking Equipment Operator I position upgraded to a Road Marking Equipment Operator II - #0763

G - One (1) Road Marking Equipment Operator II upgraded to a Road Marking Equipment Operator III with no salary change - #0765

H - One (1) vacant Utility Worker II position abolished due to state of the economy - #0042

I - One (1) vacant Chief, Highways Division - #1433 and one (1) Equipment Repair Specialist - #0698 positions funded for half a year due to state of the economy

J - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$153,804	\$192,900	\$191,098	\$192,000	\$192,000
Number of staff	7	7	7	7	7
<u>Output:</u>					
Number of road miles striped	759.12	1,100.04	793.00	932.00	885.00
<u>Efficiency:</u>					
Cost per mile	\$202.61	\$175.36	\$241.09	\$206.00	\$175.57
<u>Service Quality:</u>					
Average amount of time spent per striping project	7 hours	7.4 hours	7.6 hours	7.4 hours	7.5 hours
<u>Outcome:</u>					
Percentage of roads that needed to be striped that were completed	76%	127%	79%	100%	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 Objective

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

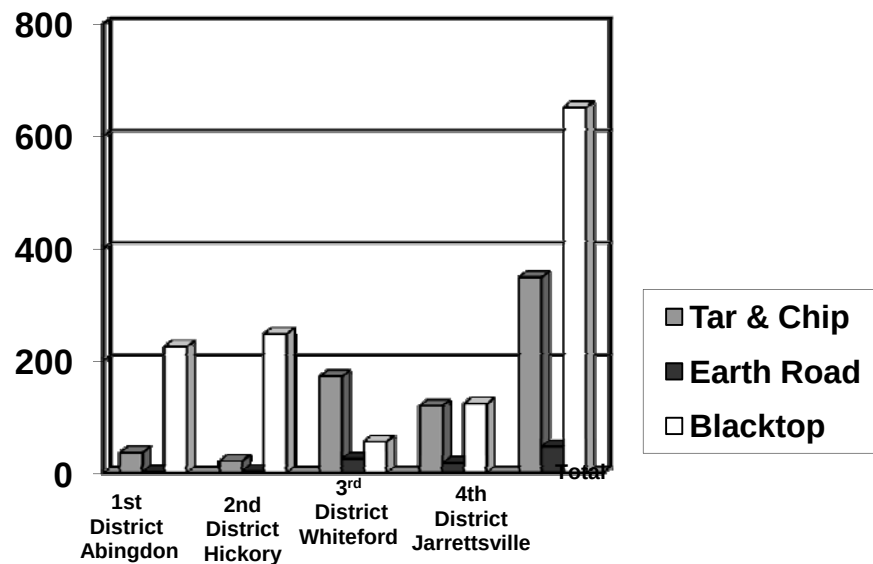
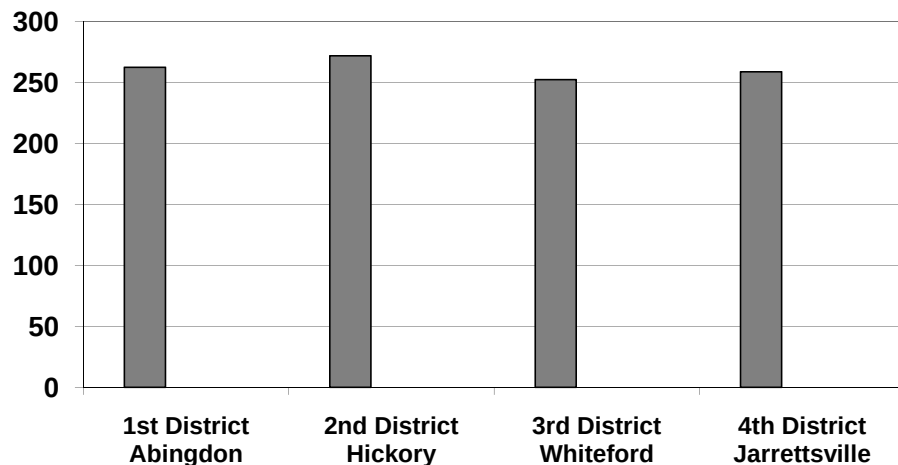
I. Public Safety

III. Efficient County Government

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$1,392,968	\$1,004,488	\$1,234,413	\$1,112,232	\$1,750,582
Number of staff	12	12	12	12	12
<u>Output:</u>					
Miles of roads rehabilitated	76.54	101.7	98.78	88	63
<u>Efficiency:</u>					
Cost to rehabilitate roads per mile	\$18,199	\$9,877	\$12,496	\$11,914	\$11,914
<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

(By district, as of March 31, 2010)



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 18 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	360,918	445,747	430,600	430,600	430,600
20	CONTRACTUAL SERVICES	156,587	166,464	166,000	146,000	146,000
30	SUPPLIES & MATERIALS	656,035	989,339	903,560	890,060	890,060
50	CAPITAL OUTLAY	46,403	6,770	0	0	0
	GRAND TOTAL	1,219,943	1,608,320	1,500,160	1,466,660	1,466,660
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	1,219,943	1,608,320	1,500,160	1,466,660	1,466,660

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

DIVISION: Bureau of Highways Maintenance - Snow Removal

INDEX: 303430

FINANCIAL NOTES:

The (\$33,500) net decrease in funding for the Bureau of Highways Maintenance - Snow Removal provides for:

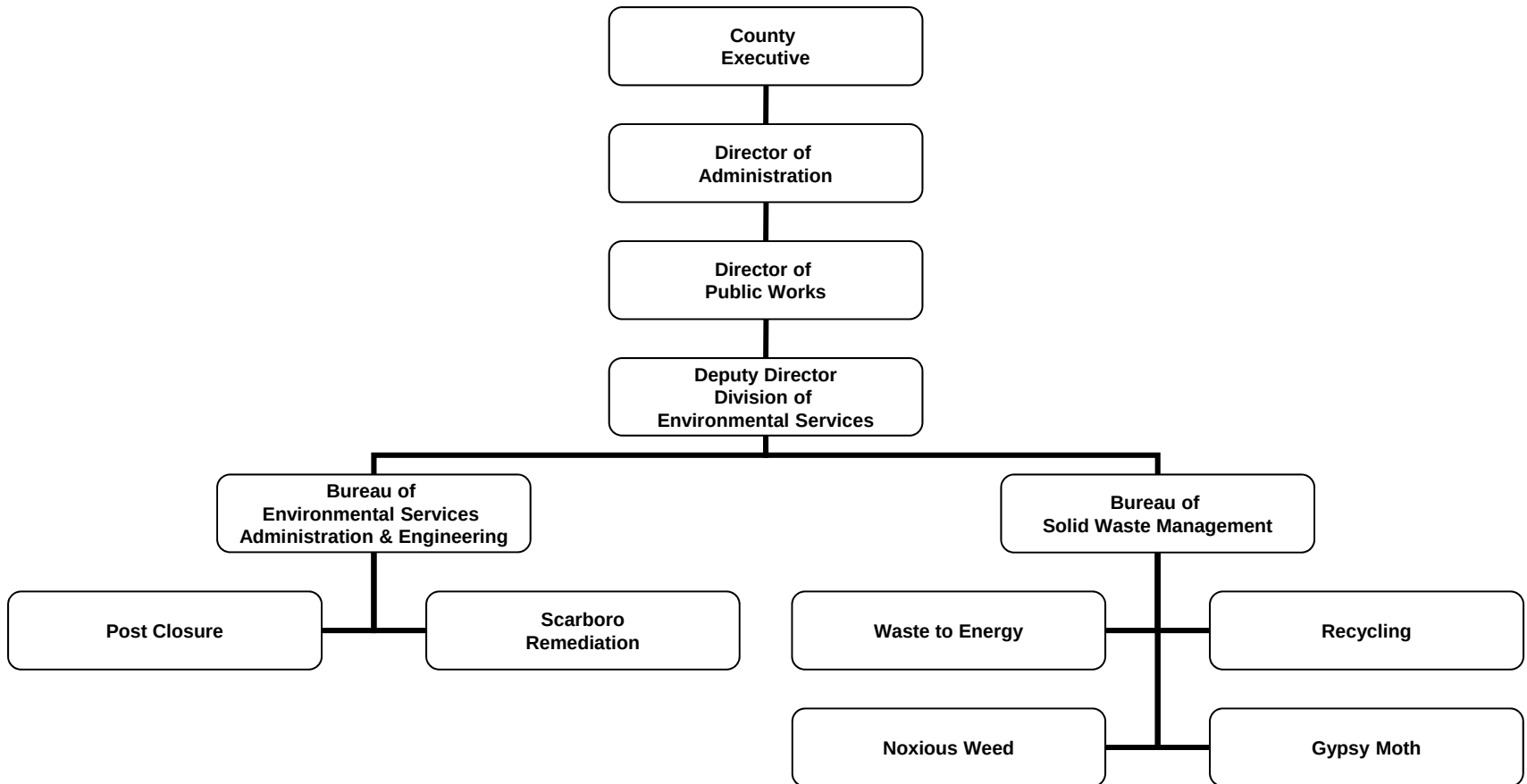
	FY 10	FY 11	CHANGE
o	400,000	400,000	0 Overtime
o	20,000	0	(20,000) Other Professional Services - automatic chain installations not required due to no new vehicles purchased
o	37,500	35,000	(2,500) Meals - Special Purpose - decrease based on actual expense history
o	60,000	50,000	(10,000) Equipment Repair Parts - decrease based on actual expense history
o	5,000	4,000	(1,000) Other Supplies & Materials - decrease based on actual expense history for chains, cots, antifreeze, snow melt, windshield washer, etc.

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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 and 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 was transferred from the County Executive - Division of Agricultural Affairs #014000 in the FY 10 budget to the Department of Public Works - Division of Environmental Services.

MISSION STATEMENT:

TO PROVIDE QUALITY ENVIRONMENTAL AND INTEGRATED SOLID WASTE MANAGEMENT PROGRAMS FOR THE CITIZENS OF HARFORD COUNTY

FY '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	4,490,254	4,338,463	4,116,473	4,114,894	4,114,894
20	CONTRACTUAL SERVICES	9,745,670	8,989,911	10,071,428	10,546,454	10,546,454
30	SUPPLIES & MATERIALS	470,652	232,690	385,000	220,650	220,650
40	BUSINESS & TRAVEL	545,068	415,493	507,150	342,400	342,400
50	CAPITAL OUTLAY	604,778	50,470	49,100	6,000	6,000
70	MISCELLANEOUS	51,166	16,947	(84,473)	10,877	35,877
80	INTER-GOVERNMENTAL / INTER-FUND	0	51,371	335,964	139,824	139,824
	GRAND TOTAL	15,907,588	14,095,345	15,380,642	15,381,099	15,406,099

SUMMARY BY FUND:

11	GENERAL	3,456,316	2,820,643	3,019,676	2,696,481	2,721,481
55	SOLID WASTE SERVICES	12,451,272	11,274,702	12,360,966	12,684,618	12,684,618
	GRAND TOTAL	15,907,588	14,095,345	15,380,642	15,381,099	15,406,099

SUMMARY BY DIVISION:

GENERAL FUND:

301111	BUREAU OF ENVIRONMENTAL SERVICES					
	ADMINISTRATION & ENGINEERING	802,663	746,578	735,169	666,841	666,841
301241	RECYCLING	2,423,991	1,913,806	1,948,958	1,831,780	1,831,780
301251	POST CLOSURE	132,861	101,669	179,398	116,250	116,250
301261	SCARBORO REMEDIATION	81,607	59,374	103,550	81,610	81,610
301520	NOXIOUS WEED	174	0	7,600	0	8,000
301530	GYPSY MOTH	15,000	(784)	45,001	0	17,000

SOLID WASTE SERVICES:

301211	BUREAU OF SOLID WASTE MANAGEMENT	3,924,742	3,348,821	3,727,632	3,323,274	3,323,274
301271	WASTE TO ENERGY	8,526,530	7,925,881	8,633,334	9,361,344	9,361,344
	GRAND TOTAL	15,907,568	14,095,345	15,380,642	15,381,099	15,406,099

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUND</u>						
Administrative Assistant II	1.00	57,378	1.00	57,474	1.00	57,474
Chief, Engineering Division	1.00	116,726	1.00	116,534	1.00	116,534
Civil Engineer IV	1.00	101,051	1.00	100,884	1.00	100,884
Deputy Director of Public Works	1.00	122,381	1.00	122,361	1.00	122,361
Engineering Associate III	2.00	127,831	2.00	127,620	1.00	70,963
Equipment Operator	2.00	82,391	3.00	115,946	3.00	115,946
Equipment Operator Trainee	1.00	31,106	0.00	0	0.00	0
Equipment Repair Specialist	1.00	53,548	1.00	53,460	1.00	53,460
Laborer	4.00	118,320	5.00	131,109	7.00	184,887
Management Assistant I	0.00	0	0.00	0	1.00	56,657
Recycling Program Coordinator	1.00	56,750	1.00	56,657	1.00	56,657
Recycling Program Manager	1.00	98,173	1.00	98,011	1.00	98,011
Senior Equipment Operator	3.00	136,257	3.00	136,032	3.00	136,032
Weighmaster / Attendant I	1.00	30,907	2.00	59,935	1.00	30,857
Weighmaster / Attendant II	1.00	44,102	1.00	44,029	1.00	44,029
FULL-TIME SALARIES	21.00	1,176,921	23.00	1,220,052	24.00	1,244,752
SALARY OFFSET		0		0		(70,963)
TOTAL FULL-TIME SALARIES	21.00	1,176,921	23.00	1,220,052	24.00	1,173,789
TEMPORARY SALARIES		92,523		24,690		0
FURLOUGH SAVINGS		0		(25,769)		0
SUB-TOTAL GENERAL FUND SALARIES	21.00	1,269,444	23.00	1,218,973	24.00	1,173,789

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES - BUREAU OF SOLID WASTE MANAGEMENT</u>						
Administrative Assistant I	0.00	0	1.00	47,896	1.00	47,896
Administrative Assistant II	2.00	86,001	2.00	85,859	2.00	85,859
Chauffeur Laborer	1.00	38,312	1.00	38,248	1.00	38,248
Chief, Solid Waste Management	1.00	102,034	1.00	101,865	1.00	101,865
Civil Engineer I	1.00	52,215	1.00	49,529	1.00	49,529
Crew Chief	3.00	186,399	3.00	186,081	3.00	186,081
Equipment Operator	2.00	103,335	3.00	149,733	3.00	149,733
Equipment Repair Specialist	1.00	49,530	1.00	53,460	1.00	53,460
Laborer	4.00	124,253	4.00	118,341	4.00	137,571
Landfill Supervisor	1.00	61,452	1.00	61,351	1.00	61,351
Litter Control Program Leader	2.00	75,713	1.00	30,200	1.00	30,200
Senior Equipment Operator	8.00	336,555	7.00	289,829	7.00	289,829
Weighmaster / Attendant I	2.00	59,181	2.00	59,084	2.00	59,084
Weighmaster / Attendant II	5.00	259,011	5.00	258,586	5.00	258,586
TOTAL FULL-TIME SALARIES	33.00	1,533,991	33.00	1,530,062	33.00	1,549,292
TEMPORARY SALARIES		84,252		40,046		30,000
FURLOUGH SAVINGS		0		(32,270)		0
SUB-TOTAL BUREAU OF SOLID WASTE MANAGEMENT SALARIES	<u>33.00</u>	<u>1,618,243</u>	<u>33.00</u>	<u>1,537,838</u>	<u>33.00</u>	<u>1,579,292</u>

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES</u>						
OTHER PERSONAL SERVICES						
Pension & Retirement		264,800		269,361		225,589
Workers' Compensation		222,636		175,991		167,740
Health Benefits		588,633		611,414		597,662
Overtime		275,000		75,737		143,000
FICA		239,766		219,179		219,982
Miscellaneous		30,640		7,980		7,840
TOTAL OTHER PERSONAL SERVICES	<u>54.00</u>	<u>1,621,475</u>	<u>56.00</u>	<u>1,359,662</u>	<u>57.00</u>	<u>1,361,813</u>

<u>DIVISION OF ENVIRONMENTAL SERVICES TOTALS</u>						
TOTAL FULL-TIME SALARIES	54.00	2,710,912	56.00	2,750,114	57.00	2,794,044
TOTAL SALARY OFFSET		0		0		(70,963)
TOTAL TEMPORARY SALARIES		176,775		64,736		30,000
TOTAL FURLOUGH SAVINGS		0		(58,039)		0
TOTAL OTHER PERSONAL SERVICES		<u>1,621,475</u>		<u>1,359,662</u>		<u>1,361,813</u>
DIVISION OF ENVIRONMENTAL SERVICES TOTALS	<u>54.00</u>	<u>4,509,162 *</u>	<u>56.00</u>	<u>4,116,473</u>	<u>57.00</u>	<u>4,114,894</u>

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

GENERAL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,855,101	1,827,540	1,781,105	1,689,344	1,689,344
20	CONTRACTUAL SERVICES	892,915	781,472	1,019,794	810,160	810,160
30	SUPPLIES & MATERIALS	181,313	108,870	166,200	99,000	99,000
40	BUSINESS & TRAVEL	101,016	71,701	94,250	72,400	72,400
50	CAPITAL OUTLAY	374,805	9,273	34,100	6,000	6,000
70	MISCELLANEOUS	51,166	16,947	(84,473)	10,877	35,877
80	INTER-GOVERNMENTAL / INTER-FUND	0	4,840	8,700	8,700	8,700
	GRAND TOTAL	<u>3,456,316</u>	<u>2,820,643</u>	<u>3,019,676</u>	<u>2,696,481</u>	<u>2,721,481</u>

SUMMARY BY FUND:

11	GENERAL	<u>3,456,316</u>	<u>2,820,643</u>	<u>3,019,676</u>	<u>2,696,481</u>	<u>2,721,481</u>
	GRAND TOTAL	<u>3,456,316</u>	<u>2,820,643</u>	<u>3,019,676</u>	<u>2,696,481</u>	<u>2,721,481</u>

SUMMARY BY DIVISION:

301111	BUREAU OF ENVIRONMENTAL SERVICES					
	ADMINISTRATION & ENGINEERING	802,663	746,578	735,169	666,841	666,841
301241	RECYCLING	2,423,991	1,913,806	1,948,958	1,831,780	1,831,780
301251	POST CLOSURE	132,881	101,669	179,398	116,250	116,250
301261	SCARBORO REMEDIATION	81,607	59,374	103,550	81,610	81,610
301520	NOXIOUS WEED	174	0	7,600	0	8,000
301530	GYPSY MOTH	15,000	(784)	45,001	0	17,000
	GRAND TOTAL	<u>3,456,316</u>	<u>2,820,643</u>	<u>3,019,676</u>	<u>2,696,481</u>	<u>2,721,481</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 '10 - '11 GOAL:

1 TO PROVIDE FOR PROPER CLOSURE AND REMEDIATION OF ALL COUNTY-OWNED LANDFILLS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	709,538	658,794	696,474	606,964	606,964
20	CONTRACTUAL SERVICES	19,210	45,071	18,750	19,300	19,300
30	SUPPLIES & MATERIALS	5,832	6,018	5,100	3,100	3,100
40	BUSINESS & TRAVEL	30,004	14,235	25,750	17,900	17,900
50	CAPITAL OUTLAY	22,087	0	0	0	0
70	MISCELLANEOUS	15,992	17,731	(19,605)	10,877	10,877
80	INTER-GOVERNMENTAL / INTER-FUND	0	4,729	8,700	8,700	8,700
	GRAND TOTAL	802,663	746,578	735,169	666,841	666,841
	<u>FUNDING SOURCE:</u>					
11	GENERAL	802,663	746,578	735,169	666,841	666,841

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Environmental Services Administration & Engineering****INDEX: 301111****FINANCIAL NOTES:**

The (\$68,328) net decrease in funding for Environmental Services - Bureau of Environmental Services Administration & Engineering is the result of:

	FY 10	FY 11	CHANGE
o	514,779	453,910	(60,869) Full-Time Salaries (70,963) Offset - Engineering Associate III's salary to the Bush Valley Landfill Trust Fund 10,094 Increase result of no furlough savings for FY 11 <u>(60,869)</u>
o	67,651	64,727	(2,924) Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	50,493	37,221	(13,272) Pension / Retirement rate adjustments
o	7,603	6,486	(1,117) Workers' Compensation rate adjustments
o	40,108	33,920	(6,188) FICA adjustments
o	15,000	10,000	(5,000) Overtime - recommended reduction based on state of the economy
o	500	0	(500) Other Professional Services - eliminated due to state of the economy
o	500	800	300 Safety Equipment - increase due to implementation of Personal Protective Equipment (PPE) plan
o	50	1,000	950 Mileage - increase due to reduction of take home vehicles used for emergency call-ins

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Environmental Services Administration & Engineering****INDEX: 301111****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	45,750	35,750	(10,000)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change	
	3,550	2,900	(650)	Office Equipment
	0	1,000	1,000	Electricity
	10,000	11,000	1,000	Telephone Service
	4,300	4,000	(300)	Building / Custodial Services
	1,000	500	(500)	General Office Supplies
	500	0	(500)	Delivery Charges
	500	0	(500)	Meals - Special Purpose
	0	200	200	Computer Supplies
	1,500	500	(1,000)	Other Supplies & Materials
	9,000	8,550	(450)	County Owned Vehicle
	9,000	5,000	(4,000)	Fuel Charges
	2,000	1,000	(1,000)	Non Targeted Charges - FVS
	200	0	(200)	Transportation Costs
	200	100	(100)	Meals
	500	0	(500)	Lodging
	500	0	(500)	Professional Books
	3,000	1,000	(2,000)	Membership Fees & Dues
	<u>45,750</u>	<u>35,750</u>	<u>(10,000)</u>	
o	(38,693)	0	38,693	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #240
o	15,088	10,877	(4,211)	Pro Rata Shares to the Director of Public Works
o	4,000	0	(4,000)	Litigation Expense - eliminated due to state of the economy
o	8,700	8,700	0	Fleet Management Rentals - continuation of fleet lease

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING

Index No. 301111

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	57,378	1.00	57,474	1.00	57,474
Chief, Engineering Division	1.00	116,726	1.00	116,534	1.00	116,534
Civil Engineer IV	1.00	101,051	1.00	100,884	1.00	100,884
Deputy Director of Public Works	1.00	122,381	1.00	122,361	1.00	122,361
Engineering Associate III	2.00	127,831	2.00	127,620	1.00	70,963
Management Assistant I	0.00	0	0.00	0	1.00	56,657 A
TOTAL FULL-TIME SALARIES	6.00	525,367	6.00	524,873	6.00	524,873
SALARY OFFSET		0.00		0.00		(70,963) B
SALARY TOTAL	6.00	525,367	6.00	524,873	6.00	453,910
OTHER PERSONAL SERVICES						
Pension		48,176		50,493		37,221
Workers' Compensation		9,841		7,603		6,486
Health Benefits		70,421		67,651		64,727
Overtime		15,000		15,000		10,000
FICA		39,161		40,880		33,920
Miscellaneous		840		840		700
TOTAL OTHER PERSONAL SERVICES		183,439		182,467		153,054
TOTAL FURLOUGH SAVINGS		0		(10,866)		0 C
TOTAL PERSONAL SERVICES	6.00	708,806 *	6.00	696,474	6.00	606,964

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Engineering Associate III position reclassified as a Management Assistant I - #1925

B - One (1) Engineering Associate III salary offset to the Bush Valley Landfill Trust Fund - #1930

C - No furlough planned for FY 11

DPW - ENVIRONMENTAL SERVICES - ADMINISTRATION & ENGINEERING

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide for proper closure and remediation of all County-owned landfills.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$672,330	\$802,671	\$746,578	\$773,862	\$666,841
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	40	41	42	10	40
<u>Efficiency:</u>					
Number of days both systems are operational per year	344	689	686	720	690
<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 '10 - '11 GOAL:

- 2 TO PROVIDE A RECYCLING PROGRAM THAT CONTINUES TO MEET OR SURPASS STATE MANDATED RECYCLING REQUIREMENTS AND COUNTY GOALS, AND THAT BEST SERVES THE GENERAL PUBLIC

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,145,563	1,168,746	1,084,631	1,082,380	1,082,380
20	CONTRACTUAL SERVICES	718,827	612,387	795,704	648,200	648,200
30	SUPPLIES & MATERIALS	124,464	74,597	96,200	46,700	46,700
40	BUSINESS & TRAVEL	71,012	57,466	68,500	54,500	54,500
50	CAPITAL OUTLAY	344,125	499	6,500	0	0
70	MISCELLANEOUS	20,000	0	(102,577)	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	111	0	0	0
	GRAND TOTAL	2,423,991	1,913,806	1,948,958	1,831,780	1,831,780
<u>FUNDING SOURCE:</u>						
11	GENERAL	2,423,991	1,913,806	1,948,958	1,831,780	1,831,780

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES**DIVISION: Recycling****INDEX: 301241****FINANCIAL NOTES:**

The (\$117,178) net decrease in funding for Environmental Services - Recycling is the result of:

	FY 10	FY 11	CHANGE	
o	681,810	695,189	13,379	Full-time Salaries
			10	Salary adjustments based on the recommendations of the Dept of Human Resources
			13,369	Increase result of no furlough savings for FY 11
			<u>13,379</u>	
o		36,389	36,389	Position converted from temporary to permanent in FY 10:
			# of Positions	Salary
			1.00	24,690
				Fringe
				11,699
				Total
				36,389
				Laborer
o	24,215	0	(24,215)	Temporary Salaries - Laborer position converted to permanent in FY 10
o	185,370	153,358	(32,012)	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	69,251	57,006	(12,245)	Pension / Retirement rate adjustments
o	52,837	49,351	(3,486)	Workers' Compensation rate adjustments
o	53,628	55,707	2,079	FICA adjustments
o	15,000	33,000	18,000	Overtime - increase for exporting trash before and after 8 hour workday
o	7,860	2,400	(5,460)	Other Rents & Utilities - decrease due to the purchase of an office trailer; therefore, no longer paying rent of an office trailer
o	1,000	0	(1,000)	Heating Fuel (Oil) - decrease due to Stone House no longer being heated
o	10,000	4,000	(6,000)	Other Supplies & Materials - (split 50/50 with Solid Waste Management for Litter Control Program, Adopt a Road Program and Community Work Services, etc.) recommended reduction based on state of the economy
o	2,000	0	(2,000)	Printing - Commercial - three year recycling calendar no longer printed, available on-line

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES

DIVISION: Recycling

INDEX: 301241

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	655,444	556,000	(99,444) Other Professional Services adjusted due to state of the economy:

	FY 10	FY 11	Change	Explanation
Transport/Process Recyclables	560,444	461,000	(99,444)	Transport yard waste
Process of Blue Bags	0	30,000	30,000	New for FY 11
Steam Cleaning of Waste Oil	20,000	0	(20,000)	
Removal of computers, etc	10,000	0	(10,000)	
MES Contract	65,000	65,000	0	antifreeze sites throughout the County starting in 2008
	655,444	556,000	(99,444)	

o	261,200	165,200	(96,000) Line items significantly adjusted, based on actual expense history and state of the economy and based on actuals:

	FY 10	FY 11	Change	
	4,000	3,000	(1,000)	Office Equipment
	3,000	0	(3,000)	Vehicle & Operating Equipment
	10,000	8,500	(1,500)	Electricity
	8,000	7,000	(1,000)	Telephone Service
	63,000	45,000	(18,000)	Other Advertising
	2,000	0	(2,000)	County Facility Repair
	25,000	8,000	(17,000)	Operating Equipment
	9,000	7,500	(1,500)	Grounds Maintenance
	6,700	5,200	(1,500)	Building / Custodial Services
	4,000	2,000	(2,000)	Delivery Charges
	50,000	20,000	(30,000)	Equipment Repair Parts
	2,000	1,000	(1,000)	Small Tools
	2,000	1,000	(1,000)	Building Supplies
	2,000	1,000	(1,000)	Chemicals in Bulk
	1,500	500	(1,000)	Liquid Bituminous
	2,000	1,000	(1,000)	Traffic Signs & Markings
	8,500	3,000	(5,500)	County Owned Vehicles
	55,000	50,000	(5,000)	Fuel Charges
	2,000	1,000	(1,000)	Non-Targeted Charges - FVS
	1,500	500	(1,000)	Membership Fees & Dues
	<u>261,200</u>	<u>165,200</u>	<u>(96,000)</u>	

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES**DIVISION: Recycling****INDEX: 301241****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	1,800	5,600	3,800	The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective. In FY 10 all funding for Uniform Allowance was eliminated due to the state of the economy.

	FY 10	FY 11	Change	
	1,800	0	(1,800)	Uniform - Purchase
	0	5,600	5,600	Uniform Rental
	<u>1,800</u>	<u>5,600</u>	<u>3,800</u>	

o	6,500	0	(6,500)	Equipment - no equipment recommended due to state of the economy
o	(102,577)	0	102,577	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #241

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUNDS

DIVISION: RECYCLING

Index No. 301241

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Equipment Operator	2.00	82,391	3.00	115,946	3.00	115,946
Equipment Operator Trainee	1.00	31,106	0.00	0	0.00	0
Equipment Repair Specialist	1.00	53,548	1.00	53,460	1.00	53,460
Laborer	4.00	118,320	5.00	131,109	7.00	184,887 A
Recycling Program Coordinator	1.00	56,750	1.00	56,657	1.00	56,657
Recycling Program Manager	1.00	98,173	1.00	98,011	1.00	98,011
Senior Equipment Operator	3.00	136,257	3.00	136,032	3.00	136,032
Weighmaster / Attendant I	1.00	30,907	2.00	59,935	1.00	30,857
Weighmaster / Attendant II	1.00	44,102	1.00	44,029	1.00	44,029
TOTAL FULL-TIME SALARIES	15.00	651,554	17.00	695,179	18.00	719,879
TEMPORARY SALARIES		92,523		24,690		0 B
SALARY TOTAL	15.00	744,077	17.00	719,869	18.00	719,879
OTHER PERSONAL SERVICES						
Pension & Retirement		68,231		69,251		59,030
Workers' Compensation		62,862		52,837		51,588
Health Benefits		143,693		185,370		158,767
Overtime		80,000		15,000		33,000
FICA		63,042		54,687		57,596
Miscellaneous		10,840		2,520		2,520
TOTAL OTHER PERSONAL SERVICES		428,668		379,665		362,501
TOTAL FURLOUGH SAVINGS		0		(14,903)		0 C
TOTAL PERSONAL SERVICES	15.00	1,172,745 *	17.00	1,084,631	18.00	1,082,380

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Laborer position created, abolished an Engineering Associate V position in Capital Projects Management - 303125 in FY 10 - #0744

One (1) Weighmaster / Attendant I position reclassified as a Laborer - #3529

B - Temporary funding eliminated due to a temporary Laborer position converted to a permanent position in FY 10

C - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$2,487,894	\$2,428,620	\$191,806	\$2,051,535	\$2,000,000
Number of staff (enacted)	13	13	13	13	13
<u>Output:</u>					
Gallons of motor oil recycled	73,733	73,714	67,898	74,000	70,000
Gallons of antifreeze recycled	4,511	4,489	4,437	5,000	5,000
Tons of white goods recycled	2,484	2,213	2,035	2,500	2,500
Number of pesticide containers recycled	1,327	2,070	1,968	2,000	2,200
Number of promotional projects	7	7	4	4	4
<u>Efficiency:</u>					
Net cost per ton of recyclables collected	\$13.60	\$12.95	\$9.44	\$10.52	\$9.80
<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%	61%	61%	63%	63%
Tonnage of materials removed from the waste stream	182,899	187,479	202,805	195,000	204,000

Explanation and Analysis of Performance Measures

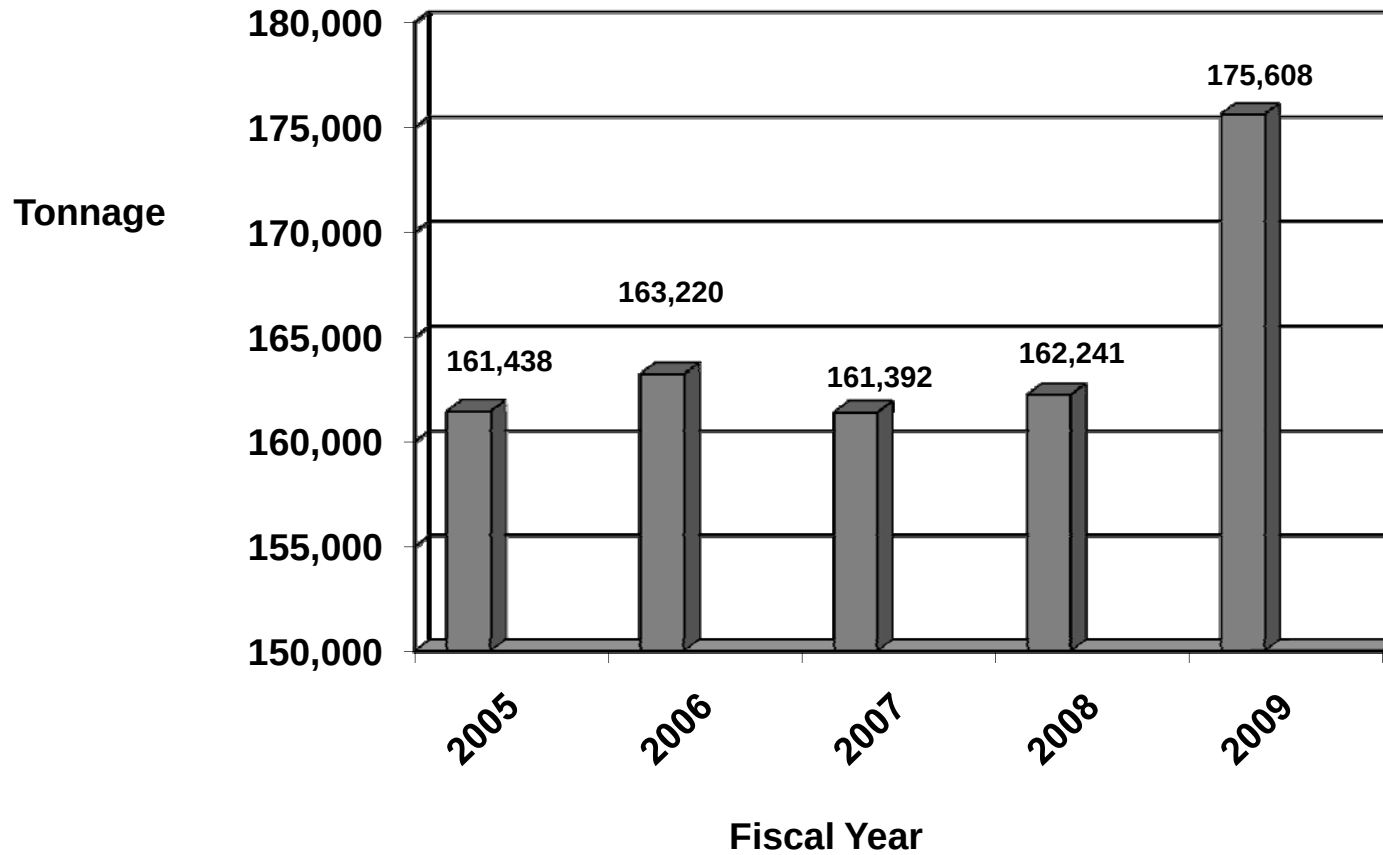
The solid waste stream is projected to increase and, therefore, the recycling tonnages are expected to increase as well. Additional tonnage removed due to ash recycling at the Waste-to-Energy Plant and increased production of yard trim material.

Major Related Plans and Guidelines

Harford County Recycling Plan and Solid Waste Management Plan

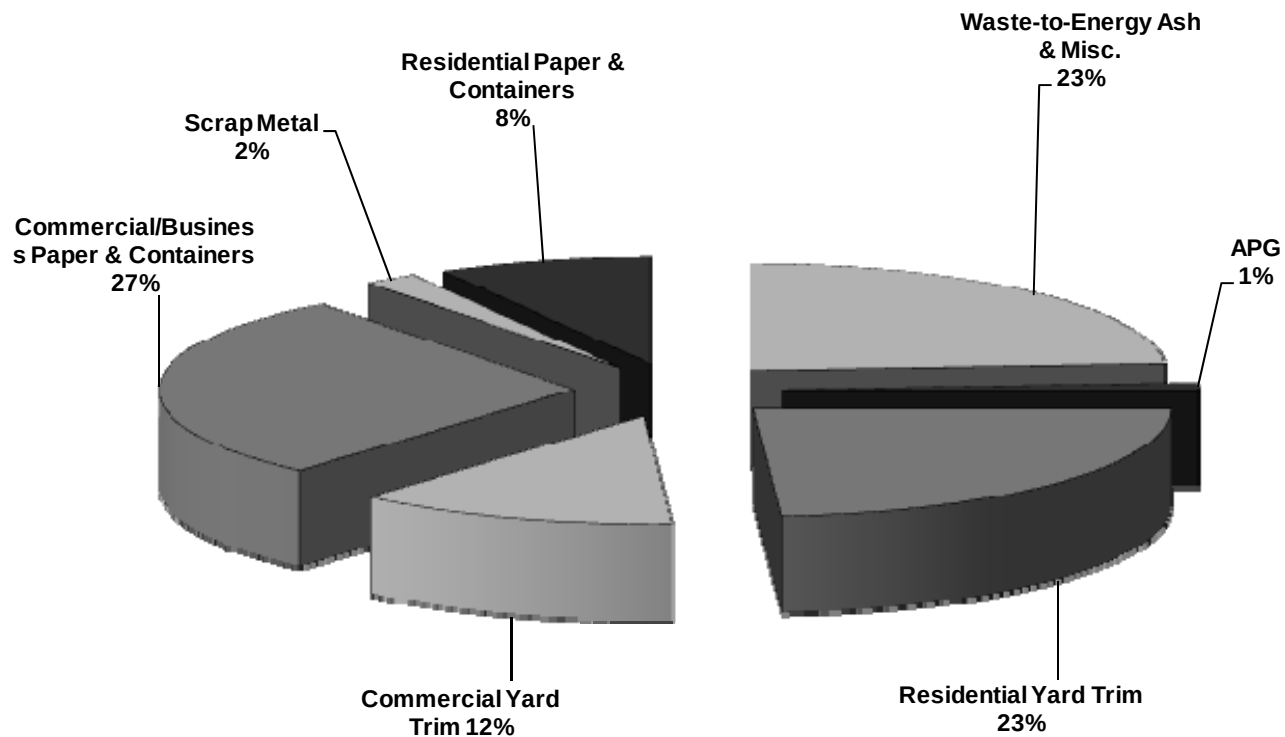
ENVIRONMENTAL SERVICES

TONS OF SOLID WASTE DISPOSED



MAJOR RECYCLING CATEGORIES

(CY 2009)



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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	104,199	84,999	150,240	100,350	100,350
30	SUPPLIES & MATERIALS	20,089	7,896	27,000	12,900	12,900
50	CAPITAL OUTLAY	8,593	8,774	11,600	3,000	3,000
70	MISCELLANEOUS	0	0	(9,442)	0	0
GRAND TOTAL		132,881	101,669	179,398	116,250	116,250
<u>FUNDING SOURCE:</u>						
11	GENERAL	132,881	101,669	179,398	116,250	116,250

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Post Closure****INDEX: 301251****FINANCIAL NOTES:**

The (\$63,148) net decrease in funding for Environmental Services - Post Closure is the result of:

	FY 10	FY 11	CHANGE
o	55,000	36,000	(19,000) Electricity - decrease due to previous years Pepco expenses incorrectly charge to Post Closure
o	600	300	(300) Heating Fuel (Gas) - decrease based on actual expense history to purchase propane for forklift
o	47,000	40,000	(7,000) Other Professional Services for sampling and lab analysis and monitoring at Spencer's rubble landfill decreases based on actual expense history
o	69,000	32,500	(36,500) Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	4,000	1,000	(3,000) Operating Equipment
	40,000	20,000	(20,000) Grounds Maintenance
	8,000	4,000	(4,000) Equipment Repair Parts
	1,000	500	(500) Landscape & Grounds Materials
	200	0	(200) Small Tools
	800	0	(800) Chemicals in Bulk
	15,000	7,000	(8,000) Other Supplies & Materials
	<u>69,000</u>	<u>32,500</u>	<u>(36,500)</u>
o	11,600	3,000	(8,600) Equipment - decreases but still provides for replacement of pumps
o	(9,442)	0	9,442 Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	50,679	39,015	55,100	42,310	42,310
30	SUPPLIES & MATERIALS	30,928	20,359	37,900	36,300	36,300
50	CAPITAL OUTLAY	0	0	16,000	3,000	3,000
70	MISCELLANEOUS	0	0	(5,450)	0	0
	GRAND TOTAL	81,607	59,374	103,550	81,610	81,610
<u>FUNDING SOURCE:</u>						
11	GENERAL	81,607	59,374	103,550	81,610	81,610

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 to the Department of Public Works - Division of Environmental Service.

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	174	0	7,600	0	8,000
	GRAND TOTAL	174	0	7,600	0	8,000
	<u>FUNDING SOURCE:</u>					
11	GENERAL	174	0	7,600	0	8,000

FINANCIAL NOTES:

The \$400 net increase in funding for Environmental Services - Noxious Weed is the result of:

	FY 10	FY 11	CHANGE
o	7,600	8,000	400 Grants & Contributions - funding restored due to Amendment #36

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 to the Department of Public Works - Division of Environmental Services.

The Forest Pest Management Section of the Maryland Department of Agriculture conducts annual surveys to delineate the areas in the County where infestation of gyp 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 3 percent share of the survey costs.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	15,000	(784)	45,001	0	17,000
	GRAND TOTAL	15,000	(784)	45,001	0	17,000
	<u>FUNDING SOURCE:</u>					
11	GENERAL	15,000	(784)	45,001	0	17,000

FINANCIAL NOTES:

The (\$28,001) net decrease in funding for Environmental Services - Gypsy Moth is the result of:

	FY 10	FY 11	CHANGE
o	45,001	17,000	(28,001) Grants & Contributions - funding restored due to Amendment #37 to perform gypsy moth survey. Decrease is due to the population of gypsy moth being down in Harford County due to suppression treatments in years past and two consecutive wet springs

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

SOLID WASTE SERVICES SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,635,153	2,510,923	2,335,368	2,425,550	2,425,550
20	CONTRACTUAL SERVICES	8,852,755	8,208,439	9,051,634	9,736,294	9,736,294
30	SUPPLIES & MATERIALS	289,339	123,820	218,800	121,650	121,650
40	BUSINESS & TRAVEL	444,052	343,792	412,900	270,000	270,000
50	CAPITAL OUTLAY	229,973	41,197	15,000	0	0
80	INTER-GOVERNMENTAL / INTER-FUND		46,531	327,264	131,124	131,124
	GRAND TOTAL	12,451,272	11,274,702	12,360,966	12,684,618	12,684,618

SUMMARY BY FUND:

55	SOLID WASTE SERVICES	12,451,272	11,274,702	12,360,966	12,684,618	12,684,618
	GRAND TOTAL	12,451,272	11,274,702	12,360,966	12,684,618	12,684,618

SUMMARY BY DIVISION:

301211	BUREAU OF SOLID WASTE MANAGEMENT	3,924,742	3,348,821	3,727,632	3,323,274	3,323,274
301271	WASTE TO ENERGY	8,526,530	7,925,881	8,633,334	9,361,344	9,361,344
	GRAND TOTAL	12,451,272	11,274,702	12,360,966	12,684,618	12,684,618

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,635,153	2,510,923	2,335,368	2,425,550	2,425,550
20	CONTRACTUAL SERVICES	326,225	282,558	418,300	374,950	374,950
30	SUPPLIES & MATERIALS	289,339	123,820	218,800	121,650	121,650
40	BUSINESS & TRAVEL	444,052	343,792	412,900	270,000	270,000
50	CAPITAL OUTLAY	229,973	41,197	15,000	0	0
80	INTER-GOVERNMENTAL/INTER-FUND	0	46,531	327,264	131,124	131,124
	GRAND TOTAL	<u>3,924,742</u>	<u>3,348,821</u>	<u>3,727,632</u>	<u>3,323,274</u>	<u>3,323,274</u>
	<u>FUNDING SOURCE:</u>					
55	SOLID WASTE SERVICES	<u>3,924,742</u>	<u>3,348,821</u>	<u>3,727,632</u>	<u>3,323,274</u>	<u>3,323,274</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****FINANCIAL NOTES:**

The (\$404,358) net decrease in funding for Environmental Services - Bureau of Solid Waste Management is the result of:

	FY 10	FY 11	CHANGE	
o	1,500,638	1,549,292	48,654	Full-time Salaries
			19,230	Staff Turnover 1.28%
			29,424	Increase result of no furlough savings for FY 11
			<u>48,654</u>	
o	39,493	30,000	(9,493)	Temporary Salaries - provides for one Equipment Operator and one Landfill Worker decreased based on actual salaries
o	358,393	374,168	15,775	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	149,617	129,338	(20,279)	Pension / Retirement rate adjustments
o	45,737	100,000	54,263	Overtime - increase due to exporting trash to Baltimore County
o	115,551	109,666	(5,885)	Workers' Compensation rate adjustments
o	121,319	128,466	7,147	FICA - increase due to no furlough planned for FY 11
o	21,200	34,000	12,800	Electricity - increase due to Pepco charges previously charged to Post Closure - #301251
o	15,000	0	(15,000)	Equipment - no equipment recommended in FY 11 due to state of the economy
o	20,000	2,000	(18,000)	Other Contractual Services - decrease due to one-time FY 10 expense for pond maintenance
o	7,500	2,000	(5,500)	Heating Fuel (Oil) - decrease due to waste oil furnace at shop

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: Bureau of Solid Waste Management

INDEX: 301211

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	166,300	166,300	0 Other Professional Services provides for the following:

Service	FY 10	FY 11	Change	Explanation
Hazardous Waste Disposal	10,000	10,000	0	required semi-annually
Groundwater Testing	15,000	15,000	0	
Leachate Testing	2,000	2,000	0	
Leachate Hauling	15,000	15,000	0	
Haul Homeowner Bins	1,000	1,000	0	
Scale Maintenance	7,000	7,000	0	
Parts Cleaner Service	2,800	2,800	0	
Surveying	1,500	1,500	0	
Stone Hauling	44,000	44,000	0	
Fire Extinguisher	1,000	1,000	0	
Computer Cleaning	2,000	2,000	0	contract for bin welding
Welding Services	65,000	65,000	0	
TOTAL	166,300	166,300	0	

o	1,500	8,400	6,900	The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective. In FY 10 all funding for Uniform Allowance was eliminated due to the state of the economy.

FY 10	FY 11	Change	
1,500	0	(1,500)	Uniform - Purchase
0	8,400	8,400	Uniform Rental
<u>1,500</u>	<u>8,400</u>	<u>6,900</u>	

o	327,264	131,124	(196,140)	Fleet Management Rentals - continuation of fleet lease costs and adjusted based on actual amounts charged

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	702,900	422,600	(280,300)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change	
	10,000	3,500	(6,500)	Vehicle & Operating Equipment
	14,000	12,000	(2,000)	Water & Sewer
	7,500	2,000	(5,500)	Heating Fuel (Oil)
	21,000	19,000	(2,000)	Telephone Services
	2,500	0	(2,500)	County Facilities Repairs
	40,000	30,000	(10,000)	Operating Equipment
	59,500	47,000	(12,500)	Grounds Maintenance
	12,600	7,600	(5,000)	Building / Custodial Services
	4,000	1,000	(3,000)	General Office Supplies
	1,500	0	(1,500)	Printing Commercial
	10,000	5,000	(5,000)	Meals - Special Purpose
	1,300	1,000	(300)	Ice and Bottled Water
	45,000	40,000	(5,000)	Equipment Repair Parts
	4,500	500	(4,000)	Small Tools
	7,000	5,000	(2,000)	Building Supplies
	90,000	30,000	(60,000)	Crushed Aggregate
	4,000	2,000	(2,000)	Bituminous Concrete
	2,000	1,000	(1,000)	Computer Supplies
	15,000	6,000	(9,000)	Other Supplies & Materials
	225,000	160,000	(65,000)	Fuel Charges
	125,000	50,000	(75,000)	Non-Targeted Charges - FVS
	1,500	0	(1,500)	Membership Fees & Dues
	<u>702,900</u>	<u>422,600</u>	<u>(280,300)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: BUREAU OF SOLID WASTE MANAGEMENT

Index No. 301211

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	47,896	1.00	47,896
Administrative Assistant II	2.00	86,001	2.00	85,859	2.00	85,859
Chauffeur Laborer	1.00	38,312	1.00	38,248	1.00	38,248
Chief, Solid Waste Management	1.00	102,034	1.00	101,865	1.00	101,865
Civil Engineer I	1.00	52,215	1.00	49,529	1.00	49,529
Crew Chief	3.00	186,399	3.00	186,081	3.00	186,081
Equipment Operator	2.00	103,335	3.00	149,733	3.00	149,733
Equipment Repair Specialist	1.00	49,530	1.00	53,460	1.00	53,460
Laborer	4.00	124,253	4.00	118,341	4.00	137,571
Landfill Supervisor	1.00	61,452	1.00	61,351	1.00	61,351
Litter Control Program Team Leader	2.00	75,713	1.00	30,200	1.00	30,200
Senior Equipment Operator	8.00	336,555	7.00	289,829	7.00	289,829
Weighmaster / Attendant I	2.00	59,181	2.00	59,084	2.00	59,084
Weighmaster / Attendant II	5.00	259,011	5.00	258,586	5.00	258,586
TOTAL FULL-TIME SALARIES	33.00	1,533,991	33.00	1,530,062	33.00	1,549,292
TEMPORARY SALARIES		84,252		40,046		30,000
SALARY TOTAL	33.00	1,618,243	33.00	1,570,108	33.00	1,579,292
OTHER PERSONAL SERVICES						
Pension & Retirement		148,393		149,617		129,338
Workers' Compensation		149,933		115,551		109,666
Health Benefits		374,519		358,393		374,168
Overtime		180,000		45,737		100,000
FICA		137,563		123,612		128,466
Miscellaneous		18,960		4,620		4,620
TOTAL OTHER PERSONAL SERVICES		1,009,368		797,530		846,258
TOTAL FURLOUGH SAVINGS		0		(32,270)		0
TOTAL PERSONAL SERVICES	33.00	2,627,611 *	33.00	2,335,368	33.00	2,425,550

***FY 09 Salaries and Other Personal Services are Enacted not Audited amounts**

A - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$4,345,608	\$4,087,580	\$3,414,612	\$3,727,632	\$3,323,274
HWDC Landfill waste stream (tons)	41,056	42,638	18,749	15,000	4,500
County population (avg)*	240,680	244,657	248,634	252,604	255,954
<u>Output:</u>					
Tons of material removed from the waste stream	35,927	76,984	73,321	85,000	88,000
<u>Efficiency:</u>					
Pounds of materials removed per county resident	299	629	590	672	727
<u>Outcome:</u>					
Percentage of landfill waste stream recycled	47%	57%	71%	74%	93%

*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.

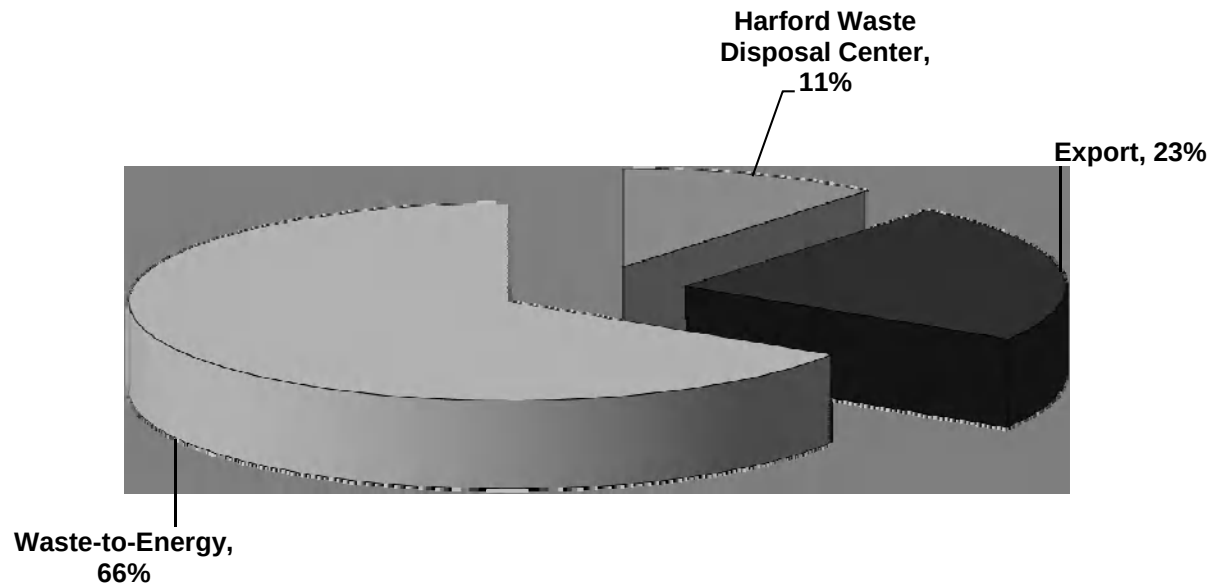
Major Related Plans and Policies

Harford County Solid Waste Management Plan, Harford County Recycling Plan

ENVIRONMENTAL SERVICES

MAJOR DISPOSAL CATEGORIES

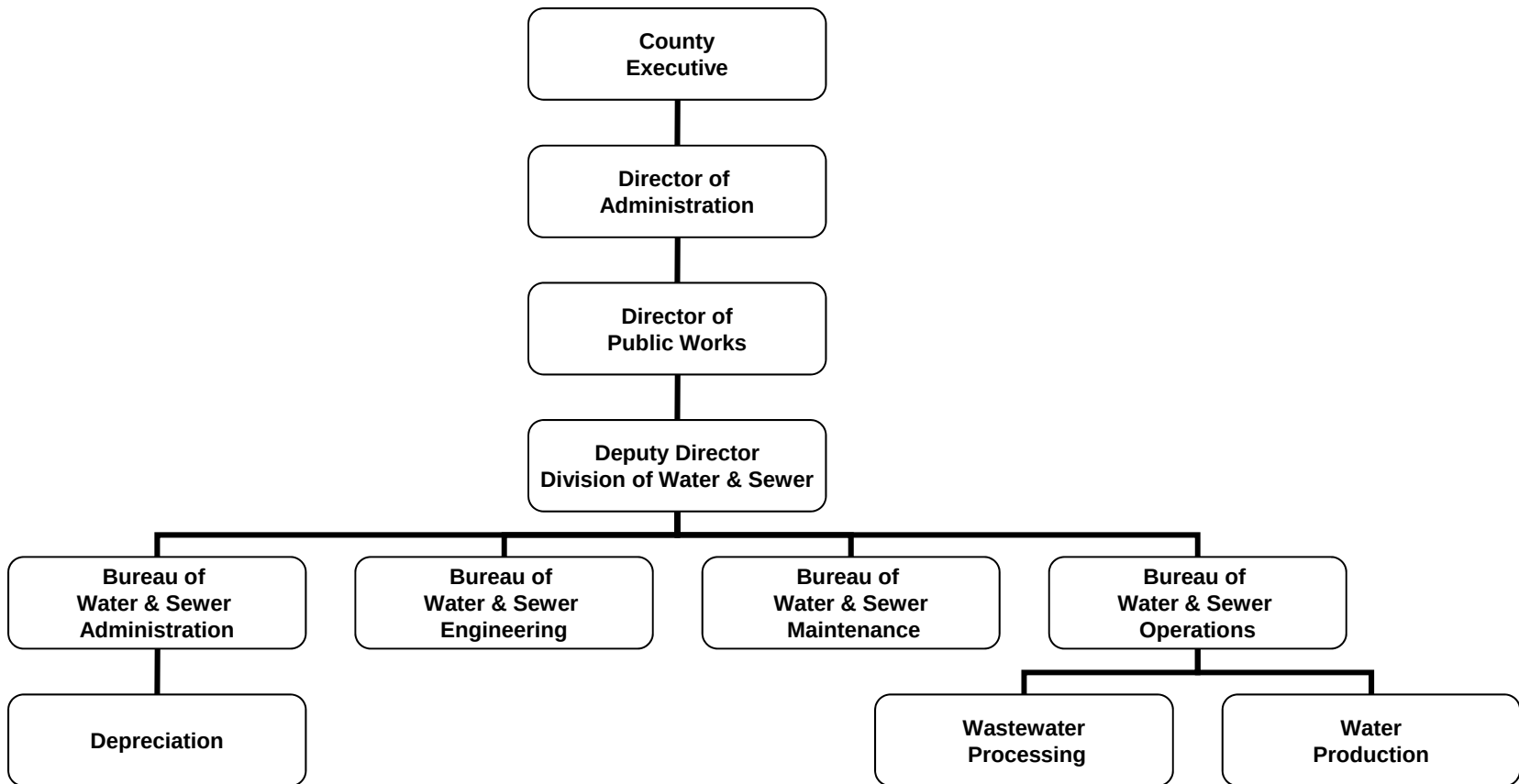
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DEPARTMENT OF PUBLIC WORKS

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	14,286,646	13,676,589	13,924,657	13,840,727	13,840,727
20	CONTRACTUAL SERVICES	6,115,046	6,301,057	7,191,577	7,183,495	7,183,495
30	SUPPLIES & MATERIALS	2,127,041	2,246,074	3,204,822	3,053,126	3,053,126
40	BUSINESS & TRAVEL	599,333	539,681	630,002	585,572	585,572
50	CAPITAL OUTLAY	790,617	581,112	398,000	353,800	353,800
70	MISCELLANEOUS	10,721,193	11,079,805	11,643,954	11,425,890	11,425,890
80	INTER-GOVERNMENTAL / INTER-FUND	733,727	720,282	865,020	1,122,176	1,122,176
	GRAND TOTAL	35,373,603	35,144,600	37,858,032	37,564,786	37,564,786

SUMMARY BY FUND:

51	WATER & SEWER OPERATING	35,373,603	35,144,600	37,858,032	37,564,786	37,564,786
	GRAND TOTAL	35,373,603	35,144,600	37,858,032	37,564,786	37,564,786

SUMMARY BY DIVISION:

ADMINISTRATION	3,043,921	3,084,086	3,228,299	2,991,941	2,991,941
DEPRECIATION	8,656,902	8,909,341	9,500,000	9,500,000	9,500,000
ENGINEERING	1,343,849	1,308,002	1,358,813	1,292,772	1,292,772
W & S MAINTENANCE	6,174,138	6,076,657	6,549,031	6,521,472	6,521,472
WASTEWATER PROCESSING	10,007,811	10,009,175	10,594,787	10,235,534	10,235,534
WATER PRODUCTION	6,146,982	5,757,339	6,627,102	7,023,067	7,023,067
GRAND TOTAL	35,373,603	35,144,600	37,858,032	37,564,786	37,564,786

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

The (\$293,246) net decrease in funding for the Water & Sewer Division of Public Works is the result of:

	FY 10	FY 11	CHANGE				
o	9,251,585	9,332,262	80,677	Full Time Salaries			
			45,600	Salary adjustments based on the recommendations of the Department of Human Resources			
			(144,560)	Staff Turnover (1.56%) Due to retirement incentive			
			179,637	Increase result of no furlough savings for FY 11			
			<u>80,677</u>				
o	108,158	107,243	(915)	Temporary Salaries - provides for an Administrative Assistant, W & S Management Specialist and W/WW Facility Mechanic			
o	927,947	775,181	(152,766)	Pension / Retirement rate adjustments			
o	340,816	317,001	(23,815)	Workers' Compensation rate adjustments			
o	1,851,878	1,881,663	29,785	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage			
o	584,900	562,800	(22,100)	Overtime - based on actual expense history for emergency utility crews to cover 24 hour operations			
o	72,032	73,232	1,200	Shift Differential - adjusted based on actual expense history			
o	763,401	767,265	3,864	FICA - increase due to no furloughs planned for FY 11			
o	60,200	55,250	(4,950)	Office Equipment - decrease based on rental rate of copiers			
o	3,260,156	3,274,756	14,600	Electricity - increase based on actual expense history plus plant hours will increase			
o	70,475	65,400	(5,075)	Emergency Reporting - installation of Verizon Fiber Optic cable through portions of Harford County			
o	1,194,700	907,450	(287,250)	County Facility Repair & Renovations:			
			FY 10	FY 11	Change		
			Maintenance	148,000	126,000	(22,000)	test / calibrate master meters and backflow preventors
			WWP	653,000	486,400	(166,600)	normal repairs increased based on actual expense history
			Water Prod	393,700	295,050	(98,650)	normal repairs increased based on actual expense history
			<u>1,194,700</u>	<u>907,450</u>	<u>(287,250)</u>		
o	53,972	34,670	(19,302)	Uniform Rental - decrease based on new contract for uniform rental and laundry			
o	59,300	48,200	(11,100)	Grounds Maintenance - decrease based on mowing contracts and reducing frequency of mowing due to state of the economy			

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE		
o	156,800	130,800	(26,000)	Space & Real Estate Rental - lease cost to the General Fund for 212 S. Bond Street decreased based on actual expenses	
o	0	300,000	300,000	Annual Capital Service - Baltimore City - funding required per the 1993 Baltimore City / Harford County raw water purchase agreement for Baltimore City's planned upgrades to the Deer Creek pumping station and 108" raw water main. Total County responsibility is estimated to be \$4,250,000 plus a rate of return to be established by Baltimore City, paid over 20 years.	
o	140,000	225,000	85,000	Engineering Services:	
		60,000		WWP - engineering consultant and service contract for all process control and SCADA systems	
		150,000		Maintenance - off-site sewer mainline and manhole repair and rehabilitation requirements to maintain interceptor sewer system	
		15,000		Water Production - engineering services for assessment writing specs and inspection of major projects	
		<u>225,000</u>		for major projects	
o	6,620	9,366	2,746	Data Processing Software Maintenance - Water & Sewer's share of the Environmental Systems Research Institute (ESRI / GIS) contract	
o	1,254,223	1,211,257	(42,966)	Other Professional Services:	
		FY 10	FY 11	Change	
		Engineering	20,907	20,907	0 B & D Consulting
		Maintenance	155,250	150,000	(5,250) preventive maintenance program, repair of sewer main line decrease based on actual expense history
		WWP	950,066	932,000	(18,066) lab analysis for MDE compliance, emergency pump outs and courier for transport of samples decrease based on actuals
		Water Prod	128,000	108,350	(19,650) decrease based on actual expense history for contract lab services
		<u>1,254,223</u>	<u>1,211,257</u>	<u>(42,966)</u>	
o	188,284	173,346	(14,938)	Operating Equipment:	
		FY 10	FY 11	Change	
		Maintenance	8,500	6,000	(2,500) based on actual expense history
		WWP	118,497	123,880	5,383 based on actual expense history for various service contracts
		Water Prod	61,287	43,466	(17,821) based on actual expense history for various service contracts
		<u>188,284</u>	<u>173,346</u>	<u>(14,938)</u>	

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	30,000	24,000	(6,000) 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	8,145	0	(8,145) Uniforms - Purchase - the County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective.
o	1,354,000	1,458,000	104,000 Chemicals in Bulk
	Maintenance	FY 10 12,000	FY 11 9,000
			Change (3,000)
			decrease based on actual expense history offset by the addition of new main line chemical degreaser units
	Water Prod	662,000	843,000
			181,000
	WWP	680,000	606,000
			(74,000)
			decrease due to lower projected usage at Sod Run offset by a small projected increase in price
		<u>1,354,000</u>	<u>1,458,000</u>
			<u>104,000</u>
o	74,100	60,500	(13,600) Laboratory Supplies - based on actual expense history for testing required for personal protective equipment required to meet OSHA safety regulations
o	200,000	165,000	(35,000) Unanticipated Maintenance - decrease based on actual expense history
o	400,000	305,000	(95,000) Water Meter Purchases - recommended reductions based on state of the economy and actual expense history
o	398,000	353,800	(44,200) Equipment - normal annual purchases of pumps, generators, saws, tampers, etc.
o	131,200	121,200	(10,000) Payments to Other Government Agencies - sludge generation fees for:

