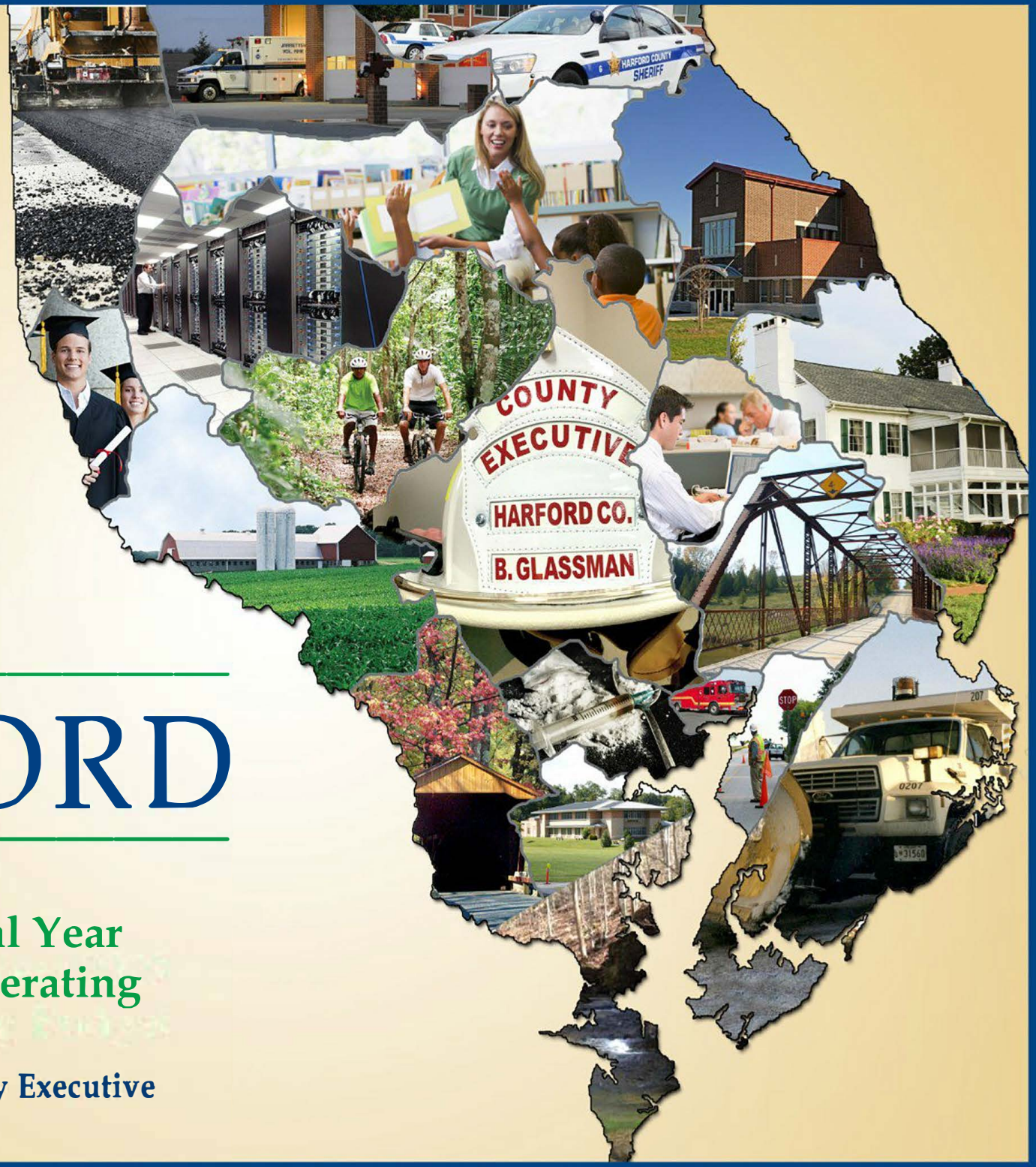
*... leading us on a new path forward by restoring balance and fiscal responsibility for our citizens & employees*




# HARFORD COUNTY

## Approved Fiscal Year 2019 Annual Operating Budget

**Barry Glassman, County Executive**

# HARFORD COUNTY, MARYLAND

## APPROVED ANNUAL OPERATING BUDGET
## FISCAL YEAR 2018-2019

**BARRY GLASSMAN, COUNTY EXECUTIVE**

**Director of Administration**
**Billy Boniface**

**Chief, Budget & Management Research**
**Kimberly Spence**

**Senior Budget Analysts**
**Wiliam T. Watson**
**Benjamin Lloyd**
**Christen Sullivan**

**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 -** Disctrict F

**Harford County Government**
**Department of Administration, Budget and Management Research**
**220 South Main Street, Bel Air, MD 21014**
**410.638.3129**
**July, 2018**

# Elected Officials

Harford County Government

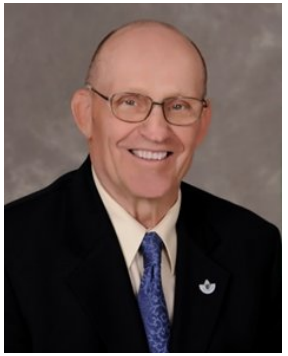
## County Executive
## Barry Glassman

# 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

COUNTY COUNCIL
OF
HARFORD COUNTY, MARYLAND

Resolution No. 008-18

Legislative Session Day 18-016 (May 15, 2018)
Introduced by Council President Slutzky
at the request of the County Executive

**A RESOLUTION** to levy and impose a property tax upon all persons for real and personal property in Harford County, Maryland, both within and without the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16, and 123-27 of the Harford County Code, as amended; for the purpose of meeting all of the estimated County expenses for the taxable year beginning on the 1st day of July, 2018, and ending on the 30th day of June, 2019, and to fix the rate of County taxation for such taxable property and year.

**Section 1. BE IT RESOLVED** by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2018, and ending on the 30th day of June, 2019, is hereby levied and imposed on all persons for real property and railroad operating real property in Harford County, Maryland, both within and without the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16, and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses that are excepted by Chapter 123, Article I, Section 123-16A(1), (2), (3) and (4) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of $0.8937 for each $100.00 of assessed value of all taxable property.

**Section 2. AND BE IT FURTHER RESOLVED** by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2018, and ending on the 30th day of June, 2019, is hereby levied and imposed on all persons for real property and railroad operating real property in Harford County, Maryland, that is located outside the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16 and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1), (2), (3) and (4) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of $0.1483 on each $100.00 of the assessed value of all taxable property.

**Section 3. AND BE IT FURTHER RESOLVED** by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2018, and ending on the 30th day of June, 2019, is hereby levied and imposed on all persons for business personal property, railroad operating personal property, and public utility operating real and personal property in Harford County, Maryland, both within and without the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16 and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1), (2), (3) and (4) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of $2.2342 for each $100.00 of assessed value of all taxable property.

**Section 4. AND BE IT FURTHER RESOLVED** by the County Council of Harford County, Maryland, that a County property tax for the taxable year beginning on the 1st day of July, 2018, and ending on the 30th day of June, 2019, is hereby levied and imposed on all persons for business personal property, railroad operating personal property, and public utility operating real and personal property in Harford County, Maryland, located outside the City of Havre de Grace and the City of Aberdeen and the incorporated Town of Bel Air in the County, that is subject to ordinary taxation in accordance with Article 15 of the Declaration of Rights of the Maryland Constitution; the Tax Property Article, Senate Bill 626, Chapter 8 of the 2000 General Assembly and the Local Government Article of the Annotated Code of Maryland; and Chapter 123, Article I, Sections 123-15, 123-16 and 123-27 of the Harford County Code, as amended; for the purpose of meeting all the estimated County expenses except those expenses excepted by Chapter 123, Article I, Section 123-16A(1), (2), (3) and (4) of the Harford County Code, as amended. The taxes so imposed and levied shall be in the amount of $0.3707 for each $100.00 of assessed value of all taxable property.

**Section 5. AND BE IT FURTHER RESOLVED** that this Resolution shall take effect on the 1st day of July, 2018.

Attest:

Mylia Dixon
Council Administrator

Richard C. Slutzky
President of the Council

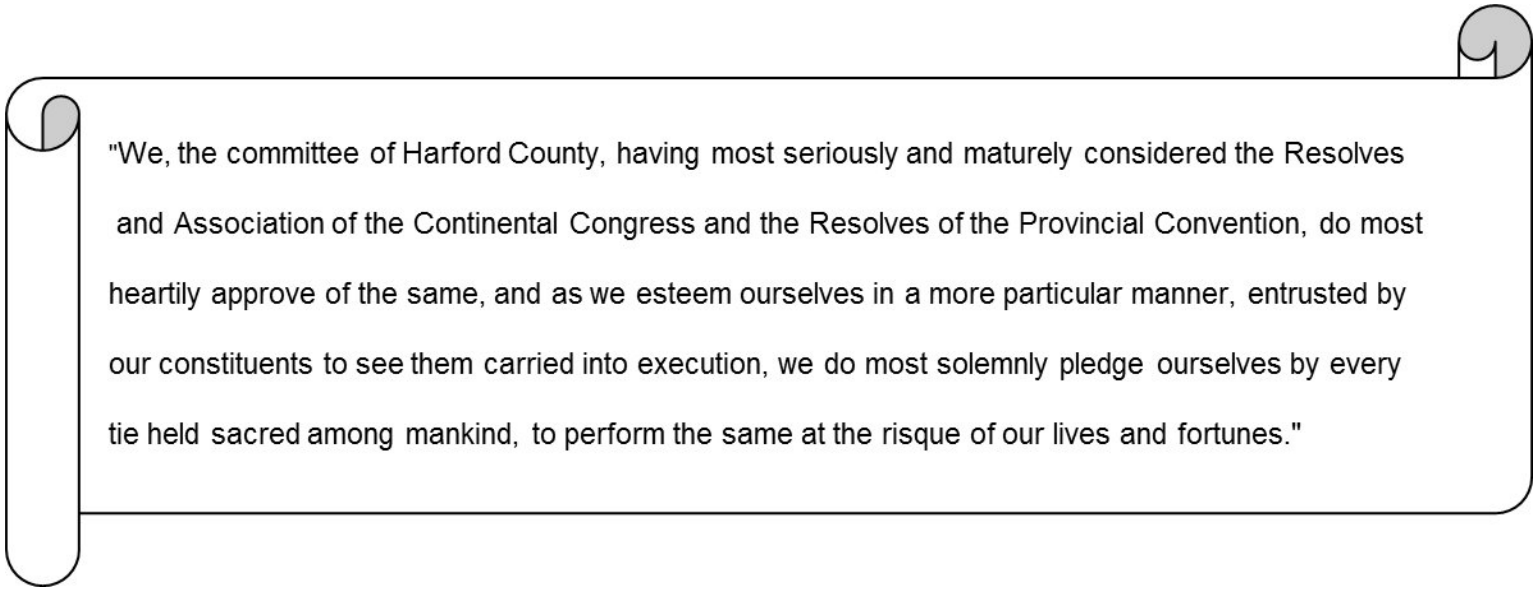
ADOPTED: This 15th day of May 2018.

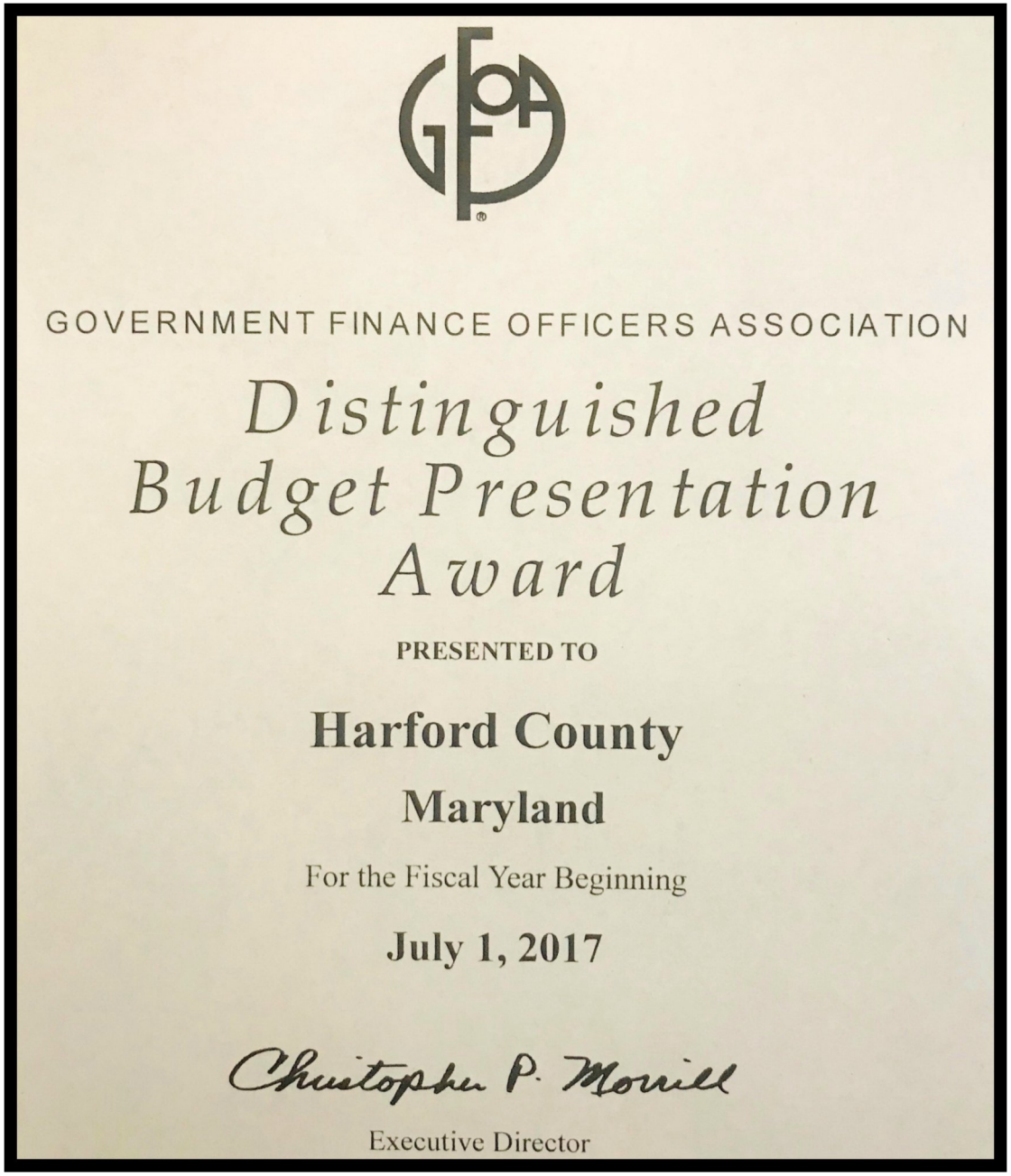
## THE BUSH RESOLUTION

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.





GOVERNMENT FINANCE OFFICERS ASSOCIATION

# *Distinguished Budget Presentation Award*

**PRESENTED TO**

**Harford County**

**Maryland**

For the Fiscal Year Beginning

**July 1, 2017**

Christopher P. Morrill

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, 2017.

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.

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**HARFORD COUNTY, MARYLAND**
**ANNUAL OPERATING BUDGET**
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# *A Message from Harford County Executive Barry Glassman*

In my final budget of this term, Harford County is back on higher ground with record-level funding for education, public safety, and libraries. In fact, without raising taxes we have been able to direct nearly $38 million over the past four years to restoring salaries for our teachers, law enforcement, and dedicated county employees. We have also restored our unassigned fund balance and adopted the county's first property tax credit for qualifying seniors and military retirees. This progress comes from following our path to fiscal balance and efficiency in local government.

In FY 19, our $571,655,000 general fund operating budget directs 100% of new, ongoing revenue to education and public safety; nearly $1.2 million is committed to keeping our children safe in school. We also more than double county funds targeting the opioid epidemic, including the county's first 24-hour crisis center for mental health and addiction. As a sign of the recovering local real estate market, our local dedicated transfer tax will allow us to invest a record $22 million for our local agricultural land preservation program, which protects land from future development.

The $167,230,000 capital budget funds county roads and bridge projects, stormwater remediation, priority repairs and life safety equipment requested by our volunteer fire companies and ongoing projects to connect the Ma & Pa Trail and build the new Havre de Grace Middle/High School.

The total budget for FY19 is $901,837,025. Highlights appear below.

**RESTORING BALANCE & EFFICIENCY**

- No tax increases
- 100% of new, ongoing FY 19 revenue dedicated to education and public safety
- County government efficiencies help fund other operations
- Unassigned fund balance more than doubled over the last three years
- AAA bond rating lowers borrowing costs; rating maintained due to strong management and realistic Capital Improvement Program

**REINVESTING IN OUR WORKFORCE**

- 2% COLA for all county employees plus $2,000 merit-based increase per qualifying employee
  - Equivalent increases for States' Attorney and Circuit Court employees
  - Merit increase will have great impact on lower-salaried workers
- Funding equivalent to 3% salary increase for Library employees; sets record-level funding for Harford County Public Library
- $2.8 million to fully fund the Sheriff's Office request for salary increases; totals $5.3 million over the last two years
- $122,472 for the new Sheriff's Office Cadet Program

**INVESTING IN EDUCATION**

- Record level funding continues for Harford County Public Schools:
  - $245,815,645 in FY 19 operating funds for HCPS; total increase of $7.1 million over FY 18
  - $6.4 million of the total increase dedicated to raising instructional salaries, continuing our support for teachers
- $400,000 to Harford Community College for the County's traditional 1/3 share of funding to support staff salary increases

**STRENGTHENING COMMUNITIES**

- Preventing and treating opioid addiction:
  - County funding **more than doubled** to $610,000
  - Includes $250,000 toward the County's first 24-Hour Crisis Center for mental health & addiction

- Historic level funding for our first responders:
  - $6,964,084 Volunteer Fire Companies; represents a 3% increase over FY 18
  - $3,546,668 EMS Foundation
  - $1,589,118 County EMS Service

- Keeping our children safe in school:
  - $773,000 to expand existing School Resource Officer Program to remaining middle schools
  - $325,000 to fully fund requested school security camera upgrades
  - $100,000 ongoing annual funding to improve radio communications in schools

- Agricultural preservation:
  - Record-level funding of **$22 million** from revenue dedicated to preserving agricultural land

- Support for Community Organizations:
    - Harford County Humane Society
    - The Arc Northern Chesapeake
    - Harford Center

**CAPITAL PROJECT HIGHLIGHTS**

- $16.2 million - County road and bridge projects
- $11.4 million - Stormwater remediation projects
- $24.5 million - Water & Sewer infrastructure reinvestments
- $1.6 million - Volunteer Fire Company priority repairs and life safety equipment; includes Whiteford and Joppa/Magnolia VFC renovations
- $1 million HCPS school technology
- Ma & Pa Trail connection - continued funding
- Havre de Grace Middle/High School - continue construction on $100 million project
- Patterson Mill Middle/High School - begin funding for artificial turf field
- Fallston Middle School chiller replacement
- Aberdeen Middle School roof replacement
- HCPS swimming pool renovations - continued funding

In closing, I want to thank the many citizens who shared their budget priorities with me through our fourth annual virtual town hall meeting. These priorities helped shape my budget priorities in the budget that follows. I also want to thank my Director of Administration Billy Boniface, our hardworking budget team, and our county employees who are dedicated each day to serving our customers, the citizens of Harford County.

Barry Glassman

County Executive

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## 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 2019 Budget. It describes issues used to formulate the Fiscal Year 2019 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 2019 Budget.

**Summaries All Funds**

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

**Summaries Each Fund**

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

**Departmental Information**

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

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

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

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

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

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

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

**Division Information**

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

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

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

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

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

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

**Debt Service**

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

**Insurance**

The County maintains a Self-Insurance Fund for the purpose of paying General and Automobile Liability claims and County property damage losses. Funding requirements allocated to each major fund are determined on the basis of an annual contracted actuarial analysis and internal evaluation of loss experience and exposures. The amount of appropriation required for each fund for Fiscal Year 2019 is listed in this section.

**Benefits**

This section provides a list of funds appropriated for Fiscal Year 2019 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 2019 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.

**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 2019 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 2018 - 2019.*

**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 2019, 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 Fireman'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**

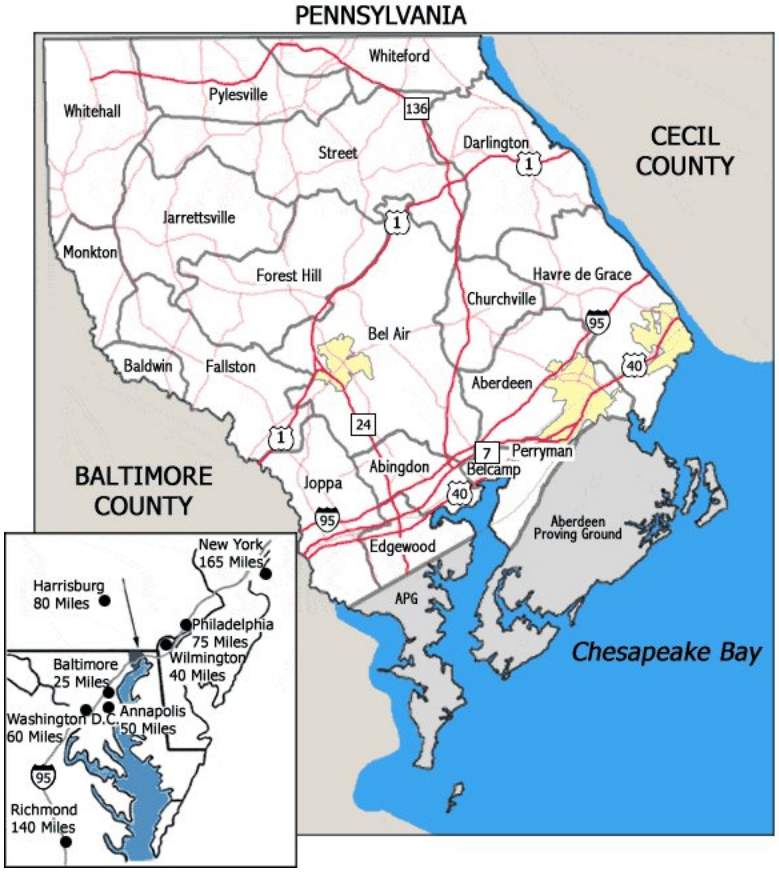
An alphabetical list of items included in the document.

## COUNTY OVERVIEW

Harford County, Maryland, with its northern border being the Mason-Dixon Line, lies between Pennsylvania to the north and the Chesapeake Bay to the south, with the Susquehanna River to the east, and most of its western border along Little Gunpowder Falls. 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



## 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.

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 risqué of our lives and fortunes."*

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 Risque 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.

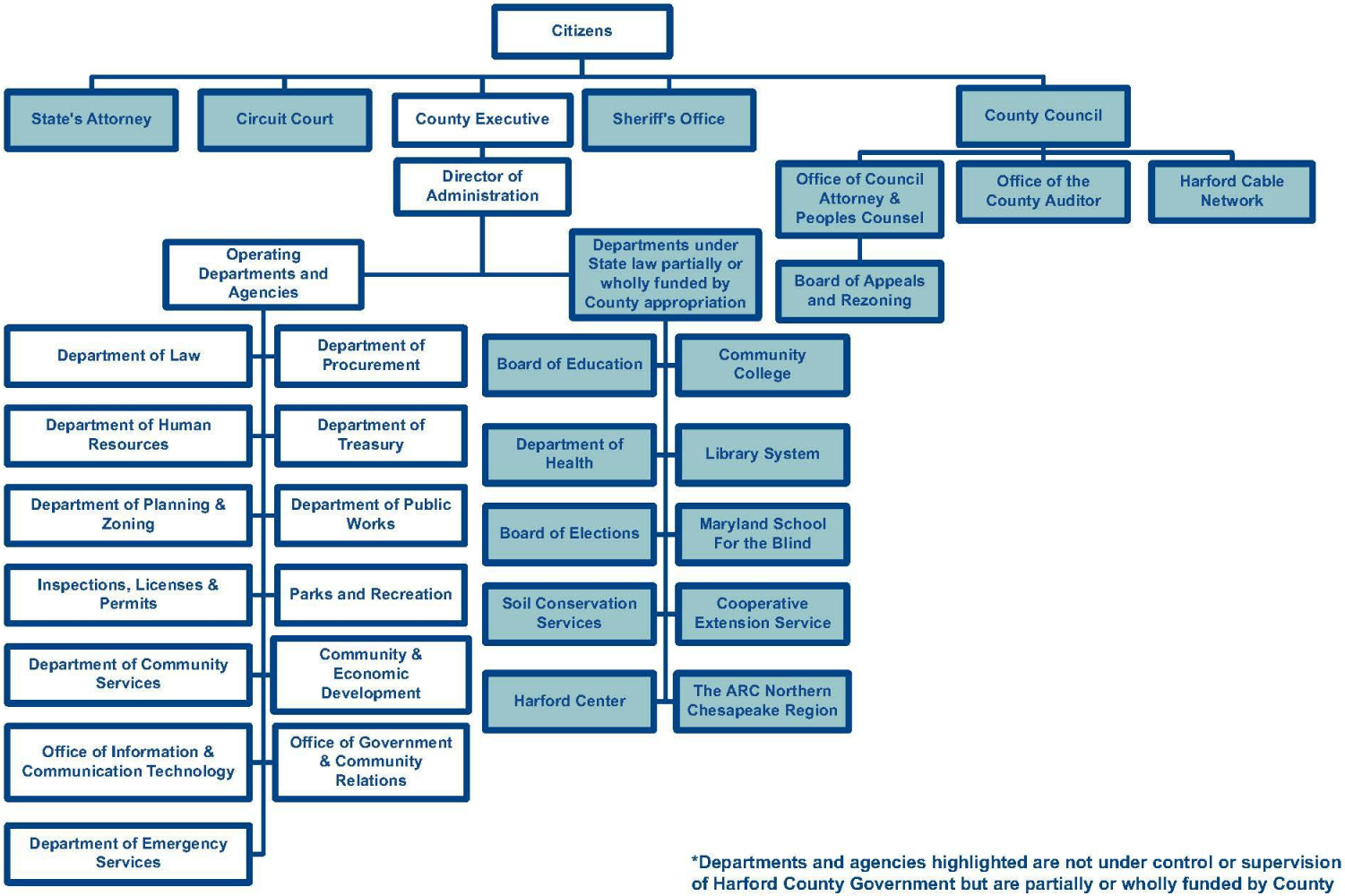
## FORM OF GOVERNMENT

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.

