

[illegible]

Barry Glassman, County Executive



COUNTY EXECUTIVE
BARRY GLASSMAN

Director of Administration
Billy Boniface

Chief, Budget & Management Research
Kimberly Spence

Senior Budget Analysts
William T. Watson
Benjamin Lloyd
Christen Callon

Treasurer
Robert Sandlass

HARFORD COUNTY COUNCIL

Council President
Richard C. Slutzky

Mike Perrone, Jr. – District A
Joseph M. Woods – District B
James “Capt’n Jim” McMahan – District C
Chad Shrodes – District D
Patrick S. Vincenti – District E
Curtis L. Beulah – District F



**County Executive
Barry Glassman**

Elected Officials



Harford County Council



Mike Perrone, Jr.
District A



Joseph M. Woods
District B



Richard C. Slutzky
Council President



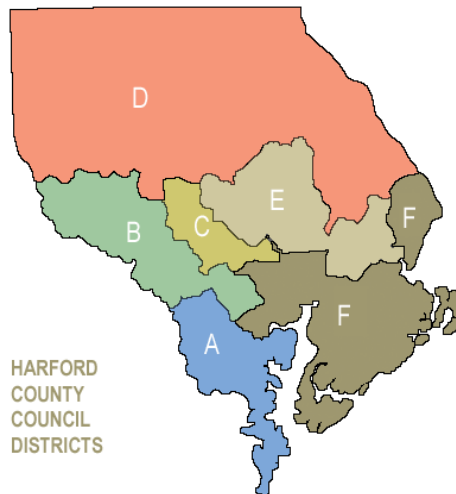
Chad Shrodes
District D



Patrick S. Vincenti
District E



James "Capt'n Jim" McMahan
District C



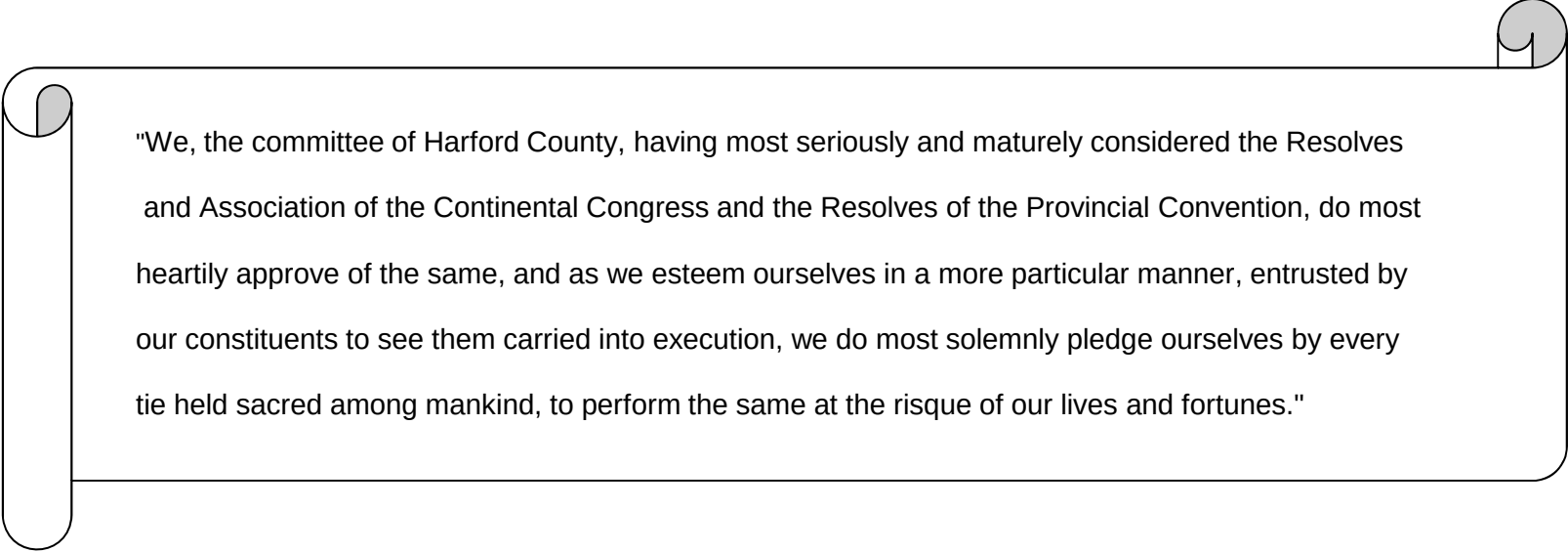
Curtis L. Beulah
District F

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, 2014

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, 2014.

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.

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.

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

**HARFORD COUNTY, MARYLAND
ANNUAL OPERATING BUDGET
TABLE OF CONTENTS**

BUDGET MESSAGE.....	14
DOCUMENT GUIDE.....	18
COUNTY OVERVIEW.....	22
COUNTY BUDGET POLICIES/PROCESS.....	40
FISCAL YEAR BUDGET SUMMARY.....	76
HARFORD COUNTY FISCAL YEAR 2016 APPROVED BUDGET ALL FUNDS.....	76
ASSESSABLE BASE - GENERAL FUND.....	85
ASSESSABLE BASE - HIGHWAYS FUND.....	86
DEBT REQUIREMENTS.....	87
LEGAL DEBT MARGIN.....	88
DEBT BURDEN ANALYSIS.....	89
ESTIMATED UNAPPROPRIATED FUND BALANCE.....	91
ESTIMATED UNRESTRICTED NET ASSETS.....	99
CONTINGENCY RESERVE.....	100
PERSONNEL SUMMARY.....	101
SPENDING AFFORDABILITY REPORT.....	116
SUMMARY - ALL FUNDS.....	129
SUMMARY - GENERAL FUNDS.....	136
SUMMARY - SOLID WASTE SERVICES.....	152
SUMMARY - HIGHWAYS FUND.....	164
SUMMARY - WATER AND SEWER FUND.....	178
SUMMARY - WATER AND SEWER DEBT SERVICE FUND.....	190
SUMMARY SPECIAL REVENUE FUND / PARKS & RECREATION.....	200
SUMMARY SPECIAL REVENUE FUND / AG PRESERVATION-COUNTY.....	210
SUMMARY SPECIAL REVENUE FUND / AG PRESERVATION-STATE.....	220
SUMMARY STORMWATER MANAGEMENT FUND.....	228
SUMMARY TAX INCREMENT FINANCING FUND.....	232
DEPARTMENTAL OPERATING BUDGETS	
County Executive.....	240
Administration.....	258

TABLE OF CONTENTS

Procurement.....	290
Treasury.....	312
Law.....	338
Planning & Zoning.....	352
Human Resources.....	384
Community Services.....	396
Handicapped Care Centers.....	434
Government and Community Relations.....	440
Health.....	444
Housing and Community Development.....	452
Information and Communication Technology.....	460
Sheriff's Office.....	468
Department of Emergency Services.....	506
Inspections, Licenses & Permits.....	534
Public Works.....	564
Office of the Director.....	580
Division of Construction Management.....	584
Division of Highways.....	596
Division of Environmental Services.....	624
Division of Water & Sewer.....	652
County Council.....	694
Judicial.....	716
State's Attorney.....	740
Board of Elections.....	754
Board of Education.....	766
Harford Community College.....	770
Maryland School for the Blind.....	774
Libraries.....	778
Parks and Recreation.....	782
Conservation of Natural Resources.....	824
Office of Economic Development.....	830
Debt Service.....	852
Insurance.....	874

TABLE OF CONTENTS

Benefits.....	878
Paygo/Non-Departmental.....	884
Contingency Reserve.....	896
Capital Budget.....	898
Grant Summary.....	960
Other Funds.....	978
Glossary.....	982

(THIS PAGE IS LEFT BLANK INTENTIONALLY)



A Message from Harford County Executive Barry Glassman

My first budget proposal as county executive charts a new path forward by restoring balance and fiscal responsibility for our citizens and employees.

For fiscal year 2016, revenue projections show only modest growth overall, with new money for general operations increasing by 1.6%, or \$7.7 million. In addition, prior spending has drained our unassigned fund balance from \$30 million to \$6 million, and more than doubled taxpayer-supported debt to \$500 million over the past ten years. Rising debt is not sustainable with low revenue growth. We must begin to change course.

At my inauguration in December, I said that changes would not happen overnight, and the economy would not turn on a dime, but my administration would seize the chance to make a difference. This budget begins to restore fiscal balance, strengthen families and communities, and reinvest in our workforce, even as we improve services. This is the path I have chosen to move Harford County forward as Maryland's new center of opportunity.

My total budget for the fiscal year 2016 including all funds is \$733,590,097 a decrease of .2% or \$1,169,297 from the current year. The total budget includes a General Fund Operating Budget of \$502,604,595 and a Capital Budget of \$91,333,553. Highlights appear below.

RESTORING BALANCE & EFFICIENCY

- No tax increases
- Lowest level of capital spending in 10 years, deferring large new capital projects and halting the trend of yearly increases in new debt
- Realistic six-year Capital Improvement Program, which helped Harford County retain the highest possible Triple-A bond rating and save money on financing costs
- Rightsizing of the county workforce, eliminating 67 positions thus far, and living within our means through ongoing efficiency measures

REINVESTING IN OUR WORKFORCE

- Merit-based salary increases of \$1,000 per qualifying county employee; no new money is needed to fund this increase, due to our efficiency measures
- Support for employees in the Sheriff's Office, Public Library, State's Attorney's Office and Circuit Court system, with increased funding equivalent to \$500 per employee, and encouragement for their leaders to provide matching funds for salary enhancements

INVESTING IN EDUCATION

- Funding for Harford County Public Schools at a record level
- Half of the county's new revenue directed to K-12 education
- Operating funding for HCPS at \$228,208,971, or \$5,062,039 above the Maintenance of Effort requirement
- Support for teachers, with \$3.1 million in increased funding for salaries and encouragement for the Board of Education to provide matching funds for salary enhancements
- Classroom technology upgrades of \$250,000 in capital funding for HCPS
- Restoration of \$300,000 in operating funds for Harford Community College that had been cut under the prior county administration

STRENGTHENING COMMUNITIES

- First-ever county funding for treatment of heroin addiction, with an initial \$100,000
- Creation of a \$50,000 EMS Community Service Training Scholarship, offering training in exchange for public service
- Increased funding of \$150,000 for ambulance services provided by the Harford County EMS Foundation

CAPITAL PROJECT HIGHLIGHTS

- Storm water remediation projects funded at \$6 million; despite our repeal of the rain tax, this amount is more county funding than in the past 8 years combined; projects are funded by redirecting and leveraging a portion of the existing recordation tax
- Road and bridge repairs: \$6,526,582
- Parks and recreation facility repairs and construction: \$1,935,000
- Priority repairs for Volunteer Fire Company facilities: \$600,000
- Upgrades to replace the county's antiquated and inefficient computer software and hardware: \$3,112,500
- Support for higher education with FY2017 funding planned for Harford Community College's Edgewood Hall renovation
- Havre de Grace Middle/High School replacement project retained in the six-year Capital Improvement Program, contingent upon revenues

Relevant to this budget proposal are the actions my administration has taken in our first four months in office to revive job growth and business activity. With the help of our County Council, we repealed the rain tax, removing an unfair burden on businesses and other taxpayers. My administration also created a one-stop-shop for businesses to launch, relocate and grow in Harford County. Consolidating our Office of Economic Development at a modern facility on the Route 40 Corridor locates these vital services near Aberdeen Proving Ground and our growing knowledge-based economic sector. And we finally succeeded in implementing a hotel tax, using the proceeds for grants to spur tourism and the other businesses that flourish when visitors come to town. With these early actions we have laid the groundwork to capitalize on an improving economy.

In the near term, my administration is streamlining county operations to live within our means and better serve our customers. Actions include outsourcing, consolidating office space and using technology to improve services. In response to fiscal pressures, we are also rightsizing our workforce with a successful early retirement incentive, backfilling only essential roles and offering those opportunities to existing employees whenever possible.

Fiscal pressures are also the reason I announced in January that we would temporarily defer large new capital projects. No matter how worthy these projects may be, borrowing tens of millions of dollars must be done at the right pace to ensure our financial stability. This realistic and sustainable approach to future borrowing was recognized by the major bond rating agencies in granting us their highest possible Triple-A rating.

In closing, I want to thank the many citizens who shared their input at Harford County's first-ever virtual town hall meeting on the budget. Along with your emails, phone calls and letters, I appreciate your help in putting together a budget that reflects our shared priorities and this new path forward.

I also want to thank my budget team, and all of our county workers who work with integrity and diligence each day in service of our customers, the citizens of Harford County.

With every good wish, I remain

Very truly yours,

A handwritten signature in dark ink, appearing to read 'B. Glassman', with a stylized, flowing script.

Barry Glassman
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.

Fiscal Year Budget Summary

This section provides data summarizing the Fiscal Year 2016 Budget. It describes issues used to formulate the Fiscal Year 2016 Budget to include trend analysis and assumptions, economic outlook, organizational changes, State and Federal mandates, etc.

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 2016 Budget.

DOCUMENT GUIDE

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:

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.

DOCUMENT GUIDE

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 2016 is listed in this section.

Benefits

This section provides a list of funds appropriated for Fiscal Year 2016 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 2016 is provided in this section.

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.

DOCUMENT GUIDE

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 2016 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 Approved Capital Budget and Capital Improvement Program Fiscal Year 2015 – 2016*.

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 2016, 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.

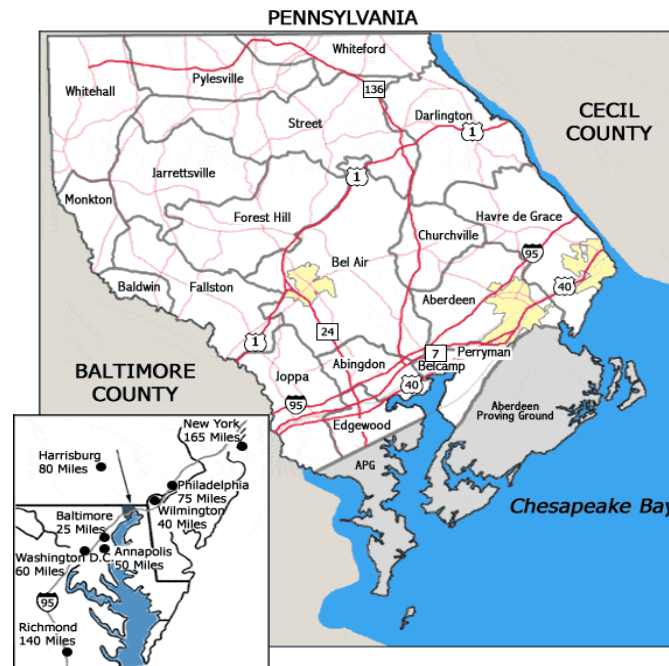
AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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

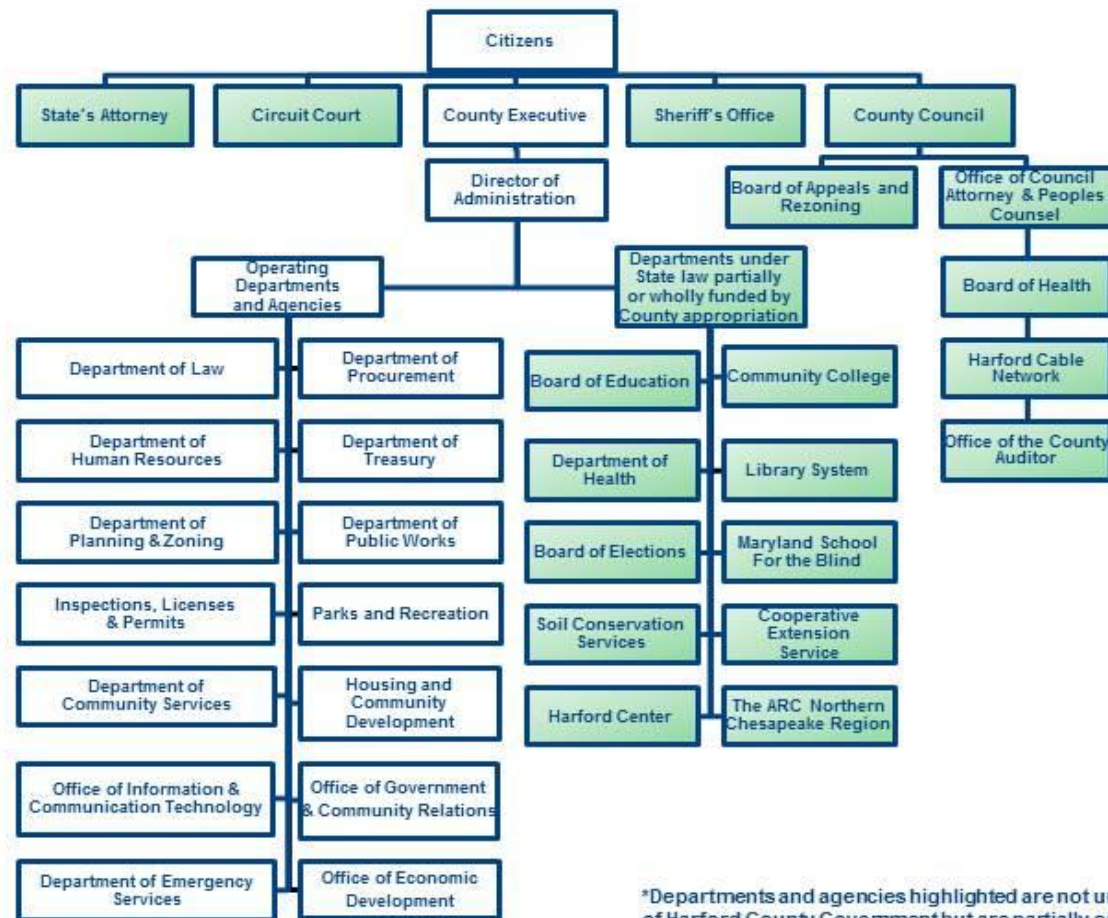
The Harford County Charter was adopted by the eligible voters on November 7, 1972, and became effective thirty days later December 7, 1972. The Charter conveys all rights and powers of local self-government and home rule to the County Executive and the County Council.

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

THE HARFORD COUNTY SEAL



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.

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 councilmatic 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.

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..."

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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 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.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

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

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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.

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

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

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

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 April 7, 2015 for a \$114,920,000 General Obligation bond sale. These bonds consisted of \$45,000,000 in Consolidated Public Improvement Bonds and \$69,920,000 in Refunding Bonds. The County received the highest rating possible from all three investor services, making Harford County bond ratings: Fitch Ratings AAA, Standard and Poor's AAA, and Moody's Investors Service Aaa, as published in the County's Official Statement of April 7, 2015.

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.

BRIEF HARFORD COUNTY STATISTICS

POPULATION

<u>(2010 census)</u>	<u>Households</u>	<u>Population</u>
2000	79,667	218,590
2010	90,218	244,826
2020*	97,775	258,650
(Projection)		

<u>Age</u>	<u>Number</u>	<u>Percent</u>
Under 5	14,049	5.6%
5-19	50,078	20.1%
20-44	76,891	30.9%
65 and over	35,031	14.0%
Total	249,215	100.0%

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

MAJOR EMPLOYERS

<u>Employer</u>	<u>Product/Service</u>	<u>Employment</u>
Aberdeen Proving Ground	Military Installation/R&D	16,797
Upper Chesapeake Health	Medical Services	3,129
Rite Aid Mid-Atlantic Customer Support Center	Pharmaceuticals/Consumer Goods	1,300
Kohl's	Consumer Goods Distribution/Retail	900
Harford Community College	Higher Education	1,029
Klein's ShopRite of Maryland	Groceries	1,000
Walmart	Consumer Goods Distribution/Retail	900
Jacobs Technology	Laboratory Analyses	865
Home Depot	Home Improvement Products	500
Target	Consumer Goods	500

INCOME

<u>Distribution</u>	<u>Percent Households</u>		
	<u>Harford County</u>	<u>Maryland</u>	<u>U.S.</u>
Under \$25,000	13.2%	16.1%	23.9%
\$25,000 - \$49,999	16.1%	18.1%	24.0%
\$50,000 - \$74,999	18.5%	17.4%	17.9%
\$75,000 - \$99,999	15.4%	13.3%	11.9%
\$100,000 - \$149,999	20.9%	18.0%	12.7%
\$150,000 - \$199,999	8.8%	8.5%	4.8%
\$200,000 and over	7.0%	8.6%	4.8%
Median Household	\$79,091	\$72,345	\$52,176
Average Household	\$92,583	\$94,841	\$72,897
Per Capita	\$34,656	\$35,837	\$27,884
Total Income (millions)	\$8,417	\$203,854	\$8,436,477

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

BUSINESS AND INDUSTRIAL PROPERTY

The County offers excellent access to I-95 as well as two State Enterprise Zones located on U.S. Route 40. Select office parks include:

Aberdeen Corporate Park	265,900 square feet of corporate campus, two miles from the APG North Gate; and 95,250 square feet of existing campus.
Box Hill Corporate Center	1,000,000 square feet of existing/planned office, flex and retail space off I-95 and exit 77-B
Fieldside Commons	500,000 square feet of office space off I-95 at exit 85, next to Ripken Stadium; 120,000 square feet of existing space
G.A.T.E. (Government and Technology Enterprise)	APG site with 2-3 million square feet of planned office, lab and R&D facilities; 645,000 square feet of existing office space
North Gate Business Park	Planned 860,000 square feet of office space with 285,000 square feet of existing office space outside the MD 22 Gate of APG
Water's Edge Corporate Campus	200 acres of mixed use development, six buildings totaling 415,708 square feet of office space
Business Incubators	Harford Business Innovation Center; Havre de Grace GroundFloor at Harford, Havre de Grace, MD

<u>Market Profile Data (2014)</u>	<u>Low</u>	<u>High</u>	<u>Average</u>
Land – cost per acre			
Industrial	\$70,000	\$250,000	\$200,000
Office	\$200,000	\$435,000	\$300,000
Rental Rates – per square foot			
Warehouse/Industrial	\$3.25	\$8.00	\$4.58
Flex/R&D/Technology	\$6.00	\$15.00	\$11.88
Class A Office	\$20.00	\$26.50	\$22.75

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

TAX RATES

	<u>Harford County</u>	<u>Maryland</u>
Corporate Income Tax (2015)	None	8.25%
Personal Income Tax (2015)	3.06%	2.0%-5.75%*
*Graduated rate peaking at 5.75% on taxable income over \$300,000		
Sales and Use Tax (2015)	None	6%
Exempt sales for resale; manufacturer's purchase of raw materials; manufacturing machinery and equipment; purchases of materials and equipment used in R&D and testing of finished products; purchases of computer programs for reproduction or incorporation into another computer program for resale.		
Real Property Tax (2015)	\$1.154	\$0.1120
Effective rate per \$100 of assessed value. In addition, there are some miscellaneous taxes and/or special taxing areas in the County. In an incorporated area, the County rate will vary and municipal rates will also apply.		
Major Tax Credits		
Include the Enterprise Zone, Job Creation, R&D, Biotechnology and Cybersecurity Investment and the Arts and Entertainment District		

SCHOOLS AND COLLEGES

Public Schools

There are 33 elementary schools, 9 middle schools and 10 high schools in Harford County. Additionally the John Archer School is a public special education school serving students with disabilities in Harford County; and the Alternative Education at the Center for Educational Opportunity is a continuation of education services to students who have experienced crisis. Enrollment in Harford County Public Schools from September, 2014 was 37,537 students; and the average cost per pupil in the 2012-2013 school year was \$11,719.

Higher Education

Harford Community College is an open access institution providing higher education with two year degree programs, and now a four year degree program partnered with Towson University.

Harford Community College (HCC) had an enrollment of 6,712 full-time students in the Fall of 2014 with an in-county cost of \$104 per credit hour. The partnership with Towson University has created opportunities for students to earn a four year degree without having to leave Harford County. Additionally, the University Center located in Aberdeen also provides the ability to advance undergraduate and graduate education through partnerships with other regional universities.

AN OVERVIEW OF HARFORD COUNTY, MARYLAND

RECREATION AND CULTURE

There are 7,053 acres of state parkland including Rock State Park and Susquehanna State Park; and 4,496 acres of County parkland (288 acres in the municipalities of Aberdeen, Bel Air and Havre de Grace). The County offers an extensive recreational program with state of the art facilities; including the Cedar Lane Park Regional Sports Complex, a high quality regional venue for lacrosse, field hockey, football and soccer. Attractions in Harford County include but are not limited to the Anita C. Leight Estuary Center, Ripken Stadium at Leidos Field, Havre de Grace Decoy Museum, Susquehanna Museum at the Lock House, Swan Harbor Farm, Ma and Pa Heritage Corridor Bike and Hike Trail; and the County is located within 30 miles of regional attractions such as the Baltimore Symphony Orchestra, the Baltimore Orioles, the Baltimore Ravens, CENTERSTAGE, Hippodrome, Lyric Opera House, Smithsonian, and the Peabody Conservatory of Music.



Harford County Government

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.

Long Range Fiscal Goals

Innovation. Technology. Efficiency.

These initiatives dominate the concept for the future of Harford County. It is the County Executive's goal to move Harford County forward as Maryland's new center of opportunity for economic success. This was initiated by the relocation of the Office of Economic Development (OED) to the U.S. Route 40 corridor, five minutes from the MD 22 gate of Aberdeen Proving Ground and co-located with an incubator, a collaborative tech workspace, a myriad of on-site small business resources and more tools than ever to support small business development.

COUNTY BUDGET POLICIES AND PROCESS

Strategic Relocation

This move was strategically oriented to capitalize on innovations happening at Aberdeen Proving Ground (APG) while at the same time provide support for all types of companies from concept to commercialization. As the County continues to strengthen its mass transit infrastructure, this relocation along the Route 40 corridor will emphasize transit oriented and tech cluster development within a close proximity of APG.

Small Business Development

A synchronized hub creates a convenient and attractive workspace for a small business to begin their economic gardening, supporting all stages of business development, ultimately reaching for the goal of making Harford County the place for entrepreneurs to relocate and launch their ideas. Having resources on hand is imperative to this success. The Small Business Resource Office houses the Business Navigator, serving as the first point of assessment and referral for small business needs. Additionally, partnerships with the Small Business Development Center (SBDC), the Procurement Technical Assistance Program (PTAP), the Army Alliance, the Regional Additive Manufacturing Authority (RAMP MD), the Northeastern MD Technology Council (NMTC), Harford's Business Edge (HBE) and the North Eastern Maryland University Research Park (NEMD URP) are all available to small businesses in their early stages of development. With these collaborative partnerships also comes an incubator space available by lease for start-up companies, integrated with a suite of services including the GroundFloor urban industrial workspace and the Corporate Commons Area.

Financial Support and Future Growth

The Office of Economic Development also houses financial support for business development and works closely with the community to obtain financing and assistance in venturing capital, local, state and federal loans. Specific financing programs include the Industrial Revenue Bonds for Manufacturers; the Economic Development Opportunity Fund; the Community Development Block Grant for Economic Development; and the Workforce Technical Training Grants program, a competitive investment grant program designed for accelerating technical training.

All of these opportunities, both new and existing are stimulating economic growth and advancing Harford County to become more productive and competitive in the ever evolving small business community.

Enriching the Economy

In January, 2015 Bill 14-035 was passed by the County Council, allowing revenue collection from overnight hotel stays. Half of the revenue generated will go directly to Harford County Government for reinvestment in tourism related activities, through a competitive grant process. The other half of the revenue will go back to the three Harford County municipalities where the hotels are located (Aberdeen, Bel Air, Havre de Grace). This revenue coincides with the privatization of tourism (Executive Order 14-10), with the anticipation that a destination marketing organization will boost tourism and businesses that flourish with visitors. Capitalizing on this type of revenue opportunity is imperative to improving the County's economy.

COUNTY BUDGET POLICIES AND PROCESS

Redirecting the Focus and Leveraging Opportunities

While the overall economy makes some improvements, it is critical for Harford County to streamline operations and defer large amounts of additional future debt. This balanced, sustainable approach was recognized by the three major investor bond rating services by giving Harford County the highest possible Triple-A ratings. In order to maintain this level of rating the County plans to focus on existing capital projects rather than new ones, to outsource services and consolidate office space where possible, and to use technology to improve resources to our citizens.

This can be viable with leveraging other funding opportunities instead of burdening County citizens with unfair fees such as the rain tax. With the help of the County Council this tax was repealed with Bill 14-036 and the Administration was able to redirect a portion of existing recordation tax to fund stormwater remediation projects.

Through resourceful actions such as redirecting funding opportunities the Administration is laying the groundwork for future endeavors that will bring technological and agricultural prospects to the County, both of which are essential to its growing local economy. Harford County has fully implemented the Harford Metro Area Network (HMAN) allowing government agencies, fire companies, law enforcement, schools and municipalities to connect on a common platform. The County is now poised to provide this dark fiber connectivity to private industries and residents, formulating a potential business plan for a sustainable and scalable project. The Administration is also looking towards alternative funding opportunities through State bonds to build an agricultural research and exposition facility that would provide federal, state and local agricultural agencies to be housed in one location. This could have a potentially large impact on the strong County agricultural community as well as the overwhelmingly successful Science, Technology, Engineering and Mathematics (STEM) movement for farmers.

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 on 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.

COUNTY BUDGET POLICIES AND PROCESS

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 \$25,000 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.

“The 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.

“The 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.

“The 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. Resolution 05-15 dedicated a portion of the revenue from the Recordation Tax for local watershed protection and restoration projects.

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

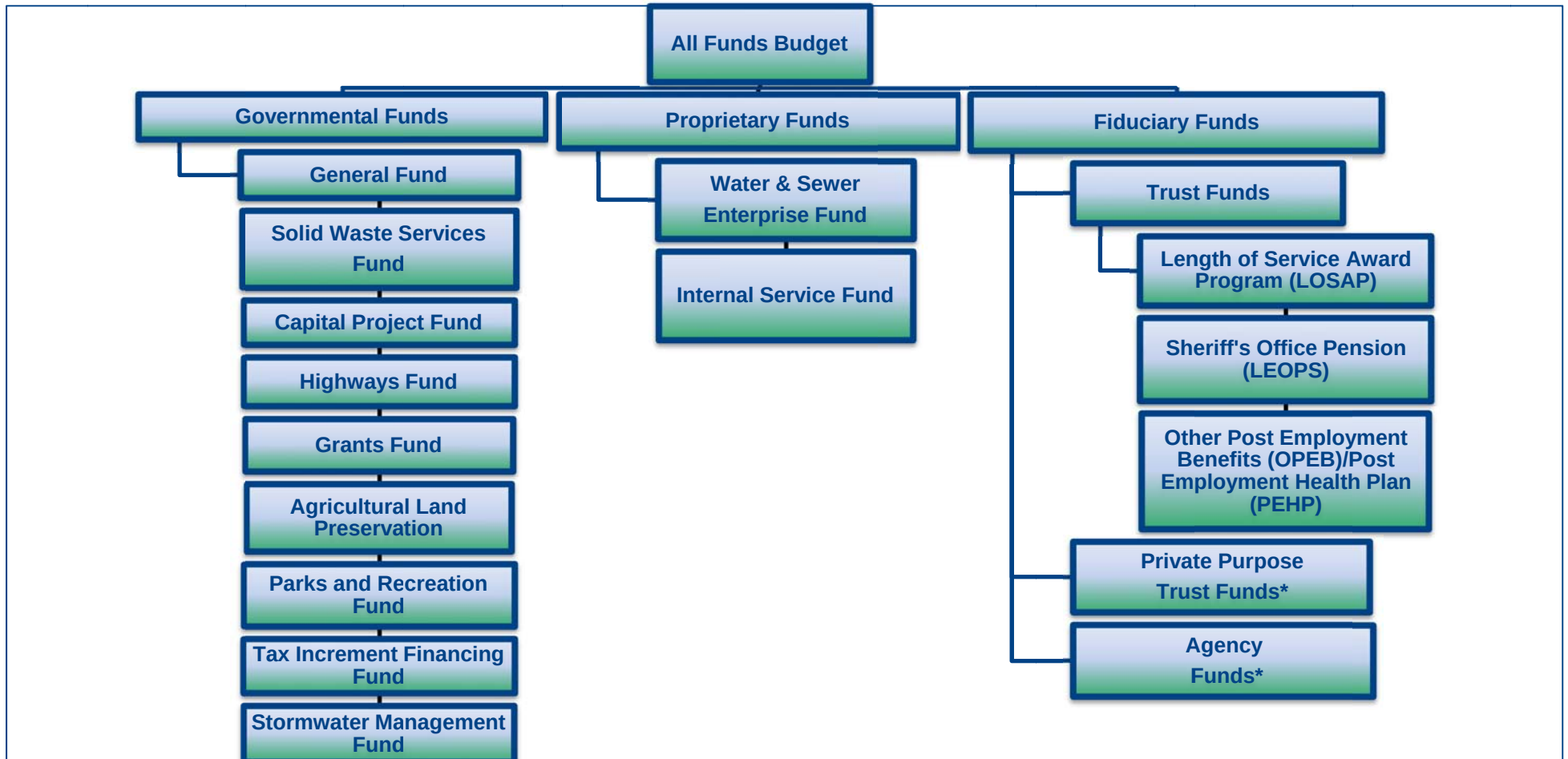
Enterprise funds include the Water and Sewer Fund and Water and Sewer Debt Service Fund.

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. The remaining \$1.10 is dedicated for local watershed protection and restoration projects.

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 \$2.6049 per \$100 of assessed value of properties outside of the towns (\$2.2342 plus a \$0.3707 “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 (\$0.8937 plus a \$0.1483 “differential” dedicated to the Highways Fund).
- Tax Credits
 - o 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.
 - o 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.
 - o 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.
 - o 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

- o Enterprise Zone Tax Credit – is granted to properties located within the enterprise zone on the property's qualified assessment.
- o 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.
- o Landfill Proximity Tax Credit – is provided for residential properties located in close proximity to a County-owned landfill.
- o 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.
- o 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 \$0.371 per \$100 of assessed value for properties outside the towns. The Property Tax Differential for Real Property is \$0.148 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 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.

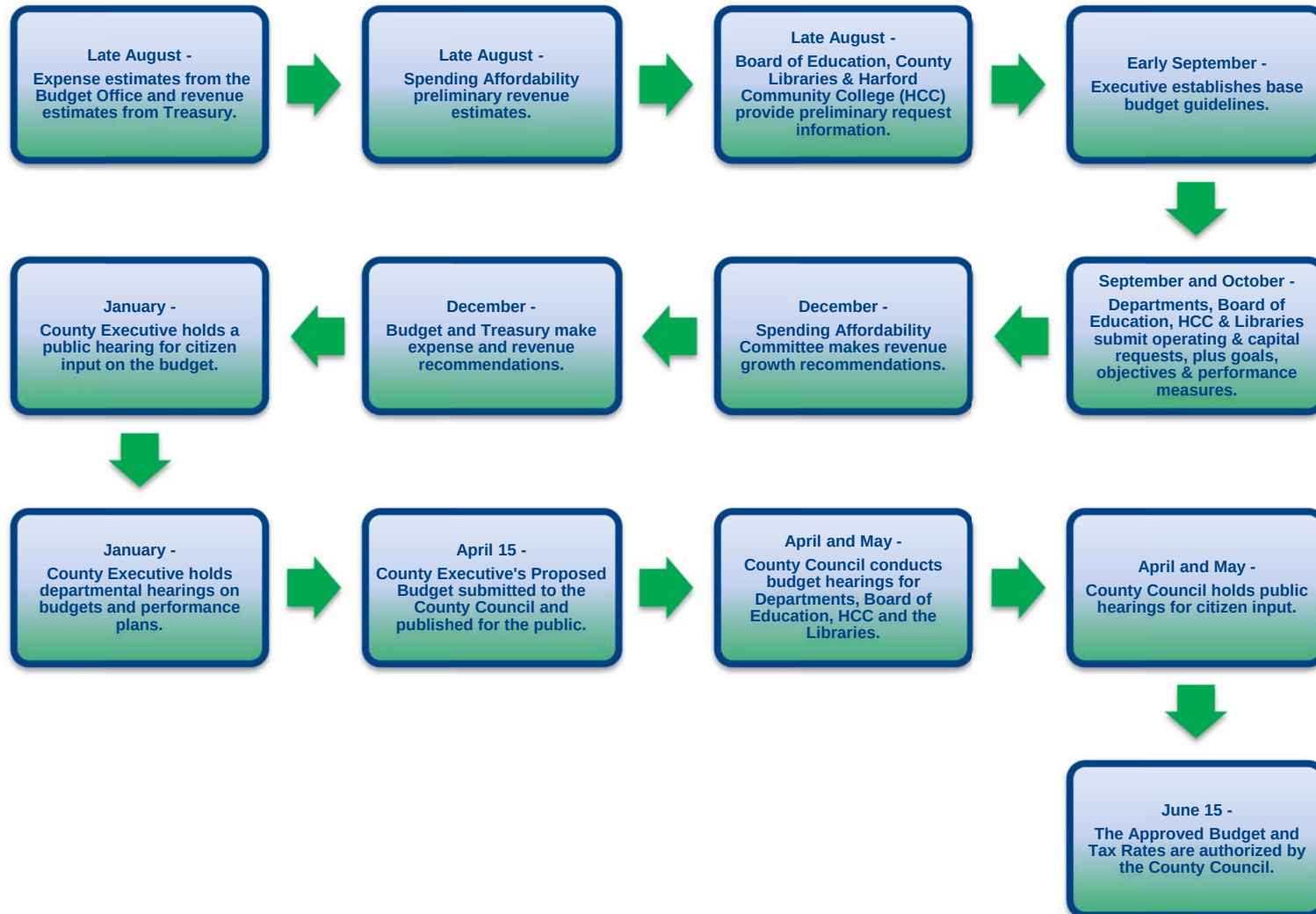
Three-Year Expenditure Plan – Operating and Capital expenditure projections (in three year increments) are updated annually. Projections also cover the estimated operating impact of future capital improvements that are scheduled in the Capital Improvement Program. These estimates include the applicable 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's Sunflower Fields



Vision

Maryland's New Center of Opportunity

Mission

Harford County Government will be fiscally prudent in providing efficient, transparent and responsive services to strengthen families and communities, to support excellence in public safety and public education, and to promote economic vitality.



Goals and Objectives

I. Fiscal Balance and Efficiency

To limit debt to fiscally responsible and sustainable levels, and use revenues wisely by operating efficiently.

- Limiting the tax burden on our citizens and businesses with reasonable tax rates.
- Keeping debt at sustainable levels and prioritizing large capital projects based on need and consistency with our mission.
- Reducing borrowing costs through prudent fiscal policies and planning, and by retaining the County's AAA rating from all three major bond rating agencies.
- Identifying efficiencies within operations and making recommendations to streamline processes and reduce costs.
- Improving citizen engagement and customer service by maximizing the use of technology.

II. Investing in Our Workforce

To invest in employees who deliver vital government services.

- Attracting and retaining a talented and dedicated workforce
- Providing training and certification opportunities for employee advancement
- Enhancing employee productivity by maintaining and upgrading technology in the workplace
- Supporting a safe and healthy work environment by implementing related policies, procedures and programs
- Building strong working relationships by providing employees with timely and transparent communications



Goals and Objectives

III. Strengthen Our Communities

To enhance our communities by investing in and promoting our community services and public safety.

- Providing resources and guidance to promote healthy lifestyle choices
- Strengthening families and communities by promoting awareness about threats to public health and safety
- Empowering citizens with educational programs and information on emergency preparedness, emergency procedures and safety measures
- Enhancing the health of our natural environment
- Maintaining safe parks and recreation facilities
- Ensuring reliable emergency services by maintaining and upgrading equipment and facilities
- Keeping roads and bridges safe by investing in necessary maintenance and repairs
- Supporting our volunteer first-responders by sharing County resources and offering opportunities for advanced training
- Attracting and retaining talented and dedicated public safety professionals

IV. Investing in Education

To prepare our youth to thrive in the global, knowledge-based economy.

- *Making education a priority with funding to provide equal opportunities for all students to learn*
- *Attracting and retaining effective teachers*
- *Advancing 21st century skills for students with investments in technology*
- *Ensuring safe learning and teaching environments*
- *Supporting equal access to higher education*
- *Collaborating productively with the public education system through regular dialogue and open communications*



Goals and Objectives

V. Building Economic Vitality

To maximize opportunities for economic prosperity.

- Promoting and streamlining County services that support businesses and entrepreneurs
- Fostering economic activity by offering business-friendly resources and opportunities
- Enabling business development by facilitating access to state and federal grants, programs, and related resources
- Promoting business activity with competitive grant funding for tourism-related activities
- Maximizing the use of technology to deliver County services for businesses

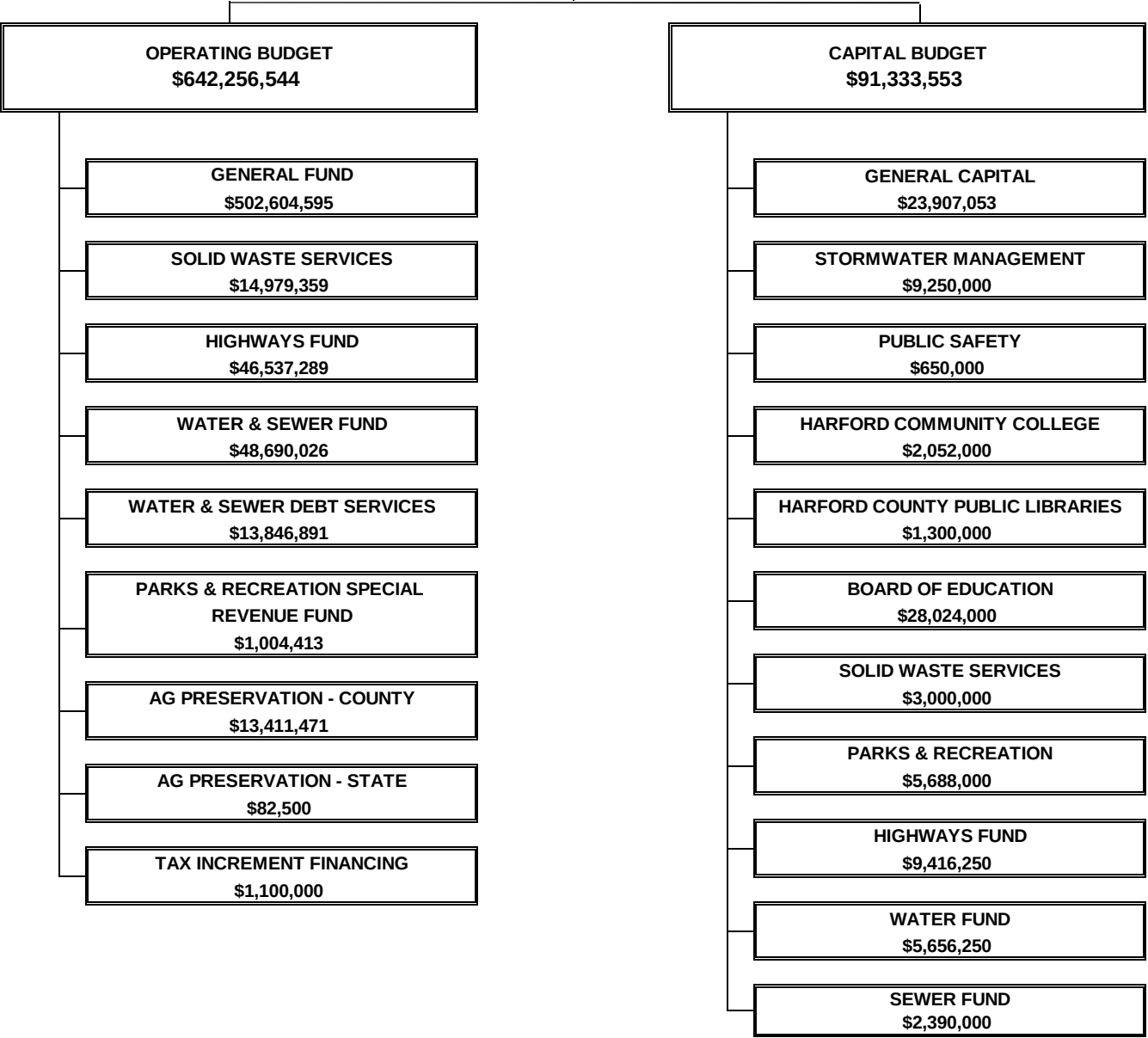
Matrix of Primary County Goals by Department

The following table reflects which departments are responsible for supporting the FY 16 County goals. Please refer to the Budget details of each department to see specific goals and objectives.

Department	I. Fiscal Balance and Efficiency	II. Investing in Our Workforce	III. Strengthen Our Communities	IV. Investing in Education	V. Building Economic Vitality	Department	I. Fiscal Balance and Efficiency	II. Investing in Our Workforce	III. Strengthen Our Communities	IV. Investing in Education	V. Building Economic Vitality
County Executive						Sheriff			X		
Administration	X		X			Emergency Services			X		
Procurement	X					Inspections, Licenses & Permits			X		
Treasury	X					DPW - Highways			X		
Law	X					DPW - Construction Management	X				
Planning & Zoning	X		X			DPW - Water & Sewer			X		
Human Resources						DPW - Environmental Services			X		
Community Services			X			State's Attorney	X		X		
Handicapped Care Centers			X			Library					
Health						Parks & Recreation			X		
Housing						Conservation of Natural Resources			X		
Information & Comm Technology	X					Economic Development					X

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

HARFORD COUNTY
TOTAL FY 16 APPROVED BUDGET ALL FUNDS
\$733,590,097



HARFORD COUNTY, MARYLAND FISCAL YEAR 2016 BUDGET SUMMARY

While the Administration follows the standardized Annual Budget Process, the development of each fiscal year's budget is unique. Consideration must be given to the current and projected economic conditions, the changing wants and needs of our citizens, and our operational requirements, all of which must be weighed against the fiscal policies and management techniques adopted by the Administration.

In developing our Fiscal Year 2016 Operating and Capital Budgets we were presented with a number of challenges to overcome and realities to reconcile. Prior spending had depleted the county's unassigned fund balance, while taxpayer-supported debt had doubled over the prior ten years. This budget represents a fundamental reprioritization that puts Harford County back on a path of fiscal balance and sustainability, while demonstrating a commitment to employees and to a more efficient and responsive government.

A number of revenue streams have been adversely affected over the past several years by various external forces. Despite these issues, the county's funding for Harford County Public Schools is \$5,062,039 over the required Maintenance of Effort level. Furthermore, the county is funding an additional \$1,327,669 for teacher pensions in FY 2016, for a total funding commitment for teachers' pensions of approximately \$8.8 million. The allocation for schools includes an increase of \$3.1 million for Instructional Salaries to provide a merit salary increase. Similarly, funding for merit-based salary increases was provided for county employees and those of outside agencies, while significant savings were realized through a rightsizing of the county workforce. Additional operating funding was also provided for Harford Community College \$300,000 and the Harford County EMS Foundation \$150,000, and funds were allocated for the treatment of heroin addiction for the first time ever \$100,000.

REVENUES

ALL FUNDS

FY 16 Approved Budget	642,256,544
FY 15 Approved Budget	627,498,803
\$ increase	14,757,741
% increase	2.35%

FUNDING SOURCE

GENERAL	502,604,595
HIGHWAYS	46,537,289
PARKS AND RECREATION	1,004,413
AG PRESERVATION - COUNTY	13,411,471
AG PRESERVATION - STATE	82,500
TAX INCREMENT FINANCING	1,100,000
WATER & SEWER OPERATING	48,690,026
WATER & SEWER DEBT SERVICE	13,846,891
SOLID WASTE SERVICES	14,979,359
FY 16 TOTAL ALL FUNDS	642,256,544

REVENUE SOURCE

PROPERTY TAXES	295,324,910
INCOME TAXES	203,407,621
W & S USER CHARGES	28,425,300
WASTE TO ENERGY PLANT	7,062,200
W & S DEBT SERVICE	13,313,950
INTERGOVERNMENTAL/STATE-SHARED	31,283,127
INVESTMENT INCOME	5,424,300
FUND BAL APPROP/UNRESTRICTED NET POSITION	29,159,970
OTHER REVENUE	28,855,166
FY 16 TOTAL ALL REVENUES	642,256,544

HARFORD COUNTY, MARYLAND FISCAL YEAR 2016 BUDGET SUMMARY

REVENUES

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

For Fiscal Year 2016, Property and Income tax revenues are estimated to generate 78% of the total of all revenue.

Property Taxes

FY 16 Approved Budget	295,324,910	45.98% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	292,722,534	46.65% of the Total All Funds FY 15 Operating Budget
\$ increase	2,602,376	
% increase	0.89%	

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 16, the total 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.

Income Taxes

FY 16 Approved Budget	203,407,621	31.67% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	198,729,650	31.67% of the Total All Funds FY 15 Operating Budget
\$ increase	4,677,971	
% increase	2.35%	

We receive approximately 90% of Income Tax in quarterly distributions of withholdings and estimated payments. We estimate the FY 15 actual amount to be \$195,305,481, a decrease of \$3,424,169 over the FY 15 budgeted amount. FY 16 is expected to grow to \$203,407,621 or a 2.35% increase over FY 15 budgeted amount of \$198,729,650.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2016 BUDGET SUMMARY

Recordation Tax

FY 16 Approved Budget	8,100,000	1.26% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	9,907,812	1.58% of the Total All Funds FY 15 Operating Budget
\$ decrease	(1,807,812)	
% decrease	(18.25%)	

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 effective July 1, 2015 through Resolution 005-15, 1/6 to fund local watershed protection and restoration projects.

Fund Balance/Unrestricted Net Position

FY 16 Approved Budget	29,159,970	4.54% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	27,570,931	4.39% of the Total All Funds FY 15 Operating Budget
\$ increase	1,589,039	
% increase	5.76%	

Fund Balance has been appropriated in the General Fund at approximately \$6.8 million. This funding will be utilized for Paygo for FY 16 capital projects. Parks and Recreation Special Revenue Fund Balance of \$134,913 will also be used in support of a capital project for improvements at our Swan Harbor Farm facility, as well as operating funds to replace furniture at Swan Harbor Farm. The Agricultural Preservation - County will use \$2,108,471 of Fund Balance in anticipation of purchasing easements in FY 16. The Water and Sewer Fund appropriated \$19.3 million for unrestricted net position and the Highways Fund appropriated \$708,894 to support highways capital projects.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2016 BUDGET SUMMARY

EXPENDITURES

General Fund

FY 16 Approved Budget	502,604,595	78.26% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	488,486,824	77.85% of the Total All Funds FY 15 Operating Budget
\$ increase	14,117,771	
% increase	2.89%	

This increase is the net result of the following: a merit salary increase for all general government employees to include the Sheriff's Office, State's Attorneys Office and Circuit Court; increased funding for the Libraries provided for a merit salary increase; additional funds for Harford Community College provided to restore funding levels from previous fiscal year reductions; debt service adjusted for principal and interest payments on outstanding debt; inclusion of stormwater management operating budget due to the repeal of the stormwater fee; benefits increase for retiree's insurance, a reinsurance fee and pension underfunding obligations; paygo funds increased over FY 15 to support the FY 16 Approved Capital budget; and increased funding for the Board of Education included for merit salary increase, additional teacher pension obligation and funds to support an increase in per vehicle allotment (PVA) for 15 contracted buses for a replacement contingency.

Solid Waste Services

FY 16 Approved Budget	14,979,359	2.33% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	14,161,806	2.26% of the Total All Funds FY 15 Operating Budget
\$ increase	817,553	
% increase	5.77%	

For FY 16, Solid Waste Services increase is a result of a merit salary increase; and payments to Baltimore County for the Transfer Station. Offset by a reduction in the Waste to Energy operating cost due to the contract ending in March, 2016.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2016 BUDGET SUMMARY

Highways Fund

FY 16 Approved Budget	46,537,289	7.25% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	45,590,070	7.27% of the Total All Funds FY 15 Operating Budget
\$ increase	947,219	
% increase	2.08%	

The increase in Highways Fund is the net result of: a merit increase for all eligible employees; contractual services increase for internet access road sensors, retiree's health insurance, and curb and road repairs; additional funds provided for liquid bituminous, concrete, and vehicle maintenance based on actual expense history; debt service increases; Paygo funds in support of the FY 16 Approved Highways Capital Budget increase as well as Pro Rata charges provided to the General Fund. These increases are offset by decreases for staff turnover and abolishment of six (6) positions.

Water & Sewer Fund

FY 16 Approved Budget	48,690,026	7.58% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	50,753,936	8.09% of the Total All Funds FY 15 Operating Budget
\$ decrease	(2,063,910)	
% decrease	(4.10%)	

The Water & Sewer Operating Fund was established as a self-sustaining utility account for water and sewer services provided by Harford County Government. Water & Sewer appropriations for FY 16 are less than the FY 15 budget as a result of the following: personal services increase for the merit salary increase; contractual services increase due to electricity costs and the purchase of raw water from Baltimore City; additional funds provided for chemical based on actual expense history; funds for normal equipment replacement decrease but still provide sufficient funds as required; paygo funding to support the FY 16 Approved Capital Budget decreases over FY 15; and depreciation expenses and pro rata charges provided to the General Fund both increase for FY 16.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2016 BUDGET SUMMARY

Water & Sewer Debt Service

FY 16 Approved Budget	13,846,891	2.16% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	14,068,304	2.24% of the Total All Funds FY 15 Operating Budget
\$ decrease	(221,413)	
% decrease	(1.57%)	

The Water & Sewer Debt Service Fund provides appropriation authority for the payment of principal and interest of 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 FY 16 is a result of the principal and interest payments adjusted to amounts due on outstanding debt.

Parks and Recreation Special Revenue Fund

FY 16 Approved Budget	1,004,413	0.16% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	1,108,823	0.18% of the Total All Funds FY 15 Operating Budget
\$ decrease	(104,410)	
% decrease	(9.42%)	

In FY 16, operating expenses for the Parks and Recreation Special Fund realize a decrease as a result of the following: pro rata charges for reimbursement of General Fund administrative support increases slightly; offset by a reduction for FY 15 one-time expenditures to furnish and renovate a fitness room at the Emmorton Recreation and Tennis Center as well as adjustments to various contractual service, materials & supplies and equipment to reflect actual expense history along with revenue projections. Funds are provided in the FY 16 Approved Capital budget for pier renovations at Swan Harbor Farm.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2016 BUDGET SUMMARY

Ag Preservation - County

FY 16 Approved Budget	13,411,471	2.09% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	10,850,100	1.73% of the Total All Funds FY 15 Operating Budget
\$ increase	2,561,371	
% increase	23.61%	

Harford County is committed to Agricultural Land Preservation. An allocation increase is provided for purchases of Ag Preservation intangibles and land purchases made under the State program. Increase is primarily the result of principal and interest payments on installment contracts for agricultural easements.

Ag Preservation - State

FY 16 Approved Budget	82,500	0.01% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	50,000	0.01% of the Total All Funds FY 15 Operating Budget
\$ increase	32,500	
% increase	65.0%	

Harford County's Agricultural Program is Certified. Therefore, the Program can retain 75% of the Agricultural Transfer Tax collected. For FY 16, it is projected that the County's share of the State Agricultural Tax will be \$82,000.

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 Preservation Foundation (MALPF) for easement purchases the foundation makes on the County's behalf will be \$52,500.

HARFORD COUNTY, MARYLAND FISCAL YEAR 2016 BUDGET SUMMARY

Tax Increment Financing

FY 16 Approved Budget	1,100,000	0.17% of the Total All Funds FY 16 Operating Budget
FY 15 Approved Budget	1,100,000	0.18% of the Total All Funds FY 15 Operating Budget
\$ no change	0	
% no change	0.0%	

The Beechcreek Estates Tax Increment Fund is a special fund authorized by Bill 10-10. The Bill provided that the County could not issue more than \$14 million for Beechcreek Estates in special obligation bonds to finance or reimburse the cost of the public improvements benefitting the district. The Bill also pledged 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 are not an indebtedness of the County for which the County is obligated to levy or pledge, or had 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 taxes. The bonds shall be a special obligation of the County and will not constitute a general obligation debt of the County or pledge of the County's full faith and credit or taxing power.

HARFORD COUNTY, MARYLAND
FY 2016 TAXABLE ASSESSABLE BASE
GENERAL FUND

	Fiscal Year 2013-2014		Fiscal Year 2014-2015		Fiscal Year 2015-2016	
	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
<u>REAL PROPERTY</u>		@ \$0.896		@ \$0.8937		@ \$0.8937
Full Year Levy	25,395,658,929	227,545,104	25,603,410,878	228,817,683	25,938,472,082	231,812,125
Partial Year Levy	63,399,107	568,056	98,200,936	877,622	54,743,650	489,244
Real Property Subtotal	25,459,058,036	228,113,160	25,701,611,814	229,695,305	25,993,215,732	232,301,369
<u>PERSONAL PROPERTY</u>		@ \$2.24		@ \$2.2342		@ \$2.2342
Unincorporated Business	9,415,179	210,900	12,276,788	274,288	12,276,788	274,288
Railroads and Public Utilities	516,071,429	11,560,000	522,321,413	11,669,705	522,321,413	11,669,705
Corporate Property	522,321,429	11,700,000	507,589,294	11,340,560	507,589,294	11,340,560
Personal Property Subtotal	1,047,808,037	23,470,900	1,042,187,494	23,284,553	1,042,187,494	23,284,553
Grand Total	26,506,866,072	251,584,060	26,743,799,308	252,979,858	27,035,403,227	255,585,922
<u>ADDITIONS AND SUBTRACTIONS</u>						
Interest, Discounts and Other Credits		(2,990,167)		(2,967,006)		(3,181,000)
NET TAXES		248,593,893		250,012,852		252,404,922

HARFORD COUNTY, MARYLAND

FY 2016 TAXABLE ASSESSABLE BASE

HIGHWAYS FUND

	Fiscal Year 2013-2014		Fiscal Year 2014-2015		Fiscal Year 2015-2016	
	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue	Taxable Assessable Base	Estimated Revenue
<u>REAL PROPERTY</u>		@ \$0.146		@ \$0.1483		@ \$0.1483
Full Year Levy	21,363,615,068	31,190,878	21,508,445,287	31,897,024	21,697,373,567	32,177,205
Partial Year Levy	34,641,781	50,577	78,110,641	115,838	49,493,594	73,399
Real Property Subtotal	21,398,256,849	31,241,455	21,586,555,928	32,012,862	21,746,867,161	32,250,604
<u>PERSONAL PROPERTY</u>		@ \$0.365		@ \$0.3707		@ \$0.3707
Unincorporated Business	7,671,233	28,000	11,506,849	42,656	11,734,556	43,500
Railroads and Public Utilities	438,356,164	1,600,000	442,739,726	1,641,236	431,615,862	1,600,000
Corporate Property	298,082,192	1,088,000	404,630,137	1,499,964	442,739,682	1,641,236
Personal Property Subtotal	744,109,589	2,716,000	858,876,712	3,183,856	886,090,100	3,284,736
Grand Total	22,142,366,438	33,957,455	22,445,432,640	35,196,718	22,632,957,261	35,535,340
<u>ADDITIONS AND SUBTRACTIONS</u>						
Interest, Discounts and Other Credits		(243,427)		(232,352)		(114,352)
NET TAXES		33,714,028		34,964,366		35,420,988

DEBT REQUIREMENTS FOR FISCAL YEAR 2015-2016 HARFORD COUNTY, MARYLAND

LONG TERM DEBT REQUIREMENTS:

	PRINCIPAL	INTEREST	TOTAL
General Obligation Bonds	10,683,094	5,936,063	16,619,157
Public School Bonds	19,732,161	11,977,328	31,709,489
Community College Bonds	2,274,131	1,109,490	3,383,621
Highway Bonds	565,445	456,278	1,021,723
Agricultural Preservation Loans	7,091,063	2,962,858	10,053,921
Water & Sewer Bonds	7,677,536	5,050,956	12,728,492
Water & Sewer Loans	709,749	38,650	748,399
Notes General Fund	701	74,750	75,451
TIF	0	1,050,000	1,050,000
TOTALS	<u>48,733,880</u>	<u>28,656,373</u>	<u>77,390,253</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	25,993,215,732	1,042,187,494	LEGAL
APPLICABLE GENERAL OBLIGATION DEBT % RATE	6%	15%	DEBIT LIMIT
ESTIMATED LEGAL DEBT LIMIT	1,559,592,944	156,328,124	1,715,921,068

STATEMENT OF ESTIMATED LONG TERM DEBT OUTSTANDING AS OF JUNE 30, 2015

ESTIMATED LONG TERM DEBT:

General Obligation	122,155,021
Solid Waste	15,138,653
Community College	29,259,446
Public Schools	267,235,285
Highways	10,346,982
<u>TOTAL ESTIMATED LONG TERM DEBT</u>	<u>444,135,387</u>

ESTIMATED SELF SUSTAINING DEBT:

	515,752,829
Water & Sewer Bonds and Loans Plus Premium	118,056,869
Tax Increment Financing	14,000,000
Agricultural Preservation Debt	57,617,442
<u>TOTAL ESTIMATED SELF SUSTAINING DEBT</u>	<u>189,674,311</u>

ESTIMATED TOTAL BONDED DEBT

	633,809,698
LESS: Estimated Self Sustaining Debt	189,674,311

ESTIMATED TOTAL DEBT APPLICABLE TO LEGAL DEBT LIMIT

444,135,387

ESTIMATED TOTAL LEGAL DEBT LIMIT

1,715,921,068

LESS: Estimated Total Debt Applicable to Legal Debt Limit

444,135,387

ESTIMATED LEGAL DEBT MARGIN

1,271,785,681

BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2014-2021

	Actual 2014	Approved Budget 2015	Approved Budget 2016	Projection 2017	Projection 2018	Projection 2019	Projection 2020	Projection 2021
Expenditures ^{(1) (2)}								
County Council	\$ 2,510,443	\$ 2,827,676	\$ 2,852,778	\$ 2,938,361	\$ 3,026,512	\$ 3,117,308	\$ 3,210,827	\$ 3,307,152
General Government	\$ 45,042,587	\$ 47,848,117	\$ 51,267,438	\$ 52,805,461	\$ 54,389,625	\$ 56,021,314	\$ 57,701,953	\$ 59,433,012
Education	\$ 238,262,341	\$ 240,628,914	\$ 243,470,583	\$ 250,774,700	\$ 258,297,942	\$ 266,046,880	\$ 274,028,286	\$ 282,249,135
Harford Center	\$ 553,036	\$ 553,036	\$ 693,036	\$ 713,827	\$ 735,242	\$ 757,299	\$ 780,018	\$ 803,419
Judicial	\$ 8,266,605	\$ 8,683,485	\$ 8,854,652	\$ 9,120,292	\$ 9,393,900	\$ 9,675,717	\$ 9,965,989	\$ 10,264,969
Libraries	\$ 16,158,310	\$ 16,137,189	\$ 16,279,546	\$ 16,767,932	\$ 17,270,970	\$ 17,789,099	\$ 18,322,772	\$ 18,872,456
Parks and Recreation	\$ 10,765,441	\$ 10,360,724	\$ 9,603,449	\$ 9,891,552	\$ 10,188,299	\$ 10,493,948	\$ 10,808,766	\$ 11,133,029
Public Safety	\$ 93,859,621	\$ 94,016,729	\$ 93,720,377	\$ 96,531,988	\$ 99,427,948	\$ 102,410,786	\$ 105,483,110	\$ 108,647,603
Public Works	\$ 50,960,382	\$ 51,356,940	\$ 56,815,826	\$ 58,520,301	\$ 60,275,910	\$ 62,084,187	\$ 63,946,713	\$ 65,865,114
Social Services	\$ 11,018,536	\$ 12,012,008	\$ 11,222,866	\$ 11,559,552	\$ 11,906,339	\$ 12,263,529	\$ 12,631,435	\$ 13,010,378
Other Financing Uses	\$ 30,075,684	\$ 12,313,704	\$ 15,861,250	\$ 16,337,088	\$ 16,827,200	\$ 17,332,016	\$ 17,851,977	\$ 18,387,536
Debt Service (3)								
General Obligation Debt	46,957,316	48,648,322	52,809,442	54,735,148	56,419,552	60,107,149	60,984,916	62,745,399
Other Debt Expenses	3,520,089	755,451	670,000	\$ 690,100	\$ 710,803	\$ 732,127	\$ 754,091	\$ 776,714
Total Expenditures	\$ 557,950,391	\$ 546,142,295	\$ 564,121,243	\$ 581,386,303	\$ 598,870,242	\$ 618,831,360	\$ 636,470,853	\$ 655,495,914
Capital Plan								
General Obligation Bonds	\$ 60,619,036	49,715,000	26,850,000	44,590,000	50,065,000	22,240,000	10,790,000	32,740,000
Highway Fund	\$ -	-	505,000	4,070,000	3,694,000	2,650,000	140,000	2,020,000
Water and Sewer Bonds	6,000,000	645,000	6,000,000	8,480,000	22,600,000	7,800,000	4,500,000	500,000
Pay-as-you-go								
General Fund	16,501,062	5,161,680	8,555,000	9,425,000	9,600,000	5,525,000	5,650,000	5,425,000
Highway Fund	9,480,762	7,000,000	6,666,250	7,797,500	8,497,500	8,417,500	10,535,000	8,075,000
Water and Sewer Fund	5,373,450	6,160,000	1,896,250	3,195,000	3,395,000	5,045,000	2,900,000	1,675,000
Other Sources (All Funds)	76,085,591	38,578,911	40,861,053	27,330,000	23,331,000	16,025,000	15,410,000	22,405,000
Total Capital Plan	\$ 174,059,901	\$ 107,260,591	\$ 91,333,553	\$ 104,887,500	\$ 121,182,500	\$ 67,702,500	\$ 49,925,000	\$ 72,840,000

BUSINESS PLAN
DEBT BURDEN ANALYSIS
Fiscal Years 2014-2021

	Actual 2014	Approved Budget 2015	Approved Budget 2016	Projection 2017	Projection 2018	Projection 2019	Projection 2020	Projection 2021
General Obligation Outstanding July 1	\$ 448,229,857	\$ 464,542,366	\$ 479,761,293	\$ 495,050,538	\$ 508,673,891	\$ 521,306,029	\$ 526,688,167	\$ 530,320,305
Additions	48,389,715	42,000,000	45,000,000	45,000,000	45,000,000	40,000,000	40,000,000	40,000,000
Less Principal Repayments & Reductions	32,077,206	26,781,073	29,710,755	31,376,647	32,367,862	34,617,862	36,367,862	38,367,862
General Obligation Outstanding June 30	\$ 464,542,366	\$ 479,761,293	\$ 495,050,538	\$ 508,673,891	\$ 521,306,029	\$ 526,688,167	\$ 530,320,305	\$ 531,952,443
Population ⁽⁴⁾	248,800	251,288	253,801	256,339	258,902	261,491	264,106	266,747
Taxable Property Value ⁽⁵⁾								
Taxable Assessed Valuation (000 omitted)	\$ 26,650,449	\$ 26,743,799	\$ 27,278,675	\$ 27,824,249	\$ 28,380,734	\$ 28,948,348	\$ 29,527,315	\$ 30,117,862
Debt Ratios								
Expenditures	8.4%	8.9%	9.4%	9.4%	9.4%	9.7%	9.6%	9.6%
General Obligation Debt Per Capita	\$1,867	\$1,909	\$1,951	\$1,984	\$2,014	\$2,014	\$2,008	\$1,994
Valuation	1.7%	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%
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 UNASSIGNED FUND BALANCE
GENERAL FUND AND SOLID WASTE SERVICES

	GENERAL FUND	SOLID WASTE SERVICES
<u>TOTAL FUND BALANCE AT JUNE 30, 2014</u>	72,788,477	0
2015 Revenue - Estimated	496,353,801	14,658,306
2015 Expenditures - Estimated	<u>(502,193,095)</u>	<u>(14,658,306)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	<u>66,949,183</u>	<u>0</u> ⁽¹⁾
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2015		
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	66,949,183	0
LESS: Nonspendable Fund Balance		
Loan Receivables - Town of Bel Air Parking Garage	(239,929)	
Loan Receivables - Stuart Terrace	(13,319)	
Prepaid WTE Insurance	(872,050)	
LESS: Restricted Fund Balance		
Dedicated Revenues - Detention Center	(800,569)	
Bond Premium	(1,666,438)	
LESS: Assigned Fund Balance		
Reserve for Credit Rating Purposes ⁽²⁾	(25,879,197)	
Encumbrances	(2,615,266)	
OPEB	(3,982,440)	
Income Tax	(2,933,333)	
Designated for WTE Plant Closure	(3,000,000)	
Health Care Consortium	(1,929,923)	
Designated for Landfill Closure	<u>(16,800,000)</u>	

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

	GENERAL FUND	SOLID WASTE SERVICES
<u>ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2015</u>	6,216,719	0
Highways Fund Support for Transportation	3,188,050	
Fiscal Year 2016 Estimated Revenues	496,156,892	14,979,359
Less Fiscal Year 2016 Estimated Expenditures	<u>(502,604,595)</u>	<u>(14,979,359)</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2017 & FUTURE YEARS</u>	<u>2,957,066</u>	<u>0</u>
Reserve for Credit Rating Purposes ⁽²⁾	25,879,197	
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 UNASSIGNED FUND BALANCE
HIGHWAYS FUND**

	HIGHWAYS FUND
<u>TOTAL FUND BALANCE AT JUNE 30, 2014</u>	11,324,071
2014 Estimated Revenues	45,954,644
2014 Estimated Expenditures	(47,172,482)
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	<u>10,106,233</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2015	
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	10,106,233
LESS: Nonspendable Fund Balance	
Inventory	(1,519,258)
LESS: Restricted Fund Balance	
Bond Proceeds	(198,466)
Highways-PILOT	(642,710)
Less: Assigned Fund Balance	
Reserve for Credit Rating Purposes	(2,326,864)
Encumbrances	(2,101,921)
OPEB	(568,920)
Health Care Consortium	(248,867)
<u>ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2015</u>	2,499,227
Plus : Fiscal Year 2016 Estimated Revenues	45,828,395
Less: Fiscal Year 2016 Estimated Expenditures	(46,537,289)
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2017 AND FUTURE YEARS</u>	<u>1,790,333</u>
Reserve for Credit Rating Purposes	2,326,864
Estimated Reserve for Credit Rating as a Percentage of Total Expenditures	5%

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

	<u>PARKS AND RECREATION FUND</u>
<u>TOTAL FUND BALANCE AT JUNE 30, 2014</u>	549,169
2015 Revenue - Estimated	864,500
2015 Expenditures - Estimated	<u>(1,108,823)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	<u>304,846</u>
 FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2015	
 <u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	 304,846
LESS: Assigned Fund Balance	
Encumbrances	(16,000)
OPEB	(17,000)
Health Care Consortium	<u>(5,500)</u>
 <u>ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2015</u>	 266,346
Plus: Fiscal Year 2016 Estimated Revenues	869,500
Less: Fiscal Year 2016 Estimated Expenditures	<u>(1,004,413)</u>
 <u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2017 AND FUTURE YEARS</u>	 <u>131,433</u>

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

**AGRICULTURAL LAND
PRESERVATION COUNTY**

<u>TOTAL FUND BALANCE AT JUNE 30, 2014</u>	53,151,491
2015 Revenue - Estimated	11,110,000
2015 Expenditures - Estimated	<u>(9,640,100)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	<u>54,621,391</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2015	
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	54,621,391
LESS: Unreserved Fund Balance Designated for Other Purposes	<u>(48,240,333)</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2015</u>	6,381,058
Fiscal Year 2016 Estimated Revenues	11,303,000
Less Fiscal Year 2016 Estimated Expenditures	<u>(13,411,471)</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2017 AND FUTURE YEARS</u>	<u>4,272,587</u>

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

	AGRICULTURAL LAND PRESERVATION STATE
<u>TOTAL FUND BALANCE AT JUNE 30, 2014</u>	0
2015 Revenue - Estimated	198,000
2015 Expenditures - Estimated	<u>(198,000)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	<u>0</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2015	
LESS: Unreserved Fund Balance Designated for Other Purposes	
<u>ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2015</u>	0
Fiscal Year 2016 Estimated Revenues	82,500
Less Fiscal Year 2016 Estimated Expenditures	<u>(82,500)</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2017 & FUTURE YEARS</u>	<u>0</u>

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

	<u>STORMWATER MANAGEMENT FUND</u>
<u>TOTAL FUND BALANCE AT JUNE 30, 2014</u>	70,421
2015 Revenue - Estimated	1,412,651
2015 Expenditures - Estimated	<u>(1,483,072)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	<u><u>0</u></u>
<u>ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2015</u>	0
Plus: Fiscal Year 2016 Estimated Revenues	0
Less: Fiscal Year 2016 Estimated Expenditures	<u>0</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2017 AND FUTURE YEARS</u>	<u><u>0</u></u>

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

	TIF DEBT SERVICE FUND
<u>TOTAL FUND BALANCE AT JUNE 30, 2014</u>	2,051,207
2015 Revenue - Estimated	1,056,397
2015 Expenditures - Estimate	<u>(1,059,652)</u>
<u>TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2015</u>	<u>2,047,952</u>
FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2015	
<u>ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2015</u>	2,047,952
Plus: Fiscal Year 2016 Estimated Revenues	1,100,000
Less: Fiscal Year 2016 Estimated Expenditures	<u>(1,100,000)</u>
<u>ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2017 AND FUTURE YEARS</u>	<u>2,047,952</u>

HARFORD COUNTY, MARYLAND
STATEMENTS OF ESTIMATED UNRESTRICTED NET POSITION
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, 2014</u>	429,414,021	0
Less Invested in Capital Assets, Net of Related Debt	<u>(332,396,851)</u>	<u>0</u>
Net Assets Available for Appropriation at June 30, 2014 Unrestricted Net Position	97,017,170	0
Plus: Fiscal Year 2015 Estimated Revenues	38,565,150	14,831,304
Less: Fiscal Year 2015 Estimated Expenditures	<u>(53,380,022)</u>	<u>(13,908,304)</u>
Net Assets Available for Appropriation at June 30, 2015 Unrestricted Net Position	82,202,298	923,000
Plus: Fiscal Year 2016 Estimated Revenues	41,749,400	13,764,950
Less: Fiscal Year 2016 Estimated Expenditures	<u>(48,690,026)</u>	<u>(13,846,891)</u>
Net Assets Available for Appropriation at June 30, 2016 Unrestricted Net Position	<u>75,261,672</u>	<u>841,059</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 0.43 percent of the Highways Fund, have been included in the Approved Fiscal Year 2015-2016 Operating Budget.

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

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 14				ENACTED FY 15				ENACTED FY 16			
	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	855,208			11.00	853,551			4.00	320,465		
Administration	62.00	3,149,548	3.00	80,206	64.00	3,234,776	3.00	80,206	49.00	2,520,821		
Procurement	14.00	864,044			14.00	854,044			14.00	795,212		
Treasury	34.00	2,168,538	1.10	38,810	34.00	2,168,538	1.10	38,810	33.00	2,033,550		
Law	15.00	1,401,175	0.80	53,769	15.00	1,420,122	0.80	53,769	16.00	1,479,069		
Planning & Zoning	41.00	2,426,992			41.00	2,410,636			38.00	2,132,528		
Human Resources	7.00	487,991			7.00	452,481			9.00	606,052		
Community Services	38.00	2,288,068	1.00	53,292	39.00	2,300,919	0.50	24,960	25.00	1,621,504		
Office of Gov't & Community Relations	0.00	0			0.00	0			4.00	341,483		
Housing Agency	7.00	300,348			7.00	280,348			9.00	390,209		
Information & Communication Tech	29.00	1,832,845			29.00	1,777,917			24.00	1,479,690		
Sheriff's Office	520.00	31,237,285	5.25	159,978	522.00	31,208,945	6.35	193,497	529.00	31,650,375	6.35	196,672
Emergency Services	94.00	4,560,763			94.00	4,451,355			91.00	4,342,093		
Inspections, Licenses & Permits	39.00	2,246,669			39.00	2,252,384			29.00	1,720,893		
Public Works	24.00	1,258,446			24.00	1,182,005			30.00	1,840,991		
County Council	28.00	1,367,692			28.00	1,395,768			27.00	1,443,760		
Judicial	29.00	1,694,497			29.00	1,672,501			30.00	1,721,450		
State's Attorney	59.00	3,713,405			59.00	3,690,542			59.00	3,693,530		
Parks & Recreation	99.50	4,932,479	2.00	57,447	100.50	4,935,255	2.00	57,447	93.50	4,477,889		
Conservation of Natural Resources	4.00	248,815			4.00	248,815			5.00	291,115		
Economic Development	17.00	1,160,030			17.00	1,166,932			22.00	1,261,817		
TOTAL GENERAL FUND	1,171.50	68,194,838	13.15	443,502	1,177.50	67,957,834	13.75	448,689	1,140.50	66,164,496	6.35	196,672
SOLID WASTE SERVICES												
Public Works	32.00	1,539,634	1.20	39,524	32.00	1,463,071	1.20	39,524	23.00	1,122,088		
TOTAL SOLID WASTE SERVICES	32.00	1,539,634	1.20	39,524	32.00	1,463,071	1.20	39,524	23.00	1,122,088	0.00	0

**HARFORD COUNTY, MARYLAND
PERSONNEL SUMMARY**

	ENACTED FY 14				ENACTED FY 15				ENACTED FY 16			
	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	126,418			2.00	126,418			2.00	133,024		
Public Works	194.00	9,826,498			194.00	9,718,875			188.00	9,332,345		
TOTAL HIGHWAYS FUND	196.00	9,952,916	0.00	0	196.00	9,845,293	0.00	0	190.00	9,465,369	0.00	0
WATER & SEWER FUND												
Treasury	9.00	501,687			9.00	485,802			9.00	509,102		
Public Works	171.00	9,288,759			172.00	9,207,126			170.00	9,133,073		
TOTAL WATER & SEWER FUND	180.00	9,790,446	0.00	0	181.00	9,692,928	0.00	0	179.00	9,642,175	0.00	0
STORMWATER MANAGEMENT FUND												
Public Works	12.00	862,904			12.00	814,015			0.00	0		
TOTAL STORMWATER MGT FUND	12.00	862,904	0.00	0	12.00	814,015	0.00	0	0.00	0	0.00	0
PARKS & RECREATION SPECIAL REVENUE FUND												
Parks and Recreation	2.50	147,721			2.50	147,721			2.50	146,366		
TOTAL P & R SPECIAL REVENUE FUND	2.50	147,721	0.00	0	2.50	147,721	0.00	0	2.50	146,366	0.00	0
AG PRESERVATION FUNDS												
Ag Preservation - State		30,000				30,000				30,000		
Ag Preservation - County	1.00	49,752			1.00	49,752			0.00	0		
TOTAL AG PRESERVATION FUNDS	1.00	79,752	0.00	0	1.00	79,752	0.00	0	0.00	30,000	0.00	0
TOTAL ALL FUNDS	1,595.00	90,568,211	14.35	483,026	1,602.00	90,000,614	14.95	488,213	1,535.00	86,570,494	6.35	196,672

FY 2016 POSITION CHANGES												
	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
GENERAL FUND												
COUNTY EXECUTIVE												
Office of Chief of Staff												
Chief of Staff	(1.00)	(115,385)	(159,480)									
Administrative Secretary II	(1.00)	(54,703)	(85,144)									
Deputy Chief of Staff												
Management Assistant II	(1.00)	(75,000)	(109,070)									
Sub-total Office of Chief of Staff	(3.00)	(245,088)	(353,694)	0.00	0	0	0.00	0	0	0.00	0	0
Constituent Services												
Administrative Specialist II	(2.00)	(122,332)	(185,525)									
Deputy Chief of Staff	(1.00)	(85,280)	(121,188)									
Sub-total Constituent Services	(3.00)	(207,612)	(306,713)	0.00	0	0	0.00	0	0	0.00	0	0
Division of Agricultural Affairs												
Deputy Chief of Staff				(1.00)	(85,072)	(123,010)						
Sub-total Div of Ag Affairs	0.00	0	0	(1.00)	(85,072)	(123,010)	0.00	0	0	0.00	0	0
TOTAL COUNTY EXECUTIVE	(6.00)	(452,700)	(660,407)	(1.00)	(85,072)	(123,010)	0.00	0	0	0.00	0	0
ADMINISTRATION												
Sustainability												
Administrative Specialist I				(1.00)	(46,091)	(74,992)						
Administrator				(1.00)	(66,872)	(99,489)						
Sub-total Sustainability	0.00	0	0	(2.00)	(112,963)	(174,481)	0.00	0	0	0.00	0	0
Facilities & Operations												
Administrative Assistant II				1.00	44,471	69,798						
Administrative Assistant I	(1.00)	(49,082)	(63,856)									
Administrative Specialist I	1.00	67,259	96,651									
Asset Manager				1.00	72,587	87,131						
Custodial Worker II	2.00	55,596	68,795				(3.00)	(80,206)	(134,443)			
Maintenance Mechanic I				1.00	37,089	60,633						
Maintenance Mechanic II				3.00	142,726	224,198						
Maintenance Worker I	1.00	30,000	41,895									
Maintenance Worker II	(1.00)	(55,670)	(74,160)	2.00	81,486	129,438						
Sub-total Facilities & Operations	2.00	48,103	69,325	8.00	378,359	571,198	(3.00)	(80,206)	(134,443)	0.00	0	0
Budget & Management Research (BMR)												
Grants Administrator				(1.00)	(65,520)	(97,895)						
Senior Budget Analyst	(1.00)	(71,868)	(105,378)									
Sub-total BMR	(1.00)	(71,868)	(105,378)	(1.00)	(65,520)	(97,895)	0.00	0	0	0.00	0	0

FY 2016 POSITION CHANGES												
	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
ADMINISTRATION CONT'D												
Citizen Affairs & Administrative Services												
Chief of Citizen Affairs & Admin Services	1.00	70,000	101,165									
Administrative Specialist I	1.00	55,000	83,489									
Sub-total Citizen Affairs & Admin Svcs	2.00	125,000	184,654	0.00	0	0	0.00	0	0	0.00	0	0
Risk Management												
Administrative Assistant I	(2.00)	(81,370)	(125,030)									
Administrative Assistant II				(1.00)	(44,471)	(69,187)						
Asset Manager				(1.00)	(72,587)	(88,670)						
Chief of Security	(1.00)	(56,000)	(81,105)									
Claims Adjuster				(1.00)	(49,296)	(71,841)						
Programmer Analyst I	(1.00)	(81,684)	(102,249)									
Risk Manager				(1.00)	(96,969)	(118,003)						
Safety Officer				(1.00)	(58,457)	(88,493)						
Security Supervisor	(1.00)	(43,900)	(69,581)									
Special Police Officer I	(6.00)	(202,400)	(312,260)									
Special Police Officer II	(7.00)	(281,592)	(449,678)									
Sub-total Risk Management	(18.00)	(746,946)	(1,139,903)	(5.00)	(321,780)	(436,194)	0.00	0	0	0.00	0	0
TOTAL ADMINISTRATION	(15.00)	(645,711)	(991,302)	0.00	(121,904)	(137,372)	(3.00)	(80,206)	(134,443)	0.00	0	0
PROCUREMENT												
Procurement Operations												
Management Assistant II	(1.00)	(85,000)	(118,361)									
Procurement Agent II	(1.00)	(65,000)	(98,862)	1.00	55,000	86,439						
Sub-total Procurement Operations	(2.00)	(150,000)	(217,223)	1.00	55,000	86,439	0.00	0	0	0.00	0	0
Property Management												
Administrative Assistant II				(1.00)	(43,796)	(72,287)						
Sub-total Property Management	0.00	0	0	(1.00)	(43,796)	(72,287)	0.00	0	0	0.00	0	0
Efficiency & Innovation												
Administrative Specialist II				1.00	47,477	74,624						
Chief, Efficiency & Innovation				1.00	70,000	103,922						
Sub-total Efficiency & Innovation	0.00	0	0	2.00	117,477	178,546	0.00	0	0	0.00	0	0
TOTAL PROCUREMENT	(2.00)	(150,000)	(217,223)	2.00	128,681	192,698	0.00	0	0	0.00	0	0

FY 2016 POSITION CHANGES												
	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
TREASURY												
Office of the Treasurer												
Administrative Specialist II				1.00	43,900	53,072						
Sub-total Office of the Treasurer	0.00	0	0	1.00	43,900	53,072	0.00	0	0	0.00	0	0
Bureau of Accounting												
Grants Administrator				1.00	65,520	98,643						
Accounting Clerk II	(1.00)	(44,328)	(59,237)									
Sub-total Bureau of Accounting	(1.00)	(44,328)	(59,237)	1.00	65,520	98,643	0.00	0	0	0.00	0	0
Bureau of Revenue Collections												
Accounting Technician II	0.00	(20,173)	(13,698)	(1.00)	(38,792)	(47,068)	(1.10)	(38,810)	(82,074)			
Sub-total Bur of Revenue Collections	0.00	(20,173)	(13,698)	(1.00)	(38,792)	(47,068)	(1.10)	(38,810)	(82,074)	0.00	0	0
Solid Waste Accounting												
Accounting Technician II	(1.00)	(71,868)	(98,449)									
Sub-total Solid Waste Accounting	(1.00)	(71,868)	(98,449)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL TREASURY	(2.00)	(136,369)	(171,384)	1.00	70,628	104,647	(1.10)	(38,810)	(82,074)	0.00	0	0
LAW												
Legal Services												
Assistant Senior County Attorney	(1.00)	(124,599)	(153,976)									
Legal Specialist I	(1.00)	(40,000)	(67,812)									
Legal Assistant II	(1.00)	(47,400)	(69,606)									
Administrative Specialist I	1.00	50,365	78,027									
Administrative Specialist II							(0.80)	(53,769)	(73,933)			
Management Assistant I	1.00	73,932	94,086									
Sub-total Legal Services	(1.00)	(87,702)	(119,281)	0.00	0	0	(0.80)	(53,769)	(73,933)	0.00	0	0
Risk Management												
Risk Manager				1.00	96,969	134,885						
Claims Adjuster				1.00	49,296	72,334						
Sub-total Risk Management	0.00	0	0	2.00	146,265	207,219	0.00	0	0	0.00	0	0
TOTAL LAW	(1.00)	(87,702)	(119,281)	2.00	146,265	207,219	(0.80)	(53,769)	(73,933)	0.00	0	0
PLANNING & ZONING												
Comprehensive Planning												
Administrative Specialist II	(1.00)	(68,520)	(87,754)									
Planner III	(2.00)	(212,938)	(267,805)									
Sub-total Comprehensive Planning	(3.00)	(281,458)	(355,559)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PLANNING & ZONING	(3.00)	(281,458)	(355,559)	0.00	0	0	0.00	0	0	0.00	0	0
HUMAN RESOURCES												
Clerical Assistant II				1.00	32,091	55,095						
Safety Officer				1.00	60,795	90,695						
TOTAL HUMAN RESOURCES	0.00	0	0	2.00	92,886	145,790	0.00	0	0	0.00	0	0

FY 2016 POSITION CHANGES												
	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
COMMUNITY SERVICES												
Director of Community Services												
Cultural Arts Board Coordinator							(0.50)	(24,960)	(40,606)			
Administrative Assistant I	(1.00)	(54,404)	(80,896)									
Administrative Specialist I				1.00	49,073	79,261						
Coordinator for Disabilities				1.00	48,000	75,240						
Human Relations Manager				1.00	67,600	98,501						
Sub-total Director of Community Svcs	(1.00)	(54,404)	(80,896)	3.00	164,673	253,002	(0.50)	(24,960)	(40,606)	0.00	0	0
Community Development												
Administrator	(1.00)	(66,872)	(99,489)									
Administrative Budget Technician				(1.00)	(26,787)	(42,320)						
Housing Services Coordinator				(1.00)	(73,118)	(100,034)						
Administrative Specialist II				(1.00)	(62,400)	(82,018)						
Coordinator for Disabilities				(1.00)	(48,000)	(74,586)						
Human Relations Manager				(1.00)	(67,600)	(97,850)						
Sub-total Community Development	(1.00)	(66,872)	(99,489)	(5.00)	(277,905)	(396,808)	0.00	0	0	0.00	0	0
Emergency Assistance												
Housing Services Counselor				(1.00)	(64,371)	(89,722)						
Sub-total Emergency Assistance	0.00	0	0	(1.00)	(64,371)	(89,722)	0.00	0	0	0.00	0	0
Office on Aging												
Administrative Budget Technician I				(1.00)	(39,900)	(67,694)						
Client Advocate Svcs Assistant Manager	1.00	52,800	83,838									
Sub-total Office on Aging	1.00	52,800	83,838	(1.00)	(39,900)	(67,694)	0.00	0	0	0.00	0	0
Harford Transit												
Administrative Assistant II				(1.00)	(44,471)	(70,585)						
Communication Specialist I				(1.00)	(36,123)	(59,346)						
Communication Specialist II				(2.00)	(85,043)	(125,396)						
Grants Specialist II				(1.00)	(39,900)	(58,217)						
Manager, Harford Transit				(1.00)	(70,720)	(98,814)						
Administrator				(1.00)	(88,400)	(122,210)						
Accounting Technician I				(1.00)	(39,900)	(48,374)						
Accounting Technician II				(1.00)	(52,378)	(79,906)						
Sub-total Harford Transit	0.00	0	0	(9.00)	(456,935)	(662,848)	0.00	0	0	0.00	0	0
TOTAL COMMUNITY SERVICES	(1.00)	(68,476)	(96,547)	(13.00)	(674,438)	(964,070)	(0.50)	(24,960)	(40,606)	0.00	0	0
GOVERNMENTAL & COMMUNITY RELATIONS												
Administrative Specialist II	1.00	51,761	79,759	1.00	72,222	103,947						
Director Gov't & Community Relations	1.00	129,500	168,040									
Deputy Director, Gov't & Comm Relations	1.00	86,000	124,703									
TOTAL GOV'T & COMMUNITY RELATIONS	3.00	267,261	372,502	1.00	72,222	103,947	0.00	0	0	0.00	0	0

FY 2016 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
HOUSING & COMMUNITY DEVELOPMENT												
Accountant I	(1.00)	(39,900)	(52,994)									
Administrative Budget Technician II				1.00	51,514	79,545						
Grants Specialist I				2.00	90,426	144,599						
TOTAL HOUSING & COMMUNITY DEV	(1.00)	(39,900)	(52,994)	3.00	141,940	224,144	0.00	0	0	0.00	0	0
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)												
Programmer Analyst (Unfunded in FY 15)	(1.00)	0	0									
Telecommunications Engineer II	(1.00)	(53,274)	(65,433)									
Telecommunications Specialist I	(1.00)	(52,800)	(81,687)									
Web Administrator	(1.00)	(81,684)	(116,949)									
Web Designer	(1.00)	(59,727)	(90,907)									
TOTAL INFO & COMMUNICATION TECH	(5.00)	(247,485)	(354,976)	0.00	0	0	0.00	0	0	0.00	0	0
SHERIFF'S OFFICE												
Administration & Support												
Major				(1.00)	(111,966)	(177,182)						
Sergeant				0.00	(4,743)	(7,762)						
Law Enforcement Analyst				1.00	49,338	77,884						
Community & Legislative Liaison				1.00	83,928	113,258						
Senior Deputy First Class				(1.00)	(74,256)	(126,091)						
Law Enforcement Records Technician II				0.00	(7,904)	(13,989)						
Sub-total Administration & Support	0.00	0	0	0.00	(65,603)	(133,882)	0.00	0	0	0.00	0	0
Patrol Operations												
Major				1.00	122,346	196,246						
Lieutenant				(1.00)	(94,911)	(170,951)						
Sergeant				1.00	75,983	130,869						
Corporal				1.00	65,270	102,808						
Senior Deputy First Class				1.00	72,072	121,019						
Deputy First Class				(8.00)	(463,736)	(778,182)						
Deputy				4.00	188,696	291,126						
Animal Control Clerk	1.00	30,472	53,301									
Animal Control Manager	1.00	64,542	82,501									
Animal Control Officer I	1.00	37,523	65,861									
Animal Control Officer II	4.00	174,304	267,063									
Sub-total Patrol Operations	7.00	306,841	468,726	(1.00)	(34,280)	(107,065)	0.00	0	0	0.00	0	0

FY 2016 POSITION CHANGES												
	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
SHERIFF'S OFFICE CONT'D												
Investigative Services												
Major				(1.00)	(126,027)	(194,794)						
Captain				(1.00)	(101,712)	(162,692)						
Lieutenant				1.00	84,303	171,266						
Corporal				0.00	14,643	20,031						
Senior Deputy First Class				(5.00)	(352,707)	(546,265)						
Deputy First Class				6.00	331,614	561,767						
Law Enforcement Analyst				(1.00)	(49,338)	(77,520)						
Law Enforcement Records Technician II				(1.00)	(43,618)	(69,421)						
Sex Offender Verification Investigator				(1.00)	(50,835)	(79,323)						
Sub-total Investigative Services	0.00	0	0	(3.00)	(293,677)	(376,951)	0.00	0	0	0.00	0	0
Correctional Services												
Corrections Records Technician I				(1.00)	(30,472)	(41,918)						
Corrections Records Technician II				1.00	42,328	56,098						
Officer				0.00	(1,269)	(1,811)						
Sub-total Correctional Services	0.00	0	0	0.00	10,587	12,369	0.00	0	0	0.00	0	0
Court Services												
Sergeant				0.00	(8,694)	8,449						
Lieutenant				0.00	0	8,813						
Senior Deputy First Class				2.00	146,328	252,470						
Law Enforcement Records Technician II				1.00	43,618	70,077						
Sex Offender Verification Investigator				1.00	50,835	79,676						
Sub-total Court Services	0.00	0	0	4.00	232,087	419,485	0.00	0	0	0.00	0	0
TOTAL SHERIFF'S OFFICE	7.00	306,841	468,726	0.00	(150,886)	(186,044)	0.00	0	0	0.00	0	0

FY 2016 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												
Management Assistant I	(1.00)	(67,000)	(98,612)									
Planner I				1.00	50,000	73,453						
Sub-total Administration	(1.00)	(67,000)	(98,612)	1.00	50,000	73,453	0.00	0	0	0.00	0	0
Emergency Communications Center												
Public Safety Dispatcher, Probationary*	(1.00)	0	0									
Public Safety Dispatcher III*	(1.00)	0	0									
Public Safety Supervisor				1.00	70,973	91,125						
*Positions were unfunded in FY 15												
Sub-total Emergency Comm Center	(2.00)	0	0	1.00	70,973	91,125	0.00	0	0	0.00	0	0
Special Operations & Support Svcs												
Planner I				(1.00)	(50,000)	(72,782)						
Public Safety Supervisor				(1.00)	(70,973)	(92,371)						
Electronic Services Technician	(1.00)	(49,350)	(59,514)									
Public Safety Dispatcher III	1.00	41,496	67,576									
Sub-total Special Ops & Support Svcs	0.00	(7,854)	8,062	(2.00)	(120,973)	(165,153)	0.00	0	0	0.00	0	0
TOTAL EMERGENCY SERVICES	(3.00)	(74,854)	(90,550)	0.00	0	(575)	0.00	0	0	0.00	0	0
INSPECTIONS, LICENSES & PERMITS												
Director of DILP												
Management Assistant II				1.00	85,000	119,005						
Sub-total Director of DILP	0.00	0	0	1.00	85,000	119,005	0.00	0	0	0.00	0	0
Building Services												
Inspector II				(1.00)	(66,351)	(100,487)						
Inspector III				1.00	54,912	79,258						
Senior Plans Reviewer	(1.00)	(70,808)	(103,352)									
Sub-total Building Services	(1.00)	(70,808)	(103,352)	0.00	(11,439)	(21,229)	0.00	0	0	0.00	0	0
Manufactured Housing/Abandoned Property												
Inspector III				(1.00)	(54,912)	(79,907)						
Chief, Housing Services	(1.00)	(87,124)	(121,584)									
Sub-total Manufactured Housing	(1.00)	(87,124)	(121,584)	(1.00)	(54,912)	(79,907)	0.00	0	0	0.00	0	0
Animal Control												
Administrative Assistant II	(1.00)	(44,471)	(53,762)									
Clerk Typist	(1.00)	(29,591)	(51,647)									
Animal Control Officer	(5.00)	(216,432)	(343,253)									
Chief Animal Control Officer	(1.00)	(64,983)	(85,164)									
Sub-total Animal Control	(8.00)	(355,477)	(533,826)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL INSP, LICENSES & PERMITS	(10.00)	(513,409)	(758,762)	0.00	18,649	17,869	0.00	0	0	0.00	0	0

FY 2016 POSITION CHANGES												
	FULL TIME ABOLISH & CREATES			FULL TIME TRANSFERS			PART TIME ABOLISH & CREATES			PART TIME TRANSFERS		
	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe	# of Positions	Salary	Salary & Fringe
PUBLIC WORKS												
Stormwater Management												
Chief Construction Inspector	1.00	64,210	94,731									
Civil Engineer II	2.00	139,007	183,398									
Civil Engineer III	1.00	92,307	127,532									
Civil Engineer IV	1.00	113,525	148,034									
Engineering Associate II	1.00	43,035	56,893									
Engineering Associate IV	1.00	81,465	114,766									
Engineering Associate V	2.00	176,182	243,082									
Inspector II	1.00	43,900	70,726									
Sub-total Stormwater Management	10.00	753,631	1,039,162	0.00	0	0	0.00	0	0	0.00	0	0
Environmental Services - Recycling												
Laborer	(1.00)	(24,077)	(46,779)	(1.00)	0	(26,337)						
Senior Equipment Operator	(1.00)	(40,000)	(70,708)									
Recycling Program Manager	(1.00)	(65,000)	(98,862)									
Sub-total Recycling	(3.00)	(129,077)	(216,349)	(1.00)	0	(26,337)	0.00	0	0	0.00	0	0
TOTAL PUBLIC WORKS	7.00	624,554	822,813	(1.00)	0	(26,337)	0.00	0	0	0.00	0	0
COUNTY COUNCIL												
Office of County Auditor												
Policy Analyst	(1.00)	0	0									
Sub-total Office of County Auditor	(1.00)	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL COUNTY COUNCIL	(1.00)	0	0	0.00	0	0	0.00	0	0	0.00	0	0
JUDICIAL												
Circuit Court												
Administrative Assistant II	1.00	45,903	55,132									
TOTAL JUDICIAL	1.00	45,903	55,132	0.00	0	0	0.00	0	0	0.00	0	0

FY 2016 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
PARKS & RECREATION												
Administration												
Administrative Assistant II				(1.00)	(50,958)	(67,052)						
Civil Engineer III	(1.00)	(89,614)	(119,807)									
Sub-total Administration	(1.00)	(89,614)	(119,807)	(1.00)	(50,958)	(67,052)	0	0	0.00	0	0	0
Recreation Services												
Recreation Specialist I	1.00	55,000	71,339									
Recreation Specialist V	0.00	(16,588)	(19,443)									
Management Assistant I	1.00	67,000	97,630									
Sub-total Recreation Services	2.00	105,412	149,526	0.00	0	0	0.00	0	0	0.00	0	0
Parks & Facilities												
Administrative Assistant II	(1.00)	(51,317)	(74,334)	1.00	50,958	67,291						
Crew Chief	(1.00)	(51,873)	(85,404)									
Custodial Worker II	4.00	110,700	210,305				(2.00)	(57,447)	(104,717)			
Maintenance Worker II				1.00	50,483	65,991						
Park Building Maintenance Worker	(1.00)	(31,408)	(45,065)	(3.00)	(131,969)	(196,944)						
Maintenance Mechanic I				(1.00)	(37,089)	(63,133)						
Maintenance Mechanic II	(1.00)	(56,917)	(70,352)	(3.00)	(163,196)	(246,486)						
Maintenance Supervisor	(1.00)	(82,279)	(117,719)									
Recreation Specialist V	(1.00)	(30,994)	(37,581)									
Sub-total Parks & Facilities	(2.00)	(194,088)	(220,150)	(5.00)	(230,813)	(373,281)	(2.00)	(57,447)	(104,717)	0.00	0	0
TOTAL PARKS & RECREATION	(1.00)	(178,290)	(190,431)	(6.00)	(281,771)	(440,333)	(2.00)	(57,447)	(104,717)	0.00	0	0
CONSERVATION OF NATURAL RESOURCES												
Soil Conservation												
Administrative Assistant II	1.00	37,300	62,631									
TOTAL NATURAL RESOURCES	1.00	37,300	62,631	0.00	0	0	0.00	0	0	0.00	0	0

FY 2016 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
ECONOMIC DEVELOPMENT												
Office of Economic Development												
Administrative Assistant I	(1.00)	(36,000)	(48,435)									
Administrative Specialist I				(1.00)	(62,400)	(91,721)						
Administrator	(1.00)	(98,534)	(135,311)									
Economic Development Associate	(1.00)	(62,365)	(93,035)									
Senior Economic Development Associate	(1.00)	(87,244)	(118,805)	1.00	85,072	121,981						
Sub-total Ofc of Econ Development	(4.00)	(284,143)	(395,586)	0.00	22,672	30,260	0.00	0	0	0.00	0	0
Tourism												
Economic Development Associate	(1.00)	(75,312)	(102,061)									
Sub-total Tourism	(1.00)	(75,312)	(102,061)	0.00	0	0	0.00	0	0	0.00	0	0
Harford Transit												
Accountant II				1.00	47,400	57,196						
Accounting Technician II				1.00	52,378	80,563						
Administrator				1.00	74,256	102,007						
Administrative Assistant II				1.00	44,471	71,246						
Community Resources Coordinator				1.00	63,600	94,010						
Communication Specialist I				1.00	36,123	56,925						
Communication Specialist II				2.00	85,043	125,275						
Grants Specialist II				1.00	39,900	48,358						
Manager, Harford Transit (unfunded FY 16)				1.00	0	0						
Sub-total Harford Transit	0.00	0	0	10.00	443,171	635,580	0.00	0	0	0.00	0	0
TOTAL ECONOMIC DEVELOPMENT	(5.00)	(359,455)	(497,647)	10.00	465,843	665,840	0.00	0	0	0.00	0	0
TOTAL CHANGES TO GENERAL FUND	(37.00)	(1,953,950)	(2,775,259)	0.00	(176,957)	(215,587)	(7.40)	(255,192)	(435,773)	0.00	0	0

FY 2016 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
SOLID WASTE SERVICES												
PUBLIC WORKS												
Solid Waste Management												
Administrative Assistant I	(1.00)	(49,812)	(76,056)									
Equipment Operator	(1.00)	0	(32,826)									
Senior Equipment Operator	(2.00)	(79,940)	(141,341)				(0.60)	(25,958)	(30,923)			
Crew Chief	(2.00)	(125,417)	(191,313)									
Weighmaster/Attendant I	(1.00)	(32,091)	(56,806)									
Weighmaster/Attendant II	(2.00)	(111,340)	(169,804)									
Laborer							(0.60)	(13,566)	(37,634)			
TOTAL PUBLIC WORKS	(9.00)	(398,600)	(668,146)	0.00	0	0	(1.20)	(39,524)	(68,557)	0.00	0	0
TOTAL CHANGES TO SOLID WASTE SERVICES	(9.00)	(398,600)	(668,146)	0.00	0	0	(1.20)	(39,524)	(68,557)	0.00	0	0
HIGHWAYS FUND												
Bureau of Construction Inspections												
Chief Construction Inspector				(1.00)	(71,650)	(106,862)						
Inspector I	(1.00)	(38,703)	(67,224)									
Inspector III	(2.00)	(120,455)	(180,987)									
Sub-total Construction Inspections	(3.00)	(159,158)	(248,211)	(1.00)	(71,650)	(106,862)	0.00	0	0	0.00	0	0
Bureau of Highways Engineering												
Administrative Specialist I	(1.00)	(67,259)	(96,050)									
GIS Coordinator	(1.00)	(56,000)	(86,673)									
Deputy Director of DPW	(1.00)	(124,862)	(167,897)									
Engineering Associate I	(1.00)	(48,431)	(73,982)									
Sub-total Highways Engineering	(4.00)	(296,552)	(424,602)	0.00	0	0	0.00	0	0	0.00	0	0
Bureau of Highways Maintenance												
Inspector II	1.00	66,351	99,854									
Inspector III				1.00	71,650	103,524						
Sub-total Highways Maintenance	1.00	66,351	99,854	1.00	71,650	103,524	0.00	0	0	0.00	0	0
TOTAL PUBLIC WORKS	(6.00)	(389,359)	(572,959)	0.00	0	(3,338)	0.00	0	0	0.00	0	0
TOTAL CHANGES TO HIGHWAYS FUND	(6.00)	(389,359)	(572,959)	0.00	0	(3,338)	0.00	0	0	0.00	0	0

FY 2016 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
AG PRESERVATION - COUNTY												
Planning & Zoning Planner II	(1.00)	(49,752)	(78,019)									
TOTAL AG PRESERVATION - COUNTY	(1.00)	(49,752)	(78,019)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO AG PRES - COUNTY	(1.00)	(49,752)	(78,019)	0.00	0	0	0.00	0	0	0.00	0	0
WATER & SEWER FUND												
TREASURY												
Water & Sewer Accounting												
TOTAL TREASURY	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
PUBLIC WORKS												
Administration												
Database Administrator	(1.00)	(52,800)	(84,184)									
Administrative Assistant I	1.00	33,100	60,439									
Sub-total Administration	0.00	(19,700)	(23,745)	0.00	0	0	0.00	0	0	0.00	0	0
Engineering												
Civil Engineer III	(1.00)	(57,700)	(88,960)									
Sub-total Engineering	(1.00)	(57,700)	(88,960)	0.00	0	0	0.00	0	0	0.00	0	0
Wastewater Processing												
Shift Supervisor/Plant Operations				1.00	60,947	92,526						
Process Engineer	(1.00)	(58,000)	(89,315)									
Sub-total Wastewater Processing	(1.00)	(58,000)	(89,315)	1.00	60,947	92,526	0.00	0	0	0.00	0	0
Water Production												
Plant Operator Trainee II				(1.00)	(33,100)	(60,787)						
Sub-total Water Production	0.00	0	0	(1.00)	(33,100)	(60,787)	0.00	0	0	0.00	0	0
TOTAL PUBLIC WORKS	(2.00)	(135,400)	(202,020)	0.00	27,847	31,739	0.00	0	0	0.00	0	0
TOTAL CHANGES TO WATER & SEWER	(2.00)	(135,400)	(202,020)	0.00	27,847	31,739	0.00	0	0	0.00	0	0

FY 2016 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>PARKS & RECREATION SPECIAL REVENUE FUND</u>												
Oakington Peninsula												
Recreation Specialist V	0.00	(16,588)	(19,443)									
Sub-total Oakington Peninsula	0.00	(16,588)	(19,443)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL PARKS & RECREATION	0.00	(16,588)	(19,443)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO P & R SPECIAL FUNDS	0.00	(16,588)	(19,443)	0.00	0	0	0.00	0	0	0.00	0	0
<u>STORMWATER MANAGEMENT FUND</u>												
Stormwater Management												
Administrative Specialist I	(1.00)	(50,365)	(77,374)									
Inspector II	(1.00)	(43,900)	(70,691)									
Inspector III	(1.00)	(61,152)	(91,735)									
Civil Engineer II	(3.00)	(189,007)	(263,432)									
Civil Engineer III	(1.00)	(55,384)	(90,504)									
Civil Engineer IV	(1.00)	(113,525)	(148,222)									
Engineering Associate II	(1.00)	(43,035)	(56,939)									
Engineering Associate IV	(1.00)	(81,465)	(114,593)									
Engineering Associate V	(2.00)	(176,182)	(245,812)									
TOTAL STORMWATER MANAGEMENT	(12.00)	(814,015)	(1,159,302)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO STORMWATER MGMNT	(12.00)	(814,015)	(1,159,302)	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL CHANGES TO ALL FUNDS	(67.00)	(3,757,664)	(5,475,148)	0.00	(149,110)	(187,186)	(8.60)	(294,716)	(504,330)	0.00	0	0

HARFORD COUNTY
SPENDING AFFORDABILITY ADVISORY COMMITTEE
REPORT TO THE COUNTY EXECUTIVE
FOR FISCAL YEAR 2016

Members of the Committee

C. Joseph Kelly, Jr., Chair

Steven Wiseman
(Chamber of Commerce)

William Sullivan
(Employee Representative)

Glenn E. Ross

Susie Comer

Frank Hajek

Ex-Officio
Lester Guthorn

Harford County Government Staff

Robert Sandlass, Treasurer
Rick Pernas, Deputy Treasurer
Kimberly Spence, Chief, Budget & Management Research
Sharon Ballweg, Administrative Specialist

Spending Affordability Advisory Committee Report

Fiscal Year 2016

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 2015 to FY 2016 as the Committee expects growth of 2.49%. The Committee has projected Income Tax revenue to increase 4.0% from FY 2015 revised budget estimates to FY 2016 after growing a projected 2.9% from FY 2014 to FY 2015. As property values are beginning to stabilize in the County, the Committee believes property tax revenues should increase 1.2% from FY 2015 to FY 2016.

It is important to note the Committee considered any significant exogenous factors in rendering its recommendations, and concluded the following could have impact on the County revenues:

- Sequestration- These Federal budget cuts may continue 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 new Hotel tax is to begin in March 2015 and will provide additional County revenue. While the revenue is committed to specific spending, it should still positively impact the General Fund budget in FY 2016 and beyond.

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:

Spending Affordability Advisory Committee Report
Fiscal Year 2016

- 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 five returning members, and one new member, who worked well together to meet this task with a broad base of relevant experience. In addition, the transition to the new Treasurer was seamless. Therefore, we were able to focus all our efforts on our primary charges.

Spending Affordability Advisory Committee Report

Fiscal Year 2016

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, 2015, provided by the Harford County Treasurer.
- Property tax collections, and estimates, for Harford County, through FY 2015 and 2016, provided by the Harford County Treasurer.
- Approved Harford County Annual Operating and Capital Budgets - In - Brief 2014-2015.
- 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 2013-2020 as prepared by the Treasurer's office.
- The County FY 2014 CAFR.

B. Selected Method - Further Qualification 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

Spending Affordability Advisory Committee Report

Fiscal Year 2016

Committee reviewed historical data, developed trends, and forecasted revenues for both FY 2015 and FY 2016 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 \$2.32 million in appropriated fund balance from the FY 2014 audit and \$1.56 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 2015 General Fund Budget as a necessary step in carrying out its charge to recommend a FY 2016 spending level. It was necessary to adjust the FY 2015 General Fund Budget to reflect the reduction of the appropriated fund balance equal to \$2.32 million and a further reduction of \$1.56 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 2015 General Fund Budget of \$498.7 million.

C. Debt Authorization

The Committee has reviewed the County's Debt Management Policy dated April 13, 2010. The Debt Management Policy 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 Policy, and considers the objectives both reasonable and

Spending Affordability Advisory Committee Report
Fiscal Year 2016

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 policy, 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 Policy and their impact on the expected debt level in FY 2015 Budgeted level and FY 2016 Projected:

- 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 2015. The most recent data is calendar year 2012, and Harford County's per capita personal income was \$52,351. Using this figure and the projected debt level for FY 2015 and FY 2016, this ratio would be 3.67% for FY 2015 and 3.78% for 2016. Both of these figures are well below the cap imposed by the County policy. 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 2015 level is expected to be \$1,921 and \$1,981 for FY 2016.
- 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 2015 is 1.8% and 1.8% for FY 2016.
- The County aims to have debt service not exceed 10% of budgeted general fund expenditures. Projected FY 2015 level is 8.9% and 9.3% for FY 2016.

Spending Affordability Advisory Committee Report
Fiscal Year 2016

The Committee believes the proposed level of debt for Fiscal Year 2016 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. Harford County is in a select group of government issuers with the highest ratings from the 3 major rating organizations. As of the date of this report, Moody's and S&P have reaffirmed their ratings and Fitch will decide if they will reaffirm after the date of this report. The Committee recognizes this as a significant achievement, especially in these challenging economic times, and believes this further stands as a testament to the strong fiscal policies employed by the County.

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.

Spending Affordability Advisory Committee Report
Fiscal Year 2016

Fund Balance

The Committee reviewed the County's practice of maintaining an assigned fund balance of approximately five percent of the annual General Operating Fund Budget. The reader should note that, in practice, the County actually assigns the money and creates a "Fiscal Stabilization Fund". This reserve holds funds that could be used by the County to fund revenue shortfalls, only by legislative action. The Committee endorses maintaining this practice for a number of reasons.

First, the five percent assigned 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 creditworthiness, some of the rating agencies have cited the fund balance as a source of financial strength, but cautioned against future declines in fund balance, which, in their estimation, could possibly place the County on Credit Watch for a potential downgrade in its rating.

The Committee believes ending unassigned fund balance in excess of \$10,000,000 and in excess of the assigned five percent should, under normal circumstances, be applied to subsequent budget years.

III. Recommendations

Spending Affordability Advisory Committee Report

Fiscal Year 2016

General Fund Budget

Based upon our review and analysis of procedures already outlined, the Committee recommends that the FY 2016 General Fund Budget increase the FY 2015 Net Adjusted General Fund Budget, of \$498.8 million, by 2.49%. This represents approximately \$511.2 million in ongoing revenues for FY 2016. 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. The County real estate prices are showing some moderate improvement and, it was noted, that we could expect a slight improvement over the budget for FY 2015 projecting an increase of property taxes of 0.1%, with a stronger projected increase of approximately 1.2% for FY 2016. The Committee noted a projected rise in the income tax revenue of 2.9% for FY 2015 and 4.0% rise for FY 2016. The Committee expects that trend to continue as the economy strengthens. The Committee recommends the County continue to monitor the possible effects of the pending Federal Budget cuts (the “Sequestration”) as they move forward with the FY 2016 budget.

Debt Authorization

The Committee spent time discussing the County debt authorization, reviewing the Debt Management Policy (dated April 2010), and the expected debt levels in future years. The Policy 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 2020, indicated the County remained comfortably within the debt metrics imposed by the Policy.

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.

Spending Affordability Advisory Committee Report
Fiscal Year 2016

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 2015 and throughout FY 2016 as it prepares its recommendations for FY 2017. This is particularly important as there continues to be uncertainty in the economy and with the Federal and State budgets. 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 has 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 begin to see some improvement for most, or all of, FY 2016 as interest rates are expected to start to climb.

Spending Affordability Advisory Committee Report
Fiscal Year 2016

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. On a positive note, the County property values are beginning to increase and the Committee estimates property tax revenue will increase a projected 1.2% in FY 2016.

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

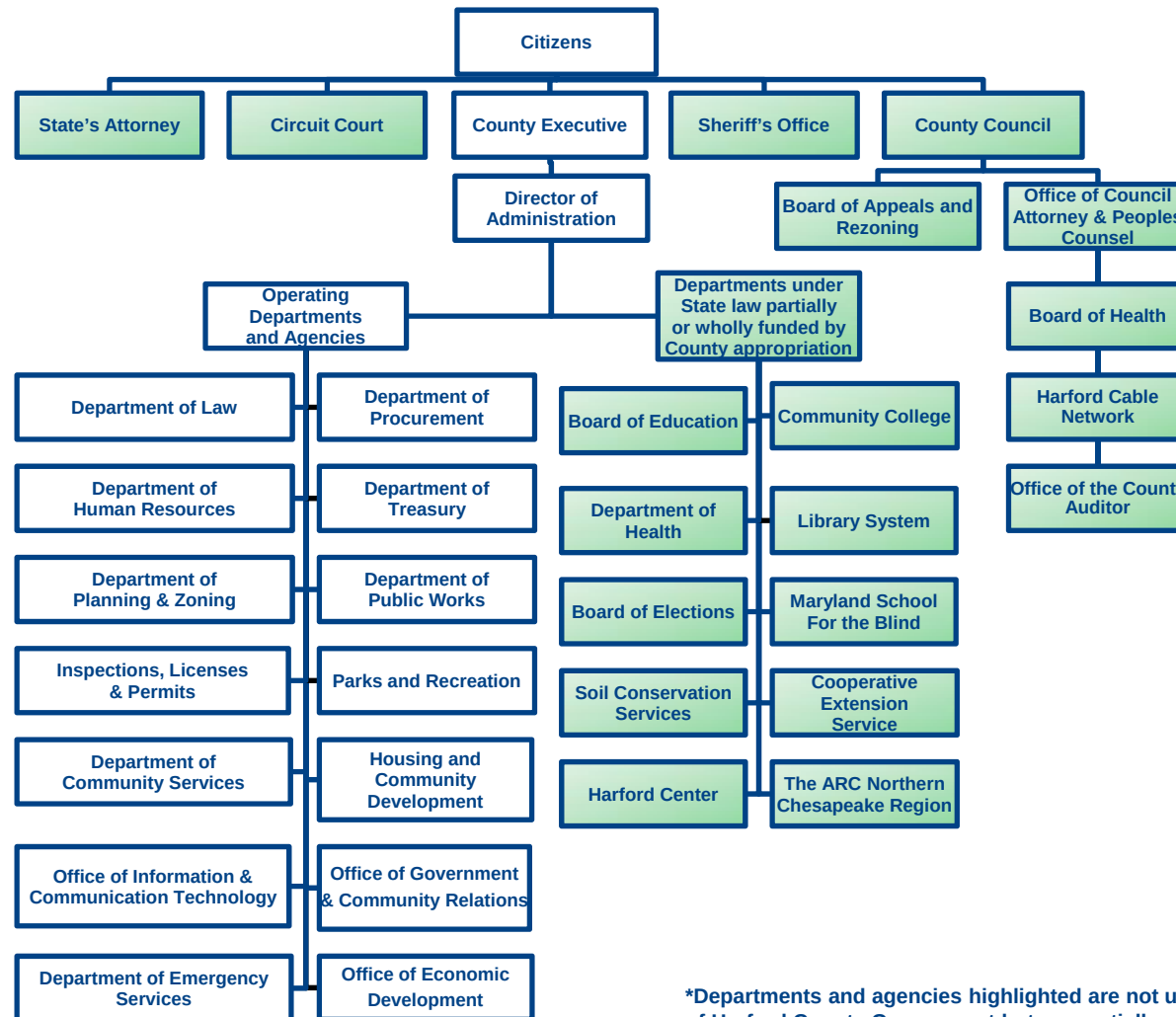
The Committee cannot complete its task without expressing its sincere appreciation to all County employees who assisted the Committee in this endeavor. Particularly, the Committee wishes to thank Robert Sandlass, Treasurer, Rick Pernas, Deputy County Treasurer, and Kimberly Spence, Chief, Budget and 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

Spending Affordability Advisory Committee Report
Fiscal Year 2016

Ballweg for her efforts in coordinating the Committee's meetings and providing staff support. In addition, the Committee held meetings from September through March as it reviewed its materials.

March 23, 2015

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.

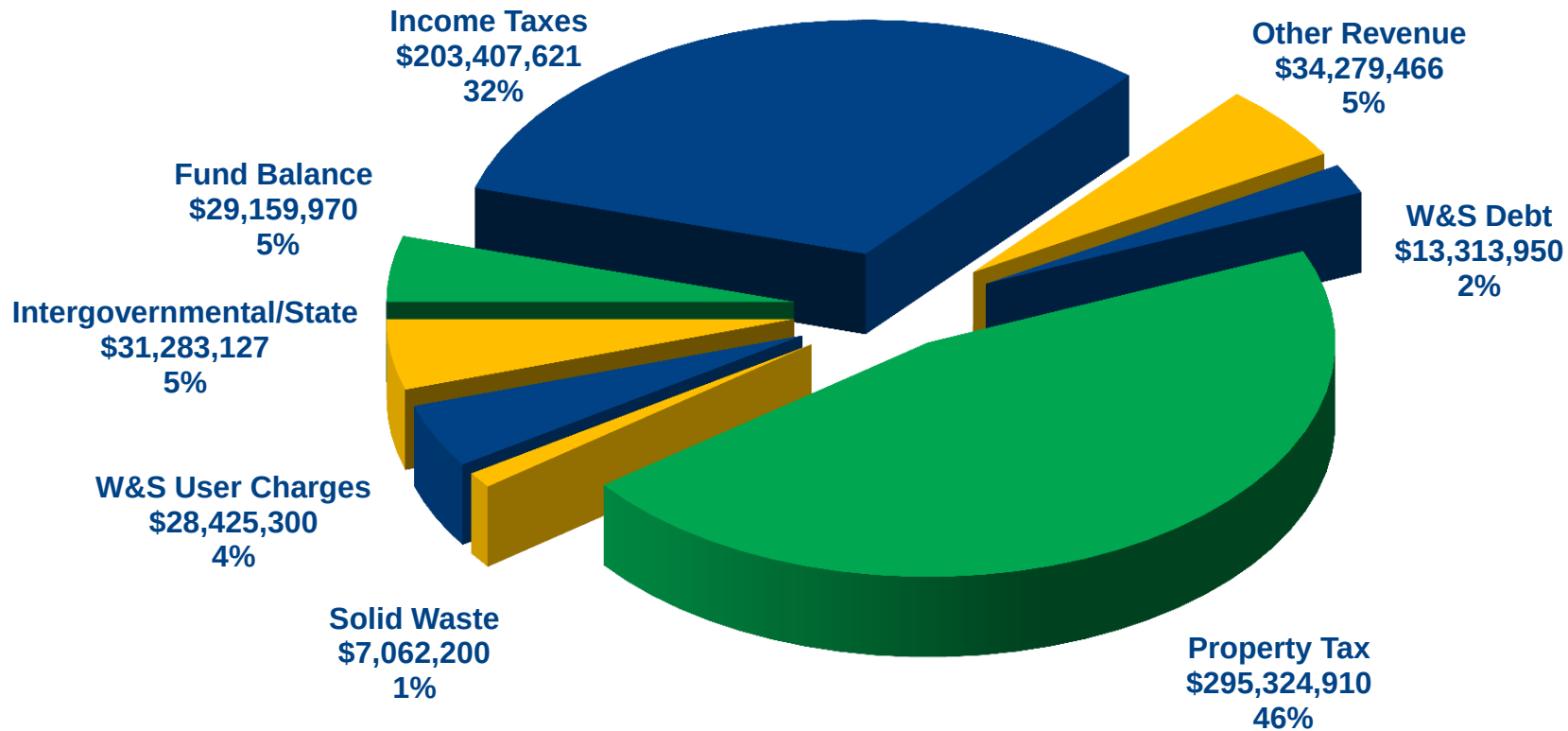
**FY 16 APPROVED ALL FUNDS
REVENUE BREAKDOWN**

PROPERTY TAXES:	46%	295,324,910	INCOME TAX	32%	203,407,621
Real & Personal	293,715,262				
Transfer Tax	6,400,000		W & S USER CHARGES	4%	28,425,300
Special Tax	1,099,000				
Deductions	(5,889,352)				
INTERGOVERNMENTAL/STATE:	5%	31,283,127	W & S DEBT SERVICE:	2%	13,313,950
Recordation/Transfer Tax	16,600,000		Development	5,514,850	
Pro Rata	184,570		Capital Assessment	5,217,000	
Highways Users Tax	1,342,801		Capital Connections	2,262,400	
Other	13,155,756		Other	319,700	
FUND BALANCE/UNRESTRICTED NET ASSETS:	5%	29,159,970	OTHER REVENUE:	5%	34,279,466
General Fund Balance	6,775,125		Licenses/Permits	4,221,500	
Highways Fund Balance	708,894		Service Charges	8,406,830	
County - Ag Preservation	2,108,471		Fines & Forfeitures	129,900	
P & R Special Revenues	134,913		Miscellaneous	7,053,136	
Unrestricted Net Position	7,022,567		Capital Recovery	2,206,000	
Contributed Capital	12,410,000		Other Taxes	6,837,800	
			Investment Income	5,424,300	
SOLID WASTE:	1%	7,062,200			
Waste to Energy	7,062,200				

TOTAL ALL FUNDS REVENUES	642,256,544

ALL FUNDS REVENUES

Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$642,256,554



**FY 16 APPROVED ALL FUNDS
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT: 14% 89,180,585

County Executive	635,085
Administration	6,695,869
Procurement	4,516,987
Treasury	3,231,148
Law	2,166,482
Planning & Zoning	6,877,864
Human Resources	1,798,888
Community Services	4,572,507
Handicapped Care Centers	2,438,730
Office of Gov't. & Comm. Relations	579,256
Health	3,628,318
Housing	1,276,347
Info & Communication Technology	6,802,677
Public Works	1,211,903
Council	2,852,778
Judicial	3,050,216
State's Attorney	5,804,436
Elections	2,327,175
Parks & Recreation	9,790,965
Natural Resources	686,897
Economic Development	6,593,889
Benefits	7,014,847
Appropriation to Towns	3,437,321
Appropriation to State	1,040,000
Rural Legacy Program	50,000
Contingency Reserve	100,000

WATER & SEWER OPERATIONS: 7% 46,793,776

Treasury	1,200,438
Personnel Matters	174,035
Public Works	44,710,011
Benefits	709,292

SOLID WASTE MANAGEMENT: 2% 14,979,359

Public Works	14,979,359

EDUCATION: 38% 243,550,583

Board of Education	36%	228,208,971
Harford Community College	2%	15,261,612
School for the Blind		80,000

PUBLIC SAFETY: 15% 96,865,625

Sheriff	70,889,678
Emergency Services	10,551,891
Volunteer Fire Companies	6,724,642
EMS Foundation	2,797,814
Inspections, Licenses & Permits	2,756,352
Environmental Services	2,395,248
Humane Society	750,000

HIGHWAYS: 6% 38,229,316

Fleet Management	8,062,944
Personnel Matters	185,471
Public Works	28,228,915
Benefits	1,551,986
Contingency Reserve	200,000

LIBRARIES 3% 16,279,546

PAYGO: 3% 17,837,500

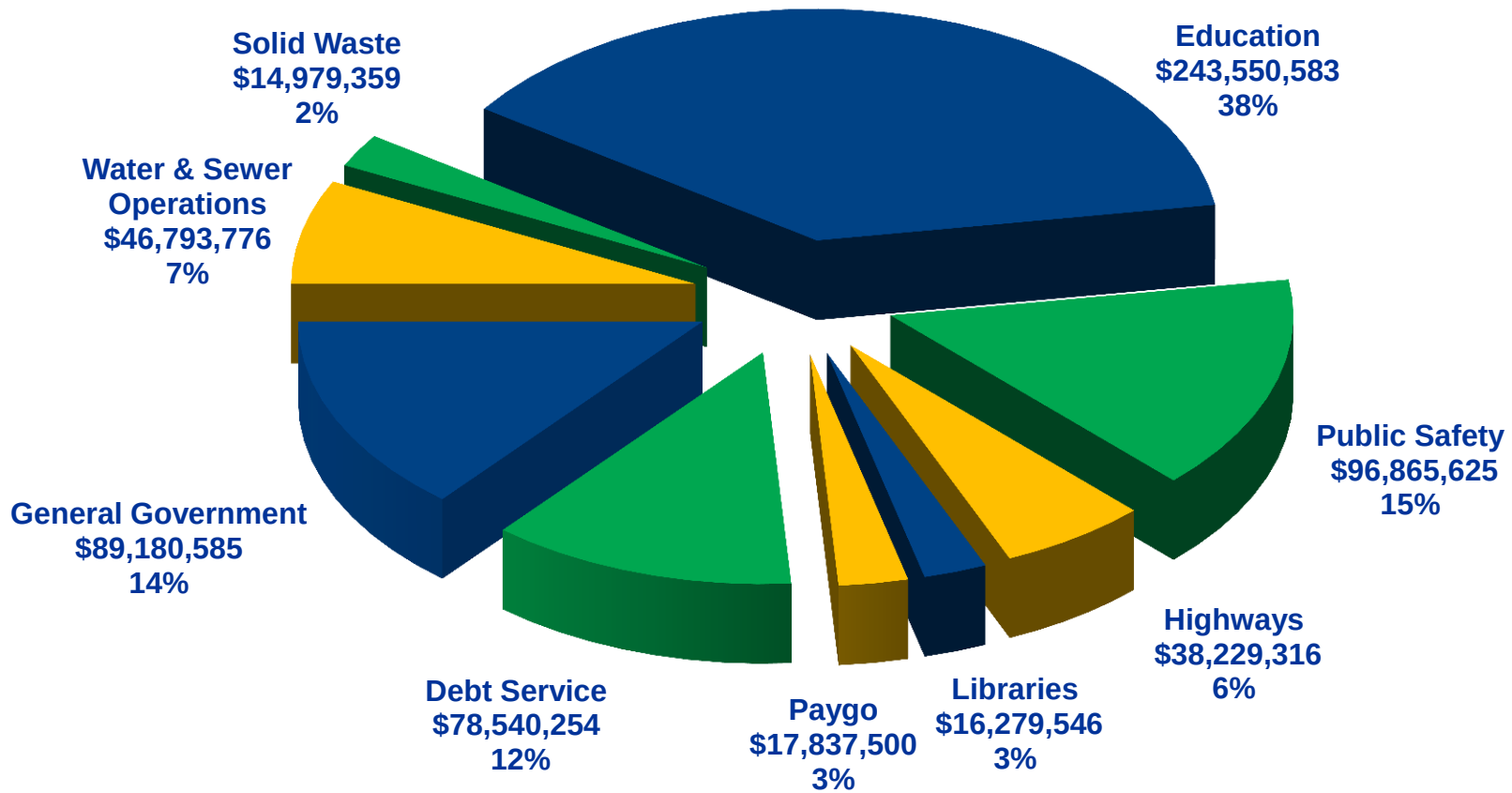
General - Capital Improvements	8,555,000
Highways - Capital Improvements	7,256,250
Water & Sewer - Capital Improvements	1,896,250
Parks & Recreation SR-Capital Improvements	130,000

DEBT SERVICE: 12% 78,540,254

General	52,427,719
AG Preservation - County	10,113,921
Highways	1,051,723
Water & Sewer Debt Service	13,846,891
TIF Debt Service	1,100,000

TOTAL ALL FUNDS APPROPRIATIONS	642,256,544

**ALL FUNDS
APPROPRIATIONS
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$642,256,544**



ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	148,480,356	152,416,765	152,988,672	149,209,677	149,135,707
20 CONTRACTUAL SERVICES	46,923,906	50,404,630	55,762,410	59,004,960	59,078,930
30 SUPPLIES & MATERIALS	12,526,485	14,543,833	15,203,860	15,428,643	15,428,643
40 BUSINESS & TRAVEL	8,676,473	9,264,305	9,778,769	10,139,317	10,139,317
50 CAPITAL OUTLAY	6,797,441	4,252,239	6,317,172	4,692,622	4,692,622
60 DEBT SERVICE	141,972,824	70,836,667	70,324,876	78,398,254	78,398,254
70 MISCELLANEOUS	332,881,833	326,195,175	317,101,909	325,360,161	325,360,161
80 INTER-GOVERNMENTAL/INTER-FUND	331,442	715,648	21,135	22,910	22,910
	<u>698,590,760</u>	<u>628,629,262</u>	<u>627,498,803</u>	<u>642,256,544</u>	<u>642,256,544</u>
GRAND TOTAL	698,590,760	628,629,262	627,498,803	642,256,544	642,256,544
<u>SUMMARY BY FUND:</u>					
11 GENERAL	559,346,200	494,581,925	488,486,824	502,604,595	502,604,595
25 HIGHWAYS	53,338,587	49,518,616	45,590,070	46,537,289	46,537,289
26 PARKS AND RECREATION	843,133	795,758	1,108,823	1,004,413	1,004,413
27 AG PRESERVATION - COUNTY	8,670,588	5,394,617	10,850,100	13,411,471	13,411,471
28 AG PRESERVATION - STATE	46,003	101,452	50,000	82,500	82,500
29 STORMWATER MANAGEMENT	0	1,240,913	1,298,940	0	0
31 TAX INCREMENT FINANCING	1,075,361	1,060,813	1,100,000	1,100,000	1,100,000
51 WATER & SEWER OPERATING	46,419,794	47,926,876	50,783,936	48,690,026	48,690,026
53 WATER & SEWER DEBT SERVICE	15,016,070	14,158,423	14,068,304	13,846,891	13,846,891
55 SOLID WASTE SERVICES	13,835,024	13,849,869	14,161,806	14,979,359	14,979,359
	<u>698,590,760</u>	<u>628,629,262</u>	<u>627,498,803</u>	<u>642,256,544</u>	<u>642,256,544</u>
GRAND TOTAL	698,590,760	628,629,262	627,498,803	642,256,544	642,256,544

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DEPARTMENT:</u>					
01 COUNTY EXECUTIVE	1,864,736	1,855,889	2,034,360	635,085	635,085
02 ADMINISTRATION	6,945,931	7,405,370	7,406,130	6,494,409	6,695,869
03 PROCUREMENT	10,836,068	11,575,227	12,445,934	12,657,725	12,579,931
04 TREASURY	4,661,214	4,341,250	4,585,130	4,431,586	4,431,586
05 LAW	2,105,105	2,120,131	2,072,286	2,166,482	2,166,482
06 PLANNING AND ZONING	6,266,604	3,969,185	8,552,677	6,877,864	6,877,864
08 HUMAN RESOURCES	2,501,485	2,208,139	3,281,040	2,158,394	2,158,394
09 COMMUNITY SERVICES	6,948,764	7,333,726	7,944,388	4,494,713	4,572,507
14 HANDICAPPED CARE CENTERS	2,298,730	2,298,730	2,298,730	2,438,730	2,438,730
15 OFFICE OF GOV'T. AND COMMUNITY RELATIONS	0	0	0	579,256	579,256
16 HEALTH	4,028,316	3,322,585	3,628,318	3,628,318	3,628,318
17 HOUSING AGENCY	481,283	544,555	512,075	1,314,847	1,276,347
18 INFORMATION & COMMUNICATION TECHNOLOGY	4,203,837	5,863,683	6,483,996	6,879,049	6,802,677
21 SHERIFF'S OFFICE	68,937,363	69,963,049	69,145,482	70,889,678	70,889,678
22 EMERGENCY SERVICES	20,538,297	19,866,564	19,981,651	20,160,935	20,074,347
26 INSPECTIONS, LICENSES & PERMITS	4,071,746	3,651,361	3,599,596	2,756,352	2,756,352
30 PUBLIC WORKS	81,308,126	86,781,950	88,732,033	91,525,436	91,525,436
40 COUNTY COUNCIL	2,679,867	2,510,446	2,827,676	2,852,778	2,852,778
41 JUDICIAL	2,952,452	2,909,098	2,979,093	3,050,216	3,050,216
43 STATE'S ATTORNEY	5,798,826	5,831,521	5,734,392	5,804,436	5,804,436
48 ELECTIONS	1,594,610	1,270,510	2,081,239	2,327,175	2,327,175
54 BOARD OF EDUCATION	219,821,368	221,300,729	223,667,302	228,208,971	228,208,971
56 HARFORD COMMUNITY COLLEGE	14,961,612	14,961,612	14,961,612	15,261,612	15,261,612
57 MARYLAND SCHOOL FOR THE BLIND	53,288	58,546	80,000	80,000	80,000
58 LIBRARIES	16,054,666	16,158,310	16,137,189	16,279,546	16,279,546
59 PARKS AND RECREATION	10,850,135	10,985,736	10,742,293	9,790,965	9,790,965
63 CONSERVATION OF NATURAL RESOURCES	590,525	642,902	644,692	686,897	686,897
65 ECONOMIC DEVELOPMENT	2,451,283	2,483,741	2,557,056	6,593,889	6,593,889
66 DEBT SERVICE	142,137,755	70,943,821	70,536,876	78,540,254	78,540,254
67 INSURANCE	1,706,233	1,627,698	0	0	0
68 BENEFITS	4,392,385	6,368,731	7,628,304	9,276,125	9,276,125
70 PAYGO/APPROPRIATION TO TOWNS	44,548,150	37,474,467	23,917,253	23,114,821	23,114,821
90 RESERVE FOR CONTINGENCIES	0	0	300,000	300,000	300,000
GRAND TOTAL	698,590,760	628,629,262	627,498,803	642,256,544	642,256,544
SUMMARY OF GRANT BUDGET					2,396,847

ALL FUNDS SUMMARY

ALL FUNDS SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY REVENUE SOURCE:</u>					
PROPERTY TAXES	293,316,242	291,808,103	292,722,534	295,324,910	295,324,910
INCOME TAXES	183,317,187	190,046,278	198,729,650	203,407,621	203,407,621
W & S USER CHARGES	25,469,848	27,768,001	26,339,100	28,425,300	28,425,300
WASTE TO ENERGY PLANT	9,409,465	8,242,760	8,516,100	7,062,200	7,062,200
W & S DEBT SERVICE	11,618,319	12,772,419	11,839,986	13,313,950	13,313,950
INTERGOVERNMENTAL/STATE-SHARED	36,205,798	30,413,471	31,162,366	31,283,127	31,283,127
INVESTMENT INCOME	(431,616)	1,528,602	1,810,357	5,424,300	5,424,300
FUND BAL APPROP/UNRESTRICTED NET POSITION	0	0	27,570,931	29,159,670	29,159,670
OTHER REVENUE	99,901,620	28,655,515	28,807,779	28,855,166	28,855,166
GRAND TOTAL	658,806,863	591,235,149	627,498,803	642,256,244	642,256,244

FY 16 Approved Budget	\$642,256,244
FY 15 Approved Budget	\$627,498,803
\$ increase	\$14,757,441
% increase	2.35%

GENERAL

FY 16 APPROVED GENERAL FUND REVENUE BREAKDOWN

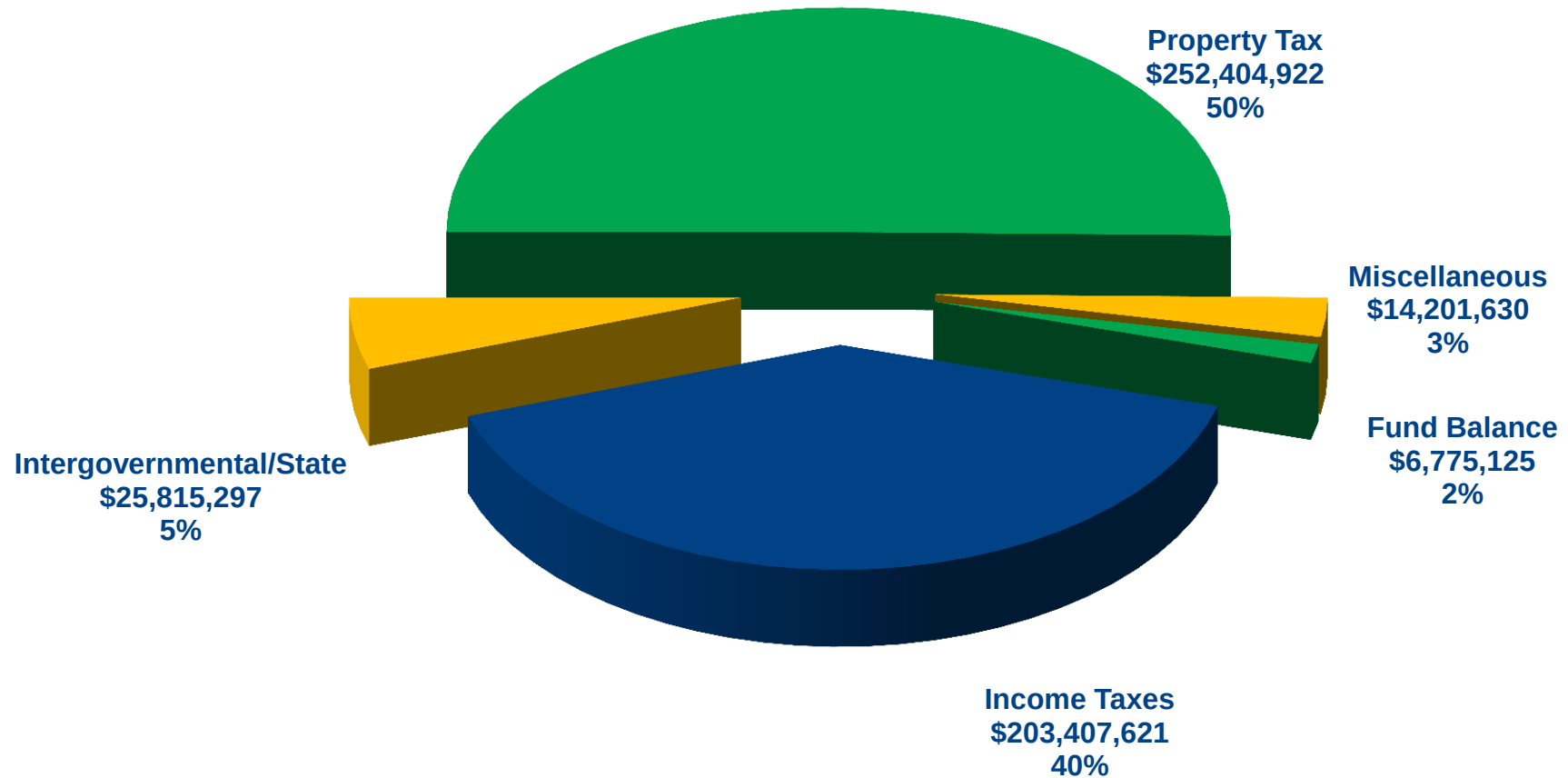
PROPERTY TAX:	50%	252,404,922	INCOME TAX	40%	203,407,621
Real & Personal	257,821,922				
Deductions	(5,417,000)		FUND BALANCE	2%	6,775,125
MISCELLANEOUS:	3%	14,201,630	INTERGOVERNMENTAL/STATE:	5%	25,815,297
Other Taxes	6,837,800		Intergovernmental	3,713,924	
Service Charges	1,966,730		Intra-County	826,600	
Fines & Forfeitures	98,100		Pro Rata	4,674,773	
Miscellaneous Revenues	771,300		Recordation	8,100,000	
Investment Income	316,000		Transfer	8,500,000	
Licenses & Permits	4,211,700				

TOTAL GENERAL FUND REVENUES	502,604,595

GENERAL FUND REVENUES

Fiscal Year 2015 - 2016

TOTAL APPROVED BUDGET \$502,604,595



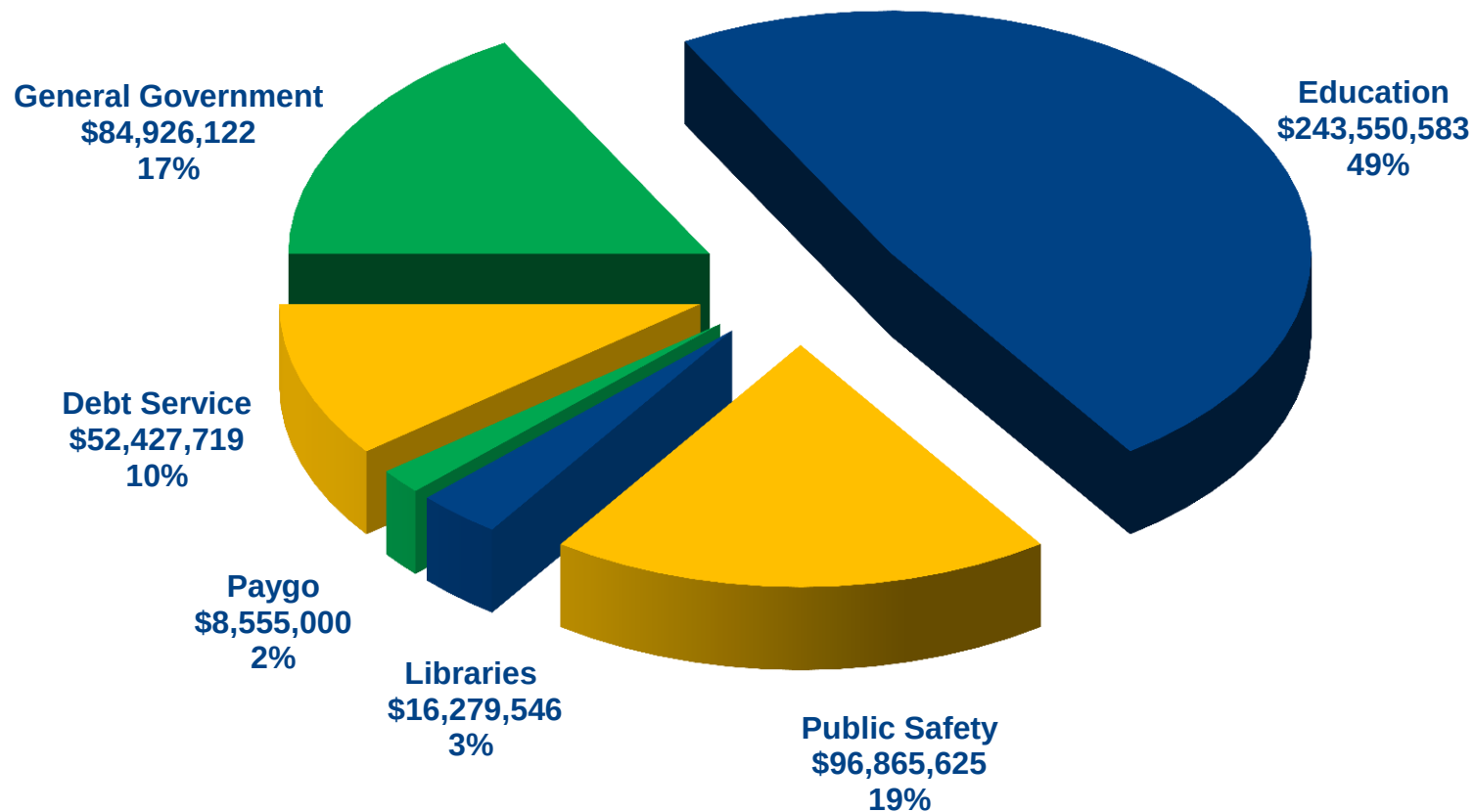
**FY 16 APPROVED GENERAL FUND
APPROPRIATIONS BREAKDOWN**

GENERAL GOVERNMENT:	17%	84,926,122	EDUCATION:		49%	243,550,583
County Executive	635,085		Board of Education	46%	228,208,971	
Administration	6,695,869		Harford Community College	3%	15,261,612	
Procurement	4,516,987		School for the Blind		80,000	
Treasury	3,231,148					
Law	2,166,482					
Planning & Zoning	3,497,814		PUBLIC SAFETY:	19%	96,865,625	
Human Resources	1,798,888					
Community Services	4,572,507		Sheriff		70,889,678	
Handicapped Care Centers	2,438,730		Emergency Services		10,551,891	
Office of Govt & Comm Relations	579,256		Volunteer Fire Companies		6,724,642	
Health	3,628,318		EMS Foundation		2,797,814	
Housing	1,276,347		Inspections, Licenses & Permits		2,756,352	
Info. & Communication Technology	6,802,677		Environmental Services		2,395,248	
Public Works	1,211,903		Humane Society		750,000	
Council	2,852,778					
Judicial	3,050,216		LIBRARIES	3%	16,279,546	
State's Attorney	5,804,436					
Elections	2,327,175		PAYGO:	2%	8,555,000	
Parks & Recreation	8,916,552					
Natural Resources	686,897					
Economic Development	6,593,889		DEBT SERVICE	10%	52,427,719	
Benefits	7,014,847					
Appropriation to Towns	3,437,321					
Appropriation to State	1,040,000					
Rural Legacy Program	50,000					
Contingency Reserve	100,000					

TOTAL GENERAL FUND APPROPRIATIONS

502,604,595

**GENERAL FUND
APPROPRIATIONS
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$502,604,595**



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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	113,204,620	116,603,152	117,271,537	115,259,430	115,185,460
20	CONTRACTUAL SERVICES	25,794,108	27,577,556	29,861,175	31,487,346	31,561,316
30	SUPPLIES & MATERIALS	4,533,426	4,286,241	4,766,595	4,926,404	4,926,404
40	BUSINESS & TRAVEL	3,160,762	3,253,226	3,637,214	3,653,350	3,653,350
50	CAPITAL OUTLAY	2,657,659	2,071,557	284,222	492,672	492,672
60	DEBT SERVICE	117,109,496	47,910,035	48,664,947	52,387,719	52,387,719
70	MISCELLANEOUS	292,871,927	292,869,335	283,985,774	294,380,839	294,380,839
80	INTER-GOVERNMENTAL/INTER-FUND	14,202	10,823	15,360	16,835	16,835
	GRAND TOTAL	<u>559,346,200</u>	<u>494,581,925</u>	<u>488,486,824</u>	<u>502,604,595</u>	<u>502,604,595</u>

GENERAL FUND

FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DEPARTMENT:</u>						
01	COUNTY EXECUTIVE	1,864,736	1,855,889	2,034,360	635,085	635,085
02	ADMINISTRATION	6,945,931	7,405,370	7,406,130	6,494,409	6,695,869
03	PROCUREMENT	3,884,699	4,095,009	4,424,077	4,594,781	4,516,987
04	TREASURY	3,889,800	3,538,877	3,423,593	3,231,148	3,231,148
05	LAW	2,105,105	2,120,131	2,072,286	2,166,482	2,166,482
06	PLANNING & ZONING	3,779,821	3,720,297	3,617,376	3,497,814	3,497,814
08	HUMAN RESOURCES	1,968,955	1,930,524	2,714,487	1,798,888	1,798,888
09	COMMUNITY SERVICES	6,948,764	7,333,726	7,944,388	4,494,713	4,572,507
14	HANDICAPPED CARE CENTERS	2,298,730	2,298,730	2,298,730	2,438,730	2,438,730
15	OFFICE OF GOV'T. & COMM. RELATIONS	0	0	0	579,256	579,256
16	HEALTH	4,028,316	3,322,585	3,628,318	3,628,318	3,628,318
17	HOUSING AGENCY	481,283	544,555	512,075	1,314,847	1,276,347
18	INFORMATION & COMM TECHNOLOGY	4,203,837	5,863,683	6,483,996	6,879,049	6,802,677
21	SHERIFF'S OFFICE	68,937,363	69,963,049	69,145,482	70,889,678	70,889,678
22	EMERGENCY SERVICES	20,088,297	19,866,564	19,981,651	20,160,935	20,074,347
26	INSPECTIONS, LICENSES & PERMITS	4,071,746	3,651,361	3,599,596	2,756,352	2,756,352
30	PUBLIC WORKS	2,488,673	2,433,980	2,583,890	3,607,151	3,607,151
40	COUNTY COUNCIL	2,679,867	2,510,446	2,827,676	2,852,778	2,852,778
41	JUDICIAL	2,952,452	2,909,098	2,979,093	3,050,216	3,050,216
43	STATE'S ATTORNEY	5,798,826	5,831,521	5,734,392	5,804,436	5,804,436
48	ELECTIONS	1,594,610	1,270,510	2,081,239	2,327,175	2,327,175
54	BOARD OF EDUCATION	219,821,368	221,300,729	223,667,302	228,208,971	228,208,971
56	HARFORD COMMUNITY COLLEGE	14,961,612	14,961,612	14,961,612	15,261,612	15,261,612
57	MARYLAND SCHOOL FOR THE BLIND	53,288	58,546	80,000	80,000	80,000
58	LIBRARIES	16,054,666	16,158,310	16,137,189	16,279,546	16,279,546
59	PARKS & RECREATION	10,007,002	10,189,978	9,783,470	8,916,552	8,916,552
63	CONSERVATION OF NAT'L RESOURCES	590,525	642,902	644,692	686,897	686,897
65	ECONOMIC DEVELOPMENT	2,451,283	2,483,741	2,557,056	6,593,889	6,593,889

GENERAL FUND

FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DEPARTMENT (CONT'D):</u>						
66	DEBT SERVICE	117,128,499	47,937,216	48,714,947	52,427,719	52,427,719
67	INSURANCE	1,063,401	1,010,872	0	0	0
68	BENEFITS	3,212,730	4,751,859	5,740,468	7,014,847	7,014,847
70	MISCELLANEOUS	22,990,015	22,620,255	10,607,253	13,832,321	13,832,321
90	RESERVE FOR CONTINGENCIES	0	0	100,000	100,000	100,000
	GRAND TOTAL	559,346,200	494,581,925	488,486,824	502,604,595	502,604,595

SUMMARY BY REVENUE SOURCE:

PROPERTY TAXES	252,282,878	249,167,635	250,012,852	252,404,922	252,404,922
INCOME TAXES	183,317,187	190,046,278	198,729,650	203,407,621	203,407,621
LICENSES & PERMITS	3,630,620	3,932,572	3,748,400	4,211,700	4,211,700
INTERGOVERNMENTAL	3,313,001	3,751,033	3,726,234	3,713,924	3,713,924
SERVICE CHARGES	2,004,637	2,009,657	1,987,630	1,966,730	1,966,730
FINES & FORFEITURES	127,271	45,811	102,600	98,100	98,100
INVESTMENT INCOME	332,225	180,951	220,500	316,000	316,000
MISCELLANEOUS REVENUES	78,213,010	8,098,790	5,662,800	7,609,100	7,609,100
RECORDATION/TRANSFER TAX	18,258,301	13,600,000	14,260,492	16,600,000	16,600,000
INTRA-COUNTY TRANSFERS	10,010,726	9,018,767	7,718,812	5,501,373	5,501,373
FUND BALANCE APPROPRIATION	0	0	2,316,854	6,775,125	6,775,125
GRAND TOTAL	551,489,856	479,851,494	488,486,824	502,604,595	502,604,595

GENERAL FUND

FINANCIAL NOTES:

FY 16 Approved Budget	502,604,595
FY 15 Approved Budget	488,486,824
\$ increase	14,117,771
% increase	2.89%

FY 15	FY 16	CHANGE
250,012,852	252,404,922	2,392,070

EXPLANATION OF INCREASE/DECREASE - REVENUES

PROPERTY TAXES:

FY 16 Approved Budget	252,404,922	50.22% of the FY 16 General Fund
FY 15 Approved Budget	250,012,852	51.18% of the FY 15 General Fund
\$ increase	2,392,070	
% increase	0.96%	

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 County's property tax rate for FY 16 is \$0.8937 per \$100 of assessed value for properties. There was no change in the property tax rate from FY 15.