Division	FY 10	FY 11	Change	Explanation
Maintenance	100,000	90,000	(10,000)	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	19,000	19,000	0	sludge generation fees for Sod Run
	200	200	0	sludge generation fees for Spring Meadows
	131,200	121,200	(10,000)	

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	1,785,682	1,654,377	(131,305)	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	5,800	2,900	(2,900)	Vehicle & Operating Equipment
	97,300	101,900	4,600	Heating Fuel (Oil)
	147,070	132,820	(14,250)	Telephone Service
	125,000	150,000	25,000	Utility Line Maintenance Contract
	16,630	14,980	(1,650)	Communication Services
	27,950	24,150	(3,800)	General Office Supplies
	7,525	5,450	(2,075)	Printing - Commercial
	25,190	19,050	(6,140)	Delivery Charges
	6,625	4,900	(1,725)	General Office Mailing
	12,350	9,950	(2,400)	Meals Special Purpose
	5,930	4,400	(1,530)	Ice and Bottled Water
	428,335	457,000	28,665	Equipment Repair Parts
	30,500	24,650	(5,850)	Smalls Tools
	10,250	7,800	(2,450)	Building Supplies
	62,500	57,600	(4,900)	Safety Equipment
	93,000	50,000	(43,000)	Water Meter Repair Parts
	50,000	49,000	(1,000)	W & S Lines Service Parts
	26,000	29,000	3,000	Crushed Aggregate
	3,100	1,300	(1,800)	Computer Software
	8,100	3,000	(5,100)	Computer Hardware Component
	7,000	11,500	4,500	Diesel Fuel
	10,000	7,000	(3,000)	Gasoline
	15,275	12,725	(2,550)	Oil & Lubricants
	4,000	2,800	(1,200)	Bricks, Blocks
	60,750	66,000	5,250	Pipes, Culverts & Fittings
	103,700	55,000	(48,700)	Grates, Manhole Cover
	11,450	8,100	(3,350)	Other Supplies & Materials
	214,500	206,800	(7,700)	County Owned Vehicles
	114,700	92,000	(22,700)	Non-Targeted Charges - FVS
	6,500	5,050	(1,450)	Professional Books
	22,802	21,402	(1,400)	Membership Fees & Dues
	25,850	16,150	(9,700)	Training Seminars
	<u>1,785,682</u>	<u>1,654,377</u>	<u>(131,305)</u>	

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	2,012,754	1,804,690	(208,064) 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 10	FY 11	Change
	180,081	152,532	(27,549) Water & Sewer Fund Pro Rata to the Public Works Director Budget
	1,832,673	1,652,158	(180,515) Water & Sewer Fund Pro Rata to the General Fund
	<u>2,012,754</u>	<u>1,804,690</u>	<u>(208,064)</u>
o	9,500,000	9,500,000	0 Depreciation - per Treasury
o	145,020	259,176	114,156 Fleet Management Rental - continuation of fleet lease costs and adjusted based on actual amounts charges
o	720,000	863,000	143,000 Other Intergovernmental

Division	FY 10	FY 11	Change	Explanation
Wastewater Processing	45,000	83,000	38,000	sewer fee for Swan Creek to Aberdeen WWTP
Water Production	675,000	780,000	105,000	payment to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations; the County purchases 1.3 MGD of water from the City; FY 11 payment will be \$65,000 per month
	720,000	863,000	143,000	

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	102,034	1.00	101,865	1.00	101,865
Administrative Assistant II	8.00	388,183	8.00	387,542	7.00	329,494
Administrative Specialist II	1.00	79,506	1.00	79,376	1.00	79,376
Assistant Superintendent	0.00	0	0.00	0	8.00	640,528
Assistant Superintendent of Plant Operations	2.00	176,288	2.00	175,997	0.00	0
Central Stores Coordinator	1.00	37,857	1.00	37,795	0.00	0
Central Stores Manager	1.00	41,582	1.00	41,513	2.00	81,413
Chemist	1.00	54,384	1.00	57,260	1.00	57,260
Chief, Engineering Division	1.00	116,726	1.00	71,400	1.00	71,400
Chief, Water & Sewer	0.00	0	0.00	0	3.00	348,757
Chief, Water & Sewer Administration	1.00	120,223	1.00	120,025	0.00	0
Chief, Water & Sewer Facilities	1.00	111,172	1.00	110,992	0.00	0
Chief, Water & Sewer Operations	1.00	119,133	1.00	118,937	0.00	0
Chief, Water & Sewer Utility Technician	1.00	73,258	1.00	73,138	0.00	0
Civil Engineer I	1.00	45,216	1.00	43,900	1.00	43,900
Civil Engineer II	1.00	67,868	1.00	67,757	2.00	115,157
Civil Engineer III	4.00	380,310	4.00	379,683	4.00	379,681
Civil Engineer IV	1.00	111,174	1.00	110,992	1.00	110,992
Computer Records Assistant	1.00	43,966	1.00	43,892	1.00	43,892
Computer Resource Technician II	2.00	146,450	0.00	0	0.00	0
Computer System Engineer II	0.00	0	2.00	146,208	0.00	0
Computer System Engineer III	0.00	0	0.00	0	2.00	146,208
Database Administrator	1.00	69,910	1.00	69,795	1.00	69,795
Deputy Director of Public Works	1.00	122,381	1.00	122,179	1.00	122,179
Drafting Technician II	1.00	56,206	1.00	56,112	1.00	56,112
Electrician	1.00	58,432	1.00	58,335	1.00	44,322
Engineering Associate III	1.00	51,936	1.00	51,852	1.00	51,852
Engineering Associate V	1.00	91,998	1.00	91,846	0.00	0
Equipment Repair Specialist	0.00	0	1.00	37,300	1.00	37,300
GIS Coordinator	1.00	70,210	1.00	70,094	1.00	70,094
Instrumentation Technician	1.00	56,229	1.00	56,136	1.00	56,136
Laboratory Assistant	2.00	67,354	2.00	67,244	1.00	42,760
Laboratory Technician	4.00	188,830	3.00	143,150	4.00	182,640
Management Assistant II	3.00	230,433	3.00	230,153	3.00	230,153

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Permits Clerk	1.00	31,840	1.00	27,500	2.00	60,600
Plant Operations Manager	1.00	85,071	2.00	148,423	2.00	162,651
Plant Operator (Water / Wastewater)	20.00	962,782	17.00	812,093	17.00	806,633
Plant Operator Trainee I (Water / Wastewater)	5.00	147,452	7.00	194,875	4.00	111,588
Plant Operator Trainee II (Water / Wastewater)	3.00	119,316	5.00	168,065	8.00	267,365
Plant Superintendent Water & Sewer	0.00	0	0.00	0	3.00	302,962
Plant Superintendent W & S Facilities Maintenance	1.00	98,173	1.00	98,011	0.00	0
Plant Superintendent Water / Wastewater Operator	2.00	225,675	2.00	225,303	0.00	0
Pretreatment Inspector	0.00	0	1.00	67,857	1.00	43,900
Pretreatment Inspector (GF)	1.00	67,969	0.00	0	0.00	0
Process Engineer	2.00	160,786	2.00	160,520	2.00	160,520
Senior Electrician Water & Sewer	0.00	0	0.00	0	1.00	58,335
Senior Instrumentation Technician	1.00	61,997	1.00	61,897	1.00	61,897
Senior Laboratory Technician	0.00	0	1.00	47,400	1.00	47,400
Senior Plant Operator	10.00	602,977	9.00	559,452	8.00	497,557
Senior W/WW Facility Mechanic	2.00	115,887	3.00	171,508	3.00	171,507
Shift Supervisor / Plant Operations	6.00	429,832	6.00	381,838	6.00	392,790
Superintendent of Laboratories	1.00	65,517	1.00	65,409	1.00	65,409
Superintendent of Water & Sewer Facilities	1.00	90,656	1.00	90,508	1.00	90,507
Supervisor, Meter Operations	1.00	85,691	1.00	85,550	0.00	0
Water & Sewer Facilities Maintenance Specialist	1.00	66,654	1.00	66,544	1.00	66,544
Water & Sewer Maintenance Supervisor	5.00	394,579	4.00	305,846	0.00	0
Water & Sewer Permits Technician	1.00	34,064	1.00	35,600	1.00	35,600
Water & Sewer Utility Crew Chief	6.00	321,938	5.00	266,811	6.00	310,710
Water & Sewer Utility Technician I	1.00	48,190	0.00	0	0.00	0
Water & Sewer Utility Technician II	1.00	63,904	1.00	63,799	1.00	63,799
Water & Sewer Utility Technician III	3.00	210,354	3.00	210,009	3.00	189,575
Water & Sewer Utility Worker I	9.00	313,050	8.00	287,592	6.00	219,570
Water & Sewer Utility Worker II	9.00	297,464	10.00	318,012	12.00	373,015
Water & Sewer Utility Worker III (Certified)	1.00	48,052	2.00	74,600	1.00	37,300
Water & Sewer Utility Worker III (Non-Certified)	6.00	211,380	5.00	164,841	5.00	166,642
Water & Sewer Utility Worker IV	1.00	53,980	2.00	104,677	2.00	104,677
Water / Wastewater Facility Mechanic	9.00	478,657	6.00	328,101	8.00	417,804
Water / Wastewater Facility Mechanic Trainee	1.00	33,678	3.00	117,076	1.00	33,100
Water Meter Mechanic I	1.00	30,907	1.00	51,958	1.00	51,958
Water Meter Mechanic II	6.00	260,556	7.00	293,226	7.00	293,227

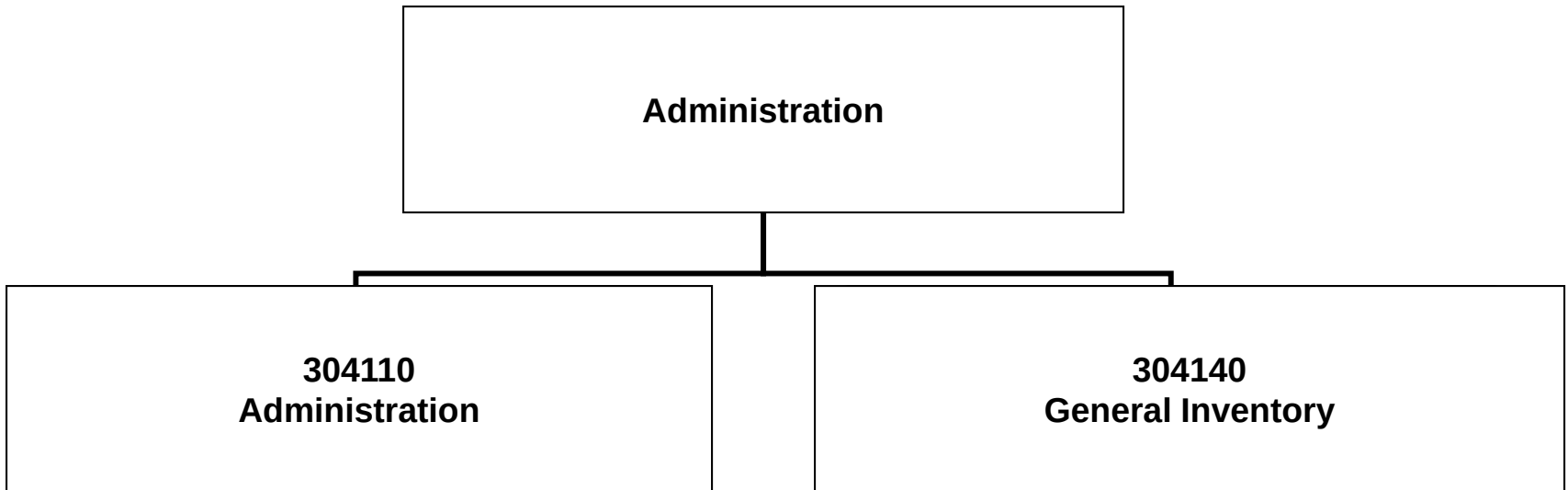
STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Water Meter Mechanic Trainee	1.00	50,528	0.00	0	0.00	0
Water Meter Technician I	2.00	107,961	2.00	107,784	2.00	107,784
Water Meter Technician II	1.00	57,909	1.00	57,813	1.00	57,814
FULL-TIME SALARIES	170.00	9,714,675	170.00	9,442,966	170.00	9,344,006
SALARY OFFSET		0		(11,744)		(11,744)
TOTAL FULL-TIME SALARIES	170.00	9,714,675	170.00	9,431,222	170.00	9,332,262
TEMPORARY SALARIES		148,278		110,277		107,243
SALARY TOTAL	170.00	9,862,953	170.00	9,541,499	170.00	9,439,505
OTHER PERSONAL SERVICES						
Pension & Retirement		914,529		927,947		775,181
Workers' Compensation		453,034		340,816		317,001
Health Benefits		1,732,648		1,851,878		1,881,663
Overtime & Shift Differential		668,182		656,932		636,032
FICA		798,578		777,306		767,265
Miscellaneous		23,940		23,940		24,080
TOTAL OTHER PERSONAL SERVICES		4,590,911		4,578,819		4,401,222
TOTAL FURLOUGH SAVINGS		0		(195,661)		0
TOTAL PERSONAL SERVICES	170.00	14,453,864 *	170.00	13,924,657	170.00	13,840,727

* FY 09 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 '10 - '11 GOAL:

- 1 TO PROTECT PUBLIC HEALTH AND OUR ECOSYSTEM THROUGH RESPONSIBLE SYSTEM MANAGEMENT, MAINTENANCE AND OPERATION

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	949,482	833,691	888,550	890,060	890,060
20	CONTRACTUAL SERVICES	109,235	156,530	197,820	171,466	171,466
30	SUPPLIES & MATERIALS	12,623	5,280	110,200	107,525	107,525
40	BUSINESS & TRAVEL	17,680	24,128	18,975	18,200	18,200
50	CAPITAL OUTLAY	5,297	159	0	0	0
70	MISCELLANEOUS	1,949,604	2,064,298	2,012,754	1,804,690	1,804,690
	GRAND TOTAL	3,043,921	3,084,086	3,228,299	2,991,941	2,991,941
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	3,043,921	3,084,086	3,228,299	2,991,941	2,991,941
<u>SUMMARY BY DIVISION:</u>						
304110	BUREAU OF WATER & SEWER ADMINISTRATION	3,043,921	3,084,086	3,128,299	2,891,941	2,891,941
304140	GENERAL INVENTORY	0	0	100,000	100,000	100,000
	GRAND TOTAL	3,043,921	3,084,086	3,228,299	2,991,941	2,991,941

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER

DIVISION: Bureau of Water & Sewer Administration

INDEX: 304110 & 304140

FINANCIAL NOTES:

The (\$236,358) net decrease in funding for Water and Sewer - Bureau of Water & Sewer Administration is the result of:

	FY 10	FY 11	CHANGE
o	657,164	670,050	12,886 Full Time Salaries - Increase result of no furlough savings for FY 11
o	65,589	55,907	(9,682) Pension / Retirement rate adjustments
o	10,114	9,442	(672) Workers' Compensation rate adjustments
o	101,796	102,838	1,042 Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	3,000	1,000	(2,000) Overtime - decrease based on actual expense history
o	156,000	130,000	(26,000) Space & Real Estate Rental - lease cost to the General Fund for 212 S Bond Street based on actual expense history
o	6,620	9,366	2,746 Data Processing Software Maintenance - Water & Sewer's share of the Environmental Systems Research Institute (ERSI / GIS) contract @ \$2,966
o	19,000	18,000	(1,000) Office Equipment - decrease based on actual copier lease

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER

DIVISION: Bureau of Water & Sewer Administration

INDEX: 304110 & 304140

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	30,200	25,200	(5,000)	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	6,000	4,000	(2,000)	Telephone Service
	4,200	3,500	(700)	General Office Supplies
	1,000	250	(750)	Printing - Commercial
	500	0	(500)	Computer Software
	400	0	(400)	Computer Hardware Components
	500	300	(200)	County Owned Vehicles
	500	250	(250)	Fuel Charges
	1,000	500	(500)	Non-Targeted Charges - FVS
	400	200	(200)	Meals
	700	200	(500)	Professional Books
	15,000	16,000	1,000	Membership Fees & Dues
	<u>30,200</u>	<u>25,200</u>	<u>(5,000)</u>	
o	100,000	100,000	0	General Inventory - per Treasury's recommendation
o	2,012,754	1,804,690	(208,064)	Pro Rata Shares:
	FY 10	FY 11	Change	
	180,081	152,532	(27,549)	DPW Water & Sewer Division's Pro Rata to the DPW
				Director's budget in the Highways Fund
	<u>1,832,673</u>	<u>1,652,158</u>	<u>(180,515)</u>	Water & Sewer Fund Pro Rata to the General Fund
	<u>2,012,754</u>	<u>1,804,690</u>	<u>(208,064)</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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	102,033	1.00	101,865	1.00	101,865
Administrative Assistant II	2.00	87,024	2.00	86,880	2.00	86,880
Chief, Water & Sewer Administration	1.00	120,223	1.00	120,025	1.00	120,025
Database Administrator	1.00	69,910	1.00	69,795	1.00	69,795
Deputy Director of Public Works	1.00	122,381	1.00	122,179	1.00	122,179
Management Assistant II	2.00	145,591	2.00	145,450	2.00	145,450
Water & Sewer Permits Technician	1.00	34,064	1.00	35,600	1.00	35,600
FULL-TIME SALARIES	9.00	681,226	9.00	681,794	9.00	681,794
SALARY OFFSET		0		(11,744)		(11,744) A
TOTAL FULL-TIME SALARIES	9.00	681,226	9.00	670,050	9.00	670,050
OTHER PERSONAL SERVICES						
Pension & Retirement		62,468		65,589		55,907
Workers' Compensation		13,121		10,114		9,442
Health Benefits		92,255		101,796		102,838
Overtime & Shift Differential		3,000		3,000		1,000
FICA		49,948		50,613		49,563
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		222,052		232,372		220,010
TOTAL FURLOUGH SAVINGS		0		(13,872)		0 B
TOTAL PERSONAL SERVICES	9.00	903,278 *	9.00	888,550	9.00	890,060

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Management Assistant II position offset to reflect actual hours worked - #1017

B - No furloughs planned for FY 11

DPW - WATER & SEWER - ADMINISTRATION

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To protect public health and our ecosystem through responsible system management, maintenance and operations.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$4,282,451	\$4,867,865	\$4,804,898	\$4,907,501	\$5,018,323
<u>Output:</u>					
Total miles of sewer in system	530	532	534	536	538
<u>Efficiency:</u>					
Total cost per 100 miles of sewer	\$808,010	\$915,012	\$899,794	\$915,579	\$932,774
<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	1.7	2.1	1.5	1.9	1.9

Explanation and Analysis of Performance Measures

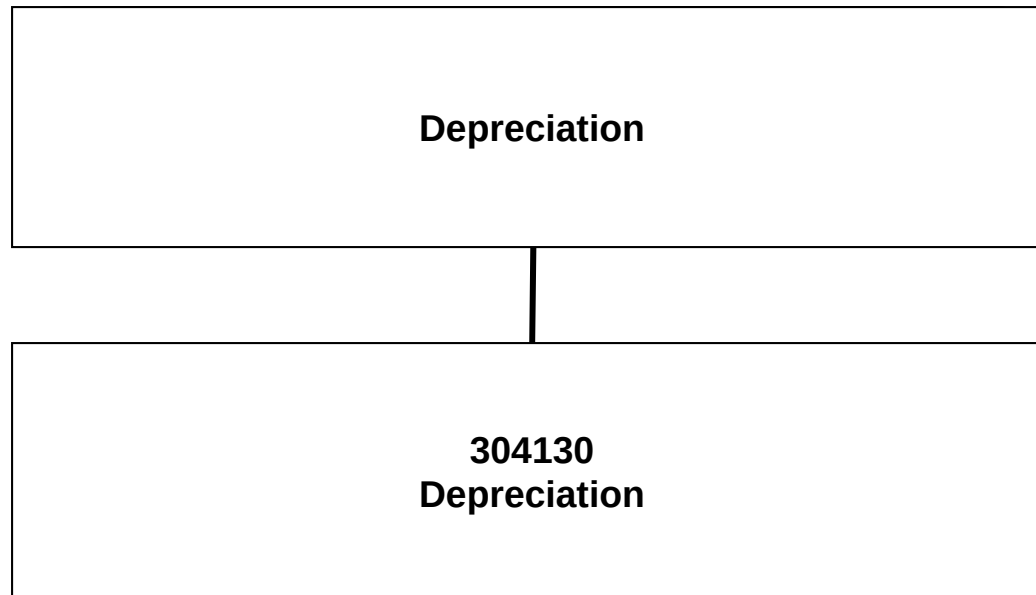
A major goal for the department is to minimize the number of SSO that occur. To determine how successful we are, we compare our SSO against the industry national average for SSO.

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

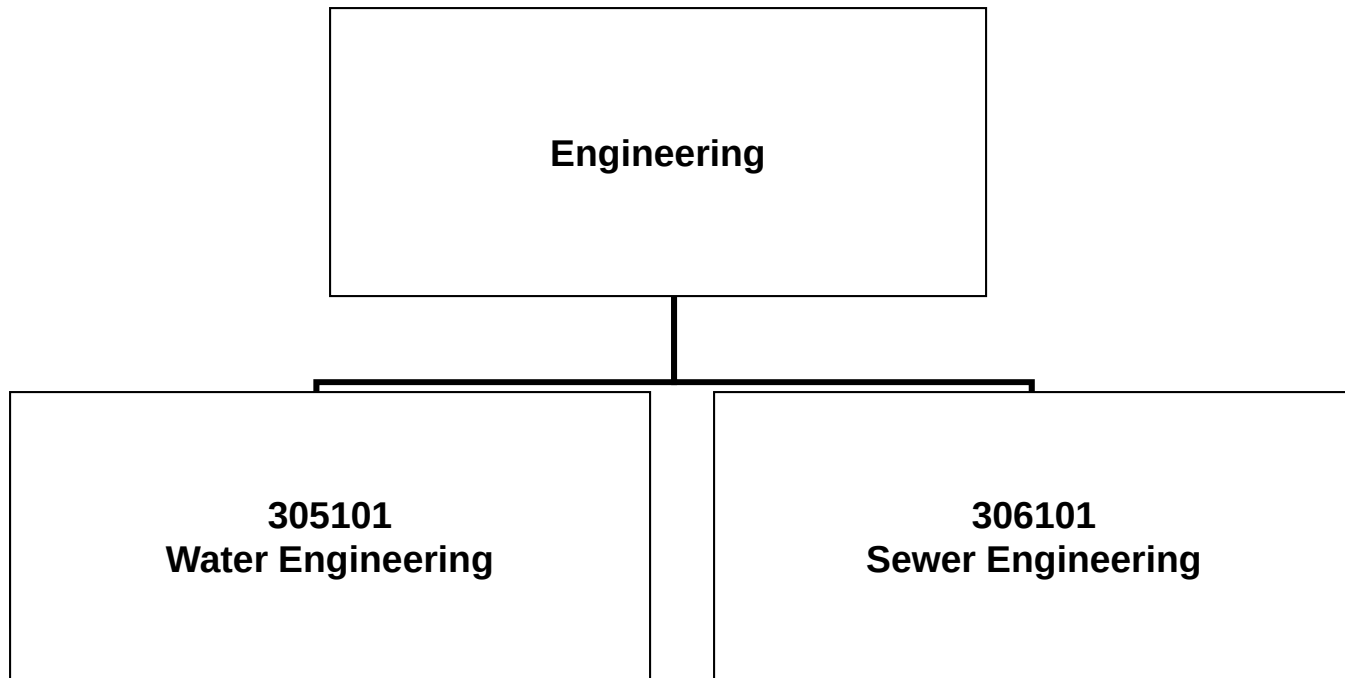
ORIGIN/PURPOSE:

Total Depreciation Expense for FY 09 was \$8,909,341 which was funded by Contributed Capital. It is estimated that the expense for FY 11 will be \$9,500,000. This total expense is reduced by the Depreciation Expense from Contributed Capital.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>8,656,902</u>	<u>8,909,341</u>	<u>9,500,000</u>	<u>9,500,000</u>	<u>9,500,000</u>
	GRAND TOTAL	<u>8,656,902</u>	<u>8,909,341</u>	<u>9,500,000</u>	<u>9,500,000</u>	<u>9,500,000</u>
	<u>FUNDING SOURCE:</u>					
51	WATER & SEWER OPERATING	<u>8,656,902</u>	<u>8,909,341</u>	<u>9,500,000</u>	<u>9,500,000</u>	<u>9,500,000</u>
	<u>SUMMARY BY DIVISION:</u>					
304130	DEPRECIATION	<u>8,656,902</u>	<u>8,909,341</u>	<u>9,500,000</u>	<u>9,500,000</u>	<u>9,500,000</u>
	GRAND TOTAL	<u>8,656,902</u>	<u>8,909,341</u>	<u>9,500,000</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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,310,189	1,234,669	1,282,690	1,244,180	1,244,180
20	CONTRACTUAL SERVICES	16,900	37,152	40,807	36,957	36,957
30	SUPPLIES & MATERIALS	13,042	6,686	10,500	7,300	7,300
40	BUSINESS & TRAVEL	3,718	3,555	6,960	4,335	4,335
50	CAPITAL OUTLAY	0	25,940	0	0	0
80	INTER-GOVERNMENTAL / INTER-FUND	0	0	17,856	0	0
	GRAND TOTAL	<u>1,343,849</u>	<u>1,308,002</u>	<u>1,358,813</u>	<u>1,292,772</u>	<u>1,292,772</u>
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	<u>1,343,849</u>	<u>1,308,002</u>	<u>1,358,813</u>	<u>1,292,772</u>	<u>1,292,772</u>
<u>SUMMARY BY DIVISION:</u>						
305101	WATER ENGINEERING	654,034	677,050	699,238	656,727	656,727
306101	SEWER ENGINEERING	689,815	630,952	659,575	636,045	636,045
	GRAND TOTAL	<u>1,343,849</u>	<u>1,308,002</u>	<u>1,358,813</u>	<u>1,292,772</u>	<u>1,292,772</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: Bureau of Water & Sewer Engineering

INDEX: 305101 & 306101

FINANCIAL NOTES:

The (\$66,041) net decrease in funding for Water and Sewer - Bureau of Water & Sewer Engineering is the result of:

	FY 10	FY 11	CHANGE
o	952,460	926,688	(25,772) Full Time Salaries
			(44,448) Staff Turnover (4.67%)
			18,676 Increase result of no furlough savings for FY 11
			<u>(25,772)</u>
o	93,424	75,988	(17,436) Pension / Retirement rate adjustments
o	8,178	7,262	(916) Workers' Compensation rate adjustments
o	150,976	160,714	9,738 Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	3,000	1,000	(2,000) Overtime - reduced based on actual expense history
o	72,832	70,708	(2,124) FICA adjustments
o	20,907	20,907	0 Other Professional Services - B & D Consulting Contract
o	3,000	1,000	(2,000) Other Contractual Services - funding to provide an outside Equipment Technician to maintain the GIS equipment

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: Bureau of Water & Sewer Engineering

INDEX: 305101 & 306101

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	31,500	24,300	(7,200) Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	12,000	11,000	(1,000) Office Equipment
	4,100	3,650	(450) Telephone Service
	600	200	(400) Office Equipment Service
	4,000	3,000	(1,000) General Office Supplies
	1,300	1,100	(200) Duplicating Machine Supplies
	2,000	1,400	(600) Drafting & Display Supplies
	2,000	1,000	(1,000) Computer Software
	200	0	(200) Computer Hardware Components
	3,500	1,750	(1,750) Fuel Charges
	400	200	(200) Lodging
	1,400	1,000	(400) Training Seminars
	<u>31,500</u>	<u>24,300</u>	<u>(7,200)</u>
o	17,856	0	(17,856) Fleet Management Rentals - no fleet agreement entered into in FY 09 therefore no funds are appropriated for FY 11 per Treasury

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos. 305101
306101

DIVISION: BUREAU OF WATER & SEWER ENGINEERING

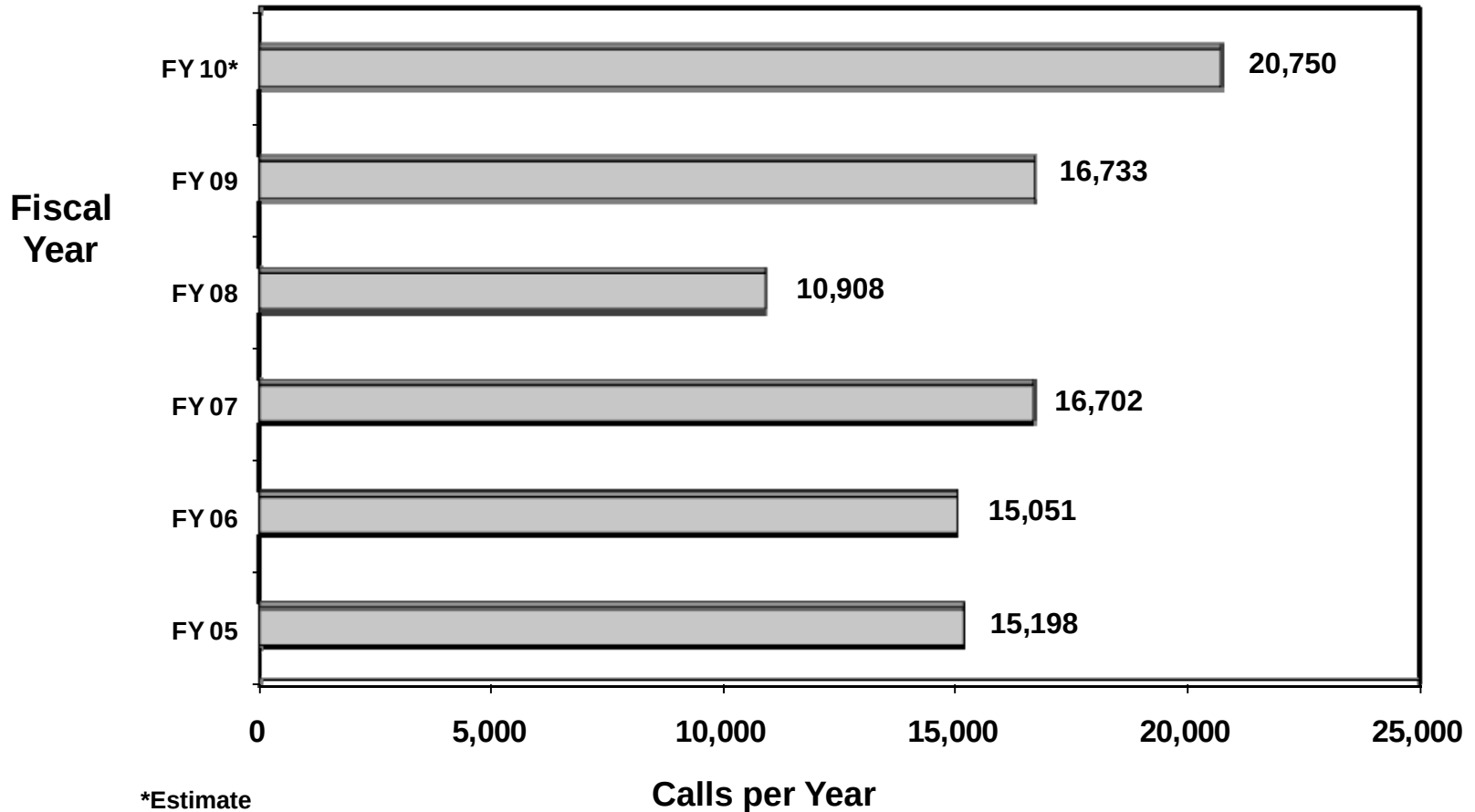
POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Engineering Division	1.00	116,726	1.00	71,400	1.00	71,400
Civil Engineer I	1.00	45,216	1.00	43,900	1.00	43,900
Civil Engineer II	1.00	67,868	1.00	67,757	2.00	115,157 A
Civil Engineer III	4.00	380,310	4.00	379,683	4.00	379,681
Civil Engineer IV	1.00	111,174	1.00	110,992	1.00	110,992
Drafting Technician II	1.00	56,206	1.00	56,112	1.00	56,112
Engineering Associate III	1.00	51,936	1.00	51,852	1.00	51,852
Engineering Associate V	1.00	91,998	1.00	91,846	0.00	0
GIS Coordinator	1.00	70,210	1.00	70,094	1.00	70,094
Permits Clerk	1.00	31,840	1.00	27,500	1.00	27,500
TOTAL FULL-TIME SALARIES	13.00	1,023,484	13.00	971,136	13.00	926,688
TEMPORARY SALARIES		3,600		0		0
SALARY TOTAL	13.00	1,027,084	13.00	971,136	13.00	926,688
OTHER PERSONAL SERVICES						
Pension & Retirement		93,854		93,424		75,988
Workers' Compensation		11,148		8,178		7,262
Health Benefits		152,570		150,976		160,714
Overtime & Shift Differential		3,000		3,000		1,000
FICA		77,122		74,260		70,708
Miscellaneous		1,820		1,820		1,820
TOTAL OTHER PERSONAL SERVICES		339,514		331,658		317,492
TOTAL FURLOUGH SAVINGS		0		(20,104)		0 B
TOTAL PERSONAL SERVICES	13.00	1,366,598 *	13.00	1,282,690	13.00	1,244,180

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Engineering Associate V position reclassified as a Civil Engineer II due to retirement incentive - #1323

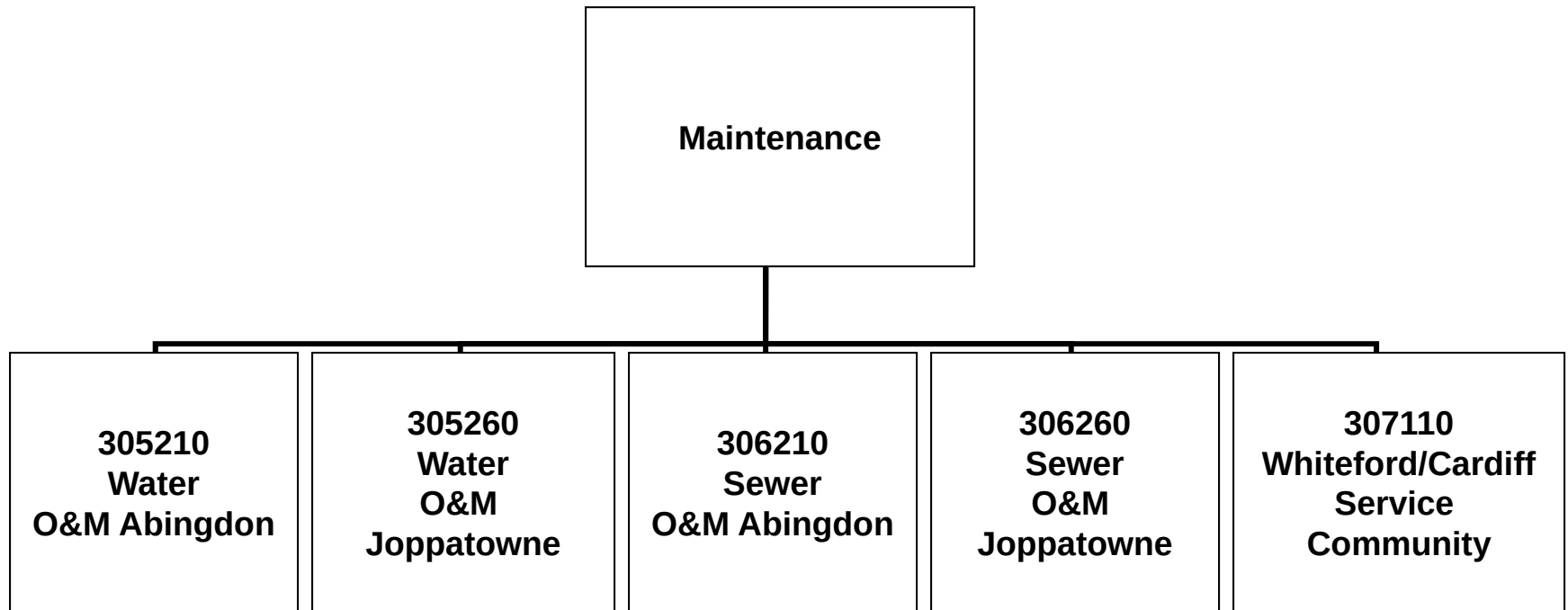
B - No furloughs planned for FY 11

Water & Sewer Miss Utility Calls



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 '10 - '11 GOAL:

2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,286,045	4,275,690	4,255,491	4,232,679	4,232,679
20	CONTRACTUAL SERVICES	587,826	446,438	747,015	866,896	866,896
30	SUPPLIES & MATERIALS	679,379	832,375	1,017,225	793,075	793,075
40	BUSINESS & TRAVEL	329,017	299,674	354,300	343,050	343,050
50	CAPITAL OUTLAY	206,871	135,620	75,000	72,100	72,100
70	MISCELLANEOUS	85,000	78,000	100,000	90,000	90,000
80	INTER-GOVERNMENTAL / INTER-FUND	0	8,860	0	123,672	123,672
	GRAND TOTAL	6,174,138	6,076,657	6,549,031	6,521,472	6,521,472
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	6,174,138	6,076,657	6,549,031	6,521,472	6,521,472
<u>SUMMARY BY DIVISION:</u>						
305210	WATER O & M ABINGDON	3,563,933	3,687,659	3,880,496	3,720,959	3,720,959
305260	WATER O & M JOPPATOWNE	89,716	94,024	99,696	96,670	96,670
306210	SEWER O & M ABINGDON	2,351,526	2,143,137	2,381,713	2,525,743	2,525,743
306260	SEWER O & M JOPPATOWNE	72,213	72,487	72,126	75,350	75,350
307110	SEWER WHITEFORD SERVICE COMMUNITY	96,750	79,350	115,000	102,750	102,750
	GRAND TOTAL	6,174,138	6,076,657	6,549,031	6,521,472	6,521,472

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

The (\$27,559) net decrease in funding for Water and Sewer - Bureau of Water & Sewer Maintenance is the result of:

	FY 10	FY 11	CHANGE
o	2,757,320	2,759,582	2,262 Full Time Salaries
			9,200 Salary adjustments based on the recommendations of the Department of Human Resources
			(61,004) Staff Turnover (2.21%) Due to retirement incentive
			54,066 Increase result of no furlough savings for FY 11
			<u>2,262</u>
o	43,906	41,733	(2,173) Temporary Salaries - provides for an Administrative Assistant and one full-time Laborer
o	278,492	235,258	(43,234) Pension / Retirement rate adjustments
o	115,119	106,418	(8,701) Workers' Compensation rate adjustments
o	583,819	619,780	35,961 Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	220,000	212,500	(7,500) Overtime decreased based on actual expense history
o	16,582	17,582	1,000 Shift Differential - increased based on actual expense history
o	232,133	231,566	(567) FICA adjustments
o	15,612	14,200	(1,412) Office Equipment - decrease rental rate for three copiers
o	0	150,000	150,000 Engineering Services - offsite sewer main line and manhole repair and rehabilitation requirements to maintain interceptor sewer system to include materials, labor (both in-house and contractual) and parts
o	70,000	65,000	(5,000) Emergency Reporting System - funding for the installation of Verizon Fiber Optic cable through portions of Harford County. Verizon's work will 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 10	FY 11	CHANGE
o	10,000	7,000	(3,000) Other Services - dumping fee for spoil materials from water leaks, polybutylene breaks, etc decrease based on actual expense history from \$5,000 to \$2,000 and \$5,000 is provided for sewer billing to private utilities - MD American, Greenridge
o	12,000	9,000	(3,000) Chemicals in Bulk - decrease based on actuals offset by the addition of two new main line chemical degreaser units
o	155,250	150,000	(5,250) Other Professional Services:

Index	FY 10	FY 11	Change	Explanation
Abingdon Water	10,000	5,000	(5,000)	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	750	500	(250)	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	110,000	110,000	0	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	4,500	4,500	0	for unanticipated emergency outsourcing of contractors, plumbers, etc.
	155,250	150,000	(5,250)	

DEPARTMENT: PUBLIC WORKS

DIVISION: Bureau of Water & Sewer Maintenance

INDEX: 305210, 305260, 306210, 306260, 307110

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	148,000	126,000	(22,000) Facility Repair & Renovation - decrease based on actual expense history:

Index	FY 10	FY 11	Change	Explanation
Abingdon Water	65,195	55,195	(10,000)	test / calibrate 1/3 of commercial master meter
	47,196	39,196	(8,000)	test / repair backflow preventors
	7,609	5,609	(2,000)	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
	3,000	2,000	(1,000)	calibration and repair of sewer flow totes
	3,000	2,000	(1,000)	replacement of carbon canister for odor control
	148,000	126,000	(22,000)	

o	93,000	50,000	(43,000) Water Meter Repair Parts - upgrades to the Radio Read System:

Index	FY 10	FY 11	Change	Explanation
Abingdon Water	70,000	30,000	(40,000)	decrease based on actual expense history
Joppatowne Sewer	23,000	20,000	(3,000)	decrease based on actual expense history
	93,000	50,000	(43,000)	

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	1,126,670	974,870	(151,800)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change	
	41,220	35,420	(5,800)	Telephone Service
	125,000	150,000	25,000	Utility Line Maintenance - for contractors to repave and / or patch roadways
	11,500	10,000	(1,500)	Communication Service
	8,500	6,000	(2,500)	Operating Equipment
	9,200	8,000	(1,200)	General Office Supplies
	3,250	1,800	(1,450)	General Office Mailing
	8,700	7,000	(1,700)	Meals - Special Purpose
	32,100	30,100	(2,000)	Equipment Repair Parts
	15,000	12,500	(2,500)	Small Tools
	50,000	49,000	(1,000)	W & S Lines Service
	26,000	29,000	3,000	Crushed Aggregate
	7,500	3,000	(4,500)	Computer Hardware Components
	10,000	7,000	(3,000)	Gasoline
	4,000	2,800	(1,200)	Bricks & Blocks
	60,750	66,000	5,250	Pipes, Culverts & Fittings
	103,700	55,000	(48,700)	Grates, Manhole Covers
	10,250	7,250	(3,000)	Other Supplies & Materials
	400,000	305,000	(95,000)	Water Meter Purchases
	137,500	132,500	(5,000)	County Owned Vehicles
	57,000	51,000	(6,000)	Non-Targeted Charges - FVS
	5,500	6,500	1,000	Training Seminars
	<u>1,126,670</u>	<u>974,870</u>	<u>(151,800)</u>	
o	100,000	85,000	(15,000)	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 10	FY 11	CHANGE
o	26,200	14,000	(12,200) The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective. In FY 10 all funding for Uniform Allowance was eliminated due to the state of the economy.

FY 10	FY 11	Change	
4,100	0	(4,100)	Uniform - Purchase
22,100	14,000	(8,100)	Uniform Rental
<u>26,200</u>	<u>14,000</u>	<u>(12,200)</u>	

o	75,000	72,100	(2,900) Equipment

Normal Annual Purchases	\$72,100

Hex-a-Gram & Meters	26,700	Testing Gauge	13,000
Saws - All Types	2,500	Tampers	1,000
Generators	2,500	Other Equipment	9,000
Pumps	3,000	Radio - Mobile	4,500
Hydraulic Power Tools	4,500	Radio - Portable	2,500
Leak Detection Equipment	2,900		

o	0	123,672	123,672	Fleet Management Rental - lease agreement entered into in FY 10 for equipment @ \$10,306 / month

o	100,000	90,000	(10,000)	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**
 305260
 306210
 306260

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	160,610	3.00	160,344	2.00	102,296
Administrative Specialist II	1.00	79,506	1.00	79,376	1.00	79,376
Assistant Superintendent	0.00	0	0.00	0	4.00	291,747 A
Chief Water & Sewer Facilities	1.00	111,172	1.00	110,992	1.00	110,992
Chief Water & Sewer Utility Technician	1.00	73,258	1.00	73,138	0.00	0
Computer Records Assistant	1.00	43,966	1.00	43,892	1.00	43,892
Equipment Repair Specialist	0.00	0	1.00	37,300	1.00	37,300
Permit Clerk	0.00	0	0.00	0	1.00	33,100 B
Superintendent of Water & Sewer Facilities	1.00	90,656	1.00	90,508	1.00	90,507
Supervisor, Meter Operations	1.00	85,691	1.00	85,550	0.00	0
Water & Sewer Facilities Maintenance Specialist	1.00	66,654	1.00	66,544	1.00	66,544
Water & Sewer Maintenance Supervisor	2.00	133,282	2.00	133,062	0.00	0
Water & Sewer Utility Crew Chief	6.00	321,938	5.00	266,811	6.00	310,710 C
Water & Sewer Utility Technician I	1.00	48,190	0.00	0	0.00	0
Water & Sewer Utility Technician II	1.00	63,904	1.00	63,799	1.00	63,799
Water & Sewer Utility Technician III	3.00	210,354	3.00	210,009	3.00	189,575
Water & Sewer Utility Worker I	9.00	313,050	8.00	287,592	6.00	219,570
Water & Sewer Utility Worker II	9.00	297,464	10.00	318,013	12.00	373,015 D
Water & Sewer Utility Worker III (Certified)	1.00	48,052	2.00	74,600	1.00	37,300
Water & Sewer Utility Worker III (Non Certified)	4.00	136,302	3.00	94,398	3.00	94,399
Water & Sewer Utility Worker IV	1.00	53,980	2.00	104,677	2.00	104,677
Water Meter Mechanic I	1.00	30,907	1.00	51,958	1.00	51,958
Water Meter Mechanic II	6.00	260,556	7.00	293,226	7.00	293,227
Water Meter Mechanic Trainee	1.00	50,528	0.00	0	0.00	0
Water Meter Technician I	2.00	107,961	2.00	107,784	2.00	107,784
Water Meter Technician II	1.00	57,909	1.00	57,813	1.00	57,814
TOTAL FULL-TIME SALARIES	58.00	2,845,890	58.00	2,811,386	58.00	2,759,582

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER MAINTENANCE

Index Nos. 305210
305260
306210
306260

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		59,488		44,766		41,733
SALARY TOTAL	58.00	2,905,378	58.00	2,856,152	58.00	4,024,255
OTHER PERSONAL SERVICES						
Pension & Retirement		268,894		278,492		235,258
Workers' Compensation		149,136		115,119		106,418
Health Benefits		522,321		583,819		619,780
Overtime & Shift Differential		246,582		236,582		230,082
FICA		240,556		236,335		231,566
Miscellaneous		8,120		8,120		8,260
TOTAL OTHER PERSONAL SERVICES		1,435,609		1,458,467		1,431,364
TOTAL FURLOUGH SAVINGS		0		(59,128)		0
TOTAL PERSONAL SERVICES	58.00	4,340,987 *	58.00	4,255,491	58.00	5,455,619

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - Title changes only to Assistant Superintendent from one (1) Chief Water & Sewer Utility Technician, one (1) Supervisor, Meter Operations and two (2) Water & Sewer Maintenance Supervisors

B - One (1) vacant Administrative Assistant II position reclassified to a Permit Clerk due to retirement incentive - #1026

C - One (1) W & S Utility Worker III (Certified) position upgraded to a W & S Utility Crew Chief - #2515

D - Two (2) Utility Worker I positions upgraded to a Utility Worker II - #1410, #3498

E - No furlough planned for FY 11

DPW - WATER & SEWER - WATER & SEWER MAINTENANCE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide responsive, timely, economical and friendly service to our customers.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$434,659	\$441,179	\$450,937	\$450,937	\$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	165,412	167,852	169,304	170,432	171,720
<u>Efficiency:</u>					
Meter readings per employee per year	31,210	31,670	31,944	32,156	32,400
Man hours spent per 100 meters read	2.71	2.63	2.61	2.57	2.53
<u>Outcome:</u>					
Percent of meters in system that are ERTs	49%	60%	61%	70%	72%

Explanation and Analysis of Performance Measures

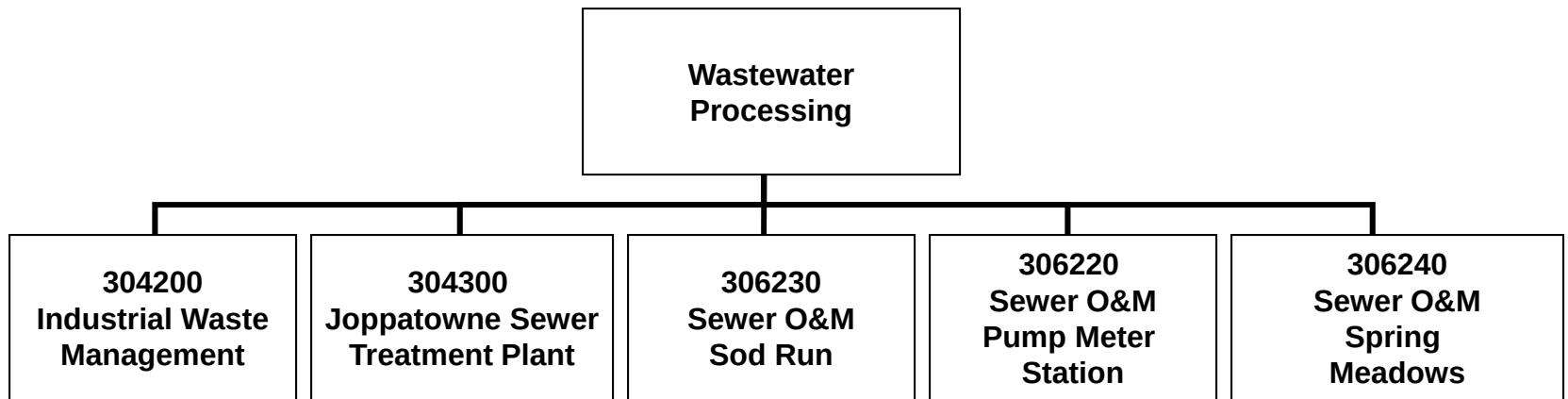
Implementation of ERT meters reduces costs, improves operations, reliability, and the accuracy of the information and bills rendered, which leads to overall customer satisfaction.

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 '10 - '11 GOAL:

2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	5,032,986	4,679,984	4,790,953	4,783,547	4,783,547
20	CONTRACTUAL SERVICES	3,440,089	3,854,984	3,973,836	3,721,540	3,721,540
30	SUPPLIES & MATERIALS	866,297	808,079	1,191,792	1,078,406	1,078,406
40	BUSINESS & TRAVEL	215,824	180,146	214,842	193,737	193,737
50	CAPITAL OUTLAY	389,201	322,394	220,000	208,600	208,600
70	MISCELLANEOUS	29,687	28,166	31,200	31,200	31,200
80	INTER-GOVERNMENTAL / INTER-FUND	33,727	135,422	172,164	218,504	218,504
	GRAND TOTAL	10,007,811	10,009,175	10,594,787	10,235,534	10,235,534

FUNDING SOURCE:

51	WATER & SEWER OPERATING	10,007,811	10,009,175	10,594,787	10,235,534	10,235,534

SUMMARY BY DIVISION:

304200	INDUSTRIAL WASTE MANAGEMENT	208,141	181,021	183,476	137,895	137,895
304300	JOPPATOWNE SEWERAGE TREATMENT PLANT	646,395	563,551	651,451	626,953	626,953
306220	SEWER O & M PUMP / METER STATIONS	2,254,121	2,359,965	2,212,331	2,254,042	2,254,042
306230	SEWER O & M SOD RUN	6,776,474	6,798,425	7,439,918	7,109,626	7,109,626
306240	SEWER O & M SPRING MEADOW	122,680	106,213	107,611	107,018	107,018
	GRAND TOTAL	10,007,811	10,009,175	10,594,787	10,235,534	10,235,534

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

The (\$359,253) net decrease in funding for Water and Sewer - Bureau of Water & Sewer Operations - Wastewater Processing is the result of:

	FY 10	FY 11	CHANGE
o	3,097,892	3,150,965	53,073 Full Time Salaries
			27,387 Salary adjustments based on the recommendations of the Department of Human Resources
			(33,289) Staff Turnover (1.07%) Due to retirement incentive
			58,975 Increase result of no furlough savings for FY 11
			<u>53,073</u>
o	313,402	258,380	(55,022) Pension / Retirement rate adjustments
o	132,156	123,371	(8,785) Workers' Compensation rate adjustments
o	668,912	668,742	(170) Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	238,600	237,000	(1,600) Overtime - decrease based on actual expense history
o	259,964	264,273	4,309 FICA adjustments
o	3,200	2,250	(950) Heating Fuel (Gas) - fuel for two generators decreased based on actual expense history
o	62,000	72,100	10,100 Heating Fuel (Oil) - fuel for Sod Run increased based on actual expense history
o	125,000	60,000	(65,000) Engineering Services - funding to continue engineering consult and service contract for electronic process control and SCADA system
o	40,500	33,500	(7,000) Grounds Maintenance - decrease based on mowing contracts and reducing frequency of mowing due to state of the economy
o	5,000	3,500	(1,500) Ice and Bottled Water - reduction due to new county contract for bottled water
o	680,000	606,000	(74,000) Chemicals in Bulk - decrease due to lower projected usage at Sod Run offset by a small projected increase in price

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE
o	653,000	486,400	(166,600) Facility Repair & Renovation - decrease based on actual expense history

Index	FY 10	FY 11	Change	Explanation
Pump Meter Stations	142,000	150,000	8,000	normal repairs
Sod Run	445,000	298,400	(146,600)	normal repairs and rebuild 400 HP blowers
Spring Meadows	6,000	3,000	(3,000)	normal repairs, replace grating and handrails on outdoor surge tank and rebuild shredder pump
Joppatowne Sewer Treatment Plant	60,000	35,000	(25,000)	plant outfall line maintenance and rebuild plant's mechanical bar screen
TOTALS	653,000	486,400	(166,600)	

o	2,486,552	2,437,427	(49,125) Line items significantly adjusted, based on actual expense history:

	FY 10	FY 11	Change	
	4,300	2,800	(1,500)	Vehicle & Operating Equipment
	1,876,000	1,881,000	5,000	Electricity
	70,450	68,450	(2,000)	Telephone Service
	1,000	0	(1,000)	Personnel Recruitment
	13,490	9,050	(4,440)	Delivery Charges
	311,035	295,700	(15,335)	Equipment Repairs Parts
	12,350	10,250	(2,100)	Small Tools
	8,550	6,600	(1,950)	Building Supplies
	29,200	25,200	(4,000)	Safety Equipment
	12,825	10,525	(2,300)	Oil & Lubricants
	78,800	81,500	2,700	Fuel Charges
	51,700	38,500	(13,200)	Non-Targeted FVS Contract
	4,902	3,002	(1,900)	Membership Fees & Dues
	11,950	4,850	(7,100)	Training Seminars & Courses - mandatory training
	<u>2,486,552</u>	<u>2,437,427</u>	<u>(49,125)</u>	

o	118,497	123,880	5,383 Operating Equipment - various service contracts (primarily chlorine system and grit / grease removal) increase 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 10	FY 11	CHANGE
o	950,066	932,000	(18,066) Other Professional Services:

Index	FY 10	FY 11	Change	Explanation
Industrial Waste Management	3,000	3,000	0	lab analysis for MDE compliance
Joppatowne Sewer Treatment Plant	7,500	8,700	1,200	NPDES monitoring and BNR testing \$6,000, emergency pump outs at plants \$500 and transport of lab samples for analysis \$2,200
Pump Meter Stations	31,000	20,000	(11,000)	emergency pumping and cleanout of sewers in Southwest Facilities per actuals
Sod Run	907,066	899,000	(8,066)	25,000 lab services per MPDES compliance 5,800 scale fees for weighing biosolids hauling trucks increased \$800 74,400 contract to pump out lagoon @ \$95/ton decreases (\$11,866) 698,800 the contract for handling biosolids increased \$18,000 based on actual contract 95,000 landfill disposal as needed decreases (\$15,000)
Spring Meadows	1,500	1,300	(200)	emergency pumping and lab analysis for NPDES per actuals
TOTALS	950,066	932,000	(18,066)	

o	50,000	50,000	0 Unanticipated Maintenance - contingency for unexpected emergencies

INDEX: 304200, 304300, 306220, 306230, 306240

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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	95,107	2.00	94,951	2.00	94,951
Assistant Superintendent	1.00	88,144	1.00	87,998	2.90	251,974 A
Central Stores Manager	1.00	41,582	1.00	41,513	1.00	41,513
Chemist	0.50	27,192	0.50	28,630	0.50	28,630
Chief Water & Sewer Operations	0.70	83,393	0.70	83,256	0.70	82,418
Computer Resource Technician II	1.00	74,658	0.00	0	0.00	0
Computer System Engineer II	0.00	0	1.00	74,535	0.00	0
Computer System Engineer III	0.00	0	0.00	0	1.00	74,535 B
Electrician W & S Operations	0.70	40,903	0.70	40,835	1.00	44,322 C
Instrumentation Technician	1.00	56,229	1.00	56,136	1.00	56,136
Laboratory Assistant	1.00	33,677	1.00	33,622	1.00	42,760
Laboratory Technician	2.80	133,087	2.80	132,866	2.80	132,456
Management Assistant II	1.00	84,843	1.00	84,703	1.00	84,703
Plant Operations Manager	1.00	85,071	2.00	148,423	2.00	162,651
Plant Operator (Water / Wastewater)	9.00	423,403	6.00	283,791	6.00	283,791
Plant Operator Trainee I (Water / Wastewater)	3.00	89,179	5.00	139,875	2.00	56,588
Plant Operator Trainee II (Water / Wastewater)	1.00	34,678	3.00	100,821	6.00	200,121 D
Plant Superintendent W & S	0.00	0	0.00	0	1.85	173,948 E
Plant Superintendent W & S Facilities Maintenance	0.85	83,447	0.85	83,309	0.00	0
Plant Superintendent Water / Wastewater Operator	1.00	111,175	1.00	110,991	0.00	0
Pretreatment Inspector	0.00	0	1.00	67,857	1.00	43,900
Pretreatment Inspector (GF)	1.00	67,969	0.00	0	0.00	0
Process Engineer	1.00	74,476	1.00	74,353	1.00	74,353
Senior Electrician Water & Sewer	0.00	0	0.00	0	0.70	40,835 F
Senior Instrumentation Technician	0.70	43,398	0.70	43,328	0.70	43,328
Senior Plant Operator	8.00	483,630	7.00	421,510	6.00	359,616
Senior W/WW Facility Mechanic	0.85	47,795	1.85	103,528	1.85	103,527
Shift Supervisor / Plant Operations	3.00	234,509	3.00	186,837	3.00	197,789
Superintendent of Laboratories	0.90	58,965	0.90	58,868	0.90	58,868
Water & Sewer Maintenance Supervisor	2.90	252,475	1.90	163,976	0.00	0

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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Water & Sewer Utility Worker III (Non Certified)	2.00	75,078	2.00	70,443	2.00	72,243
Water / Wastewater Facility Mechanic Trainee	0.00	0	1.85	79,011	0.00	0
Water / Wastewater Facility Mechanic	7.85	402,770	5.00	260,901	6.85	345,009 G
TOTAL FULL-TIME SALARIES	56.75	3,326,833	56.75	3,156,867	56.75	3,150,965
TEMPORARY SALARIES		65,404		46,302		46,301
SALARY TOTAL	56.75	3,392,237	56.75	3,203,169	56.75	3,197,266
OTHER PERSONAL SERVICES						
Pension & Retirement		319,052		313,402		258,380
Workers' Compensation		181,297		132,156		123,371
Health Benefits		628,805		668,912		668,742
Overtime & Shift Differential		265,450		265,200		263,500
FICA		278,498		264,544		264,273
Miscellaneous		8,015		8,015		8,015
TOTAL OTHER PERSONAL SERVICES		1,681,117		1,652,229		1,586,281
TOTAL FURLOUGH SAVINGS		0		(64,445)		0 H
TOTAL PERSONAL SERVICES	56.75	5,073,354 *	56.75	4,790,953	56.75	4,783,547

*** FY 09 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Two (2) Water & Sewer Maintenance Supervisor reclassified to an Assistant Superintendent - #1092, #1722

B - One (1) Computer System Engineer II position reclassified to a Computer System Engineer III with no salary change - #2529

C - One (1) Senior Plant Operator reclassified to an Electrician W & S Operations - #1388

D - Three (3) Plant Operator Trainee I positions upgraded to Plant Operator Trainee II positions - #1103, #1088, #1099

E - One (1) Plant Superintendent WWW reclassified to a Plant Superintendent Water & Sewer with no salary change - #1094

One (1) Plant Superintendent Water & Sewer Facility Maintenance reclassified to a Plant Superintendent Water & Sewer with no salary change - #1078

F - One (1) Electrician / Water & Sewer Operations reclassified to a Senior Electrician Water & Sewer with no salary change - #2735

G - Two (2) Water / Wastewater Facility Mechanic Trainee positions reclassified to Water / Wastewater Mechanic - #1085, #2569

H - No furloughs planned for FY 11

DPW - WATER & SEWER - WASTEWATER PROCESSING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide responsive, timely, economical and friendly service to our customers.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Expenditures for wastewater treatment	\$6,538,554	\$7,545,549	\$7,468,189	\$8,198,980	\$7,843,597
Producer Price Index	162.51	172.54	174.41	177	177
<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	\$311,954	\$359,998	\$356,307	\$391,173	\$374,217
<u>Service Quality:</u>					
Percentage removed beyond permit					
Total Suspended Solids (TSS)	89%	90%	81%	80%	80%
Biological Oxygen Demand (BOD)	84%	90%	80%	80%	80%
Total Phosphorus (TP)	61%	79%	52%	70%	70%
Total Nitrogen (TKN)	25%	36%	27%	30%	30%
<u>Outcome:</u>					
Percent change in treatment cost from previous year (2005 cost = \$6,084,919)	1%	15%	-1%	10%	-4%
Percent change in PPI from base year (2005 PPI = 151.7)	2%	6%	1%	1%	0%

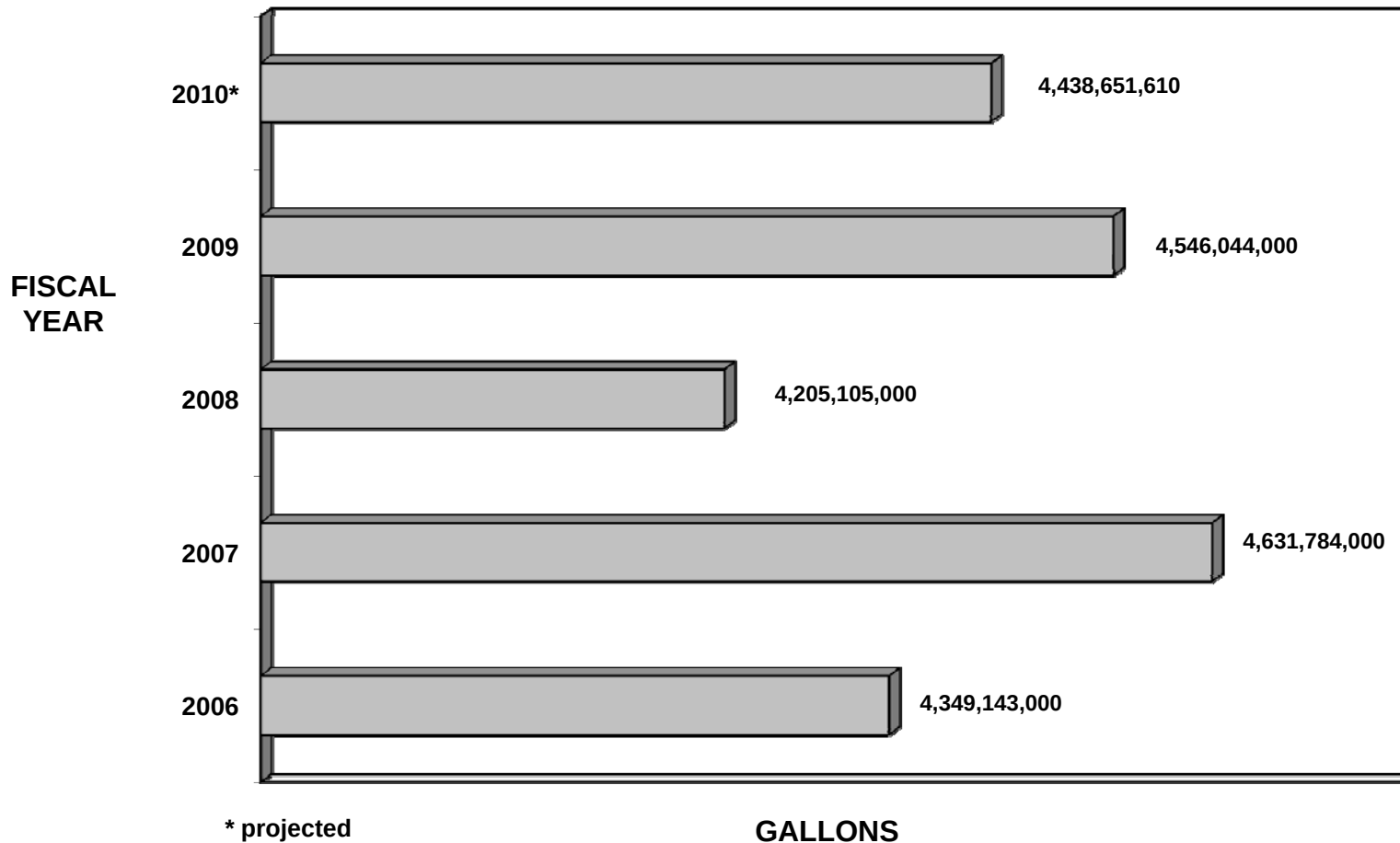
Explanation and Analysis of Performance Measures

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

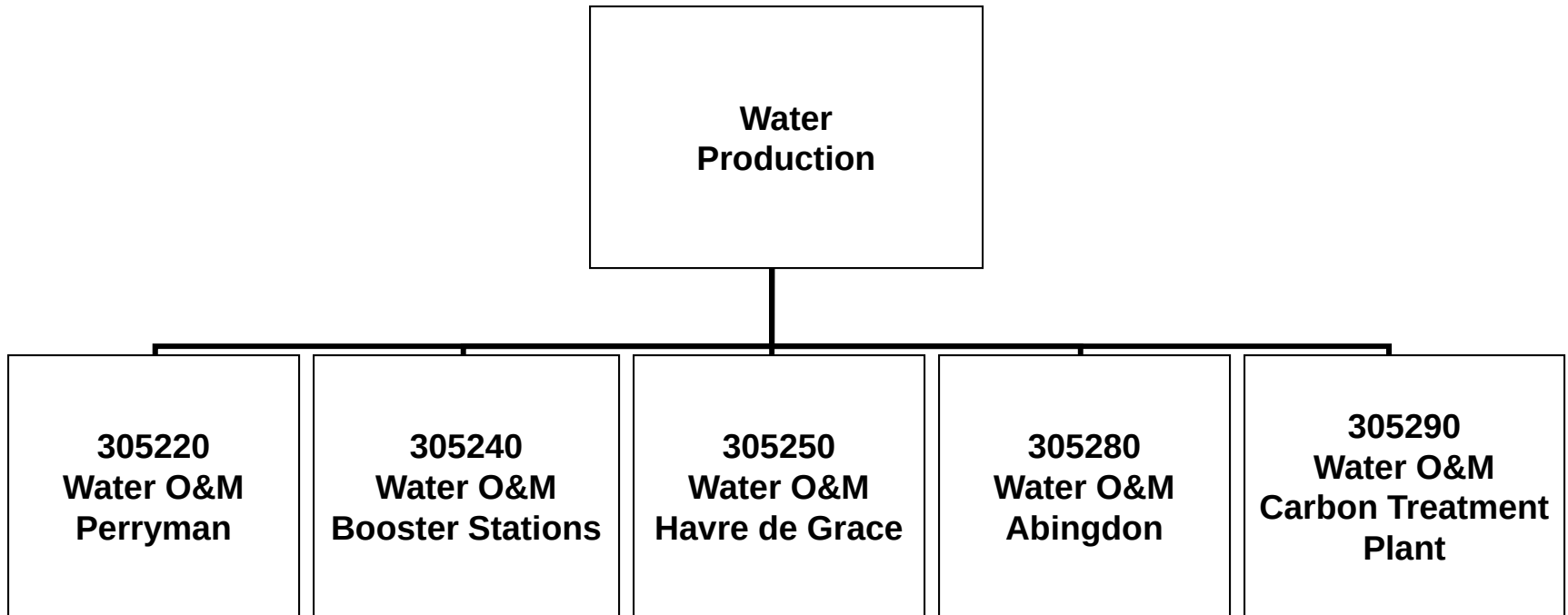
Upgrades and improvements to plants and treatment processes occur on an on-going basis.