## 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.

## 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.

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

> The divisions of Facilities and Operations, Central Services, Budget and Management Research and Efficiency and Innovation 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…"

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.

## 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 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 differing abilities 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 NCR helps people with differing abilities build better lives one person at a time. The organization currently offers services in the areas of Community Living, Supported Employment and Training, Community Partners day program for adults, Treatment Foster Care, Family Support Services, Personal Supports, Services for Transitioning Youth and Transportation.

The Arc NCR supports people with differing abilities to create lives that mirror those of their fellow county residents.

## 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.

## 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 January 23, 2018 for a $50,000,000 General Obligation bond sale. 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 February 14, 2017.

Harford County received its ratings based on: an increasing tax base (i.e., economic development), favorable debt ratios, sound financial operating and reporting, and conservative budgeting.

## 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; and 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 |

## TAX RATES

| | Harford County | Maryland |
|---|---|---|
| **Corporate Income Tax (2018)** | none | 8.25% |
| **Personal Income Tax (2018)**<br>*Graduated rate peaking at 5.75% on taxable income over $300,000 | 3.06% | 2.0%-5.75%* |
| **Sales and Use Tax (2018)**<br>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. | none | 6.0% |
| **Real Property Tax (FY 18)**<br>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. | $1.042 | $0.112 |
| **Business Personal Property Tax (FY 18)**<br>Rate per $100 of depreciated value. Exempt manufacturing and R&D machinery, equipment, materials and supplies; manufacturing R&D and warehousing inventory. In an incorporated area, the County rate will vary and municipal rates will also apply. | $2.605 | none |
| **Major Tax Credits**<br>Include the Enterprise Zone, Job Creation, More Jobs for Marylanders, 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 2017-2018 was 37,780 students.

### *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 6,109 full-time students in the Fall of 2017 with an in-county cost of $126 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.

## 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 BRIEF ECONOMIC FACTS

### Population

| | Households | Population |
|---|---|---|
| 2015 | 93,358 | 250,025 |
| 2020* | 97,892 | 258,670 |
| 2025* | 101,689 | 265,100 |

*Projected

***Population Distribution***

| Age | Percent |
|---|---|
| Under 18 | 23% |
| 18-64 | 62% |
| Over 64 | 15% |

### Major Employers

| Employer | Product/Service | Employment |
|---|---|---|
| Aberdeen Proving Ground | Military Installation/R&D | 20,900 |
| Upper Chesapeake Health | Medical Services | 3,129 |
| Rite Aid Mid Atlantic Customer Support | Pharmaceuticals/Consumer Goods | 1,200 |
| Kohl's | Consumer Goods Distribution/Retail | 1,140 |
| Harford Community College | Higher Education | 1,011 |
| Klein's ShopRite of Maryland | Groceries | 1,000 |
| Jacobs Technology | Laboratory Analyses | 874 |
| Jones Junction Auto Group | Car Dealership | 669 |

### Income

| Distribution | Harford County | Maryland | U.S. |
|---|---|---|---|
| Under $25,000 | 13.4% | 15.3% | 23.1% |
| $25,000-$49,999 | 15.7% | 17.9% | 23.5% |
| $50,000-$74,999 | 17.6% | 17.1% | 17.8% |
| $75,000-$99,999 | 15.2% | 13.4% | 12.1% |
| $100,000-$149,999 | 21% | 18.2% | 13.1% |
| $150,000-$199,999 | 9.5% | 9% | 5.1% |
| $200,000 and over | 7.6% | 9.2% | 5.3% |
| *Median Household Income* | *$80,465* | *$74,551* | *$53,889* |

# 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.
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; and,
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.

# COUNTY BUDGET POLICIES AND PROCESS

## 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.

## 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.

# COUNTY BUDGET POLICIES AND PROCESS

## 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.

## *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 “Chesapeake Bay Critical Area Program” is designed to manage land use within 1,000 feet of tidal waters and tidal wetlands. Its goal is to protect water quality and natural habitat, and to accommodate future growth based on environmentally sensitive areas.

The “Rural Element Plan” addresses preservation of the County’s rural character and 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 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 21$^{st}$ 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.

*2016* - HarfordNEXT, a Master Plan for the Next Generation, is signed into law by the County Executive. The document unifies the separate element plans into a cohesive, streamlined plan. Focus areas include land use, mobility and connectivity, environmental stewardship,

agricultural and historic preservation, economic vitality, and healthy communities. Community input considered throughout the development phase of the plan was facilitated by unprecedented levels of public outreach, including a variety of online engagement tools. Big ideas introduced in HarfordNEXT include holistic transportation planning that emphasizes livability over simple vehicle mobility. Other ideas include green infrastructure planning, a renewed emphasis on preservation, and “form based” zoning that considers the design and operation of a proposed development.

## *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.

### *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.

*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.

### *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.

# COUNTY BUDGET POLICIES AND PROCESS

## *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 differently abled and multiple handicapped residents in the community.

## *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.

### *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.

*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.

## *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.

"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 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, 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 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.

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.

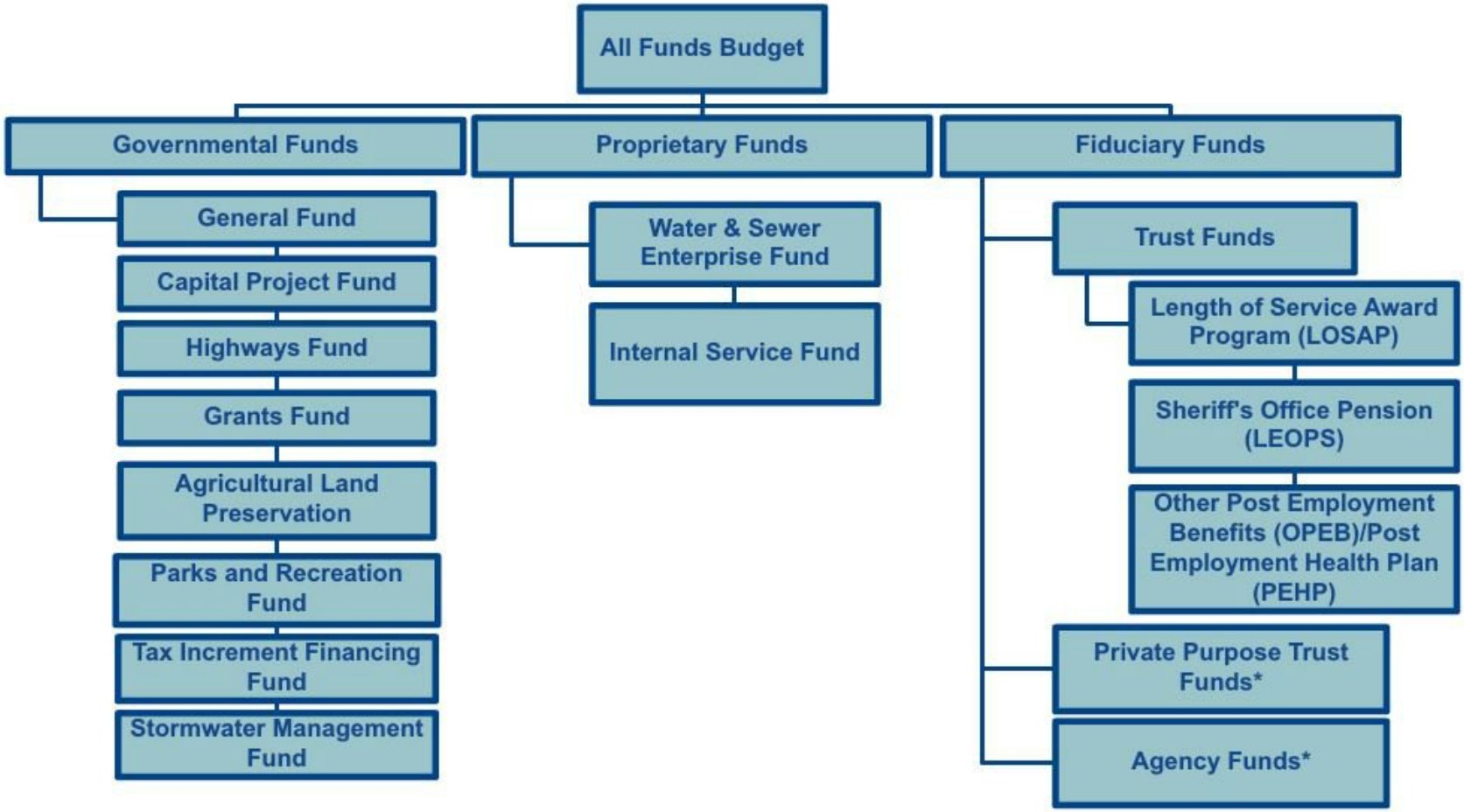
The Water and Sewer Fund - requires a "separate budget for each utility shall be included in the current expense and capital budget".

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.

*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
    - The Homestead Tax Credit Program - a tax relief program that requires counties and municipalities of the State to impose a property tax assessment cap. Harford County has set the Homestead Credit Percentage at 5%. This credit is automatically processed and applied to the real property tax bill once the homeowner proves principal residence.

  - The Community Association Tax Credit - exempts any real property utilized as a public park, playground, or scenic area, which is owned by a qualifying community or development association.
  - Agricultural Preservation Tax Incentive - is a tax credit given to land owners in return for their commitment not to develop their farm land for a period of time.
  - Solar Energy Tax Credit - is a one-time per property credit allowed when a solar or geothermal qualifying energy conservation device is installed.
  - Enterprise Zone Tax Credit - is granted to properties located within the enterprise zone on the property's qualified assessment.
  - County Supplemental Homeowner Tax Credit - provides a credit on real property taxes for homeowners of all ages who qualify on the basis of gross household income.
  - Landfill Proximity Tax Credit - is provided for residential properties located in close proximity to a County-owned landfill.
  - Real Property Tax Credit - available under specific circumstances for the surviving spouse of a fire, rescue, law enforcement or emergency medical service personnel who died in active service.
  - Taxpayer Discounts - Harford County offers discounts to its taxpayers for early remittance of property taxes. Although property taxes are due and payable on October 1 of each year, discounts of 1% on July payments and 0.5% on August payments are granted, while interest is charged on all delinquent taxes beginning October 1 at a rate of 1.5% per month until paid. In addition, a 6% penalty for non-payment of taxes by October 1 is also imposed.
  - Senior Citizens and Veterans Tax Credit Program - provides a property tax credit of 20% of County property tax imposed on the dwelling for certain elderly individuals and veterans.
- 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 and incorporated towns. The Property Tax Differential for Corporate and Personal Property is $0.371per $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.
- 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.

*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.
- 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.

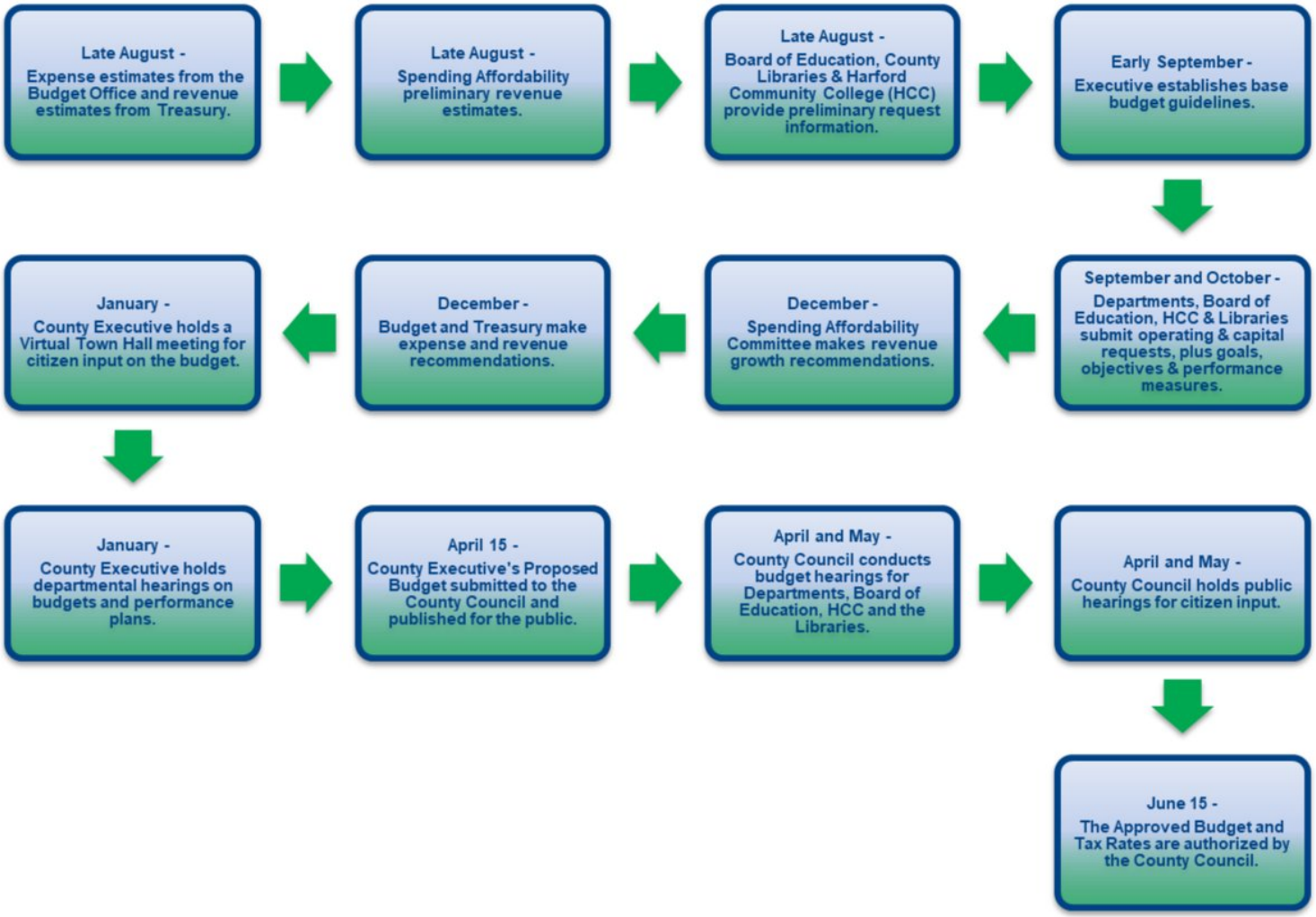
# COUNTY BUDGET POLICIES AND PROCESS

*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.

## *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



# 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.

# COUNTY BUDGET POLICIES AND PROCESS

## *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."

## *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."

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# 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 19 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Administration | X | | X | | | Emergency Services | X | X | X | | |
| Procurement | X | | | | | Inspections, Licenses & Permits | X | | X | | |
| Treasury | X | | X | | | DPW - Highways | | | X | | |
| Law | X | | | | | DPW - Construction Management | X | | X | | |
| Planning & Zoning | X | | X | | X | DPW - Water & Sewer | X | | X | | |
| Human Resources | | X | | | | State's Attorney | X | | X | | |
| Handicapped Care Centers | | | X | | | Parks & Recreation | | X | X | | |
| Housing | X | X | X | X | | Conservation of Natural Resources | | | X | | |
| Information & Comm Technology | X | | | | | Community and Economic Development | | | | | X |
| Community Services | X | | X | X | X | Harford County Public Libraries | | | X | X | |
| Sheriff | | | X | | | | | | | | |

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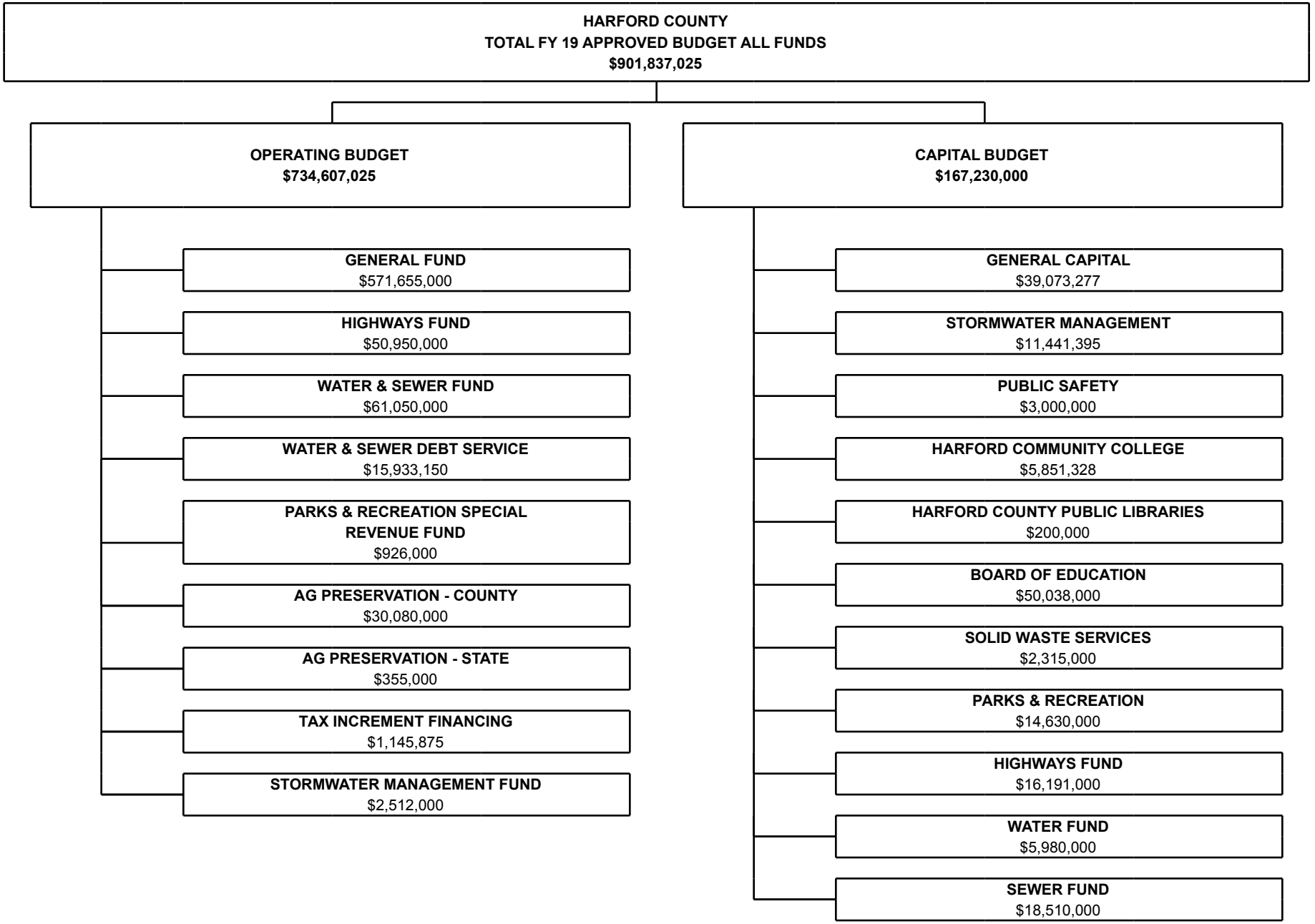
HARFORD COUNTY
TOTAL FY 19 APPROVED BUDGET ALL FUNDS
$901,837,025
OPERATING BUDGET
$734,607,025
GENERAL FUND
$571,655,000
HIGHWAYS FUND
$50,950,000
WATER & SEWER FUND
$61,050,000
WATER & SEWER DEBT SERVICE
$15,933,150
PARKS & RECREATION SPECIAL REVENUE FUND
$926,000
AG PRESERVATION - COUNTY
$30,080,000
AG PRESERVATION - STATE
$355,000
TAX INCREMENT FINANCING
$1,145,875
STORMWATER MANAGEMENT FUND
$2,512,000
CAPITAL BUDGET
$167,230,000
GENERAL CAPITAL
$39,073,277
STORMWATER MANAGEMENT
$11,441,395
PUBLIC SAFETY
$3,000,000
HARFORD COMMUNITY COLLEGE
$5,851,328
HARFORD COUNTY PUBLIC LIBRARIES
$200,000
BOARD OF EDUCATION
$50,038,000
SOLID WASTE SERVICES
$2,315,000
PARKS & RECREATION
$14,630,000
HIGHWAYS FUND
$16,191,000
WATER FUND
$5,980,000
SEWER FUND
$18,510,000

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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 2019 Operating and Capital Budgets we continued to lead the way forward on our chosen path toward balance and fiscal responsibility for our citizens and employees. We continue to eliminate annual increases in the county's debt burden and reinvest in the people who provide valuable services for our citizens.

This budget is sensibly balanced to provide record funding for public safety and education without raising taxes. The county's funding for Harford County Public Schools is $5,229,229 over the required Maintenance of Effort level. The allocation for schools includes an increase of $6.4 million to support our teachers salaries. Funding for all county employees as well as employees of the State's Attorney's Office and Circuit Court systems for a 2% Cost of Living increase and a $2,000 merit-based increase for those eligible and funding equivalent to a 3% salary increase for Library employees. In addition, $2.8 million was allocated to fully fund the first year the Sheriff's Office request for salary increases; totaling $5.3 million over the last two years. Additional operating funds equivalent to the traditional 1/3 share of funding was also provided for Harford Community College at $400,000 to support staff salary increases. Provided historic level funding for our first responders to include the volunteer fire companies and EMS. To keep our children safe in schools nearly $1.2 million in increased funding was appropriated to expand the school resource officer program and to upgrade school communication equipment and security cameras.

# HARFORD COUNTY MARYLAND
# FISCAL YEAR 2019 BUDGET SUMMARY

**REVENUES**

**ALL FUNDS**

| | |
|---|---|
| FY 19 Approved Budget | 734,607,025 |
| FY 18 Approved Budget | 692,687,600 |
| $ increase | 41,919,425 |
| % increase | 6.05% |

| FUNDING SOURCE | |
|---|---|
| GENERAL | 571,655,000 |
| HIGHWAYS | 50,950,000 |
| PARKS AND RECREATION | 926,000 |
| AG PRESERVATION - COUNTY | 30,080,000 |
| AG PRESERVATION - STATE | 355,000 |
| TAX INCREMENT FINANCING | 1,145,875 |
| WATER & SEWER OPERATING | 61,050,000 |
| WATER & SEWER DEBT SERVICE | 15,933,150 |
| STORMWATER MANAGEMENT FUND | 2,512,000 |
| **FY 19 TOTAL ALL FUNDS** | **734,607,025** |

| REVENUE SOURCE | |
|---|---|
| PROPERTY TAXES | 308,798,875 |
| INCOME TAXES | 226,700,000 |
| W & S USER CHARGES | 50,297,300 |
| W & S CAPITAL CHARGES | 10,680,450 |
| INTERGOVERNMENTAL/STATE-SHARED | 9,694,000 |
| OTHER LOCAL TAXES & ASSESSMENTS | 21,270,700 |
| INVESTMENT INCOME | 5,537,300 |
| FUND BAL APPROP/UNRESTRICTED NET POSITION | 40,975,345 |
| OTHER REVENUE | 60,653,055 |
| **FY 19 TOTAL ALL REVENUES** | **734,607,025** |

## REVENUES

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

For Fiscal Year 2019, Property and Income tax revenues are estimated to generate 73% of the total of all revenue.

**Property Taxes**

| | | |
|---|---|---|
| FY 19 Approved Budget | 308,798,875 | 42.03% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 303,408,500 | 43.80% of the Total All Funds FY 18 Operating Budget |
| $ increase | 5,390,375 | |
| % increase | 1.78% | |

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 19, 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 19 Approved Budget | 226,700,000 | 30.86% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 219,000,000 | 31.60% of the Total All Funds FY 18 Operating Budget |
| $ increase | 7,700,000 | |
| % increase | 3.52% | |

We receive approximately 90% of Income Tax in quarterly distributions of withholdings and estimated payments. We estimated the FY 18 actual amount to be what we originally budgeted $219,000,000. FY 18 is expected to grow to $226,700,000 or approximately 3.5%.

