

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

Harford County, Maryland

APPROVED Annual Operating Budget

Fiscal Year 2013 - 2014



**David R. Craig
County Executive**

HARFORD COUNTY, MARYLAND
APPROVED ANNUAL OPERATING BUDGET
FISCAL YEAR 2013-2014

DAVID R. CRAIG, COUNTY EXECUTIVE

Mary F. Chance
Director of Administration

Kim Spence
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Renee Kelley
Senior Budget Analyst

Wanda Butrim
Senior Budget Analyst

William T. Watson, III
Senior Budget Analyst

Christen Callon
Management Assistant

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Kathryn L. Hewitt
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
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July, 2013

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.

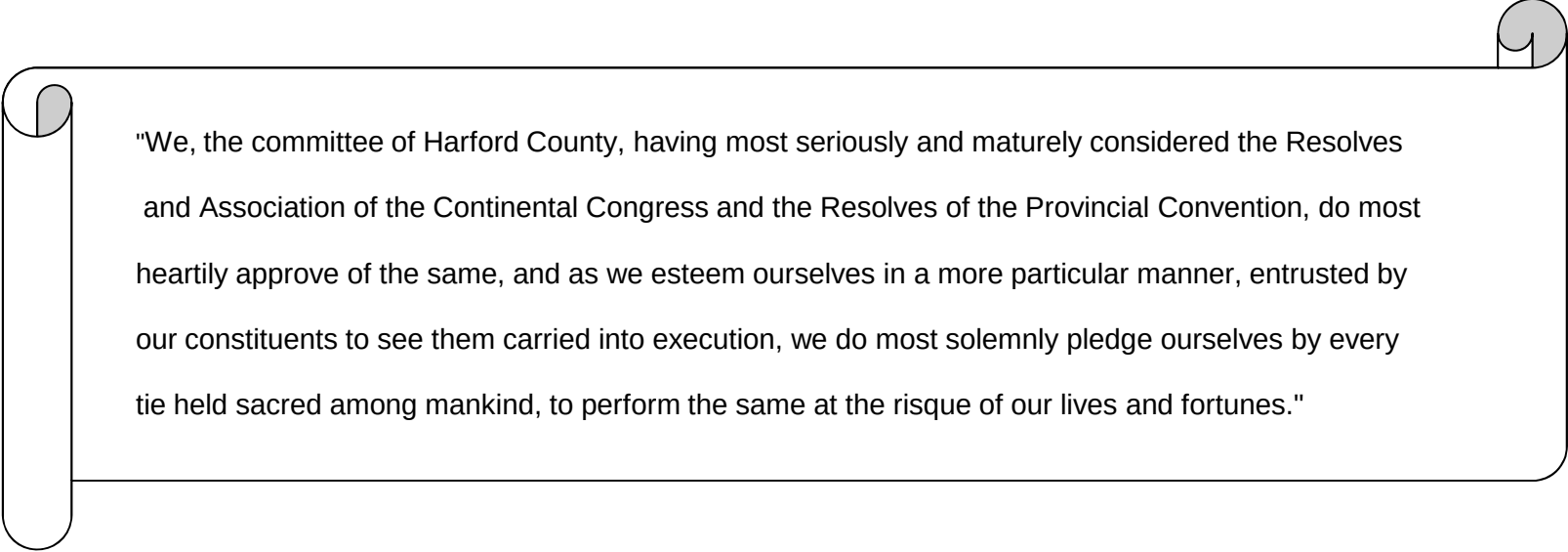
The motto "At the Risque of Our Lives and Fortunes" comprises the last eight words of the Bush Resolution and preserves the same spelling for "risk" as used in that document.

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, 2012

Christopher P. Moynell

President

Jeffrey R. Egan

Executive Director

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

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Harford County, Maryland for its annual budget for the fiscal year beginning July 1, 2012.

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. 14-13

Legislative Session Day 13-14 (May 28, 2013)
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(o) 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, 2013, and ending on the 30th day of June, 2014, and to fix the rate of County taxation for such taxable property and year.

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, 2013, and ending on the 30th day of June, 2014, 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(o) 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 Eighty Nine and Six 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, 2013, and ending on the 30th day of June, 2014, 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(o) 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 Fourteen 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, 2013, and ending on the 30th day of June, 2014, 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(o) 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-Four 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, 2013, and ending on the 30th day of June, 2014, 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(o) 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-Six and Five Tenths 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, 2013.

Attest:



Pamela Meister
Council Administrator



Billy Boniface
President of the Council

ADOPTED: This 28th day of May 2013.

**HARFORD COUNTY, MARYLAND
ANNUAL OPERATING BUDGET
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BUDGET MESSAGE

July 1, 2013

A Message from County Executive David R. Craig

Developing the Fiscal Year 2014 Operating and Capital Budgets for Harford County has presented numerous challenges. The budget was prepared while trying to balance the needs and wants of the public with the reality of the revenues available to meet those needs.

Although there are signs the economy is improving, the Fiscal Year 2014 Operating and Capital Budgets are indicative of conservative budgeting with sustainable commitments without raising taxes.

Fiscal conservatism has been the hallmark of my Administration since I took office in 2005. Through tough economic times these past several years, perhaps more challenging than in several decades, we have kept our tax rate low, and worked with the Harford County Sheriff's Office, Board of Education, Harford Community College, Harford County Library and others to hold the line on spending as much as possible. This resulted in significant savings to the taxpayer, while managing government in the most economical and efficient manner possible.

A number of revenue streams have been adversely affected over the past several years by various forces outside the control of my Administration. A lagging national economy, unfunded mandates from Annapolis and lower tax revenues have resulted in a lean budget, both Operating and Capital for Fiscal Year 2014. The General Fund Budget reflects an increase of only \$9.4 million over last year's budget.

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 ongoing 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.

BUDGET MESSAGE

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 the result of 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.

We continue to invite representatives from a wide variety of local businesses to a Business Roundtable discussion. Companies participating include contracting, banking, farming, retail, automobile sales and real estate; as well as individuals from the medical field and the Chamber of Commerce. Each group is affected by fluctuations in our citizens' income, and sees an immediate impact on their revenues. These meetings provide a current 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 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.

BUDGET MESSAGE

BASE REALIGNMENT AND CLOSURE

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

BRAC was successfully completed in September 2011 and provided the largest economic impact to this area since World War II. It brought \$1.3 billion dollars in construction and 3 million square feet of laboratory, office and testing space to APG. It synergized research, development, testing and evaluation (RDT&E) by bringing new technology sectors and headquartered commands to APG, such as Communications-Electronics Command (CECOM). APG is now recognized as an Army mega-base for RDT&E, ranks as the third largest workforce center in the State of Maryland and has grown to a \$20 billion economic engine.

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.

We have major concerns for Fiscal Year 2014, which include the global economy and its impact on our County, the housing markets, and an unclear picture of both the Federal and 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 15 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.

In 2007, the 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.

BUDGET MESSAGE

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. The County received \$1.1 million of an anticipated \$6.4 million. There has been little growth in this revenue stream since Fiscal Year 2010. For Fiscal Year 2014, we anticipate receiving \$1,344,855 which represents 2.7% of the total Highways Fund revenues.

A Special Session of the Maryland General Assembly in May, 2012 resulted in the shift of responsibility for teacher pension costs to the Local Subdivisions beginning in Fiscal Year 2013. The transfer of these pension costs will be phased in over a four year period, with Harford County assuming 100% of the liability in Fiscal Year 2016. In Fiscal Year 2013, Harford County's share was \$5,529,741 for the teacher pension liability. In Fiscal Year 2014, an additional \$1,479,361 was required for a total of \$7,009,102 for teacher pensions.

On May 2, 2012, Governor O'Malley signed House Bill 987 into law which requires ten (10) Maryland counties, including Harford to collect a Stormwater Remediation Fee. The purpose of this dedicated fee is to provide funding for the implementation of local stormwater management practices and stream/wetland restoration projects. Harford County Bill 13-12 set a flat rate of \$125 for property with residential or agricultural use and a rate of \$7.00 per 500 feet of impervious surface for a property with a business, commercial or industrial use. The Bill, as amended, also states that as of July 1, 2013 only 10% of the fee will be collected. For Fiscal Year 2014 this will result in a residential/agricultural flat fee of \$12.50 and a commercial fee of 70 cents per 500 feet of impervious surface.

HARFORD COUNTY

Harford County received the highest ratings from two of three bond rating agencies for its general obligation (GO) bonds on February 19, 2013. 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.

Fitch Ratings	AAA
Moody's Investors Service	Aaa
Standard and Poor's	AA+

BUDGET MESSAGE

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.

Property Taxes

FY 14 Approved Budget	\$289,272,646	45.17%	of the Total All Funds FY 14 Approved Operating Budget

FY 13 Approved Budget	\$292,182,545	46.69%	of the Total All Funds FY 13 Approved Operating Budget

\$ decline	(\$2,909,899)

% decline	(1.00%)

We consider various sources of information to make property tax revenue projections. The primary source is the Maryland Department of Assessment and Taxation (SDAT) tracking information. It provides assessment estimates in November and March for the current, upcoming and the second year following tax years. A thorough analysis of lien sheet activity, deed activity, building permit data, residential sales and Transfer Tax transaction data are other sources of information used to estimate property tax revenues.

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.

The Fiscal Year 2014 Budget was based on no change to the real property tax rate of \$1.042, which falls below the Constant Yield, and a corporate and personal property tax rate of \$2.605.

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 value of local property is the County's assessable base, which can change through reassessment and the loss or gain of building and personal property.

BUDGET MESSAGE

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%. 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 had grown at an extraordinary rate, primarily driven by rising residential property values. While the real estate market has been on a downward trend since 2006, our property tax revenues remained strong through Fiscal Year 2010.

In Fiscal Year 2014, the percent of overall decline in property tax is (1.00%) or (\$2,909,899). This is primarily due to a decrease in reassessed property values.

Income Taxes

FY 14 Approved Budget	\$190,600,000	29.76%	of the Total All Funds FY 14 Approved Operating Budget
FY 13 Approved Budget	\$175,068,772	27.98%	of the Total All Funds FY 13 Approved Operating Budget
\$ growth	\$15,531,228		
% growth	8.87%		

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 2009 and continued to decline through Fiscal Year 2010. We saw a rebound in Fiscal Year 2011 and expect it to continue through Fiscal Year 2014. We estimate the Fiscal Year 2013 actual amount to be \$188,771,895, an increase of \$13,703,123 over the Fiscal Year 2013 budgeted amount of \$175,068,772. Fiscal Year 2014 is expected to grow to \$190,600,000, approximately 1% over the Fiscal Year 2013 estimated amount of \$188,771,895.

BUDGET MESSAGE

Recordation Tax

FY 14 Approved Budget	\$9,700,255	1.51%	of the Total All Funds FY 14 Approved Operating Budget
FY 13 Approved Budget	\$7,533,738	1.20%	of the Total All Funds FY 13 Approved Operating Budget
\$ growth	\$2,166,517		
% growth	28.76%		

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.

Fund Balance/Unrestricted Net Assets

FY 14 Approved Budget	\$47,779,823	7.46%	of the Total All Funds FY 14 Approved Operating Budget
FY 13 Approved Budget	\$50,924,851	8.14%	of the Total All Funds FY 13 Approved Operating Budget
\$ decline	(\$3,145,028)		
% decline	(6.18%)		

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.

BUDGET MESSAGE

In Fiscal Year 2014, Fund Balance has been appropriated in the General Fund at approximately \$21.9 million of which \$16.5 million will be used to fund our Paygo funded capital projects. Likewise, \$4.8 million in Highways Fund Balance will fund capital budget projects in the Highways capital budget for resurfacing, bridge and roadway issues. The Parks and Recreation Special Revenue Fund Balance of \$33,233 will be used primarily to replace the HVAC system and furnishings for Swan Harbor Farm, which is a major revenue producer for Harford County. The County Agricultural Preservation Fund will need all of the \$712,755 of Fund Balance appropriated to make a balloon payment on debt service. The Water and Sewer Fund appropriates \$9.6 million of net assets primarily for one-time capital Paygo projects and capital outlay and contributed capital of \$10.6 million to fund depreciation expense.

EXPENSES

<u>THE GENERAL FUND</u>	<u>FY 13 APPROVED FUNDING</u>	<u>FY 14 APPROVED FUNDING</u>	<u>\$ CHANGE</u>	<u>% CHANGE</u>
	\$487,488,257	\$496,925,918	\$9,437,661	1.94%

The Fiscal Year 2014 General Fund Budget was approved with a \$9,437,661 increase over Fiscal Year 2013.

The budget does not include pay raises or COLA's for County employees. There are no furloughs or layoffs built into the Fiscal Year 2014 Budget. However, in Fiscal Year 2013 the County amended the Budget to provide eligible staff of Harford County government and the Libraries a 4% merit and Harford County Sheriff's Office Department a 4% COLA. This cost is reflected throughout the various County Departments and the Library budget in the Fiscal Year 2014 budget.

For Education, this budget funds the Board of Education at \$221,300,729. The required Maintenance of Effort level for Fiscal Year 2014, less the State mandated contribution for teacher pensions, is \$212,339,142 as a result of lower student enrollment. Harford County funded \$1,952,485 over Maintenance of Effort. Pursuant to SB 1301-2012, the County was required to increase its share of the State mandated contribution to teacher pensions an additional \$1,479,361 in Fiscal Year 2014. Total State mandated contribution for teacher pensions is \$7,009,102. The County allocated funding to match a State grant to support the Governor's Security Initiative Program which will allow for the installation of surveillance systems for schools. County funding is appropriated for new/replacement schools for Youth's Benefit Elementary, and Havre de

BUDGET MESSAGE

Grace High School as well as Joppatowne High School systemic renovations, pending State approval of the projects. For Harford Community College, bonds will be issued to provide for renovation and expansion of the Edgewood Hall building and for the construction of a new building which will allow expansion of the Nursing and Allied Health Programs.

For the Libraries, an additional \$30,000 is allocated to provide Sunday hours at the Jarrettsville Branch increasing the total number of branches open on Sundays from October thru April from three to four and an increase of \$75,000 to enhance their materials collection.

For Public Safety, this budget includes additional funding to hire ten (10) Correctional Officers for one-half year for the Harford County's Sheriff's Office. The County will reallocate \$13 million in bond authority from a prior project to continue to meet the federal mandate to update and upgrade additional sites to accommodate 700 and 800 MHz channels in order to increase coverage for public service providers. Additional funds are provided in Fiscal Year 14 to construct Phase I of the New Emergency Operations Facility. Funding in the amount of \$100,000 continues to provide for improvements to emergency communications within school buildings experiencing poor radio coverage. Paygo funding for the Volunteer Fire Companies in the amount of \$700,000 is appropriated for the expansion and renovation of the Joppa Magnolia Fire Station and an additional \$250,000 for the Susquehanna Hose Company House #3 expansion and renovation.

In addition to public safety and education investments, we have included other bond funded priorities in our Fiscal Year 2014 Approved Capital Budget that positions the County for the future. Such priorities include \$2 million to increase access to the web via high speed connectivity for citizens, business and governmental entities within our County. Projects such as this will keep Harford County competitive in the 21st century economy by benefiting our citizens and attracting jobs and investments from businesses who wish to locate here.

SOLID WASTE SERVICES

FY 13 APPROVED FUNDING	FY 14 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$14,594,635	\$14,797,970	\$203,335	1.39%

Solid Waste Services increase is primarily the result of Fiscal Year 2013 merit increase of 4% for eligible staff and increases to various operating expenses such as rubble disposal, special equipment rentals, fuel and fleet maintenance costs. Although the Northeast Maryland Waste Disposal Authority (NMWDA) management fees for the operation and maintenance of the Waste-to-Energy facility account for an increase of \$419,667 for Fiscal Year 2014, the increase was offset by a decrease in Principal and Interest Payments for the Waste-to-Energy plant in the amount of (\$448,670).

The Solid Waste Services capital budget allocates \$6.3 million in Paygo funding for the closure of the Former Spencers Landfill project. This project is necessary to comply with the requirements and schedule of the Maryland Department of the Environment (MDE).

BUDGET MESSAGE

THE HIGHWAYS FUND

FY 13 APPROVED FUNDING	FY 14 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$53,760,418	\$49,402,491	(\$4,357,927)	(8.11)%

For Fiscal Year 2014, the decrease in the Highways Fund is the net result of: the transfer of 12 positions and the operating expenses of the Water Resources function being moved under the new Stormwater Management Fund and Capital Improvement funding in the amount of (\$5,799,373) less than Fiscal Year 2013 for Paygo Capital projects offset by increases for benefit/salary costs such as the Fiscal Year 2013 Merit of 4% for eligible staff, Post Employment Health Plan (PEHP), pension/retirement and health benefits, in addition to Operating expenses to support Harford County's fleet such as Gasoline, Diesel and the Fleet Maintenance contract.

THE WATER & SEWER FUND

FY 13 APPROVED FUNDING	FY 14 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$45,534,686	\$47,220,940	\$1,686,254	3.70%

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. Water and Sewer appropriations increase \$1,686,254 over the Fiscal Year 2013 Budget allocation as a net result of: an additional \$160,100 for Overtime; rate adjustments for pension/retirement, Post Employment Health Plan (PEHP), health benefits and workers compensation \$332,920; the FY 2013 Merit increase of \$384,675; County Facility Repair/Renovations \$473,000, Other Professional Services for lab analysis for Maryland Department of the Environment compliance \$199,425, and Chemicals \$332,700 all based on actual expense history; Pro Rata reimbursement for General Fund overhead and administrative support functions increases \$301,470 offset by a decrease in Paygo funding in support of the Fiscal 2014 Approved Capital Budget (\$904,550).

In our Fiscal Year 2014 Approved Capital Budget we have included projects that focus on improving the County's water and sewer infrastructure, as well as funding for a project to explore the feasibility of establishing a Water and Sewer Authority.

BUDGET MESSAGE

WATER & SEWER DEBT SERVICE

FY 13 APPROVED FUNDING	FY 14 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$15,474,439	\$14,118,789	(\$1,355,650)	(8.76%)

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 used to finance the capital projects of the County-owned Water and Sewer System. The decrease in funding for Fiscal Year 2014 is a result of the Principal and Interest payments adjusted to amounts due on outstanding debt.

PARKS AND RECREATION SPECIAL REVENUE FUND

FY 13 APPROVED FUNDING	FY 14 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$889,467	\$884,233	(\$5,234)	(0.59%)

Parks and Recreation Special Revenue Fund revenues are derived from fees, rentals of and/or contributions to the Emmorton Recreation and Tennis Center, the Oakington Peninsula, the McFaul Senior/Youth Center's skateboard facility, and the Showmobile, as well as special Recreational Council activities. This fund decreases (\$5,234) over Fiscal Year 2013, primarily due to one-time funding appropriated to make repairs/renovations at the Emmorton Recreation & Tennis Center which have been completed. Improvements planned for Fiscal Year 2014 are anticipated to cost slightly less than Fiscal Year 2013. Planned are repairs and enhancements at the Swan Harbor Farm facility to include heat pump replacement/relocation, replacement of worn furnishings as well as resurfacing the main entrance and parking lot.

BUDGET MESSAGE

AG PRESERVATION - COUNTY

FY 13 APPROVED FUNDING	FY 14 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$6,803,958	\$6,176,219	(\$627,739)	(9.23%)

Harford County is committed to Agricultural Preservation. The Harford County Agricultural Land Preservation Program was established in 1993 to preserve productive agricultural land and woodland which provides for the continued production of food and fiber for the County, by allowing land owners to preserve farmland for future generations via conservation easements. The County, using primarily Transfer Tax revenue, enters into installment contracts to purchase development rights; the landowners receive payments and/or a tax credit. For Fiscal Year 2014, we have decreased appropriations by (\$627,739).

AG PRESERVATION - STATE

FY 13 APPROVED FUNDING	FY 14 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$100,000	\$80,000	(\$20,000)	(20.00%)

Harford County's Agricultural Land Preservation Program is certified. Therefore, the program can retain 75% of the Agricultural Transfer Tax collected. For Fiscal Year 2014, it is projected that the County's share of State Agricultural Transfer Tax will be \$78,000.

The County will use \$30,000 of this revenue to offset the salary and benefits of a Planner III, who serves as Harford County's Program Administrator. Harford County's match to Maryland Agricultural Land Preservation Foundation (MALPF) for easement purchases will be \$47,150.

BUDGET MESSAGE

TAX INCREMENT FINANCING

FY 13 APPROVED FUNDING	FY 14 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$1,100,000	\$9,525,461	\$8,425,461	765.95%

The Beechcreek Estates Tax Increment Fund is a special fund authorized by Bill No 10-10. The Bill provided that the County could issue not more than \$14,000,000 in special obligation bonds to finance or reimburse the cost of the public improvements benefitting the district. The James Run Development Tax Increment Fund and the James Run Development Special Taxes Fund are special funds that were authorized by Bill 12-35. The Bill provides that the County may issue not more than \$23,000,000 in special obligation bonds to finance or reimburse the cost of the public improvement benefitting the district.

The bonds shall be a special obligation of the County and will not constitute a general obligation debt of the County or a pledge of the County's full faith and credit or taxing power. The increase in funding for Fiscal Year 2014 is the result of the inclusion of the new James Run Development Special Taxes Fund.

STORMWATER MANAGEMENT FUND

FY 13 APPROVED FUNDING	FY 14 APPROVED FUNDING	\$ CHANGE	% CHANGE
\$0	\$1,259,991	\$1,259,991	100%

House Bill 987 requires that certain Maryland counties, including Harford County collect a stormwater fee from taxpayers to fund the implementation of a local watershed protection and restoration program. The Harford County Council enacted legislation April 23, 2013 to establish a Stormwater Remediation fee to be collected beginning July 1, 2013. A flat fee of \$125 for property with residential or agricultural use and a rate of \$7.00 per 500 fee of impervious surface for a property with a business, commercial or industrial use were established. However, Bill 13-12 as amended also states that as of July 1, 2013 only 10% of the fee will be collected.

Costs previously budgeted in the Bureau of Water Resources were moved to this new Stormwater Management Fund.

BUDGET MESSAGE

Clearly times remain challenging for Harford County Government. However, thanks to the cooperation of our citizens, our stakeholders and all departments of County government, we have cut costs, trimmed spending and are working hard to maintain the Aaa bond rating we recently received.

As your County Executive I am committed to maintaining services, working within the means of our revenue and continuing to keep our communities a great place to live, work and raise a family ~ the place we are proud to call home ~ Harford County.

Respectfully submitted,

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

David R. Craig
Harford County Executive

DOCUMENT GUIDE

UNDERSTANDING THE BUDGET DOCUMENT

Harford County's Annual Operating and Capital Budgets represent our comprehensive financial and operational plan for the fiscal year. A description of the major components of the Annual Operating Budget is 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 2014 Budget. It describes issues used to formulate the Fiscal Year 2014 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 2014 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 2014 is listed in this section.

Benefits

This section provides a list of funds appropriated for Fiscal Year 2014 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 2014 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 2014 and the six-year Capital Improvement Program (CIP) is provided in this section. A more detailed description of both is included in a separate document, *The Proposed Capital Budget and Capital Improvement Program Fiscal Year 2013 – 2014*.

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 2014, 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, the Sheriff's Office Pension Plan, the Other Post Employment Benefit (OPEB) Plan and Fleet Management – Internal Service.

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 other numerous 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 in 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.
- 1775 The Bush declaration, the County's first proclamation of independence from Britain, was signed by an organized body of men.
- 1776 Harford County's population measured at 12,765, roads had been laid out, bridges had been erected, and churches were built.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

- 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, also known as 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

On March 22, 1775, 34 Harford County citizens gathered at Bush on the main thoroughfare between Annapolis and Philadelphia, near present-day Maryland Routes 7 and 136.

Harford County citizens 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."

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

The 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 an 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 thirty days later 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.

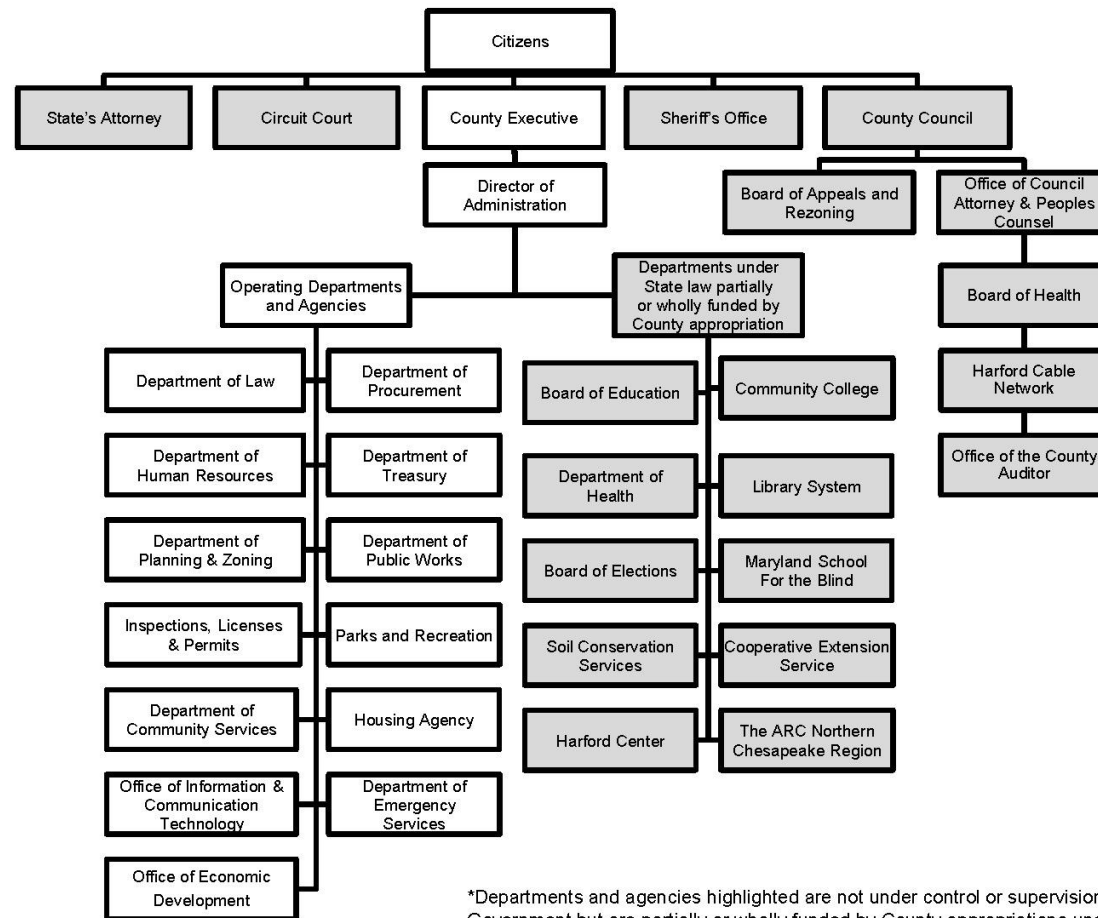
The following page depicts an overall organization chart for the County.

THE HARFORD COUNTY SEAL



AN OVERVIEW OF HARFORD COUNTY, MARYLAND

HARFORD COUNTY GOVERNMENT ORGANIZATION CHART



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 and a Council President. Each Councilperson resides in and is elected from one of the County's six councilmanic districts. The Council President, resides 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, the County Council heavily influences daily life in Harford County.

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 Sustainability, 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.

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, Office of Economic Development, Office of Information and Communication Technology, and the Department of Emergency Services.

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 are the responsibilities of the Harford County Sheriff's Department. The County's Sheriff is elected to 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 underwritten 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 or Juvenile Court. Harford County's State's Attorney is elected to 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, minor criminal cases involving bad checks, credit cards, counterfeiting, insurance or workers' compensation fraud and theft, and certain felonies. In civil cases, the District Court has exclusive jurisdiction in claims for amounts up to \$5,000, and concurrent jurisdiction with the Circuit Courts in claims for amounts above \$5,000 but less than \$30,000. The jurisdiction of the court in criminal cases is concurrent with the Circuit Court for offenses in which the penalty may be confinement for three years or more or a fine of \$2,500 or more; or offenses which are felonies. A case in the District court is argued before a judge only. There are no jury trials in District Court.

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

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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 was 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.

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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

HARFORD COMMUNITY COLLEGE

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

THE HIGHER EDUCATION AND CONFERENCE CENTER AT HEAT

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

Harford Community College coordinates the academic programs and maintains the facility. Partnering institutions provide the faculty and establish the requirements of their individual programs. Each institution sets its own tuition rate. Students enroll directly with the partnering institutions that collect all tuition and fees and confer all degrees.

The Center is the official satellite in Harford County for degree programs by Johns Hopkins University, The College of Notre Dame, Towson University, The University of Maryland, College Park, Morgan State University, University of Maryland University College, 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.

THE HARFORD CENTER

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

The activities of the Harford Center are funded by citizen support, voluntary contributions, fees and charges, and 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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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 as well as their families. The ARC Northern Chesapeake Region is funded by Maryland State Agencies, the United Way, select 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, individual and systems advocacy, and information and referral services.

EXTENSION SERVICES

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

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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

DEMOGRAPHICS:

HARFORD COUNTY POPULATION

(SOURCE: WWW.HARFORDBUSINESS.ORG)

2000 - 218,590

2010 - 244,826

2012 - (estimated) 248,257

2017 - (projection) – 253,917

HOUSEHOLDS

Average Household Income in 2012 – \$89,248

Number of Households in 2012 – 91,201

Projected number of Households in 2017 – 93,866

POPULATION BY AGE

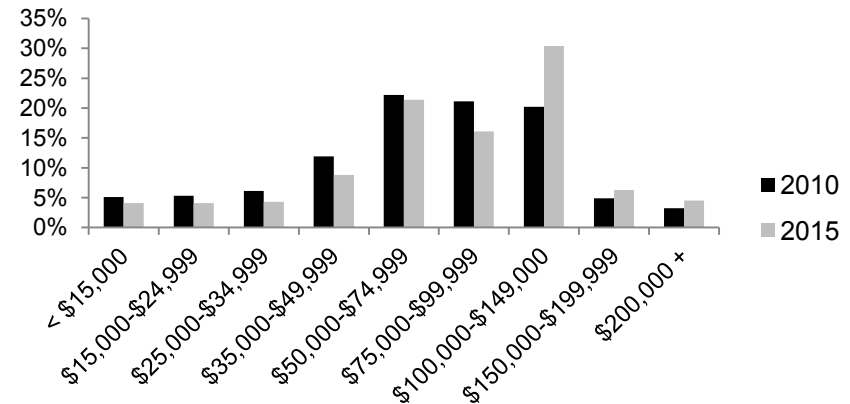
(SOURCE: WWW.HARFORDBUSINESS.ORG)

2010:

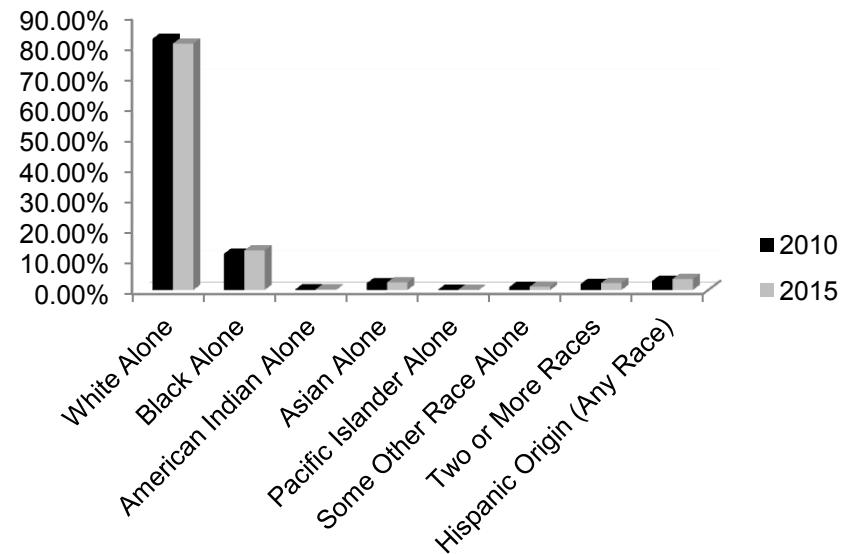
Under 5:	14,982	6.1%
5 – 19:	51,694	21.1%
20 – 44:	76,162	31.1%
45 - 64:	71,424	29.2%
65 and over:	30,564	12.5%

SOURCE: WWW.HARFORDBUSINESS.ORG)

Households by Income*



Race and Ethnicity*



*Source: WWW.HARFORDBUSINESS.ORG

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

ECONOMICS

HARFORD COUNTY'S BOND RATING

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

Harford County went to the bond market February 19, 2013 for an \$114,660,000 bond sale (\$40,000,000 in Consolidated Public Improvement Bonds – Series 2013A and \$74,660,000 in Refunding Bonds – Series 2013B). 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 February 19, 2013.

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 08	FY 09	FY 10	FY 12	FY 13
Standard & Poor's	AAA	AA+	AA+	AA+	AA+	AA+
Fitch	AAA	AA+	AA+	AAA	AAA	AAA
Moody's Investor Service	Aaa	Aa1	Aa1	Aaa	Aaa	Aaa

LEGAL DEBT MARGIN

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

Harford County's Legal Debt Limit	100%	1,684,714,688
Total Debt Applicable to the Legal Debt Limit	25.58%	430,890,412
Legal Debt Margin	74.42%	\$1,253,824,276

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

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

TOTAL DEBT

Estimated Long Term Debt	430,890,412
Estimated Self Sustaining Debt	198,337,851
Total Bonded Debt	<u>\$629,228,263</u>

ASSESSABLE BASE

Total Estimated Assessable Base	29,042,299,006
Less Estimated Tax Exempt Portion	2,535,432,934
Total Estimated Taxable Value	<u>\$26,506,866,072</u>

Maryland Unemployment Rate as of June, 2013 – 7.0%

(Source: U.S. Bureau of Labor Statistics)

MAJOR EMPLOYERS* (2012)

(SOURCE: WWW.HARFORDBUSINESS.ORG)

Aberdeen Proving Ground.....	15,582
Upper Chesapeake Health System.....	3,000
Rite Aid Mid-Atlantic Customer Support Center.....	1,167
Harford Community College.....	943
ShopRite.....	900
Walmart.....	900
Jacobs Technology.....	865
Sephora USA.....	700
SAIC.....	664
Wegmans Food Markets.....	525
Target.....	500

*Excludes state and local governments, includes higher education. Federal and military facilities exclude contractors.

Principal Taxpayers

(SOURCE: HARFORD COUNTY, MD COMPREHENSIVE ANNUAL FINANCIAL REPORT, FISCAL YEAR ENDED JUNE 30, 2012.)

Taxpayer	County Taxes	% of Total Assessed Valuation
Baltimore Gas & Electric Company	\$8,333,909	1.18%
Exelon Generation Company	\$1,943,789	0.27%
Verizon – Maryland	\$1,840,596	0.27%
MCI Communication Services	\$1,345,191	0.19%
Constellation Power Source Generation, Inc.	\$1,303,881	0.18%
PEPCO Energy Power Company	\$1,235,697	0.17%
Harford Mall Business Trust	\$665,337	0.11%
Comcast of Harford County LLC	\$624,390	0.09%
Festival at Bel Air LLC	\$609,705	0.09%
Wells Fargo Northwest	\$476,961	0.07%
Totals:	\$18,379,456	2.62%

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

EDUCATION

HARFORD COUNTY PUBLIC SCHOOLS

(SOURCE: WWW.HCPS.ORG)

33 Elementary Schools
 9 Middle Schools
 9 High Schools
 1 Technical High School
 1 John Archer Public Special Education School
 1 Alternative Education School
3 Magnet Programs:
 - Science and Mathematics Academy
 - Global Studies Program/International
 Baccalaureate Diploma Program
 - Natural Resources & Agricultural Sciences
 Program

**Actual Harford County Public Schools
 Enrollment for FY 13 – 37,868**

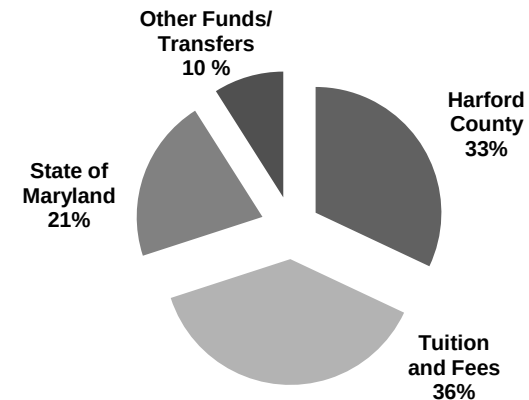
Projected FTE Staff for 2014 – 5,372.3

HARFORD COMMUNITY COLLEGE (FY 2012)

(SOURCE: WWW.HARFORD.EDU)

Full Time Equivalent Enrollment.....	4,052
Number of Students:	
Full Time Students.....	1,817
Part Time Students.....	7,939
Average Age.....	26.3
Associate Degree Seeking	7,699
Certificate Seeking	355
Non Degree Seeking	1,702

**Harford Community College
 Funding Sources
 FY 2012**



AN OVERVIEW OF HARFORD COUNTY, MARYLAND

PUBLIC SAFETY

SHERIFF

Number of Law Enforcement Officers - 287
Number of Community Policing Programs - 298
Number of Neighborhood Watch Programs - 27
Number of Police Responses – 135,990
Number of Emergency Apparatus - 369
Number of Facilities - 18

FIRE/EMERGENCY MEDICAL SERVICES

Number of Fire & Medical Calls Dispatched – 26,372
Number of Non-Emergency Calls Received – 146,246
Number of 911 Calls – 105,584
Number of Calls Dispatched to Harford County Sheriff's Office – 162,362
Emergency Operations Center Activations/Exercises – 26
Number of Emergency Apparatus – 203
Number Stations:
Main Stations – 12
Sub-Stations – 16

PUBLIC WORKS

Highways:

Miles of streets maintained by the County
Blacktop – 663.84
Tar & Chip – 344.7
Earth – 46.57

Number of Streetlights – 5,402

Number of Snow Routes – 75

Number of Bridges – 223

Water & Sewer

Daily average water production in gallons – approx. 12,500,000

Daily average effluent treatment in gallons – approx. 12,500,000

Solid Waste Services:

Tons of recycled materials collected annually – 168,346
(calendar year 2011)

Tons of solid waste processed annually – 220,413 (includes
HWDC Landfill, and WTE Plant) (FY 2012)

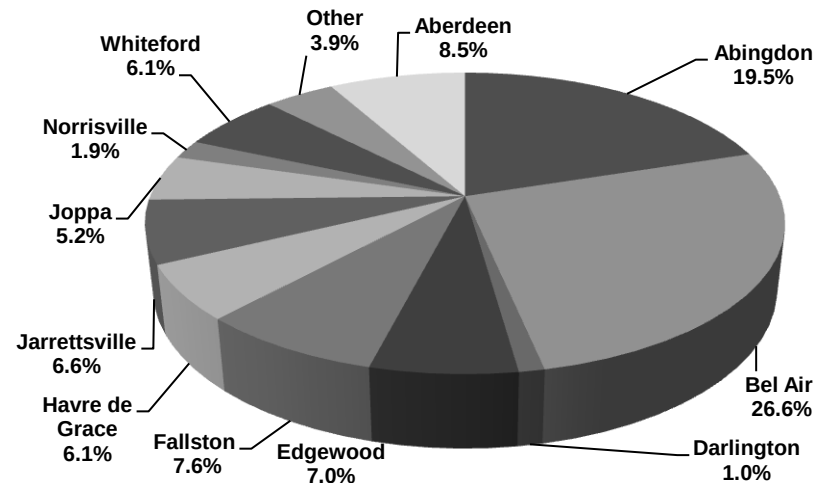
Circulation by Branch

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

LIBRARIES

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

Number of Branches – 11 service outlets
Number of Registered Borrowers – 175,887
Circulation – 4,500,431 (FY 12)
Materials Collection – 993,983
Virtual Visits to Library – 10,718,217 (FY 12)
Public Access Computers – 351
Full Time Equivalent Personnel – 240.85
Volunteer Hours – 34,212 (FY 12)



PERMITS & INSPECTIONS

Permits Issued* – 15,896
New Residential Permits Issued – 414
Total Inspections Completed – 40,385
(*Includes building, electrical, plumbing, mechanical)

CULTURAL AND RECREATION ATTRACTIONS

Anita C. Leight Estuary Center
Concord Point Lighthouse
Eden Mill Nature Center
Fiore Winery
Harford County Equestrian Center
Harford Glen Environmental Education Center

Havre de Grace Decoy Museum
Havre de Grace Maritime Museum
Hays House
Ironbirds Stadium
Ladew Topiary Gardens
Liriodendron Mansion

Rockfield Manor
Rocks State Park
Steppingstone Farm Museum
Susquehanna Lockhouse Museum
Susquehanna State Park
Swan Harbor Farm

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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. As of July, 2013 the County has acquired 47,542 acres of farmland through County and State Agricultural Preservation along with donated easements. There are four Farmers' Markets throughout the County with over 75 vendors, attracting in excess of 1,500 customers weekly. Harford County has approximately 3,000 head of dairy cattle, 3,500 head of beef cattle, and is the home to over 7,300 horses. Direct market and value-added goods are the fastest growing Ag sectors in Harford County.

Harford County 2010 Land Use Land Cover:

(Source: MD Department of Planning)

DEVELOPED LAND:

Very Low Density Residential – 21,850 acres / 7.8%
Low Density Residential – 37,455 acres / 13.3%
Medium Density Residential – 12,881 acres / 4.6%
High Density Residential – 4,357 acres / 1.6%
Commercial – 5,083 acres / 1.8%
Industrial – 1,999 acres / 0.7%
Lands/Institutional/Transportation – 22,108 acres / 7.9%

Total Developed Land – 105,733 acres / 37.7%

RESOURCE LAND:

Agriculture – 82,124 acres / 29.3%
Forest – 85,309 acres / 30.4
Extractive/Barren/Bare – 379 acres / 0.1%
Wetland – 7,182 / 2.6%

Total Resource Land – 174,994 acres / 62.3%
Total Land Area – 280,727 acres / 83.7%
Total Water Area – 54,563 acres / 16.3%

Total Acreage – 335,290

RECREATION

Volunteer Recreation Councils – 23
Number of Parks and Recreation Volunteers – 17,659
Acres of County and Municipal Park Land – 4,496.7
Acres of encompassing five State parks – 7,053.5

HEALTH

Medical Institutions: Upper Chesapeake Medical Center and Harford Memorial Hospital

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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

ELECTIONS

Number of Registered Voters – 167,019 (As of June 11, 2013)

TRANSPORTATION

Harford County Transportation Service:

Annual Ridership – 355,978

Number of Vehicles – 46

Vehicle Miles Traveled – 709,276

Major Highways – I-95, US 40, US 1, and MD 24

Distance to:

Wilmington, DE – 40 miles

Washington, D.C. – 60 miles

Philadelphia, PA – 75 miles

Harrisburg, PA – 80 miles

Richmond, VA – 140 miles

New York, NY – 165 miles

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 – Edgewood, Aberdeen)

Freight – CSX Transportation, Conrail

COMPARING MARYLAND COUNTY STATISTICS

POPULATION

(SOURCE: Quick Facts from the US Census Bureau, 2010 data)

Montgomery County - 971,777

Prince George's County - 863,420

Baltimore County - 805,029

Baltimore City - 620,961

Anne Arundel County - 537,656

Howard County - 287,085

Harford County - 244,826

Carroll County - 167,134

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

COMPARING VARIOUS COUNTY BUDGETS

(SOURCE: OPERATING BUDGETS - [MARYLAND MANUAL ONLINE](#); CAPITAL BUDGETS - COUNTY WEBSITES)

	<u>FY 13 Operating</u>	<u>FY 13 Capital</u>
Anne Arundel County	\$1,220,757,700	\$320,851,221
Baltimore County	\$1,648,479,154	\$69,844,174
Baltimore City	\$1,548,441,245	\$765,087,000
Montgomery County	\$3,685,889,060	\$1,305,948,000
Prince George's County	\$1,612,230,100	\$457,623,000
Howard County	\$1,248,696,817	\$182,131,000
Harford County	\$621,553,213	\$124,197,282
Carroll County	\$361,125,000	\$62,189,916

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

PROPERTY TAX RATES

Real Property
Tax Rates
July 1, 2013 – June 30, 2014
Per \$100

Maryland	\$0.1120
Baltimore City	\$2.2480
Charles	\$1.2050
Baltimore County	\$1.1000
Frederick	\$1.0640
Harford	\$1.0420
Kent	\$1.0220
Carroll	\$1.0180
Howard	\$1.0140
Cecil	\$0.9907
Garrett	\$0.9900
Allegany	\$0.9800
Dorchester	\$0.9760
Prince George's	\$0.9600
Anne Arundel	\$0.9500
Washington	\$0.9480
Caroline	\$0.9400
Somerset	\$0.9150
Wicomico	\$0.9086
Calvert	\$0.8920
St. Mary's	\$0.8570
Queen Anne's	\$0.8470
Worcester	\$0.7700
Montgomery	\$0.7590
Talbot	\$0.5120

Business Personal Property
Tax Rates
July 1, 2013 – June 30, 2014
Per \$100

Maryland	None
Baltimore City	\$5.6200
Charles	\$3.0125
Baltimore County	\$2.7500
Harford	\$2.6050
Howard	\$2.5350
Carroll	\$2.5150
Cecil	\$2.4768
Allegany	\$2.4500
Dorchester	\$2.4400
Prince George's	\$2.4000
Anne Arundel	\$2.3750
Washington	\$2.3700
Caroline	\$2.3500
Somerset	\$2.2875
Calvert	\$2.2300
St. Mary's	\$2.1425
Wicomico	\$2.1367
Worcester	\$1.9250
Montgomery	\$1.8980
Garrett*	
Frederick*	
Kent*	
Queen Anne's*	
Talbot*	

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

*NONE ON BUSINESS, ONLY UTILITY

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

PERSONAL INCOME TAX RATES 2013

(SOURCE: WWW.INDIVIDUALS.MARYLANDTAXES.COM)

Baltimore City	3.20%
Montgomery	3.20%
Prince George's	3.20%
Queen Anne's	3.20%
Somerset	3.15%
Wicomico	3.10%
Harford	3.06%
Allegany	3.05%
St. Mary's	3.00%
Frederick	2.96%
Charles	2.90%
Kent	2.85%
Baltimore County	2.83%
Calvert	2.80%
Cecil	2.80%
Washington	2.80%
Garrett	2.65%
Caroline	2.63%
Dorchester	2.62%
Anne Arundel	2.56%
Talbot	2.40%
Worcester	1.25%



Flowering Dogwood
Official Harford County Tree

COUNTY BUDGET POLICIES AND 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 Governmental Finance Officers Association; and conform to Federal, State and local regulations as well as the requirements of the Government 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 our ways of conducting business.

HARFORD COUNTY CHARTER

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, i.e., revenues equal expenses. 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.

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.

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 the responsibility of the County Auditor 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.

COUNTY BUDGET POLICIES AND PROCESS

CORNERSTONES OF HARFORD COUNTY'S BUSINESS PLAN

Harford County's Business Plan addresses the areas of financial and strategic planning, debt and cash management, revenues, 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.

Financial Planning

A six point plan was designed to address economic cycles and maintain the existing property tax rate.

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

Strategic Planning

The Business Plan also incorporates ten principles of sound financial management.

1. The planning system in the County will continue as a dynamic process which is synchronized with the Capital Improvement Program 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 plan at least every five years.
2. Harford County must continue to diversify its economic base by encouraging commercial employment and associated revenues in order to increase the assessable base within the County.
3. Annual budgets shall continue to show fiscal restraint. It is imperative that a positive cash balance (surplus) be shown in the General Fund at the end of the fiscal year. 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. The reserve will be maintained at a level not to exceed 3% of the General Fund, and any other fund, in any given fiscal year per Section 506(6) of the County Charter. A managed reserve shall also be maintained as part of the General Fund. The reserve shall be maintained at a level not less than 5% of the total General Fund disbursements in any given fiscal year.
4. If a deficit appears to be forthcoming, the County Executive shall direct that a freeze be placed on personnel hiring and new capital expenditures.
5. 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.
6. 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.

COUNTY BUDGET POLICIES AND PROCESS

7. 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.
8. The County's debt ratios shall be maintained at the following levels:
 - a. 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.
 - b. Bonded debt and its resulting debt service are to be kept at a level not higher than 10% of the General Fund Budget.
9. Self liquidating bonds will only be issued after a careful analysis is performed to ensure that revenue sources are properly in place in order to protect the fiscal soundness of the County.
10. 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:
 - a. The accounting system will maintain records on a basis consistent with accepted standards for local government accounting (according to GASB, NCGA, AICPA and FASB).
 - b. Regular monthly financial reports and annual financial statements will present a summary of financial activity by governmental funds and all funds respectively.
 - c. 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).
 - d. 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.
 - e. The County will regularly report to the National Federation of Municipal Analysts on the activities occurring in the County.
 - f. 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.

Debt Management

Debt burden is a measurement of the relationship between the debt of the County and its property tax base and population. The most general measure of wealth in the community is the assessed value of all taxable property. Additionally, debt can be compared with population to determine a level of per capital debt burden. The County makes this comparison each time it offers bonds for sale. These comparisons are included in the official statements that are distributed to prospective investors.

Cash Management

Cash Management achieves the most productive use of cash, minimizes operating costs, and provides maximum flexibility. To do this, the County must:

- 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;

COUNTY BUDGET POLICIES AND PROCESS

- e. make arrangements with a bank on a contractual basis for a specified period of time and with specified fees for each service rendered.

Revenue Policies

Harford County calls for a diversified and stable revenue system to shelter the County from short-run fluctuations in any one revenue source.

Revenue Estimating and Long Range Forecasts

- a. The County will estimate its annual revenues by an objective, analytical process.
- b. Annually, the County will update revenue projections for three consecutive years. As part of this annual process each existing and potential revenue source will be re-examined.
- c. The Treasurer shall make all checks necessary to assure that property appraisal and assessment procedures are fair and accurate (although typically these are State functions).
- d. The Treasurer and Director of Planning and Zoning shall check property classifications to ensure that zoned land carries the proper appraisal.
- e. The County will follow an aggressive policy of collecting property tax revenues; the annual level of uncollected property taxes shall not exceed 1.0%.
- f. 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.
- g. 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.

Operating Budget Policies

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. The County will not postpone expenditures, accrue future years' revenues, or roll over short-term debt.

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.

COUNTY BUDGET POLICIES AND PROCESS

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 on the pension systems will be performed at least biannually.

Budgetary Control

The County will maintain a budgetary control system to assist in adhering to the enacted budgets of various operating funds. In addition to this the County will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.

Three Year Expenditure Plan

Annually, the County will update a three year expenditure plan. Projections include estimated operating costs of future capital improvements that are included in the Capital budget.

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; as well as to determine the future financial impact of subdivision approvals. The fiscal impact shall be assessed on both the expenditure and revenue side of the budget.

Capital Budget Policies

All capital improvements and various related projects must be made in accordance with the Approved Capital Improvement Program. Departments and Agencies will propose a capital improvement program to the Planning Advisory Board for their consideration. After their review, the Director of Planning and Zoning will transmit these recommendations to the County Executive. The County shall then 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 approved capital projects must follow the standard debt policies of the County.

Five Year Capital Improvement Program

In accordance with the Harford County Charter, the county will adopt a five-year Capital Improvement Plan and update it annually. All capital projects must be funded in accordance with the adopted County debt policy; utilizing the least costly method of financing all new projects. The County will identify the estimated costs and potential funding sources for each capital project *before* the Capital Improvement Plan is submitted for approval to the County Council.

COUNTY BUDGET POLICIES AND PROCESS

Harford County's Strategic Plan

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 for which performance measurement and budgets are built.

The Master Plan

1969 – The County's first comprehensive land use plans were developed.

1972 – With the adoption of the Harford County Charter, Article VII calls for the Department of Planning and Zoning to prepare and propose Master Plans. These plans can be initiated by order of the County Executive or by legislative act of the County Council. The Master Plan provides direction for addressing future growth, revitalization, the provision of adequate public facilities, economic development, and the preservation and protection of natural resources, agricultural lands, and historic resources.

1977 - The County's second comprehensive plan was prepared, marking the beginning of comprehensive planning under the new charter form of government. The "Development Envelope" concept was introduced in the 1977 Master Plan, defining a geographic area for planned development. This concept allowed the County to begin staging and directing more intense growth into a specific area, namely the corridors defined by I-95/US 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 advanced the purposes of the Master Plan. The following is a brief description of the elements introduced for the 1988 Master Plan.

A "Land Use Element Plan" (viewed as the core of the Master Plan) will show proposals for public, private, residential, commercial, industrial, agricultural and recreational uses of land. This plan shows the most appropriate and desirable patterns for the general location, character, extent, and the manner in which the community should use its public and private land at specified times as is reasonable.

The "Transportation Plan" covers 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.

The "Water and Sewer Master Plan" sets the foundation for timing and planning of public water and sewer facilities in appropriately zoned areas.

The "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.

COUNTY BUDGET POLICIES AND PROCESS

The “Rural Element Plan” addresses preservation of the County’s rural character and the promotion of agriculture as the primary economic enterprise in the rural areas.

The “Land Preservation and Recreation Plan” addresses the County’s need for open space and recreational areas, and considers these areas as part of a larger system of preserved lands. It also explores the relationships between land used for recreation, in the broader context of preservation, and appropriate use of natural resources.

Additional implementation tools were added, such as the “Adequate Public Facilities Program” (APF) to help manage growth more effectively in the Development Envelope. APF states that 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 that required that certain “visions” be incorporated into County and municipal master plans. These visions included 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 to the 1996 Master Plan, brief descriptions of these elements follow below.

“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.

“A 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 – Five pieces of legislation collectively known as “Smart Growth” were passed by the State General Assembly. This legislation directed the State to target programs and funding to support established communities and locally designated growth areas and to protect rural areas.

2004 – The 2004 Master Plan incorporated 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 developed a series of guiding principles that

COUNTY BUDGET POLICIES AND PROCESS

formed the foundation for the Land Use Element Plan, and in effect provided the County's vision for growth management and resource protection. These guiding principles include *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*. Also included for the 2004 Master Plan were the following elements.

"A Community Facilities Plan Element" includes proposals for parks and recreation areas, schools, and other educational and cultural facilities.

"A Consolidated Plan" that 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 in the 2004 Master Plan. While the Development Envelope is included in these growth areas, other pockets of the County will be developed as well.

2008 – The Preservation Priority Plan is introduced defining a specific area of the County for Agriculture Preservation. This Plan complemented the objectives and strategies in the Rural Element Plan. The Zoning Code and Subdivision Regulations were also overhauled and enhanced to coincide with 21st century design standards.

2009 – The Transportation Plan was updated and enhanced to include bicycle, pedestrian and air quality strategies. In addition to this, the Natural Resource Element Plan was updated to include the Water Resources element that assessed the County public and private water demand.

2010 – The Historic Preservation Plan was updated.

2012 – The 2012 Master Plan and Land Use Element Plan are signed into law by the County Executive. The Land Use Element Plan identifies general areas in Harford County where agricultural, residential, commercial, industrial and open space uses will be allowed. This Plan serves as a policy document to ensure a compatible pattern of land uses throughout the County.

Performance Measure Management

In 1996, Harford County instituted Performance Based Management through all levels of County Government. In addition to current and future basic operational obligations we must also recognize expenses that work towards meeting the Administration's short term objectives and long term goals. It is imperative that department/agency strategic plans, budgets, and performance measures align with the Countywide Mission, Vision, Goals and Objectives. This includes outside agencies that are funded by Harford County. In addition, departments and agencies have established short-term objectives to meet their goals. Performance Measures will then quantify their success or failure in meeting these objectives and goals.

COUNTY BUDGET POLICIES AND PROCESS

Harford County's Administrative Fiscal Policies

Long Term Financing Techniques

General Obligation Bonds – are 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. 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.

Revenue Bonds – are payable solely from identified sources of revenue that may be derived from rates, fees, or charges for service imposed on users of the financed project, tax increment, or specified General Fund non ad valorem tax revenues. Typically, these bonds are used for the County owned water and sewer system activities of treatment, collection, production, and distribution.

Special Assessment Bonds – are bonds secured solely by the properties in the district, with revenues generated by a special assessment or tax on the properties. Under law the County may establish assessment districts and issue bonds for infrastructure improvements.

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 lease 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.

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.

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 in the community. For example, the County provides (through the Emergency Assistance Program) direct payments to clients in need. County Government also 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.

COUNTY BUDGET POLICIES AND PROCESS

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. These include 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 County programs and activities. Capital project contract management and engineering services have been established as requirement contracts.

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. When 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.

Direct Matching Grants

County Government can also provide public funds to private and nonprofit organizations to support activities that are 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.

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.

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. Harford County cannot pledge credit or taxing power to the payment of principal, interest, or other costs of such bonds.

COUNTY BUDGET POLICIES AND PROCESS

Multiple Use of Facilities

County government requires planning coordination among its departments and agencies (including outside agencies) and private organizations (when appropriate) to ensure the functional lifetimes of all buildings and facilities extend well beyond the current generation. An example of 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.

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 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.

Retirement Plans

County Government – employees participate in one of two plans. Both plans are administered by the State of Maryland under provisions of Article 73B of the Annotated Code of Maryland. The two plans are described as follows:

- The Employees' Retirement System of the State of Maryland established October 1, 1941. Harford County joined this Plan 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.
- The Employees' Pension System of the State of Maryland established on January 1, 1980. Harford County joined this Plan on July 1, 1999. Plan members contribute 7% of their covered salary, while Harford County Government is required to contribute at an actuarially determined rate.

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 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. Harford County Deputy Sheriff's who are sworn, certified law enforcement officers are eligible for LEOPS. 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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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 other 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.

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.

Post Employment Health Plan – The County offers a tax-exempt health reimbursement arrangement that Harford County set up in accordance with the Internal Revenue Code Section 501(c)(9). This is a defined contribution benefit. Employees hired on or after July 1, 2010 are enrolled in the Post Employment Health Plan (PEHP) in lieu of the traditional defined-benefit retiree healthcare program. The County will negotiate with Union representatives each year to determine the amount of money to be placed in PEHP.

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 1, 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 that includes a countywide safety program.

Workers' Compensation – Harford County carries excess commercial coverage with a \$2,500,000 retention level for claims. The County also maintains reserve funds of \$750,000 for workers' compensation claims.

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 \$10,000 deductible for physical damage to County owned vehicles.

COUNTY BUDGET POLICIES AND PROCESS

Harford County's Accounting Policies

Basic Financial Statements

Government-Wide Financial Statements – The government-wide financial statements are designed to provide readers 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 would include 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.

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.

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.

Both of these statements distinguish functions of Harford County Government that are principally supported by taxes and intergovernmental revenues (governmental activities including general government, public safety, highways & streets, solid waste, economic development, agricultural land preservation and parks & recreation) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business type activities including 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 including Harford County Board of Education, Harford Community College, Harford County Public Libraries, and the Harford Center, Inc.

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.

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.

Fund Categories

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. Harford County Government maintains eight individual governmental funds. A brief description of each follows below.

COUNTY BUDGET POLICIES AND PROCESS

“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.

“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.

“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.

“The Agricultural Land Preservation Fund” accounts for dedicated transfer tax revenues and provides for easement purchases of County agricultural land.

“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.

“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.

“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.

“Stormwater Management Fund” is required to adopt and implement local laws necessary to establish a watershed protection and restoration program through a stormwater remediation fee.

Proprietary Funds – Harford County Government maintains two different types of proprietary funds. These include:

“Enterprise Funds” that 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 Water and Sewer activities.

“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. This service predominantly benefits governmental rather than business-type functions and has been included within governmental activities in the government-wide financial statements.

Fiduciary Funds (includes LOSAP, OPEB and PEHP) – 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

COUNTY BUDGET POLICIES AND PROCESS

available to support Harford County Government's own programs. The accounting used for fiduciary funds is similar to that used for proprietary funds.

Pension Trust Funds are a type of Fiduciary fund. The Sheriff's Office Pension 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. The Firemen's Length of Service Awards Program (LOSAP) was established to account for the pension system for the volunteer fire personnel serving the various independent volunteer fire companies in the County.

Private Purpose Trust Funds account for resources legally held in a trustee capacity. These would include Revolving Loan Funds (accounts that provide loans to credit worthy businesses unable to obtain financing through traditional sources due to limited equity, collateral, or marginal cash flow); BVL Cooperating Parties Group (private purpose trust funds used to account for revenues collected from potentially responsible parties for the purpose of undertaking the design and construction for the Bush Valley Landfill Site); and the Bar Library Trust Fund (established to account for all expenditures associated with the operations of the Bar Library of the Circuit Court of Harford County).

Agency Funds are also categorized under Fiduciary funds. Agency funds include Pass-Through Grants (accounts for financial assistance received from other governments and transferred to another government, individual, not-for-profit or other organization) in which Harford County Government serves as an agent with little or no discretion in determining how the assistance will be used; and the Harford County Public Entities Healthcare Consortium (accounts for a rate stabilization reserve fund created for Harford County Public Entities Consortium) in which Harford County Government serves as an agent with little or no discretion in determining how the funding will be directed.

Basis of Accounting

Government-wide, proprietary and fiduciary fund financial statements are reported using an 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 cash flow. 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 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, claims and judgments are recorded only when payments are due. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financing sources. Property taxes, income taxes, state shared tax revenues, and interest associated with the current fiscal period are all considered to be susceptible to accrual, and therefore have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable items are considered to be measurable and available only when cash is received by the government.

COUNTY BUDGET POLICIES AND PROCESS

Basis of Budgeting

Annual budgets are adopted for the General Fund, Highways Fund, Agricultural Preservation Fund, Stormwater Management Fund, Tax Increment Financing Fund, Parks and Recreation Fund, Capital Projects Fund, W& S 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 Fund budgets are for management control only. Encumbrances are treated as expenditures for budgetary accounting purposes; payroll is accrued for financial statement purposes only; and interfund reimbursements are eliminated for financial statement purposes. The capital budget reflects appropriations 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. Statements of revenues, expenditures, encumbrances, changes in fund balances, and budget (non-GAAP vs. actual) are prepared for each governmental fund with an annual budget.

Harford County Budget Policies

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

Fund Structure

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.

Operating Funds

The Operating Funds include the General Fund, Solid Waste Services Fund, Highways Fund, Stormwater Management Fund and the Tax Increment Financing Fund. Below is a brief description of these funds.

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 that "no general fund revenue or receipt shall be dedicated to, expended for, or used to supplement appropriations from a special fund except as a loan to a special fund".

The Solid Waste Services Fund – includes revenues derived from, and expenses incurred for, the County's management of solid waste.

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.

COUNTY BUDGET POLICIES AND PROCESS

The Stormwater Management Fund – Harford County is required to adopt and implement local laws necessary to establish a watershed protection and restoration program, including a stormwater remediation fee and a local watershed protection and restoration fund.

The Tax Increment Financing Fund – was authorized by Bill No. 10-10 and Bill No. 12-35. These Bills established both development districts and special taxing districts. The Bills also pledge the real property taxes collected with respect to the tax increment of properties in the districts to payment of the bonds to be issued and also authorizes the imposition of a special tax on properties within the districts to the extent the tax increment received is insufficient to pay debt service on the bonds and other allowable costs and expenses.

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. These funds are the State Agricultural Preservation Fund and the County Agricultural Preservation Fund, a brief description follows below.

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.

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.

The Parks and Recreation Special Revenue Fund was also established by Harford County in response to the Governmental Accounting Standards Board (GASB) Statement No. 34, which requires certain self-sustaining accounts to be included in a local government's operating budget beginning July 1, 2001. This fund generates revenues from fees and rents charged by the Department of Parks and Recreation for activities of a self-sustaining nature.

Enterprise Funds

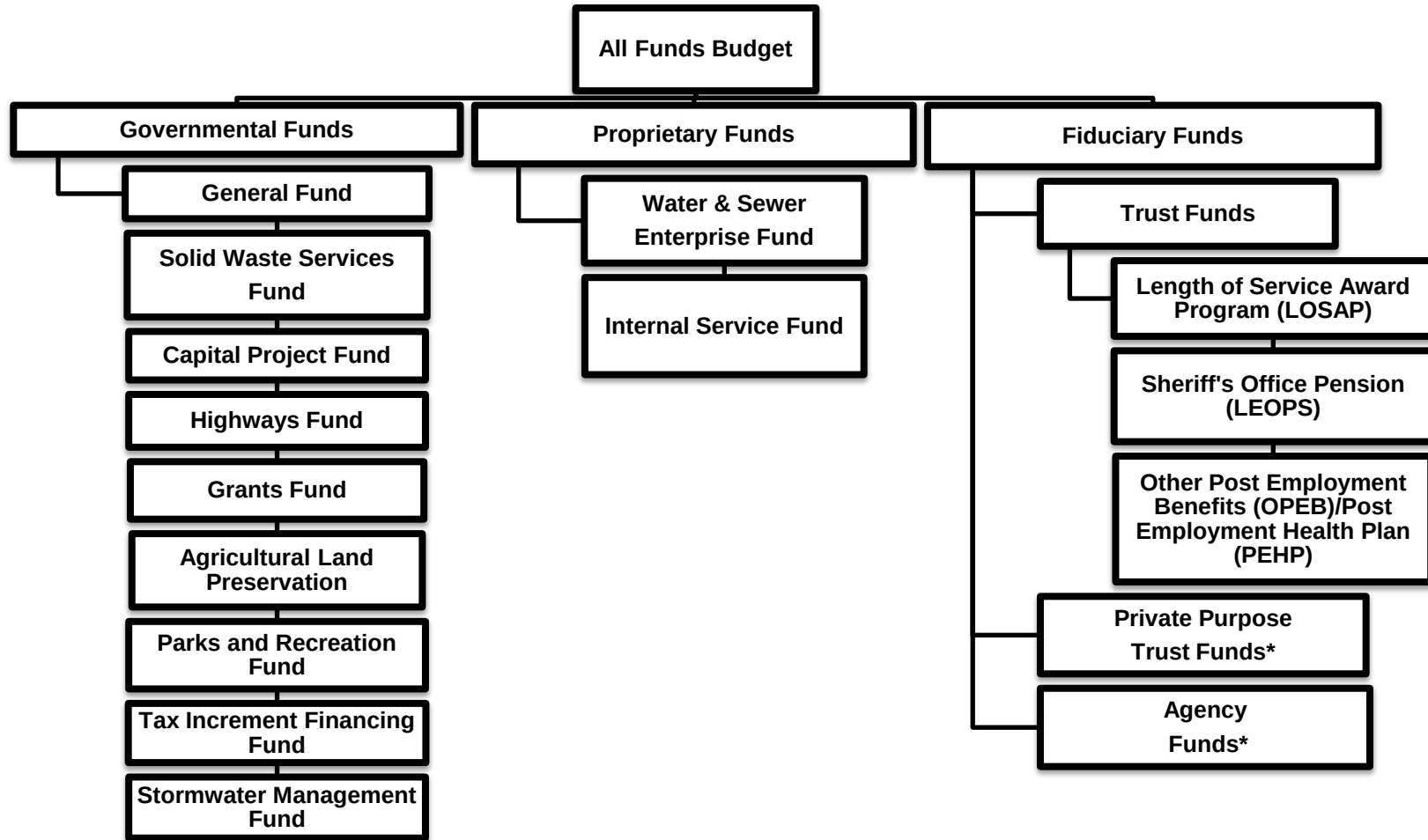
Enterprise funds include the Water and Sewer Fund and Water and Sewer Debt Service Fund.

The Water and Sewer Fund – requires a “separate budget for each utility shall be included in the current expense and capital budget”. The fund provides for the operations of the County's water and sewer systems. The systems are financed primarily through charges to customers for services provided.

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.

COUNTY BUDGET POLICIES AND PROCESS

Harford County Fund Structure



*Harford County does not appropriate for Private Purpose Trust Funds or Agency Funds. These are included in the audited financial statements.

COUNTY BUDGET POLICIES AND PROCESS

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 of capital projects.” Harford County’s Capital Improvement Program provides the details for each capital project the County has planned for the current fiscal year and the following five years. The projects are divided into different project “types” based on the nature of the project or the funding source. These project types include General Projects, Highways Projects, Solid Waste Projects, Parks and Recreation Projects, Water Projects, and Sewer Projects.

The various funding sources 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 nature of the project they provide for. A brief description of the various funding sources is listed below.

Pay-As-You-Go (Paygo) – 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.

General Obligation Bonds – Also known as full faith and credit bonds, 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. 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.

Lease Finance – Arrangements to secure short-term funding for certain renovation/repair projects and equipment purchases.

Reappropriated – These funds are reallocated from one project to another.

Program Open Space – These funds are to support recreational opportunities and come from the State of Maryland through a collection of State Transfer Tax on real property.

State Aid – State funding to assist Harford County in the financing of various capital projects.

Recordation Tax – A tax imposed on every instrument of writing recorded or offered for record with the Clerk of Circuit Court (i.e. 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 capital improvements to existing school facilities; additionally \$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.

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 Program, and 50% to fund school site acquisition, school construction, or school debt service.

COUNTY BUDGET POLICIES AND PROCESS

Impact Fee – The Impact Fee was imposed in 2004 via House Bill 965. The bill stated that the County Council could impose the collection of a development impact fee not to exceed \$10,000 for new construction or development. The revenues from this funding source can only be used for school site acquisition, school construction, school renovation, school debt reduction, or school capital expense. Local legislation followed the enactment of this bill, lowering the impact fee charge in order to provide an economic stimulus to the local housing market during the economic recession. The impact fee charges resulted in \$6,000 for a single family detached, \$4,200 for a townhouse/duplex, and \$1,200 for all other residential (including mobile homes). Exemptions were made for elderly housing and Continuing Care Retirement Communities.

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.

Other – There are various "other" funding sources which may become available. An example would be a contribution from a Homeowner's Association.

Operating Funding Sources

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, and certain non-profit and/or community programs are made from the General Fund. General fund revenues are primarily derived from the following sources:

- Property Tax – properties in Maryland are assessed by the State on a triennial system to establish the value of a property for taxing purposes. For Corporate and Personal property the tax rate is \$2.6053 per \$100 of assessed value of properties outside of the towns (\$2.2408 plus a \$0.3650 "differential" that is dedicated to the Highways Fund). For Real Property the tax rate is \$1.0421 per \$100 of assessed value for properties outside of the towns (\$0.8959 plus a \$0.1462 "differential" dedicated to the Highways Fund).
- Tax Credits
 - The Homestead Tax Credit Program – a tax relief program that requires counties and municipalities of the State to impose a property tax assessment cap. Harford County has set the Homestead Credit Percentage at 5%. This credit is automatically processed and applied to the real property tax bill once the homeowner proves principal residence.
 - The Community Association Tax Credit – exempts any real property utilized as a public park, playground, or scenic area, which is owned by a qualifying community or development association.
 - 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.
 - Solar Energy Tax Credit – is a one-time per property credit allowed when a solar or geothermal qualifying energy conservation device is installed.

COUNTY BUDGET POLICIES AND PROCESS

- Enterprise Zone Tax Credit – is granted to properties located within the enterprise zone on the property's qualified assessment.
- 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.
- Landfill Proximity Tax Credit – is provided for residential properties located in close proximity to a County-owned landfill.
- Real Property Tax Credit – available under specific circumstances for the surviving spouse of a fire, rescue, law enforcement or emergency medical service personnel who died in active service.
- Taxpayer Discounts – Harford County offers discounts to its taxpayers for early remittance of property taxes. Although property taxes are due and payable on October 1 of each year, discounts of 1% on July payments and 0.5% on August payments are granted, while interest is charged on all delinquent taxes beginning October 1 at a rate of 1.5% per month until paid. In addition, a 6% penalty for non-payment of taxes by October 1 is also imposed.
- Income Tax – Maryland counties determine their own income tax rate that 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, distributing Harford County's receipts over three fiscal years.
- Licenses and Permits – are issued for businesses, construction, renovations, cable TV, pets, and marriages. County policy requires an annual review of the cost of issuance incurred vs. the revenue generated. These reviews determine whether the fee imposed needs to be adjusted to be more "cost neutral".
- State Shared Revenues – include jury compensation; a civil defense rebate and a differential for Police Services (determined by the County and Town's assessable base percentage numbers).
- Appropriated Fund Balance – any excess unappropriated fund balance realized at the end of a fiscal year (above the 5% unappropriated fund balance required by County policy) is appropriated into the next fiscal year's budget. This is treated as "one time" funding for that fiscal year.
- Interfund Reimbursement – Portions of revenue and/or expenses incurred by one program but attributable to another program are transferred via Interfund Reimbursements.

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 principal sources of revenue are a County Property Tax differential, State Shared Highways User's Tax Revenue, charges for service and Intra-County revenues. Below is a brief description of these primary sources of revenue.

- 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, the Harford County Code requires the County Council to levy an additional tax, or "differential" on property outside the city

COUNTY BUDGET POLICIES AND PROCESS

and incorporated towns. The Property Tax Differential for Corporate and Personal Property is \$0.365 per \$100 of assessed value for properties outside the towns. The Property Tax Differential for Real Property is \$0.146 per \$100 of assessed value for properties outside the towns.

- State Highways Users Tax – The State of Maryland designates motor vehicle tax, motor vehicle registration fees, a share of the motor vehicle titling tax and a share of the corporate income tax as Highways Users Revenues. The distribution to the subdivisions is determined by a formula based on locally maintained road mileage and vehicle registrations.
- Charges for Service – These revenues include charges to developers for inspections, technical review of design and construction drawings of proposed utility installations, review of all proposed County road access, signs and line striping.
- Intra-County Revenues – This category covers reimbursements from County departments for costs incurred from First Vehicle Services for work on the County's fleet, as well as for fuel from County pumps for County-owned vehicles.

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. The County is authorized to make various service charges for water, sewer, drainage service, usage, late fees and unpaid bills. These charges secure revenue to maintain, repair and operate its water supply, sewerage or drainage systems, depreciation allowances, bond interest, etc. Below is a brief description of these revenues.

- User Charges – A base water and sewer charge is imposed on customers to recoup a portion of water and sewer operating fixed costs. A charge is also placed on all customers when the County's system purchases water from other sources; as well as for sewer customers when the County secures services from other systems. Septic users and haulers are also charged a fee, and developers must pay for some pump station operations.
- Service Charges – These include tests and inspections; miscellaneous services (design review, hydrant charges, etc.); job/shop repair orders; meter installations; and Miss Utility (a charge to contractors and developers for the location of water and sewer lines).
- Other Charges – include Industrial Waste Permits and Interest and Penalty charges.
- General Government Charges – include bad check fees; publications; reproductions; tax lien certificates; sales of plans and specs; depreciation
- Unrestricted net assets (surplus funds from prior years); interest income and miscellaneous revenue.

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. All County debt incurred to finance water, sewer, and wastewater facilities must be paid no later than 40 years after the date of issuance. Revenues for the Water and Sewer Debt Service Fund are derived primarily from the sources listed below.

- System Capital Charges – These include connection charges, surcharges and development charges.
- Assessments – Included in assessments are Recordation Tax receipts (1/6 of the total Recordation Tax receipt is allocated to the Water & Sewer Debt Service Fund); Benefit Assessments; and User Benefit Assessments.

COUNTY BUDGET POLICIES AND PROCESS

- Biological Nutrient Removal Fee/Enhanced Nutrient Removal Fee – were added to cover the debt payment that the County incurred on capital construction costs to install the nutrient removal process at the Sod Run Wastewater Treatment Plant.
- Sanitation Permit – Fees derived from permits to install septic systems (this revenue is divided between the Water & Sewer Debt Service Fund and the General Fund – Health Department account).
- Capital Surcharges – This account is issued to record surcharges for a limited number of specific projects as well as any future capital surcharges to be set.
- Investment Income – This account records interest earned on the investment of all idle cash in the Water & Sewer Debt Service fund.
- Interest & Penalties – Penalty assessments on late payment of water & sewer bills, as well as turn on/turn off fees.

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. Harford County Code establishes the County's authority to set and collect fees and other revenue to support solid waste management. A description of the revenues and fees can be found below.

- Landfill Fees – Includes tipping fees, household waste, disposal fees, sale of compost and mulch.
- Waste-to-Energy Revenue – Includes steam sales to the U.S. Army, recovered materials, permitted materials, tire disposal, and tipping fees.
- Other Revenue – Includes refuse licenses sold by the County and interest on invoices.
- General Fund Support – Avenues for imposing fees are limited by law, and economic conditions can influence the amount of solid waste received. This results in a need for support of the Solid Waste Services fund with General Fund revenues. (Note – while the 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).

County Agricultural Preservation Program – Harford County can enter into installment contracts to purchase easements for agricultural land preservation purposes. These purchases are to be primarily funded with Transfer Tax. 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. The Harford County Agricultural Land Preservation Program (HALPP) was established 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. Revenue for this program is derived from the sources listed below.

- County Transfer Tax – Harford County imposed a 1% Transfer Tax on any instrument of writing that conveys title to, or a leasehold interest in real property, effective July 1, 1993. The proceeds are to be distributed 50% to the County's Agricultural Land preservation program and 50% to fund school site acquisition, construction, etc.
- Proceeds from Installment Loans – Proceeds from Installment Loans are an accounting requirement when the County enters into an Installment Purchase Agreement (IPA) with a land owner. IPA's are from 20 years with interest and a small portion of principal being paid each year.

COUNTY BUDGET POLICIES AND PROCESS

- Other – Includes investment income and fund balance appropriated.

State Agricultural Preservation Program – The Maryland Agricultural Land Preservation Foundation (MALPF) was created 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. MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. Revenue for MALPF is derived from the following sources.

- Maryland State Property Transfer Tax – Harford County receives a portion of this tax assessed on all real property transfers.
- Maryland State Agricultural Land Transfer Tax – Maryland imposes a State Agricultural Land Transfer Tax on all transfers of title on agricultural land taken out of production. Maryland counties without Certified Agricultural Land Preservation Programs are required to remit two-thirds of the revenue to MALPF. Counties retain one third for agricultural land preservation purposes. Counties with Certified Local Agricultural Land Preservation Programs may retain 75% of the Agricultural Transfer Tax collected, for preservation purposes, and are required to remit only 25% to the Foundation. Harford County does have a certified program.

Parks and Recreation Special Fund – A special revenue fund was established March 20, 2001 to cover revenues and expenses related to the self-supporting activities of the Emmorton Recreation and Tennis Center, Recreation Councils, and/or the Oakington Peninsula. A breakdown of the revenues for this fund follows below.

- Charges for Service – Include fees, rentals, contributions, camps, tournaments, etc.
- Other – Includes Fund Balance Appropriated, Capital Project Debt Service Payment and Miscellaneous Revenue.

Harford County's Budget Process

The Budget Process includes elements of the County's Five-Year Business Plan. These elements are broken down as follows:

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. Additionally, a Spending Affordability Committee is appointed each year by the County Executive. This Committee estimates projected growth in Income and Property Taxes for the upcoming fiscal year.

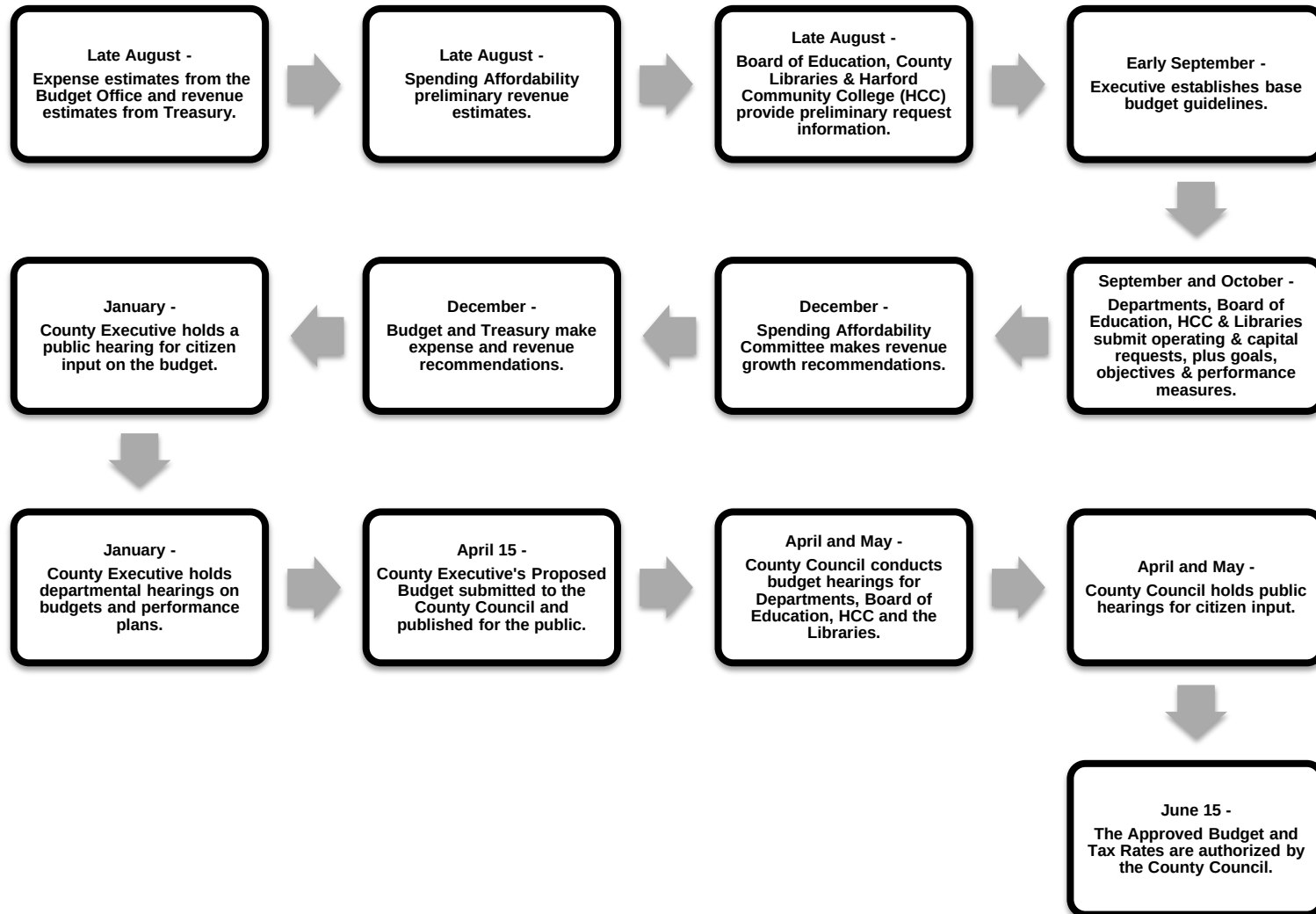
Three-Year Expenditure Plan – Operating and Capital expenditure projections (in three year increments) are updated annually. Projections also cover the estimated operating impact of future capital improvements that are scheduled in the Capital Improvement Program. These estimates include the applicable debt service. Harford County is committed to the conservative policy of spending only what we can afford.

Incorporating the Strategic Plan – Harford County asks that every department and agency that receives County funding develop their own Mission Statement and Goals that support the County's overall Vision, Mission and Goals. In addition, these departments and agencies must establish short term objectives to meet their goals. Review of these goals and objectives takes place during the annual budget process.

COUNTY BUDGET POLICIES AND PROCESS

Development of the Budget

The annual budget process is based on the strategic plans, fiscal policies and management techniques adopted by the Administration. The following is a monthly breakdown of the budget process.



COUNTY BUDGET POLICIES AND PROCESS

Developing the County Executive's Proposed Budget

January thru Mid-March – Departments meet with the County Executive, Budget Office and County Treasurer to discuss Operating and Capital budget requests; as well as the status of available revenues and expense estimates. A public hearing is also scheduled to allow citizens to address the County Executive with their concerns and budget priorities. Additionally, the Spending Affordability Committee concludes analysis and makes final recommendations to the County Executive as to their estimated growth of Property and Income Tax revenues.

April and May – The County Executive must submit a Proposed Budget to the County Council by April 15. Following this submittal the Council will conduct hearings with departments and agencies to gather information to make funding decisions. By County Charter the County Council cannot change the form of the budget as submitted by the County Executive, nor can they alter the revenue estimates except to correct mathematical errors, nor can they increase any expenditure recommended by the County Executive for current expense or capital purposes. The County Council can, however, decrease or delete other items in the budget and appropriate the equivalent revenue to the Board of Education.

June 15th – The budget must be adopted by the County Council by June 15th with the affirmative vote of at least four of the seven Council members. 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.

Transfer of Appropriations

Appropriations in the Approved budget may be transferred, but at varying levels of authorization (based on fund structure).

Within the same fund and within the same agency – County Executive authorization required

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.

Supplemental Appropriations

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

COUNTY BUDGET POLICIES AND PROCESS

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 next fiscal year in which the emergency appropriation was made.

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 pass without any expenditure or encumbrance of project appropriations, that project is then considered to be abandoned. Credit balances from completed and/or abandoned projects are available for appropriation in subsequent capital budgets.

Amending the Adopted Capital Budget

Harford County Charter, Section 521 states that “No obligations of the County shall be authorized in any fiscal year for or on account of any capital project not included in the County budget as finally adopted for such year, provided that upon receipt of a recommendation in writing from the County Executive, the Council may after a public hearing and with the affirmative vote of at least five of its members amend the County budget. The Council may increase the total amount of appropriations for a County capital budget only if the increased appropriations are to be funded from revenues received from anticipated sources but in excess of budget estimates therefore, or from revenues received from sources not anticipated in the budget.”



Harford County Administration Building

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.

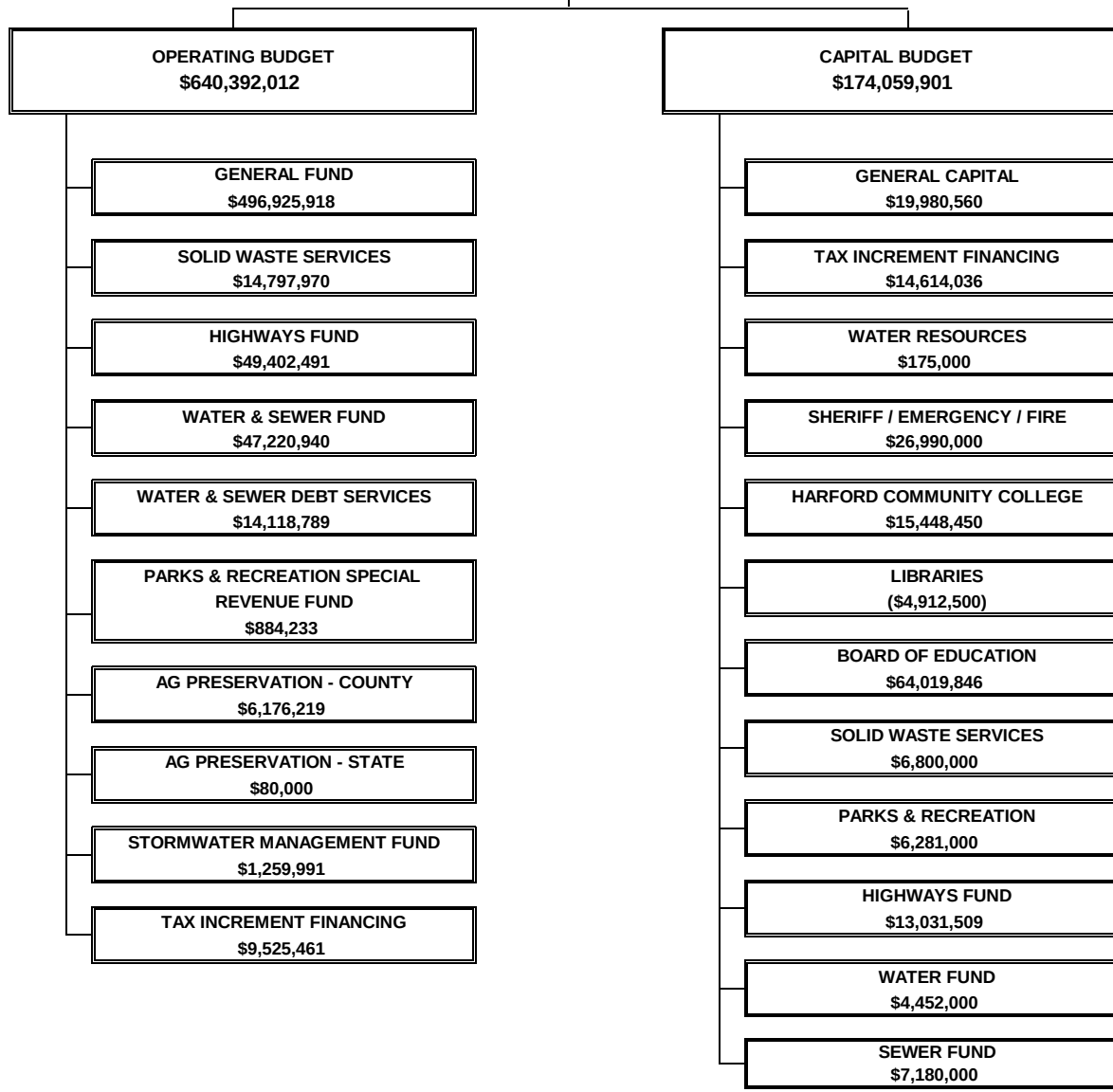
- In partnership with community based organizations government agencies will build, operate, and maintain facilities and resources that encourage citizens to be self reliant.
- With a focus on managing growth, guide the continued creation of safe, adequate, and diverse housing stock that ensures equal 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 14 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
Information & Comm Tech			X				Economic Development				X		
Sheriff	X												

HARFORD COUNTY TOTAL FY 14 APPROVED BUDGET ALL FUNDS \$814,451,913



HARFORD COUNTY, MARYLAND FISCAL YEAR 2014 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; as well as operational needs and mandates, coupled with the strategic plans, fiscal policies and management techniques adopted by the Administration.

While developing our Fiscal Year 2014 Operating and Capital Budgets we were presented with new challenges beyond the normal challenges. The budget was prepared while trying to balance the needs and wants of the public with the reality of the revenues available to meet those needs. Although there are signs the economy is improving, the FY 2014 Operating Budget is indicative of conservative budgeting with sustainable commitments without raising taxes.

A number of revenue streams have been adversely affected over the past several years by various forces outside the control of the Administration. A lagging national economy, unfunded mandates from Annapolis and lower tax revenues have resulted in a lean Operating Budget for FY 2014. Despite these issues, the County's funding the Board of Education of Harford County \$1,952,485 over the Maintenance of Effort. Furthermore, the County is funding an additional \$1.5 million for teacher pensions in FY 2014.

REVENUES

ALL FUNDS

FY 14 Approved Budget	640,392,012
FY 13 Approved Budget	625,745,860
\$ growth	14,646,152
% growth	2.34%

FUNDING SOURCE

GENERAL	496,925,918
HIGHWAYS	49,402,491
PARKS AND RECREATION	884,233
AG PRESERVATION - COUNTY	6,176,219
AG PRESERVATION - STATE	80,000
STORMWATER MANAGEMENT	1,259,991
TAX INCREMENT FINANCING	9,525,461
WATER & SEWER OPERATING	47,220,940
WATER & SEWER DEBT SERVICE	14,118,789
SOLID WASTE SERVICES	14,797,970

FY 14 TOTAL ALL FUNDS **640,392,012**

REVENUE SOURCE

PROPERTY TAXES	289,272,646
INCOME TAXES	190,600,000
W & S USER CHARGES	26,159,625
WASTE TO ENERGY PLANT	8,420,900
W & S DEBT SERVICE	11,964,200
INTERGOVERNMENTAL/STATE-SHARED	30,775,277
INVESTMENT INCOME	1,298,391
FUND BAL APPROP/UNRESTRICTED NET ASSETS	47,779,823
OTHER REVENUE	34,121,150

FY 14 TOTAL ALL REVENUES **640,392,012**

HARFORD COUNTY, MARYLAND FISCAL YEAR 2014 BUDGET SUMMARY

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

For Fiscal Year 2014, Property and Income tax revenues are estimated to generate 75% of the total of all revenue.

Property Taxes

FY 14 Approved Budget	289,272,646	45.17% of the Total All Funds FY 14 Operating Budget
FY 13 Approved Budget	292,182,545	46.69% of the Total All Funds FY 13 Operating Budget
\$ decline	(2,909,899)	
% decline	(1.0%)	

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.

For FY 14, the Property Tax rate was unchanged. Real property is assessed at 100% of market value with a tax rate of \$1.042 per one hundred dollars of full value and \$2.60 for corporate and personal property. The tax rate falls below the Constant Yield Rate.

In FY 14, the percent of overall decline in property tax is (1.0%) or (\$2,909,899).

Income Taxes

FY 14 Approved Budget	190,600,000	29.76% of the Total All Funds FY 14 Operating Budget
FY 13 Approved Budget	175,068,772	27.98% of the Total All Funds FY 13 Operating Budget
\$ growth	15,531,228	
% growth	8.87%	

We receive approximately 90% of Income Tax in quarterly distributions of withholdings and estimated payments. These receipts have been increasing from year to year beginning in FY 11, and continuing the trend in FY 12 and FY 13. Fiscal Year 14 estimates are based on FY 13 actual amounts with a small percentage increase.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2014 BUDGET SUMMARY

Recordation Tax

FY 14 Approved Budget	9,700,255	1.51% of the Total All Funds FY 14 Operating Budget
FY 13 Approved Budget	7,533,738	1.20% of the Total All Funds FY 13 Operating Budget
\$ growth	2,166,517	
% growth	28.76%	

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.

Fund Balance/Unrestricted Net Assets

FY 14 Approved Budget	47,779,823	7.46% of the Total All Funds FY 14 Operating Budget
FY 13 Approved Budget	50,924,851	8.14% of the Total All Funds FY 13 Operating Budget
\$ decline	(3,145,028)	
% decline	(6.18%)	

Fund Balance has been appropriated in the General Fund at approximately \$21.9 million. The majority of this funding will be utilized as Paygo for capital projects at almost \$16.5 million as well as \$2.7 million for Grants and Contributions to outside non-profits. Fund Balance in the Highways Fund of \$4.8 million will likewise fund Paygo projects in the capital budget for resurfacing, bridge and roadway projects. The Parks and Recreation Special Revenue Fund Balance of \$33,233 will allow for HVAC replacement and furnishings at Swan Harbor Farm, and replacement of software critical to the operation of the Emmorton Recreation & Tennis Center. The Agricultural Preservation - County Fund will use all of the \$712,755 Fund Balance to cover a balloon payment on debt service. The Water and Sewer Fund appropriated \$9.6 million of net assets for one time capital projects and capital outlay and \$10.6 million contributed capital to fund depreciation expense.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2014 BUDGET SUMMARY

LONG RANGE ISSUES AND GOALS

Citizens of Harford County have defined the control of development and population growth as two of Harford County's most important issues. This places the County's focus on critical areas of concentration such as overcrowded schools, public safety, and preserving agricultural heritage.

DEVELOPMENT - Harford County continues to maintain a desirable quality of life and has seen population growth go from 145,930 in 1980 to 238,250 in 2005, and 246,433 in 2010. Various actions supported by elements of the Master Plan and the designated growth areas have been taken to manage the amount and to define the type of growth we are experiencing.

In November 2009, the County Council amended the adequate public facilities legislation controlling development of a site in which the enrollment of pupils would be greater than 110% of the State-rated capacity of the school, or if the enrollment is projected to be greater than 110% within three consecutive years. Specifically, these amendments provided that development of a site affected by over-capacity could be approved if a project was in place within the Approved Capital Budget with appropriation sufficient to fund construction of a new school or a school addition/renovation. Upon completion, the Board of Education must demonstrate that the enrollment of the school serving the site will be 100% or less due to the capital project. 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 to determine whether the capital project would provide adequate capacity to allow the Board of Education to reduce enrollment at the school, if actual construction of the capital project has begun, and/or whether the capital project is scheduled to be completed and operational within 2 years.

ECONOMIC DEVELOPMENT

Thanks to a growing business environment thriving in technology resources, Harford County is attracting a growing number of Fortune 500 and high-tech companies. With the completion of Base Realignment and Closure 2005 (BRAC) in September 2011, Aberdeen Proving Ground (APG) has grown to a \$20 billion economic engine, attracting R & D industries and private contractors to Harford County. The total number of defense contractors in support of APG has grown to 136 in 2013.

In addition, the University Center, Northeastern Maryland Regional Higher Education Center (formerly referred to as the Higher Education Applied Technology (HEAT) Conference Center) offers a myriad of university courses, advanced education, training and resources. Construction has begun on Towson University classroom space at Harford Community College where a four year degree will now be attainable. The Northeastern Maryland Research Park, LLC, was created in 2011 to oversee the development of a university research park in Harford County. A study on the development of the park is due in August, 2013.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2014 BUDGET SUMMARY

Financial Services - The Office of Economic Development (OED) offers financial support for businesses, and works with the business community to obtain financing and assists in venturing capital and local, state, and federal loans. Specific financing programs include Industrial Revenue Bonds for Manufacturers and 501(c)(3) Organizations; the Economic Development Opportunity Fund; and the Community Development Block Grant for Economic Development. OED also offers Workforce Technical Training Grants, a competitive investment grant program to assist Harford County employers to become more productive and competitive through the acceleration of technical training to their employees.

In 2010, the County created the Harford Business Innovation (HBIC) as the next step in providing support to entrepreneurs with new, young or accelerating companies in need of incubator space. The Harford Metropolitan Area Network (HMAN) will add 100 miles of broadband fiber optic cables that will allow high-speed access to voice, data and video for county organizations and businesses.

In 2013, the office opened the Ground Floor at Harford, which is a co-working space for application developers. The office also completed a memorandum of understanding with Betamore, in Baltimore city and BWTech at University of Maryland, Baltimore County (UMBC) to share co-working spaces and programming with the Greater Baltimore region.

As part of Economic Development's "economic gardening" and "growing your own" during a tough economy. Harford's Entrepreneur's Edge was developed as the first point of entry in the County to provide a one-stop shop of resources for individuals starting or growing their business. The GROUND FLOOR and the HBIC are part of these resources.

ISSUES RESULTING FROM POPULATION GROWTH

SCHOOL CAPACITY

During the 1980's County policy stated that Paygo was the only funding source to be used for financing capital projects. Though this left the County fiscally strong, it had a severe impact on needed public infrastructure. This policy was amended in the 1990's to include bond financing. With this change a number of facility issues were addressed as well as wastewater treatment plant expansions, solid waste disposal sites, a detention center, etc. With the demand for so many projects, school construction was limited to address the population at hand. Seven elementary schools and one middle school were opened during the 1990's and when high school overcrowding became problematic in the late 1990's an analysis determined that construction of a new high school would be more cost effective than rehabilitating an existing school.

As the economy continued to decline, 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 school site acquisition, school construction, school renovation, school debt reduction, or school capital expenses."

Harford County is committed to addressing school capacity issues and forward funded numerous projects over the past several years anticipating that the State would reimburse their share of these new and replacement school buildings in the future. This comes with a price in terms of debt which the County, not the State, must assume. Of the County's total general fund debt service costs for FY 2014, 62.10% is attributable to Board of Education construction projects.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2014 BUDGET SUMMARY

PUBLIC SAFETY

Population growth and new technologies have generated the need for long term planning for Public Safety. In Fiscal Year 2014 a capital project will provide funds to support the Governor's Security Initiative Program for schools. The program will allow for the purchase and installation of surveillance systems utilizing Internet Protocol cameras that allow the transmission of camera images over the Internet to give remote access to administrators and emergency response personnel. Funds are also included to construct a new Emergency Operations and 911 Call Center.

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 2014, funding is provided for the expansion and renovation of the Joppa Magnolia Fire Station and Susquehanna Hose Company House #3.

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. 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.

As of July 2013, the County has acquired 47,542 acres of farmland through County and State Agricultural Preservation Programs along with donated easements.

THE ENVIRONMENT and SUSTAINABILITY - Over the past decade, Harford County has consistently been a leader in the State with its recycling rate which has exceeded the State's mandated waste diversion rate. In 2010, Harford County implemented its single stream recycling program to residents and businesses allowing all recyclables to be combined, thereby making recycling more convenient and increasing the curbside recycling collection by over 40 percent.

In 1998, in an effort to conserve landfill space, Harford County contracted with the Northeast Maryland Waste Disposal Authority to build and operate the Harford Waste to Energy Facility (HWTEF). Currently, this facility is capable of disposing of over 110,000 tons of solid waste per year which represents approximately 80 percent of the County's solid waste. The waste is burned to generate steam which, in turn, is sold to Aberdeen Proving Ground (APG) and serves approximately 80 percent of the energy needs of the Edgewood Area of APG. The volume of waste is reduced by 90 percent with the ash residue requiring land filling. The sale of steam along with the tipping fees provides revenue to help support the operating expenses and debt service of the facility. The debt service will be retired in 2014.

In 2016, the HWTEF will be shut down due to the age of the facility, cost to repair, and long-term needs of the Army. Additionally, the landfill will also be shut down at that time. In 2013, the Harford County Council approved a long-term agreement with Baltimore County for a regional solution to the solid waste disposal needs of both Counties. All solid waste and recyclables collected within Harford County will be transported to Baltimore County's facilities for processing and disposal. This program will begin in 2016 after the HWTEF and landfill cease operations.

Harford County Government has established the Division of Sustainability within the Department of Administration to continue the County's advancement in environmental protection and awareness. This division is responsible for cultivating partnerships and securing grants to further increase sustainability with County Government practices and policies, as well as reaching out to citizens.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2014 BUDGET SUMMARY

FISCAL YEAR 2014 ISSUES AND OBJECTIVES

After careful review and analysis, the Approved Fiscal Year 2014 Operating and Capital budgets continue to demonstrate conservative fiscal management. Through prudent budgeting, strategic planning, and open lines of communication with outside agencies, employees, citizens, unions, the State and the towns we are coping with the pressures brought on by a global economical crisis. Harford County continues to keep the public's needs a priority, striving to maintain services especially in the areas of Public Safety and Education.

Although the FY 13 Operating Budgets were amended to provide eligible County employees a 4% merit increase, FY 14 budgets for County departments and agencies remain lean. Again this year there are no furloughs, or layoffs built into the FY 14 budget, as well as no wage or salary enhancements.

HARFORD COUNTY, MARYLAND
FY 2014 TAXABLE ASSESSABLE BASE
GENERAL FUND

	Fiscal Year 2011-2012		Fiscal Year 2012-2013		Fiscal Year 2013-2014	
	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
<u>REAL PROPERTY</u>		@ \$0.896		@ \$0.896		@ \$0.896
Full Year Levy	26,328,243,973	235,901,066	25,943,840,067	232,456,807	25,395,658,929	227,545,104
Partial Year Levy	66,964,286	600,000	66,852,679	599,000	63,399,107	568,056
Real Property Subtotal	26,395,208,259	236,501,066	26,010,692,746	233,055,807	25,459,058,036	228,113,160
<u>PERSONAL PROPERTY</u>		@ \$2.24		@ \$2.24		@ \$2.24
Unincorporated Business	9,017,857	202,000	8,705,357	195,000	9,415,179	210,900
Railroads and Public Utilities	522,321,429	11,700,000	522,321,429	11,700,000	516,071,429	11,560,000
Corporate Property	424,107,143	9,500,000	441,964,286	9,900,000	522,321,429	11,700,000
Personal Property Subtotal	955,446,429	21,402,000	972,991,072	21,795,000	1,047,808,037	23,470,900
Grand Total	27,350,654,688	257,903,066	26,983,683,818	254,850,807	26,506,866,072 ⁽¹⁾	251,584,060
<u>ADDITIONS AND SUBTRACTIONS</u>						
Interest, Discounts and Other Credits		(5,009,655)		(2,940,705)		(2,990,167)
NET TAXES		252,893,411		251,910,102		248,593,893

⁽¹⁾ The total taxable value of the assessed base for Harford County is estimated to be \$26,506,866,072 on June 30, 2014. The estimated tax exempt portion of the total assessable base is estimated to be \$2,535,432,934 as of June 30 2014. The total assessable base is estimated at \$29,042,299,006.

HARFORD COUNTY, MARYLAND

FY 2014 TAXABLE ASSESSABLE BASE

HIGHWAYS FUND

	Fiscal Year 2011-2012		Fiscal Year 2012-2013		Fiscal Year 2013-2014	
	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
<u>REAL PROPERTY</u>		@ \$0.146		@ \$0.146		@ \$0.146
Full Year Levy	22,290,550,000	32,544,203	21,810,510,274	31,843,345	21,363,615,068	31,190,878
Partial Year Levy	61,643,836	90,000	60,273,973	88,000	34,641,781	50,577
Real Property Subtotal	22,352,193,836	32,634,203	21,870,784,247	31,931,345	21,398,256,849	31,241,455
<u>PERSONAL PROPERTY</u>		@ \$0.365		@ \$0.365		@ \$0.365
Unincorporated Business	6,849,315	25,000	7,671,233	28,000	7,671,233	28,000
Railroads and Public Utilities	493,150,685	1,800,000	438,356,164	1,600,000	438,356,164	1,600,000
Corporate Property	273,972,603	1,000,000	298,082,192	1,088,000	298,082,192	1,088,000
Personal Property Subtotal	773,972,603	2,825,000	744,109,589	2,716,000	744,109,589	2,716,000
Grand Total	23,126,166,438	35,459,203	22,614,893,836	34,647,345	22,142,366,438	33,957,455
<u>ADDITIONS AND SUBTRACTIONS</u>						
Interest, Discounts and Other Credits		(617,349)		(273,902)		(243,427)
NET TAXES		34,841,854		34,373,443		33,714,028

**DEBT REQUIREMENTS FOR FISCAL YEAR 2013-2014
HARFORD COUNTY, MARYLAND**

LONG TERM DEBT REQUIREMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Obligation Bonds	8,939,652	4,619,049	13,558,701
Community College Bonds	2,191,614	1,184,403	3,376,017
Public School Bonds	17,454,984	13,173,669	30,628,653
Highway Bonds	200,500	138,077	338,577
Agricultural Preservation Loans	2,090,108	3,173,287	5,263,395
Water & Sewer Bonds	7,135,992	5,877,556	13,013,548
Water & Sewer Loans	319,539	66,261	385,800
Farmers Home Loan	41,865	57,592	99,457
Notes General Fund	286,701	84,760	371,461
TIF - Beechcreek	0	1,050,000	1,050,000
TIF - James Run	0	2,070,000	2,070,000
TOTALS	<u><u>38,660,955</u></u>	<u><u>31,494,654</u></u>	<u><u>70,155,609</u></u>

SHORT TERM DEBT REQUIREMENTS:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
General Fund Lease Finance			
Lease Purchase - County	699,373	16,413	715,786
Highways Fund Lease Finance	595,211	13,968	609,179
Water & Sewer Fund Lease Finance	193,444	4,540	197,984
Solid Waste Services Lease Finance			
Waste to Energy Lease 2002	0	22,120	22,120
Waste to Energy Retrofit	1,470,000	77,175	1,547,175
Sub total Solid Waste Services	<u>1,470,000</u>	<u>99,295</u>	<u>1,569,295</u>
TOTALS	<u><u>2,958,028</u></u>	<u><u>134,216</u></u>	<u><u>3,092,244</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	25,459,058,036	1,047,808,037	LEGAL
APPLICABLE GENERAL OBLIGATION DEBT % RATE	6%	15%	DEBIT LIMIT
ESTIMATED LEGAL DEBT LIMIT - for borrowing of funds and issuance of bonds	1,527,543,482	157,171,206	1,684,714,688

STATEMENT OF ESTIMATED LONG TERM DEBT OUTSTANDING AS OF JUNE 30, 2013

ESTIMATED LONG TERM DEBT:

General Obligation	93,829,318
Solid Waste	18,861,654
Community College	25,964,949
Public Schools	287,588,281
Highways	4,646,210
<u>TOTAL ESTIMATED LONG TERM DEBT</u>	<u>430,890,412</u>

ESTIMATED SELF SUSTAINING DEBT:

Water & Sewer Bonds and Loans	125,246,234
Tax Increment Financing	14,000,000
Agricultural Preservation Debt	59,091,617
<u>TOTAL ESTIMATED SELF SUSTAINING DEBT</u>	<u>198,337,851</u>

ESTIMATED TOTAL BONDED DEBT

LESS: Estimated Self Sustaining Debt	198,337,851

ESTIMATED TOTAL DEBT APPLICABLE TO LEGAL DEBT LIMIT

ESTIMATED TOTAL LEGAL DEBT LIMIT

LESS: Estimated Total Debt Applicable to Legal Debt Limit	430,890,412

ESTIMATED LEGAL DEBT MARGIN

1,253,824,276

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BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2012-2019

	Actual 2012	Approved Budget 2013	Approved Budget 2014	Projection 2015	Projection 2016	Projection 2017	Projection 2018	Projection 2019
Expenditures ^{(1) (2)}								
County Council	\$ 2,506,624	\$ 2,763,743	\$ 2,743,901	\$ 2,826,218	\$ 2,911,005	\$ 2,998,335	\$ 3,088,285	\$ 3,180,933
General Government	\$ 40,913,262	\$ 43,191,990	\$ 46,419,412	\$ 47,811,994	\$ 49,246,354	\$ 50,723,745	\$ 52,245,457	\$ 53,812,821
Education	\$ 234,933,767	\$ 236,782,980	\$ 238,262,341	\$ 245,410,211	\$ 252,772,518	\$ 260,355,693	\$ 268,166,364	\$ 276,211,355
Harford Center	\$ 553,036	\$ 553,036	\$ 553,036	\$ 569,627	\$ 586,716	\$ 604,317	\$ 622,447	\$ 641,120
Judicial	\$ 8,221,528	\$ 7,807,635	\$ 8,208,999	\$ 8,455,269	\$ 8,708,927	\$ 8,970,195	\$ 9,239,301	\$ 9,516,480
Libraries	\$ 15,692,144	\$ 15,634,624	\$ 16,158,310	\$ 16,643,059	\$ 17,142,351	\$ 17,656,622	\$ 18,186,320	\$ 18,731,910
Parks and Recreation	\$ 10,103,393	\$ 10,315,774	\$ 10,506,180	\$ 10,821,365	\$ 11,146,006	\$ 11,480,387	\$ 11,824,798	\$ 12,179,542
Public Safety	\$ 91,949,421	\$ 90,950,130	\$ 93,581,642	\$ 96,389,091	\$ 99,280,764	\$ 102,259,187	\$ 105,326,963	\$ 108,486,771
Public Works	\$ 47,763,802	\$ 49,505,721	\$ 51,347,410	\$ 52,887,832	\$ 54,474,467	\$ 56,108,701	\$ 57,791,962	\$ 59,525,721
Social Services	\$ 11,348,799	\$ 11,643,761	\$ 12,158,851	\$ 12,523,617	\$ 12,899,325	\$ 13,286,305	\$ 13,684,894	\$ 14,095,441
Other Financing Uses	\$ 30,187,840	\$ 35,636,205	\$ 29,218,628	\$ 30,095,187	\$ 30,998,042	\$ 31,927,984	\$ 32,885,823	\$ 33,872,398
Debt Service (3)								
General Obligation Debt	\$ 51,470,203	46,443,320	48,273,409	49,705,898	54,204,519	56,977,336	59,312,241	64,675,338
Other Debt Expenses	2,672,766	4,614,391	3,694,260	774,750	774,750	774,750	2,074,750	774,750
Total Expenditures	\$ 548,316,585	\$ 555,843,310	\$ 561,126,379	\$ 574,914,119	\$ 595,145,744	\$ 614,123,556	\$ 634,449,605	\$ 655,704,580
Capital Plan								
General Obligation Bonds	\$ 24,370,000	\$ 36,345,000	\$ 60,619,036	\$ 83,122,325	\$ 78,036,630	\$ 47,501,638	\$ 23,091,000	\$ 20,685,000
Highway Bonds	4,300,000		-					
Water and Sewer Bonds	19,045,000	2,550,000	6,000,000	8,970,000	3,400,000	5,500,000	9,650,000	2,400,000
Pay-as-you-go								
General Fund	9,688,918	17,752,225	16,501,062	50,315,578	43,071,986	39,496,699	27,461,411	26,253,125
Highway Fund	10,245,000	15,280,135	9,480,762	18,023,750	21,465,500	19,953,000	19,930,500	22,578,000
Water and Sewer Fund	1,690,823	6,278,000	5,373,450	3,835,000	3,195,000	4,595,000	3,240,000	2,195,000
Other Sources (All Funds)	63,238,276	45,991,922	76,085,591	45,632,802	51,211,872	24,173,009	22,927,350	51,101,938
Total Capital Plan	\$ 132,578,017	\$ 124,197,282	\$ 174,059,901	\$ 209,899,455	\$ 200,380,988	\$ 141,219,346	\$ 106,300,261	\$ 125,213,063

BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2012-2019

	Actual 2012	Projection 2013	Projection 2014	Projection 2015	Projection 2016	Projection 2017	Projection 2018	Projection 2018
General Obligation Outstanding July 1	\$ 433,558,610	\$ 448,132,841	\$ 450,668,597	\$ 473,818,597	\$ 495,037,524	\$ 512,926,769	\$ 538,900,122	\$ 557,632,260
Additions	49,279,319	30,000,000	50,000,000	50,000,000	50,000,000	60,000,000	55,000,000	55,000,000
Less Principal Repayments & Reductions	34,705,088	27,464,244	26,850,000	28,781,073	32,110,755	34,026,647	36,267,862	38,767,862
General Obligation Outstanding June 30	\$ 448,132,841	\$ 450,668,597	\$ 473,818,597	\$ 495,037,524	\$ 512,926,769	\$ 538,900,122	\$ 557,632,260	\$ 573,864,398
Population ⁽⁴⁾	246,700	249,167	251,659	254,175	256,717	259,284	261,877	264,496
Taxable Property Value ⁽⁵⁾								
Taxable Assessed Valuation (000 omitted)	\$ 27,441,404	\$ 26,983,684	\$ 26,934,104	\$ 27,472,787	\$ 28,022,242	\$ 28,582,687	\$ 29,154,341	\$ 29,737,428
Debt Ratios								
Expenditures	9.4%	8.4%	8.6%	8.6%	9.1%	9.3%	9.3%	9.9%
General Obligation Debt Per Capita	\$1,817	\$1,809	\$1,883	\$1,948	\$1,998	\$2,078	\$2,129	\$2,170
Valuation	1.6%	1.7%	1.8%	1.8%	1.8%	1.9%	1.9%	1.9%
Approved Debt Policy Ratios								
Expenditures	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
General Obligation Debt Per Capita	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Valuation	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%

⁽¹⁾ Growth for departments is 3% for all years beyond that.

⁽²⁾ These expenditures include General and Highway Funds only.

⁽³⁾ Includes principal and interest

⁽⁴⁾ Estimated at the compound annual growth rate of 1% for future periods

⁽⁵⁾ Estimated at the compound annual growth rate of 2% for all years beyond that.

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, 2012</u>	98,709,068	0
2013 Revenue - Estimated	551,550,573	14,738,721
2013 Expenditures - Estimated	<u>(557,946,033)</u>	<u>(14,738,721)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	<u>92,313,608</u>	<u>0</u> ⁽¹⁾
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013		
 <u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	92,313,608	0
LESS: Nonspendable Fund Balance		
Loan Receivables - Town of Bel Air Parking Garage	(384,023)	
Loan Receivables - Stuart Terrace	(14,721)	
LESS: Restricted Fund Balance		
Dedicated Revenues - Detention Center	(536,012)	
Bond Premium	(1,815,311)	
LESS: Assigned Fund Balance		
Reserve for Credit Rating Purposes ⁽²⁾	(25,586,194)	
Encumbrances	(3,733,154)	
OPEB	(8,000,000)	
Health Care Consortium	(1,200,000)	
Designated for Landfill Closure	<u>(11,411,522)</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, 2013</u>	39,632,671	0
Highways Fund Support for Transportation	3,292,456	
Fiscal Year 2014 Estimated Revenues	471,656,997	14,797,970
Less Fiscal Year 2014 Estimated Expenditures	<u>(496,925,918)</u>	<u>(14,797,970)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2015 & FUTURE YEARS</u>	<u>17,656,206</u>	<u>0</u>
Reserve for Credit Rating Purposes ⁽²⁾	25,586,194	
Estimated Reserve for Credit Rating as a Percentage of Total Estimated 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, 2012</u>	21,990,987
2013 Estimated Revenues	44,772,259
2013 Estimated Expenditures	<u>(52,267,369)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	<u>14,495,877</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013	
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	14,495,877
LESS: Reservation of Fund Balance	
Encumbrances	(882,828)
Prepaid	(131,282)
Inventory	(2,025,093)
LESS: Unreserved Fund Balance	
Reserve for Credit Rating Purposes	<u>(2,470,125)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2013</u>	8,986,549
Plus : Fiscal Year 2014 Estimated Revenues	44,568,836
Less: Fiscal Year 2014 Estimated Expenditures	<u>(49,402,491)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2015 AND FUTURE YEARS</u>	<u>4,152,894</u>
Reserve for Credit Rating Purposes	2,470,125
Estimated Reserve for Credit Rating as a Percentage of Total Proposed 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, 2012</u>	369,132
2013 Revenue - Estimated	851,000
2013 Expenditures - Estimated	<u>(837,510)</u>
<u>Total Estimated Fund Balance at June 30, 2013</u>	<u>382,622</u>
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013	
 <u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	 382,622
LESS: Reservation of Fund Balance	
Encumbrances	<u>(3,921)</u>
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2013</u>	 378,701
Plus: Fiscal Year 2014 Estimated Revenues	851,000
Less: Fiscal Year 2014 Estimated Expenditures	<u>(884,233)</u>
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2015 AND FUTURE YEARS</u>	 <u>345,468</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, 2012</u>	53,798,471
2013 Revenue - Estimated	8,893,552
2013 Expenditures - Estimated	<u>(8,900,772)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	<u>53,791,251</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013	
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	53,791,251
LESS: Unreserved Fund Balance Designated for Other Purposes	<u>(49,734,528)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2013</u>	4,056,723
Plus: Fiscal Year 2014 Estimated Revenues	5,463,464
Less: Fiscal Year 2014 Estimated Expenditures	<u>(6,176,219)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2015 & FUTURE YEARS</u>	<u>3,343,968</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, 2012</u>	0
2013 Revenue - Estimated	60,000
2013 Expenditures - Estimated	<u>(60,000)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	<u><u>0</u></u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013	0
LESS: Unreserved Fund Balance	
Designated for Other Purposes	0
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2013</u>	0
Plus: Fiscal Year 2014 Estimated Revenues	80,000
Less: Fiscal Year 2014 Estimated Expenditures	<u>(80,000)</u>
LESS: Unreserved Fund Balance	
Designated for Other Purposes	
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2015 & FUTURE YEARS</u>	<u><u>0</u></u>

**HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
STORMWATER MANAGEMENT FUND**

	<u>STORMWATER MANAGEMENT FUND</u>
<u>Total Fund Balance at June 30, 2012</u>	0
2013 Revenue - Estimated	0
2013 Expenditures - Estimated	<u>0</u>
<u>Total Estimated Fund Balance at June 30, 2013</u>	<u><u>0</u></u>
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013	
 <u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	 0
LESS: Reservation of Fund Balance	
Encumbrances	<u>0</u>
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2013</u>	 0
Plus: Fiscal Year 2014 Estimated Revenues	1,259,991
Less: Fiscal Year 2014 Estimated Expenditures	<u>(1,259,991)</u>
 <u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2015 AND FUTURE YEARS</u>	 <u><u>0</u></u>

**HARFORD COUNTY, MARYLAND
STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
TAX INCREMENT FINANCING DEBT SERVICE FUND**

	TIF DEBT SERVICE FUND
<u>TOTAL FUND BALANCE AT JUNE 30, 2012</u>	2,089,432
2013 Revenue - Estimated	939,500
2013 Expenditures - Estimated	<u>(1,070,000)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2013</u>	<u>1,958,932</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013	
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE AT JUNE 30, 2013</u>	1,958,932
Plus: Fiscal Year 2014 Estimated Revenues	9,525,461
Less: Fiscal Year 2014 Estimated Expenditures	<u>(9,525,461)</u>
<u>ESTIMATED UNAPPROPRIATED FUND BALANCE FOR FY 2015 AND FUTURE YEARS</u>	<u>1,958,932</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, 2012</u>	412,454,055	0
Less Invested in Capital Assets, Net of Related Debt	<u>(303,842,266)</u>	<u>0</u>
Net Assets Available for Appropriation at June 30, 2012 Unrestricted Net Assets	108,611,789	0
 Plus: Fiscal Year 2013 Estimated Revenues	 35,776,800	 13,702,169
Less: Fiscal Year 2013 Estimated Expenditures	<u>(47,586,405)</u>	<u>(15,354,439)</u>
Net Assets Available for Appropriation at June 30, 2013 Unrestricted Net Assets	96,802,184	(1,652,270)
 Plus: Fiscal Year 2014 Estimated Revenues	 37,602,025	 14,118,789
Less: Fiscal Year 2014 Estimated Expenditures	<u>(47,220,940)</u>	<u>(14,118,789)</u>
Net Assets Available for Appropriation at June 30, 2014 Unrestricted Net Assets	<u>87,183,269</u>	<u>(1,652,270)</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 0.40 percent of the Highways Fund, have been included in the Approved Fiscal Year 2013-2014 Operating Budget.

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

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 12				ENACTED FY 13				ENACTED FY 14			
	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	11.00	792,264			11.00	823,334			11.00	855,208		
Administration	60.00	2,994,266	3.25	88,554	60.00	3,056,626	3.75	98,053	62.00	3,149,548	3.00	80,206
Procurement	16.00	806,690			15.00	735,217			14.00	864,044		
Treasury	38.00	2,038,589	0.60	20,767	38.00	2,113,977	0.60	20,767	34.00	2,168,538	1.10	38,810
Law	14.00	1,224,726	0.80	51,900	15.00	1,354,579	0.80	51,701	15.00	1,401,175	0.80	53,769
Planning & Zoning	42.00	2,388,100			42.00	2,345,956			41.00	2,426,992		
Human Resources	8.00	536,546			9.00	549,690			7.00	487,991		
Community Services	36.00	2,128,541			38.00	2,254,490			38.00	2,288,068	1.00	53,292
Housing Agency	6.00	267,623			6.00	256,882			7.00	300,348		
Information & Communication Tech	26.00	1,664,846			27.00	1,724,032			29.00	1,832,845		
Sheriff's Office	509.00	29,868,027	4.55	133,347	510.00	30,417,163	5.25	153,862	520.00	31,237,285	5.25	159,978
Emergency Services	90.00	4,216,530			92.00	4,317,052			94.00	4,560,763		
Inspections, Licenses & Permits	40.00	2,223,523			40.00	2,181,845			39.00	2,246,669		
Public Works	24.00	1,223,841			24.00	1,199,879			24.00	1,258,446		
County Council	23.00	1,167,312	1.00	51,502	21.00	1,086,341	1.00	51,502	28.00	1,367,692		
Judicial	29.00	1,647,737			29.00	1,653,227			29.00	1,694,497		
State's Attorney	57.00	3,500,667			57.00	3,578,788			59.00	3,713,405		
Parks & Recreation	99.50	4,641,628	2.50	55,742	101.50	4,723,094	2.50	55,742	99.50	4,932,479	2.00	57,447
Conservation of Natural Resources	4.00	222,030			4.00	240,680			4.00	248,815		
Economic Development	15.00	907,684	0.60	31,612	17.00	1,127,770			17.00	1,160,030		
TOTAL GENERAL FUND	1,147.50	64,461,170	13.30	433,424	1,156.50	65,740,622	13.90	431,627	1,171.50	68,194,838	13.15	443,502
SOLID WASTE SERVICES												
Public Works	33.00	1,511,683	0.60	24,960	33.00	1,533,649	1.20	38,526	32.00	1,539,634	1.20	39,524
TOTAL SOLID WASTE SERVICES	33.00	1,511,683	0.60	24,960	33.00	1,533,649	1.20	38,526	32.00	1,539,634	1.20	39,524

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 12				ENACTED FY 13				ENACTED FY 14			
	FULL TIME		PART TIME		FULL TIME		PART TIME		FULL TIME		PART TIME	
	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries	Positions	Salaries
HIGHWAYS FUND												
Procurement	2.00	120,456			2.00	121,556			2.00	126,418		
Public Works	205.00	10,520,748			206.00	10,407,066			194.00	9,826,498		
TOTAL HIGHWAYS FUND	207.00	10,641,204	0.00	0	208.00	10,528,622	0.00	0	196.00	9,952,916	0.00	0
WATER & SEWER FUND												
Treasury	9.00	480,161			9.00	466,393			9.00	501,687		
Public Works	170.00	9,268,568			170.00	9,023,468			171.00	9,288,759		
TOTAL WATER & SEWER FUND	179.00	9,748,729	0.00	0	179.00	9,489,861	0.00	0	180.00	9,790,446	0.00	0
STORMWATER MANAGEMENT FUND												
Public Works									12.00	862,904		
TOTAL STORMWATER MGT FUND	0.00	0	0.00	0	0.00	0	0.00	0	12.00	862,904	0.00	0
PARKS & RECREATION SPECIAL REVENUE FUND												
Parks and Recreation	2.50	142,040			2.50	142,040			2.50	147,721		
TOTAL P & R SPECIAL REVENUE FUND	2.50	142,040	0.00	0	2.50	142,040	0.00	0	2.50	147,721	0.00	0
AG PRESERVATION FUNDS												
Ag Preservation - State		30,000				30,000				30,000		
Ag Preservation - County	1.00	47,838			1.00	47,838			1.00	49,752		
TOTAL AG PRESERVATION FUNDS	1.00	77,838	0.00	0	1.00	77,838	0.00	0	1.00	79,752	0.00	0
TOTAL ALL FUNDS	1,570.00	86,582,664	13.90	458,384	1,580.00	87,512,632	15.10	470,153	1,595.00	90,568,211	14.35	483,026

FY 2014 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												
ADMINISTRATION												
Facilities & Operations Custodial Worker I	1.00	26,456	48,957				(0.75)	(19,079)	(40,867)			
Sub-total Facilities & Operations	1.00	26,456	48,957	0.00	0	0	(0.75)	(19,079)	(40,867)	0.00	0	0
Risk Management Special Police Officer I	1.00	33,100	52,356									
Sub-total Risk Management	1.00	33,100	52,356	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADMINISTRATION	2.00	59,556	101,313	0.00	0	0	(0.75)	(19,079)	(40,867)	0.00	0	0
PROCUREMENT												
Procurement Operations Procurement Agent II (Unfunded)	(1.00)	0	0									
Management Assistant II	1.00	95,000	131,531									
Sub-total Procurement Operations	0.00	95,000	131,531	0.00	0	0	0.00	0	0	0.00	0	0
Property Management Procurement Agent III	(1.00)	(53,254)	(81,878)									
Sub-total Property Management	(1.00)	(53,254)	(81,878)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PROCUREMENT	(1.00)	41,746	49,653	0.00	0	0	0.00	0	0	0.00	0	0
TREASURY												
Bureau of Accounting Accountant II (Unfunded)	(1.00)	0	0									
Accounting Clerk II (Unfunded)	(1.00)	0	0									
Accounting Clerk II				0.00	1,039	12,773						
Sub-total Bureau of Accounting	(2.00)	0	0	0.00	1,039	12,773	0.00	0	0	0.00	0	0
Bureau of Revenue Collections Accounting Clerk I (Unfunded)	(1.00)	0	0									
Accounting Clerk II	(1.00)	(34,424)	(57,718)				0.50	17,212	37,483			
Sub-total Bur of Revenue Collections	(2.00)	(34,424)	(57,718)	0.00	0	0	0.50	17,212	37,483	0.00	0	0
TOTAL TREASURY	(4.00)	(34,424)	(57,718)	0.00	1,039	12,773	0.50	17,212	37,483	0.00	0	0

FY 2014 POSITION CHANGES												
	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
PLANNING & ZONING												
Current Planning Planning Assistant I (Unfunded)	(1.00)	0	0									
Sub-total Current Planning	(1.00)	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PLANNING & ZONING	(1.00)	0	0	0.00	0	0	0.00	0	0	0.00	0	0
HUMAN RESOURCES												
Clerk Typist	(1.00)	(34,595)	(46,590)									
Human Resources Specialist	(1.00)	(39,900)	(64,960)									
TOTAL HUMAN RESOURCES	(2.00)	(74,495)	(111,550)	0.00	0	0	0.00	0	0	0.00	0	0
COMMUNITY SERVICES												
Director of Community Services Cultural Arts Board Coordinator										1.00	53,292	74,398
Sub-total Director of Comm Svcs	0.00	0	0	0.00	0	0	0.00	0	0	1.00	53,292	74,398
TOTAL COMMUNITY SERVICES	0.00	0	0	0.00	0	0	0.00	0	0	1.00	53,292	74,398
HOUSING												
Housing Agency Accounting Clerk II				1.00	34,967	46,865						
TOTAL HOUSING	0.00	0	0	1.00	34,967	46,865	0.00	0	0	0.00	0	0
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)												
Computer System Engineer I				2.00	99,931	141,605						
TOTAL INFO & COMMUNICATION TECH	0.00	0	0	2.00	99,931	141,605	0.00	0	0	0.00	0	0

FY 2014 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												
Sergeant				0.00	2,995	22,339						
Corporal				1.00	76,149	110,507						
Lieutenant				(1.00)	(86,341)	(139,133)						
Sub-total Administration & Support	0.00	0	0	0.00	(7,197)	(6,287)	0.00	0	0	0.00	0	0
Patrol Operations												
Lieutenant				2.00	193,919	313,544						
Sergeant				2.00	173,576	272,117						
Corporal				(3.00)	(216,508)	(337,673)						
Deputy First Class				(3.00)	(176,675)	(271,764)						
Deputy				2.00	94,348	169,494						
Sub-total Patrol Operations	0.00	0	0	0.00	68,660	145,718	0.00	0	0	0.00	0	0
Investigative Services												
Captain				(1.00)	(106,870)	(133,478)						
Sergeant				0.00	748	9,155						
Corporal				0.00	2,933	7,720						
Senior Deputy First Class				1.00	65,957	107,654						
Deputy First Class				(1.00)	(74,921)	(119,496)						
Sub-total Investigative Services	0.00	0	0	(1.00)	(112,153)	(128,445)	0.00	0	0	0.00	0	0
Correctional Services												
Corrections Records Technician II				0.00	18,969	20,770						
Officer, Recruit*	10.00	203,630	384,365									
Sub-total Correctional Services	10.00	203,630	384,365	0.00	18,969	20,770	0.00	0	0	0.00	0	0
Court Services												
Corporal				1.00	72,592	120,606						
Sergeant				0.00	(16,474)	(21,544)						
Senior Deputy First Class				1.00	69,971	106,688						
Deputy First Class				(1.00)	(54,766)	(95,285)						
Law Enforcement Records Technician II				0.00	(15,642)	(15,611)						
Sub-total Court Services	0.00	0	0	1.00	55,681	94,854	0.00	0	0	0.00	0	0
TOTAL SHERIFF'S OFFICE	10.00	203,630	384,365	0.00	23,960	126,610	0.00	0	0	0.00	0	0

*Officer, Recruits are funded for 1/2 year

FY 2014 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 SERVICES												
Administration												
Administrative Secretary III	1.00	66,995	96,168									
Management Assistant II	1.00	78,330	111,880									
Sub-total Administration	2.00	145,325	208,048	0.00	0	0	0.00	0	0	0.00	0	0
Special Operations & Support Svcs												
Computer System Engineer I				(2.00)	(99,931)	(140,788)						
Electronic Services Technician	1.00	52,000	78,492									
Emergency Planner I	1.00	52,000	78,492									
Sub-total Special Ops & Support Svcs	2.00	104,000	156,984	(2.00)	(99,931)	(140,788)	0.00	0	0	0.00	0	0
TOTAL EMERGENCY SERVICES	4.00	249,325	365,032	(2.00)	(99,931)	(140,788)	0.00	0	0	0.00	0	0
INSPECTIONS, LICENSES & PERMITS												
Building Services												
Licensing Clerk	(1.00)	(27,500)	(50,467)									
Sub-total Building Services	(1.00)	(27,500)	(50,467)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL INSP, LICENSES & PERMITS	(1.00)	(27,500)	(50,467)	0.00	0	0	0.00	0	0	0.00	0	0
COUNTY COUNCIL												
Council Office												
Assistant Council Administrator				(1.00)	(69,637)	(96,955)						
Legislative Aide	7.00	251,300	415,458									
Sub-total Council Office	7.00	251,300	415,458	(1.00)	(69,637)	(96,955)	0.00	0	0	0.00	0	0
Board of Appeals & Rezoning												
Management Assistant II				1.00	69,637	99,120						
Sub-total Bd of Appeals & Rezoning	0.00	0	0	1.00	69,637	99,120	0.00	0	0	0.00	0	0
Cultural Arts Board												
Cultural Arts Board Coordinator										(1.00)	(53,292)	(81,245)
Sub-total Cultural Arts Board	0.00	0	0	0.00	0	0	0.00	0	0	(1.00)	(53,292)	(81,245)
TOTAL COUNTY COUNCIL	7.00	251,300	415,458	0.00	0	2,165	0.00	0	0	(1.00)	(53,292)	(81,245)

FY 2014 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
STATE'S ATTORNEY												
State's Attorney's Office												
Assistant State's Attorney I	2.00	105,600	149,673									
Sub-total State's Atty Office	2.00	105,600	149,673	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL STATE'S ATTORNEY	2.00	105,600	149,673	0.00	0	0	0.00	0	0	0.00	0	0
PARKS & RECREATION												
Parks & Facilities												
Chief of Parks & Facilities (Unfunded)	(1.00)	0	0									
Maintenance Worker II (Unfunded)	(1.00)	0	0									
Custodial Worker II (Unfunded)							(0.50)	0	0			
Sub-total Parks & Facilities	(2.00)	0	0	0.00	0	0	(0.50)	0	0	0.00	0	0
TOTAL PARKS & RECREATION	(2.00)	0	0	0.00	0	0	(0.50)	0	0	0.00	0	0
TOTAL CHANGES TO GENERAL FUND	14.00	774,738	1,245,759	1.00	59,966	189,230	(0.75)	(1,867)	(3,384)	0.00	0	(6,847)
SOLID WASTE SERVICES												
PUBLIC WORKS												
Solid Waste Management												
Weighmaster/Attendant Trainee	(1.00)	(23,700)	(35,311)									
TOTAL PUBLIC WORKS	(1.00)	(23,700)	(35,311)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO SOLID WASTE SERVICES	(1.00)	(23,700)	(35,311)	0.00	0	0	0.00	0	0	0.00	0	0

FY 2014 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 Water Resources												
Administrative Specialist I	(1.00)	(50,365)	(77,398)									
Inspector I	(1.00)	(37,300)	(62,791)									
Chief, Construction Inspection	(1.00)	(73,118)	(102,836)									
Civil Engineer II	(3.00)	(227,328)	(282,419)									
Civil Engineer III	(1.00)	(92,307)	(127,443)									
Civil Engineer IV	(1.00)	(113,525)	(147,515)									
Engineering Associate II	(1.00)	(43,035)	(57,096)									
Engineering Associate IV	(1.00)	(81,465)	(114,755)									
Engineering Associate V	(2.00)	(176,182)	(241,587)									
Sub-total Bureau of Water Resources	(12.00)	(894,625)	(1,213,840)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PUBLIC WORKS	(12.00)	(894,625)	(1,213,840)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO HIGHWAYS FUND	(12.00)	(894,625)	(1,213,840)	0.00	0	0	0.00	0	0	0.00	0	0
WATER & SEWER FUND												
TREASURY												
Water & Sewer Accounting												
Accounting Clerk II	1.00	52,847	79,329	(1.00)	(36,006)	(59,638)						
TOTAL TREASURY	1.00	52,847	79,329	(1.00)	(36,006)	(59,638)	0.00	0	0	0.00	0	0
PUBLIC WORKS												
Maintenance												
W/S Utility Worker I	1.00	26,200	51,307									
Sub-total Maintenance	1.00	26,200	51,307	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PUBLIC WORKS	1.00	26,200	51,307	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO WATER & SEWER	2.00	79,047	130,636	(1.00)	(36,006)	(59,638)	0.00	0	0	0.00	0	0

FY 2014 POSITION CHANGES												
	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
<u>STORMWATER MANAGEMENT FUND</u>												
Stormwater Management												
Administrative Specialist I	1.00	50,365	76,402									
Inspector II	1.00	43,900	69,478									
Chief, Construction Inspection	1.00	73,118	103,824									
Civil Engineer II	3.00	189,007	261,345									
Civil Engineer III	1.00	92,307	126,458									
Civil Engineer IV	1.00	113,525	147,485									
Engineering Associate II	1.00	43,035	56,626									
Engineering Associate IV	1.00	81,465	113,624									
Engineering Associate V	2.00	176,182	243,784									
TOTAL STORMWATER MANAGEMENT	12.00	862,904	1,199,026	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO STORMWATER MGMNT	12.00	862,904	1,199,026	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO ALL FUNDS	15.00	798,364	1,326,270	0.00	23,960	129,592	(0.75)	(1,867)	(3,384)	0.00	0	(6,847)

HARFORD COUNTY
SPENDING AFFORDABILITY ADVISORY COMMITTEE
REPORT TO THE COUNTY EXECUTIVE
FOR FISCAL YEAR 2014

Members of the Committee

C. Joseph Kelly, Jr., Chair

Steven Wiseman
(Chamber of Commerce)

John H. Cain

Glenn E. Ross

Susie Comer

Frank Hajek

Ex-Officio
Lester Guthorn

Harford County Government Staff

Mary F. Chance, Director of Administration
Kathryn L. Hewitt, Treasurer
Rick Pernas, Deputy Treasurer
Kimberly Spence, Chief, Budget & Management Research
Sharon Neil, Executive Secretary

Executive Summary

The Spending Affordability Advisory Committee (“Committee”) has concluded that the continuing economic challenges have, and will continue to have, an impact on the revenues of the County. The County should be prepared for a modest positive change in the Net Adjusted General Fund Budget from FY 2013 to FY 2014 as the Committee expects growth of 2.6%. The Committee has projected Income Tax revenue to increase 2.5% from FY 2013 revised budget estimates to FY 2014 after growing a projected 5.7% from FY 2012 to FY 2013. As property values are continuing to decline in the County, the Committee believes property tax revenues should decline from FY 2013 to FY 2014 with a decrease of 1.8%.

It is important to note the Committee considered two significant exogenous factors in rendering its recommendations:

- **Sequestration-** At the time of our final meeting, Federal mandated budgets cuts were in process. These cuts were expected to impact the Department of Defense, a major employer in Harford County. The Committee believes a protracted period of these cuts will impact the income tax revenue of the County. The Committee lacked sufficient data to gauge an impact to the County budget, however, they recommend the County continue to monitor the situation and adjust the budget as needed.
- **The Wynne Tax Credit Case-** Maryland was found to have unconstitutionally calculated the tax credit afforded to taxpayers who have paid taxes earned in other states. If the State loses on final appeal, Harford County will need to make some refunds to taxpayers as part of the settlement. Based on projections supplied by the State Comptroller, Harford County refunds should not have a significant impact to its overall budget.

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 unassigned 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

Since its inception in 1992, the Committee has been reporting under the County's Executive Order creating the Committee. We were very fortunate that the composition of the Committee consisted of six 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 years of operation, the Committee has formulated a methodology for adopting a guideline of the percentage increase in spending affordability for the County. The Committee again decided to follow the traditional "budget based" estimate of spending affordability. That is, estimating a level of revenue that will become available, through the collection of taxes and fees, assuming no increase in applicable rates not already enacted or announced. This approach contrasts methodologies adopted by certain other jurisdictions which are typically defined as estimating spending levels tied to citizens' ability to pay for additional services.

We also utilized information from the following sources:

- Income tax collections for Harford County, through February, 2013, provided by the Harford County Treasurer.
- Property tax collections, and estimates, for Harford County, through FY 2013 and 2014, provided by the Harford County Treasurer.
- Approved Harford County Annual Operating and Capital Budgets - In - Brief 2012-2013.
- 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 Comptroller's office.

- The County Debt Management Policy dated April 13, 2010 and a debt burden analysis for years 2011-2018 as prepared by the Treasurer's 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 2013 and FY 2014 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 or state funding. The Committee specifically cites the existence of \$20.4 million in appropriated fund balance from the FY 2012 audit and \$8.35 million in other one-time revenues. The Committee understands the County utilizes these non-recurring sources of funds to pay for one-time expenditures and, therefore, are not included in the base year for growth calculations.

The Committee also reviewed the FY 2013 General Operating Budget as a necessary step in carrying out its charge to recommend a FY 2014 spending level. It was necessary to adjust the FY 2013 General Operating Budget to reflect the reduction of the appropriated fund balance equal to \$20.4 million and a further reduction of \$8.35 million for other one-time revenues. Our approach has been to estimate annual

recurring revenue, therefore excluding non-recurring sources of funds. This has been an adjustment we have historically made to exclude these non-recurring sources of funds. This adjustment yielded an Adjusted FY 2013 General Operating Budget of \$473.4 million.

C. Debt Authorization

The Committee has reviewed the County's Debt Management Plan dated April 13, 2010. The Debt Management Plan includes a discussion of strategic capital planning and sets overall objectives for issuance of debt and debt service loads. The Committee concurs in those objectives and the reasoning set forth in the Debt Management Plan, and considers the objectives both reasonable and conservative. The Committee seeks to offer the County some guidance on this topic, and our general impressions as to the level of debt contemplated by the plan. We do not intend to give advice to the County on the highly technical subject of debt issuance and structure. As detailed in the plan, the County will engage qualified financial advisors, bond counsel, and bond underwriters to give them advice on the issuance and structure of the County's debt.

The Committee reviewed the Debt Affordability Ratios provided by the Debt Management Plan and their impact on the expected debt level in FY 2013:

- The County aims to maintain the per capita debt level of the County at a level below 10% of the personal income of County residents.
We do not have an estimate of the personal income for FY 2014. The County should consider whether this is a relevant metric to be used. Analytically, this ratio would have some value in assessing the debt burden of the County. Unfortunately, information on personal income is delayed as much as two, or more, years.
- The County aims to maintain a level of debt not to exceed \$2,500 per capita. Projected FY 2014 level is expected to be \$1,851.

- The County aims to maintain a debt level under 2.3% of the full cash value of assessable property in the County. The projected level for FY 2014 is 1.7%.
- The County aims to have debt service not exceed 10% of budgeted general fund expenditures. Projected FY 2014 level is 9.5%.

The Committee believes the proposed level of debt for Fiscal Year 2014 is reasonable. The County will be comfortably within its guidelines and this appears to be a conservative position in our view. Care should be taken to revisit the guidelines periodically to make sure they are still relevant, prudent, and allow the most reasonable use of debt for proper public purposes. Since, most of the County debt is publicly issued, additional consideration needs to be given to the requirements of the public debt rating agencies and bond investors. The Committee finds additional comfort in the recent reaffirmation of the County's strong public debt ratings as a testament to the sound fiscal policies employed by the County. Fitch and Moody's have continued to award the County their highest ratings (AAA and Aaa) while Standard & Poors awarded the County its second highest rating of AA+.

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 dependent on the General Fund.

D. Fund Balance

The Committee reviewed the County's practice of maintaining an unassigned 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 assigns the money and creates a "Fiscal Stabilization Fund". This reserve acts as funds that could be used by the County to fund revenue shortfalls, only 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 unassigned 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 unassigned fund balance in excess of \$10,000,000 and 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 of procedures already outlined, the Committee recommends that the FY 2014 General Operating Budget increase the FY 2013 Net Adjusted General Fund Budget, of \$473.4 million, by 2.60%. This represents approximately \$485.8 million in ongoing revenues. Note, based on the current state of the economy, the Committee was concerned over the impact to property tax revenues as well as all revenue sources of the County. Due to the current recession, it was noted that we could expect further reductions in property taxes. As property taxes are a significantly larger source of revenue than income taxes, a decline in this source can be particularly impactful.

The Committee noted an expected rise in the income tax revenue and expects that trend to continue as the economy recovers. Small business profits should begin to recover, employment for County residents should improve, and the return of capital gains should continue to drive this revenue source. The Committee recommends the County continue to monitor the possible effects of the pending Federal Budget cuts (the “Sequestration”) and the Maryland Wynne tax credit case as they move forward with the FY 2014 budget.

Debt Authorization

The Committee spent considerable time discussing County debt authorization, reviewing the Debt Management Plan, and the expected debt levels in future years. We noted the County has a recently updated debt management plan dated April 2010, which, to us, appears to place reasonable parameters on the issuance of debt by the County. A review of expected levels of debt from FY 2013, through FY 2018, indicated the County remained comfortably within the debt metrics imposed by the plan.

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 unassigned fund balance (Fiscal Stabilization Fund) be maintained at five percent of the General Fund Operating Budget.

Additional Recommendations

The Committee believes that its recommendations and forecasts should be reviewed and tested at fiscal year-end 2013 and throughout FY 2014 as it prepares its recommendations for FY 2015. This is particularly important as there continues to be uncertainty in the economy, the Federal Budget Sequestration, and the pending Wynne tax case. 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.

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, FY 2014.

The continuing sluggish economy has adversely impacted property values, transfer taxes and other real estate related fees. This has translated into lower real estate taxes as the new assessment process continues. The Committee estimates property tax revenue to decline over 1.8% in FY 2014. The assessment process has resulted in declines in County property values which will continue to have a significant impact

on FY 2014 real estate tax revenue. In addition, there may continue to be an impact to recordation taxes, transfer taxes and other real estate activity fees due to slower sales in Harford County real estate.

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 in its current budget year, 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. The County should continue to 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.
2. The County budget could be materially impacted by the effects of the Federal budget Sequestration should it continue for a protracted period of time. The situation should be monitored closely and any appropriate budget adjustments made in a timely manner.

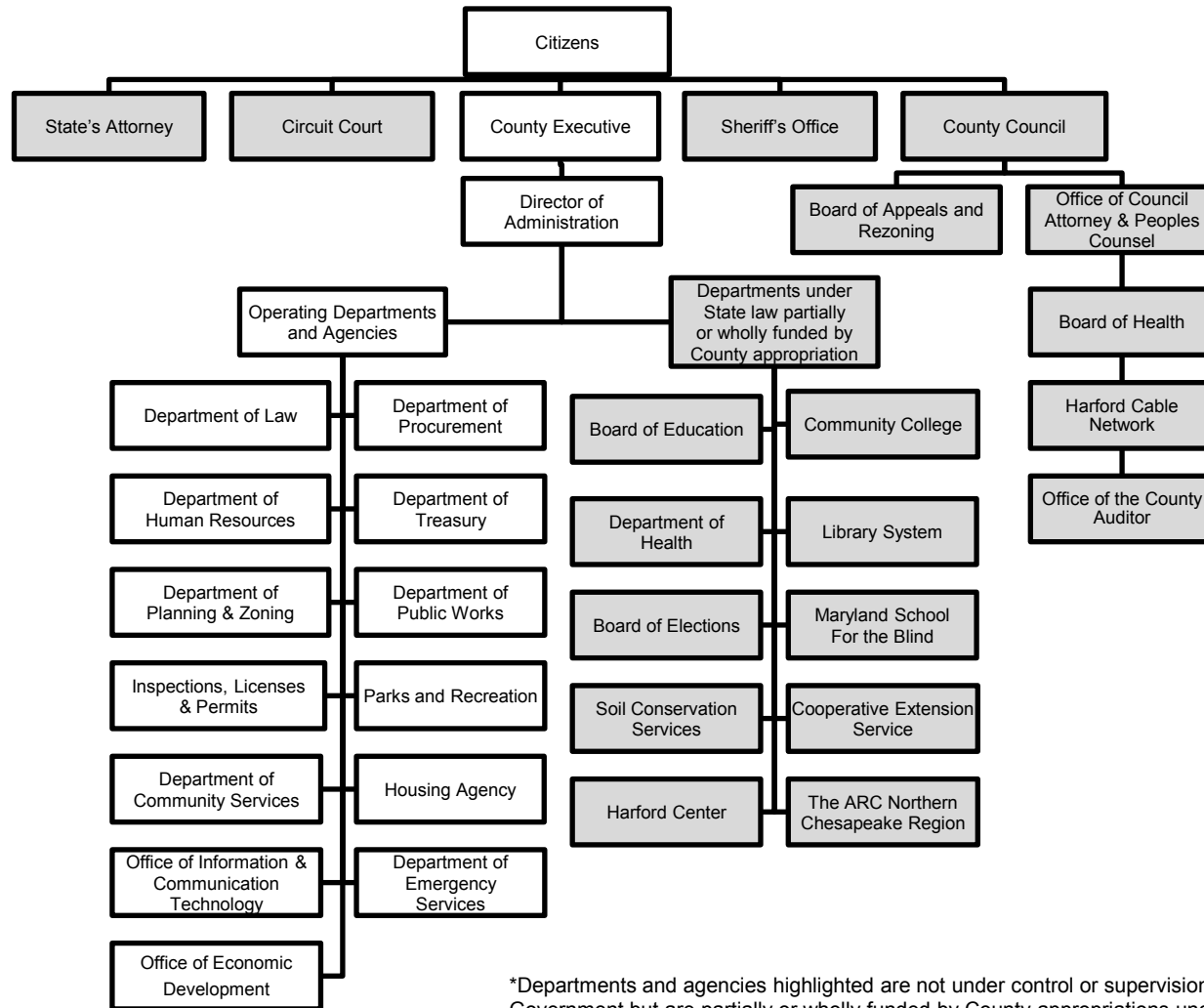
IV. Acknowledgments

The Committee cannot complete its task without expressing its sincere appreciation to all County employees who assisted the Committee in this endeavor. Particularly, the Committee wishes to thank Mary Chance, Director of Administration, Kathryn Hewitt, Treasurer, Rick Pernas, Deputy County 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. In addition, the Committee held meetings from September through February as it reviewed its materials.

March 25, 2013

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 14 APPROVED ALL FUNDS
REVENUE BREAKDOWN**

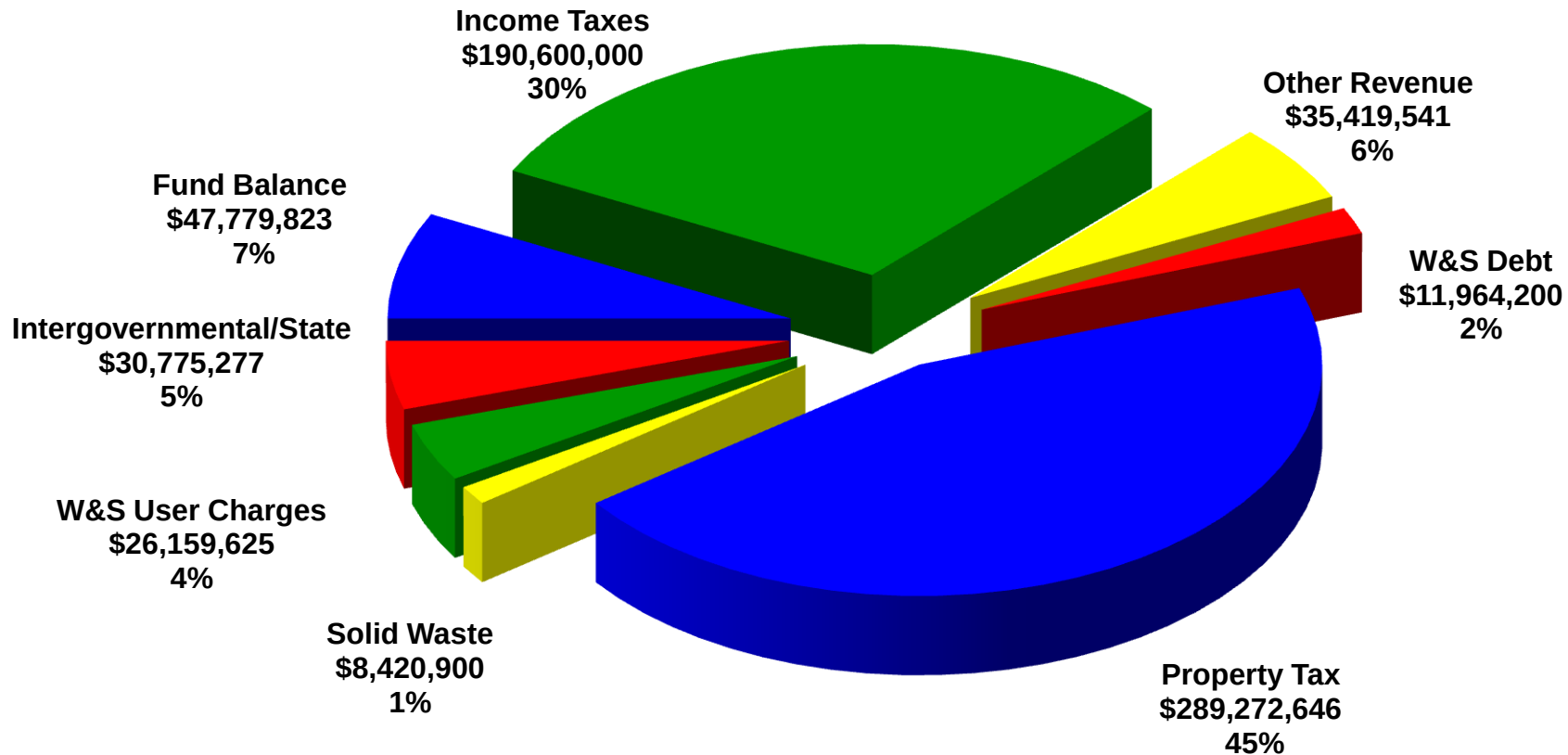
PROPERTY TAXES:	45%	289,272,646	INCOME TAX	30%	190,600,000
Real & Personal	288,009,015				
Transfer Tax	4,800,000		W & S USER CHARGES	4%	26,159,625
Stormwater Mgt Fee	1,065,725				
Special Tax	1,099,000				
Deductions	(5,701,094)				
INTERGOVERNMENTAL/STATE:	5%	30,775,277	W & S DEBT SERVICE:	2%	11,964,200
Recordation/Transfer Tax	15,300,255		Development	4,681,900	
Pro Rata	213,453		Capital Assessment	5,488,000	
Highways Users Tax	1,344,855		Capital Connections	1,478,200	
Other	13,916,714		Other	316,100	
FUND BALANCE/UNRESTRICTED NET ASSETS:	7%	47,779,823	OTHER REVENUE:	6%	35,419,541
General Fund Balance	21,976,465		Licenses/Permits	3,478,650	
Highways Fund Balance	4,833,655		Service Charges	3,664,800	
County - Ag Preservation	712,755		Fines & Forfeitures	133,500	
P & R Special Revenues	33,233		Miscellaneous	19,856,900	
Unrestricted Net Assets	9,618,915		Capital Recovery	2,177,800	
Contributed Capital	10,604,800		Other Taxes	4,809,500	
			Investment Income	1,298,391	
SOLID WASTE:	1%	8,420,900			
Waste to Energy	8,420,900				

TOTAL ALL FUNDS REVENUES	640,392,012

ALL FUNDS REVENUES

Fiscal Year 2013 - 2014

TOTAL APPROVED BUDGET \$640,392,012



**FY 14 APPROVED ALL FUNDS
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT: 13% 84,281,963

County Executive	2,185,846
Administration	7,525,155
Procurement	4,240,912
Treasury	3,412,157
Law	2,043,809
Planning & Zoning	4,603,536
Human Resources	1,306,026
Community Services	7,877,026
Handicapped Care Centers	2,298,730
Health	4,028,318
Housing	524,311
Info & Communication Technology	5,866,211
Council	2,743,901
Judicial	2,957,493
State's Attorney	5,722,949
Elections	2,012,347
Parks & Recreation	10,795,073
Natural Resources	639,378
Economic Development	2,455,687
Insurance	1,010,872
Benefits	5,267,380
Appropriation to Towns	3,574,846
Appropriation to State	1,040,000
Rural Legacy Program	50,000
Contingency Reserve	100,000

WATER & SEWER OPERATIONS: 6% 41,847,490

Treasury	845,668
Personnel Matters	199,906
Public Works	40,050,819
Insurance	252,084
Benefits	499,013

SOLID WASTE MANAGEMENT: 2% 13,128,675

Public Works	13,128,675

STORMWATER MANAGEMENT: 1% 1,259,991

Public Works	1,259,991

EDUCATION: 37% 236,342,341

Board of Education	35%	221,300,729
Harford Community College	2%	14,961,612
School for the Blind		80,000

PUBLIC SAFETY: 15% 95,944,415

Sheriff	68,982,871
Emergency Services	13,433,634
Volunteer Fire Companies	6,724,642
Inspections, Licenses & Permits	3,586,050
Environmental Services	2,567,218
Humane Society	650,000

HIGHWAYS: 6% 38,943,973

Fleet Management	8,325,543
Personnel Matters	283,199
Public Works	28,512,536
Insurance	364,742
Benefits	1,257,953
Contingency Reserve	200,000

LIBRARIES 2% 16,158,310

PAYGO: 5% 31,549,540

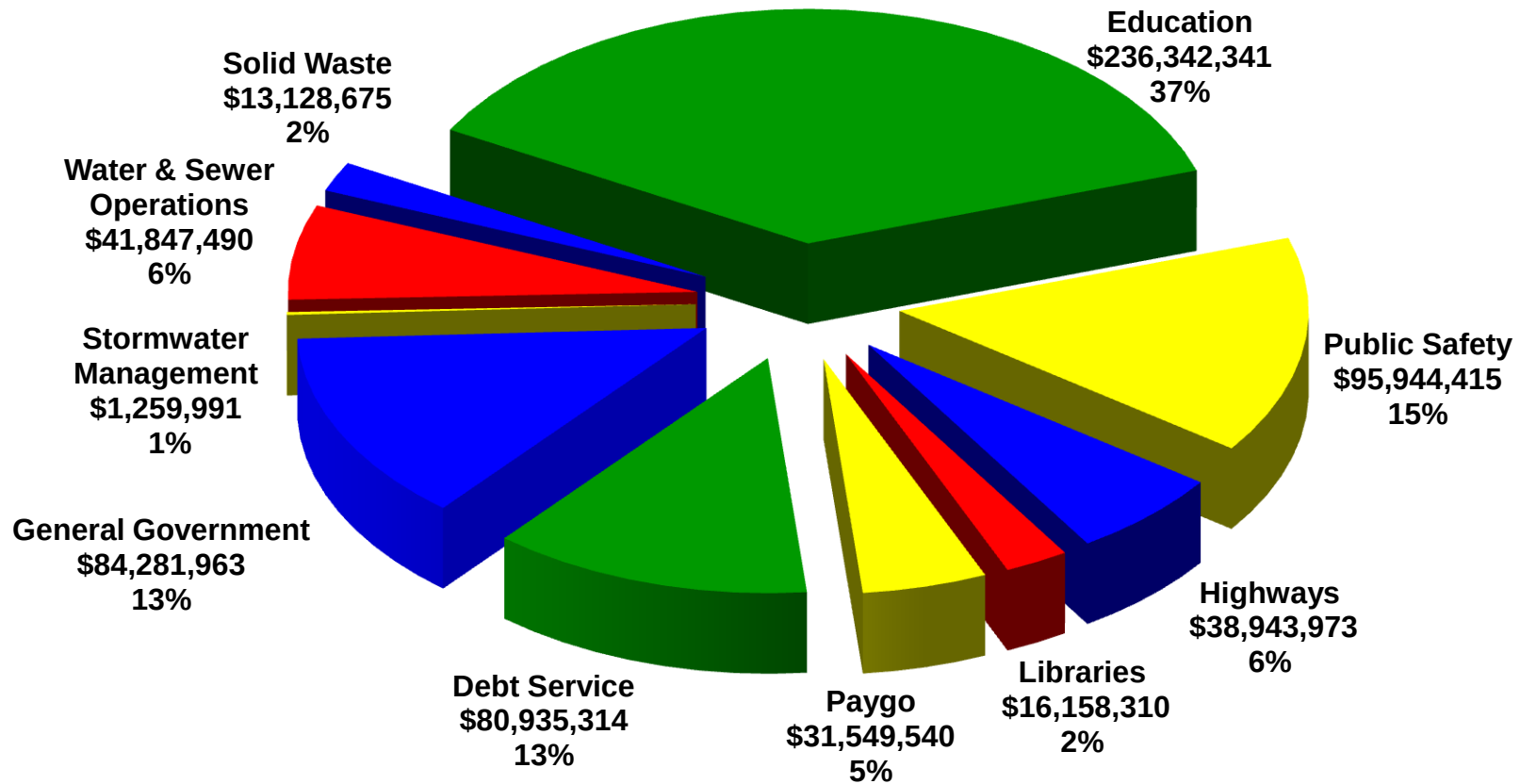
General - Capital Improvements	16,695,328
Highways - Capital Improvements	9,480,762
Water & Sewer - Capital Improvements	5,373,450

DEBT SERVICE: 13% 80,935,314

General	49,320,618
AG Preservation - County	5,323,395
Highways	977,756
Water & Sewer Debt Service	14,118,789
Solid Waste Services	1,669,295
TIF Debt Service	9,525,461

TOTAL ALL FUNDS APPROPRIATIONS	640,392,012

**ALL FUNDS
APPROPRIATIONS
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$640,392,012**



ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	140,603,285	148,935,980	143,490,168	150,677,122	150,797,524
20	CONTRACTUAL SERVICES	40,596,678	43,748,282	52,228,980	55,138,458	55,138,458
30	SUPPLIES & MATERIALS	11,743,905	11,756,776	14,314,923	15,726,194	15,726,194
40	BUSINESS & TRAVEL	8,024,196	8,902,712	9,115,525	9,578,564	9,578,564
50	CAPITAL OUTLAY	939,534	11,631,157	1,061,426	1,352,224	1,242,224
60	DEBT SERVICE	62,336,549	81,414,250	73,708,018	72,255,853	80,681,314
70	MISCELLANEOUS	290,874,662	309,317,917	331,185,900	332,762,017	326,586,274
80	INTER-GOVERNMENTAL/INTER-FUND	3,069,350	542,742	640,920	641,460	641,460
	GRAND TOTAL	558,188,159	616,249,816	625,745,860	638,131,892	640,392,012
<u>SUMMARY BY FUND:</u>						
11	GENERAL	442,157,529	486,009,609	487,488,257	493,855,941	496,925,918
25	HIGHWAYS	43,563,367	47,626,176	53,760,418	49,477,491	49,402,491
26	PARKS AND RECREATION	676,139	783,010	889,467	884,233	884,233
27	AG PRESERVATION - COUNTY	4,184,163	11,665,300	6,803,958	6,176,219	6,176,219
28	AG PRESERVATION - STATE	70,864	32,267	100,000	80,000	80,000
29	STORMWATER MANAGEMENT	0	0	0	10,500,000	1,259,991
31	TAX INCREMENT FINANCING	1,146,834	829,371	1,100,000	1,100,000	9,525,461
51	WATER & SEWER OPERATING	36,799,171	39,606,472	45,534,686	47,141,249	47,220,940
53	WATER & SEWER DEBT SERVICE	15,282,737	15,016,747	15,474,439	14,118,789	14,118,789
55	SOLID WASTE SERVICES	14,307,355	14,680,864	14,594,635	14,797,970	14,797,970
	GRAND TOTAL	558,188,159	616,249,816	625,745,860	638,131,892	640,392,012

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY DEPARTMENT:</u>					
01	COUNTY EXECUTIVE	1,850,998	1,881,681	2,069,989	2,185,846	2,185,846
02	ADMINISTRATION	10,740,448	6,992,773	7,181,279	7,375,155	7,525,155
03	PROCUREMENT	9,814,238	10,553,001	11,135,988	12,566,455	12,566,455
04	TREASURY	4,580,902	4,643,997	4,441,053	4,225,361	4,257,825
05	LAW	1,681,756	1,863,138	1,958,165	2,043,809	2,043,809
06	PLANNING AND ZONING	3,983,400	11,265,101	4,103,969	4,603,536	4,603,536
08	HUMAN RESOURCES	1,310,574	3,400,933	1,831,766	1,789,131	1,789,131
09	COMMUNITY SERVICES	6,377,161	6,891,406	6,989,144	7,877,026	7,877,026
14	HANDICAPPED CARE CENTERS	2,298,730	2,298,730	2,298,730	2,298,730	2,298,730
16	HEALTH	3,890,437	4,029,330	4,028,318	4,028,318	4,028,318
17	HOUSING AGENCY	585,581	456,183	460,065	477,446	524,311
18	INFORMATION & COMMUNICATION TECHNOLOGY	0	3,640,717	4,122,488	5,825,138	5,866,211
21	SHERIFF'S OFFICE	63,800,429	67,761,568	66,516,256	68,982,871	68,982,871
22	EMERGENCY SERVICES	18,177,550	20,534,995	19,725,801	20,318,276	20,158,276
26	INSPECTIONS, LICENSES & PERMITS	3,977,313	4,053,556	3,942,575	4,236,050	3,586,050
30	PUBLIC WORKS	78,597,229	77,662,016	81,200,895	88,159,248	85,519,239
40	COUNTY COUNCIL	2,088,793	2,506,627	2,763,743	2,743,901	2,743,901
41	JUDICIAL	2,849,134	2,974,114	2,820,204	2,957,493	2,957,493
43	STATE'S ATTORNEY	5,417,976	5,694,863	5,464,716	5,722,949	5,722,949
48	ELECTIONS	1,706,262	1,442,129	1,942,172	2,012,347	2,012,347
54	BOARD OF EDUCATION	211,067,388	217,972,155	219,821,368	221,300,729	221,300,729
56	HARFORD COMMUNITY COLLEGE	14,512,764	14,961,612	14,961,612	14,961,612	14,961,612
57	MARYLAND SCHOOL FOR THE BLIND	66,340	71,250	80,000	80,000	80,000
58	LIBRARIES	15,112,147	15,692,144	15,634,624	16,053,310	16,158,310
59	PARKS AND RECREATION	9,925,081	10,446,278	10,636,811	10,795,073	10,795,073
63	CONSERVATION OF NATURAL RESOURCES	470,453	511,599	612,468	639,378	639,378
65	ECONOMIC DEVELOPMENT	2,171,358	2,173,052	2,484,704	2,435,687	2,455,687
66	DEBT SERVICE	62,508,462	81,581,710	73,957,018	72,509,853	80,935,314
67	INSURANCE	0	0	1,706,233	1,627,698	1,627,698
68	BENEFITS	4,476,547	6,177,956	6,192,963	7,024,346	7,024,346
70	PAYGO/APPROPRIATION TO TOWNS	14,148,708	26,115,202	44,360,743	39,975,120	36,864,386
90	RESERVE FOR CONTINGENCIES	0	0	300,000	300,000	300,000
	GRAND TOTAL	558,188,159	616,249,816	625,745,860	638,131,892	640,392,012
	SUMMARY OF GRANT BUDGET					2,992,538

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	295,823,988	299,459,167	292,182,545	298,706,921	289,272,646
INCOME TAXES	166,483,042	179,177,637	175,068,772	190,600,000	190,600,000
W & S USER CHARGES	24,925,630	24,566,811	25,924,700	26,159,625	26,159,625
WASTE TO ENERGY PLANT	9,319,774	9,006,799	9,733,800	8,420,900	8,420,900
W & S DEBT SERVICE	16,280,392	11,014,549	11,981,000	11,964,200	11,964,200
INTERGOVERNMENTAL/STATE-SHARED	33,354,806	28,352,333	34,908,688	30,775,277	30,775,277
INVESTMENT INCOME	2,191,728	5,774,973	1,408,264	1,258,894	1,298,391
FUND BAL APPROP/UNRESTRICTED NET ASSETS	0	0	50,924,851	44,705,155	47,779,823
OTHER REVENUE	<u>27,139,016</u>	<u>42,774,222</u>	<u>23,613,240</u>	<u>25,540,920</u>	<u>34,121,150</u>
GRAND TOTAL	<u>575,518,376</u>	<u>600,126,491</u>	<u>625,745,860</u>	<u>638,131,892</u>	<u>640,392,012</u>

FY 14 Approved Budget **\$640,392,012**

FY 13 Approved Budget **\$625,745,860**

\$ growth **\$14,646,152**

% growth **2.34%**

GENERAL

FY 14 APPROVED GENERAL FUND REVENUE BREAKDOWN

PROPERTY TAX:	50%	248,593,893	INCOME TAX	38%	190,600,000
Real & Personal	253,811,560				
Deductions	(5,217,667)		FUND BALANCE	5%	21,976,465
MISCELLANEOUS:	2%	11,078,300	INTERGOVERNMENTAL/STATE:	5%	24,677,260
Other Taxes	4,809,500		Intergovernmental	2,908,814	
Service Charges	1,844,800		Intra-County	3,808,286	
Fines & Forfeitures	102,300		Pro Rata	4,360,160	
Miscellaneous Revenues	530,700		Recordation	8,000,000	
Investment Income	322,100		Transfer	5,600,000	
Licenses & Permits	3,468,900				

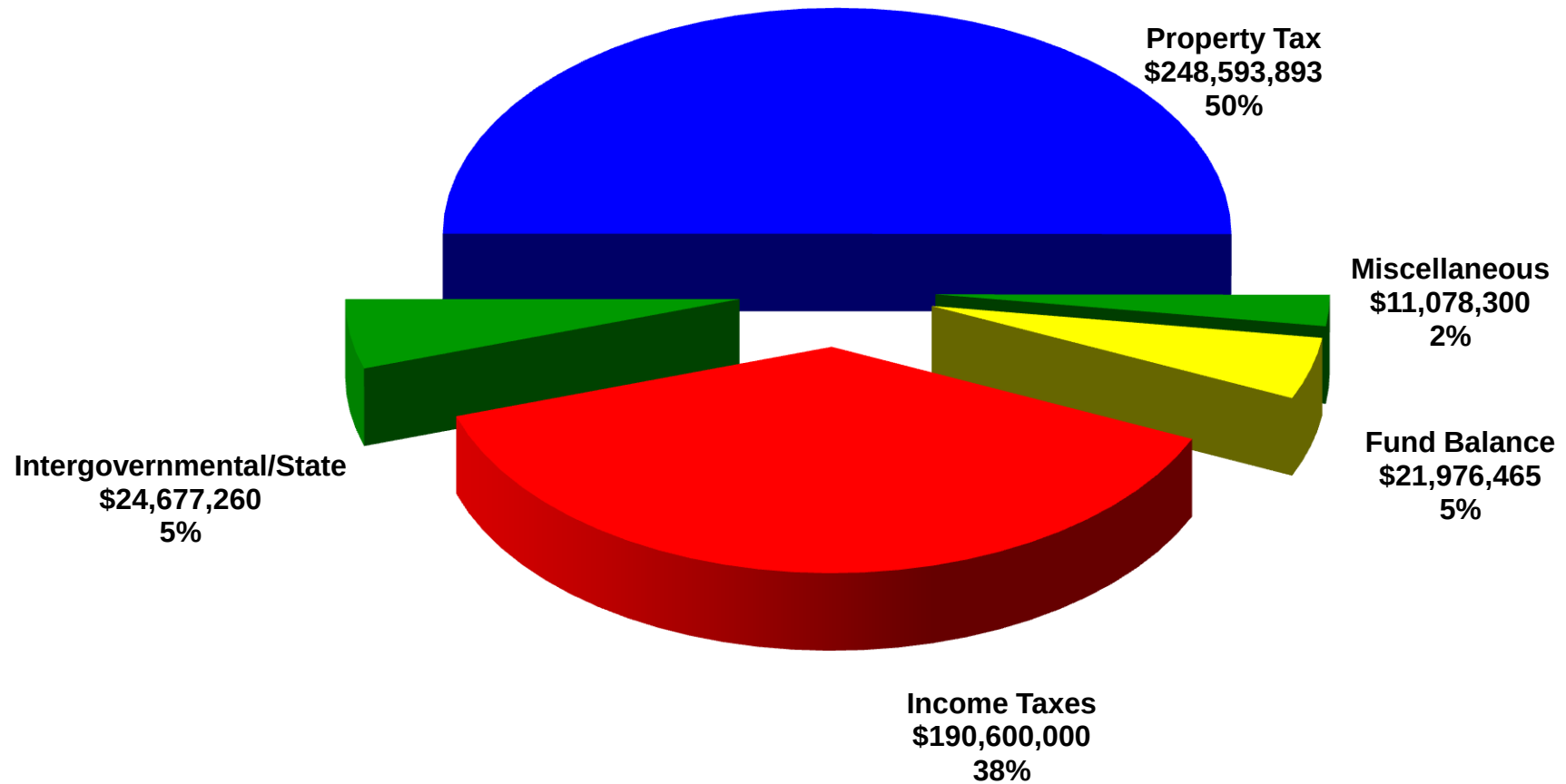
TOTAL GENERAL FUND REVENUES

496,925,918

GENERAL FUND REVENUES

Fiscal Year 2013 - 2014

TOTAL APPROVED BUDGET \$496,925,918



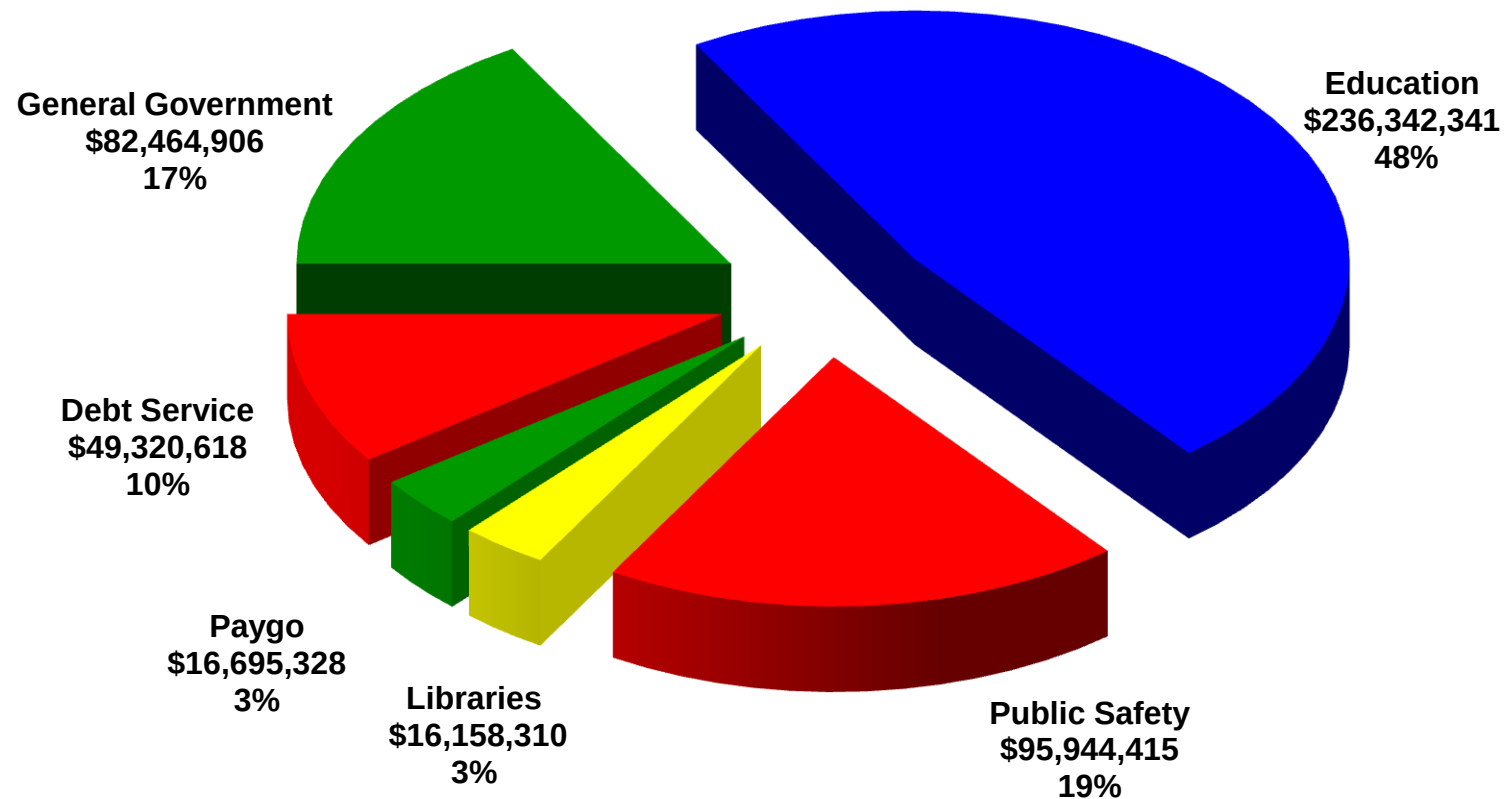
**FY 14 APPROVED GENERAL FUND
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT:	17%	82,464,906	EDUCATION:	48%	236,342,341
County Executive	2,185,846		Board of Education	45%	221,300,729
Administration	7,525,155		Harford Community College	3%	14,961,612
Procurement	4,240,912		School for the Blind		80,000
Treasury	3,412,157				
Law	2,043,809				
Planning & Zoning	3,670,712		PUBLIC SAFETY:	19%	95,944,415
Human Resources	1,306,026		Sheriff		68,982,871
Community Services	7,877,026		Emergency Services		13,433,634
Handicapped Care Centers	2,298,730		Volunteer Fire Companies		6,724,642
Health	4,028,318		Inspections, Licenses & Permits		3,586,050
Housing	524,311		Environmental Services		2,567,218
Info. & Communication Technology	5,866,211		Humane Society		650,000
Council	2,743,901				
Judicial	2,957,493		LIBRARIES	3%	16,158,310
State's Attorney	5,722,949				
Elections	2,012,347		PAYGO:	3%	16,695,328
Parks & Recreation	9,910,840		Capital Improvements		16,501,062
Natural Resources	639,378		Grant to Stormwater Management Fund		194,266
Economic Development	2,455,687				
Insurance	1,010,872		DEBT SERVICE	10%	49,320,618
Benefits	5,267,380				
Appropriation to Towns	3,574,846				
Appropriation to State	1,040,000				
Rural Legacy Program	50,000				
Contingency Reserve	100,000				

TOTAL GENERAL FUND APPROPRIATIONS

496,925,918

**GENERAL FUND
APPROPRIATIONS
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$496,925,918**



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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	106,188,290	112,816,715	109,475,772	115,024,026	115,124,737
20	CONTRACTUAL SERVICES	21,030,221	23,253,123	28,948,095	30,382,648	30,382,648
30	SUPPLIES & MATERIALS	3,704,855	3,899,905	4,722,123	4,649,834	4,649,834
40	BUSINESS & TRAVEL	3,003,168	3,325,120	3,573,795	3,712,744	3,712,744
50	CAPITAL OUTLAY	330,465	3,543,182	192,239	383,084	273,084
60	DEBT SERVICE	38,778,407	57,654,832	48,190,231	49,250,618	49,250,618
70	MISCELLANEOUS	267,932,119	281,500,110	292,370,432	290,438,102	293,517,368
80	INTER-GOVERNMENTAL/INTER-FUND	1,190,004	16,622	15,570	14,885	14,885
	GRAND TOTAL	<u>442,157,529</u>	<u>486,009,609</u>	<u>487,488,257</u>	<u>493,855,941</u>	<u>496,925,918</u>

GENERAL FUND

FUND SUMMARY:

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY DEPARTMENT:</u>					
01 COUNTY EXECUTIVE	1,850,998	1,881,681	2,069,989	2,185,846	2,185,846
02 ADMINISTRATION	10,740,448	6,992,773	7,181,279	7,375,155	7,525,155
03 PROCUREMENT	3,655,279	3,651,101	3,971,268	4,240,912	4,240,912
04 TREASURY	3,810,543	3,848,829	3,648,424	3,399,384	3,412,157
05 LAW	1,681,756	1,863,138	1,958,165	2,043,809	2,043,809
06 PLANNING & ZONING	3,794,311	3,846,332	3,524,879	3,670,712	3,670,712
08 HUMAN RESOURCES	1,199,503	2,775,846	1,348,661	1,306,026	1,306,026
09 COMMUNITY SERVICES	6,377,161	6,891,406	6,989,144	7,877,026	7,877,026
14 HANDICAPPED CARE CENTERS	2,298,730	2,298,730	2,298,730	2,298,730	2,298,730
16 HEALTH	3,890,437	4,029,330	4,028,318	4,028,318	4,028,318
17 HOUSING AGENCY	585,581	456,183	460,065	477,446	524,311
18 INFORMATION & COMMUNICATION TECHNOLOGY	0	3,640,717	4,122,488	5,825,138	5,866,211
21 SHERIFF'S OFFICE	63,800,429	67,761,568	66,516,256	68,982,871	68,982,871
22 EMERGENCY SERVICES	18,177,550	19,528,551	19,725,801	20,318,276	20,158,276
26 INSPECTIONS, LICENSES & PERMITS	3,977,313	4,053,556	3,942,575	4,236,050	3,586,050
30 PUBLIC WORKS	2,349,543	2,538,173	2,424,295	2,567,218	2,567,218
40 COUNTY COUNCIL	2,088,793	2,506,627	2,763,743	2,743,901	2,743,901
41 JUDICIAL	2,849,134	2,974,114	2,820,204	2,957,493	2,957,493
43 STATE'S ATTORNEY	5,417,976	5,694,863	5,464,716	5,722,949	5,722,949
48 ELECTIONS	1,706,262	1,442,129	1,942,172	2,012,347	2,012,347
54 BOARD OF EDUCATION	211,067,388	217,972,155	219,821,368	221,300,729	221,300,729
56 HARFORD COMMUNITY COLLEGE	14,512,764	14,961,612	14,961,612	14,961,612	14,961,612
57 MARYLAND SCHOOL FOR THE BLIND	66,340	71,250	80,000	80,000	80,000
58 LIBRARIES	15,112,147	15,692,144	15,634,624	16,053,310	16,158,310
59 PARKS & RECREATION	9,248,942	9,663,268	9,747,344	9,910,840	9,910,840
63 CONSERVATION OF NATURAL RESOURCES	470,453	511,599	612,468	639,378	639,378
65 ECONOMIC DEVELOPMENT	2,171,358	2,173,052	2,484,704	2,435,687	2,455,687
66 DEBT SERVICE	38,811,545	57,668,150	48,260,231	49,320,618	49,320,618
67 INSURANCE	0	0	1,063,401	1,010,872	1,010,872
68 BENEFITS	3,140,737	4,441,353	4,718,725	5,267,380	5,267,380
70 MISCELLANEOUS	7,304,108	14,179,379	22,802,608	18,505,908	22,010,174
90 RESERVE FOR CONTINGENCIES	0	0	100,000	100,000	100,000
GRAND TOTAL	442,157,529	486,009,609	487,488,257	493,855,941	496,925,918

GENERAL FUND

FUND SUMMARY:

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	255,054,626	258,732,771	251,910,102	248,593,893	248,593,893
INCOME TAXES	166,483,042	179,177,637	175,068,772	190,600,000	190,600,000
LICENSES & PERMITS	3,294,897	3,596,093	3,295,200	3,468,900	3,468,900
INTERGOVERNMENTAL	1,604,149	3,891,130	2,941,800	2,908,814	2,908,814
SERVICE CHARGES	2,011,338	1,890,265	2,085,620	1,844,800	1,844,800
FINES & FORFEITURES	112,671	117,432	105,100	102,300	102,300
INVESTMENT INCOME	383,719	336,006	351,416	322,100	322,100
MISCELLANEOUS REVENUES	5,243,568	15,401,206	4,817,200	5,340,200	5,340,200
RECORDATION/TRANSFER TAX	18,310,951	11,381,984	18,258,301	13,600,000	13,600,000
INTRA-COUNTY TRANSFERS	9,936,204	9,227,617	8,297,468	8,168,446	8,168,446
FUND BALANCE APPROPRIATION	0	0	20,357,278	18,906,488	21,976,465
GRAND TOTAL	462,435,165	483,752,141	487,488,257	493,855,941	496,925,918

GENERAL FUND

FINANCIAL NOTES:

FY 14 Approved Budget	\$496,925,918
FY 13 Approved Budget	\$487,488,257
\$ increase	\$9,437,661
% increase	1.94%

The \$9,437,661 increase in General Fund Revenues results from:

	FY 13	FY 14	CHANGE	
o	251,910,102	248,593,893	(3,316,209)	<u>PROPERTY TAXES</u>
				FY 14 Approved Budget
				\$248,593,893
				50.03% of the FY 14 General Fund
				FY 13 Approved Budget
				\$251,910,102
				51.68% of the FY 13 General Fund
				\$ decline
				(\$3,316,209)
				% decline
				(1.3%)

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.