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 0.96% increase in property tax revenue for FY 16 is primarily due to an increase in the assessable base.

GENERAL FUND

FINANCIAL NOTES:

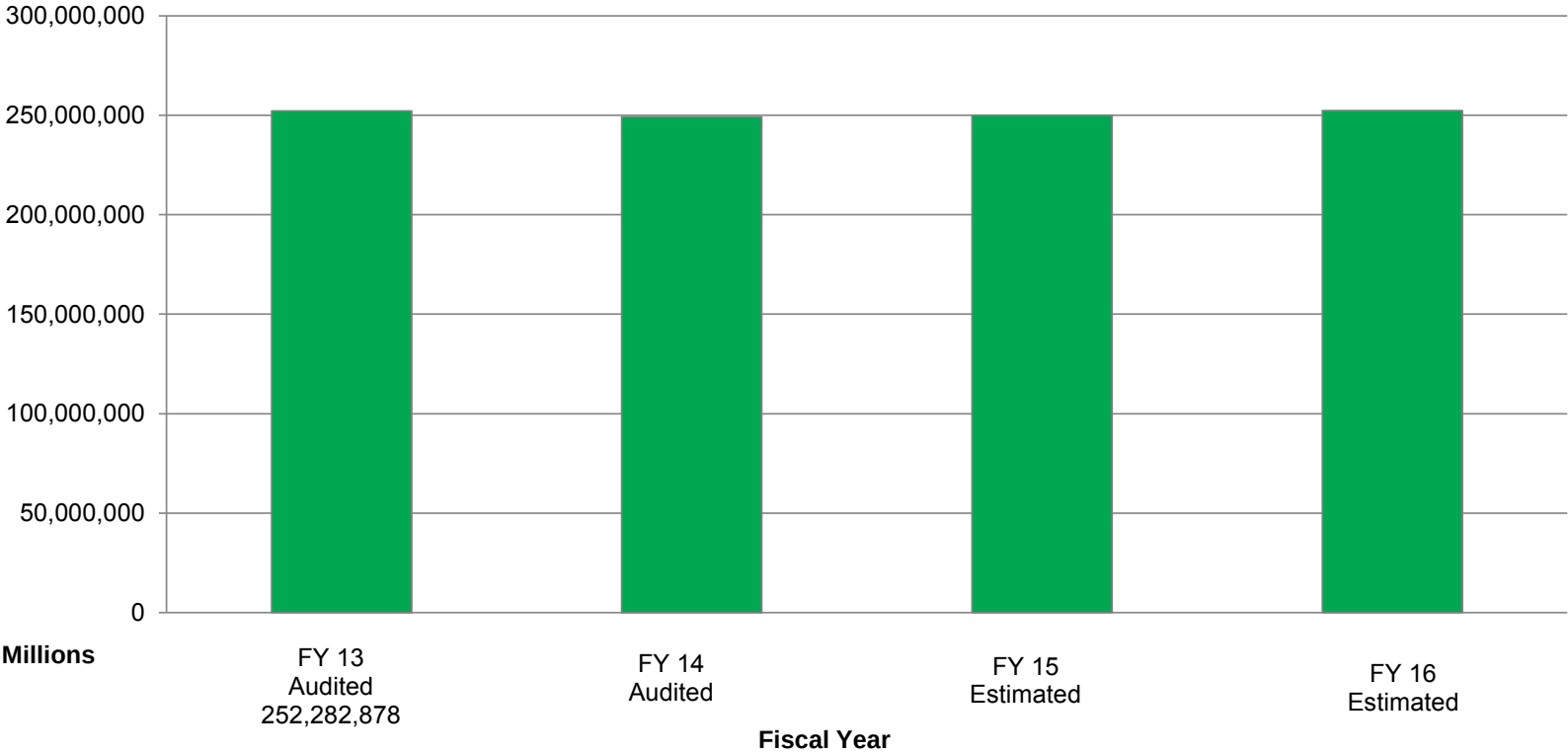
FY 15

FY 16

CHANGE

EXPLANATION OF INCREASE/DECREASE - REVENUES

Property Tax Trend



GENERAL FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
198,729,650	203,407,621	4,677,971	<u>INCOME TAXES</u>
			FY 16 Proposed Budget 203,407,621 40.47% of the FY 16 General Fund
			FY 15 Approved Budget 198,729,650 40.68% of the FY 15 General Fund
			\$ increase 4,677,971
			% increase 2.35%

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.

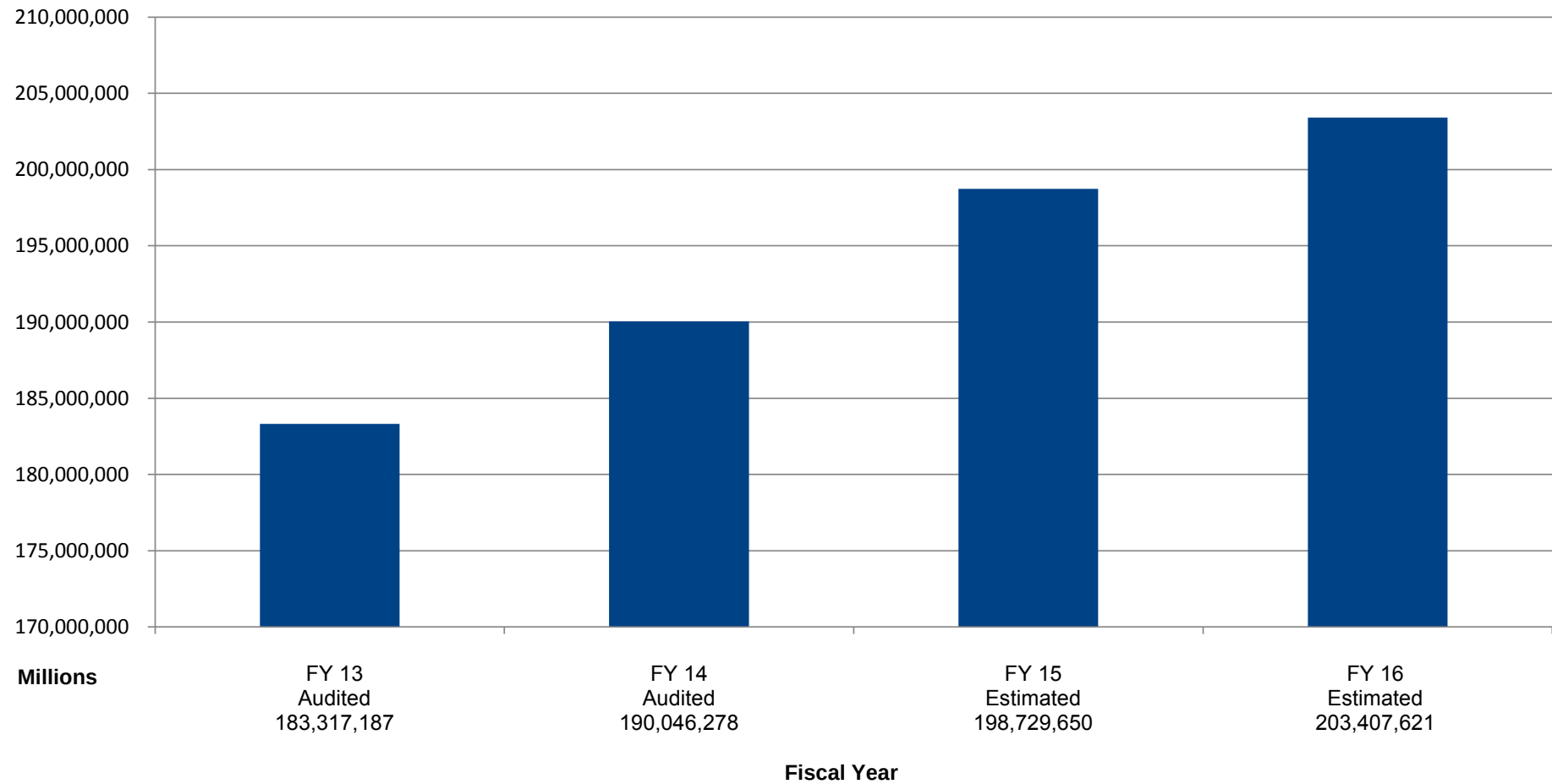
We estimate the FY 15 actual amount to be \$195,305,481, a decrease of \$3,424,169 over the FY 15 budgeted amount. FY 16 is expected to grow to \$203,407,621 or 2.35% over FY 15 budgeted amount of \$198,729,650.

GENERAL FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES

Income Tax Trend



GENERAL FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
39,744,322	46,792,052	7,047,730	<u>OTHER REVENUES</u>
			FY 16 Approved Budget 46,792,052 9.31% of the FY 16 General Fund
			FY 15 Approved Budget 39,744,322 8.14% of the FY 15 General Fund
			\$ increase 7,047,730
			% increase 17.73%

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

<u>Impact Fee</u>	FY 15	FY 16	Change
	2,500,000	2,500,000	0

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 no change for FY 16.

<u>Investment Income</u>	FY 15	FY 16	Change
	220,500	316,000	95,500

Revenues from investments are reflective of the size of the County's portfolio and the rate of return. For FY 16 a projected increase is anticipated, based on actual investment earnings in FY 15.

<u>Fund Balance Appropriated</u>	FY 15	FY 16	Change
	2,316,854	6,775,125	4,458,271

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. Reduction of fund balance appropriated is due to the reduction of Paygo funding for Capital projects.

GENERAL FUND

FINANCIAL NOTES:

EXPLANATION OF INCREASE/DECREASE - REVENUES

<u>PSDS Recordation/Transfer Taxes</u>	FY 15	FY 16	Change
	14,260,492	16,600,000	2,339,508

FY 16 includes the anticipated transfer of \$3,100,000 of accumulated recordation and transfer taxes which is an increase of \$1,539,508. New Recordation and Transfer tax is estimated at \$13,500,000. 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 15	FY 16	Change
	(2,240,870)	(3,118,459)	(877,589)

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 16 a larger General Fund contribution of \$3,118,459 is required. This increase in the General Fund support is the result of an increased cost related to the Waste-to-Energy plant closure and hauling of trash to Baltimore City.

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 14	FY 15	Change
	22,687,346	25,924,635	3,237,289

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

GENERAL FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
117,271,537	115,185,460	(2,086,077)	<u>PERSONAL SERVICES</u> The decrease is the result of thirty-seven (37) full-time positions and the equivalent of (7.4) part-time positions abolished due to rightsizing of the county workforce through ongoing efficiency measures; a reduction to the one-time funds provided in FY 15 due to the change in Administration for special pays/retiree's payouts ; and workers' compensation rates adjusted for a decrease based on expense history. These reductions are offset slightly by increased costs anticipated for health benefits, pension expenses, overtime and temporary salaries.
29,861,175	31,561,316	1,700,141	<u>CONTRACTUAL SERVICES</u> The increase is primarily the result of Retiree's health and dental insurance costs based on actuarial recommendations and a new lease to support the county's mainframe systems. Additional funding is provided for software and hardware maintenance contracts to include public safety networks, human resources/payroll system, and Energov. Funds provided for the Affordable Care Act Transitional Reinsurance Program (TRP) and an increase in funds provided to our Harford County EMS Foundation to support an additional chase car for ambulance services. Lease funding appropriation increases based on current rent/lease agreements. Other significant increases include electricity costs, telephone service, building/custodial services, and grounds maintenance all based on actual expense history.
4,766,595	4,926,404	159,809	<u>SUPPLIES AND MATERIALS</u> Increase is mainly the result of additional funds provided in Elections for general office mailing and printing costs due to the new voting system notices and an increase in voter registration. Aging fleet and actual expense history requires additional funding for equipment repair parts. One-time funds are also included for ancillary equipment for additional security guards. The increase is offset slightly by a reduction for computer software based on actual expense history.

GENERAL FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
3,637,214	3,653,350	16,136	<u>BUSINESS AND TRAVEL</u> Increase is the result of increased funding for fuel expenses and maintenance on County owned vehicles based on actual expense history. Offset by the reduction of one-time funds provided in FY 15 for Department of Inspections, Licenses and Permits 2015 code book manuals.
284,222	492,672	208,450	<u>CAPITAL OUTLAY</u> Funding provides for new voting system, audio visual equipment, work stations, air compressors, pumps, animal cages for animal control vans, and police car packages.
48,664,947	52,387,719	3,722,772	<u>DEBT SERVICE</u> Principal and Interest payments on existing debt, and new debt to be issued in accordance with the FY 16 Approved Capital Budget.
283,985,774	294,380,839	10,395,065	<u>MISCELLANEOUS</u> Increase is the net result of grants provided to tourism related groups from the newly established hotel tax revenue, additional funds provided to the Board of Education to support the State-mandated contribution to the teachers' pension and a merit increase for teachers, and an increase to Harford Community College to restore funding levels from previous fiscal year reductions. Paygo funding requirements per the FY 16 Approved Capital Budget increases by approximately \$3.5 million over FY 15.

SOLID WASTE SERVICES

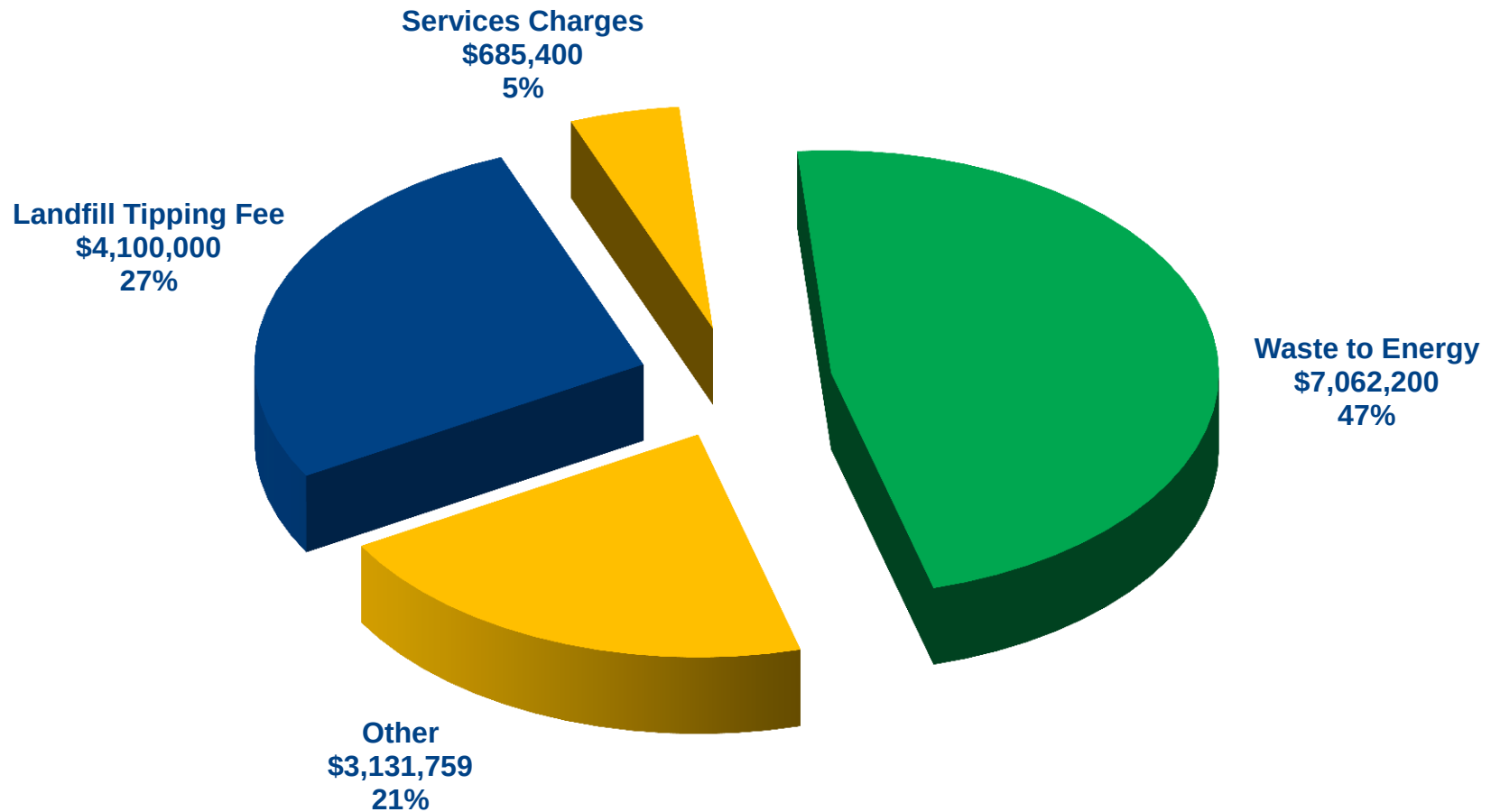
FY 16 APPROVED SOLID WASTE SERVICES REVENUE BREAKDOWN

OTHER:	21%	3,131,759	SERVICE CHARGES:	5%	685,400
Support from General Fund	3,118,459		Charges for Service	678,800	
Investment Income	13,300		Licenses & Permits	6,600	
LANDFILL TIPPING FEE	27%	4,100,000	WASTE TO ENERGY	47%	7,062,200

TOTAL SOLID WASTE SERVICES REVENUES

14,979,359

**SOLID WASTE SERVICES
REVENUES**
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$14,979,359

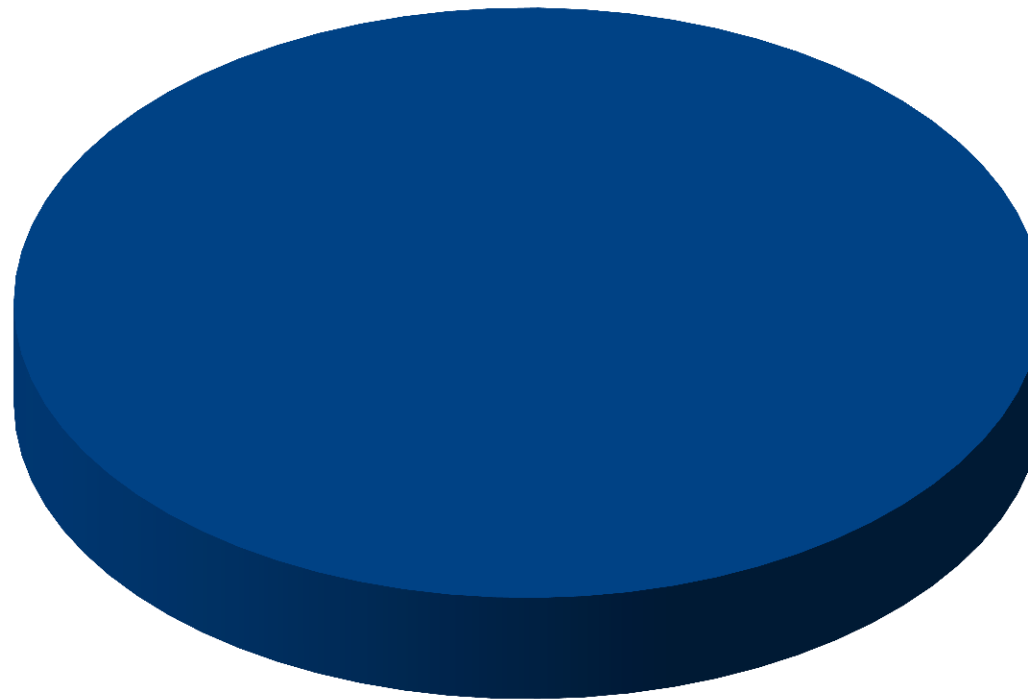


FY 16 APPROVED SOLID WASTE SERVICES APPROPRIATIONS BREAKDOWN

PUBLIC WORKS:	100%	14,979,359
Bureau of Solid Waste Management	3,529,359	
Waste to Energy	8,150,000	
Transfer Station	3,300,000	

TOTAL SOLID WASTE SERVICES APPROPRIATIONS	14,979,359

**SOLID WASTE SERVICES
APPROPRIATIONS
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$14,979,359**



**Public Works -
Solid Waste
\$14,979,359
100%**

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 laws concerning the County solid waste and recycling programs, including the manner in which waste and recyclables are collected and disposed.

The Department of Public Works, Environmental Services Division manages the Harford Waste Disposal Center (HWDC), as well as Tollgate Yard Waste drop-off facility. The HWDC includes a subtitle D landfill, a homeowner drop-off facility, a maintenance shop, a yard waste drop-off facility which produces mulch and compost, and a recycling transfer station. Personnel and the ancillary expenses required to operate the facility are funded with revenue from the Solid Waste Services account. The department is also responsible for the annual operating budget associated with the Harford Waste-to-Energy Facility (HWTEF).

The Northeast Maryland Waste Disposal Authority (NMWDA), under its revenue bond financing authority, developed the HWTEF to process most of the County's solid waste. Through a contractual arrangement with the NMWDA, more than 110,000 tons per year of the County's waste is burned to produce energy which is purchased by the United States Army's Aberdeen Proving Ground. This contract covers the operation and maintenance of the plant as well as its repair, insurance, a management fee, ash transportation, the Northeast Maryland Waste Disposal Authority's fee, and a site lease to Aberdeen Proving Ground. Contract expense is funded with Solid Waste Service 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 the County's behalf. Under the terms of the contract, the NMWDA 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 \$1.00. These debt expenses were also 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 of the County Code Licenses and Permits, establishes the solid waste fees for the disposal of solid waste 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 HWTEF generates revenue from a tipping fee and fees for burning permitted or recovered materials, plus fees for tire disposal. The plant also generates revenue from the sale of steam to the Army which it produces from the incineration of solid waste. The County sells refuse licenses and imposes interest payments on invoices. The collection of revenue from solid waste fees is in large part based on the quantity of materials received. Due to the wide fluctuation in solid waste generation which is dependent upon market and economic conditions, General Fund support is required.

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

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,575,127	2,554,026	2,531,853	2,444,074	2,444,074
20 CONTRACTUAL SERVICES	8,728,915	9,098,829	11,065,298	12,013,280	12,013,280
30 SUPPLIES AND MATERIALS	124,046	110,391	141,850	119,650	119,650
40 BUSINESS AND TRAVEL	380,215	386,574	422,505	402,055	402,055
50 CAPITAL OUTLAY	30,695	130,779	0	0	0
60 DEBT SERVICE	1,995,845	1,568,850	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	181	420	300	300	300
GRAND TOTAL	<u>13,835,024</u>	<u>13,849,869</u>	<u>14,161,806</u>	<u>14,979,359</u>	<u>14,979,359</u>

SUMMARY BY DEPARTMENT:

30	PUBLIC WORKS	11,839,179	12,281,019	14,161,806	14,979,359	14,979,359
66	DEBT SERVICE	1,995,845	1,568,850	0	0	0
GRAND TOTAL		<u>13,835,024</u>	<u>13,849,869</u>	<u>14,161,806</u>	<u>14,979,359</u>	<u>14,979,359</u>

SUMMARY BY REVENUE SOURCE:

LICENSES & PERMITS	6,600	7,100	6,600	6,600	6,600
MISCELLANEOUS SERVICE FEES	692,355	678,625	688,900	678,800	678,800
MISCELLANEOUS REVENUES	120,627	0	0	0	0
LANDFILL TIPPING FEE	2,549,817	4,079,515	3,256,000	4,100,000	4,100,000
WASTE TO ENERGY PLANT	9,409,465	8,242,760	8,516,100	7,062,200	7,062,200
INVESTMENT INCOME	13,198	15,481	13,300	13,300	13,300
INTRA-COUNTY	0	0	1,680,906	3,118,459	3,118,459
GRAND TOTAL	<u>12,792,062</u>	<u>13,023,481</u>	<u>14,161,806</u>	<u>14,979,359</u>	<u>14,979,359</u>

SOLID WASTE SERVICES

FINANCIAL NOTES:

FY 16 Approved Budget	14,979,359
FY 15 Approved Budget	14,161,806
\$ increase	817,553
% increase	5.77%

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
8,516,100	7,062,200	(1,453,900)	<u>WASTE TO ENERGY PLANT REVENUES (WTE):</u>

	FY 15	FY 16	Change
WTE Tipping Fee	4,384,000	3,900,000	(484,000)
Credit Town of Bel Air	(212,900)	(212,900)	0
Steam Sales	3,657,000	2,775,000	(882,000)
Recovered Materials	27,800	20,850	(6,950)
Handling Permitted Material	336,400	336,400	0
Tire Disposal	323,800	242,850	(80,950)
	8,516,100	7,062,200	(1,453,900)

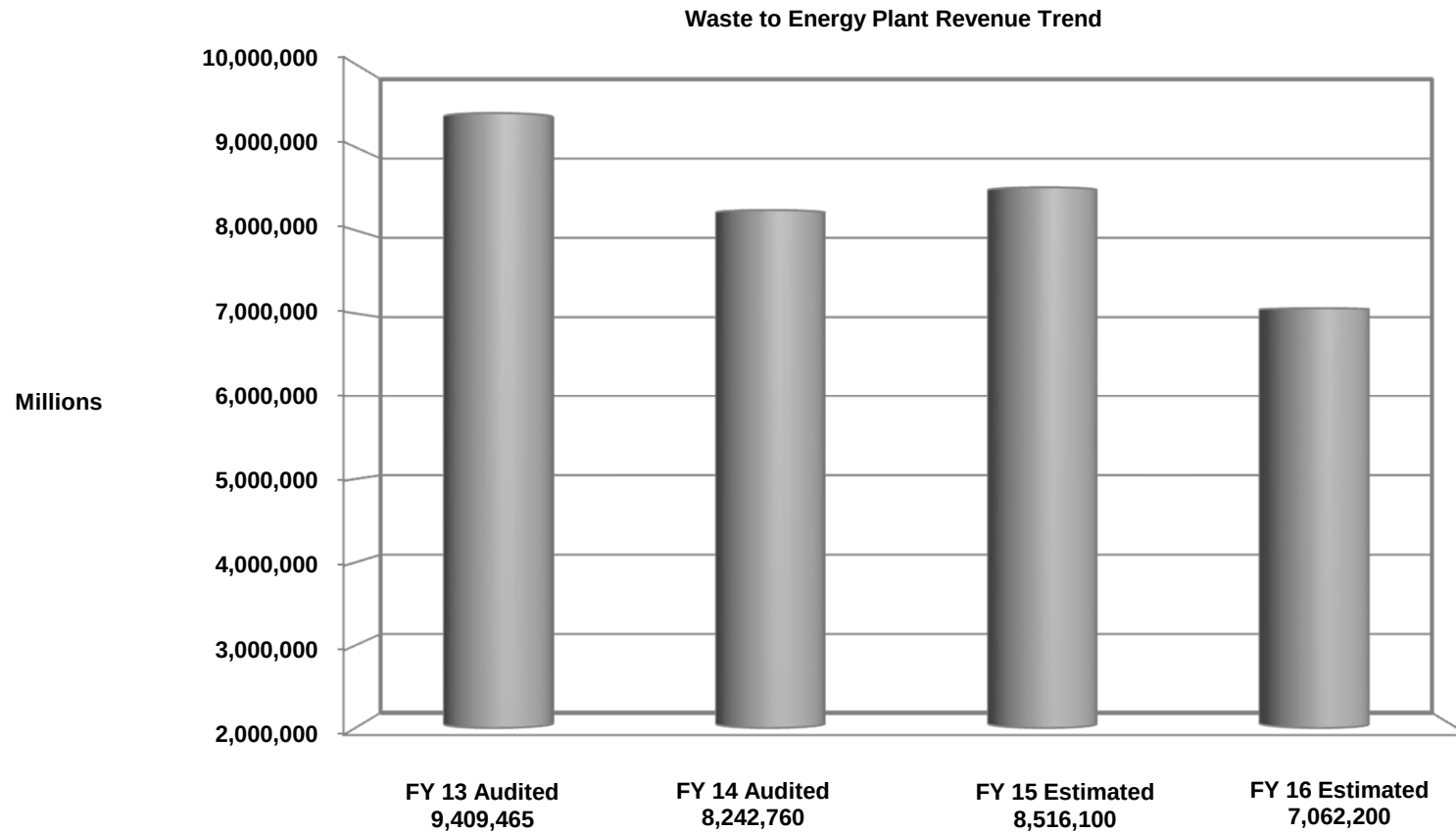
WTE Disposal Fee - FY 16 projected disposal fees were based on the WTE plant closure planned for March, 2016.

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. The steam revenue estimated for FY 16 was decreased to \$2,775,000 based on plant closure in March, 2016.

SOLID WASTE SERVICES

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES



SOLID WASTE SERVICES

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
3,944,900	4,778,800	833,900	<u>HARFORD WASTE DISPOSAL CENTER REVENUES:</u>
			FY 15
			FY 16
			Change
			Solid Waste Disposal Fee 3,256,000 4,100,000 844,000
			Solid Waste Fee Credit (1,400) 0 1,400
			Miscellaneous Service Fees:
			Household Waste 428,700 428,700 0
			Recycling 145,000 145,000 0
			Sale of Compost/Mulch 115,500 104,000 (11,500)
			Tire Disposal 1,100 1,100 0
			<u>3,944,900</u> <u>4,778,800</u> <u>833,900</u>
19,900	19,900	0	<u>OTHER MISCELLANEOUS REVENUES:</u>
			Licenses & Permits for Refuse Licenses 6,600 6,600 0
			Investment Income 13,300 13,300 0
			<u>19,900</u> <u>19,900</u> <u>0</u>

Miscellaneous revenue estimates were projected based on actual receipt history.

1,680,906	3,118,459	1,437,553	<u>GENERAL FUND SUPPORT</u> 1,680,906 3,118,459 1,437,553
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 15 this resulted in the need of support with General Fund revenues amounting to \$1,680,906. For FY 16 the General Fund support increased to \$3,118,459 due to increased cost related to the Waste-to-Energy plant closure and hauling of trash to Baltimore County.			

SOLID WASTE SERVICES

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
2,531,853	2,444,074	(87,779)	<u>PERSONAL SERVICES</u> Decrease is a net result of 9 full-time positions and 2 part-time positions abolished, offset by an increase for temporary salaries.
11,065,298	12,013,280	947,982	<u>CONTRACTUAL SERVICES</u> Increase is a net result of additional funding to pay a transfer station fee per agreement with Baltimore County; offset by a decrease to the Waste-to-Energy contract (plant closing in March, 2016) and a decrease in funding for equipment rental, grounds maintenance, building/custodial repairs and other contractual costs at Harford Waste Disposal Center based on actual expense history.
141,850	119,650	(22,200)	<u>SUPPLIES AND MATERIALS</u> Decrease is the net result of less funding required for equipment repair parts, safety equipment, crushed aggregate and paint; offset by an increase for chemicals, computer supplies, and traffic signs all adjusted based on actual expense history
422,505	402,055	(20,450)	<u>BUSINESS AND TRAVEL</u> Maintenance on county vehicles increase based on actual expense history
300	300	0	<u>INTER-GOVERNMENTAL/INTERFUND</u> Carpool rentals decrease based on actual expense history

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

HIGHWAYS

FY 16 APPROVED HIGHWAYS FUND REVENUE BREAKDOWN

PROPERTY TAX:	76%	35,420,988	HIGHWAYS USERS TAX	3%	1,342,801
Real & Personal Deductions	35,893,340 (472,352)				
			SERVICE CHARGES	2%	807,300
MISCELLANEOUS:	18%	8,257,306	FUND BALANCE	1%	708,894
Pro Rata	184,570				
Capital Recovery	2,000,000				
Miscellaneous	5,892,736				
Investment Income	30,000				
BRAC Zone Incentive	150,000				

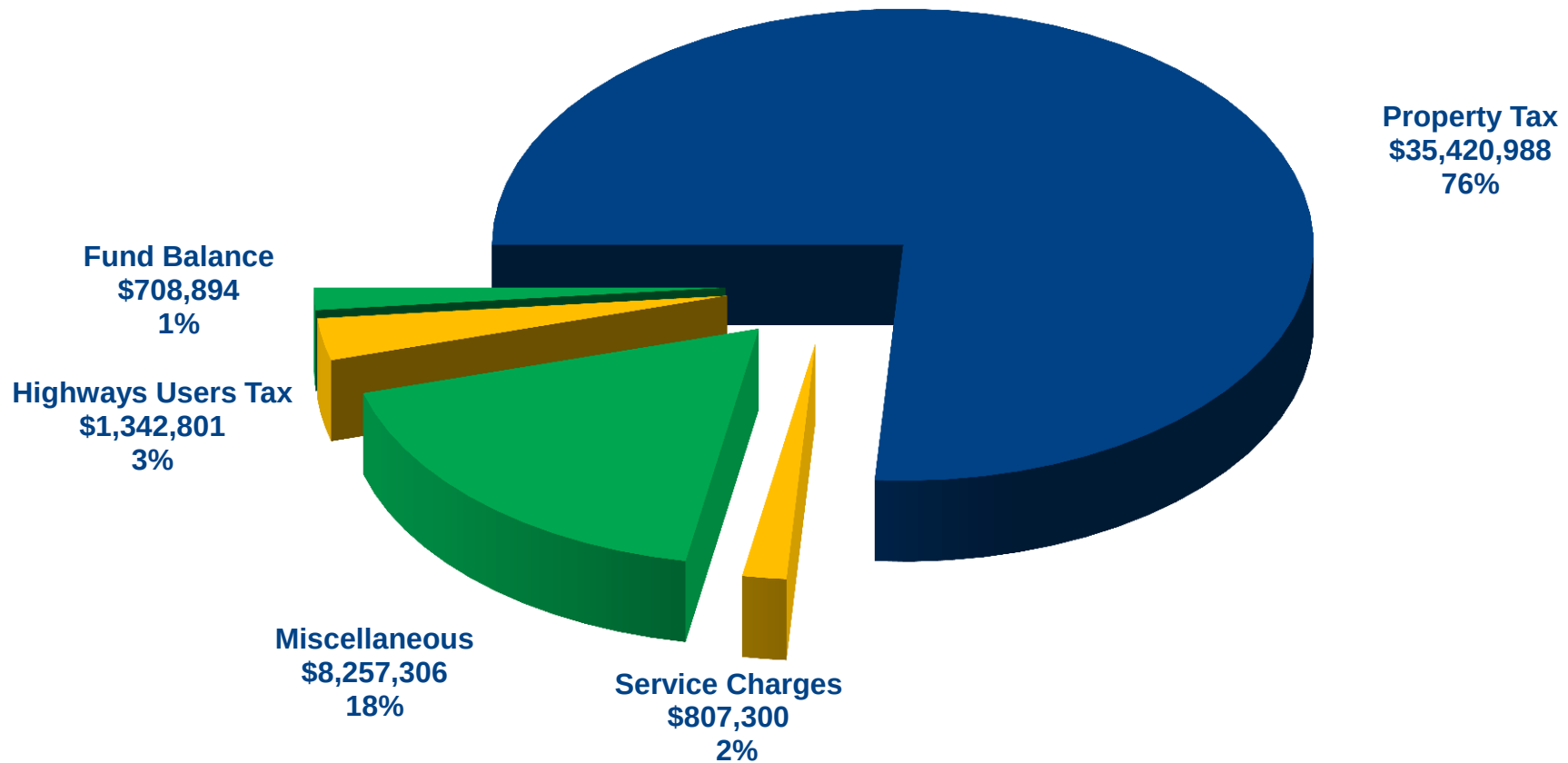
TOTAL HIGHWAYS FUND REVENUES

46,537,289

HIGHWAYS FUND REVENUES

Fiscal Year 2015 - 2016

TOTAL APPROVED BUDGET \$46,537,289

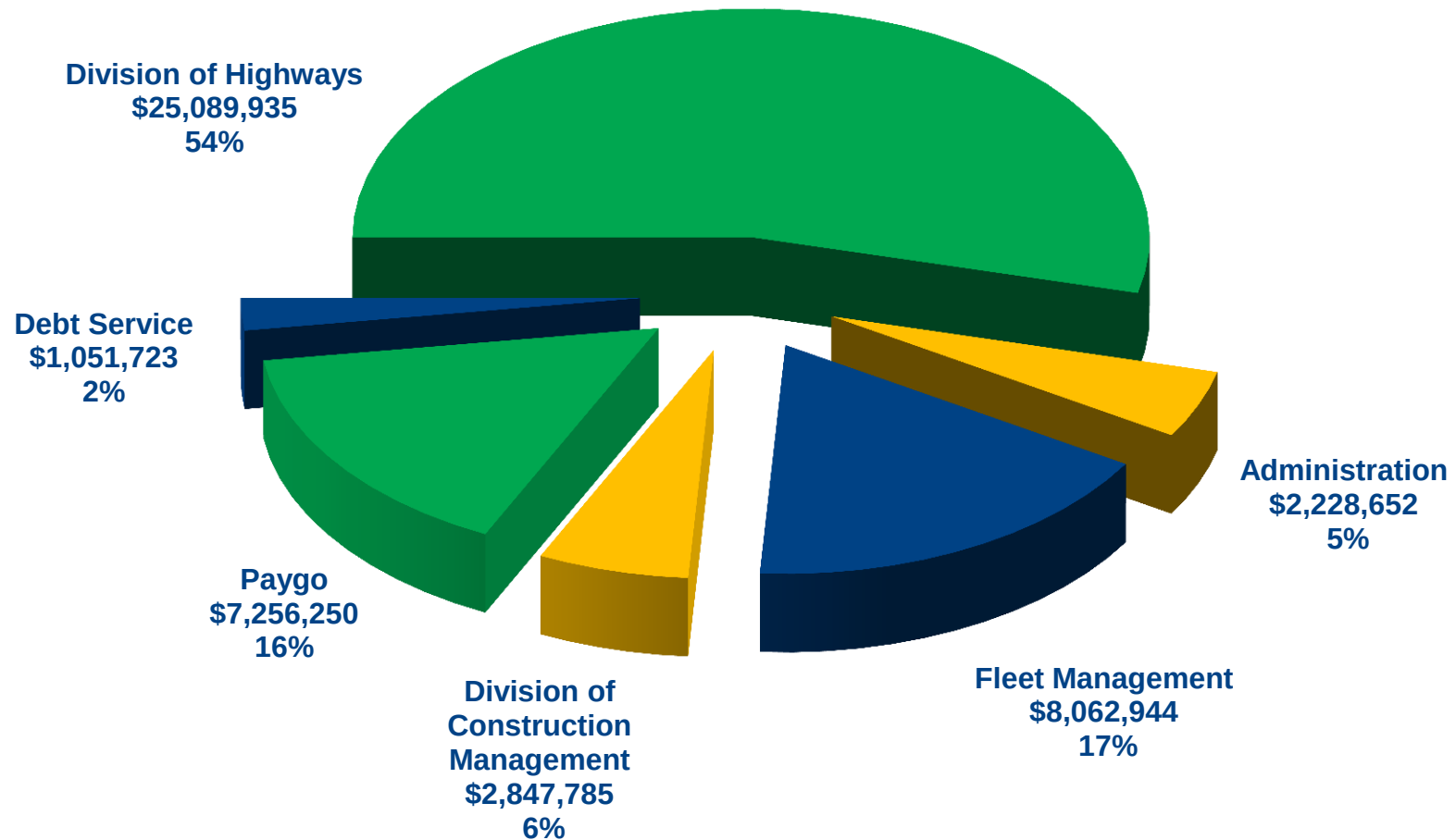


FY 16 APPROVED HIGHWAYS FUND APPROPRIATIONS BREAKDOWN

ADMINISTRATION:	5%	2,228,652	DIVISION OF HIGHWAYS:	54%	25,089,935
Personnel Matters	185,471		Bureau of Highways Engineering	2,229,352	
Director	291,195		Bureau of Highways Maintenance	21,152,571	
Benefits	1,551,986		Snow Removal	1,708,012	
Contingency Reserve	200,000				
FLEET MANAGEMENT	17%	8,062,944	DIVISION OF CONSTRUCTION MANAGEMENT:	6%	2,847,785
			Bureau of Capital Projects Management	702,797	
			Bureau of Construction Inspections	2,144,988	
DEBT SERVICE	2%	1,051,723	PAYGO	16%	7,256,250

TOTAL HIGHWAYS FUND APPROPRIATIONS	46,537,289

**HIGHWAYS FUND
APPROPRIATIONS
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$46,537,289**



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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	16,847,411	16,430,407	15,822,174	15,208,368	15,208,368
20	CONTRACTUAL SERVICES	4,524,381	5,037,058	5,177,906	5,548,951	5,548,951
30	SUPPLIES & MATERIALS	5,062,984	6,571,569	6,365,060	6,425,810	6,425,810
40	BUSINESS & TRAVEL	4,462,915	4,929,746	4,935,265	5,328,527	5,328,527
50	CAPITAL OUTLAY	1,162,719	960,997	14,000	14,000	14,000
60	DEBT SERVICE	691,996	971,233	686,826	1,049,723	1,049,723
70	MISCELLANEOUS	20,581,658	14,615,818	12,583,614	12,956,685	12,956,685
80	INTER-GOVERNMENTAL/INTER-FUND	4,523	1,788	5,225	5,225	5,225
	GRAND TOTAL	53,338,587	49,518,616	45,590,070	46,537,289	46,537,289

HIGHWAYS FUND

FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DEPARTMENT:</u>						
03	PROCUREMENT	6,951,369	7,480,218	8,021,857	8,062,944	8,062,944
08	HUMAN RESOURCES	261,157	149,377	317,343	185,471	185,471
22	EMERGENCY SERVICES	300,000	0	0	0	0
30	PUBLIC WORKS	28,642,055	29,887,347	28,035,811	28,228,915	28,228,915
66	DEBT SERVICE	692,172	971,338	688,826	1,051,723	1,051,723
67	INSURANCE	390,004	364,742	0	0	0
68	BENEFITS	821,695	1,184,832	1,326,233	1,551,986	1,551,986
70	MISCELLANEOUS	15,280,135	9,480,762	7,000,000	7,256,250	7,256,250
90	RESERVE FOR CONTINGENCIES	0	0	200,000	200,000	200,000
	GRAND TOTAL	53,338,587	49,518,616	45,590,070	46,537,289	46,537,289

SUMMARY BY REVENUE SOURCE:

PROPERTY TAXES	34,627,784	34,651,971	34,964,366	35,420,988	35,420,988
INTERGOVERNMENTAL/STATE SHARED	1,236,250	1,471,274	1,203,501	1,492,801	1,492,801
SERVICE CHARGES	780,845	754,739	876,100	807,300	807,300
INVESTMENT INCOME	33,147	38,123	20,000	30,000	30,000
FUND BALANCE APPROPRIATION	0	0	0	708,894	708,894
MISCELLANEOUS REVENUES	8,929,805	8,882,180	8,526,103	8,077,306	8,077,306
GRAND TOTAL	45,607,831	45,798,287	45,590,070	46,537,289	46,537,289

HIGHWAYS FUND

FINANCIAL NOTES:

FY 16 Approved Budget	46,537,289
FY 15 Approved Budget	45,590,070
\$ increase	947,219
% increase	2.08%

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
34,964,366	35,420,988	456,622	<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, 2015 the tax rate for this differential is: \$0.1483 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.

HIGHWAYS FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES

PROPERTY TAXES (CONT'D)

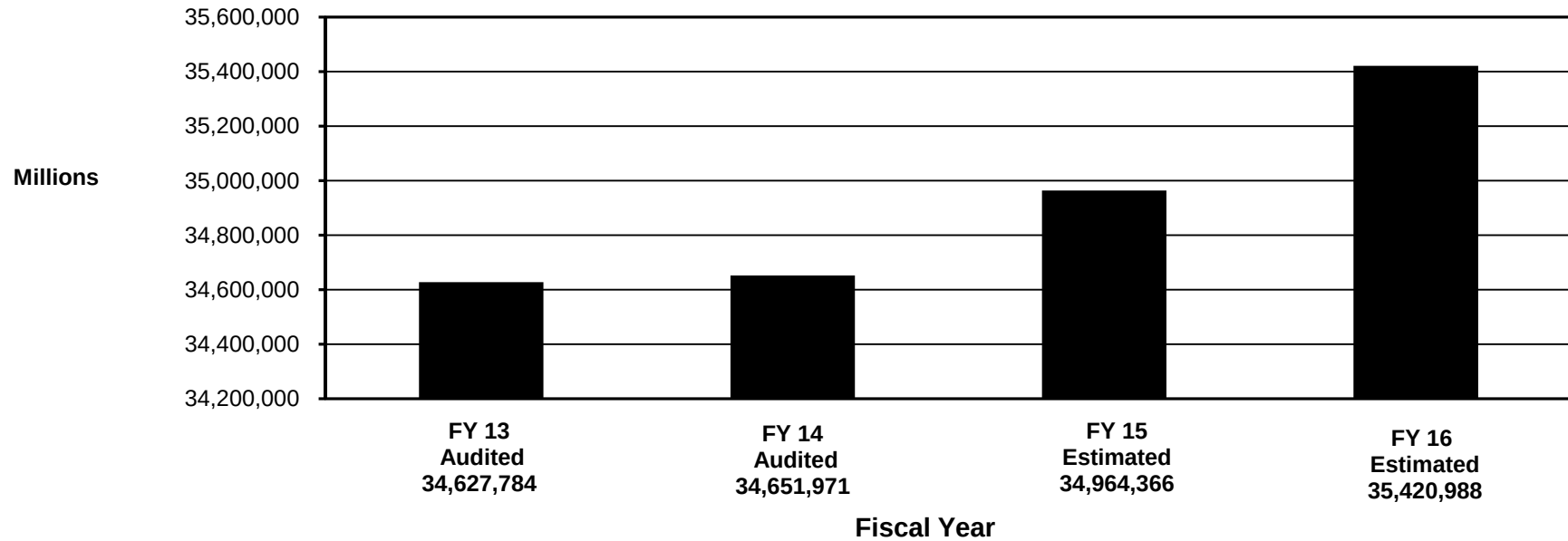
The \$456,622 increase in highways fund property tax revenue is due to an increase in assessable base.

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.

Property Tax Trend

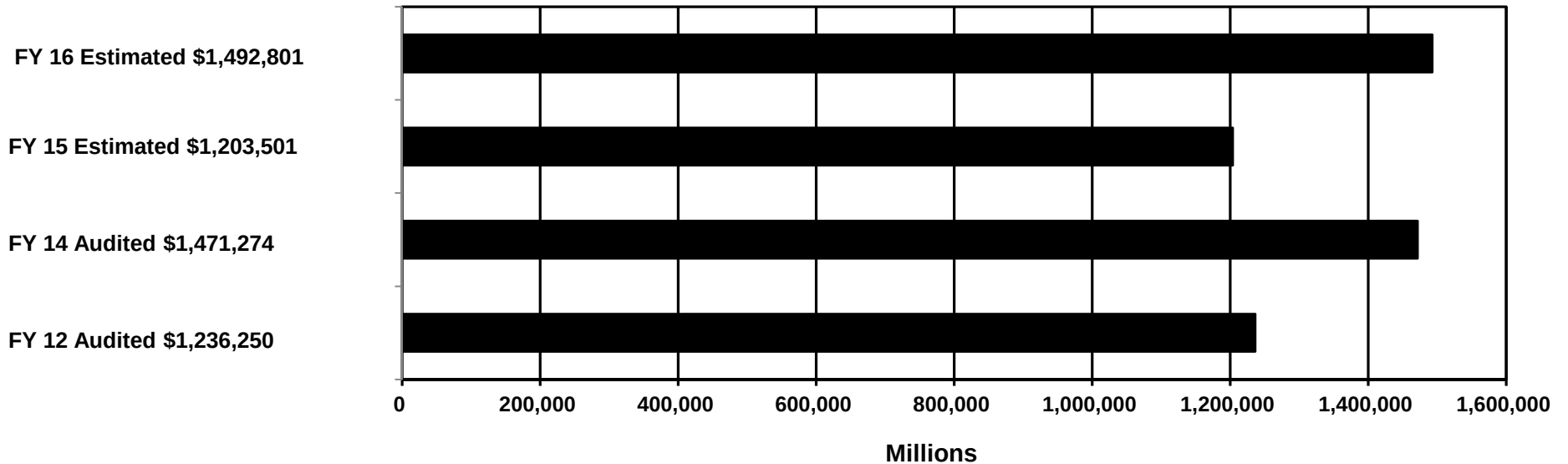


HIGHWAYS FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
1,203,501	1,492,801	289,300	<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 2016 we are projecting to receive \$1,492,801.

State Highways Users Tax Trend



HIGHWAYS FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES												
876,100	807,300	(68,800)	<u>CHARGES FOR GOVERNMENT SERVICES</u> Governmental services charges such as inspections and plan review have decreased for FY 16. This decrease is based on an actual reduction in inspection charges in FY 15.												
20,000	30,000	10,000	<u>INVESTMENT INCOME</u> Revenues from investments are reflective of the size of the County's portfolio and the rate of return. For FY 16, a projected increase is anticipated, based on actual investment earnings in FY 15.												
8,526,103	8,077,306	(448,797)	<u>OTHER REVENUE</u> The elements mainly responsible for the net decrease in "Other" revenues are: <table><tr><td>FY 15</td><td>FY 16</td><td>Change</td></tr><tr><td>18,000</td><td>12,000</td><td>(6,000)</td></tr><tr><td>75,000</td><td>25,000</td><td>(50,000)</td></tr><tr><td>3,150,000</td><td>2,800,736</td><td>(349,264)</td></tr></table> <u>Fleet Leases Revenue</u> <u>Reimbursement from Other Funds</u> <u>Vehicle Maintenance Contract - All</u> 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.	FY 15	FY 16	Change	18,000	12,000	(6,000)	75,000	25,000	(50,000)	3,150,000	2,800,736	(349,264)
FY 15	FY 16	Change													
18,000	12,000	(6,000)													
75,000	25,000	(50,000)													
3,150,000	2,800,736	(349,264)													
0	708,894	708,894	<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. Increase in use of fund balance appropriated is due in large part to Paygo funding for FY 16 Capital projects.												

HIGHWAYS FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
15,822,174	15,208,368	(613,806)	<u>PERSONAL SERVICES</u> Decrease is primarily the net result of workers' compensation adjustments, less funding required for retiree leave payouts, and the net of six (6) positions abolished. These decreases are offset slightly by an increase for health benefits, pension and PEHP (Post Employment Health Plan) expenses.
5,177,906	5,548,951	371,045	<u>CONTRACTUAL SERVICES</u> Increase is the net result of additional funds for Internet Access-Road Sensors, curb repair, retiree's health and dental insurance, and contractual road repairs based on actual expense history
6,365,060	6,425,810	60,750	<u>SUPPLIES AND MATERIALS</u> Usage trends and cost projections result in an increase for road materials such as bituminous concrete, liquid bituminous and crushed aggregate.
4,935,265	5,328,527	393,262	<u>BUSINESS AND TRAVEL</u> Costs to maintain an aging fleet of county vehicles and equipment results in higher maintenance contract costs for Fleet Management. Additional funds are also provide for fuel based on actual expense history to include all fuel used during the snow season.
14,000	14,000	0	<u>CAPITAL OUTLAY</u> Funds provide for the replacement of saws and traffic counter supplies

HIGHWAYS FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
686,826	1,049,723	362,897	<u>DEBT SERVICE</u> Principal and Interest costs for Highways debt.
12,583,614	12,956,685	373,071	<u>MISCELLANEOUS</u> Funds are appropriated for Pro Rata shares in support of the General Fund for administrative services provided, Board of Education transportation, Traffic Safety reimbursement to offset expenses of the Sheriff's Traffic Safety Unit, and Paygo funding in accordance with the FY 16 Approved Capital Budget. Pro Rata shares increase in Fy 16 as a result of the elimination of the Stormwater Management Fund which picked up a portion of the costs of supporting the General Fund departments such as Treasury, Procurement, Law, etc.



Bridge Construction

WATER & SEWER

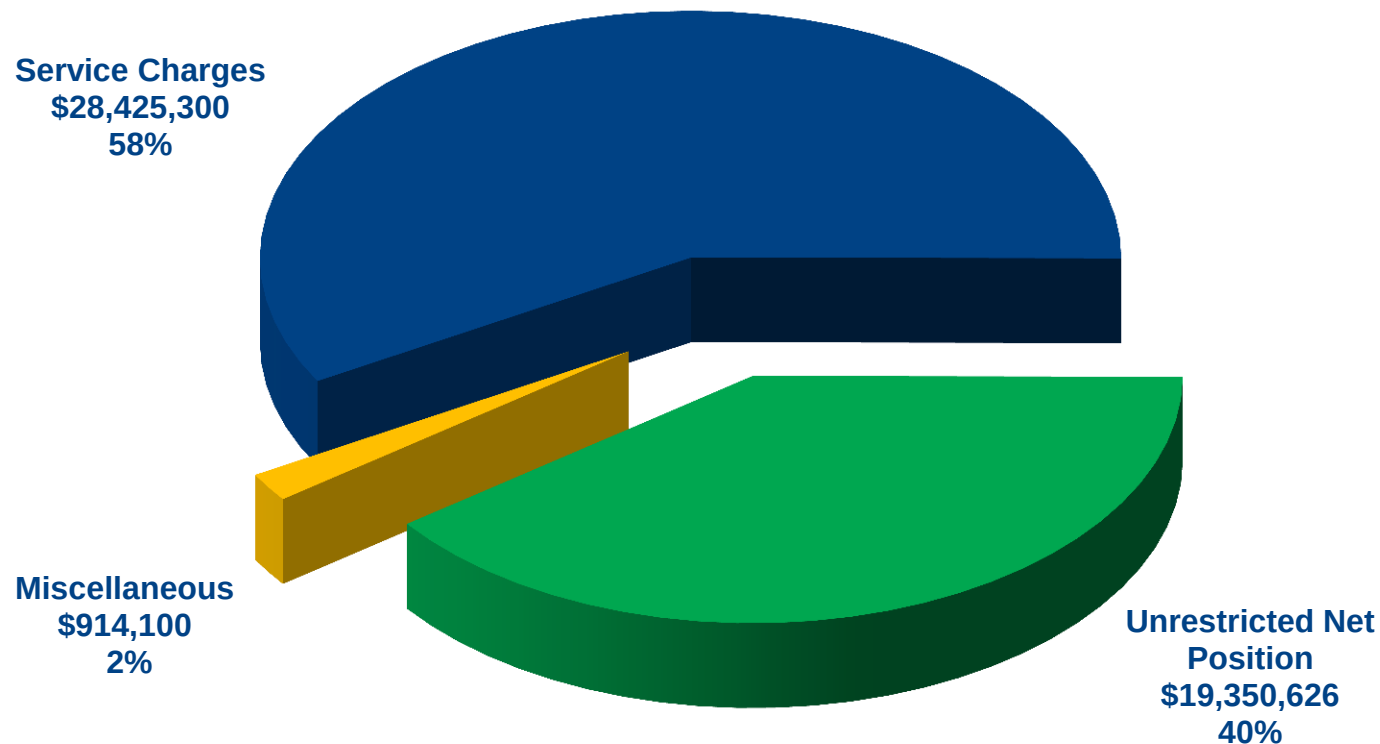
FY 16 APPROVED WATER & SEWER FUND REVENUE BREAKDOWN

MISCELLANEOUS:	2%	914,100
Capital Recovery	206,000	
Miscellaneous	425,100	
Investment Income	163,000	
Intergovernmental	120,000	
SERVICE CHARGES	58%	28,425,300

UNRESTRICTED NET POSITION:	40%	19,350,626
Contributed Capital	12,410,000	
Unrestricted Net Position	6,940,626	

TOTAL WATER & SEWER FUND REVENUES	48,690,026

**WATER & SEWER
OPERATING FUND REVENUES
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$48,690,026**



FY 16 APPROVED WATER & SEWER FUND APPROPRIATIONS BREAKDOWN

BUREAU OF W & S ADMINISTRATION:	7%	3,528,524

Administration	3,478,524
General Inventory	50,000

BUREAU OF W & S MAINTENANCE:	14%	7,018,408

Water O&M Abingdon	4,291,425
Sewer O&M Abingdon	2,646,283
Whiteford/Cardiff Service Community	80,700

OTHER:	8%	3,980,015

Accounting	1,200,438
Personnel Matters	174,035
Benefits	709,292
Paygo	1,896,250

DEPRECIATION	26%	12,413,356

BUREAU OF W & S OPERATIONS:

WASTEWATER PROCESSING:	26%	12,446,726

Industrial Waste Management	158,327
Sewer O&M Sod Run	8,352,245
Joppatowne Sewerage Treatment	777,771
Sewer O&M Pump/Meter Stations	3,030,812
Sewer O&M Spring Meadows	127,571

WATER PRODUCTION:	16%	7,945,221

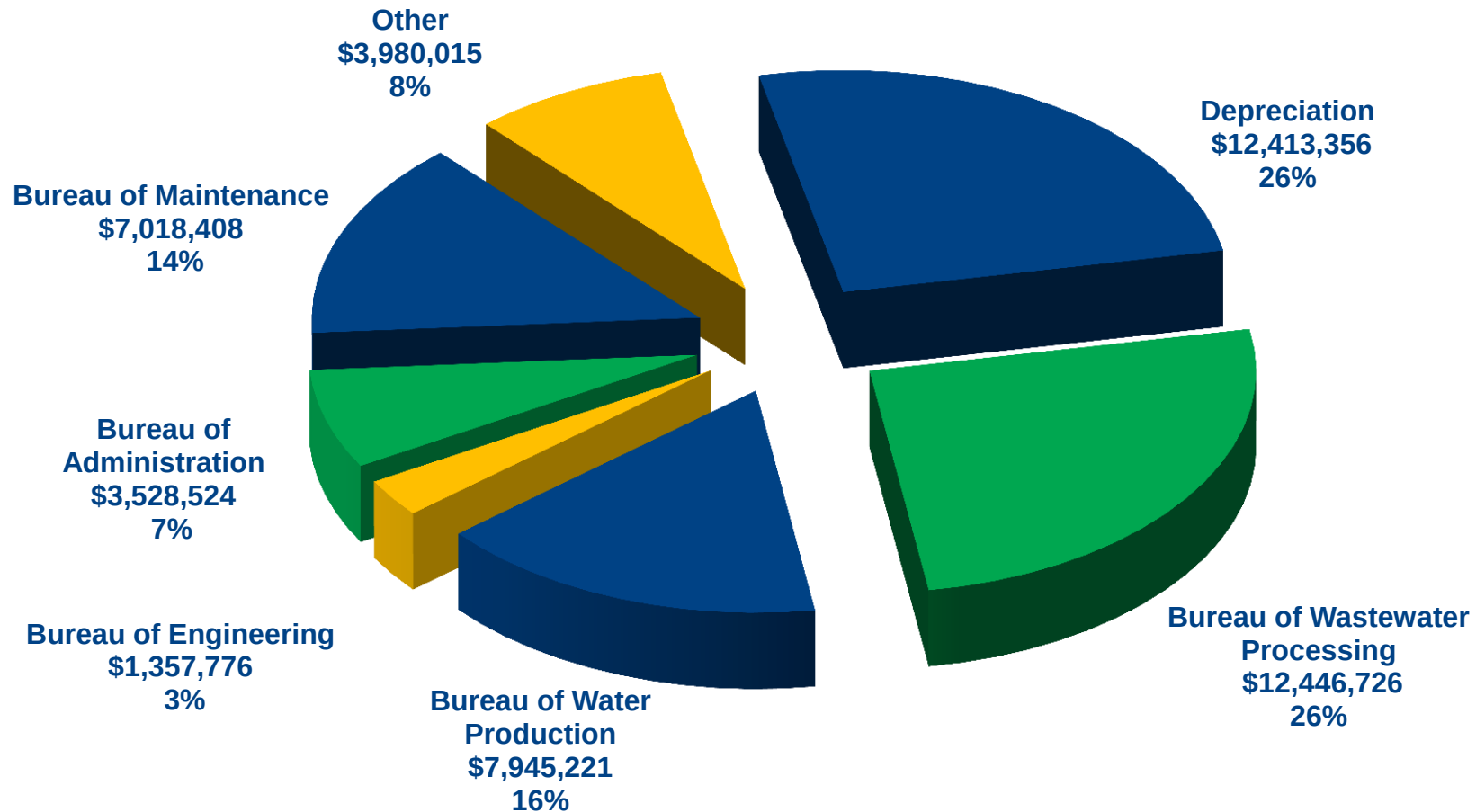
Water O&M Perryman	1,044,637
Water O&M Long Booster Stations	785,128
Water O&M Havre de Grace	1,118,834
Water O&M Abingdon-Big Inch	4,927,872
Water O&M Carbon Treatment Plant	16,400
Water O&M Solids Handling Facility	52,350

BUREAU OF ENGINEERING:	3%	1,357,776

Water Engineering	675,433
Sewer Engineering	682,343

TOTAL WATER & SEWER FUND APPROPRIATIONS	48,690,026

**WATER & SEWER OPERATING
FUND APPROPRIATIONS
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$48,690,026**



WATER & 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 & SEWER FUND

FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	15,326,102	15,138,527	15,692,660	15,868,252	15,868,252
20	CONTRACTUAL SERVICES	7,374,733	8,272,688	9,107,341	9,507,213	9,507,213
30	SUPPLIES & MATERIALS	2,758,475	3,515,453	3,855,495	3,900,214	3,900,214
40	BUSINESS & TRAVEL	671,053	674,814	759,620	749,720	749,720
50	CAPITAL OUTLAY	811,625	1,052,586	1,445,950	1,187,300	1,187,300
70	MISCELLANEOUS	19,165,270	18,570,191	19,922,820	17,476,777	17,476,777
80	INTER-GOVERNMENTAL/INTER-FUND	312,536	702,617	50	550	550
	GRAND TOTAL	46,419,794	47,926,876	50,783,936	48,690,026	48,690,026

SUMMARY BY DEPARTMENT:

04	TREASURY	771,414	802,373	1,161,537	1,200,438	1,200,438
08	HUMAN RESOURCES	271,373	127,208	249,210	174,035	174,035
22	EMERGENCY SERVICES	150,000	0	0	0	0
30	PUBLIC WORKS	38,338,219	40,939,721	42,651,586	44,710,011	44,710,011
67	INSURANCE	252,828	252,084	0	0	0
68	BENEFITS	357,960	432,040	561,603	709,292	709,292
70	MISCELLANEOUS	6,278,000	5,373,450	6,160,000	1,896,250	1,896,250
	GRAND TOTAL	46,419,794	47,926,876	50,783,936	48,690,026	48,690,026

WATER & SEWER FUND

FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
SERVICE CHARGES	25,469,848	27,768,001	26,339,100	28,425,300	28,425,300
INVESTMENT INCOME	149,340	175,060	136,850	163,000	163,000
MISCELLANEOUS REVENUE	720,220	(965,191)	414,200	545,100	545,100
UNRESTRICTED NET POSITION	0	0	12,863,786	6,940,626	6,940,626
CONTRIBUTED CAPITAL	0	0	10,824,000	12,410,000	12,410,000
RECOVERY FROM CAPITAL PROJECTS	258,128	246,728	206,000	206,000	206,000
GRAND TOTAL	26,597,536	27,224,598	50,783,936	48,690,026	48,690,026

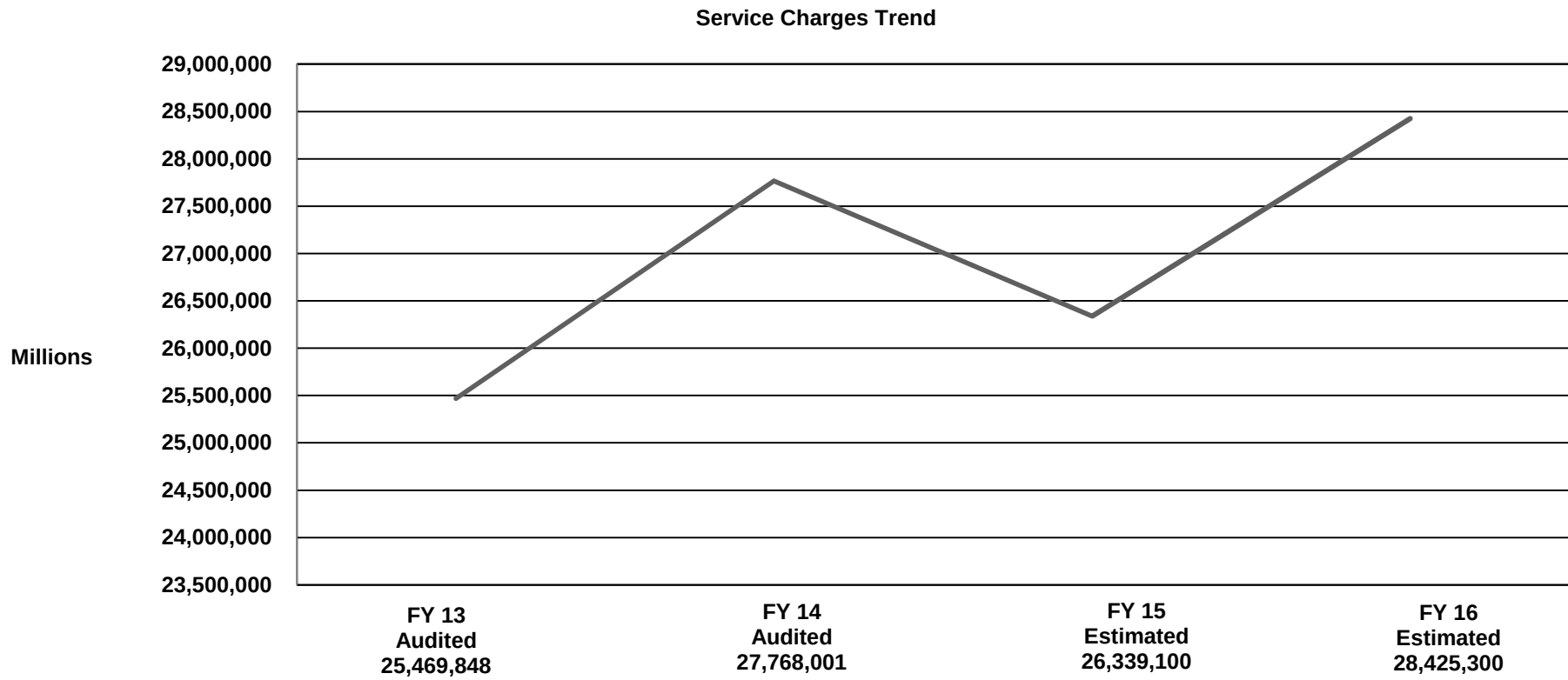
FINANCIAL NOTES:

FY 16 Approved Budget	48,690,026
FY 15 Approved Budget	50,783,936
\$ decrease	(2,093,910)
% decrease	(4.12%)

WATER & SEWER FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
26,339,100	28,425,300	2,086,200	<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 & SEWER FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
136,850	163,000	26,150	<u>INVESTMENT INCOME:</u> FY 16 estimated revenue for investment income is based on FY 15 actuals.
414,200	545,100	130,900	<u>MISCELLANEOUS REVENUE:</u> Includes sundry fines and forfeitures, sale of surplus vehicles, lease purchase proceeds and other revenues that cannot be classified. FY 16 estimated Miscellaneous Revenue reflects actual collections.
12,863,786	6,940,626	(5,923,160)	<u>UNRESTRICTED NET ASSETS:</u> These are surplus funds from prior years that are being used to finance current year operations.
10,824,000	12,410,000	1,586,000	<u>FUNDED DEPRECIATION-CONTRIBUTED CAPITAL:</u> Annual depreciation charges are projected to increase due to the inclusion of the Abingdon Water Treatment expansion.
206,000	206,000	0	<u>RECOVERY FROM CAPITAL PROJECTS:</u> Cost of services billed to capital projects and recovered back to the operating budget. FY 16 estimated revenues are based on FY 15 actuals.

WATER & SEWER FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
15,692,660	15,868,252	175,592	<u>PERSONAL SERVICES</u> Increase is the net result of the FY 16 Merit Salary Increase, anticipated health benefit cost increase, an Administrative Assistant I position created during FY 15 and overtime increase based on actual expense history. These increases are offset by three (3) vacant positions abolished a Database Administrator, a Civil Engineer III and a Process Engineer for FY 16.
9,107,341	9,507,213	399,872	<u>CONTRACTUAL SERVICES</u> Electricity costs account for most of the increase in contractual services due to the ENR upgrade and actual expense history. Other increases include Retiree's Health Insurance, re-insurance fees, raw water purchase from Baltimore City, grounds maintenance and building/custodial services all based on actual expense history.
3,855,495	3,900,214	44,719	<u>SUPPLIES AND MATERIALS</u> Safety Equipment to purchase personal protective equipment required by OSHA increased as well as Chemicals in Bulk based on actual expense history. Offset slightly due to decreases for equipment repair parts and lab supplies also based on actual expense history.
759,620	749,720	(9,900)	<u>BUSINESS AND TRAVEL</u> Maintenance of vehicle, membership fees and dues and training seminars decrease based on actual expense history

WATER & SEWER FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
1,445,950	1,187,300	(258,650)	<u>CAPITAL OUTLAY</u> Although funds decreased, sufficient funds are still provided for: annual inspection and maintenance of all wells, plant improvements, meters, electronic process controls, electric heaters, air conditioners, John Deere gator, air compressor, blowers, saws, pumps, tampers, hydraulic power tools, testing gauges, leak detection equipment, shoring box, flow meters, laboratory equipment, tower antennas and other miscellaneous equipment. Generators are also planned, with a Federal Emergency Management Agency (FEMA) grant providing 75% of the total cost.
19,922,820	17,476,777	(2,446,043)	<u>MISCELLANEOUS</u> Funding provides for payments to Delta Borough for treatment of waste, as required by the inter-state agreement and sludge generation fee paid to Maryland Department of Environment (MDE) per actuals and payment to Havre de Grace's city water plant for Harford County's share of the plant's operations, Pro Rata Shares for the General Fund to support administrative services increases based on the FY 16 General Fund budget. Funding for depreciation increases per Treasury's recommendations. Paygo funds to support the FY 16 Approved Capital budget decrease.
50	550	500	<u>INTER-GOVERNMENTAL/INTER-FUND</u> Payments to Havre de Grace for city water plant moved under Miscellaneous category

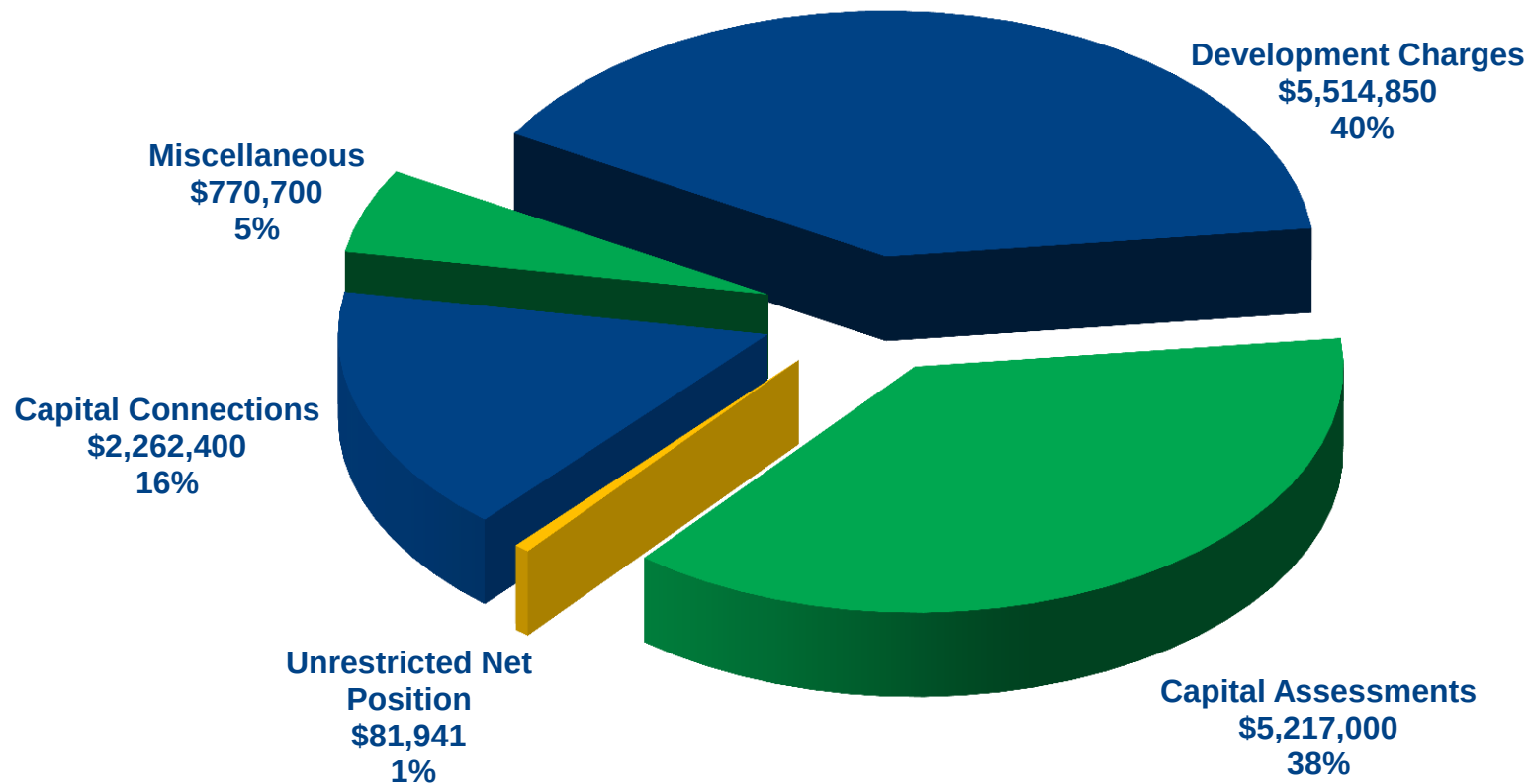
WATER & SEWER DEBT SERVICE

FY 16 APPROVED WATER & SEWER DEBT SERVICE FUND REVENUE BREAKDOWN

DEVELOPMENT CHARGES	40%	5,514,850	CAPITAL CONNECTIONS	16%	2,262,400
CAPITAL ASSESSMENTS	38%	5,217,000	MISCELLANEOUS	5%	770,700
NET ASSETS APPROPRIATED	1%	81,941			

TOTAL WATER & SEWER DEBT SERVICE FUND REVENUES	13,846,891

**WATER & SEWER DEBT
SERVICE FUND REVENUES
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$13,846,891**

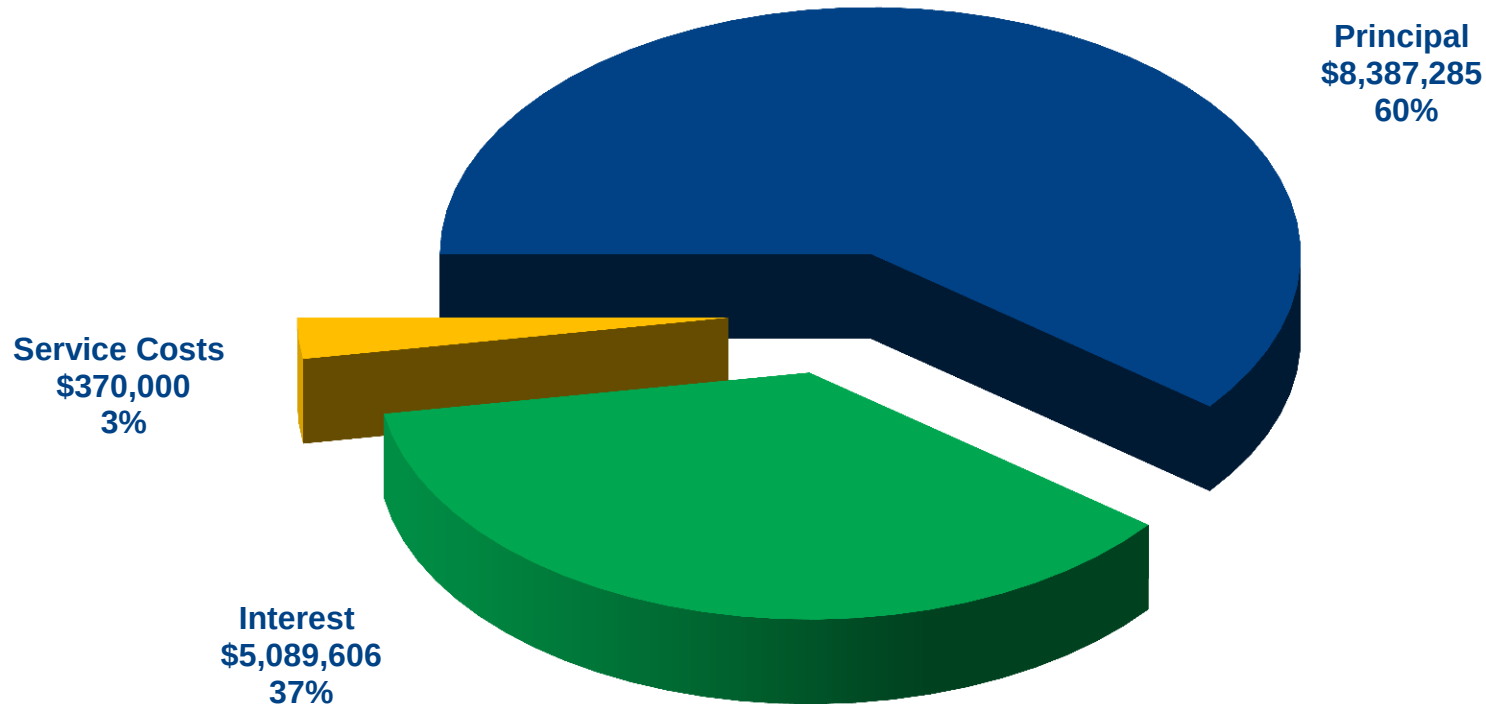


**FY 16 APPROVED WATER & SEWER DEBT SERVICE FUND
APPROPRIATIONS BREAKDOWN**

PRINCIPAL	60%	8,387,285	INTEREST	37%	5,089,606
			SERVICE COSTS	3%	370,000

TOTAL WATER & SEWER FUND DEBT SERVICE APPROPRIATIONS	13,846,891

**WATER & SEWER DEBT SERVICE
APPROPRIATIONS
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$13,846,891**



WATER & SERVICE 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 15 the water system fee is \$3,135 and the sewer system fee is \$6,477.

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 & SERVICE 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 & SERVICE DEBT SERVICE FUND

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	117,361	62,135	130,000	70,000	70,000
60	DEBT SERVICE	14,898,709	14,096,288	13,938,304	13,776,891	13,776,891
	GRAND TOTAL	15,016,070	14,158,423	14,068,304	13,846,891	13,846,891

SUMMARY BY DEPARTMENT:

66	DEBT SERVICE	15,016,070	14,158,423	14,068,304	13,846,891	13,846,891
	GRAND TOTAL	15,016,070	14,158,423	14,068,304	13,846,891	13,846,891

SUMMARY BY REVENUE SOURCE:

RECORDATION TAX	1,783,159	1,767,810	1,774,734	0	0
CAPITAL ASSESSMENTS	5,420,480	5,202,037	5,317,100	5,217,000	5,217,000
CAPITAL CONNECTIONS	1,789,110	2,268,836	2,028,050	2,262,400	2,262,400
DEVELOPMENT CHARGES	3,844,744	4,896,868	4,173,066	5,514,850	5,514,850
INVESTMENT INCOME	18,902	6,000	8,000	6,000	6,000
UNRESTRICTED NET ASSETS	0	848,859	0	81,941	81,941
MISCELLANEOUS	1,021,784	0	767,354	764,700	764,700
GRAND TOTAL	13,878,179	14,990,410	14,068,304	13,846,891	13,846,891

WATER & SERVICE DEBT SERVICE FUND

FINANCIAL NOTES:

FY 16 Approved Budget	13,846,891
FY 15 Approved Budget	14,068,304
\$ decrease	(221,413)
% decrease	-2%

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
1,774,734	0	(1,774,734)	<u>RECORDATION TAX:</u> Per Resolution 005-15 approved by the County Council and effective July 1, 2015, Recordation Tax is no longer dedicated to the Water & Sewer Debt Service Fund.
5,317,100	5,217,000	(100,100)	<u>CAPITAL ASSESSMENTS:</u> The decrease in capital assessments reflects a slight decrease in new petition projects and connections in the form of user benefit assessments
2,028,050	2,262,400	234,350	<u>CAPITAL CONNECTIONS:</u> FY 16 budget reflects actual collections during FY 15
4,173,066	5,514,850	1,341,784	<u>DEVELOPMENT CHARGES:</u> Projected to reflect a very modest decrease in connection activity and the 6% annual fee increase. FY 16 is based on FY 15 actual receipts.
8,000	6,000	(2,000)	<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 16

WATER & SERVICE DEBT SERVICE FUND

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES																								
767,354	764,700	(2,654)	<u>MISCELLANEOUS:</u> FY 16 projection is based on actual receipt history for capital surcharges, Build America bond interest, and interest on unpaid area connection charges, benefit assessments, and user benefit assessments																								
FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES																								
			<u>DEBT SERVICE:</u>																								
8,313,060	8,387,285	74,225	Principal Payments - are adjusted to the amounts due on outstanding debt																								
5,315,244	5,089,606	(225,638)	Interest Payments - decrease in debt cost attributed to refunding and payoff of debt with high interest rates and incurring new debt at lower interest rates																								
440,000	370,000	(70,000)	Service Costs:																								
			<table> <tr> <th></th><th>FY 15</th><th>FY 16</th><th>Change</th></tr> <tr> <td>Legal Services</td><td>6,000</td><td>6,000</td><td>0</td></tr> <tr> <td>Management Services</td><td>120,000</td><td>60,000</td><td>(60,000)</td></tr> <tr> <td>Other Professional Services</td><td>4,000</td><td>4,000</td><td>0</td></tr> <tr> <td>Cost of Issuance</td><td>310,000</td><td>300,000</td><td>(10,000)</td></tr> <tr> <td>Totals</td><td>440,000</td><td>370,000</td><td>(70,000)</td></tr> </table>		FY 15	FY 16	Change	Legal Services	6,000	6,000	0	Management Services	120,000	60,000	(60,000)	Other Professional Services	4,000	4,000	0	Cost of Issuance	310,000	300,000	(10,000)	Totals	440,000	370,000	(70,000)
	FY 15	FY 16	Change																								
Legal Services	6,000	6,000	0																								
Management Services	120,000	60,000	(60,000)																								
Other Professional Services	4,000	4,000	0																								
Cost of Issuance	310,000	300,000	(10,000)																								
Totals	440,000	370,000	(70,000)																								

PARKS & RECREATION SPECIAL REVENUE

FY 16 APPROVED PARKS & RECREATION SPECIAL REVENUE REVENUE BREAKDOWN

SERVICE CHARGES	87%	869,000	MISCELLANEOUS:	13%	135,413
			Fund Balance	134,913	
			Investment Income	500	

TOTAL PARKS & RECREATION SPECIAL REVENUE - REVENUES	1,004,413

**PARKS & RECREATION
SPECIAL REVENUES
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$1,004,413**



FY 16 APPROVED PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS BREAKDOWN

EMMORTON RECREATION AND TENNIS CENTER	30%	296,556

OAKINGTON PENINSULA	38%	384,870

RECREATIONAL COUNCIL ACTIVITIES	19%	192,987

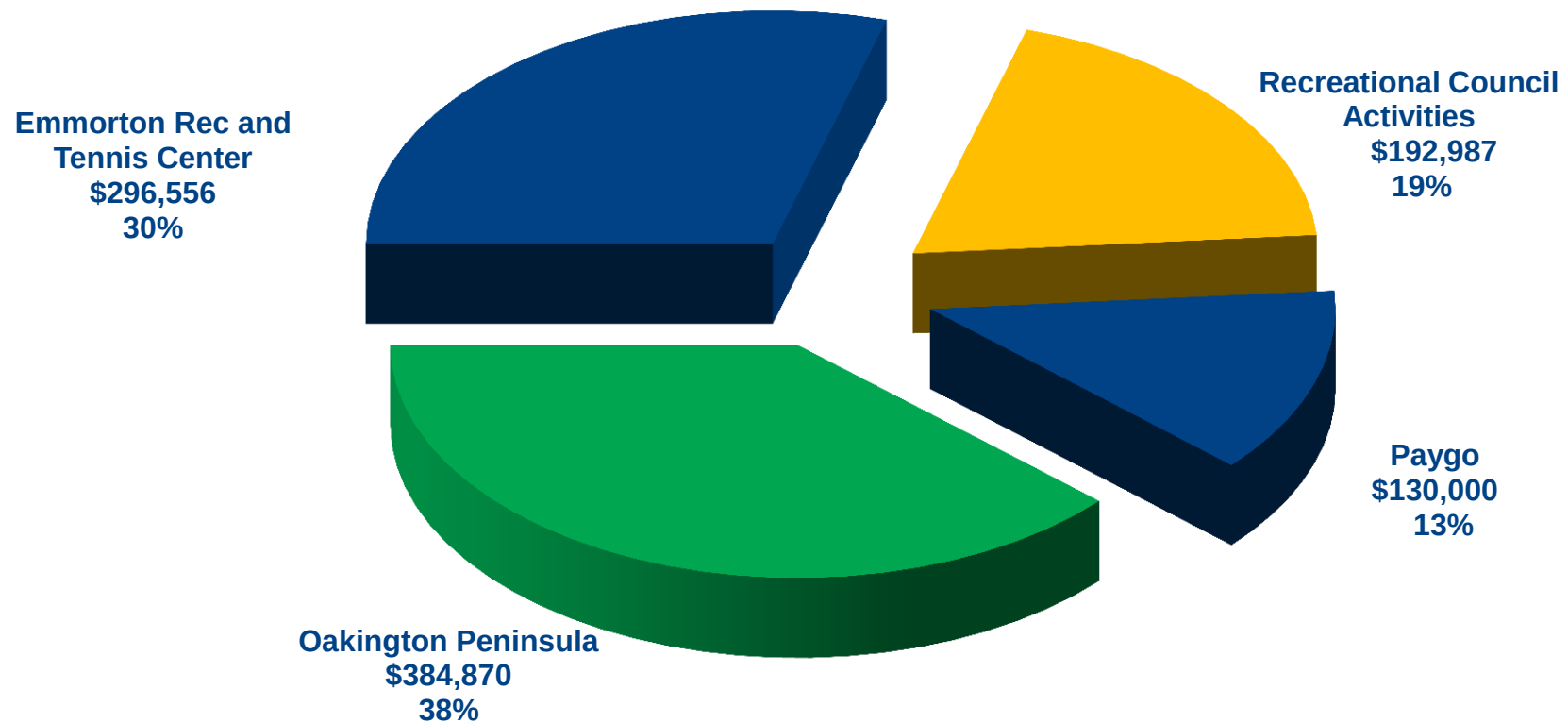
PAYGO	13%	130,000

TOTAL PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS	1,004,413

PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS

Fiscal Year 2015 - 2016

TOTAL APPROVED BUDGET \$1,004,413



PARKS AND 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 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 and Tennis Center:

This facility was purchased by Harford County using State Program 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 generate revenues from leasing of farmland, two houses, and the facility as well as providing a park for passive and recreational activities.

- o Recreational Council Activities:

This account is set up to receive revenues from recreational activities, registration, and events. The funds will be expended for recreational supplies, tournament trophies, officials and referees, etc.

PARKS AND RECREATION SPECIAL REVENUE FUND

FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	417,622	402,855	398,695	399,553	399,553
20	CONTRACTUAL SERVICES	356,017	323,216	361,170	348,170	348,170
30	SUPPLIES & MATERIALS	46,185	52,278	62,465	56,165	56,165
40	BUSINESS & TRAVEL	1,151	4,241	4,165	4,165	4,165
50	CAPITAL OUTLAY	22,158	10,026	73,000	3,000	3,000
70	MISCELLANEOUS	0	3,142	209,328	193,360	193,360
	GRAND TOTAL	843,133	795,758	1,108,823	1,004,413	1,004,413
<u>SUMMARY BY DEPARTMENT:</u>						
59	PARKS AND RECREATION	843,133	795,758	958,823	874,413	874,413
70	MISCELLANEOUS	0	0	150,000	130,000	130,000
	GRAND TOTAL	843,133	795,758	1,108,823	1,004,413	1,004,413
<u>SUMMARY BY REVENUE SOURCE:</u>						
	MISCELLANEOUS REVENUES	556	1,386	0	0	0
	INVESTMENT INCOME	733	1,251	500	500	500
	FUND BALANCE APPROPRIATION	0	0	244,323	134,913	134,913
	SERVICE CHARGES	928,279	858,795	864,000	869,000	869,000
	GRAND TOTAL	929,568	861,432	1,108,823	1,004,413	1,004,413

PARKS AND RECREATION SPECIAL REVENUE FUND

FINANCIAL NOTES:

FY 16 Approved Budget	1,004,413
FY 15 Approved Budget	1,108,823
\$ decrease	(104,410)
% decrease	(9.42%)

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES																												
864,000	869,000	5,000	<u>SERVICE CHARGES</u> Account for receipts from various facilities and equipment. For example, the skateboard park, the Showmobile stage rentals, Emmorton Recreation and Tennis Center fees and Swan Harbor facility rental. FY 16 estimated revenues adjusted based on actual receipt history: <table> <tr> <th></th><th>FY 15</th><th>FY 16</th><th>Change</th></tr> <tr> <td>Skateboard Facility</td><td>4,000</td><td>4,000</td><td>0</td></tr> <tr> <td>Emmorton Rec & Tennis Center</td><td>260,000</td><td>260,000</td><td>0</td></tr> <tr> <td>Oakington Peninsula</td><td>370,000</td><td>375,000</td><td>5,000</td></tr> <tr> <td>Showmobile/Stage Rentals</td><td>10,000</td><td>10,000</td><td>0</td></tr> <tr> <td>Recreation Councils/Spec Activities</td><td>220,000</td><td>220,000</td><td>0</td></tr> <tr> <td></td><td><u>864,000</u></td><td><u>869,000</u></td><td><u>5,000</u></td></tr> </table>		FY 15	FY 16	Change	Skateboard Facility	4,000	4,000	0	Emmorton Rec & Tennis Center	260,000	260,000	0	Oakington Peninsula	370,000	375,000	5,000	Showmobile/Stage Rentals	10,000	10,000	0	Recreation Councils/Spec Activities	220,000	220,000	0		<u>864,000</u>	<u>869,000</u>	<u>5,000</u>
	FY 15	FY 16	Change																												
Skateboard Facility	4,000	4,000	0																												
Emmorton Rec & Tennis Center	260,000	260,000	0																												
Oakington Peninsula	370,000	375,000	5,000																												
Showmobile/Stage Rentals	10,000	10,000	0																												
Recreation Councils/Spec Activities	220,000	220,000	0																												
	<u>864,000</u>	<u>869,000</u>	<u>5,000</u>																												
500	500	0	<u>INVESTMENT REVENUES</u> Revenues are estimated to remain flat for FY 16																												
244,323	134,913	(109,410)	<u>FUND BALANCE APPROPRIATED</u> This revenue source is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year. FY 16 funds will continue to be used to support a capital project for Swan Harbor Farm improvements as well as replacing tables and chairs.																												

PARKS AND RECREATION SPECIAL REVENUE FUND

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
398,695	399,553	858	<u>PERSONAL SERVICES</u> Net increase is the result of merit salary increase for eligible employees, offset by reductions in workers' compensation and turnover of a Recreation Specialist V due to retirement incentive
361,170	348,170	(13,000)	<u>CONTRACTUAL SERVICES</u> Net decrease is the result of reductions to recreation officials, grounds maintenance, and security systems based on actual expense history
62,465	56,165	(6,300)	<u>SUPPLIES & MATERIALS</u> Net decrease is the result of a reduction in funds for uniforms and landscape & grounds maintenance based on actual expense history.
73,000	3,000	(70,000)	<u>CAPITAL OUTLAY</u> Net decrease is the result of one-time funds provided in FY 15 for fitness room equipment for the Emmorton Recreation and Tennis Center; and a replacement stove/oven and aerial lift equipment for Swan Harbor Farm. Sufficient funds remain to replace chairs and tables as needed for Swan Harbor Farm.
209,328	193,360	(15,968)	<u>MISCELLANEOUS</u> Pro Rata Shares for support of General Fund administrative services in the amount of \$63,360 and Paygo funding in the amount of \$130,000 in support of the Swan Harbor Farm Improvements capital project.



Eden Mill

COUNTY - AG PRESERVATION

FY 16 APPROVED COUNTY - AG PRESERVATION REVENUE BREAKDOWN

TRANSFER TAX	48%	6,400,000

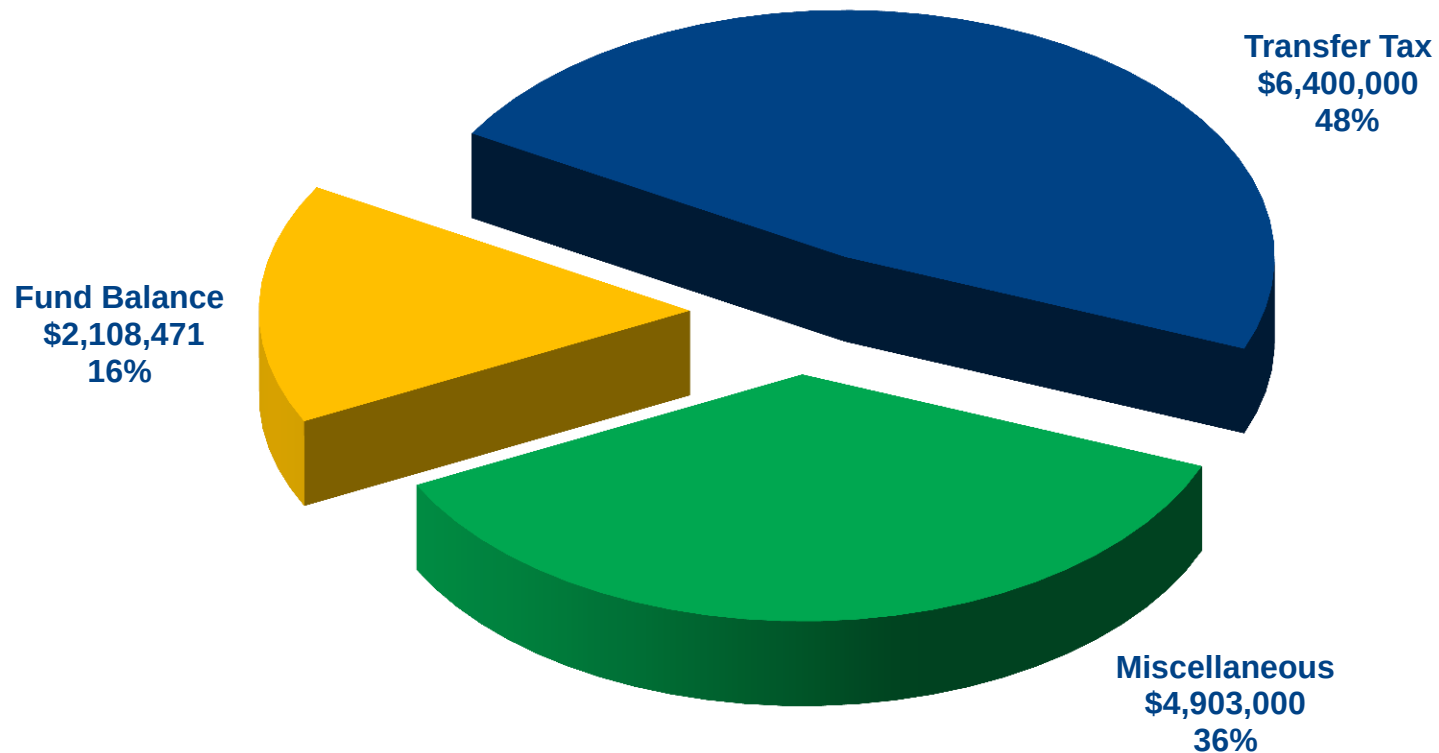
MISCELLANEOUS:	36%	4,903,000

Investment Income	4,894,000
Proceeds from Lot Exclusion	9,000

FUND BALANCE	16%	2,108,471

TOTAL COUNTY - AG PRESERVATION REVENUES	13,411,471

**COUNTY - AG PRESERVATION
REVENUES**
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$13,411,471



FY 16 APPROVED COUNTY - AG PRESERVATION APPROPRIATIONS BREAKDOWN

**AG PRESERVATION -
COUNTY**

25%

3,297,550

DEBT SERVICE

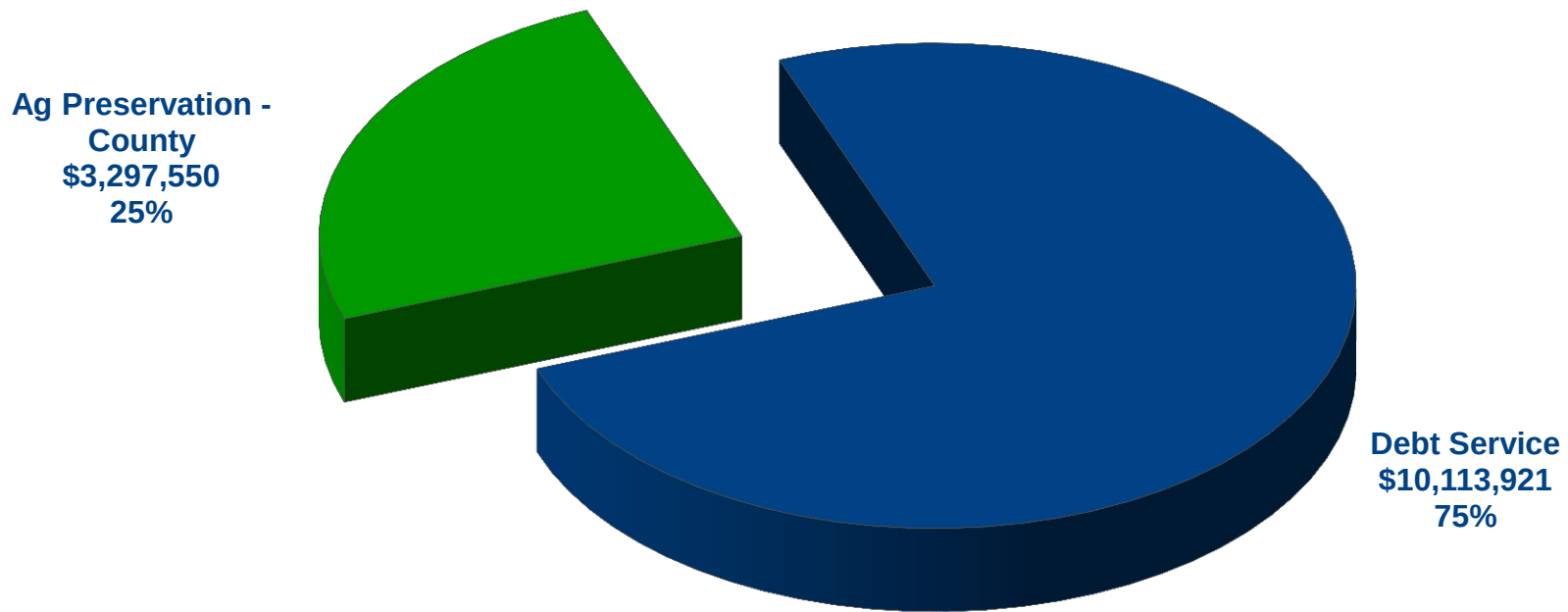
75%

10,113,921

TOTAL COUNTY - AG PRESERVATION APPROPRIATIONS

13,411,471

**COUNTY - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$13,411,471**



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 generally 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 final balloon 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 2014, the County has acquired 47,825 acres of farm land through County and State Agricultural Preservation programs along with donated easements.

AGRICULTURAL PRESERVATION - COUNTY

FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	79,474	81,318	82,451	0	0
20	CONTRACTUAL SERVICES	28,391	17,733	30,350	30,000	30,000
30	SUPPLIES & MATERIALS	0	305	1,650	400	400
40	BUSINESS & TRAVEL	0	576	850	1,500	1,500
50	CAPITAL OUTLAY	2,112,585	0	4,500,000	2,995,650	2,995,650
60	DEBT SERVICE	6,201,417	5,229,448	5,934,799	10,083,921	10,083,921
70	MISCELLANEOUS	248,721	65,237	300,000	300,000	300,000
	GRAND TOTAL	8,670,588	5,394,617	10,850,100	13,411,471	13,411,471

SUMMARY BY DEPARTMENT:

06	PLANNING AND ZONING	2,440,780	147,436	4,885,301	3,297,550	3,297,550
66	DEBT SERVICE	6,229,808	5,247,181	5,964,799	10,113,921	10,113,921
	GRAND TOTAL	8,670,588	5,394,617	10,850,100	13,411,471	13,411,471

SUMMARY BY REVENUE SOURCE:

TRANSFER TAX	5,427,413	5,823,127	5,600,000	6,400,000	6,400,000
FUND BALANCE APPROPRIATION	0	0	1,321,968	2,108,171	2,108,171
INVESTMENT INCOME	(980,995)	1,109,635	1,408,607	4,894,000	4,894,000
MISCELLANEOUS REVENUES	2,039,331	0	2,519,525	9,000	9,000
GRAND TOTAL	6,485,749	6,932,762	10,850,100	13,411,171	13,411,171

AGRICULTURAL PRESERVATION - COUNTY

FINANCIAL NOTES:

FY 16 Approved Budget 13,411,171

FY 15 Approved Budget 10,850,100

\$ increase 2,561,071

% increase 23.60%

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
5,600,000	6,400,000	800,000	<u>TRANSFER TAX</u> The FY 16 budget for Transfer Tax is based on prior year actual collections and projections for current year and future year
1,408,607	4,894,000	3,485,393	<u>INVESTMENT INCOME</u> Interest income on investments purchased for agricultural preservation is projected to be higher in FY 16 due to additional U.S. Treasury securities maturing
2,519,525	9,000	(2,510,525)	<u>MISCELLANEOUS REVENUES</u> The decrease is for "Proceeds from Installment Loans" because the County is not planning on purchasing easements in FY 16
1,321,968	2,108,171	786,203	<u>FUND BALANCE APPROPRIATED</u> Excess unappropriated fund balance at the end of the year is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year.

AGRICULTURAL PRESERVATION - COUNTY

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
82,451	0	(82,451)	<u>PERSONAL SERVICES</u> Vacant position abolished. Responsibilities to be handled by various other positions within the Department of Planning and Zoning
30,350	30,000	(350)	<u>CONTRACTUAL SERVICES</u> Catering services for Ag promotion previously budgeted in Agricultural Preservation - State
1,650	400	(1,250)	<u>SUPPLIES & MATERIALS</u> Office supplies, printing, delivery costs, mailing and miscellaneous expenses moved here from Agricultural Preservation - State
850	1,500	650	<u>BUSINESS & TRAVEL</u> Mileage, parking/tolls, meals, and training seminars/meeting expenses moved here from Agricultural Preservation - State
4,500,000	2,995,650	(1,504,350)	<u>CAPITAL OUTLAY</u> Increase reflects estimated easement purchases for FY 16
5,934,799	10,083,921	4,149,122	<u>DEBT SERVICE</u> Debt service increase is the result of more strip treasuries maturing in FY 16
300,000	300,000	0	<u>MISCELLANEOUS</u> Estimated purchase of land under the State Program.



Supporting Harford's Farms

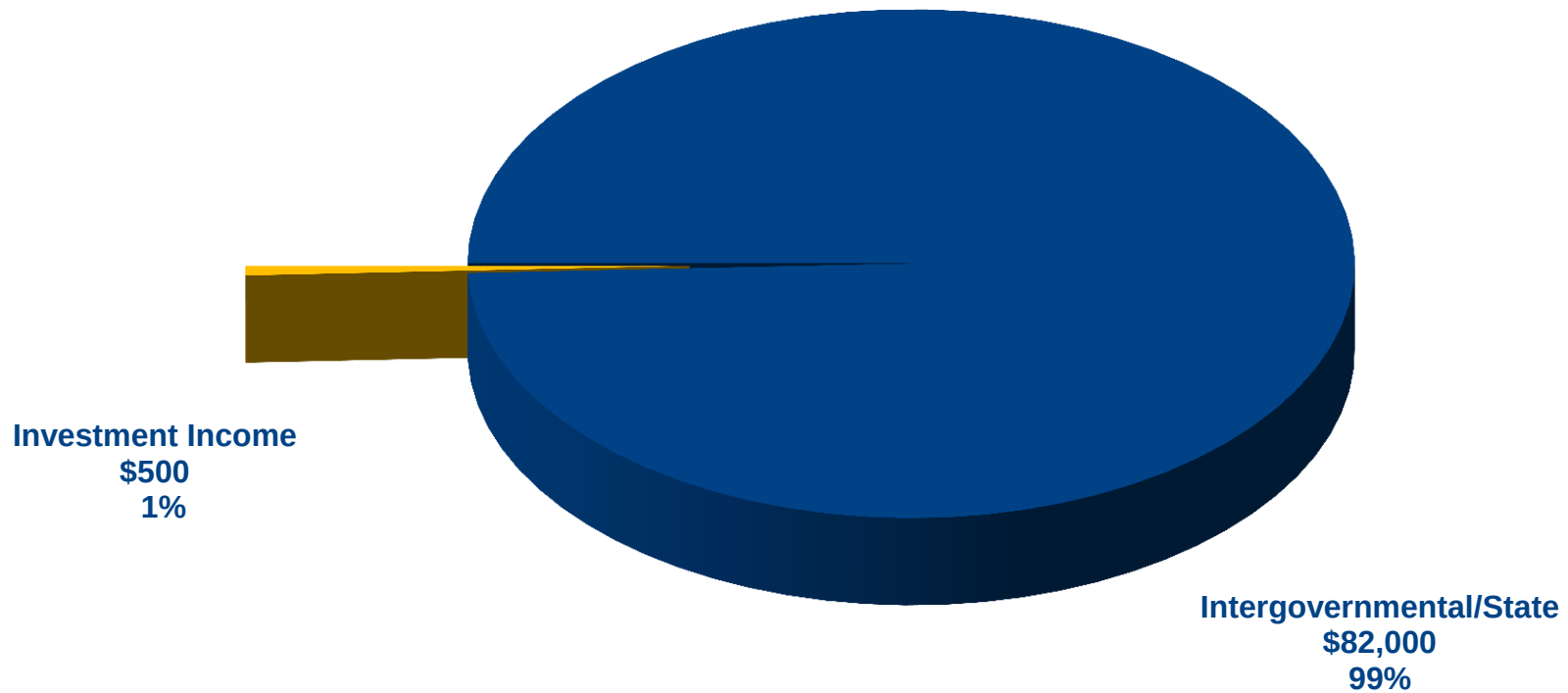
STATE - AG PRESERVATION

FY 16 APPROVED STATE - AG PRESERVATION REVENUE BREAKDOWN

INTERGOVERNMENTAL/STATE	99%	82,000	INVESTMENT INCOME	1%	500

TOTAL STATE - AG PRESERVATION REVENUES	82,500

**STATE - AG PRESERVATION
REVENUES**
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$82,500

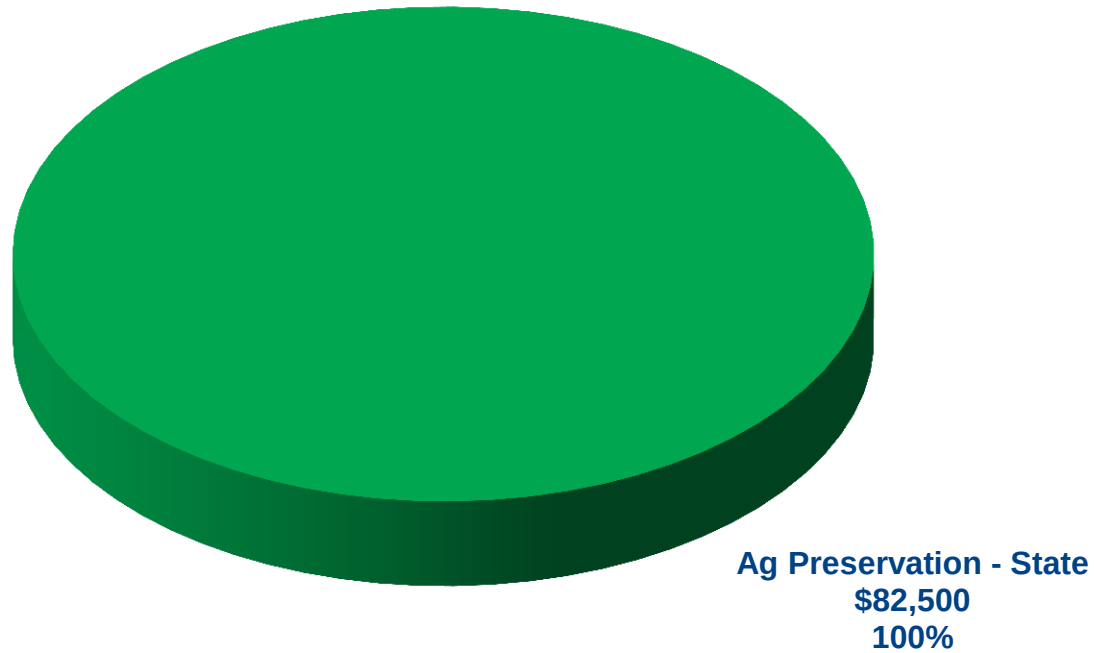


FY 16 APPROVED STATE - AG PRESERVATION APPROPRIATION BREAKDOWN

AG PRESERVATION - STATE	100%	82,500

TOTAL STATE - AG PRESERVATION APPROPRIATIONS	82,500

**STATE - AG PRESERVATION
APPROPRIATIONS
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$82,500**



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 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:
 - o 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.
 - o 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 2014, the County has acquired 47,825 acres of farm land through County and State Agricultural Preservation programs along with donated easements.

AGRICULTURAL PRESERVATION - STATE

FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
30	SUPPLIES AND MATERIALS	1,369	0	0	0	0
40	BUSINESS AND TRAVEL	377	0	0	0	0
70	MISCELLANEOUS	14,257	71,452	20,000	52,500	52,500
	GRAND TOTAL	46,003	101,452	50,000	82,500	82,500
<u>SUMMARY BY DEPARTMENT:</u>						
06	PLANNING AND ZONING	46,003	101,452	50,000	82,500	82,500
	GRAND TOTAL	46,003	101,452	50,000	82,500	82,500
<u>SUMMARY BY REVENUE SOURCE:</u>						
	TRANSFER TAX - STATE	46,081	101,444	49,000	82,000	82,000
	INVESTMENT INCOME	(78)	8	1,000	500	500
	GRAND TOTAL	46,003	101,452	50,000	82,500	82,500

AGRICULTURAL PRESERVATION - STATE

FINANCIAL NOTES:

FY 16 Approved Budget	82,500
FY 15 Approved Budget	50,000
\$ decrease	32,500
% decrease	(37.50%)

FY 14	FY 15	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
49,000	82,000	33,000	<u>TRANSFER TAX - STATE</u> FY 16 budget for Transfer Tax is based on the last three years of actual collections
1,000	500	(500)	<u>INVESTMENT INCOME</u> FY 16 Investment Income is expected to decline due to lower rates
FY 14	FY 15	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
30,000	30,000	0	<u>PERSONAL SERVICES</u> A salary offset of \$30,000 is available to offset the salary of a Planner III in the Department of Planning & Zoning
20,000	52,500	32,500	<u>MISCELLANEOUS</u> Agricultural Land Preservation - increase for match available for easement purchases the Maryland Agricultural Land Preservation Foundation (MALPF) will make on the County's behalf

STORMWATER MANAGEMENT

STORMWATER MANAGEMENT

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 on July 1, 2013. Revenue resulting from this fee can only be used for Watershed Protection and Restoration Programs.

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.

The Stormwater Remediation Fee was repealed by Bill 14-036 effective July 1, 2015.

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONAL SERVICES	0	1,176,480	1,159,302	0	0
20	CONTRACTUAL SERVICES	0	15,415	29,170	0	0
30	SUPPLIES & MATERIALS	0	7,596	10,745	0	0
40	BUSINESS & TRAVEL	0	15,128	19,150	0	0
50	CAPITAL OUTLAY	0	26,294	0	0	0
70	MISCELLANEOUS	0	0	80,373	0	0
80	INTERGOVERNMENTAL/INTERFUND	0	0	200	0	0
GRAND TOTAL		0	1,240,913	1,298,940	0	0

STORMWATER MANAGEMENT

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DEPARTMENT:</u>						
08	HUMAN RESOURCES	0	1,030	0	0	0
30	PUBLIC WORKS	0	1,239,883	1,298,940	0	0
	GRAND TOTAL	0	1,240,913	1,298,940	0	0

SUMMARY BY REVENUE SOURCE:

GENERAL FUND GRANTS	0	279,802	252,024	0	0
INVESTMENT INCOME	0	620	600	0	0
STORMWATER MANAGEMENT FEE	0	1,052,942	1,046,316	0	0
GRAND TOTAL	0	1,333,364	1,298,940	0	0

FINANCIAL NOTES:

FY 16 Approved Budget	0
FY 15 Approved Budget	1,298,940
\$ decrease	(1,298,940)
% decrease	(100.00%)

No appropriation to this fund for FY 16 due to the repeal of the Stormwater Remediation Fee per Bill 14-036 effective July 1, 2015.

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

TAX INCREMENT FINANCING

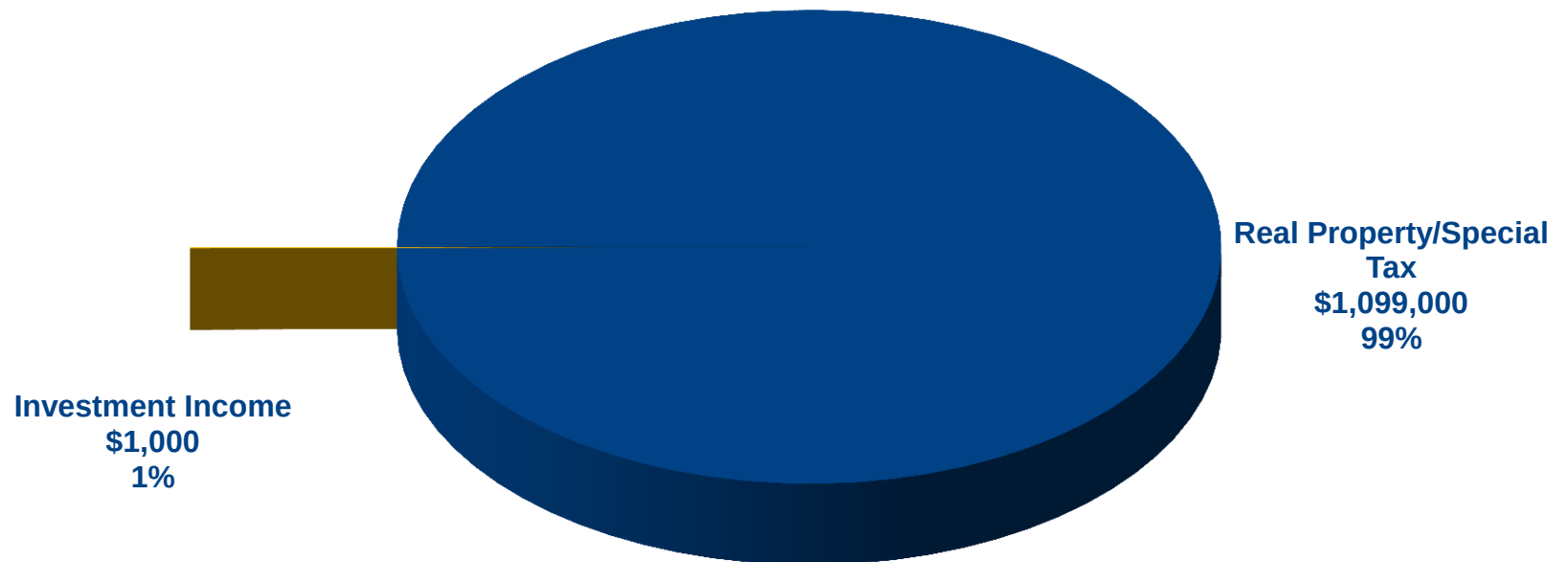
FY 16 APPROVED TAX INCREMENT FINANCING REVENUE BREAKDOWN

REAL PROPERTY/SPECIAL TAX	99%	1,099,000	INVESTMENT INCOME	1%	1,000

-

TOTAL TAX INCREMENT FINANCING REVENUES	1,100,000

**TAX INCREMENT FINANCING
REVENUES**
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$1,100,000

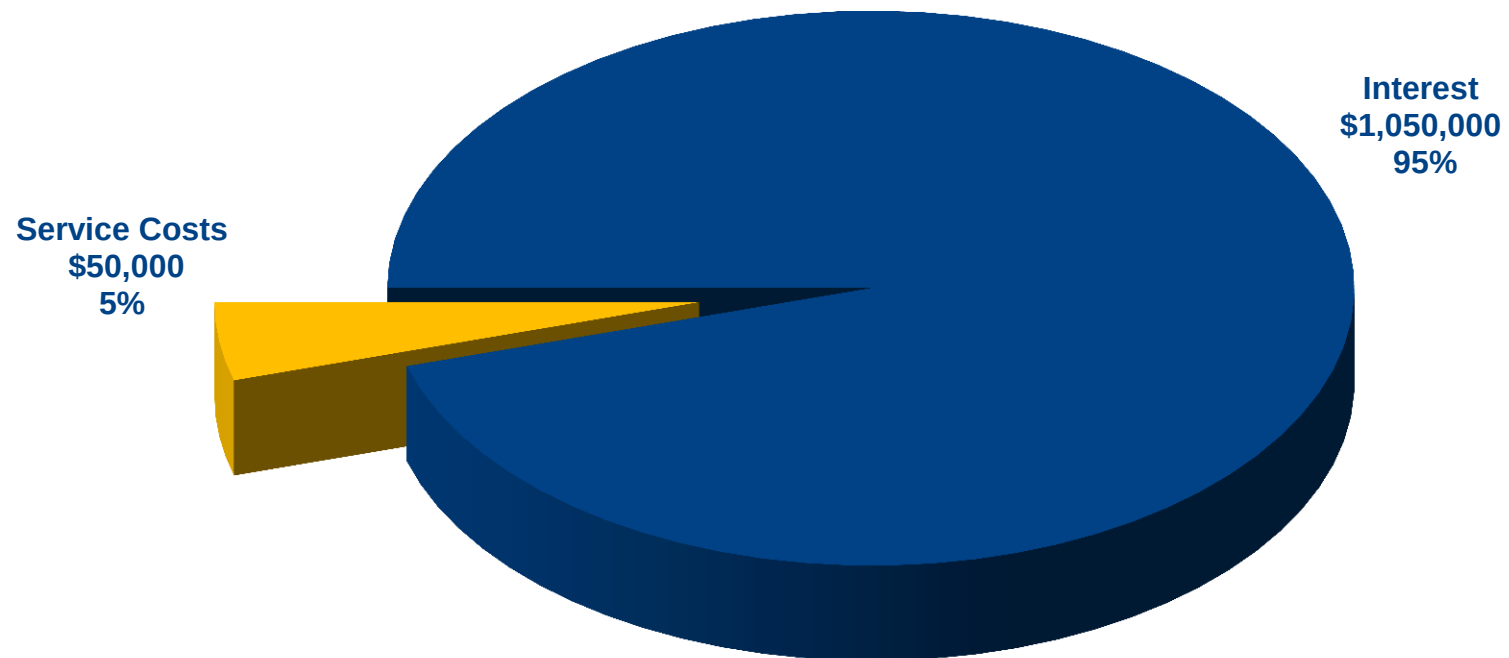


**FY 16 APPROVED TAX INCREMENT FINANCING
APPROPRIATIONS BREAKDOWN**

SERVICE COSTS	5%	50,000	INTEREST	95%	1,050,000

TOTAL TAX INCREMENT FINANCING APPROPRIATIONS	1,100,000

**TAX INCREMENT FINANCING
APPROPRIATIONS
Fiscal Year 2015 - 2016
TOTAL APPROVED BUDGET \$1,100,000**



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 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 or 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.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
60 DEBT SERVICE	<u>1,075,361</u>	<u>1,060,813</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>1,100,000</u>
GRAND TOTAL	<u>1,075,361</u>	<u>1,060,813</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>1,100,000</u>

SUMMARY BY DEPARTMENT:

66 DEBT SERVICE	<u>1,075,361</u>	<u>1,060,813</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>1,100,000</u>
GRAND TOTAL	<u>1,075,361</u>	<u>1,060,813</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>1,100,000</u>

SUMMARY BY REVENUE SOURCE:

REAL PROPERTY/SPECIAL TAX	978,167	1,116,428	1,099,000	1,099,000	1,099,000
INVESTMENT INCOME	<u>1,912</u>	<u>1,441</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	<u>980,079</u>	<u>1,117,869</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>1,100,000</u>

TAX INCREMENT FINANCING

FINANCIAL NOTES:

FY 16 Approved Budget	1,100,000

FY 15 Approved Budget	1,100,000

no change	0

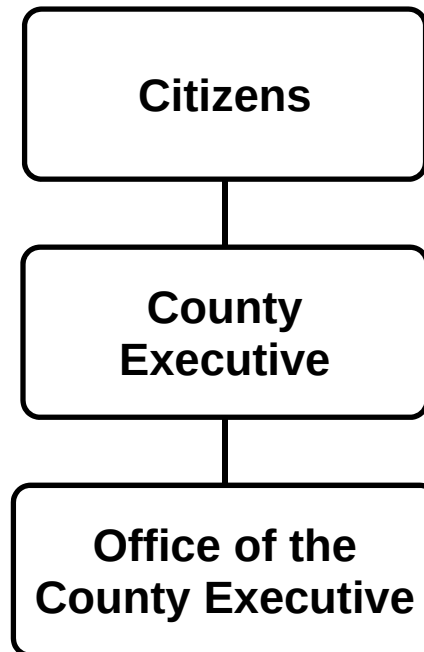
no change	0.00%

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - REVENUES
1,099,000	1,099,000	0	<u>REAL PROPERTY/SPECIAL TAX</u> FY 16 will be the fourth year that Harford County will be assessing a Real Property/Special Tax for Beechcreek Estates Development
1,000	1,000	0	<u>INVESTMENT INCOME</u> Estimated investment income anticipated for Beechcreek accumulated cash balance.

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE - EXPENDITURES
1,050,000	1,050,000	0	Interest - Beechcreek 2011 Bonds @ \$1,050,000.
50,000	50,000	0	Services Costs - Cost of Issuance Beechcreek @ \$50,000.

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

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:

- 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 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 the Office of Chief of Staff, the Division of Agricultural Affairs, and the Division of Constituent Services were abolished. Responsibilities of these divisions were transferred to the Department of Administration - Citizen Affairs and Administrative Services as well as the newly established Department of Government and Community Relations.

COUNTY EXECUTIVE

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,213,655	1,258,488	1,330,430	469,485	469,485
20 CONTRACTUAL SERVICES	146,644	92,790	138,750	29,500	29,500
30 SUPPLIES AND MATERIALS	22,358	24,832	42,750	20,400	20,400
40 BUSINESS AND TRAVEL	38,695	32,075	62,050	25,700	25,700
50 CAPITAL OUTLAY	1,385	2,471	0	0	0
70 MISCELLANEOUS	441,902	443,443	457,780	90,000	90,000
80 INTER-GOVERNMENTAL/INTERFUND	97	1,790	2,600	0	0
GRAND TOTAL	<u>1,864,736</u>	<u>1,855,889</u>	<u>2,034,360</u>	<u>635,085</u>	<u>635,085</u>

SUMMARY BY FUND:

11 GENERAL	<u>1,864,736</u>	<u>1,855,889</u>	<u>2,034,360</u>	<u>635,085</u>	<u>635,085</u>
GRAND TOTAL	<u>1,864,736</u>	<u>1,855,889</u>	<u>2,034,360</u>	<u>635,085</u>	<u>635,085</u>

SUMMARY BY DIVISION:

011000	OFFICE OF THE COUNTY EXECUTIVE	780,506	775,940	844,156	635,085	635,085
013000	OFFICE OF THE CHIEF OF STAFF	404,147	403,818	455,081	0	0
014000	DIVISION OF AGRICULTURAL AFFAIRS	329,688	333,184	371,760	0	0
015000	CONSTITUENT SERVICES	<u>350,395</u>	<u>342,947</u>	<u>363,363</u>	<u>0</u>	<u>0</u>
GRAND TOTAL		<u>1,864,736</u>	<u>1,855,889</u>	<u>2,034,360</u>	<u>635,085</u>	<u>635,085</u>

COUNTY EXECUTIVE

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,330,430	469,485	(860,945)	<u>PERSONAL SERVICES</u> decrease (\$860,945) Decrease in personal services is mainly the result of three divisions under the purview of the County Executive were eliminated. One (1) position transferred to Office of Economic Development from Division of Ag Affairs and six (6) other positions were abolished from Chief of Staff Office and Constituent Services.
138,750	29,500	(109,250)	<u>CONTRACTUAL SERVICES</u> decrease (\$109,250) Contractual services significantly reduced due to abolishment of divisions within the Office of the County Executive (per Executive Order); as well as adjustments for telephone service, Other Advertising and Other Professional Services based on actual expense history.
42,750	20,400	(22,350)	<u>SUPPLIES & MATERIALS</u> decrease (\$22,350) Supplies and Materials significantly reduced due to abolishment of divisions within the Office of the County Executive (per Executive Order); as well as Computer Supplies and Other Supplies and materials reduced based on actual expense history.
62,050	25,700	(36,350)	<u>BUSINESS & TRAVEL</u> decrease (\$36,350) Business and Travel significantly reduced due to abolishment of divisions within the Office of the County Executive (per Executive Order); as well as a reduction in funding for Meals, Professional Books and Vehicle Maintenance based on actual expense history.
457,780	90,000	(367,780)	<u>MISCELLANEOUS</u> decrease (\$367,780) Grants & Contributions are reduced as a result of Ag funds to Administration - Citizen Affairs and Administrative Services (\$170,000); as well as the elimination of grant funding from the County Executive's budget due to the new hotel tax revenue (\$197,880). Grant funding will now be available via the application process through the Office of Economic Development.

**DEPARTMENT STAFF SUMMARY
COUNTY EXECUTIVE**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	1.00	46,000
Administrative Secretary II	1.00	54,703	1.00	54,703	0.00	0
Administrative Secretary III	1.00	71,750	1.00	71,750	1.00	62,000
Administrative Specialist I	1.00	55,755	0.00	0	0.00	0
Administrative Specialist II	2.00	122,332	3.00	179,760	0.00	0
Chief of Staff	1.00	115,385	1.00	115,385	0.00	0
County Executive	1.00	105,136	1.00	105,136	1.00	130,000
Deputy Chief of Staff	2.00	170,352	2.00	170,352	0.00	0
Management Assistant II	2.00	159,795	2.00	156,465	1.00	82,465
FULL-TIME SALARIES	<u>11.00</u>	<u>855,208</u>	<u>11.00</u>	<u>853,551</u>	<u>4.00</u>	<u>320,465</u>
TEMPORARY SALARIES		<u>0</u>		<u>65,000</u>		<u>0</u>
SALARY TOTAL	<u>11.00</u>	<u>855,208</u>	<u>11.00</u>	<u>918,551</u>	<u>4.00</u>	<u>320,465</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		85,521		85,355		32,047
Workers' Compensation		6,838		6,835		1,064
Health Benefits		211,104		225,720		77,986
PEHP		22,819		22,160		13,560
FICA		65,319		70,269		23,803
Miscellaneous		<u>1,540</u>		<u>1,540</u>		<u>560</u>
TOTAL OTHER PERSONAL SERVICES		<u>393,141</u>		<u>411,879</u>		<u>149,020</u>
TOTAL PERSONAL SERVICES	<u>11.00</u>	<u>1,248,349 *</u>	<u>11.00</u>	<u>1,330,430</u>	<u>4.00</u>	<u>469,485</u>

* FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

COUNTY EXECUTIVE 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	416,688	423,405	468,176	469,485	469,485
20 CONTRACTUAL SERVICES	45,175	27,841	31,500	29,500	29,500
30 SUPPLIES AND MATERIALS	14,077	14,965	22,900	20,400	20,400
40 BUSINESS AND TRAVEL	20,368	18,433	33,700	25,700	25,700
50 CAPITAL OUTLAY	0	1,003	0	0	0
70 MISCELLANEOUS	284,198	290,293	287,880	90,000	90,000
GRAND TOTAL	780,506	775,940	844,156	635,085	635,085

FUNDING SOURCE:

11 GENERAL					
	780,506	775,940	844,156	635,085	635,085

COUNTY EXECUTIVE Office of the County Executive Index #011000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
468,176	469,485	1,309	<u>PERSONAL SERVICES</u> decrease (\$1,309) Decrease is the net result of staff turnover and health benefits adjusted for staff opting for lower level of coverage. Offset slightly by the FY 16 merit salary increase.
31,500	29,500	(2,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$2,000) Telephone service and other advertising are reduced based on actual expense history. Additional funds are provided for professional services related to photography and video
22,900	20,400	(2,500)	<u>SUPPLIES & MATERIALS</u> decrease (\$2,500) Computer Supplies and Other Supplies and Materials reduced based on actual expense history
33,700	25,700	(8,000)	<u>BUSINESS & TRAVEL</u> decrease (\$8,000) Decrease in Meals, Professional Books, and vehicle maintenance based on actual expense history
287,880	90,000	(197,880)	<u>MISCELLANEOUS</u> decrease (\$197,880) Grants and Contributions were decreased significantly due to the new hotel tax revenue. Grant funding will now be available via the application process through the Office of Economic Development. Funding is provided for Shock Trauma at \$10,000 and for miscellaneous grants at \$80,000.

DIVISION STAFF SUMMARY
Office of the County Executive
Index #011000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0	0	0.00	0	1.00	46,000 A
Administrative Secretary III	1.00	71,750	1.00	71,750	1.00	62,000
Administrative Specialist I	1.00	55,755	0.00	0	0.00	0
Administrative Specialist II	0.00	0	1.00	57,428	0.00	0
County Executive	1.00	105,136	1.00	105,136	1.00	130,000
Management Assistant II	1.00	81,465	1.00	81,465	1.00	82,465
SALARY TOTAL	4.00	314,106	4.00	315,779	4.00	320,465
OTHER PERSONAL SERVICES						
Pension & Retirement		31,411		31,578		32,047
Workers' Compensation		722		726		1,064
Health Benefits		77,620		82,080		77,986
PEHP		13,691		13,296		13,560
FICA		24,029		24,157		23,803
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		148,033		152,397		149,020
TOTAL PERSONAL SERVICES	4.00	462,139 *	4.00	468,176	4.00	469,485

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

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

COUNTY EXECUTIVE
Office of the Chief of Staff
Index #013000

ORIGIN/PURPOSE:

By Order of the County Executive of Harford County, Maryland, a new Article XXXVIA, heading "Office of the Chief of Staff", was added to Chapter 9, of the Harford County Code, as amended, on January 12, 2006.

The Office of the 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 the 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	358,175	394,700	432,531	0	0
20 CONTRACTUAL SERVICES	35,358	2,048	7,050	0	0
30 SUPPLIES AND MATERIALS	1,116	1,025	5,300	0	0
40 BUSINESS AND TRAVEL	8,312	4,685	10,100	0	0
50 CAPITAL OUTLAY	1,089	988	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	97	372	100	0	0
GRAND TOTAL	404,147	403,818	455,081	0	0

FUNDING SOURCE:

11 GENERAL	404,147	403,818	455,081	0	0

FINANCIAL NOTES:

Per Executive Order 14-04 this division will be abolished in the FY 16 budget.

COUNTY EXECUTIVE
Office of the Chief of Staff
Index #013000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
432,531	0	(432,531)	<u>PERSONAL SERVICES</u> decrease (\$432,531) Three (3) positions abolished Chief of Staff, Administrative Secretary II and a Management Asst II due to elimination of division per Executive Order #14-04:
7,050	0	(7,050)	<u>CONTRACTUAL SERVICES</u> decrease (\$7,050)
5,300	0	(5,300)	<u>MATERIALS & SUPPLIES</u> decrease (\$5,300)
10,100	0	(10,100)	<u>BUSINESS & TRAVEL</u> decrease (\$10,100)
100	0	(100)	<u>INTERGOVERNMENTAL</u> decrease (\$100)

DIVISION STAFF SUMMARY
Office of Chief of Staff
Index #013000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	54,703	1.00	54,703	0.00	0
Chief of Staff	1.00	115,385	1.00	115,385	0.00	0
Management Assistant II	1.00	78,330	1.00	75,000	0.00	0
FULL-TIME SALARIES	<u>3.00</u>	<u>248,418</u>	<u>3.00</u>	<u>245,088</u>	<u>0.00</u>	<u>0</u>
 TEMPORARY SALARIES	 <u> </u>	 <u> 0</u>	 <u> </u>	 <u> 65,000</u>	 <u> 0.00</u>	 <u> 0</u>
 SALARY TOTAL	 <u><u>3.00</u></u>	 <u><u>248,418</u></u>	 <u><u>3.00</u></u>	 <u><u>310,088</u></u>	 <u><u>0.00</u></u>	 <u><u>0</u></u>
OTHER PERSONAL SERVICES						
Pension & Retirement		24,842		24,509	0.00	0
Workers' Compensation		3,375		3,368	0.00	0
Health Benefits		55,864		61,560	0.00	0
PEHP		9,128		8,864	0.00	0
FICA		18,900		23,722	0.00	0
Miscellaneous		420		420	0.00	0
TOTAL OTHER PERSONAL SERVICES		<u>112,529</u>		<u>122,443</u>		<u>0</u>
 TOTAL PERSONAL SERVICES	 <u><u>3.00</u></u>	 <u><u>360,947 *</u></u>	 <u><u>3.00</u></u>	 <u><u>432,531</u></u>	 <u><u>0.00</u></u>	 <u><u>0</u></u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

COUNTY EXECUTIVE
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 farming community as agriculture remains one of the largest economic engines in the County and the State. Through this Division Harford County epitomizes the significance of sustaining, strengthening and promoting the County's agricultural industry and heritage.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	129,401	129,281	123,010	0	0
20 CONTRACTUAL SERVICES	34,006	39,136	59,800	0	0
30 SUPPLIES AND MATERIALS	2,558	5,309	6,000	0	0
40 BUSINESS AND TRAVEL	6,019	5,828	13,050	0	0
50 CAPITAL OUTLAY	0	480	0	0	0
70 MISCELLANEOUS	157,704	153,150	169,900	0	0
GRAND TOTAL	329,688	333,184	371,760	0	0

FUNDING SOURCE:

11 GENERAL	329,688	333,184	371,760	0	0

FINANCIAL NOTES:

Per Executive Order 14-04 this division will be abolished in the FY 16 budget.

COUNTY EXECUTIVE Division of Agricultural Affairs Index #014000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
123,010	0	(\$123,010)	<u>PERSONAL SERVICES</u> decrease (\$123,010) The position of Deputy Chief of Staff was transferred to Economic Development and reclassified to a Sr. Economic Development Associate
59,800	0	(\$59,800)	<u>CONTRACTUAL SERVICES</u> decrease (\$59,800)
6,000	0	(\$6,000)	<u>MATERIALS & SUPPLIES</u> decrease (\$6,000)
13,050	0	(\$13,050)	<u>BUSINESS & TRAVEL</u> decrease (\$13,050)
169,900	0	(\$169,900)	<u>MISCELLANEOUS</u> decrease (\$169,900)

DIVISION STAFF SUMMARY
Division of Agricultural Affairs
Index #014000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Deputy Chief of Staff	1.00	85,072	1.00	85,072	0.00	0
SALARY TOTAL	1.00	85,072	1.00	85,072	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		8,507		8,507	0.00	0
Workers' Compensation		2,263		2,263	0.00	0
Health Benefits		19,405		20,520	0.00	0
FICA		6,508		6,508	0.00	0
Miscellaneous		140		140	0.00	0
TOTAL OTHER PERSONAL SERVICES		36,823		37,938		0
TOTAL PERSONAL SERVICES	1.00	121,895 *	1.00	123,010	0.00	0

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

COUNTY EXECUTIVE
Constituent Services
Index #015000

ORIGIN/PURPOSE:

This office responds to citizen inquiries and complaints as well as coordinates responses to citizens 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	309,391	311,102	306,713	0	0
20 CONTRACTUAL SERVICES	32,105	23,765	40,400	0	0
30 SUPPLIES AND MATERIALS	4,607	3,533	8,550	0	0
40 BUSINESS AND TRAVEL	3,996	3,129	5,200	0	0
50 CAPITAL OUTLAY	296	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	0	1,418	2,500	0	0
GRAND TOTAL	350,395	342,947	363,363	0	0
<u>FUNDING SOURCE:</u>					
11 GENERAL	350,395	342,947	363,363	0	0

FINANCIAL NOTES:

Per Executive Order 14-04 this division will be abolished in the FY 16 budget.

COUNTY EXECUTIVE Constituent Services Index #015000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
306,713	0	(306,713)	<u>PERSONAL SERVICES</u> decrease (\$306,713) Three (3) positions were abolished. Two (2) Administrative Specialist II and One (1) Deputy Chief of staff due to elimination of this division
40,400	0	(40,400)	<u>CONTRACTUAL SERVICES</u> decrease (\$40,400)
8,550	0	(8,550)	<u>MATERIALS & SUPPLIES</u> decrease (\$8,550)
5,200	0	(5,200)	<u>BUSINESS & TRAVEL</u> decrease (\$5,200)
2,500	0	(2,500)	<u>INTERGOVERNMENTAL</u> decrease (\$2,500)

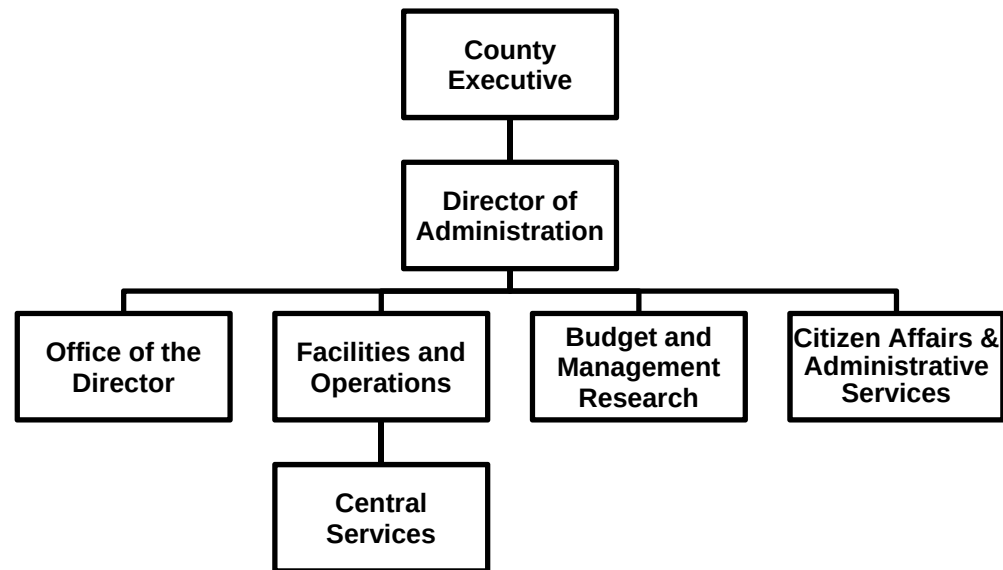
DIVISION STAFF SUMMARY
Constituent Services
Index #015000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	2.00	122,332	2.00	122,332	0.00	0
Deputy Chief of Staff	1.00	85,280	1.00	85,280	0.00	0
SALARY TOTAL	3.00	207,612	3.00	207,612	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		20,761		20,761	0.00	0
Workers' Compensation		478		478	0.00	0
Health Benefits		58,215		61,560	0.00	0
FICA		15,882		15,882	0.00	0
Miscellaneous		420		420	0.00	0
TOTAL OTHER PERSONAL SERVICES		95,756		99,101		0
TOTAL PERSONAL SERVICES	3.00	303,368 *	3.00	306,713	0.00	0

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

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 divisions of Director of Administration, Facilities and Operations, Central Services, Budget and Management Research and Citizen Affairs and Administrative Services. Supervisors within each division report directly to the Director of Administration.