**Recordation Tax**

| | | |
|---|---|---|
| FY 19 Approved Budget | 14,903,700 | 2.03% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 11,575,000 | 1.67% of the Total All Funds FY 18 Operating Budget |
| $ increase | 3,328,700 | |
| % increase | 28.76% | |

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

**Fund Balance/Unrestricted Net Position**

| | | |
|---|---|---|
| FY 19 Approved Budget | 40,975,345 | 5.57% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 20,208,000 | 2.91% of the Total All Funds FY 18 Operating Budget |
| $ increase | 20,767,345 | |
| % increase | 102.77% | |

Fund Balance has been appropriated in the General Fund at $13,993,945. This funding will be utilized for Paygo for FY 19 capital projects. Parks and Recreation Special Revenue Fund Balance of $80,000 will also be used to support improvements at our Swan Harbor Farm facility. The Agricultural Preservation Special Revenue Fund - County will use $16,815,000 of Fund Balance and the HIghways fund will use $978,900. Funded Depreciation-Contributed Capital for Water and Sewer Enterprise fund is appropriated at $9,107,500.

## EXPENDITURES

### General Fund

| | | |
|---|---|---|
| FY 19 Approved Budget | 571,655,000 | 77.81% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 543,100,000 | 78.40% of the Total All Funds FY 18 Operating Budget |
| $ increase | 28,555,000 | |
| % increase | 5.26% | |

This increase is the net result of the following: a 2% COLA and a $2,000 merit increase for all general government employees to include State's Attorneys Office and Circuit Court; full funding of Sheriff's Office requested salary enhancements; and increased funding for the Libraries provides for a 3% salary increase. Additional funds for the Harford Community College are provided to support the County's 1/3 share of staff salary enhancements. Continued funds to support a full year of the County's EMS division under the Department of Emergency Services; increased funding for the Board of Education to support teachers salaries and student transportation bus contracts; debt service adjusted for principal and interest payments on outstanding debt; and paygo funds in support of the FY 19 Approved Capital budget increases over FY 18.

### Highways Fund

| | | |
|---|---|---|
| FY 19 Approved Budget | 50,950,000 | 6.93% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 48,200,000 | 6.95% of the Total All Funds FY 18 Operating Budget |
| $ increase | 2,750,000 | |
| % increase | 5.71% | |

The increase in the Highways Fund is the net result of: a 2% COLA and a $2,000 merit increase for all eligible employees; additional funds for contractual services to supplement inspectors for program management; new contract for fleet maintenance requires additional funds; continued cooperative agreement with Harford County Public Schools for fuel purchase; increased Paygo funds in support of the FY 19 Approved Highways Capital Budget increase as well as Pro Rata charges provided to the General Fund.

**Water & Sewer Fund**

| | | |
|---|---|---|
| FY 19 Approved Budget | 61,050,000 | 8.31% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 53,510,000 | 7.72% of the Total All Funds FY 18 Operating Budget |
| $ increase | 7,540,000 | |
| % increase | 14.09% | |

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 19 are more than the FY 18 budget as a result of the following: a 2% COLA and a $2,000 merit increase for all eligible employees; additional funds provided for routine repairs to facilities; increased contractual funds for lab analysis, preventative maintenance programs, emergency pump outs and engineering services; additional funds for annual replacement of pumps, saws, blowers and installation of storage facility; and Pro Rata charges provided to the General Fund increase for FY 19.

**Water & Sewer Debt Service**

| | | |
|---|---|---|
| FY 19 Approved Budget | 15,933,150 | 2.16% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 16,532,600 | 2.39% of the Total All Funds FY 18 Operating Budget |
| $ decrease | (599,450) | |
| % decrease | (3.63)% | |

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 19 is a result of the principal and interest payments adjusted to amounts due on outstanding debt.

**Parks and Recreation Special Revenue Fund**

| | | |
|---|---|---|
| FY 19 Approved Budget | 926,000 | 0.12% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 965,000 | 0.14% of the Total All Funds FY 18 Operating Budget |
| $ decrease | (39,000) | |
| % decrease | (4.04%) | |

In FY 19, operating expenses for the Parks and Recreation Special Fund realize a decrease as a result of the following: reduction in funding appropriated in the FY 19 Approved Capital Budget for improvements at Swan Harbor Farm. Offset by slight increases for: 2% COLA and a $2,000 merit increase for employees; additional funds for contractual grounds maintenance; and increase in pro-rata charges for reimbursement of General Fund administrative support.

**Ag Preservation - County**

| | | |
|---|---|---|
| FY 19 Approved Budget | 30,080,000 | 4.09% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 27,013,000 | 3.90% of the Total All Funds FY 18 Operating Budget |
| $ increase | 3,067,000 | |
| % increase | 11.35% | |

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 is to provide for purchase of Ag Preservation easements.

**Ag Preservation - State**

| | | |
|---|---|---|
| FY 19 Approved Budget | 355,000 | 0.05% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 150,500 | 0.02% of the Total All Funds FY 18 Operating Budget |
| $ increase | 204,500 | |
| % increase | 135.88% | |

Harford County's Agricultural Program is Certified. Therefore, the Program can retain 75% of the Agricultural Transfer Tax collected. For FY 19, it is projected that the County's share of the State Agricultural Tax will be $350,000.

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 $325,000.

**Tax Increment Financing**

| | | |
|---|---|---|
| FY 19 Approved Budget | 1,145,875 | 0.16% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 1,129,000 | 0.16% of the Total All Funds FY 18 Operating Budget |
| $ increase | 16,875 | |
| % increase | 1.49% | |

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 benefiting 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.

**Stormwater Management Fund**

| | | |
|---|---|---|
| FY 19 Approved Budget | 2,512,000 | 0.30% of the Total All Funds FY 19 Operating Budget |
| FY 18 Approved Budget | 2,087,500 | 0.30% of the Total All Funds FY 18 Operating Budget |
| $ increase | 424,500 | |
| % increase | 20.34% | |

For FY 19, this fund is a special account for deposit of a certain portion of the recordation tax, $0.55 for each $500 of the sale price (or lien amount) for each property deed recorded. The proceeds of this fund are used for the County's watershed protection and restoration program as mandated under State of Maryland law. The State requires a separate fund be established for this purpose.

**HARFORD COUNTY, MARYLAND**

**FY 2019 TAXABLE ASSESSABLE BASE**

**GENERAL FUND**

| | Fiscal Year 2016-2017 | | Fiscal Year 2017-2018 | | Fiscal Year 2018-2019 | |
|---|---|---|---|---|---|---|
| | Taxable Assessable Base | Actual Revenue | Taxable Assessable Base | Estimated Revenue | Taxable Assessable Base | Estimated Revenue |
| **REAL PROPERTY** | | @ $0.8937 | | @ $0.8937 | | @ $0.8937 |
| Full Year Levy | 26,183,282,981 | 234,000,000 | 27,078,437,955 | 242,000,000 | 27,402,931,633 | 244,900,000 |
| Partial Year Levy | 89,515,497 | 800,000 | 70,493,454 | 630,000 | 98,467,047 | 880,000 |
| **Real Property Subtotal** | 26,272,798,478 | 234,800,000 | 27,148,931,409 | 242,630,000 | 27,501,398,680 | 245,780,000 |
| **PERSONAL PROPERTY** | | @ $2.2342 | | @ $2.2342 | | @ $2.2342 |
| Unincorporated Business | 17,232,119 | 385,000 | 12,263,898 | 274,000 | 20,812,819 | 465,000 |
| Railroads and Public Utilities | 523,677,379 | 11,700,000 | 543,147,435 | 12,135,000 | 587,011,011 | 13,115,000 |
| Corporate Property | 546,056,754 | 12,200,000 | 581,863,754 | 13,000,000 | 654,596,724 | 14,625,000 |
| **Personal Property Subtotal** | 1,086,966,252 | 24,285,000 | 1,137,275,087 | 25,409,000 | 1,262,420,554 | 28,205,000 |
| **Grand Total** | 27,359,764,730 | 259,085,000 | 28,286,206,496 | 268,039,000 | 28,286,206,496 | 273,985,000 |
| **ADDITIONS AND SUBTRACTIONS** | | | | | | |
| Interest, Discounts and Other Credits | | (3,085,000) | | (2,793,000) | | (4,106,000) |
| **NET TAXES** | | 256,000,000 | | 265,246,000 | | 269,879,000 |

**HARFORD COUNTY, MARYLAND**

**FY 2019 TAXABLE ASSESSABLE BASE**

**HIGHWAYS FUND**

| | Fiscal Year 2016-2017 | | Fiscal Year 2017-2018 | | Fiscal Year 2018-2019 | |
|---|---|---|---|---|---|---|
| | Taxable Assessable Base | Actual Revenue | Taxable Assessable Base | Estimated Revenue | Taxable Assessable Base | Estimated Revenue |
| **REAL PROPERTY** | | @ $0.1483 | | @ $0.1483 | | @ $0.1483 |
| Full Year Levy | 21,982,467,970 | 32,600,000 | 22,819,959,541 | 33,842,000 | 23,095,077,546 | 34,250,000 |
| Partial Year Levy | 84,288,604 | 125,000 | 72,825,354 | 108,000 | 73,499,663 | 109,000 |
| **Real Property Subtotal** | 22,066,756,575 | 32,725,000 | 22,892,784,895 | 33,950,000 | 23,168,577,209 | 34,359,000 |
| **PERSONAL PROPERTY** | | @ $0.3707 | | @ $0.3707 | | @ $0.3707 |
| Unincorporated Business | 13,622,876 | 50,500 | 13,757,756 | 51,000 | 13,757,756 | 51,000 |
| Railroads and Public Utilities | 445,103,858 | 1,650,000 | 445,103,858 | 1,650,000 | 512,274,076 | 1,899,000 |
| Corporate Property | 445,103,858 | 1,650,000 | 445,103,858 | 1,650,000 | 526,031,832 | 1,950,000 |
| **Personal Property Subtotal** | 903,830,591 | 3,350,500 | 903,965,471 | 3,351,000 | 1,052,063,664 | 3,900,000 |
| **Grand Total** | 22,970,587,165 | 36,075,500 | 23,796,750,366 | 37,301,000 | 24,220,640,873 | 38,259,000 |
| **ADDITIONS AND SUBTRACTIONS** | | | | | | |
| Interest, Discounts and Other Credits | | (114,500) | | (265,500) | | (483,000) |
| **NET TAXES** | | 35,961,000 | | 37,035,500 | | 37,776,000 |

## Debt Requirements for Fiscal Year 2018-2019
## HARFORD COUNTY, MARYLAND

**LONG TERM DEBT REQUIREMENTS:**

| | PRINCIPAL | INTEREST | TOTAL |
|---|---|---|---|
| General Obligation Bonds | 11,300,569 | 5,779,810 | 17,080,379 |
| Public School Bonds | 22,279,022 | 12,011,441 | 34,290,463 |
| Community College Bonds | 2,209,713 | 942,115 | 3,151,828 |
| Highway Bonds | 638,621 | 396,350 | 1,034,971 |
| Agricultural Preservation Loans | 4,788,938 | 1,216,219 | 6,005,157 |
| Water & Sewer Bonds | 9,856,417 | 5,676,733 | 15,533,150 |
| Notes General Fund | 1,300,701 | 74,750 | 1,375,451 |
| TIF | 50,000 | 1,045,875 | 1,095,875 |
| Stormwater Management | 230,673 | 191,084 | 421,757 |
| TOTALS | 52,654,654 | 27,334,377 | 79,989,031 |

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

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

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

**AMENDED MARYLAND LAW FOR FISCAL YEAR 2002 AND THOSE FORWARD**

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

| | REAL PROPERTY | PERSONAL PROPERTY | TOTAL |
|---|---|---|---|
| **ESTIMATED VALUE OF NET ASSESSED PROPERTY** | **27,501,398,679** | **1,262,420,554** | **LEGAL** |
| **APPLICABLE GENERAL OBLIGATION DEBT % RATE** | **6%** | **15%** | **DEBIT LIMIT** |
| **ESTIMATED LEGAL DEBT LIMIT** | **1,650,083,921** | **189,363,083** | **1,839,447,004** |

**STATEMENT OF ESTIMATED LONG TERM DEBT OUTSTANDING AS OF JUNE 30, 2018**

| | | |
|---|---|---|
| **ESTIMATED LONG TERM DEBT:** | | |
| | General Obligation | 135,258,316 |
| | Solid Waste | 11,495,005 |
| | Community College | 25,943,716 |
| | Public Schools | 277,394,602 |
| | Highways | 10,468,804 |
| | Stormwater | 4,450,353 |
| | **TOTAL ESTIMATED LONG TERM DEBT** | **465,010,796** |
| **ESTIMATED SELF SUSTAINING DEBT:** | | |
| | Water & Sewer Bonds and Loans Plus Premium | 114,135,420 |
| | Tax Increment Financing | 13,970,000 |
| | Agricultural Preservation Debt | 28,321,359 |
| | **TOTAL ESTIMATED SELF SUSTAINING DEBT** | **156,426,779** |
| **ESTIMATED TOTAL BONDED DEBT** | | **621,437,575** |
| **LESS:** | **Estimated Self Sustaining Debt** | **156,426,779** |
| **ESTIMATED TOTAL DEBT APPLICABLE TO LEGAL DEBT LIMIT** | | **465,010,796** |
| **ESTIMATED TOTAL LEGAL DEBT LIMIT** | | **1,839,447,004** |
| **LESS:** | Estimated Total Debt Applicable to Legal Debt Limit | 465,010,796 |
| **ESTIMATED LEGAL DEBT MARGIN** | | **1,374,436,207** |

**BUSINESS PLAN**
**DEBT BURDEN ANALYSIS**
**Fiscal Years 2017-2024**

| Expenditures (1) (2) | Actual 2017 | Original Budget 2018 | Approved Budget 2019 | Projection 2020 | Projection 2021 | Projection 2022 | Projection 2023 | Projection 2024 |
|---|---|---|---|---|---|---|---|---|
| County Council | 2,563,792 | 2,979,531 | 3,241,639 | 3,338,888 | 3,439,055 | 3,542,226 | 3,648,493 | 3,757,948 |
| General Government | 46,637,294 | 54,447,891 | 57,925,623 | 59,663,392 | 61,453,293 | 63,296,892 | 65,195,799 | 67,151,673 |
| Education | 249,096,116 | 255,127,257 | 262,627,257 | 270,506,075 | 278,621,257 | 286,979,895 | 295,589,291 | 304,456,970 |
| Harford Center | 553,036 | 553,036 | 578,036 | 595,377 | 613,238 | 631,636 | 650,585 | 670,102 |
| Judicial | 8,258,092 | 9,615,326 | 9,620,326 | 9,908,936 | 10,206,204 | 10,512,390 | 10,827,762 | 11,152,595 |
| Libraries | 16,644,574 | 17,100,985 | 17,471,912 | 17,997,099 | 18,537,012 | 19,093,123 | 19,665,916 | 20,255,894 |
| Parks and Recreation | 8,826,921 | 10,067,602 | 10,416,890 | 10,729,397 | 11,051,279 | 11,382,817 | 11,724,301 | 12,076,031 |
| Public Safety | 93,788,009 | 101,239,275 | 108,642,837 | 111,902,122 | 115,259,186 | 118,716,961 | 122,278,470 | 125,946,824 |
| Public Works | 46,373,237 | 54,604,226 | 57,053,292 | 58,610,391 | 60,368,702 | 62,179,764 | 64,045,156 | 65,966,511 |
| Social Services | 10,246,607 | 11,738,372 | 11,999,838 | 12,359,833 | 12,730,628 | 13,112,547 | 13,505,923 | 13,911,101 |
| Other Financing Uses | 17,713,293 | 19,303,574 | 25,423,259 | 25,125,057 | 25,878,808 | 26,655,173 | 27,454,828 | 28,278,473 |
| Debt Service (3) | | | | | | | | |
| General Obligation Debt | 51,921,743 | 53,852,925 | 56,933,091 | 60,994,259 | 61,780,643 | 63,613,465 | 63,959,307 | 63,959,307 |
| Other Debt Expenses | 557,875 | 670,000 | 670,000 | 670,000 | 670,000 | 670,000 | 670,000 | 670,000 |
| Total Expenditures | $ 553,180,589 | $ 591,300,000 | $ 622,605,000 | $ 642,400,825 | $ 660,609,306 | $ 680,386,888 | $ 699,215,833 | $ 718,253,429 |
| | | | | | | | | |
| Capital Plan | | | | | | | | |
| General Fund Bonds | 16,500,000 | 46,010,000 | 55,621,000 | 32,618,400 | 11,350,000 | 17,400,000 | 17,500,000 | 16,400,000 |
| Highway Fund Bonds | 5,195,000 | 3,895,000 | 2,889,000 | 6,950,000 | 5,570,000 | 1,276,000 | 1,335,000 | 2,040,000 |
| Water and Sewer Bonds | 1,100,000 | 7,580,000 | 17,610,000 | 13,330,000 | 6,550,000 | 15,600,000 | 13,100,000 | 0 |
| Pay-as-you-go | | | | | | | | |
| General Fund | 6,251,575 | 10,130,335 | 12,140,972 | 7,949,700 | 3,887,100 | 4,384,700 | 3,836,700 | 3,840,000 |
| Highway Fund | 8,162,603 | 9,698,239 | 10,845,966 | 11,145,000 | 9,445,000 | 9,995,000 | 9,945,000 | 9,595,000 |
| Water and Sewer Fund | 1,801,621 | 3,300,013 | 6,540,000 | 7,650,000 | 5,625,000 | 3,575,000 | 3,175,000 | 2,875,000 |
| Other Sources (All Funds) | 41,260,776 | 45,185,913 | 61,583,062 | 40,501,600 | 29,765,000 | 32,789,000 | 28,260,000 | 30,780,000 |
| Total Capital Plan | $ 80,271,575 | $ 125,799,500 | 167,230,000 | $ 120,144,700 | $ 72,192,100 | $ 85,019,700 | $ 77,151,700 | $ 65,530,000 |

**BUSINESS PLAN**
**DEBT BURDEN ANALYSIS**

**Fiscal Years 2017-2024**

| | Actual 2017 | Original Budget 2018 | Approved Budget 2019 | Projection 2020 | Projection 2021 | Projection 2022 | Projection 2023 | Projection 2024 |
|---|---|---|---|---|---|---|---|---|
| General Obligation Outstanding July 1 | $ 473,822,233 | $ 492,694,682 | $ 500,361,657 | $ 517,303,424 | $ 532,311,465 | $ 544,512,086 | $ 544,012,086 | $ 541,512,086 |
| Additions | 56,682,932 | 40,000,000 | 50,000,000 | 50,000,000 | 50,000,000 | 40,000,000 | 40,000,000 | 40,000,000 |
| Less Principal Repayments & Reductions | 37,810,483 | 32,333,025 | 33,058,233 | 34,991,959 | 37,799,379 | 40,500,000 | 42,500,000 | 42,500,000 |
| General Obligation Outstanding June 30 | $ 492,694,682 | $ 500,361,657 | $ 517,303,424 | $ 532,311,465 | $ 544,512,086 | $ 544,012,086 | $ 541,512,086 | $ 539,012,086 |
| Population (4) | 252,615 | 253,995 | 256,535 | 259,100 | 261,691 | 264,308 | 266,951 | 269,621 |
| Taxable Property Value (5) | $ 27,825,862 | $ 28,286,204 | $ 28,851,928 | $ 29,428,967 | $ 30,017,546 | $ 30,617,897 | $ 31,230,255 | $ 31,854,860 |
| Debt Ratios | | | | | | | | |
| | 9.4% | 9.1% | 9.2% | 9.5% | 9.4% | 9.3% | 9.1% | 8.9% |
| | $1,950 | $1,970 | $2,017 | $2,054 | $2,081 | $2,058 | $2,029 | $1,999 |
| | 1.8% | 1.8% | 1.8% | 1.8% | 1.8% | 1.8% | 1.7% | 1.7% |
| Policy Ratios | | | | | | | | |
| | 10.0% | 10.0% | 10.0% | 10.0% | 10.0% | 10.0% | 10.0% | 10.0% |
| | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 | 2500 |
| | 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 & 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**

| | GENERAL FUND |
|---|---|
| **TOTAL FUND BALANCE AT JUNE 30, 2017** | **101,142,266** |
| 2018 Revenue - Estimated | 541,700,000 |
| 2018 Expenditures - Estimated | (528,100,000) |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **114,742,266** |
| **FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018** | |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **114,742,266** |
| LESS: Nonspendable Fund Balance | |
| Loan Receivables | (1,060,000) |
| LESS: Restricted Fund Balance | |
| Dedicated Revenues - Detention Center | (580,000) |
| Dedicated Revenues - Hotel Tax | (1,650,000) |
| Dedicated Revenues - Marriage License/Spouse | (30,000) |
| Bond Premium | (3,300,000) |
| LESS: Assigned Fund Balance | |
| Reserve for Credit Rating Purposes [(1)] | (28,582,750) |
| Encumbrances | (2,400,000) |
| OPEB | (4,110,000) |
| Income Tax | (1,760,000) |
| Designated for WTE Plant Closure | (7,200,000) |
| Health Care Consortium | (2,370,000) |
| Stormwater Management | (20,000,000) |
| Designated for Landfill Closure | (10,000,000) |

**HARFORD COUNTY, MARYLAND**
**STATEMENTS OF ESTIMATED UNASSIGNED FUND BALANCE**
**GENERAL FUND**

| | GENERAL FUND |
|---|---|
| **ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2018** | **31,699,516** |
| Fiscal Year 2019 Estimated Revenues | 557,661,055 |
| Less Fiscal Year 2019 Estimated Expenditures | (571,655,000) |
| **ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2020 & FUTURE YEARS** | **17,705,571** |
| **Reserve for Credit Rating Purposes** (1) | **28,582,750** |
| **Estimated Reserve for Credit Rating as a Percentage of Total Estimated Expenditures** | **5%** |

(1) The 5% Reserve for Credit Rating Purposes in the General Fund 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 |
|---|---|
| **TOTAL FUND BALANCE AT JUNE 30, 2017** | **18,949,136** |
| Fiscal Year 2018 Estimated Revenues | **48,715,000** |
| Less Fiscal Year 2018 Estimated Expenditures | **(44,825,000)** |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **22,839,136** |
| **FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018** | |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **22,839,136** |
| LESS: Nonspendable Fund Balance | |
| Inventory | (2,200,000) |
| LESS: Restricted Fund Balance | |
| Bond Proceeds | (35,000) |
| Highways-PILOT | (200,000) |
| Less: Assigned Fund Balance | |
| Reserve for Credit Rating Purposes | (2,547,500) |
| Encumbrances | (1,100,000) |
| OPEB | (550,000) |
| Health Care Consortium | (310,000) |
| **ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2018** | **15,896,636** |
| Fiscal Year 2019 Estimated Revenues | 49,971,100 |
| Less Fiscal Year 2019 Estimated Expenditures | (50,950,000) |
| **ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2020 & FUTURE YEARS** | **14,917,736** |
| **Reserve for Credit Rating Purposes** | **2,547,500** |
| **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**

| | PARKS AND RECREATION FUND |
|---|---|
| **TOTAL FUND BALANCE AT JUNE 30, 2017** | **195,736** |
| Fiscal Year 2018 Estimated Revenues | 855,000 |
| Less Fiscal Year 2018 Estimated Expenditures | (829,900) |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **220,836** |
| **FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018** | |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **220,836** |
| LESS: Assigned Fund Balance | |
| Encumbrances | (6,000) |
| OPEB | (10,665) |
| Health Care Consortium | (6,500) |
| **ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2018** | **197,671** |
| Fiscal Year 2019 Estimated Revenues | 846,000 |
| Less Fiscal Year 2019 Estimated Expenditures | (926,000) |
| **ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2020 & FUTURE YEARS** | **117,671** |

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

| | AGRICULTURAL LAND PRESERVATION COUNTY |
|---|---|
| **TOTAL FUND BALANCE AT JUNE 30, 2017** | **52,728,386** |
| Fiscal Year 2018 Estimated Revenues | 16,400,000 |
| Less Fiscal Year 2018 Estimated Expenditures | (21,234,000) |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **47,894,386** |
| **FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018** | |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **47,894,386** |
| LESS: Unreserved Fund Balance | |
| Designated for Other Purposes | (27,925,011) |
| **ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2018** | **19,969,375** |
| Fiscal Year 2019 Estimated Revenues | 13,265,000 |
| Less Fiscal Year 2019 Estimated Expenditures | (30,080,000) |
| **ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2020 & FUTURE YEARS** | **3,154,375** |

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

| | AGRICULTURAL LAND PRESERVATION STATE |
|---|---|
| **TOTAL FUND BALANCE AT JUNE 30, 2017** | **0** |
| Fiscal Year 2018 Estimated Revenues | 150,500 |
| Less Fiscal Year 2018 Estimated Expenditures | (150,500) |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **0** |
| **FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018** | |
| LESS: Unreserved Fund Balance | |
| Designated for Other Purposes | |
| **ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2018** | **0** |
| Fiscal Year 2019 Estimated Revenues | 355,000 |
| Less Fiscal Year 2019 Estimated Expenditures | (355,000) |
| **ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2020 & FUTURE YEARS** | **0** |