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.

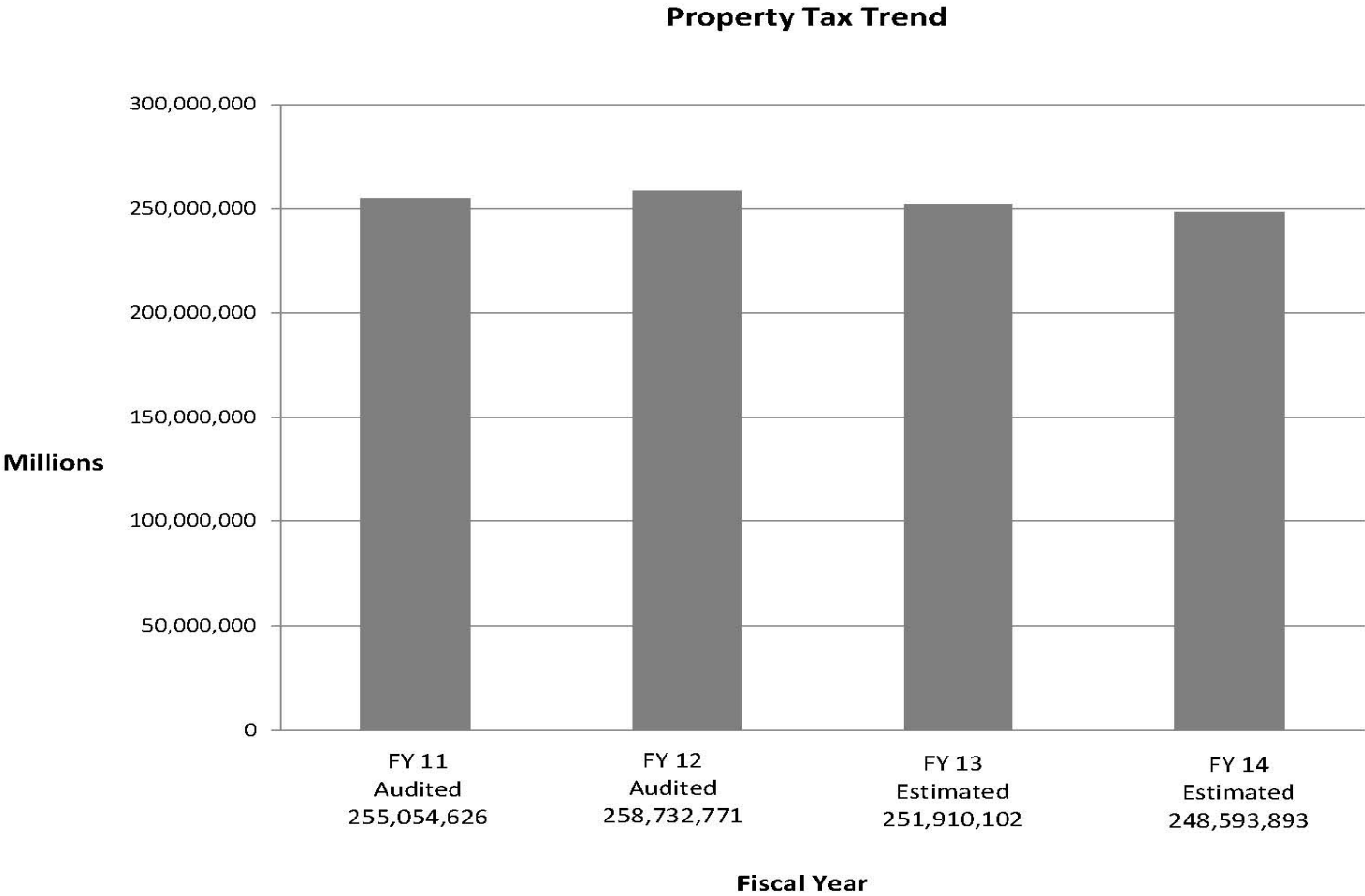
The Homestead Tax Credit assists homeowners dealing with large assessment increases on their principal residence. The credit limits the increase in taxable assessments each year to a fixed percentage. Every county and municipality in Maryland is required to limit its taxable assessment increase to 10% 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, and next two upcoming 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.

The (1.3%) reduction in property tax revenue for FY 14 is primarily due to a decrease in reassessed property values.

GENERAL FUND

FINANCIAL NOTES:



GENERAL FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE				
o	175,068,772	190,600,000	15,531,228	<u>INCOME TAXES</u>			
				FY 14 Approved Budget	\$190,600,000	38.36%	of the FY 14 General Fund
				FY 13 Approved Budget	\$175,068,772	35.91%	of the FY 13 General Fund
				\$ growth	\$15,531,228		
				% growth	8.87%		

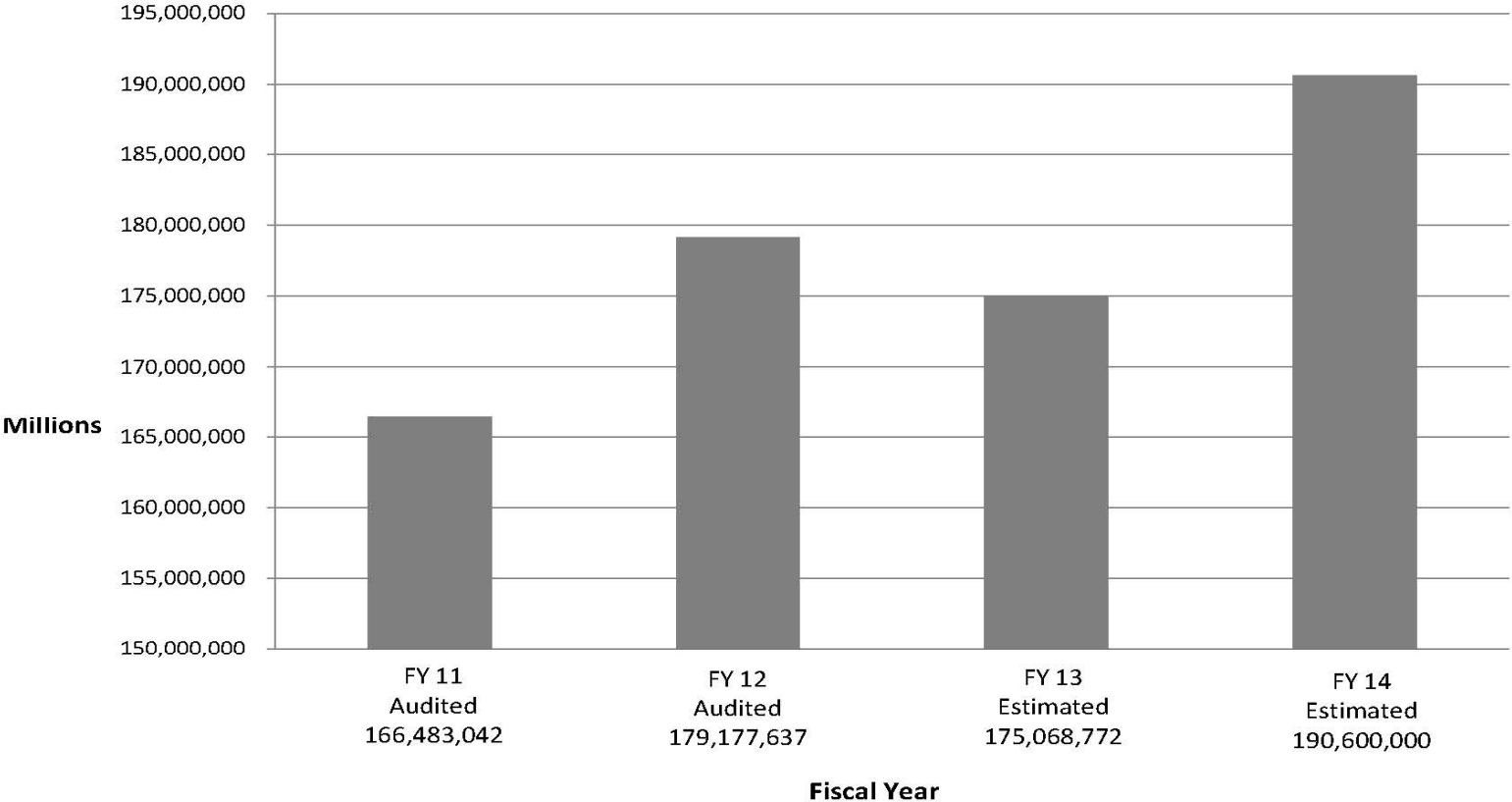
Each jurisdiction in Maryland is required to set a local Income Tax rate to be applied to the net taxable personal income on an annual basis. Harford County's rate is 3.06% which was established in calendar year 2001. The State of Maryland collects all Income Taxes and distributes to each local subdivision 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 increasing from year to year beginning in FY 11, and continuing the trend in FY 12 and FY 13. Fiscal Year 14 estimates are based on FY 13 actual amounts with a small percentage increase.

The increase in quarterly revenues is largely due to an increase in the tax base resulting from the Base Realignment and Closure (BRAC) activities at Aberdeen Proving Ground, as well as a lower unemployment percentage for FY 13.

GENERAL FUND

Income Tax Trend



GENERAL FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE			
o	60,509,383	57,732,025	(2,777,358)	<u>OTHER REVENUES</u>		
				FY 14 Approved Budget	\$57,732,025	11.62% of the FY 14 General Fund
				FY 13 Approved Budget	\$60,509,383	12.41% of the FY 13 General Fund
				\$ decline	(\$2,777,358)	
				% decline	(4.59%)	

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

<u>Impact Fee</u>	FY 13	FY 14	Change
	1,750,000	2,500,000	750,000

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. We estimate an increase based on FY 13 actual amount collected and an increase in building permits in the third and fourth quarters of FY 13.

<u>Investment Income</u>	FY 13	FY 14	Change
	351,416	322,100	(29,316)

Revenues from investments are reflective of the size of the County's portfolio and the rate of return. For FY 14 a projected decrease is anticipated, based on actual investment earnings in FY 13.

<u>Fund Balance Appropriated</u>	FY 13	FY 14	Change
	20,357,278	21,976,465	1,619,187

Excess unappropriated fund balance at the end of a fiscal year, above the 5% reserve designated for 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.

GENERAL FUND

FINANCIAL NOTES:

<u>PSDS Recordation/Transfer Taxes</u>	FY 13	FY 14	Change
	18,258,301	13,600,000	(4,658,301)

FY 14 includes a one-time amount of prior year revenue totaling \$1,200,000 and reflects a decrease of \$4,658,301 which is in line with FY 13 actual amounts.

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 13	FY 14	Change
	(2,014,835)	(2,240,870)	(226,035)

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 13 this resulted in the need of support with General Fund revenues amounting to \$2,014,835. For FY 14 a larger General Fund contribution of \$2,240,870 is required. This increase in the General Fund support is the result of a decrease in the tonnage levels of waste being delivered to the County's waste facilities.

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 13	FY 14	Change
	21,807,223	21,574,330	(232,893)

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

GENERAL FUND

FINANCIAL NOTES:

The \$9,437,661 net increase in the General Fund is the result of:

	FY 13	FY 14	CHANGE	
o		1,245,759	1,245,759	14.00
				Net Full-Time positions abolished and created for FY 14:
				FULL TIME POSITIONS
				ADMINISTRATION
				FACILITIES & OPERATIONS
				Custodial Worker I
				1.00
				26,456
				22,501
				48,957
				RISK MANAGEMENT
				Special Police Officer I
				1.00
				33,100
				19,256
				52,356
				PROCUREMENT
				PROPERTY OPERATIONS
				Procurement Agent II (Unfunded)
				(1.00)
				0
				0
				131,531
				Management Assistant II
				1.00
				95,000
				36,531
				PROPERTY MANAGEMENT
				Procurement Agent III
				(1.00)
				(53,254)
				(28,624)
				(81,878)
				TREASURY
				BUREAU OF ACCOUNTING
				Accountant II (Unfunded)
				(1.00)
				0
				0
				0
				Accounting Clerk II (Unfunded)
				(1.00)
				0
				0
				BUREAU OF REVENUE COLLECTIONS
				Accounting Clerk I (Unfunded)
				(1.00)
				0
				Accounting Clerk II
				(1.00)
				(34,424)
				(23,294)
				(57,718)
				PLANNING & ZONING
				CURRENT PLANNING
				Planning Assistant I (Unfunded)
				(1.00)
				0
				0
				0
				HUMAN RESOURCES
				Clerk Typist
				(1.00)
				(34,595)
				Human Resources Specialist
				(1.00)
				(39,900)
				(25,060)
				(46,590)
				(64,960)
				SHERIFF'S OFFICE
				CORRECTIONAL SERVICES
				Officer, Recruit (Funded for 1/2 year)
				10.00
				203,630
				180,735
				384,365

GENERAL FUND

FINANCIAL NOTES:

FY 13 FY 14 CHANGE

Net Full-Time positions abolished and created for FY 14 cont'd:

	# of Positions	Salary	Fringe	Total
EMERGENCY SERVICES				
ADMINISTRATION				
Administrative Secretary III	1.00	66,995	29,173	96,168
Management Assistant II	1.00	78,330	33,550	111,880
SPECIAL OPERATIONS & SUPPORT SERVICES				
Electronic Services Technician	1.00	52,000	26,492	78,492
Emergency Planner I	1.00	52,000	26,492	78,492
INSPECTIONS, LICENSES AND PERMITS				
BUILDING SERVICES				
Licensing Clerk	(1.00)	(27,500)	(22,967)	(50,467)
COUNTY COUNCIL				
COUNCIL OFFICE				
Legislative Aide	7.00	251,300	164,158	415,458
STATE'S ATTORNEY				
STATE'S ATTORNEY'S OFFICE				
Assistant State's Attorney I	2.00	105,600	44,073	149,673
PARKS & RECREATION				
PARKS & FACILITIES				
Chief of Parks & Facilities (Unfunded)	(1.00)	0	0	0
Maintenance Worker II (Unfunded)	(1.00)	0	0	0
NET FULL-TIME POSITIONS	14.00	774,738	471,021	1,245,759

GENERAL FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o		(3,384)	(3,384)	(0.75) Net Part-Time positions being abolished and created for FY 14:
				PART TIME POSITIONS
				ADMINISTRATION
				FACILITIES & OPERATIONS
				Custodial Worker I
				(0.75) (19,079) (21,788) (40,867)
				TREASURY
				BUREAU OF REVENUE COLLECTIONS
				Accounting II
				0.50 17,212 20,271 37,483
				PARKS & RECREATION
				PARKS & FACILITIES
				Custodial Worker II (Unfunded)
				(0.50) 0 0 0
				NET PART-TIME POSITIONS
				(0.75) (1,867) (1,517) (3,384)

GENERAL FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o		105,867	105,867	1.00
				Net Full-Time positions transferred between departments of the General Fund for FY 14:
				FULL TIME POSITIONS
				TREASURY
				BUREAU OF ACCOUNTING
				Accounting Clerk II
				0.00
				1,039
				11,734
				12,773
				HOUSING
				Accounting Clerk II
				1.00
				34,967
				11,898
				46,865
				INFORMATION & COMMUNICATION TECHNOLOGY
				Computer system Engineer I
				2.00
				99,931
				41,674
				141,605
				EMERGENCY SERVICES
				SPECIAL OPERATIONS & SUPPORT SERVICES
				Computer System Engineer I
				(2.00)
				(99,931)
				(40,857)
				(140,788)
				COUNTY COUNCIL
				COUNCIL OFFICE
				Assistant Council Administrator
				(1.00)
				(69,637)
				(27,318)
				(96,955)
				BOARD OF APPEALS AND REZONING
				Management Assistant II
				1.00
				69,637
				29,483
				99,120
				The Sheriff's Office transferred positions between divisions resulting in a net change in that department for various reasons: health benefit changes, an employee might be entitled to a time in grade promotion at the time of transfer, the position might be reclassified, etc.
				SHERIFF'S OFFICE
				0.00
				(35,132)
				78,379
				43,247
				NET FULL TIME POSITIONS TRANSFERRED
				1.00
				874
				104,993
				105,867

GENERAL FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o		(6,847)	(6,847)	0.00 Net Part-Time positions transferred between departments of the General Fund for FY 14:

GENERAL FUND

FINANCIAL NOTES:						
FY 13	FY 14	CHANGE				
o 14,884,893	14,841,240	(43,653)	Health Benefit Cost:			
			FY 13	FY 14	Change	
			14,729,493	14,684,040	(45,453)	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
			155,400	157,200	1,800	Supplemental Benefits
			<u>14,884,893</u>	<u>14,841,240</u>	<u>(43,653)</u>	Total Change in Health Benefits Costs
o 4,544,947	4,935,439	390,492	Overtime and Shift Differential adjusted based on actual expense history			
o 13,482,740	14,001,918	519,178	Pension/Retirement rate adjustments	FY 13	FY 14	Change
			State Retirement System	27,849	29,838	1,989
			State Pension System	3,596,343	3,944,802	348,459
			Temporary Pension	227,499	185,665	(41,834)
			Volunteer Fire's Length of Service Awards Program (LOSAP)	1,970,503	1,934,886	(35,617)
			Sheriff's Office Pension System	2,311,725	2,375,216	63,491
			LEOPS - Sheriff	5,348,821	5,531,511	182,690
			Total Pension/Retirement Adjustments	<u>13,482,740</u>	<u>14,001,918</u>	<u>519,178</u>
o	888,371	888,371	PEHP (Post Employment Health Plan) - funds appropriated in the Fiscal Year 2014 for the first time since implemented in July, 2010			
o 1,202,719	1,402,297	199,578	Workers' Compensation rate adjustments based on actuarial assessment			
o 5,620,271	5,632,780	12,509	FICA increase due to adjustments for salary, overtime, shift differential, etc.			
o 3,089,436	3,438,141	348,705	Space and Real Estate Rentals - increase of \$65,000 for additional incubator space for Economic Development and projected lease increases of \$14,585 within Procurement - Property Management Division. New lease under Parks & Recreation with Harford County Investors Trust for use of Carsins Run fields @ \$269,120.			
o 1,906,640	2,079,190	172,550	Other Professional Services - funds increase as a net result of:			
		(42,878)	Administration - Risk software and NMARC Scanning transferred to ICT @ (\$44,878); mosquito spraying costs increased \$2,000			
		(4,850)	Treasury - tax bill preparation (\$2,700) no longer allocated here and Weighmaster Support Plan (\$2,150) transferred to ICT			
		(21,067)	Community Services - technology related contract funds reallocated to ICT @ (\$22,367) and increase of \$1,300 for Cultural Arts			
		250,000	Information and Communication Technology - increase for network/server & consulting @ \$150,000 for firehouses; records management system contract @ \$80,000 and \$20,000 for NMARC scanning services			
		68,410	Sheriff's Office - increase for CJIS fingerprint fees (mandated) @ \$31,320; I'm Still Standing Community Corporation an inmate program @ \$36,000; and tipping fees @ \$1,090			
		21,000	Emergency Operations - increased for consulting services; headset repairs and Sheriff's Office academy training			
		(6,720)	DPW - based on actual expense history for monthly lab samples; Maryland Environmental Svcs contract and gypsy moth contract			
		1,375	County Council - increase per County Council's request based on actual expense history			
		6,000	Judicial - increase due to contractual evaluator, mediator and an accounting clerk			
		1,280	Elections - increase for voting equipment deliveries for Early Voting (previously one site now three sites)			
		(70,000)	Parks & Recreation - decrease primarily result of a contractual development manager no longer needed for the Graham property			
		(30,000)	Economic Development - decrease based on actual expense history			
		<u>202,550</u>				

GENERAL FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	2,374,493	2,443,558	69,065	Electricity - increase based on actual expense history primarily for the Sheriff's Office @ \$78,165 offset by adjustments in the amount of (\$9,100) various other county owned facilities.
o	276,416	310,300	33,884	Water & Sewer - increase based on actual expense history primarily for the Sheriff's Office @ \$39,484 and remaining adjustments decreased (\$5,600) for various other county owned facilities.
o	2,677,762	3,059,034	381,272	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 Other Post Employment Benefits (OPEB) liability, we have appropriated funds separately from any OPEB funding. The costs for Retirees Insurance increased this year based on actuarial assessment.
o	2,090,088	2,055,797	(34,291)	Other Insurance - funds provide for Auto and General Liability, and Property Damage insurance decrease (\$109,491) per actuarial. Workers' Compensation insurance for the Volunteer Fire Companies is also allocated here and increases \$75,000 for FY 14.
o	425,370	376,755	(48,615)	Management Services - decrease is the result of reduction in Elections due to the County's share for implementation of Statewide Voting System as estimated by State Board of Elections (\$20,000); funding in the amount of \$14,700 is moved from Management Services in Treasury's budget to Data Processing Software Maintenance in ICT; funds for outsourcing professional services within the County Executive's budget reduced based on actual expense history (\$15,000); and the Sheriff's Office funds for random drug screening increase based on actual expense \$1,085.
o	300,880	360,000	59,120	Election Officials - increase based on actual expense history and an increase in Early Voting sites from one to three
o	502,289	147,865	(354,424)	Financial/Audit - funds provide in Treasury for licensing fee for Financial & CYBORG systems moved to Data Software Maintenance in ICT (\$359,670); and County Council increased \$5,246 per their request.
o	1,813,356	2,019,316	205,960	Communication Service - increase mainly due to the Motorola contract for Emergency Operations @ \$204,500
o	1,642,777	2,411,274	768,497	Data Hardware and Software Maintenance - increase the result of consolidating all costs related to licensing, maintenance, and upgrades of data software and hardware from other general fund departments/agencies to the Department of Information and Communication Technology.
o	3,619,015	3,445,787	(173,228)	The following contractual services line items are adjusted based on actual expense history:

FY 13	FY 14	Change
52,130	67,643	15,513
1,603,605	1,534,153	(69,452)
89,965	69,700	(20,265)
299,851	268,450	(31,401)
305,210	331,940	26,730
307,508	369,559	62,051
328,500	257,600	(70,900)
496,813	470,110	(26,703)
135,433	76,632	(58,801)
3,619,015	3,445,787	(173,228)

GENERAL FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	226,400	126,900	(99,500)	Landscape and Grounds Material - decrease in Parks & Recreation for Cedar Lane Park (\$100,000) reallocated to cover Carsins Run fields lease; Administration (\$1,000) and Public Works (\$500) based on actual expense history
o	156,475	116,445	(40,030)	Building Supplies - decrease primarily result of reallocating (\$25,000) Carsins Run fields lease; and remaining adjustments in Parks & Recreation; Sheriff's Office and DPW based on actual expense history
o	1,425,436	1,489,604	64,168	The following materials and supplies line items are adjusted based on actual expense history:
	FY 13	FY 14	Change	
	295,767	313,852	18,085	General Office Supplies
	52,339	57,479	5,140	Duplicating Machine Supplies
	518,841	528,073	9,232	General Office Mailing
	98,675	104,235	5,560	Paper Supplies
	179,775	191,400	11,625	Equipment Repair Parts
	12,975	16,908	3,933	Diesel Fuel
	267,064	277,657	10,593	Other Materials and Supplies
	<u>1,425,436</u>	<u>1,489,604</u>	<u>64,168</u>	
o	1,587,810	1,626,715	38,905	Fuel Charges - increase based on actual expense history primarily for the Sheriff's Office, Public Works and Emergency Services
o	802,376	902,000	99,624	The following business and travel line items are adjusted based actual expense history:
	FY 13	FY 14	Change	
	62,648	69,534	6,886	Mileage
	268,200	276,578	8,378	Non-Targeted FVS Charges
	38,100	48,350	10,250	Transportation Costs
	50,170	57,580	7,410	Meals
	67,795	76,200	8,405	Lodging
	88,345	107,670	19,325	Professional Books and Periodicals
	89,779	98,128	8,349	Membership Fees & Dues
	137,339	167,960	30,621	Training Seminars & Courses
	<u>802,376</u>	<u>902,000</u>	<u>99,624</u>	

GENERAL FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	192,239	273,084	80,845	Equipment - increases in FY 14 primarily due to police car packages for 30 replacement vehicles for the Sheriff's Office; funding provides for the following:
				13,691 Audio Visual Supplies for Harford Cable Network
				19,907 Computer Equipment (iPads) for Planning & Zoning and Inspections, Licenses and Permits
				5,700 Optical Scanning Equipment - 6 scanners for new land management, permit and licensing system
				24,000 Voting System Equipment
				47,500 Furniture, Generator and Food Heating Cart for the Inmate Welfare fund
				137,550 Police Car Packages - for 30 police vehicles (replacements)
				15,000 Replacement pumps required annually for Scarboro Remediation and Post Closure
				9,736 Various equipment for the County Council Office
			<u>273,084</u>	
o	46,874,445	47,934,832	1,060,387	Principal and Interest Payments on existing debt, and new debt to be issued in accordance with the Approved FY 14 Capital Budget:
				FY 13 FY 14 Change
				Principal 27,823,945 28,872,951 1,049,006
				Interest 19,050,500 19,061,881 11,381
				<u>46,874,445</u> <u>47,934,832</u> <u>1,060,387</u>
o	715,786	715,786	0	Principal and Interest payments on prior Lease Finance projects:
				FY 13 FY 14 Change
				2009 County Lease
				Principal 678,046 699,373 21,327
				Interest 37,740 16,413 (21,327)
				<u>715,786</u> <u>715,786</u> <u>0</u>

GENERAL FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE			FY 13	FY 14	Change
o	292,370,432	293,517,368	1,146,936	Miscellaneous				
				County Executive	Community Grants for cultural organizations, crime prevention and school beautification and for emerging technology benefiting the agricultural community; increase of \$50,880 is a contribution to Highlands Common for Office on Aging and Harford Center rent	492,900	543,780	50,880
				Board of Education	Maintenance of Effort is \$1,952,485 over required amount; an additional \$1,479,361 is provided for the State mandated contribution for teacher's pension	219,821,368	221,300,729	1,479,361
				Harford Community College	no increase in Harford Community College funding for FY 14	14,961,612	14,961,612	0
				Libraries	increase of \$420,042 for FY 13 merit increase of 4%; additional \$30,000 to provide Sunday hours for Jarrettsville Branch; and an additional \$75,000 provided for materials/books	15,612,147	16,137,189	525,042
				Maryland School for the Blind	State law mandating County's share of tuition	80,000	80,000	0
				Harford Center	no increase in appropriation for FY 14	553,036	553,036	0
				ARC Northern Chesapeake	no increase in appropriation for FY 14	1,745,694	1,745,694	0
				Humane Society	increase of \$100,000 to help offset increased operational expenses	550,000	650,000	100,000

GENERAL FUND

FINANCIAL NOTES:

		FY 13	FY 14	CHANGE
Volunteer Fire Companies	no increase in appropriation for FY 14 due to the state of the economy - funds for TRT equipment reallocated to a capital project under Department of Emergency Services @ \$110,000	6,384,642	6,274,642	(110,000)
Health	funds provided for County share of Health Dept	3,998,777	3,998,777	0
Elections	no increase in appropriation for FY 14 for funds for reimbursement of Election employees salary/ benefit costs to the State of Maryland	599,600	599,600	0
Pro Rata Shares	General funded Public Works activities' share of the Public Works Director's Office Budget	10,058	10,218	160
Paygo	per the Approved FY 14 Capital Budget	17,752,225	16,501,062	(1,251,163)
Appropriation to Towns	Police Aid pass thru to municipalities	3,339,695	3,554,158	214,463
Appropriation to State	funds are appropriated to the State for administrative costs for the County's Homeowners Tax Credit '@ \$40,000 and \$1,000,000 for the County's share of the Harford County State Department of Assessment and Taxation	1,640,000	1,040,000	(600,000)
Various	Includes: a contingency reserve; mandated reserves; and numerous grants and contributions	4,828,678	5,566,871	738,193
		<u>292,370,432</u>	<u>293,517,368</u>	<u>1,146,936</u>

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SOLID WASTE SERVICES

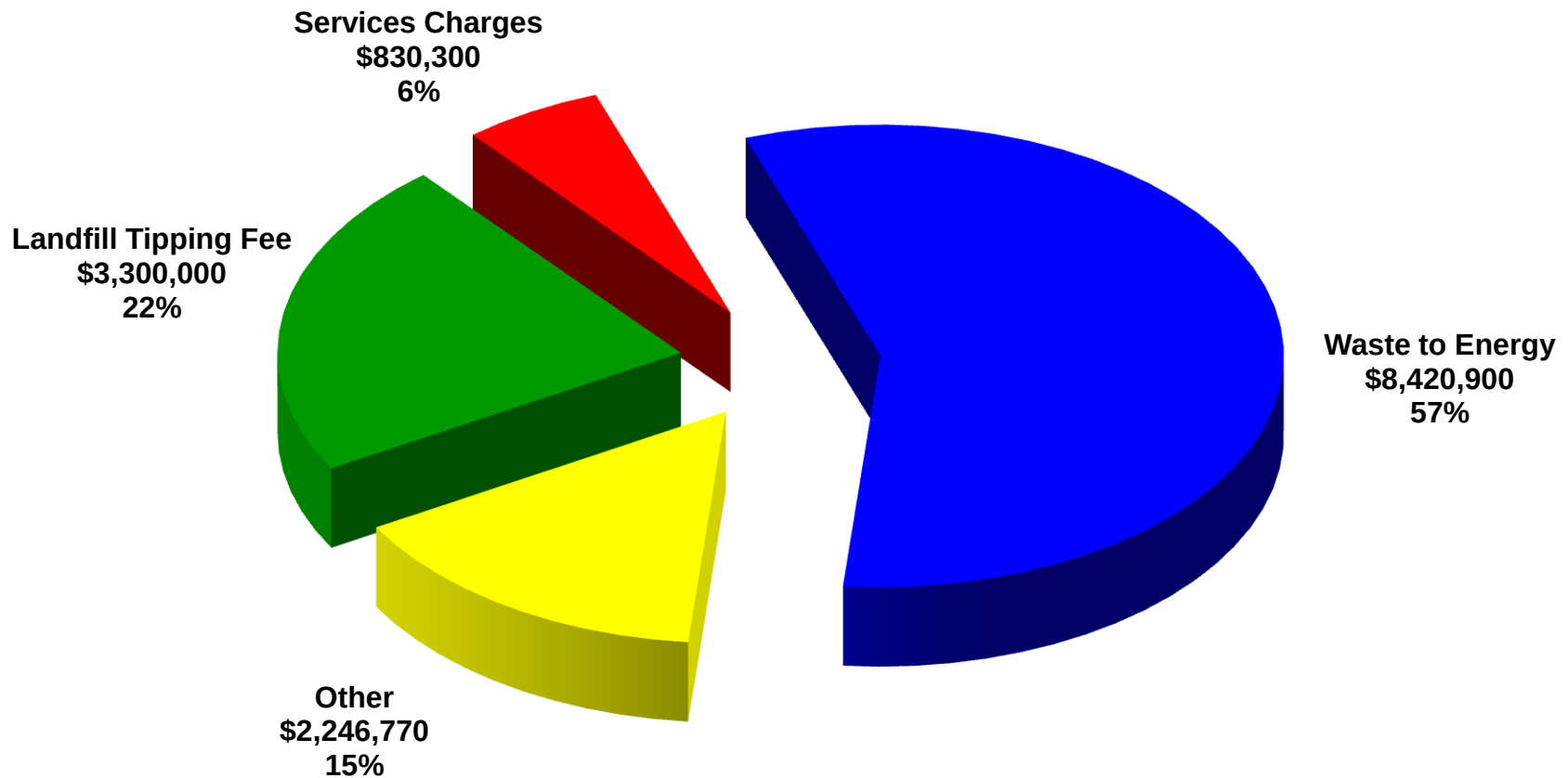
FY 14 APPROVED SOLID WASTE SERVICES REVENUE BREAKDOWN

OTHER:	15%	2,246,770	SERVICE CHARGES:	6%	830,300
Support from General Fund	2,240,870		Charges for Service	823,750	
Investment Income	5,900		Licenses & Permits	6,550	
LANDFILL TIPPING FEE	22%	3,300,000	WASTE TO ENERGY	57%	8,420,900

TOTAL SOLID WASTE SERVICES REVENUES

14,797,970

**SOLID WASTE SERVICES
REVENUES**
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$14,797,970



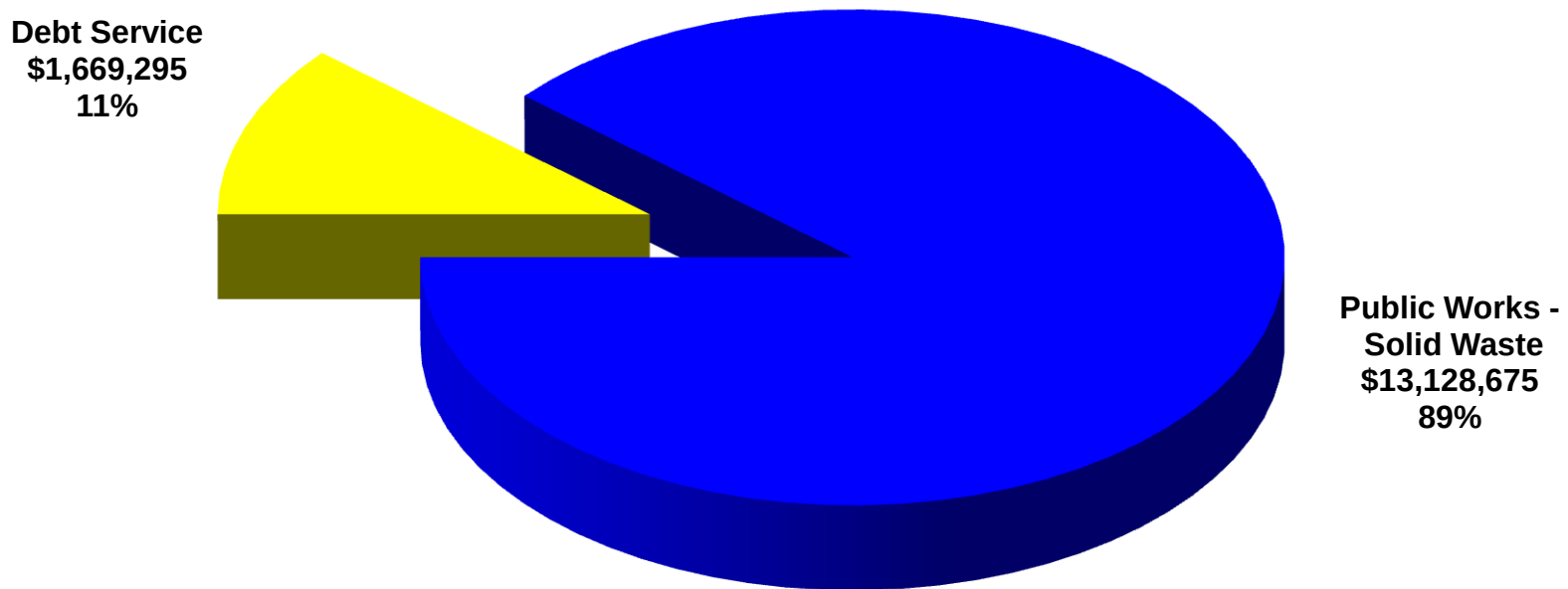
FY 14 APPROVED SOLID WASTE SERVICES APPROPRIATIONS BREAKDOWN

PUBLIC WORKS:	89%	13,128,675	DEBT SERVICE	11%	1,669,295
Bureau of Solid Waste Management	3,801,862				
Waste to Energy	9,326,813				

TOTAL SOLID WASTE SERVICES APPROPRIATIONS

14,797,970

**SOLID WASTE SERVICES
APPROPRIATIONS
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$14,797,970**



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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,556,208	2,673,710	2,487,309	2,556,647	2,556,647
20	CONTRACTUAL SERVICES	8,645,321	8,879,151	9,581,296	10,031,713	10,031,713
30	SUPPLIES & MATERIALS	87,841	178,219	135,450	148,850	148,850
40	BUSINESS & TRAVEL	306,310	401,260	272,615	390,465	390,465
50	CAPITAL OUTLAY	690	612	0	0	0
60	DEBT SERVICE	2,579,616	2,547,066	2,117,965	1,669,295	1,669,295
80	INTERGOVERNMENTAL/INTERFUND	131,369	846	0	1,000	1,000
	GRAND TOTAL	14,307,355	14,680,864	14,594,635	14,797,970	14,797,970
<u>SUMMARY BY DEPARTMENT:</u>						
30	PUBLIC WORKS	11,727,739	12,133,798	12,476,670	13,128,675	13,128,675
66	DEBT SERVICE	2,579,616	2,547,066	2,117,965	1,669,295	1,669,295
	GRAND TOTAL	14,307,355	14,680,864	14,594,635	14,797,970	14,797,970
<u>SUMMARY BY REVENUE SOURCE:</u>						
	LICENSES & PERMITS	7,395	6,550	7,400	6,550	6,550
	MISCELLANEOUS SERVICE FEES	1,675,762	1,329,232	806,800	823,750	823,750
	MISCELLANEOUS REVENUES	0	155,518	0	0	0
	LANDFILL TIPPING FEE	144,075	2,839,823	2,025,500	3,300,000	3,300,000
	WASTE TO ENERGY PLANT	9,319,774	9,006,799	9,733,800	8,420,900	8,420,900
	INVESTMENT INCOME	6,401	22,345	6,300	5,900	5,900
	INTRA-COUNTY	0	0	2,014,835	2,240,870	2,240,870
	GRAND TOTAL	11,153,407	13,360,267	14,594,635	14,797,970	14,797,970

SOLID WASTE SERVICES

FINANCIAL NOTES:

FY 14 Approved Budget	\$14,797,970
FY 13 Approved Budget	\$14,594,635
\$ growth	\$203,335
% increase	1.39%

The \$203,335 net increase in Solid Waste Services revenue is projected to result from:

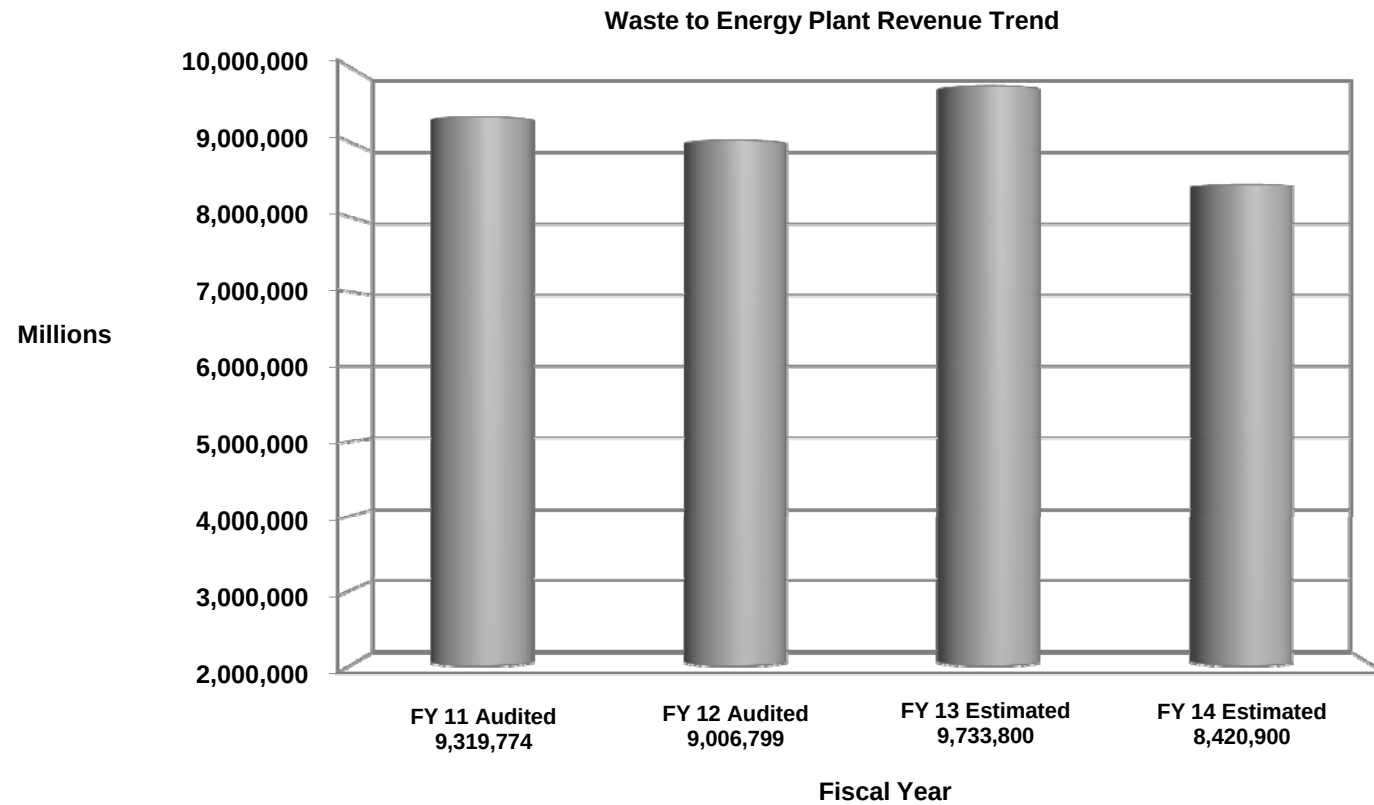
	FY 13	FY 14	CHANGE		FY 13	FY 14	Change
o	9,733,800	8,420,900	(1,312,900)	<u>Waste to Energy Plant Revenues (WTE)</u> are generated from:			
				WTE Tipping Fee	5,481,000	4,450,000	(1,031,000)
				Credit Town of Bel Air	(291,200)	(280,400)	10,800
				Steam Sales	3,500,000	3,500,000	0
				Recovered Materials	24,300	26,300	2,000
				Handling Permitted Material	539,700	350,000	(189,700)
				Tire Disposal	480,000	375,000	(105,000)
					<u>9,733,800</u>	<u>8,420,900</u>	<u>(1,312,900)</u>

WTE Disposal Fee - FY 14 projected disposal fees were based on the combination of early FY 13 actual results, and FY 12 actual revenues. The overall tipping tonnage for both Waste to Energy (WTE) and landfill was consistent but was trending towards a shift in lower WTE tipping, and higher landfill tipping fees. See offsetting expected increase in projected landfill tipping fee revenues.

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 14 remains unchanged at \$3.5 million.

SOLID WASTE SERVICES

FINANCIAL NOTES:



SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE		FY 13	FY 14	Change
o	2,832,300	4,123,750	1,291,450	<u>Harford Waste Disposal Center Revenues</u> are generated from:			
				Solid Waste Disposal Fee	2,030,000	3,300,000	1,270,000
				Credit Town of Bel Air	(4,500)	0	4,500
				Miscellaneous Service Fees			
				Household Waste	464,000	455,400	(8,600)
				Recycling	234,200	242,700	8,500
				Sale of Compost/Mulch	107,200	124,500	17,300
				Tire Disposal	1,400	1,150	(250)
					<u>2,832,300</u>	<u>4,123,750</u>	<u>1,291,450</u>

Solid Waste Disposal Fee - FY 14 projected disposal fees were based on combination of early FY 13 actual results, and FY 12 actual revenues. The overall tipping tonnage for both Waste to Energy (WTE) and landfill was consistent but was trending towards a shift in lower WTE tipping, and higher landfill tipping fees. See offsetting expected decrease in WTE tipping fee revenue.

o	13,700	12,450	(1,250)	<u>Other Miscellaneous Revenues</u> are comprised of:			
				Licenses & Permits for Refuse Licenses	7,400	6,550	(850)
				Investment Income			
				Interest on Invoices	6,100	6,100	0
				Over and Short	(300)	(300)	0
				Miscellaneous	500	100	(400)
					<u>13,700</u>	<u>12,450</u>	<u>(1,250)</u>

Miscellaneous revenue estimates were projected based on actual receipt history.

o	2,014,835	2,240,870	226,035	<u>General Fund Support</u>	<u>2,014,835</u>	<u>2,240,870</u>	<u>226,035</u>

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 13 this resulted in the need of support with General Fund revenues amounting to \$2,014,835. For FY 14 the General Fund support increased to \$2,240,870 necessitated by a drop in the waste tonnage. 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

FINANCIAL NOTES:

The \$203,335 net increase in Solid Waste Services expense is the result of:

	FY 13	FY 14	CHANGE	
o		63,869	63,869	the FY 13 Merit increase of 4% for eligible staff
o	1,533,649	1,512,745	(20,904)	Full-time Salaries:
			1,531	Salary adjustments based on the recommendations of the Department of Human Resources
			(22,435)	Staff Turnover (1.46%)
			<u>(20,904)</u>	
o		(35,311)	(35,311)	Position abolished in FY 14:
			# of Positions	Salary
			(1.00)	(23,700)
				Fringe
				(11,611)
				Total
				(35,311) Weighmaster Attendant Trainee
o	139,249	152,394	13,145	Pension/Retirement rate adjustments per Treasury's estimates
o	89,750	97,534	7,784	Workers' Compensation rate adjustments per Treasury's estimates
o	453,314	468,286	14,972	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o		27,382	27,382	PEHP (Post Employment Health Plan)
o	127,921	126,322	(1,599)	FICA adjustment
o	8,200	9,500	1,300	Office Equipment - increase based on five (5) shared copier contracts
o	24,000	62,000	38,000	Vehicle & Operating Equipment - increase to cover rentals of special heavy equipment used in operation per Fleet Manager
o	30,000	15,000	(15,000)	Water & Sewer - decrease due to leachate patterns
o	34,000	50,000	16,000	Management Services - Town of Bel Air rubble disposal, increase in fee at disposal site
o	0	28,650	28,650	County Facilities Repair & Renovation - funding will provide for new carpet, exterior painting, roof repairs, water system tank replacements, and enclosure over wash bay area as a result of permit compliance requirements
o	0	2,000	2,000	Security Systems - camera maintenance at Harford Waste Disposal Center (HWDC) sites

SOLID WASTE SERVICES

FINANCIAL NOTES:

FY 13 **FY 14** **CHANGE**
o 366,600 362,650 (3,950) Other Professional Services provides for the following:

Service	FY 13	FY 14	Change	Explanation
Hazardous Waste Disposal	10,000	12,000	2,000	includes florescent bulb disposal
Groundwater & Leachate Testing	25,000	22,000	(3,000)	based on current expenses
Leachate Hauling	214,500	214,500	0	
Scale Maintenance	7,000	6,000	(1,000)	based on current expenses
Parts Cleaner Service	2,600	2,900	300	based on current expenses
Surveying	7,000	4,500	(2,500)	aerial topography for MDE report
Stone Hauling	19,500	30,000	10,500	based on current expenses
Fire Extinguisher	1,400	1,250	(150)	based on current expenses
Screening Soil Service	20,000	20,000	0	
Florescent Bulb Disposal	9,600	0	(9,600)	funding now under hazardous waste
Welding Services	50,000	49,500	(500)	contract for homeowner bin welding
TOTAL	366,600	362,650	(3,950)	

o 472,900 567,500 94,600 Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
22,000	18,000	(4,000)	Telephone Service
35,000	25,000	(10,000)	Operating Equipment
90,300	70,000	(20,300)	Grounds Maintenance
15,000	12,000	(3,000)	Building/Custodial Services
40,000	50,000	10,000	Equipment Repair Parts
500	2,000	1,500	Small Tools
100	1,500	1,400	Oil & Lubricants
60,000	63,000	3,000	County Owned Vehicles
160,000	250,000	90,000	Fuel Charges
50,000	75,000	25,000	Non-Targeted Charges - FVS
0	1,000	1,000	Fleet Daily Carpool Rentals
472,900	567,500	94,600	

o 100,000 100,000 0 Debt Service - Cost of Issuance

SOLID WASTE SERVICES	

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
O	8,907,146	9,326,813	419,667	Management Services:
				FY 13 FY 14 Change
				Waste-to-Energy Plant 8,682,146 9,095,063 412,917 per contract
				Other 225,000 231,750 6,750 payment to Baltimore City for ash
				8,907,146 9,326,813 419,667

The increase for the Waste-to-Energy (WTE) Plant contract is the net result of:

FY 13 Contract	FY 14 Contract	Change	
3,120,460	3,204,074	83,614	<u>Labor Component</u>
2,333,530	2,412,141	78,611	<u>Materials Component</u>
			<u>Other Pass-Through Costs</u>
225,000	231,750	6,750	* Ash Disposal (Paid by County)
383,000	420,000	37,000	* Insurance
951,500	926,545	(24,955)	* Utilities
25,000	25,750	750	* Legal/Engineering Fees & Contingency
245,099	248,747	3,648	* Administrative Fee
413,207	419,349	6,142	* Management Fee
487,000	685,000	198,000	* Capital Expenditures
220,000	143,600	(76,400)	* Annual Incentives
503,350	609,857	106,507	* Other

SOLID WASTE SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE			
o	1,814,370	1,470,000	(344,370)	Principal payments for the Waste-to-Energy Plant:		
					FY 13	FY 14
				Waste to Energy Lease 2007	414,370	0
				Waste to Energy Retrofit	1,400,000	1,470,000
					<u>1,814,370</u>	<u>1,470,000</u>
						<u>(344,370)</u>
o	203,595	99,295	(104,300)	Interest payments for the Waste-to-Energy Plant:		
					FY 13	FY 14
				Waste to Energy Lease 2007	52,920	22,120
				Waste to Energy Retrofit	150,675	77,175
					<u>203,595</u>	<u>99,295</u>
						<u>(104,300)</u>

HIGHWAYS

FY 14 APPROVED HIGHWAYS FUND REVENUE BREAKDOWN

PROPERTY TAX:	68%	33,714,028	HIGHWAYS USERS TAX	3%	1,344,855
Real & Personal Deductions	34,197,455 (483,427)				
MISCELLANEOUS:	17%	8,529,453	SERVICE CHARGES	2%	980,500
Pro Rata	168,453				
Capital Recovery	2,000,000				
Miscellaneous	6,263,000				
Pooled Interest Transfer-In	45,000				
Investment Income	53,000		FUND BALANCE	10%	4,833,655

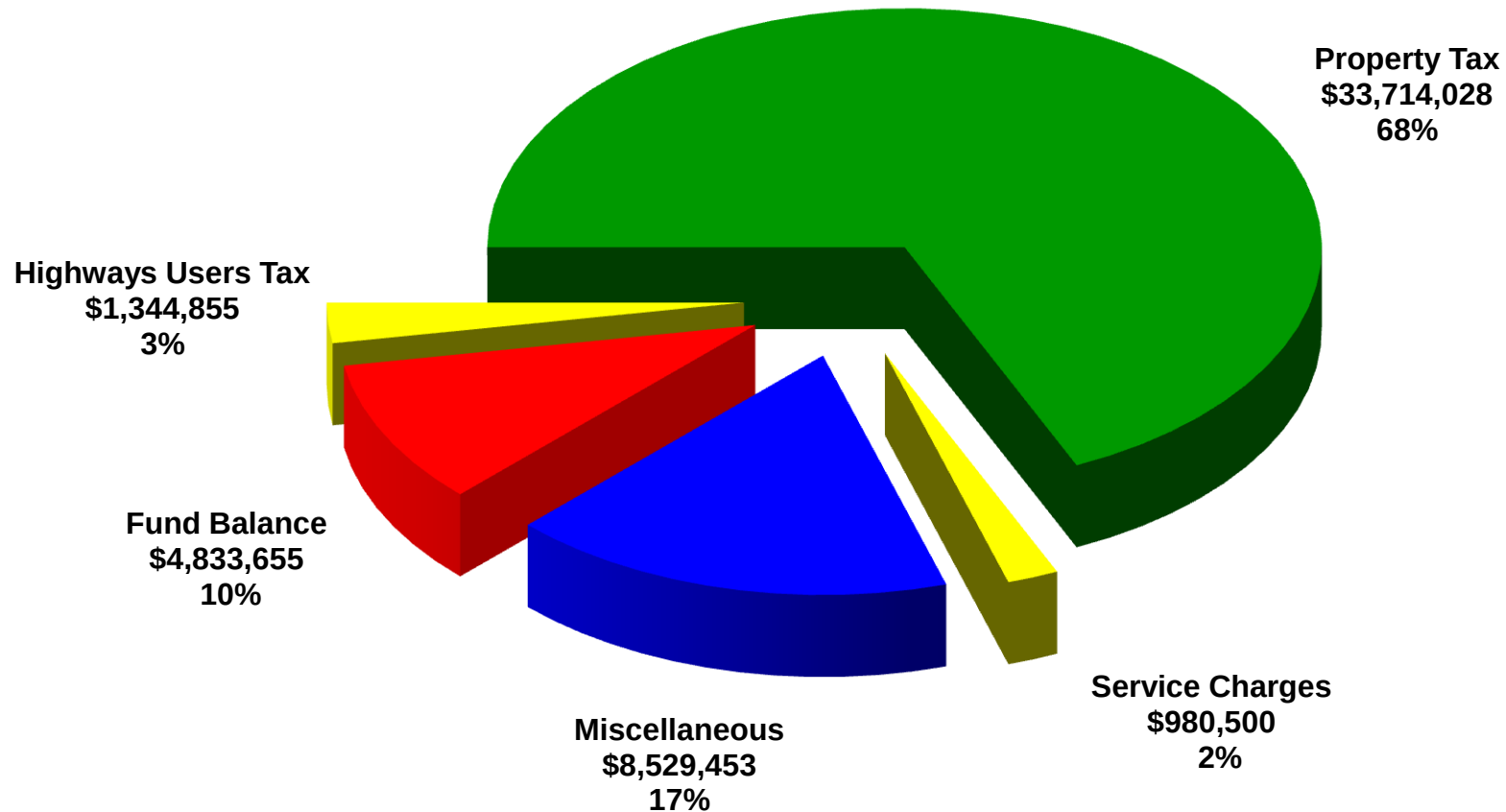
TOTAL HIGHWAYS FUND REVENUES

49,402,491

HIGHWAYS FUND REVENUES

Fiscal Year 2013 - 2014

TOTAL APPROVED BUDGET \$49,402,491

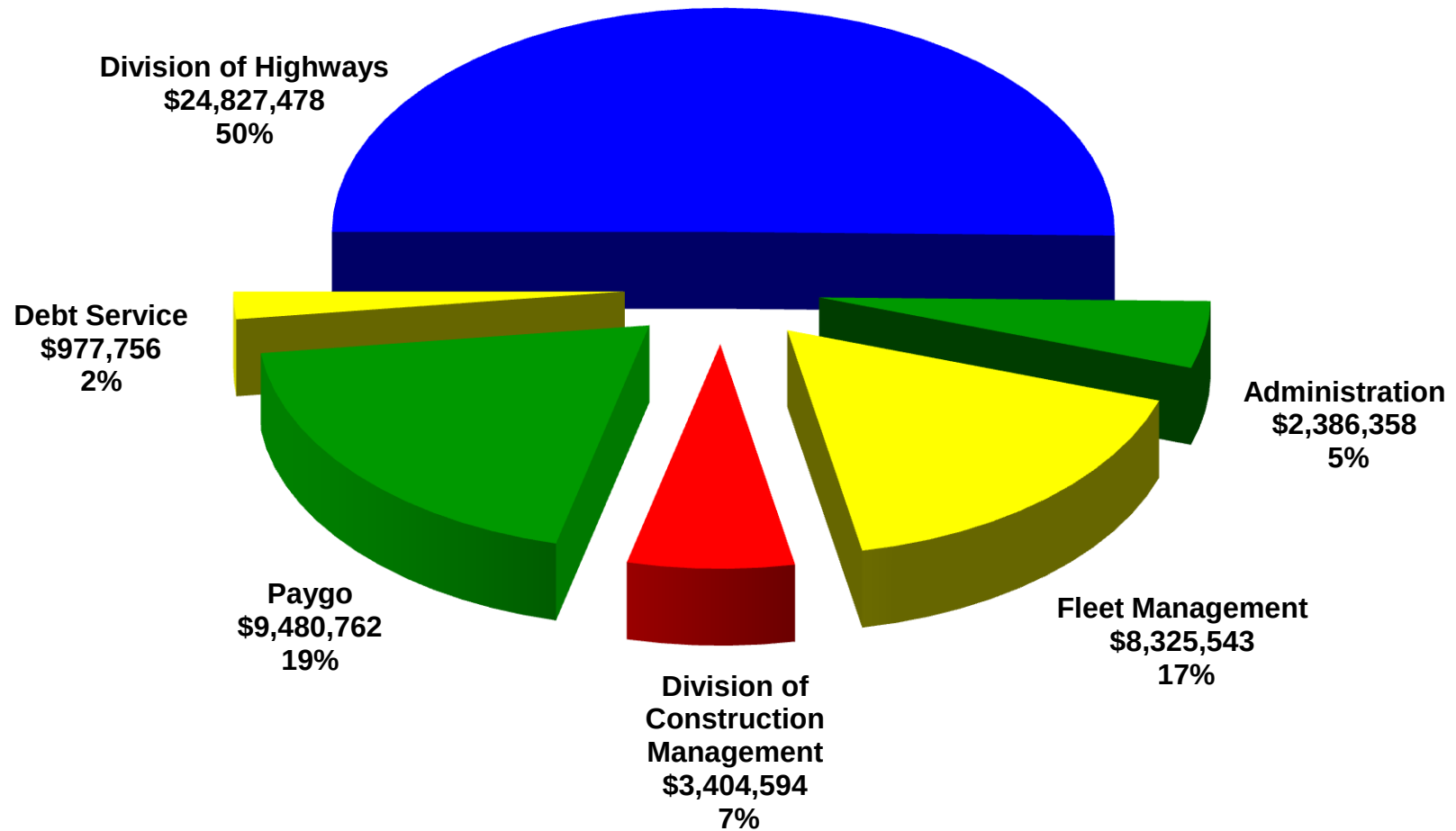


FY 14 APPROVED HIGHWAYS FUND APPROPRIATIONS BREAKDOWN

ADMINISTRATION:	5%	2,386,358	DIVISION OF HIGHWAYS:	50%	24,827,478
Personnel Matters		283,199	Bureau of Highways Engineering		2,666,674
Director		280,464	Bureau of Highways Maintenance		20,694,144
Insurance		364,742	Snow Removal		1,466,660
Benefits		1,257,953			
Contingency Reserve		200,000			
FLEET MANAGEMENT	17%	8,325,543	DIVISION OF CONSTRUCTION MANAGEMENT:	7%	3,404,594
			Bureau of Capital Projects Management		721,778
			Bureau of Construction Inspections		2,682,816
DEBT SERVICE	2%	977,756	PAYGO	19%	9,480,762

TOTAL HIGHWAYS FUND APPROPRIATIONS	49,402,491

**HIGHWAYS FUND
APPROPRIATIONS
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$49,402,491**



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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	16,748,686	17,299,420	16,338,325	15,877,020	15,877,020
20	CONTRACTUAL SERVICES	4,115,565	4,485,300	5,220,796	5,425,505	5,425,505
30	SUPPLIES & MATERIALS	5,472,361	4,917,876	6,087,050	7,073,340	7,073,340
40	BUSINESS & TRAVEL	4,151,405	4,500,678	4,644,685	4,752,515	4,752,515
50	CAPITAL OUTLAY	13,763	392,529	4,000	4,000	4,000
60	DEBT SERVICE	621,792	1,241,578	677,515	975,756	975,756
70	MISCELLANEOUS	11,672,178	14,784,122	20,782,747	15,364,030	15,289,030
80	INTER-GOVERNMENTAL/INTER-FUND	767,617	4,673	5,300	5,325	5,325
	GRAND TOTAL	43,563,367	47,626,176	53,760,418	49,477,491	49,402,491

HIGHWAYS FUND

FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY DEPARTMENT:</u>						
03	PROCUREMENT	6,158,959	6,901,900	7,164,720	8,325,543	8,325,543
08	HUMAN RESOURCES	42,110	396,890	283,199	283,199	283,199
22	EMERGENCY SERVICES	0	847,269	0	0	0
30	PUBLIC WORKS	28,995,791	26,649,926	28,719,333	28,512,536	28,512,536
66	DEBT SERVICE	621,792	1,241,578	679,515	977,756	977,756
67	INSURANCE	0	0	390,004	364,742	364,742
68	BENEFITS	1,058,515	1,343,613	1,043,512	1,257,953	1,257,953
70	MISCELLANEOUS	6,686,200	10,245,000	15,280,135	9,555,762	9,480,762
90	RESERVE FOR CONTINGENCIES	0	0	200,000	200,000	200,000
	GRAND TOTAL	43,563,367	47,626,176	53,760,418	49,477,491	49,402,491
<u>SUMMARY BY REVENUE SOURCE:</u>						
	PROPERTY TAXES	35,148,375	35,833,238	34,373,443	33,714,028	33,714,028
	INTERGOVERNMENTAL/STATE SHARED	959,151	731,702	1,254,847	1,344,855	1,344,855
	SERVICE CHARGES	3,629,268	4,010,908	3,972,100	980,500	980,500
	INVESTMENT INCOME	61,628	52,176	48,120	53,000	53,000
	FUND BALANCE APPROPRIATION	0	0	8,798,071	4,908,655	4,833,655
	MISCELLANEOUS REVENUES	5,508,549	5,821,986	5,313,837	8,476,453	8,476,453
	GRAND TOTAL	45,306,971	46,450,010	53,760,418	49,477,491	49,402,491

HIGHWAYS FUND

FINANCIAL NOTES:

FY 14 Approved Budget	\$49,402,491
FY 13 Approved Budget	\$53,760,418
\$ decline	(\$4,357,927)
% decline	(8.11%)

The (\$4,357,927) projected decrease in Highways Fund Revenues results from:

	FY 13	FY 14	CHANGE	
o	34,373,443	33,714,028	(659,415)	<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, 2012 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.

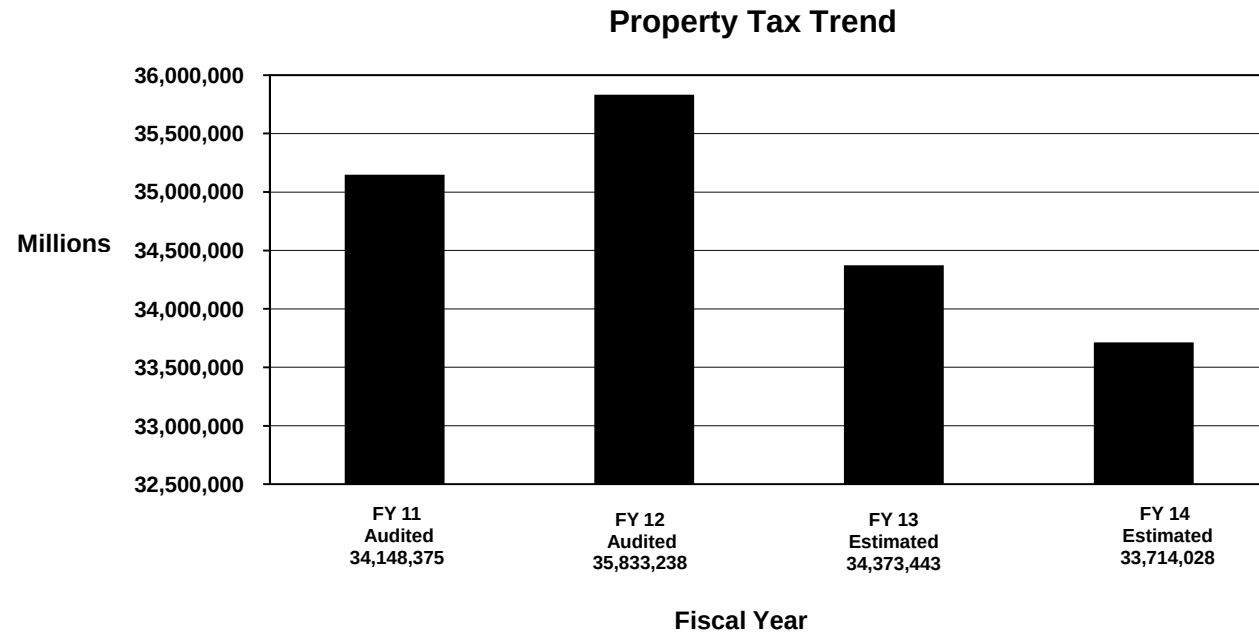
HIGHWAYS FUND

FINANCIAL NOTES:

FY 13	FY 14	CHANGE

The (1.9%) reduction in property tax revenue for FY 14 is primarily due to the decrease in property values being reassessed.

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, and the next two upcoming 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.

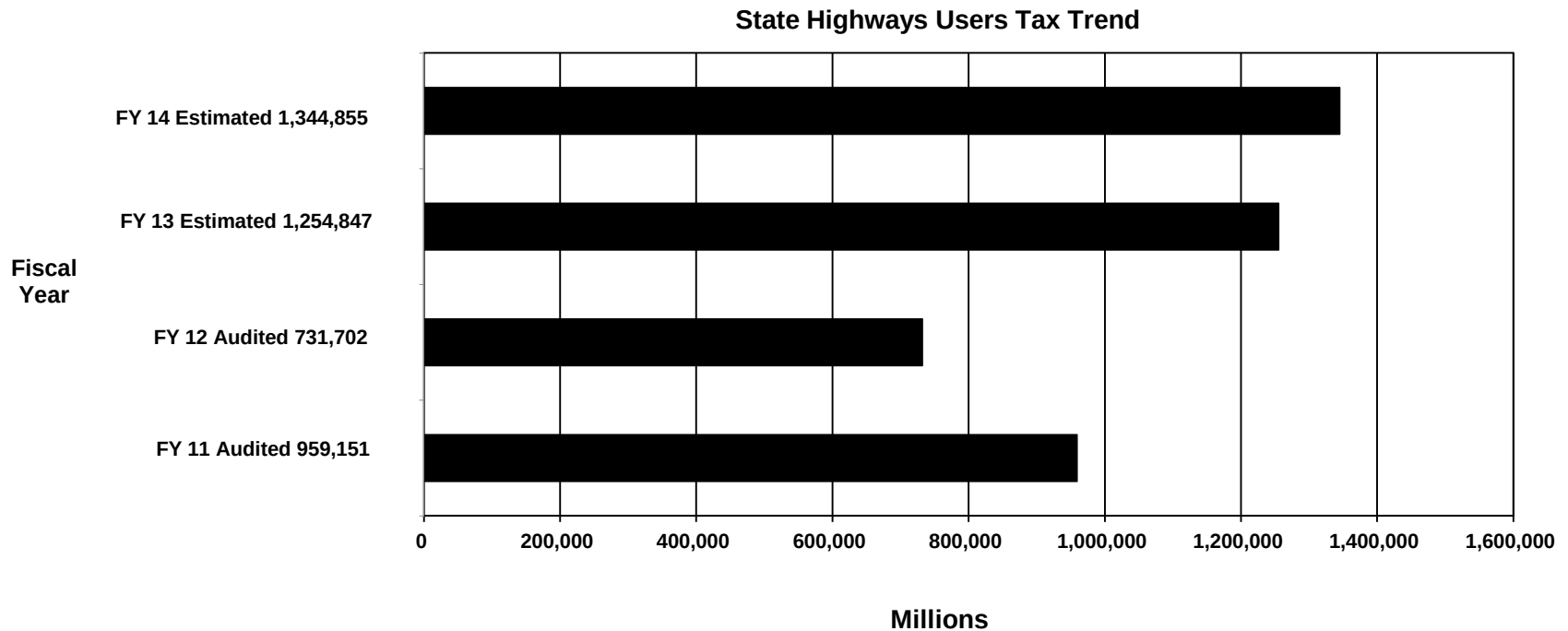


HIGHWAYS FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	1,254,847	1,344,855	90,008	<u>State Highways Users Tax</u> - 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 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 2014 we are projecting to receive \$1,344,855.



HIGHWAYS FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	3,972,100	980,500	(2,991,600)	<u>Charges for Government Services</u> - such as inspections and plan review revenue are increased for FY 14. Revenue from the County's fleet maintenance contract previously shown under Charges from Government Services is now accounted for in Other Revenue when the revenue is reimbursed from the other funds. The portion of the County's fleet maintenance contract billable to outside entities will continue to be recorded in Charges for Government Services.
o	48,120	53,000	4,880	<u>Investment Income</u> - are reflective of the size of the portfolio and the rate of return, a 10% increase is projected for FY 14.
o	5,313,837	8,476,453	3,162,616	<u>Other Revenue</u> - the elements mainly responsible for the net increase in "Other" revenues are:
	FY 13	FY 14	Change	
	0	18,000	18,000	<u>Fleet Leases Revenue</u>
	30,000	75,000	45,000	<u>Reimbursement from Other Funds</u>
	0	3,100,000	3,100,000	<u>Vehicle Maintenance Contract</u> - This revenue was previously accounted for under Charges for Government Services. For FY 14 it is moved to Other Revenue. 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.
o	8,798,071	4,833,655	(3,964,416)	<u>Fund Balance Appropriation</u> - excess unappropriated fund balance at the end of a fiscal year, above the 5% reserve designated for 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. Decrease primarily due to less Paygo funding allocated for Capital Projects.

HIGHWAYS FUND

FINANCIAL NOTES:

The (\$4,357,927) net decrease in appropriations for the Highways Fund is the result of:

	FY 13	FY 14	CHANGE	
o		445,939	445,939	the FY 13 Merit increase of 4% for eligible staff
o		168,857	168,857	PEHP (Post Employment Health Plan)
o		(1,213,840)	(1,213,840)	Positions abolished from Bureau of Water Resources - Highways Fund and transferred to new Stormwater Management Fund:
				# of Positions Salary Fringe Total
				(1.00) (50,365) (27,033) (77,398) Administrative Specialist I
				(1.00) (37,300) (25,491) (62,791) Inspector I
				(1.00) (73,118) (29,718) (102,836) Chief, Construction Inspection
				(3.00) (227,328) (55,091) (282,419) Civil Engineer II
				(1.00) (92,307) (35,136) (127,443) Civil Engineer III
				(1.00) (113,525) (33,990) (147,515) Civil Engineer IV
				(1.00) (43,035) (14,061) (57,096) Engineering Associate II
				(1.00) (81,465) (33,290) (114,755) Engineering Associate IV
				(2.00) (176,182) (65,405) (241,587) Engineering Associate V
				<u>(12.00)</u> <u>(894,625)</u> <u>(319,215)</u> <u>(1,213,840)</u>
o	10,528,622	10,480,468	(48,154)	Full Time Salaries
				27,932 Salary adjustments based on the recommendations of the Department of Human Resources
				<u>(76,086)</u> Staff Turnover <u>(0.72%)</u>
				<u><u>(48,154)</u></u>
o	954,388	1,054,862	100,474	Pension/Retirement rate adjustments per Treasury's estimates
o	432,630	469,773	37,143	Workers' Compensation rate adjustments per Treasury's estimates
o	2,618,454	2,667,936	49,482	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	871,474	870,268	(1,206)	FICA adjustments
o	242,637	242,637	0	Special Pays - funds appropriated for leave payouts per estimated number of retirements

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	1,021,512	1,181,953	160,441	Retirees Insurance - funds are provided for the County's share of retiree's health and dental insurance.
o	320,000	323,000	3,000	Vehicle & Operating Equipment - to meet snow removal requirements and funding for short term rental of equipment for other Departments through Fleet Management
o	8,000	0	(8,000)	Temporary Services - Flagger/Laborer services eliminated - Highways Maintenance
o	0	4,120	4,120	Uniform-Purchase - items not covered under the uniform rental agreement, purchased every other year
o	35,000	58,000	23,000	Data Processing Software - Seat Licensing Fee for Fleet Management software for tracking and reporting fleet operations and maintenance support; increase will provide for two (2) servers @ \$12,000 each
o	1,295,000	1,300,000	5,000	Grounds Maintenance - additional mowing to meet National Pollutant Discharge Elimination System (NPDES) permit requirements for ponds
o	390,004	364,742	(25,262)	Other Insurance funding adjustments per actuarial:
		FY 13	FY 14	Change
		4,991	4,236	(755)
		General Liability		
		284,047	254,359	(29,688)
		Auto Liability		
		100,966	106,147	5,181
		Property Damage		
		<u>390,004</u>	<u>364,742</u>	<u>(25,262)</u>
o	1,276,000	2,000,000	724,000	Diesel Fuel - increase based on usage trends and cost projections - Fleet Management
o	2,140,000	2,400,000	260,000	Gasoline - increase based on usage trends and cost projections - Fleet Management
o	603,800	628,800	25,000	County Owned Vehicles - maintenance for motor pool and tags and titles - Fleet Management
o	602,000	593,000	(9,000)	Fuel Charges - decrease based on actuals - Highways Maintenance (\$15,000) offset by an increase of \$6,000 for Road Use Tax due to motor pool fleet increasing
o	3,402,200	3,506,200	104,000	The County's Fleet Maintenance contract - increase based on actual expense history:
		FY 13	FY 14	Change
		2,125,000	2,200,000	75,000
		1,277,200	1,306,200	29,000
		<u>3,402,200</u>	<u>3,506,200</u>	<u>104,000</u>
				Targeted Services
				Non-Targeted Services
				Total Contract Funding

HIGHWAYS FUND	

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	408,750	411,950	3,200	Other Professional Services:
	FY 13	FY 14	Change	
	200	200	0	Office of the Director - consultant
	750	750	0	Bureau of Capital Projects Management - technical study to recommend standards for application of green or sustainable design to capital projects
	8,000	8,000	0	Bureau of Highways Engineering - traffic studies, history survey survey projects and road analysis as needed
	61,000	61,000	0	Bureau of Construction Inspections - engineering services, soil tests, borings, concrete, and asphalt testing
	186,800	190,000	3,200	Bureau of Highways Maintenance - contractual dig-outs and patch contracts based on actuals
	150,000	150,000	0	Fleet Management - for in house repairs, tank inspections, etc.
	2,000	2,000	0	Debt Service - Service Costs
	<u>408,750</u>	<u>411,950</u>	<u>3,200</u>	
o	4,000	4,000	0	Equipment - replacement of saws and traffic counter supplies
o	68,336	338,577	270,241	Principal and Interest on Bonds:
	FY 13	FY 14	Change	
	41,000	200,500	159,500	Principal Payments
	27,336	138,077	110,741	Interest Payments
	<u>68,336</u>	<u>338,577</u>	<u>270,241</u>	
o	609,179	609,179	0	Principal and Interest payments on 2009 Fleet Lease:
	FY 13	FY 14	Change	
	577,060	595,211	18,151	Principal Payments
	32,119	13,968	(18,151)	Interest Payments
	<u>609,179</u>	<u>609,179</u>	<u>0</u>	
o	0	28,000	28,000	Cost of Issuance

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o		(55,565)	(55,565)	Due to the transfer of Bureau of Water Resources to the new Stormwater Management Fund the following Characters were reduced:
		(28,970)		Contractual Services - Office Equipment, Other Professional Service, etc.
		(10,795)		Supplies and Materials - General Office Mailings, Laboratory Supplies, etc.
		(15,600)		Business and Travel - County Owned Vehicles, Fuel Charges, Membership Fees & Dues, etc.
		(200)		Inter-Governmental/Inter-Fund - Fleet Daily Carpool Rentals
		<u>(55,565)</u>		
o	1,772,150	1,852,050	79,900	Line items significantly adjusted, based on actual expense history and the state of the economy:
		FY 13	FY 14	Change
		139,950	137,900	(2,050) Space & Real Estate Rental
		1,025,000	1,060,000	35,000 Electricity
		41,000	50,000	9,000 Heating Fuel (Gas)
		2,500	0	(2,500) Heating Fuel (Oil)
		90,200	92,200	2,000 Telephone Service
		50,000	60,000	10,000 County Facility Repair & Renovations
		13,500	12,450	(1,050) Operating Equipment
		35,500	56,500	21,000 Building/Custodial Services
		200,000	170,000	(30,000) Crushed Aggregate
		165,000	200,000	35,000 Traffic Signs & Markings
		9,500	13,000	3,500 Bricks, Blocks, Precast Concrete Product
		<u>1,772,150</u>	<u>1,852,050</u>	<u>79,900</u>
o	56,783	62,583	5,800	Grants & Contributions - Baltimore Metropolitan Council (BMC) dues
o	2,046,317	2,249,729	203,412	Pro Rata Shares - represents Highways Funds paid to the General Fund for the overhead and administrative support functions provided there
o	15,280,135	9,480,762	(5,799,373)	Capital Improvements - Paygo funding to cover capital projects included in the FY 14 Approved Capital Budget for the Highways Fund

HIGHWAYS FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	3,196,012	3,292,456	96,444	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 13	FY 14	Change	
1,196,012	1,292,456	96,444	Sheriff's Office Traffic Safety Unit
2,000,000	2,000,000	0	Board of Education Transportation
<u>3,196,012</u>	<u>3,292,456</u>	<u>96,444</u>	

WATER & SEWER

FY 14 APPROVED WATER & SEWER FUND REVENUE BREAKDOWN

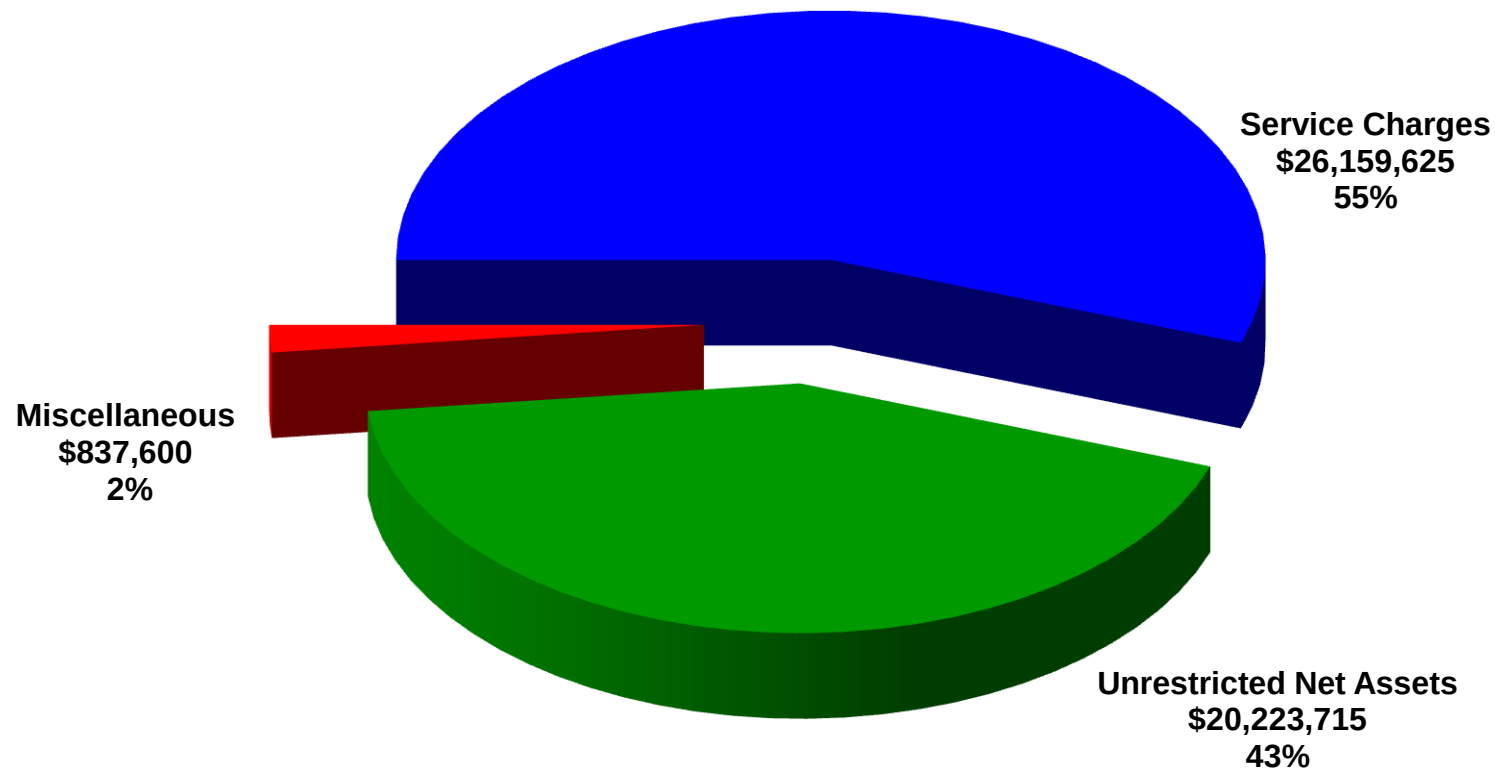
MISCELLANEOUS:	2%	837,600
Capital Recovery	177,800	
Miscellaneous	420,200	
Fine & Forfeitures	20,200	
Investment Income	219,400	

UNRESTRICTED NET ASSETS:	43%	20,223,715
Contributed Capital	10,604,800	
Unrestricted Net Assets	9,618,915	

SERVICE CHARGES	55%	26,159,625

TOTAL WATER & SEWER FUND REVENUES	47,220,940

**WATER & SEWER
OPERATING FUND REVENUES
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$47,220,940**



**FY 14 APPROVED WATER & SEWER FUND
APPROPRIATIONS BREAKDOWN**

BUREAU OF W & S ADMINISTRATION: 7% 3,399,917

Administration	3,349,917
General Inventory	50,000

BUREAU OF W & S MAINTENANCE: 15% 6,939,334

Water O&M Abingdon	4,100,197
Sewer O&M Abingdon	2,588,897
Water O&M Joppatowne	109,270
Sewer O&M Joppatowne	69,470
Whiteford/Cardiff Service Community	71,500

OTHER: 15% 7,170,121

Accounting	845,668
Personnel Matters	199,906
Insurance	252,084
Benefits	499,013
Paygo	5,373,450

DEPRECIATION 19% 9,200,000

BUREAU OF W & S OPERATIONS:

WASTEWATER PROCESSING: 26% 12,114,644

Industrial Waste Management	160,658
Sewer O&M Sod Run	8,442,469
Joppatowne Sewerage Treatment	850,136
Sewer O&M Pump/Meter Stations	2,521,246
Sewer O&M Spring Meadows	140,135

WATER PRODUCTION: 15% 7,078,786

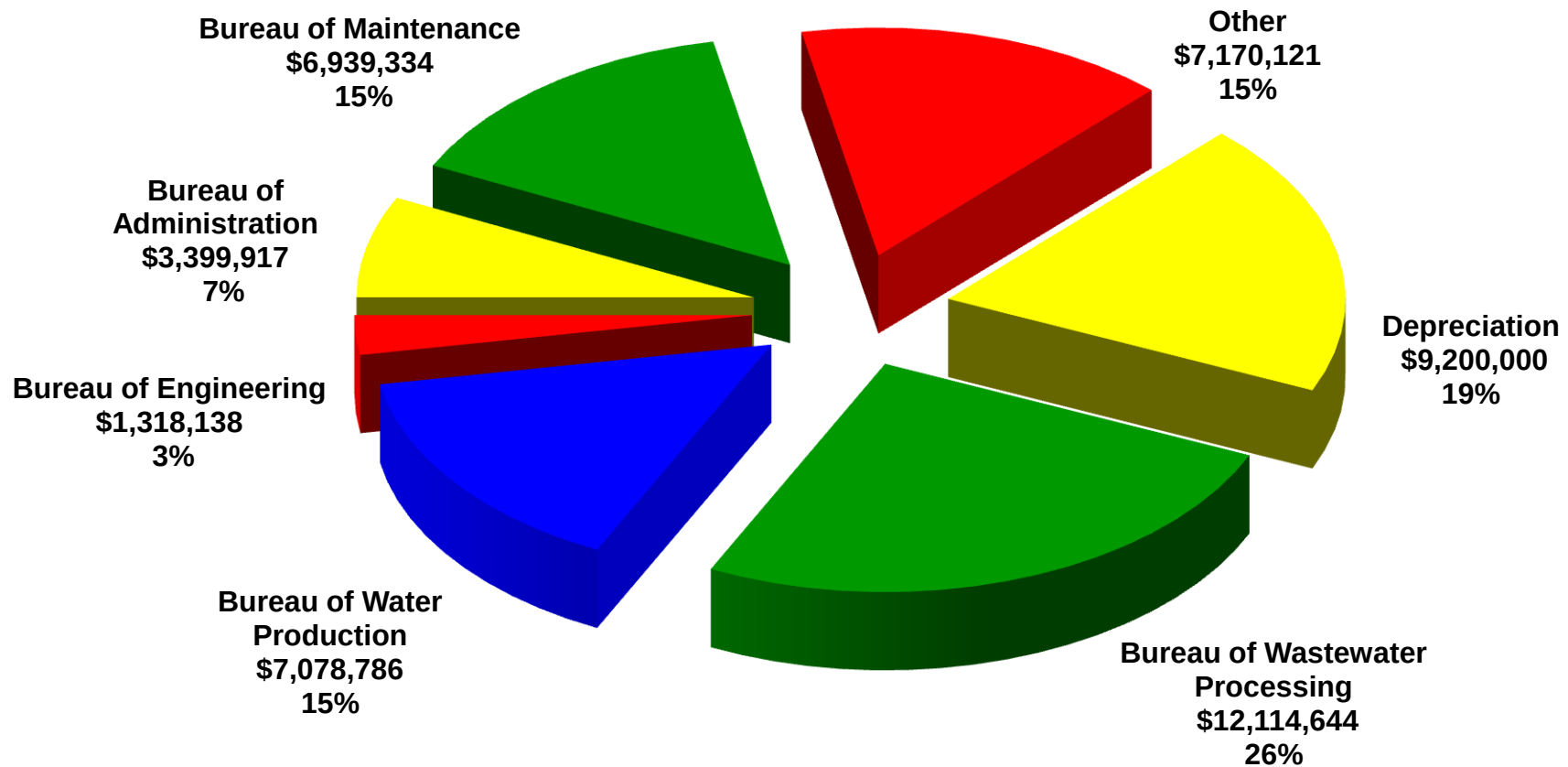
Water O&M Perryman	865,316
Water O&M Long Booster Stations	554,818
Water O&M Havre de Grace	1,111,171
Water O&M Abingdon-Big Inch	4,492,891
Water O&M Carbon Treatment Plant	14,390
Water O&M Solids Handling Facility	40,200

BUREAU OF ENGINEERING: 3% 1,318,138

Water Engineering	666,969
Sewer Engineering	651,169

TOTAL WATER & SEWER FUND APPROPRIATIONS	47,220,940

**WATER & SEWER OPERATING
FUND APPROPRIATIONS
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$47,220,940**



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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	14,644,980	15,586,968	14,629,155	15,464,196	15,483,887
20	CONTRACTUAL SERVICES	6,415,343	6,704,696	7,957,898	8,768,462	8,768,462
30	SUPPLIES & MATERIALS	2,427,948	2,721,096	3,308,585	3,781,660	3,781,660
40	BUSINESS & TRAVEL	559,358	674,356	619,415	697,725	697,725
50	CAPITAL OUTLAY	578,507	510,670	837,687	927,140	927,140
70	MISCELLANEOUS	11,192,675	12,888,085	17,561,896	16,882,016	16,942,016
80	INTER-GOVERNMENTAL/INTER-FUND	980,360	520,601	620,050	620,050	620,050
	GRAND TOTAL	36,799,171	39,606,472	45,534,686	47,141,249	47,220,940
<u>SUMMARY BY DEPARTMENT:</u>						
04	TREASURY	770,359	795,168	792,629	825,977	845,668
08	HUMAN RESOURCES	68,961	228,197	199,906	199,906	199,906
22	EMERGENCY SERVICES	0	159,175	0	0	0
30	PUBLIC WORKS	35,524,156	36,340,119	37,580,597	40,050,819	40,050,819
67	INSURANCE	0	0	252,828	252,084	252,084
68	BENEFITS	277,295	392,990	430,726	499,013	499,013
70	MISCELLANEOUS	158,400	1,690,823	6,278,000	5,313,450	5,373,450
	GRAND TOTAL	36,799,171	39,606,472	45,534,686	47,141,249	47,220,940
<u>SUMMARY BY REVENUE SOURCE:</u>						
	SERVICE CHARGES	24,925,630	24,566,811	25,924,700	26,159,625	26,159,625
	INVESTMENT INCOME	231,050	224,193	190,000	219,400	219,400
	MISCELLANEOUS REVENUE	782,299	619,515	387,400	440,400	440,400
	UNRESTRICTED NET ASSETS	0	0	9,664,386	9,539,224	9,618,915
	CONTRIBUTED CAPITAL	0	0	9,200,000	10,604,800	10,604,800
	RECOVERY FROM CAPITAL PROJECTS	161,637	199,389	168,200	177,800	177,800
	GRAND TOTAL	26,100,616	25,609,908	45,534,686	47,141,249	47,220,940

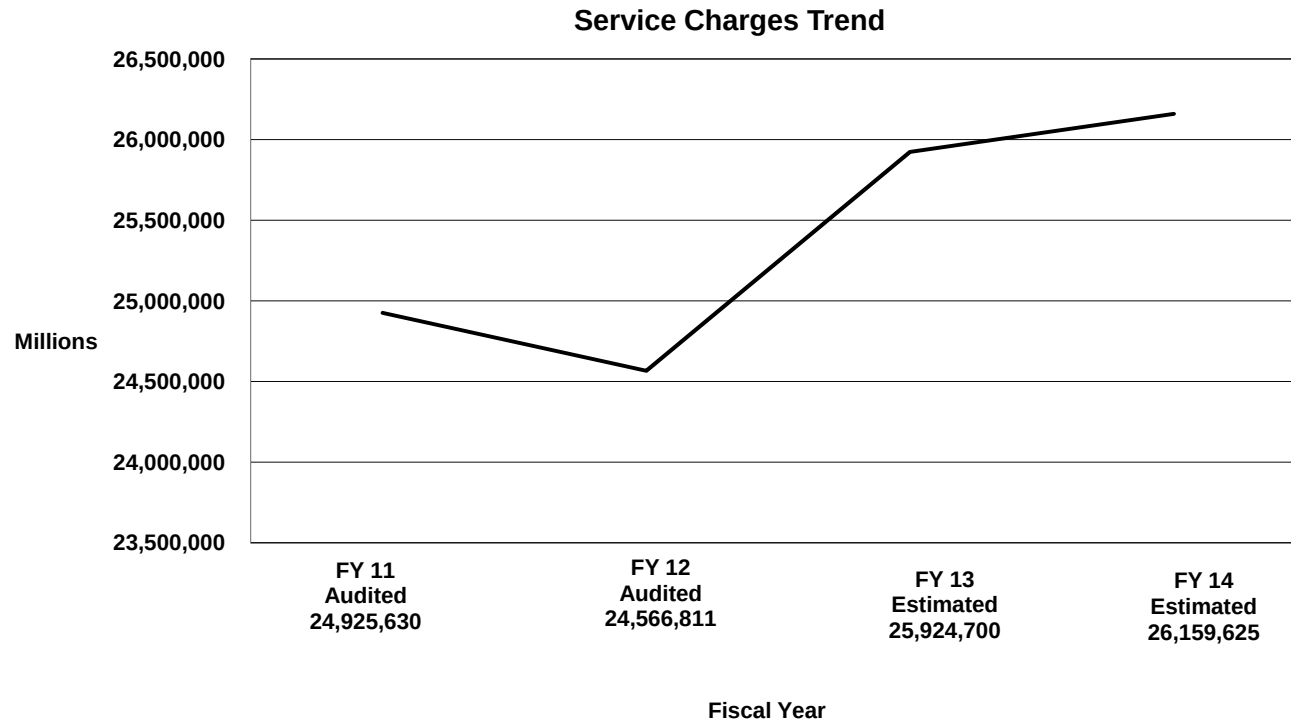
WATER AND SEWER FUND

FINANCIAL NOTES:

FY 14 Approved Budget	\$47,220,940
FY 13 Approved Budget	\$45,534,686
\$ growth	\$1,686,254
% growth	3.70%

The \$1,686,254 net increase in Water and Sewer Operating Fund revenue is projected to result from:

	FY 13	FY 14	CHANGE	
o	25,924,700	26,159,625	234,925	<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 13	FY 14	CHANGE																					
o	190,000	219,400	29,400	<u>Investment Income</u> - FY 14 estimated revenue for investment income is based on FY 13 actuals.																				
o	387,400	440,400	53,000	<u>Miscellaneous Revenue</u> - includes sundry fines and forfeitures, sale of surplus vehicles, lease purchase proceeds and other revenues that cannot be classified. FY 14 estimated Miscellaneous Revenue reflects actual collections.																				
o	9,664,386	9,618,915	(45,471)	<u>Unrestricted Net Assets</u> - these are surplus funds from prior years that are being used to finance current year operations.																				
o	9,200,000	10,604,800	1,404,800	<u>Funded Depreciation - Contributed Capital</u> - annual depreciation charges are projected to increase due to the inclusion of the Abingdon Water Treatment expansion.																				
o	168,200	177,800	9,600	<u>Recovery from Capital Projects</u> - cost of services billed to capital projects and recovered back to the operating budget. FY 14 estimated revenues are based on FY 13 actuals.																				
The	\$1,686,254	net increase in the Water and Sewer Fund is the result of:																						
o		384,675	384,675	the FY 13 Merit increase of 4% for eligible staff																				
o		177,984	177,984	Post Employment Health Plan (PEHP)																				
o	9,489,861	9,428,104	(61,757)	Full Time Salaries: 123,413 Salary adjustments based on the recommendations of the Department of Human Resources (196,914) Staff Turnover (2.07%) 11,744 Offset - salary for a Management Assistant II no longer offset due to work hours <u>(61,757)</u>																				
o		130,636	130,636	Positions created for Water & Sewer: <table><tr><td># of Positions</td><td>Salary</td><td>Fringes</td><td>Total</td><td></td></tr><tr><td>1.00</td><td>26,200</td><td>25,107</td><td>51,307</td><td>Water/Sewer Utility Worker I - Maintenance</td></tr><tr><td>1.00</td><td>52,847</td><td>26,482</td><td>79,329</td><td>Accounting Clerk II - Treasury - Water & Sewer</td></tr><tr><td>2.00</td><td>79,047</td><td>51,589</td><td>130,636</td><td>Accounting</td></tr></table>	# of Positions	Salary	Fringes	Total		1.00	26,200	25,107	51,307	Water/Sewer Utility Worker I - Maintenance	1.00	52,847	26,482	79,329	Accounting Clerk II - Treasury - Water & Sewer	2.00	79,047	51,589	130,636	Accounting
# of Positions	Salary	Fringes	Total																					
1.00	26,200	25,107	51,307	Water/Sewer Utility Worker I - Maintenance																				
1.00	52,847	26,482	79,329	Accounting Clerk II - Treasury - Water & Sewer																				
2.00	79,047	51,589	130,636	Accounting																				
o	(59,638)	(59,638)	Position transferred to Treasury - Bureau of Accounting from Treasury - Water & Sewer Accounting: <table><tr><td># of Positions</td><td>Salary</td><td>Fringes</td><td>Total</td><td></td></tr><tr><td>(1.00)</td><td>(36,000)</td><td>(23,632)</td><td>(59,638)</td><td>Accounting Clerk II</td></tr></table>		# of Positions	Salary	Fringes	Total		(1.00)	(36,000)	(23,632)	(59,638)	Accounting Clerk II										
# of Positions	Salary	Fringes	Total																					
(1.00)	(36,000)	(23,632)	(59,638)	Accounting Clerk II																				

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	99,778	52,540	(47,238)	Temporary Salaries - vacant temporary positions eliminated
o	869,672	945,067	75,395	Pension/Retirement rate adjustments per Treasury's estimates
o	256,405	297,606	41,201	Workers' Compensation rate adjustments per Treasury's estimates
o	2,259,460	2,297,800	38,340	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	620,300	780,400	160,100	Overtime - increase based on actual expense history
o	76,291	84,700	8,409	Shift Differential - increase based on actual expense history
o	794,328	800,953	6,625	FICA adjustment
o	137,860	137,860	0	Special Pays - leave payouts for potential retirement of eligible staff
o	6,550	35,850	29,300	Vehicle & Operating Equipment - funding to allow for the rental of machinery as needed per the Fleet Manager
o	419,726	440,013	20,287	Retiree's Insurance - funds are provided for the County's share of retiree's health and dental insurance per the actuarial assessment
o	1,227,500	1,700,500	473,000	County Facility Repair & Renovations - based on actuals for routine repairs:
	FY 13	FY 14	Change	
	126,300	146,300	20,000	Water & Sewer Maintenance
	879,500	1,326,500	447,000	Wastewater Processing
	221,700	227,700	6,000	Water Production
	<u>1,227,500</u>	<u>1,700,500</u>	<u>473,000</u>	
o	100,000	180,000	80,000	Engineering Services - based on actual expense history:
	FY 13	FY 14	Change	
	85,000	115,000	30,000	WWP - engineering consultant and service contract
	15,000	65,000	50,000	Water Production - engineering services for assessment writing specs
	<u>100,000</u>	<u>180,000</u>	<u>80,000</u>	and inspection of major projects for painting towers
o	92,000	139,500	47,500	Other Service & Maintenance Contract - implementation of Cityworks Program software linking water treatment with Waste Water Processing and Water Maintenance
o	180,500	190,500	10,000	Utility Water & Sewer Purchase - raw water purchased from Baltimore City delivered through the Big Inch and monthly payments to the City of Havre de Grace for treating recycled water from Harford County's water plant, increase based on actuals

WATER AND SEWER FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	9,500	1,800	(7,700)	Uniforms-Purchase - shirts, hats, etc. purchased every two years not included in the Uniform-Rental contract
o	78,800	101,360	22,560	Laboratory Supplies - increase based on actual expense history for supplies used in lab for process analysis and to monitor National Pollutant Discharge Elimination System (NPDES) compliance and reporting to the Maryland Department of the Environment (MDE)
o	1,150,260	1,349,685	199,425	Other Professional Services - increase based on actual expense history:

Division	FY 13	FY 14	Change	Explanation
Administration	0	3,000	3,000	cost of moving furniture to new Administrative bldg
Engineering	21,000	21,900	900	consultant services
Maintenance	135,300	124,000	(11,300)	preventive maintenance program
Water Production	58,950	97,725	38,775	transport of plant residuals to Sod Run and contract for hauling processed solids
Wastewater Processing	935,010	1,103,060	168,050	lab analysis for MDE compliance, emergency pump outs and courier for transport of samples
Totals	1,150,260	1,349,685	199,425	

o	1,396,000	1,728,700	332,700	Chemicals in Bulk - based on actual expense history:	
		FY 13	FY 14	Change	
		Maintenance	10,000	10,000	0 based on projected usage and unit costs
		Water Prod	896,000	944,000	48,000 increase based on projected usage and unit costs
		WWP	490,000	774,700	284,700 increase due to the ENR upgrade
			<u>1,396,000</u>	<u>1,728,700</u>	<u>332,700</u>
o	63,500	71,500	8,000	W & S Lines Service Parts - increase due to cost of parts and lead free requirements enacted 1/11/12	
o	180,000	180,000	0	Unanticipated Maintenance - funding to cover the costs of unanticipated emergencies	
o	433,200	460,000	26,800	Water Meter Purchases - new and replacement installations in accordance with the replacement program for all meters exceeding 15 years of age	
o	50,000	50,000	0	Other (Audit Only) - General Inventory per Treasury's recommendation	

WATER AND SEWER FUND

FINANCIAL NOTES:

FY 13	FY 14	CHANGE	

837,687	927,140	89,453	Equipment - provides for the following:

W & S Wells and Well Development	35,000	Generators	36,000
W & S Plant Improvements	105,500	Pumps	227,700
Audio Visual Supplies	2,610	Tampers	2,000
Vacuum Cleaner	280	Hydraulic Power Tools	4,500
Hex-a-Gram & Meters	35,000	Testing Gauge	13,000
Electronic Process Control	14,500	Leak Detection Equipment	3,400
Chairs	3,150	Shoring Box	6,000
Tables	2,500	Flow Meter	4,200
Electric Heaters	7,900	Laboratory Equipment	27,200
Air Conditioners	3,000	Other Equipment	295,600
Air Compressor	34,000	Tower - Antenna	16,000
Blowers	44,000	Other Communication Equipment	1,100
Saws	3,000		

o	113,200	96,400	(16,800)	Payments to Other Government Agencies - sludge generation fees for:

Division		FY 13	FY 14	Change	Explanation
Maintenance		78,000	60,000	(18,000)	payments to the Pennsylvania Delta Borough for waste treatment, as required by an inter-state agreement
Wastewater Processing		35,200	36,400	1,200	sludge generation fees for Joppatowne
		113,200	96,400	(16,800)	

o	1,967,196	2,268,666	301,470	Pro Rata Shares - represents Water & Sewer Fund reimbursement 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 13	FY 14	Change	
	153,779	158,235	4,456	Water & Sewer Fund Pro Rata to the Public Works - Director
	1,813,417	2,110,431	297,014	Water & Sewer Fund Pro Rata to the General Fund
	<u>1,967,196</u>	<u>2,268,666</u>	<u>301,470</u>	

WATER AND SEWER FUND	

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
O	5,223,763	5,342,130	118,367	Line items significantly adjusted, based on actual expense history and state of the economy:
				FY 13 FY 14 Change
				69,180 63,332 (5,848) Office Equipment
				3,299,000 3,346,200 47,200 Electricity
				80,000 62,000 (18,000) Heating Fuel (Oil)
				60,310 35,270 (25,040) Emergency Reporting System
				32,000 29,500 (2,500) Financial Audit
				50,000 40,000 (10,000) Water Line Rehab/Repair
				100,000 90,000 (10,000) Sewer Line Rehab/Repair
				25,800 13,160 (12,640) Communication Service
				196,658 183,940 (12,718) Operating Equipment
				6,650 9,550 2,900 Data Processing Software
				57,800 44,798 (13,002) Grounds Maintenance
				22,600 31,500 8,900 Other Services
				20,265 25,015 4,750 Delivery Charges
				470,450 553,600 83,150 Equipment Repair Parts
				60,100 68,715 8,615 Safety Equipment
				51,300 45,800 (5,500) Diesel Fuel
				9,700 13,550 3,850 Oil & Lubricants
				50,000 45,000 (5,000) Grates, Manhole Covers
				222,300 231,800 9,500 County Owned Vehicles
				247,350 298,200 50,850 Fuel Charges
				<u>92,300 111,200 18,900 Non-Targeted Charges - FVS</u>
				<u>5,223,763 5,342,130 118,367</u>
O	9,200,000	9,200,000	0	Depreciation per Treasury estimates
O	6,278,000	5,373,450	(904,550)	Paygo funds in support of the FY 14 Approved Capital Budget
O	620,000	620,000	0	Other Intergovernmental - payments to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations. The County purchases 1.3 MGD of water from the City at \$35,000/month and has an intergovernmental agreement with the City to share the operating expenses of a new solids handling facility at \$200,000 per year.



Abingdon Water Tower
Abingdon, Maryland

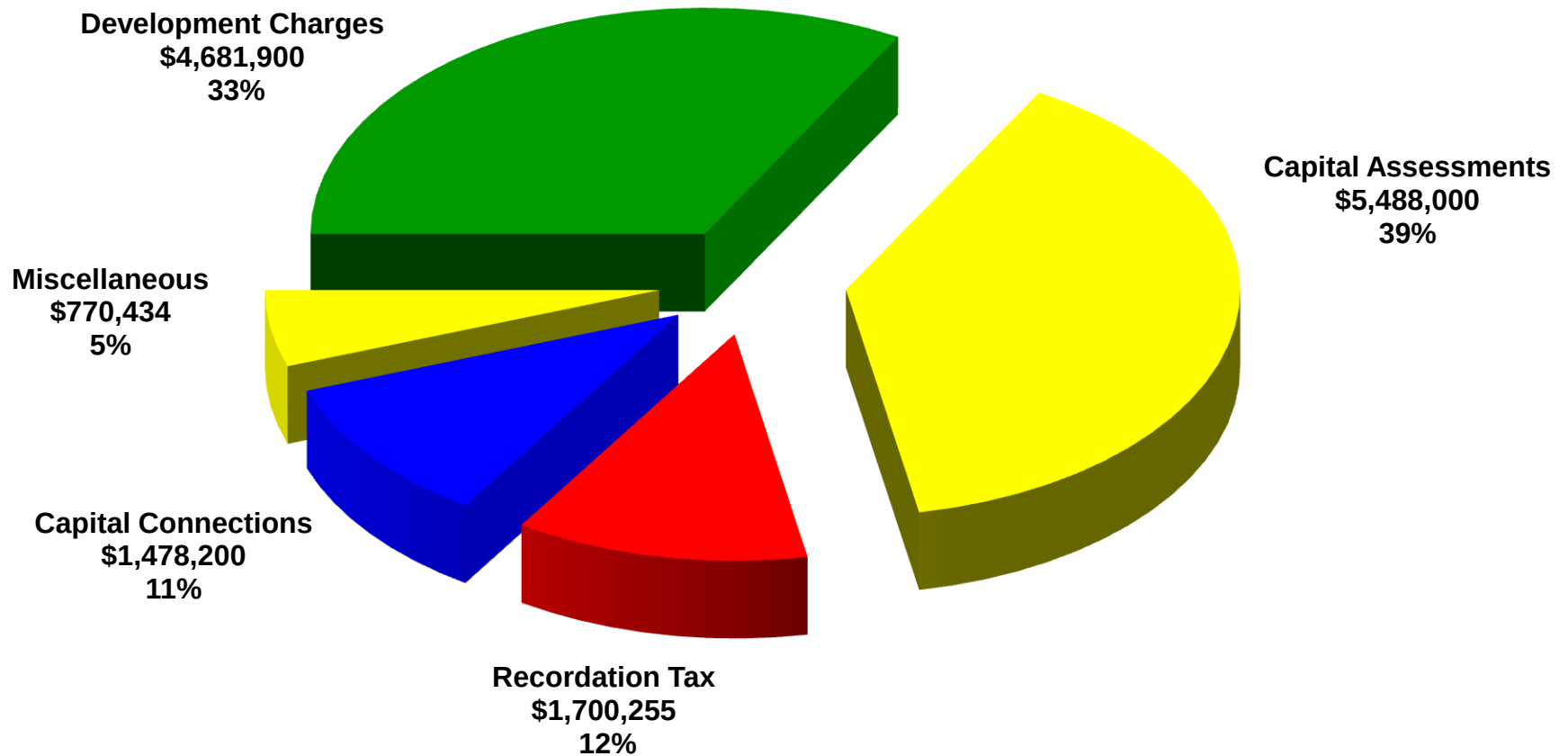
WATER & SEWER DEBT SERVICE

FY 14 APPROVED WATER & SEWER DEBT SERVICE FUND REVENUE BREAKDOWN

DEVELOPMENT CHARGES	33%	4,681,900	CAPITAL CONNECTIONS	11%	1,478,200
CAPITAL ASSESSMENTS	39%	5,488,000	MISCELLANEOUS	5%	770,434
			RECORDATION TAX	12%	1,700,255

TOTAL WATER & SEWER DEBT SERVICE FUND REVENUES	14,118,789

**WATER & SEWER DEBT
SERVICE FUND REVENUES
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$14,118,789**

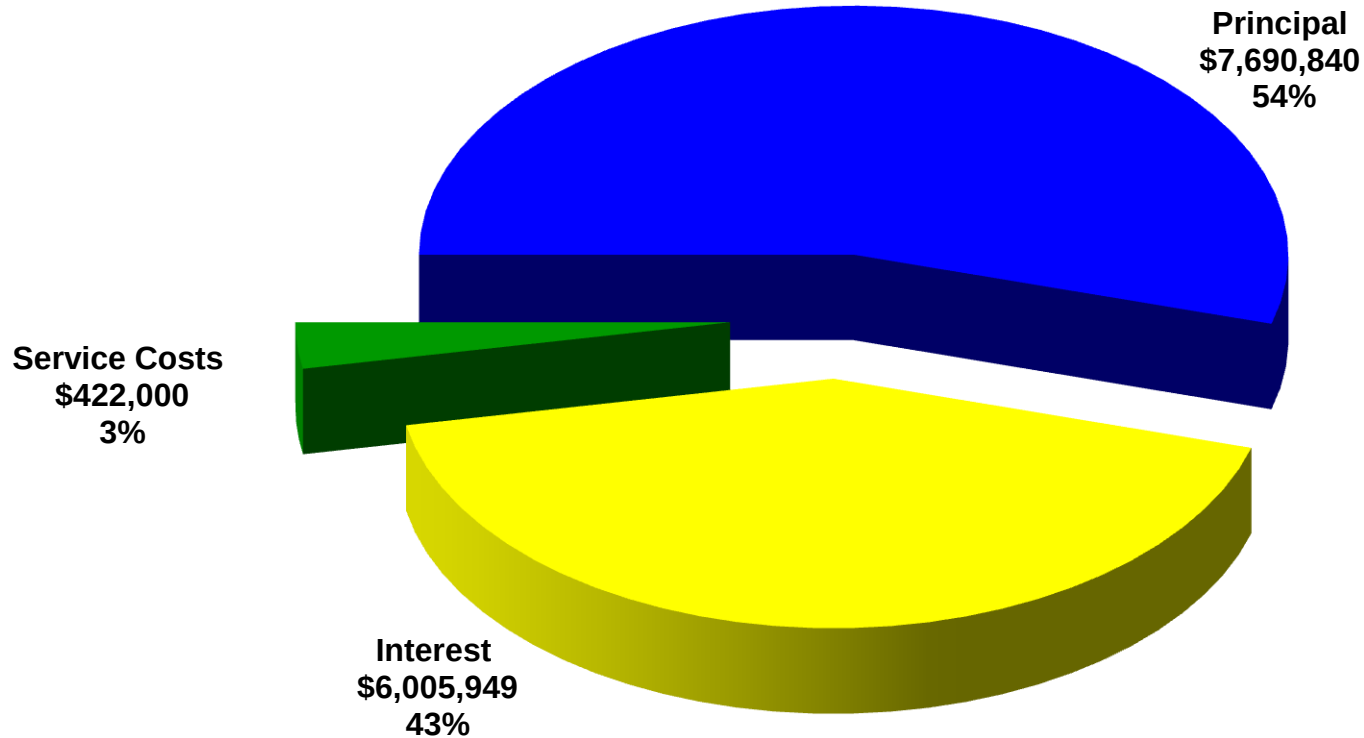


**FY 14 APPROVED WATER & SEWER DEBT SERVICE FUND
APPROPRIATIONS BREAKDOWN**

PRINCIPAL	54%	7,690,840	INTEREST	43%	6,005,949
			SERVICE COSTS	3%	422,000

TOTAL WATER & SEWER FUND DEBT SERVICE APPROPRIATIONS	14,118,789

**WATER & SEWER DEBT SERVICE
APPROPRIATIONS
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$14,118,789**



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 per equivalent dwelling unit (EDU) for sewerage connections and \$650 per EDU for water connections. An EDU is a unit of measure set to a maximum of 20 gallons per minute or 30 fixture units. 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 EDU 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 EDU, which increase by 6% each July 1st. For FY 14 the water system fee is \$2,958 and the sewer system fee is \$6,110.

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 EDU for properties connected to the water/sewer system before December 31, 1991, and \$140 per EDU 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 \$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.

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	130,806	116,759	152,000	152,000	152,000
60	DEBT SERVICE	15,151,931	14,899,988	15,322,439	13,966,789	13,966,789
	GRAND TOTAL	15,282,737	15,016,747	15,474,439	14,118,789	14,118,789
<u>SUMMARY BY DEPARTMENT:</u>						
66	DEBT SERVICE	15,282,737	15,016,747	15,474,439	14,118,789	14,118,789
	GRAND TOTAL	15,282,737	15,016,747	15,474,439	14,118,789	14,118,789
<u>SUMMARY BY REVENUE SOURCE:</u>						
	RECORDATION TAX	1,651,107	1,514,835	1,327,000	1,700,255	1,700,255
	CAPITAL ASSESSMENTS	5,090,995	5,176,649	5,171,800	5,488,000	5,488,000
	CAPITAL CONNECTIONS	5,812,557	1,491,367	1,505,700	1,478,200	1,478,200
	DEVELOPMENT CHARGES	5,091,191	4,054,896	4,987,400	4,681,900	4,681,900
	INVESTMENT INCOME	53,277	18,611	41,376	8,750	8,750
	UNRESTRICTED NET ASSETS	0	0	1,647,463	0	0
	MISCELLANEOUS	758,796	770,246	793,700	761,684	761,684
	GRAND TOTAL	18,457,923	13,026,604	15,474,439	14,118,789	14,118,789

WATER AND SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

FY 14 Approved Budget	\$14,118,789
FY 13 Approved Budget	\$15,474,439
\$ decline	(\$1,355,650)
% decline	(8.76%)

The (\$1,355,650) net decrease in Water and Sewer Debt Service revenue is projected to result from:

	FY 12	FY 13	CHANGE	
o	1,327,000	1,700,255	373,255	<u>Recordation Tax</u> - the FY14 estimate for recordation tax is based on actual collections for FY 13.
o	5,171,800	5,488,000	316,200	<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	1,505,700	1,478,200	(27,500)	<u>Capital Connections</u> - FY 14 budget reflects actual collections during FY 13.
o	4,987,400	4,681,900	(305,500)	<u>Development Charges</u> - are projected to reflect a slight decrease in connection activity and the 6% annual fee increase. FY 14 is based on FY 13 actual receipts.
o	41,376	8,750	(32,626)	<u>Investment Income</u> - falling interest rates and an increase in the spending of bond funds, resulted in interest earnings projected to decrease for FY 14.
o	1,647,463	0	(1,647,463)	<u>Unrestricted Net Assets</u> - funds allocated from the prior year surplus to fund principal and interest payments on outstanding debt is not required in FY 14.
o	793,700	761,684	(32,016)	<u>Miscellaneous</u> - this projection is based on actual receipt history for capital surcharges, Build America bond interest, interest on unpaid area connection charges, benefit assessments, etc.

WATER AND SEWER DEBT SERVICE FUND

FINANCIAL NOTES:

With the FY 14 Approved Capital Budget the anticipated value of
Outstanding Water and Sewer Bonds and Loans as of June 30, 2011 would be \$173,062,358

The (\$1,355,650) net decrease in the Water and Sewer Debt Service Fund is the result of:

	FY 13	FY 14	CHANGE				
o	9,576,324	7,690,840	(1,885,484)	Principal Payments - are adjusted to the amounts due on outstanding debt.			
o	5,476,115	6,005,949	529,834	Interest Payments			
o	422,000	422,000	0	Service Costs:			
					FY 13	FY 14	Change
				Legal Services	10,000	10,000	0
				Management Services	140,000	140,000	0
				Other Professional Services	2,000	2,000	0
				Cost of Issuance	270,000	270,000	0
				Totals	<u>422,000</u>	<u>422,000</u>	<u>0</u>

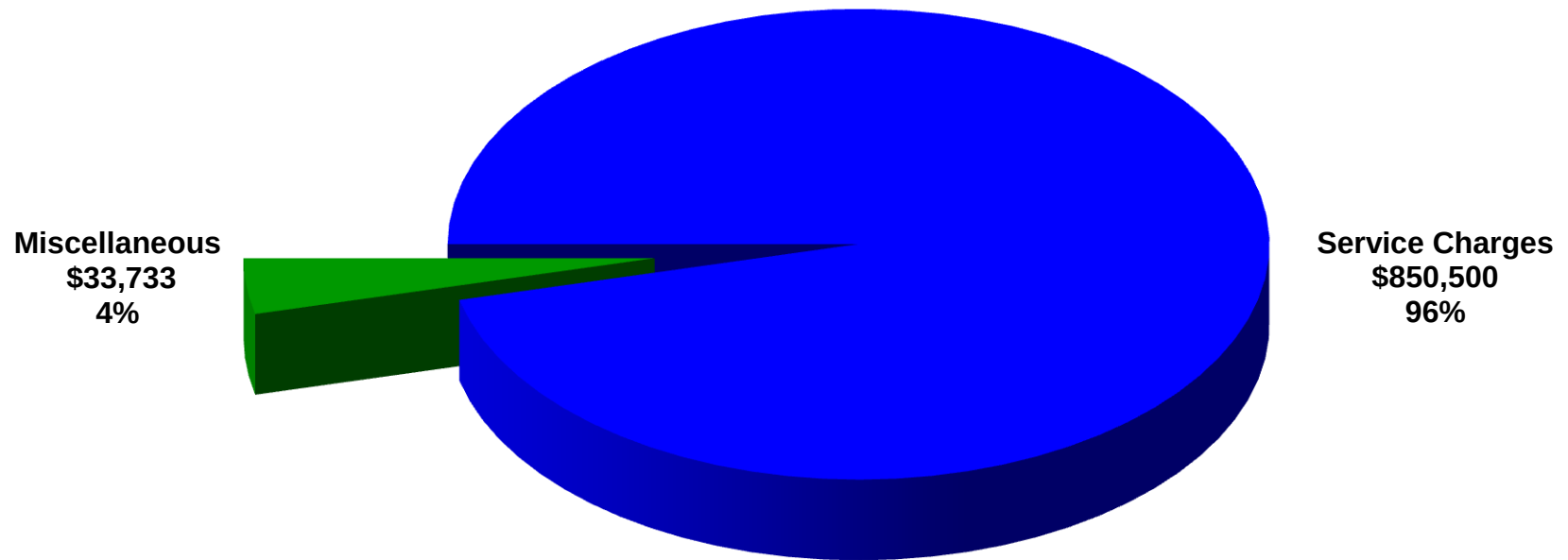
PARKS & RECREATION SPECIAL REVENUE

FY 14 APPROVED PARKS & RECREATION SPECIAL REVENUE REVENUE BREAKDOWN

SERVICE CHARGES	96%	850,500	MISCELLANEOUS:	4%	33,733
			Fund Balance		33,233
			Investment Income		500

TOTAL PARKS & RECREATION SPECIAL REVENUE - REVENUES	884,233

**PARKS & RECREATION
SPECIAL REVENUES
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$884,233**



FY 14 APPROVED PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS BREAKDOWN

EMMORTON RECREATION AND TENNIS CENTER	33%	291,189

OAKINGTON PENINSULA	46%	406,331

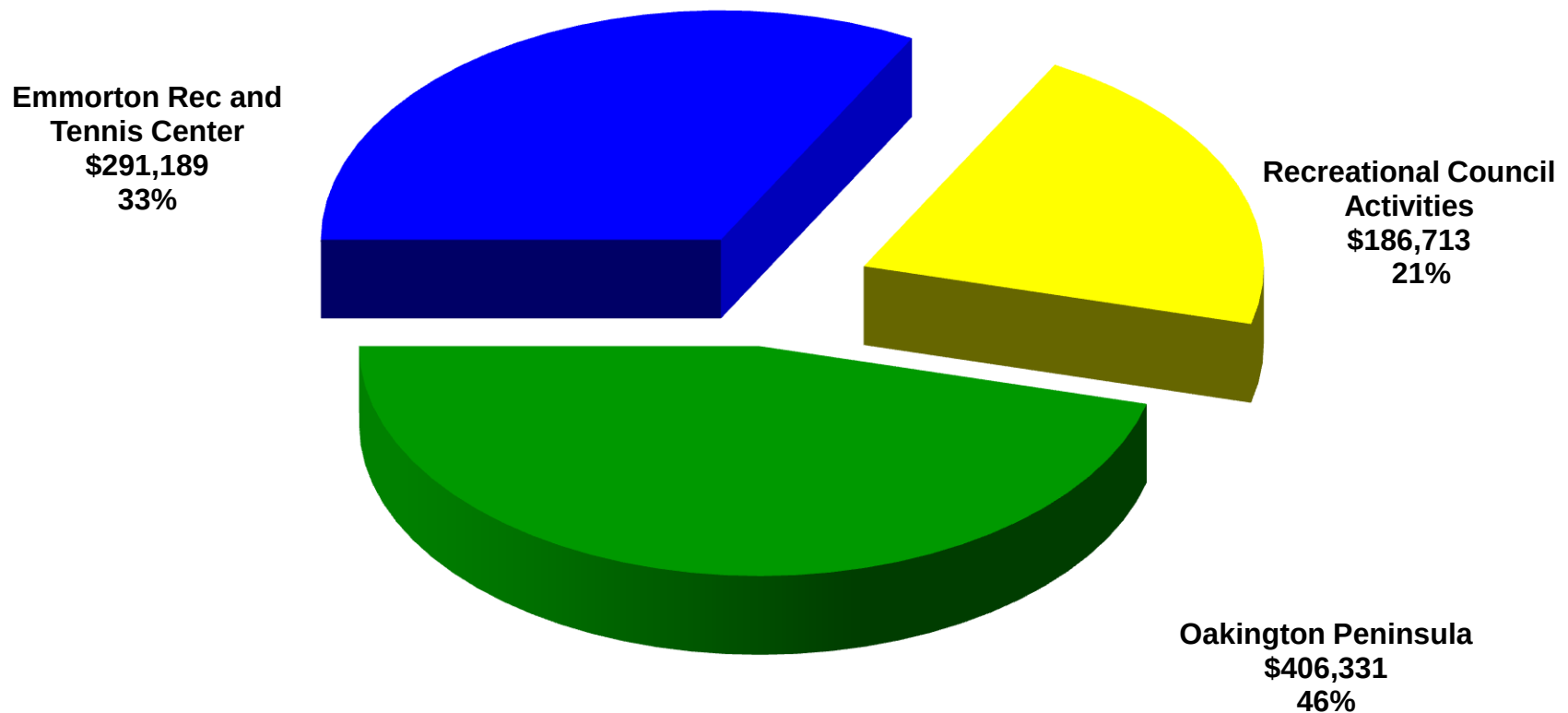
RECREATIONAL COUNCIL ACTIVITIES	21%	186,713

TOTAL PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS	884,233

PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS

Fiscal Year 2013 - 2014

TOTAL APPROVED BUDGET \$884,233



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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	355,921	443,020	454,192	444,593	444,593
20	CONTRACTUAL SERVICES	251,453	271,870	343,545	317,910	317,910
30	SUPPLIES & MATERIALS	49,286	38,906	60,065	60,065	60,065
40	BUSINESS & TRAVEL	3,370	1,177	4,165	4,165	4,165
50	CAPITAL OUTLAY	16,109	28,037	27,500	38,000	38,000
70	MISCELLANEOUS	0	0	0	19,500	19,500
	GRAND TOTAL	676,139	783,010	889,467	884,233	884,233
<u>SUMMARY BY DEPARTMENT:</u>						
59	PARKS AND RECREATION	676,139	783,010	889,467	884,233	884,233
	GRAND TOTAL	676,139	783,010	889,467	884,233	884,233
<u>SUMMARY BY REVENUE SOURCE:</u>						
	MISCELLANEOUS	1,981	1,736	0	0	0
	INVESTMENT INCOME	637	843	500	500	500
	FUND BALANCE APPROPRIATION	0	0	38,467	33,233	33,233
	SERVICE CHARGES	795,746	882,684	850,500	850,500	850,500
	GRAND TOTAL	798,364	885,263	889,467	884,233	884,233

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

FY 14 Approved Budget	\$884,233
FY 13 Approved Budget	\$889,467
\$ decrease	(\$5,234)
% decrease	(.59%)

The (\$5,234) decrease in Parks and Recreation Special Revenue Fund revenues is the result of:

	FY 13	FY 14	CHANGE
o	850,500	850,500	0 <u>Service Charges</u> - account for receipts from various facilities and equipment, for example, the skateboard park, the Showmobile stage rentals and the Emmorton Recreation and Tennis Center, etc.
FY 14 projected revenues remain the same as FY 13 based on actual receipt history.			
		FY 13	FY 14
			Change
		5,000	5,000
		260,000	260,000
		360,000	360,000
		10,500	10,500
		215,000	215,000
		<u>850,500</u>	<u>850,500</u>
o	500	500	0 <u>Investment Income</u> - investment income revenues are estimated to remain flat for FY 14 based on actuals.
o	38,467	33,233	(5,234) <u>Fund Balance Appropriated</u> - is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year. FY 13 funding was utilized to cover several critical repair/renovation projects at the Emmorton Recreation & Tennis Center facility. Funding in FY 14 is requested for replacement/relocation of the HVAC system and replacement of furnishings for the Swan Harbor Farm, a major revenue generating venue for Harford County. One-time funding for replacement of critical software used at the Emmorton Recreation & Tennis Center is also required necessitating the use of Fund Balance.

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

The (\$5,234) net decrease in the Parks and Recreation Special Revenue Fund appropriations is the result of:

	FY 13	FY 14	CHANGE
o		8,957	8,957 FY 13 Merit increase of 4% for eligible staff
o	180,637	176,056	(4,581) Temporary Salaries - less funding for Recreational Council Activities based on actual expense history
o	65,053	47,979	(17,074) Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	21,556	24,525	2,969 Pension/Retirement rate adjustments per Treasury's estimates
o	12,750	10,000	(2,750) Overtime - reduction based on actual expense history
o	1,365	499	(866) Shift Differential - decrease for Emmorton Recreation & Tennis Center based on actual expense history
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	25,765	25,138	(627) FICA - adjustment for reduction of overtime, shift differential and temporary salaries
o	17,290	15,500	(1,790) Recreation Officials - decrease based on actual expense history for Emmorton Recreation & Tennis Center
o	10,500	12,500	2,000 Other Professional Services - increase to cover the Bright Oaks Community stormwater management charge - Emmorton Recreation & Tennis Center
o	200	15,000	14,800 DP Software - Maintenance - increase for replacement of critical software utilized at Emmorton Recreation & Tennis Center

PARKS & RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE																								
o	67,350	25,500	(41,850) County Facility Repair & Renovations - reduced for FY 13 one-time renovations at Emmorton Recreation & Tennis Center. Funds for routine maintenance in FY 14.																								
o	122,800	127,300	4,500 A number of line items were adjusted based on actual expense history																								
			<table> <tr> <th></th><th>FY 13</th><th>FY 14</th><th>Change</th></tr> <tr> <td>Other Rents & Utilities</td><td>3,300</td><td>4,300</td><td>1,000</td></tr> <tr> <td>Building/Custodial Services</td><td>88,000</td><td>90,000</td><td>2,000</td></tr> <tr> <td>Heating Fuel (Oil)</td><td>12,500</td><td>12,000</td><td>(500)</td></tr> <tr> <td>Grounds Maintenance</td><td>19,000</td><td>21,000</td><td>2,000</td></tr> <tr> <td></td><td><u>122,800</u></td><td><u>127,300</u></td><td><u>4,500</u></td></tr> </table>		FY 13	FY 14	Change	Other Rents & Utilities	3,300	4,300	1,000	Building/Custodial Services	88,000	90,000	2,000	Heating Fuel (Oil)	12,500	12,000	(500)	Grounds Maintenance	19,000	21,000	2,000		<u>122,800</u>	<u>127,300</u>	<u>4,500</u>
	FY 13	FY 14	Change																								
Other Rents & Utilities	3,300	4,300	1,000																								
Building/Custodial Services	88,000	90,000	2,000																								
Heating Fuel (Oil)	12,500	12,000	(500)																								
Grounds Maintenance	19,000	21,000	2,000																								
	<u>122,800</u>	<u>127,300</u>	<u>4,500</u>																								
o	5,250	1,750	(3,500) Security Systems - reduced primarily for the one-time FY 13 replacement of the security system at Oakington																								
o	27,500	38,000	10,500 Equipment - funding provides for annual replacement of tables and chairs; new tables and chairs for the dining/banquet and sitting rooms at Swan Harbor; a new 4-cycle tiller, and replacement/relocation of HVAC system that services the offices at Swan Harbor																								
o	0	19,500	19,500 Interfund Reimbursement - funds will complete the repair/resurfacing of Swan Harbor Farm's entrance driveway and parking lot by Department of Public Works staff																								



Swan Harbor Pier

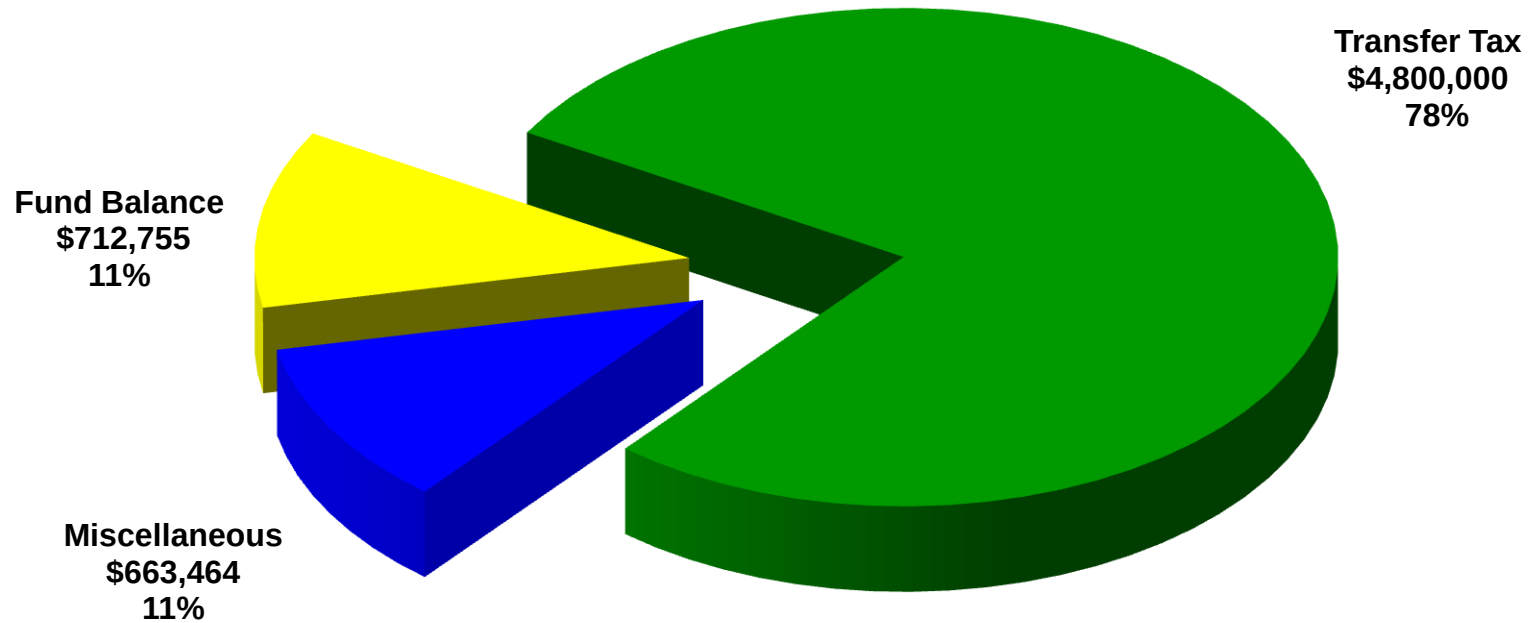
COUNTY - AG PRESERVATION

FY 14 APPROVED COUNTY - AG PRESERVATION REVENUE BREAKDOWN

TRANSFER TAX	78%	4,800,000	MISCELLANEOUS:	11%	663,464
			Investment Income	646,244	
			Proceeds from Lot Exclusion	17,220	
FUND BALANCE	11%	712,755			

TOTAL COUNTY - AG PRESERVATION REVENUES	6,176,219

**COUNTY - AG PRESERVATION
REVENUES
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$6,176,219**



FY 14 APPROVED COUNTY - AG PRESERVATION APPROPRIATIONS BREAKDOWN

**AG PRESERVATION -
COUNTY**

14%

852,824

DEBT SERVICE

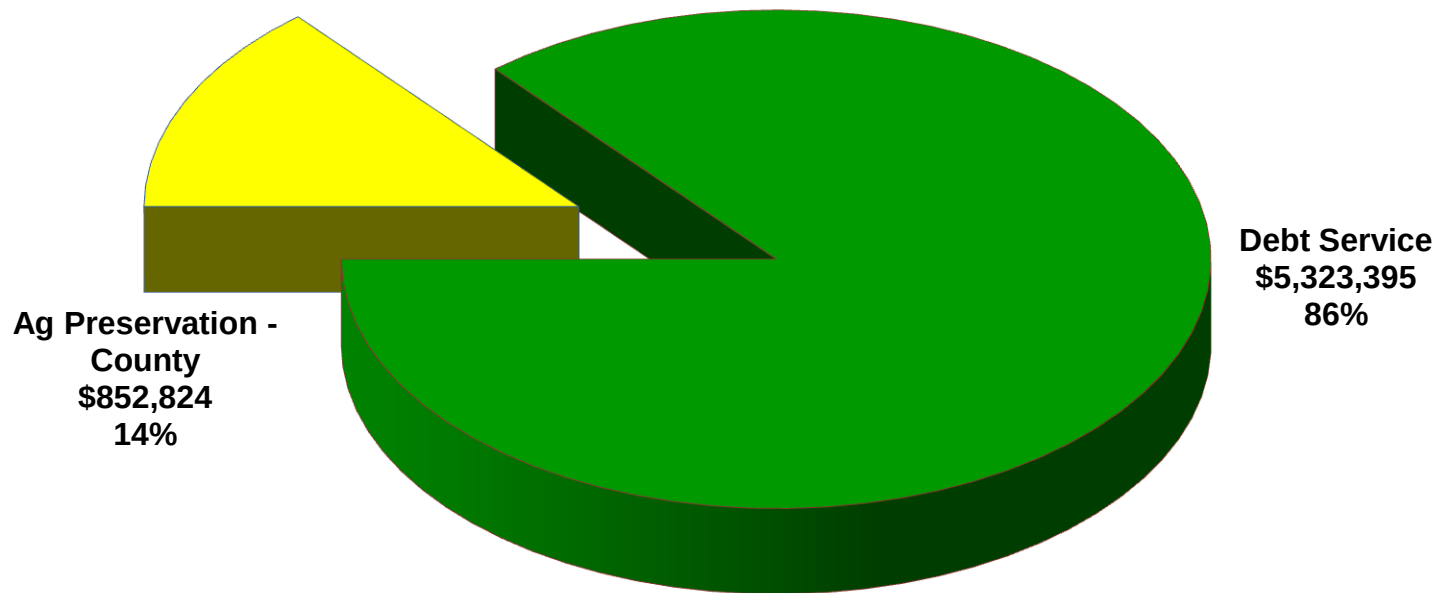
86%

5,323,395

TOTAL COUNTY - AG PRESERVATION APPROPRIATIONS

6,176,219

**COUNTY - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$6,176,219**



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.

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.

All easement purchases 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. IPAs are for 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.

As of July 2013, the County has acquired 47,542 acres of farm land through County and State Agricultural Preservation programs along with donated easements.

AGRICULTURAL PRESERVATION - COUNTY

FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	79,200	86,147	75,415	81,614	81,614
20	CONTRACTUAL SERVICES	7,969	37,383	25,000	30,000	30,000
50	CAPITAL OUTLAY	0	7,156,127	0	0	0
60	DEBT SERVICE	4,057,969	4,241,415	6,299,868	5,293,395	5,293,395
70	MISCELLANEOUS	39,025	144,228	403,675	771,210	771,210
	GRAND TOTAL	<u>4,184,163</u>	<u>11,665,300</u>	<u>6,803,958</u>	<u>6,176,219</u>	<u>6,176,219</u>

SUMMARY BY DEPARTMENT:

06	PLANNING & ZONING	118,225	7,386,502	479,090	852,824	852,824
66	DEBT SERVICE	4,065,938	4,278,798	6,324,868	5,323,395	5,323,395
	GRAND TOTAL	<u>4,184,163</u>	<u>11,665,300</u>	<u>6,803,958</u>	<u>6,176,219</u>	<u>6,176,219</u>

SUMMARY BY REVENUE SOURCE:

	TRANSFER TAX	5,620,987	4,893,158	4,800,000	4,800,000	4,800,000
	FUND BALANCE APPROPRIATION	0	0	1,219,186	712,755	712,755
	INVESTMENT INCOME	1,479,954	5,117,943	767,552	646,244	646,244
	MISCELLANEOUS REVENUES	32,338	6,995,127	17,220	17,220	17,220
	GRAND TOTAL	<u>7,133,279</u>	<u>17,006,228</u>	<u>6,803,958</u>	<u>6,176,219</u>	<u>6,176,219</u>

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

FY 14 Approved Budget	\$6,176,219
FY 13 Approved Budget	\$6,803,958
\$ decline	(\$627,739)
% decline	(9.23%)

The (\$627,739) net decrease in Agricultural Preservation - County Fund revenues is projected to result from:

	FY 13	FY 14	CHANGE	
o	4,800,000	4,800,000	0	<u>Transfer Tax</u> - FY 14 budget for Transfer Tax is based on actual collections for FY 13.
o	767,552	646,244	(121,308)	<u>Investment Income</u> - interest income on investments purchased for the agricultural preservation is projected to be lower in FY 2014, due to fewer US strip treasures maturing in FY 14.
o	17,220	17,220	0	<u>Miscellaneous Revenues</u> - "Proceeds from Lot Exclusions" are proceeds from landowners who have entered into 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 and collection from previous Fiscal Years.
o	1,219,186	712,755	(506,431)	<u>Fund Balance Appropriated</u> - Excess unappropriated fund balance at the end of the fiscal year is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year.

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

The (\$627,739) net decrease in funding for the Agricultural Preservation - County Fund is the result of:

	FY 13	FY 14	CHANGE
o		2,302	2,302 FY 13 Merit increase of 4% for eligible staff
o	4,305	4,784	479 Pension/Retirement rate adjustment per Treasury's estimate
o	18,185	17,054	(1,131) Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	25,000	30,000	5,000 Legal Services increase based on FY 12 actuals
o	2,995,399	2,090,108	(905,291) Principal Payments
o	3,279,469	3,173,287	(106,182) Interest Payments
o	25,000	30,000	5,000 Service Costs
o	403,675	771,210	367,535 Agricultural Preservation - an increase is reflected in anticipation of land easements to be acquired under State Program



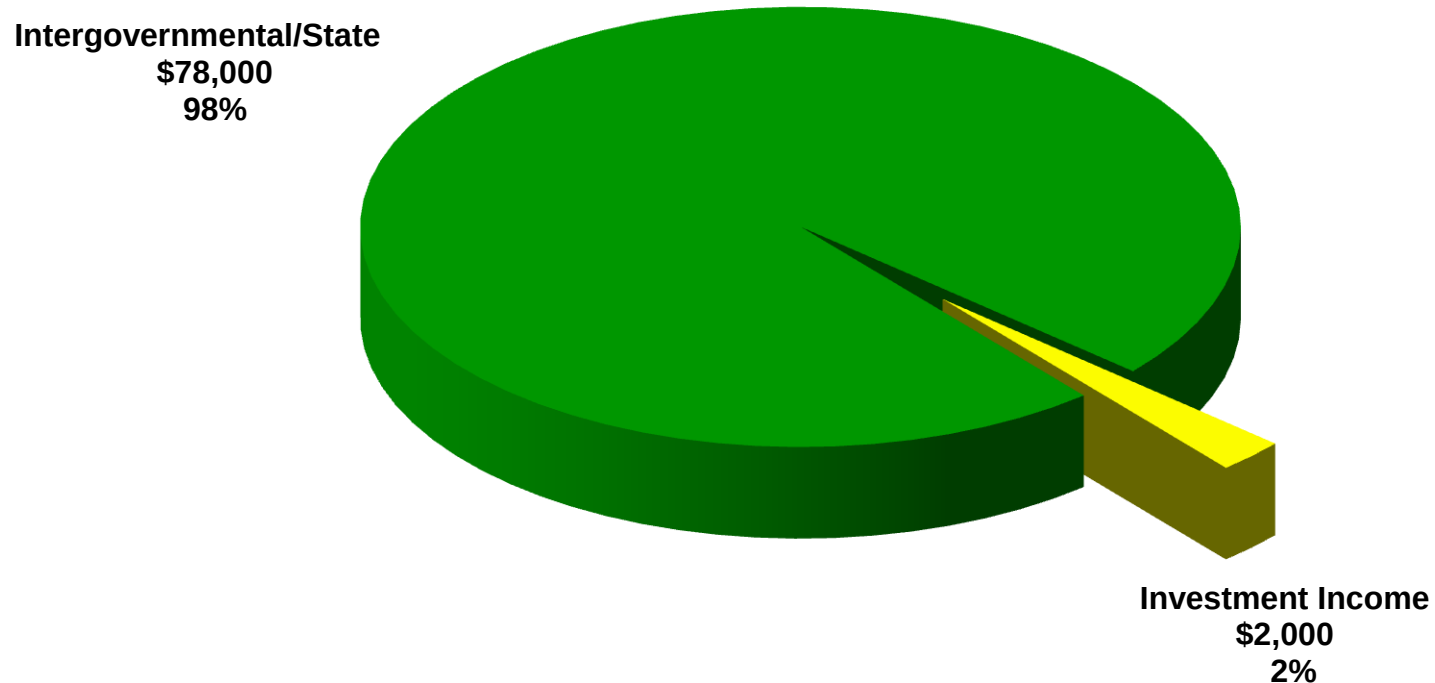
STATE - AG PRESERVATION

FY 14 APPROVED STATE - AG PRESERVATION REVENUE BREAKDOWN

INTERGOVERNMENTAL/STATE	98%	78,000	INVESTMENT INCOME	2%	2,000

TOTAL STATE - AG PRESERVATION REVENUES	80,000

**STATE - AG PRESERVATION
REVENUES**
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$80,000

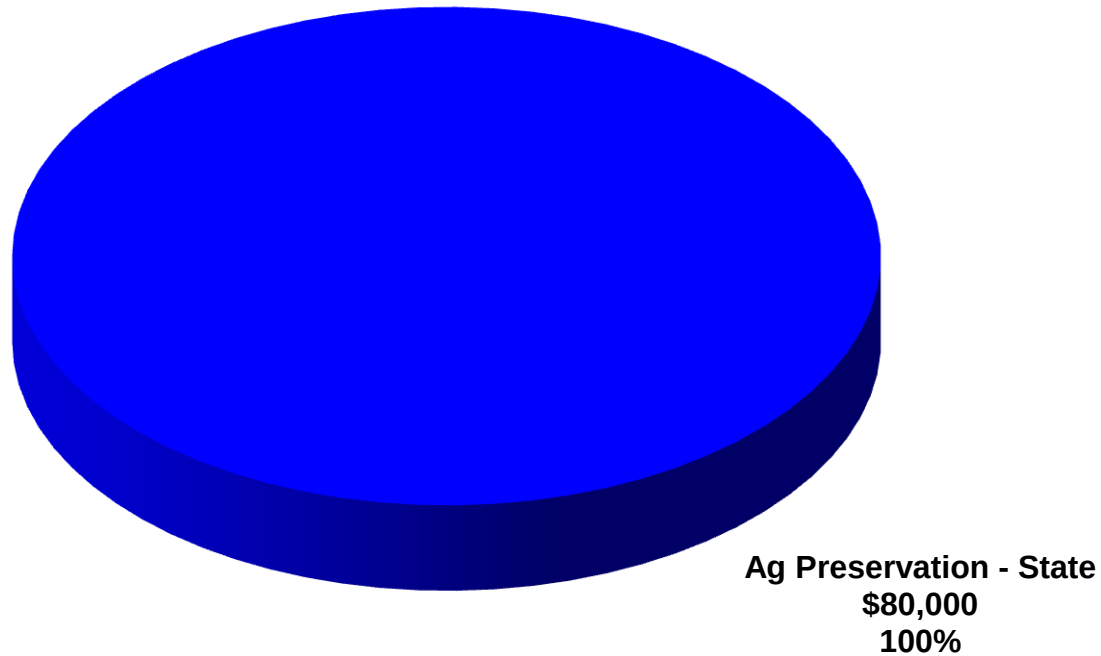


FY 14 APPROVED STATE - AG PRESERVATION APPROPRIATION BREAKDOWN

AG PRESERVATION - STATE	100%	80,000

TOTAL STATE - AG PRESERVATION APPROPRIATIONS	80,000

**STATE - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$80,000**



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. Preservation of 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 in the following manner:
 - ◇ 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.

As of July 2013, the County has acquired 47,542 acres of farmland through County and State Agricultural Preservation Programs along with donated easements.

AGRICULTURAL PRESERVATION - STATE

FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
20	CONTRACTUAL SERVICES	0	0	350	350	350
30	SUPPLIES AND MATERIALS	1,614	774	1,650	1,650	1,650
40	BUSINESS AND TRAVEL	585	121	850	850	850
70	MISCELLANEOUS	38,665	1,372	67,150	47,150	47,150
	GRAND TOTAL	70,864	32,267	100,000	80,000	80,000
	<u>SUMMARY BY DEPARTMENT:</u>					
06	PLANNING & ZONING	70,864	32,267	100,000	80,000	80,000
	GRAND TOTAL	70,864	32,267	100,000	80,000	80,000
	<u>SUMMARY BY REVENUE SOURCE:</u>					
	TRANSFER TAX - STATE	69,992	33,214	98,000	78,000	78,000
	INVESTMENT INCOME	(79)	(43)	2,000	2,000	2,000
	GRAND TOTAL	69,913	33,171	100,000	80,000	80,000

AGRICULTURAL PRESERVATION - STATE

FINANCIAL NOTES:

FY 14 Approved Budget	\$80,000
FY 13 Approved Budget	\$100,000
\$ decline	(\$20,000)
% decline	(20.00%)

The (\$20,000) net decrease in Agricultural Preservation - State Fund revenues are projected as follows:

	FY 13	FY 14	CHANGE
o	2,000	2,000	0 <u>Investment Income</u> - FY 14 Investment Income is expected to stay the same as last year.
o	98,000	78,000	(20,000) <u>Transfer Tax State</u> - FY 14 budget for Transfer Tax is based on the actual collections for FY 13.

AGRICULTURAL PRESERVATION - STATE

FINANCIAL NOTES:

The (\$20,000) net decrease in funding for the Agricultural Preservation - State Fund are appropriated as follows:

	FY 13	FY 14	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	67,150	47,150	(20,000) Harford County's match to MALPF for easement purchases the Foundation will make on the County's behalf based on available revenues.

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STORMWATER MANAGEMENT

**FY 14 APPROVED STORMWATER MANAGEMENT FUND
REVENUE BREAKDOWN**

**STORMWATER
MANAGEMENT FEE**

85%

1,065,725

**GENERAL FUND
GRANT**

15%

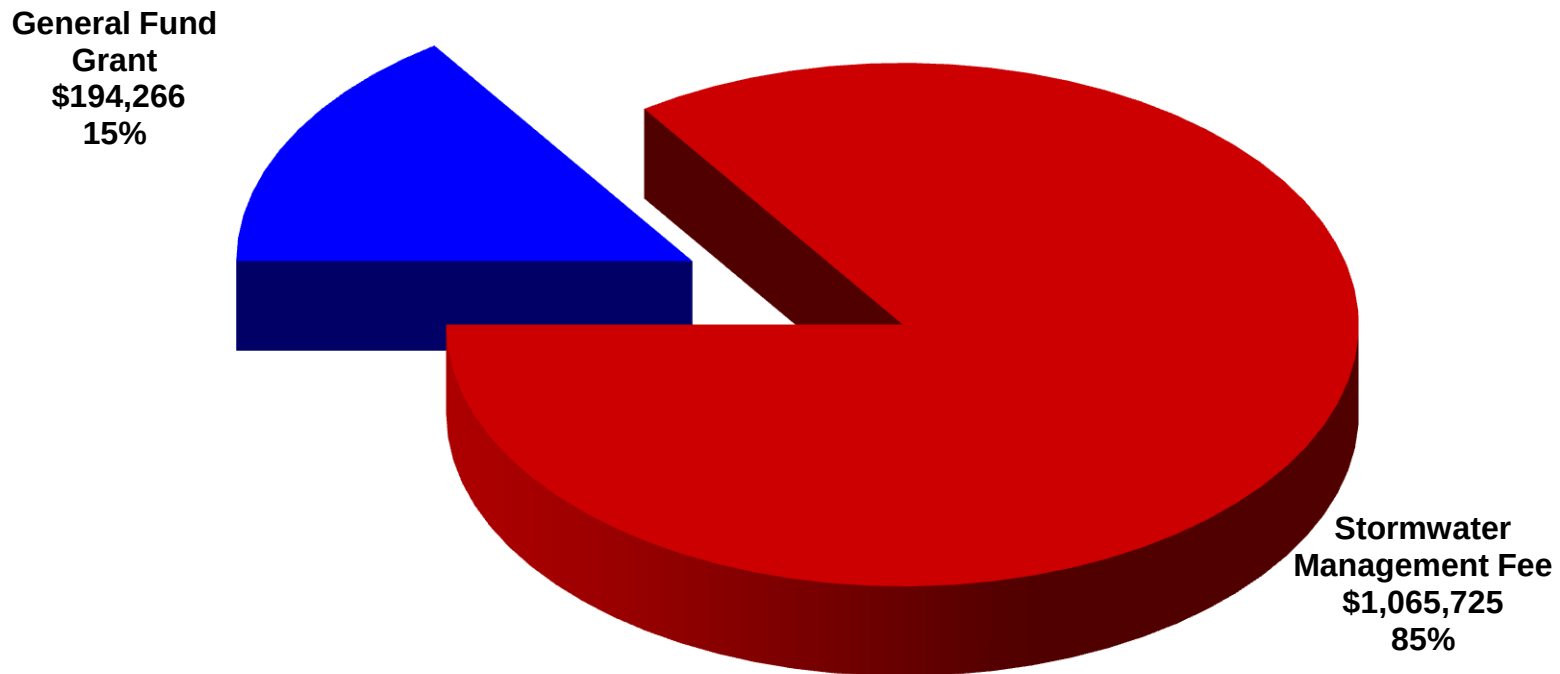
194,266

TOTAL STORMWATER MANAGEMENT FUND - REVENUES

1,259,991

STORMWATER MANAGEMENT REVENUES

Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$1,259,991

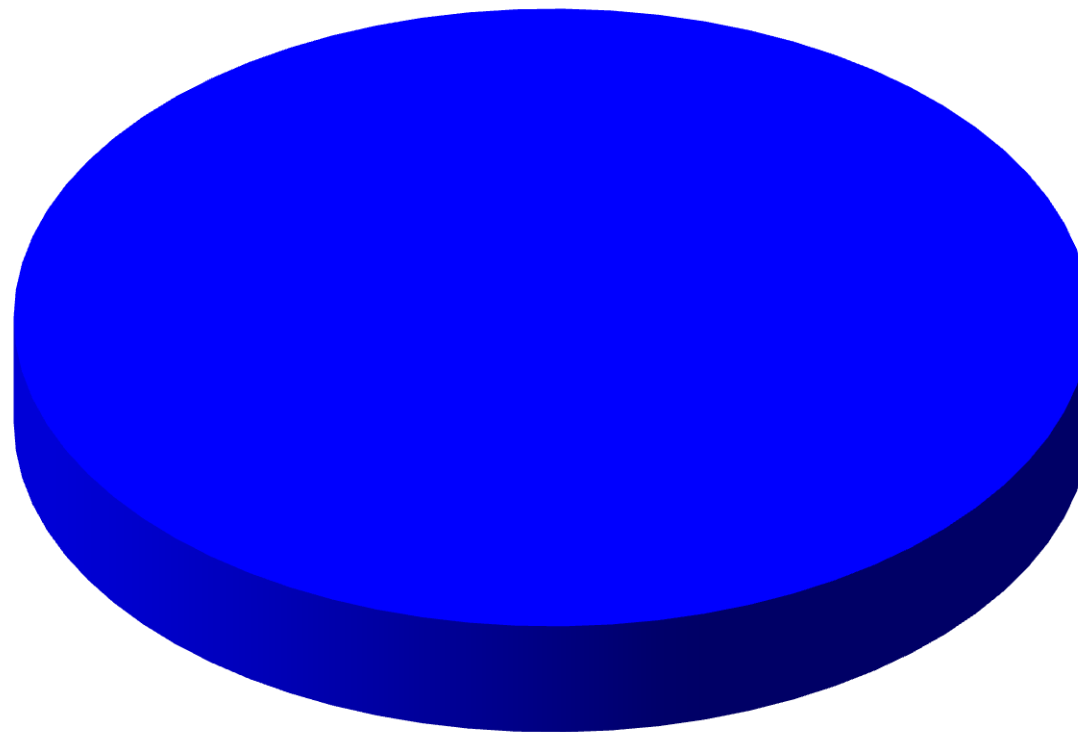


FY 14 APPROVED STORMWATER MANAGEMENT APPROPRIATIONS BREAKDOWN

STORMWATER MANAGEMENT	100%	1,259,991

TOTAL STORMWATER MANAGEMENT APPROPRIATIONS	1,259,991

**STORMWATER MANAGEMENT
APPROPRIATIONS
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$1,259,991**



**Public Works -
Stormwater
\$1,259,991
100%**

STORMWATER MANAGEMENT

House Bill 987, which requires that certain Maryland counties, including Harford County, must collect a stormwater remediation fee from taxpayers to fund the implementation of local watershed protection and restoration program. Harford County is required to adopt and implement local laws necessary to establish a watershed protection and restoration program, including a stormwater remediation fee and a local watershed protection and restoration fund.

Bill No. 13-12 was introduced to the Harford County Council on February 19, 2013. Bill No. 13-12 as Amended became law on April 23, 2013. A Stormwater Remediation Fee was established to implement the State mandate. Collection of the fee will commence July 1, 2013. Revenue resulting from this fee can only be used for Watershed Protection and Restoration Programs.

All funds were transferred from #303310 Bureau of Water Resources to a new index #303320 - Stormwater Management under a new Stormwater Management Fund.

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 (NPDES) 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.

FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	0	0	1,199,026	1,199,026
20	CONTRACTUAL SERVICES	0	0	0	29,870	29,870
30	SUPPLIES & MATERIALS	0	0	0	10,795	10,795
40	BUSINESS & TRAVEL	0	0	0	20,100	20,100
70	MISCELLANEOUS	0	0	0	9,240,009	0
80	INTERGOVERNMENTAL/INTERFUND	0	0	0	200	200
	GRAND TOTAL	0	0	0	10,500,000	1,259,991
<u>SUMMARY BY DEPARTMENT:</u>						
30	PUBLIC WORKS	0	0	0	3,900,000	1,259,991
70	MISCELLANEOUS	0	0	0	6,600,000	0
	GRAND TOTAL	0	0	0	10,500,000	1,259,991
<u>SUMMARY BY REVENUE SOURCE:</u>						
	GENERAL FUND GRANTS	0	0	0	0	194,266
	STORMWATER MANAGEMENT FEE	0	0	0	10,500,000	1,065,725
	GRAND TOTAL	0	0	0	10,500,000	1,259,991

STORMWATER MANAGEMENT

FINANCIAL NOTES:

FY 14 Approved Budget	\$1,259,991
FY 13 Approved Budget	\$0
\$ growth	\$1,259,991
% increase	100.00%

The \$1,259,991 net increase in Stormwater Management revenue is projected to result from:

	FY 13	FY 14	CHANGE	
o	0	1,065,725	1,065,725	Stormwater Management Fee - In accordance with Harford County Bill No. 13-12 the Stormwater Remediation fee for Harford County was set at a flat rate of \$125 for property with residential or agricultural use; and a rate of \$7.00 per 500 feet of impervious surface for a property with a business, commercial or industrial use (including apartment buildings, mobile home parks, maritime facilities, fraternal organizations or religious institutions and healthcare facilities). However, Bill No. 13-12 also states that as of July 1, 2013 only 10% of the fee will be collected. For Fiscal Year 14 this will result in a residential flat fee of \$12.50 and a commercial fee of 70 cents per 500 feet of impervious surface.
o	0	194,266	194,266	General Fund Grant - funds provided from General Fund to support the operating costs of the Stormwater Management Fund.

The \$1,259,991 net increase in Solid Waste Services expense is the result of:

	FY 13	FY 14	CHANGE																																																								
o	1,199,026	1,199,026		Positions created under Stormwater Management Fund from Bureau of Water Resources - Highways Fund:																																																							
				<table> <tr> <th># of Positions</th><th>Salary</th><th>Fringes</th><th>Total</th><th></th></tr> <tr> <td>1.00</td><td>50,365</td><td>26,037</td><td>76,402</td><td>Administrative Specialist I</td></tr> <tr> <td>1.00</td><td>43,900</td><td>25,578</td><td>69,478</td><td>Inspector II</td></tr> <tr> <td>1.00</td><td>73,118</td><td>30,706</td><td>103,824</td><td>Chief, Construction Inspector</td></tr> <tr> <td>3.00</td><td>189,007</td><td>72,338</td><td>261,345</td><td>Civil Engineer II</td></tr> <tr> <td>1.00</td><td>92,307</td><td>34,151</td><td>126,458</td><td>Civil Engineer III</td></tr> <tr> <td>1.00</td><td>113,525</td><td>33,960</td><td>147,485</td><td>Civil Engineer IV</td></tr> <tr> <td>1.00</td><td>43,035</td><td>13,591</td><td>56,626</td><td>Engineering Associate II</td></tr> <tr> <td>1.00</td><td>81,465</td><td>32,159</td><td>113,624</td><td>Engineering Associate IV</td></tr> <tr> <td>2.00</td><td>176,182</td><td>67,602</td><td>243,784</td><td>Engineering Associate V</td></tr> <tr> <td><u>12.00</u></td><td><u>862,904</u></td><td><u>336,122</u></td><td><u>1,199,026</u></td><td></td></tr> </table>	# of Positions	Salary	Fringes	Total		1.00	50,365	26,037	76,402	Administrative Specialist I	1.00	43,900	25,578	69,478	Inspector II	1.00	73,118	30,706	103,824	Chief, Construction Inspector	3.00	189,007	72,338	261,345	Civil Engineer II	1.00	92,307	34,151	126,458	Civil Engineer III	1.00	113,525	33,960	147,485	Civil Engineer IV	1.00	43,035	13,591	56,626	Engineering Associate II	1.00	81,465	32,159	113,624	Engineering Associate IV	2.00	176,182	67,602	243,784	Engineering Associate V	<u>12.00</u>	<u>862,904</u>	<u>336,122</u>	<u>1,199,026</u>	
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STORMWATER MANAGEMENT

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE			
o		29,870	29,870	Contractual Services:		
				8,000	Office Equipment	10,000
				4,000	Telephone Service	500
				120	Fax Service	2,000
				100	Legal Notice	4,150
				1,000	Other Advertising	
o		10,795	10,795	Materials & Supplies:		
				3,000	General Office Supplies	100
				500	Printing-Commercial	1,050
				600	Delivery Charges	1,400
				1,500	General Office Mailing	500
				50	Meals-Special Purpose	45
				50	Small Tools	2,000
o		20,100	20,100	Business & Travel:		
				4,800	County Owned Vehicles	50
				6,000	Fuel Charges	200
				2,000	Non-Targeted Charges - FVS	250
				50	Mileage	5,000
				150	Parking & Tolls	1,500
				100	Transportation Costs	
o		200	200	Intergovernmental/Interfund:		
				200	Fleet Daily Carpool Rentals	

TAX INCREMENT FINANCING

FY 14 APPROVED TAX INCREMENT FINANCING REVENUE BREAKDOWN

REAL PROPERTY/SPECIAL TAX	11%	1,099,000	INVESTMENT INCOME	1%	40,497

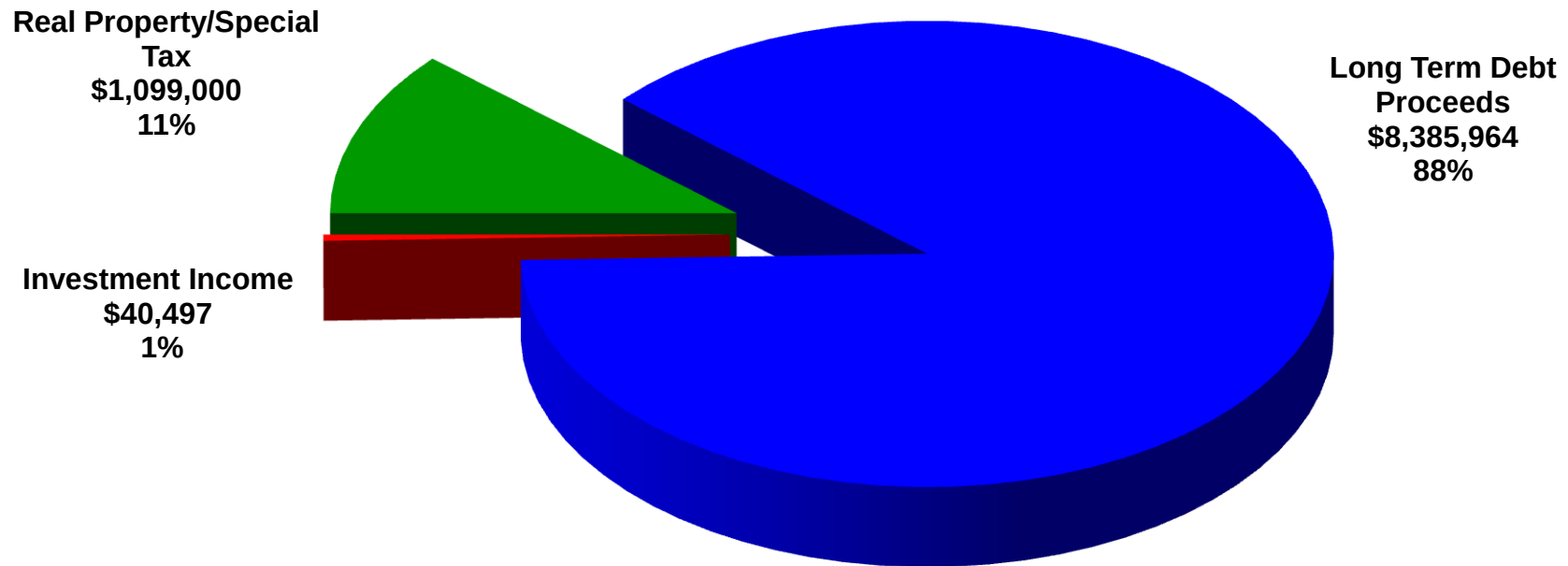
LONG TERM DEBT PROCEEDS:	88%	8,385,964

Bonds to be Authorized	8,385,964

TOTAL TAX INCREMENT FINANCING REVENUES 9,525,461

TAX INCREMENT FINANCING REVENUES

Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$9,525,461

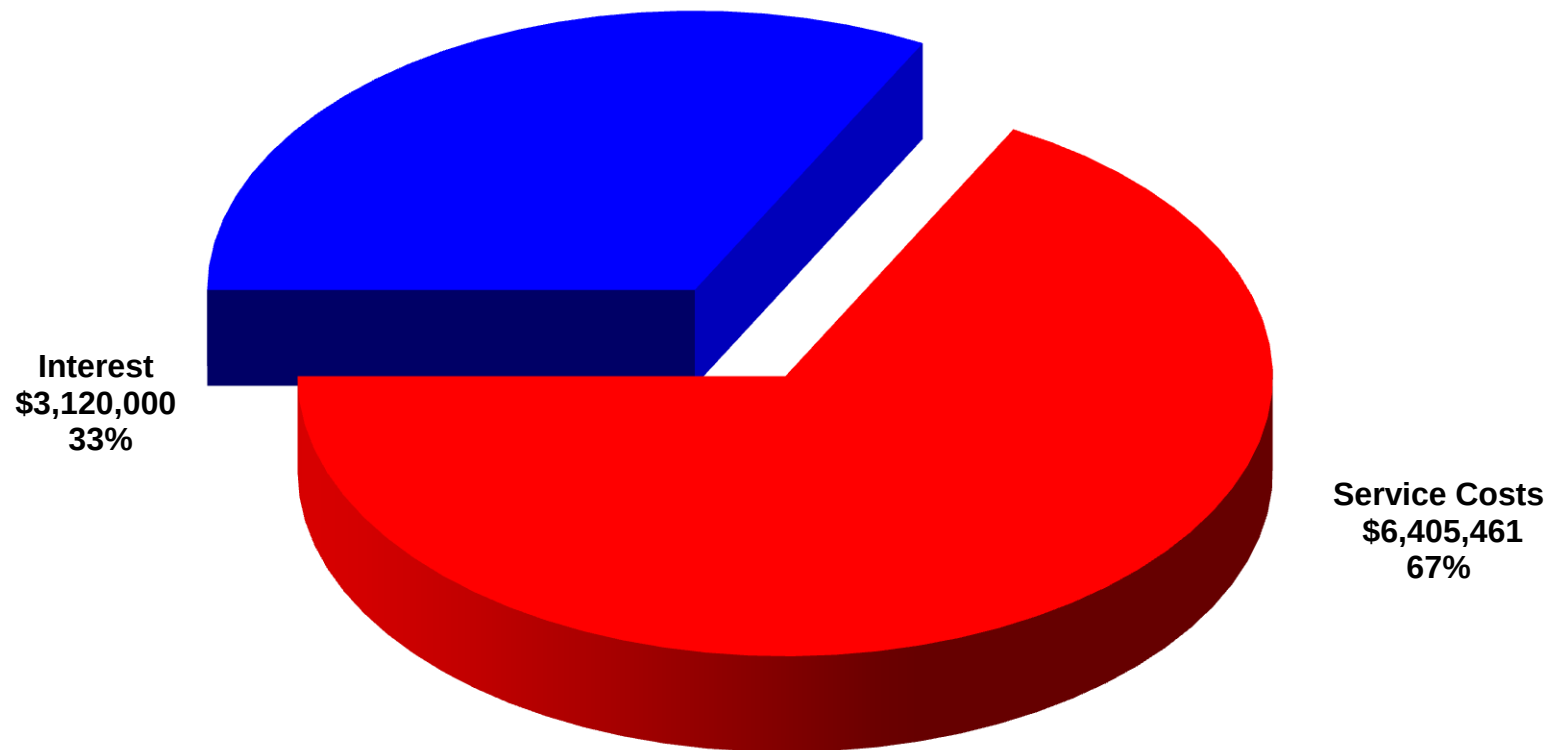


**FY 14 APPROVED TAX INCREMENT FINANCING
APPROPRIATIONS BREAKDOWN**

SERVICE COSTS	67%	6,405,461	INTEREST	33%	3,120,000

TOTAL TAX INCREMENT FINANCING APPROPRIATIONS	9,525,461

**TAX INCREMENT FINANCING
APPROPRIATIONS**
Fiscal Year 2013 - 2014
TOTAL APPROVED BUDGET \$9,525,461



TAX INCREMENT FINANCING

ORIGIN/PURPOSE:

The Beechcreek Estates Tax Increment Fund and the Beechcreek Estates Special Taxes Fund are special funds that were authorized by Bill No. 10-10. 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 James Run Development Tax Increment Fund and the James Run Development Special Taxes Fund are special funds that were authorized by Bill 12-35. The Bill provides that the County may issue not more than \$23,000,000 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
60	DEBT SERVICE	1,146,834	829,371	1,100,000	1,100,000	9,525,461
	GRAND TOTAL	<u>1,146,834</u>	<u>829,371</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>9,525,461</u>
	<u>SUMMARY BY DEPARTMENT:</u>					
66	DEBT SERVICE	1,146,834	829,371	1,100,000	1,100,000	9,525,461
	GRAND TOTAL	<u>1,146,834</u>	<u>829,371</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>9,525,461</u>
	<u>SUMMARY BY REVENUE SOURCE:</u>					
	REAL PROPERTY/SPECIAL TAX	0	0	1,099,000	1,099,000	1,099,000
	INVESTMENT INCOME	545	2,899	1,000	1,000	40,497
	MISCELLANEOUS	4,062,193	0	0	0	8,385,964
	GRAND TOTAL	<u>4,062,738</u>	<u>2,899</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>9,525,461</u>

TAX INCREMENT FINANCING

FINANCIAL NOTES:

FY 14 Approved Budget \$9,525,461

FY 13 Approved Budget \$1,100,000

\$ increase \$8,425,461

% increase 765.95%

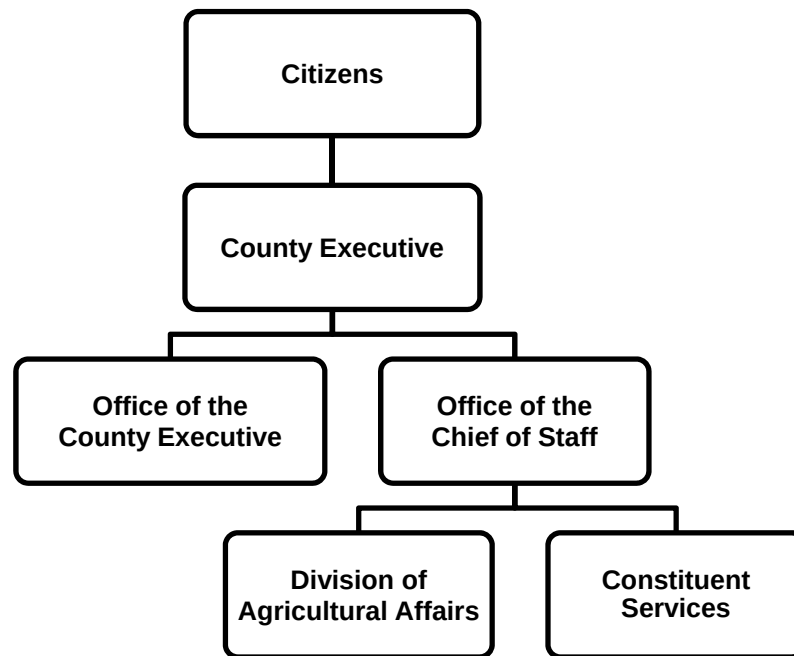
The \$8,425,461 net increase in revenues for Tax Increment Financing is the result of:

	FY 13	FY 14	CHANGE	
o	1,099,000	1,099,000	0	Real Property/Special Tax - FY 14 will be the second year that Harford County will be assessing a Real Property/Special Tax for Beechcreek Estates Development
o	1,000	40,497	39,497	Investment Income - Accumulated cash balance will result in the following estimated amounts of Investment Income revenue Beech Creek TIF @ \$1,000 and James Run TIF @ \$39,497
o	0	8,385,964	8,385,964	Bonds to be authorized - 2014 Issue - James Run TIF

The \$8,425,461 net increase in funding for FY 14 is due to the addition of a new TIF - James Run Development:

	FY 13	FY 14	CHANGE	
o	1,050,000	3,120,000	2,070,000	Interest - Beechcreek 2011 Bonds @ \$1,050,000 and James Run 2014 Bonds @ \$2,070,000
o	50,000	6,405,461	6,355,461	Service Costs - Cost of Issuance Beechcreek @ \$50,000 and James Run @ \$6,355,461

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,091,513	1,188,918	1,168,372	1,248,349	1,248,349
20	CONTRACTUAL SERVICES	363,904	336,379	275,417	260,417	260,417
30	SUPPLIES & MATERIALS	31,736	21,286	47,050	47,050	47,050
40	BUSINESS & TRAVEL	46,270	48,173	74,250	74,250	74,250
50	CAPITAL OUTLAY	6,620	1,940	0	0	0
70	MISCELLANEOUS	310,850	281,805	502,400	553,280	553,280
80	INTERGOVERNMENTAL/INTERFUND	105	3,180	2,500	2,500	2,500
	GRAND TOTAL	<u>1,850,998</u>	<u>1,881,681</u>	<u>2,069,989</u>	<u>2,185,846</u>	<u>2,185,846</u>
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,850,998	1,881,681	2,069,989	2,185,846	2,185,846
	GRAND TOTAL	<u>1,850,998</u>	<u>1,881,681</u>	<u>2,069,989</u>	<u>2,185,846</u>	<u>2,185,846</u>
<u>SUMMARY BY DIVISION:</u>						
011000	OFFICE OF THE COUNTY EXECUTIVE	815,948	783,486	892,098	962,619	962,619
013000	OFFICE OF CHIEF OF STAFF	392,182	419,880	427,231	451,547	451,547
014000	DIVISION OF AGRICULTURAL AFFAIRS	399,178	425,636	373,062	379,012	379,012
015000	CONSTITUENT SERVICES	243,690	252,679	377,598	392,668	392,668
	GRAND TOTAL	<u>1,850,998</u>	<u>1,881,681</u>	<u>2,069,989</u>	<u>2,185,846</u>	<u>2,185,846</u>

COUNTY EXECUTIVE

FINANCIAL NOTES:

The \$115,857 net increase in funding for County Executive is the result of:

	FY 13	FY 14	CHANGE	
o		37,486	37,486	FY 13 Merit increase of 4% for eligible employees
o	74,100	82,333	8,233	Pension/Retirement rate adjustments per Treasury's estimates
o		22,819	22,819	PEHP (Post Employment Health Plan)
o	200,035	211,104	11,069	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	130,000	130,000	0	Other Professional Services - Agricultural Affairs and Constituent Services outsourcing professional services
o	88,000	73,000	(15,000)	Management Services - reduction based on actual expenses anticipated
o	492,900	543,780	50,880	Grants & Contributions:
				FY 13 FY 14 Change
				Steppingstone Museum 12,000 12,000 0
				Havre de Grace Decoy Museum 12,000 12,000 0
				Concord Point Lighthouse 12,000 12,000 0
				Chesapeake Heritage Conservancy 12,000 12,000 0
				Havre de Grace Maritime Museum 12,000 12,000 0
				Susquehanna Lockhouse 12,000 12,000 0
				Ladew Gardens 10,000 10,000 0
				Harford County Historical Society 15,000 15,000 0
				Hosanna School 12,000 12,000 0
				Shock Trauma 10,000 10,000 0
				Maryland Historical Society 3,000 3,000 0
				Center for the Visual & Performing Arts 50,000 50,000 0
				Miscellaneous 55,000 55,000 0
				Community Crime/Drug Grants 100,000 100,000 0
				Young Farmers 2,500 2,500 0
				Wind Energy/Anemometers 2,500 2,500 0
				Ag Challenge Training 5,000 5,000 0
				Ag Marketing Co-Op 123,500 123,500 0
				Commodity Ag Outreach grants 12,900 12,900 0
				Highland Commons 0 50,880 50,880
				Lower Susquehanna Heritage Greenway 12,000 12,000 0
				Forest Conservancy 7,500 7,500 0
				<u>492,900</u> <u>543,780</u> <u>50,880</u>

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	52,599	1.00	52,599	1.00	54,703
Administrative Secretary III	1.00	68,990	1.00	68,990	1.00	71,750
Administrative Specialist I	1.00	53,611	1.00	53,611	1.00	55,755
Administrative Specialist II	2.00	117,627	2.00	117,627	2.00	122,332
Chief of Staff	1.00	110,947	1.00	110,947	1.00	115,385
County Executive	1.00	102,111	1.00	102,111	1.00	105,136
Deputy Chief of Staff	1.00	81,800	2.00	163,800	2.00	170,352
Management Assistant I	1.00	50,930	0.00	0	0.00	0
Management Assistant II	2.00	153,649	2.00	153,649	2.00	159,795
SALARY TOTAL	11.00	792,264	11.00	823,334	11.00	855,208
OTHER PERSONAL SERVICES						
Pension & Retirement		102,995		74,100		85,521
Workers' Compensation		5,690		6,635		6,838
Health Benefits		199,320		200,035		211,104
PEHP		0		0		22,819
FICA		60,351		62,728		65,319
Miscellaneous		1,540		1,540		1,540
TOTAL OTHER PERSONAL SERVICES		369,896		345,038		393,141
TOTAL 27TH PAY COSTS		36,755		0		0
TOTAL PERSONAL SERVICES	11.00	1,198,915	11.00	1,168,372	11.00	1,248,349

* FY 12 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	399,694	436,358	427,498	462,139	462,139
20	CONTRACTUAL SERVICES	82,411	51,373	66,500	51,500	51,500
30	SUPPLIES & MATERIALS	17,373	13,449	22,900	22,900	22,900
40	BUSINESS & TRAVEL	27,592	27,436	38,700	38,700	38,700
50	CAPITAL OUTLAY	6,620	1,940	0	0	0
70	MISCELLANEOUS	282,210	252,780	336,500	387,380	387,380
80	INTERFUND/INTERGOVERNMENTAL	48	150	0	0	0
	GRAND TOTAL	815,948	783,486	892,098	962,619	962,619
<u>FUNDING SOURCE:</u>						
11	GENERAL	815,498	783,486	892,098	962,619	962,619

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

The \$70,521 net increase in funding for County Executive - Office of the County Executive is the result of:

	FY 13	FY 14	CHANGE	
o		13,040	13,040	FY 13 Merit increase of 4% for eligible staff
o	72,740	77,620	4,880	Health Benefits adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	27,274	30,304	3,030	Pension/Retirement rate adjustments per Treasury's estimates
o		13,691	13,691	PEHP (Post Employment Health Plan)
o	35,000	20,000	(15,000)	Management Services - funding for special projects, task force, commissions reduced based on actual expenses anticipated
o	327,000	377,880	50,880	Grants & Contributions
				FY 13
				FY 14
				Change
				Steppingstone Museum
				12,000
				12,000
				0
				Havre de Grace Decoy Museum
				12,000
				12,000
				0
				Concord Point Lighthouse
				12,000
				12,000
				0
				Chesapeake Heritage Conservancy
				12,000
				12,000
				0
				Havre de Grace Maritime Museum
				12,000
				12,000
				0
				Susquehanna Lockhouse
				12,000
				12,000
				0
				Ladew Gardens
				10,000
				10,000
				0
				Harford County Historical Society
				15,000
				15,000
				0
				Hosanna School
				12,000
				12,000
				0
				Shock Trauma
				10,000
				10,000
				0
				Maryland Historical Society
				3,000
				3,000
				0
				Center for the Visual & Performing Arts
				50,000
				50,000
				0
				Miscellaneous
				55,000
				55,000
				0
				Community Crime/Drug Grants
				100,000
				100,000
				0
				Highlands Commons
				0
				50,880
				50,880
				327,000
				377,880
				50,880

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: OFFICE OF THE COUNTY EXECUTIVE

Index No. 011000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	68,990	1.00	68,990	1.00	71,750
Administrative Specialist I	1.00	53,611	1.00	53,611	1.00	55,755
County Executive	1.00	102,111	1.00	102,111	1.00	105,136
Management Assistant II	1.00	78,332	1.00	78,332	1.00	81,465
SALARY TOTAL	4.00	303,044	4.00	303,044	4.00	314,106
OTHER PERSONAL SERVICES						
Pension & Retirement		39,396		27,274		31,411
Workers' Compensation		606		697		722
Health Benefits		72,480		72,740		77,620
PEHP		0		0		13,691
FICA		23,183		23,183		24,029
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		136,225		124,454		148,033
TOTAL 27TH PAY COST		14,063		0		0
TOTAL PERSONAL SERVICES	4.00	453,332	4.00	427,498	4.00	462,139

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	318,556	338,949	336,631	360,947	360,947
20	CONTRACTUAL SERVICES	62,539	70,665	72,000	72,000	72,000
30	SUPPLIES & MATERIALS	1,870	718	5,850	5,850	5,850
40	BUSINESS & TRAVEL	9,197	9,505	12,750	12,750	12,750
80	INTER-GOVERNMENTAL/INTER-FUND EXP	20	43	0	0	0
	GRAND TOTAL	392,182	419,880	427,231	451,547	451,547
<u>FUNDING SOURCE:</u>						
11	GENERAL	392,182	419,880	427,231	451,547	451,547

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Office of Chief of Staff

INDEX: 013000

FINANCIAL NOTES:

The \$24,316 net increase in funding for County Executive - Office of Chief of Staff is the result of:

	FY 13	FY 14	CHANGE	
o		11,097	11,097	FY 13 Merit Increase of 4% for eligible staff
o	21,498	23,886	2,388	Pension/Retirement rate adjustments per Treasury's estimates
o		9,128	9,128	PEHP (Post Employment Health Plan)
o	54,555	55,864	1,309	Health Benefits adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	18,016	18,444	428	FICA adjustment
o	65,000	65,000	0	Other Professional Services - funds provided for legislative affairs per actual negotiated contract

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE
DIVISION: OFFICE OF CHIEF OF STAFF

Index No. 013000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	52,599	1.00	52,599	1.00	54,703
Chief of Staff	1.00	110,947	1.00	110,947	1.00	115,385
Management Assistant II	1.00	75,317	1.00	75,317	1.00	78,330
SALARY TOTAL	3.00	238,863	3.00	238,863	3.00	248,418
OTHER PERSONAL SERVICES						
Pension & Retirement		31,052		21,498		24,842
Workers' Compensation		2,841		3,279		3,375
Health Benefits		54,360		54,555		55,864
PEHP		0		0		9,128
FICA		18,016		18,016		18,900
Miscellaneous		420		420		420
TOTAL OTHER PERSONAL SERVICES		106,689		97,768		112,529
TOTAL 27TH PAY COSTS		11,074		0		0
TOTAL PERSONAL SERVICES	3.00	356,626	3.00	336,631	3.00	360,947

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Division of Agricultural Affairs

INDEX: 014000

ORIGIN/PURPOSE:

The Division of Agricultural Affairs has been established in order to facilitate the coordination of all agriculturally related activities in the County, and to advise the County Executive on agricultural related issues. This office also serves as the County Executive's liaison to the agricultural community. Based on recommendations made by the Agricultural Economic Advisory Board, the Agricultural Economic Development initiatives previously performed by the Office of Economic Development will be conducted by the Division of Agricultural Affairs. This move has occurred out of recognition that agriculture remains one of the largest economic engines in the County and State. It also signifies the importance Harford County is placing on sustaining and strengthening the County's agricultural industry.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	193,997	226,643	115,945	121,895	121,895
20	CONTRACTUAL SERVICES	163,290	158,890	65,517	65,517	65,517
30	SUPPLIES & MATERIALS	6,155	4,961	9,500	9,500	9,500
40	BUSINESS & TRAVEL	7,096	6,060	16,200	16,200	16,200
70	MISCELLANEOUS	28,640	29,025	165,900	165,900	165,900
80	INTERGOVERNMENTAL/INTERFUND	0	57	0	0	0
	GRAND TOTAL	399,178	425,636	373,062	379,012	379,012
<u>FUNDING SOURCE:</u>						
11	GENERAL	399,178	425,636	373,062	379,012	379,012

DEPARTMENT: COUNTY EXECUTIVE**DIVISION: Division of Agricultural Affairs****INDEX: 014000****FINANCIAL NOTES:**

The \$5,950 net increase in funding for County Executive - Division of Agricultural Affairs is the result of:

	FY 13	FY 14	CHANGE
o		3,936	3,936 FY 13 Merit increase of 4% for eligible staff
o	7,362	8,180	818 Pension/Retirement rate adjustments per Treasury's estimates
o	18,185	19,405	1,220 Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	35,000	35,000	0 Other Professional Services - for agricultural related activities
o	165,900	165,900	0 Grants and Contributions
	FY 13	FY 14	Change
	2,500	2,500	0 Young Farmers
	2,500	2,500	0 Wind Energy/Anemometers
	5,000	5,000	0 Ag Challenge Training grants
	123,500	123,500	0 Ag Marketing Co-op - grants for emerging technologies benefitting the agricultural community
	12,900	12,900	0 Commodity Ag Outreach grants
	12,000	12,000	0 Lower Susquehanna Heritage Greenway
	7,500	7,500	0 Forest Conservancy
	<u>165,900</u>	<u>165,900</u>	<u>0</u>

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: DIVISION OF AGRICULTURAL AFFAIRS

Index No. 014000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Deputy Chief of Staff	1.00	81,800	1.00	81,800	1.00	85,072
Management Assistant I	1.00	50,930	0.00	0	0.00	0
SALARY TOTAL	2.00	132,730	1.00	81,800	1.00	85,072
OTHER PERSONAL SERVICES						
Pension & Retirement		17,255		7,362		8,507
Workers' Compensation		2,008		2,200		2,263
Health Benefits		36,240		18,185		19,405
FICA		10,154		6,258		6,508
Miscellaneous		280		140		140
TOTAL OTHER PERSONAL SERVICES		65,937		34,145		36,823
TOTAL 27TH PAY COSTS		6,160		0		0
TOTAL PERSONAL SERVICES	2.00	204,827	1.00	115,945	1.00	121,895

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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

Department Goal

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

Department Objective

To increase the economic viability of the agriculture industry.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$433,293	\$456,386	\$425,636	\$373,062	\$379,012
Number of staff	2	2	1	1	1
<u>Output:</u>					
Number of advertisements and/or public service announcements for agricultural outreach	10	10	10	10	10
Number of ag businesses contacted regarding expansions and improvements	25	22	25	22	25
Number of students educated on the importance of agriculture	3,200	2,800	3,000	2,800	3,000
<u>Efficiency:</u>					
Percent of total population of farmers reached	20%	20%	20%	20%	20%
Number of farmers who assisted with education	18	15	15	18	15
<u>Outcome:</u>					
Number of Ag Marketing Co-Op Grants	15	15	15	15	15

Explanation and Analysis of Performance Measures

The Division of Agriculture provides critical information, responds, and assists farmers with Agricultural Program criteria. It is important to give guidance, support, and assistance to existing and prospective farmers relating to the Agricultural Program so that farmers are well educated in the agricultural process.