MISSION STATEMENT:

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

ADMINISTRATION

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	4,921,853	5,006,176	5,129,820	3,774,354	3,901,844
20 CONTRACTUAL SERVICES	1,322,185	1,475,803	1,520,650	1,764,545	1,838,515
30 SUPPLIES AND MATERIALS	529,291	498,657	509,385	557,135	557,135
40 BUSINESS AND TRAVEL	105,177	103,508	125,175	105,975	105,975
50 CAPITAL OUTLAY	0	76,459	0	0	0
70 MISCELLANEOUS	66,765	243,716	120,000	289,900	289,900
80 INTER-GOVERNMENTAL/INTERFUND	660	1,051	1,100	2,500	2,500
GRAND TOTAL	6,945,931	7,405,370	7,406,130	6,494,409	6,695,869
<u>SUMMARY BY FUND:</u>					
11 GENERAL	6,945,931	7,405,370	7,406,130	6,494,409	6,695,869
GRAND TOTAL	6,945,931	7,405,370	7,406,130	6,494,409	6,695,869
<u>SUMMARY BY DIVISION:</u>					
021000 DIRECTOR OF ADMINISTRATION	444,196	598,455	508,864	508,396	508,396
021500 SUSTAINABILITY OFFICE	254,483	188,709	192,013	0	0
022000 FACILITIES AND OPERATIONS	3,394,558	3,757,587	3,640,361	4,480,968	4,554,938
023100 CENTRAL SERVICES	582,492	576,530	585,282	628,684	628,684
024000 BUDGET & MGMNT. RESEARCH	693,206	702,996	706,810	378,190	505,680
025500 CITIZEN AFFAIRS & ADMIN SERVICES	0	0	0	498,171	498,171
029000 RISK MANAGEMENT	1,576,996	1,581,093	1,772,800	0	0
GRAND TOTAL	6,945,931	7,405,370	7,406,130	6,494,409	6,695,869

ADMINISTRATION

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
5,129,820	3,901,844	(1,227,976)	<u>PERSONAL SERVICES</u> decrease (\$1,355,466) Decrease is the net result of positions transferred between various departments due to reorganization for ongoing efficiencies; fifteen (15) full-time Security positions and three (3) part-time Custodial positions were abolished due to outsourcing. Staff turnover and adjustments to post employment health plan (PEHP), workers' compensation, overtime and shift differential required less funding based on actual expense history. Offset slightly with additional funds provided for merit salary increase and health benefit adjustments.
1,520,650	1,838,515	317,865	<u>CONTRACTUAL SERVICES</u> increase \$243,895 Adjustments were made to various contractual services due to reorganization of Facilities & Operations, the addition of the division of Citizen Affairs and Administrative Services and Risk Management functions transferring to Law. Primarily adjustments were made to County Facility Repair & Renovation, Other Professional Services, Building/Custodial, Snow Removal, Security Systems, Operating Equipment, etc.
509,385	557,135	47,750	<u>MATERIALS AND SUPPLIES</u> increase \$47,750 Adjustments were made to Materials and Supplies due to reorganization of Facilities & Operations, the addition of the division of Citizen Affairs and Administrative Services and Risk Management functions transferring to Law, as well as outsourcing Security function to the Sheriff's Office. Primarily adjustments were made to General Office Supplies, Mailing, Janitorial Supplies & Equipment, Building Supplies, and Other Supplies & Materials.

ADMINISTRATION

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
125,175	105,975	(19,200)	<u>BUSINESS AND TRAVEL</u> decrease (\$19,200) Decrease is primarily the result of Security function outsourced to Sheriff's Office. Adjustments were made to vehicle maintenance and fuel charges. Membership fees & dues as well as training seminar funds were adjusted/reallocated to Law for Risk Management.
120,000	289,900	169,900	<u>MISCELLANEOUS</u> increase \$169,900 Contributions increase due to reallocation of AG related grants from the County Executive Agricultural Affairs division that was eliminated. Funds provide for Ag Marketing Co-op, Ag Challenge Training, Young Farmers, LSHG, Farmers Market coupons, etc. These contributions are supported by the new dedicated Hotel Tax revenue. The remaining \$115,000 provides for contributions to non-profit agencies as well as to cover impact fees for Habitat for Humanity homes.

**DEPARTMENT STAFF SUMMARY
ADMINISTRATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	3.00	130,452	3.00	130,452	0.00	0
Administrative Assistant II	2.00	94,505	2.00	94,505	2.00	96,505
Administrative Secretary III	1.00	65,000	1.00	65,000	1.00	66,000
Administrative Specialist I	1.00	39,900	0.00	0	2.00	124,259
Administrative Specialist II	1.00	46,095	1.00	46,091	0.00	0
Administrator	1.00	66,872	1.00	66,872	0.00	0
Asset Manager	1.00	72,587	1.00	72,587	1.00	73,587
Assistant Supervisor Custodial Workers	1.00	51,426	1.00	51,426	1.00	52,426
Building Construction and Repair Supervisor	1.00	47,487	0.00	0	0.00	0
Central Services Operator	2.00	75,564	3.00	103,064	0.00	0
Central Services Specialist	0.00	0	0.00	0	3.00	114,948
Chief of Security	1.00	56,000	1.00	56,000	0.00	0
Chief, Budget & Management Research	1.00	109,905	1.00	109,905	1.00	110,905
Chief, Citizen Affairs and Administrative Services	0.00	0	0.00	0	1.00	71,000
Chief, Facilities & Operations	1.00	74,256	1.00	74,256	1.00	86,000
Claims Adjuster	1.00	49,296	1.00	49,296	0.00	0
Custodial Worker I	4.00	105,246	2.00	56,190	3.00	82,694
Custodial Worker II	2.00	64,323	4.00	117,773	5.00	153,865
Director of Administration	1.00	139,925	1.00	139,925	1.00	129,000
Grants Administrator	1.00	65,520	1.00	65,520	0.00	0
Mail Room Clerk-Messenger	1.00	27,500	0.00	0	0.00	0
Maintenance Mechanic I	1.00	48,360	0.00	0	1.00	38,089
Maintenance Mechanic II	3.00	140,769	4.00	190,579	7.00	323,403
Maintenance Supervisor	1.00	85,566	2.00	138,366	1.00	53,800
Maintenance Worker I	3.00	78,600	1.00	26,200	3.00	85,400
Maintenance Worker II	5.00	218,244	8.00	336,328	8.00	343,158
Management Assistant II	2.00	143,884	2.00	149,091	1.00	89,091
Master Cabinet Maker	1.00	58,028	0.00	0	0.00	0
Programmer Analyst I	1.00	81,684	1.00	81,684	0.00	0
Risk Manager	1.00	96,969	1.00	96,969	0.00	0
Safety Officer	1.00	58,457	1.00	58,457	0.00	0

**DEPARTMENT STAFF SUMMARY
ADMINISTRATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Security Supervisor	0.00	0	1.00	43,900	0.00	0
Senior Budget Analyst	3.00	231,227	3.00	231,227	3.00	260,570
Skilled Trade Apprentice	0.00	0	0.00	0	0.00	0
Special Police Officer I	2.00	70,000	6.00	202,400	0.00	0
Special Police Officer II	9.00	359,476	7.00	281,592	0.00	0
Superintendent of Facilities & Operations	0.00	0	0.00	0	1.00	65,000
Supervisor of Custodial Workers	1.00	53,925	1.00	56,621	1.00	57,621
Team Leader III	1.00	42,500	1.00	42,500	1.00	43,500
TOTAL FULL-TIME SALARIES	<u>62.00</u>	<u>3,149,548</u>	<u>64.00</u>	<u>3,234,776</u>	<u>49.00</u>	<u>2,520,821</u>
PART-TIME SALARIES						
Custodial Worker I	1.50	34,804	1.50	34,804	0.00	0
Custodial Worker II	<u>1.50</u>	<u>45,402</u>	<u>1.50</u>	<u>45,402</u>	<u>0.00</u>	<u>0</u>
TOTAL PART-TIME SALARIES	<u>3.00</u>	<u>80,206</u>	<u>3.00</u>	<u>80,206</u>	<u>0.00</u>	<u>0</u>
TEMPORARY SALARIES		<u>0</u>		<u>30,000</u>		<u>86,232</u>
SALARY TOTAL	<u><u>65.00</u></u>	<u><u>3,229,754</u></u>	<u><u>67.00</u></u>	<u><u>3,344,982</u></u>	<u><u>49.00</u></u>	<u><u>2,607,053</u></u>

**DEPARTMENT STAFF SUMMARY
ADMINISTRATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		321,508		333,030		243,724
Workers' Compensation		59,377		63,132		19,669
Health Benefits		883,014		915,036		710,005
PEHP		127,785		146,256		81,360
Overtime & Shift Differential		53,820		58,500		41,000
FICA		249,568		258,944		192,173
Miscellaneous		9,520		9,940		6,860
TOTAL OTHER PERSONAL SERVICES		1,704,592		1,784,838		1,294,791
TOTAL PERSONAL SERVICES	65.00	4,934,346 *	67.00	5,129,820	49.00	3,901,844

* FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

ADMINISTRATION
Director of Administration
Index #021000

ORIGIN/PURPOSE:

Under Harford County's Charter, Article III, Sections 310 and 312, the County Executive is charged with appointing a Director of Administration, subject to confirmation by the Council. The Director of Administration serves at the pleasure of the County Executive, performs administrative duties and exercises general supervision over the agencies of the Executive Branch as the County Executive directs. In the event of a temporary absence or disability of the County Executive, the Director of Administration shall perform the duties of the County Executive. The Director of Administration also serves as the County's budget officer, and is responsible for causing to be prepared and submitted to the County Executive for approval and submission to the Council all County budgets. The Director of Administration is also charged to study the organization, methods, and procedures of each agency of County government and submit to the County Executive periodic reports on their efficiency and economy. The Director of Administration is the County's Hearing Officer on appeals to the decisions of department heads on the application of County rules and regulations.

The divisions of Facilities and Operations, Central Services, Budget and Management Research, and Citizen Affairs and Administrative Services provide support services to all County government departments and agencies. Each Chief reports directly to the Director of Administration.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	294,097	286,938	281,464	281,046	281,046
20 CONTRACTUAL SERVICES	45,319	33,845	66,550	66,500	66,500
30 SUPPLIES AND MATERIALS	5,130	2,659	4,750	4,750	4,750
40 BUSINESS AND TRAVEL	33,098	31,270	36,100	36,100	36,100
70 MISCELLANEOUS	66,525	243,716	120,000	120,000	120,000
80 INTER-GOVERNMENTAL/INTERFUND	<u>27</u>	<u>27</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>444,196</u>	<u>598,455</u>	<u>508,864</u>	<u>508,396</u>	<u>508,396</u>

FUNDING SOURCE:

11 GENERAL	<u>444,196</u>	<u>598,455</u>	<u>508,864</u>	<u>508,396</u>	<u>508,396</u>

ADMINISTRATION
Director of Administration
Index #021000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
281,464	281,046	(418)	<u>PERSONAL SERVICES</u> decrease (\$418) The decrease is the net result of staff turnover, offset by additional funds for the merit salary increase and PEHP (Post Employment Health Benefits).

DIVISION STAFF SUMMARY
Director of Administration
Index #021000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	65,000	1.00	65,000	1.00	66,000
Director of Administration	1.00	139,925	1.00	139,925	1.00	129,000
SALARY TOTAL	2.00	204,925	2.00	204,925	2.00	195,000

OTHER PERSONAL SERVICES

Pension & Retirement		20,493		20,493		19,500
Workers' Compensation		471		471		371
Health Benefits		38,810		41,040		42,588
PEHP		0		0		9,040
FICA		14,051		14,255		14,267
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		74,105		76,539		86,046

TOTAL PERSONAL SERVICES	2.00	279,030 *	2.00	281,464	2.00	281,046

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

ADMINISTRATION Sustainability Office Index #021500

ORIGIN/PURPOSE:

Per Executive Order 14-07 the functions and responsibilities of the Sustainability Office were transferred to the Department of Procurement - Division of Efficiency and Innovation.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	229,226	174,447	178,913	0	0
20 CONTRACTUAL SERVICES	720	685	850	0	0
30 SUPPLIES AND MATERIALS	21,099	11,339	8,250	0	0
40 BUSINESS AND TRAVEL	2,700	1,402	2,900	0	0
70 MISCELLANEOUS	240	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	498	836	1,100	0	0
GRAND TOTAL	254,483	188,709	192,013	0	0

FUNDING SOURCE:

11 GENERAL					
	254,483	188,709	192,013	0	0

DIVISION STAFF SUMMARY
Sustainability Office
Index #021500

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	39,900	0.00	0	0.00	0
Administrative Specialist II	1.00	46,095	1.00	46,091	0.00	0
Administrator	1.00	66,872	1.00	66,872	0.00	0
SALARY TOTAL	3.00	152,867	2.00	112,963	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		15,287		11,296		0
Workers' Compensation		1,977		260		0
Health Benefits		58,215		41,040		0
FICA		11,694		8,642		0
PEHP		4,564		4,432		0
Miscellaneous		420		280		0
TOTAL OTHER PERSONAL SERVICES		92,157		65,950		0
TOTAL PERSONAL SERVICES	3.00	245,024 *	2.00	178,913	0.00	0

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

Per Executive Order 14-07 the functions and responsibilities of the Sustainability Office were transferred to the Department of Procurement - Division of Efficiency and Innovation.

ADMINISTRATION
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 and Renovation, and Custodial Services. We service all County agencies on an on-call basis.

FY 2015 - 2016 GOAL

TO IMPROVE TIMELY AND COST EFFECTIVE MAINTENANCE OF GROUNDS AND BUILDINGS TO MEET THE NEEDS OF COUNTY CITIZENS AND EMPLOYEES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,016,905	2,131,162	2,092,586	2,663,273	2,663,273
20 CONTRACTUAL SERVICES	1,086,093	1,272,743	1,264,675	1,509,595	1,583,565
30 SUPPLIES AND MATERIALS	238,967	247,917	220,200	245,200	245,200
40 BUSINESS AND TRAVEL	52,593	53,906	62,900	62,900	62,900
50 CAPITAL OUTLAY	0	51,709	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	0	150	0	0	0
GRAND TOTAL	<u>3,394,558</u>	<u>3,757,587</u>	<u>3,640,361</u>	<u>4,480,968</u>	<u>4,554,938</u>

FUNDING SOURCE:

11 GENERAL	<u>3,394,558</u>	<u>3,757,587</u>	<u>3,640,361</u>	<u>4,480,968</u>	<u>4,554,938</u>

ADMINISTRATION Facilities and Operations Index #022000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,092,586	2,663,273	570,687	<u>PERSONAL SERVICES</u> increase \$570,687 Increase is the net result of merit salary increase, net of ten (10) additional positions transferred from other departments due to consolidation of building/facility maintenance functions, adjustments to health benefit costs and post employment health plan (PEHP) costs.
1,264,675	1,583,565	318,890	<u>CONTRACTUAL SERVICES</u> increase \$318,890 Due to consolidation of building/facility maintenance function funds were reallocated from Parks & Recreation for building/custodial services and county facility repair & renovation costs. Snow Removal, Grounds Maintenance and Security System were also increased based on actual expense history.
220,200	245,200	25,000	<u>SUPPLIES & MATERIALS</u> increase \$25,000 Janitorial supplies were increased based on actual expense history and building supplies increase due to reallocation of Parks & Facilities funding.

DIVISION STAFF SUMMARY
Facilities and Operations
Index #022000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	49,082	1.00	49,082	0.00	0 A
Administrative Assistant II	1.00	50,034	1.00	50,034	2.00	96,505 B
Administrative Specialist I	0.00	0	0.00	0	1.00	68,259 C
Asset Manager	0.00	0	0.00	0	1.00	73,587 D
Assistant Supervisor of Custodial Workers	1.00	51,426	1.00	51,426	1.00	52,426
Building Construction & Repair Supervisor	1.00	47,487	0.00	0	0.00	0
Chief, Facilities and Operations	1.00	74,256	1.00	74,256	1.00	86,000
Custodial Worker I	4.00	105,246	2.00	56,190	3.00	82,694 E
Custodial Worker II	2.00	64,323	4.00	117,773	5.00	153,865 F
Maintenance Mechanic I	1.00	48,360	0.00	0	1.00	38,089 G
Maintenance Mechanic II	3.00	140,769	4.00	190,579	7.00	323,403 H
Maintenance Supervisor	1.00	85,566	2.00	138,366	1.00	53,800
Maintenance Worker I	3.00	78,600	1.00	26,200	3.00	85,400 I
Maintenance Worker II	5.00	218,244	8.00	336,328	8.00	343,158 J
Management Assistant II	1.00	88,972	1.00	88,091	1.00	89,091
Master Cabinet Maker	1.00	58,028	0.00	0	0.00	0
Supervisor of Custodial Workers	1.00	53,925	1.00	56,621	1.00	57,621
Superintendent of Facilities & Ops	0.00	0	0.00	0	1.00	65,000 K
TOTAL FULL-TIME SALARIES	27.00	1,214,318	27.00	1,234,946	37.00	1,668,898
PART-TIME SALARIES						
Custodial Worker I	1.50	34,804	1.50	34,804	0.00	0
Custodial Worker II	1.50	45,402	1.50	45,402	0.00	0
TOTAL PART-SALARIES	3.00	80,206	3.00	80,206	0.00	0 L
TEMPORARY SALARIES		0		30,000		43,900
SALARY TOTAL	30.00	1,294,524	30.00	1,345,152	37.00	1,712,798

DIVISION STAFF SUMMARY
Facilities and Operations
Index #022000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		127,985		133,047		171,280
Workers' Compensation		32,783		35,623		17,646
Health Benefits		356,105		378,211		526,823
PEHP		36,510		48,752		54,240
Overtime and Shift Differential		42,320		41,000		41,000
FICA		102,269		106,041		134,166
Miscellaneous		4,620		4,760		5,320
TOTAL OTHER PERSONAL SERVICES		702,592		747,434		950,475
TOTAL PERSONAL SERVICES	30.00	1,997,116 *	30.00	2,092,586	37.00	2,663,273

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

- A - One (1) Administrative Assistant I position transferred to Community Services
- B - One (1) Administrative Assistant II position transferred into Facilities & Operations from Risk Management
- C - One (1) Administrative Specialist I position transferred into Facilities & Operations from DPW-Highways
- D - One (1) Asset Manager position transferred into Facilities & Operations from Risk Management
- E - One (1) Custodial Worker I position reclassified from part-time to full time
- F - One (1) Custodial Worker II position reclassified from part-time to full-time
- G - One (1) Maintenance Mechanic I position transferred into Facilities & Operations from Parks & Recreation
- H - Three (3) Maintenance Mechanic II positions transferred into Facilities & Operations from Parks & Recreation
- I - One (1) Maintenance Worker I position reclassified from temporary to full-time
- J - Four (4) Maintenance Worker II positions transferred into Facilities & Operations from Parks & Recreation; one (1) vacant Maintenance Worker II position was filled as a Maintenance Worker I; and one (1) Maintenance Worker II position was abolished.
- K - One (1) vacant Maintenance Supervisor position reclassified to Superintendent
- L - Three (3) part-time Custodial Workers I & II positions were abolished

DEPARTMENT OF ADMINISTRATION - FACILITIES & OPERATIONS

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To improve timely and cost effective maintenance of grounds and buildings to meet the needs of County citizens and employees.

Department Objective

To increase the percentage of customer's satisfaction and the number of work orders completed in a timely manner

County Goal(s) Supported

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Maintenance dollars allocated	\$2,205,590	\$2,174,489	\$2,340,973	\$2,277,962	\$2,812,638
Number of staff	25	25	25	25	27
<u>Output:</u>					
Number of square feet of building/grounds maintained	5,212,966	5,212,966	5,206,966	5,206,966	1,279,769
Number of buildings/ground maintained	62	62	62	61	148
<u>Efficiency:</u>					
Number of work orders processed per year	3,358	3,460	2,831	3,371	4,350
Number of work orders completed within one day	2,955	3,144	2,541	3,006	3,915
<u>Service Quality:</u>					
Percent of customers satisfied with work performed	80%	90%	92%	90%	90%
<u>Outcome:</u>					
Percent of work orders completed within one day	88%	90%	90%	89%	90%

Explanation and Analysis of Performance Measures

In order to ensure that safe, reliable, clean and well maintained grounds/buildings are available for citizens to conduct business and employees to work in, performances will be measured by the percentage of work orders completed within one day and by percentage of customers satisfied with work performed.

DEPARTMENT OF ADMINISTRATION - CENTRAL SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide efficient incoming and outgoing mail service to all county agencies and operate the county switchboard system.

Department Objective

To process 95% of mail each day and answer 100% of the incoming calls daily

County Goal(s) Supported

I. Fiscal Balance and Efficiency

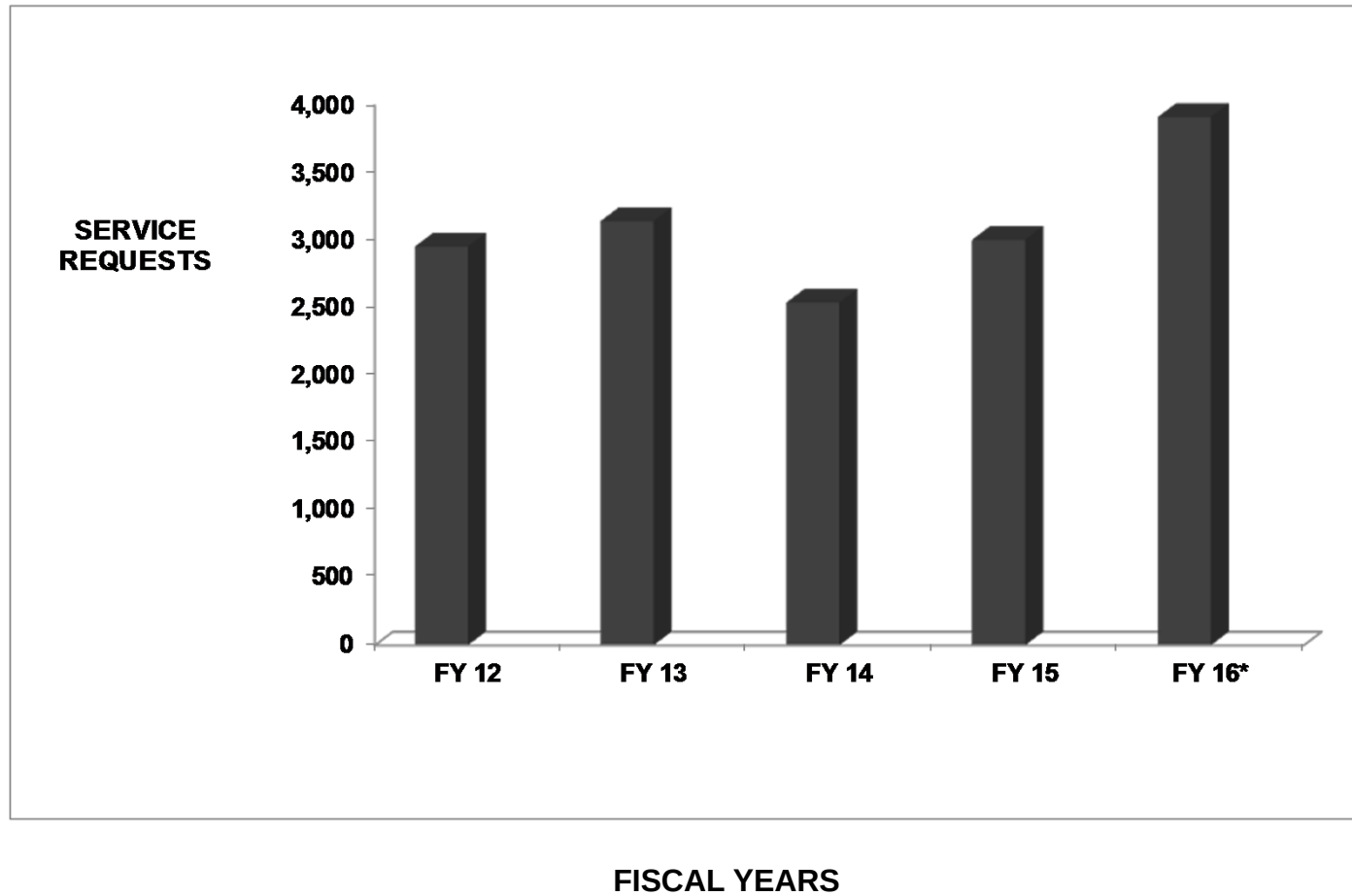
Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Budget	\$606,681	\$582,397	\$546,942	\$594,187	\$628,684
Number of staff	4	4	4	4	4
<u>Output:</u>					
Mail Processed	452,369 pcs	489,080 pcs	415,888	410,000 pcs	400,000 pcs
Phone Calls Processed	*	*	*	35,000	36,000
<u>Efficiency:</u>					
Percent of Mail Processed Daily	95%	96%	96%	97%	98%
<u>Service Quality:</u>					
Percent of Mail Delivered Accurately	98%	98%	98%	98%	98%
<u>Outcome:</u>					
Percent of Goals and Objectives Achieved	100%	100%	100%	100%	100%

Explanation and Analysis of Performance Measures

* New service measure being tracked by Central Services and data for previous years not available.

DIVISION OF FACILITIES & OPERATIONS

Service Requests Completed



***Projected**

ADMINISTRATION 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	216,455	230,704	222,482	236,599	236,599
20 CONTRACTUAL SERVICES	122,635	107,573	115,800	110,500	110,500
30 SUPPLIES AND MATERIALS	243,402	213,503	247,000	281,585	281,585
50 CAPITAL OUTLAY	0	24,750	0	0	0
GRAND TOTAL	582,492	576,530	585,282	628,684	628,684

FUNDING SOURCE:

11 GENERAL	582,492	576,530	585,282	628,684	628,684

ADMINISTRATION Central Services Index #023100

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
222,482	236,599	14,117	<u>PERSONAL SERVICES</u> increase of \$14,117 Increase is the net result of health benefit and salary adjustments as well as the FY 16 merit salary increase for all eligible employees.
115,800	110,500	(5,300)	<u>CONTRACTUAL SERVICES</u> decrease of (\$5,300) Copier lease reduced based on actual expense history
247,000	281,585	34,585	<u>MATERIALS & SERVICES</u> increase of \$34,585 Mailing costs increased based on actual expense history

DIVISION STAFF SUMMARY
Central Services
Index #023100

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Central Services Operator	1.00	75,564	2.00	103,064	3.00	114,948
Mail Room Clerk-Messenger	2.00	27,500	1.00	0	0.00	0
Team Leader III	1.00	42,500	1.00	42,500	1.00	43,500
SALARY TOTAL	4.00	145,564	4.00	145,564	4.00	158,448
OTHER PERSONAL SERVICES						
Pension & Retirement		14,556		14,556		15,845
Workers' Compensation		3,515		3,515		947
Health Benefits		54,551		38,287		39,638
PEHP		9,128		8,864		9,040
FICA		11,136		11,136		12,121
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		93,446		76,918		78,151
TOTAL PERSONAL SERVICES	4.00	239,010 *	4.00	222,482	4.00	236,599

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

ADMINISTRATION 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.

FY 2015 - 2016 GOAL:

TO UTILIZE BEST PRACTICES TO DEVELOP A BUDGET THAT MEETS THE NEEDS OF HARFORD COUNTY CITIZENS, LEADERS AND GOVERNMENT AGENCIES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	669,785	680,190	679,660	351,815	479,305
20 CONTRACTUAL SERVICES	7,517	7,462	6,600	7,550	7,550
30 SUPPLIES AND MATERIALS	14,749	14,540	18,050	17,050	17,050
40 BUSINESS AND TRAVEL	1,140	804	2,500	1,775	1,775
80 INTER-GOVERNMENTAL/INTERFUND	15	0	0	0	0
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
GRAND TOTAL	<u>693,206</u>	<u>702,996</u>	<u>706,810</u>	<u>378,190</u>	<u>505,680</u>

FUNDING SOURCE:

11 GENERAL	<u>693,206</u>	<u>702,996</u>	<u>706,810</u>	<u>378,190</u>	<u>505,680</u>

ADMINISTRATION Budget & Management Research Index #024000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
679,660	479,305	(200,355)	<u>PERSONAL SERVICES</u> decrease of (\$200,355) Decrease is the net result of one (1) Grants Administrator position transferring to Treasury and one (1) Sr. Budget Analyst position abolished
6,600	7,550	950	<u>CONTRACTUAL SERVICES</u> increase \$950 Telephone service increase based on actual expense history
18,050	17,050	(1,000)	<u>SUPPLIES & MATERIALS</u> decrease (\$1,000) Commercial printing costs decrease based on actual expense history

DIVISION STAFF SUMMARY
Budget and Management Research
Index #024000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Budget & Management Research	1.00	109,905	1.00	109,905	1.00	110,905
Grants Administrator	1.00	65,520	1.00	65,520	0.00	0 A
Management Assistant II	1.00	54,912	1.00	61,000	0.00	0 B
Senior Budget Analyst	3.00	231,227	3.00	231,227	3.00	260,570 C
SALARY TOTAL	6.00	461,564	6.00	467,652	4.00	371,475
OTHER PERSONAL SERVICES						
Pension & Retirement		46,156		46,765		24,399
Workers' Compensation		1,062		1,076		464
Health Benefits		116,430		123,120		63,882
PEHP		4,564		4,432		0
Overtime		4,000		0		0
FICA		35,616		35,775		18,665
Miscellaneous		840		840		420
TOTAL OTHER PERSONAL SERVICES		208,668		212,008		107,830
TOTAL PERSONAL SERVICES	6.00	670,232 *	6.00	679,660	4.00	479,305

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Grants Administrator position transferred to Treasury

B - Management Assistant II position reclassified to Sr. Budget Analyst

C - One (1) vacant Sr. Budget Analyst abolished due to retirement

ADMINISTRATION Citizen Affairs and Administrative Services Index #025500

ORIGIN/PURPOSE:

This division was created by Executive Order 14-06 and is administered by the Chief, Citizen Affairs and Administrative Services who reports directly to the Director of Administration. The primary responsibilities of this division include the coordination, control and oversight of the investigation, research and resolution of citizen issues and concerns regarding the application of governmental policies, laws and programs. Additional responsibilities will include acting as a liaison between the County Executive and various community councils and providing assistance on constituent matters to the Harford County Council.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	0	241,621	241,621
20 CONTRACTUAL SERVICES	0	0	0	70,400	70,400
30 SUPPLIES AND MATERIALS	0	0	0	8,550	8,550
40 BUSINESS AND TRAVEL	0	0	0	5,200	5,200
70 MISCELLANEOUS	0	0	0	169,900	169,900
80 INTERGOVERNMENTAL/INTERFUND	0	0	0	2,500	2,500
GRAND TOTAL	0	0	0	498,171	498,171

FUNDING SOURCE:

11 GENERAL	0	0	0	498,171	498,171

ADMINISTRATION Citizen Affairs and Administrative Services Index #025500

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
	241,621	241,621	<u>PERSONAL SERVICES</u> increase \$241,621 Two (2) full-time positions created for the Division of Citizen Affairs and Administrative Services: an Administrative Specialist I and a Chief, as well as funds for temporary administrative support.
	70,400	70,400	<u>CONTRACTUAL SERVICES</u> increase \$70,400 Funds are provided for copier lease, telephone and fax services. Funds for other contractual services were reallocated from the County Executive Office for Agricultural related activities.
	8,550	8,550	<u>SUPPLIES & MATERIALS</u> increase \$8,550 Funds are provided for office supplies, commercial printing, mailing costs etc.
	5,200	5,200	<u>BUSINESS & TRAVEL</u> increase \$5,200 Funds are provided for mileage reimbursement, lodging, training, professional books, etc.
	169,900	169,900	<u>MISCELLANEOUS</u> increase \$169,900 Funds are provided for Ag Marketing Co-op; Ag Challenge Training Grant; Commodity Ag Outreach; Forest Conservancy; Lower Susquehanna Heritage Greenway; Young Farmers; Farmer's Market Coupons, etc. and are supported with the new dedicated Hotel Tax revenue.

DIVISION STAFF SUMMARY
CITIZENS AFFAIRS AND ADMINISTRATION SERVICES
Index #025500

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	0.00	0	0.00	0	1.00	56,000
Chief of Citizens Affairs and Administrative Svcs	0.00	0	0.00	0	1.00	71,000
TOTAL FULL-TIME SALARIES	0.00	0	0.00	0	2.00	127,000
TEMPORARY SALARIES	0.00	0	0.00	0	0.00	42,332
SALARY TOTAL	0.00	0	0.00	0	2.00	169,332
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		12,700
Workers' Compensation		0		0		241
Health Benefits		0		0		37,074
PEHP		0		0		9,040
Overtime		0		0		0
FICA		0		0		12,954
Miscellaneous		0		0		280
TOTAL OTHER PERSONAL SERVICES		0		0		72,289
TOTAL PERSONAL SERVICES	0.00	0 *	0.00	0	2.00	241,621

ADMINISTRATION Risk Management Index #029000

ORIGIN/PURPOSE:

Per Executive Order 14-08 the functions and responsibilities of Risk Management was transferred to the Law Department.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,495,385	1,502,735	1,674,715	0	0
20 CONTRACTUAL SERVICES	59,901	53,495	66,175	0	0
30 SUPPLIES AND MATERIALS	5,944	8,699	11,135	0	0
40 BUSINESS AND TRAVEL	15,646	16,126	20,775	0	0
80 INTER-GOVERNMENTAL/INTERFUND	120	38	0	0	0
GRAND TOTAL	1,576,996	1,581,093	1,772,800	0	0

FUNDING SOURCE:

11 GENERAL	1,576,996	1,581,093	1,772,800	0	0

FINANCIAL NOTES:

The responsibilities and funding for the Risk Manager and Claims Adjuster were reallocated to the Law Department. A Safety Officer position and funds were reallocated to Human Resources. The Security function was outsourced to the Sheriff's Office and security positions previously funded within Risk Management were abolished. Several other positions were transferred to other departments and agencies as part of reorganization.

DIVISION STAFF SUMMARY
Risk Management
Index #029000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	81,370	2.00	81,370	0.00	0
Administrative Assistant II	1.00	44,471	1.00	44,471	0.00	0
Asset Manager	1.00	72,587	1.00	72,587	0.00	0
Chief of Security	1.00	56,000	1.00	56,000	0.00	0
Claims Adjuster	1.00	49,296	1.00	49,296	0.00	0
Programmer Analyst I	1.00	81,684	1.00	81,684	0.00	0
Risk Manager	1.00	96,969	1.00	96,969	0.00	0
Safety Officer	1.00	58,457	1.00	58,457	0.00	0
Security Supervisor	0.00	0	1.00	43,900	0.00	0
Special Police Officer I	2.00	70,000	6.00	202,400	0.00	0
Special Police Officer II	9.00	359,476	7.00	281,592	0.00	0
TOTAL FULL-TIME SALARIES	20.00	970,310	23.00	1,068,726	0.00	0
TEMPORARY SALARIES		0		0		0
SALARY TOTAL	20.00	970,310	23.00	1,068,726	0.00	0

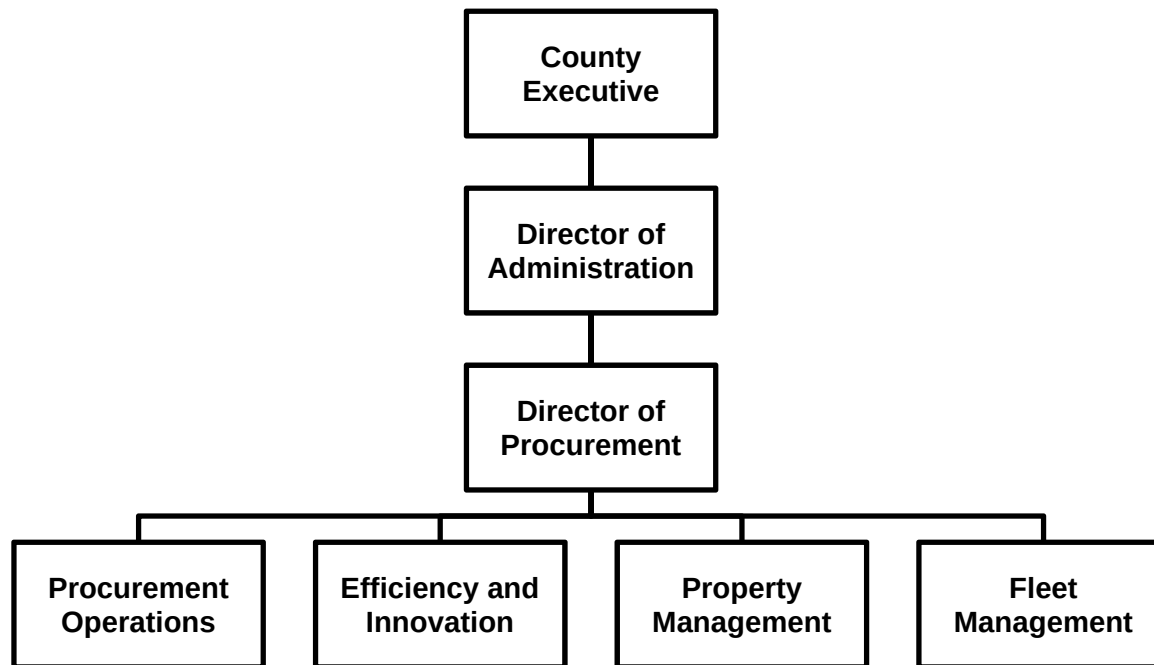
DIVISION STAFF SUMMARY
Risk Management
Index #029000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		97,031		106,873		0
Workers' Compensation		19,569		22,187		0
Health Benefits		258,903		293,338		0
PEHP		73,019		79,776		0
FICA		74,802		83,095		0
Overtime and Shift Differential		7,500		17,500		0
Miscellaneous		2,800		3,220		0
TOTAL OTHER PERSONAL SERVICES		533,624		605,989		0
TOTAL PERSONAL SERVICES	20.00	1,503,934 *	23.00	1,674,715	0.00	0

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

Per Executive Order 14-08 the functions and responsibilities of Risk Management was transferred to the Law Department.

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 four divisions: Procurement Operations, Property Management, Efficiency and Innovation 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 for the County's 547+/- properties.

Per Executive Order 14-07 funding was transferred from index 021500 - Sustainability Office under the Department of Administration to index 036000 - Efficiency and Innovation under the Department of Procurement. Efficiency and Innovation is tasked with establishing innovative solutions to use and reuse our resources.

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 2015 - FY 2016 GOALS:

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
TO PROVIDE COST EFFECTIVE ACQUISITION OF PROPERTY FOR CLIENTS IN A TIMELY MANNER TO INCLUDE COST ESTIMATING AND APPRAISING

TO CREATE A CULTURE OF ENERGY AND RESOURCE EFFICIENCY AT ALL LEVELS OF GOVERNMENT TO ENSURE EFFICIENT USE AND REUSE OF COUNTY RESOURCES

TO IMPLEMENT POLICES AND PROCEDURES TO PROMOTE INCREASED COMMUNICATION BETWEEN DIVISION AND CLIENTS DURING NEGOTIATIONS

TO PROCURE EASEMENTS THAT ARE FAIR WITH JUST COMPENSATION GIVEN TO THE PROPERTY OWNERS

TO MAINTAIN A DATABASE TO ACCURATELY TRACK THE MANAGEMENT, MAINTENANCE, AND ASSOCIATED COSTS OF THE HARFORD COUNTY FLEET

PROCUREMENT

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,322,694	1,429,859	1,454,187	1,486,044	1,408,250
20 CONTRACTUAL SERVICES	2,812,405	3,066,835	3,621,182	3,740,980	3,740,980
30 SUPPLIES & MATERIALS	3,089,532	3,238,753	3,885,990	3,893,440	3,893,440
40 BUSINESS AND TRAVEL	3,040,516	3,189,426	3,482,175	3,533,761	3,533,761
50 CAPITAL OUTLAY	568,946	649,166	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	1,975	1,188	2,400	3,500	3,500
GRAND TOTAL	10,836,068	11,575,227	12,445,934	12,657,725	12,579,931

SUMMARY BY FUND:

11 GENERAL	3,884,699	4,095,009	4,424,077	4,594,781	4,516,987
25 HIGHWAYS	6,951,369	7,480,218	8,021,857	8,062,944	8,062,944
GRAND TOTAL	10,836,068	11,575,227	12,445,934	12,657,725	12,579,931

SUMMARY BY DIVISION:

GENERAL FUND:

031000	PROCUREMENT OPERATIONS	805,062	905,730	936,217	839,263	761,469
034000	PROPERTY MANAGEMENT	3,079,637	3,189,279	3,487,860	3,557,505	3,557,505
036000	EFFICIENCY AND INNOVATION	0	0	0	198,013	198,013

HIGHWAYS FUND:

032000	FLEET MANAGEMENT	6,951,369	7,480,218	8,021,857	8,062,944	8,062,944
GRAND TOTAL		10,836,068	11,575,227	12,445,934	12,657,725	12,579,931

**DEPARTMENT STAFF SUMMARY
PROCUREMENT - ALL FUND**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PROCUREMENT - GENERAL FUND						
Administrative Assistant II	4.00	191,236	4.00	191,236	2.00	72,646
Administrative Secretary III	1.00	49,296	1.00	49,296	1.00	59,381
Administrative Specialist II	0.00	0	0.00	0	1.00	48,477
Administrator	0.00	0	0.00	0	1.00	66,000
Chief, Efficiency and Innovation	0.00	0	0.00	0	1.00	71,000
Chief, Property Management	1.00	64,300	1.00	64,300	1.00	67,512
Director of Procurement	1.00	115,370	1.00	115,370	1.00	115,376
Management Assistant II	1.00	95,000	1.00	85,000	0.00	0
Procurement Agent I	0.00	0	1.00	65,000	0.00	0
Procurement Agent II	3.00	161,696	2.00	96,696	3.00	162,296
Procurement Agent III	3.00	187,146	3.00	187,146	2.00	132,524
SUB-TOTAL GENERAL FUND SALARIES	14.00	864,044	14.00	854,044	13.00	795,212
PROCUREMENT - HIGHWAYS FUND						
Administrative Assistant II	1.00	39,294	1.00	39,294	1.00	44,900
Fleet Manager	1.00	87,124	1.00	87,124	1.00	88,124
SUB-TOTAL HIGHWAYS FUND SALARIES	2.00	126,418	2.00	126,418	2.00	133,024
OTHER PERSONAL SERVICES						
Pension & Retirement		99,046		98,046		100,603
Workers' Compensation		15,027		15,004		5,258
Health Benefits		245,552		252,406		258,792
PEHP		27,382		31,024		36,160
FICA		75,666		75,005		76,961
Miscellaneous		2,240		2,240		2,240
TOTAL OTHER PERSONAL SERVICES		464,913		473,725		480,014
PROCUREMENT - DEPARTMENT TOTAL						
TOTAL SALARIES	16.00	990,462	16.00	980,462	15.00	928,236
TOTAL OTHER PERSONAL SERVICES		464,913		473,725		480,014
DEPARTMENT SALARY TOTAL	16.00	1,455,375 *	16.00	1,454,187	15.00	1,408,250
*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts						

PROCUREMENT

GENERAL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,135,736	1,239,721	1,266,770	1,291,426	1,213,632
20 CONTRACTUAL SERVICES	2,739,139	2,844,144	3,146,682	3,280,480	3,280,480
30 SUPPLIES & MATERIALS	4,498	5,509	5,700	13,850	13,850
40 BUSINESS AND TRAVEL	3,351	3,192	2,525	5,525	5,525
50 CAPITAL OUTLAY	0	1,255	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	1,975	1,188	2,400	3,500	3,500
GRAND TOTAL	3,884,699	4,095,009	4,424,077	4,594,781	4,516,987

SUMMARY BY FUND:

11 GENERAL	3,884,699	4,095,009	4,424,077	4,594,781	4,516,987
GRAND TOTAL	3,884,699	4,095,009	4,424,077	4,594,781	4,516,987

SUMMARY BY DIVISION:

031000	PROCUREMENT OPERATIONS	805,062	905,730	936,217	839,263	761,469
034000	PROPERTY MANAGEMENT	3,079,637	3,189,279	3,487,860	3,557,505	3,557,505
036000	EFFICIENCY AND INNOVATION	0	0	0	198,013	198,013
GRAND TOTAL		3,884,699	4,095,009	4,424,077	4,594,781	4,516,987

**DEPARTMENT STAFF SUMMARY
PROCUREMENT - GENERAL FUND**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	4.00	191,236	4.00	191,236	2.00	72,646
Administrative Secretary III	1.00	49,296	1.00	49,296	1.00	59,381
Administrative Specialist II	0.00	0	0.00	0	1.00	48,477
Administrator	0.00	0	0.00	0	1.00	66,000
Chief, Efficiency and Innovation	0.00	0	0.00	0	1.00	71,000
Chief, Property Management	1.00	64,300	1.00	64,300	1.00	67,512
Director of Procurement	1.00	115,370	1.00	115,370	1.00	115,376
Management Assistant II	1.00	95,000	1.00	85,000	0.00	0
Procurement Agent I	0.00	0	1.00	65,000	0.00	0
Procurement Agent II	3.00	161,696	2.00	96,696	3.00	162,296
Procurement Agent III	3.00	187,146	3.00	187,146	2.00	132,524
SALARY TOTAL	14.00	864,044	14.00	854,044	13.00	795,212
OTHER PERSONAL SERVICES						
Pension & Retirement		86,404		85,404		87,301
Workers' Compensation		12,619		12,596		4,697
Health Benefits		206,742		220,840		226,037
PEHP		22,818		26,592		31,640
FICA		65,995		65,334		66,785
Miscellaneous		1,960		1,960		1,960
TOTAL OTHER PERSONAL SERVICES		396,538		412,726		418,420
TOTAL PERSONAL SERVICES	14.00	1,260,582 *	14.00	1,266,770	13.00	1,213,632

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

PROCUREMENT
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 2015 - FY 2016 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

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENCATED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	783,236	883,426	911,917	815,773	737,979
20 CONTRACTUAL SERVICES	14,495	13,101	16,450	15,640	15,640
30 SUPPLIES AND MATERIALS	4,035	4,815	4,550	4,550	4,550
40 BUSINESS AND TRAVEL	2,144	2,160	1,300	1,300	1,300
50 CAPITAL OUTLAY	0	1,255	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	1,152	973	2,000	2,000	2,000
GRAND TOTAL	805,062	905,730	936,217	839,263	761,469

FUNDING SOURCE:

11 GENERAL	805,062	905,730	936,217	839,263	761,469

PROCUREMENT Procurement Operations Index #031000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
911,917	737,979	(173,938)	<u>PERSONAL SERVICES</u> decrease (\$173,938) Decrease is the net result of the abolishment of two (2) vacant positions, the transfer of one (1) Administrative Assistant II to Community Services, and adjustments to workers' compensation and health benefits, offset by the transfer in of one (1) reclassified Procurement Agent II from Property Management and adjustments in pension and FICA
16,450	15,640	(810)	<u>CONTRACTUAL SERVICES</u> decrease (\$810) Decrease is the result of telephone service and other professional services based on actual expense history

DIVISION STAFF SUMMARY
PROCUREMENT OPERATIONS
Index #031000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	147,440	3.00	147,440	2.00	72,646 A
Administrative Secretary III	1.00	49,296	1.00	49,296	1.00	59,381
Administrator	0.00	0	0.00	0	1.00	66,000 B
Director of Procurement	1.00	115,370	1.00	115,370	1.00	115,376
Management Assistant II	1.00	95,000	1.00	85,000	0.00	0 C
Procurement Agent I	0.00	0	1.00	65,000	0.00	0 D
Procurement Agent II	3.00	161,696	2.00	96,696	3.00	162,296 E
Procurement Agent III	1.00	56,622	1.00	56,622	0.00	0
SALARY TOTAL	10.00	625,424	10.00	615,424	8.00	475,699
OTHER PERSONAL SERVICES						
Pension & Retirement		62,542		61,542		55,349
Workers' Compensation		6,744		6,721		1,620
Health Benefits		129,122		157,590		139,109
PEHP		22,818		22,160		22,600
FICA		47,741		47,080		42,342
Miscellaneous		1,400		1,400		1,260
TOTAL OTHER PERSONAL SERVICES		270,367		296,493		262,280
TOTAL PERSONAL SERVICES	10.00	895,791 *	10.00	911,917	8.00	737,979

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant II transferred to Director of Community Services - 091000 - #0099 due to Amendment #2

B - One (1) Procurement Agent III reclassified to an Administrator - #0101

C - One (1) vacant Management Assistant II position abolished - #0199

D - One (1) vacant Procurement Agent I position abolished - #0100

E - One (1) vacant Administrative Assistant II position transferred from Property Management - #034000 and reclassified as a Procurement Agent II - #0732

PROCUREMENT
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, contact negotiations with property owners, condemnation, surplus property, relocation planning and lease management for the County's 547 +/- properties.

FY 2015 - FY 2016 GOALS:

TO PROVIDE COST EFFECTIVE ACQUISITION OF PROPERTY FOR CLIENTS IN A TIMELY MANNER TO INCLUDE COST ESTIMATING AND APPRAISING

TO PROVIDE COMPREHENSIVE PLANNING FOR FUTURE SPACE UTILIZATION AND LEASING OF PROPERTY

TO IMPLEMENT POLICIES AND PROCEDURES TO PROMOTE INCREASED COMMUNICATION BETWEEN DIVISION AND CLIENTS DURING NEGOTIATIONS

TO PROCURE EASEMENTS THAT ARE FAIR WITH JUST COMPENSATION GIVEN TO THE PROPERTY OWNERS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	352,500	356,295	354,853	290,230	290,230
20 CONTRACTUAL SERVICES	2,724,644	2,831,043	3,130,232	3,264,600	3,264,600
30 SUPPLIES AND MATERIALS	463	694	1,150	1,050	1,050
40 BUSINESS AND TRAVEL	1,207	1,032	1,225	1,225	1,225
80 INTER-GOVERNMENTAL/INTERFUND	823	215	400	400	400
GRAND TOTAL	<u>3,079,637</u>	<u>3,189,279</u>	<u>3,487,860</u>	<u>3,557,505</u>	<u>3,557,505</u>

FUNDING SOURCE:

11 GENERAL	<u>3,079,637</u>	<u>3,189,279</u>	<u>3,487,860</u>	<u>3,557,505</u>	<u>3,557,505</u>

PROCUREMENT Property Management Index #034000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
354,853	290,230	(64,623)	<u>PERSONAL SERVICES</u> decrease (64,623) Decrease is the net result of the transfer to Procurement Operations of one Administrative Assistant II and adjustment to workers' compensation, offset by FY 16 Merit salary increase, adjustments to health benefits, and staff turnover
3,130,232	3,264,600	134,368	<u>CONTRACTUAL SERVICES</u> increase \$134,368 Increase is the result of changes in office space and real estate rental, offset by office equipment

DIVISION STAFF SUMMARY
PROPERTY MANAGEMENT
Index #034000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	43,796	1.00	43,796	0.00	0 A
Chief, Property Management	1.00	64,300	1.00	64,300	1.00	67,512
Procurement Agent III	2.00	130,524	2.00	130,524	2.00	132,524
SALARY TOTAL	4.00	238,620	4.00	238,620	3.00	200,036
OTHER PERSONAL SERVICES						
Pension & Retirement		23,862		23,862		20,004
Workers' Compensation		5,875		5,875		2,850
Health Benefits		77,620		63,250		47,097
PEHP		0		4,432		4,520
FICA		18,254		18,254		15,303
Miscellaneous		560		560		420
TOTAL OTHER PERSONAL SERVICES		126,171		116,233		90,194
TOTAL PERSONAL SERVICES	4.00	364,791 *	4.00	354,853	3.00	290,230

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Assistant II position transferred to Procurement Operations - #031000 and reclassified as a Procurement Agent II - #0732

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

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$335,247	\$352,500	\$364,791	\$354,853	\$343,827
Number of staff	4	4	4	4	3
<u>Output:</u>					
Number of Real Property actions	258	227	222	243	250
<u>Efficiency:</u>					
Cost per Real Property action	\$1,299.40	\$1,552.86	\$1,643.20	\$1,460.30	\$1,375.30
<u>Service Quality:</u>					
Average percent rated by Clients	93%	85%	87%	88%	90%
<u>Outcome:</u>					
Cost per action	\$157.85	\$253.46	\$90.34	(\$182.90)	(\$85.00)

Major Related Plans and Policies

Financial Planning Policy
Strategic Planning
Capital Improvement Budget Policies

PROCUREMENT
Efficiency & Innovation
Index #036000

ORIGIN/PURPOSE:

In accordance with Executive Order 14-07 the Division of Efficiency and Innovation was created within the Department of Procurement.

The Division of Efficiency and Innovation is responsible for developing partnerships, policies and programs to advocate for the efficient use and reuse of resources through innovative solutions. The Office will lead by example in supporting the development of ideas into action to reduce operating costs and our environmental footprint while improving our quality of life.

FY 2015 - 2016 GOALS

TO CREATE A CULTURE OF ENERGY AND RESOURCE EFFICIENCY AT ALL LEVELS OF GOVERNMENT TO ENSURE EFFICIENT USE AND REUSE OF COUNTY RESOURCES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	0	185,423	185,423
20 CONTRACTUAL SERVICES	0	0	0	240	240
30 SUPPLIES AND MATERIALS	0	0	0	8,250	8,250
40 BUSINESS AND TRAVEL	0	0	0	3,000	3,000
80 INTER-GOVERNMENTAL/INTERFUND	0	0	0	1,100	1,100
GRAND TOTAL	0	0	0	198,013	198,013

FUNDING SOURCE:

11 GENERAL	0	0	0	198,013	198,013

PROCUREMENT Efficiency & Innovation Index #036000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
			<u>PERSONAL SERVICES</u> increase \$185,423
0	185,423	185,423	Two (2) positions transferred in from Administration per Bill No. 14-07
			<u>CONTRACTUAL SERVICES</u> increase \$240
0	240	240	Funding provides for Telephone Service
			<u>SUPPLIES AND MATERIALS</u> increase \$8,250
0	8,250	8,250	Funding provides for office supplies, commercial printing, mailing and for small energy efficiency projects that do not fall under the scope of the Capital budget
			<u>BUSINESS AND TRAVEL</u> increase \$3,000
0	3,000	3,000	Funding provides for mileage, parking and tolls, transportation costs, meals, lodging, membership fees and dues and training seminars
			<u>MISCELLANEOUS</u> increase \$1,100
0	1,100	1,100	Funding to cover rental of pool car

DIVISION STAFF SUMMARY
Efficiency and Innovation
Index #036000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	0.00	0	0.00	0	1.00	48,477
Chief, Efficiency and Innovation	0.00	0	0.00	0	1.00	71,000
SALARY TOTAL	0.00	0	0.00	0	2.00	119,477
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		11,948
Workers' Compensation		0		0		227
Health Benefits		0		0		39,831
FICA		0		0		9,140
PEHP		0		0		4,520
Miscellaneous		0		0		280
TOTAL OTHER PERSONAL SERVICES		0		0		65,946
TOTAL PERSONAL SERVICES	0.00	0 *	0.00	0	2.00	185,423 A

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Per Executive Order 14-07 funding was transferred from index 021500 - Sustainability Office under Administration to index 036000 - Division of Efficiency and Innovation under the Department of Procurement. Administrator position reclassified as a Chief, Efficiency and Innovation - #1425 and #0028

EFFICIENCY & INNOVATION OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To create a culture of efficiency to ensure the efficient use and reuse of County resources through innovative solutions

Department Objective

To develop strategies to measure and manage efficiency

County Goal(s) Supported

III. Efficient County Government

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimated 2016
<u>Input:</u>					
Full-time staff assigned	NA*	NA*	NA*	NA*	2
<u>Output:</u>					
Performance measure tracking tool	NA*	NA*	NA*	NA*	Created
<u>Efficiency:</u>					
Innovation Team meetings	NA*	NA*	NA*	NA*	2
Performance measure strategy meetings	NA*	NA*	NA*	NA*	14
Number of performance measures tracked	NA*	NA*	NA*	NA*	72
<u>Service Quality:</u>					
Performance measures reviewed annually	NA*	NA*	NA*	NA*	56
<u>Outcome:</u>					
Percentage of performance measures exceeding expected outcomes	NA*	NA*	NA*	NA*	25%

* The Division of Efficiency & Innovation was created in FY16.

Explanation and Analysis of Performance Measures

The goal is to develop a culture of efficiency at the County and a performance measure program will establish a comprehensive framework to continually evaluate and management efficiency measures

PROCUREMENT
Fleet Management
Index #032000

ORIGIN/PURPOSE:

This division will be responsible for the maintenance and distribution of the County's motor fleet along with the county's motor fuel dispensing operations.

FY 2015 - FY 2016 GOAL:

TO MAINTAIN A DATABASE TO ACCURATELY TRACK THE MANAGEMENT, MAINTENANCE, AND ASSOCIATED COSTS OF THE HARFORD COUNTY FLEET

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	186,958	190,138	187,417	194,618	194,618
20 CONTRACTUAL SERVICES	73,266	222,691	474,500	460,500	460,500
30 SUPPLIES AND MATERIALS	3,085,034	3,233,244	3,880,290	3,879,590	3,879,590
40 BUSINESS AND TRAVEL	3,037,165	3,186,234	3,479,650	3,528,236	3,528,236
50 CAPITAL OUTLAY	568,946	647,911	0	0	0
GRAND TOTAL	6,951,369	7,480,218	8,021,857	8,062,944	8,062,944

FUNDING SOURCE:

25 HIGHWAYS	6,951,369	7,480,218	8,021,857	8,062,944	8,062,944

PROCUREMENT
Fleet Management
Index #032000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
187,417	194,618	7,201	<u>PERSONAL SERVICES</u> increase \$7,201 Increase is the net result of salary and health benefit adjustments and FY 16 Merit salary increase, offset by workers' compensation adjustment
474,500	460,500	(14,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$14,000) Decrease is the result of electricity and data processing software based on actual expense history
3,880,290	3,879,590	(700)	<u>SUPPLIES AND MATERIALS</u> decrease (\$700) Decrease in Commercial Printing, Paper Supplies and Janitorial Supplies and Equipment
3,479,650	3,528,236	48,586	<u>BUSINESS AND TRAVEL</u> increase \$48,586 Increase funding provided for vehicle maintenance based on actual expense history

DIVISION STAFF SUMMARY
FLEET MANAGEMENT
Index #032000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	39,294	1.00	39,294	1.00	44,900
Fleet Manager	<u>1.00</u>	<u>87,124</u>	<u>1.00</u>	<u>87,124</u>	<u>1.00</u>	<u>88,124</u>
SALARY TOTAL	<u>2.00</u>	<u>126,418</u>	<u>2.00</u>	<u>126,418</u>	<u>2.00</u>	<u>133,024</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		12,642		12,642		13,302
Workers' Compensation		2,408		2,408		561
Health Benefits		38,810		31,566		32,755
PEHP		4,564		4,432		4,520
FICA		9,671		9,671		10,176
Miscellaneous		<u>280</u>		<u>280</u>		<u>280</u>
TOTAL OTHER PERSONAL SERVICES		<u>68,375</u>		<u>60,999</u>		<u>61,594</u>
TOTAL PERSONAL SERVICES	<u>2.00</u>	<u>194,793 *</u>	<u>2.00</u>	<u>187,417</u>	<u>2.00</u>	<u>194,618</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

PROCUREMENT - FLEET MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To maintain 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

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated*	3,060,912	3,200,000	3,187,562	\$3,396,000	\$3,444,586
Number of Staff	2	2	2	2	2
*Target & Non-Targeted Charges					
<u>Output:</u>					
Number of vehicles maintained	1,115	1,152	1,152	1,165	1,175
<u>Efficiency:</u>					
Budgeted maintenance cost per vehicle/equipment	\$2,844	\$2,821	\$2,766	\$2,915	\$2,931
<u>Service Quality:</u>					
Percent of agency responses rating satisfactory or higher	98.90%	97.90%	97.00%	99.00%	97.00%
<u>Outcome:</u>					
Actual maintenance cost per vehicle/equipment	\$2,745	\$2,934	\$2,709	\$2,938	\$2,913
Percent saved over budgeted amount	3.5%	4.0%	1.0%	1.0%	1.0%

Explanation and Analysis of Performance Measures

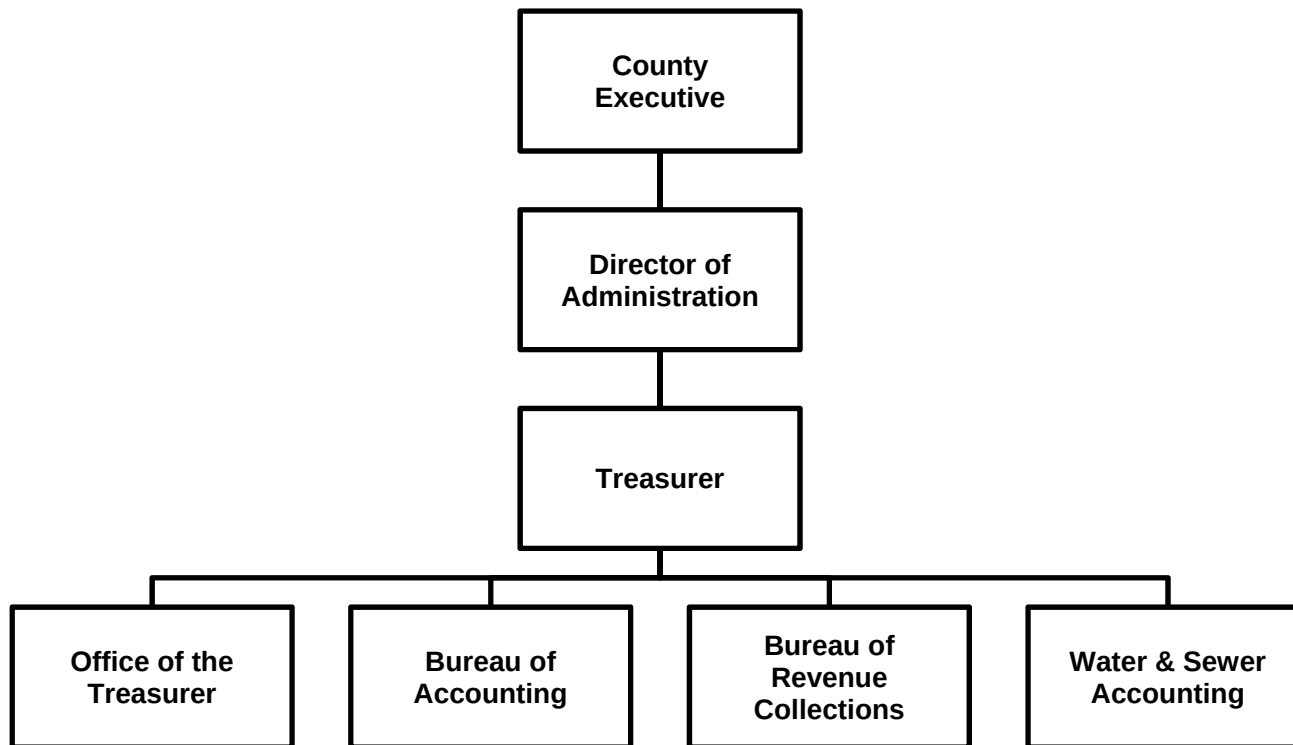
The Fleet Management Division of the Department of Procurement is dedicated to improving the efficiency of the Fleet Maintenance Program.

Major Related Plans and Policies

Financial Planning Policy

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

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 Treasurer administers and coordinates all activities of the department and debt management.

The Bureau of Accounting manages County disbursements, receivable, 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 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 2015 - FY 2016 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

TREASURY

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,902,106	3,925,593	3,797,068	3,614,041	3,614,041
20 CONTRACTUAL SERVICES	514,795	165,845	514,762	537,980	537,980
30 SUPPLIES & MATERIALS	219,723	233,047	256,100	259,465	259,465
40 BUSINESS AND TRAVEL	22,836	15,509	16,100	18,825	18,825
80 INTER-GOVERNMENTAL/INTERFUND	1,754	1,256	1,100	1,275	1,275
GRAND TOTAL	<u>4,661,214</u>	<u>4,341,250</u>	<u>4,585,130</u>	<u>4,431,586</u>	<u>4,431,586</u>

SUMMARY BY FUND:

11 GENERAL	3,889,800	3,538,877	3,423,593	3,231,148	3,231,148
51 WATER & SEWER OPERATING	771,414	802,373	1,161,537	1,200,438	1,200,438
GRAND TOTAL	<u>4,661,214</u>	<u>4,341,250</u>	<u>4,585,130</u>	<u>4,431,586</u>	<u>4,431,586</u>

SUMMARY BY DIVISION:

<u>GENERAL FUND:</u>					
041000	OFFICE OF THE TREASURER	669,244	650,903	626,814	680,830
043000	BUREAU OF ACCOUNTING	2,180,335	1,861,367	1,796,438	1,777,131
044000	BUREAU OF REVENUE COLLECTIONS	930,389	920,312	900,682	773,187
047100	SOLID WASTE ACCOUNTING	109,832	106,295	99,659	0
<u>WATER & SEWER FUND:</u>					
045000	WATER & SEWER ACCOUNTING	771,414	802,373	1,161,537	1,200,438
GRAND TOTAL		<u>4,661,214</u>	<u>4,341,250</u>	<u>4,585,130</u>	<u>4,431,586</u>
SUMMARY OF GRANT BUDGETS					<u>35,000,000</u>

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - GENERAL FUND</u>						
Accountant II	3.00	189,007	3.00	189,007	4.00	257,007
Accountant III	3.00	229,512	3.00	229,512	3.00	235,719
Accounting Clerk II	9.00	392,956	9.00	392,956	8.00	336,455
Accounting Technician I	4.00	213,105	4.00	213,105	3.00	177,313
Accounting Technician II	6.00	357,860	6.00	357,860	5.00	290,992
Accounts Payable Supervisor	1.00	60,174	1.00	60,174	1.00	61,174
Administrative Secretary III	0.00	0	0.00	0	1.00	59,381
Administrative Specialist II	0.00	0	0.00	0	1.00	44,900
Assistant Supervisor of Revenue Collections	1.00	60,882	1.00	60,882	1.00	61,882
Chief, Treasury Bureau	2.00	195,426	2.00	195,426	2.00	197,426
Deputy Treasurer	1.00	119,781	1.00	119,781	1.00	119,781
Financial Systems Coordinator	1.00	73,850	1.00	73,850	1.00	0
Financial Systems Management Supervisor	1.00	84,947	1.00	84,947	0.00	0
Grants Administrator	0.00	0	0.00	0	1.00	66,520
Management Assistant II	1.00	54,912	1.00	54,912	0.00	0
Treasurer	1.00	136,126	1.00	136,126	1.00	125,000
FULL-TIME SALARIES	<u>34.00</u>	<u>2,168,538</u>	<u>34.00</u>	<u>2,168,538</u>	<u>33.00</u>	<u>2,033,550</u>
PART-TIME SALARIES						
Accounting Clerk II	<u>1.10</u>	<u>38,810</u>	<u>1.10</u>	<u>38,810</u>	<u>0.00</u>	<u>0</u>
TOTAL PART-TIME SALARIES	<u>1.10</u>	<u>38,810</u>	<u>1.10</u>	<u>38,810</u>	<u>0.00</u>	<u>0</u>
TEMPORARY SALARIES						
	<u> </u>	<u>0</u>	<u> </u>	<u>0</u>	<u> </u>	<u>6,400</u>
SALARY TOTAL	<u><u>35.10</u></u>	<u><u>2,207,348 *</u></u>	<u><u>35.10</u></u>	<u><u>2,207,348</u></u>	<u><u>33.00</u></u>	<u><u>2,039,950</u></u>

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - WATER & SEWER FUND</u>						
Accountant II	1.00	47,400	0.00	0	0.00	0
Accountant III	1.00	74,256	1.00	74,256	1.00	75,256
Accounting Clerk II	4.00	174,864	5.00	206,379	5.00	225,679
Accounting Technician I	2.00	126,833	2.00	126,833	2.00	128,833
Assistant Supervisor of Revenue Collections	1.00	78,334	1.00	78,334	1.00	79,334
SUB-TOTAL W & S FUND SALARIES	9.00	501,687 *	9.00	485,802	9.00	509,102
<u>OTHER PERSONAL SERVICES</u>						
Pension		270,905		269,315		254,265
Workers' Compensation		6,232		6,194		4,831
Health Benefits		560,714		564,256		555,914
PEHP		50,200		53,184		49,720
FICA		205,474		204,669		194,519
Miscellaneous		6,300		6,300		5,740
TOTAL OTHER PERSONAL SERVICES		1,099,825		1,103,918		1,064,989

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TREASURY - DEPARTMENT TOTALS						
TOTAL FULL-TIME SALARIES	43.00	2,670,225	43.00	2,654,340	42.00	2,542,652
TOTAL PART-TIME SALARIES	1.10	38,810	1.10	38,810	0.00	0
TOTAL TEMPORARY SALARIES		0		0		6,400
TOTAL OTHER PERSONAL SERVICES		<u>1,099,825</u>		<u>1,103,918</u>		<u>1,064,989</u>
DEPARTMENTAL SALARY TOTALS	<u>44.10</u>	<u>3,808,860 *</u>	<u>44.10</u>	<u>3,797,068</u>	<u>42.00</u>	<u>3,614,041</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY

GENERAL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,262,777	3,267,070	3,108,286	2,888,358	2,888,358
20 CONTRACTUAL SERVICES	488,842	140,776	162,357	185,575	185,575
30 SUPPLIES & MATERIALS	115,746	115,724	137,785	139,150	139,150
40 BUSINESS AND TRAVEL	20,687	14,064	14,115	16,840	16,840
80 INTER-GOVERNMENTAL/INTERFUND	1,748	1,243	1,050	1,225	1,225
GRAND TOTAL	<u>3,889,800</u>	<u>3,538,877</u>	<u>3,423,593</u>	<u>3,231,148</u>	<u>3,231,148</u>

SUMMARY BY FUND:

11 GENERAL	<u>3,889,800</u>	<u>3,538,877</u>	<u>3,423,593</u>	<u>3,231,148</u>	<u>3,231,148</u>
GRAND TOTAL	<u>3,889,800</u>	<u>3,538,877</u>	<u>3,423,593</u>	<u>3,231,148</u>	<u>3,231,148</u>

SUMMARY BY DIVISION:

041000	OFFICE OF THE TREASURER	669,244	650,903	626,814	680,830	680,830
043000	BUREAU OF ACCOUNTING	2,180,335	1,861,367	1,796,438	1,777,131	1,777,131
044000	BUREAU OF REVENUE COLLECTIONS	930,389	920,312	900,682	773,187	773,187
047100	SOLID WASTE ACCOUNTING	109,832	106,295	99,659	0	0
GRAND TOTAL		<u>3,889,800</u>	<u>3,538,877</u>	<u>3,423,593</u>	<u>3,231,148</u>	<u>3,231,148</u>

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>TREASURY - GENERAL FUND</u>						
Accountant II	3.00	189,007	3.00	189,007	4.00	257,007
Accountant III	3.00	229,512	3.00	229,512	3.00	235,719
Accounting Clerk II	9.00	392,956	9.00	392,956	8.00	336,455
Accounting Technician I	4.00	213,105	4.00	213,105	3.00	177,313
Accounting Technician II	6.00	357,860	6.00	357,860	5.00	290,992
Accounts Payable Supervisor	1.00	60,174	1.00	60,174	1.00	61,174
Administrative Secretary III	0.00	0	0.00	0	1.00	59,381
Administrative Specialist II	0.00	0	0.00	0	1.00	44,900
Assistant Supervisor of Revenue Collections	1.00	60,882	1.00	60,882	1.00	61,882
Chief, Treasury Bureau	2.00	195,426	2.00	195,426	2.00	197,426
Deputy Treasurer	1.00	119,781	1.00	119,781	1.00	119,781
Financial Systems Coordinator	1.00	73,850	1.00	73,850	1.00	0
Financial Systems Management Supervisor	1.00	84,947	1.00	84,947	0.00	0
Grants Administrator	0.00	0	0.00	0	1.00	66,520
Management Assistant II	1.00	54,912	1.00	54,912	0.00	0
Treasurer	1.00	136,126	1.00	136,126	1.00	125,000
FULL-TIME SALARIES	<u>34.00</u>	<u>2,168,538</u>	<u>34.00</u>	<u>2,168,538</u>	<u>33.00</u>	<u>2,033,550</u>
PART-TIME SALARIES						
Accounting Clerk II	<u>1.10</u>	<u>38,810</u>	<u>1.10</u>	<u>38,810</u>	<u>0.00</u>	<u>0</u>
TOTAL PART-TIME SALARIES	<u>1.10</u>	<u>38,810</u>	<u>1.10</u>	<u>38,810</u>	<u>0.00</u>	<u>0</u>
TEMPORARY SALARIES						
	<u> </u>	<u>0</u>	<u> </u>	<u>0</u>	<u> </u>	<u>6,400</u>
SALARY TOTAL	<u><u>35.10</u></u>	<u><u>2,207,348 *</u></u>	<u><u>35.10</u></u>	<u><u>2,207,348</u></u>	<u><u>33.00</u></u>	<u><u>2,039,950</u></u>

**DEPARTMENT STAFF SUMMARY
TREASURY**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		220,736		220,735		203,355
Workers' Compensation		5,078		5,077		3,864
Health Benefits		460,408		462,693		440,456
PEHP		41,073		39,888		40,680
FICA		167,094		167,505		155,573
Miscellaneous		5,040		5,040		4,480
TOTAL OTHER PERSONAL SERVICES		899,429		900,938		848,408
TOTAL PERSONAL SERVICES	35.10	3,106,777 *	35.10	3,108,286	33.00	2,888,358

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

TREASURY
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 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 28th consecutive year and has applied for the award for the most current audit.

FY '15 - '16 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 FULLY MEET ALL REPORTING REQUIREMENTS.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	619,096	627,770	602,629	654,095	654,095
20 CONTRACTUAL SERVICES	31,902	7,306	8,260	8,260	8,260
30 SUPPLIES & MATERIALS	4,997	5,406	6,000	5,700	5,700
40 BUSINESS AND TRAVEL	12,452	9,487	9,125	11,775	11,775
80 INTER-GOVERNMENTAL/INTERFUND	797	934	800	1,000	1,000
GRAND TOTAL	669,244	650,903	626,814	680,830	680,830

FUNDING SOURCE:

11 GENERAL	669,244	650,903	626,814	680,830	680,830

TREASURY
Office of the Treasurer
Index #041000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
602,629	654,095	51,466	<u>PERSONAL SERVICES</u> increase \$51,466 Increase is the net result of FY 16 Merit Salary increase and health benefits offset by PEHP (Post Employment Health Plan)
9,125	11,775	2,650	<u>BUSINESS & TRAVEL</u> increase \$2,650 Increase is the net result of mileage, transportation costs, meals, training seminars and professional books & periodicals based on actual expense history

DIVISION STAFF SUMMARY

Office of Treasurer

Index #041000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	64,135	1.00	64,135	1.00	68,342
Accounting Technician II	1.00	61,566	1.00	61,566	1.00	62,566
Administrative Secretary III	0.00	0	0.00	0	1.00	59,381 A
Administrative Specialist II	0.00	0	0.00	0	1.00	44,900 B
Deputy Treasurer	1.00	119,781	1.00	119,781	1.00	119,781
Management Assistant II	1.00	54,912	1.00	54,912	0.00	0
Treasurer	1.00	136,126	1.00	136,126	1.00	125,000
SALARY TOTAL	5.00	436,520	5.00	436,520	6.00	479,970
OTHER PERSONAL SERVICES						
Pension		43,652		43,652		47,997
Workers' Compensation		1,004		1,004		912
Health Benefits		75,526		79,853		83,621
PEHP		9,127		8,864		4,520
FICA		31,626		32,036		36,235
Miscellaneous		700		700		840
TOTAL OTHER PERSONAL SERVICES		161,635		166,109		174,125
TOTAL PERSONAL SERVICES	5.00	598,155 *	5.00	602,629	6.00	654,095

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Management Assistant II position filled as an Administrative Secretary III - #0118

B - One (1) Accounting Technician I transferred from Bureau of Revenue Collections 044000 and reclassified to Administrative Specialist II - #0741

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

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$4,643,991	\$4,661,212	\$4,343,262	\$4,817,410	\$4,420,981
Number of staff	44	45	45	45	40
<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	104/104	110/110	109/109	109/109	109/109
<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

TREASURY
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 Receivables 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.

FY '15 - '16 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 FULLY MEET ALL REPORTING REQUIREMENTS.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,761,627	1,770,693	1,670,006	1,620,556	1,620,556
20 CONTRACTUAL SERVICES	383,483	61,549	85,157	115,200	115,200
30 SUPPLIES & MATERIALS	29,445	26,170	37,500	37,500	37,500
40 BUSINESS AND TRAVEL	5,085	2,737	3,625	3,725	3,725
80 INTER-GOVERNMENTAL/INTERFUND	695	218	150	150	150
GRAND TOTAL	<u>2,180,335</u>	<u>1,861,367</u>	<u>1,796,438</u>	<u>1,777,131</u>	<u>1,777,131</u>

FUNDING SOURCE:

11 GENERAL	<u>2,180,335</u>	<u>1,861,367</u>	<u>1,796,438</u>	<u>1,777,131</u>	<u>1,777,131</u>

TREASURY Bureau of Accounting Index #043000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,670,006	1,620,556	(49,450)	<u>PERSONAL SERVICES</u> decrease (\$49,450) Decrease is the net result of one (1) Accounting Clerk II position abolished, one 1 Financial Services Coordinator position unfunded, pension, health benefits and PEHP (Post Employment Health Plan) adjustments offset by FY 16 Merit Salary increase
85,157	115,200	30,043	<u>CONTRACTUAL SERVICES</u> increase \$30,043 Increase is the net result of professional services for consultant services

DIVISION STAFF SUMMARY
Bureau of Accounting
Index #043000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	3.00	189,007	3.00	189,007	4.00	257,007 A
Accountant III	2.00	165,377	2.00	165,377	2.00	167,377
Accounting Clerk II	4.00	177,805	4.00	177,805	3.00	136,477 B
Accounting Technician I	2.00	128,500	2.00	128,500	2.00	130,500
Accounting Technician II	4.00	224,426	4.00	224,426	4.00	228,426
Accounts Payable Supervisor	1.00	60,174	1.00	60,174	1.00	61,174
Chief, Treasury Bureau	1.00	105,898	1.00	105,898	1.00	106,898
Financial Systems Coordinator	1.00	73,850	1.00	73,850	1.00	0 C
Financial Systems Management Supervisor	1.00	84,947	1.00	84,947	0.00	0
Grants Administrator	0.00	0	0.00	0	1.00	66,520 D
SALARY TOTAL	19.00	1,209,984	19.00	1,209,984	19.00	1,154,379
OTHER PERSONAL SERVICES						
Pension		120,999		120,998		115,438
Workers' Compensation		2,784		2,783		2,194
Health Benefits		223,030		227,721		239,636
PEHP		13,691		13,296		18,080
FICA		92,563		92,564		88,309
Miscellaneous		2,660		2,660		2,520
TOTAL OTHER PERSONAL SERVICES		455,727		460,022		466,177
TOTAL PERSONAL SERVICES	19.00	1,665,711	19.00	1,670,006	19.00	1,620,556

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Financial Systems Management Supervisor position budgeted as an Accountant II - #0124

B - One (1) vacant Accounting Clerk II position abolished due to retirement - #0127

C - One (1) vacant Financial Systems Coordinator position unfunded @ (\$73,850) in FY 16 - #0126

D - One (1) Grants Administrator position transferred from Administration - Budget & Management Research 024000 - #3362

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

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimated 2016
<u>Input:</u>					
Dollars allocated	\$1,820	\$1,991	\$1,877	\$1,900	\$2,000
Number of staff	5	5	5	5	5
<u>Output:</u>					
Actual number of departments or divisions visited	39	145**	41	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	22%	82%**	23%	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

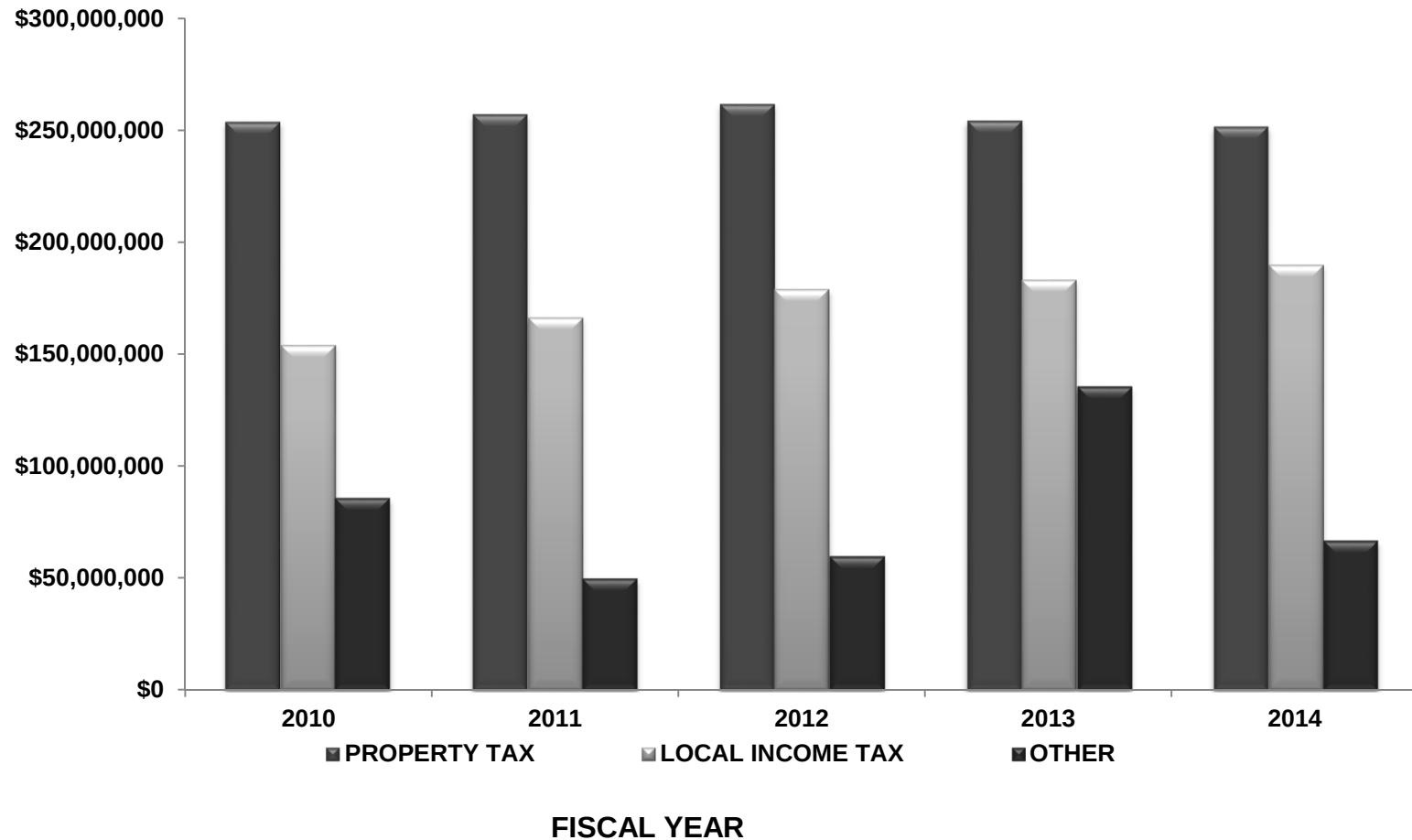
GAAP, GASB, and GFOA policies

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

**Increase due to Procurement/Treasury training on 9/18/13

BUREAU OF ACCOUNTING

GROWTH OF FINANCIAL ACTIVITIES & GENERAL FUND REVENUES



TREASURY
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. The Harford County Bureau of Revenue Collections continues to try to improve services to the tax payers and the business community.

FY '15 - '16 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 FULLY MEET ALL REPORTING REQUIREMENTS.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	774,761	762,704	737,202	613,707	613,707
20 CONTRACTUAL SERVICES	71,307	71,921	68,115	62,115	62,115
30 SUPPLIES & MATERIALS	80,981	83,793	93,950	95,950	95,950
40 BUSINESS AND TRAVEL	3,121	1,832	1,340	1,340	1,340
80 INTER-GOVERNMENTAL/INTERFUND	219	62	75	75	75
GRAND TOTAL	930,389	920,312	900,682	773,187	773,187

FUNDING SOURCE:

11 GENERAL	930,389	920,312	900,682	773,187	773,187

TREASURY Bureau of Revenue Collections Index #044000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
737,202	613,707	(123,495)	<u>PERSONAL SERVICES</u> decrease (\$123,495) Decrease is the net result of two (2) Accounting Clerk positions abolished due to retirement offset by FY 16 Merit Salary increase, two 2 part time Accounting Clerk II positions converted to full-time, temporary salaries for two 2 summer seasonal interns and health benefit adjustments
68,115	62,115	(6,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$6,000) Decrease is the net result of other professional services for armored car services no longer required
93,950	95,950	2,000	<u>SUPPLIES & MATERIALS</u> increase \$2,000 Increase is the net result of commercial printing based on actual expense history

DIVISION STAFF SUMMARY
Bureau of Revenue Collections
Index #044000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Clerk II	5.00	215,151	5.00	215,151	5.00	199,978 A
Accounting Technician I	2.00	84,605	2.00	84,605	1.00	46,813 B
Assistant Supervisor of Revenue Collections	1.00	60,882	1.00	60,882	1.00	61,882
Chief, Treasury Bureau	1.00	89,528	1.00	89,528	1.00	90,528
TOTAL FULL-TIME SALARIES	9.00	450,166	9.00	450,166	8.00	399,201
PART-TIME SALARIES						
Accounting Clerk II	1.10	38,810	1.10	38,810	0.00	0 A
TOTAL PART-TIME SALARIES	1.10	38,810	1.10	38,810	0.00	0
TEMPORARY SALARIES						
		0		0		6,400 C
SALARY TOTAL	10.10	488,976	10.10	488,976	8.00	405,601
OTHER PERSONAL SERVICES						
Pension		48,898		48,898		39,920
Workers' Compensation		1,125		1,125		758
Health Benefits		146,250		141,528		117,199
PEHP		18,255		17,728		18,080
FICA		37,407		37,407		31,029
Miscellaneous		1,540		1,540		1,120
TOTAL OTHER PERSONAL SERVICES		253,475		248,226		208,106
TOTAL PERSONAL SERVICES	10.10	742,451	10.10	737,202	8.00	613,707

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Accounting Clerk II positions abolished due to retirement - #0140, #3270 and two (2) part-time Accounting Clerk II positions converted to full-time - #3085, #0141

B - One (1) Accounting Technician I position transferred to Office of Treasurer 041000 and reclassified to Administrative Specialist I - #0741

C - Seasonal temporary funding provided for two interns for months of July and December

TREASURY
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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	107,293	105,903	98,449	0	0
20 CONTRACTUAL SERVICES	2,150	0	825	0	0
30 SUPPLIES & MATERIALS	323	355	335	0	0
40 BUSINESS AND TRAVEL	29	8	25	0	0
80 INTER-GOVERNMENTAL/INTERFUND	37	29	25	0	0
GRAND TOTAL	109,832	106,295	99,659	0	0

FUNDING SOURCE:

11 GENERAL	109,832	106,295	99,659	0	0

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
98,449	0	(98,449)	<u>PERSONAL SERVICES</u> decrease (\$98,449) Decrease is the net result of one (1) Accounting Technician II position abolished due to retirement and the duties of this division will now be managed by staff within the Bureau of Accounting

DIVISION STAFF SUMMARY
Solid Waste Accounting
Index #047100

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician II	1.00	71,868	1.00	71,868	0.00	0 A
SALARY TOTAL	1.00	71,868	1.00	71,868	0.00	0
OTHER PERSONAL SERVICES						
Pension		7,187		7,187		0
Workers' Compensation		165		165		0
Health Benefits		15,602		13,591		0
FICA		5,498		5,498		0
Miscellaneous		140		140		0
TOTAL OTHER PERSONAL SERVICES		28,592		26,581		0
TOTAL PERSONAL SERVICES	1.00	100,460 *	1.00	98,449	0.00	0

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Accounting Technician II position abolished due to retirement - #0424

TREASURY
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.

FY '15 - '16 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.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	639,329	658,523	688,782	725,683	725,683
20 CONTRACTUAL SERVICES	25,953	25,069	352,405	352,405	352,405
30 SUPPLIES & MATERIALS	103,977	117,323	118,315	120,315	120,315
40 BUSINESS AND TRAVEL	2,149	1,445	1,985	1,985	1,985
80 INTER-GOVERNMENTAL/INTERFUND	6	13	50	50	50
GRAND TOTAL	771,414	802,373	1,161,537	1,200,438	1,200,438

FUNDING SOURCE:

11 GENERAL	771,414	802,373	1,161,537	1,200,438	1,200,438

TREASURY Water and Sewer Accounting Index #045000

FINANCIAL NOTES:

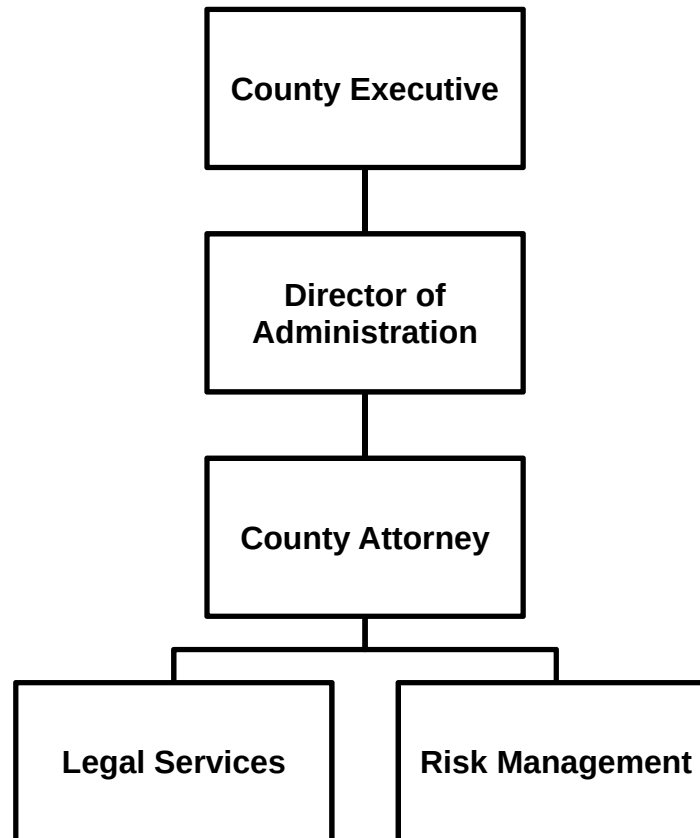
FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
688,782	725,683	36,901	<u>PERSONAL SERVICES</u> increase \$36,901 Increase is the net result of FY 16 Merit Salary increase, pension, health benefits and FICA adjustments offset by PEHP (Post Employment Heath Plan)
118,315	120,315	2,000	<u>SUPPLIES & MATERIALS</u> increase \$2,000 Increase is the net result of commercial printing

DIVISION STAFF SUMMARY
Water & Sewer Accounting
Index #045000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	1.00	47,400	0.00	0	0.00	0
Accountant III	1.00	74,256	1.00	74,256	1.00	75,256
Accounting Clerk II	4.00	174,864	5.00	206,379	5.00	225,679
Accounting Technician I	2.00	126,833	2.00	126,833	2.00	128,833
Assistant Supervisor of Revenue Collections	1.00	78,334	1.00	78,334	1.00	79,334
SALARY TOTAL	9.00	501,687	9.00	485,802	9.00	509,102
OTHER PERSONAL SERVICES						
Pension		50,169		48,580		50,910
Workers' Compensation		1,154		1,117		967
Health Benefits		100,306		101,563		115,458
PEHP		9,127		13,296		9,040
FICA		38,380		37,164		38,946
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		200,396		202,980		216,581
TOTAL PERSONAL SERVICES	9.00	702,083	9.00	688,782	9.00	725,683

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

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.

The Risk Management Division, established by Bill No. 88-6 is now a division of the Law Department pursuant to Executive Order 14-08. Duties include 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.

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 OBJECTIVE.

FY 2015 - FY 2016 GOALS:

TO PROVIDE SOUND LEGAL AND PRACTICAL ADVICE AND COUNSEL TO CLIENT AGENCIES

TO PROVIDE EFFECTIVE ADVOCACY IN ADMINISTRATIVE, JUDICIAL AND LEGISLATIVE FORUMS

TO PROVIDE EFFICIENT, EXPEDIENT DOCUMENT REVIEW AND PROCESSING FOR CLIENTS

TO REMAIN INVOLVED PROACTIVELY AS A MANAGEMENT RESOURCE

TO SUPPORT LEGISLATIVE INITIATIVES TO ADVANCE THE COUNTY'S GOALS AND PRIORITIES

THE PROCESS OF MAKING AND CARRYING OUT DECISIONS THAT WILL ASSIST IN THE MOST SUCCESSFUL IMPLEMENTATION OF COST EFFECTIVE POLICIES AND PROCEDURES IN ORDER TO PREVENT ADVERSE EVENTS AND MINIMIZE THE EFFECTS OF THOSE EVENTS

LAW

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,008,451	2,050,566	1,994,238	2,053,299	2,053,299
20 CONTRACTUAL SERVICES	37,451	13,568	18,450	45,225	45,225
30 SUPPLIES AND MATERIALS	7,514	5,543	8,600	11,285	11,285
40 BUSINESS AND TRAVEL	25,467	23,286	24,300	29,975	29,975
50 CAPITAL OUTLAY	0	1,137	0	0	0
70 MISCELLANEOUS	25,333	25,451	25,698	25,698	25,698
80 INTER-GOVERNMENTAL/INTERFUND	889	580	1,000	1,000	1,000
GRAND TOTAL	<u>2,105,105</u>	<u>2,120,131</u>	<u>2,072,286</u>	<u>2,166,482</u>	<u>2,166,482</u>

SUMMARY BY FUND:

11 GENERAL	<u>2,105,105</u>	<u>2,120,131</u>	<u>2,072,286</u>	<u>2,166,482</u>	<u>2,166,482</u>
GRAND TOTAL	<u>2,105,105</u>	<u>2,120,131</u>	<u>2,072,286</u>	<u>2,166,482</u>	<u>2,166,482</u>

SUMMARY BY DIVISION:

052000 LEGAL SERVICES	2,105,105	2,120,131	2,072,286	1,932,727	1,932,727
054000 RISK	<u>0</u>	<u>0</u>	<u>0</u>	<u>233,755</u>	<u>233,755</u>
GRAND TOTAL	<u>2,105,105</u>	<u>2,120,131</u>	<u>2,072,286</u>	<u>2,166,482</u>	<u>2,166,482</u>

LAW

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,994,238	2,053,299	59,061	<u>PERSONAL SERVICES</u> increase \$59,061 Increase is the net result of two (2) positions transferred in from Risk Management per Executive Order 14-08 to place Risk under the Law Department, FY 16 Merit Salary increase and health benefits offset by three (3) abolished positions, pension, workers' compensation and PEHP (Post Employment Health Plan) adjustments
18,450	45,225	26,775	<u>CONTRACTUAL SERVICES</u> increase \$26,775 Increase is the net result of telephone service, fax service, management services based on actual expense history and addition of risk and other professional services due to increased outside expert legal counsel
8,600	11,285	2,685	<u>SUPPLIES AND MATERIALS</u> increase \$2,685 Increase is the net result of general office mailing, printing-commercial, equipment repair parts based on actual expense history and addition of risk
24,300	29,975	5,675	<u>BUSINESS AND TRAVEL</u> increase \$5,675 Increase is the net result of county owned vehicles, fuel charges, non-targeted charges, meals, lodging, professional books & periodicals, membership fees & dues and training seminars & courses based on actual expense history and addition of risk

DEPARTMENT STAFF SUMMARY
LAW

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	63,805	1.00	63,805	1.00	54,000
Administrative Specialist I	0.00	0	0.00	0	1.00	51,365
Assistant County Attorney II	3.00	274,801	1.00	79,756	1.00	80,756
Claims Adjuster	0.00	0	0.00	0	1.00	50,296
County Attorney	1.00	138,811	1.00	138,811	1.00	135,000
Legal Assistant III	2.00	108,282	2.00	108,282	0.00	0
Legal Specialist I	1.00	40,000	1.00	40,000	0.00	0
Legal Specialist II	0.00	0	0.00	0	1.00	61,882
Legal Specialist III	1.00	62,484	1.00	62,484	1.00	63,484
Legislative Drafter	0.00	0	0.00	0	0.00	0
Management Assistant I	0.00	0	0.00	0	1.00	74,932
Risk Manager	0.00	0	0.00	0	1.00	97,969
Senior Assistant County Attorney	6.00	712,992	8.00	926,984	7.00	809,385
TOTAL FULL-TIME SALARIES	15.00	1,401,175	15.00	1,420,122	16.00	1,479,069
PART-TIME SALARIES						
Administrative Specialist II	0.80	53,769	0.80	53,769	0.00	0
TOTAL PART-TIME SALARIES	0.80	53,769	0.80	53,769	0.00	0
SALARY TOTAL	15.80	1,454,944	15.80	1,473,891	16.00	1,479,069
OTHER PERSONAL SERVICES						
Pension & Retirement		146,348		148,242		140,414
Workers' Compensation		3,346		3,390		3,153
Health Benefits		229,862		234,576		290,275
PEHP		18,255		22,160		27,120
FICA		107,566		109,739		111,028
Miscellaneous		2,240		2,240		2,240
TOTAL OTHER PERSONAL SERVICES		507,617		520,347		574,230
TOTAL PERSONAL SERVICES	15.80	1,962,561 *	15.80	1,994,238	16.00	2,053,299

* FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

LAW DEPARTMENT LAW Index #052000

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 OBJECTIVE.

FY 2015 - FY 2016 GOALS:

TO PROVIDE SOUND LEGAL AND PRACTICAL ADVICE AND COUNSEL TO CLIENT AGENCIES

TO PROVIDE EFFECTIVE ADVOCACY IN ADMINISTRATIVE, JUDICIAL AND LEGISLATIVE FORUMS

TO PROVIDE EFFICIENT, EXPEDIENT DOCUMENT REVIEW AND PROCESSING FOR CLIENTS

TO REMAIN INVOLVED PROACTIVELY AS A MANAGEMENT RESOURCE

TO SUPPORT LEGISLATIVE INITIATIVES TO ADVANCE THE COUNTY'S GOALS AND PRIORITIES

LAW DEPARTMENT
LAW
Index #052000

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,008,451	2,050,566	1,994,238	1,834,679	1,834,679
20 CONTRACTUAL SERVICES	37,451	13,568	18,450	38,450	38,450
30 SUPPLIES AND MATERIALS	7,514	5,543	8,600	8,600	8,600
40 BUSINESS AND TRAVEL	25,467	23,286	24,300	24,300	24,300
50 CAPITAL OUTLAY	0	1,137		0	0
70 MISCELLANEOUS	25,333	25,451	25,698	25,698	25,698
80 INTER-GOVERNMENTAL/INTERFUND	889	580	1,000	1,000	1,000
GRAND TOTAL	<u>2,105,105</u>	<u>2,120,131</u>	<u>2,072,286</u>	<u>1,932,727</u>	<u>1,932,727</u>

FUNDING SOURCE

11 GENERAL	<u>2,105,105</u>	<u>2,120,131</u>	<u>2,072,286</u>	<u>1,932,727</u>	<u>1,932,727</u>
GRAND TOTAL	<u>2,105,105</u>	<u>2,120,131</u>	<u>2,072,286</u>	<u>1,932,727</u>	<u>1,932,727</u>

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,994,238	1,834,679	(159,559)	<u>PERSONAL SERVICES</u> decrease (\$159,559) Decrease is the net result of three (3) abolished positions, pension, workers' compensation and PEHP (Post Employment Health Plan) adjustments offset by FY 16 Merit Salary increase and health benefits
18,450	38,450	20,000	<u>CONTRACTUAL SERVICES</u> increase \$20,000 Increase is the net result of other professional services due to increased outside expert legal counsel

DIVISION STAFF SUMMARY

LAW

Index #052000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	63,805	1.00	63,805	1.00	54,000
Administrative Specialist I	0.00	0	0.00	0	1.00	51,365 A
Assistant County Attorney II	3.00	274,801	1.00	79,756	1.00	80,756
County Attorney	1.00	138,811	1.00	138,811	1.00	135,000
Legal Assistant III	2.00	108,282	2.00	108,282	0.00	0 B
Legal Specialist I	1.00	40,000	1.00	40,000	0.00	0 C
Legal Specialist II	0.00	0	0.00	0	1.00	61,882
Legal Specialist III	1.00	62,484	1.00	62,484	1.00	63,484
Legislative Drafter	0.00	0	0.00	0	0.00	0
Management Assistant I	0.00	0	0.00	0	1.00	74,932 D
Senior Assistant County Attorney	6.00	712,992	8.00	926,984	7.00	809,385 E
TOTAL FULL-TIME SALARIES	15.00	1,401,175	15.00	1,420,122	14.00	1,330,804
PART-TIME SALARIES						
Administrative Specialist II	0.80	53,769	0.80	53,769	0.00	0
TOTAL PART-TIME SALARIES	0.80	53,769	0.80	53,769	0.00	0
SALARY TOTAL	15.80	1,454,944	15.80	1,473,891	14.00	1,330,804

DIVISION STAFF SUMMARY

LAW

Index #052000

POSITION TITLE	POSITIONS	ENACTED	POSITIONS	ENACTED	POSITIONS	PROPOSED
		FY 14		FY 15		FY 16
		SALARIES		SALARIES		SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		146,348		148,242		125,587
Workers' Compensation		3,346		3,390		2,528
Health Benefits		229,862		234,576		256,034
PEHP		18,255		22,160		18,080
FICA		107,566		109,739		99,686
Miscellaneous		2,240		2,240		1,960
TOTAL OTHER PERSONAL SERVICES		507,617		520,347		503,875
TOTAL PERSONAL SERVICES	15.80	1,962,561 *	15.80	1,994,238	14.00	1,834,679

* FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Specialist created pin from Stormwater Management - # 2697

B - One (1) Legal Assistant III position abolished - #1765

One (1) Legal Assistant III position downgraded to Legal Specialist II - # 2869

C - One (1) vacant Legal Specialist I position abolished - # 1321

D - One (.80) part time Admin Specialist II position converted to full time and reclassified to Management Assistant I - #3232

E - One (1) Senior County Attorney position abolished due to retirement - # 0156

.

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

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$1,770,166	\$2,008,451	\$2,043,809	\$2,072,286	\$2,166,482
Number of staff	14	16	16	16	16
<u>Output:</u>					
Number of deeds processed	51	36	27	21*	40
Number of plats processed	117	120	122	134*	140
Number of agreements processed	837	919	892	915*	1,000
<u>Outcome:</u>					
Turnaround time in days:					
Deeds	1.28	1.47	0.75	1.42	2.00
Plats	2.05	1.90	1.60	1.69	2.00
Agreements	2.65	2.24	2.28	1.98	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

**LAW DEPARTMENT
RISK
Index #054000**

ORIGIN/PURPOSE:

The Risk Management Division, established by Bill No. 88-6 is now a division of the Law Department pursuant to Executive Order 14-08. Duties include 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.

FY 2015 - FY 2016 GOALS:

6. THE PROCESS OF MAKING AND CARRYING OUT DECISIONS THAT WILL ASSIST IN THE MOST SUCCESSFUL IMPLEMENTATION OF COST EFFECTIVE POLICIES AND PROCEDURES IN ORDER TO PREVENT ADVERSE EVENTS AND MINIMIZE THE EFFECTS OF THOSE EVENTS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	0	218,620	218,620
20 CONTRACTUAL SERVICES	0	0	0	6,775	6,775
30 SUPPLIES AND MATERIALS	0	0	0	2,685	2,685
40 BUSINESS AND TRAVEL	0	0	0	5,675	5,675
	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,675</u>	<u>5,675</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>233,755</u>	<u>233,755</u>

FUNDING SOURCE

11 GENERAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>233,755</u>	<u>233,755</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>233,755</u>	<u>233,755</u>

LAW DEPARTMENT RISK Index #054000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
			New Division for FY 16
0	218,620	218,620	<u>PERSONAL SERVICES</u> increase \$218,620 Two (2) positions transferred in from Risk Management per Executive Order 14-08 to place Risk under The Law Department.
0	6,775	6,775	<u>CONTRACTUAL SERVICES</u> increase \$6,775 Funding for telephone service, fax service, management services and other professional services
0	2,685	2,685	<u>SUPPLIES AND MATERIALS</u> increase \$2,685 Funding for general office supplies, printing-commercial and equipment repair parts
0	5,675	5,675	<u>BUSINESS AND TRAVEL</u> increase \$5,675 Funding for county owned vehicles, fuel charges, non-targeted charges, meals, lodging, professional books & periodicals, membership fees and dues and training seminars & courses

DIVISION STAFF SUMMARY
Risk Management
Index #054000

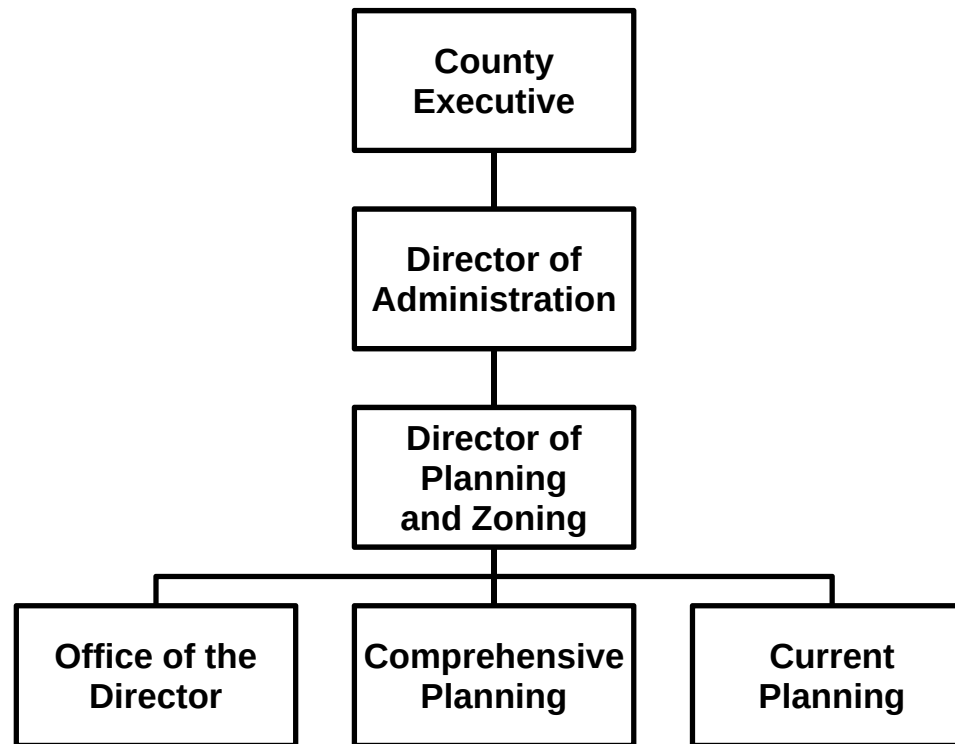
POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Claims Adjuster		0		0	1.00	50,296
Risk Manager		0		0	1.00	97,969
TOTAL FULL-TIME SALARIES	0.00	0	0.00	0	2.00	148,265
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		14,827
Workers' Compensation		0		0		625
Health Benefits		0		0		34,241
PEHP		0		0		9,040
FICA		0		0		11,342
Miscellaneous		0		0		280
TOTAL OTHER PERSONAL SERVICES		0		0		70,355
TOTAL PERSONAL SERVICES	0.00	0 *	0.00	0	2.00	218,620

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

** Risk Management function moved under Law per Executive Order 14-08. Previously budgeted in the Department of Administration

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

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 No. 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 2015 - FY 2016 GOALS:

TO MAINTAIN THE INTEGRITY OF GROWN MANAGEMENT STRATEGIES

TO ENCOURAGE PUBLIC PARTICIPATION AND PROVIDE DEPARTMENT OUTREACH

TO PROVIDE QUALITY CUSTOMER SERVICE AND ENFORCE REGULATIONS IN AN EFFECTIVE AND TIMELY MANNER

PLANNING AND ZONING

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,772,658	3,740,319	3,618,154	3,316,141	3,316,141
20 CONTRACTUAL SERVICES	57,211	28,764	41,900	139,550	139,550
30 SUPPLIES & MATERIALS	17,882	21,808	23,475	23,925	23,925
40 BUSINESS AND TRAVEL	19,450	16,886	26,400	27,350	27,350
50 CAPITAL OUTLAY	2,112,680	1,981	4,500,000	2,995,650	2,995,650
70 MISCELLANEOUS	286,541	159,307	342,548	375,048	375,048
80 INTER-GOVERNMENTAL/INTERFUND	182	120	200	200	200
GRAND TOTAL	<u>6,266,604</u>	<u>3,969,185</u>	<u>8,552,677</u>	<u>6,877,864</u>	<u>6,877,864</u>

SUMMARY BY FUND:

11 GENERAL	3,779,821	3,720,297	3,617,376	3,497,814	3,497,814
27 AG PRESERVATION - COUNTY	2,440,780	147,436	4,885,301	3,297,550	3,297,550
28 AG PRESERVATION - STATE	46,003	101,452	50,000	82,500	82,500
GRAND TOTAL	<u>6,266,604</u>	<u>3,969,185</u>	<u>8,552,677</u>	<u>6,877,864</u>	<u>6,877,864</u>

SUMMARY BY DIVISION:

<u>GENERAL FUND:</u>					
061000	DIRECTOR OF PLANNING & ZONING	506,310	480,742	474,778	554,891
062000	COMPREHENSIVE PLANNING	1,511,603	1,511,322	1,451,955	1,105,893
063000	CURRENT PLANNING	1,761,908	1,728,233	1,690,643	1,837,030
<u>AG PRESERVATION - COUNTY</u>					
064270	AG PRESERVATION - COUNTY	2,440,780	147,436	4,885,301	3,297,550
<u>AG PRESERVATION - STATE</u>					
064280	AG PRESERVATION - STATE	46,003	101,452	50,000	82,500
GRAND TOTAL		<u>6,266,604</u>	<u>3,969,185</u>	<u>8,552,677</u>	<u>6,877,864</u>
SUMMARY OF GRANT BUDGETS					<u>22,548</u>

**DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - GENERAL FUND</u>						
Administrative Assistant I	2.00	75,554	2.00	102,278	1.00	41,485
Administrative Assistant II	0.00	0	1.00	37,300	1.00	38,300
Administrative Secretary II	1.00	53,100	0.00	0	0.00	0
Administrative Secretary III	0.00	0	1.00	55,755	1.00	56,755
Administrative Specialist II	2.00	137,040	1.00	68,520	1.00	58,428
Clerk Typist	1.00	30,480	1.00	30,480	1.00	28,500
Deputy Director of Planning and Zoning	1.00	121,195	1.00	121,195	1.00	101,500
Director, Planning and Zoning	1.00	115,370	1.00	115,370	1.00	105,000
GIS Analyst I	1.00	49,296	1.00	49,296	0.00	0
GIS Analyst II	1.00	74,730	1.00	74,730	2.00	129,530
GIS Coordinator	1.00	110,944	1.00	110,944	1.00	111,944
GIS Technician I	1.00	41,496	1.00	41,496	1.00	42,496
GIS Technician II	1.00	64,983	1.00	64,983	1.00	65,983
Permits Clerk	1.00	33,059	1.00	33,059	1.00	34,059
Permits Review Supervisor	1.00	65,520	1.00	65,520	1.00	66,520
Planner I	3.00	121,296	0.00	0	0.00	0
Planner II	5.00	277,462	8.00	415,870	8.00	423,870
Planner III	7.00	653,315	6.00	546,316	4.00	337,378
Planning Assistant I	1.00	41,879	1.00	41,879	0.00	0
Planning Assistant II	6.00	307,325	6.00	307,325	7.00	357,460
Zoning Enforcement Coordinator	0.00	0	1.00	75,372	1.00	76,372

**DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Zoning Inspector II	3.00	162,588	3.00	162,588	3.00	165,588
Zoning Technician	1.00	33,100	1.00	33,100	1.00	34,100
FULL-TIME SALARIES	41.00	2,569,732	41.00	2,553,376	38.00	2,275,268
SALARY OFFSET		(142,740)		(142,740)		(142,740)
TOTAL FULL-TIME SALARIES	41.00	2,426,992	41.00	2,410,636	38.00	2,132,528
TEMPORARY SALARIES						100,000
SUB-TOTAL P & Z - GENERAL FUND	41.00	2,426,992 *	41.00	2,410,636	38.00	2,232,528
 <u>P & Z - AG PRESERVATION - STATE</u>						
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
 <u>P & Z - AG PRESERVATION - COUNTY</u>						
Planner II	1.00	49,752	1.00	49,752	0.00	0
FULL-TIME SALARIES	1.00	49,752	1.00	49,752	0.00	0
SUB-TOTAL P & Z - AG PRES - STATE	1.00	49,752 *	1.00	49,752	0.00	0

**DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		261,948		260,312		237,527
Workers' Compensation		41,923		38,109		7,917
Health Benefits		601,868		575,833		566,760
PEHP		45,638		48,752		54,240
FICA		199,822		198,880		181,709
Miscellaneous		5,880		5,880		5,460
TOTAL OTHER PERSONAL SERVICES		1,157,079 *		1,127,766		1,053,613

PLANNING AND ZONING - DEPARTMENT TOTALS						
TOTAL FULL-TIME SALARIES	42.00	2,649,484	42.00	2,633,128	38.00	2,305,268
TOTAL SALARY OFFSET		(142,740)		(142,740)		(142,740)
TEMPORARY		0		0		100,000
TOTAL OTHER PERSONAL SERVICES		1,157,079		1,127,766		1,053,613
PLANNING & ZONING SALARY TOTALS	42.00	3,663,823 *	42.00	3,618,154	38.00	3,316,141

*FY 14 Salaries and Other Personal Services are Enacted not Audited Amounts

PLANNING AND ZONING

GENERAL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,663,184	3,629,001	3,505,703	3,286,141	3,286,141
20 CONTRACTUAL SERVICES	57,211	28,764	41,550	139,550	139,550
30 SUPPLIES & MATERIALS	16,513	21,503	21,825	23,525	23,525
40 BUSINESS AND TRAVEL	19,073	16,310	25,550	25,850	25,850
50 CAPITAL OUTLAY	95	1,981	0	0	0
70 MISCELLANEOUS	23,563	22,618	22,548	22,548	22,548
80 INTER-GOVERNMENTAL/INTERFUND	182	120	200	200	200
GRAND TOTAL	<u>3,779,821</u>	<u>3,720,297</u>	<u>3,617,376</u>	<u>3,497,814</u>	<u>3,497,814</u>

SUMMARY BY FUND:

11 GENERAL	<u>3,779,821</u>	<u>3,720,297</u>	<u>3,617,376</u>	<u>3,497,814</u>	<u>3,497,814</u>
GRAND TOTAL	<u>3,779,821</u>	<u>3,720,297</u>	<u>3,617,376</u>	<u>3,497,814</u>	<u>3,497,814</u>

SUMMARY BY DIVISION:

061000	DIRECTOR OF PLANNING & ZONING	506,310	480,742	474,778	554,891	554,891
062000	COMPREHENSIVE PLANNING	1,511,603	1,511,322	1,451,955	1,105,893	1,105,893
063000	CURRENT PLANNING	<u>1,761,908</u>	<u>1,728,233</u>	<u>1,690,643</u>	<u>1,837,030</u>	<u>1,837,030</u>
GRAND TOTAL		<u>3,779,821</u>	<u>3,720,297</u>	<u>3,617,376</u>	<u>3,497,814</u>	<u>3,497,814</u>

**DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PLANNING AND ZONING - GENERAL FUND</u>						
Administrative Assistant I	2.00	75,554	2.00	102,278	1.00	41,485
Administrative Assistant II	0.00	0	1.00	37,300	1.00	38,300
Administrative Secretary II	1.00	53,100	0.00	0	0.00	0
Administrative Secretary III	0.00	0	1.00	55,755	1.00	56,755
Administrative Specialist II	2.00	137,040	1.00	68,520	1.00	58,428
Clerk Typist	1.00	30,480	1.00	30,480	1.00	28,500
Deputy Director of Planning and Zoning	1.00	121,195	1.00	121,195	1.00	101,500
Director, Planning and Zoning	1.00	115,370	1.00	115,370	1.00	105,000
GIS Analyst I	1.00	49,296	1.00	49,296	0.00	0
GIS Analyst II	1.00	74,730	1.00	74,730	2.00	129,530
GIS Coordinator	1.00	110,944	1.00	110,944	1.00	111,944
GIS Technician I	1.00	41,496	1.00	41,496	1.00	42,496
GIS Technician II	1.00	64,983	1.00	64,983	1.00	65,983
Permits Clerk	1.00	33,059	1.00	33,059	1.00	34,059
Permits Review Supervisor	1.00	65,520	1.00	65,520	1.00	66,520
Planner I	3.00	121,296	0.00	0	0.00	0
Planner II	5.00	277,462	8.00	415,870	8.00	423,870
Planner III	7.00	653,315	6.00	546,316	4.00	337,378
Planning Assistant I	1.00	41,879	1.00	41,879	0.00	0
Planning Assistant II	6.00	307,325	6.00	307,325	7.00	357,460
Zoning Enforcement Coordinator	0.00	0	1.00	75,372	1.00	76,372

**DEPARTMENT STAFF SUMMARY
PLANNING AND ZONING**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Zoning Inspector II	3.00	162,588	3.00	162,588	3.00	165,588
Zoning Technician	1.00	33,100	1.00	33,100	1.00	34,100
FULL-TIME SALARIES	<u>41.00</u>	<u>2,569,732</u>	<u>41.00</u>	<u>2,553,376</u>	<u>38.00</u>	<u>2,275,268</u>
SALARY OFFSET		<u>(142,740)</u>		<u>(142,740)</u>		<u>(142,740)</u>
TOTAL FULL-TIME SALARIES	<u>41.00</u>	<u>2,426,992</u>	<u>41.00</u>	<u>2,410,636</u>	<u>38.00</u>	<u>2,132,528</u>
TEMPORARY SALARIES						<u>100,000</u>
SUB-TOTAL P & Z - GENERAL FUND	<u>41.00</u>	<u>2,426,992</u>	<u>41.00</u>	<u>2,410,636</u>	<u>38.00</u>	<u>2,232,528</u>
OTHER PERSONAL SERVICES						
Pension		256,973		255,337		237,527
Workers' Compensation		40,600		36,786		7,917
Health Benefits		584,814		557,810		566,760
PEHP		41,074		44,320		54,240
FICA		196,016		195,074		181,709
Miscellaneous		<u>5,740</u>		<u>5,740</u>		<u>5,460</u>
TOTAL OTHER PERSONAL SERVICES		<u>1,125,217</u>		<u>1,095,067</u>		<u>1,053,613</u>
TOTAL PERSONAL SERVICES	<u>41.00</u>	<u>3,552,209 *</u>	<u>41.00</u>	<u>3,505,703</u>	<u>38.00</u>	<u>3,286,141</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

PLANNING AND ZONING
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 '15 - '16 GOAL:

TO MAINTAIN THE INTEGRITY OF GROWTH MANAGEMENT STRATEGIES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	500,619	474,923	466,128	446,241	446,241
20 CONTRACTUAL SERVICES	1,898	1,798	2,500	102,500	102,500
30 SUPPLIES & MATERIALS	431	960	2,875	2,575	2,575
40 BUSINESS AND TRAVEL	3,180	3,028	3,075	3,375	3,375
80 INTER-GOVERNMENTAL/INTERFUND	182	33	200	200	200
GRAND TOTAL	506,310	480,742	474,778	554,891	554,891

FUNDING SOURCE:

11 GENERAL	506,310	480,742	474,778	554,891	554,891

PLANNING AND ZONING
Director of Planning and Zoning
Index #061000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
466,128	446,241	(19,887)	<u>PERSONAL SERVICES</u> decrease (\$19,887) Decrease is the net result of staff turnover and adjustments to pension and FICA, offset by FY 16 Merit salary increase and adjustments in health benefits and PEHP (Post Employment Health Plan)
2,500	102,500	100,000	<u>CONTRACTUAL SERVICES</u> increase \$100,000 Increase in Other Professional Services to provide consultant services for the Master Plan and Comprehensive Rezoning
2,875	2,575	(300)	<u>SUPPLIES & MATERIALS</u> decrease (\$300) Decrease is the result of adjustments in Commercial Printing and Computer Supplies based on actual expense history
3,075	3,375	300	<u>BUSINESS & TRAVEL</u> increase \$300 Increase is the result of adjustments in Professional Books and mileage-related expenses based on actual expense history

DIVISION STAFF SUMMARY
Director of Planning and Zoning
Index #061000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	61,793	0.00	0
Administrative Secretary II	1.00	53,100	0.00	0	0.00	0
Administrative Secretary III	0.00	0	1.00	55,755	1.00	56,755
Administrative Specialist II	1.00	68,520	0.00	0	1.00	58,428 A
Deputy Director of Planning and Zoning	1.00	121,195	1.00	121,195	1.00	101,500
Director, Planning and Zoning	1.00	115,370	1.00	115,370	1.00	105,000
SALARY TOTAL	4.00	358,185	4.00	354,113	4.00	321,683
OTHER PERSONAL SERVICES						
Pension & Retirement		35,819		35,411		32,168
Workers' Compensation		824		814		611
Health Benefits		61,818		43,968		53,050
PEHP		4,564		4,432		13,560
FICA		26,833		26,830		24,609
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		130,418		112,015		124,558
TOTAL PERSONAL SERVICES	4.00	488,603 *	4.00	466,128	4.00	446,241

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Assistant I position filled as Administrative Specialist II - #0186

PLANNING AND ZONING
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.

This 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 has the responsibility of maintaining and sustaining the Geographic Information System (GIS) as well as providing technical support of the GIS system to all County departments and agencies.

FY '15 - '16 GOALS:

TO ENCOURAGE PUBLIC PARTICIPATION AND PROVIDE DEPARTMENTAL OUTREACH

TO PROVIDE QUALITY CUSTOMER SERVICE AND ENFORCE REGULATIONS IN AN EFFECTIVE AND TIMELY MANNER

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,441,182	1,467,664	1,399,707	1,053,645	1,053,645
20 CONTRACTUAL SERVICES	33,543	6,999	8,025	8,025	8,025
30 SUPPLIES & MATERIALS	4,616	6,134	6,650	6,650	6,650
40 BUSINESS AND TRAVEL	8,699	7,820	15,025	15,025	15,025
70 MISCELLANEOUS	23,563	22,618	22,548	22,548	22,548
80 INTERGOVERNMENTAL/INTERFUND	0	87	0	0	0
GRAND TOTAL	<u>1,511,603</u>	<u>1,511,322</u>	<u>1,451,955</u>	<u>1,105,893</u>	<u>1,105,893</u>

FUNDING SOURCE:

11 GENERAL	<u>1,511,603</u>	<u>1,511,322</u>	<u>1,451,955</u>	<u>1,105,893</u>	<u>1,105,893</u>

PLANNING AND ZONING
Comprehensive Planning
Index #062000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,399,707	1,053,645	(346,062)	<u>PERSONAL SERVICES</u> decrease (\$346,062) Decrease the net result of the abolishment of two (2) Planner III positions and one (1) Administrative Specialist II position due to retirements and adjustments to workers' compensation and PEHP, offset by FY 16 Merit salary increase, adjustments to health benefits, and one (1) salary adjustment due to reclassification

DIVISION STAFF SUMMARY
Comprehensive Planning
Index #062000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	68,520	1.00	68,520	0.00	0 A
GIS Analyst I	1.00	49,296	1.00	49,296	0.00	0
GIS Analyst II	1.00	74,730	1.00	74,730	2.00	129,530 B
GIS Coordinator	1.00	110,944	1.00	110,944	1.00	111,944
GIS Technician I	1.00	41,496	1.00	41,496	1.00	42,496
GIS Technician II	1.00	64,983	1.00	64,983	1.00	65,983
Planner I	2.00	81,396	0.00	0	0.00	0
Planner II	3.00	178,414	5.00	271,318	5.00	276,318
Planner III	4.00	385,204	4.00	385,204	2.00	174,266 C
Zoning Technician	1.00	33,100	1.00	33,100	1.00	34,100
FULL-TIME SALARIES	16.00	1,088,083	16.00	1,099,591	13.00	834,637
SALARY OFFSET		(142,740)		(142,740)		(142,740) D
SALARY TOTAL	16.00	945,343	16.00	956,851	13.00	691,897

DIVISION STAFF SUMMARY
Comprehensive Planning
Index #062000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		108,808		109,959		83,464
Workers' Compensation		21,758		22,064		3,513
Health Benefits		216,804		202,314		191,021
PEHP		18,255		22,160		18,080
FICA		83,238		84,119		63,850
Miscellaneous		2,240		2,240		1,820
TOTAL OTHER PERSONAL SERVICES		451,103		442,856		361,748
TOTAL PERSONAL SERVICES	16.00	1,396,446 *	16.00	1,399,707	13.00	1,053,645

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Administrative Specialist II abolished due to retirement - #2606

B - One (1) GIS Analyst I position reclassified to GIS Analyst II - #0175

C - Two (2) Planner III positions abolished due to retirement - #0180, #0207

D - Salary offset available from Unified Transportation Work Program (UTWP) @ \$112,740 and State Agricultural Preservation Program @ \$30,000

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

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated/expended	\$1,469,040	\$1,441,182	\$1,467,665	\$1,399,707	\$1,053,645
Number of staff	16	15	14	16	13
<u>Output:</u>					
Number of public meetings scheduled	125	136	81	73	90
<u>Efficiency:</u>					
Amount of staff dollars spent per meeting	\$13,116	\$11,529	\$20,671	\$23,724	\$13,508
<u>Service Quality:</u>					
Number of meetings held in comparison to number of meetings scheduled	125 scheduled and 112 held	136 scheduled and 125 held	81 scheduled and 71 held	73 scheduled and 59 held	85 scheduled and 78 held
<u>Outcome:</u>					
Percentage of meetings that were successfully held	90%	92%	88%	81%	92%

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

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated/expended	\$1,469,040	\$1,441,182	\$1,467,665	\$1,399,707	\$1,053,645
Number of staff	16	15	14	16	13
<u>Output:</u>					
Number of written inquiries/requests for information	1,304	1,540	1,321	1,196	1,200
<u>Efficiency:</u>					
Amount of staff dollars spent per inquiry/request	\$1,127	\$936	\$1,111	\$1,170	\$878
<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	99%	99%	99%	99%	99%

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

PLANNING AND ZONING
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 the 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 '15 - '16 GOALS:

TO ENCOURAGE PUBLIC PARTICIPATION AND PROVIDE DEPARTMENTAL OUTREACH

TO PROVIDE QUALITY CUSTOMER SERVICE AND ENFORCE REGULATIONS IN AN EFFECTIVE AND TIMELY MANNER

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,721,383	1,686,414	1,639,868	1,786,255	1,786,255
20 CONTRACTUAL SERVICES	21,770	19,967	31,025	29,025	29,025
30 SUPPLIES & MATERIALS	11,466	14,409	12,300	14,300	14,300
40 BUSINESS AND TRAVEL	7,194	5,462	7,450	7,450	7,450
50 CAPITAL OUTLAY	95	1,981	0	0	0
GRAND TOTAL	<u>1,761,908</u>	<u>1,728,233</u>	<u>1,690,643</u>	<u>1,837,030</u>	<u>1,837,030</u>

FUNDING SOURCE:

11 GENERAL	<u>1,761,908</u>	<u>1,728,233</u>	<u>1,690,643</u>	<u>1,837,030</u>	<u>1,837,030</u>

PLANNING AND ZONING
Current Planning
Index #063000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,639,868	1,786,255	146,387	<u>PERSONAL SERVICES</u> increase \$146,387 Increase is the net result of FY 16 Merit salary increase, temporary funding for a P&Z division chief, and adjustments to health benefits, pension, FICA, and PEHP, offset by adjustments to workers' compensation and staff turnover
31,025	29,025	(2,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$2,000) Decrease is the result of reductions in funding for legal notices and Other Professional Services based on actual expense history
12,300	14,300	2,000	<u>SUPPLIES & MATERIALS</u> increase \$2,000 Increase in General Office Mailing based on actual expense history

DIVISION STAFF SUMMARY

Current Planning

Index #063000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	75,554	1.00	40,485	1.00	41,485
Administrative Assistant II	0.00	0	1.00	37,300	1.00	38,300
Clerk Typist	1.00	30,480	1.00	30,480	1.00	28,500
Permits Clerk	1.00	33,059	1.00	33,059	1.00	34,059
Permits Review Supervisor	1.00	65,520	1.00	65,520	1.00	66,520
Planner I	1.00	39,900	0.00	0	0.00	0
Planner II	2.00	99,048	3.00	144,552	3.00	147,552
Planner III	3.00	268,111	2.00	161,112	2.00	163,112
Planning Assistant I	1.00	41,879	1.00	41,879	0.00	0
Planning Assistant II	6.00	307,325	6.00	307,325	7.00	357,460 A
Zoning Enforcement Coordinator	0.00	0	1.00	75,372	1.00	76,372
Zoning Inspector II	3.00	162,588	3.00	162,588	3.00	165,588
FULL TIME SALARIES	21.00	1,123,464	21.00	1,099,672	21.00	1,118,948
TEMPORARY SALARIES						100,000 B
SALARY TOTAL	21.00	1,123,464	21.00	1,099,672	21.00	1,218,948

DIVISION STAFF SUMMARY
Current Planning
Index #063000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		112,346		109,967		121,895
Workers' Compensation		18,018		13,908		3,793
Health Benefits		306,192		311,528		322,689
PEHP		18,255		17,728		22,600
FICA		85,945		84,125		93,250
Miscellaneous		2,940		2,940		3,080
TOTAL OTHER PERSONAL SERVICES		543,696		540,196		567,307
TOTAL PERSONAL SERVICES	21.00	1,667,160 *	21.00	1,639,868	21.00	1,786,255

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Planning Assistant I reclassified to Planning Assistant II - #0187

B - Temporary Salaries for a Planning & Zoning Division Chief

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

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated/expended	\$1,747,934	\$1,721,383	\$1,686,414	\$1,639,868	\$1,786,255
Number of staff	22	21	21	21	21
<u>Output:</u>					
Number of new zoning inspection cases	1,047	1,095	952	975	975
Number of written requests for information*	245	319	278	325	300
<u>Efficiency:</u>					
Amount of staff dollars spent per zoning inspection case	\$1,669	\$1,572	\$1,771	\$1,682	\$1,832
Amount of staff dollars spent per informational item request	\$7,134	\$5,396	\$6,066	\$5,046	\$5,954
<u>Service Quality:</u>					
Average number of days to respond to each zoning case	3 days	5 days	4 days	4 days	4 days
Average number of days to respond to each informational request	4 days	4 days	4 days	3 days	4 days
<u>Outcome:</u>					
Percent of zoning inspection cases that receive a response within the target time	88%	80%	73%	74%	75%
Percent of written inquiries and/or requests for information that are fulfilled within the 30 day requirement	98%	98%	99%	99%	99%

*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

PLANNING AND ZONING 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 Agricultural Land Preservation Program and 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 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 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 may be up to 30 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 2015, the County has preserved 49,342 acres of farmland through County and State Agricultural Programs along with donated easements.

PLANNING AND ZONING Agricultural Preservation - County Index #064270

ALL FUND SUMMARY:

AUDITED	AUDITED	ORIGINAL	EXECUTIVE	ENACTED
FY 13	FY 14	BUDGET	PROPOSED	FY 16
		FY 15	FY 16	

SUMMARY BY CHARACTER:

10 PERSONAL SERVICES	79,474	81,318	82,451	0	0
20 CONTRACTUAL SERVICES	0	0	350	0	0
30 SUPPLIES & MATERIALS	0	305	1,650	400	400
40 BUSINESS & TRAVEL	0	576	850	1,500	1,500
50 CAPITAL OUTLAY	2,112,585	0	4,500,000	2,995,650	2,995,650
70 MISCELLANEOUS	248,721	65,237	300,000	300,000	300,000
GRAND TOTAL	2,440,780	147,436	4,885,301	3,297,550	3,297,550

FUNDING SOURCE:

28 AG PRESERVATION - STATE					
	2,440,780	147,436	4,885,301	3,297,550	3,297,550

PLANNING AND ZONING Agricultural Preservation - County Index #064270

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
82,451	0	(82,451)	<u>PERSONAL SERVICES</u> decrease (\$84,451) Decrease is the result of the abolishment of one (1) Planner II position
350	0	(350)	<u>CONTRACTUAL SERVICES</u> decrease (\$350) Decrease in Other Professional Services based on actual expense history for events
1,650	400	(1,250)	<u>SUPPLIES & MATERIALS</u> decrease (\$1,250) Decrease based on actual expense history for printing and promotion
850	1,500	650	<u>BUSINESS & TRAVEL</u> increase \$650 Increase based on actual expense history for mileage and meetings
4,500,000	2,995,650	(1,504,350)	<u>CAPITAL OUTLAY</u> decrease (\$1,504,350) Decrease is the result of estimated need for FY 16

DIVISION STAFF SUMMARY
Planning and Zoning - Ag Preservation - County
Index #064270

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner II	1.00	49,752	1.00	49,752	0.00	0 A
SALARY TOTAL	<u>1.00</u>	<u>49,752</u>	<u>1.00</u>	<u>49,752</u>	<u>0.00</u>	<u>0</u>
OTHER PERSONAL SERVICES						
Pension		4,975		4,975		0
Workers' Compensation		1,323		1,323		0
Health Benefits		17,054		18,023		0
PEHP		4,564		4,432		0
FICA		3,806		3,806		0
Miscellaneous		140		140		0
TOTAL OTHER PERSONAL SERVICES		<u>31,862</u>		<u>32,699</u>		<u>0</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>81,614 *</u>	<u>1.00</u>	<u>82,451</u>	<u>0.00</u>	<u>0</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Planner II position abolished - #0172

PLANNING AND ZONING
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 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 1) a portion of the State's Property Transfer Tax, which is assessed on all real property transfers, 2) local subdivision matching funds for easement purchases, and 3) 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:

- o Counties without Certified Agricultural Land Preservation Programs are required to remit two-thirds of the revenue to MALPF and retain one-third for agricultural preservation purposes.
- o Counties without a Certified Local Agricultural Land Preservation Program may retain 75% of Agricultural Tax collected for preservation purposes, and are required to remit only 25% to the Foundation.

As of July 2015, the County has preserved 49,342 acres of farmland through County and State Agricultural Programs along with donated easements.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	30,000	30,000	30,000	30,000	30,000
30 SUPPLIES & MATERIALS	1,369	0	0	0	0
40 BUSINESS AND TRAVEL	377	0	0	0	0
70 MISCELLANEOUS	14,257	71,452	20,000	52,500	52,500
GRAND TOTAL	46,003	101,452	50,000	82,500	82,500

FUNDING SOURCE:

28 AG PRESERVATION - STATE	46,003	101,452	50,000	82,500	82,500

PLANNING AND ZONING
Agricultural Preservation - State
Index #064280

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
20,000	52,500	32,500	<u>MISCELLANEOUS</u> increase \$32,500 Increase to provide match necessary for anticipated easement purchases that the Maryland Agricultural Land Preservation Foundation (MALPF) will make on the County's behalf

DIVISION STAFF SUMMARY
Planning and Zoning - Ag Preservation - State
Index #064280

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner III	<u> </u>	<u>30,000</u>	<u> </u>	<u>30,000</u>	<u> </u>	<u>30,000</u>
SALARY TOTAL	<u>0.00</u>	<u>30,000 *</u>	<u>0.00</u>	<u>30,000</u>	<u>0.00</u>	<u>30,000</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

Department of Planning & Zoning - Anticipated FY16 Grants

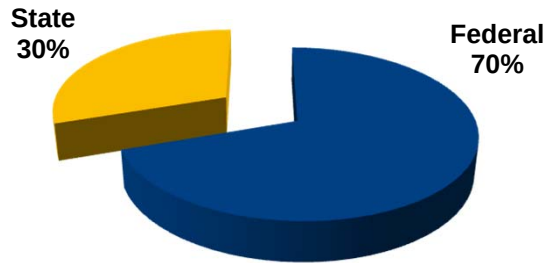
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Hazard Mitigation Grant Program	This funding is for an elevation project for 2054 Park Beach Drive. Property is subject to periodic flooding.	\$56,250					Recurring
Safe Routes to School (Southampton Middle School sidewalk)	The goal of this project is to create safe safe pedestrian access from the surrounding subdivisions to the school's front entrance to increase the number of students walking to school and decrease vehicular congestion and pollution.		\$45,000			7/1/15 - 6/30/16	One-Time
Safe Routes to School (Emmorton Walkability)	The goal of this project is to revitalize the walking culture at Emmorton Elementary and establish "walking and/or bicyling" as the preferred transportation option that the school and parents will continue to promote.		\$8,456			7/1/15 - 6/30/16	One-Time
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	7/1/15 - 6/30/16	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.		\$10,000			7/1/15- 6/30/16	Recurring
	TOTALS:	\$146,442	\$63,456		\$22,548		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$209,898	2	3				

FY16 Anticipated Grant Award Dollars

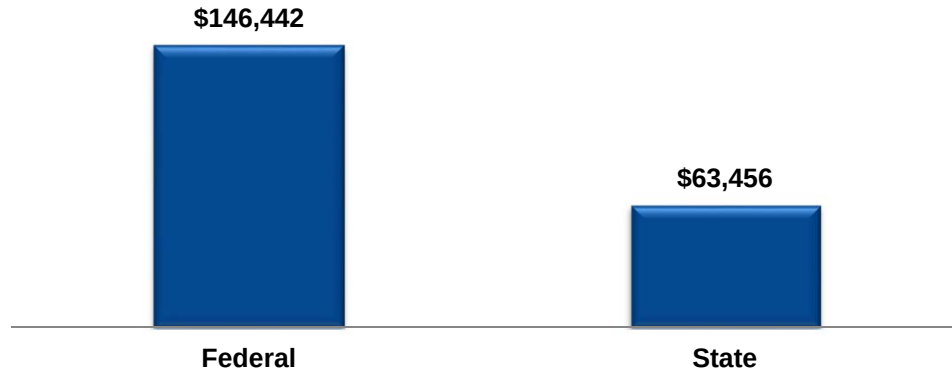
(July 1, 2015 to June 30, 2016)

DEPARTMENT OF PLANNING & ZONING

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars \$209,898*



of Anticipated Grant Awards: 5

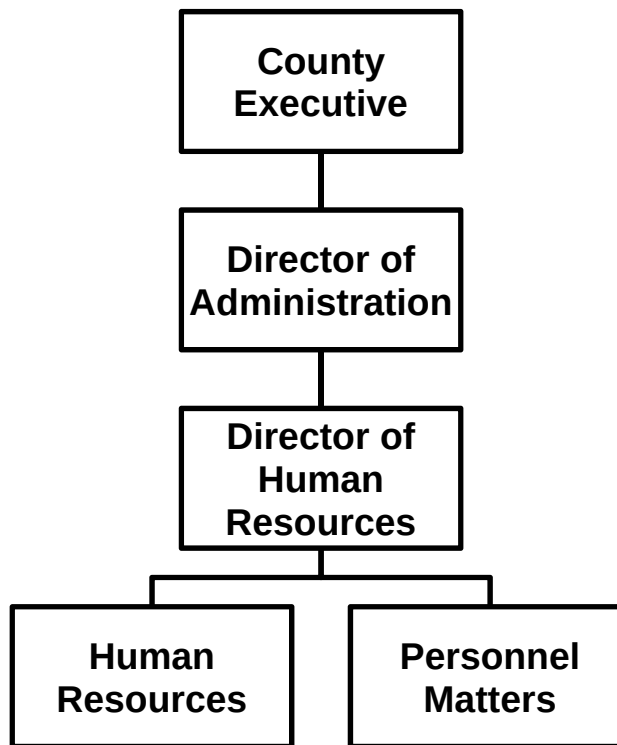
Federal 2
State 3

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 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 and Training; Classification, Compensation and Labor Relations. Administration of the Personnel Code, formulation and administration of employment related policies and procedures, and general employee relations 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 2015 - FY 2016 GOALS:

TO INCREASE THE PROFICIENCY OF THE RECRUITMENT AND SELECTION PROCESS AND TO ASCERTAIN THE RETENTION OF EMPLOYEES

TO EDUCATE, MAINTAIN AND DEVELOP A HIGHLY TRAINED COUNTY WORKFORCE

TO PRESERVE THE HEALTH AND WELL BEING OF HARFORD COUNTY EMPLOYEES BY PROMOTING WELLNESS

HUMAN RESOURCES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,264,579	1,930,255	3,043,811	1,913,715	1,913,715
20 CONTRACTUAL SERVICES	199,447	259,304	199,884	200,484	200,484
30 SUPPLIES AND MATERIALS	4,655	5,297	6,450	6,450	6,450
40 BUSINESS AND TRAVEL	22,737	6,056	19,150	21,000	21,000
70 MISCELLANEOUS	10,067	6,197	11,745	16,745	16,745
GRAND TOTAL	2,501,485	2,207,109	3,281,040	2,158,394	2,158,394

FUNDING SOURCE:

11 GENERAL	1,968,955	1,930,524	2,714,487	1,798,888	1,798,888
25 HIGHWAYS	261,157	149,377	317,343	185,471	185,471
51 WATER AND SEWER OPERATING	271,373	127,208	249,210	174,035	174,035
GRAND TOTAL	2,501,485	2,207,109	3,281,040	2,158,394	2,158,394

SUMMARY BY DIVISION:

GENERAL FUND

082000 HUMAN RESOURCES	765,134	689,254	729,443	901,109	901,109
084110 GENERAL - PERSONNEL MATTERS	1,203,821	1,241,270	1,985,044	897,779	897,779

HIGHWAYS FUND

084250 HIGHWAYS - PERSONNEL MATTERS	261,157	149,377	317,343	185,471	185,471

WATER AND SEWER FUND

084510 WATER & SEWER - PERSONNEL MATTERS	271,373	127,208	249,210	174,035	174,035

GRAND TOTAL	2,501,485	2,207,109	3,281,040	2,158,394	2,158,394

HUMAN RESOURCES

GENERAL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,837,394	1,780,347	2,574,358	1,651,309	1,651,309
20 CONTRACTUAL SERVICES	99,424	135,916	109,784	110,384	110,384
30 SUPPLIES AND MATERIALS	4,655	5,297	6,450	6,450	6,450
40 BUSINESS AND TRAVEL	22,737	6,056	19,150	21,000	21,000
70 MISCELLANEOUS	4,745	2,908	4,745	9,745	9,745
GRAND TOTAL	<u>1,968,955</u>	<u>1,930,524</u>	<u>2,714,487</u>	<u>1,798,888</u>	<u>1,798,888</u>

11 GENERAL	<u>1,968,955</u>	<u>1,930,524</u>	<u>2,714,487</u>	<u>1,798,888</u>	<u>1,798,888</u>
GRAND TOTAL	<u>1,968,955</u>	<u>1,930,524</u>	<u>2,714,487</u>	<u>1,798,888</u>	<u>1,798,888</u>

SUMMARY BY DIVISION:

GENERAL FUND

082000 HUMAN RESOURCES	765,134	689,254	729,443	901,109	901,109
084110 GENERAL - PERSONNEL MATTERS	<u>1,203,821</u>	<u>1,241,270</u>	<u>1,985,044</u>	<u>897,779</u>	<u>897,779</u>
GRAND TOTAL	<u>1,968,955</u>	<u>1,930,524</u>	<u>2,714,487</u>	<u>1,798,888</u>	<u>1,798,888</u>

HUMAN RESOURCES
Director of 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 2015 - FY 2016 GOALS:

TO INCREASE THE PROFICIENCY OF THE RECRUITMENT AND SELECTION PROCESS AND TO ENSURE THE RETENTION OF EMPLOYEES

TO EDUCATE, MAINTAIN AND DEVELOP A HIGHLY TRAINED COUNTY WORKFORCE

TO PRESERVE THE HEALTH AND WELL BEING OF HARFORD COUNTY EMPLOYEES BY PROMOTING WELLNESS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	737,267	669,487	698,843	863,059	863,059
20 CONTRACTUAL SERVICES	14,659	13,720	19,000	19,600	19,600
30 SUPPLIES AND MATERIALS	4,655	5,297	6,450	6,450	6,450
40 BUSINESS AND TRAVEL	8,553	710	5,150	7,000	7,000
70 MISCELLEANOUS	0	40	0	5,000	5,000
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
GRAND TOTAL	<u>765,134</u>	<u>689,254</u>	<u>729,443</u>	<u>901,109</u>	<u>901,109</u>

FUNDING SOURCE:

11 GENERAL	<u>765,134</u>	<u>689,254</u>	<u>729,443</u>	<u>901,109</u>	<u>901,109</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

HUMAN RESOURCES
Director of Human Resources
Index #082000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
698,843	863,059	164,216	<u>PERSONAL SERVICES</u> increase \$164,216 Increase is the net result of two (2) new positions created, 1 clerical assistant, 1 training officer and FY 16 Merit Salary increase offset by Temporary salaries used for new clerical assistant II, pension, workers' compensation, health benefits and FICA adjustments
5,150	7,000	1,850	<u>BUSINESS AND TRAVEL</u> increase \$1,850 Increase is the net result of mileage and membership fees & dues based on actual expense history
0	5,000	5,000	<u>MISCELLEANOUS</u> increase \$5,000 Increase is the net result of service awards for employee of the month awards previously budgeted in County Executive budget

DEPARTMENT STAFF SUMMARY
HUMAN RESOURCES
Index # 082000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary III	1.00	58,381	1.00	58,381	1.00	56,700
Clerical Assistant II	0.00	0	0.00	0	1.00	33,091 A
Clerk Typist	0.00	0	0.00	0	0.00	0
Deputy Director of Human Resources	1.00	96,640	1.00	115,000	1.00	95,000
Director, Human Resources	1.00	115,370	1.00	119,000	1.00	131,066
Human Resources Analyst	0.00	0	0.00	0	0.00	0
Human Resources Manager	1.00	73,850	1.00	73,850	1.00	74,850
Human Resources Specialist	1.00	50,365	1.00	50,365	2.00	92,265 B
Human Resources Technician	1.00	33,100	1.00	33,100	0.00	0
Senior Human Resources Analyst	1.00	60,285	1.00	60,285	1.00	61,285
Training Officer	0.00	0	0.00	0	1.00	61,795 C
FULL-TIME SALARIES	<u>7.00</u>	<u>487,991</u>	<u>7.00</u>	<u>509,981</u>	<u>9.00</u>	<u>606,052</u>
SALARY OFFSET		<u>0</u>		<u>-57,500</u>		<u>0</u>
TOTAL FULL-TIME SALARIES	<u>7.00</u>	<u>487,991</u>	<u>7.00</u>	<u>452,481</u>	<u>9.00</u>	<u>606,052</u>
TEMPORARY SALARIES		<u>50,000</u>		<u>24,000</u>		<u>0</u>
SALARY TOTAL	<u>7.00</u>	<u>537,991</u>	<u>7.00</u>	<u>476,481</u>	<u>9.00</u>	<u>606,052</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		48,799		53,398		60,605
Workers' Compensation		2,587		2,693		1,582
Health Benefits		78,813		111,129		134,416
PEHP		9,127		13,296		13,560
FICA		41,053		40,726		45,584
Miscellaneous		<u>980</u>		<u>1,120</u>		<u>1,260</u>
TOTAL OTHER PERSONAL SERVICES		<u>181,359</u>		<u>222,362</u>		<u>257,007</u>
TOTAL PERSONAL SERVICES	<u>7.00</u>	<u>719,350 *</u>	<u>7.00</u>	<u>698,843</u>	<u>9.00</u>	<u>863,059</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Clerical Assistant II position transferred from Recycling - #3529

B - One (1) Human Resources Technician promoted to Human Resources Specialist - #0202

C - One (1) Training Officer transferred from Risk Management- #0097

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

II. Investing in our Workforce

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$0	\$0	\$0	\$0	\$0
Number of staff	1	2	2	2	2
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	11	1	1	1	15
<u>Service Quality:</u>					
Percent of employees reached via promotions & services	45%	20%	20%	20%	50%
Percent of employees/retirees participating in wellness fairs	20%	20%	20%	20%	40%
<u>Outcome:</u>					
Benefits preserved with no reduction in service	Yes	Yes	Yes	Yes	Yes
Percent of increase in health care benefit costs	7%	0%	10%	10%	10%

Explanation and Analysis of Performance Measures

Due to the state of the economy, our wellness budget was greatly reduced.