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

| | STORMWATER MANAGEMENT FUND |
|---|---|
| **TOTAL FUND BALANCE AT JUNE 30, 2017** | **4,445,997** |
| Fiscal Year 2018 Estimated Revenues | 2,600,000 |
| Less Fiscal Year 2018 Estimated Expenditures | (763,000) |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **6,282,997** |
| **ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2018** | **6,282,997** |
| Fiscal Year 2019 Estimated Revenues | 2,512,000 |
| Less Fiscal Year 2019 Estimated Expenditures | (2,512,000) |
| **ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2020 & FUTURE YEARS** | **6,282,997** |

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

| | TIF DEBT SERVICE FUND |
|---|---|
| **TOTAL FUND BALANCE AT JUNE 30, 2017** | **2,160,752** |
| Fiscal Year 2018 Estimated Revenues | 1,129,000 |
| Less Fiscal Year 2018 Estimated Expenditures | (1,129,000) |
| **TOTAL ESTIMATED FUND BALANCE AT JUNE 30, 2018** | **2,160,752** |
| **FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018** | |
| **ESTIMATED UNASSIGNED FUND BALANCE AT JUNE 30, 2018** | **2,160,752** |
| Fiscal Year 2019 Estimated Revenues | 1,145,875 |
| Less Fiscal Year 2019 Estimated Expenditures | (1,145,875) |
| **ESTIMATED UNASSIGNED FUND BALANCE FOR FY 2020 & FUTURE YEARS** | **2,160,752** |

**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] |
|---|---|---|
| **TOTAL NET ASSETS AT JUNE 30, 2017** | **431,724,896** | **0** |
| **Less Invested in Capital Assets, Net of Related Debt** | (328,352,334) | 0 |
| **Restricted - Capital Project/Debt Service** | (60,809,692) | |
| **Net Assets Available for Appropriation at June 30, 2017 Unrestricted Net Position** | 42,562,870 | 0 |
| 2018 Estimated Revenues | 48,254,141 | 16,662,600 |
| Less 2018 Estimated Expenditures | (52,439,800) | (16,532,600) |
| **Net Assets Available for Appropriation at June 30, 2018 Unrestricted Net Position** | **38,377,211** | **130,000** |
| Fiscal Year 2019 Estimated Revenues | 61,050,000 | 15,933,150 |
| Less Fiscal Year 2019 Estimated Expenditures | (61,050,000) | (15,933,150) |
| **Net Assets Available for Appropriation at June 30, 2019 Unrestricted Net Position** | **38,377,211** | **130,000** |

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

**HARFORD COUNTY, MARYLAND**
**STATEMENT OF CONTINGENCY RESERVE**

**The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . . " The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.40 percent of the Highways Fund, have been included in the Approved Fiscal Year 2018-2019 Operating Budget.**

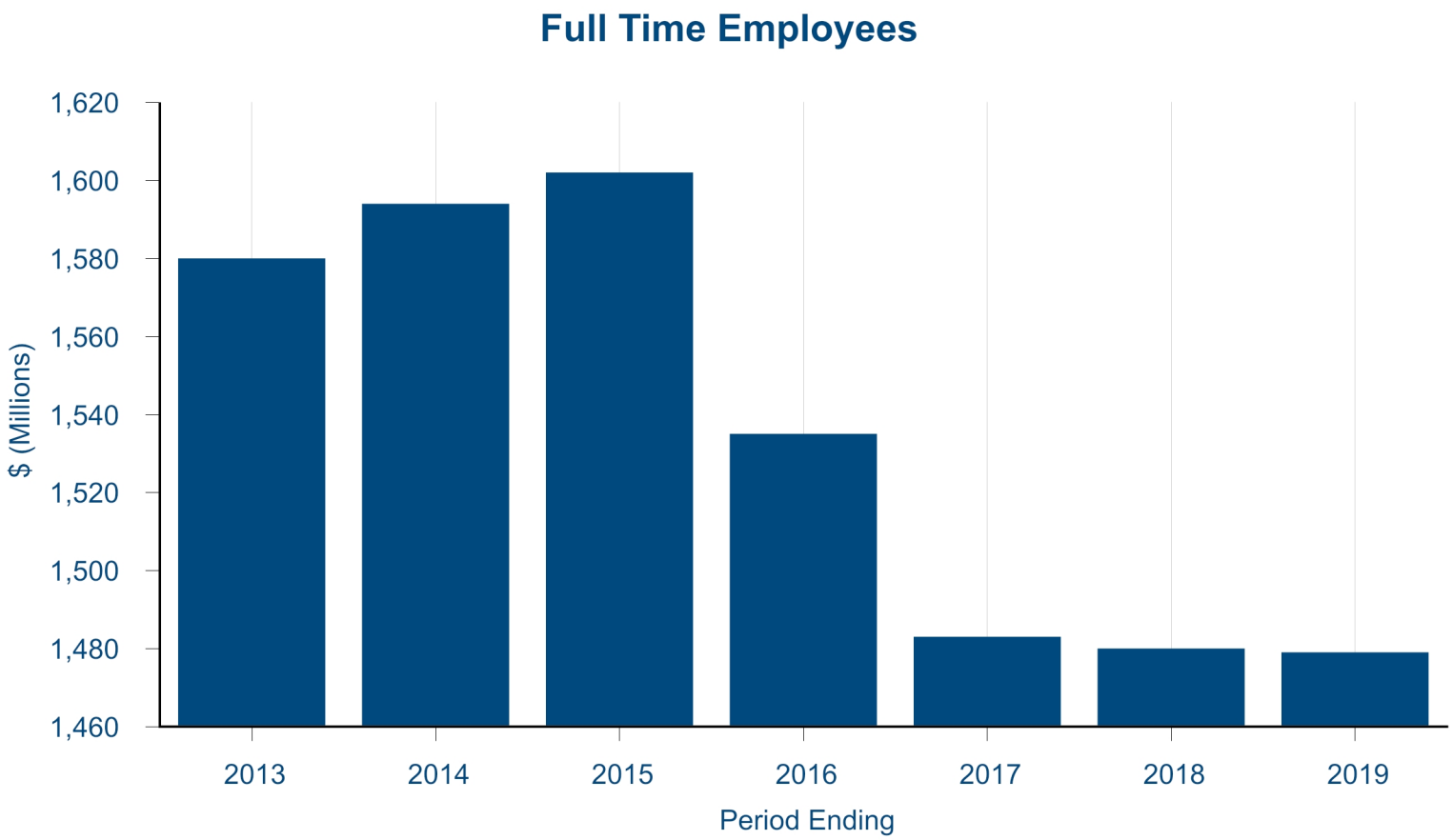
| | |
|---|---|
| **GENERAL FUND** | **$100,000** |
| **HIGHWAYS FUND** | **$200,000** |

**HARFORD COUNTY, MARYLAND**
**PERSONNEL SUMMARY**

| | ENACTED FY 17 | | | | ENACTED FY 18 | | | | ENACTED FY 19 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | 4.00 | 333,009 | | | 4.00 | 347,413 | | | 4.00 | 360,509 | | |
| Administration | 49.00 | 2,579,190 | | | 50.00 | 2,817,369 | | | 50.00 | 2,927,087 | | |
| Procurement | 11.00 | 730,181 | | | 8.00 | 489,624 | | | 8.00 | 510,927 | | |
| Treasury | 33.00 | 2,082,179 | | | 32.00 | 2,149,998 | | | 32.00 | 2,188,151 | | |
| Law | 15.00 | 1,405,622 | | | 15.00 | 1,447,347 | | | 15.00 | 1,522,680 | | |
| Planning & Zoning | 37.00 | 2,204,153 | | | 36.00 | 2,196,071 | | | 36.00 | 2,280,142 | | |
| Human Resources | 8.00 | 558,771 | | | 8.00 | 595,819 | | | 8.00 | 612,444 | | |
| Community Services | 25.00 | 1,546,581 | | | 25.00 | 1,610,203 | | | 25.00 | 1,688,931 | | |
| Office of Gov't & Community Relations | 6.00 | 455,692 | | | 6.00 | 462,951 | | | 6.00 | 485,624 | | |
| Housing Agency | 8.00 | 392,903 | | | 8.00 | 410,290 | | | 0.00 | 0 | | |
| Information & Communication Tech | 23.00 | 1,591,220 | | | 23.00 | 1,653,700 | | | 23.00 | 1,745,199 | | |
| Sheriff's Office | 529.00 | 32,199,691 | 6.35 | 205,967 | 529.00 | 34,152,956 | 6.35 | 214,009 | 529.00 | 35,714,502 | 6.35 | 226,497 |
| Emergency Services | 90.00 | 4,512,789 | | | 106.00 | 4,781,001 | | | 106.00 | 5,582,343 | | |
| Inspections, Licenses & Permits | 30.00 | 1,793,640 | | | 31.00 | 1,867,068 | | | 31.00 | 1,958,219 | | |
| Public Works | 14.00 | 1,041,487 | | | 20.00 | 1,534,592 | | | 20.00 | 1,630,164 | | |
| County Council | 27.00 | 1,471,867 | | | 27.00 | 1,527,822 | | | 27.00 | 1,613,043 | | |
| Judicial | 30.00 | 1,729,941 | | | 32.00 | 1,893,322 | | | 32.00 | 1,947,182 | | |
| State's Attorney | 59.00 | 3,808,395 | | | 59.00 | 3,919,273 | | | 59.00 | 4,115,832 | | |
| Parks & Recreation | 92.00 | 4,545,817 | | | 84.00 | 4,297,097 | | | 84.00 | 4,334,268 | | |
| Conservation of Natural Resources | 5.00 | 297,788 | | | 5.00 | 308,362 | | | 5.00 | 324,529 | | |
| Economic Development | 20.00 | 1,254,248 | | | 14.00 | 961,798 | | | 21.00 | 1,074,284 | | |
| **TOTAL GENERAL FUND** | **1,115.00** | **66,535,164** | **6.35** | **205,967** | **1,122.00** | **69,424,076** | **6.35** | **205,967** | **1,121.00** | **72,616,060** | **6.35** | **226,497** |

**HARFORD COUNTY, MARYLAND**
**PERSONNEL SUMMARY**

| | ENACTED FY 17 | | | | ENACTED FY 18 | | | | ENACTED FY 19 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | 134,294 | | | 2.00 | 139,666 | | | 2.00 | 146,459 | | |
| Public Works | 185.00 | 9,557,867 | | | 175.00 | 9,360,198 | | | 175.00 | 9,843,736 | | |
| **TOTAL HIGHWAYS FUND** | **187.00** | **9,692,161** | **0.00** | **0** | **177.00** | **9,499,864** | **0.00** | **0** | **177.00** | **9,990,195** | **0.00** | **0** |
| **WATER & SEWER FUND** | | | | | | | | | | | | |
| Treasury | 9.00 | 507,483 | | | 9.00 | 526,784 | | | 9.00 | 530,117 | | |
| Public Works | 170.00 | 9,445,221 | | | 170.00 | 9,793,423 | | | 170.00 | 10,207,072 | | |
| **TOTAL WATER & SEWER FUND** | **179.00** | **9,952,704** | **0.00** | **0** | **179.00** | **10,320,207** | **0.00** | **0** | **179.00** | **10,737,189** | **0.00** | **0** |
| **PARKS & RECREATION SPECIAL REVENUE FUND** | | | | | | | | | | | | |
| Parks and Recreation | 2.00 | 118,318 | | | 2.00 | 123,050 | | | 2.00 | 129,513 | | |
| **TOTAL P & R SPECIAL REVENUE FUND** | **2.00** | **118,318** | **0.00** | **0** | **2.00** | **123,050** | **0.00** | **0** | **2.00** | **129,513** | **0.00** | **0** |
| **AG PRESERVATION FUNDS** | | | | | | | | | | | | |
| Ag Preservation - State | | 30,000 | | | 0.00 | 30,000 | | | 0.00 | 30,000 | | |
| Ag Preservation - County | 0.00 | 0 | | | 0.00 | 0 | | | 0.00 | 0 | | |
| **TOTAL AG PRESERVATION FUNDS** | **0.00** | **30,000** | **0.00** | **0** | **0.00** | **30,000** | **0.00** | **0** | **0.00** | **30,000** | **0.00** | **0** |
| **TOTAL ALL FUNDS** | **1,483.00** | **86,328,347** | **6.35** | **205,967** | **1,480.00** | **89,397,197** | **6.35** | **205,967** | **1,479.00** | **93,502,957** | **6.35** | **226,497** |


Full Time Employees
1,620
1,600
1,580
1,560
1,540
1,520
1,500
1,480
1,460
$ (Millions)
2013
2014
2015
2016
2017
2018
2019
Period Ending

**HARFORD COUNTY**

**SPENDING AFFORDABILITY ADVISORY COMMITTEE**

**REPORT TO THE COUNTY EXECUTIVE**

**FOR FISCAL YEAR 2019**

**Members of the Committee**

C. Joseph Kelly, Jr., Chair

Steven Wiseman
(Chamber of Commerce)

Glenn E. Ross

Susie Comer

Mike Hiob

Debi Williams

**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

**Executive Summary**

The Spending Affordability Advisory Committee ("Committee") has concluded that the local economy is improving and we expect this will have a positive impact on the revenues of the County. The County should expect a positive change in the Net Adjusted General Fund Budget from FY 2018 to FY 2019 as the Committee projects growth of 3.78%. The Committee has projected Income Tax revenue to increase 3.5% from FY 2018 revised budget estimates to FY 2019 after growing a projected 3.0% from FY 2017 to FY 2018. As property values are continuing to rise in the County, the Committee believes property tax revenues should increase 1.2% from FY 2018 to FY 2019.
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:

- Increasing Interest Rates- The Federal Reserve has begun to move interest rates up with expected increases in the next 12 months. While this could have an impact on future bond issues, we believe the benefit derived from the increased investment income on County operating funds will be more beneficial than the incremental cost of the expected future bond issues.
- Maryland and local governments could benefit from the new Federal tax law that has a higher personal deduction. This could incent some Maryland taxpayers to not itemize their deductions on the Federal tax forms which currently would force them to use the standard Maryland deduction. Depending on how the legislature chooses to address this situation, there could be a positive impact on the County revenues in FY 2019.

## I. Purpose

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

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

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

## II. Methodology and Background

A. Methodology, Background and Data Studied

Since its inception in 1992, the Committee has been reporting under the County's Executive Order creating the Committee. We were very fortunate that the composition of the Committee consisted of 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 County Treasury and Budget staffs, along with the County Financial Advisor, are familiar with the Committee's process and are able to provide relevant guidance. Therefore, we were able to focus all our efforts on our primary charges.

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

We also utilized information from the following sources:

- Income tax collections for Harford County, through February, 2018, provided by the Harford County Treasurer.
- Property tax collections, and estimates, for Harford County, through FY 2018 and 2019, provided by the Harford County Treasurer.
- 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 2016-2023 as prepared by the Treasurer's office.
- The County FY 2017 CAFR.
- The County provided access to members of the Department of Planning and Zoning as well as the Department of Economic Development. These individuals provided the Committee with insight into future growth and development of the County.

B. Selected Method - Further Qualifications

The Committee reviewed, in detail, revenue estimates for the property tax and the local income tax. Collectively, property and income tax collections represent approximately 90% of total General Fund revenues to the County. The Committee reviewed historical data, developed trends, and forecasted revenues for both FY 2018 and FY 2019 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 $4.6 million in appropriated fund balance from the FY 2017 audit and $1.7 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, is not included in the base year for growth calculations.

The Committee also reviewed the FY 2018 General Fund Budget as a necessary step in carrying out its charge to recommend a FY 2019 spending level. It was necessary to adjust the FY 2018 General Fund Budget to reflect the reduction of the appropriated fund balance equal to $4.6 million and a further reduction of $1.7 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 2018 General Fund Budget of $536.8 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 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 2018 Budgeted level and FY 2019 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. In the County's CAFR for FY 2017 personal per capita income was estimated to be $56,523. Using this figure and the projected debt level for FY 2018 and FY 2019, this ratio would be 3.49% for FY 2018 and 3.57% for 2019. 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 2018 level is expected to be $1,970 and $2,017 for FY 2019.
- 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 2018 is 1.8% and 1.8% for FY 2019.
- The County aims to have debt service not exceed 10% of budgeted general fund expenditures. Projected FY 2018 level is 9.1% and 9.3% for FY 2019.

The Committee believes the proposed level of debt for Fiscal Year 2019 is reasonable. 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 three major rating organizations. The Committee recognizes this as a significant achievement, 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 County is taking steps to set rates at appropriate levels to ensure the General Fund will not have to bridge any shortfall in the Water and Sewer fund.

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

D. Fund Balance

The Committee reviewed the County's practice of maintaining an 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. This fund balance is considered critical in maintaining an acceptable level of financial strength.

In discussions with the County Financial Advisor, and others, fiscally strong municipalities/counties are expected to maintain reserves in excess of the five percent reserve in order to maintain strong investment grade public debt ratings. These additional reserves can be in the form of assigned, and/or unassigned, as long as the assignment can be changed by legislative action. It is important for the County to communicate with the rating agencies

periodically to understand their current thoughts on the level of reserves. Based on those conversations, the County should strive to maintain the levels necessary to achieve their desired public debt rating.

The Committee endorses maintaining this practice for a number of reasons.

First, the five percent assigned balance, and additional reserves, 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 lowering the County's borrowing costs. In rating the County's creditworthiness, the rating agencies will review the fund balance when assigning their debt ratings. They will view a County with strong reserves more favorably.

**III. Recommendations**

General Fund Budget

Based upon our review and analysis of procedures already outlined, the Committee recommends that the FY 2019 General Fund Budget increase the FY 2018 Net Adjusted General Fund Budget, of $536.8 million, by 3.78%. This represents approximately $557.1 million in ongoing revenues for FY 2019. 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 values continue to improve as evidenced by recent assessments by the State and a projected increase in property taxes of 1.2% for FY 2019. The Committee noted a projected rise in the income tax revenue of 3.0% for FY 2018 and 3.5% rise for FY 2019. The Committee expects that trend to continue as the economy strengthens.

Debt Authorization

The Committee spent time discussing the County debt authorization with the Treasurer and the County Financial Advisor, 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 2016, through FY 2023, indicated the County remained comfortably within the debt metrics imposed by the Policy. Based on discussions with the Treasurer, the new debt needs of the County are very manageable. The County needs to replace one of its high school buildings which represents the biggest need in the next few years.

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

Fund Balance

The Committee recommends that the unassigned fund balance (Fiscal Stabilization Fund) be maintained at a minimum of five percent of the General Fund Operating Budget. Additional reserves should be maintained as needed to address potential needs of the County and to achieve the highest possible public debt ratings.

Additional Recommendations

The Committee believes that its recommendations and forecasts should be reviewed and tested at fiscal year-end 2018 and throughout FY 2019 as it prepares its recommendations for FY 2020. 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 note. The current increase in market interest rates will have a significant positive 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. This situation has seen some improvement for most, or all of, FY 2018 as short term interest rates have moved up 50-75 basis points. The Federal Reserve has indicated a bias toward additional increases, and many experts believe these rates could rise 75-100 basis points through FY 2019.

County property values are continuing to increase and the Committee estimates property tax revenue will increase a projected 1.2% in FY 2019.

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:

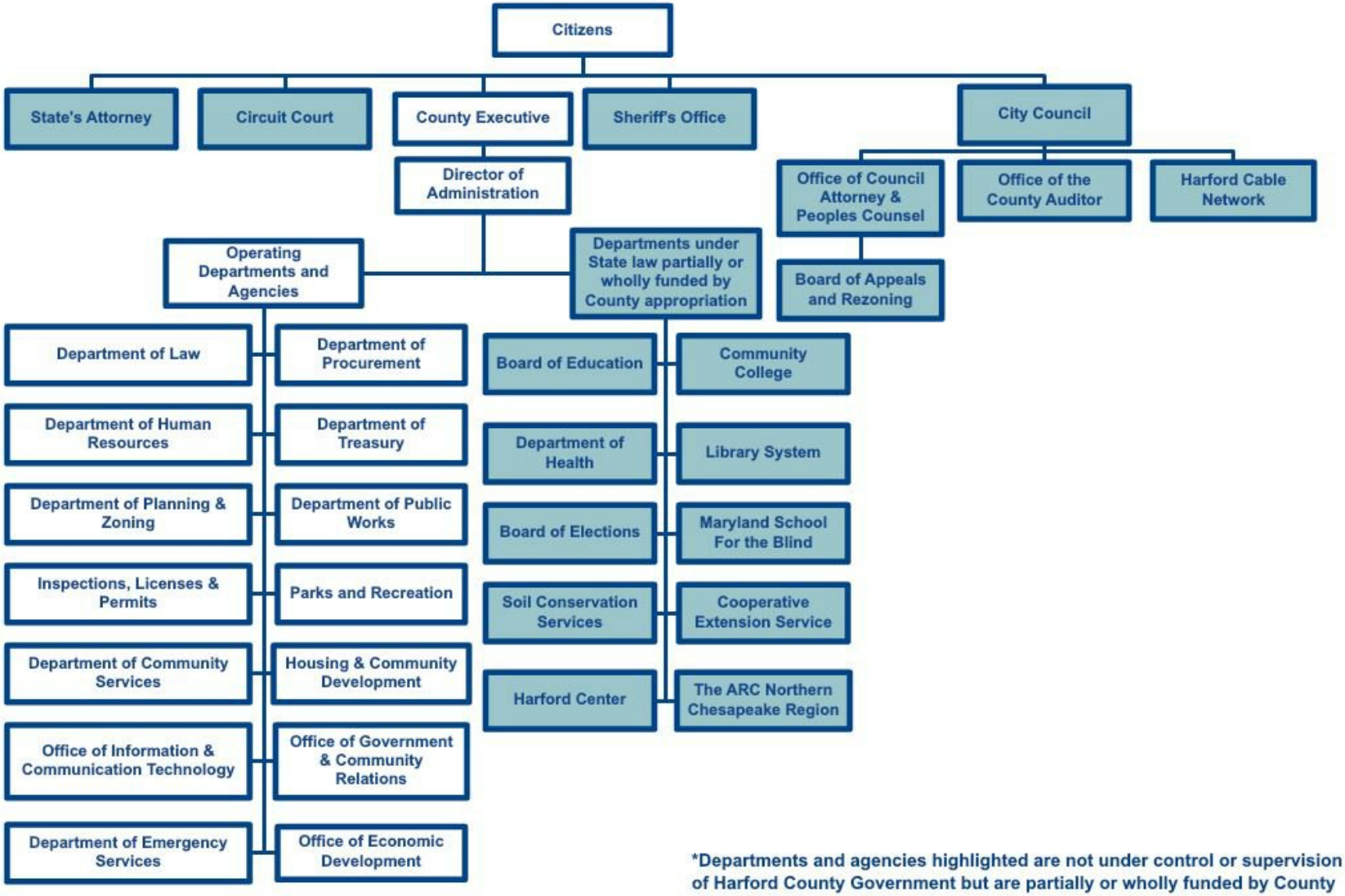
1. The County should continue to review its Enterprise funds to ensure the underlying enterprise is self supporting and not at risk of becoming dependent on funding from the General Fund.
2. The County should review its debt guidelines to assure they are set at appropriate levels and the criteria are relevant.

**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, their staff, Kimberly Spence, Chief, Budget and Management Research and her staff, 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 received valuable insight from Paul Lawder, Director of DILP, Brad Killian, Director of Planning and Zoning, Karen Holt, Director of Economic Development, Steve Overbay, Deputy Director of Economic Development, and Lester Guthorn, County Financial Advisor. The Committee also wishes to thank Sharon Ballweg for her efforts in coordinating the Committee's meetings and providing staff support. In addition, the Committee held meetings from January through March as it reviewed its materials.