Major Related Plans and Policies

Land Use Master Plan; Land Preservation

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	179,266	186,968	288,298	303,368	303,368
20	CONTRACTUAL SERVICES	55,664	55,451	71,400	71,400	71,400
30	SUPPLIES & MATERIALS	6,338	2,158	8,800	8,800	8,800
40	BUSINESS & TRAVEL	2,385	5,172	6,600	6,600	6,600
80	INTERGOVERNMENTAL/INTERFUND	37	2,930	2,500	2,500	2,500
GRAND TOTAL		243,690	252,679	377,598	392,668	392,668
<u>FUNDING SOURCE:</u>						
11	GENERAL	243,690	252,679	377,598	392,668	392,668

DEPARTMENT: COUNTY EXECUTIVE

DIVISION: Constituent Services

INDEX: 015000

FINANCIAL NOTES:

The \$15,070 net increase in funding for County Executive - Constituent Services is the result of:

	FY 13	FY 14	CHANGE
o		9,413	9,413 FY 13 Merit Increase of 4% for eligible staff
o	17,966	19,963	1,997 Pension/Retirement rate adjustment per Treasury's estimates
o	54,555	58,215	3,660 Health Benefits adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	20,000	20,000	0 Other Professional Service - funds provide for constituent surveys conducted within the County
o	50,000	50,000	0 Management Services - funds provide for contractual legislative services

DIVISION STAFF SUMMARY

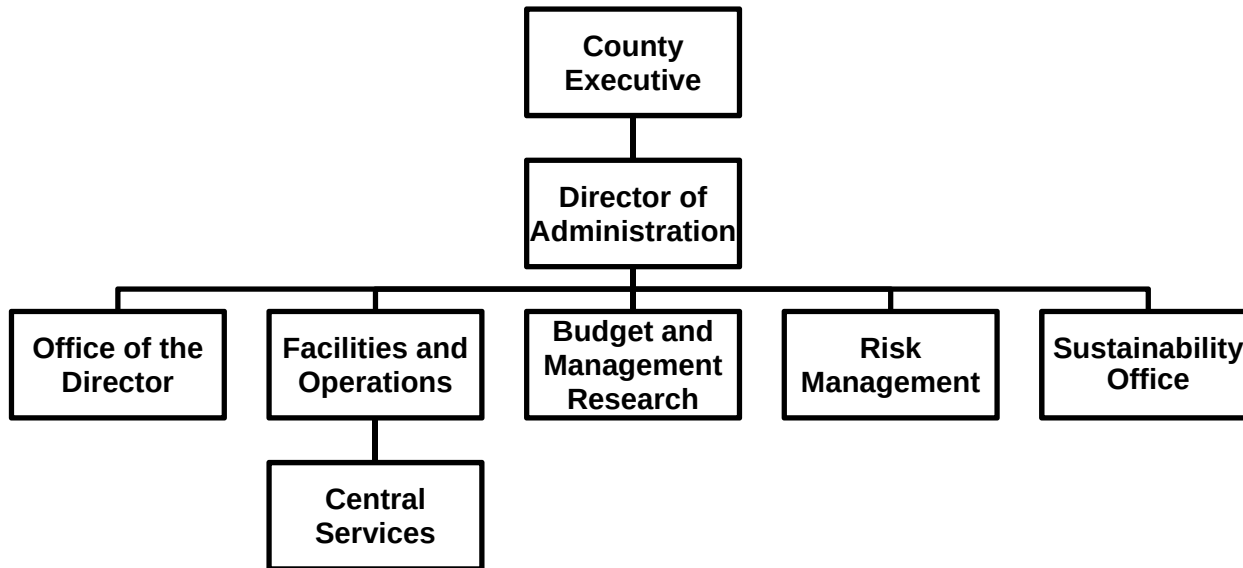
DEPARTMENT: COUNTY EXECUTIVE
DIVISION: CONSTITUENT SERVICES

Index No. 015000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	2.00	117,627	2.00	117,627	2.00	122,332
Deputy Chief of Staff	0.00	0	1.00	82,000	1.00	85,280
SALARY TOTAL	2.00	117,627	3.00	199,627	3.00	207,612
OTHER PERSONAL SERVICES						
Pension & Retirement		15,292		17,966		20,761
Workers' Compensation		235		459		478
Health Benefits		36,240		54,555		58,215
FICA		8,998		15,271		15,882
Miscellaneous		280		420		420
TOTAL OTHER PERSONAL SERVICES		61,045		88,671		95,756
TOTAL 27TH PAY COSTS		5,458		0		0
TOTAL PERSONAL SERVICES	2.00	184,130	3.00	288,298	3.00	303,368

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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, Sustainability Office and Risk Management. Each division's supervisor reports to the Director of Administration.

MISSION STATEMENT:

THE DEPARTMENT OF ADMINISTRATION PROVIDES MANAGEMENT AND COORDINATION OF THE ACTIVITIES OF COUNTY DEPARTMENTS AND AGENCIES

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	6,862,798	4,916,617	4,722,870	4,934,346	4,934,346
20	CONTRACTUAL SERVICES	3,049,377	1,438,498	1,797,806	1,770,806	1,770,806
30	SUPPLIES & MATERIALS	527,377	480,995	493,523	499,223	499,223
40	BUSINESS & TRAVEL	154,901	115,173	121,580	124,680	124,680
50	CAPITAL OUTLAY	24,167	31,481	0	0	0
70	MISCELLANEOUS	82,800	8,885	45,000	45,000	195,000
80	INTER-GOVERNMENTAL/INTERFUND	39,028	1,124	500	1,100	1,100
	GRAND TOTAL	10,740,448	6,992,773	7,181,279	7,375,155	7,525,155

SUMMARY BY FUND:

11	GENERAL	10,740,448	6,992,773	7,181,279	7,375,155	7,525,155
	GRAND TOTAL	10,740,448	6,992,773	7,181,279	7,375,155	7,525,155

SUMMARY BY DIVISION:

021000	DIRECTOR OF ADMINISTRATION	421,445	379,091	420,405	431,430	581,430
021500	SUSTAINABILITY OFFICE	0	241,020	257,708	258,124	258,124
022000	FACILITIES AND OPERATIONS	4,502,492	3,537,885	3,760,510	3,781,157	3,781,157
023100	CENTRAL SERVICES	557,855	606,681	594,166	598,928	598,928
024000	BUDGET & MANAGEMENT RESEARCH	599,289	599,453	669,378	701,532	701,532
028100	INFORMATION & COMMUNICATION TECH	3,921,422	0	0	0	0
029000	RISK MANAGEMENT	737,945	1,628,643	1,479,112	1,603,984	1,603,984
	GRAND TOTAL	10,740,448	6,992,773	7,181,279	7,375,155	7,525,155

ADMINISTRATION

FINANCIAL NOTES:

The \$343,876 net increase in funding for Administration is the result of:

	FY 13	FY 14	CHANGE	
o	3,056,626	2,981,146	(75,480)	Full-time Salaries
			11,911	Salary adjustments based on the recommendations of the Department of Human Resources
			<u>(87,391)</u>	Staff Turnover <u>(2.86%)</u>
			<u>(75,480)</u>	
o		8,090	8,090	Part-time Custodial Worker II position converted to full-time:
			# of Positions	Salary
			(0.75)	(19,079)
			1.00	26,456
			<u>0.25</u>	<u>7,377</u>
				Fringe
				(21,788)
				22,501
				<u>713</u>
				Total
				(40,867)
				48,957
				<u>8,090</u>
				Custodial Worker II part-time
				Custodial Worker II full-time
o		52,356	52,356	One (1) full-time position created from abolished position in Procurement:
			# of Positions	Salary
			1.00	33,100
				Fringe
				19,256
				Total
				52,356
				Special Police Officer I
o		133,921	133,921	FY 13 Merit increase of 4% for eligible staff
o	98,053	96,634	(1,419)	Part-time Salaries - turnover of a Custodial Worker
o	36,400	0	(36,400)	Temporary Salaries - reduced due to permanent Special Police Officer I position created
o	287,383	306,176	18,793	Pension/Retirement rate adjustments per Treasury's estimate
o		127,785	127,785	PEHP (Post Employment Health Plan)
o	879,724	871,616	(8,108)	Health Benefits are adjusted for a 12% cost increase as well as staff opting for changes in level of coverage
o	38,500	41,500	3,000	Overtime adjusted based on actual expense history
o	246,669	238,468	(8,201)	FICA adjustments

ADMINISTRATION

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	13,500	13,500	0	Management Services - Facilities & Operations for testing facilities for hazardous materials; Risk Management for Defensive Drivers Seminars, Safety Training, Radio Frequency Identification (RFID), and Records Management System (RMS) based on actuals
o	127,578	84,700	(42,878)	Other Professional Services - Budget - application for GFOA @ \$900; Facilities & Operations - funds for mosquito spraying @ \$28,800; Director of Administration - management studies @ \$50,000; and Risk Management appraisals @ \$5,000 (Risk software moved to Information and Communication Technology (ICT) @ (\$24,878)).
o	560,070	580,330	20,260	Line items adjusted, based on actual expense history and state of the economy:
	FY 13	FY 14	Change	
	16,000	12,500	(3,500)	Uniform Rental
	51,000	60,000	9,000	Grounds Maintenance
	22,000	18,000	(4,000)	Security Systems
	137,090	152,150	15,060	Telephone Service
	80,300	85,200	4,900	Equipment Repair Parts
	43,000	41,000	(2,000)	Water and Sewer
	500	1,100	600	Fleet Daily Carpool Rentals
	500	1,500	1,000	Landscape & Grounds Material
	6,000	10,000	4,000	Small Tools
	50,000	40,000	(10,000)	Building Supplies
	2,500	9,500	7,000	Other Supplies and Materials
	36,350	39,700	3,350	Fuel Charges
	75,000	70,000	(5,000)	Heating Fuel (Gas)
	4,800	6,900	2,100	Non Targeted Charges - FVS
	35,030	32,780	(2,250)	Membership Fees and Dues
	<u>560,070</u>	<u>580,330</u>	<u>20,260</u>	
o	45,000	195,000	150,000	Grants & Contributions - \$20,000 to cover impact fees on nonprofit agency home construction, \$25,000 for unanticipated grants, the following non-profits will be allotted one-time grant/contribution: SARC @ \$35,000; ARC Vocational Services @ \$35,000; Harford Family House @ \$30,000; LASOS's @ \$20,000 and Homecoming Project @ \$30,000.
o	0	5,000	5,000	Engineering Services - consulting services as needed per actual expense history

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	78,240	2.00	78,240	3.00	130,452
Administrative Assistant II	3.00	145,056	3.00	145,056	2.00	94,505
Administrative Secretary III	1.00	68,500	1.00	65,000	1.00	65,000
Administrative Specialist I	1.00	43,031	1.00	39,900	1.00	39,900
Administrative Specialist II	0.00	0	1.00	44,322	1.00	46,095
Administrator	0.00	0	1.00	64,300	1.00	66,872
Asset Manager	1.00	69,795	1.00	69,795	1.00	72,587
Assistant Supervisor of Custodial Workers	1.00	49,448	1.00	49,448	1.00	51,426
Building Construction and Repair Supervisor	1.00	46,300	1.00	45,661	1.00	47,487
Central Services Operator	1.00	29,950	1.00	29,950	2.00	75,564
Chief of Security	1.00	53,846	1.00	53,846	1.00	56,000
Chief, Budget & Management Research	1.00	105,678	1.00	105,678	1.00	109,905
Chief, Facilities & Operations	1.00	71,400	1.00	71,400	1.00	74,256
Claims Adjuster	1.00	47,400	1.00	47,400	1.00	49,296
Custodial Worker I	1.00	28,590	1.00	28,590	4.00	105,246
Custodial Worker II	5.00	150,076	4.00	122,837	2.00	64,323
Director of Administration	1.00	134,543	1.00	134,543	1.00	139,925
Grants Administrator	0.00	0	1.00	63,000	1.00	65,520
Mail Room Clerk-Messenger	2.00	89,705	2.00	89,705	1.00	27,500
Maintenance Mechanic I	1.00	46,500	1.00	46,500	1.00	48,360
Maintenance Mechanic II	3.00	135,354	3.00	135,354	3.00	140,769
Maintenance Supervisor	1.00	82,275	1.00	82,275	1.00	85,566
Maintenance Worker I	0.00	0	0.00	0	3.00	78,600
Maintenance Worker II	7.00	288,754	7.00	288,754	5.00	218,244
Management Assistant II	3.00	196,209	2.00	138,350	2.00	143,884
Master Cabinet Maker	1.00	55,796	1.00	55,796	1.00	58,028
Planner III	1.00	57,700	0.00	0	0.00	0
Programmer Analyst I	1.00	78,543	1.00	78,543	1.00	81,684
Risk Manager	1.00	88,799	1.00	93,239	1.00	96,969
Safety Officer	1.00	56,209	1.00	56,209	1.00	58,457
Security Supervisor	0.00	0	1.00	42,800	0.00	0
Senior Budget Analyst	3.00	222,334	3.00	222,334	3.00	231,227
Skilled Trade Apprentice	1.00	53,529	1.00	40,000	0.00	0
Special Police Officer I	10.00	362,667	0.00	0	2.00	70,000

DEPARTMENT STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Special Police Officer II	0.00	0	9.00	333,450	9.00	359,476
Supervisor of Custodial Workers	1.00	51,851	1.00	51,851	1.00	53,925
Team Leader	1.00	46,088	1.00	42,500	1.00	42,500
FULL-TIME SALARIES	60.00	3,034,166	60.00	3,056,626	62.00	3,149,548
SALARY OFFSET		(39,900)		0		0
TOTAL FULL-TIME SALARIES	60.00	2,994,266	60.00	3,056,626	62.00	3,149,548
PART-TIME SALARIES						
Custodial Worker I	1.75	44,899	2.25	54,398	1.50	34,804
Custodial Worker II	1.50	43,655	1.50	43,655	1.50	45,402
TOTAL PART-TIME SALARIES	3.25	88,554	3.75	98,053	3.00	80,206
TEMPORARY SALARIES		0		36,400		0
SALARY TOTAL	63.25	3,082,820	63.75	3,191,079	65.00	3,229,754
OTHER PERSONAL SERVICES						
Pension & Retirement		398,934		287,383		321,508
Workers' Compensation		49,788		57,815		59,377
Health Benefits		832,441		879,724		883,014
PEHP		0		0		127,785
Overtime & Shift Differential		52,820		50,820		53,820
FICA		238,156		246,669		249,568
Miscellaneous		9,100		9,380		9,520
TOTAL OTHER PERSONAL SERVICES		1,581,239		1,531,791		1,704,592
TOTAL 27TH PAY COST		143,548		0		0
TOTAL PERSONAL SERVICES	63.25	4,807,607	63.75	4,722,870	65.00	4,934,346

* FY 12 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, Sustainability Office, and Risk Management provide support services to all County government departments and agencies. Each division's supervisor reports directly to the Director of Administration.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	282,354	279,175	268,005	279,030	279,030
20	CONTRACTUAL SERVICES	42,679	46,478	66,550	66,550	66,550
30	SUPPLIES & MATERIALS	2,898	4,197	4,750	4,750	4,750
40	BUSINESS & TRAVEL	34,134	33,144	36,100	36,100	36,100
50	CAPITAL OUTLAY	0	7,005	0	0	0
70	MISCELLANEOUS	59,229	8,885	45,000	45,000	195,000
80	INTERGOVERNMENTAL/INTERFUND	151	207	0	0	0
	GRAND TOTAL	421,445	379,091	420,405	431,430	581,430
	<u>FUNDING SOURCE:</u>					
11	GENERAL	421,445	379,091	420,405	431,430	581,430

DEPARTMENT: ADMINISTRATION
DIVISION: Director of Administration
INDEX: 021000

FINANCIAL NOTES:

The \$161,025 net increase in funding for Administration - Director of Administration is the result of:

	FY 13	FY 14	CHANGE	
o		6,011	6,011	FY 13 Merit Increase of 4% for eligible staff
o	17,959	19,954	1,995	Pension/Retirement rate adjustments per Treasury's estimates
o	36,219	38,810	2,591	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	13,545	13,973	428	FICA adjustment
o	45,000	195,000	150,000	Grants & Contributions:
			20,000	Impact fees for non-profit home construction
			25,000	Unanticipated Grants
			35,000	SARC - one-time grant
			35,000	ARC - Vocational Services - one-time grant
			30,000	Harford Family House - one-time grant
			20,000	LASOS's - one-time grant
			30,000	Homecoming Project - one-time grant
			<u>195,000</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION
DIVISION: DIRECTOR OF ADMINISTRATION

Index No. 021000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	68,500	1.00	65,000	1.00	65,000
Director of Administration	1.00	134,543	1.00	134,543	1.00	139,925
SALARY TOTAL	2.00	203,043	2.00	199,543	2.00	204,925
OTHER PERSONAL SERVICES						
Pension & Retirement		26,396		17,959		20,493
Workers' Compensation		406		459		471
Health Benefits		35,906		36,219		38,810
FICA		13,813		13,545		14,051
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		76,801		68,462		74,105
TOTAL 27TH PAY COST		9,355		0		0
TOTAL PERSONAL SERVICES	2.00	289,199 *	2.00	268,005	2.00	279,030

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: ADMINISTRATION

DIVISION: Sustainability Office

INDEX: 021500

ORIGIN/PURPOSE:

In accordance with Executive Order 11-03 the Sustainability Office is a division within the Department of Administration and is administered by the Sustainability Coordinator who report directly to the Director of Administration.

The Sustainability Office is responsible for developing partnerships, policies and programs to advocate sustainability in Harford County. The Office will lead by example in supporting the development of ideas into actions that efficiently use and reuse the County's resources to reduce operating costs and our environmental footprint while improving our quality of life.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	203,458	228,568	245,024	245,024
20	CONTRACTUAL SERVICES	0	19,040	890	850	850
30	SUPPLIES & MATERIALS	0	12,758	22,400	8,250	8,250
40	BUSINESS & TRAVEL	0	4,924	5,350	2,900	2,900
80	INTERGOVERNMENTAL/INTERFUND	0	840	500	1,100	1,100
GRAND TOTAL		0	241,020	257,708	258,124	258,124
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	241,020	257,708	258,124	258,124

DEPARTMENT: ADMINISTRATION

DIVISION: Sustainability Office

INDEX: 021500

FINANCIAL NOTES:

The \$416 net increase in funding for Administration - Sustainability Office is the result of:

	FY 13	FY 14	CHANGE	
o		5,185	5,185	FY 13 Merit increase of 4% for eligible staff
o	13,367	14,852	1,485	Pension/Retirement rate adjustments per Treasury's estimates
o	54,555	58,215	3,660	Health Benefits adjusted for anticipated 12% increase and staff opting for changes in level of coverage
o	342	1,904	1,562	Workers' Compensation rates adjusted
o		4,564	4,564	PEHP (Post Employment Health Benefits)
o	20,000	0	(20,000)	Building Supplies - funds reduced and reallocated to Other Supplies and Materials
o	0	6,500	6,500	Other Supplies and Materials - funding will provide for small energy efficiency projects that do not fall under the scope of the capital project.
o	6,750	4,250	(2,500)	Line items realigned based on actual expense history:
	FY 13	FY 14	Change	
	1,300	1,100	(200)	General Office Supplies - mailing outreach and marketing materials
	900	600	(300)	Printing-Commercial - outreach and marketing materials
	200	50	(150)	General Office Mailing
	150	50	(100)	Mileage
	400	250	(150)	Meals
	0	400	400	Lodging
	100	0	(100)	Professional Books/Periodicals
	100	0	(100)	In-House Training
	500	1,100	600	Fleet Daily Carpool Rental
	600	450	(150)	Transportation Costs
	2,500	250	(2,250)	Membership Fees & Dues
	<u>6,750</u>	<u>4,250</u>	<u>(2,500)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION
DIVISION: SUSTAINABILITY OFFICE

Index No. 021500

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	43,031	1.00	39,900	1.00	39,900
Administrative Specialist II	0.00	0	1.00	44,322	1.00	46,095
Administrator	0.00	0	1.00	64,300	1.00	66,872
Management Assistant II	1.00	57,859	0.00	0	0.00	0
Planner III	1.00	57,700	0.00	0	0.00	0
SALARY TOTAL	3.00	158,590	3.00	148,522	3.00	152,867
OTHER PERSONAL SERVICES						
Pension & Retirement		20,617		13,367		15,287
Workers' Compensation		317		342		1,977
Health Benefits		47,133		54,555		58,215
PEHP		0		0		4,564
FICA		12,132		11,362		11,694
Miscellaneous		420		420		420
TOTAL OTHER PERSONAL SERVICES		80,619		80,046		92,157
TOTAL 27TH PAY COST		7,360		0		0
TOTAL PERSONAL SERVICES	3.00	246,569 *	3.00	228,568	3.00	245,024

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

SUSTAINABILITY OFFICE

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To support the County's Energy and Resource Management Policy to reduce energy consumption by 15% in 2018 from the 2012 building baseline as defined in the Energy and Resource Management Plan.

Department Objective

Further the use of energy efficient products such as, but not limited to programmable thermostats, lighting along with motion sensors to reduce "idle" lighting when work areas, conference rooms, hallways, breakrooms, and bathrooms are vacant.

County Goal(s) Supported

V. Environmental Stewardship; III. Efficient County Government

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$0	\$557,131*	\$1,536,178	\$275,843	\$306,766
Full-time staff assigned	1	3	3	3	2
<u>Output:</u>					
Develop energy tracking & monitoring system for buildings	In process	Completed	Expanded	Revised	Completed
Establish baseline energy consumption levels	In process	Yes	Yes	Yes	Yes
Conduct Energy Audits	NA	0	23	21	10
Develop energy reduction strategies	In process	in process	in process	Yes	Yes
Completed energy reduction projects	0	6	39	24	15
<u>Efficiency:</u>					
Estimated kWh reduction	NA	233,000	2,830,000	3,109,967	3,359,967
<u>Service Quality:</u>					
Square footage evaluated for efficiency	NA	103,100	750,000	304,200	288,000
<u>Outcome:</u>					
Estimated Cost Avoidance	NA	\$25,630	\$311,300	\$467,826**	\$469,596

Explanation and Analysis of Performance Measures

The goal is to implement changes to the standard operations of buildings maintained by Harford County Government that facilitate efficient uses of our resources which reduce the consumption of energy without adding additional burden on the patrons to monitor usage.

Major Related Plans and Policies

* The cost avoidance for Budget FY 13 includes a one0time cost avoidance of \$116,656

** Energy and Resource Management Policy, Energy and Resource Management Plan, Land Use Element Plan, Energy Audits

SUSTAINABILITY OFFICE

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To create a culture of energy and resource efficiency at all levels of government to ensure efficient use and reuse of County resources.

Department Objective

To develop and conduct energy and resource efficiency awareness programs, trainings and workshops

County Goal(s) Supported

V. Environmental Stewardship; III. Efficient County Government

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$10,000	\$10,000	\$3,000	\$1,500	\$3,000
Full-time staff assigned	1	3	3	3	3
<u>Output:</u>					
Number of awareness programs or events	13	33	43	55	65
<u>Efficiency:</u>					
Green Team Meetings	12	12	8	6	6
Environmental Stewardship Webpage	Yes (created)	Maintain and Update County Executive Challenge	150 visits	2,277 visits	2,500 visits Green Office Challenge
Employee Awareness Challenge	NA		NA	NA	
Employee Awareness Challenge Participations	NA	72%	NA	NA	78%
Green Star Program Participation	NA	43	17	27	30
Conservation & Stewardship Poster Contest Participants	NA	529	426	510	500
Facility Energy Coordinator Workshops	1	4	4	4	4
Employee awareness and educational updates on	3	12	24	24	24
<u>Service Quality:</u>					
Has the number of energy and resource conservation awareness programs, trainings, workshops increased?	Yes	Yes	Yes	Yes	Yes
<u>Outcome:</u>					
What is the percentage of increased awareness?	10%	72%	74%	75%	78%

Explanation and Analysis of Performance Measures

The goal is to develop a culture of efficiency at the County - a key element in this development is education. The performance measures are based upon the number of programs, events and workshops conducted through the year to increase awareness.

Major Related Plans and Policies

Energy and Resource Management Policy and the Energy and Resource Management Plan

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 an on-call basis.

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,843,531	2,106,102	2,014,012	1,997,116	1,997,116
20	CONTRACTUAL SERVICES	1,399,774	1,146,247	1,498,918	1,509,861	1,509,861
30	SUPPLIES & MATERIALS	167,328	223,782	190,300	210,800	210,800
40	BUSINESS & TRAVEL	59,459	61,754	57,280	63,380	63,380
70	MISCELLANEOUS	3,571	0	0	0	0
80	INTERGOVERNMENTAL/INTERFUND	28,829	0	0	0	0
	GRAND TOTAL	<u>4,502,492</u>	<u>3,537,885</u>	<u>3,760,510</u>	<u>3,781,157</u>	<u>3,781,157</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>4,502,492</u>	<u>3,537,885</u>	<u>3,760,510</u>	<u>3,781,157</u>	<u>3,781,157</u>

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

The \$20,647 net increase in funding for Administration - Facilities and Operations is the result of:

	FY 13	FY 14	CHANGE
o	1,206,312	1,144,317	(61,995) Full Time Salaries
			(61,995) Staff turnover (5.14%)
o	98,053	96,634	(1,419) Part Time Salaries - staff turnover of a part-time custodial worker
o		8,090	8,090 Part-time Custodial Worker II position converted to full-time:
			# of Positions Salary Fringe Total
			(0.75) (19,079) (21,788) (40,867)
			1.00 26,456 22,501 48,957
			0.25 7,377 713 8,090
o		55,529	55,529 FY 13 Merit increase of 4% for eligible staff
o	116,123	122,494	6,371 Pension/Retirement rate adjustments per Treasury's estimates
o	414,230	357,101	(57,129) Health Benefits adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	103,021	98,170	(4,851) FICA adjustments
o		36,510	36,510 PEHP (Post Employment Health Plan)
o	25,000	30,000	5,000 Overtime - increase based on actual expense history
o	34,333	31,331	(3,002) Workers' Compensation rate adjustments per Treasury's estimate
o	26,800	28,800	2,000 Other Professional Services - funds provide for State mosquito spraying program, increase based on actual expense

DEPARTMENT: ADMINISTRATION

DIVISION: Facilities and Operations

INDEX: 022000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	316,900	336,500	19,600	Line items adjusted, based on actual expense history:
		FY 13	FY 14	Change
		75,000	70,000	(5,000) Heating Fuel (Gas)
		43,000	41,000	(2,000) Water & Sewer
		40,000	45,000	5,000 Telephone Service
		10,000	6,000	(4,000) Uniform Rental
		80,000	85,000	5,000 Equipment Repair Parts
		500	1,500	1,000 Landscape & Grounds Material
		6,000	10,000	4,000 Small Tools
		30,000	40,000	10,000 Building Supplies
		28,350	32,000	3,650 Fuel Charges
		4,050	6,000	1,950 Non-Targeted Charges
		<u>316,900</u>	<u>336,500</u>	<u>19,600</u>
o	0	5,000	5,000	Engineering Services - consultant services as needed based on actual expense history
o	51,000	60,000	9,000	Grounds Maintenance - increase due to the addition of the Southern Resource Center

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION
DIVISION: FACILITIES AND OPERATIONS

Index No. 022000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	1.00	49,082 A
Administrative Assistant II	2.00	102,296	2.00	102,296	1.00	50,034
Assistant Supervisor of Custodial Workers	1.00	49,448	1.00	49,448	1.00	51,426
Building Construction & Repair Supervisor	1.00	46,300	1.00	45,661	1.00	47,487
Chief, Facilities and Operations	1.00	71,400	1.00	71,400	1.00	74,256
Custodial Worker I	1.00	28,590	1.00	28,590	4.00	105,246 B
Custodial Worker II	5.00	150,076	4.00	122,837	2.00	64,323
Maintenance Mechanic I	1.00	46,500	1.00	46,500	1.00	48,360
Maintenance Mechanic II	3.00	135,354	3.00	135,354	3.00	140,769
Maintenance Supervisor	1.00	82,275	1.00	82,275	1.00	85,566
Maintenance Worker I	0.00	0	0.00	0	3.00	78,600 C
Maintenance Worker II	7.00	288,754	7.00	288,754	5.00	218,244
Management Assistant II	1.00	85,550	1.00	85,550	1.00	88,972
Master Cabinet Maker	1.00	55,796	1.00	55,796	1.00	58,028
Skilled Trade Apprentice	1.00	53,529	1.00	40,000	0.00	0
Supervisor of Custodial Workers	1.00	51,851	1.00	51,851	1.00	53,925
FULL-TIME SALARIES	27.00	1,247,719	26.00	1,206,312	27.00	1,214,318
SALARY OFFSET		(39,900)		0		0
TOTAL FULL-TIME SALARIES	27.00	1,207,819	26.00	1,206,312	27.00	1,214,318
PART-TIME SALARIES						
Custodial Worker I	1.75	44,899	2.25	54,398	1.50	34,804
Custodial Worker II	1.50	43,655	1.50	43,655	1.50	45,402
TOTAL PART-TIME SALARIES	3.25	88,554	3.75	98,053	3.00	80,206
SALARY TOTAL	30.25	1,296,373	29.75	1,304,365	30.00	1,294,524

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION
DIVISION: FACILITIES AND OPERATIONS

Index No. 022000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		166,694		116,123		127,985
Workers' Compensation		29,752		34,333		32,783
Health Benefits		403,229		414,230		356,105
PEHP		0		0		36,510
Overtime & Shift Differential		42,320		37,320		42,320
FICA		102,410		103,021		102,269
Miscellaneous		4,480		4,620		4,620
TOTAL OTHER PERSONAL SERVICES		748,885		709,647		702,592
TOTAL 27TH PAY COST		60,685		0		0
TOTAL PERSONAL SERVICES	30.25	2,105,943 *	29.75	2,014,012	30.00	1,997,116

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Assistant II position filled as an Administrative Assistant I - #0026

B - Two (2) Custodial Worker II filled as Custodial Worker I - #0040 and #3431; and one (1) part-time Custodial Worker I made full-time - #0014

C - Two (2) vacant Maintenance Worker II positions reclassified to Maintenance Worker I - #0031 and #0010; and one (1) vacant Skilled Trade Apprentice position reclassified to Maintenance Worker I - #0038

DEPARTMENT OF ADMINISTRATION - FACILITIES & OPERATIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide Harford County Employees with 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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$388,941	\$441,438	\$368,519	\$350,779	\$355,126
Number of staff	11	12.25	11.25	10.75	10
<u>Output:</u>					
Number of square feet maintained	241,827	241,827	241,827	218,827	218,727
<u>Efficiency:</u>					
Cost per square feet cleaned per Facilities & Ops custodian	\$1,608	\$1,825	\$1,524	\$1,603	\$1,624
<u>Outcome:</u>					
Percent of customers satisfaction ranking as "very good" or "excellent"	80%	92%	80%	90%	90%

Explanation and Analysis of Performance Measures

The 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.

DEPARTMENT OF ADMINISTRATION - FACILITIES & OPERATIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To improve performance measurement and increase proactive (preventative) maintenance.

Department Objective

To minimize corrective action on work orders to maximize efficiency on projects to get the most out of funding levels.

County Goal(s) Supported

III. Efficient County Government

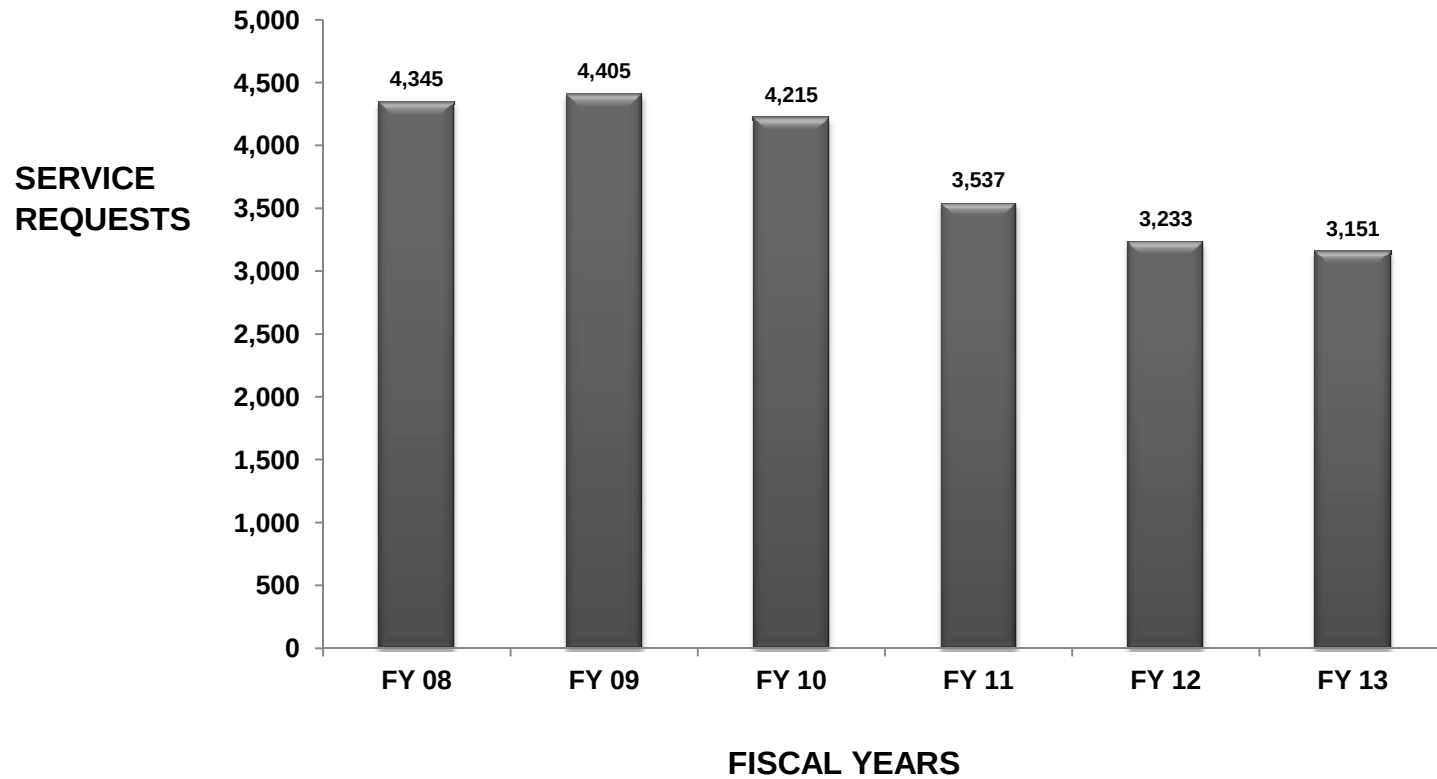
Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated for repairs	\$225,150	\$167,328	\$222,782	\$190,300	\$210,800
Number of staff	11	11	11	10	10
<u>Output:</u>					
Number of repair projects	2,748	2,209	1,716	2,800	3,000
<u>Efficiency:</u>					
Cost per repair of corrective actions	\$188	\$198	\$202	\$200	\$200
<u>Service Quality:</u>					
Percent of completed work orders requiring corrective action	5%	6%	7%	4%	4%
<u>Outcome:</u>					
Percent of work orders completed correctly and on budget	95%	94%	93%	96%	96%

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 optical filing, UPS and mail services and switchboard services.

Under Executive Order 84-1, the Chief of Facilities and Operations is responsible for this Division.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	236,542	234,336	225,148	239,010	239,010
20	CONTRACTUAL SERVICES	108,008	129,493	124,920	115,820	115,820
30	SUPPLIES & MATERIALS	213,305	218,376	244,098	244,098	244,098
50	CAPITAL OUTLAY	0	24,476	0	0	0
	GRAND TOTAL	557,855	606,681	594,166	598,928	598,928
	<u>FUNDING SOURCE:</u>					
11	GENERAL	557,855	606,681	594,166	598,928	598,928

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

The \$4,762 net increase in funding for Administration - Central Services is the result of:

	FY 13	FY 14	CHANGE
o	162,155	142,659	(19,496) Full Time Salaries (19,496) Staff Turnover <u>(12.02%)</u>
o		3,467	3,467 FY 13 Merit increase of 4% for eligible staff
o	14,594	14,266	(328) Pension/Retirement rate adjustments per Treasury's estimates
o	31,809	54,551	22,742 Health Benefits adjusted for an anticipated 12% cost increase, and staff opting for changes in their level of coverage
o		9,128	9,128 PEHP (Post Employment Health Plan)
o	3,625	3,466	(159) Workers' Compensation adjustments per Treasury's estimates
o	12,405	10,913	(1,492) FICA adjustments
o	85,000	95,000	10,000 Telephone Service - increase based on actual expense history
o	20,000	0	(20,000) Other Professional Services - funds reallocated to Information and Communication Technology for consolidation of hardware/software
o	3,600	4,000	400 Emergency Reporting System - increase based on actual expense history
o	0	500	500 Uniform Rental - increase based on actual expense history

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION
DIVISION: CENTRAL SERVICES

Index No. 023100

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Central Services Operator	1.00	29,950	1.00	29,950	2.00	75,564 A
Mail Room Clerk-Messenger	2.00	89,705	2.00	89,705	1.00	27,500
Team Leader	1.00	46,088	1.00	42,500	1.00	42,500
SALARY TOTAL	4.00	165,743	4.00	162,155	4.00	145,564
OTHER PERSONAL SERVICES						
Pension & Retirement		21,547		14,594		14,556
Workers' Compensation		3,348		3,625		3,515
Health Benefits		36,865		31,809		54,551
PEHP		0		0		9,128
FICA		12,679		12,405		11,136
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		74,999		62,993		93,446
TOTAL 27TH PAY COST		7,692		0		0
TOTAL PERSONAL SERVICES	4.00	248,434	4.00	225,148	4.00	239,010

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Mail Room Clerk-Messenger position filled as a Central Services Operator - #0056

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	554,007	574,846	637,828	670,232	670,232
20	CONTRACTUAL SERVICES	8,911	8,402	9,650	9,650	9,650
30	SUPPLIES & MATERIALS	15,988	15,166	19,150	19,150	19,150
40	BUSINESS & TRAVEL	371	962	2,750	2,500	2,500
70	MISCELLANEOUS	20,000	0	0	0	0
80	INTERGOVERNMENTAL/INTERFUND	12	77	0	0	0
	GRAND TOTAL	599,289	599,453	669,378	701,532	701,532
<u>FUNDING SOURCE:</u>						
11	GENERAL	599,289	599,453	669,378	701,532	701,532

DEPARTMENT: ADMINISTRATION

DIVISION: Budget & Management Research

INDEX: 024000

FINANCIAL NOTES:

The \$32,154 net increase in funding for Administration - Budget & Management Research is the result of:

	FY 13	FY 14	CHANGE
o		20,733	20,733 FY 13 Merit increase of 4% for eligible employees
o	109,110	116,430	7,320 Health Benefits adjusted for an anticipated 12% cost increase and staff opting for changes in their level of coverage
o	39,943	44,381	4,438 Pension/Retirement rate adjustments per Treasury's estimates
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	8,500	4,000	(4,500) Overtime adjusted based on actuals
o	900	900	0 Other Professional Services - GFOA Budget Award
o	650	400	(250) Line items significantly adjusted, based on actual expense history and state of the economy:

FY 13	FY 14	Change	
500	300	(200)	Transportation
150	100	(50)	Mileage
<u>650</u>	<u>400</u>	<u>(250)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: BUDGET AND MANAGEMENT RESEARCH

Index No. 024000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Budget & Management Research	1.00	105,678	1.00	105,678	1.00	109,905
Grants Administrator	0.00	0	1.00	63,000	1.00	65,520
Management Assistant II	1.00	52,800	1.00	52,800	1.00	54,912
Senior Budget Analyst	3.00	222,334	3.00	222,334	3.00	231,227
SALARY TOTAL	5.00	380,812	6.00	443,812	6.00	461,564
OTHER PERSONAL SERVICES						
Pension & Retirement		49,506		39,943		46,156
Workers' Compensation		762		1,021		1,062
Health Benefits		89,765		109,110		116,430
PEHP		0		0		4,564
Overtime		10,500		8,500		4,000
FICA		29,935		34,602		35,616
Miscellaneous		700		840		840
TOTAL OTHER PERSONAL SERVICES		181,168		194,016		208,668
TOTAL 27TH PAY COST		17,702		0		0
TOTAL PERSONAL SERVICES	5.00	579,682	6.00	637,828	6.00	670,232

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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 or exceed the standards put forward by the Government Finance Officers Association for quality budget presentation.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$651,635	\$599,289	\$599,453	\$669,378	\$701,532
Full-time staff assigned	7	6	5	6	6
<u>Output:</u>					
Approved Operating Budget (actual/budgeted)	\$591,644,680	\$558,188,159	\$616,249,816	\$625,745,860	\$640,392,012
Approved Capital Budget (budgeted)	\$187,628,253	\$124,508,195	\$132,578,017	\$124,197,282	\$174,059,901
Performance Measures Tracked	72	72	72	72	70
<u>Efficiency:</u>					
Budget document produced and sent to GFOA within 90 days?	Yes	Yes	Yes	Yes	Yes
<u>Service Quality:</u>					
Recognized for quality budget presentation?	Yes	Yes	Yes	Yes	Yes
All mandatory requirements by GFOA met?	Yes	Yes	Yes	Yes	Yes
<u>Outcome:</u>					
Number of outstanding ratings by GFOA reviewers for Distinguished Budget Award	7	23	12	26	26

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

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. In FY 11 the budget collapsed all IT divisions into the new Division of Information and Communication Technology. In FY 12, this Division was eliminated and by Executive Order, the Office of Information and Communication Technology was created and administered by the Director of Information and Communication Technology, who reports directly to the County Executive.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,305,518	0	0	0	0
20	CONTRACTUAL SERVICES	1,433,949	0	0	0	0
30	SUPPLIES & MATERIALS	126,262	0	0	0	0
40	BUSINESS & TRAVEL	54,717	0	0	0	0
80	INTERGOVERNMENTAL/INTERFUND	976	0	0	0	0
GRAND TOTAL		3,921,422	0	0	0	0
<u>FUNDING SOURCE:</u>						
11	GENERAL	3,921,422	0	0	0	0

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 properties 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 Regulations. 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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	640,846	1,518,700	1,349,309	1,503,934	1,503,934
20	CONTRACTUAL SERVICES	56,056	88,838	96,878	68,075	68,075
30	SUPPLIES & MATERIALS	1,596	6,716	12,825	12,175	12,175
40	BUSINESS & TRAVEL	6,220	14,389	20,100	19,800	19,800
50	CAPITAL OUTLAY	24,167	0	0	0	0
80	INTERGOVERNMENTAL/INTERFUND	9,060	0	0	0	0
	GRAND TOTAL	737,945	1,628,643	1,479,112	1,603,984	1,603,984
	<u>FUNDING SOURCE:</u>					
11	GENERAL	737,945	1,628,643	1,479,112	1,603,984	1,603,984

DEPARTMENT: ADMINISTRATION

DIVISION: Risk Management

INDEX: 029000

FINANCIAL NOTES:

The \$124,872 net increase in funding for Administration - Risk Management is the result of:

	FY 13	FY 14	CHANGE	
o	896,282	902,293	6,011	Full Time Salaries
			11,911	Salary adjustments based on the recommendations of the Department of Human Resources
			(5,900)	Staff Turnover (0.66%)
			6,011	
		52,356	52,356	One (1) position created from an abolished position in Procurement:
			# of Positions	Salary
			1.00	33,100
				Fringe
				19,256
				Total
				52,356
				Special Police Officer I
o		41,768	41,768	FY 13 Merit increase of 4% for eligible staff
o	36,400	0	(36,400)	Temporary Salaries - eliminated due to permanent position created
o	85,397	90,229	4,832	Pension rate adjusted per Treasury's estimate
o	5,000	7,500	2,500	Overtime - increase for Security personnel per actual expense history
o		73,019	73,019	PEHP (Post Employment Health Plan)
o	233,801	246,509	12,708	Health Benefits are adjusted for an anticipated 12% increase, as well as staff opting for changes in level of coverage
o	71,734	69,599	(2,135)	FICA adjustments

DEPARTMENT: ADMINISTRATION

DIVISION: Risk Management

INDEX: 029000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE
o	29,878	5,000	(24,878) Other Professional Services: Computer Sciences Corporation software, which supports in-house claims handling - funds provided for ADPICS, \$5,000 for Insurance Appraisals Riskmaster; other Risk software moved to ICT for consolidation of software maintenance.
o	45,850	41,500	(4,350) Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
7,800	7,900	100	Telephone Service
3,000	2,600	(400)	General Office Supplies
22,000	18,000	(4,000)	Security System
400	200	(200)	Computer Hardware Components
300	200	(100)	Equipment Repair Parts
2,500	3,000	500	Other Supplies & Materials
750	900	150	Non-Targeted Costs
1,300	1,200	(100)	Lodging
7,800	7,500	(300)	Fuel Charges
<u>45,850</u>	<u>41,500</u>	<u>(4,350)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: ADMINISTRATION

DIVISION: RISK MANAGEMENT

Index No. 029000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	78,240	2.00	78,240	2.00	81,370
Administrative Assistant II	1.00	42,760	1.00	42,760	1.00	44,471
Asset Manager	1.00	69,795	1.00	69,795	1.00	72,587
Chief of Security	1.00	53,846	1.00	53,846	1.00	56,000
Claims Adjuster	1.00	47,400	1.00	47,400	1.00	49,296
Programmer Analyst I	1.00	78,543	1.00	78,543	1.00	81,684
Risk Manager	1.00	88,799	1.00	93,239	1.00	96,969
Safety Officer	1.00	56,209	1.00	56,209	1.00	58,457
Security Supervisor	0.00	0	1.00	42,800	0.00	0
Special Police Officer I	10.00	362,667	0.00	0	2.00	70,000 A
Special Police Officer II	0.00	0	9.00	333,450	9.00	359,476
TOTAL FULL-TIME SALARIES	19.00	878,259	19.00	896,282	20.00	970,310
TEMPORARY SALARIES		0		36,400		0 B
SALARY TOTAL	19.00	878,259	19.00	932,682	20.00	970,310
OTHER PERSONAL SERVICES						
Pension & Retirement		114,174		85,397		97,031
Workers' Compensation		15,203		18,035		19,569
Health Benefits		219,543		233,801		258,903
PEHP		0		0		73,019
FICA		67,187		71,734		74,802
Overtime		0		5,000		7,500
Miscellaneous		2,660		2,660		2,800
TOTAL OTHER PERSONAL SERVICES		418,767		416,627		533,624
TOTAL 27TH PAY COST		40,754		0		0
TOTAL PERSONAL SERVICES	19.00	1,337,780	19.00	1,349,309	20.00	1,503,934

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

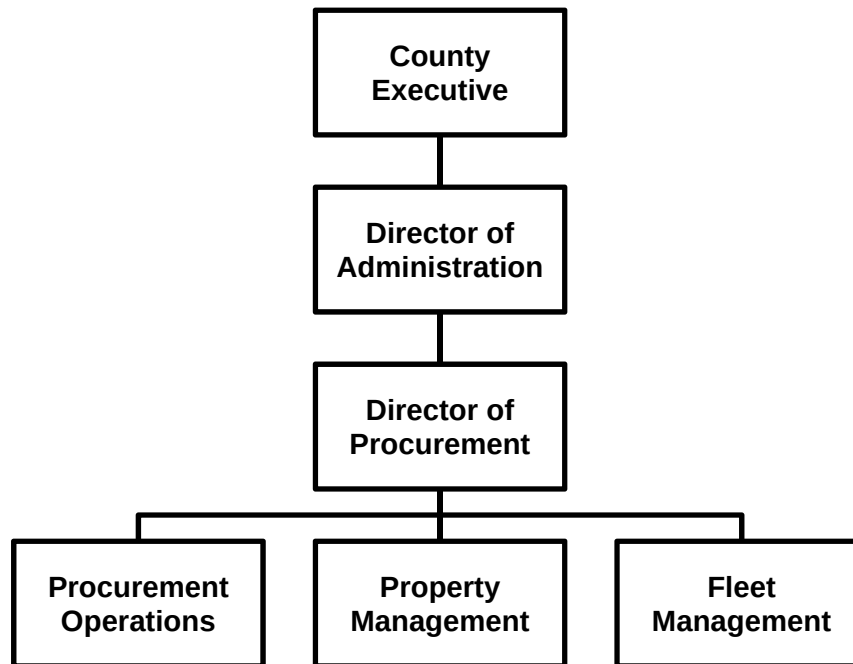
A - One (1) vacant Security Supervisor position filled as Special Police Officer I - #3233; and one (1) full-time Special Police Officer I position created from an abolished PIN in Procurement - #0106

B - Temporary salaries eliminated due to creation of permanent position



The Black Eyed Susan, the official Maryland State flower

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 '13 - '14 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 HIGH STANDARD OF FAIRNESS AND INTEGRITY
- 2 TO PROVIDE COST EFFECTIVE ACQUISITION OF PROPERTY FOR CLIENTS IN A TIMELY MANNER TO INCLUDE COST ESTIMATING AND APPRAISING
- 3 TO PROVIDE COMPREHENSIVE PLANNING FOR FUTURE SPACE UTILIZATION AND LEASING OF PROPERTY
- 4 TO IMPLEMENT POLICES AND PROCEDURES TO PROMOTE INCREASED COMMUNICATION BETWEEN DIVISION AND CLIENTS DURING NEGOTIATIONS
- 5 TO PROCURE EASEMENTS THAT ARE FAIR WITH JUST COMPENSATION GIVEN TO THE PROPERTY OWNERS
- 6 TO MAINTAIN A DATABASE TO ACCURATELY TRACK THE MANAGEMENT, MAINTENANCE, AND ASSOCIATED COSTS OF THE HARFORD COUNTY FLEET

PROCUREMENT

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,324,884	1,265,347	1,235,818	1,455,375	1,455,375
20	CONTRACTUAL SERVICES	2,600,302	2,681,485	3,314,605	3,402,205	3,402,205
30	SUPPLIES & MATERIALS	3,075,229	3,114,499	3,423,000	4,407,800	4,407,800
40	BUSINESS & TRAVEL	2,807,996	3,104,234	3,159,715	3,298,675	3,298,675
50	CAPITAL OUTLAY	4,031	385,551	0	0	0
80	INTERGOVERNMENTAL / INTERFUND	1,796	1,885	2,850	2,400	2,400
	GRAND TOTAL	9,814,238	10,553,001	11,135,988	12,566,455	12,566,455

SUMMARY BY FUND:

11	GENERAL	3,655,279	3,651,101	3,971,268	4,240,912	4,240,912
25	HIGHWAYS	6,158,959	6,901,900	7,164,720	8,325,543	8,325,543
	GRAND TOTAL	9,814,238	10,553,001	11,135,988	12,566,455	12,566,455

SUMMARY BY DIVISION:

GENERAL FUND:

031000	PROCUREMENT OPERATIONS	842,903	757,846	746,937	922,391	922,391
034000	PROPERTY MANAGEMENT	2,812,376	2,893,255	3,224,331	3,318,521	3,318,521

HIGHWAYS FUND:

032000	FLEET MANAGEMENT	6,158,959	6,901,900	7,164,720	8,325,543	8,325,543
	GRAND TOTAL	9,814,238	10,553,001	11,135,988	12,566,455	12,566,455

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PROCUREMENT - GENERAL FUND</u>						
Administrative Assistant II	4.00	175,815	4.00	183,882	4.00	191,236
Administrative Secretary III	1.00	47,400	1.00	47,400	1.00	49,296
Chief, Property Management	1.00	0	1.00	0	1.00	64,300
Deputy Director of Procurement	1.00	92,003	0.00	0	0.00	0
Director of Procurement	1.00	110,933	1.00	110,933	1.00	115,370
Management Assistant II	0.00	0	0.00	0	1.00	95,000
Procurement Agent II	4.00	153,680	4.00	159,800	3.00	161,696
Procurement Agent III	4.00	226,859	4.00	233,202	3.00	187,146
TOTAL FULL-TIME SALARIES	16.00	806,690	15.00	735,217	14.00	864,044
TOTAL 27TH PAY COST		37,424		0		0
SUB-TOTAL GENERAL FUND SALARIES	<u>16.00</u>	<u>844,114</u>	<u>15.00</u>	<u>735,217</u>	<u>14.00</u>	<u>864,044</u>
<u>PROCUREMENT - HIGHWAYS FUND</u>						
Administrative Assistant I	1.00	36,683	0.00	0	0.00	0
Administrative Assistant II	0.00	0	1.00	37,783	1.00	39,294
Fleet Manager	1.00	83,773	1.00	83,773	1.00	87,124
TOTAL FULL-TIME SALARIES	2.00	120,456	2.00	121,556	2.00	126,418
TOTAL 27TH PAY COST		5,589		0		0
SUB-TOTAL HIGHWAYS FUND SALARIES	<u>2.00</u>	<u>126,045</u>	<u>2.00</u>	<u>121,556</u>	<u>2.00</u>	<u>126,418</u>
<u>OTHER PERSONAL SERVICES</u>						
Pension		120,528		77,109		99,046
Workers' Compensation		8,869		13,700		15,027
Health Benefits		224,360		220,849		245,552
PEHP		0		0		27,382
FICA		70,670		65,287		75,666
Miscellaneous		2,240		2,100		2,240
TOTAL OTHER PERSONAL SERVICES		<u>426,667</u>		<u>379,045</u>		<u>464,913</u>
<u>PROCUREMENT - DEPARTMENT TOTALS</u>						
TOTAL FULL-TIME SALARIES	18.00	927,146	17.00	856,773	16.00	990,462
TOTAL 27TH PAY COST		43,013		0		0
TOTAL OTHER PERSONAL SERVICES		426,667		379,045		464,913
DEPARTMENT SALARY TOTAL	<u>18.00</u>	<u>1,396,826</u>	<u>17.00</u>	<u>1,235,818</u>	<u>16.00</u>	<u>1,455,375</u>

PROCUREMENT

GENERAL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,137,473	1,067,930	1,058,788	1,260,582	1,260,582
20	CONTRACTUAL SERVICES	2,508,570	2,569,616	2,902,105	2,966,705	2,966,705
30	SUPPLIES & MATERIALS	5,286	8,934	4,900	5,700	5,700
40	BUSINESS & TRAVEL	2,154	2,736	2,625	5,525	5,525
80	INTERGOVERNMENTAL	1,796	1,885	2,850	2,400	2,400
	GRAND TOTAL	3,655,279	3,651,101	3,971,268	4,240,912	4,240,912

SUMMARY BY FUND:

11	GENERAL	3,655,279	3,651,101	3,971,268	4,240,912	4,240,912
	GRAND TOTAL	3,655,279	3,651,101	3,971,268	4,240,912	4,240,912

SUMMARY BY DIVISION:

031000	PROCUREMENT OPERATIONS	842,903	757,846	746,937	922,391	922,391
034000	PROPERTY MANAGEMENT	2,812,376	2,893,255	3,224,331	3,318,521	3,318,521
	GRAND TOTAL	3,655,279	3,651,101	3,971,268	4,240,912	4,240,912

DEPARTMENT SUMMARY

DEPARTMENT: PROCUREMENT - GENERAL FUNDS

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	4.00	175,815	4.00	183,882	4.00	191,236
Administrative Secretary III	1.00	47,400	1.00	47,400	1.00	49,296
Chief, Property Management	1.00	0	1.00	0	1.00	64,300
Deputy Director of Procurement	1.00	92,003	0.00	0	0.00	0
Director of Procurement	1.00	110,933	1.00	110,933	1.00	115,370
Management Assistant II	0.00	0	0.00	0	1.00	95,000
Procurement Agent II	4.00	153,680	4.00	159,800	3.00	161,696
Procurement Agent III	4.00	226,859	4.00	233,202	3.00	187,146
SALARY TOTAL	16.00	806,690	15.00	735,217	14.00	864,044
OTHER PERSONAL SERVICES						
Pension		104,869		66,169		86,404
Workers' Compensation		6,844		11,360		12,619
Health Benefits		191,823		188,234		206,742
PEHP		0		0		22,818
FICA		61,455		55,988		65,995
Miscellaneous		1,960		1,820		1,960
TOTAL OTHER PERSONAL SERVICES		366,951		323,571		396,538
TOTAL 27TH PAY COST		37,424		0		0
TOTAL PERSONAL SERVICES	16.00	1,211,065 *	15.00	1,058,788	14.00	1,260,582

*FY 12 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 '13 -'14 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 HIGH STANDARD OF FAIRNESS AND INTEGRITY

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	817,841	732,683	722,937	895,791	895,791
20	CONTRACTUAL SERVICES	18,000	14,194	16,050	15,750	15,750
30	SUPPLIES & MATERIALS	4,328	7,875	4,050	4,550	4,550
40	BUSINESS & TRAVEL	1,091	1,618	1,300	4,300	4,300
80	INTERGOVERNMENTAL	1,643	1,476	2,600	2,000	2,000
	GRAND TOTAL	842,903	757,846	746,937	922,391	922,391
<u>FUNDING SOURCE:</u>						
11	GENERAL	842,903	757,846	746,937	922,391	922,391

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

The \$175,454 net increase in funding for Procurement - Procurement Operations is the result of:

	FY 13	FY 14	CHANGE																
o		18,775	18,775	FY 13 Merit increase of 4% for eligible staff															
o		22,818	22,818	PEHP (Post Employment Health Plan)															
o	0	131,531	131,531	Position created/abolished from the division of Procurement Operations:															
				<table> <tr> <th># of positions (1.00)</th><th>Salary 0</th><th>Fringes 0</th><th>Total 0</th><th></th></tr> <tr> <td>1.00</td><td>95,000</td><td>36,531</td><td>131,531</td><td>Procurement Agent II position - vacant and unfunded in FY 13 abolished and created a Special Police Officer in Administration - Risk Management</td></tr> <tr> <td>0.00</td><td>95,000</td><td>36,531</td><td>131,531</td><td>Management Assistant II position created from vacant Human Resources Specialist position in Human Resources</td></tr> </table>	# of positions (1.00)	Salary 0	Fringes 0	Total 0		1.00	95,000	36,531	131,531	Procurement Agent II position - vacant and unfunded in FY 13 abolished and created a Special Police Officer in Administration - Risk Management	0.00	95,000	36,531	131,531	Management Assistant II position created from vacant Human Resources Specialist position in Human Resources
# of positions (1.00)	Salary 0	Fringes 0	Total 0																
1.00	95,000	36,531	131,531	Procurement Agent II position - vacant and unfunded in FY 13 abolished and created a Special Police Officer in Administration - Risk Management															
0.00	95,000	36,531	131,531	Management Assistant II position created from vacant Human Resources Specialist position in Human Resources															
o	115,494	109,717	(5,777)	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage															
o	46,291	51,435	5,144	Pension/Retirement rate adjustments per Treasury's estimates															
o	6,454	6,389	(65)	Workers' Compensation rate adjustments per Treasury's estimates															
o	39,091	39,519	428	FICA adjustments															
o	3,000	2,700	(300)	Telephone Service - decrease based on actual expense history															
o	7,500	7,500	0	Other Professional Services - Consultant support for electricity bid through Baltimore Regional Cooperative Purchasing Committee and Periscope Holding to help build a better procurement process															
o	1,500	2,000	500	General Office Supplies - increase based on actual expense history															
o	0	3,000	3,000	Training Seminars, Courses - advanced purchasing courses for new Procurement Agents through National Institute of Governmental Purchasing (NIGP)															
o	2,600	2,000	(600)	Fleet Daily Carpool Rentals - decrease based on actual expense history															

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: PROCUREMENT OPERATION

Index No. 031000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	133,703	3.00	141,770	3.00	147,440
Administrative Secretary III	1.00	47,400	1.00	47,400	1.00	49,296
Deputy Director of Procurement	1.00	92,003	0.00	0	0.00	0
Director of Procurement	1.00	110,933	1.00	110,933	1.00	115,370
Management Assistant II	0.00	0	0.00	0	1.00	95,000 A
Procurement Agent II	3.00	94,800	4.00	159,800	3.00	161,696 B
Procurement Agent III	2.00	109,925	1.00	54,444	1.00	56,622
SALARY TOTAL	11.00	588,764	10.00	514,347	10.00	625,424
OTHER PERSONAL SERVICES						
Pension		76,539		46,291		62,542
Workers' Compensation		2,187		6,454		6,744
Health Benefits		134,895		115,494		129,122
PEHP		0		0		22,818
FICA		44,784		39,091		47,741
Miscellaneous		1,400		1,260		1,400
TOTAL OTHER PERSONAL SERVICES		259,805		208,590		270,367
TOTAL 27TH PAY COST		27,311		0		0
TOTAL PERSONAL SERVICES	11.00	875,880 *	10.00	722,937	10.00	895,791

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Management Assistant II position created in FY 14 from vacant Human Resources' position - #0199

B - One (1) vacant and unfunded Procurement Agent II position abolished, created a Special Police Officer I in Risk Management - #0106

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$879,145	\$817,841	\$732,683	\$722,937	\$895,791
Number of staff	10	10	10	10	10
<u>Output:</u>					
Number of Procurement Card Purchases	195	5,674	10,183	10,692	11,227
Number of Purchase Orders	12,015	9,346	7,467	7,094	6,739
<u>Efficiency:</u>					
Administrative Costs for Procurement Card Purchases	\$13,845	\$402,854	\$722,993	\$759,132	\$797,117
Administrative Costs for Purchase Orders	\$3,172,240	\$934,500	\$746,700	\$709,400	\$673,900
<u>Service Quality:</u>					
Completion time for Procurement Card Transactions	2 days	2 days	2 days	2 days	2 days
Completion time for Purchase Orders	14 days	14 days	14 days	14 days	14 days
<u>Outcome:</u>					
Percent of Procurement Card Purchases	1.60%	38%	57%	60%	62%
Dollars saved through Procurement Card Purchases	\$60,255	\$164,546	\$295,307	\$310,068	\$325,583

Explanation and Analysis of Performance Measures

The Procurement department has initiated Procurement Card purchases to achieve economies of scale and administrative savings. Procurement card purchases can be readily monitored for more transparency. The use of Procurement cards generates more local spending.

Major Related Plans and Policies

Financial Planning Policy/Strategic Planning Policy

DEPARTMENT: PROCUREMENT

DIVISION: Property Management

INDEX: 034000

ORIGIN/PURPOSE:

Under Harford County Charter, Article IV, Section 414, the Department of Procurement, Division of Property Management shall be responsible 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 division of Property Management is responsible for property acquisition, capital project review, plat approval, title work, deed and real property document preparation, property appraisals, contract negotiations with property owners, condemnation, surplus property, relocation planning and lease management for the County's 547 +/- properties.

FY '13 - '14 GOALS:

- 2 TO PROVIDE COST EFFECTIVE ACQUISITION OF PROPERTY FOR CLIENTS IN A TIMELY MANNER TO INCLUDE COST ESTIMATING AND APPRAISING
- 3 TO PROVIDE COMPREHENSIVE PLANNING FOR FUTURE SPACE UTILIZATION AND LEASING OF PROPERTY
- 4 TO IMPLEMENT POLICES AND PROCEDURES TO PROMOTE INCREASED COMMUNICATION BETWEEN DIVISION AND CLIENTS DURING NEGOTIATIONS
- 5 TO PROCURE EASEMENTS THAT ARE FAIR WITH JUST COMPENSATION GIVEN TO THE PROPERTY OWNERS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	319,632	335,247	335,851	364,791	364,791
20	CONTRACTUAL SERVICES	2,490,570	2,555,422	2,886,055	2,950,955	2,950,955
30	SUPPLIES & MATERIALS	958	1,059	850	1,150	1,150
40	BUSINESS & TRAVEL	1,063	1,118	1,325	1,225	1,225
80	INTERGOVERNMENTAL	153	409	250	400	400
	GRAND TOTAL	<u>2,812,376</u>	<u>2,893,255</u>	<u>3,224,331</u>	<u>3,318,521</u>	<u>3,318,521</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>2,812,376</u>	<u>2,893,255</u>	<u>3,224,331</u>	<u>3,318,521</u>	<u>3,318,521</u>

DEPARTMENT: PROCUREMENT

DIVISION: Property Management

INDEX: 034000

FINANCIAL NOTES:

The \$94,190 net increase in funding for Procurement - Property Management is the result of:

	FY 13	FY 14	CHANGE	
o		(81,878)	(81,878)	Position abolished in FY 14: # of Positions Salary Fringe Total (1.00) (53,254) (28,624) (81,878) Procurement Agent III
o		8,047	8,047	FY 13 Merit increase of 4% for eligible staff
o	220,870	285,170	64,300	Full Time Salaries 64,300 Staff Turnover <u>29.11%</u> Chief position unfunded in FY 13, filled in FY 14
o	72,740	95,805	23,065	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	19,878	27,984	8,106	Pension/Retirement rate adjustments per Treasury's estimates
o	4,906	7,148	2,242	Workers' Compensation rate adjustments per Treasury's estimates
o	16,897	21,815	4,918	FICA adjustments
o	2,638,525	2,703,525	65,000	Space & Real Estate Rental - increase based on actual cost of leases per Lease Coordinator, \$65,000 added for Economic Development - Swan Creek for an additional 2,200 square feet to be used for incubator space. Reduced Economic Development's budget by \$65,000.
o	15,000	15,000	0	Other Professional Services - funding for appraisals
o	100	400	300	General Office Mailing - increase due to certified mailings

DEPARTMENT: PROCUREMENT

DIVISION: Property Management

INDEX: 034000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE

o	1,350	1,300	(50) Line items significantly adjusted, based on actual expense history:

	FY 13	FY 14	Change	
	700	900	200	Telephone Service
	300	0	(300)	Security System
	100	0	(100)	Fuel Charges
	250	400	150	Fleet Daily Carpool Rentals
	<u>1,350</u>	<u>1,300</u>	<u>(50)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: PROPERTY MANAGEMENT

Index No. 034000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	42,112	1.00	42,112	1.00	43,796
Chief, Property Management	1.00	0	1.00	0	1.00	64,300 A
Procurement Agent II	1.00	58,880	0.00	0	0.00	0
Procurement Agent III	2.00	116,934	3.00	178,758	2.00	130,524 B
SALARY TOTAL	5.00	217,926	5.00	220,870	4.00	238,620
OTHER PERSONAL SERVICES						
Pension		28,330		19,878		23,862
Workers' Compensation		4,657		4,906		5,875
Health Benefits		56,928		72,740		77,620
FICA		16,671		16,897		18,254
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		107,146		114,981		126,171
TOTAL 27TH PAY COST		10,113		0		0
TOTAL PERSONAL SERVICES	5.00	335,185 *	5.00	335,851	4.00	364,791

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Chief, Property Management position unfunded in FY 13 was filled during FY 13 - #1377

B - One (1) vacant Procurement Agent III position abolished in FY 14 - #3291

PROCUREMENT - PROPERTY MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To balance the interests, goals, and budget of County Government when acquiring, managing, and utilizing real property as well as being responsible and equitable to the citizens of Harford County.

Department Objective

To acquire, lease, and utilize real property in a fair and cost effective manner to promote increased public confidence and quality of life.
To improve customer service to clients by performing more effectively and efficiently while adhering to local, state and federal guidelines.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$469,579	\$319,632	\$335,247	\$335,851	\$364,791
Number of staff	5	4	4	4	4
<u>Output:</u>					
Number of Real Property actions	270	280	258	270	222
<u>Efficiency:</u>					
Cost per Real Property action	\$1,739.00	\$1,141.55	\$1,299.40	\$1,243.89	\$1,643.20
<u>Service Quality:</u>					
Average percent rated by Clients	70%	92%	93%	94%	95%
<u>Outcome:</u>					
Cost per action	(\$4,697.82)	(\$597.45)	\$157.85	\$91.86	\$251.94

Explanation and Analysis of Performance Measures

The Division of Property Management shows an overall increase in quality of service as rated by the Division's clients.

Major Related Plans and Policies

Financial Planning Policy
Strategic Planning
Capital Improvement Budget Policies

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 '13 - '14 GOAL & OBJECTIVE:

6 TO MAINTAIN 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	187,411	197,417	177,030	194,793	194,793
20	CONTRACTUAL SERVICES	91,732	111,869	412,500	435,500	435,500
30	SUPPLIES & MATERIALS	3,069,943	3,105,565	3,418,100	4,402,100	4,402,100
40	BUSINESS & TRAVEL	2,805,842	3,101,498	3,157,090	3,293,150	3,293,150
50	CAPITAL OUTLAY	4,031	385,551	0	0	0
	GRAND TOTAL	<u>6,158,959</u>	<u>6,901,900</u>	<u>7,164,720</u>	<u>8,325,543</u>	<u>8,325,543</u>
	<u>FUNDING SOURCE:</u>					
25	HIGHWAYS	<u>6,158,959</u>	<u>6,901,900</u>	<u>7,164,720</u>	<u>8,325,543</u>	<u>8,325,543</u>

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

The \$1,160,823 net increase in funding for Procurement - Fleet Management is the result of:

	FY 13	FY 14	CHANGE	
o		5,813	5,813	FY 13 Merit increase of 4% for eligible staff
		4,564	4,564	PEHP - (Post Employment Health Plan)
o	10,940	12,156	1,216	Pension/Retirement rate adjustments per Treasury's estimates
o	32,615	38,810	6,195	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	175,000	175,000	0	Vehicle & Operating Equipment - funding for short term rental of equipment for other Highways Departments, funded under Fleet Management for better control
o	150,000	150,000	0	Other Professional Services - Maryland Environmental Service (MES) agreement for fuel tank maintenance
o	15,000	38,000	23,000	Data Processing Software-Maintenance - Seat Licensing Fee for Fleet software for tracking and reporting fleet operations' maintenance support renewal, added two (2) servers @ \$12,000 each
o	3,146,590	3,251,700	105,110	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
2,125,000	2,200,000	75,000	Target Charges - FVS
1,020,000	1,050,000	30,000	Non-Targeted Charges FVS
500	1,000	500	Parking and Tolls - EZ Passes
100	200	100	Meals
990	500	(490)	Membership Fees & Dues
<u>3,146,590</u>	<u>3,251,700</u>	<u>105,110</u>	

DEPARTMENT: PROCUREMENT

DIVISION: Fleet Management

INDEX: 032000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	4,000	29,000	25,000	County Owned Vehicles - increase based on maintenance, tags and titles for motor pool vehicles
o	1,276,000	2,000,000	724,000	Diesel Fuel - increase based on usage trends and cost projections
o	2,140,000	2,400,000	260,000	Gasoline - increase based on usage trends and cost projections
o	6,000	12,000	6,000	Fuel Charges - road use tax increase due to motor pool fleet increase

DIVISION STAFF SUMMARY

DEPARTMENT: PROCUREMENT
DIVISION: FLEET MANAGEMENT

Index No. 032000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	36,683	0.00	0	0.00	0
Administrative Assistant II	0.00	0	1.00	37,783	1.00	39,294
Fleet Manager	1.00	83,773	1.00	83,773	1.00	87,124
SALARY TOTAL	2.00	120,456	2.00	121,556	2.00	126,418
OTHER PERSONAL SERVICES						
Pension		15,659		10,940		12,642
Workers' Compensation		2,025		2,340		2,408
Health Benefits		32,537		32,615		38,810
PEHP		0		0		4,564
FICA		9,215		9,299		9,671
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		59,716		55,474		68,375
TOTAL 27TH PAY COST		5,589		0		0
TOTAL PERSONAL SERVICES	2.00	185,761 *	2.00	177,030	2.00	194,793

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

PROCUREMENT - FLEET MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To implement 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 3%.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated*	2,849,916	3,225,000	3,060,912	\$3,157,090	\$3,300,000
Number of Staff	2	2	2	2	2
*Target & Non-Targeted Charges					
<u>Output:</u>					
Number of vehicles maintained	1,096	1,133	1,115	1,120	1,157
<u>Efficiency:</u>					
Budgeted maintenance cost per vehicle/equipment	\$2,961	\$2,846	\$2,844	\$2,818	\$2,852
<u>Service Quality:</u>					
Percent of agency responses rating satisfactory or higher	98.60%	98.70%	98.90%	95.00%	95.00%
<u>Outcome:</u>					
Actual maintenance cost per vehicle/equipment	\$2,600	\$2,476	\$2,745	\$2,799	\$2,995
Percent saved over budgeted amount	14.0%	14.9%	3.5%	6.0%	5.0%

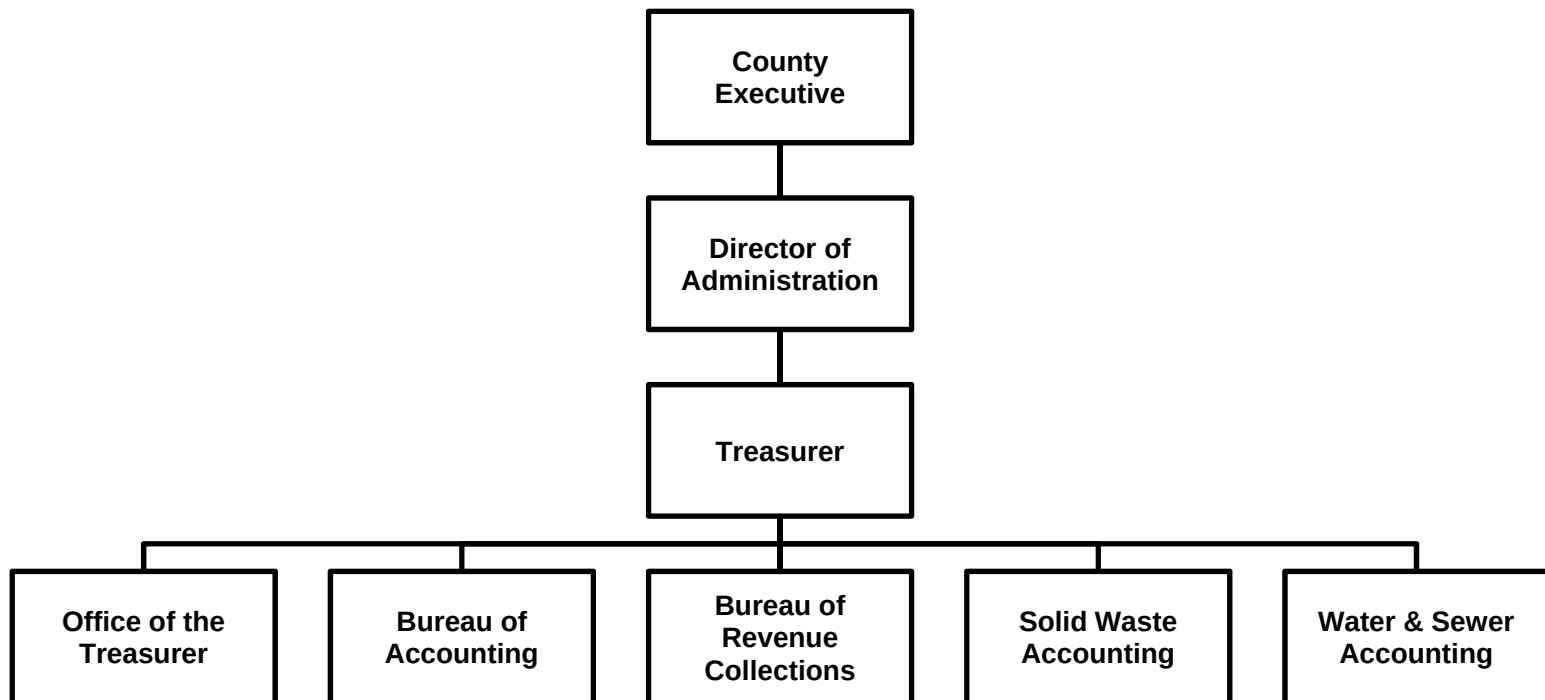
Explanation and Analysis of Performance Measures

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,844,225	3,903,687	3,614,813	3,776,396	3,808,860
20	CONTRACTUAL SERVICES	494,812	497,027	535,240	158,015	158,015
30	SUPPLIES & MATERIALS	223,250	219,838	269,375	268,325	268,325
40	BUSINESS & TRAVEL	17,298	21,612	20,355	21,150	21,150
80	INTERGOVERNMENTAL	1,317	1,833	1,270	1,475	1,475
	GRAND TOTAL	4,580,902	4,643,997	4,441,053	4,225,361	4,257,825
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,810,543	3,848,829	3,648,424	3,399,384	3,412,157
51	WATER & SEWER OPERATING	770,359	795,168	792,629	825,977	845,668
	GRAND TOTAL	4,580,902	4,643,997	4,441,053	4,225,361	4,257,825
<u>SUMMARY BY DIVISION:</u>						
<u>GENERAL FUND:</u>						
041000	OFFICE OF THE TREASURER	586,912	618,438	617,684	626,090	626,090
043000	BUREAU OF ACCOUNTING	2,318,932	2,234,125	2,026,073	1,759,858	1,772,631
044000	BUREAU OF REVENUE COLLECTIONS	799,062	888,534	905,652	911,641	911,641
047100	SOLID WASTE ACCOUNTING	105,637	107,732	99,015	101,795	101,795
<u>WATER & SEWER FUND:</u>						
045000	WATER & SEWER ACCOUNTING	770,359	795,168	792,629	825,977	845,668
	GRAND TOTAL	4,580,902	4,643,997	4,441,053	4,225,361	4,257,825
SUMMARY OF GRANT BUDGETS						35,000,000

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - GENERAL FUNDS</u>						
Accountant II	4.00	241,738	4.00	181,738	3.00	189,007
Accountant III	3.00	271,074	3.00	220,684	3.00	229,512
Accountant IV	1.00	0	0.00	0	0.00	0
Accounting Clerk I	1.00	0	3.00	60,400	0.00	0
Accounting Clerk II	11.00	414,010	9.00	346,289	9.00	392,956
Accounting Technician I	4.00	204,908	4.00	204,908	4.00	213,105
Accounting Technician II	6.00	344,096	6.00	344,096	6.00	357,860
Accounts Payable Supervisor	1.00	57,859	1.00	57,859	1.00	60,174
Administrative Specialist II	1.00	47,611	0.00	0	0.00	0
Assistant Supervisor of Revenue Collections	1.00	58,540	1.00	58,540	1.00	60,882
Chief, Bureau of Accounting	1.00	0	0.00	0	0.00	0
Chief, Treasury Bureau	0.00	0	2.00	187,910	2.00	195,426
Deputy Treasurer	1.00	115,174	1.00	115,174	1.00	119,781
Financial Systems Coordinator	1.00	71,009	1.00	71,009	1.00	73,850
Financial Systems Management Supervisor	1.00	81,680	1.00	81,680	1.00	84,947
Management Assistant II	0.00	0	1.00	52,800	1.00	54,912
Treasurer	1.00	130,890	1.00	130,890	1.00	136,126
FULL-TIME SALARIES	38.00	2,038,589	38.00	2,113,977	34.00	2,168,538
PART-TIME SALARIES						
Accounting Clerk II	0.60	20,767	0.60	20,767	1.10	38,810
TOTAL PART-TIME SALARIES	0.60	20,767	0.60	20,767	1.10	38,810
TEMPORARY SALARIES		13,750		13,750		0
TOTAL 27TH PAY COST		96,124		0		0
SUB-TOTAL GENERAL FUND SALARIES	38.60	2,169,230 *	38.60	2,148,494	35.10	2,207,348

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - WATER & SEWER FUNDS</u>						
Accountant II	1.00	68,000	1.00	47,400	1.00	47,400
Accountant III	1.00	61,668	1.00	71,400	1.00	74,256
Accounting Clerk I	0.00	0	1.00	30,200	0.00	0
Accounting Clerk II	4.00	153,218	3.00	120,118	4.00	174,864
Accounting Technician I	2.00	121,954	2.00	121,954	2.00	126,833
Assistant Supervisor of Revenue Collections	1.00	75,321	1.00	75,321	1.00	78,334
TOTAL FULL-TIME SALARIES	9.00	480,161	9.00	466,393	9.00	501,687
TOTAL 27TH PAY COST		22,282		0		0
SUB-TOTAL W & S FUND SALARIES	9.00	502,443 *	9.00	466,393	9.00	501,687
 OTHER PERSONAL SERVICES						
Pension & Retirement		331,926		234,239		270,905
Workers' Compensation		5,079		5,983		6,232
Health Benefits		597,582		555,378		560,714
PEHP		0		0		50,200
FICA		193,311		198,026		205,474
Miscellaneous		6,160		6,300		6,300
TOTAL OTHER PERSONAL SERVICES		1,134,058 *		999,926		1,099,825

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

<u>TREASURY - DEPARTMENT TOTALS</u>						
TOTAL FULL-TIME SALARIES	47.00	2,518,750	47.00	2,580,370	43.00	2,670,225
TOTAL PART-TIME SALARIES	0.60	20,767	0.60	20,767	1.10	38,810
TOTAL TEMPORARY SALARIES		13,750		13,750		0
TOTAL OTHER PERSONAL SERVICES		1,134,058		999,926		1,099,825
TOTAL 27TH PAY COST		<u>118,406</u>		<u>0</u>		<u>0</u>
DEPARTMENTAL SALARY TOTAL	<u>47.60</u>	<u>3,805,731 *</u>	<u>47.60</u>	<u>3,614,813</u>	<u>44.10</u>	<u>3,808,860</u>

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY

GENERAL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,200,215	3,225,045	2,967,889	3,094,004	3,106,777
20	CONTRACTUAL SERVICES	469,105	475,208	509,115	134,010	134,010
30	SUPPLIES & MATERIALS	123,753	126,867	152,060	151,010	151,010
40	BUSINESS & TRAVEL	16,153	19,904	18,140	18,935	18,935
80	INTERGOVERNMENTAL	1,317	1,805	1,220	1,425	1,425
	GRAND TOTAL	3,810,543	3,848,829	3,648,424	3,399,384	3,412,157

SUMMARY BY FUND:

11	GENERAL	3,810,543	3,848,829	3,648,424	3,399,384	3,412,157
	GRAND TOTAL	3,810,543	3,848,829	3,648,424	3,399,384	3,412,157

SUMMARY BY DIVISION:

041000	OFFICE OF THE TREASURER	586,912	618,438	617,684	626,090	626,090
043000	BUREAU OF ACCOUNTING	2,318,932	2,234,125	2,026,073	1,759,858	1,772,631
044000	BUREAU OF REVENUE COLLECTIONS	799,062	888,534	905,652	911,641	911,641
047100	SOLID WASTE ACCOUNTING	105,637	107,732	99,015	101,795	101,795
	GRAND TOTAL	3,810,543	3,848,829	3,648,424	3,399,384	3,412,157

DEPARTMENT SUMMARY

DEPARTMENT: TREASURY - GENERAL FUNDS

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	4.00	241,738	4.00	181,738	3.00	189,007
Accountant III	3.00	271,074	3.00	220,684	3.00	229,512
Accountant IV	1.00	0	0.00	0	0.00	0
Accounting Clerk I	1.00	0	3.00	60,400	0.00	0
Accounting Clerk II	11.00	414,010	9.00	346,289	9.00	392,956
Accounting Technician I	4.00	204,908	4.00	204,908	4.00	213,105
Accounting Technician II	6.00	344,096	6.00	344,096	6.00	357,860
Accounts Payable Supervisor	1.00	57,859	1.00	57,859	1.00	60,174
Administrative Specialist II	1.00	47,611	0.00	0	0.00	0
Assistant Supervisor of Revenue Collections	1.00	58,540	1.00	58,540	1.00	60,882
Chief, Bureau of Accounting	1.00	0	0.00	0	0.00	0
Chief, Treasury Bureau	0.00	0	2.00	187,910	2.00	195,426
Deputy Treasurer	1.00	115,174	1.00	115,174	1.00	119,781
Financial Systems Coordinator	1.00	71,009	1.00	71,009	1.00	73,850
Financial Systems Management Supervisor	1.00	81,680	1.00	81,680	1.00	84,947
Management Assistant II	0.00	0	1.00	52,800	1.00	54,912
Treasurer	1.00	130,890	1.00	130,890	1.00	136,126
TOTAL FULL-TIME SALARIES	38.00	2,038,589	38.00	2,113,977	34.00	2,168,538
PART-TIME SALARIES						
Accounting Clerk II	0.60	20,767	0.60	20,767	1.10	38,810
TOTAL PART-TIME SALARIES	0.60	20,767	0.60	20,767	1.10	38,810
TEMPORARY SALARIES		13,750		13,750		0
SALARY TOTAL	38.60	2,073,106	38.60	2,148,494	35.10	2,207,348

DEPARTMENT SUMMARY

DEPARTMENT: TREASURY - GENERAL FUNDS

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		269,505		192,264		220,736
Workers' Compensation		4,119		4,910		5,078
Health Benefits		485,878		454,834		460,408
PEHP		0		0		41,073
FICA		156,579		162,347		167,094
Miscellaneous		4,900		5,040		5,040
TOTAL OTHER PERSONAL SERVICES		920,981		819,395		899,429
TOTAL 27TH PAY COSTS		96,124		0		0
TOTAL PERSONAL SERVICES	38.60	3,090,211 *	38.60	2,967,889	35.10	3,106,777

*FY 12 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 Achievement for Excellence in Financial Reporting for Harford County's Comprehensive Annual Financial Report for the 27th consecutive year and has applied for the award for the most current audit.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	542,399	568,965	567,744	598,155	598,155
20	CONTRACTUAL SERVICES	29,802	31,783	31,490	8,260	8,260
30	SUPPLIES & MATERIALS	4,485	4,003	8,350	7,300	7,300
40	BUSINESS & TRAVEL	9,179	12,398	9,100	11,375	11,375
80	INTER-GOVERNMENTAL/INTER-FUND	1,047	1,289	1,000	1,000	1,000
GRAND TOTAL		<u>586,912</u>	<u>618,438</u>	<u>617,684</u>	<u>626,090</u>	<u>626,090</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>586,912</u>	<u>618,438</u>	<u>617,684</u>	<u>626,090</u>	<u>626,090</u>

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

The \$8,406 net increase in funding for Treasury - Office of Treasurer is the result of:

	FY 13	FY 14	CHANGE	
o		19,182	19,182	FY 13 Merit increase of 4% for eligible staff
o	78,476	75,526	(2,950)	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	37,776	41,973	4,197	Pension/Retirement rate adjustments per Treasury's estimates
o		9,127	9,127	PEHP (Post Employment Health Plan)
o	30,097	30,952	855	FICA Adjustments
o	9,750	10,850	1,100	Line items significantly adjusted, based on actual expense history:
		FY 13	FY 14	Change
		4,100	3,000	(1,100) Printing - Commercial
		200	350	150 Mileage
		450	1,000	550 Transportation Costs
		700	800	100 Meals
		2,000	3,000	1,000 Lodging
		2,300	2,700	400 Membership Fees & Dues
		<u>9,750</u>	<u>10,850</u>	<u>1,100</u>
o	23,500	250	(23,250)	Financial/Audit - Bloomberg internet fee moved to the Information & Communications Technology (ICT) budget in FY 14

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: OFFICE OF TREASURER

Index No. 041000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		PROPOSED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	78,082	1.00	61,668	1.00	64,135
Accounting Technician II	1.00	59,198	1.00	59,198	1.00	61,566
Administrative Specialist II	1.00	47,611	0.00	0	0.00	0
Deputy Treasurer	1.00	115,174	1.00	115,174	1.00	119,781
Management Assistant II	0.00	0	1.00	52,800	1.00	54,912
Treasurer	1.00	130,890	1.00	130,890	1.00	136,126
SALARY TOTAL	5.00	430,955	5.00	419,730	5.00	436,520
OTHER PERSONAL SERVICES						
Pension & Retirement		56,024		37,776		43,652
Workers' Compensation		862		965		1,004
Health Benefits		82,281		78,476		75,526
PEHP		0		0		9,127
FICA		30,955		30,097		31,626
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		170,822		148,014		161,635
TOTAL 27TH PAY COST		19,921		0		0
TOTAL PERSONAL SERVICES	5.00	621,698 *	5.00	567,744	5.00	598,155

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$4,697,373	\$4,580,902	\$4,643,997	\$4,441,053	\$4,257,825
Number of staff	47	44	44	44	44
<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	110/110	109/109	104/104	104/104	102/102
<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, Debt Service, Agricultural Preservation, Capital Projects, Internal Service, Pension Trust Funds, and other Trust and Agency funds.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,897,297	1,801,647	1,564,038	1,652,938	1,665,711
20	CONTRACTUAL SERVICES	373,322	384,703	410,575	58,035	58,035
30	SUPPLIES & MATERIALS	41,686	41,090	43,500	43,200	43,200
40	BUSINESS & TRAVEL	6,447	6,365	7,840	5,385	5,385
80	INTER-GOVERNMENTAL/INTER-FUND	180	320	120	300	300
	GRAND TOTAL	<u>2,318,932</u>	<u>2,234,125</u>	<u>2,026,073</u>	<u>1,759,858</u>	<u>1,772,631</u>

FUNDING SOURCE:

11	GENERAL	<u>2,318,932</u>	<u>2,234,125</u>	<u>2,026,073</u>	<u>1,759,858</u>	<u>1,772,631</u>

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

The (\$253,442) net decrease in funding for Treasury - Bureau of Accounting is the result of:

	FY 13	FY 14	CHANGE																					
o	1,160,818	1,163,718	2,900	Full Time Salaries 2,900 Salary Adjustments based on the recommendations of the Department of Human Resources																				
o		53,314	53,314	FY 13 Merit increase of 4% for eligible staff																				
o	0	0	0	Positions abolished in FY 14: <table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td><td></td></tr><tr><td>(1.00)</td><td>0</td><td>0</td><td>0</td><td>Vacant Unfunded Accountant II</td></tr><tr><td>(1.00)</td><td>0</td><td>0</td><td>0</td><td>Vacant Unfunded Accounting Clerk II</td></tr><tr><td>(2.00)</td><td>0</td><td>0</td><td>0</td><td></td></tr></table>	# of Positions	Salary	Fringe	Total		(1.00)	0	0	0	Vacant Unfunded Accountant II	(1.00)	0	0	0	Vacant Unfunded Accounting Clerk II	(2.00)	0	0	0	
# of Positions	Salary	Fringe	Total																					
(1.00)	0	0	0	Vacant Unfunded Accountant II																				
(1.00)	0	0	0	Vacant Unfunded Accounting Clerk II																				
(2.00)	0	0	0																					
o		12,773	12,773	Net result to this division of full-time staff transfers: <table><tr><td># of Positions</td><td>Salary</td><td>Fringe</td><td>Total</td><td></td></tr><tr><td>(1.00)</td><td>(34,967)</td><td>(11,898)</td><td>(46,865)</td><td>Accounting Clerk II transferred to Housing</td></tr><tr><td>1.00</td><td>36,006</td><td>23,632</td><td>59,638</td><td>Accounting Clerk II transferred from Water & Sewer Accounting</td></tr><tr><td>0.00</td><td>1,039</td><td>11,734</td><td>12,773</td><td></td></tr></table>	# of Positions	Salary	Fringe	Total		(1.00)	(34,967)	(11,898)	(46,865)	Accounting Clerk II transferred to Housing	1.00	36,006	23,632	59,638	Accounting Clerk II transferred from Water & Sewer Accounting	0.00	1,039	11,734	12,773	
# of Positions	Salary	Fringe	Total																					
(1.00)	(34,967)	(11,898)	(46,865)	Accounting Clerk II transferred to Housing																				
1.00	36,006	23,632	59,638	Accounting Clerk II transferred from Water & Sewer Accounting																				
0.00	1,039	11,734	12,773																					
o	104,473	116,372	11,899	Pension/Retirement rate adjustments per Treasury's estimates																				
o	204,614	211,482	6,868	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage																				
o		13,691	13,691	PEHP (Post Employee Health Plan)																				
o	88,803	89,024	221	FICA adjustment																				

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

	FY 13	FY 14	CHANGE	
o	14,700	0	(14,700)	Management Services - funding to provide on-site assistance for programming assistance on an as needed basis will be budgeted in Information & Communications Technology (ICT) in FY 14

o	385,035	48,615	(336,420)	Financial/Audit:

Yearly License Fees:

FAMIS	141,800	0	(141,800)	Moved to ICT Budget
XL REPORTER	8,700	0	(8,700)	Moved to ICT Budget
CYBORG	168,100	0	(168,100)	Moved to ICT Budget
CORE	17,820	0	(17,820)	Moved to ICT Budget

Bank Fees:

Trustee	13,500	13,500	0	
Lockbox	35,000	35,000	0	

1099 Upgrade

Total

FY 13	FY 14	Change	Explanation
141,800	0	(141,800)	Moved to ICT Budget
8,700	0	(8,700)	Moved to ICT Budget
168,100	0	(168,100)	Moved to ICT Budget
17,820	0	(17,820)	Moved to ICT Budget
13,500	13,500	0	
35,000	35,000	0	
115	115	0	
385,035	48,615	(336,420)	

o	11,100	7,105	(3,995)	Line items significantly adjusted, based on actual expense history:

FY 13

FY 14

Change

3,065

1,645

(1,420)

Office Equipment Service

2,300

2,200

(100)

Duplicating Machine Supplies

700

500

(200)

Delivery Charges

2,125

1,000

(1,125)

Professional Books & Periodicals

2,790

1,460

(1,330)

Membership Fees & Dues

120

300

180

Fleet Daily Carpool Rentals

11,100

7,105

(3,995)

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF ACCOUNTING

Index No. 043000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	4.00	241,738	4.00	181,738	3.00	189,007 A
Accountant III	2.00	192,992	2.00	159,016	2.00	165,377
Accountant IV	1.00	0	0.00	0	0.00	0
Accounting Clerk I	0.00	0	1.00	30,200	0.00	0
Accounting Clerk II	5.00	171,240	4.00	138,140	4.00	177,805 B
Accounting Technician I	2.00	123,557	2.00	123,557	2.00	128,500
Accounting Technician II	4.00	215,794	4.00	215,794	4.00	224,426
Accounts Payable Supervisor	1.00	57,859	1.00	57,859	1.00	60,174
Chief, Bureau of Accounting	1.00	0	0.00	0	0.00	0
Chief, Treasury Bureau	0.00	0	1.00	101,825	1.00	105,898
Financial Systems Coordinator	1.00	71,009	1.00	71,009	1.00	73,850
Financial Systems Management Supervisor	1.00	81,680	1.00	81,680	1.00	84,947
SALARY TOTAL	22.00	1,155,869	21.00	1,160,818	19.00	1,209,984

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF ACCOUNTING

Index No. 043000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		150,263		104,473		120,999
Workers' Compensation		2,312		2,670		2,784
Health Benefits		250,626		204,614		223,030
PEHP		0		0		13,691
FICA		88,424		88,803		92,563
Miscellaneous		2,660		2,660		2,660
TOTAL OTHER PERSONAL SERVICES		494,285		403,220		455,727
TOTAL 27TH PAY COST		53,637		0		0
TOTAL PERSONAL SERVICES	22.00	1,703,791 *	21.00	1,564,038	19.00	1,665,711

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Accountant II position unfunded in FY 13 is abolished in FY 14 - #1411

B - One (1) vacant Accounting Clerk II position unfunded in FY 13 is abolished in FY 14 - #1500, one (1) Accounting Clerk I position upgraded to Accounting Clerk II - #0116, one (1) Accounting Clerk II position transferred to Housing 171000 - #0132, and one (1) Accounting Clerk II position transferred in from Water and Sewer Accounting 045000 - #0143

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimated 2014
<u>Input:</u>					
Dollars allocated	\$1,750	\$2,084	\$1,820	\$1,700	\$1,700
Number of staff	5	5	5	5	5
<u>Output:</u>					
Actual number of departments or divisions visited	41	97*	39	35	35
<u>Service Quality:</u>					
Percent of clients satisfied with consultation visits	100%	100%	100%	100%	100%
<u>Outcome:</u>					
Percent of departments and divisions visited	24%	55%*	22%	20%	20%

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.

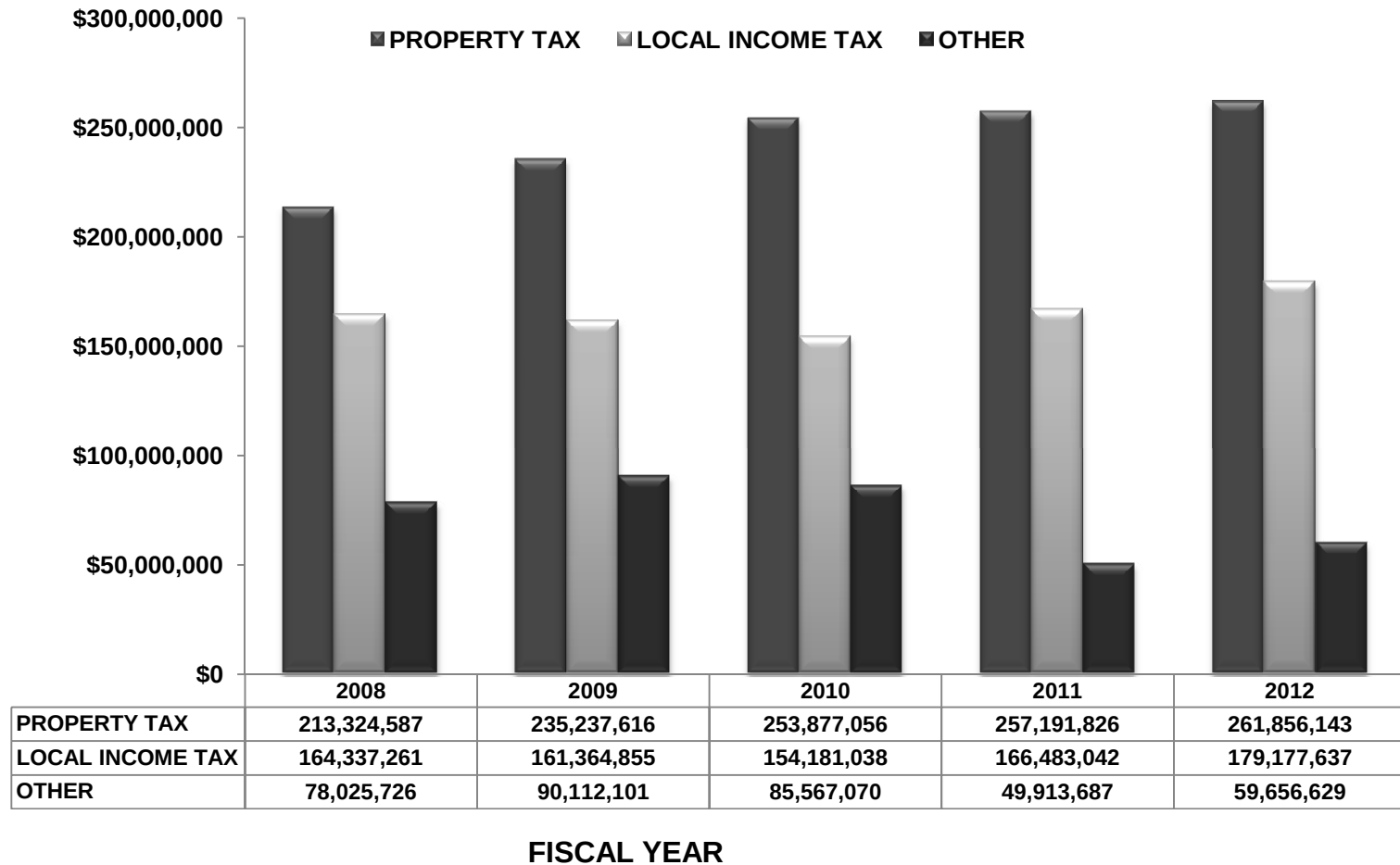
Major Related Plans and Policies

GAAP, GASB, and GFOA policies

* Increase due to introduction and training of P-Card to various departments.

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	658,219	749,152	740,577	742,451	742,451
20	CONTRACTUAL SERVICES	62,969	56,572	64,050	66,865	66,865
30	SUPPLIES & MATERIALS	77,291	81,545	99,850	100,150	100,150
40	BUSINESS & TRAVEL	527	1,141	1,125	2,100	2,100
80	INTER-GOVERNMENTAL/INTER-FUND	56	124	50	75	75
	GRAND TOTAL	<u>799,062</u>	<u>888,534</u>	<u>905,652</u>	<u>911,641</u>	<u>911,641</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>799,062</u>	<u>888,534</u>	<u>905,652</u>	<u>911,641</u>	<u>911,641</u>

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

The \$5,989 net increase in funding for Treasury - Bureau of Revenue Collections is the result of:

	FY 13	FY 14	CHANGE				
o	464,325	467,225	2,900	Full Time Salaries			
			2,900	Staff Turnover 0.62%			
o		21,450	21,450	FY 13 Merit increase of 4% for eligible staff			
o		(20,235)	(20,235)	Full-Time Accounting Clerk II position made part-time			
			# of Positions	Salary	Fringe	Total	
			(1.00)	(34,424)	(23,294)	(57,718)	Full-time Accounting Clerk II position abolished
			0.50	17,212	20,271	37,483	Part-time Accounting Clerk II position created
			(0.50)	(17,212)	(3,023)	(20,235)	
o	0	0	0	Position abolished in FY 14:			
			# of Positions	Salary	Fringe	Total	
			(1.00)	0	0	0	Unfunded Accounting Clerk I
o	13,750	0	(13,750)	Temporary Salaries - based on actual expense history			
o	157,122	146,166	(10,956)	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage			
o	43,796	48,799	5,003	Pension/Retirement rate adjustments per Treasury's estimates			
o		18,255	18,255	PEHP (Post Employment Health Plan)			
o	38,161	37,361	(800)	FICA adjustments			

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

	FY 13	FY 14	CHANGE
o	8,700	6,000	(2,700) Other Professional Services:

	FY 13	FY 14	Change	Explanation
	3,700	0	(3,700)	Preparation of tax bills for mailing costs budgeted in Postage and Commercial Printing
	5,000	6,000	1,000	Dunbar Armored Car Service based on actuals and increase in fees
Totals	8,700	6,000	(2,700)	

o	29,850	36,600	6,750	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
5,000	3,500	(1,500)	Office Equipment
23,600	30,550	6,950	Legal Services
1,200	1,500	300	Duplicating Machine Supplies
0	975	975	Membership Fees & Dues
50	75	25	Fleet Daily Carpool Rentals
29,850	36,600	6,750	

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF REVENUE COLLECTIONS

Index No. 044000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Clerk I	1.00	0	2.00	30,200	0.00	0 A
Accounting Clerk II	6.00	242,770	5.00	208,149	5.00	215,151
Accounting Technician I	2.00	81,351	2.00	81,351	2.00	84,605
Assistant Supervisor of Revenue Collections	1.00	58,540	1.00	58,540	1.00	60,882
Chief, Treasury Bureau	0.00	0	1.00	86,085	1.00	89,528
TOTAL FULL-TIME SALARIES	10.00	382,661	11.00	464,325	9.00	450,166
PART-TIME SALARIES						
Accounting Clerk II	0.60	20,767	0.60	20,767	1.10	38,810 B
TOTAL PART-TIME SALARIES	0.60	20,767	0.60	20,767	1.10	38,810
TEMPORARY SALARIES		13,750		13,750		0
SALARY TOTAL	10.60	417,178	11.60	498,842	10.10	488,976

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: BUREAU OF REVENUE COLLECTIONS

Index No. 044000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		54,234		43,796		48,898
Workers' Compensation		807		1,116		1,125
Health Benefits		138,371		157,122		146,250
PEHP		0		0		18,255
FICA		31,914		38,161		37,407
Miscellaneous		1,400		1,540		1,540
TOTAL OTHER PERSONAL SERVICES		226,726		241,735		253,475
TOTAL 27TH PAY COST		19,359		0		0
TOTAL PERSONAL SERVICES	10.60	663,263 *	11.60	740,577	10.10	742,451

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Accounting Clerk I position unfunded in FY 13 - #0137 is abolished in FY 14 and one (1) Accounting Clerk I position reclassified as an Accounting Clerk II - #2604

B - One (1) full-time Accounting Clerk II position reclassified to part-time Accounting Clerk II - #0141

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$3,630	\$3,630	\$3,630	\$3,700	\$3,700
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of title companies contacted	10	10	17	15	15
<u>Efficiency:</u>					
Percentage of title companies contacted	23%	25%	30%	30%	30%
<u>Service Quality:</u>					
Percentage of title companies satisfied with department efforts	100%	100%	100%	100%	100%
<u>Outcome:</u>					
Percentage of deeds returned	17%	15%	14%	15%	15%

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	102,300	105,281	95,530	100,460	100,460
20	CONTRACTUAL SERVICES	3,012	2,150	3,000	850	850
30	SUPPLIES & MATERIALS	291	229	360	360	360
40	BUSINESS & TRAVEL	0	0	75	75	75
80	INTER-GOVERNMENTAL/INTER-FUND EXP	34	72	50	50	50
GRAND TOTAL		105,637	107,732	99,015	101,795	101,795
<u>FUNDING SOURCE:</u>						
11	GENERAL	105,637	107,732	99,015	101,795	101,795

DEPARTMENT: TREASURY**DIVISION: Solid Waste Accounting****INDEX: 047100****FINANCIAL NOTES:**

The \$2,780 net increase in funding for Treasury - Solid Waste Accounting is the result of:

	FY 13	FY 14	CHANGE
o		3,259	3,259 FY 13 Merit increase of 4% for eligible staff
o	6,219	6,910	691 Pension/Retirement rate adjustments per Treasury's estimates
o	14,622	15,602	980 Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	2,950	800	(2,150) Other Professional Services - the Weighmaster Support Plan (\$2,150) moved to Information Communications and Technology (ICT)

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: SOLID WASTE ACCOUNTING

Index No. 047100

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician II	<u>1.00</u>	<u>69,104</u>	<u>1.00</u>	<u>69,104</u>	<u>1.00</u>	<u>71,868</u>
SALARY TOTAL	<u>1.00</u>	<u>69,104</u>	<u>1.00</u>	<u>69,104</u>	<u>1.00</u>	<u>71,868</u>
OTHER PERSONAL SERVICES						
Pension		8,984		6,219		7,187
Workers' Compensation		138		159		165
Health Benefits		14,600		14,622		15,602
FICA		5,286		5,286		5,498
Miscellaneous		<u>140</u>		<u>140</u>		<u>140</u>
TOTAL OTHER PERSONAL SERVICES		29,148		26,426		28,592
TOTAL 27TH PAY COST		<u>3,207</u>		<u>0</u>		<u>0</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>101,459 *</u>	<u>1.00</u>	<u>95,530</u>	<u>1.00</u>	<u>100,460</u>

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	644,010	678,642	646,924	682,392	702,083
20	CONTRACTUAL SERVICES	25,707	21,819	26,125	24,005	24,005
30	SUPPLIES & MATERIALS	99,497	92,971	117,315	117,315	117,315
40	BUSINESS & TRAVEL	1,145	1,708	2,215	2,215	2,215
80	INTER-GOVERNMENTAL/INTER-FUND EXP	0	28	50	50	50
	GRAND TOTAL	770,359	795,168	792,629	825,977	845,668
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER	770,359	795,168	792,629	825,977	845,668

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

The \$53,039 net increase in funding for Treasury - Water and Sewer Accounting is the result of:

	FY 13	FY 14	CHANGE				
o		18,335	18,335	FY 13 Merit increase of 4% for eligible staff			
o	466,393	469,293	2,900	Full Time Salaries			
			2,900	Salary Adjustment based on the recommendation of the Dept. of Human Resources			
o		(59,638)	(59,638)	Net result to this division of full-time staff transfers:			
			# of Positions	Salary	Fringe	Total	
			(1.0)	(36,006)	(23,632)	(59,638)	Accounting Clerk II transferred to Bureau of Accounting
o		79,329	79,329	Position created due to personnel transfers within the Department of Treasury and to Housing			
			# of Positions	Salary	Fringe	Total	
			(1.0)	52,847	26,482	79,329	Accounting Clerk II
o	41,975	46,929	4,954	Pension/Retirement rate adjustments per Treasury's estimates			
o	35,679	35,901	222	FICA Adjustments			
o		9,127	9,127	PEHP (Post Employment Health Plan)			
o	23,475	21,355	(2,120)	Line items significantly adjusted, based on actual expense history and state of the economy:			
			FY 13	FY 14	Change		
			250	300	50		Telephone
			25	425	400		Legal Services
			22,500	20,000	(2,500)		Financial/Audit
			700	630	(70)		Office Equipment Service
			23,475	21,355	(2,120)		

DIVISION STAFF SUMMARY

DEPARTMENT: TREASURY
DIVISION: WATER & SEWER ACCOUNTING

Index No. 045000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	1.00	68,000	1.00	47,400	1.00	47,400
Accountant III	1.00	61,668	1.00	71,400	1.00	74,256
Accounting Clerk I	0.00	0	1.00	30,200	0.00	0
Accounting Clerk II	4.00	153,218	3.00	120,118	4.00	174,864 A
Accounting Technician I	2.00	121,954	2.00	121,954	2.00	126,833
Assistant Supervisor of Revenue Collections	1.00	75,321	1.00	75,321	1.00	78,334
SALARY TOTAL	9.00	480,161	9.00	466,393	9.00	501,687
OTHER PERSONAL SERVICES						
Pension		62,421		41,975		50,169
Workers' Compensation		960		1,073		1,154
Health Benefits		111,704		100,544		100,306
PEHP		0		0		9,127
FICA		36,732		35,679		38,380
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		213,077		180,531		200,396
TOTAL 27TH PAY COST		22,282		0		0
TOTAL PERSONAL SERVICES	9.00	715,520 *	9.00	646,924	9.00	702,083

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accounting Clerk I position reclassified to Accounting Clerk II - #0149, one Accounting Clerk II position transferred to Bureau of Accounting 043000 - #0143, and one (1) Accounting Clerk II position created - #3694

TREASURY - WATER & SEWER ACCOUNTING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide technical accounting oversight and guidance to County agencies and external customers and 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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$629,563	\$644,010	\$678,642	\$646,924	\$702,083
Number of staff	7	8	8	8	8
<u>Output:</u>					
Fiscal Year Revenues	\$17,920,791	\$18,364,746	\$18,592,729	\$18,873,400	\$19,250,900
<u>Outcome:</u>					
Number of accounts billed per person	6,096	5,372	5,407	5,445	5,482

Explanation and Analysis of Performance Measures

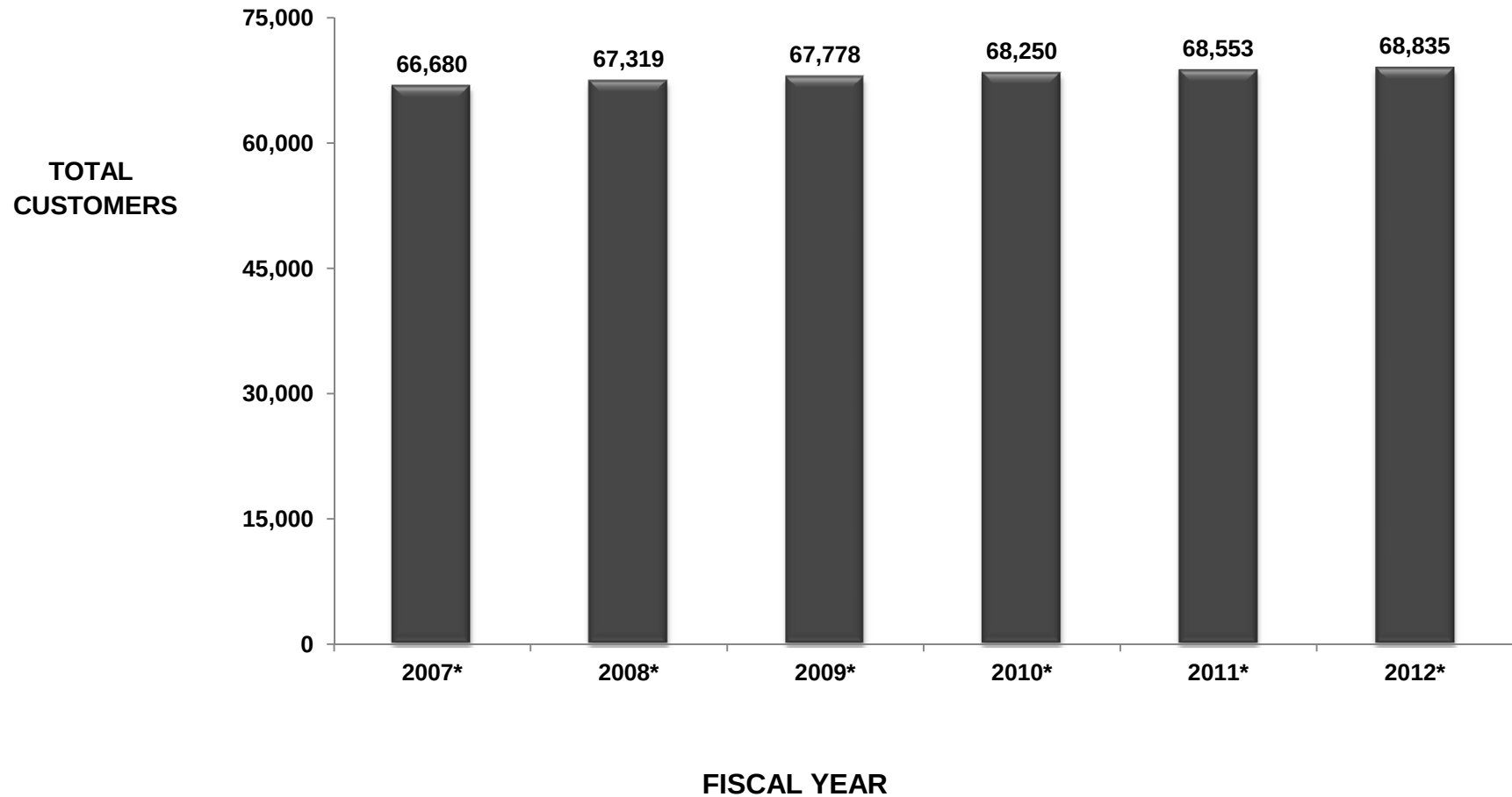
To ensure collection of all Water and Sewer usage bills in an efficient and cost effective manner.

Major Related Plans and Policies

Harford County Code and Water and Sewer Rules and Regulations

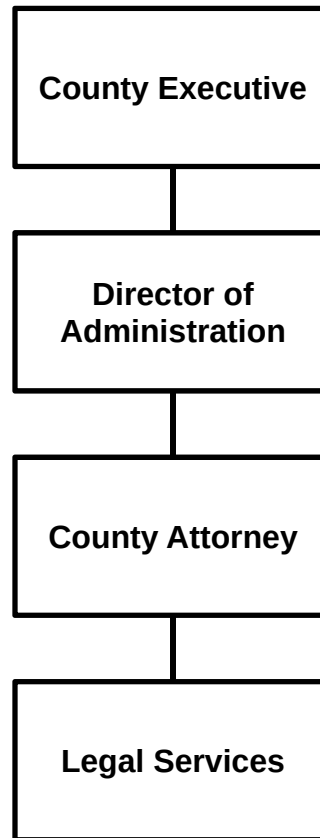
WATER & SEWER ACCOUNTING

CUSTOMER GROWTH - WATER & SEWER CUSTOMERS



*Includes accounts for the septic portion of the Bay Restoration

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 COUNTY AGENCIES IN SUPPORT OF THEIR OBJECTIVES

FY '13 - '14 KEY GOALS:

- 1 TO PROVIDE SOUND LEGAL AND PRACTICAL ADVICE AND COUNSEL TO CLIENT AGENCIES
- 2 TO PROVIDE EFFECTIVE ADVOCACY IN ADMINISTRATIVE, JUDICIAL AND LEGISLATIVE FORUMS
- 3 TO PROVIDE EFFICIENT, EXPEDIENT DOCUMENT REVIEW AND PROCESSING FOR CLIENT AGENCIES
- 4 TO REMAIN INVOLVED PROACTIVELY AS A MANAGEMENT RESOURCE
- 5 TO SUPPORT LEGISLATIVE INITIATIVES TO ADVANCE THE COUNTY'S GOALS AND PRIORITIES

LAW

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,590,286	1,770,166	1,844,667	1,962,561	1,962,561
20	CONTRACTUAL SERVICES	37,688	34,911	52,600	20,950	20,950
30	SUPPLIES & MATERIALS	6,049	7,415	9,100	8,600	8,600
40	BUSINESS & TRAVEL	21,913	23,354	23,650	23,550	23,550
70	MISCELLANEOUS	24,995	26,450	26,448	26,448	26,448
80	INTERGOVERNMENTAL	825	842	1,700	1,700	1,700
	GRAND TOTAL	<u>1,681,756</u>	<u>1,863,138</u>	<u>1,958,165</u>	<u>2,043,809</u>	<u>2,043,809</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	1,681,756	1,863,138	1,958,165	2,043,809	2,043,809
	GRAND TOTAL	<u>1,681,756</u>	<u>1,863,138</u>	<u>1,958,165</u>	<u>2,043,809</u>	<u>2,043,809</u>
	<u>SUMMARY BY DIVISION:</u>					
052000	LEGAL SERVICES	1,681,756	1,863,138	1,958,165	2,043,809	2,043,809
	GRAND TOTAL	<u>1,681,756</u>	<u>1,863,138</u>	<u>1,958,165</u>	<u>2,043,809</u>	<u>2,043,809</u>

FINANCIAL NOTES:

The \$85,644 net increase in funding for the Law Department is the result of:

	FY 13	FY 14	CHANGE	
o	1,354,579	1,349,074	(5,505)	Full Time Salaries:
			(12,055)	Staff Turnover (0.89%)
			6,550	Salary Adjustments based on recommendations of the Department of Human Resources
			<u>(5,505)</u>	
o		61,885	61,885	FY 13 Merit increase of 4% for eligible staff

LAW

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o		18,255	18,255	PEHP (Post Employment Health Plan)
o	201,944	229,862	27,918	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	127,902	140,898	12,996	Pension/Retirement rate adjustments per Treasury's estimates
o	103,067	105,424	2,357	FICA adjustments
o	12,000	11,300	(700)	Line items adjusted based on actual expense history:
		FY 13	FY 14	Change
		3,300	3,200	(100) Telephone Service
		2,800	2,300	(500) General Office Mailing
		500	155	(345) Fuel Charges
		500	400	(100) Mileage
		<u>4,900</u>	<u>5,245</u>	<u>345</u> Membership Fees & Dues
		<u>12,000</u>	<u>11,300</u>	<u>(700)</u>
o	31,550	0	(31,550)	Other Contractual Services - mandated Medicare program and other research license related expenses reallocated to Information and Communication Technology for consolidation of hardware/software.

DIVISION STAFF SUMMARY

DEPARTMENT: LAW
DIVISION: LEGAL SERVICES

Index No. 052000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	61,351	1.00	61,351	1.00	63,805
Assistant County Attorney II	2.00	187,543	2.00	187,543	3.00	274,801 A
County Attorney	1.00	133,472	1.00	133,472	1.00	138,811
Legal Assistant III	2.00	110,595	2.00	110,595	2.00	108,282 B
Legal Specialist I	0.00	0	0.00	0	1.00	40,000 C
Legal Specialist II	1.00	41,513	1.00	41,513	0.00	0
Legal Specialist III	1.00	60,081	1.00	60,081	1.00	62,484
Legislative Drafter	0.00	0	1.00	74,455	0.00	0
Management Assistant II	1.00	58,540	0.00	0	0.00	0
Senior Assistant County Attorney	5.00	571,631	6.00	685,569	6.00	712,992
TOTAL FULL-TIME SALARIES	14.00	1,224,726	15.00	1,354,579	15.00	1,401,175
PART-TIME SALARIES						
Administrative Specialist II	0.80	51,900	0.80	51,701	0.80	53,769
TOTAL PART-TIME SALARIES	0.80	51,900	0.80	51,701	0.80	53,769
SALARY TOTAL	14.80	1,276,626	15.80	1,406,280	15.80	1,454,944
OTHER PERSONAL SERVICES						
Pension & Retirement		164,006		127,902		146,348
Workers' Compensation		2,553		3,234		3,346
Health Benefits		172,429		201,944		229,862
PEHP		0		0		18,255
FICA		93,501		103,067		107,566
Miscellaneous		2,100		2,240		2,240
TOTAL OTHER PERSONAL SERVICES		434,589		438,387		507,617
TOTAL 27TH PAY COST		58,077		0		0
TOTAL PERSONAL SERVICES	14.80	1,769,292 *	15.80	1,844,667	15.80	1,962,561

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Legislative Drafter position upgraded to an Assistant County Attorney II - # 0514

B - One (1) Legal Specialist II position upgraded to a Legal Assistant III - # 1765

C - One (1) Legal Assistant III position filled as a Legal Specialist I - # 1321

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

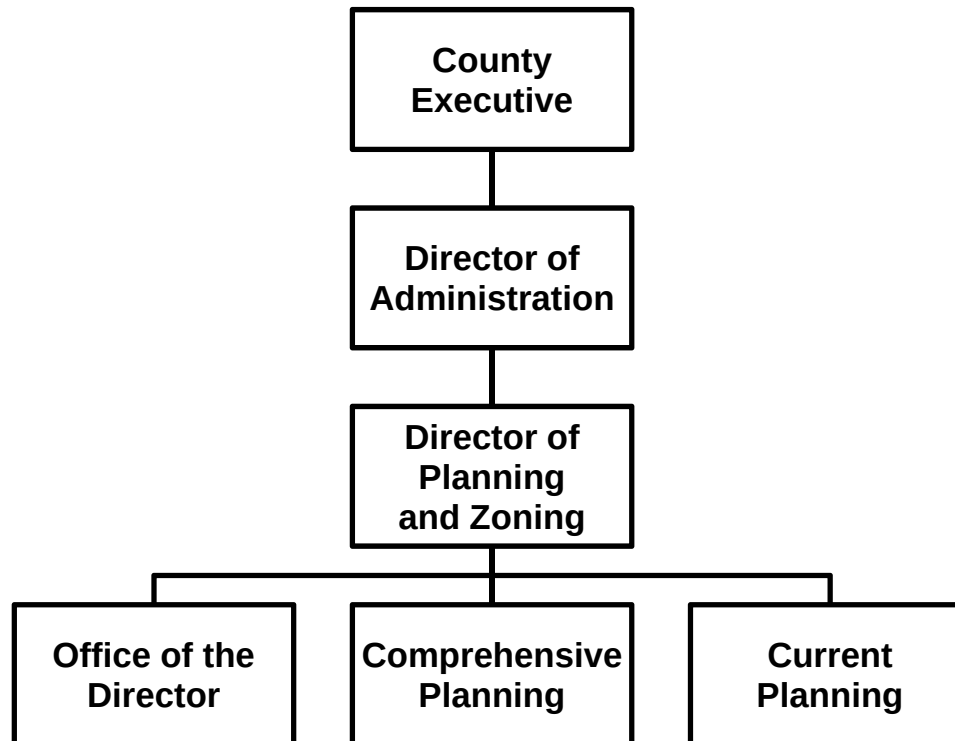
Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$1,690,613	\$1,914,026	\$1,770,166	\$1,844,667	\$1,944,305
Number of staff	16	14	14	16	16
<u>Output:</u>					
Number of deeds processed	103	42	51	37*	60
Number of plats processed	167	159	117	108*	125
Number of agreements processed	716	813	837	833*	800
<u>Outcome:</u>					
Turnaround time in days:					
Deeds	3.13	1.89	1.28	1.28*	2.00
Plats	1.74	1.92	2.05	2.05*	2.00
Agreements	3.75	3.77	2.65	2.65*	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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,784,918	3,835,043	3,509,321	3,663,823	3,663,823
20	CONTRACTUAL SERVICES	48,338	48,256	56,375	43,400	43,400
30	SUPPLIES & MATERIALS	19,796	19,138	24,425	25,725	25,725
40	BUSINESS & TRAVEL	18,309	17,741	20,375	27,650	27,650
50	CAPITAL OUTLAY	240	7,176,360	0	1,830	1,830
70	MISCELLANEOUS	100,423	168,394	493,373	840,908	840,908
80	INTER-GOVERNMENTAL/INTER-FUND	11,376	169	100	200	200
	GRAND TOTAL	3,983,400	11,265,101	4,103,969	4,603,536	4,603,536
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,794,311	3,846,332	3,524,879	3,670,712	3,670,712
27	AG PRESERVATION - COUNTY	118,225	7,386,502	479,090	852,824	852,824
28	AG PRESERVATION - STATE	70,864	32,267	100,000	80,000	80,000
	GRAND TOTAL	3,983,400	11,265,101	4,103,969	4,603,536	4,603,536
<u>SUMMARY BY DIVISION:</u>						
<u>GENERAL FUND:</u>						
061000	DIRECTOR OF PLANNING & ZONING	492,011	506,837	471,066	499,403	499,403
062000	COMPREHENSIVE PLANNING	1,545,343	1,549,588	1,407,323	1,450,044	1,450,044
063000	CURRENT PLANNING	1,756,957	1,789,907	1,646,490	1,721,265	1,721,265
<u>AG PRESERVATION - COUNTY</u>						
064270	AG PRESERVATION - COUNTY	118,225	7,386,502	479,090	852,824	852,824
<u>AG PRESERVATION - STATE</u>						
064280	AG PRESERVATION - STATE	70,864	32,267	100,000	80,000	80,000
	GRAND TOTAL	3,983,400	11,265,101	4,103,969	4,603,536	4,603,536
SUMMARY OF GRANT BUDGETS						22,548

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - GENERAL FUND</u>						
Administrative Assistant I	2.00	72,648	2.00	72,648	2.00	75,554
Administrative Secretary II	1.00	51,058	1.00	51,058	1.00	53,100
Administrative Specialist II	2.00	131,770	2.00	131,770	2.00	137,040
Clerk Typist	1.00	36,048	1.00	36,048	1.00	30,480
Deputy Director of Planning and Zoning	1.00	116,534	1.00	116,534	1.00	121,195
Director, Planning and Zoning	1.00	110,933	1.00	110,933	1.00	115,370
GIS Analyst I	0.00	0	1.00	47,400	1.00	49,296
GIS Analyst II	0.00	0	1.00	71,856	1.00	74,730
GIS Coordinator	1.00	110,944	1.00	110,944	1.00	110,944
GIS Public Access Technician	1.00	56,354	1.00	56,354	0.00	0
GIS Technician I	0.00	0	0.00	0	1.00	41,496
GIS Technician II	0.00	0	1.00	62,484	1.00	64,983
Permits Clerk	1.00	31,787	1.00	31,787	1.00	33,059
Permits Review Supervisor	0.00	0	1.00	63,000	1.00	65,520
Planner I	4.00	162,167	4.00	160,260	3.00	121,296
Planner II	6.00	329,274	4.00	219,390	5.00	277,462
Planner III	8.00	707,052	7.00	628,189	7.00	653,315
Planning Assistant I	1.00	0	2.00	33,100	1.00	41,879
Planning Assistant II	7.00	352,980	6.00	295,506	6.00	307,325
Programmer Analyst I	1.00	71,856	0.00	0	0.00	0
Zoning Inspector II	3.00	156,335	3.00	156,335	3.00	162,588
Zoning Technician	1.00	33,100	1.00	33,100	1.00	33,100
FULL-TIME SALARIES	42.00	2,530,840	42.00	2,488,696	41.00	2,569,732
SALARY OFFSET		(142,740)		(142,740)		(142,740)
TOTAL FULL-TIME SALARIES	42.00	2,388,100	42.00	2,345,956	41.00	2,426,992
TOTAL 27TH PAY COST		111,907		0		0
SUB-TOTAL P & Z - GENERAL	42.00	2,500,007	42.00	2,345,956	41.00	2,426,992

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

PLANNING AND ZONING - AG PRESERVATION - STATE

Planner III		30,000		30,000		30,000
SUB-TOTAL P & Z - AG PRES - STATE	0.00	30,000	0.00	30,000	0.00	30,000

PLANNING AND ZONING - AG PRESERVATION - COUNTY

Planner II	1.00	47,838	1.00	47,838	1.00	49,752
FULL-TIME SALARIES	1.00	47,838	1.00	47,838	1.00	49,752
TOTAL 27TH PAY COST		2,220		0		0
SUB-TOTAL P & Z - AG PRES - COUNTY	1.00	50,058	1.00	47,838	1.00	49,752

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		335,228		228,288		261,948
Workers' Compensation		35,739		39,167		41,923
Health Benefits		602,878		619,262		601,868
OPEB						45,638
FICA		196,154		192,930		199,822
Miscellaneous		5,880		5,880		5,880
TOTAL OTHER PERSONAL SERVICES		1,175,879		1,085,527		1,157,079

PLANNING AND ZONING - DEPARTMENT TOTALS						
TOTAL FULL-TIME SALARIES	43.00	2,608,678	43.00	2,566,534	42.00	2,649,484
TOTAL SALARY OFFSET		(142,740)		(142,740)		(142,740)
TOTAL OTHER PERSONAL SERVICES		1,175,879		1,085,527		1,157,079
TOTAL 27TH PAY COST		114,127		0		0
PLANNING & ZONING SALARY TOTAL	43.00	3,755,944 *	43.00	3,509,321	42.00	3,663,823

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

PLANNING AND ZONING

GENERAL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,675,718	3,718,896	3,403,906	3,552,209	3,552,209
20	CONTRACTUAL SERVICES	48,338	48,256	56,025	43,050	43,050
30	SUPPLIES & MATERIALS	18,182	18,364	22,775	24,075	24,075
40	BUSINESS & TRAVEL	17,724	17,620	19,525	26,800	26,800
50	CAPITAL OUTLAY	240	20,233	0	1,830	1,830
70	MISCELLANEOUS	22,733	22,794	22,548	22,548	22,548
80	INTER-GOVERNMENTAL/INTER-FUND	11,376	169	100	200	200
	GRAND TOTAL	3,794,311	3,846,332	3,524,879	3,670,712	3,670,712
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,794,311	3,846,332	3,524,879	3,670,712	3,670,712
	GRAND TOTAL	3,794,311	3,846,332	3,524,879	3,670,712	3,670,712
<u>SUMMARY BY DIVISION:</u>						
061000	DIRECTOR OF PLANNING & ZONING	492,011	506,837	471,066	499,403	499,403
062000	COMPREHENSIVE PLANNING	1,545,343	1,549,588	1,407,323	1,450,044	1,450,044
063000	CURRENT PLANNING	1,756,957	1,789,907	1,646,490	1,721,265	1,721,265
	GRAND TOTAL	3,794,311	3,846,332	3,524,879	3,670,712	3,670,712

DEPARTMENT STAFF SUMMARY

PLANNING AND ZONING - GENERAL FUND

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	72,648	2.00	72,648	2.00	75,554
Administrative Secretary II	1.00	51,058	1.00	51,058	1.00	53,100
Administrative Specialist II	2.00	131,770	2.00	131,770	2.00	137,040
Clerk Typist	1.00	36,048	1.00	36,048	1.00	30,480
Deputy Director of Planning and Zoning	1.00	116,534	1.00	116,534	1.00	121,195
Director, Planning and Zoning	1.00	110,933	1.00	110,933	1.00	115,370
GIS Analyst I	0.00	0	1.00	47,400	1.00	49,296
GIS Analyst II	0.00	0	1.00	71,856	1.00	74,730
GIS Coordinator	1.00	110,944	1.00	110,944	1.00	110,944
GIS Public Access Technician	1.00	56,354	1.00	56,354	0.00	0
GIS Technician I	0.00	0	0.00	0	1.00	41,496
GIS Technician II	0.00	0	1.00	62,484	1.00	64,983
Permits Clerk	1.00	31,787	1.00	31,787	1.00	33,059
Permits Review Supervisor	0.00	0	1.00	63,000	1.00	65,520
Planner I	4.00	162,167	4.00	160,260	3.00	121,296
Planner II	6.00	329,274	4.00	219,390	5.00	277,462
Planner III	8.00	707,052	7.00	628,189	7.00	653,315
Planning Assistant I	1.00	0	2.00	33,100	1.00	41,879
Planning Assistant II	7.00	352,980	6.00	295,506	6.00	307,325
Programmer Analyst I	1.00	71,856	0.00	0	0.00	0
Zoning Inspector II	3.00	156,335	3.00	156,335	3.00	162,588
Zoning Technician	1.00	33,100	1.00	33,100	1.00	33,100
FULL-TIME SALARIES	42.00	2,530,840	42.00	2,488,696	41.00	2,569,732
SALARY OFFSET		(142,740)		(142,740)		(142,740)
SALARY TOTAL	42.00	2,388,100	42.00	2,345,956	41.00	2,426,992

DEPARTMENT STAFF SUMMARY

PLANNING AND ZONING - GENERAL FUND

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		329,009		223,983		256,973
Workers' Compensation		34,624		37,880		40,600
Health Benefits		584,758		601,077		584,814
PEHP		0		0		41,074
FICA		192,494		189,270		196,016
Miscellaneous		5,740		5,740		5,740
TOTAL OTHER PERSONAL SERVICES		1,146,625		1,057,950		1,125,217
TOTAL 27TH PAY COST		111,907		0		0
TOTAL PERSONAL SERVICES	42.00	3,646,632 *	42.00	3,403,906	41.00	3,552,209

*FY 12 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 '13 - '14 GOAL:

1 TO MAINTAIN THE INTEGRITY OF GROWTH MANAGEMENT STRATEGIES

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	474,873	501,922	464,841	488,603	488,603
20	CONTRACTUAL SERVICES	2,158	1,353	2,450	2,500	2,500
30	SUPPLIES & MATERIALS	984	802	875	4,875	4,875
40	BUSINESS & TRAVEL	2,620	2,591	2,800	3,225	3,225
80	INTERGOVERNMENTAL/INTERFUND	11,376	169	100	200	200
	GRAND TOTAL	492,011	506,837	471,066	499,403	499,403
	<u>FUNDING SOURCE:</u>					
11	GENERAL	492,011	506,837	471,066	499,403	499,403

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

The \$28,337 net increase in funding for Planning and Zoning - Director of Planning and Zoning is the result of:

	FY 13	FY 14	CHANGE	
o		15,674	15,674	FY 13 Merit increase of 4% for eligible staff
o	62,594	61,818	(776)	Health Benefits adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o		4,564	4,564	PEHP (Post Employment Health Plan)
o	25,488	26,344	856	FICA adjustment
o	30,997	34,441	3,444	Pension/Retirement rate adjustments per Treasury's estimates
o	1,250	1,825	575	Line items adjusted, based on actual expense history:
		FY 13	FY 14	Change
		450	500	50 Fax Services
		250	600	350 Mileage
		50	75	25 Meals
		100	200	100 Parking & Tolls
		300	250	(50) Professional Books
		100	200	100 Fleet Daily Carpool Rentals
		<u>1,250</u>	<u>1,825</u>	<u>575</u>
o	0	4,000	4,000	Printing - Commercial for reprint of the Zoning Code

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND
DIVISION: DIRECTOR OF PLANNING AND ZONING

Index No. 061000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	51,058	1.00	51,058	1.00	53,100
Administrative Specialist II	1.00	65,885	1.00	65,885	1.00	68,520
Deputy Director of Planning and Zoning	1.00	116,534	1.00	116,534	1.00	121,195
Director, Planning and Zoning	1.00	110,933	1.00	110,933	1.00	115,370
SALARY TOTAL	4.00	344,410	4.00	344,410	4.00	358,185
OTHER PERSONAL SERVICES						
Pension & Retirement		44,773		30,997		35,819
Workers' Compensation		689		792		824
Health Benefits		62,506		62,594		61,818
PEHP		0		0		4,564
FICA		25,488		25,488		26,833
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		134,016		120,431		130,418
TOTAL 27TH PAY COST		15,949		0		0
TOTAL PERSONAL SERVICES	4.00	494,375 *	4.00	464,841	4.00	488,603

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated/expended	\$451,409	\$474,873	\$501,922	\$464,841	\$488,603
Number of staff	4	4	4	4	4
<u>Output:</u>					
Number of programs initiated	6	8	12	4	6
<u>Efficiency:</u>					
Number of programs completed or adopted	7	7	6	4	6
<u>Service Quality:</u>					
Number of public meetings held for initiatives	6	8	10	4	6
<u>Outcome:</u>					
Percent of initiated growth management programs completed or passed	117%	88%	50%	100%	100%

Explanation and Analysis of Performance Measures

By initiating changes thru research and/or legislation we encourage smart growth and preservation of land and resources.

FY10 Initiated: Transportation Element Plan, Historic Element Plan, Zoning Code corrections/clarifications (housekeeping); APF; Construction Services parcel area, Subdivision Regs - APF

FY 10 Completed or Passed: Comprehensive Zoning, Natural Resources Element Plan, Transportation Element Plan; Zoning Code - Housekeeping Bill; APF; Construction Services; Subdivision Regs - APF

FY11 Initiated: Critical Area Program Update, Land Use Plan Update, Floodplain Management Program Update; Historic Landmarks; Buffer yards for Ag properties; Zoning Code corrections/clarifications (housekeeping); Critical Area - Zoning Code and Subdivision Regulations.

FY11 Completed or Passed: Critical Area Program Update; Historic Element Plan; Historic Landmarks; Buffer yards for Ag properties; Zoning Code (housekeeping); Critical Area - Zoning Code and Subdivision Regulations.

Floodplain Management Program expected to be complete FY 14/15.

FY12 Initiated: Bike/Ped Master Plan; Historic Landmark designation; Zoning Code update; AG Preservation; State Mandate SB236 (Sustainable Growth and Ag Preservation Act of 2012); Plan Maryland; Watershed Implementation Plan; Subdivision Regulations; MD 22 Study; Urban Tree Canopy.

FY 12 Completed or Passed: Land Use Element Plan; Historic Landmark designation; Zoning Code update; AG Preservation; Watershed Implementation Plan. Subdivision Regulations; Plan Maryland expected to be complete FY 14.

FY 13 Initiated: Zoning Code update (2); GIS updates; Stream Buffer Plantings.

FY 13 Completed or Passed: Bike/Ped Master Plan; Zoning Code update; MD 22 Study; Stream Buffer Planting.

FY 14 Initiated: Zoning Code updates (3); Priority Preservation Plan; Floodplain; Planning Study.

Major Related Plans and Policies

Harford County Land Use Plan; Harford County Zoning Code

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,485,002	1,469,040	1,343,825	1,396,446	1,396,446
20	CONTRACTUAL SERVICES	23,530	21,645	23,925	8,025	8,025
30	SUPPLIES & MATERIALS	5,396	6,812	7,600	6,900	6,900
40	BUSINESS & TRAVEL	8,682	9,064	9,425	16,125	16,125
50	CAPITAL OUTLAY	0	20,233	0	0	0
70	MISCELLANEOUS	22,733	22,794	22,548	22,548	22,548
	GRAND TOTAL	1,545,343	1,549,588	1,407,323	1,450,044	1,450,044

FUNDING SOURCE:

11	GENERAL	<u>1,545,343</u>	<u>1,549,588</u>	<u>1,407,323</u>	<u>1,450,044</u>	<u>1,450,044</u>

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

The \$42,721 net increase in funding for Planning and Zoning - Comprehensive Planning is the result of:

	FY 13	FY 14	CHANGE	
o		41,651	41,651	FY 13 Merit increase of 4% for eligible staff
o	920,184	910,570	(9,614)	Full-Time Salaries
			6,840	Salary Adjustments based on the recommendations of the Department of Human Resources
			(16,454)	Staff Turnover (1.79%)
			(9,614)	
o	223,592	216,804	(6,788)	Health Benefits adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o		18,255	18,255	PEHP (Post Employment Health Plan)
o	95,663	105,331	9,668	Pension/Retirement rate adjustments per Treasury's estimates
o	81,057	80,590	(467)	FICA Adjustment
o	12,400	0	(12,400)	Data Processing Software - Maintenance - share of GIS Maintenance @ \$11,200; McTran maintenance @ \$250; and BMC T+ maintenance @ \$950 moved to Information and Communications Technology
o	1,000	7,000	6,000	Training Seminars - Geographic Information System (GIS) training
o	16,050	12,550	(3,500)	Line items significantly adjusted, based on actual expense history:
		FY 13	FY 14	Change
		9,000	6,000	(3,000) Office Equipment
		500	0	(500) Legal Notice
		3,000	2,500	(500) General Office Supplies
		1,200	1,000	(200) General Office Mailing
		250	150	(100) Mileage
		100	200	100 Parking & Tolls
		300	700	400 Professional Books & Periodicals
		1,700	2,000	300 Membership Fees & Dues
		16,050	12,550	(3,500)
o	22,548	22,548	0	County Match/Transfers Out - Unified Planning Work Program (UPWP) for Transportation Planning match

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - GENERAL FUND

DIVISION: COMPREHENSIVE PLANNING

Index No. 062000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	65,885	1.00	65,885	1.00	68,520
GIS Analyst I	0.00	0	1.00	47,400	1.00	49,296
GIS Analyst II	0.00	0	1.00	71,856	1.00	74,730
GIS Coordinator	1.00	110,944	1.00	110,944	1.00	110,944
GIS Public Access Technician	1.00	56,354	1.00	56,354	0.00	0
GIS Technician I	0.00	0	0.00	0	1.00	41,496 A
GIS Technician II	0.00	0	1.00	62,484	1.00	64,983
Planner I	3.00	122,267	3.00	120,360	2.00	81,396
Planner II	4.00	234,036	2.00	124,152	3.00	178,414 B
Planner III	4.00	370,389	4.00	370,389	4.00	385,204
Programmer Analyst I	1.00	71,856	0.00	0	0.00	0
Zoning Technician	1.00	33,100	1.00	33,100	1.00	33,100
FULL-TIME SALARIES	16.00	1,064,831	16.00	1,062,924	16.00	1,088,083
SALARY OFFSET		(142,740)		(142,740)		(142,740) C
SALARY TOTAL	16.00	922,091	16.00	920,184	16.00	945,343

DIVISION STAFF SUMMARY

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

Index No. 062000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		138,428		95,663		108,808
Workers' Compensation		18,313		21,089		21,758
Health Benefits		203,293		223,592		216,804
PEHP		0		0		18,255
FICA		81,203		81,057		83,238
Miscellaneous		2,240		2,240		2,240
TOTAL OTHER PERSONAL SERVICES		443,477		423,641		451,103
TOTAL 27TH PAY COST		43,912		0		0
TOTAL PERSONAL SERVICES	16.00	1,409,480 *	16.00	1,343,825	16.00	1,396,446

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant GIS Public Access Technician position filled as a GIS Technician I - #2811

B - One (1) Planner I position upgraded to a Planner II - #1253

C - Salary Offset reflects anticipated funding available from Ag Preservation - State and the Unified Planning Work Program (UPWP) grant

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated/expended	\$1,310,641	\$1,485,002	\$1,469,040	\$1,343,825	\$1,396,446
Number of staff	17	17	16	16	16
<u>Output:</u>					
Number of public meetings scheduled	123	112	125	106	110
<u>Efficiency:</u>					
Amount of staff dollars spent per meeting	\$11,107	\$15,000	\$13,116	\$14,296	\$13,964
<u>Service Quality:</u>					
Number of meetings held in comparison to number of meeting scheduled	123 scheduled and 118 held	112 scheduled and 99 held	125 scheduled and 112 held	106 scheduled and 94 held	110 scheduled and 100 held
<u>Outcome:</u>					
Percentage of meetings that were successfully held	96%	88%	90%	89%	91%

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated/expended	\$1,310,641	\$1,485,002	\$1,469,040	\$1,343,825	\$1,396,446
Number of staff	17	17	16	16	16
<u>Output:</u>					
Number of written inquiries/requests for information	1,164	1,304	1,304	1,200	1,200
<u>Efficiency:</u>					
Amount of staff dollars spent per inquiry/request	\$1,126	\$1,139	\$1,127	\$1,120	\$1,164
<u>Service Quality:</u>					
Average number of days to respond to each inquiry/request	1 day	1 day	1 day	1 day	1 day
<u>Outcome:</u>					
Percent of inquiries/requests responded to within the 5 day goal	97%	98%	99%	98%	98%

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,715,843	1,747,934	1,595,240	1,667,160	1,667,160
20	CONTRACTUAL SERVICES	22,650	25,258	29,650	32,525	32,525
30	SUPPLIES & MATERIALS	11,802	10,750	14,300	12,300	12,300
40	BUSINESS & TRAVEL	6,422	5,965	7,300	7,450	7,450
50	CAPITAL OUTLAY	240	0	0	1,830	1,830
	GRAND TOTAL	<u>1,756,957</u>	<u>1,789,907</u>	<u>1,646,490</u>	<u>1,721,265</u>	<u>1,721,265</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,756,957</u>	<u>1,789,907</u>	<u>1,646,490</u>	<u>1,721,265</u>	<u>1,721,265</u>

DEPARTMENT: PLANNING AND ZONING**DIVISION: Current Planning****INDEX: 063000****FINANCIAL NOTES:**

The \$74,775 net increase in funding for Planning and Zoning - Current Planning is the result of:

	FY 13	FY 14	CHANGE			
o	1,081,362	1,081,789	427	Full Time Salaries		
			427	Staff Turnover 0.04%		
o		67,925	67,925	FY 13 Merit increase of 4% for eligible staff		
o	314,891	306,192	(8,699)	Health Benefits adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage		
o	97,323	108,179	10,856	Pension/Retirement rate adjustments per Treasury's estimates		
o	15,999	17,366	1,367	Workers' Compensation rate adjustments per Treasury's estimates		
o	0	0	0	One (1) vacant Unfunded Planning Assistant I position abolished:		
			# of Positions	Salary	Fringe	Total
			(1.00)	0	0	0
o	5,000	5,000	0	Professional Services - funding for cell tower reviews		
o	34,250	33,975	(275)	Line items adjusted based on actual expense history and the state of the economy:		
			FY 13	FY 14	Change	
			12,000	13,000	1,000	Office Equipment
			9,000	8,500	(500)	Legal Notices
			150	1,225	1,075	Office Equipment Service
			3,000	2,000	(1,000)	General Office Supplies
			2,500	3,000	500	Printing - Commercial
			1,500	1,000	(500)	Duplicating Machine Supplies
			6,000	5,000	(1,000)	General Office Mailing
			100	250	150	Training, Seminars, Courses
			<u>34,250</u>	<u>33,975</u>	<u>(275)</u>	
o	3,500	4,800	1,300	Telephone Service - increase for Verizon services for three inspectors in conjunction with the Ener-Gov system		
o	0	1,830	1,830	Equipment - Three (3) iPads for inspectors to access data for use with the Ener-Gov system		

DIVISION STAFF SUMMARY

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

Index No. 063000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	72,648	2.00	72,648	2.00	75,554
Clerk Typist	1.00	36,048	1.00	36,048	1.00	30,480
Permits Clerk	1.00	31,787	1.00	31,787	1.00	33,059
Permits Review Supervisor	0.00	0	1.00	63,000	1.00	65,520
Planner I	1.00	39,900	1.00	39,900	1.00	39,900
Planner II	2.00	95,238	2.00	95,238	2.00	99,048
Planner III	4.00	336,663	3.00	257,800	3.00	268,111
Planning Assistant I	1.00	0	2.00	33,100	1.00	41,879 A
Planning Assistant II	7.00	352,980	6.00	295,506	6.00	307,325
Zoning Inspector II	3.00	156,335	3.00	156,335	3.00	162,588
SALARY TOTAL	22.00	1,121,599	22.00	1,081,362	21.00	1,123,464
OTHER PERSONAL SERVICES						
Pension & Retirement		145,808		97,323		112,346
Workers' Compensation		15,622		15,999		18,018
Health Benefits		318,959		314,891		306,192
PEHP		0		0		18,255
FICA		85,803		82,725		85,945
Miscellaneous		2,940		2,940		2,940
TOTAL OTHER PERSONAL SERVICES		569,132		513,878		543,696
TOTAL 27TH PAY COST		52,046		0		0
TOTAL PERSONAL SERVICES	22.00	1,742,777 *	22.00	1,595,240	21.00	1,667,160

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Planning Assistant I position unfunded in FY 13 is abolished in FY 14 - #1282

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated/expended	\$1,701,774	\$1,715,843	\$1,747,934	\$1,595,240	\$1,667,160
Number of staff	22	22	22	22	21
<u>Output:</u>					
Number of new zoning inspection cases	935	1,071	1,047	1,100	1,100
Number of written requests for information*	252	315	245	250	250
<u>Efficiency:</u>					
Amount of staff dollars spent per zoning inspection case	\$1,820	\$1,602	\$1,669	\$1,450	\$1,516
Amount of staff dollars spent per informational item request	\$6,753	\$5,447	\$7,134	\$6,381	\$6,669
<u>Service Quality:</u>					
Average number of days to respond to each zoning case	4 days	4 days	3 days	3 days	3 days
Average number of days to respond to each informational request	3 days	3 days	4 days	3 days	3 days
<u>Outcome:</u>					
Percent of zoning inspection cases that receive a response within the target time	89%	92%	88%	90%	90%
Percent of written inquiries and/or requests for information that are fulfilled within the 30 day requirement	100%	99%	98%	99%	98%

*NOTE: Decrease in number of written requests for information is because Zoning Enforcement is no longer tracking general information requests and is concentrating on enforcement cases.

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 in Current Planning, we maintain an efficient process. (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.

All easement purchases 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 is 20 years in length 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 payment is made with the proceeds of a stripped-coupon U.S. Treasury obligation purchased at settlement and held by the County until maturity.

As of July 2013, the County has acquired 47,542 acres of farmland through County and State Agricultural Preservation Programs along with donated easements.

DEPARTMENT: PLANNING AND ZONING**DIVISION: Agricultural Preservation - County****INDEX: 064270****ALL FUND SUMMARY:**

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONNEL SERVICES	79,200	86,147	75,415	81,614	81,614
50	CAPITAL OUTLAY	0	7,156,127	0	0	0
70	MISCELLANEOUS	39,025	144,228	403,675	771,210	771,210
GRAND TOTAL		118,225	7,386,502	479,090	852,824	852,824
<u>FUNDING SOURCE:</u>						
27	AG PRESERVATION - COUNTY	118,225	7,386,502	479,090	852,824	852,824

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - County

INDEX: 064270

FINANCIAL NOTES:

The \$373,734 net increase in funding for Agricultural Preservation - County Program is the result of:

	FY 13	FY 14	CHANGE
o		2,302	2,302 FY 13 Merit increase of 4% for eligible staff
o	4,305	4,784	479 Pension/Retirement rate adjustments per Treasury's estimates
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	18,185	17,054	(1,131) Health Benefits adjusted for 12% cost increase and staff opting for changes in level of coverage
o	403,675	771,210	367,535 Agricultural Preservation - increase in funding in anticipation of land easements to be acquired under State Program

DIVISION STAFF SUMMARY

DEPARTMENT: PLANNING AND ZONING - AG PRESERVATION - COUNTY
 DIVISION: AG PRESERVATION - COUNTY

Index No. 064270

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner II	<u>1.00</u>	<u>47,838</u>	<u>1.00</u>	<u>47,838</u>	<u>1.00</u>	<u>49,752</u>
SALARY TOTAL	<u>1.00</u>	<u>47,838</u>	<u>1.00</u>	<u>47,838</u>	<u>1.00</u>	<u>49,752</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		6,219		4,305		4,975
Workers' Compensation		1,115		1,287		1,323
Health Benefits		18,120		18,185		17,054
PEHP		0		0		4,564
FICA		3,660		3,660		3,806
Miscellaneous	<u> </u>	<u>140</u>	<u> </u>	<u>140</u>	<u> </u>	<u>140</u>
TOTAL OTHER PERSONAL SERVICES		29,254		27,577		31,862
TOTAL 27TH PAY COST	<u> </u>	<u>2,220</u>	<u> </u>	<u>0</u>	<u> </u>	<u>0</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>79,312 *</u>	<u>1.00</u>	<u>75,415</u>	<u>1.00</u>	<u>81,614</u>

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - State

INDEX: 064280

ORIGIN/PURPOSE:

The Maryland Agricultural Land Preservation Foundation (MALPF) was created in 1977 by the Maryland General Assembly to preserve productive agricultural land and woodland, via the Purchase of Development Rights (PDR), to provide for the continued production of food and fiber for all citizens of the State. Farmland was also intended to help curb the random expansion of urban development.

MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. MALPF is mainly funded with:

- o a portion of the State's Property Transfer Tax, which is assessed on all real property transfers
- o Local subdivision matching funds for easement purchases
- o a State Agricultural Land Transfer Tax, which is imposed on all transfers of title in agricultural land taken out of production. Local subdivisions are required to collect the revenue generated by this tax; these funds are then shared in the following manner:
 - ◇ 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.

As of July 2013, the County has acquired 47,542 acres of farmland through County and State Agricultural Preservation Programs along with donated easements.

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - State

INDEX: 064280

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
20	CONTRACTUAL SERVICES	0	0	350	350	350
30	SUPPLIES AND MATERIALS	1,614	774	1,650	1,650	1,650
40	BUSINESS AND TRAVEL	585	121	850	850	850
70	MISCELLANEOUS	38,665	1,372	67,150	47,150	47,150
	GRAND TOTAL	70,864	32,267	100,000	80,000	80,000
<u>FUNDING SOURCE:</u>						
28	AGRICULTURAL PRESERVATION - STATE	70,864	32,267	100,000	80,000	80,000

DEPARTMENT: PLANNING AND ZONING

DIVISION: Agricultural Preservation - State

INDEX: 064280

FINANCIAL NOTES:

The (\$20,000) net decrease in funding for Agricultural Preservation - State Program is the result of:

	FY 13	FY 14	CHANGE
o	67,150	47,150	(20,000) 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 12		ENACTED FY 13		ENACTED FY 14	
	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>

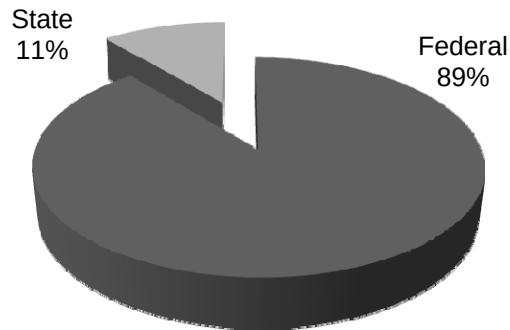
*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

FY14 Anticipated Grant Award Dollars

(July 1, 2013 to June 30, 2014)

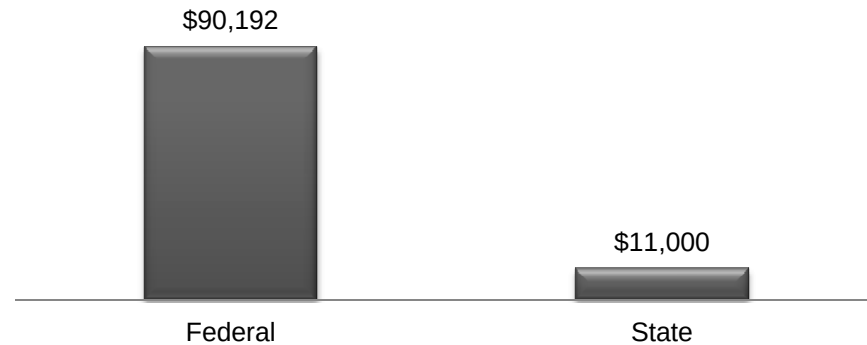
DEPARTMENT OF PLANNING & ZONING

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars

\$101,192*



of Anticipated Grant Awards: 2

Federal	1
State	1

Requested County Match \$22,548

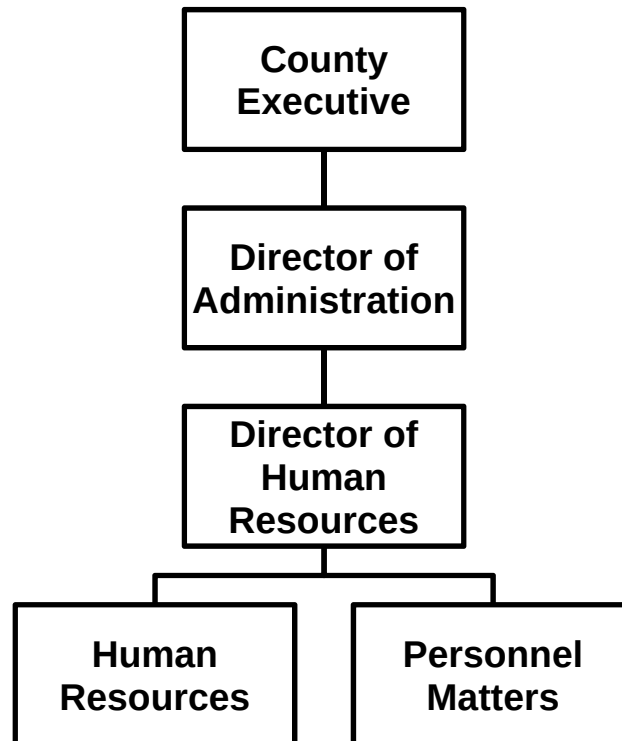
*Does not include County Match or Capital Projects

Federal grant funds will support the Regional Transportation Planning Process that is essential to the work program outlined in the federally mandated Metropolitan Planning Organization. State funding will support staff in implementing the Harford County Chesapeake Bay Critical Area Management Program.

Department of Planning & Zoning - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
United Transportation Work Program	This grant supports the Regional Transportation Planning Process that 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.	\$90,192			\$22,548	7/1/13 - 6/30/14	Recurring
Critical Area Management Program	This grant supports staff in implementing the Harford County Chesapeake Bay Critical Area Management Program. The grant contributes to the salary of one or more full time budget funded employees and sometimes includes the cost of printing, postage, etc.		\$11,000			7/1/13- 6/30/14	Recurring
TOTALS		\$90,192	\$11,000		\$22,548		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$101,192	1	1				

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DEPARTMENT OF HUMAN RESOURCES



HUMAN RESOURCES

ORIGIN/PURPOSE:

The Department of Human Resources was originally formed under Harford County Charter, Article IV, Section 402 (amended by Bill No. 88 - 35) and Sections 601 - 607 as the Office of Personnel. Bill No. 91 - 37 changed the name to more accurately reflect the duties and responsibilities of the department.

The department is divided into four vital areas of responsibility: Recruitment and Selection; Employee Benefits; Wellness & Training; Classification, Compensation and Labor Relations. Administration of the Personnel Code, formulation and administration of employment related policies and procedures, and general employee relations activities are also responsibilities of the department.

MISSION STATEMENT:

PROMOTE A POSITIVE ATTITUDE WITHIN THE WORKFORCE THROUGH COMMUNICATION AND EDUCATION OF POLICIES, PROCEDURES AND PROGRAMS WITH SUPPORT, EQUALITY, TRUST AND RESPECT

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,105,579	3,217,012	1,610,686	1,574,347	1,574,347
20	CONTRACTUAL SERVICES	159,818	157,789	183,784	182,184	182,184
30	SUPPLIES & MATERIALS	4,533	5,918	6,750	6,450	6,450
40	BUSINESS & TRAVEL	28,766	14,675	18,800	19,150	19,150
70	MISCELLANEOUS	11,837	5,539	11,746	7,000	7,000
80	INTER-GOVERNMENTAL / INTERFUND	41	0	0	0	0
	GRAND TOTAL	1,310,574	3,400,933	1,831,766	1,789,131	1,789,131

SUMMARY BY FUND:

11	GENERAL	1,199,503	2,775,846	1,348,661	1,306,026	1,306,026
25	HIGHWAYS	42,110	396,890	283,199	283,199	283,199
51	WATER & SEWER OPERATING	68,961	228,197	199,906	199,906	199,906
	GRAND TOTAL	1,310,574	3,400,933	1,831,766	1,789,131	1,789,131

SUMMARY BY DIVISION:

GENERAL FUND:

082000	HUMAN RESOURCES	820,216	888,238	791,139	753,250	753,250
084110	GENERAL - PERSONNEL MATTERS	379,287	1,887,608	557,522	552,776	552,776

HIGHWAYS FUND:

084250	HIGHWAYS - PERSONNEL MATTERS	42,110	396,890	283,199	283,199	283,199

WATER & SEWER FUND:

084510	WATER & SEWER - PERSONNEL MATTERS	68,961	228,197	199,906	199,906	199,906
	GRAND TOTAL	1,310,574	3,400,933	1,831,766	1,789,131	1,789,131

HUMAN RESOURCES

GENERAL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,071,117	2,650,738	1,201,081	1,164,742	1,164,742
20	CONTRACTUAL SERVICES	95,633	101,724	117,284	115,684	115,684
30	SUPPLIES & MATERIALS	4,533	5,918	6,750	6,450	6,450
40	BUSINESS & TRAVEL	23,486	14,675	18,800	19,150	19,150
70	MISCELLANEOUS	4,693	2,791	4,746	0	0
80	INTER-GOVERNMENTAL / INTERFUND	41	0	0	0	0
	GRAND TOTAL	<u>1,199,503</u>	<u>2,775,846</u>	<u>1,348,661</u>	<u>1,306,026</u>	<u>1,306,026</u>

SUMMARY BY FUND:

11	GENERAL	<u>1,199,503</u>	<u>2,775,846</u>	<u>1,348,661</u>	<u>1,306,026</u>	<u>1,306,026</u>
	GRAND TOTAL	<u>1,199,503</u>	<u>2,775,846</u>	<u>1,348,661</u>	<u>1,306,026</u>	<u>1,306,026</u>

SUMMARY BY DIVISION:

GENERAL FUND:

082000	HUMAN RESOURCES	820,216	888,238	791,139	753,250	753,250
084110	GENERAL - PERSONNEL MATTERS	<u>379,287</u>	<u>1,887,608</u>	<u>557,522</u>	<u>552,776</u>	<u>552,776</u>
	GRAND TOTAL	<u>1,199,503</u>	<u>2,775,846</u>	<u>1,348,661</u>	<u>1,306,026</u>	<u>1,306,026</u>

DEPARTMENT: HUMAN RESOURCES**INDEX: 082000****ORIGIN/PURPOSE:**

The mission of the Department of Human Resources is to identify, develop, recruit and retain the talent necessary for the various departments of Harford County to achieve their strategic plans; to promote a positive attitude within the workforce through communication and education of policies, procedures and programs with support, equality, trust and respect; and to accomplish these goals in the most efficient manner.

FY '13 - '14 GOALS:

- 1 TO INCREASE THE PROFICIENCY OF THE RECRUITMENT AND SELECTION PROCESS AND TO ASCERTAIN THE RETENTION OF EMPLOYEES
- 2 TO EDUCATE, MAINTAIN AND DEVELOP A HIGHLY TRAINED COUNTY WORKFORCE
- 3 TO PRESERVE THE HEALTH AND WELL BEING OF HARFORD COUNTY EMPLOYEES BY PROMOTING WELLNESS

GENERAL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	793,533	858,409	755,689	719,350	719,350
20	CONTRACTUAL SERVICES	16,407	19,937	23,900	22,300	22,300
30	SUPPLIES & MATERIALS	4,533	5,918	6,750	6,450	6,450
40	BUSINESS & TRAVEL	5,702	3,974	4,800	5,150	5,150
80	INTERGOVERNMENTAL / INTERFUND	41	0	0	0	0
	GRAND TOTAL	820,216	888,238	791,139	753,250	753,250
	<u>FUNDING SOURCE:</u>					
11	GENERAL	820,216	888,238	791,139	753,250	753,250

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

The (\$37,889) net decrease in funding for Human Resources is the result of:

	FY 13	FY 14	CHANGE	
o	549,690	545,100	(4,590)	Full Time Salaries
			(7,460)	Staff Turnover (1.36%)
			2,870	Salary Adjustments based on recommendations of the Department of Human Resources
			<u>(4,590)</u>	
o	0	50,000	50,000	Temporary Salaries - funding for work with The Commission on Disabilities
o		20,273	20,273	FY 13 Merit increase of 4% for eligible staff
o		9,127	9,127	PEHP (Post Employment Health Plan)
o	(111,550)	(111,550)	(111,550)	Positions created/abolished from the division of Human Resources:
				# of Positions Salary Fringes Total
			(1.00)	(39,900) (25,060) (64,960) Human Resources Specialist
			(1.00)	(34,595) (11,995) (46,590) Clerk Typist
			(2.00)	(74,495) (37,055) (111,550)
o	112,208	103,013	(9,195)	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	49,472	53,765	4,293	Pension/Retirement rate adjustments per Treasury's estimates
o	1,264	2,665	1,401	Workers' Compensation rate adjustments per Treasury's estimates
o	41,795	45,697	3,902	FICA adjustment
o	4,600	3,350	(1,250)	Line items significantly adjusted, based on actual expense history:
				FY 13 FY 14 Change
			3,800	2,200 (1,600) Telephone Service
			50	150 100 Parking and Tolls
			750	1,000 250 Transportation Costs
			<u>4,600</u>	<u>3,350</u> <u>(1,250)</u>
o	300	0	(300)	Equipment Repair Parts - no longer servicing Lektriever filing system

DIVISION STAFF SUMMARY

DEPARTMENT: HUMAN RESOURCES
DIVISION: HUMAN RESOURCES

Index No. 082000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	56,136	1.00	56,136	1.00	58,381
Clerk Typist	0.00	0	1.00	34,595	0.00	0 A
Deputy Director of Human Resources	1.00	92,923	1.00	92,923	1.00	96,640
Director, Human Resources	1.00	110,933	1.00	110,933	1.00	115,370
Human Resources Analyst	1.00	55,206	1.00	55,206	0.00	0
Human Resources Manager	1.00	71,009	1.00	71,009	1.00	73,850
Human Resources Specialist	3.00	150,339	3.00	128,888	1.00	50,365 B
Human Resources Technician	0.00	0	0.00	0	1.00	33,100 C
Senior Human Resources Analyst	0.00	0	0.00	0	1.00	60,285 D
FULL-TIME SALARIES	8.00	536,546	9.00	549,690	7.00	487,991
TEMPORARY SALARIES		0		0		50,000
SALARY TOTAL	8.00	536,546	9.00	549,690	7.00	537,991
OTHER PERSONAL SERVICES						
Pension & Retirement		69,751		49,472		48,799
Workers' Compensation		2,249		1,264		2,587
Health Benefits		109,839		112,208		78,813
PEHP		0		0		9,127
FICA		40,789		41,795		41,053
Miscellaneous		1,120		1,260		980
TOTAL OTHER PERSONAL SERVICES		223,748		205,999		181,359
TOTAL 27TH PAY COST		24,888		0		0
TOTAL PERSONAL SERVICES	8.00	785,182	9.00	755,689	7.00	719,350

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Clerk Typist position transferred to Water & Sewer Maintenance - # 0095

B - One (1) vacant Human Resources Specialist position transferred to Procurement Operations - # 0199

C - One (1) Human Resources Specialist filled as a Human Resources Technician - # 0202

D - One (1) Human Resources Analyst position upgraded to Senior Human Resources Analyst - # 0203

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$4,400	\$10,800*	\$13,000	\$13,000	\$13,000
Number of staff	3	3	3	4	4
<u>Output:</u>					
Number of employment applications processed	1,128	4,720	5,682	7,095	5,000
Number of position postings	28	110	92	89	70
Number of employees hired	44	111	154	105	100
Percent of minority applicants hired	20%	14%	11%	15%	11%
<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	36%	21%	23%	21%	30%
<u>Outcome:</u>					
Percent of employees who complete probationary period	98%	94%	95%	96%	96%

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.
(*Includes \$8,000 for NEOGOV program.)

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$20,000	\$20,000	\$14,000	\$14,000	\$14,000
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of management classes scheduled	41	1	1	1	5
Number of computer skills classes scheduled	8	2	4	21	21
<u>Efficiency:</u>					
Distributed cost of management courses	\$13,872	\$0	\$980	\$3,650	\$1,000
Distributed cost of Human Resource courses	\$0	\$0	\$0	\$0	\$0
Distributed cost of computer skills courses	\$17,110	\$0	\$0	\$0	\$0
<u>Service Quality:</u>					
Number of management classes cancelled	0	0	0	0	n/a
Number of computer skills classes cancelled	0	0	0	7	n/a
<u>Outcome:</u>					
Number of employees attending management classes	290	0	27	27	27
Number of employees attending Human Resource classes	160	1,220	0	284	280
Number of employees attending computer classes	72	35	112	118	118

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 multiple Microsoft Office packages (2003, 2007, 2010).

DEPARTMENT OF HUMAN RESOURCES OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To preserve the health and well being of Harford County employees by promoting wellness.

Department Objective

To communicate the wellness message of good health and disease prevention.

County Goal(s) Supported

III. Efficient County Government

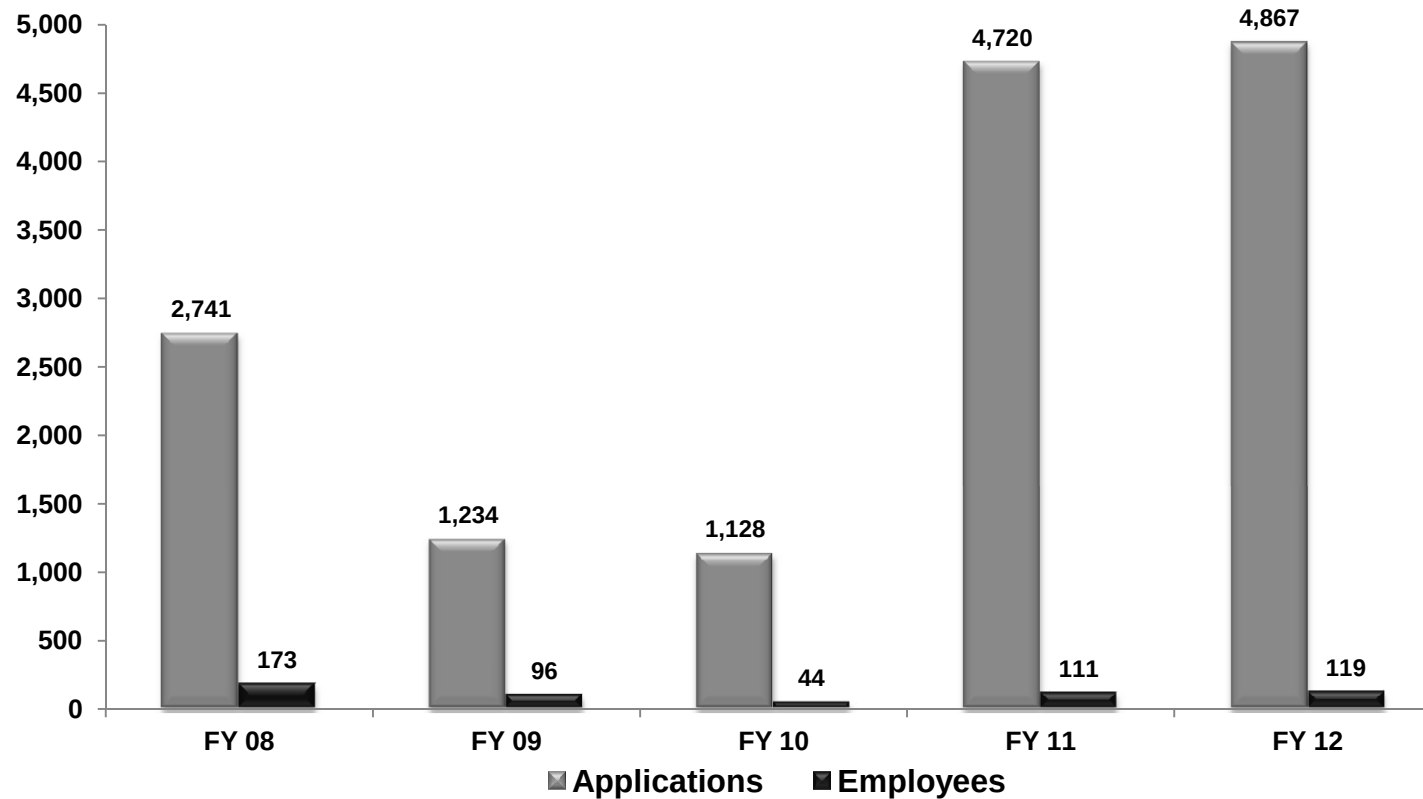
Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$20,000	\$0	\$0	\$0	\$0
Number of staff	1	1	1	1	1
Amount spent on preventive services	\$0	\$0	\$0	\$0	\$0
Amount spent on wellness fairs and promotions	\$0	\$0	\$0	\$0	\$0
<u>Output:</u>					
Number of wellness fairs, including on-site visitations	9	10	11	11	11
<u>Service Quality:</u>					
Percent of employees reached via promotions & services	38%	39%	45%	20%	20%
Percent of employees/retirees participating in wellness fairs	8%	20%	20%	20%	20%
<u>Outcome:</u>					
Benefits preserved with no reduction in service?	Yes	Yes	Yes	Yes	Yes
Percent of increase in health care benefit costs	10%	5%	7%	0%	7%

Explanation and Analysis of Performance Measures

Due to the state of the economy, our wellness budget was greatly reduced.