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 other systems. The Abingdon plant began construction to expand the capacity of the plant in early 2009 with an expected completion in 2011.

FY '10 - '11 GOAL:

3 TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,707,944	2,652,555	2,706,973	2,690,261	2,690,261
20	CONTRACTUAL SERVICES	1,960,996	1,805,953	2,232,099	2,386,636	2,386,636
30	SUPPLIES & MATERIALS	555,700	593,654	875,105	1,066,820	1,066,820
40	BUSINESS & TRAVEL	33,094	32,178	34,925	26,250	26,250
50	CAPITAL OUTLAY	189,248	96,999	103,000	73,100	73,100
80	INTER-GOVERNMENTAL / INTER-FUND	700,000	576,000	675,000	780,000	780,000
	GRAND TOTAL	6,146,982	5,757,339	6,627,102	7,023,067	7,023,067
	<u>FUNDING SOURCE:</u>					
51	WATER & SEWER OPERATING	6,146,982	5,757,339	6,627,102	7,023,067	7,023,067
	<u>SUMMARY BY DIVISION:</u>					
305220	WATER O & M PERRYMAN	716,944	808,596	852,029	876,133	876,133
305240	WATER O & M LONG BOOSTER STATIONS	456,214	422,061	483,807	481,017	481,017
305250	WATER O & M HAVRE DE GRACE	1,198,548	993,560	1,373,560	1,433,924	1,433,924
305280	WATER O & M ABINGDON	3,766,613	3,521,296	3,901,136	4,223,978	4,223,978
305290	WATER O & M CARBON TREATMENT PLANT	8,663	11,826	16,570	8,015	8,015
	GRAND TOTAL	6,146,982	5,757,339	6,627,102	7,023,067	7,023,067

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****FINANCIAL NOTES:**

The \$395,965 net increase in funding for Water and Sewer - Bureau of Water & Sewer Operations - Water Production is the result of:

	FY 10	FY 11	CHANGE	
o	1,786,749	1,824,977	38,228	Full Time Salaries
			9,013	Salary adjustments based on the recommendations of the Department of Human Resources
			(5,819)	Staff Turnover (0.33%)
			35,034	Increase result of no furlough savings for FY 11
			<u>38,228</u>	
o	177,040	149,648	(27,392)	Pension / Retirement rate adjustments
o	75,249	70,508	(4,741)	Workers' Compensation rate adjustment
o	346,375	329,589	(16,786)	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	120,300	111,300	(9,000)	Overtime adjusted based on actual expense history
o	148,845	151,155	2,310	FICA - increase due to no furloughs planned for FY 11
o	1,340,400	1,350,000	9,600	Electricity - increase based on actual expense history
o	0	300,000	300,000	Annual Capital Service - Baltimore City - funding required per the 1993 Baltimore City / Harford County raw water purchase agreement for Baltimore City's planned upgrades to the Deer Creek pumping station and 108" raw water main. Total County responsibility is estimated to be \$4,250,000 plus a rate of return to be established by Baltimore City, paid over 20 years.
o	0	5,000	5,000	Diesel Fuel - for new large generator installed as part of the plant expansion
o	662,000	843,000	181,000	Chemicals in Bulk - expanded plant operating hours and change in disinfection component of treatment process will change chemical usage

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	50,000	30,000	(20,000)	Unanticipated Maintenance - contingency for unexpected emergencies in the water plant and distribution system decrease based on actual expense history
o	393,700	295,050	(98,650)	County Facility Repair & Renovation - routine repairs, replacements and repairs to chlorinator, pumps, filters, water heaters, painting and gutters, etc. based on actuals:

Index	FY 10	FY 11	Change
Perryman	10,000	18,250	8,250
Booster Station	63,500	64,700	1,200
Havre de Grace	117,500	74,500	(43,000)
Abingdon	202,500	137,500	(65,000)
Carbon Treatment Plant	200	100	(100)
TOTALS	393,700	295,050	(98,650)

o	128,000	108,350	(19,650)	Other Professional Services - decrease based on actual expense history:

Index	FY 10	FY 11	Change	Explanation
Perryman	21,000	25,000	4,000	contract lab services for monitoring drinking water quality
Booster Station	1,000	950	(50)	contract lab services for monitoring drinking water quality
Havre de Grace	60,000	43,400	(16,600)	transporting plant residuals to the Sod Run Lagoon and lab service
Abingdon	40,000	39,000	(1,000)	contract lab testing of water samples
Carbon Treatment Plant	6,000	0	(6,000)	funding transferred to #305220 - Water O & M Perryman
TOTALS	128,000	108,350	(19,650)	

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE
o	220,337	163,666	(56,671) Line items significantly adjusted, based on actual expense history:

	FY 10	FY 11	Change	
	1,500	100	(1,400)	Vehicle & Operating Equipment
	35,300	29,800	(5,500)	Heating Fuel (Oil)
	25,300	21,300	(4,000)	Telephone Service
	61,287	43,466	(17,821)	Operating Equipment
	18,800	14,700	(4,100)	Grounds Maintenance
	5,500	3,900	(1,600)	Delivery Charges
	3,150	1,900	(1,250)	Small Tools
	44,800	32,000	(12,800)	Laboratory Supplies
	13,000	11,000	(2,000)	County Owned Vehicles
	5,000	2,000	(3,000)	Non-Targeted Charges - FVS
	6,700	3,500	(3,200)	Training Seminars & Courses
	<u>220,337</u>	<u>163,666</u>	<u>(56,671)</u>	

o 85,200 131,200 46,000 Equipment Repair Parts:

Index	FY 10	FY 11	Change	
Perryman	12,000	10,000	(2,000)	decrease based on actual expense history
Booster Station	12,000	12,000	0	
Havre de Grace	15,000	65,000	50,000	media required to filter water in compliance with EPA/MDE standards
Abingdon	46,000	44,000	(2,000)	decrease based on actual expense history
Carbon Treatment Plant	200	200	0	
TOTALS	85,200	131,200	46,000	

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305280, 305290****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE		
o	11,647	7,070	(4,577) The County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective. In FY 10 all funding for Uniform Allowance was eliminated due to the state of the economy.		
		FY 10	FY 11	Change	
		1,475	0	(1,475)	Uniform - Purchase
		10,172	7,070	(3,102)	Uniform Rental - decrease based on
		<u>11,647</u>	<u>7,070</u>	<u>(4,577)</u>	new contract for rental and laundry
o	103,000	73,100	(29,900) Equipment :		
			W & S Wells and Well Development	10,000	
			Pumps	4,300	
			Other Equipment - replace 50 hp VFD for well #9;	58,800	
			one electric valve actuator at Stepney Booster	<u>73,100</u>	
			and 14" surge release valve		
o	675,000	780,000	105,000 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 11 payment will be \$65,000 / month		

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 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	45,442	1.00	45,367	1.00	45,367
Assistant Superintendent	1.00	88,144	1.00	87,999	1.10	96,807 A
Central Stores Coordinator	1.00	37,857	1.00	37,795	0.00	0
Central Stores Manager	0.00	0	0.00	0	1.00	39,900 B
Chemist	0.50	27,192	0.50	28,630	0.50	28,630
Chief Water & Sewer	0.30	35,740	0.30	35,681	0.30	35,322
Computer Resource Technician II	1.00	71,792	0.00	0	0.00	0
Computer System Engineer II	0.00	0	1.00	71,673	0.00	0
Computer System Engineer III	0.00	0	0.00	0	1.00	71,673 C
Electrician	0.30	17,529	0.30	17,500	0.00	0
Laboratory Assistant	1.00	33,677	1.00	33,622	0.00	0
Laboratory Technician	1.20	55,743	0.20	10,284	1.20	50,184 D
Plant Operator W/WWP	11.00	539,379	11.00	528,302	11.00	522,842
Plant Operator Trainee I W/WWP	2.00	58,273	2.00	55,000	2.00	55,000
Plant Operator Trainee II W/WWP	2.00	84,638	2.00	67,244	2.00	67,244
Plant Superintendent W & S	0.15	14,726	0.15	14,702	1.15	129,014 E
Plant Superintendent Water/Wastewater Operations	1.00	114,500	1.00	114,312	0.00	0
Process Engineer	1.00	86,310	1.00	86,167	1.00	86,167
Senior Electrician W & S	0.00	0	0.00	0	0.30	17,500 F
Senior Instrumentation Technician	0.30	18,599	0.30	18,569	0.30	18,569
Senior Laboratory Technician	0.00	0	1.00	47,400	1.00	47,400
Senior Plant Operator	2.00	119,347	2.00	137,941	2.00	137,941
Senior W/WW Facility Mechanic	1.15	68,092	1.15	67,980	1.15	67,980
Shift Supervisor / Plant Operations	3.00	195,323	3.00	195,001	3.00	195,001
Superintendent of Laboratories	0.10	6,552	0.10	6,541	0.10	6,541
Water & Sewer Maintenance Supervisor	0.10	8,822	0.10	8,808	0.00	0
Water/Wastewater Facility Mechanic	1.15	75,887	1.00	67,200	1.15	72,795 G
Water/Wastewater Facility Mechanic Trainee	1.00	33,678	1.15	38,065	1.00	33,100
TOTAL FULL-TIME SALARIES	33.25	1,837,242	33.25	1,821,783	33.25	1,824,977
TEMPORARY SALARIES		19,786		19,209		19,209
SALARY TOTAL	33.25	1,857,028	33.25	1,840,992	33.25	1,844,186

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER OPERATIONS - WATER PRODUCTION

Index Nos. 305220
305240
305250
305280

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		170,261		177,040		149,648
Workers' Compensation		98,332		75,249		70,508
Health Benefits		336,697		346,375		329,589
Overtime & Shift Differential		150,150		149,150		140,450
FICA		152,454		151,554		151,155
Miscellaneous		4,725		4,725		4,725
TOTAL OTHER PERSONAL SERVICES		912,619		904,093		846,075
TOTAL FURLOUGH SAVINGS		0		(38,112)		0
TOTAL PERSONAL SERVICES	33.25	2,769,647 *	33.25	2,706,973	33.25	2,690,261

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Water & Sewer Maintenance Supervisor reclassified to an Assistant Superintendent with no salary change - #1092

B - One (1) Central Stores Coordinator reclassified as a Central Stores Manager with no salary change - #1080

C - One (1) Computer System Engineer II position reclassified to a Computer Engineer III with no salary change - #1108

D - One (1) Laboratory Assistant upgraded to a Laboratory Technician - #3427

E - One (1) Plant Superintendent Water / Wastewater reclassified to a Plant Superintendent Water & Sewer with no salary change - #1299

F - One (1) Electrician / Water & Sewer Operations reclassified to a Senior Electrician Water & Sewer with no salary change - #2735

G - One (1) Water/Wastewater Facility Mechanic Trainee upgraded to a Water/Wastewater Facility Mechanic - #2569

H - No furloughs planned for FY 11

DPW - WATER & SEWER - WATER PRODUCTION OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide clean, affordable water to our customers.

Department Objective

To significantly outperform federal and state water quality standards.

County Goal(s) Supported

III. Efficient County Government

VI. Quality Living

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Expenditures for water production	\$5,518,326	\$6,146,982	\$5,757,339	\$5,909,333	\$7,023,067
Full-time staff assigned	33.25	33.25	33.25	33.25	34.25
<u>Output:</u>					
Millions of gallons of water produced	4,374	4,122	4,017	5,000	5,000
<u>Efficiency:</u>					
Cost per million gallons produced	\$1,262	\$1,491	\$1,433	\$1,182	\$1,405
<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	0.040 ntu	0.048ntu	0.048ntu	0.050ntu	0.050ntu
Number of days when turbidity failed to meet standard	0	0	0	0	0
Average chlorine level	1.7 mg/l	1.8mg/l	1.7 mg/l	1.7mg/l	1.7 mg/l
Number of days when chlorine content failed to meet standard	0	0	0	0	0

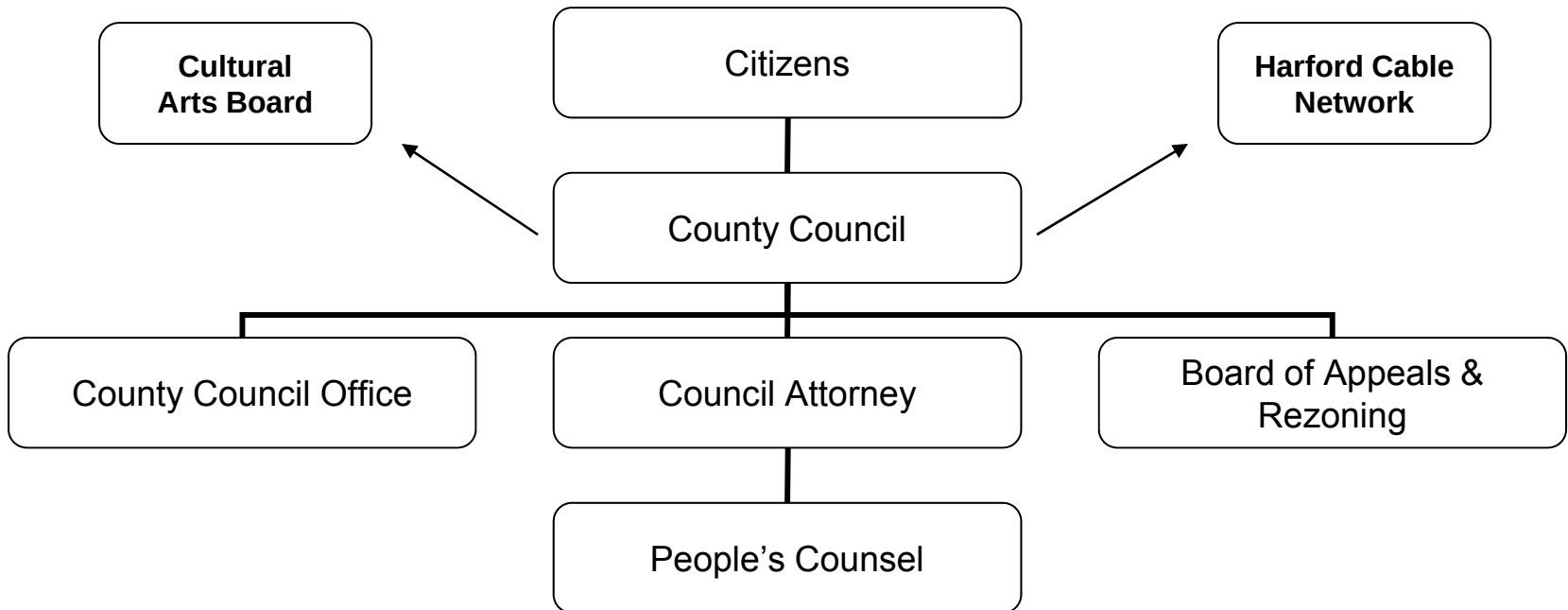
Explanation and Analysis of Performance Measures

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,422,304	1,450,799	1,467,765	1,476,987	1,470,374
20	CONTRACTUAL SERVICES	607,296	527,621	628,114	628,114	606,205
30	SUPPLIES & MATERIALS	47,852	51,515	39,594	39,594	39,594
40	BUSINESS & TRAVEL	42,719	27,100	31,283	31,283	31,283
50	CAPITAL OUTLAY	156,126	5,024	0	0	0
70	MISCELLANEOUS	17,263	22,945	15,000	15,000	21,613
	GRAND TOTAL	2,293,560	2,085,004	2,181,756	2,190,978	2,169,069

SUMMARY BY FUND:

11	GENERAL	2,293,560	2,085,004	2,181,756	2,190,978	2,169,069
	GRAND TOTAL	2,293,560	2,085,004	2,181,756	2,190,978	2,169,069

SUMMARY BY DIVISION:

401000	COUNTY COUNCIL OFFICE	1,207,355	1,122,329	1,194,253	1,196,346	1,181,350
404000	BOARD OF APPEALS & REZONING	163,291	137,391	172,172	172,763	170,134
405000	PEOPLE'S COUNSEL	48,631	45,397	65,605	65,605	64,510
406000	HARFORD CABLE NETWORK	777,805	683,116	651,087	657,058	653,869
407000	CULTURAL ARTS BOARD	96,478	96,771	98,639	99,206	99,206
	GRAND TOTAL	2,293,560	2,085,004	2,181,756	2,190,978	2,169,069

COUNTY COUNCIL

FINANCIAL NOTES:

The (\$12,687) net decrease in funding for County Council is the result of:

	FY 10	FY 11	CHANGE
o	987,174	1,006,531	19,357 Full Time Salaries - Increase result of no furlough savings for FY 11
o	50,512	51,502	990 Part Time Salaries - Increase result of no furlough savings for FY 11
o	18,345	17,335	(1,010) Worker's Compensation rate adjustment
o	230,244	225,526	(4,718) Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in their level of coverage
o	98,490	84,417	(14,073) Pension / Retirement rate adjustments
o	79,420	81,483	2,063 FICA adjustment for salary changes
o	166,075	162,351	(3,724) Legal Services - decrease due to County Council Amendments # 2 & 3 to support the reduction to the Property Tax
o	108,750	93,754	(14,996) Financial/Audit - decrease due to County Council Amendment # 1 to support the reduction to the Property Tax
o	202,923	199,734	(3,189) Other Professional Services - decrease due to County Council Amendment # 4 for the reduction in the Property Tax
o	15,000	21,613	6,613 Grants and Contributions - The County Council has agreed to remit their FY 11 statutorily prescribed salary increase to be used for miscellaneous grants

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	79,167	2.00	79,035	2.00	79,035
Administrative Assistant II	3.00	128,435	3.00	128,285	3.00	128,285
Broadcast Technician	2.00	66,228	2.00	66,200	2.00	66,200
Council Administrator	1.00	72,807	1.00	72,687	1.00	72,687
Council Auditor	1.00	0	1.00	0	1.00	0
Council Members	6.00	205,254	6.00	205,416	6.00	205,416
Executive Director, HCN	1.00	85,455	1.00	85,314	1.00	85,314
Legislative Drafter	1.00	74,577	1.00	74,455	1.00	74,455
Management Analyst	1.00	65,117	1.00	65,009	1.00	65,009
President of the Council	1.00	37,519	1.00	37,554	1.00	37,554
Producer Manager, HCN	1.00	87,272	1.00	87,128	1.00	87,128
Senior Assistant Council Attorney	1.00	105,622	1.00	105,448	1.00	105,448
TOTAL FULL-TIME SALARIES	21.00	1,007,453	21.00	1,006,531	21.00	1,006,531
PART-TIME SALARIES						
Coordinator, Cultural Arts Board	1.00	49,501	1.00	51,502	1.00	51,502
TOTAL PART-TIME SALARIES	1.00	49,501	1.00	51,502	1.00	51,502
SALARY TOTAL	22.00	1,056,954	22.00	1,058,033	22.00	1,058,033

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		93,785		98,490		84,417
Workers' Compensation		23,776		18,345		17,335
Health Benefits		227,037		230,244		225,526
Overtime		500		500		500
FICA		80,631		80,977		81,483
Miscellaneous		3,080		3,080		3,080
TOTAL OTHER PERSONAL SERVICES		428,809		431,636		412,341
FURLOUGH SAVINGS		0		(21,904)		0
TOTAL PERSONAL SERVICES	22.00	1,485,763	22.00	1,467,765	22.00	1,470,374

*FY 09 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	928,327	908,094	927,319	929,412	922,799
20	CONTRACTUAL SERVICES	196,911	149,501	220,940	220,940	205,944
30	SUPPLIES & MATERIALS	32,612	40,848	22,425	22,425	22,425
40	BUSINESS & TRAVEL	36,320	20,558	23,569	23,569	23,569
50	CAPITAL OUTLAY	13,185	311	0	0	0
70	MISCELLANEOUS	0	3,017	0	0	6,613
	GRAND TOTAL	<u>1,207,355</u>	<u>1,122,329</u>	<u>1,194,253</u>	<u>1,196,346</u>	<u>1,181,350</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,207,355</u>	<u>1,122,329</u>	<u>1,194,253</u>	<u>1,196,346</u>	<u>1,181,350</u>

DEPARTMENT: COUNTY COUNCIL

DIVISION: County Council Office

INDEX: 401000

FINANCIAL NOTES:

The (\$12,903) net decrease in funding for County Council - County Council Office is the result of:

	FY 10	FY 11	CHANGE
o	650,027	662,773	12,746 Full-Time Salaries - no furlough savings for FY 11
o	155,497	145,640	(9,857) Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in their level of coverage
o	60,466	52,006	(8,460) Pension / Retirement rate adjustments
o	9,642	9,212	(430) Workers' Compensation rate adjustments
o	49,727	51,208	1,481 FICA adjusted for salary changes
o	108,750	93,754	(14,996) Financial Audit - decrease per County Council Amendment # 1 to support the reduction to the Property Tax
o	0	6,613	6,613 Grants and Contributions - The County Council has agreed to remit their FY 11 statutorily prescribed salary increase to be used for miscellaneous grants

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: COUNTY COUNCIL OFFICE

Index No. 401000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	38,992	1.00	38,928	1.00	38,928
Administrative Assistant II	3.00	128,435	3.00	128,285	3.00	128,285
Council Administrator	1.00	72,807	1.00	72,687	1.00	72,687
Council Auditor	1.00	0	1.00	0	1.00	0
Council Members	6.00	205,254	6.00	205,416	6.00	211,008
		0		0		(5,592) A
Legislative Drafter	1.00	74,577	1.00	74,455	1.00	74,455
President of the Council	1.00	37,520	1.00	37,554	1.00	38,575
		0		0		(1,021) A
Senior Assistant Council Attorney	1.00	105,622	1.00	105,448	1.00	105,448
TOTAL FULL-TIME SALARIES	15.00	663,207	15.00	662,773	15.00	662,773
OTHER PERSONAL SERVICES						
Pension & Retirement		57,679		60,466		52,006
Workers' Compensation		12,491		9,642		9,212
Health Benefits		135,233		155,497		145,640
Overtime		0		0		0
FICA		50,510		50,702		51,208
Miscellaneous		1,960		1,960		1,960
TOTAL OTHER PERSONAL SERVICES		257,873		278,267		260,026
FURLOUGH SAVINGS		0		(13,721)		0 B
TOTAL PERSONAL SERVICES	15.00	921,080	15.00	927,319	15.00	922,799

*FY 09 Salaries and Other Personal Services are Enacted not Audited Amounts

A - The County Council President and Members have agreed to remit their FY 11 statutorily prescribed salary increase to be used for miscellaneous grants

B - No furlough savings for FY 11

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	88,497	88,542	88,433	89,024	89,024
20	CONTRACTUAL SERVICES	71,290	47,596	80,370	80,370	77,741
30	SUPPLIES & MATERIALS	2,980	736	2,869	2,869	2,869
40	BUSINESS & TRAVEL	524	517	500	500	500
	GRAND TOTAL	163,291	137,391	172,172	172,763	170,134
	<u>FUNDING SOURCE:</u>					
11	GENERAL	163,291	137,391	172,172	172,763	170,134

DEPARTMENT: COUNTY COUNCIL

DIVISION: Board of Appeals and Rezoning

INDEX: 404000

FINANCIAL NOTES:

The (\$2,038) net decrease in funding for County Council - Board of Appeals and Rezoning is the result of:

	FY 10	FY 11	CHANGE
o	63,759	65,009	1,250 Full-time Salaries - Increase result of no furlough savings for FY 11
o	6,254	5,331	(923) Pension / Retirement rate adjustments
o	12,670	12,851	181 Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in their level of coverage
o	4,915	5,011	96 FICA adjusted for salary changes
o	62,370	59,741	(2,629) Legal Services - decrease due to County Council Amendment # 2 to support the reduction to the Property Tax

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: BOARD OF APPEALS AND REZONING

Index No. 404000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Management Analyst	1.00	65,117	1.00	65,009	1.00	65,009
SALARY TOTAL	1.00	65,117	1.00	65,009	1.00	65,009
OTHER PERSONAL SERVICES						
Pension		5,971		6,254		5,331
Workers' Compensation		254		195		182
Health Benefits		11,579		12,670		12,851
Overtime		500		500		500
FICA		4,981		5,011		5,011
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		23,425		24,770		24,015
FURLOUGH SAVINGS		0		(1,346)		0 A
TOTAL PERSONAL SERVICES	1.00	88,542	1.00	88,433	1.00	89,024

*FY 09 Salaries and Other Personal Services are Enacted not Audited Amounts

A - No furlough savings planned for FY 11

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	48,631	45,397	65,605	65,605	64,510
	GRAND TOTAL	48,631	45,397	65,605	65,605	64,510
	<u>FUNDING SOURCE:</u>					
11	GENERAL	48,631	45,397	65,605	65,605	64,510

FINANCIAL NOTES:

The (\$1,095) net decrease in funding for County Council - People's Counsel is the result of:

	FY 10	FY 11	CHANGE
o	6,000	6,000	0 Other Professional Services - funded as requested by the County Council
o	59,605	58,510	(1,095) Legal Services - decrease due to County Council Amendment # 3 to support the reduction to the Property Tax

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	338,190	386,625	375,908	381,879	381,879
20	CONTRACTUAL SERVICES	281,023	278,034	255,899	255,899	252,710
30	SUPPLIES & MATERIALS	11,308	8,878	13,300	13,300	13,300
40	BUSINESS & TRAVEL	4,343	4,866	5,980	5,980	5,980
50	CAPITAL OUTLAY	142,941	4,713	0	0	0
	GRAND TOTAL	777,805	683,116	651,087	657,058	653,869
<u>FUNDING SOURCE:</u>						
11	GENERAL	777,805	683,116	651,087	657,058	653,869

DEPARTMENT: COUNTY COUNCIL

DIVISION: Harford Cable Network (HCN)

INDEX: 406000

FINANCIAL NOTES:

The \$2,782 net increase in funding for County Council - Harford Cable Network (HCN) is the result of:

	FY 10	FY 11	CHANGE
o	273,388	278,749	5,361 Full-time Salaries - Increase result of no furlough savings for FY 11
o	26,816	22,857	(3,959) Pension / Retirement rate adjustments
o	45,737	50,452	4,715 Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in their level of coverage
o	8,353	7,797	(556) Workers' Compensation adjustments
o	20,914	21,324	410 FICA adjusted for salary changes
o	192,498	189,309	(3,189) Other Professional Services - decrease due to County Council Amendment # 4 to support the reduction to the Property Tax

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: HARFORD CABLE NETWORK

Index No. 406000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	40,173	1.00	40,107	1.00	40,107
Broadcast Technician	2.00	66,228	2.00	66,200	2.00	66,200
Executive Director, HCN	1.00	85,456	1.00	85,314	1.00	85,314
Producer Manager, HCN	1.00	87,272	1.00	87,128	1.00	87,128
TOTAL FULL-TIME SALARIES	5.00	279,129	5.00	278,749	5.00	278,749
SALARY TOTAL	5.00	279,129	5.00	278,749	5.00	278,749
OTHER PERSONAL SERVICES						
Pension		25,596		26,816		22,857
Workers' Compensation		10,838		8,353		7,797
Health Benefits		66,741		45,737		50,452
FICA		21,353		21,324		21,324
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		125,228		102,930		103,130
FURLOUGH SAVINGS		0		(5,771)		0 A
TOTAL PERSONAL SERVICES	5.00	404,357	5.00	375,908	5.00	381,879

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough savings planned for FY 11

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	67,290	67,538	76,105	76,672	76,672
20	CONTRACTUAL SERVICES	9,441	7,093	5,300	5,300	5,300
30	SUPPLIES & MATERIALS	952	1,053	1,000	1,000	1,000
40	BUSINESS & TRAVEL	1,532	1,159	1,234	1,234	1,234
70	MISCELLANEOUS	17,263	19,928	15,000	15,000	15,000
	GRAND TOTAL	96,478	96,771	98,639	99,206	99,206
	<u>FUNDING SOURCE:</u>					
11	GENERAL	96,478	96,771	98,639	99,206	99,206

DEPARTMENT: COUNTY COUNCIL

DIVISION: Cultural Arts Board (CAB)

INDEX: 407000

FINANCIAL NOTES:

The \$567 net increase in funding for County Council - Cultural Arts Board (CAB) is the result of:

	FY 10	FY 11	CHANGE
o	50,512	51,502	990 Part-time Salaries - Increase result of no furlough savings for FY 11
o	4,954	4,223	(731) Pension / Retirement rate adjustments
o	16,340	16,583	243 Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in their level of coverage
o	3,864	3,940	76 FICA adjusted for salary changes

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: CULTURAL ARTS BOARD

Index No. 407000

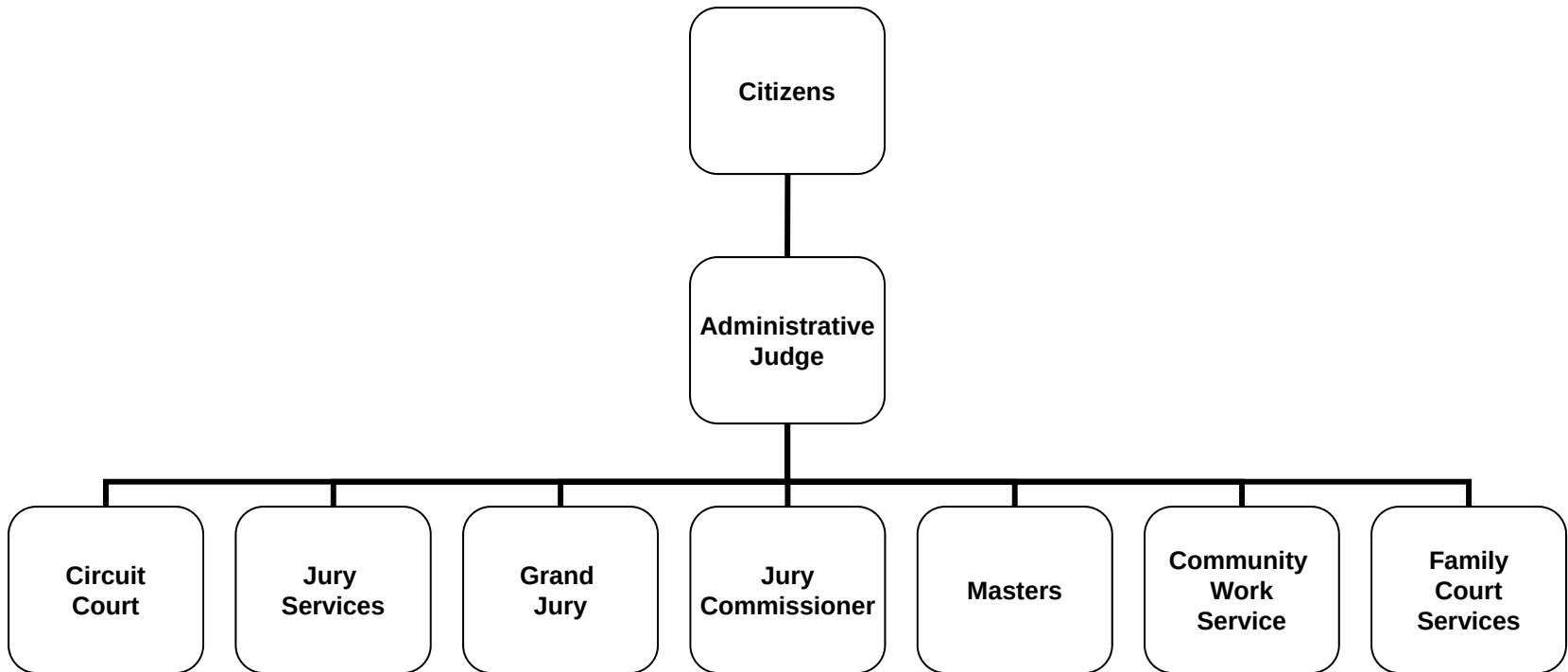
POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Coordinator, Cultural Arts Board	1.00	49,501	1.00	51,502	1.00	51,502
SALARY TOTAL	1.00	49,501	1.00	51,502	1.00	51,502
OTHER PERSONAL SERVICES						
Pension		4,539		4,954		4,223
Workers' Compensation		193		155		144
Health Benefits		13,484		16,340		16,583
FICA		3,787		3,940		3,940
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		22,283		25,669		25,170
FURLOUGH SAVINGS		0		(1,066)		0 A
TOTAL PERSONAL SERVICES	1.00	71,784	1.00	76,105	1.00	76,672

*FY 09 Salaries and Other Personal Services are Enacted not Audited Amounts

A - No furlough planned for FY 11

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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 10 - 11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,107,685	2,096,452	2,114,250	2,145,712	2,145,712
20	CONTRACTUAL SERVICES	517,614	504,029	538,577	472,780	472,780
30	SUPPLIES & MATERIALS	67,890	56,196	61,043	62,946	62,946
40	BUSINESS & TRAVEL	18,567	15,405	15,985	16,045	16,045
50	CAPITAL OUTLAY	53,222	234	0	0	0
70	MISCELLANEOUS	111,229	75,070	(42,334)	30,000	30,000
	GRAND TOTAL	2,876,207	2,747,386	2,687,521	2,727,483	2,727,483
<u>SUMMARY BY FUND:</u>						
11	GENERAL	2,876,207	2,747,386	2,687,521	2,727,483	2,727,483
	GRAND TOTAL	2,876,207	2,747,386	2,687,521	2,727,483	2,727,483
<u>SUMMARY BY DIVISION:</u>						
411000	CIRCUIT COURT	1,350,363	1,263,420	1,250,356	1,270,162	1,270,162
412000	JURY SERVICES	174,566	186,744	168,435	177,306	177,306
413000	GRAND JURY	10,440	10,960	10,450	11,000	11,000
414000	JURY COMMISSIONER	188,617	184,367	173,924	170,854	170,854
415000	MASTERS	260,014	261,506	249,361	220,486	220,486
416000	COMMUNITY WORK SERVICE	334,010	320,992	308,514	327,577	327,577
417000	FAMILY COURT SERVICES	558,197	519,397	526,481	550,098	550,098
	GRAND TOTAL	2,876,207	2,747,386	2,687,521	2,727,483	2,727,483
	SUMMARY OF GRANT BUDGETS					30,000

JUDICIAL

FINANCIAL NOTES:

The \$39,962 net increase in funding for Judicial is the result of:

	FY 10	FY 11	CHANGE	
o	1,587,152	1,548,772	(38,380)	Full-Time Salaries
			31,120	Increase result of no furlough savings for FY 11
			3,228	Salary Adjustments based on recommendations of the Department of Human Resources
			(13,728)	Staff Turnover
			(59,000)	Offset - Savings projected due to retirement incentive savings @ (\$15,000) and new Law Clerks
			<u>(38,380)</u>	salary will be paid for one year @ (\$44,000)
o		67,067	67,067	Position created in FY 11: Law Clerk created due to House Bill # 201
			# of Positions	Salary
			1.0	44,000
				Fringes
				23,067
				Total
				67,067
o	241,227	269,985	28,758	Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	155,678	131,838	(23,840)	Pension / Retirement rate adjustments
o	4,855	4,501	(354)	Workers' Compensation rate adjustments
o	121,418	119,629	(1,789)	FICA adjustments
o	233,570	232,570	(1,000)	Other Professional Services

Index	FY 10	FY11	Change	Explanation
Circuit Court	24,000	29,000	5,000	Accounting clerk services @ \$29,000
Jury Commissioner	20,570	20,570	0	Clerical assistance due to MVA legislation
Juvenile Master	22,000	18,000	(4,000)	Juvenile Counseling Programs - decrease based on actual expense history
Family Court Services	167,000	165,000	(2,000)	Contractual evaluators/Mediators and clerical decrease based on actual expense history
Dept Total	233,570	232,570	(1,000)	

JUDICIAL

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	99,607	101,263	1,656 Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	16,405	16,538	133 Office Equipment
	13,600	13,700	100 Telephone Service
	3,440	3,590	150 Fax Service
	0	225	225 Other Advertising
	5,800	4,800	(1,000) Medical Services
	16,200	15,600	(600) General Office Supplies
	5,660	4,860	(800) Commercial Printing
	4,000	5,700	1,700 Duplicating Machine Supplies
	22,000	23,800	1,800 General Office Mailing
	152	0	(152) Computer Hardware Comp
	12,350	12,450	100 Professional Books & Periodicals
	<u>99,607</u>	<u>101,263</u>	<u>1,656</u>
o	30,500	6,000	(24,500) Legal Services - based on actual expense history
o	40,000	0	(40,000) Women's Program - no funding recommended for the Women's Program due to state of the economy
o	30,115	0	(30,115) Grants & Contributions - no funding recommended for Bar Library due to state of the economy
o	69,000	30,000	(39,000) County Match / Transfers Out - Match for Court Appointed Special Advocate (CASA) grant
o	(141,449)	0	141,449 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendments # 252 - 258

DEPARTMENT STAFF SUMMARY

DEPARTMENT: JUDICIAL

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	4.00	148,160	4.00	148,201	4.00	148,201
Administrative Assistant II	1.00	54,270	1.00	54,269	1.00	54,269
Assistant to Jury Commissioner	1.00	45,455	1.00	45,455	1.00	45,455
Community Work Service Counselor	3.00	136,916	3.00	136,949	3.00	131,918
Court Administrator	1.00	71,939	1.00	71,936	1.00	71,936
Court Reporter I	6.00	461,421	2.00	119,613	2.00	119,613
Court Reporter II	0.00	0	4.00	346,029	4.00	346,029
Director, Community Work Svc Program	1.00	66,361	1.00	66,378	1.00	66,378
Director, Family Court Services	1.00	101,575	1.00	99,840	1.00	99,840
Evaluator / Mediator	1.00	70,663	1.00	70,668	1.00	70,668
Family Services Coordinator	1.00	54,866	1.00	54,210	1.00	54,210
Jury Commissioner	1.00	63,382	1.00	63,375	1.00	54,678
Law Clerk (Non-Bar Member)	1.00	37,725	1.00	39,702	1.00	0
Law Clerk (Bar Member)	0.00	0	0.00	0	1.00	42,930
Secretary (Administrative)	1.00	35,661	0.00	0	0.00	0
Secretary I (Judicial)	2.00	89,163	3.00	124,840	3.00	124,840
Secretary II (Judicial)	3.00	176,963	2.00	114,251	2.00	114,251
Secretary III (Judicial)	0.00	0	1.00	62,556	1.00	62,556
TOTAL FULL TIME SALARIES	<u>28.00</u>	<u>1,614,520</u>	<u>28.00</u>	<u>1,618,272</u>	<u>29.00</u>	<u>1,607,772</u>
SALARY OFFSET		<u>0</u>		<u>0</u>		<u>(15,000)</u>
SALARY TOTAL	<u>28.00</u>	<u>1,614,520</u>	<u>28.00</u>	<u>1,618,272</u>	<u>29.00</u>	<u>1,592,772</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		148,051		155,678		135,446
Workers' Compensation		6,295		4,855		4,624
Health Benefits		240,276		241,227		285,815
FICA		123,510		123,798		122,995
Miscellaneous		3,920		3,920		4,060
TOTAL OTHER PERSONAL SERVICES		<u>522,052</u>		<u>529,478</u>		<u>552,940</u>
FURLOUGH SAVINGS		<u>0</u>		<u>(33,500)</u>		<u>0</u>
TOTAL PERSONAL SERVICES	<u>28.00</u>	<u>2,136,572 *</u>	<u>28.00</u>	<u>2,114,250</u>	<u>29.00</u>	<u>2,145,712</u>

*FY 09 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,147,381	1,133,588	1,127,440	1,170,431	1,170,431
20	CONTRACTUAL SERVICES	102,077	83,204	116,446	56,171	56,171
30	SUPPLIES & MATERIALS	33,711	28,748	31,058	32,455	32,455
40	BUSINESS & TRAVEL	12,766	11,441	11,105	11,105	11,105
50	CAPITAL OUTLAY	30,703	113	0	0	0
70	MISCELLANEOUS	23,725	6,326	(35,693)	0	0
	GRAND TOTAL	1,350,363	1,263,420	1,250,356	1,270,162	1,270,162
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,350,363	1,263,420	1,250,356	1,270,162	1,270,162

DEPARTMENT: JUDICIAL**DIVISION: Circuit Court****INDEX: 411000****FINANCIAL NOTES:**

The \$19,806 net increase in funding for Judicial - Circuit Court is the result of:

	FY 10	FY 11	CHANGE	
o	862,025	838,155	(23,870)	Full-time Salaries
			16,902	Increase result of no furlough savings for FY 11
			3,228	Salary Adjustment based on the Recommendations of the Department of Human Resources
			(44,000)	Offset - Law clerk salary - State paying in FY 11 only
			(23,870)	
o		67,067	67,067	Position created in FY 11: Law Clerk created due to House Bill # 201
			# of Positions	Salary
			1.0	44,000
				Fringes
				23,067
				Total
				67,067
o	110,320	124,323	14,003	Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	84,553	72,337	(12,216)	Pension / Retirement rate adjustments
o	65,945	64,119	(1,826)	FICA adjustments
o	2,637	2,470	(167)	Workers' Compensation rate adjustments
o	30,115	0	(30,115)	Grants & Contributions - no funding recommended for Bar Library due to state of the economy
o	70,852	52,025	(18,827)	Line items significantly adjusted, based on actual expense history and recommended reductions based on state of the economy
	FY 10	FY 11	Change	
	0	225	225	Other Advertising
	5,800	4,800	(1,000)	Medical Services
	24,000	29,000	5,000	Other Professional Service
	30,500	6,000	(24,500)	Legal Services
	2,500	3,500	1,000	Duplicating Machine Supplies
	7,900	8,500	600	General Office Mailing
	152	0	(152)	Computer Hardware
	70,852	52,025	(18,827)	
o	40,000	0	(40,000)	Women's Program - no funding recommended for the Women's Program due to state of the economy
o	(65,808)	0	65,808	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 252

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: CIRCUIT COURT

Index No. 411000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Court Administrator	1.00	71,939	1.00	71,936	1.00	71,936
Court Reporter I	6.00	461,421	2.00	119,613	2.00	119,613
Court Reporter II	0.00	0	4.00	346,029	4.00	346,029
Law Clerk (Non-Bar Member)	1.00	37,725	1.00	39,702	1.00	0 A
Law Clerk (Bar Member)	0.00	0	0.00	0	1.00	42,930 B
Secretary (Administrative)	1.00	35,661	0.00	0	0.00	0
Secretary I (Judicial)	2.00	89,163	3.00	124,840	3.00	124,840
Secretary II (Judicial)	3.00	176,963	2.00	114,251	2.00	114,251
Secretary III (Judicial)	0.00	0	1.00	62,556	1.00	62,556
SALARY TOTAL	14.00	872,872	14.00	878,927	15.00	882,155
OTHER PERSONAL SERVICES						
Pension & Retirement		80,042		84,552		75,945
Workers' Compensation		3,404		2,637		2,593
Health Benefits		116,081		110,321		140,153
FICA		66,775		67,238		67,485
Miscellaneous		1,960		1,960		2,100
TOTAL OTHER PERSONAL SERVICES		268,262		266,708		288,276
FURLOUGH SAVINGS		0		(18,195)		0 C
TOTAL PERSONAL SERVICES	14.00	1,141,134 *	14.00	1,127,440	15.00	1,170,431

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Law Clerk position created, due to House Bill # 201 salary unfunded at \$44,000 for FY 11 - #3545. Harford County to pay benefits only for FY 11

B - One (1) Law Clerk (Non Bar Member) promoted to Law Clerk (Bar Member) - #0521

C - No furlough savings for FY 11

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	171,290	183,410	173,700	173,700	173,700
30	SUPPLIES & MATERIALS	3,276	3,334	3,600	3,606	3,606
70	OTHER CONTINGENCIES	0	0	(8,865)	0	0
	GRAND TOTAL	174,566	186,744	168,435	177,306	177,306
	<u>FUNDING SOURCE:</u>					
11	GENERAL	174,566	186,744	168,435	177,306	177,306

FINANCIAL NOTES:

The \$8,871 net increase in funding for Judicial - Jury Services is the result of:

	FY 10	FY 11	CHANGE	
o	173,700	173,700	0	Juror Fees - Flat lined for FY 11
o	(8,865)	0	8,865	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	10,440	10,960	11,000	11,000	11,000
70	OTHER CONTINGENCIES	0	0	(550)	0	0
	GRAND TOTAL	10,440	10,960	10,450	11,000	11,000
	<u>FUNDING SOURCE:</u>					
11	GENERAL	10,440	10,960	10,450	11,000	11,000

FINANCIAL NOTES:

The \$550 net increase in funding for Judicial - Jury Services is the result of:

	FY 10	FY 11	CHANGE
o	(550)	0	550 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 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 '10 - '11 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
- 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	146,385	143,890	143,916	130,267	130,267
20	CONTRACTUAL SERVICES	17,698	24,773	24,632	24,732	24,732
30	SUPPLIES & MATERIALS	15,154	15,273	14,195	15,595	15,595
40	BUSINESS & TRAVEL	201	431	335	260	260
50	CAPITAL OUTLAY	9,179	0	0	0	0
70	MISCELLANEOUS	0	0	(9,154)	0	0
	GRAND TOTAL	188,617	184,367	173,924	170,854	170,854
<u>FUNDING SOURCE:</u>						
11	GENERAL	188,617	184,367	173,924	170,854	170,854

INDEX: 414000

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: JURY COMMISSIONER

Index No. 414000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Assistant to Jury Commissioner	1.00	45,455	1.00	45,455	1.00	45,455
Jury Commissioner	1.00	63,382	1.00	63,375	1.00	54,678
TOTAL FULL TIME SALARIES	<u>2.00</u>	<u>108,837</u>	<u>2.00</u>	<u>108,830</u>	<u>2.00</u>	<u>100,133</u>
SALARY OFFSET		<u>0</u>		<u>0</u>		<u>(7,500) A</u>
SALARY TOTAL	<u>2.00</u>	<u>108,837</u>	<u>2.00</u>	<u>108,830</u>	<u>2.00</u>	<u>92,633</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		9,980		10,469		8,211
Workers' Compensation		424		326		280
Health Benefits		16,044		17,939		21,203
FICA		8,326		8,325		7,660
Miscellaneous		<u>280</u>		<u>280</u>		<u>280</u>
TOTAL OTHER PERSONAL SERVICES		35,054		37,339		37,634
FURLOUGH SAVINGS		<u>0</u>		<u>(2,253)</u>		<u>0 B</u>
TOTAL PERSONAL SERVICES	<u>2.00</u>	<u>143,891 *</u>	<u>2.00</u>	<u>143,916</u>	<u>2.00</u>	<u>130,267</u>

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Jury Commissioner salary offset due to estimated savings from retirement incentive - #0541

B - No furlough savings planned for FY 11

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	126,617	155,015	157,805	158,896	158,896
20	CONTRACTUAL SERVICES	30,285	32,471	28,940	25,090	25,090
30	SUPPLIES & MATERIALS	6,908	4,022	5,700	5,300	5,300
40	BUSINESS & TRAVEL	1,146	1,254	1,040	1,200	1,200
40	CAPITAL OUTLAY	7,554	0	0	0	0
70	MISCELLANEOUS	87,504	68,744	55,876	30,000	30,000
	GRAND TOTAL	260,014	261,506	249,361	220,486	220,486
	<u>FUNDING SOURCE:</u>					
11	GENERAL	260,014	261,506	249,361	220,486	220,486

DEPARTMENT: JUDICIAL

DIVISION: Masters

INDEX: 415000

FINANCIAL NOTES:

The (\$28,875) net decrease in funding for Judicial - Masters is the result of:

	FY 10	FY 11	CHANGE
o	108,229	110,351	2,122 Full Time Salaries 2,122 Increase result of no furlough savings for FY 11
o	29,929	30,325	396 Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	10,616	9,049	(1,567) Retirement / Pension rate adjustments
o	24,300	20,050	(4,250) Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	0	150	150 Fax Service
	22,000	18,000	(4,000) Other Professional Services
	2,000	1,500	(500) General Office Supplies
	300	400	100 Duplicating Machine Supplies
	<u>24,300</u>	<u>20,050</u>	<u>(4,250)</u>
o	69,000	30,000	(39,000) County Match / Transfers Out - Court Appointed Special Advocate (CASA) grant match
o	(13,124)	0	13,124 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 256

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: MASTERS

Index No. 415000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	<u>3.00</u>	<u>110,306</u>	<u>3.00</u>	<u>110,351</u>	<u>3.00</u>	<u>110,351</u>
SALARY TOTAL	<u>3.00</u>	<u>110,306</u>	<u>3.00</u>	<u>110,351</u>	<u>3.00</u>	<u>110,351</u>
OTHER PERSONAL SERVICES						
Pension		10,115		10,616		9,049
Workers' Compensation		430		331		309
Health Benefits		30,418		29,929		30,325
FICA		8,438		8,442		8,442
Miscellaneous	<u> </u>	<u>420</u>	<u> </u>	<u>420</u>	<u> </u>	<u>420</u>
TOTAL OTHER PERSONAL SERVICES		49,821		49,738		48,545
FURLOUGH SAVINGS	<u> </u>	<u>0</u>	<u> </u>	<u>(2,284)</u>	<u> </u>	<u>0</u> A
TOTAL PERSONAL SERVICES	<u>3.00</u>	<u>160,127</u>	<u>3.00</u>	<u>157,805</u>	<u>3.00</u>	<u>158,896</u>

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough savings planned for FY 11

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 '10 - '11 GOAL & OBJECTIVE:

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 11

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	317,437	307,887	308,415	311,650	311,650
20	CONTRACTUAL SERVICES	10,389	11,027	13,132	13,147	13,147
30	SUPPLIES & MATERIALS	4,240	1,650	2,950	2,450	2,450
40	BUSINESS & TRAVEL	248	428	255	330	330
50	CAPITAL OUTLAY	1,696	0	0	0	0
70	MISCELLANEOUS	0	0	(16,238)	0	0
	GRAND TOTAL	334,010	320,992	308,514	327,577	327,577
<u>FUNDING SOURCE:</u>						
11	GENERAL	334,010	320,992	308,514	327,577	327,577

DEPARTMENT: JUDICIAL

DIVISION: Community Work Service

INDEX: 416000

FINANCIAL NOTES:

The \$19,063 net increase in funding for Judicial - Community Work Service is the result of:

	FY 10	FY 11	CHANGE
o	236,539	228,646	(7,893) Full Time Salaries 4,638 Increase result of no furlough savings for FY 11 (5,031) Staff Turnover <u>(0.86%)</u> <u>(7,500)</u> Offset vacant Community Work Service Counselor <u>(7,893)</u>
o	29,156	44,214	15,058 Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	23,201	19,364	(3,837) Pension / Retirement rate adjustments
o	724	661	(63) Workers' Compensation rate adjustments
o	800	700	(100) General Office Supplies - decrease based on actual expense history
o	1,000	600	(400) Printing - Commercial - based on actual expense history
o	(16,238)	0	16,238 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 257

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: COMMUNITY WORK SERVICE

Index No. 416000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	37,854	1.00	37,850	1.00	37,850
Community Work Service Counselor	3.00	136,916	3.00	136,949	3.00	131,918 A
Director, Community Work Svc Program	1.00	66,361	1.00	66,378	1.00	66,378
TOTAL FULL TIME SALARIES	<u>5.00</u>	<u>241,131</u>	<u>5.00</u>	<u>241,177</u>	<u>5.00</u>	<u>236,146</u>
SALARY OFFSET		0.00		0.00		(7,500.00)
SALARY TOTAL	<u>5.00</u>	<u>241,131</u>	<u>5.00</u>	<u>241,177</u>	<u>5.00</u>	<u>228,646</u>
OTHER PERSONAL SERVICES						
Pension		22,112		23,201		19,364
Workers' Compensation		940		724		661
Health Benefits		29,011		29,156		44,214
FICA		18,446		18,450		18,065
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		71,209		72,231		83,004
FURLOUGH SAVINGS		0		(4,993)		0 B
TOTAL PERSONAL SERVICES	<u>5.00</u>	<u>312,340 *</u>	<u>5.00</u>	<u>308,415</u>	<u>5.00</u>	<u>311,650</u>

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Community Works Service Counselor's salary offset due to estimated savings from retirement incentive # 2612

B - No furlough savings planned for FY 11

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 '10 - '11 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 11

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	369,865	356,072	376,674	374,468	374,468
20	CONTRACTUAL SERVICES	175,435	158,184	170,727	168,940	168,940
30	SUPPLIES & MATERIALS	4,601	3,169	3,540	3,540	3,540
40	BUSINESS & TRAVEL	4,206	1,851	3,250	3,150	3,150
50	CAPITAL OUTLAY	4,090	121	0	0	0
70	MISCELLANEOUS	0	0	(27,710)	0	0
	GRAND TOTAL	558,197	519,397	526,481	550,098	550,098
	<u>FUNDING SOURCE:</u>					
11	GENERAL	558,197	519,397	526,481	550,098	550,098

DEPARTMENT: JUDICIAL

DIVISION: Family Court Services Division

INDEX: 417000

FINANCIAL NOTES:

The \$23,617 net increase in funding for Judicial - Family Court Services Division is the result of:

	FY 10	FY 11	CHANGE
o	273,622	278,987	5,365 Full Time Salaries 5,365 Increase result of no furlough savings for FY 11
o	53,883	49,920	(3,963) Health Benefits are adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	26,839	22,877	(3,962) Pension / Retirement rate adjustments
o	837	781	(56) Workers' Compensation rate adjustments
o	20,933	21,343	410 FICA adjustments
o	3,927	3,960	33 Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	2,567	2,700	133 Office Equipment
	200	300	100 Duplicating Machine
	460	360	(100) Printing - Commercial
	700	600	(100) Professional Books & Periodicals
	<u>3,927</u>	<u>3,960</u>	<u>33</u>
o	167,000	165,000	(2,000) Other Professional Services - contract for evaluators / mediators and clerical support increased per actual expense history
o	(27,710)	0	27,710 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 258

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: FAMILY COURT SERVICES DIVISION

Index No. 417000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	54,270	1.00	54,269	1.00	54,269
Director, Family Court Services	1.00	101,575	1.00	99,840	1.00	99,840
Evaluator / Mediator	1.00	70,663	1.00	70,668	1.00	70,668
Family Services Coordinator	1.00	54,866	1.00	54,210	1.00	54,210
SALARY TOTAL	4.00	281,374	4.00	278,987	4.00	278,987
OTHER PERSONAL SERVICES						
Pension		25,802		26,839		22,877
Workers' Compensation		1,097		837		781
Health Benefits		48,722		53,883		49,920
FICA		21,525		21,343		21,343
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		97,706		103,462		95,481
FURLOUGH SAVINGS		0		(5,775)		0 A
TOTAL PERSONAL SERVICES	4.00	379,080 *	4.00	376,674	4.00	374,468

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

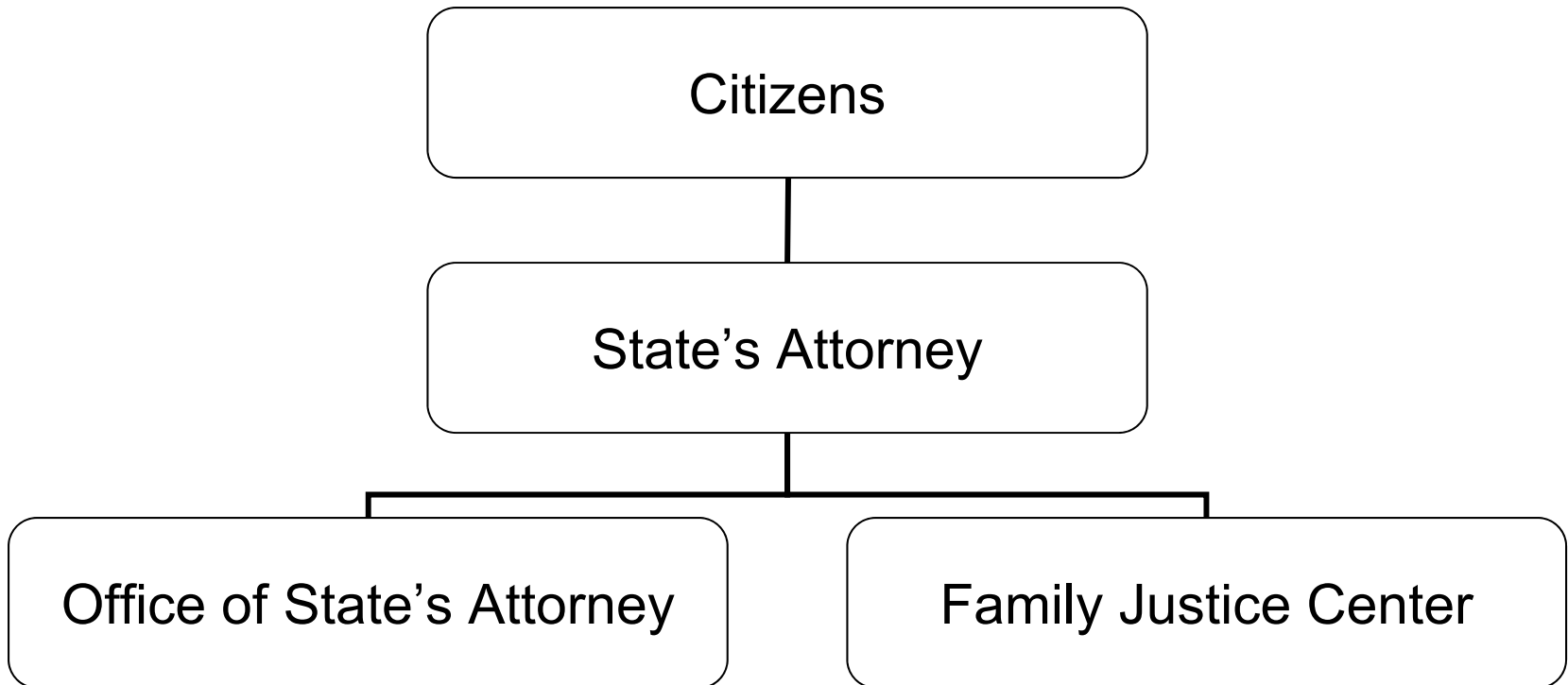
A - No furlough savings planned for FY 11

GRANTS JUDICIAL					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
CASA - (Court Appointed Special Advocate)	110,241	30,000	06/30/11 State One Time	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	08/31/11 Federal 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	218,588	0	06/30/11 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	42,500	0	06/30/11 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Celebrating Families	31,550	0	06/30/11 State Juror Fund One-Time	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	437,879	30,000			

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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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,696,714	4,722,934	4,902,730	4,648,036	4,648,036
20	CONTRACTUAL SERVICES	118,077	80,491	81,605	81,408	81,408
30	SUPPLIES & MATERIALS	44,796	47,581	44,940	47,750	47,750
40	BUSINESS & TRAVEL	34,946	27,531	34,040	32,845	32,845
50	CAPITAL OUTLAY	3,208	791	0	0	0
70	MISCELLANEOUS	412,750	409,982	175,378	455,049	455,049
80	INTERGOVERNMENTAL	0	0	0	900	900
	GRAND TOTAL	5,310,491	5,289,310	5,238,693	5,265,988	5,265,988
<u>SUMMARY BY FUND:</u>						
11	GENERAL	5,310,491	5,289,310	5,238,693	5,265,988	5,265,988
	GRAND TOTAL	5,310,491	5,289,310	5,238,693	5,265,988	5,265,988
<u>SUMMARY BY DIVISION:</u>						
431000	OFFICE OF THE STATE'S ATTORNEY	5,137,353	5,040,614	4,997,490	5,017,142	5,017,142
432000	FAMILY JUSTICE CENTER	173,138	248,696	241,203	248,846	248,846
	GRAND TOTAL	5,310,491	5,289,310	5,238,693	5,265,988	5,265,988
	SUMMARY OF GRANT BUDGETS					452,216

STATE'S ATTORNEY

FINANCIAL NOTES:

The \$27,295 net increase in funding for State's Attorney is the result of:

	FY 10	FY 11	CHANGE
o	3,630,059	3,449,256	(180,803)
			Full Time Salaries
			71,178 Increase result of no furlough savings for FY 11
			(138,064) Staff Turnover (3.80%)
			11,753 Salary Adjustments based on recommendations of the Department of Human Resources
			(122,837) Offset Salary for Grant positions and actual hours worked
			(2,833) The States Attorney has agreed to remit his FY 11 statutorily prescribed salary increase to be used for a grant/contribution
			<u>(180,803)</u>
o	623,912	619,141	(4,771) Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	352,208	287,418	(64,790) Pension / Retirement rate adjustments
o	14,384	13,163	(1,221) Worker's Compensation rate adjustments
o	274,327	271,218	(3,109) FICA adjustment
o	92,445	95,433	2,988 Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	13,044	12,300	(744) Office Equipment
	8,300	8,600	300 Telephone Service
	450	0	(450) Personnel/Recruitment
	1,300	1,000	(300) Medical Services
	2,625	2,500	(125) Office Equipment Service
	23,616	24,888	1,272 Data Processing Software Maintenance
	8,090	6,900	(1,190) Printing Commercial
	5,500	6,300	800 Duplicating Machine Supplies
	8,700	11,800	3,100 Computer Supplies
	3,000	2,800	(200) County Owned Vehicles
	1,600	1,300	(300) Fuel Charges
	400	200	(200) Non-Targeted Charges-FVS
	600	575	(25) Parking and Tolls
	9,850	9,700	(150) Professional Books
	5,370	5,670	300 Membership Fees
	0	900	900 Fleet Daily Carpool Rental
	<u>92,445</u>	<u>95,433</u>	<u>2,988</u>

STATE'S ATTORNEY

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE		
o	54,200	53,600	(600)	Line items significantly adjusted, due to recommended reductions based on the state of the economy:	
	FY 10	FY 11	Change		
	31,200	31,100	(100)	Legal Services	
	13,500	13,900	400	General Office Supplies	
	2,000	1,700	(300)	Transportation Costs	
	1,300	1,000	(300)	Meals	
	6,200	5,900	(300)	Lodging	
	<u>54,200</u>	<u>53,600</u>	<u>(600)</u>		
o	94	2,833	2,739	Grants and Contributions - The States Attorney has agreed to remit his FY 11 statutorily prescribed salary increase to be used as a contribution	
o	451,005	452,216	1,211	County Match / Transfers Out	
		FY 10	FY 11	Change	
	Child Support Division	414,452	420,216	5,764	Coop Reimbursement
	Domestic Violence Legal Assistant	36,553	32,000	(4,553)	3rd and final year of grant
		<u>451,005</u>	<u>452,216</u>	<u>1,211</u>	
o	(275,721)	0	275,721	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 259, 260	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	90,748	1.00	90,598	1.00	90,598
Assistant State's Attorney I	1.00	53,050	3.00	158,562	4.00	216,100
Assistant State's Attorney II	9.00	619,890	7.00	490,135	7.00	477,325
Assistant State's Attorney III	12.00	1,134,725	12.00	1,132,985	11.00	977,466
Deputy State's Attorney/Sr. Trial Assistant	3.00	352,859	2.00	231,368	2.00	231,368
Legal Assistant I	1.00	29,977	0.00	0	0.00	0
Legal Assistant II	9.00	440,843	9.00	442,879	10.00	482,779
Legal Assistant III	2.00	120,768	2.00	120,570	2.00	120,570
Legal Clerk	1.00	30,011	2.00	60,757	1.00	30,826
Legal Specialist I	5.00	203,500	5.00	203,215	6.00	240,515
Legal Specialist II	11.00	545,290	11.00	545,027	10.00	482,238
Senior Trial Assistant	0.00	0	1.00	121,109	1.00	121,109
State's Attorney	1.00	105,123	1.00	104,032	1.00	106,959
						(2,833)
TOTAL FULL-TIME SALARIES	56.00	3,726,784	56.00	3,701,237	56.00	3,575,020
SALARY OFFSET		<u>(68,560)</u>		<u>0</u>		<u>(125,764)</u>
SALARY TOTAL	<u>56.00</u>	<u>3,658,224</u>	<u>56.00</u>	<u>3,701,237</u>	<u>56.00</u>	<u>3,449,256</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		331,932		352,208		287,418
Workers' Compensation		18,556		14,384		13,163
Health Benefits		544,007		623,912		619,141
FICA		273,868		279,772		271,218
Miscellaneous		<u>7,700</u>		<u>7,840</u>		<u>7,840</u>
TOTAL OTHER PERSONAL SERVICES		1,176,063		1,278,116		1,198,780
FURLOUGH SAVINGS		<u>0</u>		<u>(76,623)</u>		<u>0</u>
TOTAL PERSONAL SERVICES	<u>56.00</u>	<u>4,834,287</u> *	<u>56.00</u>	<u>4,902,730</u>	<u>56.00</u>	<u>4,648,036</u>

* FY 09 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,543,180	4,492,319	4,668,691	4,418,404	4,418,404
20	CONTRACTUAL SERVICES	111,225	74,654	73,916	74,814	74,814
30	SUPPLIES & MATERIALS	38,572	36,759	33,890	36,300	36,300
40	BUSINESS & TRAVEL	33,807	26,612	32,920	31,675	31,675
50	CAPITAL OUTLAY	3,008	791	0	0	0
70	MISCELLANEOUS	407,561	409,479	188,073	455,049	455,049
80	INTERGOVERNMENTAL	0	0	0	900	900
	GRAND TOTAL	5,137,353	5,040,614	4,997,490	5,017,142	5,017,142
<u>FUNDING SOURCE:</u>						
11	GENERAL	5,137,353	5,040,614	4,997,490	5,017,142	5,017,142

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Office of State's Attorney****INDEX: 431000****FINANCIAL NOTES:**

The \$19,652 net increase in funding for Office of State's Attorney is the result of:

	FY 10	FY 11	CHANGE	
o	3,470,125	3,286,186	(183,939)	Full Time Salaries
			68,042	Increase result of no furlough savings for FY 11
			(138,064)	Staff Turnover (3.80%)
			11,753	Salary Adjustments based on recommendations of the Department of Human Resources
			(122,837)	Offset Salary for Grant positions and actual hours worked
			(2,833)	The States Attorney has agreed to remit his FY 11 statutorily prescribed salary increase to be used for a grant/contribution
			(183,939)	
o	336,521	274,046	(62,475)	Pension / Retirement rate adjustments
o	578,778	579,443	665	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	13,895	12,706	(1,189)	Workers' Compensation rate adjustments
o	262,092	258,743	(3,349)	FICA adjustment
o	9,500	8,600	(900)	Line items significantly adjusted, due to recommended reductions based on state of the economy:
	FY 10	FY 11	Change	
	2,000	1,700	(300)	Transportation Costs
	1,300	1,000	(300)	Meals
	6,200	5,900	(300)	Lodging
	9,500	8,600	(900)	
o	451,005	452,216	1,211	County Match / Transfers Out
	FY 10	FY 11	Change	
	414,452	420,216	5,764	Child Support Division
	36,553	32,000	(4,553)	Domestic Violence Legal Assistant
	451,005	452,216	1,211	

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Office of State's Attorney****INDEX: 431000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	78,076	81,989	3,913	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	9,900	9,526	(374)	Office Equipment
	6,000	6,500	500	Telephone Service
	450	0	(450)	Personnel/Recruitment
	8,500	8,800	300	General Office Supplies
	4,300	5,000	700	Duplicating Machine Supplies
	23,616	24,888	1,272	Data Processing Software Maintenance - for the Lexis / Nexis on-line
	7,590	6,500	(1,090)	Commercial Printing
	6,500	9,000	2,500	Computer Supplies
	3,000	2,800	(200)	County Owned Vehicles
	1,600	1,300	(300)	Fuel Charges
	720	1,000	280	Mileage
	400	200	(200)	Non-Targeted Charges - FVS
	600	575	(25)	Parking & Tolls
	4,900	5,000	100	Membership Fees & Dues
	0	900	900	Fleet Daily Carpool Rental
	<u>78,076</u>	<u>81,989</u>	<u>3,913</u>	
o	94	2,833	2,739	Grants and Contributions - The States Attorney has agreed to remit his FY 11 statutorily prescribed salary increase to be used as a grant/contribution
o	(263,026)	0	263,026	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 259

DIVISION STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY
DIVISION: OFFICE OF STATE'S ATTORNEY

Index No. 431000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	90,748	1.00	90,598	1.00	90,598
Assistant State's Attorney I	1.00	53,050	3.00	158,562	4.00	216,100 A
Assistant State's Attorney II	9.00	619,890	7.00	490,135	7.00	477,325
Assistant State's Attorney III	12.00	1,134,725	12.00	1,132,985	11.00	977,466
Deputy State's Attorney/Sr. Trial Assistant	3.00	352,859	2.00	231,368	2.00	231,368
Legal Assistant I	1.00	29,977	0.00	0	0.00	0
Legal Assistant II	9.00	440,843	9.00	442,879	10.00	482,779 B
Legal Assistant III	2.00	120,768	2.00	120,570	2.00	120,570
Legal Clerk	0.00	0	1.00	29,931	0.00	0
Legal Specialist I	5.00	203,500	5.00	203,215	6.00	240,515 C
Legal Specialist II	8.00	413,559	8.00	412,783	7.00	349,994
Senior Trial Assistant	0.00	0	1.00	121,109	1.00	121,109
State's Attorney	1.00	105,123	1.00	104,126	1.00	106,959
		0		(94)		(2,833) D
TOTAL FULL-TIME SALARIES	52.00	3,565,042	52.00	3,538,167	52.00	3,411,950
SALARY OFFSET		(68,560)		0		(125,764) E
SALARY TOTAL	52.00	3,496,482	52.00	3,538,167	52.00	3,286,186
OTHER PERSONAL SERVICES						
Pension & Retirement		317,100		336,521		274,046
Workers' Compensation		17,925		13,895		12,706
Health Benefits		503,528		578,778		579,443
FICA		261,495		267,297		258,743
Miscellaneous		7,140		7,280		7,280
TOTAL OTHER PERSONAL SERVICES		1,107,188		1,203,771		1,132,218
FURLOUGH SAVINGS		0		(73,247)		0 F
TOTAL PERSONAL SERVICES	52.00	4,603,670 *	52.00	4,668,691	52.00	4,418,404

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Assistant State's Attorney III reclassified as an Assistant State's Attorney I - #0549

B - One (1) Legal Specialist II reclassified as Legal Assistant II - #0551

C - One (1) Legal Clerk reclassified as a Legal Specialist I - #3020

D - The State's Attorney has agreed to remit his FY 11 statutorily prescribed salary increase to be used for a grant/contribution

E - Five (5) Assistant States Attorney salaries offset based on actual hours worked # 0548, 2639, 2948 and Grant Attorneys # 3486, 2679

F - No furlough planned for FY 11

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 Objective

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

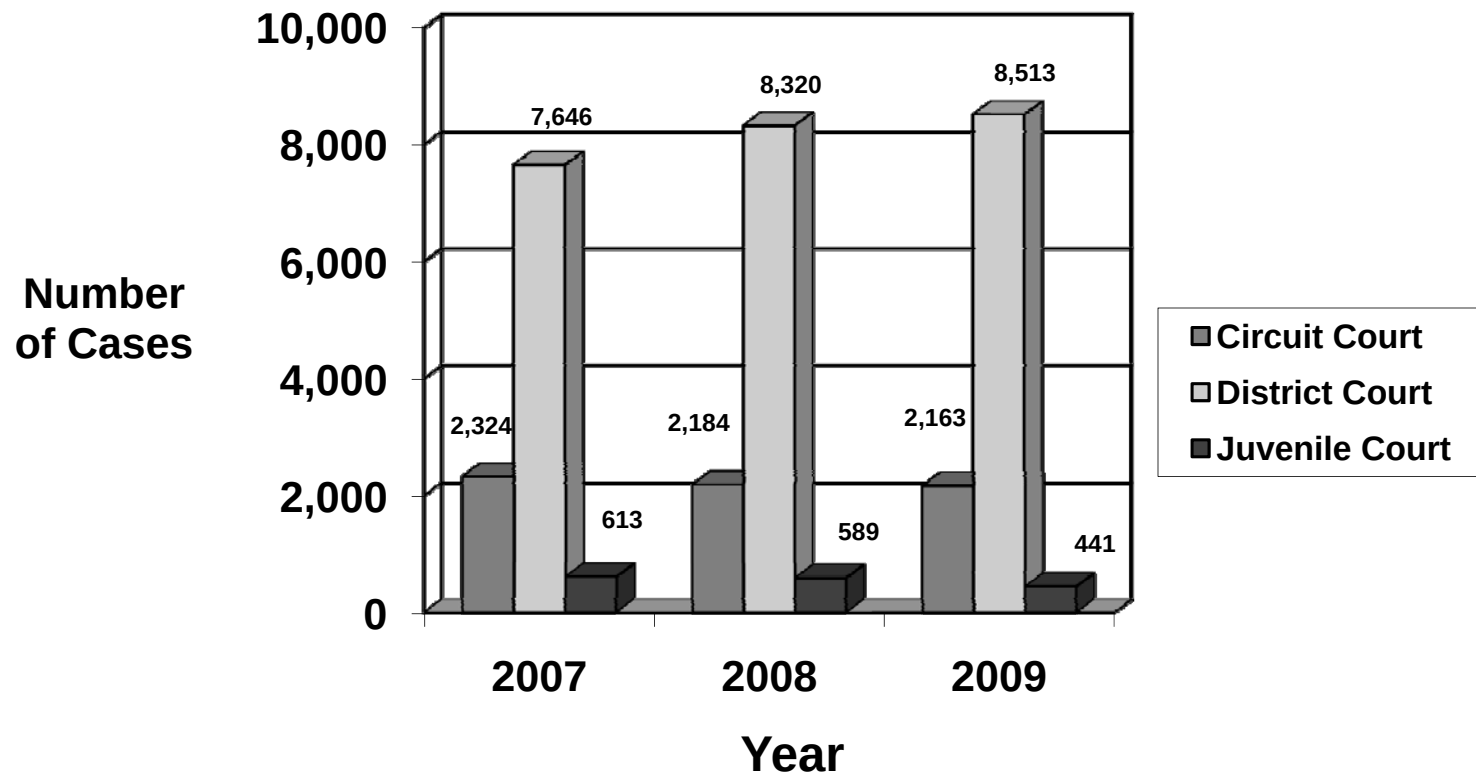
Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$418	\$430	\$469	\$469	\$469
Number of staff hours	22	22	22	22	22
<u>Output:</u>					
Amount of restitution recovered	\$85,463	\$86,611	\$77,325	\$62,000	\$70,000
<u>Efficiency:</u>					
Amount of restitution recovered per dollar spent	\$204.46	\$201.42	\$164.87	\$132.20	\$149.25
<u>Service Quality:</u>					
Percent of clients satisfied with services	90%	90%	90%	91%	91%
<u>Outcome:</u>					
Percent of bad checks recovered without court intervention	24%	23%	24%	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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	153,534	230,615	234,039	229,632	229,632
20	CONTRACTUAL SERVICES	6,852	5,837	7,689	6,594	6,594
30	SUPPLIES & MATERIALS	6,224	10,822	11,050	11,450	11,450
40	BUSINESS & TRAVEL	1,139	919	1,120	1,170	1,170
50	CAPITAL OUTLAY	200	0	0	0	0
70	MISCELLANEOUS	5,189	503	(12,695)	0	0
	GRAND TOTAL	173,138	248,696	241,203	248,846	248,846
	<u>FUNDING SOURCE:</u>					
11	GENERAL	173,138	248,696	241,203	248,846	248,846

DEPARTMENT: STATE'S ATTORNEY'S OFFICE

DIVISION: Family Justice Center

INDEX: 432000

FINANCIAL NOTES:

The \$7,643 net increase in funding for Family Justice Center is the result of:

	FY 10	FY 11	CHANGE
o	159,934	163,070	3,136 Full-time Salaries - Increase result of no furlough savings for FY 11
o	45,134	39,698	(5,436) Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	15,687	13,372	(2,315) Pension / Retirement Rate adjustment
o	17,389	17,044	(345) Line items significantly adjusted, based on actual expense history:

FY 10	FY 11	Change	
3,144	2,774	(370)	Office Equipment
2,300	2,100	(200)	Telephone Service
1,300	1,000	(300)	Medical Services
200	100	(100)	Legal Services
425	300	(125)	Office Equipment Services
5,000	5,100	100	General Office Supplies
500	400	(100)	Printing - Commercial
1,200	1,300	100	Duplicating Machine Supplies
2,200	2,800	600	Computer Supplies
650	500	(150)	Professional Books & Periodicals
470	670	200	Membership Fees
17,389	17,044	(345)	

o	(12,695)	0	12,695 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment # 260

DIVISION STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY
DIVISION: FAMILY JUSTICE CENTER

Index No. 432000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Legal Clerk	1.00	30,011	1.00	30,826	1.00	30,826
Legal Specialist II	3.00	131,731	3.00	132,244	3.00	132,244
SALARY TOTAL	4.00	161,742	4.00	163,070	4.00	163,070
OTHER PERSONAL SERVICES						
Pension & Retirement		14,832		15,687		13,372
Workers' Compensation		631		489		457
Health Benefits		40,479		45,134		39,698
FICA		12,373		12,475		12,475
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		68,875		74,345		66,562
FURLOUGH SAVINGS		0		(3,376)		0 A
TOTAL PERSONAL SERVICES	4.00	230,617 *	4.00	234,039	4.00	229,632

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated *	\$128,102	\$140,442	\$193,214	\$180,908	\$180,908
Number of staff	12	12	12	12	12
<u>Output:</u>					
Number of investigations referred to the Child Advocacy Center	276	299	326	358	385
<u>Efficiency:</u>					
Amount spent per investigation	\$464.14	\$469.71	\$592.68	\$505.33	\$469.89
<u>Service Quality:</u>					
Percent of families served by the Child Advocacy Center that are satisfied by the services	88%	85%	86%	88%	88%
<u>Outcome:</u>					
Percent of investigations resulting in timely closure	80%	93%	92%	93%	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.

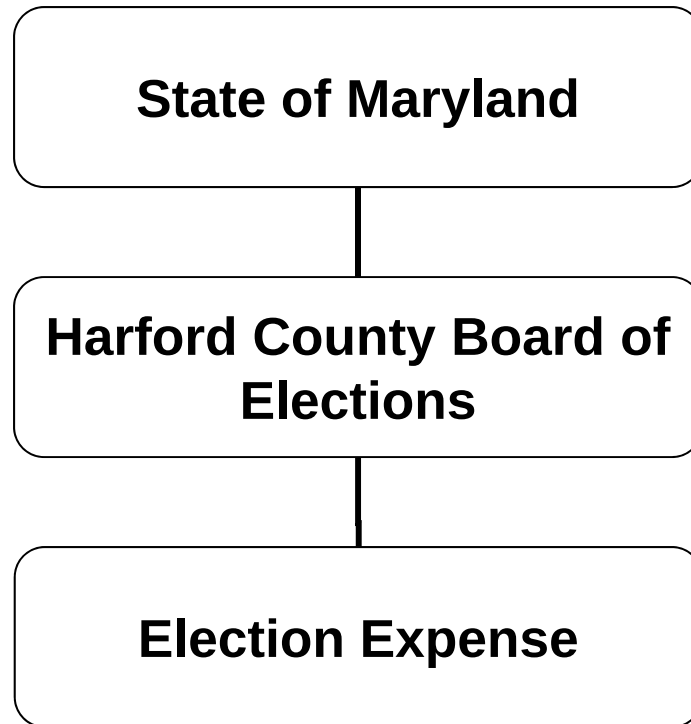
* Stated figure is Child Advocacy Center portion of Family Justice Center budget based on actual historical costs

**GRANTS
STATE'S ATTORNEY**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	OBLIGATION WHEN GRANT ENDS
Cooperative Reimbursement Act Grant (Family Support Division)	1,107,984	420,216	09/30/10 Federal Recurring	To support the Department of Human Resources - Department of Social Services Child Support Program efforts in establishing and collecting child support by providing legal representation through the court system. This grant has been renewed for 34 years with the total cost of \$ 1,107,984 to run the division. This exceeds the States Attorney's Office operating budget after personnel costs and could not be absorbed by the State's Attorney's Office.	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	12/30/10 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. 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	64,982	32,000	9/30/2010 Federal One-Time	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 grant is in its fourth year of funding and cannot be renewed through this source beyond 9/30/2010.	None
Domestic Violence Prosecution	155,000	0	6/30/2011 Federal One Time	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 the 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 grant is one-time Recovery Act money and cannot be renewed through this source beyond 9/30/2010.	None
TOTALS	1,337,966	452,216			

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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 '10 - '11 KEY GOAL:

- 1 TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	178,247	175,905	196,530	290,454	290,454
20	CONTRACTUAL SERVICES	741,492	618,438	569,889	1,218,187	1,218,187
30	SUPPLIES & MATERIALS	150,321	94,093	94,024	225,090	225,090
40	BUSINESS & TRAVEL	37,342	32,201	25,150	29,480	29,480
50	CAPITAL OUTLAY	6,549	2,919	0	0	0
70	MISCELLANEOUS	466,721	522,293	469,447	609,910	609,910
80	INTER-GOV'T / INTER-FUND EXPENSES	0	673	0	3,000	3,000
	GRAND TOTAL	1,580,672	1,446,522	1,355,040	2,376,121	2,376,121
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,580,672	1,446,522	1,355,040	2,376,121	2,376,121
	GRAND TOTAL	1,580,672	1,446,522	1,355,040	2,376,121	2,376,121
<u>SUMMARY BY DIVISION:</u>						
481000	HARFORD COUNTY BOARD OF ELECTIONS	870,799	810,368	857,390	1,065,613	1,065,613
482000	ELECTION EXPENSE	709,873	636,154	497,650	1,310,508	1,310,508
	GRAND TOTAL	1,580,672	1,446,522	1,355,040	2,376,121	2,376,121

ELECTIONS

FINANCIAL NOTES:

The \$1,021,081 net increase in funding for Elections is the result of:

	FY 10	FY 11	CHANGE																								
o	169,516	252,772	83,256 Temporary Salaries																								
			<table> <tr> <th></th><th>FY 10</th><th>FY 11</th><th>Change</th></tr> <tr> <td>MVA Temps</td><td>54,912</td><td>55,312</td><td>400</td></tr> <tr> <td>Board Members</td><td>23,500</td><td>82,160</td><td>58,660</td></tr> <tr> <td>3 F/T Temps</td><td>91,104</td><td>29,500</td><td>(61,604)</td></tr> <tr> <td>Seasonal</td><td>0</td><td>85,800</td><td>85,800</td></tr> <tr> <td></td><td><u>169,516</u></td><td><u>252,772</u></td><td><u>83,256</u></td></tr> </table>		FY 10	FY 11	Change	MVA Temps	54,912	55,312	400	Board Members	23,500	82,160	58,660	3 F/T Temps	91,104	29,500	(61,604)	Seasonal	0	85,800	85,800		<u>169,516</u>	<u>252,772</u>	<u>83,256</u>
	FY 10	FY 11	Change																								
MVA Temps	54,912	55,312	400																								
Board Members	23,500	82,160	58,660																								
3 F/T Temps	91,104	29,500	(61,604)																								
Seasonal	0	85,800	85,800																								
	<u>169,516</u>	<u>252,772</u>	<u>83,256</u>																								
o	14,046	11,272	(2,774) Pension / Retirement rate adjustments																								
o	0	6,570	6,570 Overtime - two elections in FY 11																								
o	12,968	19,840	6,872 FICA adjustments																								
o	10,517	11,764	1,247 Office Equipment - increase based on current office leases																								
o	501,842	668,164	166,322 Management Services - County's share for implementation of Statewide Voting System																								
o	69,549	55,250	(14,299) Computer Software - Harford County's share of the voter registration system per State's estimate																								

ELECTIONS

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	59,175	701,624	642,449	Line items adjusted significantly, due to major elections in FY 11:
	FY 10	FY 11	Change	
	0	13,600	13,600	Space & Real Estate
	0	900	900	Legal Notice
	22,000	490,464	468,464	Election Officials
	0	4,040	4,040	Other Professional Services
	12,000	23,940	11,940	General Office Supplies
	4,575	79,000	74,425	Printing - Commercial
	7,000	65,000	58,000	General Office Mailing
	0	1,000	1,000	Other Food Supplies
	5,000	9,000	4,000	Mileage
	4,800	5,400	600	Meals
	650	800	150	Professional Books & Periodicals
	3,150	5,480	2,330	Training Seminars
	0	3,000	3,000	Fleet Daily Carpool Rentals
	<u>59,175</u>	<u>701,624</u>	<u>642,449</u>	
o	36,550	27,680	(8,870)	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	25,100	18,980	(6,120)	Telephone Service
	1,600	1,200	(400)	Transportation Costs
	8,640	6,750	(1,890)	Lodging
	1,210	750	(460)	Membership Fees & Dues
	<u>36,550</u>	<u>27,680</u>	<u>(8,870)</u>	
o	540,765	609,910	69,145	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. Increase is due to overtime required due to two major elections in FY 11.
o	(71,318)	0	71,318	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 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 '10 - '11 GOAL:

1 TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE+B91+B49

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	178,247	175,905	196,530	290,454	290,454
20	CONTRACTUAL SERVICES	45,968	39,625	46,047	41,019	41,019
30	SUPPLIES & MATERIALS	136,489	41,060	94,024	98,150	98,150
40	BUSINESS & TRAVEL	36,825	28,566	25,150	26,080	26,080
50	CAPITAL OUTLAY	6,549	2,919	0	0	0
70	MISCELLANEOUS	466,721	522,293	495,639	609,910	609,910
	GRAND TOTAL	870,799	810,368	857,390	1,065,613	1,065,613
	<u>FUNDING SOURCE:</u>					
11	GENERAL	870,799	810,368	857,390	1,065,613	1,065,613

DEPARTMENT: ELECTIONS**DIVISION: Harford County Board of Elections****INDEX: 481000****FINANCIAL NOTES:**

The \$208,223 net increase in funding for Elections - Harford County Board of Elections is the result of:

	FY 10	FY 11	CHANGE	
o	169,516	252,772	83,256	Temporary Salaries:
				FY 10 FY 11 Change
				MVA Temps 54,912 55,312 400
				Board Members 23,500 82,160 58,660
				3 F/T Temps 91,104 29,500 (61,604)
				Seasonal 0 85,800 85,800
				<u>169,516</u> <u>252,772</u> <u>83,256</u>
o	14,046	11,272	(2,774)	Pension / Retirement rate adjustments
o	0	6,570	6,570	Overtime - two elections in FY 11
o	12,968	19,840	6,872	FICA rate adjustments
o	10,517	11,764	1,247	Office Equipment - increase based on current contracts
o	19,725	40,480	20,755	Increase based on major elections in FY 11:
				FY 10 FY 11 Change
				4,575 13,000 8,425 Printing - Commercial
				7,000 15,000 8,000 General Office Mailing
				5,000 7,000 2,000 Mileage
				3,150 5,480 2,330 Training Seminars
				<u>19,725</u> <u>40,480</u> <u>20,755</u>
o	69,549	55,250	(14,299)	Computer Software - Harford County's share of the voter registration system per State's estimate. Harford County's share of costs per State's estimate based on population are 4.25% of \$1,300,000.

DEPARTMENT: ELECTIONS**DIVISION: Harford County Board of Elections****INDEX: 481000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	53,350	45,680	(7,670)	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	25,100	18,980	(6,120)	Telephone Service
	12,000	14,000	2,000	General Office Supplies
	1,600	1,200	(400)	Transportation Costs
	4,800	4,000	(800)	Meals
	8,640	6,750	(1,890)	Lodging
	1,210	750	(460)	Membership Fees & Dues
	<u>53,350</u>	<u>45,680</u>	<u>(7,670)</u>	
o	540,765	609,910	69,145	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. Increase is primarily due to overtime expenses due to two major elections occurring in FY 11.
o	(45,126)	0	45,126	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #261

DIVISION STAFF SUMMARY

DEPARTMENT: ELECTIONS
DIVISION: HARFORD COUNTY BOARD OF ELECTIONS

Index No. 481000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>167,248</u>		<u>169,516</u>		<u>252,772</u> A
SALARY TOTAL		<u>167,248</u>		<u>169,516</u>		<u>252,772</u>
OTHER PERSONAL SERVICES						
Pension		11,387		14,046		11,272
Overtime		25,252		0		6,570
FICA		<u>14,726</u>		<u>12,968</u>		<u>19,840</u>
TOTAL OTHER PERSONAL SERVICES		<u>51,365</u>		<u>27,014</u>		<u>37,682</u>
TOTAL PERSONAL SERVICES		<u>218,613</u>		<u>196,530</u>		<u>290,454</u>

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries increase primarily for seasonal help due to two major elections in FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$866,197	\$870,799	\$810,368	\$857,390	\$1,065,613
<u>Output:</u>					
Number of registration transactions processed	64,708	39,457	80,021	69,282	70,000
Number of registered voters	137,785	140,355	144,430	147,963	155,000
<u>Efficiency:</u>					
Cost per registered voter	\$6.29	\$6.20	\$5.61	\$5.79	\$6.87
<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	9,608	17,807	16,003	5,376	12,000
Percentage of voter turnout in general election	67%	83%	83%	75%	75%

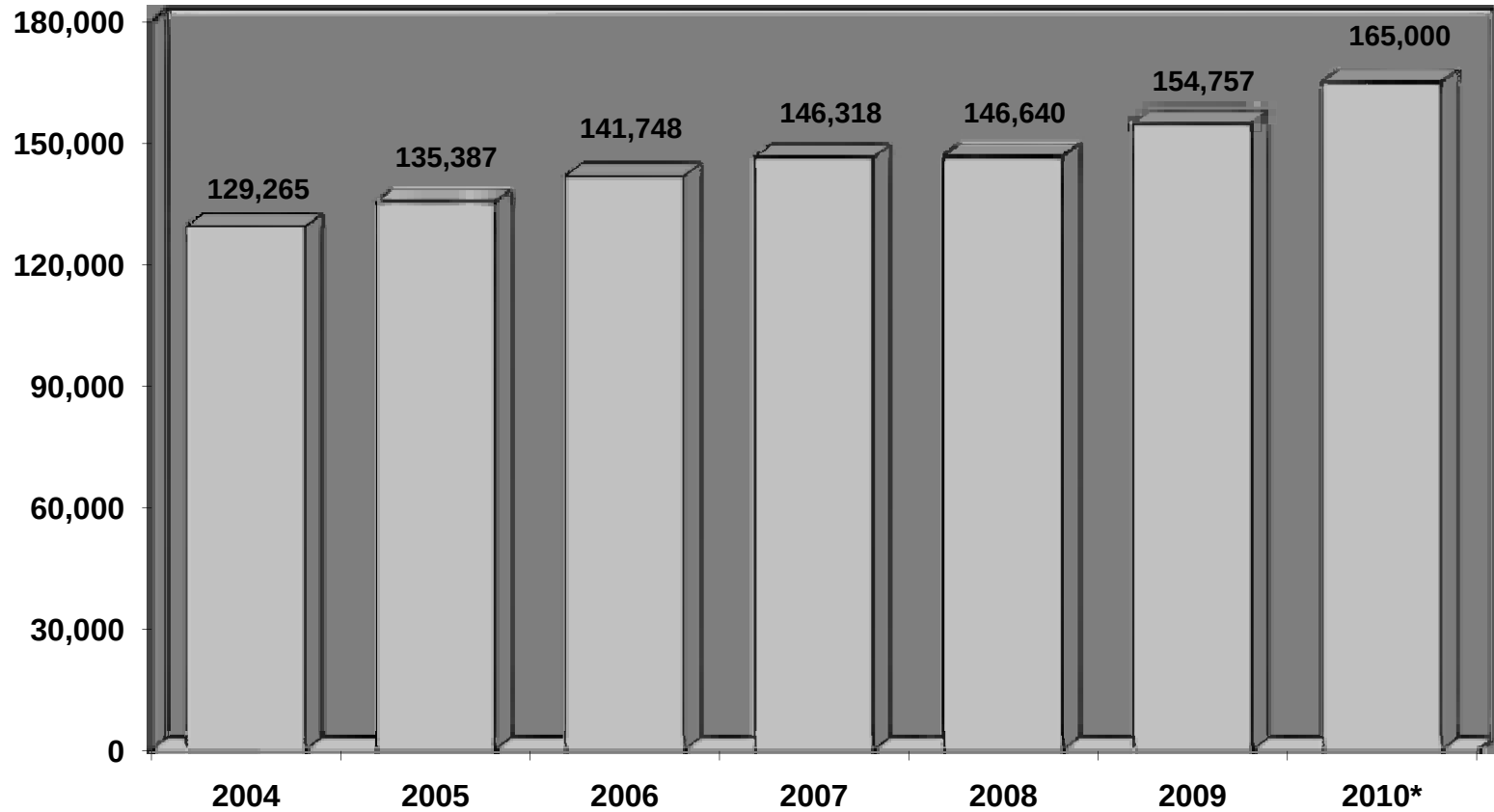
Explanation and Analysis of Performance Measures

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.

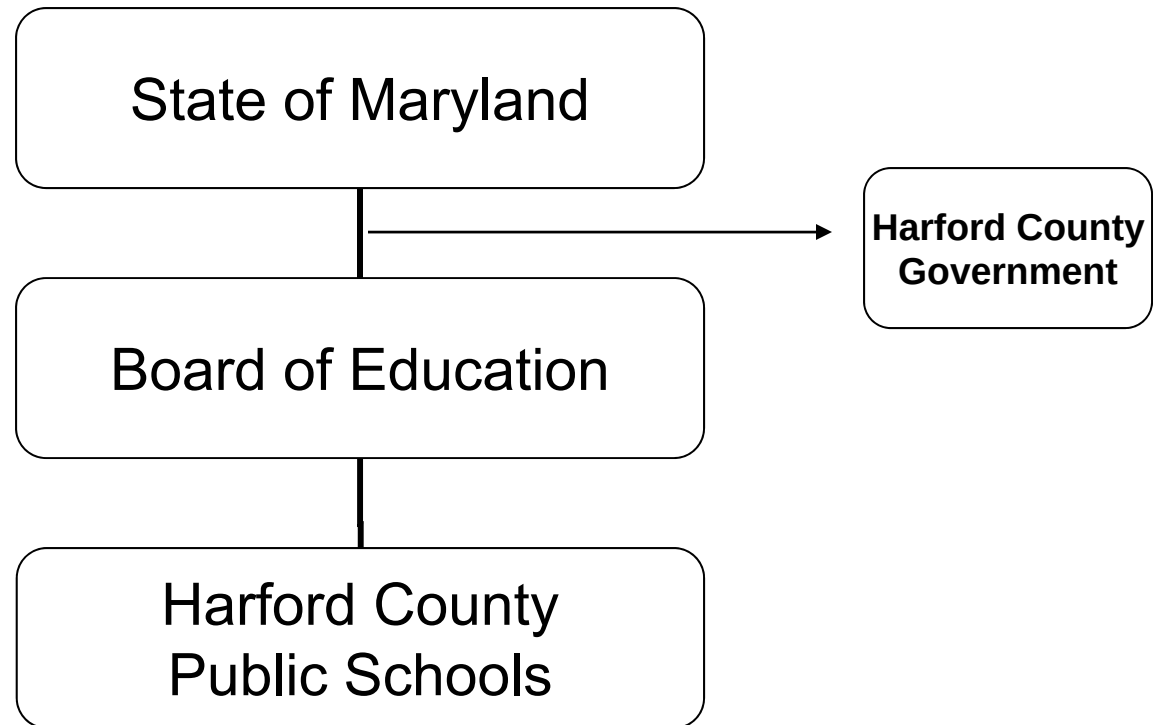
In addition, expenses include storage, maintenance, and preparation of the current voting equipment and the personnel to support these efforts.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	695,524	578,813	523,842	1,177,168	1,177,168
30	SUPPLIES & MATERIALS	13,832	53,033	0	126,940	126,940
40	BUSINESS & TRAVEL	517	3,635	0	3,400	3,400
70	MISCELLANEOUS	0	0	(26,192)	0	0
80	INTER-GOV'T / INTER-FUND EXPENSES	0	673	0	3,000	3,000
	GRAND TOTAL	709,873	636,154	497,650	1,310,508	1,310,508
<u>FUNDING SOURCE:</u>						
11	GENERAL	709,873	636,154	497,650	1,310,508	1,310,508

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. Per Senate Bill 629, effective July 1, 2009, the Board of Education was changed from a fully appointed by the Governor of the State of Maryland for four-year terms to be phased in over a period of time. There is also a student representative to the Board who serves a one-year term while a high school senior. This 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
10	Comprehensive High Schools
1	Technical High School
1	John Archer public special education school serving students with disabilities
1	An Alternative Education Program
<u>54</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 11 BOARD OF EDUCATION OPERATING FUNDING:

		FY 10 APPROVED BUDGET	FY 11 APPROVED BUDGET	\$ CHANGE
County		210,914,800	214,061,789	3,146,989
State	Unrestricted	201,149,762	198,509,826	(2,639,936)
Federal	Unrestricted	380,330	380,330	0
Other	Unrestricted	3,066,431	2,940,883	(125,548)
		<u>415,511,323</u>	<u>415,892,828</u>	<u>381,505</u>
Fund Balance		<u>4,637,987</u>	<u>4,632,681</u>	<u>(5,306)</u>
Total Unrestricted Funds		420,149,310	420,525,509	376,199
State	Restricted	7,917,822	6,746,954	(1,170,868)
Federal	Restricted	16,092,379	25,819,245	9,726,866
Other	Restricted	100,000	51,000	(49,000)
Total Restricted Funds		<u>24,110,201</u>	<u>32,617,199</u>	<u>8,506,998</u>
Total Funding		<u><u>444,259,511</u></u>	<u><u>453,142,708</u></u>	<u><u>8,883,197</u></u>

COUNTY FUNDING:

MAINTENANCE OF EFFORT

FY 10 ORIGINAL BUDGET	FY 11 APPROVED BUDGET	CHANGE	146,989	FY 11 required Maintenance of Effort funding
210,914,800	214,061,789	3,146,989	3,000,000	County funding over required Maintenance of Effort

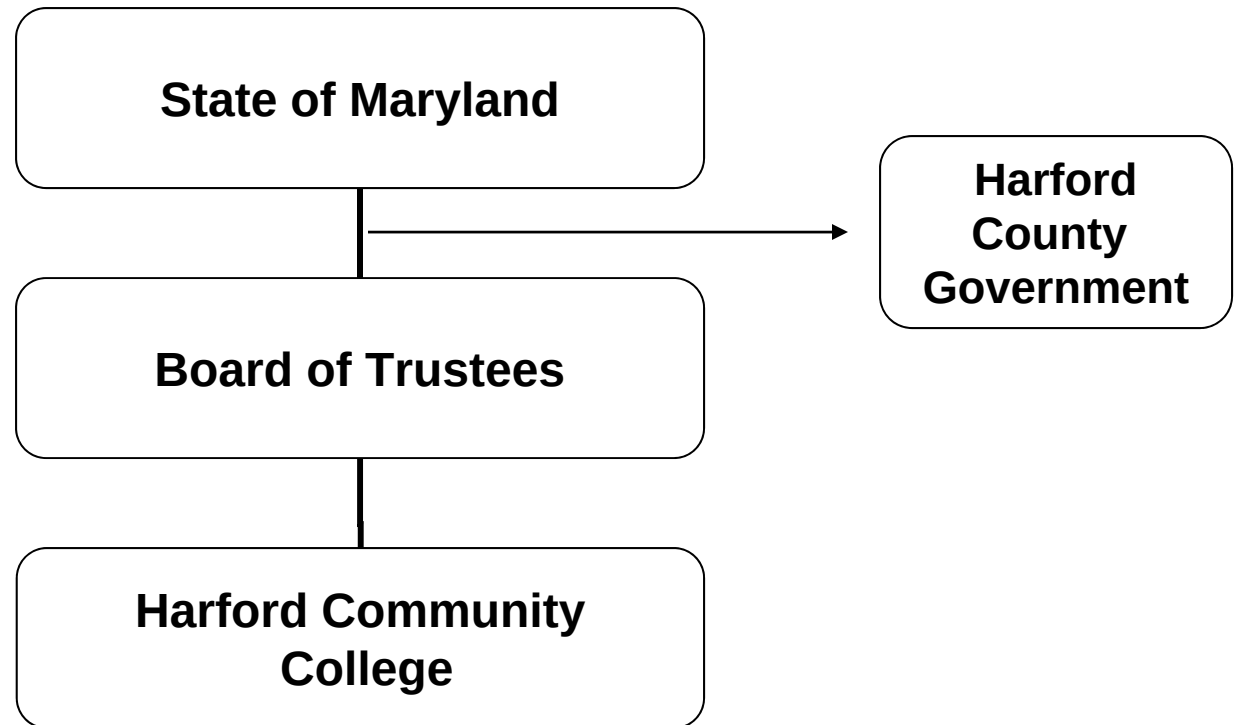
With the increased appropriation of \$3,146,989 the County has met the Maintenance of Effort requirement of \$146,989. It is the strong hope of the County Executive that the Board of Education will use \$2,700,000 of the approved funding in combination with it's own funds to mitigate any employee wage reductions. Included in the increase is \$300,000 that upon approval of the Board of Education would support a new AG Magnet program at North Harford High School.

HARFORD COUNTY BOARD OF EDUCATION

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>199,614,800</u>	<u>206,978,734</u>	<u>210,914,800</u>	<u>214,061,789</u>	<u>214,061,789</u>
	GRAND TOTAL	<u>199,614,800</u>	<u>206,978,734</u>	<u>210,914,800</u>	<u>214,061,789</u>	<u>214,061,789</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>199,614,800</u>	<u>206,978,734</u>	<u>210,914,800</u>	<u>214,061,789</u>	<u>214,061,789</u>
	GRAND TOTAL	<u>199,614,800</u>	<u>206,978,734</u>	<u>210,914,800</u>	<u>214,061,789</u>	<u>214,061,789</u>
	<u>SUMMARY BY DIVISION:</u>					
541000	PUBLIC SCHOOLS	<u>199,614,800</u>	<u>206,978,734</u>	<u>210,914,800</u>	<u>214,061,789</u>	<u>214,061,789</u>
	GRAND TOTAL	<u>199,614,800</u>	<u>206,978,734</u>	<u>210,914,800</u>	<u>214,061,789</u>	<u>214,061,789</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 the 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>15,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>	<u>14,961,612</u>	<u>14,961,612</u>
	GRAND TOTAL	<u>15,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>	<u>14,961,612</u>	<u>14,961,612</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>15,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>	<u>14,961,612</u>	<u>14,961,612</u>
	GRAND TOTAL	<u>15,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>	<u>14,961,612</u>	<u>14,961,612</u>
	<u>SUMMARY BY DIVISION:</u>					
561000	HARFORD COMMUNITY COLLEGE	<u>15,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>	<u>14,961,612</u>	<u>14,961,612</u>
	GRAND TOTAL	<u>15,778,743</u>	<u>15,939,806</u>	<u>15,939,806</u>	<u>14,961,612</u>	<u>14,961,612</u>

FINANCIAL NOTES:

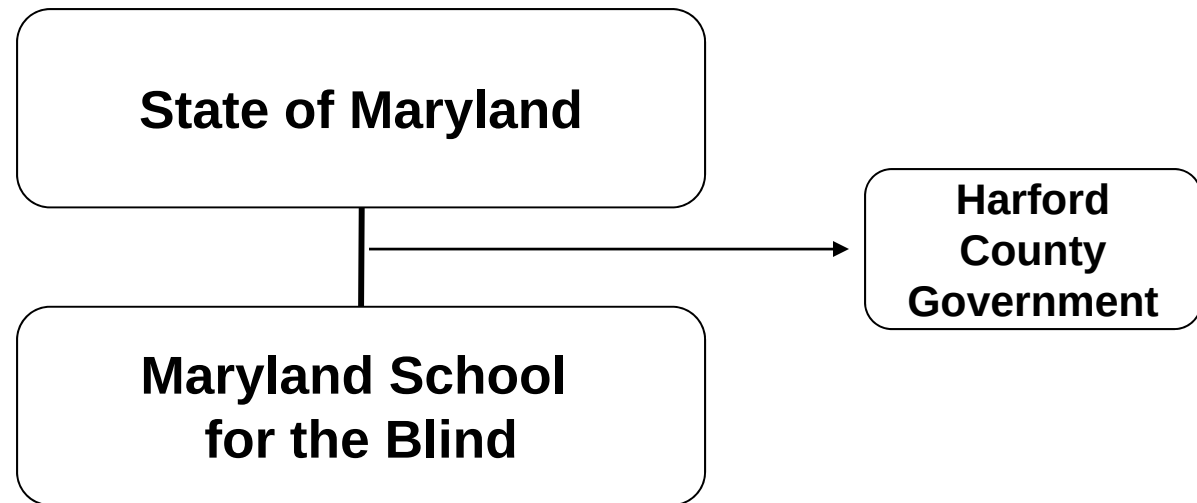
The (\$978,194) net decrease in funding for Harford Community College is the result of:

	FY 10	FY 11	CHANGE
o	15,939,806	14,961,612	(978,194) In light of the economy the County Executive has proposed a 6% reduction in funds provided to Harford Community College.



*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:

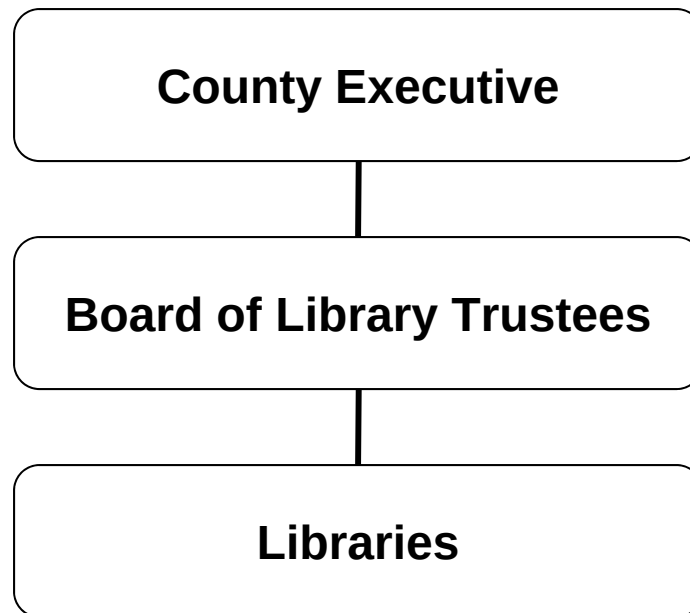
		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	SUMMARY BY CHARACTER:					
70	MISCELLANEOUS	51,894	36,720	71,250	71,250	71,250
	GRAND TOTAL	51,894	36,720	71,250	71,250	71,250
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	51,894	36,720	71,250	71,250	71,250
	GRAND TOTAL	51,894	36,720	71,250	71,250	71,250
	<u>SUMMARY BY DIVISION:</u>					
571000	MARYLAND SCHOOL FOR THE BLIND	51,894	36,720	71,250	71,250	71,250

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE
o	71,250	71,250	0 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 11.

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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 '10 - '11 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	10,340	17,867	0	0	0
70	MISCELLANEOUS	15,695,121	16,118,050	15,312,147	15,512,147	15,512,147
	GRAND TOTAL	15,705,461	16,135,917	15,312,147	15,512,147	15,512,147
<u>SUMMARY BY FUND:</u>						
11	GENERAL	15,705,461	16,135,917	15,312,147	15,512,147	15,512,147
	GRAND TOTAL	15,705,461	16,135,917	15,312,147	15,512,147	15,512,147
<u>SUMMARY BY DIVISION:</u>						
581000	COUNTY LIBRARIES	15,705,461	16,135,917	15,312,147	15,512,147	15,512,147
	GRAND TOTAL	15,705,461	16,135,917	15,312,147	15,512,147	15,512,147

FINANCIAL NOTES:

The \$200,000 net increase to the Libraries is the result of:

	FY 10	FY 11	CHANGE	
o	15,312,147	15,512,147	200,000	Payments to Other Gov't Agencies - Increase is the result of adding \$200,000 to eliminate the need for furlough days during FY 11

HARFORD COUNTY PUBLIC LIBRARY OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To be a premier library system, recognized for delivering innovative services.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$14,361,956	\$15,705,461	\$16,135,917	\$15,312,147	\$15,512,147
Volunteer hours	22,937	22,392	24,023	26,367	26,000
<u>Output:</u>					
Number of customer visits	1,615,702	1,665,680	1,789,341	1,578,816	1,650,000
Total circulation	3,990,113	4,466,496	4,851,373	4,640,942	4,800,000
Information requests from customers answered	525,587	580,316	642,896	578,569	600,000
<u>Outcome:</u>					
Increase in customer visits over previous year	2.9%	3.1%	7.4%	(11.8%)	4.5%
Increase in circulation	11.8%	11.9%	8.6%	(4.3%)	3.4%
Increase in information requests	1.1%	10.4%	10.8%	(10.0%)	3.7%

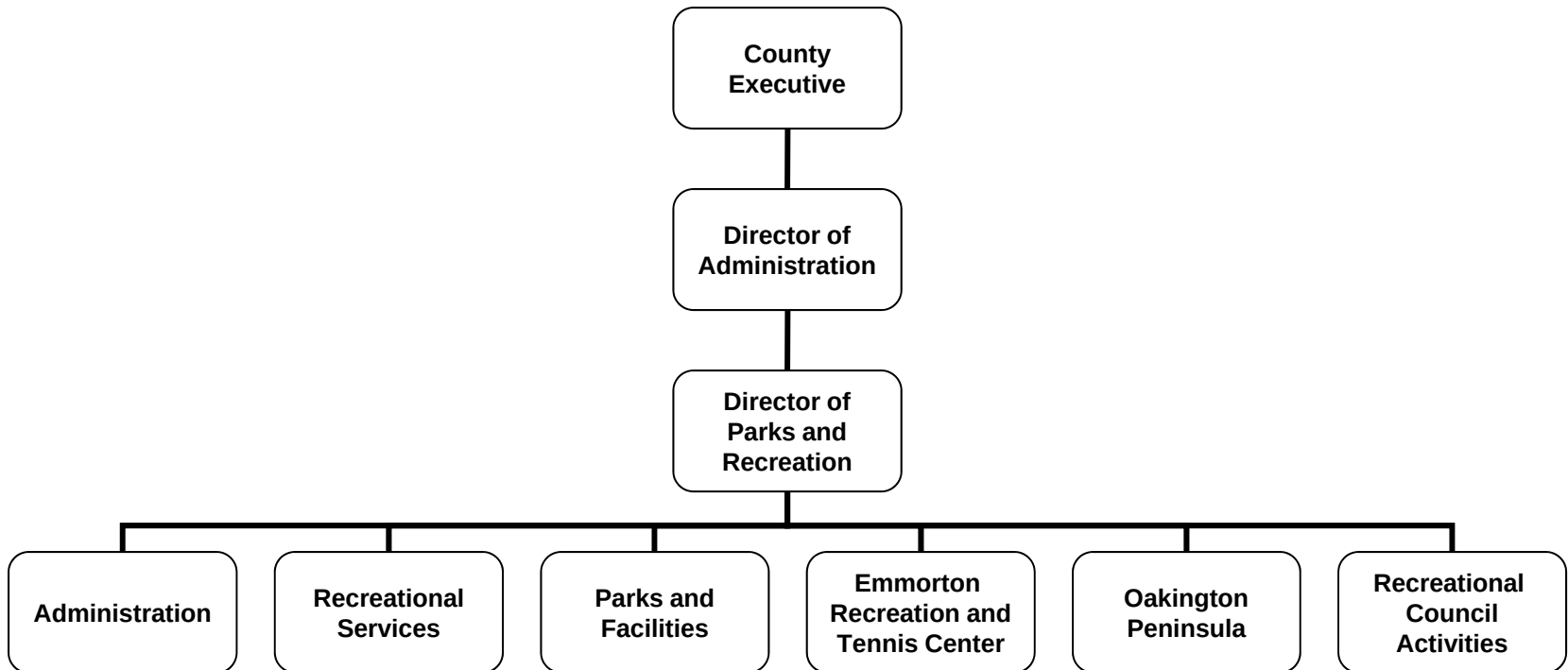
*Figures estimated for May, June, 2010

Major Related Plans and Policies

Harford County Library Annual Report

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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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	7,469,557	7,659,941	7,826,546	7,415,349	7,415,349
20	CONTRACTUAL SERVICES	1,628,538	1,339,214	1,589,140	1,520,444	1,520,444
30	SUPPLIES & MATERIALS	713,277	565,067	543,355	517,485	517,485
40	BUSINESS & TRAVEL	400,597	377,419	390,890	374,050	374,050
50	CAPITAL OUTLAY	324,120	83,566	0	4,575	4,575
70	MISCELLANEOUS	138,217	84,982	(402,850)	80,438	80,438
80	INTER-GOV'T / INTERFUND EXPENSES	0	5,735	10,896	16,876	16,876
	GRAND TOTAL	10,674,306	10,115,924	9,957,977	9,929,217	9,929,217

SUMMARY BY FUND:

11	GENERAL	9,916,011	9,462,651	9,172,977	9,166,709	9,166,709
26	PARKS AND RECREATION	758,295	653,273	785,000	762,508	762,508
	GRAND TOTAL	10,674,306	10,115,924	9,957,977	9,929,217	9,929,217

SUMMARY BY DIVISION:

GENERAL FUND:

591000	ADMINISTRATION	804,708	788,536	746,094	750,968	750,968
593000	RECREATIONAL SERVICES	2,599,635	2,699,982	2,578,442	2,541,062	2,541,062
595000	PARKS & FACILITIES	6,511,668	5,974,133	5,848,441	5,874,679	5,874,679

PARKS AND RECREATION FUND:

593002	EMMORTON RECREATION & TENNIS CENTER	303,874	259,806	300,000	322,640	322,640
593003	OAKINGTON PENINSULA	297,337	276,240	325,000	273,158	273,158
593004	RECREATIONAL COUNCIL ACTIVITIES	157,084	117,227	160,000	166,710	166,710
	GRAND TOTAL	10,674,306	10,115,924	9,957,977	9,929,217	9,929,217

SUMMARY OF GRANT BUDGETS

44,038

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Administrative Assistant I	8.00	416,676	8.00	415,990	9.00	449,090
Administrative Assistant II	3.00	183,765	3.00	183,462	4.00	220,762
Administrative Secretary II	1.00	62,270	1.00	62,167	1.00	62,167
Administrative Specialist I	1.00	59,658	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	61,339	1.00	61,339
Chief of Parks and Facilities	2.00	193,861	2.00	193,542	1.00	0
Chief of Recreation	1.00	104,797	1.00	104,624	1.00	104,624
Civil Engineer III	1.00	86,309	1.00	86,167	1.00	86,167
Crew Chief	3.00	152,488	3.00	152,236	3.00	152,236
Crew Leader I	0.00	0	0.00	0	7.00	265,289
Crew Leader II	0.00	0	0.00	0	1.00	47,101
Custodial Worker II	10.00	332,405	10.00	329,827	12.00	402,235
Director, Parks and Recreation	1.00	121,217	1.00	121,217	1.00	115,000
Engineering Associate V	1.00	91,998	1.00	67,080	1.00	67,080
Maintenance Mechanic I	2.00	77,167	2.00	77,039	2.00	77,039
Maintenance Mechanic II	3.00	167,237	3.00	166,962	3.00	166,962
Maintenance Worker I	7.00	196,452	12.00	325,960	11.00	298,526
Maintenance Worker II	10.00	315,350	9.00	282,054	9.00	287,458
Maintenance Supervisor	2.00	138,223	2.00	137,995	2.00	137,995
Management Assistant II	0.00	0	0.00	0	1.00	65,000
Park Building Maintenance Worker	5.00	177,576	5.00	178,191	5.00	178,191
Park Maintenance Crew Leader I	8.00	312,059	8.00	311,018	0.00	0
Planner II	1.00	57,307	1.00	58,885	0.00	0
Planner III	0.00	0	0.00	0	1.00	61,829
Recreation Specialist III	4.00	193,660	5.00	240,732	5.00	240,732
Recreation Specialist IV	2.00	112,534	2.00	112,404	1.00	52,800
Recreation Specialist V	10.00	773,499	10.00	772,237	11.00	831,841
Secretary I	2.00	68,878	2.00	68,763	1.00	37,930
Storekeeper	1.00	30,271	1.00	30,221	0.00	0
Utility Worker I	3.00	153,898	3.00	153,646	3.00	153,646
Utility Worker II	1.00	46,577	1.00	46,500	1.00	46,500
FULL-TIME SALARIES	93.00	4,626,132	98.00	4,740,258	99.00	4,669,539
SALARY OFFSET		0		0		(29,545)
TOTAL FULL-TIME SALARIES	93.00	4,626,132	98.00	4,740,258	99.00	4,639,994

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND (CONT'D)</u>						
PART-TIME SALARIES						
Custodial Worker II	3.50	99,859	3.50	99,615	3.00	85,453
TOTAL PART-TIME SALARIES	3.50	99,859	3.50	99,615	3.00	85,453
TEMPORARY SALARIES		665,109		398,212		236,226
FURLOUGH SAVINGS		0		(104,346)		0
SUB-TOTAL P & R - GENERAL	96.50	5,391,100	101.50	5,133,739	102.00	4,961,673
 <u>PARKS AND RECREATION - SPECIAL REVENUE FUND</u>						
Community Resources Coordinator	1.00	58,431	1.00	58,335	1.00	58,335
Custodial Worker II	2.00	83,843	2.00	83,705	1.00	37,953
TOTAL FULL-TIME SALARIES	3.00	142,274	3.00	142,040	2.00	96,288
TEMPORARY SALARIES		187,694		185,240		193,966
FURLOUGH SAVINGS		0		(3,860)		0
SUB-TOTAL P & R - SPECIAL REV FUND	3.00	329,968	3.00	323,420	2.00	290,254

STAFF SUMMARY

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		501,743		513,612		411,407
Workers' Compensation		255,464		192,691		172,711
Health Benefits		1,037,252		1,078,280		1,081,989
OPEB		6,903		0		0
Overtime & Shift Differential		132,746		129,055		75,012
FICA		446,407		440,629		407,387
Uniform Allowance		44,500		0		0
Miscellaneous		16,100		15,120		14,916
TOTAL OTHER PERSONAL SERVICES		2,441,115		2,369,387		2,163,422

<u>PARKS AND RECREATION TOTALS</u>						
TOTAL FULL-TIME SALARIES	96.00	4,768,406	101.00	4,882,298	101.00	4,736,282
TOTAL PART-TIME SALARIES	3.50	99,859	3.50	99,615	3.00	85,453
TOTAL TEMPORARY SALARIES		852,803		583,452		430,192
TOTAL OTHER PERSONAL SERVICES		2,441,115		2,369,387		2,163,422
TOTAL FURLOUGH SAVINGS		0		(108,206)		0
PARKS & RECREATION SALARY TOTAL	99.50	8,162,183 *	104.50	7,826,546	104.00	7,415,349

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

PARKS AND RECREATION

GENERAL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	7,038,535	7,258,334	7,378,372	7,013,761	7,013,761
20	CONTRACTUAL SERVICES	1,354,765	1,138,216	1,316,709	1,232,409	1,232,409
30	SUPPLIES & MATERIALS	662,006	517,030	482,370	452,410	452,410
40	BUSINESS & TRAVEL	398,368	374,788	387,480	370,815	370,815
50	CAPITAL OUTLAY	324,120	83,566	0	0	0
70	MISCELLANEOUS	138,217	84,982	(402,850)	80,438	80,438
80	INTER-GOV'T / INTER-FUND EXPENSES	0	5,735	10,896	16,876	16,876
	GRAND TOTAL	9,916,011	9,462,651	9,172,977	9,166,709	9,166,709

SUMMARY BY FUND:

11	GENERAL	9,916,011	9,462,651	9,172,977	9,166,709	9,166,709
	GRAND TOTAL	9,916,011	9,462,651	9,172,977	9,166,709	9,166,709

SUMMARY BY DIVISION:

591000	ADMINISTRATION	804,708	788,536	746,094	750,968	750,968
593000	RECREATIONAL SERVICES	2,599,635	2,699,982	2,578,442	2,541,062	2,541,062
595000	PARKS & FACILITIES	6,511,668	5,974,133	5,848,441	5,874,679	5,874,679
	GRAND TOTAL	9,916,011	9,462,651	9,172,977	9,166,709	9,166,709

SUMMARY OF GRANT BUDGETS

44,038

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - GENERAL FUND

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	8.00	416,676	8.00	415,990	9.00	449,090
Administrative Assistant II	3.00	183,765	3.00	183,462	4.00	220,762
Administrative Secretary II	1.00	62,270	1.00	62,167	1.00	62,167
Administrative Specialist I	1.00	59,658	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	61,339	1.00	61,339
Chief of Parks and Facilities	2.00	193,861	2.00	193,542	1.00	0
Chief of Recreation	1.00	104,797	1.00	104,624	1.00	104,624
Civil Engineer III	1.00	86,309	1.00	86,167	1.00	86,167
Crew Chief	3.00	152,488	3.00	152,236	3.00	152,236
Crew Leader I	0.00	0	0.00	0	7.00	265,289
Crew Leader II	0.00	0	0.00	0	1.00	47,101
Custodial Worker II	10.00	332,405	10.00	329,827	12.00	402,235
Director, Parks and Recreation	1.00	121,217	1.00	121,217	1.00	115,000
Engineering Associate V	1.00	91,998	1.00	67,080	1.00	67,080
Maintenance Mechanic I	2.00	77,167	2.00	77,039	2.00	77,039
Maintenance Mechanic II	3.00	167,237	3.00	166,962	3.00	166,962
Maintenance Worker I	7.00	196,452	12.00	325,960	11.00	298,526
Maintenance Worker II	10.00	315,350	9.00	282,054	9.00	287,458
Maintenance Supervisor	2.00	138,223	2.00	137,995	2.00	137,995
Management Assistant II	0.00	0	0.00	0	1.00	65,000
Park Building Maintenance Worker	5.00	177,576	5.00	178,191	5.00	178,191
Park Maintenance Crew Leader I	8.00	312,059	8.00	311,018	0.00	0
Planner II	1.00	57,307	1.00	58,885	0.00	0
Planner III	0.00	0	0.00	0	1.00	61,829
Recreation Specialist III	4.00	193,660	5.00	240,732	5.00	240,732
Recreation Specialist IV	2.00	112,534	2.00	112,404	1.00	52,800
Recreation Specialist V	10.00	773,499	10.00	772,237	11.00	831,841
Secretary I	2.00	68,878	2.00	68,763	1.00	37,930
Storekeeper	1.00	30,271	1.00	30,221	0.00	0
Utility Worker I	3.00	153,898	3.00	153,646	3.00	153,646
Utility Worker II	1.00	46,577	1.00	46,500	1.00	46,500
FULL-TIME SALARIES	93.00	4,626,132	98.00	4,740,258	99.00	4,669,539
SALARY OFFSET		0		0		(29,545)
TOTAL FULL-TIME SALARIES	93.00	4,626,132	98.00	4,740,258	99.00	4,639,994

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - GENERAL FUND

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Custodial Worker II	<u>3.50</u>	<u>99,859</u>	<u>3.50</u>	<u>99,615</u>	<u>3.00</u>	<u>85,453</u>
TOTAL PART-TIME SALARIES	3.50	99,859	3.50	99,615	3.00	85,453
TEMPORARY SALARIES						
	<u> </u>	<u>665,109</u>	<u> </u>	<u>398,212</u>	<u> </u>	<u>236,226</u>
SALARY TOTAL	<u><u>96.50</u></u>	<u><u>5,391,100</u></u>	<u><u>101.50</u></u>	<u><u>5,238,085</u></u>	<u><u>102.00</u></u>	<u><u>4,961,673</u></u>
OTHER PERSONAL SERVICES						
Pension & Retirement		481,772		495,155		398,888
Workers' Compensation		248,602		187,397		169,444
Health Benefits		977,844		1,027,919		1,031,527
Overtime & Shift Differential		108,356		105,790		54,147
FICA		419,345		413,812		383,586
Uniform Allowance		43,500		0		0
Miscellaneous		<u>15,400</u>		<u>14,560</u>		<u>14,496</u>
TOTAL OTHER PERSONAL SERVICES		2,294,819		2,244,633		2,052,088
FURLOUGH SAVINGS						
	<u> </u>	<u>0</u>	<u> </u>	<u>(104,346)</u>	<u> </u>	<u>0</u>
TOTAL PERSONAL SERVICES	<u><u>96.50</u></u>	<u><u>7,685,919</u></u>	<u><u>101.50</u></u>	<u><u>7,378,372</u></u>	<u><u>102.00</u></u>	<u><u>7,013,761</u></u>

* FY 09 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 '10 - '11 GOAL:

1 TO PROVIDE FOR BURGEONING RECREATION NEEDS WITHIN THE DEVELOPMENT ENVELOPE AS WELL AS COUNTY-WIDE

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	774,627	763,270	758,847	729,218	729,218
20	CONTRACTUAL SERVICES	12,001	12,237	14,115	12,800	12,800
30	SUPPLIES & MATERIALS	8,624	5,580	6,250	4,450	4,450
40	BUSINESS & TRAVEL	6,166	6,386	6,150	4,500	4,500
50	CAPITAL OUTLAY	2,351	300	0	0	0
70	MISCELLANEOUS	939	763	(39,268)	0	0
	GRAND TOTAL	804,708	788,536	746,094	750,968	750,968
<u>FUNDING SOURCE:</u>						
11	GENERAL	804,708	788,536	746,094	750,968	750,968

DEPARTMENT: PARKS AND RECREATION**DIVISION: Administration****INDEX: 591000****FINANCIAL NOTES:**

The \$4,874 net increase in funding for Parks & Recreation - Administration is the result of:

	FY 10	FY 11	CHANGE			
o	572,738	556,249	(16,489)	Full Time Salaries		
			11,230	Increase result of no furlough savings for FY 11		
			6,467	Salary Adjustments based on the recommendations of the Dept of Human Resources		
			<u>(34,186)</u>	Staff Turnover <u>(5.97%)</u>		
			<u>(16,489)</u>			
o	73,638	77,423	3,785	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage		
o	42,921	42,045	(876)	FICA adjustments		
o	60,826	45,612	(15,214)	Pension / Retirement rate adjustments		
o	7,604	6,769	(835)	Workers' Compensation rate adjustments		
o	25,465	20,865	(4,600)	Line items significantly adjusted, based on actual expense history or state of the economy:		
			FY 10	FY 11	Change	
			6,615	5,720	(895)	Office Equipment
			7,000	6,645	(355)	Telephone Service
			3,500	3,000	(500)	General Office Supplies
			400	600	200	Duplicating Machine Supplies
			1,500	500	(1,000)	General Office Mailing
			400	0	(400)	Other Food Supplies
			5,000	4,000	(1,000)	Mileage
			250	0	(250)	Professional Books
			500	200	(300)	Membership Fees
			300	200	(100)	Training Seminars
			<u>25,465</u>	<u>20,865</u>	<u>(4,600)</u>	
o	(39,268)	0	39,268	Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #265		

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: ADMINISTRATION

Index No. 591000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	129,490	2.00	129,276	3.00	166,576 A
Administrative Secretary II	1.00	62,270	1.00	62,167	1.00	62,167
Administrative Specialist I	1.00	59,658	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	61,339	1.00	61,339
Chief, Parks & Facilities	1.00	93,122	1.00	92,969	0.00	0
Civil Engineer III	1.00	86,309	1.00	86,167	1.00	86,167
Director, Parks and Recreation	1.00	121,217	1.00	121,217	1.00	115,000
Management Assistant II	0.00	0	0.00	0	1.00	65,000 B
Secretary I	1.00	30,885	1.00	30,833	0.00	0
SALARY TOTAL	8.00	582,951	8.00	583,968	8.00	556,249
OTHER PERSONAL SERVICES						
Pension & Retirement		58,779		60,826		45,612
Workers' Compensation		10,286		7,604		6,769
Health Benefits		66,722		73,638		77,423
FICA		43,510		43,780		42,045
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		180,417		186,968		172,969
FURLOUGH SAVINGS		0		(12,089)		0 C
TOTAL PERSONAL SERVICES	8.00	763,368	8.00	758,847	8.00	729,218

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Secretary I position reclassified to Administrative Assistant II - #3402

B - One (1) Chief of Parks and Recreation position reclassified to a Management Assistant II - #2546

C - No furloughs planned for FY 11

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.