March 30, 2018

# 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.

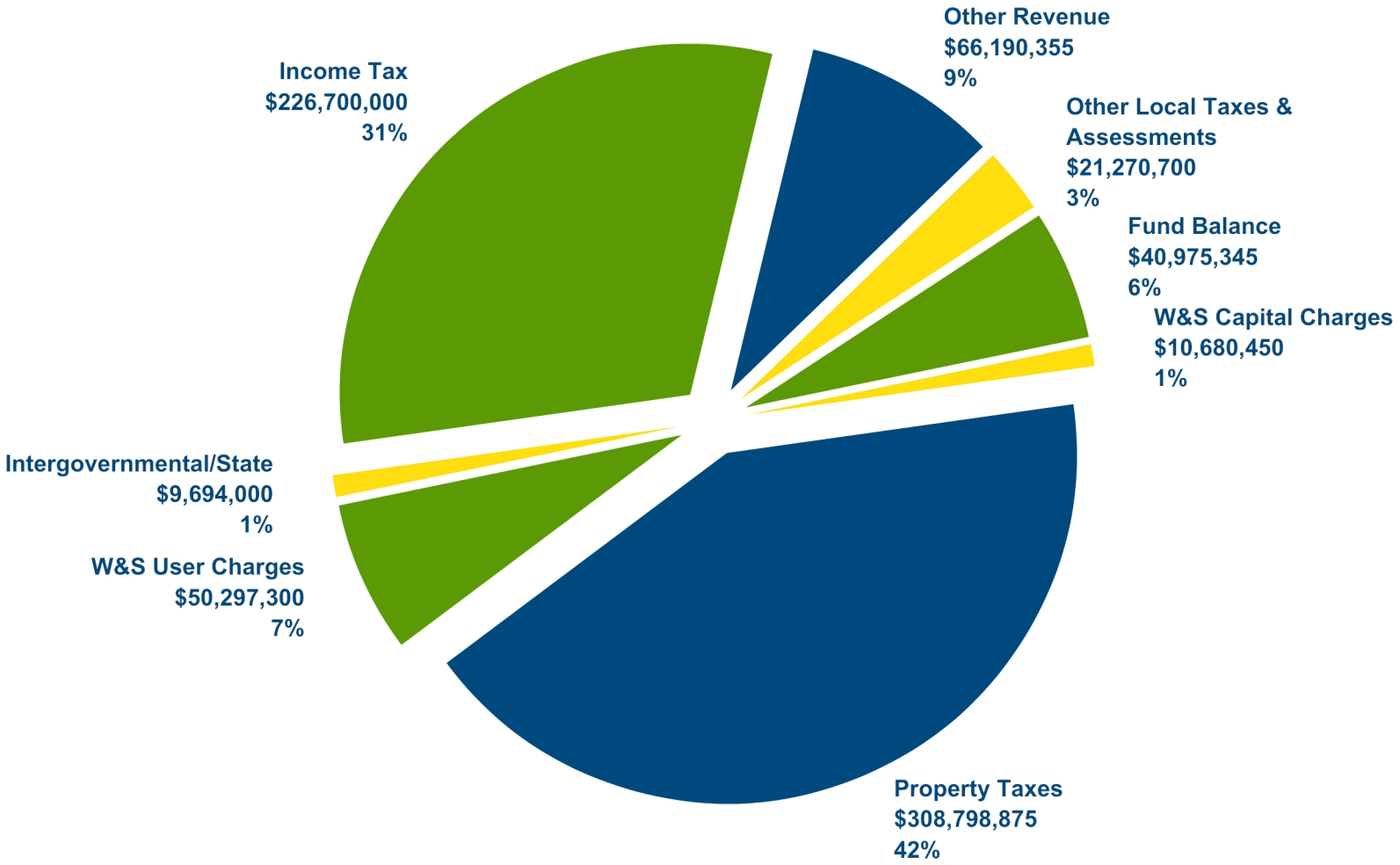
**FY 19 APPROVED ALL FUNDS**

**REVENUE BREAKDOWN**

**$734,607,025**

| | | | | | |
|---|---|---|---|---|---|
| **PROPERTY TAXES:** | **42%** | **308,798,875** | **INCOME TAX** | **31%** | **226,700,000** |
| Real & Personal | 316,187,875 | | | | |
| Deductions | (7,389,000) | | **W & S USER CHARGES** | **7%** | **50,297,300** |
| **INTERGOVERNMENTAL/ STATE:** | **1%** | **9,694,000** | **W & S CAPITAL CHARGES:** | **1%** | **10,680,450** |
| **OTHER LOCAL TAXES & ASSESSMENTS:** | **3%** | **21,270,700** | | | |
| **FUND BALANCE/ UNRESTRICTED NET ASSETS:** | **6%** | **40,975,345** | **OTHER REVENUE:** | **9%** | **66,190,355** |
| | | | Licenses/Permits | 4,556,900 | |
| General Fund Balance | 13,993,945 | | Service Charges | 15,088,050 | |
| Highways Fund | 978,900 | | Fines & Forfeitures | 158,000 | |
| County - Ag Preservation | 16,815,000 | | Miscellaneous | 3,919,805 | |
| P&R Special Revenue | 80,000 | | Intra County | 36,930,300 | |
| Contributed Capital | 9,107,500 | | Investment Income | 5,537,300 | |

# ALL FUNDS
# REVENUES
## Fiscal Year 2018 - 2019
## TOTAL APPROVED BUDGET $734,607,025

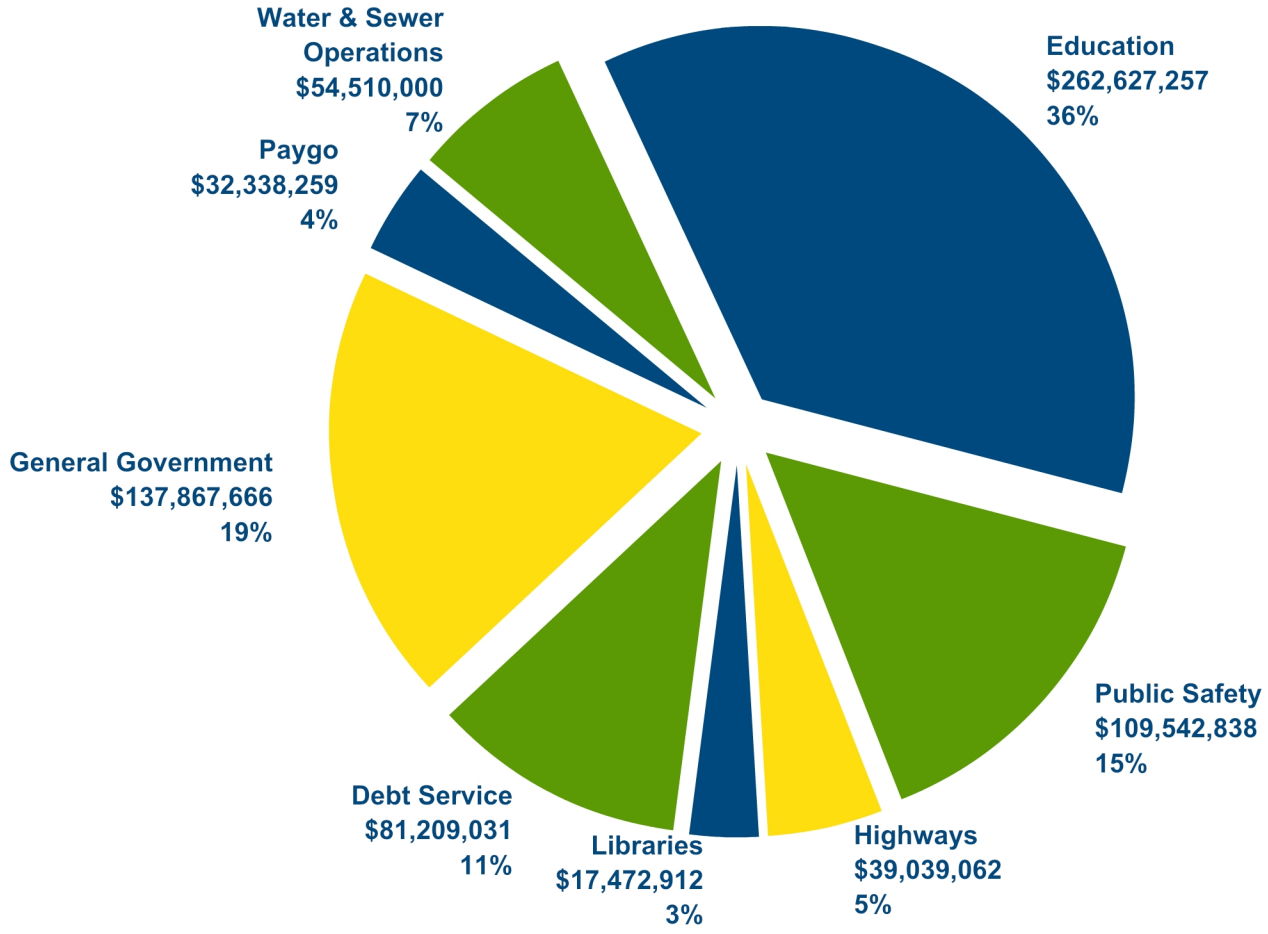


## FY 19 APPROVED ALL FUNDS
## APPROPRIATIONS BREAKDOWN
## $734,607,025

| | | |
|---|---|---|
| **GENERAL GOVERNMENT:** | **19%** | **137,867,666** |
| County Executive | 758,726 | |
| Administration | 10,339,406 | |
| Procurement | 911,221 | |
| Treasury | 3,665,712 | |
| Law | 2,161,309 | |
| Planning & Zoning | 28,277,122 | |
| Human Resources | 2,144,026 | |
| Community Services | 5,139,637 | |
| Handicapped Care Centers | 2,408,730 | |
| Office of Gov't. & Comm. Relations | 1,199,523 | |
| Health | 3,775,987 | |
| Info & Communication Technology | 9,808,056 | |
| Public Works | 19,674,471 | |
| Council | 3,241,639 | |
| Judicial | 3,545,253 | |
| State's Attorney | 6,075,073 | |
| Elections | 2,359,305 | |
| Parks & Recreation | 10,583,090 | |
| Natural Resources | 734,800 | |
| Community & Economic Development | 6,423,849 | |
| Insurance | 714,176 | |
| Benefits | 9,071,042 | |
| Appropriation to Towns | 3,585,513 | |
| Appropriation to State | 1,120,000 | |
| Rural Legacy Program | 50,000 | |
| Contingency Reserve | 100,000 | |
| **WATER & SEWER OPERATIONS:** | **7%** | **54,510,000** |
| Treasury | 1,347,501 | |
| Personnel Matters | 281,560 | |
| Public Works | 51,540,490 | |
| Insurance | 160,220 | |
| Benefits | 1,180,229 | |

| | | | |
|---|---|---|---|
| **EDUCATION:** | | **36%** | **262,627,257** |
| Board of Education | 34% | 245,815,645 | |
| Harford Community College | 2% | 16,811,612 | |
| **PUBLIC SAFETY:** | | **15%** | **109,542,838** |
| Sheriff | | 81,203,021 | |
| Emergency Services | | 13,681,356 | |
| Volunteer Fire Companies | | 6,964,084 | |
| EMS Foundation | | 3,546,668 | |
| Inspections, Licenses & Permits | | 3,247,709 | |
| Humane Society | | 900,000 | |
| **HIGHWAYS:** | | **5%** | **39,039,062** |
| Fleet Management | | 8,979,272 | |
| Personnel Matters | | 293,496 | |
| Public Works | | 28,303,874 | |
| Insurance | | 162,776 | |
| Benefits | | 1,099,644 | |
| Contingency Reserve | | 200,000 | |
| **LIBRARIES** | | **3%** | **17,472,912** |
| **PAYGO:** | | **4%** | **32,338,259** |
| General - Capital Improvements | | 11,715,972 | |
| Highways - Capital Improvements | | 10,845,966 | |
| Water & Sewer - Capital | | 6,540,000 | |
| Parks & Recreation SR-Capital | | 25,000 | |
| Stormwater Mgnt - Capital | | 400,000 | |
| Grant Matches | | 2,811,321 | |
| **DEBT SERVICE:** | | **11%** | **81,209,031** |
| General | | 56,538,121 | |
| AG Preservation - County | | 6,075,157 | |
| Highways | | 1,064,971 | |
| Water & Sewer Debt Service | | 15,933,150 | |
| TIF Debt Service | | 1,145,875 | |
| Stormwater Management | | 451,757 | |

# ALL FUNDS
# APPROPRIATIONS
# Fiscal Year 2018 - 2019
# TOTAL APPROVED BUDGET $734,607,025



# ALL FUNDS SUMMARY

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 141,285,151 | 140,701,153 | 154,266,192 | 164,263,030 | 164,263,030 |
| 20 | CONTRACTUAL SERVICES | 54,337,161 | 54,024,287 | 66,442,371 | 73,863,242 | 73,863,242 |
| 30 | SUPPLIES & MATERIALS | 13,183,411 | 12,234,041 | 16,908,834 | 17,499,049 | 17,649,049 |
| 40 | BUSINESS & TRAVEL | 9,164,245 | 8,104,338 | 10,499,710 | 10,746,200 | 10,746,200 |
| 50 | CAPITAL OUTLAY | 2,774,976 | 3,608,491 | 6,502,286 | 23,395,892 | 23,395,892 |
| 60 | DEBT SERVICE | 76,212,356 | 77,049,166 | 92,753,486 | 81,057,031 | 81,057,031 |
| 70 | MISCELLANEOUS | 322,191,705 | 328,017,596 | 345,285,386 | 362,570,546 | 363,600,546 |
| 80 | INTER-GOVERNMENTAL/INTER-FUND | 18,565 | 7,139 | 29,335 | 32,035 | 32,035 |
| | **GRAND TOTAL** | **619,167,570** | **623,746,211** | **692,687,600** | **733,427,025** | **734,607,025** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 490,498,000 | 508,675,477 | 543,100,000 | 571,575,000 | 571,655,000 |
| 25 | HIGHWAYS | 42,329,799 | 40,030,172 | 48,200,000 | 49,850,000 | 50,950,000 |
| 26 | PARKS AND RECREATION | 862,159 | 840,569 | 965,000 | 926,000 | 926,000 |
| 27 | AG PRESERVATION - COUNTY | 10,061,401 | 12,026,431 | 27,013,000 | 30,080,000 | 30,080,000 |
| 28 | AG PRESERVATION - STATE | 36,212 | 1,029,758 | 150,500 | 355,000 | 355,000 |
| 29 | STORMWATER MANAGEMENT | 0 | 281,577 | 2,087,500 | 2,512,000 | 2,512,000 |
| 31 | TAX INCREMENT FINANCING | 1,072,188 | 1,072,546 | 1,129,000 | 1,145,875 | 1,145,875 |
| 51 | WATER & SEWER OPERATING | 44,670,888 | 46,247,988 | 53,510,000 | 61,050,000 | 61,050,000 |
| 53 | WATER & SEWER DEBT SERVICE | 13,580,834 | 13,541,691 | 16,532,600 | 15,933,150 | 15,933,150 |
| 55 | SOLID WASTE SERVICES | 16,056,089 | 2 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **619,167,570** | **623,746,211** | **692,687,600** | **733,427,025** | **734,607,025** |

# ALL FUNDS SUMMARY

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 01 | COUNTY EXECUTIVE | 521,734 | 231,302 | 739,045 | 758,726 | 758,726 |
| 02 | ADMINISTRATION | 6,095,475 | 6,045,142 | 10,398,735 | 10,339,406 | 10,339,406 |
| 03 | PROCUREMENT | 7,929,220 | 6,309,000 | 9,531,030 | 9,890,493 | 9,890,493 |
| 04 | TREASURY | 4,074,102 | 4,132,171 | 4,794,687 | 5,013,213 | 5,013,213 |
| 05 | LAW | 2,107,365 | 1,896,326 | 2,073,035 | 2,161,309 | 2,161,309 |
| 06 | PLANNING AND ZONING | 3,336,672 | 6,290,651 | 10,317,300 | 28,277,120 | 28,277,120 |
| 08 | HUMAN RESOURCES | 2,873,949 | 1,896,451 | 2,327,041 | 2,719,082 | 2,719,082 |
| 09 | COMMUNITY SERVICES | 4,109,280 | 4,493,300 | 4,859,507 | 5,139,637 | 5,139,637 |
| 14 | HANDICAPPED CARE CENTERS | 2,438,730 | 2,298,730 | 2,298,730 | 2,408,730 | 2,408,730 |
| 15 | OFFICE OF GOV'T. AND COMMUNITY RELATIONS | 473,868 | 880,423 | 1,155,448 | 1,199,523 | 1,199,523 |
| 16 | HEALTH | 3,628,317 | 3,703,311 | 3,728,318 | 3,775,987 | 3,775,987 |
| 17 | HOUSING AGENCY | 1,206,694 | 1,071,257 | 1,404,853 | 0 | 0 |
| 18 | INFORMATION & COMMUNICATION TECHNOLOGY | 6,749,856 | 7,297,894 | 8,320,490 | 9,808,056 | 9,808,056 |
| 21 | SHERIFF'S OFFICE | 69,516,898 | 71,430,377 | 76,529,635 | 81,203,021 | 81,203,021 |
| 22 | EMERGENCY SERVICES | 19,991,415 | 20,145,534 | 21,674,393 | 24,192,108 | 24,192,108 |
| 26 | INSPECTIONS, LICENSES & PERMITS | 2,656,290 | 2,696,101 | 3,035,247 | 3,247,709 | 3,247,709 |
| 30 | PUBLIC WORKS | 84,552,103 | 81,126,070 | 92,956,237 | 99,368,837 | 99,518,837 |
| 40 | COUNTY COUNCIL | 2,460,746 | 2,563,791 | 2,979,531 | 3,241,639 | 3,241,639 |
| 41 | JUDICIAL | 2,922,388 | 3,028,468 | 3,378,138 | 3,545,253 | 3,545,253 |
| 43 | STATE'S ATTORNEY | 5,699,564 | 5,730,420 | 6,237,188 | 6,075,073 | 6,075,073 |
| 48 | ELECTIONS | 1,723,625 | 1,998,592 | 2,401,235 | 2,359,305 | 2,359,305 |
| 54 | BOARD OF EDUCATION | 228,208,971 | 233,534,504 | 238,715,645 | 245,815,645 | 245,815,645 |
| 56 | HARFORD COMMUNITY COLLEGE | 15,261,612 | 15,561,612 | 16,411,612 | 16,811,612 | 16,811,612 |
| 57 | MARYLAND SCHOOL FOR THE BLIND | 72,702 | 0 | 0 | 0 | 0 |
| 58 | LIBRARIES | 16,279,546 | 16,644,574 | 17,100,985 | 17,472,912 | 17,472,912 |
| 59 | PARKS AND RECREATION | 9,392,265 | 8,913,806 | 10,229,147 | 10,583,090 | 10,583,090 |
| 63 | CONSERVATION OF NATURAL RESOURCES | 648,113 | 671,273 | 728,455 | 734,800 | 734,800 |
| 65 | ECONOMIC DEVELOPMENT | 5,808,660 | 5,700,818 | 5,993,358 | 6,423,849 | 6,423,849 |
| 66 | DEBT SERVICE | 76,338,005 | 77,189,670 | 92,919,525 | 81,209,031 | 81,209,031 |
| 67 | INSURANCE | 0 | 655,093 | 1,083,030 | 1,037,172 | 1,037,172 |
| 68 | BENEFITS | 9,058,769 | 8,313,649 | 9,654,618 | 11,350,915 | 11,350,915 |
| 70 | PAYGO/APPROPRIATION TO TOWNS | 23,030,636 | 21,295,901 | 28,411,402 | 36,963,772 | 37,993,772 |
| 90 | RESERVE FOR CONTINGENCIES | 0 | 0 | 300,000 | 300,000 | 300,000 |
| | **GRAND TOTAL** | **619,167,570** | **623,746,211** | **692,687,600** | **733,427,025** | **734,607,025** |

**SUMMARY OF GRANT BUDGET**

# ALL FUNDS SUMMARY

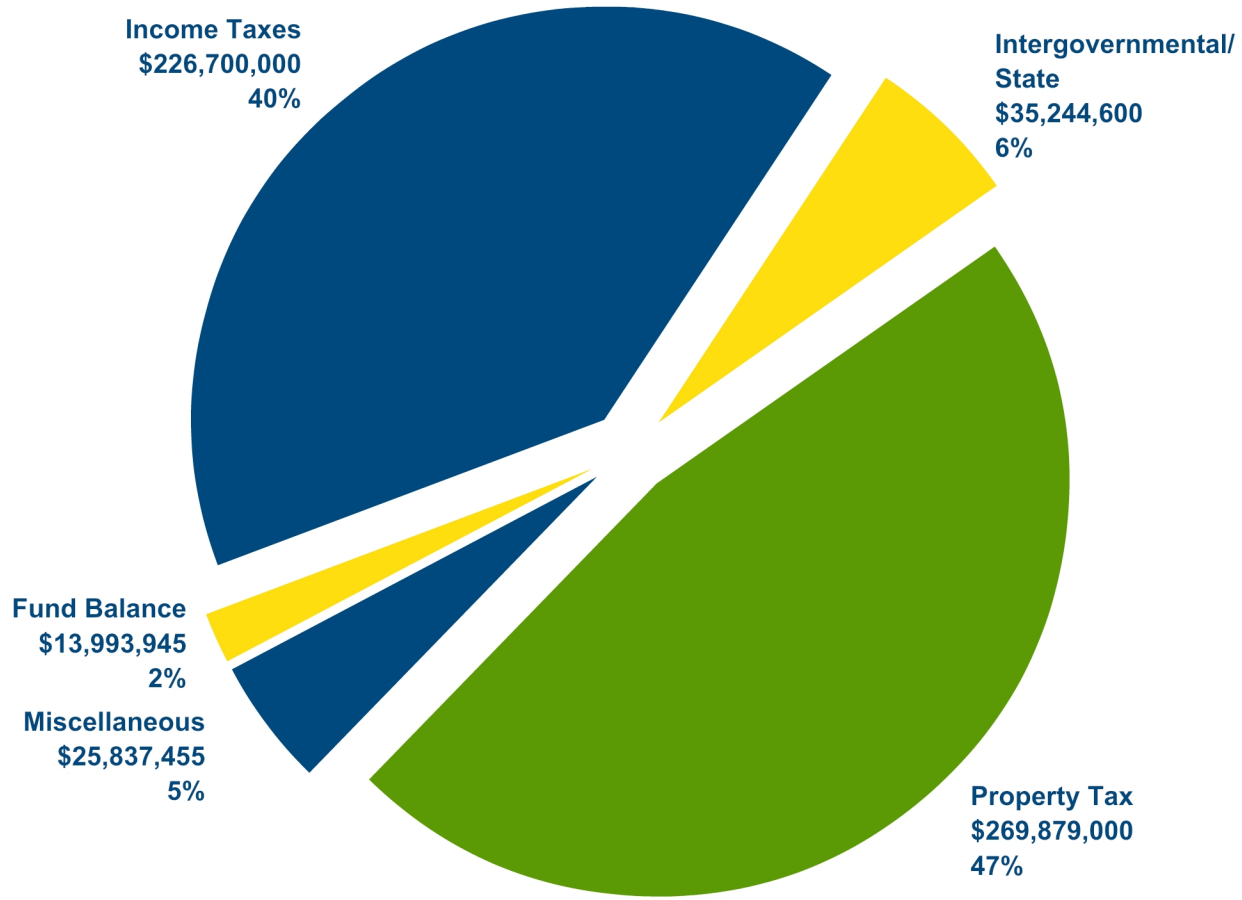
| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY REVENUE SOURCE:** | | | | | |
| PROPERTY TAXES | 291,243,193 | 298,995,618 | 303,408,500 | 308,798,875 | 308,798,875 |
| INCOME TAXES | 207,377,171 | 212,689,205 | 219,000,000 | 226,700,000 | 226,700,000 |
| OTHER LOCAL TAXES AND ASSESSMENTS | 20,038,367 | 21,010,918 | 20,669,500 | 21,270,700 | 21,270,700 |
| W & S USER CHARGES | 30,861,620 | 38,637,257 | 48,365,100 | 50,297,300 | 50,297,300 |
| WASTE TO ENERGY PLANT | 6,737,071 | 0 | 0 | 0 | 0 |
| W & S CAPITAL CHARGES | 7,619,796 | 8,260,958 | 9,690,700 | 10,680,450 | 10,680,450 |
| INTERGOVERNMENTAL/STATE-SHARED | 8,961,694 | 8,393,487 | 8,482,200 | 8,744,000 | 9,694,000 |
| INVESTMENT INCOME | 3,495,873 | 4,075,664 | 9,407,508 | 5,537,300 | 5,537,300 |
| FUND BAL APPROP/UNRESTRICTED NET POSITION | 0 | 0 | 20,208,000 | 40,745,345 | 40,975,345 |
| OTHER REVENUE | 49,806,977 | 54,510,979 | 53,456,092 | 60,653,055 | 60,653,055 |
| **GRAND TOTAL** | **626,141,762** | **646,574,086** | **692,687,600** | **733,427,025** | **734,607,025** |

# GENERAL

# FY 19 APPROVED GENERAL FUND
# REVENUE BREAKDOWN
# $571,655,000

| | | | | | |
|---|---|---|---|---|---|
| **PROPERTY TAX:** | **47%** | **269,879,000** | **INCOME TAX** | **40%** | **226,700,000** |
| Real & Personal | 276,290,000 | | | | |
| Deductions | (6,411,000) | | **FUND BALANCE** | **2%** | **13,993,945** |
| **MISCELLANEOUS:** | **5%** | **25,837,455** | **INTERGOVERNMENTAL/ STATE:** | **6%** | **35,244,600** |
| Other Taxes | 6,110,000 | | Intergovernmental | 5,545,000 | |
| Service Charges | 12,703,850 | | Intra-County | 2,135,986 | |
| Fines & Forfeitures | 95,000 | | Pro Rata | 5,806,914 | |
| Miscellaneous Revenues | 673,205 | | Recordation | 12,406,700 | |
| Investment Income | 1,701,000 | | Transfer | 9,350,000 | |
| Licenses & Permits | 4,554,400 | | | | |