DEPARTMENT OF HUMAN RESOURCES

NUMBER OF 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	312,046	2,358,603	854,997	854,997	854,997
20	CONTRACTUAL SERVICES	143,411	137,852	159,884	159,884	159,884
40	BUSINESS & TRAVEL	23,064	10,701	14,000	14,000	14,000
70	MISCELLANEOUS	11,837	5,539	11,746	7,000	7,000
	GRAND TOTAL	490,358	2,512,695	1,040,627	1,035,881	1,035,881
<u>SUMMARY BY FUND:</u>						
11	GENERAL	379,287	1,887,608	557,522	552,776	552,776
25	HIGHWAYS	42,110	396,890	283,199	283,199	283,199
51	WATER & SEWER	68,961	228,197	199,906	199,906	199,906
		490,358	2,512,695	1,040,627	1,035,881	1,035,881
<u>SUMMARY BY DIVISION:</u>						
084110	GENERAL - PERSONNEL MATTERS	379,287	1,887,608	557,522	552,776	552,776
084250	HIGHWAYS - PERSONNEL MATTERS	42,110	396,890	283,199	283,199	283,199
084510	WATER & SEWER - PERSONNEL MATTERS	68,961	228,197	199,906	199,906	199,906
		490,358	2,512,695	1,040,627	1,035,881	1,035,881

DEPARTMENT: HUMAN RESOURCES - PERSONNEL MATTERS

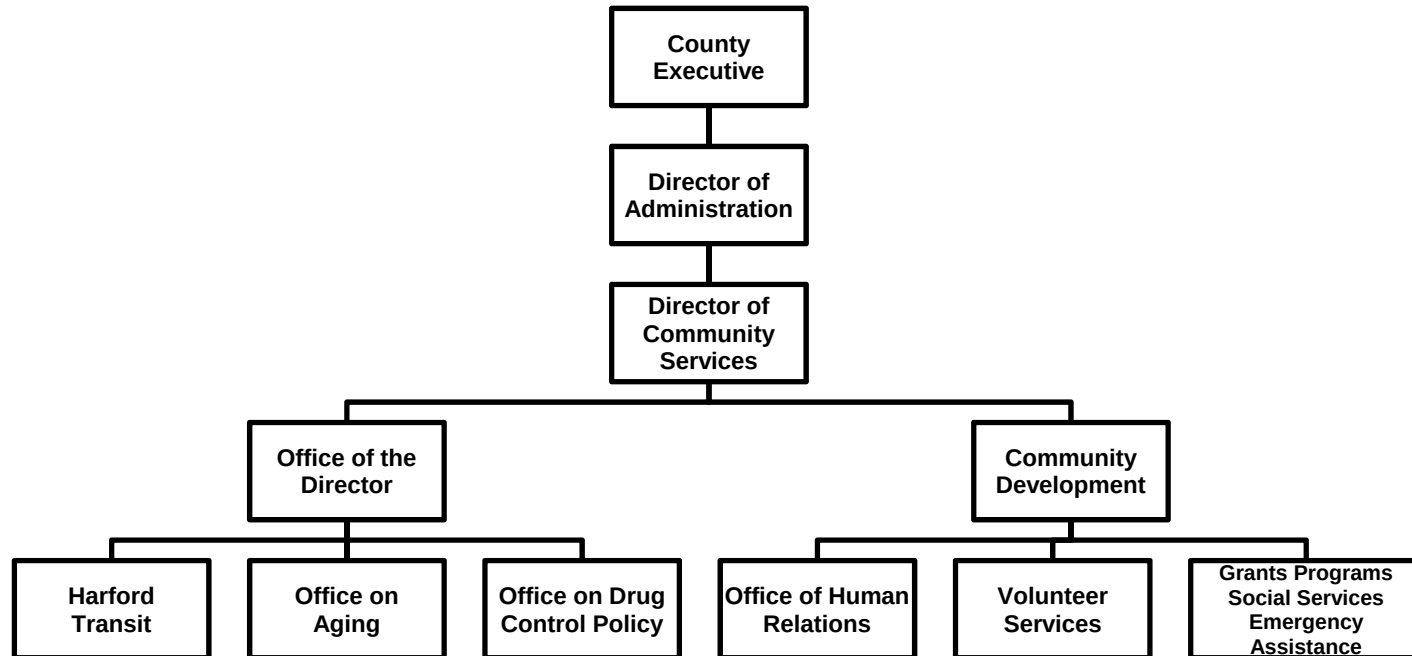
INDEX: 084110, 084250, 084510

GENERAL PERSONNEL MATTERS INDEX # 084110	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
1102 Special Pays For anticipated retirement leave payouts	257,788	1,677,857	413,741	413,741	413,741
1602 Social Security	19,796	114,472	31,651	31,651	31,651
2401 Personnel/Recruitment	6,968	1,751	7,500	7,500	7,500
2601 Medical Services	45,755	45,258	53,384	53,384	53,384
2602 Legal Services	4,552	3,805	2,500	2,500	2,500
2603 Management Services Wellness program and consultant for health benefits	21,951	30,973	30,000	30,000	30,000
4702 In-House Training	17,784	10,701	14,000	14,000	14,000
7703 Service Awards	4,693	2,791	4,746	0	0
TOTAL INDEX	379,287	1,887,608	557,522	552,776	552,776

DEPARTMENT: HUMAN RESOURCES - PERSONNEL MATTERS**INDEX: 084110, 084250, 084510**

HIGHWAYS FUND PERSONNEL MATTERS INDEX #084250	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
1102 Special Pays For anticipated retirement leave payouts	7,154	346,866	242,637	242,637	242,637
1602 Social Security	547	25,510	18,562	18,562	18,562
2401 Personnel/Recruitment	2,131	131	2,500	2,500	2,500
2601 Medical Services	14,127	7,191	11,000	11,000	11,000
2602 Legal Services	1,049	430	1,000	1,000	1,000
2603 Management Services Wellness program and consultant for health benefits	10,975	15,388	4,000	4,000	4,000
4702 In-House Training	2,640	0	0	0	0
7703 Service Awards	3,487	1,374	3,500	3,500	3,500
TOTAL INDEX	42,110	396,890	283,199	283,199	283,199
WATER & SEWER PERSONNEL MATTERS INDEX #084510					
1102 Special Pays For anticipated retirement leave payouts	24,859	181,493	137,860	137,860	137,860
1602 Social Security	1,902	12,405	10,546	10,546	10,546
2401 Personnel/Recruitment	2,131	131	3,000	3,000	3,000
2601 Medical Services	22,146	17,051	40,000	40,000	40,000
2602 Legal Services	651	355	1,000	1,000	1,000
2603 Management Services Wellness program and consultant for health benefits	10,975	15,388	4,000	4,000	4,000
4702 In-House Training	2,640	0	0	0	0
7703 Service Awards	3,657	1,374	3,500	3,500	3,500
TOTAL INDEX	68,961	228,197	199,906	199,906	199,906

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; Drug Court Treatment Programs, and the Cultural Arts Board.

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 '13 - '14 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
- 5 TO ENCOURAGE THE GROWTH AND STABILITY OF CULTURAL ORGANIZATIONS IN HARFORD COUNTY

COMMUNITY SERVICES

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,252,037	3,606,543	3,624,527	3,945,053	3,945,053
20	CONTRACTUAL SERVICES	299,406	302,445	351,755	344,999	344,999
30	SUPPLIES & MATERIALS	38,665	41,205	36,375	36,925	36,925
40	BUSINESS & TRAVEL	90,194	126,839	278,365	288,149	288,149
50	CAPITAL OUTLAY	0	201	0	0	0
70	MISCELLANEOUS	2,640,658	2,813,965	2,697,122	3,261,640	3,261,640
80	INTER-GOVERNMENTAL/INTER-FUND	56,201	208	1,000	260	260
	GRAND TOTAL	<u>6,377,161</u>	<u>6,891,406</u>	<u>6,989,144</u>	<u>7,877,026</u>	<u>7,877,026</u>

SUMMARY BY FUND:

11	GENERAL	<u>6,377,161</u>	<u>6,891,406</u>	<u>6,989,144</u>	<u>7,877,026</u>	<u>7,877,026</u>
	GRAND TOTAL	<u>6,377,161</u>	<u>6,891,406</u>	<u>6,989,144</u>	<u>7,877,026</u>	<u>7,877,026</u>

SUMMARY BY DIVISION:

091000	DIRECTOR OF COMMUNITY SERVICES	570,394	612,804	611,873	745,253	745,253
094000	OFFICE OF DRUG CONTROL POLICY	957,513	979,257	876,675	1,020,168	1,020,168
095000	COMMUNITY DEVELOPMENT	1,608,199	1,528,725	1,478,119	1,510,812	1,510,812
096300	EMERGENCY ASSISTANCE	172,610	168,590	158,791	160,684	160,684
097100	OFFICE ON AGING	1,353,531	1,513,214	1,578,433	1,747,944	1,747,944
097200	HARFORD TRANSIT	<u>1,714,914</u>	<u>2,088,816</u>	<u>2,285,253</u>	<u>2,692,165</u>	<u>2,692,165</u>
	GRAND TOTAL	<u>6,377,161</u>	<u>6,891,406</u>	<u>6,989,144</u>	<u>7,877,026</u>	<u>7,877,026</u>

SUMMARY OF GRANT BUDGETS

2,016,498

COMMUNITY SERVICES

FINANCIAL NOTES:

The \$887,882 net increase in funding for Community Services is the result of:

	FY 13	FY 14	CHANGE	
o		112,067	112,067	FY 13 Merit increase of 4% for eligible staff
o	2,254,490	2,205,040	(49,450)	Full Time Salaries:
			4,093	Salary Adjustments per the recommendations of the Department of Human Resources
			(53,543)	Staff Turnover (2.37%)
			<u>(49,450)</u>	
o		74,398	74,398	Two part-time Cultural Arts Board Coordinator positions transferred from County Council - Cultural Arts Board:
			# of Positions	Salary
			0.50	24,690
			0.50	28,602
			<u>1.00</u>	<u>53,292</u>
				Fringe
				14,997
				6,109
				<u>21,106</u>
				<u>74,398</u>
o	348,347	410,232	61,885	Temporary Salaries:
				Office of Drug Control 32,816
				Community Development 39,069
				Harford Transit (10,000)
				<u>61,885</u>
o	225,060	251,630	26,570	Pension/Retirement rate adjustments per Treasury's estimate
o	26,143	22,389	(3,754)	Workers' Compensation rate adjustments per Treasury's estimate
o	544,947	586,084	41,137	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o		55,494	55,494	PEHP (Post Employment Health Plan)
o	199,609	201,707	2,098	FICA adjustments

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE
o	172,475	151,408	(21,067) Other Professional Services

Index	FY 13	FY 14	Change	Explanation
#091000 Director of CS	25,933	27,233	1,300	Sign language interpreter for Disabilities meetings, contractual services. Increase due to Cultural Arts Board function moved from County Council.
#094000 Office of Drug Control Policy	120,000	120,000	0	Speakers/facilities for symposiums/prevention programs; in-patient beds for substance abuse treatment; urinalysis and psychological examinations.
#095000 Community Development	4,200	1,000	(3,200)	Bowman System HMIS contract @ \$3,200 moved to Information & Communications Technology (ICT); Harford's Most Beautiful @ \$1,000
#097100 Office on Aging	6,000	1,000	(5,000)	Bus vouchers for indigent seniors @ \$1,000 program licensing, data conversion, for "AIM" @ \$5,000 moved to ICT
#097200 Harford Transit	16,342	2,175	(14,167)	Route Match software services contract moved to Information & Communications Technology (ICT)
Dept Total	172,475	151,408	(21,067)	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE
o	38,215	43,081	4,866 Office Equipment - increase for excess copies for Harford Transit based on actual expense history and new contract leases for the Office on Aging and Highland Activity Center
o	12,400	17,400	5,000 Transportation Costs - increase for taxi service costs for Juvenile Drug Court participants and less grant funding available
o	348,320	350,539	2,219 Line items significantly adjusted, based on actual expense history and transfer of Cultural Arts Board function from County Council:

	FY 13	FY 14	Change	
	25,600	28,500	2,900	Electricity
	12,400	11,900	(500)	Heating Fuel (Gas)
	57,375	50,000	(7,375)	Telephone Service
	2,500	5,600	3,100	Other Advertising
	300	0	(300)	Personnel/Recruitment
	12,950	11,950	(1,000)	Uniform Rental
	0	1,000	1,000	DP Software - Maintenance
	18,000	17,400	(600)	General Office Supplies
	2,775	3,475	700	Printing - Commercial
	4,400	4,550	150	General Office Mailing
	102,500	104,000	1,500	County Owned Vehicles
	102,200	103,600	1,400	Fuel Charges
	1,550	1,759	209	Mileage
	1,650	2,150	500	Lodging
	1,920	3,045	1,125	Membership Fees & Dues
	1,000	260	(740)	Fleet Daily Carpool Rentals
	1,200	1,350	150	Training Seminars
	<u>348,320</u>	<u>350,539</u>	<u>2,219</u>	

o	3,700	14,130	10,430	County Facility Repair & Renovations - increase for carpeting, tile and sub-flooring upgrades, and ceiling fans at Harford Transit
o	8,510	9,700	1,190	Building/Custodial Services - increase for trash pick-up at Office on Aging and Chenoweth Activity Center

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	400	700	300	Medical Supplies - increase for a refurbished automated external defibrillator (AED) for Office on Aging
o	392,022	517,944	125,922	Grants & Contributions:
	FY 13	FY 14	Change	
	22,500	25,680	3,180	Director of Community Services - Mediation Program support increases for health costs and 4% merit
		15,000	15,000	Director of Community Services - Cultural Arts Board
	18,000	18,000	0	Office of Drug Control - OPEB costs for various grants
	155,000	155,000	0	Office of Drug Control - Homecoming/Mann House support
	25,000	25,000	0	Office of Drug Control - miscellaneous drug grants
	15,000	15,000	0	Office of Drug Control - Service Reform Initiative (SRI)
	0	1,800	1,800	Office of Drug Control - provides health benefits per federal mandate
	0	55,000	55,000	Office of Drug Control - Highway Safety Commission Initiative
	4,000	4,000	0	Community Development - miscellaneous contributions
	75,000	0	(75,000)	Community Development - YMCA Aquatic Center - completed
	20,000	20,000	0	Community Development - OPEB costs for various grants
	13,503	11,945	(1,558)	Community Development - Human Services Grants
	0	10,000	10,000	Community Development - Visitation Center - no grant funding
	0	50,000	50,000	Community Development - Crisis Assistance - new for FY 14
	39,019	39,019	0	Emergency Assistance - Department of Social Services
	5,000	72,500	67,500	Office on Aging - Senior Class contribution @ \$5,000 and to restore services lost from Senior Care Grant funding @ \$62,500
	<u>392,022</u>	<u>517,944</u>	<u>125,922</u>	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	1,579,460	2,016,498	437,038	County Match / Transfers Out: Local match required for Federal and State grants increase primarily due to additional match requirements as a result of funding allocations, new grant awards, and merit costs:
	FY 13	FY 14	Change	
	22,000	22,000	0	Office of Drug Control - DUI Court Grant
	133,449	133,449	0	Community Development - HOME grant
	17,600	17,600	0	Community Development - Emergency Solutions Grant
	15,570	15,570	0	Community Development - RSVP match
	210,577	257,972	47,395	Office on Aging - IIIB Human Services
	22,603	27,556	4,953	Office on Aging - IIIE Caretakers
	14,543	14,543	0	Office on Aging - Senior Health Insurance Program (SHIP)
	6,486	6,486	0	Office on Aging - Senior Medicaid Patrol (SMP) based on award
	21,146	21,462	316	Office on Aging - IIIA Area Agency Admin
	2,000	2,000	0	Office on Aging - Cultural Arts programming for Seniors
	356,401	463,553	107,152	Harford Transit - SSTAP
	687,575	774,525	86,950	Harford Transit - Section 5307
	65,000	83,217	18,217	Harford Transit - MTA Capital Grants
	4,510	0	(4,510)	Harford Transit - Americans with Disabilities
	0	91,018	91,018	Harford Transit - Job/Access/Reserve Commute (JARC)
	0	85,547	85,547	Harford Transit - New Freedom
	<u>1,579,460</u>	<u>2,016,498</u>	<u>437,038</u>	

COMMUNITY SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	725,640	727,198	1,558	Grant-in-Aid funding:
	FY 13	FY 14	Change	
	11,451	11,451	0	Catholic Charities
	29,070	29,070	0	Habitat for Humanity
	15,555	15,555	0	Kelleher-Family & Children Services
	8,208	8,208	0	Salvation Army
	73,011	73,011	0	SARC
	10,776	10,776	0	Arc of Harford County Family Services
	36,567	36,567	0	Mason Dixon Community Services
	35,000	35,000	0	Marriage Licenses/Spouse Abuse - per Treasury
	29,412	29,412	0	Legal Aid
	35,898	35,898	0	Harford Community Action Agency
	33,339	33,339	0	CSAT - Family & Children's Services
	45,651	46,000	349	Assoc Catholic Charities - Anna's House
	20,000	20,000	0	Inter-County Outreach
	16,923	16,923	0	Harford Family House
	13,680	13,680	0	Emergency Services - In-Home Aid
	116,787	116,787	0	Harford Boys & Girls Club
	19,000	19,000	0	Emergency Services - Emergency Housing & Utilities
	12,819	13,000	181	Wilson Ministry Center
	8,892	8,892	0	Big Brothers/Sisters
	500	500	0	Chesapeake Therapeutic Riding
	48,387	48,387	0	Faith Communities & Civic Agencies
	4,788	4,788	0	Alliance
	5,472	6,000	528	Homecoming for Women
	41,371	41,371	0	Core Svc Agency - Mobile Crisis
	5,000	5,000	0	LASOS - Linking All So Others Succeed
	43,083	43,083	0	Arc of Harford County - Vocation Services
	2,500	3,000	500	Tabernacle of Faith
	2,500	2,500	0	Village at Lakeview NNC Center
	<u>725,640</u>	<u>727,198</u>	<u>1,558</u>	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	0.00	0	1.00	48,896	1.00	37,300
Accounting Technician II	0.00	0	0.00	0	1.00	52,378
Administrative Assistant I	4.00	170,341	4.00	170,341	3.00	125,847
Administrative Assistant II	0.00	0	2.00	82,856	2.00	86,171
Administrative Budget Technician I	1.00	39,900	1.00	39,900	0.00	0
Administrative Budget Technician II	1.00	66,544	1.00	66,544	1.00	69,206
Administrative Secretary III	1.00	54,000	1.00	64,420	1.00	66,995
Administrative Specialist I	3.00	167,713	2.00	125,390	3.00	184,280
Administrative Specialist II	2.00	122,633	3.00	182,633	2.00	135,801
Administrator	2.00	155,556	3.00	240,870	4.00	317,377
Client Advocacy Services Asst. Manager	1.00	52,811	1.00	52,811	1.00	54,924
Client Advocacy Services Manager	2.00	144,556	2.00	144,556	2.00	150,338
Communications Specialist I	2.00	71,576	2.00	71,576	2.00	74,439
Communications Specialist II	1.00	43,825	1.00	43,825	1.00	45,578
Community Resources Coordinator	1.00	43,900	0.00	0	0.00	0
Coordinator for Disabilities	1.00	61,895	1.00	61,895	1.00	48,000
Deputy Director of Community Services	1.00	85,000	1.00	90,000	1.00	93,600
Director of Community Services	1.00	110,933	1.00	110,933	1.00	115,370
Grants Coordinator	1.00	60,000	0.00	0	0.00	0
Grants Specialist II	0.00	0	0.00	0	1.00	39,900
Housing Services Coordinator	1.00	70,306	1.00	70,306	1.00	73,118
Housing Services Counselor	1.00	61,895	1.00	61,895	1.00	64,371
Human Relations Manager	0.00	0	1.00	65,000	1.00	67,600
Juvenile Drug Court Coordinator	1.00	58,880	1.00	58,880	1.00	61,235
Long Term Care Coordinator	1.00	51,851	1.00	51,851	1.00	53,925
Manager, Harford Transit	2.00	125,043	2.00	125,043	1.00	70,720
Manager, Senior Center Division	1.00	60,000	1.00	60,000	1.00	62,400
Manager, Substance Abuse & Drug Ctrl	1.00	85,314	0.00	0	0.00	0

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner I	1.00	60,000	1.00	60,000	1.00	62,400
Senior Center Specialist	2.00	104,069	2.00	104,069	2.00	108,231
FULL-TIME SALARIES	36.00	2,128,541	38.00	2,254,490	38.00	2,321,504
SALARY OFFSET		0		0		(33,436)
TOTAL FULL-TIME SALARIES	36.00	2,128,541	38.00	2,254,490	38.00	2,288,068
PART-TIME SALARIES						
Cultural Arts Board Coordinator	0.00	0	0.00	0	1.00	53,292
TOTAL PART-TIME SALARIES	0.00	0	0.00	0	1.00	53,292
TEMPORARY SALARIES		450,657		348,347		422,510
SALARY TOTAL	36.00	2,579,198	38.00	2,602,837	39.00	2,763,870
OTHER PERSONAL SERVICES						
Pension & Retirement		309,529		225,060		265,760
Workers' Compensation		22,739		26,143		23,396
Health Benefits		489,047		544,947		597,381
PEHP		0		0		55,494
Overtime		25,000		20,000		20,000
FICA		195,757		199,609		212,860
Miscellaneous		5,790		5,931		6,292
TOTAL OTHER PERSONAL SERVICES		1,047,862		1,021,690		1,181,183
TOTAL 27TH PAY COST		115,372		0		0
TOTAL PERSONAL SERVICES	36.00	3,742,432	38.00	3,624,527	39.00	3,945,053

* FY 12 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, Drug Court Treatment programs and the Cultural Arts Board for Harford County.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	498,028	553,244	538,400	645,506	645,506
20	CONTRACTUAL SERVICES	46,165	40,000	43,433	48,733	48,733
30	SUPPLIES & MATERIALS	6,420	11,053	5,400	6,400	6,400
40	BUSINESS & TRAVEL	1,791	3,947	2,140	3,874	3,874
70	MISCELLANEOUS	17,990	4,500	22,500	40,680	40,680
80	INTER-GOVERNMENTAL / INTER-FUND	0	60	0	60	60
	GRAND TOTAL	<u>570,394</u>	<u>612,804</u>	<u>611,873</u>	<u>745,253</u>	<u>745,253</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>570,394</u>	<u>612,804</u>	<u>611,873</u>	<u>745,253</u>	<u>745,253</u>

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

The \$133,380 net increase in funding for Community Services - Director of Community Services is the result of:

	FY 13	FY 14	CHANGE	
o		17,687	17,687	FY 13 Merit increase of 4% for eligible staff
o		74,398	74,398	Two (2) part-time Cultural Arts Board Coordinator positions transferred from the County Council - Cultural Arts Board:
				# of Positions Salary Fringe Total
				0.50 24,690 14,997 39,687
				0.50 28,602 6,109 34,711
				<u>1.00 53,292 21,106 74,398</u>
o	92,560	94,179	1,619	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	33,917	37,685	3,768	Pension/Retirement rate adjustments per Treasury's estimates
o	700	840	140	Life - increase based on actual expense history
o		9,127	9,127	PEHP (Post Employment Health Plan)
o	28,573	29,000	427	FICA adjustments
o		22,534	22,534	Operating expenses for the Cultural Arts Board function transferred from County Council:
			3,000	Other Advertising
			1,300	Other Professional Services
			1,000	DP Software-Maintenance
			100	General Office Supplies
			700	Printing - Commercial
			200	General Office Mailing
			309	Mileage
			775	Membership Fees & Dues
			150	Training Seminars
			<u>15,000</u>	Grants & Contributions
			<u>22,534</u>	
o	500	1,000	500	Lodging - increase based on actual expense history
o	22,500	25,680	3,180	Grants & Contributions - support for the Mediation Program to cover salary and expenses of the Coordinator increase for health benefit costs and merit increase
o	0	60	60	Fleet Daily Rentals - use of pool cars based on actual expense history

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: DIRECTOR OF COMMUNITY SERVICES

Index No. 091000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	52,312	1.00	52,312	1.00	54,404
Administrative Secretary III	1.00	54,000	1.00	64,420	1.00	66,995
Administrative Specialist I	1.00	52,936	1.00	52,939	1.00	55,057
Deputy Director of Community Services	1.00	85,000	1.00	90,000	1.00	93,600
Director of Community Services	1.00	110,933	1.00	110,933	1.00	115,370
TOTAL FULL-TIME SALARIES	5.00	355,181	5.00	370,604	5.00	385,426
PART-TIME SALARIES						
Cultural Arts Board Coordinator	0.00	0	0.00	0	1.00	53,292 A
TOTAL PART-TIME SALARIES	0.00	0	0.00	0	1.00	53,292
TEMPORARY SALARIES		6,791		6,251		6,501 B
SALARY TOTAL	5.00	361,972	5.00	376,855	6.00	445,219
OTHER PERSONAL SERVICES						
Pension & Retirement		47,057		33,917		44,522
Workers' Compensation		4,884		5,795		6,087
Health Benefits		72,638		92,560		105,476
PEHP		0		0		9,127
FICA		27,435		28,573		33,955
Miscellaneous		700		700		1,120
TOTAL OTHER PERSONAL SERVICES		152,714		161,545		200,287
TOTAL 27TH PAY COST		16,787		0		0
TOTAL PERSONAL SERVICES	5.00	531,473	5.00	538,400	6.00	645,506

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) part-time Cultural Arts Board Coordinator positions transferred from County Council - Cultural Arts Board 407000 - #0519, #3025

B - Temporary funding provides for one (1) Clerk Typist

COMMUNITY SERVICES - DIRECTOR COMMUNITY SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To enhance the ability of Harford County arts and cultural organizations serving our citizens

Department Objective

To wisely allocate tax dollars to support and encourage the attainment of the highest artistic excellence in all arts disciplines in the County

County Goal(s) Supported

III. Efficient County Government

VI. Quality Living

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Marketing programs in support of arts organizations	N/A	N/A	N/A	51	50
Funds from Grants (State and County)	N/A	N/A	N/A	103,822	106,000
<u>Output:</u>					
Number of grants awarded	N/A	N/A	N/A	51	50
Number of organizations supported thru television, radio, programs, festivals and exhibitions	N/A	N/A	N/A	210	210
<u>Efficiency:</u>					
Cultural Arts - Supported Events	N/A	N/A	N/A	51	50
Cultural Arts - Artists Supported	N/A	N/A	N/A	4,614	4,614
<u>Service Quality:</u>					
Results of participant surveys	N/A	N/A	N/A	Excellent	Excellent
Progress reports filed with funder(s)	N/A	N/A	N/A	2	2
<u>Outcome:</u>					
Funds generated by match from CAD grants	N/A	N/A	N/A	133,879	133,000
Audience Participation	N/A	N/A	N/A	124,500	124,500

Explanation and Analysis of Performance Measures

The Harford County Cultural Arts Board became a part of the Department of Community Services in July 2013. Measures were selected based on grant reporting requirements. The Harford County Cultural Arts Board's (HCCB) vision is "Preserve, enhance and promote the culture of Harford County. HCCB offers grants for local organizations and sponsors workshops and promotional events. For the benefit of the entire Harford County community, the Cultural Arts Board produces a calendar of events and quarterly newsletter.

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 '13 - '14 GOAL:

1 TO REDUCE SUBSTANCE ABUSE IN HARFORD COUNTY

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	562,180	595,817	487,175	571,168	571,168
20	CONTRACTUAL SERVICES	109,858	110,817	127,100	125,200	125,200
30	SUPPLIES & MATERIALS	12,308	14,017	13,000	13,250	13,250
40	BUSINESS & TRAVEL	16,286	21,639	13,400	18,550	18,550
70	MISCELLANEOUS	256,881	236,819	235,000	291,800	291,800
80	INTER-GOVERNMENTAL / INTER-FUND	0	148	1,000	200	200
	GRAND TOTAL	957,513	979,257	876,675	1,020,168	1,020,168
	<u>FUNDING SOURCE:</u>					
11	GENERAL	957,513	979,257	876,675	1,020,168	1,020,168

INDEX: 094000

INDEX: 094000

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE OF DRUG CONTROL POLICY

Index No. 094000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	49,334	1.00	49,334	0.00	0
Administrative Specialist I	0.00	0	0.00	0	1.00	53,874 A
Administrator	0.00	0	1.00	85,314	1.00	88,727
Juvenile Drug Court Coordinator	1.00	58,880	1.00	58,880	1.00	61,235
Manager, Substance Abuse & Drug Control	1.00	85,314	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	3.00	193,528	3.00	193,528	3.00	203,836
TEMPORARY SALARIES		165,662		170,731		211,689 B
SALARY TOTAL	3.00	359,190	3.00	364,259	3.00	415,525
OTHER PERSONAL SERVICES						
Pension & Retirement		41,209		28,985		37,163
Workers' Compensation		2,204		2,544		469
Health Benefits		63,047		62,612		80,856
PEHP		0		0		4,564
FICA		27,478		27,866		31,787
Miscellaneous		880		909		804
TOTAL OTHER PERSONAL SERVICES		134,818		122,916		155,643
TOTAL 27TH PAY COST		16,457		0		0
TOTAL PERSONAL SERVICES	3.00	510,465	3.00	487,175	3.00	571,168

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I position upgraded to Administrative Specialist I - #1060

B - Temporary salaries provide funding for Budget Technician, Juvenile Drug Court Assistant Coordinator, Juvenile Drug Court Programmer, Drug Court Prevention Associate, Evaluator and a Juvenile Drug Court Administrative Specialist I

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Substance Abuse Programs	195	171	202	200	200
Funds from Grants	\$723,311	\$721,505	\$472,028	\$475,000	\$500,000
Number of grants applied for	13	15	9	9	9
<u>Output:</u>					
Number of participants	23,517	15,870	19,007	20,000	20,000
Progress reports related to grants	52	68	60	60	60
Number of grants awarded	13	15	9	9	9
<u>Efficiency:</u>					
Number of grants renewed	13	15	9	9	9
<u>Service Quality:</u>					
Results of:					
Participant Surveys	Excellent	Excellent	Excellent	Excellent	Excellent
Progress Reports	52	68	60	60	60
<u>Outcome:</u>					
Reduction of 12th graders using marijuana & binge drinking	(.08%)	4.7%	4.7%	0.5%	1.0%
Number of drug/alcohol overdoses	35	30	38	40	40

Explanation and Analysis of Performance Measures

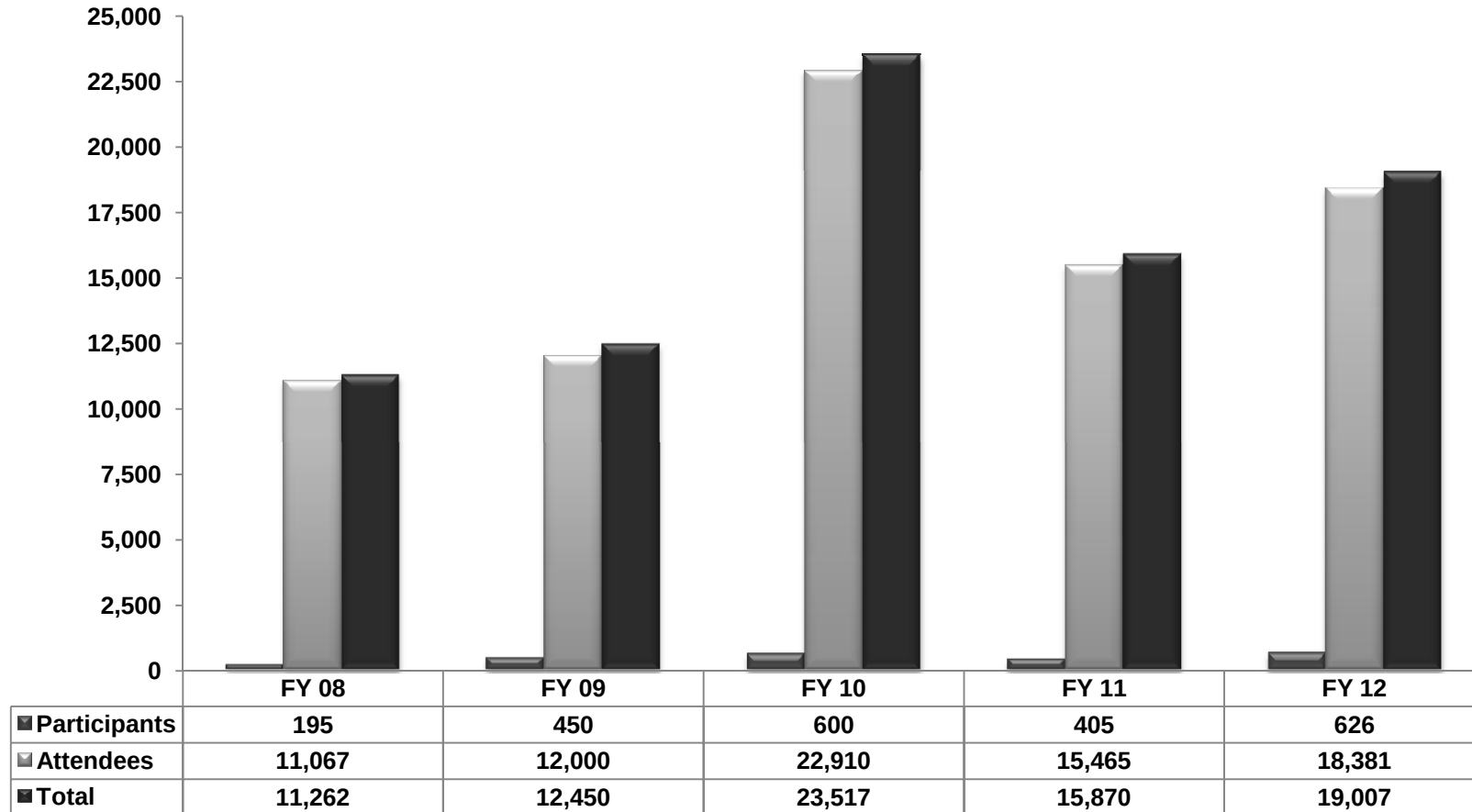
The Maryland Adolescent Survey reflects alcohol and drug use among Harford County youth. This will be compared to the State average. The number of participants in treatment and the number of deaths related to drugs and alcohol will be tracked and compared to previous years statistics. The increase in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

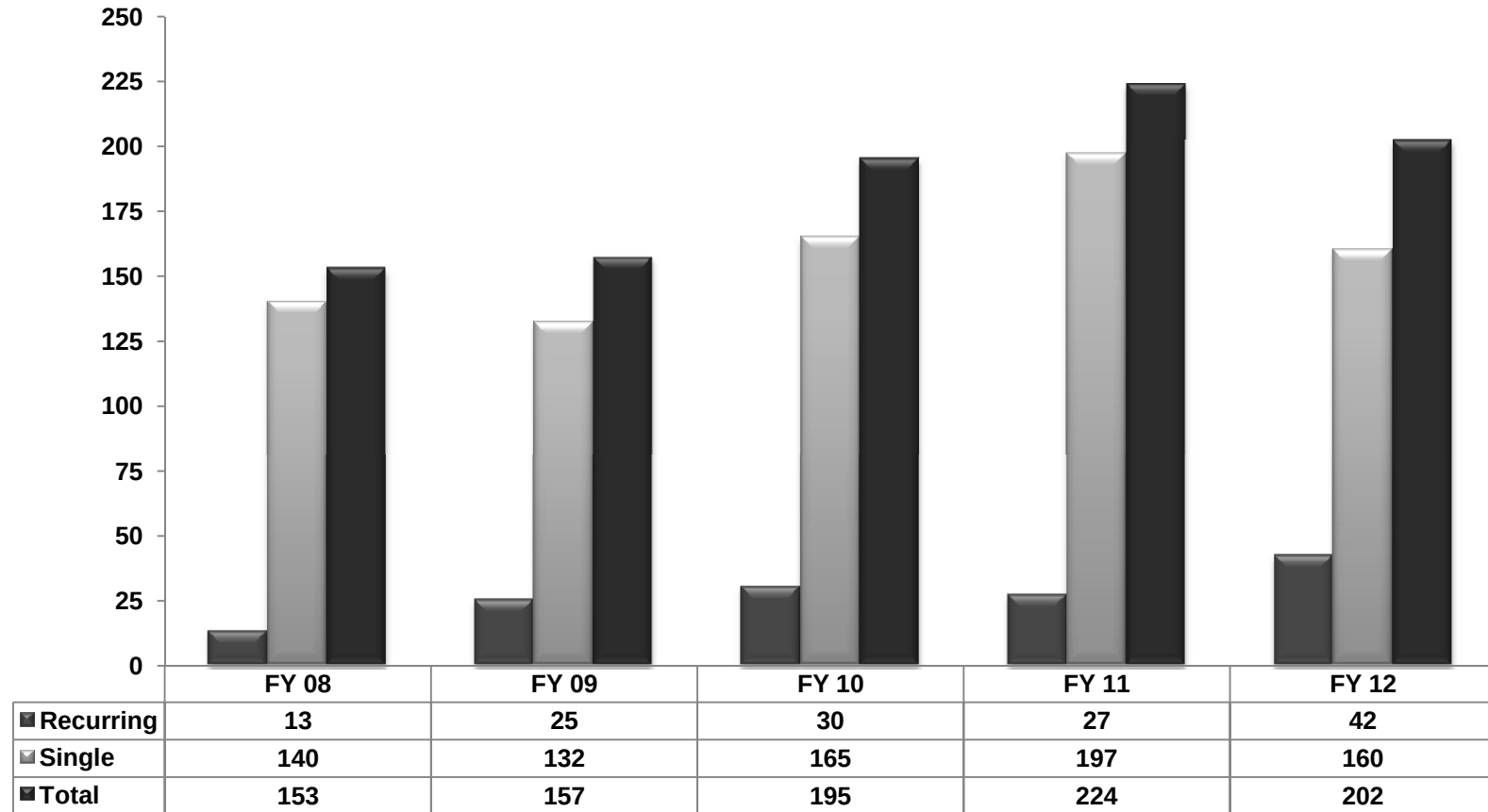
COMMUNITY SERVICES

OFFICE OF DRUG CONTROL POLICY - NUMBER of PEOPLE SERVED



COMMUNITY SERVICES

OFFICE OF DRUG CONTROL POLICY - NUMBER OF PROGRAMS



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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	553,068	563,277	496,487	547,380	547,380
20	CONTRACTUAL SERVICES	4,035	4,509	5,700	2,000	2,000
30	SUPPLIES & MATERIALS	2,416	4,564	1,350	1,850	1,850
40	BUSINESS & TRAVEL	2,699	585	2,500	2,500	2,500
70	MISCELLANEOUS	1,045,981	955,790	972,082	957,082	957,082
	GRAND TOTAL	1,608,199	1,528,725	1,478,119	1,510,812	1,510,812
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,608,199	1,528,725	1,478,119	1,510,812	1,510,812

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

The \$32,693 net increase in funding for Community Services - Community Development is the result of:

	FY 13	FY 14	CHANGE	
o		12,161	12,161	FY 13 Merit increase of 4% for eligible staff
o	309,256	275,456	(33,800)	Full Time Salaries
			(33,800)	Staff Turnover <u>(10.93%)</u>
o	46,945	86,014	39,069	Temporary Salaries - increase for a Human Relations Administrative Specialist II position
o	32,058	36,467	4,409	Pension/Retirement rate adjustments per Treasury's estimates
o	78,751	92,176	13,425	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o		14,421	14,421	PEHP (Post Employment Health Plan)
o	26,468	27,652	1,184	FICA Adjustments
o	1,400	900	(500)	Telephone - decrease based on actual expense history

INDEX: 095000

	FY 13	FY 14	CHANGE	
o	500	1,000	500	General Office Supplies - increase based on actual expense history
o	4,200	1,000	(3,200)	Other Professional Services - for Harford's Most Beautiful Program; funding for Bowman Systems moved to Information and Communications Technology (ICT) @ (\$3,200)
o	166,619	166,619	0	County Match/Transfers Out:
	FY 13	FY 14	Change	
	17,600	17,600	0	Emergency Solution Grant
	133,449	133,449	0	Home Grant
	15,570	15,570	0	RSVP Grant
	<u>166,619</u>	<u>166,619</u>	<u>0</u>	
o	112,503	95,945	(16,558)	Grants & Contributions:
	FY 13	FY 14	Change	
	4,000	4,000	0	Miscellaneous Contributions
	75,000	0	(75,000)	YMCA Aquatic Center - not needed in FY 14
	20,000	20,000	0	OPEB for grant employees
	0	10,000	10,000	Harford County Visitation Center - can no longer charge to a grant
	0	50,000	50,000	Crisis Assistance Grant - New for FY 14
	13,503	11,945	(1,558)	Human Services Grants
	<u>112,503</u>	<u>95,945</u>	<u>(16,558)</u>	

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

	FY 13	FY 14	CHANGE	
o	692,960	694,518	1,558	Grant in Aid to various non-profit organizations:
	FY 13	FY 14	Change	
	11,451	11,451	0	Catholic Charities
	29,070	29,070	0	Habitat for Humanity
	15,555	15,555	0	Kelleher-Family & Children Services
	8,208	8,208	0	Salvation Army
	73,011	73,011	0	SARC
	10,776	10,776	0	ARC of Harford County - Family Services
	36,567	36,567	0	Mason Dixon Community Services
	35,000	35,000	0	Marriage Licenses / Spouse Abuse
	29,412	29,412	0	Legal Aid
	35,898	35,898	0	Harford Community Action Agency
	33,339	33,339	0	CSAT - Family & Children's Services
	45,651	46,000	349	Assoc Catholic Charities - Anna's House
	20,000	20,000	0	Inter-County Outreach
	16,923	16,923	0	Harford Family House
	116,787	116,787	0	Harford Boys & Girls Club
	12,819	13,000	181	Wilson Ministry Center
	8,892	8,892	0	Big Brothers/Sisters
	500	500	0	Chesapeake Therapeutic Riding
	48,387	48,387	0	Faith Communities & Civic Agencies
	4,788	4,788	0	Alliance
	5,472	6,000	528	Homecoming for Women
	41,371	41,371	0	Core Service Agency - Mobile Crisis
	5,000	5,000	0	LASOS (Linking All So Others Succeed)
	43,083	43,083	0	ARC of Harford County - Vocational Services
	2,500	3,000	500	Tabernacle of Faith
	2,500	2,500	0	Village at Lakeview NNC Center
	<u>692,960</u>	<u>694,518</u>	<u>1,558</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: COMMUNITY DEVELOPMENT

Index No. 095000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	52,055	2.00	112,055	1.00	62,400
Administrator	0.00	0	0.00	0	1.00	66,872 A
Community Resources Coordinator	1.00	43,900	0.00	0	0.00	0
Coordinator for Disabilities	1.00	61,895	1.00	61,895	1.00	48,000
Grants Coordinator	1.00	60,000	0.00	0	0.00	0
Housing Services Coordinator	1.00	70,306	1.00	70,306	1.00	73,118
Human Relations Manager	0.00	0	1.00	65,000	1.00	67,600
FULL-TIME SALARIES	5.00	288,156	5.00	309,256	5.00	317,990
SALARY OFFSET		0		0		(33,436)
TOTAL FULL-TIME SALARIES	5.00	288,156	5.00	309,256	5.00	284,554
TEMPORARY SALARIES		143,784		46,945		87,455 B
SALARY TOTAL	5.00	431,940	5.00	356,201	5.00	372,009
OTHER PERSONAL SERVICES						
Pension & Retirement		43,671		32,058		37,200
Workers' Compensation		1,512		2,187		2,248
Health Benefits		79,506		78,751		92,176
PEHP		0		0		14,421
FICA		31,428		26,468		28,458
Miscellaneous		990		822		868
TOTAL OTHER PERSONAL SERVICES		157,107		140,286		175,371
TOTAL 27TH PAY COST		16,239		0		0
TOTAL PERSONAL SERVICES	5.00	605,286	5.00	496,487	5.00	547,380

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Specialist II position reclassified and filled as an Administrator and offset 50% by grant funding - #3584

B - Temporary salaries provide for one Administrative Specialist II and partial salaries for two Community Development Coordinators

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Community Service Programs	83	80	78	75	75
Funds from Grants	\$8,465,000	\$8,937,933	\$5,045,000	\$6,000,000	\$6,000,000
<u>Output:</u>					
Activities sponsored/co-sponsored	89	89	95	100	100
Organizations and projects served	265	265	308	265	265
Number of programs funded	113	100	92	79	79
Progress reports submitted to federal and state agencies	86	86	86	76	76
<u>Efficiency:</u>					
Outside funds leveraged	\$3,000,000	\$3,000,000	\$3,500,000	\$3,000,000	\$3,000,000
Leveraged partnerships	50	50	53	50	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	15,000	12,000	16,000	12,000	12,000
Participants of County funded human service programs	75,000	50,000	45,000	50,000	50,000

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. The Department of Community Services, through the Community Division, was successful in leveraging additional financial resources in FY 2012 due to two large housing projects - St. John's Commons located in Havre de Grace and Perryman Station located in Aberdeen. Both projects leveraged state tax credits and private funding.

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	93,137	96,891	87,092	88,985	88,985
70	MISCELLANEOUS	79,473	71,699	71,699	71,699	71,699
GRAND TOTAL		172,610	168,590	158,791	160,684	160,684
<u>FUNDING SOURCE:</u>						
11	GENERAL	172,610	168,590	158,791	160,684	160,684

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

The \$1,893 net increase in funding for Community Services - Emergency Assistance is the result of:

	FY 13	FY 14	CHANGE
o		2,918	2,918 FY 13 Merit increase of 4% for eligible staff
o	5,571	6,190	619 Pension/Retirement Rate Adjustments per Treasury's estimates
o	14,609	12,965	(1,644) Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	71,699	71,699	0 Grants and Contributions:

FY 13	FY 14	Change	
39,019	39,019	0	Emergency Assistance
13,680	13,680	0	CS In-Home Aid
19,000	19,000	0	CS Emergency Housing & Utility
<u>71,699</u>	<u>71,699</u>	<u>0</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: EMERGENCY ASSISTANCE

Index No. 096300

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Housing Services Counselor	<u>1.00</u>	<u>61,895</u>	<u>1.00</u>	<u>61,895</u>	<u>1.00</u>	<u>64,371</u>
SALARY TOTAL	<u>1.00</u>	<u>61,895</u>	<u>1.00</u>	<u>61,895</u>	<u>1.00</u>	<u>64,371</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		8,046		5,571		6,437
Workers' Compensation		124		142		148
Health Benefits		14,611		14,609		12,965
FICA		4,735		4,735		4,924
Miscellaneous	<u> </u>	<u>140</u>	<u> </u>	<u>140</u>	<u> </u>	<u>140</u>
TOTAL OTHER PERSONAL SERVICES		27,656		25,197		24,614
TOTAL 27TH PAY COST	<u> </u>	<u>2,872</u>	<u> </u>	<u>0</u>	<u> </u>	<u>0</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>92,423</u>	<u>1.00</u>	<u>87,092</u>	<u>1.00</u>	<u>88,985</u>

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****ORIGIN/PURPOSE:**

The Office on Aging was created by Harford County Code, Article XXIX, Chapter 9, Section 178, Bill No. 81-13. In addition, it is designated by the Maryland Department of Aging as the Area Agency on Aging for Harford County, the entity which administers Federal and State programs serving older adults. The purpose of the Office on Aging is to develop and provide a wide variety of services for older adults, their families and caregivers, designed to promote maximum independence and dignity, and to prevent unnecessary institutionalization.

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	887,398	1,104,528	1,206,673	1,259,039	1,259,039
20	CONTRACTUAL SERVICES	61,590	58,670	74,980	69,061	69,061
30	SUPPLIES & MATERIALS	9,992	9,077	9,375	9,375	9,375
40	BUSINESS & TRAVEL	4,889	7,663	5,050	7,950	7,950
70	MISCELLANEOUS	389,662	333,276	282,355	402,519	402,519
	GRAND TOTAL	<u>1,353,531</u>	<u>1,513,214</u>	<u>1,578,433</u>	<u>1,747,944</u>	<u>1,747,944</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>1,353,531</u>	<u>1,513,214</u>	<u>1,578,433</u>	<u>1,747,944</u>	<u>1,747,944</u>

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Office on Aging****INDEX: 097100****FINANCIAL NOTES:**

The \$169,511 net increase in funding for Community Services - Office on Aging is the result of:

	FY 13	FY 14	CHANGE
o		40,702	40,702 FY 13 Merit increase of 4% for eligible staff
o	72,199	80,221	8,022 Pension/Retirement rate adjustments per Treasury's estimates
o	194,951	189,555	(5,396) Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o		9,127	9,127 PEHP (Post Employment Health Plan)
o	6,000	1,000	(5,000) Other Professional Services - funding for bus vouchers for indigent seniors; Ombudsman/Aim program licensing fees moved to Information and Communications Technology (ICT)
o	0	300	300 Medical Supplies - funding for a refurbished automated external defibrillator (AED) from Risk Management

INDEX: 097100

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: OFFICE ON AGING

Index No. 097100

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	68,695	2.00	68,695	2.00	71,443
Administrative Assistant II	0.00	0	1.00	40,096	1.00	41,700
Administrative Budget Technician II	1.00	66,544	1.00	66,544	1.00	69,206
Administrative Specialist I	1.00	72,451	1.00	72,451	1.00	75,349
Administrative Specialist II	1.00	70,578	1.00	70,578	1.00	73,401
Administrator	1.00	70,556	1.00	70,556	1.00	73,378
Client Advocacy Services Assistant Manager	1.00	52,811	1.00	52,811	1.00	54,924
Client Advocacy Services Manager	2.00	144,556	2.00	144,556	2.00	150,338
Long Term Care Coordinator	1.00	51,851	1.00	51,851	1.00	53,925
Manager, Senior Center Division	1.00	60,000	1.00	60,000	1.00	62,400
Planner I	1.00	60,000	1.00	60,000	1.00	62,400
Senior Center Specialist	2.00	104,069	2.00	104,069	2.00	108,231
SALARY TOTAL	14.00	822,111	15.00	862,207	15.00	896,695
OTHER PERSONAL SERVICES						
Pension & Retirement		99,074		72,199		83,430
Workers' Compensation		7,876		9,257		9,535
Health Benefits		175,680		194,951		189,555
PEHP		0		0		9,127
FICA		62,891		65,959		68,597
Miscellaneous		1,960		2,100		2,100
TOTAL OTHER PERSONAL SERVICES		347,481		344,466		362,344
TOTAL 27TH PAY COST		37,850		0		0
TOTAL PERSONAL SERVICES	14.00	1,207,442	15.00	1,206,673	15.00	1,259,039

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Service categories provided per the Older Americans Act	14	14	14	14	14
Funds from grants utilized	\$1,350,165	\$1,416,498	\$1,504,477	\$1,533,487	\$1,527,211
Senior centers operated	6	6	6	6	6
<u>Output:</u>					
Total meals financed by Office on Aging Funds	61,804	66,689	59,100	59,410	63,754
Number of responses to requests for senior services	9,587	16,394	16,271	15,728	16,024
<u>Efficiency:</u>					
Average response time (in working days) to requests for information	2.0	2.0	2.5	2.5	2.5
Percent of congregate meals ordered served to participants	92%	90%	89%	90%	90%
<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	90.69%	90.86%	90.80%	91.00%	91.00%

Explanation and Analysis of Performance Measures

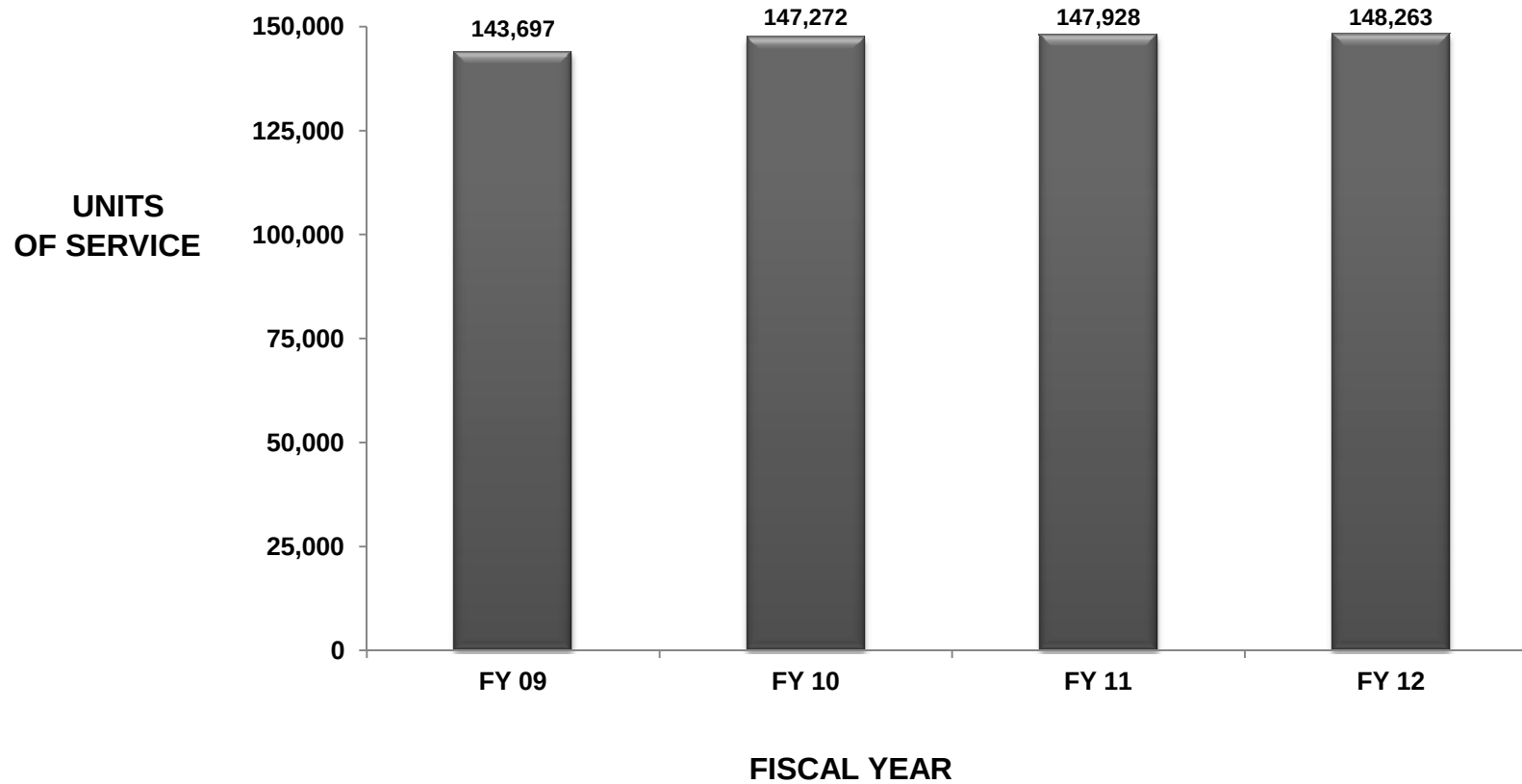
The number of elderly is expected to double from 21,691 in 1990 to 43,751 by 2010. It is important for funding to increase incrementally to meet the needs of seniors, their families and their caregivers. Trained staff members assess the needs of clients seeking help and determine what assistance and referrals will best meet the needs of our senior citizens.

Major Related Plans and Policies

Area Aging Plan, Harford County Consolidated Plan, U.S. Census Data

COMMUNITY SERVICES - OFFICE ON AGING

UNITS OF SERVICE to HARFORD COUNTY SENIORS



DEPARTMENT: COMMUNITY SERVICES**DIVISION: Harford Transit****INDEX: 097200****ORIGIN/PURPOSE:**

Harford Transit provides public and specialized transportation services in Harford County. Services include ten public bus routes operating Monday through Friday, as well as door-to-door service for the elderly and disabled persons.

FY '13 - '14 GOAL:

- 4 TO PROVIDE DEPENDABLE AND EFFECTIVE TRANSPORTATION TO THE COUNTY'S TRANSIT-DEPENDENT POPULATION BY CONNECTING POPULATION CENTERS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	658,226	692,786	808,700	832,975	832,975
20	CONTRACTUAL SERVICES	77,758	88,449	100,542	100,005	100,005
30	SUPPLIES & MATERIALS	7,529	2,494	7,250	6,050	6,050
40	BUSINESS & TRAVEL	64,529	93,005	255,275	255,275	255,275
50	CAPITAL OUTLAY	0	201	0	0	0
70	MISCELLANEOUS	850,671	1,211,881	1,113,486	1,497,860	1,497,860
80	INTER-GOVERNMENTAL / INTER-FUND	56,201	0	0	0	0
	GRAND TOTAL	<u>1,714,914</u>	<u>2,088,816</u>	<u>2,285,253</u>	<u>2,692,165</u>	<u>2,692,165</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,714,914</u>	<u>2,088,816</u>	<u>2,285,253</u>	<u>2,692,165</u>	<u>2,692,165</u>

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Harford Transit****INDEX: 097200****FINANCIAL NOTES:**

The \$406,912 net increase in funding for Community Services - Harford Transit is the result of:

	FY 13	FY 14	CHANGE
o		20,064	20,064 FY 13 Merit increase of 4% for eligible staff
o	457,000	438,783	(18,217) Full Time Salaries
o			1,526 Salary adjustment based on the recommendations of the Dept. of Human Resources
			(19,743) Staff Turnover (4.32%)
			<u>(18,217)</u>
o	124,420	114,420	(10,000) Temporary Salaries - decrease based on actual expense history
o	52,330	55,323	2,993 Pension/Retirement rate adjustments per Treasury's estimates
o	101,464	116,353	14,889 Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	6,218	4,728	(1,490) Workers' Compensation - rate adjustments per Treasury's estimates
o		18,255	18,255 PEHP (Post Employment Health Plan)
o	46,008	43,789	(2,219) FICA rate adjustments
o	16,342	2,175	(14,167) Other Professional Services - funding for uniform repairs/embblems, miscellaneous expenses, snow removal, etc., Route Match software service contract moved to Information and Communication Technology in FY 14

DEPARTMENT: COMMUNITY SERVICES**DIVISION: Harford Transit****INDEX: 097200****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	3,700	14,130	10,430	County Facility Repair & Renovations - increase is for replacement of carpeting, tile and subflooring, and ceiling fans
o	47,950	49,950	2,000	Line items significantly adjusted, based on actual expense history and state of the economy:

	FY 13	FY 14	Change	
	9,500	14,000	4,500	Office Equipment
	8,500	8,000	(500)	Heating Fuel (Gas)
	12,000	12,500	500	Telephone Service
	300	0	(300)	Personnel/Recruitment
	12,950	11,950	(1,000)	Uniform Rental
	3,700	3,000	(700)	General Office Supplies
	1,000	500	(500)	Printing - Commercial
	<u>47,950</u>	<u>49,950</u>	<u>2,000</u>	

o	1,113,486	1,497,860	384,374	County Match/Transfers Out: Local match required for Federal and State grants increase due to additional match requirements due to funding allocations, new grant agreements, and merit costs

	FY 13	FY 14	Change	
	356,401	463,553	107,152	SSTAP
	687,575	774,525	86,950	Section 5307 - includes American with Disabilities
	65,000	83,217	18,217	MTA Capital Grants
	4,510	0	(4,510)	Americans with Disabilities - in SSTAP
	0	91,018	91,018	Job/Access/Reverse Commute (JARC)
	0	85,547	85,547	New Freedom
	<u>1,113,486</u>	<u>1,497,860</u>	<u>384,374</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: HARFORD TRANSIT

Index No. 097200

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	0.00	0	1.00	48,896	1.00	37,300 A
Accounting Technician II	0.00	0	0.00	0	1.00	52,378 B
Administrative Assistant II	0.00	0	1.00	42,760	1.00	44,471
Administrative Budget Technician I	1.00	39,900	1.00	39,900	0.00	0
Administrative Specialist I	1.00	42,326	0.00	0	0.00	0
Administrator	1.00	85,000	1.00	85,000	1.00	88,400
Communications Specialist I	2.00	71,576	2.00	71,576	2.00	74,439
Communications Specialist II	1.00	43,825	1.00	43,825	1.00	45,578
Grants Specialist II	0.00	0	0.00	0	1.00	39,900 C
Manager, Harford Transit	2.00	125,043	2.00	125,043	1.00	70,720
TOTAL FULL-TIME SALARIES	8.00	407,670	9.00	457,000	9.00	453,186
TEMPORARY SALARIES		134,420		124,420		116,865 D
SALARY TOTAL	8.00	542,090	9.00	581,420	9.00	570,051

DIVISION STAFF SUMMARY

DEPARTMENT: COMMUNITY SERVICES
DIVISION: HARFORD TRANSIT

Index No. 097200

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		70,472		52,330		57,008
Workers' Compensation		6,139		6,218		4,909
Health Benefits		83,565		101,464		116,353
Overtime		25,000		20,000		20,000
PEHP		0		0		18,255
FICA		41,790		46,008		45,139
Miscellaneous		1,120		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		228,086		227,280		262,924
TOTAL 27TH PAY COST		25,167		0		0
TOTAL PERSONAL SERVICES	8.00	795,343	9.00	808,700	9.00	832,975

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) vacant Administrative Budget Technician I position reclassified to Accounting Technician I - #0220
- B - One (1) Accounting Technician I position upgraded to an Accounting Technician II - #1716
- C - One (1) vacant Manager, Harford Transit position reclassified and filled as a Grants Specialist II - #0216
- D - Temporary Salaries for Bus Drivers reduced based on actual expense history

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Number of fixed routes	9	9	10	10	10
Number of buses	39	38	38	46	46
<u>Output:</u>					
Number of fixed route trips	16,616	16,817	25,062	25,563	26,075
Number of demand response trips	12,697	16,675	41,655	42,488	43,338
<u>Efficiency:</u>					
Percent of Maryland Transit Administration fare box recovery requirement met:					
Fixed Routes	13.8%	14.5%	16.1%	16.3%	16.5%
All Services	12.9%	13.2%	15.2%	15.4%	15.6%
<u>Service Quality:</u>					
Percent of riders elderly or disabled	24.0%	22.0%	26.5%	26.6%	26.6%
<u>Outcome:</u>					
Total number of passengers transported	273,712	317,614	355,978	359,538	363,133
Number of elderly and disabled passengers transported	65,813	70,123	94,472	95,606	96,562

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

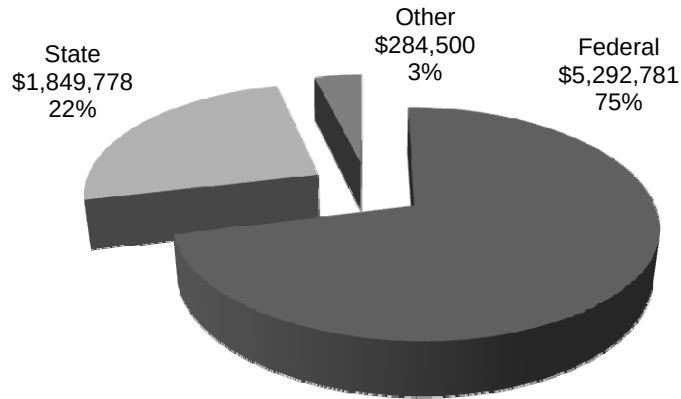
FY14 Anticipated Grant Award Dollars

(July 1, 2013 to June 30, 2014)

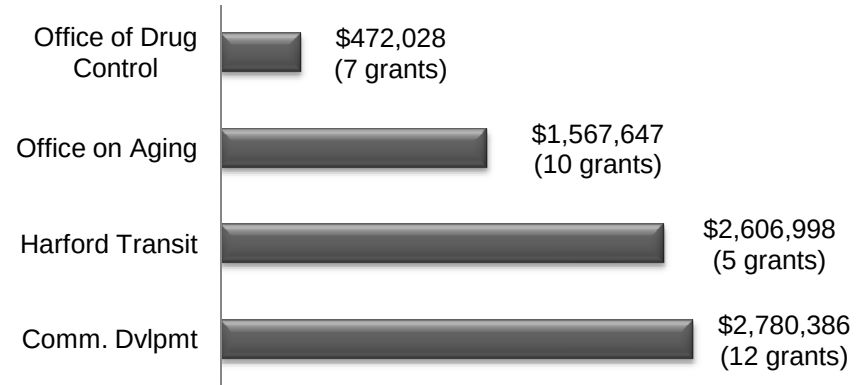
COMMUNITY SERVICES

Community Development * Office on Drug Control * Harford Transit * Office on Aging

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars
\$7,427,059*



Requested County Match: \$2,016,498

Community Development	\$166,619
Office on Drug Control	\$22,000
Harford Transit	\$1,497,860
Office on Aging	\$330,019

Total Anticipated Grant Awards: 34

*Does not include County Match or Capital Projects

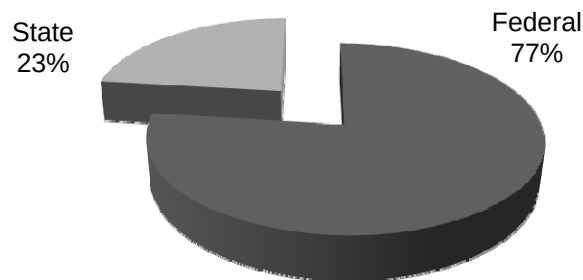
Anticipated Federal, State and Local funding flowing through these Departments provide the opportunity to provide Harford County citizens with needed public service programs. Citizens can benefit from programs such as Community Development Block Grant for projects benefitting the low-to-moderate income population in the County; Home Investment Partnership Programs; Emergency Shelter and Transitional housing services and housing for persons with AIDS. Anticipated grant funds will also provide funding for alcohol and drug prevention services, public transportation services, transportation alternatives including carpools and vanpools. Grant funds will also allow programs to promote public awareness for Medicare and Medicaid healthcare fraud, abuse; transitioning nursing home residents to the community and providing programming opportunities at senior activity centers.

FY14 Anticipated Grant Award Dollars

(July 1, 2013 to June 30, 2014)

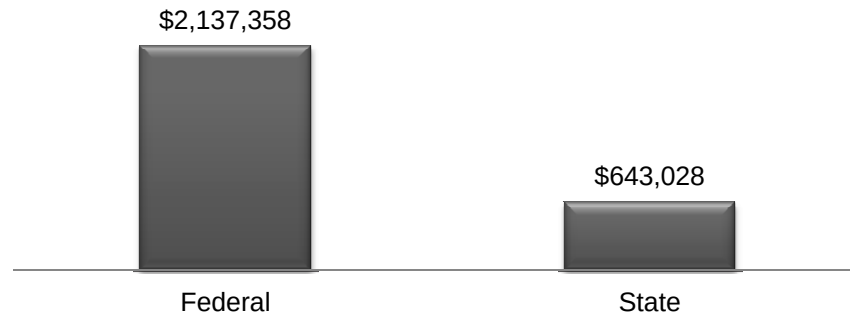
COMMUNITY SERVICES (Community Development)

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars

\$2,780,386*



of Anticipated Grant Awards: 12

Federal	6
State	6

Requested County Match	\$166,619

*Does not include County Match or Capital Projects

Anticipated Federal and State funding flowing through Community Development provides the citizens of Harford County with much needed public service programs. Citizens will have the opportunity to be a beneficiary of programs such as the Community Development Block Grant for projects benefitting the low-to-moderate income population in the county; Home Investment Partnership Programs where funds will be used to create more affordable housing opportunities for low income and first-time eligible homeowners; as well as a program to provide housing services for persons with AIDS.

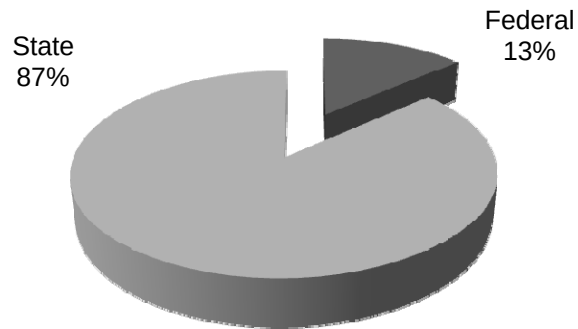
Community Services (Community Development) - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Community Mediation	Grant provides for the support of the operational aspects of the mediation center.		\$55,000			7/1/13 - 6/30/14	Recurring
RSVP	Grant funds the Volunteer program along with volunteer support costs.	\$33,425			\$15,570	4/1/13 - 3/31/14	Recurring
Service-Linked Housing	Grant funds the salary of a case manager employed by Inner County Outreach.		\$17,242			7/1/13 - 6/30/14	Recurring
Homeless Women's Crisis Shelter Home Program	Grant funds the salary of a case manager employed by SARC.		\$66,944			7/1/13 - 6/30/14	Recurring
Emergency Food Assistance Program (TEFAP)	Grant provides funding to supply food to local food pantries.		\$20,000			10/1/13 - 9/30/14	Recurring
Supportive Housing Grant	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 Alliance, Inc. (\$463,459) and Faith Communities and Civic Agencies United (\$20,372).	\$545,951				10/1/13 - 9/30/14	Recurring
Community Development Block Grant	Grant funds benefit low to moderate income population eliminating slum and blight, and meets urgent community development needs.	\$858,724				7/1/13 - No end date	Recurring
Home Investment Partnership	Grant funds allow for the expanding the supply of decent and affordable housing in Harford County.	\$536,192			\$133,449	7/1/13 - No end date	Recurring
Emergency and Transitional Housing Services (ETHS) and Homeless Prevention Program (HPP)	Grant funds assist homeless persons/families and those at risk of becoming homeless with shelter and supportive services, both in emergency and transitional shelters.		\$65,848			7/1/13- 6/30/15	Recurring
Emergency Solutions Grant	Grant funds emergency services for homeless people, including shelter and supportive services and transitional shelters.	\$75,000			\$17,600	10/1/13 - 9/30/14	Recurring
Local Management Board	Program funding for Local Management Board		417,994			7/1/13 - 6/30/14	
RideShare	Grant funds the Ridesharing/Commuter Assistance programs in the Baltimore/Washington area.	\$88,066				7/1/13 - 6/30/14	Recurring
TOTALS		\$2,137,358	\$643,028		\$166,619		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$2,780,386	6	6				

FY14 Anticipated Grant Award Dollars

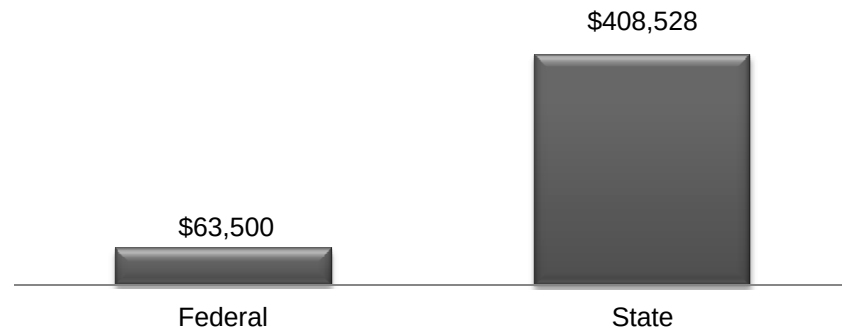
(July 1, 2013 to June 30, 2014)

COMMUNITY SERVICES (Office of Drug Control Policy)

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars
\$472,028*



of Anticipated Grant Awards: 7

Federal	1
State	6

Requested County Match	\$22,000

*Does not include County Match or Capital Projects

Anticipated Federal funding will supplement the operation of a DUI Court in the District Court of Maryland serving Harford County. Anticipated State funding will provide funding for the enhancement of the Juvenile Drug Court, drug and alcohol prevention, and implementing environmental strategies for drug and alcohol prevention.

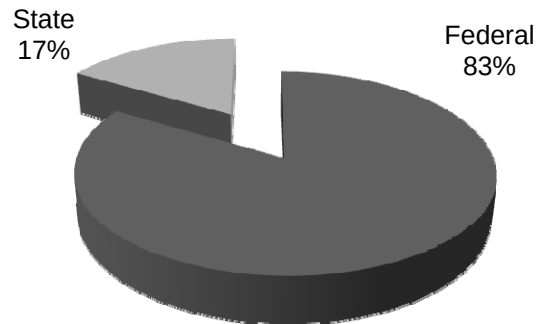
Community Services (Office of Drug Control Policy) - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
DJS-Juvenile Drug Court	Grant provides for the enhancement of the Juvenile Drug Court.		\$50,000			7/1/13 - 6/30/14	Recurring
ADAA-Prevention Services	Grant provides funding for drug and alcohol prevention.		\$103,476			7/1/13 - 6/30/14	Recurring
ADAA-Maryland Strategic Prevention Framework	Grant funds the implementation of environmental strategies for drug and alcohol prevention.		\$33,475			7/1/13 - 6/30/14	Recurring
Harford County Circuit Family Recovery - Juvenile Drug Court Program	Grant provides for the coordinator's salary, drug testing, transportation, and for case management for family recovery and juvenile drug courts.		\$105,000			7/1/13 - 6/30/14	Recurring
Harford County District Adult Drug - DUI Court Programs	Grant funds support one Assistant State's Attorney salary/fringe; drug testing and transportation for courts.		\$90,000			7/1/13 - 6/30/14	Recurring
Harford Mental Health Court Program (District Court)	Grant funds case management and transportation for clients in mental health court.		\$26,577			7/1/13 - 6/30/14	Recurring
Harford County DUI Offender Court	Grant funds supplement the operation of a DUI Court in the District Court of Maryland serving Harford County.	\$63,500			\$22,000	10/1/13 - 9/30/14	Recurring
TOTALS		\$63,500	\$408,528		\$22,000		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$472,028	1	6				

FY14 Anticipated Grant Award Dollars

(July 1, 2013 to June 30, 2014)

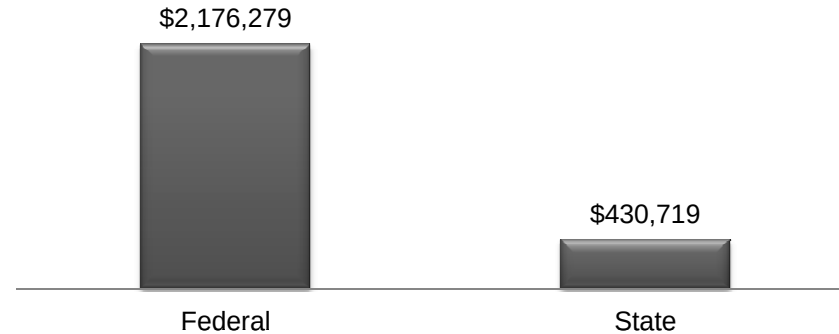
COMMUNITY SERVICES (Harford Transit)

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars

\$2,606,998*



of Anticipated Grant Awards: 5

Federal	3
Federal/State	2

Requested County Match	\$1,497,860

*Does not include County Match or Capital Projects

Harford Transit anticipates receiving Federal grants which will provide for public transportation services to the citizens of Harford County, and to provide public transportation services to disabled persons equivalent to the transportation services provided to the general public. Anticipated federal funds will provide for the purchase or replacement of vehicles, as well as to cover the cost of preventive maintenance on vehicles and other equipment.

Community Services (Harford Transit) - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
5307 Fixed Routes & ADA	To provide public transportation services to the citizens of Harford County.	\$1,072,587	\$ 347,502		\$774,525	7/1/13 - 6/30/14	Recurring
5316-JARC	To provide public transportation to the general public targeted to low income wage earners.	\$182,036			\$91,018	7/1/13 - 6/50/15	Recurring
New Freedom (5317)	To provide public transportation services to people living with disabilities.	\$85,547			\$85,547	7/1/13 - 6/30/15	Recurring
SSTAP Operating Assistance	To provide curb-to-curb transportation services for the elderly population & persons with disabilities.	\$170,371			\$463,553	7/1/13 - 6/30/14	Recurring
MTA Preventive Maintenance & Capital Equipment	To provide funds to purchase or replace vehicles, cover cost of preventive maintenance on vehicles and other equipment.	\$665,738	\$83,217		\$83,217	7/1/12 - 6/30/16	Recurring
TOTALS		\$2,176,279	\$430,719		\$1,497,860		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$2,606,998	3					

***DOES NOT INCLUDE CAPITAL PROJECTS**

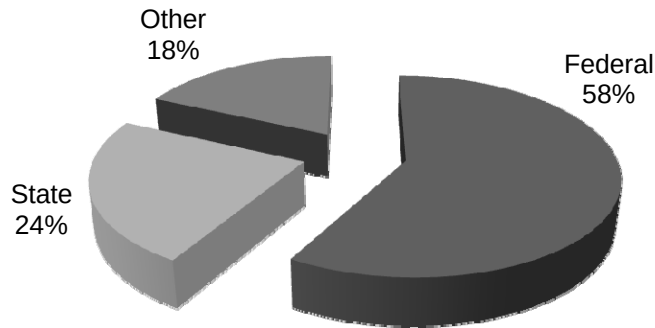
Federal/State: 2

FY14 Anticipated Grant Award Dollars

(July 1, 2013 to June 30, 2014)

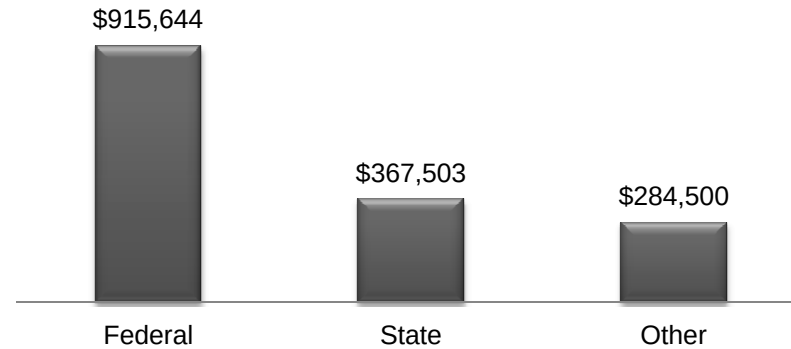
COMMUNITY SERVICES (Office on Aging)

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars

\$1,567,647*



of Anticipated Grant Awards: 10

Federal	6
State/Other	1
Other	3

Requested County Match \$330,019

*Does not include County Match or Capital Projects

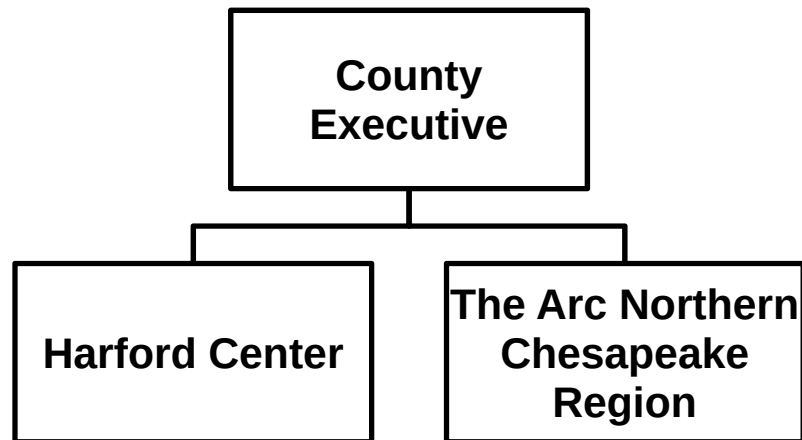
Anticipated Federal and State funding will provide support services and information for persons over the age of 60 and to those over 18 years of age with a disability. The grant will also provide very low income, disabled senior adults a choice between assisted living care, in-home care or nursing home care to enable them to remain in the community much longer before institutionalization. Other funds include collected fees, fundraising projects, donations and monies received by a non-profit.

Community Services (Office on Aging) - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Cultural Arts Program	Grant funds will provide cultural programming at senior centers.			\$2,000	\$2,000	7/1/13 - 6/30/14	Recurring
Money Follows the Person - Maryland Access Point	This grant provides a single point of connection to support services and information for persons over the age of 60 and to those over 18 years of age with a disability.	\$100,000				7/1/13 - 6/30/14	Recurring
Maryland Department of Aging Grants	These grants provide a variety of services to people over the age of 60; State Nutrition; Senior I & A; Senior Care; SALGHS, State Ombudsman and VEPI.		\$367,503	\$ 52,500		7/1/13 - 6/30/14	Recurring
Medicaid Waiver Admin/Case Mgmt	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.	\$107,846				7/1/13 - 6/30/14	Recurring
Money Follows the Person/Options Counseling	Grant provides funds for transitioning nursing home residents who are on Medicaid to the community; either to their home, home of a family member, or an assisted living facility of 4 or less people.	\$5,625				7/1/13 - 6/30/14	Recurring
Older Americans Act	Grant provides a variety of services to people over the age of 60. Programs include Congregate Nutrition, Home Delivered Meals, Legal Services, Senior Center operation and programs, Ombudsman, Senior Information & Assistance, In-Home Services, Health Education and Physical Fitness, and Caregiver's support and services.	\$673,578			\$306,990	10/1/13 - 9/30/14	Recurring
Senior Emergency Fund	Grant provides emergency needs for seniors not covered by sources. Typical expenditures include funding for medications, temporary assistance with utility bills, housing costs, and durable medical equipment			\$30,000		7/1/13 - 6/30/14	Recurring
Senior Classes	Grant provides optional educational and recreational classes for seniors at senior activity centers. Fees are paid to contractual instructors based on number of people registered for individual classes.			\$200,000		7/1/13 - 6/30/14	No End Date
SHIP	Grant funds provide health insurance counseling (e.g. Medicare, private insurance, HMOs, insurance fraud); assists people with organizing medical bills, advocates with medical providers. Provides information and referral; Medicaid, QMB, SLMB, MPAP, etc.	\$22,093			\$14,543	4/1/13 - 3/31/14	Recurring
Senior Medicare Patrol	Grant funds provide services to educate the public regarding curbing abuse in Medicare & Medicaid.	\$6,502			\$6,486	7/1/13 - 6/30/14	Recurring
TOTALS		\$915,644	\$ 367,503	\$284,500	\$330,019		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$1,567,647	6	0	3			

State/Other

1

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	2,298,730	2,298,730	2,298,730	2,298,730	2,298,730
	GRAND TOTAL	2,298,730	2,298,730	2,298,730	2,298,730	2,298,730
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	2,298,730	2,298,730	2,298,730	2,298,730	2,298,730
	GRAND TOTAL	2,298,730	2,298,730	2,298,730	2,298,730	2,298,730
	<u>SUMMARY BY DIVISION:</u>					
141000	HARFORD CENTER	553,036	553,036	553,036	553,036	553,036
142000	ARC NORTHERN CHESAPEAKE REGION	1,745,694	1,745,694	1,745,694	1,745,694	1,745,694
	GRAND TOTAL	2,298,730	2,298,730	2,298,730	2,298,730	2,298,730

FINANCIAL NOTES:

There is no change in funding for the Handicapped Care Centers.

	FY 13	FY 14	CHANGE	
o	103,965	103,965		0 Grants & Contributions:
				FY 13 FY 14 CHANGE
				The Harford Center, Inc. 64,670 64,670 0 Paid to the State of Md Dept.
				The ARC Northern Ches. Region 39,295 39,295 0 of Health & Mental Hygiene,
				103,965 103,965 0 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 13 FY 14 CHANGE
				The Harford Center, Inc. 488,366 488,366 0
				The ARC Northern Ches. Region 1,706,399 1,706,399 0
				2,194,765 2,194,765 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 '13 - '14 GOAL:

- 1 PREPARE EACH CLIENT TO INDEPENDENTLY PERFORM DAILY LIVING SKILLS AND READY THEM FOR A VOCATIONAL PLACEMENT

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>553,036</u>	<u>553,036</u>	<u>553,036</u>	<u>553,036</u>	<u>553,036</u>
	GRAND TOTAL	<u>553,036</u>	<u>553,036</u>	<u>553,036</u>	<u>553,036</u>	<u>553,036</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>553,036</u>	<u>553,036</u>	<u>553,036</u>	<u>553,036</u>	<u>553,036</u>

FINANCIAL NOTES:

There is no change in funding for the Handicapped Care Centers - The Harford Center Inc.

	FY 13	FY 14	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

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$488,366	\$488,366	\$488,366	\$488,366	\$488,366
Number of staff	26	26	24	26	26
<u>Output:</u>					
# of comprehensive programs offered to clients	100	103	118	120	120
<u>Efficiency:</u>					
Cost of program per client per year	\$4,884	\$4,741	\$4,139	\$4,070	\$4,070
<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	85%	85%	70%*	70%*	70%*

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.

* based on incoming individuals having lower abilities

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 '13 - '14 GOAL:

1 TO MINIMIZE STAFF TURNOVER AND TO INCREASE RETENTION IN ORDER TO MAINTAIN A QUALIFIED WORKFORCE

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>1,745,694</u>	<u>1,745,694</u>	<u>1,745,694</u>	<u>1,745,694</u>	<u>1,745,694</u>
	GRAND TOTAL	<u>1,745,694</u>	<u>1,745,694</u>	<u>1,745,694</u>	<u>1,745,694</u>	<u>1,745,694</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,745,694</u>	<u>1,745,694</u>	<u>1,745,694</u>	<u>1,745,694</u>	<u>1,745,694</u>

FINANCIAL NOTES:

There is no change in funding for the Handicapped Care Centers - The ARC Northern Chesapeake Region.

	FY 13	FY 14	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

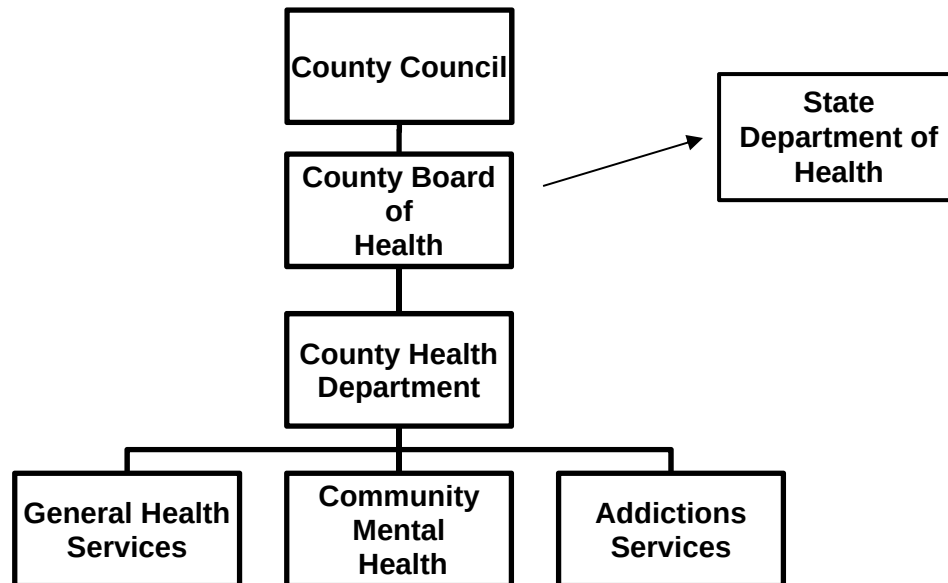
Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$1,745,694	\$1,745,694	\$1,745,694	\$1,745,694	\$1,745,694
<u>Output:</u>					
# of staff who have left the ARC within the past 12 months	115	121	132	120	120
# of new hires within the past 12 months	105	99	109	130	130
<u>Efficiency:</u>					
Average cost of training a new hire	\$1,336	\$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 5 pt. scale	3.80%	*	3.80%	3.80%	3.80%
Percent of employees hired who remain 1 year or longer	61%		61%	70%	70%
<u>Outcome:</u>					
Average turnover rate in the past twelve months for Vocational Services	35%	19%	28%	30%	30%
Average turnover rate in the past twelve months for Residential Services	57%	62%	66%	35%	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

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	26,311	27,323	29,541	29,541	29,541
70	MISCELLANEOUS	3,864,126	4,002,007	3,998,777	3,998,777	3,998,777
	GRAND TOTAL	3,890,437	4,029,330	4,028,318	4,028,318	4,028,318
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,890,437	4,029,330	4,028,318	4,028,318	4,028,318
	GRAND TOTAL	3,890,437	4,029,330	4,028,318	4,028,318	4,028,318
<u>SUMMARY BY DIVISION:</u>						
161000	HEALTH DEPARTMENT	3,238,017	3,376,910	3,375,898	3,375,898	3,375,898
162000	COMMUNITY MENTAL HEALTH	119,533	119,533	119,533	119,533	119,533
165000	ADDICTION SERVICES	532,887	532,887	532,887	532,887	532,887
	GRAND TOTAL	3,890,437	4,029,330	4,028,318	4,028,318	4,028,318

FINANCIAL NOTES:

There is no change in funding for the Health Department.

	FY 13	FY 14	CHANGE
o	27,441	27,441	0 Temporary Salaries - stipend for Health Officer and Emergency Preparedness Manager
o	652,420	652,420	0 Grant & Contributions - County's share of mental health funding which supports the Teen Diversion Program and provides funding for Mental Health Service Coordinator
o	3,346,357	3,346,357	0 Payments to Other Gov't Agencies - County's share of State employee's salary

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	26,311	27,323	29,541	29,541	29,541
70	MISCELLANEOUS	3,211,706	3,349,587	3,346,357	3,346,357	3,346,357
	GRAND TOTAL	3,238,017	3,376,910	3,375,898	3,375,898	3,375,898
	<u>FUNDING SOURCE:</u>					
11	GENERAL	3,238,017	3,376,910	3,375,898	3,375,898	3,375,898

FINANCIAL NOTES

There is no change in funding for the Health - General Health Services:

	FY 13	FY 14	CHANGE
o	27,441	27,441	0 Temporary - stipend for County Health Officer and Emergency Preparedness Manager
o	3,346,357	3,346,357	0 Payments to Other Gov't Agencies - County's share of State employee's salary

DIVISION STAFF SUMMARY

DEPARTMENT: HEALTH DEPARTMENT
DIVISION: GENERAL HEALTH SERVICES

Index No. 161000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>24,441</u>		<u>27,441</u>		<u>27,441</u>
SALARY TOTAL		<u><u>24,441</u></u>		<u><u>27,441</u></u>		<u><u>27,441</u></u>
OTHER PERSONAL SERVICES						
FICA		<u>1,870</u>		<u>2,100</u>		<u>2,100</u>
TOTAL OTHER PERSONAL SERVICES		<u>1,870</u>		<u>2,100</u>		<u>2,100</u>
TOTAL 27TH PAY COST		<u>1,012</u>		<u>0</u>		<u>0</u>
TOTAL PERSONAL SERVICES		<u><u>27,323</u></u> *		<u><u>29,541</u></u>		<u><u>29,541</u></u>

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: HEALTH**DIVISION: Community Mental Health****INDEX: 162000****ORIGIN/PURPOSE:**

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.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>119,533</u>	<u>119,533</u>	<u>119,533</u>	<u>119,533</u>	<u>119,533</u>
	GRAND TOTAL	<u>119,533</u>	<u>119,533</u>	<u>119,533</u>	<u>119,533</u>	<u>119,533</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>119,533</u>	<u>119,533</u>	<u>119,533</u>	<u>119,533</u>	<u>119,533</u>

FINANCIAL NOTES:

There is no change in funding for the Health Department - Community Mental Health:

	FY 13	FY 14	CHANGE
o	119,533	119,533	0 Grants and Contributions - County share of mental health funding which supports the Teen Diversion Program.

DEPARTMENT: HEALTH**DIVISION: Addictions Services****INDEX: 165000****ORIGIN/PURPOSE:**

The Division of Addiction Services (DAS) represents the County's contribution toward Alcoholism and Drug Abuse services within the County. More funding for these services are provided through a State and Federal Grant.

The DAS provides comprehensive outpatient treatment for alcohol and drug abusing individuals and their families. Services provided include group counseling, individual counseling, young adult group (18-25), women's only group, parent group, and family education for adolescents and adults. The Drug Court Program, located in Bel Air, provides addiction services to court-referred adults.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	532,887	532,887	532,887	532,887	532,887
	GRAND TOTAL	532,887	532,887	532,887	532,887	532,887
	<u>FUNDING SOURCE:</u>					
11	GENERAL	532,887	532,887	532,887	532,887	532,887

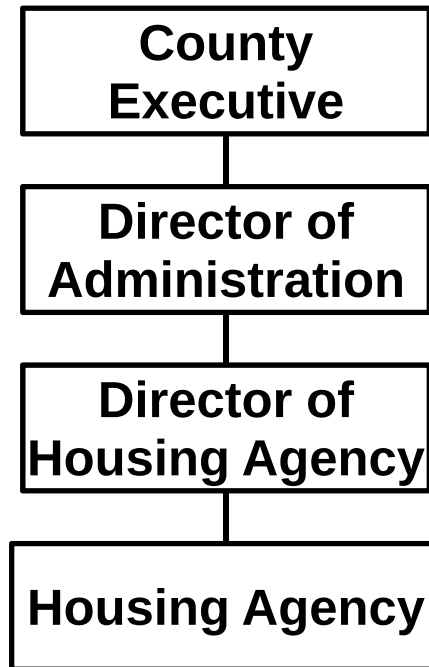
FINANCIAL NOTES:

There is no change in funding for the Health Department - Addiction Services:

	FY 13	FY 14	CHANGE
o	532,887	532,887	0 Grants & Contributions - provides for inpatient and outpatient services, drug court, lab testing, centralized assessor and school-based counselors. County funds provide for inpatient services, methadone treatment and psychiatric services.

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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.

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	492,012	366,929	370,515	392,896	439,761
20	CONTRACTUAL SERVICES	9,733	12,181	14,000	9,000	9,000
30	SUPPLIES & MATERIALS	12,551	18,734	16,000	16,000	16,000
40	BUSINESS & TRAVEL	3,929	4,378	4,050	4,050	4,050
70	MISCELLANEOUS	55,500	53,961	55,500	55,500	55,500
80	INTERGOVERNMENTAL	11,856	0	0	0	0
	GRAND TOTAL	585,581	456,183	460,065	477,446	524,311
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	585,581	456,183	460,065	477,446	524,311
	GRAND TOTAL	585,581	456,183	460,065	477,446	524,311
	<u>SUMMARY BY DIVISION:</u>					
171000	HOUSING	585,581	456,183	460,065	477,446	524,311
	GRAND TOTAL	585,581	456,183	460,065	477,446	524,311

HOUSING

FINANCIAL NOTES:

The \$64,246 net increase in funding for Housing Services is the result of:

	FY 13	FY 14	CHANGE											
o		10,062	10,062	FY 13 Merit increase of 4% for eligible staff										
o		46,865	46,865	Position transferred to Housing from Treasury:										
				<table> <tr> <th># of positions</th><th>Salary</th><th>Fringe</th><th>Total</th><th></th></tr> <tr> <td>1.0</td><td>34,967</td><td>11,898</td><td>46,865</td><td>Accounting Clerk II</td></tr> </table>	# of positions	Salary	Fringe	Total		1.0	34,967	11,898	46,865	Accounting Clerk II
# of positions	Salary	Fringe	Total											
1.0	34,967	11,898	46,865	Accounting Clerk II										
o		4,564	4,564	PEHP (Post Employment Health Plan)										
o	68,374	73,573	5,199	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage										
o	23,119	25,688	2,569	Pension/Retirement rate adjustments per Treasury's estimates										
o	5,000	0	(5,000)	Data Processing Software - Maintenance Housing Assistant Program (HAP) transferred to Information and Communication Technology (ICT for consolidation of hardware/software										
o	55,500	55,500	0	Grants & Contributions - MacArthur grant in cooperation with the State of Maryland thru August of 2016 @ \$ 50,000 and partial support funding of State grant @ \$ 5,500										

DEPARTMENT STAFF SUMMARY

DEPARTMENT: HOUSING AGENCY

Index No. 171000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant I	1.00	39,900	1.00	39,900	1.00	39,900
Accounting Clerk II	0.00	0	0.00	0	1.00	34,967 A
Administrative Assistant II	1.00	46,727	1.00	46,727	1.00	48,596
Administrative Secretary I	1.00	37,300	1.00	37,300	1.00	38,792
Housing Inspector	1.00	43,031	1.00	43,031	1.00	44,752
Housing Services Counselor	2.00	100,665	2.00	89,924	2.00	93,341
SALARY TOTAL	6.00	267,623	6.00	256,882	7.00	300,348
OTHER PERSONAL SERVICES						
Pension		34,791		23,119		30,035
Workers' Compensation		1,451		1,649		1,778
Health Benefits		68,567		68,374		79,079
PEHP		0		0		4,564
FICA		20,474		19,651		22,977
Miscellaneous		840		840		980
TOTAL OTHER PERSONAL SERVICES		126,123		113,633		139,413
TOTAL 27TH PAY COST		15,681		0		0
TOTAL PERSONAL SERVICES	6.00	409,427 *	6.00	370,515	7.00	439,761

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accounting Clerk II position transferred from Treasury - Bureau of Accounting - # 0132

HOUSING AGENCY OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To offer affordable housing and supportive services for low income families, seniors, and those with disabilities so they can become self sufficient and productive residents of the community.

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$8,874,526	\$8,282,842	\$8,070,744	\$8,031,381	\$7,373,628
Number of staff	19	18	17	17	17
<u>Output:</u>					
Number of training classes held	24	13	8	8	15
Number of publications and training materials distributed	288	351	75	50	25
Number of one-on-one counseling sessions	251	145	143	97	145
Number of partnership training sessions with private sector	30	30	24	21	24
Down Payment Assistance Fund monies distributed	\$55,000	\$27,500	\$0	\$0	\$0
Housing Assistance Payment monies distributed	\$6,684,012	\$6,923,598	\$6,560,639	\$7,045,640	\$6,440,582
Number of individuals requesting service	1,531	1,630	1,968	2,000	2,200
<u>Efficiency:</u>					
Cost per client	\$107	\$117	\$116	\$113	\$120
<u>Service Quality:</u>					
Percent of client requests responded to	100%	100%	100%	100%	100%
<u>Outcome:</u>					
Number of families prepared for homeownership	148	26	22	32	15
Number of families with improved credit	90	23	23	17	25
Number of first time home buyers	47	96	99	125	150

Explanation and Analysis of Performance Measures

The Harford County Housing Agency closed the rental assistance waiting list October 15, 2012.

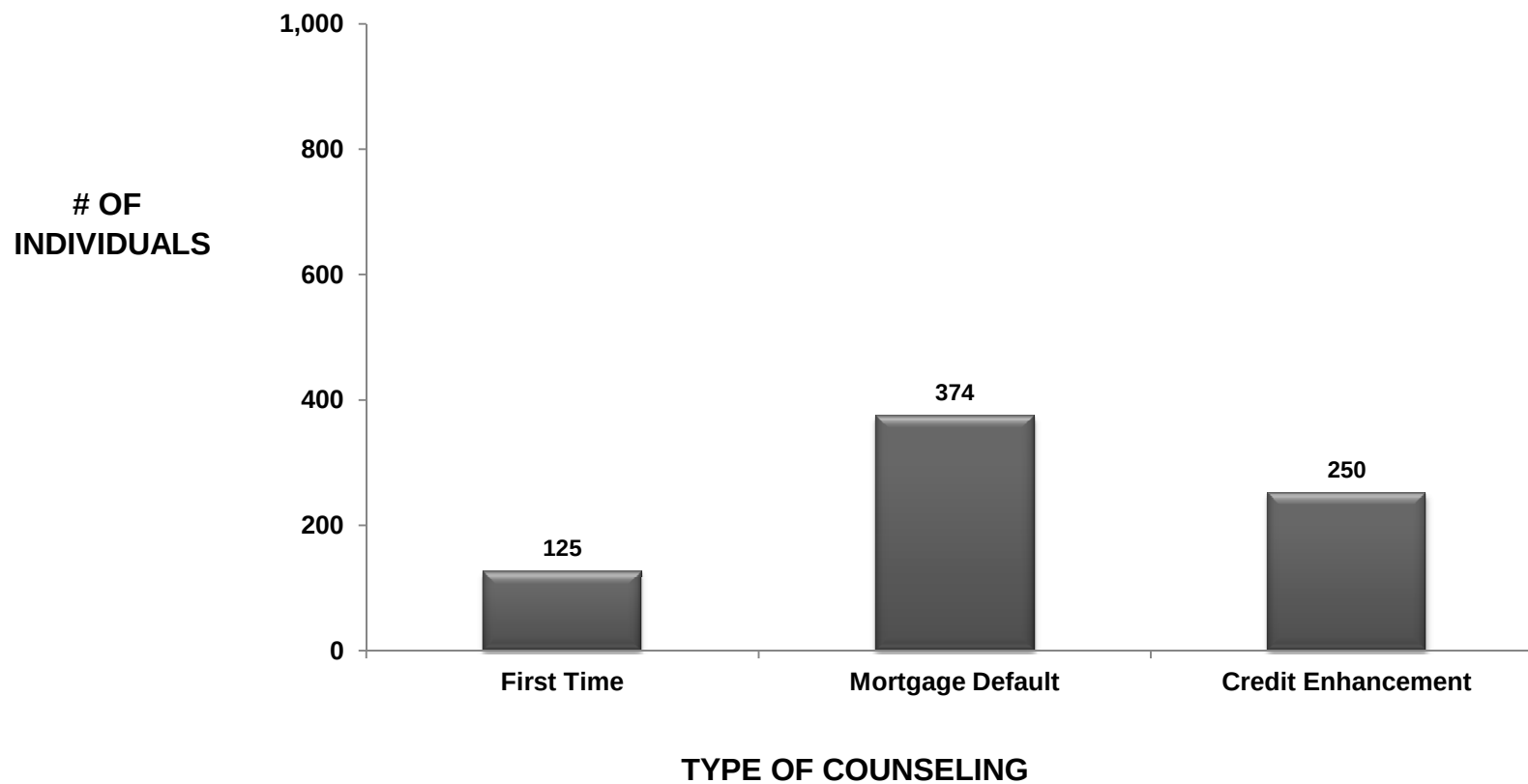
The reduction in one-on-one counseling is attributed to changes in the type of counseling.

FY 10 counseling was primarily homeownership related and has now become default on homeownership related

Default counseling takes on average five times longer than homeownership counseling.

HOUSING AGENCY

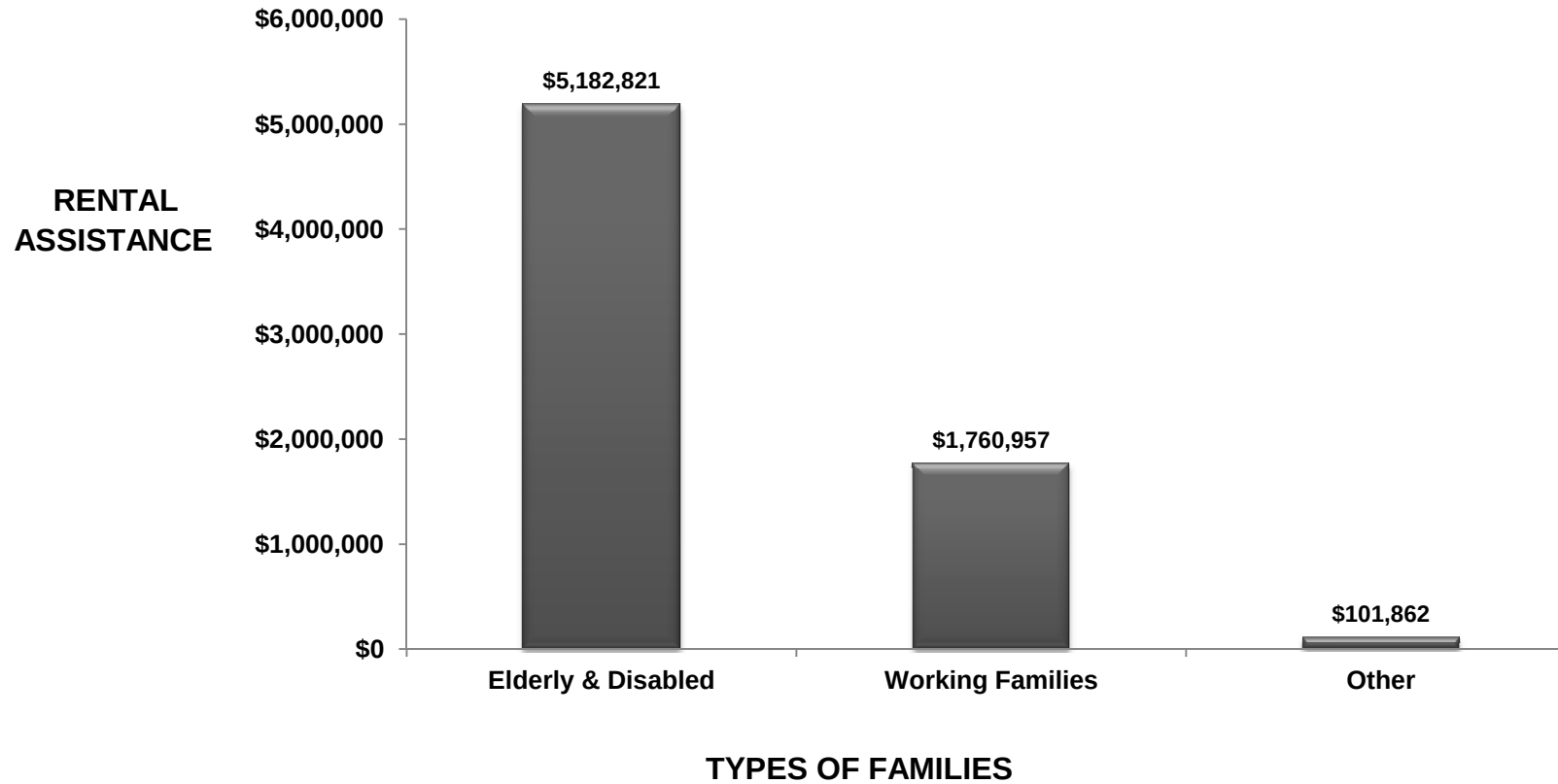
HOUSING COUNSELING



HPRP Eviction Prevention Grant not funded.

HOUSING AGENCY

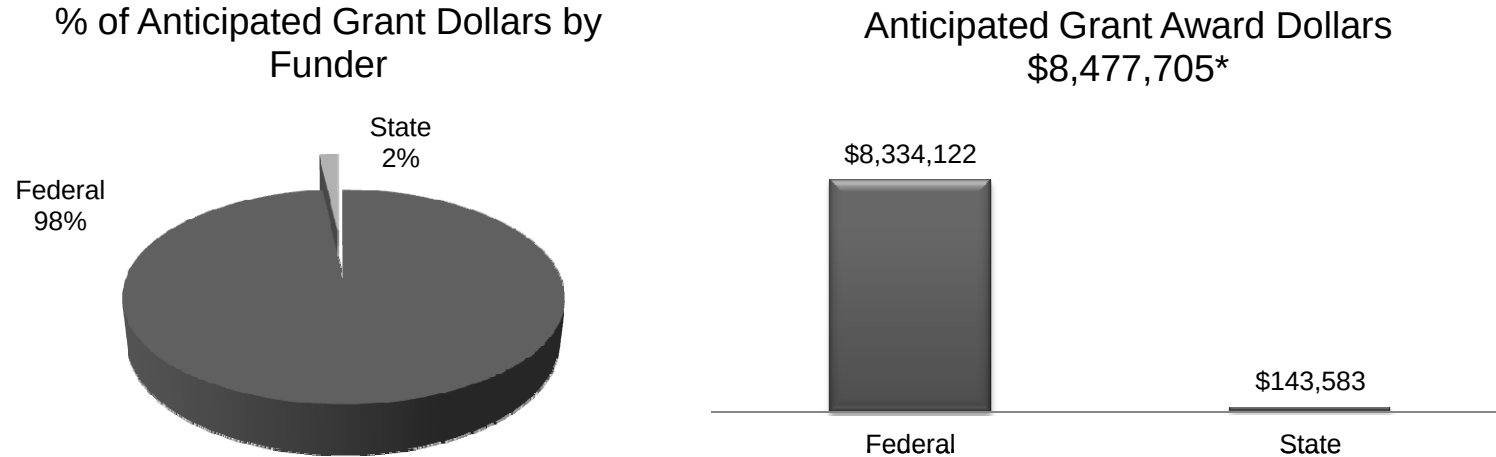
RENTAL ASSISTANCE



FY14 Anticipated Grant Award Dollars

(July 1, 2013 to June 30, 2014)

HOUSING AGENCY



of Anticipated Grant Awards: 7

Federal	4
State	3

Requested County Match \$0

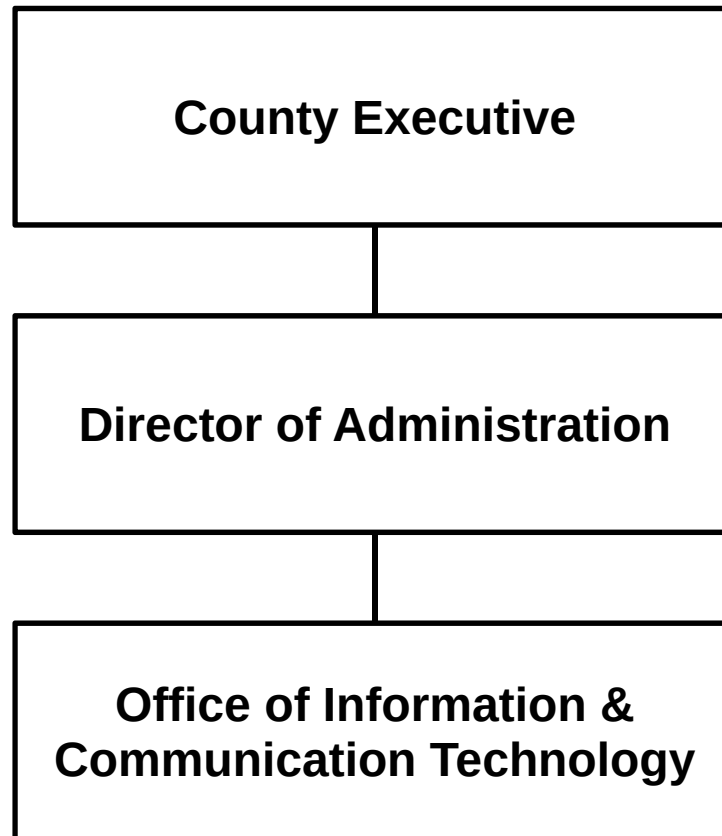
*Does not include County Match or Capital Projects

Anticipated Federal and State grant funds will provide for subsidized rental housing to eligible families; funds for temporary rental subsidies to eligible families with critical housing needs; financial assistance to families at risk of homelessness or already experiencing homeless; subsidized rental housing; and will provide homeowners or tenants with foreclosure related housing counseling.

Housing Agency - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Housing Choice Voucher	This grant provides for subsidized rental housing to eligible families.	\$7,000,000				1/1/14 - 12/31/14	Recurring
Rental Assistance Program	This grant provides 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.		\$40,000			3/1/13 - 2/28/14	Recurring
Section 8 Mainstream Program	This grant provides financial assistance to families at risk of homelessness or already experiencing homelessness.	\$550,000				7/1/13 - 6/30/14	Recurring
HOPWA	This grant provides funds for subsidized housing to individuals/families with specific disabilities.	\$184,122				7/1/13 - 6/30/14	Recurring
Loan Servicing Settlement	This grant provides homeowners or tenants with foreclosure related housing counseling or legal assistance for tenants whose landlords are in foreclosure		\$66,667			1/1/13 - 12/31/14	Recurring
Housing Choice Voucher Admin	This grant provides for subsidized rental housing to eligible families	\$600,000				1/1/13 - 12/31/13	Recurring
Housing Counselor	This grant provides salary and benefits for temporary housing counselor		\$36,916			7/1/2013 - 6/30/14	Recurring
TOTALS		\$8,334,122	\$143,583				
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$8,477,705	4	3				

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INFORMATION & COMMUNICATION TECHNOLOGY



INFORMATION AND COMMUNICATION TECHNOLOGY

ORIGIN/PURPOSE:

The Office of Information and Communication Technology was created by Executive Order under Article XXXVIB. The Office is administered by the Director of Information and Communication Technology, who reports directly to the County Executive.

The Office of Information and Communication Technology is responsible for the coordination, control and oversight of the advancement of technology operations, services and other support options to ensure the success of County operations, missions, and strategic goals. The Office fosters a consultative partnership between County government departments and agencies, and provides technological support in a responsive, effective and efficient manner.

FY '13 - '14 GOAL & OBJECTIVE:

- o Establish a consultative partnership between Information and Communication Technology and County operating departments
- o Design a formal and enforceable Governance Model
- o Streamline and standardize processes 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	2,572,240	2,356,388	2,538,712	2,579,785
20	CONTRACTUAL SERVICES	0	990,638	1,582,100	3,102,426	3,102,426
30	SUPPLIES & MATERIALS	0	49,459	135,400	135,400	135,400
40	BUSINESS & TRAVEL	0	27,261	47,600	47,600	47,600
80	INTER-GOVERNMENTAL/INTERFUND	0	1,119	1,000	1,000	1,000
	GRAND TOTAL	0	3,640,717	4,122,488	5,825,138	5,866,211
<u>SUMMARY BY FUND:</u>						
11	GENERAL	0	3,640,717	4,122,488	5,825,138	5,866,211
	GRAND TOTAL	0	3,640,717	4,122,488	5,825,138	5,866,211
<u>SUMMARY BY DIVISION:</u>						
181000	INFORMATION & COMM TECHNOLOGY	0	3,640,717	4,122,488	5,825,138	5,866,211
	GRAND TOTAL	0	3,640,717	4,122,488	5,825,138	5,866,211

INFORMATION AND COMMUNICATION TECHNOLOGY

FINANCIAL NOTES:

The \$1,743,723 net increase in funding for Information and Communication Technology is the result of:

	FY 13	FY 14	CHANGE	
o	1,724,032	1,672,834	(51,198)	Full-time Salaries
			(54,132)	Staff Turnover (3.14%)
			2,934	Salary Adjustments based on recommendations of the Department of Human Resources
			<u>(51,198)</u>	
o		70,445	70,445	FY 13 Merit increase of 4% for eligible staff
o		141,605	141,605	Two (2) positions transferred to Information and Communication Technology from Emergency Services:
			# of positions	Salary
			1.00	58,965
			1.00	40,966
			<u>2.00</u>	<u>99,931</u>
				Fringe
				27,737
				13,937
				<u>41,674</u>
				Total
				86,702
				54,903
				<u>141,605</u>
				Computer System Engineer I
				Computer System Engineer I
o	155,163	161,193	6,030	Pension/Retirement rate adjustments per Treasury's estimates
o	16,746	8,361	(8,385)	Workers' Compensation rate adjustments per Treasury's estimates
o	4,500	16,500	12,000	Overtime adjusted based on actuals
o	318,235	333,018	14,783	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	131,632	128,816	(2,816)	FICA adjustment
o		41,073	41,073	PEHP (Post Employment Health Plan)
o	324,600	574,600	250,000	Other Professional Services - Funds provide for SML Enterprise Data Room Cleaning; Fadouri UPS Maintenance; First Federal Corp Storage; consultant services for research and development of new systems and technologies; Granicus; and NMARC for contractual scanning services to the County's WAN
o	370,000	452,800	82,800	Data Processing Hardware Maintenance - increase due to consolidation of Data Processing Hardware Maintenance from various County Departments to ICT. Funding provided for Xerox copier contract; CISCO and Spare Equipment; HP Server support; Delta Telephone; PSR Disaster Recovery; Quantam Tape Library; Cisco Smartnet Renewal; Decision One Tape Drives; OWA Carepack; PSR IBM Maintenance coverage; and miscellaneous DP hardware maintenance. Additional funding for other departments include EOC Special Ops and Support Servers; Intrepid Maintenance and EOC Servers.

INFORMATION AND COMMUNICATION TECHNOLOGY

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	60,000	72,000	12,000	Internet Line Service - increase for QWEST Internet Service based on actual expense history
o	723,000	1,898,726	1,175,726	Data Processing Software Maintenance - increased due to consolidation of Data Processing Software Maintenance from various County Departments to ICT:
				788,302 ICT - funding for Locate; Heat; Acronis; Rocket; Syncsort; Computer Associates Epic/Explore; PSR System Support; IBM; Ironport; Laserfiche; Govdelivery; Constituent Relations Management Software; Learning Management Software; Timelink; Energov; and other various software services.
				24,878 Risk Management - funding for Risk Software support
				22,365 Community Services - funding for Homeless Program software; Office on Aging license/maintenance; and Route Match contract fees
				379,952 Treasury - Weighmaster Support Plan; FAMIS; Financial Bloomberg; CORE; XL Reporter; CYBORG
				252 Judicial - Access fee at the State database
				40,000 Human Resources - Neogov Modules
				13,200 Planning & Zoning - Share of GIS maintenance; McTrans maintenance; T-maintenance; Cold Fusion for software
				5,000 Housing - Housing Assistance Program
				477,241 Emergency Services - Pro QA Service Plan; Aqua Service Plan; Cardset Maintenance; Public Safety Data System; Image Trend; Knowledge Center; Dish Satellite; Scriptlogic; Gold Fluke Support; Pictometry; GIS
				3,500 Environmental Services - Admin license for CADD
				10,800 County Council - Constituent Services
				56,850 State's Attorney - Lexis/Nexis and Case Management
				25,418 Economical Development - CoStar Software; ESRI Software; and Fedmine USA
				9,600 Tourism - D3 Fee
				37,868 Law Department - Lexis/Nexis; Cloud Based Software; BMI and ASCAP and Medicare Program
				3,500 Sustainability - Facility Dude Energy Management

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INFORMATION AND COMMUNICATION TECHNOLOGY

Index No. 181000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	46,494	0.00	0	0.00	0
Administrative Budget Technician II	0.00	0	0.00	0	1.00	52,000 A
Administrative Secretary III	0.00	0	1.00	50,000	1.00	52,000
Business Applications Manager	1.00	81,000	1.00	81,000	0.00	0
Computer Operator	1.00	37,142	0.00	0	1.00	37,000 B
Computer System Engineer I	1.00	40,966	2.00	80,866	3.00	139,831 C
Computer System Engineer II	4.00	192,028	4.00	192,028	5.00	245,364 D
Computer System Engineer III	2.00	118,674	1.00	64,542	1.00	67,124
Computer System Engineer IV	0.00	0	1.00	57,700	1.00	60,008
Director of ICT	1.00	105,700	1.00	110,933	1.00	115,370
Programmer Analyst I	6.00	409,574	5.00	356,373	5.00	344,895
Programmer Analyst II	3.00	275,837	5.00	399,948	5.00	415,946
Senior Computer Operator	1.00	56,354	2.00	95,353	1.00	58,608
Telecommunications Engineer II	2.00	99,316	2.00	99,316	2.00	103,288
Telecommunications Specialist I	1.00	65,788	0.00	0	0.00	0
Web Administrator	1.00	78,543	1.00	78,543	1.00	81,684
Web Designer	1.00	57,430	1.00	57,430	1.00	59,727
SALARY TOTAL	26.00	1,664,846	27.00	1,724,032	29.00	1,832,845

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INFORMATION AND COMMUNICATION TECHNOLOGY

Index No. 181000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		216,430		155,163		176,951
Workers' Compensation		14,337		16,746		8,870
Health Benefits		292,008		318,235		356,544
PEHP		0		0		41,073
FICA		127,651		131,632		140,782
Overtime and Shift Differential		3,800		6,800		18,800
Miscellaneous		3,640		3,780		3,920
TOTAL OTHER PERSONAL SERVICES		657,866		632,356		746,940
TOTAL 27TH PAY COST		77,355		0		0
TOTAL PERSONAL SERVICES	26.00	2,400,067	27.00	2,356,388	29.00	2,579,785

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Business Applications Manager position filled as an Administrative Budget Technician II - #2890

B - One (1) vacant Senior Computer Operator position filled as a Computer Operator - #0086

C - Two (2) Computer System Engineer I positions transferred from the Department of Emergency Services - #2610 and #0456

D - One (1) Computer System Engineer I position upgraded to a Computer System Engineer II - #1204

INFORMATION & COMMUNICATION TECHNOLOGY OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Establish a partnership between the Office of Information and Communication Technology and County operating departments

Department Objective

To work with County agencies for process improvement and safeguarding of vital data and resources

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	N/A	N/A	\$3,640,717	\$4,122,488	\$5,825,138
Number of staff	N/A	N/A	26.00	27	29
<u>Output:</u>					
*Computers maintained	N/A	N/A	N/A	873	873
**Software Maintained					
Financial (W&S Mainframe VSAM, TAXNET, CORE, ADPICS, FAMIS, Cyborg)	N/A	N/A	N/A	7	7
Departmental (ISIS, City Works, Heat)	N/A	N/A	N/A	3	3
Backoffice (Microsoft Server, SQL Server, Sharpoint, Exchange, Laserfiche)	N/A	N/A	N/A	5	5
<u>Efficiency:</u>					
Average age of computers maintained	N/A	N/A	N/A	2.3	2.5
Average age of Financial Software maintained	N/A	N/A	N/A	18.1	5.6
Average age of Departmental Software maintained	N/A	N/A	N/A	15.0	7.7
Average age of Back Office Software maintained	N/A	N/A	N/A	3.4	3.9
<u>Service Quality:</u>					
Evaluating the current Hardware and Software throughout the County to develop a plan to update	N/A	N/A	N/A	Excellent	Excellent
<u>Outcome:</u>					
Improve the age and stability of the County supported Technology	N/A	N/A	N/A	Goal Achieved	Goal Achieved

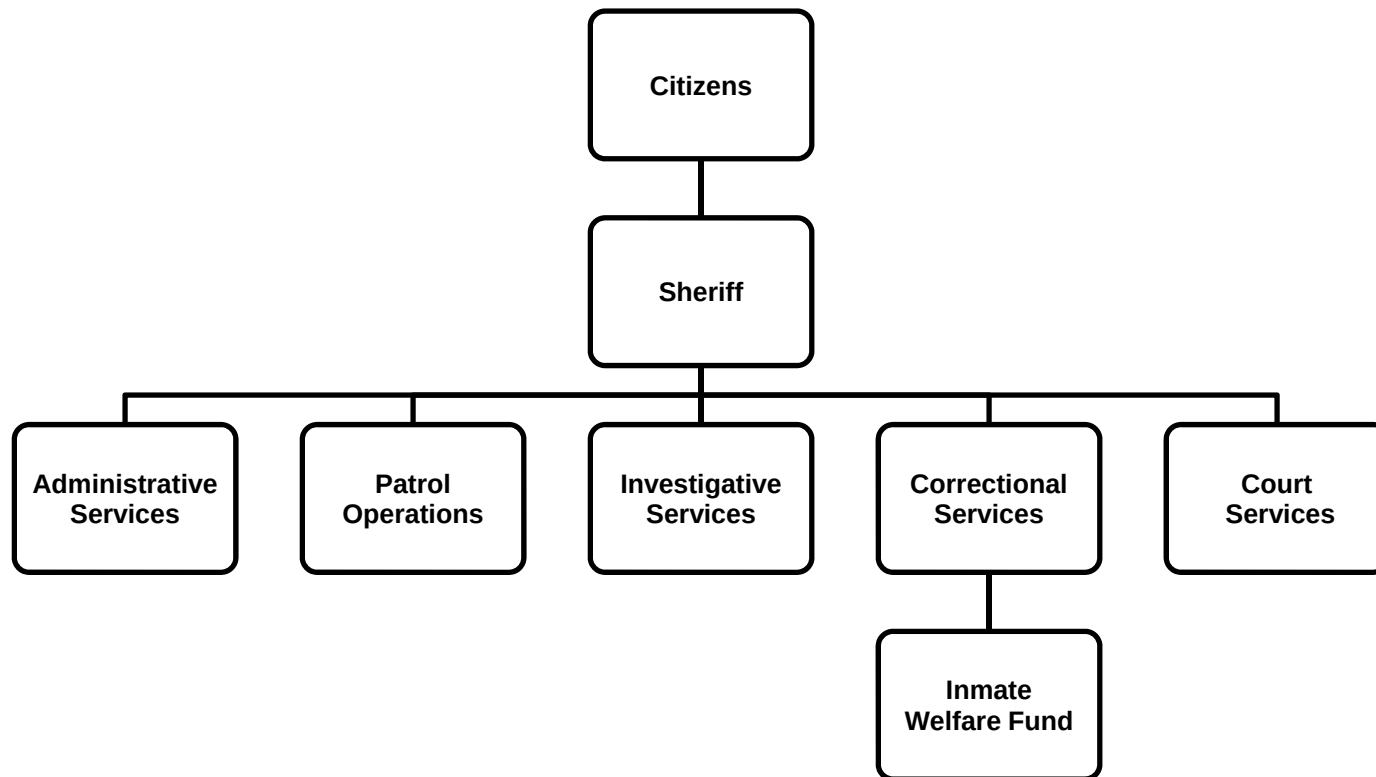
Explanation and Analysis of Performance Measures

*In order to maintain a level of stability and dependability with IT equipment our goal is to maintain an average equipment age not to exceed 3 years old.

**The goal is to replace aging Software with newer technology and increase the stability and functionality of this Software. This projection for FY 14 is based on our plans to replace the Mainframe Applications for Water & Sewer, ADPICS, FAMIS and BPREP.

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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 for 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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	53,633,081	55,041,383	54,361,146	56,558,801	56,558,801
20	CONTRACTUAL SERVICES	4,726,198	5,073,719	7,183,263	7,281,144	7,281,144
30	SUPPLIES & MATERIALS	2,005,995	2,072,864	2,310,598	2,364,339	2,364,339
40	BUSINESS & TRAVEL	1,864,810	2,055,182	2,161,972	2,207,140	2,207,140
50	CAPITAL OUTLAY	187,655	3,145,404	127,500	185,050	185,050
70	MISCELLANEOUS	388,635	373,016	371,777	386,397	386,397
80	INTERGOVERNMENTAL	994,055	0	0	0	0
	GRAND TOTAL	63,800,429	67,761,568	66,516,256	68,982,871	68,982,871
<u>SUMMARY BY FUND:</u>						
11	GENERAL	63,800,429	67,761,568	66,516,256	68,982,871	68,982,871
	GRAND TOTAL	63,800,429	67,761,568	66,516,256	68,982,871	68,982,871
<u>SUMMARY BY DIVISION:</u>						
211100	ADMINISTRATION & SUPPORT	7,198,034	7,730,918	7,188,299	7,186,536	7,186,536
211200	PATROL OPERATIONS	24,713,989	26,500,484	24,530,934	25,620,947	25,620,947
211300	INVESTIGATIVE SERVICES	7,213,287	7,798,889	8,011,011	8,097,706	8,097,706
212000	CORRECTIONAL SERVICES	19,360,053	20,059,895	20,860,300	21,900,878	21,900,878
212100	INMATE WELFARE FUND	385,681	423,267	731,261	723,275	723,275
213000	COURT SERVICES	4,929,385	5,248,115	5,194,451	5,453,529	5,453,529
	GRAND TOTAL	63,800,429	67,761,568	66,516,256	68,982,871	68,982,871
SUMMARY OF GRANT BUDGETS						315,397

SHERIFF'S OFFICE

FINANCIAL NOTES:

The \$2,466,615 net increase in funding for the Sheriff's Office is the result of:

	FY 13	FY 14	CHANGE
o		1,720,719	1,720,719 FY 13 COLA of 4%
o	30,417,163	29,879,019	(538,144) Full-time Salaries
			343,228 Salary adjustments for Time in Grade/Promotions
			(382,690) Salary offset - reduction of one time lump sum funds provided in FY 13 for Sr. Deputy Classification
			(498,682) Staff Turnover (1.64%)
			<u>(538,144)</u>
o		43,247	43,247 The net result of full-time staff transfers between divisions within the Sheriff's Office:
			Salary Fringe Total
			1,484,246 955,544 2,439,790
			<u>(1,519,378) (877,165) (2,396,543)</u>
			<u>(35,132) 78,379 43,247</u>
o		384,365	384,365 Full-time position created:
			# of positions Salary Fringe Total
			10.0 203,630 180,735 384,365
			Correctional Officers created and funded for 1/2 year
o	1,390,099	1,411,731	21,632 Temporary Salaries - increase based on actual expense history
o	6,599,455	6,553,619	(45,836) Health Benefits adjusted for a 12% cost increase, as well as staff opting for changes in level of coverage
o	8,227,218	8,469,808	242,590 Pension/Retirement/LEOPS rate adjustments per Treasury's estimates
o	732,731	715,748	(16,983) Workers' Compensation rate adjustments per Treasury's estimates
o	1,101,986	1,124,215	22,229 Shift Differential adjusted based on actual expense history
o	2,722,973	3,065,000	342,027 Overtime adjusted based on actual expense history
o	2,704,239	2,725,648	21,409 FICA - adjusted for salary changes

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE																																																																																																															
o	150,220	218,630	68,410	Other Professional Services increase based on actual expenses:																																																																																																														
				<table> <tr> <th></th><th>FY 13</th><th>FY 14</th><th>CHANGE</th><th></th></tr> <tr> <td>Tipping Fees</td><td>110</td><td>1,200</td><td>1,090</td><td></td></tr> <tr> <td>Driver Training Fee</td><td>4,125</td><td>4,125</td><td>0</td><td></td></tr> <tr> <td>Swimming/Rescue Instruction</td><td>750</td><td>750</td><td>0</td><td></td></tr> <tr> <td>Basic English</td><td>675</td><td>675</td><td>0</td><td></td></tr> <tr> <td>Surviving Armed Encounters</td><td>750</td><td>750</td><td>0</td><td></td></tr> <tr> <td>Personnel File Scan</td><td>1,800</td><td>1,800</td><td>0</td><td></td></tr> <tr> <td>Law Enforce Records Scan</td><td>4,500</td><td>4,500</td><td>0</td><td></td></tr> <tr> <td>IPMA Testing Services</td><td>4,073</td><td>4,073</td><td>0</td><td></td></tr> <tr> <td>Maryland Chiefs</td><td>7,578</td><td>7,578</td><td>0</td><td></td></tr> <tr> <td>Credit Checks</td><td>1,279</td><td>1,279</td><td>0</td><td></td></tr> <tr> <td>Air Quality Test</td><td>2,970</td><td>2,970</td><td>0</td><td></td></tr> <tr> <td>Guest Lecturers</td><td>1,500</td><td>1,500</td><td>0</td><td></td></tr> <tr> <td>Air Tank Refills - Dive Team</td><td>2,250</td><td>2,250</td><td>0</td><td></td></tr> <tr> <td>Video Analysis Consultant</td><td>72,800</td><td>72,800</td><td>0</td><td></td></tr> <tr> <td>Technical Consultant</td><td>31,200</td><td>31,200</td><td>0</td><td></td></tr> <tr> <td>Subpoena Record Requests</td><td>2,000</td><td>2,000</td><td>0</td><td></td></tr> <tr> <td>Locksmith Fees</td><td>1,860</td><td>1,860</td><td>0</td><td></td></tr> <tr> <td>CJIS Fingerprint Fees</td><td>0</td><td>31,320</td><td>31,320</td><td>new mandate started in FY 13</td></tr> <tr> <td>Inmate Transportation</td><td>10,000</td><td>10,000</td><td>0</td><td></td></tr> <tr> <td>I'M Still Standing Corporation</td><td>0</td><td>36,000</td><td>36,000</td><td>inmate program new for FY 14</td></tr> <tr> <td></td><td><u>150,220</u></td><td><u>218,630</u></td><td><u>68,410</u></td><td></td></tr> </table>		FY 13	FY 14	CHANGE		Tipping Fees	110	1,200	1,090		Driver Training Fee	4,125	4,125	0		Swimming/Rescue Instruction	750	750	0		Basic English	675	675	0		Surviving Armed Encounters	750	750	0		Personnel File Scan	1,800	1,800	0		Law Enforce Records Scan	4,500	4,500	0		IPMA Testing Services	4,073	4,073	0		Maryland Chiefs	7,578	7,578	0		Credit Checks	1,279	1,279	0		Air Quality Test	2,970	2,970	0		Guest Lecturers	1,500	1,500	0		Air Tank Refills - Dive Team	2,250	2,250	0		Video Analysis Consultant	72,800	72,800	0		Technical Consultant	31,200	31,200	0		Subpoena Record Requests	2,000	2,000	0		Locksmith Fees	1,860	1,860	0		CJIS Fingerprint Fees	0	31,320	31,320	new mandate started in FY 13	Inmate Transportation	10,000	10,000	0		I'M Still Standing Corporation	0	36,000	36,000	inmate program new for FY 14		<u>150,220</u>	<u>218,630</u>	<u>68,410</u>	
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Basic English	675	675	0																																																																																																															
Surviving Armed Encounters	750	750	0																																																																																																															
Personnel File Scan	1,800	1,800	0																																																																																																															
Law Enforce Records Scan	4,500	4,500	0																																																																																																															
IPMA Testing Services	4,073	4,073	0																																																																																																															
Maryland Chiefs	7,578	7,578	0																																																																																																															
Credit Checks	1,279	1,279	0																																																																																																															
Air Quality Test	2,970	2,970	0																																																																																																															
Guest Lecturers	1,500	1,500	0																																																																																																															
Air Tank Refills - Dive Team	2,250	2,250	0																																																																																																															
Video Analysis Consultant	72,800	72,800	0																																																																																																															
Technical Consultant	31,200	31,200	0																																																																																																															
Subpoena Record Requests	2,000	2,000	0																																																																																																															
Locksmith Fees	1,860	1,860	0																																																																																																															
CJIS Fingerprint Fees	0	31,320	31,320	new mandate started in FY 13																																																																																																														
Inmate Transportation	10,000	10,000	0																																																																																																															
I'M Still Standing Corporation	0	36,000	36,000	inmate program new for FY 14																																																																																																														
	<u>150,220</u>	<u>218,630</u>	<u>68,410</u>																																																																																																															
o	124,459	131,097	6,638	Security Systems - increase in maintenance costs for security system at both the Northern and Southern Precincts																																																																																																														
o	444,910	459,495	14,585	Space & Real Estate Rental - increase based on expected cost of leases																																																																																																														
o	628,210	572,704	(55,506)	Other Insurance - self insurance for general and auto liability and property damage.																																																																																																														
				<table> <tr> <th></th><th>FY 13</th><th>FY 14</th><th>Change</th><th></th></tr> <tr> <td></td><td>459,380</td><td>424,626</td><td>(34,754)</td><td>Auto Liability</td></tr> <tr> <td></td><td>132,228</td><td>112,214</td><td>(20,014)</td><td>General Liability</td></tr> <tr> <td></td><td>36,602</td><td>35,864</td><td>(738)</td><td>Property Damage</td></tr> <tr> <td></td><td><u>628,210</u></td><td><u>572,704</u></td><td><u>(55,506)</u></td><td></td></tr> </table>		FY 13	FY 14	Change			459,380	424,626	(34,754)	Auto Liability		132,228	112,214	(20,014)	General Liability		36,602	35,864	(738)	Property Damage		<u>628,210</u>	<u>572,704</u>	<u>(55,506)</u>																																																																																						
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SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	7,481,206	7,623,100	141,894	Line items significantly adjusted based on actual expense history:
	FY 13	FY 14	Change	
	151,810	147,171	(4,639)	Office Equipment
	135,000	141,600	6,600	Vehicle & Operating Equipment
	715,786	793,951	78,165	Electricity
	188,516	228,000	39,484	Water & Sewer
	671,289	622,159	(49,130)	Telephone Service
	3,170	18,683	15,513	Unemployment Insurance
	3,309,596	3,316,096	6,500	Medical Services
	7,800	9,800	2,000	County Facility Repair and Renovation
	50,747	57,146	6,399	Operating Equipment
	66,930	39,731	(27,199)	Data Processing Software Maintenance
	153,405	166,046	12,641	Building/Custodial Services
	88,383	61,132	(27,251)	Other Service & Maintenance
	92,920	118,000	25,080	General Office Supplies
	25,350	27,350	2,000	Printing Commercial
	24,760	30,200	5,440	Duplicating Machine Supplies
	17,550	20,455	2,905	General Office Mailing
	45,345	51,835	6,490	Paper Supplies
	79,038	81,083	2,045	Janitorial Supplies & Equipment
	5,200	6,700	1,500	Animal Food Supplies
	13,920	17,620	3,700	Audio Visual Supplies
	14,725	20,195	5,470	Building Supplies
	137,476	119,173	(18,303)	Safety Equipment
	134,486	136,286	1,800	Weapons & Ammo
	1,142,010	1,158,410	16,400	Fuel Charges
	145,800	147,278	1,478	Non Targeted Charges - FVS
	3,600	6,450	2,850	Transportation Costs
	6,440	10,200	3,760	Meals
	8,975	12,700	3,725	Lodging
	41,179	57,650	16,471	Training Seminars, Courses
	<u>7,481,206</u>	<u>7,623,100</u>	<u>141,894</u>	

SHERIFF'S OFFICE

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE																					
o	5,975	9,908	3,933	Diesel Fuel - additional funds provide for Prisoner Transport Wagon, Precinct generators, bus, and tactical rescue vehicle																				
o	175,796	186,507	10,711	Other Supplies and Materials - increase based on actual expense history and provides for mattresses, inmate trays, indigent kits, toiletries, community policing and youth academy supplies, bike patrol, etc.																				
o	307,277	315,397	8,120	County Match/Transfers Out																				
				<table><tr><td></td><td>FY 13</td><td>FY 14</td><td>Change</td></tr><tr><td>Child Enforcement Grant</td><td>263,049</td><td>270,357</td><td>7,308</td></tr><tr><td>Child Enforcement Grant Mgt Fee</td><td>29,228</td><td>30,040</td><td>812</td></tr><tr><td>Domestic Violence</td><td>15,000</td><td>15,000</td><td>0</td></tr><tr><td></td><td><u>307,277</u></td><td><u>315,397</u></td><td><u>8,120</u></td></tr></table>		FY 13	FY 14	Change	Child Enforcement Grant	263,049	270,357	7,308	Child Enforcement Grant Mgt Fee	29,228	30,040	812	Domestic Violence	15,000	15,000	0		<u>307,277</u>	<u>315,397</u>	<u>8,120</u>
	FY 13	FY 14	Change																					
Child Enforcement Grant	263,049	270,357	7,308																					
Child Enforcement Grant Mgt Fee	29,228	30,040	812																					
Domestic Violence	15,000	15,000	0																					
	<u>307,277</u>	<u>315,397</u>	<u>8,120</u>																					
o	60,000	65,000	5,000	Confidential Expenses - increased appropriation to purchase narcotics and pay informants in investigations, and for intel/homeland defense																				
o	127,500	185,050	57,550	Equipment - one-time funds provided in FY 13 for kitchen generator are eliminated for FY 14 @ (\$80,000); an additional \$137,550 is provided to purchase police car packages for 30 vehicles @ \$4,585 each. Remainder of \$47,500 is to provide for computer equipment, food heating carts, work stations, and exercise equipment for the Inmate Welfare Fund.																				

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	Elected	1.00	108,570	1.00	111,786	1.00	113,732
Chief Deputy	L-09	1.00	129,293	1.00	129,293	1.00	134,472
Major	L-08	4.00	457,372	3.00	349,711	4.00	475,654
Captain	L-07	8.00	806,956	9.00	907,690	10.00	1,030,454
Lieutenant	L-06	14.00	1,240,888	14.00	1,233,088	11.00	1,013,399
Sergeant	L-05	33.00	2,660,448	33.00	2,660,448	35.00	2,902,303
Corporal	L-04	30.00	2,142,467	29.00	2,059,475	32.00	2,331,908
Sr. Deputy First Class	L-03S	0.00	0	0.00	0	73.00	5,137,855
Deputy First Class	L-03	182.00	10,627,645	197.00	11,433,662	108.00	5,967,798
Deputy	L-02	19.00	938,500	5.00	226,825	14.00	660,436
Major	D-08	1.00	97,698	1.00	97,698	1.00	107,786
Captain	D-07	2.00	172,973	2.00	172,973	3.00	250,974
Lieutenant	D-06	8.00	597,500	9.00	666,514	7.00	501,426
Sergeant	D-05	13.00	861,057	13.00	848,037	12.00	805,586
Corporal	D-04	14.00	826,345	15.00	878,989	14.00	823,660
Officer First Class	D-03	76.00	3,739,637	87.00	4,187,393	76.00	3,831,719
Officer	D-02	19.00	763,914	4.00	160,824	18.00	752,544
Officer Recruit	D-01	0.00	0	0.00	0	10.00	407,260
Warden	A-15	1.00	113,027	1.00	113,027	1.00	117,541
Budget Manager	A-14	1.00	85,613	1.00	85,613	1.00	89,045
Computer Manager	A-14	1.00	67,600	1.00	67,600	1.00	70,304
Public Information Officer	A-14	0.00	0	1.00	61,589	1.00	74,568
Human Resources Manager	A-14	1.00	80,350	1.00	80,350	1.00	83,928
Computer Forensics Examiner	A-11	1.00	53,539	1.00	53,539	1.00	55,682
Classification Supervisor	A-10	1.00	65,978	1.00	65,978	1.00	68,619
Corrections Records Administrator	A-10	1.00	81,141	1.00	81,141	1.00	84,386
Information Technology Specialist	A-10	1.00	69,992	1.00	69,992	1.00	72,800
Law Enforcement Analyst Manager	A-10	1.00	62,192	1.00	62,192	1.00	64,688
Law Enforcement Records Administrator	A-10	1.00	83,595	1.00	83,595	1.00	86,944
Special Projects Coordinator	A-10	1.00	72,093	1.00	72,093	1.00	74,984
Human Resources Specialist	A-09	1.00	50,107	1.00	50,107	1.00	54,933
Public Information Specialist	A-09	1.00	50,107	0.00	0	1.00	47,694
Quartermaster Fleet Manager	A-09	1.00	63,482	1.00	63,482	1.00	66,019
Standards/Accreditation Manager	A-09	1.00	65,374	1.00	65,374	1.00	67,995

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Applicant Investigator	A-08	2.00	108,430	2.00	108,430	2.00	112,778
Law Enforcement Analyst	A-08	4.00	192,733	3.00	146,661	3.00	152,527
Pre-Trial Services Coordinator	A-08	2.00	116,938	2.00	116,938	2.00	94,432
Sex Offender Verification Investigator	A-08	1.00	48,880	1.00	48,880	1.00	50,835
Classification Counselor	A-07	3.00	130,166	3.00	131,456	3.00	134,076
Community Services Coordinator	A-07	0.00	0	1.00	41,683	1.00	43,347
Computer Resources Technician	A-07	2.00	114,317	2.00	114,317	2.00	118,893
Electronic Services Technician	A-07	0.00	0	0.00	0	1.00	53,331
Electronic Surveillance Technician	A-07	0.00	0	1.00	56,014	1.00	58,261
Financial Investigator	A-07	1.00	56,014	1.00	56,014	1.00	51,771
Fleet Technician	A-07	0.00	0	0.00	0	1.00	53,331
Grant Fiscal Technician	A-07	1.00	61,214	1.00	61,214	1.00	63,669
Property Manager	A-07	1.00	64,938	1.00	64,938	1.00	67,538
TRAC Coordinator	A-07	0.00	0	1.00	48,318	1.00	50,253
Victims' Services Coordinator	A-07	1.00	41,683	1.00	41,683	1.00	43,347
Commissary Coordinator	A-06	1.00	43,035	1.00	43,035	1.00	40,976
Corrections Quartermaster	A-06	1.00	54,517	1.00	54,517	1.00	56,701
Corrections Records Supervisor	A-06	1.00	60,466	1.00	60,466	1.00	62,878
Law Enforcement Records Supervisor	A-06	4.00	187,700	4.00	187,700	4.00	195,208
Program Coordinator	A-06	1.00	43,035	1.00	43,035	1.00	44,762
Executive Office Manager	A-05	0.00	0	1.00	44,366	1.00	46,134
Maintenance Officer	A-05	2.00	98,508	3.00	134,596	3.00	139,984
Accounting Clerk	A-04	1.00	57,075	1.00	57,075	1.00	59,363
Admin Support Technician	A-04	6.00	301,642	5.00	260,936	5.00	271,357
Corrections Records Technician II	A-04	4.00	156,499	4.00	153,421	4.00	177,215
Law Enforcement Records Technician II	A-04	21.00	831,792	24.00	933,151	23.00	916,450
Inmate Property Coordinator	A-03	1.00	45,552	1.00	45,552	1.00	47,382
Property Management Assistant	A-03	1.00	33,904	1.00	33,904	1.00	35,256
Quartermaster Fleet Assistant	A-03	1.00	40,477	1.00	40,477	1.00	42,099
Corrections Records Clerk	A-02	2.00	76,523	2.00	76,523	2.00	79,581
Law Enforcement Records Technician I	A-02	4.00	117,228	1.00	29,307	2.00	60,944
FULL-TIME SALARIES		509.00	30,318,719	510.00	30,434,685	520.00	31,853,775
SALARY OFFSET			(450,692)		(400,212)		(616,490)
SALARY ADJUSTMENT			0		382,690		0
TOTAL FULL-TIME SALARIES		509.00	29,868,027	510.00	30,417,163	520.00	31,237,285

DEPARTMENT STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES							
Crossing Guard	A-01	4.55	133,347	5.25	153,862	5.25	159,978
TOTAL PART-TIME SALARIES		4.55	133,347	5.25	153,862	5.25	159,978
TEMPORARY SALARIES			1,293,027		1,390,099		1,468,200
SALARY TOTAL		513.55	31,294,401	515.25	31,961,124	525.25	32,865,463
OTHER PERSONAL SERVICES							
Pension & Retirement			9,370,233		8,227,218		8,948,910
Workers' Compensation			632,746		732,731		748,262
Health Benefits			6,379,836		6,599,455		6,658,031
Overtime & Shift Differential			3,529,380		3,824,959		4,189,215
FICA			2,659,904		2,704,239		2,834,200
Miscellaneous			308,860		311,420		314,720
TOTAL OTHER PERSONAL SERVICES			22,880,959		22,400,022		23,693,338
TOTAL 27TH PAY COST			1,706,944		0		0
TOTAL PERSONAL SERVICES		513.55	55,882,304	515.25	54,361,146	525.25	56,558,801

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	5,861,153	5,935,211	5,666,811	5,701,497	5,701,497
20	CONTRACTUAL SERVICES	908,513	944,721	1,107,741	1,049,356	1,049,356
30	SUPPLIES & MATERIALS	86,010	98,836	92,420	100,740	100,740
40	BUSINESS & TRAVEL	284,385	320,805	316,827	328,943	328,943
50	CAPITAL OUTLAY	40,157	422,989	0	0	0
70	MISCELLANEOUS	17,816	8,356	4,500	6,000	6,000
	GRAND TOTAL	<u>7,198,034</u>	<u>7,730,918</u>	<u>7,188,299</u>	<u>7,186,536</u>	<u>7,186,536</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>7,198,034</u>	<u>7,730,918</u>	<u>7,188,299</u>	<u>7,186,536</u>	<u>7,186,536</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Administrative Services****INDEX: 211100****FINANCIAL NOTES:**

The (\$1,763) net decrease in funding for Sheriff's Office - Administrative Services is the result of:

	FY 13	FY 14	CHANGE
o		177,653	177,653 FY 13 COLA increase of 4%
o	3,576,385	3,571,795	(4,590) Full-time Salaries
			7,010 Staff Turnover <u>0.2%</u>
			12,014 Salary Adjustments - Time in Grade/Promotions
			<u>(23,614)</u> Offset - reduction of lump sum provided in FY 13 for Sr. Deputy classification
			<u>(4,590)</u>
o		(14,722)	(14,722) The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions Salary Fringe Total
			2.00 148,075 82,485 230,560
			(2.00) (161,200) (84,082) (245,282)
			<u>0.00 (13,125) (1,597) (14,722)</u>
o	209,278	185,286	(23,992) Temporary Salaries - funds provide for two Applicant Investigators, two Clerical Assistants, a Security Clerk and a Web Designer. Decrease based on actual expenses
o	701,367	666,936	(34,431) Health Benefits - adjusted for an anticipated 12% cost increase plus staff opting for changes in level of coverage
o	596,595	523,798	(72,797) Pension/Retirement rate adjustments per Treasury's estimates
o	48,251	48,384	133 Workers' Compensation rate adjustments per Treasury's estimates
o	301,676	302,967	1,291 FICA - adjusted for personnel/salary changes
o	215,359	222,000	6,641 Overtime and Shift Differential adjusted based on actual expense history

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE
o	30,000	30,000	0 Other Professional Services:

Service	FY 13	FY 14	Change
Driver Training Fee	4,125	4,125	0
Swimming/Rescue Instruction	750	750	0
Basic English	675	675	0
Surviving Armed Encounters	750	750	0
Personnel File Scan	1,800	1,800	0
Law Enforcement Records Scan	4,500	4,500	0
Maryland Chiefs	7,578	7,578	0
Air Quality Test	2,970	2,970	0
IMPA Testing Services	4,073	4,073	0
Credit Checks	1,279	1,279	0
Guest Lecturers	1,500	1,500	0
TOTAL	30,000	30,000	0

o	158,340	158,726	386 Space and Real Estate Rental - increase based on expected cost of leases for HCC Training Academy, Firing Range, Office of Professional Standards, and 101 S. Main Street.

o	26,179	34,000	7,821 Training Seminars - funding provides for required training, recertification and Johns Hopkins Master Program

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Administrative Services

INDEX: 211100

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	791,102	753,418	(37,684)	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	657,709	606,165	(51,544)	Telephone Service
	65,678	67,178	1,500	Medical Services - annual physicals and fitness for duty exams
	2,170	3,255	1,085	Management Services - drug screening program
	35,820	41,000	5,180	General Office Supplies
	16,000	15,520	(480)	Data Processing Hardware-Maintenance
	5,000	6,800	1,800	Weapons and Ammunition
	1,225	2,500	1,275	Meals
	3,000	5,000	2,000	Lodging
	4,500	6,000	1,500	Service Awards for retirements and yearly banquets
	<u>791,102</u>	<u>753,418</u>	<u>(37,684)</u>	

o

38,318

29,699

(8,619)

Data Processing Software Maintenance:

Service		FY 13		FY 14		Change	
Crown Pointe Skills & Training		2,590		2,590		0	
Avtech		35		239		204	increase per actuals
Fluke Meter & Maintenance		6,735		0		(6,735)	not required in FY 14
ATAC Crime Analysis		780		780		0	
NAI McAfee Anti Virus		10,100		10,775		675	increase per actuals
Constant Contact		714		744		30	increase per actuals
Help Trac Call		640		680		40	increase per actuals
Mail Marshall		2,250		2,250		0	
Symantec Backup		2,421		3,233		812	increase per actuals
Identicard Badge System		525		525		0	
Pictometry		2,640		0		(2,640)	not required in FY 14
MDC's		3,834		3,834		0	
New Southern Precinct		1,200		1,200		0	
Network Solutions		599		599		0	
Experts Exchange		449		2,250		1,801	increase per actuals
Laserfiche Software		2,806		0		(2,806)	not required in FY 14
TOTAL		38,318		29,699		(8,619)	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: ADMINISTRATION

Index No. 211100

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	Elected	1.00	108,570	1.00	111,786	1.00	113,732
Chief Deputy	L-09	1.00	129,293	1.00	129,293	1.00	134,472
Major	L-08	1.00	121,181	1.00	121,181	1.00	126,027
Captain	L-07	2.00	198,536	2.00	198,536	4.00	407,119 A
Lieutenant	L-06	3.00	261,789	3.00	261,789	0.00	0
Sergeant	L-05	2.00	156,665	2.00	154,273	3.00	240,635 B
Corporal	L-04	2.00	155,584	2.00	155,584	2.00	161,803
Sr. Deputy First Class	L-03S	0.00	0	0.00	0	3.00	222,768 C
Deputy First Class	L-03	4.00	277,845	4.00	277,845	0.00	0
Budget Manager	A-14	1.00	85,613	1.00	85,613	1.00	89,045
Computer Manager	A-14	1.00	67,600	1.00	67,600	1.00	70,304
Public Information Officer	A-14	0.00	0	1.00	61,589	1.00	74,568
Human Resources Manager	A-12	1.00	80,350	1.00	80,350	1.00	83,928
Information Technology Specialist	A-10	1.00	69,992	1.00	69,992	1.00	72,800
Law Enforcement Analyst Manager	A-10	1.00	62,192	1.00	62,192	1.00	64,688
Law Enforcement Records Administrator	A-10	1.00	83,595	1.00	83,595	1.00	86,944
Human Resources Specialist	A-09	1.00	50,107	1.00	50,107	1.00	54,933
Public Information Specialist	A-09	1.00	50,107	0.00	0	0.00	0
Quartermaster Fleet Manager	A-09	1.00	63,482	1.00	63,482	1.00	66,019
Applicant Investigator	A-08	2.00	108,430	2.00	108,430	2.00	112,778
Law Enforcement Analyst	A-08	1.00	50,336	2.00	99,216	2.00	103,189
Computer Resources Technician	A-07	2.00	114,317	2.00	114,317	2.00	118,893
Fleet Technician	A-07	0.00	0	0.00	0	1.00	53,331 D
Grant Fiscal Technician	A-07	1.00	61,214	1.00	61,214	1.00	63,669
Property Manager	A-07	1.00	64,938	1.00	64,938	1.00	67,538
Law Enforcement Records Supervisor	A-06	4.00	187,700	4.00	187,700	4.00	195,208
Executive Office Manager	A-05	0.00	0	1.00	44,366	1.00	46,134
Accounting Clerk	A-04	1.00	57,075	1.00	57,075	1.00	59,363
Admin Support Technician	A-04	2.00	95,452	1.00	54,746	1.00	56,930
Law Enforcement Records Technician II	A-04	16.00	606,881	17.00	622,274	16.00	610,751
Property Management Assistant	A-03	1.00	33,904	1.00	33,904	1.00	35,256
Quartermaster Fleet Assistant	A-03	1.00	40,477	1.00	40,477	1.00	42,099
Law Enforcement Records Technician I	A-02	4.00	117,228	1.00	29,307	2.00	60,944 E
SUB-TOTAL FULL-TIME SALARIES		61.00	3,560,453	60.00	3,552,771	60.00	3,695,868
SALARY OFFSET			(1,600)		0		0
SALARY ADJUSTMENTS			0		23,614		0
TOTAL FULL-TIME SALARIES		61.00	3,558,853	60.00	3,576,385	60.00	3,695,868

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: ADMINISTRATION

Index No. 211100

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			145,139		209,278		192,697
SALARY TOTAL		61.00	3,703,992	60.00	3,785,663	60.00	3,888,565
OTHER PERSONAL SERVICES							
Pension & Retirement			739,508		596,595		545,258
Workers' Compensation			41,562		48,251		49,765
Health Benefits			694,031		701,367		665,805
Overtime & Shift Differential			215,359		215,359		222,000
FICA			297,555		301,676		312,404
Miscellaneous			18,040		17,900		17,700
TOTAL OTHER PERSONAL SERVICES			2,006,055		1,881,148		1,812,932
TOTAL 27TH PAY COST			184,140		0		0
TOTAL PERSONAL SERVICES		61.00	5,894,187 *	60.00	5,666,811	60.00	5,701,497

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

- A - Two (2) Lieutenant positions promoted to Captain; One (1) Lieutenant position transferred into Patrol
- B - One (1) Corporal position promoted to Sergeant
- C - Three (3) Deputy First Class positions were promoted to Sr. Deputy
- D - One (1) Deputy First Class position reclassified to Fleet Technician
- E - One (1) Law Enforcement Records Technician II position vacated and reclassified to Law Enforcement Records Technician I

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	22,150,359	22,388,700	22,110,256	23,067,870	23,067,870
20	CONTRACTUAL SERVICES	155,396	216,988	855,983	837,010	837,010
30	SUPPLIES & MATERIALS	383,320	417,198	435,245	437,283	437,283
40	BUSINESS & TRAVEL	946,532	1,042,777	1,129,450	1,141,234	1,141,234
50	CAPITAL OUTLAY	84,249	2,434,404	0	137,550	137,550
70	MISCELLANEOUS	78	417	0	0	0
80	INTERGOVERNMENTAL/INTERFUND	994,055	0	0	0	0
GRAND TOTAL		<u>24,713,989</u>	<u>26,500,484</u>	<u>24,530,934</u>	<u>25,620,947</u>	<u>25,620,947</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>24,713,989</u>	<u>26,500,484</u>	<u>24,530,934</u>	<u>25,620,947</u>	<u>25,620,947</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Patrol Operations****INDEX: 211200****FINANCIAL NOTES:**

The \$1,090,013 net increase in funding for Sheriff's Office - Patrol Operations is the result of:

	FY 13	FY 14	CHANGE
o		709,119	709,119 FY 13 COLA of 4%
o	12,439,800	12,239,295	(200,505) Full-time Salaries
			198,171 Salary Adjustments - Time in Grade/Promotions
			(230,863) Offset - is reduction of lump sums provided in FY 13 for Sr. Deputy Classification
			(167,813) Staff Turnover (1.35%)
			<u>(200,505)</u>
o		105,555	105,555 The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions Salary Fringe Total
			10.00 711,256 464,990 1,176,246
			<u>(10.00) (670,759) (399,932) (1,070,691)</u>
			<u>0.00 40,497 65,058 105,555</u>
o	242,934	245,993	3,059 Temporary Salaries - for security clerks and on-call school crossing guards per actual expenditures
o	2,806,748	2,758,017	(48,731) Health Benefits adjusted for an anticipated 12% increase plus staff opting for changes in level of coverage
o	3,538,966	3,755,619	216,653 Pension/Retirement/LEOPS rate adjustments per Treasury's estimates
o	328,653	324,756	(3,897) Workers' Compensation rate adjustments per Treasury's estimates
o	510,000	524,000	14,000 Shift Differential adjusted based on actual expense history
o	1,070,413	1,086,174	15,761 FICA - based on actual salary adjustments
o	882,600	1,030,000	147,400 Overtime adjusted based on actual expense history

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Patrol Operations

INDEX: 211200

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	161,715	164,637	2,922	Electricity - increased funds for crime cameras and new violent street crimes unit
o	42,505	53,374	10,869	Building & Custodial Services - funds provide for custodial services, waste management, terminix and stericycle, increased based on actual expenses
o	16,952	23,592	6,640	Operating Equipment - increase based on actual expenses for maintenance contracts for generators, elevators, gates, overhead doors, in car video, fingerprint and tag reader equipment
o	16,470	22,595	6,125	Security Systems - increase based on actual expenses for Northern Precinct @ \$9,545 and Southern Precinct @ \$12,250 and miscellaneous repairs @ \$800
o	553,605	507,937	(45,668)	Other Insurance - self insurance is funded per Treasury's recommendation
	FY 13	FY 14	CHANGE	
	457,555	422,961	(34,594)	Auto Liability
	70,189	59,565	(10,624)	General Liability
	25,861	25,411	(450)	Property Damage
	<u>553,605</u>	<u>507,937</u>	<u>(45,668)</u>	
o	2,040	2,040	0	Space & Real Estate Rental - funds provide for:
			800	Quarry Lease for Dive Team
			<u>1,240</u>	Youth Academy at Harford Glen
			<u>2,040</u>	
o	4,000	9,000	5,000	Medical Services - increase based on actual expenses for K-9 Vet services
o	70,000	53,705	(16,295)	Safety Equipment - decrease based on actuals but still provides for flares, dive team equipment, replacement vests, etc.

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Patrol Operations

INDEX: 211200

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	3,000	6,933	3,933	Diesel Fuel - additional funds provide for Prisoner Transport Wagon, precinct generators, bus, and tactical rescue vehicle
o	66,542	86,938	20,396	Line items significantly adjusted based on actual expense history and state of the economy:
	FY 13	FY 14	Change	
	20,867	14,608	(6,259)	Office Equipment
	3,800	5,000	1,200	Heating Fuel (Gas)
	4,000	6,800	2,800	Duplicating Machine Supplies
	2,000	3,480	1,480	Janitorial Supplies
	19,100	27,000	7,900	General Office Supplies
	3,700	5,200	1,500	Animal Food Supplies
	1,250	3,600	2,350	Transportation Costs
	2,100	3,400	1,300	Meals
	2,225	3,200	975	Lodging
	7,500	14,650	7,150	Training Seminars, Courses
	<u>66,542</u>	<u>86,938</u>	<u>20,396</u>	
o	0	137,550	137,550	Police Car Package - equipment for 30 replacement vehicles @ \$4,585 each

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: PATROL OPERATIONS

Index No. 211200

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	L-08	1.00	110,885	1.00	110,885	2.00	227,281 A
Captain	L-07	3.00	311,562	3.00	311,562	3.00	320,986
Lieutenant	L-06	7.00	625,686	7.00	625,686	7.00	653,974
Sergeant	L-05	21.00	1,671,553	21.00	1,671,553	22.00	1,823,388 B
Corporal	L-04	16.00	1,112,221	15.00	1,029,229	18.00	1,264,702 C
Sr. Deputy First Class	L-03S	0.00	0	0.00	0	41.00	2,881,030
Deputy First Class	L-03	130.00	7,395,438	143.00	8,119,817	88.00	4,814,374 D
Deputy	L-02	18.00	881,071	4.00	181,460	12.00	566,088 E
Electronic Services Technician	A07	0.00	0	0.00	0	1.00	53,331 F
Admin Support Technician	A-04	2.00	104,811	2.00	104,811	2.00	108,992
Law Enforcement Records Tech II	A-04	0.00	0	1.00	53,934	1.00	56,098
FULL-TIME SALARIES		198.00	12,213,227	197.00	12,208,937	197.00	12,770,244
SALARY ADJUSTMENTS			0		230,863		0
TOTAL FULL-TIME SALARIES		198.00	12,213,227	197.00	12,439,800	197.00	12,770,244
PART-TIME SALARIES							
Crossing Guard	A-01	4.55	133,347	5.25	153,862	5.25	159,978
TOTAL PART-TIME SALARIES		4.55	133,347	5.25	153,862	5.25	159,978
TEMPORARY SALARIES			208,399		242,934		255,833
SALARY TOTAL		202.55	12,554,973	202.25	12,836,596	202.25	13,186,055

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: PATROL OPERATIONS

Index No. 211200

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement			4,173,762		3,538,966		3,940,135
Workers' Compensation			285,442		328,653		338,635
Health Benefits			2,742,164		2,806,748		2,786,102
Overtime & Shift Differential			1,353,000		1,392,600		1,554,000
FICA			1,063,271		1,070,413		1,127,463
Miscellaneous			135,640		136,280		135,480
TOTAL OTHER PERSONAL SERVICES			9,753,279		9,273,660		9,881,815
TOTAL 27TH PAY COST			703,540		0		0
TOTAL PERSONAL SERVICES		202.55	23,011,792	202.25	22,110,256	202.25	23,067,870

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Captain position promoted to a Major

B - One (1) Sergeant reclassified to Corporal; one (1) Corporal promoted to Sergeant; one (1) vacant Sergeant reclassified to Deputy; and four (4) Sergeant positions transferred in from other divisions within the Sheriff's Office and two (2) Sergeants transferred out

C - One (1) Corporal promoted to Sergeant; one (1) Sergeant reclassified to Corporal; one (1) Corporal reclassified to Deputy; seven (7) Deputy First Class positions promoted to Corporal; four (4) Corporal positions transferred out of Patrol and One (1) Corporal transferred into Patrol

D - Forty-one (41) Deputy First Class positions promoted to Sr. Deputy First Class; seven (7) Deputy First Class positions promoted to Corporal; four (4) vacant Deputy First positions reclassified to Deputy; one (1) Deputy First Class position transferred into Patrol and four (4) Deputy First Class positions transferred out of Patrol

E - One (1) vacant Lieutenant reclassified to Deputy; three (3) vacant Deputy First Class positions reclassified to Deputy; one (1) vacant Sergeant position reclassified to Deputy; one (1) vacant Corporal position reclassified to Deputy; and two (2) Deputy positions transferred into Patrol

F - One (1) Deputy First Class position reclassified to an Electronic Services Technician

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$11,343	\$11,158	\$11,010	\$10,166	\$11,010
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number convicted of misdemeanor offenses (Tier One)	13	30	33	36	41
Number convicted of non-contact felonies or contact misdemeanors (Tier Two)	19	18	26	24	27
Number convicted of contact felonies (Tier Three)	148	154	153	182	203
<u>Efficiency:</u>					
Average number of attempts per verification	1.4	1.3	1.2	1.3	1.3
<u>Service Quality:</u>					
Average number of residential verifications per registrant	2.5	5.2	3.8	3.8	3.8
<u>Outcome:</u>					
Average number of verifications per year per registrant	2.5	5.2	3.8	3.8	3.8

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.

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	6,303,192	6,717,167	6,867,594	6,931,560	6,931,560
20	CONTRACTUAL SERVICES	506,626	601,790	674,564	668,563	668,563
30	SUPPLIES & MATERIALS	36,356	41,317	41,393	47,290	47,290
40	BUSINESS & TRAVEL	314,613	359,028	367,460	385,293	385,293
50	CAPITAL OUTLAY	0	22,087		0	0
70	MISCELLANEOUS	52,500	57,500	60,000	65,000	65,000
	GRAND TOTAL	<u>7,213,287</u>	<u>7,798,889</u>	<u>8,011,011</u>	<u>8,097,706</u>	<u>8,097,706</u>

FUNDING SOURCE:

11	GENERAL	<u>7,213,287</u>	<u>7,798,889</u>	<u>8,011,011</u>	<u>8,097,706</u>	<u>8,097,706</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Investigative Services****INDEX: 211300****FINANCIAL NOTES:**

The \$86,695 net increase in funding for Sheriff's Office - Investigative Services is the result of:

	FY 13	FY 14	CHANGE
o		209,285	209,285 FY 13 COLA of 4%
o	3,927,430	3,903,993	(23,437) Full-time Salaries
			(82,805) Offset - reduction of lump sum funds provided in FY 13 for Sr. Deputy Classification
			65,608 Step/Grade adjustments - Time in Grade Promotions
			(6,240) Staff Turnover (0.016%)
			<u>(23,437)</u>
o		(143,334)	(143,334) The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions Salary Fringe Total
			4.00 261,601 182,859 444,460
			(5.00) (384,217) (203,577) (587,794)
			<u>(1.00) (122,616) (20,718) (143,334)</u>
o	95,297	64,497	(30,800) Temporary Salaries - funds provide for Sex Offender Registration Investigators; decrease result of elimination of Equipment Technician
o	849,439	847,221	(2,218) Health Benefits - adjusted for an anticipated 12% cost increase plus staff opting for changes in level of coverage
o	988,932	1,000,879	11,947 Pension/Retirement/LEOPS rate adjustments per Treasury's estimates
o	95,147	94,825	(322) Workers' Compensation rate adjustments per Treasury's estimates
o	300,000	330,000	30,000 Overtime - increase based on actual expense history
o	225,000	231,215	6,215 Shift Differential - increase based on actual expense history
o	340,889	347,119	6,230 FICA adjustments

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Investigative Services

INDEX: 211300

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	284,530	298,729	14,199	Space & Real Estate Rental - increase based on actual leases for covert office, CID/Evidence/Property, and Meagans Law Unit
o	106,000	106,000	0	Other Professional Services - fees associated with subpoena record requests, technical consultants and increased hours for video analysis consultant
o	82,068	54,817	(27,251)	Other (Service & Maintenance) - decrease based on actual expense history for wiretap, terminix, and records database maintenance contracts
o	60,000	65,000	5,000	Confidential Expenses - increased appropriations provide for investigation funds to purchase narcotics, pay informants, and intel/homeland defense
o	13,580	15,994	2,414	Telephone Service - increase based on actual expenses mainly for wiretap costs
o	395,518	423,751	28,233	Line items adjusted significantly due to actual expense history:

FY 13	FY 14	Change	
13,101	11,984	(1,117)	Office Equipment
121,800	128,400	6,600	Vehicle & Operating Equipment
5,899	3,599	(2,300)	Data Processing Software-Maintenance
1,080	2,530	1,450	Building/Custodial Services
9,500	11,200	1,700	General Office Supplies
5,000	8,000	3,000	Audio Visual Supplies
2,733	3,755	1,022	Safety Equipment
218,605	235,005	16,400	Fuel Charges
17,800	19,278	1,478	Non-Targeted Charges-FVS
<u>395,518</u>	<u>423,751</u>	<u>28,233</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: INVESTIGATIVE SERVICES

Index No. 211300

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	L-08	2.00	225,306	1.00	117,645	1.00	122,346
Captain	L-07	2.00	204,672	3.00	305,406	2.00	206,482 A
Lieutenant	L-06	3.00	261,789	3.00	259,272	3.00	269,631
Sergeant	L-05	5.00	397,510	5.00	399,902	5.00	413,545
Corporal	L-04	6.00	418,871	6.00	418,871	6.00	435,636
Sr. Deputy First Class	L-03S	0.00	0	0.00	0	18.00	1,262,044 B
Deputy First Class	L-03	28.00	1,713,229	29.00	1,767,849	11.00	630,282 C
Deputy	L-02	0.00	0	1.00	45,365	0.00	0
Computer Forensics Examiner	A-11	1.00	53,539	1.00	53,539	1.00	55,682
Public Information Specialist	A-09	0.00	0	0.00	0	1.00	47,694 D
Law Enforcement Analyst	A-08	2.00	93,517	1.00	47,445	1.00	49,338
Sex Offender Verification Investigator	A-08	1.00	48,880	1.00	48,880	1.00	50,835
Electronic Surveillance Technician	A-07	0.00	0	1.00	56,014	1.00	58,261
Financial Investigator	A-07	1.00	56,014	1.00	56,014	1.00	51,771
TRAC Coordinator	A-07	0.00	0	1.00	48,318	1.00	50,253
Victims' Services Coordinator	A-07	1.00	41,683	1.00	41,683	1.00	43,347
Admin Support Technician	A-04	2.00	101,379	2.00	101,379	2.00	105,435
Law Enforcement Records Technician II	A-04	1.00	41,933	2.00	77,043	2.00	80,143
SUB TOTAL FULL-TIME SALARIES		55.00	3,658,322	59.00	3,844,625	58.00	3,932,725
SALARY ADJUSTMENTS			0		82,805		0
TOTAL FULL-TIME SALARIES		55.00	3,658,322	59.00	3,927,430	58.00	3,932,725
TEMPORARY SALARIES			164,420		95,297		67,077
SALARY TOTAL		55.00	3,822,742	59.00	4,022,727	58.00	3,999,802

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: INVESTIGATIVE SERVICES

Index No. 211300

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement			1,173,445		988,932		1,044,373
Workers' Compensation			79,853		95,147		95,109
Health Benefits			793,312		849,439		837,215
Overtime & Shift Differential			497,296		525,000		561,215
FICA			329,752		340,889		349,226
Miscellaneous			43,000		45,460		44,620
TOTAL OTHER PERSONAL SERVICES			2,916,658		2,844,867		2,931,758
TOTAL 27TH PAY COST			212,818		0		0
TOTAL PERSONAL SERVICES		55.00	6,952,218	59.00	6,867,594	58.00	6,931,560

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Captain position transferred out of Investigative Services to another division within the Sheriff's Office

B - Seventeen (17) Deputy First Class positions promoted to Sr. Deputy First Class; and one (1) Sr. Deputy First Class transferred into Investigative Services from another division within the Sheriff's Office

C - Seventeen (17) Deputy First Class positions promoted to Sr. Deputy First Class; one (1) Deputy First Class position transferred into Investigative Services and two (2) Deputy First Class positions transferred out of Investigative Services

D - One (1) vacant Deputy position was reclassified to Public Information Specialist

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Correctional Services

INDEX: 212000

ORIGIN/PURPOSE:

Correctional Services oversees the Harford County Detention Center which houses pre-trial, pre-sentenced, 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	14,995,532	15,392,736	15,046,326	15,947,369	15,947,369
20	CONTRACTUAL SERVICES	3,131,973	3,283,651	4,503,918	4,614,808	4,614,808
30	SUPPLIES & MATERIALS	1,195,391	1,157,259	1,302,695	1,328,405	1,328,405
40	BUSINESS & TRAVEL	8,622	11,006	7,361	10,296	10,296
50	CAPITAL OUTLAY	13,403	215,243	0	0	0
70	MISCELLANEOUS	15,132	0	0	0	0
	GRAND TOTAL	<u>19,360,053</u>	<u>20,059,895</u>	<u>20,860,300</u>	<u>21,900,878</u>	<u>21,900,878</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>19,360,053</u>	<u>20,059,895</u>	<u>20,860,300</u>	<u>21,900,878</u>	<u>21,900,878</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Correctional Services****INDEX: 212000****FINANCIAL NOTES:**

The \$1,040,578 net increase in funding for Sheriff's Office - Correctional Services is the result of:

	FY 13	FY 14	CHANGE	
o		463,346	463,346	FY 13 COLA of 4%
o	8,311,263	8,066,463	(244,800)	Full-time Salaries
			32,905	Salary Adjustments - Time in Grade/Promotions
			(277,705)	Staff Turnover (3.3%)
			<u>(244,800)</u>	
o		18,417	18,417	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 50,066 24,808 74,874
				(1.0) (33,093) (23,364) (56,457)
				<u>0.0 16,973 1,444 18,417</u>
o		384,365	384,365	Created 10 new Correctional Officer positions and funded for 1/2 year:
				Salary Fringe Total
				203,630 180,735 384,365
o	73,803	119,693	45,890	Temporary Salaries - increase based on actual expenses for security clerks, a transport officer, maintenance assistant, and exercise officer
o	1,100,000	1,250,000	150,000	Overtime - increase based on actual expenses
o	1,824,117	1,857,329	33,212	Health Benefits - adjusted for an anticipated 12% increase plus staff opting for changes in level of coverage
o	2,437,624	2,502,329	64,705	Pension/Retirement rate adjustments per Treasury's estimates
o	205,969	194,132	(11,837)	Workers' Compensation rate adjustments per Treasury's estimates
o	745,110	741,855	(3,255)	FICA adjustments

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Correctional Services

INDEX: 212000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	844,764	993,565	148,801	Line items significantly adjusted based on actual expense history:
	FY 13	FY 14	Change	
	47,470	51,332	3,862	Office Equipment
	500,000	575,000	75,000	Electricity
	175,516	215,000	39,484	Water and Sewer
	750	16,000	15,250	Unemployment Insurance
	4,000	6,000	2,000	County Facility Repair & Renovation
	110	1,200	1,090	Other Professional Services - for tipping fees
	22,713	6,433	(16,280)	Data Processing Software-Maintenance
	22,000	32,000	10,000	General Office Supplies
	4,000	6,000	2,000	Printing - Commercial
	7,650	9,400	1,750	Duplicating Machine Supplies
	43,010	49,500	6,490	Paper Supplies
	14,530	20,000	5,470	Building Supplies
	1,315	2,500	1,185	Meals
	1,700	3,200	1,500	Training Seminars, Courses, etc.
	<u>844,764</u>	<u>993,565</u>	<u>148,801</u>	
o	74,605	64,767	(9,838)	Other Insurance - share of auto liability, general liability and property damage as recommended by Treasury
	FY 13	FY 14	CHANGE	
	1,825	1,665	(160)	Auto Liability
	62,039	52,649	(9,390)	General Liability
	10,741	10,453	(288)	Property Damage
	<u>74,605</u>	<u>64,767</u>	<u>(9,838)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: CORRECTIONAL SERVICES

Index No. 212000

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	D-08	1.00	97,698	1.00	97,698	1.00	107,786
Captain	D-07	2.00	172,973	2.00	172,973	3.00	250,974 A
Lieutenant	D-06	8.00	597,500	9.00	666,514	7.00	501,426 B
Sergeant	D-05	13.00	861,057	13.00	848,037	12.00	805,586 C
Corporal	D-04	14.00	826,345	15.00	878,989	14.00	823,660 D
Officer First Class	D-03	76.00	3,739,637	87.00	4,187,393	76.00	3,831,719 E
Officer	D-02	19.00	763,914	4.00	160,824	18.00	752,544 F
Officer Recruit	D-01	0.00	0	0.00	0	10.00	407,260 G
Warden	A-15	1.00	113,027	1.00	113,027	1.00	117,541
Classification Supervisor	A-10	1.00	65,978	1.00	65,978	1.00	68,619
Corrections Records Administrator	A-10	1.00	81,141	1.00	81,141	1.00	84,386
Special Projects Coordinator	A-10	1.00	72,093	1.00	72,093	1.00	74,984
Standards/Accreditation Manager	A-09	1.00	65,374	1.00	65,374	1.00	67,995
Pre-Trial Services Coordinator	A-08	2.00	116,938	2.00	116,938	2.00	94,432
Classification Counselor	A-07	3.00	130,166	3.00	131,456	3.00	134,076
Community Services Coordinator	A-07	0.00	0	1.00	41,683	1.00	43,347
Commissary Coordinator	A-06	1.00	43,035	1.00	43,035	1.00	40,976
Corrections Quartermaster	A-06	1.00	54,517	1.00	54,517	1.00	56,701
Corrections Records Supervisor	A-06	1.00	60,466	1.00	60,466	1.00	62,878
Program Coordinator	A-06	1.00	43,035	1.00	43,035	1.00	44,762
Maintenance Officer	A-05	2.00	98,508	3.00	134,596	3.00	139,984
Corrections Records Technician II	A-04	4.00	156,499	4.00	153,421	4.00	177,215
Inmate Property Coordinator	A-03	1.00	45,552	1.00	45,552	1.00	47,382
Corrections Records Clerk	A-02	2.00	76,523	2.00	76,523	2.00	79,581
SUB-TOTAL FULL-TIME SALARIES		156.00	8,281,976	156.00	8,311,263	166.00	8,815,814
SALARY OFFSET			0		0		(203,630)
TOTAL FULL-TIME SALARIES		156.00	8,281,976	156.00	8,311,263	166.00	8,612,184

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: CORRECTIONAL SERVICES

Index No. 212000

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			73,803		73,803		124,481
SALARY TOTAL		<u>156.00</u>	<u>8,355,779</u>	<u>156.00</u>	<u>8,385,066</u>	<u>166.00</u>	<u>8,736,665</u>
OTHER PERSONAL SERVICES							
Pension & Retirement			2,485,603		2,437,624		2,676,358
Workers' Compensation			177,662		205,969		207,400
Health Benefits			1,763,405		1,824,117		1,940,677
Overtime & Shift Differential			1,131,725		1,360,000		1,510,000
FICA			725,405		745,110		783,629
Miscellaneous			89,440		88,440		92,640
TOTAL OTHER PERSONAL SERVICES			<u>6,373,240</u>		<u>6,661,260</u>		<u>7,210,704</u>
TOTAL 27TH PAY COST			<u>454,108</u>		<u>0</u>		<u>0</u>
TOTAL PERSONAL SERVICES		<u>156.00</u>	<u>15,183,127</u>	<u>156.00</u>	<u>15,046,326</u>	<u>166.00</u>	<u>15,947,369</u>

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) Captain position promoted to Major and two (2) Lieutenant positions promoted to Captain
- B - One (1) Sergeant promoted to Lieutenant; two (2) Lieutenant positions promoted to Captain; and one (1) vacant Lieutenant position reclassified to Officer
- C - One (1) Corporal position promoted to Sergeant; one (1) Sergeant position promoted to Lieutenant and one (1) vacant Sergeant position reclassified to Officer
- D - One (1) Corporal position promoted to Sergeant; one (1) Corporal position reclassified to Officer First Class; two (2) Officer First Class positions promoted to Corporal; and one (1) vacant Corporal position reclassified to Officer
- E - Ten (10) vacant Officer First Class positions reclassified to Officer; two (2) Officer First Class positions promoted to Corporal; and One (1) Corporal position reclassified to Officer First Class
- F - One (1) vacant Major position reclassified to Officer; one (1) vacant Lieutenant position reclassified to Officer; one (1) vacant Corporal position reclassified to Officer; one (1) vacant Sergeant position reclassified to Officer; and ten (10) vacant Officer First Class positions reclassified to Officer
- G - Ten (10) new Officer Recruit positions created for FY 14 and funded for 1/2 year

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 Welfare account at the Harford County Detention Center.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	3,847	5,345	135,937	158,580	158,580
20	CONTRACTUAL SERVICES	5,365	14,037	18,077	56,437	56,437
30	SUPPLIES & MATERIALS	276,088	332,140	394,223	405,234	405,234
40	BUSINESS & TRAVEL	61,377	46,414	55,524	55,524	55,524
50	CAPITAL OUTLAY	39,004	25,331	127,500	47,500	47,500
	GRAND TOTAL	<u>385,681</u>	<u>423,267</u>	<u>731,261</u>	<u>723,275</u>	<u>723,275</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>385,681</u>	<u>423,267</u>	<u>731,261</u>	<u>723,275</u>	<u>723,275</u>

FINANCIAL NOTES:

The (\$7,986) net decrease in funding for the Sheriff's Office - Inmate Welfare Fund is the result of:

	FY 13	FY 14	CHANGE
o		9,822	9,822 FY 13 COLA of 4%
o	116,534	127,525	10,991 Temporary Salaries - funds provide for a Librarian, Chaplain, and Inmate Mental Health Liaison and increased based on actual expenses
o	10,488	11,477	989 Temporary Pension rate adjustments per Treasury's estimates
o	8,915	9,756	841 FICA adjustments

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Inmate Welfare Fund

INDEX: 212100

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	10,000	46,000	36,000	Other Professional Services - funds provide for inmate transportation @ \$10,000 and new inmate program "I'm Still Standing Corporation" @ \$36,000
o	4,793	7,153	2,360	Communication Service - increase based on actual expenses for Star Electronics and DISH network
o	82,289	93,000	10,711	Other Supplies and Materials - increase based on actual expense history for mattresses, indigent kits, linens, etc.
o	127,500	47,500	(80,000)	Equipment: - decreased due to funds provided in FY 13 for one-time purchase of kitchen generator @ \$80,000
			4,000	Other Office Equipment - Computer equipment for law library
			8,000	Food Heating Cart
			9,500	Work Stations - furniture for inmate classrooms
			26,000	Other Furniture & Fixtures - exercise equipment
			<u>47,500</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: INMATE WELFARE FUND

Index No. 212100

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES			<u>104,420</u>		<u>116,534</u>		<u>132,626</u>
SALARY TOTAL			<u><u>104,420</u></u>		<u><u>116,534</u></u>		<u><u>132,626</u></u>
OTHER PERSONAL SERVICES							
Pension			12,787		10,488		14,152
FICA			<u>7,958</u>		<u>8,915</u>		<u>11,802</u>
TOTAL OTHER PERSONAL SERVICES			<u>20,745</u>		<u>19,403</u>		<u>25,954</u>
TOTAL 27TH PAY COST			<u>4,814</u>		<u>0</u>		<u>0</u>
TOTAL PERSONAL SERVICES			<u><u>129,979</u></u>		<u><u>135,937</u></u>		<u><u>158,580</u></u>

* FY 12 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,318,998	4,602,224	4,534,222	4,751,925	4,751,925
20	CONTRACTUAL SERVICES	18,325	12,532	22,980	54,970	54,970
30	SUPPLIES & MATERIALS	28,830	26,114	44,622	45,387	45,387
40	BUSINESS & TRAVEL	249,281	275,152	285,350	285,850	285,850
50	CAPITAL OUTLAY	10,842	25,350	0	0	0
70	MISCELLANEOUS	303,109	306,743	307,277	315,397	315,397
GRAND TOTAL		<u>4,929,385</u>	<u>5,248,115</u>	<u>5,194,451</u>	<u>5,453,529</u>	<u>5,453,529</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>4,929,385</u>	<u>5,248,115</u>	<u>5,194,451</u>	<u>5,453,529</u>	<u>5,453,529</u>

DEPARTMENT: SHERIFF'S OFFICE**DIVISION: Court Services****INDEX: 213000****FINANCIAL NOTES:**

The \$259,078 net increase in funding for Sheriff's Office - Court Services is the result of:

	FY 13	FY 14	CHANGE
o		151,494	151,494 FY 13 COLA of 4%
o	2,162,285	2,097,473	(64,812) Full-time Salaries
			(45,408) Offset - lump sum funds provided
			34,530 Time in Grade/Promotions
			(53,934) Staff Turnover (2.5%)
			<u>(64,812)</u>
o		77,331	77,331 The net result to this division of full-time staff transfers between divisions within the Sheriff's Office:
			# of Positions Salary Fringe Total
			5.00 313,248 200,402 513,650
			(4.00) (270,109) (166,210) (436,319)
			<u>1.00</u> <u>43,139</u> <u>34,192</u> <u>77,331</u>
o	652,253	668,737	16,484 Temporary Salaries-increased based on actual expense history for Security Clerks
o	417,784	424,116	6,332 An anticipated 12% increase in Health Benefits costs plus staff opting for changes in level of coverage
o	654,613	675,706	21,093 Pension/Retirement/LEOPS rate adjustments per Treasury's estimates
o	54,711	53,651	(1,060) Workers' Compensation rate adjustments per Treasury's estimates
o	237,236	237,777	541 FICA adjusted for personnel/salary changes
o	270,000	280,000	10,000 Overtime increase based on actual expense history
o	500	31,820	31,320 Other Professional Services - additional funds provided for CJIS (Criminal Justice Information Services) Fingerprint fees new FY 13 mandate @ \$31,320. The remaining \$500 provides for locksmith fees.