Department 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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$2,700,000	\$2,500,000	\$750,000	\$250,000	\$4,004,000
Number of staff	3	3	3	3	3
<u>Output:</u>					
Number of open space acquisitions for future regional facilities	2	2	0	0	0
Number of acres of future regional facilities	83	129	0	0	0
<u>Efficiency:</u>					
Cost of sites for future regional facilities	\$3,518,000	\$2,850,000	\$500,000	\$0	\$0
<u>Service Quality:</u>					
Degree to which acquired land addresses expressed needs.	High	High	*	*	*
<u>Outcome:</u>					
Number of sites suitable for regional facilities.	3	2	0	0	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 or FY 2011.

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,141,311	2,366,408	2,360,577	2,315,716	2,315,716
20	CONTRACTUAL SERVICES	223,243	182,653	198,084	77,808	77,808
30	SUPPLIES & MATERIALS	107,027	53,790	56,250	49,050	49,050
40	BUSINESS & TRAVEL	29,451	27,403	29,300	28,050	28,050
50	CAPITAL OUTLAY	4,843	12,304	0	0	0
70	MISCELLANEOUS	93,760	57,424	(65,769)	70,438	70,438
	GRAND TOTAL	2,599,635	2,699,982	2,578,442	2,541,062	2,541,062
<u>FUNDING SOURCE:</u>						
11	GENERAL	2,599,635	2,699,982	2,578,442	2,541,062	2,541,062

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

The (\$37,380) net decrease in funding for Parks & Recreation - Recreational Services is the result of:

	FY 10	FY 11	CHANGE	
o	1,651,534	1,654,372	2,838	Full Time Salaries
			(29,545)	Offset Recreation Specialist V salary 46% to the Leight Park Grant
			32,383	Increase result of no furlough savings for FY 11
			<u>2,838</u>	
o	287,615	278,243	(9,372)	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	63,480	57,773	(5,707)	Temporary Salaries - for Pal Center Programming and Park Naturalists
o	164,043	136,901	(27,142)	Pension / Retirement rate adjustments
o	58,926	53,731	(5,195)	Workers' Compensation rate adjustments
o	16,490	13,000	(3,490)	Office Equipment - decrease due to downgrade and summary billing
o	43,000	51,888	8,888	Telephone Service - increase due to opening of the Chenowith Activity Center
o	0	3,520	3,520	Other Contractual Services - fitness equipment quarterly safety inspection required by mandate at three activity centers
o	600	0	(600)	Uniform - Purchase - the County in cooperation with the AFSCME and MCEA unions have agreed to a uniform rental program in lieu of uniform purchase / allowance. This program is more cost effective.

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o	184,510	47,400	(137,110)	Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 10	FY 11	Change	
	59,000	0	(59,000)	Recreation Officials
	3,000	2,000	(1,000)	Other Professional Services
	1,710	3,600	1,890	Office Equipment Service
	71,000	0	(71,000)	Building / Custodial
	2,800	1,000	(1,800)	Printing - Commercial
	11,000	9,800	(1,200)	Duplicating Machine Supplies
	5,000	2,000	(3,000)	General Office Mailing
	2,200	1,500	(700)	Other Food Supplies
	3,900	4,500	600	County Owned Vehicles
	18,000	16,200	(1,800)	Fuel Charges
	500	1,300	800	Non-Targeted Charges - FVS
	6,300	5,500	(800)	Mileage
	100	0	(100)	Lodging
	<u>184,510</u>	<u>47,400</u>	<u>(137,110)</u>	
o	69,938	70,438	500	Miscellaneous
	FY 10	FY 11	Change	
	26,400	26,400	0	Recreation fees for disadvantaged children and John Archer evening recreation program
	43,538	44,038	500	John Archer After School Child Care and summer camp. Reimbursement to public schools for vandalism resulting from recreation programs. Increase for Ma & Pa Foundation match for trail monitors.
	<u>69,938</u>	<u>70,438</u>	<u>500</u>	
o	(135,707)	0	135,707	Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #266

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: RECREATIONAL SERVICES

Index No. 593000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	8.00	416,676	8.00	415,990	8.00	415,990
Chief of Recreation	1.00	104,797	1.00	104,624	1.00	104,624
Recreation Specialist III	4.00	193,660	5.00	240,732	5.00	240,732
Recreation Specialist IV	2.00	112,534	2.00	112,404	1.00	52,800
Recreation Specialist V	10.00	773,499	10.00	772,237	11.00	831,841 A
Secretary I	1.00	37,993	1.00	37,930	1.00	37,930
FULL-TIME SALARIES	26.00	1,639,159	27.00	1,683,917	27.00	1,683,917
SALARY OFFSET						(29,545) B
TOTAL FULL-TIME SALARIES	26.00	1,639,159	27.00	1,683,917	27.00	1,654,372
TEMPORARY SALARIES		63,480		63,480		57,773
SALARY TOTAL	26.00	1,702,639	27.00	1,747,397	27.00	1,712,145
OTHER PERSONAL SERVICES						
Pension & Retirement		150,311		164,043		136,901
Workers' Compensation		73,553		58,926		53,731
Health Benefits		259,898		287,615		278,243
FICA		130,085		133,676		130,980
Uniform Allowance		1,000		0		0
Miscellaneous		3,640		3,780		3,716
TOTAL OTHER PERSONAL SERVICES		618,487		648,040		603,571
FURLOUGH SAVINGS		0		(34,860)		0 C
TOTAL PERSONAL SERVICES	26.00	2,321,126	27.00	2,360,577	27.00	2,315,716

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Recreation Specialist IV position reclassified as a Recreation Specialist V - #1987

B - One (1) Recreation Specialist V salary offset by the Anita C. Leight Estuary Grant - #2162

C - No furlough planned for FY 11

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 Objective

To increase the quantity of programs and opportunities in therapeutic, adventure, generic and environmental recreation.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated for recreation	\$2,306,498	\$2,599,635	\$2,699,982	\$2,354,870	\$2,541,062
Number of recreation staff	23	25	27	27	27
Number of therapeutic recreation staff	1	1	1	1	1
<u>Output:</u>					
Number of recreation programs	2,611	2,011	2,313	2,660	3,059
Number of therapeutic programs	297	225	270	324	389
Total # of programs	2,908	2,236	2,583	2,984	3,448
<u>Efficiency:</u>					
Number of participants per staff member	3,596	3,380	3,887	4,470	5,141
Sq. feet of building space each staffer is responsible for	6,699	9,183	8,928	8,928	10,041
<u>Outcome:</u>					
Number of therapeutic recreation program participants	11,950	82,710	15,251	16,014	16,815
Total number of participants in recreation programs	82,710	13,500	95,117	109,385	125,793

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,122,597	4,128,656	4,258,948	3,968,827	3,968,827
20	CONTRACTUAL SERVICES	1,119,521	943,326	1,104,510	1,141,801	1,141,801
30	SUPPLIES & MATERIALS	546,355	457,660	419,870	398,910	398,910
40	BUSINESS & TRAVEL	362,751	340,999	352,030	338,265	338,265
50	CAPITAL OUTLAY	316,926	70,962	0	0	0
70	MISCELLANEOUS	43,518	26,795	(297,813)	10,000	10,000
80	INTER-GOV'T / INTER-FUND EXPENSES	0	5,735	10,896	16,876	16,876
	GRAND TOTAL	<u>6,511,668</u>	<u>5,974,133</u>	<u>5,848,441</u>	<u>5,874,679</u>	<u>5,874,679</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>6,511,668</u>	<u>5,974,133</u>	<u>5,848,441</u>	<u>5,874,679</u>	<u>5,874,679</u>

FINANCIAL NOTES:

The \$26,238 net increase in funding for Parks & Recreation - Parks and Facilities is the result of:

	FY 10	FY 11	CHANGE	
o	2,424,827	2,384,375	(40,452)	Full Time Salaries
			47,546	Increase result of no furlough savings for FY 11
			12,583	Salary Adjustments based on the recommendations of the Dept of Human Resources
			(581)	Staff Turnover (0.02%)
			(100,000)	Offset vacant Chief of Parks & Facilities salary
			<u>(40,452)</u>	

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE	
o		15,742	15,742	One part-time Custodial Worker I converted to full-time due to workload:
				# of Positions Salary Fringe Total
				(0.50) (13,328) (8,267) (21,595)
				1.00 26,656 10,681 37,337
				<u>0.50</u> <u>13,328</u> <u>2,414</u> <u>15,742</u>
o		(38,886)	(38,886)	Position abolished for FY 11 due to state of the economy:
				# of Positions Salary Fringe Total
				(1.00) (27,410) (11,476) (38,886)
				Maintenance Worker I
		70,648	70,648	Position created for FY 11 for the Chenowith Activity Center:
				# of Positions Salary Fringe Total
				1.00 45,752 24,896 70,648
				Custodial Worker II, abolished under Oakington - #593003
o	330,876	178,453	(152,423)	Temporary Salaries - decreased due to state of the economy
o	666,666	665,313	(1,353)	Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	270,286	214,356	(55,930)	Pension / Retirement rate adjustments
o	120,867	108,099	(12,768)	Workers' Compensation rate adjustments
o	100,790	45,395	(55,395)	Overtime - decreased based on actuals for call-in emergencies and custodian / attendant leave time coverage
o	5,000	8,752	3,752	Shift Differential based on actual expense history
o	232,277	208,139	(24,138)	FICA adjustments
o	29,900	27,000	(2,900)	Other Professional Services - funding is provided for termite inspections, various tests and spraying for bugs in buildings, and to protect trees and shrubs. Decrease due to the state of the economy.

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE

o	1,050,735	949,643	(101,092) Line items significantly adjusted, based on actual expense history:

	FY 10	FY 11	Change	
	7,500	4,500	(3,000)	Vehicle & Operating Equipment
	33,000	25,800	(7,200)	Other Rents & Utilities
	94,800	100,000	5,200	Heating Fuel (Gas)
	37,000	27,000	(10,000)	Heating Fuel (Oil)
	30,000	25,000	(5,000)	Telephone Service
	132,000	112,263	(19,737)	County Facilities Repair & Renovations
	4,000	2,600	(1,400)	Communication Service
	112,500	90,900	(21,600)	Grounds Maintenance
	71,600	65,180	(6,420)	Building / Custodial Service
	8,300	15,000	6,700	Paper Supplies
	29,400	35,000	5,600	Janitorial Supplies & Equipment
	2,500	500	(2,000)	Other Janitorial Supplies
	45,000	51,000	6,000	Equipment Repair Parts
	144,115	136,290	(7,825)	Landscape & Grounds Maintenance
	20,000	15,000	(5,000)	Small Tools
	90,000	70,000	(20,000)	Building Supplies
	4,000	10,000	6,000	Chemicals in Bulk
	17,000	15,000	(2,000)	Safety Equipment
	1,000	500	(500)	Medical Supplies
	100	2,900	2,800	Sand, Salt & Other Bulk
	7,500	5,000	(2,500)	Crushed Aggregate
	2,500	750	(1,750)	Bituminous Concrete
	1,545	250	(1,295)	Concrete, Mortar & Cement
	4,000	1,500	(2,500)	Other Supplies & Materials
	145,000	133,000	(12,000)	Fuel Charges
	2,300	4,000	1,700	Mileage
	4,075	710	(3,365)	Training Seminars
	<u>1,050,735</u>	<u>949,643</u>	<u>(101,092)</u>	

INDEX: 595000

FY 10	FY 11	CHANGE

o	15,170	16,800	1,630	The County in cooperation with AFSCME and MCEA have agreed to a uniform allowance rental program/allowance. This program is more cost effective. In FY 10, funding for Uniform Allowance was eliminated due to the state of the economy.

o	(307,813)	0	307,813 Other Contingencies - funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #267

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: PARKS AND FACILITIES

Index No. 595000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0.00	1.00	33,100 A
Administrative Assistant II	1.00	54,275	1.00	54,186	1.00	54,186
Chief of Parks and Facilities	1.00	100,739	1.00	100,573	1.00	0 B
Crew Chief	3.00	152,488	3.00	152,236	3.00	152,236
Crew Leader I	0.00	0	0.00	0	7.00	265,289 C
Crew Leader II	0.00	0	0.00	0	1.00	47,101 D
Custodial Worker II	10.00	332,405	10.00	329,827	12.00	402,235 E
Engineering Associate V	1.00	91,998	1.00	67,080	1.00	67,080
Maintenance Mechanic I	2.00	77,167	2.00	77,039	2.00	77,039
Maintenance Mechanic II	3.00	167,237	3.00	166,962	3.00	166,962
Maintenance Worker I	7.00	196,452	12.00	325,960	11.00	298,526 F
Maintenance Worker II	10.00	315,350	9.00	282,054	9.00	287,458
Maintenance Supervisor	2.00	138,223	2.00	137,995	2.00	137,995
Park Building Maintenance Worker	5.00	177,576	5.00	178,191	5.00	178,191
Park Maintenance Crew Leader I	8.00	312,059	8.00	311,018	0.00	0
Planner II	1.00	57,307	1.00	58,885	0.00	0
Planner III	0.00	0	0.00	0	1.00	61,829 G
Storekeeper	1.00	30,271	1.00	30,221	0.00	0
Utility Worker I	3.00	153,898	3.00	153,646	3.00	153,646
Utility Worker II	1.00	46,577	1.00	46,500	1.00	46,500
FULL-TIME SALARIES	59.00	2,404,022	63.00	2,472,373	64.00	2,429,373
PART-TIME SALARIES						
Custodial Worker II	3.50	99,859	3.50	99,615	3.00	85,453
TOTAL PART-TIME SALARIES	3.50	99,859	3.50	99,615	3.00	85,453
TEMPORARY SALARIES		601,629		334,732		178,453
SALARY TOTAL	62.50	3,105,510	66.50	2,906,720	67.00	2,693,279

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: PARKS AND FACILITIES

Index No. 595000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		272,682		270,286		216,375
Workers' Compensation		164,763		120,867		108,944
Health Benefits		651,224		666,666		666,261
Overtime & Shift Differential		108,356		105,790		54,147
FICA		245,750		236,356		210,561
Uniform Allowance		42,500		0		0
Miscellaneous		10,640		9,660		19,260
TOTAL OTHER PERSONAL SERVICES		1,495,915		1,409,625		1,275,548
FURLOUGH SAVINGS		0		(57,397)		0 H
TOTAL PERSONAL SERVICES	62.50	4,601,425	66.50	4,258,948	67.00	3,968,827

*** FY 09 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Storekeeper position reclassified to an Administrative Assistant I - #0655

B - One (1) Chief of Parks and Facilities position unfunded for FY 11 - #0661

C - Seven (7) Park Maintenance Crew Leader I positions reclassified to Crew Leader I - #0654, 0656, 0662, 0677, 0658, 1407, 0649

D - One (1) Park Maintenance Crew Leader I position reclassified to Crew Leader II - #2491

E - One (1) part-time Custodial Worker II position converted to full-time - #3024

One (1) Custodial Worker II position created to work at the Chenoweth Activity Center, position abolished under Oakington Peninsula - 593003 - #3022

F - One (1) vacant Maintenance Worker I position abolished due to state of the economy - #3410

G - One (1) Planner II position reclassified as a Planner III - #3502

H - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$5,542,273	\$6,511,668	\$5,974,133	\$5,838,667	\$5,854,794
Number of full-time staff	47.5	59.5	65.5	69.5	68.5
Seasonal staff, temporaries & inmates	64.5	59.5	51.5	21.5	20.5
<u>Output:</u>					
Number of acres maintained	3,102	3,384	3,472	3,503	3,564
Number of buildings maintained	163	171	177	178	178
Number of Special Events/Showmobile/Portable Stage	44	51	44	52	53
<u>Efficiency:</u>					
Number of work orders processed per year	12,158	9,106	5,589	6,986	8,733
Completed work orders for Parks & Facilities	11,615	8,337	4,827	6,147	7,807
<u>Outcome:</u>					
Percent of work orders completed	95.5%	91.6%	86.0%	88.0%	89.0%

Explanation and Analysis of Performance Measures

As our facilities expand, more maintenance is required. Our goal is to complete a higher percentage of maintenance tasks as work volume grows. FY 10 adding fields at Prospect Mill Park, Magnolia Elementary/Middle School, Rutledge Park, Edgewood Park and the 29,700 square foot Fallston Activity Center. We reduced work orders by using weekly Summary Task Sheets for routine tasks; such as trash pick up, mowing, working ballfields, sweeping 5 new turf fields to updating site files. This has resulted in the elimination of 5,582 work orders to save staff time and paper.

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	431,022	401,607	448,174	401,588	401,588
20	CONTRACTUAL SERVICES	273,773	200,998	272,431	288,035	288,035
30	SUPPLIES & MATERIALS	51,271	48,037	60,985	65,075	65,075
40	BUSINESS & TRAVEL	2,229	2,631	3,410	3,235	3,235
50	CAPITAL OUTLAY	0	0	0	4,575	4,575
	GRAND TOTAL	758,295	653,273	785,000	762,508	762,508
<u>SUMMARY BY FUND:</u>						
26	PARKS AND RECREATION	758,295	653,273	785,000	762,508	762,508
	GRAND TOTAL	758,295	653,273	785,000	762,508	762,508
<u>SUMMARY BY DIVISION:</u>						
593002	EMMORTON RECREATION & TENNIS CTR	303,874	259,806	300,000	322,640	322,640
593003	OAKINGTON PENINSULA	297,337	276,240	325,000	273,158	273,158
593004	RECREATIONAL COUNCIL ACTIVITIES	157,084	117,227	160,000	166,710	166,710
	GRAND TOTAL	758,295	653,273	785,000	762,508	762,508

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - SPECIAL REVENUE FUND

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Community Resources Coordinator	1.00	58,431	1.00	58,335	1.00	58,335
Custodial Worker II	2.00	83,843	2.00	83,705	1.00	37,953
FULL-TIME SALARIES	3.00	142,274	3.00	142,040	2.00	96,288
TEMPORARY SALARIES		187,694		185,240		193,966
SALARY TOTAL	3.00	329,968	3.00	327,280	2.00	290,254
OTHER PERSONAL SERVICES						
Pension & Retirement		19,971		18,457		12,519
Workers' Compensation		6,862		5,294		3,267
Health Benefits		59,408		50,361		50,462
OPEB		6,903		0		0
Overtime & Shift Differential		24,390		23,265		20,865
FICA		27,062		26,817		23,801
Uniform Allowance		1,000		0		0
Miscellaneous		700		560		420
TOTAL OTHER PERSONAL SERVICES		146,296		124,754		111,334
FURLOUGH SAVINGS		0		(3,860)		0
TOTAL PERSONAL SERVICES	3.00	476,264	3.00	448,174	2.00	401,588

* FY 09 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 '10 - '11 GOAL:

4 TO OPERATE A MULTIFUNCTIONAL SELF-SUSTAINING RECREATION AND LEISURE FACILITY TO SATISFY CURRENT NEEDS AND FUTURE EXPECTATIONS

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	171,280	148,568	165,194	167,759	167,759
20	CONTRACTUAL SERVICES	113,882	88,990	111,571	127,196	127,196
30	SUPPLIES & MATERIALS	18,537	22,213	23,175	27,650	27,650
40	BUSINESS & TRAVEL	175	35	60	35	35
GRAND TOTAL		303,874	259,806	300,000	322,640	322,640
<u>FUNDING SOURCE:</u>						
26	PARKS AND RECREATION	303,874	259,806	300,000	322,640	322,640

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Emmorton Recreation and Tennis Center****INDEX: 593002****FINANCIAL NOTES:**

The \$22,640 net increase in funding for Parks & Recreation - Emmorton Recreation and Tennis Center is the result of:

	FY 10	FY 11	CHANGE
o	37,223	37,953	730 Full Time Salaries - increase result of no furlough savings for FY 11
o	85,170	76,526	(8,644) 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	8,444	6,752	(1,692) Pension / Retirement rate adjustments
o	1,488	1,389	(99) Workers' Compensation rate adjustments
o	19,173	34,632	15,459 Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	2,400	0	(2,400) Overtime - eliminated based on actual expense history
o	9,651	8,862	(789) FICA adjustment for temporary salaries
o	0	200	200 Vehicle & Operating Equipment - rental of 20' scissor lift to change bulbs and make repairs at ceiling
o	2,450	1,900	(550) Telephone Service - decrease due to changing to DSL
o	0	15,000	15,000 Recreation Officials - contractual tennis instructor; will bring in new revenue
o	2,000	4,400	2,400 Grounds Maintenance - increase based on mowing contract
o	0	1,000	1,000 Chemicals in Bulk - ice melt to clean sidewalks for tennis barn and bubble

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND

DIVISION: Emmorton Recreation and Tennis Center

INDEX: 593002

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	69,791	71,816	2,025	Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change	
	2,500	1,920	(580)	Office Equipment
	2,275	1,196	(1,079)	Other Rents & Utilities
	41,615	42,000	385	Electricity
	16,701	16,200	(501)	Co Facility Repair & Renovation
	200	1,600	1,400	Paper Supplies
	6,500	8,900	2,400	Other Food Supplies
	<u>69,791</u>	<u>71,816</u>	<u>2,025</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: EMMORTON RECREATION & TENNIS CENTER

Index No. 593002

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Custodial Worker II	1.00	38,016	1.00	37,953	1.00	37,953
TOTAL FULL-TIME SALARIES	1.00	38,016	1.00	37,953	1.00	37,953
TEMPORARY SALARIES		88,478		86,024		76,526
SALARY TOTAL	1.00	126,494	1.00	123,977	1.00	114,479
OTHER PERSONAL SERVICES						
Pension & Retirement		10,411		8,444		6,752
Workers' Compensation		1,927		1,488		1,389
Health Benefits		31,246		19,173		34,632
FICA		10,004		9,772		8,862
Overtime & Shift Differential		4,890		3,765		1,365
OPEB		6,903		0		0
Uniform Allowance		500		0		0
Miscellaneous		420		280		280
TOTAL OTHER PERSONAL SERVICES		66,301		42,922		53,280
FURLOUGH SAVINGS		0		(1,705)		0
TOTAL PERSONAL SERVICES	1.00	192,795	1.00	165,194	1.00	167,759

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$275,416	\$259,806	\$296,903	\$300,000	\$310,000
Number of temporary staff	10	10	9	10	9
<u>Output:</u>					
Revenue generated from self-sustaining facility	\$273,029	\$305,719	\$216,910	\$300,000	\$310,000
<u>Efficiency:</u>					
Revenue increase from prior year	(\$12,462)	\$32,690	(\$88,809)	\$83,090	\$10,000
<u>Service Quality:</u>					
Number of people served yearly	39,150	41,000	42,500	43,400	44,300
<u>Outcome:</u>					
Percentage of growth in revenue	(4.5%)	9.8%	(29.05%)	38.3%	3.3%
Percentage of growth in users	3.4%	4.7%	3.8%	2.1%	2.0%

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. Pilot Program - tennis instruction running tennis clinics - will generate additional revenue and future members using the facility.

Major Related Plans and Policies

Continue to maintain and upgrade the facility in order to draw new users and retain current users. Use of the batting cages and the rise in membership fees should increase revenue.

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	189,844	197,961	202,195	153,044	153,044
20	CONTRACTUAL SERVICES	80,067	56,165	93,260	86,739	86,739
30	SUPPLIES & MATERIALS	25,636	19,770	26,645	25,900	25,900
40	BUSINESS & TRAVEL	1,790	2,344	2,900	2,900	2,900
50	CAPITAL OUTLAY	0	0	0	4,575	4,575
GRAND TOTAL		297,337	276,240	325,000	273,158	273,158

FUNDING SOURCE:

26	PARKS AND RECREATION	297,337	276,240	325,000	273,158	273,158

FINANCIAL NOTES:

The (\$51,842) net decrease in funding for Parks and Recreation - Oakington Peninsula is the result of:

	FY 10	FY 11	CHANGE	
o	102,085	104,087	2,002	Full Time Salaries - increase result of no furlough savings for FY 11
o		(71,181)	(71,181)	Position abolished for FY 11 and transferred to Parks & Facilities - 595000
			# of Positions (1.00)	Salary (45,752)
				Fringes (25,429)
				Total (71,181)
				Custodial Worker II
o	43,672	61,896	18,224	Temporary Salaries - funding added for a custodial worker due to abolishment of full-time custodial worker who was transferred to Parks & Facilities - 595000 for the Fallston Activity Center

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Oakington Peninsula****INDEX: 593003****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE
o	10,013	10,168	155 Pension / Retirement rate adjustments
o	3,806	3,672	(134) Workers' Compensation rate adjustments
o	31,188	31,424	236 Health Benefits are adjusted for an anticipated 5% cost increase, as well as staff opting for changes in their level of coverage
o	11,151	12,698	1,547 FICA - increase due to no furlough planned for FY 11
o	4,500	5,000	500 Professional Services - chimney cleaning, security system monitoring, tent repairs, pest control, gutter and carpet cleaning, etc.
o	94,725	85,875	(8,850) Line items significantly adjusted, based on actual expense history:
	FY 10	FY 11	Change
	3,640	1,600	(2,040) Other Rents & Utilities
	16,340	13,300	(3,040) Electricity
	1,600	2,000	400 Heating Fuel (Gas)
	17,400	12,500	(4,900) Heating Fuel (Oil)
	26,650	10,000	(16,650) County Facility Repair
	4,000	1,525	(2,475) Grounds Maintenance
	3,500	24,450	20,950 Building / Custodial Services
	1,000	1,500	500 Janitorial Supplies & Equipment
	6,000	3,000	(3,000) Landscape & Grounds Materials
	13,495	13,000	(495) Building Supplies
	300	1,000	700 Chemicals in Bulk
	800	2,000	1,200 Other Supplies & Materials
	<u>94,725</u>	<u>85,875</u>	<u>(8,850)</u>
o	0	4,575	4,575 Equipment - replace 50 white resin folding chairs with padded seats and 25 extra pads on existing chairs; six 72" round banquet tables and six tent curtains

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: OAKINGTON PENINSULA

Index No. 593003

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Community Resources Coordinator	1.00	58,431	1.00	58,335	1.00	58,335
Custodial Worker II	1.00	45,827	1.00	45,752	0.00	0 A
TOTAL FULL-TIME SALARIES	2.00	104,258	2.00	104,087	1.00	58,335
TEMPORARY SALARIES		43,672		43,672		61,896
SALARY TOTAL	2.00	147,930	2.00	147,759	1.00	120,231
OTHER PERSONAL SERVICES						
Pension & Retirement		9,560		10,013		5,767
Workers' Compensation		4,935		3,806		1,878
Health Benefits		28,162		31,188		15,830
FICA		11,317		11,304		9,198
Uniform Allowance		500		0		0
Miscellaneous		280		280		140
TOTAL OTHER PERSONAL SERVICES		54,754		56,591		32,813
FURLOUGH SAVINGS		0		(2,155)		0 B
TOTAL PERSONAL SERVICES	2.00	202,684	2.00	202,195	1.00	153,044

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Custodial Worker II position abolished and created in Parks and Facilities - 595000 to work at the Chenoweth Activity Center - #3022

B - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$279,831	\$297,337	\$276,241	\$325,000	\$273,158
Number of permanent staff	2	2	2	2	1
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.	\$281,559	\$319,290	\$307,372	\$325,000	\$330,000
<u>Efficiency:</u>					
Revenue increase over prior year	\$22,841	\$37,731	(\$11,918)	\$17,626	\$5,000
<u>Service Quality:</u>					
Number of rentals and satisfied users	126	130	135	140	144
Government users per year	59	60	60	60	62
Total users	185	190	195	200	206
<u>Outcome:</u>					
Percentage of growth in revenue	8.82%	7.00%	(3.73%)	5.74%	1.54%
Percentage of increase in users	5.71%	3.00%	2.63%	2.56%	3.00%

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. FY 11 - creation of a scenic walkway/trail around the perimeter of the new DMP site with special wetlands plantings. The DMP site will be used for the dredging spoils from the Tydings Marina and will resemble project/DMP site at Mariner Point Park.

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	69,898	55,078	80,785	80,785	80,785
20	CONTRACTUAL SERVICES	79,824	55,843	67,600	74,100	74,100
30	SUPPLIES & MATERIALS	7,098	6,054	11,165	11,525	11,525
40	BUSINESS & TRAVEL	264	252	450	300	300
	GRAND TOTAL	157,084	117,227	160,000	166,710	166,710
	<u>FUNDING SOURCE:</u>					
26	PARKS AND RECREATION	157,084	117,227	160,000	166,710	166,710

FINANCIAL NOTES:

The \$6,710 net increase in funding for Parks & Recreation - Recreational Council Activities is the result of:

	FY 10	FY 11	CHANGE	
o	0	800	800	County Facility Repair & Renovations - Recreation requests paid by Recreation Councils
o	43,000	49,000	6,000	Building / Custodial Services - dumpster at Parks & Recreation sites; Harford County schools bill Parks & Recreation through joint use agreement for winter programs
o	0	200	200	Building Supplies - increase based on actual expense history
o	450	300	(150)	Fuel Charges - decrease based on actual expense history
o	300	0	(300)	Office Equipment Services - decrease based on actual expense history

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: RECREATIONAL COUNCIL ACTIVITIES

Index No. 593004

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>55,544</u>		<u>55,544</u>		<u>55,544</u>
SALARY TOTAL		<u><u>55,544</u></u>		<u><u>55,544</u></u>		<u><u>55,544</u></u>
OTHER PERSONAL SERVICES						
Overtime & Shift Differential		19,500		19,500		19,500
FICA		<u>5,741</u>		<u>5,741</u>		<u>5,741</u>
TOTAL OTHER PERSONAL SERVICES		<u><u>25,241</u></u>		<u><u>25,241</u></u>		<u><u>25,241</u></u>
TOTAL PERSONAL SERVICES		<u><u>80,785</u></u>		<u><u>80,785</u></u>		<u><u>80,785</u></u>

* FY 09 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Anita C. Leight Estuary Center	55,000	0	9/30/2011 Federal Recurring	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.	None
Sanitation Grant	8,800	0	11/30/2011 State Recurring	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.	None
John Archer Child Care and Camp I Can	129,965	43,538	6/30/2011 State Recurring	This activity is designed to provide a six hour per day, five day a week recreation program for mentally and physically limited youngsters in Harford County. It also provides an after school child care program for children with disabilities and is the only such child care center of its kind in the region. If grant were to end, this program would probably fold. The department could not fiscally pick-up the burden.	The County would need to assist in finding funding to continue programming for populations with special needs to meet recreational needs and child care opportunities.

**GRANTS
PARKS & RECREATION**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Liriodendron Foundation	62,205	0	6/30/2011	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
Programming for Individuals with Disabilities	23,400	0	6/30/2011	This grant is to supplement current programming and implement new programs for Harford County citizens with disabilities. If grant were to end, new programming would develop at a much slower rate or become non-existent.	The County would need to assist in finding funding to continue implementation of the program.
Ma & Pa Trail Monitor	1,000	500	6/30/2011	The grant is to cover independent contractor fees to monitor the Ma & Pa Trail on weekdays and holidays only. Shared funding for a total of \$1,000 as per agreement with the Ma & Pa Heritage Trail Group.	None
TOTALS	279,370	44,038			

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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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	258,593	239,524	258,675	313,523	313,523
20	CONTRACTUAL SERVICES	13,934	15,143	53,700	53,700	53,700
30	SUPPLIES & MATERIALS	18,472	19,072	19,072	19,072	19,072
40	BUSINESS & TRAVEL	1,905	1,905	1,905	1,905	1,905
50	CAPITAL OUTLAY	4,000	4,000	0	0	0
70	MISCELLANEOUS	225,719	214,656	275,006	275,006	275,006
	GRAND TOTAL	522,623	494,300	608,358	663,206	663,206
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	522,623	494,300	608,358	663,206	663,206
	GRAND TOTAL	522,623	494,300	608,358	663,206	663,206
	<u>SUMMARY BY DIVISION:</u>					
631000	EXTENSION SERVICE	187,271	172,407	245,256	245,256	245,256
633000	SOIL CONSERVATION	335,352	321,893	363,102	417,950	417,950
	GRAND TOTAL	522,623	494,300	608,358	663,206	663,206

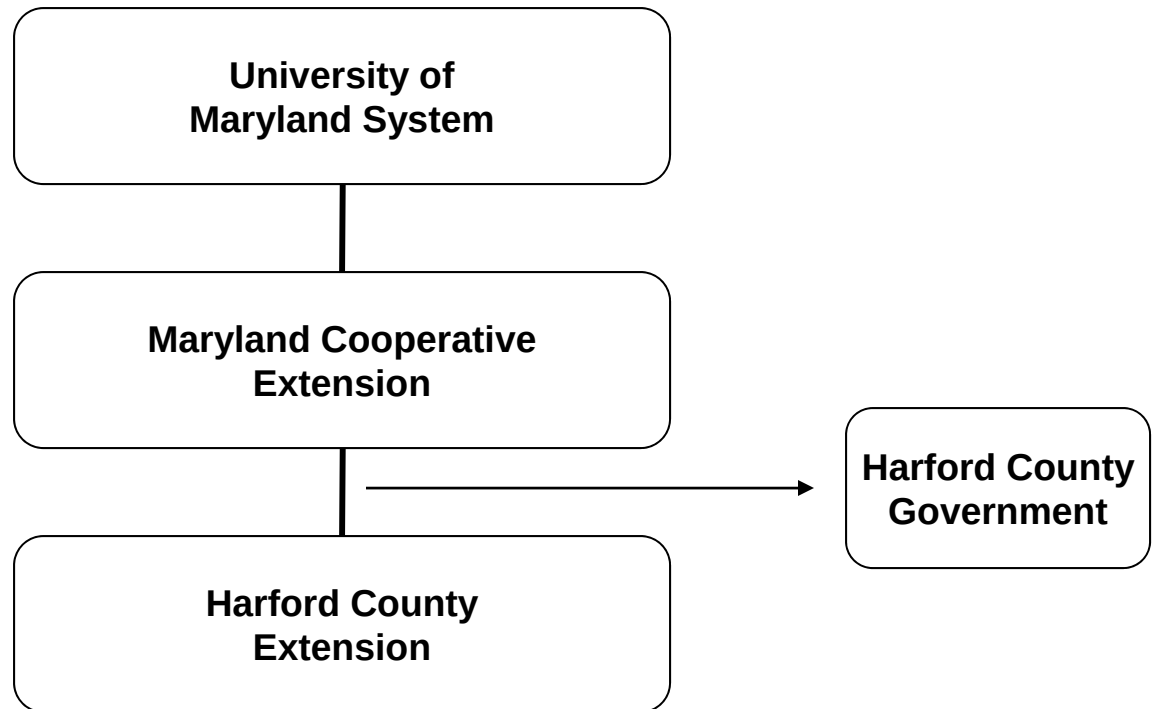
CONSERVATION OF NATURAL RESOURCES

FINANCIAL NOTES:

The \$54,848 net increase in funding for Conservation of Natural Resources is the result of:

	FY 10	FY 11	CHANGE					
o	189,961	147,080	(42,881)	Full Time Salaries				
			3,725	Increase result of no furlough savings for FY 11				
			(22,906)	Staff Turnover	(12.06%)			
			(23,700)	Offset - Vacant Engineer Associate IV position for 1/2 of FY 11				
			(42,881)					
o		103,546	103,546	Position created for FY 11:				
				# of Positions	Salary	Fringe	Total	Administrator
				1.00	80,000	23,546	103,546	
o	18,633	14,004	(4,629)	Pension / Retirement rate adjustments				
o	1,801	1,486	(315)	Workers' Compensation rate adjustments				
o	33,328	33,922	594	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage				
o	14,532	13,065	(1,467)	FICA adjustment				
o	49,200	49,200	0	Other Professional Services - County support of District Manager for the Soil Conservation Office				
o	3,600	3,600	0	Soil Conservation - continue to keep Board in-line with other County Boards				
o	271,406	271,406	0	Grants & Contributions - County's share of State employee's salary and benefits				

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 '10 - '11 GOALS:

- 1 TO EDUCATE 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	3,734	3,143	3,600	3,600	3,600
30	SUPPLIES & MATERIALS	18,272	18,272	18,272	18,272	18,272
70	MISCELLANEOUS	165,265	150,992	223,384	223,384	223,384
	GRAND TOTAL	187,271	172,407	245,256	245,256	245,256
<u>FUNDING SOURCE:</u>						
11	GENERAL	187,271	172,407	245,256	245,256	245,256

DEPARTMENT: NATURAL RESOURCES

DIVISION: Extension Service

INDEX: 631000

FINANCIAL NOTES:

The \$0 no change in funding for Extension Service but still provides funding for:

	FY 10	FY 11	CHANGE
o	3,600	3,600	0 Telephone Service
o	18,272	18,272	0 General Office Supplies
o	223,384	223,384	0 Grants and Contributions - County's share of State employee's salary and benefits

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$217,087	\$187,270	\$172,408	\$245,256	\$245,256
<u>Output:</u>					
# of on-site seminars conducted	65	80	85	90	90
# of classroom seminars conducted	85	110	125	125	130
# of hands on workshops conducted	70	85	90	100	100
<u>Efficiency:</u>					
# of staff per seminar	1	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	1,900	2,100	2,400	2,600	2,600
# of community and school based youth reached	2,500	2,900	3,100	3,400	3,400
# of special interest groups reached	1,700	1,900	2,100	2,400	2,400

Explanation and Analysis of Performance Measures

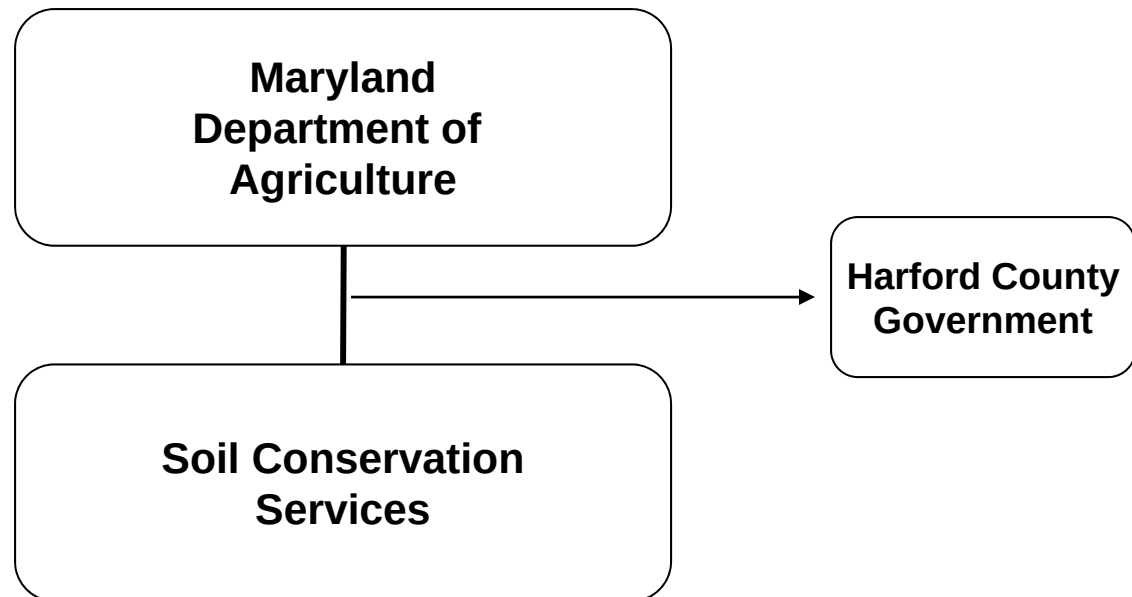
On-site programming includes programs that originate and are implemented in a setting other than the seminar (classroom) and workshop (hands-on) arena. On-site programming may include on-farm, demonstration areas, community centers, etc. To better analyze program success and participant adoption/learning, 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 '10 - '11 GOALS:

- 1 TO REDUCE THE NUTRIENTS ENTERING WATERS BY ENSURING THE COMPLETE IMPLEMENTATION OF AGRICULTURAL BEST MANAGEMENT PRACTICES (BMP'S)

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONNEL SERVICES	258,593	239,524	258,675	313,523	313,523
20	CONTRACTUAL SERVICES	10,200	12,000	50,100	50,100	50,100
30	SUPPLIES AND MATERIALS	200	800	800	800	800
40	BUSINESS & TRAVEL	1,905	1,905	1,905	1,905	1,905
50	CAPITAL OUTLAY	4,000	4,000	0	0	0
70	MISCELLANEOUS	60,454	63,664	51,622	51,622	51,622
	GRAND TOTAL	335,352	321,893	363,102	417,950	417,950
	<u>FUNDING SOURCE:</u>					
11	GENERAL	335,352	321,893	363,102	417,950	417,950

DEPARTMENT: NATURAL RESOURCES**DIVISION: Soil Conservation****INDEX: 633000****FINANCIAL NOTES:**

The \$54,848 net increase in funding for Soil Conservation is the result of:

	FY 10	FY 11	CHANGE					
o	189,961	147,080	(42,881)	Full Time Salaries				
			3,725	Increase result of no furlough savings for FY 11				
			(22,906)	Staff Turnover (12.06%)				
			(23,700)	Offset - Vacant Engineer Associate IV position for 1/2 of FY 11				
			<u>(42,881)</u>					
o		103,546	103,546	Position created for FY 11:				
				# of Positions	Salary	Fringe	Total	Administrator
				1.00	80,000	23,546	103,546	
o	18,633	14,004	(4,629)	Pension / Retirement rate adjustments				
o	1,801	1,486	(315)	Workers' Compensation rate adjustments				
o	33,328	33,922	594	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage				
o	14,532	13,065	(1,467)	FICA adjustment				
o	49,200	49,200	0	Other Professional Services - County support of District Manager for the Soil Conservation Officer				
o	48,022	48,022	0	Grants & Contributions - County's share of State employee's salary and benefits				

DIVISION STAFF SUMMARY

DEPARTMENT: CONSERVATION OF NATURAL RESOURCES
DIVISION: SOIL CONSERVATION

Index No. 633000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator	0.00	0	0.00	0	1.00	80,000 A
Engineering Associate II	1.00	67,311	1.00	67,200	1.00	67,200
Engineering Associate III	0.00	0	1.00	56,180	1.00	56,180
Engineering Associate IV	1.00	70,422	1.00	70,306	1.00	23,700 B
Soil & Water Conservation Engineer I	1.00	56,273	0.00	0	0.00	0
SALARY TOTAL	3.00	194,007	3.00	193,686	4.00	227,080
OTHER PERSONAL SERVICES						
Pension & Retirement		17,790		18,633		20,564
Workers' Compensation		4,168		1,801		2,182
Health Benefits		39,741		33,328		43,952
FICA		14,841		14,817		19,185
Miscellaneous		420		420		560
TOTAL OTHER PERSONAL SERVICES		76,960		68,999		86,443
FURLOUGH SAVINGS				(4,010)		0 C
TOTAL PERSONAL SERVICES	3.00	270,967 *	3.00	258,675	3.00	313,523

* FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrator position created for FY 11 - #3538

B - One (1) Engineering Associate IV position left vacant and budgeted at lower salary and unfunded for 1/2 year - #3428

C - No furlough planned for FY 11

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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,186,251	1,130,644	1,082,868	1,090,955	1,090,955
20	CONTRACTUAL SERVICES	614,366	547,456	598,390	532,416	532,416
30	SUPPLIES & MATERIALS	100,249	82,960	83,500	59,600	59,600
40	BUSINESS & TRAVEL	67,841	74,406	63,410	44,710	44,710
50	CAPITAL OUTLAY	1,292	0	0	0	0
70	MISCELLANEOUS	779,082	612,132	364,592	361,500	361,500
80	INTERGOVERNMENTAL	0	5,602	0	11,700	11,700
	GRAND TOTAL	<u>2,749,081</u>	<u>2,453,200</u>	<u>2,192,760</u>	<u>2,100,881</u>	<u>2,100,881</u>

SUMMARY BY FUND:

11	GENERAL	<u>2,749,081</u>	<u>2,453,200</u>	<u>2,192,760</u>	<u>2,100,881</u>	<u>2,100,881</u>
	GRAND TOTAL	<u>2,749,081</u>	<u>2,453,200</u>	<u>2,192,760</u>	<u>2,100,881</u>	<u>2,100,881</u>

SUMMARY BY DIVISION:

651000	OFFICE OF ECONOMIC DEVELOPMENT	2,532,860	2,185,736	1,966,505	1,911,207	1,911,207
652000	TOURISM & MARKETING	<u>216,221</u>	<u>267,464</u>	<u>226,255</u>	<u>189,674</u>	<u>189,674</u>
	GRAND TOTAL	<u>2,749,081</u>	<u>2,453,200</u>	<u>2,192,760</u>	<u>2,100,881</u>	<u>2,100,881</u>

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

The (\$91,879) net decrease in funding for Economic Development is the result of:

	FY 10	FY 11	CHANGE	
o	742,439	758,329	15,890	Full Time Salaries 15,890 Increase result of no furlough savings for FY 11
o	31,004	31,612	608	Part Time Salary - increase result of no furlough savings for FY 11
o	162,717	164,979	2,262	Health Benefits - adjusted for an anticipated 5% cost increase and staff opting for changes in level of coverage
o	10,761	10,044	(717)	Workers' Compensation rate adjustments
o	75,992	64,775	(11,217)	Pension / Retirement rate adjustment
o	58,275	59,536	1,261	FICA rate adjustment
o	357,500	337,534	(19,966)	Other Professional Services - all reductions recommended due to the state of the economy:
	FY 10	FY 11	Change	
	24,233	35,767	11,534	Small Business Assistance
	2,500	2,500	0	Manufacturer & Distribution Council Support
	220,000	235,000	15,000	Technology Master Plan - expand incubator program
	8,500	3,000	(5,500)	School to Career Technology Initiative
	40,000	0	(40,000)	Edgewood Initiative
	4,000	0	(4,000)	Consultant Services - BRAC related
	3,500	6,500	3,000	MEDA Sponsorship
	2,500	2,500	0	Electronic World Wide Web
	52,267	52,267	0	B&D Consultants
	<u>357,500</u>	<u>337,534</u>	<u>(19,966)</u>	
o	0	8,700	8,700	Fleet Management Rentals - new vehicle lease entered into in FY 10
o	0	3,000	3,000	Fleet Daily Carpool Rentals - increase based on actual expenses

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

	FY 10	FY 11	CHANGE	
o	123,235	80,635	(42,600)	Significant Reductions recommended due to the state of the economy and actual expenses:
		FY 10	FY 11	Change
		10,000	9,400	(600) General Office Supplies
		24,000	15,000	(9,000) Printing Commercial
		1,500	300	(1,200) Other Office Supplies
		10,500	7,000	(3,500) General Office Mailing
		17,000	15,000	(2,000) Other Food Supplies
		12,000	5,000	(7,000) Audio Visual Supplies
		1,000	400	(600) Computer Supplies
		500	200	(300) Non-Targeted Charges-FVS
		4,500	2,500	(2,000) Mileage
		17,700	4,600	(13,100) Transportation Costs
		5,700	4,700	(1,000) Meals
		12,000	9,000	(3,000) Lodging
		1,500	1,200	(300) Professional Books
		5,335	6,335	1,000 Membership Fees & Dues
		<u>123,235</u>	<u>80,635</u>	<u>(42,600)</u>
o	188,500	142,592	(45,908)	Other Advertising - Reduction due to state of the economy
o	475,000	356,500	(118,500)	Grants & Contributions - all reductions recommended due to the state of the economy:
		FY 10	FY 11	Change
		22,500	22,500	0 Economic Alliance of Greater Baltimore
		200,000	100,000	(100,000) Workforce Development Training
		12,500	12,500	0 Northeast Maryland Tech Council
		77,500	75,000	(2,500) Economic Development Opportunity Fund
		68,000	67,000	(1,000) Susquehanna Workforce Development
		90,000	75,000	(15,000) Army Alliance with APG
		4,500	4,500	0 Edgewood Micro-Enterprise Fund
		<u>475,000</u>	<u>356,500</u>	<u>(118,500)</u>
o	(115,408)	0	115,408	Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendments # 270, 271

DEPARTMENT STAFF SUMMARY

ECONOMIC DEVELOPMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	76,497	2.00	76,432	2.00	76,432
Administrative Secretary III	1.00	56,229	1.00	56,136	1.00	56,136
Administrative Specialist I	1.00	61,452	1.00	61,351	1.00	61,351
Business Development Associate	2.00	128,945	0.00	0	0.00	0
Dep. Director of Economic Development	1.00	93,470	1.00	93,315	1.00	93,315
Director of Economic Development	1.00	121,217	1.00	121,217	1.00	121,217
Economic Development Associate	2.00	155,264	4.00	283,741	4.00	283,741
Senior Economic Development Associate	2.00	132,041	1.00	66,137	1.00	66,137
TOTAL FULL-TIME SALARIES	12.00	825,115	11.00	758,329	11.00	758,329
PART-TIME SALARIES						
Administrative Assistant II	0.60	31,612	0.60	31,612	0.60	31,612
TOTAL PART-TIME SALARIES	0.60	31,612	0.60	31,612	0.60	31,612
TEMPORARY SALARIES		25,000		0		0
SALARY TOTAL	12.60	881,727	11.60	789,941	11.60	789,941

DEPARTMENT STAFF SUMMARY

ECONOMIC DEVELOPMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Pension & Retirement		81,454		75,992		64,775
Workers' Compensation		14,681		10,761		10,044
Health Benefits		145,437		162,717		164,979
FICA		66,366		59,537		59,536
Miscellaneous		1,820		1,680		1,680
TOTAL OTHER PERSONAL SERVICES		309,758		310,687		301,014
TOTAL FURLOUGH SAVINGS		0		(17,760)		0
TOTAL PERSONAL SERVICES	12.60	1,191,485 *	11.60	1,082,868	11.60	1,090,955

*FY 09 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.

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.

FY '10 - '11 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

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,099,761	1,035,724	988,955	996,623	996,623
20	CONTRACTUAL SERVICES	521,881	503,571	492,890	470,824	470,824
30	SUPPLIES & MATERIALS	74,689	64,114	60,500	41,200	41,200
40	BUSINESS & TRAVEL	56,155	63,093	52,660	34,360	34,360
50	CAPITAL OUTLAY	1,292	0	0	0	0
70	MISCELLANEOUS	779,082	513,632	371,500	356,500	356,500
80	INTERGOVERNMENTAL	0	5,602	0	11,700	11,700
GRAND TOTAL		2,532,860	2,185,736	1,966,505	1,911,207	1,911,207
<u>FUNDING SOURCE:</u>						
11	GENERAL	2,532,860	2,185,736	1,966,505	1,911,207	1,911,207
GRAND TOTAL		2,532,860	2,185,736	1,966,505	1,911,207	1,911,207

INDEX: 651000

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000****FINANCIAL NOTES:**

	FY 10	FY 11	CHANGE
o	177,635	138,035	(39,600) Significant reductions recommended due to the state of the economy and actual expenses

FY 10	FY 11	Change	
90,000	88,000	(2,000)	Other Advertising
19,000	10,000	(9,000)	Printing Commercial
1,500	300	(1,200)	Other Office Supplies
5,500	2,500	(3,000)	General Office Mailing
15,000	13,000	(2,000)	Other Food Supplies
5,000	1,500	(3,500)	Audio Visual Supplies
1,000	400	(600)	Computer Supplies
500	200	(300)	Non-Targeted Charges-FVS
3,500	1,500	(2,000)	Mileage
16,700	4,000	(12,700)	Transportation Costs
5,400	4,400	(1,000)	Meals
9,000	6,000	(3,000)	Lodging
1,500	1,200	(300)	Professional Books
4,035	5,035	1,000	Membership Fees & Dues
<u>177,635</u>	<u>138,035</u>	<u>(39,600)</u>	

o 475,000 356,500 (118,500) Grants & Contributions - all reductions recommended due to the state of the economy:

Title	FY 10	FY 11	Change
Economic Alliance of Greater Baltimore	22,500	22,500	0
Workforce Development Training	200,000	100,000	(100,000)
Northeast Maryland Tech Council	12,500	12,500	0
Economic Development Opportunity Fund	77,500	75,000	(2,500)
Susquehanna Workforce Development	68,000	67,000	(1,000)
Army Alliance with APG	90,000	75,000	(15,000)
Edgewood Micro-Enterprise Fund	4,500	4,500	0
TOTAL	475,000	356,500	(118,500)

o (103,500) 0 103,500 Other Contingencies - Funds were reduced in various line items during FY 10 to cover the reduction due to FY 10 Council Amendment #270

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: OFFICE OF ECONOMIC DEVELOPMENT

Index No. 651000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	76,497	2.00	76,432	2.00	76,432
Administrative Secretary III	1.00	56,229	1.00	56,136	1.00	56,136
Administrative Specialist I	1.00	61,452	1.00	61,351	1.00	61,351
Business Development Associate	2.00	128,945	0.00	0	0.00	0
Dep. Director of Economic Development	1.00	93,470	1.00	93,315	1.00	93,315
Director of Economic Development	1.00	121,217	1.00	121,217	1.00	121,217
Economic Development Associate	1.00	84,842	3.00	213,435	3.00	213,435
Senior Economic Development Associate	2.00	132,041	1.00	66,137	1.00	66,137
TOTAL FULL-TIME SALARIES	11.00	754,693	10.00	688,023	10.00	688,023
PART-TIME SALARIES						
Administrative Assistant II	0.60	31,612	0.60	31,612	0.60	31,612
TOTAL PART-TIME SALARIES	0.60	31,612	0.60	31,612	0.60	31,612
TEMPORARY SALARIES		25,000		0		0
SALARY TOTAL	11.60	811,305	10.60	719,635	10.60	719,635

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: OFFICE OF ECONOMIC DEVELOPMENT

Index No. 651000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		74,996		69,229		59,010
Workers' Compensation		11,111		8,005		7,471
Health Benefits		136,493		152,692		154,809
FICA		60,979		54,159		54,158
Miscellaneous		1,680		1,540		1,540
TOTAL OTHER PERSONAL SERVICES		285,259		285,625		276,988
TOTAL FURLOUGH SAVINGS		0		(16,305)		0 A
TOTAL PERSONAL SERVICES	11.60	1,096,564 *	10.60	988,955	10.60	996,623

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough planned for FY 11

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 Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated*	\$100,000	\$100,000	\$250,000	\$125,000	\$100,000
Number of staff	2	2	1	1	1
<u>Output:</u>					
Total number of inquiries regarding Enterprise Zone real property and/or income tax certification	98	90	75	90	80
<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	23	20	19	25	20
<u>Outcome:</u>					
Number of businesses obtaining Enterprise Zone real property and/or income tax credits	10	8	12	15	10
Capital Investments	\$31,031,471	\$23,374,000	\$61,009,194	\$30,000,000	\$40,000,000
Number of full time jobs created	105	297	244	200	150
Number of part time jobs created	115	14	23	20	25

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 utilize financing resources to facilitate business growth and investment.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$250,000	\$70,000	\$75,000	\$150,000	\$75,000
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of new Economic Development Opportunity Loan Fund applications	2	3	4	4	4
Number of meetings with prospective clients and existing businesses	95	107	98	125	125
<u>Efficiency:</u>					
Amount of time to process loan applications and loans	90 days	180 days	180 days	120 days	60 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	3	2	4	5

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 facilitate growth of technology-related industry.