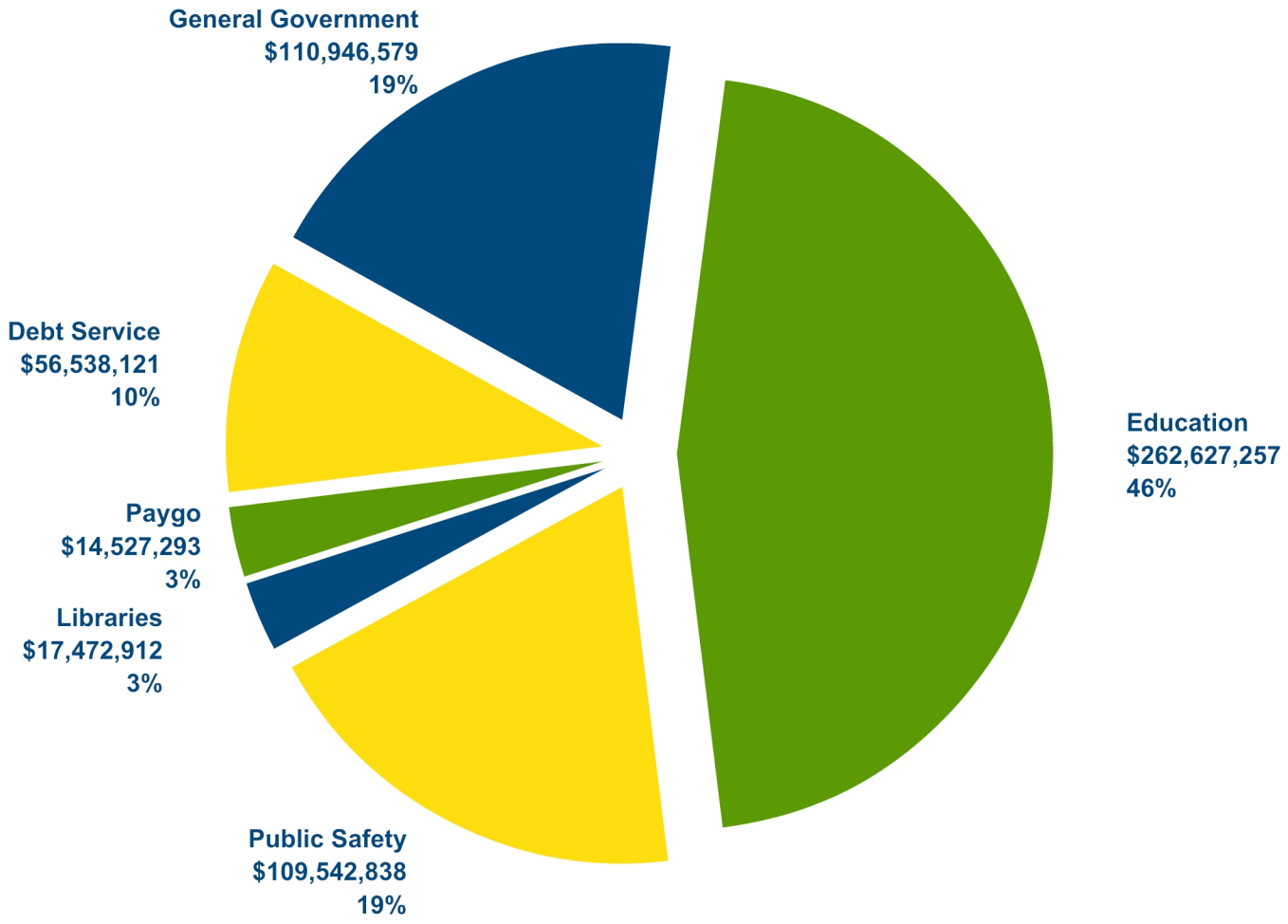
# GENERAL FUND REVENUES
## Fiscal Year 2018 - 2019
## TOTAL APPROVED BUDGET $571,655,000



## FY 19 APPROVED GENERAL FUND
## APPROPRIATIONS BREAKDOWN
## $571,655,000

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **GENERAL GOVERNMENT:** | **19%** | **110,946,579** | **EDUCATION:** | | **46%** | **262,627,257** |
| County Executive | 758,726 | | Board of Education | 43% | 245,815,645 | |
| Administration | 10,339,406 | | Harford Community College | 3% | 16,811,612 | |
| Procurement | 911,221 | | | | | |
| Treasury | 3,665,712 | | | | | |
| Law | 2,161,309 | | | | | |
| Planning & Zoning | 3,917,277 | | **PUBLIC SAFETY:** | | **19%** | **109,542,838** |
| Human Resources | 2,144,026 | | | | | |
| Community Services | 5,139,637 | | Sheriff | | 81,203,021 | |
| Handicapped Care Centers | 2,408,730 | | Emergency Services | | 13,681,356 | |
| Office of Govt & Comm Relations | 1,199,523 | | Volunteer Fire Companies | | 6,964,084 | |
| Health | 3,775,987 | | EMS Foundation | | 3,546,668 | |
| Info. & Communication Technology | 9,808,056 | | Inspections, Licenses & Permits | | 3,247,709 | |
| Public Works | 18,014,229 | | Humane Society | | 900,000 | |
| Council | 3,241,639 | | | | | |
| Judicial | 3,545,253 | | | | | |
| State's Attorney | 6,075,073 | | **LIBRARIES** | | **3%** | **17,472,912** |
| Elections | 2,359,305 | | | | | |
| Parks & Recreation | 9,682,090 | | | | | |
| Natural Resources | 734,800 | | **PAYGO:** | | **3%** | **14,527,293** |
| Community & Economic Develop | 6,423,849 | | Capital Improvements | | 11,715,972 | |
| Insurance | 714,176 | | Grant Matches | | 2,811,321 | |
| Benefits | 9,071,042 | | | | | |
| Appropriation to Towns | 3,585,513 | | **DEBT SERVICE** | | **10%** | **56,538,121** |
| Appropriation to State | 1,120,000 | | | | | |
| Rural Legacy Program | 50,000 | | | | | |
| Contingency Reserve | 100,000 | | | | | |

# GENERAL FUND APPROPRIATIONS
## Fiscal Year 2018 - 2019
## TOTAL APPROVED BUDGET $571,655,000



# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 112,129,391 | 111,140,341 | 121,643,719 | 129,574,053 | 129,574,053 |
| 20 | CONTRACTUAL SERVICES | 40,633,913 | 40,491,116 | 49,344,106 | 54,329,031 | 54,329,031 |
| 30 | SUPPLIES & MATERIALS | 4,373,991 | 4,461,931 | 4,968,986 | 5,233,133 | 5,233,133 |
| 40 | BUSINESS & TRAVEL | 3,453,492 | 2,955,453 | 3,724,938 | 3,684,200 | 3,684,200 |
| 50 | CAPITAL OUTLAY | 1,853,430 | 818,777 | 566,922 | 348,057 | 348,057 |
| 60 | DEBT SERVICE | 50,664,467 | 51,458,136 | 53,470,675 | 56,498,121 | 56,498,121 |
| 70 | MISCELLANEOUS | 293,428,640 | 297,342,623 | 309,355,769 | 321,880,820 | 321,960,820 |
| 80 | INTER-GOVERNMENTAL/INTER-FUND | 16,765 | 7,102 | 24,885 | 27,585 | 27,585 |
| | **GRAND TOTAL** | **506,554,089** | **508,675,479** | **543,100,000** | **571,575,000** | **571,655,000** |

# GENERAL FUND

**FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 01 | COUNTY EXECUTIVE | 521,734 | 231,302 | 739,045 | 758,726 | 758,726 |
| 02 | ADMINISTRATION | 6,095,475 | 6,045,142 | 10,398,735 | 10,339,406 | 10,339,406 |
| 03 | PROCUREMENT | 893,867 | 640,318 | 778,209 | 911,221 | 911,221 |
| 04 | TREASURY | 3,140,289 | 3,188,212 | 3,511,997 | 3,665,712 | 3,665,712 |
| 05 | LAW | 2,107,365 | 1,896,326 | 2,073,035 | 2,161,309 | 2,161,309 |
| 06 | PLANNING & ZONING | 3,300,160 | 3,248,700 | 3,625,800 | 3,917,277 | 3,917,277 |
| 08 | HUMAN RESOURCES | 2,563,393 | 1,623,352 | 1,907,235 | 2,144,026 | 2,144,026 |
| 09 | COMMUNITY SERVICES | 4,109,280 | 4,493,300 | 4,859,507 | 5,139,637 | 5,139,637 |
| 14 | HANDICAPPED CARE CENTERS | 2,438,730 | 2,298,730 | 2,298,730 | 2,408,730 | 2,408,730 |
| 15 | OFFICE OF GOV'T. & COMM. RELATIONS | 473,868 | 880,423 | 1,155,448 | 1,199,523 | 1,199,523 |
| 16 | HEALTH | 3,628,317 | 3,703,311 | 3,728,318 | 3,775,987 | 3,775,987 |
| 17 | HOUSING AGENCY | 1,206,694 | 1,071,257 | 1,404,853 | 0 | 0 |
| 18 | INFORMATION & COMM TECHNOLOGY | 6,749,856 | 7,297,894 | 8,320,490 | 9,808,056 | 9,808,056 |
| 21 | SHERIFF'S OFFICE | 69,516,898 | 71,430,377 | 76,529,635 | 81,203,021 | 81,203,021 |
| 22 | EMERGENCY SERVICES | 19,991,415 | 20,145,534 | 21,674,393 | 24,192,108 | 24,192,108 |
| 26 | INSPECTIONS, LICENSES & PERMITS | 2,656,290 | 2,696,101 | 3,035,247 | 3,247,709 | 3,247,709 |
| 30 | PUBLIC WORKS | 18,036,656 | 14,735,879 | 17,114,715 | 18,014,229 | 18,014,229 |
| 40 | COUNTY COUNCIL | 2,460,746 | 2,563,791 | 2,979,531 | 3,241,639 | 3,241,639 |
| 41 | JUDICIAL | 2,922,388 | 3,028,468 | 3,378,138 | 3,545,253 | 3,545,253 |
| 43 | STATE'S ATTORNEY | 5,699,564 | 5,730,420 | 6,237,188 | 6,075,073 | 6,075,073 |
| 48 | ELECTIONS | 1,723,625 | 1,998,592 | 2,401,235 | 2,359,305 | 2,359,305 |
| 54 | BOARD OF EDUCATION | 228,208,971 | 233,534,504 | 238,715,645 | 245,815,645 | 245,815,645 |
| 56 | HARFORD COMMUNITY COLLEGE | 15,261,612 | 15,561,612 | 16,411,612 | 16,811,612 | 16,811,612 |
| 57 | MARYLAND SCHOOL FOR THE BLIND | 72,702 | 0 | 0 | 0 | 0 |
| 58 | LIBRARIES | 16,279,546 | 16,644,574 | 17,100,985 | 17,472,912 | 17,472,912 |
| 59 | PARKS & RECREATION | 8,660,106 | 8,223,237 | 9,339,147 | 9,682,090 | 9,682,090 |
| 63 | CONSERVATION OF NAT'L RESOURCES | 648,113 | 671,273 | 728,455 | 734,800 | 734,800 |
| 65 | ECONOMIC DEVELOPMENT | 5,808,660 | 5,700,818 | 5,993,358 | 6,423,849 | 6,423,849 |

# GENERAL FUND

**FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY DEPARTMENT (CONT'D):** | | | | | | |
| 66 | DEBT SERVICE | 50,690,825 | 51,504,164 | 53,510,675 | 56,538,121 | 56,538,121 |
| 67 | INSURANCE | 0 | 471,846 | 748,098 | 714,176 | 714,176 |
| 68 | BENEFITS | 6,938,808 | 6,434,345 | 7,462,391 | 9,071,042 | 9,071,042 |
| 70 | MISCELLANEOUS | 13,748,136 | 10,981,677 | 14,838,150 | 20,102,806 | 20,182,806 |
| 90 | RESERVE FOR CONTINGENCIES | 0 | 0 | 100,000 | 100,000 | 100,000 |
| | **GRAND TOTAL** | **493,932,167** | **493,932,167** | **543,100,000** | **571,575,000** | **571,655,000** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | PROPERTY TAXES | 254,312,532 | 261,159,947 | 265,246,000 | 269,879,000 | 269,879,000 |
| | INCOME TAXES | 207,377,171 | 212,689,205 | 219,000,000 | 226,700,000 | 226,700,000 |
| | LICENSES & PERMITS | 4,539,298 | 4,567,962 | 4,374,300 | 4,554,400 | 4,554,400 |
| | INTERGOVERNMENTAL | 5,456,885 | 5,200,511 | 5,388,200 | 5,545,000 | 5,545,000 |
| | SERVICE CHARGES | 14,525,543 | 12,528,850 | 11,428,550 | 12,703,850 | 12,703,850 |
| | FINES & FORFEITURES | 117,581 | 85,450 | 69,200 | 95,000 | 95,000 |
| | MISCELLANEOUS REVENUES | 9,879,361 | 12,204,718 | 7,182,847 | 8,484,205 | 8,484,205 |
| | RECORDATION/TRANSFER TAX | 16,600,000 | 17,800,000 | 18,000,000 | 21,756,700 | 21,756,700 |
| | INTRA-COUNTY TRANSFERS | 6,853,201 | 6,709,558 | 7,810,903 | 7,942,900 | 7,942,900 |
| | FUND BALANCE APPROPRIATION | 0 | 0 | 4,600,000 | 13,913,945 | 13,993,945 |
| | **GRAND TOTAL** | **519,661,572** | **532,946,201** | **543,100,000** | **571,575,000** | **571,655,000** |

**FINANCIAL NOTES:**

| | |
|---|---|
| FY 19 Approved Budget | 571,655,000 |
| FY 18 Approved Budget | 543,100,000 |
| $ increase | 28,555,000 |
| % increase | 5.26% |

| FY 18 | FY 19 | CHANGE |
|---|---|---|
| 265,246,000 | 269,879,000 | 4,633,000 |

**EXPLANATION OF INCREASE/DECREASE - REVENUES**

PROPERTY TAXES:

| | | |
|---|---|---|
| FY 19 Approved Budget | 269,879,000 | 47.21 % of the FY 19 General Fund |
| FY 18 Approved Budget | 265,246,000 | 48.84 % of the FY 18 General Fund |
| $ increase | 4,633,000 | |
| % increase | 1.75% | |

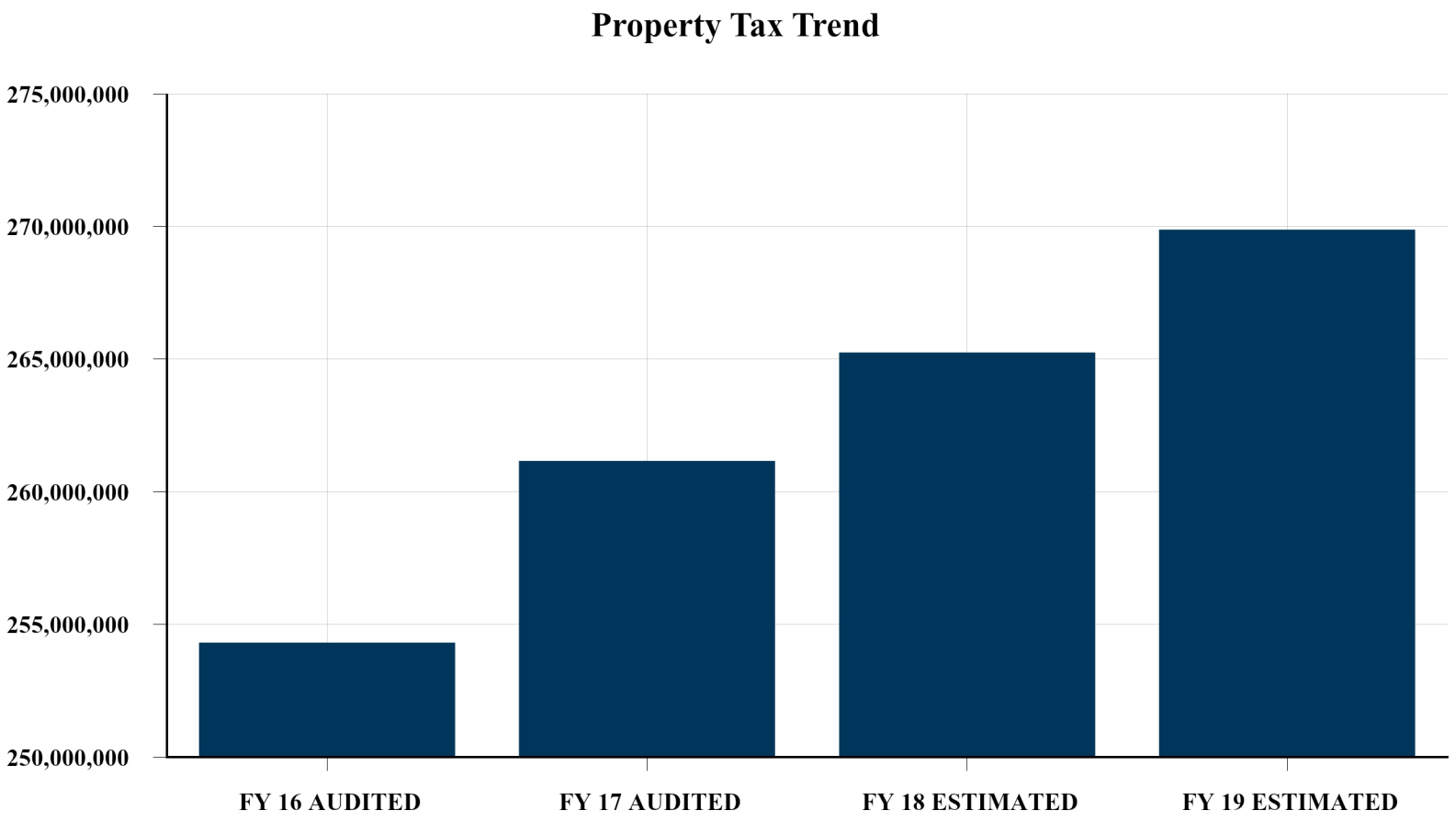
Maryland State law provides that all real property is subject to the property tax. Property owners receive a property tax bill each year, which is effective as of July 1st.

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 19 is $0.8937 per $100 of assessed value for properties. There was no change in the property tax rate from FY 18. 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, and real estate sales information.

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| | | | These reports along with prior year data are reviewed in order to properly complete a trend analysis. The 1.75% increase in property tax revenue for FY 19 is due to the properties being reassessed, known as "Group 3" having property values increased on average by 7.7% statewide. In Harford County, residential assessments increased by 3.6% and commercial assessments increased by 6.5% since their last assessment. FY 19 is the fifth year of positive assessment. |


Property Tax Trend
275,000,000
270,000,000
265,000,000
260,000,000
255,000,000
250,000,000
FY 16 AUDITED
FY 17 AUDITED
FY 18 ESTIMATED
FY 19 ESTIMATED

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE |
|---|---|---|
| 219,000,000 | 226,700,000 | 7,700,000 |

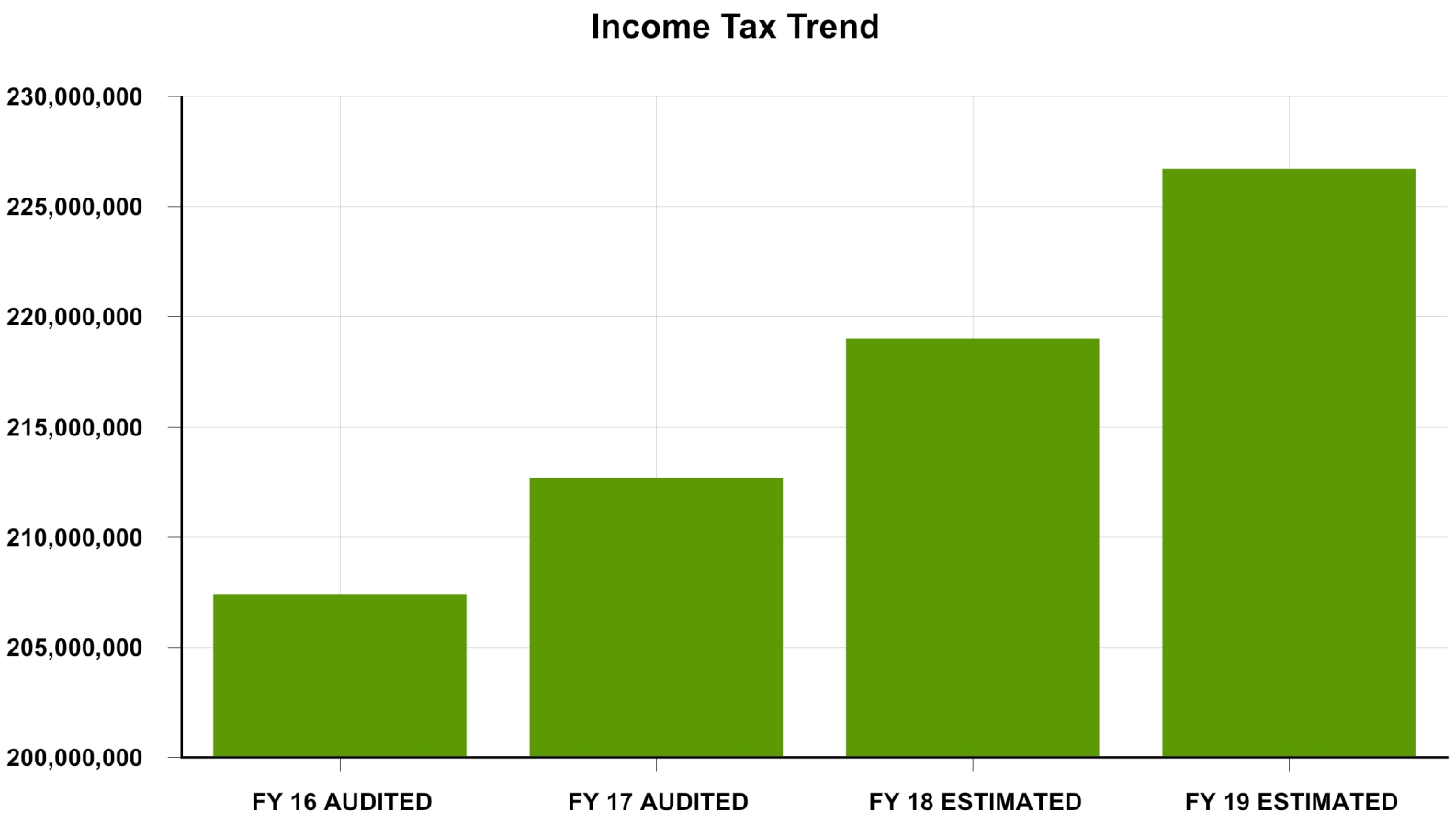
**EXPLANATION OF INCREASE/DECREASE - REVENUES**

INCOME TAXES

| | | |
|---|---|---|
| FY 19 Approved Budget | 226,700,000 | 39.66% of the FY 19 General Fund |
| FY 18 Approved Budget | 219,000,000 | 40.32% of the FY 18 General Fund |
| $ increase | 7,700,000 | |
| % increase | 3.52% | |

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.

FY 19 is expected to grow to $226,700,000 or approximately 3.5% over FY 18 estimated budgeted amount. The increase in quarterly revenue is largely due to an improving economy and lower unemployment. FY 19 will be our eighth year of positive growth in income tax.


Income Tax Trend
230,000,000
225,000,000
220,000,000
215,000,000
210,000,000
205,000,000
200,000,000
FY 16 AUDITED
FY 17 AUDITED
FY 18 ESTIMATED
FY 19 ESTIMATED

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE |
|---|---|---|
| 58,854,000 | 75,076,000 | 16,222,000 |

**EXPLANATION OF INCREASE/DECREASE - REVENUES**

OTHER REVENUES

| | | | |
|---|---|---|---|
| FY 19 Approved Budget | 75,076,000 | 13.12% | of the FY 19 General Fund |
| FY 18 Approved Budget | 58,854,000 | 10.84% | of the FY 18 General Fund |
| $ increase | 16,222,000 | | |
| % increase | 27.56% | | |

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

| Fund Balance Appropriated | FY 18 | FY 19 | Change |
|---|---|---|---|
| | 4,600,000 | 13,993,945 | 9,393,945 |

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.

| PSDS Recordation/Transfer Taxes | FY 18 | FY 19 | Change |
|---|---|---|---|
| | 18,000,000 | 21,756,700 | 3,756,700 |

FY 19 includes the anticipated transfer of $3,050,000 of accumulated recordation and transfer taxes which is a increase of $1,350,000. New Recordation and Transfer tax is estimated at $18,706,700 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.

# GENERAL FUND

**FINANCIAL NOTES:**

**EXPLANATION OF INCREASE/DECREASE - REVENUES**

| All "Other" Revenues combined | FY 18 | FY 19 | Change |
|---|---|---|---|
| | 36,254,000 | 39,325,355 | 3,071,355 |

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

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 121,643,719 | 129,574,053 | 7,930,334 | PERSONAL SERVICES<br>The increase is the result of the FY 19 COLA of 2% and a $2,000 merit salary increase for eligible county employees; full funding of the Sheriff's Office request for salary increases; increased costs for health benefits, pension expenses, overtime and temporary salaries. Additional funds were provided to establish a new Cadet Program within the Sheriff's Office. |
| 49,344,106 | 54,329,031 | 4,984,925 | CONTRACTUAL SERVICES<br>The increase is the result of contract with Baltimore County for the Transfer Station agreement; additional funds provided for annual software and hardware maintenance contracts based on actual expense history; inmate medical services contract requires additional appropriation; funds appropriated to the Emergency Service Foundation increased to provide for increases in their workers' compensation and health insurance costs; and based on actual expense history additional funds are provided for snow removal and grounds maintenance for County facilities. The annual cost for Retiree's Health Insurance also requires additional funds based on the increased number of retiree's. |
| 4,968,986 | 5,233,133 | 264,147 | SUPPLIES AND MATERIALS<br>Increase is the result of additional funds provided for soft body armor, flares, and ambulance stock/ equipment and uniforms for the additional paramedic positions funded for FY 19. Additional funds are provided for general office mailing and printing associated with elections; and the printing of the County's Community Resource Guide. |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 3,724,938 | 3,684,200 | (40,738) | BUSINESS AND TRAVEL<br>Decrease is the result of a reduction in fuel expenses based on actual expense history. This decrease is offset slightly due to our continued commitment to reinvest in the County workforce additional funds are provided for training, meals, lodging, etc. |
| 566,922 | 348,057 | (218,865) | CAPITAL OUTLAY<br>Although funding decreases for FY 19 it still provides for police car packages, MVIEW camera integration and communication equipment for Emergency Support Vehicle (Command Bus). |
| 53,470,675 | 56,498,121 | 3,027,446 | DEBT SERVICE<br>Principal and Interest payments on existing debt, and new debt to be issued in accordance with the FY 19 Approved Capital Budget. |
| 309,355,769 | 321,960,820 | 12,605,051 | MISCELLANEOUS<br>Increase is mainly the result of additional funds provided to the Board of Education to support teachers' salaries and contractual bus services; additional funds for the Harford Community College to support salary enhancements; additional funds for the Humane Society to support their increased operating costs; increase in police aid to municipalities; and an increase in Paygo funding to support the FY 19 Approved Capital Budget. |

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# SOLID WASTE SERVICES

# 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. In 2014, it is projected the County will meet its debt obligations for the HWTEF.