DEPARTMENT: SHERIFF'S OFFICE

DIVISION: Court Services

INDEX: 213000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE

o	17,071	19,349	2,278	Line items significantly adjusted, based on actual expense history:

	FY 13	FY 14	Change	
	341	1,354	1,013	Office Equipment Service
	710	1,600	890	Duplicating Machine Supplies
	7,000	9,905	2,905	General Office Mailing
	8,520	5,490	(3,030)	Safety Equipment
	500	1,000	500	Lodging
	<u>17,071</u>	<u>19,349</u>	<u>2,278</u>	

o	307,277	315,397	8,120	County Match/Transfers Out:

	FY 13	FY 14	Change
BOSE Grant Match	263,049	270,357	7,308
Management Fee	29,228	30,040	812
Domestic Violence	15,000	15,000	0
	<u>307,277</u>	<u>315,397</u>	<u>8,120</u>

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: COURT SERVICES

Index No. 213000

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Captain	L-07	1.00	92,186	1.00	92,186	1.00	95,867
Lieutenant	L-06	1.00	91,624	1.00	86,341	1.00	89,794
Sergeant	L-05	5.00	434,720	5.00	434,720	5.00	424,735
Corporal	L-04	6.00	455,791	6.00	455,791	6.00	469,767
Sr. Deputy First Class	L-03S	0.00	0	0.00	0	11.00	772,013 A
Deputy First Class	L-03	20.00	1,241,133	21.00	1,268,151	9.00	523,142 B
Deputy	L-02	1.00	57,429	0.00	0	2.00	94,348 C
Law Enforcement Analyst	A-08	1.00	48,880	0.00	0	0.00	0
Law Enforcement Records Technician II	A-04	4.00	182,978	4.00	179,900	4.00	169,458
FULL-TIME SALARIES		39.00	2,604,741	38.00	2,517,089	39.00	2,639,124
SALARY OFFSET			(449,092)		(400,212)		(412,860) D
SALARY ADJUSTMENTS			0		45,408		0
TOTAL FULL-TIME SALARIES		39.00	2,155,649	38.00	2,162,285	39.00	2,226,264
TEMPORARY SALARIES			596,846		652,253		695,486
SALARY TOTAL		39.00	2,752,495	38.00	2,814,538	39.00	2,921,750

DIVISION STAFF SUMMARY

DEPARTMENT: SHERIFF'S OFFICE
DIVISION: COURT SERVICES

Index No. 213000

POSITION TITLE	GRADE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
		POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES							
Pension & Retirement			785,128		654,613		728,634
Workers' Compensation			48,227		54,711		57,353
Health Benefits			386,924		417,784		428,232
Overtime & Shift Differential			332,000		332,000		342,000
FICA			235,963		237,236		249,676
Miscellaneous			22,740		23,340		24,280
TOTAL OTHER PERSONAL SERVICES			1,810,982		1,719,684		1,830,175
TOTAL 27TH PAY COST			147,524		0		0
TOTAL PERSONAL SERVICES		39.00	4,711,001	38.00	4,534,222	39.00	4,751,925

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - Ten (10) Deputy First Class positions were promoted to Sr. Deputy First Class; and one (1) Sr. Deputy First Class transferred into Courts from another division with the Sheriff's Office

B - Ten (10) Deputy First Class positions were promoted to Sr. Deputy First Class; one (1) vacant Deputy First Class reclassified to Deputy; and one (1) Deputy First Class position transferred out of Courts to another division within the Sheriff's Office

C - One (1) vacant Deputy First Class reclassified to Deputy; and one (1) vacant Corporal reclassified to Deputy

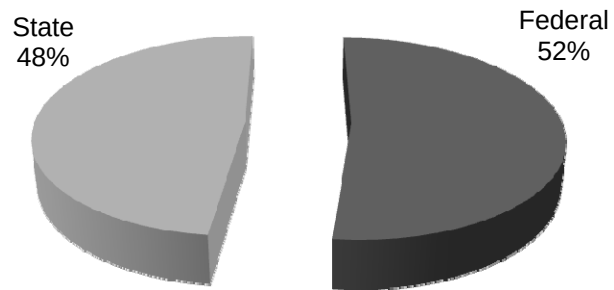
D - Salary offset for seven (7) positions offset by BOSE (Cooperative Reimbursement) grant in the amount of \$412,860

FY14 Anticipated Grant Award Dollars

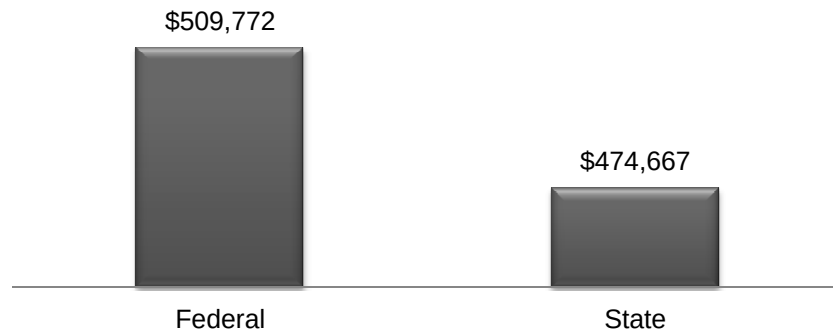
(July 1, 2013 to June 30, 2014)

SHERIFF'S OFFICE

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars
\$984,439*



of Anticipated Grant Awards: 9

Federal	2
State	7

Requested County Match \$315,397

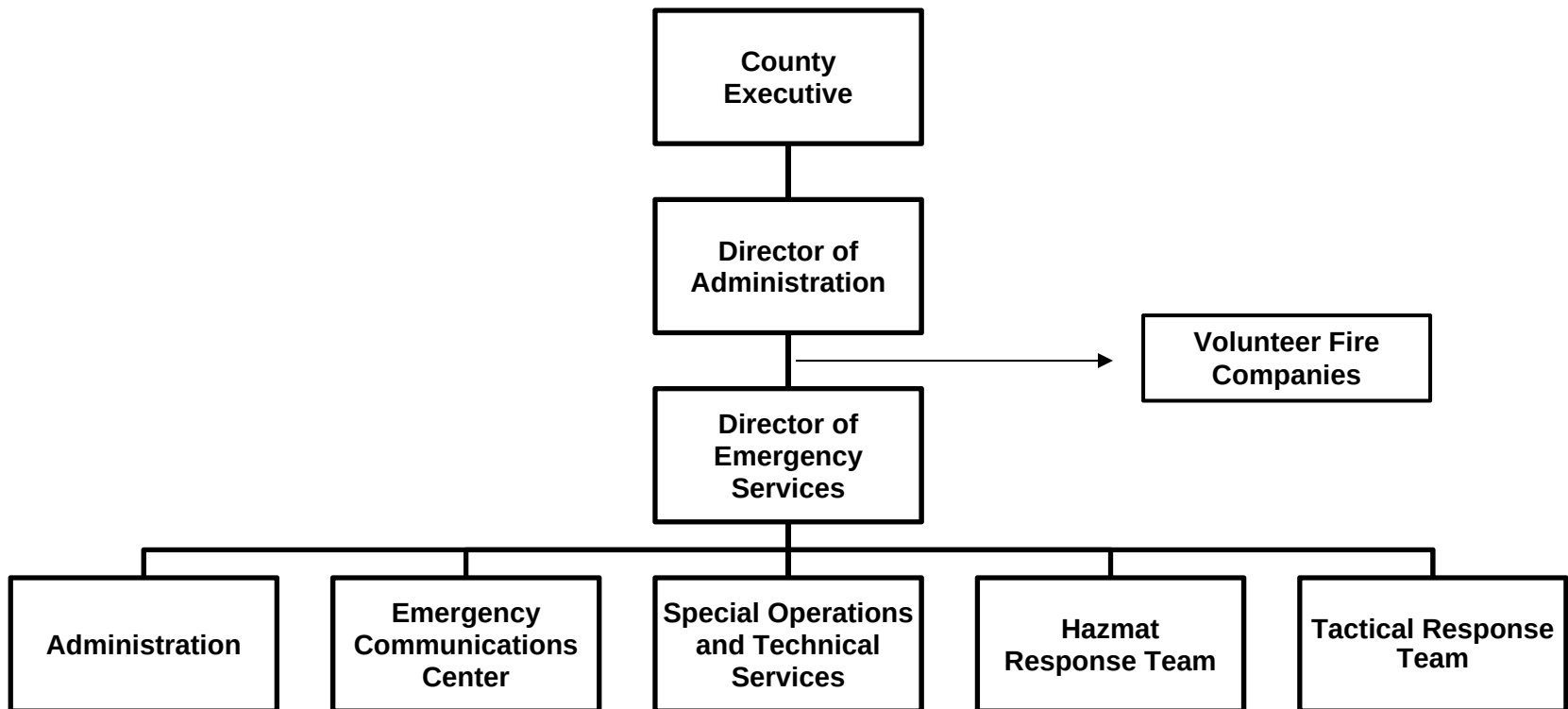
*Does not include County Match or Capital Projects

The Sheriff's Office anticipates receiving Federal and State grant monies to purchase much needed equipment as well as provide for human service programs.

Sheriff's Office - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Child Enforcement Administration Cooperative Reimbursement Agreement	This grant provides funding for 7 positions in the Sheriff's Office who concentrate their efforts specifically in the service of summonses, warrants & writs of paternity, AFDC and non-AFDC child support cases and the data entry and tracking of each. This grant funds basic Unit operating costs, advertising in newspapers of the deadbeat parents & training for Unit members.	\$494,772			\$300,397	10/1/13 - 9/30/14	Recurring
Harford County Sheriff Enforcement	This grant provides funding for patrol officers to work overtime to proactively seek out impaired motor vehicle operators. Overtime funds will be used to conduct aggressive driver saturation patrols and sobriety checkpoints.		\$56,500			10/1/13 - 9/30/14	Recurring
Vehicle Theft Prevention Council	These grant funds will enable agency members to conduct proactive auto theft details through the fiscal year and allow the purchase of additional equipment to enhance the existing bait car program, increase officer safety and improve the technological capabilities of the Unit		\$15,800			7/1/2013 - 6/30/14	Recurring
STOP Gun Violence Reduction Grant - Cease Fire Council	This grant provides funding for the salary and partial benefits for one additional year for the deputy that was hired to fill the opening created when a senior deputy was assigned to the Violent Street Crimes Unit.		\$59,726			7/1/13- 6/30/14	Recurring
Teen Court Program	This funding pays for an independent contractor to fill the position of Teen Court Coordinator and to purchase basic operating supplies for the Program		\$12,000			7/1/13 - 6/30/14	Recurring
STOP Violence Against Women Act	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.	\$15,000			\$15,000	10/1/13 - 9/30/14	Recurring
School Bus Safety Enforcement	This grant provides overtime monies which allows the Sheriff's office to fund a School Bus Safety Program. This program affords deputies the opportunity to ride on school buses in order to target and site drivers who illegally pass these school vehicles and enforce traffic laws.		\$20,000			8/1/13 - 6/30/14	One-time
Sex Offender & Compliance Enforcement in Maryland	This grant will allow funding for a part-time civilian position to conduct verifications 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.		\$34,000			7/1/13 - 6/30/14	Recurring
Maryland Safe Streets Initiative	This grant provides funding to hire a dedicated Program Coordinator to conduct details to apprehend individuals designated as violent offenders and for an existing Prosecutor and Crime Analyst.		\$276,641			7/1/13 - 6/30/14	Recurring
TOTALS		\$509,772	\$474,667		\$315,397		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$984,439	2	7				
	545						

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DEPARTMENT OF EMERGENCY SERVICES



DEPARTMENT OF EMERGENCY SERVICES

ORIGIN/PURPOSE:

The Department of Emergency Services was established pursuant to Executive Order 12-08 issued by County Executive David R. Craig in December of 2012 and became law February 17, 2013.

This department 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 Department 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, The Department of Emergency Services 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 '13 - '14 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
- 7 TO OFFER EFFECTIVE TECHNICAL RESCUE RESPONSE SERVICES

DEPARTMENT OF EMERGENCY SERVICES

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	6,312,498	7,443,237	6,818,747	7,497,832	7,497,832
20	CONTRACTUAL SERVICES	2,832,001	6,043,785	6,199,325	6,079,913	6,079,913
30	SUPPLIES & MATERIALS	87,938	244,146	79,400	104,300	104,300
40	BUSINESS & TRAVEL	51,453	244,588	57,450	68,975	68,975
50	CAPITAL OUTLAY	59,088	18,927	3,000	110,000	0
70	MISCELLANEOUS	8,808,112	6,540,312	6,567,879	6,457,256	6,407,256
80	INTER-GOVERNMENTAL	26,460	0	0	0	0
	GRAND TOTAL	18,177,550	20,534,995	19,725,801	20,318,276	20,158,276
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	18,177,550	19,528,551	19,725,801	20,318,276	20,158,276
25	HIGHWAYS	0	847,269	0	0	0
51	WATER & SEWER OPERATING	0	159,175	0	0	0
	GRAND TOTAL	18,177,550	20,534,995	19,725,801	20,318,276	20,158,276
	<u>SUMMARY BY DIVISION:</u>					
	<u>GENERAL FUND</u>					
221000	ADMINISTRATION	887,048	3,524,709	3,919,113	4,227,874	4,227,874
222100	EMERGENCY COMMUNICATIONS CENTER	5,471,423	5,759,193	5,628,475	6,040,552	6,040,552
222200	SPECIAL OPERATIONS & SUPPORT SERVICES	2,594,510	2,871,984	3,066,284	2,752,619	2,752,619
223000	VOLUNTEER FIRE COMPANIES	8,932,060	6,787,361	6,809,642	6,774,642	6,724,642
225000	HAZMAT RESPONSE TEAM	292,509	312,112	302,287	372,219	372,219
226000	RESCUE SUPPORT	0	0	0	150,370	40,370
229000	NATURAL DISASTERS	0	273,192	0	0	0
	<u>HIGHWAYS FUND:</u>					
229025	NATURAL DISASTERS	0	847,269	0	0	0
	<u>WATER & SEWER FUND:</u>					
229051	NATURAL DISASTERS	0	159,175	0	0	0
	GRAND TOTAL	18,177,550	20,534,995	19,725,801	20,318,276	20,158,276
	SUMMARY OF GRANT BUDGETS					122,614

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

The \$432,475 net increase in funding for Emergency Services is the result of:

	FY 13	FY 14	CHANGE	
o	4,317,052	4,265,849	(51,203)	Full-Time Salaries
			73,023	Salary adjustments based on the recommendations of the Department of Human Resources
			(74,849)	Staff Turnover (1.73%)
			(49,377)	Offset - Emergency Performance Grant and Funding from Exelon
			<u>(51,203)</u>	
o	144,600	232,100	87,500	Temporary Salaries - increased funds provided for an additional 6 part time Hazmat Technicians to re-establish 30 man crew as well as funding for Tactical Response Team Technicians
o		172,390	172,390	FY 13 Merit increase of 4% for eligible staff
o		77,583	77,583	PEHP (Post Employment Health Plan)
o		365,032	365,032	Full Time Positions created :
			# of Positions	Salary
			1.00	66,995
			1.00	78,330
			1.00	52,000
			1.00	52,000
			4.00	249,325
				Fringes
				29,173
				33,550
				26,492
				26,492
				115,707
				Total
				96,168
				111,880
				78,492
				78,492
				365,032
				Administration - Administrative Secretary III
				Administration - Management Assistant II
				from vacant Licensing Clerk position in DILP
				Special Operations - Electronics Services Technician
				Special Operations - Emergency Planner I
o		(140,788)	(140,788)	Positions transferred from Special Operations to Information & Communication Technology:
			# of Positions	Salary
			(1.00)	(40,966)
			(1.00)	(58,965)
			(2.00)	(99,931)
				Fringes
				(13,120)
				(27,737)
				(40,857)
				Total
				(54,086)
				(86,702)
				(140,788)
o	1,010,935	1,085,632	74,697	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	395,193	438,510	43,317	Pension/Retirement rate adjustments per Treasury's estimates
o	438,000	453,000	15,000	Overtime - increase based on expense history
o	16,117	43,828	27,711	Workers' Compensation rate adjustments per Treasury's estimates

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	92,700	93,700	1,000	Shift Differential - increase based on actual expense history
o	391,270	398,116	6,846	FICA adjustments
o	409,917	365,710	(44,207)	Telephone Service - based on actuals:
	FY 13	FY 14	Change	
	9,650	1,500	(8,150)	Administration
	240,000	230,000	(10,000)	Communications Center
	5,460	5,460	0	Originating Agency Identifier
	94,257	65,000	(29,257)	Verizon OC3 (Sonet Ring) Costs
	42,000	42,000	0	Verizon T3 ISP
	9,800	13,000	3,200	Verizon Business Monthly Fee
	8,750	8,750	0	Hazmat Response
	<u>409,917</u>	<u>365,710</u>	<u>(44,207)</u>	
o	1,766,872	1,971,372	204,500	Communication Service - based on actual expenses and expected cost of contracts:
	FY 13	FY 14	Change	
	38,000	55,000	17,000	Nice Freedom Logging Recorder
	1,471,772	1,471,772	0	Motorola Contract
	21,600	21,600	0	Pager Repair
	40,000	120,000	80,000	Auxiliary power for tower sites and other emergency equipment
	15,500	15,500	0	Verizon VSSI PBX
	150,000	200,000	50,000	Subscriber Radio Maintenance
	30,000	0	(30,000)	Radio repairs not covered under contract
	0	87,500	87,500	Mass phone calling system - no longer covered by grants
	<u>1,766,872</u>	<u>1,971,372</u>	<u>204,500</u>	
o	47,100	0	(47,100)	Data Processing Hardware Maintenance - funding transferred to Information & Communication Technology (ICT) for better accountability for UPS contract, Cisco Routers & Chart camera maintenance
o	339,605	0	(339,605)	Data Processing Software Maintenance - funding transferred to Information & Communication Technology (ICT) for better accountability. This covers the following items EPD AQUA warranty, Pro QA software maintenance, McAfee virus subscription, Gold Fluke system, ESRI GIS software maintenance, Dish Satellite, Interact (CAD) maintenance, Scriptlogic software maintenance and Pictometry license.

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	76,899	32,315	(44,584)	Building /Custodial Services:
	FY 13	FY 14	Change	
	30,146	0	(30,146)	HVAC Maintenance - expense moved under Operating Equipment
	25,015	24,715	(300)	Janitorial Services
	5,000	5,000	0	Medical Waste disposal fees
	1,700	2,000	300	Cintas Shredding
	14,438	0	(14,438)	Generator Maintenance - expense moved under Operating Equipment
	600	600	0	Exterminator
	<u>76,899</u>	<u>32,315</u>	<u>(44,584)</u>	
o	18,261	69,845	51,584	Operating Equipment:
	FY 13	FY 14	Change	
	10,000	29,438	19,438	Generator and Tower Repairs - Special Operations moved from Building/Custodial Services
	0	30,146	30,146	HVAC Maint/Repairs - moved from Building/Custodial Services
	0	2,000	2,000	Vehicle Striping/Maintenance - new for FY 14
	1,280	1,280	0	SCBA Maintenance
	6,981	6,981	0	Other Hazmat Equipment - SCBA Compressor Maintenance
	<u>18,261</u>	<u>69,845</u>	<u>51,584</u>	
o	5,000	7,725	2,725	Training Seminars, Courses - increase based on actual expense history and lack of grant funding:
o	11,400	31,800	20,400	Other Supplies & Materials - increase based on actual expense history and funding reallocated from other line items:
	FY 13	FY 14	Change	
	1,200	2,500	1,300	Administration Supplies
	0	10,000	10,000	Special Operations & Technical Support
	1,700	7,800	6,100	Hazmat Response Team
	600	600	0	Bar Code Supplies
	600	600	0	Maps
	3,253	3,253	0	Cardsets and training academy supplies
	1,000	1,000	0	Education materials
	500	500	0	Headsets for new dispatchers
	2,000	2,000	0	Training Academy
	547	547	0	Job Fair Supplies - for dispatcher recruiting
	0	1,000	1,000	Transferred in from Office Supplies
	0	1,000	1,000	Transferred in from Equipment Repair
	0	1,000	1,000	Transferred in from Medical Supplies
	<u>11,400</u>	<u>31,800</u>	<u>20,400</u>	

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE
o	23,670	44,670	21,000 Other Professional Services - increase due to loss of grant funding which is for training of supervisory level dispatchers
o	35,000	47,000	12,000 Safety Equipment - increase due to the additional Turnout Gear needed for new Hazmat personnel
o	3,000	0	(3,000) Equipment - Emergency Service Sirens to alert citizens of dangerous conditions - funds reallocated to Operating Equipment
o	6,114,764	6,114,764	0 Payments to Volunteer Fire Companies
o	2,647,814	2,647,814	0 Emergency Medical Services (EMS) Foundation Funding
o	526,850	531,800	4,950 Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change
	205,000	203,500	(1,500) Electricity
	4,200	13,000	8,800 Heating Fuel (Gas)
	7,500	10,000	2,500 Heating Fuel (Oil)
	245,000	235,000	(10,000) Emergency Reporting System
	1,000	5,000	4,000 Grounds Maintenance
	9,500	6,500	(3,000) General Office Supplies
	800	2,000	1,200 Printing-Commercial
	1,000	0	(1,000) Paper Supplies
	0	3,000	3,000 Uniforms-Purchase - for dress uniforms
	3,700	0	(3,700) Equipment Repair Parts - moved to Other Supplies & Materials
	2,000	0	(2,000) Small Tools - moved to Other Supplies & Materials
	1,000	0	(1,000) Medical Supplies - moved to Other Supplies and Materials
	1,000	0	(1,000) Sand, Salt & Other Bulk De-Icers - moved to Other Supplies and Materials
	26,350	24,350	(2,000) County Owned Vehicles
	17,300	24,000	6,700 Fuel Charges
	1,500	4,700	3,200 Non-Targeted Charges-FVS
	0	750	750 Lodging - no longer covered by grants
	<u>526,850</u>	<u>531,800</u>	<u>4,950</u>
o	123,237	122,614	(623) County Match Transfer Out - decrease for Emergency Management Performance Grant (EMPG) Match
o	375,000	450,000	75,000 Other Insurance - Worker's Compensation for Volunteer Fire Companies based on actuals
o	50,000	0	(50,000) Grant - Shock Trauma Capital Campaign Contribution ended in FY 13
o	269,878	159,878	(110,000) Volunteer Fire Company Support Services - Tactical Response Team Funding transferred out to new Tactical Response Team Division under Department of Emergency Services

DEPARTMENT STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	52,599	1.00	52,599	1.00	54,703
Administrative Budget Technician II	1.00	62,004	1.00	62,004	1.00	64,485
Administrative Secretary III	0.00	0	0.00	0	1.00	66,995
Administrator	0.00	0	1.00	105,000	0.00	0
Computer System Engineer I	2.00	97,663	2.00	97,663	0.00	0
Computer System Engineer IV	1.00	70,314	1.00	70,314	1.00	73,127
Deputy Director of Emergency Services	0.00	0	0.00	0	1.00	115,000
Deputy Manager, Emergency Operations	2.00	164,766	1.00	86,766	0.00	0
Director of Emergency Services	0.00	0	0.00	0	1.00	127,500
Electronic Services Technician	2.00	101,813	2.00	101,813	3.00	151,000
Emergency Planner I	0.00	0	1.00	50,000	3.00	156,000
Emergency Planner II	0.00	0	1.00	70,306	1.00	73,118
Grants Coordinator	1.00	68,700	1.00	65,436	1.00	68,054
Management Assistant I	0.00	0	0.00	0	1.00	65,000
Management Assistant II	0.00	0	0.00	0	1.00	78,330
Manager, Emergency Services	1.00	105,000	1.00	105,000	0.00	0
Public Safety Dispatcher, Probationary	11.00	276,655	7.00	211,400	6.00	181,200
Public Safety Dispatcher I	4.00	132,400	6.00	198,600	5.00	168,148
Public Safety Dispatcher II	11.00	410,300	13.00	484,900	4.00	155,168
Public Safety Dispatcher III	33.00	1,484,597	33.00	1,487,822	44.00	1,988,809
Public Safety Hazmat Manager	1.00	48,316	1.00	48,316	1.00	50,249
Public Safety Manager	3.00	204,112	3.00	204,112	3.00	212,276
Public Safety Shift Manager	3.00	208,292	3.00	208,292	4.00	246,095
Public Safety Supervisor	13.00	728,999	13.00	728,999	11.00	637,173
FULL-TIME SALARIES	90.00	4,216,530	92.00	4,439,342	94.00	4,732,430
SALARY OFFSET		0		(122,290)		(171,667)
TOTAL FULL-TIME SALARIES		4,216,530		4,317,052		4,560,763
TEMPORARY SALARIES		144,600		144,600		232,100
SALARY TOTAL	90.00	4,361,130	92.00	4,461,652	94.00	4,792,863

DEPARTMENT STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		541,868		395,193		468,218
Workers' Compensation		33,189		16,117		45,551
Health Benefits		934,311		1,010,935		1,133,080
Overtime & Shift Differential		509,850		530,700		546,700
PEHP						77,583
FICA		374,299		391,270		420,677
Miscellaneous		12,320		12,880		13,160
TOTAL OTHER PERSONAL SERVICES		2,405,837		2,357,095		2,704,969
TOTAL 27TH PAY COST		205,570		0		0
TOTAL PERSONAL SERVICES	90.00	6,972,537 *	92.00	6,818,747	94.00	7,497,832

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Administration****INDEX: 221000****ORIGIN/PURPOSE:**

The Administration of the Department 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 '13 - '14 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
 - 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 public education program

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	291,446	392,465	780,178	1,051,987	1,051,987
20	CONTRACTUAL SERVICES	400,112	2,963,548	2,980,995	3,010,345	3,010,345
30	SUPPLIES & MATERIALS	25,209	30,097	18,600	22,800	22,800
40	BUSINESS & TRAVEL	16,751	16,309	17,050	21,075	21,075
70	MISCELLANEOUS	135,770	122,290	122,290	121,667	121,667
80	INTER-GOVERNMENTAL/INTER-FUND EXP	17,760	0	0	0	0
	GRAND TOTAL	887,048	3,524,709	3,919,113	4,227,874	4,227,874
	<u>FUNDING SOURCE:</u>					
11	GENERAL	887,048	3,524,709	3,919,113	4,227,874	4,227,874

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Administration****INDEX: 221000****FINANCIAL NOTES:**

The \$308,761 net increase in funding for Emergency Services - Administration is the result of:

	FY 13	FY 14	CHANGE																					
o	533,156	541,042	7,886	Full-time Salaries																				
			24,763	Salary adjustments based on the recommendations of the Department of Human Resources																				
			(17,500)	Staff Turnover (3.28%)																				
			623	Offset - less funding available from the Emergency Management Performance Grant																				
			<u>7,886</u>																					
o		21,090	21,090	FY 13 Merit increase of 4% for eligible staff																				
o		4,564	4,564	PEHP (Post Employment Health Plan)																				
o		208,048	208,048	Position created/abolished in the division of Administration:																				
				<table><tr><th># of Positions</th><th>Salary</th><th>Fringes</th><th>Total</th><th></th></tr><tr><td>1.00</td><td>66,995</td><td>29,173</td><td>96,168</td><td>Administrative Secretary III</td></tr><tr><td>1.00</td><td>78,330</td><td>33,550</td><td>111,880</td><td>Management Assistant II created from abolished</td></tr><tr><td>2.00</td><td>145,325</td><td>62,723</td><td>208,048</td><td>Licensing Clerk position in Department of Inspections</td></tr></table>	# of Positions	Salary	Fringes	Total		1.00	66,995	29,173	96,168	Administrative Secretary III	1.00	78,330	33,550	111,880	Management Assistant II created from abolished	2.00	145,325	62,723	208,048	Licensing Clerk position in Department of Inspections
# of Positions	Salary	Fringes	Total																					
1.00	66,995	29,173	96,168	Administrative Secretary III																				
1.00	78,330	33,550	111,880	Management Assistant II created from abolished																				
2.00	145,325	62,723	208,048	Licensing Clerk position in Department of Inspections																				
				Licenses and Permits																				
o	113,181	118,169	4,988	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage																				
o	58,990	66,270	7,280	Pension/Retirement rate adjustments per Treasury's estimates																				
o	15,000	30,000	15,000	Overtime - increase based on actual expense history																				
o	1,000	2,000	1,000	Shift Differential - increase based on actual expense history																				
o	6,225	7,332	1,107	Workers' Compensation rate adjustments per Treasury's estimates																				
o	51,366	52,212	846	FICA adjustments																				
o	2,647,814	2,647,814	0	Emergency Medical Services (EMS) Foundation funding																				

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Administration****INDEX: 221000****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	122,290	121,667	(623)	County Match/Transfer Out - Emergency Management Performance Grant (EMPG) match; offset Full-Time salaries
o	0	46,584	46,584	Operating Equipment - increase based on actuals and funding reallocated from other line items for HVAC maintenance, Generator maintenance/repair and vehicle stripping
o	71,899	27,315	(44,584)	Building/Custodial Services - decrease based on actuals and funding reallocated to other line items:
	FY 13	FY 14	Change	
	30,146	0	(30,146)	HVAC Maintenance
	25,015	19,715	(5,300)	Janitorial Services
	1,700	2,000	300	Cintas Shredding
	14,438	0	(14,438)	Generator Maintenance
	0	5,000	5,000	Building Repairs
	600	600	0	Exterminator
	<u>71,899</u>	<u>27,315</u>	<u>(44,584)</u>	
o	18,920	38,920	20,000	Other Professional Services - increase due to loss of grant funding which is for training of supervisory level dispatchers
o	36,850	52,175	15,325	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	4,200	13,000	8,800	Heating Fuel (Gas)
	7,500	10,000	2,500	Heating Fuel (Oil)
	9,650	1,500	(8,150)	Telephone Service
	1,000	5,000	4,000	Grounds Maintenance
	5,500	6,500	1,000	General Office Supplies
	800	2,000	1,200	Printing Commercial
	1,000	0	(1,000)	Paper Supplies
	0	3,000	3,000	Uniforms-Purchase - dress uniforms
	1,000	0	(1,000)	Sand, Salt & Other De-Icers - moved funds to Other Supplies & Materials
	1,200	2,500	1,300	Other Supplies & Materials
	4,800	6,000	1,200	Fuel Charges
	200	1,200	1,000	Non-Targeted Charges-FVS
	0	750	750	Lodging - no longer covered by grants
	0	725	725	Training Seminars, Courses - no longer covered by grants
	<u>36,850</u>	<u>52,175</u>	<u>15,325</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: ADMINISTRATION

Index No. 221000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	52,599	1.00	52,599	1.00	54,703
Administrative Budget Technician II	1.00	62,004	1.00	62,004	1.00	64,485
Administrative Secretary III	0.00	0	0.00	0	1.00	66,995 A
Administrator	0.00	0	1.00	105,000	0.00	0
Deputy Director of Emergency Services	0.00	0	0.00	0	1.00	115,000 B
Deputy Manager, Emergency Operations	1.00	86,766	1.00	86,766	0.00	0
Director of Emergency Services	0.00	0	0.00	0	1.00	127,500 C
Emergency Planner I	0.00	0	1.00	50,000	1.00	52,000
Emergency Planner II	0.00	0	1.00	70,306	1.00	73,118
Grants Coordinator	1.00	68,700	1.00	65,436	1.00	68,054
Management Assistant I	0.00	0	0.00	0	1.00	65,000 D
Management Assistant II	0.00	0	0.00	0	1.00	78,330 E
Manager, Emergency Services	1.00	105,000	1.00	105,000	0.00	0
Public Safety Supervisor	1.00	58,335	1.00	58,335	1.00	60,668
FULL-TIME SALARIES	6.00	433,404	9.00	655,446	11.00	825,853
SALARY OFFSET		0		(122,290)		(121,667)
TOTAL FULL-TIME SALARIES	6.00	433,404	9.00	533,156	11.00	704,186
OTHER PERSONAL SERVICES						
Pension & Retirement		56,343		58,990		82,585
Workers' Compensation		6,194		6,225		7,792
Health Benefits		74,862		113,181		154,628
Overtime & Shift Differential		5,200		16,000		32,000
PEHP		0		0		4,564
FICA		33,997		51,366		64,692
Miscellaneous		840		1,260		1,540
TOTAL OTHER PERSONAL SERVICES		177,436		247,022		347,801
TOTAL 27TH PAY COST		19,215		0		0
TOTAL PERSONAL SERVICES	6.00	630,055 *	9.00	780,178	11.00	1,051,987

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Secretary III position created - #3671

B - One (1) Deputy Manager, Emergency Operations reclassified as a Deputy Director of Emergency Services - #1441

C - One (1) vacant Manager, Emergency Services reclassified as a Director of Emergency Services - #2095

D - One (1) vacant Administrator position reclassified as a Management Assistant I - #1270

E - One (1) Management Assistant II position created from abolished vacant Licensing Clerk in DILP - #3226

DEPARTMENT: EMERGENCY SERVICES**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 '13 - '14 GOALS:

- 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,956,178	5,197,249	5,053,675	5,378,252	5,378,252
20	CONTRACTUAL SERVICES	489,361	536,020	549,725	633,725	633,725
30	SUPPLIES & MATERIALS	11,446	10,327	11,500	11,500	11,500
40	BUSINESS & TRAVEL	14,438	15,331	13,575	17,075	17,075
70	MISCELLANEOUS	0	266	0	0	0
	GRAND TOTAL	5,471,423	5,759,193	5,628,475	6,040,552	6,040,552
<u>FUNDING SOURCE:</u>						
11	GENERAL	5,471,423	5,759,193	5,628,475	6,040,552	6,040,552

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Emergency Communications Center****INDEX: 222100****FINANCIAL NOTES:**

The \$412,077 net increase in funding for Emergency Services - Emergency Communications Center is the result of:

	FY 13	FY 14	CHANGE	
o	3,188,739	3,199,388	10,649	Full-Time Salaries
			48,260	Salary adjustments based on the recommendations of the Department of Human Resources
			(37,611)	Staff Turnover (1.18.%)
			<u>10,649</u>	
o		133,162	133,162	FY 13 Merit increase of 4% for eligible staff
o		59,328	59,328	PEHP (Post Employment Health Plan)
o	764,212	832,681	68,469	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	286,987	319,939	32,952	Pension/Retirement rate adjustments per Treasury's estimates
o	7,334	26,536	19,202	Workers' Compensation rate adjustments per Treasury's estimates
o	283,183	283,998	815	FICA adjustments
o	53,500	158,000	104,500	Communication Service:
	FY 13	FY 14	Change	
	38,000	55,000	17,000	Nice Freedom Logging Recorder - formerly Dictaphone - based on actuals
	0	87,500	87,500	Connect CTY Mass calling - no longer covered by grant
	15,500	15,500	0	Verizon/VSSI - PBX contract
	<u>53,500</u>	<u>158,000</u>	<u>104,500</u>	

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Emergency Communications Center****INDEX: 222100****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	506,800	488,500	(18,300)	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	6,000	4,500	(1,500)	Electricity
	240,000	230,000	(10,000)	Telephone Service
	245,000	235,000	(10,000)	Emergency Reporting Systems
	1,000	0	(1,000)	General Office Supplies - moved to Other Supplies & Materials
	1,000	0	(1,000)	Equipment Repair Parts - moved to Other Supplies & Materials
	1,000	0	(1,000)	Medical Supplies - moved to Other Supplies & Materials
	8,500	11,500	3,000	Other Supplies & Materials
	3,500	5,500	2,000	Fuel Charges
	800	2,000	1,200	Non-Targeted Charges-FVS
	<u>506,800</u>	<u>488,500</u>	<u>(18,300)</u>	
o	4,750	5,750	1,000	Other Professional Services - for dispatch consulting services

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

DIVISION: EMERGENCY COMMUNICATIONS CENTER

Index No. 222100

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Public Safety Dispatcher, Probationary	11.00	276,655	7.00	211,400	6.00	181,200 A
Public Safety Dispatcher I	4.00	132,400	6.00	198,600	5.00	168,148 B
Public Safety Dispatcher II	11.00	410,300	13.00	484,900	4.00	155,168
Public Safety Dispatcher III	33.00	1,484,597	33.00	1,487,822	44.00	1,988,809 C
Public Safety Manager	1.00	64,229	1.00	64,229	1.00	66,798
Public Safety Shift Manager	3.00	208,292	3.00	208,292	4.00	246,095 D
Public Safety Supervisor	10.00	533,496	10.00	533,496	9.00	505,532
TOTAL FULL-TIME SALARIES	73.00	3,109,969	73.00	3,188,739	73.00	3,311,750
TEMPORARY SALARIES		43,000		43,000		43,000
SALARY TOTAL	73.00	3,152,969	73.00	3,231,739	73.00	3,354,750
OTHER PERSONAL SERVICES						
Pension & Retirement		404,296		286,987		331,175
Workers' Compensation		23,388		7,334		27,504
Health Benefits		707,582		764,212		832,681
Overtime & Shift Differential		460,000		470,000		470,000
PEHP		0		0		59,328
FICA		277,158		283,183		292,594
Miscellaneous		9,940		10,220		10,220
TOTAL OTHER PERSONAL SERVICES		1,882,364		1,821,936		2,023,502
TOTAL 27TH PAY COST		150,940		0		0
TOTAL PERSONAL SERVICES	73.00	5,186,273 *	73.00	5,053,675	73.00	5,378,252

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) vacant Public Safety Dispatcher I filled as Probationary Public Safety Dispatcher - # 2825
One (1) vacant Public Safety Dispatcher II filled as Probationary Public Safety Dispatcher - # 2535
- B - Three (3) Probationary Public Safety Dispatchers promoted to Public Safety Dispatcher I - # 2821, 3081, 3083
- C - Eight (8) Public Safety Dispatcher II promoted to Public Safety Dispatcher III - # 2180, 3198, 3306, 3307, 0076, 1466, 2181, 3196
Three (3) Public Safety Dispatcher I promoted to Public Safety Dispatcher III - # 2452, 3015, 3305
- D - One (1) Public Safety Supervisor upgraded to Public Safety Shift Manager - # 2564

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Minimum number of positions to staff (three shifts)	29	29	29	32	32
<u>Output:</u>					
Total number of 911 calls processed	106,801	108,865	105,584	112,000	112,000
Total number of Emergency Police dispatches (CI)	47,681	45,272	43,786	44,000	44,000
Total number of Emergency Medical Service/Fire dispatches	24,102	24,742	26,372	25,900	25,900
<u>Efficiency:</u>					
Number of Emergency Medical dispatch calls per minimum position	2,475	2,414	2,419	2,184	2,184
Percent of incoming 911 calls requiring Emergency dispatch	67.2%	64.3%	66.4%	62.4%	62.4%
<u>Service Quality:</u>					
Number of Emergency Medical Service calls reviewed by Quality Assurance	3,625	3,620	3,600	3,600	4,200
<u>Outcome:</u>					
Percent of calls scoring above 95 percentile in QA Review	99.0%	99.0%	99.0%	99.9%	99.9%
Percent of calls scoring above 75 percentile in QA Review	99.5%	99.7%	99.7%	100.0%	100.0%

Explanation and Analysis of Performance Measures

Total calls requiring Emergency Medical Dispatch calculated from CAD dispatch stats.

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Average number of Staff	63	65	62	69	78
<u>Output:</u>					
Number of calls received in Communications Center	283,439	276,454	251,830	280,000	290,000
Number of calls handled in 0-5 seconds	253,226	274,917	246,793	277,200	290,000
<u>Efficiency:</u>					
Number of calls per position per year	4,499	4,253	4,062	4,058	3,718
<u>Service Quality:</u>					
Number of Internal Investigations	58	33	16	0	0
<u>Outcome:</u>					
Percent of calls handled in 0-5 seconds	89.3%	99.4%	98.0%	99.0%	99.9%
Ratio of citizen complaints to calls received	1: 4,886	1: 8,331	1: 15,739	0	0

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.

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To educate Harford County citizens on the proper use of 911.

Department Objective

To increase the citizens educated by the public education program

County Goal(s) Supported

I. Public Safety

II. Education

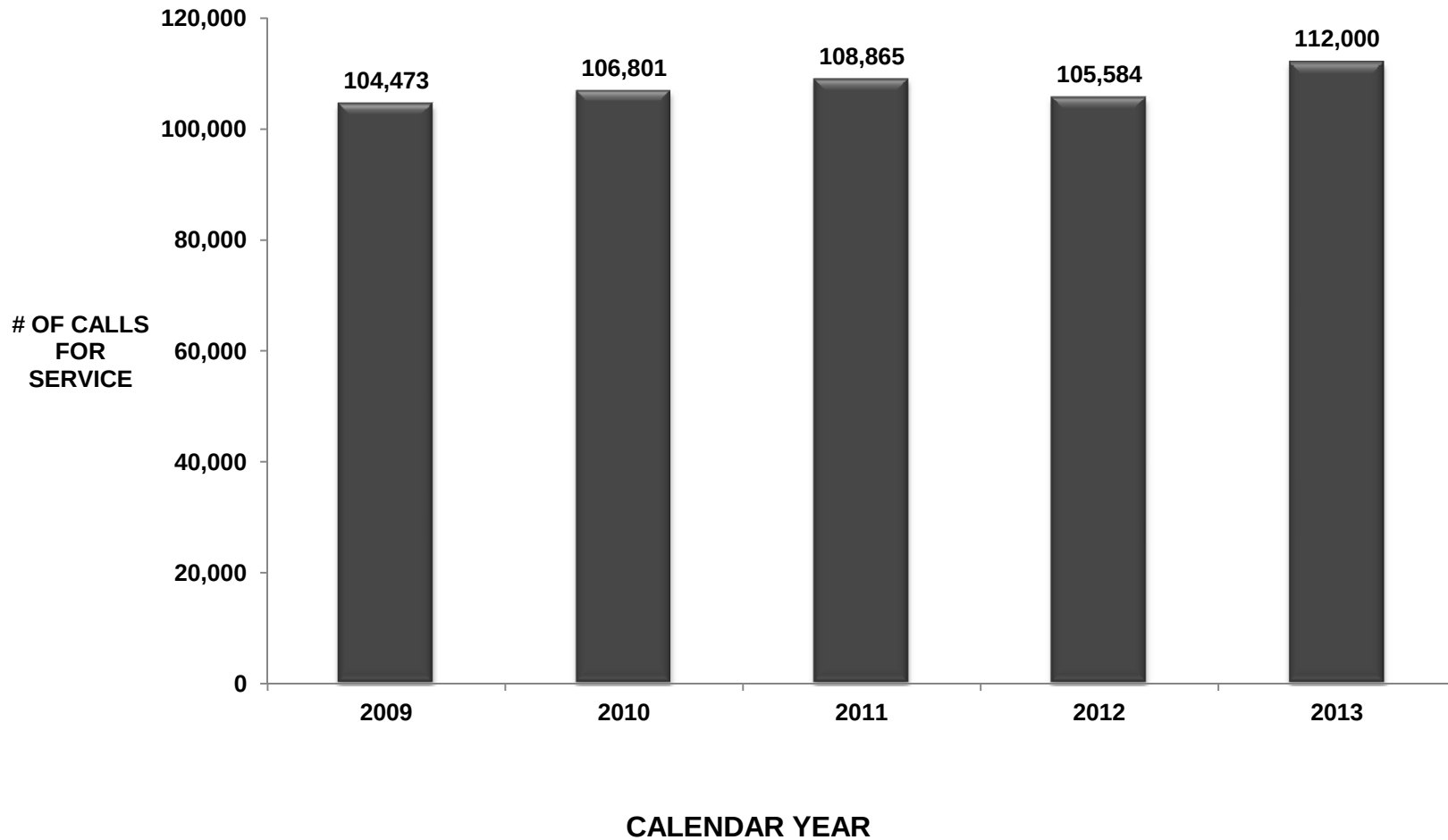
Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated (Dollars allocated includes 911 Education Program materials, overtime costs, & tent rental for Farm Fair)	\$1,752	\$1,000	\$1,752	\$2,500	\$10,000
Number of staff hours used	20	226	201	250	350
<u>Output:</u>					
Number of events held to train citizens	9	28	25	30	50
<u>Efficiency:</u>					
Number of Staff Hours per event	2.22	8.07	8.04	8.33	7.00
<u>Service Quality:</u>					
Number of 911 Public Education training sessions requested	36	40	25	50	40
Percentage of requested training sessions that were completed	55%	70%	100%	100%	100%
<u>Outcome:</u>					
Total number of incoming calls to 911 Center	106,801	108,865	105,584	112,000	112,000
Total number of abandoned calls to 911 Center	12,323	12,314	10,504	10,000	10,000
Percentage of calls that are abandoned	12%	11%	10%	9%	9%

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.

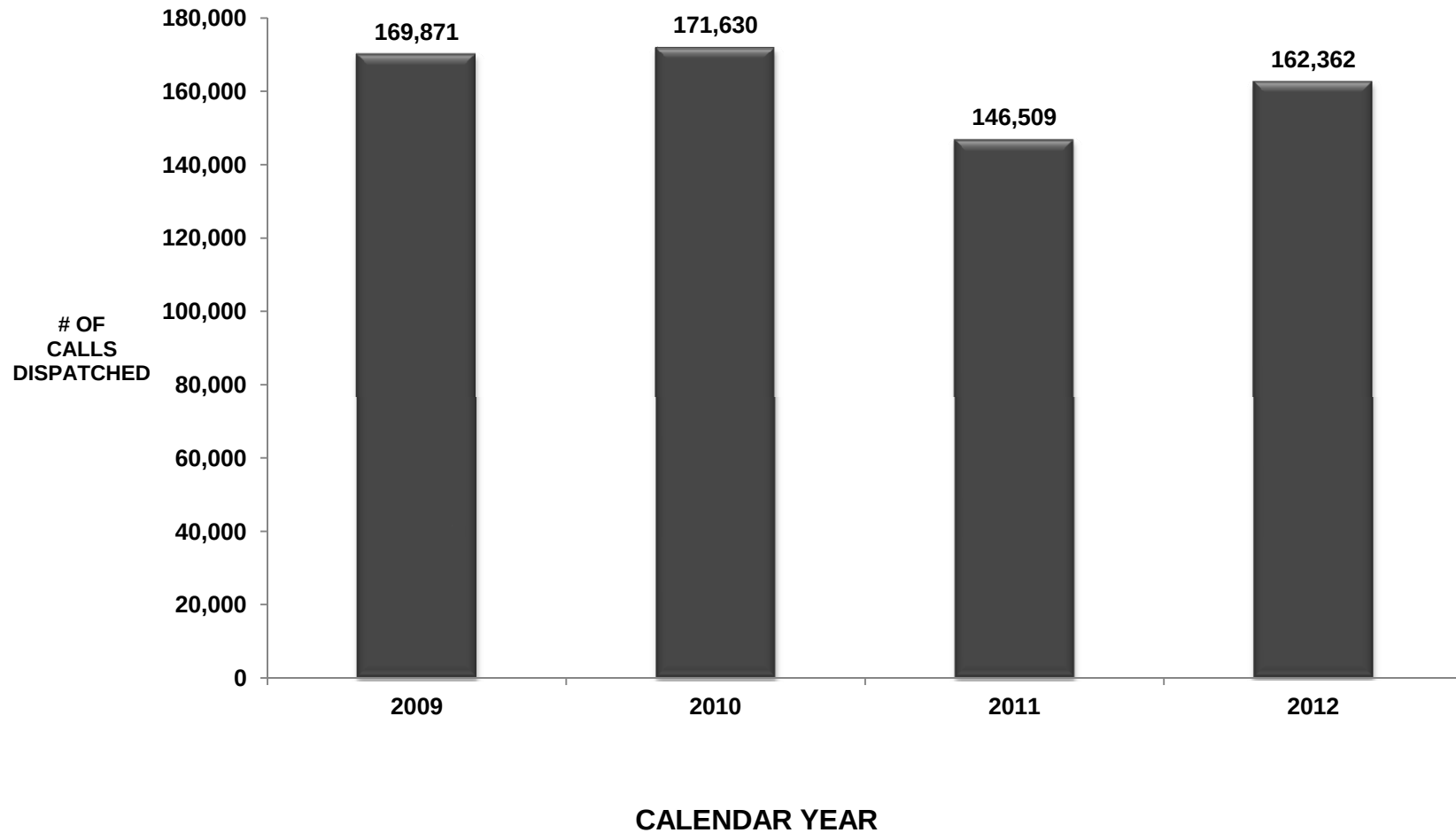
EMERGENCY SERVICES

911 CALLS FOR SERVICE



EMERGENCY SERVICES

FIRE/EMS/LAW ENFORCEMENT CALLS DISPATCHED



DEPARTMENT: EMERGENCY SERVICES**DIVISION: Special Operations and Technical Services****INDEX: 222200****ORIGIN/PURPOSE:**

The Special Operations and Technical Services staff provides support for all areas of communication, information technology and Hazmat Response as well as the County's Mobile Communication Unit.

Special Operations is responsible for implementation of and recordkeeping associated with the Superfund Amendments and Reauthorization Act (SARA) Title III Law. This law mandates reporting of certain chemical inventories and regulates the responsibility of local jurisdictions pertaining to Hazardous Material Response and Community Right-to-Know planning.

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 '13 - '14 GOALS:

- 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	866,980	889,386	780,215	765,612	765,612
20	CONTRACTUAL SERVICES	1,638,176	1,886,879	2,271,594	1,963,832	1,963,832
30	SUPPLIES & MATERIALS	18,147	72,306	6,500	15,200	15,200
40	BUSINESS & TRAVEL	3,419	5,377	4,975	7,975	7,975
50	CAPITAL OUTLAY	59,088	18,036	3,000	0	0
80	INTERGOVERNMENTAL	8,700	0	0	0	0
	GRAND TOTAL	<u>2,594,510</u>	<u>2,871,984</u>	<u>3,066,284</u>	<u>2,752,619</u>	<u>2,752,619</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>2,594,510</u>	<u>2,871,984</u>	<u>3,066,284</u>	<u>2,752,619</u>	<u>2,752,619</u>

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Special Operations and Technical Services****INDEX: 222200****FINANCIAL NOTES:**

The (\$313,665) net decrease in funding for Emergency Services - Special Operations and Technical Services is the result of:

	FY 13	FY 14	CHANGE																					
o	546,841	477,103	(69,738)	Full-Time Salaries:																				
			(19,738)	Staff Turnover (3.61%)																				
			(50,000)	Offset - funding from Exelon will offset an Emergency Planner position																				
			<u>(69,738)</u>																					
o		16,005	16,005	FY 13 Merit increase of 4% for eligible staff																				
o		13,691	13,691	PEHP (Post Employment Health Plan)																				
o		156,984	156,984	Positions created/abolished for the division of Special Operations and Technical Services:																				
				<table><tr><th># of Positions</th><th>Salary</th><th>Fringes</th><th>Total</th><th></th></tr><tr><td>1.00</td><td>52,000</td><td>26,492</td><td>78,492</td><td>Electronics Services Technician</td></tr><tr><td>1.00</td><td>52,000</td><td>26,492</td><td>78,492</td><td>Emergency Planner I</td></tr><tr><td><u>2.00</u></td><td><u>104,000</u></td><td><u>52,984</u></td><td><u>156,984</u></td><td></td></tr></table>	# of Positions	Salary	Fringes	Total		1.00	52,000	26,492	78,492	Electronics Services Technician	1.00	52,000	26,492	78,492	Emergency Planner I	<u>2.00</u>	<u>104,000</u>	<u>52,984</u>	<u>156,984</u>	
# of Positions	Salary	Fringes	Total																					
1.00	52,000	26,492	78,492	Electronics Services Technician																				
1.00	52,000	26,492	78,492	Emergency Planner I																				
<u>2.00</u>	<u>104,000</u>	<u>52,984</u>	<u>156,984</u>																					
o		(140,788)	(140,788)	Positions transferred out of the division of Special Operations and Technical Services:																				
				<table><tr><th># of Positions</th><th>Salary</th><th>Fringes</th><th>Total</th><th></th></tr><tr><td>(1.00)</td><td>(40,966)</td><td>(13,120)</td><td>(54,086)</td><td>Computer System Engineer I positions to</td></tr><tr><td>(1.00)</td><td>(58,965)</td><td>(27,737)</td><td>(86,702)</td><td>Information & Communication Technology (ICT)</td></tr><tr><td><u>(2.00)</u></td><td><u>(99,931)</u></td><td><u>(40,857)</u></td><td><u>(140,788)</u></td><td></td></tr></table>	# of Positions	Salary	Fringes	Total		(1.00)	(40,966)	(13,120)	(54,086)	Computer System Engineer I positions to	(1.00)	(58,965)	(27,737)	(86,702)	Information & Communication Technology (ICT)	<u>(2.00)</u>	<u>(99,931)</u>	<u>(40,857)</u>	<u>(140,788)</u>	
# of Positions	Salary	Fringes	Total																					
(1.00)	(40,966)	(13,120)	(54,086)	Computer System Engineer I positions to																				
(1.00)	(58,965)	(27,737)	(86,702)	Information & Communication Technology (ICT)																				
<u>(2.00)</u>	<u>(99,931)</u>	<u>(40,857)</u>	<u>(140,788)</u>																					
o	1,258	8,675	7,417	Workers' Compensation rate adjustments per Treasury's estimates																				
o	49,216	52,301	3,085	Pension/Retirement rate adjustments per Treasury's estimates																				
o	43,325	41,815	(1,510)	FICA adjustments																				
o	10,000	15,000	5,000	Operating Equipment - Siren Maintenance and Repair reallocated from Emergency Services Siren Program																				

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Special Operations and Technical Services****INDEX: 222200****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	151,517	125,460	(26,057)	Telephone Service - decrease based on actuals
	FY 13	FY 14	Change	
	5,460	5,460	0	Originating Agency Identifier
	94,257	65,000	(29,257)	Verizon OC3 (Sonet Ring) Costs
	42,000	42,000	0	Verizon T3 ISP
	9,800	13,000	3,200	Verizon Business Monthly Fee
	<u>151,517</u>	<u>125,460</u>	<u>(26,057)</u>	
o	1,713,372	1,813,372	100,000	Communication Service - based on anticipated cost of contract:
	FY 13	FY 14	Change	
	1,471,772	1,471,772	0	Motorola Radio Maintenance Contract
	21,600	21,600	0	Pager repairs
	40,000	120,000	80,000	Auxiliary power for tower sites and other emergency equipment
	150,000	200,000	50,000	Subscriber radio maintenance
	30,000	0	(30,000)	Radio repairs not covered by contract
	<u>1,713,372</u>	<u>1,813,372</u>	<u>100,000</u>	
o	47,100	0	(47,100)	Data Processing Hardware Maintenance - all software funding transferred to Information & Communication Technology (ICT) for better accountability for UPS contract, Cisco Router/Switcher/Firewalls and EOC Server Maintenance
o	1,500	0	(1,500)	Equipment Repair Parts - reallocated funding to Other Supplies and Materials
o	0	10,000	10,000	Other Supplies & Materials - increase based on actuals and funding reallocated from Equipment Repair Parts
o	0	1,000	1,000	Non -Targeted Charges-FVS - increase based on actual expense
o	339,605	0	(339,605)	Data Processing Software Maintenance - all software funding transferred to Information & Communication Technology (ICT) for better accountability. This covers the following items EPD AQUA warranty, Pro QA software maintenance, McAfee virus subscription, Gold Fluke system, ESRI GIS software maintenance, Dish satellite, Interact (CAD) maintenance, Scriptlogic software and Pictometry license.
o	0	2,000	2,000	Training Seminars, Courses - training no longer covered by grant
o	3,000	0	(3,000)	Equipment - Emergency Services Sirens funding reallocated to Operating Equipment

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES

DIVISION: SPECIAL OPERATIONS AND TECHNICAL SERVICES

Index No. 222200

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer System Engineer I	2.00	97,663	2.00	97,663	0.00	0 A
Computer System Engineer IV	1.00	70,314	1.00	70,314	1.00	73,127
Deputy Manager, Emergency Operations	1.00	78,000	0.00	0	0.00	0
Electronic Services Technician	2.00	101,813	2.00	101,813	3.00	151,000 B
Emergency Planner I	0.00	0	0.00	0	2.00	104,000 C
Public Safety Manager	2.00	139,883	2.00	139,883	2.00	145,478
Public Safety Supervisor	2.00	137,168	2.00	137,168	1.00	70,973
FULL-TIME SALARIES	10.00	624,841	9.00	546,841	9.00	544,578
SALARY OFFSET		0		0		(50,000) D
TOTAL FULL-TIME SALARIES	10.00	624,841	9.00	546,841	9.00	494,578
OTHER PERSONAL SERVICES						
Pension & Retirement		81,229		49,216		54,458
Workers' Compensation		2,481		1,258		8,918
Health Benefits		137,150		118,815		130,055
Overtime & Shift Differential		19,500		19,500		19,500
PEHP		0		0		13,691
FICA		49,369		43,325		43,152
Miscellaneous		1,400		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		291,129		233,374		271,034
TOTAL 27TH PAY COST		29,113		0		0
TOTAL PERSONAL SERVICES	10.00	945,083 *	9.00	780,215	9.00	765,612

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Computer System Engineer I positions transferred to Information & Communication Technology (ICT) - #0456, 2610

B - One (1) Electronic Services Technician position created - #3669

C - One (1) Emergency Planner I position created - # 3670

One (1) vacant Public Safety Supervisor reclassified as a Emergency Planner I - #0064

D - Salary Offset for Emergency Planner position

DEPARTMENT: EMERGENCY SERVICES**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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	271,499	374,086	375,000	450,000	450,000
70	MISCELLANEOUS	<u>8,660,561</u>	<u>6,413,275</u>	<u>6,434,642</u>	<u>6,324,642</u>	<u>6,274,642</u>
	GRAND TOTAL	<u>8,932,060</u>	<u>6,787,361</u>	<u>6,809,642</u>	<u>6,774,642</u>	<u>6,724,642</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u><u>8,932,060</u></u>	<u><u>6,787,361</u></u>	<u><u>6,809,642</u></u>	<u><u>6,774,642</u></u>	<u><u>6,724,642</u></u>

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Volunteer Fire Companies****INDEX: 223000****FINANCIAL NOTES:**

The (\$85,000) net decrease in funding for Volunteer Fire Companies is the result of :

	FY 13	FY 14	CHANGE	
o	375,000	450,000	75,000	Other Insurance - Worker's Compensation Insurance, increase based on actuals
o	6,114,764	6,114,764	0	Funds provided to each Fire Company:

transferred to new Rescue Support Division

DEPARTMENT: EMERGENCY SERVICES**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 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 '13 - '14 GOALS**6 TO OFFER EFFECTIVE HAZMAT RESPONSE SERVICES**

- o To assure prevention of hazmat incidents through inspection and public education programs each year

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	197,894	215,057	204,679	261,611	261,611
20	CONTRACTUAL SERVICES	32,853	17,551	22,011	22,011	22,011
30	SUPPLIES & MATERIALS	33,136	51,943	42,800	54,800	54,800
40	BUSINESS & TRAVEL	16,845	23,080	21,850	22,850	22,850
70	MISCELLANEOUS	11,781	4,481	10,947	10,947	10,947
	GRAND TOTAL	292,509	312,112	302,287	372,219	372,219
<u>FUNDING SOURCE:</u>						
11	GENERAL	292,509	312,112	302,287	372,219	372,219

FINANCIAL NOTES:

The \$69,932 net increase in funding for the Emergency Services - Hazardous Materials Response Team is the net result of:

	FY 13	FY 14	CHANGE
o		2,133	2,133 FY 13 Merit increase of 4% for eligible staff
o	101,600	151,600	50,000 Temporary Salaries - increased funds provide for an additional 6 part time Hazmat Technicians to re-establish 30 man crew
o	14,727	15,716	989 Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	13,396	17,221	3,825 FICA adjustment

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Hazardous Materials Response Team****INDEX: 225000****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	28,100	29,300	1,200	Line items significantly adjusted, based on actual expense history :
				FY 13 FY 14 Change
				3,000 0 (3,000) General Office Supplies - funding reallocated to Other Supplies and Materials
				900 0 (900) Equipment Repair Parts - funding reallocated to Other Supplies and Materials
				2,000 0 (2,000) Small Tools - funding reallocated to Other Supplies and Materials
				1,700 7,800 6,100 Other Supplies & Materials - funding reallocated
				13,000 10,500 (2,500) County Owned Vehicles
				7,500 11,000 3,500 Fuel Charges
				<u>28,100 29,300 1,200</u>
o	35,000	47,000	12,000	Safety Equipment - increase due to the additional turnout gear for additional HAZMAT personnel
o	947	947	0	County Match/Transfers Out - Hazardous Materials Emergency Preparedness Planning Grant (HMEP)
o	10,000	10,000	0	Payments to Volunteer Fire Companies - Hazmat related

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: HAZMAT RESPONSE TEAM

Index No. 225000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Public Safety Hazmat Manager	1.00	48,316	1.00	48,316	1.00	50,249
TOTAL FULL-TIME SALARIES	1.00	48,316	1.00	48,316	1.00	50,249
TEMPORARY SALARIES		101,600		101,600		151,600 A
SALARY TOTAL	1.00	149,916	1.00	149,916	1.00	201,849
OTHER PERSONAL SERVICES						
Workers' Compensation		1,126		1,300		1,337
Health Benefits		14,717		14,727		15,716
Overtime & Shift Differential		25,150		25,200		25,200
FICA		13,775		13,396		17,369
Miscellaneous		140		140		140
TOTAL OTHER PERSONAL SERVICES		54,908		54,763		59,762
TOTAL 27TH PAY COST		6,302		0		0
TOTAL PERSONAL SERVICES	1.00	211,126 *	1.00	204,679	1.00	261,611

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries - increase to add six (6) part-time positions to reestablish 30 man crew

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$394,580	\$324,350	\$308,734	\$302,287	\$372,219
Number of full-time staff	1	1	1	1	1
Number of part-time HazMat response team members	20	20	18	18	23
<u>Output:</u>					
Number of reported HazMat incidents	178	174	169	175	175
Number of HazMat team responses	80	103	99	100	100
<u>Efficiency:</u>					
Cost per HazMat response	\$1,777	\$1,864	\$1,826	\$1,727	\$2,127
<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

DEPARTMENT: EMERGENCY SERVICES**DIVISION: Rescue Support****INDEX: 226000****ORIGIN/PURPOSE:**

The Department of Emergency Services will support and provide coordination and services for the Harford County Volunteer Fire and EMS Association Tactical Response Team (TRT). The Team responds to certain technical rescue situations including high angle rescue, dive team/swift water rescue, trench rescue and any technical type of rescue which requires training in specialized equipment necessary to handle the situation. All members of the team must be certified as required by OSHA.

FY '13 - '14 GOALS**7 TO OFFER EFFECTIVE TECHNICAL RESCUE RESPONSE SERVICES**

To ensure prompt coordination, facilitation and response to situations requiring technical rescue expertise.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	0	0	0	40,370	40,370
50	CAPITAL OUTLAY	0	0	0	110,000	0
	GRAND TOTAL	0	0	0	150,370	40,370
	<u>FUNDING SOURCE:</u>					
11	GENERAL	0	0	0	150,370	40,370

FINANCIAL NOTES:

The \$40,370 net increase in funding for the Emergency Services - Rescue Support is the net result of:

	FY 13	FY 14	CHANGE
o		37,500	37,500 Temporary Salaries - for on call Tactical Response Technicians
o		2,870	2,870 FICA adjustment

Proposed Capital Outlay funds of \$110,000 transferred to a new Capital Project within the Capital Budget for TRT Equipment per Amendment #16

DIVISION STAFF SUMMARY

DEPARTMENT: EMERGENCY SERVICES
DIVISION: RESCUE SUPPORT

Index No. 226000

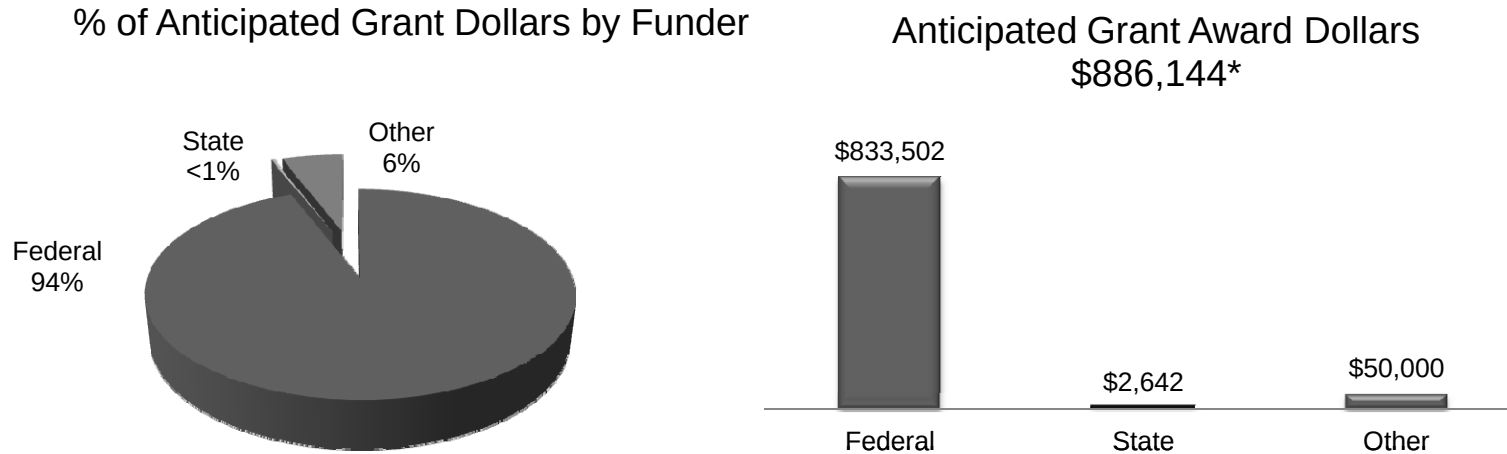
POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		0		0		37,500
SALARY TOTAL	0.00	0	0.00	0	0.00	37,500
OTHER PERSONAL SERVICES						
FICA		0		0		2,870
TOTAL OTHER PERSONAL SERVICES		0		0		2,870
TOTAL PERSONAL SERVICES	0.00	0 *	0.00	0	0.00	40,370

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

FY14 Anticipated Grant Award Dollars

(July 1, 2013 to June 30, 2014)

DEPARTMENT OF EMERGENCY SERVICES



of Anticipated Grant Awards: 6

Federal	4
State	1
Other	1

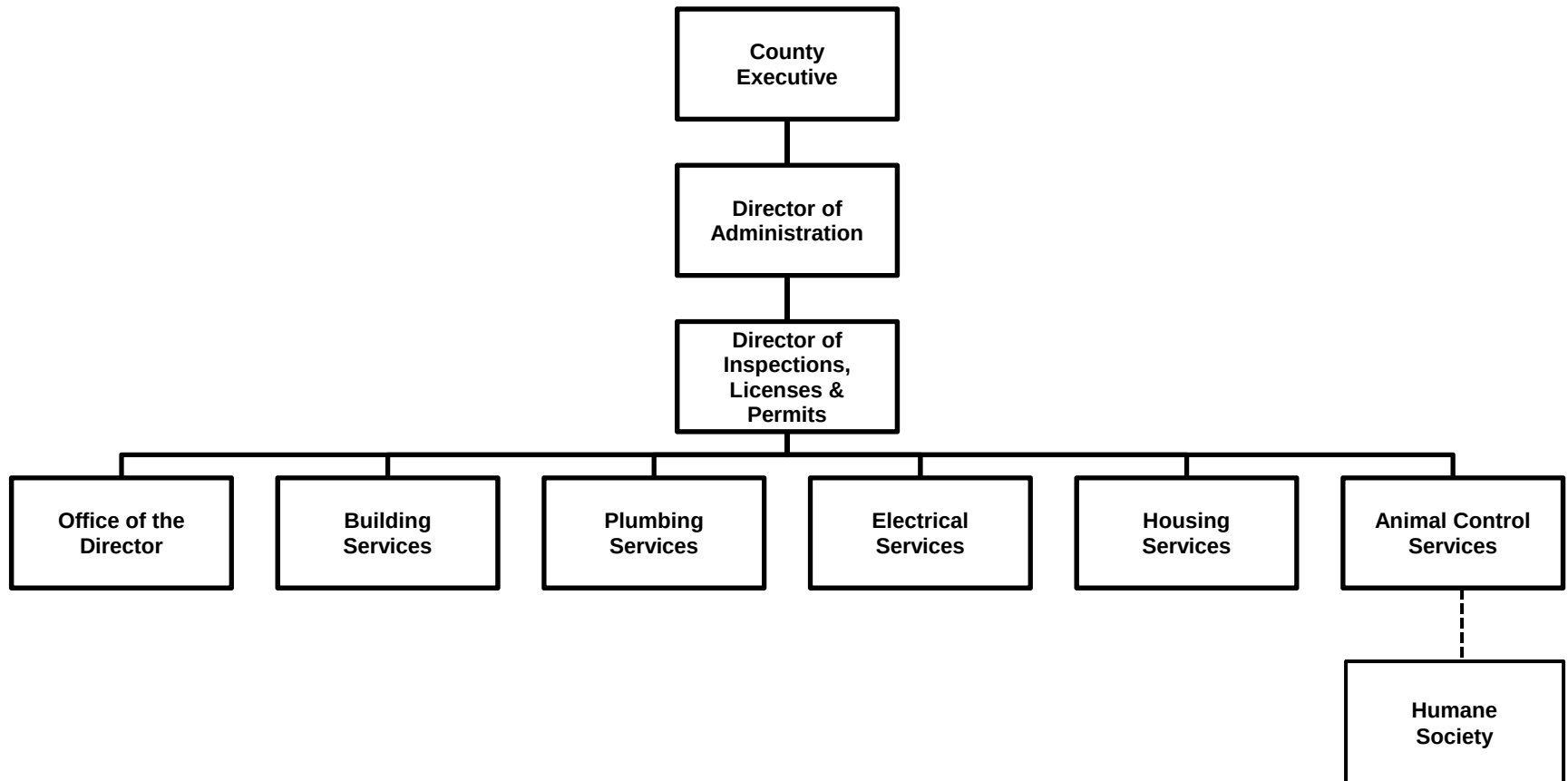
Requested County Match \$122,614

*Does not include County Match or Capital Projects

The Department of Emergency Operations anticipates receiving the majority of its funding through Federal sources. These grant funds will be used to provide financial assistance to address the unique multidiscipline planning, operations, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats and acts of terrorism.

Department of Emergency Services - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Emergency Management Performance Grant	Grant funds will be used to cover planning salaries for 3 personnel as allowed in the grant guidance.	\$121,667			\$121,667	7/1/13 - 2/28/2015	Recurring
State Homeland Security Program	Grant funds will be used to underwrite management and administration expenses. Funded activities may include preparation for or response to catastrophic events, provided that the activities also build capabilities that relate to terrorism.	\$89,783				9/1/13 - 5/31/15	Recurring
Urban Areas Security Initiative	Grant provides financial assistance to address the unique multidiscipline planning, operations, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats and acts of terrorism.	\$618,266				9/1/13 - 5/31/15	Recurring
Maryland Institute for Emergency Medical Services System	Grant monies to be used for mandatory Emergency Medical Dispatch Training.		\$2,642			9/18/13 - 6/15/14	Recurring
Hazardous Materials Emergency Preparedness Grant Program	Grant funds personnel to assist the delivery of a course on Incident and Unified Command for the CERT Team.	\$3,786			\$947	10/1/13 - 9/50/14	One-Time
Exelon Nuclear Emergency Planning	Grant funds help cover the salary and benefit expenses for the Emergency Planner II position.			\$50,000		1/1/14 - 12/31/14	Recurring
TOTALS		\$833,502	\$2,642	\$50,000	\$122,614		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$886,144	4	1	1			

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, HVACR/Mechanical, and electrical installations, manufactured housing, abandoned buildings and animal control. This Department has the responsibility to administer and issue all County licenses and plumbing, mechanical 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 '13 - 14 KEY GOALS:

- 1 DECREASE THE NUMBER OF CODE VIOLATIONS AND IMPROVE HOUSING STOCK WITHIN THE COUNTY
- 2 PROVIDE DETAILED DOCUMENTATION REGARDING ALL DEMOLITION PROJECTS WITHIN THE COUNTY TO FACILITATE THE ENFORCEMENT OF HARFORD COUNTY CODE, SECTION 123-60 (PER COUNCIL BILL 05-21)
- 3 DECREASE THE NUMBER OF BUILDING CODE VIOLATIONS DURING FINAL INSPECTION THEREBY REDUCING THE NUMBER OF REINSPECTIONS
- 4 DECREASE THE NUMBER OF ELECTRICAL CODE VIOLATIONS AND REDUCE THE NUMBER OF REINSPECTIONS BY CONDUCTING WORKSHOPS WITH LICENSED ELECTRICIANS TO IDENTIFY AREAS OF HIGH DISAPPROVALS
- 5 DECREASE THE NUMBER OF PLUMBING CODE VIOLATIONS DURING FINAL INSPECTION THEREBY REDUCING THE NUMBER OF REINSPECTIONS
- 6 DECREASE THE NUMBER OF MECHANICAL CODE VIOLATIONS THEREBY REDUCING THE NUMBER OF REINSPECTIONS

INSPECTIONS, LICENSES & PERMITS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,332,786	3,375,820	3,130,514	3,292,862	3,292,862
20	CONTRACTUAL SERVICES	36,562	44,313	63,781	72,231	72,231
30	SUPPLIES & MATERIALS	27,022	31,336	37,700	36,500	36,500
40	BUSINESS & TRAVEL	118,249	144,130	154,880	156,980	156,980
50	CAPITAL OUTLAY	0	959	0	21,777	21,777
70	MISCELLANEOUS	453,120	453,160	555,700	655,700	5,700
80	INTER-GOVERNMENTAL/INTERFUND	9,574	3,838	0	0	0
	GRAND TOTAL	<u>3,977,313</u>	<u>4,053,556</u>	<u>3,942,575</u>	<u>4,236,050</u>	<u>3,586,050</u>

SUMMARY BY FUND:

11	GENERAL	<u>3,977,313</u>	<u>4,053,556</u>	<u>3,942,575</u>	<u>4,236,050</u>	<u>3,586,050</u>
	GRAND TOTAL	<u>3,977,313</u>	<u>4,053,556</u>	<u>3,942,575</u>	<u>4,236,050</u>	<u>3,586,050</u>

SUMMARY BY DIVISION:

261000	DIRECTOR OF DILP	523,968	534,971	488,908	535,556	535,556
263000	BUILDING SERVICES	1,121,083	1,074,829	995,139	1,007,519	1,007,519
264000	PLUMBING SERVICES	489,535	515,496	548,050	572,218	572,218
265000	ELECTRICAL SERVICES	597,735	623,738	565,008	608,644	608,644
266000	MANUF HOUSING/ABANDONED PROP	207,530	230,138	220,067	243,204	243,204
267000	ANIMAL CONTROL	1,037,462	1,074,384	575,403	618,909	618,909
268000	HUMANE SOCIETY	0	0	550,000	650,000	0
	GRAND TOTAL	<u>3,977,313</u>	<u>4,053,556</u>	<u>3,942,575</u>	<u>4,236,050</u>	<u>3,586,050</u>

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

The (\$356,525) net decrease in funding for Inspections, Licenses & Permits is the result of:

	FY 13	FY 14	CHANGE	
o	2,181,845	2,198,711	16,866	Full Time Salaries 16,866 Salary Adjustments based on the recommendations of the Department of Human Resources
o		89,934	89,934	FY 13 Merit increase of 4% for eligible staff
o		50,201	50,201	PEHP (Post Employment Health Plan)
o		(50,467)	(50,467)	Position abolished in the Building Services division: # of positions Salary Fringes Total (1.00) (27,500) (22,967) (50,467) Licensing Clerk
o	533,935	563,853	29,918	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	196,367	219,597	23,230	Pension/Retirement rate adjustments per Treasury's estimates
o	43,090	44,038	948	Workers' Compensation rate adjustments per Treasury's estimates
o	166,277	167,995	1,718	FICA adjustment
o	18,909	31,309	12,400	Telephone Service - increase provides Verizon service for 24 new iPads, for field inspectors @ \$ 50 per month for new EnerGov system offset slightly based on actual expense history.
o	4,400	0	(4,400)	Communication Service - now using County wide radio system vs old stand alone system
o	121,660	123,010	1,350	Line items significantly adjusted, based on actual expense history:
		FY 13	FY 14	Change
		3,700	4,150	450
		10,900	10,300	(600)
		13,600	13,000	(600)
		85,050	86,050	1,000
		5,400	6,300	900
		3,010	3,210	200
		<u>121,660</u>	<u>123,010</u>	<u>1,350</u>
o	35,700	35,700	0	Other Professional Services - to provide funding for clean up, raze or securing abandoned/foreclosure properties and emergency vet for injured animals.

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE
o		16,077	21,777 Equipment - funding provides for 27 iPads and 6 scanners to be used with EnerGov Permitting and Land Management system
o	550,000	0	(550,000) Payment to Other Government Agencies - County's support of the Humane Society of Harford County for animal housing and care has been moved under miscellaneous index 709110 per Council Amendments # 11 and # 12

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	41,309	2.00	74,409	0.00	0
Administrative Assistant II	3.00	153,519	2.00	91,352	4.00	174,714
Administrative Secretary II	1.00	42,760	1.00	42,760	1.00	44,471
Animal Control Officer II	5.00	208,108	5.00	208,108	5.00	216,432
Building Inspections Supervisor	1.00	85,550	1.00	87,050	1.00	90,532
Chief, Animal Control Officer	1.00	62,484	1.00	62,484	1.00	64,983
Chief, Housing Services	1.00	83,773	1.00	83,773	1.00	87,124
Chief, Inspections, Licenses & Permits	2.00	143,720	2.00	145,220	2.00	151,029
Clerk Typist	1.00	28,453	1.00	28,453	1.00	29,591
Commercial Inspector	3.00	165,340	3.00	168,340	3.00	175,073
Deputy Director of DILP	1.00	81,755	1.00	81,755	1.00	85,025
Director of Inspections, Licenses & Permits	1.00	121,217	1.00	121,217	1.00	126,066
Inspector II	8.00	404,100	8.00	407,100	7.00	374,411
Inspector III	3.00	183,531	3.00	185,031	4.00	247,344
Licensing Clerk	1.00	30,241	1.00	27,500	0.00	0
Management Assistant II	1.00	65,009	1.00	65,009	1.00	67,610
Permits Technician	3.00	113,314	3.00	113,314	3.00	117,848
Plans Reviewer II	2.00	123,790	1.00	52,800	1.00	52,800
Senior Plans Reviewer	1.00	85,550	2.00	136,170	2.00	141,616
SALARY TOTAL	40.00	2,223,523	40.00	2,181,845	39.00	2,246,669

DEPARTMENT STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		289,057		196,367		224,668
Workers' Compensation		39,389		43,090		45,432
Health Benefits		543,856		533,935		545,668
Overtime & Shift Differential		3,400		3,400		3,400
PEHP		0		0		50,201
FICA		169,465		166,277		171,364
Miscellaneous		5,600		5,600		5,460
TOTAL OTHER PERSONAL SERVICES		1,050,767		948,669		1,046,193
TOTAL 27TH PAY COST		103,156		0		0
TOTAL PERSONAL SERVICES	40.00	3,377,446 *	40.00	3,130,514	39.00	3,292,862

* FY 12 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.

Work with the Department of Information and Communication Technology to facilitate implementation of EnerGov permit, inspection and licensing computer system.

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$3,716,431	\$4,057,351	\$4,309,721	\$3,942,575	\$4,236,050
Number of staff	40	40	40	40	39***
Number of Inspectors	14*	13*	13*	13*	14
<u>Output:</u>					
Number of inspections performed	34,520	35,137**	36,218**	36,417	36,725
<u>Efficiency:</u>					
Number of inspections per inspector	2,466	2,703	2,786	2,805	2,623
<u>Service Quality:</u>					
Number of approved inspections	29,417	29,792	31,149	31,362	31,865
Number of disapproved inspections	5,103	5,345	5,069	5,055	4,860
<u>Outcome:</u>					
Percent of inspections that are disapproved	14.8%	15.2%	14.0%	13.9%	13.2%

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

* DILP has 15 inspector positions.

A Building Inspector II has been temporarily reassigned to DPW - Verizon FIOS project

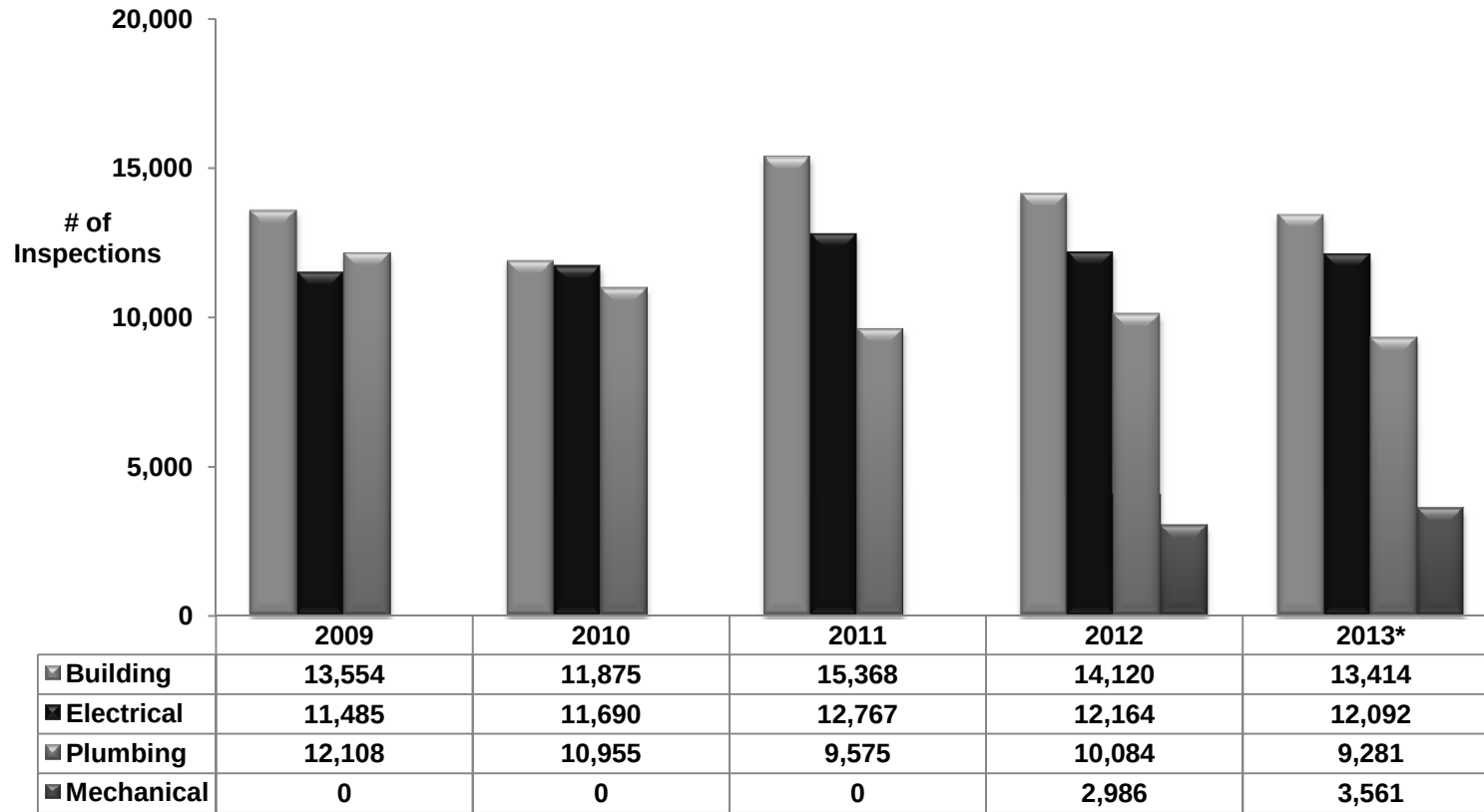
A Plumbing Inspector I position is vacant

** Includes Mechanical Inspections

*** Abolished vacant Licensing Clerk position

INSPECTIONS, LICENSES and PERMITS

INSPECTIONS ACTIVITY

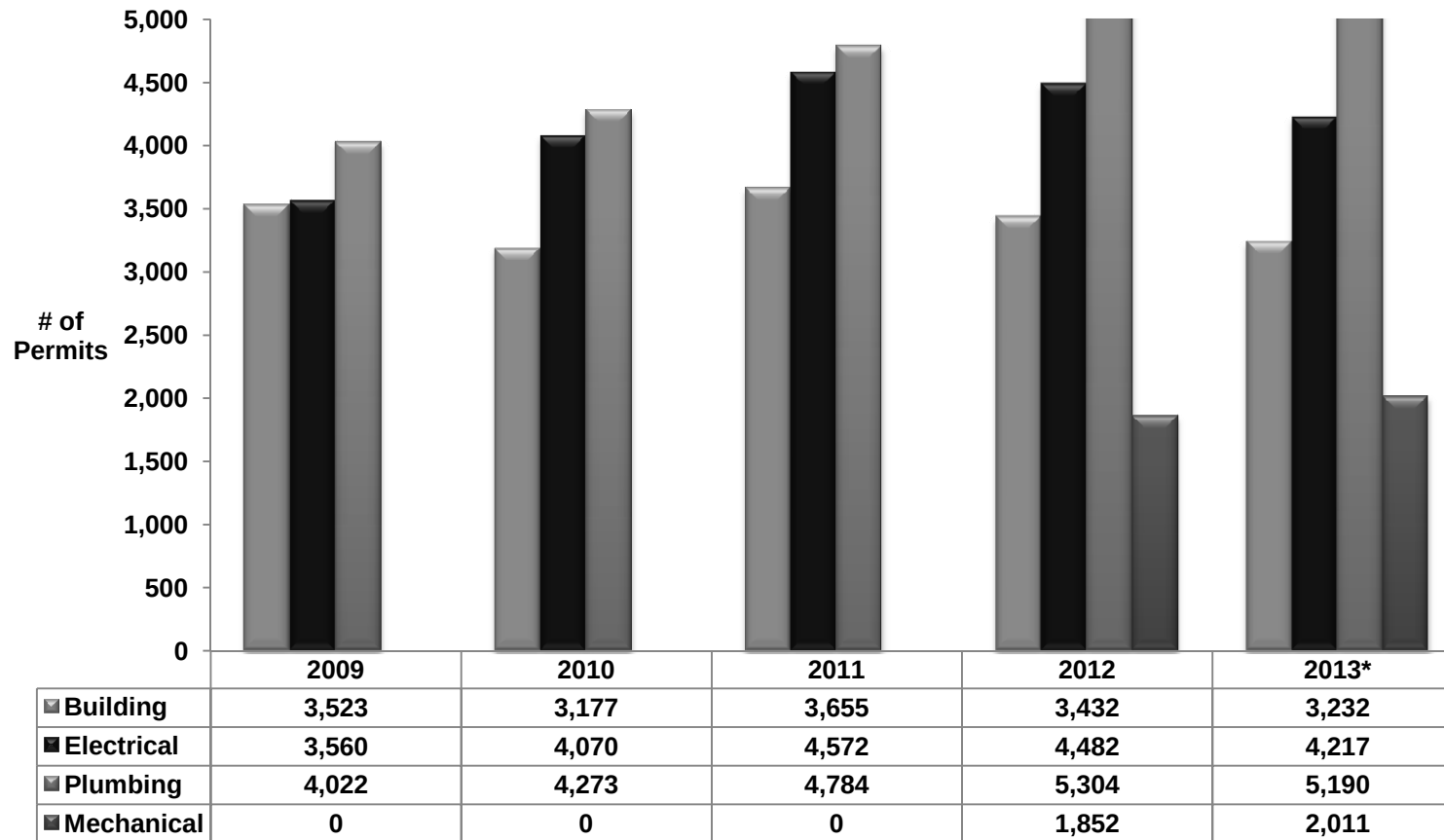


**Projected*

Note: Started new process of inspecting mechanical installations (HVAC) in 2012.

INSPECTIONS, LICENSES and PERMITS

PERMITS ACTIVITY



**Projected (includes plumbing and electrical postcard permits and does not include town permits).*

Note: Started new process of inspecting mechanical installations (HVAC) in 2012.

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, HVACR/Mechanical, plumbing and building codes; enforcement of County animal control, mobile home park and abandoned building ordinances; and enforcement of codes and ordinances through issuance and sale of licenses, permits, and inspections. The Director renders permits and inspection services through cooperative agreements with the Town of Bel Air, City of Aberdeen, and City of Havre de Grace and coordinates a centralized computer system encompassing all licensing programs and building, electrical HVACR/Mechanical, 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 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	435,551	451,479	396,352	422,173	422,173
20	CONTRACTUAL SERVICES	8,817	6,519	9,351	6,501	6,501
30	SUPPLIES & MATERIALS	901	901	1,200	1,200	1,200
40	BUSINESS & TRAVEL	69,125	76,072	82,005	83,905	83,905
50	CAPITAL OUTLAY	0	0	0	21,777	21,777
80	INTER-GOVERNMENTAL/INTER-FUND	9,574	0	0	0	0
GRAND TOTAL		523,968	534,971	488,908	535,556	535,556
<u>FUNDING SOURCE:</u>						
11	GENERAL	523,968	534,971	488,908	535,556	535,556

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Director of DILP****INDEX: 261000****FINANCIAL NOTES:**

The \$46,648 net increase in funding for Inspections, Licenses & Permits - Director of DILP is the result of:

	FY 13	FY 14	CHANGE
o		14,432	14,432 FY 13 Merit increase of 4% for eligible staff
o		9,127	9,127 PEHP (Post Employment Health Plan)
o	27,967	31,074	3,107 Pension/Retirement rate adjustments per Treasury's estimates
o	31,480	30,232	(1,248) Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	22,878	23,306	428 FICA adjustment
o	1,379	1,979	600 Telephone Service - increase provides Verizon service for one new iPad @ \$ 50 per month for new EnerGov system
o	3,900	0	(3,900) Communication Service - now using County wide radio system vs old stand alone system
o	53,300	55,650	2,350 Line items significantly adjusted based on actual expense history:

FY 13	FY 14	Change
3,700	4,150	450 Office Equipment
46,000	47,000	1,000 Fuel Charges
3,600	4,500	900 Non Targeted Charges-FVS
<u>53,300</u>	<u>55,650</u>	<u>2,350</u>

o	21,777	21,777	Equipment - funding provides for 27 iPads and 6 scanners to be used with EnerGov Permitting and Land Management system

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS

DIVISION: DIRECTOR OF INSPECTIONS, LICENSES AND PERMITS

Index No. 261000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	42,760	1.00	42,760	1.00	44,471
Deputy Director of DILP	1.00	81,755	1.00	81,755	1.00	85,025
Director of Inspections, Licenses & Permits	1.00	121,217	1.00	121,217	1.00	126,066
Management Assistant II	1.00	65,009	1.00	65,009	1.00	67,610
SALARY TOTAL	4.00	310,741	4.00	310,741	4.00	323,172
OTHER PERSONAL SERVICES						
Pension & Retirement		40,396		27,967		32,317
Workers' Compensation		2,363		2,726		2,809
Health Benefits		37,117		31,480		30,232
PEHP		0		0		9,127
FICA		22,878		22,878		23,956
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		103,314		85,611		99,001
TOTAL 27TH PAY COST		14,386		0		0
TOTAL PERSONAL SERVICES	4.00	428,441 *	4.00	396,352	4.00	422,173

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Building Services

INDEX: 263000

ORIGIN/PURPOSE:

This Division is responsible for plans review and inspections of all construction for which building permits have been issued to ensure compliance with applicable codes.

Building Services is also responsible for issuing Use and Occupancy Certificates and licenses for dogs, taxi cab owners, taxi cab drivers, towing businesses, solicitors, pawn brokers, auctioneers, pet shops, grooming for dogs, massage establishments and personal care boarding homes.

This Division is accountable for funds collected for licenses, commercial, and residential plans review and maintaining appropriate records.

FY '13 - '14 GOAL:

- 1 DECREASE THE NUMBER OF CODE VIOLATIONS AND IMPROVE HOUSING STOCK WITHIN THE COUNTY
- 3 DECREASE THE NUMBER OF BUILDING CODE VIOLATIONS DURING FINAL INSPECTION THEREBY REDUCING THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,102,420	1,046,121	965,324	975,304	975,304
20	CONTRACTUAL SERVICES	4,863	4,729	6,200	9,800	9,800
30	SUPPLIES & MATERIALS	12,628	14,197	18,150	16,950	16,950
40	BUSINESS & TRAVEL	1,172	9,646	5,465	5,465	5,465
50	CAPITAL OUTLAY	0	136	0	0	0
	GRAND TOTAL	<u>1,121,083</u>	<u>1,074,829</u>	<u>995,139</u>	<u>1,007,519</u>	<u>1,007,519</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>1,121,083</u>	<u>1,074,829</u>	<u>995,139</u>	<u>1,007,519</u>	<u>1,007,519</u>

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Building Services****INDEX: 263000****FINANCIAL NOTES:**

The \$12,380 net increase in funding for Inspections, Licenses & Permits - Building Services is the result of:

	FY 13	FY 14	CHANGE	
o	676,095	685,561	9,466	Full Time Salaries 9,466 Salary Adjustments based on the recommendations of the Department of Human Resources
o		24,814	24,814	FY 13 Merit increase of 4% for eligible staff
o		18,255	18,255	PEHP (Post Employment Health Plan)
o		(50,467)	(50,467)	One (1) vacant Licensing Clerk position abolished: # of positions Salary Fringes Total (1.00) (27,500) (22,967) (50,467)
o	163,003	166,590	3,587	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	60,849	65,532	4,683	Pension/Retirement rate adjustments per Treasury's estimates
o	11,976	12,998	1,022	Workers' Compensation rate adjustments per Treasury's estimates
o	51,721	50,341	(1,380)	FICA adjustment
o	6,200	9,800	3,600	Telephone Service - increase provides Verizon service for six new iPads @ \$ 50 per month for new EnerGov system
o	5,500	5,000	(500)	Printing Commercial - decrease based on actuals
o	9,700	9,000	(700)	General Office Mailing - decrease based on actuals

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: BUILDING SERVICES

Index No. 263000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	41,309	2.00	74,409	0.00	0
Administrative Assistant II	1.00	62,167	0.00	0	2.00	79,707 A
Building Inspections Supervisor	1.00	85,550	1.00	87,050	1.00	90,532
Commercial Inspector	1.00	62,484	1.00	63,984	1.00	66,543
Inspector II	3.00	173,897	3.00	173,897	3.00	180,853
Inspector III	1.00	60,285	1.00	60,285	1.00	62,696
Licensing Clerk	1.00	30,241	1.00	27,500	0.00	0 B
Plans Reviewer II	2.00	123,790	1.00	52,800	1.00	52,800
Senior Plans Reviewer	1.00	85,550	2.00	136,170	2.00	141,616
SALARY TOTAL	12.00	725,273	12.00	676,095	11.00	674,747
OTHER PERSONAL SERVICES						
Pension & Retirement		94,285		60,849		67,475
Workers' Compensation		12,596		11,976		13,264
Health Benefits		167,591		163,003		148,405
PEHP		0		0		18,255
FICA		55,483		51,721		51,618
Miscellaneous		1,680		1,680		1,540
TOTAL OTHER PERSONAL SERVICES		331,635		289,229		300,557
TOTAL 27TH PAY COST		33,655		0		0
TOTAL PERSONAL SERVICES	12.00	1,090,563 *	12.00	965,324	11.00	975,304

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Administrative Assistant I positions upgraded to Administrative Assistant II - #0446, 0457

B - One (1) vacant Licensing Clerk position abolished - #3226

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$991,947	\$1,137,955	\$1,206,343	\$995,139	\$1,007,519
Number of staff	12	12	12*	12*	11***
Number of inspectors	5*	4*	4**	4**	4**
<u>Output:</u>					
Number of final building inspections performed	3,862	3,672	3,650	3,703	3,789
<u>Efficiency:</u>					
Number of final inspections per inspector	772	918	913	926	947
<u>Service Quality:</u>					
Number of approved final inspections	3,252	3,020	3,155	3,243	3,328
Number of disapproved final inspections	610	652	495	460	461
<u>Outcome:</u>					
Percent of final inspections that are disapproved	15.8%	17.8%	13.6%	12.4%	12.2%

Explanation and Analysis of Performance Measures

Construction practices of contractors directly impact the quality of housing stock within the County. Code deficiencies are identified during numerous required inspections. The highest number of disapprovals and deficiencies are identified during the final inspection. Final inspection deficiencies cause delays in occupancy of a structure and can directly impact financial settlements. A program was designed to identify deficiencies by type of inspection performed. We track inspection results and, based on this information, develop handouts designed to address these areas of deficiency. We also provide workshops for tradespeople designed specifically to improve current construction practices targeting the areas of disapprovals.

* Includes one vacant Licensing Clerk position

**One Inspector II temporarily reassigned to DPW - Verizon FIOS Project

*** Abolished vacant Licensing Clerk position

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 journey person plumbing certificates of registration, master gas fitters certificate of registration, liquid petroleum gas fitters certificate of registration, utility contractor certificate of registration, journey utility certificate of registration, septic installer certificate of registration, journey septic installer certificate of registration, master HVACR certificate of registration, master restricted HVACR certificate of registration, journey person HVACR certificate of registration, limited mechanical certificate of registration, and apprentice HVACR certificate of registration. Plumbing, mechanical, gas fitting, storm water and utility work is inspected for compliance with applicable codes for all residential, commercial and industrial construction.

This Division enforces the Harford County Plumbing Code, Harford County Mechanical Code and National Fuel Gas Code. Workmanship and code compliance is monitored during construction. New methods of service are coordinated with Harford County Health Department, Maryland Plumbing and Heating Cooling Contractors, Baltimore Gas and Electric and Harford County Utility Contractors Association. This Division also acts as liaison for the Harford County Plumbing Board, HVACR Board and implements local/state requirements governing water saving fixtures, plumbing systems and mechanical systems.

FY '13 - '14 GOAL:

- 5 DECREASE THE NUMBER OF PLUMBING CODE VIOLATIONS DURING FINAL INSPECTION THEREBY REDUCING THE NUMBER OF REINSPECTIONS
- 6 DECREASE THE NUMBER OF MECHANICAL CODE VIOLATIONS THEREBY REDUCING THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	480,390	504,894	534,345	557,213	557,213
20 CONTRACTUAL SERVICES	2,792	2,725	3,900	5,200	5,200
30 SUPPLIES & MATERIALS	3,692	4,762	5,000	5,000	5,000
40 BUSINESS & TRAVEL	501	875	1,605	1,605	1,605
70 MISCELLANEOUS	2,160	2,240	3,200	3,200	3,200
GRAND TOTAL	489,535	515,496	548,050	572,218	572,218
<u>FUNDING SOURCE:</u>					
11 GENERAL	489,535	515,496	548,050	572,218	572,218

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Plumbing Services

INDEX: 264000

FINANCIAL NOTES:

The \$24,168 net increase in funding for Inspections, Licenses & Permits - Plumbing Services is the result of:

	FY 13	FY 14	CHANGE	
o		14,566	14,566	FY 13 Merit increase of 4% for eligible staff
o		4,564	4,564	PEHP (Post Employment Health Plan)
o	119,826	120,166	340	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	31,323	34,803	3,480	Pension/Retirement rate adjustments per Treasury's estimates
o	7,561	7,479	(82)	Workers' Compensation rate adjustments per Treasury's estimates
o	3,300	4,600	1,300	Telephone Service - increase provides Verizon service for four new iPads, for field inspectors @ \$ 50 per month for new EnerGov system offset slightly based on actual expense history.

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: PLUMBING SERVICES

Index No. 264000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Inspections, Licenses & Permits	1.00	64,300	1.00	65,800	1.00	68,432
Commercial Inspector	1.00	47,400	1.00	48,900	1.00	50,856
Inspector II	2.00	92,758	2.00	94,258	2.00	96,272
Inspector III	1.00	64,366	1.00	65,866	1.00	68,501
Permits Technician	2.00	73,207	2.00	73,207	2.00	76,136
SALARY TOTAL	7.00	342,031	7.00	348,031	7.00	360,197
OTHER PERSONAL SERVICES						
Pension & Retirement		44,464		31,323		36,020
Workers' Compensation		6,410		7,561		7,731
Health Benefits		119,450		119,826		120,166
PEHP		0		0		4,564
FICA		26,165		26,624		27,555
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		197,469		186,314		197,016
TOTAL 27TH PAY COST		15,871		0		0
TOTAL PERSONAL SERVICES	7.00	555,371	7.00	534,345	7.00	557,213

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES AND PERMITS - PLUMBING SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To decrease the number of plumbing and mechanical 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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$535,799	\$502,650	\$590,133	\$548,050	\$572,218
Number of staff	7	6	6*	6*	7
Number of Inspectors	4	3*	3*	3*	4
<u>Output:</u>					
Number of final plumbing inspections performed	3,394	3,365	5,216	5,672	5,763
<u>Efficiency:</u>					
Number of final inspections per inspector	849	1,122	1,738	1,809	1,441
<u>Service Quality:</u>					
Number of approved final inspections	2,621	2,661	4,291	4,728	4,815
Number of disapproved final inspections	773	704	925	942	947
<u>Outcome:</u>					
Percent of final inspections that are disapproved	22.8%	20.9%	17.7%	16.6%	16.4%

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.

* Vacant Inspector I position

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 '13 - '14 GOAL:

- 4 DECREASE THE NUMBER OF ELECTRICAL CODE VIOLATIONS AND REDUCE THE NUMBER OF REINSPECTIONS BY CONDUCTING WORKSHOPS WITH LICENSED ELECTRICIANS TO IDENTIFY AREAS OF HIGH DISAPPROVALS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	586,763	607,854	551,208	591,844	591,844
20	CONTRACTUAL SERVICES	3,286	2,635	3,300	6,300	6,300
30	SUPPLIES & MATERIALS	5,302	5,066	5,625	5,625	5,625
40	BUSINESS & TRAVEL	1,424	2,633	3,375	3,375	3,375
50	CAPITAL OUTLAY	0	823	0	0	0
70	MISCELLANEOUS	960	920	1,500	1,500	1,500
80	INTER-GOVERNMENTAL/INTERFUND	0	3,807	0	0	0
	GRAND TOTAL	597,735	623,738	565,008	608,644	608,644
<u>FUNDING SOURCE:</u>						
11	GENERAL	597,735	623,738	565,008	608,644	608,644

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Electrical Services

INDEX: 265000

FINANCIAL NOTES:

The \$43,636 net increase in funding for Inspections, Licenses & Permits - Electrical Services is the result of:

	FY 13	FY 14	CHANGE
o		18,009	18,009 FY 13 Merit increase of 4% for eligible staff
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	103,692	118,081	14,389 Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	33,840	37,600	3,760 Pension/Retirement rate adjustments per Treasury's estimates
o	7,932	7,846	(86) Workers' Compensation rate adjustments per Treasury's estimates
o	3,300	6,300	3,000 Telephone Service - increase provides Verizon service for five new iPads, for field inspectors @ \$ 50 per month for new EnerGov system

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: ELECTRICAL SERVICES

Index No. 265000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	48,592	1.00	48,592	1.00	50,536
Chief, Inspections, Licenses & Permits	1.00	79,420	1.00	79,420	1.00	82,597
Commercial Inspector	1.00	55,456	1.00	55,456	1.00	57,674
Inspector II	2.00	93,545	2.00	93,545	2.00	97,286
Inspector III	1.00	58,880	1.00	58,880	1.00	61,235
Permits Technician	1.00	40,107	1.00	40,107	1.00	41,712
SALARY TOTAL	7.00	376,000	7.00	376,000	7.00	391,040
OTHER PERSONAL SERVICES						
Pension & Retirement		48,880		33,840		39,104
Workers' Compensation		6,871		7,932		8,160
Health Benefits		103,440		103,692		118,081
PEHP		0		0		4,564
FICA		28,764		28,764		29,915
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		188,935		175,208		200,804
TOTAL 27TH PAY COST		17,448		0		0
TOTAL PERSONAL SERVICES	7.00	582,383 *	7.00	551,208	7.00	591,844

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES AND PERMITS - ELECTRICAL SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To decrease the number of electrical code violations and reduce the number of reinspections.

Department Objective:

To improve the quality of housing stock and to ensure it meets electrical code requirements.

County Goal(s) Supported:

I. Public Safety

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$542,969	\$601,669	\$637,957	\$565,008	\$608,644
Number of staff	7	7	7	7	7
Number of inspectors	4	4	4	4	4
<u>Output:</u>					
Number of final electrical inspections performed	4,463	4,791	4,877	5,153	5,366
<u>Efficiency:</u>					
Number of final inspections per inspector	1,116	1,198	1,219	1,288	1,341
<u>Service Quality:</u>					
Number of approved final inspections	3,141	3,289	3,375	3,725	3,939
Number of disapproved final inspections	1,322	1,502	1,502	1,428	1,427
<u>Outcome:</u>					
Percent of final inspections that are disapproved	29.6%	31.4%	30.8%	27.7%	26.6%

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 173. 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 conducting associated inspections. Reviews all permits for structures that are being located within the 100 year flood plain for compliance with Harford County Code Chapter 161 and the Harford County Building Code. The Division is the Department's representative in working with the Emergency Operations Center regarding mitigation and preparation for disasters. This office provides damage assessment training to the Department's inspectors and works with the Animal Control Division regarding pet sheltering. This office administers the licensing of Harford County Towers in accordance with Harford County Code Chapter 273. Coordinates and reviews all concert/event permits in accordance with Harford County Code Chapter 68. This division also reviews and comments on all Zoning Certificates regarding public events.

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 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 '13 - '14 GOAL:

- 2 PROVIDE DETAILED DOCUMENTATION REGARDING ALL DEMOLITION PROJECTS WITHIN THE COUNTY TO FACILITATE THE ENFORCEMENT OF HARFORD COUNTY CODE, SECTION 123-60 (PER COUNCIL BILL 05-21)

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Manufactured Housing/Abandoned Property

INDEX: 266000

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	194,126	203,803	182,572	204,409	204,409
20	CONTRACTUAL SERVICES	12,371	24,888	36,030	37,230	37,230
30	SUPPLIES & MATERIALS	951	1,123	1,150	1,050	1,050
40	BUSINESS & TRAVEL	82	324	315	515	515
	GRAND TOTAL	207,530	230,138	220,067	243,204	243,204
<u>FUNDING SOURCE:</u>						
11	GENERAL	207,530	230,138	220,067	243,204	243,204

FINANCIAL NOTES:

The \$23,137 net increase in funding for Inspections, Licenses, & Permits - Manufactured Housing/Abandoned Property is the result of:

	FY 13	FY 14	CHANGE
o	129,173	136,573	7,400 Full Time Salaries 7,400 Salary Adjustments based on the recommendations of the Department of Human Resources
o		6,573	6,573 FY 13 Merit increase of 4% for eligible staff
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	11,626	13,657	2,031 Pension/Retirement rate adjustments per Treasury's estimates

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Manufactured Housing/Abandoned Property

INDEX: 266000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE
o	3,475	3,633	158 Workers' Compensation rate adjustments per Treasury's estimates
o	28,136	28,681	545 Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	9,882	10,448	566 FICA adjustment
o	1,030	2,230	1,200 Telephone Service - increase provides Verizon service for two new iPads @ \$ 50 per month for new EnerGov system
o	35,000	35,000	0 Other Professional Services - razing and boarding of structures , abate sediment & erosion, concentration on Enterprise Zones

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: MANUFACTURED HOUSING/ABANDONED PROPERTY

Index No. 266000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Housing Services	1.00	83,773	1.00	83,773	1.00	87,124
Inspector II	1.00	43,900	1.00	45,400	0.00	0
Inspector III	0.00	0	0.00	0	1.00	54,912 A
SALARY TOTAL	2.00	127,673	2.00	129,173	2.00	142,036
OTHER PERSONAL SERVICES						
Pension & Retirement		16,597		11,626		14,204
Workers' Compensation		2,975		3,475		3,778
Health Benefits		28,171		28,136		28,681
PEHP		0		0		4,564
FICA		9,767		9,882		10,866
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		57,790		53,399		62,373
TOTAL 27TH PAY COST		5,925		0		0
TOTAL PERSONAL SERVICES	2.00	191,388	2.00	182,572	2.00	204,409

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Inspector II position upgraded to an Inspector III - #3338

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	533,536	561,669	500,713	541,919	541,919
20	CONTRACTUAL SERVICES	4,433	2,817	5,000	7,200	7,200
30	SUPPLIES & MATERIALS	3,548	5,287	6,575	6,675	6,675
40	BUSINESS & TRAVEL	45,945	54,580	62,115	62,115	62,115
70	MISCELLANEOUS	450,000	450,000	1,000	1,000	1,000
80	INTER-GOVERNMENTAL/INTERFUND	0	31	0	0	0
	GRAND TOTAL	1,037,462	1,074,384	575,403	618,909	618,909
<u>FUNDING SOURCE:</u>						
11	GENERAL	1,037,462	1,074,384	575,403	618,909	618,909

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS**DIVISION: Animal Control****INDEX: 267000****FINANCIAL NOTES:**

The \$43,506 net increase in funding for Inspections, Licenses & Permits - Animal Control is the result of:

	FY 13	FY 14	CHANGE
o		16,457	16,457 FY 13 Merit increase of 4% for eligible staff
o		9,127	9,127 PEHP (Post Employment Health Plan)
o	87,798	100,103	12,305 Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	30,762	34,181	3,419 Pension/Retirement rate adjustments per Treasury's estimates
o	9,420	9,318	(102) Workers' Compensation rate adjustments per Treasury's estimates
o	3,700	6,400	2,700 Telephone Service - increase provides Verizon service for six new iPads, for field officers @ \$ 50 per month for new EnerGov system offset slightly based on actual expense history.
o	500	0	(500) Communication Service - now using County wide radio system vs old stand alone system
o	2,900	3,000	100 Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change
	700	800	100 General Office Supplies
	1,500	1,400	(100) Printing - Commercial
	700	800	100 General Office Mailing
	2,900	3,000	100
o	1,000	1,000	0 Confidential Expenses - funding for Humane Animal Rescue and Care

DIVISION STAFF SUMMARY

DEPARTMENT: INSPECTIONS, LICENSES AND PERMITS
DIVISION: ANIMAL CONTROL

Index No. 267000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	42,760	1.00	42,760	1.00	44,471
Animal Control Officer II	5.00	208,108	5.00	208,108	5.00	216,432
Chief Animal Control Officer	1.00	62,484	1.00	62,484	1.00	64,983
Clerk Typist	1.00	28,453	1.00	28,453	1.00	29,591
SALARY TOTAL	8.00	341,805	8.00	341,805	8.00	355,477
OTHER PERSONAL SERVICES						
Pension & Retirement		44,435		30,762		35,548
Workers' Compensation		8,174		9,420		9,690
Health Benefits		88,087		87,798		100,103
Overtime & Shift Differential		3,400		3,400		3,400
PEHP		0		0		9,127
FICA		26,408		26,408		27,454
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		171,624		158,908		186,442
TOTAL 27TH PAY COST		15,871		0		0
TOTAL PERSONAL SERVICES	8.00	529,300 *	8.00	500,713	8.00	541,919

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: INSPECTIONS, LICENSES & PERMITS

DIVISION: Humane Society

INDEX: 268000

ORIGIN/PURPOSE:

This index is strictly used to provide funding for The Humane Society of Harford County.

The Humane Society of Harford County promotes the humane treatment of homeless, stray and abandoned animals by providing shelter, care, adoptions and community education.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	0	0	550,000	0	0
	GRAND TOTAL	<u>0</u>	<u>0</u>	<u>550,000</u>	<u>0</u>	<u>0</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>0</u>	<u>0</u>	<u>550,000</u>	<u>0</u>	<u>0</u>

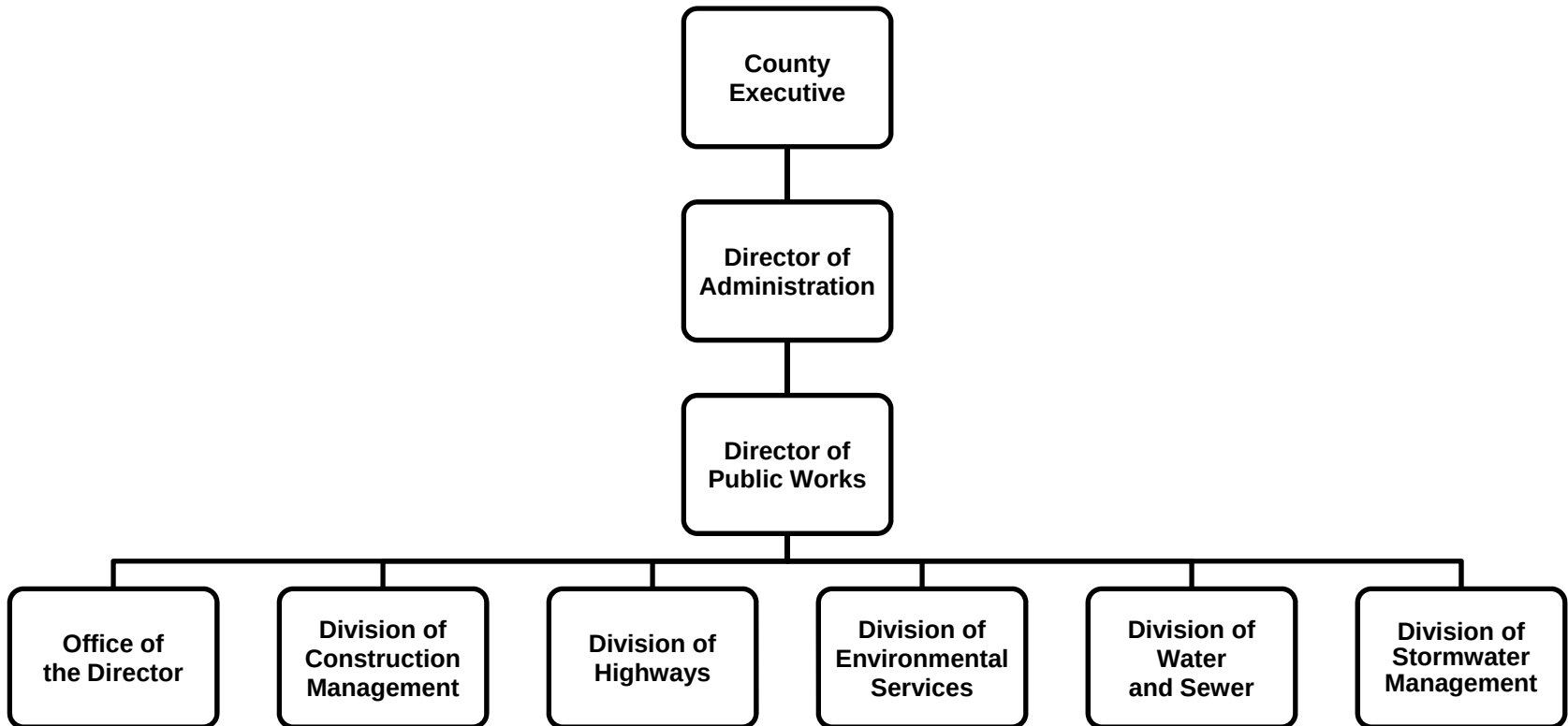
FINANCIAL NOTES:

The (\$550,000) net decrease in funding for Inspections, Licenses & Permits - Humane Society is the result of:

	FY 13	FY 14	CHANGE
o	550,000	0	(550,000) Payment to Other Government Agencies - County's support of the Humane Society of Harford County for animal housing and care has been moved under miscellaneous index 709110 per Council Amendments # 11 and # 12

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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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	34,713,354	35,468,855	34,020,022	35,616,139	35,616,139
20	CONTRACTUAL SERVICES	18,144,853	18,257,679	20,550,370	21,880,763	21,880,763
30	SUPPLIES & MATERIALS	4,950,103	4,676,161	6,108,320	6,612,305	6,612,305
40	BUSINESS & TRAVEL	2,263,655	2,417,104	2,448,630	2,657,215	2,657,215
50	CAPITAL OUTLAY	596,684	556,136	858,687	946,140	946,140
70	MISCELLANEOUS	16,040,461	15,759,934	16,589,566	19,820,061	17,180,052
80	INTER-GOVERNMENTAL/INTER-FUND	1,888,119	526,147	625,300	626,625	626,625
	GRAND TOTAL	78,597,229	77,662,016	81,200,895	88,159,248	85,519,239
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	2,349,543	2,538,173	2,424,295	2,567,218	2,567,218
25	HIGHWAYS	28,995,791	26,649,926	28,719,333	28,512,536	28,512,536
29	STORMWATER MANAGEMENT	0	0	0	3,900,000	1,259,991
51	WATER & SEWER OPERATING	35,524,156	36,340,119	37,580,597	40,050,819	40,050,819
55	SOLID WASTE SERVICES	11,727,739	12,133,798	12,476,670	13,128,675	13,128,675
	GRAND TOTAL	78,597,229	77,662,016	81,200,895	88,159,248	85,519,239

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

	AUDITED FY 11	AUDITED FY 12	ENACTED FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY DIVISION BY FUND:</u>					
<u>GENERAL FUND:</u>					
301111 BUREAU OF ENVIRONMENTAL SERVICES					
ADMINISTRATION & ENGINEERING	665,934	841,982	748,567	797,328	797,328
301241 RECYCLING	1,499,524	1,510,085	1,462,278	1,579,555	1,579,555
301251 POST CLOSURE	122,422	129,943	134,750	138,275	138,275
301261 SCARBORO REMEDIATION	45,188	40,663	53,700	42,060	42,060
301520 ENVIRONMENTAL AFFAIRS NOXIOUS WEED	8,000	8,000	8,000	0	0
301530 ENVIRONMENTAL AFFAIRS GYPSY MOTH	8,475	7,500	17,000	10,000	10,000
<u>SOLID WASTE SERVICES:</u>					
301211 BUREAU OF SOLID WASTE MANAGEMENT	3,391,726	3,711,335	3,569,524	3,801,862	3,801,862
301271 WASTE TO ENERGY	8,336,013	8,422,463	8,907,146	9,326,813	9,326,813
<u>HIGHWAYS FUND:</u>					
303110 DIRECTOR OF PUBLIC WORKS	284,215	290,662	279,800	280,464	280,464
303125 BUREAU OF CAPITAL PROJECTS MANAGEMENT	731,235	751,837	687,849	721,778	721,778
303210 BUREAU OF HIGHWAYS ENGINEERING	3,277,322	2,588,040	2,574,071	2,666,674	2,666,674
303220 BUREAU OF CONSTRUCTION INSPECTIONS	2,698,531	2,718,314	2,579,722	2,682,816	2,682,816
303310 BUREAU OF WATER RESOURCES	681,276	1,190,842	1,226,059	0	0
303410 BUREAU OF HIGHWAYS MAINTENANCE	19,709,548	18,646,588	19,905,172	20,694,144	20,694,144
303430 SNOW REMOVAL	1,613,664	463,643	1,466,660	1,466,660	1,466,660
<u>STORMWATER MANAGEMENT:</u>					
303320 STORMWATER MANAGEMENT	0	0	0	3,900,000	1,259,991
<u>WATER & SEWER FUND:</u>					
BUREAU OF WATER & SEWER ADMINISTRATION	2,967,506	2,566,952	3,030,993	3,399,917	3,399,917
WATER & SEWER DEPRECIATION	9,126,524	9,638,801	9,200,000	9,200,000	9,200,000
BUREAU OF WATER & SEWER ENGINEERING	1,188,083	1,195,087	1,268,754	1,318,138	1,318,138
BUREAU OF WATER & SEWER MAINTENANCE	6,112,298	6,367,236	6,564,242	6,939,334	6,939,334
WATER & SEWER WASTEWATER PROCESSING	10,202,345	10,194,647	10,824,889	12,114,644	12,114,644
WATER & SEWER WATER PRODUCTION	5,927,400	6,377,396	6,691,719	7,078,786	7,078,786
GRAND TOTAL	78,597,229	77,662,016	81,200,895	88,159,248	85,519,239

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - GENERAL FUND</u>						
Administrative Assistant I	1.00	33,100	1.00	33,100	0.00	0
Administrative Assistant II	0.00	0	0.00	0	1.00	38,792
Chief, Engineering Division	1.00	116,534	1.00	116,534	1.00	118,934
Civil Engineer IV	1.00	100,884	1.00	100,884	1.00	104,919
Deputy Director of Public Works	1.00	122,361	1.00	122,361	1.00	124,862
Engineering Associate IV	1.00	74,511	1.00	74,511	1.00	77,491
Equipment Operator	3.00	126,107	3.00	126,107	3.00	131,151
Equipment Repair Specialist	1.00	53,460	1.00	53,460	1.00	55,598
Laborer	7.00	188,006	7.00	175,477	7.00	192,556
Management Assistant II	1.00	58,357	1.00	58,357	1.00	60,692
Recycling Program Coordinator	1.00	56,657	1.00	45,000	1.00	45,000
Recycling Program Manager	1.00	98,011	1.00	98,011	1.00	101,931
Senior Equipment Operator	3.00	128,124	3.00	128,348	3.00	133,482
Weighmaster/Attendant I	0.00	0	0.00	0	1.00	27,248
Weighmaster/Attendant II	1.00	44,029	1.00	44,029	1.00	45,790
Weighmaster/Attendant Trainee	1.00	23,700	1.00	23,700	0.00	0
TOTAL FULL-TIME SALARIES		1,223,841		1,199,879		1,258,446
TEMPORARY SALARIES		0		6,590		0
TOTAL 27TH PAY COST		56,857		0		0
SUB-TOTAL GENERAL FUND SALARIES	24.00	1,280,698	24.00	1,206,469	24.00	1,258,446

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - SOLID WASTE SERVICES</u>						
Administrative Assistant I	1.00	47,896	1.00	47,896	1.00	49,812
Administrative Assistant II	1.00	39,132	1.00	39,132	0.00	0
Administrative Specialist I	1.00	49,063	1.00	49,063	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	52,556
Chauffeur - Laborer	1.00	38,248	0.00	0	0.00	0
Chief, Solid Waste Management	1.00	101,865	1.00	101,865	1.00	80,000
Civil Engineer I	1.00	43,900	0.00	0	0.00	0
Clerk Typist	0.00	0	0.00	0	1.00	42,263
Crew Chief	3.00	186,081	3.00	186,081	3.00	193,524
Crew Leader I	1.00	33,100	1.00	33,100	1.00	34,424
Engineering Associate II	0.00	0	1.00	54,556	1.00	56,739
Equipment Operator	3.00	149,733	2.00	102,189	2.00	106,277
Equipment Operator Trainee	0.00	0	1.00	32,000	1.00	33,280
Equipment Repair Specialist	1.00	53,460	1.00	53,460	1.00	55,598
Laborer	4.00	121,711	5.00	183,513	5.00	186,552
Landfill Supervisor	1.00	61,351	1.00	61,351	1.00	63,805
Senior Equipment Operator	7.00	294,129	7.00	289,829	7.00	297,854
Weighmaster/Attendant I	1.00	30,857	1.00	30,857	1.00	32,091
Weighmaster/Attendant II	5.00	237,457	5.00	245,057	5.00	254,859
Weighmaster/Attendant Trainee	1.00	23,700	1.00	23,700	0.00	0
TOTAL FULL-TIME SALARIES	33.00	1,511,683	33.00	1,533,649	32.00	1,539,634
PART-TIME SALARIES						
Laborer	0.00	0	0.60	13,566	0.60	13,566
Senior Equipment Operator	0.60	24,960	0.60	24,960	0.60	25,958
TOTAL PART-TIME SALARIES	0.60	24,960	1.20	38,526	1.20	39,524
TEMPORARY SALARIES		13,900		0		0
TOTAL 27TH PAY COST		72,246		0		0
SUB-TOTAL SOLID WASTE SALARIES	33.60	1,622,789	34.20	1,572,175	33.20	1,579,158

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - HIGHWAYS FUND</u>						
Accounting Clerk I	0.00	0	1.00	30,200	0.00	0
Accounting Clerk II	1.00	46,568	0.00	0	1.00	33,100
Administrative Assistant II	8.00	409,311	9.00	451,701	9.00	469,768
Administrative Budget Technician I	2.00	117,736	2.00	117,736	1.00	44,019
Administrative Budget Technician II	1.00	68,328	1.00	68,328	3.00	197,180
Administrative Specialist I	3.00	162,163	3.00	162,163	2.00	118,285
Asset Manager	1.00	74,124	0.00	0	0.00	0
Central Stores Coordinator	0.00	0	1.00	39,063	1.00	40,626
Central Stores Manager	1.00	40,650	1.00	46,159	1.00	48,006
Chauffeur-Laborer	26.00	852,583	33.00	1,055,334	29.00	952,525
Chief, Bureau of Construction Management	1.00	87,877	1.00	87,877	1.00	91,392
Chief, Construction Inspector	4.00	312,532	4.00	295,876	3.00	234,593
Chief, Engineering Division	1.00	120,025	1.00	120,025	1.00	120,025
Chief, Highways Division	1.00	86,292	1.00	86,292	1.00	89,744
Chief, Vertical Inspector	1.00	75,475	1.00	75,475	1.00	78,494
Civil Engineer II	4.00	275,473	4.00	275,473	1.00	55,632
Civil Engineer III	6.00	592,273	6.00	592,273	5.00	520,247
Civil Engineer IV	2.00	214,829	2.00	214,829	1.00	109,897
Communications Specialist II	1.00	49,942	1.00	49,942	1.00	51,940
Crew Chief	12.00	593,501	12.00	592,647	12.00	600,109
Deputy Director of Public Works	2.00	228,849	2.00	228,849	2.00	234,528
Director of Public Works	1.00	122,160	1.00	122,160	1.00	110,933
Drafting Technician I	1.00	53,529	1.00	53,529	1.00	55,670
Engineering Associate I	3.00	119,843	2.00	79,668	1.00	48,431
Engineering Associate II	1.00	48,219	2.00	89,599	2.00	87,448
Engineering Associate IV	3.00	217,016	3.00	217,016	2.00	144,232
Engineering Associate V	4.00	318,958	4.00	318,958	2.00	155,534
Engineering Records Technician	1.00	70,963	1.00	70,963	1.00	73,802

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - HIGHWAYS FUND</u>						
Equipment Operator	23.00	855,725	20.00	730,997	19.00	702,977
Equipment Operator Trainee	8.00	256,632	2.00	60,400	4.00	127,120
Equipment Repair Specialist	6.00	294,519	6.00	291,779	6.00	303,451
GIS Analyst II	1.00	56,657	1.00	56,000	1.00	56,000
GIS Coordinator	1.00	66,270	1.00	66,270	1.00	68,921
Inspector I	0.00	0	1.00	37,300	0.00	0
Inspector II	14.00	716,083	13.00	661,151	13.00	676,066
Inspector III	8.00	521,505	8.00	494,724	8.00	514,514
Laborer	5.00	160,849	5.00	161,214	5.00	167,663
Land Surveyor	1.00	84,090	1.00	84,090	1.00	87,454
Maintenance Supervisor	6.00	384,512	6.00	382,928	7.00	438,286
Management Assistant I	1.00	64,345	1.00	58,540	1.00	60,882
Management Assistant II	1.00	78,332	1.00	78,332	1.00	81,465
Road Marking Equipment Operator I	1.00	33,100	2.00	66,200	3.00	113,195
Road Marking Equipment Operator II	2.00	74,600	2.00	74,600	2.00	77,584
Road Marking Equipment Operator III	1.00	53,892	1.00	53,892	1.00	56,048
Senior Equipment Operator	15.00	646,629	15.00	646,629	14.00	604,030
Superintendent Highways	2.00	128,617	2.00	128,617	2.00	133,762
Trades/Laborer	5.00	195,976	5.00	184,732	5.00	190,914
Traffic Operations Supervisor	2.00	119,678	2.00	119,678	2.00	124,465
Traffic Sign Mechanic I	3.00	84,507	0.00	0	0.00	0
Traffic Sign Mechanic II	1.00	37,930	4.00	131,400	4.00	136,656
Traffic Sign Mechanic III	1.00	45,274	1.00	45,274	1.00	47,085
Utility Worker I	3.00	110,615	3.00	110,093	4.00	147,597
Utility Worker II	2.00	91,192	3.00	140,091	3.00	144,203
TOTAL FULL-TIME SALARIES	205.00	10,520,748	206.00	10,407,066	194.00	9,826,498
TOTAL 27TH PAY COST		489,180		0		0
SUB-TOTAL HIGHWAYS FUND SALARIES	205.00	11,009,928	206.00	10,407,066	194.00	9,826,498

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - STORMWATER MANAGEMENT FUND</u>						
Administrative Specialist I	0.00	0	0.00	0	1.00	50,365
Chief, Construction Inspector	0.00	0	0.00	0	1.00	73,118
Civil Engineer II	0.00	0	0.00	0	3.00	189,007
Civil Engineer III	0.00	0	0.00	0	1.00	92,307
Civil Engineer IV	0.00	0	0.00	0	1.00	113,525
Engineering Associate II	0.00	0	0.00	0	1.00	43,035
Engineering Associate IV	0.00	0	0.00	0	1.00	81,465
Engineering Associate V	0.00	0	0.00	0	2.00	176,182
Inspector II	0.00	0	0.00	0	1.00	43,900
SUB-TOTAL STORMWATER MANAGEMENT SALARIES	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>12.00</u>	<u>862,904</u>

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Accountant III	1.00	101,865	1.00	101,865	1.00	105,939
Administrative Assistant I	1.00	40,107	1.00	40,107	2.00	74,812
Administrative Assistant II	7.00	329,494	6.00	284,127	5.00	252,316
Administrative Specialist II	1.00	79,375	1.00	79,375	1.00	82,550
Assistant Superintendent	8.00	640,530	8.00	622,635	8.00	647,542
Central Stores Manager	2.00	81,413	2.00	81,413	2.00	84,669
Chemist	1.00	57,260	1.00	57,260	1.00	59,549
Chief, Engineering Division	1.00	71,400	1.00	71,400	1.00	71,400
Chief, Water & Sewer	3.00	351,042	3.00	351,042	3.00	351,043
Civil Engineer I	1.00	43,900	1.00	43,900	1.00	45,656
Civil Engineer II	2.00	115,157	2.00	115,157	2.00	117,867
Civil Engineer III	4.00	379,681	4.00	379,681	4.00	394,871
Civil Engineer IV	1.00	110,992	1.00	110,992	1.00	114,629
Clerk Typist	0.00	0	1.00	27,500	0.00	0
Computer Records Assistant	1.00	43,892	0.00	0	0.00	0
Computer System Engineer III	2.00	146,208	2.00	146,208	2.00	152,056
Database Administrator	1.00	69,795	1.00	69,795	1.00	72,587
Deputy Director Public Works	1.00	122,179	1.00	122,179	1.00	124,862
Drafting Technician II	1.00	56,112	1.00	56,112	1.00	58,358
Electrician	1.00	44,322	1.00	44,322	1.00	46,095
Engineering Associate III	1.00	51,852	1.00	51,852	0.00	0
Engineering Associate IV	0.00	0	0.00	0	1.00	56,621
Equipment Repair Specialist	1.00	37,300	1.00	37,300	1.00	38,792
GIS Coordinator	1.00	70,094	1.00	70,094	1.00	72,896
Instrumentation Technician	1.00	56,136	1.00	56,136	1.00	58,381
Laboratory Technician	5.00	226,683	5.00	226,683	5.00	235,751
Management Assistant II	3.00	230,153	3.00	230,153	3.00	216,268

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Plant Operations Manager	2.00	162,651	2.00	162,651	2.00	169,157
Plant Operator (Water/Wastewater)	18.00	832,301	16.00	739,423	14.00	647,991
Plant Operator Trainee I (Water/Wastewater)	5.00	139,089	11.00	302,500	4.00	110,000
Plant Operator Trainee II (Water/Wastewater)	7.00	233,743	3.00	99,300	13.00	436,919
Plant Superintendent Water & Sewer	3.00	266,433	3.00	257,295	3.00	264,475
Pretreatment Inspector	1.00	43,900	1.00	43,900	1.00	45,656
Process Engineer	2.00	160,520	2.00	144,167	2.00	147,614
Senior Electric Water & Sewer	1.00	58,335	1.00	58,335	1.00	60,668
Senior Instrument Technician	1.00	61,897	1.00	61,897	1.00	64,371
Senior Laboratory Technician	1.00	47,400	1.00	47,400	1.00	49,296
Senior Plant Operator	8.00	455,884	5.00	305,757	3.00	196,419
Senior W/WW Facility Mechanic	3.00	171,507	3.00	171,507	4.00	243,528
Shift Supervisor/Plant Operations	6.00	392,791	6.00	396,543	6.00	412,407
Superintendent of Laboratories	1.00	65,409	1.00	65,409	1.00	68,025
Superintendent of Water & Sewer Facilities	1.00	90,507	1.00	90,507	1.00	94,127
Water & Sewer Facilities Maintenance Specialist	1.00	66,544	1.00	66,544	1.00	69,206
Water & Sewer Permits Technician	1.00	35,600	1.00	35,600	2.00	73,030
Water & Sewer Utility Crew Chief	6.00	310,710	6.00	310,710	6.00	323,139
Water & Sewer Utility Technician I	0.00	0	0.00	0	1.00	39,900
Water & Sewer Utility Technician II	1.00	63,799	1.00	63,799	1.00	66,351
Water & Sewer Utility Technician III	3.00	189,575	2.00	130,634	2.00	135,858
Water & Sewer Utility Worker I	3.00	126,962	5.00	181,590	7.00	233,569
Water & Sewer Utility Worker II	15.00	461,609	11.00	334,544	5.00	148,411
Water & Sewer Utility Worker III (Certified)	3.00	112,547	3.00	112,547	6.00	230,442
Water & Sewer Utility Worker III (Non-Certified)	3.00	103,093	6.00	196,859	5.00	164,535
Water & Sewer Utility Worker IV	2.00	104,677	2.00	104,677	4.00	189,496
Water/Wastewater Facility Mechanic	9.00	455,104	9.00	455,104	9.00	440,021
Water/Wastewater Facility Mechanic Trainee	0.00	0	4.00	132,400	4.00	132,400

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Water Meter Mechanic I	1.00	51,958	1.00	27,500	1.00	28,600
Water Meter Mechanic II	7.00	293,227	7.00	293,227	7.00	295,415
Water Meter Technician I	2.00	107,784	2.00	107,784	2.00	112,096
Water Meter Technician II	1.00	57,814	1.00	57,814	1.00	60,127
FULL-TIME SALARIES	170.00	9,280,312	170.00	9,035,212	171.00	9,288,759
SALARY OFFSET		(11,744)		(11,744)		0
TOTAL FULL-TIME SALARIES	170.00	9,268,568	170.00	9,023,468	171.00	9,288,759
TEMPORARY SALARIES		107,243		99,778		53,544
TOTAL 27TH PAY COST		440,046		0		0
SUB-TOTAL WATER & SEWER SALARIES	170.00	9,815,857	170.00	9,123,246	171.00	9,342,303
<u>OTHER PERSONAL SERVICES</u>						
Pension & Retirement		2,961,601		2,018,383		2,288,321
Workers' Compensation		725,715		824,063		835,757
Health Benefits		5,611,790		5,493,335		5,617,522
PEHP		0		0		401,605
Overtime & Shift Differential		1,443,722		1,500,591		1,669,100
FICA		1,837,108		1,813,654		1,873,485
Miscellaneous		60,900		61,040		61,040
TOTAL OTHER PERSONAL SERVICES		12,640,836		11,711,066		12,746,830

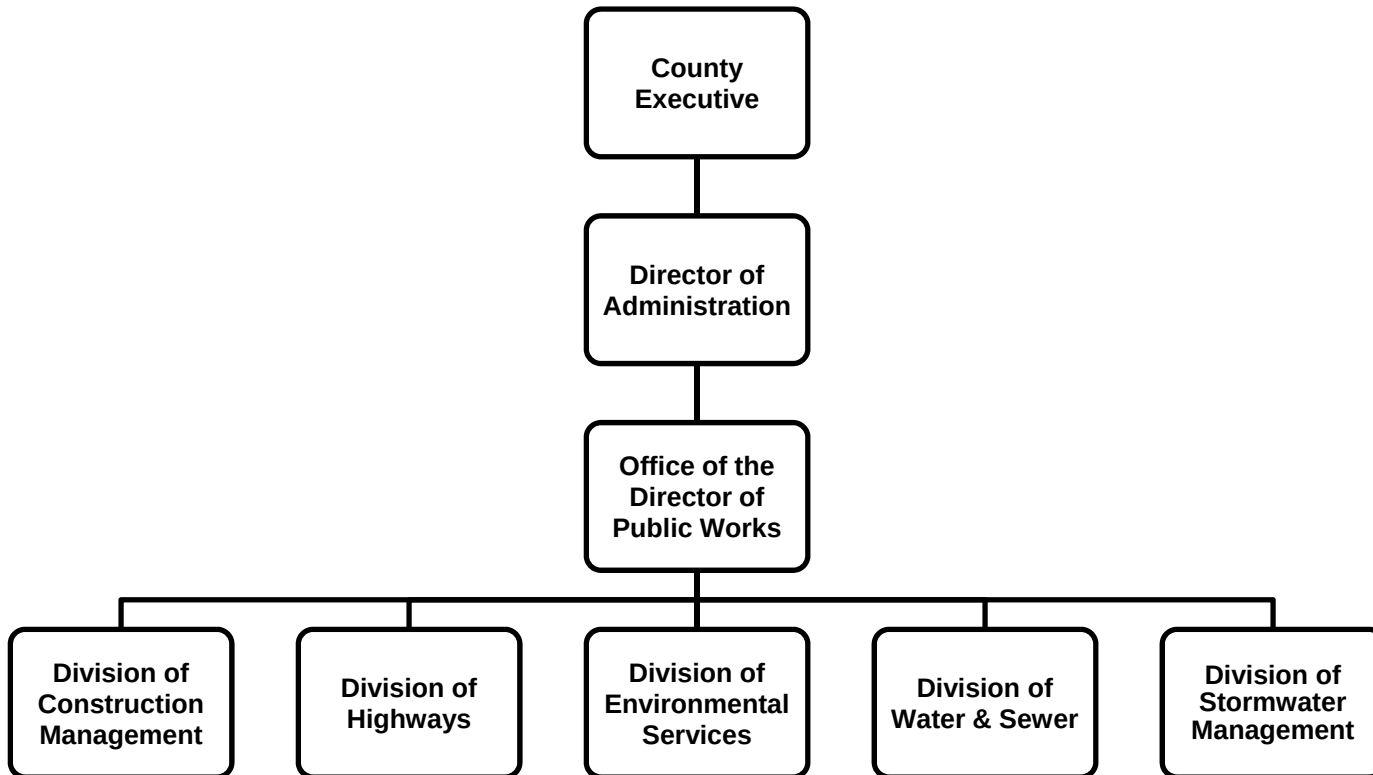
STAFF SUMMARY

	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - DEPARTMENT TOTALS</u>						
FULL-TIME SALARIES	432.00	22,536,584	433.00	22,175,806	433.00	22,776,241
SALARY OFFSET		(11,744)		(11,744)		0
TOTAL PART-TIME SALARIES	0.60	24,960	1.20	38,526	1.20	39,524
TOTAL DEPARTMENTAL TEMPORARY SALARIES		121,143		106,368		53,544
TOTAL OTHER PERSONAL SERVICES		12,640,836		11,711,066		12,746,830
TOTAL 27TH PAY COST		1,058,329		0		0
DEPARTMENTAL SALARY TOTAL	<u>432.60</u>	<u>36,370,108</u>	<u>434.20</u>	<u>34,020,022</u>	<u>434.20</u>	<u>35,616,139</u>

* FY 12 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. 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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	261,202	271,049	258,340	258,189	258,189
20	CONTRACTUAL SERVICES	14,507	15,433	15,910	15,910	15,910
30	SUPPLIES & MATERIALS	98	693	910	975	975
40	BUSINESS & TRAVEL	2,243	2,932	3,940	4,690	4,690
80	INTER-GOV'T/INTER-FUND	6,165	555	700	700	700
	GRAND TOTAL	284,215	290,662	279,800	280,464	280,464
	<u>FUNDING SOURCE:</u>					
25	HIGHWAYS	284,215	290,662	279,800	280,464	280,464

DEPARTMENT: PUBLIC WORKS**DIVISION: Director's Office****INDEX: 303110****FINANCIAL NOTES:**

The \$664 net increase in funding for the Director's Office is the result of:

	FY 13	FY 14	CHANGE	
o	190,488	179,261	(11,227)	Full Time Salaries (11,227) Staff Turnover <u>(5.89%)</u>
o		3,222	3,222	FY 13 Merit increase of 4% for eligible staff
o		4,564	4,564	PEHP (Post Employment Health Plan)
o	17,144	17,926	782	Pension/Retirement rate adjustments per Treasury's estimates
o	36,370	38,810	2,440	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	13,620	13,714	94	FICA adjustment
o	200	200	0	Other Professional Services - consultant fees as needed
o	11,310	11,310	0	Financial Audit - Highways' share of the County Audit per Treasury
o	3,550	4,300	750	Line items significantly adjusted, based on actual expense history:

	FY 13	FY 14	Change	
	1,700	2,200	500	Telephone Service
	500	0	(500)	Fax Service
	300	400	100	Meals
	900	1,500	600	Lodging
	150	200	50	Professional Books & Periodicals
	<u>3,550</u>	<u>4,300</u>	<u>750</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - OFFICE OF THE DIRECTOR - HIGHWAYS FUND
 DIVISION: DIRECTOR OF PUBLIC WORKS

Index No. 303110

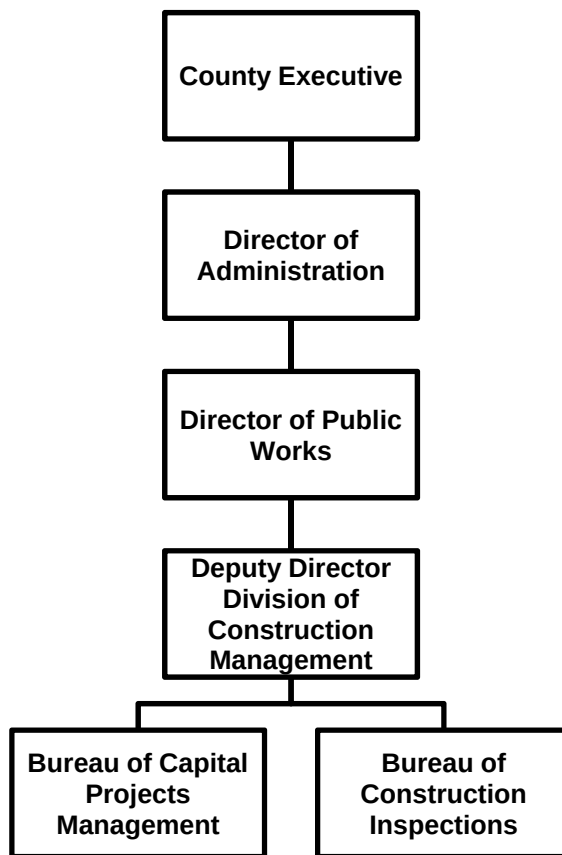
POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Budget Technician II	1.00	68,328	1.00	68,328	1.00	71,061
Director of Public Works	1.00	122,160	1.00	122,160	1.00	110,933
TOTAL FULL-TIME SALARIES	2.00	190,488	2.00	190,488	2.00	181,994
OTHER PERSONAL SERVICES						
Pension		24,763		17,144		18,199
Workers' Compensation		381		438		419
Health Benefits		37,422		36,370		38,810
PEHP		0		0		4,564
FICA		13,620		13,620		13,923
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		76,466		67,852		76,195
TOTAL 27TH PAY COST		8,802		0		0
TOTAL PERSONAL SERVICES	2.00	266,954 *	2.00	258,340	2.00	258,189

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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 '13 - '14 KEY GOAL:

- 1 TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	3,051,275	3,143,239	2,895,916	3,031,419	3,031,419
20	CONTRACTUAL SERVICES	239,303	214,774	255,350	254,900	254,900
30	SUPPLIES & MATERIALS	16,046	18,403	17,150	18,050	18,050
40	BUSINESS & TRAVEL	76,139	89,414	95,155	96,225	96,225
50	CAPITAL OUTLAY	2,013	737	0	0	0
80	INTER-GOVERNMENTAL/INTER-FUND	44,990	3,584	4,000	4,000	4,000
	GRAND TOTAL	3,429,766	3,470,151	3,267,571	3,404,594	3,404,594
	<u>SUMMARY BY FUND:</u>					
25	HIGHWAYS	3,429,766	3,470,151	3,267,571	3,404,594	3,404,594
	GRAND TOTAL	3,429,766	3,470,151	3,267,571	3,404,594	3,404,594
	<u>SUMMARY BY DIVISION:</u>					
303125	BUREAU OF CAPITAL PROJECTS MANAGEMENT	731,235	751,837	687,849	721,778	721,778
303220	BUREAU OF CONSTRUCTION INSPECTIONS	2,698,531	2,718,314	2,579,722	2,682,816	2,682,816
	GRAND TOTAL	3,429,766	3,470,151	3,267,571	3,404,594	3,404,594

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

FINANCIAL NOTES:

The \$137,023 net increase in funding for Division of Construction Management is the result of:

	FY 13	FY 14	CHANGE	
o	1,985,417	1,981,429	(3,988)	Full Time Salaries
			1,990	Salary adjustments based on the recommendations of the Department of Human Resources
			(5,978)	Staff Turnover (0.30%)
			<u>(3,988)</u>	
o		88,239	88,239	FY 13 Merit increase of 4% for eligible staff
o		31,946	31,946	PEHP (Post Employment Health Plan)
o	178,688	198,143	19,455	Pension/Retirement rate adjustments per Treasury's estimates
o	44,533	43,884	(649)	Workers' Compensation rate adjustments per Treasury's estimates
o	422,187	422,699	512	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	139,950	137,900	(2,050)	Space & Real Estate Rental - rent for offices at 15 N. Bond Street per Property Manager
o	61,750	61,750	0	Other Professional Services - technical study to recommend standards for application of green or sustainable design to capital projects and engineering services for soil tests, boring, concrete, asphalt, etc.
o	38,075	41,675	3,600	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	19,500	21,000	1,500	Telephone Service
	3,000	4,000	1,000	General Office Supplies
	4,500	3,900	(600)	Duplicating Machine Supplies
	2,600	3,600	1,000	Safety Equipment
	300	0	(300)	Paint
	3,700	4,700	1,000	Non-Targeted Charges - FVS
	375	175	(200)	Mileage
	900	700	(200)	Professional Books
	<u>3,200</u>	<u>3,600</u>	<u>400</u>	Training Seminars, Courses
	<u>38,075</u>	<u>41,675</u>	<u>3,600</u>	

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	164,259	3.00	164,259	3.00	170,829
Administrative Budget Technician I	1.00	66,338	1.00	66,338	0.00	0
Administrative Budget Technician II	0.00	0	0.00	0	1.00	71,061
Chief, Bureau of Construction Management	1.00	87,877	1.00	87,877	1.00	91,392
Chief, Construction Inspector	3.00	242,226	3.00	225,570	3.00	234,593
Chief, Vertical Inspector	1.00	75,475	1.00	75,475	1.00	78,494
Civil Engineer IV	1.00	105,670	1.00	105,670	1.00	109,897
Deputy Director of Public Works	1.00	105,448	1.00	105,448	1.00	109,666
Engineering Associate V	1.00	57,705	1.00	57,705	1.00	60,013
Inspector II	13.00	666,499	13.00	661,151	13.00	676,066
Inspector III	7.00	462,705	7.00	435,924	7.00	453,362
SALARY TOTAL	32.00	2,034,202	32.00	1,985,417	32.00	2,055,373
OTHER PERSONAL SERVICES						
Pension & Retirement		264,446		178,688		205,537
Workers' Compensation		39,707		44,533		45,498
Health Benefits		422,500		422,187		422,699
PEHP		0		0		31,946
Overtime & Shift Differential		101,000		101,000		101,000
FICA		163,458		159,611		164,886
Miscellaneous		4,480		4,480		4,480
TOTAL OTHER PERSONAL SERVICES		995,591		910,499		976,046
TOTAL 27TH PAY COST		94,697		0		0
TOTAL PERSONAL SERVICES	32.00	3,124,490 *	32.00	2,895,916	32.00	3,031,419

* FY 12 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 '13 - '14 GOAL:

1 TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	695,299	722,247	654,669	688,528	688,528
20	CONTRACTUAL SERVICES	13,223	14,273	15,750	15,350	15,350
30	SUPPLIES & MATERIALS	4,707	4,658	4,750	5,150	5,150
40	BUSINESS & TRAVEL	9,063	10,546	12,180	12,250	12,250
80	INTER-GOVERNMENTAL / INTER-FUND	8,943	113	500	500	500
GRAND TOTAL		731,235	751,837	687,849	721,778	721,778
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	731,235	751,837	687,849	721,778	721,778

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Capital Projects Management****INDEX: 303125****FINANCIAL NOTES:**

The \$33,929 net increase in funding for Bureau of Capital Projects Management is the result of:

	FY 13	FY 14	CHANGE
o	459,487	453,509	(5,978) Full Time Salaries (5,978) Staff Turnover (1.30%)
o		19,337	19,337 FY 13 Merit increase of 4% for eligible staff
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	41,354	45,351	3,997 Pension/Retirement rate adjustments per Treasury's estimates
o	7,744	7,497	(247) Workers' Compensation rate adjustments per Treasury's estimates
o	108,877	121,405	12,528 Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	35,227	34,885	(342) FICA adjustment
o	750	750	0 Other Professional Services - technical study to recommend standards for application of green or sustainable design to capital projects
o	10,530	10,600	70 Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
6,500	6,000	(500)	Telephone Service
400	500	100	Fax Services
2,000	2,400	400	Duplicating Machine Supplies
200	0	(200)	Drafting & Display Supplies
0	200	200	Computer Supplies
300	100	(200)	Mileage
800	600	(200)	Professional Books
130	200	70	Membership Fees & Dues
200	600	400	Training Seminars & Courses
<u>10,530</u>	<u>10,600</u>	<u>70</u>	

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 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	57,474	1.00	57,474	1.00	59,773
Chief, Vertical Inspector	1.00	75,475	1.00	75,475	1.00	78,494
Civil Engineer IV	1.00	105,670	1.00	105,670	1.00	109,897
Engineering Associate V	1.00	57,705	1.00	57,705	1.00	60,013
Inspector II	2.00	102,878	2.00	102,878	2.00	99,020
Inspector III	1.00	60,285	1.00	60,285	1.00	62,696
SALARY TOTAL	7.00	459,487	7.00	459,487	7.00	469,893
OTHER PERSONAL SERVICES						
Retirement & Pension		59,733		41,354		46,989
Workers' Compensation		6,704		7,744		7,750
Health Benefits		113,696		108,877		121,405
PEHP		0		0		4,564
Overtime		1,000		1,000		1,000
FICA		35,342		35,227		35,947
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		217,455		195,182		218,635
TOTAL 27TH PAY COST		21,329		0		0
TOTAL PERSONAL SERVICES	7.00	698,271 *	7.00	654,669	7.00	688,528

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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 '13 - '14 GOAL:

- 1 TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,355,976	2,420,992	2,241,247	2,342,891	2,342,891
20	CONTRACTUAL SERVICES	226,080	200,501	239,600	239,550	239,550
30	SUPPLIES & MATERIALS	11,339	13,745	12,400	12,900	12,900
40	BUSINESS & TRAVEL	67,076	78,868	82,975	83,975	83,975
50	CAPITAL OUTLAY	2,013	737	0	0	0
80	INTER-GOVERNMENTAL/INTER-FUND	36,047	3,471	3,500	3,500	3,500
GRAND TOTAL		<u>2,698,531</u>	<u>2,718,314</u>	<u>2,579,722</u>	<u>2,682,816</u>	<u>2,682,816</u>
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	<u>2,698,531</u>	<u>2,718,314</u>	<u>2,579,722</u>	<u>2,682,816</u>	<u>2,682,816</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT**DIVISION: Bureau of Construction Inspections****INDEX: 303220****FINANCIAL NOTES:**

The \$103,094 net increase in funding for Bureau of Construction Inspections is the result of:

	FY 13	FY 14	CHANGE	
o	1,525,930	1,527,920	1,990	Full Time Salaries
			1,990	Salary adjustments based on the recommendations of the Department of Human Resources
o		68,902	68,902	FY 13 Merit increase of 4% for eligible staff
o		27,382	27,382	PEHP (Post Employment Health Plan)
o	137,334	152,792	15,458	Pension/Retirement rate adjustments per Treasury's estimates
o	36,789	36,387	(402)	Workers' Compensation rate adjustments per Treasury's estimates
o	313,310	301,294	(12,016)	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	124,384	124,714	330	FICA adjustments
o	139,950	137,900	(2,050)	Space & Real Estate Rental - lease for offices at 15 N Bond Street per Chief, Property Management
o	22,500	26,500	4,000	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
13,000	15,000	2,000	Telephone Service
2,000	3,000	1,000	General Office Supplies
2,500	1,500	(1,000)	Duplicating Machine Supplies
2,000	3,000	1,000	Safety Equipment
3,000	4,000	1,000	Non Targeted Charges - FVS
<u>22,500</u>	<u>26,500</u>	<u>4,000</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT - HIGHWAYS FUND
DIVISION: BUREAU OF CONSTRUCTION INSPECTIONS

Index No. 303220

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	106,785	2.00	106,785	2.00	111,056
Administrative Budget Technician I	1.00	66,338	1.00	66,338	0.00	0
Administrative Budget Technician II	0.00	0	0.00	0	1.00	71,061
Chief, Bureau of Construction Mgt	1.00	87,877	1.00	87,877	1.00	91,392
Chief, Construction Inspector	3.00	242,226	3.00	225,570	3.00	234,593
Deputy Director of Public Works	1.00	105,448	1.00	105,448	1.00	109,666
Inspector II	11.00	563,621	11.00	558,273	11.00	577,046
Inspector III	6.00	402,420	6.00	375,639	6.00	390,666
SALARY TOTAL	25.00	1,574,715	25.00	1,525,930	25.00	1,585,480
OTHER PERSONAL SERVICES						
Pension & Retirement		204,713		137,334		158,548
Workers' Compensation		33,003		36,789		37,748
Health Benefits		308,804		313,310		301,294
PEHP		0		0		27,382
Overtime		100,000		100,000		100,000
FICA		128,116		124,384		128,939
Miscellaneous		3,500		3,500		3,500
TOTAL OTHER PERSONAL SERVICES		778,136		715,317		757,411
TOTAL 27TH PAY COST		73,368		0		0
TOTAL PERSONAL SERVICES	25.00	2,426,219 *	25.00	2,241,247	25.00	2,342,891

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Budget Technician I position upgraded to an Administrative Budget Technician II - #0724

DPW - CONSTRUCTION MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To ensure effective delivery of the Engineering and Construction programs.

Department Objective

To maintain a level of inspector productivity that is equal to or greater than the industry standard.

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$480,000	\$420,000	\$480,000	\$494,400	\$494,400
Number of staff*	8	7	8	8	8
<u>Output:</u>					
Dollar cost of construction work that was inspected	\$13,711,311	\$10,713,325	\$11,655,209	\$12,500,000	\$12,500,000
<u>Efficiency:</u>					
Construction work inspected per inspector (measured in dollar cost of inspected work)	\$1,713,914	\$1,530,475	\$1,456,901	\$1,562,500	\$1,562,500
Target for each inspector (based on industry standard)	\$1,240,005	\$1,240,005	\$1,240,005	\$1,240,005	\$1,240,005
<u>Service Quality:</u>					
Percent of industry standard achieved	138%	123%	117%	126%	126%
<u>Outcome:</u>					
Inspection costs as a percentage of construction amount	3.5%	3.9%	4.1%	4.0%	4.0%

*includes 6 to 7 County employees and consultants as needed

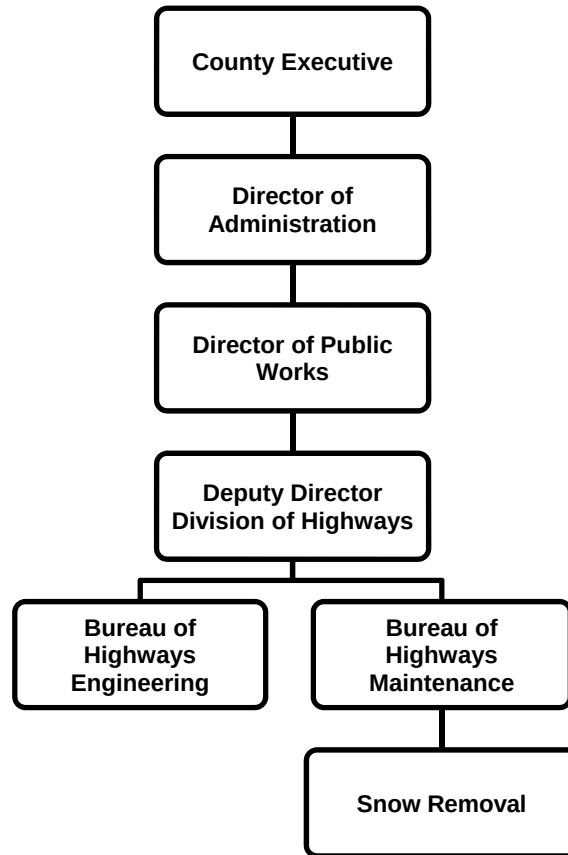
Explanation and Analysis of Performance Measures

Industry standards suggest an annual target for the total value of construction projects that one inspector should be able to inspect. This measure presents the value of construction projects successfully inspected by Harford County inspectors as compared to the industry standard.

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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: All funding transferred to the new Stormwater Management 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 1,055 miles of County roadways; 223 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and over 5,402 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 '13 - '14 KEY GOALS:

- 1 TO MAINTAIN THE CONDITION, EFFICIENCY AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK
- 2 TO PROVIDE SAFE AND WELL MAINTAINED BRIDGES

PUBLIC WORKS - DIVISION OF HIGHWAYS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	13,094,629	12,740,837	12,745,840	12,077,420	12,077,420
20	CONTRACTUAL SERVICES	2,829,694	2,695,820	3,083,020	3,130,000	3,130,000
30	SUPPLIES & MATERIALS	2,386,274	1,745,864	2,650,890	2,652,215	2,652,215
40	BUSINESS & TRAVEL	1,264,541	1,162,069	1,388,500	1,358,450	1,358,450
50	CAPITAL OUTLAY	7,719	6,241	4,000	4,000	4,000
70	MISCELLANEOUS	4,982,491	4,537,748	5,299,112	5,604,768	5,604,768
80	INTER-GOVERNMENTAL/INTER-FUND	716,462	534	600	625	625
	GRAND TOTAL	25,281,810	22,889,113	25,171,962	24,827,478	24,827,478

SUMMARY BY FUND:

25	HIGHWAYS	25,281,810	22,889,113	25,171,962	24,827,478	24,827,478
	GRAND TOTAL	25,281,810	22,889,113	25,171,962	24,827,478	24,827,478

SUMMARY BY DIVISION:

303210	BUREAU OF HIGHWAYS ENGINEERING	3,277,322	2,588,040	2,574,071	2,666,674	2,666,674
303310	BUREAU OF WATER RESOURCES	681,276	1,190,842	1,226,059	0	0
303410	BUREAU OF HIGHWAYS MAINTENANCE	19,709,548	18,646,588	19,905,172	20,694,144	20,694,144
303430	SNOW REMOVAL	1,613,664	463,643	1,466,660	1,466,660	1,466,660
	GRAND TOTAL	25,281,810	22,889,113	25,171,962	24,827,478	24,827,478

PUBLIC WORKS - DIVISION OF HIGHWAYS

FINANCIAL NOTES:

The (\$344,484) net decrease in funding for Division of Highways is the result of:

	FY 13	FY 14	CHANGE	
o	8,231,161	8,198,222	(32,939)	Full Time Salaries
			25,942	Salary adjustments based on the recommendations of the Department of Human Resources
			(58,881)	Staff Turnover (0.72%)
			<u>(32,939)</u>	
o	(1,213,840)	(1,213,840)		Positions abolished and created under the new Stormwater Management Fund:
			# of Positions	Salary
			(1.00)	(50,365)
			(1.00)	(37,300)
			(1.00)	(73,118)
			(3.00)	(227,328)
			(1.00)	(92,307)
			(1.00)	(113,525)
			(1.00)	(43,035)
			(1.00)	(81,465)
			(2.00)	(176,182)
			<u>(12.00)</u>	<u>(894,625)</u>
				Fringes
				(27,033)
				(25,491)
				(29,718)
				(55,091)
				(35,136)
				(33,990)
				(14,061)
				(33,290)
				(65,405)
				<u>(319,215)</u>
				Total
				(77,398)
				(62,791)
				(102,836)
				(282,419)
				(127,443)
				(147,515)
				(57,096)
				(114,755)
				(241,587)
				<u>(1,213,840)</u>
o	348,665	348,665		FY 13 Merit increase of 4% for eligible staff
o	127,783	127,783		PEHP (Post Employment Health Plan)
o	747,616	826,637	79,021	Pension/Retirement rate adjustments per Treasury's estimates
o	385,319	369,162	(16,157)	Workers' Compensation rate adjustments per Treasury's estimates
o	2,127,282	2,167,617	40,335	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	670,382	669,094	(1,288)	FICA adjustment

PUBLIC WORKS - DIVISION OF HIGHWAYS

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o		(53,850)	(53,850)	Due to the transfer of Bureau of Water Resources to the new Stormwater Management Fund the following line items were reduced:
		(6,500)		Office Equipment
		(4,000)		Telephone Service
		(1,000)		Other Advertising
		(10,000)		Other Professional Services
		(500)		Office Equipment Service
		(2,600)		Operating Equipment
		(4,150)		Data Processing Software
		(3,000)		General Office Supplies
		(500)		Printing-Commercial
		(600)		Delivery Charges
		(1,500)		General Office Mailing
		(1,050)		Drafting & Display Supplies
		(1,400)		Laboratory Supplies
		(2,000)		Other Supplies & Materials
		(4,800)		County Owned Vehicles
		(3,500)		Fuel Charges
		(250)		Professional Books & Periodicals
		(2,000)		Non-Targeted Charges - FVS
		(3,000)		Membership Fees & Dues
		(1,500)		Training Seminars & Courses
o	2,374,300	2,448,000	73,700	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	145,000	148,000	3,000	Vehicle & Operating Equipment
	985,000	1,020,000	35,000	Electricity
	41,000	50,000	9,000	Heating Fuel (Gas)
	50,000	60,000	10,000	County Facility Repair & Renovations
	194,800	198,000	3,200	Other Professional Services
	28,000	49,000	21,000	Building/Custodial Services
	7,000	6,000	(1,000)	Ice & Bottled Water
	200,000	170,000	(30,000)	Crushed Aggregate
	165,000	200,000	35,000	Traffic Signs & Markings
	9,500	13,000	3,500	Bricks, Blocks, Precast Concrete Products
	549,000	534,000	(15,000)	Fuel Charges
	<u>2,374,300</u>	<u>2,448,000</u>	<u>73,700</u>	

PUBLIC WORKS - DIVISION OF HIGHWAYS

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	2,500	0	(2,500)	Heating Fuel (Oil) - complex is now used by Emergency Operations Center only, therefore they will assume all heating costs
o	8,000	0	(8,000)	Temporary Services - flagger/laborer services eliminated
o	1,295,000	1,300,000	5,000	Grounds Maintenance - mowing to meet National Pollutant Discharge Elimination System (NPDES) permit requirements for ponds
o	0	4,120	4,120	Uniform - Purchase - purchases not covered under the uniform rental agreement
o	4,000	4,000	0	Equipment - replacement of saws beyond repair and traffic counter
o	56,783	62,583	5,800	Grant & Contributions - increase for Baltimore Metropolitan Council dues
o	2,046,317	2,249,729	203,412	Pro Rata Shares for support of General Fund administrative services
o	2,000,000	2,000,000	0	Highways funds used to support Board of Education Transportation
o	1,196,012	1,292,456	96,444	Traffic Safety Reimbursement - to offset the expenses of the Sheriff's Traffic Safety Unit

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS - HIGHWAYS FUND</u>						
Accounting Clerk I	0.00	0	1.00	30,200	0.00	0
Accounting Clerk II	1.00	46,568	0.00	0	1.00	33,100
Administrative Assistant II	5.00	245,052	6.00	287,442	6.00	298,939
Administrative Budget Technician I	1.00	51,398	1.00	51,398	1.00	44,019
Administrative Budget Technician II	0.00	0	0.00	0	1.00	55,058
Administrative Specialist I	3.00	162,163	3.00	162,163	2.00	118,285
Asset Manager	1.00	74,124	0.00	0	0.00	0
Central Stores Coordinator	0.00	0	1.00	39,063	1.00	40,626
Central Stores Manager	1.00	40,650	1.00	46,159	1.00	48,006
Chauffeur-Laborer	26.00	852,583	33.00	1,055,334	29.00	952,525
Chief, Construction Inspector	1.00	70,306	1.00	70,306	0.00	0
Chief, Engineering Division	1.00	120,025	1.00	120,025	1.00	120,025
Chief, Highways Division	1.00	86,292	1.00	86,292	1.00	89,744
Civil Engineer II	4.00	275,473	4.00	275,473	1.00	55,632
Civil Engineer III	6.00	592,273	6.00	592,273	5.00	520,247
Civil Engineer IV	1.00	109,159	1.00	109,159	0.00	0
Communications Specialist II	1.00	49,942	1.00	49,942	1.00	51,940
Crew Chief	12.00	593,501	12.00	592,647	12.00	600,109
Deputy Director of Public Works	1.00	123,401	1.00	123,401	1.00	124,862
Drafting Technician I	1.00	53,529	1.00	53,529	1.00	55,670
Engineering Associate I	3.00	119,843	2.00	79,668	1.00	48,431
Engineering Associate II	1.00	48,219	2.00	89,599	2.00	87,448
Engineering Associate IV	3.00	217,016	3.00	217,016	2.00	144,232
Engineering Associate V	3.00	261,253	3.00	261,253	1.00	95,521
Engineering Records Technician	1.00	70,963	1.00	70,963	1.00	73,802

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF HIGHWAYS

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Equipment Operator	23.00	855,725	20.00	730,997	19.00	702,977
Equipment Operator Trainee	8.00	256,632	2.00	60,400	4.00	127,120
Equipment Repair Specialist	6.00	294,519	6.00	291,779	6.00	303,451
GIS Analyst II	1.00	56,657	1.00	56,000	1.00	56,000
GIS Coordinator	1.00	66,270	1.00	66,270	1.00	68,921
Inspector I	0.00	0	1.00	37,300	0.00	0
Inspector II	1.00	49,584	0.00	0	0.00	0
Inspector III	1.00	58,800	1.00	58,800	1.00	61,152
Laborer	5.00	160,849	5.00	161,214	5.00	167,663
Land Surveyor	1.00	84,090	1.00	84,090	1.00	87,454
Maintenance Supervisor	6.00	384,512	6.00	382,928	7.00	438,286
Management Assistant I	1.00	64,345	1.00	58,540	1.00	60,882
Management Assistant II	1.00	78,332	1.00	78,332	1.00	81,465
Road Marking Equipment Operator I	1.00	33,100	2.00	66,200	3.00	113,195
Road Marking Equipment Operator II	2.00	74,600	2.00	74,600	2.00	77,584
Road Marking Equipment Operator III	1.00	53,892	1.00	53,892	1.00	56,048
Senior Equipment Operator	15.00	646,629	15.00	646,629	14.00	604,030
Superintendent Highways	2.00	128,617	2.00	128,617	2.00	133,762
Trades / Laborer	5.00	195,976	5.00	184,732	5.00	190,914
Traffic Operations Supervisor	2.00	119,678	2.00	119,678	2.00	124,465
Traffic Sign Mechanic I	3.00	84,507	0.00	0	0.00	0
Traffic Sign Mechanic II	1.00	37,930	4.00	131,400	4.00	136,656
Traffic Sign Mechanic III	1.00	45,274	1.00	45,274	1.00	47,085
Utility Worker I	3.00	110,615	3.00	110,093	4.00	147,597
Utility Worker II	2.00	91,192	3.00	140,091	3.00	144,203
TOTAL FULL-TIME SALARIES	171.00	8,296,058	172.00	8,231,161	160.00	7,589,131

STAFF SUMMARY

DIVISION OF HIGHWAYS - HIGHWAYS FUND

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

DIVISION OF HIGHWAYS - HIGHWAYS FUND

TOTAL 27TH PAY COST		385,681		0		0
SUB-TOTAL HIGHWAYS FUND SALARIES	171.00	8,681,739	172.00	8,231,161	160.00	7,589,131
OTHER PERSONAL SERVICES						
Pension		1,086,902		747,616		765,998
Workers' Compensation		336,434		385,319		373,866
Health Benefits		2,195,072		2,127,282		2,015,918
PEHP		0		0		127,783
Overtime		560,000		560,000		560,000
FICA		675,345		670,382		622,324
Miscellaneous		23,940		24,080		22,400
TOTAL OTHER PERSONAL SERVICES		4,877,693		4,514,679		4,488,289

	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
DIVISION OF HIGHWAYS TOTALS						
TOTAL FULL TIME SALARIES	171.00	8,296,058	172.00	8,231,161	160.00	7,589,131
TOTAL 27TH PAY COST		385,681		0		0
TOTAL OTHER PERSONAL SERVICES		4,877,693		4,514,679		4,488,289
DIVISION OF HIGHWAYS TOTALS	171.00	13,559,432 *	172.00	12,745,840	160.00	12,077,420

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS**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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	3,115,357	2,463,040	2,402,703	2,494,506	2,494,506
20	CONTRACTUAL SERVICES	48,740	35,947	62,650	57,400	57,400
30	SUPPLIES & MATERIALS	14,518	9,108	14,835	15,035	15,035
40	BUSINESS & TRAVEL	31,040	22,599	35,900	35,950	35,950
50	CAPITAL OUTLAY	0	813	1,000	1,000	1,000
70	MISCELLANEOUS	56,533	56,533	56,783	62,583	62,583
80	INTER-GOVERNMENTAL/INTER-FUND	11,134	0	200	200	200
	GRAND TOTAL	3,277,322	2,588,040	2,574,071	2,666,674	2,666,674
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	3,277,322	2,588,040	2,574,071	2,666,674	2,666,674

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS**DIVISION: Bureau of Highways Engineering****INDEX: 303210****FINANCIAL NOTES:**

The \$92,603 net increase in funding for Bureau of Highways Engineering is the result of:

	FY 13	FY 14	CHANGE	
o		67,056	67,056	FY 13 Merit increase of 4% for eligible staff
o	1,768,864	1,770,406	1,542	Full Time Salaries
			1,542	Salary adjustments based on the recommendations of the Department of Human Resources
o	159,198	177,041	17,843	Pension/Retirement rate adjustments per Treasury's estimates
o	17,482	17,289	(193)	Workers' Compensation rate adjustments per Treasury's estimates
o	320,616	324,822	4,206	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	133,323	134,672	1,349	FICA adjustment
o	8,000	8,000	0	Other Professional Services - various traffic studies, survey projects and road analysis on an as needed basis
o	15,750	10,500	(5,250)	Line items significantly adjusted, based on actual expense history:
		FY 13	FY 14	Change
		400	0	(400)
				Other Rents & Utilities
		9,000	6,000	(3,000)
				Telephone Service
		1,350	1,000	(350)
				Fax Services
		1,000	500	(500)
				Office Equipment Service
		4,000	3,000	(1,000)
				Operating Equipment
		<u>15,750</u>	<u>10,500</u>	<u>(5,250)</u>
o	1,000	1,000	0	Equipment - traffic counter supplies
o	56,783	62,583	5,800	Grants & Contributions - increase for Baltimore Metropolitan Council (BMC) dues

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS ENGINEERING

Index No. 303210

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	117,858	2.00	117,858	2.00	122,572
Administrative Budget Technician I	1.00	51,398	1.00	51,398	0.00	0
Administrative Budget Technician II	0.00	0	0.00	0	1.00	55,058 A
Administrative Specialist I	1.00	64,672	1.00	64,672	1.00	67,259
Chief, Engineering Division	1.00	120,025	1.00	120,025	1.00	120,025
Civil Engineer II	1.00	53,492	1.00	53,492	1.00	55,632
Civil Engineer III	4.00	394,357	5.00	503,516	5.00	520,247
Deputy Director of Public Works	1.00	123,401	1.00	123,401	1.00	124,862
Drafting Technician I	1.00	53,529	1.00	53,529	1.00	55,670
Engineering Associate I	1.00	46,568	1.00	46,568	1.00	48,431
Engineering Associate II	1.00	48,219	1.00	48,219	1.00	50,148
Engineering Associate IV	2.00	138,684	2.00	138,684	2.00	144,232
Engineering Associate V	1.00	91,847	1.00	91,847	1.00	95,521
Engineering Records Technician	1.00	70,963	1.00	70,963	1.00	73,802
GIS Analyst II	1.00	56,657	1.00	56,000	1.00	56,000
GIS Coordinator	1.00	66,270	1.00	66,270	1.00	68,921
Land Surveyor	1.00	84,090	1.00	84,090	1.00	87,454
Management Assistant II	1.00	78,332	1.00	78,332	1.00	81,465
SALARY TOTAL	22.00	1,660,362	23.00	1,768,864	23.00	1,827,299

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS ENGINEERING

Index No. 303210

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		215,847		159,198		182,730
Workers' Compensation		14,685		17,482		17,731
Health Benefits		293,427		320,616		324,822
FICA		125,168		133,323		138,704
Miscellaneous		3,080		3,220		3,220
TOTAL OTHER PERSONAL SERVICES		652,207		633,839		667,207
TOTAL 27TH PAY COST		76,976		0		0
TOTAL PERSONAL SERVICES	22.00	2,389,545	23.00	2,402,703	23.00	2,494,506

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Budget Technician I upgraded to an Administrative Budget Technician II - #0715

DPW - DIVISION OF HIGHWAYS - HIGHWAYS ENGINEERING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide safe and well maintained bridges.

Department Objective

To increase the average rating of 223 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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$1,600,000	\$5,110,000	\$2,988,000	\$3,710,000	\$3,053,000
Number of staff	2.5	2.0	2.0	2.0	2.0
<u>Output:</u>					
Number of bridges in need of repair (i.e. those having ratings ≤ 60)	23	26	29	30	28
<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	10.4%	11.8%	13.1%	13.5%	12.6%
<u>Outcome:</u>					
Average rating of all County bridges	80.5	80.5	80.4	80.3	80.6

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 - DIVISION OF HIGHWAYS - 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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$7,700,000	\$5,600,000	\$5,448,130	\$6,140,000	\$6,527,000
Number of staff	1	1	1	1	1.5
<u>Output:</u>					
Number of miles resurfaced	32.3	20.6	12.5	9.4	11.4
Number of miles micro-surfaced	8.6	12	28	31.9	40
<u>Efficiency:</u>					
Cost per mile for resurfacing	\$230,000	\$240,000	\$240,000	\$250,000	\$255,000
Cost per mile for micro-surfacing	\$60,000	\$90,000	\$90,000	\$90,000	\$90,000
<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	60%	32%	14%	18%	20%
Percent of County asphalt roads that are rated ≤ 75	8%	11%	11%	10%	10%

Explanation and Analysis of Performance Measures

The County is taking a proactive approach to the road infrastructure versus a reactive approach by striving to reduce each year the percentage of roads needing to be overlaid. This will allow citizens to travel on well maintained roads, reducing damage to vehicles and producing an aesthetically pleasing environment. The increased annual budget outlays will not have a noticeable impact on the average rating for several years.