Department Objective

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 2007	Actual 2008	Actual 2009	Budget 2010	Estimate 2011
<u>Input:</u>					
Dollars allocated	\$150,000	\$200,000	\$200,000	\$225,000 *	\$235,000
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of technology companies serviced, including incubator companies and defense contractors	18	16	22	20	22
Number of expanding resident technology companies	12	14	12	18	10
Number of technology related workshops held	3	2	3	3	4**
*(Previously tracked as both new and expanding technology companies)					
<u>Efficiency:</u>					
Cost of conducting technology workshops	\$3,200	\$2,400	\$3,700	\$3,500	\$4,000
<u>Service Quality:</u>					
Percent of contacts from resident companies and company prospects responded to within 24 hours	90%	85%	90%	90%	90%
<u>Outcome:</u>					
Number of high value jobs created	129	130	175	160	200

* Consultant hired to open new incubator facility (Harford Business Innovation Center)

** More workshops held through Harford Business Innovation Center

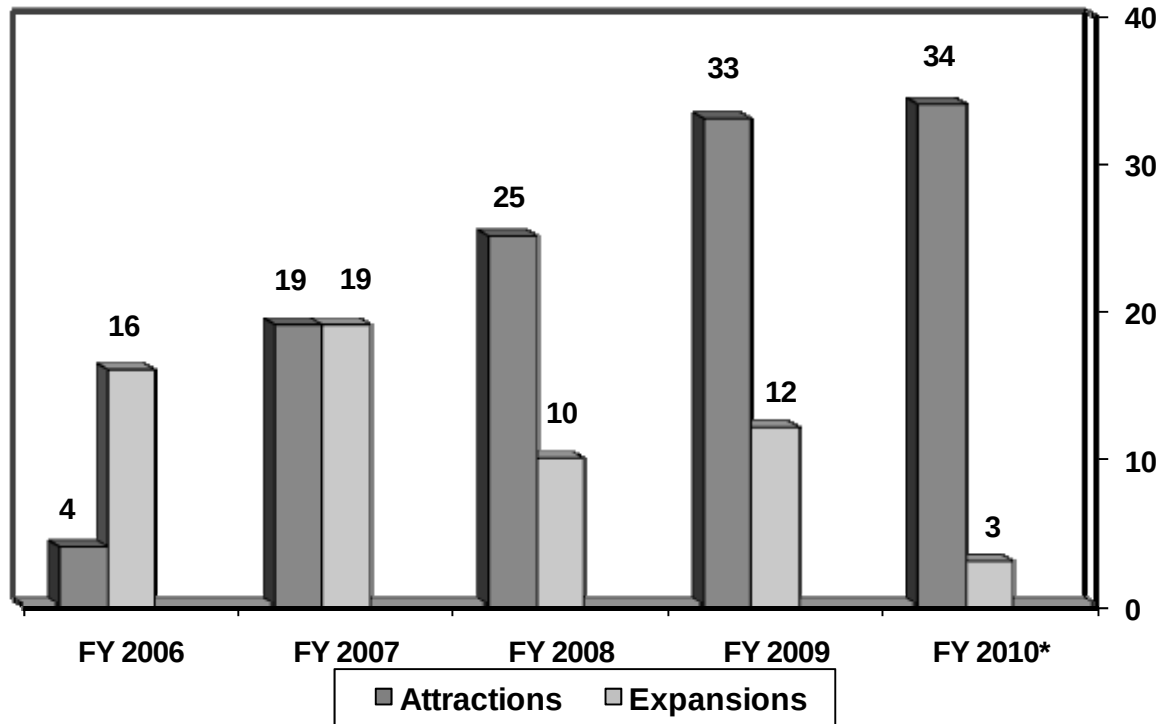
Explanation and Analysis of Performance Measures

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 Development Master Plan - 2002; Technology Optimization Action Plan - 2008; Water and Sewer Master Plan; BPAC Recommendations - 2006
Harford Business Innovation Center (executed 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 '10 - '11 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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	86,490	94,920	93,913	94,332	94,332
20	CONTRACTUAL SERVICES	92,485	43,885	105,500	61,592	61,592
30	SUPPLIES & MATERIALS	25,560	18,846	23,000	18,400	18,400
40	BUSINESS & TRAVEL	11,686	11,313	10,750	10,350	10,350
70	MISCELLANEOUS	0	98,500	(6,908)	5,000	5,000
	GRAND TOTAL	216,221	267,464	226,255	189,674	189,674
<u>FUNDING SOURCE:</u>						
11	GENERAL	216,221	267,464	226,255	189,674	189,674
	GRAND TOTAL	216,221	267,464	226,255	189,674	189,674

INDEX: 652000

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: TOURISM & MARKETING

Index No. 652000

POSITION TITLE	ENACTED FY 09		ENACTED FY 10		ENACTED FY 11	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Economic Development Associate	<u>1.00</u>	<u>70,422</u>	<u>1.00</u>	<u>70,306</u>	<u>1.00</u>	<u>70,306</u>
SALARY TOTAL	<u>1.00</u>	<u>70,422</u>	<u>1.00</u>	<u>70,306</u>	<u>1.00</u>	<u>70,306</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		6,458		6,763		5,765
Workers' Compensation		3,570		2,756		2,573
Health Benefits		8,944		10,025		10,170
FICA		5,387		5,378		5,378
Miscellaneous	<u></u>	<u>140</u>	<u></u>	<u>140</u>	<u></u>	<u>140</u>
TOTAL OTHER PERSONAL SERVICES		24,499		25,062		24,026
FURLOUGH SAVINGS	<u></u>	<u>0</u>	<u></u>	<u>(1,455)</u>	<u></u>	<u>0</u> A
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>94,921 *</u>	<u>1.00</u>	<u>93,913</u>	<u>1.00</u>	<u>94,332</u>

*FY 09 Salaries and Other Personal Services are Enacted not Audited amounts

A - No furlough planned for FY 11

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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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	243,330	240,562	519,700	411,000	411,000
30	SUPPLIES & MATERIALS	319	0	40,050	32,050	32,050
40	BUSINESS & TRAVEL	0	0	100	100	100
60	DEBT SERVICE	47,798,447	73,381,245	54,748,524	69,529,392	72,429,392
70	MISCELLANEOUS	0	3,603	0	0	0
	GRAND TOTAL	<u>48,042,096</u>	<u>73,625,410</u>	<u>55,308,374</u>	<u>69,972,542</u>	<u>72,872,542</u>
<u>SUMMARY BY FUND:</u>						
11	GENERAL	25,709,911	51,880,180	32,907,338	45,234,377	45,234,377
25	HIGHWAYS	680,522	647,577	628,275	626,794	626,794
27	AG PRESERVATION - COUNTY	3,148,910	4,508,657	4,319,206	4,102,600	4,102,600
31	TAX INCREMENT FINANCING	0	0	0	0	2,900,000
53	WATER & SEWER DEBT SERVICE	14,381,169	13,880,981	14,631,739	17,279,155	17,279,155
55	SOLID WASTE SERVICES	4,121,584	2,708,015	2,821,816	2,729,616	2,729,616
	GRAND TOTAL	<u>48,042,096</u>	<u>73,625,410</u>	<u>55,308,374</u>	<u>69,972,542</u>	<u>72,872,542</u>

DEBT SERVICE

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY DIVISION:</u>						
661110	PRINCIPAL GENERAL FUND	13,567,129	15,458,335	16,451,489	25,239,063	25,239,063
662110	INTEREST GENERAL FUND	8,751,623	10,036,831	12,888,093	16,399,508	16,399,508
664110	SERVICE COSTS GENERAL FUND	373,255	554,917	549,850	577,900	577,900
665110	LEASE FINANCE PRINCIPAL GENERAL FUND	2,528,006	2,624,081	2,723,809	2,827,326	2,827,326
666110	LEASE FINANCE INTEREST GENERAL FUND	489,898	393,822	294,097	190,580	190,580
667110	CURRENT / ADVANCE REFUNDING	0	22,812,194	0	0	0
661250	PRINCIPAL HIGHWAYS FUND	62,678	32,264	8,992	7,934	7,934
662250	INTEREST HIGHWAYS FUND	4,423	2,050	1,019	595	595
664250	SERVICE COSTS HIGHWAYS FUND	158	0	5,000	5,000	5,000
665250	LEASE FINANCE PRINCIPAL HIGHWAYS FUND	513,712	533,235	553,501	574,537	574,537
666250	LEASE FINANCE INTEREST HIGHWAYS FUND	99,551	80,028	59,763	38,728	38,728
661270	PRINCIPAL AG PRESERVATION - COUNTY	510,749	1,424,166	1,046,889	920,544	920,544
662270	INTEREST AG PRESERVATION - COUNTY	2,453,253	2,953,784	3,192,317	3,131,806	3,131,806
664270	SERVICE COSTS AG PRESERVATION - COUNTY	184,908	130,707	80,000	50,250	50,250
661310	PRINCIPAL TAX INCREMENT FINANCING	0	0	0	0	1,450,000
662310	INTEREST TAX INCREMENT FINANCING	0	0	0	0	850,406
664310	SERVICE COSTS TAX INCREMENT FINANCING	0	0	0	0	599,594
661530	PRINCIPAL W&S DEBT SERVICE FUND	10,958,164	10,402,842	10,425,824	11,882,153	11,882,153
662530	INTEREST W&S DEBT SERVICE FUND	3,151,638	3,166,332	3,725,652	4,916,740	4,916,740
664530	SERVICE COSTS W&S DEBT SERVICE FUND	201,105	241,546	410,000	410,000	410,000
665530	LEASE FINANCE PRINCIPAL W&S DEBT SERVICE	58,856	61,092	63,415	65,825	65,825
666530	LEASE FINANCE INTEREST W&S DEBT SERVICE	11,406	9,169	6,848	4,437	4,437
664550	SERVICE COSTS SOLID WASTE SERVICES	9,669	0	150,000	150,000	150,000
665550	LEASE FINANCE PRINCIPAL SOLID WASTE MGT	3,220,987	2,063,676	2,132,177	2,151,001	2,151,001
666550	LEASE FINANCE INTEREST SOLID WASTE MGT	890,928	644,339	539,639	428,615	428,615
GRAND TOTAL		<u>48,042,096</u>	<u>73,625,410</u>	<u>55,308,374</u>	<u>69,972,542</u>	<u>72,872,542</u>

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

Harford County went to the bond market June 1, 2010 for a \$219,345,000 bond sale (\$91,000,000 in Consolidated Public Improvement Bonds - Tax Exempt; \$102,575,000 in Consolidated Public Improvement Bonds Taxable Build America Bonds - Direct Payment; and \$25,770,000 in Refunding Bonds Tax Exempt). The County received the highest rating possible from two of the three investor services, making Harford County bond ratings: Fitch Ratings AAA, Standard and Poor's AA+, and Moody's Investors Service Aaa, as published in the County's Official Statement of June 1, 2010.

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 in the FY 11 Approved Capital Budget:

General Capital:

Citizens Care Center	1,500,000
Humane Society	325,000
Total General	<u>1,825,000</u>

Harford Community College:

Susquehanna Center Addition / Renovations	5,160,000
Water and Wastewater	750,000
Total Harford Community College	<u>5,910,000</u>

Board of Education:

Deerfield ES Replacement	5,795,000
Edgewood High School Replacement	7,000,000
Red Pump Road Elementary School	8,070,000
Total Board of Education	<u>20,865,000</u>

Parks and Recreation:

Enlarged Gymnasiums & Joint Facilities	600,000
Schucks Road Regional Complex	500,000
Total Parks and Recreation	<u>1,100,000</u>

TOTAL GENERAL FUND PROJECTS

29,700,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds**

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
PRINCIPAL PAYMENTS:					
6101 County Bonds	5,891,416	6,395,551	6,502,017	7,382,893	7,382,893
6101 Current/Advance Refunding	0	22,812,194	0	0	0
6103 School Bonds	5,408,232	6,692,990	7,264,040	13,084,257	13,084,257
6105 College Bonds	867,846	1,012,411	1,156,012	1,289,080	1,289,080
6112 Notes	895,000	585,000	685,000	2,495,438	2,495,438
6114 Solid Waste Services	504,635	772,383	844,420	987,395	987,395
TOTAL PRINCIPAL PAYMENTS	13,567,129	38,270,529	16,451,489	25,239,063	25,239,063
INTEREST PAYMENTS:					
6201 County Bonds	2,855,153	3,113,334	3,289,503	3,251,687	3,251,687
6203 School Bonds	4,388,664	5,264,982	7,458,462	10,931,321	10,931,321
6205 College Bonds	1,071,917	1,165,065	1,148,679	1,090,474	1,090,474
6212 Notes	157,925	152,665	492,605	586,947	586,947
6214 Solid Waste Services	277,964	340,785	498,844	539,079	539,079
TOTAL INTEREST PAYMENTS	8,751,623	10,036,831	12,888,093	16,399,508	16,399,508
TOTAL PAYMENTS	22,318,752	48,307,360	29,339,582	41,638,571	41,638,571

HARFORD COUNTY, MARYLAND				
FY 11 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS				
			PRINCIPAL	INTEREST
			6101	6201
COUNTY BONDS:				
	2001	Bonds	1,100,625	414,357
	2002	Bonds	1,327,500	324,098
	2003	Refunding Bonds	282,677	34,472
	2004	Bonds	1,111,180	152,181
	2005	Bonds	339,545	266,503
	2007	Bonds	1,259,991	1,173,892
	2009	Refunding Bonds	1,480,906	271,849
	2009	Bonds	208,000	369,113
	2010	Bonds	272,469	245,222
TOTAL COUNTY BONDS			7,382,893	3,251,687
			6103	6203
SCHOOL BONDS:				
	2001	Bonds	701,770	264,198
	2002	Bonds	270,001	28,919
	2003	Refunding Bonds	900,083	111,471
	2004	Bonds	459,680	258,267
	2005	Bonds	1,293,325	1,015,107
	2007	Bonds	2,696,282	2,512,037
	2009	Refunding Bonds	1,542,565	283,168
	2009	Bonds	2,012,000	3,570,461
	2010	Bonds	3,208,551	2,887,693
TOTAL SCHOOL BONDS			13,084,257	10,931,321
			6105	6205
COLLEGE BONDS:				
	2001	Bonds	147,607	55,571
	2002	Bonds	22,500	367,354
	2003	Refunding Bonds	118,811	14,842
	2004	Bonds	179,140	100,648
	2005	Bonds	129,907	101,962
	2007	Bonds	344,770	321,211
	2009	Refunding Bonds	294,863	54,128
	2009	Bonds	32,500	57,674
	2010	Bonds	18,982	17,084
TOTAL COLLEGE BONDS			1,289,080	1,090,474

HARFORD COUNTY, MARYLAND				
FY 11 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS				
			PRINCIPAL	INTEREST
			6114	6214
SOLID WASTE SERVICES:				
	1999	Water Quality Refunding Bonds	429,578	49,018
	2003	Refunding Bonds	149,956	18,733
	2005	Bonds	14,910	11,702
	2007	Bonds	198,958	185,362
	2009	Refunding Bonds	43,993	8,076
	2009	Bonds	150,000	266,188
TOTAL SOLID WASTE SERVICES			987,395	539,079
			6112	6212
NOTES:				
Principal & Interest on Short Term Financing:				
		Washington Court	235,000	91,087
		Preston	100,000	41,510
		PACA LTD	0	74,750
		Stuart Terrace	438	0
		ERP System	2,160,000	129,600
		Bond Anticipation Note Schools	0	137,500
		Bond Anticipation Note County	0	112,500
TOTAL NOTES			2,495,438	586,947
TOTAL GENERAL FUND PRINCIPAL & INTEREST			25,239,063	16,399,508

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661250 Principal, 662250 Interest - Highways Fund**

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 11:

Bridges:

North Avenue / Henderson Road Bridge #215 2,100,000

Roadways:

MacPhail Road / Tollgate Road Roundabout 455,000

Red Pump Road Roundabout 400,000

Robinhood Road (US 40 - Titan Terrace) 1,750,000

Trimble Road / Fort Hoyle Road Roundabout 410,000

Wheel Road (Laurel Bush to Fairway) 2,685,000

7,800,000

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
PRINCIPAL PAYMENTS:					
6101 County Bonds	62,678	32,264	8,992	7,934	7,934
TOTAL PRINCIPAL PAYMENTS	62,678	32,264	8,992	7,934	7,934
INTEREST PAYMENTS:					
6201 County Bonds	4,423	2,050	1,019	595	595
TOTAL INTEREST PAYMENTS	4,423	2,050	1,019	595	595
TOTAL PAYMENTS	67,101	34,314	10,011	8,529	8,529

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
PRINCIPAL PAYMENTS:					
6113 Agricultural Preservation	510,749	1,424,166	1,046,889	920,544	920,544
TOTAL PRINCIPAL PAYMENTS	510,749	1,424,166	1,046,889	920,544	920,544
INTEREST PAYMENTS:					
6213 Agricultural Preservation	2,453,253	2,953,784	3,192,317	3,131,806	3,131,806
TOTAL INTEREST PAYMENTS	2,453,253	2,953,784	3,192,317	3,131,806	3,131,806
TOTAL PAYMENTS	2,964,002	4,377,950	4,239,206	4,052,350	4,052,350

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661310 Principal, 662310 Interest
Tax Increment Financing (Beechtree)**

This account is a special fund for deposit of a certain portion of the real property tax collected in a development district and used to finance or reimburse the cost of special obligation bonds for certain public improvements relating to the district without constituting a general obligation of the County.

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
PRINCIPAL PAYMENTS:					
6101 County Bonds	0	0	0	0	1,450,000
TOTAL PRINCIPAL PAYMENTS	0	0	0	0	1,450,000
INTEREST PAYMENTS:					
6201 County Bonds	0	0	0	0	850,406
TOTAL INTEREST PAYMENTS	0	0	0	0	850,406
TOTAL PAYMENTS	0	0	0	0	2,300,406

DEPARTMENT: DEBT SERVICE

**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

Harford County went to the bond market June 1, 2010 for a \$219,345,000 bond sale (\$91,000,000 in Consolidated Public Improvement Bonds - Tax Exempt; \$102,575,000 in Consolidated Public Improvement Bonds Taxable Build America Bonds - Direct Payment; and \$25,770,000 in Refunding Bonds Tax Exempt). The County received the highest rating possible from two of the three investor services, making Harford County bond ratings: Fitch Ratings AAA, Standard and Poor's AA+, and Moody's Investors Service Aaa, as published in the County's Official Statement of June 1, 2010.

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.

There are no bond funded capital projects included in the Fiscal Year 11 Capital Budget.

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
PRINCIPAL PAYMENTS:					
6102 State Loans	1,817,233	2,261,622	2,393,042	2,376,375	2,376,375
6106 Water & Sewer Bonds	9,080,984	8,076,143	7,962,467	9,433,027	9,433,027
6109 Farmers Home Loans	26,680	30,800	35,031	36,629	36,629
6115 DBED Loan	33,267	34,277	35,284	36,122	36,122
TOTAL PRINCIPAL PAYMENTS	10,958,164	10,402,842	10,425,824	11,882,153	11,882,153
INTEREST PAYMENTS:					
6202 State Loans	457,563	398,748	328,130	253,561	253,561
6206 Water & Sewer Bonds	2,638,550	2,706,665	3,131,313	4,399,521	4,399,521
6209 Farmers Home Loans	51,728	58,132	64,428	62,830	62,830
6212 Notes	0	0	200,000	200,000	200,000
6215 DBED Loan	3,797	2,787	1,781	828	828
TOTAL INTEREST PAYMENTS	3,151,638	3,166,332	3,725,652	4,916,740	4,916,740
TOTAL PAYMENTS	14,109,802	13,569,174	14,151,476	16,798,893	16,798,893

**HARFORD COUNTY, MARYLAND
FY 11 WATER & SEWER DEBT SERVICE
PRINCIPAL & INTEREST PAYMENTS**

		PRINCIPAL	INTEREST
		6102	6202
STATE LOANS:			
1990	Loans	282,175	13,810
1991	Loans	944,701	100,719
1999	Loans	64,076	15,177
1999	Refunding	1,085,423	123,855
TOTAL STATE LOANS		2,376,375	253,561
		6106	6206
WATER & SEWER BONDS:			
2002	Bonds	3,350,000	184,436
2003	Refunding Bonds	1,805,539	220,264
2004	Bonds	200,000	108,800
2005	Bonds	322,316	252,980
2007	Bonds	1,000,000	1,102,000
2009	Refunding Bonds	657,672	120,728
2009	Bonds	597,500	1,060,313
2010	Bonds	1,500,000	1,350,000
TOTAL WATER & SEWER BONDS		9,433,027	4,399,521
		6109	6209
FARMERS HOME LOAN:			
Home Loan 2001 - Whiteford		26,135	39,662
Home Loan 2004 - Old Joppa		4,517	8,096
Oaklyn Manor		5,977	15,072
TOTAL FARMERS HOME LOAN		36,629	62,830
		6112	6212
SHORT TERM NOTES:			
Short term notes for FY 11 Budget		0	200,000
		6115	6215
DBED LOAN:			
Annual principal & interest payments on Strescon Loan		36,122	828
TOTAL WATER & SEWER PRINCIPAL & INTEREST		11,882,153	4,916,740

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
6107 Lease Purchase Principal Payments 2007 County Lease	1,291,019	1,340,084	1,391,013	1,443,878	1,443,878
6133 2007 School Lease	1,172,109	1,216,654	1,262,893	1,310,888	1,310,888
6135 2007 College Lease	64,878	67,343	69,903	72,560	72,560
TOTAL PRINCIPAL PAYMENTS	2,528,006	2,624,081	2,723,809	2,827,326	2,827,326
Lease Finance - 666110 Interest Payments	AUDITED FY 08	AUDITED FY 09	ENACTED FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
6207 Lease Purchase Interest Payments 2007 County Lease	250,184	201,120	150,191	97,327	97,327
6233 2007 School Lease	227,141	182,595	136,358	88,362	88,362
6235 2007 College Lease	12,573	10,107	7,548	4,891	4,891
TOTAL INTEREST PAYMENTS	489,898	393,822	294,097	190,580	190,580
TOTAL LEASE FINANCE PAYMENTS	3,017,904	3,017,903	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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
6107 Lease Purchase Principal Payments: 2007 Lease	513,712	533,235	553,501	574,537	574,537
TOTAL PRINCIPAL PAYMENTS	513,712	533,235	553,501	574,537	574,537
Lease Finance - 666250 Interest Payments	AUDITED FY 08	AUDITED FY 09	ENACTED FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
6207 Lease Purchase Interest Payments: 2007 Lease	99,551	80,028	59,763	38,728	38,728
TOTAL INTEREST PAYMENTS	99,551	80,028	59,763	38,728	38,728
TOTAL LEASE FINANCE PAYMENTS	613,263	613,263	613,264	613,265	613,265

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
6136 Lease Purchase Principal Payments: 2007 Lease	58,856	61,092	63,415	65,825	65,825
TOTAL PRINCIPAL PAYMENTS	58,856	61,092	63,415	65,825	65,825
Lease Finance - 666530 Interest Payments	AUDITED FY 08	AUDITED FY 09	ENACTED FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
6236 Lease Purchase Interest Payments: 2007 Lease	11,406	9,169	6,848	4,437	4,437
TOTAL INTEREST PAYMENTS	11,406	9,169	6,848	4,437	4,437
TOTAL LEASE FINANCE PAYMENTS	70,262	70,261	70,263	70,262	70,262

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
6117 Lease Purchase Principal Payments: WTE Lease 2002 650,000 WTE Retrofit 1,260,000 2007 Lease 241,001 Total <u>2,151,001</u>	3,220,987	2,063,676	2,132,177	2,151,001	2,151,001
TOTAL PRINCIPAL PAYMENTS	3,220,987	2,063,676	2,132,177	2,151,001	2,151,001
Lease Finance - 666550 Interest Payments	AUDITED FY 08	AUDITED FY 09	ENACTED FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
6217 Lease Purchase: WTE Lease 2002 125,720 WTE Retrofit 286,650 2007 Lease 16,245 Total <u>428,615</u>	890,928	644,339	539,639	428,615	428,615
TOTAL INTEREST PAYMENTS	890,928	644,339	539,639	428,615	428,615
TOTAL LEASE FINANCE PAYMENTS	4,111,915	2,708,015	2,671,816	2,579,616	2,579,616

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
GENERAL FUND					
CONTRACTUAL SERVICES:					
2402 Legal Notice	0	0	4,000	4,000	4,000
2602 Legal Services	23,301	52,031	137,950	75,000	75,000
2603 Management Services	15,902	15,902	20,000	20,000	20,000
2604 Financial / Audit	0	0	33,000	12,000	12,000
2699 Other Professional Services (Bank Fees, etc.)	5,859	3,391	25,000	5,000	5,000
TOTAL CONTRACTUAL SERVICES	45,062	71,324	219,950	116,000	116,000
SUPPLIES & MATERIALS:					
3101 General Office Supplies	319	0	350	350	350
3103 Printing - Commercial	0	0	18,750	10,750	10,750
3201 Delivery Charges	0	0	700	700	700
TOTAL SUPPLIES & MATERIALS	319	0	19,800	11,800	11,800
BUSINESS & TRAVEL:					
4202 Parking & Tolls	0	0	50	50	50
4401 Meals	0	0	50	50	50
TOTAL BUSINESS & TRAVEL	0	0	100	100	100
DEBT SERVICE:					
6303 Costs of Issuance	327,874	480,514	300,000	440,000	440,000
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	327,874	480,514	310,000	450,000	450,000
MISCELLANEOUS:					
7102 Payments to Other Gov't Agencies	0	3,079	0	0	0
TOTAL GENERAL FUND SERVICE COSTS	373,255	554,917	549,850	577,900	577,900

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664250 Highways Fund**

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
HIGHWAYS FUND					
CONTRACTUAL SERVICES:					
2602 Legal Services	158	0	0	0	0
2699 Other Professional Services	0	0	5,000	5,000	5,000
TOTAL HIGHWAYS FUND SERVICE COSTS	158	0	5,000	5,000	5,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664270 AG Preservation - County**

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
AG PRESERVATION - COUNTY					
CONTRACTUAL SERVICES:					
2602 Legal Services	71,825	48,028	29,750	25,000	25,000
SUPPLIES & MATERIALS:					
3201 Delivery Charges	0	0	250	250	250
DEBT SERVICE:					
6303 Costs of Issuance	113,083	82,679	50,000	25,000	25,000
TOTAL AG PRESERVATION-COUNTY SERVICE COSTS	184,908	130,707	80,000	50,250	50,250

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664310 Tax Increment Financing**

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
TAX INCREMENT FINANCING					
DEBT SERVICE:					
6303 Costs of Issuance	0	0	0	0	599,594
TOTAL TAX INCREMENT FINANCING SERVICE COSTS	0	0	0	0	599,594

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664530 Water & Sewer Debt Service

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
WATER & SEWER DEBT SERVICE					
CONTRACTUAL SERVICES:					
2602 Legal Services	4,283	10,303	20,000	20,000	20,000
2603 Management Services	109,549	109,549	150,000	150,000	150,000
2699 Other Professional Services (Bank Fees, etc.)	2,784	1,358	20,000	20,000	20,000
TOTAL CONTRACTUAL SERVICES	116,616	121,210	190,000	190,000	190,000
SUPPLIES & MATERIALS:					
3103 Printing - Commercial	0	0	20,000	20,000	20,000
DEBT SERVICE:					
6303 Costs of Issuance	84,489	119,812	200,000	200,000	200,000
MISCELLANEOUS:					
7102 Payments to Other Government Agencies	0	524	0	0	0
TOTAL WATER & SEWER DEBT SERVICE COSTS	201,105	241,546	410,000	410,000	410,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664550 Solid Waste Services - Waste to Energy Plant**

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
SOLID WASTE SERVICES					
CONTRACTUAL SERVICES:					
2602 Legal Services	0	0	20,000	20,000	20,000
2604 Financial / Audit	9,669	0	55,000	55,000	55,000
TOTAL CONTRACTUAL SERVICES	9,669	0	75,000	75,000	75,000
DEBT SERVICE:					
6303 Costs of Issuance	0	0	75,000	75,000	75,000
TOTAL SOLID WASTE SERVICES SERVICE COSTS	9,669	0	150,000	150,000	150,000
TOTAL ALL FUNDS SERVICE COSTS	769,095	927,170	1,194,850	1,193,150	1,792,744

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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	<u>1,731,329</u>	<u>1,410,973</u>	<u>652,316</u>	<u>370,433</u>	<u>370,433</u>
	GRAND TOTAL	<u>1,731,329</u>	<u>1,410,973</u>	<u>652,316</u>	<u>370,433</u>	<u>370,433</u>

INSURANCE

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,167,106	941,873	0	0	0
25	HIGHWAYS	310,847	245,137	365,441	217,040	217,040
51	WATER AND SEWER	253,376	223,963	286,875	153,393	153,393
	GRAND TOTAL	1,731,329	1,410,973	652,316	370,433	370,433

SUMMARY BY DIVISION:

671110	GENERAL FUND INSURANCE	1,167,106	941,873	0	0	0
671250	HIGHWAYS INSURANCE	310,847	245,137	365,441	217,040	217,040
671510	WATER AND SEWER INSURANCE	253,376	223,963	286,875	153,393	153,393
	GRAND TOTAL	1,731,329	1,410,973	652,316	370,433	370,433

INSURANCE					
	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
GENERAL FUND INSURANCE INDEX # 671110	1,167,106	941,873	0	0	0
2599 Other Insurance					
NOTE: Due to the state of the economy the General Fund's share of Self Insurance is not funded for FY 11					
HIGHWAYS FUND INSURANCE INDEX # 671250	310,847	245,137	365,441	217,040	217,040
2599 Other Insurance					
General Liability 10,721 Auto Liability 137,622 Property Damage 68,697 <u>217,040</u>					
WATER & SEWER OPERATING FUND INSURANCE INDEX # 671510	253,376	223,963	286,875	153,393	153,393
2599 Other Insurance					
General Liability 2,429 Auto Liability 25,597 Property Damage 125,367 <u>153,393</u>					
TOTAL OTHER INSURANCE General Liability 13,150 Auto Liability 163,219 Property Damage 194,064 <u>370,433</u>	1,731,329	1,410,973	652,316	370,433	370,433

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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 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONNEL SERVICES	1,258,961	9,551,274	2,246,977	2,036,707	2,036,707
20	CONTRACTUAL SERVICES	2,672,394	1,965,723	2,599,960	4,132,960	4,132,960
40	BUSINESS AND TRAVEL	44,820	32,443	0	0	0
	GRAND TOTAL	3,976,175	11,549,440	4,846,937	6,169,667	6,169,667

<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,339,186	9,233,394	3,680,937	4,454,471	4,454,471
25	HIGHWAYS	440,659	1,400,182	862,000	1,272,928	1,272,928
51	WATER AND SEWER	196,330	915,864	304,000	442,268	442,268
	GRAND TOTAL	3,976,175	11,549,440	4,846,937	6,169,667	6,169,667

<u>SUMMARY BY DIVISION:</u>						
681110	GENERAL FUND BENEFITS	3,339,186	9,233,394	3,680,937	4,454,471	4,454,471
681250	HIGHWAYS BENEFITS	440,659	1,400,182	862,000	1,272,928	1,272,928
681510	WATER AND SEWER BENEFITS	196,330	915,864	304,000	442,268	442,268
	GRAND TOTAL	3,976,175	11,549,440	4,846,937	6,169,667	6,169,667

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681110**

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
GENERAL FUND BENEFITS					
INDEX # 681110					
1203 Firemen's Pension Per actuarial and Treasurer's adjustments	1,387,771	2,387,771	1,700,477	1,670,207	1,670,207
1205 Sheriff's Pension Per actuarial	0	500,000	0	90,000	90,000
1299 Other Unfunded past service liability costs for Liquor Board employees in the State Retirement & Pension Plans	0	5,786	6,500	6,500	6,500
1301 Workers' Compensation	270,000	270,000	270,000	0	0
1350 OPEB	0	5,148,568	0	0	0
1399 Other Health Insurance	(191,960)	(413,378)	0	0	0
2505 Unemployment Insurance	30,868	45,792	48,960	48,960	48,960
2507 Death Benefits	19,948	26,124	15,000	15,000	15,000
2508 Retired Employees' Life Insurance	1,092	0	0	0	0
2514 Retiree's Insurance	1,776,647	1,233,180	1,640,000	2,623,804	2,623,804
4701 Tuition Reimbursement	44,820	29,551	0	0	0
TOTAL INDEX	3,339,186	9,233,394	3,680,937	4,454,471	4,454,471

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681250, 681510**

	AUDITED FY 08	AUDITED FY 09	ENACTED FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
HIGHWAYS FUND BENEFITS INDEX # 681250					
1301 Workers' Compensation	233,304	233,304	250,000	250,000	250,000
1350 OPEB	0	809,194	0	0	0
1399 Other Health Insurance Health Care Consortium Call No funding required for FY 11	(247,401)	(89,950)	0	0	0
2505 Unemployment Insurance	0	14,175	20,000	20,000	20,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2508 Retired Employees' Life Insurance	1,152	0	0	0	0
2514 Retiree's Insurance	453,604	431,926	590,000	1,000,928	1,000,928
4701 Tuition Reimbursement	0	1,533	0	0	0
TOTAL INDEX	440,659	1,400,182	862,000	1,272,928	1,272,928
WATER & SEWER FUND BENEFITS INDEX # 681510					
1301 Workers' Compensation	8,012	8,012	20,000	20,000	20,000
1350 OPEB	0	682,254	0	0	0
1399 Other Health Insurance Health Care Consortium Call No funding required for FY 11	(200,765)	9,713	0	0	0
2505 Unemployment Insurance	8,840	4,192	9,000	9,000	9,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2508 Retired Employees' Life Insurance	332	0	0	0	0
2514 Retiree's Insurance	379,911	210,334	273,000	411,268	411,268
4701 Tuition Reimbursement	0	1,359	0	0	0
TOTAL INDEX	196,330	915,864	304,000	442,268	442,268

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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 11 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, Rural Legacy Program and Water and Sewer.

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.

Water and Sewer is allocated for Parks and Recreations share of the Bear Cabin Branch Regional Sewer Pump Station Policy for the parcel formerly known as the Graybeal Property. These funds will be held in escrow until the developer of the Blake Property completes the construction of the required sewer facilities included in the Division of Water & Sewer's Rules and Regulations on providing a regional solution to sewer capacity limitation for the remaining developable ground in the immediate drainage area.

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	31,720,891	29,939,347	19,523,000	11,055,037	11,055,037
	GRAND TOTAL	<u>31,720,891</u>	<u>29,939,347</u>	<u>19,523,000</u>	<u>11,055,037</u>	<u>11,055,037</u>

PAYGO

ALL FUND SUMMARY:

		AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
<u>SUMMARY BY FUND:</u>						
11	GENERAL	17,266,891	13,727,343	6,625,000	4,210,437	4,210,437
25	HIGHWAYS	12,654,000	12,237,004	11,433,000	6,686,200	6,686,200
51	WATER AND SEWER OPERATING	1,800,000	3,975,000	1,465,000	158,400	158,400
	GRAND TOTAL	31,720,891	29,939,347	19,523,000	11,055,037	11,055,037

<u>SUMMARY BY DIVISION:</u>						
705110	PAYGO GENERAL FUND	17,266,891	13,727,343	6,575,000	3,310,437	3,310,437
705110	PAYGO GENERAL FUND - RURAL LEGACY	0	0	50,000	50,000	50,000
705110	PAYGO - WATER & SEWER	0	0	0	850,000	850,000
705250	PAYGO HIGHWAYS	12,654,000	12,237,004	11,433,000	6,686,200	6,686,200
705510	PAYGO WATER AND SEWER	1,800,000	3,975,000	1,465,000	158,400	158,400
	GRAND TOTAL	31,720,891	29,939,347	19,523,000	11,055,037	11,055,037

DEPARTMENT: PAYGO**DIVISION: PAYGO GENERAL FUND****Index No. 705110**

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
7601 CAPITAL IMPROVEMENTS	17,266,891	11,727,343	6,575,000	3,310,437	3,310,437
7602 CAPITAL IMPROVEMENTS - IMPACT FEE	0	2,000,000	0	0	0
TOTAL PAYGO CAPITAL IMPROVEMENTS	17,266,891	13,727,343	6,575,000	3,310,437	3,310,437

For FY 11 General Fund Paygo funds, amounting to \$3,310,437 will provide for the following capital projects:

GENERAL:

Computer Equipment / Networks	(247,963)
Fuel Dispensing System Upgrade	100,000
MTBE Upgrades	(100,000)
One Maryland Broadband	450,000
Safeguarding Business Operations	590,400
Total General Projects	<u>792,437</u>

WATER RESOURCES:

Bynum Run @ St. Andrews Way Stream Rest.	260,000
Laurel Valley Stream Restoration	(68,639)
Stream Valley Buffer Enhancement	(72,272)
Watershed Restoration / Improvements	275,228
Watershed Restoration / Improvements Closure	(59,317)
Total Water Resources Projects	<u>335,000</u>

SHERIFF / EMERGENCY / FIRE:

Bel Air Substation at Patterson Mill	1,633,000
Total Sheriff / Emergency / Fire Projects	<u>1,633,000</u>

SOLID WASTE SERVICES:

Waste to Energy Replacement Facility	400,000
Total Solid Waste Services Projects	<u>400,000</u>

LIBRARIES:

Aberdeen HVAC Replacement	(22,745)
Facility Renovations	135,605
Fallston Lighting	(106,000)
Havre de Grace Feasibility	(6,860)
Total Libraries Projects	<u>0</u>

PARKS AND RECREATION:

Equestrian Center Improvements	150,000
Total Parks and Recreation Projects	<u>150,000</u>

DEPARTMENT: PAYGO**DIVISION: PAYGO HIGHWAYS FUND****Index No. 705250**

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
7601 CAPITAL IMPROVEMENTS	12,654,000	12,237,004	11,433,000	6,686,200	6,686,200

For FY 11 Highways Fund Paygo funds, amounting to \$6,686,200 will provide for the following capital projects:

BRIDGES:

Bridge & Road Scour Repairs	100,000
Bridge Painting 97	(21,756)
Bridge Painting 10	(30,000)
Bridge Rehabilitation	200,000
Carrs Mill Road Bridge #216	45,000
Chestnut Hill Bridge #40	40,000
Jericho Road Bridge #3	(150,000)
Macton Road Bridge #145	(320,000)
Phillips Mill Road Bridge #70	40,000
St Clair Bridge Road Bridge #99	220,000
Structural Evaluation	(125,000)
Watervale Road Bridge #63	600,000
Total Bridges Projects	598,244

OTHER:

Culvert Rehabilitation	200,000
Equipment Sheds	(99,148)
Facilities Repair Program	(200,000)
GPS Tracking System	(46,317)
Guardrails	100,000
Hickory II Improvements	(51,497)
Intersection Improvements	(472,556)
MTBE Upgrades	(25,000)
Safeguarding Business Operations	151,200
Security Gates for the Highways Shops	(100,000)
Sidewalks and Handicapped Ramps	(200,000)
Stormdrain Rehabilitation	125,000
Total Other Projects	(618,318)

ROADWAYS:

Cedar Lane (MD 136 - Cedarday)	(130,000)
MD 152 / Oakmont Road / Port Lane	275,000
Moore's Mill Road	(30,000)
Prospect Mill Road (Thomas Run Rd - MD 22)	(24,643)
Road Reconstruction and Rehabilitation	1,600,000
Singer Road Improvements	(50,000)
Tollgate Road - Plumtree Road to Bel Air S. Parkway	(70,000)
Tollgate Road (W. Ring Factory to Plumtree Rd)	(125,000)
Tollgate Road - Vale Road Corridor	(15,322)
Tollgate Road Corridor Study	(23,761)
Wheel Road / Laurel Bush Intersection	(70,000)
Wheel Road (Laurel Bush to Fairway)	1,565,000
Total Roadways Projects	2,901,274

RESURFACING:

Resurfacing Roadways	3,885,000
Tar & Chip Conversion to Hot Mix	(80,000)
Total Resurfacing Projects	3,805,000

DEPARTMENT: PAYGO

DIVISION: WATER & SEWER FUND

Index No. 705510

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
7601 CAPITAL IMPROVEMENTS	1,800,000	3,975,000	1,465,000	158,400	158,400

For FY 11 Water and Sewer Paygo funds, amounting to \$158,400 will provide for the following capital project:

WATER PROJECTS:

Safeguarding Business Operations 158,400

Total Water Projects 158,400

DEPARTMENT: PAYGO

DIVISION: PAYGO GENERAL FUND - WATER & SEWER

Index No. 705110

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE REQUEST FY 11	ENACTED FY 11
2203 WATER & SEWER	0	0	0	850,000	850,000

Funding allocations for Water & Sewer Recoupment are included in the General Fund Paygo account.

For FY 11 an allocation of \$850,000 is appropriated for the Parks and Recreations share of the Bear Cabin Branch Regional Sewer Pump Station Policy for the parcel formerly known as the Graybeal Property. These funds will be held in escrow until the developer of the Blake Property completes the construction of the required sewer facilities included in the Division of Water & Sewer's rules and regulations on providing a regional solution to sewer capacity limitation for the remaining developable ground in the immediate drainage area.

DEPARTMENT: PAYGO

DIVISION: PAYGO GENERAL FUND - CLOSURE RESERVE AND RURAL LEGACY PROGRAM

Index No. 705110

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE REQUEST FY 11	ENACTED FY 11
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 11 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 11 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 was to be shifted to the County in FY 10. An appropriation of \$1,515,905 was included in FY 10 but is eliminated for FY 11.

APPROPRIATION TO TOWNS / STATE

ALL FUND SUMMARY:

AUDITED
FY 08

AUDITED
FY 09

ORIGINAL
BUDGET
FY 10

EXECUTIVE
PROPOSED
FY 11

ENACTED
FY 11

SUMMARY BY CHARACTER:

70	MISCELLANEOUS	1,831,977	2,209,404	4,125,089	2,671,138	2,671,138
	GRAND TOTAL	1,831,977	2,209,404	4,125,089	2,671,138	2,671,138

SUMMARY BY FUND:

11	GENERAL	1,831,977	2,209,404	4,125,089	2,671,138	2,671,138
	GRAND TOTAL	1,831,977	2,209,404	4,125,089	2,671,138	2,671,138

SUMMARY BY DIVISION:

707110	Appropriation to Towns	1,831,977	2,209,404	2,569,184	2,631,138	2,631,138
708110	Appropriation to State	0	0	1,555,905	40,000	40,000
	GRAND TOTAL	1,831,977	2,209,404	4,125,089	2,671,138	2,671,138

DEPARTMENT: APPROPRIATION TO TOWNS / STATE

Index No. 707110 and 708110

	AUDITED FY 08	AUDITED FY 09	ORIGINAL BUDGET FY 10	EXECUTIVE PROPOSED FY 11	ENACTED FY 11
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 840,099 Bel Air 823,414 Havre de Grace 946,937 <u>2,610,450</u>	1,811,289	2,188,716	2,548,496	2,610,450	2,610,450
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	1,831,977	2,209,404	2,569,184	2,631,138	2,631,138
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 appropriated in FY 10 for approximately 90% of the costs of administering the State Department of Assessments and Taxation shifted to the Counties is eliminated for FY 11 0 <u>40,000</u>	0	0	1,555,905	40,000	40,000
SUB-TOTAL APPROPRIATION TO STATE	0	0	1,555,905	40,000	40,000
TOTAL APPROPRIATION TO TOWNS / STATE	1,831,977	2,209,404	4,125,089	2,671,138	2,671,138

HARFORD COUNTY, MARYLAND STATEMENT OF CONTINGENCY RESERVE

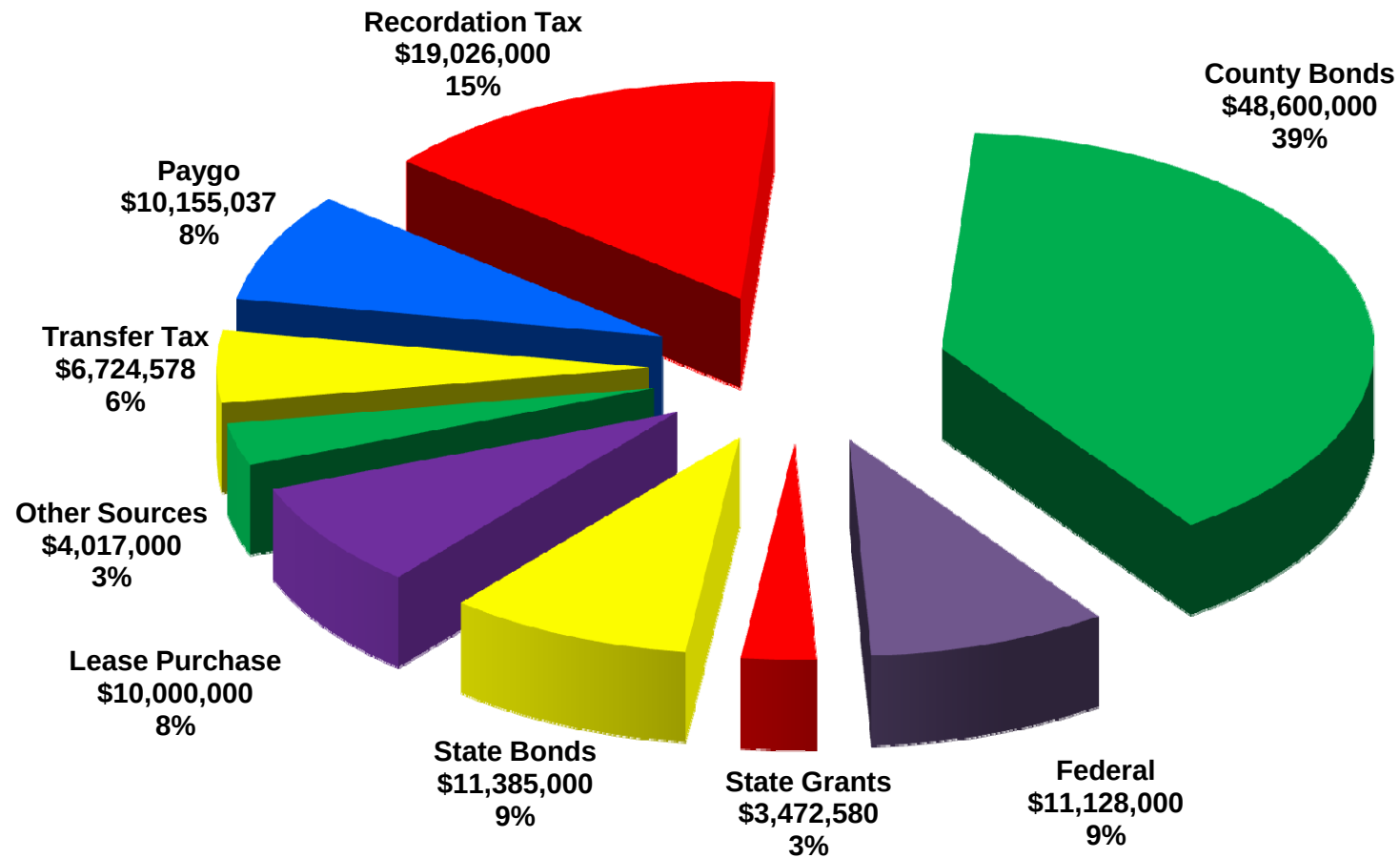
The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . . " The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.44 percent of the Highways Fund, have been included in the Approved Fiscal Year 2010-2011 Operating Budget.

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

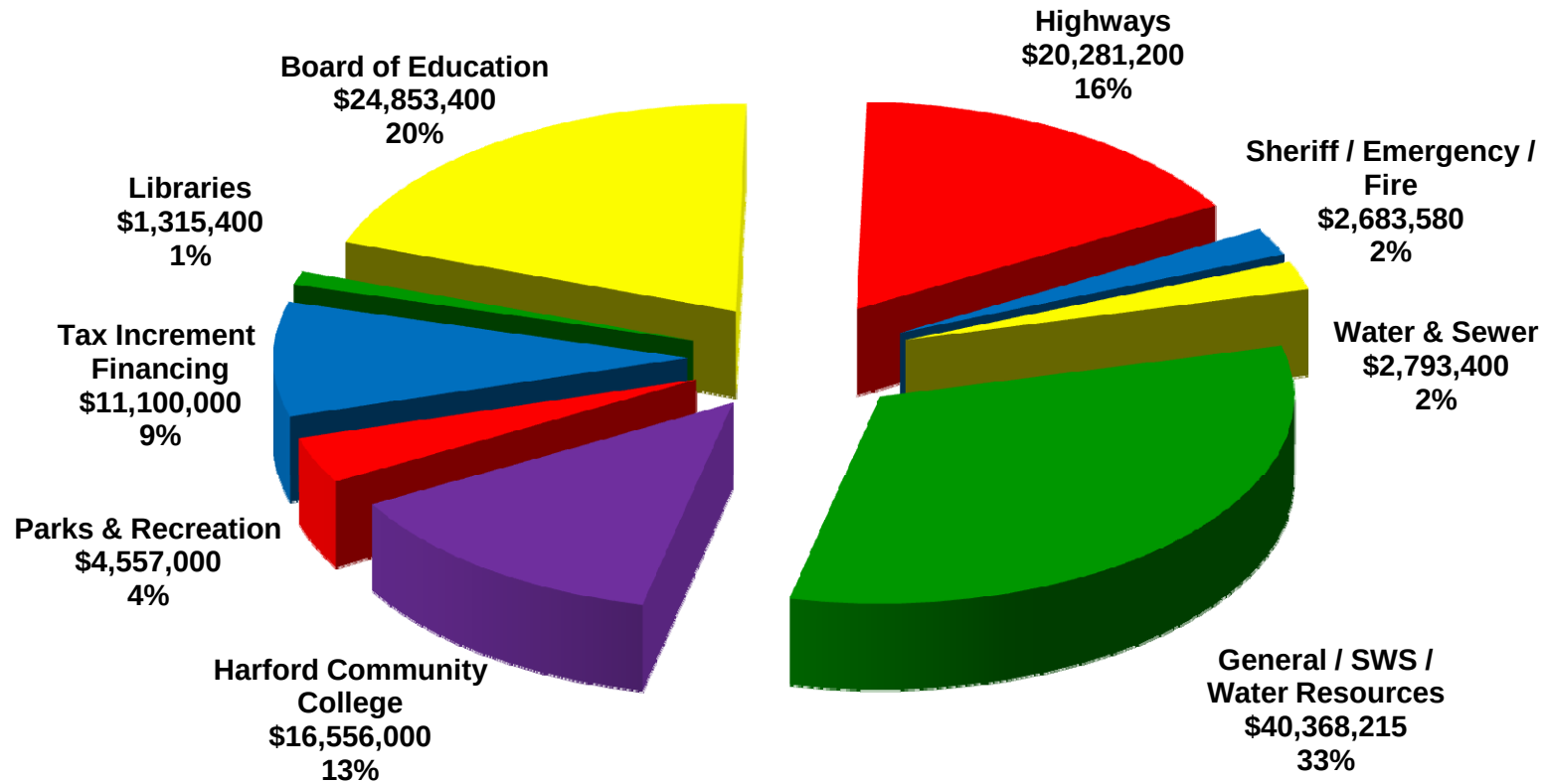
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CAPITAL BUDGET AND CAPITAL IMPROVEMENT PROGRAM

**APPROVED CAPITAL BUDGET
REVENUES
FISCAL YEAR 2010 - 2011
TOTAL BUDGET \$124,508,195**



**APPROVED CAPITAL BUDGET
APPROPRIATIONS
FISCAL YEAR 2010 - 2011
TOTAL BUDGET \$124,508,195**



FY 11 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	LEASE PURCHASE	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

GENERAL CAPITAL

Board of Education Debt Service	24,015,578	0	0	0	0	6,724,578	17,291,000	0	0	0	0	0
Citizens Care Center	1,500,000	0	1,500,000	0	0	0	0	0	0	0	0	0
Computer Equipment Networks	(247,963)	(247,963)	0	0	0	0	0	0	0	0	0	0
Courthouse Building Study / Repairs	134,900	0	0	0	0	0	0	0	0	134,900	0	0
Facilities Repair Program	325,300	0	0	0	0	0	0	0	0	325,300	0	0
Fuel Dispensing System Upgrade	100,000	100,000	0	0	0	0	0	0	0	0	0	0
Humane Society	325,000	0	325,000	0	0	0	0	0	0	0	0	0
MTBE Upgrades	(100,000)	(100,000)	0	0	0	0	0	0	0	0	0	0
One Maryland Broadband	5,250,000	450,000	0	0	0	0	0	0	0	4,800,000	0	0
Safeguarding Business Operations	7,150,400	590,400	0	6,560,000	0	0	0	0	0	0	0	0
SUB-TOTAL GENERAL	38,453,215	792,437	1,825,000	6,560,000	0	6,724,578	17,291,000	0	0	5,260,200	0	0

WATER RESOURCES

Bynum Run @ St. Andrews Way Stream Rest.	740,000	260,000	0	0	0	0	0	0	0	480,000	0	0
Deer Creek Watershed Restoration	400,000	0	0	0	0	0	0	0	0	400,000	0	0
Laurel Valley Stream Restoration	(68,639)	(68,639)	0	0	0	0	0	0	0	0	0	0
Maintenance / Repair of Dams	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Stream Valley Buffer Enhancement	(72,272)	(72,272)	0	0	0	0	0	0	0	0	0	0
Watershed Restoration / Improvements *	275,228	275,228	0	0	0	0	0	0	0	0	0	0
Watershed Restoration / Improvements Closure	(59,317)	(59,317)	0	0	0	0	0	0	0	0	0	0
Wheel Creek Watershed Restoration	200,000	0	0	0	0	0	0	200,000	0	0	0	0
SUB-TOTAL WATER RESOURCES	1,515,000	335,000	0	0	0	0	0	200,000	0	880,000	0	100,000

*Prior Year Paygo - \$200,228

FY 11 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	LEASE PURCHASE	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

SHERIFF/EMERGENCY/FIRE

EMERGENCY OPERATIONS

911 State Fee Fund	100,000	0	0	0	0	0	0	100,000	0	0	0	0
700 MHz Wireless Radio System Equipment	950,580	0	0	0	0	0	0	200,580	0	750,000	0	0

VOLUNTEER FIRE COMPANIES

Bel Air Substation at Patterson Mill	1,633,000	1,633,000	0	0	0	0	0	0	0	0	0	0

SUB-TOTAL SHERIFF/EMERGENCY/FIRE	2,683,580	1,633,000	0	0	0	0	0	300,580	0	750,000	0	0

HARFORD COMMUNITY COLLEGE

Aberdeen Proving Ground Campus Satellite	150,000	0	0	0	0	0	0	0	0	0	0	150,000
Computer Equipment / Technology	87,000	0	0	0	0	0	0	0	0	0	0	87,000
Hays Heighe House	50,000	0	0	0	0	0	0	0	0	0	0	50,000
Roof Replacements	685,000	0	0	0	0	0	0	0	0	0	0	685,000
Site and Parking Lot Improvements	490,000	0	0	0	0	0	0	0	0	0	0	490,000
Susquehanna Center Addition/Renovations	13,594,000	0	5,160,000	0	0	0	0	7,904,000	0	0	0	530,000
Water and Wastewater	1,500,000	0	750,000	0	0	0	0	0	0	0	0	750,000

SUB-TOTAL HCC	16,556,000	0	5,910,000	0	0	0	0	7,904,000	0	0	0	2,742,000

LIBRARIES

Aberdeen HVAC Replacement	(22,745)	(22,745)	0	0	0	0	0	0	0	0	0	0
Churchville Branch	400,000	0	0	0	0	0	0	0	0	400,000	0	0
Edgewood Branch - HVAC Replacement	698,000	0	0	0	0	0	0	0	0	698,000	0	0
Facility Renovations *	135,605	135,605	0	0	0	0	0	0	0	0	0	0
Fallston Branch - HVAC Chiller Replacement	217,400	0	0	0	0	0	0	0	0	217,400	0	0
Fallston Lighting	(106,000)	(106,000)	0	0	0	0	0	0	0	0	0	0
Havre de Grace Feasibility Study	(6,860)	(6,860)	0	0	0	0	0	0	0	0	0	0

* Prior Year Paygo

SUB-TOTAL LIBRARIES	1,315,400	0	0	0	0	0	0	0	0	1,315,400	0	0

FY 11 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	LEASE PURCHASE	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	0	100,000
Athletic Field Repair	50,000	0	0	0	0	0	0	0	0	0	0	50,000
Athletic Field Restoration	20,000	0	0	0	0	0	0	0	0	0	0	20,000
Backflow Prevention	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Bel Air Elementary School Chiller Replacement	360,000	0	0	0	0	0	0	0	0	0	0	360,000
Bel Air High School Replacement	0	0	0	0	0	0	0	8,800,000	0	0	0	(8,800,000)
Bleacher Replacement	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Building Envelope Improvements	200,000	0	0	0	0	0	0	0	0	0	0	200,000
Career & Technical Education Equipment Refresh	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Deerfield ES Replacement	5,795,000	0	5,795,000	0	0	0	0	0	0	0	0	0
Dublin Elementary School Boiler Replacement	250,000	0	0	0	0	0	0	0	0	0	0	250,000
Edgewood HS Replacement	7,000,000	0	7,000,000	0	0	0	0	0	0	0	0	0
Energy Conservation Measures	250,000	0	0	0	0	0	0	0	0	0	0	250,000
Environmental Compliance	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Equipment and Furniture Replacement	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Fire Alarm & ER Communications	75,000	0	0	0	0	0	0	0	0	0	0	75,000
Floor Covering Replacement	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Locker Replacement - Joppatowne HS	115,000	0	0	0	0	0	0	0	0	0	0	115,000
Major HVAC Repairs	250,000	0	0	0	0	0	0	0	0	0	0	250,000
Music Equipment Refresh Program	50,000	0	0	0	0	0	0	0	0	0	0	50,000
Music Technology Labs Program	65,000	0	0	0	0	0	0	0	0	0	0	65,000
Outdoor Track Reconditioning	25,000	0	0	0	0	0	0	0	0	0	0	25,000
Paving - New Parking Areas	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Paving - Overlay and Maintenance	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Playground Equipment	350,000	0	0	0	0	0	0	0	0	0	0	350,000
Red Pump Road Elementary School	3,258,400	0	8,070,000	0	0	0	0	(5,319,000)	0	0	0	507,400
Relocatable Classrooms	1,000,000	0	0	0	0	0	0	0	0	0	0	1,000,000
Replacement Buses	490,000	0	0	0	0	0	0	0	0	0	0	490,000
Replacement Vehicles	945,000	0	0	0	0	0	0	0	0	0	0	945,000
Roof Replacement - Ring Factory Elem. School	1,140,000	0	0	0	0	0	0	0	0	507,400	0	632,600
Security Cameras	225,000	0	0	0	0	0	0	0	0	0	0	225,000
Special Education Facilities Improvements	100,000	0	0	0	0	0	0	0	0	0	0	100,000
Swimming Pool Renovations	100,000	0	0	0	0	0	0	0	0	0	0	100,000
SWM, Erosion, Sediment Control	75,000	0	0	0	0	0	0	0	0	0	0	75,000
Technology Education Lab Refresh	250,000	0	0	0	0	0	0	0	0	0	0	250,000
Technology Infrastructure	1,215,000	0	0	0	0	0	0	0	0	0	0	1,215,000
Textbook / Supplemental Materials Refresh	300,000	0	0	0	0	0	0	0	0	0	0	300,000

SUB-TOTAL BOARD OF EDUCATION	24,853,400	0	20,865,000	0	0	0	0	3,481,000	0	507,400	0	0

SUB-TOTAL GENERAL FUND CAPITAL	85,376,595	2,760,437	28,600,000	6,560,000	0	6,724,578	17,291,000	11,885,580	0	8,713,000	0	2,842,000

FY 11 APPROVED CAPITAL BUDGET												
PROJECT	TOTAL	PAYGO	COUNTY BONDS	LEASE PURCHASE	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

SOLID WASTE SERVICES

SOLID WASTE SERVICES

WASTE TO ENERGY

Waste to Energy Replacement Facility	400,000	400,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL WASTE TO ENERGY	400,000	400,000	0	0	0	0	0	0	0	0	0	0

SUB-TOTAL SOLID WASTE CAPITAL	400,000	400,000	0	0	0	0	0	0	0	0	0	0

TAX INCREMENT FINANCING

TAX INCREMENT FINANCING

Beechtree TIF Improvements	11,100,000	0	11,100,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL TAX INCREMENT FINANCING	11,100,000	0	11,100,000	0	0	0	0	0	0	0	0	0

TOTAL ALL GENERAL FUND CAPITAL	96,876,595	3,160,437	39,700,000	6,560,000	0	6,724,578	17,291,000	11,885,580	0	8,713,000	0	2,842,000

FY 11 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	LEASE PURCHASE	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

PARKS & RECREATION FUND

PARKS & RECREATION

Anita C. Leight Improvements	150,000	0	0	0	0	0	150,000	0	0	0	0	0
Bleacher Renovations	30,000	0	0	0	0	0	30,000	0	0	0	0	0
Broad Creek Boat Launch Ramp	315,000	0	0	0	0	0	15,000	300,000	0	0	0	0
Emmorton Recreation & Tennis Ctr Improvements	100,000	0	0	0	0	0	100,000	0	0	0	0	0
Enlarged Gymnasiums & Joint Facilities	600,000	0	600,000	0	0	0	0	0	0	0	0	0
Equestrian Center Improvements	175,000	150,000	0	0	0	0	0	0	0	0	0	25,000
Facility Renovations	70,000	0	0	0	0	0	50,000	20,000	0	0	0	0
Havre de Grace Yacht Basin Dredging	525,000	0	0	0	0	0	0	500,000	0	0	0	25,000
Joppatowne Area Dredging	115,000	0	0	0	0	0	85,000	30,000	0	0	0	0
Natural Turf Improvements	100,000	0	0	0	0	0	100,000	0	0	0	0	0
Park Improvements	110,000	0	0	0	0	0	50,000	10,000	0	0	50,000	0
Park Land Acquisition	436,000	0	0	0	0	0	130,000	0	306,000	0	0	0
Playground Equipment	100,000	0	0	0	0	0	100,000	0	0	0	0	0
Schucks Road Regional Complex	1,631,000	0	500,000	0	0	0	825,000	0	306,000	0	0	0
Tennis Multipurpose Courts	100,000	0	0	0	0	0	100,000	0	0	0	0	0

TOTAL PARKS & RECREATION CAPITAL	4,557,000	150,000	1,100,000	0	0	0	1,735,000	860,000	612,000	0	50,000	50,000

FY 11 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	LEASE PURCHASE	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

HIGHWAYS FUND

HIGHWAYS

BRIDGES

Bridge & Road Scour Repairs	100,000	100,000	0	0	0	0	0	0	0	0	0	0
Bridge Inspection Program	350,000	0	0	0	0	0	0	0	0	350,000	0	0
Bridge Painting 97	(21,756)	(21,756)	0	0	0	0	0	0	0	0	0	0
Bridge Painting 10	(30,000)	(30,000)	0	0	0	0	0	0	0	0	0	0
Bridge Rehabilitation	200,000	200,000	0	0	0	0	0	0	0	0	0	0
Carrs Mill Road Bridge #216	60,000	45,000	0	0	0	0	0	0	0	15,000	0	0
Chestnut Hill Bridge #40	180,000	40,000	0	0	0	0	0	0	0	140,000	0	0
Jericho Road Bridge #3	(150,000)	(150,000)	0	0	0	0	0	0	0	0	0	0
Macton Road Bridge #145	(320,000)	(320,000)	0	0	0	0	0	0	0	0	0	0
North Avenue / Henderson Rd Bridge #215	2,100,000	0	2,100,000	0	0	0	0	0	0	0	0	0
Phillips Mill Road Bridge #70	200,000	40,000	0	0	0	0	0	0	0	160,000	0	0
St. Clair Bridge Road Bridge #99	220,000	220,000	0	0	0	0	0	0	0	0	0	0
Structural Evaluation	(125,000)	(125,000)	0	0	0	0	0	0	0	0	0	0
Watervale Road Bridge #63	2,350,000	600,000	0	0	0	0	0	0	0	1,750,000	0	0
SUB-TOTAL BRIDGES	5,113,244	598,244	2,100,000	0	0	0	0	0	0	2,415,000	0	0

ROADWAYS

Cedar Lane (MD 136 - Cedarday)	(130,000)	(130,000)	0	0	0	0	0	0	0	0	0	0
MacPhail Road / Tollgate Road Roundabout	455,000	0	455,000	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	0
Moores Mill Road	(30,000)	(30,000)	0	0	0	0	0	0	0	0	0	0
Prospect Mill Road (Thomas Run Rd - MD22)	(24,643)	(24,643)	0	0	0	0	0	0	0	0	0	0
Red Pump Road Roundabout	400,000	0	400,000	0	0	0	0	0	0	0	0	0
Road Reconstruction and Rehabilitation	1,600,000	1,600,000	0	0	0	0	0	0	0	0	0	0
Robinhood Road (US40 - Titan Terrace)	1,750,000	0	1,750,000	0	0	0	0	0	0	0	0	0
Singer Road Improvements	(50,000)	(50,000)	0	0	0	0	0	0	0	0	0	0
Tollgate Road (Plumtree Rd to Bel Air S. Pkwy)	(70,000)	(70,000)	0	0	0	0	0	0	0	0	0	0
Tollgate Road (W. Ring Factory to Plumtree Rd.)	(125,000)	(125,000)	0	0	0	0	0	0	0	0	0	0
Tollgate Road - Vale Road Corridor	(15,322)	(15,322)	0	0	0	0	0	0	0	0	0	0
Trimble Road Corridor Study	(23,761)	(23,761)	0	0	0	0	0	0	0	0	0	0
Trimble Road / Fort Hoyle Road Roundabout	410,000	0	410,000	0	0	0	0	0	0	0	0	0
Wheel Road / Laurel Bush Intersection	(70,000)	(70,000)	0	0	0	0	0	0	0	0	0	0
Wheel Road (Laurel Bush to Fairway) *	5,750,000	1,565,000	2,685,000	0	0	0	0	1,500,000	0	0	0	0
SUB-TOTAL ROADWAYS	10,101,274	2,901,274	5,700,000	0	0	0	0	1,500,000	0	0	0	0

FY 11 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	LEASE PURCHASE	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

HIGHWAYS FUND

HIGHWAYS

RESURFACING

Resurfacing Roadways **	3,885,000	3,885,000	0	0	0	0	0	0	0	0	0	0
Tar & Chip Conversion to Hot Mix	(80,000)	(80,000)	0	0	0	0	0	0	0	0	0	0

SUB-TOTAL RESURFACING	3,805,000	3,805,000	0		0	0	0	0	0	0	0	0

OTHER

Culvert Rehabilitation	200,000	200,000	0	0	0	0	0	0	0	0	0	0
Equipment Sheds	(99,148)	(99,148)	0	0	0	0	0	0	0	0	0	0
Facilities Repair Program	(200,000)	(200,000)	0	0	0	0	0	0	0	0	0	0
GPS Tracking System	(46,317)	(46,317)	0	0	0	0	0	0	0	0	0	0
Guardrails	100,000	100,000	0	0	0	0	0	0	0	0	0	0
Hickory II Improvements	(51,497)	(51,497)	0	0	0	0	0	0	0	0	0	0
Intersection Improvements	(472,556)	(472,556)	0	0	0	0	0	0	0	0	0	0
MTBE Upgrades	(25,000)	(25,000)	0	0	0	0	0	0	0	0	0	0
New Roads and Stormdrains 06	200,000	0	0	0	0	0	0	0	0	0	200,000	0
Safeguarding Business Operations	1,831,200	151,200	0	1,680,000	0	0	0	0	0	0	0	0
Security Gates for the Highways Shops	(100,000)	(100,000)	0	0	0	0	0	0	0	0	0	0
Sidewalks and Handicapped Ramps	(200,000)	(200,000)	0	0	0	0	0	0	0	0	0	0
Stormdrain Rehabilitation	125,000	125,000	0	0	0	0	0	0	0	0	0	0

SUB-TOTAL OTHER	1,261,682	(618,318)	0	1,680,000	0	0	0	0	0	0	200,000	0

* Prior Year Paygo

**Prior Year Paygo - \$895,000

TOTAL HIGHWAYS FUND CAPITAL	20,281,200	6,686,200	7,800,000	1,680,000	0	0	0	1,500,000	0	2,415,000	200,000	0

FY 11 APPROVED CAPITAL BUDGET												
PROJECT	TOTAL	PAYGO	COUNTY BONDS	LEASE PURCHASE	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
<u>WATER & SEWER FUND</u>												
WATER PROJECTS												
Havre de Grace Water Treatment Plant Upgrade	100,000	0	0	0	100,000	0	0	0	0	0	0	0
Route 1 Hickory By-Pass Transmission	600,000	0	0	0	600,000	0	0	0	0	0	0	0
Safeguarding Business Operations	1,918,400	158,400	0	1,760,000	0	0	0	0	0	0	0	0
SUB-TOTAL WATER PROJECTS	2,618,400	158,400	0	1,760,000	700,000	0	0	0	0	0	0	0
SEWER PROJECTS												
Chlorine Replacement Program WWTP	175,000	0	0	0	175,000	0	0	0	0	0	0	0
SUB-TOTAL SEWER PROJECTS	175,000	0	0	0	175,000	0	0	0	0	0	0	0
TOTAL WATER & SEWER FUND CAPITAL	2,793,400	158,400	0	1,760,000	875,000	0	0	0	0	0	0	0
	TOTAL	PAYGO	COUNTY BONDS	LEASE PURCHASE	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
TOTAL APPROVED CAPITAL BUDGET	124,508,195	10,155,037	48,600,000	10,000,000	875,000	6,724,578	19,026,000	14,245,580	612,000	11,128,000	250,000	2,892,000

FISCAL YEAR 2011 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. What follows is a brief summary of the FY 11 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 2011 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.