*In 2013 & 2014 wellness was paid through a fund maintained by CareFirst.

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 provide 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,527,312	1,260,768	2,344,968	1,050,656	1,050,656
20 CONTRACTUAL SERVICES	184,788	245,584	180,884	180,884	180,884
40 BUSINESS AND TRAVEL	14,184	5,346	14,000	14,000	14,000
70 MISCELLANEOUS	10,067	6,157	11,745	11,745	11,745
GRAND TOTAL	1,736,351	1,517,855	2,551,597	1,257,285	1,257,285

FUNDING SOURCE:

11 GENERAL	1,203,821	1,241,270	1,985,044	897,779	897,779
25 HIGHWAYS	261,157	149,377	317,343	185,471	185,471
51 WATER AND SEWER OPERATING	271,373	127,208	249,210	174,035	174,035
GRAND TOTAL	1,736,351	1,517,855	2,551,597	1,257,285	1,257,285

SUMMARY BY DIVISION:

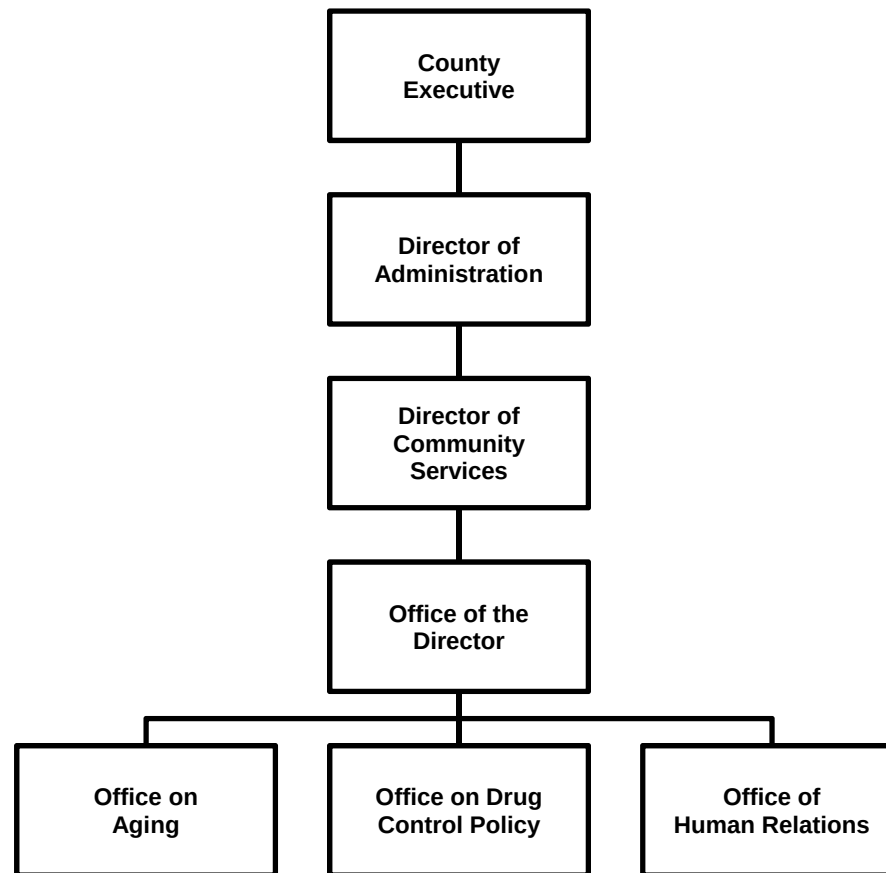
084110 GENERAL - PERSONNEL MATTERS	1,203,821	1,241,270	1,985,044	897,779	897,779
084250 HIGHWAYS - PERSONNEL MATTERS	261,157	149,377	317,343	185,471	185,471
084510 WATER & SEWER - PERSONNEL MATTERS	0	0	0	174,035	174,035
	271,373	127,208	249,210	0	0
GRAND TOTAL	1,736,351	1,517,855	2,551,597	1,257,285	1,257,285

HUMAN RESOURCES Personnel Matters Index #084110, 084250, 084510					
GENERAL FUND PERSONNEL MATTERS INDEX # 084110	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
1102 Special Pays For anticipated retirement leave payouts	808,725	821,493	1,510,000	500,000	500,000
1355 PEHP (Post Employment Health Plan)	218,055	226,553	250,000	250,000	250,000
1602 Social Security	73,347	62,814	115,515	38,250	38,250
2401 Personnel/Recruitment	13,566	1,869	3,500	3,500	3,500
2601 Medical Services	45,205	49,823	53,384	53,384	53,384
2602 Legal Services	3,873	3,728	3,900	3,900	3,900
2603 Management Services Wellness program and consultant for health benefits	22,121	66,776	30,000	30,000	30,000
4702 In-House Training	14,184	5,346	14,000	14,000	14,000
7703 Service Awards	4,745	2,868	4,745	4,745	4,745
TOTAL INDEX	1,203,821	1,241,270	1,985,044	897,779	897,779

HUMAN RESOURCES Personnel Matters Index #084110, 084250, 084510					
HIGHWAYS FUND PERSONNEL MATTERS INDEX # 084250	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
1102 Special Pays For anticipated retirement leave payouts	215,419	74,718	245,000	122,500	122,500
1355 PEHP (Post Employment Health Plan)	268	21,780	25,000	25,000	25,000
1602 Social Security	14,124	5,716	18,743	9,371	9,371
2401 Personnel/Recruitment	6,783	934	500	500	500
2601 Medical Services	10,533	10,680	13,000	13,000	13,000
2602 Legal Services	375	300	600	600	600
2603 Management Services Wellness program and consultant for health benefits	10,994	33,634	11,000	11,000	11,000
7703 Service Awards	2,661	1,615	3,500	3,500	3,500
TOTAL INDEX	261,157	149,377	317,343	185,471	185,471

HUMAN RESOURCES Personnel Matters Index #084110, 084250, 084510					
WATER & SEWER FUND PERSONNEL MATTERS INDEX # 084510	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
1102 Special Pays For anticipated retirement leave payouts	191,171	17,111	140,000	70,000	70,000
1355 PEHP (Post Employment Health Plan)	335	29,274	30,000	30,000	30,000
1602 Social Security	5,868	1,309	10,710	5,535	5,535
2401 Personnel/Recruitment	6,783	934	1,000	1,000	1,000
2601 Medical Services	52,908	45,165	52,000	52,000	52,000
2602 Legal Services	653	607	1,000	1,000	1,000
2603 Management Services Wellness program and consultant for health benefits	10,994	31,134	11,000	11,000	11,000
7703 Service Awards	2,661	1,674	3,500	3,500	3,500
TOTAL INDEX	271,373	127,208	249,210	174,035	174,035

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: Grant-in-Aid; Disabilities Coordination; the Office on Aging; the Office of Drug Control Policy; Commission for Women, Volunteer Connection; Human Relations; Mediation Commission; Transitional Services; Kids C.A.N. Mentoring Program; and Drug Court Treatment Programs.

The Department also meets the needs of the community by developing and maintaining close working relationships with other County, State, and private agencies. This effort has created an all encompassing network of core service provisions 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 2015 - FY 2016 GOALS:

TO REDUCE SUBSTANCE ABUSE IN HARFORD COUNTY AND ITS NEGATIVE PERSONAL AND ECONOMIC IMPACT ON HARFORD COUNTY FAMILIES

TO ENHANCE THE ABILITY OF PUBLIC AND PRIVATE SECTOR ORGANIZATIONS TO PROVIDE HUMAN SERVICES TO HARFORD COUNTY CITIZENS

TO PROVIDE INFORMATION AND ASSISTANCE TO THE ELDERLY IN ORDER TO ENABLE THEM TO REMAIN INDEPENDENT WITH AN ENHANCED QUALITY OF LIFE

COMMUNITY SERVICES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,763,076	3,880,887	3,914,938	2,661,265	2,739,059
20 CONTRACTUAL SERVICES	292,472	291,862	331,015	226,460	226,460
30 SUPPLIES AND MATERIALS	31,957	44,604	36,575	29,975	29,975
40 BUSINESS AND TRAVEL	81,526	64,270	197,399	30,379	30,379
50 CAPITAL OUTLAY	216	6,402	0	0	0
70 MISCELLANEOUS	2,779,211	3,045,701	3,464,051	1,546,324	1,546,324
80 INTER-GOVERNMENTAL/INTERFUND	306	0	410	310	310
GRAND TOTAL	<u>6,948,764</u>	<u>7,333,726</u>	<u>7,944,388</u>	<u>4,494,713</u>	<u>4,572,507</u>

SUMMARY BY FUND:

11 GENERAL	<u>6,948,764</u>	<u>7,333,726</u>	<u>7,944,388</u>	<u>4,494,713</u>	<u>4,572,507</u>
GRAND TOTAL	<u>6,948,764</u>	<u>7,333,726</u>	<u>7,944,388</u>	<u>4,494,713</u>	<u>4,572,507</u>

SUMMARY BY DIVISION:

091000	DIRECTOR OF COMMUNITY SVCS	633,366	732,857	718,194	1,490,489	1,568,283
094000	OFFICE OF DRUG CONTROL POLICY	961,016	1,019,054	1,013,861	1,055,783	1,055,783
095000	COMMUNITY DEVELOPMENT	1,495,421	1,360,403	1,479,499	0	0
096300	EMERGENCY ASSISTANCE	166,869	163,200	161,421	0	0
097100	OFFICE ON AGING	1,745,785	1,750,943	1,862,412	1,948,441	1,948,441
097200	HARFORD TRANSIT	<u>1,946,307</u>	<u>2,307,269</u>	<u>2,709,001</u>	<u>0</u>	<u>0</u>
GRAND TOTAL		<u>6,948,764</u>	<u>7,333,726</u>	<u>7,944,388</u>	<u>4,494,713</u>	<u>4,572,507</u>

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
3,914,938	2,739,059	(1,175,879)	<u>PERSONAL SERVICES</u> decrease (\$1,253,673) There was a net result of ten (10) positions transferred out of the Department of Community Services to the Office of Economic Development - Harford Transit; three (3) positions transferred to Housing and Community Development; one (1) vacant part-time Cultural Arts Board position abolished; and two (2) vacant full time positions abolished. Additionally adjustments were made to health benefits, pension, Post Employment Health Plan (PEHP) and funding for overtime was moved to Harford Transit.
331,015	226,460	(104,555)	<u>CONTRACTUAL SERVICES</u> decrease (\$104,555) Expenses for Harford Transit moved to the new Office of Economic Development index per Executive Order 14-09 (electricity, building/custodial expenses, heating fuel, telephone, operating and communication equipment).
36,575	29,975	(6,600)	<u>SUPPLIES AND MATERIALS</u> decrease (\$6,600) Expenses for Harford Transit moved to the Office of Economic Development (office supplies, printing expenses, office mailing, paper, janitorial, etc.); and office supply and mailing expenses for Community Development moved to the Department of Housing and Community Development.
197,399	30,379	(167,020)	<u>BUSINESS AND TRAVEL</u> DECREASE (\$167,020) County owned vehicle, fuel, non-targeted charges, mileage reimbursement, transportation and membership fees for Harford Transit transferred to the Office of Economic Development; adjustments made to transportation costs for Office of Drug Control based on actual expense history; and membership fees and dues decreased with abolishment of Cultural Arts Board positions

COMMUNITY SERVICES

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
3,464,051	1,546,324	(1,917,727)	<u>MISCELLANEOUS</u> decrease (\$1,917,727) Grant funding for Harford Transit in the amount of \$1,640,902 was transferred to the Office of Economic Development as well as Grant in Aid funding in the amount of \$363,962 moved to the Department of Housing and Community Development from Community Services. Other adjustments to grants made based on matching funds, covering health care expenses or reduction in grant allocations.

**DEPARTMENT STAFF SUMMARY
COMMUNITY SERVICES**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	1.00	37,300	1.00	39,900	0.00	0
Accounting Technician II	1.00	52,378	1.00	52,378	0.00	0
Administrative Assistant I	3.00	125,847	3.00	125,847	2.00	88,101
Administrative Assistant II	2.00	86,171	2.00	86,171	2.00	120,494
Administrative Budget Technician I	0.00	0	1.00	39,900	1.00	40,900
Administrative Budget Technician II	1.00	69,206	1.00	51,514	0.00	0
Administrative Secretary III	1.00	66,995	1.00	50,000	1.00	56,000
Administrative Specialist I	3.00	184,280	3.00	184,280	4.00	225,029
Administrative Specialist II	2.00	135,801	2.00	135,801	0.00	0
Administrator	4.00	317,377	4.00	317,377	2.00	164,105
Client Advocacy Services Assistant Manager	1.00	54,924	1.00	54,924	2.00	105,600
Client Advocacy Services Manager	2.00	150,338	2.00	150,338	2.00	152,338
Communications Specialist I	2.00	74,439	1.00	36,123	0.00	0
Communications Specialist II	1.00	45,578	2.00	85,043	0.00	0
Coordinator for Disabilities	1.00	48,000	1.00	48,000	1.00	49,000
Deputy Director of Community Services	1.00	93,600	1.00	98,280	1.00	98,280
Director of Community Services	1.00	115,370	1.00	115,370	1.00	105,000
Grants Specialist II	1.00	39,900	1.00	39,900	0.00	0
Housing Services Coordinator	1.00	73,118	1.00	73,118	0.00	0
Housing Services Counselor	1.00	64,371	1.00	64,371	0.00	0
Human Relations Manager	1.00	67,600	1.00	67,600	1.00	68,600
Juvenile Drug Court Coordinator	1.00	61,235	1.00	61,235	1.00	62,235
Long Term Care Coordinator	1.00	53,925	1.00	53,925	1.00	54,925
Manager, Harford Transit	1.00	70,720	1.00	70,720	0.00	0
Manager, Senior Center Division	1.00	62,400	1.00	62,400	1.00	63,400

**DEPARTMENT STAFF SUMMARY
COMMUNITY SERVICES**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planner I	1.00	62,400	1.00	62,400	1.00	63,400
Senior Center Specialist	2.00	108,231	2.00	108,231	2.00	104,097
FULL-TIME SALARIES	38.00	2,321,504	39.00	2,335,146	26.00	1,621,504
SALARY OFFSET		(33,436)		(34,227)		0
TOTAL FULL-TIME SALARIES	38.00	2,288,068	39.00	2,300,919	26.00	1,621,504
PART-TIME SALARIES						
Cultural Arts Board Coordinator	1.00	53,292	0.50	24,960	0.00	0
TOTAL PART-TIME SALARIES	1.00	53,292	0.50	24,960	0.00	0
TEMPORARY SALARIES		422,510		397,673		329,305
SALARY TOTAL	39.00	2,763,870	39.50	2,723,552	26.00	1,950,809
OTHER PERSONAL SERVICES						
Pension		265,760		262,679		176,572
Workers' Compensation		23,396		21,270		5,216
Health Benefits		597,381		607,955		408,909
PEHP		55,494		70,912		49,720
Overtime		20,000		12,186		0
FICA		212,860		210,008		143,285
Miscellaneous		6,292		6,376		4,548
TOTAL OTHER PERSONAL SERVICES		1,181,183		1,191,386		788,250
TOTAL PERSONAL SERVICES	39.00	3,945,053 *	39.50	3,914,938	26.00	2,739,059

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

COMMUNITY SERVICES
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 of Community Services coordinates programs which meet an array of needs in Harford County. The agencies and programs that provide services are: Grant-in-Aid; Disabilities Coordination; the Office on Aging; the Office of Drug Control Policy; Commission for Women; Volunteer Connection; Human Relations; Mediation Commission; Transitional Services; Kids C.A.N. Mentoring Program; and Drug Court Treatment Programs.

The Department also meets the needs of the community by developing and maintaining close working relationships with other County, State, and private agencies. This effort has created an all encompassing network of core service provisions for our citizens.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	562,926	637,830	624,275	852,258	930,052
20 CONTRACTUAL SERVICES	40,690	31,989	44,900	36,100	36,100
30 SUPPLIES AND MATERIALS	4,891	4,803	4,450	5,000	5,000
40 BUSINESS AND TRAVEL	2,274	2,340	2,524	3,179	3,179
70 MISCELLANEOUS	22,500	55,895	41,985	593,892	593,892
80 INTER-GOVERNMENTAL/INTERFUND	85	0	60	60	60
GRAND TOTAL	633,366	732,857	718,194	1,490,489	1,568,283

FUNDING SOURCE:

11 GENERAL	633,366	732,857	718,194	1,490,489	1,568,283

COMMUNITY SERVICES Director of Community Services Index #091000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
624,275	930,052	305,777	<u>PERSONAL SERVICES</u> increase \$305,777 Increase is the net result of the FY 16 Merit Increase, the transfer of four (4) positions in, and one (1) full time and one (1) part-time position transferred out; as well as health insurance and Post Employment Health Plan (PEHP)
44,900	36,100	(8,800)	<u>CONTRACTUAL SERVICES</u> decrease (\$8,800) Other Professional Services decrease for Sign Language Interpreter for Disabilities meetings and consultant services reduced based on actual expense history.
4,450	5,000	550	<u>MATERIALS & SUPPLIES</u> increase \$550 Funding transferred from Community Development to cover Office Supplies and Office Mailing for three additional employees transferred to this division
2,524	3,179	655	<u>BUSINESS & TRAVEL</u> increase \$655 Funding transferred from Community Development to cover Mileage Reimbursement and Lodging for three additional employees transferred to this division, and an adjustment for membership fees due to reduction of Cultural Arts Board memberships
41,985	593,892	551,907	<u>MISCELLANEOUS</u> increase \$551,907 Grants and Contributions previously funded in the Office of the County Executive and the Division of Community Development have been moved to the Office of Director. In addition, \$12,500 in funding for the Local Management Board Grant is provided for additional hours and PEHP for one (1) grant employee; and \$28,985 in additional funding is provided to the Mediation Program to cover health benefit and a lower grant award

DIVISION STAFF SUMMARY
Director of Community Services
Index #091000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	54,404	1.00	54,404	0.00	0 A
Administrative Assistant II	0.00	0	0.00	0	1.00	77,794 G
Administrative Secretary III	1.00	66,995	1.00	50,000	1.00	56,000
Administrative Specialist I	1.00	55,057	1.00	55,057	2.00	93,806 B
Coordinator for Disabilities	0.00	0	0.00	0	1.00	49,000 C
Deputy Director of Community Services	1.00	93,600	1.00	98,280	1.00	98,280
Director of Community Services	1.00	115,370	1.00	115,370	1.00	105,000
Human Relations Manager	0.00	0	0.00	0	1.00	68,600 D
TOTAL FULL-TIME SALARIES	5.00	385,426	5.00	373,111	8.00	548,480
PART-TIME SALARIES						
Cultural Arts Board Coordinator	1.00	53,292	0.50	24,960	0.00	0 E
TOTAL PART-TIME SALARIES						
	1.00	53,292	0.50	24,960	0.00	0
TEMPORARY SALARIES						
		6,501		31,461		112,421 F
SALARY TOTAL						
	6.00	445,219	5.50	429,532	8.00	660,901

DIVISION STAFF SUMMARY
Director of Community Services
Index #091000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		44,522		42,953		58,310
Workers' Compensation		6,087		6,107		1,606
Health Benefits		105,476		98,409		140,768
PEHP		9,127		13,296		22,600
FICA		33,955		32,858		44,607
Miscellaneous		1,120		1,120		1,260
TOTAL OTHER PERSONAL SERVICES		200,287		194,743		269,151
TOTAL PERSONAL SERVICES	6.00	645,506 *	5.50	624,275	8.00	930,052

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Assistant I position abolished - #2284

B - One (1) vacant Administrative Specialist II position transferred from Community Development 095000 and filled as an Administrative Specialist I - #2398

C - One (1) Coordinator for Disabilities transferred from Community Development 095000 - #2704

D - One (1) Human Relations Manager transferred from Community Development 095000 - #0053

E - One (.50) vacant part-time Cultural Arts Board position abolished - #0519

F - Temporary Services provide for an Administrative Specialist II, Clerk Typist and a part-time Administrative Specialist I

G - One (1) Administrative Assistant II transferred from Procurement Operations 031000 - #0099 due to Amendment #2

DEPARTMENT OF COMMUNITY SERVICES - HUMAN RELATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

The Office of Human Relations supports the Human Relations Commission, a group of 15 volunteer citizens dedicated to "alleviating social problems and promoting equality, understanding and harmonious relations between the citizens of the County". Members of the commission are selected to host/support three events in the community that advocate cultural appreciation; coordinate 2 pastors and community leaders summits, analyze relevant data to identify real and perceived barriers that impede equal opportunities at monthly human relations commissions meetings. Also need to host Women of Tomorrow, host/support two community events focused on empowering women; process all complaints received with a timely manner; and maintain an agreement with the local fair housing agency to educate the public concerning their rights and remedies related to fair housing laws providing at least one educational session.

County Goal(s) Supported

III. Strengthen Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Seek Grant/Sponsorship Funding for Initiatives	N/A	N/A	N/A	N/A	\$10,000
<u>Output:</u>					
Host three cultural appreciation events	N/A	N/A	N/A	N/A	3
Expand marketing and outreach	N/A	N/A	N/A	N/A	180,000
Host/support two community events focused on empowering women	N/A	N/A	N/A	N/A	2
Coordinate two Pastors & Community Leaders summits	N/A	N/A	N/A	N/A	2
Coordinate Day of Service	N/A	N/A	N/A	N/A	1
<u>Efficiency:</u>					
Complaints investigated and closed in 90 days	N/A	N/A	N/A	N/A	All meet/exceed
Expand community partnerships to increase programs & resources within the community	N/A	N/A	N/A	N/A	All meet/exceed
Implement accountability measures for all programs	N/A	N/A	N/A	N/A	All meet/exceed
<u>Outcome:</u>					
Increased awareness of Human Relations services, Fair Housing resources, and other initiatives; expand community partnerships including faith based organizations, youth groups and law enforcement.	N/A	N/A	N/A	N/A	2.0% 38

Major Related Plans and Policies

Harford Next

COMMUNITY SERVICES
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 community 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 '2015 - '2016 GOAL:

TO REDUCE SUBSTANCE ABUSE IN HARFORD COUNTY AND ITS NEGATIVE PERSONAL AND ECONOMIC IMPACT ON HARFORD COUNTY FAMILIES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	574,803	585,698	560,261	504,583	504,583
20 CONTRACTUAL SERVICES	115,255	115,148	128,250	128,250	128,250
30 SUPPLIES AND MATERIALS	14,805	27,110	15,900	15,900	15,900
40 BUSINESS AND TRAVEL	22,075	12,339	19,550	17,250	17,250
70 MISCELLANEOUS	234,078	278,759	289,800	389,800	389,800
80 INTER-GOVERNMENTAL/INTERFUND	0	0	100	0	0
GRAND TOTAL	961,016	1,019,054	1,013,861	1,055,783	1,055,783

FUNDING SOURCE:

11 GENERAL	961,016	1,019,054	1,013,861	1,055,783	1,055,783

COMMUNITY SERVICES
Office of Drug Control Policy
Index #094000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
560,261	504,583	(55,678)	<u>PERSONAL SERVICES</u> decrease (\$55,678) Decrease was the result of a decrease in temporary salaries. One (1) Juvenile Drug Court Specialist was eliminated and hours for one (1) Prevention Associate were decreased. Adjustments were also made in Pension, Health Benefits and FICA.
19,550	17,250	(2,300)	<u>BUSINESS AND TRAVEL</u> decrease (\$2,300) Transportation costs decreased based on actual expense history
289,800	389,800	100,000	<u>MISCELLANEOUS</u> increase \$100,000 Funding provides for health expenses that grants cannot cover, as well as support to the Mann House, Service Reform Initiative and new funding for a Center for Excellence for Heroin Addiction

DIVISION STAFF SUMMARY
Office of Drug Control Policy
Index #094000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	53,874	1.00	53,874	1.00	54,874
Administrator	1.00	88,727	1.00	88,727	1.00	89,727
Juvenile Drug Court Coordinator	1.00	61,235	1.00	61,235	1.00	62,235
TOTAL FULL-TIME SALARIES	3.00	203,836	3.00	203,836	3.00	206,836
TEMPORARY SALARIES		211,689		211,689		165,884
SALARY TOTAL	3.00	415,525	3.00	415,525	3.00	372,720
OTHER PERSONAL SERVICES						
Pension		37,163		37,164		32,883
Workers' Compensation		469		469		707
Health Benefits		80,856		70,080		64,192
PEHP		4,564		4,432		4,520
FICA		31,787		31,787		28,513
Miscellaneous		804		804		1,048
TOTAL OTHER PERSONAL SERVICES		155,643		144,736		131,863
TOTAL PERSONAL SERVICES	3.00	571,168 *	3.00	560,261	3.00	504,583

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF COMMUNITY SERVICES - OFFICE OF DRUG CONTROL

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To reduce substance abuse in Harford County and its negative personal and economic impact on Harford County families.

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 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Substance Abuse Programs	202	206	223	201	225
Funds from Grants	\$472,028	\$550,408	\$806,141	\$733,241	\$700,000
Number of grants applied for	9	9	11	10	10
<u>Output:</u>					
Number of participants	19,007	13,340	16,095	18,396	20,000
Progress reports related to grants	60	60	72	70	70
Number of grants awarded	9	9	11	10	10
<u>Efficiency:</u>					
Number of grants renewed	9	9	11	10	10
<u>Service Quality:</u>					
Results of:					
Participant Surveys	Excellent	Excellent	Excellent	Excellent	Excellent
Progress Reports	60	60	72	70	70
<u>Outcome:</u>					
Reduction of 12th graders using marijuana & binge drinking	4.7%	0.0%	0.0%	0.0%	2.0%
Number of drug/alcohol overdoses	38	39	43	43	38

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
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 grants 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.

Functions of this division will be split between Community Services - Director of Community Services and Housing & Community Development in FY 16.

FY '2015 - '2016 GOAL:

TO ENHANCE THE ABILITY OF PUBLIC AND PRIVATE SECTOR ORGANIZATIONS TO PROVIDE HUMAN SERVICES TO HARFORD COUNTY CITIZENS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	523,962	534,283	601,762	0	0
20 CONTRACTUAL SERVICES	1,421	1,104	1,400	0	0
30 SUPPLIES AND MATERIALS	1,304	955	1,100	0	0
40 BUSINESS AND TRAVEL	2,831	1,144	1,500	0	0
70 MISCELLANEOUS	965,903	822,917	873,737	0	0
GRAND TOTAL	<u>1,495,421</u>	<u>1,360,403</u>	<u>1,479,499</u>	<u>0</u>	<u>0</u>

FUNDING SOURCE:

11 GENERAL	<u>1,495,421</u>	<u>1,360,403</u>	<u>1,479,499</u>	<u>0</u>	<u>0</u>

COMMUNITY SERVICES Community Development Index #095000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
			Operating Expenses for this Division have been reallocated between Community Services - Director of Community Service and Housing and Community Development:
601,762	0	(601,762)	<u>PERSONAL SERVICES</u> decrease (\$601,762)
1,400	0	(1,400)	<u>CONTRACTUAL SERVICES</u> decrease (\$1,400)
1,100	0	(1,100)	<u>MATERIALS & SUPPLIES</u> decrease (\$1,100)
1,500	0	(1,500)	<u>BUSINESS & TRAVEL</u> decrease (\$1,500)
873,737	0	(873,737)	<u>MISCELLANEOUS</u> decrease (\$873,737)

DIVISION STAFF SUMMARY
Community Development
Index #095000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Budget Technician II	0.00	0	1.00	51,514	0.00	0 A
Administrative Specialist II	1.00	62,400	1.00	62,400	0.00	0 B
Administrator	1.00	66,872	1.00	66,872	0.00	0 C
Coordinator for Disabilities	1.00	48,000	1.00	48,000	0.00	0 D
Housing Services Coordinator	1.00	73,118	1.00	73,118	0.00	0 E
Human Relations Manager	1.00	67,600	1.00	67,600	0.00	0 F
FULL-TIME SALARIES	<u>5.00</u>	<u>317,990</u>	<u>6.00</u>	<u>369,504</u>	<u>0.00</u>	<u>0</u>
SALARY OFFSET	<u></u>	<u>(33,436)</u>	<u></u>	<u>(24,727)</u>	<u></u>	<u>0</u>
TOTAL FULL-TIME SALARIES	5.00	284,554	6.00	344,777	0.00	0
TEMPORARY SALARIES	<u></u>	<u>87,455</u>	<u></u>	<u>66,848</u>	<u></u>	<u>0 C</u>
SALARY TOTAL	<u><u>5.00</u></u>	<u><u>372,009</u></u>	<u><u>6.00</u></u>	<u><u>411,625</u></u>	<u><u>0.00</u></u>	<u><u>0</u></u>

DIVISION STAFF SUMMARY
Community Development
Index #095000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		PROPOSED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		37,200		41,162	0.00	0
Workers' Compensation		2,248		2,309	0.00	0
Health Benefits		92,176		96,497	0.00	0
PEHP		14,421		17,728	0.00	0
FICA		28,458		31,489	0.00	0
Miscellaneous		868		952	0.00	0
TOTAL OTHER PERSONAL SERVICES		175,371		190,137		0
TOTAL PERSONAL SERVICES	5.00	547,380 *	6.00	601,762	0.00	0

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Administrative Budget Technician II transferred to Housing & Community Development 171000 - #3025

B - One (1) vacant Administrative Specialist II position transferred to Director Community Services 091000 and filled as Administrative Specialist I - #2398

C - One (1) vacant Administrator position abolished - #3584

D - One (1) Coordinator of Disabilities transferred to Director Community Services 091000 - #2704

E - One (1) vacant Housing Services Coordinator position transferred to Housing & Community Development 171000 and filled as
a Grants Specialist - #1956

F - One (1) Human Relations Manager position transferred to Director Community Services 091000 - #0053

COMMUNITY SERVICES
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 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.

This index will be closed July 1, 2015.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	95,446	90,398	89,722	0	0
70 MISCELLANEOUS	<u>71,423</u>	<u>72,802</u>	<u>71,699</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>166,869</u>	<u>163,200</u>	<u>161,421</u>	<u>0</u>	<u>0</u>

FUNDING SOURCE:

11 GENERAL	<u>166,869</u>	<u>163,200</u>	<u>161,421</u>	<u>0</u>	<u>0</u>

COMMUNITY SERVICES Emergency Assistance Index #096300

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
			Operating expenses for this Division have been reallocated between the Department of Housing and Community Development
89,722	0	(89,722)	<u>PERSONAL SERVICES</u> decrease (\$89,722)
71,699	0	(71,699)	<u>MISCELLANEOUS</u> decrease (\$71,699)

DIVISION STAFF SUMMARY
Emergency Assistance
Index #096300

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Housing Services Counselor	<u>1.00</u>	<u>64,371</u>	<u>1.00</u>	<u>64,371</u>	<u>0.00</u>	<u>0</u>
SALARY TOTAL	<u>1.00</u>	<u>64,371</u>	<u>1.00</u>	<u>64,371</u>	<u>0.00</u>	<u>0</u>
OTHER PERSONAL SERVICES						
Pension		6,437		6,437	0.00	0
Workers' Compensation		148		148	0.00	0
Health Benefits		12,965		13,702	0.00	0
FICA		4,924		4,924	0.00	0
Miscellaneous		<u>140</u>		<u>140</u>	<u>0.00</u>	<u>0</u>
TOTAL OTHER PERSONAL SERVICES		<u>24,614</u>		<u>25,351</u>		<u>0</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>88,985 *</u>	<u>1.00</u>	<u>89,722</u>	<u>0.00</u>	<u>0</u>

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A- One (1) Housing Services Coordinator filled as a Grants Specialist I and transferred to Housing & Community Development 171000 - #1971

COMMUNITY SERVICES
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 '2015 - '2016 GOAL:

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,324,393	1,273,024	1,237,639	1,304,424	1,304,424
20 CONTRACTUAL SERVICES	58,885	67,908	60,670	62,110	62,110
30 SUPPLIES AND MATERIALS	9,571	8,016	9,075	9,075	9,075
40 BUSINESS AND TRAVEL	8,100	9,690	8,850	9,950	9,950
70 MISCELLANEOUS	344,615	392,305	545,928	562,632	562,632
80 INTER-GOVERNMENTAL/INTERFUND	221	0	250	250	250
GRAND TOTAL	<u>1,745,785</u>	<u>1,750,943</u>	<u>1,862,412</u>	<u>1,948,441</u>	<u>1,948,441</u>

FUNDING SOURCE:

11 GENERAL	<u>1,745,785</u>	<u>1,750,943</u>	<u>1,862,412</u>	<u>1,948,441</u>	<u>1,948,441</u>

COMMUNITY SERVICES
Office on Aging
Index #097100

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,237,639	1,304,424	66,785	<u>PERSONAL SERVICES</u> increase \$66,785 Increase is the result of the FY 16 Merit salary increase, the transfer of one (1) position out and one (1) position in, temporary funding for a Maryland Access Point (MAP) coordinator, and adjustments to health benefits, pension and Post Employment Health Plan (PEHP)
60,670	62,110	1,440	<u>CONTRACTUAL SERVICES</u> increase \$1,440 Electricity increase based on actual expense history
8,850	9,950	1,100	<u>BUSINESS & TRAVEL</u> increase \$1,000 Increase in County Vehicle Maintenance costs and non-targeted costs based on actual expense history
545,928	562,632	16,704	<u>MISCELLANEOUS</u> increase \$16,704 Increase based on health and PEHP costs not covered by grants as well as additional match funding

DIVISION STAFF SUMMARY

Office on Aging

Index #097100

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	2.00	71,443	2.00	71,443	2.00	88,101 A
Administrative Assistant II	1.00	41,700	1.00	41,700	1.00	42,700
Administrative Budget Technician I	0.00	0	1.00	39,900	1.00	40,900 B
Administrative Budget Technician II	1.00	69,206	0.00	0	0.00	0
Administrative Specialist I	1.00	75,349	1.00	75,349	1.00	76,349
Administrative Specialist II	1.00	73,401	1.00	73,401	0.00	0
Administrator	1.00	73,378	1.00	73,378	1.00	74,378
Client Advocacy Services Assistant Manager	1.00	54,924	1.00	54,924	2.00	105,600 C
Client Advocacy Services Manager	2.00	150,338	2.00	150,338	2.00	152,338
Long Term Care Coordinator	1.00	53,925	1.00	53,925	1.00	54,925
Manager, Senior Center Division	1.00	62,400	1.00	62,400	1.00	63,400
Planner I	1.00	62,400	1.00	62,400	1.00	63,400
Senior Center Specialist	2.00	108,231	2.00	108,231	2.00	104,097
FULL-TIME SALARIES	15.00	896,695	15.00	867,389	15.00	866,188
SALARY OFFSET		0		(9,500)		51,000 D
SALARY TOTAL	15.00	896,695	15.00	857,889	15.00	917,188

DIVISION STAFF SUMMARY

Office on Aging

Index #097100

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		83,430		80,499		85,379
Workers' Compensation		9,535		9,468		2,903
Health Benefits		189,555		208,032		203,949
PEHP		9,127		13,296		22,600
FICA		68,597		66,355		70,165
Miscellaneous		2,100		2,100		2,240
TOTAL OTHER PERSONAL SERVICES		362,344		379,750		387,236
TOTAL PERSONAL SERVICES	15.00	1,259,039 *	15.00	1,237,639	15.00	1,304,424

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Administrative Specialist II filled as an Administrative Assistant I - #2788

B - One (1) vacant Administrative Budget Technician I transferred to Office of Economic Development, Harford Transit 65000 and filled as a Community Resource Coordinator - #0212

One (1) Administrative Assistant I position reclassified to Administrative Budget Technician I - #2069

C - One (1) Community Advocacy Assistant Management position created from abolishment of a Senior Equipment Operator - #0503

D - Salary offset for Long-Term Care Coordinator's to grant accounts restored in FY 16

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 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Service categories provided per the Older Americans Act	14	14	14	14	14
Funds from grants utilized	\$1,504,477	\$1,417,204	\$1,396,409	\$1,583,113	\$1,364,970
Senior centers operated	6	6	6	6	6
<u>Output:</u>					
Total meals financed by Office on Aging Funds	59,100	49,288	38,320	46,973	47,381
Number of responses to requests for senior services	16,271	15,987	16,024	16,689	16,894
<u>Efficiency:</u>					
Level 1 Screening for Medicaid Long Term Support Services completed within 30 days of referral	All programs meet or exceed	All Programs meet or exceed	All programs meet or exceed	All programs meet or exceed	All programs meet or exceed
Maintain a case load ratio of 35 clients to 1 Support Planner to ensure responsiveness & quality of care.					
Expand community partnerships to increase programs and resources within the community.					
<u>Service Quality:</u>					
Program specific monitoring for State and Federal Programs completed with above satisfactory findings	All programs meet or exceed	All Programs meet or exceed	All programs meet or exceed	All programs meet or exceed	All programs meet or exceed
<u>Outcome:</u>					
Implement online registration for senior center classes	All programs meet or exceed	All Programs meet or exceed	All programs meet or exceed	All programs meet or exceed	All programs meet or exceed
Implement innovative, evidence-based health promotion programs in a least 3 senior centers					
Expand membership of Vulnerable Adult Multi-Disciplinary Team					
Expand center-based offerings through increased partnership with UCMC and HCPL					

COMMUNITY SERVICES
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.

Per Executive Order 14-09 funding for Harford Transit is transferred to a new index 653000 under the purview of Economic Development.

FY '2015 - '2016 GOAL:

TO PROVIDE DEPENDABLE AND EFFECTIVE TRANSPORTATION TO THE COUNTY'S TRANSIT-DEPENDENT POPULATION BY CONNECTING POPULATION CENTERS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	681,546	759,654	801,279	0	0
20 CONTRACTUAL SERVICES	76,221	75,713	95,795	0	0
30 SUPPLIES AND MATERIALS	1,386	3,720	6,050	0	0
40 BUSINESS AND TRAVEL	46,246	38,757	164,975	0	0
50 CAPITAL OUTLAY	216	6,402	0	0	0
70 MISCELLANEOUS	1,140,692	1,423,023	1,640,902	0	0
GRAND TOTAL	1,946,307	2,307,269	2,709,001	0	0

FUNDING SOURCE:

11 GENERAL	1,946,307	2,307,269	2,709,001	0	0

COMMUNITY SERVICES Harford Transit Index #097200

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
			Operating expenses for this Division have been reallocated to Economic Development - Harford Transit, index #653000.
801,729	0	(801,729)	<u>PERSONAL SERVICES</u> decrease (\$801,279)
95,795	0	(95,795)	<u>CONTRACTUAL SERVICES</u> decrease (\$95,795)
6,050	0	(6,050)	<u>SUPPLIES & MATERIALS</u> decrease (\$6,050)
164,975	0	(164,975)	<u>BUSINESS & TRAVEL</u> decrease (\$164,975)
1,640,902	0	(1,640,902)	<u>MISCELLANEOUS</u> decrease (\$1,640,902)

DIVISION STAFF SUMMARY
Harford Transit
Index #097200

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accounting Technician I	1.00	37,300	1.00	39,900	0.00	0
Accounting Technician II	1.00	52,378	1.00	52,378	0.00	0
Administrative Assistant II	1.00	44,471	1.00	44,471	0.00	0
Administrative Budget Technician I	0.00	0	0.00	0	0.00	0
Administrator	1.00	88,400	1.00	88,400	0.00	0
Communication Specialist I	2.00	74,439	1.00	36,123	0.00	0
Communication Specialist II	1.00	45,578	2.00	85,043	0.00	0
Grants Specialist II	1.00	39,900	1.00	39,900	0.00	0
Manager, Harford Transit	1.00	70,720	1.00	70,720	0.00	0
TOTAL FULL-TIME SALARIES	9.00	453,186	9.00	456,935	0.00	0
TEMPORARY SALARIES		116,865		87,675		0
SALARY TOTAL	9.00	570,051	9.00	544,610	0.00	0 A
OTHER PERSONAL SERVICES						
Pension		57,008		54,464		0
Workers' Compensation		4,909		2,769		0
Health Benefits		116,353		121,235		0
PEHP		18,255		22,160		0
Overtime		20,000		12,186		0
FICA		45,139		42,595		0
Miscellaneous		1,260		1,260		0
TOTAL OTHER PERSONAL SERVICES		262,924		256,669		0
TOTAL PERSONAL SERVICES	9.00	832,975 *	9.00	801,279	0.00	0

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

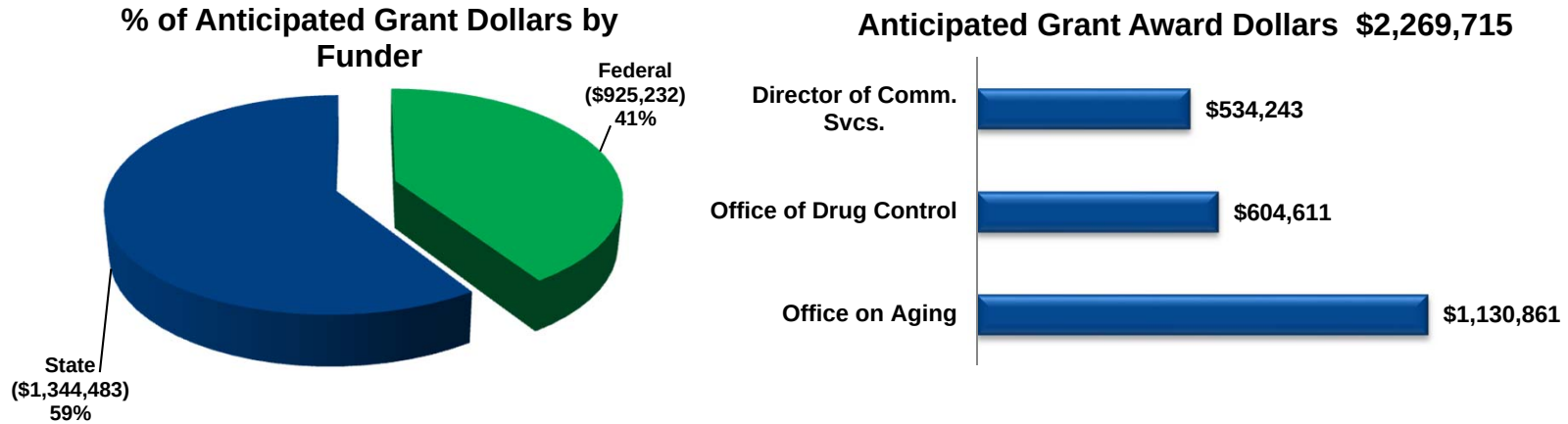
A - Per Executive Order 14-09 these positions are budgeted in Economic Development - Harford Transit 653000 in FY 16

FY16 Anticipated Grant Award Dollars

(July 1, 2015 to June 30, 2016)

DEPARTMENT OF COMMUNITY SERVICES

Director of Community Services * Office on Drug Control Policy * Office on Aging



Total Anticipated Grant Awards: 15

Director of Community Services	2
Office on Drug Control	7
Office on Aging	6

Requested County Match: \$359,359

*Does not include County Match or Capital Projects

Anticipated Federal and State funding flowing through these Departments provide the opportunity to provide Harford County citizens with needed public service programs. Grant funds will 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. State funding will also provide funding for the enhancement of the Juvenile Drug Court, drug and alcohol prevention, and implementing environmental strategies for drug and alcohol prevention.

Department of Community Services (Director of Community Services) - Anticipated FY16 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
MACRO Performance Grant	Grant provides quality, free alternative dispute resolution services to the citizens of Harford County.		\$51,249			7/1/15 - 6/30/16	Recurring
Local Management Board	Program funding for Local Management Board		\$482,994			7/1/15 - 6/30/16	Recurring
	TOTALS:		\$534,243				
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$534,243		2				

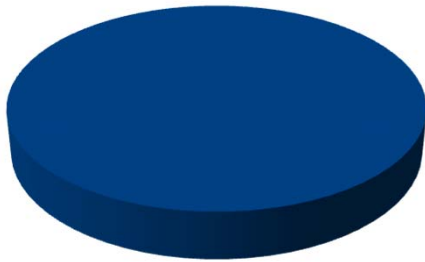
FY16 Anticipated Grant Award Dollars

(July 1, 2015 to June 30, 2016)

DEPARTMENT OF COMMUNITY SERVICES (Director of Community Services)

% of Anticipated Grant Dollars by Funder

State
100%



Anticipated Grant Award Dollars

\$534,243



State

of Anticipated Grant Awards: 2

State: 2

Requested County Match \$0

*Does not include County Match or Capital Projects

Anticipated grant funds provides quality, free alternative dispute resolution services to the citizens of Harford County, as well as provide program funding for Local Management Board.

Department of Community Services (Office of Drug Control Policy) - Anticipated FY16 Grants

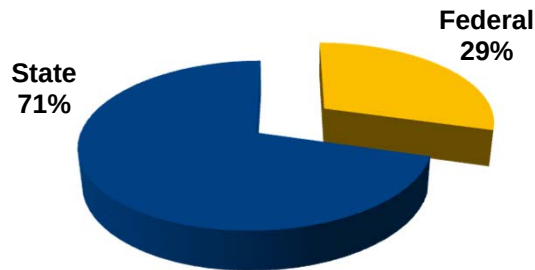
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
DJS-Juvenile Drug Court	Grant provides for the enhancement of the Juvenile Drug Court.		\$75,000			7/1/15 - 6/30/16	Recurring
Alcohol and Drug Prevention	Grant provides funding for drug and alcohol prevention.		\$120,766			7/1/15 - 6/30/16	Recurring
ADAA-Maryland Strategic Prevention Framework	Grant funds the implementation of environmental strategies for drug and alcohol prevention.	\$114,313				7/1/15 - 6/30/16	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.		\$110,000			7/1/15 - 6/30/16	Recurring
Harford County District Adult Drug - DUI Court Programs	Grant funds provide for drug testing, transportation, and case management for the Drug Court operating in the District Court		\$92,955			7/1/15 - 6/30/16	Recurring
Harford Mental Health Court Program (District Court)	Grant funds provide for the case management for the defendants in the Mental Health Court.		\$28,077			7/1/15 - 6/30/16	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				10/1/15 - 9/30/16	Recurring
	TOTALS:	\$177,813	\$426,798				
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$604,611	2	5				

FY16 Anticipated Grant Award Dollars

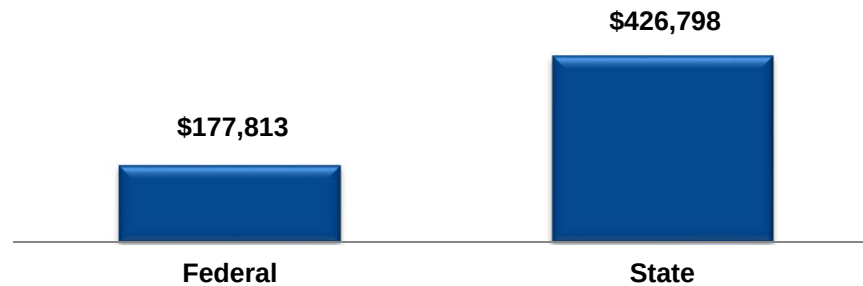
(July 1, 2015 to June 30, 2016)

DEPARTMENT OF COMMUNITY SERVICES (Office of Drug Control Policy)

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars \$604,611*



of Anticipated Grant Awards: 7

Federal	2
State	5

Requested County Match \$0

*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.

Department of Community Services (Office on Aging) - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
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.	\$115,000				7/1/15-6/30/16	Recurring
Maryland Department of Aging Grants	These grants provide a variety of services to people over the age of 60; State Nutrition; Senior 1 & A; Senior Care; SALGHS, State Ombudsman and VEPI.		\$383,442			7/1/15 - 6/30/16	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.	\$603,629			\$341,330	10/1/15 - 9/30/16	Recurring
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.	\$19,728			\$11,543	4/1/15 - 3/31/16	Recurring
Senior Medicare Patrol - Health Care Fraud Program Expansion	Grant funds promote awareness of Medicare and Medicaid healthcare fraud, waste and abuse.	\$2,560				9/30/15 - 9/29/16	Recurring
Senior Medicare Patrol	Grant funds provide services to educate the public regarding curbing abuse in Medicare & Medicaid.	\$6,502			\$6,486	7/1/15 - 6/30/16	Recurring
TOTALS:		\$747,419	\$ 383,442		\$359,359		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$1,130,861	5	1				

FY16 Anticipated Grant Award Dollars

(July 1, 2015 to June 30, 2016)

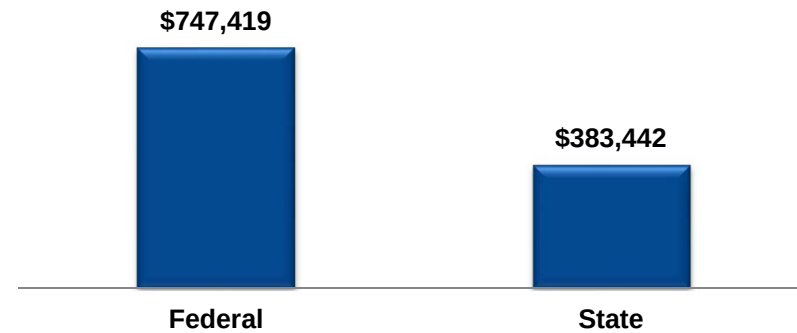
DEPARTMENT OF COMMUNITY SERVICES (Office on Aging)

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars

\$1,130,861*



of Anticipated Grant Awards: 6

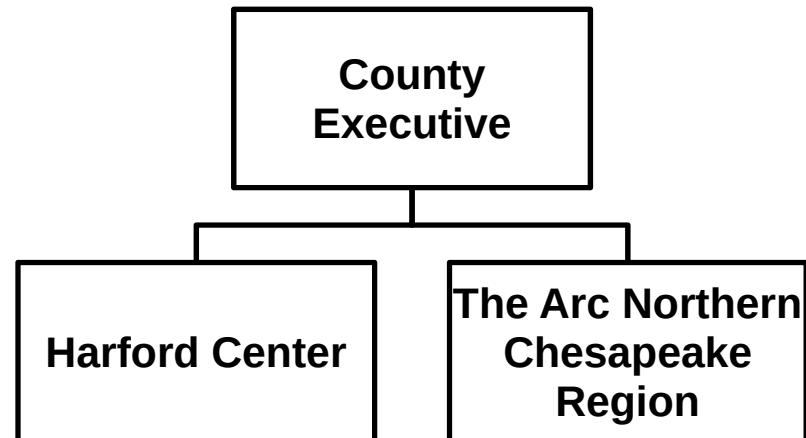
Federal	5
State	1

Requested County Match \$359,359

*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.

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.

FY 2015 - FY 2016 GOALS:

PREPARE EACH CLIENT TO INDEPENDENTLY PERFORM DAILY LIVING SKILLS AND READY THEM FOR A VOCATIONAL PLACEMENT

TO MINIMIZE STAFF TURNOVER AND TO INCREASE RETENTION IN ORDER TO MAINTAIN A QUALIFIED WORKFORCE

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
70 MISCELLANEOUS	<u>2,298,730</u>	<u>2,298,730</u>	<u>2,298,730</u>	<u>2,438,730</u>	<u>2,438,730</u>
GRAND TOTAL	<u>2,298,730</u>	<u>2,298,730</u>	<u>2,298,730</u>	<u>2,438,730</u>	<u>2,438,730</u>

SUMMARY BY FUND:

11 GENERAL	<u>2,298,730</u>	<u>2,298,730</u>	<u>2,298,730</u>	<u>2,438,730</u>	<u>2,438,730</u>
GRAND TOTAL	<u>2,298,730</u>	<u>2,298,730</u>	<u>2,298,730</u>	<u>2,438,730</u>	<u>2,438,730</u>

SUMMARY BY DIVISION:

141000	HARFORD CENTER	553,036	553,036	553,036	693,036	693,036
142000	ARC NORTHERN CHESAPEAKE REGION	<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>2,298,730</u>	<u>2,298,730</u>	<u>2,298,730</u>	<u>2,438,730</u>	<u>2,438,730</u>

HANDICAPPED CARE CENTERS

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
553,036	693,036	140,000	<u>MISCELLANEOUS</u> increase \$140,000 Contribution - increase due to one time contribution for Health Care Expenses

HANDICAPPED CARE CENTERS
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 2015 - FY 2016 GOAL:

PREPARE EACH CLIENT TO INDEPENDENTLY PERFORM DAILY LIVING SKILLS AND READY THEM FOR A VOCATIONAL PLACEMENT

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
70 MISCELLANEOUS	553,036	553,036	553,036	693,036	693,036
GRAND TOTAL	553,036	553,036	553,036	693,036	693,036

SUMMARY BY CHARACTER:

FUNDING SOURCE:

11 GENERAL	553,036	553,036	553,036	693,036	693,036

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
553,036	693,036	140,000	MISCELLANEOUS increase \$140,000 Contribution - increase due to one time contribution for Health Care Expenses

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

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013*	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$488,366	\$488,366	\$488,366	\$488,366	\$488,366
Number of staff	24	N/A	71	63	57
<u>Output:</u>					
Number of comprehensive programs offered to clients	118	N/A	115	135	117
Number of clients served	N/A	N/A	115	135	117
<u>Efficiency:</u>					
Cost of program per client per year	\$4,139	N/A	\$28,761	\$20,736	\$21,941
<u>Service Quality:</u>					
Percent of clients reacting positively to programs	100%	N/A	100%	100%	100%
Number of community outings - January 2014 to May 2014	N/A	N/A	190.00	800.00	800.00
<u>Outcome:</u>					
Percent of clients able to independently perform daily living skills after participating in multiple programs	70%	N/A	75%	75%	75%
Percent of total client population participating in community activities	N/A	N/A	97%	100%	100%

Explanation and Analysis of Performance Measures

The Harford Center, Inc. provides day habilitation services to 120 adults with disabilities. The Center offers a safe and stimulating environment that provides opportunities for adults to find personal fulfillment, to develop skills in independence, and to explore the community. The Harford Center's focus for the upcoming year is to promote independence through involving individuals in their communities. A long-term goal will be to use these experiences to build employment and volunteer opportunities.

* Actual 2013 figures are unavailable due to The Harford Center transitioning with a new Director.

HANDICAPPED CARE CENTERS
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 Northern Chesapeake Region also provides individual and systems advocacy plus information and referral services.

FY 2015 - FY 2016 GOAL:

TO MINIMIZE STAFF TURNOVER AND TO INCREASE RETENTION IN ORDER TO MAINTAIN A QUALIFIED WORKFORCE

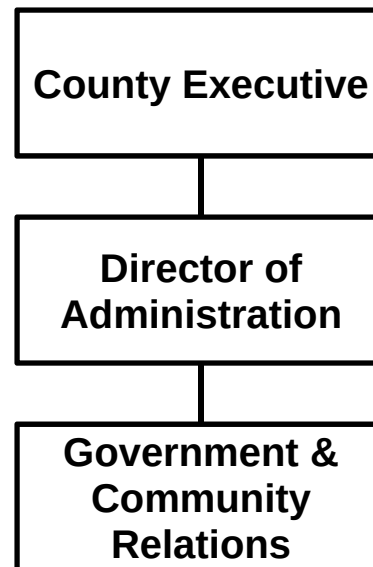
ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<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><u>1,745,694</u></u>	<u><u>1,745,694</u></u>	<u><u>1,745,694</u></u>	<u><u>1,745,694</u></u>	<u><u>1,745,694</u></u>

FUNDING SOURCE:

11 GENERAL	<u><u>1,745,694</u></u>	<u><u>1,745,694</u></u>	<u><u>1,745,694</u></u>	<u><u>1,745,694</u></u>	<u><u>1,745,694</u></u>

GOVERNMENT & COMMUNITY RELATIONS



OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

ORIGIN/PURPOSE:

The Office of Governmental and Community Relations was created by Executive Order 14-05. The Office shall be administered by a Director of Governmental and Community Relations. The Office of Governmental and Community Relations shall be responsible for the coordination of county boards, agencies and organizations regarding application of governmental policies, laws and programs. Emphasis shall be placed on educational and agricultural initiatives. The Office shall review proposed state legislation and present the County Executive's position on legislation presented in the General Assembly. The Office of Governmental and Community Relations may be assigned and shall perform such related duties as assigned to it by the County Executive.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	0	478,806	478,806
20 CONTRACTUAL SERVICES	0	0	0	68,350	68,350
30 SUPPLIES AND MATERIALS	0	0	0	10,600	10,600
40 BUSINESS AND TRAVEL	0	0	0	20,500	20,500
80 INTERGOVERNMENTAL/INTERFUND	0	0	0	1,000	1,000
GRAND TOTAL	0	0	0	579,256	579,256

FUNDING SOURCE:

11 GENERAL	0	0	0	579,256	579,256

OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

FINANCIAL NOTES:

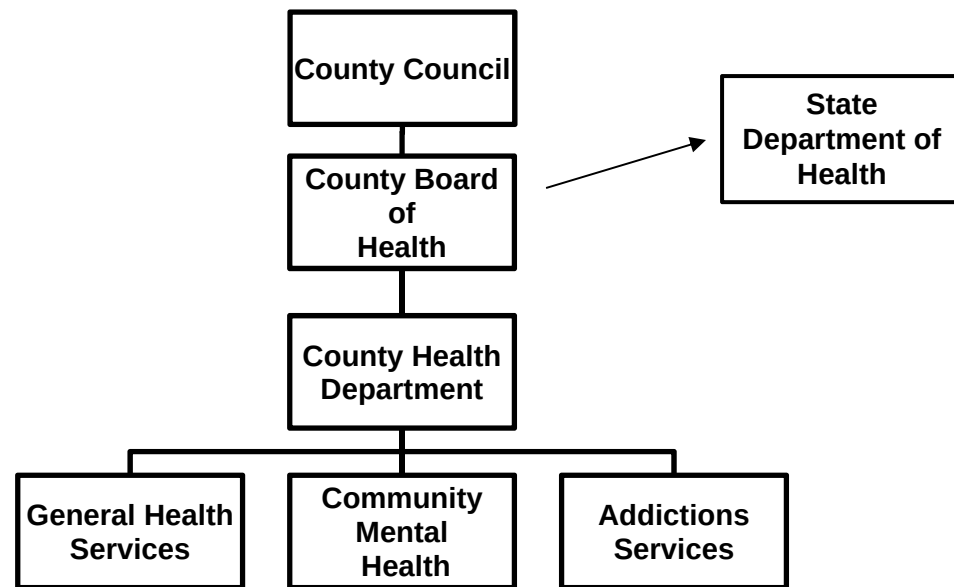
FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
0	478,806	478,806	<u>PERSONAL SERVICES</u> increase \$478,806 Increase for new department is the net result of FY 16 Merit Salary increase, the transfer of one (1) Administrative Specialist II position in from Economic Development, and the creation of three (3) new positions: Director, Deputy Director, and an Administrative Specialist II
0	68,350	68,350	<u>CONTRACTUAL SERVICES</u> increase \$68,350 Increase for new department provides funding for MACO exhibit expenses, telephone, advertising, and outsourcing of professional and management services
0	10,600	10,600	<u>SUPPLIES & MATERIALS</u> increase \$10,600 Increase for new department provides funding for office supplies, printing and mailing costs, computer supplies, etc.
0	20,500	20,500	<u>BUSINESS & TRAVEL</u> increase \$20,500 Increase for new department provides funding for mileage, transportation costs, meals, professional books, membership fees, etc.
0	1,000	1,000	<u>INTERGOVERNMENTAL/INTERFUND</u> increase \$1,000 Increase for new department provides funding for fleet lease rental for pool car

DEPARTMENT STAFF SUMMARY
OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	0.00	0	0.00	0	2.00	125,983
Director	0.00	0	0.00	0	1.00	129,500
Deputy Director	0.00	0	0.00	0	1.00	86,000
SALARY TOTAL	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>4.00</u>	<u>341,483</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		34,148
Workers' Compensation		0		0		649
Health Benefits		0		0		62,965
PEHP		0		0		13,560
FICA		0		0		25,441
Miscellaneous		0		0		560
TOTAL OTHER PERSONAL SERVICES		<u>0</u>		<u>0</u>		<u>137,323</u>
TOTAL PERSONAL SERVICES	<u>0.00</u>	<u>0 *</u>	<u>0.00</u>	<u>0</u>	<u>4.00</u>	<u>478,806</u>

* FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

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.

MISSION STATEMENT:

TO MAKE HARFORD COUNTY THE HEALTHIEST COUNTY IN THE STATE OF MARYLAND

FY 2015 - FY 2016 GOALS:

ESTABLISH AND MAINTAIN A COORDINATED SYSTEM OF CONTINUOUS HEALTH ASSESSMENT, POLICY DEVELOPMENT AND ASSURANCE FOR THE DELIVERY OF PUBLIC HEALTH SERVICES TO THE CITIZENS

STRIVE FOR AN OPTIMUM LEVEL OF PROTECTION AGAINST PREVENTABLE DISEASE, PREMATURE LOSS OF LIFE AND ENVIRONMENTAL POLLUTION

PREVENT AND CONTROL EPIDEMICS

HEALTH

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	29,540	49,059	34,924	34,924	34,924
20 CONTRACTUAL SERVICES	235,944	236,049	250,546	250,546	250,546
70 MISCELLANEOUS	3,762,832	3,037,477	3,342,848	3,342,848	3,342,848
GRAND TOTAL	4,028,316	3,322,585	3,628,318	3,628,318	3,628,318
<u>SUMMARY BY FUND:</u>					
11 GENERAL	4,028,316	3,322,585	3,628,318	3,628,318	3,628,318
GRAND TOTAL	4,028,316	3,322,585	3,628,318	3,628,318	3,628,318
<u>SUMMARY BY DIVISION:</u>					
161000 HEALTH DEPARTMENT	3,375,896	2,670,165	3,628,318	3,628,318	3,628,318
162000 COMMUNITY MENTAL HEALTH	119,533	119,533	0	0	0
165000 ADDICTION SERVICES	532,887	532,887	0	0	0
GRAND TOTAL	4,028,316	3,322,585	3,628,318	3,628,318	3,628,318

HEALTH DEPARTMENT
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.

Community Mental Health and Addictions Services funding consolidated into this index in FY 15 for accounting purposes.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	29,540	49,059	34,924	34,924	34,924
20 CONTRACTUAL SERVICES	235,944	236,049	250,546	250,546	250,546
70 MISCELLANEOUS	3,110,412	2,385,057	3,342,848	3,342,848	3,342,848
GRAND TOTAL	3,375,896	2,670,165	3,628,318	3,628,318	3,628,318

FUNDING SOURCE:

11 GENERAL	3,375,896	2,670,165	3,628,318	3,628,318	3,628,318

DIVISION STAFF SUMMARY
General Health Services
Index #161000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>27,441</u>		<u>32,441</u>		<u>32,441</u>
SALARY TOTAL		<u><u>27,441</u></u>		<u><u>32,441</u></u>		<u><u>32,441</u></u>
OTHER PERSONAL SERVICES						
FICA		<u>2,100</u>		<u>2,483</u>		<u>2,483</u>
TOTAL OTHER PERSONAL SERVICES		<u>2,100</u>		<u>2,483</u>		<u>2,483</u>
TOTAL PERSONAL SERVICES		<u><u>29,541 *</u></u>		<u><u>34,924</u></u>		<u><u>34,924</u></u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

HEALTH DEPARTMENT 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.

This account was consolidated into General Health Services in FY 15 for accounting purposes.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
70 MISCELLANEOUS	<u>119,533</u>	<u>119,533</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u><u>119,533</u></u>	<u><u>119,533</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u><u>119,533</u></u>	<u><u>119,533</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

HEALTH DEPARTMENT
Addictions Services
Index #165000

ORIGIN/PURPOSE:

The Division of Addiction Services (DAS) represents the County's contribution toward Alcoholism and Drug Abuse service 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.

This account was consolidated into General Health Services in FY 15 for accounting purposes.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
70 MISCELLANEOUS	532,887	532,887	0	0	0
GRAND TOTAL	532,887	532,887	0	0	0

FUNDING SOURCE:

11 GENERAL	532,887	532,887	0	0	0

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

HOUSING & COMMUNITY DEVELOPMENT



HOUSING & COMMUNITY DEVELOPMENT

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. Through Community Development, qualified organizations are assisted in delivering public service needs which may not be provided within County Government structure.

MISSION STATEMENT:

THE DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT STRIVES TO PROVIDE OPPORTUNITIES FOR ALL COUNTY RESIDENTS TO OBTAIN AND MAINTAIN SAFE, DECENT AND AFFORDABLE HOUSING AND TO DEVELOP VIABLE COMMUNITIES BY CREATING PARTNERSHIPS AND PROGRAMS THAT IMPROVE QUALITY OF LIFE FOR OUR CITIZENS.

FY 2015 - FY 2016 GOALS:

TO EXPAND HOMEOWNERSHIP AND ECONOMIC OPPORTUNITY. TO PROVIDE SAFE AND SANITARY HOUSING FOR LOWER INCOME AND ELDERLY PEOPLE WITH SPECIAL NEEDS.

TO ENHANCE THE ABILITY OF PUBLIC & PRIVATE SECTOR ORGANIZATIONS TO PROVIDE HOMELESS PREVENTION SERVICES TO LOW INCOME RESIDENTS TO HELP DEVELOP LIVABLE COMMUNITIES BY CREATING PARTNERSHIPS & PROGRAMS THAT IMPROVE QUALITY OF LIFE FOR OUR CITIZENS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	375,740	467,504	424,161	668,178	629,678
20 CONTRACTUAL SERVICES	12,229	7,458	9,000	17,200	17,200
30 SUPPLIES AND MATERIALS	13,637	15,477	16,000	17,500	17,500
40 BUSINESS AND TRAVEL	3,493	4,116	4,050	4,400	4,400
70 MISCELLANEOUS	76,130	50,000	58,864	607,569	607,569
80 INTER-GOVERNMENTAL/INTERFUND	54	0	0	0	0
GRAND TOTAL	481,283	544,555	512,075	1,314,847	1,276,347

SUMMARY BY FUND:

11 GENERAL	481,283	544,555	512,075	1,314,847	1,276,347
GRAND TOTAL	481,283	544,555	512,075	1,314,847	1,276,347

HOUSING & COMMUNITY DEVELOPMENT

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
424,161	629,678	205,517	<u>PERSONAL SERVICES</u> increase \$205,517 Increase is the net result of three 3 positions moved in from Community Services, FY 16 Merit Salary increase, pension, health benefits and FICA adjustments offset by One (1) Accountant I position abolished
9,000	17,200	8,200	<u>CONTRACTUAL SERVICES</u> increase \$8,200 Increase is the net result of office equipment due to copier lease with additional personnel and other professional services for HMIS Homeless Management Information System
58,864	607,569	548,705	<u>MISCELLANEOUS</u> increase \$548,705 Increase is the net result of county match/transfer out for the Home Grant moved here from Community Services and Grant-In-Aid also moved from Community Services

DEPARTMENT STAFF SUMMARY
HOUSING AGENCY
Index # 171000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
Accountant I	1.00	39,900	1.00	39,900	0.00	0	A
Accounting Clerk II	0.00	34,967	1.00	34,967	0.00	0	
Accounting Technician II	0.00	0	0.00	0	1.00	40,900	B
Administrative Assistant II	1.00	48,596	1.00	48,596	1.00	49,596	
Administrative Budget Technician II	0.00	0	0.00	0	1.00	52,514	C
Administrative Secretary I	1.00	38,792	1.00	38,792	1.00	52,000	
Grants Specialist I	0.00	0	0.00	0	2.00	53,926	D
Housing Inspector	1.00	44,752	1.00	44,752	1.00	45,752	
Housing Services Counselor	2.00	93,341	2.00	93,341	2.00	95,521	
FULL-TIME SALARIES	6.00	300,348	7.00	300,348	9.00	390,209	
SALARY OFFSET		0		-20,000		0	
TOTAL FULL-TIME SALARIES	6.00	300,348	7.00	280,348	9.00	390,209	
OTHER PERSONAL SERVICES							
Pension & Retirement		30,035		30,035		42,871	
Workers' Compensation		1,778		1,778		1,508	
Health Benefits		79,079		83,611		156,514	
PEHP		4,564		4,432		4,520	
FICA		22,977		22,977		32,796	
Miscellaneous		980		980		1,260	
TOTAL OTHER PERSONAL SERVICES		139,413		143,813		239,469	
TOTAL PERSONAL SERVICES	6.00	439,761 *	7.00	424,161	9.00	629,678	

* FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Accountant I position abolished - #1655

B - One (1) Accounting Clerk II promoted to Accounting Technician II - #0132

C - One (1) Administrative Budget Technician II transferred in from Community Services - #3025

D - Two (2) Grants Specialist I positions transferred in from Community Services - # 1956 and #1971

HOUSING & COMMUNITY DEVELOPMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To promote affordable housing opportunities for low-income households, the elderly and disabled, and to create viable communities by creating partnerships and programs that improve quality of life for residents of Harford County.

Department Objective

To prevent foreclosures and increase homeownership.

To eliminate homelessness.

To wisely allocate tax dollars to coordinate public and private resources that enhance the quality of life in Harford County.

To provide operating support to local non-profits that administer homeless prevention programs and assist in enhancing home ownership opportunities.

County Goal(s) Supported

III. Efficient County Government

IV. Economic Opportunity

V. Environmental Stewardship

VI. Quality Living

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$13,095,238	\$13,326,368	\$12,120,146	\$12,515,862	\$12,044,974
Number of staff	22	21	21	22	20
<u>Output:</u>					
Housing assistance payment monies distributed	\$7,721,689	\$7,584,663	\$7,587,435	\$7,767,435	\$7,988,638
Community Development grant monies distributed to local organizations	\$3,340,951	\$3,091,661	\$3,075,162	\$3,019,022	\$3,021,067
Number of projects and organizations served	308	299	265	263	265
Number of training classes, workshops, counseling sessions	175	109	185	117	200
<u>Efficiency:</u>					
Number of Housing Vouchers Distributes (average per month)	1,002	1,020	1,033	1,034	1,052
<u>Service Quality:</u>					
Results of participant surveys	Excellent	Excellent	Excellent	Excellent	Excellent
<u>Outcome:</u>					
Number of housing assistance payments made	12,020	12,241	12,397	12,408	12,624
Number of families who avoided foreclosure and/or prepared for homeownership	144	147	240	355	430
Number of homeless individuals who received shelter	472	494	468	538	600
Number of individuals who received homeless prevention services	n/a	n/a	17,595	18,000	19,000

Explanation and Analysis of Performance Measures

In 2015 the Harford County Department of Community Development merged with the Harford County Agency to become the Harford County Department of Housing & Community Development.

The Department will double the number of first time home buyer workshops offered in FY 2016 due to increased demand.

Harford County Housing Agency - Anticipated FY16 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.	\$7,128,538				1/1/16 - 12/31/16	Recurring
Housing Counselor	This grant provides housing and reverse mortgage counselor services.		\$36,916			7/1/15 - 6/30/16	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			9/1/15 - 8/30/16	Recurring
Section 8 Mainstream Program	This grant provides financial assistance for housing to nonelderly, disabled individuals/families.	\$601,909				7/1/15 - 6/30/16	Recurring
VASH	This grant combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA).	\$105,966				10/1/15 - 9/30/16	Recurring
FSS	The Family Self-Sufficiency (FSS) program enables families assisted through the Housing Choice Voucher (HCV) program opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency.	\$27,883				1/1/16 - 12/31/16	Recurring
HOPWA	This grant provides funds for subsidized housing to individuals/families with specific disabilities.	\$152,225				7/1/15 - 6/30/16	Recurring
Housing Choice Voucher Admin	This grant provides for the administration costs associated with providing subsidized rental housing to eligible families.	\$673,208				1/1/16 - 12/31/16	Recurring
Service-Linked Housing	Grant funds the salary of a case manager employed by Inner County Outreach.		\$17,242			7/1/15 - 6/30/16	Recurring
Homeless Women's Crisis Shelter Home Program	Grant funds the salary of a case manager employed by SARC.		\$66,944			7/1/15 - 6/30/16	Recurring

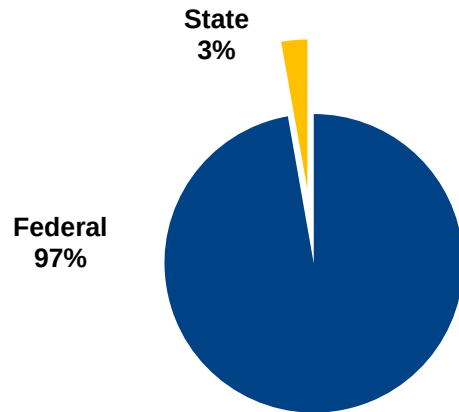
Harford County Housing Agency - Anticipated FY16 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Supportive Housing Grant	The Supportive Housing grants are a "pass through" grant for temporary and permanent housing expenses including leasing, operating costs, and supportive services.	\$485,986				10/1/15 - 9/30/16	Recurring
Community Development Block Grant	Grant funds benefit low to moderate income population eliminating slum and blight, and meets urgent community development needs.	\$931,409				7/1/15 - 6/30/16	Recurring
Home Investment Partnership	Grant funds allow for the expanding the supply of decent and affordable housing in Harford County.	\$322,521			\$86,274	7/1/15 - 6/30/16	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			7/1/15 - 6/30/16	Recurring
Emergency Solutions Grant	Grant funds emergency services for homeless people, including shelter and supportive services and transitional shelters.		\$73,532			10/1/15- 9/30/16	Recurring
TOTALS	TOTALS:	\$10,429,645	\$300,482	\$0	\$86,274		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$10,730,127	9	6				

FY16 Anticipated Grant Award Dollars

(July 1, 2015 to June 30, 2016)

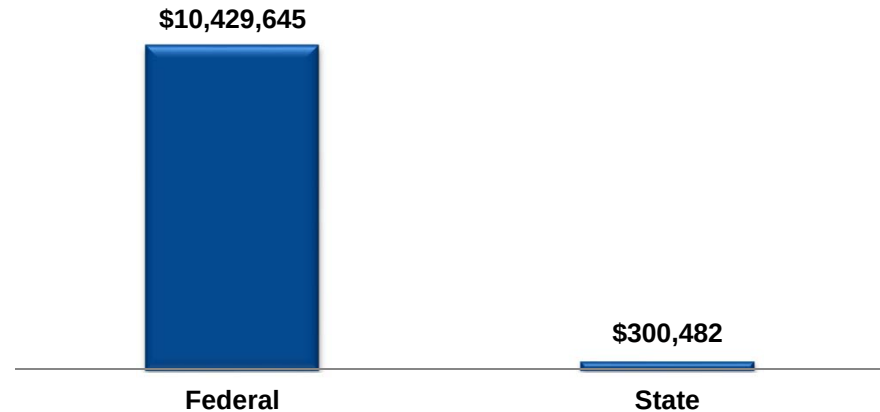
HARFORD COUNTY HOUSING AGENCY

% Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars

\$10,730,127



of Anticipated Grant Awards: 15

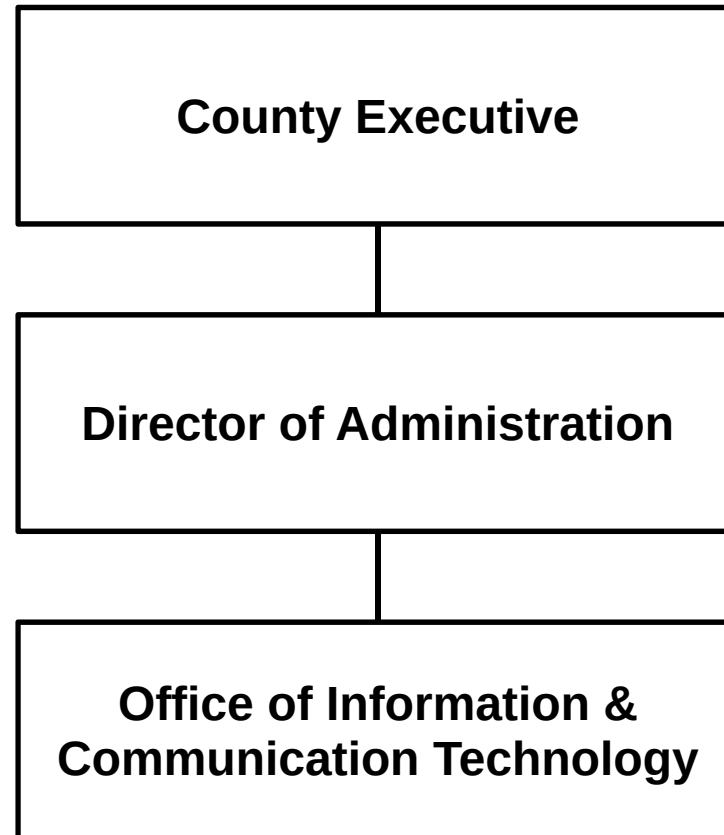
Requested County Match \$86,274

Federal 9
State 6

*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; as well as providing homeowners or tenants with foreclosure related housing counseling. Citizens will also 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 and the Investment Partnership Program for first-time eligible homeowners.

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 2015 - FY 2016 GOALS:

ESTABLISH A CONSULTATIVE PARTNERSHIP BETWEEN INFORMATION TECHNOLOGY AND COUNTY OPERATING DEPARTMENTS

DESIGN A FORM AND ENFORCEABLE GOVERNANCE MODEL

STREAMLINE AND STANDARDIZE PROCESSES THAT ARE MANAGEABLE AND MEASURABLE

MIGRATE EXISTING LEGACY APPLICATIONS TO A MORE STABLE AND SCALABLE PLATFORM

ENHANCE DATA AVAILABILITY AND SHARING

INFORMATION AND COMMUNICATION TECHNOLOGY

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,496,342	2,652,923	2,576,234	2,250,383	2,174,011
20 CONTRACTUAL SERVICES	1,532,723	3,081,516	3,718,262	4,438,811	4,438,811
30 SUPPLIES AND MATERIALS	132,811	85,741	135,400	135,400	135,400
40 BUSINESS AND TRAVEL	41,538	43,379	53,100	53,455	53,455
50 CAPITAL OUTLAY	328	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	95	124	1,000	1,000	1,000
GRAND TOTAL	<u>4,203,837</u>	<u>5,863,683</u>	<u>6,483,996</u>	<u>6,879,049</u>	<u>6,802,677</u>

SUMMARY BY FUND:

11 GENERAL	<u>4,203,837</u>	<u>5,863,683</u>	<u>6,483,996</u>	<u>6,879,049</u>	<u>6,802,677</u>
GRAND TOTAL	<u>4,203,837</u>	<u>5,863,683</u>	<u>6,483,996</u>	<u>6,879,049</u>	<u>6,802,677</u>

SUMMARY BY DIVISION:

181000	INFORMATION & COMM. TECH	<u>4,203,837</u>	<u>5,863,683</u>	<u>6,483,996</u>	<u>6,879,049</u>	<u>6,802,677</u>
GRAND TOTAL		<u>4,203,837</u>	<u>5,863,683</u>	<u>6,483,996</u>	<u>6,879,049</u>	<u>6,802,677</u>

INFORMATION AND COMMUNICATION TECHNOLOGY

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,576,234	2,174,011	(402,223)	<u>PERSONAL SERVICES</u> decrease (\$402,223) Funding decrease is the net result of one (1) position abolished due to retirement; and three (3) positions abolished due to outsourcing. Funding also adjusted for health benefits, pension, and the FY 16 Merit salary increase.
3,718,262	4,438,811	720,549	<u>CONTRACTUAL SERVICES</u> increase \$720,549 Increase in funding is the result of the Mainframe lease, increased maintenance and support for Harford Metro Area Network (HMAN) fiber, various maintenance contract increases, and various software programs based on actual expense history.

DEPARTMENT STAFF SUMMARY
INFORMATION AND COMMUNICATION TECHNOLOGY
Index #181000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Budget Technician II	1.00	52,000	1.00	52,000	1.00	53,000
Administrative Secretary III	1.00	52,000	1.00	52,000	1.00	51,000
Computer Operator	1.00	37,000	1.00	37,000	1.00	38,000
Computer System Engineer I	3.00	139,831	3.00	138,761	3.00	141,761
Computer System Engineer II	5.00	245,364	5.00	245,364	5.00	201,021
Computer System Engineer III	1.00	67,124	0.00	0	0.00	0
Computer System Engineer IV	1.00	60,008	2.00	130,488	2.00	132,488
Director of ICT	1.00	115,370	1.00	115,370	1.00	120,000
Programmer Analyst I	5.00	344,895	5.00	284,895	4.00	288,895 A
Programmer Analyst II	5.00	415,946	5.00	415,946	5.00	420,946
Senior Computer Operator	1.00	58,608	1.00	58,608	1.00	59,608
Telecommunication Engineer II	2.00	103,288	1.00	53,274	0.00	0 B
Telecommunication Specialist I	0.00	0	1.00	52,800	0.00	0 C
Web Administrator	1.00	81,684	1.00	81,684	0.00	0 D
Web Designer	1.00	59,727	1.00	59,727	0.00	0 E
SALARY TOTAL	29.00	1,832,845	29.00	1,777,917	24.00	1,506,719

DEPARTMENT STAFF SUMMARY
INFORMATION AND COMMUNICATION TECHNOLOGY
Index #181000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		176,951		177,792		144,239
Workers' Compensation		8,870		10,524		3,572
Health Benefits		356,544		349,996		281,015
PEHP		41,073		53,184		53,184
Overtime and Shift Differential		18,800		62,300		62,300
FICA		140,782		140,601		119,762
Miscellaneous		3,920		3,920		3,220
TOTAL OTHER PERSONAL SERVICES		746,940		798,317		667,292
TOTAL PERSONAL SERVICES	29.00	2,579,785 *	29.00	2,576,234	24.00	2,174,011

* FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Programmer Analyst I position abolished

B - One (1) Telecommunication Engineer I position abolished - function of position was outsourced

C - One (1) Telecommunication Specialist position abolished - function of position was outsourced

D - One (1) Web Administrator position abolished - function of position was outsourced

E - One (1) Web Designer position abolished - function of position was outsourced

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

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$3,640,717	\$4,122,488	\$5,825,138	\$6,483,966	\$6,609,541
Number of staff	26	27	29	29	24
<u>Output:</u>					
*Computers maintained	N/A	873	873	1,023	994
**Software Maintained					
Financial (W&S Mainframe VSAM, TAXNET, CORE, ADPICS, FAMIS, Cyborg)	N/A	7	7	7	7
Departmental (ISIS, City Works, Heat)	N/A	3	3	3	3
Backoffice (Microsoft Server, SQL Server, Sharpoint, Exchange, Laserfiche)	N/A	5	5	5	5
<u>Efficiency:</u>					
Average age of computers maintained	N/A	2.3	2.5	1.9	2.1
Average age of financial software maintained	N/A	18.1	5.6	16.1	20.0
Average age of departmental software maintained	N/A	15.0	7.7	1.7	2.3
Average age of backoffice software maintained	N/A	3.4	3.9	5.0	5.4
<u>Service Quality:</u>					
Evaluating the current hardware and software throughout the County to develop a plan to update	N/A	N/A	Excellent	Excellent	Excellent
<u>Outcome:</u>					
Improve the age and stability of County supported technology	N/A	N/A	Goal Achieved	Goal Achieved	Goal Achieved

Explanation and Analysis of Performance Measures

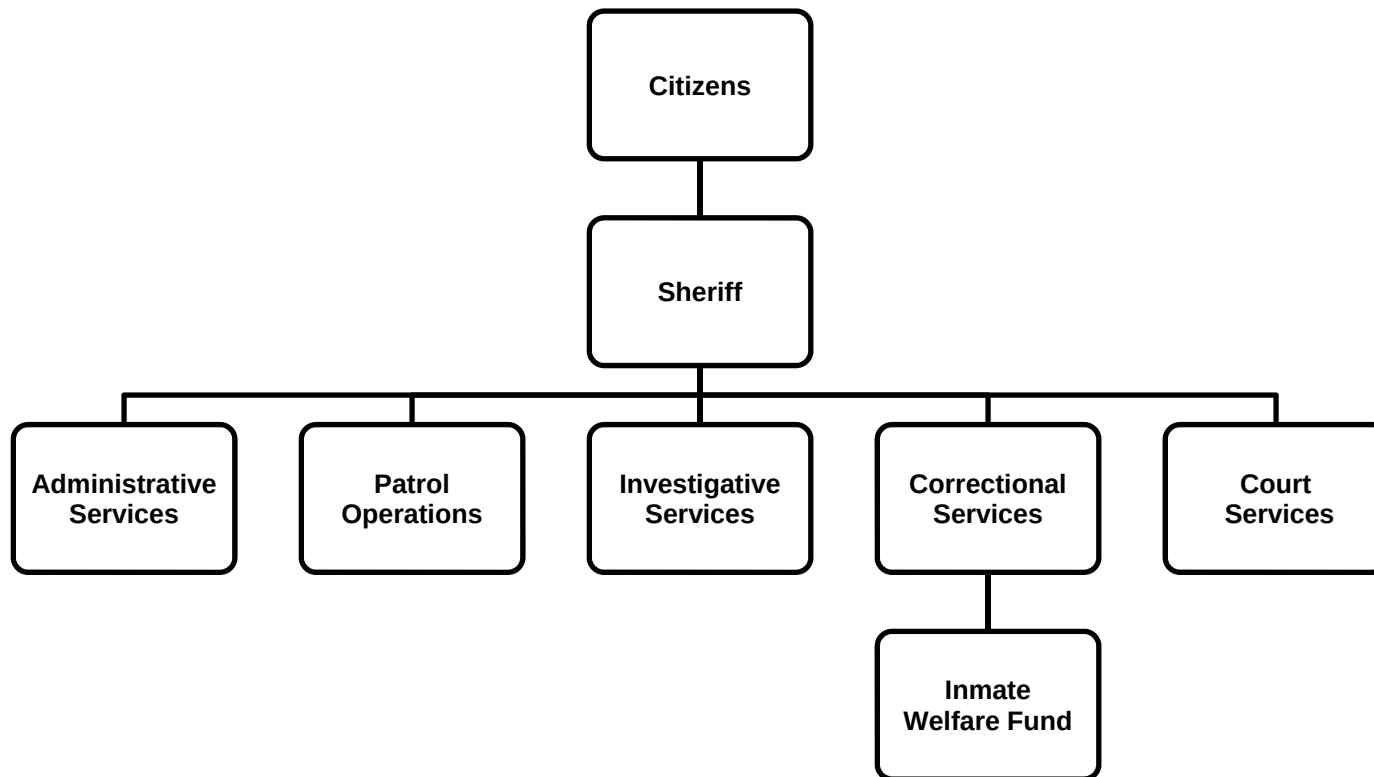
*In order to maintain a level of stability and dependability with IT equipment our goal is to maintain an average equipment age not to exceed 3 years old.

The computer count and age have been adjusted to include the DES (Department of Emergency Services) machines migrated under OICT support.

**The goal is to replace aging software with newer technology and increase the stability and functionality of this software. This projection for FY 15 is based on our revised plans to replace the mainframe applications for Water & Sewer. The replacement of financial software (ADPICS, FAMIS and BPRI) will be postponed due to funding limitations.

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

SHERIFF'S OFFICE



SHERIFF'S OFFICE

ORIGIN/PURPOSE:

The Harford County Sheriff's Office is dedicated to the protection of life and property, arrest and confinement of offenders, court security and service of process, and preservation of the public peace. The Sheriff's Office is directed by a Sheriff who is elected to office every four years by the voters of Harford County in accordance with Article IV, Section 44, of the Constitution of the State of Maryland. The Sheriff's Office is divided into five major components: Administrative Services, Patrol Operations, Investigative Services, Correctional Services and Court Services.

MISSION STATEMENT:

TO MAKE HARFORD COUNTY A PLACE WHICH IS SAFE AND SECURE TO LIVE, WORK AND VISIT

FY 2015 - FY 2016 GOALS:

TO ENSURE THAT AGENCY STAFFING IS ADEQUATE TO MEET CURRENT AND FUTURE SERVICE DEMANDS AND MANDATES IN A TIMELY AND EFFICIENT MANNER

TO ENHANCE THE SAFETY OF FAMILIES THROUGH THE MONITORING OF CONVICTED SEX OFFENDERS

SHERIFF'S OFFICE

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	55,474,941	56,667,555	56,906,908	58,513,046	58,513,046
20 CONTRACTUAL SERVICES	6,453,347	6,627,381	6,925,763	6,940,846	6,940,846
30 SUPPLIES AND MATERIALS	2,517,341	2,342,636	2,500,428	2,556,167	2,556,167
40 BUSINESS AND TRAVEL	1,924,397	2,117,144	2,226,830	2,260,185	2,260,185
50 CAPITAL OUTLAY	2,179,348	1,817,070	185,050	231,500	231,500
70 MISCELLANEOUS	387,999	391,210	400,503	387,934	387,934
80 INTERGOVERNMENTAL/INTERFUND	0	53	0	0	0
GRAND TOTAL	68,937,373	69,963,049	69,145,482	70,889,678	70,889,678

SUMMARY BY FUND:

11 GENERAL	68,937,363	69,963,049	69,145,482	70,889,678	70,889,678
GRAND TOTAL	68,937,363	69,963,049	69,145,482	70,889,678	70,889,678

SUMMARY BY DIVISION:

211100	ADMINISTRATION AND SUPPORT	8,234,011	8,218,904	7,451,061	7,302,671	7,302,671
211200	PATROL OPERATIONS	26,246,457	26,129,480	25,210,970	26,607,456	26,607,456
211300	INVESTIGATIVE SERVICES	8,162,719	8,324,854	8,009,068	7,713,524	7,713,524
212000	CORRECTIONAL SERVICES	20,500,216	21,342,550	22,319,191	22,637,148	22,637,148
212100	COMMISSARY ACCOUNT	551,085	461,870	850,631	798,308	798,308
213000	COURT SERVICES	5,242,875	5,485,391	5,304,561	5,830,571	5,830,571
GRAND TOTAL		68,937,363	69,963,049	69,145,482	70,889,678	70,889,678

SUMMARY OF GRANT BUDGETS

306,534
470

SHERIFF'S OFFICE

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
56,906,908	58,513,046	1,606,138	<u>PERSONAL SERVICES</u> increase \$1,606,138 Increase is the net result of FY 16 Merit increase, the creation of seven (7) full-time positions for Animal Control (function transferred from Department of Inspections, Licenses and Permits), temporary salaries for eight (8) security personnel for county facilities (function transferred from Administration), overtime and shift differential increase based on actual expense history, and adjustments to pension, health benefits, and FICA, offset by adjustments to workers' compensation and the net result of transfers between divisions within the Sheriff's Office
6,925,763	6,940,846	15,083	<u>CONTRACTUAL SERVICES</u> increase \$15,083 Increase is the net result of data processing software and hardware maintenance increase based on actual expense history and new software and hardware licenses, offset by elimination of video analysis consultant, elimination of space rental (MLU lease), and medical services based on actual expense history
2,500,428	2,556,167	55,739	<u>SUPPLIES & MATERIALS</u> increase \$55,739 Increase is the net result of one-time funds for ancillary equipment for addition of security guards, offset by adjustments in general office supplies, uniforms, and safety equipment based on actual expense history
2,226,830	2,260,185	33,355	<u>BUSINESS & TRAVEL</u> increase \$33,355 Increase is the net result of vehicle maintenance and fuel charges to provide for Animal Control staff vehicles, offset by reduction in training and seminars based on actual expense history
185,050	231,500	46,450	<u>EQUIPMENT</u> increase \$46,450 Increase is for police car packages for vehicles to be purchased in FY 16 and for cage equipment for two (2) Animal Control vans to be replaced during FY 16
400,503	387,934	(12,569)	<u>MISCELLANEOUS</u> decrease (\$12,569) Decrease is the result of a net reduction in county grant matches

**DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	1.00	113,732	1.00	108,577	1.00	117,665
Chief Deputy	1.00	134,472	1.00	134,472	1.00	130,562
Major	4.00	475,654	4.00	475,654	3.00	356,658
Captain	10.00	1,030,454	9.00	925,684	9.00	919,936
Lieutenant	11.00	1,013,399	12.00	1,086,241	12.00	1,090,254
Sergeant	35.00	2,902,303	34.00	2,787,529	33.00	2,712,640
Corporal	32.00	2,331,908	29.00	2,089,630	30.00	2,184,900
Sr. Deputy First Class	73.00	5,137,855	85.00	5,841,352	93.00	6,351,787
Deputy First Class	108.00	5,967,798	107.00	5,790,618	95.00	5,197,304
Deputy	14.00	660,436	5.00	242,945	9.00	433,566
Major - Corrections	1.00	107,786	1.00	107,786	1.00	95,763
Captain - Corrections	3.00	250,974	2.00	166,442	2.00	168,442
Lieutenant - Corrections	7.00	501,426	8.00	587,476	7.00	511,837
Sergeant - Corrections	12.00	805,586	12.00	791,858	13.00	849,599
Corporal - Corrections	14.00	823,660	14.00	760,117	14.00	753,465
Sr. Deputy Corrections	0.00	0	0.00	0	30.00	1,821,980
Officer First Class	76.00	3,831,719	81.00	4,054,904	56.00	2,642,176
Officer	18.00	752,544	23.00	975,543	18.00	770,544
Officer Recruit	10.00	407,260	0.00	0	0.00	0
Warden	1.00	117,541	1.00	117,541	1.00	117,541
Budget Manager	1.00	89,045	1.00	89,045	1.00	90,045
Computer Manager	1.00	70,304	1.00	70,304	1.00	71,304
Public Information Officer	1.00	74,568	1.00	74,568	1.00	71,304
Human Resources Manager	1.00	83,928	1.00	83,928	1.00	84,928
Computer Forensics Examiner	1.00	55,682	1.00	68,474	1.00	69,474
Classification Supervisor	1.00	68,619	1.00	68,619	1.00	69,619
Corrections Records Administrator	1.00	84,386	1.00	84,386	1.00	85,386
Information Technology Specialist	1.00	72,800	1.00	72,800	1.00	73,800
Law Enforcement Analyst Manager	1.00	64,688	1.00	64,688	1.00	65,688
Law Enforcement Records Administrator	1.00	86,944	1.00	86,944	1.00	87,944
Special Projects Coordinator	1.00	74,984	1.00	43,347	1.00	44,347
Human Resources Specialist	1.00	54,933	1.00	54,933	1.00	59,926

**DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Planning and Research Specialist	0.00	0	1.00	46,509	0.00	0
Public Information Specialist	1.00	47,694	1.00	47,694	1.00	48,694
Quartermaster Fleet Manager	1.00	66,019	1.00	66,019	1.00	67,019
Training Manager	0.00	0	1.00	83,928	1.00	84,928
Standards/Accreditation Manager	1.00	67,995	1.00	67,995	1.00	68,995
Applicant Investigator	2.00	112,778	2.00	112,778	2.00	114,778
Law Enforcement Analyst	3.00	152,527	3.00	152,527	3.00	155,527
Pre-Trial Services Coordinator	2.00	94,432	2.00	94,432	2.00	96,432
Sex Offender Verification Investigator	1.00	50,835	1.00	50,835	1.00	51,835
Classification Counselor	3.00	134,076	3.00	130,041	3.00	133,041
Community Services Coordinator	1.00	43,347	1.00	43,347	1.00	44,347
Computer Resources Technician	2.00	118,893	2.00	118,893	2.00	120,893
Electronic Services Technician	1.00	53,331	1.00	50,253	1.00	51,253
Electronic Surveillance Technician	1.00	58,261	1.00	58,261	1.00	59,261
Financial Investigator	1.00	51,771	1.00	51,771	1.00	52,771
Fleet Technician	1.00	53,331	1.00	53,331	1.00	54,331
Grant Fiscal Technician	1.00	63,669	1.00	63,669	1.00	64,669
Property Manager	1.00	67,538	1.00	67,538	1.00	68,538
TRAC Coordinator	1.00	50,253	1.00	50,253	1.00	51,253
Victims' Services Coordinator	1.00	43,347	1.00	43,347	1.00	44,347
Commissary Coordinator	1.00	40,976	1.00	40,976	1.00	41,976
Corrections Quartermaster	1.00	56,701	1.00	56,701	1.00	57,701
Corrections Records Supervisor	1.00	62,878	1.00	62,878	1.00	63,878
Law Enforcement Records Supervisor	4.00	195,208	4.00	195,208	3.00	144,752
Program Coordinator	1.00	44,762	1.00	44,762	1.00	45,762
Executive Office Manager	1.00	46,134	1.00	46,134	1.00	58,616
Maintenance Officer	3.00	139,984	3.00	139,984	3.00	142,984
Accounting Clerk	1.00	59,363	1.00	38,750	1.00	39,750
Administrative Support Technician	5.00	271,357	5.00	271,357	5.00	265,707
Corrections Records Technician II	4.00	177,215	3.00	125,153	4.00	171,481
Law Enforcement Records Technician II	23.00	916,450	25.00	981,262	23.00	927,510
Inmate Property Coordinator	1.00	47,382	1.00	47,382	1.00	48,382
Property Management Assistant	1.00	35,256	1.00	35,256	1.00	38,627

**DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Corrections Records Technician I	0.00	0	1.00	30,472	0.00	0
Law Enforcement Training Coordinator	0.00	0	1.00	47,694	1.00	48,694
Quartermaster Fleet Assistant	1.00	42,099	1.00	42,099	1.00	45,907
Corrections Records Clerk	2.00	79,581	2.00	79,581	2.00	81,581
Law Enforcement Records Technician I	2.00	60,944	0.00	0	2.00	62,944
School Crossing Guard	0.00	0	1.00	30,472	1.00	31,472
Community & Legislative Liaison	0.00	0	0.00	0	1.00	84,928
Criminal Intelligence Analysis Manager	0.00	0	0.00	0	1.00	71,512
Security Systems Administrator	0.00	0	0.00	0	1.00	57,576
Animal Control Clerk	0.00	0	0.00	0	1.00	31,472
Animal Control Manager	0.00	0	0.00	0	1.00	65,542
Animal Control Officer I	0.00	0	0.00	0	1.00	38,523
Animal Control Officer II	0.00	0	0.00	0	4.00	178,304
FULL-TIME SALARIES	520.00	31,853,775	522.00	31,675,947	529.00	32,378,877
SALARY OFFSET		(616,490)		(467,002)		(728,502)
TOTAL FULL-TIME SALARIES	520.00	31,237,285	522.00	31,208,945	529.00	31,650,375
PART-TIME SALARIES						
Crossing Guard	5.25	159,978	6.35	193,497	6.35	199,847
SALARY OFFSET		0		0		(3,175)
TOTAL PART-TIME SALARIES	5.25	159,978	6.35	193,497	6.35	196,672
TEMPORARY SALARIES		1,468,200		1,517,141		1,939,786
SALARY TOTAL	525.25	32,865,463	528.35	32,919,583	535.35	33,786,833

**DEPARTMENT STAFF SUMMARY
SHERIFF'S OFFICE**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		8,948,910		8,725,795		9,083,815
Workers' Compensation		748,262		749,331		563,710
Health Benefits		6,658,031		7,140,840		7,281,941
Overtime and Shift Differential		4,189,215		4,216,026		4,579,128
FICA		2,834,200		2,838,553		2,893,599
Miscellaneous		314,720		316,780		324,020
TOTAL OTHER PERSONAL SERVICES		23,693,338		23,987,325		24,726,213
TOTAL PERSONAL SERVICES	525.25	56,558,801 *	528.35	56,906,908	535.35	58,513,046

* FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

SHERIFF'S OFFICE
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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	5,899,834	6,081,722	5,837,945	5,661,207	5,661,207
20 CONTRACTUAL SERVICES	1,200,812	1,079,413	1,164,397	1,215,840	1,215,840
30 SUPPLIES AND MATERIALS	105,979	119,813	109,992	108,557	108,557
40 BUSINESS AND TRAVEL	318,153	318,050	332,727	311,067	311,067
50 CAPITAL OUTLAY	704,832	610,629	0	0	0
70 MISCELLANEOUS	4,401	9,277	6,000	6,000	6,000
GRAND TOTAL	8,234,011	8,218,904	7,451,061	7,302,671	7,302,671

FUNDING SOURCE:

11 GENERAL	8,234,011	8,218,904	7,451,061	7,302,671	7,302,671

SHERIFF'S OFFICE
Administrative Services
Index #211100

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
5,837,945	5,661,207	(176,738)	<u>PERSONAL SERVICES</u> decrease (\$176,738) Decrease is the net result of staff turnover and adjustments to temporary salaries, health benefits, pension, and workers' compensation, offset by FY 16 Merit salary increase and step/grade adjustments
1,164,397	1,215,840	51,443	<u>CONTRACTUAL SERVICES</u> increase \$51,443 Increase is the net result of data processing software, operating equipment maintenance, and space rental, offset by decrease in medical services and data processing hardware based on actual expense history
109,992	108,557	(1,435)	<u>SUPPLIES & MATERIALS</u> decrease (\$1,435) Decrease in safety equipment based on actual expense history for safety vests and replacement flares
332,727	311,067	(21,660)	<u>BUSINESS & TRAVEL</u> decrease (\$21,660) Decrease in training, seminars, and courses based on actual expense history

DIVISION STAFF SUMMARY

Administration

Index #211100

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Sheriff	1.00	113,732	1.00	108,577	1.00	117,665
Chief Deputy	1.00	134,472	1.00	134,472	1.00	130,562
Major	1.00	126,027	2.00	227,281	1.00	122,346
Captain	4.00	407,119	3.00	302,349	3.00	305,349
Sergeant	3.00	240,635	2.00	162,781	2.00	160,038
Corporal	2.00	161,803	1.00	67,621	1.00	68,621
Sr. Deputy First Class	3.00	222,768	3.00	222,768	2.00	150,512
Budget Manager	1.00	89,045	1.00	89,045	1.00	90,045
Computer Manager	1.00	70,304	1.00	70,304	1.00	71,304
Public Information Officer	1.00	74,568	1.00	74,568	1.00	71,304
Human Resources Manager	1.00	83,928	1.00	83,928	1.00	84,928
Information Technology Specialist	1.00	72,800	1.00	72,800	1.00	73,800
Law Enforcement Analyst Manager	1.00	64,688	1.00	64,688	1.00	65,688
Law Enforcement Records Manager	1.00	86,944	1.00	86,944	1.00	87,944
Human Resources Specialist	1.00	54,933	1.00	54,933	1.00	59,926
Planning and Research Specialist	0.00	0	1.00	46,509	0.00	0
Public Information Specialist	0.00	0	1.00	47,694	1.00	48,694
Quartermaster Fleet Manager	1.00	66,019	1.00	66,019	1.00	67,019
Training Manager	0.00	0	1.00	83,928	1.00	84,928
Applicant Investigator	2.00	112,778	2.00	112,778	2.00	114,778
Law Enforcement Analyst	2.00	103,189	2.00	103,189	3.00	155,527
Computer Resources Technician	2.00	118,893	2.00	118,893	2.00	120,893
Fleet Technician	1.00	53,331	1.00	53,331	1.00	54,331
Grant Fiscal Technician	1.00	63,669	1.00	63,669	1.00	64,669
Property Manager	1.00	67,538	1.00	67,538	1.00	68,538
Law Enforcement Records Supervisor	4.00	195,208	4.00	195,208	3.00	144,752
Executive Office Manager	1.00	46,134	1.00	46,134	1.00	58,616
Accounting Clerk	1.00	59,363	1.00	38,750	1.00	39,750
Electronic Services Technician	0.00	0	1.00	50,253	1.00	51,253
Law Enforcement Training Coordinator	0.00	0	1.00	47,694	1.00	48,694
Administrative Support Technician	1.00	56,930	1.00	56,930	1.00	47,280
Law Enforcement Records Technician II	16.00	610,751	18.00	697,237	16.00	636,485

DIVISION STAFF SUMMARY

Administration

Index #211100

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Property Management Assistant	1.00	35,256	1.00	35,256	1.00	38,627
Quartermaster Fleet Assistant	1.00	42,099	1.00	42,099	1.00	45,907
Law Enforcement Records Technician I	2.00	60,944	0.00	0	2.00	62,944
Community & Legislative Liaison	0.00	0	0.00	0	1.00	84,928
Criminal Intelligence Analysis Manager	0.00	0	0.00	0	1.00	71,512
Security Systems Administrator	0.00	0	0.00	0	1.00	57,576
SUB-TOTAL FULL-TIME SALARIES	60.00	3,695,868	63.00	3,796,168	63.00	3,827,733
SALARY OFFSET		0		0		(30,000) A
TOTAL FULL-TIME SALARIES	60.00	3,695,868	63.00	3,796,168	63.00	3,797,733
TEMPORARY SALARIES		192,697		183,725		152,235
SALARY TOTAL	60.00	3,888,565	63.00	3,979,893	63.00	3,949,968
OTHER PERSONAL SERVICES						
Pension & Retirement		545,258		522,019		454,876
Workers' Compensation		49,765		46,763		30,181
Health Benefits		665,805		728,186		669,029
Overtime and Shift Differential		222,000		222,970		222,970
FICA		312,404		320,434		318,243
Miscellaneous		17,700		17,680		15,940
TOTAL OTHER PERSONAL SERVICES		1,812,932		1,858,052		1,711,239
TOTAL PERSONAL SERVICES	60.00	5,701,497 *	63.00	5,837,945	63.00	5,661,207

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Funding the equivalent of \$500 per employee and encouraging their leadership to provide matching funds for salary enhancements

SHERIFF'S OFFICE
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 sections 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	22,726,566	23,043,570	23,151,833	24,354,689	24,354,689
20 CONTRACTUAL SERVICES	793,865	883,947	351,725	380,426	380,426
30 SUPPLIES AND MATERIALS	567,774	536,804	428,628	491,692	491,692
40 BUSINESS AND TRAVEL	953,688	1,113,754	1,141,234	1,196,249	1,196,249
50 CAPITAL OUTLAY	1,203,963	551,352	137,550	184,000	184,000
70 MISCELLANEOUS	601	0	0	400	400
80 INTERGOVERNMENTAL/INTERFUND	0	53	0	0	0
GRAND TOTAL	26,246,457	26,129,480	25,210,970	26,607,456	26,607,456

FUNDING SOURCE:

11 GENERAL	26,246,457	26,129,480	25,210,970	26,607,456	26,607,456

SHERIFF'S OFFICE
Patrol Operation
Index #211200

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
23,151,833	24,354,689	1,202,856	<u>PERSONAL SERVICES</u> increase \$1,202,856 Increase is the net result of FY 16 Merit salary increase, the creation of seven (7) full-time positions for the function of Animal Control (function transferred from Department of Inspections, Licenses and Permits), temporary salaries for eight (8) new security personnel for county facilities (function transferred from Administration), adjustments to health benefits and pension, and overtime and shift differential based on actual expense history, offset by transfers between divisions of the Sheriff's Office, adjustments to workers' compensation, and staff turnover
351,725	380,426	28,701	<u>CONTRACTUAL SERVICES</u> increase \$28,701 Increase is the result of increase in electricity and additional vehicle leases for Violent Street Crimes unit, telephone services for Animal Control function, and office equipment and equipment maintenance based on actual expense history
428,628	491,692	63,064	<u>SUPPLIES AND MATERIALS</u> increase \$63,064 Increase in Other Supplies and Materials due to ancillary equipment for additional security guards
1,141,234	1,196,249	55,015	<u>BUSINESS AND TRAVEL</u> increase \$55,015 Increase in Vehicle Maintenance and Fuel Charges increase to provide for the added functions of Animal Control
137,550	184,000	46,450	<u>EQUIPMENT</u> increase \$46,450 Increase for police car packages for replacement vehicles and cages for two Animal Control vans

DIVISION STAFF SUMMARY
Patrol Operations
Index #211200

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	2.00	227,281	1.00	122,346	2.00	234,312
Captain	3.00	320,986	3.00	320,986	3.00	315,083
Lieutenant	7.00	653,974	8.00	726,816	8.00	729,699
Sergeant	22.00	1,823,388	22.00	1,791,211	21.00	1,717,759
Corporal	18.00	1,264,702	17.00	1,210,560	18.00	1,279,187
Sr. Deputy First Class	41.00	2,881,030	52.00	3,534,898	62.00	4,184,478
Deputy First Class	88.00	4,814,374	86.00	4,606,598	70.00	3,760,878
Deputy	12.00	566,088	5.00	242,945	9.00	433,566
Electronic Services Technician	1.00	53,331	0.00	0	0.00	0
Administrative Support Technician	2.00	108,992	2.00	108,992	2.00	110,992
Law Enforcement Records Technician II	1.00	56,098	1.00	34,424	1.00	35,424
School Crossing Guard	0.00	0	1.00	30,472	1.00	31,472
Animal Control Clerk	0.00	0	0.00	0	1.00	31,472 A
Animal Control Manager	0.00	0	0.00	0	1.00	65,542 B
Animal Control Officer I	0.00	0	0.00	0	1.00	38,523 C
Animal Control Officer II	0.00	0	0.00	0	4.00	178,304 D
SUB-TOTAL FULL-TIME SALARIES	197.00	12,770,244	198.00	12,730,248	204.00	13,146,691
SALARY OFFSET		0		0		(97,500) E
TOTAL FULL-TIME SALARIES	197.00	12,770,244	198.00	12,730,248	204.00	13,049,191
PART-TIME SALARIES						
School Crossing Guard	5.25	159,978	6.35	193,497	6.35	199,847
SALARY OFFSET		0		0		(3,175)
TOTAL PART-TIME SALARIES	5.25	159,978	6.35	193,497	6.35	196,672
TEMPORARY SALARIES		255,833		265,234		606,931
SALARY TOTAL	202.25	13,186,055	204.35	13,188,979	210.35	13,852,794

DIVISION STAFF SUMMARY

Patrol Operations

Index #211200

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		3,940,135		3,773,513		4,108,772
Workers' Compensation		338,635		339,055		259,679
Health Benefits		2,786,102		3,032,101		3,177,464
Overtime and Shift Differential		1,554,000		1,554,000		1,665,870
FICA		1,127,463		1,127,505		1,146,770
Miscellaneous		135,480		136,680		143,340
TOTAL OTHER PERSONAL SERVICES		9,881,815		9,962,854		10,501,895
TOTAL PERSONAL SERVICES	202.25	23,067,870 *	204.35	23,151,833	210.35	24,354,689

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Animal Control Clerk position transferred from Inspections, Licenses & Permits - Animal Control - 267000 - #3340

B - One (1) Animal Control Manager position transferred from Inspections, Licenses & Permits - Animal Control - 267000 - #0472

C - One (1) Animal Control Officer I position transferred from Inspections, Licenses & Permits - Animal Control - 267000 - #0473

D - Four (4) Animal Control Officer II positions transferred from Inspections, Licenses & Permits - Animal Control - 267000 - #0471, #0474, #2611, #3201

E - Funding the equivalent of \$500 per employee and encouraging their leadership to provide matching funds for salary enhancements

SHERIFF'S OFFICE
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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	6,869,983	6,917,116	6,831,978	6,652,629	6,652,629
20 CONTRACTUAL SERVICES	664,383	604,335	658,011	546,191	546,191
30 SUPPLIES AND MATERIALS	52,413	49,645	50,880	46,505	46,505
40 BUSINESS AND TRAVEL	344,043	356,279	393,199	393,199	393,199
50 CAPITAL OUTLAY	171,897	332,479	0	0	0
70 MISCELLANEOUS	60,000	65,000	75,000	75,000	75,000
GRAND TOTAL	8,162,719	8,324,854	8,009,068	7,713,524	7,713,524

FUNDING SOURCE:

11 GENERAL	8,162,719	8,324,854	8,009,068	7,713,524	7,713,524

SHERIFF'S OFFICE
Investigative Services
Index #211300

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
6,831,978	6,652,629	(179,349)	<u>PERSONAL SERVICES</u> decrease (\$179,349) Decrease is the net result of staff transfers between divisions within the Sheriff's Office and adjustments to workers' compensation, offset by FY 16 Merit salary increase, temporary salaries, and overtime based on actual expense history, step/grade adjustments, and adjustments to pension, health benefits, and FICA.
658,011	546,191	(111,820)	<u>CONTRACTUAL SERVICES</u> decrease (\$111,820) Decrease is the net result of reductions in Other Professional Services due to elimination of video analysis and technical consultants, and space rental, electricity, and custodial service costs due to elimination of MLU lease.
50,880	46,505	(4,375)	<u>SUPPLIES & MATERIALS</u> decrease (\$4,375) Decrease is the result of reduction in Safety Equipment based on actual expense history for vest replacement and evidence collection supplies

DIVISION STAFF SUMMARY
Investigative Services
Index #211300

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	1.00	122,346	1.00	126,027	0.00	0
Captain	2.00	206,482	2.00	206,482	2.00	202,637
Lieutenant	3.00	269,631	3.00	269,631	3.00	269,761
Sergeant	5.00	413,545	5.00	413,545	5.00	418,545
Corporal	6.00	435,636	5.00	341,682	5.00	361,325
Sr. Deputy First Class	18.00	1,262,044	21.00	1,453,550	18.00	1,229,333
Deputy First Class	11.00	630,282	9.00	490,110	13.00	730,516
Computer Forensics Examiner	1.00	55,682	1.00	68,474	1.00	69,474
Public Information Specialist	1.00	47,694	0.00	0	0.00	0
Law Enforcement Analyst	1.00	49,338	1.00	49,338	0.00	0
Sex Offender Verification Investigator	1.00	50,835	1.00	50,835	0.00	0
Electronic Surveillance Technician	1.00	58,261	1.00	58,261	1.00	59,261
Financial Investigator	1.00	51,771	1.00	51,771	1.00	52,771
TRAC Coordinator	1.00	50,253	1.00	50,253	1.00	51,253
Victims' Services Coordinator	1.00	43,347	1.00	43,347	1.00	44,347
Administrative Support Technician	2.00	105,435	2.00	105,435	2.00	107,435
Law Enforcement Records Technician II	2.00	80,143	2.00	80,143	1.00	37,525
SUB-TOTAL FULL-TIME SALARIES	58.00	3,932,725	57.00	3,858,884	54.00	3,634,183
SALARY OFFSET		0		0		(27,000) A
TOTAL FULL-TIME SALARIES	58.00	3,932,725	57.00	3,858,884	54.00	3,607,183
TEMPORARY SALARIES		67,077		89,717		165,517
SALARY TOTAL	58.00	3,999,802	57.00	3,948,601	54.00	3,772,700

DIVISION STAFF SUMMARY
Investigative Services
Index #211300

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		1,044,373		999,933		1,034,977
Workers' Compensation		95,109		95,657		66,025
Health Benefits		837,215		829,561		781,445
Overtime and Shift Differential		561,215		569,288		617,288
FICA		349,226		345,058		335,834
Miscellaneous		44,620		43,880		44,360
TOTAL OTHER PERSONAL SERVICES		2,931,758		2,883,377		2,879,929
TOTAL PERSONAL SERVICES	58.00	6,931,560 *	57.00	6,831,978	54.00	6,652,629

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Funding the equivalent of \$500 per employee and encouraging their leadership to provide matching funds for salary enhancements

SHERIFF'S OFFICE
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.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	15,325,639	15,730,630	16,334,986	16,614,853	16,614,853
20 CONTRACTUAL SERVICES	3,713,892	3,925,737	4,621,143	4,659,233	4,659,233
30 SUPPLIES AND MATERIALS	1,359,447	1,332,904	1,352,766	1,352,766	1,352,766
40 BUSINESS AND TRAVEL	17,564	30,669	10,296	10,296	10,296
50 CAPITAL OUTLAY	83,674	322,610	0	0	0
GRAND TOTAL	20,500,216	21,342,550	22,319,191	22,637,148	22,637,148

FUNDING SOURCE:

11 GENERAL	20,500,216	21,342,550	22,319,191	22,637,148	22,637,148

SHERIFF'S OFFICE
Correctional Services
Index #212000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
16,334,986	16,614,853	279,867	<u>PERSONAL SERVICES</u> increase \$279,867 Increase is the net result of FY 16 Merit salary increase, overtime and shift differential increase based on actual expense history, step/grade adjustments, and adjustments to health benefits, offset by adjustments to pension and workers' compensation.
4,621,143	4,659,233	38,090	<u>CONTRACTUAL SERVICES</u> increase \$38,090 Increase is to provide for new Digital Solutions contract (Jail Maintenance Sytem)

DIVISION STAFF SUMMARY
Correctional Services
Index #212000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Major	1.00	107,786	1.00	107,786	1.00	95,763
Captain	3.00	250,974	2.00	166,442	2.00	168,442
Lieutenant	7.00	501,426	8.00	587,476	7.00	511,837
Sergeant	12.00	805,586	12.00	791,858	13.00	849,599
Corporal	14.00	823,660	14.00	760,117	14.00	753,465
Senior Deputy	0.00	0	0.00	0	30.00	1,821,980
Officer First Class	76.00	3,831,719	81.00	4,054,904	56.00	2,642,176
Officer	18.00	752,544	23.00	975,543	18.00	770,544
Officer Recruit	10.00	407,260	0.00	0	0.00	0
Warden	1.00	117,541	1.00	117,541	1.00	117,541
Classification Supervisor	1.00	68,619	1.00	68,619	1.00	69,619
Corrections Records Administrator	1.00	84,386	1.00	84,386	1.00	85,386
Special Projects Coordinator	1.00	74,984	1.00	43,347	1.00	44,347
Standards/Accreditation Manager	1.00	67,995	1.00	67,995	1.00	68,995
Pre-Trial Services Coordinator	2.00	94,432	2.00	94,432	2.00	96,432
Classification Counselor	3.00	134,076	3.00	130,041	3.00	133,041
Community Services Coordinator	1.00	43,347	1.00	43,347	1.00	44,347
Commissary Coordinator	1.00	40,976	1.00	40,976	1.00	41,976
Corrections Quartermaster	1.00	56,701	1.00	56,701	1.00	57,701
Corrections Records Supervisor	1.00	62,878	1.00	62,878	1.00	63,878
Program Coordinator	1.00	44,762	1.00	44,762	1.00	45,762
Maintenance Officer	3.00	139,984	3.00	139,984	3.00	142,984
Corrections Records Technician I	0.00	0	1.00	30,472	0.00	0
Corrections Records Technician II	4.00	177,215	3.00	125,153	4.00	171,481
Inmate Property Coordinator	1.00	47,382	1.00	47,382	1.00	48,382
Corrections Records Clerk	2.00	79,581	2.00	79,581	2.00	81,581
SUB-TOTAL FULL-TIME SALARIES	166.00	8,815,814	166.00	8,721,723	166.00	8,927,259

DIVISION STAFF SUMMARY
Correctional Services
Index #212000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
SALARY OFFSET		<u>(203,630)</u>		<u>0</u>		<u>(82,000) A</u>
TOTAL FULL-TIME SALARIES	166.00	8,612,184	166.00	8,721,723	166.00	8,845,259
TEMPORARY SALARIES		<u>124,481</u>		<u>172,190</u>		<u>184,588</u>
SALARY TOTAL	166.00	8,736,665	166.00	8,893,913	166.00	9,029,847
OTHER PERSONAL SERVICES						
Pension & Retirement		2,676,358		2,747,921		2,696,983
Workers' Compensation		207,400		213,810		162,565
Health Benefits		1,940,677		2,075,043		2,114,609
Overtime and Shift Differential		1,510,000		1,513,098		1,695,000
FICA		783,629		796,101		820,449
Miscellaneous		<u>92,640</u>		<u>95,100</u>		<u>95,400</u>
TOTAL OTHER PERSONAL SERVICES		7,210,704		7,441,073		7,585,006
TOTAL PERSONAL SERVICES	<u>166.00</u>	<u>15,947,369 *</u>	<u>166.00</u>	<u>16,334,986</u>	<u>166.00</u>	<u>16,614,853</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Funding the equivalent of \$500 per employee and encouraging their leadership to provide matching funds for salary enhancements

SHERIFF'S OFFICE
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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	86,229	86,213	152,105	99,782	99,782
20 CONTRACTUAL SERVICES	25,651	58,994	74,222	74,222	74,222
30 SUPPLIES AND MATERIALS	400,469	274,799	513,280	513,280	513,280
40 BUSINESS AND TRAVEL	38,735	41,864	63,524	63,524	63,524
50 CAPITAL OUTLAY	<u>1</u>	<u>0</u>	<u>47,500</u>	<u>47,500</u>	<u>47,500</u>
GRAND TOTAL	<u>551,085</u>	<u>461,870</u>	<u>850,631</u>	<u>798,308</u>	<u>798,308</u>

FUNDING SOURCE:

11 GENERAL	<u>551,085</u>	<u>461,870</u>	<u>850,631</u>	<u>798,308</u>	<u>798,308</u>

SHERIFF'S OFFICE
Inmate Welfare Fund
Index #212100

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
152,105	99,782	(52,323)	<u>PERSONAL SERVICES</u> decrease (\$52,323) Decrease is the net result of reduction in temporary services based on actual expense history and an adjustment to FICA

DIVISION STAFF SUMMARY
Inmate Welfare Fund
Index #212100

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>132,626</u>		<u>127,500</u>		<u>78,691</u>
SALARY TOTAL		<u><u>132,626</u></u>		<u><u>127,500</u></u>		<u><u>78,691</u></u>
OTHER PERSONAL SERVICES						
Pension & Retirement		14,152		7,869		7,869
Health Benefits		0		6,843		7,062
FICA		11,802		9,753		6,020
Miscellaneous		<u>0</u>		<u>140</u>		<u>140</u>
TOTAL OTHER PERSONAL SERVICES		<u>25,954</u>		<u>24,605</u>		<u>21,091</u>
TOTAL PERSONAL SERVICES		<u><u>158,580 *</u></u>		<u><u>152,105</u></u>		<u><u>99,782</u></u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

SHERIFF'S OFFICE
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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	4,566,690	4,808,304	4,598,061	5,129,886	5,129,886
20 CONTRACTUAL SERVICES	54,744	74,955	56,265	64,934	64,934
30 SUPPLIES AND MATERIALS	31,259	28,671	44,882	43,367	43,367
40 BUSINESS AND TRAVEL	252,214	256,528	285,850	285,850	285,850
50 CAPITAL OUTLAY	14,981	0	0	0	0
70 MISCELLANEOUS	322,987	316,933	319,503	306,534	306,534
GRAND TOTAL	5,242,875	5,485,391	5,304,561	5,830,571	5,830,571

FUNDING SOURCE:

11 GENERAL	5,242,875	5,485,391	5,304,561	5,830,571	5,830,571

SHERIFF'S OFFICE
Court Services
Index #213000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
4,598,061	5,129,886	531,825	<u>PERSONAL SERVICES</u> increase \$531,825 Increase is the net result of FY 16 Merit salary increase, staff transfers between divisions of the Sheriff's Office, temporary salaries for security clerks, adjustments to pension, and increase in overtime and shift differential based on actual expense history, offset by health benefit adjustments
56,265	64,934	8,669	<u>CONTRACTUAL SERVICES</u> increase \$8,669 Increase is for new data processing software contract (Tripwire) and for maintenance of detection equipment
44,882	43,367	(1,515)	<u>SUPPLIES & MATERIALS</u> decrease (\$1,515) Decrease in safety equipment based on actual expense history
319,503	306,534	(12,969)	<u>MISCELLANEOUS</u> decrease (\$12,969) Decrease is the net result of adjustments to county grant matches

DIVISION STAFF SUMMARY

Court Services

Index #213000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Captain	1.00	95,867	1.00	95,867	1.00	96,867
Lieutenant	1.00	89,794	1.00	89,794	1.00	90,794
Sergeant	5.00	424,735	5.00	419,992	5.00	416,298
Corporal	6.00	469,767	6.00	469,767	6.00	475,767
Sr. Deputy First Class	11.00	772,013	9.00	630,136	11.00	787,464
Deputy First Class	9.00	523,142	12.00	693,910	12.00	705,910
Deputy	2.00	94,348	0.00	0	0.00	0
Law Enforcement Records Technician II	4.00	169,458	4.00	169,458	5.00	218,076
Sex Offender Verification Investigator	0.00	0	0.00	0	1.00	51,835
SUB-TOTAL FULL-TIME SALARIES	39.00	2,639,124	38.00	2,568,924	42.00	2,843,011
SALARY OFFSET		(412,860)		(467,002)		(492,002) A
TOTAL FULL-TIME SALARIES	39.00	2,226,264	38.00	2,101,922	42.00	2,351,009
TEMPORARY SALARIES		695,486		678,775		751,824
SALARY TOTAL	39.00	2,921,750	38.00	2,780,697	42.00	3,102,833

DIVISION STAFF SUMMARY
Court Services
Index #213000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		728,634		674,540		780,338
Workers' Compensation		57,353		54,046		45,260
Health Benefits		428,232		469,106		532,332
Overtime and Shift Differential		342,000		356,670		378,000
FICA		249,676		239,702		266,283
Miscellaneous		24,280		23,300		24,840
TOTAL OTHER PERSONAL SERVICES		1,830,175		1,817,364		2,027,053
TOTAL PERSONAL SERVICES	39.00	4,751,925 *	38.00	4,598,061	42.00	5,129,886

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - State and federal grant funding for eight (8) employees, plus funding the equivalent of \$500 per employee and encouraging their leadership to provide matching funds for salary enhancements

HARFORD COUNTY SHERIFF'S OFFICE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To ensure that agency staffing is adequate to meet current and future service demands and mandates in a timely and efficient manner.

Department Objective

To provide for timely service of court ordered civil processes by ensuring a service rate of no less than 80% annually.

County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Number of Civil Deputies	8	8	9	9	9
Operating Budget Allocated	\$913,147	\$871,670	\$970,348	\$1,036,573	\$1,046,262
<u>Output:</u>					
Number of papers received	40,291	45,126	44,737	46,146	47,530
<u>Efficiency:</u>					
Number of papers served	33,433	37,048	42,701	43,982	45,301
Number of papers served per Civil Deputy	4,179	4,631	4,744	4,886	5,033
<u>Service Quality:</u>					
Number of papers unable to be served	6,858	8,078	2,036	2,164	2,229
Average number of service attempts per paper	5.0	5.0	5.0	5.0	5.0
<u>Outcome:</u>					
Annual service rate percentage	83.00%	82.00%	95.00%	95.00%	95.00%

Explanation and Analysis of Performance Measures

Court Services seeks to provide for timely service of court ordered civil processes by ensuring a service rate of no less than 80% annually. Service of these processes is mandated by State statutes.

HARFORD COUNTY SHERIFF'S OFFICE OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To enhance the safety of families through the monitoring of convicted sex offenders.

Department Objective

To provide for routine monitoring of sex offender registrants through residential and employment verification at a minimum of twice per year per registrant.

County Goal(s) Supported

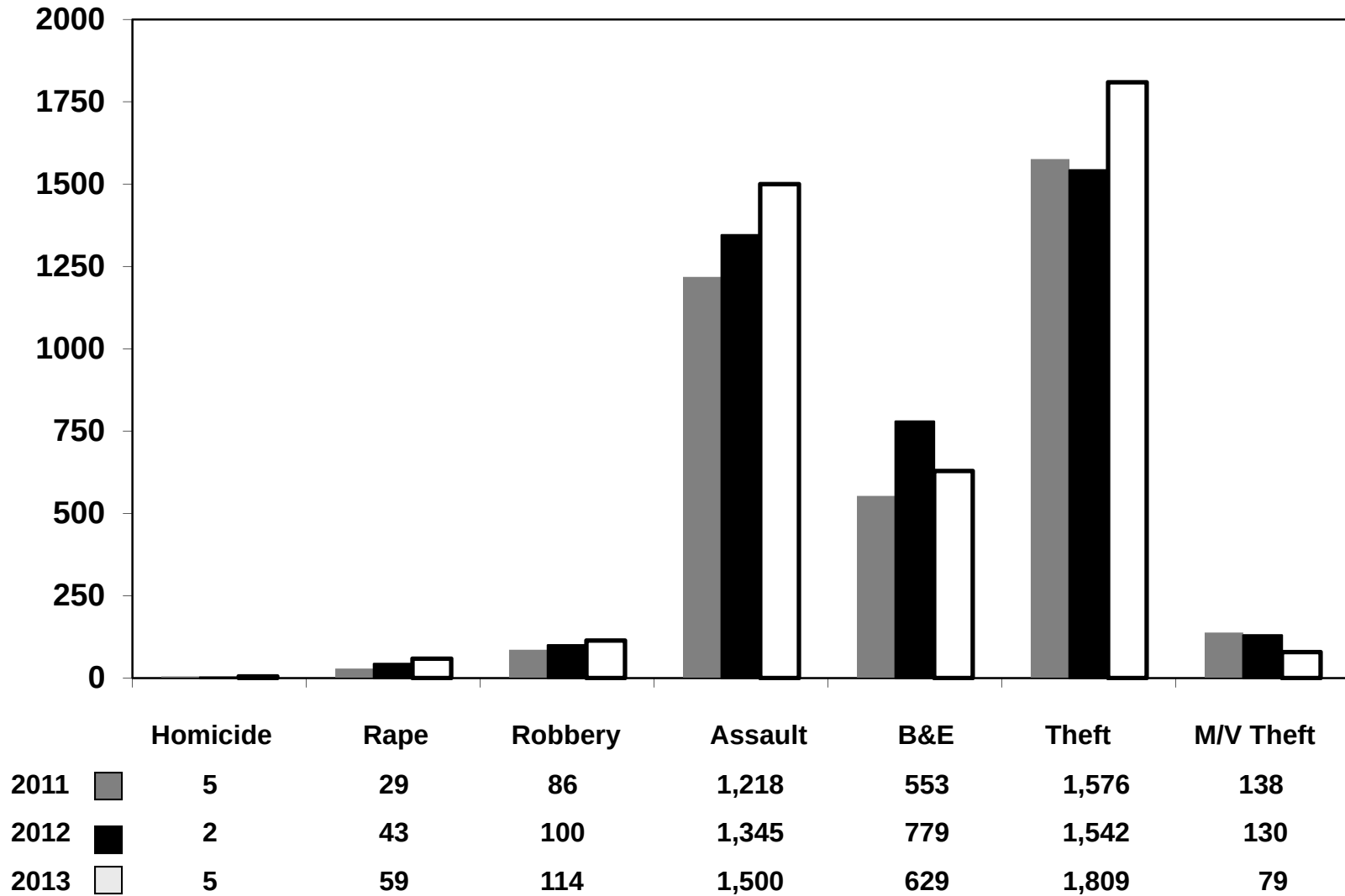
III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$11,010	\$10,166	\$20,216	\$61,157	\$62,157
Number of staff	1	1	1	1	1
<u>Output:</u>					
Number convicted of misdemeanor offenses (Tier One)	33	39	37	41	43
Number convicted of non-contact felonies or contact misdemeanors (Tier Two)	26	26	34	27	31
Number convicted of contact felonies (Tier Three)	153	171	135	203	195
<u>Efficiency:</u>					
Average number of attempts per verification	1.2	1.2	1.4	1.3	1.3
<u>Service Quality:</u>					
Average number of residential verifications per registrant	3.8	3.6	4.6	3.8	4.2
<u>Outcome:</u>					
Average number of verifications per year per registrant	3.8	3.6	4.6	3.8	4.2

Explanation and Analysis of Performance Measures

Convicted sex offenders are required to report to the Sheriff's Office their current addresses, employers, and any educational institutions they attend. The Sheriff's Office, through its Megan's Law unit, strives to protect children and adults from sex offenders by verifying the information through personal contact at the offender's residence, place of employment, and educational institution. The Sheriff's Office will make at least two such checks per year for each offender.

Harford County Sheriff's Office Crime Statistics



Harford County Sheriff's Office - Anticipated FY16 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 funding provides for 7 positions in the Sheriff's Office who concentrate their efforts specifically in the service of summonses, warrants and writs of paternity, AFDC child support cases and the data entry and tracking of each. This grant also funds the basic operating costs of this Unit	\$535,533			\$306,534	10/1/15-9/30/16	Recurring
Justice Assistance Grant	This funding allows the agency to purchase equipment for various Units such as the Violent Street Crimes Unit, Meghan's Law Unit, Crime Analysis Unit and Harford County Detention Center to include but not limited to cameras and supporting equipment, covert surveillance equipment, GPS tracking devices and computer monitors	\$40,000				10/1/14-9/30/18	Recurring
Maryland Highway Safety Office	This grant provides funding for deputies to work overtime to proactively seek out impaired and aggressive drivers in an effort to reduce the number of driving related injuries and fatalities in Harford County.	\$150,000				10/1/15 - 9/30/16	Recurring
Maryland Highway Safety Office - Commercial Motor Vehicle Grant	This grant provides funding for deputies to work overtime to perform NAS Inspections and CMV traffic enforcement details.	\$15,000				10/1/15 - 9/30/16	Recurring
STOP Gun Violence Reduction Grant	This grant funds the salary and partial benefits for one lateral deputy to fill the position created when an existing agency member was transferred into the Violent Street Crimes Unit. This grant will also provide overtime funding for deputies to conduct details such as covert investigations, to debrief suspects, develop confidential informants and to test fire and perform a trace on illegal firearms seized.		\$65,788			7/1/15-6/30/16	Recurring
Overtime Patrols/Public Awareness Grant	This grant provides overtime monies which allow the Sheriff's Office to fund a School Bus Safety Program. This program affords deputies the opportunity to target drivers who illegally pass school vehicles. In addition, this program established a partnership with Regal Cinemas in Abingdon, MD to air Public Service Announcements at their facility.		\$20,000			7/1/15 - 6/30/16	Recurring

Harford County Sheriff's Office - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Monitoring Support Grant	This grant provides overtime monies for existing Sheriff's Office personnel to assist in the compliance and verification process of the sex offenders registered with the Harford County Sheriff's Office Sex Offender Registration Program as mandated by Maryland law.		\$23,000			7/1/15 - 6/30/16	Recurring
HCSO-Victim Services Support	This grant provides training/travel funding for our victim Services Coordinator to attend the Annual North American Victim Assistance Conference.		\$1,500			7/1/15- 6/30/16	Recurring
State Criminal Alien Assistance Program	This grant provides federal funding to localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law and incarcerated for at least four consecutive days during the reporting period.	13,406				7/1/15 - 6/30/16	Recurring
Safe Streets Initiative	This grant provides for the salary and partial benefits of the Program Coordinator and Crime Analyst as well as overtime and related FICA for the surrounding municipalities and the Sheriff's Office staff to conduct details to apprehend individuals designated as violent offenders. This grant also pays for the partial salary and benefits of an existing Prosecutor in the State's Attorney's Office who is assigned to the Initiative on a part-time basis.		\$245,000			7/1/15 - 6/30/16	Recurring
	TOTALS:	\$753,939	\$355,288		\$306,534		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$1,109,227	5	5				

FY16 Anticipated Grant Award Dollars

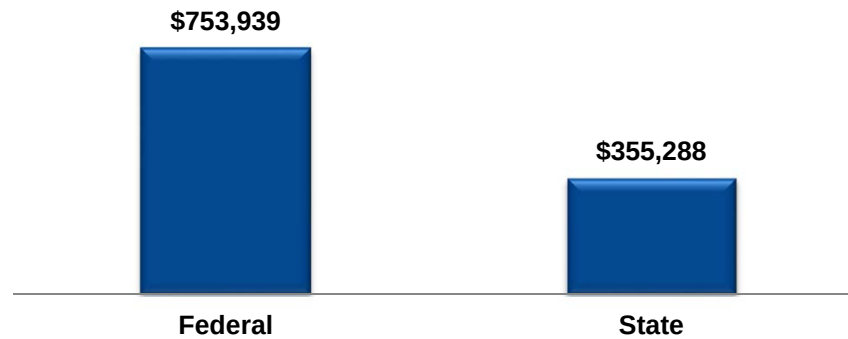
(July 1, 2015 to June 30, 2016)

HARFORD COUNTY SHERIFF'S OFFICE

% of Anticipated Grant Dollars by Funder



**Anticipated Grant Award Dollars
\$1,109,227***



of Anticipated Grant Awards: 10

Federal 5
State 5

Requested County Match \$306,534

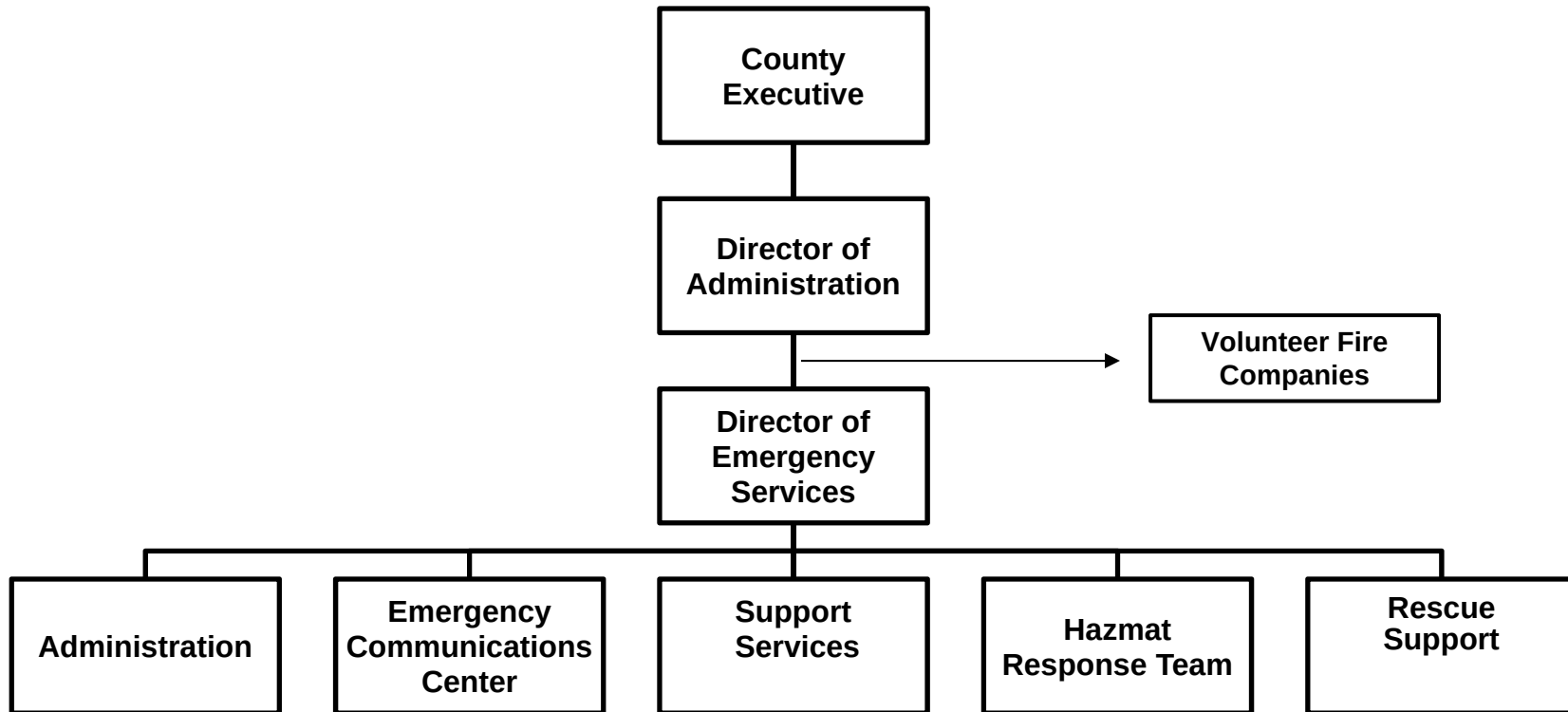
*Does not include County Match or Capital Projects

The Sheriff's Office anticipates receiving Federal and State grant monies to purchase much needed equipment, overtime, as well as provide for human service programs.



Harford County Detention Center

DEPARTMENT OF EMERGENCY SERVICES



DEPARTMENT OF EMERGENCY SERVICES

ORIGIN/PURPOSE:

The Department of Emergency Services (DES) 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.

DES is responsible for response to hazardous materials incidents in the county and maintaining a fully equipped and operational hazmat team. Additionally, DES is responsible for providing technical rescue services for the county and maintaining a fully equipped and operational technical rescue team.

MISSION STATEMENT:

TO PROVIDE TIMELY, PROFESSIONAL AND COMPASSIONATE EMERGENCY AND SUPPORT SERVICES FOR BOTH CITIZEN AND PUBLIC SAFETY PROVIDERS ALL DAY, EVERY DAY IN AN EFFICIENT AND EFFECTIVE MANNER

FY 2015 - FY 2016 GOALS:

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

TO EDUCATE HARFORD COUNTY CITIZENS ON THE PROPER USE OF EMERGENCY 911

TO PROVIDE AN EFFICIENT DISPATCH SYSTEM TO ASSURE CITIZENS ADEQUATE RESPONSE TO EMERGENCIES

TO ASSURE SERVICES WE OFFER MEET THE NEEDS AND EXPECTATIONS OF CITIZENS AND FIELD PROVIDERS

TO PROVIDE SUPPORT SERVICES FOR THOSE RESPONDING DIRECTLY TO PUBLIC SAFETY CALLS FOR ASSISTANCE

TO OFFER EFFECTIVE HAZMAT RESPONSE SERVICES

TO OFFER EFFECTIVE TECHNICAL RESCUE RESPONSE SERVICES

DEPARTMENT OF EMERGENCY SERVICES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	7,200,057	7,191,343	7,427,883	7,424,881	7,338,293
20 CONTRACTUAL SERVICES	6,122,548	5,968,801	5,974,584	6,042,815	6,042,815
30 SUPPLIES AND MATERIALS	254,052	207,874	102,000	120,000	120,000
40 BUSINESS AND TRAVEL	245,652	86,015	64,625	87,025	87,025
50 CAPITAL OUTLAY	169,715	4,223	0	0	0
70 MISCELLANEOUS	6,546,273	6,407,169	6,412,559	6,486,214	6,486,214
80 INTER-GOVERNMENTAL	0	1,139	0	0	0
GRAND TOTAL	<u>20,538,297</u>	<u>19,866,564</u>	<u>19,981,651</u>	<u>20,160,935</u>	<u>20,074,347</u>

SUMMARY BY FUND:

11 GENERAL	20,088,297	19,866,564	19,981,651	20,160,935	20,074,347
25 HIGHWAYS	300,000	0	0	0	0
51 WATER AND SEWER OPERATING	150,000	0	0	0	0
GRAND TOTAL	<u>20,538,297</u>	<u>19,866,564</u>	<u>19,981,651</u>	<u>20,160,935</u>	<u>20,074,347</u>

DEPARTMENT OF EMERGENCY SERVICES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DIVISION:</u>					
221000 ADMINISTRATION	3,700,414	4,282,836	4,428,341	4,422,612	4,336,024
222100 EMERGENCY COMMUNICATIONS CNT	5,702,289	5,940,635	5,932,268	6,119,400	6,119,400
222200 SUPPORT SERVICES	3,089,107	2,631,359	2,407,622	2,369,623	2,369,623
223000 VOLUNTEER FIRE COMPANIES	6,870,485	6,681,314	6,724,642	6,724,642	6,724,642
225000 HAZMAT RESPONSE TEAM	307,321	330,420	376,128	412,363	412,363
226000 RESCUE SUPPORT	0	0	112,650	112,295	112,295
229000 NATURAL DISASTERS	418,681	0	0	0	0
<u>HIGHWAYS FUND:</u>					
229025 NATURAL DISASTERS	300,000	0	0	0	0
<u>WATER AND SEWER FUND:</u>					
229051 NATURAL DISASTERS	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>20,538,297</u>	<u>19,866,564</u>	<u>19,981,651</u>	<u>20,160,935</u>	<u>20,074,347</u>

DEPARTMENT OF EMERGENCY SERVICES

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
7,427,883	7,338,293	(89,590)	<u>PERSONAL SERVICES</u> decrease (\$89,590) Decrease is the net result of salary adjustments, 3 abolished positions and workers' compensation offset by FY 16 Merit salary increase, health benefits and PEHP (Post Employment Health Plan)
5,974,584	6,042,815	68,231	<u>CONTRACTUAL SERVICES</u> increase \$68,231 Increase is the net result of office equipment, space & real estate rental for three new leases water and sewer fees, Emergency Medical Services (EMS) and building custodial services offset by heating fuel, telephone service, other professional services and grounds maintenance due to new building
102,000	120,000	18,000	<u>SUPPLIES AND MATERIALS</u> increase \$18,000 Increase is the net result of janitorial supplies and safety equipment offset by meals-special purpose and other supplies & materials based on actual expense history
64,625	87,025	22,400	<u>BUSINESS AND TRAVEL</u> increase \$22,400 Increase is the net result of vehicle charges, lodging, professional books, membership fees & dues and training seminars & courses based on actual expense history
6,412,559	6,486,214	73,655	<u>MISCELLANEOUS</u> increase \$73,655 Increase grants and contributions for PEHP (Post Employment Health Plan) for grant employee's, county match/transfer for EMPG grant (Emergency Management Performance Grant), contributions for EMS (Emergency Medical Services) Community Services Scholarship and canine rescue under rescue support services

DEPARTMENT STAFF SUMMARY
DEPARTMENT OF EMERGENCY SERVICES

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	54,703	1.00	54,703	1.00	57,344
Administrative Budget Technician II	1.00	64,485	1.00	64,485	1.00	65,485
Administrative Secretary III	1.00	66,995	1.00	66,995	1.00	67,995
Computer System Engineer IV	1.00	73,127	1.00	73,127	1.00	74,127
Deputy Director of Emergency Services	1.00	115,000	1.00	109,186	1.00	109,186
Director of Emergency Services	1.00	127,500	1.00	127,500	1.00	123,500
Electronic Services Technician	3.00	151,000	3.00	148,350	1.00	43,500
Grants Coordinator	1.00	68,054	1.00	68,054	1.00	69,054
Management Assistant I	1.00	65,000	1.00	67,000	0.00	0
Management Assistant II	1.00	78,330	1.00	78,330	1.00	0
Planner I	3.00	156,000	2.00	93,156	2.00	95,156
Planner II	1.00	73,118	2.00	126,678	2.00	131,356
Public Safety Dispatcher, Probationary	6.00	181,200	6.00	183,616	1.00	30,200
Public Safety Dispatcher I	5.00	168,148	5.00	168,148	10.00	343,648
Public Safety Dispatcher II	4.00	155,168	5.00	192,468	7.00	274,068
Public Safety Dispatcher III	44.00	1,988,809	45.00	2,037,735	42.00	1,952,127
Public Safety Hazmat Manager	1.00	50,249	1.00	50,249	1.00	51,249
Public Safety Manager	3.00	212,276	3.00	212,276	4.00	282,977
Public Safety Shift Manager	4.00	246,095	3.00	191,095	4.00	259,095
Public Safety Supervisor	11.00	637,173	10.00	579,971	9.00	500,230
FULL-TIME SALARIES	94.00	4,732,430	94.00	4,693,122	91.00	4,530,297
SALARY OFFSET		(171,667)		(241,767)		(180,946)
TOTAL FULL-TIME SALARIES	94.00	4,560,763	94.00	4,451,355	91.00	4,349,351
TEMPORARY SALARIES		232,100		294,600		290,900
SALARY TOTAL	94.00	4,792,863	94.00	4,745,955	91.00	4,640,251

**DEPARTMENT STAFF SUMMARY
EMERGENCY SERVICES**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		468,218		449,444		453,030
Workers' Compensation		45,551		43,770		13,836
Health Benefits		1,133,080		1,109,829		1,128,467
Overtime & Shift Differential		546,700		546,700		546,700
PEHP		77,583		101,936		126,556
FICA		420,677		417,369		416,713
Miscellaneous		13,160		12,880		12,740
TOTAL OTHER PERSONAL SERVICES		2,704,969		2,681,928		2,698,042
TOTAL PERSONAL SERVICES	94.00	7,497,832 *	94.00	7,427,883	91.00	7,338,293

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF EMERGENCY SERVICES
Administration
Index #221000

ORIGIN/PURPOSE:

The Administration of the Department of Emergency Services (DES) 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 of all Emergency Services activities/programs.