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS & WATER RESOURCES

DIVISION: Bureau of Water Resources

INDEX: 303310

ORIGIN/PURPOSE:

All funds were transferred from #303310 Bureau of Water Resources to a new index #303320 - Stormwater Management under the new Stormwater Management Fund

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	504,521	1,146,644	1,170,494	0	0
20	CONTRACTUAL SERVICES	161,221	28,408	28,970	0	0
30	SUPPLIES & MATERIALS	7,371	4,284	10,795	0	0
40	BUSINESS & TRAVEL	8,132	11,397	15,600	0	0
80	INTER-GOVERNMENTAL/INTER-FUND	31	109	200	0	0
GRAND TOTAL		681,276	1,190,842	1,226,059	0	0
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	681,276	1,190,842	1,226,059	0	0

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS AND WATER RESOURCES - HIGHWAYS FUND
DIVISION: BUREAU OF WATER RESOURCES

Index No. 303310

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	48,428	1.00	48,428	0.00	0
Chief, Construction Inspector	1.00	70,306	1.00	70,306	0.00	0
Civil Engineer II	3.00	221,981	3.00	221,981	0.00	0
Civil Engineer III	1.00	88,757	1.00	88,757	0.00	0
Civil Engineer IV	1.00	109,159	1.00	109,159	0.00	0
Engineering Associate I	1.00	40,175	0.00	0	0.00	0
Engineering Associate II	0.00	0	1.00	41,380	0.00	0
Engineering Associate IV	1.00	78,332	1.00	78,332	0.00	0
Engineering Associate V	2.00	169,406	2.00	169,406	0.00	0
Inspector I	0.00	0	1.00	37,300	0.00	0
Inspector II	1.00	49,584	0.00	0	0.00	0
SALARY TOTAL	12.00	876,128	12.00	865,049	0.00	0
OTHER PERSONAL SERVICES						
Pension		113,897		77,854		0
Workers' Compensation		7,349		8,182		0
Health Benefits		152,289		151,699		0
FICA		66,877		66,030		0
Miscellaneous		1,680		1,680		0
TOTAL OTHER PERSONAL SERVICES		342,092		305,445		0
TOTAL 27TH PAY COST		40,650		0		0
TOTAL PERSONAL SERVICES	12.00	1,258,870 *	12.00	1,170,494	0.00	0

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - All positions abolished and created under the new Stormwater Management Fund account

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS**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 1,055 miles of County roadways; 223 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and over 5,402 street lights.

FY '13 - '14 GOAL:

- 1 TO MAINTAIN THE CONDITION, EFFICIENCY, AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	8,994,599	9,003,555	8,742,043	9,152,314	9,152,314
20	CONTRACTUAL SERVICES	2,526,178	2,558,003	2,845,400	2,926,600	2,926,600
30	SUPPLIES & MATERIALS	1,324,428	1,469,889	1,735,200	1,747,120	1,747,120
40	BUSINESS & TRAVEL	1,225,369	1,128,073	1,337,000	1,322,500	1,322,500
50	CAPITAL OUTLAY	7,719	5,428	3,000	3,000	3,000
70	MISCELLANEOUS	4,925,958	4,481,215	5,242,329	5,542,185	5,542,185
80	INTER-GOVERNMENTAL/INTER-FUND	705,297	425	200	425	425
	GRAND TOTAL	19,709,548	18,646,588	19,905,172	20,694,144	20,694,144
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	19,709,548	18,646,588	19,905,172	20,694,144	20,694,144

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****FINANCIAL NOTES:**

The \$788,972 net increase in funding for the Bureau of Highways Maintenance is the result of:

	FY 13	FY 14	CHANGE	
o	5,597,248	5,562,767	(34,481)	Full Time Salaries
			24,400	Salary adjustments based on the recommendations of the Department of Human Resources
			(58,881)	Staff Turnover (1.05%)
			<u>(34,481)</u>	
o		246,825	246,825	FY 13 Merit increase of 4% for eligible staff
o	510,564	563,088	52,524	Pension/Retirement rate adjustments per Treasury's estimates
o	359,655	343,783	(15,872)	Workers' Compensation rate adjustments per Treasury's estimates
o	1,654,967	1,691,096	36,129	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o		127,783	127,783	PEHP (Post Employment Health Plan)
o	440,429	437,792	(2,637)	FICA adjustments
o	5,000	8,000	3,000	Vehicle & Operating Equipment - increase for rental of miscellaneous construction equipment on an as-needed basis
o	41,000	50,000	9,000	Heating Fuel (Gas) - increase due to rate increases
o	186,800	190,000	3,200	Other Professional Services - for road projects, contractual dig-out and patch contract, increase based on actual expense history
o	2,500	0	(2,500)	Heating Fuel (Oil) - this complex is now used by Emergency Operations Center (EOC) only, therefore they will assume all heating costs
o	8,000	0	(8,000)	Temporary Services - Flagger/Laborer services eliminated
o	1,295,000	1,300,000	5,000	Grounds Maintenance - additional mowing to meet NPDES permit requirements for ponds

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS**DIVISION: Bureau of Highways Maintenance****INDEX: 303410****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	0	4,120	4,120	Uniform - Purchase - purchases not covered under the uniform rental agreement
o	2,046,317	2,249,729	203,412	Pro Rata Shares for support of General Fund administrative services
o	2,000,000	2,000,000	0	Highways funds used to support Board of Education Transportation
o	1,196,012	1,292,456	96,444	Traffic Safety Reimbursement - to offset the expenses of the Sheriff's Traffic Safety Unit
o	3,000	3,000	0	Equipment - replacement of saws
o	2,041,500	2,105,500	64,000	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
17,000	18,500	1,500	Office Equipment
985,000	1,020,000	35,000	Electricity
52,000	55,000	3,000	Telephone Service
50,000	60,000	10,000	County Facility Repair & Renovations
28,000	49,000	21,000	Building/Custodial Services
200,000	170,000	(30,000)	Crushed Aggregate
165,000	200,000	35,000	Traffic Signs & Markings
9,500	13,000	3,500	Bricks, Blocks, Precast Concrete Products
535,000	520,000	(15,000)	Fuel Charges
<u>2,041,500</u>	<u>2,105,500</u>	<u>64,000</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS MAINTENANCE

Index No. 303410

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Clerk I	0.00	0	1.00	30,200	0.00	0
Accounting Clerk II	1.00	46,568	0.00	0	1.00	33,100 A
Administrative Assistant II	3.00	127,194	4.00	169,584	4.00	176,367
Administrative Budget Technician I	0.00	0	0.00	0	1.00	44,019 B
Administrative Specialist I	1.00	49,063	1.00	49,063	1.00	51,026
Asset Manager	1.00	74,124	0.00	0	0.00	0
Central Stores Coordinator	0.00	0	1.00	39,063	1.00	40,626
Central Stores Manager	1.00	40,650	1.00	46,159	1.00	48,006
Chauffeur-Laborer	26.00	852,583	33.00	1,055,334	29.00	952,525 C
Chief, Highways Division	1.00	86,292	1.00	86,292	1.00	89,744
Civil Engineer III	1.00	109,159	0.00	0	0.00	0
Communications Specialist II	1.00	49,942	1.00	49,942	1.00	51,940
Crew Chief	12.00	593,501	12.00	592,647	12.00	600,109
Engineering Associate I	1.00	33,100	1.00	33,100	0.00	0
Engineering Associate II	0.00	0	0.00	0	1.00	37,300 D
Equipment Operator	23.00	855,725	20.00	730,997	19.00	702,977 E
Equipment Operator Trainee	8.00	256,632	2.00	60,400	4.00	127,120 F
Equipment Repair Specialist	6.00	294,519	6.00	291,779	6.00	303,451
Inspector III	1.00	58,800	1.00	58,800	1.00	61,152
Laborer	5.00	160,849	5.00	161,214	5.00	167,663
Maintenance Supervisor	6.00	384,512	6.00	382,928	7.00	438,286 G
Management Assistant I	1.00	64,345	1.00	58,540	1.00	60,882
Road Marking Equipment Operator I	1.00	33,100	2.00	66,200	3.00	113,195 H
Road Marking Equipment Operator II	2.00	74,600	2.00	74,600	2.00	77,584
Road Marking Equipment Operator III	1.00	53,892	1.00	53,892	1.00	56,048
Senior Equipment Operator	15.00	646,629	15.00	646,629	14.00	604,030
Superintendent Highways	2.00	128,617	2.00	128,617	2.00	133,762
Trades/Laborer	5.00	195,976	5.00	184,732	5.00	190,914 I
Traffic Operations Supervisor	2.00	119,678	2.00	119,678	2.00	124,465

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS MAINTENANCE

Index No. 303410

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Traffic Sign Mechanic I	3.00	84,507	0.00	0	0.00	0
Traffic Sign Mechanic II	1.00	37,930	4.00	131,400	4.00	136,656
Traffic Sign Mechanic III	1.00	45,274	1.00	45,274	1.00	47,085
Utility Worker I	3.00	110,615	3.00	110,093	4.00	147,597 J
Utility Worker II	2.00	91,192	3.00	140,091	3.00	144,203
SALARY TOTAL	137.00	5,759,568	137.00	5,597,248	137.00	5,761,832
OTHER PERSONAL SERVICES						
Pension & Retirement		757,158		510,564		583,268
Workers' Compensation		314,400		359,655		356,135
Health Benefits		1,749,356		1,654,967		1,691,096
PEHP		0		0		127,783
Overtime		160,000		160,000		160,000
FICA		452,700		440,429		453,020
Miscellaneous		19,180		19,180		19,180
TOTAL OTHER PERSONAL SERVICES		3,452,794		3,144,795		3,390,482
TOTAL 27TH PAY COST		268,055		0		0
TOTAL PERSONAL SERVICES	137.00	9,480,417 *	137.00	8,742,043	137.00	9,152,314

*FY 11 Salaries and Other Personal Services are Enacted not Audited amounts

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS - HIGHWAYS FUND
DIVISION: BUREAU OF HIGHWAYS MAINTENANCE

Index No. 303410

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

- A - One (1) Accounting Clerk I position upgraded to an Accounting Clerk II - #0868
- B - One (1) Chauffeur Laborer position reclassified as an Administrative Budget Technician I - #0830
- C - One (1) vacant Senior Equipment Operator position filled as a Chauffeur Laborer - #0788
Three (3) vacant Equipment Operator positions filled as a Chauffeur Laborer - #0786, #0800 & #0881
- D - One (1) Engineering Associate I position upgraded to an Engineering Associate II - #3497
- E - One (1) Chauffeur Laborer position upgraded to Equipment Operator - #0827
One (1) vacant Chauffeur Laborer position filled as an Equipment Operator - #0864
One (1) Equipment Operator Trainee upgraded to an Equipment Operator - #0899
- F - Two (2) Chauffeur Laborer positions upgraded to Equipment Operator Trainees - #0797 & #0897
One (1) vacant Chauffeur Laborer position filled as Equipment Operator Trainees - #0842
- G - One (1) vacant Equipment Operator position filled as a Maintenance Supervisor - #0796
- H - One (1) vacant Chauffeur Laborer position filled as a Road Marking Equipment Operator I - #0825
- I - One (1) Chauffeur Laborer position upgraded to a Trades/Laborer - #3419
- J - One (1) Trades/Laborer position upgraded to Utility Workers I - #0854

DPW - DIVISION OF HIGHWAYS - 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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$208,635	\$146,018	\$219,856	\$196,937	\$200,000
Number of staff	7	8	8	8	8
<u>Output:</u>					
Number of road miles striped	1,100.82	594.26	988.32	850.00	850.00
<u>Efficiency:</u>					
Cost per mile	\$189.53	\$245.71	\$222.31	\$231.69	\$235.29
<u>Service Quality:</u>					
Average amount of time spent per striping project	7.6 hours	7.6 hours	7.6	7.6 hours	7.6 hours
<u>Outcome:</u>					
Percentage of roads that needed to be striped that were completed	130%	70%	116%	100%	100%

Explanation and Analysis of Performance Measures

Although the Striping Program goal is 100%, this can vary based upon weather; scheduled and non-scheduled equipment maintenance, as well as crews allocated for various capital projects.

Related Plans and Policies

Highway Maintenance Striping Program (Annual)

DPW - DIVISION OF HIGHWAYS - 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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$880,593	\$595,653	\$566,530	\$947,105	\$960,000
Number of staff	12	12	13	13	13
<u>Output:</u>					
Miles of roads rehabilitated	71.92	66.39	61.16	70.00	70.00
<u>Efficiency:</u>					
Cost to rehabilitate roads per mile	\$12,244	\$8,972	\$9,263	\$13,530	\$13,714
<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%

Explanation and Analysis of Performance Measures

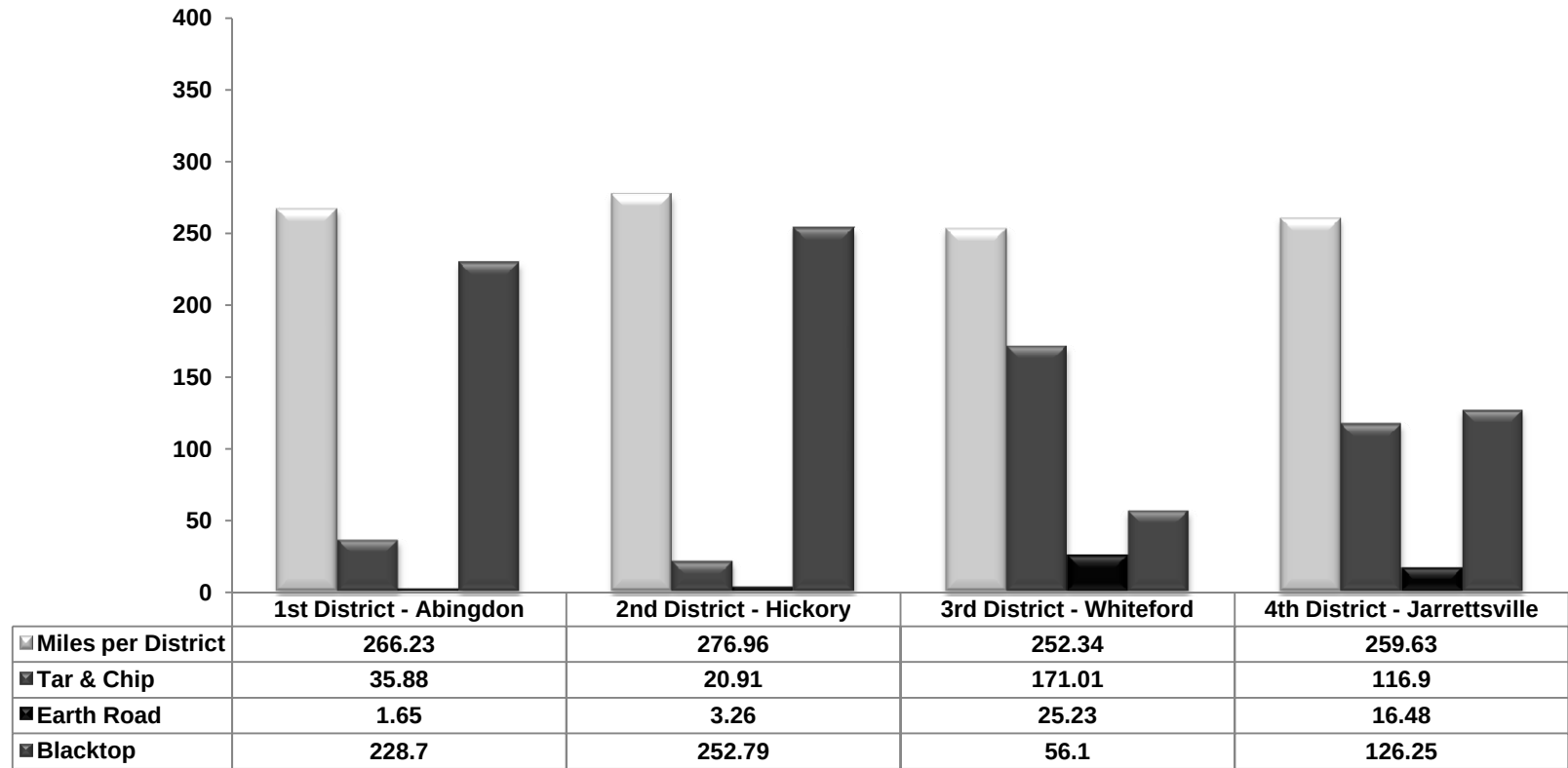
Performance measures for the Tar and Chip Program can vary based upon weather conditions, scheduled and non-scheduled equipment maintenance, vendor reliability and funding availability.

Related Plans and Policies

Tar and Chip / Road Rehabilitation Program

HARFORD COUNTY PUBLIC WORKS

HIGHWAYS ROAD INVENTORY



DISTRICTS

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS

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.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	480,152	127,598	430,600	430,600	430,600
20	CONTRACTUAL SERVICES	93,555	73,462	146,000	146,000	146,000
30	SUPPLIES & MATERIALS	1,039,957	262,583	890,060	890,060	890,060
	GRAND TOTAL	1,613,664	463,643	1,466,660	1,466,660	1,466,660
<u>FUNDING SOURCE:</u>						
25	HIGHWAYS	1,613,664	463,643	1,466,660	1,466,660	1,466,660

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS

DIVISION: Bureau of Highways Maintenance - Snow Removal

INDEX: 303430

FINANCIAL NOTES:

No change in funding for the Bureau of Highways Maintenance - Snow Removal for FY 14:

	FY 13	FY 14	CHANGE
o	430,600	430,600	0 Overtime & FICA
o	140,000	140,000	0 Vehicle & Operating Equipment
o	3,000	3,000	0 Legal Notice
o	3,000	3,000	0 Operating Equipment
o	700	700	0 Printing - Commercial
o	35,000	35,000	0 Meals - Special Purpose
o	50,000	50,000	0 Equipment Repair Parts
o	800,000	800,000	0 Sand, Salt, Other Bulk De-Icers
o	4,000	4,000	0 Other Supplies & Materials - for chains, cots, antifreeze, snow melt, windshield washer, etc.

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF HIGHWAYS - HIGHWAYS FUND
DIVISION: SNOW REMOVAL

Index No. 303430

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Overtime		400,000		400,000		400,000
FICA		30,600		30,600		30,600
TOTAL OTHER PERSONAL SERVICES		430,600		430,600		430,600
TOTAL PERSONAL SERVICES	0.00	430,600 *	0.00	430,600	0.00	430,600

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

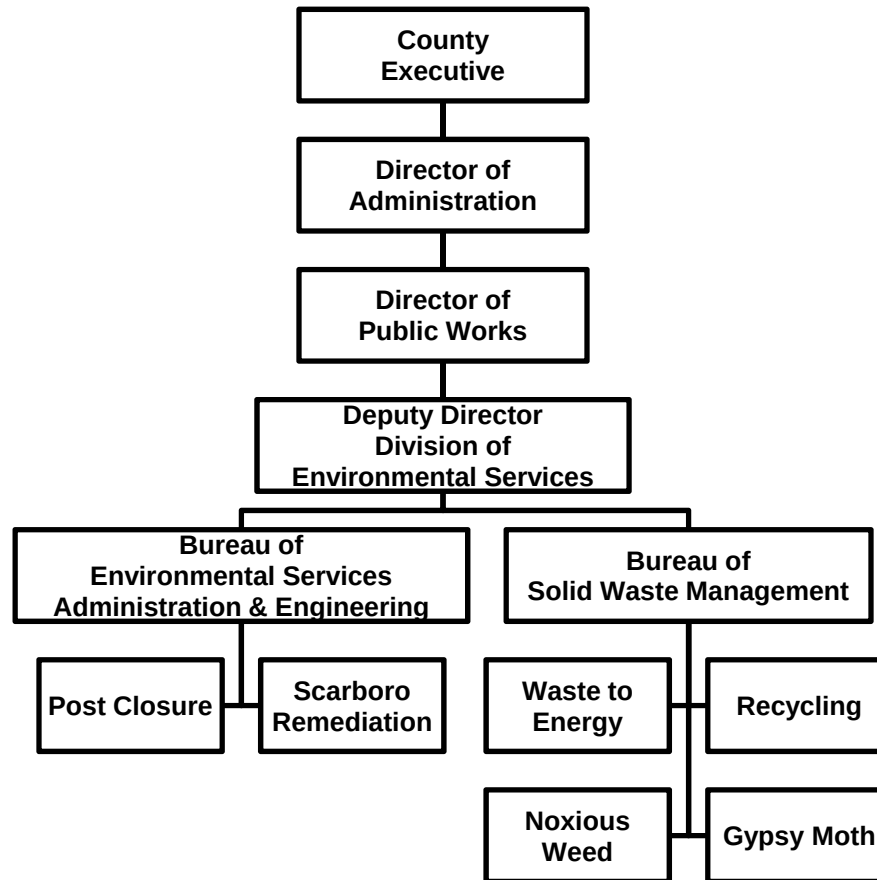


Ruffs Mill Road Bridge

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 sanitary landfill and homeowners drop-off center 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 mulch and compost 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, as well as the procurement and contract management of recycling disposal contracts.

GYPSY MOTH and NOXIOUS WEED: Responsible for funding the Gypsy Moth survey and spray program in Harford County by State of Maryland Department of Agriculture. Responsible to administer and provide labor support for the eradication of noxious and invasive weeds in Harford County.

MISSION STATEMENT:

TO PROVIDE QUALITY ENVIRONMENTAL AND INTEGRATED SOLID WASTE MANAGEMENT PROGRAMS FOR THE CITIZENS OF HARFORD COUNTY

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,283,010	4,638,265	4,286,101	4,464,687	4,464,687
20	CONTRACTUAL SERVICES	9,033,940	9,173,463	9,995,871	10,456,723	10,456,723
30	SUPPLIES & MATERIALS	219,234	303,624	248,100	265,925	265,925
40	BUSINESS & TRAVEL	365,159	490,041	343,835	482,240	482,240
50	CAPITAL OUTLAY	8,445	39,379	17,000	15,000	15,000
70	MISCELLANEOUS	27,352	26,298	10,058	10,218	10,218
80	INTER-GOVERNMENTAL/INTER-FUND	140,142	901	0	1,100	1,100
	GRAND TOTAL	14,077,282	14,671,971	14,900,965	15,695,893	15,695,893

SUMMARY BY FUND:

11	GENERAL	2,349,543	2,538,173	2,424,295	2,567,218	2,567,218
55	SOLID WASTE SERVICES	11,727,739	12,133,798	12,476,670	13,128,675	13,128,675
	GRAND TOTAL	14,077,282	14,671,971	14,900,965	15,695,893	15,695,893

SUMMARY BY DIVISION:

GENERAL FUND:

301111	BUREAU OF ENVIRONMENTAL SERVICES					
	ADMINISTRATION & ENGINEERING	665,934	841,982	748,567	797,328	797,328
301241	RECYCLING	1,499,524	1,510,085	1,462,278	1,579,555	1,579,555
301251	POST CLOSURE	122,422	129,943	134,750	138,275	138,275
301261	SCARBORO REMEDIATION	45,188	40,663	53,700	42,060	42,060
301520	NOXIOUS WEED	8,000	8,000	8,000	0	0
301530	GYPSY MOTH	8,475	7,500	17,000	10,000	10,000

SOLID WASTE SERVICES:

301211	BUREAU OF SOLID WASTE MANAGEMENT	3,391,726	3,711,335	3,569,524	3,801,862	3,801,862
301271	WASTE TO ENERGY	8,336,013	8,422,463	8,907,146	9,326,813	9,326,813
	GRAND TOTAL	14,077,282	14,671,971	14,900,965	15,695,893	15,695,893

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUND</u>						
Administrative Assistant I	1.00	33,100	1.00	33,100	0.00	0
Administrative Assistant II	0.00	0	0.00	0	1.00	38,792
Chief, Engineering Division	1.00	116,534	1.00	116,534	1.00	118,934
Civil Engineer IV	1.00	100,884	1.00	100,884	1.00	104,919
Deputy Director of Public Works	1.00	122,361	1.00	122,361	1.00	124,862
Engineering Associate IV	1.00	74,511	1.00	74,511	1.00	77,491
Equipment Operator	3.00	126,107	3.00	126,107	3.00	131,151
Equipment Repair Specialist	1.00	53,460	1.00	53,460	1.00	55,598
Laborer	7.00	188,006	7.00	175,477	7.00	192,556
Management Assistant II	1.00	58,357	1.00	58,357	1.00	60,692
Recycling Program Coordinator	1.00	56,657	1.00	45,000	1.00	45,000
Recycling Program Manager	1.00	98,011	1.00	98,011	1.00	101,931
Senior Equipment Operator	3.00	128,124	3.00	128,348	3.00	133,482
Weighmaster/Attendant I	0.00	0	0.00	0	1.00	27,248
Weighmaster / Attendant II	1.00	44,029	1.00	44,029	1.00	45,790
Weighmaster / Attendant Trainee	1.00	23,700	1.00	23,700	0.00	0
TOTAL FULL-TIME SALARIES	24.00	1,223,841	24.00	1,199,879	24.00	1,258,446
TEMPORARY SALARIES		0		6,590		0
TOTAL 27TH PAY COST		56,857		0		0
SUB-TOTAL GENERAL FUND SALARIES	24.00	1,280,698	24.00	1,206,469	24.00	1,258,446

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
DIVISION OF ENVIRONMENTAL SERVICES - BUREAU OF SOLID WASTE MANAGEMENT						
Administrative Assistant I	1.00	47,896	1.00	47,896	1.00	49,812
Administrative Assistant II	1.00	39,132	1.00	39,132	0.00	0
Administrative Specialist I	1.00	49,063	1.00	49,063	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	52,556
Chauffeur Laborer	1.00	38,248	0.00	0	0.00	0
Chief, Solid Waste Management	1.00	101,865	1.00	101,865	1.00	80,000
Civil Engineer I	1.00	43,900	0.00	0	0.00	0
Clerk Typist	0.00	0	0.00	0	1.00	42,263
Crew Chief	3.00	186,081	3.00	186,081	3.00	193,524
Crew Leader I	1.00	33,100	1.00	33,100	1.00	34,424
Engineering Associate II	0.00	0	1.00	54,556	1.00	56,739
Equipment Operator	3.00	149,733	2.00	102,189	2.00	106,277
Equipment Operator Trainee	0.00	0	1.00	32,000	1.00	33,280
Equipment Repair Specialist	1.00	53,460	1.00	53,460	1.00	55,598
Laborer	4.00	121,711	5.00	183,513	5.00	186,552
Landfill Supervisor	1.00	61,351	1.00	61,351	1.00	63,805
Senior Equipment Operator	7.00	294,129	7.00	289,829	7.00	297,854
Weighmaster/Attendant I	1.00	30,857	1.00	30,857	1.00	32,091
Weighmaster/Attendant II	5.00	237,457	5.00	245,057	5.00	254,859
Weighmaster/Attendant Trainee	1.00	23,700	1.00	23,700	0.00	0
TOTAL FULL-TIME SALARIES	33.00	1,511,683	33.00	1,533,649	32.00	1,539,634
PART-TIME SALARIES						
Laborer	0.00	0	0.60	13,566	0.60	13,566
Senior Equipment Operator	0.60	24,960	0.60	24,960	0.60	25,958
TOTAL PART-TIME SALARIES	0.60	24,960	1.20	38,526	1.20	39,524
TEMPORARY SALARIES		13,900		0		0
TOTAL 27TH PAY COST		72,246		0		0
SUB-TOTAL BUREAU OF SOLID WASTE MANAGEMENT SALARIES	33.60	1,622,789	34.20	1,572,175	33.20	1,579,158

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF ENVIRONMENTAL SERVICES</u>						
OTHER PERSONAL SERVICES						
Pension & Retirement		360,670		247,238		281,165
Workers' Compensation		120,715		138,441		149,890
Health Benefits		754,232		748,580		749,454
PEHP		0		0		68,455
Overtime		143,000		143,000		143,000
FICA		221,610		221,938		226,999
Miscellaneous		8,120		8,260		8,120
TOTAL OTHER PERSONAL SERVICES		<u>1,608,347</u>		<u>1,507,457</u>		<u>1,627,083</u>

<u>DIVISION OF ENVIRONMENTAL SERVICES TOTALS</u>						
TOTAL FULL-TIME SALARIES	57.00	2,735,524	57.00	2,733,528	56.00	2,798,080
TOTAL PART-TIME SALARIES	0.60	24,960	1.20	38,526	1.20	39,524
TOTAL TEMPORARY SALARIES		13,900		6,590		0
TOTAL 27TH PAY COST		129,103		0		0
TOTAL OTHER PERSONAL SERVICES		<u>1,608,347</u>		<u>1,507,457</u>		<u>1,627,083</u>
DIVISION OF ENVIRONMENTAL SERVICES TOTALS	<u>57.60</u>	<u>4,511,834 *</u>	<u>58.20</u>	<u>4,286,101</u>	<u>57.20</u>	<u>4,464,687</u>

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

GENERAL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ENACTED FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,726,802	1,964,555	1,798,792	1,908,040	1,908,040
20	CONTRACTUAL SERVICES	388,619	294,312	414,575	425,010	425,010
30	SUPPLIES & MATERIALS	131,393	125,405	112,650	117,075	117,075
40	BUSINESS & TRAVEL	58,849	88,781	71,220	91,775	91,775
50	CAPITAL OUTLAY	7,755	38,767	17,000	15,000	15,000
70	MISCELLANEOUS	27,352	26,298	10,058	10,218	10,218
80	INTER-GOVERNMENTAL/INTER-FUND	8,773	55	0	100	100
	GRAND TOTAL	<u>2,349,543</u>	<u>2,538,173</u>	<u>2,424,295</u>	<u>2,567,218</u>	<u>2,567,218</u>

SUMMARY BY FUND:

11	GENERAL	<u>2,349,543</u>	<u>2,538,173</u>	<u>2,424,295</u>	<u>2,567,218</u>	<u>2,567,218</u>
	GRAND TOTAL	<u>2,349,543</u>	<u>2,538,173</u>	<u>2,424,295</u>	<u>2,567,218</u>	<u>2,567,218</u>

SUMMARY BY DIVISION:

301111	BUREAU OF ENVIRONMENTAL SERVICES					
	ADMINISTRATION & ENGINEERING	665,934	841,982	748,567	797,328	797,328
301241	RECYCLING	1,499,524	1,510,085	1,462,278	1,579,555	1,579,555
301251	POST CLOSURE	122,422	129,943	134,750	138,275	138,275
301261	SCARBORO REMEDIATION	45,188	40,663	53,700	42,060	42,060
301520	NOXIOUS WEED	8,000	8,000	8,000	0	0
301530	GYPSY MOTH	8,475	7,500	17,000	10,000	10,000
	GRAND TOTAL	<u>2,349,543</u>	<u>2,538,173</u>	<u>2,424,295</u>	<u>2,567,218</u>	<u>2,567,218</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 '13 - '14 GOAL:

- 1 TO PROVIDE FOR PROPER CLOSURE AND REMEDIATION OF ALL COUNTY-OWNED LANDFILLS AND TO PROVIDE TECHNICAL SUPPORT TO SOLID WASTE AND RECYCLING OPERATIONS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	613,073	783,930	697,659	726,335	726,335
20	CONTRACTUAL SERVICES	18,710	19,801	20,300	31,650	31,650
30	SUPPLIES & MATERIALS	2,924	2,740	3,100	2,900	2,900
40	BUSINESS & TRAVEL	11,577	24,449	17,450	26,125	26,125
50	CAPITAL OUTLAY	0	209	0	0	0
70	MISCELLANEOUS	10,877	10,798	10,058	10,218	10,218
80	INTER-GOVERNMENTAL/INTER-FUND	8,773	55	0	100	100
	GRAND TOTAL	665,934	841,982	748,567	797,328	797,328
	<u>FUNDING SOURCE:</u>					
11	GENERAL	665,934	841,982	748,567	797,328	797,328

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Environmental Services Administration & Engineering****INDEX: 301111****FINANCIAL NOTES:**

The \$48,761 net increase in funding for Environmental Services - Bureau of Environmental Services Administration & Engineering is the result of:

	FY 13	FY 14	CHANGE	
o	505,747	509,947	4,200	Full-Time Salaries 4,200 Salary adjustments based on the recommendations of the Dept of Human Resources
o		18,360	18,360	FY 13 Merit increase of 4% for eligible staff
o	45,517	50,995	5,478	Pension/Retirement rate adjustments per Treasury's estimates
o	5,633	5,577	(56)	Workers' Compensation rate adjustments per Treasury's estimates
o	92,036	91,552	(484)	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	37,886	39,064	1,178	FICA adjustments
o	0	8,650	8,650	County Facility Repair & Renovations - funding will provide for new carpet, exterior painting, roof repairs @ \$7,350 and water system tanks replacement @ \$1,300, cost split with Recycling and Solid Waste
o	5,000	7,600	2,600	Building/Custodial Services - increase based on contracts for custodial service, HVAC, carpet cleaning, pest control, and electrical and plumbing services, cost split with Recycling and Solid Waste
o	7,800	9,600	1,800	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	800	600	(200)	Safety Equipment
	7,000	9,000	2,000	County Owned Vehicle
	<u>7,800</u>	<u>9,600</u>	<u>1,800</u>	

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: Bureau of Environmental Services Administration & Engineering

INDEX: 301111

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	1,000	2,000	1,000	Non-Targeted Charges - FVS - increase based on acquisition of ATV not covered by First Vehicle Services (FVS)
o	2,000	7,650	5,650	Line items adjusted due to two (2) employees attending 2013 Wastecon Conference:
	FY 13	FY 14	Change	
	0	1,500	1,500	Transportation Costs
	0	1,500	1,500	Lodging
	2,000	4,650	2,650	Training Seminars & Conferences
	<u>2,000</u>	<u>7,650</u>	<u>5,650</u>	
o	10,058	10,218	160	Pro Rata Shares to the Director of Public Works
o	0	100	100	Fleet Daily Carpool Rentals - used while vehicles are down for service

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING

Index No. 301111

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	33,100	1.00	33,100	0.00	0
Administrative Assistant II	0.00	0	0.00	0	1.00	38,792 A
Chief, Engineering Division	1.00	116,534	1.00	116,534	1.00	118,934
Civil Engineer IV	1.00	100,884	1.00	100,884	1.00	104,919
Deputy Director of Public Works	1.00	122,361	1.00	122,361	1.00	124,862
Engineering Associate IV	1.00	74,511	1.00	74,511	1.00	77,491
Management Assistant II	1.00	58,357	1.00	58,357	1.00	60,692
SALARY TOTAL	6.00	505,747	6.00	505,747	6.00	525,690
OTHER PERSONAL SERVICES						
Pension		65,747		45,517		52,569
Workers' Compensation		4,873		5,633		5,720
Health Benefits		91,977		92,036		91,552
Overtime		10,000		10,000		10,000
FICA		37,886		37,886		39,964
Miscellaneous		840		840		840
TOTAL OTHER PERSONAL SERVICES		211,323		191,912		200,645
TOTAL 27TH PAY COST		23,438		0		0
TOTAL PERSONAL SERVICES	6.00	740,508 *	6.00	697,659	6.00	726,335

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant I position upgraded to an Administrative Assistant II - #0716

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$759,961	\$665,934	\$841,982	\$834,121	\$797,328
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	28	45	21	40	40
<u>Efficiency:</u>					
Number of days both systems are operational per year	702	685	709	690	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 Maryland Department of the Environment (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. The primary reason for outages in 2012 was power outages associated with Hurricane Irene and other storms.

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,113,729	1,180,625	1,094,038	1,181,705	1,181,705
20	CONTRACTUAL SERVICES	251,651	165,687	250,720	257,750	257,750
30	SUPPLIES & MATERIALS	84,242	73,903	63,750	74,450	74,450
40	BUSINESS & TRAVEL	47,272	64,332	53,770	65,650	65,650
50	CAPITAL OUTLAY	2,630	25,538	0	0	0
	GRAND TOTAL	<u>1,499,524</u>	<u>1,510,085</u>	<u>1,462,278</u>	<u>1,579,555</u>	<u>1,579,555</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>1,499,524</u>	<u>1,510,085</u>	<u>1,462,278</u>	<u>1,579,555</u>	<u>1,579,555</u>

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES**DIVISION: Recycling****INDEX: 301241****FINANCIAL NOTES:**

The \$117,277 net increase in funding for Environmental Services - Recycling is the result of:

	FY 13	FY 14	CHANGE	
o	694,132	707,594	13,462	Full-time Salaries
			2,500	Salary adjustments based on the recommendations of the Dept of Human Resources
			10,962	Staff Turnover 1.58%
			<u>13,462</u>	
o		31,197	31,197	FY 13 Merit increase of 4% for eligible staff
o		41,073	41,073	PEHP (Post Employment Health Plan)
o	62,472	70,760	8,288	Pension/Retirement rate adjustments per Treasury's estimates
o	43,058	43,557	499	Workers' Compensation rate adjustments per Treasury's estimates
o	203,230	195,349	(7,881)	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	55,626	56,655	1,029	FICA adjustments
o	65,000	55,000	(10,000)	Other Advertising - based on actual expenses for seven (7) major recycling ad campaigns including the single stream program
o	3,900	9,200	5,300	Other Rents & Utilities - based on actual expenses for portable restroom and handwash units, anticipating an increase, plus rental of a trailer for Tollgate yard trim site
o	3,000	8,650	5,650	County Facility Repair & Renovations - funding will provide for new carpet, exterior painting, roof repairs @ \$7,350 and water system tanks replacement @ \$1,300, cost split with Bureau of Environmental Services - Administration and Solid Waste Management
o	6,000	7,600	1,600	Building/Custodial Services - increase based on contracts for custodial service, HVAC, carpet cleaning, pest control, and electrical and plumbing services, cost split with Bureau of Environmental Services - Administration and Solid Waste Management

DEPARTMENT: PUBLIC WORKS - ENVIRONMENTAL SERVICES

DIVISION: Recycling

INDEX: 301241

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	0	2,000	2,000	Security Systems - security cameras system maintenance at compost facility
o	111,720	119,700	7,980	Other Professional Services adjusted based on actual cost of contract:

Process of Blue Bags
Hazardous Waste Events Contract
E-Cycling
MES Contract
Propane Tank Recycling Contract
Lab Analysis Contract

FY 13	FY 14	Change	Explanation
6,720	0	(6,720)	no longer needed due to fencing
20,000	25,000	5,000	added fluorescent light tubes
15,000	18,000	3,000	cost for television recycling
70,000	72,000	2,000	Waste Oil Site Contract
0	3,200	3,200	New for FY 14
0	1,500	1,500	New for FY 14
111,720	119,700	7,980	

o	102,950	108,625	5,675	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
5,600	4,800	(800)	Uniform-Rental
15,600	20,000	4,400	Operating Equipment
18,600	10,000	(8,600)	Grounds Maintenance
5,000	3,000	(2,000)	Printing-Commercial
2,000	3,000	1,000	Delivery Charges
200	2,000	1,800	Meals-Special Purpose
2,000	1,000	(1,000)	Building Supplies
1,000	200	(800)	Crushed Aggregate
2,000	1,000	(1,000)	County Owned Vehicles
50,000	60,000	10,000	Fuel Charges
700	1,400	700	Membership Fees & Dues
250	2,225	1,975	Training Seminars, Courses
<u>102,950</u>	<u>108,625</u>	<u>5,675</u>	

o	30,000	40,000	10,000	Equipment Repair Parts - increase due to aging fleet and actual expense history

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUNDS
DIVISION: RECYCLING

Index No. 301241

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Equipment Operator	3.00	126,107	3.00	126,107	3.00	131,151
Equipment Repair Specialist	1.00	53,460	1.00	53,460	1.00	55,598
Laborer	7.00	188,006	7.00	175,477	7.00	192,556
Recycling Program Coordinator	1.00	56,657	1.00	45,000	1.00	45,000
Recycling Program Manager	1.00	98,011	1.00	98,011	1.00	101,931
Senior Equipment Operator	3.00	128,124	3.00	128,348	3.00	133,482
Weighmaster/Attendant I	0.00	0	0.00	0	1.00	27,248 A
Weighmaster/Attendant II	1.00	44,029	1.00	44,029	1.00	45,790
Weighmaster/Attendant Trainee	1.00	23,700	1.00	23,700	0.00	0
SALARY TOTAL	18.00	718,094	18.00	694,132	18.00	732,756
OTHER PERSONAL SERVICES						
Pension & Retirement		93,352		62,472		73,276
Workers' Compensation		37,179		43,058		45,151
Health Benefits		202,228		203,230		195,349
PEHP		0		0		41,073
Overtime		33,000		33,000		33,000
FICA		57,458		55,626		58,580
Miscellaneous		2,520		2,520		2,520
TOTAL OTHER PERSONAL SERVICES		425,737		399,906		448,949
TOTAL 27TH PAY COST		33,419		0		0
TOTAL PERSONAL SERVICES	18.00	1,177,250 *	18.00	1,094,038	18.00	1,181,705

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Weighmaster Attendant Trainee position upgraded to a Weighmaster/Attendant I - #0623

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$1,663,000	\$1,499,500	\$1,627,808	\$1,591,182	\$1,579,535
Number of staff (enacted)	13	13	13	13	13
<u>Output:</u>					
Gallons of motor oil recycled	86,752	85,563	121,700	75,000	85,000
Gallons of antifreeze recycled	4,917	6,164	6,088	5,000	6,000
Tons of white goods recycled	1,637	1,475	1,096	2,500	2,000
Number of pesticide containers recycled	3,500	5,300	2,938	4,000	4,000
Number of promotional projects	4	4	6	6	6
<u>Efficiency:</u>					
Net cost per ton of recyclables collected	\$8.44	\$8.83	\$9.72	\$7.96	\$8.31
<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	60%	62%	59%	62%	60%
Tonnage of materials removed from the waste stream	197,000	169,800	167,500	200,000	190,000

Explanation and Analysis of Performance Measures

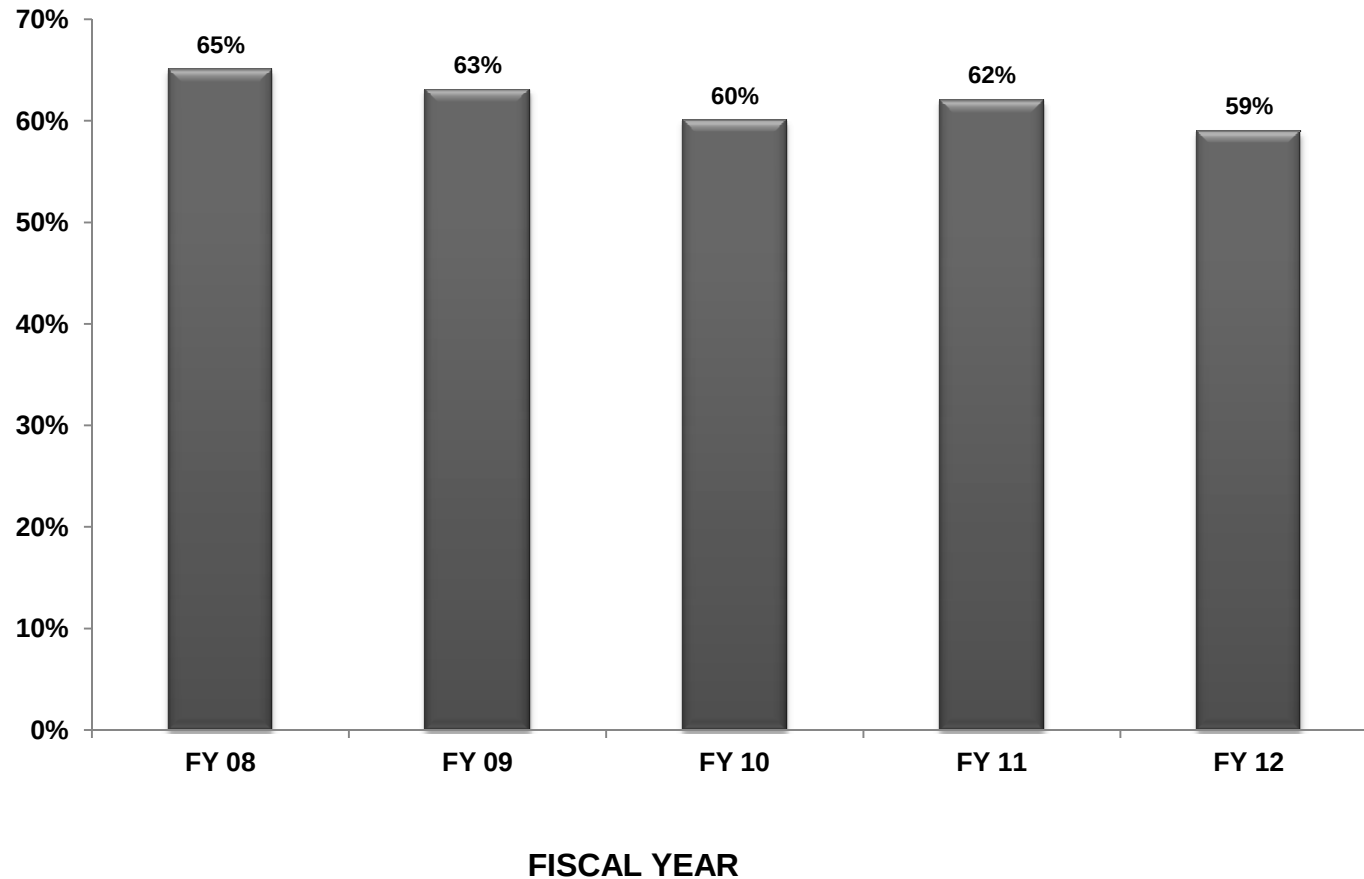
The solid waste stream is projected to decrease due to current and projected economic conditions and, therefore, the recycling tonnages are expected to decrease as well. Additional tonnage will be removed due to ash recycling at the Waste-to-Energy Plant and increased production of yard trim material.

Major Related Plans and Guidelines

Harford County Recycling Plan and Solid Waste Management Plan

ENVIRONMENTAL SERVICES

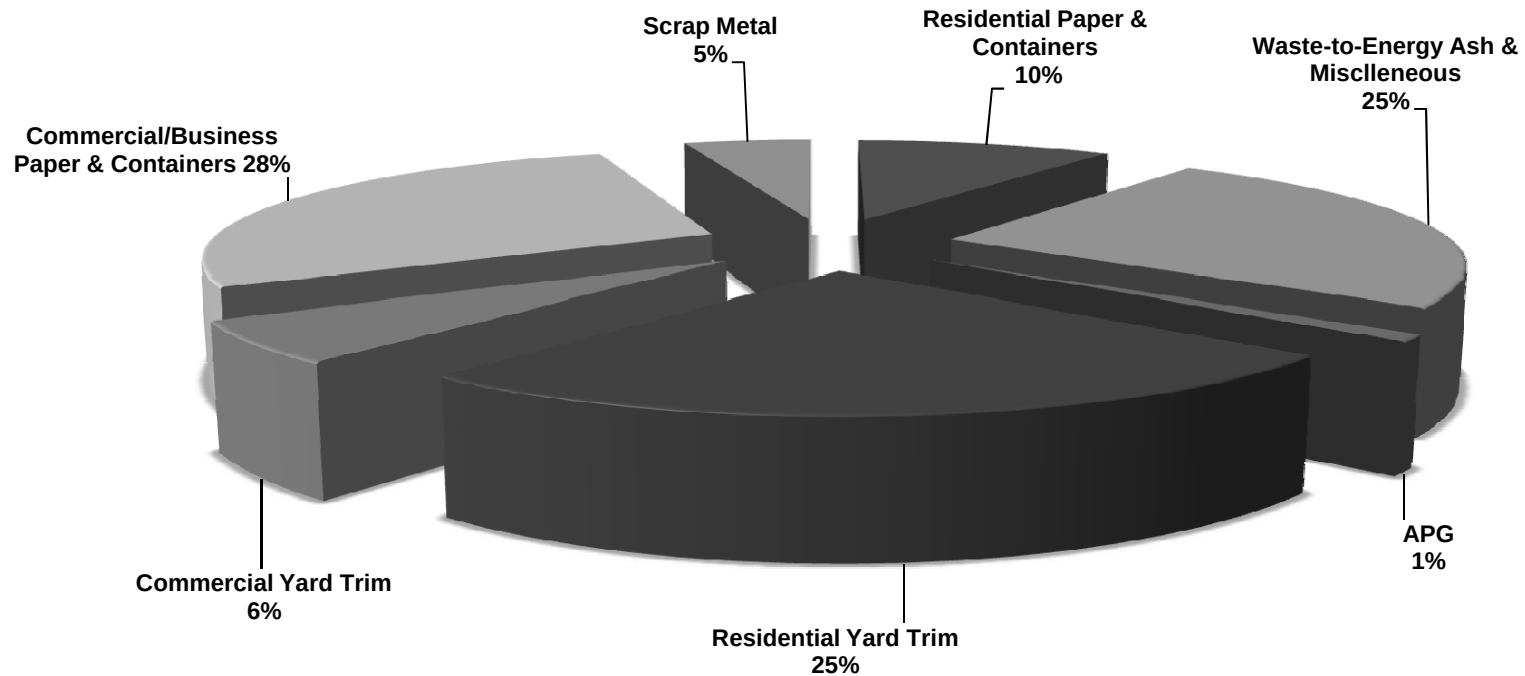
PERCENT OF SOLID WASTE RECYCLED



Includes ALL recycling reported by businesses, along with recycling from The Harford Waste Disposal Center. This is the percentage reported to the Maryland Department of the Environment annually.

ENVIRONMENTAL SERVICES

MAJOR RECYCLING CATEGORIES



(BY CALENDAR YEAR 2012)

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	109,376	102,103	108,350	113,750	113,750
30	SUPPLIES & MATERIALS	11,138	15,047	12,400	12,525	12,525
50	CAPITAL OUTLAY	1,908	12,793	14,000	12,000	12,000
GRAND TOTAL		122,422	129,943	134,750	138,275	138,275
<u>FUNDING SOURCE:</u>						
11	GENERAL	122,422	129,943	134,750	138,275	138,275

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Post Closure****INDEX: 301251****FINANCIAL NOTES:**

The \$3,525 net increase in funding for Environmental Services - Post Closure is the result of:

	FY 13	FY 14	CHANGE	
o	47,700	44,000	(3,700)	Other Professional Services - decrease based on actual expenses for lab and instrument repairs and calibration site contracts
o	0	300	300	Legal Notice - legal advertising for National Pollutant Discharge Elimination System (NPDES) as required by Maryland Department of the Environment (MDE)
o	38,400	49,000	10,600	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	36,000	45,000	9,000	Electricity
	400	0	(400)	Landscape & Grounds Materials
	2,000	4,000	2,000	Laboratory Supplies
	<u>38,400</u>	<u>49,000</u>	<u>10,600</u>	
o	0	1,000	1,000	Crushed Aggregate - purchase of stone as needed for washouts at all closed landfills
o	5,000	2,000	(3,000)	Other Supplies & Materials - monitoring and sampling equipment and supplies for groundwater, flares and gas systems
o	14,000	12,000	(2,000)	Equipment - replacement of extraction wells at Tollgate Landfill and replacement pumps at all closed landfills

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	8,882	6,721	18,000	11,860	11,860
30	SUPPLIES & MATERIALS	33,089	33,715	32,700	27,200	27,200
50	CAPITAL OUTLAY	3,217	227	3,000	3,000	3,000
	GRAND TOTAL	45,188	40,663	53,700	42,060	42,060
<u>FUNDING SOURCE:</u>						
11	GENERAL	45,188	40,663	53,700	42,060	42,060

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Noxious Weed****INDEX: 301520****ORIGIN/PURPOSE:**

Noxious Weed Control is a State program to control noxious and invasive 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	0	7,095	0	0
20	CONTRACTUAL SERVICES	0	0	205	0	0
30	SUPPLIES & MATERIALS	0	0	700	0	0
70	MISCELLANEOUS	8,000	8,000	0	0	0
GRAND TOTAL		8,000	8,000	8,000	0	0
<u>FUNDING SOURCE:</u>						
11	GENERAL	8,000	8,000	8,000	0	0

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Noxious Weed****INDEX: 301520****FINANCIAL NOTES:**

The (\$8,000) net decrease in funding for Environmental Services - Noxious Weed is the result of:

The program will be spending down funding in Grant Account - G113001. When this funding is depleted we will resume the operating funding to continue the Noxious Weed program.

	FY 13	FY 14	CHANGE
o	6,590	0	(6,590) Temporary Salaries
o	505	0	(505) FICA
o	175	0	(175) Telephone Service
o	30	0	(30) Uniform Rental
o	200	0	(200) Equipment Repair Parts
o	350	0	(350) Chemicals in Bulk
o	150	0	(150) Safety Equipment

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
DIVISION: BUREAU OF ENVIRONMENTAL SERVICES NOXIOUS WEED CONTROL

Index No. 301520

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>0</u>		<u>6,590</u>		<u>0</u> A
SALARY TOTAL		<u><u>0</u></u>		<u><u>6,590</u></u>		<u><u>0</u></u>
OTHER PERSONAL SERVICES						
FICA		<u>0</u>		<u>505</u>		<u>0</u>
TOTAL OTHER PERSONAL SERVICES		<u>0</u>		<u>505</u>		<u>0</u>
TOTAL PERSONAL SERVICES		<u><u>0</u></u> *		<u><u>7,095</u></u>		<u><u>0</u></u>

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - This program will spend down funding in the grant account. When this funding is depleted we will resume the operating funding to continue this program.

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Gypsy Moth****INDEX: 301530****ORIGIN/PURPOSE:**

The Forest Pest Management Section of the Maryland Department of Agriculture conducts annual surveys to delineate the areas in the County where infestation of gypsy moths have the potential to cause defoliation and damage.

Based on the results of surveys, the State selects areas to be treated with pesticides.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	0	0	17,000	10,000	10,000
70	MISCELLANEOUS	8,475	7,500	0	0	0
GRAND TOTAL		8,475	7,500	17,000	10,000	10,000
<u>FUNDING SOURCE:</u>						
11	GENERAL	8,475	7,500	17,000	10,000	10,000

FINANCIAL NOTES:

The (\$7,000) net decrease in funding for Environmental Services - Gypsy Moth is the result of:

	FY 13	FY 14	CHANGE
o	17,000	10,000	(7,000) Other Professional Services - work is performed by Maryland State employees, we pay one invoice per year for spray services or an annual report, decrease based on actual expense history.

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

SOLID WASTE SERVICES SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ENACTED FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,556,208	2,673,710	2,487,309	2,556,647	2,556,647
20	CONTRACTUAL SERVICES	8,645,321	8,879,151	9,581,296	10,031,713	10,031,713
30	SUPPLIES & MATERIALS	87,841	178,219	135,450	148,850	148,850
40	BUSINESS & TRAVEL	306,310	401,260	272,615	390,465	390,465
50	CAPITAL OUTLAY	690	612	0	0	0
80	INTER-GOVERNMENTAL/INTER-FUND	131,369	846	0	1,000	1,000
	GRAND TOTAL	<u>11,727,739</u>	<u>12,133,798</u>	<u>12,476,670</u>	<u>13,128,675</u>	<u>13,128,675</u>

SUMMARY BY FUND:

55	SOLID WASTE SERVICES	<u>11,727,739</u>	<u>12,133,798</u>	<u>12,476,670</u>	<u>13,128,675</u>	<u>13,128,675</u>
	GRAND TOTAL	<u>11,727,739</u>	<u>12,133,798</u>	<u>12,476,670</u>	<u>13,128,675</u>	<u>13,128,675</u>

SUMMARY BY DIVISION:

301211	BUREAU OF SOLID WASTE MANAGEMENT	3,391,726	3,711,335	3,569,524	3,801,862	3,801,862
301271	WASTE TO ENERGY	<u>8,336,013</u>	<u>8,422,463</u>	<u>8,907,146</u>	<u>9,326,813</u>	<u>9,326,813</u>
	GRAND TOTAL	<u>11,727,739</u>	<u>12,133,798</u>	<u>12,476,670</u>	<u>13,128,675</u>	<u>13,128,675</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****ORIGIN/PURPOSE:**

The Bureau of Solid Waste Management manages a comprehensive program of municipal solid waste recycling and disposal services for the citizens, businesses, and institutions of Harford County. These services include the Harford Waste Disposal Center (HWDC) landfill, homeowners drop-off center, HWDC mulch and compost facility, Tollgate yard trim drop-off facility, recycling transfer station, satellite waste oil drop-off sites, and the Waste-to-Energy Facility.

FY '13 - '14 GOAL:

- 3 TO PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY FOR THE NEXT TEN YEARS AND BEYOND USING THE MOST FEASIBLE AND COST EFFECTIVE MEANS AND METHODS WHICH MEET OR EXCEED REGULATORY PROVISIONS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,556,208	2,673,710	2,487,309	2,556,647	2,556,647
20	CONTRACTUAL SERVICES	309,308	456,688	674,150	704,900	704,900
30	SUPPLIES & MATERIALS	87,841	178,219	135,450	148,850	148,850
40	BUSINESS & TRAVEL	306,310	401,260	272,615	390,465	390,465
50	CAPITAL OUTLAY	690	612	0	0	0
80	INTER-GOVERNMENTAL/INTER-FUND	131,369	846	0	1,000	1,000
	GRAND TOTAL	<u>3,391,726</u>	<u>3,711,335</u>	<u>3,569,524</u>	<u>3,801,862</u>	<u>3,801,862</u>
<u>FUNDING SOURCE:</u>						
55	SOLID WASTE SERVICES	<u>3,391,726</u>	<u>3,711,335</u>	<u>3,569,524</u>	<u>3,801,862</u>	<u>3,801,862</u>

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****FINANCIAL NOTES:**

The \$232,338 net increase in funding for Environmental Services - Bureau of Solid Waste Management is the result of:

	FY 13	FY 14	CHANGE	
o	1,533,649	1,512,745	(20,904)	Full-time Salaries
			1,531	Salary adjustments based on the recommendations of the Dept of Human Resources
			(22,435)	Staff Turnover
			<u>(20,904)</u>	<u>(1.46%)</u>
o		(35,311)	(35,311)	Position abolished for FY 14:
			# of Positions	Salary
			(1.00)	(23,700)
				Fringe
				(11,611)
				Total
				(35,311) Weighmaster Attendant Trainee
o		27,382	27,382	PEHP (Post Employment Health Plan)
o		63,869	63,869	FY 13 Merit of 4% for all eligible staff
o	139,249	152,394	13,145	Pension/Retirement rate adjustments per Treasury's estimates
o	89,750	97,534	7,784	Workers' Compensation rate adjustments per Treasury's estimates
o	453,314	468,286	14,972	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	127,921	126,322	(1,599)	FICA adjustment
o	24,000	62,000	38,000	Vehicle & Operating Equipment - increase to cover rentals of heavy special equipment used in operation
o	34,000	50,000	16,000	Management Services - Town of Bel Air rubble disposal, increase in fee at disposal site
o	0	28,650	28,650	County Facility Repair & Renovation - will provide for new carpet, exterior painting, roof repairs and water system tanks replacement, cost split with Environmental Services - Administration and Recycling plus \$20,000 to enclose over wash bay area due to permit compliance
o	0	2,000	2,000	Security Systems - security cameras maintenance service at Harford Waste Disposal Center (HWDC) sites
o	0	1,000	1,000	Fleet Daily Carpool Rentals - rental fees for 16 passenger van as needed for tours and while vehicles are being serviced

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Bureau of Solid Waste Management****INDEX: 301211****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE
o	366,600	362,650	(3,950) Other Professional Services provides for the following:

Service	FY 13	FY 14	Change	Explanation
Hazardous Waste Disposal	10,000	12,000	2,000	required quarterly, includes florescent light tube disposal
Groundwater & Leachate Testing	25,000	22,000	(3,000)	required semi-annually, based on actuals
Leachate Hauling	214,500	214,500	0	
Scale Maintenance	7,000	6,000	(1,000)	based on actuals
Parts Cleaner Service	2,600	2,900	300	based on actuals
Surveying	7,000	4,500	(2,500)	Annual aerial topography for MDE report
Stone Hauling	19,500	30,000	10,500	based on actuals
Fire Extinguisher	1,400	1,250	(150)	based on actuals
Florescent Bulb Disposal	9,600	0	(9,600)	moved under Hazardous Waste Disposal
Welding Services	50,000	49,500	(500)	contract for bin welding
Screening Soil Services	20,000	20,000	0	
TOTAL	366,600	362,650	(3,950)	

o	513,100	594,000	80,900	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
8,200	9,500	1,300	Office Equipment
30,000	15,000	(15,000)	Water & Sewer - due to leachate patterns
2,000	3,000	1,000	Heating Fuel (Oil)
22,000	18,000	(4,000)	Telephone Service
35,000	25,000	(10,000)	Operating Equipment
90,300	70,000	(20,300)	Grounds Maintenance
15,000	12,000	(3,000)	Building/Custodial Services
40,000	50,000	10,000	Equipment Repair Parts
500	2,000	1,500	Small Tools
100	1,500	1,400	Oil & Lubricants
60,000	63,000	3,000	County Owned Vehicles
160,000	250,000	90,000	Fuel Charges
50,000	75,000	25,000	Non-Targeted Charges - FVS
513,100	594,000	80,900	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: BUREAU OF SOLID WASTE MANAGEMENT

Index No. 301211

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	47,896	1.00	47,896	1.00	49,812
Administrative Assistant II	1.00	39,132	1.00	39,132	0.00	0
Administrative Specialist I	1.00	49,063	1.00	49,063	0.00	0
Administrative Specialist II	0.00	0	0.00	0	1.00	52,556 A
Chauffeur Laborer	1.00	38,248	0.00	0	0.00	0
Chief, Solid Waste Management	1.00	101,865	1.00	101,865	1.00	80,000
Civil Engineer I	1.00	43,900	0.00	0	0.00	0
Clerk Typist	0.00	0	0.00	0	1.00	42,263 B
Crew Chief	3.00	186,081	3.00	186,081	3.00	193,524
Crew Leader I	1.00	33,100	1.00	33,100	1.00	34,424
Engineering Associate II	0.00	0	1.00	54,556	1.00	56,739
Equipment Operator	3.00	149,733	2.00	102,189	2.00	106,277
Equipment Operator Trainee	0.00	0	1.00	32,000	1.00	33,280
Equipment Repair Specialist	1.00	53,460	1.00	53,460	1.00	55,598
Laborer	4.00	121,711	5.00	183,513	5.00	186,552
Landfill Supervisor	1.00	61,351	1.00	61,351	1.00	63,805
Senior Equipment Operator	7.00	294,129	7.00	289,829	7.00	297,854
Weighmaster/Attendant I	1.00	30,857	1.00	30,857	1.00	32,091
Weighmaster/Attendant II	5.00	237,457	5.00	245,057	5.00	254,859
Weighmaster/Attendant Trainee	1.00	23,700	1.00	23,700	0.00	0 C
TOTAL FULL-TIME SALARIES	33.00	1,511,683	33.00	1,533,649	32.00	1,539,634
PART-TIME SALARIES						
Laborer	0.00	0	0.60	13,566	0.60	13,566
Senior Equipment Operator	0.00	24,960	0.60	24,960	0.60	25,958
TOTAL PART-TIME SALARIES	0.00	24,960	1.20	38,526	1.20	39,524
TEMPORARY SALARIES		13,900		0		0
SALARY TOTAL	33.00	1,550,543	34.20	1,572,175	33.20	1,579,158

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

DIVISION: BUREAU OF SOLID WASTE MANAGEMENT

Index No. 301211

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		201,571		139,249		155,320
Workers' Compensation		78,663		89,750		99,019
Health Benefits		460,027		453,314		462,553
PEHP		0		0		27,382
Overtime		100,000		100,000		100,000
FICA		126,266		127,921		128,455
Miscellaneous		4,760		4,900		4,760
TOTAL OTHER PERSONAL SERVICES		971,287		915,134		977,489
TOTAL 27TH PAY COST		72,246		0		0
TOTAL PERSONAL SERVICES	33.00	2,594,076 *	34.20	2,487,309	33.20	2,556,647

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Specialist I upgraded to an Administrative Specialist II - #1992

B - One (1) Administrative Assistant II position filled as a Clerk Typist - #1732

C - One (1) Weighmaster/Attendant Trainee position abolished - #0500

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 feasible and cost effective means and methods which meet or exceed regulatory provisions.

Department Objective

To continue expansion of the Harford Waste Disposal Center (HWDC) Landfill and Waste-to-Energy (WTE) Plant in an exemplary environmental manner, to promote recycling, along with managing the Litter Control (LC) and Adopt-A-Road programs. To comply with all regulatory requirements, including review and generation of Solid Waste Management Plans. To develop and implement contracts for long-term waste disposal with regional partners.

County Goal(s) Supported

- I. Public Safety
- V. Environmental Stewardship
- VI. Quality Living

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$11,490,197	\$11,727,739	\$12,133,798	\$12,476,670	\$13,128,675
Tons of Solid Waste managed (in-county)*	160,896	173,452	154,921	160,000	160,000
<u>Output:</u>					
Tons of material removed from the waste stream at HWDC	52,523	59,024	65,492	66,000	66,000
<u>Outcome:</u>					
Percentage of waste stream recycled county-wide	60%	62%	59%	59%	59%

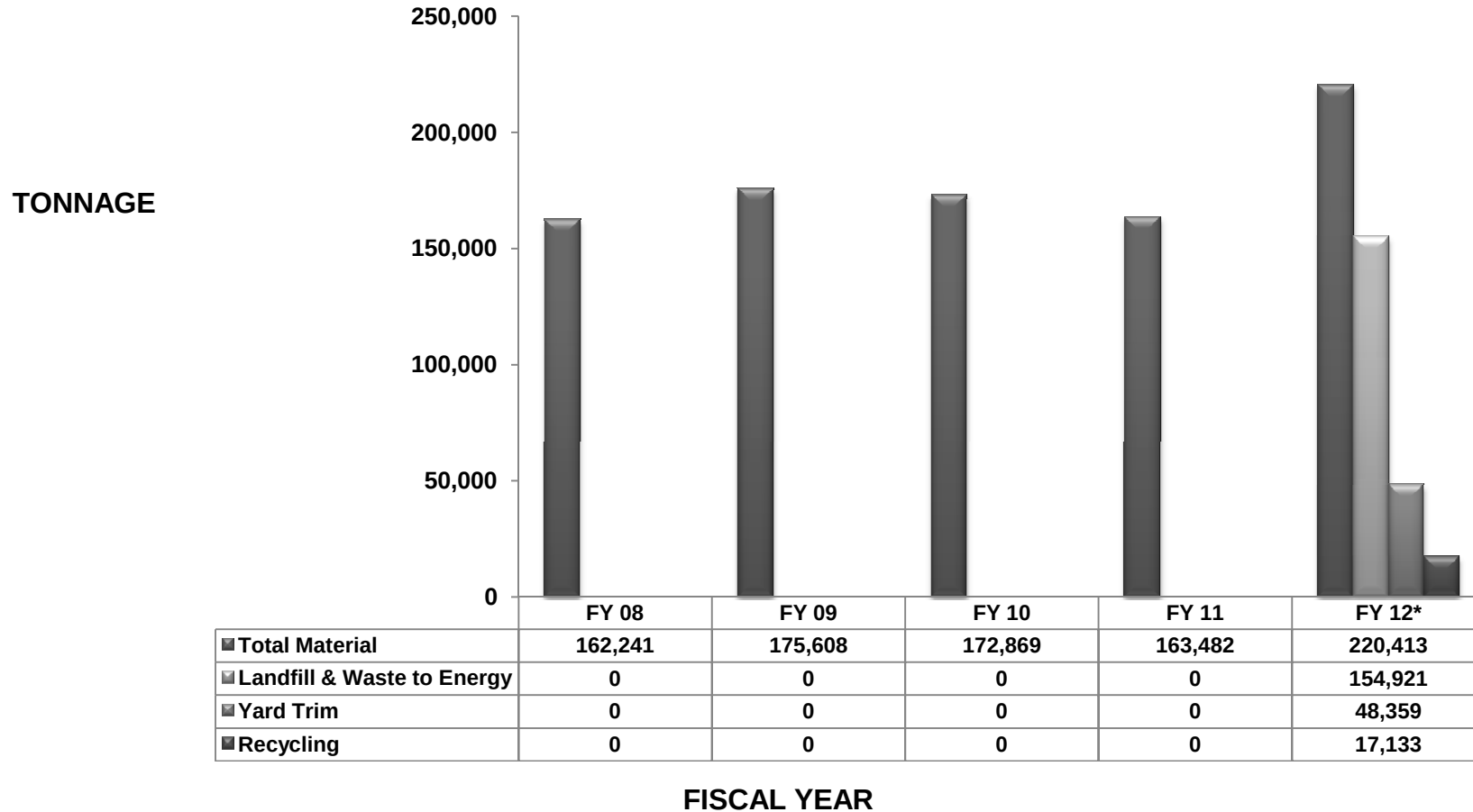
*Note: Beginning in October 2011, Baltimore County began to deliver solid waste back to Harford County for the equivalent amount of waste sent to Baltimore County plus 30%, spread over a 5-year period. These quantities do not include waste delivered back from Baltimore County.

Major Related Plans and Policies

Harford County Solid Waste Management Plan, Harford County Recycling Plan

ENVIRONMENTAL SERVICES

TONS OF SOLID WASTE DISPOSED



*Beginning FY 2012 Tons will be reported for materials handled at the Landfill; Waste to Energy Facility, Yard Trim Facility; and Recycling Transfer Station.

DEPARTMENT: PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES**DIVISION: Waste to Energy****INDEX: 301271****ORIGIN/PURPOSE:**

This budget is based on the Northeast Maryland Waste Disposal Authority issuing their bonds and purchasing the Waste to Energy Plant on our behalf. The operating budget consists of payments to the contract operator for operations and maintenance expense, repair and replacement expense, insurance expenses, management fees, ash transportation, air quality testing, and air pollution control monitoring, etc. Funds are also budgeted for Northeast Maryland Waste Disposal Authority (NMWDA) fees and a site lease to Aberdeen Proving Ground.

The Treasury Department will act as an agent for NMWDA and collect all monies including steam revenue from the Army. The department will pay all invoices to the contract operator, NMWDA and the Army.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	8,336,013	8,422,463	8,907,146	9,326,813	9,326,813
	GRAND TOTAL	8,336,013	8,422,463	8,907,146	9,326,813	9,326,813
	<u>FUNDING SOURCE:</u>					
55	SOLID WASTE SERVICES	8,336,013	8,422,463	8,907,146	9,326,813	9,326,813

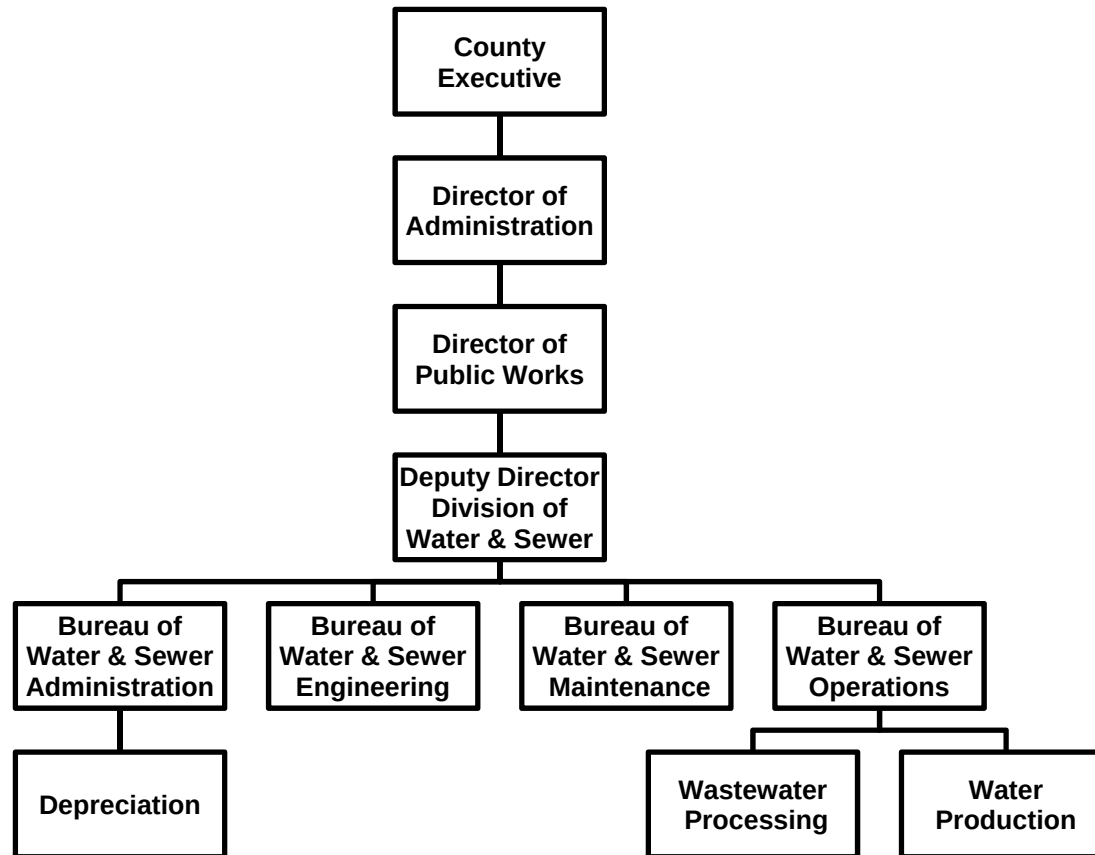
FINANCIAL NOTES:

The \$419,667 net increase in funding for the Environmental Services - Waste to Energy plant is the result of:

	FY 13	FY 14	CHANGE	
o	8,907,146	9,326,813	419,667	Management Services - Waste to Energy plant operating expenses as estimated by Treasury:
	FY 13	FY 14	Change	
	8,433,927	8,843,196	409,269	Contract operator, O & M, repair and replacement costs, insurance, management fee, ash transportation, etc.
	225,000	231,750	6,750	Payment to Baltimore City for ash (based on 70% going to City)
	245,099	248,747	3,648	Northeast Maryland Waste Disposal Authority Fee
	3,120	3,120	0	Site Lease - APG
	<u>8,907,146</u>	<u>9,326,813</u>	<u>419,667</u>	

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 43,319 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 43,319 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 '13 - '14 GOALS:

- 1 TO PROTECT PUBLIC HEALTH AND OUR ECOSYSTEM THROUGH RESPONSIBLE SYSTEM MANAGEMENT, MAINTENANCE AND OPERATIONS
- 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	14,023,238	14,675,465	13,833,825	14,585,398	14,585,398
20	CONTRACTUAL SERVICES	6,027,409	6,158,189	7,200,219	7,993,360	7,993,360
30	SUPPLIES & MATERIALS	2,328,451	2,607,577	3,191,270	3,664,345	3,664,345
40	BUSINESS & TRAVEL	555,573	672,648	617,200	695,510	695,510
50	CAPITAL OUTLAY	578,507	509,779	837,687	927,140	927,140
70	MISCELLANEOUS	11,030,618	11,195,888	11,280,396	11,565,066	11,565,066
80	INTER-GOVERNMENTAL/INTER-FUND	980,360	520,573	620,000	620,000	620,000
	GRAND TOTAL	35,524,156	36,340,119	37,580,597	40,050,819	40,050,819

SUMMARY BY FUND:

51	WATER & SEWER OPERATING	35,524,156	36,340,119	37,580,597	40,050,819	40,050,819
	GRAND TOTAL	35,524,156	36,340,119	37,580,597	40,050,819	40,050,819

SUMMARY BY DIVISION:

ADMINISTRATION	2,967,506	2,566,952	3,030,993	3,399,917	3,399,917
DEPRECIATION	9,126,524	9,638,801	9,200,000	9,200,000	9,200,000
ENGINEERING	1,188,083	1,195,087	1,268,754	1,318,138	1,318,138
W & S MAINTENANCE	6,112,298	6,367,236	6,564,242	6,939,334	6,939,334
WASTEWATER PROCESSING	10,202,345	10,194,647	10,824,889	12,114,644	12,114,644
WATER PRODUCTION	5,927,400	6,377,396	6,691,719	7,078,786	7,078,786
GRAND TOTAL	35,524,156	36,340,119	37,580,597	40,050,819	40,050,819

DEPARTMENT OF PUBLIC WORKS **WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

The \$2,470,222 net increase in funding for the Water & Sewer Division of Public Works is the result of:

	FY 13	FY 14	CHANGE	
o	9,023,468	8,958,811	(64,657)	Full Time Salaries
			120,513	Salary adjustments based on the recommendations of the Department of Human Resources
			(196,914)	Staff Turnover (2.18%)
			11,744	Management Assistant II salary no longer offset due to work hours
			<u>(64,657)</u>	
o		366,340	366,340	FY 13 Merit increase of 4% for eligible staff
o		168,857	168,857	PEHP (Post Employment Health Plan)
o	99,778	52,540	(47,238)	Temporary Salaries - provides for a Clerk Dispatcher and Laborer, eliminated vacant Water & Sewer Management Specialist and Water/Wastewater Facility Mechanic positions
o		51,307	51,307	Position created for FY 14:
			# of Positions	Salary
			1.00	26,200
				Fringe
				25,107
				Total
				51,307
				Water & Sewer Utility Worker I
				Created from vacant Human Resources Clerk Typist position, split 50/50 between Water & Sewer Abingdon
o	827,697	898,138	70,441	Pension/Retirement rate adjustments per Treasury's estimates
o	255,332	248,527	(6,805)	Workers' Compensation rate adjustments per Treasury's estimates
o	2,158,916	2,197,332	38,416	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	620,300	780,400	160,100	Overtime - increase based on actual expense history for emergency utility crews to cover 24 hour operations
o	76,291	84,700	8,409	Shift Differential - adjusted based on actual expense history
o	748,103	754,506	6,403	FICA adjustment
o	6,550	35,850	29,300	Vehicle & Operating Equipment - funding to allow for the rental of machinery per the Fleet Manager

DEPARTMENT OF PUBLIC WORKS WATER & SEWER OPERATIONS

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
O	1,227,500	1,700,500	473,000	County Facility Repair & Renovations - increase based on actuals for routine repairs:
				Maintenance FY 13 FY 14 Change Maintenance 126,300 146,300 20,000 Waste Water Processing 879,500 1,326,500 447,000 Water Production 221,700 227,700 6,000 <u>1,227,500</u> <u>1,700,500</u> <u>473,000</u>
O	92,000	139,500	47,500	Other Service & Maintenance Contract - implementation of Cityworks Program software linking water treatment with Wastewater Processing and Water Maintenance
O	100,000	180,000	80,000	Engineering Services increase based on actuals: FY 13 FY 14 Change 85,000 115,000 30,000 WWP - engineering consultant and service contract 15,000 65,000 50,000 Water Production - engineering services for assessment writing specs <u>100,000</u> <u>180,000</u> <u>80,000</u> and inspection of major projects for painting towers
O	180,500	190,500	10,000	Utility Water & Sewer Purchase - raw water purchased from Baltimore City delivered through the Big Inch and monthly payments to the City of Havre de Grace for treating recycled water from Harford County's water plant
O	9,500	1,800	(7,700)	Uniforms-Purchase - shirts, hats, etc. purchased every two years which are not included in the Uniform-Rental contract
O	1,150,260	1,349,685	199,425	Other Professional Services - increase based on actual expense history: FY 13 FY 14 Change Administration 0 3,000 3,000 cost of moving furniture to new Administrative building, May 2014 Engineering 21,000 21,900 900 Consulting Services Maintenance 135,300 124,000 (11,300) preventive maintenance program, repair of sewer main line WWP 935,010 1,103,060 168,050 lab analysis for MDE compliance, emergency pump outs and courier for transport of samples Water Prod 58,950 97,725 38,775 contract lab services <u>1,150,260</u> <u>1,349,685</u> <u>199,425</u>
O	63,500	71,500	8,000	W & S Lines Service Parts - increase due to cost of parts and lead free requirements enacted 1/11/12
O	78,800	101,360	22,560	Laboratory Supplies - increase based on actual expense history for supplies used in lab for process analysis and to monitor National Pollutant Discharge Elimination System (NPDES) compliance and reporting to the Maryland Department of the Environment (MDE)

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE		
o	180,000	180,000	0	Unanticipated Maintenance - contingency for unexpected emergencies	
o	1,396,000	1,728,700	332,700	Chemicals in Bulk - increase based on actual expense history:	
		FY 13	FY 14	Change	
		Maintenance	10,000	10,000	0
		Water Prod	896,000	944,000	48,000
		WWP	490,000	774,700	284,700
			<u>1,396,000</u>	<u>1,728,700</u>	<u>332,700</u>
o	433,200	460,000	26,800	Water Meter Purchases - new and replacement installations due to replacement program for all meters exceeding 15 years of age	
o	50,000	50,000	0	Other (Audit Only) - General Inventory per Treasury's recommendation	
o	837,687	927,140	89,453	Equipment - normal annual purchases of pumps, generators, saws, tampers, etc.	
o	1,967,196	2,268,666	301,470	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 13	FY 14	Change	
		153,779	158,235	4,456	Water & Sewer Fund Pro Rata to the Public Works Director's Budget
		1,813,417	2,110,431	297,014	Water & Sewer Fund Pro Rata to the General Fund
		<u>1,967,196</u>	<u>2,268,666</u>	<u>301,470</u>	
o	9,200,000	9,200,000	0	Depreciation - per Treasury's recommendation	
o	113,200	96,400	(16,800)	Payments to Other Government Agencies - decrease based on actual expense history:	

Division	FY 13	FY 14	Change	Explanation
Maint	78,000	60,000	(18,000)	payments to the Pennsylvania Delta Borough for waste treatment
WWP	35,200	36,400	1,200	annual sludge generation fee paid to The Maryland Department of the Environment based on the volume of sludge produced
Totals	113,200	96,400	(16,800)	

**DEPARTMENT OF PUBLIC WORKS
WATER & SEWER OPERATIONS**

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	5,115,918	5,239,733	123,815	Line items significantly adjusted, based on actual expense history and the state of the economy:
	FY 13	FY 14	Change	
	3,299,000	3,346,200	47,200	Electricity
	80,000	62,000	(18,000)	Heating Fuel (Oil)
	60,310	35,270	(25,040)	Emergency Reporting System
	50,000	40,000	(10,000)	Water Line Rehab/Repair
	100,000	90,000	(10,000)	Sewer Line Rehab/Repair
	25,800	13,160	(12,640)	Communication Service
	196,658	183,940	(12,718)	Operating Equipment
	57,800	44,798	(13,002)	Grounds Maintenance
	22,600	31,500	8,900	Other Services
	20,250	25,000	4,750	Delivery Charges
	470,450	553,600	83,150	Equipment Repair Parts
	60,100	68,715	8,615	Safety Equipment
	51,300	45,800	(5,500)	Diesel Fuel
	9,700	13,550	3,850	Oil & Lubricants
	50,000	45,000	(5,000)	Grates & Manhole Covers
	222,300	231,800	9,500	County Owned Vehicles
	247,350	298,200	50,850	Fuel Charges
	92,300	111,200	18,900	Non-Targeted Charges - FVS
	<u>5,115,918</u>	<u>5,239,733</u>	<u>123,815</u>	
o	620,000	620,000		0 Other Intergovernmental - payments to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations. The County purchases 1.3 MGD of water from the City at \$35,000/month and Harford County's share of operating expenses of new solids handling facility based on terms of Intergovernmental agreement @ \$200,000.

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	101,865	1.00	101,865	1.00	105,939
Administrative Assistant I	1.00	40,107	1.00	40,107	2.00	74,812
Administrative Assistant II	7.00	329,494	6.00	284,127	5.00	252,316
Administrative Specialist II	1.00	79,375	1.00	79,375	1.00	82,550
Assistant Superintendent	8.00	640,530	8.00	622,635	8.00	647,542
Central Stores Manager	2.00	81,413	2.00	81,413	2.00	84,669
Chemist	1.00	57,260	1.00	57,260	1.00	59,549
Chief, Engineering Division	1.00	71,400	1.00	71,400	1.00	71,400
Chief, Water & Sewer	3.00	351,042	3.00	351,042	3.00	351,043
Civil Engineer I	1.00	43,900	1.00	43,900	1.00	45,656
Civil Engineer II	2.00	115,157	2.00	115,157	2.00	117,867
Civil Engineer III	4.00	379,681	4.00	379,681	4.00	394,871
Civil Engineer IV	1.00	110,992	1.00	110,992	1.00	114,629
Clerk Typist	0.00	0	1.00	27,500	0.00	0
Computer Records Assistant	1.00	43,892	0.00	0	0.00	0
Computer System Engineer III	2.00	146,208	2.00	146,208	2.00	152,056
Database Administrator	1.00	69,795	1.00	69,795	1.00	72,587
Deputy Director of Public Works	1.00	122,179	1.00	122,179	1.00	124,862
Drafting Technician II	1.00	56,112	1.00	56,112	1.00	58,358
Electrician Water & Sewer Operations	1.00	44,322	1.00	44,322	1.00	46,095
Engineering Associate III	1.00	51,852	1.00	51,852	0.00	0
Engineering Associate IV	0.00	0	0.00	0	1.00	56,621
Equipment Repair Specialist	1.00	37,300	1.00	37,300	1.00	38,792
GIS Coordinator	1.00	70,094	1.00	70,094	1.00	72,896
Instrumentation Technician	1.00	56,136	1.00	56,136	1.00	58,381
Laboratory Technician	5.00	226,683	5.00	226,683	5.00	235,751
Management Assistant II	3.00	230,153	3.00	230,153	3.00	216,268
Plant Operations Manager	2.00	162,651	2.00	162,651	2.00	169,157

STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Plant Operator (Water/Wastewater)	18.00	832,301	16.00	739,423	14.00	647,991
Plant Operator Trainee I (Water/Wastewater)	5.00	139,089	11.00	302,500	4.00	110,000
Plant Operator Trainee II (Water/Wastewater)	7.00	233,743	3.00	99,300	13.00	436,919
Plant Superintendent Water & Sewer	3.00	266,433	3.00	257,295	3.00	264,475
Pretreatment Inspector	1.00	43,900	1.00	43,900	1.00	45,656
Process Engineer	2.00	160,520	2.00	144,167	2.00	147,614
Senior Electrician Water & Sewer	1.00	58,335	1.00	58,335	1.00	60,668
Senior Instrumentation Technician	1.00	61,897	1.00	61,897	1.00	64,371
Senior Laboratory Technician	1.00	47,400	1.00	47,400	1.00	49,296
Senior Plant Operator	8.00	455,884	5.00	305,757	3.00	196,419
Senior Water/Wastewater Facility Mechanic	3.00	171,507	3.00	171,507	4.00	243,528
Shift Supervisor/Plant Operations	6.00	392,791	6.00	396,543	6.00	412,407
Superintendent of Laboratories	1.00	65,409	1.00	65,409	1.00	68,025
Superintendent of Water & Sewer Facilities	1.00	90,507	1.00	90,507	1.00	94,127
Water & Sewer Facilities Maintenance Specialist	1.00	66,544	1.00	66,544	1.00	69,206
Water & Sewer Permits Technician	1.00	35,600	1.00	35,600	2.00	73,030
Water & Sewer Utility Crew Chief	6.00	310,710	6.00	310,710	6.00	323,139
Water & Sewer Utility Technician I	0.00	0	0.00	0	1.00	39,900
Water & Sewer Utility Technician II	1.00	63,799	1.00	63,799	1.00	66,351
Water & Sewer Utility Technician III	3.00	189,575	2.00	130,634	2.00	135,858
Water & Sewer Utility Worker I	3.00	126,962	5.00	181,590	7.00	233,569
Water & Sewer Utility Worker II	15.00	461,609	11.00	334,544	5.00	148,411
Water & Sewer Utility Worker III (Certified)	3.00	112,547	3.00	112,547	6.00	230,442
Water & Sewer Utility Worker III (Non-Certified)	3.00	103,093	6.00	196,859	5.00	164,535
Water & Sewer Utility Worker IV	2.00	104,677	2.00	104,677	4.00	189,496
Water/Wastewater Facility Mechanic	9.00	455,104	9.00	455,104	9.00	440,021
Water/Wastewater Facility Mechanic Trainee	0.00	0	4.00	132,400	4.00	132,400
Water Meter Mechanic I	1.00	51,958	1.00	27,500	1.00	28,600

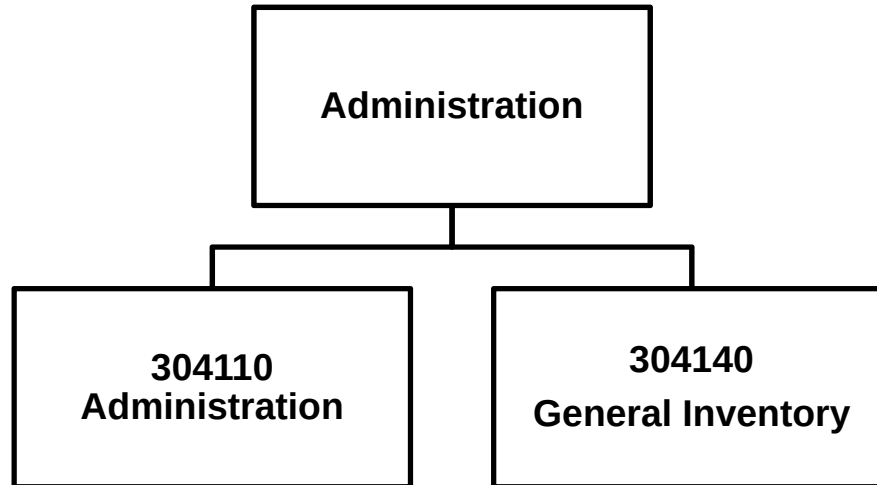
STAFF SUMMARY

PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Water Meter Mechanic II	7.00	293,227	7.00	293,227	7.00	295,415
Water Meter Technician I	2.00	107,784	2.00	107,784	2.00	112,096
Water Meter Technician II	1.00	57,814	1.00	57,814	1.00	60,127
FULL-TIME SALARIES	170.00	9,280,312	170.00	9,035,212	171.00	9,288,759
SALARY OFFSET		(11,744)		(11,744)		0
TOTAL FULL-TIME SALARIES	170.00	9,268,568	170.00	9,023,468	171.00	9,288,759
TEMPORARY SALARIES		107,243		99,778		53,544
SALARY TOTAL	170.00	9,375,811	170.00	9,123,246	171.00	9,342,303
OTHER PERSONAL SERVICES						
Pension & Retirement		1,224,820		827,697		931,132
Workers' Compensation		228,478		255,332		257,848
Health Benefits		2,202,564		2,158,916		2,216,737
PEHP		0		0		168,857
Overtime & Shift Differential		639,722		696,591		865,100
FICA		763,075		748,103		779,341
Miscellaneous		24,080		23,940		24,080
TOTAL OTHER PERSONAL SERVICES		5,082,739		4,710,579		5,243,095
TOTAL 27TH PAY COST		440,046		0		0
TOTAL PERSONAL SERVICES	170.00	14,898,596 *	170.00	13,833,825	171.00	14,585,398

* FY 12 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, Budget and Personnel Management and Bureau Rules and Regulations.

FY '13 - '14 GOAL:

1 TO PROTECT PUBLIC HEALTH AND OUR ECOSYSTEM THROUGH RESPONSIBLE SYSTEM MANAGEMENT, MAINTENANCE AND OPERATION

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	979,769	973,887	877,372	922,099	922,099
20	CONTRACTUAL SERVICES	156,517	106,786	110,150	121,022	121,022
30	SUPPLIES & MATERIALS	3,718	3,547	56,850	58,215	58,215
40	BUSINESS & TRAVEL	16,040	20,739	19,425	21,375	21,375
50	CAPITAL OUTLAY	3,281	495	0	8,540	8,540
70	MISCELLANEOUS	1,804,690	1,461,476	1,967,196	2,268,666	2,268,666
80	INTER-GOVERNMENTAL/INTER-FUND	3,491	22	0	0	0
	GRAND TOTAL	2,967,506	2,566,952	3,030,993	3,399,917	3,399,917

FUNDING SOURCE:

51	WATER & SEWER OPERATING	<u>2,967,506</u>	<u>2,566,952</u>	<u>3,030,993</u>	<u>3,399,917</u>	<u>3,399,917</u>

SUMMARY BY DIVISION:

304110	BUREAU OF WATER & SEWER ADMINISTRATION	2,967,506	2,566,952	2,980,993	3,349,917	3,349,917
304140	GENERAL INVENTORY	0	0	50,000	50,000	50,000
	GRAND TOTAL	2,967,506	2,566,952	3,030,993	3,399,917	3,399,917

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Administration****INDEX: 304110 & 304140****FINANCIAL NOTES:**

The \$368,924 net increase in funding for Water and Sewer - Bureau of Water & Sewer Administration is the result of:

	FY 13	FY 14	CHANGE	
o		22,634	22,634	FY 13 Merit increase of 4% for eligible staff
o	652,183	661,535	9,352	Full Time Salaries
		4,500		Salary adjustments based on the recommendations of the Department of Human Resources
		(6,892)		Staff Turnover (1.06%)
		11,744		Offset - Management Assistant II salary no longer offset to reflect actual hours worked
		<u>9,352</u>		
o		4,564	4,564	PEHP (Post Employment Health Plan)
o	59,753	66,154	6,401	Pension/Retirement rate adjustments per Treasury's estimates
o	7,834	7,749	(85)	Workers' Compensation rate adjustments per Treasury's estimates
o	107,146	107,436	290	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	48,196	49,767	1,571	FICA adjustments
o	21,850	25,272	3,422	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	18,200	20,572	2,372	Office Equipment
	1,400	1,000	(400)	Duplicating Machine Supplies
	2,000	1,500	(500)	General Office Mailing
	250	2,000	1,750	Fuel Charges
	0	200	200	Non-Targeted Charges - FVS
	<u>21,850</u>	<u>25,272</u>	<u>3,422</u>	

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER

DIVISION: Bureau of Water & Sewer Administration

INDEX: 304110 & 304140

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE			
o	50,000	50,000	0	Other - General Inventory per Treasury's recommendation		
o	0	19,305	19,305	Due to moving into a new Administrative building in May, 2014, the following funding was added:		
			8,500	Contractual Services		
			2,265	Materials & Supplies		
			8,540	Equipment - Audio Visual Supplies, Vacuum Cleaner, Chairs and Tables		
			<u>19,305</u>			
o	1,967,196	2,268,666	301,470	Pro Rata Shares:		
			FY 13	FY 14	Change	
			153,779	158,235	4,456	DPW Water & Sewer Division's Pro Rata to the DPW
						Director's budget in the Highways Fund
			<u>1,813,417</u>	<u>2,110,431</u>	<u>297,014</u>	Water & Sewer Fund Pro Rata to the General Fund
			<u>1,967,196</u>	<u>2,268,666</u>	<u>301,470</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 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	101,865	1.00	101,865	1.00	105,939
Administrative Assistant I	0.00	0	0.00	0	1.00	33,100 A
Administrative Assistant II	2.00	86,880	1.00	41,513	0.00	0
Chief, Water & Sewer (Administration)	1.00	120,025	1.00	120,025	1.00	120,025
Clerk Typist	0.00	0	1.00	27,500	0.00	0
Database Administrator	1.00	69,795	1.00	69,795	1.00	72,587
Deputy Director of Public Works	1.00	122,179	1.00	122,179	1.00	124,862
Management Assistant II	2.00	145,450	2.00	145,450	2.00	151,268
Water & Sewer Permits Technician	1.00	35,600	1.00	35,600	2.00	73,030 B
FULL-TIME SALARIES	9.00	681,794	9.00	663,927	9.00	680,811
SALARY OFFSET		(11,744)		(11,744)		0 C
TOTAL FULL-TIME SALARIES	9.00	670,050	9.00	652,183	9.00	680,811
OTHER PERSONAL SERVICES						
Pension & Retirement		88,633		59,753		68,081
Workers' Compensation		6,823		7,834		7,872
Health Benefits		117,119		107,146		107,436
PEHP		0		0		4,564
Overtime & Shift Differential		1,000		1,000		1,000
FICA		49,563		48,196		51,075
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		264,398		225,189		241,288
TOTAL 27TH PAY COST		31,086		0		0
TOTAL PERSONAL SERVICES	9.00	965,534 *	9.00	877,372	9.00	922,099

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Clerk Typist position upgraded to an Administrative Assistant I - #0007

B - One (1) vacant Administrative Assistant II position filled as a Water/Sewer Permits Technician - #1393

C - Salary no longer offset due to work hours for Management Assistant II position - #1017

DPW - WATER & SEWER - ADMINISTRATION OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To protect public health and our ecosystem through responsible system management, maintenance and operations.

Department 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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$4,648,383	\$5,080,227	\$4,846,340	\$5,207,205	\$5,469,958
<u>Output:</u>					
Total miles of sewer in system	549	550	550	557	559
<u>Efficiency:</u>					
Total cost per 100 miles of sewer	\$846,700	\$923,678	\$881,153	\$934,866	\$978,526
<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	1.5	1.6	1.1	1.6	1.8

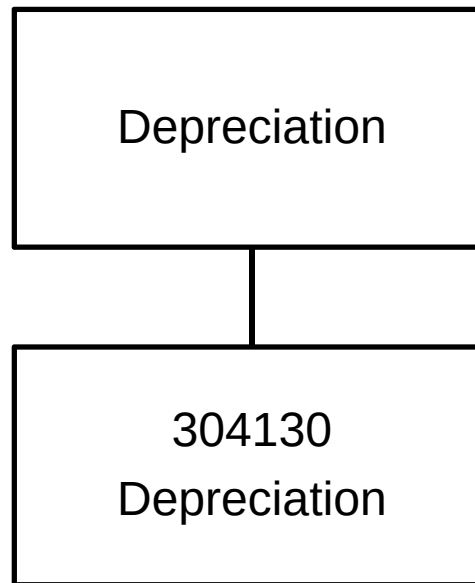
Explanation and Analysis of Performance Measures

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

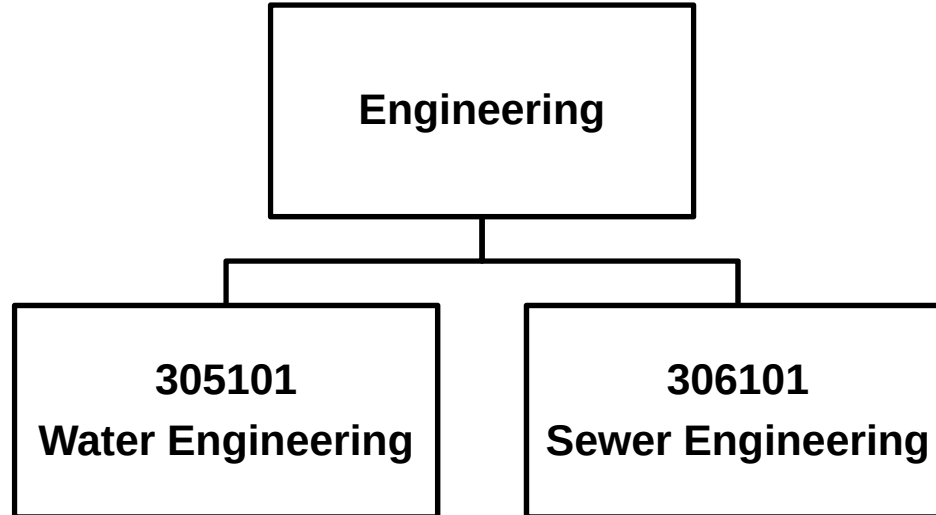
ORIGIN/PURPOSE:

Total Depreciation Expense for FY 12 was \$9,638,801 which was funded by Contributed Capital. It is estimated that the expense for FY 14 will be \$9,200,000. This total expense is reduced by the Depreciation Expense from Contributed Capital.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>9,126,524</u>	<u>9,638,801</u>	<u>9,200,000</u>	<u>9,200,000</u>	<u>9,200,000</u>
	GRAND TOTAL	<u>9,126,524</u>	<u>9,638,801</u>	<u>9,200,000</u>	<u>9,200,000</u>	<u>9,200,000</u>
	<u>FUNDING SOURCE:</u>					
51	WATER & SEWER OPERATING	<u>9,126,524</u>	<u>9,638,801</u>	<u>9,200,000</u>	<u>9,200,000</u>	<u>9,200,000</u>
	<u>SUMMARY BY DIVISION:</u>					
304130	DEPRECIATION	<u>9,126,524</u>	<u>9,638,801</u>	<u>9,200,000</u>	<u>9,200,000</u>	<u>9,200,000</u>
	GRAND TOTAL	<u>9,126,524</u>	<u>9,638,801</u>	<u>9,200,000</u>	<u>9,200,000</u>	<u>9,200,000</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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,139,702	1,164,466	1,226,004	1,276,438	1,276,438
20	CONTRACTUAL SERVICES	36,278	24,667	32,650	34,900	34,900
30	SUPPLIES & MATERIALS	3,282	3,173	6,200	4,300	4,300
40	BUSINESS & TRAVEL	2,368	1,791	3,900	2,500	2,500
50	CAPITAL OUTLAY	1,230	990	0	0	0
80	INTER-GOVERNMENTAL/INTER-FUND	5,223	0	0	0	0
	GRAND TOTAL	1,188,083	1,195,087	1,268,754	1,318,138	1,318,138
<u>FUNDING SOURCE:</u>						
51	WATER & SEWER OPERATING	1,188,083	1,195,087	1,268,754	1,318,138	1,318,138
<u>SUMMARY BY DIVISION:</u>						
305101	WATER ENGINEERING	600,367	597,760	643,652	666,969	666,969
306101	SEWER ENGINEERING	587,716	597,327	625,102	651,169	651,169
	GRAND TOTAL	1,188,083	1,195,087	1,268,754	1,318,138	1,318,138

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER**DIVISION: Bureau of Water & Sewer Engineering****INDEX: 305101 & 306101****FINANCIAL NOTES:**

The \$49,384 net increase in funding for Water and Sewer - Bureau of Water & Sewer Engineering is the result of:

	FY 13	FY 14	CHANGE	
o	899,188	901,782	2,594	Full Time Salaries
			2,594	Salary adjustments based on the recommendations of the Department of Human Resources
o		35,784	35,784	FY 13 Merit increase of 4% for eligible staff
o	80,926	90,178	9,252	Pension/Retirement rate adjustments per Treasury's estimates
o	6,024	5,952	(72)	Workers' Compensation rate adjustments per Treasury's estimates
o	169,228	171,388	2,160	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	68,558	69,274	716	FICA adjustments
o	7,600	6,000	(1,600)	Office Equipment - decrease based on actual copier lease
o	21,000	21,900	900	Other Professional Services - Consultant contracts as required
o	7,000	6,800	(200)	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
0	2,900	2,900	Data Processing Software-Maintenance
1,000	500	(500)	Duplicating Machine Supplies
200	0	(200)	Delivery Charges
1,400	900	(500)	Drafting & Display Supplies
1,000	300	(700)	Computer Software
600	200	(400)	Fuel Charges
800	600	(200)	Membership Fees & Dues
2,000	1,400	(600)	Training Seminars, Courses
<u>7,000</u>	<u>6,800</u>	<u>(200)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

Index Nos. 305101
306101

DIVISION: BUREAU OF WATER & SEWER ENGINEERING

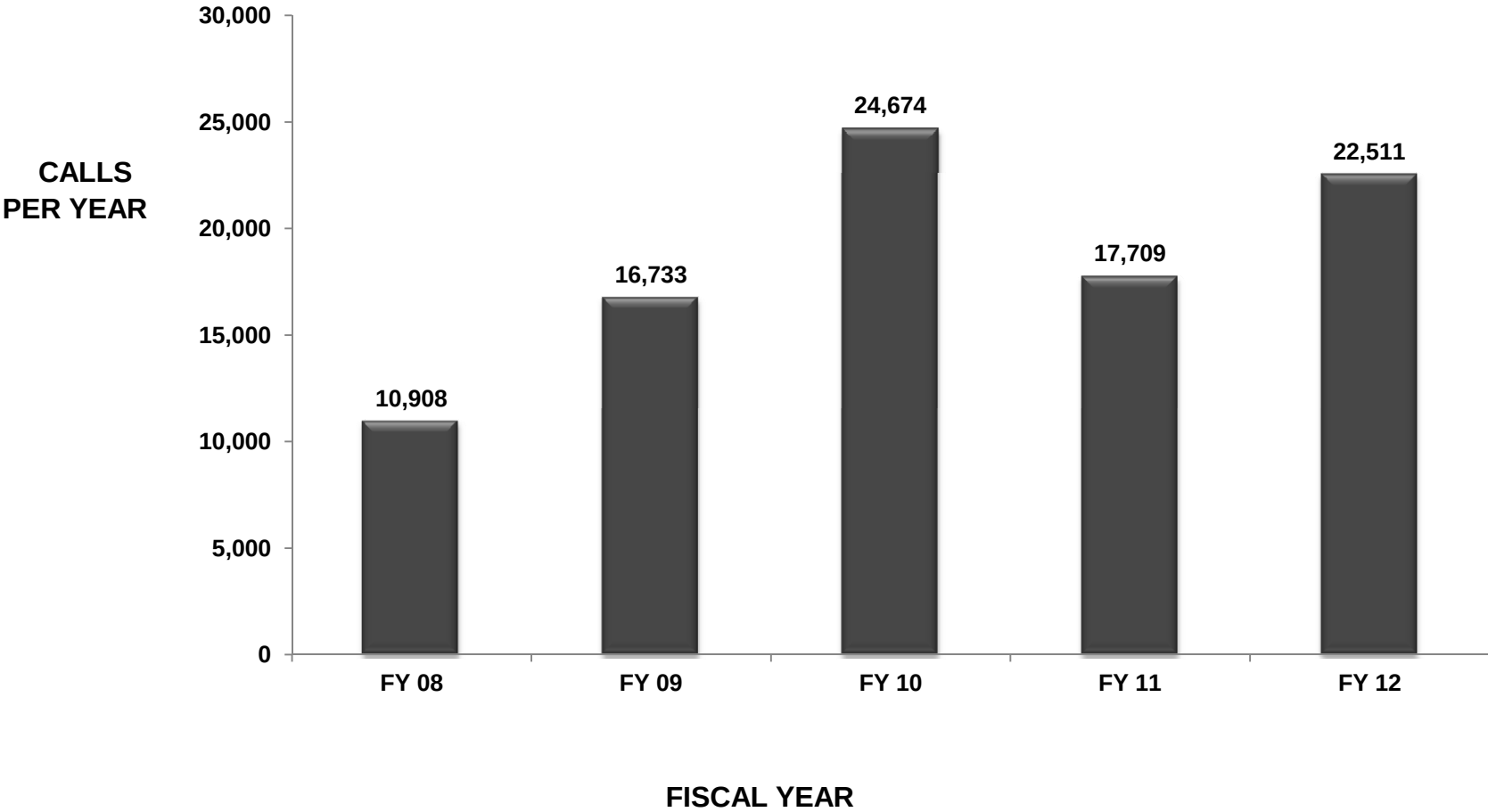
POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Engineering Division	1.00	71,400	1.00	71,400	1.00	71,400
Civil Engineer I	1.00	43,900	1.00	43,900	1.00	45,656
Civil Engineer II	2.00	115,157	2.00	115,157	2.00	117,867
Civil Engineer III	4.00	379,681	4.00	379,681	4.00	394,871
Civil Engineer IV	1.00	110,992	1.00	110,992	1.00	114,629
Drafting Technician II	1.00	56,112	1.00	56,112	1.00	58,358
Engineering Associate III	1.00	51,852	1.00	51,852	0.00	0
Engineering Associate IV	0.00	0	0.00	0	1.00	56,621 A
GIS Coordinator	1.00	70,094	1.00	70,094	1.00	72,896
TOTAL FULL-TIME SALARIES	12.00	899,188	12.00	899,188	12.00	932,298
OTHER PERSONAL SERVICES						
Pension & Retirement		116,894		80,926		93,230
Workers' Compensation		5,200		6,024		6,150
Health Benefits		168,934		169,228		171,388
Overtime & Shift Differential		400		400		400
FICA		68,558		68,558		71,292
Miscellaneous		1,680		1,680		1,680
TOTAL OTHER PERSONAL SERVICES		361,666		326,816		344,140
TOTAL 27TH PAY COST		41,716		0		0
TOTAL PERSONAL SERVICES	12.00	1,302,570 *	12.00	1,226,004	12.00	1,276,438

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Engineering Associate III upgraded to an Engineering Associate IV - #2000

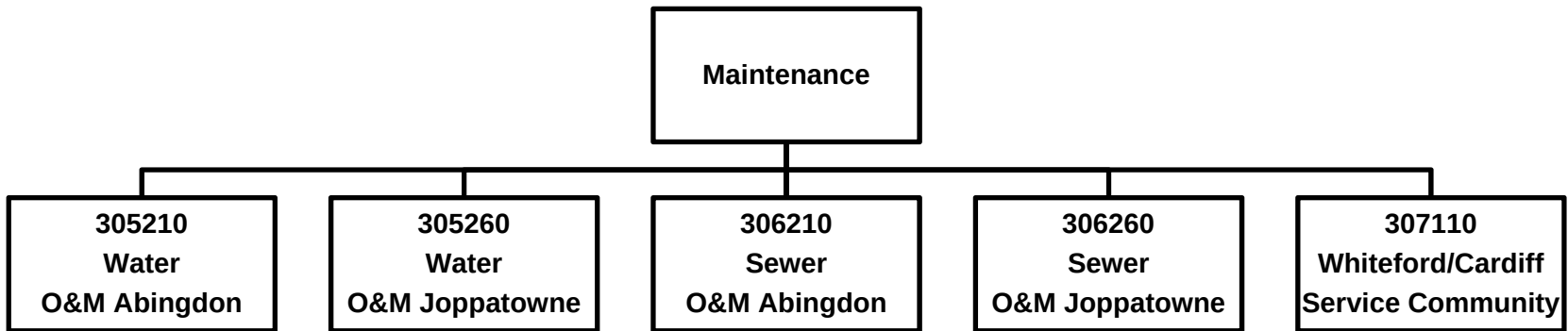
WATER & SEWER

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 '13 - '14 GOAL:

2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,329,370	4,574,976	4,217,541	4,629,394	4,629,394
20	CONTRACTUAL SERVICES	658,756	654,443	914,421	823,615	823,615
30	SUPPLIES & MATERIALS	602,786	675,330	954,325	978,575	978,575
40	BUSINESS & TRAVEL	284,357	353,461	340,350	375,350	375,350
50	CAPITAL OUTLAY	30,536	49,026	59,605	72,400	72,400
70	MISCELLANEOUS	70,600	60,000	78,000	60,000	60,000
80	INTER-GOVERNMENTAL/INTER-FUND	135,893	0	0	0	0
	GRAND TOTAL	6,112,298	6,367,236	6,564,242	6,939,334	6,939,334

FUNDING SOURCE:

51	WATER & SEWER OPERATING	6,112,298	6,367,236	6,564,242	6,939,334	6,939,334

SUMMARY BY DIVISION:

305210	WATER O & M ABINGDON	3,556,511	3,817,909	3,847,234	4,100,197	4,100,197
305260	WATER O & M JOPPATOWNE	98,029	95,047	109,904	109,270	109,270
306210	SEWER O & M ABINGDON	2,297,113	2,323,640	2,442,573	2,588,897	2,588,897
306260	SEWER O & M JOPPATOWNE	70,144	69,740	72,731	69,470	69,470
307110	SEWER WHITEFORD SERVICE COMMUNITY	90,501	60,900	91,800	71,500	71,500
	GRAND TOTAL	6,112,298	6,367,236	6,564,242	6,939,334	6,939,334

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

The \$375,092 net increase in funding for Water and Sewer - Bureau of Water & Sewer Maintenance is the result of:

	FY 13	FY 14	CHANGE	
o	2,668,310	2,682,457	14,147	Full Time Salaries
			60,721	Salary adjustments based on the recommendations of the Department of Human Resources
			(46,574)	Staff Turnover (1.75%)
			<u>14,147</u>	
o		115,183	115,183	FY 13 Merit increase of 4% for eligible staff
o		51,307	51,307	Position created for FY 14:
			# of Positions	Salary
			1.00	26,200
				Fringe
				25,107
				Total
				51,307
				Water & Sewer Utility Worker I
				Created from vacant Human Resources Clerk Typist position, split 50/50 between 305210 & 306210
o		59,328	59,328	PEHP (Post Employment Health Plan)
o	34,268	52,540	18,272	Temporary Salaries - provides for an Clerk Dispatcher and a Laborer, increase due to turnover and hours worked
o	248,782	270,503	21,721	Pension/Retirement rate adjustments per Treasury's estimates
o	86,545	84,887	(1,658)	Workers' Compensation rate adjustments per Treasury's estimates
o	705,440	751,891	46,451	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	223,850	303,500	79,650	Overtime - increase based on actual expense history for emergency utility crews to cover 24-hour operations
o	17,291	16,000	(1,291)	Shift Differential - decrease based on actual expense history
o	224,935	233,678	8,743	FICA adjustments
o	0	25,000	25,000	Vehicle & Operating Equipment - funding to allow for the rental of machinery instead of purchasing
o	60,000	35,000	(25,000)	Emergency Reporting System - funding for the installation of Verizon Fiber Optic cable through portions of Harford County based on actual expense history

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	92,000	39,500	(52,500)	Other Services & Maintenance - eliminated one-time FY 13 expense of \$50,000 to implement Cityworks on web server
o	3,500	1,800	(1,700)	Uniforms-Purchase - shirts, hats, etc. purchased every two years which are not included in the Uniform Rental contract
o	63,500	71,500	8,000	W & S Lines Service - increase due to cost of parts and lead free requirements
o	135,300	124,000	(11,300)	Other Professional Services:

Index	FY 13	FY 14	Change	Explanation
Abingdon Water	5,000	5,000	0	towing and plumbing services, and camera inspection from main line to the street, flush out main water lines and consultant services for Information Asset Technology Plan
Joppatowne Water	300	0	(300)	decrease based on actual expense history
Joppatowne Sewer	25,000	25,000	0	Cityworks annual updates and support software fee
Abingdon Sewer	100,000	90,000	(10,000)	root control in existing sub-division right of ways, grubbing/cleaning sewer interceptor easements, install sewer service by contract labor, calibrate and test sewer flow meters in off-site areas and repair of sewer main line and service over 18' deep, decrease based on actuals
Cardiff	5,000	4,000	(1,000)	for unanticipated emergency outsourcing of contractors, plumbers, etc. based on actuals, plus Cityworks annual updates and support software fee
	135,300	124,000	(11,300)	

o	433,200	460,000	26,800	Water Meter Purchases - new and replacement installations due to replacement program for all meters exceeding 15 years of age, increase due to re-bid of meters and lead free requirements
o	100,000	100,000	0	Unanticipated Maintenance - contingency for unexpected emergencies

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Maintenance****INDEX: 305210, 305260, 306210, 306260, 307110****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	20,000	8,000	(12,000)	Communication Service - two-way radios, decrease based on actual expenses
o	78,000	60,000	(18,000)	Payments to Other Government Agencies - payment to the Pennsylvania Delta Borough for waste treatment, as required by an inter-state agreement
o	59,605	72,400	12,795	Equipment:
				Hex-a-Gram & Meters 35,000 Testing Gauge 13,000
				Saws - All Types 3,000 Tampers 2,000
				Hydraulic Power Tools 4,500 Pumps 3,000
				Leak Detection Equipment 3,400 Generators 2,500
				Shoring Box 6,000
o	798,650	808,950	10,300	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	30,000	22,000	(8,000)	Office Equipment
	42,000	36,500	(5,500)	Electricity
	29,950	28,500	(1,450)	Telephone Service
	126,300	146,300	20,000	County Facility Repairs & Renovations
	50,000	40,000	(10,000)	Water Line Rehab/Repair
	100,000	90,000	(10,000)	Sewer Line Rehab/Repair
	4,000	2,800	(1,200)	Operating Equipment
	6,500	5,000	(1,500)	General Office Supplies
	7,500	8,800	1,300	Concrete, Mortar & Cement
	2,000	750	(1,250)	Computer Hardware Component
	2,000	3,000	1,000	Traffic Signs & Markings
	5,000	3,000	(2,000)	Gasoline
	50,000	45,000	(5,000)	Grates, Manhole Covers
	5,400	4,300	(1,100)	Other Supplies & Materials
	135,000	140,000	5,000	County Owned Vehicles
	150,000	170,000	20,000	Fuel Charges
	46,000	51,000	5,000	Non-Targeted Charges - FVS
	7,000	12,000	5,000	Training Seminars, Courses (MDE Certifications)
	<u>798,650</u>	<u>808,950</u>	<u>10,300</u>	

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 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	40,107	1.00	40,107	1.00	41,712
Administrative Assistant II	2.00	102,296	2.00	102,296	2.00	106,387
Administrative Specialist II	1.00	79,375	1.00	79,375	1.00	82,550
Assistant Superintendent	4.00	291,749	4.00	291,749	4.00	303,421
Chief, Water & Sewer (Facilities)	1.00	110,990	1.00	110,990	1.00	110,991
Computer Records Assistant	1.00	43,892	0.00	0	0.00	0
Equipment Repair Specialist	1.00	37,300	1.00	37,300	1.00	38,792
Superintendent of Water & Sewer Facilities	1.00	90,507	1.00	90,507	1.00	94,127
Water & Sewer Facilities Maintenance Specialist	1.00	66,544	1.00	66,544	1.00	69,206
Water & Sewer Utility Crew Chief	6.00	310,710	6.00	310,710	6.00	323,139
Water & Sewer Utility Technician I	0.00	0	0.00	0	1.00	39,900 A
Water & Sewer Utility Technician II	1.00	63,799	1.00	63,799	1.00	66,351
Water & Sewer Utility Technician III	3.00	189,575	2.00	130,634	2.00	135,858
Water & Sewer Utility Worker I	3.00	126,962	5.00	181,590	7.00	233,569 B
Water & Sewer Utility Worker II	15.00	461,609	11.00	334,544	5.00	148,411
Water & Sewer Utility Worker III (Certified)	3.00	112,547	3.00	112,547	6.00	230,442 C
Water & Sewer Utility Worker III (Non Certified)	1.00	30,850	4.00	124,616	3.00	92,482 D
Water & Sewer Utility Worker IV	2.00	104,677	2.00	104,677	4.00	189,496 E
Water Meter Mechanic I	1.00	51,958	1.00	27,500	1.00	28,600
Water Meter Mechanic II	7.00	293,227	7.00	293,227	7.00	295,415
Water Meter Technician I	2.00	107,784	2.00	107,784	2.00	112,096
Water Meter Technician II	1.00	57,814	1.00	57,814	1.00	60,127
TOTAL FULL-TIME SALARIES	58.00	2,774,272	57.00	2,668,310	58.00	2,803,072

DIVISION STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - DIVISION OF WATER AND SEWER

DIVISION: BUREAU OF WATER & SEWER MAINTENANCE

Index Nos.

305210
306210

305260
306260

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		41,733		34,268		53,544 F
SALARY TOTAL	58.00	2,816,005	57.00	2,702,578	58.00	2,856,616
OTHER PERSONAL SERVICES						
Pension & Retirement		370,520		248,782		282,564
Workers' Compensation		77,094		86,545		88,848
Health Benefits		712,674		705,440		771,296
PEHP		0		0		59,328
Overtime & Shift Differential		230,082		241,141		319,500
FICA		232,765		224,935		242,982
Miscellaneous		8,260		8,120		8,260
TOTAL OTHER PERSONAL SERVICES		1,631,395		1,514,963		1,772,778
TOTAL 27TH PAY COST		132,186		0		0
TOTAL PERSONAL SERVICES	58.00	4,579,586 *	57.00	4,217,541	58.00	4,629,394

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) Water & Sewer Utility Worker I position upgraded to a Water & Sewer Utility Technician I - #1502
- B - One (1) Water & Sewer Utility Worker II position filled as Water & Sewer Utility Worker I - #1652
 - One (1) vacant Water & Sewer Utility Worker III (Certified) position filled as a Water & Sewer Utility Worker I - #1075
 - One (1) Water & Sewer Utility Worker I position created due to workload from vacant Human Resources, Clerk Typist position - #0095
- C - Two (2) Water & Sewer Utility Worker II positions upgraded to a Water & Sewer Utility Worker III (Certified) - #0164, #1041
 - Three (3) Water & Sewer Utility Worker III (Non-Certified) positions upgraded to Water & Sewer Worker III (Certified) - #1070, #1501 & #3498
- D - Three (3) Water & Sewer Utility Worker II positions filled as Water & Sewer Utility Worker III (Non-Certified) - #1043, #1073 & #3426
- E - One (1) Water & Sewer Utility Worker III (Certified) position upgraded to a Water & Sewer Utility Worker IV - #2516
 - One (1) Water & Sewer Utility Worker III (Non-Certified) position upgraded to a Water & Sewer Utility Worker IV - #2145
- F - Temporary Salaries provide for a part-time Clerk Dispatcher and a full-time Laborer positions

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$450,937	\$450,937	\$459,396	\$478,538	\$478,538
Number of meter readers	5.3	5.3	5.2	5.1	5.0
<u>Output:</u>					
Total number of meters read per year	170,496	171,499	172,455	173,615	174,830
<u>Efficiency:</u>					
Meter readings per employee per year	32,169	32,358	33,164	34,042	34,966
Man hours spent per 100 meters read	2.58	2.29	1.82	1.61	1.25
<u>Outcome:</u>					
Percent of meters in system that are ERT meters	64.6%	73.1%	83.6%	87.4%	92.4%

Explanation and Analysis of Performance Measures

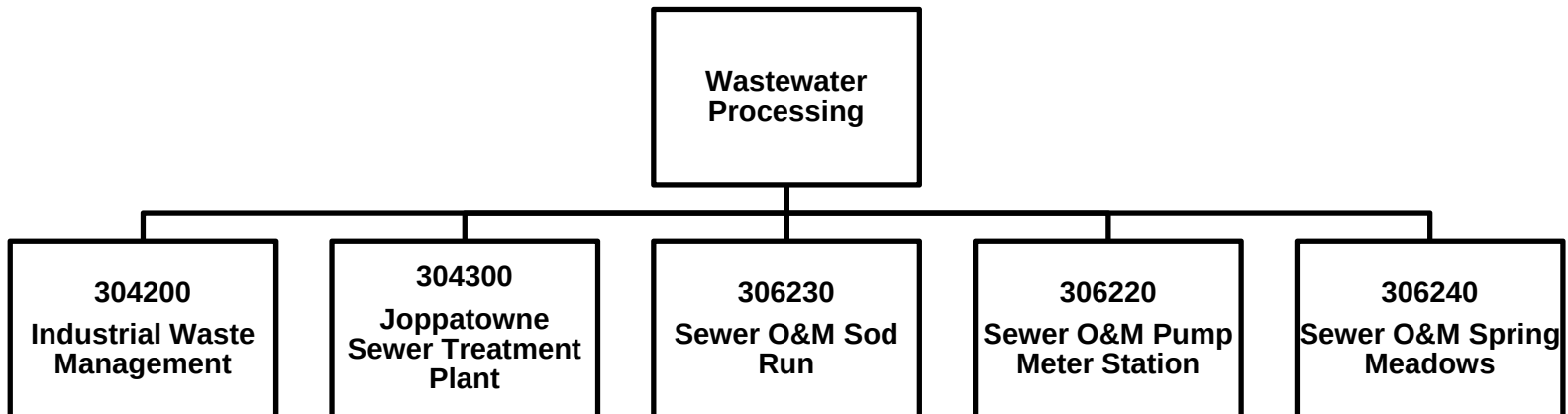
Implementation of ERT meters reduces costs, improves operations, reliability, and the accuracy of the information and bills rendered, which leads to overall customer satisfaction.

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 Water & Sewer Operations is responsible for the treatment of industrial and domestic wastewater originating from the 43,319 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 '13 - '14 GOAL:

2 TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	SUMMARY BY CHARACTER:					
10	PERSONAL SERVICES	4,836,805	5,067,479	4,834,607	4,936,799	4,936,799
20	CONTRACTUAL SERVICES	3,687,462	3,502,819	4,142,740	4,896,335	4,896,335
30	SUPPLIES & MATERIALS	914,490	1,001,113	1,039,235	1,403,075	1,403,075
40	BUSINESS & TRAVEL	215,478	251,327	214,625	253,335	253,335
50	CAPITAL OUTLAY	403,553	335,747	558,482	588,700	588,700
70	MISCELLANEOUS	28,804	35,611	35,200	36,400	36,400
80	INTER-GOVERNMENTAL/INTER-FUND	115,753	551	0	0	0
	GRAND TOTAL	10,202,345	10,194,647	10,824,889	12,114,644	12,114,644
	FUNDING SOURCE:					
51	WATER & SEWER OPERATING	10,202,345	10,194,647	10,824,889	12,114,644	12,114,644
	SUMMARY BY DIVISION:					
304200	INDUSTRIAL WASTE MANAGEMENT	157,916	170,872	155,442	160,658	160,658
304300	JOPPATOWNE SEWERAGE TREATMENT PLANT	599,520	640,411	718,352	850,136	850,136
306220	SEWER O & M PUMP/METER STATIONS	2,507,670	2,252,339	2,485,048	2,521,246	2,521,246
306230	SEWER O & M SOD RUN	6,828,977	7,019,390	7,339,520	8,442,469	8,442,469
306240	SEWER O & M SPRING MEADOW	108,262	111,635	126,527	140,135	140,135
	GRAND TOTAL	10,202,345	10,194,647	10,824,889	12,114,644	12,114,644

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

The \$1,289,755 net increase in funding for Water and Sewer - Bureau of Water & Sewer Operations - Wastewater Processing is the result of:

	FY 13	FY 14	CHANGE	
o	3,048,778	2,958,641	(90,137)	Full Time Salaries
			19,100	Salary adjustments based on the recommendations of the Department of Human Resources
			(109,237)	Staff Turnover (3.58%)
			<u>(90,137)</u>	
o		123,253	123,253	FY 13 Merit increase of 4% for eligible staff
o		69,596	69,596	PEHP (Post Employment Health Plan)
o	46,301	0	(46,301)	Temporary Salaries - eliminated vacant Water/Wastewater Facility Mechanic and Management Specialist positions
o	278,557	295,865	17,308	Pension/Retirement rate adjustments per Treasury's estimates
o	98,783	94,515	(4,268)	Workers' Compensation rate adjustments per Treasury's estimates
o	794,717	767,462	(27,255)	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	274,500	333,000	58,500	Overtime - increase based on actual expense history
o	25,850	32,500	6,650	Shift Differential adjustments based on actual expense history
o	259,176	254,022	(5,154)	FICA adjustments
o	85,000	115,000	30,000	Engineering Services - funding to continue engineering consult and service contract for electronic process control and Supervisory Control and Data Acquisition (SCADA) system based on actual expense history
o	490,000	774,700	284,700	Chemicals in Bulk - increase due to the Enhanced Nutrient Removal (ENR) upgrade
o	3,000	0	(3,000)	Uniforms-Purchase - winterwear (jackets or coveralls) to supplement rented uniforms, purchased every other year
o	50,000	50,000	0	Unanticipated Maintenance - contingency for unexpected emergencies
o	154,080	131,730	(22,350)	Operating Equipment - various service contracts (primarily chlorine system and grit/grease removal) decrease based on actual contract costs

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing****INDEX: 304200, 304300, 306220, 306230, 306240****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	879,500	1,326,500	447,000	Facility Repair & Renovation - based on actual expenses:

Index	FY 13	FY 14	Change	Explanation
Pump Meter Stations	194,000	202,000	8,000	normal repairs
Sod Run	535,000	944,500	409,500	normal repairs and rebuild 400 HP blowers
Spring Meadows	13,500	49,500	36,000	normal repairs, replace grating and handrails on outdoor surge tank and rebuild shredder pump
Joppatowne Sewer Treatment Plant	137,000	130,500	(6,500)	plant outfall line maintenance and rebuild plant's mechanical bar screen
TOTALS	879,500	1,326,500	447,000	

o	2,665,025	2,916,270	251,245	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
6,350	9,750	3,400	Vehicle & Operating Equipment
1,860,000	2,010,000	150,000	Electricity
55,000	35,000	(20,000)	Heating Fuel - Oil
41,300	30,835	(10,465)	Grounds Maintenance
20,000	29,000	9,000	Other Services
8,150	9,500	1,350	General Office Supplies
10,500	14,600	4,100	Delivery Charges
3,225	4,250	1,025	Paper Supplies
3,500	2,000	(1,500)	Ice and Bottled Water
338,550	387,000	48,450	Equipment Repair Parts
12,300	14,000	1,700	Small Tools
9,050	11,000	1,950	Building Supplies
40,100	55,160	15,060	Laboratory Supplies
27,950	35,675	7,725	Safety Equipment
18,000	19,000	1,000	Diesel Fuel
74,000	78,500	4,500	County Owned Vehicles
80,500	106,000	25,500	Fuel Charges
45,300	55,000	9,700	Non Targeted Charges - FVS
11,250	10,000	(1,250)	Training Seminars & Courses
<u>2,665,025</u>	<u>2,916,270</u>	<u>251,245</u>	

DEPARTMENT: PUBLIC WORKS

DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing

INDEX: 304200, 304300, 306220, 306230, 306240

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	935,010	1,103,060	168,050	Other Professional Services - increase based on actuals:

Index	FY 13	FY 14	Change	Explanation
Industrial Waste Management	2,210	3,000	790	lab analysis for MDE compliance
Joppatowne Sewer Treatment Plant	7,800	8,710	910	Lab services, emergency pump outs and courier for transport of samples
Pump Meter Stations	26,000	58,000	32,000	ARC flash study, new requirement by OSHA to evaluate electrical systems' average site costs
Sod Run	897,000	1,031,000	134,000	20,000 lab services per NPDES compliance 11,000 scale fees for weighing biosolids hauling trucks 1,000,000 the contract for handling biosolids
Spring Meadows	2,000	2,350	350	emergency pumping and lab analysis for NPDES per actuals
TOTALS	935,010	1,103,060	168,050	

o	35,200	36,400	1,200	Payments to Other Government Agencies:

	FY 13	FY 14	Change	
Joppatowne	10,000	11,000	1,000	sludge generation fee paid to the Maryland Department of the Environment per actuals
Sod Run	25,000	25,000	0	
Spring Meadows	200	400	200	
	<u>35,200</u>	<u>36,400</u>	<u>1,200</u>	

DEPARTMENT: PUBLIC WORKS

DIVISION: Bureau of Water & Sewer Operations - Wastewater Processing

INDEX: 304200, 304300, 306220, 306230, 306240

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE				
o	558,482	588,700	30,218	Equipment:			
				105,500	W & S Plant Improvements	165,000	Pumps
				2,500	Electric Heater	19,200	Laboratory Equipment
				34,000	Air Compressor	169,000	Other Equipment
				44,000	Blowers	16,000	Tower, Antenna
				33,500	Generators		

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 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	94,951	2.00	94,951	2.00	98,748
Assistant Superintendent	2.90	251,974	2.90	234,079	2.90	243,442
Central Stores Manager	1.00	41,513	1.00	41,513	1.00	43,173
Chemist	0.50	28,630	0.50	28,630	0.50	29,775
Chief, Water & Sewer (Operations)	0.70	84,019	0.70	84,019	0.70	84,019
Computer System Engineer III	1.00	74,535	1.00	74,535	1.00	77,516
Electrician Water & Sewer Operations	1.00	44,322	1.00	44,322	1.00	46,095
Instrumentation Technician	1.00	56,136	1.00	56,136	1.00	58,381
Laboratory Technician	3.80	176,499	3.80	176,499	3.80	183,560
Management Assistant II	1.00	84,703	1.00	84,703	1.00	65,000
Plant Operations Manager	2.00	162,651	2.00	162,651	2.00	169,157
Plant Operator (Water/Wastewater)	7.00	321,091	8.00	358,392	7.00	316,374
Plant Operator Trainee I (Water/Wastewater)	2.00	56,588	5.00	137,500	3.00	82,500 A
Plant Operator Trainee II (Water/Wastewater)	5.00	167,021	0.00	0	4.00	132,400 B
Plant Superintendent Water & Sewer	1.85	173,947	1.85	164,809	1.85	171,401
Pretreatment Inspector	1.00	43,900	1.00	43,900	1.00	45,656
Process Engineer	1.00	74,353	1.00	58,000	1.00	58,000
Senior Electrician Water & Sewer	0.70	40,835	0.70	40,835	0.70	42,468
Senior Instrumentation Technician	0.70	43,328	0.70	43,328	0.70	45,059
Senior Plant Operator	6.00	359,616	4.00	239,489	2.00	127,499
Senior Water/Wastewater Facility Mechanic	1.85	103,527	1.85	103,527	2.85	172,710 C
Shift Supervisor/Plant Operations	3.00	197,789	3.00	201,540	3.00	209,602
Superintendent of Laboratories	0.90	58,868	0.90	58,868	0.90	61,222
Water & Sewer Utility Worker III (Non Certified)	2.00	72,243	2.00	72,243	2.00	72,053
Water/Wastewater Facility Mechanic	6.85	345,009	6.85	345,009	6.85	325,522
Water/Wastewater Facility Mechanic Trainee	0.00	0	3.00	99,300	3.00	99,300
TOTAL FULL-TIME SALARIES	56.75	3,158,048	56.75	3,048,778	56.75	3,060,632

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 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		46,301		46,301		0 D
SALARY TOTAL	56.75	3,204,349	56.75	3,095,079	56.75	3,060,632
OTHER PERSONAL SERVICES						
Pension & Retirement		416,564		278,557		306,063
Workers' Compensation		89,266		98,783		97,776
Health Benefits		786,547		794,717		767,462
PEHP		0		0		69,596
Overtime & Shift Differential		263,390		300,350		365,500
FICA		264,709		259,176		261,825
Miscellaneous		8,015		7,945		7,945
TOTAL OTHER PERSONAL SERVICES		1,828,491		1,739,528		1,876,167
TOTAL 27TH PAY COST		150,462		0		0
TOTAL PERSONAL SERVICES	56.75	5,183,302 *	56.75	4,834,607	56.75	4,936,799

*** FY 12 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Senior Plant Operator filled as a Plant Operator Trainee I Water/Wastewater - #1106

One (1) vacant Plant Operator Water/Wastewater filled as a Plant Operator Trainee I Water/Wastewater - #1107

B - Four (4) Plant Operator Trainee I Water/Wastewater positions upgraded to a Plant Operator Trainee II Water/Wastewater - #1093, #1099, #1412 & #1491

C - One (1) Senior Plant Operator reclassified as a Senior Water/Wastewater Facility Mechanic - #0409

D - Funding for vacant Temporary Facility Mechanic and Water & Sewer Management Specialist positions eliminated

DPW - WATER & SEWER - WASTEWATER PROCESSING OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide economical treatment of wastewater that protects the environment.

Department Objective

To outperform the NPDES permit requirements for our two major wastewater treatment plants, Sod Run and Joppatowne

County Goal(s) Supported

III. Efficient County Government

V. Environmental Stewardship

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Expenditures for wastewater treatment	\$7,860,705	\$7,536,759	\$7,771,436	\$8,184,399	\$9,432,740
<u>Output:</u>					
Millions of gallons treated (Sod Run & Joppatowne)	5,068	4,810	4,904	4,904	4,904
<u>Efficiency:</u>					
Cost per million gallons of treated	\$1,551	\$1,567	\$1,585	\$1,669	\$1,923
<u>Service Quality:</u>					
Percentage removed beyond permit:					
Total Suspended Solids (TSS)	≤30 mg/l	≤30 mg/l	≤30 mg/l	≤30 mg/l	≤30 mg/l
Biological Oxygen Demand (BOD)	≤25.3 mg/l	≤21.6 mg/l	≤21.6 mg/l	≤21.6 mg/l	≤21.6 mg/l
Total Phosphorus (TP)	≤1.7 mg/l	≤1.7 mg/l	≤1.7 mg/l	≤1.7 mg/l	≤1.7 mg/l
Total Nitrogen (TN)	≤10 mg/l	≤10 mg/l	≤10 mg/l	≤10 mg/l	≤10 mg/l
<u>Outcome:</u>					
Average concentration TSS achieved	7.0	6.0	5.0	5.0	4.0
Average concentration of BOD achieved	5.0	6.0	4.0	4.0	3.0
Average concentration of TP achieved	0.8	0.7	1.0	0.7	0.5
Average concentration of TN achieved	9.9	10.3	9.3	9.4	8.0

Explanation and Analysis of Performance Measures

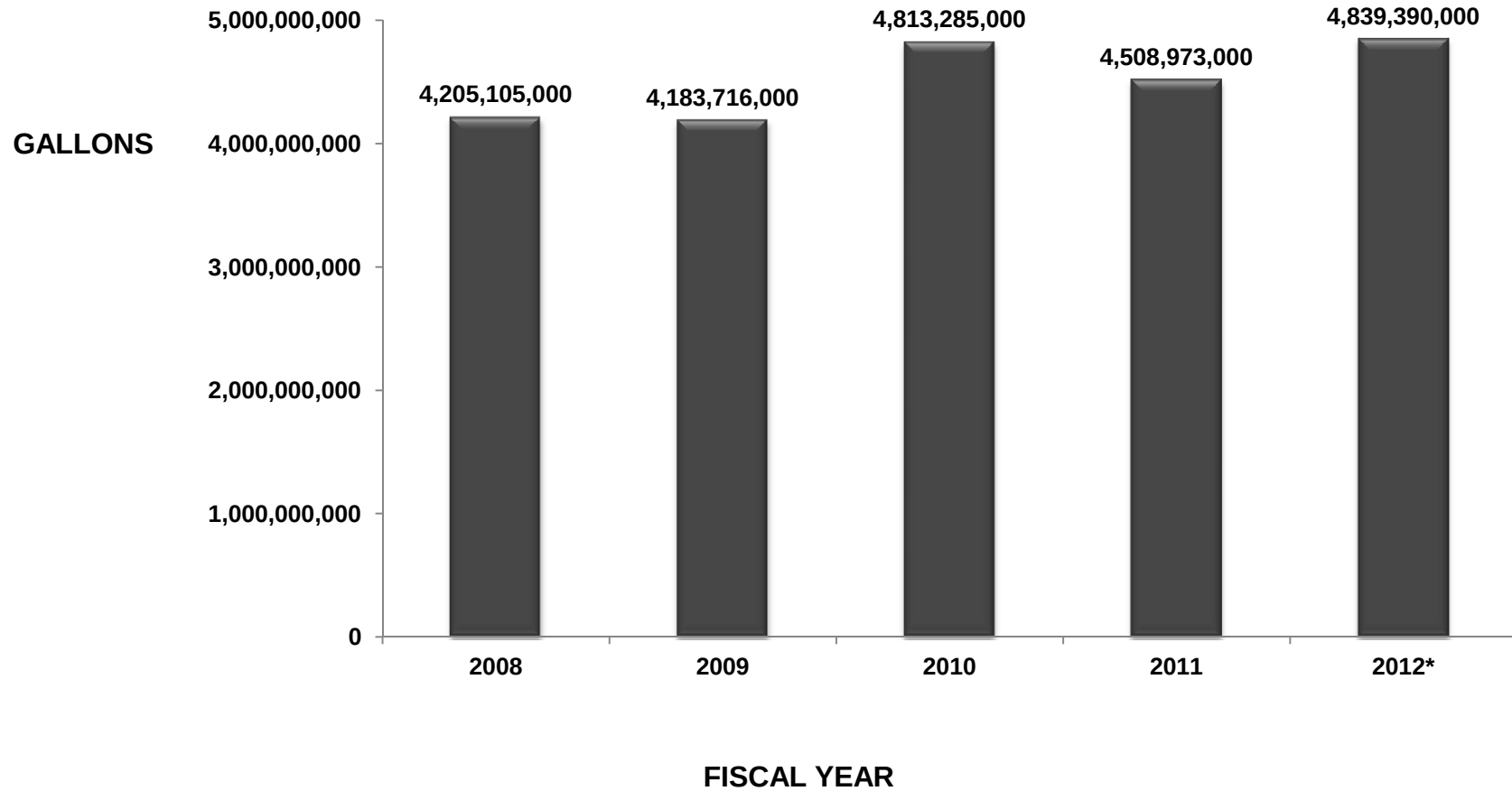
Wastewater Processing seeks to maintain service costs while protecting the environment and providing customers with quality service. Performance and requirements is based on a flow weighted combination of the permits and plant performance.

Major Related Plans and Policies

Upgrades and improvements to plants and treatment processes occur on an on-going basis.

WATER & SEWER

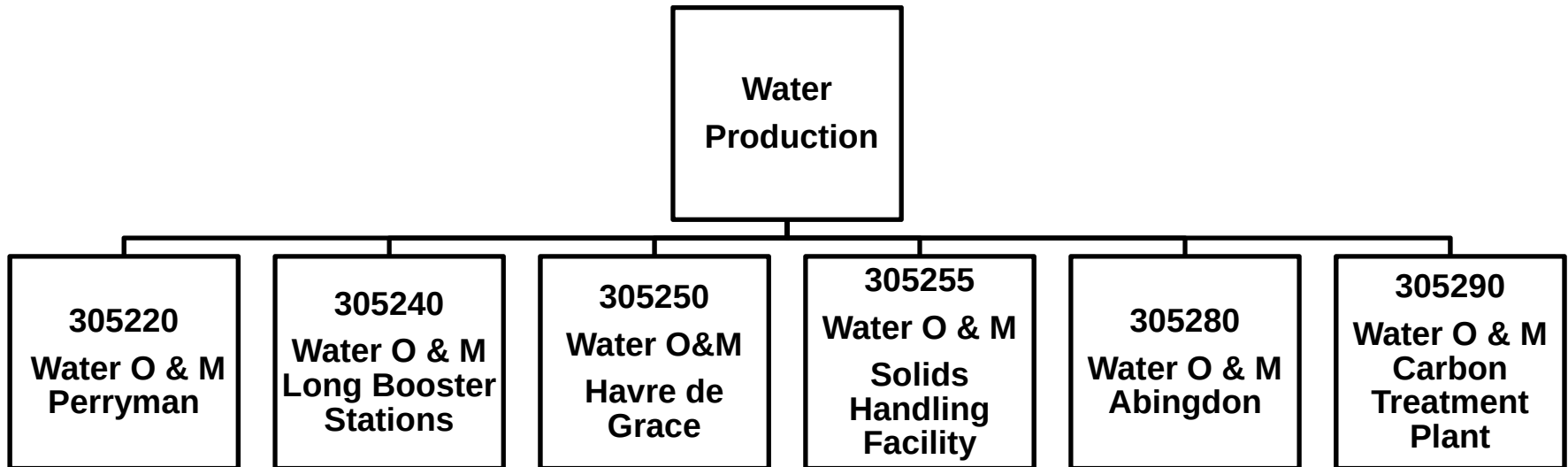
SOD RUN WASTEWATER TREATMENT PLANT TOTAL GALLONS OF TREATED FLOW



*Projected

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, 305255, 305280, 305290****ORIGIN/PURPOSE:**

The Water Production Section of the Bureau of W & S Operations provides safe and potable water to over 43,319 customer connections (estimated over 100,000 people) on the County's water system. The section utilizes three County-owned treatment plants, 12 booster stations and 13 water towers to process and deliver water. The County also can provide water, through appropriate agreements, to the other smaller utilities as required. The County also purchases water from the City of Havre de Grace through an intergovernmental agreement. This section is able to monitor and direct water throughout the system's four pressure zones via radio telemetry. The Maryland Department of the Environment generally recognizes the Abingdon Water Plant as a model for all other systems.

FY '13 - '14 GOAL:

3 TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	2,737,592	2,894,657	2,678,301	2,820,668	2,820,668
20	CONTRACTUAL SERVICES	1,488,396	1,869,474	2,000,258	2,117,488	2,117,488
30	SUPPLIES & MATERIALS	804,175	924,414	1,134,660	1,220,180	1,220,180
40	BUSINESS & TRAVEL	37,330	45,330	38,900	42,950	42,950
50	CAPITAL OUTLAY	139,907	123,521	219,600	257,500	257,500
80	INTER-GOVERNMENTAL/INTER-FUND	720,000	520,000	620,000	620,000	620,000
	GRAND TOTAL	5,927,400	6,377,396	6,691,719	7,078,786	7,078,786
	<u>FUNDING SOURCE:</u>					
51	WATER & SEWER OPERATING	5,927,400	6,377,396	6,691,719	7,078,786	7,078,786
	<u>SUMMARY BY DIVISION:</u>					
305220	WATER O & M PERRYMAN	747,508	700,975	876,637	865,316	865,316
305240	WATER O & M LONG BOOSTER STATIONS	412,519	447,892	495,211	554,818	554,818
305250	WATER O & M HAVRE DE GRACE	1,189,403	1,077,871	1,140,820	1,111,171	1,111,171
305255	WATER O & M SOLIDS HANDLING FACILITY	0	3,281	25,318	40,200	40,200
305280	WATER O & M ABINGDON	3,569,045	4,139,766	4,139,393	4,492,891	4,492,891
305290	WATER O & M CARBON TREATMENT PLANT	8,925	7,611	14,340	14,390	14,390
	GRAND TOTAL	5,927,400	6,377,396	6,691,719	7,078,786	7,078,786

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305255, 305280, 305290****FINANCIAL NOTES:**

The \$387,067 net increase in funding for Water and Sewer - Bureau of Water & Sewer Operations - Water Production is the result of:

	FY 13	FY 14	CHANGE	
o	1,755,009	1,754,396	(613)	Full Time Salaries
			33,598	Salary adjustments based on the recommendations of the Department of Human Resources
			(34,211)	Staff Turnover (1.95%)
			<u>(613)</u>	
o		69,486	69,486	FY 13 Merit increase of 4% for eligible staff
o		35,369	35,369	PEHP (Post Employment Health Plan)
o	19,209	0	(19,209)	Temporary Salaries - eliminated vacant Water & Sewer Management Specialist position
o	159,679	175,438	15,759	Pension/Retirement rate adjustments per Treasury's estimates
o	56,146	55,424	(722)	Workers' Compensation rate adjustments per Treasury's estimates
o	382,385	399,155	16,770	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	120,550	142,500	21,950	Overtime adjusted based on actual expense history
o	33,150	36,200	3,050	Shift Differential - adjusted based on actual expense history
o	147,238	147,765	527	FICA adjustment
o	15,000	65,000	50,000	Engineering Services - continued services for writing specs and inspection of painting projects (elevated water tanks and smaller projects at sites) based on actual expenses
o	38,578	49,410	10,832	Operating Equipment - increase based on maintenance contracts
o	16,500	13,963	(2,537)	Grounds Maintenance - decrease based on bid for mowing at plants and tower sites, plus tree/debris removal
o	0	100,000	100,000	Other Service & Maintenance Contracts - implementation of Cityworks Program software linking water treatment with Water/Wastewater Maintenance

DEPARTMENT: PUBLIC WORKS**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305255, 305280, 305290****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	180,000	190,000	10,000	Utility Water & Sewer Purchase - raw water purchased from Baltimore City delivered through the Big Inch and monthly payments to the City of Havre de Grace for treating recycled water from Harford County's water plant
o	221,700	227,700	6,000	County Facility Repair & Renovation - routine repairs, replacements and repairs to chlorinator, pumps, filters, water heaters, painting and gutters, etc. increase based on actuals:

Index	FY 13	FY 14	Change
Perryman	5,000	27,000	22,000
Booster Station	45,000	42,500	(2,500)
Havre de Grace	55,500	49,500	(6,000)
Solids Handling Facility	0	5,000	5,000
Abingdon	116,000	103,500	(12,500)
Carbon Treatment Plant	200	200	0
TOTALS	221,700	227,700	6,000

o	58,950	97,725	38,775	Other Professional Services - increase based on actual expense history:

Index	FY 13	FY 14	Change	Explanation
Perryman	16,500	16,500	0	contract lab services for monitoring drinking water quality
Booster Station	450	225	(225)	contract lab services for monitoring drinking water quality
Havre de Grace	12,000	15,000	3,000	transporting plant residuals to the Sod Run Lagoon and lab service
Abingdon	30,000	60,000	30,000	contract lab testing of water samples
Solids Handling Facility	0	6,000	6,000	contract lab testing of samples in accordance with MDE/EPA requirements
TOTALS	58,950	97,725	38,775	

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER**DIVISION: Bureau of Water & Sewer Operations - Water Production****INDEX: 305220, 305240, 305250, 305255, 305280, 305290****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	3,000	0	(3,000)	Uniforms-Purchase - winterwear (jackets or coveralls) to supplement rented uniforms, purchased every other year
o	896,000	944,000	48,000	Chemical in Bulk - increase based on projected usage and unit costs
o	38,700	46,200	7,500	Laboratory Supplies - increase due to additional reagents for new analyzers, more than three times the number of analyzers in new plant
o	1,484,000	1,387,550	(96,450)	Line items significantly adjusted, based on actual expense history:

	FY 13	FY 14	Change	
	1,397,000	1,297,000	(100,000)	Electricity
	25,000	27,000	2,000	Heating Fuel - Oil
	33,300	26,800	(6,500)	Diesel Fuel
	3,800	7,350	3,550	Oil & Lubricants (due to plant expansion)
	16,000	20,000	4,000	Fuel Charges
	1,000	5,000	4,000	Non-Targeted Charges - FVS
	7,900	4,400	(3,500)	Training Seminars, Courses
	<u>1,484,000</u>	<u>1,387,550</u>	<u>(96,450)</u>	

o	101,200	135,900	34,700	Equipment Repair Parts - increase based on actual expense history:

Index	FY 13	FY 14	Change
Perryman	14,000	14,000	0
Booster Station	16,000	20,000	4,000
Havre de Grace	17,000	27,000	10,000
Solids Handling Facility	5,000	5,000	0
Abingdon	49,000	69,700	20,700
Carbon Treatment Plant	200	200	0
TOTALS	101,200	135,900	34,700

DEPARTMENT: PUBLIC WORKS - WATER AND SEWER

DIVISION: Bureau of Water & Sewer Operations - Water Production

INDEX: 305220, 305240, 305250, 305255, 305280, 305290

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	219,600	257,500	37,900	Equipment :
				W & S Wells and Well Development 35,000 Pumps 59,700
				Electronic Process Control Equip 14,500 Flow Meter 4,200
				Electric Heaters 5,400 Laboratory Equip 8,000
				Air Conditioners 3,000 Other Equipment 126,600
				Other Communication Equip 1,100
o	620,000	620,000	0	Other Intergovernmental - payments to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations. The County purchases 1.3 MGD of water from the City, at \$35,000/month and Harford County's share of operating expenses of new solids handling facility based on terms of Intergovernmental agreement @ \$200,000.

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 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	45,367	1.00	45,367	1.00	47,181
Assistant Superintendent	1.10	96,807	1.10	96,807	1.10	100,679
Central Stores Manager	1.00	39,900	1.00	39,900	1.00	41,496
Chemist	0.50	28,630	0.50	28,630	0.50	29,774
Chief Water & Sewer	0.30	36,008	0.30	36,008	0.30	36,008
Computer System Engineer III	1.00	71,673	1.00	71,673	1.00	74,540
Laboratory Technician	1.20	50,184	1.20	50,184	1.20	52,191
Plant Operator Water/Wastewater	11.00	511,210	8.00	381,031	7.00	331,617
Plant Operator Trainee I Water/Wastewater	3.00	82,501	6.00	165,000	1.00	27,500 A
Plant Operator Trainee II Water/Wastewater	2.00	66,722	3.00	99,300	9.00	304,519 B
Plant Superintendent Water & Sewer	1.15	92,486	1.15	92,486	1.15	93,074
Process Engineer	1.00	86,167	1.00	86,167	1.00	89,614
Senior Electrician Water & Sewer	0.30	17,500	0.30	17,500	0.30	18,200
Senior Instrumentation Technician	0.30	18,569	0.30	18,569	0.30	19,312
Senior Laboratory Technician	1.00	47,400	1.00	47,400	1.00	49,296
Senior Plant Operator	2.00	96,268	1.00	66,268	1.00	68,920
Senior Water/Wastewater Facility Mechanic	1.15	67,980	1.15	67,980	1.15	70,818
Shift Supervisor/Plant Operations	3.00	195,002	3.00	195,003	3.00	202,805
Superintendent of Laboratories	0.10	6,541	0.10	6,541	0.10	6,803
Water/Wastewater Facility Mechanic	2.15	110,095	2.15	110,095	2.15	114,499
Water/Wastewater Facility Mechanic Trainee	0.00	0	1.00	33,100	1.00	33,100
TOTAL FULL-TIME SALARIES	34.25	1,767,010	35.25	1,755,009	35.25	1,811,946
TEMPORARY SALARIES		19,209		19,209		0 C
SALARY TOTAL	34.25	1,786,219	35.25	1,774,218	35.25	1,811,946

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 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		232,209		159,679		181,194
Workers' Compensation		50,095		56,146		57,202
Health Benefits		417,290		382,385		399,155
PEHP		0		0		35,369
Overtime & Shift Differential		144,850		153,700		178,700
FICA		147,480		147,238		152,167
Miscellaneous		4,865		4,935		4,935
TOTAL OTHER PERSONAL SERVICES		996,789		904,083		1,008,722
TOTAL 27TH PAY COST		84,596		0		0
TOTAL PERSONAL SERVICES	34.25	2,867,604 *	35.25	2,678,301	35.25	2,820,668

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Plant Operator Water/Wastewater filled as a Plant Operator Trainee I Water/Wastewater- #1352

B - Six (6) Plant Operator Trainee I Water/Wastewater positions upgraded to Plant Operator Trainee II Water/Wastewater - #1089, #1545, #2007, #2021, #2124 & #2147

C - Funding for vacant Temporary Water & Sewer Management Specialist position eliminated

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Expenditures for water production	\$6,114,643	\$5,927,395	\$6,377,397	\$6,691,719	\$7,078,786
Full-time staff assigned	33.25	34.25	34.25	34.25	35.25
<u>Output:</u>					
Millions of gallons of water produced	4,233	4,122	4,319	4,589	4,759
<u>Efficiency:</u>					
Cost per million gallons produced	\$1,445	\$1,438	\$1,477	\$1,458	\$1,487
<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	0.050 ntu	0.050 ntu	0.053 ntu	0.050 ntu	0.050 ntu
Number of days when turbidity failed to meet standard	0	0	0	0	0
Average chlorine level	1.8 mg/l	1.6 mg/l	1.6 mg/l	1.6 mg/l	1.6 mg/l
Number of days when chlorine content failed to meet standard	0	0	0	0	0

Explanation and Analysis of Performance Measures

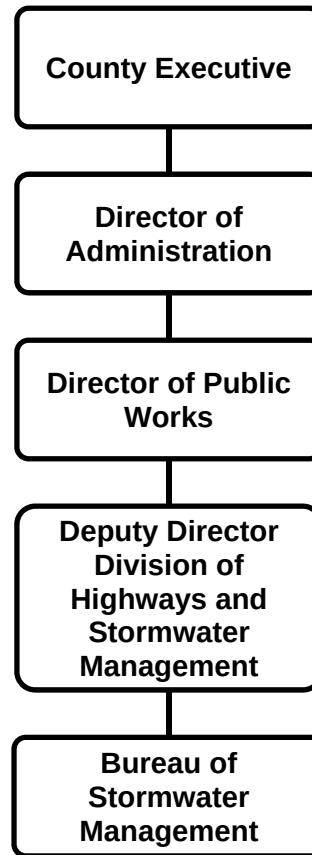
Turbidity is a measure of the "cloudiness" or level of suspended matter in a sample of water. Turbidity is measured in Nephelometric Turbidity Units (NTU). Chlorine levels are measured in milligrams per liter of water. Harford County seeks to supply water that is significantly cleaner than federal and state regulations require.

Major Related Plans and Policies

Upgrades and improvements to plants and treatment processes occur on an on-going basis.

DEPARTMENT OF PUBLIC WORKS

DIVISION OF STORMWATER MANAGEMENT



DEPARTMENT: PUBLIC WORKS - DIVISION OF STORMWATER MANAGEMENT**DIVISION: Bureau of Stormwater Management****INDEX: 303320****ORIGIN/PURPOSE:**

House Bill 987, which requires that certain Maryland counties, including Harford County, must collect a stormwater remediation fee from taxpayers to fund the implementation of local watershed protection and restoration program. Harford County is required to adopt and implement local laws necessary to establish a watershed protection and restoration program, including a stormwater remediation fee and a local watershed protection and restoration fund.

Bill No. 13-12 was introduced to the Harford County Council on February 19, 2013. Bill No. 13-12 as Amended became law on April 23, 2013. A Stormwater Remediation Fee was established to implement the State mandate. Collection of the fee will commence July 1, 2013. Revenue resulting from this fee can only be used for Watershed Protection and Restoration Programs.

All funds were transferred from #303310 Bureau of Water Resources to a new index #303320 - Stormwater Management under a new Stormwater Management Fund.

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 (NPDES) 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.

FY '13 - '14 GOAL:

- 1 TO IMPROVE STREAM WATER QUALITY THROUGH EFFECTIVE URBAN RUNOFF CONTROLS AND THROUGH STREAM RESTORATION PROGRAMS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	0	0	0	1,199,026	1,199,026
20	CONTRACTUAL SERVICES	0	0	0	29,870	29,870
30	SUPPLIES & MATERIALS	0	0	0	10,795	10,795
40	BUSINESS & TRAVEL	0	0	0	20,100	20,100
70	MISCELLANEOUS	0	0	0	2,640,009	0
80	INTER-GOVERNMENTAL/INTER-FUND	0	0	0	200	200
	GRAND TOTAL	0	0	0	3,900,000	1,259,991
	<u>FUNDING SOURCE:</u>					
29	STORMWATER MANAGEMENT	0	0	0	3,900,000	1,259,991

DEPARTMENT: PUBLIC WORKS - DIVISION OF STORMWATER MANAGEMENT**DIVISION: Bureau of Stormwater Management****INDEX: 303320****FINANCIAL NOTES:**

The \$1,259,991 net increase in funding for Stormwater Management is the result of:

	FY 13	FY 14	CHANGE	
o	1,199,026	1,199,026		Positions created under Stormwater Management Fund from Bureau of Water Resources - Highways Fund:
				# of Positions Salary Fringes Total
				1.00 50,365 26,037 76,402 Administrative Specialist I
				1.00 43,900 25,578 69,478 Inspector II
				1.00 73,118 30,706 103,824 Chief, Construction Inspector
				3.00 189,007 72,338 261,345 Civil Engineer II
				1.00 92,307 34,151 126,458 Civil Engineer III
				1.00 113,525 33,960 147,485 Civil Engineer IV
				1.00 43,035 13,591 56,626 Engineering Associate II
				1.00 81,465 32,159 113,624 Engineering Associate IV
				2.00 176,182 67,602 243,784 Engineering Associate V
				<u>12.00</u> <u>862,904</u> <u>336,122</u> <u>1,199,026</u>
o	29,870	29,870		Contractual Services:
				8,000 Office Equipment 10,000 Other Professional Services
				4,000 Telephone Service 500 Office Equipment Service
				120 Fax Service 2,000 Operating Equipment
				100 Legal Notice 4,150 Data Processing Software Maintenance
				1,000 Other Advertising
o	10,795	10,795		Materials & Supplies:
				3,000 General Office Supplies 100 Audio Visual Supplies
				500 Printing-Commercial 1,050 Drafting & Display Supplies
				600 Delivery Charges 1,400 Laboratory Supplies
				1,500 General Office Mailing 500 Safety Equipment
				50 Meals-Special Purpose 45 Medical Supplies
				50 Small Tools 2,000 Other Supplies & Materials

DEPARTMENT: PUBLIC WORKS - DIVISION OF STORMWATER MANAGEMENT

DIVISION: Bureau of Stormwater Management

INDEX: 303320

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE			
o		20,100	20,100	Business & Travel:		
				4,800	County Owned Vehicles	50
				6,000	Fuel Charges	200
				2,000	Non-Targeted Charges - FVS	250
				50	Mileage	5,000
				150	Parking & Tolls	1,500
				100	Transportation Costs	
o		200	200	Intergovernmental/Interfund:		
				200	Fleet Daily Carpool Rentals	

STAFF SUMMARY

DEPARTMENT: PUBLIC WORKS - STORMWATER MANAGEMENT

Index No. 303320

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	0.00	0	0.00	0	1.00	50,365
Chief, Construction Inspector	0.00	0	0.00	0	1.00	73,118
Civil Engineer II	0.00	0	0.00	0	3.00	189,007
Civil Engineer III	0.00	0	0.00	0	1.00	92,307
Civil Engineer IV	0.00	0	0.00	0	1.00	113,525
Engineering Associate II	0.00	0	0.00	0	1.00	43,035
Engineering Associate IV	0.00	0	0.00	0	1.00	81,465
Engineering Associate V	0.00	0	0.00	0	2.00	176,182
Inspector II	0.00	0	0.00	0	1.00	43,900
SALARY TOTAL	0.00	0	0.00	0	12.00	862,904
OTHER PERSONAL SERVICES						
Pension		0		0		86,290
Workers' Compensation		0		0		8,236
Health Benefits		0		0		173,904
FICA		0		0		66,012
Miscellaneous		0		0		1,680
TOTAL OTHER PERSONAL SERVICES		0		0		336,122
TOTAL PERSONAL SERVICES	0.00	0 *	0.00	0	12.00	1,199,026

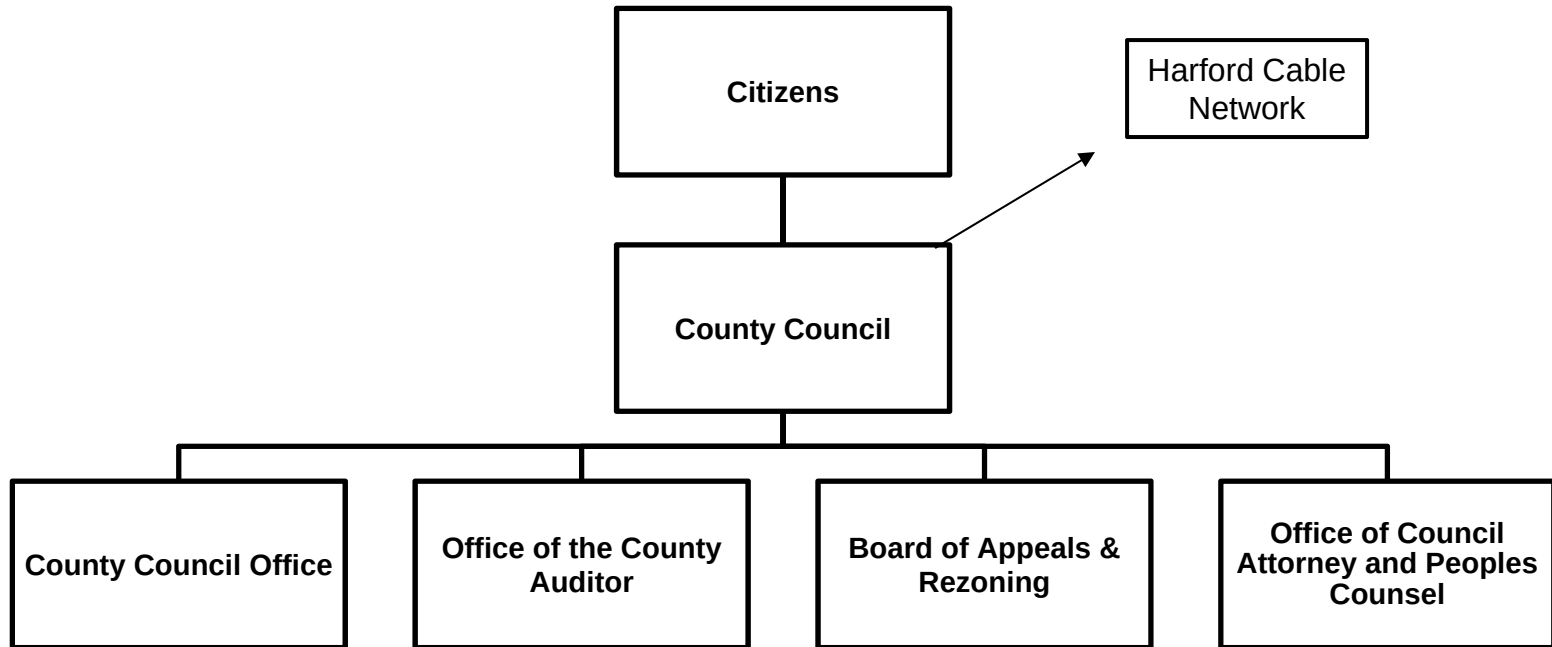
*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - Bureau of Water Resources - Highways Fund positions abolished, created under new Stormwater Management Fund



Mt. Royal Stormwater Management Facility

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 of 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, and Harford Cable Network.

The County Council Department consists of five divisions: Council Office, Board of Appeals and Rezoning, Office of Council Attorney and People's Counsel, Harford Cable Network, and Office of County Auditor.

MISSION STATEMENT:

TO PROVIDE CONSTITUENT AND LEGISLATIVE SERVICES TO THE CITIZENS OF HARFORD COUNTY IN A TIMELY, EFFICIENT AND COST EFFECTIVE MANNER

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,549,698	1,903,076	2,138,381	2,173,480	2,173,480
20	CONTRACTUAL SERVICES	473,039	417,331	514,696	458,764	458,764
30	SUPPLIES & MATERIALS	27,687	31,259	41,994	27,850	27,850
40	BUSINESS & TRAVEL	26,652	44,428	32,933	58,380	58,380
50	CAPITAL OUTLAY	3,793	94,633	20,739	25,427	25,427
70	MISCELLANEOUS	7,863	15,900	15,000	0	0
80	INTERGOVERNMENTAL/INTERFUND	61	0	0	0	0
GRAND TOTAL		<u>2,088,793</u>	<u>2,506,627</u>	<u>2,763,743</u>	<u>2,743,901</u>	<u>2,743,901</u>

SUMMARY BY FUND:

11	GENERAL	<u>2,088,793</u>	<u>2,506,627</u>	<u>2,763,743</u>	<u>2,743,901</u>	<u>2,743,901</u>
GRAND TOTAL		<u>2,088,793</u>	<u>2,506,627</u>	<u>2,763,743</u>	<u>2,743,901</u>	<u>2,743,901</u>

SUMMARY BY DIVISION:

401000	COUNTY COUNCIL OFFICE	1,198,474	1,459,855	1,362,239	1,246,382	1,246,382
402000	OFFICE OF COUNTY AUDITOR	0	68,935	244,802	346,582	346,582
404000	BOARD OF APPEALS & REZONING	130,570	132,880	80,710	152,120	152,120
405000	OFFICE OF COUNCIL ATTY/PEOPLE'S COUNSEL	4,990	13,035	297,474	271,016	271,016
406000	HARFORD CABLE NETWORK	660,685	727,439	676,529	727,801	727,801
407000	CULTURAL ARTS BOARD	94,074	104,483	101,989	0	0
GRAND TOTAL		<u>2,088,793</u>	<u>2,506,627</u>	<u>2,763,743</u>	<u>2,743,901</u>	<u>2,743,901</u>

COUNTY COUNCIL

FINANCIAL NOTES:

The (\$19,842) net decrease in funding for County Council is the result of:

	FY 13	FY 14	CHANGE	
o		33,149	33,149	FY 13 Merit Increase of 4% for eligible staff
o	1,086,341	1,090,062	3,721	Full Time Salaries:
			(7,000)	Turnover
			10,721	Salary adjustments
			<u>3,721</u>	
o		(81,245)	(81,245)	Two (2) part-time positions transferred out of County Council to Community Services:
			# of Positions	Salary
			(1.0)	(53,292)
				Fringe
				(27,953)
				Total
				(81,245)
				Cultural Arts Board Coordinators
o		2,165	2,165	Position transferred between agencies within the County Council:
			# of Positions	Salary
			(1.0)	(69,637)
				Fringe
				(27,318)
				Total
				(96,955)
				From: County Council Office
				Assistant Council Administrator
			1.0	69,637
			0.0	0
			<u>1.0</u>	<u>69,637</u>
			<u>0.0</u>	<u>0</u>
				29,483
				99,120
				2,165
				To: Board of Appeals and Rezoning
				reclassified to Management Asst II
o		415,458	415,458	Full-time positions converted from temporary to permanent:
			# of Positions	Salary
			7.0	251,300
				Fringe
				164,158
				Total
				415,458
				Legislative Aides

COUNTY COUNCIL

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE
o	325,766	80,766	(245,000) Temporary Salaries - seven Legislative Aides converted to permanent full-time positions, remaining funds provide for HCN Special Program support
o	121,290	109,946	(11,344) Pension/Retirement rate adjustments per Treasury's estimates
o	15,194	17,189	1,995 Worker's Compensation rate adjustments per Treasury's estimates
o	423,232	276,065	(147,167) Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in their level of coverage
o	111,276	93,476	(17,800) FICA adjusted for temporaries and personnel/salary changes
o		82,147	82,147 PEHP (Personal Employee Health Plan)
o		(23,584)	(23,584) The following line items were adjusted for the transfer of the Cultural Arts Board function to Community Services:
			(3,000) Other Advertising
			(1,300) Other Professional Services
			(1,000) Data Processing Software Maintenance
			(1,000) General Office Supplies
			(200) Printing In House
			(500) Printing Commercial
			(200) General Office Mailing
			(459) Mileage
			(150) Training Seminars
			(775) Membership Fees & Dues
			(15,000) Grants & Contributions
			<u>(23,584)</u>

COUNTY COUNCIL

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	571,756	539,524	(32,232)	Line items adjusted per Council's request:
	FY 13	FY 14	CHANGE	
	500	9,550	9,050	Office Equipment
	24,000	29,200	5,200	Telephone Service
	650	750	100	Fax Services
	53,315	33,200	(20,115)	Legal Notice
	162,351	125,000	(37,351)	Legal Services
	93,754	99,000	5,246	Financial Audit
	105,425	108,100	2,675	Other Professional Services
	13,500	4,000	(9,500)	Office Equipment Service
	22,500	26,000	3,500	Communication Service
	900	1,068	168	Operating Equipment
	11,800	2,195	(9,605)	Data Processing Software Maintenance
	8,900	7,100	(1,800)	General Office Supplies
	750	900	150	Printing In House
	16,000	5,550	(10,450)	Printing Commercial
	500	0	(500)	Duplicating Machine Supplies
	5,994	5,250	(744)	General Office Mailing
	0	300	300	Ice and Bottled Water
	100	0	(100)	Other Food Supplies
	8,658	13,259	4,601	Mileage
	3,375	5,700	2,325	Meals
	7,420	7,000	(420)	Lodging
	4,350	21,000	16,650	Professional Books
	1,875	6,825	4,950	Membership Fees and Dues
	4,400	3,150	(1,250)	Training Seminars, Courses
	20,739	25,427	4,688	Equipment
	<u>571,756</u>	<u>539,524</u>	<u>(32,232)</u>	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	0.00	0	0.00	0	1.00	75,000
Administrative Assistant I	1.00	40,107	1.00	40,107	1.00	41,712
Administrative Assistant II	4.00	168,381	0.00	0	0.00	0
Administrative Specialist I	1.00	58,000	0.00	0	0.00	0
Administrative Specialist II	0.00	0	2.00	100,000	2.00	104,000
Assistant Council Administrator	0.00	0	1.00	75,009	1.00	0
Assistant Council Attorney	0.00	0	1.00	0	0.00	0
Auditor I	1.00	0	1.00	80,000	0.00	0
Broadcast Technician	2.00	66,200	2.00	66,200	1.00	34,424
Council Administrator	1.00	72,687	1.00	95,000	1.00	101,421
Council Attorney	0.00	0	1.00	118,000	1.00	116,480
County Auditor	1.00	95,000	1.00	90,000	1.00	90,000
Council Members	6.00	211,008	6.00	211,008	6.00	217,260
Executive Director, HCN	1.00	85,314	1.00	85,314	1.00	88,727
Legislative Aide	0.00	0	0.00	0	7.00	251,300
Legislative Drafter	1.00	74,455	0.00	0	0.00	0
Management Assistant II	1.00	65,009	0.00	0	1.00	69,637
Policy Analyst	0.00	0	1.00	0	1.00	0
President of the Council	1.00	38,575	1.00	38,575	1.00	39,718
Producer Manager, HCN	1.00	87,128	1.00	87,128	1.00	90,613
Production Supervisor, HCN	0.00	0	0.00	0	1.00	47,400
Senior Assistant Council Attorney	1.00	105,448	0.00	0	0.00	0
TOTAL FULL-TIME SALARIES	23.00	1,167,312	21.00	1,086,341	28.00	1,367,692
PART-TIME SALARIES						
Coordinator, Cultural Arts Board	1.00	51,502	1.00	51,502	0.00	0
TOTAL PART-TIME SALARIES	1.00	51,502	1.00	51,502	0.00	0
TEMPORARY SALARIES		0		325,766		80,766
SALARY TOTAL	24.00	1,218,814	22.00	1,463,609	28.00	1,448,458

DEPARTMENT STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		153,873		121,290		133,149
Workers' Compensation		12,837		15,194		18,097
Health Benefits		280,267		423,232		377,494
PEHP		0		0		82,147
Overtime		500		0		0
FICA		93,277		111,276		110,635
Miscellaneous		3,220		3,780		3,500
TOTAL OTHER PERSONAL SERVICES		543,974		674,772		725,022
TOTAL COST OF 27TH PAY		56,385		0		0
TOTAL PERSONAL SERVICES	24.00	1,819,173 *	22.00	2,138,381	28.00	2,173,480

*FY 12 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 provides 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, and Harford Cable Network Board.

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	952,726	1,160,914	1,182,716	1,154,751	1,154,751
20	CONTRACTUAL SERVICES	201,161	178,768	123,529	26,845	26,845
30	SUPPLIES & MATERIALS	17,744	23,076	22,425	12,050	12,050
40	BUSINESS & TRAVEL	21,989	38,860	23,569	43,000	43,000
50	CAPITAL OUTLAY	3,793	58,237	10,000	9,736	9,736
70	MISCELLANEOUS	1,000	0	0	0	0
80	INTERGOVERNMENTAL/INTERFUND	61	0	0	0	0
	GRAND TOTAL	<u>1,198,474</u>	<u>1,459,855</u>	<u>1,362,239</u>	<u>1,246,382</u>	<u>1,246,382</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>1,198,474</u>	<u>1,459,855</u>	<u>1,362,239</u>	<u>1,246,382</u>	<u>1,246,382</u>

DEPARTMENT: COUNTY COUNCIL

DIVISION: County Council Office

INDEX: 401000

FINANCIAL NOTES:

The (\$115,857) net decrease in funding for County Council - County Council Office is the result of:

	FY 13	FY 14	CHANGE	
o		14,249	14,249	FY 13 Merit increase of 4% for eligible staff
o	519,592	520,013	421	Full-Time Salaries
			4,000	Staff Turnover
			0.77%	
			(3,579)	Salary Adjustments
			<u>421</u>	
o		(96,955)	(96,955)	Position transferred from County Council Office to Office of Appeals and Rezoning:
			# of Positions	Salary
			(1.00)	(69,637)
				Fringe
				(27,318)
				Total
				(96,955)
				Assistant Council Administrator
o		415,458	415,458	Full-time positions created/converted from Temporary:
			# of Positions	Salary
			7.00	251,300
				Benefits
				164,158
				Total
				415,458
				Legislative Aides
o	245,000	0	(245,000)	Temporary Salaries - seven (7) Legislative Aides converted to full-time permanent positions
o	65,648	48,485	(17,163)	Pension/Retirement rate adjustments per Treasury's estimates
o	7,902	7,432	(470)	Workers' Compensation rate adjustments per Treasury's estimates
o	283,699	145,561	(138,138)	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in their level of coverage
o		59,328	59,328	Post Employment Health Plan (PEHP)
o	58,495	39,780	(18,715)	FICA adjusted per personnel/salary changes

DEPARTMENT: COUNTY COUNCIL

DIVISION: County Council Office

INDEX: 401000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	174,448	86,581	(87,867)	The following line items were adjusted in accordance of the request of the County Council:
	FY 13	FY 14	Change	
	0	9,500	9,500	Office Equipment
	9,000	12,400	3,400	Telephone Service
	350	750	400	Fax Services
	93,754	0	(93,754)	Financial Audit - funds transferred to Office of County Auditor
	125	3,000	2,875	Other Professional Services
	9,500	0	(9,500)	Office Equipment Service
	10,800	1,195	(9,605)	Data Processing Software-Maintenance
	550	700	150	Printing In-House
	15,000	5,000	(10,000)	Printing Commercial
	500	0	(500)	Duplicating Machine Supplies
	1,225	1,000	(225)	General Office Mailings
	0	300	300	Ice and Bottled Water
	100	0	(100)	Other Food Supplies
	6,649	11,000	4,351	Mileage
	2,875	5,000	2,125	Meals
	7,420	7,000	(420)	Lodging
	3,600	15,500	11,900	Professional Books & Periodicals
	0	3,500	3,500	Membership Fees & Dues
	3,000	1,000	(2,000)	Training Seminars
	10,000	0	(10,000)	Desks
	0	9,736	9,736	Other - provides for equipment and furniture as needed
	174,448	86,581	(87,867)	

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: COUNTY COUNCIL OFFICE

Index No. 401000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	4.00	168,381	0.00	0	0.00	0
Administrative Specialist II	0.00	0	2.00	100,000	2.00	104,000
Assistant Council Administrator	0.00	0	1.00	75,009	1.00	0 A
Council Administrator	1.00	72,687	1.00	95,000	1.00	101,421
Council Members	6.00	211,008	6.00	211,008	6.00	217,260
Legislative Aide	0.00	0	0.00	0	7.00	251,300 B
Legislative Drafter	1.00	74,455	0.00	0	0.00	0
President of the Council	1.00	38,575	1.00	38,575	1.00	39,718
Senior Assistant Council Attorney	1.00	105,448	0.00	0	0.00	0
FULL-TIME SALARIES	14.00	670,554	11.00	519,592	18.00	713,699
TEMPORARY SALARIES		0		245,000		0 C
SALARY TOTAL	14.00	670,554	11.00	764,592	18.00	713,699

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: COUNTY COUNCIL OFFICE

Index No. 401000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		82,600		65,648		67,749
Workers' Compensation		6,657		7,902		8,059
Health Benefits		152,768		283,699		249,078
PEHP		0		0		59,328
FICA		51,297		58,495		54,598
Miscellaneous		1,820		2,380		2,240
TOTAL OTHER PERSONAL SERVICES		295,142		418,124		441,052
TOTAL 27TH PAY COST		30,941		0		0
TOTAL PERSONAL SERVICES*	14.00	996,637 *	11.00	1,182,716	18.00	1,154,751

*FY 12 Salaries and Other Personal Services are Enacted not Audited Amounts

A - One (1) unfunded Assistant Council Attorney position #3595 transferred into County Council Office and reclassified to Assistant Council Administrator and unfunded for FY 14. One (1) Assistant Council Administrator position #0520 was transferred to Board of Appeals and Rezoning and reclassified to Management Assistant II

B - Seven (7) Legislative Aides positions were converted from temporary to classified full-time permanent positions

C - No temporary salary funding required for FY 14 - Legislative Aides were converted to full-time permanent positions

DEPARTMENT: COUNTY COUNCIL

DIVISION: Office of County Auditor

INDEX: 402000

ORIGIN/PURPOSE:

The Charter provides that the County Auditor serve at the pleasure of the County Council. The Charter further provides the Council with the authority to assign functions, duties and additional personnel to the Auditor. The County Auditor is responsible for ensuring that a complete financial audit of the County is performed annually. The purpose of the Office of the County Auditor is to assist the County Council with fiscal analysis of proposed legislation, provide assistance with the evaluation of the annual budget and conduct special audits when requested by the Council or Executive as authorized under the Charter.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	60,950	235,346	239,882	239,882
20	CONTRACTUAL SERVICES	0	662	2,800	100,950	100,950
30	SUPPLIES & MATERIALS	0	1,293	2,800	500	500
40	BUSINESS & TRAVEL	0	180	1,650	3,250	3,250
50	CAPITAL OUTLAY	0	5,850	2,206	2,000	2,000
GRAND TOTAL		0	68,935	244,802	346,582	346,582
<u>FUNDING SOURCE:</u>						
11	GENERAL	0	68,935	244,802	346,582	346,582

DEPARTMENT: COUNTY COUNCIL

DIVISION: Office of County Auditor

INDEX: 402000

FINANCIAL NOTES:

The \$101,780 net increase in funding for County Council - Office of County Auditor is the result of:

	FY 13	FY 14	CHANGE
o	170,000	165,000	(5,000) Full-time Salaries: (5,000) Staff Turnover (2.94%)
o	15,300	16,500	1,200 Pension/Retirement rate adjustments per Treasury's estimates
o	391	2,567	2,176 Workers' Compensation rate adjustments per Treasury's estimates
o	36,370	33,784	(2,586) Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o		9,128	9,128 PEHP (Personal Employee Health Plan)
o	13,005	12,623	(382) FICA adjusted per personnel/salary changes
o	9,206	106,500	97,294 The following line items were adjusted in accordance of the request of the County Council:
	FY 13	FY 14	Change
	500	50	(450) Office Equipment
	2,000	1,200	(800) Telephone Service
	300	0	(300) Fax Services
	0	700	700 Legal Notice
	0	99,000	99,000 Financial/Audit - funds transferred from County Council Office
	2,000	200	(1,800) General Office Supplies
	500	50	(450) Printing Commercial
	100	50	(50) General Office Mailing
	200	50	(150) Mileage
	250	0	(250) Professional Books
	400	1,700	1,300 Membership Fees & Dues
	750	1,500	750 Training Seminars, Courses
	2,206	2,000	(206) Equipment - computers
	<u>9,206</u>	<u>106,500</u>	<u>97,294</u>

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: OFFICE OF COUNTY AUDITOR

Index No. 402000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	0.00	0	0.00	0	1.00	75,000 A
Administrative Specialist I	1.00	58,000	0.00	0	0.00	0
Auditor I	1.00	0	1.00	80,000	0.00	0
County Auditor	1.00	95,000	1.00	90,000	1.00	90,000
Policy Analyst	0.00	0	1.00	0	1.00	0 B
SALARY TOTAL	3.00	153,000	3.00	170,000	2.00	165,000
OTHER PERSONAL SERVICES						
Pension		19,890		15,300		16,500
Workers' Compensation		306		391		2,567
Health Benefits		36,240		36,370		33,784
PEHP		0		0		9,128
FICA		11,705		13,005		12,623
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		68,421		65,346		74,882
TOTAL 27TH PAY COST		7,100		0		0
TOTAL PERSONAL SERVICES*	3.00	228,521 *	3.00	235,346	2.00	239,882

*FY 12 Salaries and Other Personal Services are Enacted not Audited Amounts

A - One (1) vacant Auditor I position reclassified and filled as an Accountant III - #3557

B - One (1) Policy Analyst position unfunded again for FY 14 - #3556

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	97,087	100,163	0	99,120	99,120
20	CONTRACTUAL SERVICES	33,139	32,325	77,741	50,500	50,500
30	SUPPLIES & MATERIALS	344	392	2,469	2,000	2,000
40	BUSINESS & TRAVEL	0	0	500	500	500
GRAND TOTAL		130,570	132,880	80,710	152,120	152,120
<u>FUNDING SOURCE:</u>						
11	GENERAL	130,570	132,880	80,710	152,120	152,120

DEPARTMENT: COUNTY COUNCIL

DIVISION: Board of Appeals and Rezoning

INDEX: 404000

FINANCIAL NOTES:

The \$71,410 net increase in funding for County Council - Board of Appeals and Rezoning is the result of:

	FY 13	FY 14	CHANGE	
o		99,120	99,120	Position transferred from County Council Office:
			# of positions	Salary
			1.0	69,637
				Benefits
				29,483
				Total
				99,120
				Management Assistant II
o	77,210	49,500	(27,710)	The following line items were adjusted in accordance of the request of the County Council:
			FY 13	FY 14
			15,000	7,500
			59,741	40,000
			2,469	2,000
			77,210	49,500
			(7,500)	(19,741)
			(469)	(27,710)
				Legal Notice
				Legal Services
				General Office Mailing

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: BOARD OF APPEALS AND REZONING

Index No. 404000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Management Assistant II	1.00	65,009	0.00	0	1.00	69,637 A
SALARY TOTAL	1.00	65,009	0.00	0	1.00	69,637
OTHER PERSONAL SERVICES						
Pension		8,451		0		6,964
Workers' Compensation		130		0		160
Health Benefits		14,717		0		16,892
Overtime		500		0		0
FICA		5,011		0		5,327
Miscellaneous		140		0		140
TOTAL OTHER PERSONAL SERVICES		28,949		0		29,483
TOTAL 27TH PAY COST		3,018		0		0
TOTAL PERSONAL SERVICES	1.00	96,976 *	0.00	0	1.00	99,120

*FY 12 Salaries and Other Personal Services are Enacted not Audited Amounts

A - One (1) Assistant Council Administrator transferred from County Council Office and reclassified to Management Assistant II - # 0520

DEPARTMENT: COUNTY COUNCIL

DIVISION: Office of the Council Attorney and People's Counsel

INDEX: 405000

ORIGIN/PURPOSE:

By Charter Section 224 and as amended by Bill Nos. 76-35 and 78-54, The Office of the Council Attorney shall be administered by the Council Attorney. The Council Attorney shall be the Chief Legal Advisor to the Council.