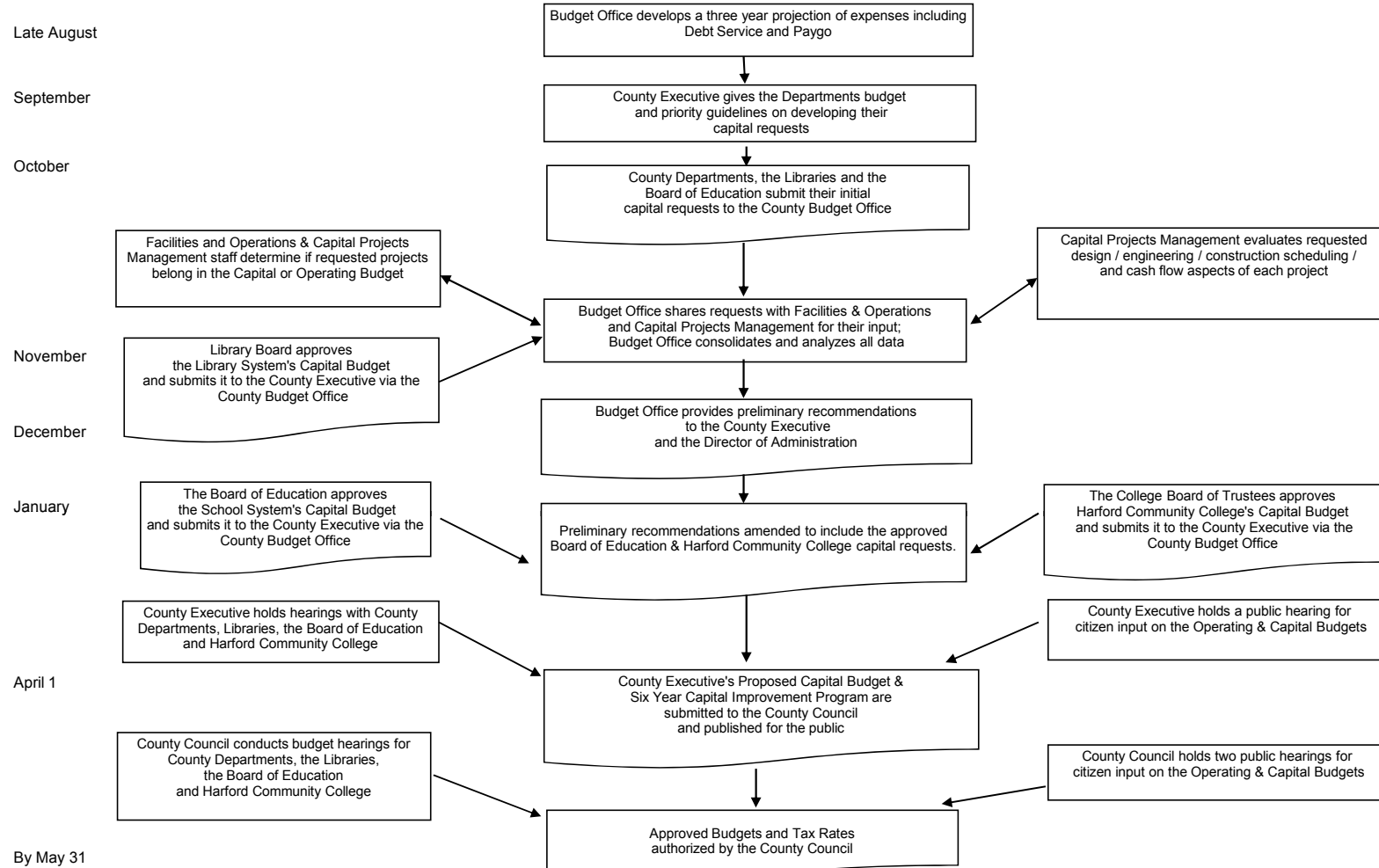
CAPITAL PROGRAM PROJECT PROFILE

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 2011 APPROVED CAPITAL BUDGET HIGHLIGHTS

HARFORD COUNTY'S CAPITAL BUDGET PROCESS



FISCAL YEAR 2011 APPROVED CAPITAL BUDGET HIGHLIGHTS

FISCAL YEAR 2011 CAPITAL BUDGET HIGHLIGHTS

The FY 2011 Approved Capital Budget consists of 138 projects at a total cost of \$124,508,195. It is supported by several revenue sources. General Obligation Bonds and Paygo funding comprise a portion of the revenue sources with bonds supporting \$48.6 million or 39% of total and Paygo funding supporting \$10.1 million or 8.1% of total. State Aid provides \$14.2 million or 11.4% of the Capital Budget. The remaining 41% or \$51.5 million is comprised of recordation and transfer taxes, federal aid, lease purchase 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 for engineering and design services of a much needed replacement Humane Society Complex.	325,000
Funding for renovations and repair of the Citizens Care Center in Havre de Grace	1,500,000
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.	24,015,578
A project to integrate software enterprise applications countywide	5,250,000

Solid Waste Services Projects

The Solid Waste Services Capital Budget consists of one project for FY 2011 for initial project development costs to the Waste to Energy Replacement Facility.	400,000

Tax Increment Financing

A project to finance the construction of public infrastructure and improvements necessary to support the Beechtree Estates Project	11,100,000

FISCAL YEAR 2011 APPROVED CAPITAL BUDGET HIGHLIGHTS

Water Resources Projects

Eight projects provide funds to maintain / repair dams, reduce pollutants, improve water quality, and stabilization and restoration of several streams	1,515,000

Sheriff / Emergency / Fire Projects

Engineering services and equipment at pilot sites to test the integration of the 700 MHz frequencies with the existing 800 MHz system	950,580

Funding for the construction of a new substation at Patterson Mill	1,633,000

Parks and Recreation Projects

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	1,631,000

Funding for the acquisition of land to be used as active and / or passive park sites	436,000

Funding for renovations to the bulkhead, pier, and launching ramp at Broad Creek	315,000

A project providing funding for an enlarged gymnasium at the Red Pump Road Elementary School	600,000

Harford Community College

Renovations and an addition to the Susquehanna Center	13,594,000

Roofing replacements at the Student Center and Cheseapeake Center	685,000

Engineering design to establish an on-site pre-treatment of wastewater to ensure compliance with MDE regulations	1,500,000

FISCAL YEAR 2011 APPROVED CAPITAL BUDGET HIGHLIGHTS

Libraries

HVAC Replacement at the Edgewood Branch	698,000
A joint project with Harford County Parks and Recreation for development of the Churchville Recreation Complex	400,000

Board of Education Projects

Capacity

Deerfield Elementary School Replacement	5,795,000
Red Pump Road Elementary School	3,258,400
Relocatable Classrooms	1,000,000

Repairs / Renovations

ADA Improvements	100,000
Bel Air Elementary School Chiller Replacement	360,000
Dublin Elementary School Boiler Replacement	250,000
Edgewood High School Replacement	7,000,000
Environmental Compliance	100,000
Locker Replacement - Joppatowne High School	115,000
Major HVAC Repairs	250,000

FISCAL YEAR 2011 APPROVED CAPITAL BUDGET HIGHLIGHTS

Board of Education Projects

Repairs / Renovations (cont.)

Roof Replacement - Ring Factory Elementary School	1,140,000
Security Cameras	225,000
Special Education Facilities Improvements	100,000
Swimming Pool Renovations	100,000

Vehicles

Replacement Buses	490,000
Replacement Vehicles	945,000

Technology

Technology Education Lab Refresh	250,000
Technology Infrastructure	1,215,000

Highways Projects

Bridges

Nine bridge projects, which include repair, replacement, rehabilitation, and structural evaluation.	5,113,244

Roadways

Seven projects provide for improvements to various roads and intersections	10,101,274

Resurfacing

Resurfacing of various roadways	3,885,000

FISCAL YEAR 2011 APPROVED CAPITAL BUDGET HIGHLIGHTS

Highways Projects (cont.)

Miscellaneous

Replacement / rehabilitation of existing culverts, headwalls, wingwalls, etc.	200,000
Installation of guardrails for safety improvements	100,000
Improvements / upgrades to roadways, streets, and storm drainage systems	200,000
A project to integrate software enterprise applications Countywide	1,831,200
Replacement, rehabilitation, repair of existing stormdrains throughout the County	125,000

Water Projects

Upgrades to the Havre de Grace Water Treatment Plant	100,000
Design and construction of a new transmission main near the Route 1 Hickory Bypass	600,000
A project to integrate software enterprise applications Countywide	1,918,400

Sewer Projects

A project for the design and construction of an alternative disinfectant for the county's two wastewater treatment plants	175,000

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNAPPROPRIATED FUND BALANCES
CAPITAL FUND

	<u>GENERAL</u>	<u>HIGHWAYS</u>	<u>PARKS & REC.</u>	<u>TOTAL</u>
TOTAL FUND BALANCE AT JUNE 30, 2009	<u>24,481,640</u>	<u>23,329,955</u>	<u>10,800,172</u>	<u>58,611,767</u>
Less: Reservation of Fund Balance				
Dedicated Revenues	10,037,355	0	129,104	10,166,459
Encumbrances	27,046,447	8,215,733	7,187,476	42,449,656
Less: Unreserved Fund Balance				
Dedicated for Future Use	<u>(12,602,162)</u>	<u>15,114,222</u>	<u>3,483,592</u>	<u>5,995,652</u>
	<u>24,481,640</u>	<u>23,329,955</u>	<u>10,800,172</u>	<u>58,611,767</u>
Fund Balance Available for Appropriation at June 30, 2009				
Undesignated Fund Balance	24,481,640	23,329,955	10,800,172	58,611,767
 Estimated Revenues - Open Project	102,850,607	19,104,231	8,708,415	130,663,253
Estimated Expenditures - Open Project	<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>24,481,640</u>	<u>23,329,955</u>	<u>10,800,172</u>	<u>58,611,767</u>
 Fund Balance Available for Appropriation at June 30, 2010				
Undesignated Fund Balance	24,481,640	23,329,955	10,800,172	58,611,767
Estimated Revenues Fiscal Year 2011				
Paygo	3,160,437	6,686,200	150,000	9,996,637
Recordation Tax	17,291,000	0	1,735,000	19,026,000
Transfer Tax	6,724,578	0	0	6,724,578
Reappropriated from Prior Projects	0	0	0	0
Future Bonds	39,700,000	7,800,000	1,100,000	48,600,000
Lease Purchase	6,560,000	1,680,000	0	8,240,000
Federal Grant	8,713,000	2,415,000	0	11,128,000
State Bonds	11,385,000	0	0	11,385,000
State Grants	500,580	1,500,000	1,472,000	3,472,580
Developer Contribution	0	200,000	50,000	250,000
Other	2,842,000	0	50,000	2,892,000
Total Estimated Revenues Fiscal Year 2011	<u>96,876,595</u>	<u>20,281,200</u>	<u>4,557,000</u>	<u>121,714,795</u>
Approved Expenditures Fiscal Year 2011	<u>(96,876,595)</u>	<u>(20,281,200)</u>	<u>(4,557,000)</u>	<u>(121,714,795)</u>
Fund Balance Available for Appropriation at June 30, 2011				
Undesignated Fund Balance	<u>24,481,640</u>	<u>23,329,955</u>	<u>10,800,172</u>	<u>58,611,767</u>

HARFORD COUNTY, MARYLAND STATEMENT OF ESTIMATED UNRESTRICTED NET ASSETS WATER & SEWER CAPITAL FUND

	<u>WATER & SEWER</u>
Unrestricted Net Assets June 30, 2009	0
Estimated Revenues - Open Projects	175,797,971
Estimated Expenditures - Open Projects	<u>174,735,424</u>
Estimated Unrestricted Net Assets June 30, 2010	<u>1,062,547</u>
 Estimated Revenues Fiscal Year 2011	
Paygo	158,400
Lease Purchase	1,760,000
Reappropriated from Prior Projects	<u>875,000</u>
Total Estimated Revenues Fiscal Year 2011	2,793,400
Approved Expenditures Fiscal Year 2011	(2,793,400)
Estimated Unrestricted Net Assets June 30, 2011	<u>1,062,547</u>

DEDICATED RECORDATION TAX

STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

FISCAL YEAR 2011

	BOARD OF EDUCATION	PARKS & RECREATION	WATER & SEWER DEBT SERVICE
UNDESIGNATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	9,002,155	129,103	0
Plus Fiscal Year 2010 Estimated Recordation Tax Revenues	6,763,845	1,724,897	1,724,897
Less Fiscal Year 2010 Estimated Expenditures	<u>(3,975,000)</u>	<u>(995,000)</u>	<u>(1,724,897)</u>
 ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010	 11,791,000	 859,000	 0
Plus Fiscal Year 2011 Estimated Revenues:			
2011 Recordation Tax receipts	7,000,000	1,700,000	1,700,000
Less Fiscal Year 2011 Estimated Expenditures	<u>(17,291,000)</u>	<u>(1,735,000)</u>	<u>(1,700,000)</u>
 ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2011	 <u><u>1,500,000</u></u>	 <u><u>824,000</u></u>	 <u><u>0</u></u>

DEDICATED TRANSFER TAX STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE FISCAL YEAR 2011

	AGRICULTURAL PRESERVATION	BOARD OF EDUCATION
TOTAL FUND BALANCE AT JUNE 30, 2009	40,738,989	1,035,200
Less: Unreserved Fund Balance Designated for Other Purposes	<u>(37,983,430)</u>	<u>0</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2009	2,755,559	1,035,200
Plus Fiscal Year 2010 Estimated Revenues:		
Transfer Tax		
2010 Transfer Tax receipts	5,163,800	5,163,800
Other Revenues	(568,887)	0
Less Fiscal Year 2010 Estimated Expenditures	<u>(4,986,054)</u>	<u>(3,550,000)</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2010	2,364,418	2,649,000
Plus Fiscal Year 2011 Estimated Revenues:		
Transfer Tax		
2011 Transfer Tax receipts	5,200,000	5,200,000
Other Revenue	275,000	0
Less Fiscal Year 2011 Estimated Expenditures	<u>(4,967,625)</u>	<u>(6,724,578)</u>
ESTIMATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2011	<u><u>2,871,793</u></u>	<u><u>1,124,422</u></u>

DEDICATED IMPACT FEE STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE FISCAL YEAR 2011

**BOARD OF
EDUCATION**

**UNDESIGNATED IMPACT FEE FUND BALANCE AVAILABLE FOR
APPROPRIATION AT JUNE 30, 2009**

5,206,856

Plus Fiscal Year 2010 Estimated Impact Fee Revenues

2,306,344

Less Fiscal Year 2010 Estimated Expenditures

0

**ESTIMATE IMPACT FEE FUND BALANCE AVAILABLE FOR
APPROPRIATION AT JUNE 30, 2010**

7,513,200

Plus Fiscal Year 2011 Estimated Revenues:

Fiscal Year 2011 Impact Fee Revenues

3,500,000

Less Fiscal Year 2011 Estimated Expenditures

0

**ESTIMATED IMPACT FEE FUND BALANCE AVAILABLE FOR
APPROPRIATION AT JUNE 30, 2011**

11,013,200

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECT TITLE	TOTAL PROJECT COST	FY 11 BUDGET	PURPOSE	OPERATING BUDGET IMPACT
<u>SOLID WASTE</u> <u>WASTE TO ENERGY</u> Waste to Energy Replacement Facility	400,000	400,000	Funding provides for replacement of the existing Waste-to-Energy Facility to increase waste processing and energy production capacity to serve anticipated population growth. Northeast Maryland Waste Disposal authority will issue the bonds for the design and construction costs. The County will be responsible for a portion of debt service and operating costs. Baltimore County will share Plant capacity and costs.	The annual operating budget anticipated to be \$25,000,000 offset by energy revenues and tipping fee revenues.
<u>SHERIFF/EMERGENCY FIRE</u> <u>EMERGENCY</u> 911 State Fee Fund	800,000	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	15,952,580	950,580	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> Enlarged Gymnasiums & Joint Facilities	3,000,000	600,000	This project proposes the construction of an enlarged gymnasium at Red Pump Road Elementary School. The larger gymnasiums accommodate bleachers and a variety of Recreation Council activities.	The gymnasiums are maintained by Harford County Public Schools; however, at this time Recreation Councils are paying the additional custodial costs for weekend use.
Schucks Road Regional Complex	8,920,415	1,631,000	This project proposes the construction of field development at the Schucks Road Complex, including baseball/softball diamonds, soccer/lacrosse fields, an access drive, and parking with future fields and an indoor facility.	Following construction in FY 2011, there will be additional costs for mowing, fertilizing, and aerating. This is estimated to be \$14,910.

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

BOARD OF EDUCATION

PROJECTS TO DEAL WITH CAPACITY ISSUES

PROJECT TITLE	TOTAL PROJECT COST	FY 11 BUDGET	PURPOSE
Deerfield Elementary School Replacement	36,499,666	5,795,000	The project scope is based on a full replacement of the school. The recommended capacity expansion is from 555 students to 690. This school houses numerous programs for its population, and the State rated capacity does not currently reflect its functional capacity.
Edgewood High School Replacement	96,481,790	7,000,000	This project will provide for a replacement school on the current site which will increase capacity from 1,380 to 1,600 students. The current building will be demolished and replaced with design concept based on a modified Aberdeen High School prototype.
Red Pump Road Elementary School	31,833,219	3,258,400	This project will provide a new school to relieve Bel Air capacity issues. This project was previously titled Vale Road Elementary School.

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 11 CAPITAL IMPROVEMENT PROGRAM ARE 63 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 11 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
<u>GENERAL:</u>									
Citizens Care Center	1,500,000	1,500,000	To provide funds for the repair, renovation, and reconstruction of the existing facility that has been designed.	1,500,000					
Humane Society	3,600,000	325,000	To provide pre-development funds for a new Humane Society complex. These costs will include engineering and architectural services that will bring the project to a "shovel ready" level for FY 12.	325,000	3,275,000				

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 11 CAPITAL IMPROVEMENT PROGRAM ARE 63 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 11 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
<u>SOLID WASTE:</u>									
Former Spencers Landfill Closure (North Side)	6,550,000	0	This project provides funding for the design and construction of landfill cap and site restoration. This is necessary to comply with the requirements and schedule mandated by the Maryland Department of the Environment. (MDE).			6,150,000			
Future Yard Trim Site	3,300,000	0	This project provides for the location, design, and construction of a new facility to collect and process yard trim material not permitted to be landfilled.				1,000,000		2,000,000
HWDC Expansion	32,889,340	0	This project proposes funding for land acquisition, additional buffer area, and future landfill expansion of the Harford Waste Disposal Center.			10,000,000			
New Solid Waste Facilities Development	4,500,000	0	This project provides for the development of a Master Plan for all solid waste disposal facilities and acquisition of additional properties to accommodate customer traffic.		2,000,000	2,000,000			
Recycling Facility	4,500,000	0	This project proposes funding to construct an enclosed recyclables transfer station to improve customer service and operational flexibility.		1,500,000	3,000,000			
<u>SHERIFF/EMERGENCY FIRE</u>									
<u>EMERGENCY</u>									
Construction of New Emergency Operations Center Complex	42,209,525	0	This project consists of Phase I which will be completion of a new Emergency Operations / 911 Dispatch Center. Phase II consists of demolishing the existing Emergency Operations Center, construction of a HazMat facility, and a radio shop with bays for Technical Services.		20,210,000	5,605,000	10,105,000		

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 11 CAPITAL IMPROVEMENT PROGRAM ARE 63 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 11 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
<u>HARFORD COMMUNITY COLLEGE</u>									
Fallston Hall Renovation	6,914,400	0	This project proposes funds to renovate a 24,728 gsf classroom building. Work will include HVAC upgrades, energy efficiency improvements, and interior architectural changes.				227,268	2,545,406	
Higher Education and Conference Center	15,550,000	0	This project provides funding for a new 35,000 gsf facility that will enable the HECC complex to better fulfill the needs of the community.			521,300	5,213,000	500,000	
New Allied Health and Nursing Building	15,058,000	0	This project would provide funds for adequate classroom and laboratory teaching space for current and future expansion of existing credit and noncredit Nursing and Allied Health Programs.			5,024,530	601,500		
New Apprenticeship Training Center	14,300,000	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.					521,300	5,213,000
New Math, Engineering, and Technology Building	2,000,000	0	The computation of space needs projections suggests that over 44,000 gsf of classroom and laboratory space will be necessary to meet the College's academic needs. A new 35,000 gsf academic building is included in the CIP to partially meet that need.						802,000
Observatory Expansion	307,100	0	This project provides funding for a classroom addition to support credit and non-credit education in astronomy. The projected size is 1,000 gsf.					137,500	
Parking Expansion	1,980,000	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.					90,000	900,000

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 11 CAPITAL IMPROVEMENT PROGRAM ARE 63 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 11 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
<u>HARFORD COMMUNITY COLLEGE (cont'd.)</u>									
Roof Replacements	2,337,876	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	6,410,425	0	This project involves the replacement, installation, and repair of campus parking lots, roadways, and sidewalks.		427,500	325,000			
Susquehanna Center Additions / Renovations	30,722,969	5,160,000	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 include a smaller therapeutic pool, new labs and activity rooms, multipurpose courts, and a sports practice area.	5,160,000	5,898,840				
Water and Wastewater	1,650,000	750,000	HCC will design improvements to comply with new on-site pre-treatment of wastewater and permitting to be required by the State.	750,000					
<u>LIBRARIES:</u>									
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.			56,000	288,000	3,000,000	
Havre de Grace Expansion	6,702,260	0	This project will increase the square feet of the Havre de Grace branch from 8,420 sf to 15,000 sf. With the impact of BRAC and the close proximity of APG, this branch will realize an increase in volume of patrons.		494,109	6,208,151			

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 11 CAPITAL IMPROVEMENT PROGRAM ARE 63 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 11 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
<u>BOARD OF EDUCATION:</u>									
Deerfield ES Replacement	36,499,666	5,795,000	This project provides for expansion from 555 to 690 students, and 27 regular classrooms, 5 kindergarten rooms, and 2 pre-kindergarten rooms.	5,795,000					
Edgewood High School Replacement	90,481,790	7,000,000	The project will provide for a replacement school on the current site which will increase capacity from 1,380 to 1,600 students.	7,000,000					
Red Pump Road Elementary School	31,833,219	8,070,000	This project will provide a new school to relieve Bel Air capacity issues. This project was previously titled Vale Road Elementary School.	8,070,000					
Roof Replacement (Ring Factory ES)	9,358,432	0	This project provides funding for replacement of roof systems. FY 11 funds are appropriated for Ring Factory Elementary School.		814,185	418,376	821,585	326,611	692,212
Homestead / Wakefield ES Modernization	41,486,000	0	This project provides for full modernization of 115,458 square feet in a two building campus.			2,600,000	11,400,000	11,420,000	
John Archer School at Bel Air Middle School	51,900,000	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.			2,600,000	16,320,000	16,320,000	
William Paca / Old Post Elementary School Modernization	34,875,000	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.					14,240,000	11,635,000
Youth's Benefit Elementary School	45,770,600	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.					18,000,000	10,570,000

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 11 CAPITAL IMPROVEMENT PROGRAM ARE 63 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 11 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
<u>PARKS AND RECREATION:</u>									
Enlarged Gymnasiums & Joint Facilities	3,000,000	600,000	This project proposes the construction of shared facilities at public schools such as enlarged gymnasiums.	600,000		600,000	600,000		
Schucks Road Regional Complex	8,920,415	500,000	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.	500,000					
Aberdeen Recreation Center	11,200,000	0	This project will provide a multi-purpose center to serve leisure needs for all ages in the Aberdeen community.						9,000,000
Athletic Field Improvements	9,065,000	0	This project proposes major improvements to athletic fields at various locations throughout the County by the installation of artificial turf.		1,200,000	1,300,000			1,415,000
Churchville Complex Development	7,956,830		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.		2,000,000				
Edgeley Grove Farm Development	1,150,000	0	This project proposes the construction of recreation facilities at Edgeley Grove Farm.			1,050,000			
Jarrettsville Recreation Center	6,700,000	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.						6,000,000
Northern Regional Park	9,650,000	0	This project proposes a large regional recreation facility to serve multiple recreation councils in the northern part of the County.					7,500,000	
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	29,700,000	38,265,190	47,458,357	46,576,353	75,650,817	48,227,212

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 11 CAPITAL IMPROVEMENT PROGRAM ARE 63 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 11 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
HIGHWAYS									
BRIDGES									
North Avenue / Henderson Road Bridge #215	2,565,000	2,100,000	This project is for the construction of a new bridge on North Avenue over Bynum Run. This project is jointly funded by the developer of the Irwin's Choice development and Harford County Government.	2,100,000					
ROADWAYS									
MacPhail Road / Tollgate Road Roundabout	455,000	455,000	This project provides funding to improve the traffic capacity and safety at selected intersections throughout the County.	455,000					
Red Pump Road Roundabout	800,000	400,000	This project provides funding to construct a new roundabout at the entrance to the proposed Red Pump Road Elementary School.	400,000					
Robinhood Road (US 40 - Titan Terrace)	3,604,045	1,750,000	This project provides funding for upgrades to Robinhood Road, including widening of the road and upgrading the capacity of the road to improve safety.	1,750,000					
Trimble Road / Fort Hoyle Road Roundabout	410,000	410,000	This project provides funding to improve the traffic capacity and safety at selected interesections throughout the County.	410,000					
Wheel Road (Laurel Bush to Fairway)	6,950,000	2,685,000	This project provides funding to adequately handle existing and projected traffic volumes.	2,685,000					
Cedar Lane (MD 136 - Cedarday)	1,730,000	0	This project is to upgrade and realign the existing Cedar Lane to connect with proposed improvements by the Cedarday subdivision.		800,000				
Moores Mill Road	10,812,113	0	This project consists of improving Moores Mill Road between MD 924 and Southampton Middle School to address the safety and traffic volume increases due to the continuous development in and around the Bel Air area.		7,750,000				
Tollgate Road (West Ring Factory to Plumtree)	4,793,439	0	This project provides funding to make improvements that will decrease the frequency and extent of the flooding at Plumtree Run and improve shoulder areas to accommodate bicycle traffic.		1,750,000				
			Total Planned 20 Year General Fund Bonds	7,800,000	10,300,000	0	0	0	0

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 11 CAPITAL IMPROVEMENT PROGRAM ARE 63 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 11 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
<u>WATER & SEWER:</u>									
<u>WATER</u>									
Havre de Grace Water Treatment Plant Upgrade	2,300,000	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.			250,000		1,850,000	
Construction Unanticipated	500,000	0	This project provides funding to establish an account to provide resources for projects associated with the relocation of water mains affected by the relocation of State Highways within Harford County.				500,000		
Hickory II Storage Tank and Main	500,000	0	This project will allow for the design and construction of a 11.5 mg elevated water storage tank located at the Hickory II DPW Complex, along with approximately 3,000 linear feet of 20" water transmission main from the tank to Vineyard Oaks North.						500,000
Magnolia Booster Station	700,000	0	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.			500,000			
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
Rt. 7 Water Main Parallel	400,000	0	This project provides funding for the design and construction of approximately 3,000 linear feet of 20" water main parallel of the existing 12" and 16" main between Abingdon Road and Harford Town Road.				400,000		
Swan Harbor Tank & Transmission	4,000,000	0	This project provides funding for the design and construction of a one million gallon elevated storage tank and 16 inch transmission main for the fire flow in zone 1A, and to provide additional capacity.		3,400,000				
Trimble Road Tank and Main	4,250,000	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.		250,000			4,000,000	

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 11 CAPITAL IMPROVEMENT PROGRAM ARE 63 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 11 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
<u>WATER & SEWER:</u>									
<u>SEWER</u>									
Chlorine Replacement Program WWTP	2,875,000	175,000	This project will allow for the design and construction of gaseous chlorine conversion alternative for the County's two wastewater treatment plants.		450,000	250,000		2,000,000	
Bush Creek Pump Station 4th Pump	32,400,000	0	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.			5,000,000			
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	
Edgewood Interceptor Sewer Parallel	8,275,000	0	This project provides for the design and construction of approximately 5,300 linear feet of 30" parallel sewer line between Bill Bass Pump Station and Contract No. 6044.			325,000		7,650,000	
ENR Refinement at Sod Run	46,990,000	0	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.		3,240,000				
Green Ridge Pump Station Replacement	1,500,000	0	This project provides funding for the design and construction of a replacement pump station in Green Ridge.			1,300,000			
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	125,000	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 Square Pump Station.						125,000
			Total Planned 20 Year Water & Sewer Fund Bonds	0	7,960,000	7,925,000	9,255,000	22,220,000	1,400,000
			Total Planned 20 Year Bonds All Funds	37,500,000	56,525,190	55,383,357	55,831,353	97,870,817	49,627,212

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

THERE ARE THREE FY 11 CAPITAL PROJECTS SLATED TO BE FUNDED WITH LEASE, LEASE PURCHASE, AND/OR INSTALLMENT PURCHASE AGREEMENTS. THIS WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST, AND SERVICE COST EXPENSES:

PROJECT TITLE	TOTAL PROJECT COST	FY 11 BUDGET	PURPOSE						
				FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
<u>GENERAL:</u>									
Safeguarding Business Operations	7,150,400	6,560,000	This project provides funding to integrate enterprise applications across the County. This is critical in helping to streamline the County's Information Technology System.	6,560,000					
<u>HIGHWAYS:</u>									
Safeguarding Business Operations	1,831,200	1,680,000	This project provides funding to integrate enterprise applications across the County. This is critical in helping to streamline the County's Information Technology System.	1,680,000					
<u>WATER & SEWER:</u>									
Safeguarding Business Operations	1,918,400	1,760,000	This project provides funding to integrate enterprise applications across the County. This is critical in helping to streamline the County's Information Technology System.	1,760,000					
			TOTAL LEASE, LEASE PURCHASE, AND/OR INSTALLMENT PURCHASE:	10,000,000	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
TOTAL COUNTY BY CATEGORY								
<u>GENERAL FUND</u>								
General Capital	255,823,717	206,941,002	38,453,215	8,429,500	500,000	500,000	500,000	500,000
Water Resources	35,249,607	16,144,607	1,515,000	4,190,000	4,055,000	3,640,000	2,845,000	2,860,000
Sheriff / Emergency / Fire	137,678,006	78,947,426	2,683,580	23,935,000	10,789,000	15,289,000	5,184,000	850,000
Harford Community College	112,511,153	22,250,159	16,556,000	18,005,594	14,480,000	15,066,754	9,352,646	16,800,000
Library	41,455,860	28,288,200	1,315,400	900,109	6,614,151	638,000	3,350,000	350,000
Board of Education	722,488,299	453,300,899	24,853,400	17,275,000	21,578,000	43,285,000	99,695,000	62,501,000
SUB-TOTAL GENERAL FUND PROJECTS	1,305,206,642	805,872,293	85,376,595	72,735,203	58,016,151	78,418,754	120,926,646	83,861,000
<u>SOLID WASTE SERVICES</u>								
Environmental Issues	23,949,989	4,049,989	0	4,970,000	11,270,000	1,120,000	420,000	2,120,000
HWDC	42,642,340	21,692,340	0	8,250,000	10,850,000	500,000	850,000	500,000
Waste to Energy	16,671,734	14,771,734	400,000	300,000	300,000	300,000	300,000	300,000
SUB-TOTAL SOLID WASTE PROJECTS	83,264,063	40,514,063	400,000	13,520,000	22,420,000	1,920,000	1,570,000	2,920,000
<u>TAX INCREMENT FINANCING</u>								
	11,100,000	0	11,100,000	0	0	0	0	0
TOTAL GENERAL FUND PROJECTS	1,399,570,705	846,386,356	96,876,595	86,255,203	80,436,151	80,338,754	122,496,646	86,781,000
<u>PARKS & RECREATION</u>								
	164,203,245	95,916,245	4,557,000	7,475,000	5,890,000	6,590,000	19,495,000	24,280,000
<u>HIGHWAYS FUND</u>								
Bridges	47,925,244	25,512,000	5,113,244	2,640,000	4,715,000	3,350,000	3,005,000	3,590,000
Roadways	87,556,371	41,935,097	10,101,274	13,900,000	7,895,000	3,940,000	3,330,000	6,455,000
Resurfacing	60,378,122	17,673,122	3,805,000	3,550,000	6,000,000	8,250,000	10,520,000	10,580,000
Other	51,948,156	29,315,474	1,261,682	1,891,000	3,190,000	2,695,000	8,140,000	5,455,000
TOTAL HIGHWAYS PROJECTS	247,807,893	114,435,693	20,281,200	21,981,000	21,800,000	18,235,000	24,995,000	26,080,000
<u>WATER & SEWER FUNDS</u>								
Water Projects	124,074,649	105,229,249	2,618,400	4,577,000	2,450,000	1,425,000	6,175,000	1,600,000
Sewer Projects	178,361,893	127,321,893	175,000	7,110,000	9,725,000	11,155,000	20,070,000	2,805,000
TOTAL WATER & SEWER PROJECTS	302,436,542	232,551,142	2,793,400	11,687,000	12,175,000	12,580,000	26,245,000	4,405,000
COUNTY TOTAL BY PROJECTS	2,114,018,385	1,289,289,436	124,508,195	127,398,203	120,301,151	117,743,754	193,231,646	141,546,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016

TOTAL COUNTY BY FUND SOURCE

Paygo	434,086,946	189,793,409	10,155,037	45,883,500	48,922,000	44,759,000	54,399,000	40,175,000
Impact Fee	8,000,000	8,000,000	0	0	0	0	0	0
Future Bonds	363,837,929	0	48,600,000	56,525,190	55,383,357	55,831,353	97,870,817	49,627,212
Prior Bonds	668,313,508	668,313,508	0	0	0	0	0	0
Reappropriated	50,040,248	49,165,248	875,000	0	0	0	0	0
Transfer Tax	48,476,543	41,751,965	6,724,578	0	0	0	0	0
Recordation Tax	122,325,627	87,939,627	19,026,000	2,805,000	1,845,000	3,280,000	4,810,000	2,620,000
State	244,091,781	119,951,914	14,245,580	11,996,975	10,290,794	11,308,401	31,874,329	44,423,788
Program Open Space	22,698,599	18,086,599	612,000	675,000	300,000	925,000	900,000	1,200,000
Federal	46,415,909	28,352,909	11,128,000	195,000	2,630,000	1,000,000	2,210,000	900,000
Developer	16,534,394	14,374,394	250,000	330,000	270,000	380,000	400,000	530,000
Other	67,474,048	51,837,010	2,892,000	8,987,538	660,000	260,000	767,500	2,070,000
Lease Purchase	21,722,853	11,722,853	10,000,000	0	0	0	0	0

COUNTY TOTAL BY FUNDING SOURCE	2,114,018,385	1,289,289,436	124,508,195	127,398,203	120,301,151	117,743,754	193,231,646	141,546,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016

GENERAL FUND

GENERAL CAPITAL

FY 11 Funded Projects:

Board of Education Debt Service	24,015,578	0	24,015,578	0	0	0	0	0
Citizens Care Center	1,500,000	0	1,500,000	0	0	0	0	0
Computer Equipment Networks	6,763,821	7,011,784	(247,963)	0	0	0	0	0
Courthouse Building Repairs	1,127,400	100,000	134,900	892,500	0	0	0	0
Facilities Repair Program	9,742,860	6,917,560	325,300	500,000	500,000	500,000	500,000	500,000
Fuel Dispensing Upgrades	755,000	655,000	100,000	0	0	0	0	0
Humane Society	3,600,000	0	325,000	3,275,000	0	0	0	0
MTBE Upgrades	200,000	300,000	(100,000)	0	0	0	0	0
One Maryland Broadband	5,700,000	0	5,250,000	450,000	0	0	0	0
Safeguarding Business Operations	7,150,400	0	7,150,400	0	0	0	0	0

Outyear Projects:

MAN Project	3,312,000	0	0	3,312,000	0	0	0	0

Open Projects:

ADA Renovations	300,000	300,000	0	0	0	0	0	0
Agricultural Resource Center and Horse Park	25,000	25,000	0	0	0	0	0	0
Asbestos / Lead Abatement	300,000	300,000	0	0	0	0	0	0
Bel Air Senior / Youth Center	4,989,161	4,989,161	0	0	0	0	0	0
Board of Education Debt Service 02	78,688,250	78,688,250	0	0	0	0	0	0
Board of Education Debt Service 10	13,034,352	13,034,352	0	0	0	0	0	0
Cultural Arts Center	25,000	25,000	0	0	0	0	0	0
Edgewood PAL Center	2,750,000	2,750,000	0	0	0	0	0	0
Edgewood Train Station	199,792	199,792	0	0	0	0	0	0
Emergency Needs	4,542,059	4,542,059	0	0	0	0	0	0
Enterprise Resource System	25,000	25,000	0	0	0	0	0	0
Expansion of Auditoriums	2,400,000	2,400,000	0	0	0	0	0	0
Fire Department and Water Storage Tanks	50,000	50,000	0	0	0	0	0	0
Gordon Street	420,000	420,000	0	0	0	0	0	0
Harford County Southern Resource Annex	10,874,200	10,874,200	0	0	0	0	0	0
Hosanna School	456,517	456,517	0	0	0	0	0	0
Humane Society Renovations	1,142,329	1,142,329	0	0	0	0	0	0
Milestone Project	4,600,000	4,600,000	0	0	0	0	0	0
Multipurpose Storage Building	2,353,100	2,353,100	0	0	0	0	0	0
New Administration Building	19,885,000	19,885,000	0	0	0	0	0	0
New Wing for 45 S. Main	300,000	300,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
GENERAL CAPITAL								
North Harford HS Concession Stand	100,000	100,000	0	0	0	0	0	0
Reforestation and Buffer Mitigation	100,000	100,000	0	0	0	0	0	0
Reforestation and Landscaping	680,000	680,000	0	0	0	0	0	0
Revenue & Billing Applications	646,139	646,139	0	0	0	0	0	0
Site Acquisition 02	10,000,000	10,000,000	0	0	0	0	0	0
Site Acquisition 06	20,757,761	20,757,761	0	0	0	0	0	0
Streetlights for Bel Air	0	0	0	0	0	0	0	0
Telecommunication Replacement	3,725,000	3,725,000	0	0	0	0	0	0
Treasury Computer Enhancements	175,000	175,000	0	0	0	0	0	0
Voting Equipment	0	0	0	0	0	0	0	0
Washington Court Acquisition	8,312,998	8,312,998	0	0	0	0	0	0
Wireless Networking Pilot Study	100,000	100,000	0	0	0	0	0	0
General Capital Total by Project	255,823,717	206,941,002	38,453,215	8,429,500	500,000	500,000	500,000	500,000
Paygo	35,489,011	27,542,074	792,437	5,154,500	500,000	500,000	500,000	500,000
Reappropriated	3,260,511	3,260,511	0	0	0	0	0	0
Future Bonds	5,100,000	0	1,825,000	3,275,000	0	0	0	0
Prior Bonds	71,257,061	71,257,061	0	0	0	0	0	0
Transfer Tax	22,229,804	15,505,226	6,724,578	0	0	0	0	0
Recordation Tax	86,095,386	68,804,386	17,291,000	0	0	0	0	0
State	4,993,356	4,993,356	0	0	0	0	0	0
Federal	11,815,889	6,555,689	5,260,200	0	0	0	0	0
Developer	980,000	980,000	0	0	0	0	0	0
Other	5,298,681	5,298,681	0	0	0	0	0	0
Lease Purchase	9,304,018	2,744,018	6,560,000	0	0	0	0	0
General Capital Total by Fund	255,823,717	206,941,002	38,453,215	8,429,500	500,000	500,000	500,000	500,000

* 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 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
WATER RESOURCES								
<u>FY 11 Funded Projects:</u>								
Bynum Run @ St. Andrews Way Stream Restoration	740,000	0	740,000	0	0	0	0	0
Deer Creek Watershed Restoration	1,955,000	0	400,000	50,000	50,000	485,000	485,000	485,000
Laurel Valley Stream Restoration	671,361	740,000	(68,639)	0	0	0	0	0
Maintenance / Repair of Dams	1,055,000	705,000	100,000	50,000	50,000	50,000	50,000	50,000
Stream Valley Buffer Enhancement	677,728	750,000	(72,272)	0	0	0	0	0
Watershed Restoration / Improvements *	8,228,228	1,453,000	275,228	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
Watershed Restoration / Improvements Closure	4,819,433	4,878,750	(59,317)	0	0	0	0	0
Wheel Creek Watershed Restoration	4,844,607	1,454,607	200,000	635,000	635,000	635,000	635,000	650,000
<u>Outyear Projects:</u>								
212 South Bond Water Quality Demonstration	560,000	0	0	120,000	220,000	220,000	0	0
Edgewood Plaza Retrofit and Stream Restoration	1,370,000	450,000	0	520,000	400,000	0	0	0
Moose Lodge Stream Restoration	725,000	50,000	0	250,000	375,000	50,000	0	0
Perry Avenue Stream Restoration	750,000	300,000	0	100,000	200,000	150,000	0	0
Stormwater Enhancement	1,000,000	625,000	0	75,000	75,000	75,000	75,000	75,000
Sunnyview Stream Restoration	1,025,000	610,000	0	415,000	0	0	0	0
Watershed Stream Assessment Studies 09	1,900,000	400,000	0	300,000	300,000	300,000	300,000	300,000
Woodbridge Retrofit and Stream Restoration	1,210,000	510,000	0	375,000	325,000	0	0	0
Woodland Run Stream Restoration	550,000	50,000	0	0	125,000	375,000	0	0
<u>Open Projects:</u>								
Bynum Ridge Stream Stabilization	355,000	355,000	0	0	0	0	0	0
Grande View Farms Lake Repairs	300,000	300,000	0	0	0	0	0	0
Plumtree Run @ Tollgate Rd. Stream Restoration	990,000	990,000	0	0	0	0	0	0
Rolling Green Lake Improvements	125,000	125,000	0	0	0	0	0	0
Stream Gauge Stations	534,000	534,000	0	0	0	0	0	0
Watershed Stream Assessment Studies 00	864,250	864,250	0	0	0	0	0	0
Water Resources Total by Project	35,249,607	16,144,607	1,515,000	4,190,000	4,055,000	3,640,000	2,845,000	2,860,000
* Prior Year Paygo - \$200,228								
Paygo	22,271,710	8,196,710	335,000	3,200,000	3,265,000	2,950,000	2,155,000	2,170,000
Reappropriated	220,647	220,647	0	0	0	0	0	0
State	7,464,650	4,639,650	200,000	925,000	725,000	325,000	325,000	325,000
Federal	2,568,000	788,000	880,000	0	0	300,000	300,000	300,000
Other	2,724,600	2,299,600	100,000	65,000	65,000	65,000	65,000	65,000
Water Resources Total by Fund	35,249,607	16,144,607	1,515,000	4,190,000	4,055,000	3,640,000	2,845,000	2,860,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
SHERIFF/EMERGENCY/FIRE								
SHERIFF'S OFFICE								
<u>Open Projects:</u>								
Boiler Replacement	175,000	175,000	0	0	0	0	0	0
Camera Recording and Monitoring System	259,500	259,500	0	0	0	0	0	0
Computer Equipment / Networks	1,454,242	1,454,242	0	0	0	0	0	0
Detention Center Expansion	32,018,131	32,018,131	0	0	0	0	0	0
Detention Center Kitchen Upgrade / Renovation	187,120	187,120	0	0	0	0	0	0
In-Car Video	0	0	0	0	0	0	0	0
EMERGENCY OPERATIONS								
<u>FY 11 Funded Projects:</u>								
911 State Fee Fund	800,000	200,000	100,000	100,000	100,000	100,000	100,000	100,000
700 MGz Wireless Radio System Equipment	15,952,580	625,000	950,580	1,375,000	4,334,000	4,334,000	4,334,000	0
<u>Outyear Projects:</u>								
New Emergency Operations Center Complex	42,209,525	6,289,525	0	20,210,000	5,605,000	10,105,000	0	0
<u>Open Projects:</u>								
Alternate Call Taking & Dispatching Site	400,000	400,000	0	0	0	0	0	0
Facility Renovations	412,500	412,500	0	0	0	0	0	0
Fire, EMS, & Law Enforcement CAD	2,450,000	2,450,000	0	0	0	0	0	0
911 State Fee Fund	3,400,000	3,400,000	0	0	0	0	0	0
Public Safety Infrastructure Network	556,000	556,000	0	0	0	0	0	0
UHF Radio System Microwave Upgrade	1,850,000	1,850,000	0	0	0	0	0	0
UHF Radio System Replacement	23,601,693	23,601,693	0	0	0	0	0	0
Upgrade Pole Barn for Hazmat	58,315	58,315	0	0	0	0	0	0
VOLUNTEER FIRE COMPANIES								
<u>FY 11 Funded Projects:</u>								
Bel Air Substation at Patterson Mill	2,868,400	1,235,400	1,633,000	0	0	0	0	0
<u>Outyear Projects:</u>								
Norrisville Station	750,000		0	750,000	0	0	0	0
Susquehanna Hose Company House #3 Expansion	810,000	60,000	0	750,000	0	0	0	0
VFC Facility Repair	6,500,000	2,750,000	0	750,000	750,000	750,000	750,000	750,000
<u>Open Projects:</u>								
SCBA Equipment Replacement	155,000	155,000	0	0	0	0	0	0
Susquehanna Hose Co. House #5 Expansion	810,000	810,000	0	0	0	0	0	0
Sheriff / Emergency / Fire Total by Project	137,678,006	78,947,426	2,683,580	23,935,000	10,789,000	15,289,000	5,184,000	850,000
Paygo	33,220,085	11,960,085	1,633,000	3,625,000	5,084,000	5,084,000	5,084,000	750,000
Future Bonds	35,920,000	0	0	20,210,000	5,605,000	10,105,000	0	0
Prior Bonds	48,802,032	48,802,032	0	0	0	0	0	0
Reappropriated	100,000	100,000	0	0	0	0	0	0
State	17,404,872	16,604,292	300,580	100,000	100,000	100,000	100,000	100,000
Federal	750,000	0	750,000	0	0	0	0	0
Lease Purchase	1,481,017	1,481,017	0	0	0	0	0	0
Sheriff / Emergency / Fire Total by Fund	137,678,006	78,947,426	2,683,580	23,935,000	10,789,000	15,289,000	5,184,000	850,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM FY 2013	FY 2014	FY 2015	FY 2016
HARFORD COMMUNITY COLLEGE								
<u>FY 11 Funded Projects:</u>								
Aberdeen Proving Ground Campus Satellite	150,000	0	150,000	0	0	0	0	0
Computer Equipment / Technology	87,000	0	87,000	0	0	0	0	0
Hays Heighe House Renovations	1,993,890	1,943,890	50,000	0	0	0	0	0
Roof Replacements	2,337,876	910,282	685,000	742,594	0	0	0	0
Site and Parking Lot Improvements	6,410,425	4,415,425	490,000	855,000	650,000	0	0	0
Susquehanna Center Addition/Renovations	30,722,969	1,748,969	13,594,000	15,380,000	0	0	0	0
Water & Wastewater	1,650,000	150,000	1,500,000	0	0	0	0	0
<u>Outyear Projects:</u>								
Fallston Hall Renovation	6,914,400	0	0	0	0	566,754	6,347,646	0
Higher Education and Conference Center	15,550,000	0	0	0	1,300,000	13,000,000	1,250,000	0
New Allied Health and Nursing Building	15,058,000	0	0	1,028,000	12,530,000	1,500,000	0	0
New Apprenticeship Training Center	14,300,000	0	0	0	0	0	1,300,000	13,000,000
New Math, Engineering, and Technology Bldg.	2,000,000	0	0	0	0	0	0	2,000,000
Observatory Expansion	307,100	32,100	0	0	0	0	275,000	0
Parking Expansion	1,980,000	0	0	0	0	0	180,000	1,800,000
<u>Open Projects:</u>								
Aberdeen Hall Renovations	7,012,381	7,012,381	0	0	0	0	0	0
Campus Safety - Campus System	250,000	250,000	0	0	0	0	0	0
Computer Based Infrastructure	204,000	204,000	0	0	0	0	0	0
Milestone Project	5,278,212	5,278,212	0	0	0	0	0	0
New Program Development / Equipment	54,900	54,900	0	0	0	0	0	0
West Campus Expansion	250,000	250,000	0	0	0	0	0	0
College Total by Project	112,511,153	22,250,159	16,556,000	18,005,594	14,480,000	15,066,754	9,352,646	16,800,000
Paygo	5,257,022	5,257,022	0	0	0	0	0	0
Future Bonds	35,303,700	0	5,910,000	6,771,896	5,870,830	6,041,768	3,794,206	6,915,000
Prior Bonds	8,492,401	8,492,401	0	0	0	0	0	0
State	49,473,625	993,369	7,904,000	8,951,160	8,284,170	9,024,986	5,330,940	8,985,000
Other	13,459,405	6,982,367	2,742,000	2,282,538	325,000	0	227,500	900,000
Lease Purchase	525,000	525,000	0	0	0	0	0	0
College Total by Fund	112,511,153	22,250,159	16,556,000	18,005,594	14,480,000	15,066,754	9,352,646	16,800,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
LIBRARIES								
<u>FY 11 Funded Projects:</u>								
Aberdeen HVAC Replacement	277,255	300,000	(22,745)	0	0	0	0	0
Churchville Branch	5,734,500	5,334,500	400,000	0	0	0	0	0
Edgewood Branch - HVAC Replacement	698,000	0	698,000	0	0	0	0	0
Facility Renovations *	245,605	110,000	135,605	0	0	0	0	0
Fallston Branch - HVAC Chiller Replacement	217,400	0	217,400	0	0	0	0	0
Fallston Lighting	169,000	275,000	(106,000)	0	0	0	0	0
Havre de Grace Feasibility Study	45,140	52,000	(6,860)	0	0	0	0	0
<u>Outyear Projects:</u>								
Aberdeen Branch - Feasibility Study and Expansion	3,344,000	0	0	0	56,000	288,000	3,000,000	0
Darlington Branch - Feasibility Study	56,000	0	0	56,000	0	0	0	0
Facility Renovations 09	1,900,000	150,000	0	350,000	350,000	350,000	350,000	350,000
Havre de Grace Expansion	6,702,260	0	0	494,109	6,208,151	0	0	0
<u>Open Projects:</u>								
Abingdon Library	8,750,000	8,750,000	0	0	0	0	0	0
Highland Carpet & Painting	6,000	6,000	0	0	0	0	0	0
Jarrettsville Library	5,884,000	5,884,000	0	0	0	0	0	0
Milestone Project	3,188,500	3,188,500	0	0	0	0	0	0
Whiteford Library Expansion	4,238,200	4,238,200	0	0	0	0	0	0
Libraries Total by Project	41,455,860	28,288,200	1,315,400	900,109	6,614,151	638,000	3,350,000	350,000
* Prior Year Paygo								
Paygo	7,835,104	6,029,104	0	406,000	350,000	350,000	350,000	350,000
Future Bonds	10,046,260	0	0	494,109	6,264,151	288,000	3,000,000	0
Prior Bonds	21,551,900	21,551,900	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0
Federal	1,315,400	0	1,315,400	0	0	0	0	0
Reappropriated	302,196	302,196	0	0	0	0	0	0
Other	100,000	100,000	0	0	0	0	0	0
Lease Purchase	305,000	305,000	0	0	0	0	0	0
Libraries Total by Fund	41,455,860	28,288,200	1,315,400	900,109	6,614,151	638,000	3,350,000	350,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
BOARD OF EDUCATION								
<u>FY 11 Funded Projects:</u>								
ADA Improvements	1,000,000	400,000	100,000	100,000	100,000	100,000	100,000	100,000
Athletic Field Repair	507,000	207,000	50,000	50,000	50,000	50,000	50,000	50,000
Athletic Field Restoration	120,000	0	20,000	20,000	20,000	20,000	20,000	20,000
Backflow Prevention	1,050,000	450,000	100,000	100,000	100,000	100,000	100,000	100,000
Bel Air Elementary School Chiller Replacement	360,000	0	360,000	0	0	0	0	0
Bel Air High School Replacement	84,661,462	84,661,462	0	0	0	0	0	0
Bleacher Replacement	900,000	300,000	100,000	100,000	100,000	100,000	100,000	100,000
Building Envelope Improvements	1,200,000	0	200,000	200,000	200,000	200,000	200,000	200,000
Career & Technical Education Equipment Refresh	1,100,000	500,000	100,000	100,000	100,000	100,000	100,000	100,000
Deerfield ES Replacement	36,499,666	30,704,666	5,795,000	0	0	0	0	0
Dublin Elementary School Boiler Replacement	250,000	0	250,000	0	0	0	0	0
Edgewood HS Replacement	90,481,790	83,481,790	7,000,000	0	0	0	0	0
Energy Conservation Measures	1,500,000	0	250,000	250,000	250,000	250,000	250,000	250,000
Environmental Compliance	1,847,619	1,247,619	100,000	100,000	100,000	100,000	100,000	100,000
Equipment and Furniture Replacement	1,555,000	955,000	100,000	100,000	100,000	100,000	100,000	100,000
Fire Alarm & ER Communications	1,400,000	825,000	75,000	100,000	100,000	100,000	100,000	100,000
Floor Covering Replacement	600,000	0	100,000	100,000	100,000	100,000	100,000	100,000
Locker Replacement - Joppatowne HS	975,000	210,000	115,000	120,000	125,000	130,000	135,000	140,000
Major HVAC Repairs	6,242,768	2,882,768	250,000	880,000	1,035,000	335,000	270,000	590,000
Music Equipment Refresh Program	725,000	425,000	50,000	50,000	50,000	50,000	50,000	50,000
Music Technology Labs Program	410,000	0	65,000	125,000	90,000	65,000	65,000	0
Outdoor Track Reconditioning	150,000	0	25,000	25,000	25,000	25,000	25,000	25,000
Paving - New Parking Areas	900,000	300,000	100,000	100,000	100,000	100,000	100,000	100,000
Paving - Overlay and Maintenance	1,050,000	450,000	100,000	100,000	100,000	100,000	100,000	100,000
Playground Equipment	5,415,000	4,065,000	350,000	200,000	200,000	200,000	200,000	200,000
Red Pump Road Elementary School	31,833,219	28,574,819	3,258,400	0	0	0	0	0
Relocatable Classrooms 09	2,723,000	923,000	1,000,000	300,000	200,000	100,000	100,000	100,000
Replacement Buses	12,770,197	7,517,197	490,000	630,000	278,000	1,235,000	1,270,000	1,350,000
Replacement Vehicles	9,208,396	3,538,396	945,000	945,000	945,000	945,000	945,000	945,000
Roof Replacement - Ring Factory ES	9,358,432	1,168,432	1,140,000	1,855,000	950,000	1,910,000	760,000	1,575,000
Security Cameras	2,625,000	1,125,000	225,000	235,000	245,000	255,000	265,000	275,000
Special Education Facilities Improvements	600,000	0	100,000	100,000	100,000	100,000	100,000	100,000
Swimming Pool Renovations	700,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
SWM, Erosion, Sediment Control	525,000	200,000	75,000	50,000	50,000	50,000	50,000	50,000
Technology Education Lab Refresh	1,225,000	725,000	250,000	50,000	50,000	50,000	50,000	50,000
Technology Infrastructure	50,080,802	14,285,802	1,215,000	7,790,000	9,615,000	7,695,000	9,480,000	0
Textbook / Supplemental Materials Refresh	8,010,000	6,210,000	300,000	300,000	300,000	300,000	300,000	300,000
<u>Outyear Projects:</u>								
Homestead / Wakefield ES Modernization	41,486,000	140,000	0	0	2,600,000	11,400,000	19,385,000	7,961,000
John Archer at Bel Air Middle School	51,900,000	1,030,000	0	0	2,600,000	16,320,000	24,135,000	7,815,000
Septic Pre-Treatment Facility Code Upgrades	5,325,413	1,325,413	0	2,000,000	500,000	500,000	500,000	500,000
William Paca / Old Post ES Modernization	34,875,000	100,000	0	0	0	0	14,240,000	20,535,000
Youth's Benefit ES Replacement	45,770,600	1,700,600	0	0	0	0	25,750,000	18,320,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
BOARD OF EDUCATION								
<u>Open Projects:</u>								
Aberdeen High School Addition	5,737,945	5,737,945	0	0	0	0	0	0
Aberdeen HS North Building	665,000	665,000	0	0	0	0	0	0
Air Conditioning Projects	8,870,150	8,870,150	0	0	0	0	0	0
Bel Air Elementary School Site Improvements	1,100,000	1,100,000	0	0	0	0	0	0
Campus Hills Elementary School	2,700,000	2,700,000	0	0	0	0	0	0
Fallston High School WWTP Replacement	106,070	106,070	0	0	0	0	0	0
Harford Tech High School Field Improvements	5,000,000	5,000,000	0	0	0	0	0	0
Integrated Business Systems	193,000	193,000	0	0	0	0	0	0
Jarrettsville Elementary School HVAC	121,250	121,250	0	0	0	0	0	0
Joppatowne Elementary Modernization	14,520,811	14,520,811	0	0	0	0	0	0
Joppatowne High School Gymnasium	4,160,050	4,160,050	0	0	0	0	0	0
Milestone Project	14,581,710	14,581,710	0	0	0	0	0	0
North Harford High School Repairs	50,000	50,000	0	0	0	0	0	0
North Harford High School Modernization	31,873,132	31,873,132	0	0	0	0	0	0
North Harford Middle School Water System	261,114	261,114	0	0	0	0	0	0
Patterson Mill Middle / High School **	60,322,094	60,322,094	0	0	0	0	0	0
Prospect Mill Elementary School	1,968,158	1,968,158	0	0	0	0	0	0
Relocatable Classrooms	376,000	376,000	0	0	0	0	0	0
Replacement of Riverside Heating / Cooling	11,761,099	11,761,099	0	0	0	0	0	0
Roofing Replacement 07	704,035	704,035	0	0	0	0	0	0
Roofing Replacement 08	1,634,850	1,634,850	0	0	0	0	0	0
Southampton Middle School HVAC	1,144,000	1,144,000	0	0	0	0	0	0
Technology	4,721,467	4,721,467	0	0	0	0	0	0
Education Total by Project	722,488,299	453,300,899	24,853,400	17,275,000	21,578,000	43,285,000	99,695,000	62,501,000
* Paygo Impact Fee - \$2,000,000								
** Paygo Impact Fee - \$6,000,000								
Paygo	91,934,852	27,411,852	0	14,915,000	14,853,000	13,445,000	15,280,000	6,030,000
Impact Fee	8,000,000	8,000,000	0	0	0	0	0	0
Future Bonds	139,042,969	0	20,865,000	814,185	5,618,376	28,541,585	60,306,611	22,897,212
Prior Bonds	300,615,245	300,615,245	0	0	0	0	0	0
Reappropriated	29,347,088	29,347,088	0	0	0	0	0	0
Transfer Tax	26,246,739	26,246,739	0	0	0	0	0	0
Recordation Tax	4,397,676	4,397,676	0	0	0	0	0	0
State	93,193,855	28,079,824	3,481,000	1,545,815	1,106,624	1,298,415	24,108,389	33,573,788
Federal	507,400	0	507,400					
Other	22,879,225	22,879,225	0	0	0	0	0	0
Lease Purchase	6,323,250	6,323,250	0	0	0	0	0	0
Education Total by Fund	722,488,299	453,300,899	24,853,400	17,275,000	21,578,000	43,285,000	99,695,000	62,501,000
SUB-TOTAL GENERAL FUND CAPITAL	1,305,206,642	805,872,293	85,376,595	72,735,203	58,016,151	78,418,754	120,926,646	83,861,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
SOLID WASTE SERVICES								
ENVIRONMENTAL ISSUES								
<u>Outyear Projects:</u>								
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)	6,550,000	0	0	400,000	6,150,000	0	0	0
Future Yard Trim Site	3,300,000	0	0	0	0	1,000,000	300,000	2,000,000
New Solid Waste Facilities Development	4,500,000	0	0	2,500,000	2,000,000	0	0	0
Recycling Facility	4,500,000	0	0	1,500,000	3,000,000	0	0	0
Tollgate Yard Trim Recycling Center	900,000	450,000	0	450,000	0	0	0	0
<u>Open Projects:</u>								
Abingdon Landfill	1,484,410	1,484,410	0	0	0	0	0	0
Northeast Stockpile Area Sed Basin	50,000	50,000	0	0	0	0	0	0
Recycling Facility	60,000	60,000	0	0	0	0	0	0
Tollgate Landfill Gas System	684,679	684,679	0	0	0	0	0	0
Environmental Issues Total by Project	23,949,989	4,049,989	0	4,970,000	11,270,000	1,120,000	420,000	2,120,000
Paygo	3,630,900	1,780,900	0	1,070,000	120,000	120,000	420,000	120,000
Reappropriated	34,679	34,679	0	0	0	0	0	0
Future Bonds	17,650,000	0	0	3,500,000	11,150,000	1,000,000	0	2,000,000
Prior Bonds	1,444,410	1,444,410	0	0	0	0	0	0
State	400,000	0	0	400,000	0	0	0	0
Other	790,000	790,000	0	0	0	0	0	0
Environmental Issues Total by Fund	23,949,989	4,049,989	0	4,970,000	11,270,000	1,120,000	420,000	2,120,000
HARFORD WASTE DISPOSAL CENTER								
<u>Outyear Projects:</u>								
HWDC Compost Area Facilities	490,000	90,000	0	400,000	0	0	0	0
HWDC Expansion	32,889,340	20,389,340	0	500,000	10,500,000	500,000	500,000	500,000
HWDC Landfill Capping	6,900,000	400,000	0	6,500,000	0	0	0	0
HWDC Pavement Upgrades	1,050,000	0	0	350,000	350,000	0	350,000	0
HWDC Pond Rehabilitation	500,000	0	0	500,000	0	0	0	0
<u>Open Projects:</u>								
Excavate / Repair Pad #1	50,000	50,000	0	0	0	0	0	0
HWDC Compost Facility Expansion	153,000	153,000	0	0	0	0	0	0
HWDC Cover Material	400,000	400,000	0	0	0	0	0	0
HWDC Equipment Storage Building	110,000	110,000	0	0	0	0	0	0
HWDC Facilities Study	100,000	100,000	0	0	0	0	0	0
HWDC Total by Project	42,642,340	21,692,340	0	8,250,000	10,850,000	500,000	850,000	500,000
Paygo	6,463,000	2,013,000	0	1,750,000	850,000	500,000	850,000	500,000
Future Bonds	10,000,000	0	0	0	10,000,000	0	0	0
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	18,691,127	18,691,127	0	0	0	0	0	0
HWDC Total by Fund	42,642,340	21,692,340	0	8,250,000	10,850,000	500,000	850,000	500,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016

WASTE TO ENERGY

FY 11 Funded Projects:

Waste-to-Energy Replacement Facility	400,000	0	400,000	0	0	0	0	0

Outyear Projects:

Waste-to-Energy Repairs	3,121,734	1,621,734	0	300,000	300,000	300,000	300,000	300,000

Open Projects:

Air Pollution Control	13,150,000	13,150,000	0	0	0	0	0	0

Waste to Energy Total by Project	16,671,734	14,771,734	400,000	300,000	300,000	300,000	300,000	300,000

Paygo	3,850,000	1,950,000	400,000	300,000	300,000	300,000	300,000	300,000

Prior Bonds	11,385,000	11,385,000						

Other	1,436,734	1,436,734	0	0	0	0	0	0

Waste to Energy Total by Fund	16,671,734	14,771,734	400,000	300,000	300,000	300,000	300,000	300,000

SUB-TOTAL SOLID WASTE CAPITAL	83,264,063	40,514,063	400,000	13,520,000	22,420,000	1,920,000	1,570,000	2,920,000

TAX INCREMENT FINANCING

FY 11 Funded Projects:

Beechtree TIF Improvements	11,100,000	0	11,100,000	0	0	0	0	0

Tax Increment Financing Total by Project	11,100,000	0	11,100,000	0	0	0	0	0

Future Bonds	11,100,000	0	11,100,000	0	0	0	0	0

Tax Increment Financing Total by Fund	11,100,000	0	11,100,000	0	0	0	0	0

SUB-TOTAL TAX INCREMENT FINANCING CAPITAL	11,100,000	0	11,100,000	0	0	0	0	0

TOTAL GENERAL FUND CAPITAL	1,399,570,705	846,386,356	96,876,595	86,255,203	80,436,151	80,338,754	122,496,646	86,781,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM				
					FY 2013	FY 2014	FY 2015	FY 2016	

PARKS & RECREATION FUND

FY 11 Funded Projects:

Anita C. Leight Center Improvements	675,000	50,000	150,000	0	200,000	0	75,000	200,000
Bleacher Renovations	430,000	160,000	30,000	60,000	30,000	60,000	30,000	60,000
Broad Creek Boat Launch Ramp	384,000	69,000	315,000	0	0	0	0	0
Emmorton Recreation & Tennis Center Improvements	455,000	0	100,000	60,000	0	120,000	0	175,000
Enlarged Gymnasiums & Joint Facilities	3,000,000	1,200,000	600,000	0	600,000	600,000	0	0
Equestrian Center Improvements	750,000	0	175,000	150,000	75,000	0	250,000	100,000
Facility Renovations	630,000	70,000	70,000	75,000	75,000	120,000	100,000	120,000
Havre de Grace Yacht Basin Dredging	525,000	0	525,000	0	0	0	0	0
Joppatowne Area Dredging	1,790,000	865,000	115,000	0	0	0	810,000	0
Natural Turf Improvements	1,000,000	150,000	100,000	150,000	150,000	150,000	150,000	150,000
Park Improvements 10	840,000	125,000	110,000	75,000	125,000	120,000	150,000	135,000
Park Land Acquisition	3,031,000	450,000	436,000	425,000	425,000	330,000	430,000	535,000
Playground Equipment	1,435,000	295,000	100,000	280,000	100,000	230,000	200,000	230,000
Schucks Road Regional Complex	8,920,415	6,479,415	1,631,000	0	0	110,000	0	700,000
Tennis / Multipurpose Courts	560,000	0	100,000	60,000	100,000	100,000	100,000	100,000

Outyear Projects:

Aberdeen Recreation Center	11,200,000	0	0	0	0	0	700,000	10,500,000
ADA Improvements	125,000	0	0	50,000	0	0	75,000	0
Athletic Field Improvements	9,065,000	5,150,000	0	1,200,000	1,300,000	0	0	1,415,000
Backstop Renovations	130,000	0	0	30,000	50,000	0	0	50,000
Belcamp Park Improvements	300,000	200,000	0	100,000	0	0	0	0
Benson Field Improvements	1,100,000	0	0	0	0	100,000	1,000,000	0
Blake's Venture Park	100,000	0	0	0	0	0	0	100,000
Bulkhead Renovations	575,000	0	0	0	0	40,000	535,000	0
Churchville Center Renovations	450,000	400,000	0	0	0	50,000	0	0
Churchville Complex Development	7,956,830	5,556,830	0	2,000,000	400,000	0	0	0
Darlington Park Development	1,125,000	125,000	0	1,000,000	0	0	0	0
Eden Mill Park Rehabilitation	525,000	250,000	0	75,000	0	200,000	0	0
Edgeley Grove Farm Development	1,150,000	0	0	100,000	1,050,000	0	0	0
Edgewood Recreation & Community Center	150,000	0	0	0	0	150,000	0	0
Edgewood Recreation Park	2,080,000	1,405,000	0	125,000	0	550,000	0	0
Fallston Maintenance Shop	150,000	0	0	50,000	0	0	0	100,000
Friends Park Improvements	560,000	0	0	60,000	0	500,000	0	0
Gunpowder River Dredging	1,105,000	0	0	0	75,000	505,000	90,000	435,000
Havre de Grace Community Center Field	825,000	0	0	0	0	75,000	750,000	0
Havre de Grace DMP Site	2,945,000	2,795,000	0	150,000	0	0	0	0
Havre de Grace Field Development	1,635,000	1,510,000	0	0	0	125,000	0	0
Heavenly Waters Park	150,000	0	0	0	0	0	150,000	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM				
					FY 2013	FY 2014	FY 2015	FY 2016	

PARKS & RECREATION FUND

Heavenly Waters Park - Soma	200,000	0	0	0	0	0	200,000	0
Indoor Recreation Facility - Forest Hill / Hickory	600,000	300,000	0	100,000	0	0	200,000	0
Jarrettsville Complex Restrooms	425,000	0	0	425,000	0	0	0	0
Jarrettsville Recreation Center	6,700,000	0	0	0	0	0	500,000	6,200,000
Liriodendron Improvements	435,000	0	0	0	285,000	0	0	150,000
Magnolia Complex Development	2,555,000	2,055,000	0	0	0	0	0	500,000
Mariner Point Park Renovations	312,000	162,000	0	0	0	75,000	0	75,000
Michael Park Development	1,375,000	0	0	50,000	125,000	0	1,200,000	0
Norrisville Park	1,375,000	200,000	0	125,000	0	1,050,000	0	0
Northern Regional Park	9,650,000	0	0	0	0	650,000	8,500,000	500,000
Nuttall Avenue Park Development	750,000	450,000	0	0	0	300,000	0	0
Parking Lot Paving	1,540,000	1,390,000	0	0	0	0	0	150,000
Parks and Recreation Headquarters	400,000	0	0	250,000	0	0	150,000	0
Prospect Mill Park	2,030,000	1,430,000	0	0	100,000	0	0	500,000
Red Pump Elementary School Facilities	1,730,000	1,600,000	0	0	100,000	30,000	0	0
Robert Copenhaver Park Improvements	425,000	0	0	0	425,000	0	0	0
Rutledge Park Improvements	100,000	0	0	0	100,000	0	0	0
Swan Harbor Farm Improvements	1,383,000	183,000	0	0	0	150,000	1,050,000	0
Trails and Linear Parks	2,250,000	0	0	250,000	0	0	2,000,000	0
Tudor Hall Rehabilitation	600,000	400,000	0	0	0	100,000	0	100,000
Vale Road Park	1,100,000	0	0	0	0	0	100,000	1,000,000
<u>Open Projects:</u>								
Bush River Dredging and DMP Site	3,030,000	3,030,000	0	0	0	0	0	0
Bynum Pond Stabilization	350,000	350,000	0	0	0	0	0	0
Cedar Lane Sports Complex Improvements	1,000,000	1,000,000	0	0	0	0	0	0
David Craig Park	50,000	50,000	0	0	0	0	0	0
Debris - Derelict Boats	50,000	50,000	0	0	0	0	0	0
Equestrian Center Improvements 08	100,000	100,000	0	0	0	0	0	0
Facility Renovations 96	2,419,500	2,419,500	0	0	0	0	0	0
Facility Renovations 05	1,110,000	1,110,000	0	0	0	0	0	0
Fallston Youth / Senior Center	10,325,000	10,325,000	0	0	0	0	0	0
Fox Meadows Improvements	475,000	475,000	0	0	0	0	0	0
Friends Pond Rehabilitation	500,000	500,000	0	0	0	0	0	0
Havre de Grace Youth / Senior Center	9,143,000	9,143,000	0	0	0	0	0	0
Heavenly Waters Park 05	1,520,000	1,520,000	0	0	0	0	0	0
Jarrettsville Development	1,320,000	1,320,000	0	0	0	0	0	0
Norrisville Community Building	1,160,000	1,160,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
<u>PARKS & RECREATION FUND</u>								
Park Improvements 05	550,000	550,000	0	0	0	0	0	0
Park Land Acquisition 05	10,295,000	10,295,000	0	0	0	0	0	0
Playground Equipment 03	2,470,000	2,470,000	0	0	0	0	0	0
Regional Sports Complex	4,246,000	4,246,000	0	0	0	0	0	0
Smith Property	4,325,000	4,325,000	0	0	0	0	0	0
Swan Creek Channel Dredging	470,000	470,000	0	0	0	0	0	0
Swan Harbor Farm Improvements 07	590,000	590,000	0	0	0	0	0	0
Tydings Island Renovation	2,795,000	2,795,000	0	0	0	0	0	0
Vale Road Elementary Facilities	1,600,000	1,600,000	0	0	0	0	0	0
Willoughby Beach Launching Ramp	197,500	197,500	0	0	0	0	0	0
Willoughby Beach Park Development	350,000	350,000	0	0	0	0	0	0
Parks & Rec Total by Project	164,203,245	95,916,245	4,557,000	7,475,000	5,890,000	6,590,000	19,495,000	24,280,000
Paygo	7,500,322	2,600,322	150,000	450,000	400,000	900,000	1,600,000	1,400,000
Future Bonds	32,815,000	0	1,100,000	3,200,000	2,950,000	600,000	8,550,000	16,415,000
Prior Bonds	27,061,830	27,061,830	0	0	0	0	0	0
Reappropriated	8,467,003	8,467,003	0	0	0	0	0	0
Recordation Tax	31,832,565	14,737,565	1,735,000	2,805,000	1,845,000	3,280,000	4,810,000	2,620,000
State	18,692,776	13,672,776	860,000	75,000	75,000	560,000	2,010,000	1,440,000
Program Open Space	22,698,599	18,086,599	612,000	675,000	300,000	925,000	900,000	1,200,000
Federal	3,688,747	2,688,747	0	0	0	0	1,000,000	0
Developer	3,865,000	3,255,000	50,000	130,000	50,000	130,000	150,000	100,000
Other	7,581,403	5,346,403	50,000	140,000	270,000	195,000	475,000	1,105,000
Parks & Rec Total by Fund	164,203,245	95,916,245	4,557,000	7,475,000	5,890,000	6,590,000	19,495,000	24,280,000
TOTAL PARKS & RECREATION CAPITAL	164,203,245	95,916,245	4,557,000	7,475,000	5,890,000	6,590,000	19,495,000	24,280,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016

HIGHWAYS FUND

BRIDGES

FY 11 Funded Projects:

Bridge and Road Scour Repairs	2,470,000	700,000	100,000	150,000	365,000	365,000	365,000	425,000
Bridge Inspection Program	2,070,000	840,000	350,000	60,000	350,000	60,000	350,000	60,000
Bridge Painting 97	1,378,244	1,400,000	(21,756)	0	0	0	0	0
Bridge Painting 10	20,000	50,000	(30,000)	0	0	0	0	0
Bridge Rehabilitation	5,400,000	2,550,000	200,000	400,000	550,000	550,000	550,000	600,000
Carrs Mill Road Bridge #216	1,200,000	200,000	60,000	50,000	890,000	0	0	0
Chestnut Hill Bridge #40	590,000	0	180,000	20,000	0	390,000	0	0
Jericho Road Bridge #3	50,000	200,000	(150,000)	0	0	0	0	0
Macton Road Bridge #145	175,000	495,000	(320,000)	0	0	0	0	0
North Avenue / Henderson Road Bridge #215	2,565,000	465,000	2,100,000	0	0	0	0	0
Phillips Mill Road Bridge #70	700,000	0	200,000	10,000	0	490,000	0	0
St. Clair Road Bridge #99	1,435,000	1,215,000	220,000	0	0	0	0	0
Structural Evaluation	620,000	545,000	(125,000)	0	50,000	50,000	50,000	50,000
Watervale Road Bridge #63	2,880,000	530,000	2,350,000	0	0	0	0	0

Outyear Projects:

Abingdon Road Bridge #169 over CSX	2,310,000	300,000	0	10,000	2,000,000	0	0	0
Boggs Road Bridge #66	675,000	0	0	0	0	175,000	20,000	480,000
Carea Road Bridge #126	580,000	0	0	160,000	20,000	0	400,000	0
Deep Run Road Bridge #152	160,000	0	0	0	0	150,000	10,000	0
Fawn Grove Road Bridge #132	610,000	0	0	0	160,000	50,000	400,000	0
Glen Cove Road Bridge #156	510,000	120,000	0	390,000	0	0	0	0
Green Road Bridge #119	570,000	0	0	0	150,000	20,000	0	400,000
Green Road Bridge #122	490,000	0	0	130,000	10,000	350,000	0	0
Hess Road Bridge #81	410,000	0	0	100,000	10,000	0	300,000	0
Johnson Mill Road Bridge #45	580,000	0	0	0	140,000	10,000	0	430,000
Moore's Road Bridge #78	160,000	0	0	0	0	150,000	10,000	0
New Park Road Bridge #125	540,000	0	0	140,000	10,000	390,000	0	0
Pleasantville Road Bridge #67	1,030,000	245,000	0	0	0	0	0	785,000
Prospect Road Bridge #217	585,000	0	0	175,000	10,000	0	400,000	0
Robinson Mill Road Bridge #154	500,000	120,000	0	380,000	0	0	0	0
Scarboro Road Bridge #140	160,000	0	0	0	0	0	150,000	10,000
Snake Lane Bridge #31	640,000	175,000	0	465,000	0	0	0	0
West Ring Factory Road Pedestrian Bridge	500,000	0	0	0	0	150,000	0	350,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM FY 2013	FY 2014	FY 2015	FY 2016

HIGHWAYS FUND

BRIDGES

Open Projects:

Bridge Scour Repairs	1,675,000	1,675,000	0	0	0	0	0	0
Greene Road Bridge #79	565,000	565,000	0	0	0	0	0	0
Harford Creamery Road Bridge #104	680,000	680,000	0	0	0	0	0	0
Macton Road Bridge #144	600,000	600,000	0	0	0	0	0	0
Moore's Mill Road Bridge #48	3,040,000	3,040,000	0	0	0	0	0	0
Ruffs Mill Road Bridge	1,582,000	1,582,000	0	0	0	0	0	0
Ryan Road Bridge #61	1,330,000	1,330,000	0	0	0	0	0	0
Southampton Road Bridge #47	5,590,000	5,590,000	0	0	0	0	0	0
Telegraph Road Bridge #112	300,000	300,000	0	0	0	0	0	0

Bridges Total by Project

47,925,244	25,512,000	5,113,244	2,640,000	4,715,000	3,350,000	3,005,000	3,590,000

Paygo	28,357,766	15,494,522	598,244	2,445,000	2,085,000	2,650,000	2,095,000	2,990,000
Future Bonds	2,100,000	0	2,100,000	0	0	0	0	0
Reappropriated	80,000	80,000	0	0	0	0	0	0
State	800,000	800,000	0	0	0	0	0	0
Federal	16,122,478	8,672,478	2,415,000	195,000	2,630,000	700,000	910,000	600,000
Other	0	0	0	0	0	0	0	0
Developer	465,000	465,000	0	0	0	0	0	0

Bridges Total by Fund

47,925,244	25,512,000	5,113,244	2,640,000	4,715,000	3,350,000	3,005,000	3,590,000

ROADWAYS

FY 11 Funded Projects:

Cedar Lane (MD 136 - Cedarday)	1,730,000	1,060,000	(130,000)	800,000	0	0	0	0
MacPhail Road / Tollgate Road Roundabout	455,000	0	455,000	0	0	0	0	0
MD 152 / Oakmont Road / Port Lane	1,195,000	275,000	275,000	0	645,000	0	0	0
Moore's Mill Road	10,812,113	3,092,113	(30,000)	7,750,000	0	0	0	0
Prospect Mill Road (Thomas Run Road - MD22)	75,357	100,000	(24,643)	0	0	0	0	0
Red Pump Road Roundabout	800,000	400,000	400,000	0	0	0	0	0
Road Reconstruction and Rehabilitation	14,910,000	0	1,600,000	3,600,000	3,900,000	2,500,000	1,655,000	1,655,000
Robinhood Road (US40 - Titan Terrace)	3,604,045	1,854,045	1,750,000	0	0	0	0	0
Singer Rd Improvements	650,000	100,000	(50,000)	0	50,000	0	550,000	0
Tollgate Rd. (Plumtree Rd. to Bel Air South Pkwy)	1,100,000	70,000	(70,000)	0	1,100,000	0	0	0
Tollgate Rd. (W. Ring Factory to Plumtree)	4,793,439	3,168,439	(125,000)	1,750,000	0	0	0	0
Tollgate Road - Vale Road Corridor	1,184,678	625,000	(15,322)	0	0	0	425,000	150,000
Trimble Road Corridor Study	1,239	25,000	(23,761)	0	0	0	0	0
Trimble Road / Fort Hoyle Road Roundabout	410,000	0	410,000	0	0	0	0	0
Wheel Road / Laurel Bush Intersection	1,468,000	1,538,000	(70,000)	0	0	0	0	0
Wheel Road (Laurel Bush to Fairway) *	6,950,000	1,200,000	5,750,000	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016

HIGHWAYS FUND

ROADWAYS

Outyear Projects:

Abingdon Road (Box Hill S. Parkway - I-95)	200,000	0	0	0	0	0	150,000	50,000
Bata Boulevard Access Road	600,000	0	0	0	150,000	0	450,000	0
Carrs Mill Road (MD 152 - Grafton Shop Rd)	1,395,000	1,195,000	0	0	0	0	100,000	100,000
MacPhail Road (Brierhill Rd - Wheel Road)	865,000	375,000	0	0	50,000	440,000	0	0
Perryman Access - Mitchell Lane	6,150,000	650,000	0	0	0	1,000,000	0	4,500,000
Thomas Run Rd (MD22 - W. Medical Hall Rd.)	2,050,000	50,000	0	0	2,000,000	0	0	0

Open Projects:

Cape Knoll Road Acceptance	150,000	150,000	0	0	0	0	0	0
Commerce Road - Private Road Construction	800,000	800,000	0	0	0	0	0	0
County Acceptance of Private Roads	610,000	610,000	0	0	0	0	0	0
Intersection Improvements 95	2,200,000	2,200,000	0	0	0	0	0	0
Perryman Access - MD 715 Connection	1,535,000	1,535,000	0	0	0	0	0	0
Perryman Access Study	375,000	375,000	0	0	0	0	0	0
Primrose Place	146,000	146,000	0	0	0	0	0	0
Red Pump - Rt. 24 - Vale	3,995,500	3,995,500	0	0	0	0	0	0
Road Reconstruction and Rehabilitation 09	4,325,000	4,325,000	0	0	0	0	0	0
Road Reconstruction and Rehabilitation 10	6,330,000	6,330,000	0	0	0	0	0	0
Shucks Road Improvements	600,000	600,000	0	0	0	0	0	0
Vale Road	1,800,000	1,800,000	0	0	0	0	0	0
Village of Scot's Fancy Starmount Lane	750,000	750,000	0	0	0	0	0	0
Washington Court Access Road	2,541,000	2,541,000	0	0	0	0	0	0

Roadways Total by Project	87,556,371	41,935,097	10,101,274	13,900,000	7,895,000	3,940,000	3,330,000	6,455,000

* Prior Year Paygo

Paygo	56,065,932	27,944,658	2,901,274	3,600,000	7,895,000	3,940,000	3,330,000	6,455,000
Future Bonds	16,000,000	0	5,700,000	10,300,000	0	0	0	0
Reappropriated	2,140,000	2,140,000	0	0	0	0	0	0
State	3,523,439	2,023,439	1,500,000	0	0	0	0	0
Federal	4,962,000	4,962,000	0	0	0	0	0	0
Developer	2,879,000	2,879,000	0	0	0	0	0	0
Other	1,986,000	1,986,000	0	0	0	0	0	0

Roadways Total by Fund	87,556,371	41,935,097	10,101,274	13,900,000	7,895,000	3,940,000	3,330,000	6,455,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
HIGHWAYS FUND								
RESURFACING								
FY 11 Funded Projects:								
Resurfacing Roadways *	39,835,000	0	3,885,000	3,550,000	6,000,000	7,700,000	9,350,000	9,350,000
Tar & Chip Conversion to Hot Mix	3,965,000	2,825,000	(80,000)	0	0	0	610,000	610,000
Outyear Projects:								
Tar & Chip Reclamation	2,580,000	850,000	0	0	0	550,000	560,000	620,000
Open Projects:								
Resurfacing Roadways 09	6,291,975	6,291,975	0	0	0	0	0	0
Resurfacing Roadways 10	7,706,147	7,706,147	0	0	0	0	0	0
Resurfacing Total by Project	60,378,122	17,673,122	3,805,000	3,550,000	6,000,000	8,250,000	10,520,000	10,580,000
* Prior Year Paygo - \$895,000								
Paygo	56,686,147	13,981,147	3,805,000	3,550,000	6,000,000	8,250,000	10,520,000	10,580,000
Federal	520,000	520,000	0	0	0	0	0	0
Reappropriated	3,171,975	3,171,975	0	0	0	0	0	0
Resurfacing Total by Fund	60,378,122	17,673,122	3,805,000	3,550,000	6,000,000	8,250,000	10,520,000	10,580,000
OTHER								
FY 11 Funded Projects:								
Culvert Rehabilitation	6,095,000	3,300,000	200,000	400,000	540,000	540,000	540,000	575,000
Equipment Sheds	852	100,000	(99,148)	0	0	0	0	0
Facilities Repair Program	1,232,000	1,032,000	(200,000)	0	200,000	0	200,000	0
GPS Tracking System	153,683	200,000	(46,317)	0	0	0	0	0
Guardrails	755,000	100,000	100,000	105,000	110,000	110,000	115,000	115,000
Hickory II Improvements	4,323,503	875,000	(51,497)	0	250,000	250,000	0	3,000,000
Intersection Improvements	4,022,444	1,800,000	(472,556)	500,000	500,000	565,000	565,000	565,000
MTBE Upgrades	175,000	200,000	(25,000)	0	0	0	0	0
New Roads and Storm Drains 06	3,510,000	1,170,000	200,000	200,000	440,000	500,000	500,000	500,000
Safeguarding Business Operations	1,831,200	0	1,831,200	0	0	0	0	0
Security Gates for the Highways Shops	75,000	175,000	(100,000)	0	0	0	0	0
Sidewalks and Handicapped Ramps	700,000	400,000	(200,000)	100,000	100,000	100,000	100,000	100,000
Stormdrain Rehabilitation	2,291,231	941,231	125,000	125,000	250,000	250,000	300,000	300,000
Outyear Projects:								
Drainage Improvements	1,600,000	850,000	0	50,000	175,000	175,000	175,000	175,000
Earth Road Drainage	100,000	0	0	0	50,000	50,000	0	0
Highways Maintenance Facility	5,550,000	300,000	0	0	250,000	0	5,000,000	0
MAN Project	336,000	0	0	336,000	0	0	0	0
Salt Dome	550,000	0	0	0	0	30,000	520,000	0
Traffic Calming & Road Safety Improvements	575,000	200,000	0	75,000	75,000	75,000	75,000	75,000
Traffic Signals	400,000	200,000	0	0	50,000	50,000	50,000	50,000
Whiteford Shop	200,000	0	0	0	200,000	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM				
					FY 2013	FY 2014	FY 2015	FY 2016	

HIGHWAYS FUND

OTHER

Open Projects:

Abingdon Hwy / W&S Maintenance Shop	3,300,000	3,300,000	0	0	0	0	0	0
Computer Equipment / Networks	1,399,022	1,399,022	0	0	0	0	0	0
Culvert Rehabilitation	2,393,773	2,393,773	0	0	0	0	0	0
Edgewood Train Station	1,710,208	1,710,208	0	0	0	0	0	0
Fuel Dispensing System Upgrade	200,000	200,000	0	0	0	0	0	0
Glen Elyn Culvert & Ponds Repair	392,500	392,500	0	0	0	0	0	0
Guardrails	1,350,000	1,350,000	0	0	0	0	0	0
Milestone Project / Highways	325,000	325,000	0	0	0	0	0	0
New Roads & Stormdrains 99	1,790,000	1,790,000	0	0	0	0	0	0
New Roads & Stormdrains 02	1,266,740	1,266,740	0	0	0	0	0	0
Sidewalks	1,375,000	1,375,000	0	0	0	0	0	0
Traffic Calming	930,000	930,000	0	0	0	0	0	0
Traffic Signals 98	1,040,000	1,040,000	0	0	0	0	0	0

Other Total by Project

51,948,156	29,315,474	1,261,682	1,891,000	3,190,000	2,695,000	8,140,000	5,455,000

Paygo

43,451,810	23,869,128	(618,318)	1,691,000	2,970,000	2,445,000	7,890,000	5,205,000

Reappropriated

211,082	211,082	0	0	0	0	0	0

Federal

0	0	0	0	0	0	0	0

State

1,915,208	1,915,208	0	0	0	0	0	0

Developer

4,155,000	2,785,000	200,000	200,000	220,000	250,000	250,000	250,000

Other

372,500	372,500	0	0	0	0	0	0

Lease Purchase

1,842,556	162,556	1,680,000	0	0	0	0	0

Other Total by Fund

51,948,156	29,315,474	1,261,682	1,891,000	3,190,000	2,695,000	8,140,000	5,455,000

TOTAL HIGHWAYS CAPITAL

247,807,893	114,435,693	20,281,200	21,981,000	21,800,000	18,235,000	24,995,000	26,080,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016

WATER & SEWER FUND

WATER PROJECTS

FY 11 Funded Projects:

Havre de Grace Water Treatment Plant Upgrade	2,300,000	100,000	100,000	0	250,000	0	1,850,000	0
Route 1 Hickory By-Pass Transmission	790,000	190,000	600,000	0	0	0	0	0
Safeguarding Business Operations	1,918,400	0	1,918,400	0	0	0	0	0

Outyear Projects:

Abingdon Maintenance Storage Protection	200,000	0	0	200,000	0	0	0	0
Construction Unanticipated	500,000	0	0	0	0	500,000	0	0
Hickory II Storage Tank and Main	500,000	0	0	0	0	0	0	500,000
Hydraulic Study	600,000	0	0	0	600,000	0	0	0
Information Asset Management	925,000	400,000	0	50,000	475,000	0	0	0
Magnolia Booster Station	700,000	200,000	0	0	500,000	0	0	0
MAN Project	352,000	0	0	352,000	0	0	0	0
Preston Manor Booster Station Study	200,000	0	0	0	0	200,000	0	0
Route 7 Transmission Parallel Phase I	1,075,000	0	0	0	300,000	0	0	775,000
Route 7 Water Main Parallel - Abingdon	400,000	0	0	0	0	400,000	0	0
Swan Harbor Tank & Transmission	4,000,000	600,000	0	3,400,000	0	0	0	0
Tank Painting FY 12	1,625,000	0	0	325,000	325,000	325,000	325,000	325,000
Trimble Road Tank and Main	4,250,000	0	0	250,000	0	0	4,000,000	0

Open Projects:

Abingdon Road Water Main Parallel	8,300,000	8,300,000	0	0	0	0	0	0
Abingdon WTP Expansion	74,535,000	74,535,000	0	0	0	0	0	0
Backflow Prevention Upgrades	200,000	200,000	0	0	0	0	0	0
Baltimore City Connection Charge	1,250,000	1,250,000	0	0	0	0	0	0
Chlorine Replacement Program WTP	720,000	720,000	0	0	0	0	0	0
Computer Equipment / Network	1,032,973	1,032,973	0	0	0	0	0	0
Construction Unanticipated Water 07	200,000	200,000	0	0	0	0	0	0
Construction Unanticipated Water 09	100,000	100,000	0	0	0	0	0	0
County Facilities & Systems Security Access	50,000	50,000	0	0	0	0	0	0
HdG WTP Solids Management	9,800,000	9,800,000	0	0	0	0	0	0
Milestone Project / Water & Sewer	500,000	500,000	0	0	0	0	0	0
Route 24 Water Transmission	160,000	160,000	0	0	0	0	0	0
Site Acquisition	800,000	800,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM				
					FY 2013	FY 2014	FY 2015	FY 2016	

WATER & SEWER FUND

WATER PROJECTS

Tank Painting 09	325,000	325,000	0	0	0	0	0	0
Tank Painting 10	365,000	365,000	0	0	0	0	0	0
Tollgate Road Water Main Parallel	1,300,000	1,300,000	0	0	0	0	0	0
Washington Court Water Main	601,276	601,276	0	0	0	0	0	0
Water Service Replacement 05	2,500,000	2,500,000	0	0	0	0	0	0
Water Service Replacement 06	100,000	100,000	0	0	0	0	0	0
Water System Security Upgrades	550,000	550,000	0	0	0	0	0	0
Water Zone Improvements	350,000	350,000	0	0	0	0	0	0
Water Total by Project	124,074,649	105,229,249	2,618,400	4,577,000	2,450,000	1,425,000	6,175,000	1,600,000
Paygo	9,801,361	6,140,961	158,400	927,000	1,400,000	525,000	325,000	325,000
Future Bonds	12,725,000	0	0	3,650,000	1,050,000	900,000	5,850,000	1,275,000
Prior Bonds	94,302,460	94,302,460	0	0	0	0	0	0
Reappropriated	702,540	2,540	700,000	0	0	0	0	0
State	5,000,000	5,000,000	0	0	0	0	0	0
Other	4,000,000	4,000,000	0	0	0	0	0	0
Federal	0	0	0	0	0	0	0	0
Developer	601,276	601,276	0	0	0	0	0	0
Lease Purchase	1,942,012	182,012	1,760,000	0	0	0	0	0
Water Total by Fund	129,074,649	110,229,249	2,618,400	4,577,000	2,450,000	1,425,000	6,175,000	1,600,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM				
					FY 2013	FY 2014	FY 2015	FY 2016	

WATER & SEWER FUND

SEWER PROJECTS

FY 11 Funded Projects:

Chlorine Replacement Program WWTP	2,875,000	0	175,000	450,000	250,000	0	2,000,000	0

Outyear Projects:

Bush Creek Pump Station 4th Pump	32,400,000	27,400,000	0	0	5,000,000	0	0	0
Bynum Run Parallel 6&7	15,495,000	300,000	0	620,000	0	8,225,000	6,350,000	0
Edgewood Interceptor Sewer Parallel	8,275,000	300,000	0	0	325,000	0	7,650,000	0
Enhanced Nutrient Removal Refinement @ Sod Run	46,990,000	43,750,000	0	3,240,000	0	0	0	0
Green Ridge Pump Station Replacement	1,500,000	200,000	0	0	1,300,000	0	0	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
Infiltration and Inflow FY 12	600,000	0	0	300,000	0	300,000	0	0
Plumtree Collector Parallel Phase 2	280,000	100,000	0	0	0	0	0	180,000
Towne Center Drive Pump Station Replacement	1,550,000	0	0	0	350,000	0	1,200,000	0
Upper Bynum Run Infiltration and Inflow	15,900,000	3,400,000	0	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000

Open Projects:

Bel Air Infiltration Removal	500,000	500,000	0	0	0	0	0	0
Bill Bass Outfall Sewer Replacement	800,000	800,000	0	0	0	0	0	0
Church Creek PS Replacement	10,100,000	10,100,000	0	0	0	0	0	0
Church Creek PS Incoming Sewer	1,000,000	1,000,000	0	0	0	0	0	0
CMOM Report	150,000	150,000	0	0	0	0	0	0
Constant Friendship Replacement Sewer	200,000	200,000	0	0	0	0	0	0
ENR at Joppatowne WTP	5,000,000	5,000,000	0	0	0	0	0	0
Foster Branch PS & FM	5,000,000	5,000,000	0	0	0	0	0	0
Haverhill Pump Station Replacement	1,025,000	1,025,000	0	0	0	0	0	0
Infiltration and Inflow 07	250,000	250,000	0	0	0	0	0	0
Infiltration and Inflow 10	100,000	100,000	0	0	0	0	0	0
Joppatowne Pump Station No. 47	4,050,000	4,050,000	0	0	0	0	0	0
Lower Bynum Run	9,640,000	9,640,000	0	0	0	0	0	0
Oaklyn Manor / Mandeville Road Sewer	1,900,500	1,900,500	0	0	0	0	0	0
Oaklyn Manor Phase 2	3,090,995	3,090,995	0	0	0	0	0	0
Pine Road Forcemain Replacement	448,298	448,298	0	0	0	0	0	0
Pump Station Improvements 07	125,000	125,000	0	0	0	0	0	0
Pump Station Improvements 10	100,000	100,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016

WATER & SEWER FUND

SEWER PROJECTS

Riviera Drive Pump Station Replacement	750,000	750,000	0	0	0	0	0	0
Sewer Petition	200,000	200,000	0	0	0	0	0	0
Sod Run Generator	150,000	150,000	0	0	0	0	0	0
Utility Protection / Restoration	500,000	500,000	0	0	0	0	0	0
Winters Run Pump Station Outfall	1,760,000	1,760,000	0	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sewer Total by Project	178,361,893	127,321,893	175,000	7,110,000	9,725,000	11,155,000	20,070,000	2,805,000
Paygo	22,271,924	7,621,924	0	2,800,000	2,850,000	2,800,000	3,700,000	2,500,000
Future Bonds	36,035,000	0	0	4,310,000	6,875,000	8,355,000	16,370,000	125,000
Prior Bonds	64,710,042	64,710,042	0	0	0	0	0	0
Reappropriated	1,014,314	839,314	175,000	0	0	0	0	0
State	41,230,000	41,230,000	0	0	0	0	0	0
Federal	4,165,995	4,165,995	0	0	0	0	0	0
Other	345,500	345,500	0	0	0	0	0	0
Developer	3,589,118	3,409,118	0	0	0	0	0	180,000
Sewer Total by Fund	173,361,893	122,321,893	175,000	7,110,000	9,725,000	11,155,000	20,070,000	2,805,000

TOTAL WATER & SEWER CAPITAL	302,436,542	232,551,142	2,793,400	11,687,000	12,175,000	12,580,000	26,245,000	4,405,000

	TOTAL COST	PRIOR APPROP	BUDGET FY 2011	FY 2012	FIVE YEAR CAPITAL PROGRAM			
					FY 2013	FY 2014	FY 2015	FY 2016
TOTAL APPROVED CAPITAL IMPROVEMENT PROGRAM	2,114,018,385	1,289,289,436	124,508,195	127,398,203	120,301,151	117,743,754	193,231,646	141,546,000

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**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>DIRECTOR OF COMMUNITY SERVICES</u> Mediation	82,043	17,500	06/30/11 State Recurring	This grant is to support the operation of a mediation center.	None
<u>OFFICE OF DRUG CONTROL POLICY</u> Juvenile Drug Court	50,000	0	06/30/11 State Recurring	This grant pays for a life skills counselor, two addiction counselors and drug testing for juvenile offenders.	None
CSAFE Violence Prevention Initiative	217,066	15,000	06/30/11 State Recurring	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, one addiction counselor at the Health Department would be needed to continue this service.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Alcohol and Drug Prevention Services	103,476	0	06/30/11 State Recurring	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	09/30/11 Federal Recurring	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
DUI - Subsequent Offenders Court	65,000	20,000	09/30/11 Federal Recurring	DUI Court addresses 2nd and 3rd time offenders.	None
Drug Treatment Court Commission Grants	302,011	0	06/30/11 State Recurring	This grant provides drug treatment through DUI Court, Juvenile Drug Court, Adult Drug Court, Family Drug Court, and Mental Health Court.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Anti - Gang Grant	180,443	20,000	06/30/11 Federal Recurring	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
Education / Enforcement Compliance Campaign (Underage Drinking)	39,000	0	6/30/2011 State Recurring	Education and enforcement of underage drinking laws.	None
<u>COMMUNITY DEVELOPMENT</u> Emergency Shelter Grant	54,174	25,000	09/30/11 Federal Recurring	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)	730,327	194,135	Funding remains until all dollars are expended Federal Recurring	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 a 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Community Development Block Grant (CDBG)	1,054,716	0	Funding remains until all dollars are expended Federal Recurring	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 position. If grant were to end, projects in progress would continue to completion.	None
Emergency & Transitional Housing Services (ETHS) Homeless Prevention Program (HPP)	63,032	0	06/30/11 State Recurring	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	09/30/11 State Recurring	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	06/30/11 State Recurring	This grant pays for the salary of a case manager employed by SARC.	None
Service - Linked Housing	33,484	0	06/30/11 State Recurring	This grant pays for the salary of a case manager employed by Inner County Outreach.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Supportive Housing Grant	453,215	0	11/30/11 Federal Recurring	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	09/30/11 Federal Recurring	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	126,566	38,500	06/30/11 Federal / State Recurring	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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>OFFICE ON AGING</u> IIIB Human Services / Ombudsman	410,180	247,397	09/30/11 Federal Recurring	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.	None
Senior Health Insurance Program (SHIP)	35,051	14,543	03/31/11 Federal Recurring	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)	12,815	5,861	06/30/11 State Recurring	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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
IIIA Area Agency Administration	78,785	21,146	09/30/11 Federal Recurring	This is a recurring grant which funds administrative costs for Older American Act programs. This grant partially funds three positions. If grant were to end, the current operating budget does not contain enough to fund these services.	None
Senior Information and Assistance	16,800	0	06/30/11 State Recurring	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. This grant funds 3 part time positions. If grant were to end, services would be reduced.	None
Senior Care Program	316,253	0	06/30/11 State Recurring	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. This grant partially funds three part-time positions. 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 2011 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	122,500	12,000	Recurring	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)	18,491	0	06/30/11 State Recurring	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. This grant funds one position. If grant were to end, the program would cease due to lack of funding.	None
Medicaid Waiver Admin/Case Management	187,082	10,911	06/30/11 Federal & State Recurring	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 \$68,837 allow us to obtain more Federal funding. This grant funds five positions. 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Vulnerable Elderly Program Initiative	14,867	0	06/30/11 State Recurring	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	6/30/2011 State Recurring	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
IIC2 Home Delivered Meals	110,029	11,207	09/30/11 Federal Recurring	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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Nutrition	54,727	0	06/30/11 State Recurring	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	09/30/11 Federal Recurring	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	87,412	22,603	09/30/11 Federal Recurring	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 chores 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 Congregate Nutrition	208,180	0	09/30/11 Federal Recurring	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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Cultural Arts Programming	3,000	0	6/30/2011 Cultural Arts Board Recurring	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
Money Follows the Person (MFP)	17,951	0	6/30/2011 Federal Recurring	The MFP initiative is a federal effort targeted at moving qualified seniors who are placed in nursing homes into less restrictive environments. Seniors who are able to be adequately managed in home environments with additional support are identified and case managed through the transition between skilled nursing facilities and community placement. This grant funds two part-time positions. If the grant were to end, the program would end.	None
Medicare Improvements for Patients and Providers (MIPPA)	3,475	0	5/31/2011 Federal Recurring	Outreach and reenrollment for low income Medicare beneficiaries to help with drug premiums, deductibles and co-payments. Grant funds one part-time position. If grant ends, program would end due to lack of funding.	None

**GRANTS
COMMUNITY SERVICES**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
<u>HARFORD TRANSIT</u> SSTAP	503,951	333,580	06/30/11 State Recurring	This is a recurring grant which provides transportation services to elderly persons and/or persons with disabilities in Harford County. This grant partially funds 14 existing grant and temporary employees. If grant were to end, services would be drastically reduced or eliminated.	None
Americans with Disabilities Act Grant (ADA)	45,102	4,510	06/30/11 State Recurring	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 funds five employees.	None
Section 5307	1,737,052	687,574	06/30/11 Federal & State Recurring	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 employees. 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Section 5307 MTA Capital	260,000	65,000	06/30/11 Federal & State Recurring	This is a recurring grant which provides capital funds to purchase vehicles, cover costs of preventative 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 are 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	90,860	45,430	6/30/2011 Federal & State Recurring	This is a recurring grant which provides transportation to employment, healthcare, and educational facilities, primarily for persons with disabilities but also serves low income wage earners and senior citizens. If grant were to end, service would be discontinued.	None
New Freedom Project	272,580	136,290	6/30/2011 Federal Recurring	This grant is to provide door to door transportation services to the elderly, persons with disabilities, or low income individuals in Harford County between the hours of 4pm and 9pm. 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
HCC Express	91,369	22,842	6/30/2011 Federal Recurring	This grant will provide new and innovative services for the disabled community for employment and recreational purposes that would improve their quality of life. If grant were to end, service would be discontinued.	None
BRAC Expansion	155,554	38,889	6/30/2011 Federal Recurring	This grant will provide new and innovative services for the disabled community for employment and recreational purposes that would improved their quality of life. If grant were to end, service would be discontinued.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Community Right to Know	6,077	0	2/28/10 State Recurring	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.
Emergency Management Performance Grant FY 11	150,000	0	Unknown Federal One time	This grant will be used to cover planning salaries and to cover the cost of allowable equipment, exercise and training costs. There would be an impact on the operating budget that could impact the availability of funds to sustain vital employees and equipment.	None
Emergency Management Performance Grant FY 10	169,129	0	06/30/2010 Federal One time	This grant will be used to cover planning salaries and to cover the cost of allowable equipment, exercise and training costs. There would be an impact on the operating budget that could impact the availability of funds to sustain vital employees and equipment.	None
Exelon Nuclear Emergency Planning	15,006	0	None Other Recurring	The purpose of this funding is to help cover the salary and benefit expenses for the Emergency Planner II position at Emergency Operations. If Exelon Generation Company did not donate the funds, the salary and benefits for the Emergency Planner II would need to be charged to the Operating Budget.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Haz Mat Mitigation Grant Program	31,200	0	1/22/2010 Federal & State One time	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.	None
Hazardous Materials Emergency Preparedness Grant Program FY 11 (Planning)	4,811	1,011	Unknown Federal Unknown	To provide mandatory training for the Haz Mat Response Team as well as the yearly Command Emergency Response Team (CERT) Abbottville Simulator Seminar.	None
Hazardous Materials Emergency Preparedness Grant Program FY 09 (Planning)	5,916	1,183	9/30/2009 Federal & County One time	Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials incidents. To enhance implementation of Emergency Planning and Community Right to Know Act of 1986 (EPCRA). Operating funds would need to be used decreasing the amount of available funds for budgeted expenses.	None
Hazardous Materials Emergency Preparedness Grant Program FY 11 (Training)	3,720	620	Unknown Federal Unknown	Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials incidents. To enhance implementation of Emergency Planning and Community Right to Know Act of 1986 (EPCRA). The County would be responsible for placing funding in the operating budget to cover the costs associated with the Abbottville Simulator Training and Virginia Beach HazMat Conference.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Hazardous Materials Emergency Preparedness Grant Program FY 09 (Training)	14,240	2,848	09/30/09 Federal and County One time	Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials incidents. To enhance implementation of Emergency Planning and Community Right to Know Act of 1986 (EPCRA). The County would be responsible for placing funding in the operating budget to cover the costs associated with the Abbottville Simulator Training and Virginia Beach HazMat Conference.	None
HazMat Support (UASI Grant Program) FY 07	166,973	0	3/31/2010 State One time	The FY 07 UASI program provides financial assistance to address the unique multidiscipline planning, operations, equipment, and training and exercise needs of high threat Urban Areas. This will assist in building and sustaining capabilities to prevent, protect, respond to and recover from threats and acts of terrorism. Training expenses and the purchase of a new emergency response vehicle would come out of the department's operating budget.	The County would have to cover the maintenance costs of the equipment purchased with this grant.
State Homeland Security Grant Program FY07	419,428	0	3/31/2010 State Recurring	Funding may be used in any five categories: planning, equipment, training, exercises and personnel. In addition, funds from any of the above categories can be used to underwrite management and administration expenses. SHSP funded activities may include preparation. If grant was not funded the operating budget for the Emergency Operations Center would be impacted and salaries for critical planning managers would not be funded. Critical equipment would not be purchased and funding might not be available for vital emergency training.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
State Homeland Security Grant Program FY08	656,664	0	5/31/2011 State Recurring	Funding may be used in any five categories: planning, equipment, training, exercises and personnel. In addition, funds from any of the above categories can be used to underwrite management and administration expenses. SHSP funded activities may include preparation. If grant was not funded the operating budget for the Emergency Operations Center would be impacted and salaries for critical planning managers would not be funded. Critical equipment would not be purchased and funding might not be available for vital emergency training.	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 FY09	603,670	0	4/30/2012 State Recurring	Funding may be used in any five categories: planning, equipment, training, exercises and personnel. In addition, funds from any of the above categories can be used to underwrite management and administration expenses. SHSP funded activities may include preparation. If grant was not funded the operating budget for the Emergency Operations Center would be impacted and salaries for critical planning managers would not be funded. Critical equipment would not be purchased and funding might not be available for vital emergency training.	Operating funds would need to be used, decreasing the amount of available funds for budgeted expenses.
Homeland Security Grant Program Central Maryland Area Radio Communications Phase III Project FY 09	500,000	0	Unknown Federal One time	These funds have been awarded for the Central Maryland Area Radio Communications Project (CMARC). The CMARC program will enhance the existing regional public safety radio system by adding 700 MHz frequencies. This will allow public safety mutual aid communications throughout the region. This equipment is extremely expensive to buy and maintain. The current capital project could not maintain the expense on its own. Harford County needs additional frequencies for its public safety radio system.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Homeland Security Grant Program Central Maryland Area Radio Communications Phase III Project FY 07 (CMARC)	965,000	0	3/31/2011 Federal One time	These funds have been awarded for the Central Maryland Area Radio Communications Project (CMARC). The CMARC program will enhance the existing regional public safety radio system by adding 700 MHz frequencies. This will allow public safety mutual aid communications throughout the region. This equipment is extremely expensive to buy and maintain. The current capital project could not maintain the expense on its own. Harford County needs additional frequencies for its public safety radio system.	None
Homeland Security Grant Program Central Maryland Area Radio Communications Phase III Project FY 08 (CMARC)	433,500	0	3/31/2011 Federal One time	These funds have been awarded for the Central Maryland Area Radio Communications Project (CMARC). The CMARC program will enhance the existing regional public safety radio system by adding 700 MHz frequencies. This will allow public safety mutual aid communications throughout the region. This equipment is extremely expensive to buy and maintain. The current capital project could not maintain the expense on its own. Harford County needs additional frequencies for its public safety radio system.	None
Homeland Security Grant Program Central Maryland Area Radio Communications Phase III Project FY 09 (CMARC)	1,000,000	0	Unknown Federal One time	These funds have been awarded for the Central Maryland Area Radio Communications Project (CMARC). The CMARC program will enhance the existing regional public safety radio system by adding 700 MHz frequencies. This will allow public safety mutual aid communications throughout the region. This equipment is extremely expensive to buy and maintain. The current capital project could not maintain the expense on its own. Harford County needs additional frequencies for its public safety radio system.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Homeland Security Grant Program Citizen Corp Program FY 08	10,000	0	5/31/2010 Federal One time	The Citizens Corp mission is to bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response, and recovery. If the Citizens Corps grant was not funded, program related costs would reduce the operating budget.	None
Homeland Security Grant Program Citizen Corp Program FY 09	7,905	0	4/30/2012 Federal One time	The Citizens Corp mission is to bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response, and recovery. If the Citizens Corps grant was not funded, program related costs would reduce the operating budget.	None
Homeland Security Grant Program License Plate Reader FY 08	25,000	0	5/31/2011 State One time	Under the Baltimore UASI Homeland Security Grant program this award is to be used for a license plate reader by the Harford County Sheriff's Office. This will be used to strengthen the nation and Maryland against risks associated with potential terrorist attacks. The operating budget for The Harford County Sheriff's Office would be reduced by \$25,000 which would impact the availability of funds to carry on regular operations.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Homeland Security Grant Program Command Vehicle Maintenance UASI FY 07	82,725	0	3/31/2010 State One time	This will be used for command vehicle maintenance and enhancements of the vehicle. Harford County would be responsible for the cost of the command vehicle maintenance. All enhancements would also be the responsibility of Harford County.	None
Homeland Security Grant Program Tactical Team Equipment and Training UASI FY 08	103,142	0	5/31/2011 State One time	Under the Baltimore UASI Homeland Security Grant program this award is to be used to purchase tactical equipment for the Harford County Sheriff's Office. This will be used to strengthen the nation and Maryland against risks associated with potential terrorist attacks. The operating budget for the Harford County Sheriff's Office would be reduced, which would impact the availability of funds to carry on regular operations.	None
State Homeland Security Grant Program - Emergency Planners UASI FY 08	138,000	0	5/31/2011 State One time	Since its inception in FY 03 the intent of the UASI program has been to enhance regional preparedness in major metropolitan areas. This program directly supports the National Priority on expanding regional collaboration. The intent is to assist participating jurisdictions in developing integrated regional systems for prevention, protection, response and recovery. The FY 08 UASI program continues this mission by providing financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs. Salary and benefits for the emergency planner and expenses for an emergency consultant would come from operating funds.	None
Homeland Security Grant Program UASI, MCCV Maintenance FY 08	50,000	0	5/31/2011 State One time	The FY 08 Homeland Security Grant Program is one tool among a comprehensive set of measures to help strengthen the nation and Maryland against risks associated with potential terrorist attacks. The operating budget for the Harford County Sheriff's Office would be reduced by \$50,000 impacting the availability of funds to carry on regular operations.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Homeland Security Grant Program UASI CBRNE Detection and Response FY 08	32,339	0	5/31/2011 State One time	Under the Baltimore UASI Homeland Security Grant program this award is to be used for HazMat equipment to help strengthen the nation and Maryland against risks associated with potential terrorist attacks. The operating budget would be reduced by \$32,339 and would impact the availability of funds to carry on regular operations.	None
Homeland Security Grant Program UASI Conference FY 08	9,000	0	5/31/2011 State One time	Under the Baltimore UASI Homeland Security Grant program this award has been granted to cover the registration and travel cost associated with attendance of the UASI National Conference. This includes other funds for WebEOC and Dialogic. The Operating budget would be reduced by \$9,000 and would impact the availability of funds to carry on regular operations.	None
Homeland Security Grant Program UASI Harford County CCTV FY 08	203,875	0	5/31/2011 State One time	Under the IED Interdiction/Critical Infrastructure Protection Program of the Urban Area Securities Initiative, this grant will be used to obtain and install video surveillance cameras for the Southern Precinct. The Operating Budget would be reduced by \$203,875 and would impact the availability of funds to carry on regular operations.	None
State Homeland Security Grant UASI Regional Emergency Health Preparedness & Response FY 07	50,000	0	6/30/2010 State One time	The State Homeland Security Grant was awarded for the purchase of H1N1 supplies. If the grant was not funded critical pandemic flu resources and materials would come from the Operating Budget. This would create a financial burden on the current operating budget.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Homeland Security Grant Program UASI Volunteer Mobilization FY 07	19,500	0	3/31/2010 Federal One time	The FY 07 Homeland Security Grant Program is one tool among a comprehensive set of measures to help strengthen the nation and Maryland against risks associated with the potential terrorist attacks. Harford County Community Services will be responsible for implementing training drills to practice the spontaneous volunteers and donations management plan. If the grant was not funded, expenses for the project would have to come from the operating budget.	None
Homeland Security Grant Program UASI Volunteer Mobilization FY 08	27,000	0	5/31/2011 Federal One time	The FY 08 Homeland Security Grant Program is one tool among a comprehensive set of measures to help strengthen the nation and Maryland against risks associated with the potential terrorist attacks. Harford County Community Services will be responsible for implementing training drills to practice the spontaneous volunteers and donations management plan. If the grant was not funded, expenses for the project would have to come from the operating budget.	None
Homeland Security Grant Program Vulnerable Populations Plans/Training HB 770 FY 07	4,080	0	3/31/2010 Federal One time	The grant funding is to be used to purchase supplies/equipment necessary for the development and delivery of the HB 770 training materials to nursing homes and adult daycare facilities. The total expense of the project would reduce the operating budget, reducing the amount of available funds for standard operations.	None
Homeland Security Grant Program WebEOC Maintenance and Upgrades FY 08	29,000	0	5/31/2011 State One time	Under the Baltimore UASI Homeland Security Grant Program this award has been granted to cover maintenance and upgrades for the WebEOC crisis information management system. The operating budget will be reduced impacting the availability of funds to carry out standard operations.	None

**GRANTS
EMERGENCY OPERATIONS**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Interoperable Emergency Communications Grant FY 08	100,000	0	8/31/2010 Federal One time	The FY 08 Interoperable Emergency Communications Grant Program was created to improve local, regional, statewide and national interoperable emergency communications. The operating budget will be reduced impacting the availability of funds to carry out standard operations.	None
Interoperable Emergency Communications Grant FY 08	194,086	0	2/28/2011 Federal One time	The FY 08 Interoperable Emergency Communications Grant Program was created to improve local, regional, statewide and national interoperable emergency communications. The operating budget will be reduced impacting the availability of funds to carry out standard operations.	None
Maryland Institute for Emergency Medical Services Systems (MIEMSS) Emergency Medical Dispatch Grant	2,200	0	6/15/2010 State Recurring	The grant will be used for mandatory Emergency Medical Dispatch Training. The County would be responsible for allocating funding in the operating budget for this mandatory training.	None
Maryland Institute for Emergency Medical Services Systems (MIEMSS) Emergency Medical Dispatch Grant FY 11	2,000	0	Unknown State Recurring	The grant will be used for mandatory Emergency Medical Dispatch Training. The County would be responsible for allocating funding in the operating budget for this mandatory training.	None

GRANTS HOUSING					
TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Choice Voucher	7,500,000	0	Continuous funding Federal contract HUD Recurring 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	50,000	0	Federal Contract HUD Recurring 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)	167,650	0	Federal money HUD Recurring Exp 6/30/11	This is a grant that provides 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)	40,000	0	State Recurring 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Housing Counselor Department of Housing and Community Service	46,200	0	Federal Recurring Exp 6/30/11	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 and assist with possible foreclosures. If grant were to end, the program would be terminated due to lack of funding.	None
Housing Counselor HUD	42,299	5,500	State Recurring Exp 06/30/2011	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
Homeless Prevention Rapid Re-Housing HPRP	73,500	0	Federal One Time Exp 9/30/12	This grant provides financial assistance to families at risk of homelessness or already experiencing homelessness. If grant were to end, the program would be terminated due to lack of funding.	None
Mainstream Vouchers MS5	496,927	0	Federal Recurring Exp 6/30/11	This grant provides rental assistance to non-elderly income eligible families with disabilities. 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
CASA - (Court Appointed Special Advocate)	110,241	30,000	06/30/10 State One Time	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	08/31/10 Federal 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	218,588	0	06/30/10 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Judicial / Truancy Court	42,500	0	06/30/10 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
Celebrating Families	31,550	0	06/30/10 State Juror Fund One Time	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 the 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Anita C. Leight Estuary Center	55,000	0	9/30/2010 Federal Recurring	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. There is \$5,000 in funding 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.	None
Sanitation Grant	8,800	0	11/30/2010 State Recurring	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.	None
John Archer Child Care and Camp I Can	129,965	43,538	6/30/2010 State Recurring	This activity is designed to provide a six hour per day, five day a week recreation program for mentally and physically limited youngsters in Harford County. It also provides an after school child care program for children with disabilities and is the only such child care center of its kind in the region. If grant were to end, this program would probably fold. The department could not fiscally pick up the burden.	The County would need to assist in finding funds to continue programming for populations with special needs to meet recreational needs and child care opportunities.
Liriodendron Foundational Administration	62,205	0	6/30/10	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
Programming for Individuals with Disabilities	23,400	0	6/30/10	This grant is to supplement current programming and implement new programs for Harford County citizens with disabilities. If grant were to end, new programming would develop at a much slower rate or become non-existent.	The County would need to assist in finding funding to continue implementation of the program.

**GRANTS
PARKS & RECREATION**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Ma & Pa Trail Monitor	1,000	500	6/30/10	The grant is to cover independent contractor fees to monitor the Ma & Pa Trail on weekdays and holidays only. Shared funding for a total of \$1,000 as per agreement with the Ma & Pa Heritage Trail Group.	None

**GRANTS
PLANNING & ZONING**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Unified Transportation Work Program	112,740	22,548	06/30/11 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.

**GRANTS
SHERIFF'S OFFICE**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Harford County Family Safety Initiative XI	10,765	0	6/30/2011 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	14,839	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	76,695	0	6/30/2011 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
B.O.S.E. / C.S.E.A. Reimbursement	817,933	297,749	9/30/11 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 \$751,872 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	76,695	0	6/30/11 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	76,695	0	6/30/11 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 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
School Bus Enforcement Project	8,520	0	06/30/11 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)	30,344	0	06/30/11 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	40,000	15,000	09/30/2011 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 contacts, 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
Justice Assistance Grant Program	50,150	0	09/30/12 Federal One-Time	This funding will be used to purchase items supporting gap funding for Technology Enhancements for the CAC, Community Outreach Programs, and Deputy Welfare and Wellness. If this grant were to end the Sheriff's Office operating budget would need to absorb all program costs.	None

**GRANTS
SHERIFF'S OFFICE**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Trauma Recognition and Coordination Grant Initiative	55,169	0	09/30/11 Federal Recurring	This grant will fund the salary and benefits for one full time contractual civilian to coordinate the Juvenile Trauma Recognition Program. If this grant were to end the Sheriff's Office operating budget would need to absorb the cost of this position, or eliminate the position if funding were unavailable.	None

**GRANTS
STATE'S ATTORNEY**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Cooperative Reimbursement Act Grant (Family Support Division)	1,107,984	420,216	09/30/10 Federal Recurring	To support the Department of Human Resources - Department of Social Services Child Support Program efforts in establishing and collecting child support by providing legal representation through the court system. This grant has been renewed for 34 years with the total cost of \$1,107,984 to run the division. This exceeds the State's Attorney's Office operating budget after personnel costs, and could not be absorbed by the State's Attorney's Office.	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	12/30/10 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. 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	64,982	32,000	9/30/2010 Federal One-Time	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 grant is in its fourth year of funding and cannot be renewed through this source beyond 9/30/10.	None

**GRANTS
STATE'S ATTORNEY**

TITLE OF GRANT	TOTAL GRANT	COUNTY MATCH	EXPIRATION DATE	IMPACT ON FY 2011 IF GRANT ENDS	COUNTY'S OBLIGATION WHEN GRANT ENDS
Domestic Violence Prosecution	155,000	0	6/30/2011 Federal One-Time	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 the 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 grant is one-time Recovery Act money and cannot be renewed through this source beyond 9/30/10.	None
TOTAL	26,877,876	2,908,201			

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SELF INSURANCE FUND FISCAL YEAR 2011				
Purpose	Self-Insurance Fund			
	Statement of Estimated Reserved Retained Earnings			
The Self-Insurance 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 reimbursement from other parties for claims paid. Excess insurance premiums, claims and other expenses are paid from this fund. An actuarial study was completed for June 2009 which covers the general liability, automotive liability, property damage, and workers' compensation exposures. As of June 1988, the State of Maryland Workers' Compensation Commission has required Harford County to maintain a reserve of \$750,000 for self-insured workers' compensation claims.	Total Net Assets as of June 30, 2009		8,765,577	
	Revenues from Agencies and Reimbursements	3,190,354		
	Interest Income	50,000		
	Insurance Recovery	125,000		
	Appropriated Retained Earnings	0		
	Total Estimated Revenues		3,365,354	
	Expenses for Claims, Excess Coverages, Claims Management and Other Expenditures	(5,617,000)		
	Total Estimated Expenditures		(5,617,000)	
	Estimated Reserved Retained Earnings - June 30, 2010			6,513,931
	Fiscal Year 2011			
	Estimated Revenues:			
	Revenues from Agencies and Reimbursements	3,013,456		
	Interest Income	200,000		
	Insurance Recovery	300,000		
	Total Estimated Revenues			3,513,456
	Estimated Expenditures:			
	Claims and Expenditures	(5,607,159)		
Total Estimated Expenditures			(5,607,159)	
Estimated Reserved Retained Earnings - June 30, 2011			4,420,228	

**VOLUNTEER FIREMEN'S PENSION TRUST (LOSAP) FUND
LOSAP - LENGTH OF SERVICE AWARD PROGRAM
FISCAL YEAR 2011**

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, 2008, this fund had an unfunded actuarial accrued liability of \$10,563,549. The most current actuarial report was completed as of September 30, 2009. As of June 30, 2009, the market value of investments in the Pension Fund was \$11,441,585. The County has earned 7.12% yield on the investments placed with an independent investment manager for the period November 30, 1994 through December 31, 2007. 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, 2009	11,952,168
Estimated Revenues:	
County Contributions	1,700,477
Investment Income	<u>20,000</u>
Total Estimated Revenues	1,720,477
Estimated Expenses:	
Pension Payments	(1,150,000)
Actuarial & Investment Services	(100,000)
Death Benefits	(30,000)
Investment Income (Loss)	<u>(440,477)</u>
Total Estimated Expenditures	<u>(1,720,477)</u>
Estimated Net Assets Held In Trust for Pension Benefits - June 30, 2010	<u>11,952,168</u>

Fiscal Year 2010-2011

Estimated Revenues:	
County Contributions	1,670,207
Investment Income	<u>800,000</u>
Total Estimated Revenues	2,470,207
Estimated Expenditures:	
Pension Payments	(1,500,000)
Actuarial & Investment Services	(150,000)
Death Benefits	(50,000)
Unfunded Liability	<u>(770,207)</u>
Total Estimated Expenditures	<u>(2,470,207)</u>
Estimated Net Assets Held In Trust for Pension Benefits - June 30, 2011	<u>11,952,168</u>

**SHERIFF'S OFFICE PENSION PLAN
FISCAL YEAR 2011**

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 \$14,501,168. As of June 30, 2009 the market value of the investments in the Pension Fund was \$26,070,024. The most current actuarial valuation was completed July 1, 2008. The County has earned a 6.49% yield on its investments placed with an independent investment manager since December 31, 1998.

**Sheriff's Office Pension Plan
Statement of Estimated Net Assets**

Net Assets Held In Trust for Pension Benefits June 30, 2009	26,110,677

Estimated Revenues:

Employee Contributions	475,000	
County Contributions	2,322,060	
Investment Income	20,000	
Total Estimated Revenues		2,817,060

Estimated Expenses:

Actuarial & Investment Services	(300,000)	
Medical & Legal Services	(5,000)	
Pension Payout	(2,050,000)	
Total Estimated Expenses		(2,355,000)

Estimated Net Assets Held In Trust for Pension Benefits June 30, 2010	26,572,737

Fiscal Year 2010-2011

Estimated Revenues:

Investment Income	20,000	
Employee Contributions	475,000	
County Contributions	2,156,001	
Total Estimated Revenues		2,651,001

Estimated Expenditures:

Actuarial & Investment Services	(300,000)	
Medical & Legal Services	(5,000)	
Pension Payout	(2,125,000)	
Unfunded Liability Contribution	(221,001)	
Total Estimated Expenditures		(2,651,001)

Estimated Net Assets Held In Trust for Pension Benefits June 30, 2011	26,572,737

**HARFORD COUNTY OTHER POST EMPLOYMENT BENEFIT PLAN
FISCAL YEAR 2011**

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, 2009	21,453,633

Estimated Revenues:	
County Contributions	8,122,560
Total Estimated Revenues	8,122,560

Estimated Expenses:	
OPEB Benefits	(4,000,000)
Total Estimated Expenses	(4,000,000)

Estimated Net Assets Held In Trust for OPEB June 30, 2010	25,576,193

Fiscal Year 2010-2011

Estimated Revenues:	
County Contributions	4,036,000
Total Estimated Revenues	4,036,000

Estimated Expenditures:	
Life Insurance Payments	(60,000)
Health Insurance Payments	(3,940,000)
Unfunded Liability Contribution	(4,122,560)
Total Estimated Expenditures	(8,122,560)

Estimated Net Assets Held In Trust for OPEB June 30, 2011	21,489,633

**STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
FLEET MANAGEMENT - INTERNAL SERVICE
FISCAL YEAR 2011**

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**

Total Fund Balance at June 30, 2009 224,087

Estimated Revenues:

Investment Income	5,000	
Fleet Lease Revenue	1,800,000	
Reappropriated Lease Proceeds	699,251	
Total Estimated Revenues		2,504,251

Estimated Expenditures:

Vehicle Maintenance	(25,000)	
Vehicle Purchases	(699,251)	
Lease Principal	(1,314,656)	
Lease Interest	(208,291)	
Total Estimated Expenditures		(2,247,198)

Total Estimated Fund Balance at June 30, 2010 481,140

Fiscal Year 2010-2011

Total Estimated Fund Balance at June 30, 2010 481,140

Estimated Revenues:

Investment Income	10,000	
Fleet Lease Revenue	2,291,508	
Reappropriated Lease Proceeds	1,300,000	
Total Estimated Revenues		3,601,508

Estimated Expenditures:

Vehicle Maintenance	(25,000)	
Vehicle Purchases	(1,300,000)	
Lease Principal	(1,315,000)	
Lease Interest	(209,000)	
Total Estimated Expenditures		(2,849,000)

Total Estimated Fund Balance at June 30, 2011 1,233,648



Susquehanna River

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.

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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