FY 2015 - FY 2016 GOALS:

TO PROVIDE EMERGENCY MANAGEMENT AND HOMELAND SECURITY OVERSIGHT FOR HARFORD COUNTY BEFORE, DURING AND AFTER BOTH NATURAL AND MAN-MADE EMERGENCIES OR DISASTERS TO REDUCE OR PREVENT THE LOSS OF LIFE, PROPERTY AND ECONOMIC WELL-BEING.

TO EDUCATE HARFORD COUNTY CITIZENS ON THE PROPER USE OF EMERGENCY 911

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	568,269	992,003	1,033,235	1,020,942	934,354
20 CONTRACTUAL SERVICES	2,939,202	3,009,469	3,225,414	3,162,974	3,162,974
30 SUPPLIES AND MATERIALS	47,903	121,824	27,500	29,200	29,200
40 BUSINESS AND TRAVEL	20,942	33,620	20,525	28,550	28,550
50 CAPITAL OUTLAY	2,431	1,598	0	0	0
70 MISCELLANEOUS	121,667	124,292	121,667	180,946	180,946
80 INTER-GOVERNMENTAL	0	30	0	0	0
GRAND TOTAL	<u>3,700,414</u>	<u>4,282,836</u>	<u>4,428,341</u>	<u>4,422,612</u>	<u>4,336,024</u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u>3,700,414</u>	<u>4,282,836</u>	<u>4,428,341</u>	<u>4,422,612</u>	<u>4,336,024</u>

DEPARTMENT OF EMERGENCY SERVICES Administration Index #221000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,033,235	934,354	(98,881)	<u>PERSONAL SERVICES</u> decrease (\$98,881) Decrease is the net result of salary, pension, health benefits and workers' compensation offset by FY 16 Merit salary increase and PEHP (Post Employment Health Plan)
3,225,414	3,162,974	(62,440)	<u>CONTRACTUAL SERVICES</u> decrease (\$62,440) Decrease is the net result of lower heating fuel costs, other professional services and grounds maintenance due to new building offset by increase in office equipment, water and sewer assessment building/custodial services for new larger building and Emergency Medical Services (EMS) receiving an increase
27,500	29,200	1,700	<u>SUPPLIES AND MATERIALS</u> increase \$1,700 Increase is the net result of general office supplies and janitorial supplies adjusted based on actual expense history, offset by a decrease in delivery charges, meals-special purpose and other supplies and materials
20,525	28,550	8,025	<u>BUSINESS AND TRAVEL</u> increase \$8,025 Increase is the result of vehicle expenses, lodging, membership fees & dues and training seminars adjusted based on actual expense history offset slightly by decrease in meals
121,667	180,946	59,279	<u>MISCELLANEOUS</u> increase \$59,279 Increase in county match for Emergency Management performance grant (EMPG) and new funding provided for Emergency Medical Services (EMS) Community Service Scholarship new for FY 16

DIVISION STAFF SUMMARY

Administration

Index #221000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	54,703	1.00	54,703	1.00	57,344
Administrative Budget Technician II	1.00	64,485	1.00	64,485	1.00	65,485
Administrative Secretary III	1.00	66,995	1.00	66,995	1.00	67,995
Deputy Director of Emergency Services	1.00	115,000	1.00	109,186	1.00	109,186
Director of Emergency Services	1.00	127,500	1.00	127,500	1.00	123,500
Grants Coordinator	1.00	68,054	1.00	68,054	1.00	69,054
Management Assistant I	1.00	65,000	1.00	67,000	0.00	0 A
Management Assistant II	1.00	78,330	1.00	78,330	0.00	0 E
Planner I	1.00	52,000	0.00	0	1.00	51,000 B
Planner II	1.00	73,118	2.00	126,678	2.00	131,356
Public Safety Supervisor	1.00	60,668	1.00	60,668	1.00	61,668
FULL-TIME SALARIES	11.00	825,853	11.00	823,599	10.00	736,588
SALARY OFFSET		(121,667)		(121,667)		(180,946) C
TOTAL FULL-TIME SALARIES	11.00	704,186	11.00	701,932	10.00	555,642
TEMPORARY SALARIES		0		0		66,300 D
SALARY TOTAL	11.00	704,186	11.00	701,932	10.00	621,942

DIVISION STAFF SUMMARY

Administration

Index #221000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		82,585		74,527		73,659
Workers' Compensation		7,792		12,352		3,003
Health Benefits		154,628		128,354		118,712
Overtime & Shift Differential		32,000		32,000		32,000
PEHP		4,564		17,728		13,560
FICA		64,692		64,802		69,938
Miscellaneous		1,540		1,540		1,540
TOTAL OTHER PERSONAL SERVICES		347,801		331,303		312,412
TOTAL PERSONAL SERVICES	11.00	1,051,987 *	11.00	1,033,235	10.00	934,354

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Management Assistant I position abolished - # 1270

B - One (1) Planner I position transferred in from Support Services - # 3670

C - Salary Offset available from Exelon Grant

D - Temporary Salary for Lobby Security

E - One (1) Management Assistant II position unfunded and funding moved to Budget Department per Amendment No. 3 - #3226

DEPARTMENT OF EMERGENCY SERVICES
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 JFK Barracks of the Maryland State Police.

FY 2015 - FY 2016 GOALS:

TO PROVIDE EFFICIENT DISPATCH SYSTEM TO ASSURE CITIZENS ADEQUATE RESPONSE TO EMERGENCIES

TO ASSURE SERVICES WE OFFER MEET NEEDS AND EXPECTATIONS OF CITIZENS AND FIELD PROVIDERS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	5,142,799	5,338,952	5,281,943	5,461,015	5,461,015
20 CONTRACTUAL SERVICES	460,463	575,342	623,250	620,075	620,075
30 SUPPLIES AND MATERIALS	18,707	8,052	11,500	7,000	7,000
40 BUSINESS AND TRAVEL	18,312	18,289	15,575	17,750	17,750
50 CAPITAL OUTLAY	62,274	0	0	0	0
70 MISCELLANEOUS	(266)	0	0	13,560	13,560
GRAND TOTAL	<u>5,702,289</u>	<u>5,940,635</u>	<u>5,932,268</u>	<u>6,119,400</u>	<u>6,119,400</u>

FUNDING SOURCE:

11 GENERAL	<u>5,702,289</u>	<u>5,940,635</u>	<u>5,932,268</u>	<u>6,119,400</u>	<u>6,119,400</u>

DEPARTMENT OF EMERGENCY SERVICES Emergency Communications Center Index #222100

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
5,281,943	5,461,015	179,072	<u>PERSONAL SERVICES</u> increase \$179,072 Increase is the net result of FY 16 Merit salary increase, transfer of 1 position in, health insurance and PEHP (Post Employment Health Plan) offset by workers' compensation
623,250	620,075	(3,175)	<u>CONTRACTUAL SERVICES</u> decrease(\$3,175) Decrease is the net result of electricity, other professional services and operating equipment based on actual expense history
11,500	7,000	(4,500)	<u>SUPPLIES AND MATERIALS</u> decrease (\$ 4,500) Decrease based on other supplies and materials reduced based on actual expense history
15,575	17,750	2,175	<u>BUSINESS AND TRAVEL</u> increase \$2,175 Increase is the result of fuel charges, meals and professional books & periodicals offset by vehicle charges based on actual expense history
0	13,560	13,560	<u>MISCELLANEOUS</u> increase \$13,560 Increase is based on PEHP (Post Employment Health Plan) for grant employee's

DIVISION STAFF SUMMARY
Emergency Communications Center
Index #222100

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Public Safety Dispatcher, Probationary	6.00	181,200	6.00	183,616	1.00	30,200 A
Public Safety Dispatcher I	5.00	168,148	5.00	168,148	10.00	343,648
Public Safety Dispatcher II	4.00	155,168	5.00	192,468	7.00	274,068 B
Public Safety Dispatcher III	44.00	1,988,809	45.00	2,037,735	41.00	1,909,631
Public Safety Manager	1.00	66,798	1.00	66,798	2.00	132,499
Public Safety Shift Manager	4.00	246,095	3.00	191,095	3.00	194,095
Public Safety Supervisor	9.00	505,532	8.00	448,330	8.00	438,562 C
FULL-TIME SALARIES	73.00	3,311,750	73.00	3,288,190	72.00	3,322,703
SALARY OFFSET		0		(70,100)		
TOTAL FULL-TIME SALARIES	73.00	3,311,750	73.00	3,218,090	72.00	3,322,703
TEMPORARY SALARIES		43,000		43,000		43,000
SALARY TOTAL	73.00	3,354,750	73.00	3,261,090	72.00	3,365,703
OTHER PERSONAL SERVICES						
Pension & Retirement		331,175		321,809		332,270
Workers' Compensation		27,504		22,551		8,698
Health Benefits		832,681		840,213		876,877
Overtime & Shift Differential		470,000		470,000		470,000
PEHP		59,328		70,912		103,956
FICA		292,594		285,428		293,431
Miscellaneous		10,220		9,940		10,080
TOTAL OTHER PERSONAL SERVICES		2,023,502		2,020,853		2,095,312
TOTAL PERSONAL SERVICES	73.00	5,378,252 *	73.00	5,281,943	72.00	5,461,015

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Four (4) vacant Public Safety Dispatcher III positions filled as Probationary Public Safety Dispatchers I - #0059, #1539, #1725 and #3307

Three (3) Probationary Public Safety Dispatchers promoted to Public Safety Dispatcher I - #2620, #2155, #2181

One (1) vacant Probationary Public Safety Dispatcher filled as Public Safety Dispatcher I - #1871

One (1) unfunded Probationary Public Service Dispatcher abolished - #3194

B - Three (3) Public Safety Dispatcher I promoted to Public Safety Dispatcher II - # 0078, #2535 and #2825

One (1) Public Safety Dispatcher II promoted to Public Safety Dispatcher III - # 3083

One (1) unfunded Public Service Dispatcher III position abolished - #1466

C - One (1) Public Safety Supervisor transferred in from Support Services - # 1264

One (1) Public Safety Supervisor reclassified as Public Safety Manager - # 0348

EMERGENCY OPERATIONS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To educate Harford County citizens on the proper use of emergency 911.

Department Objective

To increase the citizens educated by the public education program

County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated (Dollars allocated includes 911 Education Program materials, overtime costs, & tent rental for Farm Fair)	\$1,752	0*	0*	\$0	\$2,500
Number of staff hours used	201	104	194.5	300	300
<u>Output:</u>					
Number of events held to train citizens	25	21	23	30	30
<u>Efficiency:</u>					
Number of Staff Hours per event	8.04	4.16	8.45	10.00	10.00
<u>Service Quality:</u>					
Number of 911 Public Education training sessions requested	25	25	23	30+	30+
Percentage of requested training sessions that were completed	100%	100%	100%	100%	100%
<u>Outcome:</u>					
Total number of incoming calls to 911 Center	105,584	98,640	104,400	105,000	106,000
Total number of abandoned calls to 911 Center	10,504	9,532	12,048	10,000	10,000
Percentage of calls that are abandoned	10%	10%	12%	10%	10%

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.

* Existing materials used for education this year

DEPARTMENT OF EMERGENCY SERVICES
Support Services
Index #222200

ORIGIN/PURPOSE:

The Support Services staff provides for all areas of communication, information technology and Hazmat Response as well as the County's Mobile Communication Unit.

Support Services is responsible for the 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 Support 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 2015 - FY 2016 GOAL:

5. TO PROVIDE SUPPORT SERVICES FOR THOSE RESPONDING DIRECTLY TO PUBLIC SAFETY CALLS FOR ASSISTANCE

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	804,184	643,455	742,535	645,374	645,374
20 CONTRACTUAL SERVICES	2,128,071	1,950,380	1,643,912	1,701,724	1,701,724
30 SUPPLIES AND MATERIALS	62,802	26,500	15,200	15,000	15,000
40 BUSINESS AND TRAVEL	4,040	7,678	5,975	7,525	7,525
50 CAPITAL OUTLAY	90,010	2,625	0	0	0
80 INTER-GOVERNMENTAL	0	721	0	0	0
GRAND TOTAL	3,089,107	2,631,359	2,407,622	2,369,623	2,369,623

FUNDING SOURCE:

11 GENERAL	3,089,107	2,631,359	2,407,622	2,369,623	2,369,623

DEPARTMENT OF EMERGENCY SERVICES Support Services Index #222200

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
742,535	645,374	(97,161)	<u>PERSONAL SERVICES</u> decrease (\$97,161) Decrease is the net result of one (1) abolished position, two (2) positions transferred out, workers' compensation, health benefits and PEHP (Post Employment Health Plan) offset by FY 16 Merit salary increase and pension
1,643,912	1,701,724	57,812	<u>CONTRACTUAL SERVICES</u> increase \$57,812 Increase is the net result of communication service and space & real estate rental for radio shop lease offset by telephone service, other professional services and operating equipment based on actual expense history
5,975	7,525	1,550	<u>BUSINESS AND TRAVEL</u> increase \$1,550 Increase is the net result of fuel and mileage charges offset by vehicle expenses based on actual expense history

DIVISION STAFF SUMMARY

Support Services

Index #222200

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Computer System Engineer IV	1.00	73,127	1.00	73,127	1.00	74,127
Electronic Services Technician	3.00	151,000	3.00	148,350	1.00	43,500 A
Planner I	2.00	104,000	2.00	93,156	1.00	44,156 B
Public Safety Dispatcher III	0.00	0	0.00	0	1.00	42,496 C
Public Safety Manager	2.00	145,478	2.00	145,478	2.00	150,478
Public Safety Shift Manager	0.00	0	0.00	0	1.00	65,000 D
Public Safety Supervisor	1.00	70,973	1.00	70,973	0.00	0 E
FULL-TIME SALARIES	9.00	544,578	9.00	531,084	7.00	419,757
SALARY OFFSET		(50,000)		(50,000)		0 F
SALARY TOTAL	9.00	494,578	9.00	481,084	7.00	419,757
OTHER PERSONAL SERVICES						
Pension & Retirement		54,458		53,108		41,976
Workers' Compensation		8,918		7,530		1,858
Health Benefits		130,055		124,637		118,660
Overtime & Shift Differential		19,500		19,500		19,500
PEHP		13,691		13,296		9,040
FICA		43,152		42,120		33,603
Miscellaneous		1,260		1,260		980
TOTAL OTHER PERSONAL SERVICES		271,034		261,451		225,617
TOTAL PERSONAL SERVICES	9.00	765,612 *	9.00	742,535	7.00	645,374

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Electronic Services Tech abolished - # 0077

B - One (1) Planner I transferred to Administration - #3670

C - One (1) Public Safety Dispatcher III position created - #3763

D - One (1) Electronic Services Tech reclassified as Public Safety Shift Manager - # 3669

E - One (1) Public Safety Supervisor transferred to Communications - # 1264

F - Exelon Grant salary offset moved under Administration

DEPARTMENT OF EMERGENCY SERVICES
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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	434,842	406,672	450,000	450,000	450,000
50 CAPITAL OUTLAY	15,000	0	0	0	0
70 MISCELLANEOUS	6,420,643	6,274,642	6,274,642	6,274,642	6,274,642
GRAND TOTAL	6,870,485	6,681,314	6,724,642	6,724,642	6,724,642
<u>FUNDING SOURCE:</u>					
11 GENERAL	6,870,485	6,681,314	6,724,642	6,724,642	6,724,642

DEPARTMENT OF EMERGENCY SERVICES
Volunteer Fire Companies
Index #223000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
450,000	450,000	0	<u>CONTRACTUAL SERVICES</u> Other Insurance - Worker's Compensation Insurance based on actuals
6,274,642	6,274,642	0	<u>MISCELLANEOUS</u> Payments to Volunteer Fire Companies
			FY 15 FY 16
			Bel Air 911,182 911,182
			Abingdon 760,279 760,279
			Joppa 724,668 724,668
			Aberdeen 639,532 639,532
			Susquehanna 394,598 394,598
			HDG Ambulance 219,284 219,284
			Jarrettsville 466,444 466,444
			Fallston 482,374 482,374
			Darlington 382,929 382,929
			Whiteford 371,722 371,722
			Level 403,448 403,448
			Norrisville 358,304 358,304
			<u>6,114,764</u> <u>6,114,764</u>
			 Funds provided for support services:
			FY 15 FY 16
			Fire Training 8,010 8,010
			Administration 13,734 13,734
			Safety 1,144 1,144
			Fire Prevention 19,456 19,456
			EMS Ops & Training 57,222 57,222
			Recruitment 12,590 12,590
			Immunizations 5,722 5,722
			Trainee Program 42,000 42,000
			<u>159,878</u> <u>159,878</u>

DEPARTMENT OF EMERGENCY SERVICES
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 The Occupational Safety and Health Administration (OSHA).

The team investigates, in cooperation with local enforcement agencies and the Maryland Department of the Environment, alleged environmental crime.

FY 2015 - FY 2016 GOAL:

TO OFFER EFFECTIVE HAZMAT RESPONSE SERVICES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	196,344	216,933	262,520	265,255	265,255
20 CONTRACTUAL SERVICES	31,177	26,938	32,008	64,042	64,042
30 SUPPLIES AND MATERIALS	48,274	51,498	47,800	44,800	44,800
40 BUSINESS AND TRAVEL	27,297	26,428	22,550	26,200	26,200
70 MISCELLANEOUS	4,229	8,235	11,250	12,066	12,066
80 INTER-GOVERNMENTAL	<u>0</u>	<u>388</u>	<u>0</u>	<u>0</u>	<u>0</u>
GRAND TOTAL	<u>307,321</u>	<u>330,420</u>	<u>376,128</u>	<u>412,363</u>	<u>412,363</u>

FUNDING SOURCE:

11 GENERAL	<u>307,321</u>	<u>330,420</u>	<u>376,128</u>	<u>412,363</u>	<u>412,363</u>

DEPARTMENT OF EMERGENCY SERVICES Hazardous Materials Response Team Index #225000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
262,520	265,255	2,735	<u>PERSONAL SERVICES</u> increase \$2,735 Increase is the net result of FY 16 Merit increase and pension offset by workers' compensation and health benefits based on actual expense history
32,008	64,042	32,034	<u>CONTRACTUAL SERVICES</u> increase \$32,034 Increase is the net result of space & real estate rental for hazmat shop offset by other professional services, operating equipment and building custodial based on actual expense history
47,800	44,800	(3,000)	<u>SUPPLIES AND MATERIALS</u> decrease (\$3,000) Decrease is the net result of safety equipment
22,550	26,200	3,650	<u>BUSINESS AND TRAVEL</u> increase \$3,650 Increase is the net result of fuel and non-targeted charges-FVS offset by county owned vehicles and mileage based on actual expense history

DIVISION STAFF SUMMARY
Hazmat Response Team
Index #225000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Public Safety Hazmat Manager	<u>1.00</u>	<u>50,249</u>	<u>1.00</u>	<u>50,249</u>	<u>1.00</u>	<u>51,249</u>
TOTAL FULL-TIME SALARIES	<u>1.00</u>	<u>50,249</u>	<u>1.00</u>	<u>50,249</u>	<u>1.00</u>	<u>51,249</u>
TEMPORARY SALARIES	<u></u>	<u>151,600</u>	<u></u>	<u>151,600</u>	<u></u>	<u>151,600 A</u>
SALARY TOTAL	<u>1.00</u>	<u>201,849</u>	<u>1.00</u>	<u>201,849</u>	<u>1.00</u>	<u>202,849</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		5,125
Workers' Compensation		1,337		1,337		277
Health Benefits		15,716		16,625		14,218
Overtime & Shift Differential		25,200		25,200		25,200
FICA		17,369		17,369		17,446
Miscellaneous	<u></u>	<u>140</u>	<u></u>	<u>140</u>	<u></u>	<u>140</u>
TOTAL OTHER PERSONAL SERVICES	<u></u>	<u>59,762</u>	<u></u>	<u>60,671</u>	<u></u>	<u>62,406</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>261,611 *</u>	<u>1.00</u>	<u>262,520</u>	<u>1.00</u>	<u>265,255</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries provide for Hazmat Technicians

DEPARTMENT OF EMERGENCY SERVICES**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 The Occupational Safety and Health Administration (OSHA).

FY 2015 - FY 2016 GOAL:

7. TO OFFER EFFECTIVE TECHNICAL RESCUE RESPONSE SERVICES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	107,650	32,295	32,295
20 CONTRACTUAL SERVICES				44,000	44,000
30 SUPPLIES AND MATERIALS				24,000	24,000
40 BUSINESS AND TRAVEL				7,000	7,000
70 MISCELLANEOUS	0	0	5,000	5,000	5,000
GRAND TOTAL	0	0	112,650	112,295	112,295
<u>FUNDING SOURCE:</u>					
11 GENERAL	0	0	112,650	112,295	112,295

DEPARTMENT OF EMERGENCY SERVICES Rescue Support Index #226000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
107,650	32,295	(75,355)	<u>PERSONAL SERVICES</u> decrease \$75,355 Decrease is the net result of reduction of temporary salaries and FICA
0	44,000	44,000	<u>CONTRACTUAL SERVICES</u> increase \$44,000 Increase is the net result of space & real estate rental lease for rescue support and operating equipment
0	24,000	24,000	<u>SUPPLIES AND MATERIALS</u> increase \$24,000 Increase is the net result of safety equipment and other supplies and materials
0	7,000	7,000	<u>BUSINESS AND TRAVEL</u> increase \$7,000 Increase is the net result of training seminars, courses & meetings

DIVISION STAFF SUMMARY
Rescue Support
Index #226000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		37,500		100,000		30,000 A
SALARY TOTAL	<u>0.00</u>	<u>37,500</u>	<u>0.00</u>	<u>100,000</u>	<u>0.00</u>	<u>30,000</u>
OTHER PERSONAL SERVICES						
FICA		2,870		7,650		2,295
TOTAL OTHER PERSONAL SERVICES		2,870		7,650		2,295
TOTAL PERSONAL SERVICES	<u>0.00</u>	<u>40,370 *</u>	<u>0.00</u>	<u>107,650</u>	<u>0.00</u>	<u>32,295</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries provide for Rescue Technicians

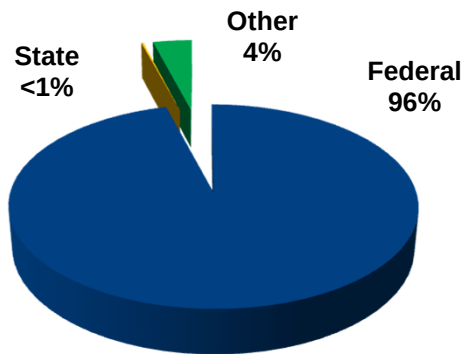
Department of Emergency Services - Anticipated FY16 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Emergency Management Performance Grant	This grant will be used to purchase equipment for the sake of interoperability for Harford County.	\$130,946			\$130,946	9/1/15 - 6/30/17	Recurring
State Homeland Security Program	Activities may include preparation for or response to catastrophic events, provided that the activities also build capabilities that relate to terrorism. This particular funding will go toward paying salary for an emergency planner and the yearly maintenance on the Connect CTY System.	\$113,583				9/1/15 - 5/31/17	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.	\$973,181				9/1/15 - 5/31/17	Recurring
Maryland Institute for Emergency Medical Services System	Grant monies to be used for mandatory Emergency Medical Dispatch Training.		\$2,687			9/18/15 - 6/15/16	Recurring
Hazardous Materials Emergency Preparedness Grant Program	To provide a training for a week for the Hazmat Team and also for planning purposes of a traffic study of hazardous materials entering Harford County.	\$8,263			\$2,066	10/1/15 - 9/30/16	Recurring
Exelon Nuclear Emergency Planning	Grant funds help cover the salary and benefit expenses for the Emergency Planner II position.			\$ 50,000		1/1/15 - 12/31/15	Recurring
TOTALS:		\$1,225,973	\$2,687	\$50,000	\$133,012		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$1,278,660	4	1	1			

FY16 Anticipated Grant Award Dollars

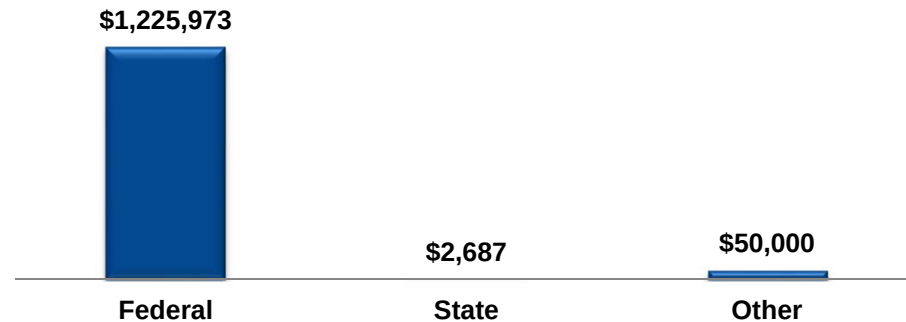
(July 1, 2015 to June 30, 2016)

DEPARTMENT OF EMERGENCY SERVICES

% of Anticipated Grant Dollars by Funder



**Anticipated Grant Award Dollars
\$1,278,660***



of Anticipated Grant Awards: 6

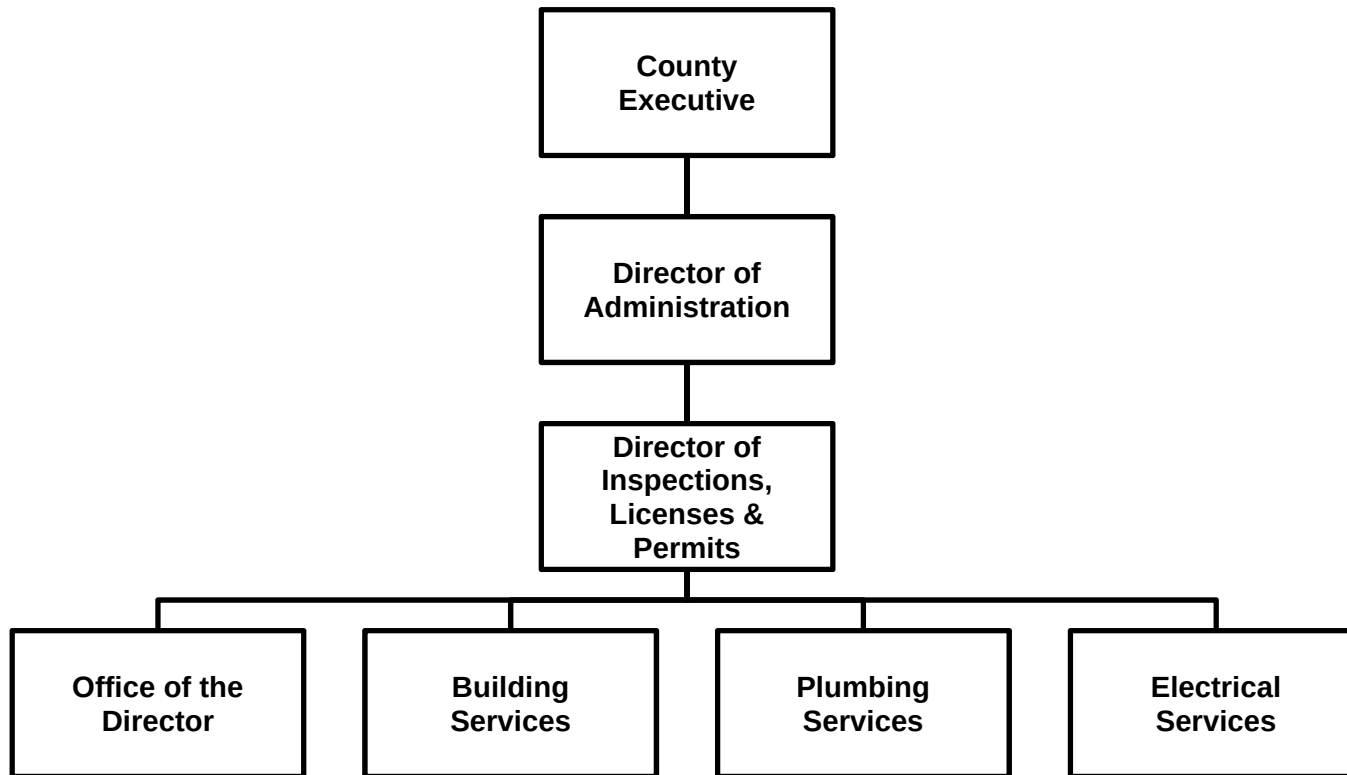
Federal	4
State	1
Other	1

Requested County Match \$133,012

*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 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 electric 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 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 2015 - FY 2016 GOALS:

DECREASE THE NUMBER OF CODE VIOLATIONS AND IMPROVE HOUSING STOCK WITHIN THE COUNTY

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)

DECREASE THE NUMBER OF BUILDING CODE VIOLATIONS DURING FINAL INSPECTION THEREBY REDUCING THE NUMBER OF REINSPECTIONS

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

DECREASE THE NUMBER OF PLUMBING CODE VIOLATIONS DURING FINAL INSPECTION THEREBY REDUCING THE NUMBER OF REINSPECTIONS

DECREASE THE NUMBER OF MECHANICAL CODE VIOLATIONS THEREBY REDUCING THE NUMBER OF REINSPECTIONS

TO IMPLEMENT AND ASSESS THE EFFECTIVENESS OF THE NEW LAND MANAGEMENT, PERMITTING AND LICENSING SYSTEM

INSPECTIONS, LICENSES & PERMITS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,323,330	3,423,581	3,327,795	2,583,371	2,583,371
20 CONTRACTUAL SERVICES	39,145	48,210	69,431	49,286	49,286
30 SUPPLIES AND MATERIALS	29,705	28,216	36,550	28,075	28,075
40 BUSINESS AND TRAVEL	124,275	125,330	158,220	91,420	91,420
50 CAPITAL OUTLAY	663	24,019	2,400	0	0
70 MISCELLANEOUS	551,760	2,005	5,200	4,200	4,200
80 INTER-GOVERNMENTAL/INTERFUND	2,868	0	0	0	0
GRAND TOTAL	<u>4,071,746</u>	<u>3,651,361</u>	<u>3,599,596</u>	<u>2,756,352</u>	<u>2,756,352</u>

SUMMARY BY FUND:

11 GENERAL	<u>4,071,746</u>	<u>3,651,361</u>	<u>3,599,596</u>	<u>2,756,352</u>	<u>2,756,352</u>
GRAND TOTAL	<u>4,071,746</u>	<u>3,651,361</u>	<u>3,599,596</u>	<u>2,756,352</u>	<u>2,756,352</u>

SUMMARY BY DIVISION:

261000	DIRECTOR OF DILP	526,516	551,813	529,658	687,585	687,585
263000	BUILDING SERVICES	1,011,148	1,027,184	1,006,765	887,946	887,946
264000	PLUMBING SERVICES	523,397	590,897	580,673	573,451	573,451
265000	ELECTRICAL SERVICES	617,571	634,737	613,860	607,370	607,370
266000	MANUF. HOUSING/ABANDONED PROP	230,571	239,781	246,118	0	0
267000	ANIMAL CONTROL	612,543	606,949	622,522	0	0
268000	HUMANE SOCIETY	550,000	0	0	0	0
GRAND TOTAL		<u>4,071,746</u>	<u>3,651,361</u>	<u>3,599,596</u>	<u>2,756,352</u>	<u>2,756,352</u>

INSPECTIONS, LICENSES & PERMITS

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
3,327,795	2,583,371	(744,424)	<u>PERSONAL SERVICES</u> decrease (\$744,424) Decrease is the result of seven (7) positions abolished under division of Animal Control and moved to Sheriff's Office, two (2) positions abolished due to retirement Chief of Housing and Administrative Assistant, one (1) Senior Plans Reviewer position abolished, pension, overtime, FICA and workers' compensation adjustments offset by FY 16 Merit Salary increase and health benefits
69,431	49,286	(20,145)	<u>CONTRACTUAL SERVICES</u> decrease (\$20,145) Decrease is the net result of office equipment, telephone service and other professional services adjusted based on actual expense history and downsizing of department
36,550	28,075	(8,475)	<u>SUPPLIES AND MATERIALS</u> decrease (\$8,475) Decrease is the net result of general office supplies, printing-commercial, general office mailing and safety equipment based on actual expense history and downsizing of department, janitorial supplies & materials, animal food supplies and uniform-purchase moved out with the division of Animal Control to Sheriff's Office
158,220	91,420	(66,800)	<u>BUSINESS AND TRAVEL</u> decrease (\$66,800) Decrease is the net result of county owned vehicles, fuel charges, non-targeted charges-fvs and lodging based on actual expense history and downsizing of department, professional books decrease due to one time purchase of new code books in FY 15
2,400	0	(2,400)	<u>CAPITAL</u> decrease (\$2,400) Decrease is due to printer expense in FY 15 for new land management permitting system was a one time purchase
5,200	4,200	(1,000)	<u>MISCELLANEOUS</u> decrease (\$1,000) Decrease is due to confidential expense under Animal Control being moved with this division to Sheriff's Office

**DEPARTMENT STAFF SUMMARY
INSPECTIONS, LICENSES AND PERMITS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	4.00	174,714	4.00	176,557	3.00	135,086
Administrative Secretary II	1.00	44,471	1.00	44,471	1.00	65,883
Animal Control Officer II	5.00	216,432	5.00	216,432	0.00	0
Building Inspections Supervisor	1.00	90,532	1.00	90,532	1.00	91,532
Chief, Animal Control Officer	1.00	64,983	1.00	64,983	0.00	0
Chief, Housing Services	1.00	87,124	1.00	87,124	0.00	0
Chief, Inspections, Licenses & Permits	2.00	151,029	2.00	151,029	2.00	153,029
Clerk Typist	1.00	29,591	1.00	29,591	0.00	0
Commercial Inspector	3.00	175,073	3.00	175,073	2.00	110,530
Deputy Director of DILP	1.00	85,025	1.00	89,276	1.00	89,276
Director of Inspections, Licenses & Permits	1.00	126,066	1.00	126,066	1.00	110,000
Inspector I	0.00	0	0.00	0	3.00	131,700
Inspector II	7.00	374,411	7.00	374,032	4.00	197,003
Inspector III	4.00	247,344	4.00	247,344	4.00	235,788
Management Assistant II	1.00	67,610	1.00	67,610	2.00	154,610
Permits Technician	3.00	117,848	3.00	117,848	3.00	120,848
Plans Reviewer II	1.00	52,800	1.00	52,800	1.00	53,800
Senior Plans Reviewer	2.00	141,616	2.00	141,616	1.00	71,808
SALARY TOTAL	39.00	2,246,669	39.00	2,252,384	29.00	1,720,893
OTHER PERSONAL SERVICES						
Pension & Retirement		224,668		225,239		172,089
Workers' Compensation		45,432		48,287		7,239
Health Benefits		545,668		558,529		484,162
PEHP		50,201		62,048		63,280
Overtime & Shift Differential		3,400		3,400		0
FICA		171,364		172,448		131,648
Miscellaneous		5,460		5,460		4,060
TOTAL OTHER PERSONAL SERVICES		1,046,193		1,075,411		862,478
TOTAL PERSONAL SERVICES	39.00	3,292,862 *	39.00	3,327,795	29.00	2,583,371

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES AND PERMITS OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Decrease the number of code violations and improve housing stock within the County.

Department Objective

To improve the quality of housing stock and to ensure it meets construction code requirements.

Work with the Department of Information and Communication Technology to facilitate implementation of EnerGov permit, inspection and licensing computer system

County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$4,309,721	\$3,942,575	\$3,586,056	\$3,599,596	\$2,756,352
Number of staff	40	40	39***	39	29
Number of Inspectors	13*	13*	14*	13	13
<u>Output:</u>					
Number of inspections performed	36,218**	36,164**	37023*	36,381	39,267
<u>Efficiency:</u>					
Number of inspections per inspector	2,786	2,782	2,644	2,599	3,020
<u>Service Quality:</u>					
Number of approved inspections	31,149	31,386	30,474	31,699	34,332
Number of disapproved inspections	5,069	4,778	4,229	4,682	4,935
<u>Outcome:</u>					
Percent of inspections that are disapproved	14.0%	13.2%	11.4%	12.9%	12.6%

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-inspector transferred to DPW

A Plumbing Inspector I position is vacant-vacancy filled 6/2013

** Includes Mechanical Inspections

*** Abolished vacant Licensing Clerk position

INSPECTIONS, LICENSES & PERMITS**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 ordinances; and enforcement of codes and ordinances through issuance and sales 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	443,798	450,488	443,002	603,399	603,399
20 CONTRACTUAL SERVICES	6,273	5,995	5,951	5,951	5,951
30 SUPPLIES AND MATERIALS	671	1,156	900	900	900
40 BUSINESS AND TRAVEL	75,596	70,344	77,405	77,335	77,335
50 CAPITAL OUTLAY	178	23,830	2,400	0	0
GRAND TOTAL	526,516	551,813	529,658	687,585	687,585

FUNDING SOURCE:

11 GENERAL	526,516	551,813	529,658	687,585	687,585

INSPECTIONS, LICENSES & PERMITS
Director of DILP
Index #261000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
443,002	603,399	160,397	<u>PERSONAL SERVICES</u> increase \$160,397 Increase is the net result of salary, FY 16 Merit salary increase, pension and workers' compensation adjustments, health benefits increase and PEHP (Post Employment Health Plan) adjustments
2,400	0	(2,400)	<u>EQUIPMENT</u> decrease (\$2,400) Decrease is due to a one time expense in FY 15 for new land management permitting system

DIVISION STAFF SUMMARY
Director of Inspections, License and Permits
Index #261000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Secretary II	1.00	44,471	1.00	44,471	1.00	65,883
Deputy Director of DILP	1.00	85,025	1.00	89,276	1.00	89,276
Director of Inspections, Licenses & Permits	1.00	126,066	1.00	126,066	1.00	110,000
Management Assistant II	1.00	67,610	1.00	67,610	2.00	154,610 A
SALARY TOTAL	4.00	323,172	4.00	327,423	5.00	419,769
OTHER PERSONAL SERVICES						
Pension & Retirement		32,317		32,742		41,977
Workers' Compensation		2,809		2,922		1,110
Health Benefits		30,232		45,563		98,691
PEHP		9,127		8,864		9,040
FICA		23,956		24,928		32,112
Miscellaneous		560		560		700
TOTAL OTHER PERSONAL SERVICES		99,001		115,579		183,630
TOTAL PERSONAL SERVICES	4.00	422,173 *	4.00	443,002	5.00	603,399

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Inspector II position transferred in from Building Services and reclassified as Management Assistant II - #0452

INSPECTIONS, LICENSES & PERMITS
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 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 2015 - FY 2016 GOALS:

DECREASE THE NUMBER OF CODE VIOLATIONS AND IMPROVE HOUSING STOCK WITHIN THE COUNTY

DECREASE THE NUMBER OF BUILDING CODE VIOLATIONS DURING FINAL INSPECTION THEREBY REDUCING THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	989,945	1,009,351	963,600	829,196	829,196
20 CONTRACTUAL SERVICES	5,459	6,726	7,800	33,135	33,135
30 SUPPLIES AND MATERIALS	13,784	9,109	16,550	16,550	16,550
40 BUSINESS AND TRAVEL	1,960	1,998	18,815	9,065	9,065
GRAND TOTAL	<u>1,011,148</u>	<u>1,027,184</u>	<u>1,006,765</u>	<u>887,946</u>	<u>887,946</u>

FUNDING SOURCE:

11 GENERAL	<u>1,011,148</u>	<u>1,027,184</u>	<u>1,006,765</u>	<u>887,946</u>	<u>887,946</u>

INSPECTIONS, LICENSES & PERMITS
Building Services
Index #263000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
963,600	829,196	(134,404)	<u>PERSONAL SERVICES</u> decrease (\$134,404) Decrease is the net result of one position abolished, pension and workers' compensation adjustments offset slightly by the FY 16 Merit salary increase, health benefits and PEHP (Post Employment Health Plan)
7,800	33,135	25,335	<u>CONTRACTUAL SERVICES</u> increase \$25,335 Increase is the net result of telephone service and other professional services expenses moved from Manufacture Housing here for securing and cleaning up abandoned properties
18,815	9,065	(9,750)	<u>BUSINESS AND TRAVEL</u> decrease (\$9,750) Decrease is the net result of professional books due to one time expense for new code books during FY 15 offset slightly by training seminars, courses due to additional personnel from Manufactured Housing

DIVISION STAFF SUMMARY

Building Services

Index #263000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	0.00	0
Administrative Assistant II	2.00	79,707	2.00	81,550	2.00	83,550
Building Inspections Supervisor	1.00	90,532	1.00	90,532	1.00	91,532
Commercial Inspector	1.00	66,543	1.00	66,543	0.00	0 A
Inspector I	0.00	0	0.00	0	1.00	43,900 B
Inspector II	3.00	180,853	3.00	180,853	2.00	98,731 C
Inspector III	1.00	62,696	1.00	62,696	2.00	119,608 D
Licensing Clerk	0.00	0	0.00	0	0.00	0
Plans Reviewer II	1.00	52,800	1.00	52,800	1.00	53,800
Senior Plans Reviewer	2.00	141,616	2.00	141,616	1.00	71,808 E
SALARY TOTAL	11.00	674,747	11.00	676,590	10.00	562,929
OTHER PERSONAL SERVICES						
Pension & Retirement		67,475		67,659		56,293
Workers' Compensation		13,264		16,016		2,747
Health Benefits		148,405		132,308		131,123
PEHP		18,255		17,728		31,640
FICA		51,618		51,759		43,064
Miscellaneous		1,540		1,540		1,400
TOTAL OTHER PERSONAL SERVICES		300,557		287,010		266,267
TOTAL PERSONAL SERVICES	11.00	975,304 *	11.00	963,600	10.00	829,196

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Commercial Inspector position vacant as Inspector II - # 0451

B - One (1) Inspector II position vacant as Inspector I - # 0448

C - One (1) vacant Inspector II position transferred to Directors Office - # 0452

D - One (1) Inspector III position transferred in from abolished Manufactured Housing Division - # 3338

E - One (1) vacant Senior Plans Reviewer position abolished - #1962

INSPECTIONS, LICENSES AND PERMITS - BUILDING SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

Decrease the number of building code violations during final inspection thereby reducing 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

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$1,206,343	\$995,139	\$1,007,519	\$1,006,765	\$887,946
Number of staff	12*	12*	11***	11	11
Number of inspectors	4**	4**	4**	4**	4
<u>Output:</u>					
Number of final building inspections performed	3,650	3,477	3,506	3,638	4,160
<u>Efficiency:</u>					
Number of final inspections per inspector	913	870	877	910	1040
<u>Service Quality:</u>					
Number of approved final inspections	3,155	3,022	3,026	3,206	3,563
Number of disapproved final inspections	495	455	480	432	597
<u>Outcome:</u>					
Percent of final inspections that are disapproved	13.6%	13.0%	15.9%	11.9%	14.4%

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. 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-FY15-inspector transferred to DPW

*** Abolished vacant Licensing Clerk position

INSPECTIONS, LICENSES & PERMITS
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, HVAC Board and implements local/state requirements governing water saving fixtures, plumbing systems and mechanical systems.

FY 2015 - FY 2016 GOALS:

DECREASE THE NUMBER OF PLUMBING CODE VIOLATIONS DURING FINAL INSPECTION THEREBY REDUCING THE NUMBER OF REINSPECTIONS

DECREASE THE NUMBER OF MECHANICAL CODE VIOLATIONS THEREBY REDUCING THE NUMBER OF REINSPECTIONS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	514,435	579,570	565,928	558,706	558,706
20 CONTRACTUAL SERVICES	3,145	4,005	5,400	5,400	5,400
30 SUPPLIES AND MATERIALS	3,568	4,746	5,000	5,000	5,000
40 BUSINESS AND TRAVEL	844	1,776	1,645	1,645	1,645
50 CAPITAL OUTLAY	485	0	0	0	0
70 MISCELLANEOUS	920	800	2,700	2,700	2,700
GRAND TOTAL	523,397	590,897	580,673	573,451	573,451

FUNDING SOURCE:

11 GENERAL	523,397	590,897	580,673	573,451	573,451

INSPECTIONS, LICENSES & PERMITS
Plumbing Services
Index #264000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
565,928	558,706	(7,222)	<u>PERSONAL SERVICES</u> decrease (\$7,222) Decrease is the net result of salary, pension, workers' compensation adjustments and FICA offset by FY 16 Merit salary increase

DIVISION STAFF SUMMARY
Plumbing Services
Index #264000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Inspections, Licenses & Permits	1.00	68,432	1.00	68,432	1.00	69,432
Commercial Inspector	1.00	50,856	1.00	50,856	1.00	51,856
Inspector II	2.00	96,272	2.00	96,272	2.00	98,272
Inspector III	1.00	68,501	1.00	68,501	1.00	53,945
Permits Technician	2.00	76,136	2.00	76,136	2.00	78,136
SALARY TOTAL	7.00	360,197	7.00	360,197	7.00	351,641
OTHER PERSONAL SERVICES						
Pension & Retirement		36,020		36,020		35,164
Workers' Compensation		7,731		7,731		1,625
Health Benefits		120,166		124,581		128,835
PEHP		4,564		8,864		13,560
FICA		27,555		27,555		26,901
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		197,016		205,731		207,065
TOTAL PERSONAL SERVICES	7.00	557,213 *	7.00	565,928	7.00	558,706

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES AND PERMITS - PLUMBING SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

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 or mechanical code requirements.

County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$590,133	\$548,050	\$572,218	\$580,673	\$573,451
Number of staff	6*	6*	7	7	7
Number of Inspectors	3*	3*	4	4	4
<u>Output:</u>					
Number of final plumbing inspections performed	5,216	5,811	5,882	5,893	6,603
<u>Efficiency:</u>					
Number of final inspections per inspector	1,738	1,939	1,471	1,473	1,651
<u>Service Quality:</u>					
Number of approved final inspections	4,291	4,813	4,872	4,951	5,477
Number of disapproved final inspections	925	998	1,010	942	1,126
<u>Outcome:</u>					
Percent of final inspections that are disapproved	17.7%	17.1%	20.7%	15.9%	17.1%

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

INSPECTIONS, LICENSES & PERMITS
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 journeyman 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 2015 - FY 2016 GOAL:

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	602,786	620,369	598,560	592,070	592,070
20 CONTRACTUAL SERVICES	3,090	3,569	4,800	4,800	4,800
30 SUPPLIES AND MATERIALS	5,687	6,171	5,625	5,625	5,625
40 BUSINESS AND TRAVEL	2,444	3,748	3,375	3,375	3,375
70 MISCELLANEOUS	840	880	1,500	1,500	1,500
80 INTER-GOVERNMENTAL/INTERFUND	2,724	0	0	0	0
GRAND TOTAL	617,571	634,737	613,860	607,370	607,370

FUNDING SOURCE:

11 GENERAL	617,571	634,737	613,860	607,370	607,370

INSPECTIONS, LICENSES & PERMITS Electrical Services Index #265000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
598,560	592,070	(6,490)	<u>PERSONAL SERVICES</u> decrease (\$6,490) Decrease is the net result of salary, pension and workers' compensation adjustments offset by FY 16 Merit salary increase and health benefits

DIVISION STAFF SUMMARY

Electrical Services

Index #265000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	50,536	1.00	50,536	1.00	51,536
Chief, Inspections, Licenses & Permits	1.00	82,597	1.00	82,597	1.00	83,597
Commercial Inspector	1.00	57,674	1.00	57,674	1.00	58,674
Inspector I	0.00	0	0.00	0	2.00	87,800 A
Inspector II	2.00	97,286	2.00	96,907	0.00	0
Inspector III	1.00	61,235	1.00	61,235	1.00	62,235
Permits Technician	1.00	41,712	1.00	41,712	1.00	42,712
SALARY TOTAL	7.00	391,040	7.00	390,661	7.00	386,554
OTHER PERSONAL SERVICES						
Pension & Retirement		39,104		39,066		38,655
Workers' Compensation		8,160		8,150		1,757
Health Benefits		118,081		120,953		125,513
PEHP		4,564		8,864		9,040
FICA		29,915		29,886		29,571
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		200,804		207,899		205,516
TOTAL PERSONAL SERVICES	7.00	591,844 *	7.00	598,560	7.00	592,070

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Inspector II positions filled as Inspector I #0469 and #0470

INSPECTIONS, LICENSES AND PERMITS - ELECTRICAL SERVICES

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

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.

Department Objective:

To improve the quality of housing stock and to ensure it meets electrical code requirements.

County Goal(s) Supported:

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$637,957	\$565,008	\$608,644	\$613,860	\$607,370
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	4,877	5,271	5,448	5,358	6,451
<u>Efficiency:</u>					
Number of final inspections per inspector	1,219	1,318	1,362	1,339	1,612
<u>Service Quality:</u>					
Number of approved final inspections	3,375	3,894	4,102	4,050	5,129
Number of disapproved final inspections	1,502	1,377	1,346	1,308	1,322
<u>Outcome:</u>					
Percent of final inspections that are disapproved	30.8%	26.1%	32.8%	24.4%	20.5%

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

INSPECTIONS, LICENSES & PERMITS 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 plan 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 Department of Emergency Services regarding mitigation and preparation for disasters. This Division provides damage assessment training to the Department's inspectors and works with the Animal Control Division regarding pet sheltering. This Division 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 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 Division 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 2015 - FY 2016 GOAL:

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)

INSPECTIONS, LICENSES & PERMITS Manufactured Housing/Abandoned Property Index #266000

ALL FUND SUMMARY:

SUMMARY BY CHARACTER:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
10 PERSONAL SERVICES	211,123	214,312	205,923	0	0
20 CONTRACTUAL SERVICES	16,694	23,672	36,630	0	0
30 SUPPLIES AND MATERIALS	1,578	1,483	1,600	0	0
40 BUSINESS AND TRAVEL	1,176	125	1,965	0	0
50 CAPITAL OUTLAY	0	189	0	0	0
GRAND TOTAL	230,571	239,781	246,118	0	0

FUNDING SOURCE:

11 GENERAL	230,571	239,781	246,118	0	0

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
			Division abolished
205,923	0	(205,923)	<u>PERSONAL SERVICES</u> decrease (\$205,923) Decrease is the net result of one (1) position abolished due to retirement and one (1) has been transferred to Building Services due to this division being abolished
36,630	0	(36,630)	<u>CONTRACTUAL SERVICES</u> decrease (\$36,630)
1,600	0	(1,600)	<u>SUPPLIES AND MATERIALS</u> decrease (\$1,600)
1,965	0	(1,965)	<u>BUSINESS AND TRAVEL</u> decrease (\$1,965)

DIVISION STAFF SUMMARY
Manufactured Housing/Abandoned Property
Index #266000

This Division has been abolished as part of reorganization within the Department

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Housing Services	1.00	87,124	1.00	87,124	0.00	0
Inspector II	0.00	0	0.00	0	0.00	0
Inspector III	1.00	54,912	1.00	54,912	0.00	0
SALARY TOTAL	2.00	142,036	2.00	142,036	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		14,204		14,204		0
Workers' Compensation		3,778		3,778		0
Health Benefits		28,681		30,327		0
PEHP		4,564		4,432		0
FICA		10,866		10,866		0
Miscellaneous		280		280		0
TOTAL OTHER PERSONAL SERVICES		62,373		63,887		0
TOTAL PERSONAL SERVICES	2.00	204,409 *	2.00	205,923	0.00	0

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES & PERMITS**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. The Division also assists the Health Department officials with suspected rabid animal cases.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	561,243	549,491	550,782	0	0
20 CONTRACTUAL SERVICES	4,484	4,243	8,850	0	0
30 SUPPLIES AND MATERIALS	4,417	5,551	6,875	0	0
40 BUSINESS AND TRAVEL	42,255	47,339	55,015	0	0
70 MISCELLANEOUS	0	325	1,000	0	0
80 INTER-GOVERNMENTAL/INTERFUND	144	0	0	0	0
GRAND TOTAL	612,543	606,949	622,522	0	0

FUNDING SOURCE:

11 GENERAL	612,543	606,949	622,522	0	0

INSPECTIONS, LICENSES & PERMITS Animal Control Index #267000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
			Division Abolished
550,782	0	(550,782)	<u>PERSONAL SERVICES</u> decrease (\$550,782) Decrease is the net result of Seven (7) positions abolished under division of Animal Control and moved to Sheriff's Office and One (1) position abolished due to retirement and the division of Animal Control has been abolished
8,850	0	(8,850)	<u>CONTRACTUAL SERVICES</u> decrease (\$8,850)
55,015	0	(55,015)	<u>BUSINESS AND TRAVEL</u> decrease (\$55,015)

DIVISION STAFF SUMMARY

Animal Control

Index #267000

This Division has been abolished as part of reorganization within the Department.

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	44,471	1.00	44,471	0.00	0
Animal Control Officer I	0.00	0	0.00	0	0.00	0
Animal Control Officer II	5.00	216,432	5.00	216,432	0.00	0
Chief Animal Control Officer	1.00	64,983	1.00	64,983	0.00	0
Clerk Typist	1.00	29,591	1.00	29,591	0.00	0
SALARY TOTAL	8.00	355,477	8.00	355,477	0.00	0
OTHER PERSONAL SERVICES						
Pension & Retirement		35,548		35,548		0
Workers' Compensation		9,690		9,690		0
Health Benefits		100,103		104,797		0
Overtime & Shift Differential		3,400		3,400		0
PEHP		9,127		13,296		0
FICA		27,454		27,454		0
Miscellaneous		1,120		1,120		0
TOTAL OTHER PERSONAL SERVICES		186,442		195,305		0
TOTAL PERSONAL SERVICES	8.00	541,919 *	8.00	550,782	0.00	0

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

INSPECTIONS, LICENSES & PERMITS 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.

Funding for the Humane Society was moved in FY 14 to its own Index code for better accountability.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
70 MISCELLANEOUS	550,000	0	0	0	0
GRAND TOTAL	550,000	0	0	0	0

SUMMARY BY CHARACTER:

FUNDING SOURCE:

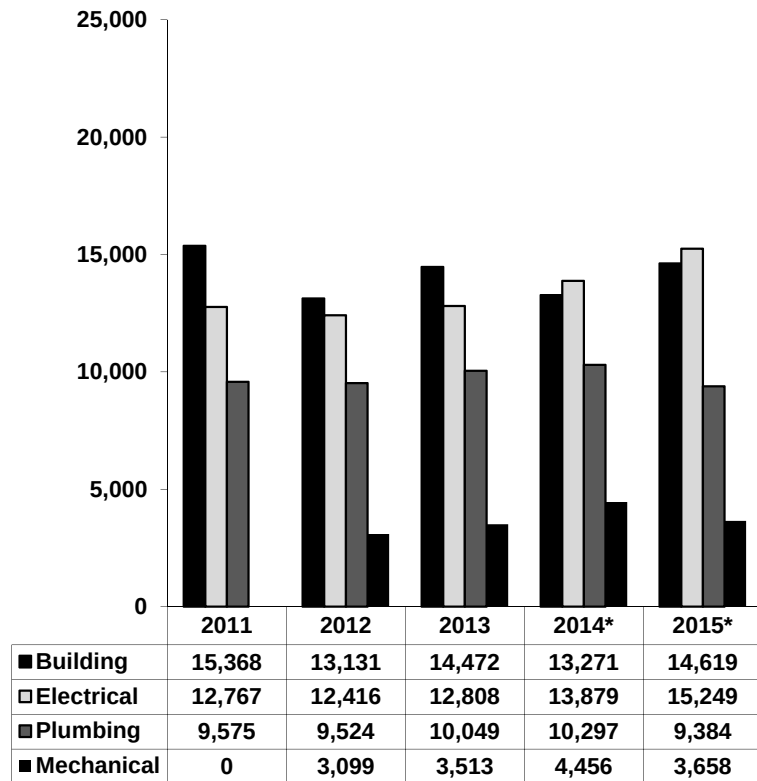
11 GENERAL	550,000	0	0	0	0

Inspections, Licenses and Permits

Inspections/Permit Activity

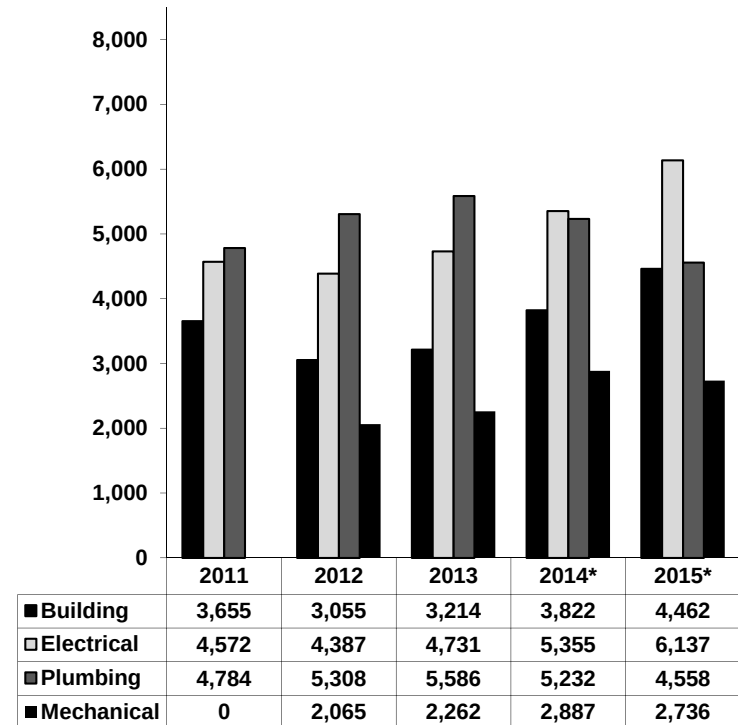
Fiscal Year Basis

Inspections Made



*Projected

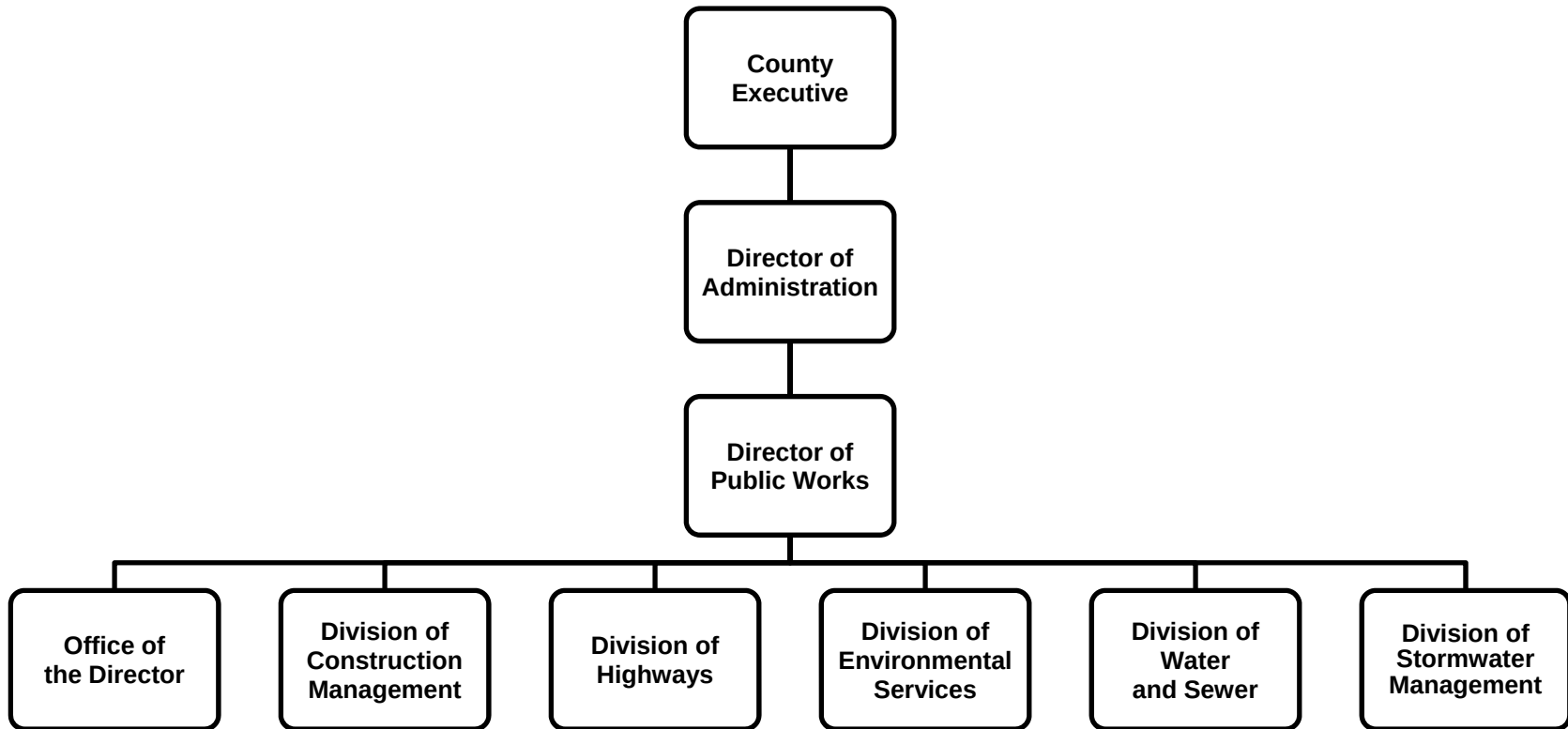
Permits Issued





Waters Edge

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 LV, 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 Stormwater Management, Division of Construction Management and Environment Services.

MISSION STATEMENT:

HARFORD COUNTY DEPARTMENT OF PUBLIC WORKS, GUIDED BY COMMON SENSE, ACCOUNTABILITY, AND COMPASSION STRIVE 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

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	35,297,432	36,024,514	35,754,844	34,877,637	34,877,637
20 CONTRACTUAL SERVICES	18,785,044	20,306,634	22,982,742	24,626,382	24,626,382
30 SUPPLIES & MATERIALS	4,833,236	6,973,920	6,507,440	6,613,259	6,613,259
40 BUSINESS AND TRAVEL	2,438,415	2,903,139	2,751,485	3,072,641	3,072,641
50 CAPITAL OUTLAY	1,442,518	1,530,157	1,498,950	1,240,300	1,240,300
70 MISCELLANEOUS	18,193,529	18,338,726	19,230,247	21,088,092	21,088,092
80 INTER-GOVERNMENTAL/INTERFUND	317,952	704,860	6,325	7,125	7,125
GRAND TOTAL	<u>81,308,126</u>	<u>86,781,950</u>	<u>88,732,033</u>	<u>91,525,436</u>	<u>91,525,436</u>

SUMMARY BY FUND:

11 GENERAL	2,488,673	2,433,980	2,583,890	3,607,151	3,607,151
25 HIGHWAYS	28,642,055	29,887,347	28,035,811	28,228,915	28,228,915
29 STORMWATER MANAGEMENT	0	1,239,883	1,298,940	0	0
51 WATER & SEWER OPERATING	38,338,219	40,939,721	42,651,586	44,710,011	44,710,011
55 SOLID WASTE SERVICES	11,839,179	12,281,019	14,161,806	14,979,359	14,979,359
GRAND TOTAL	<u>81,308,126</u>	<u>86,781,950</u>	<u>88,732,033</u>	<u>91,525,436</u>	<u>91,525,436</u>

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

<u>SUMMARY BY DIVISION BY FUND:</u>		AUDITED	AUDITED	ORIGINAL	EXECUTIVE	ENACTED
<u>GENERAL FUND:</u>		FY 13	FY 14	BUDGET FY 15	PROPOSED FY 16	FY 16
301111	BUREAU OF ENVIRONMENTAL SERVICE ADMINISTRATION & ENGINEERING	821,209	849,132	794,320	785,049	785,049
301241	RECYCLING	1,507,254	1,412,073	1,518,108	1,358,824	1,358,824
301251	POST CLOSURE	120,043	119,719	173,850	173,850	173,850
301261	SCARBORO REMEDIATION	32,667	46,831	55,460	54,460	54,460
301520	ENVIRONMENTAL SERVICES - NOXIOUS WEED	0	0	32,152	13,065	13,065
301530	ENVIRONMENTAL SERVICES - GYPSY MOTH	7,500	6,225	10,000	10,000	10,000
301603	STORMWATER MANAGEMENT	0	0	0	1,211,903	1,211,903
<u>SOLID WATER SERVICES:</u>						
301211	BUREAU OF SOLID WASTE MANAGEMENT	3,488,066	3,667,451	3,784,258	3,529,359	3,529,359
301212	TRANSFER STATION	0	0	588,650	3,300,000	3,300,000
301271	WASTE TO ENERGY	8,351,113	8,613,568	9,788,898	8,150,000	8,150,000
<u>HIGHWAYS FUND:</u>						
303110	DIRECTOR OF PUBLIC WORKS	247,770	255,976	288,455	291,195	291,195
303125	BUREAU OF CAPITAL PROJECTS MANAGEMENT	681,927	719,935	728,561	702,797	702,797
303210	BUREAU OF HIGHWAYS ENGINEERING	2,661,049	2,662,952	2,634,885	2,229,352	2,229,352
303220	BUREAU OF CONSTRUCTION INSPECTIONS	2,706,566	2,622,426	2,523,021	2,144,988	2,144,988
303310	BUREAU OF WATER RESOURCES	1,206,125	0	0	0	0
303410	BUREAU OF HIGHWAYS MAINTENANCE	20,528,912	20,321,890	20,390,381	21,152,571	21,152,571
303430	SNOW REMOVAL	609,706	3,304,168	1,470,508	1,708,012	1,708,012

DEPARTMENT OF PUBLIC WORKS

ALL FUND SUMMARY:

<u>SUMMARY BY DIVISION BY FUND:</u>	AUDITED	AUDITED	ORIGINAL	EXECUTIVE	ENACTED
<u>STORMWATER MANAGEMENT:</u>	FY 13	FY 14	BUDGET	PROPOSED	FY 16
			FY 15	FY 16	
303320 STORMWATER MANAGEMENT	0	1,239,883	1,298,940	0	0
<u>WATER & SEWER FUND:</u>					
BUREAU OF WATER & SEWER					
ADMINISTRATION	3,352,913	3,272,407	3,271,085	3,528,524	3,528,524
WATER & SEWER DEPRECIATION	10,824,246	10,857,260	10,824,000	12,413,356	12,413,356
BUREAU OF WATER & SEWER					
ENGINEERING	1,218,762	1,137,831	1,337,280	1,357,776	1,357,776
BUREAU OF WATER & SEWER					
MAINTENANCE	6,410,641	6,627,183	7,088,071	7,018,408	7,018,408
WATER & SEWER WASTEWATER					
PROCESSING	10,317,235	11,632,844	12,434,976	12,446,726	12,446,726
WATER & SEWER WATER					
PRODUCTION	6,214,422	7,412,196	7,696,174	7,945,221	7,945,221
GRAND TOTAL	81,308,126	86,781,950	88,732,033	91,525,436	91,525,436

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - GENERAL FUND</u>						
Administrative Assistant I	0.00	0	0.00	0	1.00	34,100
Administrative Assistant II	1.00	38,792	1.00	38,792	0.00	0
Chief, Construction Inspector	0.00	0	0.00	0	1.00	65,210
Chief, Engineering Division	1.00	118,934	1.00	118,934	1.00	119,934
Civil Engineer II	0.00	0	0.00	0	2.00	141,007
Civil Engineer III	0.00	0	0.00	0	1.00	93,307
Civil Engineer IV	1.00	104,919	1.00	104,919	2.00	220,444
Deputy Director of Public Works	1.00	124,862	1.00	124,862	1.00	124,862
Engineering Associate II	0.00	0	0.00	0	1.00	44,035
Engineering Associate IV	1.00	77,491	1.00	77,491	2.00	160,956
Engineering Associate V	0.00	0	0.00	0	2.00	178,182
Equipment Operator	3.00	131,151	3.00	129,330	2.00	85,724
Equipment Repair Specialist	1.00	55,598	1.00	55,598	1.00	56,598
Inspector II	0.00	0	0.00	0	1.00	44,900
Laborer	7.00	192,556	7.00	180,731	6.00	184,292
Management Assistant II	1.00	60,692	1.00	60,692	1.00	61,692
Recycling Program Coordinator	1.00	45,000	1.00	45,000	0.00	0
Recycling Program Manager	1.00	101,931	1.00	65,000	1.00	58,700
Senior Equipment Operator	3.00	133,482	3.00	130,218	2.00	92,218
Weighmaster/Attendant I	1.00	27,248	1.00	27,248	0.00	0
Weighmaster / Attendant II	1.00	45,790	1.00	45,790	1.00	46,790
Weighmaster / Attendant Trainee	0.00	0	0.00	0	1.00	28,040
FULL-TIME SALARIES	24.00	1,258,446	24.00	1,204,605	30.00	1,840,991
SALARY OFFSET		0		(22,600)		0
TOTAL FULL-TIME SALARIES	24.00	1,258,446	24.00	1,182,005	30.00	1,840,991
TEMPORARY SALARIES		0		16,224		0
SUB-TOTAL GENERAL FUND SALARIES	24.00	1,258,446	24.00	1,198,229	30.00	1,840,991

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PUBLIC WORKS - SOLID WASTE SERVICES						
Administrative Assistant I	1.00	49,812	1.00	49,812	0.00	0
Administrative Specialist I	0.00	0	0.00	0	1.00	63,762
Administrative Specialist II	1.00	52,556	1.00	52,556	0.00	0
Chief, Solid Waste Management	1.00	80,000	1.00	80,000	1.00	111,000
Clerk Typist	1.00	42,263	1.00	42,263	1.00	43,263
Crew Chief	3.00	193,524	3.00	171,073	1.00	46,656
Crew Leader I	1.00	34,424	1.00	34,424	0.00	0
Engineering Associate II	1.00	56,739	0.00	0	0.00	0
Engineering Associate III	0.00	0	1.00	58,441	1.00	59,441
Equipment Operator	2.00	106,277	3.00	139,377	2.00	92,946
Equipment Operator Trainee	1.00	33,280	0.00	0	0.00	0
Equipment Repair Specialist	1.00	55,598	1.00	55,598	1.00	56,598
Laborer	5.00	186,552	5.00	185,140	5.00	190,140
Landfill Supervisor	1.00	63,805	0.00	0	0.00	0
Litter Control Program Supervisor	0.00	0	0.00	0	1.00	38,300
Senior Equipment Operator	7.00	297,854	7.00	292,063	5.00	216,123
Weighmaster/Attendant I	1.00	32,091	1.00	32,091	0.00	0
Weighmaster/Attendant II	5.00	254,859	5.00	254,859	3.00	146,519
Weighmaster Supervisor	0.00	0	1.00	63,805	1.00	57,340
TOTAL FULL-TIME SALARIES	32.00	1,539,634	32.00	1,511,502	23.00	1,122,088
SALARY OFFSET		0		(48,431)		0
TOTAL FULL-TIME SALARIES	32.00	1,539,634	32.00	1,463,071	23.00	1,122,088

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PUBLIC WORKS - SOLID WASTE SERVICES, CONT'D						
PART-TIME SALARIES						
Laborer	0.60	13,566	0.60	13,566	0.00	0
Senior Equipment Operator	0.60	25,958	0.60	25,958	0.00	0
TOTAL PART-TIME SALARIES	1.20	39,524	1.20	39,524	0.00	0
TEMPORARY SALARIES		0		0		330,582
SUB-TOTAL SOLID WASTE SALARIES	33.20	1,579,158	33.20	1,502,595	23.00	1,452,670

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PUBLIC WORKS - HIGHWAYS FUND						
Accounting Clerk II	1.00	33,100	1.00	33,100	0.00	0
Accounting Technician II	0.00	0	1.00	39,900	2.00	92,879
Administrative Assistant II	9.00	469,768	9.00	469,768	9.00	465,887
Administrative Budget Technician I	1.00	44,019	0.00	0	0.00	0
Administrative Budget Technician II	3.00	197,180	3.00	197,180	3.00	200,180
Administrative Specialist I	2.00	118,285	2.00	118,285	1.00	52,026
Central Stores Coordinator	1.00	40,626	1.00	40,626	1.00	33,100
Central Stores Manager	1.00	48,006	1.00	48,006	1.00	49,006
Chauffeur-Laborer	29.00	952,525	26.00	891,671	25.00	835,864
Chief, Bureau of Construction Management	1.00	91,392	1.00	91,392	1.00	92,392
Chief, Construction Inspector	3.00	234,593	4.00	307,711	3.00	218,948
Chief, Engineering Division	1.00	120,025	1.00	120,025	1.00	121,025
Chief, Highways Division	1.00	89,744	1.00	89,744	1.00	90,744
Chief, Vertical Inspector	1.00	78,494	1.00	78,494	1.00	79,494
Civil Engineer II	1.00	55,632	1.00	55,632	1.00	56,632
Civil Engineer III	5.00	520,247	4.00	412,178	4.00	416,178
Civil Engineer IV	1.00	109,897	1.00	109,897	1.00	110,897
Communications Specialist II	1.00	51,940	1.00	51,940	1.00	46,656
Crew Chief	12.00	600,109	12.00	608,103	12.00	617,347
Deputy Director of Public Works	2.00	234,528	2.00	234,528	1.00	109,666
Director of Public Works	1.00	110,933	1.00	115,933	1.00	115,933
Drafting Technician I	1.00	55,670	0.00	0	0.00	0
Engineering Associate I	1.00	48,431	2.00	96,362	1.00	48,931
Engineering Associate II	2.00	87,448	2.00	87,448	1.00	51,148
Engineering Associate III	0.00	0	0.00	0	1.00	46,656
Engineering Associate IV	2.00	144,232	2.00	144,232	2.00	146,232
Engineering Associate V	2.00	155,534	2.00	155,534	2.00	157,534

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PUBLIC WORKS - HIGHWAYS FUND, CONT'D						
Engineering Records Technician	1.00	73,802	1.00	73,802	1.00	74,802
Equipment Operator	19.00	702,977	23.00	813,475	22.00	797,104
Equipment Operator Trainee	4.00	127,120	4.00	123,258	6.00	198,870
Equipment Repair Specialist	6.00	303,451	6.00	290,944	6.00	277,586
GIS Analyst II	1.00	56,000	1.00	56,000	0.00	0
GIS Coordinator	1.00	68,921	1.00	68,921	1.00	69,921
Inspector I	0.00	0	4.00	178,003	2.00	76,600
Inspector II	13.00	676,066	9.00	470,748	10.00	516,662
Inspector III	8.00	514,514	7.00	421,503	7.00	436,765
Laborer	5.00	167,663	3.00	108,289	3.00	111,289
Land Surveyor	1.00	87,454	1.00	87,454	1.00	88,454
Maintenance Supervisor	7.00	438,286	7.00	427,382	7.00	399,211
Management Assistant I	1.00	60,882	1.00	60,882	0.00	0
Management Assistant II	1.00	81,465	1.00	81,465	2.00	146,173
Permits Clerk	0.00	0	1.00	55,670	1.00	56,670
Road Marking Equipment Operator I	3.00	113,195	3.00	119,000	3.00	120,676
Road Marking Equipment Operator II	2.00	77,584	2.00	77,584	2.00	78,092
Road Marking Equipment Operator III	1.00	56,048	1.00	56,048	1.00	57,048
Senior Equipment Operator	14.00	604,030	14.00	622,057	14.00	621,417
Superintendent Highways	2.00	133,762	2.00	133,762	2.00	132,890
Trades/Laborer	5.00	190,914	5.00	189,706	4.00	163,506
Traffic Operations Supervisor	2.00	124,465	2.00	124,465	2.00	126,465
Traffic Sign Mechanic I	0.00	0	2.00	58,229	1.00	28,742
Traffic Sign Mechanic II	4.00	136,656	3.00	97,209	4.00	132,611
Traffic Sign Mechanic III	1.00	47,085	1.00	47,085	1.00	48,085
Utility Worker I	4.00	147,597	4.00	147,597	5.00	183,703
Utility Worker II	3.00	144,203	3.00	130,648	3.00	133,648
SUB-TOTAL HIGHWAYS FUND SALARIES	194.00	9,826,498	194.00	9,718,875	188.00	9,332,345

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - STORMWATER MANAGEMENT FUND</u>						
Administrative Specialist I	1.00	50,365	1.00	50,365	0.00	0
Chief, Construction Inspector	1.00	73,118	0.00	0	0.00	0
Civil Engineer II	3.00	189,007	3.00	189,007	0.00	0
Civil Engineer III	1.00	92,307	1.00	92,307	0.00	0
Civil Engineer IV	1.00	113,525	1.00	113,525	0.00	0
Engineering Associate II	1.00	43,035	1.00	43,035	0.00	0
Engineering Associate IV	1.00	81,465	1.00	81,465	0.00	0
Engineering Associate V	2.00	176,182	2.00	176,182	0.00	0
Inspector II	1.00	43,900	1.00	43,900	0.00	0
Inspector III	0.00	0	1.00	61,152	0.00	0
TOTAL FULL-TIME SALARIES	12.00	862,904	12.00	850,938	0.00	0
SALARY OFFSET		0		(36,923)		0
TOTAL FULL-TIME SALARIES	12.00	862,904	12.00	814,015	0.00	0

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND</u>						
Accountant III	1.00	105,939	1.00	105,939	1.00	106,939
Administrative Assistant I	2.00	74,812	3.00	113,569	3.00	136,539
Administrative Assistant II	5.00	252,316	6.00	291,192	7.00	329,626
Administrative Specialist II	1.00	82,550	1.00	82,550	1.00	83,550
Assistant Superintendent	8.00	647,542	7.00	558,570	7.00	531,500
Central Stores Manager	2.00	84,669	2.00	84,669	2.00	86,669
Chemist	1.00	59,549	1.00	59,549	0.00	0
Chief, Engineering Division	1.00	71,400	1.00	71,400	0.00	0
Chief, Water & Sewer	3.00	351,043	3.00	338,886	3.00	320,859
Civil Engineer I	1.00	45,656	1.00	45,656	1.00	51,800
Civil Engineer II	2.00	117,867	2.00	117,867	2.00	118,867
Civil Engineer III	4.00	394,871	4.00	360,264	3.00	305,564
Civil Engineer IV	1.00	114,629	1.00	114,629	2.00	221,629
Computer System Engineer III	2.00	152,056	2.00	152,056	2.00	154,056
Database Administrator	1.00	72,587	1.00	52,800	0.00	0
Deputy Director Public Works	1.00	124,862	1.00	124,862	1.00	124,862
Drafting Technician II	1.00	58,358	1.00	58,358	1.00	59,358
Electrician Water & Sewer Operations	1.00	46,095	1.00	43,900	1.00	50,000
Engineering Associate IV	1.00	56,621	1.00	56,621	1.00	57,621
Environmental Chemist	0.00	0	0.00	0	1.00	56,000
Equipment Repair Specialist	1.00	38,792	1.00	38,792	1.00	39,792
GIS Coordinator	1.00	72,896	1.00	76,541	1.00	77,541
Instrumentation Technician	1.00	58,381	2.00	109,381	2.00	111,381
Laboratory Assistant	0.00	0	0.00	0	1.00	38,629
Laboratory Technician	5.00	235,751	4.00	194,255	3.00	137,482

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND, CONT'D</u>						
Management Assistant I	0.00	0	1.00	61,000	0.00	0
Management Assistant II	3.00	216,268	1.00	64,000	2.00	128,830
Permits Clerk	0.00	0	0.00	0	1.00	32,000
Permits Review Supervisor	0.00	0	1.00	76,216	1.00	77,216
Plant Operations Manager	2.00	169,157	2.00	169,157	2.00	171,157
Plant Operator (Water/Wastewater)	14.00	647,991	15.00	671,025	19.00	826,071
Plant Operator Trainee I (Water/Wastewater)	4.00	110,000	2.00	55,000	2.00	56,000
Plant Operator Trainee II (Water/Wastewater)	13.00	436,919	13.00	432,948	8.00	273,123
Plant Superintendent Water & Sewer	3.00	264,475	3.00	264,474	3.00	266,475
Pretreatment Inspector	1.00	45,656	1.00	45,656	1.00	46,656
Process Engineer	2.00	147,614	2.00	147,614	1.00	90,614
Senior Electrician Water & Sewer	1.00	60,668	1.00	60,668	1.00	61,668
Senior Instrument Technician	1.00	64,371	1.00	64,371	1.00	65,370
Senior Laboratory Technician	1.00	49,296	2.00	96,696	2.00	98,696
Senior Plant Operator	3.00	196,419	3.00	196,419	3.00	199,419
Senior W/WW Facility Mechanic	4.00	243,528	4.00	243,529	4.00	246,529
Shift Supervisor/Plant Operations	6.00	412,407	6.00	412,404	7.00	480,351
Superintendent of Laboratories	1.00	68,025	1.00	68,025	1.00	69,026
Superintendent of Water & Sewer Facilities	1.00	94,127	2.00	172,498	2.00	130,000
Water & Sewer Facilities Maintenance Specialist	1.00	69,206	1.00	69,206	1.00	70,206
Water & Sewer Permits Technician	2.00	73,030	1.00	43,796	0.00	0
Water & Sewer Utility Crew Chief	6.00	323,139	6.00	319,083	6.00	313,454
Water & Sewer Utility Technician I	1.00	39,900	1.00	56,048	2.00	134,238
Water & Sewer Utility Technician II	1.00	66,351	0.00	0	0.00	0
Water & Sewer Utility Technician III	2.00	135,858	3.00	204,199	2.00	141,617
Water & Sewer Utility Worker I	7.00	233,569	6.00	186,553	7.00	201,395
Water & Sewer Utility Worker II	5.00	148,411	8.00	228,711	7.00	205,071
Water & Sewer Utility Worker III (Certified)	6.00	230,442	6.00	228,949	6.00	232,948

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PUBLIC WORKS - WATER & SEWER FUND, CONT'D</u>						
Water & Sewer Utility Worker III (Non-Certified)	5.00	164,535	3.00	104,135	3.00	105,253
Water & Sewer Utility Worker IV	4.00	189,496	4.00	161,363	4.00	164,263
Water/Wastewater Facility Mechanic	9.00	440,021	10.00	467,439	12.00	516,958
Water/Wastewater Facility Mechanic Trainee	4.00	132,400	3.00	99,300	1.00	34,100
Water Meter Mechanic I	1.00	28,600	1.00	27,500	2.00	81,669
Water Meter Mechanic II	7.00	295,415	7.00	284,615	6.00	237,704
Water Meter Technician I	2.00	112,096	2.00	112,096	2.00	113,605
Water Meter Technician II	1.00	60,127	1.00	60,127	1.00	61,127
FULL-TIME SALARIES	171.00	9,288,759	172.00	9,207,126	170.00	9,133,073
SALARY OFFSET		0		0		0
TOTAL FULL-TIME SALARIES	171.00	9,288,759	172.00	9,207,126	170.00	9,133,073
TEMPORARY SALARIES		53,544		105,410		405,582
SUB-TOTAL WATER & SEWER SALARIES	171.00	9,342,303	172.00	9,312,536	170.00	9,538,655

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		2,288,321		2,262,699		2,187,946
Workers' Compensation		835,757		835,130		492,994
Health Benefits		5,617,522		6,097,962		6,316,060
PEHP		401,605		468,836		526,580
Overtime & Shift Differential		1,669,100		1,632,700		1,663,655
FICA		1,873,485		1,850,367		1,797,243
Miscellaneous		61,040		60,900		59,080
TOTAL OTHER PERSONAL SERVICES		12,746,830		13,208,594		13,043,558

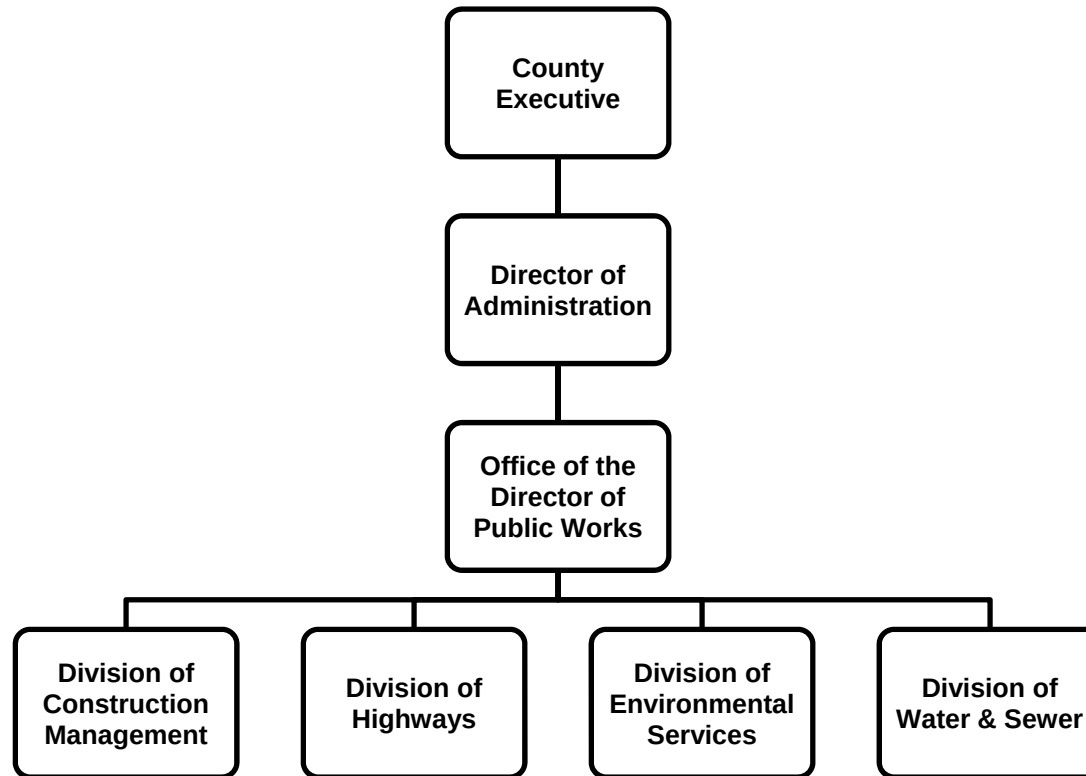
<u>PUBLIC WORKS - DEPARTMENT TOTALS</u>						
FULL-TIME SALARIES	433.00	22,776,241	434.00	22,493,046	411.00	21,428,497
SALARY OFFSET		0		(107,954)		0
TOTAL PART-TIME SALARIES	1.20	39,524	1.20	39,524	0.00	0
TOTAL DEPARTMENTAL TEMPORARY SALARIES		53,544		121,634		405,582
TOTAL OTHER PERSONAL SERVICES		12,746,830		13,208,594		13,043,558
DEPARTMENTAL SALARY TOTAL	434.20	35,616,139 *	435.20	35,754,844	411.00	34,877,637
* FY 14 Salaries and Other Personal Services are Enacted not Audited amounts						



Harford County Roads

DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE DIRECTOR



PUBLIC WORKS
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 five major divisions: Water and Sewer, Highways, Stormwater Management, Environmental Services and Construction Management. This assures support and participation from each division of the Department in 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 2015 - FY 2016 GOAL:

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 STRIVE TOWARD REORGANIZATION OF ENVIRONMENTAL SERVICES AND WATER & SEWER TO INCREASE FLEXIBILITY AND EFFICIENCY WHILE WORKING TOWARD BECOMING SELF-FUNDED.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	234,383	245,720	266,180	268,920	268,920
20 CONTRACTUAL SERVICES	8,633	8,066	15,910	15,910	15,910
30 SUPPLIES & MATERIALS	390	65	975	975	975
40 BUSINESS AND TRAVEL	3,687	1,958	4,690	4,690	4,690
80 INTER-GOVERNMENTAL/INTERFUND	677	167	700	700	700
GRAND TOTAL	247,770	255,976	288,455	291,195	291,195

FUNDING SOURCE:

25 HIGHWAYS	247,770	255,976	288,455	291,195	291,195

PUBLIC WORKS
Director's Office
Index #303110

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
266,180	268,920	2,740	<u>PERSONAL SERVICES</u> increase \$2,740 Increase is the net result of the FY 16 Merit Salary increase and adjustments for health benefits

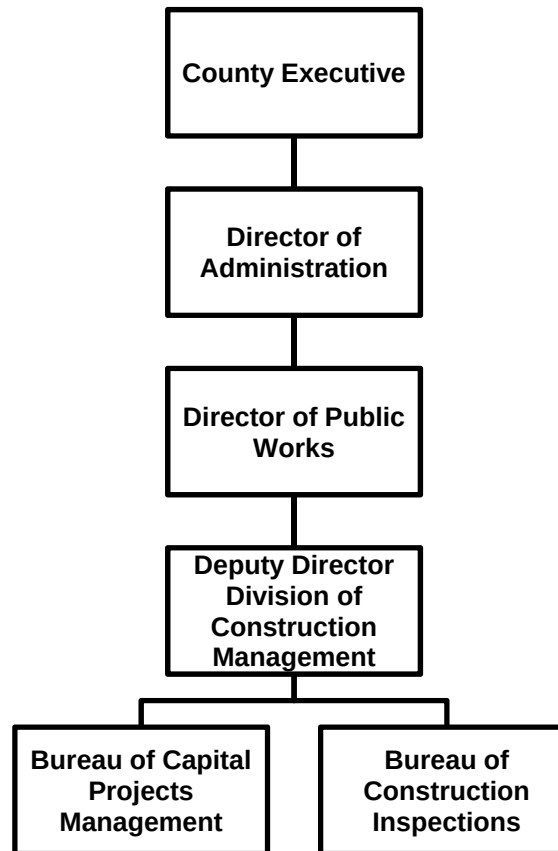
DIVISION STAFF SUMMARY
Director of Public Works
Index #303110

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Budget Technician II	1.00	71,061	1.00	71,061	1.00	72,061
Director of Public Works	1.00	110,933	1.00	115,933	1.00	115,933
SALARY TOTAL	2.00	181,994	2.00	186,994	2.00	187,994
OTHER PERSONAL SERVICES						
Pension & Retirement		18,199		18,699		18,799
Workers' Compensation		419		430		357
Health Benefits		38,810		41,040		42,588
PEHP		4,564		4,432		4,520
FICA		13,923		14,305		14,382
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		76,195		79,186		80,926
TOTAL PERSONAL SERVICES	2.00	258,189 *	2.00	266,180	2.00	268,920

*FY 14 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 2015 - FY 2016 GOAL:

TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	3,052,365	3,053,615	2,940,492	2,533,854	2,533,854
20 CONTRACTUAL SERVICES	193,804	190,400	199,315	202,156	202,156
30 SUPPLIES & MATERIALS	18,787	29,786	15,400	15,400	15,400
40 BUSINESS AND TRAVEL	75,876	64,960	92,475	92,475	92,475
50 CAPITAL OUTLAY	44,745	1,979	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	2,916	1,621	3,900	3,900	3,900
GRAND TOTAL	<u>3,388,493</u>	<u>3,342,361</u>	<u>3,251,582</u>	<u>2,847,785</u>	<u>2,847,785</u>

SUMMARY BY FUND:

25 HIGHWAYS	<u>3,388,493</u>	<u>3,342,361</u>	<u>3,251,582</u>	<u>2,847,785</u>	<u>2,847,785</u>
GRAND TOTAL	<u>3,388,493</u>	<u>3,342,361</u>	<u>3,251,582</u>	<u>2,847,785</u>	<u>2,847,785</u>

SUMMARY BY DIVISION:

303125	BUREAU OF CAPITAL PROJECTS MANAGEMENT	681,927	719,935	728,561	702,797	702,797
303220	BUREAU OF CONSTRUCTION INSPECTIONS	<u>2,706,566</u>	<u>2,622,426</u>	<u>2,523,021</u>	<u>2,144,988</u>	<u>2,144,988</u>
GRAND TOTAL		<u>3,388,493</u>	<u>3,342,361</u>	<u>3,251,582</u>	<u>2,847,785</u>	<u>2,847,785</u>

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,940,492	2,533,854	(406,638)	<u>PERSONAL SERVICES</u> decrease (\$406,638) Decrease is the net result of three (3) abolished positions, one (1) transfer out, staff turnover, and adjustments in workers' compensation, offset by FY 16 Merit salary increase and increase in overtime based on actual expense history.
199,315	202,156	2,841	<u>CONTRACTUAL SERVICES</u> increase \$2,841 Increase for rent for offices at 15 N. Bond Street.

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	3.00	170,829	3.00	170,829	3.00	157,852
Administrative Budget Technician II	1.00	71,061	1.00	71,061	1.00	72,061
Chief, Bureau of Construction Management	1.00	91,392	1.00	91,392	1.00	92,392
Chief, Construction Inspector	3.00	234,593	3.00	234,593	2.00	144,830
Chief, Vertical Inspector	1.00	78,494	1.00	78,494	1.00	79,494
Civil Engineer IV	1.00	109,897	1.00	109,897	1.00	110,897
Deputy Director of Public Works	1.00	109,666	1.00	109,666	1.00	109,666
Engineering Associate V	1.00	60,013	1.00	60,013	1.00	61,013
Inspector I	0.00	0	4.00	178,003	2.00	76,600
Inspector II	13.00	676,066	9.00	470,748	9.00	449,311
Inspector III	7.00	453,362	7.00	421,503	6.00	364,115
SALARY TOTAL	32.00	2,055,373	32.00	1,996,199	28.00	1,718,231
OTHER PERSONAL SERVICES						
Pension & Retirement		205,537		199,620		171,824
Workers' Compensation		45,498		43,924		7,534
Health Benefits		422,699		470,300		393,691
PEHP		31,946		39,888		36,160
Overtime		101,000		31,000		66,000
FICA		164,886		155,081		136,494
Miscellaneous		4,480		4,480		3,920
TOTAL OTHER PERSONAL SERVICES		976,046		944,293		815,623
TOTAL PERSONAL SERVICES	32.00	3,031,419 *	32.00	2,940,492	28.00	2,533,854

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT
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 2015 - FY 2016 GOAL:

TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	656,441	689,170	699,561	673,797	673,797
20 CONTRACTUAL SERVICES	12,761	13,748	13,900	13,900	13,900
30 SUPPLIES & MATERIALS	4,854	7,815	3,700	3,700	3,700
40 BUSINESS AND TRAVEL	7,871	9,202	11,000	11,000	11,000
80 INTER-GOVERNMENTAL/INTERFUND	0	0	400	400	400
GRAND TOTAL	681,927	719,935	728,561	702,797	702,797

FUNDING SOURCE:

25 HIGHWAYS	681,927	719,935	728,561	702,797	702,797

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT Bureau of Capital Projects Management Index #303125

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
699,561	673,797	(25,764)	<u>PERSONAL SERVICES</u> decrease \$25,764 Decrease is the net result of staff turnover and adjustments in pension, workers' compensation, health benefits, and FICA, offset by FY 16 Merit salary increase and PEHP (Post Employment Health Plan).

DIVISION STAFF SUMMARY
Bureau of Capital Projects Management
Index #303125

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	59,773	1.00	59,773	1.00	44,796
Chief, Vertical Inspector	1.00	78,494	1.00	78,494	1.00	79,494
Civil Engineer IV	1.00	109,897	1.00	109,897	1.00	110,897
Engineering Associate V	1.00	60,013	1.00	60,013	1.00	61,013
Inspector I	0.00	0	2.00	102,000	0.00	0
Inspector II	2.00	99,020	0.00	0	2.00	107,060 A
Inspector III	1.00	62,696	1.00	57,876	1.00	58,876
SALARY TOTAL	7.00	469,893	7.00	468,053	7.00	462,136
OTHER PERSONAL SERVICES						
Pension & Retirement		46,989		46,805		46,214
Workers' Compensation		7,750		7,701		1,399
Health Benefits		121,405		125,843		113,078
PEHP		4,564		13,296		13,560
Overtime		1,000		1,000		1,000
FICA		35,947		35,883		35,430
Miscellaneous		980		980		980
TOTAL OTHER PERSONAL SERVICES		218,635		231,508		211,661
TOTAL PERSONAL SERVICES	7.00	688,528 *	7.00	699,561	7.00	673,797

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Two (2) Inspector I positions upgraded to Inspector II - #0751 and #1046

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT
Bureau of Construction Inspection
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 2015 - FY 2016 GOAL:

TO ENSURE EFFECTIVE DELIVERY OF THE ENGINEERING AND CONSTRUCTION PROGRAMS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,395,924	2,364,445	2,240,931	1,860,057	1,860,057
20 CONTRACTUAL SERVICES	181,043	176,652	185,415	188,256	188,256
30 SUPPLIES & MATERIALS	13,933	21,971	11,700	11,700	11,700
40 BUSINESS AND TRAVEL	68,005	55,758	81,475	81,475	81,475
50 CAPITAL OUTLAY	44,745	1,979	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	2,916	1,621	3,500	3,500	3,500
GRAND TOTAL	2,706,566	2,622,426	2,523,021	2,144,988	2,144,988

FUNDING SOURCE:

25 HIGHWAYS	2,706,566	2,622,426	2,523,021	2,144,988	2,144,988

PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT Bureau of Construction Inspection Index #303220

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,240,931	1,860,057	(380,874)	<u>PERSONAL SERVICES</u> decrease (\$380,874) Decrease is the net result of three (3) abolished positions, one (1) transfer out, staff turnover, and adjustments to workers' compensation, pension, PEHP (Post Employment Health Plan), and FICA, offset by FY 16 Merit salary increase, increase in overtime based on actual expense history, and adjustments in health benefits.
185,415	188,256	2,841	<u>CONTRACTUAL SERVICES</u> increase \$2,841 Increase for rent for offices at 15 N. Bond Street.

DIVISION STAFF SUMMARY
Bureau of Construction Inspections
Index #303220

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	111,056	2.00	111,056	2.00	113,056
Administrative Budget Technician II	1.00	71,061	1.00	71,061	1.00	72,061
Chief, Bureau of Construction Mgt	1.00	91,392	1.00	91,392	1.00	92,392
Chief, Construction Inspector	3.00	234,593	3.00	234,593	2.00	144,830 A
Deputy Director of Public Works	1.00	109,666	1.00	109,666	1.00	109,666
Inspector I	0.00	0	2.00	76,003	2.00	76,600 B
Inspector II	11.00	577,046	9.00	470,748	7.00	342,251 C
Inspector III	6.00	390,666	6.00	363,627	5.00	305,239 D
SALARY TOTAL	25.00	1,585,480	25.00	1,528,146	21.00	1,256,095
OTHER PERSONAL SERVICES						
Pension & Retirement		158,548		152,815		125,610
Workers' Compensation		37,748		36,223		6,135
Health Benefits		301,294		344,457		280,613
PEHP		27,382		26,592		22,600
Overtime		100,000		30,000		65,000
FICA		128,939		119,198		101,064
Miscellaneous		3,500		3,500		2,940
TOTAL OTHER PERSONAL SERVICES		757,411		712,785		603,962
TOTAL PERSONAL SERVICES	25.00	2,342,891 *	25.00	2,240,931	21.00	1,860,057

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Chief Construction Inspector position transferred to Highways Maintenance (303410) and reclassified as an Inspector III - #0799

B - One (1) vacant Inspector II position filled as an Inspector I - #0167

One (1) vacant Inspector I position abolished - #3423

One (1) vacant Inspector II position filled as an Inspector I - #3424

C - One (1) Inspector I position upgraded to an Inspector II - #0853

One (1) vacant Inspector II position abolished - #0726

D - One (1) vacant Inspector III position abolished - #2499

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

I. Fiscal Balance and Efficiency

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$480,000	\$360,000	\$270,000	\$270,000	\$270,000
Number of staff*	8	6	4.5	4.5	4.5
<u>Output:</u>					
Dollar cost of construction work that was inspected	\$11,655,209	\$6,455,045	\$4,125,076	\$4,500,000	\$5,000,000
<u>Efficiency:</u>					
Construction work inspected per inspector (measured in dollar cost of inspected work)	\$1,456,901	\$1,075,841	\$916,683	\$1,000,000	\$1,110,000
Target for each inspector (based on industry standard)	\$1,240,005	\$1,240,005	\$1,240,005	\$1,000,000	\$1,000,000
<u>Service Quality:</u>					
Percent of industry standard achieved	117%	87%	74%	100%	111%
<u>Outcome:</u>					
Inspection costs as a percentage of construction amount	4.1%	5.6%	6.5%	6.0%	5.4%

*includes 6 County employees

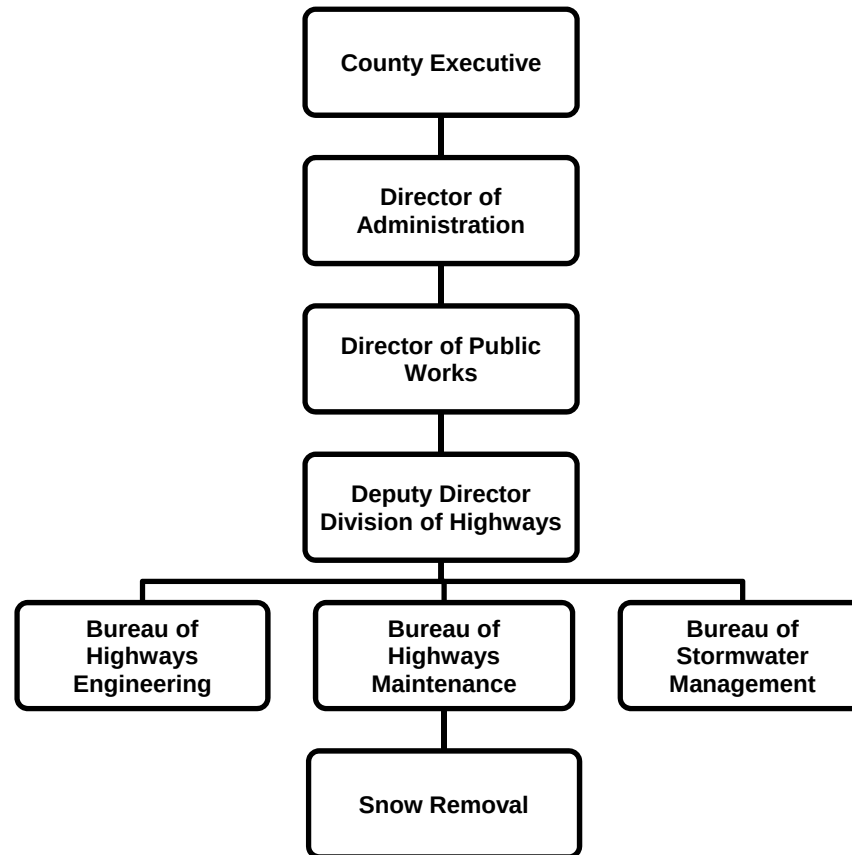
Explanation and Analysis of Performance Measures

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.

The drop in the Service Quality percent and the increase in the Outcome percent are primarily due to a rapid, steep decrease in the Output numbers.

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 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 1,057 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 the account under the purview of the Bureau of Highways Maintenance.

STORMWATER MANAGEMENT: Responsible for three separate programs: (1) Plan review and approval for stormwater management and sediment control; (2) Construction and post-construction/maintenance inspections for stormwater management; and (3) Implementation of the County's MS4 permit, or National Pollution Discharge Elimination System (NPDES) Municipal Storm Separate Sewer System (MS4) permit. All funds were transferred from #303320 Stormwater Management Fund to new index #301603 Stormwater Management - General Fund due to Bill No. 14-036 repealing the stormwater remediation fees.

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 2015 - FY 2016 GOALS:

TO MAINTAIN THE CONDITION, EFFICIENCY AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK

TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES

APPROVE STORMWATER MANAGEMENT AND SEDIMENT CONTROLS PLANS THAT MEET STATE REGULATIONS AND PROTECT HARFORD COUNTY STREAMS

ENSURE STORMWATER MANAGEMENT FACILITIES ARE CONSTRUCTED AS DESIGNED THROUGH ONSITE INSPECTIONS AND COORDINATION WITH THE CONTRACTORS ENGINEER IN CHARGE.

ENSURE COMPLETED STORMWATER FACILITIES CONTINUE TO FUNCTION PROPERLY THROUGH STATE MANDATED TRIENNIAL MAINTENANCE INSPECTIONS AND COORDINATION WITH OWNERS OF THE STORMWATER MANAGEMENT FACILITIES.

ACCELERATE THE IDENTIFICATION, DESIGN, AND CONSTRUCTION OF WATERSHED RESTORATION IMPROVEMENT PROJECTS.

COORDINATE WITH OTHER COUNTY AGENCIES FOR ASSISTANCE IN IMPLEMENTING THE MS4 PERMIT REQUIREMENTS.

PUBLIC WORKS - DIVISION OF HIGHWAYS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	13,085,933	12,751,996	12,139,342	13,015,914	13,015,914
20 CONTRACTUAL SERVICES	2,863,232	3,107,398	3,134,848	3,509,646	3,509,646
30 SUPPLIES & MATERIALS	1,946,049	3,308,474	2,468,395	2,538,790	2,538,790
40 BUSINESS AND TRAVEL	1,261,758	1,676,594	1,358,450	1,720,776	1,720,776
50 CAPITAL OUTLAY	549,028	311,107	14,000	14,000	14,000
70 MISCELLANEOUS	5,298,862	2,312,312	5,380,114	5,501,887	5,501,887
80 INTER-GOVERNMENTAL/INTERFUND	930	0	625	825	825
GRAND TOTAL	25,005,792	23,467,881	24,495,774	26,301,838	26,301,838

SUMMARY BY FUND:

11 GENERAL	0	0	0	1,211,903	1,211,903
25 HIGHWAYS	25,005,792	23,467,881	24,495,774	25,089,935	25,089,935
GRAND TOTAL	25,005,792	23,467,881	24,495,774	26,301,838	26,301,838

SUMMARY BY DIVISION:

GENERAL FUND:

301603	STORMWATER MANAGEMENT	0	0	0	1,211,903	1,211,903

HIGHWAYS FUND:

303210	BUREAU OF HIGHWAYS ENGINEERING	2,661,049	2,662,952	2,634,885	2,229,352	2,229,352
303310	BUREAU OF WATER RESOURCES	1,206,125	0	0	0	0
303410	BUREAU OF HIGHWAYS MAINTENANCE	20,528,912	17,500,761	20,390,381	21,152,571	21,152,571
303430	SNOW REMOVAL	609,706	3,304,168	1,470,508	1,708,012	1,708,012
GRAND TOTAL		25,005,792	23,467,881	24,495,774	26,301,838	26,301,838

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS - STORMWATER MANAGEMENT - GENERAL FUND</u>						
Chief, Construction Inspector	0.00	0	0.00	0	1.00	65,210
Civil Engineer II	0.00	0	0.00	0	2.00	141,007
Civil Engineer III	0.00	0	0.00	0	1.00	93,307
Civil Engineer IV	0.00	0	0.00	0	1.00	114,525
Engineering Associate II	0.00	0	0.00	0	1.00	44,035
Engineering Associate IV	0.00	0	0.00	0	1.00	82,465
Engineering Associate V	0.00	0	0.00	0	2.00	178,182
Inspector II	0.00	0	0.00	0	1.00	44,900
SUB-TOTAL GENERAL FUND SALARIES	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>10.00</u>	<u>763,631</u>

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS - HIGHWAYS FUND</u>						
Accounting Clerk II	1.00	33,100	1.00	33,100	0.00	0
Accounting Technician II	0.00	0	1.00	39,900	2.00	92,879
Administrative Assistant II	6.00	298,939	6.00	298,939	6.00	308,035
Administrative Budget Technician I	1.00	44,019	0.00	0	0.00	0
Administrative Budget Technician II	1.00	55,058	1.00	55,058	1.00	56,058
Administrative Specialist I	2.00	118,285	2.00	118,285	1.00	52,026
Central Stores Coordinator	1.00	40,626	1.00	40,626	1.00	33,100
Central Stores Manager	1.00	48,006	1.00	48,006	1.00	49,006
Chauffeur-Laborer	29.00	952,525	26.00	891,671	25.00	835,864
Chief, Construction Inspector	0.00	0	1.00	73,118	1.00	74,118
Chief, Engineering Division	1.00	120,025	1.00	120,025	1.00	121,025
Chief, Highways Division	1.00	89,744	1.00	89,744	1.00	90,744
Civil Engineer II	1.00	55,632	1.00	55,632	1.00	56,632
Civil Engineer III	5.00	520,247	4.00	412,178	4.00	416,178
Communications Specialist II	1.00	51,940	1.00	51,940	1.00	46,656
Crew Chief	12.00	600,109	12.00	608,103	12.00	617,347
Deputy Director of Public Works	1.00	124,862	1.00	124,862	0.00	0
Drafting Technician I	1.00	55,670	0.00	0	0.00	0
Engineering Associate I	1.00	48,431	2.00	96,362	1.00	48,931
Engineering Associate II	2.00	87,448	2.00	87,448	1.00	51,148
Engineering Associate III	0.00	0	0.00	0	1.00	46,656
Engineering Associate IV	2.00	144,232	2.00	144,232	2.00	146,232
Engineering Associate V	1.00	95,521	1.00	95,521	1.00	96,521
Engineering Records Technician	1.00	73,802	1.00	73,802	1.00	74,802
Equipment Operator	19.00	702,977	23.00	813,475	22.00	797,104
Equipment Operator Trainee	4.00	127,120	4.00	123,258	6.00	198,870
Equipment Repair Specialist	6.00	303,451	6.00	290,944	6.00	277,586

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>DIVISION OF HIGHWAYS - HIGHWAYS FUND</u>						
GIS Analyst II	1.00	56,000	1.00	56,000	0.00	0
GIS Coordinator	1.00	68,921	1.00	68,921	1.00	69,921
Inspector II	0.00	0	0.00	0	1.00	67,351
Inspector III	1.00	61,152	0.00	0	1.00	72,650
Laborer	5.00	167,663	3.00	108,289	3.00	111,289
Land Surveyor	1.00	87,454	1.00	87,454	1.00	88,454
Maintenance Supervisor	7.00	438,286	7.00	427,382	7.00	399,211
Management Assistant I	1.00	60,882	1.00	60,882	0.00	0
Management Assistant II	1.00	81,465	1.00	81,465	2.00	146,173
Permits Clerk	0.00	0	1.00	55,670	1.00	56,670
Road Marking Equipment Operator I	3.00	113,195	3.00	119,000	3.00	120,676
Road Marking Equipment Operator II	2.00	77,584	2.00	77,584	2.00	78,092
Road Marking Equipment Operator III	1.00	56,048	1.00	56,048	1.00	57,048
Senior Equipment Operator	14.00	604,030	14.00	622,057	14.00	621,417
Superintendent Highways	2.00	133,762	2.00	133,762	2.00	132,890
Trades / Laborer	5.00	190,914	5.00	189,706	4.00	163,506
Traffic Operations Supervisor	2.00	124,465	2.00	124,465	2.00	126,465
Traffic Sign Mechanic I	0.00	0	2.00	58,229	1.00	28,742
Traffic Sign Mechanic II	4.00	136,656	3.00	97,209	4.00	132,611
Traffic Sign Mechanic III	1.00	47,085	1.00	47,085	1.00	48,085
Utility Worker I	4.00	147,597	4.00	147,597	5.00	183,703
Utility Worker II	3.00	144,203	3.00	130,648	3.00	133,648
SUB-TOTAL HIGHWAYS FUND SALARIES	160.00	7,589,131	160.00	7,535,682	158.00	7,426,120

**DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF HIGHWAYS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		765,998		760,653		823,513
Workers' Compensation		373,866		381,170		214,943
Health Benefits		2,015,918		2,127,833		2,445,898
PEHP		127,783		132,960		153,680
Overtime		560,000		560,000		500,000
FICA		622,324		618,644		664,609
Miscellaneous		22,400		22,400		23,520
TOTAL OTHER PERSONAL SERVICES		4,488,289		4,603,660		4,826,163

<u>DIVISION OF HIGHWAYS AND STORMWATER MANAGEMENT TOTALS</u>	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
TOTAL SALARIES	160.00	7,589,131	160.00	7,535,682	168.00	8,189,751
TOTAL OTHER PERSONAL SERVICES		4,488,289		4,603,660		4,826,163
DIVISION OF HIGHWAYS AND STORMWATER MANAGEMENT SALARY TOTALS	160.00	12,077,420	160.00	12,139,342	168.00	13,015,914

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF HIGHWAYS
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 2015 - FY 2016 GOALS:

TO MAINTAIN THE CONDITION, EFFICIENCY, AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK

TO PROVIDE SAFE AND WELL MAINTAINED BRIDGES

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,539,782	2,524,186	2,462,717	2,057,184	2,057,184
20 CONTRACTUAL SERVICES	37,061	50,349	57,400	57,400	57,400
30 SUPPLIES & MATERIALS	8,851	7,064	15,035	15,035	15,035
40 BUSINESS AND TRAVEL	17,991	18,229	35,950	35,950	35,950
50 CAPITAL OUTLAY	831	541	1,000	1,000	1,000
70 MISCELLANEOUS	56,533	62,583	62,583	62,583	62,583
80 INTER-GOVERNMENTAL/INTERFUND	0	0	200	200	200
GRAND TOTAL	<u>2,661,049</u>	<u>2,662,952</u>	<u>2,634,885</u>	<u>2,229,352</u>	<u>2,229,352</u>

FUNDING SOURCE:

25 HIGHWAYS	<u>2,661,049</u>	<u>2,662,952</u>	<u>2,634,885</u>	<u>2,229,352</u>	<u>2,229,352</u>

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Engineering
Index #303210

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,462,717	2,057,184	(405,533)	<u>PERSONAL SERVICES</u> decrease (\$405,533) Decrease is the net result of Two (2) positions abolished due to retirement, One (1) vacant position abolished, workers' compensation adjustments offset by FY 16 Merit Salary increase and adjustments to health benefits

DIVISION STAFF SUMMARY
Bureau of Highways Engineering
Index #303210

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	122,572	2.00	122,572	2.00	124,572
Administrative Budget Technician II	1.00	55,058	1.00	55,058	1.00	56,058
Administrative Specialist I	1.00	67,259	1.00	67,259	0.00	0 A
Chief, Engineering Division	1.00	120,025	1.00	120,025	1.00	121,025
Civil Engineer II	1.00	55,632	1.00	55,632	1.00	56,632
Civil Engineer III	5.00	520,247	4.00	412,178	4.00	416,178
Deputy Director of Public Works	1.00	124,862	1.00	124,862	0.00	0 B
Drafting Technician I	1.00	55,670	0.00	0	0.00	0
Engineering Associate I	1.00	48,431	2.00	96,362	1.00	48,931 C
Engineering Associate II	1.00	50,148	1.00	50,148	1.00	51,148
Engineering Associate IV	2.00	144,232	2.00	144,232	2.00	146,232
Engineering Associate V	1.00	95,521	1.00	95,521	1.00	96,521
Engineering Records Technician	1.00	73,802	1.00	73,802	1.00	74,802
GIS Analyst II	1.00	56,000	1.00	56,000	0.00	0 D
GIS Coordinator	1.00	68,921	1.00	68,921	1.00	69,921
Land Surveyor	1.00	87,454	1.00	87,454	1.00	88,454
Management Assistant II	1.00	81,465	1.00	81,465	1.00	82,465
Permit Clerk	0.00	0	1.00	55,670	1.00	56,670
SALARY TOTAL	23.00	1,827,299	23.00	1,767,161	19.00	1,489,609

DIVISION STAFF SUMMARY
Bureau of Highways Engineering
Index #303210

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		182,730		176,716		148,961
Workers' Compensation		17,731		17,298		3,054
Health Benefits		324,822		363,809		299,102
FICA		138,704		134,513		113,798
Miscellaneous		3,220		3,220		2,660
TOTAL OTHER PERSONAL SERVICES		667,207		695,556		567,575
TOTAL PERSONAL SERVICES	23.00	2,494,506 *	23.00	2,462,717	19.00	2,057,184

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Administrative Specialist I position abolished, created in Facilities & Operations (022000) - #0790

B - One (1) vacant Deputy Director of DPW abolished due to retirement - #0728

C - One (1) vacant Engineering Associate I position abolished due to retirement - #0748

D - One (1) vacant GIS Analyst II position abolished - #1670

PUBLIC WORKS - DIVISION OF HIGHWAYS
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 1,057 miles of County roadways; 223 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and 5,402 street lights.

FY 2014 - FY 2015 GOAL:

TO MAINTAIN THE CONDITION, EFFICIENCY, AND SAFETY OF HARFORD COUNTY'S ROADWAY NETWORK

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	9,218,412	9,273,129	9,246,025	9,477,184	9,477,184
20 CONTRACTUAL SERVICES	2,726,981	2,840,671	2,927,600	3,112,260	3,112,260
30 SUPPLIES & MATERIALS	1,575,849	1,342,377	1,563,300	1,624,750	1,624,750
40 BUSINESS AND TRAVEL	1,216,214	1,484,289	1,322,500	1,490,600	1,490,600
50 CAPITAL OUTLAY	548,197	310,566	13,000	13,000	13,000
70 MISCELLANEOUS	5,242,329	5,070,858	5,317,531	5,434,352	5,434,352
80 INTER-GOVERNMENTAL/INTERFUND	930	0	425	425	425
GRAND TOTAL	20,528,912	20,321,890	20,390,381	21,152,571	21,152,571
<u>FUNDING SOURCE:</u>					
25 HIGHWAYS	20,528,912	20,321,890	20,390,381	21,152,571	21,152,571

PUBLIC WORKS - DIVISION OF HIGHWAYS
Bureau of Highways Maintenance
Index #303410

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
9,246,025	9,477,184	231,159	<u>PERSONAL SERVICES</u> increase \$231,159 Increase is the net result of FY 16 Merit Salary increase, One (1) Inspector III transferred in from Bureau of Construction, One (1) Inspector II position created from Recycling, adjustments to health benefits and PEHP (Post Employment Health Plan) offset reductions to pension, workers' compensation, overtime and FICA.
2,927,600	3,112,260	184,660	<u>CONTRACTUAL SERVICES</u> increase \$184,660 Increase is the net result of electricity, water and sewer, telephone service, and operating equipment based on actual expense history, as well as additional funds for curb repair some of which was reallocated from uniforms
1,563,300	1,624,750	61,450	<u>SUPPLIES AND MATERIALS</u> increase \$61,450 Increase is the net result of delivery charges, safety equipment and crushed aggregate based on actual expense history offset by a reduction in uniforms due to reallocation of funds to curb repair and janitorial supplies increased based on actual expense
1,322,500	1,490,600	168,100	<u>BUSINESS AND TRAVEL</u> increase \$168,100 Increase is the net result of vehicle maintenance based on actual expense history offset by a reduction in fuel charges based on actual expense history
5,317,531	5,434,352	116,821	<u>MISCELLANEOUS</u> increase \$116,821 Increase is the net result of Pro Rata Shares to the general fund based on estimates offset by a reduction for traffic safety reimbursement to the Sheriff's Traffic Safety Unit

DIVISION STAFF SUMMARY
Bureau of Highways Maintenance
Index #303410

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
Accounting Clerk II	1.00	33,100	1.00	33,100	0.00	0	
Accounting Technician II	0.00	0	1.00	39,900	2.00	92,879	A
Administrative Assistant II	4.00	176,367	4.00	176,367	4.00	183,463	
Administrative Budget Technician I	1.00	44,019	0.00	0	0.00	0	
Administrative Specialist I	1.00	51,026	1.00	51,026	1.00	52,026	
Central Stores Coordinator	1.00	40,626	1.00	40,626	1.00	33,100	
Central Stores Manager	1.00	48,006	1.00	48,006	1.00	49,006	
Chauffeur-Laborer	29.00	952,525	26.00	891,671	25.00	835,864	
Chief Construction Inspector	0.00	0	1.00	73,118	1.00	74,118	
Chief, Highways Division	1.00	89,744	1.00	89,744	1.00	90,744	
Communications Specialist II	1.00	51,940	1.00	51,940	1.00	46,656	
Crew Chief	12.00	600,109	12.00	608,103	12.00	617,347	
Engineering Associate II	1.00	37,300	1.00	37,300	0.00	0	
Engineering Associate III	0.00	0	0.00	0	1.00	46,656	B
Equipment Operator	19.00	702,977	23.00	813,475	22.00	797,104	C
Equipment Operator Trainee	4.00	127,120	4.00	123,258	6.00	198,870	D
Equipment Repair Specialist	6.00	303,451	6.00	290,944	6.00	277,586	
Inspector II	0.00	0	0.00	0	1.00	67,351	E
Inspector III	1.00	61,152	0.00	0	1.00	72,650	F
Laborer	5.00	167,663	3.00	108,289	3.00	111,289	
Maintenance Supervisor	7.00	438,286	7.00	427,382	7.00	399,211	
Management Assistant I	1.00	60,882	1.00	60,882	0.00	0	
Management Assistant II	0.00	0	0.00	0	1.00	63,708	G
Road Marking Equipment Operator I	3.00	113,195	3.00	119,000	3.00	120,676	H
Road Marking Equipment Operator II	2.00	77,584	2.00	77,584	2.00	78,092	I
Road Marking Equipment Operator III	1.00	56,048	1.00	56,048	1.00	57,048	
Senior Equipment Operator	14.00	604,030	14.00	622,057	14.00	621,417	
Superintendent Highways	2.00	133,762	2.00	133,762	2.00	132,890	
Trades/Laborer	5.00	190,914	5.00	189,706	4.00	163,506	
Traffic Operations Supervisor	2.00	124,465	2.00	124,465	2.00	126,465	
Traffic Sign Mechanic I	0.00	0	2.00	58,229	1.00	28,742	

DIVISION STAFF SUMMARY
Bureau of Highways Maintenance
Index #303410

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16		
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES	
Traffic Sign Mechanic II	4.00	136,656	3.00	97,209	4.00	132,611	J
Traffic Sign Mechanic III	1.00	47,085	1.00	47,085	1.00	48,085	
Utility Worker I	4.00	147,597	4.00	147,597	5.00	183,703	K
Utility Worker II	3.00	144,203	3.00	130,648	3.00	133,648	
SALARY TOTAL	137.00	5,761,832	137.00	5,768,521	139.00	5,936,511	
OTHER PERSONAL SERVICES							
Pension & Retirement		583,268		583,937		598,189	
Workers' Compensation		356,135		363,872		210,641	
Health Benefits		1,691,096		1,764,024		1,996,910	
PEHP		127,783		132,960		153,680	
Overtime		160,000		160,000		100,000	
FICA		453,020		453,531		461,793	
Miscellaneous		19,180		19,180		19,460	
TOTAL OTHER PERSONAL SERVICES		3,390,482		3,477,504		3,540,673	
TOTAL PERSONAL SERVICES	137.00	9,152,314 *	137.00	9,246,025	139.00	9,477,184	

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

- A - One (1) Accounting Clerk II position upgraded to an Accounting Technician II - #0868
- B - One (1) Engineering Associate II position filled as an Engineer Associate III - #3497
- C - Two (2) Equipment Operator Trainee positions upgraded to Equipment Operators - #0881 and #2138
Three (3) vacant Equipment Operator positions filled as Chauffeur-Laborers - #0783, #0786 and #0827
- D - Three (3) Chauffeur-Laborers upgraded to Equipment Operator Trainees - #0788, #0789 and #0863
One (1) vacant Chauffeur-Laborer filled as an Equipment Operator Trainee - #0846
- E - One (1) Inspector II position created - #0504
- F - One (1) Inspector III position created - #0799
- G - One (1) Management Assistant I upgraded to a Management Assistant II - #0781
- H - One (1) vacant Road Marking Equipment Operator II filled as a Road Marking Equipment Operator I - #3280
- I - One (1) Road Marking Equipment Operator I upgraded to a Road Marking Equipment Operator II - #0768
- J - One (1) Traffic Sign Mechanic I upgraded to a Traffic Sign Mechanic II - #0756
- K - One (1) vacant Trades/Laborer position filled as a Utility Worker I - #3419

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

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$566,530	\$893,287	\$773,916	\$710,278	\$848,452
Number of staff	13	13	13	13	13
<u>Output:</u>					
Miles of roads rehabilitated	61.16	84.41	66.95	60.00	71.00
<u>Efficiency:</u>					
Cost to rehabilitate roads per mile	\$9,263	\$10,583	\$11,560	\$11,837	\$11,950
<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

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. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$219,856	\$196,937	\$167,276	\$200,000	\$200,000
Number of staff	8	8	8	8	
<u>Output:</u>					
Number of road miles striped	988.92	850.00	678.34	850.00	850.00
<u>Efficiency:</u>					
Cost per mile	\$222.31	\$231.69	\$246.60	\$235.29	\$235.29
<u>Service Quality:</u>					
Average amount of time spent per striping project	7.6 hours	7.6 hours	7.6 hours	7.6 hours	7.6 hours
<u>Outcome:</u>					
Percentage of roads that needed to be striped that were completed	116%	100%	80%	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)

PUBLIC WORKS - DIVISION OF HIGHWAYS
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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	177,943	954,681	430,600	430,600	430,600
20 CONTRACTUAL SERVICES	77,151	216,378	149,848	210,776	210,776
30 SUPPLIES & MATERIALS	354,612	1,959,033	890,060	890,060	890,060
40 BUSINESS AND TRAVEL	<u>0</u>	<u>174,076</u>	<u>0</u>	<u>176,576</u>	<u>176,576</u>
GRAND TOTAL	<u>609,706</u>	<u>3,304,168</u>	<u>1,470,508</u>	<u>1,708,012</u>	<u>1,708,012</u>

FUNDING SOURCE:

25 HIGHWAYS	<u>609,706</u>	<u>3,304,168</u>	<u>1,470,508</u>	<u>1,708,012</u>	<u>1,708,012</u>

PUBLIC WORKS - DIVISION OF HIGHWAYS Bureau of Highways Maintenance - Snow Removal Index #303430

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
149,848	210,776	60,928	<u>CONTRACTUAL SERVICES</u> increase \$60,928 Increase is the net result of vehicle & operating equipment for contractual snow removal and communication equipment for new internet access road sensors
0	176,576	176,576	<u>BUSINESS & TRAVEL</u> increase \$176,576 Increase is the net result of fuel charge funding added to capture a more realistic cost of winter weather operations as all fuel used during plow operations will be charged to this division and training seminars for simulated snow plow training

DIVISION STAFF SUMMARY
Snow Removal
Index #303430

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	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 14 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF HIGHWAYS
Stormwater Management - General Fund
Index #301603

ORIGIN/PURPOSE:

The Stormwater Management group is responsible for three separate programs: (1) Plan review and approval for stormwater management and sediment control; (2) Construction and post-construction/maintenance inspections for stormwater management; and (3) Implementation of the County's MS4 permit, or National Pollution Discharge Elimination System (NPDES) Municipal Storm Separate Sewer System (MS4) permit.

Administration of the stormwater management and sediment control program is delegated by the Maryland Department of the Environment (MDE). Recent updates to the state stormwater management regulations have required new development to focus on designing and constructing smaller stormwater management facilities resulting in a significantly larger number of facilities being constructed. The new regulations have increased plans review times and the time required to complete inspections.

Harford County received its most recent five-year MS4 permit in December, 2014. The MS4 permit is required by the Environmental Protection Agency (EPA) and issued by MDE. Permit requirements include assessing stream health through watershed assessments, identifying opportunities to improve stream health through watershed restoration plans, and designing and constructing watershed restoration projects to improve stream health. Projects include but are not limited to constructing new stormwater management facilities, upgrading existing stormwater management facilities, and constructing stream restorations. Additional permit requirements include monitoring stream health, identifying sources of potential impacts to stream health from commercial, industrial and residential properties and implementing a public outreach program.

All funds were transferred from #303320 Stormwater Management Fund to new index #301603 Stormwater Management - General Fund due to Bill No. 14-036 repealing the stormwater remediation fees.

FY 2015 - FY 2016 GOALS:

APPROVE STORMWATER MANAGEMENT AND SEDIMENT CONTROLS PLANS THAT MEET STATE REGULATIONS AND PROTECT HARFORD COUNTY STREAMS

ENSURE STORMWATER MANAGEMENT FACILITIES ARE CONSTRUCTED AS DESIGNED THROUGH ONSITE INSPECTIONS AND COORDINATION WITH THE CONTRACTORS ENGINEER IN CHARGE.

ENSURE COMPLETED STORMWATER FACILITIES CONTINUE TO FUNCTION PROPERLY THROUGH STATE MANDATED TRIENNIAL MAINTENANCE INSPECTIONS AND COORDINATION WITH OWNERS OF THE STORMWATER MANAGEMENT FACILITIES.

ACCELERATE THE IDENTIFICATION, DESIGN, AND CONSTRUCTION OF WATERSHED RESTORATION IMPROVEMENT PROJECTS.

COORDINATE WITH OTHER COUNTY AGENCIES FOR ASSISTANCE IN IMPLEMENTING THE MS4 PERMIT REQUIREMENTS.

PUBLIC WORKS - DIVISION OF HIGHWAYS Stormwater Management - General Fund Index #301603

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	0	1,050,946	1,050,946
20 CONTRACTUAL SERVICES	0	0	0	129,210	129,210
30 SUPPLIES & MATERIALS	0	0	0	8,945	8,945
40 BUSINESS AND TRAVEL	0	0	0	17,650	17,650
70 MISCELLANEOUS	0	0	0	4,952	4,952
80 INTER-GOVERNMENTAL/INTERFUND	0	0	0	200	200
GRAND TOTAL	0	0	0	1,211,903	1,211,903
<u>SUMMARY BY FUND:</u>					
11 GENERAL	0	0	0	1,211,903	1,211,903
	0	0	0	1,211,903	1,211,903
<u>SUMMARY BY DIVISION:</u>					
301603 STORMWATER MANAGEMENT	0	0	0	1,211,903	1,211,903
GRAND TOTAL	0	0	0	1,211,903	1,211,903

PUBLIC WORKS - DIVISION OF HIGHWAYS Stormwater Management - General Fund Index #301603

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
	1,050,946	1,050,946	<u>PERSONAL SERVICES</u> increase \$1,050,946 Ten (10) positions created, abolished under index #303320 Stormwater Management Fund due to Bill No. 14-036 repealing the stormwater remediation fees and FY 16 Merit Salary Increase
	129,210	129,210	<u>CONTRACTUAL SERVICES</u> increase \$129,210 Funding provides for office equipment, telephone and fax service, advertising, operating equipment and data processing hardware maintenance and a legal consultant to assist with Phase 1 of MS4 permits
	8,945	8,945	<u>SUPPLIES AND MATERIALS</u> increase \$8,945 Funding provides for office supplies, printing, mailing, laboratory and drafting supplies and safety equipment
	17,650	17,650	<u>BUSINESS AND TRAVEL</u> increase \$17,650 Funding provides for vehicle maintenance, fuel, travel expenses, membership fee and training
	4,952	4,952	<u>MISCELLANEOUS</u> increase \$4,952 Pro Rata Shares to the Director of DPW
	200	200	<u>INTERGOVERNMENTAL</u> increase \$200 Fleet Daily carpool Rentals

DIVISION STAFF SUMMARY
PUBLIC WORKS - STORMWATER MANAGEMENT - GENERAL FUND
Index #301603

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Construction Inspector	0.00	0	0.00	0	1.00	65,210
Civil Engineer II	0.00	0	0.00	0	2.00	141,007
Civil Engineer III	0.00	0	0.00	0	1.00	93,307
Civil Engineer IV	0.00	0	0.00	0	1.00	114,525
Engineering Associate II	0.00	0	0.00	0	1.00	44,035
Engineering Associate IV	0.00	0	0.00	0	1.00	82,465
Engineering Associate V	0.00	0	0.00	0	2.00	178,182
Inspector II	0.00	0	0.00	0	1.00	44,900
SALARY TOTAL	0.00	0	0.00	0	10.00	763,631 A
OTHER PERSONAL SERVICES						
Pension & Retirement		0		0		76,363
Workers' Compensation		0		0		1,248
Health Benefits		0		0		149,886
FICA		0		0		58,418
Miscellaneous		0		0		1,400
TOTAL OTHER PERSONAL SERVICES		0		0		287,315
TOTAL PERSONAL SERVICES	0.00	0 *	0.00	0	10.00	1,050,946

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Stormwater Management Fund #303320 positions abolished, created under new Stormwater Management - General Fund #301603 due to reorganization

DPW - DIVISION OF STORMWATER MANAGEMENT OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To improve stream water quality through effective urban runoff controls and through stream restoration programs

Department Objective

To ensure that stormwater management facilities are inspected and functioning satisfactorily

County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Number of staff	1.00	1.00	1.30	1.30	2.00
Number of hours allocated	2,080	2,080	2,704	2,704	4,160
<u>Output:</u>					
Number of facilities inspected	402	373	479	370	450
<u>Efficiency:</u>					
Average number of hours per facility	5.2	5.5	5.7	7.3	9.0
<u>Service Quality:</u>					
Percentage of Facilities inspected per year	37%	28%	43%	33%	33%
<u>Outcome:</u>					
Number of facilities inspected with satisfactory rating*	473	352	412	300	360
Percentage of facilities inspected with satisfactory rating*	75%	59%	86%	80%	80%
*requires minor or no maintenance					

Explanation and Analysis of Performance Measures

Stormwater management facilities are to be maintained by the property owner or homeowners association. Maintenance inspections are completed by the County every three (3) years and reports are provided to the responsible party for necessary repairs to maintain a satisfactory rating.

PUBLIC WORKS - DIVISION OF STORMWATER MANAGEMENT

ORIGIN/PURPOSE:

All funds were transferred from #303320 Stormwater Management to a new index #301603 - Stormwater Management - General Fund under Highways.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	1,175,450	1,159,302	0	0
20 CONTRACTUAL SERVICES	0	15,415	29,170	0	0
30 SUPPLIES & MATERIALS	0	7,596	10,745	0	0
40 BUSINESS AND TRAVEL	0	15,128	19,150	0	0
50 CAPITAL OUTLAY	0	26,294	0	0	0
70 MISCELLANEOUS	0	0	80,373	0	0
80 INTER-GOVERNMENTAL/INTERFUND	0	0	200	0	0
GRAND TOTAL	0	1,239,883	1,298,940	0	0
<u>SUMMARY BY FUND:</u>					
29 STORMWATER MANAGEMENT	0	1,239,883	1,298,940	0	0
	0	1,239,883	1,298,940	0	0
<u>SUMMARY BY DIVISION:</u>					
303320 STORMWATER MANAGEMENT	0	1,239,883	1,298,940	0	0
GRAND TOTAL	0	1,239,883	1,298,940	0	0

PUBLIC WORKS - DIVISION OF STORMWATER MANAGEMENT

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,159,302	0	(1,159,302)	<u>PERSONAL SERVICES</u> decrease (\$1,159,302) Decrease is the net result of this division being abolished and all funding including personal services moved to Stormwater Management under the General Fund
29,170	0	(29,170)	<u>CONTRACTUAL SERVICES</u> decrease (\$29,170)
10,745	0	(10,745)	<u>SUPPLIES AND MATERIALS</u> decrease (\$10,745)
19,150	0	(19,150)	<u>BUSINESS AND TRAVEL</u> decrease (\$19,150)
80,373	0	(80,373)	<u>MISCELLANEOUS</u> decrease (\$80,373)
200	0	(200)	<u>INTERGOVERNMENTAL INTERFUND</u> decrease (\$200)

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - STORMWATER MANAGEMENT
Index #303320

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist I	1.00	50,365	1.00	50,365	0.00	0 A
Chief, Construction Inspector	1.00	73,118	0.00	0	0.00	0
Civil Engineer II	3.00	189,007	3.00	189,007	0.00	0 B
Civil Engineer III	1.00	92,307	1.00	92,307	0.00	0
Civil Engineer IV	1.00	113,525	1.00	113,525	0.00	0
Engineering Associate II	1.00	43,035	1.00	43,035	0.00	0
Engineering Associate IV	1.00	81,465	1.00	81,465	0.00	0
Engineering Associate V	2.00	176,182	2.00	176,182	0.00	0
Inspector II	1.00	43,900	1.00	43,900	0.00	0
Inspector III	0.00	0	1.00	61,152	0.00	0
FULL-TIME SALARIES	<u>12.00</u>	<u>862,904</u>	<u>12.00</u>	<u>850,938</u>	<u>0.00</u>	<u>0 C</u>
SALARY OFFSET	<u> </u>	<u>0</u>	<u> </u>	<u>(36,923)</u>	<u> </u>	<u>0</u>
SALARY TOTAL	<u><u>12.00</u></u>	<u><u>862,904</u></u>	<u><u>12.00</u></u>	<u><u>814,015</u></u>	<u><u>0.00</u></u>	<u><u>0</u></u>
OTHER PERSONAL SERVICES						
Pension & Retirement		86,290		85,094		0
Workers' Compensation		8,236		7,918		0
Health Benefits		173,904		185,498		0
FICA		66,012		65,097		0
Miscellaneous		1,680		1,680		0
TOTAL OTHER PERSONAL SERVICES	<u> </u>	<u>336,122</u>	<u> </u>	<u>345,287</u>	<u> </u>	<u>0</u>
TOTAL PERSONAL SERVICES	<u><u>12.00</u></u>	<u><u>1,199,026 *</u></u>	<u><u>12.00</u></u>	<u><u>1,159,302</u></u>	<u><u>0.00</u></u>	<u><u>0</u></u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Specialist I position transferred to the Law Department - #2697

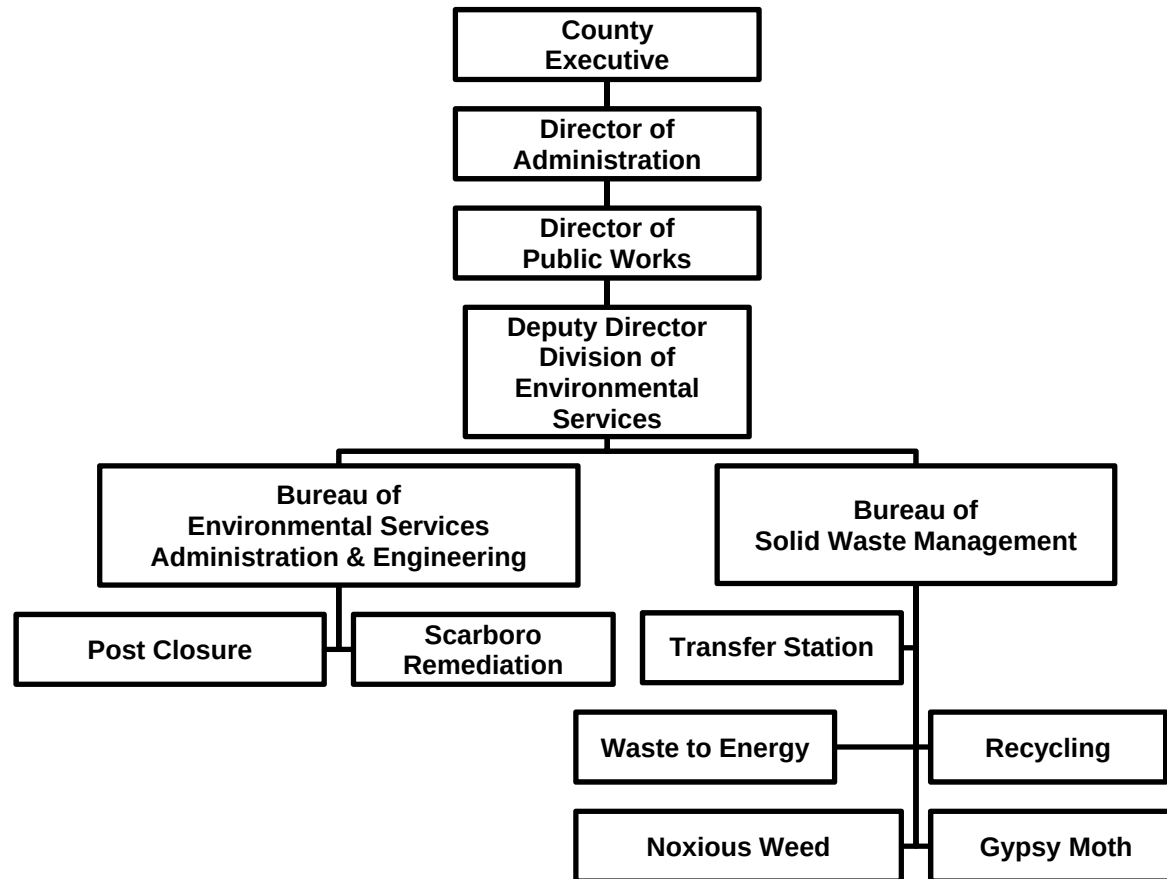
B - One (1) vacant Civil Engineer II position abolished - #1318

C - Ten (10) Stormwater Management positions abolished, created under new Stormwater Management - General Fund index #301603

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.

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.

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 & Engineering and accounts for monitoring and operating costs for the Scarboro Landfill remediation project.

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.

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.