By Charter Section 224 and Bill No. 76-103, the Office of People's Counsel, under the supervision of the Council Attorney, 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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	0	0	155,549	154,166	154,166
20	CONTRACTUAL SERVICES	4,923	13,035	141,925	111,400	111,400
30	SUPPLIES AND MATERIALS	67	0	0	0	0
40	BUSINESS AND TRAVEL	0	0	0	5,450	5,450
	GRAND TOTAL	4,990	13,035	297,474	271,016	271,016
	<u>FUNDING SOURCE:</u>					
11	GENERAL	4,990	13,035	297,474	271,016	271,016

DEPARTMENT: COUNTY COUNCIL

DIVISION: Office of the Council Attorney and People's Counsel

INDEX: 405000

FINANCIAL NOTES:

The (\$26,458) net decrease in funding for County Council - Office of the Council Attorney and People's Counsel is the result of:

	FY 13	FY 14	CHANGE	
o		5,004	5,004	FY 13 Merit increase of 4% for eligible staff
o	118,000	112,000	(6,000)	Full-time Salaries
			(6,000)	Staff Turnover (5.08%)
o	10,620	11,200	580	Pension/Retirement rate adjustments per Treasury's estimates
o	18,185	16,892	(1,293)	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in their level of coverage
o	8,333	8,673	340	FICA adjusted per personnel/salary changes
o	141,925	116,850	(25,075)	The following line items were adjusted in accordance of the request of the County Council:
	FY 13	FY 14	Change	
	0	600	600	Telephone Service
	38,315	25,000	(13,315)	Legal Notice
	102,610	85,000	(17,610)	Legal Service
	1,000	800	(200)	Other Professional Services
	0	250	250	Mileage
	0	50	50	Parking and Tolls
	0	5,000	5,000	Professional Books
	0	150	150	Membership Fees & Dues
	141,925	116,850	(25,075)	

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL

DIVISION: OFFICE OF COUNCIL ATTORNEY AND PEOPLE'S COUNSEL

Index No. 405000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Assistant Council Attorney	0.00	0	1.00	0	0.00	0 A
Council Attorney	0.00	0	1.00	118,000	1.00	116,480
SALARY TOTAL	0.00	0	2.00	118,000	1.00	116,480
OTHER PERSONAL SERVICES						
Pension		0		10,620		11,648
Workers' Compensation		0		271		268
Health Benefits		0		18,185		16,892
FICA		0		8,333		8,738
Miscellaneous		0		140		140
TOTAL OTHER PERSONAL SERVICES		0		37,549		37,686
TOTAL PERSONAL SERVICES*	0.00	0	2.00	155,549	1.00	154,166

*FY 12 Salaries and Other Personal Services are Enacted not Audited Amounts

A - One (1) Assistant Council Attorney position #3595 was transferred to County Council Office and reclassified to Assistant Council Administrator

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	419,128	498,806	485,315	525,561	525,561
20	CONTRACTUAL SERVICES	229,152	188,230	163,401	169,069	169,069
30	SUPPLIES & MATERIALS	8,799	5,895	13,300	13,300	13,300
40	BUSINESS & TRAVEL	3,606	4,144	5,980	6,180	6,180
50	CAPITAL OUTLAY	0	30,364	8,533	13,691	13,691
	GRAND TOTAL	660,685	727,439	676,529	727,801	727,801
<u>FUNDING SOURCE:</u>						
11	GENERAL	660,685	727,439	676,529	727,801	727,801

DEPARTMENT: COUNTY COUNCIL

DIVISION: Harford Cable Network (HCN)

INDEX: 406000

FINANCIAL NOTES:

The \$51,272 net increase in funding for County Council - Harford Cable Network (HCN) is the result of:

	FY 13	FY 14	CHANGE	
o		11,785	11,785	FY 13 Merit increase of 4% for eligible staff
o	278,749	293,049	14,300	Full-time Salaries 14,300 Salary Adjustment
o	25,087	29,305	4,218	Pension/Retirement rate adjustments per Treasury's estimates
o	65,998	60,848	(5,150)	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in their level of coverage
o	6,512	6,820	308	Workers' Compensation adjustments per Treasury's estimates
o	27,503	28,597	1,094	FICA adjustment
o		13,691	13,691	PEHP (Personal Employee Health Plan)
o	44,533	55,391	10,858	The following line items were adjusted in accordance with the request of County Council:

FY 13	FY 14	Change	
13,000	15,000	2,000	Telephone Service
22,500	26,000	3,500	Communication Service
500	700	200	Meals
8,533	13,691	5,158	Audio Visual Supplies
<u>44,533</u>	<u>55,391</u>	<u>10,858</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: HARFORD CABLE NETWORK

Index No. 406000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	40,107	1.00	40,107	1.00	41,712
Broadcast Technician	2.00	66,200	2.00	66,200	1.00	34,424
Executive Director, HCN	1.00	85,314	1.00	85,314	1.00	88,727
Producer Manager, HCN	1.00	87,128	1.00	87,128	1.00	90,613
Production Supervisor HCN	0.00	0	0.00	0	1.00	47,400 A
TOTAL FULL-TIME SALARIES	5.00	278,749	5.00	278,749	5.00	302,876
TEMPORARY SALARIES		0		80,766		80,766
SALARY TOTAL	5.00	278,749	5.00	359,515	5.00	383,642
OTHER PERSONAL SERVICES						
Pension		36,237		25,087		30,288
Workers' Compensation		5,641		6,512		7,043
Health Benefits		57,542		65,998		60,848
PEHP		0		0		13,691
FICA		21,324		27,503		29,349
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		121,444		125,800		141,919
TOTAL 27TH PAY COST		12,935		0		0
TOTAL PERSONAL SERVICES*	5.00	413,128 *	5.00	485,315	5.00	525,561

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Broadcast Technician position promoted to Production Supervisor HCN - #3506

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. Per Bill 13-7 as enacted on March 14, 2013 the Cultural Arts Board was transferred to the Department of Community Services.

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	80,757	82,243	79,455	0	0
20	CONTRACTUAL SERVICES	4,664	4,311	5,300	0	0
30	SUPPLIES & MATERIALS	733	603	1,000	0	0
40	BUSINESS & TRAVEL	1,057	1,244	1,234	0	0
50	CAPITAL OUTLAY	0	182	0	0	0
70	MISCELLANEOUS	6,863	15,900	15,000	0	0
	GRAND TOTAL	94,074	104,483	101,989	0	0
	<u>FUNDING SOURCE:</u>					
11	GENERAL	94,074	104,483	101,989	0	0

FINANCIAL NOTES:

The (\$101,989) net decrease in funding for County Council - Cultural Arts Board (CAB) is the result of this function being transferred to Community Services Office of the Director per Bill 13-7 enacted March 14, 2013

DIVISION STAFF SUMMARY

DEPARTMENT: COUNTY COUNCIL
DIVISION: CULTURAL ARTS BOARD

Index No. 407000

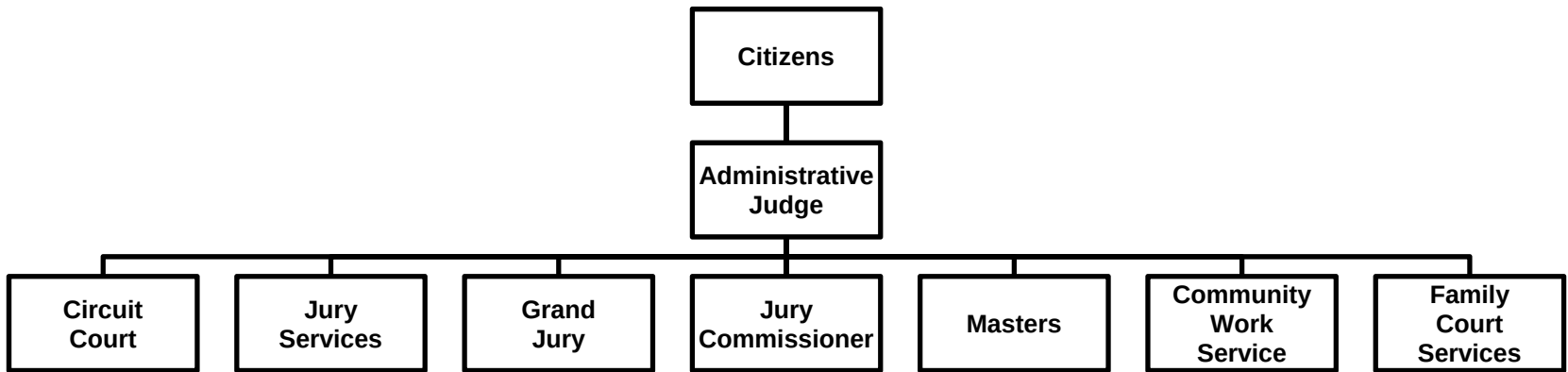
POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Coordinator, Cultural Arts Board	1.00	51,502	1.00	51,502	0.00	0
SALARY TOTAL	1.00	51,502	1.00	51,502	0.00	0
OTHER PERSONAL SERVICES						
Pension		6,695		4,635		0
Workers' Compensation		103		118		0
Health Benefits		19,000		18,980		0
FICA		3,940		3,940		0
Miscellaneous		280		280		0
TOTAL OTHER PERSONAL SERVICES		30,018		27,953		0
TOTAL 27TH PAY COST		2,391		0		0
TOTAL PERSONAL SERVICES*	1.00	83,911 *	1.00	79,455	0.00	0

*FY 12 Salaries and Other Personal Services are Enacted not Audited Amounts

Two (2) Part-time Cultural Arts Board Coordinator positions were transferred to Community Services-Office of the Director - #0519 and #3025

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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 13 - 14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,272,767	2,423,234	2,250,537	2,369,519	2,369,519
20	CONTRACTUAL SERVICES	442,814	439,443	457,196	470,294	470,294
30	SUPPLIES & MATERIALS	61,884	65,081	63,301	67,410	67,410
40	BUSINESS & TRAVEL	16,761	13,358	17,670	18,770	18,770
50	CAPITAL OUTLAY	90	1,498	0	0	0
70	MISCELLANEOUS	54,818	31,500	31,500	31,500	31,500
	GRAND TOTAL	<u>2,849,134</u>	<u>2,974,114</u>	<u>2,820,204</u>	<u>2,957,493</u>	<u>2,957,493</u>
<u>SUMMARY BY FUND:</u>						
11	GENERAL	2,849,134	2,974,114	2,820,204	2,957,493	2,957,493
	GRAND TOTAL	<u>2,849,134</u>	<u>2,974,114</u>	<u>2,820,204</u>	<u>2,957,493</u>	<u>2,957,493</u>
<u>SUMMARY BY DIVISION:</u>						
411000	CIRCUIT COURT	1,363,921	1,437,484	1,350,760	1,431,148	1,431,148
412000	JURY SERVICES	188,190	191,736	184,350	192,350	192,350
413000	GRAND JURY	11,980	12,220	12,000	11,575	11,575
414000	JURY COMMISSIONER	166,932	187,024	178,759	188,484	188,484
415000	MASTERS	217,026	230,422	208,611	224,949	224,949
416000	COMMUNITY WORK SERVICE	332,197	335,149	326,028	341,646	341,646
417000	FAMILY COURT SERVICES	568,888	580,079	559,696	567,341	567,341
	GRAND TOTAL	<u>2,849,134</u>	<u>2,974,114</u>	<u>2,820,204</u>	<u>2,957,493</u>	<u>2,957,493</u>
SUMMARY OF GRANT BUDGETS						<u>30,000</u>

JUDICIAL

FINANCIAL NOTES:

The \$137,289 net increase in funding for Judicial is the result of:

	FY 13	FY 14	CHANGE
o	1,653,227	1,638,709	(14,518) Full-Time Salaries
			(19,062) Turnover (1.15%)
			4,544 Salary Adjustments based on the recommendations of the Department of Human Resources
			<u>(14,518)</u>
o		65,761	65,761 FY 13 Merit increase of 4% for eligible staff
o		54,765	54,765 PEHP (Post Employment Health Plan)
o	317,799	313,222	(4,577) Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	145,176	163,871	18,695 Pension/Retirement rate adjustments per Treasury's estimates
o	126,473	125,362	(1,111) FICA adjustments
o	212,000	218,000	6,000 Other Professional Services:

Index	FY 13	FY 14	Change	Explanation
Circuit Court	28,000	29,000	1,000	Accounting clerk services
Jury Commissioner	19,000	19,000	0	Clerical assistance due to MVA legislation
Family Court Services	165,000	170,000	5,000	Contractual evaluators/Mediators and clerical increase based on actuals
Dept Total	212,000	218,000	6,000	

JUDICIAL

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	291,400	301,657	10,257	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	21,102	20,842	(260)	Office Equipment
	8,300	8,550	250	Telephone Service
	3,885	4,570	685	Fax Services
	1,000	1,100	100	Other Insurance
	192,000	199,575	7,575	Juror's Fees
	17,200	17,550	350	General Office Supplies
	3,560	3,096	(464)	Printing Commercial
	5,879	6,029	150	Duplicating Machine Supplies
	24,879	26,000	1,121	General Office Mailing
	130	0	(130)	Paper Supplies
	200	100	(100)	Computer Supplies
	1,465	1,650	185	Mileage
	0	120	120	Meals
	0	375	375	Lodging
	11,800	12,100	300	Professional Books & Periodicals
	<u>291,400</u>	<u>301,657</u>	<u>10,257</u>	
o	6,347	5,024	(1,323)	Office Equipment Service - for dictation equipment service and Masters division switched to new system, no longer requiring service contract
o	0	2,000	2,000	Computer Software - purchase of child support calculations software for five Judges
o	0	1,200	1,200	Computer Hardware Components - hardware for new Child support calculations software
o	1,500	1,500	0	Grants & Contributions - Law Library funding
o	30,000	30,000	0	County Match/Transfers Out - match for Court Appointed Special Advocate (CASA) grant

DEPARTMENT STAFF SUMMARY

DEPARTMENT: JUDICIAL

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	4.00	148,201	4.00	146,036	4.00	151,964
Administrative Assistant II	1.00	54,269	1.00	54,269	1.00	56,453
Assistant to Jury Commissioner	1.00	45,455	1.00	45,455	1.00	47,307
Community Work Service Counselor	1.00	40,170	0.00	0	0.00	0
Community Work Service Case Manager	2.00	91,748	3.00	131,918	3.00	130,436
Court Administrator	1.00	71,936	1.00	71,936	1.00	79,346
Court Reporter I	2.00	119,613	2.00	119,613	2.00	124,449
Court Reporter II	4.00	346,029	4.00	346,029	4.00	343,318
Criminal Assignment Clerk	1.00	45,455	1.00	45,455	1.00	47,307
Director, Community Work Svc Program	1.00	66,378	1.00	66,378	1.00	69,030
Director, Family Court Services	1.00	99,840	1.00	99,840	1.00	101,985
Evaluator/Mediator	1.00	70,668	1.00	70,668	1.00	73,515
Family Services Coordinator	1.00	54,210	1.00	54,210	1.00	54,756
Jury Commissioner	1.00	54,678	1.00	54,678	1.00	56,862
Law Clerk (Bar Member)	1.00	37,440	1.00	42,930	1.00	42,647
Secretary I (Judicial)	3.00	124,840	3.00	127,005	3.00	132,094
Secretary II (Judicial)	2.00	114,251	2.00	114,251	2.00	117,956
Secretary III (Judicial)	1.00	62,556	1.00	62,556	1.00	65,072
SALARY TOTAL	29.00	1,647,737	29.00	1,653,227	29.00	1,694,497
OTHER PERSONAL SERVICES						
Pension & Retirement		214,206		145,176		169,450
Workers' Compensation		3,295		3,802		3,897
Health Benefits		341,010		317,799		313,222
PEHP		0		0		54,765
FICA		126,052		126,473		129,628
Miscellaneous		4,060		4,060		4,060
TOTAL OTHER PERSONAL SERVICES		688,623		597,310		675,022
TOTAL 27TH PAY COST		76,463		0		0
TOTAL PERSONAL SERVICES	29.00	2,412,823 *	29.00	2,250,537	29.00	2,369,519

* FY 12 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 '13 - '14 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
 - 0 To continue to reduce the number of open civil cases
 - 0 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
 - 0 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,248,462	1,354,652	1,250,631	1,326,900	1,326,900
20	CONTRACTUAL SERVICES	45,798	36,523	54,069	54,973	54,973
30	SUPPLIES & MATERIALS	31,046	33,132	30,735	33,330	33,330
40	BUSINESS & TRAVEL	13,978	10,179	13,825	14,445	14,445
50	CAPITAL OUTLAY	0	1,498	0	0	0
70	MISCELLANEOUS	24,637	1,500	1,500	1,500	1,500
	GRAND TOTAL	1,363,921	1,437,484	1,350,760	1,431,148	1,431,148
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,363,921	1,437,484	1,350,760	1,431,148	1,431,148

DEPARTMENT: JUDICIAL**DIVISION: Circuit Court****INDEX: 411000****FINANCIAL NOTES:**

The \$80,388 net increase in funding for Judicial - Circuit Court is the result of:

	FY 13	FY 14	CHANGE	
o	929,775	920,444	(9,331)	Full-time Salaries
			(13,875)	Staff Turnover (1.49%)
			4,544	Salary Adjustments based on recommendations of the Department of Human Resources
			<u>(9,331)</u>	
o		37,420	37,420	FY 13 Merit increase of 4% for eligible staff
o		31,946	31,946	PEHP (Post Employment Health Plan)
o	161,810	170,414	8,604	Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	83,680	92,045	8,365	Pension/Retirement rate adjustments per Treasury's estimates
o	71,128	70,414	(714)	FICA adjustments
o	53,039	53,887	848	Line items adjusted based on actual expense history:
	FY 13	FY 14	Change	
	4,102	3,342	(760)	Office Equipment
	2,500	2,900	400	Fax Services
	28,000	29,000	1,000	Other Professional Services
	4,807	5,000	193	Office Equipment Service
	800	400	(400)	Printing Commercial
	3,250	3,000	(250)	Duplicating Machine Supplies
	8,500	8,800	300	General Office Mailing
	130	0	(130)	Paper Supplies
	200	100	(100)	Computer Supplies
	750	850	100	Mileage
	0	120	120	Meals
	0	375	375	Lodging
	<u>53,039</u>	<u>53,887</u>	<u>848</u>	
o	0	2,000	2,000	Computer Software - purchase of software to calculate child support for five Judges
o	0	1,200	1,200	Computer Hardware Components - hardware for new child support calculations software

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: CIRCUIT COURT

Index No. 411000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Court Administrator	1.00	71,936	1.00	71,936	1.00	79,346
Court Reporter I	2.00	119,613	2.00	119,613	2.00	124,449
Court Reporter II	4.00	346,029	4.00	346,029	4.00	343,318
Criminal Assignment Clerk	1.00	45,455	1.00	45,455	1.00	47,307
Law Clerk (Bar Member)	1.00	37,440	1.00	42,930	1.00	42,647
Secretary I (Judicial)	3.00	124,840	3.00	127,005	3.00	132,094
Secretary II (Judicial)	2.00	114,251	2.00	114,251	2.00	117,956
Secretary III (Judicial)	1.00	62,556	1.00	62,556	1.00	65,072
SALARY TOTAL	15.00	922,120	15.00	929,775	15.00	952,189
OTHER PERSONAL SERVICES						
Pension & Retirement		119,876		83,680		95,219
Workers' Compensation		1,844		2,138		2,190
Health Benefits		167,972		161,810		170,414
PEHP		0		0		31,946
FICA		70,542		71,128		72,842
Miscellaneous		2,100		2,100		2,100
TOTAL OTHER PERSONAL SERVICES		362,334		320,856		374,711
TOTAL 27TH PAY COST		42,790		0		0
TOTAL PERSONAL SERVICES	15.00	1,327,244 *	15.00	1,250,631	15.00	1,326,900

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	183,840	186,567	180,000	188,000	188,000
30	SUPPLIES & MATERIALS	4,350	5,169	4,350	4,350	4,350
	GRAND TOTAL	188,190	191,736	184,350	192,350	192,350
	<u>FUNDING SOURCE:</u>					
11	GENERAL	188,190	191,736	184,350	192,350	192,350

FINANCIAL NOTES:

The \$8,000 net increase in funding for Judicial - Jury Services is the result of:

	FY 13	FY 14	CHANGE	
o	180,000	188,000	8,000	Juror Fees

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	<u>11,980</u>	<u>12,220</u>	<u>12,000</u>	<u>11,575</u>	<u>11,575</u>
	GRAND TOTAL	<u>11,980</u>	<u>12,220</u>	<u>12,000</u>	<u>11,575</u>	<u>11,575</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>11,980</u>	<u>12,220</u>	<u>12,000</u>	<u>11,575</u>	<u>11,575</u>

FINANCIAL NOTES:

The (\$425) net decrease in funding for Judicial - Grand Jury is the result of:

	FY 13	FY 14	CHANGE
o	12,000	11,575	(425) Juror's Fees - decrease based on actual expense history

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 '13 - '14 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

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	127,992	148,798	134,874	143,549	143,549
20	CONTRACTUAL SERVICES	22,551	21,719	26,975	27,574	27,574
30	SUPPLIES & MATERIALS	16,159	16,367	16,675	17,211	17,211
40	BUSINESS & TRAVEL	140	140	235	150	150
50	CAPITAL OUTLAY	90	0	0	0	0
	GRAND TOTAL	166,932	187,024	178,759	188,484	188,484
	<u>FUNDING SOURCE:</u>					
11	GENERAL	166,932	187,024	178,759	188,484	188,484

DEPARTMENT: JUDICIAL

DIVISION: Jury Commissioner

INDEX: 414000

FINANCIAL NOTES:

The \$9,725 net increase in funding for Judicial - Jury Commissioner is the result of:

	FY 13	FY 14	CHANGE
o		4,759	4,759 FY 13 Merit increase of 4% for eligible staff
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	17,559	15,910	(1,649) Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	9,012	10,013	1,001 Pension/Retirement rate adjustments per Treasury's estimates
o	23,500	24,536	1,036 Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
7,000	7,400	400	Office Equipment
325	500	175	Fax Service
1,800	1,686	(114)	Printing - Commercial
1,800	2,200	400	Duplicating Machine Supplies
12,500	12,750	250	General Office Mailing
75	0	(75)	Mileage
23,500	24,536	1,036	

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: JURY COMMISSIONER

Index No. 414000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Assistant to Jury Commissioner	1.00	45,455	1.00	45,455	1.00	47,307
Jury Commissioner	1.00	54,678	1.00	54,678	1.00	56,862
SALARY TOTAL	2.00	100,133	2.00	100,133	2.00	104,169
OTHER PERSONAL SERVICES						
Pension & Retirement		13,017		9,012		10,417
Workers' Compensation		200		230		240
Health Benefits		17,757		17,559		15,910
PEHP		0		0		4,564
FICA		7,660		7,660		7,969
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		38,914		34,741		39,380
TOTAL 27TH PAY COST		4,647		0		0
TOTAL PERSONAL SERVICES	2.00	143,694 *	2.00	134,874	2.00	143,549

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: Masters

INDEX: 415000

ORIGIN/PURPOSE:

A Master is an attorney who is appointed by and serves at the pleasure of the Judges of the Circuit Court and who is responsible for hearing all matters referred to him by the Court. One Master hears all juvenile cases. All the Masters hear domestic cases. The duties of the Master are:

- o Conduct hearings on matters referred to them. These matters include 1) petitions filed by the Department of Juvenile Services alleging that a child is delinquent; 2) petitions filed by the Department of Social Services alleging that a child has been abused or neglected; and 3) domestic relations cases.
- o Conduct hearings for family law cases referred to him
- o Record all proceeding of hearings
- o Direct the issuance of a subpoena for witnesses and/or documents
- o Rule upon the admissibility of evidence
- o Examine witnesses when necessary
- o Convene, continue, and adjourn the hearings as necessary
- o Make findings of facts and conclusions of law, and submit them to the presiding Judge of the Circuit Court for review.

In accordance with applicable State law, an appointment of a Master for both domestic relations matters and juvenile cases by the Judges of the Circuit Court of Harford County. The appointment must be approved by the Chief Judge of the Court of Appeals.

FY '13 - '14 GOAL & OBJECTIVES:

- 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
- 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	174,332	188,778	164,833	181,854	181,854
20	CONTRACTUAL SERVICES	7,179	5,709	7,360	5,970	5,970
30	SUPPLIES & MATERIALS	4,518	4,591	5,218	5,625	5,625
40	BUSINESS & TRAVEL	997	1,344	1,200	1,500	1,500
70	MISCELLANEOUS	30,000	30,000	30,000	30,000	30,000
	GRAND TOTAL	217,026	230,422	208,611	224,949	224,949
	<u>FUNDING SOURCE:</u>					
11	GENERAL	217,026	230,422	208,611	224,949	224,949

DEPARTMENT: JUDICIAL**DIVISION: Masters****INDEX: 415000****FINANCIAL NOTES:**

The \$16,338 net increase in funding for Judicial - Masters is the result of:

	FY 13	FY 14	CHANGE
o		5,287	5,287 FY 13 Merit increase of 4% for eligible staff
o		9,127	9,127 PEHP (Post Employment Health Plan)
o	35,434	36,938	1,504 Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	9,932	11,035	1,103 Pension/Retirement rate adjustments per Treasury's estimates
o	3,800	4,650	850 Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change
	0	150	150 Telephone Service
	2,600	3,000	400 General Office Mailing
	1,200	1,500	300 Professional Books & Periodicals
	<u>3,800</u>	<u>4,650</u>	<u>850</u>
o	1,540	0	(1,540) Office Equipment Service - switched to new system and no longer require service contract
o	30,000	30,000	0 County Match/Transfers Out - Court Appointed Special Advocate (CASA) grant match

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: MASTERS

Index No. 415000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	<u>3.00</u>	<u>110,351</u>	<u>3.00</u>	<u>110,351</u>	<u>3.00</u>	<u>114,836</u>
SALARY TOTAL	<u>3.00</u>	<u>110,351</u>	<u>3.00</u>	<u>110,351</u>	<u>3.00</u>	<u>114,836</u>
OTHER PERSONAL SERVICES						
Pension		14,346		9,932		11,484
Workers' Compensation		221		254		264
Health Benefits		35,574		35,434		36,938
PEHP		0		0		9,127
FICA		8,442		8,442		8,785
Miscellaneous	<u></u>	<u>420</u>	<u></u>	<u>420</u>	<u></u>	<u>420</u>
TOTAL OTHER PERSONAL SERVICES		59,003		54,482		67,018
TOTAL 27TH PAY COST	<u></u>	<u>5,121</u>	<u></u>	<u>0</u>	<u></u>	<u>0</u>
TOTAL PERSONAL SERVICES	<u>3.00</u>	<u>174,475</u>	<u>3.00</u>	<u>164,833</u>	<u>3.00</u>	<u>181,854</u>

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: Community Work Service

INDEX: 416000

ORIGIN/PURPOSE:

The Community Work Service Program (CWS), instituted on July 1, 1985, is a form of alternative sentencing imposed upon offenders by the Courts of Harford County or the Juvenile Services Administration. At the discretion of the presiding Judge, nonviolent offenders are assigned to community work service in lieu of more traditional sanctions. By performing work service, the community and the offender benefit directly. These offenders are able to "pay back" the community for the crime committed against the County; and participating private, nonprofit institutions and / or agencies, benefit from the work service performed on their behalf.

Beneficiaries of this program include Harford County Government (landfills, construction, and facilities maintenance), hospitals, churches, various volunteer fire departments, and schools.

FY '13 - '14 GOAL & OBJECTIVE:

- 5 TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE
- o To increase the number of government agencies and non-profit organizations that offer community work service opportunities to non-violent offenders by 10%.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	324,678	321,971	316,396	331,379	331,379
20	CONTRACTUAL SERVICES	4,803	10,139	6,552	6,702	6,702
30	SUPPLIES & MATERIALS	2,425	2,695	2,750	3,150	3,150
40	BUSINESS & TRAVEL	291	344	330	415	415
	GRAND TOTAL	332,197	335,149	326,028	341,646	341,646
	<u>FUNDING SOURCE:</u>					
11	GENERAL	332,197	335,149	326,028	341,646	341,646

DEPARTMENT: JUDICIAL

DIVISION: Community Work Service

INDEX: 416000

FINANCIAL NOTES:

The \$15,618 net increase in funding for Judicial - Community Work Service is the result of:

	FY 13	FY 14	CHANGE
o	233,981	228,794	(5,187) Full Time Salaries (5,187) Staff Turnover (2.22%)
o		9194	9,194 FY 13 Merit increase of 4% for eligible staff
o		4564	4,564 PEHP (Post Employment Health Plan)
o	45,834	47,219	1,385 Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	17,443	22,879	5,436 Pension/Retirement rate adjustments per Treasury's estimates
o	17,900	17,503	(397) FICA adjustments
o	3,450	4,000	550 Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
1,000	1,100	100	Other Insurance
1,000	1,200	200	General Office Supplies
1,150	1,300	150	General Office Mailing
300	400	100	Mileage
3,450	4,000	550	

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: COMMUNITY WORK SERVICE

Index No. 416000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	37,850	1.00	35,685	1.00	37,128
Community Work Service Counselor	1.00	40,170	0.00	0	0.00	0
Community Work Service Case Manager	2.00	91,748	3.00	131,918	3.00	130,436
Director, Community Work Svc Program	1.00	66,378	1.00	66,378	1.00	69,030
SALARY TOTAL	5.00	236,146	5.00	233,981	5.00	236,594
OTHER PERSONAL SERVICES						
Pension		30,699		17,443		23,659
Workers' Compensation		472		538		544
Health Benefits		57,095		45,834		47,219
PEHP		0		0		4,564
FICA		18,065		17,900		18,099
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		107,031		82,415		94,785
TOTAL 27TH PAY COST		10,959		0		0
TOTAL PERSONAL SERVICES	5.00	354,136 *	5.00	316,396	5.00	331,379

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT: JUDICIAL

DIVISION: Family Court Services Division

INDEX: 417000

ORIGIN/PURPOSE:

The role of the Social Worker is to develop, implement, and direct a program that will include evaluation / mediation for parties to domestic cases who have disputes over custody, visitation, and similar issues. Working directly with the parties in both individual and joint sessions, the Social Worker addresses issues that may arise such as mutual cooperation, child development, and child safety. The goal of the program is to assist parties in resolving their problems themselves instead of resorting to time consuming and unproductive court hearings. The Court also established a Facilitated Visitation Program. In cases where a claim is made that a parent has not seen a child for such a significant period that they are a stranger to the child, or there are allegations of sexual or physical abuse, the Social Worker is retained to supervise visitation. The facilitator files a report after each visit and assists the Court in the evaluation of the case.

Psychological / Psychiatric Evaluations: properly done evaluations which assist the Court in determining whether further psychological / psychiatric counseling is needed and greatly expedites any referral for such assistance.

Parenting Program: aimed at assisting single / divorced parents in understanding such areas as child development, the separation process, and the psychological aspects of divorce.

Home Studies: a qualified individual evaluates a home suitability or other physical aspects of the environment where a child will be and reports to the Court.

In every case where services are needed, every attempt is made to have those services provided privately with the expense to be paid by either the parties or their medical insurance. Where this is not possible, the parties are assessed on a sliding scale basis and the monies paid into the County's General Fund.

FY '13 - '14 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

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	397,303	409,035	383,803	385,837	385,837
20	CONTRACTUAL SERVICES	166,663	166,566	170,240	175,500	175,500
30	SUPPLIES & MATERIALS	3,386	3,127	3,573	3,744	3,744
40	BUSINESS & TRAVEL	1,355	1,351	2,080	2,260	2,260
70	MISCELLANEOUS	181	0	0	0	0
	GRAND TOTAL	568,888	580,079	559,696	567,341	567,341
	<u>FUNDING SOURCE:</u>					
11	GENERAL	568,888	580,079	559,696	567,341	567,341

DEPARTMENT: JUDICIAL**DIVISION: Family Court Services Division****INDEX: 417000****FINANCIAL NOTES:**

The \$7,645 net increase in funding for Judicial - Family Court Services Division is the result of:

	FY 13	FY 14	CHANGE
o		9,101	9,101 FY 13 Merit increase of 4% for eligible staff
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	57,162	42,741	(14,421) Health Benefits are adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	25,109	27,899	2,790 Pension/Retirement rate adjustments per Treasury's estimates
o	170,950	176,400	5,450 Line items significantly adjusted, based on actual expense history:

	FY 13	FY 14	Change	
	3,000	3,100	100	Office Equipment
	300	400	100	Telephone Service
	165,000	170,000	5,000	Other Professional Services - contract for evaluators/mediators
	1,850	2,000	150	General Office Supplies
	800	900	100	Membership Fees & Dues
	<u>170,950</u>	<u>176,400</u>	<u>5,450</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: JUDICIAL
DIVISION: FAMILY COURT SERVICES DIVISION

Index No. 417000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	54,269	1.00	54,269	1.00	56,453
Director, Family Court Services	1.00	99,840	1.00	99,840	1.00	101,985
Evaluator/Mediator	1.00	70,668	1.00	70,668	1.00	73,515
Family Services Coordinator	1.00	54,210	1.00	54,210	1.00	54,756
SALARY TOTAL	4.00	278,987	4.00	278,987	4.00	286,709
OTHER PERSONAL SERVICES						
Pension		36,268		25,109		28,671
Workers' Compensation		558		642		659
Health Benefits		62,612		57,162		42,741
PEHP		0		0		4,564
FICA		21,343		21,343		21,933
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		121,341		104,816		99,128
TOTAL 27TH PAY COST		12,946		0		0
TOTAL PERSONAL SERVICES	4.00	413,274 *	4.00	383,803	4.00	385,837

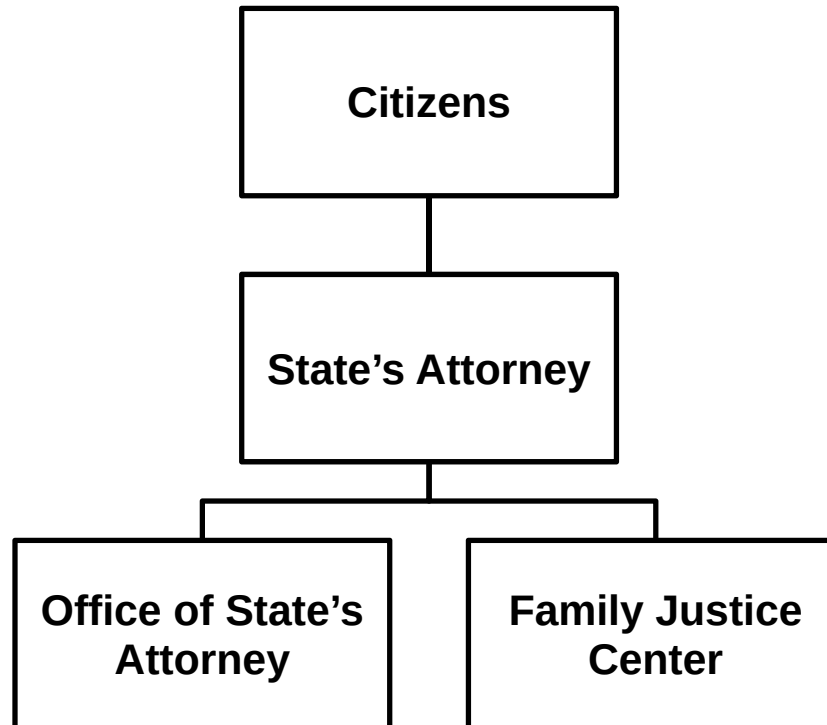
* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

Judicial- Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Family Court Services	This grant funds numerous programs and services for Alternative Dispute Resolution, facilitated visitation, psychological evaluations, personnel and services for children's groups, and child custody investigations.		\$442,115			7/1/13-6/30/14	Recurring
CASA	This grant focuses on representing the best interest of abused, neglected and dependent children in Court proceedings.		\$63,608	\$18,000	\$30,000	7/1/13 - 6/30/14	Recurring
Access/Visitation Program	Provide access/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.		\$137,200			2/2014 - 1/2015	Recurring
TOTALS			\$642,923	\$18,000	\$30,000		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$660,923		2				

State/Other

1

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 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:

THE MISSION OF THE STATE'S ATTORNEY'S OFFICE IS TO SEEK JUSTICE BY ENSURING THAT THE RIGHTS OF VICTIMS AND CITIZENS AND THE PUBLIC'S SAFETY ARE OUR NUMBER ONE PRIORITY THROUGH THE FAIR, VIGOROUS AND EFFICIENT ENFORCEMENT OF THE LAW. IN SEEKING JUSTICE, WE SHALL ALSO VIGOROUSLY SAFEGUARD THE RIGHTS AND REPUTATIONS OF THE INNOCENT.

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	4,799,988	5,118,667	4,854,348	5,138,172	5,138,172
20	CONTRACTUAL SERVICES	77,512	66,089	80,333	51,109	51,109
30	SUPPLIES & MATERIALS	40,936	49,957	46,250	49,550	49,550
40	BUSINESS & TRAVEL	41,495	40,716	36,000	42,175	42,175
50	CAPITAL OUTLAY	1,452	1,756	0	0	0
70	MISCELLANEOUS	456,227	417,448	447,285	441,443	441,443
80	INTERGOVERNMENTAL	366	230	500	500	500
	GRAND TOTAL	5,417,976	5,694,863	5,464,716	5,722,949	5,722,949
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	5,417,976	5,694,863	5,464,716	5,722,949	5,722,949
	GRAND TOTAL	5,417,976	5,694,863	5,464,716	5,722,949	5,722,949
	<u>SUMMARY BY DIVISION:</u>					
431000	OFFICE OF THE STATE'S ATTORNEY	5,148,888	5,425,821	5,206,824	5,452,470	5,452,470
432000	FAMILY JUSTICE CENTER	269,088	269,042	257,892	270,479	270,479
	GRAND TOTAL	5,417,976	5,694,863	5,464,716	5,722,949	5,722,949
	SUMMARY OF GRANT BUDGETS					441,443

STATE'S ATTORNEY

FINANCIAL NOTES:

The \$258,233 net increase in funding for State's Attorney is the result of:

	FY 13	FY 14	CHANGE	
o	3,578,788	3,511,144	(67,644)	Full Time Salaries
			(146,019)	Staff Turnover (4.08%)
			78,375	Salary Adjustments based on recommendations of the Department of Human Resources
			<u>(67,644)</u>	
o		149,673	149,673	Position created/abolished from the division of The Office of State's Attorney:
			1.00	52,800 15,087 67,887 Created two (2) Assistant State's Attorney I
			1.00	52,800 28,986 81,786
			<u>2.00</u>	<u>105,600 44,073 149,673</u>
o		112,089	112,089	FY 13 Merit increase of 4% for eligible staff
o		73,018	73,018	PEHP (Post Employment Health Plan)
o	669,059	660,061	(8,998)	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	315,553	343,851	28,298	Pension/Retirement rate adjustments per Treasury's estimates
o	10,940	10,799	(141)	Workers' Compensation rate adjustments per Treasury's estimates
o	272,028	269,557	(2,471)	FICA adjustment

STATE'S ATTORNEY

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	109,725	117,400	7,675	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	5,300	4,500	(800)	Telephone Service
	31,000	30,000	(1,000)	Legal Services
	12,400	12,700	300	General Office Supplies
	7,000	7,200	200	Duplicating Machine Supplies
	300	800	500	Delivery Charges
	8,700	9,500	800	General Office Mailing
	11,500	13,000	1,500	Computer Supplies
	5,300	5,000	(300)	County Owned Vehicles
	1,200	1,600	400	Mileage
	1,900	2,400	500	Transportation Costs
	1,500	2,000	500	Meals
	4,900	5,200	300	Lodging
	10,000	12,900	2,900	Professional Books & Periodicals
	6,225	6,600	375	Membership Fees & Dues
	2,500	4,000	1,500	Training Seminars, Courses & Meetings
	<u>109,725</u>	<u>117,400</u>	<u>7,675</u>	
o	27,600	0	(27,600)	Data Processing Software-Maintenance funds for Lexis/Nexis and Case Management Programs reallocated to Information and Communication Technology for consolidation of hardware/software
o	447,285	441,443	(5,842)	County Match/Transfers Out
	FY 13	FY 14	Change	
	426,332	441,443	15,111	Child Support Division
	20,953	0	(20,953)	Circuit Court Victims Services Grant ends 6/30/2013
	<u>447,285</u>	<u>441,443</u>	<u>(5,842)</u>	

DEPARTMENT STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	90,598	1.00	90,598	1.00	95,000
Assistant State's Attorney I	3.00	158,400	3.00	163,300	8.00	433,832
Assistant State's Attorney II	9.00	592,725	10.00	655,189	6.00	411,864
Assistant State's Attorney III	11.00	977,466	10.00	959,840	11.00	981,170
Deputy State's Attorney	2.00	231,368	2.00	227,395	2.00	236,491
Legal Assistant I	2.00	70,400	1.00	37,300	0.00	0
Legal Assistant II	8.00	382,293	9.00	428,640	10.00	487,541
Legal Assistant III	2.00	120,570	2.00	120,570	2.00	127,804
Legal Clerk	5.00	145,417	4.00	113,326	2.00	56,100
Legal Specialist I	1.00	40,107	3.00	114,707	5.00	189,857
Legal Specialist II	11.00	515,844	10.00	457,796	10.00	477,702
Senior Trial Assistant	1.00	121,109	1.00	100,000	1.00	104,000
State's Attorney	1.00	108,559	1.00	110,127	1.00	112,044
		(1,600)		0		0
TOTAL FULL TIME SALARIES	57.00	3,553,256	57.00	3,578,788	59.00	3,713,405
SALARY OFFSET		(52,589)		0		0
SALARY TOTAL	57.00	3,500,667	57.00	3,578,788	59.00	3,713,405
OTHER PERSONAL SERVICES						
Pension & Retirement		452,672		315,553		363,786
Workers' Compensation		9,422		10,940		11,263
Health Benefits		723,943		669,059		684,972
PEHP		0		0		73,018
FICA		269,359		272,028		283,468
Miscellaneous		7,980		7,980		8,260
TOTAL OTHER PERSONAL SERVICES		1,463,376		1,275,560		1,424,767
TOTAL 27TH PAY COST		162,473		0		0
TOTAL PERSONAL SERVICES	57.00	5,126,516 *	57.00	4,854,348	59.00	5,138,172

* FY 12 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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	4,548,548	4,870,045	4,617,894	4,889,503	4,889,503
20	CONTRACTUAL SERVICES	71,912	60,192	74,115	44,949	44,949
30	SUPPLIES & MATERIALS	29,831	37,391	32,300	35,400	35,400
40	BUSINESS & TRAVEL	40,552	38,832	34,730	40,675	40,675
50	CAPITAL OUTLAY	1,452	1,683	0	0	0
70	MISCELLANEOUS	456,227	417,448	447,285	441,443	441,443
80	INTERGOVERNMENTAL	366	230	500	500	500
	GRAND TOTAL	5,148,888	5,425,821	5,206,824	5,452,470	5,452,470
<u>FUNDING SOURCE:</u>						
11	GENERAL	5,148,888	5,425,821	5,206,824	5,452,470	5,452,470

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Office of State's Attorney****INDEX: 431000****FINANCIAL NOTES:**

The \$245,646 net increase in funding for State's Attorney's Office - Office of State's Attorney is the result of:

	FY 13	FY 14	CHANGE	
o	3,415,718	3,337,895	(77,823)	Full Time Salaries
			(152,493)	Staff Turnover (4.46%)
			74,670	Salary Adjustments based on recommendations of the Department of Human Resources
			<u>(77,823)</u>	
o		149,673	149,673	Positions created due to large increase in number of cases:
				# of positions Salary Fringes Total
				1.00 52,800 15,087 67,887
				1.00 52,800 28,986 81,786
				<u>2.00 105,600 44,073 149,673</u>
				Assistant State's Attorney I
o		109,752	109,752	FY 13 Merit increase of 4% for eligible staff
o		63,891	63,891	PEHP (Post Employment Health Plan)
o	300,877	326,526	25,649	Pension/Retirement rate adjustments per Treasury's estimates
o	623,761	627,642	3,881	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	10,565	10,400	(165)	Workers' Compensation rate adjustments per Treasury's estimates
o	259,553	256,304	(3,249)	FICA adjustment
o	27,600	0	(27,600)	Data Processing Software-Maintenance funds for Lexis/Nexis and Case Management Programs reallocated to Information and Communication Technology for consolidation of hardware/software

DEPARTMENT: STATE'S ATTORNEY'S OFFICE

DIVISION: Office of State's Attorney

INDEX: 431000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	92,855	100,200	7,345	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	3,300	2,600	(700)	Telephone Service
	31,000	30,000	(1,000)	Legal Services
	7,300	7,700	400	General Office Supplies
	5,000	5,400	400	Duplicating Machine Supplies
	0	500	500	Delivery Charges
	7,000	7,800	800	General Office Mailing
	7,000	8,000	1,000	Computer Supplies
	5,300	5,000	(300)	County Owned Vehicles
	1,200	1,600	400	Mileage
	1,900	2,400	500	Transportation Costs
	1,500	2,000	500	Meals
	4,900	5,200	300	Lodging
	9,600	12,500	2,900	Professional Books
	5,355	5,500	145	Membership Fees & Dues
	2,500	4,000	1,500	Training Seminars, Courses & Meetings
	<u>92,855</u>	<u>100,200</u>	<u>7,345</u>	
o	447,285	441,443	(5,842)	County Match/Transfers Out
	FY 13	FY 14	Change	
	426,332	441,443	15,111	Child Support Division Cooperative Reimbursement
	20,953	0	(20,953)	Circuit Court Victims Services Grant ends 6/30/2013
	<u>447,285</u>	<u>441,443</u>	<u>(5,842)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY
DIVISION: OFFICE OF STATE'S ATTORNEY

Index No. 431000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	90,598	1.00	90,598	1.00	95,000
Assistant State's Attorney I	3.00	158,400	3.00	163,300	8.00	433,832 A
Assistant State's Attorney II	9.00	592,725	10.00	655,189	6.00	411,864
Assistant State's Attorney III	11.00	977,466	10.00	959,840	11.00	981,170 B
Deputy State's Attorney	2.00	231,368	2.00	227,395	2.00	236,491
Legal Assistant I	2.00	70,400	1.00	37,300	0.00	0
Legal Assistant II	8.00	382,293	9.00	428,640	10.00	487,541 C
Legal Assistant III	2.00	120,570	2.00	120,570	2.00	127,804
Legal Clerk	4.00	114,591	3.00	82,500	2.00	56,100 D
Legal Specialist I	1.00	40,107	3.00	114,707	4.00	152,557 E
Legal Specialist II	8.00	383,600	7.00	325,552	7.00	339,770
Senior Trial Assistant	1.00	121,109	1.00	100,000	1.00	104,000
State's Attorney	1.00	108,559	1.00	110,127	1.00	112,044
		(1,600)		0		0
TOTAL FULL TIME SALARIES	53.00	3,390,186	53.00	3,415,718	55.00	3,538,173
SALARY OFFSET		(52,589)		0		0
SALARY TOTAL	53.00	3,337,597	53.00	3,415,718	55.00	3,538,173
OTHER PERSONAL SERVICES						
Pension & Retirement		431,473		300,877		346,263
Workers' Compensation		9,096		10,565		10,860
Health Benefits		678,652		623,761		652,553
PEHP		0		0		63,891
FICA		256,884		259,553		270,063
Miscellaneous		7,420		7,420		7,700
TOTAL OTHER PERSONAL SERVICES		1,383,525		1,202,176		1,351,330
TOTAL 27TH PAY COST		154,906		0		0
TOTAL PERSONAL SERVICES	53.00	4,876,028 *	53.00	4,617,894	55.00	4,889,503

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - Three (3) Assistant State's Attorney III positions filled as Assistant States Attorney I - # 0568, 1867, 0570 and created two (2) Assistant State's Attorney I positions #3626, 3668

B - Four (4) Assistant State's Attorney II upgraded to Assistant States Attorney III - #0548, 3279, 3486, 3224

C - One (1) Legal Assistant I position upgraded to Legal Assistant II - #3223

D - One (1) vacant Legal Specialist I position filled as a Legal Clerk - #2819

E - Two (2) Legal Clerk positions upgraded to Legal Specialist I - # 0550, 0554

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

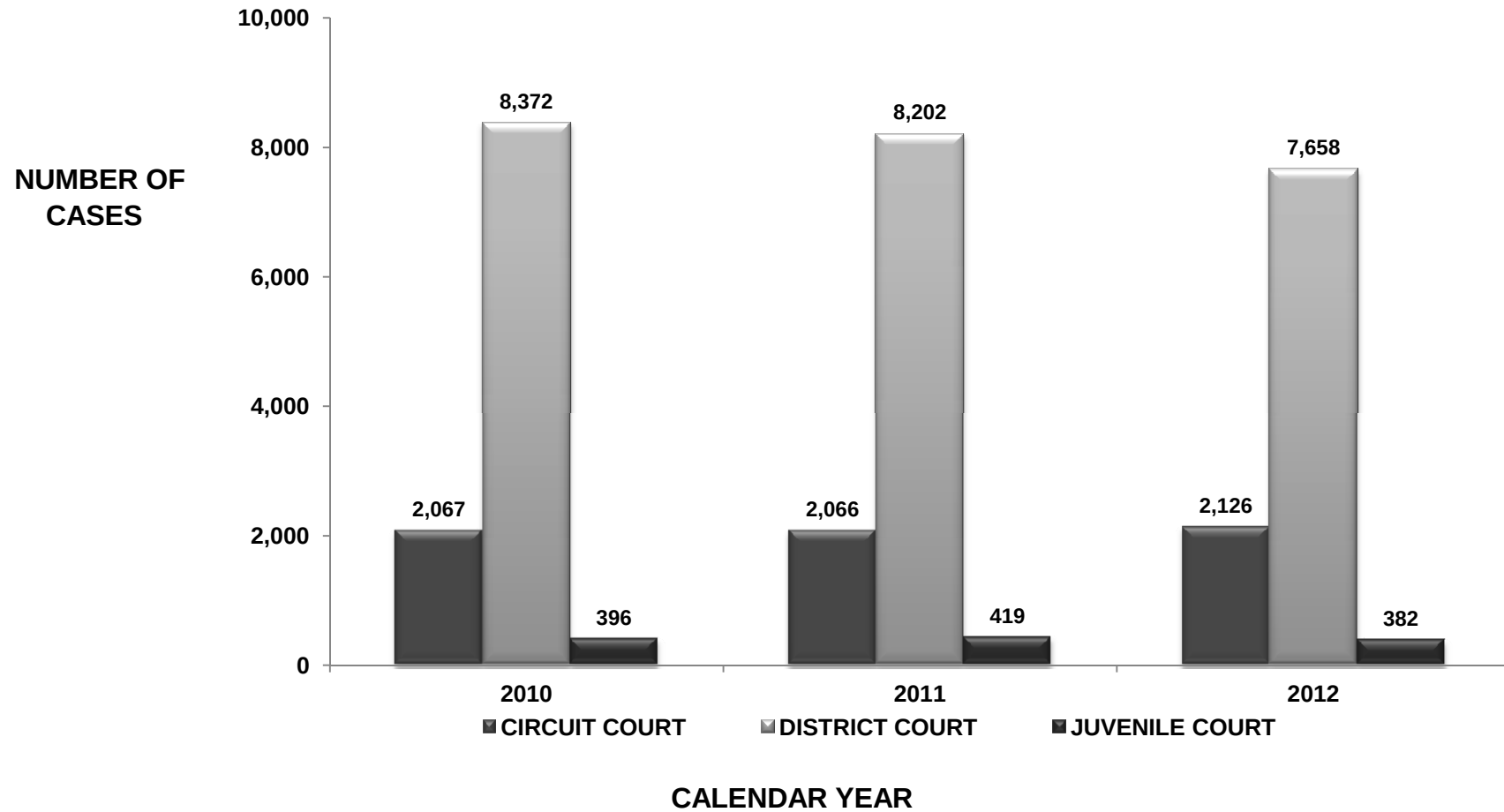
Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$469	\$235	\$249	\$249	\$249
Number of staff hours	22	11	11	11	11
<u>Output:</u>					
Amount of restitution recovered	\$53,936	\$24,182	\$18,921	\$15,000	\$15,000
<u>Efficiency:</u>					
Amount of restitution recovered per dollar spent	\$115.00	\$102.90	\$75.99	\$60.24	\$60.24
<u>Service Quality:</u>					
Percent of clients satisfied with services	90%	91%	91%	92%	92%
<u>Outcome:</u>					
Percent of bad checks recovered without court intervention	20%	24%	24%	25%	25%

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	251,440	248,622	236,454	248,669	248,669
20	CONTRACTUAL SERVICES	5,600	5,897	6,218	6,160	6,160
30	SUPPLIES & MATERIALS	11,105	12,566	13,950	14,150	14,150
40	BUSINESS & TRAVEL	943	1,884	1,270	1,500	1,500
50	CAPITAL OUTLAY	0	73	0	0	0
	GRAND TOTAL	269,088	269,042	257,892	270,479	270,479
	<u>FUNDING SOURCE:</u>					
11	GENERAL	269,088	269,042	257,892	270,479	270,479

DEPARTMENT: STATE'S ATTORNEY'S OFFICE**DIVISION: Family Justice Center****INDEX: 432000****FINANCIAL NOTES:**

The \$12,587 net increase in funding for State's Attorney's Office - Family Justice Center is the result of:

	FY 13	FY 14	CHANGE	
o	163,070	173,249	10,179	Full Time Salaries
			6,474	Staff Turnover <u>3.97%</u>
			3,705	Salary Adjustments based on the recommendations of the Department of Human Resources
			<u>10,179</u>	
o		2,337	2,337	FY 13 Merit increase of 4% for eligible staff
o		9,127	9,127	PEHP (Post Employment Health Plan)
o	14,676	17,325	2,649	Pension/Retirement rate adjustments per Treasury's estimates
o	45,298	32,419	(12,879)	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	12,475	13,253	778	FICA adjustment
o	14,470	14,800	330	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
2,000	1,900	(100)	Telephone Service
5,100	5,000	(100)	General Office Supplies
2,000	1,800	(200)	Duplicating Machine Supplies
4,500	5,000	500	Computer Supplies
870	1,100	230	Membership Fees & Dues
<u>14,470</u>	<u>14,800</u>	<u>330</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: STATE'S ATTORNEY
DIVISION: FAMILY JUSTICE CENTER

Index No. 432000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Legal Clerk	1.00	30,826	1.00	30,826	0.00	0 A
Legal Specialist I	0.00	0	0.00	0	1.00	37,300
Legal Specialist II	3.00	132,244	3.00	132,244	3.00	137,932
SALARY TOTAL	4.00	163,070	4.00	163,070	4.00	175,232
OTHER PERSONAL SERVICES						
Pension & Retirement		21,199		14,676		17,523
Workers' Compensation		326		375		403
Health Benefits		45,291		45,298		32,419
PEHP		0		0		9,127
FICA		12,475		12,475		13,405
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		79,851		73,384		73,437
TOTAL 27TH PAY COST		7,567		0		0
TOTAL PERSONAL SERVICES	4.00	250,488 *	4.00	236,454	4.00	248,669

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - (1) vacant Legal Clerk filled as a Legal Specialist I - #3507

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 90%.

County Goal(s) Supported

I. Public Safety

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated *	\$189,509	\$180,908	\$193,299	\$197,165	\$197,165
Number of staff	12	12	12	12	12
<u>Output:</u>					
Number of investigations referred to the Child Advocacy Center	494*	581	668	675	690
<u>Efficiency:</u>					
Amount spent per investigation	\$383.62	\$311.37	\$289.37	\$292.10	\$285.75
<u>Service Quality:</u>					
Percent of families served by the Child Advocacy Center that are satisfied by the services	87%	88%	89%	89%	90%
<u>Outcome:</u>					
Percent of investigations resulting in timely closure	93%	93%	93%	94%	94%

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.

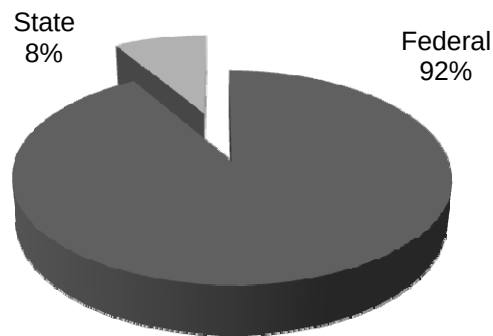
* Now handling child physical abuse cases as of July, 2009 which are included in the total.

FY14 Anticipated Grant Award Dollars

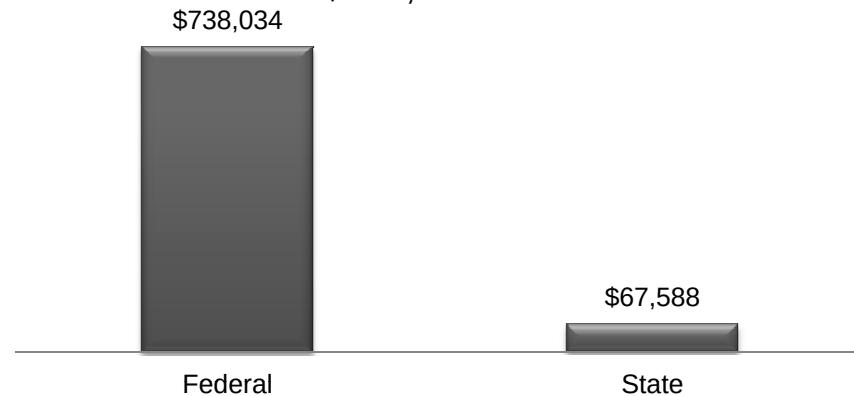
(July 1, 2013 to June 30, 2014)

OFFICE OF STATE'S ATTORNEY

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars
\$805,622*



of Anticipated Grant Awards: 3

Federal	1
State	2

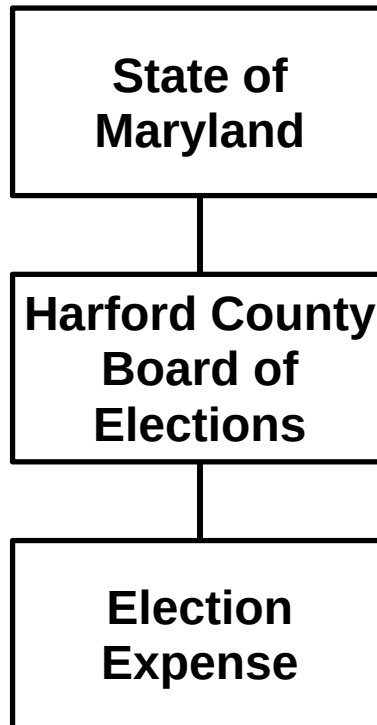
Requested County Match \$441,443

*Does not include County Match or Capital Projects

Anticipated Federal grant funds will assist in supporting the State of Maryland Department of Human Resources - Dept. of Social Services Child Support Program's efforts in establishing and collecting child support by providing legal representation through the court system. Anticipated State funding will provide for a Legal Specialist in the Victim/Witness Unit providing information, services and court accompaniment to victim and witnesses for jury and appeal cases being prosecuted in the Circuit Court for Harford County. Anticipated State funds will also provide access/visitation services to non-custodial parents.

Office of State's Attorney - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Cooperative Agreement	This grant is to support the State of Maryland Department of Human Resources - Dept of Social Services Child Support Program efforts in establishing and collecting child support by providing legal representation through the court system.	\$738,034			\$429,710	10/1/13 - 9/30/14	Recurring
Access/Visitation Program	Provide access/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.		\$32,388			2/1/14 - 1/31/15	Recurring
Circuit Court Victims Services	To fund a Legal Specialist in the Victim/Witness Unit to provide information, services and court accompaniment to victim and witnesses in prayer for jury and appeal cases being prosecuted in the Circuit Court for Harford County.		\$35,200		\$11,733	7/1/13 - 6/30/14	Recurring
TOTALS		\$738,034	\$67,588		\$441,443		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$805,622	1	2				

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 '13 - '14 KEY GOAL:

- 1 TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	194,591	227,809	206,442	217,817	217,817
20	CONTRACTUAL SERVICES	767,972	533,823	612,770	653,720	653,720
30	SUPPLIES & MATERIALS	124,221	114,212	465,680	481,730	481,730
40	BUSINESS & TRAVEL	32,993	24,733	32,180	33,480	33,480
50	CAPITAL OUTLAY	3,423	0	24,000	24,000	24,000
70	MISCELLANEOUS	582,200	540,328	599,600	599,600	599,600
80	INTER-GOV'T / INTER-FUND EXPENSES	862	1,224	1,500	2,000	2,000
	GRAND TOTAL	1,706,262	1,442,129	1,942,172	2,012,347	2,012,347
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,706,262	1,442,129	1,942,172	2,012,347	2,012,347
	GRAND TOTAL	1,706,262	1,442,129	1,942,172	2,012,347	2,012,347
<u>SUMMARY BY DIVISION:</u>						
481000	HARFORD COUNTY BOARD OF ELECTIONS	893,970	932,623	1,307,872	1,304,247	1,304,247
482000	ELECTION EXPENSE	812,292	509,506	634,300	708,100	708,100
	GRAND TOTAL	1,706,262	1,442,129	1,942,172	2,012,347	2,012,347

ELECTIONS

FINANCIAL NOTES:

The \$70,175 net increase in funding for Elections is the result of:

	FY 13	FY 14	CHANGE
o	174,970	174,660	(310) Temporary Salaries - decrease based on estimated funding requirements for FY 14
o		4,405	4,405 FY 13 Merit increase of 4% for eligible staff
o	10,740	13,334	2,594 Pension/Retirement rate adjustments per Treasury's estimates
o	6,825	11,200	4,375 Overtime - increase based on estimated funding requirements for FY 14
o	13,907	14,218	311 FICA adjustments
o	260,000	240,000	(20,000) Management Services - County's share for implementation of Statewide Voting System. Decrease based on actuals.
o	16,500	17,500	1,000 General Office Supplies - polling places supplies, ballot transit boxes, etc. increase due to additional Early Voting sites
o	300,880	360,000	59,120 Election Officials - Election Day judges, training and increase from one to three Early Voting sites
o	2,120	3,400	1,280 Other Professional Services - ADA (ramp install), YMCA phone usage, League of Women Voters' poll surveys, and increase for voting equipment (signs, bins, etc) delivery for two additional Early Voting sites
o	57,250	64,500	7,250 Printing - Commercial - increase based on actual expense history and for judges manuals
o	58,200	66,000	7,800 General Office Mailings - increase based on actual expense history, and increase in postage rates and voter registration
o	12,000	12,800	800 Mileage - increase based on actual expense history and additional Early Voting sites
o	1,500	2,000	500 Fleet Daily Carpool Rentals - use of vans for equipment deliveries increases for three Early Voting sites
o	7,930	8,980	1,050 Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change
	450	1,000	550 Legal Notice
	7,480	7,980	500 Meals
	<u>7,930</u>	<u>8,980</u>	<u>1,050</u>

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 '13 - '14 GOAL:

- 1 TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	194,589	227,809	206,442	217,817	217,817
20	CONTRACTUAL SERVICES	61,761	80,016	63,320	43,320	43,320
30	SUPPLIES & MATERIALS	23,387	61,907	384,730	389,730	389,730
40	BUSINESS & TRAVEL	28,610	22,563	29,780	29,780	29,780
50	CAPITAL OUTLAY	3,423	0	24,000	24,000	24,000
70	MISCELLANEOUS	582,200	540,328	599,600	599,600	599,600
	GRAND TOTAL	893,970	932,623	1,307,872	1,304,247	1,304,247
<u>FUNDING SOURCE:</u>						
11	GENERAL	893,970	932,623	1,307,872	1,304,247	1,304,247

DEPARTMENT: ELECTIONS**DIVISION: Harford County Board of Elections****INDEX: 481000****FINANCIAL NOTES:**

The (\$3,625) net decrease in funding for Elections - Harford County Board of Elections is the result of:

	FY 13	FY 14	CHANGE
o		4,405	4,405 FY 13 Merit increase of 4% for eligible staff
o	174,970	174,660	(310) Temporary Salaries - decrease based on estimated funding requirements for FY 14
o	10,740	13,334	2,594 Pension/Retirement rate adjustments per Treasury's estimates
o	6,825	11,200	4,375 Overtime - increase based on estimated funding requirements for FY 14
o	13,907	14,218	311 FICA adjustment
o	25,000	30,000	5,000 General Office Mailing - postage rate increase and additional voter registrations
o	20,000	0	(20,000) Management Services - based on actual expense history

DIVISION STAFF SUMMARY

DEPARTMENT: ELECTIONS
DIVISION: HARFORD COUNTY BOARD OF ELECTIONS

Index No. 481000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>176,636</u>		<u>174,970</u>		<u>178,404</u>
SALARY TOTAL		<u>176,636</u>		<u>174,970</u>		<u>178,404</u>
OTHER PERSONAL SERVICES						
Pension		19,517		10,740		13,709
Overtime		5,437		6,825		11,200
FICA		<u>13,930</u>		<u>13,907</u>		<u>14,504</u>
TOTAL OTHER PERSONAL SERVICES		38,884		31,472		39,413
TOTAL 27TH PAY COST		<u>7,045</u>		<u>0</u>		<u>0</u>
TOTAL PERSONAL SERVICES		<u>222,565</u>		<u>206,442</u>		<u>217,817</u>

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

HARFORD COUNTY BOARD OF ELECTIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To ensure that every eligible citizen is given the opportunity to register to vote.

Department Objective

To maintain or exceed a 99.9% accuracy rate for all voter registration transactions processed.

County Goal(s) Supported

III. Efficient County Government

		2010 Gubernatorial Election Two Elections	2012 Presidential Primary One Election	2012 Presidential General One Election	2014 Gubernatorial Primary One Election
	No Elections				
Measure	Actual FY 2010	Actual FY 2011	Budget FY 2012	Budget FY 2013	Estimated FY 2014
<u>Input:</u>					
Dollars allocated	\$718,118	\$902,656	\$1,236,695	\$932,692	\$971,739
<u>Output:</u>					
Number of registration transactions processed	52,500	75,725	68,500	76,000	127,572
Voting Age Population (18+)	182,167	184,416	184,702	184,988	*186,068
Number of registered voters	149,053	150,834	153,088	156,000	**159,576
<u>Efficiency:</u>					
Cost per registered voter	\$4.82	\$5.98	\$8.08	\$5.98	\$6.08
Cost per resident 18 years+	\$3.94	\$4.89	\$6.70	\$5.04	\$5.22
<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	6,197	9,178	8,019	9,500	10,355

* Voting Age Population for 2014 based on 2010 Census figure

** 2014 Registration figure based on trending registration data

Explanation and Analysis of Performance Measures

Voter Registration includes data entry for new registrations, duplicate registrations, cancellations (active and inactive), party affiliation changes, address/name changes, confirmation mailings/responses, miscellaneous (inactivations, reactivations, reinstatements), as well as petition processing and verification, redistricting in conjunction with Harford County Planning & Zoning, multiple bulk mailings, municipal elections and precinct changes. Maintenance of office equipment and management and administration of operations systems software as required by State and Federal laws and regulations.

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), Statewide mandated attendance at State Board of Elections Officials annual conference.

HARFORD COUNTY BOARD OF ELECTIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To conduct fair and efficient elections for the citizens of Harford County

Department Objective

To maintain a 100% accuracy rate for opening precincts on time

County Goal(s) Supported

III. Efficient County Government

	No Elections	2010 Gubernatorial Election Two Elections	2012 Presidential Primary One Election	2012 Presidential General One Election	2014 Gubernatorial Primary One Election
Measure	Actual FY 2010	Actual FY 2011	Budget FY 2012	Budget FY 2013	Estimated FY 2014
<u>Input:</u>					
Dollars allocated	\$139,796	\$873,238	\$452,430	\$634,300	*708,100
<u>Output:</u>					
Voter Turnout	N/A	95,133	28,680	124,800	**41,188
Number of precinct locations (including Early Voting)	N/A	66	65	65	68
<u>Efficiency:</u>					
Cost per Voter	N/A	\$9.18	\$15.78	\$5.08	\$17.19
<u>Service Quality:</u>					
Percentage of precincts opening on time	N/A	99.9%	100.0%	100.0%	100.0%
<u>Outcome:</u>					
Percentage of Turnout	N/A	63%	17%	80%	26%

* Reflects cost of adding two Early Voting Centers

** Primary projection based on data trending of prior elections

Explanation and Analysis of Performance Measures

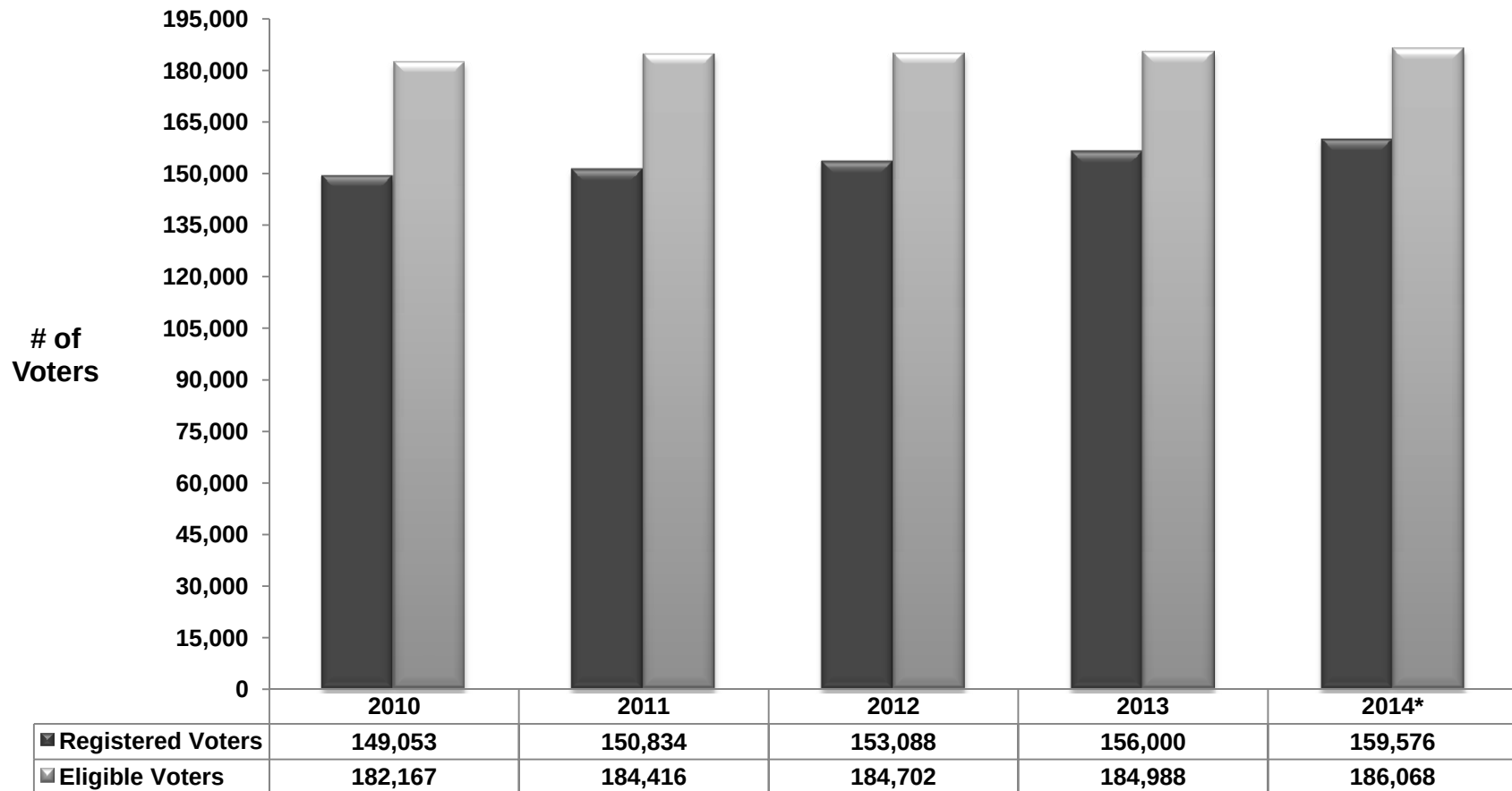
Conducting Elections (both during Election Day and Early Voting) includes hiring and training of temporary personnel; interviewing, hiring, training and placement of Elections Judges (including training materials and training of Municipal Election Judges), voter notifications, voter outreach, Logic & Accuracy testing of voting equipment, purchase of new equipment (where applicable), payment for private facilities used for polling locations, on-site polling location surveys and pre, actual and post management of polling locations, conduct post election absentee and provisional canvasses; post election audits as required by State and Federal laws and regulations.

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), Statewide mandated attendance at State Board of Election Officials annual conference.

HARFORD COUNTY BOARD OF ELECTIONS

REGISTERED VOTERS vs. TOTAL ELIGIBLE VOTERS



*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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONNEL SERVICES	2	0	0	0	0
20	CONTRACTUAL SERVICES	706,211	453,807	549,450	610,400	610,400
30	SUPPLIES & MATERIALS	100,834	52,305	80,950	92,000	92,000
40	BUSINESS & TRAVEL	4,383	2,170	2,400	3,700	3,700
80	INTER-GOV'T / INTER-FUND EXPENSES	862	1,224	1,500	2,000	2,000
	GRAND TOTAL	812,292	509,506	634,300	708,100	708,100
<u>FUNDING SOURCE:</u>						
11	GENERAL	812,292	509,506	634,300	708,100	708,100

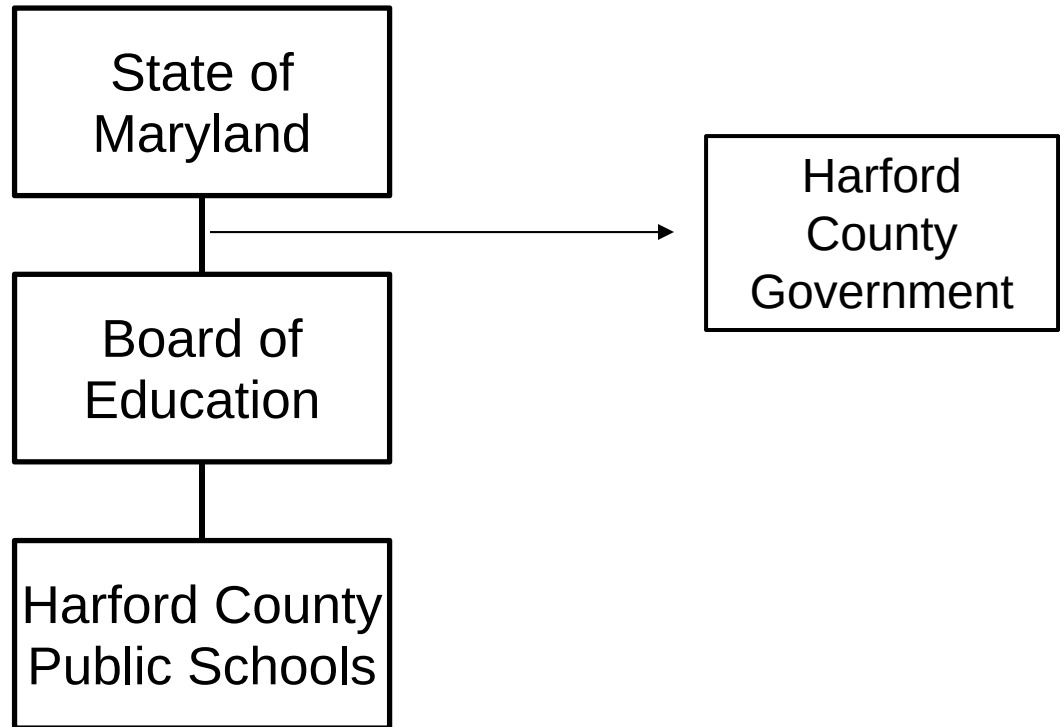
INDEX: 482000

The \$73,800 net increase in funding for Elections - Election Expense is the result of:

847

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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 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:

33	Elementary Schools
9	Middle Schools
9	Comprehensive High Schools
1	Technical High School
1	John Archer public special education school serving students with disabilities
1	An Alternative Education Program
<u>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:

- o Every student feels comfortable going to school
- o Every student achieves personal and academic growth
- o Every student benefits from accountable adults
- o Every student connects with great employees
- o Every student graduates ready to succeed

HARFORD COUNTY BOARD OF EDUCATION

FY 14 BOARD OF EDUCATION OPERATING FUNDING:

		FY 13 APPROVED BUDGET	FY 14 APPROVED BUDGET	\$ CHANGE
County		219,821,368	221,300,729	1,479,361
State	Unrestricted	197,018,533	194,167,270	(2,851,263)
Federal	Unrestricted	650,000	390,000	(260,000)
Other	Unrestricted	2,478,606	3,279,272	800,666
		<u>419,968,507</u>	<u>419,137,271</u>	<u>(831,236)</u>
Fund Balance		<u>7,800,000</u>	<u>5,600,000</u>	<u>(2,200,000)</u>
Total Unrestricted Funds		427,768,507	424,737,271	(3,031,236)
State	Restricted	7,842,311	8,710,344	868,033
Federal	Restricted	18,576,346	17,791,918	(784,428)
Other	Restricted	45,500	83,500	38,000
		<u>26,464,157</u>	<u>26,585,762</u>	<u>121,605</u>
Total Restricted Funds		26,464,157	26,585,762	121,605
Total Funding		<u><u>454,232,664</u></u>	<u><u>451,323,033</u></u>	<u><u>(2,909,631)</u></u>

COUNTY FUNDING:

FY 13 ORIGINAL BUDGET	FY 14 APPROVED BUDGET	CHANGE
219,821,368	221,300,729	1,479,361

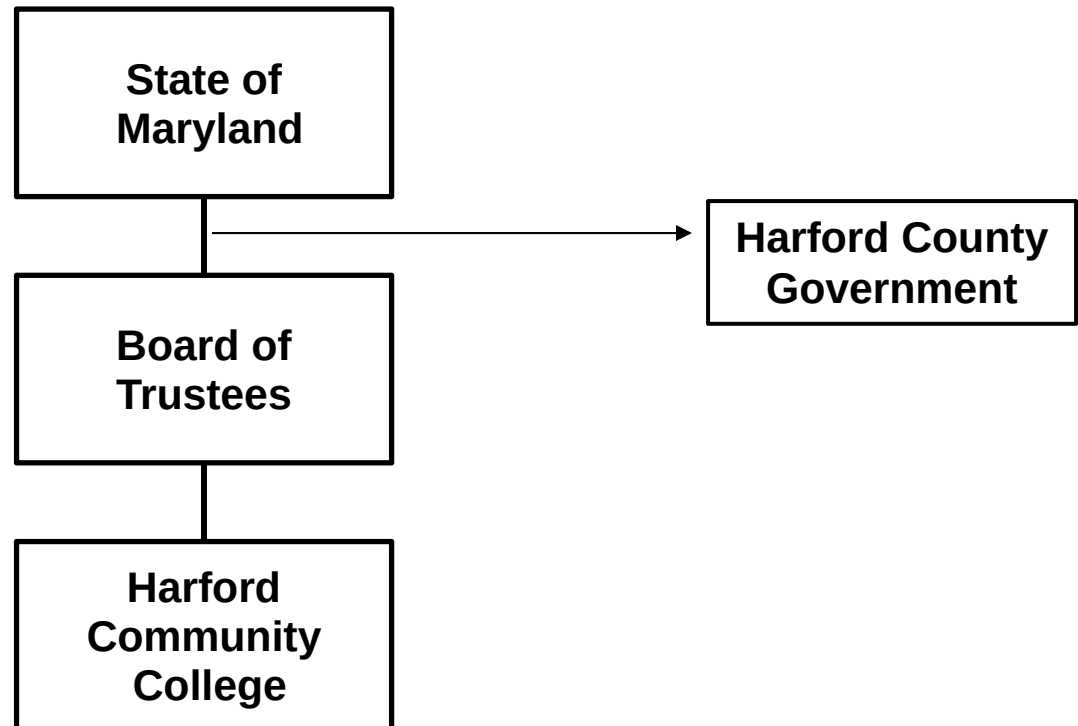
The FY 14 Maintenance of Effort level decreased as a result of lower enrollment. The required Maintenance of Effort level, less the State mandated contribution for teachers pensions, is \$212,339,142. Harford County funded \$1,952,485 over maintenance of effort. Pursuant to SB 1301-2012, additional funds are provided for the State mandated contribution to teacher pensions in the amount of \$1,479,361. Total State mandated contribution to teachers pension for FY 13 and FY 14 is \$7,009,102.

HARFORD COUNTY BOARD OF EDUCATION

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	<u>211,067,388</u>	<u>217,972,155</u>	<u>219,821,368</u>	<u>221,300,729</u>	<u>221,300,729</u>
	GRAND TOTAL	<u>211,067,388</u>	<u>217,972,155</u>	<u>219,821,368</u>	<u>221,300,729</u>	<u>221,300,729</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	<u>211,067,388</u>	<u>217,972,155</u>	<u>219,821,368</u>	<u>221,300,729</u>	<u>221,300,729</u>
	GRAND TOTAL	<u>211,067,388</u>	<u>217,972,155</u>	<u>219,821,368</u>	<u>221,300,729</u>	<u>221,300,729</u>
	<u>SUMMARY BY DIVISION:</u>					
541000	PUBLIC SCHOOLS	<u>211,067,388</u>	<u>217,972,155</u>	<u>219,821,368</u>	<u>221,300,729</u>	<u>221,300,729</u>
	GRAND TOTAL	<u>211,067,388</u>	<u>217,972,155</u>	<u>219,821,368</u>	<u>221,300,729</u>	<u>221,300,729</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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	14,512,764	14,961,612	14,961,612	14,961,612	14,961,612
	GRAND TOTAL	<u>14,512,764</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	14,512,764	14,961,612	14,961,612	14,961,612	14,961,612
	GRAND TOTAL	<u>14,512,764</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>
	<u>SUMMARY BY DIVISION:</u>					
561000	HARFORD COMMUNITY COLLEGE	14,512,764	14,961,612	14,961,612	14,961,612	14,961,612
	GRAND TOTAL	<u>14,512,764</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>

FINANCIAL NOTES:

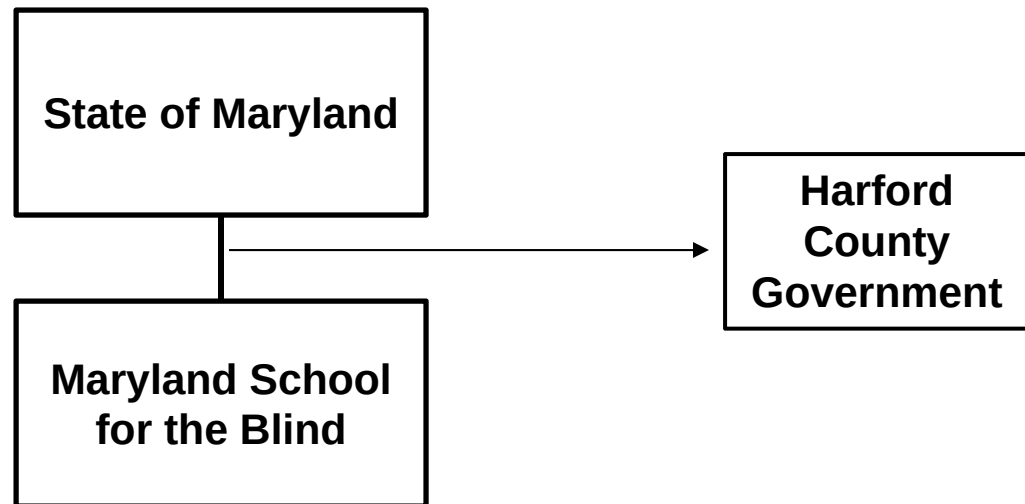
No increase in funds are provided to Harford Community College for FY 14.

	FY 13	FY 14	CHANGE
o	14,961,612	14,961,612	0 No change in funding



*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:

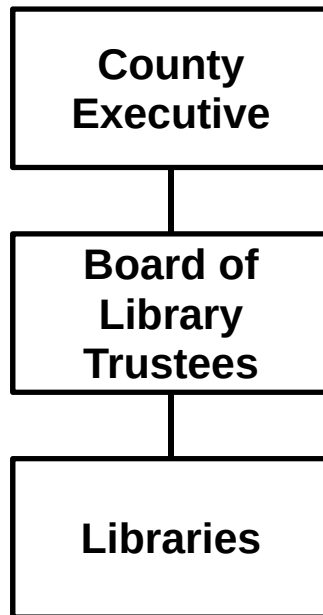
		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	SUMMARY BY CHARACTER:					
70	MISCELLANEOUS	66,340	71,250	80,000	80,000	80,000
	GRAND TOTAL	66,340	71,250	80,000	80,000	80,000
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	66,340	71,250	80,000	80,000	80,000
	GRAND TOTAL	66,340	71,250	80,000	80,000	80,000
	<u>SUMMARY BY DIVISION:</u>					
571000	MARYLAND SCHOOL FOR THE BLIND	66,340	71,250	80,000	80,000	80,000

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	80,000	80,000		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 education 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.
				No additional are funds required for FY 14.

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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 '13 - '14 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 '13 - '14 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:

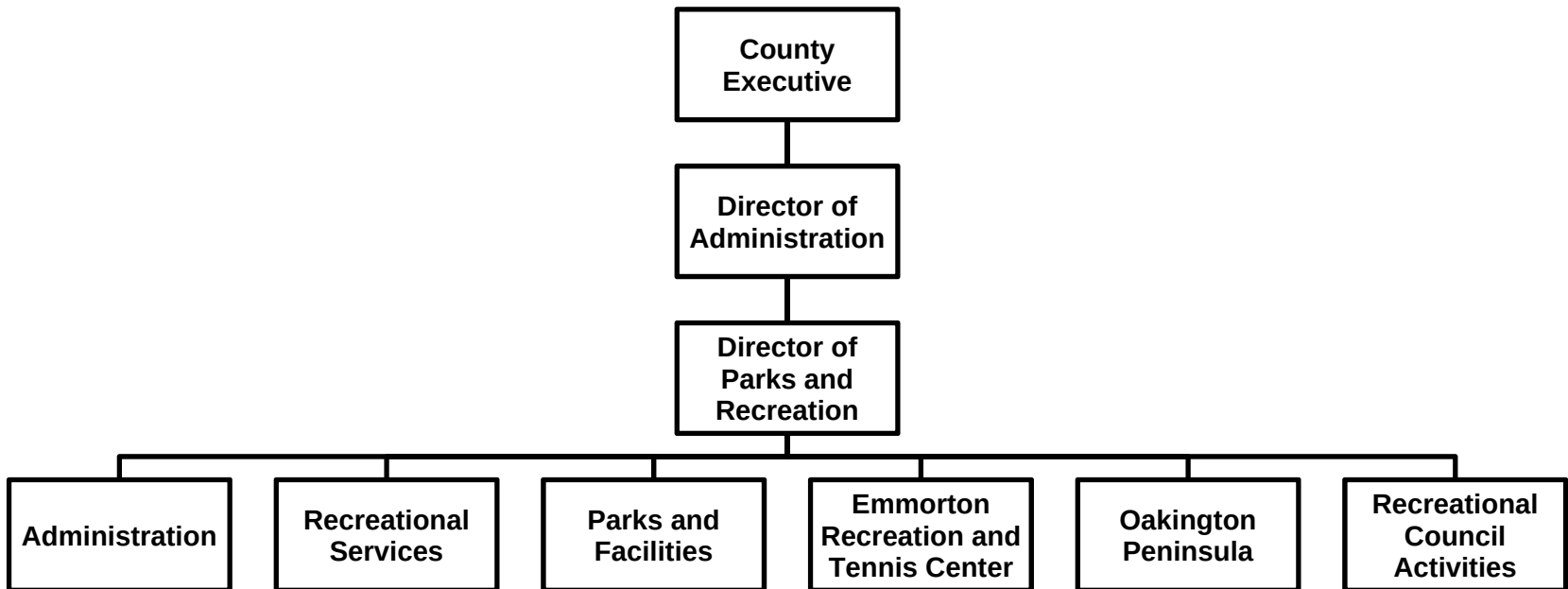
		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	0	0	22,477	21,121	21,121
70	MISCELLANEOUS	15,112,147	15,692,144	15,612,147	16,032,189	16,137,189
	GRAND TOTAL	15,112,147	15,692,144	15,634,624	16,053,310	16,158,310
<u>SUMMARY BY FUND:</u>						
11	GENERAL	15,112,147	15,692,144	15,634,624	16,053,310	16,158,310
	GRAND TOTAL	15,112,147	15,692,144	15,634,624	16,053,310	16,158,310
<u>SUMMARY BY DIVISION:</u>						
581000	COUNTY LIBRARIES	15,112,147	15,692,144	15,634,624	16,053,310	16,158,310
	GRAND TOTAL	15,112,147	15,692,144	15,634,624	16,053,310	16,158,310

FINANCIAL NOTES:

The \$523,686 net increase in funding for Libraries is the net result of:

	FY 13	FY 14	CHANGE	
o	22,477	21,121	(1,356)	These funds provide for self-insurance (auto, general and property) and are adjusted as recommended by Treasury
o	15,612,147	16,137,189	525,042	Payments to Other Gov't Agencies - additional funds in the amount of \$420,042 are included to support the FY 13 Merit increase of 4%; \$30,000 to provide for Sunday hours at the Jarrettsville Branch; and \$75,000 for additional Library materials.

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: **Administration, Facilities & Operations, Recreational Services, and Capital Planning & Development.** These areas are responsible 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 serving on 21 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 after school and weekend programs. The partnerships created by these agreements prove essential as recreation needs are demonstrated and accommodated.

The Governmental Accounting Standards Board (GASB) is the authority that sets consistent accounting standards for state and local government. In order to comply with GASB Statement #34, legislation was passed by the Harford County Council in 2001 to establish a Parks and Recreation Special Revenue Fund to measure and report costs for certain activities provided by the Department where fees are charged. The following Parks and Recreation accounts manage recreation/leisure services that qualifies under this Fund: Emmorton Tennis and Recreation Center, Oakington Peninsula, and Recreational Council Special Activities.

MISSION STATEMENT:

TO ENHANCE THE LIVES OF ALL OUR CITIZENS BY PROVIDING A DIVERSIFIED MENU OF LEISURE OPPORTUNITIES; TO ACQUIRE AND PROTECT COUNTY OPEN SPACE; TO DEVELOP, OPERATE, AND MANAGE ADEQUATE PUBLIC RECREATION FACILITIES; AND TO ADHERE TO A STRONG ENVIRONMENTAL ETHIC

FY '13 - '14 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
- 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 MULTIFUNCTIONAL LEISURE FACILITIES WITH REVENUE PRODUCING COMPONENTS
- 5 TO IMPLEMENT A MANAGEMENT AND OPERATIONS PLAN FOR OAKINGTON PENINSULA WHICH SUPPORTS AND ENHANCES THE FACILITY

PARKS AND RECREATION

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	7,797,519	7,965,300	7,717,308	8,027,395	8,027,395
20	CONTRACTUAL SERVICES	1,209,400	1,417,967	1,735,085	1,788,730	1,788,730
30	SUPPLIES & MATERIALS	403,006	411,398	627,110	457,640	457,640
40	BUSINESS & TRAVEL	374,506	367,812	360,170	358,170	358,170
50	CAPITAL OUTLAY	52,291	211,471	27,500	38,000	38,000
70	MISCELLANEOUS	70,438	72,330	169,438	124,938	124,938
80	INTER-GOV'T/INTERFUND EXPENSES	17,921	0	200	200	200
	GRAND TOTAL	9,925,081	10,446,278	10,636,811	10,795,073	10,795,073

SUMMARY BY FUND:

11	GENERAL	9,248,942	9,663,268	9,747,344	9,910,840	9,910,840
26	PARKS AND RECREATION	676,139	783,010	889,467	884,233	884,233
	GRAND TOTAL	9,925,081	10,446,278	10,636,811	10,795,073	10,795,073

SUMMARY BY DIVISION:

GENERAL FUND:

591000	ADMINISTRATION	810,405	821,270	812,933	782,077	782,077
593000	RECREATIONAL SERVICES	2,712,926	2,689,887	2,768,182	2,779,120	2,779,120
595000	PARKS & FACILITIES	5,725,611	6,152,111	6,166,229	6,349,643	6,349,643

PARKS AND RECREATION FUND:

593002	EMMORTON RECREATION & TENNIS CENTER	276,348	284,814	325,778	291,189	291,189
593003	OAKINGTON PENINSULA	224,111	319,375	372,763	406,331	406,331
593004	RECREATIONAL COUNCIL ACTIVITIES	175,680	178,821	190,926	186,713	186,713
	GRAND TOTAL	9,925,081	10,446,278	10,636,811	10,795,073	10,795,073

SUMMARY OF GRANT BUDGETS

44,038

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Administrative Assistant I	9.00	455,817	3.00	131,558	0.00	0
Administrative Assistant II	5.00	243,937	11.00	570,334	14.00	734,077
Administrative Secretary II	1.00	62,167	1.00	62,167	1.00	64,654
Administrative Specialist II	1.00	61,339	1.00	61,339	1.00	63,793
Chief of Parks and Facilities	1.00	0	1.00	0	0.00	0
Chief of Parks and Recreation	1.00	104,624	1.00	104,624	1.00	99,922
Civil Engineer III	1.00	86,167	1.00	86,167	1.00	89,614
Crew Chief	3.00	152,236	3.00	150,475	3.00	156,494
Crew Leader I	7.00	265,823	7.00	265,232	6.00	240,862
Crew Leader II	1.00	47,101	1.00	47,101	2.00	87,777
Custodial Worker II	13.00	450,276	13.00	449,066	13.00	464,861
Director, Parks and Recreation	1.00	115,000	1.00	115,000	1.00	119,600
Engineering Associate V	1.00	67,080	1.00	67,080	1.00	69,763
Equipment Repair Specialist	0.00	0	0.00	0	3.00	167,783
Maintenance Mechanic I	2.00	77,039	2.00	77,039	1.00	37,089
Maintenance Mechanic II	3.00	166,962	3.00	166,962	4.00	220,113
Maintenance Supervisor	2.00	137,995	2.00	137,995	2.00	143,514
Maintenance Worker I	11.00	323,347	11.00	323,822	12.00	406,939
Maintenance Worker II	9.00	255,402	9.00	255,402	7.00	233,003
Management Assistant II	1.00	60,340	1.00	60,340	1.00	62,754
Park Building Maintenance Worker	5.00	178,191	5.00	178,191	5.00	185,319
Planner III	1.00	61,829	1.00	61,829	1.00	64,302
Recreation Specialist I	0.00	0	1.00	34,320	0.00	0
Recreation Specialist II	0.00	0	0.00	0	1.00	39,900
Recreation Specialist III	3.00	144,066	4.00	191,466	1.00	47,400
Recreation Specialist IV	1.00	52,800	1.00	52,800	1.00	52,800
Recreation Specialist V	12.50	901,489	12.50	901,489	15.50	1,061,790
Utility Worker I	3.00	153,646	3.00	153,646	0.00	0
Utility Worker II	1.00	46,500	1.00	46,500	1.00	48,360
FULL-TIME SALARIES	99.50	4,671,173	101.50	4,751,944	99.50	4,962,483
SALARY OFFSET		(29,545)		(28,850)		(30,004)
TOTAL FULL-TIME SALARIES	99.50	4,641,628	101.50	4,723,094	99.50	4,932,479

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND (CONT'D)</u>						
PART-TIME SALARIES						
Custodial Worker II	2.50	55,742	2.50	55,742	2.00	57,447
TOTAL PART-TIME SALARIES	2.50	55,742	2.50	55,742	2.00	57,447
TEMPORARY SALARIES		221,751		275,738		235,477
TOTAL 27TH PAY		227,770		0		0
SUB-TOTAL P & R - GENERAL	102.00	5,146,891	104.00	5,054,574	101.50	5,225,403
<u>PARKS AND RECREATION - SPECIAL REVENUE FUND</u>						
Administrative Specialist II	0.00	0.00	0.00	0.00	1.00	60,668
Community Resources Coordinator	1.00	58,335	1.00	58,335	0.00	0
Custodial Worker II	1.00	37,953	1.00	37,953	1.00	39,471
Recreation Specialist V	0.50	45,752	0.50	45,752	0.50	47,582
TOTAL FULL-TIME SALARIES	2.50	142,040	2.50	142,040	2.50	147,721
TEMPORARY SALARIES		178,202		180,637		177,840
TOTAL 27TH PAY		14,281		0		0
SUB-TOTAL P & R - SPECIAL REV FUND	2.50	334,523	2.50	322,677	2.50	325,561

STAFF SUMMARY

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		637,559		466,492		531,110
Workers' Compensation		125,668		148,227		150,347
Health Benefits		1,196,013		1,221,481		1,197,848
PEHP		0		0		93,556
Overtime & Shift Differential		68,797		72,558		59,803
FICA		405,462		416,249		428,857
Miscellaneous		14,776		15,050		14,910
TOTAL OTHER PERSONAL SERVICES		2,448,275		2,340,057		2,476,431

<u>PARKS AND RECREATION TOTALS</u>						
TOTAL FULL-TIME SALARIES	102.00	4,783,668	104.00	4,865,134	102.00	5,080,200
TOTAL PART-TIME SALARIES	2.50	55,742	2.50	55,742	2.00	57,447
TOTAL TEMPORARY SALARIES		399,953		456,375		413,317
TOTAL OTHER PERSONAL SERVICES		2,448,275		2,340,057		2,476,431
TOTAL 27TH PAY		242,051		0		0
PARKS & RECREATION SALARY TOTAL	104.50	7,929,689 *	106.50	7,717,308	104.00	8,027,395

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

PARKS AND RECREATION

GENERAL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	7,441,598	7,522,280	7,263,116	7,582,802	7,582,802
20	CONTRACTUAL SERVICES	957,947	1,146,097	1,391,540	1,470,820	1,470,820
30	SUPPLIES & MATERIALS	353,720	372,492	567,045	397,575	397,575
40	BUSINESS & TRAVEL	371,136	366,635	356,005	354,005	354,005
50	CAPITAL OUTLAY	36,182	183,434	0	0	0
70	MISCELLANEOUS	70,438	72,330	169,438	105,438	105,438
80	INTER-GOV'T/INTER-FUND EXPENSES	17,921	0	200	200	200
	GRAND TOTAL	9,248,942	9,663,268	9,747,344	9,910,840	9,910,840

SUMMARY BY FUND:

11	GENERAL	9,248,942	9,663,268	9,747,344	9,910,840	9,910,840
	GRAND TOTAL	9,248,942	9,663,268	9,747,344	9,910,840	9,910,840

SUMMARY BY DIVISION:

591000	ADMINISTRATION	810,405	821,270	812,933	782,077	782,077
593000	RECREATIONAL SERVICES	2,712,926	2,689,887	2,768,182	2,779,120	2,779,120
595000	PARKS & FACILITIES	5,725,611	6,152,111	6,166,229	6,349,643	6,349,643
	GRAND TOTAL	9,248,942	9,663,268	9,747,344	9,910,840	9,910,840

SUMMARY OF GRANT BUDGETS

44,038

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - GENERAL FUND

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	9.00	455,817	3.00	131,558	0.00	0
Administrative Assistant II	5.00	243,937	11.00	570,334	14.00	734,077
Administrative Secretary II	1.00	62,167	1.00	62,167	1.00	64,654
Administrative Specialist II	1.00	61,339	1.00	61,339	1.00	63,793
Chief of Parks and Facilities	1.00	0	1.00	0	0.00	0
Chief of Parks and Recreation	1.00	104,624	1.00	104,624	1.00	99,922
Civil Engineer III	1.00	86,167	1.00	86,167	1.00	89,614
Crew Chief	3.00	152,236	3.00	150,475	3.00	156,494
Crew Leader I	7.00	265,823	7.00	265,232	6.00	240,862
Crew Leader II	1.00	47,101	1.00	47,101	2.00	87,777
Custodial Worker II	13.00	450,276	13.00	449,066	13.00	464,861
Director, Parks and Recreation	1.00	115,000	1.00	115,000	1.00	119,600
Engineering Associate V	1.00	67,080	1.00	67,080	1.00	69,763
Equipment Repair Specialist	0.00	0	0.00	0	3.00	167,783
Maintenance Mechanic I	2.00	77,039	2.00	77,039	1.00	37,089
Maintenance Mechanic II	3.00	166,962	3.00	166,962	4.00	220,113
Maintenance Supervisor	2.00	137,995	2.00	137,995	2.00	143,514
Maintenance Worker I	11.00	323,347	11.00	323,822	12.00	406,939
Maintenance Worker II	9.00	255,402	9.00	255,402	7.00	233,003
Management Assistant II	1.00	60,340	1.00	60,340	1.00	62,754
Park Building Maintenance Worker	5.00	178,191	5.00	178,191	5.00	185,319
Planner III	1.00	61,829	1.00	61,829	1.00	64,302
Recreation Specialist I	0.00	0	1.00	34,320	0.00	0
Recreation Specialist II	0.00	0	0.00	0	1.00	39,900
Recreation Specialist III	3.00	144,066	4.00	191,466	1.00	47,400
Recreation Specialist IV	1.00	52,800	1.00	52,800	1.00	52,800
Recreation Specialist V	12.50	901,489	12.50	901,489	15.50	1,061,790
Utility Worker I	3.00	153,646	3.00	153,646	0.00	0
Utility Worker II	1.00	46,500	1.00	46,500	1.00	48,360
FULL-TIME SALARIES	99.50	4,671,173	101.50	4,751,944	99.50	4,962,483
SALARY OFFSET		(29,545)		(28,850)		(30,004)
TOTAL FULL-TIME SALARIES	99.50	4,641,628	101.50	4,723,094	99.50	4,932,479

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - GENERAL FUND

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Custodial Worker II	<u>2.50</u>	<u>55,742</u>	<u>2.50</u>	<u>55,742</u>	<u>2.00</u>	<u>57,447</u>
TOTAL PART-TIME SALARIES	2.50	55,742	2.50	55,742	2.00	57,447
TEMPORARY SALARIES						
	<u> </u>	<u>221,751</u>	<u> </u>	<u>275,738</u>	<u> </u>	<u>235,477</u>
SALARY TOTAL	<u>102.00</u>	<u>4,919,121</u>	<u>104.00</u>	<u>5,054,574</u>	<u>101.50</u>	<u>5,225,403</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		613,324		444,936		505,838
Workers' Compensation		121,857		143,831		145,828
Health Benefits		1,130,412		1,156,428		1,149,869
PEHP		0		0		88,992
Overtime & Shift Differential		54,932		58,443		49,304
FICA		380,008		390,484		403,148
Miscellaneous		<u>14,146</u>		<u>14,420</u>		<u>14,420</u>
TOTAL OTHER PERSONAL SERVICES		2,314,679		2,208,542		2,357,399
TOTAL 27TH PAY		<u>227,770</u>		<u>0</u>		<u>0</u>
TOTAL PERSONAL SERVICES	<u>102.00</u>	<u>7,461,570 *</u>	<u>104.00</u>	<u>7,263,116</u>	<u>101.50</u>	<u>7,582,802</u>

* FY 12 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, establishes and interprets policy and provide support services for the various divisions within the department.

These services include 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 '13 - '14 GOAL:

1 TO PROVIDE FOR BURGEONING RECREATION NEEDS WITHIN THE DEVELOPMENT ENVELOPE AS WELL AS COUNTY-WIDE

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	789,845	801,331	704,483	737,627	737,627
20	CONTRACTUAL SERVICES	13,879	12,711	13,335	13,335	13,335
30	SUPPLIES & MATERIALS	3,293	2,182	2,240	2,240	2,240
40	BUSINESS & TRAVEL	2,903	4,149	3,875	3,875	3,875
50	CAPITAL OUTLAY	485	897	0	0	0
70	MISCELLANEOUS	0	0	89,000	25,000	25,000
	GRAND TOTAL	810,405	821,270	812,933	782,077	782,077
<u>FUNDING SOURCE:</u>						
11	GENERAL	810,405	821,270	812,933	782,077	782,077

DEPARTMENT: PARKS AND RECREATION**DIVISION: Administration****INDEX: 591000****FINANCIAL NOTES:**

The (\$30,856) net decrease in funding for Parks & Recreation - Administration is the result of:

	FY 13	FY 14	CHANGE
o		25,161	25,161 FY 13 Merit increase of 4% for eligible staff
o	73,102	70,789	(2,313) Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	48,235	53,595	5,360 Pension/Retirement rate adjustments per Treasury's estimates
o		4,564	4,564 PEHP (Post Employment Health Plan)
o	40,492	40,919	427 FICA adjustment
o	5,585	5,530	(55) Workers' Compensation rate adjustments per Treasury's estimates
o	89,000	25,000	(64,000) Grants & Contributions - reduced for FY 13 one-time expense for the Cedar Lane Sports Foundation @ \$89,000 offset by contribution for the State bond bill for Palmer State Park

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: ADMINISTRATION

Index No. 591000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	152,451	3.00	150,936	3.00	156,974
Administrative Secretary II	1.00	62,167	1.00	62,167	1.00	64,654
Administrative Specialist II	1.00	61,339	1.00	61,339	1.00	63,793
Civil Engineer III	1.00	86,167	1.00	86,167	1.00	89,614
Director, Parks and Recreation	1.00	115,000	1.00	115,000	1.00	119,600
Management Assistant II	1.00	60,340	1.00	60,340	1.00	62,754
SALARY TOTAL	8.00	537,464	8.00	535,949	8.00	557,389
OTHER PERSONAL SERVICES						
Pension & Retirement		63,304		48,235		55,739
Workers' Compensation		4,849		5,585		5,752
Health Benefits		76,419		73,102		70,789
PEHP		0		0		4,564
FICA		40,608		40,492		42,274
Miscellaneous		1,120		1,120		1,120
TOTAL OTHER PERSONAL SERVICES		186,300		168,534		180,238
TOTAL 27TH PAY COST		24,669		0		0
TOTAL PERSONAL SERVICES	8.00	748,433	8.00	704,483	8.00	737,627

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

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.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$14,366	\$545,000	\$5,200,000	\$1,385,000	\$1,110,000
Number of staff	3	2	2	3	3
<u>Output:</u>					
Number of open space acquisitions for future regional facilities	0	0	0	0	1
Number of acres of future regional facilities	0	0	0	0	51
<u>Efficiency:</u>					
Cost of sites for future regional facilities	\$0	\$0	\$0	\$870,000	\$870,000
<u>Service Quality:</u>					
Degree to which acquired land addresses expressed needs.	-	-	-	-	High
<u>Outcome:</u>					
Number of sites suitable for regional facilities.	0	0	0	2	1

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. FY 2013 and FY 2014 includes rental of Carsins Run Fields for regional tournaments.

Major Related Plans and Policies

Master Plan; Expressed needs of Recreation Councils; calculations of facility deficiencies; 2013 Land Preservation, Parks and Recreation plan.

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****ORIGIN/PURPOSE:**

The Recreational Services Division initiates and promotes leisure time activities for all County residents. To assist 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 '13 - '14 GOAL:

2 TO BE RECEPTIVE TO THE INDIVIDUAL AND COLLECTIVE LEISURE NEEDS OF OUR COMMUNITIES

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	2,534,765	2,487,724	2,559,094	2,573,302	2,573,302
20	CONTRACTUAL SERVICES	61,123	82,150	74,675	75,675	75,675
30	SUPPLIES & MATERIALS	22,461	21,806	40,550	38,280	38,280
40	BUSINESS & TRAVEL	22,233	21,666	23,425	21,425	21,425
50	CAPITAL OUTLAY	1,906	6,103	0	0	0
70	MISCELLANEOUS	70,438	70,438	70,438	70,438	70,438
	GRAND TOTAL	<u>2,712,926</u>	<u>2,689,887</u>	<u>2,768,182</u>	<u>2,779,120</u>	<u>2,779,120</u>
<u>FUNDING SOURCE:</u>						
11	GENERAL	<u>2,712,926</u>	<u>2,689,887</u>	<u>2,768,182</u>	<u>2,779,120</u>	<u>2,779,120</u>

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

The \$10,938 net increase in funding for Parks & Recreation - Recreational Services is the result of:

	FY 13	FY 14	CHANGE	
o		80,815	80,815	FY 13 Merit increase of 4% for eligible staff
o	1,721,599	1,691,730	(29,869)	Full Time Salaries
			27,876	Salary Adjustments based on recommendation of the Dept of Human Resources
			(57,745)	Staff Turnover (3.35%)
			<u>(29,869)</u>	
o	111,760	69,726	(42,034)	Temporary Salaries - decrease for pool assistants for the Forest Hill/Hickory Activity Center (\$58,560) offset slightly for Edgewood Recreation & Community Center programming and Park Naturalists +\$16,526
o	366,820	360,917	(5,903)	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	163,693	170,215	6,522	Pension/Retirement rate adjustments per Treasury's estimates
o	47,173	45,130	(2,043)	Workers' Compensation rate adjustments per Treasury's estimates
o	3,744	0	(3,744)	Shift Differential for pool assistants not needed
o	140,385	134,876	(5,509)	FICA adjustments
o		15,973	15,973	PEHP (Post Employment Health Plan)

DEPARTMENT: PARKS AND RECREATION**DIVISION: Recreational Services****INDEX: 593000****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	29,300	29,330	30	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	15,000	16,000	1,000	Office Equipment
	14,300	13,330	(970)	General Office Supplies
	<u>29,300</u>	<u>29,330</u>	<u>30</u>	
o	(3,300)	(3,300)		Line items adjusted for the operating expense of the Forest Hill/Hickory Activity Center pool not needed:
	(300)			General Office Supplies
	(300)			Uniforms Purchase
	(200)			Recreation Supplies
	(500)			Other Supplies & Materials
	<u>(2,000)</u>			Training Seminars
	<u>(3,300)</u>			
o	70,438	70,438	0	Miscellaneous
	FY 13	FY 14	Change	
	26,400	26,400	0	Recreation fees for disadvantaged children and John Archer evening recreation program
	44,038	44,038	0	John Archer After School Child Care and summer camp
	<u>70,438</u>	<u>70,438</u>	<u>0</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: RECREATIONAL SERVICES

Index No. 593000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	9.00	455,817	2.00	83,652	0.00	0
Administrative Assistant II	0.00	0	7.00	382,098	9.00	486,994 A
Chief of Parks and Recreation	1.00	104,624	1.00	104,624	1.00	99,922
Recreation Specialist I	0.00	0	1.00	34,320	0.00	0
Recreation Specialist II	0.00	0	0.00	0	1.00	39,900 B
Recreation Specialist III	3.00	144,066	4.00	191,466	1.00	47,400
Recreation Specialist IV	1.00	52,800	1.00	52,800	1.00	52,800 C
Recreation Specialist V	12.50	901,489	12.50	901,489	15.50	1,061,790 D
FULL-TIME SALARIES	26.50	1,658,796	28.50	1,750,449	28.50	1,788,806
SALARY OFFSET		(29,545)		(28,850)		(30,004) E
TOTAL FULL-TIME SALARIES	26.50	1,629,251	28.50	1,721,599	28.50	1,758,802
TEMPORARY SALARIES		57,773		111,760		70,060 F
SALARY TOTAL	26.50	1,687,024	28.50	1,833,359	28.50	1,828,862
OTHER PERSONAL SERVICES						
Pension & Retirement		214,617		163,693		176,817
Workers' Compensation		37,992		47,173		46,905
Health Benefits		314,791		366,820		360,917
PEHP		0		0		15,973
FICA		129,058		140,385		139,908
Shift Differential		0		3,744		0
Miscellaneous		3,646		3,920		3,920
TOTAL OTHER PERSONAL SERVICES		700,104		725,735		744,440
TOTAL 27TH PAY COST		78,104		0		0
TOTAL PERSONAL SERVICES	26.50	2,465,232 *	28.50	2,559,094	28.50	2,573,302

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Administrative Assistant I positions upgraded to Administrative Assistant II - #0587, #2701

B - One (1) Recreation Specialist I position upgraded to Recreation Specialist II - #0598

C - One (1) Recreation Specialist III position upgraded to Recreation Specialist IV - #0445

D - Two (2) Recreation Specialist III positions upgraded to Recreation Specialist V - #0632, #3501

One (1) Recreation Specialist IV position upgraded to Recreation Specialist V - #3500

E - One (1) Recreation Specialist V salary partially offset (50%) by the Anita Leight Estuary grant - #2512

F - Temporary funding for Park Naturalists, Program Leader for Edgewood Recreation & Community Center, reduced for pool assistants at Forest Hill/Hickory Activity Center

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 and diversity of programs and opportunities in therapeutic, adventure, adult and environmental recreation.

County Goal(s) Supported

VI. Quality of Life

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated for recreation	\$2,354,870	\$2,585,322	\$2,669,653	\$2,768,182	\$2,779,120
Number of recreation staff	27	27	27.5	27.5	28.5
Number of therapeutic recreation staff	1	1	2	2	1
<u>Output:</u>					
Number of recreation programs	2,884	3,906	4,432	4,240	4,375
Number of therapeutic programs	603	621	626	628	629
Total number of programs	3,487	4,527	5,058	4,868	5,004
<u>Efficiency:</u>					
Number of participants per staff member	2,583	5,254	4,955	4,947	4,831
Sq. feet of building space each staff is responsible for	8,378	10,418	10,418	10,418	10,418
<u>Outcome:</u>					
Number of therapeutic recreation program participants	15,296	15,860	18,869	18,875	19,000
Total number of participants in recreation programs	72,311	115,486	136,252	136,043	137,694

Explanation and Analysis of Performance Measures

Providing a variety of recreational programs to youth and adult participants promotes both physical and mental well being. Activities with an emphasis on therapeutic recreation continues to grow in popularity throughout the County and the department is attentive to addressing the needs associated with this growth in a positive and effective manner. Participants are those individuals who register for various programs including nature events, museum visits, and volunteer training.

Major Related Plans and Policies

Plans to introduce additional programs (in cooperation with the Chesapeake Therapeutic Riding School) geared towards remedial recreation for citizens of various ages and limitations will be addressed in Fiscal Year 2014.

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 and state agencies, incorporated municipalities, as well as 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. Building maintenance for all Parks and Recreation's activity centers, historic buildings, event venues and other structures is handled through this Division. Additionally, in accordance with the Joint Use Agreement with Harford County Public Schools, this Division maintains bleachers, tennis courts, infields of baseball/softball diamonds, and athletic fields (soccer/lacrosse/football) at schools. It coordinates with other agencies to remove snow from county roads, as well as park sites. The Division is also responsible for the monitoring of maintenance and repair to approximately 430 pieces of equipment. It also handles trash removal from park facilities and schools.

FY '13 - '14 GOAL:

- 3 TO PERFORM TIMELY AND COST EFFECTIVE MAINTENANCE OF GROUNDS AND BUILDINGS WHICH SATISFIES 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	4,116,988	4,233,225	3,999,539	4,271,873	4,271,873
20	CONTRACTUAL SERVICES	882,945	1,051,236	1,303,530	1,381,810	1,381,810
30	SUPPLIES & MATERIALS	327,966	348,504	524,255	357,055	357,055
40	BUSINESS & TRAVEL	346,000	340,820	328,705	328,705	328,705
50	CAPITAL OUTLAY	33,791	176,434	0	0	0
70	MISCELLANEOUS	0	1,892	10,000	10,000	10,000
80	INTER-GOV'T / INTER-FUND EXPENSES	17,921	0	200	200	200
	GRAND TOTAL	<u>5,725,611</u>	<u>6,152,111</u>	<u>6,166,229</u>	<u>6,349,643</u>	<u>6,349,643</u>
	<u>FUNDING SOURCE:</u>					
11	GENERAL	<u>5,725,611</u>	<u>6,152,111</u>	<u>6,166,229</u>	<u>6,349,643</u>	<u>6,349,643</u>

FINANCIAL NOTES:

The \$183,414 net increase in funding for Parks & Recreation - Parks and Facilities is the result of:

	FY 13	FY 14	CHANGE	
o	2,465,546	2,519,938	54,392	Full Time Salaries
			18,861	Salary Adjustments based on the recommendations of the Dept of Human Resources
			35,531	Staff Turnover
			<u>54,392</u>	<u>1.44%</u>

DEPARTMENT: PARKS AND RECREATION**DIVISION: Parks and Facilities****INDEX: 595000****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o		120,496	120,496	FY 13 Merit increase of 4% for eligible staff
o	716,506	718,163	1,657	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	233,008	263,359	30,351	Pension/Retirement rate adjustments per Treasury's estimates
o	91,073	89,703	(1,370)	Workers' Compensation rate adjustments per Treasury's estimates
o	45,395	40,000	(5,395)	Overtime - decrease based on actual expense history
o	209,607	213,355	3,748	FICA adjustments
o		68,455	68,455	PEHP (Post Employment Health Plan)
o	0	269,120	269,120	Space and Real Estate Rental - lease with Harford County Investors Trust for lease of Carsins Run fields
o	100,000	30,000	(70,000)	Other Professional Services - increase of \$5,000 for higher well water testing due to new Maryland Department of the Environment regulations for sites that fail and funding for contractual Graham property Development Manager (\$75,000)
o	5,240	0	(5,240)	DP Software Maintenance - E-Maintenance software fees moved to Information & Communications Technology
o	13,000	8,000	(5,000)	Security Systems - monitoring services for fire and security systems, etc. reduced for systems completed in FY 13
o	235,000	160,000	(75,000)	Grounds Maintenance - increase for mowing frequency to 23 per site and additional acreage @ \$25,000 offset by transfer of funding in the amount of (\$100,000) for lease of Carsins Run fields

INDEX: 595000

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: PARKS AND FACILITIES

Index No. 595000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	47,906	0.00	0
Administrative Assistant II	2.00	91,486	1.00	37,300	2.00	90,109 A
Chief of Parks and Facilities	1.00	0	1.00	0	0.00	0 B
Crew Chief	3.00	152,236	3.00	150,475	3.00	156,494
Crew Leader I	7.00	265,823	7.00	265,232	6.00	240,862
Crew Leader II	1.00	47,101	1.00	47,101	2.00	87,777 C
Custodial Worker II	13.00	450,276	13.00	449,066	13.00	464,861
Engineering Associate V	1.00	67,080	1.00	67,080	1.00	69,763
Equipment Repair Specialist	0.00	0	0.00	0	3.00	167,783 D
Maintenance Mechanic I	2.00	77,039	2.00	77,039	1.00	37,089
Maintenance Mechanic II	3.00	166,962	3.00	166,962	4.00	220,113 E
Maintenance Worker I	11.00	323,347	11.00	323,822	12.00	406,939 F
Maintenance Worker II	9.00	255,402	9.00	255,402	7.00	233,003 G
Maintenance Supervisor	2.00	137,995	2.00	137,995	2.00	143,514
Park Building Maintenance Worker	5.00	178,191	5.00	178,191	5.00	185,319
Planner III	1.00	61,829	1.00	61,829	1.00	64,302
Utility Worker I	3.00	153,646	3.00	153,646	0.00	0
Utility Worker II	1.00	46,500	1.00	46,500	1.00	48,360
FULL-TIME SALARIES	65.00	2,474,913	65.00	2,465,546	63.00	2,616,288
PART-TIME SALARIES						
Custodial Worker II	2.50	55,742	2.50	55,742	2.00	57,447 H
TOTAL PART-TIME SALARIES	2.50	55,742	2.50	55,742	2.00	57,447
TEMPORARY SALARIES		163,978		163,978		165,417
SALARY TOTAL	67.50	2,694,633	67.50	2,685,266	65.00	2,839,152

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - GENERAL FUND
DIVISION: PARKS AND FACILITIES

Index No. 595000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		335,403		233,008		273,282
Workers' Compensation		79,016		91,073		93,171
Health Benefits		739,202		716,506		718,163
PEHP		0		0		68,455
Overtime & Shift Differential		54,932		54,699		49,304
FICA		210,342		209,607		220,966
Miscellaneous		9,380		9,380		9,380
TOTAL OTHER PERSONAL SERVICES		1,428,275		1,314,273		1,432,721
TOTAL 27TH PAY COST		124,997		0		0
TOTAL PERSONAL SERVICES	67.50	4,247,905 *	67.50	3,999,539	65.00	4,271,873

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

- A - One (1) Administrative Assistant I position upgraded to Administrative Assistant II - #0678
- B - One (1) Chief of Parks and Facilities position unfunded in FY 13 is abolished in FY 14 - #0661
- C - One (1) Crew Leader I position upgraded to Crew Leader II - #0649
- D - Three (3) Utility Worker I positions reclassified to Equipment Repair Specialist - #0664, #0667, #0669
- E - One (1) Maintenance Mechanic I upgraded to Maintenance Mechanic II - #0671
- F - One (1) vacant Maintenance Worker II position filled as a Maintenance Worker I - #3412
- G - One (1) Maintenance Worker II position unfunded in FY 13 is abolished in FY 14 - #0663
- H - One (1) part-time Custodial Worker II position unfunded in FY 13 is abolished in FY 14 - #3287

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.

County Goal(s) Supported

III. Efficient County Government

VI. Quality Living

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$5,855,932	\$5,874,679	\$6,054,496	\$6,166,229	\$6,349,643
Number of full-time staff	65.5	62	64	65	63
Number of temporary staff	21.5	20.5	26	27	28
<u>Output:</u>					
Number of acres maintained	3,564	3,564	3,912	4,260	4,608
Number of buildings maintained	178	178	178	178	178
Number of Special Events/Showmobile/Portable Stage	39	36	23	21	22
<u>Efficiency:</u>					
Number of work orders processed per year	5,960	5,240	4,830	4,524	4,200
Completed work orders for Parks & Facilities	5,712	5,223	4,638	3,540	4,000
<u>Outcome:</u>					
Percent of work orders completed	95.8%	99.7%	96.0%	78.2%	95.2%

Explanation and Analysis of Performance Measures

Performance in this department will be measured by the number of maintenance requests/work orders completed during the year. With increased acreage comes an increased challenge to maintain both active and passive fields, parks, trails, and surrounding ponds. Similar concerns have been expressed regarding the department's aging facilities and the failing infrastructure that supports them. Our goal is to utilize various portable technologies to provide immediate alerts to routine and emergency issues so that online data input will reveal more accurate results. Decreases in efficiency measures are a result of modifications made to E-Maintenance tracking system and not a reduction of actual activities performed.

Major Related Plans and Policies

Reservation of showmobile and park sites and facilities. Daily operation of major buildings, i.e. Churchville, McFaul, Havre de Grace, and Edgewood Recreation & Community Center, and gradual acquisition and maintenance of Graybeal, Magnolia, Chapel and Edgewood sites. 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 were established:

0 Emmorton Recreation & Tennis Center:

This facility was purchased by Harford County in November, 1999 using Program Open Space (POS) funding through the State of Maryland. Its purpose was to address the recreation and leisure needs of the Emmorton-Abingdon community. Two of the indoor tennis courts were retained and two others were converted to multipurpose gymnasiums. The outdoor courts were converted to accommodate parking spaces and a fabric structure built to house two new indoor courts.

0 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 revenue generating facility 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 farm land and two (2) residential houses. It also provides park area for passive and recreational activities.

0 Recreational Council Activities:

This account is set up to receive revenues from other recreational activities, registration, and events. The funds are expended for recreational supplies, tournament trophies, referee officials, etc.

PARKS AND RECREATION - SPECIAL REVENUE FUND

SPECIAL REVENUE FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	355,921	443,020	454,192	444,593	444,593
20	CONTRACTUAL SERVICES	251,453	271,870	343,545	317,910	317,910
30	SUPPLIES & MATERIALS	49,286	38,906	60,065	60,065	60,065
40	BUSINESS & TRAVEL	3,370	1,177	4,165	4,165	4,165
50	CAPITAL OUTLAY	16,109	28,037	27,500	38,000	38,000
70	MISCELLANEOUS	0	0	0	19,500	19,500
	GRAND TOTAL	676,139	783,010	889,467	884,233	884,233
<u>SUMMARY BY FUND:</u>						
26	PARKS AND RECREATION	676,139	783,010	889,467	884,233	884,233
	GRAND TOTAL	676,139	783,010	889,467	884,233	884,233
<u>SUMMARY BY DIVISION:</u>						
593002	EMMORTON RECREATION & TENNIS CTR	276,348	284,814	325,778	291,189	291,189
593003	OAKINGTON PENINSULA	224,111	319,375	372,763	406,331	406,331
593004	RECREATIONAL COUNCIL ACTIVITIES	175,680	178,821	190,926	186,713	186,713
	GRAND TOTAL	676,139	783,010	889,467	884,233	884,233

DEPARTMENT STAFF SUMMARY

PARKS AND RECREATION - SPECIAL REVENUE FUND

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	0.00	0.00	0.00	0.00	1.00	60,668
Community Resources Coordinator	1.00	58,335	1.00	58,335	0.00	0
Custodial Worker II	1.00	37,953	1.00	37,953	1.00	39,471
Recreation Specialist V	0.50	45,752	0.50	45,752	0.50	47,582
FULL-TIME SALARIES	2.50	142,040	2.50	142,040	2.50	147,721
TEMPORARY SALARIES		178,202		180,637		177,840
SALARY TOTAL	2.50	320,242	2.50	322,677	2.50	325,561
OTHER PERSONAL SERVICES						
Pension & Retirement		24,235		21,556		25,272
Workers' Compensation		3,811		4,396		4,519
Health Benefits		65,601		65,053		47,979
PEHP		0		0		4,564
Overtime & Shift Differential		13,865		14,115		10,499
FICA		25,454		25,765		25,709
Miscellaneous		630		630		490
TOTAL OTHER PERSONAL SERVICES		133,596		131,515		119,032
TOTAL 27TH PAY		14,281		0		0
TOTAL PERSONAL SERVICES	2.50	468,119 *	2.50	454,192	2.50	444,593

* FY 12 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 (ERTC) was purchased by Harford County using State of Maryland's Program Open Space funding in November, 1999 for the purpose of addressing the recreation and leisure needs of the Emmorton-Abingdon community. Part of the former tennis operation was maintained to address the needs of the tennis community and to provide revenue to support building operations. Renovations made to the facility provides a multipurpose gymnasium, a dance studio and four (4) indoor tennis courts. In 2005, the Grand Slam baseball/softball training area was acquired and is utilized during winter months by both school and recreation participants.

The ERTC is one of Park's and Recreation's Special Revenue Fund 26 accounts established by the Governmental Accounting Standards Board (GASB) Statement No. 34 and adopted by the Harford County Council in 2001.

FY '13 - '14 GOAL:

4 TO OPERATE MULTIFUNCTIONAL LEISURE FACILITIES WITH REVENUE PRODUCING COMPONENTS

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	162,839	178,130	161,378	152,324	152,324
20	CONTRACTUAL SERVICES	84,749	83,867	144,835	119,300	119,300
30	SUPPLIES & MATERIALS	26,227	20,612	19,500	19,500	19,500
40	BUSINESS & TRAVEL	65	65	65	65	65
50	CAPITAL OUTLAY	2,468	2,140	0	0	0
	GRAND TOTAL	276,348	284,814	325,778	291,189	291,189
<u>FUNDING SOURCE:</u>						
26	PARKS AND RECREATION	276,348	284,814	325,778	291,189	291,189

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Emmorton Recreation and Tennis Center****INDEX: 593002****FINANCIAL NOTES:**

The (\$34,589) net decrease in funding for Parks & Recreation - Emmorton Recreation and Tennis Center is the result of:

	FY 13	FY 14	CHANGE	
o		2,300	2,300	FY 13 Merit increase of 4% for eligible staff
o	7,411	8,777	1,366	Pension/Retirement rate adjustments per Treasury's estimates
o	38,595	22,398	(16,197)	Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage, only one temporary receiving health benefits
o	420	280	(140)	Life - reduction based on actual funding requirements
o	1,365	499	(866)	Shift Differential - adjusted based on actual expense history
o		4,564	4,564	PEHP (Post Employment Health Plan)
o	46,550	5,000	(41,550)	County Facility Repair & Renovations - funds for routine maintenance, reduction due to one-time FY 13 renovation expenses
o	500	2,500	2,000	Other Professional Services - increase for the Bright Oaks Community stormwater management maintenance fee
o	200	15,000	14,800	DP Software-Maintenance - current software vendor going out of business. Funding provided to obtain a new software vendor to meet the needs of the facility.
o	11,790	11,000	(790)	Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
2,000	3,000	1,000	Other Rents & Utilities
9,790	8,000	(1,790)	Recreation Officials
<u>11,790</u>	<u>11,000</u>	<u>(790)</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: EMMORTON RECREATION & TENNIS CENTER

Index No. 593002

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Custodial Worker II	1.00	37,953	1.00	37,953	1.00	39,471
TOTAL FULL-TIME SALARIES	1.00	37,953	1.00	37,953	1.00	39,471
TEMPORARY SALARIES		69,258		66,387		66,784
SALARY TOTAL	1.00	107,211	1.00	104,340	1.00	106,255
OTHER PERSONAL SERVICES						
Pension & Retirement		10,704		7,411		8,969
Workers' Compensation		1,006		1,161		1,192
Health Benefits		38,677		38,595		22,398
PEHP		0		0		4,564
FICA		8,201		8,086		8,167
Overtime & Shift Differential		1,365		1,365		499
Miscellaneous		420		420		280
TOTAL OTHER PERSONAL SERVICES		60,373		57,038		46,069
TOTAL 27TH PAY COST		4,904		0		0
TOTAL PERSONAL SERVICES	1.00	172,488 *	1.00	161,378	1.00	152,324

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PARKS & RECREATION - EMMORTON RECREATION & TENNIS CENTER OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To operate a multifunctional recreation and leisure facility.

Department Objective

To maintain or increase revenue levels from current tennis membership; to increase revenue through tennis ladder participation; to increase revenue by increasing tennis clinics and private lessons; to increase revenue through baseball/softball training and training area rental opportunities; and to increase revenue from baseball/softball batting cage rentals.

County Goal(s) Supported

VI. Quality Living

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$300,000	\$300,000	\$264,456	\$260,000	\$260,000
Number of temporary staff	10	10	10	6	8
<u>Output:</u>					
Revenue generated from memberships, blocktimes, and other rentals	\$256,628	\$264,808	\$265,870	\$269,706	\$260,000
<u>Efficiency:</u>					
Revenue increase from prior year	\$39,718	\$8,180	\$1,062	\$3,836	(\$9,706)
<u>Service Quality:</u>					
Number of people served yearly	42,000	43,200	43,875	44,200	44,500
<u>Outcome:</u>					
Percentage of growth in revenue from previous year	18.00%	3.19%	0.40%	1.44%	(3.60%)
Percentage of growth in users	(1.18%)	2.86%	1.56%	0.74%	0.68%

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. Tennis instruction programs have generated additional revenue and membership interest.

Major Related Plans and Policies

Continue to maintain and upgrade the facility in order to attract new members and retain current users.

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Oakington Peninsula****INDEX: 593003****ORIGIN/PURPOSE:**

The Oakington Peninsula is a regional park offering a variety of passive recreation for all ages. Activities include environmental studies, fishing, hiking and migratory bird watching. The park is comprised of two separate farms - Swan Harbor Farm and Oakington Farm (Eleanor and Millard Tydings Park). In cooperation with Maryland State Department of Natural Resources and Program Open Space (POS) , Harford County purchased the 461-acre Swan Harbor Farm in 1994. Used as a special events venue hosting over 100 weddings, conferences, etc. each year, Swan Harbor has proven to be one of Harford County's most sought after investments. In 1998, the 328-acre Oakington Farm was acquired as a measure to preserve Harford County's agricultural integrity and support local business growth. The revenue generated from this property is used to provide the necessary upkeep, improvements, and maintenance of the entire peninsula.

Oakington Peninsula was established under Parks and Recreation's Special Revenue Fund 26 accounts by the Governmental Accounting Standards Board (GASB) Statement No. 34 and adopted by the Harford County Council in 2001.

FY '13 - '14 GOAL:

5 TO IMPLEMENT A MANAGEMENT AND OPERATIONS PLAN FOR OAKINGTON PENINSULA WHICH SUPPORTS AND ENHANCES THE FACILITY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Oakington Peninsula****INDEX: 593003****ALL FUND SUMMARY:**

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	131,909	206,624	206,803	212,171	212,171
20	CONTRACTUAL SERVICES	57,990	71,810	105,410	103,610	103,610
30	SUPPLIES & MATERIALS	17,933	14,142	29,250	29,250	29,250
40	BUSINESS & TRAVEL	3,078	902	3,800	3,800	3,800
50	CAPITAL OUTLAY	13,201	25,897	27,500	38,000	38,000
70	MISCELLANEOUS	0	0	0	19,500	19,500
GRAND TOTAL		224,111	319,375	372,763	406,331	406,331
<u>FUNDING SOURCE:</u>						
26	PARKS AND RECREATION	224,111	319,375	372,763	406,331	406,331

FINANCIAL NOTES:

The \$33,568 net increase in funding for Parks and Recreation - Oakington Peninsula is the result of:

	FY 13	FY 14	CHANGE
o		5,025	5,025 FY 13 Merit increase of 4% for eligible staff
o	11,025	12,281	1,256 Pension/Retirement rate adjustments per Treasury's estimates

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Oakington Peninsula****INDEX: 593003****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE
o	26,458	25,581	(877) Health Benefits are adjusted for an anticipated 12% cost increase, as well as staff opting for changes in their level of coverage
o	18,000	20,000	2,000 Grounds Maintenance - additional funds will increase mowing frequency at the main house and Disposal Material Placement (DMP) site (May - August) based on actual expense history
o	5,000	1,500	(3,500) Security Systems - reduced for FY 13 one-time replacement of monitoring equipment
o	12,900	12,600	(300) Line items significantly adjusted, based on actual expense history and state of the economy:
	FY 13	FY 14	Change
	12,500	12,000	(500) Heating Fuel (Oil)
	400	600	200 Fax Service
	<u>12,900</u>	<u>12,600</u>	<u>(300)</u>
o	27,500	38,000	10,500 Equipment funding provides for annual replacement of chairs, tables, new banquet/dining room and sitting room furniture, new 4-cycle tiller and the replacement/relocation of the HVAC system for the office at Swan Harbor Farm
o	0	19,500	19,500 Interfund Reimbursements - repair/resurfacing of the farm's entrance driveway and parking lot by Department of Public Works

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: OAKINGTON PENINSULA

Index No. 593003

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	0.00	0	0.00	0	1.00	60,668 A
Community Resources Coordinator	1.00	58,335	1.00	58,335	0.00	0
Recreation Specialist V	0.50	45,752	0.50	45,752	0.50	47,582
TOTAL FULL-TIME SALARIES	1.50	104,087	1.50	104,087	1.50	108,250
TEMPORARY SALARIES		58,944		50,000		50,000
SALARY TOTAL	1.50	163,031	1.50	154,087	1.50	158,250
OTHER PERSONAL SERVICES						
Pension & Retirement		13,531		11,025		12,697
Workers' Compensation		2,805		3,235		3,327
Health Benefits		26,924		26,458		25,581
FICA		12,472		11,788		12,106
Miscellaneous		210		210		210
TOTAL OTHER PERSONAL SERVICES		55,942		52,716		53,921
TOTAL 27TH PAY		7,270		0		0
TOTAL PERSONAL SERVICES	1.50	226,243 *	1.50	206,803	1.50	212,171

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Community Resources Coordinator position reclassified to Administrative Specialist II - #1918

DEPARTMENT OF PARKS & RECREATION - OAKINGTON PENINSULA

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To implement a management and operations plan for Oakington Peninsula which supports and enhances the facility

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$325,000	\$325,000	\$370,000	\$360,000	\$360,000
Number of permanent staff	2	1	1.5	1.5	1.5
Number of temporary staff	12	12	12	9	10
<u>Output:</u>					
Operate a self-sustaining facility. The revenue produced will be used to improve and maintain the facility.	\$315,474	\$327,483	\$396,863	\$418,466	\$360,000
<u>Efficiency:</u>					
Revenue increase over prior year	\$8,101	\$12,010	\$69,380	\$21,603	(\$58,466)
<u>Service Quality:</u>					
Number of rentals and satisfied users	137	140	138	140	141
Government users per year	60	60	60	60	60
Total users	197	200	198	200	201
<u>Outcome:</u>					
Percentage of growth in revenue	2.64%	3.81%	21.19%	5.44%	(13.97%)
Percentage of increase in users	1.03%	1.52%	(1.00%)	1.01%	0.50%

Explanation and Analysis of Performance Measures

The Department must maintain or increase current income levels while operating the facility in a cost efficient manner in order to generate revenue. In consideration of the revenue benefit this facility provides, Parks and Recreation will incorporate various measures intended to attract a wider customer base through enhanced advertising. Visitors who search on certain keywords (i.e. wedding location) from other sites may be redirected to the Swan Harford Farm (SHF) venue for possible consideration. The enhancement is also designed to gather and deliver client feedback and contact information for email follow-up.

Major Related Plans and Policies

Continue to renovate and refurbish aging structures, upgrade outdated equipment, update decorum, and beautify landscaping.

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 No. 34, Recreational Council and Special Activities was established in FY 2001 to receive and expend revenues under Parks & Recreation Special Revenue Fund.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	61,173	58,266	86,011	80,098	80,098
20	CONTRACTUAL SERVICES	108,714	116,193	93,300	95,000	95,000
30	SUPPLIES & MATERIALS	5,126	4,152	11,315	11,315	11,315
40	BUSINESS & TRAVEL	227	210	300	300	300
50	CAPITAL OUTLAY	440	0	0	0	0
	GRAND TOTAL	<u>175,680</u>	<u>178,821</u>	<u>190,926</u>	<u>186,713</u>	<u>186,713</u>
	<u>FUNDING SOURCE:</u>					
26	PARKS AND RECREATION	<u>175,680</u>	<u>178,821</u>	<u>190,926</u>	<u>186,713</u>	<u>186,713</u>

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND**DIVISION: Recreational Council and Special Activities****INDEX: 593004****FINANCIAL NOTES:**

The (\$4,213) net decrease in funding for Parks & Recreation - Recreational Council Activities is the result of:

	FY 13	FY 14	CHANGE
o		1,632	1,632 FY 13 Merit increase of 4% for eligible staff
o	64,250	59,669	(4,581) Temporary Salaries for Ropes Course, Above & Beyond, climbing wall instructors; Skate Park manager and attendants - decrease based on actual expense history
o	3,120	3,467	347 Pension/Retirement adjustments per Treasury's estimates
o	12,750	10,000	(2,750) Overtime - decrease based on actual expense history
o	5,891	5,330	(561) FICA adjustments
o	78,800	80,500	1,700 Line items significantly adjusted, based on actual expense history:

FY 13	FY 14	Change	
800	500	(300)	County Facility Repair & Renovation
78,000	80,000	2,000	Building/Custodial Services
<u>78,800</u>	<u>80,500</u>	<u>1,700</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: PARKS AND RECREATION - SPECIAL REVENUE FUND
DIVISION: RECREATIONAL COUNCIL ACTIVITIES

Index No. 593004

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>50,000</u>		<u>64,250</u>		<u>61,056</u>
SALARY TOTAL		<u><u>50,000</u></u>		<u><u>64,250</u></u>		<u><u>61,056</u></u>
OTHER PERSONAL SERVICES						
Pension & Retirement		0		3,120		3,606
Overtime & Shift Differential		12,500		12,750		10,000
FICA		<u>4,781</u>		<u>5,891</u>		<u>5,436</u>
TOTAL OTHER PERSONAL SERVICES		<u>17,281</u>		<u>21,761</u>		<u>19,042</u>
TOTAL 27TH PAY		<u>2,107</u>		<u>0</u>		<u>0</u>
TOTAL PERSONAL SERVICES		<u><u>69,388</u></u> *		<u><u>86,011</u></u>		<u><u>80,098</u></u>

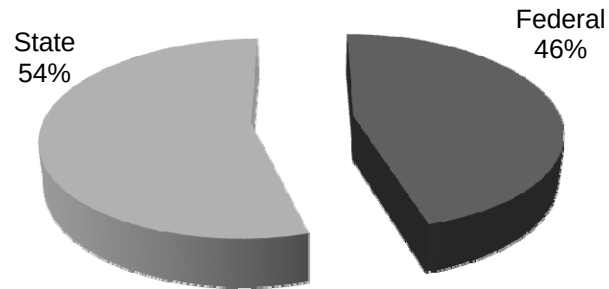
* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

FY14 Anticipated Grant Award Dollars

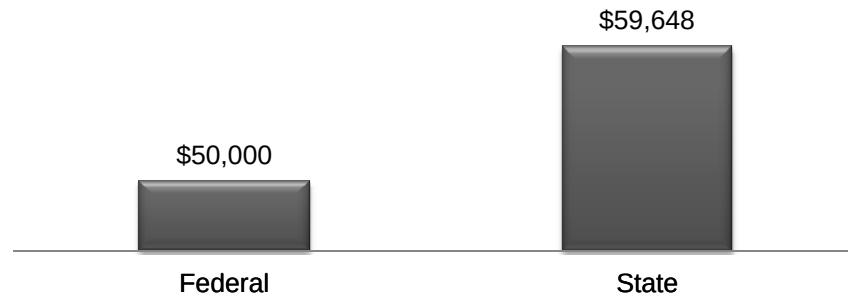
(July 1, 2013 to June 30, 2014)

DEPARTMENT OF PARKS & RECREATION

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars
\$109,648*



of Anticipated Grant Awards: 3

Federal	1
State	2

Requested County Match	\$44,038

*Does not include County Match or Capital Projects

Anticipated Federal and State funding will provide for a 6 hour per day, 5 day a week recreation program for mentally and physically limited youngsters. This will also provide an after school care program for children with disabilities and will be the only such child care center of its kind in the region. The anticipated Federal grant funding will help offset the cost of a Park Naturalist and a small portion of a custodian at the Anita C. Leight Estuary Center.

Department of Parks & Recreation - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Anita C. Leight Estuary Center	This grant is to help offset the cost for our Park Naturalist and a small portion of the custodian at the Anita C. Leight Estuary Center for salary and fringe benefits.	\$50,000				10/1/13 - 9/30/14	Recurring
Sanitation Grant	To provide sanitary services at various boating facilities; i.e., Mariner Point Park, Flying Point Park, Otter Point, Willoughby Beach Landing and Swan Harbor.		\$ 13,000			4/1/14 - 11/30/14	Recurring
John Archer Child Care/Camp I Can	This activity is designed to provide a 6 hour per day, 5 day a week recreation program for mentally & physically limited youngsters in Harford Co. It also provides an after school care program for children with disabilities and is the only such child care center of its kind in the region.		\$46,648		\$44,038	7/1/13 - 6/30/14	Recurring
TOTALS		\$50,000	\$59,648		\$44,038		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$109,648	1	2				

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	293,828	318,175	332,907	359,817	359,817
20	CONTRACTUAL SERVICES	3,273	3,354	3,600	3,600	3,600
30	SUPPLIES & MATERIALS	18,272	18,272	18,272	18,272	18,272
40	BUSINESS & TRAVEL	1,150	0	0	0	0
70	MISCELLANEOUS	153,930	171,798	257,689	257,689	257,689
	GRAND TOTAL	470,453	511,599	612,468	639,378	639,378
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	470,453	511,599	612,468	639,378	639,378
	GRAND TOTAL	470,453	511,599	612,468	639,378	639,378
	<u>SUMMARY BY DIVISION:</u>					
631000	EXTENSION SERVICE	147,898	158,604	245,256	245,256	245,256
633000	SOIL CONSERVATION	322,555	352,995	367,212	394,122	394,122
	GRAND TOTAL	470,453	511,599	612,468	639,378	639,378

CONSERVATION OF NATURAL RESOURCES

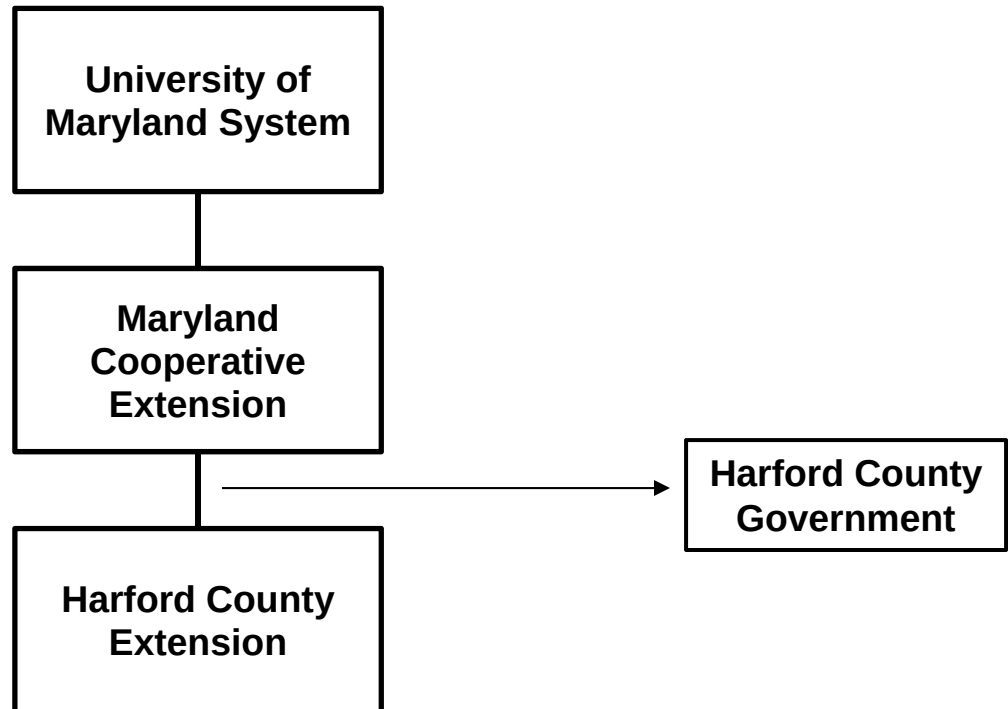
FINANCIAL NOTES:

The \$26,910 net increase in funding for Conservation of Natural Resources is the result of:

	FY 13	FY 14	CHANGE	
o		9,614	9,614	FY 13 Merit increase of 4% for eligible staff
o		4,564	4,564	PEHP (Post Employment Health Plan)
o	21,661	24,068	2,407	Pension/Retirement rate adjustments per Treasury's estimates
o	50,237	60,578	10,341	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	254,089	254,089	0	Grants & Contributions:

FY 13	FY 14	Change	
251,384	251,384	0	County's share of State Employee's salaries' & benefits
2,705	2,705	0	Envirothon funding
<u>254,089</u>	<u>254,089</u>	<u>0</u>	

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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	2,757	3,354	3,600	3,600	3,600
30	SUPPLIES & MATERIALS	18,272	18,272	18,272	18,272	18,272
70	MISCELLANEOUS	126,869	136,978	223,384	223,384	223,384
	GRAND TOTAL	147,898	158,604	245,256	245,256	245,256
	<u>FUNDING SOURCE:</u>					
11	GENERAL	147,898	158,604	245,256	245,256	245,256

DEPARTMENT: NATURAL RESOURCES

DIVISION: Extension Service

INDEX: 631000

FINANCIAL NOTES:

There is no change in funding for the Natural Resources - Extension Services:

	FY 13	FY 14	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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$145,865	\$147,897	\$158,604	\$245,256	\$245,256
<u>Output:</u>					
# of on-site seminars conducted	188	42	63	73	73
# of classroom seminars conducted	101	317	316	275	287
# of hands on workshops conducted	97	92	103	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	3,154	2,934	4,230	4,200	4,200
# of community and school based youth reached	3,200	3,367	4,561	4,000	4,000
# of special interest groups reached	2,409	1,024	727	900	900

Explanation and Analysis of Performance Measures

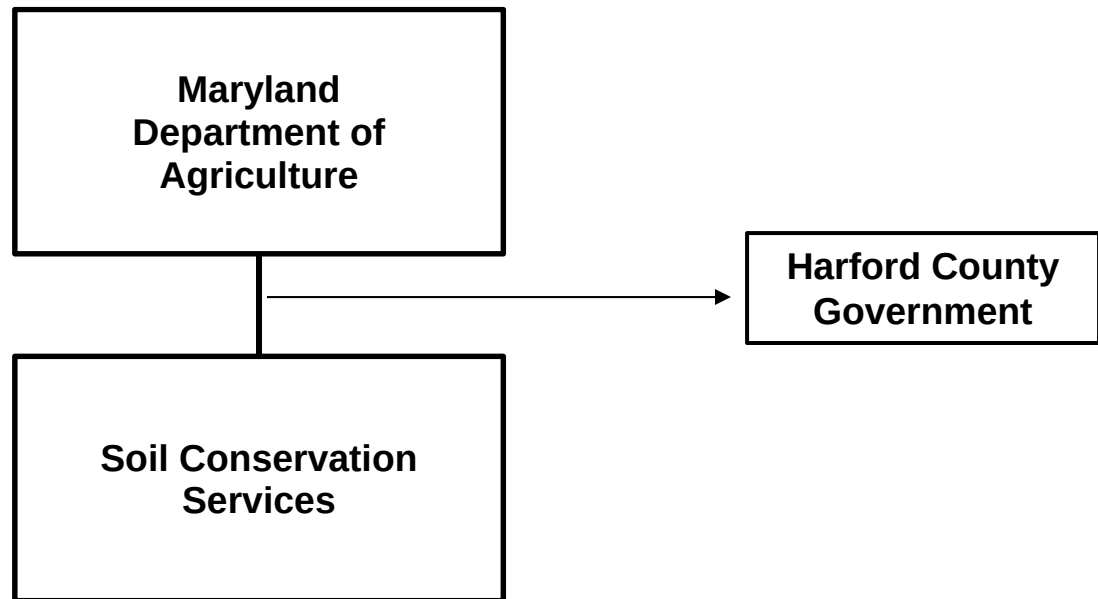
On-site programming includes programs that originate and are implemented in a setting other than the seminar (classroom) and workshop (hands-on) arena. On-site programming may include on-farm, demonstration areas, community centers, etc. To better analyze program success and participant adoption/learning, 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 '13 - '14 GOALS:

- 1 TO REDUCE THE NUTRIENTS ENTERING WATERS BY ENSURING THE COMPLETE IMPLEMENTATION OF AGRICULTURAL BEST MANAGEMENT PRACTICES (BMP'S)

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONNEL SERVICES	293,828	318,175	332,907	359,817	359,817
20	CONTRACTUAL SERVICES	516	0	0	0	0
40	BUSINESS & TRAVEL	1,150	0	0	0	0
70	MISCELLANEOUS	27,061	34,820	34,305	34,305	34,305
	GRAND TOTAL	322,555	352,995	367,212	394,122	394,122
	<u>FUNDING SOURCE:</u>					
11	GENERAL	322,555	352,995	367,212	394,122	394,122

DIVISION STAFF SUMMARY

DEPARTMENT: CONSERVATION OF NATURAL RESOURCES
DIVISION: SOIL CONSERVATION

Index No. 633000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator	1.00	80,000	1.00	80,000	1.00	83,200
Engineering Associate II	2.00	104,500	2.00	104,500	2.00	107,188
Engineering Associate III	1.00	56,180	1.00	56,180	1.00	58,427
FULL TIME SALARIES	<u>4.00</u>	<u>240,680</u>	<u>4.00</u>	<u>240,680</u>	<u>4.00</u>	<u>248,815</u>
SALARY OFFSET		<u>(18,650)</u>		<u>0</u>		<u>0</u>
FULL-TIME SALARIES	<u>4.00</u>	<u>222,030</u>	<u>4.00</u>	<u>240,680</u>	<u>4.00</u>	<u>248,815</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		28,864		21,661		24,882
Workers' Compensation		1,054		1,357		1,384
Health Benefits		41,293		50,237		60,578
PEHP		0		0		4,564
FICA		16,986		18,412		19,034
Miscellaneous		490		560		560
TOTAL OTHER PERSONAL SERVICES		<u>88,687</u>		<u>92,227</u>		<u>111,002</u>
TOTAL 27TH PAY COST		<u>10,303</u>		<u>0</u>		<u>0</u>
TOTAL PERSONAL SERVICES	<u>4.00</u>	<u>321,020 *</u>	<u>4.00</u>	<u>332,907</u>	<u>4.00</u>	<u>359,817</u>

* FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

SOIL CONSERVATION OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To reduce the nutrient & sediment loads from entering waters by ensuring the complete implementation of Agricultural Best Management Practices (BMP's), along with the review & approval of Erosion and Sediment Control (ESC) plans for developing areas.

Department Objective

To maintain a consistent level of BMP installation and increase the number of acres covered by a Soil & Water Quality Conservation Plan; in order to annually meet the requirements set forth by the two year milestones associated with the Watershed Implementation Plan (WIP) and the Chesapeake Bay Initiative. Nutrient reduction loads for nitrogen, phosphorus and sediment are based on the individual BMP and rates provided by the Maryland Department of Agriculture.

County Goal(s) Supported

V. Environmental Stewardship

VI. Quality Living

Measure	Actual 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated County funded	N/A	N/A	\$355,325	\$367,212	\$367,212
Number of staff County funded	N/A	N/A	4	4	4
Grant Funded	N/A	N/A	1	1	1
<u>Output:</u>					
Number of BMP's installed	N/A	N/A	18	45	60
Number acres covered by Soil Conservation plans* *(Includes first time and updated plans)	N/A	N/A	1,266	2,200	2,200
Number of ESC plans reviewed	N/A	N/A	414	420	420
Number of acres approved under ESC plan	N/A	N/A	2,644	2,650	2,650
<u>Efficiency:</u>					
Average number of hours spent per conservation plan	N/A	N/A	40	40	40
Average number of hours spent per BMP design** **(dependent on site, size & complexity)	N/A	N/A	N/A	80-320	80-320
<u>Service Quality:</u>					
Number of BMP requests on the waiting list	N/A	N/A	N/A	81	100

Explanation and Analysis of Performance Measures

The Harford Soil Conservation District (SCD) works one-on-one with Harford County's farming community and rural landowners to implement a broad range of BMP's throughout the County to reduce nutrient and sediment loads. These BMP's are conservation practices that accomplish the Chesapeake Bay nutrient reduction goals while balancing the needs of crop and livestock production. MDA and NRCS provides the tracking systems for all BMP's installed and Conservation Planning efforts. This information is provided directly to the Bay Model.

Major Related Plans and Policies

The WIP has been drafted for Harford County to make efforts of meeting the Chesapeake Bay Initiative. The Ag sector reductions of nitrogen, phosphorous and sediment will be handled by the SCD. Certain BMP's will be the focus of implementation to achieve the reduction goals by 2025. Cover crop, ag waste storage facility, watering facility, heavy use area protection, riparian buffer, wetland restoration and stream bank protection are examples of BMP's that will reduce nutrient and sediment loads to waterway in the county.

New performance measures created in FY 12 Budget, previous tracking information unavailable.

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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 IMPROVING THE ECONOMIC AND QUALITY OF LIFE OF HARFORD COUNTY THROUGH TOURISM DEVELOPMENT

FY '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	1,196,845	1,357,673	1,595,295	1,662,503	1,662,503
20	CONTRACTUAL SERVICES	452,983	228,680	471,209	418,009	418,009
30	SUPPLIES & MATERIALS	57,655	63,603	55,300	54,800	54,800
40	BUSINESS & TRAVEL	42,896	47,221	44,900	48,375	48,375
50	CAPITAL OUTLAY	0	4,840	0	0	0
70	MISCELLANEOUS	411,592	470,092	315,500	250,500	270,500
80	INTERGOVERNMENTAL	9,387	943	2,500	1,500	1,500
	GRAND TOTAL	<u>2,171,358</u>	<u>2,173,052</u>	<u>2,484,704</u>	<u>2,435,687</u>	<u>2,455,687</u>

SUMMARY BY FUND:

11	GENERAL	<u>2,171,358</u>	<u>2,173,052</u>	<u>2,484,704</u>	<u>2,435,687</u>	<u>2,455,687</u>
	GRAND TOTAL	<u>2,171,358</u>	<u>2,173,052</u>	<u>2,484,704</u>	<u>2,435,687</u>	<u>2,455,687</u>

SUMMARY BY DIVISION:

651000	OFFICE OF ECONOMIC DEVELOPMENT	1,974,345	1,967,575	2,299,187	2,251,421	2,271,421
652000	TOURISM & MARKETING	<u>197,013</u>	<u>205,477</u>	<u>185,517</u>	<u>184,266</u>	<u>184,266</u>
	GRAND TOTAL	<u>2,171,358</u>	<u>2,173,052</u>	<u>2,484,704</u>	<u>2,435,687</u>	<u>2,455,687</u>

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

The (\$29,017) net decrease in funding for Economic Development is the result of:

	FY 13	FY 14	CHANGE	
o		47,294	47,294	FY 13 Merit increase of 4% for eligible staff
o		31,946	31,946	PEHP (Post Employment Health Plan)
o	1,127,770	1,120,152	(7,618)	Full Time Salaries
			4,382	Salary adjustments based on the recommendations of the Department of Human Resources
			(12,000)	Staff Turnover
			(7,618)	(1.06%)
o	258,935	244,058	(14,877)	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	101,499	112,016	10,517	Pension/Retirement rate adjustments per Treasury's estimates
o	19,330	19,431	101	Workers' Compensation rate adjustments per Treasury's estimates
o	85,381	85,226	(155)	FICA adjustment
o	130,092	120,492	(9,600)	Other Advertising - funds reallocated to Information & Communication Technology (ICT) for consolidation of hardware/software
o	15,600	0	(15,600)	Data Processing Software - Maintenance - funds reallocated to Information & Communication Technology (ICT) for consolidation of hardware/software

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	289,767	259,767	(30,000)	Other Professional Services:
	FY 13	FY 14	Change	
	2,500	2,500	0	Manufacturer & Distribution Council Support
	70,000	70,000	0	Technology Master Plan - incubator program
	3,000	3,000	0	School to Career Technology Initiative
	102,267	52,267	(50,000)	Contractual Consultant/Marketing Services - eliminated FY 13 one-time funding of \$50,000
	16,000	16,000	0	Principi Group
	5,000	5,000	0	Maryland Economic Development Association
	20,000	20,000	0	Economic Alliance of Greater Baltimore
	50,000	50,000	0	Army Alliance
	10,000	10,000	0	Northeast Maryland Technical Council
	10,000	10,000	0	Small Business Development Center
	0	20,000	20,000	Harford's Entrepreneurs Edge*
	1,000	1,000	0	Tourism
	<u>289,767</u>	<u>259,767</u>	<u>(30,000)</u>	

**A partnership between Harford County Office of Economic Development, the Library, Harford County Chamber of Commerce, Harford County College, Harford Business Innovation Center, Northeastern Maryland Technology Council and the Small Business Technology Development Center to provide resources and support for start ups and entrepreneurs.*

o	53,575	57,550	3,975	Line items significantly adjusted, based on actual expense history:
	FY 13	FY 14	Change	
	12,000	14,000	2,000	Office Equipment
	6,750	5,750	(1,000)	Delivery Charges
	5,900	5,400	(500)	Audio Visual Supplies
	3,200	4,200	1,000	Other Supplies & Materials
	2,800	3,300	500	Fuel Charges
	4,800	5,100	300	Meals
	6,325	9,300	2,975	Membership Fees & Dues
	9,300	9,000	(300)	Training Seminars
	2,500	1,500	(1,000)	Fleet Daily Carpool Rentals
	<u>53,575</u>	<u>57,550</u>	<u>3,975</u>	

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

	FY 13	FY 14	CHANGE	
o	185,000	140,000	(45,000)	Grants & Contributions:

Title	FY 13	FY 14	Change
Susquehanna Workforce Development	20,000	40,000	20,000 *
Harford Business Innovation Center (HBIC)	165,000	100,000	(65,000) **
TOTAL	185,000	140,000	(45,000)

**Per Amendment #104 added \$20,000 to the Susquehanna Workforce Network*

***Rent for Swan Creek transferred to Procurement-Property Management for incubators*

o	130,500	130,500	0	Other Grants:

100,000	Workforce Development Training
28,000	Economic Development Opportunity Fund
2,500	Chesapeake Science & Security Corridor (CSSC) Micro Enterprise Fund*
130,500	<i>*previously Edgewood Micro Enterprise Fund</i>

DEPARTMENT STAFF SUMMARY

ECONOMIC DEVELOPMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	48,000	1.00	48,000	1.00	36,000
Administrative Assistant II	2.00	76,432	1.00	37,300	1.00	38,792
Administrative Secretary III	1.00	56,136	1.00	56,136	1.00	58,381
Administrative Specialist I	1.00	61,351	4.00	211,259	3.00	155,905
Administrative Specialist II	0.00	0	0.00	0	1.00	65,719
Administrator	1.00	94,744	1.00	94,744	1.00	98,534
Dep. Director of Economic Development	1.00	93,315	1.00	93,315	1.00	97,048
Director of Economic Development	1.00	121,217	1.00	121,217	1.00	126,066
Economic Development Associate	6.00	391,707	4.00	265,084	3.00	187,597
Senior Economic Development Associate	1.00	66,137	3.00	200,715	4.00	295,988
FULL-TIME SALARIES	15.00	1,009,039	17.00	1,127,770	17.00	1,160,030
SALARY OFFSET		(101,355)		0		0
TOTAL FULL-TIME SALARIES	15.00	907,684	17.00	1,127,770	17.00	1,160,030
PART-TIME SALARIES						
Administrative Assistant II	0.60	31,612	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	0.60	31,612	0.00	0	0.00	0
SALARY TOTAL	15.60	939,296	17.00	1,127,770	17.00	1,160,030

DEPARTMENT STAFF SUMMARY

ECONOMIC DEVELOPMENT - GENERAL FUND

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Pension & Retirement		122,109		101,499		116,003
Workers' Compensation		7,554		19,330		20,111
Health Benefits		232,788		258,935		244,058
PEHP		0		0		31,946
FICA		70,961		85,381		87,975
Miscellaneous		2,030		2,380		2,380
TOTAL OTHER PERSONAL SERVICES		435,442		467,525		502,473
TOTAL 27TH PAY COST		43,553		0		0
TOTAL PERSONAL SERVICES	15.60	1,418,291 *	17.00	1,595,295	17.00	1,662,503

*FY 12 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 '13 - '14 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	1,092,266	1,244,827	1,497,120	1,556,479	1,556,479
20	CONTRACTUAL SERVICES	448,127	224,242	411,117	367,517	367,517
30	SUPPLIES & MATERIALS	37,632	43,211	37,400	37,400	37,400
40	BUSINESS & TRAVEL	34,933	39,012	35,550	38,025	38,025
50	CAPITAL OUTLAY	0	4,840	0	0	0
70	MISCELLANEOUS	352,000	410,500	315,500	250,500	270,500
80	INTERGOVERNMENTAL	9,387	943	2,500	1,500	1,500
	GRAND TOTAL	1,974,345	1,967,575	2,299,187	2,251,421	2,271,421
	<u>FUNDING SOURCE:</u>					
11	GENERAL	1,974,345	1,967,575	2,299,187	2,251,421	2,271,421
	GRAND TOTAL	1,974,345	1,967,575	2,299,187	2,251,421	2,271,421

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000****FINANCIAL NOTES:**

The (\$27,766) net decrease in funding for Economic Development - Office of Economic Development is the result of:

	FY 13	FY 14	CHANGE	
o		43,800	43,800	FY 13 Merit increase of 4% for eligible staff
o		27,382	27,382	PEHP (Post Employment Health Plan)
o	1,055,355	1,047,737	(7,618)	Full Time Salaries
			4,382	Salary adjustments based on the recommendations of the Department of Human Resources
			(12,000)	Staff Turnover
			(1.14%)	
			<u>(7,618)</u>	
o	247,320	233,616	(13,704)	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	94,982	104,774	9,792	Pension/Retirement rate adjustments per Treasury's estimates
o	17,382	17,244	(138)	Workers' Compensation rate adjustments per Treasury's estimates
o	79,841	79,686	(155)	FICA adjustment
o	15,600	0	(15,600)	Data Processing Software - Maintenance - funds reallocated to the Department of Information & Communication Technology (ICT) for consolidation of hardware/software
o	24,025	27,500	3,475	Line items significantly adjusted, based on actual expense history:

	FY 13	FY 14	Change	
	12,000	14,000	2,000	Office Equipment
	3,000	2,000	(1,000)	Delivery Charges
	2,200	3,200	1,000	Other Supplies & Materials
	4,325	6,800	2,475	Membership Fees & Dues
	2,500	1,500	(1,000)	Fleet Daily Carpool Rentals
	<u>24,025</u>	<u>27,500</u>	<u>3,475</u>	

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE	
o	75,500	75,500	0	Other Advertising - continuation of County's National Marketing Campaign
o	288,767	258,767	(30,000)	Other Professional Services:
	FY 13	FY 14	Change	
	2,500	2,500	0	Manufacturer & Distribution Council Support
	70,000	70,000	0	Technology Master Plan - incubator program
	3,000	3,000	0	School to Career Technology Initiative
	102,267	52,267	(50,000)	Contractual Consultant/Marketing Services - eliminated one-time \$50,000 in FY 13 budget
	16,000	16,000	0	To align future needs for the next round of BRAC
	5,000	5,000	0	Md. Economic Development Association
	20,000	20,000	0	Economic Alliance of Greater Baltimore
	50,000	50,000	0	Army Alliance
	10,000	10,000	0	Northeast Md. Technical Council
	10,000	10,000	0	Small Business Development Center
	0	20,000	20,000	Harford's Entrepreneurs Edge*
	<u>288,767</u>	<u>258,767</u>	<u>(30,000)</u>	

**A partnership between Harford County Office of Economic Development, the Library, Harford County Chamber of Commerce, Harford County College, Harford Business Innovation Center, Northeastern Maryland Technology Council and the Small Business Technology Development Center to provide resources and support for start ups and entrepreneurs.*

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Office of Economic Development****INDEX: 651000****FINANCIAL NOTES:**

	FY 13	FY 14	CHANGE
o	185,000	140,000	(45,000)

Grants & Contributions:

Title	FY 13	FY 14	Change
Susquehanna Workforce Development	20,000	40,000	20,000 *
Harford Business Innovation Center (HBIC)	165,000	100,000	(65,000) **
TOTAL	185,000	140,000	(45,000)

**Per Amendment #104 added \$20,000 to the Susquehanna Workforce Network*

***Rent for Swan Creek transferred to Procurement-Property Management for incubators*

o	130,500	130,500	0

Other Grants:

100,000	Workforce Development Training
28,000	Economic Development Opportunity Fund
2,500	Chesapeake Science & Security Corridor (CSSC) Micro Enterprise Fund*
130,500	<i>*previously Edgewood Micro Enterprise Fund</i>

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: OFFICE OF ECONOMIC DEVELOPMENT

Index No. 651000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	48,000	1.00	48,000	1.00	36,000
Administrative Assistant II	2.00	76,432	1.00	37,300	1.00	38,792
Administrative Secretary III	1.00	56,136	1.00	56,136	1.00	58,381
Administrative Specialist I	1.00	61,351	4.00	211,259	3.00	155,905
Administrative Specialist II	0.00	0	0.00	0	1.00	65,719 A
Administrator	1.00	94,744	1.00	94,744	1.00	98,534
Dep. Director of Economic Development	1.00	93,315	1.00	93,315	1.00	97,048
Director of Economic Development	1.00	121,217	1.00	121,217	1.00	126,066
Economic Development Associate	5.00	321,401	3.00	192,669	2.00	112,285
Senior Economic Development Associate	1.00	66,137	3.00	200,715	4.00	295,988 B
FULL-TIME SALARIES	14.00	938,733	16.00	1,055,355	16.00	1,084,718
SALARY OFFSET		(101,355)		0		0 C
TOTAL FULL-TIME SALARIES	14.00	837,378	16.00	1,055,355	16.00	1,084,718
PART-TIME SALARIES						
Administrative Assistant II	0.60	31,612	0.00	0	0.00	0
TOTAL PART-TIME SALARIES	0.60	31,612	0.00	0	0.00	0
SALARY TOTAL	14.60	868,990	16.00	1,055,355	16.00	1,084,718

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: OFFICE OF ECONOMIC DEVELOPMENT

Index No. 651000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		112,969		94,982		108,472
Workers' Compensation		5,691		17,382		17,837
Health Benefits		221,133		247,320		233,616
PEHP		0		0		27,382
FICA		65,583		79,841		82,214
Miscellaneous		1,890		2,240		2,240
TOTAL OTHER PERSONAL SERVICES		407,266		441,765		471,761
TOTAL 27TH PAY COST		40,290		0		0
TOTAL PERSONAL SERVICES	14.60	1,316,546 *	16.00	1,497,120	16.00	1,556,479

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Specialist I upgraded to an Administrative Specialist II - #3230

B - One (1) Economic Development Associate upgraded to a Senior Economic Development Associate - #2493

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$75,000	\$75,000	\$28,000	\$28,000	\$28,000
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number of new Economic Development Opportunity Loan Fund applications	5	1	3	5	10
Number of meetings with prospective clients and existing businesses	105	25	75	100	100
<u>Efficiency:</u>					
Amount of time to process loan applications and loans	90 days	120 days	120 days	120 days	120 days
<u>Service Quality:</u>					
Percent of client contacts that are followed-up within 24 hour	100%	100%	100%	100%	100%
<u>Outcome:</u>					
Number of Economic Development Opportunity Loan applications processed	1	2	3	4	8

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.

Decrease in dollars allocated is due to the need to cut Economic Development's budget based on economic conditions.

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 2010	Actual 2011	Actual 2012	Budget 2013	Estimate 2014
<u>Input:</u>					
Dollars allocated	\$220,000	\$235,000	\$235,000	\$235,000	\$235,000
Number of staff	1	1	2.5	2.5	2.5
<u>Output:</u>					
Number of technology companies serviced, including incubator companies and defense contractors	47	26*	34	55	40
Number of expanding resident technology companies	11	8*	5*	8	10
Number of technology related workshops held	2**	8**	18**	25	25
*(Previously tracked as both new and expanding technology companies)					
<u>Efficiency:</u>					
Cost of conducting technology workshops	\$2,900	\$5,600	\$6,200	\$8,000	\$10,000
<u>Service Quality:</u>					
Percent of contacts from resident companies and company prospects responded to within 24 hours	95%	92%	95%	95%	95%
<u>Outcome:</u>					
Number of high value jobs created	220	140***	90	75	75

*Number is lower due to delay of contracts, Federal budget uncertainty with sequestration and implementation of BRAC complete

** More workshops held through Harford Business Innovation Center and partnering with Procurement technical assistance program

*** Part-time Resource Manager at the Harford Business Innovation Center is now full-time

Explanation and Analysis of Performance Measures

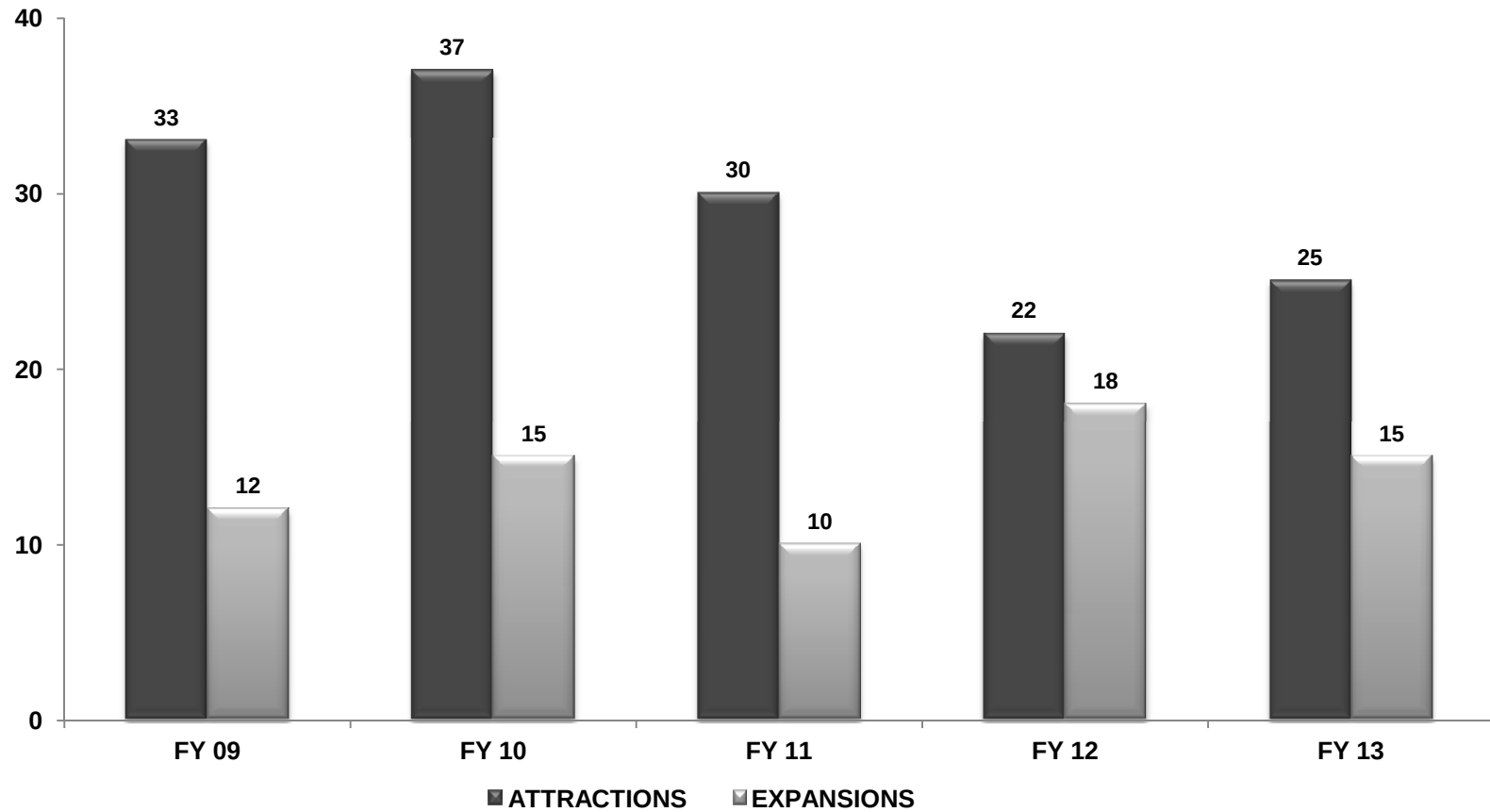
Recruitment of technology companies, to include defense contractors, will provide higher wages for our citizens and establish our county as center for technology excellence.

Major Related Plans and Policies

Technology Development Master Plan - 2002; Technology Optimization Action Plan - 2008; Water and Sewer Master Plan; BRAC Planning & Action Committee (BPAC) Recommendations - 2006 Harford Business Innovation Center (executed Incubator Plan) - 2009, Venture Capital and Angel Reports, 2011

OFFICE OF ECONOMIC DEVELOPMENT

ECONOMIC GROWTH



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 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 '13 - '14 KEY GOAL & OBJECTIVES**5 IMPROVE ECONOMIC ACTIVITY AND QUALITY OF LIFE WITHIN HARFORD COUNTY BY INCREASING TOURISM & MARKETING DOLLARS**

- o Increase total annual tourist 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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
10	PERSONAL SERVICES	104,579	112,846	98,175	106,024	106,024
20	CONTRACTUAL SERVICES	4,856	4,438	60,092	50,492	50,492
30	SUPPLIES & MATERIALS	20,023	20,392	17,900	17,400	17,400
40	BUSINESS & TRAVEL	7,963	8,209	9,350	10,350	10,350
70	MISCELLANEOUS	59,592	59,592	0	0	0
	GRAND TOTAL	197,013	205,477	185,517	184,266	184,266
	<u>FUNDING SOURCE:</u>					
11	GENERAL	197,013	205,477	185,517	184,266	184,266
	GRAND TOTAL	197,013	205,477	185,517	184,266	184,266

DEPARTMENT: ECONOMIC DEVELOPMENT**DIVISION: Tourism & Marketing****INDEX: 652000****FINANCIAL NOTES:**

The (\$1,251) net decrease in funding for Economic Development - Tourism & Marketing is the result of:

	FY 13	FY 14	CHANGE	
o		3,494	3,494	FY 13 Merit increase of 4% for eligible staff
o		4,564	4,564	PEHP (Post Employment Health Plan)
o	11,615	10,442	(1,173)	Health Benefits - adjusted for an anticipated 12% cost increase and staff opting for changes in level of coverage
o	6,517	7,242	725	Pension/Retirement rate adjustments per Treasury's estimates
o	1,948	2,187	239	Workers' Compensation rate adjustments per Treasury's estimates
o	54,592	44,992	(9,600)	Other Advertising - funds reallocated to Information & Communications Technology (ICT) for consolidation of hardware/software
o	10,700	11,200	500	Line items significantly changed based on actual expense history:

FY 13	FY 14	Change	
4,500	4,000	(500)	Audio Visual Supplies
500	1,000	500	Transportation Costs
400	700	300	Meals
2,000	2,500	500	Membership Fees & Dues
3,300	3,000	(300)	Training Seminars
<u>10,700</u>	<u>11,200</u>	<u>500</u>	

DIVISION STAFF SUMMARY

DEPARTMENT: ECONOMIC DEVELOPMENT
DIVISION: TOURISM & MARKETING

Index No. 652000

POSITION TITLE	ENACTED FY 12		ENACTED FY 13		ENACTED FY 14	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Economic Development Associate	<u>1.00</u>	<u>70,306</u>	<u>1.00</u>	<u>72,415</u>	<u>1.00</u>	<u>75,312</u>
SALARY TOTAL	<u>1.00</u>	<u>70,306</u>	<u>1.00</u>	<u>72,415</u>	<u>1.00</u>	<u>75,312</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		9,140		6,517		7,531
Workers' Compensation		1,863		1,948		2,274
Health Benefits		11,655		11,615		10,442
PEHP		0		0		4,564
FICA		5,378		5,540		5,761
Miscellaneous		<u>140</u>		<u>140</u>		<u>140</u>
TOTAL OTHER PERSONAL SERVICES		28,176		25,760		30,712
TOTAL 27TH PAY COST		<u>3,263</u>		<u>0</u>		<u>0</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>101,745 *</u>	<u>1.00</u>	<u>98,175</u>	<u>1.00</u>	<u>106,024</u>

*FY 12 Salaries and Other Personal Services are Enacted not Audited amounts

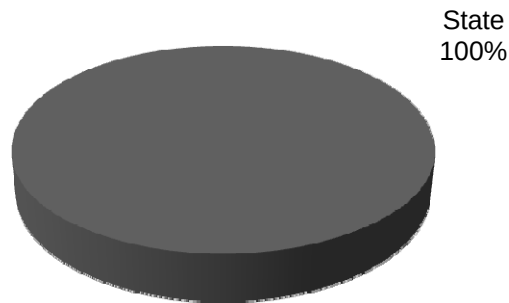
FY14 Anticipated Grant Award Dollars

(July 1, 2013 to June 30, 2014)

OFFICE OF ECONOMIC DEVELOPMENT**

** All anticipated grants reported by Susquehanna Workforce Network, Inc.

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars



of Anticipated Grant Awards: 2

Requested County Match: \$0

State 2

*Does not include County Match or Capital Projects

Harford County accepts grant dollars from the Department of Labor, Licensing and Regulation, flowing through Susquehanna Workforce Network, Inc. Anticipated State funds will be used to support the Workforce Investment Act operations and activities in accordance with the Susquehanna Region's Workforce Investment Act Five Year Plan. Grant funds will also be utilized to cover the costs associated with the Early Intervention Specialist, which enhances the direct delivery of reemployment services and assistance.