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. This account was eliminated for FY 17 and all costs associated with Solid Waste are included in the General Fund.

# SOLID WASTE SERVICES

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 406,891 | 0 | 0 | 0 | 0 |
| 20 | CONTRACTUAL SERVICES | 15,264,550 | 0 | 0 | 0 | 0 |
| 30 | SUPPLIES AND MATERIALS | 17,014 | 0 | 0 | 0 | 0 |
| 40 | BUSINESS AND TRAVEL | 339,889 | 0 | 0 | 0 | 0 |
| 50 | CAPITAL OUTLAY | 27,597 | 0 | 0 | 0 | 0 |
| 60 | DEBT SERVICE | 0 | 0 | 0 | 0 | 0 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 148 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **16,056,089** | **0** | **0** | **0** | **0** |
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 30 | PUBLIC WORKS | 16,056,089 | 0 | 0 | 0 | 0 |
| 66 | DEBT SERVICE | 0 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **16,056,089** | **0** | **0** | **0** | **0** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | LICENSES & PERMITS | 7,650 | 0 | 0 | 0 | 0 |
| | MISCELLANEOUS SERVICE FEES | 546,738 | 0 | 0 | 0 | 0 |
| | MISCELLANEOUS REVENUES | 0 | 0 | 0 | 0 | 0 |
| | LANDFILL TIPPING FEE | 5,184,282 | 0 | 0 | 0 | 0 |
| | WASTE TO ENERGY PLANT | 6,737,071 | 0 | 0 | 0 | 0 |
| | INVESTMENT INCOME | 4,580 | 0 | 0 | 0 | 0 |
| | INTRA-COUNTY | 0 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **12,480,321** | **0** | **0** | **0** | **0** |

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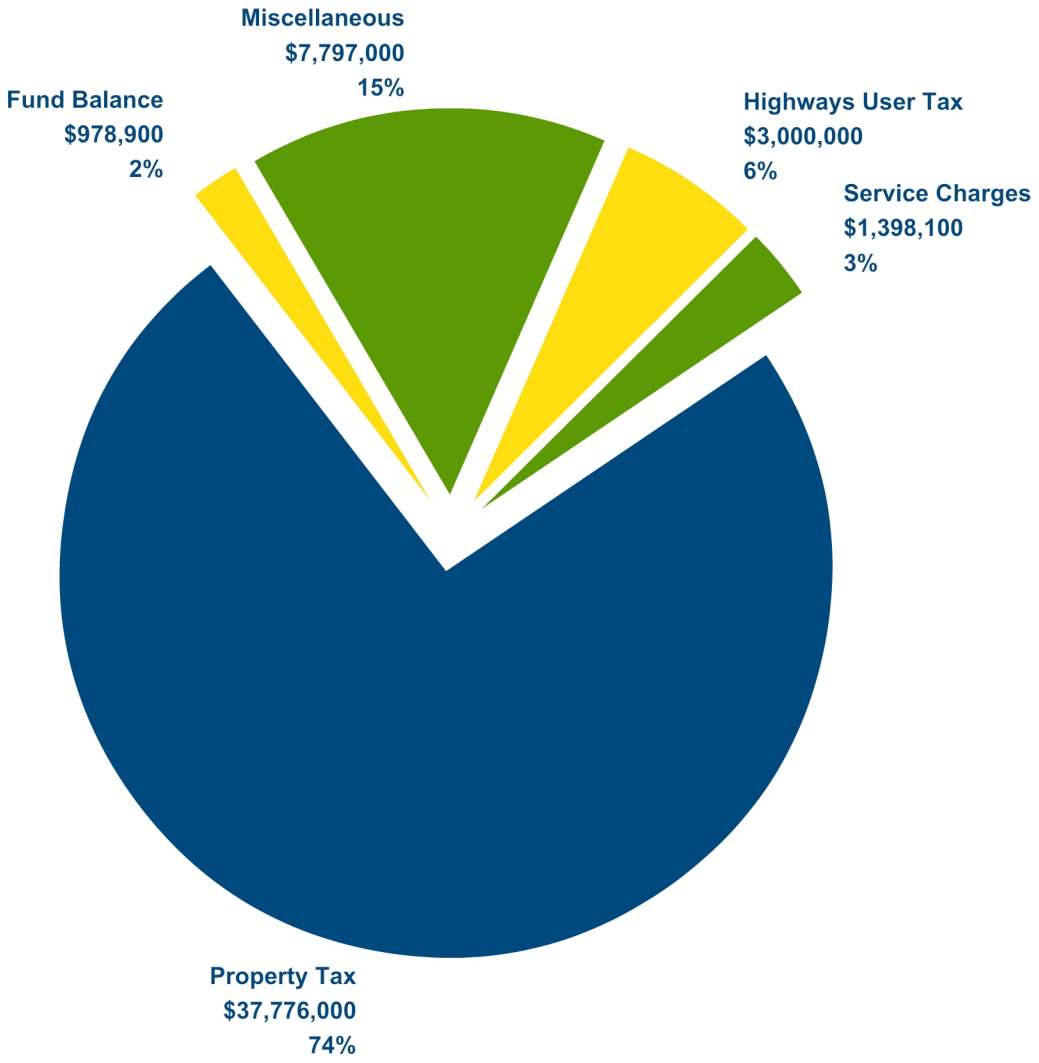
# HIGHWAYS

# FY 19 APPROVED HIGHWAYS FUND
# REVENUE BREAKDOWN
# $50,950,000

| | | | | | |
|---|---|---|---|---|---|
| **PROPERTY TAX:** | **74%** | **37,776,000** | **HIGHWAYS USERS TAX** | **6%** | **3,000,000** |
| Real & Personal | 38,754,000 | | | | |
| Deductions | (978,000) | | | | |
| | | | **SERVICE CHARGES** | **3%** | **1,398,100** |
| **MISCELLANEOUS:** | **15%** | **7,797,000** | **FUND BALANCE** | **2%** | **978,900** |
| Pro Rata | 210,100 | | | | |
| Capital Recovery | 1,350,000 | | | | |
| Miscellaneous | 6,017,900 | | | | |
| Investment Income | 219,000 | | | | |

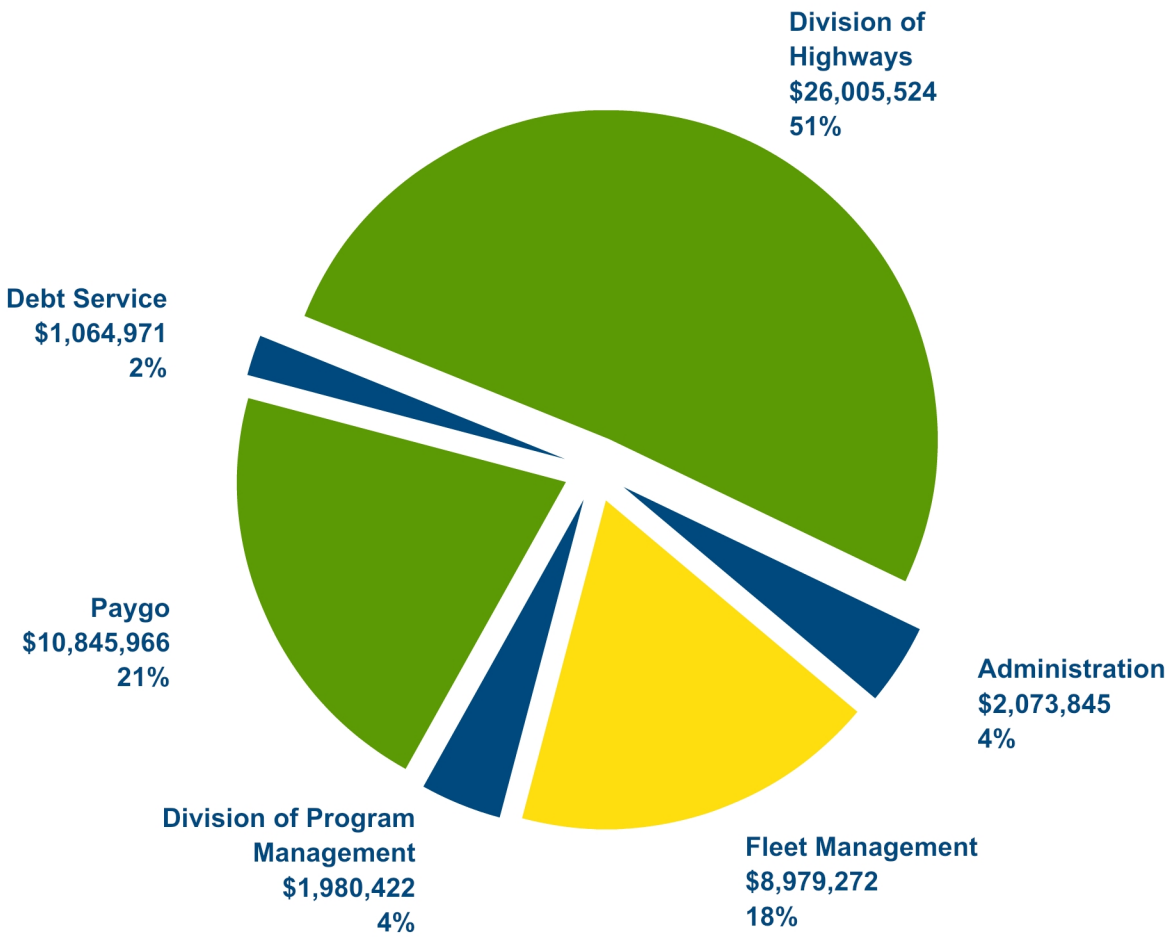
# HIGHWAYS FUND REVENUES
## Fiscal Year 2018 - 2019
## TOTAL APPROVED BUDGET $50,950,000



# FY 19 APPROVED HIGHWAYS FUND
# APPROPRIATIONS BREAKDOWN
# $50,950,000

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **ADMINISTRATION:** | | **4%** | **2,073,845** | **DIVISION OF HIGHWAYS:** | | **51%** | **26,005,524** |
| Personnel Matters | 293,496 | | | Bureau of Highways Engineering | 2,394,547 | | |
| Director | 317,929 | | | Bureau of Highways Maintenance | 21,274,079 | | |
| Benefits | 1,099,644 | | | Snow Removal | 2,336,898 | | |
| Insurance | 162,776 | | | | | | |
| Contingency Reserve | 200,000 | | | | | | |
| **FLEET MANAGEMENT** | | **18%** | **8,979,272** | **DIVISION OF PROGRAM MANAGEMENT:** | | **4%** | **1,980,422** |
| **DEBT SERVICE** | | **2%** | **1,064,971** | **PAYGO** | | **21%** | **10,845,966** |

# HIGHWAYS FUND APPROPRIATIONS
## Fiscal Year 2018 - 2019
## TOTAL APPROVED BUDGET $50,950,000



# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 14,389,894 | 14,450,558 | 15,362,927 | 16,338,971 | 16,338,971 |
| 20 | CONTRACTUAL SERVICES | 5,451,790 | 4,951,317 | 5,824,683 | 5,801,247 | 5,801,247 |
| 30 | SUPPLIES & MATERIALS | 5,472,491 | 4,241,393 | 7,481,120 | 7,482,285 | 7,632,285 |
| 40 | BUSINESS & TRAVEL | 5,061,645 | 4,593,800 | 5,976,322 | 6,189,500 | 6,189,500 |
| 50 | CAPITAL OUTLAY | 265,930 | 257,861 | 14,000 | 14,500 | 14,500 |
| 60 | DEBT SERVICE | 932,860 | 975,248 | 1,010,250 | 1,062,971 | 1,062,971 |
| 70 | MISCELLANEOUS | 10,754,493 | 10,559,986 | 12,526,298 | 12,956,126 | 13,906,126 |
| 80 | INTER-GOVERNMENTAL/INTER-FUND | 696 | 9 | 4,400 | 4,400 | 4,400 |
| | **GRAND TOTAL** | **42,329,799** | **40,030,172** | **48,200,000** | **49,850,000** | **50,950,000** |

# HIGHWAYS FUND

**FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 03 | PROCUREMENT | 7,035,353 | 5,668,682 | 8,752,821 | 8,979,272 | 8,979,272 |
| 08 | HUMAN RESOURCES | 124,778 | 91,721 | 215,271 | 293,496 | 293,496 |
| 30 | PUBLIC WORKS | 25,459,789 | 23,745,270 | 26,662,696 | 28,153,875 | 28,303,875 |
| 66 | DEBT SERVICE | 933,057 | 975,454 | 1,012,250 | 1,064,971 | 1,064,971 |
| 67 | INSURANCE | 0 | 107,286 | 178,306 | 162,776 | 162,776 |
| 68 | BENEFITS | 1,520,572 | 1,279,156 | 1,480,417 | 1,099,644 | 1,099,644 |
| 70 | MISCELLANEOUS | 7,256,250 | 8,162,603 | 9,698,239 | 9,895,966 | 10,845,966 |
| 90 | RESERVE FOR CONTINGENCIES | 0 | 0 | 200,000 | 200,000 | 200,000 |
| | **GRAND TOTAL** | **42,329,799** | **40,030,172** | **48,200,000** | **49,850,000** | **50,950,000** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | PROPERTY TAXES | 35,904,879 | 36,789,883 | 37,035,500 | 37,776,000 | 37,776,000 |
| | INTERGOVERNMENTAL/STATE SHARED | 2,065,394 | 1,826,589 | 2,165,000 | 2,050,000 | 3,000,000 |
| | SERVICE CHARGES | 623,160 | 476,124 | 1,411,300 | 1,398,100 | 1,398,100 |
| | FUND BALANCE APPROPRIATION | 0 | 0 | 0 | 828,900 | 978,900 |
| | MISCELLANEOUS REVENUES | 7,962,708 | 6,834,406 | 7,588,200 | 7,797,000 | 7,797,000 |
| | **GRAND TOTAL** | **46,556,141** | **45,927,002** | **48,200,000** | **49,850,000** | **50,950,000** |

# HIGHWAYS FUND

**FINANCIAL NOTES:**

| | |
|---|---|
| FY 19 Approved Budget | 50,950,000 |
| FY 18 Approved Budget | 48,200,000 |
| $ increase | 2,750,000 |
| % increase | 5.71% |

| FY 18 | FY 19 | CHANGE |
|---|---|---|
| 37,035,500 | 37,776,000 | 740,500 |

**EXPLANATION OF INCREASE/DECREASE - REVENUES**

PROPERTY TAXES

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:

- 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
- 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.

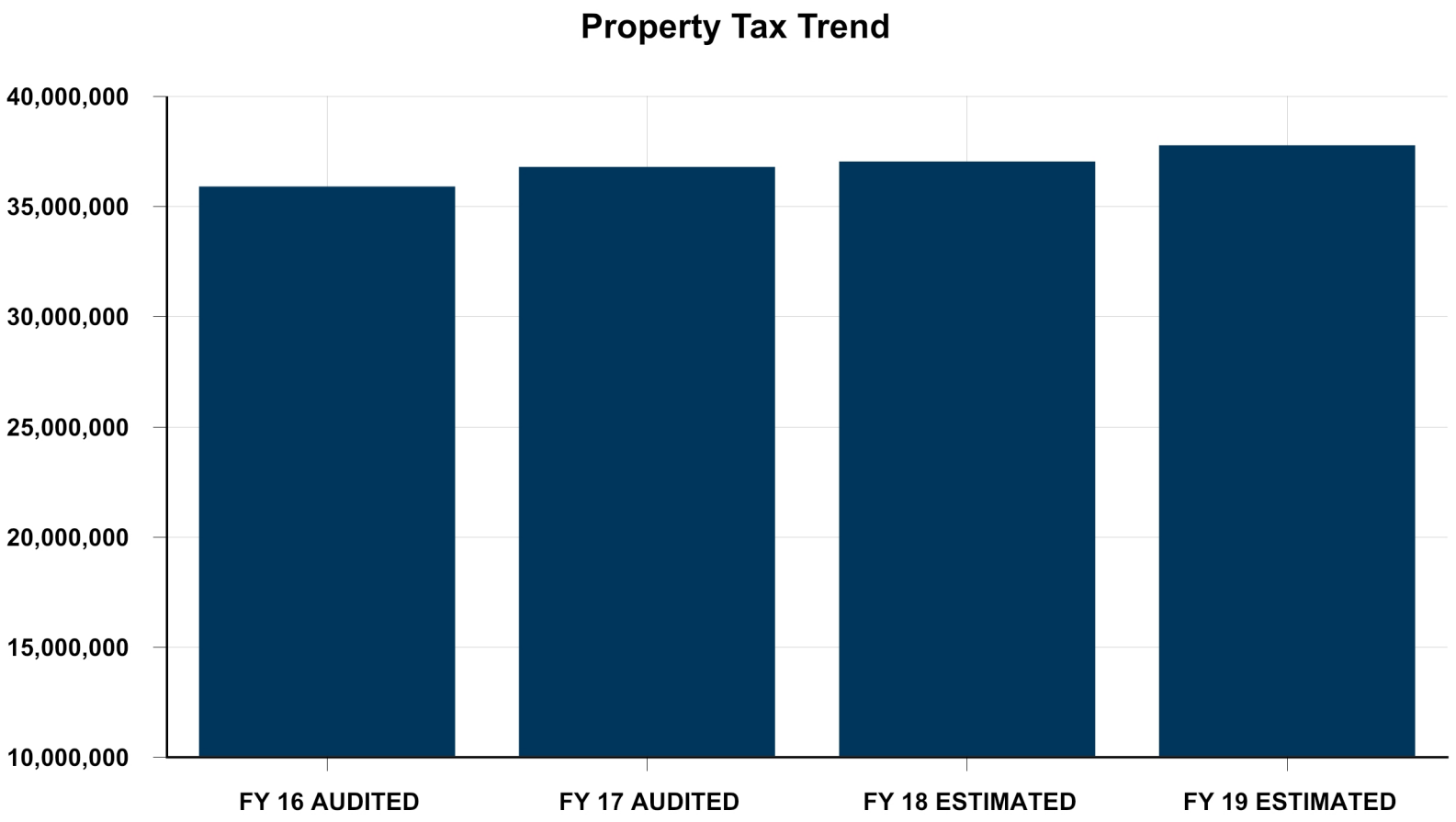
**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|

PROPERTY TAXES (CONT'D)

The $1,074,500 increase in highways fund property tax revenue is due to an increase in assessable base.

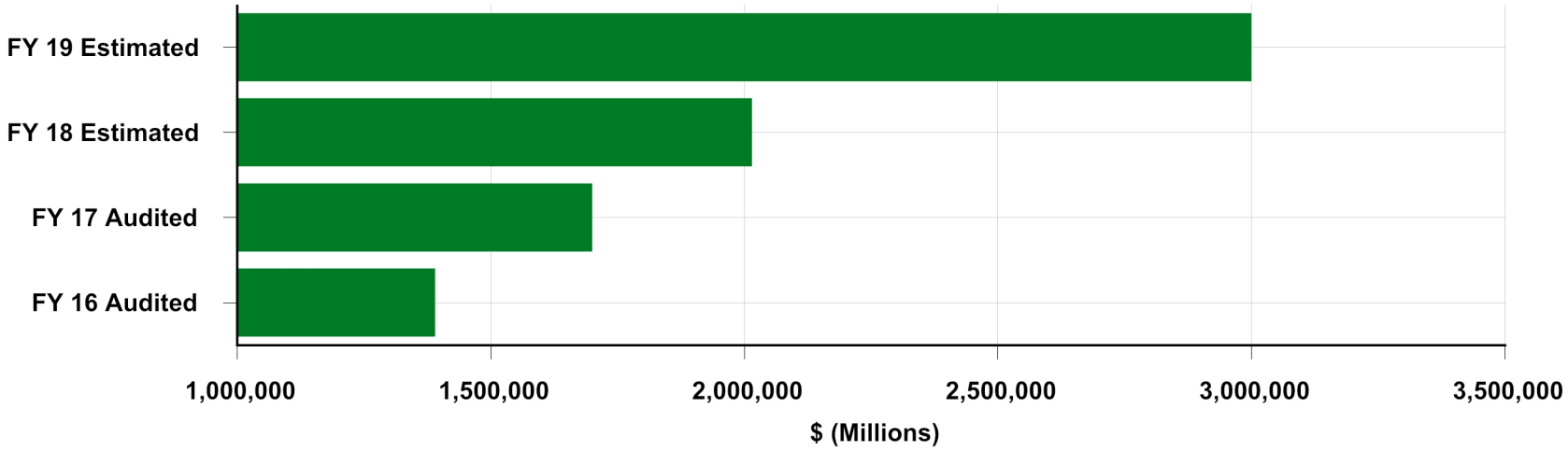
We consider various sources of information to make property tax revenue projections. The primary source is the Maryland Department of Assessment and Taxation (SDAT). They provide assessment estimates in November and March for the current, and the next two upcoming tax years. The second source of information 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
40,000,000
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
FY 16 AUDITED
FY 17 AUDITED
FY 18 ESTIMATED
FY 19 ESTIMATED

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 2,015,000 | 3,000,000 | 985,000 | STATE HIGHWAYS USERS TAX<br>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.<br>Each year the Maryland Department of Transportation's State Highway Administration provides the County with estimates of the Highways User Tax. For Fiscal Year 2019 we are projecting to receive $3,000,000. |

## State Highways Users Tax Trend



**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 1,441,300 | 1,398,100 | (43,200) | CHARGES FOR GOVERNMENT SERVICES<br>Governmental services charges such as inspections, plans review and fuel for county agencies have remained basically flat for the past several fiscal years. |
| 49,000 | 219,000 | 170,000 | INVESTMENT INCOME<br>Revenues from investments are reflective of the size of the County's portfolio and the rate of return. For FY 19, a projected increase is anticipated, based on actual investment earnings in FY 18. |
| 7,509,200 | 7,578,000 | 68,800 | OTHER REVENUE<br>The elements mainly responsible for the net decrease in "Other" revenues are: |

| FY 18 | FY 19 | Change | |
|---|---|---|---|
| 3,000,000 | 3,000,000 | 0 | Vehicle Maintenance contract reimbursement |
| 1,000,000 | 1,350,000 | 350,000 | Recovery from capital projects |
| 200,000 | 200,000 | 0 | Reimbursement from Ag credits |

| | | | |
|---|---|---|---|
| 0 | 978,900 | 978,900 | FUND BALANCE APPROPRIATION<br>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. Fund Balance of $978,900 is appropriated for the FY 19 Budget. |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 15,362,927 | 16,338,971 | 976,044 | PERSONAL SERVICES<br>Increase is the result of the FY 19 COLA of 2% and a $2,000 merit increase for all eligible employees; as well as increases in pension; workers' compensation and health benefit cost. |
| 5,824,683 | 5,801,247 | (23,436) | CONTRACTUAL SERVICES<br>Decrease is the net result of less funds required for Retiree's Health Insurance; offset by additional funds provided for contractual assistance with plans review and inspections based on workload. |
| 7,481,120 | 7,632,285 | 151,165 | SUPPLIES AND MATERIALS<br>Usage trends and cost projections result in an increase for gasoline and diesel fuel as well as additional funds required for road repair materials. |
| 5,976,322 | 6,189,500 | 213,178 | BUSINESS AND TRAVEL<br>Costs to maintain an aging fleet of county vehicles and equipment results in higher maintenance contract costs for Fleet Management. |
| 1,010,250 | 1,062,971 | 52,721 | DEBT SERVICE<br>Principal and Interest costs for Highways debt. |
| 12,526,298 | 13,906,126 | 1,379,828 | MISCELLANEOUS<br>Increase is the result of additional funds required for Pro-rata for the administrative support of the General Fund and additional Paygo funds in accordance with the FY 19 Approved Capital Budget. |