MISSION STATEMENT:

TO PROVIDE QUALITY ENVIRONMENTAL AND INTEGRATED SOLID WASTE MANAGEMENT PROGRAMS FOR THE CITIZENS OF HARFORD COUNTY

FY 2015 - FY 2016 GOALS:

TO PROVIDE FOR PROPER CLOSURE AND REMEDIATION OF ALL COUNTY-OWED LANDFILLS

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

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	4,542,834	4,442,280	4,426,360	4,102,949	4,102,949
20 CONTRACTUAL SERVICES	9,075,739	9,422,843	11,475,166	12,437,120	12,437,120
30 SUPPLIES & MATERIALS	228,512	229,869	274,745	278,195	278,195
40 BUSINESS AND TRAVEL	432,690	471,130	519,085	506,965	506,965
50 CAPITAL OUTLAY	37,120	138,191	39,000	39,000	39,000
70 MISCELLANEOUS	10,058	10,218	10,440	9,178	9,178
80 INTER-GOVERNMENTAL/INTERFUND	899	468	900	1,200	1,200
GRAND TOTAL	14,327,852	14,714,999	16,745,696	17,374,607	17,374,607

SUMMARY BY FUND:

11 GENERAL	2,488,673	2,433,980	2,583,890	2,395,248	2,395,248
55 SOLID WASTE SERVICES	11,839,179	12,281,019	14,161,806	14,979,359	14,979,359
GRAND TOTAL	14,327,852	14,714,999	16,745,696	17,374,607	17,374,607

SUMMARY BY DIVISION:

GENERAL FUND:

301111	BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING	821,209	849,132	794,320	785,049	785,049
301241	RECYCLING	1,507,254	1,412,073	1,518,108	1,358,824	1,358,824
301251	POST CLOSURE	120,043	119,719	173,850	173,850	173,850
301261	SCARBORO REMEDIATION	32,667	46,831	55,460	54,460	54,460
301520	NOXIOUS WEED	0	0	32,152	13,065	13,065
301530	GYPSY MOTH	7,500	6,225	10,000	10,000	10,000

SOLID WASTE SERVICES:

301211	BUREAU OF SOLID WASTE MGT.	3,488,066	3,667,451	3,784,258	3,529,359	3,529,359
301212	TRANSFER STATION	0	0	588,650	3,300,000	3,300,000
301271	WASTE TO ENERGY	8,351,113	8,613,568	9,788,898	8,150,000	8,150,000
GRAND TOTAL		14,327,852	14,714,999	16,745,696	17,374,607	17,374,607

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

GENERAL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,967,707	1,888,254	1,894,507	1,658,875	1,658,875
20 CONTRACTUAL SERVICES	346,824	324,014	409,868	423,840	423,840
30 SUPPLIES & MATERIALS	104,466	119,478	132,895	158,545	158,545
40 BUSINESS AND TRAVEL	52,475	84,556	96,580	104,910	104,910
50 CAPITAL OUTLAY	6,425	7,412	39,000	39,000	39,000
70 MISCELLANEOUS	10,058	10,218	10,440	9,178	9,178
80 INTER-GOVERNMENTAL/INTERFUND	718	48	600	900	900
GRAND TOTAL	<u>2,488,673</u>	<u>2,433,980</u>	<u>2,583,890</u>	<u>2,395,248</u>	<u>2,395,248</u>
<u>SUMMARY BY FUND:</u>					
11 GENERAL	<u>2,488,673</u>	<u>2,433,980</u>	<u>2,583,890</u>	<u>2,395,248</u>	<u>2,395,248</u>
GRAND TOTAL	<u>2,488,673</u>	<u>2,433,980</u>	<u>2,583,890</u>	<u>2,395,248</u>	<u>2,395,248</u>
<u>SUMMARY BY DIVISION:</u>					
301111 BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING	821,209	849,132	794,320	785,049	785,049
301241 RECYCLING	1,507,254	1,412,073	1,518,108	1,358,824	1,358,824
301251 POST CLOSURE	120,043	119,719	173,850	173,850	173,850
301261 SCARBORO REMEDIATION	32,667	46,831	55,460	54,460	54,460
301520 NOXIOUS WEED	0	0	32,152	13,065	13,065
301530 GYPSY MOTH	7,500	6,225	10,000	10,000	10,000
GRAND TOTAL	<u>2,488,673</u>	<u>2,433,980</u>	<u>2,583,890</u>	<u>2,395,248</u>	<u>2,395,248</u>

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

SOLID WASTE SERVICES SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,575,127	2,554,026	2,531,853	2,444,074	2,444,074
20 CONTRACTUAL SERVICES	8,728,915	9,098,829	11,065,298	12,013,280	12,013,280
30 SUPPLIES & MATERIALS	124,046	110,391	141,850	119,650	119,650
40 BUSINESS AND TRAVEL	380,215	386,574	422,505	402,055	402,055
50 CAPITAL OUTLAY	30,695	130,779	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	181	420	300	300	300
GRAND TOTAL	11,839,179	12,281,019	14,161,806	14,979,359	14,979,359
<u>SUMMARY BY FUND:</u>					
55 SOLID WASTE SERVICES	11,839,179	12,281,019	14,161,806	14,979,359	14,979,359
GRAND TOTAL	11,839,179	12,281,019	14,161,806	14,979,359	14,979,359
<u>SUMMARY BY DIVISION:</u>					
301211 BUREAU OF SOLID WASTE MANAGEMENT	3,488,066	3,667,451	3,784,258	3,529,359	3,529,359
301212 TRANSFER STATION	0	0	588,650	3,300,000	3,300,000
301271 WASTE TO ENERGY	8,351,113	8,613,568	9,788,898	8,150,000	8,150,000
GRAND TOTAL	11,839,179	12,281,019	14,161,806	14,979,359	14,979,359

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUND						
Administrative Assistant I	0.00	0	0.00	0	1.00	34,100
Administrative Assistant II	1.00	38,792	1.00	38,792	0.00	0
Chief, Engineering Division	1.00	118,934	1.00	118,934	1.00	119,934
Civil Engineer IV	1.00	104,919	1.00	104,919	1.00	105,919
Deputy Director of Public Works	1.00	124,862	1.00	124,862	1.00	124,862
Engineering Associate IV	1.00	77,491	1.00	77,491	1.00	78,491
Equipment Operator	3.00	131,151	3.00	129,330	2.00	85,724
Equipment Repair Specialist	1.00	55,598	1.00	55,598	1.00	56,598
Laborer	7.00	192,556	7.00	180,731	6.00	184,292
Management Assistant II	1.00	60,692	1.00	60,692	1.00	61,692
Recycling Program Coordinator	1.00	45,000	1.00	45,000	0.00	0
Recycling Program Manager	1.00	101,931	1.00	65,000	1.00	58,700
Senior Equipment Operator	3.00	133,482	3.00	130,218	2.00	92,218
Weighmaster/Attendant I	1.00	27,248	1.00	27,248	0.00	0
Weighmaster / Attendant II	1.00	45,790	1.00	45,790	1.00	46,790
Weighmaster / Attendant Trainee	0.00	0	0.00	0	1.00	28,040
FULL-TIME SALARIES	24.00	1,258,446	24.00	1,204,605	20.00	1,077,360
SALARY OFFSET		0		(22,600)		0
TOTAL FULL-TIME SALARIES	24.00	1,258,446	24.00	1,182,005	20.00	1,077,360
TEMPORARY SALARIES		0		16,224		0
SUB-TOTAL GENERAL FUND SALARIES	24.00	1,258,446	24.00	1,198,229	20.00	1,077,360

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
DIVISION OF ENVIRONMENTAL SERVICES - BUREAU OF SOLID WASTE MANAGEMENT						
Administrative Assistant I	1.00	49,812	1.00	49,812	0.00	0
Administrative Specialist I	0.00	0	0.00	0	1.00	63,762
Administrative Specialist II	1.00	52,556	1.00	52,556	0.00	0
Chief, Solid Waste Management	1.00	80,000	1.00	80,000	1.00	111,000
Clerk Typist	1.00	42,263	1.00	42,263	1.00	43,263
Crew Chief	3.00	193,524	3.00	171,073	1.00	46,656
Crew Leader I	1.00	34,424	1.00	34,424	0.00	0
Engineering Associate II	1.00	56,739	0.00	0	0.00	0
Engineering Associate III	0.00	0	1.00	58,441	1.00	59,441
Equipment Operator	2.00	106,277	3.00	139,377	2.00	92,946
Equipment Operator Trainee	1.00	33,280	0.00	0	0.00	0
Equipment Repair Specialist	1.00	55,598	1.00	55,598	1.00	56,598
Laborer	5.00	186,552	5.00	185,140	5.00	190,140
Landfill Supervisor	1.00	63,805	0.00	0	0.00	0
Litter Control Program Supervisor	0.00	0	0.00	0	1.00	38,300
Senior Equipment Operator	7.00	297,854	7.00	292,063	5.00	216,123
Weighmaster/Attendant I	1.00	32,091	1.00	32,091	0.00	0
Weighmaster/Attendant II	5.00	254,859	5.00	254,859	3.00	146,519
Weighmaster Supervisor	0.00	0	1.00	63,805	1.00	57,340
FULL-TIME SALARIES	32.00	1,539,634	32.00	1,511,502	23.00	1,122,088
SALARY OFFSET		0		(48,431)		0
TOTAL FULL-TIME SALARIES	32.00	1,539,634	32.00	1,463,071	23.00	1,122,088

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
DIVISION OF ENVIRONMENTAL SERVICES - BUREAU OF SOLID WASTE MANAGEMENT						
PART-TIME SALARIES						
Laborer	0.60	13,566	0.60	13,566	0.00	0
Senior Equipment Operator	0.60	25,958	0.60	25,958	0.00	0
TOTAL PART-TIME SALARIES	1.20	39,524	1.20	39,524	0.00	0
TEMPORARY SALARIES		0		0		330,582
SUB-TOTAL BUREAU OF SOLID WASTE MANAGEMENT SALARIES	33.20	1,579,158	33.20	1,502,595	23.00	1,452,670
OTHER PERSONAL SERVICES						
Pension & Retirement		281,165		267,487		253,003
Workers' Compensation		149,890		140,122		57,210
Health Benefits		749,454		862,628		810,491
PEHP		68,455		83,208		94,920
Overtime		143,000		147,000		145,000
FICA		226,999		217,251		205,015
Miscellaneous		8,120		7,840		7,280
TOTAL OTHER PERSONAL SERVICES		1,627,083		1,725,536		1,572,919

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

<u>DIVISION OF ENVIRONMENTAL SERVICES TOTALS</u>	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
TOTAL FULL-TIME SALARIES	56.00	2,798,080	56.00	2,716,107	43.00	2,199,448
TOTAL SALARY OFFSET		0		(71,031)		0
TOTAL PART-TIME SALARIES	1.20	39,524	1.20	39,524	0.00	0
TOTAL TEMPORARY SALARIES		0		16,224		330,582
TOTAL OTHER PERSONAL SERVICES		<u>1,627,083</u>		<u>1,725,536</u>		<u>1,572,919</u>
DIVISION OF ENVIRONMENTAL SERVICES TOTALS	<u>57.20</u>	<u>4,464,687 *</u>	<u>57.20</u>	<u>4,426,360</u>	<u>43.00</u>	<u>4,102,949</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
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 2015 - FY 2016 GOAL:

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	769,557	779,535	728,765	721,466	721,466
20 CONTRACTUAL SERVICES	22,763	34,133	28,740	23,400	23,400
30 SUPPLIES & MATERIALS	4,076	3,748	2,920	3,920	3,920
40 BUSINESS AND TRAVEL	14,719	21,498	23,355	26,685	26,685
70 MISCELLANEOUS	10,058	10,218	10,440	9,178	9,178
80 INTER-GOVERNMENTAL/INTERFUND	36	0	100	400	400
GRAND TOTAL	821,209	849,132	794,320	785,049	785,049

FUNDING SOURCE:

11 GENERAL	821,209	849,132	794,320	785,049	785,049

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES Bureau of Environmental Services Administration & Engineering Index #301111

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
728,765	721,466	(7,299)	<u>PERSONAL SERVICES</u> decrease (\$7,299) Decrease is the net result of pension, workers' compensation and overtime adjustments offset by FY 16 Merit Salary increase
28,740	23,400	(5,340)	<u>CONTRACTUAL SERVICES</u> decrease (\$5,340) Decrease is the net result of office equipment and building/custodial services based on actual expense history
23,355	26,685	3,330	<u>BUSINESS AND TRAVEL</u> increase \$3,330 Increase is the net result of vehicle expenses based on actual expense history
10,440	9,178	(1,262)	<u>MISCELLANEOUS</u> decrease (\$1,262) Decrease is the net result of pro rata shares to the Director of Public Works

DIVISION STAFF SUMMARY
Bureau of Environmental Services Administration & Engineering
Index #301111

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	0.00	0	1.00	34,100 A
Administrative Assistant II	1.00	38,792	1.00	38,792	0.00	0
Chief, Engineering Division	1.00	118,934	1.00	118,934	1.00	119,934
Civil Engineer IV	1.00	104,919	1.00	104,919	1.00	105,919
Deputy Director of Public Works	1.00	124,862	1.00	124,862	1.00	124,862
Engineering Associate IV	1.00	77,491	1.00	77,491	1.00	78,491
Management Assistant II	1.00	60,692	1.00	60,692	1.00	61,692
SALARY TOTAL	6.00	525,690	6.00	525,690	6.00	524,998
OTHER PERSONAL SERVICES						
Pension & Retirement		52,569		52,569		52,500
Workers' Compensation		5,720		5,720		1,161
Health Benefits		91,552		96,802		97,134
Overtime		10,000		7,000		5,000
FICA		39,964		40,144		39,833
Miscellaneous		840		840		840
TOTAL OTHER PERSONAL SERVICES		200,645		203,075		196,468
TOTAL PERSONAL SERVICES	6.00	726,335 *	6.00	728,765	6.00	721,466

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Administrative Assistant II position filled as an Administrative Assistant I - #0716

PUBLIC WORKS - ENVIRONMENTAL SERVICES**Recycling
Index #301241****ORIGIN/PURPOSE:**

The Recycling Office oversees the ongoing implementation of the Harford County's Recycling Plan through the development of aggressive educational programs, review of legislative initiatives and review of recycling best management practices. The Office encourages residential and commercial/institutional generators to practice good source reduction, re-use, and recycling habits, in order to increase recycling in Harford County.

FY 2015 - FY 2016 GOAL:

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 IN AN ENVIRONMENTAL AND COST-EFFECTIVE MANNER

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,198,150	1,108,719	1,146,655	937,409	937,409
20 CONTRACTUAL SERVICES	200,676	159,053	220,328	239,640	239,640
30 SUPPLIES & MATERIALS	68,165	81,195	84,200	109,850	109,850
40 BUSINESS AND TRAVEL	37,756	63,058	66,425	71,425	71,425
50 CAPITAL OUTLAY	1,825	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	682	48	500	500	500
GRAND TOTAL	<u>1,507,254</u>	<u>1,412,073</u>	<u>1,518,108</u>	<u>1,358,824</u>	<u>1,358,824</u>

FUNDING SOURCE:

11 GENERAL	<u>1,507,254</u>	<u>1,412,073</u>	<u>1,518,108</u>	<u>1,358,824</u>	<u>1,358,824</u>

PUBLIC WORKS - ENVIRONMENTAL SERVICES**Recycling****Index #301241****FINANCIAL NOTES:**

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,146,655	937,409	(209,246)	<u>PERSONAL SERVICES</u> decrease (\$209,246) Decrease is the net result of the abolishment of three (3) vacant positions, workers' compensation and PEHP (Post Employment Health Plan) adjustments offset by FY 16 merit salary increase, pension, health benefits and FICA adjustments
220,328	239,640	19,312	<u>CONTRACTUAL SERVICES</u> increase \$19,312 Increase is the net result of electricity, other professional services and operating equipment based on actual expense history offset by a decrease for rental costs of portable restrooms and hand wash units
84,200	109,850	25,650	<u>SUPPLIES AND MATERIALS</u> increase \$25,650 Increase is the net result of delivery charges, building supplies, safety equipment, traffic signs and markings and equipment repair parts based on actual expense history
66,425	71,425	5,000	<u>BUSINESS AND TRAVEL</u> increase \$5,000 Increase is the net result of fuel charges based on actual expense history

DIVISION STAFF SUMMARY

Recycling
Index #301241

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Equipment Operator	3.00	131,151	3.00	129,330	2.00	85,724
Equipment Repair Specialist	1.00	55,598	1.00	55,598	1.00	56,598
Laborer	7.00	192,556	7.00	180,731	6.00	184,292 A
Recycling Program Coordinator	1.00	45,000	1.00	45,000	0.00	0
Recycling Program Manager	1.00	101,931	1.00	65,000	1.00	58,700 B
Senior Equipment Operator	3.00	133,482	3.00	130,218	2.00	92,218 C
Weighmaster/Attendant I	1.00	27,248	1.00	27,248	0.00	0
Weighmaster/Attendant II	1.00	45,790	1.00	45,790	1.00	46,790
Weighmaster/Attendant Trainee	0.00	0	0.00	0	1.00	28,040 D
FULL-TIME SALARIES	18.00	732,756	18.00	678,915	14.00	552,362
SALARY OFFSET		0		(22,600)		0
SALARY TOTAL	18.00	732,756	18.00	656,315	14.00	552,362
OTHER PERSONAL SERVICES						
Pension & Retirement		73,276		65,632		55,236
Workers' Compensation		45,151		41,217		21,565
Health Benefits		195,349		252,387		189,330
PEHP		41,073		35,456		31,640
Overtime		33,000		40,000		40,000
FICA		58,580		53,268		45,316
Miscellaneous		2,520		2,380		1,960
TOTAL OTHER PERSONAL SERVICES		448,949		490,340		385,047
TOTAL PERSONAL SERVICES	18.00	1,181,705 *	18.00	1,146,655	14.00	937,409

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Equipment Operator position demoted to a Laborer - #1510

One (1) Laborer position abolished due to retirement - #3528

One (1) vacant Laborer position abolished - #3529

B - One (1) vacant Recycling Program Manager position abolished - #0591

One (1) Recycling Program Manager upgraded to a Recycling Program Manager - #1734

C - One (1) vacant Senior Equipment Operator position abolished - #0504

D - One (1) Weighmaster/Attendant I position filled as a Weighmaster/Attendant Trainee - #0623

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	104,656	108,452	131,800	132,800	132,800
30 SUPPLIES & MATERIALS	14,637	7,231	14,050	13,050	13,050
50 CAPITAL OUTLAY	750	4,036	28,000	28,000	28,000
GRAND TOTAL	120,043	119,719	173,850	173,850	173,850

FUNDING SOURCE:

11 GENERAL	120,043	119,719	173,850	173,850	173,850

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

Noxious Weed

Index #301520

ORIGIN/PURPOSE:

Noxious Weed Control is a State program to control noxious weeds. Noxious weeds include Johnson grass, Shattercane, and Canada thistle and are usually found on agricultural lands although some properties owned by land developers are affected. This program also budgets for noxious weed control on County owned properties.

A County employee will perform the duties of the Noxious Weed Technician to coordinate the local program for controlling noxious weeds in Harford County.

For FY 13 & FY 14 this program expended funding available in a Grant account which has expired. The County has provided operating funding to continue the Noxious Weed program.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	19,087	0	0
20 CONTRACTUAL SERVICES	0	0	1,740	1,740	1,740
30 SUPPLIES AND MATERIALS	0	0	4,525	4,525	4,525
40 BUSINESS AND TRAVEL	0	0	6,800	6,800	6,800
GRAND TOTAL	0	0	32,152	13,065	13,065

FUNDING SOURCE:

11 GENERAL	0	0	32,152	13,065	13,065

FINANCIAL NOTES:

FY 15	FY 16	CHANGE
19,087	0	(19,087)

EXPLANATION OF INCREASE/DECREASE

PERSONAL SERVICES decrease (\$19,087)

Decrease is the result of elimination of temporary funds, this work will now be absorbed/handled by a current classified full-time employee

DIVISION STAFF SUMMARY
Bureau of Environmental Services Noxious Weed Control
Index #301520

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		0		16,224		0
SALARY TOTAL		<u>0</u>		<u>16,224</u>		<u>0</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		0		1,622		0
FICA		0		1,241		0
TOTAL OTHER PERSONAL SERVICES		<u>0</u>		<u>2,863</u>		<u>0</u>
TOTAL PERSONAL SERVICES		<u>0 *</u>		<u>19,087</u>		<u>0 A</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Noxious Weed Control employee took a permanent position and will continue to do the Technician's duties

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
20 CONTRACTUAL SERVICES	<u>7,500</u>	<u>6,225</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
GRAND TOTAL	<u>7,500</u>	<u>6,225</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>

SUMMARY BY CHARACTER:

FUNDING SOURCE:

11 GENERAL	<u>7,500</u>	<u>6,225</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
10,000	10,000	0	<u>CONTRACTUAL SERVICES</u> no change in funding Other Professional Services - work is performed by Maryland State employees, we pay one invoice per year for spray services or for an annual report

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
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 2015 - FY 2016 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

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,575,127	2,554,026	2,531,853	2,444,074	2,444,074
20 CONTRACTUAL SERVICES	377,802	485,261	687,750	563,280	563,280
30 SUPPLIES AND MATERIALS	124,046	110,391	141,850	119,650	119,650
40 BUSINESS AND TRAVEL	380,215	386,574	422,505	402,055	402,055
50 CAPITAL OUTLAY	30,695	130,779	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	181	420	300	300	300
GRAND TOTAL	<u>3,488,066</u>	<u>3,667,451</u>	<u>3,784,258</u>	<u>3,529,359</u>	<u>3,529,359</u>

FUNDING SOURCE:

55 SOLID WASTE SERVICES	<u>3,488,066</u>	<u>3,667,451</u>	<u>3,784,258</u>	<u>3,529,359</u>	<u>3,529,359</u>

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
Bureau of Solid Waste Management
Index #301211

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,531,853	2,444,074	(87,779)	<u>PERSONAL SERVICES</u> decrease (\$87,779) Decrease is the net result of four (4) positions abolished due to retirements, five (5) vacant positions abolished, two (2) part time vacant positions abolished and workers' compensation adjustments offset by FY 16 Merit Salary increase, additional funds for temporary salaries and adjustments to pension health benefits, PEHP (Post Employment Health Plan) and FICA.
687,750	563,280	(124,470)	<u>CONTRACTUAL SERVICES</u> decrease (\$124,470) Decrease is the net result of vehicle & operating equipment, water & sewer, management services, grounds maintenance and other professional services based on actual contracts offset slightly by an increase for electricity.
141,850	119,650	(22,200)	<u>SUPPLIES AND MATERIALS</u> decrease (\$22,200) Decrease is the net result of equipment repair parts based on actual expense history offset by a slight increase for chemicals in bulk
422,505	402,055	(20,450)	<u>BUSINESS AND TRAVEL</u> decrease (\$20,450) Decrease is the net result of vehicle maintenance based on actual expense history

DIVISION STAFF SUMMARY
Bureau of Solid Waste Management
Index #301211

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	49,812	1.00	49,812	0.00	0 A
Administrative Specialist I	0.00	0	0.00	0	1.00	63,762 B
Administrative Specialist II	1.00	52,556	1.00	52,556	0.00	0
Chief, Solid Waste Management	1.00	80,000	1.00	80,000	1.00	111,000
Clerk Typist	1.00	42,263	1.00	42,263	1.00	43,263
Crew Chief	3.00	193,524	3.00	171,073	1.00	46,656 C
Crew Leader I	1.00	34,424	1.00	34,424	0.00	0
Engineering Associate II	1.00	56,739	0.00	0	0.00	0
Engineering Associate III	0.00	0	1.00	58,441	1.00	59,441
Equipment Operator	2.00	106,277	3.00	139,377	2.00	92,946 D
Equipment Operator Trainee	1.00	33,280	0.00	0	0.00	0
Equipment Repair Specialist	1.00	55,598	1.00	55,598	1.00	56,598
Laborer	5.00	186,552	5.00	185,140	5.00	190,140
Landfill Supervisor	1.00	63,805	0.00	0	0.00	0
Litter Control Program Supervisor	0.00	0	0.00	0	1.00	38,300 E
Senior Equipment Operator	7.00	297,854	7.00	292,063	5.00	216,123 F
Weighmaster/Attendant I	1.00	32,091	1.00	32,091	0.00	0 G
Weighmaster/Attendant II	5.00	254,859	5.00	254,859	3.00	146,519 H
Weighmaster Supervisor	0.00	0	1.00	63,805	1.00	57,340
FULL-TIME SALARIES	32.00	1,539,634	32.00	1,511,502	23.00	1,122,088
SALARY OFFSET		0		(48,431)		0
TOTAL FULL-TIME SALARIES	32.00	1,539,634	32.00	1,463,071	23.00	1,122,088

DIVISION STAFF SUMMARY
Bureau of Solid Waste Management
Index #301211

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Laborer	0.60	13,566	0.60	13,566	0.00	0 I
Senior Equipment Operator	0.60	25,958	0.60	25,958	0.00	0 J
TOTAL PART-TIME SALARIES	1.20	39,524	1.20	39,524	0.00	0
TEMPORARY SALARIES		0		0		330,582 K
SALARY TOTAL	33.20	1,579,158	33.20	1,502,595	23.00	1,452,670
OTHER PERSONAL SERVICES						
Pension & Retirement		155,320		147,664		145,267
Workers' Compensation		99,019		93,185		34,484
Health Benefits		462,553		513,439		524,027
PEHP		27,382		47,752		63,280
Overtime		100,000		100,000		100,000
FICA		128,455		122,598		119,866
Miscellaneous		4,760		4,620		4,480
TOTAL OTHER PERSONAL SERVICES		977,489		1,029,258		991,404
TOTAL PERSONAL SERVICES	33.20	2,556,647 *	33.20	2,531,853	23.00	2,444,074

***FY 13 Salaries and Other Personal Services are Enacted not Audited amounts**

- A - One (1) Administrative Assistant I position abolished due to retirement - #1385
- B - One (1) vacant Administrative Specialist II filled as an Administrative Specialist I - #1992
- C - One (1) vacant Crew Chief positions abolished - #0536
 - One (1) Crew Chief abolished due to retirement - #0596
- D - One (1) vacant Equipment Operator position abolished - #0497
- E - One (1) Crew Leader I position reclassified as a Litter Control Program Supervisor - #1391
- F - One (1) vacant Senior Equipment Operator abolished - #0503
 - One (1) vacant Senior Equipment Operator abolished - #3268
- G - One (1) vacant Weighmaster/Attendant I position abolished - #0802
- H - One (1) vacant Weighmaster/Attendant II positions abolished - #0493
 - One (1) Weighmaster/Attendant II abolished due to retirement - #0498
- I - One (1) vacant part-time Laborer position abolished - #3562
- J - One (1) vacant part-time Senior Equipment Operator position abolished - #3549
- K - Temporary funding added to fill abolished permanent positions

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

Transfer Station

Index #301212

ORIGIN/PURPOSE:

This budget supports the Municipal Solid Waste Disposal Agreement between Harford County Government and Baltimore County Government. The Agreement provides for construction and operation of facilities located in Baltimore County to properly dispose of solid waste and process materials for recycling as described in the Harford County Solid Waste Management Plan.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
20 CONTRACTUAL SERVICES	<u>0</u>	<u>0</u>	<u>588,650</u>	<u>3,300,000</u>	<u>3,300,000</u>
GRAND TOTAL	<u>0</u>	<u>0</u>	<u>588,650</u>	<u>3,300,000</u>	<u>3,300,000</u>

SUMMARY BY CHARACTER:

FUNDING SOURCE:

55 SOLID WASTE SERVICES	<u>0</u>	<u>0</u>	<u>588,650</u>	<u>3,300,000</u>	<u>3,300,000</u>

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
588,650	3,300,000	2,711,350	<u>CONTRACTUAL SERVICES</u> increase \$2,711,350 Management Services - Payment to Baltimore County for the Transfer Station Fee per agreement \$588,650 and projected disposal costs for three months of disposal \$2,711,350

PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

Waste to Energy

Index #301271

ORIGIN/PURPOSE:

This budget is based on the Northeast Maryland Waste Disposal Authority managing the Waste to Energy 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	<u>8,351,113</u>	<u>8,613,568</u>	<u>9,788,898</u>	<u>8,150,000</u>	<u>8,150,000</u>
GRAND TOTAL	<u>8,351,113</u>	<u>8,613,568</u>	<u>9,788,898</u>	<u>8,150,000</u>	<u>8,150,000</u>

FUNDING SOURCE:

55 SOLID WASTE SERVICES	<u>8,351,113</u>	<u>8,613,568</u>	<u>9,788,898</u>	<u>8,150,000</u>	<u>8,150,000</u>

Index #301271

(1,638,898)

DPW - ENVIRONMENTAL SERVICES - ADMINISTRATION & ENGINEERING

OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To provide for proper closure and remediation of all County-owned landfills and to provide technical support to solid waste and recycling operations.

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

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$841,982	\$821,209	\$849,132	\$794,320	\$785,049
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	21	31	43	40	40
<u>Efficiency:</u>					
Number of days both systems are operational per year	709	699	687	690	690
<u>Service Quality:</u>					
Monthly treated effluent samples that comply with permit required	12	12	12	11	11
<u>Outcome:</u>					
Monthly samples that violated environmental standards	0	0	0	1	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. As the process equipment ages and is in need of upgrades, we are experiencing an increased number of plant outages.

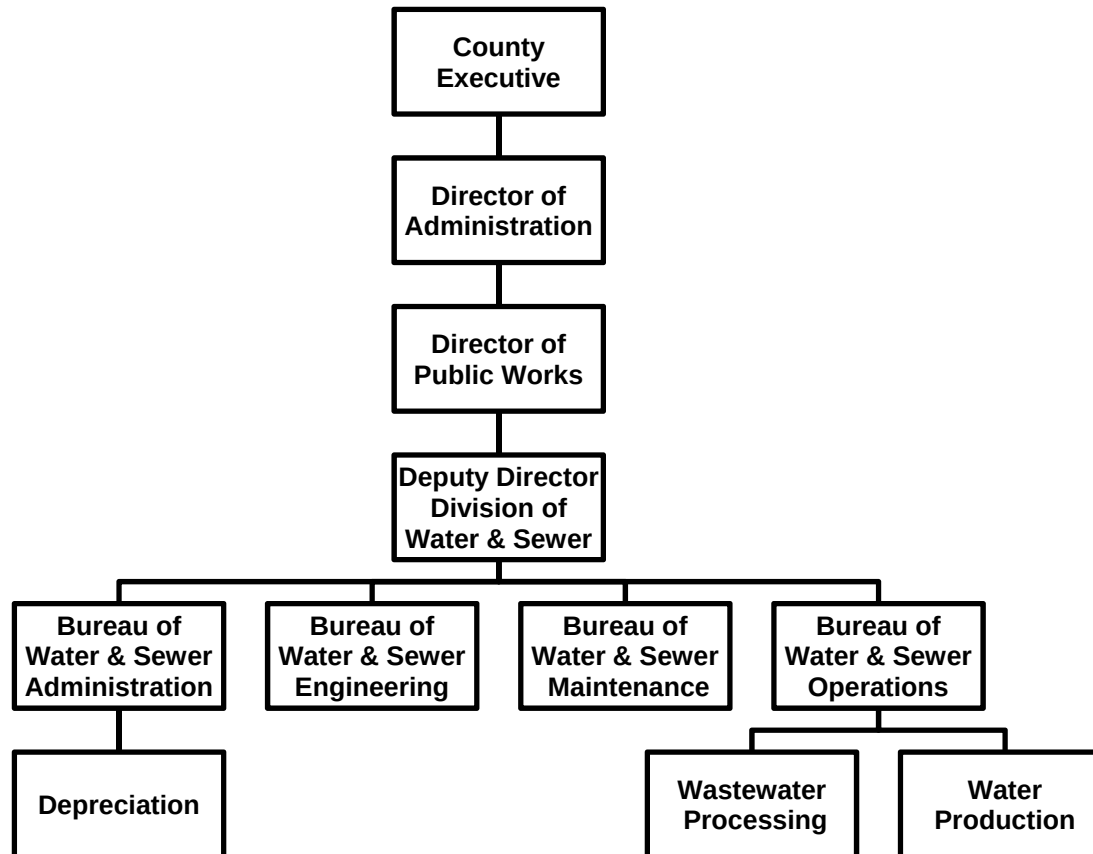
Major Related Plans and Policies

Solid Waste Management Plan

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

DEPARTMENT OF PUBLIC WORKS

DIVISION OF WATER AND SEWER



PUBLIC WORKS - DIVISION OF WATER & SEWER

ORIGIN/PURPOSE:

The Public Works Division of Water and Sewer is mainly funded by user charges, connection charges, interest on investments and licenses and permits. When possible grants are utilized to extend Water & Sewer service and to support special projects such as energy preparedness, response enhanced treatment and public main extension. This 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 day 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. Expenditure accounts were consolidated in the FY 15 budget. Indexes 305260 and 306260 have been eliminated and their funding has been reallocated into Indexes 305210 and 306120 for better accountability.

BUREAU OF WATER & SEWER OPERATIONS:

WASTEWATER PROCESSING is responsible for the treatment of domestic wastewater originating from more than 43,000 customer accounts of the County's sewer system; operating three County-owned treatment plants; operating 53 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 43,000 customers on the County's water system; utilizes three County-owned treatment plants, 12 booster stations, 12 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.

PUBLIC WORKS - DIVISION OF WATER & SEWER

MISSION STATEMENT:

TO PROVIDE EFFICIENT AND RELIABLE PUBLIC UTILITIES FOR POTABLE WATER AND CENTRALIZED SEWAGE 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 2015 - FY 2016 GOALS:

TO PROTECT PUBLIC HEALTH AND OUR ECOSYSTEM THROUGH RESPONSIBLE SYSTEM MANAGEMENT, MAINTENANCE AND OPERATIONS
TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS
TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	14,381,917	14,355,453	14,823,168	14,956,000	14,956,000
20 CONTRACTUAL SERVICES	6,643,636	7,562,512	8,128,333	8,461,550	8,461,550
30 SUPPLIES & MATERIALS	2,639,498	3,398,130	3,737,180	3,779,899	3,779,899
40 BUSINESS AND TRAVEL	664,404	673,369	757,635	747,735	747,735
50 CAPITAL OUTLAY	811,625	1,052,586	1,445,950	1,187,300	1,187,300
70 MISCELLANEOUS	12,884,609	13,195,067	13,759,320	15,577,027	15,577,027
80 INTER-GOVERNMENTAL/INTERFUND	312,530	702,604	0	500	500
GRAND TOTAL	38,338,219	40,939,721	42,651,586	44,710,011	44,710,011

SUMMARY BY FUND:

51 WATER & SEWER OPERATING	38,338,219	40,939,721	42,651,586	44,710,011	44,710,011
GRAND TOTAL	38,338,219	40,939,721	42,651,586	44,710,011	44,710,011

PUBLIC WORKS - DIVISION OF WATER & SEWER

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DIVISION:</u>					
BUREAU OF ADMINISTRATION	3,352,913	3,272,407	3,271,085	3,528,524	3,528,524
DEPRECIATION	10,824,246	10,857,260	10,824,000	12,413,356	12,413,356
BUREAU OF ENGINEERING	1,218,762	1,137,831	1,337,280	1,357,776	1,357,776
BUREAU OF WATER & SEWER MAINTENANCE	6,410,641	6,627,183	7,088,071	7,018,408	7,018,408
WASTEWATER PROCESSING	10,317,235	11,632,844	12,434,976	12,446,726	12,446,726
WATER PRODUCTION	<u>6,214,422</u>	<u>7,412,196</u>	<u>7,696,174</u>	<u>7,945,221</u>	<u>7,945,221</u>
GRAND TOTAL	<u>38,338,219</u>	<u>40,939,721</u>	<u>42,651,586</u>	<u>44,710,011</u>	<u>44,710,011</u>

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
14,823,168	14,956,000	132,832	<u>PERSONAL SERVICES</u> increase \$132,832 Increase is the net result of the FY 16 Merit Salary increase, health benefits, PEHP (Post Employment Health Plan), overtime and shift differential offset by a reduction in temporary salaries based on actual expenses, three (3) vacant positions abolished, as well as adjustments to pension, workers' compensation and FICA
8,128,333	8,461,550	333,217	<u>CONTRACTUAL SERVICES</u> increase \$333,217 Increase is the net result of space & real estate rental, electricity, telephone service, engineering services, other professional services, operating equipment, grounds maintenance, building/ custodial services, utility water & sewer purchase offset by office equipment, county facility repair & renovations based on actual expense history

PUBLIC WORKS - DIVISION OF WATER & SEWER

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
3,737,180	3,779,899	42,719	<u>SUPPLIES AND MATERIALS</u> increase \$42,719 Increase is the net result of office supplies, delivery charges, paper supplies, meals, landscape and grounds materials, safety equipment, oil and lubricants, pipes, culverts and fittings and chemicals in bulk offset by reductions in duplicating machine supplies, equipment repair parts, lab supplies, water meter repairs, water and sewer line repair parts based on actual expense history
757,635	747,735	(9,900)	<u>BUSINESS AND TRAVEL</u> decrease (\$9,900) Decrease is the net result of membership fees and dues and training seminars offset by additional funds for vehicle maintenance, fuel charges, transportation costs, meals and lodging based on actual expense history
1,445,950	1,187,300	(258,650)	<u>EQUIPMENT</u> decrease (\$258,650) Funding provides for: annual inspection and maintenance of all wells, plant improvements, meters, electronic process controls, electric heaters, air conditioners, John Deere gator, air compressor, blowers, saws, pumps, trailer, hydraulic power tools, testing gauges, leak detection equipment, Generators are also planned, with a Federal Emergency Management Agency (FEMA) grant providing 75% of the total cost.
13,759,320	15,577,027	1,817,707	<u>MISCELLANEOUS</u> increase \$1,817,707 Increase is the net result of pro rata shares in the general fund for administration and DPW Director and depreciation based on Treasury's recommendations

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	105,939	1.00	105,939	1.00	106,939
Administrative Assistant I	2.00	74,812	3.00	113,569	3.00	136,539
Administrative Assistant II	5.00	252,316	6.00	291,192	7.00	329,626
Administrative Specialist II	1.00	82,550	1.00	82,550	1.00	83,550
Assistant Superintendent	8.00	647,542	7.00	558,570	7.00	531,500
Central Stores Manager	2.00	84,669	2.00	84,669	2.00	86,669
Chemist	1.00	59,549	1.00	59,549	0.00	0
Chief, Engineering Division	1.00	71,400	1.00	71,400	0.00	0
Chief, Water & Sewer	3.00	351,043	3.00	338,886	3.00	320,859
Civil Engineer I	1.00	45,656	1.00	45,656	1.00	51,800
Civil Engineer II	2.00	117,867	2.00	117,867	2.00	118,867
Civil Engineer III	4.00	394,871	4.00	360,264	3.00	305,564
Civil Engineer IV	1.00	114,629	1.00	114,629	2.00	221,629
Computer System Engineer III	2.00	152,056	2.00	152,056	2.00	154,056
Database Administrator	1.00	72,587	1.00	52,800	0.00	0
Deputy Director of Public Works	1.00	124,862	1.00	124,862	1.00	124,862
Drafting Technician II	1.00	58,358	1.00	58,358	1.00	59,358
Electrician Water & Sewer Operations	1.00	46,095	1.00	43,900	1.00	50,000
Engineering Associate IV	1.00	56,621	1.00	56,621	1.00	57,621
Environmental Chemist	0.00	0	0.00	0	1.00	56,000
Equipment Repair Specialist	1.00	38,792	1.00	38,792	1.00	39,792
GIS Coordinator	1.00	72,896	1.00	76,541	1.00	77,541
Instrumentation Technician	1.00	58,381	2.00	109,381	2.00	111,381
Laboratory Assistant	0.00	0	0.00	0	1.00	38,629
Laboratory Technician	5.00	235,751	4.00	194,255	3.00	137,482
Management Assistant I	0.00	0	1.00	61,000	0.00	0
Management Assistant II	3.00	216,268	1.00	64,000	2.00	128,830
Permits Clerk	0.00	0	0.00	0	1.00	32,000
Permits Review Supervisor	0.00	0	1.00	76,216	1.00	77,216
Plant Operations Manager	2.00	169,157	2.00	169,157	2.00	171,157

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF WATER AND SEWER

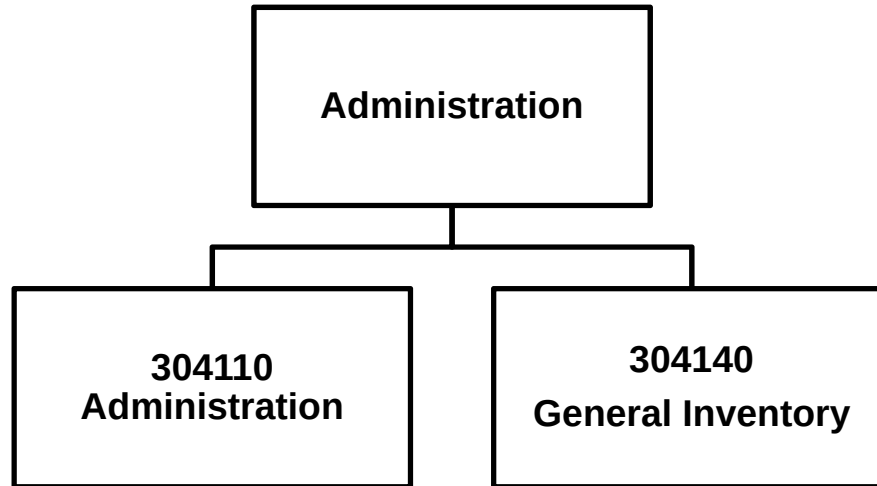
POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Plant Operator (Water/Wastewater)	14.00	647,991	15.00	671,025	19.00	826,071
Plant Operator Trainee I (Water/Wastewater)	4.00	110,000	2.00	55,000	2.00	56,000
Plant Operator Trainee II (Water/Wastewater)	13.00	436,919	13.00	432,948	8.00	273,123
Plant Superintendent Water & Sewer	3.00	264,475	3.00	264,474	3.00	266,475
Pretreatment Inspector	1.00	45,656	1.00	45,656	1.00	46,656
Process Engineer	2.00	147,614	2.00	147,614	1.00	90,614
Senior Electrician Water & Sewer	1.00	60,668	1.00	60,668	1.00	61,668
Senior Instrumentation Technician	1.00	64,371	1.00	64,371	1.00	65,370
Senior Laboratory Technician	1.00	49,296	2.00	96,696	2.00	98,696
Senior Plant Operator	3.00	196,419	3.00	196,419	3.00	199,419
Senior Water/Wastewater Facility Mechanic	4.00	243,528	4.00	243,529	4.00	246,529
Shift Supervisor/Plant Operations	6.00	412,407	6.00	412,404	7.00	480,351
Superintendent of Laboratories	1.00	68,025	1.00	68,025	1.00	69,026
Superintendent of Water & Sewer Facilities	1.00	94,127	2.00	172,498	2.00	130,000
Water & Sewer Facilities Maintenance Specialist	1.00	69,206	1.00	69,206	1.00	70,206
Water & Sewer Permits Technician	2.00	73,030	1.00	43,796	0.00	0
Water & Sewer Utility Crew Chief	6.00	323,139	6.00	319,083	6.00	313,454
Water & Sewer Utility Technician I	1.00	39,900	1.00	56,048	2.00	134,238
Water & Sewer Utility Technician II	1.00	66,351	0.00	0	0.00	0
Water & Sewer Utility Technician III	2.00	135,858	3.00	204,199	2.00	141,617
Water & Sewer Utility Worker I	7.00	233,569	6.00	186,553	7.00	201,395
Water & Sewer Utility Worker II	5.00	148,411	8.00	228,711	7.00	205,071
Water & Sewer Utility Worker III (Certified)	6.00	230,442	6.00	228,949	6.00	232,948
Water & Sewer Utility Worker III (Non-Certified)	5.00	164,535	3.00	104,135	3.00	105,253
Water & Sewer Utility Worker IV	4.00	189,496	4.00	161,363	4.00	164,263
Water/Wastewater Facility Mechanic	9.00	440,021	10.00	467,439	12.00	516,958
Water/Wastewater Facility Mechanic Trainee	4.00	132,400	3.00	99,300	1.00	34,100
Water Meter Mechanic I	1.00	28,600	1.00	27,500	2.00	81,669
Water Meter Mechanic II	7.00	295,415	7.00	284,615	6.00	237,704
Water Meter Technician I	2.00	112,096	2.00	112,096	2.00	113,605
Water Meter Technician II	1.00	60,127	1.00	60,127	1.00	61,127
FULL-TIME SALARIES	171.00	9,288,759	172.00	9,207,126	170.00	9,133,073

DEPARTMENT STAFF SUMMARY
PUBLIC WORKS - DIVISION OF WATER AND SEWER

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TOTAL FULL-TIME SALARIES	171.00	9,288,759	172.00	9,207,126	170.00	9,133,073
TEMPORARY SALARIES		53,544		105,410		75,000
SALARY TOTAL	171.00	9,342,303	172.00	9,312,536	170.00	9,208,073
OTHER PERSONAL SERVICES						
Pension & Retirement		931,132		931,146		920,807
Workers' Compensation		257,848		261,566		212,950
Health Benefits		2,216,737		2,410,663		2,623,392
PEHP		168,857		208,348		237,300
Overtime & Shift Differential		865,100		894,700		952,655
FICA		779,341		779,989		776,743
Miscellaneous		24,080		24,220		24,080
TOTAL OTHER PERSONAL SERVICES		5,243,095		5,510,632		5,747,927
TOTAL PERSONAL SERVICES	171.00	14,585,398 *	172.00	14,823,168	170.00	14,956,000

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER & SEWER
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 2015 - FY 2016 GOAL:

TO PROTECT PUBLIC HEALTH AND OUR ECOSYSTEM THROUGH RESPONSIBLE SYSTEM MANAGEMENT, MAINTENANCE AND OPERATION

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	945,234	852,742	932,197	953,303	953,303
20 CONTRACTUAL SERVICES	416,074	116,389	59,718	70,650	70,650
30 SUPPLIES AND MATERIALS	3,406	3,238	56,225	55,900	55,900
40 BUSINESS AND TRAVEL	21,003	19,131	22,825	20,200	20,200
50 CAPITAL OUTLAY	0	12,241	0	0	0
70 MISCELLANEOUS	1,967,196	2,268,666	2,200,120	2,428,471	2,428,471
GRAND TOTAL	<u>3,352,913</u>	<u>3,272,407</u>	<u>3,271,085</u>	<u>3,528,524</u>	<u>3,528,524</u>

FUNDING SOURCE:

51 WATER & SEWER OPERATING	<u>3,352,913</u>	<u>3,272,407</u>	<u>3,271,085</u>	<u>3,528,524</u>	<u>3,528,524</u>

SUMMARY BY DIVISION:

304110	BUREAU OF WATER & SEWER ADMINISTRATION	3,352,913	3,272,407	3,221,085	3,478,524	3,478,524
304140	GENERAL INVENTORY	0	0	50,000	50,000	50,000
		<u>3,352,913</u>	<u>3,272,407</u>	<u>3,271,085</u>	<u>3,528,524</u>	<u>3,528,524</u>

PUBLIC WORKS - DIVISION OF WATER & SEWER
Bureau of Water & Sewer Administration
Index #304110, 304140

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
932,197	953,303	21,106	<u>PERSONAL SERVICES</u> increase \$21,106 Increase is the net result of one (1) Administrative Assistant I position created, FY 16 Merit Salary increase, health benefits, PEHP (Post Employment Health Plan) offset by the abolishment of one (1) vacant position and workers' compensation adjustments
59,718	70,650	10,932	<u>CONTRACTUAL SERVICES</u> increase \$10,932 Increase is the net result of space & real estate rental, electricity, telephone services, operating equipment, building/custodial services offset by reductions for copier lease and financial audit
22,825	20,200	(2,625)	<u>BUSINESS AND TRAVEL</u> decrease (\$2,625) Decrease is the net result of vehicle maintenance, fuel charges, membership fees and training based on actual expense history
2,200,120	2,428,471	228,351	<u>MISCELLANEOUS</u> increase \$228,351 Increase is the net result of Pro Rata Shares in general fund administration

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Administration
Index #304110

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	105,939	1.00	105,939	1.00	106,939
Administrative Assistant I	1.00	33,100	1.00	33,100	2.00	93,827 A
Administrative Assistant II	0.00	0	1.00	38,875	1.00	39,875
Chief, Water & Sewer (Administration)	1.00	120,025	1.00	120,025	1.00	121,025
Database Administrator	1.00	72,587	1.00	52,800	0.00	0 B
Deputy Director of Public Works	1.00	124,862	1.00	124,862	1.00	124,862
Management Assistant II	2.00	151,268	1.00	64,000	1.00	65,000
Permits Clerk	0.00	0	0.00	0	1.00	32,000 C
Permits Review Supervisor	0.00	0	1.00	76,216	1.00	77,216
Water & Sewer Permits Technician	2.00	73,030	1.00	43,796	0.00	0
SALARY TOTAL	9.00	680,811	9.00	659,613	9.00	660,744
OTHER PERSONAL SERVICES						
Pension & Retirement		68,081		65,961		66,074
Workers' Compensation		7,872		10,603		2,116
Health Benefits		107,436		133,958		157,400
PEHP		4,564		8,864		13,560
Overtime & Shift Differential		1,000		2,000		2,000
FICA		51,075		49,938		50,149
Miscellaneous		1,260		1,260		1,260
TOTAL OTHER PERSONAL SERVICES		241,288		272,584		292,559
TOTAL PERSONAL SERVICES	9.00	922,099 *	9.00	932,197	9.00	953,303

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Administrative Assistant I position created - #1315

B - One (1) vacant Database Administrator position abolished - #2510

C - One (1) Water/Sewer Permits Technician filled as Permits Clerk - #1393

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. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$4,846,340	\$5,124,800	\$5,386,060	\$5,911,530	\$6,021,335
<u>Output:</u>					
Total miles of sewer in system	550	557	564	566	566
<u>Efficiency:</u>					
Total cost per 100 miles of sewer	\$881,153	\$920,072	\$954,975	\$1,044,440	\$1,063,840
<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	1.1	1.8	1.2	0.9	0.9

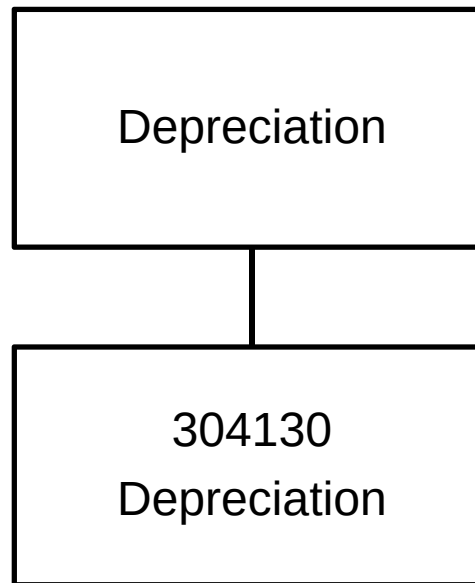
Explanation and Analysis of Performance Measures

A major goal for the department is to minimize the number of SSO that occur. To determine how successful we are, we compare our SSO against the industry national average for SSO.

Major Related Plans and Policies

Capital Improvement Plan; Preventive Maintenance Program; County Adequate Public Facilities Ordinance.

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER Depreciation Index #304130

ORIGIN/PURPOSE:

Total Depreciation Expense for FY 14 was \$10,857,260. Water and Sewer booked assets are funded by contributed capital. The value of the booked assets are reduced each year by depreciation expense. It is estimated that the expense for FY 16 will be \$12,413,356. This total expense is reduced by the Depreciation Expense from Contributed Capital.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
70 MISCELLANEOUS	<u>10,824,246</u>	<u>10,857,260</u>	<u>10,824,000</u>	<u>12,413,356</u>	<u>12,413,356</u>
GRAND TOTAL	<u><u>10,824,246</u></u>	<u><u>10,857,260</u></u>	<u><u>10,824,000</u></u>	<u><u>12,413,356</u></u>	<u><u>12,413,356</u></u>

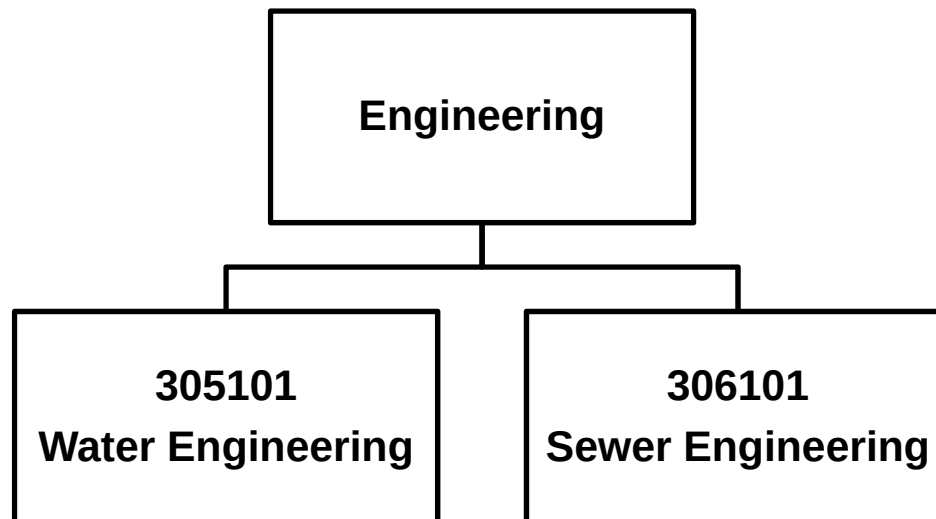
FUNDING SOURCE:

51 WATER & SEWER OPERATING	<u><u>10,824,246</u></u>	<u><u>10,857,260</u></u>	<u><u>10,824,000</u></u>	<u><u>12,413,356</u></u>	<u><u>12,413,356</u></u>

SUMMARY BY DIVISION:

304130	DEPRECIATION	<u>10,824,246</u>	<u>10,857,260</u>	<u>10,824,000</u>	<u>12,413,356</u>	<u>12,413,356</u>
	GRAND TOTAL	<u><u>10,824,246</u></u>	<u><u>10,857,260</u></u>	<u><u>10,824,000</u></u>	<u><u>12,413,356</u></u>	<u><u>12,413,356</u></u>

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER
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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,183,815	1,115,525	1,259,390	1,293,666	1,293,666
20 CONTRACTUAL SERVICES	31,779	18,311	69,340	54,685	54,685
30 SUPPLIES AND MATERIALS	1,768	1,325	5,450	4,850	4,850
40 BUSINESS AND TRAVEL	1,400	2,670	3,100	4,575	4,575
GRAND TOTAL	<u>1,218,762</u>	<u>1,137,831</u>	<u>1,337,280</u>	<u>1,357,776</u>	<u>1,357,776</u>

FUNDING SOURCE:

51 WATER & SEWER OPERATING	<u>1,218,762</u>	<u>1,137,831</u>	<u>1,337,280</u>	<u>1,357,776</u>	<u>1,357,776</u>

SUMMARY BY DIVISION:

305101	WATER ENGINEERING	618,228	565,169	676,640	675,433	675,433
306101	SEWER ENGINEERING	600,534	572,662	660,640	682,343	682,343
GRAND TOTAL		<u>1,218,762</u>	<u>1,137,831</u>	<u>1,337,280</u>	<u>1,357,776</u>	<u>1,357,776</u>

PUBLIC WORKS - DIVISION OF WATER AND SEWER Bureau of Water & Sewer Engineering Index #305101, 306101

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,259,390	1,293,666	34,276	<u>PERSONAL SERVICES</u> increase \$34,276 Increase is the net result of FY 16 Merit Salary increase, temporary salaries, pension, health benefits, PEHP (Post Employment Health Plan), and FICA adjustments offset by the abolishment of one (1) vacant position and workers' compensation adjustments
69,340	54,685	(14,655)	<u>CONTRACTUAL SERVICES</u> decrease (\$14,655) Elimination of one-time funds provided in FY 15 for professional services are offset slightly by an increase for copier lease, and data processing software maintenance based on actual expense history
3,100	4,575	1,475	<u>BUSINESS AND TRAVEL</u> increase \$1,475 Increase is the net result of vehicle maintenance and fuel charges offset by a reduction for training seminars and courses based on actual expense history

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Engineering
Index #305101, 306101

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Chief, Engineering Division	1.00	71,400	1.00	71,400	0.00	0
Civil Engineer I	1.00	45,656	1.00	45,656	1.00	51,800
Civil Engineer II	2.00	117,867	2.00	117,867	2.00	118,867
Civil Engineer III	4.00	394,871	4.00	360,264	3.00	305,564 A
Civil Engineer IV	1.00	114,629	1.00	114,629	2.00	221,629 B
Drafting Technician II	1.00	58,358	1.00	58,358	1.00	59,358
Engineering Associate IV	1.00	56,621	1.00	56,621	1.00	57,621
GIS Coordinator	1.00	72,896	1.00	76,541	1.00	77,541
FULL-TIME SALARIES	12.00	932,298	12.00	901,336	11.00	892,380
TEMPORARY SALARIES		0		0		34,100 C
SALARY TOTAL	12.00	932,298	12.00	901,336	11.00	926,480
OTHER PERSONAL SERVICES						
Pension & Retirement		93,230		90,134		92,648
Workers' Compensation		6,150		5,926		998
Health Benefits		171,388		190,932		182,474
PEHP		0		0		18,080
Overtime & Shift Differential		400		400		400
FICA		71,292		68,982		70,906
Miscellaneous		1,680		1,680		1,680
TOTAL OTHER PERSONAL SERVICES		344,140		358,054		367,186
TOTAL PERSONAL SERVICES	12.00	1,276,438 *	12.00	1,259,390	11.00	1,293,666

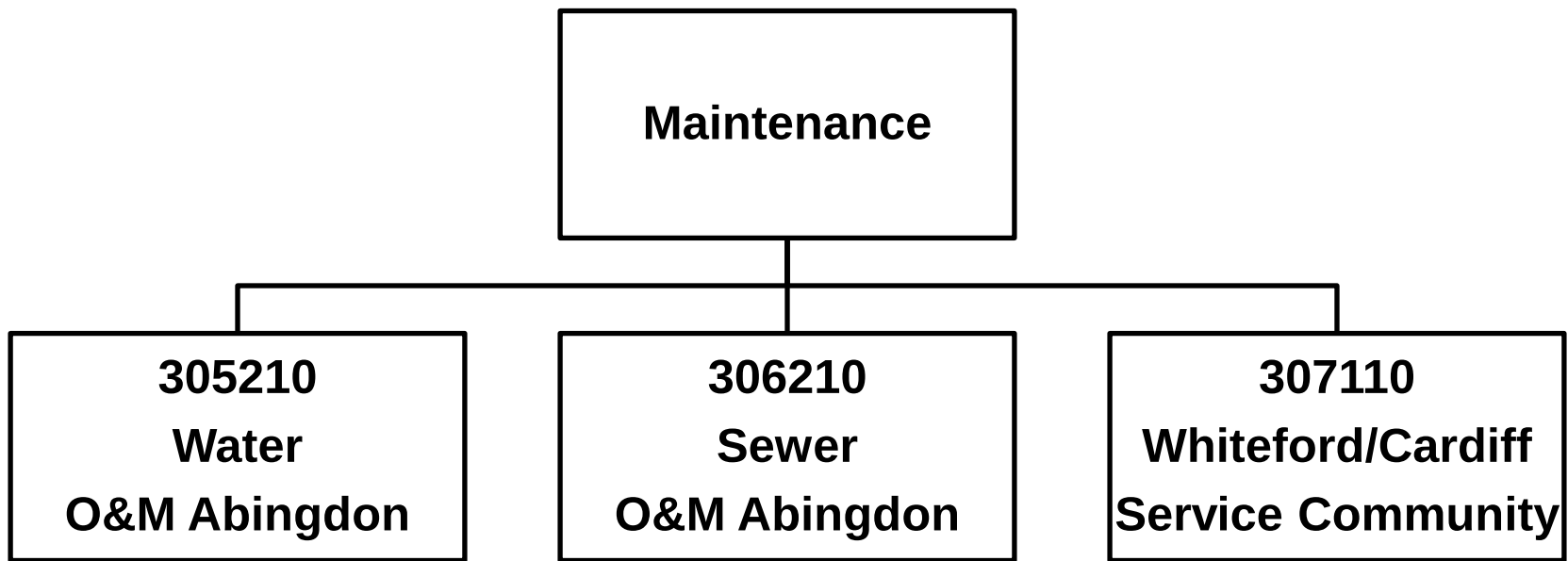
***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Civil Engineer III abolished - #2517

B - One (1) Chief, Engineering Division filled as a Civil Engineer IV - #1042

C - Temporary Salaries for an Engineer Associate I

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Maintenance
Index #305210, 306210, 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 day 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 marking the location of underground Water & Sewer utilities.

The Bureau of Water and Sewer Maintenance consolidated their expenditure accounts in the FY 15 budget. Indexes 305260 and 306260 have been eliminated and their funding has been reallocated into Indexes 305120 and 306210 for better accountability.

FY 2015 - FY 2016 GOAL:

TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	4,608,132	4,481,551	4,687,996	4,670,489	4,670,489
20 CONTRACTUAL SERVICES	693,041	782,553	918,800	897,800	897,800
30 SUPPLIES AND MATERIALS	597,413	905,854	957,875	948,719	948,719
40 BUSINESS AND TRAVEL	323,809	345,326	375,000	373,500	373,500
50 CAPITAL OUTLAY	124,246	51,871	72,400	51,900	51,900
70 MISCELLANEOUS	64,000	40,000	76,000	76,000	76,000
80 INTER-GOVERNMENTAL/INTERFUND	0	20,028	0	0	0
GRAND TOTAL	<u>6,410,641</u>	<u>6,627,183</u>	<u>7,088,071</u>	<u>7,018,408</u>	<u>7,018,408</u>

FUNDING SOURCE:

51 WATER & SEWER OPERATING	<u>6,410,641</u>	<u>6,627,183</u>	<u>7,088,071</u>	<u>7,018,408</u>	<u>7,018,408</u>

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Maintenance
Index #305210, 306210, 307110

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DIVISION:</u>						
305210	WATER O & M ABINGDON	3,760,257	4,014,879	4,299,911	4,291,425	4,291,425
305260	WATER O & M JOPPATOWNE	70,545	39,553	0	0	0
306210	SEWER O & M ABINGDON	2,466,047	2,448,584	2,704,460	2,646,283	2,646,283
306260	SEWER O & M JOPPATOWNE	46,400	62,817	0	0	0
307110	SEWER WHITEFORD/CARDIFF SERVICE COMMUNITY	67,392	61,350	83,700	80,700	80,700
GRAND TOTAL		<u>6,410,641</u>	<u>6,627,183</u>	<u>7,088,071</u>	<u>7,018,408</u>	<u>7,018,408</u>

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
4,687,996	4,670,489	(17,507)	<u>PERSONAL SERVICES</u> decrease (\$17,507) Decrease is the net result of staff turnover, pension, workers' compensation, and FICA adjustments offset by FY 16 Merit Salary increase, and adjustments to health benefits, PEHP (Post Employment Health Plan), overtime and shift differential based on actual expenses
918,800	897,800	(21,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$21,000) Decrease is the net result of office equipment, vehicle and operating equipment, and other professional services offset by a slight increase for telephone services and other contractual services
957,875	948,719	(9,156)	<u>SUPPLIES AND MATERIALS</u> decrease (\$9,156) Decrease is the net result of duplicating machine supplies, chemicals, safety equipment, water meter repair parts, water and sewer lines service parts, paint and grates and manhole covers based on actual expense history offset by additional funds for office supplies, commercial printing, delivery charges, meals, landscape and ground materials, small tools, culverts and fittings based on actual expense history

PUBLIC WORKS - DIVISION OF WATER AND SEWER Bureau of Water & Sewer Maintenance Index #305210, 306210, 307110

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
375,000	373,500	(1,500)	<u>BUSINESS AND TRAVEL</u> decrease (\$1,500) Decrease is the net result of training seminars and courses offset by transportation costs, meals, lodging and books based on actual expense history
72,400	51,900	(20,500)	<u>EQUIPMENT</u> decrease (\$20,500) Decrease is the net result of reduction in equipment purchases

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Maintenance
Index #305210, 306210

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	41,712	2.00	80,469	1.00	42,712
Administrative Assistant II	2.00	106,387	2.00	106,387	3.00	131,954 A
Administrative Specialist II	1.00	82,550	1.00	82,550	1.00	83,550
Assistant Superintendent	4.00	303,421	3.00	214,449	3.00	183,379
Chief, Water & Sewer (Facilities)	1.00	110,991	1.00	98,834	1.00	99,834
Equipment Repair Specialist	1.00	38,792	1.00	38,792	1.00	39,792
Superintendent of Water & Sewer Facilities	1.00	94,127	2.00	172,498	2.00	130,000
Water & Sewer Facilities Maintenance Specialist	1.00	69,206	1.00	69,206	1.00	70,206
Water & Sewer Utility Crew Chief	6.00	323,139	6.00	319,083	6.00	313,455
Water & Sewer Utility Technician I	1.00	39,900	1.00	56,048	2.00	134,238 B
Water & Sewer Utility Technician II	1.00	66,351	0.00	0	0.00	0
Water & Sewer Utility Technician III	2.00	135,858	3.00	204,199	2.00	141,617
Water & Sewer Utility Worker I	7.00	233,569	6.00	186,553	7.00	201,395 C
Water & Sewer Utility Worker II	5.00	148,411	8.00	228,711	7.00	205,071 D
Water & Sewer Utility Worker III (Certified)	6.00	230,442	6.00	228,949	6.00	232,948 E
Water & Sewer Utility Worker III (Non Certified)	3.00	92,482	1.00	32,082	1.00	31,200 F
Water & Sewer Utility Worker IV	4.00	189,496	4.00	161,363	4.00	164,263
Water Meter Mechanic I	1.00	28,600	1.00	27,500	2.00	81,669 G
Water Meter Mechanic II	7.00	295,415	7.00	284,615	6.00	237,704
Water Meter Technician I	2.00	112,096	2.00	112,096	2.00	113,605
Water Meter Technician II	1.00	60,127	1.00	60,127	1.00	61,127
FULL-TIME SALARIES	58.00	2,803,072	59.00	2,764,511	59.00	2,699,719
TEMPORARY SALARIES		53,544		39,900		40,900 H
SALARY TOTAL	58.00	2,856,616	59.00	2,804,411	59.00	2,740,619

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Maintenance
Index #305210, 306210

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		282,564		280,334		274,062
Workers' Compensation		88,848		88,086		70,347
Health Benefits		771,296		875,632		931,061
PEHP		59,328		70,932		74,580
Overtime & Shift Differential		319,500		321,100		336,055
FICA		242,982		239,101		235,365
Miscellaneous		8,260		8,400		8,400
TOTAL OTHER PERSONAL SERVICES		1,772,778		1,883,585		1,929,870
TOTAL PERSONAL SERVICES	58.00	4,629,394 *	59.00	4,687,996	59.00	4,670,489

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

- A - One (1) Administrative Assistant I upgraded to an Administrative Assistant II - #3705
- B - One (1) vacant Water and Sewer Utility Technician III filled as a Water and Sewer Utility Technician I - #2141
- C - One (1) vacant Water and Sewer Utility Worker II filled as a Water and Sewer Utility Worker I - #1071
 - One (1) vacant Water and Sewer Utility Worker III (Certified) position filled as a Water & Sewer Utility Worker I - #1073
- D - One (1) Water and Sewer Utility Worker I positions upgraded to Water & Sewer Utility Worker II - #1041
 - One (1) vacant Water and Sewer Utility Worker I filled as a Water & Sewer Utility Worker II - #2214
- E - One (1) Water and Sewer Utility Worker III (Non Certified) upgraded to a Water and Sewer Utility Worker III (Certified) - #3426
- F - One (1) Water and Sewer Utility Worker II upgraded to a Water and Sewer Utility Worker III (Non Certified) - #1075
- G - One (1) vacant Water Meter Mechanic II filled as a Water Meter Mechanic I - #1028
- H - Temporary Salaries - provides for one (1) Laborer position

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. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$353,814	\$328,056	\$339,188	\$339,188	\$342,674
Number of meter readers	8	8	8	8	8
<u>Output:</u>					
Total number of meters read per year	164,915	166,688	184,147	184,397	185,100
<u>Efficiency:</u>					
Meter readings per employee per year	20,614	20,836	23,018	23,050	23,138
Man hours spent per 100 meters read	3.10	2.84	2.77	2.60	2.43
<u>Outcome:</u>					
Percent of meters in system that are ERT meters	83.6%	88.5%	90.0%	92.0%	95.0%

Explanation and Analysis of Performance Measures

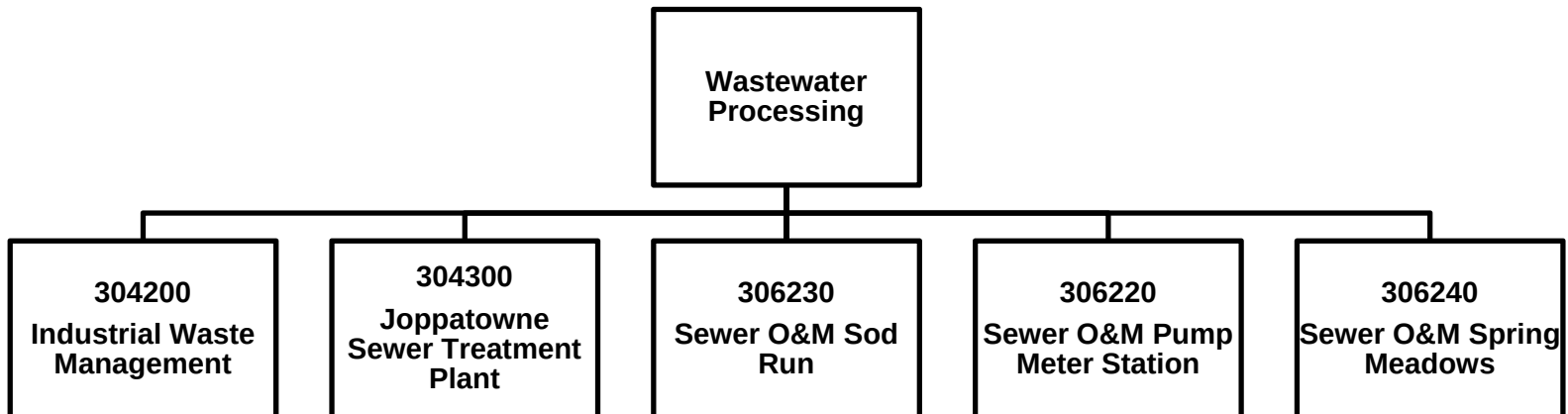
Implementation of ERT meters reduces costs, improves operations, reliability, and the accuracy of the information and bills rendered, which leads to overall customer satisfaction.

Major Related Plans and Policies

Capital Improvements/Replacement Plan in place to replace existing touchpad meters.

DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER
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 43,000 plus customers of the County's sewer system as well as the wastewater from the Town of Bel Air and all the septic tank water generated in the County. We also regionally treat several water and wastewater plant sludges and residuals. Utilizing three County-owned plants, wastewater is processed to discharge a quality effluent that protects our natural waterways, assures cost effective sewer service, protecting the health and welfare of our citizens and enhances the economic development of the County. The service is also responsible for the operation of 53 wastewater pumping stations which move wastewater from the communities to the Wastewater Treatment Plants. Unique responsibilities include: operation and maintenance of approximately 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 2015 - FY 2016 GOAL:

TO PROVIDE RESPONSIVE, TIMELY, ECONOMICAL AND FRIENDLY SERVICE TO OUR CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	4,927,393	5,117,362	5,083,586	5,223,316	5,223,316
20 CONTRACTUAL SERVICES	3,588,399	4,247,123	4,603,700	4,718,630	4,718,630
30 SUPPLIES AND MATERIALS	978,201	1,269,163	1,369,130	1,468,870	1,468,870
40 BUSINESS AND TRAVEL	268,070	254,722	296,260	290,710	290,710
50 CAPITAL OUTLAY	521,139	714,592	1,043,100	705,500	705,500
70 MISCELLANEOUS	29,167	29,141	39,200	39,200	39,200
80 INTER-GOVERNMENTAL/INTERFUND	4,866	741	0	500	500
GRAND TOTAL	10,317,235	11,632,844	12,434,976	12,446,726	12,446,726

FUNDING SOURCE:

51 WATER & SEWER OPERATING	10,317,235	11,632,844	12,434,976	12,446,726	12,446,726

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
304200	INDUSTRIAL WASTE MANAGEMENT	167,436	166,720	162,465	158,327	158,327
304300	JOPPATOWNE SEWERAGE TREATMENT PLANT	656,166	685,982	898,810	777,771	777,771
306220	SEWER O & M PUMP/METER STATIONS	2,428,762	2,602,895	2,885,010	3,030,812	3,030,812
306230	SEWER O & M SOD RUN	6,963,697	8,035,661	8,330,145	8,352,245	8,352,245
306240	SEWER O & M SPRING MEADOW	101,174	141,586	158,546	127,571	127,571
		10,317,235	11,632,844	12,434,976	12,446,726	12,446,726

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
5,083,586	5,223,316	139,730	<u>PERSONAL SERVICES</u> increase \$139,730 Increase is the net result of FY 16 Merit Salary increase, health benefits, PEHP (Post Employment Health Plan), overtime and shift differential adjustments offset by the abolishment of one (1) vacant position, reduction in temporary salaries, and adjustments to pension and workers' compensation
4,603,700	4,718,630	114,930	<u>CONTRACTUAL SERVICES</u> increase \$114,930 Increase is the net result of electricity, telephone service, engineering services, other professional services, operating equipment and ground maintenance based on actual expense history offset slightly by a reduction to facility repairs & renovations
1,369,130	1,468,870	99,740	<u>SUPPLIES AND MATERIALS</u> increase \$99,740 Increase is the net result of delivery charges, meals, chemicals, sand, salt and oil lubricants and safety equipment offset by equipment repair parts, small tools, building supplies and crushed aggregate based on actual expense history

PUBLIC WORKS - DIVISION OF WATER AND SEWER Bureau of Water & Sewer Operations - Wastewater Processing Index #304200, 304300, 306220, 306230, 306240

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
296,260	290,710	(5,550)	<u>BUSINESS AND TRAVEL</u> decrease (\$5,550) Decrease is the net result of vehicle maintenance and training seminars and courses offset by a slight increase in fuel charges based on actual expense history
1,043,100	705,500	(337,600)	<u>EQUIPMENT</u> decrease (\$337,600) Equipment purchases planned for FY 16 include plant improvements, electronic process equipment, electric heaters, gator utility vehicle, blowers, trailer, pumps, laboratory equipment, and antenna for SCADA system; continuation of our annual program to install updated automatic transfer switches, process mixers and weir covers. Generators are also planned, with a FEMA grant providing 75% of the total cost.

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	98,748	2.00	98,749	2.00	109,616
Assistant Superintendent	2.90	243,442	2.90	243,442	2.90	246,342
Central Stores Manager	1.00	43,173	1.00	43,173	1.00	44,173
Chemist	0.50	29,775	0.50	29,775	0.00	0
Chief, Water & Sewer (Operations)	0.70	84,019	0.70	84,019	0.70	70,000
Computer System Engineer III	1.00	77,516	1.00	77,516	1.00	78,516
Electrician Water & Sewer Operations	1.00	46,095	1.00	43,900	1.00	50,000
Environmental Chemist	0.00	0	0.00	0	0.50	28,000 A
Instrumentation Technician	1.00	58,381	1.60	88,981	1.60	90,581
Laboratory Assistant	0.00	0	0.00	0	0.90	34,766 B
Laboratory Technician	3.80	183,560	2.80	142,064	1.90	90,168
Management Assistant I	0.00	0	1.00	61,000	0.00	0
Management Assistant II	1.00	65,000	0.00	0	1.00	63,830 C
Plant Operations Manager	2.00	169,157	2.00	169,157	2.00	171,157
Plant Operator (Water/Wastewater)	7.00	316,374	7.00	316,374	8.00	355,690 D
Plant Operator Trainee I (Water/Wastewater)	3.00	82,500	2.00	55,000	1.00	27,500 E
Plant Operator Trainee II (Water/Wastewater)	4.00	132,400	5.00	165,500	5.00	169,500 F
Plant Superintendent Water & Sewer	1.85	171,401	1.85	171,401	1.85	173,251
Pretreatment Inspector	1.00	45,656	1.00	45,656	1.00	46,656
Process Engineer	1.00	58,000	1.00	58,000	0.00	0 G
Senior Electrician Water & Sewer	0.70	42,468	0.70	42,468	0.70	43,167
Senior Instrumentation Technician	0.70	45,059	0.70	45,059	0.70	45,759
Senior Lab Technician	0.00	0	1.00	47,400	1.00	48,400
Senior Plant Operator	2.00	127,499	2.00	127,499	2.00	129,499
Senior Water/Wastewater Facility Mechanic	2.85	172,710	2.85	172,711	2.85	174,561
Shift Supervisor/Plant Operations	3.00	209,602	3.00	209,602	4.00	274,549 H
Superintendent of Laboratories	0.90	61,222	0.90	61,222	0.90	62,123
Water & Sewer Utility Worker III (Non Certified)	2.00	72,053	2.00	72,053	2.00	74,053
Water/Wastewater Facility Mechanic	6.85	325,522	7.85	352,939	8.85	395,971 I
Water/Wastewater Facility Mechanic Trainee	3.00	99,300	2.00	66,200	1.00	34,100
FULL-TIME SALARIES	56.75	3,060,632	57.35	3,090,860	57.35	3,131,928

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Operations - Wastewater Processing
Index #304200, 304300, 306220, 306230, 306240

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		0		46,301		0 J
SALARY TOTAL	56.75	3,060,632	57.35	3,137,161	57.35	3,131,928
OTHER PERSONAL SERVICES						
Pension & Retirement		306,063		313,716		313,193
Workers' Compensation		97,776		100,421		91,486
Health Benefits		767,462		782,050		888,408
PEHP		69,596		80,898		82,942
Overtime & Shift Differential		365,500		391,500		434,500
FICA		261,825		269,811		272,830
Miscellaneous		7,945		8,029		8,029
TOTAL OTHER PERSONAL SERVICES		1,876,167		1,946,425		2,091,388
TOTAL PERSONAL SERVICES	56.75	4,936,799 *	57.35	5,083,586	57.35	5,223,316

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Chemist position reclassified as an Environmental Chemist - #2011

B - One (1) vacant Laboratory Technician filled as a Laboratory Assistant - #1097

C - One (1) Management Assistant I upgraded to a Management Assistant II - #2526

D - One (1) vacant Plant Operator Trainee II (Water/Wastewater) filled as a Plant Operator (Water/Wastewater) - #1093

E - One (1) vacant Plant Operator Trainee II filled as a Plant Operator Trainee I - #1491

F - Two (2) Plant Operator Trainee I positions upgraded to a Plant Operator Trainee II - #1107 and #1109

G - One (1) vacant Process Engineer position abolished - #2518

H - One (1) Plant Operator Trainee II position transferred from Water Production and reclassified as a Shift Supervisor/Plant Operations - #0523

I - One (1) Water/Wastewater Facility Mechanic Trainee upgraded to a Water/Wastewater Facility Mechanic - #1079

J - Temporary Salaries - decrease based on actual expense history

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 National Pollutant Discharge Elimination System (NPDES) permit requirements for our two major wastewater treatment plants, Sod Run and Joppatowne

County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Expenditures for wastewater treatment	\$7,771,436	\$7,721,037	\$8,863,229	\$9,387,501	\$9,257,587
<u>Output:</u>					
Millions of gallons treated (Sod Run & Joppatowne)	5,030	4,700	4,749	4,611	4,680
<u>Efficiency:</u>					
Cost per million gallons of treated	\$1,545	\$1,643	\$1,866	\$2,036	\$1,978
<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)	≤21.6 mg/l	≤21.0 mg/l	≤21.0 mg/l	≤30 mg/l	≤30 mg/l
Total Phosphorus (TP)	≤1.7 mg/l	≤1.7 mg/l	≤1.7 mg/l	0.3 mg/l	0.3 mg/l
Total Nitrogen (TN)	≤10 mg/l	≤8 mg/l	≤8 mg/l	4.0 mg/l	4.0 mg/l
<u>Outcome:</u>					
Average concentration TSS achieved	5.0	5.0	6.0	2.0	2.0
Average concentration of BOD achieved	4.0	4.0	4.0	2.0	2.0
Average concentration of TP achieved	0.8	0.8	0.8	0.2	0.3
Average concentration of TN achieved	9.3	9.4	8.0	2.4	2.5

Explanation and Analysis of Performance Measures

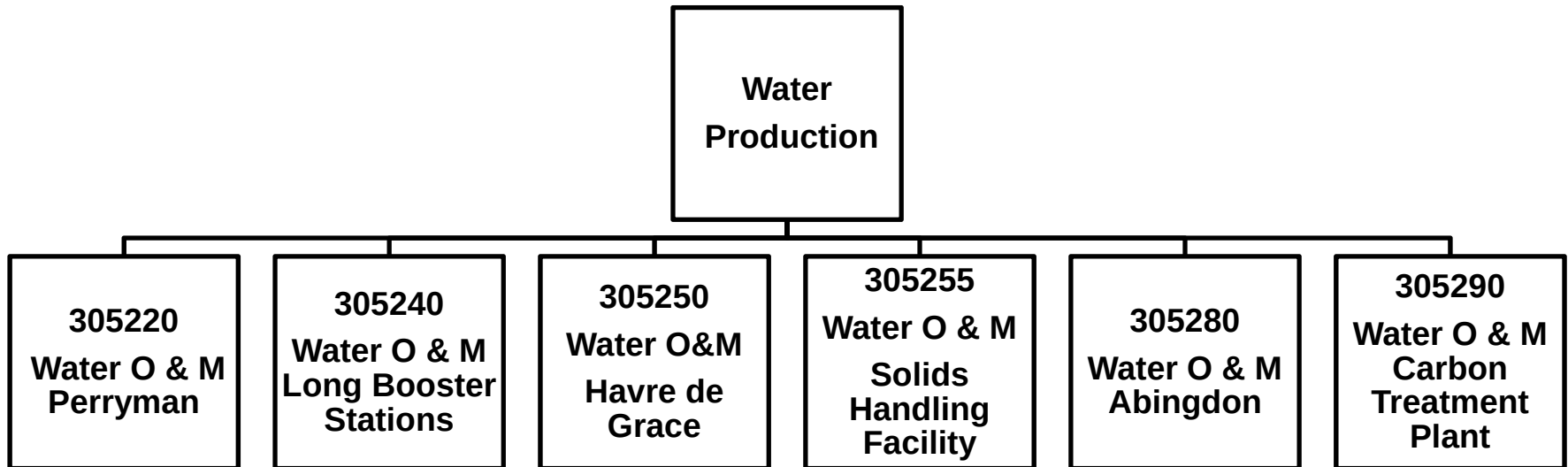
Wastewater Processing seeks to maintain service costs while protecting the environment and providing customers with quality service. Performance and requirements are based on a flow weighted combination of the permits and plant performance.

Major Related Plans and Policies

Upgrades and improvements to plants and treatment processes occur on an on-going basis.

DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION



PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305255, 305280, 305290

ORIGIN/PURPOSE:

The Water Production Section of the Bureau of Water & Sewer Operations provides safe and potable water to over 43,000 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 12 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 2015 - FY 2016 GOAL:

TO PROVIDE CLEAN AFFORDABLE WATER TO OUR CUSTOMERS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,717,343	2,788,273	2,859,999	2,815,226	2,815,226
20 CONTRACTUAL SERVICES	1,914,343	2,398,136	2,476,775	2,719,785	2,719,785
30 SUPPLIES AND MATERIALS	1,058,710	1,218,550	1,348,500	1,301,560	1,301,560
40 BUSINESS AND TRAVEL	50,122	51,520	60,450	58,750	58,750
50 CAPITAL OUTLAY	166,240	273,882	330,450	429,900	429,900
70 MISCELLANEOUS	0	0	620,000	620,000	620,000
80 INTER-GOVERNMENTAL/INTERFUND	307,664	681,835	0	0	0
GRAND TOTAL	<u>6,214,422</u>	<u>7,412,196</u>	<u>7,696,174</u>	<u>7,945,221</u>	<u>7,945,221</u>

FUNDING SOURCE:

51 WATER & SEWER OPERATING	<u>6,214,422</u>	<u>7,412,196</u>	<u>7,696,174</u>	<u>7,945,221</u>	<u>7,945,221</u>

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305255, 305280, 305290

ALL FUND SUMMARY:		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DIVISION:</u>						
305220	WATER O & M PERRYMAN	682,589	949,514	927,581	1,044,637	1,044,637
305240	WATER O & M LONG BOOSTER STATIONS	490,626	665,353	761,954	785,128	785,128
305250	WATER O & M HAVRE DE GRACE	675,618	1,105,687	1,135,591	1,118,834	1,118,834
305255	WATER O & M SOLIDS HANDLING FACILITY	866	56,898	49,200	52,350	52,350
305280	WATER O & M ABINGDON	4,355,506	4,624,295	4,805,448	4,927,872	4,927,872
305290	WATER O & M CARBON TREATMENT PLANT	9,217	10,449	16,400	16,400	16,400
		<u>6,214,422</u>	<u>7,412,196</u>	<u>7,696,174</u>	<u>7,945,221</u>	<u>7,945,221</u>

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,859,999	2,815,226	(44,773)	<u>PERSONAL SERVICES</u> decrease (\$44,773) Decrease is the net result of temporary salaries, pension, workers' compensation and FICA adjustments offset by FY 16 Merit Salary increase and health benefits
2,476,775	2,719,785	243,010	<u>CONTRACTUAL SERVICES</u> increase \$243,010 Increase is the net result of electricity, county facility repairs & renovations, other professional services, building/custodial services and utility water & sewer purchase

PUBLIC WORKS - DIVISION OF WATER AND SEWER
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305255, 305280, 305290

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,348,500	1,301,560	(46,940)	<u>SUPPLIES AND MATERIALS</u> decrease (\$46,940) Decrease is the net result of equipment repair parts, chemicals in bulk, laboratory supplies and oil & lubricants based on actual expense history
60,450	58,750	(1,700)	<u>BUSINESS AND TRAVEL</u> decrease (\$1,700) Decrease is the net result of membership fees & dues based on actual expense history
330,450	429,900	99,450	<u>EQUIPMENT</u> increase \$99,450 Equipment purchases planned for FY 16 include electronic process control equipment, annual inspection and maintenance of all wells, refurbish Tollgate cover wooden building, air conditioners, air compressor, pumps, flow meters, laboratory equipment, butter valves, mixer, level transmitter, range turbidmeter, and one radio replacement for water scada system
620,000	620,000	0	<u>MISCELLANEOUS</u> no change in funding Payments to Other Government Agencies for Services - payment to Havre de Grace for Harford County's share of Havre de Grace's City Water Plant operations; and 1.3 MGD of water purchased from the City @ \$420,000 and Harford County's share of operating expenses for the new solids handling facility based on terms of Intergovernmental agreement @ \$200,000.

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305280

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	1.00	47,181	1.00	47,181	1.00	48,181
Assistant Superintendent	1.10	100,679	1.10	100,679	1.10	101,779
Central Stores Manager	1.00	41,496	1.00	41,496	1.00	42,496
Chemist	0.50	29,774	0.50	29,774	0.00	0
Chief Water & Sewer	0.30	36,008	0.30	36,008	0.30	30,000
Computer System Engineer III	1.00	74,540	1.00	74,540	1.00	75,540
Environmental Chemist	0.00	0	0.00	0	0.50	28,000 A
Instrumentation Technician	0.00	0	0.40	20,400	0.40	20,800
Laboratory Assistant	0.00	0	0.00	0	0.10	3,863 B
Laboratory Technician	1.20	52,191	1.20	52,191	1.10	47,314
Plant Operator Water/Wastewater	7.00	331,617	8.00	354,651	11.00	470,381 C
Plant Operator Trainee I Water/Wastewater	1.00	27,500	0.00	0	1.00	28,500 D
Plant Operator Trainee II Water/Wastewater	9.00	304,519	8.00	267,448	3.00	103,623 E
Plant Superintendent Water & Sewer	1.15	93,074	1.15	93,073	1.15	93,224
Process Engineer	1.00	89,614	1.00	89,614	1.00	90,614
Senior Electrician Water & Sewer	0.30	18,200	0.30	18,200	0.30	18,500
Senior Instrumentation Technician	0.30	19,312	0.30	19,312	0.30	19,611
Senior Laboratory Technician	1.00	49,296	1.00	49,296	1.00	50,296
Senior Plant Operator	1.00	68,920	1.00	68,920	1.00	69,920
Senior Water/Wastewater Facility Mechanic	1.15	70,818	1.15	70,818	1.15	71,968
Shift Supervisor/Plant Operations	3.00	202,805	3.00	202,802	3.00	205,802
Superintendent of Laboratories	0.10	6,803	0.10	6,803	0.10	6,903
Water/Wastewater Facility Mechanic	2.15	114,499	2.15	114,500	3.15	120,987 F
Water/Wastewater Facility Mechanic Trainee	1.00	33,100	1.00	33,100	0.00	0
FULL-TIME SALARIES	35.25	1,811,946	34.65	1,790,806	33.65	1,748,302
TEMPORARY SALARIES		0		19,209		0 G
SALARY TOTAL	35.25	1,811,946	34.65	1,810,015	33.65	1,748,302

DIVISION STAFF SUMMARY
Bureau of Water & Sewer Operations - Water Production
Index #305220, 305240, 305250, 305280

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension & Retirement		181,194		181,001		174,830
Workers' Compensation		57,202		56,530		48,003
Health Benefits		399,155		428,091		464,049
PEHP		35,369		47,654		48,138
Overtime & Shift Differential		178,700		179,700		179,700
FICA		152,167		152,157		147,493
Miscellaneous		4,935		4,851		4,711
TOTAL OTHER PERSONAL SERVICES		1,008,722		1,049,984		1,066,924
TOTAL PERSONAL SERVICES	35.25	2,820,668 *	34.65	2,859,999	33.65	2,815,226

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Chemist reclassified as an Environmental Chemist - #2011

B - One (1) vacant Laboratory Technician filled as a Laboratory Assistant - #1097

C - Four (4) Plant Operator Trainee II Water/Wastewater positions upgraded to Plant Operator Water/Wastewater - #1089, #2007, #2021 and #2124

D - One (1) vacant Plant Operator Water/Wastewater position filled as a Plant Operator Trainee I Water/Wastewater - #1625

E - One (1) vacant Plant Operator Trainee II position transferred to Wastewater Processing (306220) and filled as a Shift Supervisor/Plant Operations - #0523

F - One vacant Water/Wastewater Facility Mechanic Trainee filled as a Water/Wastewater Facility Mechanic - #2187

G - Temporary Salaries - funding eliminated based on actual expense history

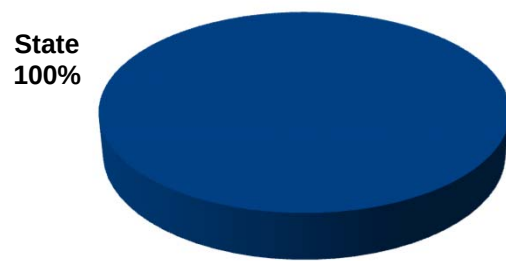
Department of Public Works - Anticipated FY16 Grants							
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Enhanced Nutrient Removal Operation and Maintenance	Grant funds provide for the operation and maintenance cost associated with achieving performance optimization of Joppatowne as an ENR Operating Facility.		\$30,000			1/1/15 - 12/31/15	Recurring
	TOTALS:		\$30,000				
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY MATCH	\$30,000		1				

FY16 Anticipated Grant Award Dollars

(July 1, 2015 to June 30, 2016)

DEPARTMENT OF PUBLIC WORKS

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars \$30,000*



State

of Anticipated Grant Awards: 1

State: 1

Requested County Match \$0

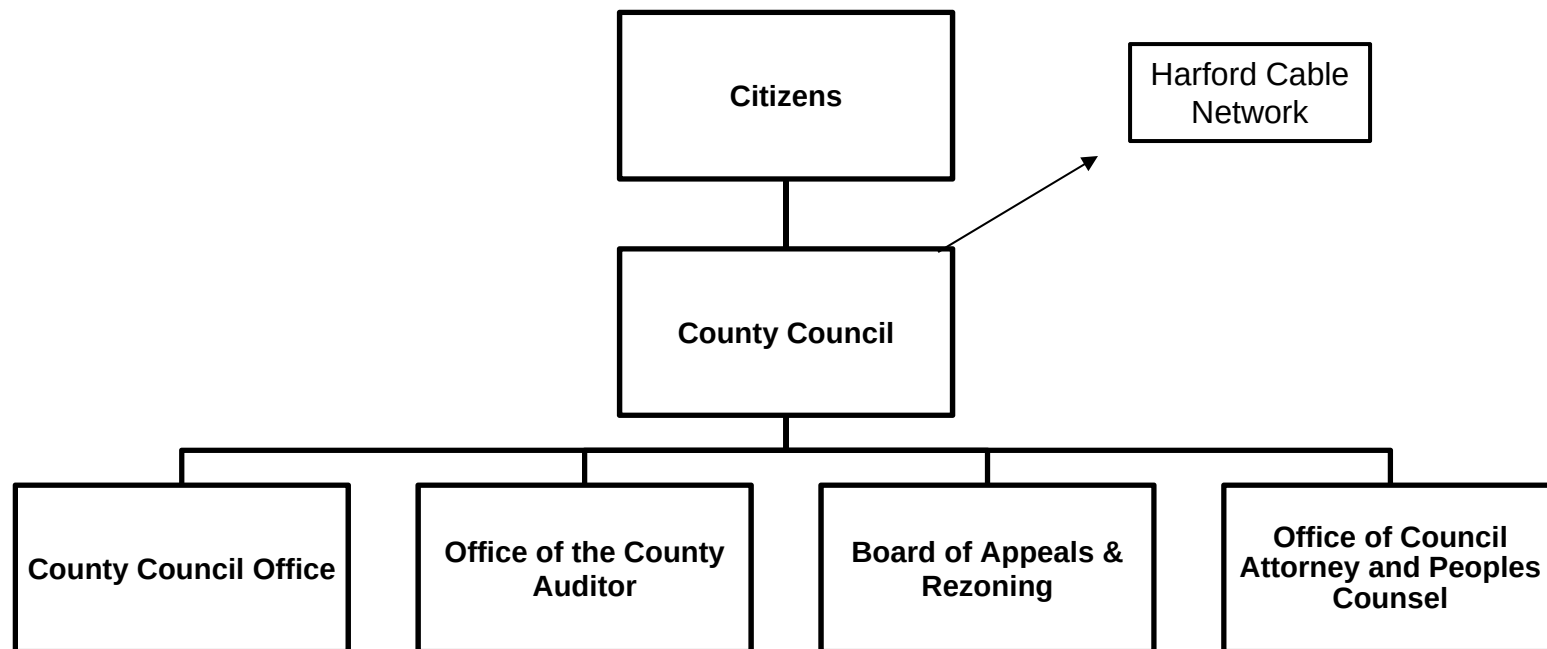
*Does not include County Match or Capital Projects

Anticipated State grant funds will provide for operation and maintenance cost associated with achieving performance optimization of Joppatowne as an ENR operating facility.



Abingdon Water Treatment Plant

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 the Board of Appeals. The Council has oversight of the Zoning Hearing Examiners, People's Counsel, People's Counsel Citizens Advisory Board and the Harford Cable Network. The County Council Department consists of five divisions: Council Office, Board of Appeals and Rezoning, Office of Council Attorney and the People's Counsel, Harford Cable Network, and Office of the 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 2015 - FY 2016 GOALS:

TO ADHERE TO CHARTER AND CODE REQUIREMENTS IN THE OPERATION OF THE DEPARTMENT AND ITS DIVISIONS

TO PROMOTE EFFECTIVE COMMUNICATIONS WITH CITIZENS ABOUT THE COUNCIL AND ITS DIVISIONS

TO EFFICIENTLY PROVIDE STAFF SUPPORT AND RESOURCES FOR ASSISTANCE TO COUNCIL MEMBERS, CONTRACTUAL STAFF, DIVISIONS AND THE PUBLIC

TO ENHANCE THE USE OF TECHNOLOGY IN ORDER TO BE MORE EFFICIENT AND COST EFFECTIVE

TO PROVIDE A SMOOTH TRANSITION FOR THE NEW COUNCIL AFTER THE GENERAL ELECTION

COUNTY COUNCIL

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,113,603	2,041,472	2,298,255	2,312,926	2,312,926
20 CONTRACTUAL SERVICES	384,497	361,527	420,504	424,838	424,838
30 SUPPLIES AND MATERIALS	40,143	36,419	28,625	34,910	34,910
40 BUSINESS AND TRAVEL	38,102	44,702	57,120	57,932	57,932
50 CAPITAL OUTLAY	91,687	26,326	23,172	22,172	22,172
70 MISCELLANEOUS	11,810	0	0	0	0
80 INTER-GOVERNMENTAL/INTERFUND	25	0	0	0	0
GRAND TOTAL	<u>2,679,867</u>	<u>2,510,446</u>	<u>2,827,676</u>	<u>2,852,778</u>	<u>2,852,778</u>

SUMMARY BY FUND:

11 GENERAL	<u>2,679,867</u>	<u>2,510,446</u>	<u>2,827,676</u>	<u>2,852,778</u>	<u>2,852,778</u>
GRAND TOTAL	<u>2,679,867</u>	<u>2,510,446</u>	<u>2,827,676</u>	<u>2,852,778</u>	<u>2,852,778</u>

SUMMARY BY DIVISION:

401000	COUNTY COUNCIL OFFICE	1,349,151	1,151,577	1,305,725	1,268,397	1,268,397
402000	OFFICE OF THE COUNTY AUDITOR	236,207	323,085	368,915	427,086	427,086
404000	BOARD OF APPEALS & REZONING	37,864	129,806	155,304	153,347	153,347
405000	OFFICE OF COUNCIL ATTY/COUNSEL	217,242	203,191	257,161	259,756	259,756
406000	HARFORD CABLE NETWORK	739,498	702,787	740,571	744,192	744,192
407000	CULTURAL ARTS BOARD	99,905	0	0	0	0
GRAND TOTAL		<u>2,679,867</u>	<u>2,510,446</u>	<u>2,827,676</u>	<u>2,852,778</u>	<u>2,852,778</u>

COUNTY COUNCIL

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,298,255	2,312,926	14,671	<u>PERSONAL SERVICES</u> increase \$14,671 Increase is the net result of salary adjustments, full year funding for Auditor position partially funded in FY 15, merit salary increase and funds provided for a temporary part-time legislative aide. Offset by decreases in health benefits and workers' compensation costs.
420,504	424,838	4,334	<u>CONTRACTUAL SERVICES</u> increase \$4,334 Building/Custodial services increase based on actual expense history and additional funds are provided for contractual auditing services
28,625	34,910	6,285	<u>SUPPLIES AND MATERIALS</u> increase \$6,285 General Office Supplies, Printing, Mailing, Computer Software and Computer Supplies were adjusted for an increase per the request of the County Council
57,120	57,932	812	<u>BUSINESS AND TRAVEL</u> increase \$812 Professional Books, Membership Fees & Dues, and Training Seminars, Courses, etc. were adjusted for an increase per the request of the County Council
23,172	22,172	(1,000)	<u>EQUIPMENT</u> decrease (\$1,000) County Council reduced funding for personal computers

**DEPARTMENT STAFF SUMMARY
COUNTY COUNCIL**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	75,000	0.00	0	0.00	0
Administrative Assistant I	1.00	41,712	1.00	41,712	1.00	42,712
Administrative Specialist II	2.00	104,000	2.00	104,000	2.00	106,693
Assistant Council Administrator	1.00	0	0.00	0	0.00	0
Assistant Council Attorney	0.00	0	0.00	0	0.00	0
Auditor I	0.00	0	1.00	27,500	1.00	55,000
Auditor III	0.00	0	1.00	75,000	1.00	79,000
Broadcast Technician	1.00	34,424	1.00	35,000	1.00	36,000
Council Administrator	1.00	101,421	1.00	101,421	1.00	81,000
Council Attorney	1.00	116,480	1.00	116,480	1.00	122,000
County Auditor	1.00	90,000	1.00	90,000	1.00	94,000
Council Members	6.00	217,260	6.00	217,260	6.00	217,260
Executive Director, HCN	1.00	88,727	1.00	88,727	1.00	89,727
Legislative Aide	7.00	251,300	7.00	251,300	7.00	270,000
Management Assistant II	1.00	69,637	1.00	69,637	1.00	70,637
Policy Analyst	1.00	0	1.00	0	0.00	0
President of Council	1.00	39,718	1.00	39,718	1.00	39,718
Producer Manager, HCN	1.00	90,613	1.00	90,613	1.00	91,613
Production Supervisor, HCN	1.00	47,400	1.00	47,400	1.00	48,400
TOTAL FULL-TIME SALARIES	28.00	1,367,692	28.00	1,395,768	27.00	1,443,760

**DEPARTMENT STAFF SUMMARY
COUNTY COUNCIL**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		80,766		80,766		101,766
SALARY TOTAL	<u>28.00</u>	<u>1,448,458</u>	<u>28.00</u>	<u>1,476,534</u>	<u>27.00</u>	<u>1,545,526</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		133,149		139,577		140,404
Workers' Compensation		18,097		18,001		4,901
Health Benefits		377,494		463,270		416,090
PEHP		82,147		84,208		84,208
FICA		110,635		112,955		118,017
Miscellaneous		3,500		3,710		3,780
TOTAL OTHER PERSONAL SERVICES		<u>725,022</u>		<u>821,721</u>		<u>767,400</u>
TOTAL PERSONAL SERVICES	<u>28.00</u>	<u>2,173,480 *</u>	<u>28.00</u>	<u>2,298,255</u>	<u>27.00</u>	<u>2,312,926</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

COUNTY COUNCIL
County Council Office
Index #401000

ORIGIN/PURPOSE:

The County Council Office provides administrative and general support to the Council and performs the daily functions necessary to complete legislative activities. The Council Office staff are responsible to record minutes of public hearings, and Council legislative sessions; draft legislation; and provide information to the public. The staff provide administrative and clerical support for each Council Member for constituent problems and legislative duties, while meeting all legislative requirements for state and federal reporting. This office also provides support services to several Council-appointed boards such as the People's Counsel Citizens Advisory Board, and the Harford Cable Network Board.

FY 2015 - FY 2016 GOALS:

TO LEGISLATE ON BEHALF OF THE CITIZENS OF HARFORD COUNTY

TO COMPLY WITH ALL CHARTER AND CODE REQUIREMENTS FOR LEGISLATIVE SESSIONS, PUBLIC HEARINGS, AND OTHER COUNCIL RELATED ACTIVITIES

TO PROMOTE EFFECTIVE COMMUNICATIONS WITH THE CITIZENS IN ORDER TO KEEP THE PUBLIC INFORMED ABOUT COUNCIL ISSUES

TO IMPROVE STAFF EFFICIENCIES AND THE USE OF RESOURCES

TO ENHANCE THE USE OF TECHNOLOGY FOR COUNCIL MEMBERS AND STAFF

TO PROVIDE A SMOOTH TRANSITION FOR THE NEW COUNCIL AFTER THE GENERAL ELECTION

COUNTY COUNCIL County Council Office Index #401000

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,151,607	1,064,709	1,216,549	1,179,221	1,179,221
20 CONTRACTUAL SERVICES	112,981	30,043	26,845	26,845	26,845
30 SUPPLIES AND MATERIALS	27,895	23,534	13,350	18,350	18,350
40 BUSINESS AND TRAVEL	27,468	32,338	41,500	36,500	36,500
50 CAPITAL OUTLAY	29,200	953	7,481	7,481	7,481
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
GRAND TOTAL	<u>1,349,151</u>	<u>1,151,577</u>	<u>1,305,725</u>	<u>1,268,397</u>	<u>1,268,397</u>
<u>FUNDING SOURCE:</u>					
11 GENERAL	<u>1,349,151</u>	<u>1,151,577</u>	<u>1,305,725</u>	<u>1,268,397</u>	<u>1,268,397</u>

COUNTY COUNCIL
County Council Office
Index #401000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,216,549	1,179,221	(37,328)	<u>PERSONAL SERVICES</u> decrease (\$37,328) Decrease is the net result of health benefits adjusted for level of coverage for new council members as well as workers' compensation and pensions. Offset slightly for the merit salary increase and additional funds provided for a temporary part-time legislative aide.
13,350	18,350	5,000	<u>SUPPLIES AND MATERIALS</u> increase \$5,000 Additional funds provided for office supplies increase based on actual expense history
41,500	36,500	(5,000)	<u>BUSINESS AND TRAVEL</u> decrease (\$5,000) Funding for professional books and periodicals decrease based on actual expense history

DIVISION STAFF SUMMARY
County Council Office
Index #401000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	2.00	104,000	2.00	104,000	2.00	106,693
Assistant Council Administrator	1.00	0	0.00	0	0.00	0
Council Administrator	1.00	101,421	1.00	101,421	1.00	81,000
Council Members	6.00	217,260	6.00	217,260	6.00	217,260
Legislative Aide	7.00	251,300	7.00	251,300	7.00	270,000
President of the Council	1.00	39,718	1.00	39,718	1.00	39,718
FULL-TIME SALARIES	18.00	713,699	17.00	713,699	17.00	714,671
TEMPORARY SALARIES		0		0		21,000
SALARY TOTAL	18.00	713,699	17.00	713,699	17.00	735,671
OTHER PERSONAL SERVICES						
Pension & Retirement		67,749		71,370		67,495
Workers' Compensation		8,059		7,886		2,257
Health Benefits		249,078		309,000		257,523
PEHP		59,328		57,616		57,616
FICA		54,598		54,598		56,279
Miscellaneous		2,240		2,380		2,380
TOTAL OTHER PERSONAL SERVICES		441,052		502,850		443,550
TOTAL PERSONAL SERVICES	18.00	1,154,751 *	17.00	1,216,549	17.00	1,179,221

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

COUNTY COUNCIL
Office of the 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	229,261	230,504	285,475	333,899	333,899
20 CONTRACTUAL SERVICES	1,744	87,735	77,690	81,340	81,340
30 SUPPLIES AND MATERIALS	1,032	0	475	1,760	1,760
40 BUSINESS AND TRAVEL	2,623	3,544	3,275	9,087	9,087
50 CAPITAL OUTLAY	1,547	1,302	2,000	1,000	1,000
GRAND TOTAL	236,207	323,085	368,915	427,086	427,086

FUNDING SOURCE:

11 GENERAL	236,207	323,085	368,915	427,086	427,086

COUNTY COUNCIL Office of the County Auditor Index #402000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
285,475	333,899	48,424	<u>PERSONAL SERVICES</u> increase \$48,424 Increase is the net result of full year funding of new Auditor position funded for only 1/2 year in FY 15; health benefits and pension costs were adjusted based on actual expense history; and a merit salary increase was funded for FY 16.
77,690	81,340	3,650	<u>CONTRACTUAL SERVICES</u> increase \$3,650 Additional funds are provided for contractual auditing services offset slightly by a decrease in legal notice costs based on actual expense history
475	1,760	1,285	<u>SUPPLIES & MATERIALS</u> increase \$1,285 Printing, Mailing, Computer Software, and Computer Supplies were adjusted per the request of the County Council
3,275	9,087	5,812	<u>BUSINESS & TRAVEL</u> increase \$5,812 Membership Fees and Dues and Training Seminars, Courses were adjusted per request of the County Council
2,000	1,000	(1,000)	<u>EQUIPMENT</u> decrease (\$1,000) Personal Computer decrease per the request of County Council

DIVISION STAFF SUMMARY
Office of County Auditor
Index #402000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant III	1.00	75,000	0.00	0	0.00	0
Auditor I	0.00	0	1.00	27,500	1.00	55,000 A
Auditor III	0.00	0	1.00	75,000	1.00	79,000
County Auditor	1.00	90,000	1.00	90,000	1.00	94,000
Policy Analyst	1.00	0	1.00	0	0.00	0
SALARY TOTAL	3.00	165,000	4.00	192,500	3.00	228,000
OTHER PERSONAL SERVICES						
Pension & Retirement		16,500		19,250		22,800
Workers' Compensation		2,567		2,629		762
Health Benefits		33,784		47,156		55,611
PEHP		9,128		8,864		8,864
FICA		12,623		14,726		17,442
Miscellaneous		280		350		420
TOTAL OTHER PERSONAL SERVICES		74,882		92,975		105,899
TOTAL PERSONAL SERVICES	3.00	239,882 *	4.00	285,475	3.00	333,899

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Full year funding provided for Auditor I position

COUNTY COUNCIL 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 2015 - FY 2016 GOALS:

TO COMPLY WITH ALL CHARTER CODE REQUIREMENTS FOR THE BOARD OF APPEALS ACTIVITIES

TO MAKE DECISIONS CONSISTENT WITH LAND USE AND ZONING LAWS

TO CONTINUE TO SCHEDULE, HEAR, AND ISSUE FINAL DECISIONS IN ZONING CASES WITHIN A TIMELY MANNER

TO PROMOTE EFFECTIVE COMMUNICATIONS WITH THE CITIZENS TO KEEP THE PUBLIC INFORMED OF ZONING CASES

TO UTILIZE STAFF, TECHNOLOGY, AND RESOURCES TO EFFECTIVELY OPERATE THE ZONING HEARING EXAMINER'S OFFICE

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	97,795	102,589	100,632	100,632
20 CONTRACTUAL SERVICES	37,463	29,607	50,500	50,500	50,500
30 SUPPLIES AND MATERIALS	401	284	1,500	1,500	1,500
40 BUSINESS AND TRAVEL	0	715	715	715	715
50 CAPITAL OUTLAY	0	1,405	0	0	0
GRAND TOTAL	37,864	129,806	155,304	153,347	153,347

FUNDING SOURCE:

11 GENERAL	37,864	129,806	155,304	153,347	153,347

COUNTY COUNCIL Board of Appeals and Rezoning Index #404000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
102,589	100,632	(1,957)	<u>PERSONAL SERVICES</u> decrease (\$1,957) Decrease is the net result of health benefits adjusted based on employee opting for change in plan offset by the merit salary increase.

DIVISION STAFF SUMMARY
Board of Appeals and Rezoning
Index #404000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Management Assistant II	<u>1.00</u>	<u>69,637</u>	<u>1.00</u>	<u>69,637</u>	<u>1.00</u>	<u>70,637</u>
SALARY TOTAL	<u>1.00</u>	<u>69,637</u>	<u>1.00</u>	<u>69,637</u>	<u>1.00</u>	<u>70,637</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		6,964		6,964		7,064
Workers' Compensation		160		160		134
Health Benefits		16,892		20,361		17,253
FICA		5,327		5,327		5,404
Miscellaneous		<u>140</u>		<u>140</u>		<u>140</u>
TOTAL OTHER PERSONAL SERVICES		<u>29,483</u>		<u>32,952</u>		<u>29,995</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>99,120 *</u>	<u>1.00</u>	<u>102,589</u>	<u>1.00</u>	<u>100,632</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

COUNTY COUNCIL
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 the 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 2015 - FY 2016 GOALS:

TO COMPLY WITH ALL CHARTER AND CODE REQUIREMENTS FOR PEOPLE'S COUNSEL

TO CONTINUE TO REPRESENT THE INTERESTS OF THE PUBLIC BY WORKING CLOSELY WITH THE PEOPLE'S COUNSEL ADVISORY BOARD

TO UTILIZE STAFF, TECHNOLOGY, AND RESOURCES TO EFFECTIVELY OPERATE THE PEOPLE'S COUNSEL OFFICE

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	138,427	152,893	155,311	157,906	157,906
20 CONTRACTUAL SERVICES	78,672	45,740	96,400	96,400	96,400
40 BUSINESS & TRAVEL	143	4,558	5,450	5,450	5,450
GRAND TOTAL	217,242	203,191	257,161	259,756	259,756

FUNDING SOURCE:

11 GENERAL	217,242	203,191	257,161	259,756	259,756

COUNTY COUNCIL
Office of the Council Attorney and People's Counsel
Index #405000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
155,311	157,906	2,595	<u>PERSONAL SERVICES</u> increase \$2,595 Increase is the net result of staff turnover and the merit salary increase, offset by a decrease for health benefits based on staff opting for change in level of coverage

DIVISION STAFF SUMMARY
Office of Council Attorney/Peoples Counsel
Index #405000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Council Attorney	<u>1.00</u>	<u>116,480</u>	<u>1.00</u>	<u>116,480</u>	<u>1.00</u>	<u>122,000</u>
SALARY TOTAL	<u>1.00</u>	<u>116,480</u>	<u>1.00</u>	<u>116,480</u>	<u>1.00</u>	<u>122,000</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		11,648		11,648		12,200
Workers' Compensation		268		268		232
Health Benefits		16,892		17,864		14,218
FICA		8,738		8,911		9,116
Miscellaneous		<u>140</u>		<u>140</u>		<u>140</u>
TOTAL OTHER PERSONAL SERVICES		<u>37,686</u>		<u>38,831</u>		<u>35,906</u>
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>154,166 *</u>	<u>1.00</u>	<u>155,311</u>	<u>1.00</u>	<u>157,906</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

COUNTY COUNCIL
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 2015 - FY 2016 GOALS:

TO SIGNIFICANTLY EXPAND THE PROGRAMMING AND SERVICES PROVIDED BY HCN, ESPECIALLY LOCAL PROGRAMMING

TO UPGRADE TECHNICAL EQUIPMENT TO ENHANCE THE QUALITY OF HCN PROGRAMS AND MAKE HCN DIGITALLY COMPATIBLE

TO CONTINUE TO WORK WITH THE HCN BOARD AND THE COUNTY COUNCIL TO ENSURE THAT THEY CONTINUE TO MEET THE FUTURE NEEDS OF THE GROWING POPULATION

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	514,173	495,571	538,331	541,268	541,268
20 CONTRACTUAL SERVICES	147,851	168,402	169,069	169,753	169,753
30 SUPPLIES AND MATERIALS	9,967	12,601	13,300	13,300	13,300
40 BUSINESS AND TRAVEL	6,542	3,547	6,180	6,180	6,180
50 CAPITAL OUTLAY	60,940	22,666	13,691	13,691	13,691
80 INTER-GOVERNMENTAL/INTERFUND	25	0	0	0	0
GRAND TOTAL	739,498	702,787	740,571	744,192	744,192

FUNDING SOURCE:

11 GENERAL	739,498	702,787	740,571	744,192	744,192

COUNTY COUNCIL Harford Cable Network (HCN) Index #406000

FINANCIAL NOTES:

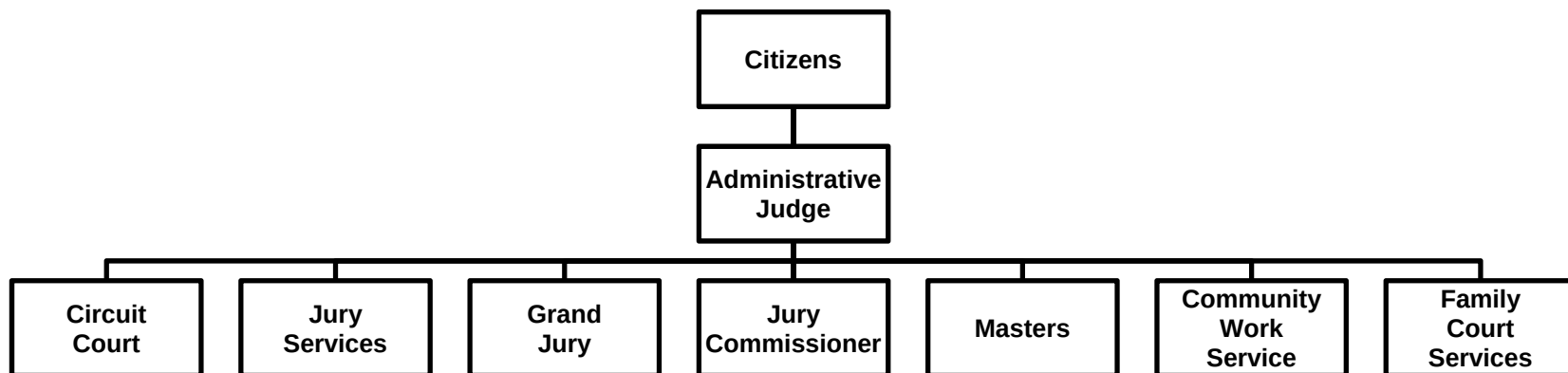
FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
538,331	541,268	2,937	<u>PERSONAL SERVICES</u> increase \$2,937 Increase is the net result of the merit salary increase and health benefits adjusted for an estimated cost increase as well as staff opting for changes in level of coverage, offset by adjustments to workers' compensation
169,069	169,753	684	<u>CONTRACTUAL SERVICE</u> increase \$684 Building/Custodial Services increase based on actual expense history

DIVISION STAFF SUMMARY
Harford Cable Network
Index #406000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	41,712	1.00	41,712	1.00	42,712
Broadcast Technician	1.00	34,424	1.00	35,000	1.00	36,000
Executive Director, HCN	1.00	88,727	1.00	88,727	1.00	89,727
Producer Manager, HCN	1.00	90,613	1.00	90,613	1.00	91,613
Production Supervisor, HCN	1.00	47,400	1.00	47,400	1.00	48,400
FULL-TIME SALARIES	5.00	302,876	5.00	303,452	5.00	308,452
TEMPORARY SALARIES		80,766		80,766		80,766
SALARY TOTAL	5.00	383,642	5.00	384,218	5.00	389,218
OTHER PERSONAL SERVICES						
Pension & Retirement		30,288		30,345		30,845
Workers' Compensation		7,043		7,058		1,516
Health Benefits		60,848		68,889		71,485
PEHP		13,691		17,728		17,728
FICA		29,349		29,393		29,776
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		141,919		154,113		152,050
TOTAL PERSONAL SERVICES	5.00	525,561 *	5.00	538,331	5.00	541,268

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

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 2015 - FY 2016 GOALS:

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

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

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

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

TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,382,065	2,382,052	2,402,866	2,450,957	2,450,957
20 CONTRACTUAL SERVICES	411,465	383,966	429,350	452,386	452,386
30 SUPPLIES AND MATERIALS	80,297	82,234	81,165	89,410	89,410
40 BUSINESS AND TRAVEL	19,365	14,995	19,180	21,443	21,443
50 CAPITAL OUTLAY	18,785	14,351	10,600	0	0
70 MISCELLANEOUS	40,475	31,500	35,932	36,020	36,020
GRAND TOTAL	<u>2,952,452</u>	<u>2,909,098</u>	<u>2,979,093</u>	<u>3,050,216</u>	<u>3,050,216</u>

SUMMARY BY FUND:

11 GENERAL	<u>2,952,452</u>	<u>2,909,098</u>	<u>2,979,093</u>	<u>3,050,216</u>	<u>3,050,216</u>
GRAND TOTAL	<u>2,952,452</u>	<u>2,909,098</u>	<u>2,979,093</u>	<u>3,050,216</u>	<u>3,050,216</u>

SUMMARY BY DIVISION:

411000 CIRCUIT COURT	1,490,379	1,436,031	1,419,945	1,510,086	1,510,086
412000 JURY SERVICES	169,113	185,275	203,650	231,900	231,900
413000 GRAND JURY	10,320	10,300	12,000	14,000	14,000
414000 JURY COMMISSIONER	184,489	189,534	200,153	194,587	194,587
415000 MASTERS	226,741	216,235	231,180	233,630	233,630
416000 COMMUNITY WORK SERVICE	319,744	311,381	341,817	318,601	318,601
417000 FAMILY COURT SERVICES	551,666	560,342	570,348	547,412	547,412
GRAND TOTAL	<u>2,952,452</u>	<u>2,909,098</u>	<u>2,979,093</u>	<u>3,050,216</u>	<u>3,050,216</u>

SUMMARY OF BUDGET GRANTS

30,000

JUDICIAL

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,402,866	2,450,957	48,091	<u>PERSONAL SERVICES</u> increase \$48,091 Increase is the net result of FY 16 Merit Salary increase, one (1) new Administrative Assistant II position, health benefits, and PEHP (Post Employment Health Plan), offset by temporary salaries funding used for new position, pension, and FICA adjustments
429,350	452,386	23,036	<u>CONTRACTUAL SERVICES</u> increase \$23,036 Increase is the net result of telephone services, legal services based on actual expense history and other professional services, juror fees based on actual expense history and additional jury panels
81,165	89,410	8,245	<u>SUPPLIES AND MATERIALS</u> increase \$8,245 Increase is the result of general office supplies, other supplies and materials based on actual expense history and printing-commercial, general office mailing and meals-special purpose based on actual expense history and increase in juror panels
19,180	21,443	2,263	<u>BUSINESS AND TRAVEL</u> increase \$2,263 Increase is the net result of professional books & periodicals
10,600	0	(10,600)	<u>CAPITAL OUTLAY</u> decrease (\$10,600) Decrease is due to one time audio visual supplies and furniture purchase during FY 15

DEPARTMENT STAFF SUMMARY
JUDICIAL

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	4.00	151,964	4.00	151,964	5.00	197,544
Administrative Assistant II	1.00	56,453	1.00	56,453	1.00	46,903
Assistant to Jury Commissioner	1.00	47,307	1.00	47,307	1.00	48,307
Community Work Service Case Manager	3.00	130,436	2.00	95,453	3.00	135,581
Community Work Service Counselor	0.00	0	1.00	47,015	0.00	0
Court Administrator	1.00	79,346	1.00	79,346	1.00	80,346
Court Reporter I	2.00	124,449	2.00	124,449	2.00	126,449
Court Reporter II	4.00	343,318	4.00	343,318	4.00	347,318
Criminal Assignment Clerk	1.00	47,307	1.00	47,307	1.00	48,307
Director, Community Work Svc Program	1.00	69,030	1.00	52,923	1.00	58,798
Director, Family Court Services	1.00	101,985	1.00	101,985	1.00	102,985
Evaluator/Mediator	1.00	73,515	1.00	73,515	1.00	74,515
Family Services Coordinator	1.00	54,756	1.00	54,756	1.00	55,756
Jury Commissioner	1.00	56,862	1.00	56,862	1.00	57,862
Law Clerk (Bar Member)	1.00	42,647	1.00	43,895	1.00	41,092
Secretary I (Judicial)	3.00	132,094	2.00	83,656	2.00	85,656
Secretary II (Judicial)	2.00	117,956	3.00	147,225	2.00	96,887
Secretary III (Judicial)	1.00	65,072	1.00	65,072	2.00	132,144
FULL-TIME SALARIES	29.00	1,694,497	29.00	1,672,501	30.00	1,736,450
SALARY OFFSET		0		0		(15,000)
TOTAL FULL-TIME SALARIES		1,694,497		1,672,501		1,721,450
TEMPORARY SALARIES		0		45,370		17,472
SALARY TOTAL	29.00	1,694,497	29.00	1,717,871	30.00	1,738,922
OTHER PERSONAL SERVICES						
Pension & Retirement		169,450		167,086		165,378
Workers' Compensation		3,897		3,847		3,270
Health Benefits		313,222		311,825		324,661
PEHP		54,765		66,480		81,360
FICA		129,628		131,417		133,026
Miscellaneous		4,060		4,340		4,340
TOTAL OTHER PERSONAL SERVICES		675,022		684,995		712,035
TOTAL PERSONAL SERVICES	29.00	2,369,519 *	29.00	2,402,866	30.00	2,450,957

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

**JUDICIAL
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 2015 - FY 2016 GOAL:

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

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,357,031	1,342,436	1,336,670	1,423,306	1,423,306
20 CONTRACTUAL SERVICES	41,755	16,757	22,550	22,150	22,150
30 SUPPLIES AND MATERIALS	50,342	50,906	44,330	48,630	48,630
40 BUSINESS AND TRAVEL	16,305	10,081	14,295	14,500	14,500
50 CAPITAL OUTLAY	18,446	14,351	600	0	0
70 MISCELLANEOUS	6,500	1,500	1,500	1,500	1,500
GRAND TOTAL	1,490,379	1,436,031	1,419,945	1,510,086	1,510,086

FUNDING SOURCE:

11 GENERAL	1,490,379	1,436,031	1,419,945	1,510,086	1,510,086

**JUDICIAL
Circuit Court
Index #411000**

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,336,670	1,423,306	86,636	<u>PERSONAL SERVICES</u> increase \$86,636 Increase is the net result of one (1) new Administrative Assistant II position, FY 16 Merit Salary increase, health benefits and PEHP (Post Employment Health Plan), offset by temporary salaries funding used for new position, and pension and workers' compensation adjustments
44,330	48,630	4,300	<u>SUPPLIES AND MATERIALS</u> increase \$4,300 Increase is the net result of general office supplies, commercial printing, general office mailing and other supplies and materials based on actual expense history

DIVISION STAFF SUMMARY
Circuit Court
Index #411000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	0	0	0.00	0	1.00	46,903 A
Court Administrator	1.00	79,346	1.00	79,346	1.00	80,346
Court Reporter I	2.00	124,449	2.00	124,449	2.00	126,449
Court Reporter II	4.00	343,318	4.00	343,318	4.00	347,318
Criminal Assignment Clerk	1.00	47,307	1.00	47,307	1.00	48,307
Law Clerk (Bar Member)	1.00	42,647	1.00	43,895	1.00	41,092
Secretary I (Judicial)	3.00	132,094	2.00	83,656	2.00	85,656
Secretary II (Judicial)	2.00	117,956	3.00	147,225	2.00	96,887
Secretary III (Judicial)	1.00	65,072	1.00	65,072	2.00	132,144 B
FULL-TIME SALARIES	15.00	952,189	15.00	934,268	16.00	1,005,102
SALARY OFFSET		0		0		(8,000) C
TOTAL FULL TIME SALARIES	15.00	952,189	15.00	934,268	16.00	997,102
TEMPORARY SALARIES		0		27,898		0
SALARY TOTAL	15.00	952,189	15.00	962,166	16.00	997,102
OTHER PERSONAL SERVICES						
Pension & Retirement		95,219		96,217		99,710
Workers' Compensation		2,190		2,149		1,894
Health Benefits		170,414		164,837		205,402
PEHP		31,946		35,456		40,680
FICA		72,842		73,605		76,278
Miscellaneous		2,100		2,240		2,240
TOTAL OTHER PERSONAL SERVICES		374,711		374,504		426,204
TOTAL PERSONAL SERVICES	15.00	1,326,900 *	15.00	1,336,670	16.00	1,423,306

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant II created during FY 15 - # 3708

B - One (1) Secretary II position promoted to Secretary III - #2183

C - Funding the equivalent of \$500 per employee and encouraging their leadership to provide matching funds for salary enhancements

JUDICIAL
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 for costs associated with jury service, including fees and miscellaneous expenses.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	163,980	180,490	198,000	225,000	225,000
30 SUPPLIES AND MATERIALS	5,133	4,785	5,650	6,900	6,900
GRAND TOTAL	169,113	185,275	203,650	231,900	231,900

FUNDING SOURCE:

11 GENERAL	169,113	185,275	203,650	231,900	231,900

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
198,000	225,000	27,000	<u>CONTRACTUAL SERVICES</u> increase \$27,000 Increase in juror's fees increase based on actual expense history
5,650	6,900	1,250	<u>SUPPLIES AND MATERIALS</u> increase \$1,250 Increase in jurors meals increase based on actual expense history

JUDICIAL
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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
20 CONTRACTUAL SERVICES	<u>10,320</u>	<u>10,300</u>	<u>12,000</u>	<u>14,000</u>	<u>14,000</u>
GRAND TOTAL	<u>10,320</u>	<u>10,300</u>	<u>12,000</u>	<u>14,000</u>	<u>14,000</u>

SUMMARY BY CHARACTER:

FUNDING SOURCE:

11 GENERAL	<u>10,320</u>	<u>10,300</u>	<u>12,000</u>	<u>14,000</u>	<u>14,000</u>

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
12,000	14,000	2,000	<u>CONTRACTUAL SERVICES</u> increase \$2,000 Increase in juror's fees based on actual expense history

JUDICIAL
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 2015 - FY 2016 GOAL:

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

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	148,246	160,918	165,028	166,888	166,888
20 CONTRACTUAL SERVICES	21,050	12,067	7,125	7,386	7,386
30 SUPPLIES AND MATERIALS	15,038	16,202	17,825	20,080	20,080
40 BUSINESS AND TRAVEL	155	347	175	233	233
50 CAPITAL OUTLAY	0	0	10,000	0	0
GRAND TOTAL	184,489	189,534	200,153	194,587	194,587

FUNDING SOURCE:

11 GENERAL	184,489	189,534	200,153	194,587	194,587

JUDICIAL
Jury Commissioner
Index #414000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
165,028	166,888	1,860	<u>PERSONAL SERVICES</u> increase \$1,860 Increase is the net result of FY 16 Merit Salary increase and health benefits adjustments
17,825	20,080	2,255	<u>SUPPLIES AND MATERIALS</u> increase \$2,255 Increase is the net result of printing-commercial and general office mailing based on additional jury summonses issued
10,000	0	(10,000)	<u>CAPITAL OUTLAY</u> decrease (\$10,000) Decrease is due to one-time audio visual supplies and furniture purchases during FY 15

DIVISION STAFF SUMMARY
Jury Commissioner
Index #414000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Assistant to Jury Commissioner	1.00	47,307	1.00	47,307	1.00	48,307
Jury Commissioner	1.00	56,862	1.00	56,862	1.00	57,862
FULL-TIME SALARIES	2.00	104,169	2.00	104,169	2.00	106,169
SALARY OFFSET		0		0		(1,000) A
TOTAL FULL-TIME SALARIES	2.00	104,169	2.00	104,169	2.00	105,169
TEMPORARY SALARIES		0		17,472		17,472
SALARY TOTAL	2.00	104,169	2.00	121,641	2.00	122,641
OTHER PERSONAL SERVICES						
Pension & Retirement		10,417		12,164		12,264
Workers' Compensation		240		240		200
Health Benefits		15,910		16,825		17,461
PEHP		4,564		4,432		4,520
FICA		7,969		9,306		9,382
Miscellaneous		280		420		420
TOTAL OTHER PERSONAL SERVICES		39,380		43,387		44,247
TOTAL PERSONAL SERVICES	2.00	143,549 *	2.00	165,028	2.00	166,888

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Funding the equivalent of \$500 per employee and encouraging their leadership to provide matching funds for salary enhancements

**JUDICIAL
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 petitions filed by the Department of Juvenile Services alleging that a child is delinquent; petitions filed by the Department of Social Services alleging that a child has been abused or neglected; and domestic relations cases.
- o Conduct hearings for family law cases referred to them
- o Record all proceedings 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 Appeals.

FY 2015 - FY 2016 GOAL:

TO REFINE AND MODIFY THE SCHEDULING AND HEARINGS 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

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	179,556	175,861	183,723	184,060	184,060
20 CONTRACTUAL SERVICES	7,085	4,038	5,525	5,550	5,550
30 SUPPLIES AND MATERIALS	4,795	4,565	6,000	6,000	6,000
40 BUSINESS AND TRAVEL	1,260	1,771	1,500	3,500	3,500
50 CAPITAL OUTLAY	70	0	0	0	0
70 MISCELLANEOUS	33,975	30,000	34,432	34,520	34,520
GRAND TOTAL	226,741	216,235	231,180	233,630	233,630

FUNDING SOURCE:

11 GENERAL	226,741	216,235	231,180	233,630	233,630

**JUDICIAL
Masters
Index #415000**

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
183,723	184,060	337	<u>PERSONAL SERVICES</u> increase \$337 Increase is the net result of FY 16 Salary increase offset by health benefits
1,500	3,500	2,000	<u>BUSINESS AND TRAVEL</u> increase \$2,000 Increase is the net result of professional books & periodicals based on actual expense history

DIVISION STAFF SUMMARY

Masters
Index #415000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	<u>3.00</u>	<u>114,836</u>	<u>3.00</u>	<u>114,836</u>	<u>3.00</u>	<u>117,836</u>
FULL-TIME SALARIES	<u>3.00</u>	<u>114,836</u>	<u>3.00</u>	<u>114,836</u>	<u>3.00</u>	<u>117,836</u>
SALARY OFFSET		<u>0</u>		<u>0</u>		<u>(1,500) A</u>
TOTAL FULL-TIME SALARIES	<u>3.00</u>	<u>114,836</u>	<u>3.00</u>	<u>114,836</u>	<u>3.00</u>	<u>116,336</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		11,484		11,484		11,634
Workers' Compensation		264		264		221
Health Benefits		36,938		39,070		37,510
PEHP		9,127		8,864		9,040
FICA		8,785		8,785		8,899
Miscellaneous		<u>420</u>		<u>420</u>		<u>420</u>
TOTAL OTHER PERSONAL SERVICES		<u>67,018</u>		<u>68,887</u>		<u>67,724</u>
TOTAL PERSONAL SERVICES	<u>3.00</u>	<u>181,854 *</u>	<u>3.00</u>	<u>183,723</u>	<u>3.00</u>	<u>184,060</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Funding the equivalent of \$500 per employee and encouraging their leadership to provide matching funds for salary enhancements

JUDICIAL
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 2015 - FY 2016 GOAL:

TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	303,465	305,549	329,367	310,001	310,001
20 CONTRACTUAL SERVICES	13,476	2,756	7,850	3,950	3,950
30 SUPPLIES AND MATERIALS	2,452	2,240	3,450	3,500	3,500
40 BUSINESS AND TRAVEL	351	836	1,150	1,150	1,150
GRAND TOTAL	319,744	311,381	341,817	318,601	318,601

FUNDING SOURCE:

11 GENERAL	319,744	311,381	341,817	318,601	318,601

JUDICIAL
Community Work Service
Index #416000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
329,367	310,001	(19,366)	<u>PERSONAL SERVICES</u> decrease (\$19,366) Decrease is the net result of salary, pension, and health benefits adjustments, offset by FY 16 Merit Salary increase and PEHP (Post Employment Health Plan)
7,850	3,950	(3,900)	<u>CONTRACTUAL SERVICES</u> decrease (\$3,900) Decrease is the net result of telephone service based on actual expense history

DIVISION STAFF SUMMARY
Community Work Services
Index #416000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	37,128	1.00	37,128	1.00	38,128
Community Work Service Case Manager	3.00	130,436	2.00	95,453	3.00	135,581 A
Community Work Service Counselor	0.00	0	1.00	47,015	0.00	0
Director, Community Work Svc Program	1.00	69,030	1.00	52,923	1.00	58,798
FULL-TIME SALARIES	5.00	236,594	5.00	232,519	5.00	232,507
SALARY OFFSET		0		0		(2,500) B
TOTAL FULL-TIME SALARIES	5.00	236,594	5.00	232,519	5.00	230,007
OTHER PERSONAL SERVICES						
Pension & Retirement		23,659		18,550		14,486
Workers' Compensation		544		535		437
Health Benefits		47,219		45,979		28,696
PEHP		4,564		13,296		18,080
FICA		18,099		17,788		17,595
Miscellaneous		700		700		700
TOTAL OTHER PERSONAL SERVICES		94,785		96,848		79,994
TOTAL PERSONAL SERVICES	5.00	331,379 *	5.00	329,367	5.00	310,001

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Community Work Service Counselor position filled as a Community Work Service Case Manager - #2612

B - Funding the equivalent of \$ 500 per employee and encouraging their leadership to provide matching funds for salary enhancements

JUDICIAL
Family Court Service 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 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 service provided privately with the expenses to be paid by either 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 2015 - FY 2016 GOAL:

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

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	393,767	397,288	388,078	366,702	366,702
20 CONTRACTUAL SERVICES	153,799	157,558	176,300	174,350	174,350
30 SUPPLIES AND MATERIALS	2,537	3,536	3,910	4,300	4,300
40 BUSINESS AND TRAVEL	1,294	1,960	2,060	2,060	2,060
50 CAPITAL OUTLAY	269	0	0	0	0
GRAND TOTAL	551,666	560,342	570,348	547,412	547,412

FUNDING SOURCE:

11 GENERAL	551,666	560,342	570,348	547,412	547,412

JUDICIAL
Family Court Service Division
Index #417000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
388,078	366,702	(21,376)	<u>PERSONAL SERVICES</u> decrease (\$21,376) Decrease is the net result of salary, pension, health benefits and FICA adjustments offset by FY 16 Merit Salary increase and PEHP (Post Employment Health Plan)
176,300	174,350	(1,950)	<u>CONTRACTUAL SERVICES</u> decrease (\$1,950) Decrease is the net result of telephone service and other contractual services based on actual expense history

DIVISION STAFF SUMMARY
Family Court Service Division
Index #417000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0	0	0.00	0	1.00	41,580 A
Administrative Assistant II	1.00	56,453	1.00	56,453	0.00	0
Director, Family Court Services	1.00	101,985	1.00	101,985	1.00	102,985
Evaluator/Mediator	1.00	73,515	1.00	73,515	1.00	74,515
Family Services Coordinator	1.00	54,756	1.00	54,756	1.00	55,756
FULL-TIME SALARIES	4.00	286,709	4.00	286,709	4.00	274,836
SALARY OFFSET		0		0		(2,000) B
TOTAL FULL-TIME SALARIES	4.00	286,709	4.00	286,709	4.00	272,836
OTHER PERSONAL SERVICES						
Pension & Retirement		28,671		28,671		27,284
Workers' Compensation		659		659		518
Health Benefits		42,741		45,114		35,592
PEHP		4,564		4,432		9,040
FICA		21,933		21,933		20,872
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES		99,128		101,369		93,866
TOTAL PERSONAL SERVICES	4.00	385,837 *	4.00	388,078	4.00	366,702

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant II filled as Administrative Assistant I - #0531

B - Funding the equivalent of \$ 500 per employee and encouraging their leadership to provide matching funds for salary enhancements

Circuit Court for Harford County - Anticipated FY16 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.		\$253,286			7/1/15 - 6/30/16	Recurring
CASA	This grant focuses on representing the best interest of abused, neglected and dependent children in Court proceedings.		\$84,510		\$30,000	7/1/15 - 6/30/16	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			2/2015 - 1/2016	Recurring
	TOTALS:		\$474,996		\$30,000		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$474,996		3				

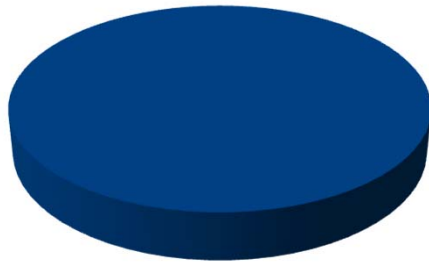
FY16 Anticipated Grant Award Dollars

(July 1, 2015 to June 30, 2016)

CIRCUIT COURT FOR HARFORD COUNTY

% of Anticipated Grant Dollars by Funder

State
100%



Anticipated Grant Award Dollars \$474,996*



State

of Anticipated Grant Awards: 3

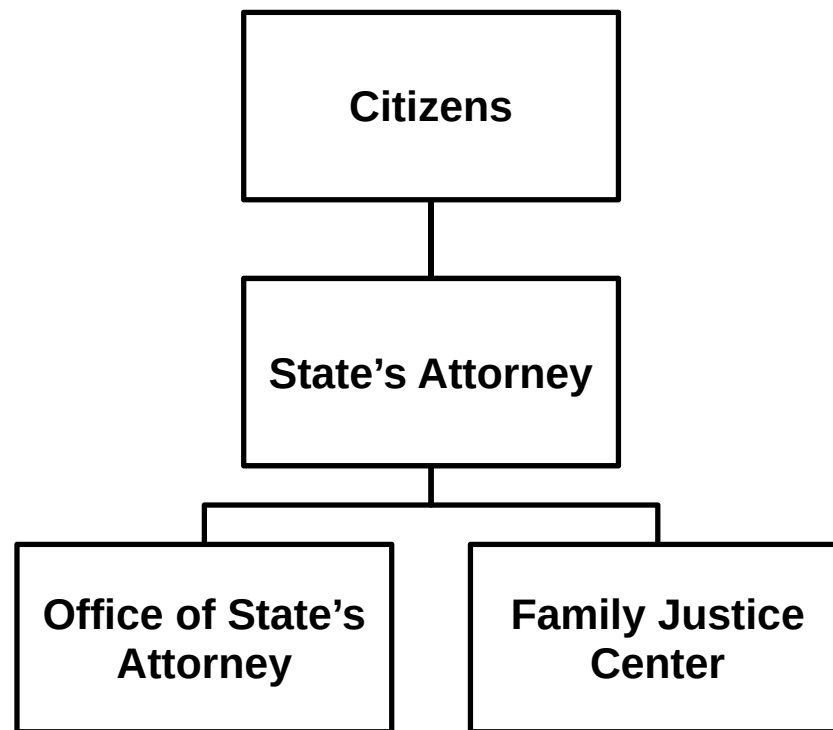
Requested County Match \$30,000

State 3

*Does not include County Match or Capital Projects

Anticipated grant funding will enable the continuation of various grant programs, including the Child Support Incentive Fund, Family Court Services, and the Access and Visitation programs. The largest grant dollars are being requested for the Family Court Services program which will fund programs and services for Alternative Dispute Resolution, facilitated visitation, psychological evaluations, personnel and services for children's groups and child custody investigations.

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 SAFEGUARD THE RIGHTS AND REPUTATION OF THE INNOCENT.

FY 2015 - FY 2016 GOALS:

TO PROVIDE THE COMMUNITY WITH A QUICK 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.

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	5,207,445	5,240,156	5,125,265	5,175,854	5,175,854
20 CONTRACTUAL SERVICES	67,354	48,985	46,569	51,002	51,002
30 SUPPLIES AND MATERIALS	50,529	52,768	53,340	56,250	56,250
40 BUSINESS AND TRAVEL	43,096	40,982	42,925	43,250	43,250
50 CAPITAL OUTLAY	8,742	4,304	0	0	0
70 MISCELLANEOUS	421,357	444,013	465,793	478,080	478,080
80 INTER-GOVERNMENTAL/INTERFUND	303	313	500	0	0
GRAND TOTAL	<u>5,798,826</u>	<u>5,831,521</u>	<u>5,734,392</u>	<u>5,804,436</u>	<u>5,804,436</u>

SUMMARY BY FUND:

11 GENERAL	<u>5,798,826</u>	<u>5,831,521</u>	<u>5,734,392</u>	<u>5,804,436</u>	<u>5,804,436</u>
GRAND TOTAL	<u>5,798,826</u>	<u>5,831,521</u>	<u>5,734,392</u>	<u>5,804,436</u>	<u>5,804,436</u>

SUMMARY BY DIVISION:

431000	OFFICE OF STATE'S ATTORNEY	5,529,979	5,516,645	5,438,237	5,505,217	5,505,217
432000	FAMILY JUSTICE CENTER	<u>268,847</u>	<u>314,876</u>	<u>296,155</u>	<u>299,219</u>	<u>299,219</u>
GRAND TOTAL		<u>5,798,826</u>	<u>5,831,521</u>	<u>5,734,392</u>	<u>5,804,436</u>	<u>5,804,436</u>

STATE'S ATTORNEY

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
5,125,265	5,175,854	50,589	<u>PERSONAL SERVICES</u> increase \$50,589 Increase is the net result of FY 16 Merit Salary increase, health benefits and PEHP (Post Employment Health Plan) offset by pension, workers' compensation and FICA adjustments
46,569	51,002	4,433	<u>CONTRACTUAL SERVICES</u> increase \$4,433 Increase is the net result of legal service and telephone service based on actual expense history and added mobile devices on laptops offset by office equipment based on actual expense history
53,340	56,250	2,910	<u>SUPPLIES AND MATERIALS</u> increase \$2,910 Increase is the net result in duplicating machine and computer supplies offset by general office supplies, commercial printing and delivery charges based on actual expense history
465,793	478,080	12,287	<u>MISCELLANEOUS</u> increase \$12,287 Increase is the net result of county match/transfer out for Cooperative Reimbursement grant for FY 16

**DEPARTMENT STAFF SUMMARY
STATE'S ATTORNEY**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	95,000	1.00	95,000	1.00	96,000
Assistant State's Attorney I	8.00	433,832	4.00	211,200	5.00	269,000
Assistant State's Attorney II	6.00	411,864	8.00	522,064	6.00	408,049
Assistant State's Attorney III	11.00	981,170	12.00	1,052,570	13.00	1,136,970
Deputy State's Attorney	2.00	236,491	2.00	236,491	2.00	238,491
Legal Assistant II	10.00	487,541	11.00	508,960	12.00	561,692
Legal Assistant III	2.00	127,804	2.00	127,804	2.00	129,804
Legal Clerk	2.00	56,100	5.00	137,500	5.00	142,500
Legal Specialist I	5.00	189,857	2.00	76,465	3.00	115,600
Legal Specialist II	10.00	477,702	10.00	491,613	8.00	404,837
Senior Trial Assistant	1.00	104,000	1.00	104,000	1.00	105,000
State's Attorney	1.00	112,044	1.00	126,875	1.00	114,587
SALARY TOTAL	<u>59.00</u>	<u>3,713,405</u>	<u>59.00</u>	<u>3,690,542</u>	<u>59.00</u>	<u>3,722,530</u>
SALARY OFFSET	<u></u>	<u>0</u>	<u></u>	<u>0</u>	<u></u>	<u>(29,000)</u>
SALARY TOTAL	<u>59.00</u>	<u>3,713,405</u>	<u>59.00</u>	<u>3,690,542</u>	<u>59.00</u>	<u>3,693,530</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		363,786		361,499		361,748
Workers' Compensation		11,263		11,571		7,418
Health Benefits		684,972		687,786		732,197
PEHP		73,018		84,208		90,400
FICA		283,468		281,399		282,301
Miscellaneous		8,260		8,260		8,260
TOTAL OTHER PERSONAL SERVICES		<u>1,424,767</u>		<u>1,434,723</u>		<u>1,482,324</u>
TOTAL PERSONAL SERVICES	<u>59.00</u>	<u>5,138,172 *</u>	<u>59.00</u>	<u>5,125,265</u>	<u>59.00</u>	<u>5,175,854</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

STATE'S ATTORNEY OFFICE
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 advisors, 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 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 2015 - FY 2016 GOAL:

TO PROVIDE THE COMMUNITY WITH A QUICK 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.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	4,958,989	4,946,011	4,850,920	4,899,545	4,899,545
20 CONTRACTUAL SERVICES	60,595	43,678	40,349	45,392	45,392
30 SUPPLIES AND MATERIALS	37,997	38,621	39,250	40,200	40,200
40 BUSINESS AND TRAVEL	41,996	39,751	41,425	42,000	42,000
50 CAPITAL OUTLAY	8,742	4,258	0	0	0
70 MISCELLANEOUS	421,357	444,013	465,793	478,080	478,080
80 INTER-GOVERNMENTAL/INTERFUND	303	313	500	0	0
GRAND TOTAL	5,529,979	5,516,645	5,438,237	5,505,217	5,505,217

FUNDING SOURCE:

11 GENERAL	5,529,979	5,516,645	5,438,237	5,505,217	5,505,217

STATE'S ATTORNEY OFFICE
Office of State's Attorney
Index #431000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
4,850,920	4,899,545	48,625	<u>PERSONAL SERVICES</u> increase \$48,625 Increase is the net result of FY 16 Merit Salary increase, health benefits, PEHP (Post Employment Health Plan), offset by pension and workers' compensation adjustments
40,349	45,392	5,043	<u>CONTRACTUAL SERVICES</u> increase \$5,043 Increase is the net result of legal service and telephone service based on actual expense history and added mobile devices on laptops offset by office equipment
39,250	40,200	950	<u>SUPPLIES AND MATERIALS</u> increase \$950 Increase is the net result of duplicating machine supplies and computer supplies based on actual expense history offset by commercial printing
465,793	478,080	12,287	<u>MISCELLANEOUS</u> increase \$12,287 Increase is the net result of county/match transfer out for Cooperative Reimbursement grant for FY 16

DIVISION STAFF SUMMARY
Office of State's Attorney
Index #431000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrator, State's Attorney Office	1.00	95,000	1.00	95,000	1.00	96,000
Assistant State's Attorney I	8.00	433,832	4.00	211,200	5.00	269,000 A
Assistant State's Attorney II	6.00	411,864	8.00	522,064	6.00	408,049
Assistant State's Attorney III	11.00	981,170	12.00	1,052,570	13.00	1,136,970 B
Deputy State's Attorney	2.00	236,491	2.00	236,491	2.00	238,491
Legal Assistant II	10.00	487,541	11.00	508,960	12.00	561,692 C
Legal Assistant III	2.00	127,804	2.00	127,804	2.00	129,804
Legal Clerk	2.00	56,100	4.00	110,000	4.00	114,000 D
Legal Specialist I	4.00	152,557	2.00	76,465	3.00	115,600 E
Legal Specialist II	7.00	339,770	7.00	339,770	5.00	249,994
Senior Trial Assistant	1.00	104,000	1.00	104,000	1.00	105,000
State's Attorney	1.00	112,044	1.00	126,875	1.00	114,587
FULL-TIME SALARIES	55.00	3,538,173	55.00	3,511,199	55.00	3,539,187
SALARY OFFSET		0		0		(27,000) F
SALARY TOTAL	55.00	3,538,173	55.00	3,511,199	55.00	3,512,187
OTHER PERSONAL SERVICES						
Pension & Retirement		346,263		343,565		343,614
Workers' Compensation		10,860		11,159		7,074
Health Benefits		652,553		629,842		674,662
PEHP		63,891		79,776		85,880
FICA		270,063		267,679		268,428
Miscellaneous		7,700		7,700		7,700
TOTAL OTHER PERSONAL SERVICES		1,351,330		1,339,721		1,387,358
TOTAL PERSONAL SERVICES	55.00	4,889,503 *	55.00	4,850,920	55.00	4,899,545

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Assistant State's Attorney II filled as Assistant State's Attorney I - #0560

B - One (1) Assistant State's Attorney II promoted to Assistant State's Attorney III - #3550

C - One (1) Legal Specialist I promoted to Legal Assistant II - #2013

D - One (1) Legal Specialist II position filled as Legal Clerk - #0567

E - One Legal Clerk promoted to Legal Specialist I - #2819

One (1) Legal Specialist II position filled as Legal Specialist I - #1651

F - Funding the equivalent of \$ 500 per employee and encouraging their leadership to provide matching funds for salary enhancements

STATE'S ATTORNEY OFFICE
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 2015 - FY 2016 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.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	248,456	294,145	274,345	276,309	276,309
20 CONTRACTUAL SERVICES	6,759	5,307	6,220	5,610	5,610
30 SUPPLIES AND MATERIALS	12,532	14,147	14,090	16,050	16,050
40 BUSINESS AND TRAVEL	1,100	1,231	1,500	1,250	1,250
50 CAPITAL OUTLAY	0	46	0	0	0
GRAND TOTAL	268,847	314,876	296,155	299,219	299,219

FUNDING SOURCE:

11 GENERAL	269,042	314,876	296,155	299,219	299,219

STATE'S ATTORNEY OFFICE
Family Justice Center
Index #432000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
274,345	276,309	1,964	<u>PERSONAL SERVICES</u> increase \$1,964 Increase is the net result of FY 16 Merit Salary increase offset by health benefits
14,090	16,050	1,960	<u>SUPPLIES AND MATERIALS</u> increase \$1,960 Increase is the net result of duplicating machine supplies, computer supplies offset by general office supplies

DIVISION STAFF SUMMARY
Family Justice Center
Index #432000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Legal Clerk	0.00	0	1.00	27,500	1.00	28,500
Legal Specialist I	1.00	37,300	0.00	0	0.00	0
Legal Specialist II	3.00	137,932	3.00	151,843	3.00	154,843
FULL-TIME SALARIES	<u>4.00</u>	<u>175,232</u>	<u>4.00</u>	<u>179,343</u>	<u>4.00</u>	<u>183,343</u>
SALARY OFFSET	<u></u>	<u>0</u>	<u></u>	<u>0</u>	<u></u>	<u>(2,000)</u> A
SALARY TOTAL	<u>4.00</u>	<u>175,232</u>	<u>4.00</u>	<u>179,343</u>	<u>4.00</u>	<u>181,343</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		17,523		17,934		18,134
Workers' Compensation		403		412		344
Health Benefits		32,419		57,944		57,535
PEHP		9,127		4,432		4,520
FICA		13,405		13,720		13,873
Miscellaneous		560		560		560
TOTAL OTHER PERSONAL SERVICES	<u></u>	<u>73,437</u>	<u></u>	<u>95,002</u>	<u></u>	<u>94,966</u>
TOTAL PERSONAL SERVICES	<u>4.00</u>	<u>248,669 *</u>	<u>4.00</u>	<u>274,345</u>	<u>4.00</u>	<u>276,309</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Funding the equivalent of \$ 500 per employee and encouraging their leadership to provide matching funds for salary enhancements

Office of State's Attorney - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
Cooperative Reimbursement 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.	\$804,000			\$460,000	10/1/15 - 9/30/16	Recurring
Child Advocacy Center	To fund specialized training, equipment and services to improve upon investigation and prosecution of child sexual assault and abuse cases.	\$9,000				1/1/16- 12/31/17	Recurring
Investigative Enhancement	The grant funds will provide for technological advancements, equipment enhancements and training improvements at the CAC.	\$11,904				9/1/15- 9/30/16	One-Time
	TOTALS:	\$824,904			\$460,000		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$824,904	3					

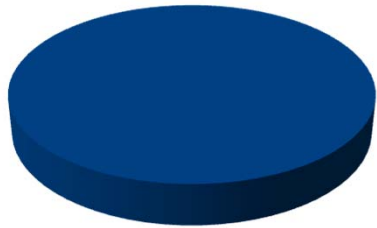
FY16 Anticipated Grant Award Dollars

(July 1, 2015 to June 30, 2016)

OFFICE OF STATE'S ATTORNEY

% of Anticipated Grant Dollars by Funder

Federal
100%



Anticipated Grant Award Dollars **\$824,904***



Federal

of Anticipated Grant Awards: 3

Requested County Match \$460,000

Federal 3

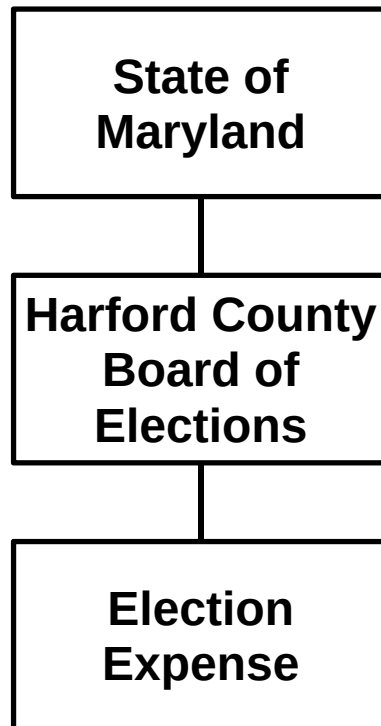
*Does not include County Match or Capital Projects

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. Other Federal funding includes funding for specialized training, equipment and services to improve the investigation and prosecution of child sexual assault and abuse cases, as well as federal funding for technological advancements, equipment enhancements and training improvements.