Office of Economic Development** - Anticipated FY14 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Early Intervention	Grant funds will be utilized to cover the costs associated with the Early Intervention Specialist. This position will enhance the direct delivery of reemployment services and assistance. All expenditures will be made in accordance with the Susquehanna Region's Workforce Investment Act Five Year Plan.		\$72,182			7/1/13 - 6/30/14	Recurring
Workforce Investment Act	The Susquehanna Region's Program Formula Allocation will be utilized to support Workforce Investment Act operations and activities in accordance with the Susquehanna Region's Workforce Investment Act Five Year Plan.		\$1,598,058			7/1/13 - 6/30/14	Recurring
TOTALS			\$1,670,240				
TOTAL ANTICIPATED GRANT AWARDS	\$1,670,240		2				
**All Anticipated grants reported by Susquehanna Workforce Network, Inc.							

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	171,913	167,460	249,000	254,000	254,000
60	DEBT SERVICE	62,336,549	81,414,250	73,708,018	72,255,853	80,681,134
	GRAND TOTAL	62,508,462	81,581,710	73,957,018	72,509,853	80,935,134
<u>SUMMARY BY FUND:</u>						
11	GENERAL	38,811,545	57,668,150	48,260,231	49,320,618	49,320,618
25	HIGHWAYS	621,792	1,241,578	679,515	977,756	977,756
27	AG PRESERVATION - COUNTY	4,065,938	4,278,798	6,324,868	5,323,395	5,323,395
31	TAX INCREMENT FINANCING	1,146,834	829,371	1,100,000	1,100,000	9,525,461
53	WATER & SEWER DEBT SERVICE	15,282,737	15,016,747	15,474,439	14,118,789	14,118,789
55	SOLID WASTE SERVICES	2,579,616	2,547,066	2,117,965	1,669,295	1,669,295
	GRAND TOTAL	62,508,462	81,581,710	73,957,018	72,509,853	80,935,314

DEBT SERVICE

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY DIVISION:</u>						
661110	PRINCIPAL GENERAL FUND	19,579,056	27,007,265	27,823,945	28,872,951	28,872,951
662110	INTEREST GENERAL FUND	16,178,655	19,081,607	19,050,500	19,061,881	19,061,881
664110	SERVICE COSTS GENERAL FUND	35,931	531,765	670,000	670,000	670,000
665110	LEASE FINANCE PRINCIPAL GENERAL FUND	2,827,324	3,592,144	678,046	699,373	699,373
666110	LEASE FINANCE INTEREST GENERAL FUND	190,579	141,544	37,740	16,413	16,413
667110	CURRENT / ADVANCE REFUNDING	0	7,313,825	0	0	0
661250	PRINCIPAL HIGHWAYS FUND	7,934	7,934	41,000	200,500	200,500
662250	INTEREST HIGHWAYS FUND	595	198	27,336	138,077	138,077
664250	SERVICE COSTS HIGHWAYS FUND	0	11,003	2,000	30,000	30,000
665250	LEASE FINANCE PRINCIPAL HIGHWAYS FUND	574,536	1,155,834	577,060	595,211	595,211
666250	LEASE FINANCE INTEREST HIGHWAYS FUND	38,727	66,609	32,119	13,968	13,968
661270	PRINCIPAL AG PRESERVATION - COUNTY	920,544	1,116,128	2,995,399	2,090,108	2,090,108
662270	INTEREST AG PRESERVATION - COUNTY	3,130,911	3,081,180	3,279,469	3,173,287	3,173,287
664270	SERVICE COSTS AG PRESERVATION - COUNTY	14,483	81,490	50,000	60,000	60,000
662310	INTEREST TAX INCREMENT FINANCING	0	810,833	1,050,000	1,050,000	3,120,000
664310	SERVICE COSTS TAX INCREMENT FINANCING	1,146,834	18,538	50,000	50,000	6,405,461
661530	PRINCIPAL W & S DEBT SERVICE FUND	10,382,118	9,036,097	9,388,779	7,497,396	7,497,396
662530	INTEREST W & S DEBT SERVICE FUND	4,698,915	5,400,600	5,465,676	6,001,409	6,001,409
664530	SERVICE COSTS W & S DEBT SERVICE FUND	131,443	311,806	422,000	422,000	422,000
665530	LEASE FINANCE PRINCIPAL W & S DEBT SERVICE	65,824	250,151	187,545	193,444	193,444
666530	LEASE FINANCE INTEREST W & S DEBT SERVICE	4,437	18,093	10,439	4,540	4,540
661550	PRINCIPAL SOLID WASTE SERVICES	1,260,000	1,330,000	1,400,000	1,470,000	1,470,000
662550	INTEREST SOLID WASTE SERVICES	286,650	220,500	150,675	77,175	77,175
664550	SERVICE COSTS SOLID WASTE SERVICES	0	0	100,000	100,000	100,000
665550	LEASE FINANCE PRINCIPAL SOLID WASTE MGT	891,001	900,160	414,370	0	0
666550	LEASE FINANCE INTEREST SOLID WASTE MGT	141,965	96,406	52,920	22,120	22,120
GRAND TOTAL		<u>62,508,462</u>	<u>81,581,710</u>	<u>73,957,018</u>	<u>72,509,853</u>	<u>80,935,314</u>

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

Harford County went to the bond market February 19, 2013 for a \$114,660,000 bond sale (\$40,000,000 in Consolidated Public Improvement Bonds - Series 2013A and \$74,660,000 in Refunding Bonds - Series 2013B). 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 February 19, 2013.

It is Harford County's practice to conduct an 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 14 Approved Capital Budget:

General Capital:

Citizens Care Center	250,000
Courthouse Building Repairs	4,400,000
45 South Main St. - Additional Emergency Power	600,000
Harford County Southern Resource Annex	6,000,560
HMAN (Harford County Metro Area Network)	2,000,000
New Administration Building	(13,345,000)
Total General	(94,440)

Harford Community College:

Edgewood Hall Renovation and Expansion	272,000
New Nursing and Allied Health Building	3,786,000
Total Harford Community College	4,058,000

Board of Education:

Fallston HS Comprehensive HVAC Systemic Project	3,993,940
Havre de Grace High School Replacement	3,700,000
Joppatowne High School Systemic Project	7,400,000
Magnolia MS Comprehensive HVAC	2,250,000
Norrisville ES Comprehensive HVAC Systemic Project	1,720,000
North Harford ES Comprehensive HVAC	1,175,000
Youth's Benefit Elementary School Replacement	6,810,000
Total Board of Education	27,048,940

TOTAL GENERAL FUND PROJECTS

60,619,036

Sheriff/Emergency/Fire:

New Emergency Operations Center Complex	5,605,000
700 MHz Wireless Radio System	13,000,000
Total Sheriff/Emergency/Fire	18,605,000

Parks and Recreation:

Athletic Field Improvements	1,400,000
Cedar Lane Sports Complex Improvements	100,000
Total Parks and Recreation	1,500,000

Libraries:

Churchville Branch	(5,112,500)
Total Libraries	(5,112,500)

Tax Increment Financing:

James Run TIF Improvements	14,614,036
Total Tax Increment Financing	14,614,036

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
PRINCIPAL PAYMENTS:					
6101 County Bonds	7,110,424	7,727,395	7,499,922	7,826,639	7,826,639
6101 Current/Advance Refunding	0	7,313,825	0	0	0
6103 School Bonds	9,875,706	15,020,096	16,887,929	17,454,984	17,454,984
6105 College Bonds	1,270,095	1,266,915	1,831,502	2,191,614	2,191,614
6112 Notes	335,438	1,785,701	400,701	286,701	286,701
6114 Solid Waste Services	987,393	1,207,158	1,203,891	1,113,013	1,113,013
TOTAL PRINCIPAL PAYMENTS	19,579,056	34,321,090	27,823,945	28,872,951	28,872,951
INTEREST PAYMENTS:					
6201 County Bonds	3,283,614	3,737,215	3,759,324	3,782,470	3,782,470
6203 School Bonds	11,301,566	13,736,296	13,467,685	13,173,669	13,173,669
6205 College Bonds	712,305	703,461	931,860	1,184,403	1,184,403
6212 Notes	207,346	154,925	98,760	84,760	84,760
6214 Solid Waste Services	673,824	749,710	792,871	836,579	836,579
TOTAL INTEREST PAYMENTS	16,178,655	19,081,607	19,050,500	19,061,881	19,061,881
TOTAL PAYMENTS	35,757,711	53,402,697	46,874,445	47,934,832	47,934,832

HARFORD COUNTY, MARYLAND				
FY 14 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS				
			PRINCIPAL	INTEREST
			6101	6201
COUNTY BONDS:				
	2004	Bonds	1,115,364	39,037
	2005	Bonds	355,714	214,358
	2007	Bonds	1,679,988	993,293
	2009	Refunding Bonds	1,200,933	144,701
	2009	Bonds	277,333	334,793
	2010	Refunding Bonds	1,253,343	458,641
	2010	Series A	975,600	382,112
	2010	Series B	0	573,653
	2012	Refunding Bonds	864	2,867
	2012	Bonds	483,750	316,481
	2013	Bonds	483,750	322,534
TOTAL COUNTY BONDS			7,826,639	3,782,470
			6103	6203
SCHOOL BONDS:				
	2004	Bonds	456,670	15,984
	2005	Bonds	1,354,911	816,488
	2007	Bonds	3,595,043	2,125,569
	2009	Refunding Bonds	1,250,937	150,727
	2009	Bonds	2,682,667	3,238,481
	2010	Refunding Bonds	1,245,153	455,644
	2010	Series A	5,448,600	2,134,035
	2010	Series B	0	3,203,778
	2012	Refunding Bonds	35,503	117,869
	2012	Bonds	692,750	453,214
	2013	Bonds	692,750	461,880
TOTAL SCHOOL BONDS			17,454,984	13,173,669
			6105	6205
COLLEGE BONDS:				
	2004	Bonds	177,966	6,228
	2005	Bonds	136,093	82,011
	2007	Bonds	459,693	271,793
	2009	Refunding Bonds	239,118	28,812
	2009	Bonds	43,333	52,312
	2010	Refunding Bonds	167,076	61,139
	2010	Series A	18,000	7,050
	2010	Series B	0	10,584
	2012	Refunding Bonds	13,835	45,935
	2012	Bonds	468,250	306,341
	2013	Bonds	468,250	312,198
TOTAL COLLEGE BONDS			2,191,614	1,184,403

HARFORD COUNTY, MARYLAND		
FY 14 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS		
SOLID WASTE SERVICES:	PRINCIPAL	INTEREST
	6114	6214
1999 Water Quality Refunding Bonds	99,242	22,079
2005 Bonds	15,619	9,412
2007 Bonds	265,276	156,845
2009 Refunding Bonds	35,676	4,298
2009 Bonds	200,000	241,439
2010 Series A	232,200	90,945
2010 Series B	0	136,534
2012 Bonds	132,500	86,684
2013 Bonds	132,500	88,343
TOTAL SOLID WASTE SERVICES	1,113,013	836,579
NOTES:	6112	6212
Principal & Interest on Short Term Financing:		
PACA LTD	0	74,750
Stuart Terrace	701	0
Preston	286,000	10,010
TOTAL NOTES	286,701	84,760
TOTAL GENERAL FUND PRINCIPAL & INTEREST	28,872,951	19,061,881

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661250 Principal, 662250 Interest - Highways Fund**

It is Harford County's practice to conduct an 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.

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
PRINCIPAL PAYMENTS:					
6101 County Bonds	7,934	7,934	41,000	200,500	200,500
TOTAL PRINCIPAL PAYMENTS	7,934	7,934	41,000	200,500	200,500
INTEREST PAYMENTS:					
6201 County Bonds	595	198	27,336	138,077	138,077
TOTAL INTEREST PAYMENTS	595	198	27,336	138,077	138,077
TOTAL PAYMENTS	8,529	8,132	68,336	338,577	338,577

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
PRINCIPAL PAYMENTS:					
6113 Agricultural Preservation	920,544	1,116,128	2,995,399	2,090,108	2,090,108
TOTAL PRINCIPAL PAYMENTS	920,544	1,116,128	2,995,399	2,090,108	2,090,108
INTEREST PAYMENTS:					
6213 Agricultural Preservation	3,130,911	3,081,180	3,279,469	3,173,287	3,173,287
TOTAL INTEREST PAYMENTS	3,130,911	3,081,180	3,279,469	3,173,287	3,173,287
TOTAL PAYMENTS	4,051,455	4,197,308	6,274,868	5,263,395	5,263,395

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661310 Principal, 662310 Interest
Tax Increment Financing**

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
INTEREST PAYMENTS:					
6201 County Bonds	0	810,833	1,050,000	1,050,000	3,120,000
Beech Creek					
1,050,000					
James Run					
2,070,000					
Total					
<u>3,120,000</u>					
TOTAL INTEREST PAYMENTS	0	810,833	1,050,000	1,050,000	3,120,000

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661530 Principal, 662530 Interest Water & Sewer Debt Service Funds

Harford County went to the bond market February 19, 2013 for a \$114,660,000 bond sale (\$40,000,000 in Consolidated Public Improvement Bonds - Series 2013A and \$74,660,000 in Refunding Bonds - Series 2013B). The County received the highest rating possible from two of 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 February 19, 2013.

It is Harford County's practice to conduct an 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 14 Approved Capital Budget:

Sewer Projects

Bynum Run Parallel 6 & 7	6,000,000
TOTAL SEWER PROJECTS	<u>6,000,000</u>

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
PRINCIPAL PAYMENTS:					
6102 State Loans	2,376,376	2,119,934	1,646,068	319,539	319,539
6106 Water & Sewer Bonds	7,933,026	6,877,991	7,702,675	7,135,992	7,135,992
6109 Farmers Home Loans	36,627	38,172	40,039	41,865	41,865
6115 DBED Loan	36,089	0	0	0	0
TOTAL PRINCIPAL PAYMENTS	10,382,118	9,036,097	9,388,782	7,497,396	7,497,396
INTEREST PAYMENTS:					
6202 State Loans	253,559	178,746	116,725	66,261	66,261
6206 Water & Sewer Bonds	4,381,851	5,160,570	5,289,535	5,877,556	5,877,556
6209 Farmers Home Loans	62,829	61,284	59,416	57,592	57,592
6215 DBED Loan	676	0	0	0	0
TOTAL INTEREST PAYMENTS	4,698,915	5,400,600	5,465,676	6,001,409	6,001,409
TOTAL PAYMENTS	15,081,033	14,436,697	14,854,458	13,498,805	13,498,805

**HARFORD COUNTY, MARYLAND
FY 14 WATER & SEWER DEBT SERVICE
PRINCIPAL & INTEREST PAYMENTS**

			PRINCIPAL	INTEREST
			6102	6202
STATE LOANS:				
1999	Loans		68,781	10,472
1999	Refunding		<u>250,758</u>	<u>55,789</u>
TOTAL STATE LOANS			319,539	66,261
			6106	6206
WATER & SEWER BONDS:				
2004	Bonds		200,000	7,000
2005	Bonds		337,663	203,481
2007	Bonds		1,500,000	952,250
2009	Refunding Bonds		533,336	64,262
2009	Bonds		796,667	961,726
2010	Refunding Bonds		64,429	23,576
2010	Series A		2,325,600	1,129,489
2010	Series B		0	1,586,081
2012	Refunding Bonds		14,797	49,128
2012	Bonds		681,750	446,017
2013	Bonds		<u>681,750</u>	<u>454,546</u>
TOTAL WATER & SEWER BONDS			7,135,992	5,877,556
			6109	6209
FARMERS HOME LOAN:				
	Home Loan 2001 - Whiteford		29,884	35,912
	Home Loan 2004 - Old Joppa		5,145	7,468
	Oaklyn Manor		<u>6,836</u>	<u>14,212</u>
TOTAL FARMERS HOME LOAN			41,865	57,592
TOTAL WATER & SEWER DEBT SERVICE PRINCIPAL & INTEREST			7,497,396	6,001,409

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
6107 Lease Purchase Principal Payments: 2009 Fleet Lease	1,443,877	2,156,120	678,046	699,373	699,373
6133 2007 School Lease	1,310,888	1,360,707	0	0	0
6135 2007 College Lease	72,559	75,317	0	0	0
TOTAL PRINCIPAL PAYMENTS	2,827,324	3,592,144	678,046	699,373	699,373
Lease Finance - 666110 Interest Payments	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
6207 Lease Purchase Interest Payments: 2009 Fleet Lease	97,326	100,869	37,740	16,413	16,413
6233 2007 School Lease	88,362	38,542	0	0	0
6235 2007 College Lease	4,891	2,133	0	0	0
TOTAL INTEREST PAYMENTS	190,579	141,544	37,740	16,413	16,413
TOTAL LEASE FINANCE PAYMENTS	3,017,903	3,733,688	715,786	715,786	715,786

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
6107 Lease Purchase Principal Payments: 2009 Fleet Lease	574,536	1,155,834	577,060	595,211	595,211
TOTAL PRINCIPAL PAYMENTS	574,536	1,155,834	577,060	595,211	595,211
Lease Finance - 666250 Interest Payments	AUDITED FY 11	AUDITED FY 12	ENACTED FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
6207 Lease Purchase Interest Payments: 2009 Fleet Lease	38,727	66,609	32,119	13,968	13,968
TOTAL INTEREST PAYMENTS	38,727	66,609	32,119	13,968	13,968
TOTAL LEASE FINANCE PAYMENTS	613,263	1,222,443	609,179	609,179	609,179

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
6136 Lease Purchase Principal Payments: 2009 Fleet Lease	65,824	250,151	187,545	193,444	193,444
TOTAL PRINCIPAL PAYMENTS	65,824	250,151	187,545	193,444	193,444
Lease Finance - 666530 Interest Payments	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
6236 Lease Purchase Interest Payments: 2009 Fleet Lease	4,437	18,093	10,439	4,540	4,540
TOTAL INTEREST PAYMENTS	4,437	18,093	10,439	4,540	4,540
TOTAL LEASE FINANCE PAYMENTS	70,261	268,244	197,984	197,984	197,984

DEPARTMENT: DEBT SERVICE - SOLID WASTE SERVICES**DIVISION:****Lease Finance - 661550 and 665550 Principal****Lease Finance - 662550 and 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.

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
Lease Purchase Principal Payments:	2,151,001	2,230,160	1,814,370	1,470,000	1,470,000
WTE Lease 0					
WTE Retrofit 1,470,000					
Total <u>1,470,000</u>					
TOTAL PRINCIPAL PAYMENTS	2,151,001	2,230,160	1,814,370	1,470,000	1,470,000
	AUDITED FY 11	AUDITED FY 12	ENACTED FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
Lease Purchase Interest Payments:	428,615	316,906	203,595	99,295	99,295
WTE Lease 22,120					
WTE Retrofit 77,175					
Total <u>99,295</u>					
TOTAL INTEREST PAYMENTS	428,615	316,906	203,595	99,295	99,295
TOTAL LEASE FINANCE PAYMENTS	2,579,616	2,547,066	2,017,965	1,569,295	1,569,295

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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
GENERAL FUND					
CONTRACTUAL SERVICES:					
2602 Legal Services	23,064	5,771	55,000	55,000	55,000
2603 Management Services	263	0	10,000	10,000	10,000
2699 Other Professional Services (Bank Fees, etc.)	9,811	7,547	5,000	5,000	5,000
TOTAL CONTRACTUAL SERVICES	33,138	13,318	70,000	70,000	70,000
DEBT SERVICE:					
6303 Costs of Issuance	2,793	518,447	600,000	600,000	600,000
TOTAL GENERAL FUND SERVICE COSTS	35,931	531,765	670,000	670,000	670,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664250 Highways Fund**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
HIGHWAYS FUND					
CONTRACTUAL SERVICES:					
2699 Other Professional Services	0	0	2,000	2,000	2,000
DEBT SERVICE:					
6303 Costs of Issuance	0	11,003	0	28,000	28,000
TOTAL HIGHWAYS FUND SERVICE COSTS	0	11,003	2,000	30,000	30,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664270 AG Preservation - County**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
AG PRESERVATION - COUNTY					
CONTRACTUAL SERVICES:					
2602 Legal Services	7,287	37,383	25,000	30,000	30,000
2604 Financial/Audit	682	0	0	0	0
DEBT SERVICE:					
6303 Costs of Issuance	6,514	44,107	25,000	30,000	30,000
TOTAL AG PRESERVATION-COUNTY SERVICE COSTS	14,483	81,490	50,000	60,000	60,000

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664310 Tax Increment Financing

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
TAX INCREMENT FINANCING					
DEBT SERVICE:					
6303 Costs of Issuance	1,146,834	18,538	50,000	50,000	6,405,461
Beech Creek 50,000					
James Run 6,355,461					
<u>6,405,461</u>					
TOTAL TAX INCREMENT FINANCING SERVICE COSTS	1,146,834	18,538	50,000	50,000	6,405,461

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664530 Water & Sewer Debt Service

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
WATER & SEWER DEBT SERVICE					
CONTRACTUAL SERVICES:					
2602 Legal Services	2,271	3,821	10,000	10,000	10,000
2603 Management Services	125,451	110,693	140,000	140,000	140,000
2699 Other Professional Services (Bank Fees, etc.)	3,084	2,245	2,000	2,000	2,000
TOTAL CONTRACTUAL SERVICES	130,806	116,759	152,000	152,000	152,000
DEBT SERVICE:					
6303 Costs of Issuance	637	195,047	270,000	270,000	270,000
TOTAL WATER & SEWER DEBT SERVICE COSTS	131,443	311,806	422,000	422,000	422,000

DEPARTMENT: DEBT SERVICE**DIVISION: Service Costs - 664550 Solid Waste Services - Waste to Energy Plant**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
SOLID WASTE SERVICES					
DEBT SERVICE:					
6303 Costs of Issuance	0	0	100,000	100,000	100,000
TOTAL SOLID WASTE SERVICES SERVICE COSTS	0	0	100,000	100,000	100,000
TOTAL ALL FUNDS SERVICE COSTS	1,328,691	954,602	1,294,000	1,332,000	7,687,461

INSURANCE

ORIGIN/PURPOSE:

The County maintains a Self-Insurance Fund for the purpose of paying Workers Compensation, 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 \$2,500,000 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 \$10,000 deductible for physical damage to County owned vehicles.

ALL FUND SUMMARY:

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	0	0	1,706,233	1,627,698	1,627,698
GRAND TOTAL	0	0	1,706,233	1,627,698	1,627,698

INSURANCE

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY FUND:</u>						
11	GENERAL	0	0	1,063,401	1,010,872	1,010,872
25	HIGHWAYS	0	0	390,004	364,742	364,742
51	WATER AND SEWER	0	0	252,828	252,084	252,084
	GRAND TOTAL	0	0	1,706,233	1,627,698	1,627,698

SUMMARY BY DIVISION:

671110	GENERAL FUND INSURANCE	0	0	1,063,401	1,010,872	1,010,872
671250	HIGHWAYS INSURANCE	0	0	390,004	364,742	364,742
671510	WATER AND SEWER INSURANCE	0	0	252,828	252,084	252,084
	GRAND TOTAL	0	0	1,706,233	1,627,698	1,627,698

INSURANCE					
	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
GENERAL FUND INSURANCE INDEX # 671110	0	0	1,063,401	1,010,872	1,010,872
2599 Other Insurance					
General Liability 208,519					
Auto Liability 297,437					
Property Damage 504,916					
<u>1,010,872</u>					
HIGHWAYS FUND INSURANCE INDEX # 671250	0	0	390,004	364,742	364,742
2599 Other Insurance					
General Liability 4,236					
Auto Liability 254,359					
Property Damage 106,147					
<u>364,742</u>					
WATER & SEWER OPERATING FUND INSURANCE INDEX # 671510	0	0	252,828	252,084	252,084
2599 Other Insurance					
General Liability 960					
Auto Liability 58,802					
Property Damage 192,322					
<u>252,084</u>					
TOTAL OTHER INSURANCE	0	0	1,706,233	1,627,698	1,627,698
General Liability 213,715					
Auto Liability 610,598					
Property Damage 803,385					
<u>1,627,698</u>					

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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 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONNEL SERVICES	1,131,767	1,622,926	1,977,003	2,241,386	2,241,386
20	CONTRACTUAL SERVICES	3,344,780	4,555,030	4,215,960	4,782,960	4,782,960
	GRAND TOTAL	4,476,547	6,177,956	6,192,963	7,024,346	7,024,346

<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,140,737	4,441,353	4,718,725	5,267,380	5,267,380
25	HIGHWAYS	1,058,515	1,343,613	1,043,512	1,257,953	1,257,953
51	WATER AND SEWER	277,295	392,990	430,726	499,013	499,013
	GRAND TOTAL	4,476,547	6,177,956	6,192,963	7,024,346	7,024,346

<u>SUMMARY BY DIVISION:</u>						
681110	GENERAL FUND BENEFITS	3,140,737	4,441,353	4,718,725	5,267,380	5,267,380
681250	HIGHWAYS BENEFITS	1,058,515	1,343,613	1,043,512	1,257,953	1,257,953
681510	WATER AND SEWER BENEFITS	277,295	392,990	430,726	499,013	499,013
	GRAND TOTAL	4,476,547	6,177,956	6,192,963	7,024,346	7,024,346

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681110**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
GENERAL FUND BENEFITS INDEX # 681110					
1203 Firemen's Pension Per actuarial and Treasurer's adjustments	1,670,207	2,026,627	1,970,503	1,934,886	1,934,886
1299 Other Unfunded past service liability costs for Liquor Board employees in the State Retirement & Pension Plans	5,786	5,786	6,500	6,500	6,500
1301 Workers' Compensation	0	489,497	0	198,000	198,000
1399 Other Health Insurance	(641,665)	(906,653)	0	0	0
2505 Unemployment Insurance	59,359	53,923	48,960	48,960	48,960
2507 Death Benefits	18,689	16,686	15,000	20,000	20,000
2514 Retiree's Insurance Per actuarial	2,028,361	2,755,487	2,677,762	3,059,034	3,059,034
TOTAL INDEX	3,140,737	4,441,353	4,718,725	5,267,380	5,267,380

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681250, 681510**

	AUDITED FY 11	AUDITED FY 12	ENACTED FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
HIGHWAYS FUND BENEFITS INDEX # 681250					
1301 Workers' Compensation	250,000	203,957	0	54,000	54,000
1399 Other Health Insurance Health Care Consortium Call No funding required for FY 14	(103,532)	(143,345)	0	0	0
2505 Unemployment Insurance	7,863	28,421	20,000	20,000	20,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2514 Retiree's Insurance Per actuarial	904,184	1,254,580	1,021,512	1,181,953	1,181,953
TOTAL INDEX	1,058,515	1,343,613	1,043,512	1,257,953	1,257,953
WATER & SEWER FUND BENEFITS INDEX # 681510					
1301 Workers' Compensation	20,000	122,374	0	48,000	48,000
1399 Other Health Insurance Health Care Consortium Call No funding required for FY 14	(69,029)	(175,317)	0	0	0
2505 Unemployment Insurance	3,870	0	9,000	9,000	9,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2514 Retiree's Insurance Per actuarial	322,454	445,933	419,726	440,013	440,013
TOTAL INDEX	277,295	392,990	430,726	499,013	499,013

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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 14 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 a grant to support the Stormwater Management Fund.

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.

Stormwater Management Fund Grant is support from the General Fund.

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	10,643,428	21,624,741	39,360,360	34,760,274	31,599,540
	GRAND TOTAL	<u>10,643,428</u>	<u>21,624,741</u>	<u>39,360,360</u>	<u>34,760,274</u>	<u>31,599,540</u>

PAYGO

ALL FUND SUMMARY:

		AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,798,828	9,688,918	17,802,225	13,291,062	16,745,328
25	HIGHWAYS	6,686,200	10,245,000	15,280,135	9,555,762	9,480,762
29	STORMWATER MANAGEMENT	0	0	0	6,600,000	0
51	WATER AND SEWER OPERATING	158,400	1,690,823	6,278,000	5,313,450	5,373,450
	GRAND TOTAL	<u>10,643,428</u>	<u>21,624,741</u>	<u>39,360,360</u>	<u>34,760,274</u>	<u>31,599,540</u>

<u>SUMMARY BY DIVISION:</u>						
705110	PAYGO GENERAL FUND	3,798,828	9,688,918	17,752,225	13,241,062	16,501,062
705110	PAYGO GENERAL FUND - STORMWATER MGT. GRANT	0	0	0	0	194,266
705110	PAYGO GENERAL FUND - RURAL LEGACY	0	0	50,000	50,000	50,000
705250	PAYGO HIGHWAYS	6,686,200	10,245,000	15,280,135	9,555,762	9,480,762
705290	PAYGO STORMWATER MANAGEMENT	0	0	0	6,600,000	0
705510	PAYGO WATER AND SEWER	158,400	1,690,823	6,278,000	5,313,450	5,373,450
	GRAND TOTAL	<u>10,643,428</u>	<u>21,624,741</u>	<u>39,360,360</u>	<u>34,760,274</u>	<u>31,599,540</u>

DEPARTMENT: PAYGO**DIVISION: PAYGO GENERAL FUND****Index No. 705110**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
7601 CAPITAL IMPROVEMENTS	3,798,828	9,688,918	17,752,225	13,241,062	16,501,062
TOTAL PAYGO CAPITAL IMPROVEMENTS	3,798,828	9,688,918	17,752,225	13,241,062	16,501,062

For FY 14 General Fund Paygo funds, amounting to \$16,501,062 will provide for the following capital projects:

GENERAL:

Facilities Repair Program	750,000
Fleet Replacement	900,000
Havre de Grace Opera House Renovations	250,000
Hosanna School	240,000
Infrastructure Efficiency Capital Investment	25,000
MD 924 Small Area Corridor Plan	60,000
Refresh Program	300,000
Safeguarding Business Operations	259,647
Underground & Aboveground Storage Tank Mgt.	50,000
Total General Projects	<u>2,834,647</u>

LIBRARIES:

Facility Renovations	66,374
Technology	100,000
Total Libraries Projects	<u>166,374</u>

SHERIFF/EMERGENCY/FIRE:

Computer Equipment/Networks	125,000
Public Safety Communication in School Buildings	100,000
TRT Equipment	110,000
Joppa Magnolia Fire Station Expansion	700,000
Susquehanna Hose Co House #3 Expansion	250,000
Total Sheriff/Emergency/Fire Projects	<u>1,285,000</u>

BOARD OF EDUCATION:

Aberdeen High School Stadium & Weight Room Upgrades	1,600,000
ADA Improvements	100,000
Athletic Fields Repair & Renovation	70,000
Building Envelope Improvements	200,000
Edgewood Middle School Computer Laboratory	115,000
Homestead/Wakefield Electrical Support for Technology	250,000
Joppatowne High School Weight Room Repairs	250,000
Music Equipment Refresh Program	50,000
Music Technology Labs Program	150,000
Playground Equipment	350,000
Replacement Buses	1,226,000
Roof Replacements 14 George D Lisby ES	272,041
Security Initiative Program for Schools	640,000
Stadium Upgrades - Joppatowne High School	300,000
Total Board of Education Projects	<u>5,573,041</u>

SOLID WASTE SERVICES:

Air Pollution Control	(300,000)
814 Philadelphia Road Structure Demolition	100,000
Former Spencers Landfill Closure (East Side)	6,300,000
Full Cost Accounting Study	300,000
Tollgate Landfill Gas System	350,000
Tollgate Yard Trim Recycling Center	(350,000)
Total Solid Waste Services Projects	<u>6,400,000</u>

PARKS AND RECREATION:

McFaul Activity Center Renovations	242,000
Total Parks and Recreation Projects	<u>242,000</u>

DEPARTMENT: PAYGO**DIVISION: PAYGO HIGHWAYS FUND****Index No. 705250**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
7601 CAPITAL IMPROVEMENTS	6,686,200	10,245,000	15,280,135	9,555,762	9,480,762

For FY 14 Highways Fund Paygo funds, amounting to \$9,480,762 will provide for the following capital projects:

BRIDGES:

Abingdon Road Bridge #169 over CSX	30,762
Bridge Inspection Program	100,000
Bridge Painting	100,000
Bridge Rehabilitation	100,000
Carrs Mill Road Bridge #216	300,000
Fawn Grove Road Bridge #132	175,000
Green Road Bridge #119	15,000
Green Road Bridge #122	15,000
Hess Road Bridge #82	250,000
Macton Road Bridge #145	(630,000)
New Park Road Bridge #125	140,000
Perryman Access - Mitchell Lane	(1,000,000)
Phillips Mill Road Bridge #70	80,000
Robinson Mill Road Bridge #154	170,000
Snake Lane Bridge #31	20,000
Watervale Road Bridge	50,000
Total Bridges Projects	<u>(84,238)</u>

ROADWAYS:

Cedar Lane (MD 136 - Cedarday)	(100,000)
Moores Mill Road	100,000
Total Roadways Projects	<u>0</u>

OTHER:

Culvert Rehabilitation	200,000
Facilities Repair Program	25,000
Fleet Replacement	1,600,000
Fuel Dispensing System Upgrade	500,000
Guardrails 13	100,000
HMAN (Harford County Metro Area Network)	200,000
Intersection Improvements	200,000
Refresh Program	85,000
Safeguarding Business Operations	50,000
Sidewalks and Handicapped Ramps	150,000
Stormdrain Rehabilitation	75,000
Traffic Calming, Bicycle & Road Safety Improvements	100,000
Total Other Projects	<u>3,285,000</u>

RESURFACING:

Resurfacing Roadways 14	6,280,000
Total Resurfacing Projects	<u>6,280,000</u>

DEPARTMENT: PAYGO**DIVISION: WATER & SEWER FUND****Index No. 705510**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
7601 CAPITAL IMPROVEMENTS	158,400	1,690,823	6,278,000	5,313,450	5,373,450

For FY 14 Water and Sewer Fund Paygo funds, amounting to \$5,373,450 will provide for the following capital projects:

WATER PROJECTS:

Fleet Replacement	662,000
Fuel Dispensing System Upgrade	60,000
HMAN (Harford County Metro Area Network)	250,000
Refresh Program	90,000
Renewal and Replacement Water Infrastructure	100,000
Safeguarding Business Operations	100,000
Tank Painting 14	500,000
Water and Sewer Authority Study Establishment	2,000,000
Water Meter Upgrade	540,000
Water Zone Improvements	150,000
Total Water Projects	<u>4,452,000</u>

SEWER PROJECTS:

Electrical/Network/Phone	130,000
Infiltration and Inflow	41,450
Sod Run Facility Improvements	400,000
Town Center Drive Pump Station Replacement	350,000
Total Sewer Projects	<u>921,450</u>

DEPARTMENT: PAYGO

DIVISION: PAYGO GENERAL FUND - CLOSURE RESERVE AND RURAL LEGACY PROGRAM

Index No. 705110

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
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 14 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/OTHER GOVERNMENT AGENCIES

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 14 an estimated appropriation of \$40,000 is included to pay the State for these costs.

A large portion of the cost of operating the local Harford County office of the State Department of Assessments and Taxation was shifted to the County in FY 12. An appropriation of \$1,000,000 has been included to cover this expense in FY 14.

Other Government Agencies

Funding is provided for the operating expenses of the Humane Society. Funds were previously budgeted under the Department of Licenses and Permits.

APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

ALL FUND SUMMARY:

AUDITED
FY 11

AUDITED
FY 12

ORIGINAL
BUDGET
FY 13

EXECUTIVE
PROPOSED
FY 14

ENACTED
FY 14

SUMMARY BY CHARACTER:

70	MISCELLANEOUS	3,505,280	4,490,461	5,000,383	5,214,846	5,264,846
	GRAND TOTAL	3,505,280	4,490,461	5,000,383	5,214,846	5,264,846

SUMMARY BY FUND:

11	GENERAL	3,505,280	4,490,461	5,000,383	5,214,846	5,264,846
	GRAND TOTAL	3,505,280	4,490,461	5,000,383	5,214,846	5,264,846

SUMMARY BY DIVISION:

707110	Appropriation to Towns	2,631,138	2,995,891	3,360,383	3,574,846	3,574,846
708110	Appropriation to State	874,142	1,494,570	1,640,000	1,640,000	1,040,000
709110	Other Government Agencies	0	0	0	0	650,000
	GRAND TOTAL	3,505,280	4,490,461	5,000,383	5,214,846	5,264,846

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

Index No. 707110

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
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 1,182,481 Bel Air 1,133,400 Havre de Grace 1,238,277 <u>3,554,158</u>	2,610,450	2,975,203	3,339,695	3,554,158	3,554,158
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	2,631,138	2,995,891	3,360,383	3,574,846	3,574,846

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES**Index No. 708110**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
2203 WATER & SEWER	850,000	0	0	0	0
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES	24,142	1,494,570	1,640,000	1,640,000	1,040,000
Payments to the State of Maryland:					
Funds required to pay the State of Maryland for administrative costs for Harford County's Homeowner's Tax Credit. 40,000					
Funds appropriated for share of the cost of administering the County's State Department of Assessments and Taxation office. 1,000,000					
<u>1,040,000</u>					
SUB-TOTAL APPROPRIATION TO STATE	874,142	1,494,570	1,640,000	1,640,000	1,040,000

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES**Index No. 709110**

	AUDITED FY 11	AUDITED FY 12	ORIGINAL BUDGET FY 13	EXECUTIVE PROPOSED FY 14	ENACTED FY 14
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES Funding is provided for the operating costs of the Humane Society Funding previously budgeted under the Department of Licenses and Permits	0	0	0	0	650,000
SUB-TOTAL OTHER GOVERNMENT AGENCIES	0	0	0	0	650,000
TOTAL APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES	3,505,280	4,490,461	5,000,383	5,214,846	5,264,846

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HARFORD COUNTY, MARYLAND STATEMENT OF CONTINGENCY RESERVE

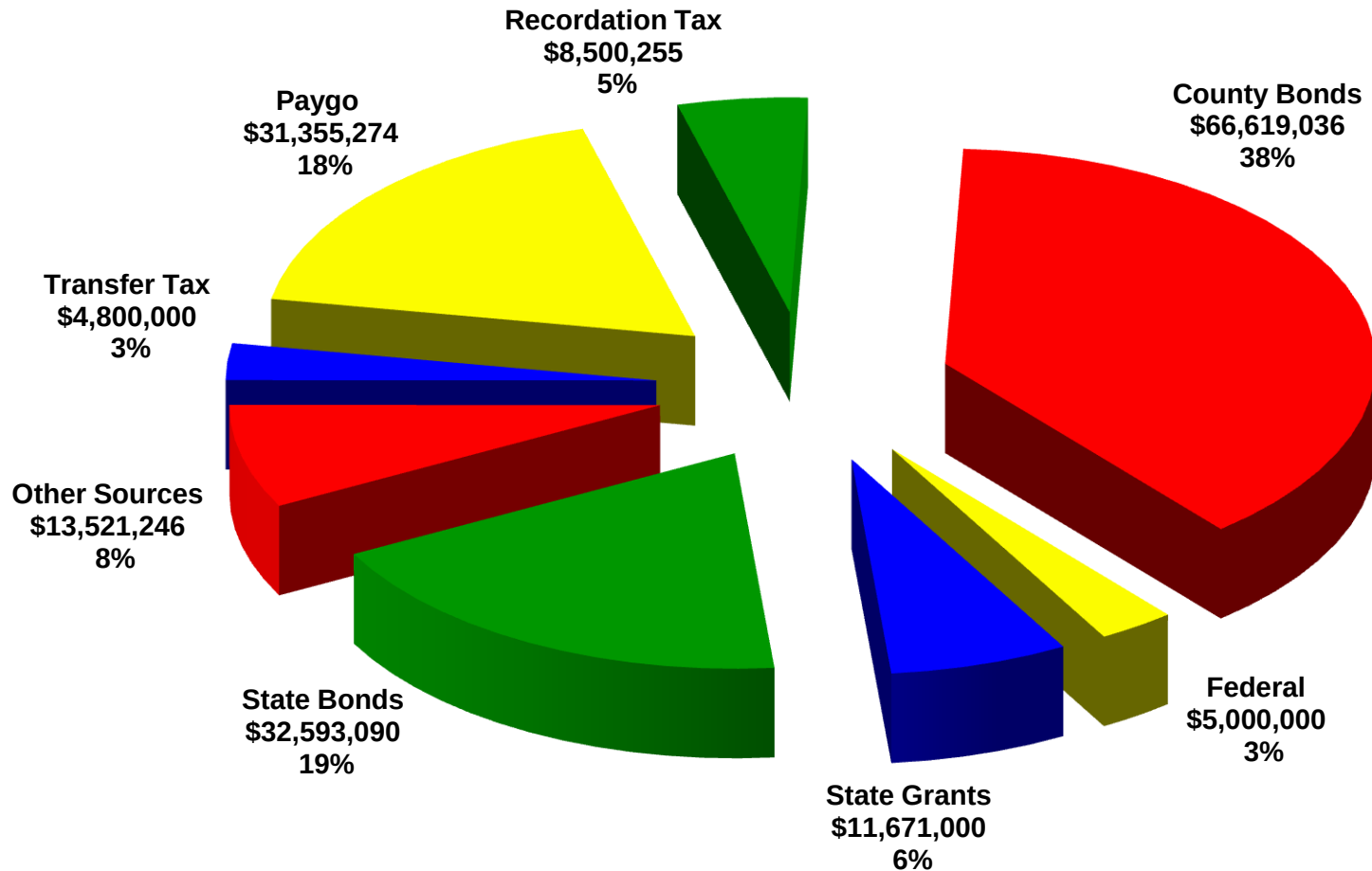
The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . . " The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.40 percent of the Highways Fund, have been included in the Approved Fiscal Year 2013-2014 Operating Budget.

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

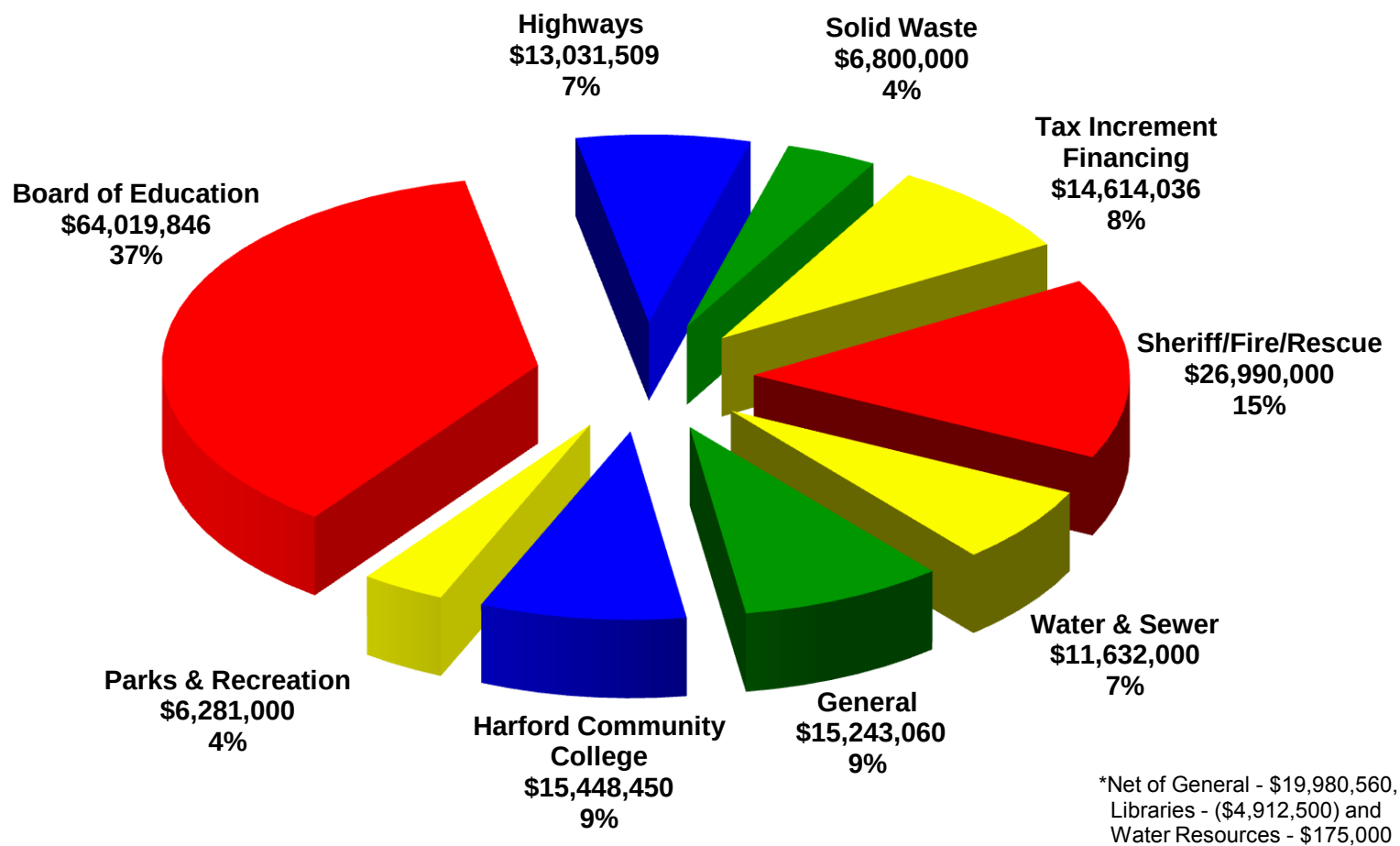
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CAPITAL BUDGET and CAPITAL IMPROVEMENT PROGRAM

**APPROVED CAPITAL BUDGET
REVENUES
FISCAL YEAR 2013 - 2014
TOTAL BUDGET \$174,059,901**



**APPROVED CAPITAL BUDGET
APPROPRIATIONS
FISCAL YEAR 2013 - 2014
TOTAL BUDGET \$174,059,901**



FY 14 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

GENERAL CAPITAL

Board of Education Debt Service	13,600,000	0	0	2,000,000	4,800,000	6,800,000	0	0	0	0	0
Citizens Care Center	500,000	0	250,000	0	0	0	0	0	0	0	250,000
Courthouse Building Repairs	4,400,000	0	4,400,000	0	0	0	0	0	0	0	0
Facilities Repair Program	750,000	750,000	0	0	0	0	0	0	0	0	0
Fleet Replacement	900,000	900,000	0	0	0	0	0	0	0	0	0
45 South Main St. - Add Emergency Power Systems	600,000	0	600,000	0	0	0	0	0	0	0	0
Harford County Southern Resource Annex	6,000,560	0	6,000,560	0	0	0	0	0	0	0	0
HMAN (Harford County Metro Area Network)	2,000,000	0	2,000,000	0	0	0	0	0	0	0	0
Havre de Grace Opera House Renovations	750,000	250,000	0	0	0	0	250,000	0	0	0	250,000
Hosanna School	240,000	240,000	0	0	0	0	0	0	0	0	0
Humane Society	650,000	0	0	0	0	0	0	0	0	0	650,000
Infrastructure Efficiency Capital Investment Projects	285,000	25,000	0	0	0	0	230,000	0	0	0	30,000
MD 924 Small Area Corridor Plan	300,000	60,000	0	0	0	0	0	0	240,000	0	0
New Administration Building	(13,345,000)	0	(13,345,000)	0	0	0	0	0	0	0	0
Refresh Program	300,000	300,000	0	0	0	0	0	0	0	0	0
Safeguarding Business Operations	2,000,000	259,647	0	1,740,353	0	0	0	0	0	0	0
Underground & Aboveground Storage Tank Management	50,000	50,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL GENERAL	19,980,560	2,834,647	(94,440)	3,740,353	4,800,000	6,800,000	480,000	0	240,000	0	1,180,000

TAX INCREMENT FINANCING

James Run TIF Improvements	14,614,036	0	14,614,036	0	0	0	0	0	0	0	0
SUB-TOTAL TAX INCREMENT FINANCING	14,614,036	0	14,614,036	0	0	0	0	0	0	0	0

WATER RESOURCES

Bynum Run at St. Andrews Way Stream Restoration - GF	50,000	50,000	0	0	0	0	0	0	0	0	0
Bynum Ridge Stream Stabilization - GF	(70,000)	(70,000)	0	0	0	0	0	0	0	0	0
Edgewood Plaza Retrofit and Stream Restoration - GF	(240,000)	0	0	(240,000)	0	0	0	0	0	0	0
Joppatowne Area Watershed Restoration - GF	350,000	0	0	225,000	0	0	125,000	0	0	0	0
Maintenance/Repair of Dams - GF	(45,000)	(45,000)	0	0	0	0	0	0	0	0	0
Maintenance/Repair of Dams FY 14 - GF	95,000	95,000	0	0	0	0	0	0	0	0	0
Sunnyview Stream Restoration - GF	(300,000)	(210,000)	0	(90,000)	0	0	0	0	0	0	0
Watershed/Stream Assessment Studies - GF	50,000	50,000	0	0	0	0	0	0	0	0	0
Wheel Creek Watershed Restoration - GF	135,000	0	0	85,000	0	0	50,000	0	0	0	0
Woodbridge Retrofit and Stream Restoration - GF	150,000	130,000	0	20,000	0	0	0	0	0	0	0
SUB-TOTAL WATER RESOURCES	175,000	0	0	0	0	0	175,000	0	0	0	0

FY 14 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

SHERIFF/EMERGENCY/FIRE

SHERIFF'S OFFICE

Computer Equipment/Networks	125,000	125,000	0	0	0	0	0	0	0	0	0

EMERGENCY OPERATIONS

New Emergency Operations Center Complex	10,105,000	0	5,605,000	0	0	0	2,500,000	0	2,000,000	0	0
911 State Fee Fund	2,600,000	0	0	0	0	0	2,600,000	0	0	0	0
Public Safety Communication in School Buildings	100,000	100,000	0	0	0	0	0	0	0	0	0
700 MHz Wireless Radio System	13,000,000	0	13,000,000	0	0	0	0	0	0	0	0
TRT Equipment	110,000	110,000	0	0	0	0	0	0	0	0	0

VOLUNTEER FIRE COMPANIES

Joppa Magnolia Fire Station Expansion	700,000	700,000	0	0	0	0	0	0	0	0	0
Susquehanna Hose Company House #3 Expansion	250,000	250,000	0	0	0	0	0	0	0	0	0

SUB-TOTAL SHERIFF/EMERGENCY/FIRE	26,990,000	1,285,000	18,605,000	0	0	0	5,100,000	0	2,000,000	0	0

HARFORD COMMUNITY COLLEGE

Computer Equipment/Technology	953,450	0	0	0	0	0	0	0	0	0	953,450
Edgewood Hall Renovation & Expansion	632,000	0	272,000	0	0	0	360,000	0	0	0	0
Harford Sports Complex Entrance and Grounds	1,280,000	0	0	0	0	0	0	0	0	0	1,280,000
Library Infrastructure	50,000	0	0	0	0	0	0	0	0	0	50,000
New Nursing and Allied Health Building	10,333,000	0	3,786,000	0	0	0	6,547,000	0	0	0	0
New Plant Services Annex	2,200,000	0	0	0	0	0	0	0	0	0	2,200,000

SUB-TOTAL HCC	15,448,450	0	4,058,000	0	0	0	6,907,000	0	0	0	4,483,450

FY 14 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

LIBRARIES

Churchville Branch	(5,112,500)	0	(5,112,500)	0	0	0	0	0	0	0	0
Facility Renovations	100,000	66,374	0	33,626	0	0	0	0	0	0	0
Technology	100,000	100,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL LIBRARIES	(4,912,500)	166,374	(5,112,500)	33,626	0	0	0	0	0	0	0

BOARD OF EDUCATION

Aberdeen High School Stadium & Weight Room Upgrades	1,600,000	1,600,000	0	0	0	0	0	0	0	0	0
ADA Improvements	100,000	100,000	0	0	0	0	0	0	0	0	0
Athletic Fields Repair & Restoration	70,000	70,000	0	0	0	0	0	0	0	0	0
Building Envelope Improvements	200,000	200,000	0	0	0	0	0	0	0	0	0
Edgewood Middle School - Computer Laboratory	115,000	115,000	0	0	0	0	0	0	0	0	0
Energy Efficiency Initiative Projects	4,873,775	0	0	0	0	0	3,389,000	0	0	0	1,484,775
Fallston HS Comprehensive HVAC Systemic Project	9,049,940	0	3,993,940	0	0	0	5,056,000	0	0	0	0
Havre de Grace High School Replacement	3,700,000	0	3,700,000	0	0	0	0	0	0	0	0
Homestead/Wakefield Electrical Support for Technology	250,000	250,000	0	0	0	0	0	0	0	0	0
Joppatowne High School Systemic Project	13,673,000	0	7,400,000	0	0	0	6,273,000	0	0	0	0
Joppatowne High School Weight Room Repairs	250,000	250,000	0	0	0	0	0	0	0	0	0
Magnolia MS Comprehensive HVAC	4,899,000	0	2,250,000	0	0	0	2,649,000	0	0	0	0
Music Equipment Refresh Program	50,000	50,000	0	0	0	0	0	0	0	0	0
Music Technology Labs Program	150,000	150,000	0	0	0	0	0	0	0	0	0
Norrisville ES Comprehensive HVAC Systemic Project	3,455,700	0	1,720,000	0	0	0	1,735,700	0	0	0	0
North Harford ES Comprehensive HVAC	2,273,390	0	1,175,000	0	0	0	1,098,390	0	0	0	0
Playground Equipment	350,000	350,000	0	0	0	0	0	0	0	0	0
Replacement Buses	1,226,000	1,226,000	0	0	0	0	0	0	0	0	0
Roof Replacements 14 - George D. Lisby Elementary School	706,041	272,041	0	0	0	0	434,000	0	0	0	0
Security Initiative Program for Schools	1,728,000	640,000	0	0	0	0	1,088,000	0	0	0	0
Stadium Upgrades - Joppatowne High School	300,000	300,000	0	0	0	0	0	0	0	0	0
Youth's Benefit Elementary School Replacement	15,000,000	0	6,810,000	0	0	0	8,190,000	0	0	0	0
SUB-TOTAL BOARD OF EDUCATION	64,019,846	5,573,041	27,048,940	0	0	0	29,913,090	0	0	0	1,484,775

SUB-TOTAL GENERAL FUND CAPITAL	136,315,392	9,859,062	59,119,036	3,773,979	4,800,000	6,800,000	42,575,090	0	2,240,000	0	7,148,225

FY 14 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

SOLID WASTE SERVICES

SOLID WASTE SERVICES

Air Pollution Control	(300,000)	(300,000)	0	0	0	0	0	0	0	0	0
814 Philadelphia Road Structure Demolition	100,000	100,000	0	0	0	0	0	0	0	0	0
Former Spencers Landfill Closure (East Side)	6,300,000	6,300,000	0	0	0	0	0	0	0	0	0
Full Cost Accounting Study	300,000	300,000	0	0	0	0	0	0	0	0	0
Tollgate Landfill Gas System	350,000	350,000	0	0	0	0	0	0	0	0	0
Tollgate Yard Trim Recycling Center	(350,000)	(350,000)	0	0	0	0	0	0	0	0	0
Waste to Energy Facility Closure	400,000	0	0	400,000	0	0	0	0	0	0	0

SUB-TOTAL SOLID WASTE CAPITAL	6,800,000	6,400,000	0	400,000	0	0	0	0	0	0	0

TOTAL ALL GENERAL FUND CAPITAL	143,115,392	16,259,062	59,119,036	4,173,979	4,800,000	6,800,000	42,575,090	0	2,240,000	0	7,148,225

FY 14 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
<u>PARKS & RECREATION FUND</u>											
<u>PARKS & RECREATION</u>											
ADA Improvements	50,000	0	0	0	0	50,000	0	0	0	0	0
Anita C. Leight Center Improvements	175,000	0	0	0	0	75,000	0	0	0	0	100,000
Athletic Field Improvements	1,400,000	0	1,400,000	0	0	0	0	0	0	0	0
Bleacher Renovations	60,000	0	0	0	0	30,000	0	0	0	0	30,000
Cedar Lane Sports Complex Improvements	100,000	0	100,000	0	0	0	0	0	0	0	0
Debris/Derelict Boats	50,000	0	0	0	0	0	50,000	0	0	0	0
Disc Golf Course	50,000	0	0	0	0	50,000	0	0	0	0	0
Eden Mill Park Rehabilitation	100,000	0	0	0	0	100,000	0	0	0	0	0
Emily Bayliss Graham Park	500,000	0	0	0	0	0	0	0	0	0	500,000
Emmorton Recreation & Tennis Ctr. Improvements	360,000	0	0	0	0	300,000	0	0	0	30,000	30,000
Facility Renovations	170,000	0	0	0	0	150,000	0	0	0	0	20,000
Fallston Maintenance Shop	50,000	0	0	0	0	50,000	0	0	0	0	0
Fallston Recreation Complex Improvements	125,000	0	0	0	0	125,000	0	0	0	0	0
Gunpowder River Dredging	742,000	0	0	0	0	42,000	700,000	0	0	0	0
Indoor Recreation Facility - Forest Hill/Hickory	100,000	0	0	0	0	100,000	0	0	0	0	0
Joppatowne Area Dredging	25,000	0	0	0	0	25,000	0	0	0	0	0
Mariner Point Park Renovations	99,000	0	0	0	0	0	99,000	0	0	0	0
McFaul Activity Center Renovations	250,000	242,000	0	0	0	8,000	0	0	0	0	0
Natural Turf Improvements	200,000	0	0	0	0	150,000	0	0	0	0	50,000
Northern Regional Park	500,000	0	0	0	0	0	0	500,000	0	0	0
Oakington Farms - Tydings Park	100,000	0	0	100,000	0	0	0	0	0	0	0
Park Improvements	60,000	0	0	0	0	60,000	0	0	0	0	0
Parking Lot Paving	80,000	0	0	0	0	80,000	0	0	0	0	0
Parkland Acquisition	330,000	0	0	0	0	30,000	0	300,000	0	0	0
Playground Equipment	230,000	0	0	0	0	100,000	0	0	0	100,000	30,000
Robert Copenhaver Park Improvements	75,000	0	0	0	0	75,000	0	0	0	0	0
SWM Pond Repair and Renovation	100,000	0	0	0	0	100,000	0	0	0	0	0
Tennis/Multipurpose Court	100,000	0	0	99,745	0	255	0	0	0	0	0
Tudor Hall Rehabilitation	100,000	0	0	100,000	0	0	0	0	0	0	0
TOTAL PARKS & RECREATION CAPITAL	6,281,000	242,000	1,500,000	299,745	0	1,700,255	849,000	800,000	0	130,000	760,000

FY 14 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

HIGHWAYS FUND

HIGHWAYS

BRIDGES

Abingdon Road Bridge #169 over CSX	310,000	30,762	0	69,238	0	0	0	0	210,000	0	0
Bridge Inspection Program	100,000	100,000	0	0	0	0	0	0	0	0	0
Bridge Painting	100,000	100,000	0	0	0	0	0	0	0	0	0
Bridge Rehabilitation	100,000	100,000	0	0	0	0	0	0	0	0	0
Carrs Mill Road Bridge #216	1,435,000	300,000	0	0	0	0	0	0	1,135,000	0	0
Fawn Grove Road Bridge #132	175,000	175,000	0	0	0	0	0	0	0	0	0
Green Road Bridge #119	15,000	15,000	0	0	0	0	0	0	0	0	0
Green Road Bridge #122	15,000	15,000	0	0	0	0	0	0	0	0	0
Harford Creamery Road Bridge #104	50,000	0	0	0	0	0	0	0	50,000	0	0
Hess Road Bridge #82	500,000	250,000	0	0	0	0	0	0	0	0	250,000
Jericho Road Bridge	650,000	0	0	0	0	0	0	0	650,000	0	0
Macton Road Bridge #145	186,268	(630,000)	816,268	0	0	0	0	0	0	0	0
New Park Road Bridge #125	140,000	140,000	0	0	0	0	0	0	0	0	0
North Avenue/Henderson Road Bridge #215	(758,000)	0	(758,000)	0	0	0	0	0	0	0	0
Perryman Mitchell Lane	(1,000,000)	(1,000,000)	0	0	0	0	0	0	0	0	0
Phillips Mill Road Bridge #70	185,000	80,000	0	0	0	0	0	0	105,000	0	0
Robinson Mill Road Bridge #154	780,000	170,000	0	0	0	0	0	0	610,000	0	0
Snake Lane Bridge #31	20,000	20,000	0	0	0	0	0	0	0	0	0
Watervale Road Bridge	50,000	50,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL BRIDGES	3,053,268	(84,238)	58,268	69,238	0	0	0	0	2,760,000	0	250,000

ROADWAYS

Cedar Lane (Md 136 - Cedarday)	(100,000)	(100,000)	0	0	0	0	0	0	0	0	0
Macphail/Tollgate Road Roundabout	(300,000)	0	(300,000)	0	0	0	0	0	0	0	0
MD 152/Oakmont Road/Port Lane	371,732	0	371,732								
Moore's Mill Road	100,000	100,000	0	0	0	0	0	0	0	0	0
Robin Hood Road/US 40-Titan Terrace	(130,000)	0	(130,000)	0	0	0	0	0	0	0	0
SUB-TOTAL ROADWAYS	(58,268)	0	(58,268)	0	0	0	0	0	0	0	0

FY 14 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
<u>HIGHWAYS FUND</u>											
HIGHWAYS											
RESURFACING											
Resurfacing Roadways 14	6,661,509	6,280,000	0	381,509	0	0	0	0	0	0	0
SUB-TOTAL RESURFACING	6,661,509	6,280,000	0	381,509	0	0	0	0	0	0	0
OTHER											
Culvert Rehabilitation	200,000	200,000	0	0	0	0	0	0	0	0	0
Facilities Repair Program	25,000	25,000	0	0	0	0	0	0	0	0	0
Fleet Replacement	1,600,000	1,600,000	0	0	0	0	0	0	0	0	0
Fuel Dispensing System Upgrade	500,000	500,000	0	0	0	0	0	0	0	0	0
Guardrails 13	100,000	100,000	0	0	0	0	0	0	0	0	0
HMAN (Harford County Metro Area Network)	200,000	200,000	0	0	0	0	0	0	0	0	0
Infrastructure Efficiency Capital Investment Projects	(25,000)	0	0	(75,000)	0	0	40,000	0	0	0	10,000
Intersection Improvements	200,000	200,000	0	0	0	0	0	0	0	0	0
New Roads and Storm Drains 13	100,000	0	0	0	0	0	0	0	0	100,000	0
Refresh Program	85,000	85,000	0	0	0	0	0	0	0	0	0
Safeguarding Business Operations	50,000	50,000	0	0	0	0	0	0	0	0	0
Sidewalks & Handicapped Ramps	165,000	150,000	0	0	0	0	0	0	0	15,000	0
Stormdrain Rehabilitation	75,000	75,000	0	0	0	0	0	0	0	0	0
Traffic Calming, Bicycle & Road Safety Improvements	100,000	100,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL OTHER	3,375,000	3,285,000	0	(75,000)	0	0	40,000	0	0	115,000	10,000
TOTAL HIGHWAYS FUND CAPITAL	13,031,509	9,480,762	0	375,747	0	0	40,000	0	2,760,000	115,000	260,000

FY 14 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
<u>WATER & SEWER FUND</u>											
WATER PROJECTS											
Fleet Replacement	662,000	662,000	0	0	0	0	0	0	0	0	0
Fuel Dispensing System Upgrade	60,000	60,000	0	0	0	0	0	0	0	0	0
HMAN (Harford County Metro Area Network)	250,000	250,000	0	0	0	0	0	0	0	0	0
Refresh Program	90,000	90,000	0	0	0	0	0	0	0	0	0
Renewal and Replacement Water Infrastructure	100,000	100,000	0	0	0	0	0	0	0	0	0
Safeguarding Business Operations	100,000	100,000	0	0	0	0	0	0	0	0	0
Tank Painting 14	500,000	500,000	0	0	0	0	0	0	0	0	0
Water and Sewer Authority Study Establishment	2,000,000	2,000,000	0	0	0	0	0	0	0	0	0
Water Meter Upgrade	540,000	540,000	0	0	0	0	0	0	0	0	0
Water Zone Improvements	150,000	150,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL WATER PROJECTS	4,452,000	4,452,000	0	0	0	0	0	0	0	0	0
SEWER PROJECTS											
Bynum Run Parallel 6 & 7	6,000,000	0	6,000,000	0	0	0	0	0	0	0	0
Electrical/Network/Phone	130,000	130,000	0	0	0	0	0	0	0	0	0
Infiltration and Inflow	100,000	41,450	0	58,550	0	0	0	0	0	0	0
Renewal and Replacement Sewer Infrastructure	200,000	0	0	200,000	0	0	0	0	0	0	0
Sod Run Facility Improvements	400,000	400,000	0	0	0	0	0	0	0	0	0
Town Center Drive Pump Station Replacement	350,000	350,000	0	0	0	0	0	0	0	0	0
SUB-TOTAL SEWER PROJECTS	7,180,000	921,450	6,000,000	258,550	0	0	0	0	0	0	0
TOTAL WATER & SEWER FUND CAPITAL	11,632,000	5,373,450	6,000,000	258,550	0	0	0	0	0	0	0
	TOTAL	PAYGO	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
TOTAL APPROVED CAPITAL BUDGET	174,059,901	31,355,274	66,619,036	5,108,021	4,800,000	8,500,255	43,464,090	800,000	5,000,000	245,000	8,168,225

FISCAL YEAR 2014 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 14 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.
- 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.

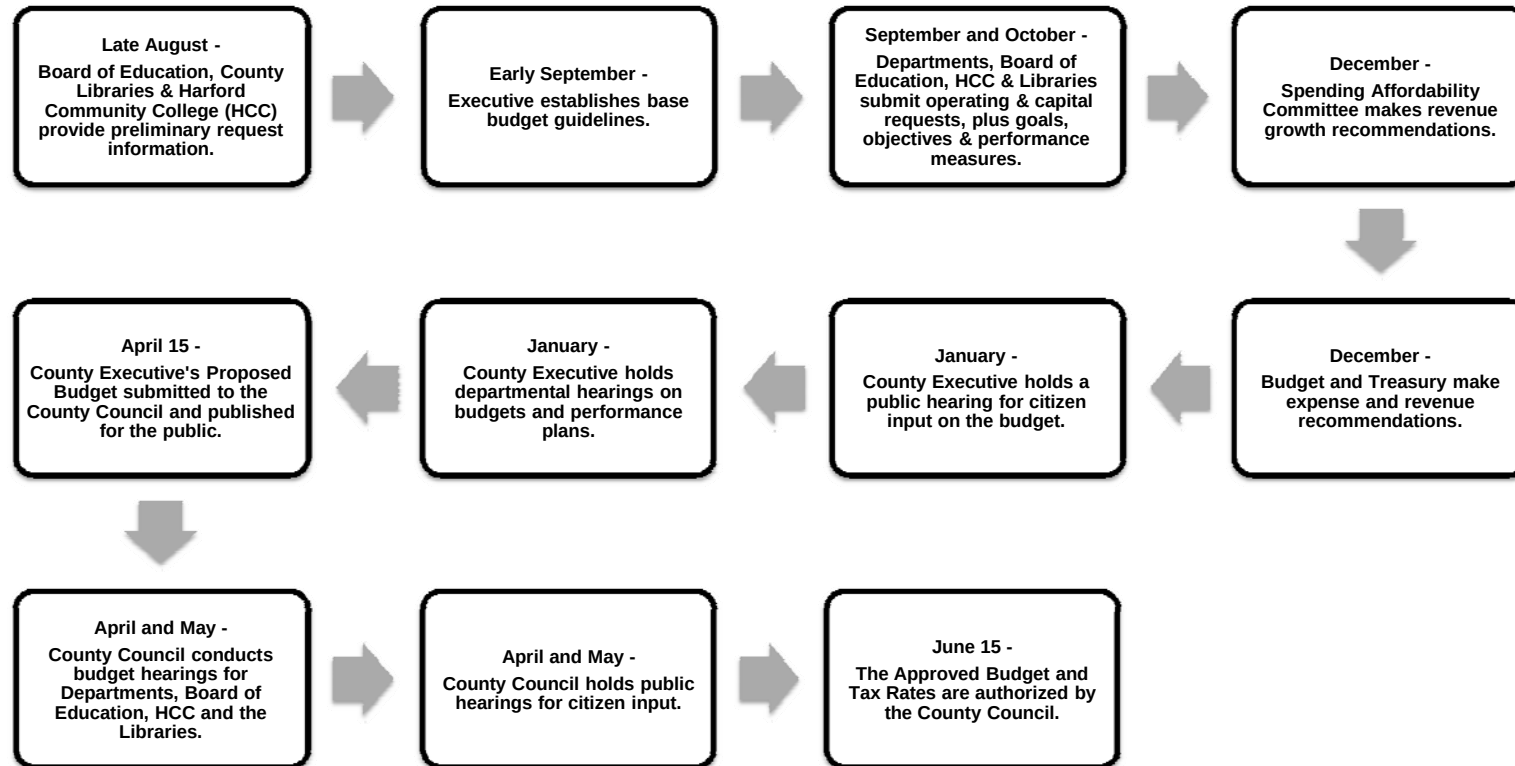
CAPITAL PROGRAM PROJECT PROFILE

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 2014 APPROVED CAPITAL BUDGET HIGHLIGHTS

HARFORD COUNTY'S CAPITAL BUDGET PROCESS



FISCAL YEAR 2014 APPROVED CAPITAL BUDGET HIGHLIGHTS

FISCAL YEAR 2014 CAPITAL BUDGET HIGHLIGHTS

The FY 2014 Approved Capital Budget consists of 158 projects at a total cost of \$174,059,901. It is supported by several revenue sources. General Obligation Bonds and Paygo funding comprise a portion of the revenue sources with bonds supporting almost \$66.6 million or 38% of total and Paygo funding supporting \$31 million or 18% of total. State Aid provides \$44 million or 25% of the Capital Budget. The remaining 19% or \$31.8 million is comprised of recordation and transfer taxes, federal aid, and miscellaneous revenues.

Most projects take several years to complete, therefore the Capital Budget usually supports a particular phase of a project, such as land acquisition, design or construction. Since it may take several years to complete a project, many are incorporated in the County's six-year Capital Improvement Program.

General Capital Projects

A project to provide extensive repairs to the Bel Air Courthouse	4,400,000
Continued expansion at the Harford County Southern Resource Annex - specifically for the Housing Agency and various functions of the Health Department	6,000,560
A project to allow for the collection of Recordation Tax and Transfer Tax in the Capital Projects fund in accordance with State law. Recordation Taxes and Transfer Tax may be used for the payment of Debt Service or pay-as-you-go funding for education projects. This project will provide a more informative means for audit presentation.	13,600,000
A project to use advanced telecommunications infrastructure to increase access to the web and other computer utilities for the citizens, businesses, and governmental entities within Harford County.	2,000,000
Funding for the replacement of aging vehicles and equipment	900,000

Sheriff/Emergency/Fire Projects

Sheriff's Office - funding for the replacement and upgrade of computer software and hardware in order to provide reliable and efficient technology for public safety	125,000
Emergency Operations - funding to begin construction on the new Emergency Operations/Dispatch Center; a project to ensure interoperability with Baltimore County and regional radio systems through 700 and 800 MHz channels; and a project that will provide emergency communication abilities within public middle and high schools	23,205,000
Projects for the Volunteer Fire Companies provide funds for the renovation of Joppa Magnolia Fire Station and final phase of the Susquehanna Hose Company House #3 expansion	950,000

Libraries

Network/technology upgrades and replacements for staff and public computers; as well as routine facility maintenance	200,000

FISCAL YEAR 2014 APPROVED CAPITAL BUDGET HIGHLIGHTS

Parks and Recreation Projects

Funding for major improvements to athletic fields at various locations throughout the County by installation of artificial turf	1,400,000
Renovations of systems and structures at the Emmorton Recreation and Tennis Center	360,000
Funding for the acquisition of land to be used for active and/or passive park sites	330,000
Authority to accept Program Open Space funding for a site in the northern part of the County	500,000
Assessment and partial replacement of the roof at the McFaul Activity Center	250,000

Harford Community College

Renovation and expansion of the Edgewood Hall building, to include classrooms, multipurpose labs, a telecommunication closet, and repair of critical systemic issues	632,000
A new Allied Health and Nursing Building to provide adequate classroom and laboratory space for current and future expansion of the existing credit and noncredit Nursing and Allied Health Programs	10,333,000

Board of Education Projects

FY 14 funding for the Board of Education includes several comprehensive HVAC systemic projects at one high school, one middle school and two elementary schools. Also included are projects for the replacement of Youth's Benefit Elementary School and Havre de Grace High School; and funding for a Security Initiative Program for Schools (in accordance with the Governor's Statewide School Security Initiative)	64,019,846
Funding is also proposed for several ongoing maintenance projects such as roof replacement, athletic field repair, ADA improvements and playground equipment	

Solid Waste Services Projects

A project is included for the closure of the Former Spencers Landfill; a Full Cost Accounting Study; and a project for the Tollgate Landfill Gas System. As well as funding to begin the eventual closure of the Waste to Energy Facility	6,800,000

Highways Projects

Bridges - Seventeen bridge projects, which include repair, replacement, rehabilitation, and structural evaluation.	13,031,509
Roadways - Two projects provide for improvements to various roads and intersections	
Resurfacing - Resurfacing of various roadways	
Other - Fourteen projects including funding for guardrails, intersection improvements, new roads and stormdrains, sidewalks and handicapped ramps, replacement of fleet, and culvert rehabilitation	

FISCAL YEAR 2014 APPROVED CAPITAL BUDGET HIGHLIGHTS

Water Projects

A project for the funding of the purchase and installation of replacement water meters, encoders and transmitters to enable meters to be more efficiently read	540,000
A project for the replacement of Water and Sewer equipment and vehicles	662,000
A project to study the process of a Regional Water and Sewer Authority Formation The study will consist of multiple tasks including researching, solution options and implementation plans. This study will be done in four phases	2,000,000

Sewer Projects

A project to provide funding for the design, permits and construction of a parallel for the existing Bynum Run Interceptor	6,000,000
Funding for the studies, design and construction for various tanks, vaults, bridges, etc. that have reached the end of their useful life at the Sod Run Facility	400,000
A project for the design and construction of a replacement pump station in Joppatowne	350,000

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, 2012	<u>45,286,700</u>	<u>9,534,847</u>	<u>4,390,881</u>	<u>59,212,428</u>
Less: Restricted Fund Balance				
Recordation and Transfer Tax	8,358,301	0	0	8,358,301
Bond Proceeds	17,235,801	0	0	17,235,801
Less: Unrestricted Fund Balance				
Appropriation of Fund Balance	723,287	873,585	62,096	1,658,968
Encumbrances	<u>18,969,311</u>	<u>8,661,262</u>	<u>4,328,785</u>	<u>31,959,358</u>
	<u>45,286,700</u>	<u>9,534,847</u>	<u>4,390,881</u>	<u>59,212,428</u>
Fund Balance Available for Appropriation at June 30, 2012				
Undesignated Fund Balance	0	0	0	0
Estimated Revenues - Open Project	668,272,591	103,195,307	73,684,245	845,152,143
Estimated Expenditures - Open Project	<u>(665,334,767)</u>	<u>(101,089,560)</u>	<u>(73,684,245)</u>	<u>(840,108,572)</u>
Fund Balance Available for Appropriation at June 30, 2013				
Undesignated Fund Balance	<u>2,937,824</u>	<u>2,105,747</u>	<u>0</u>	<u>5,043,571</u>
Fund Balance Available for Appropriation at June 30, 2013				
Undesignated Fund Balance	2,937,824	2,105,747	0	5,043,571
Estimated Revenues Fiscal Year 2014				
Paygo	16,259,062	9,480,762	242,000	25,981,824
Recordation Tax	6,800,000	0	1,700,255	8,500,255
Transfer Tax	4,800,000	0	0	4,800,000
Reappropriated from Prior Projects	4,173,979	375,747	299,745	4,849,471
Future Bonds	59,119,036	0	1,500,000	60,619,036
Federal Grant	2,240,000	2,760,000	0	5,000,000
State Bonds	32,593,090	0	0	32,593,090
State Grants	9,982,000	40,000	1,649,000	11,671,000
Developer Contribution	0	115,000	130,000	245,000
Other	7,148,225	260,000	760,000	8,168,225
Total Estimated Revenues Fiscal Year 2014	<u>143,115,392</u>	<u>13,031,509</u>	<u>6,281,000</u>	<u>162,427,901</u>
Approved Expenditures Fiscal Year 2014	<u>(143,115,392)</u>	<u>(13,031,509)</u>	<u>(6,281,000)</u>	<u>(162,427,901)</u>
Fund Balance Available for Appropriation at June 30, 2014				
Undesignated Fund Balance	<u>2,937,824</u>	<u>2,105,747</u>	<u>0</u>	<u>5,043,571</u>

HARFORD COUNTY, MARYLAND STATEMENT OF ESTIMATED UNRESTRICTED NET ASSETS WATER & SEWER CAPITAL FUND

	<u>WATER & SEWER</u>
Unrestricted Net Assets June 30, 2012	0
Estimated Revenues - Open Projects	161,803,216
Estimated Expenditures - Open Projects	<u>(161,803,216)</u>
Estimated Unrestricted Net Assets June 30, 2013	<u>0</u>
 Estimated Revenues Fiscal Year 2014	
Paygo	5,373,450
Future Bonds	6,000,000
Reappropriated	<u>258,550</u>
Total Estimated Revenues Fiscal Year 2014	11,632,000
Approved Expenditures Fiscal Year 2014	(11,632,000)
Estimated Unrestricted Net Assets June 30, 2014	<u>0</u>

DEDICATED RECORDATION TAX
STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE
FISCAL YEAR 2014

	BOARD OF EDUCATION	PARKS & RECREATION	WATER & SEWER DEBT SERVICE
UNDESIGNATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2012	1,106,738	0	0
Plus Fiscal Year 2013 Estimated Recordation Tax Revenues	6,300,000	1,626,945	1,626,945
Less Fiscal Year 2013 Estimated Expenditures	<u>(6,206,738)</u>	<u>(1,327,000)</u>	<u>(1,327,000)</u>
 ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013	 1,200,000	 299,945	 299,945
Plus Fiscal Year 2014 Estimated Revenues:			
2014 Recordation Tax receipts	6,800,000	1,700,255	1,700,255
Less Fiscal Year 2014 Estimated Expenditures	<u>(8,000,000)</u>	<u>(2,000,200)</u>	<u>(2,000,200)</u>
 ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2014	 <u><u>0</u></u>	 <u><u>0</u></u>	 <u><u>0</u></u>

DEDICATED TRANSFER TAX STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE FISCAL YEAR 2014

	AGRICULTURAL PRESERVATION	BOARD OF EDUCATION
TOTAL FUND BALANCE AT JUNE 30, 2012	53,798,471	7,251,563
Less: Committed Fund Balance Designated for Other Purposes	<u>(51,212,976)</u>	<u>0</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2012	2,585,495	7,251,563
Plus Fiscal Year 2013 Estimated Revenues:		
Transfer Tax		
2013 Transfer Tax receipts	5,600,000	5,600,000
Other Revenues	4,225,930	0
Less Fiscal Year 2013 Estimated Expenditures	<u>(9,810,702)</u>	<u>(12,051,563)</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013	2,600,723	800,000
Plus Fiscal Year 2014 Estimated Revenues:		
Transfer Tax		
2014 Transfer Tax receipts	4,800,000	4,800,000
Other Revenue	743,464	0
Less Fiscal Year 2014 Estimated Expenditures	<u>(6,256,219)</u>	<u>(5,600,000)</u>
ESTIMATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2014	<u><u>1,887,968</u></u>	<u><u>0</u></u>

DEDICATED IMPACT FEE STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE FISCAL YEAR 2014

**BOARD OF
EDUCATION**

UNDESIGNATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2012	0
Plus Fiscal Year 2013 Estimated Impact Fee Revenues	1,940,000
Less Fiscal Year 2013 Estimated Expenditures	<u>(1,940,000)</u>
ESTIMATE IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2013	0
Plus Fiscal Year 2014 Estimated Revenues:	
Fiscal Year 2014 Impact Fee Revenues	2,500,000
Less Fiscal Year 2014 Estimated Expenditures	<u>(2,500,000)</u>
ESTIMATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2014	<u><u>0</u></u>

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET				
PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	OPERATING BUDGET IMPACT
<u>GENERAL</u>				
Courthouse Building Repairs	5,527,400	4,400,000	This project is to allocate funds for any necessary upgrades or repairs required at the Courthouse Building. In FY14 the HVAC system and two main elevators are scheduled to be replaced.	The replacement of the HVAC system is anticipated to save the County \$35,000 in energy savings in the first year. The County also anticipates saving over \$5,000 in labor, materials, and maintenance costs associated with service calls to repair existing HVAC system.
Facilities Repair Program	11,062,852	750,000	This project is an umbrella account for the repair/replacement of County roofs, parking lots, HVAC equipment, windows and other building structures. Projects programmed for FY 14 are the roof replacement of the Aberdeen Library and the Aberdeen Community Service building. Overlaying of the following parking lots: the 212 parking lot, Mary Risteau parking lot, Bel Air parking lot, and the Colored High School parking lot. Also the window replacement of 611 N. Fountain Green Road and 45 S. Main Street.	It is anticipated that the County will save approximately \$5,000 in reduced energy usage.
Harford County Metro Area Network (HMAN)	12,000,000	2,000,000	This project is to use advanced telecommunications infrastructure to increase access to the web and other computer utilities for the citizens, businesses and governmental entities within Harford County. HMAN will allow the consolidation of existing disparate communication networks into a single secure high speed IP network providing internet; Ethernet and voice over IP.	There will be some cost incurred in annual maintenance fees for the equipment. There is also an opportunity for additional revenue to be generated by selling access through a third party.
Harford County Southern Resource Annex	28,874,760	6,000,560	This project provides funding to plan, design, and construct several governmental type structures on a parcel of County property along Route 40 in the Edgewood community.	When construction on the facility is completed, the impact on the operating budget will be an anticipated reduction between \$850,000-\$1,400,000.
Infrastructure Efficiency Capital Investment Projects	1,840,000	285,000	This project will identify and implement infrastructure projects at facilities annually that will increase operational efficiency through reducing operating costs and the County's environmental footprint. The projects will emphasize making facilities safe, secure, functional and efficient for the delivery of services to the constituents of Harford County.	The impact to the operating budget will result in reducing operating costs and increasing operational efficiency through strategic investment in energy efficient projects.
Refresh Program	3,060,000	300,000	This project is to refresh the computers, network infrastructure, server, storage, software and peripherals throughout the County. This project will be an ongoing maintenance effort to keep the County's equipment and to replace equipment as it becomes obsolete or out of support.	This will reduce the likelihood of a large unexpected expense of replacing large volumes of equipment at one time. This will contribute to a more stable operating environment. With the refresh project we are able to take advantage of best pricing for a larger volume of computers and also to have an inventory to reduce down time.
Safeguarding Business Operations	16,002,750	2,000,000	The purpose of this project is to integrate and modernize enterprise software applications and architecture across the County. Projects will include Enterprise Resource Planning, Applications, and Database modernization.	While some of the new software applications will require annual license and/or maintenance fees, the savings will far exceed this cost. The bulk of the savings will come from the Mainframe Sunset. We are currently spending over \$1M each year to maintain the Mainframe which is nearing the end of its useful life. There would be considerable cost in replacing the Mainframe.

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET				
PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	OPERATING BUDGET IMPACT
<u>GENERAL</u>				
Underground and Aboveground Storage Tank Management	185,000	50,000	The purpose of this capital project is for the design and construction to replace, repair and retrofit the various aboveground and underground storage tanks maintained by Harford County for improved safety and reliability.	Impact to the operating budget will be minimal if the repair and replacement of the tanks occur proactively as scheduled. Delaying the repair and replacement until failure would endanger the community, the environment and would cost exponentially more.
<u>EMERGENCY SERVICES</u>				
New Emergency Operations Center Complex	49,194,525	10,105,000	This project provides funding for construction of a new Emergency Operations/Dispatch Center (Phase I) and a new Hazmat and Radio Shop (Phase 2).	A geothermal electric system as well as the increased size of the building will increase electric charges; however, heating fuel usage will be eliminated. Custodial services, grounds maintenance, and water and sewer charges will increase due to the size of the new facility. A security guard and maintenance worker will possibly need to be hired. Snow removal may need to be contracted out due to the necessity of having the parking lot clear at all times.
<u>SOLID WASTE</u>				
Former Spencer's Landfill Closure (East Side)	6,700,000	6,300,000	This project provides for the design and construction of a landfill cap and site restoration. This project is necessary to comply with the requirements and schedule mandated by the Maryland Department of the Environment (MDE).	An additional cost in the closed landfill operating budget (301251) will occur due to landscape maintenance and site monitoring requirements. The additional cost is expected to be less than \$30,000 per year.
<u>PARKS AND RECREATION</u>				
Athletic Field Improvements	13,875,000	1,400,000	Installation of artificial turf at high school football fields and major County parks will make these facilities available to a broad range of athletic teams and recreation council programs.	The cost of day to day maintenance of artificial turf fields is estimated to be less than the cost of mowing, fertilizing and aerating natural turf fields. Daily maintenance of fields at school sites will be handled by HCPS staff. Park sites require grooming once a week during active periods.
Indoor Recreation Facility - Forest Hill/Hickory	600,000	100,000	This project proposes the renovation of an indoor recreation facility to meet the needs of the Forest Hill and Hickory/Fountain Green Recreation Council.	Renovations will include projects to improve the facility and reduce operating costs.
McFaul Activity Center Renvoations	250,000	250,000	This project proposes repair and partial replacement of the roof at the activity center.	The renovation will improve the facility and reduce operating costs.
Oakington Farm - Tydings Park	1,900,000	100,000	This project proposes the development of a portion of the Oakington Farm site in partnership with a nonprofit organization. Future projects include passive recreation with water views.	The partnership with a nonprofit group will reduce any impact on the Operating Budget to a minimal amount.
Playground Equipment	2,010,000	230,000	This project proposes the purchase and installation of playground equipment at park sites and schools throughout the County.	Playground equipment at the school sites is maintained by Harford County Public Schools staff. The maintenance of playgrounds at County parks is an ongoing activity of the staff.

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET				
PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	OPERATING BUDGET IMPACT
<u>HIGHWAYS</u>				
Harford County Metro Area Network (HMAN)	930,000	200,000	This project is to use advanced telecommunications infrastructure to increase access to the web and other computer utilities for the citizens, businesses and governmental entities within Harford County. HMAN will allow the consolidation of existing disparate communication networks into a single secure high speed IP network providing internet; Ethernet and voice over IP.	There will be some cost incurred in annual maintenance fees for the equipment. There is also an opportunity for additional revenue to be generated by selling access through a third party.
Infrastructure Efficiency Capital Investment Projects	432,000	(25,000)	This project will identify and implement infrastructure projects at Highways facilities annually that will increase operational efficiency through reducing operating costs and the County's environmental footprint. The projects will emphasize making facilities safe, secure, functional and efficient for the delivery of services to the constituents of Harford County.	The impact on the operating budget will result in reducing operating costs and increasing operational efficiency through strategic investments in energy efficient projects.
MD 152/Oakmont Road/ Port Lane	1,606,732	371,732	This project will provide traffic improvements to the road network in the vicinity of the Fallston Recreation Complex.	The impact on the operating budget will be additional expenses for sweeping, plowing, striping and signals.
Refresh Program	493,000	85,000	This project is to refresh the computers, network infrastructure, server, storage, software and peripherals throughout the County. This project will be an ongoing maintenance effort to keep the County's equipment and to replace equipment as it becomes obsolete or out of support.	This will reduce the likelihood of a large unexpected expense of replacing large volumes of equipment at one time. This will contribute to a more stable operating environment. With the refresh project, we are able to take advantage of best pricing for a larger volume of computers and also to have an inventory to reduce down time.
Safeguarding Business Operations	1,881,200	50,000	The purpose of this project is to integrate and modernize enterprise software applications and architecture across the County. Projects will include Enterprise Resource Planning, Applications, and Database modernization.	While some of the new software applications will require annual license and/or maintenance fees, the savings will far exceed this cost.

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET				
PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	OPERATING BUDGET IMPACT
<u>WATER AND SEWER</u> Harford County Metro Area Network (HMAN)	1,070,000	250,000	This project is to use advanced telecommunications infrastructure to increase access to the web and other computer utilities for the citizens, businesses and governmental entities within Harford County. HMAN will allow the consolidation of existing disparate communication networks into a single secure high speed IP network providing internet; Ethernet and voice over IP.	There will be some cost incurred in annual maintenance fees for the equipment. There is also an opportunity for additional revenue to be generated by selling access through a third party.
Refresh Program	522,000	90,000	This project is to refresh the computers, network infrastructure, server, storage, software and peripherals throughout the County. This project will be an ongoing maintenance effort to keep the County's equipment and to replace equipment as it becomes obsolete or out of support.	This will reduce the likelihood of a large unexpected expense of replacing large volumes of equipment at one time. This will contribute to a more stable operating environment. With the refresh project we are able to take advantage of best pricing for a larger volume of computers and also to have an inventory to reduce down time.
Safeguarding Business Operations	2,018,400	100,000	The purpose of this project is to integrate and modernize enterprise software applications and architecture across the County. Projects will include Enterprise Resource Planning, Applications, and Database modernization.	While some of the new software applications will require annual license and/or maintenance fees, the savings will far exceed this cost.

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 14 CAPITAL IMPROVEMENT PROGRAM ARE THE FOLLOWING PROJECTS THAT HAVE PLANNED FUNDING OF FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES. ALSO INCLUDED ARE PROJECTS WITH PRIOR BOND APPROPRIATIONS THAT HAVE BEEN REALLOCATED TO OTHER CAPITAL PROJECTS.

PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
<u>GENERAL:</u>									
Citizens Care Center	2,000,000	500,000	This project will provide funds for the repair, renovation and reconstruction of the existing facility that has been designed.	250,000					
Courthouse Building Repairs	5,527,400	4,400,000	This project will provide funds to investigate and repair water penetration between the old and new Courthouse buildings. Two primary elevators also require replacement in FY 14.	4,400,000					
45 South Main Street - Add Emergency Power Systems	600,000	600,000	This project will provide funds for a new generator, transfer switch, main distribution panel and electrical work to provide uninterrupted power for Information and Communication Technology (ICT) systems and Sheriff's IT equipment.	600,000					
Harford County Southern Resource Annex	28,874,760	6,000,560	This project provides funds for the plans, design, and construction of several governmental type structures in the Edgewood community. One building is for the Southern Precinct for the Sheriff's Office. Phase II will include buildings for the Health Department, Housing Agency and Community Action Agency/Food Pantry.	6,000,560	7,000,000				
Harford County Metro Area Network (HMAN)	12,000,000	2,000,000	This project is to use advanced telecommunications infrastructure to increase access to the web and other computer utilities for the citizens, businesses and governmental entities within Harford County.	2,000,000					
New Administration Building	6,540,000	(13,345,000)	Bond funding in the amount of \$13,345,000 will be reallocated to the 700 MHz capital project @ \$13,000,000 and to the 45 S. Main Street Emergency Power System capital project @ \$345,000.	(13,345,000)					
<u>TAX INCREMENT FINANCING (TIF)</u>									
James Run TIF Improvements	14,614,036	14,614,036	This project is to finance the construction of a public infrastructure and improvements necessary to support the James Run project.	14,614,036					

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 14 CAPITAL IMPROVEMENT PROGRAM ARE THE FOLLOWING PROJECTS THAT HAVE PLANNED FUNDING OF FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES. ALSO INCLUDED ARE PROJECTS WITH PRIOR BOND APPROPRIATIONS THAT HAVE BEEN REALLOCATED TO OTHER CAPITAL PROJECTS.

PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
<u>SHERIFF/EMERGENCY FIRE</u>									
<u>SHERIFF</u>									
Harford County Sheriff's Headquarters	25,950,000	0	This project will plan, design and construct a government structure on a parcel of County property on Hays Street in Bel Air. The structure will include the Sheriff's Office headquarters, Criminal Investigation, Court Services, Administrative Services, Property, Central Precinct and Crime Lab.			10,975,000	14,225,000		
<u>EMERGENCY</u>									
New Emergency Operations Center Complex	49,194,525	10,105,000	Construction has begun on Phase I of the new Emergency Operations/Dispatch Center. Phase II for the new hazmat and radio shop facility will begin in FY 15.	5,605,000	12,750,000				
700 MHz Wireless Radio System Equipment	34,793,992	13,000,000	This project provides funding to upgrade sites to accommodate 700 and 800 MHz and to comply with APCO P-25 technology standards.	13,000,000					
<u>HARFORD COMMUNITY COLLEGE</u>									
Edgewood Hall Renovation and Expansion	8,636,000	632,000	This project provides funding for major renovations due to systemic problems within Edgewood Hall. This includes roofing and HVAC systems.	272,000	3,443,000				
New Nursing and Allied Health Building	18,474,467	10,333,000	This project provides funding for a new facility that will house adequate classroom and laboratory teaching space for current and future expansion of the existing credit and non-credit nursing and allied health programs.	3,786,000					
Fallston Hall Renovation	7,138,000	0	This project would provide funding for HVAC upgrades, building envelope improvements, and interior architectural changes to meet the evolving needs of the Social Sciences Department, Testing Center, Tutoring Center, and other users.				333,000	3,735,000	

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 14 CAPITAL IMPROVEMENT PROGRAM ARE THE FOLLOWING PROJECTS THAT HAVE PLANNED FUNDING OF FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES. ALSO INCLUDED ARE PROJECTS WITH PRIOR BOND APPROPRIATIONS THAT HAVE BEEN REALLOCATED TO OTHER CAPITAL PROJECTS.

PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Harford County Sheriff's Office Training Academy	19,000,000	0	This project would provide funding for Harford Community College to work with the Harford County's Sheriff's Office to provide a location for an expanded Sheriff's Training Academy.			750,000	7,500,000	1,250,000	
Higher Education and Conference Center (HECC)	29,700,000	0	This project would provide funding for new construction of 70,400 GSF and 10,500 GSF of converted space which will triple the size of the HECC to better fulfill the needs of the community.		1,360,000	5,000,000	2,400,000		
New Continuing Education Building	15,860,000	0	This project would provide funding for a new Continuing Education Center on the West Campus that would enable the non-credit and apprentice training programs to grow.			559,000	5,590,000	671,000	
New Math, Engineering, and Technology Building	20,700,000	0	This project would provide funding to provide necessary space for the College's science, technology, engineering, and mathematics (STEM) needs.				731,000	7,310,000	860,000
Site and Parking Lot Improvements	8,262,425	0	This project would provide funding for expansion, replacement, installation, and major repair for campus parking lots, roadways, and sidewalks to address utilization issues.		500,000	500,000	500,000		
<u>LIBRARIES:</u> Aberdeen Branch Feasibility and Expansion	14,242,268	0	This project would provide funding to expand the Aberdeen Branch to add a science learning center geared to elementary and middle school students as well as to increase parking resources.			938,638	13,247,638		
Churchville Branch	622,000	(5,112,500)	Bond funding for this project was reallocated to the Harford County Southern Resource Annex capital project.	(5,112,500)					
Darlington Branch Feasibility & Expansion	4,701,720	0	This project would provide funding to expand the Darlington Branch that currently operates out of a modular facility.		330,720	4,315,000			
Havre de Grace Branch Expansion	7,935,000	0	This project would provide funding to expand the undersized Havre de Grace Branch. Parking resources are also insufficient according to a consultant study.		7,400,000				

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 14 CAPITAL IMPROVEMENT PROGRAM ARE THE FOLLOWING PROJECTS THAT HAVE PLANNED FUNDING OF FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES. ALSO INCLUDED ARE PROJECTS WITH PRIOR BOND APPROPRIATIONS THAT HAVE BEEN REALLOCATED TO OTHER CAPITAL PROJECTS.

PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
<u>BOARD OF EDUCATION:</u>									
Fallston High School Comprehensive HVAC Systemic Project	18,099,989	9,049,940	This project will replace/upgrade the boiler, chiller, cooling tower, related pumps and associated equipment and DDC controls in the central plant of the High School. Also included are new energy recovery type air handling units, including classroom unit ventilators with ducted air systems and VAV units.	3,993,940	3,994,049				
Havre de Grace Replacement	77,296,000	3,700,000	This project would provide funding for the replacement of a two building high school facility that is divided by a City road. The facility has reached its maximum life with the latest renovation and addition sections approaching thirty years.	3,700,000	26,624,000	26,624,000			
Joppatowne High School Systemic Project	27,356,556	13,673,000	This project provides funding for a number of systemic projects for Joppatowne High School, including but not limited to concrete slabs, brick veneer, roof replacement, window replacement, ADA door hardware replacement, exterior door replacement, metal pan ceiling replacement, etc.	7,400,000	7,410,556				
Magnolia Middle School Comprehensive HVAC	11,061,554	4,899,000	This project provides for new boilers, chillers, related pumps and associated equipment and DDC controls in the central plant and rest of the Middle School.	2,250,000					
Norrisville Elementary School Comprehensive HVAC Systemic Project	3,455,700	3,455,700	This project provides funding for a comprehensive HVAC systemic renovation, consisting of a four-pipe HVAC system with VAV's or ducted fan coiled systems for the classrooms. In addition renovations will provide for improved indoor air quality and humidity control within the building.	1,720,000					
North Harford ES Comprehensive HVAC	4,550,390	2,273,390	This project will provide for a comprehensive HVAC systemic renovation for a school that has antiquated pneumatic temperature controls that require constant repair and maintenance.	1,175,000					
Youth's Benefit Elementary School Replacement	42,770,600	15,000,000	This project will provide for replacement of a two building elementary school that was built in 1953 and 1973, respectively. A scope study stated that these two building should be demolished and replaced with one replacement facility.	6,810,000	9,910,000	3,875,000			

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 14 CAPITAL IMPROVEMENT PROGRAM ARE THE FOLLOWING PROJECTS THAT HAVE PLANNED FUNDING OF FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES. ALSO INCLUDED ARE PROJECTS WITH PRIOR BOND APPROPRIATIONS THAT HAVE BEEN REALLOCATED TO OTHER CAPITAL PROJECTS.

PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
<u>SOLID WASTE:</u>									
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 in the landfill.		1,000,000		2,000,000		
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 increased customer traffic.			4,000,000			
<u>PARKS AND RECREATION:</u>									
Athletic Field Improvements	13,875,000	1,400,000	This project proposes major improvements to athletic fields at various locations throughout the County by the installation of synthetic turf.	1,400,000	1,400,000	1,400,000	575,000	575,000	575,000
Cedar Lane Sports Complex Improvements	7,161,000	100,000	This project proposes improvements and amenities at Cedar Lane Regional Sports Complex to include a building for multiple uses such as an office, meeting space, locker room/restrooms, storage and possible concession sales.	100,000					
Northern Regional Park	10,650,000	500,000	This project proposes a regional recreation facility to serve multiple recreation councils in the northern part of the County.					8,500,000	
Aberdeen Recreation Center	11,750,000	0	This project will provide a multi-purpose center to serve leisure needs for all ages of the Aberdeen community.			10,500,000			500,000
Enlarged Gymnasiums and Joint Facilities	600,000	0	This project proposes the construction of shared facilities at public schools such as enlarged gymnasiums, activity rooms and recreation storage.			600,000			
Harford Center for the Arts	63,000,000	0	This project proposes the design and construction of the Harford County Center for the Arts on a portion of the Graham property in Emmorton. The Center will be designed and constructed in partnership with the nonprofit Center for the Visual and Performing Arts and other public and private entities.			1,000,000			18,500,000
Jarrettsville Recreation Center	7,350,000	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 room for a variety of community recreation programs.			6,000,000	400,000		250,000

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 14 CAPITAL IMPROVEMENT PROGRAM ARE THE FOLLOWING PROJECTS THAT HAVE PLANNED FUNDING OF FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES. ALSO INCLUDED ARE PROJECTS WITH PRIOR BOND APPROPRIATIONS THAT HAVE BEEN REALLOCATED TO OTHER CAPITAL PROJECTS.

PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
<u>PARKS AND RECREATION (cont.):</u>									
Swan Harbor Farm Improvements	1,383,000	0	This project proposes renovations and improvements at Swan Harbor Farm. Future projects include the construction of a recreational trail from the City limits of Havre de Grace through Swan Harbor Farm to the waterfront.					1,050,000	
Trails and Linear Parks	2,475,000	0	This project proposes the acquisition, development, repair, and maintenance of hiker/biker trails, greenways, and linear parks.			1,000,000			
			Total Planned 20 Year General Fund Bonds	60,619,036	83,122,325	78,036,638	47,501,638	23,091,000	20,685,000

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 14 CAPITAL IMPROVEMENT PROGRAM ARE THE FOLLOWING PROJECTS THAT HAVE PLANNED FUNDING OF FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES. ALSO INCLUDED ARE PROJECTS WITH PRIOR BOND APPROPRIATIONS THAT HAVE BEEN REALLOCATED TO OTHER CAPITAL PROJECTS.

PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
<u>HIGHWAYS</u>									
<u>BRIDGES</u>									
Macton Road Bridge #145	1,011,268	186,268	This project provides funds for the replacement of Macton Road Bridge #145 over a tributary of Broad Creek.	816,268					
North Avenue/Henderson Road Bridge #215	1,849,500	(758,000)	Bond funding in the amount of \$758,000 has been reallocated to the Macton Road Bridge Project.	(758,000)					
<u>ROADWAYS</u>									
MacPhail Road/Tollgate Road Roundabout	555,000	(300,000)	Bond funding in the amount of \$300,000 has been reallocated to the MD 152/Oakmont/Port Lane capital project.	(300,000)					
MD 152/Oakmont Road/Port Lane	1,606,732	371,732	This project will provide for traffic improvements to the road network in the vicinity of the Fallston Recreation Complex.	371,732					
Robinhood Road/US 40 - Titan Terrace	3,474,045	(130,000)	Bond funding in the amount of \$130,000 has been reallocated to the Macton Road Bridge capital project @ \$58,268 and the MD 152/Oakmont/Port Lane capital project @ \$71,732.	(130,000)					
			Total Planned 20 Year Highways Fund Bonds	0	0	0	0	0	0

CAPITAL PROJECTS WHICH IMPACT THE OPERATING BUDGET

PROJECTS IMPACTING DEBT SERVICE

INCLUDED IN THE FY 14 CAPITAL IMPROVEMENT PROGRAM ARE THE FOLLOWING PROJECTS THAT HAVE PLANNED FUNDING OF FUTURE COUNTY BONDS PAYABLE OVER 20 YEARS. THESE WILL IMPACT FUTURE OPERATING BUDGETS WITH PRINCIPAL, INTEREST AND SERVICE COST EXPENSES. ALSO INCLUDED ARE PROJECTS WITH PRIOR BOND APPROPRIATIONS THAT HAVE BEEN REALLOCATED TO OTHER CAPITAL PROJECTS.

PROJECT TITLE	TOTAL PROJECT COST	FY 14 BUDGET	PURPOSE	PLANNED FOR 20 YEAR BOND FUNDING					
				FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
<u>WATER & SEWER</u>									
<u>WATER</u>									
HdG Water Quality Improvements	2,500,000	0	This project shall allow for the design and construction of new processes and equipment as required in order to meet the Stage 2 disinfection rule.				500,000		2,000,000
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, as well as to provide an automatic telemetry system.		500,000				
Route 7 Water Main Parallel	400,000	0	This project will allow for the design and construction of approximately 3,000 linear feet of 20 inch water main parallel of the existing 12 inch and 16 inch main between Abingdon Road and Harford Town Road.						400,000
Swan Harbor Tank	4,000,000	0	This project will provide for the design and construction of a one million gallon elevated storage tank and a 16 inch transmission main for the fire flow in zone 1A.			3,400,000			
<u>SEWER</u>									
Bynum Run Parallel 6&7	12,090,000	6,000,000	This project will provide funding for the design, permits, and construction of a parallel to the existing Bynum Run interceptor.	6,000,000	5,170,000				
Bill Bass PS FM Replacement	7,700,384	0	This project will allow for the funding of design and construction of a new replacement force main to the Bill Bass Pump Station.				5,000,000	2,000,000	
Bush Creek PS	30,700,000	0	This project is needed to bring the existing Bush Creek Pump Station up to a safe pumping capacity of 28 mgd and also to replace the 1968 force main under the Bush River.		3,300,000				
Edgewood Interceptor Sewer Parallel	7,950,000	0	This project will provide for the design and construction of approximately 5,300 linear feet of 30" parallel sewer between Bill Bass Pump Station and contract #6044.					7,650,000	
			Total Planned 20 Year Water & Sewer Fund Bonds	6,000,000	8,970,000	3,400,000	5,500,000	9,650,000	2,400,000
			Total Planned 20 Year Bonds All Funds	66,619,036	92,092,325	81,436,638	53,001,638	32,741,000	23,085,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
TOTAL COUNTY BY CATEGORY								
<u>GENERAL FUND</u>								
General Capital	201,256,236	143,087,745	19,980,560	19,587,350	5,655,090	4,564,380	4,343,611	4,037,500
Water Resources	17,731,880	17,556,880	175,000	0	0	0	0	0
Sheriff/Emergency/Fire	191,975,456	103,815,456	26,990,000	21,070,000	17,625,000	20,775,000	850,000	850,000
Harford Community College	177,291,409	58,140,959	15,448,450	11,004,000	28,800,000	34,285,000	27,613,000	2,000,000
Library	44,356,246	18,507,138	(4,912,500)	8,776,380	6,137,410	14,307,418	847,900	692,500
Board of Education	697,082,252	400,546,582	64,019,846	100,802,975	68,797,988	20,349,548	20,940,250	21,625,063
SUB-TOTAL GENERAL FUND PROJECTS	1,329,693,479	741,654,760	121,701,356	161,240,705	127,015,488	94,281,346	54,594,761	29,205,063
<u>SOLID WASTE SERVICES</u>	82,465,932	49,115,932	6,800,000	4,470,000	11,570,000	8,920,000	970,000	620,000
<u>TAX INCREMENT FINANCING</u>	25,714,036	11,100,000	14,614,036	0	0	0	0	0
TOTAL GENERAL FUND PROJECTS	1,437,873,447	801,870,692	143,115,392	165,710,705	138,585,488	103,201,346	55,564,761	29,825,063
<u>PARKS & RECREATION</u>	209,070,245	72,504,245	6,281,000	11,060,000	29,665,000	6,820,000	15,425,000	67,315,000
<u>HIGHWAYS FUND</u>								
Bridges	43,515,768	23,762,500	3,053,268	5,935,000	3,115,000	2,340,000	2,680,000	2,630,000
Roadways	54,004,329	42,967,597	(58,268)	500,000	7,455,000	2,040,000	1,100,000	0
Resurfacing	75,791,601	22,215,092	6,661,509	8,500,000	9,000,000	9,500,000	9,600,000	10,315,000
Other	63,848,650	24,772,900	3,375,000	5,388,750	5,965,500	6,773,000	7,040,500	10,533,000
TOTAL HIGHWAYS PROJECTS	237,160,348	113,718,089	13,031,509	20,323,750	25,535,500	20,653,000	20,420,500	23,478,000
<u>WATER & SEWER FUNDS</u>								
Water Projects	123,315,373	104,953,373	4,452,000	2,385,000	4,645,000	1,945,000	1,290,000	3,645,000
Sewer Projects	177,538,547	134,838,547	7,180,000	10,420,000	1,950,000	8,600,000	13,600,000	950,000
TOTAL WATER & SEWER PROJECTS	300,853,920	239,791,920	11,632,000	12,805,000	6,595,000	10,545,000	14,890,000	4,595,000
COUNTY TOTAL BY PROJECTS	2,184,957,960	1,227,884,946	174,059,901	209,899,455	200,380,988	141,219,346	106,300,261	125,213,063

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM				
					FY 2016	FY 2017	FY 2018	FY 2019	

TOTAL COUNTY BY FUND SOURCE

Paygo	519,296,557	182,331,734	31,355,274	72,174,328	67,732,486	64,044,699	50,631,911	51,026,125
Impact Fee	0	0	0	0	0	0	0	0
Future Bonds	348,975,629	0	66,619,036	92,092,325	81,436,630	53,001,638	32,741,000	23,085,000
Prior Bonds	692,116,063	692,116,063	0	0	0	0	0	0
Reappropriated	50,024,367	44,916,346	5,108,021	0	0	0	0	0
Transfer Tax	34,514,677	29,714,677	4,800,000	0	0	0	0	0
Recordation Tax	44,734,127	24,188,872	8,500,255	2,685,000	3,340,000	2,040,000	2,240,000	1,740,000
State	324,685,984	163,929,923	43,464,090	37,737,802	39,751,872	18,203,009	16,337,350	5,261,938
Program Open Space	12,216,000	7,116,000	800,000	400,000	500,000	1,600,000	850,000	950,000
Federal	42,213,957	26,628,957	5,000,000	2,200,000	2,295,000	1,050,000	2,390,000	2,650,000
Developer	10,859,618	9,534,618	245,000	225,000	150,000	150,000	255,000	300,000
Other	95,606,628	37,693,403	8,168,225	2,385,000	5,175,000	1,130,000	855,000	40,200,000
Lease Purchase	9,714,353	9,714,353	0	0	0	0	0	0

COUNTY TOTAL BY FUNDING SOURCE	2,184,957,960	1,227,884,946	174,059,901	209,899,455	200,380,988	141,219,346	106,300,261	125,213,063

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM				FY 2019
					FY 2016	FY 2017	FY 2018		

GENERAL FUND

GENERAL CAPITAL

FY 14 Funded Projects:

Board of Education Debt Service	13,600,000	0	13,600,000	0	0	0	0	0
Citizens Care Center	2,000,000	1,500,000	500,000	0	0	0	0	0
Courthouse Building Repairs	5,527,400	234,900	4,400,000	892,500	0	0	0	0
Facilities Repair Program	11,062,852	7,812,852	750,000	500,000	500,000	500,000	500,000	500,000
Fleet Replacement	18,540,000	2,640,000	900,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
45 South Main Street - Add Emergency Power Systems	600,000	0	600,000	0	0	0	0	0
Harford County Southern Resource Annex	28,874,760	15,874,200	6,000,560	7,000,000	0	0	0	0
HMAN (Harford County Metro Area Network)	12,000,000	10,000,000	2,000,000	0	0	0	0	0
Havre de Grace Opera House Renovations	750,000	0	750,000	0	0	0	0	0
Hosanna School	240,000	0	240,000	0	0	0	0	0
Humane Society	7,050,000	6,400,000	650,000	0	0	0	0	0
Infrastructure Efficiency Capital Investment Projects	1,840,000	75,000	285,000	280,000	300,000	290,000	300,000	310,000
MD 924 Small Area Corridor Plan	300,000	0	300,000	0	0	0	0	0
New Administration Building	6,540,000	19,885,000	(13,345,000)	0	0	0	0	0
Refresh Program	3,060,000	1,785,000	300,000	162,500	162,500	162,500	325,000	162,500
Safeguarding Business Operations	16,002,750	7,150,400	2,000,000	5,227,350	975,000	487,500	162,500	0
Underground & Aboveground Storage Tank Management	185,000	0	50,000	75,000	15,000	15,000	15,000	15,000

Outyear Projects:

Bel Air Parking Garage	748,081	645,000	0	0	2,590	9,380	41,111	50,000
Countywide Facilities Master Plan Study	3,000,000	1,250,000	0	1,750,000	0	0	0	0
Fuel Dispensing System Upgrade	2,055,000	855,000	0	600,000	600,000	0	0	0
Museum and Cultural Site Improvements	300,000	0	0	100,000	100,000	100,000	0	0

Open Projects:

Board of Education Debt Service 12	12,829,734	12,829,734	0	0	0	0	0	0
Board of Education Debt Service 13	18,258,301	18,258,301	0	0	0	0	0	0
Computer Equipment/Networks	6,763,821	6,763,821	0	0	0	0	0	0
Cultural Arts Center	25,000	25,000	0	0	0	0	0	0
Emergency Needs	1,245,776	1,245,776	0	0	0	0	0	0
Enterprise Resource System	25,000	25,000	0	0	0	0	0	0
GIS Update	250,000	250,000	0	0	0	0	0	0
Gordon Street	420,000	420,000	0	0	0	0	0	0
One Maryland Broadband	5,250,000	5,250,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM				
					FY 2016	FY 2017	FY 2018	FY 2019	
GENERAL CAPITAL									
Reforestation and Buffer Mitigation - Critical Area	100,000	100,000	0	0	0	0	0	0	0
Reforestation and Landscaping	680,000	680,000	0	0	0	0	0	0	0
Repairs to 45 South Main Street Building	100,000	100,000	0	0	0	0	0	0	0
Site Acquisition 06	20,757,761	20,757,761	0	0	0	0	0	0	0
Treasury Computer Enhancements	175,000	175,000	0	0	0	0	0	0	0
Wireless Networking Pilot Study	100,000	100,000	0	0	0	0	0	0	0
General Capital Total by Project	201,256,236	143,087,745	19,980,560	19,587,350	5,655,090	4,564,380	4,343,611	4,037,500	
Paygo	62,790,699	28,768,121	2,834,647	12,587,350	5,655,090	4,564,380	4,343,611	4,037,500	
Reappropriated	13,993,030	10,252,677	3,740,353	0	0	0	0	0	0
Future Bonds	6,905,560	0	(94,440)	7,000,000	0	0	0	0	0
Prior Bonds	69,641,961	69,641,961	0	0	0	0	0	0	0
Transfer Tax	15,200,000	10,400,000	4,800,000	0	0	0	0	0	0
Recordation Tax	18,700,000	11,900,000	6,800,000	0	0	0	0	0	0
State	980,000	500,000	480,000	0	0	0	0	0	0
Federal	7,150,621	6,910,621	240,000	0	0	0	0	0	0
Developer	780,000	780,000	0	0	0	0	0	0	0
Other	2,335,347	1,155,347	1,180,000	0	0	0	0	0	0
Lease Purchase	2,779,018	2,779,018	0	0	0	0	0	0	0
General Capital Total by Fund	201,256,236	143,087,745	19,980,560	19,587,350	5,655,090	4,564,380	4,343,611	4,037,500	
TAX INCREMENT FINANCING									
<u>FY 14 Funded Projects:</u>									
James Run TIF Improvements	14,614,036	0	14,614,036	0	0	0	0	0	0
<u>Open Projects:</u>									
Beechtree TIF Improvements	11,100,000	11,100,000	0	0	0	0	0	0	0
Tax Increment Financing Total by Project	25,714,036	11,100,000	14,614,036	0	0	0	0	0	
Future Bonds	14,614,036	0	14,614,036						
Prior Bonds	11,100,000	11,100,000	0	0	0	0	0	0	0
Tax Increment Financing Total by Fund	25,714,036	11,100,000	14,614,036	0	0	0	0	0	

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM				
					FY 2016	FY 2017	FY 2018	FY 2019	
WATER RESOURCES									
<u>FY 14 Funded Projects:</u>									
Bynum Ridge Stream Stabilization - GF	285,000	355,000	(70,000)	0	0	0	0	0	0
Bynum Run at St. Andrews Way Stream Restoration - GF	847,026	797,026	50,000	0	0	0	0	0	0
Edgewood Plaza Retrofit & Stream Restoration - GF	210,000	450,000	(240,000)	0	0	0	0	0	0
Joppatowne Area Watershed Restoration - GF	750,000	400,000	350,000	0	0	0	0	0	0
Maintenance/Repair of Dams - GF	895,000	940,000	(45,000)	0	0	0	0	0	0
Maintenance/Repair of Dams FY 14 - GF	95,000	0	95,000	0	0	0	0	0	0
Sunnyview Stream Restoration - GF	1,260,000	1,560,000	(300,000)	0	0	0	0	0	0
Watershed Stream Assessment Studies - GF	925,000	875,000	50,000	0	0	0	0	0	0
Wheel Creek Watershed Restoration - GF	3,314,607	3,179,607	135,000	0	0	0	0	0	0
Woodbridge Retrofit and Stream Restoration - GF	1,260,000	1,110,000	150,000	0	0	0	0	0	0
<u>Open Projects:</u>									
Deer Creek Watershed Restoration - GF	400,000	400,000	0	0	0	0	0	0	0
Lily Run Watershed Restoration - GF	725,000	725,000	0	0	0	0	0	0	0
Plumtree Run @ Tollgate Rd. Stream Restoration - GF	990,000	990,000	0	0	0	0	0	0	0
Plumtree Run Watershed Restoration - GF	443,452	443,452	0	0	0	0	0	0	0
Sams Branch Watershed Restoration - GF	752,922	752,922	0	0	0	0	0	0	0
Stormwater Enhancement - GF	825,000	825,000	0	0	0	0	0	0	0
Stormwater Pollution Prevention - GF	461,395	461,395	0	0	0	0	0	0	0
Watershed Restoration/Improvements	1,728,228	1,728,228	0	0	0	0	0	0	0
Watershed Stream Assessment Studies 00 - GF	864,250	864,250	0	0	0	0	0	0	0
Woodland Run Stream Restoration - GF	700,000	700,000	0	0	0	0	0	0	0
Water Resources Total by Project	17,731,880	17,556,880	175,000	0	0	0	0	0	0
Paygo	6,727,568	6,727,568	0	0	0	0	0	0	0
Reappropriated	2,729,312	2,729,312	0	0	0	0	0	0	0
State	5,047,016	4,872,016	175,000	0	0	0	0	0	0
Federal	1,377,984	1,377,984	0	0	0	0	0	0	0
Other	1,850,000	1,850,000	0	0	0	0	0	0	0
Water Resources Total by Fund	17,731,880	17,556,880	175,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM			
					FY 2016	FY 2017	FY 2018	FY 2019
SHERIFF/EMERGENCY/FIRE								
SHERIFF'S OFFICE								
FY 14 Funded Projects:								
Computer Equipment/Networks	2,241,742	2,116,742	125,000	0	0	0	0	0
Outyear Projects:								
Harford County Sheriff's Office Computer Support Unit	870,000	0	0	870,000	0	0	0	0
Harford County Sheriff's Office Headquarters	25,950,000	0	0	750,000	10,975,000	14,225,000	0	0
Open Projects:								
Detention Center Expansion	32,018,131	32,018,131	0	0	0	0	0	0
Radio System for the Detention Center	219,623	219,623	0	0	0	0	0	0
EMERGENCY OPERATIONS								
FY 14 Funded Projects:								
New Emergency Operations Center Complex	49,194,525	26,339,525	10,105,000	12,750,000	0	0	0	0
911 State Fee Fund	3,600,000	500,000	2,600,000	100,000	100,000	100,000	100,000	100,000
Public Safety Communication in School Buildings	400,000	100,000	100,000	100,000	100,000	0	0	0
700 MHz Wireless Radio System Equipment	34,793,992	4,693,992	13,000,000	5,700,000	5,700,000	5,700,000	0	0
TRT Equipment	110,000	0	110,000	0	0	0	0	0
Open Projects:								
Fire, EMS, and Law Enforcement CAD	2,450,000	2,450,000	0	0	0	0	0	0
Narrowbanding Public Safety Communication Channels	1,266,350	1,266,350	0	0	0	0	0	0
911 State Fee Fund - FY 11	2,000,000	2,000,000	0	0	0	0	0	0
Public Safety Infrastructure Network	556,000	556,000	0	0	0	0	0	0
UHF Radio System Replacement	23,601,693	23,601,693	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM			
					FY 2016	FY 2017	FY 2018	FY 2019
VOLUNTEER FIRE COMPANIES								
<u>FY 14 Funded Projects:</u>								
Joppa Magnolia Fire Station Expansion	750,000	0	700,000	50,000	0	0	0	0
Susquehanna Hose Company House #3 Expansion	810,000	560,000	250,000	0	0	0	0	0
<u>Outyear Projects:</u>								
VFC Facility Repair	6,500,000	2,750,000	0	750,000	750,000	750,000	750,000	750,000
<u>Open Projects:</u>								
Bel Air Substation at Patterson Mill	2,868,400	2,868,400	0	0	0	0	0	0
Norrisville Station	810,000	810,000	0	0	0	0	0	0
SCBA Equipment Replacement	155,000	155,000	0	0	0	0	0	0
Susquehanna Hose Company House #5 Expansion	810,000	810,000	0	0	0	0	0	0
Sheriff/Emergency/Fire Total by Project	191,975,456	103,815,456	26,990,000	21,070,000	17,625,000	20,775,000	850,000	850,000
Paygo	41,165,650	17,160,650	1,285,000	8,220,000	6,550,000	6,450,000	750,000	750,000
Future Bonds	56,555,000	0	18,605,000	12,750,000	10,975,000	14,225,000	0	0
Prior Bonds	66,702,032	66,702,032	0	0	0	0	0	0
Reappropriated	1,848,473	1,848,473	0	0	0	0	0	0
State	21,104,872	15,504,872	5,100,000	100,000	100,000	100,000	100,000	100,000
Federal	3,068,412	1,068,412	2,000,000	0	0	0	0	0
Other	50,000	50,000	0	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	191,975,456	103,815,456	26,990,000	21,070,000	17,625,000	20,775,000	850,000	850,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM			
					FY 2016	FY 2017	FY 2018	FY 2019
HARFORD COMMUNITY COLLEGE								
<u>FY 14 Funded Projects:</u>								
Computer Equipment/Technology	1,434,200	480,750	953,450	0	0	0	0	0
Edgewood Hall Renovation & Expansion	8,636,000	0	632,000	8,004,000	0	0	0	0
Harford Sports Complex Entrance and Grounds	1,511,000	231,000	1,280,000	0	0	0	0	0
Library Infrastructure	148,000	98,000	50,000	0	0	0	0	0
New Nursing and Allied Health Building	18,474,467	8,141,467	10,333,000	0	0	0	0	0
New Plant Services Annex	2,800,000	600,000	2,200,000	0	0	0	0	0
<u>Outyear Projects:</u>								
Fallston Hall Renovation	7,138,000	0	0	0	0	585,000	6,553,000	0
Harford County Sheriff's Office Training Academy	19,000,000	0	0	0	1,500,000	15,000,000	2,500,000	0
Higher Education and Conference Center	29,700,000	0	0	1,700,000	25,000,000	3,000,000	0	0
Maryland Hall Conversion	300,000	0	0	300,000	0	0	0	0
New Continuing Education Building	15,860,000	0	0	0	1,300,000	13,000,000	1,560,000	0
New Math, Engineering and Technology Building	20,700,000	0	0	0	0	1,700,000	17,000,000	2,000,000
Site and Parking Lot Improvements	8,262,425	5,262,425	0	1,000,000	1,000,000	1,000,000	0	0
<u>Open Projects:</u>								
Black Box Theater	250,000	250,000	0	0	0	0	0	0
Building and Grounds	175,000	175,000	0	0	0	0	0	0
Hays Heighe House Renovations	1,993,890	1,993,890	0	0	0	0	0	0
Observatory Expansion	32,100	32,100	0	0	0	0	0	0
Roof Replacements	2,934,913	2,934,913	0	0	0	0	0	0
Susquehanna Center Addition/Renovation	33,207,969	33,207,969	0	0	0	0	0	0
Water and Wastewater	4,364,845	4,364,845	0	0	0	0	0	0
West Campus Expansion	250,000	250,000	0	0	0	0	0	0
WHFC Radio HD and Power Enhancement	118,600	118,600	0	0	0	0	0	0
College Total by Project	177,291,409	58,140,959	15,448,450	11,004,000	28,800,000	34,285,000	27,613,000	2,000,000
Paygo	712,500	712,500	0	0	0	0	0	0
Future Bonds	47,050,000	0	4,058,000	5,303,000	6,809,000	17,054,000	12,966,000	860,000
Prior Bonds	18,389,927	18,389,927	0	0	0	0	0	0
Reappropriated	94,907	94,907	0	0	0	0	0	0
State	90,310,467	24,493,467	6,907,000	4,901,000	21,491,000	16,731,000	14,647,000	1,140,000
Other	20,733,608	14,450,158	4,483,450	800,000	500,000	500,000	0	0
College Total by Fund	177,291,409	58,140,959	15,448,450	11,004,000	28,800,000	34,285,000	27,613,000	2,000,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM			
					FY 2016	FY 2017	FY 2018	FY 2019
LIBRARIES								
<u>FY 14 Funded Projects:</u>								
Churchville Branch	622,000	5,734,500	(5,112,500)	0	0	0	0	0
Facility Renovations	2,000,000	150,000	100,000	350,000	350,000	350,000	350,000	350,000
Technology	2,247,720	309,100	100,000	377,660	210,780	609,780	397,900	242,500
<u>Outyear Projects:</u>								
Aberdeen Branch - Feasibility & Expansion	14,242,268	56,000	0	0	938,630	13,247,638	0	0
Darlington Branch - Feasibility & Expansion	4,701,720	56,000	0	330,720	4,315,000	0	0	0
Facility Maintenance & Repair	752,647	252,647	0	100,000	100,000	100,000	100,000	100,000
Havre de Grace Branch Expansion	7,935,000	535,000	0	7,400,000	0	0	0	0
Mobile Service Vehicles	441,000	0	0	218,000	223,000	0	0	0
<u>Open Projects:</u>								
Edgewood Branch - HVAC Replacement	452,950	452,950	0	0	0	0	0	0
Fallston Branch - HVAC Chiller Replacement	350,350	350,350	0	0	0	0	0	0
Jarrettsville Library	5,884,000	5,884,000	0	0	0	0	0	0
Joppa Library Roof and HVAC	488,391	488,391	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	44,356,246	18,507,138	(4,912,500)	8,776,380	6,137,410	14,307,418	847,900	692,500
Paygo	6,170,285	1,474,291	166,374	1,045,660	883,780	1,059,780	847,900	692,500
Future Bonds	21,119,488	0	(5,112,500)	7,730,720	5,253,630	13,247,638	0	0
Prior Bonds	15,586,900	15,586,900	0	0	0	0	0	0
Federal	1,203,300	1,203,300	0	0	0	0	0	0
Reappropriated	176,273	142,647	33,626	0	0	0	0	0
Other	100,000	100,000	0	0	0	0	0	0
Libraries Total by Fund	44,356,246	18,507,138	(4,912,500)	8,776,380	6,137,410	14,307,418	847,900	692,500

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM			
					FY 2016	FY 2017	FY 2018	FY 2019

BOARD OF EDUCATION

FY 14 Funded Projects:

Aberdeen High School Stadium & Weight Room Upgrades	1,600,000	0	1,600,000	0	0	0	0	0
ADA Improvements	1,100,000	500,000	100,000	100,000	100,000	100,000	100,000	100,000
Athletic Fields Repair & Restoration	837,000	417,000	70,000	70,000	70,000	70,000	70,000	70,000
Building Envelope Improvements	1,700,000	500,000	200,000	200,000	200,000	200,000	200,000	200,000
Edgewood Middle School - Computer Laboratory	115,000	0	115,000	0	0	0	0	0
Energy Efficiency Initiative Projects	4,873,775	0	4,873,775	0	0	0	0	0
Fallston High School Comp HVAC Systemic Project	18,099,989	0	9,049,940	9,050,049	0	0	0	0
Havre de Grace High School Replacement	77,296,000	250,000	3,700,000	36,673,000	36,673,000	0	0	0
Homestead Wakefield Electrical Support for Technology	250,000	0	250,000	0	0	0	0	0
Joppatowne High School Systemic Project	27,356,556	0	13,673,000	13,683,556	0	0	0	0
Joppatowne High School Weight Room Repairs	250,000	0	250,000	0	0	0	0	0
Magnolia Middle School Comprehensive HVAC	11,061,554	6,162,554	4,899,000	0	0	0	0	0
Music Equipment Refresh Program	300,000	0	50,000	50,000	50,000	50,000	50,000	50,000
Music Technology Labs Program	763,000	195,000	150,000	139,000	139,000	28,000	56,000	56,000
Norrisville Elementary School Comp HVAC Syst. Project	3,455,700	0	3,455,700	0	0	0	0	0
North Harford ES Comprehensive HVAC	4,550,390	2,277,000	2,273,390	0	0	0	0	0
Playground Equipment	2,100,000	0	350,000	350,000	350,000	350,000	350,000	350,000
Replacement Buses	21,389,197	10,099,197	1,226,000	1,374,000	2,033,000	2,100,000	2,557,000	2,000,000
Roof Replacements 14 - George D. Lisby ES	8,826,660	0	706,041	824,670	1,949,788	798,348	1,653,750	2,894,063
Security Initiative Program for Schools	1,728,000	0	1,728,000	0	0	0	0	0
Stadium Upgrades - Joppatowne High School	300,000	0	300,000	0	0	0	0	0
Youth's Benefit Elementary School Replacement	42,770,600	1,700,600	15,000,000	18,320,000	7,750,000	0	0	0

Outyear Projects:

Backflow Prevention	1,100,000	600,000	0	100,000	100,000	100,000	100,000	100,000
Band Uniform Refresh	372,340	72,340	0	60,000	60,000	60,000	60,000	60,000
Bleacher Replacement	700,000	500,000	0	100,000	100,000	0	0	0
Career and Tech Education Equipment Refresh	1,000,000	500,000	0	100,000	100,000	100,000	100,000	100,000
Energy Conservation Measures	1,750,000	500,000	0	250,000	250,000	250,000	250,000	250,000
Environmental Compliance	1,997,619	1,497,619	0	100,000	100,000	100,000	100,000	100,000
Equipment and Furniture Replacement	1,555,000	1,055,000	0	100,000	100,000	100,000	100,000	100,000
Fire Alarm and ER Communication	2,150,000	1,075,000	0	250,000	225,000	225,000	300,000	75,000
Floor Covering Replacement	600,000	100,000	0	100,000	100,000	100,000	100,000	100,000
Folder Partition Replacement	500,000	0	0	100,000	100,000	100,000	100,000	100,000
Locker Replacement	1,055,000	430,000	0	125,000	125,000	125,000	125,000	125,000
Major HVAC Repairs	17,950,134	8,190,134	0	3,060,000	3,700,000	1,200,000	870,000	930,000
Outdoor Track Reconditioning	325,000	200,000	0	25,000	25,000	25,000	25,000	25,000
Paving - Overlay and Maintenance	2,770,630	1,430,630	0	240,000	450,000	250,000	200,000	200,000
Relocatable Classrooms	4,388,022	3,588,022	0	300,000	200,000	100,000	100,000	100,000
Replacement Vehicles	10,809,396	6,084,396	0	945,000	945,000	945,000	945,000	945,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM				
					FY 2016	FY 2017	FY 2018	FY 2019	

BOARD OF EDUCATION

Outyear Projects (cont.):

Security Cameras	3,145,000	1,735,000	0	265,000	275,000	285,000	290,000	295,000
Septic Facility Code Upgrade	7,410,592	4,910,592	0	500,000	500,000	500,000	500,000	500,000
Special Education Facilities Improvements	700,000	200,000	0	100,000	100,000	100,000	100,000	100,000
Stormwater Management, Erosion, Sediment Control	1,275,000	725,000	0	100,000	150,000	100,000	100,000	100,000
Swimming Pool Renovations	860,000	300,000	0	150,000	130,000	100,000	130,000	50,000
Technology Education Lab Refresh	2,625,000	1,375,000	0	250,000	250,000	250,000	250,000	250,000
Technology Infrastructure	79,123,530	22,679,930	0	12,348,700	11,098,200	11,238,200	10,758,500	11,000,000
Textbook/Supplemental Materials Refresh	6,800,000	5,300,000	0	300,000	300,000	300,000	300,000	300,000

Open Projects:

Aberdeen HS North Building	665,000	665,000	0	0	0	0	0	0
Bel Air High School Replacement	79,876,086	79,876,086	0	0	0	0	0	0
Campus Hills Elementary School	900,000	900,000	0	0	0	0	0	0
Deerfield Elementary School Replacement	31,984,200	31,984,200	0	0	0	0	0	0
Edgewood High School Replacement	83,581,790	83,581,790	0	0	0	0	0	0
Forest Hill Annex Electrical Upgrades	400,000	400,000	0	0	0	0	0	0
Harford Technical High School Field Improvements	4,878,825	4,878,825	0	0	0	0	0	0
Havre de Grace High School Field Facilities	1,313,770	1,313,770	0	0	0	0	0	0
Homestead Wakefield ES Modernization	133,454	133,454	0	0	0	0	0	0
Integrated Business Systems	403,000	403,000	0	0	0	0	0	0
Jarrettsville Elementary School Comp. HVAC	3,700,000	3,700,000	0	0	0	0	0	0
John Archer School at Bel Air Middle School	83,045	83,045	0	0	0	0	0	0
Joppatowne Elementary School Modernization	13,550,811	13,550,811	0	0	0	0	0	0
Music Equipment Refresh Program 05	575,000	575,000	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 High School Repairs	50,000	50,000	0	0	0	0	0	0
North Harford Middle School Water System	261,114	261,114	0	0	0	0	0	0
Prospect Mill Elementary School	1,997,778	1,997,778	0	0	0	0	0	0
Red Pump Road Elementary School	30,833,219	30,833,219	0	0	0	0	0	0
Replacement of Riverside Heating/Cooling	11,748,347	11,748,347	0	0	0	0	0	0
Roofing Replacement 07	1,236,530	1,236,530	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM				
					FY 2016	FY 2017	FY 2018	FY 2019	

BOARD OF EDUCATION

Open Projects (cont.):

Technology	4,751,467	4,751,467	0	0	0	0	0	0
William Paca Elementary School HVAC	5,800,000	5,800,000	0	0	0	0	0	0
Youth's Benefit ES Primary Building HVAC	4,800,000	4,800,000	0	0	0	0	0	0
Education Total by Project	697,082,252	400,546,582	64,019,846	100,802,975	68,797,988	20,349,548	20,940,250	21,625,063
Paygo	130,223,243	24,838,954	5,573,041	20,817,568	21,063,116	19,177,539	19,399,900	19,353,125
Future Bonds	105,486,545	0	27,048,940	47,938,605	30,499,000	0	0	0
Prior Bonds	269,176,637	269,176,637	0	0	0	0	0	0
Reappropriated	14,206,723	14,206,723	0	0	0	0	0	0
Transfer Tax	19,314,677	19,314,677	0	0	0	0	0	0
Recordation Tax	807,194	807,194	0	0	0	0	0	0
State	140,718,677	56,538,616	29,913,090	32,046,802	17,235,872	1,172,009	1,540,350	2,271,938
Other	12,038,806	10,554,031	1,484,775	0	0	0	0	0
Lease Purchase	5,109,750	5,109,750	0	0	0	0	0	0
Education Total by Fund	697,082,252	400,546,582	64,019,846	100,802,975	68,797,988	20,349,548	20,940,250	21,625,063

SUB-TOTAL GENERAL FUND CAPITAL	1,329,693,479	741,654,760	121,701,356	161,240,705	127,015,488	94,281,346	54,594,761	29,205,063

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM				
					FY 2016	FY 2017	FY 2018	FY 2019	
SOLID WASTE SERVICES									
<u>FY 14 Funded Projects:</u>									
Air Pollution Control	12,850,000	13,150,000	(300,000)	0	0	0	0	0	0
814 Philadelphia Road Structure Demolition	100,000	0	100,000	0	0	0	0	0	0
Former Spencers Landfill Closure (East Side)	6,700,000	400,000	6,300,000	0	0	0	0	0	0
Full Cost Accounting Study	300,000	0	300,000	0	0	0	0	0	0
Tollgate Landfill Gas System	1,034,679	684,679	350,000	0	0	0	0	0	0
Tollgate Yard Trim Recycling Center	1,100,000	450,000	(350,000)	1,000,000	0	0	0	0	0
Waste-to-Energy Facility Closure	12,400,000	0	400,000	0	6,000,000	6,000,000	0	0	0
<u>Outyear Projects:</u>									
Comprehensive Update to Solid Waste Management Plan	300,000	0	0	300,000	0	0	0	0	0
Environmental Studies and Projects	1,920,900	1,320,900	0	120,000	120,000	120,000	120,000	120,000	120,000
Future Yard Trim Site	3,300,000	0	0	1,000,000	300,000	2,000,000	0	0	0
HWDC Compost Area Facilities	490,000	90,000	0	400,000	0	0	0	0	0
HWDC Expansion	23,070,353	20,570,353	0	500,000	500,000	500,000	500,000	500,000	500,000
HWDC Pavement Upgrades	1,050,000	0	0	350,000	350,000	0	350,000	0	0
New Solid Waste Facilities Development	4,500,000	0	0	500,000	4,000,000	0	0	0	0
Waste to Energy Repairs	2,200,000	1,300,000	0	300,000	300,000	300,000	0	0	0
<u>Open Projects:</u>									
HWDC Landfill Capping	7,050,000	7,050,000	0	0	0	0	0	0	0
Solid Waste Transfer Station	3,700,000	3,700,000	0	0	0	0	0	0	0
Waste to Energy Replacement Facility	400,000	400,000	0	0	0	0	0	0	0
Solid Waste Services Total by Project	82,465,932	49,115,932	6,800,000	4,470,000	11,570,000	8,920,000	970,000	620,000	
Paygo	37,580,900	11,630,900	6,400,000	3,470,000	7,570,000	6,920,000	970,000	620,000	
Reappropriated	2,003,905	1,603,905	400,000	0	0	0	0	0	
Future Bonds	7,000,000	0	0	1,000,000	4,000,000	2,000,000	0	0	
Prior Bonds	35,426,127	35,426,127	0	0	0	0	0	0	
Other	455,000	455,000	0	0	0	0	0	0	
Solid Waste Services Total by Fund	82,465,932	49,115,932	6,800,000	4,470,000	11,570,000	8,920,000	970,000	620,000	

TOTAL GENERAL FUND CAPITAL	1,437,873,447	801,870,692	143,115,392	165,710,705	138,585,488	103,201,346	55,564,761	29,825,063	

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM				FY 2019
					FY 2016	FY 2017	FY 2018		

PARKS & RECREATION FUND

FY 14 Funded Projects:

ADA Improvements	275,000	0	50,000	50,000	50,000	50,000	75,000	0
Anita C. Leight Center Improvements	775,000	200,000	175,000	200,000	0	0	0	200,000
Athletic Field Improvements	13,875,000	7,950,000	1,400,000	1,400,000	1,400,000	575,000	575,000	575,000
Bleacher Renovations	610,000	250,000	60,000	60,000	60,000	60,000	60,000	60,000
Cedar Lane Sports Complex Improvements	7,161,000	1,661,000	100,000	1,000,000	1,000,000	1,000,000	1,000,000	1,400,000
Debris/Derelict Boats	100,000	0	50,000	50,000	0	0	0	0
Disc Golf Course	50,000	0	50,000	0	0	0	0	0
Eden Mill Park Rehabilitation	850,000	675,000	100,000	0	0	75,000	0	0
Emily Bayliss Graham Park	2,000,000	450,000	500,000	525,000	0	0	525,000	0
Emmorton Recreation and Tennis Center Improvements	720,000	160,000	360,000	0	0	0	100,000	100,000
Facility Renovations	955,000	240,000	170,000	100,000	120,000	125,000	100,000	100,000
Fallston Maintenance Shop	300,000	0	50,000	0	100,000	0	0	150,000
Fallston Recreation Complex Improvements	125,000	0	125,000	0	0	0	0	0
Gunpowder River Dredging	2,184,000	512,000	742,000	630,000	90,000	210,000	0	0
Indoor Recreation Facility - Forest Hill/Hickory	600,000	300,000	100,000	0	200,000	0	0	0
Joppatowne Area Dredging	990,000	965,000	25,000	0	0	0	0	0
Mariner Point Park Renovations	261,000	162,000	99,000	0	0	0	0	0
McFaul Activity Center Renovations	250,000	0	250,000	0	0	0	0	0
Natural Turf Improvements	1,550,000	600,000	200,000	150,000	150,000	150,000	150,000	150,000
Northern Regional Park	10,650,000	500,000	500,000	0	0	650,000	8,500,000	500,000
Oakington Farms - Tydings Park	1,900,000	1,800,000	100,000	0	0	0	0	0
Park Improvements	735,000	340,000	60,000	60,000	60,000	60,000	90,000	65,000
Parking Lot Paving	224,000	69,000	80,000	0	75,000	0	0	0
Parkland Acquisition	5,191,000	1,876,000	330,000	430,000	535,000	640,000	640,000	740,000
Playground Equipment	2,010,000	825,000	230,000	200,000	230,000	150,000	225,000	150,000
Robert Copenhagen Park Improvements	75,000	0	75,000	0	0	0	0	0
SWM Pond Repair and Renovation	320,000	0	100,000	0	110,000	0	110,000	0
Tennis/Multipurpose Court	890,000	290,000	100,000	100,000	100,000	100,000	100,000	100,000
Tudor Hall Rehabilitation	750,000	400,000	100,000	0	100,000	0	150,000	0

Outyear Projects:

Aberdeen Recreation Center	11,750,000	0	0	750,000	10,500,000	0	0	500,000
Backstop Renovations	195,000	95,000	0	0	50,000	0	0	50,000
Benson Field Development	1,100,000	0	0	100,000	1,000,000	0	0	0
Blake's Venture Park	1,300,000	0	0	0	0	100,000	1,200,000	0
Bulkhead Renovations	650,000	0	0	40,000	535,000	0	0	75,000
Bush River Dredging and DMP Site	3,180,000	3,030,000	0	0	0	0	0	150,000
Churchville Center Renovations	525,000	400,000	0	50,000	0	75,000	0	0
Churchville Complex Development	8,956,830	8,556,830	0	400,000	0	0	0	0
Darlington Park Development	2,075,000	1,575,000	0	0	0	0	0	500,000
David Craig Park Development	925,000	75,000	0	250,000	600,000	0	0	0

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PARKS & RECREATION FUND

Outyear Projects (cont.):

Edgewood Recreation and Community Center	250,000	100,000	0	150,000	0	0	0	0
Edgewood Recreation Park	1,655,000	1,155,000	0	0	0	500,000	0	0
Enlarged Gymnasiums & Joint Facilities	600,000	0	0	0	600,000	0	0	0
Equestrian Center Improvements	875,000	325,000	0	250,000	0	0	100,000	200,000
Friends Pond Rehabilitation	650,000	500,000	0	0	0	0	0	150,000
Harford Center for the Arts	63,000,000	0	0	500,000	2,500,000	0	0	60,000,000
Havre de Grace Community Center Field	600,000	0	0	600,000	0	0	0	0
Havre de Grace Yacht Basin Dredging	1,125,000	525,000	0	0	0	0	50,000	550,000
Heavenly Waters Park - Soma	100,000	0	0	100,000	0	0	0	0
Jarrettsville Recreation Center	7,350,000	0	0	500,000	6,200,000	400,000	0	250,000
Liriodendron Improvements	410,000	0	0	85,000	0	250,000	75,000	0
Magnolia Complex Development	2,370,000	2,055,000	0	315,000	0	0	0	0
Norrisville Park	1,325,000	0	0	125,000	1,050,000	0	0	150,000
Parks & Recreation Headquarters	450,000	0	0	300,000	150,000	0	0	0
Prospect Mill Park	2,030,000	1,430,000	0	100,000	0	0	500,000	0
Red Pump Road Elementary School Facilities	1,805,000	1,600,000	0	30,000	0	0	50,000	125,000
Rutledge Park Improvements	600,000	0	0	100,000	0	500,000	0	0
Schucks Road Regional Complex	8,220,415	8,110,415	0	110,000	0	0	0	0
Swan Harbor Farm Improvements	1,383,000	183,000	0	0	0	150,000	1,050,000	0
Trails & Linear Parks	2,475,000	150,000	0	0	2,000,000	0	0	325,000
Vale Road Park	1,100,000	0	0	0	100,000	1,000,000	0	0
Water and Land Trails (North Park)	2,050,000	800,000	0	1,250,000	0	0	0	0

Open Projects:

Belcamp Park Improvements	325,000	325,000	0	0	0	0	0	0
Broad Creek Boat Launch Ramp	649,000	649,000	0	0	0	0	0	0
Debris/Derelict Boats 99	50,000	50,000	0	0	0	0	0	0
Edgeley Grove Farm - Smith Property	4,325,000	4,325,000	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
Havre de Grace Field Development	1,510,000	1,510,000	0	0	0	0	0	0
Heavenly Waters Park	1,820,000	1,820,000	0	0	0	0	0	0
Jarrettsville Complex Restrooms	350,000	350,000	0	0	0	0	0	0
Nuttall Avenue Park Development	500,000	500,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
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					FY 2016	FY 2017	FY 2018	FY 2019
<u>PARKS & RECREATION FUND</u>								
<u>Open Projects (cont.):</u>								
Park Improvements 05	550,000	550,000	0	0	0	0	0	0
Rockfield Park Improvements	100,000	100,000	0	0	0	0	0	0
Parks & Rec Total by Project	209,070,245	72,504,245	6,281,000	11,060,000	29,665,000	6,820,000	15,425,000	67,315,000
Paygo	12,416,226	3,374,226	242,000	4,175,000	1,350,000	1,325,000	1,150,000	800,000
Future Bonds	54,325,000	0	1,500,000	1,400,000	20,500,000	975,000	10,125,000	19,825,000
Prior Bonds	28,456,830	28,456,830	0	0	0	0	0	0
Reappropriated	5,626,514	5,326,769	299,745	0	0	0	0	0
Recordation Tax	25,226,933	11,481,678	1,700,255	2,685,000	3,340,000	2,040,000	2,240,000	1,740,000
State	11,637,375	7,173,375	849,000	690,000	925,000	200,000	50,000	1,750,000
Program Open Space	12,216,000	7,116,000	800,000	400,000	500,000	1,600,000	850,000	950,000
Federal	4,755,000	1,755,000	0	0	1,000,000	0	0	2,000,000
Developer	2,030,000	1,470,000	130,000	125,000	50,000	50,000	155,000	50,000
Other	52,380,367	6,350,367	760,000	1,585,000	2,000,000	630,000	855,000	40,200,000
Parks & Rec Total by Fund	209,070,245	72,504,245	6,281,000	11,060,000	29,665,000	6,820,000	15,425,000	67,315,000
TOTAL PARKS & RECREATION CAPITAL	209,070,245	72,504,245	6,281,000	11,060,000	29,665,000	6,820,000	15,425,000	67,315,000

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HIGHWAYS FUND

BRIDGES

FY 14 Funded Projects:

Abingdon Road Bridge #169 over CSX	2,730,000	420,000	310,000	2,000,000	0	0	0	0
Bridge Inspection Program	4,240,000	1,990,000	100,000	600,000	150,000	600,000	150,000	650,000
Bridge Painting	1,100,000	0	100,000	200,000	200,000	200,000	200,000	200,000
Bridge Rehabilitation	4,350,000	2,750,000	100,000	300,000	300,000	300,000	300,000	300,000
Carrs Mill Road Bridge #216	1,795,000	360,000	1,435,000	0	0	0	0	0
Fawn Grove Road Bridge #132	625,000	0	175,000	50,000	0	400,000	0	0
Green Road Bridge #119	250,000	0	15,000	235,000	0	0	0	0
Green Road Bridge #122	425,000	175,000	15,000	235,000	0	0	0	0
Harford Creamery Road Bridge #104	1,280,000	1,230,000	50,000	0	0	0	0	0
Hess Road Bridge #82	1,000,000	500,000	500,000	0	0	0	0	0
Jericho Road Bridge #3	850,000	200,000	650,000	0	0	0	0	0
Macton Road Bridge #145	1,011,268	825,000	186,268	0	0	0	0	0
New Park Road Bridge #125	540,000	0	140,000	10,000	0	390,000	0	0
North Avenue/Henderson Road Bridge #215	1,849,500	2,607,500	(758,000)	0	0	0	0	0
Perryman Access - Mitchell Lane	850,000	1,850,000	(1,000,000)	0	0	0	0	0
Phillips Mill Road Bridge #70	885,000	200,000	185,000	0	10,000	0	490,000	0
Robinson Mill Road Bridge #154	1,000,000	220,000	780,000	0	0	0	0	0
Snake Lane Bridge #31	795,000	175,000	20,000	600,000	0	0	0	0
Watervale Road Bridge #63	3,380,000	3,330,000	50,000	0	0	0	0	0

Outyear Projects:

Boggs Road Bridge #66	850,000	0	0	175,000	175,000	20,000	0	480,000
Bridge and Road Scour Repairs	2,000,000	900,000	0	250,000	250,000	200,000	200,000	200,000
Carea Road Bridge #126	580,000	0	0	160,000	20,000	0	400,000	0
Chestnut Hill Road Bridge #40	705,000	220,000	0	10,000	475,000	0	0	0
Deep Run Bridge #152	550,000	0	0	0	150,000	10,000	0	390,000
Glen Cove Road Bridge #156	910,000	150,000	0	760,000	0	0	0	0
Johnson Mill Road Bridge #45	620,000	0	0	140,000	10,000	0	470,000	0
Moore's Road Bridge #78	580,000	0	0	150,000	10,000	0	420,000	0
Pleasantville Road Bridge #67	785,000	0	0	0	785,000	0	0	0
Prospect Road Bridge #217	585,000	175,000	0	10,000	400,000	0	0	0
Scarboro Road Bridge #140	160,000	0	0	0	0	150,000	0	10,000
Structural Evaluation	670,000	420,000	0	50,000	50,000	50,000	50,000	50,000
West Ring Factory Pedestrian Bridge	500,000	0	0	0	130,000	20,000	0	350,000

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HIGHWAYS FUND

BRIDGES

Open Projects:

Bridge Painting	20,000	20,000	0	0	0	0	0	0
Ruffs Mill Road Bridge #190	1,780,000	1,780,000	0	0	0	0	0	0
Ryan Road Bridge #61	1,330,000	1,330,000	0	0	0	0	0	0
St. Clair Bridge Road Bridge #99	1,935,000	1,935,000	0	0	0	0	0	0

Bridges Total by Project	43,515,768	23,762,500	3,053,268	5,935,000	3,115,000	2,340,000	2,680,000	2,630,000

Paygo	24,018,284	12,537,522	(84,238)	3,735,000	1,820,000	1,740,000	2,290,000	1,980,000
Future Bonds	58,268	0	58,268	0	0	0	0	0
Prior Bonds	2,100,000	2,100,000	0	0	0	0	0	0
Reappropriated	484,238	415,000	69,238	0	0	0	0	0
Federal	16,017,478	8,122,478	2,760,000	2,200,000	1,295,000	600,000	390,000	650,000
Other	330,000	80,000	250,000	0	0	0	0	0
Developer	507,500	507,500	0	0	0	0	0	0

Bridges Total by Fund	43,515,768	23,762,500	3,053,268	5,935,000	3,115,000	2,340,000	2,680,000	2,630,000

ROADWAYS

FY 14 Funded Projects:

Cedar Lane (MD 136 - Cedarday)	2,150,000	2,250,000	(100,000)	0	0	0	0	0
MacPhail Road/Tollgate Road Roundabout	555,000	855,000	(300,000)	0	0	0	0	0
MD 152/Oakmont Road/Port Lane	1,606,732	550,000	371,732	0	685,000	0	0	0
Moore's Mill Road	10,287,113	7,512,113	100,000	0	2,675,000	0	0	0
Robinhood Road/US 40 - Titan Terrace	3,474,045	3,604,045	(130,000)	0	0	0	0	0

Outyear Projects:

Abingdon Road (Box Hill S. Pkwy - I-95)	200,000	0	0	0	0	150,000	50,000	0
Bata Boulevard Access Road	600,000	0	0	0	0	150,000	450,000	0
Carrs Mill Road (MD 152-Grafton Shop Rd)	1,395,000	1,195,000	0	0	0	100,000	100,000	0
Edwards Lane Culvert	1,735,000	900,000	0	50,000	785,000	0	0	0
MacPhail Road (Brierhill Drive - Wheel Rd)	490,000	0	0	0	50,000	440,000	0	0
Singer Rd. Improvements (Beaver Dam Rd to Winters Run)	650,000	50,000	0	50,000	0	550,000	0	0
Tollgate Road - Vale Road Corridor	900,000	0	0	100,000	150,000	650,000	0	0
Tollgate Road (W. Ring Factory Rd. to Plumtree Rd.)	6,403,439	3,143,439	0	200,000	3,060,000	0	0	0
Trimble Road (Joppa Road to Garnett Drive)	650,000	0	0	100,000	50,000	0	500,000	0

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HIGHWAYS FUND

ROADWAYS

Open Projects:

Cape Knoll Road Acceptance	150,000	150,000	0	0	0	0	0	0
MD 22 Corridor Study	300,000	300,000	0	0	0	0	0	0
Road Reconstruction & Rehabilitation 10	6,330,000	6,330,000	0	0	0	0	0	0
Road Reconstruction & Rehabilitation 11	1,600,000	1,600,000	0	0	0	0	0	0
Road Reconstruction & Rehabilitation 12	500,000	500,000	0	0	0	0	0	0
Road Reconstruction and Rehabilitation 13	500,000	500,000	0	0	0	0	0	0
Schucks Road Culvert Replacement	700,000	700,000	0	0	0	0	0	0
Schucks Road Improvements	600,000	600,000	0	0	0	0	0	0
Thomas Run Road Improvements	550,000	550,000	0	0	0	0	0	0
Trimble Road/Fort Hoyle Road Roundabout	410,000	410,000	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
Wheel Road/Laurel Bush Intersection Improvements	1,468,000	1,468,000	0	0	0	0	0	0
Wheel Road (Laurel Bush to Fairway)	7,250,000	7,250,000	0	0	0	0	0	0
Roadways Total by Project	54,004,329	42,967,597	(58,268)	500,000	7,455,000	2,040,000	1,100,000	0

Paygo	29,172,113	20,752,113	0	500,000	4,780,000	2,040,000	1,100,000	0
Future Bonds	(58,268)	0	(58,268)	0	0	0	0	0
Prior Bonds	9,600,000	9,600,000	0	0	0	0	0	0
Reappropriated	2,504,045	2,504,045	0	0	0	0	0	0
State	3,072,577	3,072,577	0	0	0	0	0	0
Federal	4,420,862	4,420,862	0	0	0	0	0	0
Developer	568,000	568,000	0	0	0	0	0	0
Other	4,725,000	2,050,000	0	0	2,675,000	0	0	0

Roadways Total by Fund	54,004,329	42,967,597	(58,268)	500,000	7,455,000	2,040,000	1,100,000	0

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APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
HIGHWAYS FUND								
RESURFACING								
FY 14 Funded Projects:								
Resurfacing Roadways 14	46,661,509	0	6,661,509	7,000,000	7,500,000	8,000,000	8,500,000	9,000,000
Outyear Projects:								
Earth Road Conversion to Hard Surface	2,500,000	0	0	500,000	500,000	500,000	500,000	500,000
Tar & Chip Conversion to Hot Mix	4,415,000	0	0	1,000,000	1,000,000	1,000,000	600,000	815,000
Open Projects:								
Resurfacing Roadways 10	7,706,147	7,706,147	0	0	0	0	0	0
Resurfacing Roadways 11	3,885,000	3,885,000	0	0	0	0	0	0
Resurfacing Roadways 12	4,983,945	4,983,945	0	0	0	0	0	0
Resurfacing Roadways 13	5,640,000	5,640,000	0	0	0	0	0	0
Resurfacing Total by Project	75,791,601	22,215,092	6,661,509	8,500,000	9,000,000	9,500,000	9,600,000	10,315,000
Paygo	71,265,092	18,070,092	6,280,000	8,500,000	9,000,000	9,500,000	9,600,000	10,315,000
Federal	520,000	520,000	0	0	0	0	0	0
Developer	200,000	200,000	0	0	0	0	0	0
Reappropriated	3,806,509	3,425,000	381,509	0	0	0	0	0
Resurfacing Total by Fund	75,791,601	22,215,092	6,661,509	8,500,000	9,000,000	9,500,000	9,600,000	10,315,000
OTHER								
FY 14 Funded Projects:								
Culvert Rehabilitation	6,595,000	3,800,000	200,000	400,000	540,000	540,000	540,000	575,000
Facilities Repair Program	1,707,000	1,082,000	25,000	200,000	0	200,000	0	200,000
Fleet Replacement	19,720,750	2,027,000	1,600,000	2,656,250	2,812,500	3,125,000	3,750,000	3,750,000
Fuel Dispensing System Upgrade	950,000	450,000	500,000	0	0	0	0	0
Guardrails13	825,000	100,000	100,000	125,000	125,000	125,000	125,000	125,000
HMAN (Harford County Metro Area Network)	930,000	680,000	200,000	50,000	0	0	0	0
Infrastructure Efficiency Capital Investment Projects	432,000	100,000	(25,000)	85,000	75,500	65,500	65,500	65,500
Intersection Improvements	3,727,444	2,027,444	200,000	300,000	300,000	300,000	300,000	300,000
New Roads and Storm Drains 13	2,675,000	1,275,000	100,000	200,000	200,000	200,000	200,000	500,000
Refresh Program	493,000	153,000	85,000	42,500	42,500	42,500	85,000	42,500
Safeguarding Business Operations	1,881,200	1,831,200	50,000	0	0	0	0	0
Sidewalks & Handicapped Ramps	1,415,000	500,000	165,000	150,000	150,000	150,000	150,000	150,000
Stormdrain Rehabilitation	2,641,231	1,216,231	75,000	250,000	250,000	250,000	300,000	300,000
Traffic Calming, Bicycle & Road Safety Improvements	1,450,000	350,000	100,000	200,000	200,000	200,000	200,000	200,000
Outyear Projects:								
Drainage Improvements	2,050,000	1,275,000	0	125,000	125,000	175,000	175,000	175,000
Hickory II Improvements	4,323,503	823,503	0	0	250,000	250,000	0	3,000,000
Salt Dome	550,000	0	0	30,000	520,000	0	0	0
Stormwater Management Retrofits	3,950,000	0	0	325,000	325,000	1,100,000	1,100,000	1,100,000
Traffic Signals	250,000	0	0	50,000	50,000	50,000	50,000	50,000
Whiteford Shop	200,000	0	0	200,000	0	0	0	0

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HIGHWAYS FUND

OTHER

Open Projects:

Computer Equipment/Networks	1,399,022	1,399,022	0	0	0	0	0	0
Glen Elyn Culvert and Ponds Repair	392,500	392,500	0	0	0	0	0	0
Guardrails	300,000	300,000	0	0	0	0	0	0
Milestone Project	325,000	325,000	0	0	0	0	0	0
New Roads and Stormdrains 06	1,545,000	1,545,000	0	0	0	0	0	0
Primrose Place	146,000	146,000	0	0	0	0	0	0
700 MHz Wireless Radio System	1,600,000	1,600,000	0	0	0	0	0	0
Sidewalks	1,375,000	1,375,000	0	0	0	0	0	0
Other Total by Project	63,848,650	24,772,900	3,375,000	5,388,750	5,965,500	6,773,000	7,040,500	10,533,000
Paygo	58,198,363	19,862,613	3,285,000	5,288,750	5,865,500	6,673,000	6,940,500	10,283,000
Reappropriated	1,279,231	1,354,231	(75,000)	0	0	0	0	0
State	415,000	375,000	40,000	0	0	0	0	0
Developer	3,285,000	2,520,000	115,000	100,000	100,000	100,000	100,000	250,000
Other	508,500	498,500	10,000	0	0	0	0	0
Lease Purchase	162,556	162,556	0	0	0	0	0	0
Other Total by Fund	63,848,650	24,772,900	3,375,000	5,388,750	5,965,500	6,773,000	7,040,500	10,533,000

TOTAL HIGHWAYS CAPITAL	237,160,348	113,718,089	13,031,509	20,323,750	25,535,500	20,653,000	20,420,500	23,478,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM FY 2016	FY 2017	FY 2018	FY 2019

WATER & SEWER FUND

WATER PROJECTS

FY 14 Funded Projects:

Fleet Replacement	4,462,000	800,000	662,000	600,000	600,000	600,000	600,000	600,000
Fuel Dispensing System Upgrade	60,000	0	60,000	0	0	0	0	0
HMAN (Harford County Metro Area Network)	1,070,000	720,000	250,000	100,000	0	0	0	0
Refresh Program	522,000	162,000	90,000	45,000	45,000	45,000	90,000	45,000
Renewal and Replacement of Water Infrastructure	800,000	200,000	100,000	100,000	100,000	100,000	100,000	100,000
Safeguarding Business Operations	2,018,400	1,918,400	100,000	0	0	0	0	0
Tank Painting 14	3,000,000	0	500,000	500,000	500,000	500,000	500,000	500,000
Water and Sewer Authority Study Establishment	2,000,000	0	2,000,000	0	0	0	0	0
Water Meter Upgrade	1,620,000	540,000	540,000	540,000	0	0	0	0
Water Zone Improvements	150,000	0	150,000	0	0	0	0	0

Outyear Projects:

HdG Water Quality Improvements	2,500,000	0	0	0	0	500,000	0	2,000,000
Magnolia Booster Station	700,000	200,000	0	500,000	0	0	0	0
Preston Manor Booster Station Study	200,000	0	0	0	0	200,000	0	0
Route 7 Water Main Parallel	400,000	0	0	0	0	0	0	400,000
Swan Harbor Tank	4,000,000	600,000	0	0	3,400,000	0	0	0

Open Projects:

Abingdon Maintenance Storage Protection	200,000	200,000	0	0	0	0	0	0
Abingdon Road Water	8,300,000	8,300,000	0	0	0	0	0	0
Abingdon WTP Expansion	76,535,000	76,535,000	0	0	0	0	0	0
Chlorine Replacement Program	720,000	720,000	0	0	0	0	0	0
City of Baltimore - Deer Creek PS & Valve Improvement	3,700,000	3,700,000	0	0	0	0	0	0
City of Baltimore Raw Water Supply	3,300,000	3,300,000	0	0	0	0	0	0
Computer Equipment/Networks	1,032,973	1,032,973	0	0	0	0	0	0
Construction Unanticipated 07	200,000	200,000	0	0	0	0	0	0
Construction Unanticipated 09	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 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM				
					FY 2016	FY 2017	FY 2018	FY 2019	

WATER & SEWER FUND

WATER PROJECTS

Open Projects (cont.):

Havre de Grace Water Treatment Plant Upgrade	200,000	200,000	0	0	0	0	0	0
Information Asset Management	400,000	400,000	0	0	0	0	0	0
Milestone Project	500,000	500,000	0	0	0	0	0	0
Regional Water Supply R&A	500,000	500,000	0	0	0	0	0	0
Rt. 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
Tank Painting 10	365,000	365,000	0	0	0	0	0	0
Tank Painting 12	300,000	300,000	0	0	0	0	0	0
Tollgate Road Water	1,300,000	1,300,000	0	0	0	0	0	0
Water & Sewer Rate Study	300,000	300,000	0	0	0	0	0	0
Water Construction Unanticipated	300,000	300,000	0	0	0	0	0	0
Water Quality Improvements	600,000	600,000	0	0	0	0	0	0
Water Total by Project	123,315,373	104,953,373	4,452,000	2,385,000	4,645,000	1,945,000	1,290,000	3,645,000
Paygo	20,339,184	8,777,184	4,452,000	1,885,000	1,245,000	1,445,000	1,290,000	1,245,000
Future Bonds	6,800,000	0	0	500,000	3,400,000	500,000	0	2,400,000
Prior Bonds	95,512,460	95,512,460	0	0	0	0	0	0
Reappropriated	481,717	481,717	0	0	0	0	0	0
Lease Purchase	182,012	182,012	0	0	0	0	0	0
Water Total by Fund	123,315,373	104,953,373	4,452,000	2,385,000	4,645,000	1,945,000	1,290,000	3,645,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET	FY 2015	FIVE YEAR CAPITAL PROGRAM			
			YEAR FY 2014		FY 2016	FY 2017	FY 2018	FY 2019

WATER & SEWER FUND

SEWER PROJECTS

FY 14 Funded Projects:

Bynum Run Parallel 6 & 7	12,090,000	920,000	6,000,000	5,170,000	0	0	0	0
Electrical/Network/Phone	130,000	0	130,000	0	0	0	0	0
Infiltration & Inflow	850,000	250,000	100,000	100,000	100,000	100,000	100,000	100,000
Renewal and Replacement Sewer Infrastructure	1,600,000	400,000	200,000	200,000	200,000	200,000	200,000	200,000
Sod Run Facility Improvements	4,850,000	1,200,000	400,000	650,000	650,000	650,000	650,000	650,000
Town Center Drive Pump Station Replacement	1,550,000	0	350,000	0	0	1,200,000	0	0

Outyear Projects:

Bill Bass PS FM Replacement	7,700,384	700,384	0	0	0	5,000,000	2,000,000	0
Bush Creek PS	30,700,000	27,400,000	0	3,300,000	0	0	0	0
Chlorine Replacement Program WWTP	3,110,000	660,000	0	0	0	450,000	2,000,000	0
Edgewood Interceptor Sewer Parallel	7,950,000	300,000	0	0	0	0	7,650,000	0
Upper Bynum Run Infiltration and Inflow	7,400,000	3,400,000	0	1,000,000	1,000,000	1,000,000	1,000,000	0

Open Projects:

Bel Air Infiltration and Inflow	500,000	500,000	0	0	0	0	0	0
Church Creek Pump Station Replacement	10,100,000	10,100,000	0	0	0	0	0	0
ENR at Joppatowne	5,500,000	5,500,000	0	0	0	0	0	0
ENR Refinement at Sod Run	57,500,000	57,500,000	0	0	0	0	0	0
Green Ridge Pump Station Replacement	1,500,000	1,500,000	0	0	0	0	0	0
Harford Estates Pump Station Abandonment	5,532,100	5,532,100	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/Joppa Area Sewer Relief	1,950,300	1,950,300	0	0	0	0	0	0
Plumtree Collector Parallel Phase 2	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 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM			
					FY 2016	FY 2017	FY 2018	FY 2019

WATER & SEWER FUND

SEWER PROJECTS

Open Projects (cont.):

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
Sod Run WWTP - Sludge Pad Cover	750,763	750,763	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
Sewer Total by Project	177,538,547	134,838,547	7,180,000	10,420,000	1,950,000	8,600,000	13,600,000	950,000
Paygo	18,516,450	7,645,000	921,450	1,950,000	1,950,000	3,150,000	1,950,000	950,000
Future Bonds	29,120,000	0	6,000,000	8,470,000	0	5,000,000	9,650,000	0
Prior Bonds	70,423,189	70,423,189	0	0	0	0	0	0
Reappropriated	789,490	530,940	258,550	0	0	0	0	0
State	51,400,000	51,400,000	0	0	0	0	0	0
Federal	3,700,300	1,250,300	0	0	0	450,000	2,000,000	0
Other	100,000	100,000	0	0	0	0	0	0
Developer	3,489,118	3,489,118	0	0	0	0	0	0
Sewer Total by Fund	177,538,547	134,838,547	7,180,000	10,420,000	1,950,000	8,600,000	13,600,000	950,000

TOTAL WATER & SEWER CAPITAL	300,853,920	239,791,920	11,632,000	12,805,000	6,595,000	10,545,000	14,890,000	4,595,000

	TOTAL COST	PRIOR APPROP	BUDGET FY 2014	FY 2015	FIVE YEAR CAPITAL PROGRAM			
					FY 2016	FY 2017	FY 2018	FY 2019
TOTAL APPROVED CAPITAL IMPROVEMENT PROGRAM	2,184,957,960	1,227,884,946	174,059,901	209,899,455	200,380,988	141,219,346	106,300,261	125,213,063

HIGHLIGHTS OF GRANTS FUND

The Grants Fund was established to account for the receipt, appropriation, and expenditure of certain Federal, State, and private monies received in grant form in accordance with Harford County Charter Article V, Section 518(b), and appropriately executed agreements. Harford County actively pursues available intergovernmental financing to initiate or supplement funding of some of its programs, but it is County policy to review the long-term fiscal impact of all proposed grant programs to avoid dependence on outside funding sources which could negatively influence the welfare and safety of the community.

Article V, Section 518(b) of the Harford County Charter states, in part, “Revenues from grant allocations which were unanticipated in any current fiscal year may be appropriated by legislative act of the Council upon request of the County Executive. The appropriation shall be made to the proper grant account established by revenues. For this fiscal year, the Annual Budget Ordinance includes a budget item referred to as “Anticipated and Unanticipated Federal, State and Private Grant Funds” which will provide a block of money (\$35,000,000) to be drawn upon during Fiscal Year 2013-2014 to avoid the cost and time of special legislation on each occasion grant funds are received. The Council will be notified by memorandum that a certain grant has been received and the amount of money drawn from this budgeted account.

During Fiscal Year 2013-2014, Harford County plans to participate in over 69 individual grant programs as a direct recipient offered through either the Federal or State governments. Through these grant programs, financial and programmatic development assistance and support can be provided to designated private, nonprofit human services in Harford County. Staffing to implement these programs is provided for the duration of a particular grant, when appropriate.

HARFORD COUNTY, MARYLAND

FY14 Anticipated Grant Award Dollars

(July 1, 2013 to June 30, 2014)

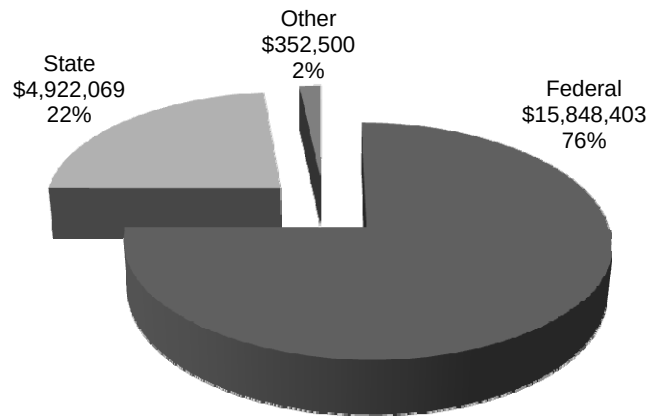
\$21,122,972*

Total Number of Anticipated Grant Awards: 69

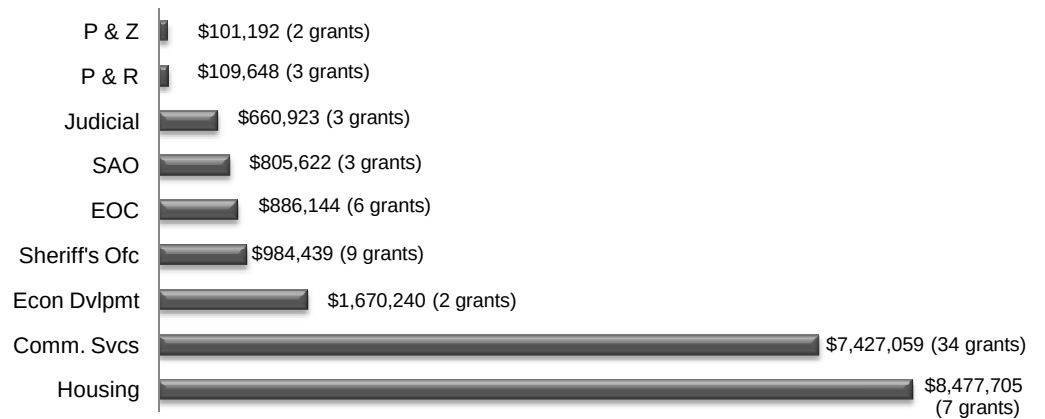
29
2
32
2
4

Requested County Match: \$2,992,538

% of Anticipated Grant Dollars by Funder



Anticipated Grant Dollars by Department \$21,122,972*



*Does not include Requested County Match or Capital Projects

**SELF INSURANCE FUND
FISCAL YEAR 2014**

Purpose	Self-Insurance Fund		
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 2012 which covers the general liability, automotive liability, property damage, and workers' compensation exposures.	Statement of Estimated Reserved Retained Earnings		
	Total Net Assets as of June 30, 2012		6,929,486
	Revenues from Agencies and Reimbursements	4,352,207	
	Interest Income	28,884	
	Insurance Recovery	125,099	
	Appropriated Retained Earnings	0	
	Total Estimated Revenues		4,506,190
	Expenses for Claims, Excess Coverages, Claims Management and Other Expenditures	4,670,437	
	Total Estimated Expenditures		4,670,437
	Estimated Reserved Retained Earnings - June 30, 2013		6,765,239
	Fiscal Year 2014		
	Estimated Revenues:		
Revenues from Agencies and Reimbursements	4,566,990		
Interest Income	25,000		
Insurance Recovery	175,000		
Total Estimated Revenues		4,766,990	
Estimated Expenditures:			
Claims and Expenditures	4,766,990		
Total Estimated Expenditures		4,766,990	
Estimated Reserved Retained Earnings - June 30, 2014		6,765,239	

VOLUNTEER FIREMEN'S PENSION TRUST (LOSAP) FUND
LOSAP - LENGTH OF SERVICE AWARD PROGRAM
FISCAL YEAR 2014

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, 2011, this fund had an unfunded actuarial accrued liability of \$10,079,169. The most current actuarial report was completed as of September 30, 2011. As of June 30, 2012, the market value of investments in the Pension Fund was \$17,249,503. 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, 2012. 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, 2012	17,537,739
Estimated Revenues:	
County Contributions	1,970,503
Investment Income	<u>800,000</u>
Total Estimated Revenues	2,770,503
Estimated Expenses:	
Pension Payments	(1,500,000)
Actuarial & Investment Services	(160,000)
Death Benefits	<u>(50,000)</u>
Total Estimated Expenditures	<u>(1,710,000)</u>
Estimated Net Assets Held In Trust for Pension Benefits - June 30, 2013	<u>18,598,242</u>

Fiscal Year 2013-2014

Estimated Revenues:	
County Contributions	1,934,886
Investment Income	<u>800,000</u>
Total Estimated Revenues	2,734,886
Estimated Expenditures:	
Pension Payments	(1,500,000)
Actuarial & Investment Services	(160,000)
Death Benefits	(50,000)
Unfunded Liability	<u>(1,024,886)</u>
Total Estimated Expenditures	<u>(2,734,886)</u>
Estimated Net Assets Held In Trust for Pension Benefits - June 30, 2014	<u>18,598,242</u>

**SHERIFF'S OFFICE PENSION PLAN
FISCAL YEAR 2014**

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, 2012, the fund had an unfunded actuarial accrued liability of \$19,090,364. As of June 30, 2012 the market value of the investments in the Pension Fund was \$36,555,748. The most current actuarial valuation was completed July 1, 2012. 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, 2012	36,542,071

Estimated Revenues:

Employee Contributions	470,000	
County Contributions	2,287,714	
Investment Income	800,000	
Total Estimated Revenues		3,557,714

Estimated Expenses:

Actuarial & Investment Services	(400,000)	
Medical & Legal Services	(5,000)	
Pension Payout	(2,500,000)	
Total Estimated Expenses		(2,905,000)

Estimated Net Assets Held In Trust for Pension Benefits June 30, 2013	37,194,785

Fiscal Year 2013-2014

Estimated Revenues:

Investment Income	800,000	
Employee Contributions	470,000	
County Contributions	2,376,590	
Total Estimated Revenues		3,646,590

Estimated Expenditures:

Actuarial & Investment Services	(400,000)	
Medical & Legal Services	(25,000)	
Pension Payout	(2,500,000)	
Unfunded Liability Contribution	(721,590)	
Total Estimated Expenditures		(3,646,590)

Estimated Net Assets Held In Trust for Pension Benefits June 30, 2014	37,194,785

**HARFORD COUNTY OTHER POST EMPLOYMENT BENEFIT PLAN
FISCAL YEAR 2014**

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 December 20, 2011 for period ending June 30, 2013.

**Other Post Employment Benefits Plan Trust Fund
Statement of Estimated Net Assets**

Net Assets Held In Trust for OPEB June 30, 2012	47,159,834
Estimated Revenues:	
Investment Income	1,000,000
OPEB Retiree Payment	786,500
County Contributions	<u>13,757,000</u>
Total Estimated Revenues	15,543,500
Estimated Expenses:	
Financial/Audit	(250,000)
OPEB Benefits	<u>(5,980,000)</u>
Total Estimated Expenses	<u>(6,230,000)</u>
Estimated Net Assets Held In Trust for OPEB June 30, 2013	<u><u>56,473,334</u></u>

Fiscal Year 2013-2014

Estimated Revenues:	
Investment Income	1,000,000
OPEB Retiree Payment	786,500
County Contributions	<u>13,381,000</u>
Total Estimated Revenues	15,167,500
Estimated Expenditures:	
Life Insurance Payments	(60,000)
Health Insurance Payments	(6,000,000)
Financial/Audit	(300,000)
Unfunded Liability Contribution	<u>(8,807,500)</u>
Total Estimated Expenditures	<u>(15,167,500)</u>
Estimated Net Assets Held In Trust for OPEB June 30, 2014	<u><u>56,473,334</u></u>

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.

BRAC

An acronym that stands for Base Realignment & Closure which is the process the Dept. of Defense uses to reorganize its federal installations for a more efficient & streamlined approach.

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.)

EDU

An acronym that stands for Equivalent Dwelling

GLOSSARY

Unit, which is the unit of measure by which the periodic User Charge for sewer services provided by the County is calculated.

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.

FICA

An acronym that stands for Federal Insurance Contributions Act, which is federal legislation in the United States that mandates employers withhold a set percentage of their employees' salary each pay period.

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.

GLOSSARY

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.

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 predominantly 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.

MAJOR FUND

Any fund whose revenues/expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

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 expenditures are recorded when the services or goods are received and the liabilities are incurred, and revenues are

GLOSSARY

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 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.

UNRESTRICTED NET ASSETS

Surplus funds from prior years used to finance current year operations.

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

BRAC

Base Realignment and Closure Act

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

DILP

Department of Inspections, Licenses, Permits

DNR

Department of Natural Resources

ECHO

Ecumenical Community of Harford County

EDU

Equivalent Dwelling Unit

EIS

Emergency Information System

EMS

Emergency Medical Service

ENR

Enhanced Nitrogen Removal

EPA

Environmental Protection Agency

FAMIS

Financial Accounting Management Information System

FICA

Federal Insurance Contributions Act

FTE

Full-Time Equivalent

FY

Fiscal Year

GAAP

Generally Accepted Accounting Principles

GASB

Governmental Accounting Standards Board

GLOSSARY

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

HWDC

Harford Waste Disposal Center

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

MTA

Mass Transit Authority

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

OPEB

Other Post Employment Benefits

OSHA

Occupational Safety Hazard Association

PAYGO

"Pay As You Go" Financing

PEHP

Post Employment Health Plan

POS

Program Open Space

SARA

Superfund Amendment Reauthorization Act

GLOSSARY

SRPIC (PIC)

Susquehanna Region Private Industry
Council

SSTAP

Statewide Special Transportation
Assistance Program

STOP

Safety Training Observation Program

VFC

Volunteer Fire Companies

W&S

Water and Sewer

WTE

Waste-to-Energy

WTP

Water Treatment Plant

WWTP

Wastewater Treatment Plant

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