Bel Air Courthouse

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 2015 - FY 2016 GOAL:

TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ELECTIONS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	254,776	166,277	220,089	481,225	481,225
20 CONTRACTUAL SERVICES	561,048	297,425	704,200	428,200	428,200
30 SUPPLIES AND MATERIALS	164,415	134,555	485,980	443,980	443,980
40 BUSINESS AND TRAVEL	26,599	15,653	29,370	31,370	31,370
50 CAPITAL OUTLAY	0	729	24,000	200,000	200,000
70 MISCELLANEOUS	584,584	653,690	614,600	737,400	737,400
80 INTER-GOVERNMENTAL/INTERFUND	3,188	2,181	3,000	5,000	5,000
GRAND TOTAL	<u>1,594,610</u>	<u>1,270,510</u>	<u>2,081,239</u>	<u>2,327,175</u>	<u>2,327,175</u>

SUMMARY BY FUND:

11 GENERAL	<u>1,594,610</u>	<u>1,270,510</u>	<u>2,081,239</u>	<u>2,327,175</u>	<u>2,327,175</u>
GRAND TOTAL	<u>1,594,610</u>	<u>1,270,510</u>	<u>2,081,239</u>	<u>2,327,175</u>	<u>2,327,175</u>

SUMMARY BY DIVISION:

481000	HC BOARD OF ELECTIONS	1,004,360	944,906	1,335,239	1,173,595	1,173,595
482000	ELECTION EXPENSE	<u>590,250</u>	<u>325,604</u>	<u>746,000</u>	<u>1,153,580</u>	<u>1,153,580</u>
GRAND TOTAL		<u>1,594,610</u>	<u>1,270,510</u>	<u>2,081,239</u>	<u>2,327,175</u>	<u>2,327,175</u>

ELECTIONS

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
220,089	481,225	261,136	<u>PERSONAL SERVICES</u> increase \$261,136 Increase is the net result of a reallocation of funding from Contractual Services - Election Officials and adjustments to FICA, offset by adjustments to PEHP (Post Employment Health Plan), pension, and health benefits
704,200	428,200	(276,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$276,000) Decrease is the net result of a reallocation of funding for Election Officials to Personal Services and a reallocation of funding for Legal Services to Training, offset by an increase in Other Rents & Utilities for lease payments on the New Voting System (NVS) and an increase in Management Services based on state estimates
485,980	443,980	(42,000)	<u>SUPPLIES & MATERIALS</u> decrease (\$42,000) Decrease is the net result of a reduction in Computer Software based in actual expense history, offset by increases in General Office Mailing and Commercial Printing associated with the New Voting System (NVS) and voter registration
29,370	31,370	2,000	<u>BUSINESS & TRAVEL</u> increase \$2,000 Increase is the result of a reallocation of funding from Legal Services to Training
24,000	200,000	176,000	<u>EQUIPMENT</u> increase \$176,000 Increase is based on the State Board of Elections' estimate of county's share of New Voting System (NVS) costs
614,600	737,400	122,800	<u>MISCELLANEOUS</u> increase \$122,800 Increase is for reimbursement to the State of Maryland for personnel services for eleven (11) State Board of Election employees based on anticipated costs for FY 16
3,000	5,000	2,000	<u>INTERGOVERNMENTAL</u> increase \$2,000 Increase for Fleet Daily Carpool Rentals based on actual expense history

**DEPARTMENT STAFF SUMMARY
HARFORD COUNTY BOARD OF ELECTIONS**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>178,404</u>		<u>175,000</u>		<u>425,200</u>
SALARY TOTAL		<u><u>178,404</u></u>		<u><u>175,000</u></u>		<u><u>425,200</u></u>
OTHER PERSONAL SERVICES						
Pension		13,709		5,625		3,120
Overtime		11,200		13,500		13,500
Health Benefits		0		2,400		1,200
PEHP		0		8,864		4,520
FICA		14,504		14,420		33,545
Other		<u>0</u>		<u>280</u>		<u>140</u>
TOTAL OTHER PERSONAL SERVICES		<u>39,413</u>		<u>45,089</u>		<u>56,025</u>
TOTAL PERSONAL SERVICES		<u><u>217,817 *</u></u>		<u><u>220,089</u></u>		<u><u>481,225</u></u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

ELECTIONS 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 the day-to-day expenses of the office).

FY 2015 - FY 2016 GOAL:

TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	254,776	166,277	220,089	91,225	91,225
20 CONTRACTUAL SERVICES	57,475	64,497	66,250	65,250	65,250
30 SUPPLIES AND MATERIALS	83,325	45,513	387,730	55,150	55,150
40 BUSINESS AND TRAVEL	24,200	14,200	22,570	24,570	24,570
50 CAPITAL OUTLAY	0	729	24,000	200,000	200,000
70 MISCELLANEOUS	584,584	653,690	614,600	737,400	737,400
GRAND TOTAL	1,004,360	944,906	1,335,239	1,173,595	1,173,595

FUNDING SOURCE:

11 GENERAL	1,004,360	944,906	1,335,239	1,173,595	1,173,595

ELECTIONS Harford County Board of Elections Index #481000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
220,089	91,225	(128,864)	<u>PERSONAL SERVICES</u> decrease (\$128,864) Decrease is the result of reallocation of Temporary Salaries to Election Expense (index #482000) and adjustments to FICA, PEHP (Post Employment Health Plan), pension, and health benefits
66,250	65,250	(1,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$1,000) Decrease is the net result of reduction and reallocation of Legal Services to Training, offset by increase in Security Systems based on actual expense history
387,730	55,150	(332,580)	<u>SUPPLIES & MATERIALS</u> decrease (\$332,580) Decrease is the result of reallocation of Computer Software expense to Election Expense (index # 482000)
22,570	24,570	2,000	<u>BUSINESS & TRAVEL</u> increase \$2,000 Increase is the result of reallocation of funding from Legal Services to staff training
24,000	200,000	176,000	<u>EQUIPMENT</u> increase \$176,000 Increase is the result of the State Board of Election's estimate of Harford County's share of New Voting System (NVS)
614,600	737,400	122,800	<u>MISCELLANEOUS</u> increase \$122,800 Increase is for reimbursement to the State of Maryland for personnel services for eleven (11) State Board of Election employees based on anticipated costs for FY 16

DIVISION STAFF SUMMARY
HARFORD COUNTY BOARD OF ELECTIONS
Index #481000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>178,404</u>		<u>175,000</u>		<u>62,900</u> A
SALARY TOTAL		<u><u>178,404</u></u>		<u><u>175,000</u></u>		<u><u>62,900</u></u>
OTHER PERSONAL SERVICES						
Pension		13,709		5,625		3,120
Overtime		11,200		13,500		13,500
Health Benefits		0		2,400		1,200
PEHP		0		8,864		4,520
FICA		14,504		14,420		5,845
Other		<u>0</u>		<u>280</u>		<u>140</u>
TOTAL OTHER PERSONAL SERVICES		<u>39,413</u>		<u>45,089</u>		<u>28,325</u>
TOTAL PERSONAL SERVICES		<u><u>217,817</u></u> *		<u><u>220,089</u></u>		<u><u>91,225</u></u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - Temporary Salaries provide for a full-time Warehouse Manager/Voting System Hardware Administrator. Seasonal temporaries are budgeted in Election Expense (index #482000) in FY 16

ELECTIONS 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 personnel to support these efforts.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	0	390,000	390,000
20 CONTRACTUAL SERVICES	503,573	232,928	637,950	362,950	362,950
30 SUPPLIES AND MATERIALS	81,090	89,042	98,250	388,830	388,830
40 BUSINESS AND TRAVEL	2,399	1,453	6,800	6,800	6,800
80 INTER-GOVERNMENTAL/INTERFUND	3,188	2,181	3,000	5,000	5,000
GRAND TOTAL	590,250	325,604	746,000	1,153,580	1,153,580

FUNDING SOURCE:

11 GENERAL					
	590,250	325,604	746,000	1,153,580	1,153,580

ELECTIONS Election Expense Index #482000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
0	390,000	390,000	<u>PERSONAL SERVICES</u> increase \$390,000 Increase is the result of reallocation of seasonal funding previously budgeted in Contractual Services or in Board of Elections (index #481000) and adjustments to FICA
637,950	362,950	(275,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$275,000) Decrease is the net result of reallocation of funding for Election Officials to Temporary funding, offset by increases in Other Rents & Utilities and Management Services based on estimates from the State Board of Elections for FY 16
98,250	388,830	290,580	<u>SUPPLIES & MATERIALS</u> increase \$290,580 Increase is the result of reallocation of Computer Software funding from Board of Elections (index #481000) and increases in Commercial Printing and General Office Mailing as a result of the New Voting System (NVS) and voter registration
3,000	5,000	2,000	<u>INTERGOVERNMENTAL</u> increase \$2,000 Increase in Fleet Daily Carpool Rentals based on actual expense history

DIVISION STAFF SUMMARY
ELECTION EXPENSE
Index #482000

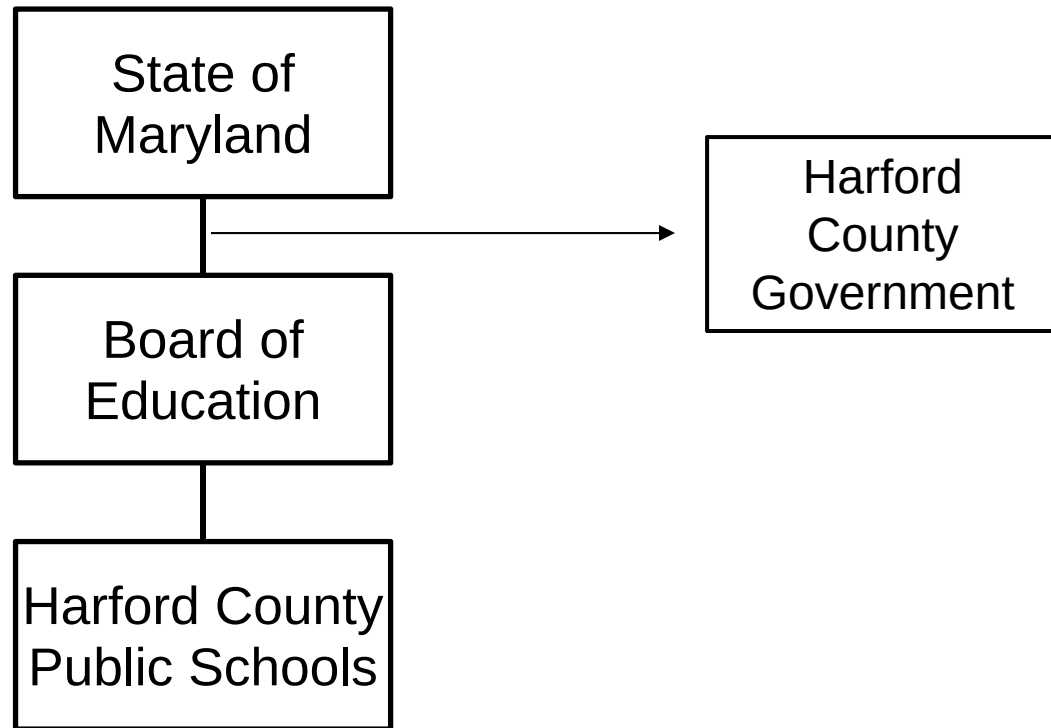
POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>0</u>		<u>0</u>		<u>362,300 A</u>
SALARY TOTAL		<u><u>0</u></u>		<u><u>0</u></u>		<u><u>362,300</u></u>
OTHER PERSONAL SERVICES						
FICA		<u>0</u>		<u>0</u>		<u>27,700</u>
TOTAL OTHER PERSONAL SERVICES		<u>0</u>		<u>0</u>		<u>27,700</u>
TOTAL PERSONAL SERVICES		<u><u>0 *</u></u>		<u><u>0</u></u>		<u><u>390,000</u></u>

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Temporary Salaries are for seasonal election temporaries previously budgeted in Board of Elections (index #481000) and in Contractual Services - Election Officials to reflect proper disbursement of payments for these services

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

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	Alternative Education Program
54	<i>Total number of schools</i>

VISION

Harford County is a community of learners where educating everyone takes everyone. We empower all students to contribute to a diverse, democratic, and change-oriented society. Our public schools, parents, public officials, businesses, community organizations, and citizens actively commit to educate all students to become caring, respectful, and responsible citizens.

MISSION STATEMENT

THE MISSION OF HARFORD COUNTY PUBLIC SCHOOLS IS TO FOSTER A QUALITY EDUCATIONAL SYSTEM THAT CHALLENGES STUDENTS TO DEVELOP KNOWLEDGE AND SKILLS, AND INSPIRE THEM TO BECOME LIFE LONG LEARNERS AND GOOD CITIZENS.

GOALS

Every student feels comfortable going to school
Every student achieves personal and academic growth
Every student benefits from accountable adults
Every student connects with great employees
Every student graduates ready to succeed

HARFORD COUNTY BOARD OF EDUCATION

FY 16 BOARD OF EDUCATION OPERATING FUNDING:

	FY 15 APPROVED BUDGET	FY 16 APPROVED BUDGET	\$ CHANGE
County	223,667,302	228,208,971	4,541,669
State - Unrestricted	194,044,183	194,335,044	290,861
Federal - Unrestricted	390,000	390,000	0
Other - Unrestricted	3,335,928	3,529,035	193,107
	<u>421,437,413</u>	<u>426,463,050</u>	<u>5,025,637</u>
 Fund Balance	 <u>5,533,875</u>	 <u>4,750,000</u>	 <u>(783,875)</u>
 Total Unrestricted Funds	 426,971,288	 431,213,050	 4,241,762
 State - Restricted	 10,638,533	 12,341,093	 1,702,560
Federal - Restricted	18,584,751	19,386,206	801,455
Other - Restricted	188,168	239,562	51,394
	<u>29,411,452</u>	<u>31,966,861</u>	<u>2,555,409</u>
 Total Restricted Funds	 29,411,452	 31,966,861	 2,555,409
 Total Funding	 <u>456,382,740</u>	 <u>463,179,911</u>	 <u>6,797,171</u>

COUNTY FUNDING

FY 15	FY 16	CHANGE
223,667,302	228,208,971	4,541,669

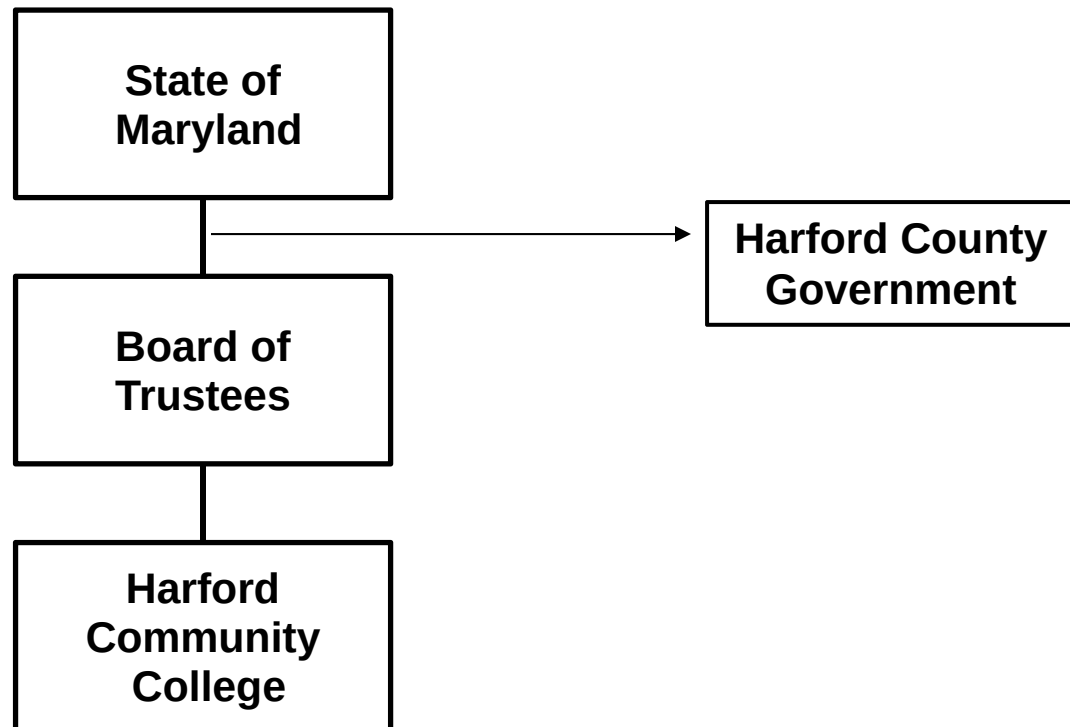
The FY 16 Maintenance of Effort level decreased as a result of lower enrollment. The required Maintenance of Effort level, less the State mandated contribution for teachers pensions, is \$214,343,588. Harford County funded \$5,062,039 over maintenance of effort. Pursuant to SB 1301-2012, additional funds are provided for the State mandated contribution to teacher pensions in the amount of \$1,327,669. Total State mandated County contribution to teachers' pensions is \$8,803,344.

HARFORD COUNTY BOARD OF EDUCATION

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
	<u>SUMMARY BY CHARACTER</u>					
70	MISCELLANEOUS	<u>219,821,368</u>	<u>221,300,729</u>	<u>223,667,302</u>	<u>228,208,971</u>	<u>228,208,971</u>
	GRAND TOTAL	<u><u>219,821,368</u></u>	<u><u>221,300,729</u></u>	<u><u>223,667,302</u></u>	<u><u>228,208,971</u></u>	<u><u>228,208,971</u></u>
	<u>SUMMARY BY FUND</u>					
11	GENERAL	<u>219,821,368</u>	<u>221,300,729</u>	<u>223,667,302</u>	<u>228,208,971</u>	<u>228,208,971</u>
	GRAND TOTAL	<u><u>219,821,368</u></u>	<u><u>221,300,729</u></u>	<u><u>223,667,302</u></u>	<u><u>228,208,971</u></u>	<u><u>228,208,971</u></u>
	<u>SUMMARY BY DIVISION</u>					
541000	PUBLIC SCHOOLS	<u>219,821,368</u>	<u>221,300,729</u>	<u>223,667,302</u>	<u>228,208,971</u>	<u>228,208,971</u>
	GRAND TOTAL	<u><u>219,821,368</u></u>	<u><u>221,300,729</u></u>	<u><u>223,667,302</u></u>	<u><u>228,208,971</u></u>	<u><u>228,208,971</u></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 of 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 2015 - FY 2016 GOALS AND 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.

To address the four-fold elements of the comprehensive community college

To address the recommendations of Middle States Accreditation

To expect the campus community to share the accountability for excellence in learning in all areas of instruction and services

To comply fully with Maryland Higher Education Commission (MHEC) regulations

HARFORD COMMUNITY COLLEGE

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
	<u>SUMMARY BY CHARACTER</u>					
70	MISCELLANEOUS	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>15,261,612</u>	<u>15,261,612</u>
	GRAND TOTAL	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>15,261,612</u>	<u>15,261,612</u>
	<u>SUMMARY BY FUND</u>					
11	GENERAL	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>15,261,612</u>	<u>15,261,612</u>
	GRAND TOTAL	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>15,261,612</u>	<u>15,261,612</u>
	<u>SUMMARY BY DIVISION</u>					
561000	HARFORD COMMUNITY COLLEGE	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>15,261,612</u>	<u>15,261,612</u>
	GRAND TOTAL	<u>14,961,612</u>	<u>14,961,612</u>	<u>14,961,612</u>	<u>15,261,612</u>	<u>15,261,612</u>

FINANCIAL NOTES:

FY 15	FY 16	CHANGE
14,961,612	15,261,612	300,000

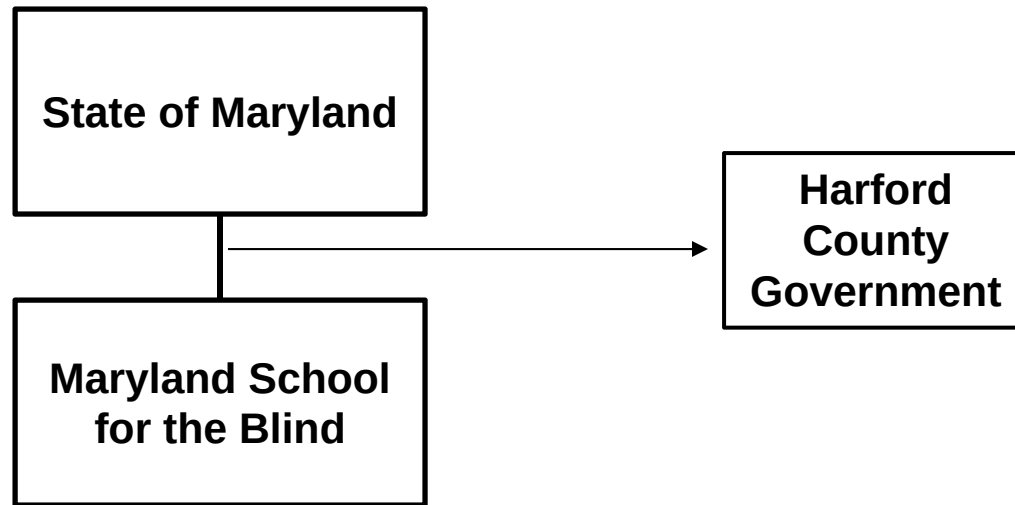
MISCELLANEOUS increase \$300,000

Increase is the result of an increase in funding for Instruction to restore funding levels after reductions in past fiscal years



Harford Community College Library

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 and 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 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 STATEMENT

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
	<u>SUMMARY BY CHARACTER</u>					
70	MISCELLANEOUS	53,288	58,546	80,000	80,000	80,000
	GRAND TOTAL	<u>53,288</u>	<u>58,546</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
	<u>SUMMARY BY FUND</u>					
11	GENERAL	53,288	58,546	80,000	80,000	80,000
	GRAND TOTAL	<u>53,288</u>	<u>58,546</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
	<u>SUMMARY BY DIVISION</u>					
571000	MARYLAND SCHOOL FOR THE BLIND	53,288	58,546	80,000	80,000	80,000
		<u>53,288</u>	<u>58,546</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>

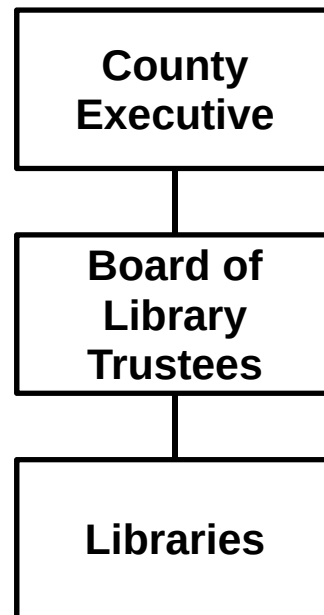
FINANCIAL NOTES:

FY 15	FY 16	CHANGE
80,000	80,000	

- 0 The Educational Article of the Annotated Code of Maryland, Section 8-310 had required each Maryland county to pay the Maryland School for the Blind \$200 a year for each blind child who is sent to the school from that County. Effective July 1, 2004, an amendment now requires each county to pay an amount, for each child sent to the school, equal to the local share of the basic cost of educating a student in that county. The basic local share of the cost to educate a child in Harford County will change from year to year. Harford County will be billed twice a year by the School for half of the tuition each time.

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

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 2015 - FY 2016 GOALS AND OBJECTIVES

TO HAVE A CULTURE WHERE INNOVATION IS THE NORM

Decrease cultural barriers to innovation

Increase the number of innovative internal methods and practices

Increase the number of innovation customer-focused programs and services

TO PROVIDE CUSTOMIZED SERVICES TO TARGETED AUDIENCES IN THE COMMUNITY

Increase support to school-aged children and teens

Improve library service to populations new to Harford County

Enhance the services we provide to our online community

Increase library access and resources for commuters

LIBRARIES

FY 2015 - FY 2016 GOALS AND OBJECTIVES (cont'd)

TO USE ADVOCACY, PARTNERSHIPS, AND FUNDRAISING INITIATIVES TO INCREASE RESOURCES IN SUPPORT OF INNOVATIVE STRATEGIES

Increase key decision makers' level of understanding about Library initiatives and issues

Increase contributions to the Library from business partners within the community

Improve cooperation between the Library and HCPL Foundation to support fundraising efforts

Improve collaboration among HCPL Foundation, Friends groups, and the Library to support Friends efforts

Increase funding to support strategic objectives

TO MEET CUSTOMER TECHNOLOGY NEEDS BY PROVIDING THE LATEST TECHNOLOGY AND TRAINING

Increase understanding of library customers' technology needs

Increase the library's knowledge and use of innovative technologies

Increase the organization's effectiveness in training staff in new and existing technologies

Increase customer usage of new and existing technologies

TO HELP THE COMMUNITY UNDERSTAND AND VALUE THE INNOVATIVE SERVICES PROVIDED BY HCPL

Increase in-house understanding of Marketing's role as an integral part of library service delivery

Increase advertising, publicity, and promotional efforts for library main events and improve library positioning in the community

Improve the quality of HCPL marketing materials

Increase funding for marketing

LIBRARIES

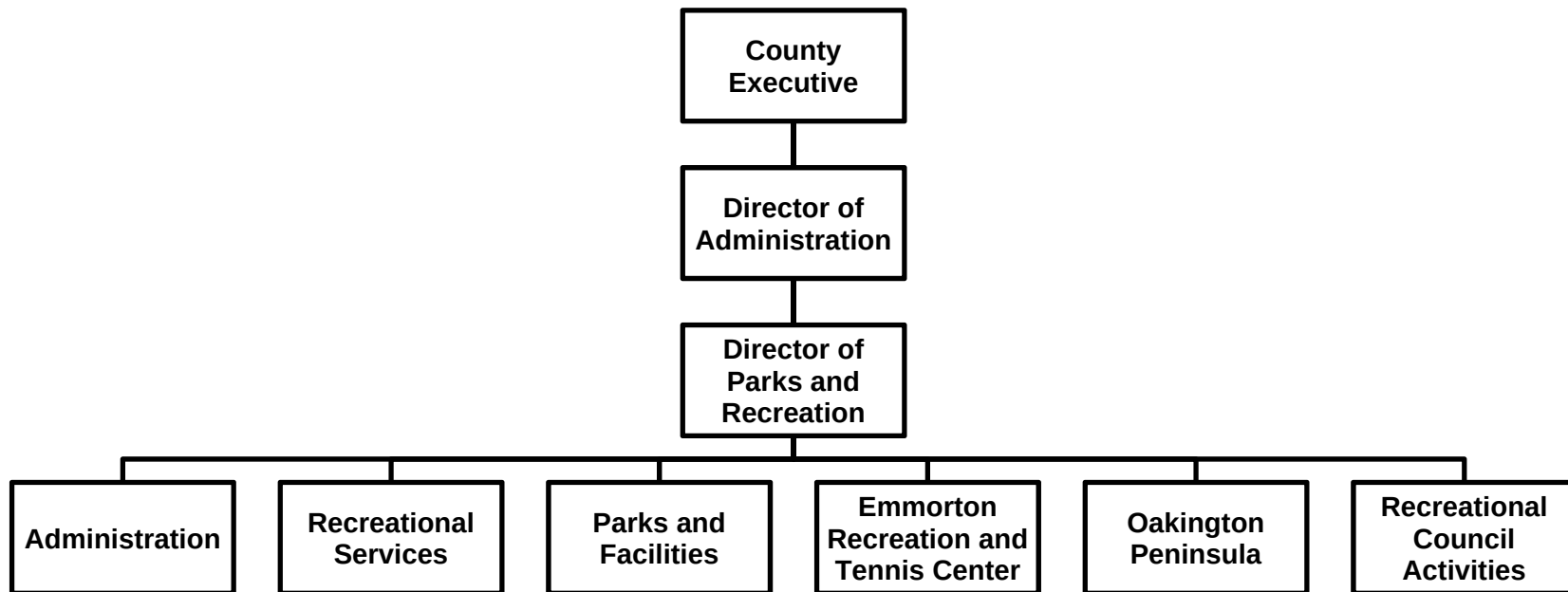
ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER</u>						
20	CONTRACTUAL SERVICES	22,477	21,121	0	0	0
70	MISCELLANEOUS	16,032,189	16,137,189	16,137,189	16,279,546	16,279,546
	GRAND TOTAL	16,054,666	16,158,310	16,137,189	16,279,546	16,279,546
<u>SUMMARY BY FUND</u>						
11	GENERAL	16,054,666	16,158,310	16,137,189	16,279,546	16,279,546
	GRAND TOTAL	16,054,666	16,158,310	16,137,189	16,279,546	16,279,546
<u>SUMMARY BY DIVISION</u>						
581000	COUNTY LIBRARIES	16,054,666	16,158,310	16,137,189	16,279,546	16,279,546
	GRAND TOTAL	16,054,666	16,158,310	16,137,189	16,279,546	16,279,546

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	
16,137,189	16,279,546	142,357	Increase is the result of FY 16 Merit Salary increase

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 and 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 and grounds, 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 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 governments. In order to comply with GASB Statement No. 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 2015 - FY 2016 GOALS

TO PROVIDE FOR BURGEONING RECREATION NEEDS WITHIN THE DEVELOPMENT ENVELOPE AS WELL AS COUNTY-WIDE

TO BE RECEPTIVE TO THE INDIVIDUAL AND COLLECTIVE RECREATIONAL LEISURE NEEDS OF COMMUNITIES BY CREATING A VARIETY OF LEISURE PROGRAMS

TO PERFORM TIMELY AND COST EFFECTIVE MAINTENANCE OF PARK FACILITIES AND GROUNDS AND BUILDINGS TO MEET THE NEEDS OF OUR PARK USERS AND RECREATION COUNCIL PROGRAMS

TO OPERATE A MULTIFUNCTIONAL RECREATION AND LEISURE FACILITY

TO IMPLEMENT A MANAGEMENT AND OPERATIONS PLAN FOR OAKINGTON PENINSULA WHICH SUPPORTS AND ENHANCES THE FACILITY

PARKS AND RECREATION

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	8,077,534	8,321,185	8,046,446	7,333,906	7,333,906
20 CONTRACTUAL SERVICES	1,504,046	1,660,637	1,692,256	1,453,285	1,453,285
30 SUPPLIES AND MATERIALS	413,763	441,238	419,585	461,245	461,245
40 BUSINESS AND TRAVEL	373,755	361,679	372,740	395,731	395,731
50 CAPITAL OUTLAY	192,490	92,381	73,000	3,000	3,000
70 MISCELLANEOUS	288,547	108,616	138,266	143,798	143,798
GRAND TOTAL	10,850,135	10,985,736	10,742,293	9,790,965	9,790,965

SUMMARY BY FUND:

11 GENERAL	10,007,002	10,189,978	9,783,470	8,916,552	8,916,552
26 PARKS AND RECREATION	843,133	795,758	958,823	874,413	874,413
GRAND TOTAL	10,850,135	10,985,736	10,742,293	9,790,965	9,790,965

SUMMARY BY DIVISION:

GENERAL FUND:

591000	ADMINISTRATION	919,599	840,097	928,417	684,613	684,613
593000	RECREATIONAL SERVICES	2,862,924	2,843,156	2,434,699	2,550,015	2,550,015
595000	PARKS & FACILITIES	6,224,479	6,506,725	6,420,354	5,681,924	5,681,924

PARKS AND RECREATION FUND:

593002	EMMORTON REC & TENNIS CTR	328,218	294,651	386,996	296,556	296,556
593003	OAKINGTON PENINSULA	326,387	340,713	368,305	384,870	384,870
593004	RECREATIONAL COUNCIL ACTIVITIES	188,528	160,394	203,522	192,987	192,987
GRAND TOTAL		10,850,135	10,985,736	10,742,293	9,790,965	9,790,965

SUMMARY OF GRANT BUDGETS

44,038

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Administrative Assistant I	0.00	0	2.00	80,303	2.00	78,024
Administrative Assistant II	14.00	734,077	13.00	681,230	13.00	671,921
Administrative Secretary II	1.00	64,654	1.00	64,654	1.00	50,296
Administrative Specialist II	1.00	63,793	1.00	63,793	0.00	0
Building Caretaker	0.00	0	0.00	0	17.00	586,718
Chief of Parks and Recreation	1.00	99,922	1.00	99,922	1.00	81,000
Civil Engineer III	1.00	89,614	2.00	181,919	1.00	93,305
Crew Chief	3.00	156,494	3.00	110,838	1.00	59,965
Crew Leader I	6.00	240,862	6.00	241,420	5.00	211,996
Crew Leader II	2.00	87,777	2.00	87,777	3.00	128,077
Custodial Worker II	13.00	464,861	13.00	464,861	0.00	0
Deputy Director, Parks and Recreation	0.00	0	1.00	81,000	1.00	81,000
Director, Parks and Recreation	1.00	119,600	1.00	119,600	1.00	105,000
Engineering Associate V	1.00	69,763	1.00	69,763	1.00	70,763
Equipment Repair Specialist	3.00	167,783	3.00	167,783	3.00	170,783
Maintenance Mechanic I	1.00	37,089	1.00	37,089	0.00	0
Maintenance Mechanic II	4.00	220,113	4.00	220,113	0.00	0
Maintenance Supervisor	2.00	143,514	2.00	143,514	1.00	62,235
Maintenance Worker I	12.00	406,939	9.00	272,476	11.00	376,379
Maintenance Worker II	7.00	233,003	10.00	350,609	10.00	375,297
Management Assistant I	0.00	0	0.00	0	1.00	68,000
Management Assistant II	1.00	62,754	1.00	62,754	0.00	0
Park Building Maintenance Worker	5.00	185,319	5.00	194,785	0.00	0
Planner II	0.00	0	0.00	0	1.00	54,274
Planner III	1.00	64,302	0.00	0	0.00	0
Recreation Specialist I	0.00	0	0.00	0	1.00	56,000
Recreation Specialist II	1.00	39,900	0.00	0	0.00	0
Recreation Specialist III	1.00	47,400	2.00	94,800	2.00	96,800
Recreation Specialist IV	1.00	52,800	1.00	52,800	1.00	56,440
Recreation Specialist V	15.50	1,061,790	14.50	1,004,090	12.50	798,669

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Superintendent/Parks & Facilities	0.00	0	0.00	0	1.00	58,700
Superintendent/Parks & Recreation	0.00	0	0.00	0	1.00	66,891
Utility Worker II	1.00	48,360	1.00	48,360	1.00	49,360
FULL-TIME SALARIES	99.50	4,962,483	100.50	4,996,253	93.50	4,507,893
SALARY OFFSET		(30,004)		(60,998)		(30,004)
TOTAL FULL-TIME SALARIES	99.50	4,932,479	100.50	4,935,255	93.50	4,477,889
PART-TIME SALARIES						
Custodial Worker II	2.00	57,447	2.00	57,447	0.00	0
TOTAL PART-TIME SALARIES	2.00	57,447	2.00	57,447	0.00	0
TEMPORARY SALARIES		235,477		220,610		231,851
SALARY TOTAL P & R - GENERAL FUND	101.50	5,225,403	102.50	5,213,312	93.50	4,709,740

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - SPECIAL REVENUE FUND</u>						
Administrative Specialist II	1.00	60,668	1.00	60,668	1.00	74,401
Building Caretaker	0.00	0	0.00	0	1.00	40,471
Custodial Worker II	1.00	39,471	1.00	39,471	0.00	0
Recreation Specialist V	0.50	47,582	0.50	47,582	0.50	31,494
TOTAL FULL-TIME SALARIES	2.50	147,721	2.50	147,721	2.50	146,366
TEMPORARY SALARIES		177,840		137,000		138,997
SUB-TOTAL P & R SPECIAL REVENUE	2.50	325,561	2.50	284,721	2.50	285,363
OTHER PERSONAL SERVICES						
Pension & Retirement		531,110		531,154		478,374
Workers' Compensation		150,347		146,779		38,760
Health Benefits		1,197,848		1,237,897		1,182,931
PEHP		93,556		119,796		153,680
Overtime & Shift Differential		59,803		71,676		80,676
FICA		428,857		425,921		390,592
Miscellaneous		14,910		15,190		13,790
TOTAL OTHER PERSONAL SERVICES		2,476,431		2,548,413		2,338,803

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - DEPARTMENT TOTALS</u>						
TOTAL FULL-TIME SALARIES	102.00	5,110,204	103.00	5,143,974	96.00	4,654,259
TOTAL SALARY OFFSET		(30,004)		(60,998)		(30,004)
TOTAL PART-TIME SALARIES	2.00	57,447	2.00	57,447	0.00	0
TEMPORARY SALARIES		413,317		357,610		370,848
TOTAL OTHER PERSONAL SERVICES		2,476,431		2,548,413		2,338,803
PARKS AND RECREATION SALARY TOTALS	<u>104.00</u>	<u>8,027,395 *</u>	<u>105.00</u>	<u>8,046,446</u>	<u>96.00</u>	<u>7,333,906</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited Amounts

PARKS AND RECREATION

GENERAL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	7,659,912	7,918,330	7,647,751	6,934,353	6,934,353
20 CONTRACTUAL SERVICES	1,148,029	1,337,421	1,331,086	1,105,115	1,105,115
30 SUPPLIES & MATERIALS	367,578	388,960	357,120	405,080	405,080
40 BUSINESS AND TRAVEL	372,604	357,438	368,575	391,566	391,566
50 CAPITAL OUTLAY	170,332	82,355	0	0	0
70 MISCELLANEOUS	288,547	105,474	78,938	80,438	80,438
GRAND TOTAL	10,007,002	10,189,978	9,783,470	8,916,552	8,916,552

SUMMARY BY FUND:

11 GENERAL	10,007,002	10,189,978	9,783,470	8,916,552	8,916,552
GRAND TOTAL	10,007,002	10,189,978	9,783,470	8,916,552	8,916,552

SUMMARY BY DIVISION:

591000	ADMINISTRATION	919,599	840,097	928,417	684,613	684,613
593000	RECREATIONAL SERVICES	2,862,924	2,843,156	2,434,699	2,550,015	2,550,015
595000	PARKS & FACILITIES	6,224,479	6,506,725	6,420,354	5,681,924	5,681,924
GRAND TOTAL		10,007,002	10,189,978	9,783,470	8,916,552	8,916,552

SUMMARY OF GRANT BUDGETS

44,038

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Administrative Assistant I	0.00	0	2.00	80,303	2.00	78,024
Administrative Assistant II	14.00	734,077	13.00	681,230	13.00	671,921
Administrative Secretary II	1.00	64,654	1.00	64,654	1.00	50,296
Administrative Specialist II	1.00	63,793	1.00	63,793	0.00	0
Building Caretaker	0.00	0	0.00	0	17.00	586,718
Chief of Parks and Recreation	1.00	99,922	1.00	99,922	1.00	81,000
Civil Engineer III	1.00	89,614	2.00	181,919	1.00	93,305
Crew Chief	3.00	156,494	3.00	110,838	1.00	59,965
Crew Leader I	6.00	240,862	6.00	241,420	5.00	211,996
Crew Leader II	2.00	87,777	2.00	87,777	3.00	128,077
Custodial Worker II	13.00	464,861	13.00	464,861	0.00	0
Deputy Director, Parks and Recreation	0.00	0	1.00	81,000	1.00	81,000
Director, Parks and Recreation	1.00	119,600	1.00	119,600	1.00	105,000
Engineering Associate V	1.00	69,763	1.00	69,763	1.00	70,763
Equipment Repair Specialist	3.00	167,783	3.00	167,783	3.00	170,783
Maintenance Mechanic I	1.00	37,089	1.00	37,089	0.00	0
Maintenance Mechanic II	4.00	220,113	4.00	220,113	0.00	0
Maintenance Supervisor	2.00	143,514	2.00	143,514	1.00	62,235
Maintenance Worker I	12.00	406,939	9.00	272,476	11.00	376,379
Maintenance Worker II	7.00	233,003	10.00	350,609	10.00	375,297
Management Assistant I	0.00	0	0.00	0	1.00	68,000
Management Assistant II	1.00	62,754	1.00	62,754	0.00	0
Park Building Maintenance Worker	5.00	185,319	5.00	194,785	0.00	0
Planner II	0.00	0	0.00	0	1.00	54,274
Planner III	1.00	64,302	0.00	0	0.00	0
Recreation Specialist I	0.00	0	0.00	0	1.00	56,000
Recreation Specialist II	1.00	39,900	0.00	0	0.00	0
Recreation Specialist III	1.00	47,400	2.00	94,800	2.00	96,800
Recreation Specialist IV	1.00	52,800	1.00	52,800	1.00	56,440
Recreation Specialist V	15.50	1,061,790	14.50	1,004,090	12.50	798,669

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - GENERAL FUND</u>						
Superintendent/Parks & Facilities	0.00	0	0.00	0	1.00	58,700
Superintendent/Parks & Recreation	0.00	0	0.00	0	1.00	66,891
Utility Worker II	1.00	48,360	1.00	48,360	1.00	49,360
FULL-TIME SALARIES	99.50	4,962,483	100.50	4,996,253	93.50	4,507,893
SALARY OFFSET		(30,004)		(60,998)		(30,004)
TOTAL FULL-TIME SALARIES	99.50	4,932,479	100.50	4,935,255	93.50	4,477,889
PART-TIME SALARIES						
Custodial Worker II	2.00	57,447	2.00	57,447	0.00	0
TOTAL PART-TIME SALARIES	2.00	57,447	2.00	57,447	0.00	0
TEMPORARY SALARIES		235,477		220,610		231,851
SALARY TOTAL P & R - GENERAL FUND	101.50	5,225,403	102.50	5,213,312	93.50	4,709,740
OTHER PERSONAL SERVICES						
Pension & Retirement		505,838		507,877		454,304
Workers' Compensation		145,828		142,260		37,868
Health Benefits		1,149,869		1,191,341		1,132,384
PEHP		88,992		115,364		149,160
Overtime & Shift Differential		49,304		59,676		69,676
FICA		403,148		403,221		367,921
Miscellaneous		14,420		14,700		13,300
TOTAL OTHER PERSONAL SERVICES		2,357,399		2,434,439		2,224,613
TOTAL PERSONAL SERVICES	101.50	7,582,802 *	102.50	7,647,751	93.50	6,934,353

*FY 14 Salaries and Other Personal Services are Enacted not Audited Amounts

PARKS AND RECREATION
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 2015 - FY 2016 GOAL:

TO PROVIDE FOR BURGEONING RECREATION NEEDS WITHIN THE DEVELOPMENT ENVELOPE AS WELL AS COUNTY-WIDE

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	793,432	796,940	908,967	663,878	663,878
20 CONTRACTUAL SERVICES	9,545	11,234	13,335	13,335	13,335
30 SUPPLIES AND MATERIALS	1,910	2,178	2,240	2,400	2,400
40 BUSINESS AND TRAVEL	4,485	4,745	3,875	5,000	5,000
50 CAPITAL OUTLAY	160	0	0	0	0
70 MISCELLANEOUS	110,067	25,000	0	0	0
GRAND TOTAL	919,599	840,097	928,417	684,613	684,613

FUNDING SOURCE:

11 GENERAL					
	919,599	840,097	928,417	684,613	684,613

PARKS AND RECREATION Administration Index #591000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
908,967	663,878	(245,089)	<u>PERSONAL SERVICES</u> decrease (\$245,089) Decrease is the net result of one (1) position transferred to Parks and Facilities and one (1) position abolished due to retirement; additional adjustments made due to staff turnover, health benefits, pension, and funding appropriated for the FY 16 Merit salary increase.
3,875	5,000	1,125	<u>BUSINESS & TRAVEL</u> increase \$1,125 Funding for mileage reimbursement , lodging and membership fees and dues increased based on actual expense history/

DIVISION STAFF SUMMARY
Parks and Recreation Administration
Index #591000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	41,600	2.00	78,024 A
Administrative Assistant II	3.00	156,974	3.00	156,974	2.00	108,016 B
Administrative Secretary II	1.00	64,654	1.00	64,654	1.00	50,296
Administrative Specialist II	1.00	63,793	1.00	63,793	0.00	0
Civil Engineer III	1.00	89,614	1.00	89,614	0.00	0 C
Deputy Director, Parks and Recreation	0.00	0	1.00	81,000	1.00	81,000
Director, Parks and Recreation	1.00	119,600	1.00	119,600	1.00	105,000
Management Assistant II	1.00	62,754	1.00	62,754	0.00	0
Superintendent/Parks & Recreation	0.00	0	0.00	0	1.00	66,891 D
SALARY TOTAL	8.00	557,389	10.00	679,989	8.00	489,227
OTHER PERSONAL SERVICES						
Pension		55,739		67,999		48,923
Workers' Compensation		5,752		8,763		2,346
Health Benefits		70,789		94,394		71,276
PEHP		4,564		4,564		13,560
FICA		42,274		51,858		37,426
Miscellaneous		1,120		1,400		1,120
TOTAL OTHER PERSONAL SERVICES		180,238		228,978		174,651
TOTAL PERSONAL SERVICES	8.00	737,627 *	10.00	908,967	8.00	663,878

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Administrative Specialist II position filled as a Administrative Assistant I - #0903

B - One (1) Administrative Assistant II position transferred to Parks & Facilities 595000 - #2545

C - One (1) Civil Engineer III position abolished due to retirement - #2403

D - One (1) Management Assistant II position reclassified to Superintendent, Parks & Facilities - #2546

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

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated for land acquisition (purchased or leased)	\$5,200,000	\$1,385,000	\$1,967,120	\$100,000	\$1,950,000
Number of staff	2	3	4	4	4
<u>Output:</u>					
Number of open space acquisitions for future regional facilities	0	0	1	1	1
Number of acres of future regional facilities	0	0	51	30	30
<u>Efficiency:</u>					
Cost of sites for future regional facilities	\$0	\$89,708	\$719,000	\$201,845	\$72,000
<u>Service Quality:</u>					
Degree to which acquired land addresses expressed needs	*	*	High	High	High
<u>Outcome:</u>					
Number of sites suitable for regional facilities	0	2	2	2	0

Explanation and Analysis of Performance Measures

Lack of sufficient open space within the development envelope has made it necessary to seek alternatives beyond the envelope in order to design and construct multi-purpose facilities which will address community and county leisure needs more efficiently. FY 2013, FY 2014 and early FY 2015 includes the 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.

PARKS AND RECREATION
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 price.

FY 2015 - FY 2016 GOAL:

TO BE RECEPTIVE TO THE INDIVIDUAL AND COLLECTIVE LEISURE NEEDS OF OUR COMMUNITIES BY CREATING A VARIETY OF LEISURE PROGRAMS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	2,569,367	2,645,756	2,244,881	2,341,697	2,341,697
20 CONTRACTUAL SERVICES	89,255	80,562	85,300	90,300	90,300
30 SUPPLIES AND MATERIALS	17,607	27,412	20,880	27,880	27,880
40 BUSINESS AND TRAVEL	13,284	11,512	14,700	19,700	19,700
50 CAPITAL OUTLAY	907	7,991	0	0	0
70 MISCELLANEOUS	172,504	69,923	68,938	70,438	70,438
GRAND TOTAL	<u>2,862,924</u>	<u>2,843,156</u>	<u>2,434,699</u>	<u>2,550,015</u>	<u>2,550,015</u>

FUNDING SOURCE:

11 GENERAL	<u>2,862,924</u>	<u>2,843,156</u>	<u>2,434,699</u>	<u>2,550,015</u>	<u>2,550,015</u>

PARKS AND RECREATION
Recreational Services
Index #593000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
2,244,881	2,341,697	96,816	<u>PERSONAL SERVICES</u> increase \$96,816 Increase is the net result of two (2) positions created, temporary salaries increased for Park Naturalists; and funding adjustments for health benefits, pension, Post Employment Health Plan (PEHP) and the FY 16 Salary merit increase.
85,300	90,300	5,000	<u>CONTRACTUAL SERVICES</u> increase \$5,000 Increase is the net result of additional cost for ten upgraded copier leases.
20,880	27,880	7,000	<u>MATERIALS & SUPPLIES</u> increase \$7,000 Funding increased to provide replacement fitness room equipment; and duplicating machine supplies increased based on actual expense history.
14,700	19,700	5,000	<u>BUSINESS & TRAVEL</u> increase \$5,000 Increase is the net result of funding for Recreation Specialist training and certification courses in the National Alliance for Youth Sports (NAY) Program.
68,938	70,438	1,500	<u>MISCELLANEOUS</u> increase \$1,500 Grants and Contributions funding provides for Therapeutic Recreation Programming @ \$23,400 and \$3,000 to assist disadvantaged children with cost of recreation fees.

DIVISION STAFF SUMMARY
Recreational Services
Index #593000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	0.00	0	1.00	38,703	0.00	0
Administrative Assistant II	9.00	486,994	8.00	434,147	9.00	472,155 A
Chief of Parks and Recreation	1.00	99,922	1.00	99,922	1.00	81,000
Management Assistant I	0.00	0	0.00	0	1.00	68,000 B
Planner II	0.00	0	0.00	0	1.00	54,274 C
Recreation Specialist I	0.00	0	0.00	0	1.00	56,000 D
Recreation Specialist II	1.00	39,900	0.00	0	0.00	0
Recreation Specialist III	1.00	47,400	2.00	94,800	2.00	96,800
Recreation Specialist IV	1.00	52,800	1.00	52,800	1.00	56,440
Recreation Specialist V	15.50	1,061,790	12.50	875,304	11.50	730,871 E
FULL-TIME SALARIES	28.50	1,788,806	25.50	1,595,676	27.50	1,615,540
SALARY OFFSET		(30,004)		(30,004)		(30,004) F
TOTAL FULL-TIME SALARIES	28.50	1,758,802	25.50	1,565,672	27.50	1,585,536
TEMPORARY SALARIES		70,060		55,060		66,701
SALARY TOTAL	28.50	1,828,862	25.50	1,620,732	27.50	1,652,237

DIVISION STAFF SUMMARY
Recreational Services
Index #593000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		PROPOSED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
OTHER PERSONAL SERVICES						
Pension		176,817		156,303		160,203
Workers' Compensation		46,905		41,509		8,753
Health Benefits		360,917		272,260		338,312
PEHP		15,973		26,592		49,720
FICA		139,908		123,985		128,692
Miscellaneous		3,920		3,500		3,780
TOTAL OTHER PERSONAL SERVICES		744,440		624,149		689,460
TOTAL PERSONAL SERVICES	28.50	2,573,302 *	25.50	2,244,881	27.50	2,341,697

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) Administrative Assistant I position reclassified to Administrative Assistant II - #1307

B - One (1) Management Assistant I position created - #0627

C - One (1) vacant Recreational Specialist V position filled as a Planner II position - #0621

D - One (1) Recreation Specialist I position created - #3790

E - 50% of one (1) Recreational Specialist V position is charged to Parks & Recreation Special Revenue - Oakington Peninsula 593003 - #1987

F - A Recreational Specialist V salary is partially offset by Anita C. Leight Estuary Center grant funding - #2512

DEPARTMENT OF PARKS AND RECREATION - RECREATIONAL SERVICES OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To be receptive to the individual and collective recreational needs of communities by creating a variety of leisure programs.

Department Objective

To increase participation in the various programs offered through the Department of Parks and Recreation and its affiliated Recreation Councils

County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated for recreation	\$2,689,887	\$2,862,924	\$2,843,156	\$2,434,699	\$2,550,015
Number of recreation staff	27.5	27.5	28.5	27.5	27.5
<u>Output:</u>					
Number of participants registered for council programs	69,085	73,060	67,715	70,388	71,000
Number of participants registered for therapeutic programs	5,606	5,945	6,848	6,397	6,500
Number of participants registered for nature programs	18,797	17,254	10,982	14,118	14,500
<u>Efficiency:</u>					
Number of Recreation Council Volunteers	18,412	19,168	32,076	25,622	26,000
Number of Volunteer Hours by Recreation Council	570,060	544,986	603,852	574,419	575,000
<u>Outcome:</u>					
Total dollars raised and spent by Recreation Councils	\$7,835,916	\$8,249,239	\$7,546,478	\$7,906,859	\$7,910,000
Total number of recreation program participants	119,286	123,570	85,545	90,903	92,000

Explanation and Analysis of Performance Measures

In an effort to keep abreast of new and most favored recreation and leisure programs, the department relies heavily on feedback provided by 22 local recreation councils. Each council presents both the ideas and concerns that relate to the demographic of the County's active youth, adult and senior community. Councils include both geographic-based emphasis on sports and community programs, and special purpose emphasis on environmental education and other special purpose programs. Countless hours are devoted to keeping Parks and Recreation attuned to ever changing trends as it effectively addresses growing participating in sport programs, educational and therapeutic interests, and other cultural and nature events.

Output figures for Liriodendron and Equestrian Center have been removed as some of these numbers were not generated through formal registrations.

Major Related Plans and Policies

With the addition of Chesapeake Therapeutic Riding facility. Shucks Road Regional Park, and the new Churchville Recreation Center, demand for

PARKS AND RECREATION Parks and Facilities Index #595000

ORIGIN/PURPOSE:

The Division of Parks and Facilities includes three (3) operating groups - **Capital Planning and Development, Grounds Maintenance, and Landscaping.**

Capital Planning and Development is responsible for park land acquisition and development projects at park sites, school sites, and in the incorporated municipalities. The group 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 other two (2) groups in this division are charged with the continuous task of keeping all park sites safe, usable and appealing. **Grounds Maintenance** services some 91 County owned parks alone and assists in special projects on other municipal parks and public areas. In accordance with a Joint Use Agreement with Harford County Public Schools, this group also maintains bleachers, tennis courts, infields of baseball/softball diamonds, and athletic fields (soccer/lacrosse/football) at schools. It coordinates the collection and removal of recyclable and non-recyclable trash from park facilities and schools, and works with other agencies to remove snow from county roads as well as park sites. **Landscaping** uses the expertise of a Horticulturalist to coordinate and oversee all ground beautification and restoration projects under the department's purview.

FY 2015 - FY 2016 GOAL:

TO PERFORM TIMELY AND COST EFFECTIVE MAINTENANCE OF PARK FACILITIES AND GROUNDS TO MEET THE NEEDS OF OUR PARK USERS AND RECREATION COUNCIL PROGRAMS

PARKS AND RECREATION Parks and Facilities Index #595000

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	4,297,113	4,475,634	4,493,903	3,928,778	3,928,778
20 CONTRACTUAL SERVICES	1,049,229	1,245,625	1,232,451	1,001,480	1,001,480
30 SUPPLIES AND MATERIALS	348,061	359,370	334,000	374,800	374,800
40 BUSINESS AND TRAVEL	354,835	341,181	350,000	366,866	366,866
50 CAPITAL OUTLAY	169,265	74,364	0	0	0
70 MISCELLANEOUS	5,976	10,551	10,000	10,000	10,000
GRAND TOTAL	6,224,479	6,506,725	6,420,354	5,681,924	5,681,924

FUNDING SOURCE:

11 GENERAL					
	6,224,479	6,506,725	6,420,354	5,681,924	5,681,924

PARKS AND RECREATION
Parks and Facilities
Index #595000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
4,493,903	3,928,778	(565,125)	<u>PERSONAL SERVICES</u> decrease (\$565,125) Decrease is the net result of six (6) full time positions transferred out as part of Facilities and Operations/Parks Building Maintenance reorganization; and one (1) position transferred from Parks and Recreation Administration; as well as adjustments for health benefits, workers' compensation, and funding for the FY 16 Merit salary increase.
1,232,451	1,001,480	(230,971)	<u>CONTRACTUAL SERVICES</u> decrease (\$230,971) Decrease is the net result of funding for the lease with Harford County Investors Trust for the use of Carsins Run fields ending; reallocation fo funding to Administration due to the reorganization of Building Maintenance functions; and adjustments to electricity, grounds maintenance and office equipment based on actual expense history.
334,000	374,800	40,800	<u>MATERIALS & SUPPLIES</u> increase \$40,800 Increase funding for several line items based on actual expense history, including other supplies and materials, janitorial supplies, meals, uniform purchases, equipment repair parts, small tools oils and lubricants, fabricated signs, flags, mats, etc.
350,000	366,866	16,866	<u>BUSINESS & TRAVEL</u> increase \$16,866 Increase based on actual expense history for fuel charges and mileage reimbursement.

DIVISION STAFF SUMMARY
Parks and Facilities
Index #595000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	2.00	90,109	2.00	90,109	2.00	91,750 A
Building Caretaker	0.00	0	0.00	0	17.00	586,718 B
Civil Engineer III	0.00	0	1.00	92,305	1.00	93,305
Crew Chief	3.00	156,494	3.00	110,838	1.00	59,965 C
Crew Leader I	6.00	240,862	6.00	241,420	5.00	211,996
Crew Leader II	2.00	87,777	2.00	87,777	3.00	128,077 D
Custodial Worker II	13.00	464,861	13.00	464,861	0.00	0
Engineering Associate V	1.00	69,763	1.00	69,763	1.00	70,763
Equipment Repair Specialist	3.00	167,783	3.00	167,783	3.00	170,783
Maintenance Mechanic I	1.00	37,089	1.00	37,089	0.00	0 E
Maintenance Mechanic II	4.00	220,113	4.00	220,113	0.00	0 F
Maintenance Supervisor	2.00	143,514	2.00	143,514	1.00	62,235 G
Maintenance Worker I	12.00	406,939	9.00	272,476	11.00	376,379 H
Maintenance Worker II	7.00	233,003	10.00	350,609	10.00	375,297 I
Park Building Maintenance Worker	5.00	185,319	5.00	194,785	0.00	0 J
Planner III	1.00	64,302	0.00	0	0.00	0
Recreation Specialist V	0.00	0	2.00	128,786	1.00	67,798 K
Superintendent, Parks & Facilities	0.00	0	0.00	0	1.00	58,700 L
Utility Worker II	1.00	48,360	1.00	48,360	1.00	49,360
FULL-TIME SALARIES	63.00	2,616,288	65.00	2,720,588	58.00	2,403,126
SALARY OFFSET		0		(30,994)		0 M
TOTAL FULL-TIME SALARIES	63.00	2,616,288	65.00	2,689,594	58.00	2,403,126

DIVISION STAFF SUMMARY
Parks and Facilities
Index #595000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
PART-TIME SALARIES						
Custodial Worker II	<u>2.00</u>	<u>57,447</u>	<u>2.00</u>	<u>57,447</u>	<u>0.00</u>	<u>0</u>
TOTAL PART-TIME SALARIES	<u>2.00</u>	<u>57,447</u>	<u>2.00</u>	<u>57,447</u>	<u>0.00</u>	<u>0</u>
TEMPORARY SALARIES						
	<u></u>	<u>165,417</u>	<u></u>	<u>165,550</u>	<u></u>	<u>165,150</u>
SALARY TOTAL	<u>65.00</u>	<u>2,839,152</u>	<u>67.00</u>	<u>2,912,591</u>	<u>58.00</u>	<u>2,568,276</u>
OTHER PERSONAL SERVICES						
Pension		273,282		283,575		245,178
Workers' Compensation		93,171		91,988		26,769
Health Benefits		718,163		824,687		722,796
PEHP		68,455		84,208		85,880
Overtime & Shift Differential		49,304		59,676		69,676
FICA		220,966		227,378		201,803
Miscellaneous		9,380		9,800		8,400
TOTAL OTHER PERSONAL SERVICES		<u>1,432,721</u>		<u>1,581,312</u>		<u>1,360,502</u>
TOTAL PERSONAL SERVICES	<u>65.00</u>	<u>4,271,873 *</u>	<u>67.00</u>	<u>4,493,903</u>	<u>58.00</u>	<u>3,928,778</u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

DIVISION STAFF SUMMARY
Parks and Facilities
Index #595000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES

A - One (1) vacant Administrative Assistant II position abolished - #0678 and one (1) Administrative Assistant II position transferred from Park & Recreation Administration 591000 - #2545

B - Four (.50) Custodial Worker II positions made full-time and thirteen Custodial Worker II positions retitled to Building Caretaker

C - One (1) Crew Chief position abolished due to retirement - #3227

D - One (1) Crew Leader I position reclassified to Crew Leader II - #0677

E - One (1) Maintenance Mechanic I position transferred to Administration - Facilities & Operations 022000 - #3281

F - One (1) Maintenance Mechanic II position abolished due to retirement - #2674 and three (3) transferred to Administration - Facilities & Operations 022000 - #0652, #0671, #3381

G - One (1) Maintenance Supervisor position abolished due to retirement - #0672

H - One (1) vacant Maintenance Worker II filled as a Maintenance Worker I - #3360

I - One Park Building Maintenance Worker position retitled to Maintenance Worker II - #1320
One (1) Maintenance Worker II position transferred from Administration - Facilities & Operations 022000 - #0001

J - Three (3) Park Building Maintenance Worker positions transferred to Administration - Facilities & Operation 022000 - #3288, #2490, 3409

K - One (1) Recreation Specialist V position abolished - #1987

L - One (1) Vacant Crew Chief reclassified to Superintendent/Parks & Facilities - #0665

M - Salary offset for an unfunded Crew Chief restored in FY 16

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:

- o Emmorton Recreation and 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.

- o Oakington Peninsula:
The Oakington Peninsula is comprised of two separate farms, Swan Harbor Farms and Oakington Farm (Eleanor and Millard Tydings Park). Swan Harford was purchased in conjunction with the Maryland Department of Natural Resources and Program Open Space in 1994. In 1998, the 328 acre Oakington Farm was acquired. Both farms generate revenue through the facility rental, farming leases, and fundraising. It also provides park area for passive and recreational activities as well as therapeutic horseback riding enjoyment.
area for passive and recreational activities.

- o Recreational Council Activities:
This account is set up to receive revenues from other recreational activities, registrations, and events. The funds are expended for recreational supplies, tournament trophies, referee officials, etc.

PARKS AND RECREATION - SPECIAL REVENUE FUND

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	417,622	402,855	398,695	399,553	399,553
20 CONTRACTUAL SERVICES	356,017	323,216	361,170	348,170	348,170
30 SUPPLIES & MATERIALS	46,185	52,278	62,465	56,165	56,165
40 BUSINESS AND TRAVEL	1,151	4,241	4,165	4,165	4,165
50 CAPITAL OUTLAY	22,158	10,026	73,000	3,000	3,000
70 MISCELLANEOUS	0	3,142	59,328	63,360	63,360
GRAND TOTAL	843,133	795,758	958,823	874,413	874,413

SUMMARY BY FUND:

26 PARKS AND RECREATION	843,133	795,758	958,823	874,413	874,413
GRAND TOTAL	843,133	795,758	958,823	874,413	874,413

SUMMARY BY DIVISION:

593002	EMMORTON REC & TENNIS CTR	328,218	294,651	386,996	296,556	296,556
593003	OAKINGTON PENINSULA	326,387	340,713	368,305	384,870	384,870
593004	RECREATIONAL COUNCIL ACTIVITIES	188,528	160,394	203,522	192,987	192,987
GRAND TOTAL		843,133	795,758	958,823	874,413	874,413

**DEPARTMENT STAFF SUMMARY
PARKS AND RECREATION**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
<u>PARKS AND RECREATION - SPECIAL REVENUE FUND</u>						
Administrative Specialist II	1.00	60,668	1.00	60,668	1.00	74,401
Building Caretaker	0.00	0	0.00	0	1.00	40,471
Custodial Worker II	1.00	39,471	1.00	39,471	0.00	0
Recreation Specialist V	0.50	47,582	0.50	47,582	0.50	31,494
TOTAL FULL-TIME SALARIES	2.50	147,721	2.50	147,721	2.50	146,366
TEMPORARY SALARIES		177,840		137,000		138,997
SUB-TOTAL P & R SPECIAL REVENUE	2.50	325,561	2.50	284,721	2.50	285,363
OTHER PERSONAL SERVICES						
Pension & Retirement		25,272		23,277		24,070
Workers' Compensation		4,519		4,519		892
Health Benefits		47,979		46,556		50,547
PEHP		4,564		4,432		4,520
Overtime & Shift Differential		10,499		12,000		11,000
FICA		25,709		22,700		22,671
Miscellaneous		490		490		490
TOTAL OTHER PERSONAL SERVICES		119,032		113,974		114,190
TOTAL PERSONAL SERVICES	2.50	444,593 *	2.50	398,695	2.50	399,553

*FY 14 Salaries and Other Personal Services are Enacted not Audited Amounts

PARKS AND RECREATION Emmorton Recreation and Tennis Center Index #593002

ORIGIN/PURPOSE:

The Emmorton Recreation and Tennis Center (ERTC) was purchased in November 1999 by Harford County using State of Maryland Program Open Space funding. The facility addresses 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 provided a multipurpose gymnasium 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. A new fitness room is being planned for 2015.

The ERTC is one of Parks 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 2015 - FY 2016 GOAL:

TO OPERATE MULTIFUNCTIONAL LEISURE FACILITIES WITH REVENUE PRODUCING COMPONENTS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	168,137	167,564	159,153	169,041	169,041
20 CONTRACTUAL SERVICES	135,651	103,266	112,550	106,550	106,550
30 SUPPLIES AND MATERIALS	19,870	20,523	20,900	20,900	20,900
40 BUSINESS AND TRAVEL	0	0	65	65	65
50 CAPITAL OUTLAY	4,560	3,298	35,000	0	0
70 MISCELLANEOUS	0	0	59,328	0	0
GRAND TOTAL	328,218	294,651	386,996	296,556	296,556

FUNDING SOURCE:

11 GENERAL					
	328,218	294,651	386,996	296,556	296,556

PARKS AND RECREATION Emmorton Recreation and Tennis Center Index #593002

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
159,153	169,041	9,888	<u>PERSONAL SERVICES</u> increase \$9,888 Additional salary and pension costs for building/facility attendants based on actual expense history as well as health benefit adjustments.
112,550	106,550	(6,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$6,000) Funding for recreation officials decreased due to reduced enrollment; as well as security system funding decreased based on actual expense history.
35,000	0	(35,000)	<u>EQUIPMENT</u> decrease (\$35,000) No equipment requested for FY 16.
59,328	0	(59,328)	<u>MISCELLANEOUS</u> decrease (\$59,328) Pro Rata shares for support of the General Fund administrative services moved to Oakington index 593003 for FY 16.

DIVISION STAFF SUMMARY
Emmorton Recreation & Tennis Center
Index #593002

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Building Caretaker	0.00	0	0.00	0	1.00	40,471 A
Custodial Worker II	1.00	39,471	1.00	39,471	0.00	0
TOTAL FULL-TIME SALARIES	1.00	39,471	1.00	39,471	1.00	40,471
TEMPORARY SALARIES		66,784		71,000		76,997
SALARY TOTAL	1.00	106,255	1.00	110,471	1.00	117,468
OTHER PERSONAL SERVICES						
Pension		8,969		10,483		11,511
Workers' Compensation		1,192		1,192		514
Health Benefits		22,398		23,843		25,763
PEHP		4,564		4,432		4,520
Overtime & Shift Differential		499		0		0
FICA		8,167		8,452		8,985
Miscellaneous		280		280		280
TOTAL OTHER PERSONAL SERVICES		46,069		48,682		51,573
TOTAL PERSONAL SERVICES	1.00	152,324 *	1.00	159,153	1.00	169,041

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Custodial Worker II position retitled Building Caretaker - #3021

DEPARTMENT OF PARKS AND RECREATION - EMMORTON RECREATION & TENNIS CENTER OBJECTIVES & PERFORMANCE MEASURES

Department Goal

To operate a multifunctional recreation and leisure facility.

Department Objective

To increase revenue by expanding the facility's customer base and grow membership by providing options geared to satisfying a variety of recreation interests while continuing to provide indoor recreation programs for the Emmorton Recreation Council.

County Goal(s) Supported

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$264,456	\$260,000	\$260,000	\$260,000	\$260,000
Number of temporary staff	10	6	6	5	6
<u>Output:</u>					
Revenue generated from memberships, blocktimes, and other rentals	\$265,870	\$269,706	\$244,463	\$260,000	\$270,000
<u>Efficiency:</u>					
Revenue increase from prior year	\$1,062	\$3,836	(\$25,243)	\$15,537	\$10,000
<u>Service Quality:</u>					
Number of people served yearly	43,875	45,600	41,000	45,000	47,000
<u>Outcome:</u>					
Percentage of growth in revenue from previous year	0.00%	1%	-9%	6%	4%
Percentage of growth in users from previous year	1.56%	3.93%	-10.09%	9.76%	4.44%

Explanation and Analysis of Performance Measures

Critical repair, renovation, and upgrade projects temporarily forced closure to a major section of the facility during FY14. These necessary measures, along with an unfavorable weather season resulted in revenue shortfall. Analyzing the long term benefits of maintaining structurally safe facilities, especially those generating revenue that is ultimately reabsorbed into the facility's operating costs, far exceeds the small percentage of decrease. These measures reinforce the department's continuing commitment to provide recreational enjoyment to all members and guests with safety as primary focus.

Major Related Plans and Policies

Implementation of a new on-line system of member registration and renewal and reserving court time is set for August, 2015. A new fitness room is underway which is expected to attract additional memberships and thus increase revenue.

PARKS AND RECREATION
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 and uses the grounds and large house to host over 100 weddings, conferences and other special events each year. It is 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 for the necessary upkeep, improvements and maintenance of the entire peninsula.

In 2012, Parks and Recreation agreed to provide approximately 35 acres on the peninsula for the development of the Chesapeake Therapeutic Riding Facility to provide a unique form of recreation to children and adults with special needs.

Oakington Peninsula was established under Parks and Recreation's Special Revenue Fund 26 accounts per Governmental Accounting Standards Board (GASB) Statement No. 34 and adopted by the Harford County Council in 2001.

FY 2015 - FY 2016 GOAL:

TO IMPLEMENT A MANAGEMENT AND OPERATIONS PLAN FOR OAKINGTON PENINSULA WHICH SUPPORTS AND ENHANCES THE FACILITY

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	206,874	208,634	198,635	197,140	197,140
20 CONTRACTUAL SERVICES	80,611	91,231	98,620	91,620	91,620
30 SUPPLIES AND MATERIALS	20,223	29,208	29,250	25,950	25,950
40 BUSINESS AND TRAVEL	1,081	1,770	3,800	3,800	3,800
50 CAPITAL OUTLAY	17,598	6,728	38,000	3,000	3,000
70 MISCELLANEOUS	0	3,142	0	63,360	63,360
GRAND TOTAL	326,387	340,713	368,305	384,870	384,870

FUNDING SOURCE:

11 GENERAL	326,387	340,713	368,305	384,870	384,870

PARKS AND RECREATION
Oakington Peninsula
Index #593003

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
198,635	197,140	(1,495)	<u>PERSONAL SERVICES</u> decrease (\$1,495) Funding decrease is the net result of abolishing 50% of a Recreation Specialist V and moving that position to Recreational Services; as well as funding for the FY 16 Merit Salary increase and adjustments for pension, FICA and health benefits.
98,620	91,620	(7,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$7,000) Funding decrease is the result of Other Professional Services adjustments based on actual expense history; Grounds Maintenance decrease for mowing at the main house and the Disposal Material Placement (DMP) site based on actual expense history.
29,250	25,950	(3,300)	<u>SUPPLIES & MATERIALS</u> decrease (\$3,300) Funding decreased for landscape and grounds materials based on actual expense history.
38,000	3,000	(35,000)	<u>EQUIPMENT</u> decrease (\$35,000) No major equipment replacement planned for FY 16, allocation will provide for the ongoing replacement of tables and chairs.
0	63,360	63,360	<u>MISCELLANEOUS</u> increase \$63,360 Pro Rata shares for support of General Fund administrative services moved here from Emmorton Recreation and Tennis Center index #593002

DIVISION STAFF SUMMARY
Oakington Peninsula
Index #593003

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Specialist II	1.00	60,668	1.00	60,668	1.00	74,401
Recreation Specialist V	0.50	47,582	0.50	47,582	0.50	31,494
TOTAL FULL-TIME SALARIES	1.50	108,250	1.50	108,250	1.50	105,895
TEMPORARY SALARIES		50,000		40,000		42,000
SALARY TOTAL	1.50	158,250	1.50	148,250	1.50	147,895
OTHER PERSONAL SERVICES						
Pension		12,697		12,794		12,559
Workers' Compensation		3,327		3,327		378
Health Benefits		25,581		22,713		24,784
FICA		12,106		11,341		11,314
Miscellaneous		210		210		210
TOTAL OTHER PERSONAL SERVICES		53,921		50,385		49,245
TOTAL PERSONAL SERVICES	1.50	212,171 *	1.50	198,635	1.50	197,140

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

PARKS AND RECREATION Recreational Council and Special Activities Index #593004

ORIGIN/PURPOSE:

The Recreational 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 and Recreation's Special Revenue Fund.

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	42,611	26,657	40,907	33,372	33,372
20 CONTRACTUAL SERVICES	139,755	128,719	150,000	150,000	150,000
30 SUPPLIES AND MATERIALS	6,092	2,547	12,315	9,315	9,315
40 BUSINESS AND TRAVEL	<u>70</u>	<u>2,471</u>	<u>300</u>	<u>300</u>	<u>300</u>
GRAND TOTAL	<u>188,528</u>	<u>160,394</u>	<u>203,522</u>	<u>192,987</u>	<u>192,987</u>

FUNDING SOURCE:

11 GENERAL	<u>188,528</u>	<u>160,394</u>	<u>203,522</u>	<u>192,987</u>	<u>192,987</u>

PARKS AND RECREATION Recreational Council and Special Activities Index #593004

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
40,907	33,372	(7,535)	<u>PERSONAL SERVICES</u> decrease (\$7,535) Decrease based on actual expense history for Program attendants/facilitators, skateboard manager and attendants, and therapeutic recreation assistants.
12,315	9,315	(3,000)	<u>SUPPLIES & MATERIALS</u> decrease (\$3,000) Landscape & Grounds Material decrease based on actual expense history

DIVISION STAFF SUMMARY
Recreational Council Activities
Index #593004

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
TEMPORARY SALARIES		<u>61,056</u>		<u>26,000</u>		<u>20,000</u>
SALARY TOTAL		<u><u>61,056</u></u>		<u><u>26,000</u></u>		<u><u>20,000</u></u>
OTHER PERSONAL SERVICES						
Pension		3,606		0		0
Overtime & Shift Differential		10,000		12,000		11,000
FICA		<u>5,436</u>		<u>2,907</u>		<u>2,372</u>
TOTAL OTHER PERSONAL SERVICES		<u>19,042</u>		<u>14,907</u>		<u>13,372</u>
TOTAL PERSONAL SERVICES		<u><u>80,098 *</u></u>		<u><u>40,907</u></u>		<u><u>33,372</u></u>

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

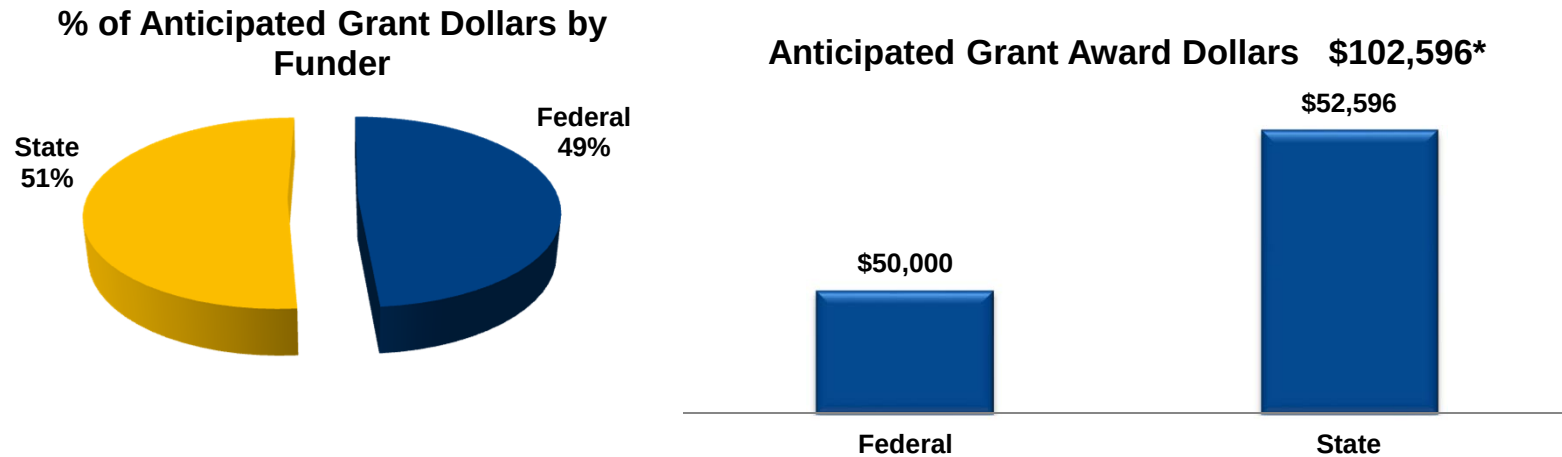
Department of Parks & Recreation - Anticipated FY16 Grants

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				10/1/15 - 9/30/16	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.		\$4,800			4/1/15 - 11/30/16	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.		\$47,796		\$44,038	7/1/15 - 6/30/16	Recurring
	TOTALS:	\$50,000	\$52,596		\$44,038		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$102,596	1	2				

FY16 Anticipated Grant Award Dollars

(July 1, 2015 to June 30, 2016)

DEPARTMENT OF PARKS & RECREATION



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.

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 symbolic 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.

FY 2015 - FY 2016 GOAL:

TO EDUCATE CITIZENS SO THAT THEY CAN MAKE WISE DECISIONS AS PRODUCERS AND CONSUMERS CONCERNING AGRICULTURE, NATURAL RESOURCES, HEALTH, NUTRITION, AND YOUTH DEVELOPMENT

TO REDUCE THE NUTRIENTS ENTERING WATERS BY ENSURING THE COMPLETE IMPLEMENTATION OF AGRICULTURAL BEST MANAGEMENT PRACTICES (BMP'S)

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	358,710	365,153	365,131	435,336	435,336
20 CONTRACTUAL SERVICES	5,462	3,288	3,600	3,600	3,600
30 SUPPLIES AND MATERIALS	18,272	18,272	18,272	18,272	18,272
70 MISCELLANEOUS	208,081	256,189	257,689	229,689	229,689
GRAND TOTAL	590,525	642,902	644,692	686,897	686,897

SUMMARY BY FUND:

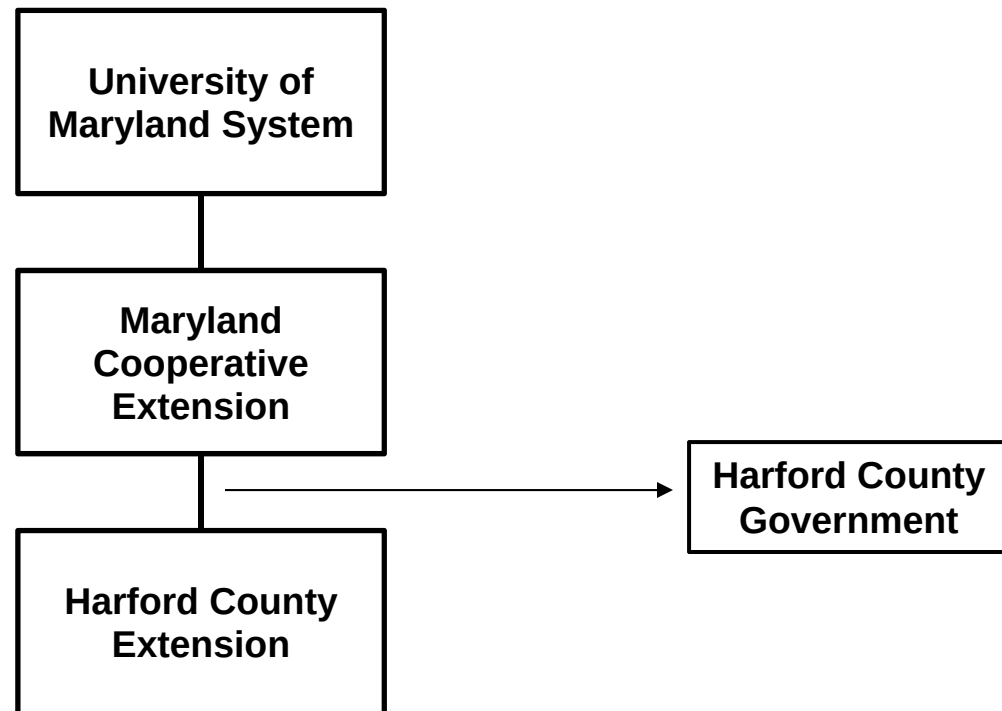
11 GENERAL	590,525	642,902	644,692	686,897	686,897
GRAND TOTAL	590,525	642,902	644,692	686,897	686,897

CONSERVATION OF NATURAL RESOURCES

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
365,131	435,336	70,205	<u>PERSONAL SERVICES</u> increase \$70,205 Increase is the result of one (1) new Administrative Assistant II position created, FY 16 Merit Salary increase, and health insurance, offset by workers' compensation adjustment
257,689	229,689	(28,000)	<u>MISCELLANEOUS</u> decrease (\$28,000) Decrease is the net result of grants & contributions, removed state wage package match for Administrative employee, and created full time position paid by Harford County Government

CONSERVATION OF NATURAL RESOURCES - EXTENSION



NATURAL RESOURCES
Extension Service
Index #631000

ORIGIN/PURPOSE:

Established by the Federal Hatch Act (1987) 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 2015 - FY 2016 GOAL:

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:

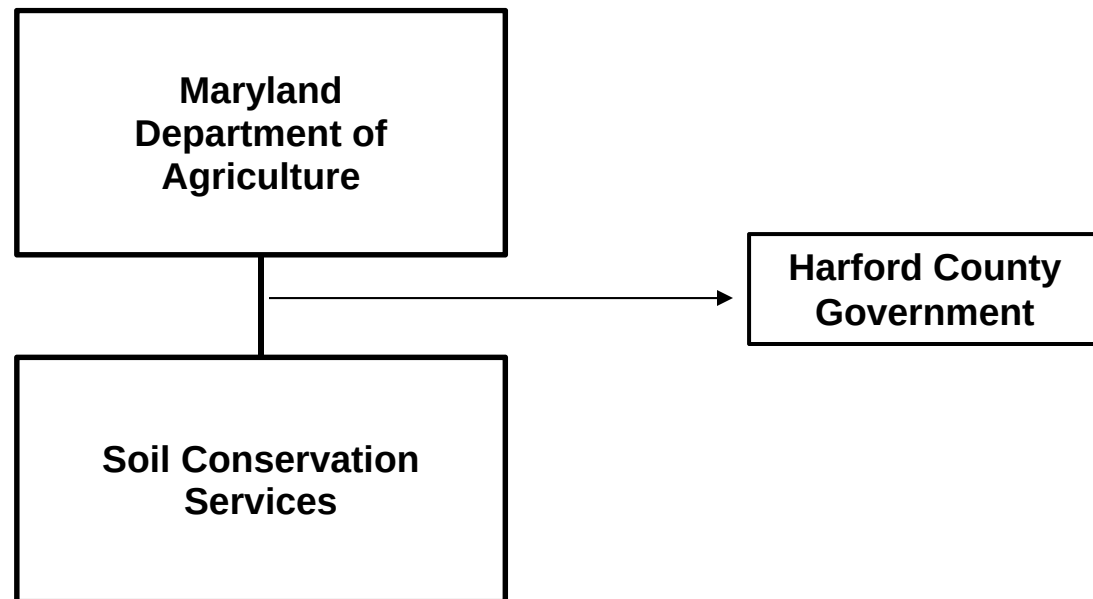
	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
20 CONTRACTUAL SERVICES	5,462	3,288	3,600	3,600	3,600
30 SUPPLIES AND MATERIALS	18,272	18,272	18,272	18,272	18,272
70 MISCELLANEOUS	180,083	223,384	223,384	223,384	223,384
GRAND TOTAL	203,817	244,944	245,256	245,256	245,256

FUNDING SOURCE:

11 GENERAL	203,817	244,944	245,256	245,256	245,256

CONSERVATION OF NATURAL RESOURCES

SOIL CONSERVATION SERVICES



NATURAL RESOURCES
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 AGRICULTURE 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 2015 - FY 2016 GOAL:

TO REDUCE THE NUTRIENTS ENTERING WATERS BY ENSURING THE COMPLETE IMPLEMENTATION OF AGRICULTURAL BEST MANAGEMENT PRACTICES (BMP'S)

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	358,710	365,153	365,131	435,336	435,336
70 MISCELLANEOUS	27,998	32,805	34,305	6,305	6,305
GRAND TOTAL	386,708	397,958	399,436	441,641	441,641
<u>FUNDING SOURCE:</u>					
11 GENERAL	386,708	397,958	399,436	441,641	441,641

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
365,131	435,336	70,205	<u>PERSONAL SERVICES</u> increase \$70,205 Increase is the result of one (1) new Administrative Assistant II position created, FY 16 Merit Salary increase, and health insurance, offset by workers' compensation adjustment
34,305	6,305	(28,000)	<u>MISCELLANEOUS</u> decrease (\$28,000) Decrease is the net result of removal of state wage package match for Administrative employee from Grants & Contributions and created full time position paid by Harford County Government

DIVISION STAFF SUMMARY
Soil Conservation
Index #633000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant II	0	0	0.00	0	1.00	38,300 A
Administrator	1.00	83,200	1.00	83,200	1.00	84,200
Engineering Associate II	2.00	107,188	2.00	107,188	2.00	109,188
Engineering Associate III	1.00	58,427	1.00	58,427	1.00	59,427
SALARY TOTAL	4.00	248,815	4.00	248,815	5.00	291,115
OTHER PERSONAL SERVICES						
Pension & Retirement		24,882		24,882		29,112
Workers' Compensation		1,384		1,384		401
Health Benefits		60,578		61,592		82,698
PEHP		4,564		8,864		9,040
FICA		19,034		19,034		22,270
Miscellaneous		560		560		700
TOTAL OTHER PERSONAL SERVICES		111,002		116,316		144,221
TOTAL PERSONAL SERVICES	4.00	359,817 *	4.00	365,131	5.00	435,336

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) Administrative Assistant II position created - #3798

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

III. Strengthening Our Communities

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated County funded	\$355,325	\$386,708			
Number of staff County funded	4	4	4	3	5
Grant Funded	1	1	1	1	1
<u>Output:</u>					
Number of BMP's installed	18	52	35	60	60
Number acres covered by Soil Conservation plans* *(Includes first time and updated plans)	1,266	2,406	732	2,200	2,200
Number of ESC plans reviewed	414	363	390	420	420
Number of acres approved under ESC plan	2,644	2,230	2,092	2,650	2,650
<u>Efficiency:</u>					
Average number of hours spent per conservation plan	40	40	40	40	40
Average number of hours spent per BMP design** **(dependent on site, size & complexity)	N/A	80-320	80-320	80-320	80-320
<u>Service Quality:</u>					
Number of BMP requests on the waiting list	N/A	N/A	100	146	168

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.

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.

Per Executive Order 14-10 the Tourism Marketing Division of the Office of Economic Development was abolished and the services and functions absorbed by the non-profit organization "Visit Harford!".

Per Executive Order 14-09 funding was transferred from index 097200 - Harford Transit under the Department of Community Services to index 653000 - Harford Transit under the Department of Economic Development.

MISSION STATEMENT:

FACILITATE BUSINESS INVESTMENT, ENTREPRENEURIAL DEVELOPMENT 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
VIA A ROBUST BUSINESS DEVELOPMENT SERVICES SPECTRUM

FY 2015 - FY 2016 GOALS:

TO GENERATE HIGH VALUE EMPLOYMENT FOR HARFORD COUNTY RESIDENTS AND SUPPORT TAX REVENUE

TO INCREASE JOB OPPORTUNITIES, ENTREPRENEURIAL DEVELOPMENT AND BUSINESS INVESTMENT WITHIN THE EDGEWOOD/JOPPA
AND GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONES

TO UTILIZE FINANCING RESOURCES TO FACILITATE BUSINESS GROWTH, INVESTMENT AND WORKFORCE TRAINING OPPORTUNITIES

TO FACILITATE GROWTH OF TECHNOLOGY - RELATED INDUSTRY

TO LEVERAGE AND PROMOTE EXISTING RESOURCES OF LOCAL FEDERAL LABS TO AUGMENT R & D COMMERCIALIZATION AND
COLLABORATION THROUGH ADDITIVE MANUFACTURING

TO PROVIDE DEPENDABLE AND EFFECTIVE TRANSPORTATION TO THE COUNTY'S TRANSIT DEPENDENT POPULATION BY CONNECTION
POPULATION AND WORKFORCE CENTERS

ECONOMIC DEVELOPMENT

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,454,290	1,720,818	1,682,881	2,095,222	2,095,222
20 CONTRACTUAL SERVICES	405,897	333,278	421,050	459,245	459,245
30 SUPPLIES & MATERIALS	55,372	51,942	49,750	41,500	41,500
40 BUSINESS AND TRAVEL	41,382	56,155	46,375	207,000	207,000
50 CAPITAL OUTLAY	9,938	1,063	0	0	0
70 MISCELLANEOUS	483,310	319,492	355,500	3,790,922	3,790,922
80 INTER-GOVERNMENTAL/INTERFUND	1,094	993	1,500	0	0
GRAND TOTAL	<u>2,451,283</u>	<u>2,483,741</u>	<u>2,557,056</u>	<u>6,593,889</u>	<u>6,593,889</u>

SUMMARY BY FUND:

11 GENERAL	<u>2,451,283</u>	<u>2,483,741</u>	<u>2,557,056</u>	<u>6,593,889</u>	<u>6,593,889</u>
GRAND TOTAL	<u>2,451,283</u>	<u>2,483,741</u>	<u>2,557,056</u>	<u>6,593,889</u>	<u>6,593,889</u>

SUMMARY BY DIVISION:

651000	OFFICE OF ECONOMIC DEVELOPMENT	2,260,190	2,300,789	2,329,913	2,032,476	2,032,476
652000	TOURISM AND MARKETING	191,093	182,952	227,143	1,830,000	1,830,000
653000	HARFORD TRANSIT	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,731,413</u>	<u>2,731,413</u>
GRAND TOTAL		<u>2,451,283</u>	<u>2,483,741</u>	<u>2,557,056</u>	<u>6,593,889</u>	<u>6,593,889</u>

ECONOMIC DEVELOPMENT

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,682,881	2,095,222	412,341	<u>PERSONAL SERVICES</u> increase \$412,341 Funding adjusted following the net result of transferring ten (10) positions in from the Department of Community Services - Harford Transit; one (1) position in from the Office of the County Executive; one (1) position out to the Office of Government & Community Relations; three (3) vacant positions abolished; one (1) position abolished from the dissolution of the Tourism division; and one (1) position abolished due to retirement. Other adjustments in health benefits, pension and the FY 16 Merit salary increase also were made.
421,050	459,245	38,195	<u>CONTRACTUAL SERVICES</u> increase \$38,195 Office equipment, electricity, heating fuel, water and sewer, telephone service, etc. adjusted due to the relocation of Harford Transit to the Office of Economic Development. Funding also adjusted with the abolishment of the Tourism division.
49,750	41,500	(8,250)	<u>SUPPLIES AND MATERIALS</u> decrease (\$8,250) Funding for commercial printing, delivery charges, mailing and food supplies decreased due to the abolishment of the Tourism division.
46,375	207,000	160,625	<u>BUSINESS AND TRAVEL</u> increase \$160,625 Funding for vehicle and fuel charges increased with the move of Harford Transit to the Office of Economic Development.
355,500	3,790,922	3,435,422	<u>MISCELLANEOUS</u> increase \$3,435,422 Funding provides for the Harford Business Innovation Center, Susquehanna Workforce Development, Workforce Development Training, Economic Development Opportunity Fund, Chesapeake Science and Security Corridor (CSSC) and "Visit Harford!". Additionally, grant funds are now provided for Harford Transit, including grants and contributions as well as County matching funds.

**DEPARTMENT STAFF SUMMARY
ECONOMIC DEVELOPMENT**

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	0.00	0	0.00	0	1.00	48,400
Accounting Technician II	0.00	0	0.00	0	1.00	53,378
Administrative Assistant I	1.00	36,000	1.00	36,000	1.00	47,946
Administrative Assistant II	1.00	38,792	1.00	38,792	2.00	85,263
Administrative Secretary III	1.00	58,381	1.00	58,381	1.00	54,000
Administrative Specialist I	3.00	155,905	3.00	155,905	1.00	51,772
Administrative Specialist II	1.00	65,719	1.00	65,719	2.00	114,320
Administrator	1.00	98,534	1.00	98,534	1.00	75,256
Communications Specialist I	0.00	0	0.00	0	1.00	37,123
Communications Specialist II	0.00	0	0.00	0	2.00	87,043
Community Resources Coordinator	0.00	0	0.00	0	1.00	64,600
Deputy Director of Economic Development	1.00	97,048	1.00	103,950	1.00	89,000
Director of Economic Development	1.00	126,066	1.00	126,066	1.00	115,000
Economic Development Associate	3.00	187,597	3.00	187,597	0.00	0
Grants Specialist II	0.00	0	0.00	0	1.00	40,900
Manager, Harford Transit	0.00	0	0.00	0	1.00	0
Senior Economic Development Associate	4.00	295,988	4.00	295,988	4.00	297,816
FULL-TIME SALARIES	17.00	1,160,030	17.00	1,166,932	22.00	1,261,817
TEMPORARY SALARIES		0		0		194,715
SALARY TOTAL	17.00	1,160,030	17.00	1,166,932	22.00	1,456,532
OTHER PERSONAL SERVICES						
Pension & Retirement		116,003		116,693		145,654
Workers' Compensation		20,111		22,689		4,810
Health Benefits		244,058		254,455		306,363
PEHP		31,946		31,024		54,240
Overtime		0		0		12,186
FICA		87,975		88,708		112,357
Miscellaneous		2,380		2,380		3,080
TOTAL OTHER PERSONAL SERVICES		502,473		515,949		638,690
TOTAL PERSONAL SERVICES	17.00	1,662,503 *	17.00	1,682,881	22.00	2,095,222

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

ECONOMIC DEVELOPMENT
Office of Economic Development
Index #651000

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.

FY 2015 - FY 2016 GOALS:

TO GENERATE HIGH VALUE EMPLOYMENT FOR HARFORD COUNTY RESIDENTS AND SUPPORT TAX REVENUE
 TO INCREASE JOB OPPORTUNITIES, ENTREPRENEURIAL DEVELOPMENT AND BUSINESS INVESTMENT WITHIN THE EDGEWOOD/JOPPA AND GREATER ABERDEEN/HAVRE DE GRACE ENTERPRISE ZONES
 TO UTILIZE FINANCING RESOURCES TO FACILITATE BUSINESS GROWTH, INVESTMENT AND WORKFORCE TRAINING OPPORTUNITIES
 TO FACILITATE GROWTH OF TECHNOLOGY - RELATED INDUSTRY
 TO LEVERAGE AND PROMOTE EXISTING RESOURCES OF LOCAL FEDERAL LABS TO AUGMENT R & D COMMERCIALIZATION AND COLLABORATION THROUGH ADDITIVE MANUFACTURING

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	1,350,022	1,614,567	1,576,388	1,276,051	1,276,051
20 CONTRACTUAL SERVICES	403,717	327,910	363,050	363,450	363,450
30 SUPPLIES AND MATERIALS	34,149	38,189	36,450	35,450	35,450
40 BUSINESS AND TRAVEL	32,552	48,036	37,025	42,025	42,025
50 CAPITAL OUTLAY	9,938	594	0	0	0
70 MISCELLANEOUS	428,718	270,500	315,500	315,500	315,500
80 INTER-GOVERNMENTAL/INTERFUND	1,094	993	1,500	0	0
GRAND TOTAL	<u>2,260,190</u>	<u>2,300,789</u>	<u>2,329,913</u>	<u>2,032,476</u>	<u>2,032,476</u>

FUNDING SOURCE:

11 GENERAL	<u>2,260,190</u>	<u>2,300,789</u>	<u>2,329,913</u>	<u>2,032,476</u>	<u>2,032,476</u>

ECONOMIC DEVELOPMENT
Office of Economic Development
Index #651000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
1,576,388	1,276,051	(300,337)	<u>PERSONAL SERVICES</u> decrease (\$300,337) Decrease in funding the result of three (3) vacant positions that were abolished; one (1) position abolished due to retirement; and one (1) position transferred to the Office of Government and Community Relations; as well as adjustments in health benefits, pension, and funding for the FY 16 Merit salary increase
363,050	363,450	400	<u>CONTRACTUAL SERVICES</u> increase \$400 Funding adjusted in rents and utilities based on actual expenses at Swan Creek; and fax service eliminated.
36,450	35,450	(1,000)	<u>SUPPLIES AND MATERIALS</u> decrease (\$1,000) Commercial printing funding adjusted based on actual expense history.
37,025	42,025	5,000	<u>BUSINESS AND TRAVEL</u> increase \$5,000 Funding increased due to the addition of one (1) vehicle to the department.
315,500	315,500	0	<u>MISCELLANEOUS</u> Funding provides for grants and contributions - Harford Business Innovation Center @ \$165,000; Susquehanna Workforce Development @ \$20,000; Workforce Development Training @ \$100,000; the Economic Development Opportunity Fund @ \$28,000; and the Chesapeake Science and Security Corridor (CSSC) Micro Enterprise Fund @ \$2,500.

DIVISION STAFF SUMMARY
Office of Economic Development
Index #651000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Administrative Assistant I	1.00	36,000	1.00	36,000	1.00	47,946 A
Administrative Assistant II	1.00	38,792	1.00	38,792	1.00	39,792
Administrative Secretary III	1.00	58,381	1.00	58,381	1.00	54,000
Administrative Specialist I	3.00	155,905	3.00	155,905	1.00	51,772 B
Administrative Specialist II	1.00	65,719	1.00	65,719	2.00	114,320 C
Administrator	1.00	98,534	1.00	98,534	0.00	0 D
Deputy Director of Economic Development	1.00	97,048	1.00	103,950	1.00	89,000
Director of Economic Development	1.00	126,066	1.00	126,066	1.00	115,000
Economic Development Associate	2.00	112,285	2.00	112,285	0.00	0 E
Senior Economic Development Associate	4.00	295,988	4.00	295,988	4.00	297,816 F
FULL-TIME SALARIES	<u>16.00</u>	<u>1,084,718</u>	<u>16.00</u>	<u>1,091,620</u>	<u>12.00</u>	<u>809,646</u>
TEMPORARY SALARIES		<u>0</u>		<u>0</u>		<u>88,000 G</u>
SALARY TOTAL	<u>16.00</u>	<u>1,084,718</u>	<u>16.00</u>	<u>1,091,620</u>	<u>12.00</u>	<u>897,646</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		108,472		109,162		89,765
Workers' Compensation		17,837		20,415		3,462
Health Benefits		233,616		243,412		187,568
PEHP		27,382		26,592		27,120
FICA		82,214		82,947		68,670
Miscellaneous		2,240		2,240		1,820
TOTAL OTHER PERSONAL SERVICES		<u>471,761</u>		<u>484,768</u>		<u>378,405</u>
TOTAL PERSONAL SERVICES	<u>16.00</u>	<u>1,556,479 *</u>	<u>16.00</u>	<u>1,576,388</u>	<u>12.00</u>	<u>1,276,051</u>

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - One (1) vacant Administrative Assistant I position abolished - #1578

B - One (1) Administrative Specialist I position transferred to Government and Community Relations, #151000 - #0729

C - One (1) Economic Development Associate reclassified as an Administrative Specialist II - #1496

D - One (1) vacant Administrator position abolished - #1661

E - One (1) vacant Economic Development Associate position abolished - #0182

F - One (1) Senior Economic Development Associate position abolished due to retirement - #2493

One (1) Deputy Chief of Staff position transferred into Economic Development and reclassified as a Senior Economic Development Associate - #0070

G - Temporary salaries for one (1) Administrator

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 (to include manufacturing and agriculture) and facilitate collaboration with Aberdeen Proving Ground and the education community.

County Goal(s) Supported

V. Building Economic Vitality

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$235,000	\$235,000	\$235,000	\$235,000	\$235,000
Number of staff	2.5	2.5	2.5	2	2
<u>Output:</u>					
Number of technology companies serviced, including incubator companies and defense contractors	34	39	38	39	42
Number of expanding resident technology companies	5*	6*	9 (7 new, 2 exp.)	5 (3 exp, 2 new)	7
Number of technology related workshops held	18**	22**	22**	22**	30
<u>Efficiency:</u>					
Cost of conducting technology workshops	\$6,200	\$9,600	\$9,400	\$7,000***	\$9,400
<u>Service Quality:</u>					
Percent of contacts from resident companies and company prospects responded to within 24 hours	95%	95%	95%	95%	97%
<u>Outcome:</u>					
Number of high value jobs created	90	80	80	179^	80

*Actual numbers are lower due to delay of contracts, Federal budget uncertainty, sequestration impacts hitting in '13/'14 and implementation of BRAC complete.

** Workshops held through Harford Business Innovation Center, partnering with the Ground Floor Small Business Technology Development Center, Procurement Technical Assistance Program and Technology Development Corporation's(TEDCO) Rural Business Initiative.

***Tech Transfer contractor ended agreement

^Increase due to Smith's detection relocating headquarters

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 for technology excellence. Workshops promote entrepreneurship for technology start-ups.

Major Related Plans and Policies

Technology Development Master Plan - 2002; Technology Optimization Action Plan - 2008; Water and Sewer Master Plan; BRAC Planning & Action

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

V. Building Economic Vitality

Measure	Actual 2012	Actual 2013	Actual 2014	Budget 2015	Estimate 2016
<u>Input:</u>					
Dollars allocated	\$28,000	\$28,000	\$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	3	5	3	1	6
Number of meetings with prospective clients and existing businesses	75	65	60	25	60
<u>Efficiency:</u>					
Amount of time to process loan applications and loans	120 days	120 days	120 days	90 days	90 days
<u>Service Quality:</u>					
Percent of client contacts that are followed-up within 24 hours	100%	100%	100%	100%	100%
<u>Outcome:</u>					
Number of Economic Development Opportunity Loan applications processed	3	3	2	0*	3

*Transition year for administration and EDAB Finance committee, so no loans were approved.

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

ECONOMIC DEVELOPMENT Tourism and Marketing Index #652000

ORIGIN/PURPOSE:

The Tourism and Marketing division was abolished by Executive Order 14-10. The Services and functions will be absorbed by the non-profit organization "Visit Harford!"

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	104,268	106,251	106,493	0	0
20 CONTRACTUAL SERVICES	2,180	5,368	58,000	0	0
30 SUPPLIES AND MATERIALS	21,223	13,753	13,300	0	0
40 BUSINESS AND TRAVEL	8,830	8,119	9,350	0	0
50 CAPITAL OUTLAY	0	469	0	0	0
70 MISCELLANEOUS	54,592	48,992	40,000	1,830,000	1,830,000
GRAND TOTAL	191,093	182,952	227,143	1,830,000	1,830,000

FUNDING SOURCE:

11 GENERAL	191,093	182,952	227,143	1,830,000	1,830,000

ECONOMIC DEVELOPMENT Tourism & Marketing Index #652000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
			The division of Tourism and Marketing was abolished per Executive Order 14-10. The services and functions will be absorbed by the non-profit "Visit Harford!".
106,493	0	(106,493)	<u>PERSONAL SERVICES</u> decrease (\$106,493)
58,000	0	(58,000)	<u>CONTRACTUAL SERVICES</u> decrease (\$58,000)
13,300	0	(13,300)	<u>SUPPLIES AND MATERIALS</u> decrease (\$13,300)
9,350	0	(9,350)	<u>BUSINESS AND TRAVEL</u> decrease (\$9,350)
40,000	1,830,000	1,790,000	<u>MISCELLANEOUS</u> increase \$1,790,000 Funding increased for the anticipated revenue collection from the hotel tax. This funding will provide for grants available to non-profit organizations through a competitive grant process. Funding will also provide for a contribution to the non-profit organization "Visit Harford!".

DIVISION STAFF SUMMARY
Tourism & Marketing
Index #652000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Economic Development Associate	<u>1.00</u>	<u>75,312</u>	<u>1.00</u>	<u>75,312</u>	<u>0.00</u>	<u>0</u>
SALARY TOTAL	<u>1.00</u>	<u>75,312</u>	<u>1.00</u>	<u>75,312</u>	<u>0.00</u>	<u>0</u>
OTHER PERSONAL SERVICES						
Pension & Retirement		7,531		7,531		
Workers' Compensation		2,274		2,274		
Health Benefits		10,442		11,043		
PEHP		4,564		4,432		
FICA		5,761		5,761		
Miscellaneous		<u>140</u>		<u>140</u>		
TOTAL OTHER PERSONAL SERVICES		30,712		31,181		0
TOTAL PERSONAL SERVICES	<u>1.00</u>	<u>106,024 *</u>	<u>1.00</u>	<u>106,493</u>	<u>0.00</u>	<u>0 A</u>

***FY 14 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Per Executive Order 14-10 the division of Tourism & Marketing was abolished and the services and functions absorbed by the non-profit organization "Visit Harford"

ECONOMIC DEVELOPMENT
Harford Transit
Index #653000

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.

Per Executive Order 14-09 all funds for Harford Transit were transferred from index 097200 under Community Services to index 653000 under Economic Development.

FY '2015 - '2016 GOAL:

TO PROVIDE DEPENDABLE AND EFFECTIVE TRANSPORTATION TO THE COUNTY'S TRANSIT-DEPENDENT POPULATION BY CONNECTING POPULATION CENTERS

ALL FUND SUMMARY:

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>					
10 PERSONAL SERVICES	0	0	0	819,171	819,171
20 CONTRACTUAL SERVICES	0	0	0	95,795	95,795
30 SUPPLIES AND MATERIALS	0	0	0	6,050	6,050
40 BUSINESS AND TRAVEL	0	0	0	164,975	164,975
70 MISCELLANEOUS	0	0	0	1,645,422	1,645,422
GRAND TOTAL	0	0	0	2,731,413	2,731,413

FUNDING SOURCE:

11 GENERAL					
	0	0	0	2,731,413	2,731,413

ECONOMIC DEVELOPMENT Harford Transit Index #653000

FINANCIAL NOTES:

FY 15	FY 16	CHANGE	EXPLANATION OF INCREASE/DECREASE
0	819,171	819,171	<u>PERSONAL SERVICES</u> increase \$819,171 Funding is the result of reorganization and the transfer of ten (10) positions in from the Department of Community Services per Executive Order 14-09.
0	95,795	95,795	<u>CONTRACTUAL SERVICES</u> increase \$95,795 Funding provides for office equipment, electricity, heating fuel (gas), water and sewer, telephone and fax service, advertising, professional services, uniform rental, office equipment, communication, and building/custodial service, and operating equipment per Executive Order 14-09
0	6,050	6,050	<u>SUPPLIES & MATERIALS</u> increase \$6,050 Funding provides for office supplies, commercial printing, office mailing, and paper, janitorial and medical supplies per Executive Order 14-09.
0	164,975	164,975	<u>BUSINESS & TRAVEL</u> increase \$164,975 Funding provides for maintenance of vehicles, traveling expenses, membership fees and dues and training per Executive Order 14-09
0	1,645,422	1,645,422	<u>MISCELLANEOUS</u> increase \$1,645,422 County match funds for the SSTAP, Section 5307, ADA, MTA Capital, JARC and New Freedom Transit grants; as well as contributions over match funding for the SSTAP and Fixed Route grants; also additional funding provided for Post Employment Health Plan (PEHP) for one Rideshare grant employee.

DIVISION STAFF SUMMARY
Harford Transit
Index #653000

POSITION TITLE	ENACTED FY 14		ENACTED FY 15		ENACTED FY 16	
	POSITIONS	SALARIES	POSITIONS	SALARIES	POSITIONS	SALARIES
Accountant II	0.00	0	0.00	0	1.00	48,400
Accounting Technician II	0.00	0	0.00	0	1.00	53,378
Administrative Assistant II	0.00	0	0.00	0	1.00	45,471
Administrator	0.00	0	0.00	0	1.00	75,256
Communication Specialist I	0.00	0	0.00	0	1.00	37,123
Communication Specialist II	0.00	0	0.00	0	2.00	87,043
Community Resources Coordinator	0.00	0	0.00	0	1.00	64,600
Grants Specialist II	0.00	0	0.00	0	1.00	40,900
Manager, Harford Transit	0.00	0	0.00	0	1.00	0 A
FULL-TIME SALARIES	0.00	0	0.00	0	10.00	452,171
TEMPORARY SALARIES		0		0		106,715
SALARY TOTAL	0.00	0	0.00	0	10.00	558,886
OTHER PERSONAL SERVICES						
Pension		0		0		55,889
Workers' Compensation		0		0		1,348
Health Benefits		0		0		118,795
PEHP		0		0		27,120
Overtime		0		0		12,186
FICA		0		0		43,687
Miscellaneous		0		0		1,260
TOTAL OTHER PERSONAL SERVICES		0		0		260,285
TOTAL PERSONAL SERVICES	0.00	0 *	0.00	0	10.00	819,171 B

*FY 14 Salaries and Other Personal Services are Enacted not Audited amounts

A - One (1) vacant Manager, Harford Transit position unfunded for FY 16 - #3225

B - Per Executive Order 14-09 all funds for Harford Transit were transferred from index 097200 under Community Service to index 653000 under Economic Development

FY16 Anticipated Grant Award Dollars

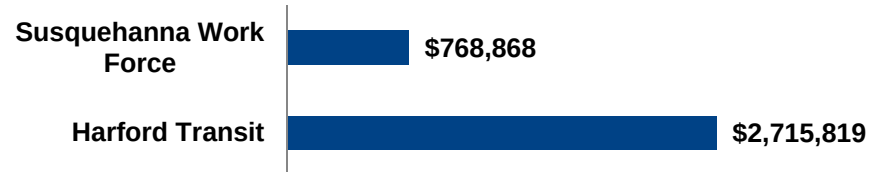
(July 1, 2015 to June 30, 2016)

OFFICE OF ECONOMIC DEVELOPMENT
Harford Transit * Susquehanna Workforce Network

% Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars \$3,484,687*



Total Anticipated Grant Awards: 6

Requested County Match:

\$955,082

Harford Transit 4

Susquehanna Workforce Network 2

*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. **Susquehanna Workforce Network 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 (Susquehanna Workforce Network) - Anticipated FY16 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.		\$67,311			7/1/15 - 6/30/16	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.		\$701,557			7/1/15 - 6/30/16	Recurring
	TOTALS:		\$768,868				
TOTAL ANTICIPATED GRANT AWARDS	\$768,868		2				

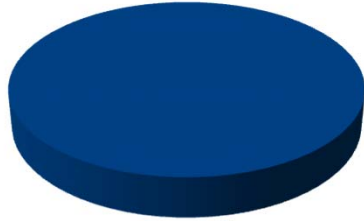
FY16 Anticipated Grant Award Dollars

(July 1, 2015 to June 30, 2016)

OFFICE OF ECONOMIC DEVELOPMENT (Susquehanna Workforce Network)

% of Anticipated Grant Dollars by Funder

State
100%



Anticipated Grant Award Dollars \$768,868



State

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 (Harford Transit) - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time
		Federal	State	Other	County Match		
5307 Operating Assistance	To provide public transportation services to the citizens of Harford County.	\$1,172,329	\$507,502		\$664,827	7/1/15 - 6/30/16	Recurring
SSTAP Operating Assistance	To provide curb-to-curb transportation services for the elderly population & persons with disabilities.	\$170,371			\$203,750	7/1/15 - 6/30/16	Recurring
MTA Preventive Maintenance & Capital Equipment	To provide funds to purchase or replace vehicles, cover cost of preventive maintenance on vehicles and other equipment.	\$692,045	\$85,506		\$86,505	7/1/15 - 6/30/18	Recurring
RideShare	Grant funds to promote the use of transportation alternatives to the single occupancy vehicle including mass transit, car and vanpooling, bicyling and to increase awareness and benefits of various communiting options to the public, businesses, agencies, and organizations.		\$88,066			7/1/15 - 6/30/16	Recurring
	TOTALS:	\$2,034,745	\$681,074		\$955,082		
TOTAL ANTICIPATED GRANT AWARDS W/O COUNTY	\$2,715,819	1	1				

FY16 Anticipated Grant Award Dollars

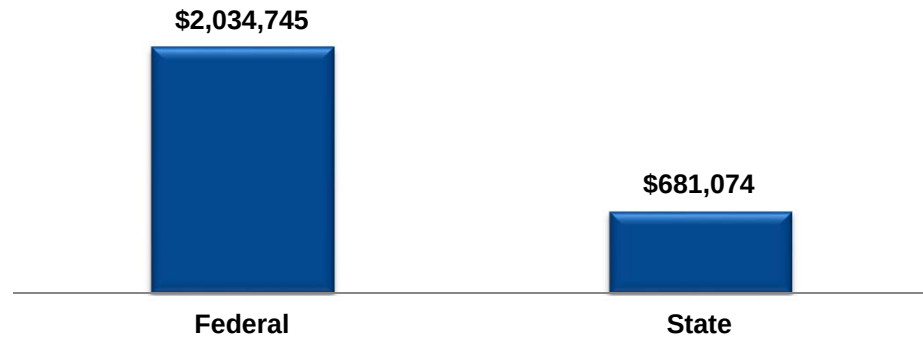
(July 1, 2015 to June 30, 2016)

OFFICE OF ECONOMIC DEVELOPMENT (Harford Transit)

% of Anticipated Grant Dollars by Funder



Anticipated Grant Award Dollars \$2,715,819*



of Anticipated Grant Awards: 4

Federal	1
Federal/State	2
State	1

Requested County Match \$955,082

*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. Additional grant funds promote the use of transportation alternatives to the single occupancy vehicle, car, vanpooling, etc.



Office of Economic Development

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
	<u>SUMMARY BY CHARACTER:</u>					
20	CONTRACTUAL SERVICES	164,931	107,154	212,000	142,000	142,000
60	DEBT SERVICE	141,972,824	70,836,667	70,324,876	78,398,254	78,398,254
	GRAND TOTAL	142,137,755	70,943,821	70,536,876	78,540,254	78,540,254
	<u>SUMMARY BY FUND:</u>					
11	GENERAL	117,128,499	47,937,216	48,714,947	52,427,719	52,427,719
25	HIGHWAYS	692,172	971,338	688,826	1,051,723	1,051,723
27	AG PRESERVATION - COUNTY	6,229,808	5,247,181	5,964,799	10,113,921	10,113,921
31	TAX INCREMENT FINANCING	1,075,361	1,060,813	1,100,000	1,100,000	1,100,000
53	WATER & SEWER DEBT SERVICE	15,016,070	14,158,423	14,068,304	13,846,891	13,846,891
55	SOLID WASTE SERVICES	1,995,845	1,568,850	0	0	0
	GRAND TOTAL	142,137,755	70,943,821	70,536,876	78,540,254	78,540,254

DEBT SERVICE

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY DIVISION:</u>						
661110	PRINCIPAL GENERAL FUND	27,823,944	28,848,357	29,743,903	32,690,088	32,690,088
662110	INTEREST GENERAL FUND	18,017,744	18,141,852	18,321,044	19,097,631	19,097,631
664110	SERVICE COSTS GENERAL FUND	505,181	231,221	650,000	640,000	640,000
665110	LEASE FINANCE PRINCIPAL GENERAL FUND	678,046	699,373	0	0	0
666110	LEASE FINANCE INTEREST GENERAL FUND	37,740	16,413	0	0	0
667110	CURRENT / ADVANCE REFUNDING	70,065,844	0	0	0	0
661250	PRINCIPAL HIGHWAYS FUND	41,000	200,500	377,945	565,445	565,445
662250	INTEREST HIGHWAYS FUND	27,336	138,067	280,881	456,278	456,278
664250	SERVICE COSTS HIGHWAYS FUND	14,657	23,592	30,000	30,000	30,000
665250	LEASE FINANCE PRINCIPAL HIGHWAYS FUND	577,060	595,211	0	0	0
666250	LEASE FINANCE INTEREST HIGHWAYS FUND	32,119	13,968	0	0	0
661270	PRINCIPAL AG PRESERVATION - COUNTY	2,966,960	2,075,443	2,797,558	7,091,063	7,091,063
662270	INTEREST AG PRESERVATION - COUNTY	3,221,629	3,149,941	3,107,241	2,962,858	2,962,858
664270	SERVICE COSTS AG PRESERVATION - COUNTY	41,219	21,797	60,000	60,000	60,000
662310	INTEREST TAX INCREMENT FINANCING	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000
664310	SERVICE COSTS TAX INCREMENT FINANCING	25,361	10,813	50,000	50,000	50,000
661530	PRINCIPAL W & S DEBT SERVICE FUND	9,388,779	8,546,381	8,313,060	8,387,285	8,387,285
662530	INTEREST W & S DEBT SERVICE FUND	5,174,802	5,304,181	5,315,244	5,089,606	5,089,606
664530	SERVICE COSTS W & S DEBT SERVICE FUND	254,505	109,877	440,000	370,000	370,000
665530	LEASE FINANCE PRINCIPAL W & S DEBT SERVICE	187,545	193,444	0	0	0
666530	LEASE FINANCE INTEREST W & S DEBT SERVICE	10,439	4,540	0	0	0
661550	PRINCIPAL SOLID WASTE SERVICES	1,400,000	1,470,000	0	0	0
662550	INTEREST SOLID WASTE SERVICES	150,675	77,175	0	0	0
664550	SERVICE COSTS SOLID WASTE SERVICES	0	0	0	0	0
665550	LEASE FINANCE PRINCIPAL SOLID WASTE MGT	392,250	0	0	0	0
666550	LEASE FINANCE INTEREST SOLID WASTE MGT	52,920	21,675	0	0	0
GRAND TOTAL		142,137,755	70,943,821	70,536,876	78,540,254	78,540,254

DEPARTMENT: DEBT SERVICE

DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

Harford County went to the bond market March 11, 2014 for \$40,000,000 in Consolidated Public Improvement Bonds - Series 2014.

The County received the highest rating possible from all three investor services, making Harford County bond ratings:

Fitch Ratings AAA, Standard and Poor's AAA, and Moody's Investors Service Aaa, as published in the County's Official Statement on March 11, 2015.

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 16 Approved Capital Budget:

General Capital:

Harford County Agricultural Research & Exposition Center	150,000
HMAN (Harford County Metro Area Network)	2,000,000
Total General	2,150,000

Stormwater Management:

County Owned Watershed Restoration Improvements	1,400,000
Joppatowne Area Watershed Restoration	700,000
Plumtree Run Watershed Restoration	850,000
Riverside Area Watershed Restoration	120,000
Sams Branch Watershed Restoration	120,000
Sunnyview Stream Restoration	400,000
Watershed Restoration Assessment	1,250,000
Watershed Restoration Improvements	300,000
Watershed Restoration Maintenance	60,000
Wheel Creek Watershed Restoration	600,000
Total General	5,800,000

Harford Community College

Nursing and Allied Health Building	435,000
Total Harford Community College	435,000

Board of Education

Center for Educational Opportunity HVAC	2,200,000
Churchville Elementary School Roof Replacement	330,000
North Harford MS Domestic Water System Improv	500,000
Prospect Mill Elementary School HVAC	2,294,000
Youth Benefit Elementary School Replacement	13,141,000
Total Harford Community College	18,465,000

TOTAL GENERAL FUND PROJECTS 26,850,000

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds**

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
PRINCIPAL PAYMENTS:					
6101 County Bonds	7,499,922	8,135,237	8,037,917	9,411,203	9,411,203
6101 Current/Advance Refunding	70,065,844	0	0	0	0
6103 School Bonds	16,887,929	17,533,082	18,497,996	19,732,161	19,732,161
6105 College Bonds	1,831,501	1,899,021	1,948,604	2,274,131	2,274,131
6112 Notes	400,701	286,701	701	701	701
6114 Solid Waste Services	1,203,891	994,316	1,258,685	1,271,892	1,271,892
TOTAL PRINCIPAL PAYMENTS	97,889,788	28,848,357	29,743,903	32,690,088	32,690,088
INTEREST PAYMENTS:					
6201 County Bonds	3,470,154	3,769,597	4,489,156	5,302,740	5,302,740
6203 School Bonds	12,848,886	12,639,231	12,144,267	11,977,328	11,977,328
6205 College Bonds	852,735	922,379	925,926	1,109,490	1,109,490
6212 Notes	98,760	84,760	74,750	74,750	74,750
6214 Solid Waste Services	747,209	725,885	686,945	633,323	633,323
TOTAL INTEREST PAYMENTS	18,017,744	18,141,852	18,321,044	19,097,631	19,097,631
TOTAL PAYMENTS	115,907,532	46,990,209	48,064,947	51,787,719	51,787,719

HARFORD COUNTY, MARYLAND
FY 16 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS

		PRINCIPAL	INTEREST
COUNTY BONDS:			
2005	Bonds	355,714	8,893
2007	Bonds	2,099,985	245,471
2009	Refunding Bonds	801,236	83,255
2009	Bonds	381,333	299,260
2010	Refunding Bonds	1,189,069	337,553
2010	Series A	975,600	284,550
2010	Series B	0	573,653
2012	Refunding Bonds	12,290	2,600
2012	Bonds	493,425	272,557
2013	Bonds	688,010	481,073
2013	Refunding Bonds	46,598	638,818
2014	Bonds	1,217,943	925,057
2015	Bond	1,150,000	1,150,000
TOTAL COUNTY BONDS		9,411,203	5,302,740

SCHOOL BONDS:			
2005	Bonds	1,354,912	33,873
2007	Bonds	4,493,804	525,289
2009	Refunding Bonds	834,598	86,721
2009	Bonds	3,688,667	2,894,765
2010	Refunding Bonds	1,181,299	335,348
2010	Series A	5,448,600	1,589,175
2010	Series B	0	3,203,777
2012	Refunding Bonds	505,234	106,891
2012	Bonds	706,605	390,313
2013	Bonds	507,992	355,200
2013	Refunding Bonds	117,393	1,609,343
2014	Bonds	193,057	146,633
2015	Bond	700,000	700,000
TOTAL SCHOOL BONDS		19,732,161	11,977,328

HARFORD COUNTY, MARYLAND
FY 16 GENERAL FUND PRINCIPAL & INTEREST PAYMENTS

		PRINCIPAL	INTEREST
COLLEGE BONDS:			
2005	Bonds	136,093	3,402
2007	Bonds	574,616	67,168
2009	Refunding Bonds	159,534	16,577
2009	Bonds	59,583	46,759
2010	Refunding Bonds	158,508	44,997
2010	Series A	18,000	5,250
2010	Series B	0	10,584
2012	Refunding Bonds	196,891	41,656
2012	Bonds	477,615	263,824
2013	Bonds	144,500	101,038
2013	Refunding Bonds	13,915	190,763
2014	Bonds	72,376	54,972
2015	Bonds Guess	262,500	262,500
TOTAL COLLEGE BONDS		2,274,131	1,109,490
SOLID WASTE SERVICES:			
1999	Water Quality Refunding Bonds	252,360	12,469
2005	Bonds	15,620	391
2007	Bonds	331,595	38,761
2009	Refunding Bonds	275,000	2,473
2009	Bonds	23,802	215,813
2010	Series A	232,200	67,725
2010	Series B	0	136,534
2012	Bonds	135,150	74,654
2013	Refunding Bonds	6,165	84,503
TOTAL SOLID WASTE SERVICES		1,271,892	633,323
NOTES: <i>Principal & Interest on Short Term Financing:</i>			
	PACA LTD	0	74,750
	Stuart Terrace	701	0
TOTAL NOTES		701	74,750
TOTAL GENERAL FUND PRINCIPAL & INTEREST		32,690,088	19,097,631

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
PRINCIPAL PAYMENTS:					
6101 County Bonds	41,000	200,500	377,945	565,445	565,445
TOTAL PRINCIPAL PAYMENTS	41,000	200,500	377,945	565,445	565,445
INTEREST PAYMENTS:					
6201 County Bonds	27,336	138,067	280,881	456,278	456,278
TOTAL INTEREST PAYMENTS	27,336	138,067	280,881	456,278	456,278
TOTAL PAYMENTS	68,336	338,567	658,826	1,021,723	1,021,723

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
PRINCIPAL PAYMENTS:					
6113 Agricultural Preservation	2,966,960	2,075,443	2,797,558	7,091,063	7,091,063
TOTAL PRINCIPAL PAYMENTS	2,966,960	2,075,443	2,797,558	7,091,063	7,091,063
INTEREST PAYMENTS:					
6213 Agricultural Preservation	3,221,629	3,149,941	3,107,241	2,962,858	2,962,858
TOTAL INTEREST PAYMENTS	3,221,629	3,149,941	3,107,241	2,962,858	2,962,858
TOTAL PAYMENTS	6,188,589	5,225,384	5,904,799	10,053,921	10,053,921

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
INTEREST PAYMENTS:							
6201	County Bonds		1,050,000	1,050,000	1,050,000	1,050,000	1,050,000
	Beech Creek	1,050,000					
TOTAL INTEREST PAYMENTS			1,050,000	1,050,000	1,050,000	1,050,000	1,050,000

DEPARTMENT: DEBT SERVICE

**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

Harford County went to the bond market March 11, 2014 for \$40,000,000 in Consolidated Public Improvement Bonds - Series 2014. The County received the highest rating possible from all three investor services, making Harford County bond ratings: Fitch Ratings AAA, Standard and Poor's AAA, and Moody's Investors Service Aaa, as published in the County's Official Statement of March 11, 2014.

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 16 Approved Capital Budget:

Sewer Projects:

Bush Creek Pump Station	1,000,000
Bynum Run Parallel 6&7	450,000
Sod Run Facility Improvements	700,000
TOTAL SEWER PROJECTS	<u><u>2,150,000</u></u>

Water Projects:

Magnolia Booster Station	1,250,000
US 40 and Rt. 159 SHA Water Relocation	2,600,000
TOTAL WATER PROJECTS	<u><u>3,850,000</u></u>

DEPARTMENT: DEBT SERVICE**DIVISION: Debt Service - 661530 Principal, 662530 Interest
Water & Sewer Debt Service Funds**

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
PRINCIPAL PAYMENTS:					
6102 State Loans	1,646,068	319,538	783,293	709,749	709,749
6106 Water & Sewer Bonds	7,702,672	6,927,087	7,485,991	7,677,536	7,677,536
6109 Farmers Home Loans	40,039	1,299,756	43,776	0	0
TOTAL PRINCIPAL PAYMENTS	9,388,779	8,546,381	8,313,060	8,387,285	8,387,285
INTEREST PAYMENTS:					
6202 State Loans	116,725	66,260	58,298	38,650	38,650
6206 Water & Sewer Bonds	4,998,660	5,174,327	5,201,264	5,050,956	5,050,956
6209 Farmers Home Loans	59,417	63,594	55,682	0	0
TOTAL INTEREST PAYMENTS	5,174,802	5,304,181	5,315,244	5,089,606	5,089,606
TOTAL PAYMENTS	14,563,581	13,850,562	13,628,304	13,476,891	13,476,891

**HARFORD COUNTY, MARYLAND
FY 16 WATER & SEWER DEBT SERVICE
PRINCIPAL & INTEREST PAYMENTS**

		PRINCIPAL	INTEREST
STATE LOANS:			
1999	Loans	72,108	7,145
1999	Refunding	637,641	31,505
TOTAL STATE LOANS		<u>709,749</u>	<u>38,650</u>
WATER & SEWER BONDS:			
2005	Bonds	337,663	8,442
2007	Bonds	1,750,000	204,561
2009	Refunding Bonds	355,830	36,974
2009	Bonds	1,095,417	859,653
2010	Refunding Bonds	61,124	17,352
2010	Series A	2,325,600	678,300
2010	Series B	0	1,367,453
2012	Refunding Bonds	210,585	44,553
2012	Bonds	695,386	384,115
2013	Bonds	360,000	360,489
2013	Refunding Bonds	45,931	629,674
2014	Bonds	240,000	259,390
2015	Bond	200,000	200,000
TOTAL WATER & SEWER BONDS		<u>7,677,536</u>	<u>5,050,956</u>
TOTAL WATER & SEWER DEBT SERVICE PRINCIPAL & INTEREST		<u>8,387,285</u>	<u>5,089,606</u>

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.
The final principal and interest payments will be completed during FY 14.

Lease Finance - 665110 Principal Payments		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
6107	Lease Purchase Principal Payments: 2009 Fleet Lease	678,046	699,373	0	0	0
6133	2007 School Lease	0	0	0	0	0
6135	2007 College Lease	0	0	0	0	0
TOTAL PRINCIPAL PAYMENTS		<u>678,046</u>	<u>699,373</u>	<u>0</u>	<u>0</u>	<u>0</u>
Lease Finance - 666110 Interest Payments		AUDITED FY 13	ENACTED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
6207	Lease Purchase Interest Payments: 2009 Fleet Lease	37,740	16,413	0	0	0
6233	2007 School Lease	0	0	0	0	0
6235	2007 College Lease	0	0	0	0	0
TOTAL INTEREST PAYMENTS		<u>37,740</u>	<u>16,413</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL LEASE FINANCE PAYMENTS		<u><u>715,786</u></u>	<u><u>715,786</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

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

The final principal and interest payments will be completed during FY 14.

Lease Finance - 665250 Principal Payments		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
6107	Lease Purchase Principal Payments:	577,060	595,211	0	0	0
TOTAL PRINCIPAL PAYMENTS		577,060	595,211	0	0	0
Lease Finance - 666250 Interest Payments		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
6207	Lease Purchase Interest Payments:	32,119	13,968	0	0	0
TOTAL INTEREST PAYMENTS		32,119	13,968	0	0	0
TOTAL LEASE FINANCE PAYMENTS		609,179	609,179	0	0	0

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.

The final debt service payments will be completed during FY 14.

Lease Finance - 665530 Principal Payments		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
6136	Lease Purchase Principal Payments: 2009 Fleet Lease	187,545	193,444	0	0	0
TOTAL PRINCIPAL PAYMENTS		187,545	193,444	0	0	0
Lease Finance - 666530 Interest Payments		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
6236	Lease Purchase Interest Payments: 2009 Fleet Lease	10,439	4,540	0	0	0
TOTAL INTEREST PAYMENTS		10,439	4,540	0	0	0
TOTAL LEASE FINANCE PAYMENTS		197,984	197,984	0	0	0

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. The final debt payments will be completed in FY 14.

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
6117 Lease Purchase Principal Payments:	<u>392,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL PRINCIPAL PAYMENTS	<u>392,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
6217 Lease Purchase Interest Payments:	<u>52,920</u>	<u>21,675</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL INTEREST PAYMENTS	<u>52,920</u>	<u>21,675</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL LEASE FINANCE PAYMENTS	<u><u>445,170</u></u>	<u><u>21,675</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

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, a amortization of issuance fees for bond sales

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
GENERAL FUND					
CONTRACTUAL SERVICES:					
2602 Legal Services	7,753	18,160	40,000	30,000	30,000
2603 Management Services	0	0	5,000	5,000	5,000
2699 Other Professional Services (Bank Fees, etc.)	11,250	9,021	5,000	5,000	5,000
TOTAL CONTRACTUAL SERVICES	19,003	27,181	50,000	40,000	40,000
DEBT SERVICE:					
6303 Costs of Issuance	486,178	204,040	600,000	600,000	600,000
TOTAL GENERAL FUND SERVICE COSTS	505,181	231,221	650,000	640,000	640,000

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664250 Highways Fund

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
HIGHWAYS FUND					
CONTRACTUAL SERVICES:					
2699 Other Professional Services	<u>176</u>	<u>105</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
DEBT SERVICE:					
6303 Costs of Issuance	<u>14,481</u>	<u>23,487</u>	<u>28,000</u>	<u>28,000</u>	<u>28,000</u>
TOTAL HIGHWAYS FUND SERVICE COSTS	<u>14,657</u>	<u>23,592</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664270 AG Preservation - County

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
AG PRESERVATION - COUNTY					
CONTRACTUAL SERVICES:					
2602 Legal Services	28,391	17,117	30,000	30,000	30,000
2604 Financial / Audit	<u>0</u>	<u>616</u>	<u>0</u>	<u>0</u>	<u>0</u>
DEBT SERVICE:					
6303 Costs of Issuance	<u>12,828</u>	<u>4,064</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
TOTAL AG PRESERVATION-COUNTY SERVICE COSTS	<u>41,219</u>	<u>21,797</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664310 Tax Increment Financing

			AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
TAX INCREMENT FINANCING							
DEBT SERVICE:							
6303	Costs of Issuance		25,361	10,813	50,000	50,000	50,000
	Beech Creek	50,000					
TOTAL TAX INCREMENT FINANCING SERVICE COSTS			25,361	10,813	50,000	50,000	50,000

DEPARTMENT: DEBT SERVICE

DIVISION: Service Costs - 664530 Water & Sewer Debt Service

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	PROPOSED BUDGET FY 16	ENACTED FY 16
WATER & SEWER DEBT SERVICE					
CONTRACTUAL SERVICES:					
2602 Legal Services	3,454	0	6,000	6,000	6,000
2603 Management Services	110,693	59,835	120,000	60,000	60,000
2699 Other Professional Services (Bank Fees, etc.)	3,214	2,300	4,000	4,000	4,000
TOTAL CONTRACTUAL SERVICES	<u>117,361</u>	<u>62,135</u>	<u>130,000</u>	<u>70,000</u>	<u>70,000</u>
DEBT SERVICE:					
6303 Costs of Issuance	137,144	47,742	310,000	300,000	300,000
TOTAL WATER & SEWER DEBT SERVICE COSTS	<u>254,505</u>	<u>109,877</u>	<u>440,000</u>	<u>370,000</u>	<u>370,000</u>
TOTAL ALL FUNDS SERVICE COSTS	<u><u>840,923</u></u>	<u><u>397,300</u></u>	<u><u>1,230,000</u></u>	<u><u>1,150,000</u></u>	<u><u>1,150,000</u></u>

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

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 \$25,000 deductible for physical damage to County owned vehicles.

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
20	CONTRACTUAL SERVICES	1,706,233	1,627,698	0	0	0
	GRAND TOTAL	<u>1,706,233</u>	<u>1,627,698</u>	<u>0</u>	<u>0</u>	<u>0</u>

INSURANCE

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY FUND:</u>						
11	GENERAL	1,063,401	1,010,872	0	0	0
25	HIGHWAYS	390,004	364,742	0	0	0
51	WATER AND SEWER	252,828	252,084	0	0	0
	GRAND TOTAL	1,706,233	1,627,698	0	0	0

SUMMARY BY DIVISION:

671110	GENERAL FUND INSURANCE	1,063,401	1,010,872	0	0	0
671250	HIGHWAYS INSURANCE	390,004	364,742	0	0	0
671510	WATER AND SEWER INSURANCE	252,828	252,084	0	0	0
	GRAND TOTAL	1,706,233	1,627,698	0	0	0

NOTE:

No funds are appropriated for FY 16. There are sufficient funds in the Self-Insurance Fund, therefore no appropriation is required for FY 16.

INSURANCE

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
GENERAL FUND INSURANCE					
INDEX # 671110					
2599 Other Insurance	1,063,401	1,010,872	0	0	0
HIGHWAYS FUND INSURANCE					
INDEX # 671250					
2599 Other Insurance	390,004	364,742	0	0	0
WATER & SEWER OPERATING FUND INSURANCE					
INDEX # 671510					
2599 Other Insurance	252,828	252,084	0	0	0
TOTAL OTHER INSURANCE	1,706,233	1,627,698	0	0	0

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
10	PERSONNEL SERVICES	1,265,479	2,480,000	2,112,344	2,804,681	2,804,681
20	CONTRACTUAL SERVICES	3,126,906	3,888,731	5,515,960	6,471,444	6,471,444
	GRAND TOTAL	4,392,385	6,368,731	7,628,304	9,276,125	9,276,125

<u>SUMMARY BY FUND:</u>						
11	GENERAL	3,212,730	4,751,859	5,740,468	7,014,847	7,014,847
25	HIGHWAYS	821,695	1,184,832	1,326,233	1,551,986	1,551,986
51	WATER AND SEWER	357,960	432,040	561,603	709,292	709,292
	GRAND TOTAL	4,392,385	6,368,731	7,628,304	9,276,125	9,276,125

<u>SUMMARY BY DIVISION:</u>						
681110	GENERAL FUND BENEFITS	3,212,730	4,751,859	5,740,468	7,014,847	7,014,847
681250	HIGHWAYS BENEFITS	821,695	1,184,832	1,326,233	1,551,986	1,551,986
681510	WATER AND SEWER BENEFITS	357,960	432,040	561,603	709,292	709,292
	GRAND TOTAL	4,392,385	6,368,731	7,628,304	9,276,125	9,276,125

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681110**

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
GENERAL FUND BENEFITS					
INDEX # 681110					
1202 Pension (Pre-1995 Underfunding costs)	0	134,943	0	640,167	640,167
1203 Firemen's Pension Per actuarial and Treasurer's adjustments	1,970,503	1,934,886	2,030,844	1,912,843	1,912,843
1299 Other Unfunded past service liability costs for Liquor Board employees in the State Retirement and Pension Plans	5,786	5,786	6,500	6,500	6,500
1301 Workers' Compensation	0	198,000	75,000	75,000	75,000
1399 Other Health Insurance	(640,580)	42,804	0	0	0
2505 Unemployment Insurance	34,436	55,707	48,960	48,960	48,960
2507 Death Benefits	17,745	6,847	20,000	20,000	20,000
2514 Retiree's Insurance Per actuarial	1,824,840	2,372,886	3,559,164	4,140,354	4,140,354
2599 Other Insurance (Reinsurance Fee)				162,677	162,677
2601 Medical Services - PCORI fee (Patient Centered Outcomes Research Institute				8,346	8,346
TOTAL INDEX	3,212,730	4,751,859	5,740,468	7,014,847	7,014,847

DEPARTMENT: BENEFITS**DIVISION: BENEFITS****INDEX: 681250, 681510**

	AUDITED FY 13	AUDITED FY 14	ENACTED FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
HIGHWAYS FUND BENEFITS					
INDEX # 681250					
1202 Pension (Pre-1995 Underfunding Costs)	0	26,665	0	89,137	89,137
1301 Workers' Compensation	0	54,000	0	0	0
1399 Other Health Insurance	(90,712)	6,059	0	0	0
Health Care Consortium Call					
No funding required for FY 15					
2505 Unemployment Insurance	10,151	8,727	20,000	20,000	20,000
2507 Death Benefits	0	0	2,000	2,000	2,000
2514 Retiree's Insurance	902,256	1,089,381	1,304,233	1,417,036	1,417,036
Per actuarial					
2599 Other Insurance (Reinsurance Fee)				22,651	22,651
2601 Medical Services - PCORI fee				1,162	1,162
TOTAL INDEX	821,695	1,184,832	1,326,233	1,551,986	1,551,986
WATER & SEWER FUND BENEFITS					
INDEX # 681510					
1202 Pension (Pre-1995 Underfunding Costs)	0	23,350	0	81,034	81,034
1301 Workers' Compensation	0	48,000	0	0	0
1399 Other Health Insurance	20,482	5,507	0	0	0
Health Care Consortium Call					
No funding required for FY 15					
2505 Unemployment Insurance	10,912	5,450	9,000	9,000	9,000
2507 Death Benefits	13,620	0	2,000	2,000	2,000
2514 Retiree's Insurance	312,946	349,733	550,603	595,610	595,610
Per actuarial					
2599 Other Insurance (Reinsurance Fee)				20,592	20,592
2601 Medical Services - PCORI fee				1,056	1,056
TOTAL INDEX	357,960	432,040	561,603	709,292	709,292

(THIS PAGE IS LEFT BLANK INTENTIONALLY)

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 16 are allocated to the following budgets: General Fund, Highways Fund, Parks and Recreation Special Revenue and Water and Sewer.

The General Fund Paygo account also includes funding allocations for Closure Reserve and Rural Legacy Program.

Closure Reserve is a set aside account, required by Governmental Accounting Standards Board (GASB) Statement No. 18, which requires the County to measure and recognize a portion of closure and post closure costs during each accounting period based on landfill capacity as of each balance sheet date.

Rural Legacy Program is a State funded program, under which various properties were approved through the application process for purchase of easement rights. These funds are furnished by the County to cover legal costs toward settlements. The State program does not allow for this administrative expense.

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
	<u>SUMMARY BY CHARACTER:</u>					
70	MISCELLANEOUS	39,624,130	32,335,076	18,623,704	17,887,500	17,887,500
	GRAND TOTAL	<u>39,624,130</u>	<u>32,335,076</u>	<u>18,623,704</u>	<u>17,887,500</u>	<u>17,887,500</u>

PAYGO

ALL FUND SUMMARY:

		AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY FUND:</u>						
11	GENERAL	18,065,995	17,480,864	5,313,704	8,605,000	8,605,000
25	HIGHWAYS	15,280,135	9,480,762	7,000,000	7,256,250	7,256,250
26	PARKS & RECREATION SPECIAL REVENUE	0	0	150,000	130,000	130,000
51	WATER AND SEWER OPERATING	6,278,000	5,373,450	6,160,000	1,896,250	1,896,250
GRAND TOTAL		<u>39,624,130</u>	<u>32,335,076</u>	<u>18,623,704</u>	<u>17,887,500</u>	<u>17,887,500</u>

SUMMARY BY DIVISION:

705110	PAYGO GENERAL FUND	18,065,995	17,201,062	5,011,680	8,555,000	8,555,000
705110	PAYGO GENERAL FUND - STORMWATER MGT. GRANT	0	279,802	252,024	0	0
705110	PAYGO GENERAL FUND - RURAL LEGACY	0	0	50,000	50,000	50,000
705250	PAYGO HIGHWAYS	15,280,135	9,480,762	7,000,000	7,256,250	7,256,250
705260	PAYGO PARKS & RECREATION-SPECIAL REVENUE	0	0	150,000	130,000	130,000
705510	PAYGO WATER AND SEWER	6,278,000	5,373,450	6,160,000	1,896,250	1,896,250
GRAND TOTAL		<u>39,624,130</u>	<u>32,335,076</u>	<u>18,623,704</u>	<u>17,887,500</u>	<u>17,887,500</u>

DEPARTMENT: PAYGO
DIVISION: PAYGO GENERAL FUND
Index No. 705110

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
7601 CAPITAL IMPROVEMENTS	18,065,995	17,201,062	5,011,680	8,555,000	8,555,000
TOTAL PAYGO CAPITAL IMPROVEMENTS	18,065,995	17,201,062	5,011,680	8,555,000	8,555,000

For FY 16, General Fund Paygo funds amounting to \$8,555,000, will provide for the following capital projects:

GENERAL:

Facilities Repair Program	62,053
Fleet Replacement	1,500,000
Fuel Dispensing System Upgrade	560,000
Gordon Street	(62,053)
Infrastructure Efficiency Capital Investment	25,000
Refresh Program	100,000
Safeguarding Business Operations	2,000,000
Underground & Aboveground Storage Tank Mgt.	120,000
Voting Equipment	200,000
Total General Projects	4,505,000

PUBLIC SAFETY:

Public Safety Communication in School Bldgs	100,000
VFC Facility Repair	600,000
Total Public Safety Projects	700,000

BOARD OF EDUCATION

Technology Education Lab Refresh	250,000
Total Board of Education Projects	250,000

SOLID WASTE SERVICES:

Waste-to-Energy Facility Closure	3,000,000
Total Solid Waste Services Projects	3,000,000

PARKS AND RECREATION:

Heavenly Waters Park - Soma	100,000
Total Parks and Recreation Projects	100,000

DEPARTMENT: PAYGO**DIVISION: PAYGO HIGHWAYS FUND****Index No. 705250**

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
7601 CAPITAL IMPROVEMENTS	15,280,135	9,480,762	7,000,000	7,256,250	7,256,250

For FY 16, Highways Fund Paygo funds amounting to \$7,256,250, will provide for the following capital projects:

BRIDGES:

Bridge and Road Scour Repairs	150,000
Bridge Inspection Program	50,000
Bridge Rehabilitation	200,000
Fawn Grove Road Bridge #132	(165,000)
Macton Road Bridge #145	(96,260)
Total Bridges Projects	138,740

OTHER:

APG Gate PILOT	590,000
Efficiency Capital Investment Project	25,000
Fleet Replacement	1,800,000
Safeguarding Business Operations	556,250
Sidewalks and Handicapped Ramps	100,000
Total Other Projects	3,071,250

RESURFACING:

Resurfacing Roadways	4,982,842
Total Resurfacing Projects	4,982,842

ROADWAYS:

Drainage Improvements	(50,000)
Guardrails	100,000
MD 152/Oakmont/Port Lane	(150,000)
Schucks Road Culvert Replacement	(750,000)
Schucks Road Improvements	(162,808)
Stormdrain Replacement	100,000
Wheel Road/Laurel Bush to Fairway	(23,774)
Total Roadways Projects	(936,582)

DEPARTMENT: PAYGO

DIVISION: PARKS & RECREATION SPECIAL REVENUE FUND

Index No. 705260

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
7601 CAPITAL IMPROVEMENTS	0	0	150,000	130,000	130,000

For FY 16, Parks and Recreation Special Revenue Fund has one Paygo project - Swan Harbor Farm Improvements

DEPARTMENT: PAYGO

DIVISION: WATER & SEWER FUND

Index No. 705510

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
7601 CAPITAL IMPROVEMENTS	6,278,000	5,373,450	6,160,000	1,896,250	

For FY 16, Water and Sewer Fund Paygo funds amounting to \$1,896,250, will provide for the following capital projects

WATER PROJECTS:

Fleet Replacement	400,000
Safeguarding Business Operations	556,250
Tank Painting	700,000
Total Water Projects	1,656,250

SEWER PROJECTS:

Ring Factory PS and Fairwind Farms Abandonment	240,000
Total Sewer Projects	240,000

DEPARTMENT: PAYGO

DIVISION: PAYGO GENERAL FUND - CLOSURE RESERVE AND RURAL LEGACY PROGRAM

Index No. 705110

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
7799 OTHER - RURAL LEGACY PROGRAM	0	0	50,000	50,000	50,000

For FY 16 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 16 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 16.

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 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
<u>SUMMARY BY CHARACTER:</u>						
70	MISCELLANEOUS	4,924,020	5,139,391	5,293,549	5,227,321	5,227,321
	GRAND TOTAL	4,924,020	5,139,391	5,293,549	5,227,321	5,227,321
<u>SUMMARY BY FUND:</u>						
11	GENERAL	4,924,020	5,139,391	5,293,549	5,227,321	5,227,321
	GRAND TOTAL	4,924,020	5,139,391	5,293,549	5,227,321	5,227,321
<u>SUMMARY BY DIVISION:</u>						
707110	Appropriation to Towns	3,360,383	3,574,846	3,503,549	3,437,321	3,437,321
708110	Appropriation to State	1,563,637	914,545	1,040,000	1,040,000	1,040,000
709110	Other Government Agencies	0	650,000	750,000	750,000	750,000
	GRAND TOTAL	4,924,020	5,139,391	5,293,549	5,227,321	5,227,321

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES**Index No. 707110**

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
7101 GRANTS AND CONTRIBUTIONS	3,339,695	3,554,158	3,482,861	3,416,633	3,416,633
Differential for Police Services based on a legislated formula using the Assessable Basis Percentage numbers for the County and the three municipalities:					
Aberdeen	1,093,857				
Bel Air	1,098,635				
Havre de Grace	1,224,141				
	3,416,633				
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES	20,688	20,688	20,688	20,688	20,688
Payments required by the Annotated Code of Maryland, Article 25, Section 220:					
Aberdeen	7,142				
Bel Air	8,458				
Havre de Grace	5,088				
	20,688				
SUB-TOTAL APPROPRIATION TO TOWNS	3,360,383	3,574,846	3,503,549	3,437,321	3,437,321

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES**Index No. 708110**

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES	1,563,637	914,545	1,040,000	1,040,000	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.					
Funds appropriated for share of the cost of administering the County's State Department of Assessments and Taxation office.					
SUB-TOTAL APPROPRIATION TO STATE	<u>1,563,637</u>	<u>914,545</u>	<u>1,040,000</u>	<u>1,040,000</u>	<u>1,040,000</u>

DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES**Index No. 709110**

	AUDITED FY 13	AUDITED FY 14	ORIGINAL BUDGET FY 15	EXECUTIVE PROPOSED FY 16	ENACTED FY 16
7102 PAYMENTS TO OTHER GOVERNMENT AGENCIES	0	650,000	750,000	750,000	750,000
Funding is provided for the operating costs of the Humane Society					
SUB-TOTAL OTHER GOVERNMENT AGENCIES	<u>0</u>	<u>650,000</u>	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>
TOTAL APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES	<u><u>4,924,020</u></u>	<u><u>5,139,391</u></u>	<u><u>5,293,549</u></u>	<u><u>5,227,321</u></u>	<u><u>5,227,321</u></u>

HARFORD COUNTY, MARYLAND STATEMENT OF CONTINGENCY RESERVE

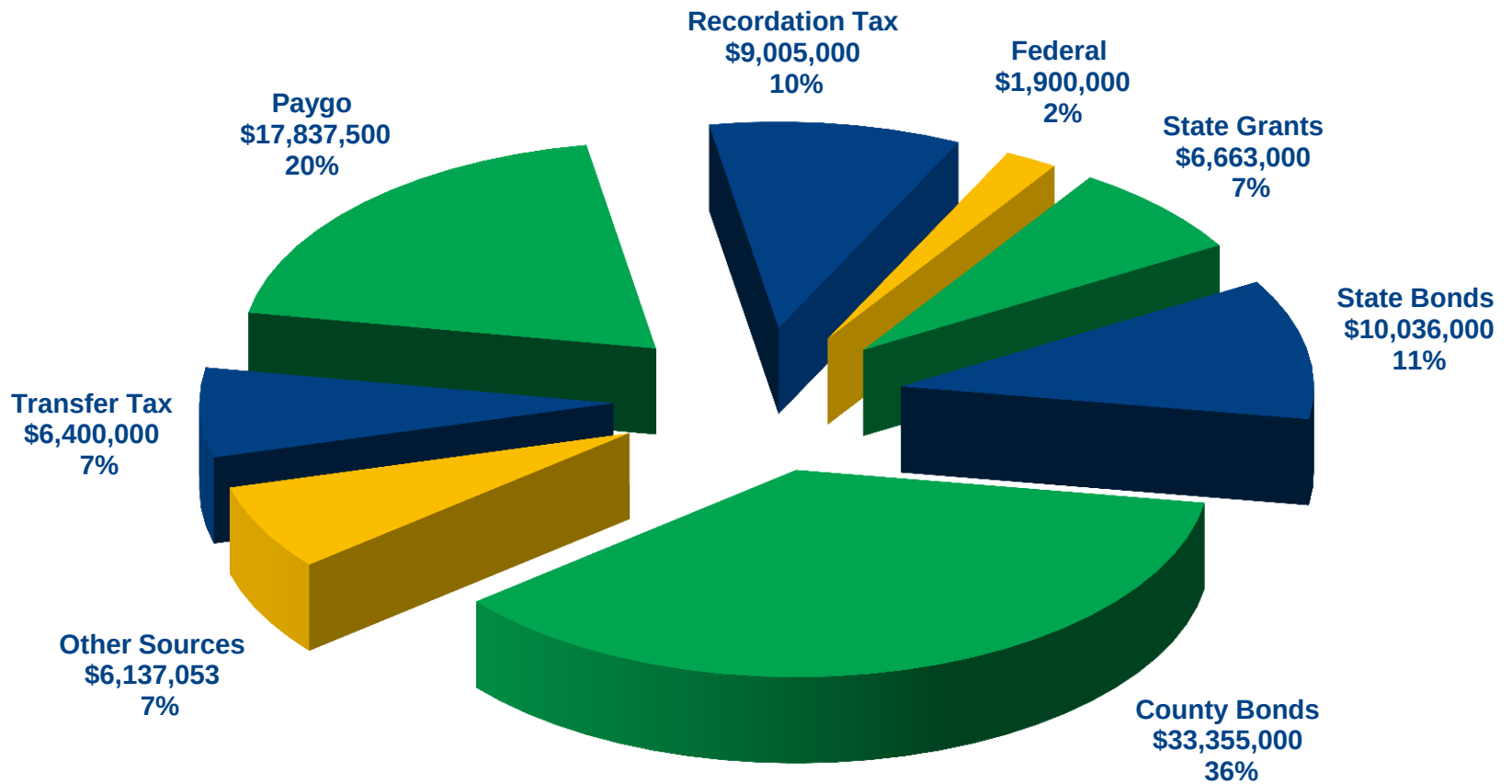
The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . . " The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.43 percent of the Highways Fund, have been included in the Approved Fiscal Year 2015-2016 Operating Budget.

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

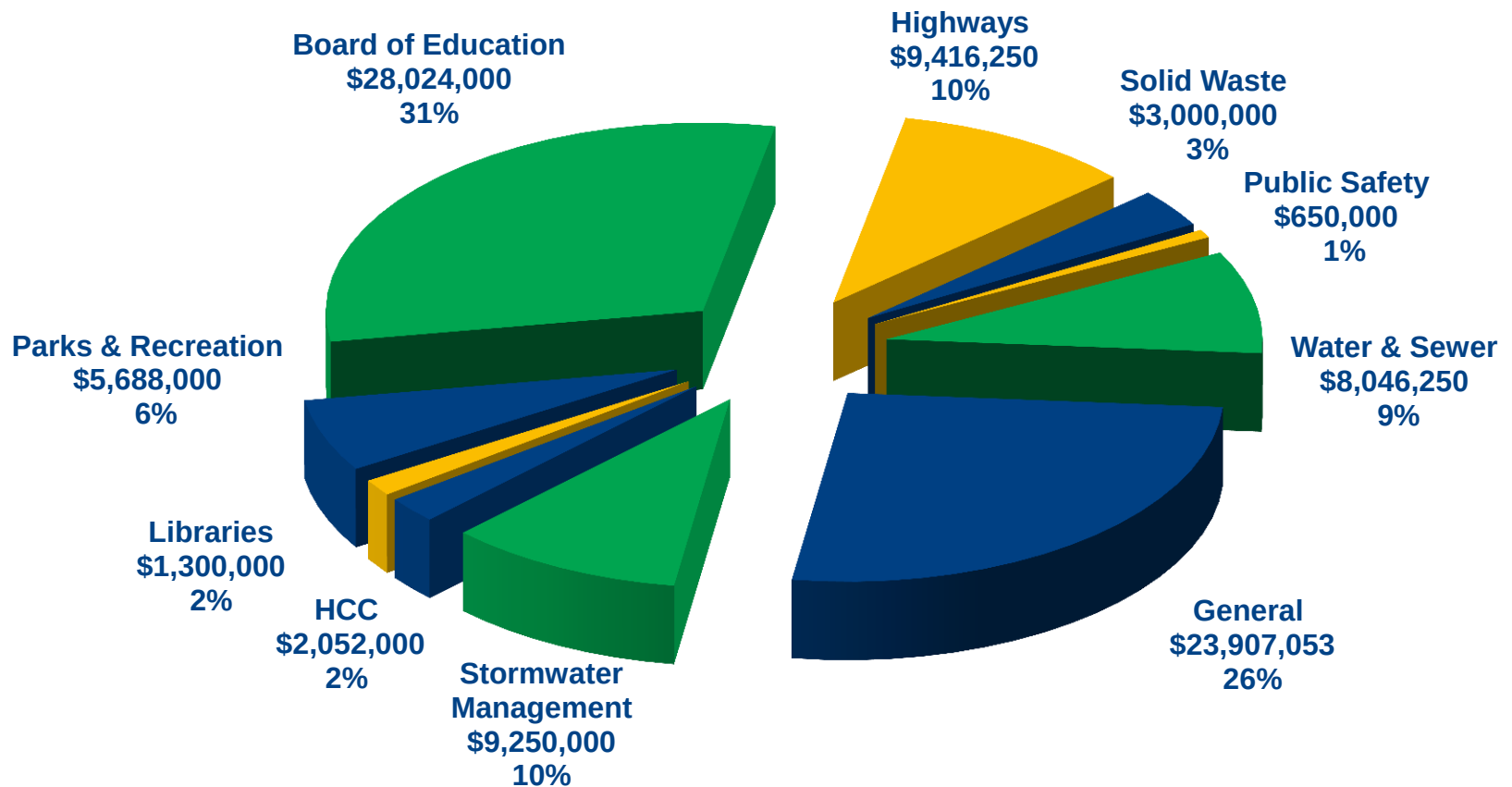
(THIS PAGE IS LEFT BLANK INTENTIONALLY)

CAPITAL BUDGET and CAPITAL IMPROVEMENT PROGRAM

**APPROVED CAPITAL BUDGET
REVENUES
FISCAL YEAR 2015 - 2016
TOTAL BUDGET \$91,333,553**



**APPROVED CAPITAL BUDGET
APPROPRIATIONS
FISCAL YEAR 2015 - 2016
TOTAL BUDGET \$91,333,553**



FY 16 APPROVED CAPITAL BUDGET												
PROJECT	TOTAL	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

GENERAL FUND

GENERAL CAPITAL

Board of Education Debt Service 16	16,600,000	0	0	0	3,100,000	6,400,000	7,100,000	0	0	0	0	0
Facilities Repair Program	7,682,053	0	7,500,000	0	62,053	0	0	120,000	0	0	0	0
Fleet Maintenance Facility	150,000	0	150,000	0	0	0	0	0	0	0	0	0
Fleet Replacement	1,500,000	1,500,000	0	0	0	0	0	0	0	0	0	0
Fuel Dispensing System Upgrade	560,000	560,000	0	0	0	0	0	0	0	0	0	0
Harford County Agricultural Research & Exposition Center	300,000	0	0	150,000	0	0	0	150,000	0	0	0	0
Harford County Metro Area Network (HMAN)	4,000,000	0	2,000,000	2,000,000	0	0	0	0	0	0	0	0
Harford County Southern Resource Center	(12,500,000)	0	(12,500,000)	0								
Infrastructure Efficiency Capital Investment Projects	195,000	25,000	0	0	0	0	0	170,000	0	0	0	0
Refresh Program	100,000	100,000	0	0	0	0	0	0	0	0	0	0
Safeguarding Business Operations	2,000,000	2,000,000	0	0	0	0	0	0	0	0	0	0
Site Acquisition	3,000,000	0	3,000,000	0	0	0	0	0	0	0	0	0
Underground & Aboveground Storage Tank Management	120,000	120,000	0	0	0	0	0	0	0	0	0	0
Voting Equipment	200,000	200,000	0	0	0	0	0	0	0	0	0	0

SUB-TOTAL GENERAL	23,907,053	4,505,000	150,000	2,150,000	3,162,053	6,400,000	7,100,000	440,000	0	0	0	0

STORMWATER MANAGEMENT

County Owned Watershed Restoration Improvements	2,400,000	0	0	1,400,000	0	0	0	1,000,000	0	0	0	0
Joppatowne Area Watershed Restoration	1,200,000	0	0	700,000	0	0	0	500,000	0	0	0	0
Maintenance/Repair of Dams	460,000	0	0	0	0	0	60,000	0	0	0	0	400,000
Plumtree Run Watershed Restoration	1,250,000	0	0	850,000	0	0	0	400,000	0	0	0	0
Riverside Area Watershed Restoration	120,000	0	0	120,000	0	0	0	0	0	0	0	0
Sams Branch Watershed Restoration	120,000	0	0	120,000	0	0	0	0	0	0	0	0
Stormwater Pollution Prevention	140,000	0	0	0	0	0	140,000	0	0	0	0	0
Sunnyview Stream Restoration	600,000	0	0	400,000	0	0	0	200,000	0	0	0	0
Watershed Restoration	60,000	0	0	60,000	0	0	0	0	0	0	0	0
Watershed Restoration Assessment	1,500,000	0	0	1,250,000	0	0	0	125,000	0	125,000	0	0
Watershed Restoration Improvements	400,000	0	0	300,000	0	0	0	100,000	0	0	0	0
Wheel Creek Watershed Restoration	1,000,000	0	0	600,000	0	0	0	0	0	400,000	0	0

SUB-TOTAL STORMWATER MANAGEMENT	9,250,000	0	0	5,800,000	0	0	200,000	2,325,000	0	525,000	0	400,000

FY 16 APPROVED CAPITAL BUDGET												
PROJECT	TOTAL	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
<u>GENERAL FUND</u>												
PUBLIC SAFETY												
New Emergency Operations Center Complex	(150,000)	0	(150,000)	0	0	0	0	0	0	0	0	0
911 State Fee Fund	100,000	0	0	0	0	0	0	100,000	0	0	0	0
Public Safety Communication in School Buildings	100,000	100,000	0	0	0	0	0	0	0	0	0	0
VFC Facility Repair	600,000	600,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL PUBLIC SAFETY	650,000	700,000	(150,000)	0	0	0	0	100,000	0	0	0	0
HARFORD COMMUNITY COLLEGE												
Computer Equipment Technology	790,000	0	0	0	0	0	0	0	0	0	0	790,000
Nursing and Allied Health Building	1,012,000	0	0	435,000	0	0	0	577,000	0	0	0	0
Site and Parking Lot Improvements	250,000	0	0	0	0	0	0	0	0	0	0	250,000
SUB-TOTAL HCC	2,052,000	0	0	435,000	0	0	0	577,000	0	0	0	1,040,000
LIBRARIES												
Havre de Grace Expansion	1,300,000	0	0	0	0	0	0	1,000,000	0	0	0	300,000
SUB-TOTAL LIBRARIES	1,300,000	0	0	0	0	0	0	1,000,000	0	0	0	300,000
<u>GENERAL FUND</u>												
BOARD OF EDUCATION												
Center for Educational Opportunity HVAC	4,625,000	0	0	2,200,000	0	0	0	2,425,000	0	0	0	0
Churchville Elementary School Roof Replacement	825,000	0	0	330,000	0	0	0	495,000	0	0	0	0
North Harford MS Domestic Water System Improvements	500,000	0	0	500,000	0	0	0	0	0	0	0	0
Prospect Mill Elementary School HVAC	4,685,000	0	0	2,294,000	0	0	0	2,391,000	0	0	0	0
Technology Education Lab Refresh	250,000	250,000	0	0	0	0	0	0	0	0	0	0
Youth's Benefit Elementary School Replacement	17,139,000	0	0	13,141,000	0	0	0	3,998,000	0	0	0	0
SUB-TOTAL BOARD OF EDUCATION	28,024,000	250,000	0	18,465,000	0	0	0	9,309,000	0	0	0	0
SUB-TOTAL GENERAL FUND CAPITAL	65,183,053	5,455,000	0	26,850,000	3,162,053	6,400,000	7,300,000	13,751,000	0	525,000	0	1,740,000

FY 16 APPROVED CAPITAL BUDGET												
PROJECT	TOTAL	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

SOLID WASTE SERVICES

SOLID WASTE SERVICES												
Waste-to-Energy Facility Closure	3,000,000	3,000,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL SOLID WASTE CAPITAL	3,000,000	3,000,000	0	0	0	0	0	0	0	0	0	0

TOTAL ALL GENERAL FUND CAPITAL	68,183,053	8,455,000	0	26,850,000	3,162,053	6,400,000	7,300,000	13,751,000	0	525,000	0	1,740,000

PARKS & RECREATION FUND

PARKS & RECREATION												
Backstop Renovations	75,000	0	0	0	0	0	50,000	0	0	0	0	25,000
Broad Creek Boat Launch Ramp	30,000	0	0	0	0	0	0	0	0	30,000	0	0
Canoe and Kayak Water Access	200,000	0	0	0	0	0	0	100,000	0	0	0	100,000
Churchville Center Renovations	80,000	0	0	0	0	0	80,000	0	0	0	0	0
Eden Mill Park Rehabilitation	30,000	0	0	0	0	0	30,000	0	0	0	0	0
Edgeley Grove Farm - Smith Property	25,000	0	0	0	0	0	25,000	0	0	0	0	0
Emily Bayliss Graham Park	425,000	0	0	0	0	0	0	0	0	0	0	425,000
Emmorton Recreation and Tennis Center Improvements	275,000	0	0	0	0	0	0	0	200,000	0	0	75,000
Facility Renovations	270,000	0	0	0	0	0	170,000	0	0	0	0	100,000
Flying Point Park Improvements	109,000	0	0	0	0	0	10,000	99,000	0	0	0	0
Francis Silver Park Improvements	25,000	0	0	0	0	0	25,000	0	0	0	0	0
Gunpowder River Dredging	100,000	0	0	0	0	0	0	100,000	0	0	0	0
Harford Center for the Arts	50,000	0	0	0	0	0	0	0	0	0	0	50,000
Heavenly Waters Park	300,000	0	0	0	0	0	0	300,000	0	0	0	0
Heavenly Waters Park - Soma	100,000	100,000	0	0	0	0	0	0	0	0	0	0
Indoor Recreation Facility - Forest Hill/Hickory	75,000	0	0	0	0	0	75,000	0	0	0	0	0
Liriodendron Improvements	100,000	0	0	0	0	0	100,000	0	0	0	0	0
Natural Turf Improvements	130,000	0	0	0	0	0	80,000	0	0	0	0	50,000
Park Improvements	160,000	0	0	0	0	0	60,000	0	0	0	100,000	0
Parking Lot Paving	200,000	0	0	0	0	0	200,000	0	0	0	0	0
Parkland Acquisition	1,950,000	0	0	0	0	0	50,000	0	1,900,000	0	0	0
Playground Equipment	200,000	0	0	0	0	0	200,000	0	0	0	0	0
Promenade Park	15,000	0	0	0	0	0	15,000	0	0	0	0	0
Robert Copenhaver Park Improvements	225,000	0	0	0	0	0	225,000	0	0	0	0	0
Swan Harbor Farm Improvements*	239,000	130,000	0	0	0	0	10,000	99,000	0	0	0	0
Stormwater Pond Repair and Renovation	200,000	0	0	0	0	0	200,000	0	0	0	0	0
Tennis/Multipurpose Court	100,000	0	0	0	0	0	100,000	0	0	0	0	0
*Paygo Special Revenue												
TOTAL PARKS & RECREATION CAPITAL	5,688,000	230,000	0	0	0	0	1,705,000	698,000	2,100,000	30,000	100,000	825,000

FY 16 APPROVED CAPITAL BUDGET

PROJECT	TOTAL	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

HIGHWAYS FUND

HIGHWAYS

BRIDGES

Abingdon Road Bridge #169 over CSX	300,000	0	0	100,000	0	0	0	0	0	200,000	0	0
Bridge and Road Scour Repairs	150,000	150,000	0	0	0	0	0	0	0	0	0	0
Bridge Inspection Program	50,000	50,000	0	0	0	0	0	0	0	0	0	0
Bridge Rehabilitation	200,000	200,000	0	0	0	0	0	0	0	0	0	0
Carrs Mill Road Bridge #216	250,000	0	0	100,000	0	0	0	0	0	150,000	0	0
Fawn Grove Road Bridge #132	(165,000)	(165,000)	0	0	0	0	0	0	0	0	0	0
Glenville Road Bridge #30	250,000	0	0	50,000	0	0	0	0	0	200,000	0	0
Jericho Road Bridge	30,000	0	0	30,000	0	0	0	0	0	0	0	0
Macton Road Bridge #145	(96,260)	(96,260)	0	0	0	0	0	0	0	0	0	0
New Park Road Bridge #125	25,000	0	0	25,000	0	0	0	0	0	0	0	0
Phillips Mill Road Bridge #70	100,000	0	0	50,000	0	0	0	0	0	50,000	0	0
Robinson Mill Road Bridge #154	120,000	0	0	0	0	0	0	0	0	120,000	0	0
Watervale Road Bridge #63	775,000	0	0	150,000	0	0	0	0	0	625,000	0	0

SUB-TOTAL BRIDGES	1,988,740	138,740	0	505,000	0	0	0	0	0	1,345,000	0	0

ROADWAYS

Drainage Improvments	(50,000)	(50,000)	0	0	0	0	0	0	0	0	0	0
Guardrails	100,000	100,000	0	0	0	0	0	0	0	0	0	0
MD 152/Oakmont Road/Port Lane	(150,000)	(150,000)	0	0	0	0	0	0	0	0	0	0
Schucks Road Culvert Replacement	(750,000)	(750,000)	0	0	0	0	0	0	0	0	0	0
Schucks Road Improvements	(162,808)	(162,808)	0	0	0	0	0	0	0	0	0	0
Stormdrain Replacement	100,000	100,000	0	0	0	0	0	0	0	0	0	0
Wheel Road/Laurel Bush to Fairway	(23,774)	(23,774)	0	0	0	0	0	0	0	0	0	0

SUB-TOTAL ROADWAYS	(936,582)	(936,582)	0	0	0	0	0	0	0	0	0	0

FY 16 APPROVED CAPITAL BUDGET												
PROJECT	TOTAL	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER

HIGHWAYS FUND

HIGHWAYS

RESURFACING

Resurfacing Roadways	5,292,842	4,982,842	0	0	310,000	0	0	0	0	0	0	0
SUB-TOTAL RESURFACING	5,292,842	4,982,842	0	0	310,000	0	0	0	0	0	0	0

OTHER

APG Gate Pilot*	590,000	590,000	0	0	0	0	0	0	0	0	0	0
Efficiency Capital Investment Project	25,000	25,000	0	0	0	0	0	0	0	0	0	0
Fleet Replacement	1,800,000	1,800,000	0	0	0	0	0	0	0	0	0	0
Safeguarding Business Operations	556,250	556,250	0	0	0	0	0	0	0	0	0	0
Sidewalks and Handicapped Ramps	100,000	100,000	0	0	0	0	0	0	0	0	0	0
SUB-TOTAL OTHER	3,071,250	3,071,250	0	0	0	0	0	0	0	0	0	0

*Paygo funding is dedicated from the PILOT agreement

TOTAL HIGHWAYS FUND CAPITAL	9,416,250	7,256,250	0	505,000	310,000	0	0	0	0	1,345,000	0	0

FY 16 APPROVED CAPITAL BUDGET												
PROJECT	TOTAL	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
<u>WATER & SEWER FUND</u>												
WATER PROJECTS												
Efficiency Capital Investment Project	150,000	0	0	0	0	0	0	150,000	0	0	0	0
Fleet Replacement	400,000	400,000	0	0	0	0	0	0	0	0	0	0
Magnolia Booster Station	1,250,000	0	0	1,250,000	0	0	0	0	0	0	0	0
Safeguarding Business Operations	556,250	556,250	0	0	0	0	0	0	0	0	0	0
Tank Painting	700,000	700,000	0	0	0	0	0	0	0	0	0	0
US 40 and Rt. 159 SHA Water Relocation	2,600,000	0	0	2,600,000	0	0	0	0	0	0	0	0
SUB-TOTAL WATER PROJECTS	5,656,250	1,656,250	0	3,850,000	0	0	0	150,000	0	0	0	0
SEWER PROJECTS												
Bush Creek Pump Station	1,000,000	0	0	1,000,000	0	0	0	0	0	0	0	0
Bynum Run Parallel 6&7	450,000	0	0	450,000	0	0	0	0	0	0	0	0
Ring Factory Pump Station & Fairwind Farms Abandonment	240,000	240,000	0	0	0	0	0	0	0	0	0	0
Sod Run Facility Improvements	700,000	0	0	700,000	0	0	0	0	0	0	0	0
SUB-TOTAL SEWER PROJECTS	2,390,000	240,000	0	2,150,000	0	0	0	0	0	0	0	0
TOTAL WATER & SEWER FUND CAPITAL	8,046,250	1,896,250	0	6,000,000	0	0	0	150,000	0	0	0	0
	TOTAL	PAYGO	PRIOR BONDS	COUNTY BONDS	REAPPROP	TRANSFER TAX	RECORD. TAX	STATE	P.O.S.	FEDERAL	DEVELOPER	OTHER
TOTAL APPROVED CAPITAL BUDGET	91,333,553	17,837,500	0	33,355,000	3,472,053	6,400,000	9,005,000	14,599,000	2,100,000	1,900,000	100,000	2,565,000

FISCAL YEAR 2016 APPROVED CAPITAL BUDGET HIGHLIGHTS

FISCAL YEAR 2016 CAPITAL BUDGET OVERVIEW

The development of each year's budget is based on current and projected economic conditions; operational needs; the needs of the citizens; and legislated mandates, coupled with the strategic plans, fiscal policies and management techniques adopted by the Administration.

We monitor revenue trends and re-evaluate our projections throughout the year. This analysis, along with recommendations from our Spending Affordability Committee, provides the Administration with the knowledge of how much total funding is available to allocate to the upcoming budget; as well as the source of the revenue, its trends, and whether the funds are "One-time" or "On-going" in nature. The Administration is committed to spending only what we can afford. We will incur debt only when we are confident that sustainable resources will be available to retire that debt. We will appropriate "One-time" revenues for "One-time" expenses only; and we will not commit to future expenses without identifying revenues which will be available to support them.

The Approved Fiscal Year 2016 Capital Budget consists of 104 projects at a total cost of \$91,333,553. With the continued demands of a tough economy this budget supports our most pressing challenges including school modernization issues, public safety, sustaining a strong infrastructure, and the environment.

Harford County's financial operations are characterized by maintenance of sound reserves, a conservative approach to budget development, and timely revenue and spending adjustments. Fiscal policies governing multi-year planning, reserve retention and use of surplus funds for capital and other one-time spending aid in steady operating performance. In March, 2015 Moody's Investor Service, Fitch Ratings and Standard and Poor's all reaffirmed Harford County's AAA bond rating.

The County imposes a Recordation Tax on home sales and refinances, and a Transfer Tax on the sale of new or existing homes. Each of these generate revenues that are in part restricted to school construction and/or school debt service. A description of Recordation and Transfer Tax history and restrictions can be found later on in this section of the capital budget book.

FISCAL YEAR 2016 APPROVED CAPITAL BUDGET HIGHLIGHTS

FISCAL YEAR 2016 EXPENDITURES

The following is a brief description of capital projects planned for Fiscal Year 2016:

General Capital Projects

The County Capital Budget contains fourteen General projects for FY 2016, totaling \$23,907,053. Projects in the General category for FY 2016 include debt service for the Board of Education; a project to fund repairs and renovations to County buildings and structures; necessary fleet replacement; upgrade of the County's fuel dispensing system; funding for site acquisition; and a project to begin site and engineering for an agricultural research and exposition facility.

There are three Information and Communication Technology related projects that include expansion of the Harford County Metro Area Network (HMAN), a refresh program for Countywide computers, and integration/modernization of enterprise software applications and architecture across the County.

Stormwater Management

The FY 2016 Stormwater Management Capital budget consists of twelve projects and totals \$9,250,000. Under the National Pollutant Discharge Elimination System (NPDES) Permit, the County must assess potential watershed projects and then restore and improve watersheds to reduce pollutants and improve water quality. Funds will provide for stormwater enhancement, maintenance and repair of dams, as well as stream and watershed restorations.

Public Safety

Harford County continues to ensure that public safety providers have the necessary tools and technology to meet the County's growing demand for emergency services. The FY 2016 Capital Budget includes \$650,000 for public safety, divided among the Department of Emergency Services and the Volunteer Fire Companies.

Emergency Services will continue to purchase and install bi-directional amplifiers (BDA's) in County schools, therefore greatly improving radio coverage for public safety; and funding is appropriated for the Volunteer Fire Companies to repair/renovate their existing stations to include systemic repairs, roofs, paving, etc.

FISCAL YEAR 2016 APPROVED CAPITAL BUDGET HIGHLIGHTS

Harford Community College Projects

Harford Community College has three capital projects for FY 2016 totaling \$2,052,000. While these projects are primarily funded with College funds, County funding has been approved to provide a right turn lane on Route 22 to assist with increased traffic associated with Darlington Hall, the Susquehanna Center and the newly renovated Arena.

Board of Education Projects

Funding for the Board of Education includes two major comprehensive HVAC projects at the Center for Educational Opportunity and Prospect Mill Elementary School. Also included is funding to continue the replacement of Youth's Benefit Elementary School; roof replacement and water system improvements at Churchville Elementary School and North Harford Middle School; and an appropriation for technology education lab refresh.

Solid Waste Services Projects

The Solid Waste services capital budget has appropriated funding for the decommissioning and demolishing of the Harford Waste to Energy facility, following the expiration of the operating contract in 2016.

Parks and Recreation Projects

Parks and Recreation continues to provide citizens with a diversified menu of recreational opportunities as well as the acquisition and protection of open space. To accomplish this for FY 2016, Harford County has appropriated funds for 27 projects totaling \$5,688,000. These projects include the development/improvements of many parks and complexes; facility renovations; dredging; parkland acquisition; natural turf improvements; and playground equipment replacements.

FISCAL YEAR 2016 APPROVED CAPITAL BUDGET HIGHLIGHTS

Highways Projects

Funding for Highways projects is derived from dedicated revenues, developer contributions, and Federal grants. The majority of revenues available to the Highways Fund are generated from the County's Property Tax differential (\$0.1483 per \$100 of assessed property value outside the three municipalities).

There are 26 projects funded for the Highways Capital budget, totaling \$9,416,250. The Highways budget is divided into four sections: Bridges, Roadways, Resurfacing, and "Other". In addition to the 1,057 miles of roadways and 223 County bridges, Harford County Highways projects must also provide for culvert rehabilitations, guardrails, sidewalks and handicapped ramps, stormdrain rehabilitation, traffic signals and road safety improvements. For FY 2016 there is also funding for technology related projects such as modernizing and integrating software applications; fleet replacement; and infrastructure projects at various Highways facilities that will increase operational efficiency.

Water and Sewer Projects

The Water and Sewer Capital Budget proposes funding for ten capital projects in FY 2016 totaling \$8,046,250. These projects continue to provide improvements and future growth to Harford County's existing infrastructure. Funding proposed for FY 2016 provides for the design and construction of a replacement existing hydro pneumatic tank at the Magnolia Booster Station; water transmission main relocation at US 40 and Rt. 159, involving the State Highway Administration; replacement of a force main at the Bush Creek Pump Station; and improvements at the Sod Run Facility.

As seen in the Highways and General projects, Harford County has also provided funding for fleet replacement and information technology projects within the Water and Sewer Capital budget. These projects are vital to the efficiency of Water and Sewer operations.

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, 2014	<u>35,896,358</u>	<u>12,707,491</u>	<u>3,089,043</u>	<u>51,692,892</u>
Less: Restricted Fund Balance				
Recordation and Transfer Tax	1,955,920	0	403,329	2,359,249
Bond Proceeds	6,257,410	0	0	6,257,410
Less: Unrestricted Fund Balance				
Appropriation of Fund Balance	1,051,134	897,707	0	1,948,841
Encumbrances	<u>26,631,894</u>	<u>11,809,784</u>	<u>2,685,714</u>	<u>41,127,392</u>
	<u>35,896,358</u>	<u>12,707,491</u>	<u>3,089,043</u>	<u>51,692,892</u>
Fund Balance Available for Appropriation at June 30, 2014				
Undesignated Fund Balance	0	0	0	0
Estimated Revenues - Open Project	712,871,922	86,277,143	65,803,020	864,952,085
Estimated Expenditures - Open Project	<u>(712,609,810)</u>	<u>(86,004,340)</u>	<u>(65,673,433)</u>	<u>(864,287,583)</u>
Fund Balance Available for Appropriation at June 30, 2015				
Undesignated Fund Balance	<u>262,112</u>	<u>272,803</u>	<u>129,587</u>	<u>664,502</u>
Fund Balance Available for Appropriation at June 30, 2015				
Undesignated Fund Balance	262,112	272,803	129,587	664,502
Estimated Revenues Fiscal Year 2016				
Paygo	8,455,000	7,256,250	230,000	15,941,250
Recordation Tax	7,300,000	0	1,705,000	9,005,000
Transfer Tax	6,400,000	0	0	6,400,000
Reappropriated from Prior Projects	3,162,053	310,000	0	3,472,053
Future Bonds	26,850,000	505,000	0	27,355,000
Federal Grant	525,000	1,345,000	30,000	1,900,000
State Bonds	10,036,000	0	0	10,036,000
State Grants	3,715,000	0	2,798,000	6,513,000
Developer Contribution	0	0	100,000	100,000
Other	1,740,000	0	825,000	2,565,000
Total Estimated Revenues Fiscal Year 2016	<u>68,183,053</u>	<u>9,416,250</u>	<u>5,688,000</u>	<u>83,287,303</u>
Estimated Expenditures Fiscal Year 2016	<u>(68,183,053)</u>	<u>(9,416,250)</u>	<u>(5,688,000)</u>	<u>(83,287,303)</u>
Fund Balance Available for Appropriation at June 30, 2016				
Undesignated Fund Balance	<u>262,112</u>	<u>272,803</u>	<u>129,587</u>	<u>664,502</u>

HARFORD COUNTY, MARYLAND STATEMENT OF ESTIMATED UNRESTRICTED NET ASSETS WATER & SEWER CAPITAL FUND

	<u>WATER & SEWER</u>
Unrestricted Net Assets June 30, 2014	0
Estimated Revenues - Open Projects	253,789,581
Estimated Expenditures - Open Projects	<u>(253,789,581)</u>
Estimated Unrestricted Net Assets June 30, 2015	<u>0</u>
 Estimated Revenues Fiscal Year 2016	
Paygo	1,896,250
Future Bonds	6,000,000
State	<u>150,000</u>
Total Estimated Revenues Fiscal Year 2016	8,046,250
Estimated Expenditures Fiscal Year 2016	(8,046,250)
Estimated Unrestricted Net Assets June 30, 2016	<u>0</u>

DEDICATED RECORDATION TAX STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

	BOARD OF EDUCATION	PARKS & RECREATION	WATER & SEWER DEBT SERVICE	STORMWATER MANAGEMENT DEBT SERVICE
UNDESIGNATED RECORDATION TAX FUND BALANCE				
AVAILABLE FOR APPROPRIATION AT JUNE 30, 2014	1,033,078	335,775	0	0
Plus Fiscal Year 2015 Estimated Recordation Tax Revenues	8,100,000	2,025,600	2,025,600	0
Less Fiscal Year 2015 Estimated Expenditures	<u>(8,133,078)</u>	<u>(1,960,000)</u>	<u>(2,025,600)</u>	<u>0</u>
 ESTIMATED RECORDATION TAX FUND BALANCE				
AVAILABLE FOR APPROPRIATION AT JUNE 30, 2015	1,000,000	401,375	0	0
Plus Fiscal Year 2016 Estimated Revenues:				
2016 Recordation Tax receipts	7,100,000	1,700,000	0	1,700,000
Less Fiscal Year 2016 Estimated Expenditures	<u>(8,100,000)</u>	<u>(1,705,000)</u>	<u>0</u>	<u>(200,000)</u>
 ESTIMATED RECORDATION TAX FUND BALANCE				
AVAILABLE FOR APPROPRIATION AT JUNE 30, 2016	<u>0</u>	<u>396,375</u>	<u>0</u>	<u>1,500,000</u>

DEDICATED TRANSFER TAX STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

	AGRICULTURAL PRESERVATION	BOARD OF EDUCATION
TOTAL FUND BALANCE AT JUNE 30, 2014	53,151,491	0
Less: Committed Fund Balance Designated for Other Purposes	<u>(48,625,100)</u>	<u>0</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2014	4,526,391	0
Plus Fiscal Year 2015 Estimated Revenues:		
Transfer Tax		
2015 Transfer Tax receipts	6,400,000	6,400,000
Other Revenues	4,910,000	0
Less Fiscal Year 2015 Estimated Expenditures	<u>(9,900,000)</u>	<u>(4,300,000)</u>
UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2015	5,936,391	2,100,000
Plus Fiscal Year 2016 Estimated Revenues:		
Transfer Tax		
2016 Transfer Tax receipts	6,400,000	6,400,000
Other Revenue	4,985,500	0
Less Fiscal Year 2016 Estimated Expenditures	<u>(13,493,671)</u>	<u>(8,500,000)</u>
ESTIMATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2016	<u><u>3,828,220</u></u>	<u><u>0</u></u>

DEDICATED IMPACT FEE STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

	BOARD OF EDUCATION
UNDESIGNATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2014	0
Plus Fiscal Year 2015 Estimated Impact Fee Revenues	2,500,000
Less Fiscal Year 2015 Estimated Expenditures	<u>(2,500,000)</u>
ESTIMATE IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2015	0
Plus Fiscal Year 2016 Estimated Revenues:	
Fiscal Year 2016 Impact Fee Revenues	2,500,000
Less Fiscal Year 2016 Estimated Expenditures	<u>(2,500,000)</u>
ESTIMATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2016	<u><u>0</u></u>

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 16 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
GENERAL PROJECTS:			
<u>Courthouse Building Repairs</u> This project is for renovations and repairs to the Courthouse building. Currently the HVAC system is being replaced. Also to be replaced are two elevators and the restoration of the windows and masonry in the historic section of the Courthouse.	\$0	\$5,034,900	Replacement of the HVAC system and window restorations is anticipated to save the County upwards of \$35,000 in energy savings in the first year. Anticipated savings of over \$5,000/yr in labor, materials and maintenance associated with service calls to repair existing systems.
<u>Facilities Repair Program</u> This project is an umbrella account for the repair and renovation of County buildings, roofs, parking lots, HVAC systems, windows and other building structures. Projects planned for FY 16 are the renovation of the main County Administration building at 220 S. Main Street and the Sheriff's Office building 45 S. Main St.	\$7,682,053	\$17,844,905	The County will save approximately \$5,000 in reduced energy usage and service calls to repair HVAC systems and elevators.
<u>Infrastructure Efficiency Capital Investment Projects</u> This project will implement projects that will increase operational efficiency through reducing operating costs and the County's environmental footprint.	\$195,000	\$1,030,000	These projects will result in reducing operating costs and increasing operator efficiency through strategic investment in energy efficient projects.
<u>Underground & Aboveground Storage Tank Management</u> This project will replace, repair and retrofit various aboveground and underground storage tanks to improve safety and reliability.	\$120,000	\$245,000	Impact will be minimal if repairs/replacements are proactively scheduled. Delayed repairs until failure would endanger the environment & cost exponentially more.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 16 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<i>GENERAL PROJECTS (cont.):</i>			
<u>Harford Area Metro Area Network</u> This project uses advanced telecommunications infrastructure to increase access to the web and other computer utilities for the citizens, businesses, and governmental entities within Harford County.	\$4,000,000	\$16,200,000	There will be some costs incurred in annual maintenance fees for equipment. Also an opportunity for additional revenue to be generated by selling access through a third party.
<u>Safeguarding Business Operations</u> 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, & Database modernization.	\$2,000,000	\$14,515,400	Annual license/maintenance fees associated with this project; however, cost savings of over \$250k/year with new VOIP phone system.
<u>Refresh Program</u> This project is to refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County.	\$100,000	\$2,935,000	Ability to order large volume of computers at one time, reducing the impact of replacing too much equipment at one time.
<i>STORMWATER MANAGEMENT PROJECTS:</i>			
<u>County Owned Watershed Restoration Improvements</u> This project will be used for design & construction on projects located on County owned property. Water quality restoration projects are required under the County's municipal NPDES or MS4 permit and through the Chesapeake Bay Watershed Implementation Plan as required under the Bay TMDL.	\$2,400,000	\$6,900,000	Long term maintenance fees for new stormwater facilities.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 16 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<i>STORMWATER MANAGEMENT PROJECTS (cont.):</i>			
<u>Joppatowne Area Watershed Restoration</u> This project will provide funds for dredging in the tidal areas of Foster Branch and Rumsey Island, required for boating access. A watershed assessment in 2012 provided prioritized recommendations for restoration projects.	\$1,200,000	\$8,000,000	Long term maintenance fees for new stormwater facilities.
<u>Plumtree Run Watershed Restoration</u> The Plumtree Run Watershed is the most developed watershed in Harford County. This project will include prioritized recommendations including ten stream restorations and seven stormwater management retrofits.	\$1,250,000	\$8,263,452	Long term maintenance fees for new stormwater facilities.
<u>Riverside Area Watershed Restoration</u> This project will fund the restoration projects at Declaration Run in Riverside. This watershed discharges directly into Bush Creek and includes the Riverside community.	\$120,000	\$6,730,886	Long term maintenance fees for new stormwater facilities.
<u>Sams Branch Watershed Restoration</u> Sams Branch Watershed drains from Edgewood Elementary School through the Edgewood Meadows community to Otter Point Creek. This project will fund restoration projects that were identified as part of the assessment and monitoring plan for this watershed.	\$120,000	\$7,252,922	Long term maintenance fees for new stormwater facilities.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 16 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<i>PARKS AND RECREATION PROJECTS:</i>			
<u>Canoe and Kayak Water Access</u> This project provides funding for construction of canoe and kayak launches along various waterways throughout the County. The project will provide additional recreation opportunities along waterways, such as Deer Creek.	\$200,000	\$550,000	Weekly maintenance, including grass mowing and trash collection.
<u>Emily Bayliss Graham Park</u> This project provides funding for development of Emily Bayliss Graham Park, a passive park site in Emmorton. The park will include trails, picnic pavilions and opportunities for the public to learn about the history of the site and surrounding community.	\$425,000	\$2,500,000	Weekly maintenance, including trail maintenance and trash collection.
<u>Parkland Acquisition</u> This project provides funding for acquisition of property to add to the County park inventory. The amount of acreage the Department is able to purchase is affected by the location and price of each parcel. Since 2006, the Department has added over 450 acres to its inventory. While not all of these sites required regular mowing at the time of their acquisition, most of the acreage will be developed into future park sites.	\$1,950,000	\$7,921,000	The department currently pays approximately \$18/acre for private contractors to mow at some park sites. Assuming a site is mowed 20 times per mowing season and assuming only half the added acreage (225) will be mowed, the cost to maintain this additional acreage is \$81,000 per mowing season. This is the equivalent of approximately 1.75 FTE Maintenance Worker I positions for the Department.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 16 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<i>HIGHWAYS PROJECTS:</i>			
<u>Efficiency Capital Investment Projects</u> This project will implement projects that will increase operational efficiency through reducing operating costs and the County's environmental footprint.	\$25,000	\$155,000	These projects will result in reduced operating costs and increasing operator efficiency through strategic investment in energy efficient projects.
<u>Harford Area Metro Area Network</u> This project uses advanced telecommunications infrastructure to increase access to the web and other computer utilities for the citizens, businesses, and governmental entities within Harford County.	\$0	\$930,000	There will be some costs incurred in annual maintenance fees for equipment. Also an opportunity for additional revenue to be generated by selling access through a third party.
<u>Refresh Program</u> This project is to refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County.	\$0	\$450,500	Ability to order large volume of computers at one time, reducing the impact of replacing too much equipment at one time.
<u>Safeguarding Business Operations</u> 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, & Database modernization.	\$556,250	\$2,937,450	Annual license/maintenance fees associated with this project.
<u>Resurfacing Roadways</u> The purpose of this project is to upgrade and overlay the County's 630+ miles of asphalt road.	\$5,292,842	\$29,292,842	Potential for long term reductions in material costs for roadway repairs.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 16 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<i>HIGHWAYS PROJECTS (cont.):</i>			
<u>Fleet Replacement</u> The purpose of this project is to replace existing vehicles and equipment that has exceeded their useful life.	\$1,800,000	\$12,242,000	Long term reductions in vehicle maintenance expenditures and downtime of needed equipment.
<i>WATER AND SEWER PROJECTS:</i>			
<u>Efficiency Capital Investment Projects</u> This project will implement projects that will increase operational efficiency through reducing operating costs and the County's environmental footprint.	\$150,000	\$150,000	These projects will result in reducing operating costs and increasing operator efficiency through strategic investment in energy efficient projects.
<u>Underground & Aboveground Storage Tank Management</u> This project will replace, repair and retrofit various aboveground and underground storage tanks to improve safety and reliability.	\$0	\$50,000	Impact will be minimal if repairs/replacements are proactively scheduled. Delayed repairs until failure would endanger the environment & cost exponentially more.
<u>Refresh Program</u> This project is refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County.	\$0	\$477,000	Ability to order large volume of computers at one time, reducing the impact of replacing too much equipment at one time.
<u>Harford Area Metro Area Network</u> This project uses advanced telecommunications infrastructure to increase access to the web and other computer utilities for the citizens, businesses, and governmental entities within Harford County.	\$0	\$1,220,000	There will be some costs incurred in annual maintenance fees for equipment. Also an opportunity for additional revenue to be generated by selling access through a third party.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

<u>Project Title/Description</u>	<u>FY 16 Budget Appropriation</u>	<u>Total Project Cost</u>	<u>Operating Budget Impact</u>
<i>WATER AND SEWER PROJECTS (cont.):</i>			
<u>Safeguarding Business Operations</u> 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, & Database modernization.	\$556,250	\$3,074,650	Annual license/maintenance fees associated with this project.
<u>Fleet Replacement</u> The purpose of this project is to replace existing vehicles and equipment that has exceeded their useful life.	\$400,000	\$5,662,000	Long term reductions in vehicle maintenance expenditures and downtime of needed equipment.

Included in the FY 16 Capital Improvement Program are the following projects that have planned funding of future county bonds payable over 20 years. These projects 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.

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
GENERAL PROJECTS:							
<u>Facilities Repair Program</u> The purpose of this project is to repair and renovate buildings, roofs, parking lots, HVAC systems, etc.	7,500,000	0	0	0	0	0	\$7,500,000
<u>Fleet Maintenance Facility</u> This project will provide for engineering & design of a new Fleet Maintenance/Radio Shop facility.	150,000	0	0	0	0	0	\$150,000
<u>Harford County Ag Research & Exposition Center</u> Provides funding for site and engineering costs of an agricultural research & exposition facility.	150,000	0	0	0	0	0	\$150,000
<u>Harford County Metro Area Network (HMAN)</u> Project will use advanced telecommunications infrastructure to increase access to the web and other computer utilities for citizens, businesses & governmental entities within Harford County.	4,000,000	0	0	0	0	0	\$4,000,000
<u>Site Acquisition</u> This project is for the acquisition of privately owned land in areas of need where donated land appears unlikely.	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	\$8,000,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>STORMWATER MANAGEMENT PROJECTS:</i>							
<u>County Owned Watershed Restoration Improvements</u> Funding will be provided for projects designed and constructed to reduce pollutant loading and improve water quality of the streams and rivers in Harford County.	1,400,000	700,000	700,000	700,000	700,000	700,000	\$4,900,000
<u>Joppatowne Area Watershed Restoration</u> Dredging and restoration in the areas of Foster Branch and Rumsey Island in Joppatowne.	700,000	675,000	775,000	745,000	750,000	750,000	\$4,395,000
<u>Plumtree Run Watershed Restoration</u> Stream restoration and stormwater management retrofit in the Plumtree Run Watershed.	850,000	775,000	725,000	750,000	760,000	760,000	\$4,620,000
<u>Riverside Area Watershed Restoration</u> Restoration projects in the Riverside Area Watershed including Declaration Run, Bush Creek and the Riverside community.	120,000	775,000	695,000	750,000	725,000	725,000	\$3,790,000
<u>Sams Branch Watershed Restoration</u> Provides for restoration of the Sams Branch Watershed from Edgewood Elementary School through the Edgewood Meadows Community.	120,000	705,000	675,000	725,000	725,000	725,000	\$3,675,000
<u>Sunnyview Stream Restoration</u> Design & construction of a stream restoration on the Farnandis Branch, a tributary of Bynum Run.	400,000	0	0	0	0	0	\$400,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>STORMWATER MANAGEMENT PROJECTS:</i>							
<u>Watershed Restoration Assessment</u> This project provides funding for management tools used to develop programs to address water quality issues.	1,250,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	\$7,750,000
<u>Watershed Restoration Improvements</u> This project will provide funding to reduce pollutant loading and improve water quality of the streams and rivers in Harford County.	300,000	600,000	600,000	600,000	600,000	600,000	\$3,300,000
<u>Watershed Restoration</u> This project provides funding for the annual maintenance of watershed restoration projects including but not limited to new stormwater retrofit projects.	60,000	60,000	70,000	70,000	80,000	80,000	\$420,000
<u>Wheel Creek Watershed Restoration</u> This project provides funding for prioritized restoration projects including 4 stream restorations and 5 stormwater management retrofit projects.	600,000	200,000	150,000	150,000	150,000	150,000	\$1,400,000
<u>Bynum Run @ St. Andrews Water Stream Restoration</u> This project provides for the design and construction of a stream restoration at Bynum Run.	0	0	100,000	0	0	0	\$100,000
<i>HARFORD COMMUNITY COLLEGE:</i>							
<u>New Nursing and Allied Health Building</u> This project provides funding for adequate classroom and lab space for current and future expansion of nursing and allied health programs.	435,000	0	0	0	0	0	\$435,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>HARFORD COMMUNITY COLLEGE:</i>							
<u>Edgewood Hall Renovation & Expansion</u> This project provides funding for a major renovation to solve systemic problems as well as add two small additions to meet programmatic needs.	0	3,500,000	0	0	0	0	\$3,500,000
<u>Regional Workforce Development Center</u> The new Regional Workforce Development Center located on the West Campus will enable the non-credit and apprentice programs to grow.	0	0	0	0	0	1,400,000	\$1,400,000
<i>BOARD OF EDUCATION</i>							
<u>Center for Educational Opportunity - HVAC</u> Provides funding to replace window units with rooftop units to air condition the entire school.	2,200,000	0	0	0	0	0	\$2,200,000
<u>North Harford Middle School Domestic Water Improve.</u> This project will replace a well and associated equipment to establish a new water supply service.	0	500,000	0	0	0	0	\$500,000
<u>Prospect Mill Elementary School HVAC</u> Project will renovate current HVAC system to be more efficient and provide better temperature and humidity control.	2,294,000	0	0	0	0	0	\$2,294,000
<u>Youth's Benefit Elementary School Replacement</u> This is the second phase of the replacement of YBES, to replace a two building campus with one replacement.	13,141,000	1,100,000	0	0	0	0	\$14,241,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>BOARD OF EDUCATION:</i>							
<u>Havre de Grace Middle/High School Replacement</u> This project plans for the replacement of a two building campus, combining the middle and high school into one facility, per a scope study and recommendations.	0	26,000,000	31,000,000	10,000,000	0	0	\$67,000,000
<u>Joppatowne High School Systemic Project</u> This project includes a number of systemic projects at Joppatowne HS. Including roof and window replacement, doors, ceilings, HVAC, lighting, stadium, turf, etc.	0	0	0	0	0	9,000,000	\$9,000,000
<u>Major HVAC Repairs</u> This project provides funding for large major equipment repairs and replacement of HVAC equipment at various school buildings.	0	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	\$12,500,000
<u>Major Roof Repair/Replacement</u> This capital project provides funding for large major repairs and replacement of roofs for Harford County Public Schools.	0	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	\$7,500,000
<i>PARKS AND RECREATION:</i>							
<u>Harford Center for the Arts</u> This project proposes the design and construction of the Harford County Center for the Arts on a donated site.	0	0	500,000	0	0	0	\$500,000
<u>Swan Harbor Farm Improvements</u> This project proposes renovations and improvements at Swan Harbor Farm, to include a hiker/biker trail and additional parking.	0	0	0	1,050,000	0	0	\$1,050,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>PARKS AND RECREATION:</i>							
<u>Aberdeen Activity Center</u> This project will provide for a multi-purpose center to serve leisure needs for all ages in the Aberdeen community.	0	500,000	0	0	0	0	\$500,000
<u>Athletic Field Improvements</u> Funding provides for major improvements to athletic fields at various locations throughout the County by the installation of synthetic turf.	0	1,700,000	1,175,000	0	0	0	\$2,875,000
<u>Enlarged Gymnasiums & Joint Facilities</u> Funding provides for the construction of shared facilities at joint facilities at public schools such as enlarged gyms, activity rooms and recreational storage.	0	0	600,000	0	0	600,000	\$1,200,000
<u>Jarrettsville Recreation Center</u> This project proposes a multi-purpose center to serve the leisure needs for all ages in the Jarrettsville community.	0	0	6,000,000	400,000		250,000	\$6,650,000
<u>Joppa/Joppatowne Youth/Senior Center</u> Project proposes funding for a multi-purpose center to serve the leisure needs for all ages in the Joppa/Joppatowne community.	0	0	0	0	0	500,000	\$500,000
<u>Northern Regional Park</u> Project proposes a regional recreation facility to serve multiple recreation councils in the northern part of the County.	0	0	0	0	0	8,500,000	\$8,500,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>PARKS AND RECREATION:</i>							
<u>Schucks Road Regional Complex</u> Project proposes development of a 71 acre site centrally located in Harford County, to include three recreation councils.	0	0	0	0	0	700,000	\$700,000
<u>Trails and Linear Parks</u> Project proposes the acquisition, development, repair and maintenance of hiker/biker trails, greenways, and linear parks.	0	1,000,000	0	0	0	1,000,000	\$2,000,000
<u>TOTAL PLANNED 20 YEAR GENERAL FUND BONDS:</u>	38,670,000	45,090,000	50,065,000	22,240,000	10,790,000	32,740,000	\$199,595,000

HIGHWAYS FUND PROJECTS:

<u>Abingdon Road Bridge #169 over CSX</u> This project replaces the existing bridge over the CSX.	100,000	100,000	525,000	0	0	0	\$725,000
<u>Carrs Mill Road Bridge #216</u> This project will replace the triple cell concrete pipe bridge that carries Carrs Mill Road over Bear Cabin Branch.	100,000	0	0	0	0	0	\$100,000
<u>Fawn Grove Road Bridge #132</u> This project will replace the bridge that carries Fawn Grove Road over Falling branch.	0	225,000	50,000	800,000	0	0	\$1,075,000
<u>Glenville Road Bridge #30</u> This project is to replace the bridge that carries Glenville Road over Mill Brook.	50,000	25,000	209,000	0	0	0	\$284,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>HIGHWAYS FUND PROJECTS:</i>							
<u>Jericho Road Bridge</u> This project will improve and maintain the wooden, covered bridge that carries Jericho Road over the little Gunpowder Falls.	30,000	0	0	0	0	0	\$30,000
<u>New Park Road Bridge #125</u> This project is to replace the bridge that carries New Park Road over Island Branch. The existing bridge is narrow and poorly aligned with the approaches.	25,000	330,000	0	0	0	0	\$355,000
<u>Phillips Mill Road Bridge #70</u> This project will replace the bridge that carries Phillips Mill Road over a tributary to East Branch.	50,000	50,000	0	275,000	0	0	\$375,000
<u>Watervale Road Bridge #63</u> This project is to replace the bridge that carries Watervale Road over Winters Run.	150,000	0	0	0	0	0	\$150,000
<u>Boggs Road Bridge #66</u> This project will replace the bridge that carries Boggs Road over Long Branch.	0	0	200,000	20,000	0	770,000	\$990,000
<u>Carea Road Bridge #126</u> This project will replace the large culvert that carries Carea Road over a tributary to Big Branch.	0	20,000	0	400,000	0	0	\$420,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>HIGHWAYS FUND PROJECTS:</i>							
<u>Chestnut Hill Bridge #40</u> This project will replace the existing Chestnut Hill Road Bridge.	0	80,000	140,000	0	0	0	\$220,000
<u>Deep Run Road Bridge #152</u> This project is to replace the bridge that carries Deep Run Road over Deep Run.	0	0	175,000	10,000	0	550,000	\$735,000
<u>Green Road Bridges #119 and #122</u> This project is to replace the bridges that carry Green Road over a tributary of Deer Creek.	0	450,000	0	0	0	0	\$450,000
<u>Johnson Mill Road Bridge #45</u> This project will replace the Johnson Mill Road Bridge over Stout Bottle Branch.	0	140,000	10,000	470,000	0	0	\$620,000
<u>Moores Road Bridge #78</u> This project will replace the bridge that carries Moores Road over a tributary to Gunpowder Falls.	0	0	200,000	25,000	0	700,000	\$925,000
<u>Prospect Road Bridge #217</u> This project will replace the three-cell culvert that carries Prospect Road over Deep Run.	0	0	10,000	0	130,000	0	\$140,000
<u>Scarboro Road Bridge #140</u> This project will replace the bridge that carries Scarboro Road over a tributary to Deer Creek.	0	0	150,000	0	10,000	0	\$160,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>HIGHWAYS FUND PROJECTS:</i>							
<u>Snake Lane Bridge #31</u> This project will replace Snake Lane Bridge #31 over James Run.	0	0	600,000	0	0	0	\$600,000
<u>Stafford Road Bridge #24</u> This bridge carries Stafford Road over Deer Creek.	0	150,000	0	0	0	0	\$150,000
<u>Moore's Mill Road</u> This project consists of improving Moore's Mill Road, which is a connector road between two State roads.	0	500,000	1,425,000	0	0	0	\$1,925,000
<u>Tollgate Road (W. Ring Factory Rd. to Plumtree Rd.)</u> This project will complete the "missing" road segment to the south of Plumtree Rd.	0	2,000,000	0	0	0	0	\$2,000,000
<u>Tollgate Road - Vale Road Corridor</u> This project will improve the roadway section and safety of Vale and Tollgate Roads, which carry heavy volume.	0	0	0	650,000	0	0	\$650,000
<u>TOTAL PLANNED 20 YEAR HIGHWAYS FUND BONDS:</u>	<u>505,000</u>	<u>4,070,000</u>	<u>3,694,000</u>	<u>2,650,000</u>	<u>140,000</u>	<u>2,020,000</u>	<u>\$13,079,000</u>

WATER AND SEWER FUND PROJECTS:

<u>Magnolia Booster Station</u> This project will provide for the design and construction of a replacement of the existing hydro pneumatic tank to be housed aboveground within a new building.	1,250,000	0	0	0	0	0	\$1,250,000

CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>WATER AND SEWER FUND PROJECTS:</i>							
<u>US 40 and Rt. 159 SHA Water Relocation</u> It is required that the County pay for water relocation of County lines that are in SHA right of way. This project will allow for approximately 1,100 lf of reconstruction.	2,600,000	0	1,200,000	0	0	0	\$3,800,000
<u>Oak Grove Booster Station</u> This project will provide for the County's portion of a new water booster station, to allow for abandonment of the existing Woodbridge station.	0	330,000	0	0	0	0	\$330,000
<u>Bush Creek Pump Station</u> This project will bring the existing Bush Creek Pump Station up to a safe pumping capacity and also replace the force main under the Bush River.	1,000,000	0	0	0	0	0	\$1,000,000
<u>Bynum Run Parallel 6&7</u> This project will provide for the funding of design, permits and construction of a parallel to the existing Bynum Run Interceptor.	450,000	0	0	3,500,000	3,500,000	0	\$7,450,000
<u>Sod Run Facility Improvements</u> This project will provide for studies, design, & construction of improvements to various tanks, vaults, buildings etc. at Sod Run.	700,000	1,300,000	1,000,000	700,000	1,000,000	500,000	\$5,200,000
<u>Ah-Ha Collector Upgrade</u> This project will provide for the design and construction of the Ah-Ha collector.	0	1,000,000	1,000,000	0	0	0	\$2,000,000

**CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
PROJECTS THAT IMPACT DEBT SERVICE**

PLANNED BOND FUNDING							
<u>Project Title/Purpose</u>	<u>FY 16 Budget</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Total Bond Funding</u>
<i>WATER AND SEWER FUND PROJECTS:</i>							
<u>Bill Bass PS FM Replacement</u> This project will allow for the funding, design and construction of a new replacement force main to the Bill Bass Pump Station.	0	5,150,000	5,150,000	0	0	0	\$10,300,000
<u>Bio Solids Facilities Enhancements</u> This project is to fund the enhancements to our bio solids treatment facilities and bio solids recycling/disposal program.	0	700,000	3,750,000	0	0	0	\$4,450,000
<u>Edgewood Interceptor Sewer Parallel</u> This project will provide design and construction of approximately 5,300 linear feet of parallel sewer between Bill Bass pump station and Winter's Run Outfall.	0	0	10,500,000	3,600,000	0	0	\$14,100,000
<u>TOTAL PLANNED 20 YEAR WATER & SEWER FUND BONDS:</u>	<u>6,000,000</u>	<u>8,480,000</u>	<u>22,600,000</u>	<u>7,800,000</u>	<u>4,500,000</u>	<u>500,000</u>	<u>\$49,880,000</u>
<u>TOTAL PLANNED 20 ALL FUNDS BONDS:</u>	<u>45,175,000</u>	<u>57,640,000</u>	<u>76,359,000</u>	<u>32,690,000</u>	<u>15,430,000</u>	<u>35,260,000</u>	<u>\$262,554,000</u>

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021

TOTAL COUNTY BY CATEGORY

GENERAL FUND

General Capital	218,227,631	174,395,578	23,907,053	4,475,000	4,700,000	3,675,000	3,550,000	3,525,000
Water Resources	71,175,924	17,275,924	9,250,000	9,000,000	9,000,000	9,000,000	9,000,000	8,650,000
Sheriff/Emergency/Fire	120,451,210	115,751,210	650,000	950,000	700,000	950,000	850,000	600,000
Harford Community College	36,564,553	22,862,553	2,052,000	8,250,000	250,000	250,000	250,000	2,650,000
Library	21,497,807	19,697,807	1,300,000	100,000	100,000	100,000	100,000	100,000
Board of Education	667,710,951	493,086,951	28,024,000	45,300,000	47,150,000	19,550,000	9,750,000	24,850,000

SUB-TOTAL GENERAL FUND PROJECTS	1,135,628,076	843,070,023	65,183,053	68,075,000	61,900,000	33,525,000	23,500,000	40,375,000

SOLID WASTE SERVICES

	70,519,766	60,319,766	3,000,000	3,500,000	3,000,000	350,000	0	350,000

TAX INCREMENT FINANCING

	25,714,036	25,714,036	0	0	0	0	0	0

TOTAL GENERAL FUND PROJECTS	1,231,861,878	929,103,825	68,183,053	71,575,000	64,900,000	33,875,000	23,500,000	40,725,000

PARKS & RECREATION

	128,401,020	65,803,020	5,688,000	7,570,000	14,500,000	8,065,000	7,730,000	19,045,000

HIGHWAYS FUND

Bridges	50,440,008	27,366,268	1,988,740	4,000,000	6,595,000	4,400,000	2,720,000	3,370,000
Roadways	41,137,748	30,774,330	(936,582)	4,375,000	2,400,000	1,725,000	1,925,000	875,000
Resurfacing	54,181,402	22,888,560	5,292,842	4,250,000	5,250,000	5,500,000	5,500,000	5,500,000
Other	25,328,953	15,680,203	3,071,250	1,442,500	1,542,500	1,292,500	1,150,000	1,150,000

TOTAL HIGHWAYS PROJECTS	171,088,111	96,709,361	9,416,250	14,067,500	15,787,500	12,917,500	11,295,000	10,895,000

WATER & SEWER FUNDS

Water Projects	127,019,877	110,098,627	5,656,250	2,425,000	3,195,000	2,545,000	1,700,000	1,400,000
Sewer Projects	195,816,717	144,601,717	2,390,000	9,250,000	22,800,000	10,300,000	5,700,000	775,000

TOTAL WATER & SEWER PROJECTS	322,836,594	254,700,344	8,046,250	11,675,000	25,995,000	12,845,000	7,400,000	2,175,000

COUNTY TOTAL BY PROJECTS	1,854,187,603	1,346,316,550	91,333,553	104,887,500	121,182,500	67,702,500	49,925,000	72,840,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021

TOTAL COUNTY BY FUND SOURCE

Paygo	305,806,146	192,811,146	17,837,500	20,417,500	21,492,500	18,987,500	19,085,000	15,175,000
Impact Fee	0	0	0	0	0	0	0	0
Future Bonds	250,234,000	0	33,355,000	57,140,000	76,359,000	32,690,000	15,430,000	35,260,000
Prior Bonds	754,595,284	754,595,284	0	0	0	0	0	0
Reappropriated	49,963,384	46,491,331	3,472,053	0	0	0	0	0
Transfer Tax	46,409,204	40,009,204	6,400,000	0	0	0	0	0
Recordation Tax	62,364,547	40,784,547	9,005,000	2,290,000	2,570,000	2,225,000	2,610,000	2,880,000
State	268,332,135	190,743,135	14,599,000	20,110,000	13,285,000	7,275,000	8,000,000	14,320,000
Program Open Space	15,021,000	7,946,000	2,100,000	900,000	825,000	1,450,000	1,000,000	800,000
Federal	39,969,317	25,883,317	1,900,000	3,100,000	4,116,000	2,200,000	970,000	1,800,000
Developer	10,196,118	9,291,118	100,000	150,000	205,000	175,000	125,000	150,000
Other	45,205,701	31,670,701	2,565,000	780,000	2,330,000	2,700,000	2,705,000	2,455,000
Lease Purchase	6,090,767	6,090,767	0	0	0	0	0	0

COUNTY TOTAL BY FUNDING SOURCE	1,854,187,603	1,346,316,550	91,333,553	104,887,500	121,182,500	67,702,500	49,925,000	72,840,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021

GENERAL FUND

GENERAL CAPITAL

FY 16 Funded Projects:

Board of Education Debt Service 16	16,600,000	0	16,600,000	0	0	0	0	0
Facilities Repair Program	17,844,905	8,662,852	7,682,053	0	0	500,000	500,000	500,000
Fleet Maintenance Facility	150,000	0	150,000	0	0	0	0	0
Fleet Replacement	14,040,000	4,040,000	1,500,000	1,000,000	1,500,000	2,000,000	2,000,000	2,000,000
Fuel Dispensing System Upgrade	1,715,000	855,000	560,000	300,000	0	0	0	0
Harford County Agricultural Research & Exposition Ctr.	300,000	0	300,000	0	0	0	0	0
Harford County Metro Area Network (HMAN)	16,200,000	12,200,000	4,000,000	0	0	0	0	0
Harford County Southern Resource Annex	17,910,362	30,410,362	(12,500,000)	0	0	0	0	0
Infrastructure Efficiency Capital Investment Project	1,030,000	710,000	195,000	25,000	25,000	25,000	25,000	25,000
Refresh Program	2,935,000	2,385,000	100,000	150,000	150,000	150,000	0	0
Safeguarding Business Operations	14,515,400	8,515,400	2,000,000	2,000,000	2,000,000	0	0	0
Site Acquisition 06	28,757,761	20,757,761	3,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Underground and Aboveground Storage Tank Mgmt.	245,000	75,000	120,000	0	25,000	0	25,000	0
Voting Equipment	200,000	0	200,000	0	0	0	0	0

Open Projects:

Automated External Defibrillators (AEDs)	20,000	20,000	0	0	0	0	0	0
Bel Air Parking Garage	645,000	645,000	0	0	0	0	0	0
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
Board of Education Debt Service 14	13,600,000	13,600,000	0	0	0	0	0	0
Board of Education Debt Service 15	14,260,492	14,260,492	0	0	0	0	0	0
Citizens Care Center	2,000,000	2,000,000	0	0	0	0	0	0
Countywide Facilities Master Plan	1,950,000	1,950,000	0	0	0	0	0	0
Courthouse Building Repairs	5,034,900	5,034,900	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
45 South Main Street - Add Emergency Power Systems	600,000	600,000	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
Havre de Grace Opera House Renovations	750,000	750,000	0	0	0	0	0	0
Hosanna School	240,000	240,000	0	0	0	0	0	0
Humane Society	7,050,000	7,050,000	0	0	0	0	0	0
MD 924 Small Area Corridor Plan	300,000	300,000	0	0	0	0	0	0
One Maryland Broadband	5,250,000	5,250,000	0	0	0	0	0	0
Reforestation and Buffer Mitigation - Critical Area	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 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021
GENERAL CAPITAL								
Reforestation and Landscaping	680,000	680,000	0	0	0	0	0	0
Repairs to 45 South Main Street Building	100,000	100,000	0	0	0	0	0	0
Treasury Computer Enhancements	175,000	175,000	0	0	0	0	0	0
General Capital Total by Project	218,227,631	174,395,578	23,907,053	4,475,000	4,700,000	3,675,000	3,550,000	3,525,000
Paygo	45,644,502	26,214,502	4,505,000	3,475,000	3,700,000	2,675,000	2,550,000	2,525,000
Reappropriated	18,779,038	15,616,985	3,162,053	0	0	0	0	0
Future Bonds	7,150,000	0	2,150,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Prior Bonds	73,532,521	73,382,521	150,000	0	0	0	0	0
Transfer Tax	27,200,000	20,800,000	6,400,000	0	0	0	0	0
Recordation Tax	32,900,000	25,800,000	7,100,000	0	0	0	0	0
State	1,720,000	1,280,000	440,000	0	0	0	0	0
Federal	7,150,621	7,150,621	0	0	0	0	0	0
Developer	780,000	780,000	0	0	0	0	0	0
Other	3,370,949	3,370,949	0	0	0	0	0	0
Lease Purchase	0	0	0	0	0	0	0	0
General Capital Total by Fund	218,227,631	174,395,578	23,907,053	4,475,000	4,700,000	3,675,000	3,550,000	3,525,000
TAX INCREMENT FINANCING								
<u>Open Projects:</u>								
Beechtree TIF Improvements	11,100,000	11,100,000	0	0	0	0	0	0
James Run TIF Improvements	14,614,036	14,614,036	0	0	0	0	0	0
Tax Increment Financing Total by Project	25,714,036	25,714,036	0	0	0	0	0	0
Prior Bonds	25,714,036	25,714,036	0	0	0	0	0	0
Tax Increment Financing Total by Fund	25,714,036	25,714,036	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021
STORMWATER MANAGEMENT								
<u>FY 16 Funded Projects</u>								
County Owned Watershed Restoration Improvements	6,900,000	0	2,400,000	900,000	900,000	900,000	900,000	900,000
Joppatowne Area Watershed Restoration	8,000,000	900,000	1,200,000	1,150,000	1,080,000	1,220,000	1,225,000	1,225,000
Maintenance/Repair of Dams	2,555,000	545,000	460,000	310,000	310,000	310,000	310,000	310,000
Plumtree Run Watershed Restoration	8,263,452	518,452	1,250,000	1,600,000	1,200,000	1,225,000	1,235,000	1,235,000
Riverside Area Watershed Restoration	6,730,886	215,886	120,000	1,250,000	1,170,000	1,575,000	1,200,000	1,200,000
Sams Branch Watershed Restoration	7,252,922	852,922	120,000	1,180,000	1,150,000	1,200,000	1,550,000	1,200,000
Stormwater Pollution Prevention	1,381,395	491,395	140,000	150,000	150,000	150,000	150,000	150,000
Sunnyview Stream Restoration	1,567,220	967,220	600,000	0	0	0	0	0
Watershed Restoration Assessment	9,000,000	0	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Watershed Restoration Improvements	3,900,000	0	400,000	700,000	700,000	700,000	700,000	700,000
Watershed Restoration	420,000	0	60,000	60,000	70,000	70,000	80,000	80,000
Wheel Creek Watershed Restoration	6,789,607	4,989,607	1,000,000	200,000	150,000	150,000	150,000	150,000
<u>Outyear Projects:</u>								
Bynum Run @ St. Andrews Way Stream Restoration	1,467,026	847,026	0	0	620,000	0	0	0
<u>Open Projects:</u>								
Edgewood Plaza Retrofit & Stream Restoration	200,188	200,188	0	0	0	0	0	0
Lilly Run Watershed Restoration	725,000	725,000	0	0	0	0	0	0
Maintenance/Repair of Dams 99	895,000	895,000	0	0	0	0	0	0
Stormwater Enhancement	815,000	815,000	0	0	0	0	0	0
Watershed Restoration Improvements	1,528,228	1,528,228	0	0	0	0	0	0
Watershed/Stream Assessment Studies	1,065,000	1,065,000	0	0	0	0	0	0
Woodbridge Retrofit & Stream Restoration	1,020,000	1,020,000	0	0	0	0	0	0
Woodland Run Stream Restoration	700,000	700,000	0	0	0	0	0	0
Stormwater Management Total by Project	71,175,924	17,275,924	9,250,000	9,000,000	9,000,000	9,000,000	9,000,000	8,650,000
Paygo	5,650,818	5,650,818	0	0	0	0	0	0
Future Bonds	34,750,000	0	5,800,000	5,790,000	5,790,000	5,790,000	5,790,000	5,790,000
Reappropriated	2,585,106	2,585,106	0	0	0	0	0	0
Recordation Tax	1,250,000	0	200,000	210,000	210,000	210,000	210,000	210,000
State	19,407,016	5,752,016	2,325,000	2,300,000	2,130,000	2,300,000	2,300,000	2,300,000
Federal	3,532,984	937,984	525,000	450,000	620,000	450,000	450,000	100,000
Other	4,000,000	2,350,000	400,000	250,000	250,000	250,000	250,000	250,000
Stormwater Management Total by Fund	71,175,924	17,275,924	9,250,000	9,000,000	9,000,000	9,000,000	9,000,000	8,650,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET	FY 2017	FIVE YEAR CAPITAL PROGRAM			
			YEAR FY 2016		FY 2018	FY 2019	FY 2020	FY 2021
PUBLIC SAFETY								
FY 16 Funded Projects								
New Emergency Operations Center Complex	46,294,525	46,444,525	(150,000)	0	0	0	0	0
911 State Fee Fund	600,000	0	100,000	100,000	100,000	100,000	100,000	100,000
Public Safety Communications in School Buildings	650,000	250,000	100,000	100,000	100,000	100,000	0	0
VFC Facility Repair	3,700,000	100,000	600,000	500,000	500,000	750,000	750,000	500,000
Outyear Projects:								
Computer Equipment/Networks	2,491,742	2,241,742	0	250,000	0	0	0	0
Open Projects:								
Bel Air Substation at Patterson Mill	2,868,400	2,868,400	0	0	0	0	0	0
Detention Center Expansion	32,018,131	32,018,131	0	0	0	0	0	0
Fire, EMS, and Law Enforcement CAD	2,450,000	2,450,000	0	0	0	0	0	0
Joppa Magnolia Fire Station Expansion	700,000	700,000	0	0	0	0	0	0
911 State Fee Fund	3,200,000	3,200,000	0	0	0	0	0	0
Norrisville Station	875,000	875,000	0	0	0	0	0	0
700 MHz Wireless Radio System Equipment	21,693,412	21,693,412	0	0	0	0	0	0
TRT Equipment	160,000	160,000	0	0	0	0	0	0
VFC Facility Repair	2,750,000	2,750,000	0	0	0	0	0	0
Sheriff/Emergency/Fire Total by Project	120,451,210	115,751,210	650,000	950,000	700,000	950,000	850,000	600,000
Paygo	19,029,650	14,779,650	700,000	850,000	600,000	850,000	750,000	500,000
Future Bonds	0	0	0	0	0	0	0	0
Prior Bonds	77,655,339	77,805,339	(150,000)	0	0	0	0	0
Reappropriated	362,500	362,500	0	0	0	0	0	0
State	19,304,292	18,704,292	100,000	100,000	100,000	100,000	100,000	100,000
Federal	3,068,412	3,068,412	0	0	0	0	0	0
Other	50,000	50,000	0	0	0	0	0	0
Lease Purchase	981,017	981,017	0	0	0	0	0	0
Sheriff / Emergency / Fire Total by Fund	120,451,210	115,751,210	650,000	950,000	700,000	950,000	850,000	600,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR	FY 2017	FIVE YEAR CAPITAL PROGRAM			
			FY 2016		FY 2018	FY 2019	FY 2020	FY 2021
HARFORD COMMUNITY COLLEGE								
FY 16 Funded Projects:								
Computer Equipment Technology	1,124,835	334,835	790,000	0	0	0	0	0
New Nursing and Allied Health Building	19,781,467	18,769,467	1,012,000	0	0	0	0	0
Site and Parking Lot Improvements	3,721,251	2,221,251	250,000	250,000	250,000	250,000	250,000	250,000
Outyear Projects:								
Edgewood Hall Renovation and Expansion	8,632,000	632,000	0	8,000,000	0	0	0	0
Regional Workforce Development Center	2,400,000	0	0	0	0	0	0	2,400,000
Open Projects:								
Belcamp Renovation	150,000	150,000	0	0	0	0	0	0
Maryland Hall Conversion	305,000	305,000	0	0	0	0	0	0
Susquehanna Roof Replacement	450,000	450,000	0	0	0	0	0	0
College Total by Project	36,564,553	22,862,553	2,052,000	8,250,000	250,000	250,000	250,000	2,650,000
Paygo	325,000	325,000	0	0	0	0	0	0
Future Bonds	5,335,000	0	435,000	3,500,000	0	0	0	1,400,000
Prior Bonds	8,656,251	8,656,251	0	0	0	0	0	0
Reappropriated	0	0	0	0	0	0	0	0
State	18,107,467	12,030,467	577,000	4,500,000	0	0	0	1,000,000
Other	4,140,835	1,850,835	1,040,000	250,000	250,000	250,000	250,000	250,000
College Total by Fund	36,564,553	22,862,553	2,052,000	8,250,000	250,000	250,000	250,000	2,650,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR	FY 2017	FIVE YEAR CAPITAL PROGRAM			
			FY 2016		FY 2018	FY 2019	FY 2020	FY 2021
LIBRARIES								
FY 16 Funded Projects:								
Havre de Grace Expansion	9,020,000	7,720,000	1,300,000	0	0	0	0	0
Outyear Projects:								
Technology	1,290,960	790,960	0	100,000	100,000	100,000	100,000	100,000
Open Projects:								
Aberdeen Branch Expansion	56,000	56,000	0	0	0	0	0	0
Darlington Branch Expansion	56,000	56,000	0	0	0	0	0	0
Facility Maintenance and Repairs	352,647	352,647	0	0	0	0	0	0
Facility Renovations	500,000	500,000	0	0	0	0	0	0
Jarrettsville Library	5,884,000	5,884,000	0	0	0	0	0	0
Joppa Branch - Centralized Dehumidification	100,000	100,000	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	21,497,807	19,697,807	1,300,000	100,000	100,000	100,000	100,000	100,000
Paygo	2,605,197	2,105,197	0	100,000	100,000	100,000	100,000	100,000
Future Bonds	0	0	0	0	0	0	0	0
Prior Bonds	16,487,400	16,487,400	0	0	0	0	0	0
State	1,000,000	0	1,000,000	0	0	0	0	0
Federal	400,000	400,000	0	0	0	0	0	0
Reappropriated	5,210	5,210	0	0	0	0	0	0
Other	1,000,000	700,000	300,000	0	0	0	0	0
Libraries Total by Fund	21,497,807	19,697,807	1,300,000	100,000	100,000	100,000	100,000	100,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR	FY 2017	FIVE YEAR CAPITAL PROGRAM			
			FY 2016		FY 2018	FY 2019	FY 2020	FY 2021
BOARD OF EDUCATION								
FY 16 Funded Projects:								
Center for Educational Opportunity - Air Conditioning	4,625,000	0	4,625,000	0	0	0	0	0
Churchville Elementary School Roof Replacement	825,000	0	825,000	0	0	0	0	0
North Harford MS Domestic Water Improvements	1,000,000	500,000	500,000	0	0	0	0	0
Prospect Mill Elementary School HVAC	4,685,000	0	4,685,000	0	0	0	0	0
Technology Education Lab Refresh	650,000	0	250,000	0	200,000	0	200,000	0
Youth's Benefit Elementary School Replacement	47,057,866	28,818,866	17,139,000	1,100,000	0	0	0	0
Outyear Projects:								
Building Envelope Improvements	1,650,000	700,000	0	150,000	200,000	200,000	200,000	200,000
Havre de Grace Middle/High School Replacement	86,050,000	3,950,000	0	34,700,000	37,400,000	10,000,000	0	0
Joppatowne High School Systemic Project	28,973,000	13,673,000	0	0	0	0	0	15,300,000
Major HVAC Repairs	33,690,134	8,690,134	0	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Major Roof Repair/Replacement	15,000,000	0	0	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Paving - Overlay and Maintenance	2,680,630	1,430,630	0	250,000	250,000	250,000	250,000	250,000
Replacement Buses	13,825,197	11,325,197	0	500,000	500,000	500,000	500,000	500,000
Technology Infrastructure 15	13,618,237	10,618,237	0	600,000	600,000	600,000	600,000	600,000
Open Projects:								
Aberdeen High School Stadium & Weight Room Upgrades	1,600,000	1,600,000	0	0	0	0	0	0
Aberdeen High School North Building	665,000	665,000	0	0	0	0	0	0
ADA Improvements	600,000	600,000	0	0	0	0	0	0
Athletic Fields Repair and Restoration	487,000	487,000	0	0	0	0	0	0
Backflow Prevention	600,000	600,000	0	0	0	0	0	0
Band Uniform Refresh	72,340	72,340	0	0	0	0	0	0
Bel Air High School Replacement	79,876,086	79,876,086	0	0	0	0	0	0
Bleacher Replacement	500,000	500,000	0	0	0	0	0	0
Campus Hills Elementary School	900,000	900,000	0	0	0	0	0	0
Career and Tech Education Equipment Refresh	500,000	500,000	0	0	0	0	0	0
Darlington ES Comprehensive HVAC System	2,138,000	2,138,000	0	0	0	0	0	0
Deerfield ES Replacement	31,734,200	31,734,200	0	0	0	0	0	0
Dublin ES Boiler Replacement	244,112	244,112	0	0	0	0	0	0
Dublin ES Comprehensive HVAC	3,994,000	3,994,000	0	0	0	0	0	0
Edgewood High School Replacement	83,581,790	83,581,790	0	0	0	0	0	0
Edgewood Middle School Computer Lab	115,000	115,000	0	0	0	0	0	0
Energy Conservation Measures	500,000	500,000	0	0	0	0	0	0
Energy Efficiency Initiative Projects	4,873,775	4,873,775	0	0	0	0	0	0
Environmental Compliance	1,497,619	1,497,619	0	0	0	0	0	0
Equipment and Furniture Replacement	1,055,000	1,055,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021

BOARD OF EDUCATION

Open Projects (cont.):

Fallston High School Autism Renovation	250,000	250,000	0	0	0	0	0	0
Fallston HS Comprehensive HVAC Systemic Projects	17,846,940	17,846,940	0	0	0	0	0	0
Fire Alarm and ER Communication	1,075,000	1,075,000	0	0	0	0	0	0
Floor Covering Replacement	100,000	100,000	0	0	0	0	0	0
Forest Hill Annex Electrical Upgrades	344,527	344,527	0	0	0	0	0	0
Fountain Green Elementary School Technology	200,000	200,000	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
Hickory Elementary School Technology	100,000	100,000	0	0	0	0	0	0
Homestead Wakefield Electrical Support for Technology	250,000	250,000	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 ES Comprehensive 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	13,533,863	13,533,863	0	0	0	0	0	0
Joppatowne High School Weight Room Repairs	250,000	250,000	0	0	0	0	0	0
Locker Replacement	430,000	430,000	0	0	0	0	0	0
Magnolia Middle School Comprehensive HVAC	11,061,554	11,061,554	0	0	0	0	0	0
Music Equipment Refresh Program	50,000	50,000	0	0	0	0	0	0
Music Equipment Refresh Program 05	575,000	575,000	0	0	0	0	0	0
Music Technology Labs Program	345,000	345,000	0	0	0	0	0	0
Norrisville ES Comprehensive HVAC Systemic Project	3,455,700	3,455,700	0	0	0	0	0	0
North Harford ES Comprehensive HVAC	4,550,390	4,550,390	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
Outdoor Track Reconditioning	200,000	200,000	0	0	0	0	0	0
Paving - New Parking Areas	300,000	300,000	0	0	0	0	0	0
Playground Equipment	350,000	350,000	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	29,837,480	29,837,480	0	0	0	0	0	0
Relocatable Classrooms	3,588,022	3,588,022	0	0	0	0	0	0
Replacement of Riverside Heating/Cooling	11,748,347	11,748,347	0	0	0	0	0	0
Replacement Vehicles	6,084,396	6,084,396	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR	FY 2017	FIVE YEAR CAPITAL PROGRAM			
			FY 2016		FY 2018	FY 2019	FY 2020	FY 2021
BOARD OF EDUCATION								
Ring Factory ES HVAC Equipment Replacement Project	1,099,000	1,099,000	0	0	0	0	0	0
Roof Replacement	933,702	933,702	0	0	0	0	0	0
Roof Replacements 13	830,000	830,000	0	0	0	0	0	0
Roof Replacements 14	706,041	706,041	0	0	0	0	0	0
Roofing Replacement 07	1,236,530	1,236,530	0	0	0	0	0	0
Security Initiative Program for Schools	1,728,000	1,728,000	0	0	0	0	0	0
Security Measures	1,735,000	1,735,000	0	0	0	0	0	0
Septic Code Facility Upgrade	4,910,592	4,910,592	0	0	0	0	0	0
Southampton Middle School HVAC	1,141,703	1,141,703	0	0	0	0	0	0
Special Education Facilities Improvements	200,000	200,000	0	0	0	0	0	0
Stadium Upgrades - Joppatowne High School	300,000	300,000	0	0	0	0	0	0
Stormwater Management, Erosion, Sediment	725,000	725,000	0	0	0	0	0	0
Swimming Pool Renovations	300,000	300,000	0	0	0	0	0	0
Technology	4,751,467	4,751,467	0	0	0	0	0	0
Technology Infrastructure 04	14,285,802	14,285,802	0	0	0	0	0	0
Textbook/Supplemental Materials Refresh	5,300,000	5,300,000	0	0	0	0	0	0
William Paca Elementary School HVAC	3,955,057	3,955,057	0	0	0	0	0	0
Youth's Benefit ES Primary Building HVAC	2,488,734	2,488,734	0	0	0	0	0	0
Education Total by Project	667,710,951	493,086,951	28,024,000	45,300,000	47,150,000	19,550,000	9,750,000	24,850,000
Paygo	39,213,575	30,863,575	250,000	1,500,000	1,750,000	1,550,000	1,750,000	1,550,000
Future Bonds	115,565,000	0	18,465,000	31,100,000	35,000,000	14,000,000	4,000,000	13,000,000
Prior Bonds	316,510,577	316,510,577	0	0	0	0	0	0
Reappropriated	14,212,196	14,212,196	0	0	0	0	0	0
Transfer Tax	19,209,204	19,209,204	0	0	0	0	0	0
Recordation Tax	780,614	780,614	0	0	0	0	0	0
State	144,314,860	93,605,860	9,309,000	12,700,000	10,400,000	4,000,000	4,000,000	10,300,000
Other	12,795,175	12,795,175	0	0	0	0	0	0
Lease Purchase	5,109,750	5,109,750	0	0	0	0	0	0
Education Total by Fund	667,710,951	493,086,951	28,024,000	45,300,000	47,150,000	19,550,000	9,750,000	24,850,000
SUB-TOTAL GENERAL FUND CAPITAL	1,135,628,076	843,070,023	65,183,053	68,075,000	61,900,000	33,525,000	23,500,000	40,375,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021
SOLID WASTE SERVICES								
<u>FY 16 Funded Projects:</u>								
Waste to Energy Facility Closure	9,400,000	400,000	3,000,000	3,000,000	3,000,000	0	0	0
<u>Outyear Projects:</u>								
HWDC Pavement Upgrades	900,000	200,000	0	0	0	350,000	0	350,000
Scarboro Landfill Groundwater Treatment Plant	500,000	0	0	500,000	0	0	0	0
<u>Open Projects:</u>								
Air Pollution Control	12,850,000	12,850,000	0	0	0	0	0	0
814 Philadelphia Road Structure Demolition	100,000	100,000	0	0	0	0	0	0
Environmental Studies and Projects	1,440,900	1,440,900	0	0	0	0	0	0
Former Spencers Landfill Closure East Side	6,700,000	6,700,000	0	0	0	0	0	0
Full Cost Accounting Study	300,000	300,000	0	0	0	0	0	0
HWDC Compost Area Facilities	525,000	525,000	0	0	0	0	0	0
HWDC Expansion	20,570,353	20,570,353	0	0	0	0	0	0
HWDC Landfill Capping	9,320,000	9,320,000	0	0	0	0	0	0
Solid Waste Transfer Station	3,700,000	3,700,000	0	0	0	0	0	0
Tollgate Landfill Gas System	1,034,679	1,034,679	0	0	0	0	0	0
Tollgate Yard Trim Recycling Center 15	1,375,081	1,375,081	0	0	0	0	0	0
Tollgate Yard Trim Recycling Center	100,000	100,000	0	0	0	0	0	0
Waste to Energy Repairs 15	403,753	403,753	0	0	0	0	0	0
Waste to Energy Repairs	1,300,000	1,300,000	0	0	0	0	0	0
Solid Waste Services Total by Project	70,519,766	60,319,766	3,000,000	3,500,000	3,000,000	350,000	0	350,000
Paygo	30,161,043	19,961,043	3,000,000	3,500,000	3,000,000	350,000	0	350,000
Reappropriated	2,512,269	2,512,269	0	0	0	0	0	0
Future Bonds	0	0	0	0	0	0	0	0
Prior Bonds	37,391,454	37,391,454	0	0	0	0	0	0
Other	455,000	455,000	0	0	0	0	0	0
Solid Waste Services Total by Fund	70,519,766	60,319,766	3,000,000	3,500,000	3,000,000	350,000	0	350,000
TOTAL GENERAL FUND CAPITAL	1,231,861,878	929,103,825	68,183,053	71,575,000	64,900,000	33,875,000	23,500,000	40,725,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET	FY 2017	FIVE YEAR CAPITAL PROGRAM			
			YEAR FY 2016		FY 2018	FY 2019	FY 2020	FY 2021
<u>PARKS & RECREATION FUND</u>								
<u>FY 16 Funded Projects:</u>								
Backstop Renovations	470,000	195,000	75,000	0	0	50,000	100,000	50,000
Broad Creek Boat Launch Ramp	679,000	649,000	30,000	0	0	0	0	0
Canoe and Kayak Water Access	550,000	0	200,000	75,000	0	0	75,000	200,000
Churchville Center Renovations	575,000	420,000	80,000	75,000	0	0	0	0
Eden Mill Park Rehabilitation	880,000	775,000	30,000	75,000	0	0	0	0
Edgeley Grove Farm - Smith Property	4,450,000	4,325,000	25,000	0	0	0	100,000	0
Emily Bayliss Graham Park	2,500,000	950,000	425,000	100,000	0	525,000	0	500,000
Emmorton Recreation & Tennis Center Improvements	920,000	545,000	275,000	0	0	100,000	0	0
Facility Renovations	1,530,000	710,000	270,000	125,000	125,000	100,000	100,000	100,000
Flying Point Park Improvements	109,000	0	109,000	0	0	0	0	0
Francis Silver Park Improvements	25,000	0	25,000	0	0	0	0	0
Gunpowder River Dredging	1,684,000	1,254,000	100,000	30,000	90,000	210,000	0	0
Harford Center for the Arts	1,050,000	0	50,000	0	1,000,000	0	0	0
Heavenly Waters Park	2,120,000	1,820,000	300,000	0	0	0	0	0
Heavenly Waters Park - Soma	100,000	0	100,000	0	0	0	0	0
Indoor Recreation Facility - Forest Hill/Hickory	725,000	650,000	75,000	0	0	0	0	0
Liriodendron Improvements	470,000	45,000	100,000	250,000	75,000	0	0	0
Natural Turf Improvements	1,840,000	960,000	130,000	150,000	150,000	150,000	150,000	150,000
Park Improvements	965,000	460,000	160,000	60,000	90,000	65,000	65,000	65,000
Parking Lot Paving	959,000	149,000	200,000	55,000	200,000	55,000	150,000	150,000
Parkland Acquisition	7,921,000	2,306,000	1,950,000	640,000	640,000	740,000	795,000	850,000
Playground Equipment	2,555,000	1,455,000	200,000	150,000	225,000	150,000	150,000	225,000
Promenade Park	165,000	0	15,000	0	0	0	150,000	0
Robert Copenhaver Park Improvements	300,000	75,000	225,000	0	0	0	0	0
Swan Harbor Farm Improvements	1,589,000	150,000	239,000	0	150,000	1,050,000	0	0
SWM Pond Repair and Renovation	910,000	150,000	200,000	110,000	110,000	110,000	110,000	120,000
Tennis/Multipurpose Court	1,090,000	490,000	100,000	100,000	100,000	100,000	100,000	100,000
<u>Outyear Projects:</u>								
Aberdeen Activity Center	500,000	0	0	500,000	0	0	0	0
ADA Improvements	400,000	100,000	0	50,000	50,000	75,000	50,000	75,000
Anita C. Leight Improvements	695,000	495,000	0	0	0	200,000	0	0
Athletic Field Improvements	12,325,000	9,450,000	0	1,700,000	1,175,000	0	0	0
Benson Field Development	1,000,000	0	0	0	0	0	500,000	500,000
Blake's Venture Park	500,000	0	0	0	0	0	0	500,000
Bleacher Renovations	670,000	370,000	0	60,000	60,000	60,000	60,000	60,000
Bulkhead Renovations	1,300,000	0	0	40,000	535,000	0	75,000	650,000
Bush River Dredging and DMP Site 16	1,725,000	0	0	0	0	150,000	1,575,000	0
Cedar Lane Sports Complex Improvements	5,311,000	1,911,000	0	100,000	500,000	1,400,000	0	1,400,000
Darlington Park Development	2,075,000	1,575,000	0	0	0	0	500,000	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET	FY 2017	FIVE YEAR CAPITAL PROGRAM			
			YEAR FY 2016		FY 2018	FY 2019	FY 2020	FY 2021

PARKS & RECREATION FUND

Outyear Projects (cont.):

Disc Golf Course	100,000	50,000	0	0	0	50,000	0	0
Dublin Community Park	150,000	0	0	0	0	0	150,000	0
Edgewood Recreation and Community Center	250,000	100,000	0	150,000	0	0	0	0
Edgewood Recreation Park	1,705,000	1,155,000	0	400,000	50,000	0	0	100,000
Emmorton Development	200,000	0	0	0	0	0	0	200,000
Enlarged Gymnasiums & Joint Facilities	1,800,000	600,000	0	0	600,000	0	0	600,000
Equestrian Center Improvements	675,000	325,000	0	250,000	100,000	0	0	0
Fallston Maintenance Shop	350,000	50,000	0	0	300,000	0	0	0
Havre de Grace Community Center Field	600,000	0	0	0	600,000	0	0	0
Havre de Grace Yacht Basin Dredging	600,000	0	0	0	50,000	550,000	0	0
Jarrettsville Recreation Center	7,360,775	510,775	0	0	6,200,000	400,000	0	250,000
Joppa/Joppatowne Youth/Senior Center	500,000	0	0	0	0	0	0	500,000
Magnolia Complex Development	425,000	0	0	0	425,000	0	0	0
Norrisville Park	775,000	0	0	125,000	500,000	150,000	0	0
Northern Regional Park	9,575,000	575,000	0	0	0	0	500,000	8,500,000
Oakington Farms - Tydings Park	3,050,000	1,900,000	0	100,000	0	0	1,050,000	0
Perryman Park Development	125,000	0	0	0	0	0	125,000	0
Prospect Mill Park	2,030,000	1,430,000	0	100,000	0	500,000	0	0
Red Pump Elementary School Facilities	1,775,000	1,600,000	0	0	50,000	125,000	0	0
Rockfield Park Improvements	400,000	100,000	0	0	100,000	0	100,000	100,000
Schucks Road Regional Sports Complex	8,810,415	8,110,415	0	0	0	0	0	700,000
Trails and Linear Parks	4,300,000	300,000	0	2,000,000	0	0	0	2,000,000
Tudor Hall Rehabilitation	800,000	500,000	0	0	150,000	0	0	150,000
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	0	0	0	1,000,000	250,000

Open Projects:

Abingdon Road Park	150,000	150,000	0	0	0	0	0	0
Belcamp Park Improvements	325,000	325,000	0	0	0	0	0	0
Bush River Dredging and DMP Site 04	3,030,000	3,030,000	0	0	0	0	0	0
Churchville Complex Development	8,556,830	8,556,830	0	0	0	0	0	0
David Craig Park Development	75,000	75,000	0	0	0	0	0	0
Debris/Derelict Boats	100,000	100,000	0	0	0	0	0	0
Fallston Recreation Complex Improvements	325,000	325,000	0	0	0	0	0	0
Jarrettsville Complex Restrooms	350,000	350,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021
<u>PARKS & RECREATION FUND</u>								
<u>Open Projects (cont.):</u>								
Joppatowne Area Dredging	990,000	990,000	0	0	0	0	0	0
Mariner Point Park Renovations	361,000	361,000	0	0	0	0	0	0
McFaul Activity Center Renovations	500,000	500,000	0	0	0	0	0	0
Nuttal Avenue Park Development	500,000	500,000	0	0	0	0	0	0
Parks & Rec Total by Project	128,401,020	65,803,020	5,688,000	7,570,000	14,500,000	8,065,000	7,730,000	19,045,000
Paygo	4,666,226	3,216,226	100,000	0	450,000	0	500,000	400,000
Special Paygo	280,000	150,000	130,000	0	0	0	0	0
Future Bonds	24,475,000	0	0	3,200,000	8,275,000	1,450,000	0	11,550,000
Prior Bonds	20,106,830	20,106,830	0	0	0	0	0	0
Reappropriated	5,027,289	5,027,289	0	0	0	0	0	0
Recordation Tax	27,433,933	14,203,933	1,705,000	2,080,000	2,360,000	2,015,000	2,400,000	2,670,000
State	10,533,500	6,025,500	698,000	60,000	655,000	875,000	1,600,000	620,000
Program Open Space	15,021,000	7,946,000	2,100,000	900,000	825,000	1,450,000	1,000,000	800,000
Federal	3,265,000	1,235,000	30,000	1,000,000	0	0	0	1,000,000
Developer	1,807,000	1,402,000	100,000	50,000	105,000	75,000	25,000	50,000
Other	15,785,242	6,490,242	825,000	280,000	1,830,000	2,200,000	2,205,000	1,955,000
Parks & Rec Total by Fund	128,401,020	65,803,020	5,688,000	7,570,000	14,500,000	8,065,000	7,730,000	19,045,000
TOTAL PARKS & RECREATION CAPITAL	128,401,020	65,803,020	5,688,000	7,570,000	14,500,000	8,065,000	7,730,000	19,045,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET	FY 2017	FIVE YEAR CAPITAL PROGRAM			
			YEAR FY 2016		FY 2018	FY 2019	FY 2020	FY 2021

HIGHWAYS FUND

BRIDGES

FY 16 Funded Projects:

Abingdon Road Bridge #169 over CSX	4,155,000	730,000	300,000	500,000	2,625,000	0	0	0
Bridge and Road Scour Repairs	2,100,000	950,000	150,000	200,000	200,000	200,000	200,000	200,000
Bridge Inspection Program	5,310,000	2,940,000	50,000	650,000	160,000	650,000	160,000	700,000
Bridge Rehabilitation	1,950,000	750,000	200,000	200,000	200,000	200,000	200,000	200,000
Carrs Mill Road Bridge #216	2,245,000	1,995,000	250,000	0	0	0	0	0
Fawn Grove Road Bridge #132	1,085,000	175,000	(165,000)	225,000	50,000	800,000	0	0
Glenville Road Bridge #30	1,320,000	0	250,000	25,000	1,045,000	0	0	0
Jericho Road Bridge	1,530,000	1,500,000	30,000	0	0	0	0	0
Macton Road Bridge #145	990,008	1,086,268	(96,260)	0	0	0	0	0
New Park Road Bridge #125	530,000	175,000	25,000	330,000	0	0	0	0
Phillips Mill Road Bridge #70	1,925,000	400,000	100,000	50,000	0	1,375,000	0	0
Robinson Mill Road Bridge #154	1,385,000	1,265,000	120,000	0	0	0	0	0
Watervale Road Bridge #63	4,155,000	3,380,000	775,000	0	0	0	0	0

Outyear Projects:

Boggs Road Bridge #66	990,000	0	0	0	200,000	20,000	0	770,000
Bridge Painting	600,000	100,000	0	100,000	100,000	100,000	100,000	100,000
Carea Road Bridge #126	420,000	0	0	20,000	0	400,000	0	0
Chestnut Hill Bridge #40	1,120,000	340,000	0	80,000	700,000	0	0	0
Culvert Rehabilitation	4,550,000	4,050,000	0	100,000	100,000	100,000	100,000	100,000
Deep Run Road Bridge #152	735,000	0	0	0	175,000	10,000	0	550,000
Edwards Lane Culvert	950,000	50,000	0	0	0	0	900,000	0
Green Road Bridges #119 & #122	640,000	190,000	0	450,000	0	0	0	0
Johnson Mill Road Bridge #45	620,000	0	0	140,000	10,000	470,000	0	0
Moore's Road Bridge #78	925,000	0	0	0	200,000	25,000	0	700,000
Prospect Road Bridge #217	885,000	225,000	0	0	10,000	0	650,000	0
Scarboro Road Bridge #140	160,000	0	0	0	150,000	0	10,000	0
Snake Lane Bridge #31	795,000	195,000	0	0	600,000	0	0	0
Stafford Road Bridge #24	950,000	200,000	0	750,000	0	0	0	0
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	130,000	20,000	0	350,000	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM FY 2018	FY 2019	FY 2020	FY 2021

HIGHWAYS FUND

BRIDGES

Open Projects:

Bridge Painting	225,000	225,000	0	0	0	0	0	0
Bridge Rehabilitation	2,850,000	2,850,000	0	0	0	0	0	0
Glen Cove Road Bridge #156	150,000	150,000	0	0	0	0	0	0
Green Road Bridge #119	15,000	15,000	0	0	0	0	0	0
Harford Creamery Road Bridge #104	1,710,000	1,710,000	0	0	0	0	0	0
Hess Road Bridge #82	1,300,000	1,300,000	0	0	0	0	0	0

Bridges Total by Project	50,440,008	27,366,268	1,988,740	4,000,000	6,595,000	4,400,000	2,720,000	3,370,000

Paygo	19,118,557	14,009,817	138,740	780,000	830,000	650,000	2,060,000	650,000
Future Bonds	8,504,000	0	505,000	1,570,000	2,269,000	2,000,000	140,000	2,020,000
Prior Bonds	1,187,268	1,187,268	0	0	0	0	0	0
Reappropriated	573,183	573,183	0	0	0	0	0	0
State	0	0	0	0	0	0	0	0
Federal	20,577,000	11,116,000	1,345,000	1,650,000	3,496,000	1,750,000	520,000	700,000
Other	480,000	480,000	0	0	0	0	0	0
Developer	0	0	0	0	0	0	0	0

Bridges Total by Fund	50,440,008	27,366,268	1,988,740	4,000,000	6,595,000	4,400,000	2,720,000	3,370,000

ROADWAYS

FY 16 Funded Projects:

Drainage Improvements	1,725,000	1,275,000	(50,000)	100,000	100,000	100,000	100,000	100,000
Guardrails	925,000	325,000	100,000	100,000	100,000	100,000	100,000	100,000
MD 152/Oakmont Road/Port Lane	950,732	550,732	(150,000)	0	0	0	550,000	0
Schucks Road Culvert Replacement	80,000	830,000	(750,000)	0	0	0	0	0
Schucks Road Improvements	437,192	600,000	(162,808)	0	0	0	0	0
Stormdrain Replacement	2,391,231	1,291,231	100,000	200,000	200,000	200,000	200,000	200,000
Wheel Road (Laurel Bush to Fairway)	6,626,226	6,650,000	(23,774)	0	0	0	0	0

Outyear Projects:

Abingdon Road (Box Hill S. Pkwy - I95)	200,000	0	0	0	0	150,000	50,000	0
Bata Boulevard Access Road	600,000	0	0	150,000	0	0	450,000	0
Eden Mill Road	200,000	0	0	200,000	0	0	0	0
Intersection Improvements	2,977,444	2,227,444	0	150,000	150,000	150,000	150,000	150,000
Moore's Mill Road	9,137,113	7,212,113	0	500,000	1,425,000	0	0	0
New Roads and Stormdrains	2,475,000	1,475,000	0	200,000	200,000	200,000	200,000	200,000
Rt. 7 Corridor Study	100,000	0	0	100,000	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021

HIGHWAYS FUND

ROADWAYS

Outyear Projects (cont.):

Tollgate Road (W. Ring Factory Rd to Plumtree)	3,936,791	1,486,791	0	2,450,000	0	0	0	0
Tollgate Road - Vale Road Corridor	934,678	184,678	0	100,000	0	650,000	0	0
Traffic Calming, Bicycle and Road Safety Improvements	825,000	450,000	0	75,000	75,000	75,000	75,000	75,000
Traffic Signals 15	359,601	109,601	0	50,000	50,000	50,000	50,000	50,000
Trimble Road (Joppa Road to Garnett Drive)	150,000	0	0	0	100,000	50,000	0	0

Open Projects:

Bel Air Transportation Study	300,000	300,000	0	0	0	0	0	0
Cape Knoll Road Acceptance	150,000	150,000	0	0	0	0	0	0
Carrs Mill Road (MD 152 - Grafton Shop Road)	1,195,000	1,195,000	0	0	0	0	0	0
Landis Circle - Foxborough Farms	350,000	350,000	0	0	0	0	0	0
New Roads and Stormdrains 06	1,545,000	1,545,000	0	0	0	0	0	0
New Roads and Stormdrains 02	1,266,740	1,266,740	0	0	0	0	0	0
Thomas Run Road Improvements	550,000	550,000	0	0	0	0	0	0
Village of Scot's Fancy Starmount Lane	750,000	750,000	0	0	0	0	0	0

Roadways Total by Project	41,137,748	30,774,330	(936,582)	4,375,000	2,400,000	1,725,000	1,925,000	875,000

Paygo	19,177,415	14,338,997	(936,582)	1,325,000	875,000	975,000	1,825,000	775,000
Future Bonds	4,575,000	0	0	2,500,000	1,425,000	650,000	0	0
Prior Bonds	6,985,732	6,985,732	0	0	0	0	0	0
Reappropriated	1,874,601	1,874,601	0	0	0	0	0	0
State	1,950,000	1,500,000	0	450,000	0	0	0	0
Federal	240,000	240,000	0	0	0	0	0	0
Developer	3,895,000	3,395,000	0	100,000	100,000	100,000	100,000	100,000
Other	2,440,000	2,440,000	0	0	0	0	0	0

Roadways Total by Fund	41,137,748	30,774,330	(936,582)	4,375,000	2,400,000	1,725,000	1,925,000	875,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM FY 2018	FY 2019	FY 2020	FY 2021

HIGHWAYS FUND

RESURFACING

FY 16 Funded Projects:

Resurfacing Roadways	29,292,842	0	5,292,842	4,000,000	5,000,000	5,000,000	5,000,000	5,000,000

Outyear Projects:

Earth Road Conversion to Hard Surface	1,250,000	0	0	250,000	250,000	250,000	250,000	250,000
Tar and Chip Conversion to Hot Mix	750,000	0	0	0	0	250,000	250,000	250,000

Open Projects:

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 Roadways 14	6,661,509	6,661,509	0	0	0	0	0	0
Resurfacing Roadways 15	5,603,106	5,603,106	0	0	0	0	0	0

Resurfacing Total by Project	54,181,402	22,888,560	5,292,842	4,250,000	5,250,000	5,500,000	5,500,000	5,500,000

Paygo	51,851,787	20,868,945	4,982,842	4,250,000	5,250,000	5,500,000	5,500,000	5,500,000

Developer	200,000	200,000	0	0	0	0	0	0

Reappropriated	2,129,615	1,819,615	310,000	0	0	0	0	0

Resurfacing Total by Fund	54,181,402	22,888,560	5,292,842	4,250,000	5,250,000	5,500,000	5,500,000	5,500,000

OTHER

FY 16 Funded Projects:

APG Gate PILOT	590,000	0	590,000	0	0	0	0	0
Efficiency Capital Investment Project	155,000	130,000	25,000	0	0	0	0	0
Fleet Replacement	12,242,000	5,442,000	1,800,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Safeguarding Business Operations	2,937,450	1,881,200	556,250	250,000	250,000	0	0	0
Sidewalks and Handicapped Ramps	1,530,000	680,000	100,000	150,000	150,000	150,000	150,000	150,000

Outyear Projects:

Equipment Sheds	200,000	0	0	0	100,000	100,000	0	0
Refresh Program	450,500	323,000	0	42,500	42,500	42,500	0	0

Open Projects:

Facilities Repair Program	1,007,000	1,007,000	0	0	0	0	0	0
Fuel Dispensing System Upgrade	950,000	950,000	0	0	0	0	0	0
Glen Elyn Culvert and Ponds Repair	392,500	392,500	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021
<u>HIGHWAYS FUND</u>								
OTHER								
<u>Open Projects (cont.)</u>								
Harford County Metro Area Network (HMAN)	930,000	930,000	0	0	0	0	0	0
Hickory II Improvements	823,503	823,503	0	0	0	0	0	0
Primrose Place	146,000	146,000	0	0	0	0	0	0
700 MHz Wireless Radio System Equipment	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	25,328,953	15,680,203	3,071,250	1,442,500	1,542,500	1,292,500	1,150,000	1,150,000
Paygo	23,625,453	14,566,703	2,481,250	1,442,500	1,542,500	1,292,500	1,150,000	1,150,000
Special Paygo	590,000	0	590,000	0	0	0	0	0
Reappropriated	55,000	55,000	0	0	0	0	0	0
Federal	0	0	0	0	0	0	0	0
State	445,000	445,000	0	0	0	0	0	0
Developer	25,000	25,000	0	0	0	0	0	0
Other	588,500	588,500	0	0	0	0	0	0
Other Total by Fund	25,328,953	15,680,203	3,071,250	1,442,500	1,542,500	1,292,500	1,150,000	1,150,000
TOTAL HIGHWAYS CAPITAL	171,088,111	96,709,361	9,416,250	14,067,500	15,787,500	12,917,500	11,295,000	10,895,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021

WATER & SEWER FUND

WATER PROJECTS

FY 16 Funded Projects:

Efficiency Capital Investment Project	150,000	0	150,000	0	0	0	0	0
Fleet Replacement	5,662,000	2,262,000	400,000	500,000	800,000	400,000	800,000	500,000
Magnolia Booster Station	1,450,000	200,000	1,250,000	0	0	0	0	0
Safeguarding Business Operations	3,074,650	2,018,400	556,250	250,000	250,000	0	0	0
Tank Painting FY 16	4,750,000	0	700,000	850,000	800,000	800,000	800,000	800,000
US Rt. 40 and Rt. 159 SHA Water Relocation	3,800,000	0	2,600,000	0	1,200,000	0	0	0

Outyear Projects:

Oak Grove Booster Station	330,000	0	0	330,000	0	0	0	0
Refresh Program	477,000	342,000	0	45,000	45,000	45,000	0	0
Renewal and Replacement Water Infrastructure	900,000	400,000	0	100,000	100,000	100,000	100,000	100,000
Replacement of Water Booster Station (SCADA)	1,500,000	300,000	0	0	0	1,200,000	0	0
Water and Sewer System Model Study	350,000	0	0	350,000	0	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
City of Baltimore - Deer Creek PS and Valve	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
Construction Unanticipated 12	300,000	300,000	0	0	0	0	0	0
Construction Unanticipated 15	460,000	460,000	0	0	0	0	0	0
Electrical/Network/Phone	130,000	130,000	0	0	0	0	0	0
Fuel Dispensing System Upgrade	120,000	120,000	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021

WATER & SEWER FUND

WATER PROJECTS

Open Projects (cont.):

Harford County Metro Area Network (HMAN)	1,220,000	1,220,000	0	0	0	0	0	0
Rt. 24 Water Transmission	160,000	160,000	0	0	0	0	0	0
700 MHz Wireless Radio System Equipment	649,000	649,000	0	0	0	0	0	0
Site Acquisition	800,000	800,000	0	0	0	0	0	0
Tank Painting 12	300,000	300,000	0	0	0	0	0	0
Tank Painting 14	500,000	500,000	0	0	0	0	0	0
Tank Painting 15	800,000	800,000	0	0	0	0	0	0
Tollgate Road Water Main Parallel 15	1,292,227	1,292,227	0	0	0	0	0	0
Underground and Aboveground Storage Tank	50,000	50,000	0	0	0	0	0	0
Water and Sewer Authority Study Establishment	2,000,000	2,000,000	0	0	0	0	0	0
Water and Sewer Billing Project	1,500,000	1,500,000	0	0	0	0	0	0
Water and Sewer Rate Study	300,000	300,000	0	0	0	0	0	0
Water Meter Upgrade	1,210,000	1,210,000	0	0	0	0	0	0
Water Quality Improvements	600,000	600,000	0	0	0	0	0	0
Water Zone Improvements	150,000	150,000	0	0	0	0	0	0
Water Total by Project	127,019,877	110,098,627	5,656,250	2,425,000	3,195,000	2,545,000	1,700,000	1,400,000
Paygo	26,220,473	14,829,223	1,656,250	2,095,000	1,995,000	2,545,000	1,700,000	1,400,000
Future Bonds	5,380,000	0	3,850,000	330,000	1,200,000	0	0	0
Prior Bonds	94,284,687	94,284,687	0	0	0	0	0	0
Reappropriated	984,717	984,717	0	0	0	0	0	0
State	150,000	0	150,000	0	0	0	0	0
Water Total by Fund	127,019,877	110,098,627	5,656,250	2,425,000	3,195,000	2,545,000	1,700,000	1,400,000

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021

WATER & SEWER FUND

SEWER PROJECTS

FY 16 Funded Projects:

Bush Creek Pump Station	28,400,000	27,400,000	1,000,000	0	0	0	0	0
Bynum Run Parallel 6 & 7	16,063,170	8,613,170	450,000	0	0	3,500,000	3,500,000	0
Ring Factory PS and Fairwind Farms Abandonment	1,160,000	720,000	240,000	0	200,000	0	0	0
Sod Run Facility Improvements	7,800,000	2,600,000	700,000	1,300,000	1,000,000	700,000	1,000,000	500,000

Outyear Projects:

Ah-Ha Collector Upgrade	2,000,000	0	0	1,000,000	1,000,000	0	0	0
Bill Bass PS FM Replacement	11,000,384	700,384	0	5,150,000	5,150,000	0	0	0
Bio Solids Facilities Enhancements	4,450,000	0	0	700,000	3,750,000	0	0	0
Bynum Ridge Replacement Sewer	375,000	200,000	0	0	0	0	0	175,000
Edgewood Interceptor Sewer Parallel	14,600,000	500,000	0	0	10,500,000	3,600,000	0	0
Infiltration and Inflow	650,000	350,000	0	100,000	0	100,000	0	100,000
Renewal and Replacement Sewer Infrastructure	1,200,000	600,000	0	0	200,000	200,000	200,000	0
Town Center Drive Pump Station Replacement	1,550,000	350,000	0	0	0	1,200,000	0	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
Chlorine Replacement Program WWTP	660,000	660,000	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
Harford WWTP Facility Improvements	885,000	885,000	0	0	0	0	0	0
Joppatowne Pump Station No. 47	4,050,000	4,050,000	0	0	0	0	0	0
Lower Bynum Run	9,640,000	9,640,000	0	0	0	0	0	0
Oaklyn Manor/Joppa Area Sewer Relief	1,950,300	1,950,300	0	0	0	0	0	0

HARFORD COUNTY, MARYLAND
APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM

PROJECT TITLE	TOTAL COST	PRIOR APPROP	BUDGET YEAR FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021

WATER & SEWER FUND

SEWER PROJECTS

Open Projects (cont.):

Plumtree Collector Parallel Phase 2	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
Sewer Total by Project	195,816,717	144,601,717	2,390,000	9,250,000	22,800,000	10,300,000	5,700,000	775,000
Paygo	17,646,450	10,931,450	240,000	1,100,000	1,400,000	2,500,000	1,200,000	275,000
Future Bonds	44,500,000	0	2,150,000	8,150,000	21,400,000	7,800,000	4,500,000	500,000
Prior Bonds	76,083,189	76,083,189	0	0	0	0	0	0
Reappropriated	862,660	862,660	0	0	0	0	0	0
State	51,400,000	51,400,000	0	0	0	0	0	0
Federal	1,735,300	1,735,300	0	0	0	0	0	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	195,816,717	144,601,717	2,390,000	9,250,000	22,800,000	10,300,000	5,700,000	775,000

TOTAL WATER & SEWER CAPITAL	322,836,594	254,700,344	8,046,250	11,675,000	25,995,000	12,845,000	7,400,000	2,175,000

	TOTAL COST	PRIOR APPROP	BUDGET FY 2016	FY 2017	FIVE YEAR CAPITAL PROGRAM			
					FY 2018	FY 2019	FY 2020	FY 2021
TOTAL APPROVED CAPITAL IMPROVEMENT PROGRAM	1,854,187,603	1,346,316,550	91,333,553	104,887,500	121,182,500	67,702,500	49,925,000	72,840,000



Eden Mill

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 2015-2016 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 2015-2016, Harford County plans to participate in over 67 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
FY16 Anticipated Grant Award Dollars
 (July 1, 2015 to June 30, 2016)

FY16 Anticipated Grant Award Dollars: \$20,514,810 *

Anticipated Grant Awards: 67

32

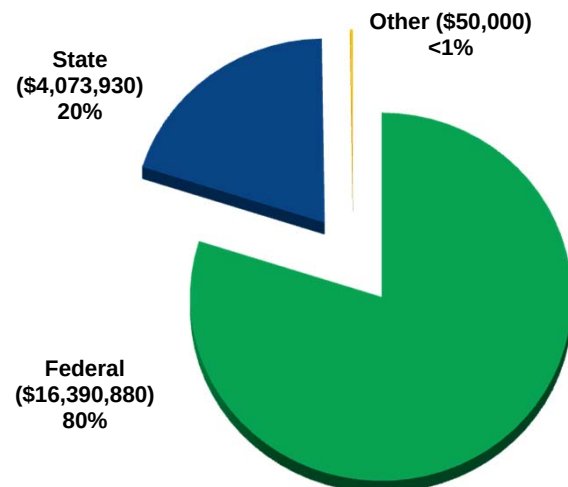
2

32

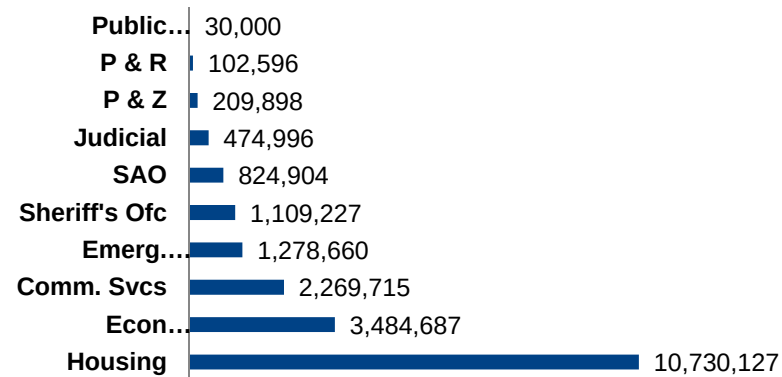
1

Requested County Match: \$2,396,847

% Anticipated Grant Dollars by Funder



Anticipated Grant Dollars by Department
\$20,514,810



*Does not include Requested County Match or Capital Projects

**Fiscal Year 16
Summary of Grants**

Department of Community Services (Director of Community Services) - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
MACRO Performance Grant	Grant provides quality, free alternative dispute resolution services to the citizens of		\$51,249			7/1/15 - 6/30/16	Recurring	
Local Management Board	Program funding for Local Management Board		\$482,994			7/1/15 - 6/30/16	Recurring	
	TOTALS:		\$534,243					

**Fiscal Year 16
Summary of Grants**

Department of Emergency Services - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
Emergency Management Performance Grant	This grant will be used to purchase equipment for the sake of interoperability for Harford County.	\$130,946			\$130,946	9/1/15 - 6/30/17	Recurring	\$121,667
State Homeland Security Program	Activities may include preparation for or response to catastrophic events, provided that the activities also build capabilities that relate to terrorism. This particular funding will go toward paying salary for an emergency planner and the yearly maintenance on the Connect CTY System.	\$113,583				9/1/15 - 5/31/17	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.	\$973,181				9/1/15 - 5/31/17	Recurring	
Maryland Institute for Emergency Medical Services System	Grant monies to be used for mandatory Emergency Medical Dispatch Training.		\$2,687			9/18/15 - 6/15/16	Recurring	\$2,642
Hazardous Materials Emergency Preparedness Grant Program	To provide a training for a week for the Hazmat Team and also for planning purposes of a traffic study of hazardous materials entering Harford County.	\$8,263			\$2,066	10/1/15 - 9/30/16	Recurring	\$4,733
Exelon Nuclear Emergency Planning	Grant funds help cover the salary and benefit expenses for the Emergency Planner II position.			\$ 50,000		1/1/15 - 12/31/15	Recurring	\$50,000
TOTALS:		\$1,225,973	\$2,687	\$50,000	\$133,012			\$179,042

Fiscal Year 16 Summary of Grants

Department of Public Works - Anticipated FY16 Grants								
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
Enhanced Nutrient Removal Operation and Maintenance	Grant funds provide for the operation and maintenance cost associated with achieving performance optimization of Joppatowne as an ENR Operating Facility.		\$30,000			1/1/15 - 12/31/15	Recurring	
TOTALS:			\$30,000					

Fiscal Year 16 Summary of Grants

Department of Community Services (Office of Drug Control Policy) - Anticipated FY16 Grants								
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
DJS-Juvenile Drug Court	Grant provides for the enhancement of the Juvenile Drug Court.		\$75,000			7/1/15 - 6/30/16	Recurring	
Alcohol and Drug Prevention	Grant provides funding for drug and alcohol prevention.		\$120,766			7/1/15 - 6/30/16	Recurring	
ADAA-Maryland Strategic Prevention Framework	Grant funds the implementation of environmental strategies for drug and alcohol prevention.	\$114,313				7/1/15 - 6/30/16	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.		\$110,000			7/1/15 - 6/30/16	Recurring	
Harford County District Adult Drug - DUI Court Programs	Grant funds provide for drug testing, transportation, and case management for the Drug Court operating in the District Court		\$92,955			7/1/15 - 6/30/16	Recurring	
Harford Mental Health Court Program (District Court)	Grant funds provide for the case management for the defendants in the Mental Health Court.		\$28,077			7/1/15 - 6/30/16	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				10/1/15 - 9/30/16	Recurring	
TOTALS:		\$177,813	\$426,798					

Fiscal Year 16 Summary of Grants

Harford County Housing Agency - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
Housing Choice Voucher	This grant provides for subsidized rental housing to eligible families.	\$7,128,538				1/1/16 - 12/31/16	Recurring	
Housing Counselor	This grant provides housing and reverse mortgage counselor services.		\$36,916			7/1/15 - 6/30/16	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			9/1/15 - 8/30/16	Recurring	
Section 8 Mainstream Program	This grant provides financial assistance for housing to nonelderly, disabled individuals/families.	\$601,909				7/1/15 - 6/30/16	Recurring	
VASH	This grant combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA).	\$105,966				10/1/15 - 9/30/16	Recurring	
FSS	The Family Self-Sufficiency (FSS) program enables families assisted through the Housing Choice Voucher (HCV) program opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency.	\$27,883				1/1/16 - 12/31/16	Recurring	
HOPWA	This grant provides funds for subsidized housing to individuals/families with specific disabilities.	\$152,225				7/1/15 - 6/30/16	Recurring	
Housing Choice Voucher Admin	This grant provides for the administration costs associated with providing subsidized rental housing to eligible families.	\$673,208				1/1/16 - 12/31/16	Recurring	

**Fiscal Year 16
Summary of Grants**

Harford County Housing Agency - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
Service-Linked Housing	Grant funds the salary of a case manager employed by Inner County Outreach.		\$17,242			7/1/15 - 6/30/16	Recurring	
Homeless Women's Crisis Shelter Home Program	Grant funds the salary of a case manager employed by SARC.		\$66,944			7/1/15 - 6/30/16	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.	\$485,986				10/1/15 - 9/30/16	Recurring	
Community Development Block Grant	Grant funds benefit low to moderate income population eliminating slum and blight, and meets urgent community development needs.	\$931,409				7/1/15 - 6/30/16	Recurring	
Home Investment Partnership	Grant funds allow for the expanding the supply of decent and affordable housing in Harford County.	\$322,521			\$86,274	7/1/15 - 6/30/16	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			7/1/15 - 6/30/16	Recurring	
Emergency Solutions Grant	Grant funds emergency services for homeless people, including shelter and supportive services and transitional shelters.		\$73,532			10/1/15- 9/30/16	Recurring	
TOTALS	TOTALS:	\$10,429,645	\$300,482	\$0	\$86,274			

**Fiscal Year 16
Summary of Grants**

Circuit Court for Harford County - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		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.		\$253,286			7/1/15 - 6/30/16	Recurring	
CASA	This grant focuses on representing the best interest of abused, neglected and dependent children in Court proceedings.		\$84,510		\$30,000	7/1/15 - 6/30/16	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			2/2015 - 1/2016	Recurring	
TOTALS:			\$474,996		\$30,000			

Fiscal Year 16 Summary of Grants

Department of Community Services (Office on Aging) - Anticipated FY16 Grants								
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
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.	\$115,000				7/1/15-6/30/16	Recurring	
Maryland Department of Aging Grants	These grants provide a variety of services to people over the age of 60; State Nutrition; Senior 1 & A; Senior Care; SALGHS, State Ombudsman and VEPI.		\$383,442			7/1/15 - 6/30/16	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.	\$603,629			\$341,330	10/1/15 - 9/30/16	Recurring	
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.	\$19,728			\$11,543	4/1/15 - 3/31/16	Recurring	
Senior Medicare Patrol - Health Care Fraud Program Expansion	Grant funds promote awareness of Medicare and Medicaid healthcare fraud, waste and abuse.	\$2,560				9/30/15 - 9/29/16	Recurring	
Senior Medicare Patrol	Grant funds provide services to educate the public regarding curbing abuse in Medicare & Medicaid.	\$6,502			\$6,486	7/1/15 - 6/30/16	Recurring	
TOTALS:		\$747,419	\$ 383,442		\$359,359			

**Fiscal Year 16
Summary of Grants**

Department of Parks & Recreation - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		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				10/1/15 - 9/30/16	Recurring	\$50,000
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.		\$4,800			4/1/15 - 11/30/16	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.		\$47,796		\$44,038	7/1/15 - 6/30/16	Recurring	
TOTALS:		\$50,000	\$52,596		\$44,038			\$50,000

Fiscal Year 16 Summary of Grants

Department of Planning & Zoning - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
Hazard Mitigation Grant Program	This funding is for an elevation project for 2054 Park Beach Drive. Property is subject to periodic flooding.	\$56,250					Recurring	
Safe Routes to School (Southampton Middle School sidewalk)	The goal of this project is to create safe pedestrian access from the surrounding subdivisions to the school's front entrance to increase the number of students walking to school and decrease vehicular congestion and pollution.		\$45,000			7/1/15 - 6/30/16	One-Time	
Safe Routes to School (Emmorton Walkability)	The goal of this project is to revitalize the walking culture at Emmorton Elementary and establish "walking and/or bicycling" as the preferred transportation option that the school and parents will continue to promote.		\$8,456			7/1/15 - 6/30/16	One-Time	
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	7/1/15 - 6/30/16	Recurring	\$112,740
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.		\$10,000			7/1/15- 6/30/16	Recurring	
TOTALS:		\$146,442	\$63,456		\$22,548			\$112,740

**Fiscal Year 16
Summary of Grants**

Harford County Sheriff's Office - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
Child Enforcement Administration Cooperative Reimbursement Agreement	This funding provides for 7 positions in the Sheriff's Office who concentrate their efforts specifically in the service of summonses, warrants and writs of paternity, AFDC child support cases and the data entry and tracking of each. This grant also funds the basic operating costs of this Unit	\$535,533			\$306,534	10/1/15-9/30/16	Recurring	
Justice Assistance Grant	This funding allows the agency to purchase equipment for various Units such as the Violent Street Crimes Unit, Meghan's Law Unit, Crime Analysis Unit and Harford County Detention Center to include but not limited to cameras and supporting equipment, covert surveillance equipment, GPS tracking devices and computer monitors	\$40,000				10/1/14-9/30/18	Recurring	
Maryland Highway Safety Office	This grant provides funding for deputies to work overtime to proactively seek out impaired and aggressive drivers in an effort to reduce the number of driving related injuries and fatalities in Harford County.	\$150,000				10/1/15 - 9/30/16	Recurring	
Maryland Highway Safety Office - Commercial Motor Vehicle Grant	This grant provides funding for deputies to work overtime to perform NAS Inspections and CMV traffic enforcement details.	\$15,000				10/1/15 - 9/30/16	Recurring	

**Fiscal Year 16
Summary of Grants**

Harford County Sheriff's Office - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
STOP Gun Violence Reduction Grant	This grant funds the salary and partial benefits for one lateral deputy to fill the position created when an existing agency member was transferred into the Violent Street Crimes Unit. This grant will also provide overtime funding for deputies to conduct details such as covert investigations, to debrief suspects, develop confidential informants and to test fire and perform a trace on illegal firearms seized.		\$65,788			7/1/15-6/30/16	Recurring	
Overtime Patrols/Public Awareness Grant	This grant provides overtime monies which allow the Sheriff's Office to fund a School Bus Safety Program. This program affords deputies the opportunity to target drivers who illegally pass school vehicles. In addition, this program established a partnership with Regal Cinemas in Abingdon, MD to air Public Service Announcements at their facility.		\$20,000			7/1/15 - 6/30/16	Recurring	
Monitoring Support Grant	This grant provides overtime monies for existing Sheriff's Office personnel to assist in the compliance and verification process of the sex offenders registered with the Harford County Sheriff's Office Sex Offender Registration Program as mandated by Maryland law.		\$23,000			7/1/15 - 6/30/16	Recurring	

**Fiscal Year 16
Summary of Grants**

Harford County Sheriff's Office - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
HCSO-Victim Services Support	This grant provides training/travel funding for our victim Services Coordinator to attend the Annual North American Victim Assistance Conference.		\$1,500			7/1/15-6/30/16	Recurring	
State Criminal Alien Assistance Program	This grant provides federal funding to localities that incurred correctional officer salary costs for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law and incarcerated for at least four consecutive days during the reporting period.	13,406				7/1/15 - 6/30/16	Recurring	
Safe Streets Initiative	This grant provides for the salary and partial benefits of the Program Coordinator and Crime Analyst as well as overtime and related FICA for the surrounding municipalities and the Sheriff's Office staff to conduct details to apprehend individuals designated as violent offenders. This grant also pays for the partial salary and benefits of an existing Prosecutor in the State's Attorney's Office who is assigned to the Initiative on a part-time basis.		\$245,000			7/1/15 - 6/30/16	Recurring	
TOTALS:		\$753,939	\$355,288		\$306,534			

**Fiscal Year 16
Summary of Grants**

Office of State's Attorney - Anticipated FY16 Grants								
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
Cooperative Reimbursement 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.	\$804,000			\$460,000	10/1/15 - 9/30/16	Recurring	
Child Advocacy Center	To fund specialized training, equipment and services to improve upon investigation and prosecution of child sexual assault and abuse cases.	\$9,000				1/1/16- 12/31/17	Recurring	
Investigative Enhancement	The grant funds will provide for technological advancements, equipment enhancements and training improvements at the CAC.	\$11,904				9/1/15- 9/30/16	One-Time	
	TOTALS:	\$824,904			\$460,000			

**Fiscal Year 16
Summary of Grants**

Office of Economic Development (Susquehanna Workforce Network) - Anticipated FY16 Grants								
TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		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.		\$67,311			7/1/15 - 6/30/16	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.		\$701,557			7/1/15 - 6/30/16	Recurring	
TOTALS:			\$768,868					

**Fiscal Year 16
Summary of Grants**

Office of Economic Development (Harford Transit) - Anticipated FY16 Grants

TITLE OF GRANT	GRANT PURPOSE	Source of Anticipated Funding				Grant Dates	Recurring or One Time	COUNTY'S OBLIGATION WHEN GRANT ENDS
		Federal	State	Other	County Match			
5307 Operating Assistance	To provide public transportation services to the citizens of Harford County.	\$1,172,329	\$507,502		\$664,827	7/1/15 - 6/30/16	Recurring	
SSTAP Operating Assistance	To provide curb-to-curb transportation services for the elderly population & persons with disabilities.	\$170,371			\$203,750	7/1/15 - 6/30/16	Recurring	
MTA Preventive Maintenance & Capital Equipment	To provide funds to purchase or replace vehicles, cover cost of preventive maintenance on vehicles and other equipment.	\$692,045	\$85,506		\$86,505	7/1/15 - 6/30/18	Recurring	
Ride Share	Grant funds to promote the use of transportation alternatives to the single occupancy vehicle including mass transit, car and vanpooling, bicycling and to increase awareness and benefits of various commuting options to the public, businesses, agencies, and organizations.		\$88,066			7/1/15 - 6/30/16	Recurring	Recurring
	TOTALS:	\$2,034,745	\$681,074		\$955,082.00			
	Total Anticipated Grant Awards w/o County Match	Total Federal	Total State	Total Other	Total County Match			Total County Obligation When Grant Ends
	\$20,514,810	\$16,390,880	\$4,073,930	\$50,000	\$2,396,847			\$341,782

**SELF INSURANCE FUND
FISCAL YEAR 2016**

Purpose

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 2014 which covers the general liability, automotive liability, property damage, and workers' compensation exposures.

**Self-Insurance Fund
Statement of Estimated Net Position**

Total Net Position as of June 30, 2014		8,584,082
Investment Income	25,000	
Net Assets-Appropriated	-	
Insurance Recoveries	175,000	
Revenues from Agencies and Reimbursements	2,191,360	
Total Estimated Revenues		2,391,360
Expenses for Claims, Excess Coverages, Claims Management and Other Expenditures	(4,555,009)	
Total Estimated Expenditures		(4,555,009)
Estimated Net Position - June 30, 2015		6,420,433

Fiscal Year 2015 - 2016

Investment Income	25,000	
Net Assets-Appropriated	1,563,748	
Insurance Recoveries	175,000	
Revenues from Agencies and Reimbursements	1,942,965	
Total Estimated Revenues		3,706,713
Claims and Expenditures	(3,706,713)	
Total Estimated Expenditures		(3,706,713)
Estimated Net Position - June 30, 2016		6,420,433

**VOLUNTEER FIREMEN'S PENSION TRUST (LOSAP) FUND
LOSAP - LENGTH OF SERVICE AWARD PROGRAM
FISCAL YEAR 2016**

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, 2012, this fund had an unfunded actuarial accrued liability of \$9,832,931. The most current actuarial report was completed as of May 14, 2013. As of June 30, 2013, the market value of investments in the Pension Fund was \$19,594,407. 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.

**Volunteer Firemen's Pension Trust (LOSAP) Fund
Statement of Estimated Net Position**

Net Position Held In Trust for Pension Benefits - June 30, 2014	23,042,262
Estimated Revenues:	
County Contributions	2,030,844
Investment Income	800,000
Total Estimated Revenues	2,830,844
Estimated Expenses:	
Pension Payments	(1,700,000)
Actuarial & Investment Services	(210,000)
Death Benefits	(50,000)
Total Estimated Expenditures	(1,960,000)
Estimated Net Position Held In Trust for Pension Benefits - June 30, 2015	23,913,106

Fiscal Year 2015-2016

Estimated Revenues:	
County Contributions	1,912,843
Investment Income	1,700,000
Total Estimated Revenues	3,612,843
Estimated Expenditures:	
Pension Payments	(1,700,000)
Actuarial & Investment Services	(210,000)
Death Benefits	(50,000)
Unfunded Liability	(1,652,843)
Total Estimated Expenditures	(3,612,843)
Estimated Net Position Held In Trust for Pension Benefits - June 30, 2016	23,913,106

**SHERIFF'S OFFICE PENSION PLAN
FISCAL YEAR 2016**

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, 2014, the fund had an unfunded actuarial accrued liability of \$15,644,336. As of June 30, 2014 the market value of the investments in the Pension Fund was \$36,246,577. The most current actuarial valuation was completed January 15, 2015.

**Sheriff's Office Pension Plan
Statement of Estimated Net Position**

Net Position Held In Trust for Pension Benefits June 30, 2014	48,566,672

Estimated Revenues:

Employee Contributions	465,000	
County Contributions	2,490,164	
Investment Income	800,000	
Total Estimated Revenues		3,755,164

Estimated Expenses:

Actuarial & Investment Services	(400,000)	
Medical & Legal Services	(25,000)	
Pension Payout	(2,800,000)	
Total Estimated Expenses		(3,225,000)

Estimated Net Position Held In Trust for Pension Benefits June 30, 2015	49,096,836

Fiscal Year 2015-2016

Estimated Revenues:

Investment Income	3,600,000	
Employee Contributions	480,000	
County Contributions	2,489,555	
Total Estimated Revenues		6,569,555

Estimated Expenditures:

Actuarial & Investment Services	(400,000)	
Medical & Legal Services	(25,000)	
Pension Payout	(2,800,000)	
Unfunded Liability Contribution	(3,344,555)	
Total Estimated Expenditures		(6,569,555)

Estimated Net Position Held In Trust for Pension Benefits June 30, 2016	49,096,836

HARFORD COUNTY OTHER POST EMPLOYMENT BENEFITS PLAN TRUST FUND FISCAL YEAR 2016

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 30, 2014 for period ending June 30, 2015.

Other Post Employment Benefits Plan Trust Fund
Statement of Estimated Net Position

Net Position Held In Trust for OPEB		
June 30, 2014		79,663,641
Estimated Revenues:		
Investment Income	1,000,000	
OPEB Retiree Payment	750,000	
County Contributions	13,794,000	
Total Estimated Revenues		15,544,000
Estimated Expenses:		
Financial/Audit	(300,000)	
OPEB Benefits	(7,060,000)	
Total Estimated Expenses		(7,360,000)
Estimated Net Position Held In Trust for OPEB		
June 30, 2015		87,847,641

Fiscal Year 2015-2016

Estimated Revenues:		
Investment Income	5,800,000	
OPEB Retiree Payment	750,000	
County Contributions	10,162,000	
Total Estimated Revenues		16,712,000
Estimated Expenditures:		
Life Insurance Payments	(60,000)	
Health Insurance Payments	(7,500,000)	
Financial/Audit	(300,000)	
Unfunded Liability Contribution	(8,852,000)	
Total Estimated Expenditures		(16,712,000)
Estimated Net Position Held In Trust for OPEB		
June 30, 2016		87,847,641

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

Assigned and Unassigned 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.

UNASSIGNED 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 unassigned or not designated for future year's expenditures.

UNRESTRICTED NET POSITION

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



Havre de Grace Promenade

INDEX			

	Page		Page
ADMINISTRATION	258	HOUSING & COMMUNITY DEVELOPMENT	452
BENEFITS	878	HUMAN RESOURCES	384
BOARD OF EDUCATION	766	INFORMATION & COMMUNICATION TECH	460
CAPITAL BUDGET	898	INSPECTION, LICENSES AND PERMITS	534
COMMUNITY SERVICES	396	INSURANCE	874
CONSERVATION OF NATURAL RESOURCES	822	JUDICIAL	716
CONTINGENCY RESERVE	896	LAW	338
COUNTY COUNCIL	694	LIBRARIES	778
COUNTY EXECUTIVE	240	MARYLAND SCHOOL FOR THE BLIND	774
DEBT SERVICE	852	OTHER FUNDS	978
ECONOMIC DEVELOPMENT	830	PARKS AND RECREATION	782
ELECTIONS	754	PAYGO / NON-DEPARTMENTAL	884
EMERGENCY SERVICES	506	PLANNING AND ZONING	352
GLOSSARY	982	PROCUREMENT	290
GOVERNMENT & COMMUNITY RELATIONS	440	PUBLIC WORKS	564
GRANT SUMMARY	960	PUBLIC WORKS - OFFICE OF DIRECTOR	580
HANDICAPPED CARE CENTER	434	PUBLIC WORKS - DIVISION OF CONSTRUCTION MANAGEMENT	584
HARFORD COMMUNITY COLLEGE	770	PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES	624
HEALTH	444		

INDEX

	Page
PUBLIC WORKS - DIVISION OF HIGHWAYS AND STORMWATER MANAGEMENT	596
PUBLIC WORKS - DIVISION OF WATER & SEWER	652
SHERIFF'S OFFICE	468
STATE'S ATTORNEY	740
TREASURY	312