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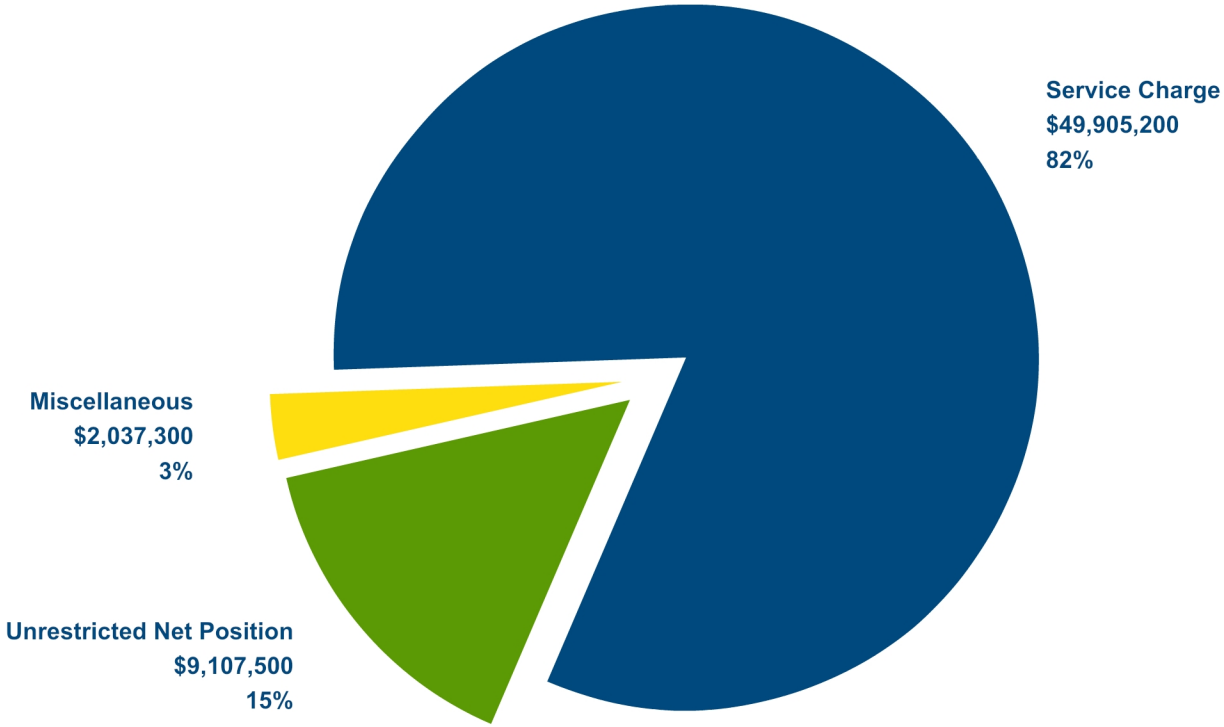
# WATER & SEWER

# FY 19 APPROVED WATER & SEWER FUND
# REVENUE BREAKDOWN
# $61,050,000

| | | | | | |
|---|---|---|---|---|---|
| **MISCELLANEOUS:** | **3%** | **2,037,300** | **UNRESTRICTED NET POSITION:** | **15%** | **9,107,500** |
| Capital Recovery | 50,000 | | Contributed Capital | 9,107,500 | |
| Miscellaneous | 579,800 | | | | |
| Investment Income | 1,077,500 | | | | |
| Intergovernmental | 330,000 | | | | |
| **SERVICE CHARGES** | **82%** | **49,905,200** | | | |

# WATER & SEWER
# OPERATING FUND REVENUES
# Fiscal Year 2018 - 2019
# TOTAL APPROVED BUDGET $61,050,000

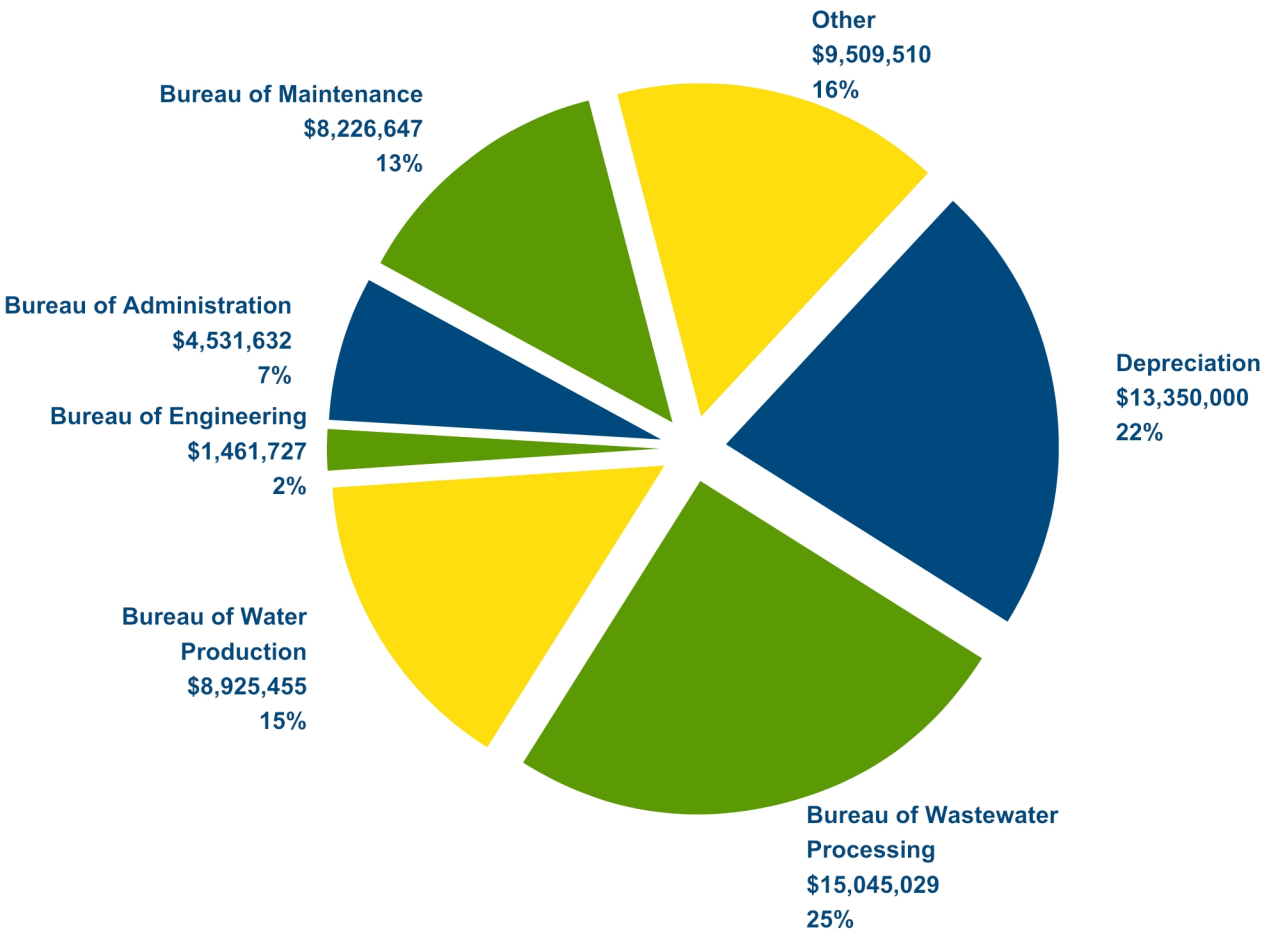


# FY 19 APPROVED WATER & SEWER FUND
# APPROPRIATIONS BREAKDOWN
# $61,050,000

| | | |
|---|---|---|
| **BUREAU OF W & S ADMINISTRATION:** | **7%** | **4,531,632** |
| Administration | 4,481,632 | |
| General Inventory | 50,000 | |
| **BUREAU OF W & S MAINTENANCE:** | **13%** | **8,226,647** |
| Water O&M Abingdon | 5,037,108 | |
| Sewer O&M Abingdon | 3,095,889 | |
| Whiteford/Cardiff Service Community | 93,650 | |
| **OTHER:** | **16%** | **9,509,510** |
| Accounting | 1,347,501 | |
| Personnel Matters | 281,560 | |
| Insurance | 160,220 | |
| Benefits | 1,180,229 | |
| Paygo | 6,540,000 | |
| **DEPRECIATION** | **22%** | **13,350,000** |

| | | |
|---|---|---|
| **BUREAU OF W & S OPERATIONS:** | | |
| **WASTEWATER PROCESSING:** | **25%** | **15,045,029** |
| Industrial Waste Management | 166,280 | |
| Sewer O&M Sod Run | 10,489,008 | |
| Joppatowne Sewerage Treatment | 929,727 | |
| Sewer O&M Pump/Meter Stations | 3,317,202 | |
| Sewer O&M Spring Meadows | 142,812 | |
| **WATER PRODUCTION:** | **15%** | **8,925,455** |
| Water O&M Perryman | 1,039,333 | |
| Water O&M Long Booster Stations | 888,085 | |
| Water O&M Havre de Grace | 827,654 | |
| Water O&M Abingdon-Big Inch | 6,039,233 | |
| Water O&M Carbon Treatment Plant | 16,650 | |
| Water O&M Solids Handling Facility | 114,500 | |
| **BUREAU OF ENGINEERING:** | **2%** | **1,461,727** |
| Water Engineering | 868,524 | |
| Sewer Engineering | 593,203 | |

# WATER & SEWER OPERATING FUND APPROPRIATIONS
## Fiscal Year 2018- 2019
## TOTAL APPROVED $61,050,000



# WATER & SEWER

***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 SUMMARY:**

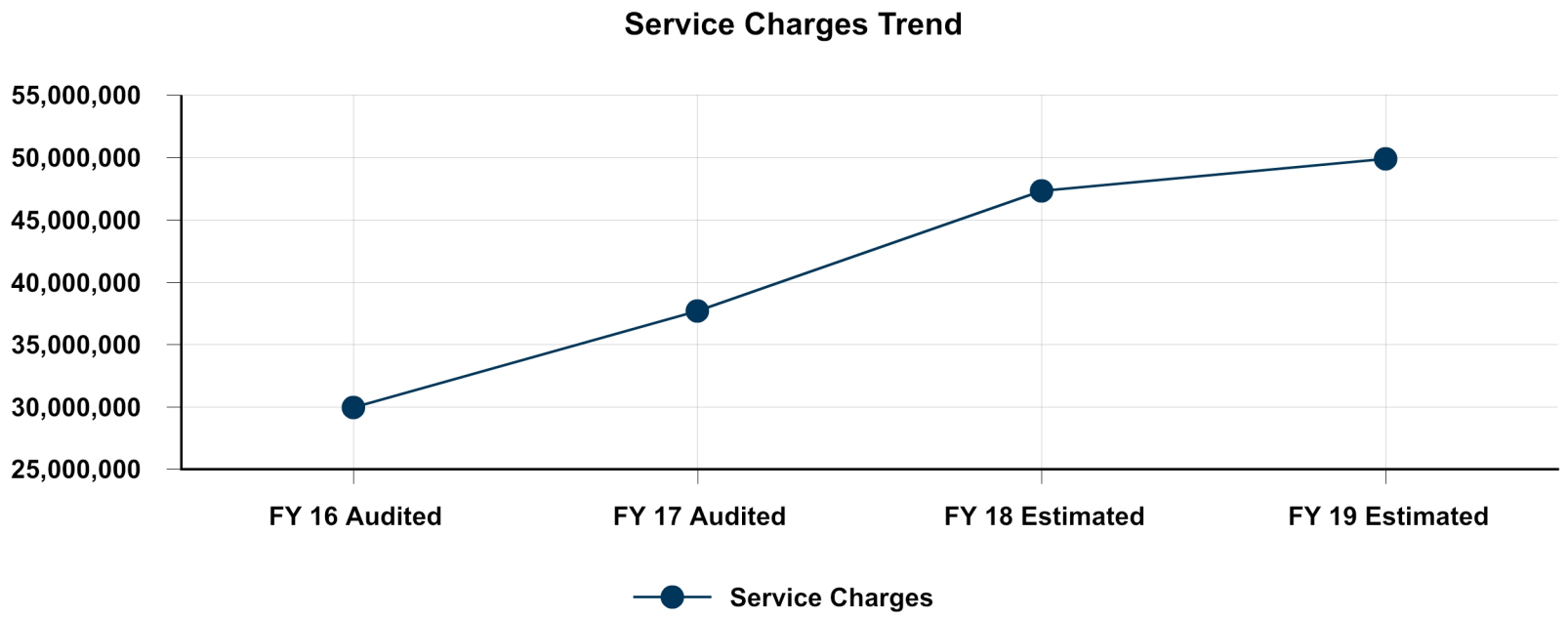
| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 14,374,747 | 14,757,074 | 16,840,756 | 17,953,298 | 17,953,298 |
| 20 | CONTRACTUAL SERVICES | 7,891,151 | 8,215,870 | 10,790,399 | 13,223,414 | 13,223,414 |
| 30 | SUPPLIES & MATERIALS | 3,299,463 | 3,498,259 | 4,401,928 | 4,729,085 | 4,729,085 |
| 40 | BUSINESS & TRAVEL | 644,809 | 553,697 | 792,085 | 866,935 | 866,935 |
| 50 | CAPITAL OUTLAY | 650,614 | 701,812 | 1,370,364 | 1,028,335 | 1,028,335 |
| 70 | MISCELLANEOUS | 17,809,000 | 18,521,248 | 19,314,418 | 23,248,883 | 23,248,883 |
| 80 | INTER-GOVERNMENTAL/INTER-FUND | 1,104 | 28 | 50 | 50 | 50 |
| | **GRAND TOTAL** | **44,670,888** | **46,247,988** | **53,510,000** | **61,050,000** | **61,050,000** |
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 04 | TREASURY | 933,813 | 943,959 | 1,282,690 | 1,347,501 | 1,347,501 |
| 08 | HUMAN RESOURCES | 185,778 | 181,378 | 204,535 | 281,560 | 281,560 |
| 30 | PUBLIC WORKS | 41,055,658 | 42,644,921 | 47,854,326 | 51,540,490 | 51,540,490 |
| 67 | INSURANCE | 0 | 75,961 | 156,626 | 160,220 | 160,220 |
| 68 | BENEFITS | 599,389 | 600,148 | 711,810 | 1,180,229 | 1,180,229 |
| 70 | MISCELLANEOUS | 1,896,250 | 1,801,621 | 3,300,013 | 6,540,000 | 6,540,000 |
| | **GRAND TOTAL** | **44,670,888** | **46,247,988** | **53,510,000** | **61,050,000** | **61,050,000** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | SERVICE CHARGES | 29,946,810 | 37,684,508 | 47,321,500 | 49,905,200 | 49,905,200 |
| | INVESTMENT INCOME | 363,399 | 529,675 | 343,608 | 1,077,500 | 1,077,500 |
| | MISCELLANEOUS REVENUE | 858,229 | 667,935 | 809,892 | 909,800 | 909,800 |
| | CONTRIBUTED CAPITAL | 0 | 0 | 4,885,000 | 9,107,500 | 9,107,500 |
| | RECOVERY FROM CAPITAL PROJECTS | 57,676 | 9,752 | 150,000 | 50,000 | 50,000 |
| | **GRAND TOTAL** | **31,226,114** | **38,891,870** | **53,510,000** | **61,050,000** | **61,050,000** |

# WATER & SEWER

**FINANCIAL NOTES:**

| | |
|---|---|
| FY 19 Approved Budget | 61,050,000 |
| FY 18 Approved Budget | 53,510,000 |
| $ increase | 7,540,000 |
| % increase | 14.09% |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 47,321,500 | 49,905,200 | 2,583,700 | SERVICE CHARGES<br>Increase due to legislated rise in Water & Sewer rates and anticipated new customers |



**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 343,608 | 1,077,500 | 733,892 | INVESTMENT INCOME:<br>FY 19 estimated revenue for investment income is based on FY 17 actuals and FY 18 estimated actuals. |
| 809,892 | 909,800 | 99,908 | MISCELLANEOUS REVENUE:<br>Includes sundry fines and forfeitures, sale of land and surplus equipment/vehicles, rents and concessions, lease purchase proceeds, MDE-ENR state operating grants and other revenue that can not be classified. FY 19 estimated Miscellaneous Revenue reflects prior year actual collections. |
| 4,885,000 | 9,107,500 | 4,222,500 | FUNDED DEPRECIATION-CONTRIBUTED CAPITAL:<br>Annual depreciation charges increase for FY 19. |
| 150,000 | 50,000 | (100,000) | RECOVERY FROM CAPITAL PROJECTS:<br>Cost of services billed to capital projects and recovered back to the operating budget. FY 19 estimated revenues are based on FY 17 actuals. |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 16,840,756 | 17,953,298 | 1,112,542 | PERSONAL SERVICES<br>Increase is the net result of the FY 19 COLA of 2% and a $2,000 merit salary increase as well as additional funds required for pension, workers' compensation and health benefits. |
| 10,790,399 | 13,223,414 | 2,433,015 | CONTRACTUAL SERVICES<br>Increase is the net result of electricity, heating fuel (gas & oil), facility repair & renovations, building/ engineering services, other professional services, utility line maintenance and other insurance based on actual expense history |
| 4,401,928 | 4,729,085 | 327,157 | SUPPLIES AND MATERIALS<br>Increase is the net result of chemicals and equipment repair parts based on actual actual expense history |
| 792,085 | 866,935 | 74,850 | BUSINESS AND TRAVEL<br>Increases in vehicle maintenance costs, in-house training courses and professional books and periodicals based on actual expense history. |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 1,370,364 | 1,028,335 | (342,029) | CAPITAL OUTLAY<br>Decrease is the result of funds provided in FY 18 for one-time purchase of storage facility, but still provides for the annual replacement of pumps, saws, blowers, generators and lab equipment |
| 19,314,418 | 23,248,883 | 3,934,465 | MISCELLANEOUS<br>Funding provides for payments to Delta Borough for treatment of waste, as required by the inter-state agreement, sludge generation fee paid to Maryland Department of Environment (MDE) per actuals, Pro-Rata Shares for the General Fund to support administrative services increases based on the FY 19 General Fund budget. Paygo funds to support the FY 19 Approved Capital budget increases over FY 18. |

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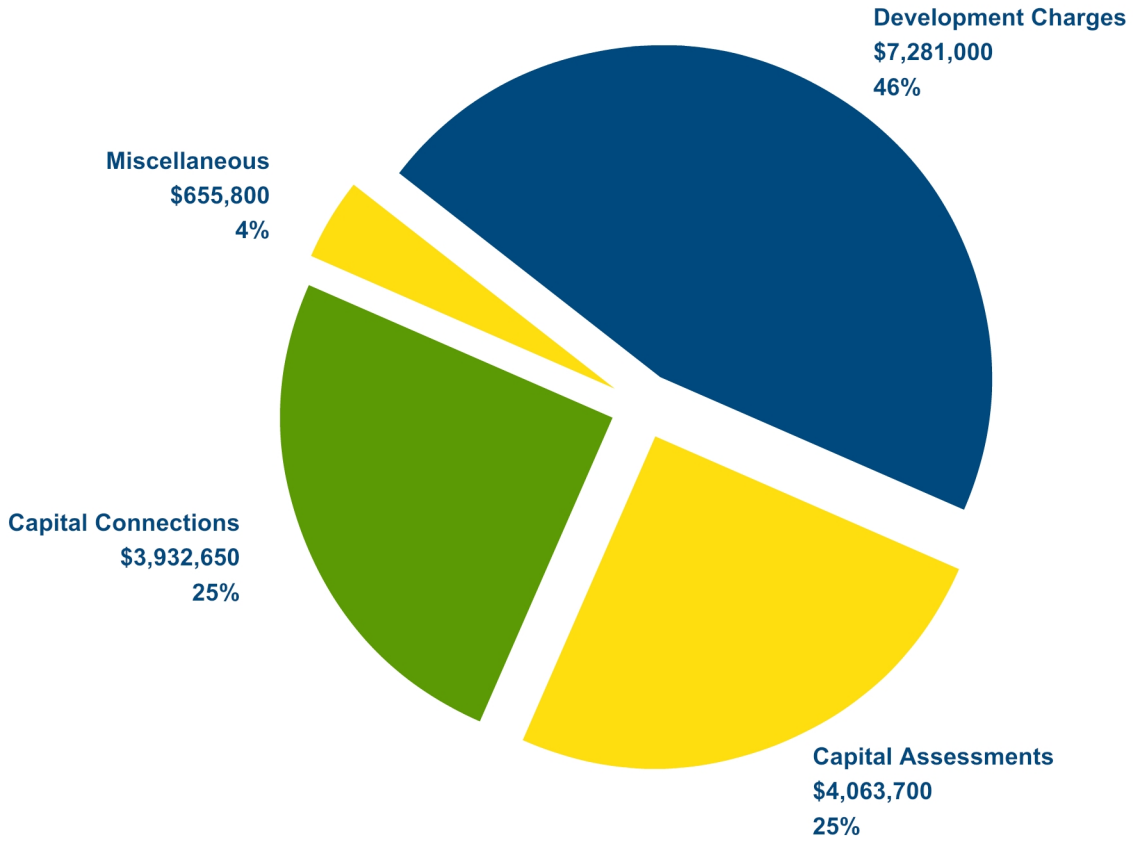
# WATER & SEWER DEBT SERVICE

# FY 19 APPROVED WATER AND SEWER DEBT SERVICE
# REVENUE BREAKDOWN
# $15,933,150

| | | | | | |
|---|---|---|---|---|---|
| **DEVELOPMENT CHARGES** | **46%** | **7,281,000** | **CAPITAL CONNECTIONS** | **25%** | **3,932,650** |
| **CAPITAL ASSESSMENTS** | **25%** | **4,063,700** | **MISCELLANEOUS** | **4%** | **655,800** |

# WATER & SEWER DEBT SERVICE FUND REVENUES
## Fiscal Year 2018 - 2019
## TOTAL APPROVED BUDGET $15,933,150

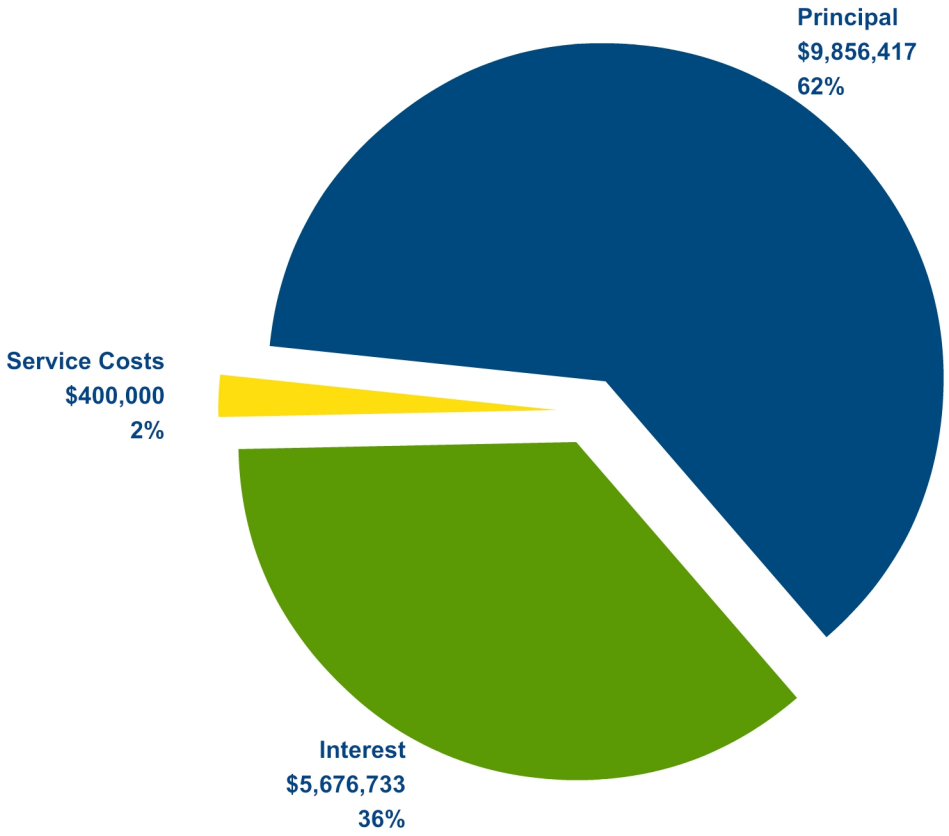


# FY 19 APPROVED WATER & SEWER DEBT SERVICE APPROPRIATIONS BREAKDOWN

## $15,933,150

| | | | | | |
|---|---|---|---|---|---|
| **PRINCIPAL** | **62%** | **9,856,417** | **INTEREST** | **36%** | **5,676,733** |
| | | | **SERVICE COSTS** | **2%** | **400,000** |

# WATER & SEWER DEBT SERVICE APPROPRIATIONS
## Fiscal Year 2018 - 2019
## TOTAL APPROVED BUDGET $15,933,150



# WATER & SEWER DEBT SERVICE FUND

***ORIGIN/PURPOSE:***

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

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

**SYSTEM CAPITAL CHARGES** - which include:

**Connection Charges** - These charges are based on a schedule of $450 per equivalent dwelling unit (EDU) for sewerage connections and $650 per EDU for water connections. An EDU is a unit of measure set to a maximum of 20 gallons per minute or 30 fixture units. Harford County Code Chapter 256, Article V, Section 44 established these charges. All connection charges must be paid before physical connection to the system or within six months of the date, the property is physically benefited.

**Surcharges -** Established by Harford County Code Chapter 256, Article V, Section 45.1, these surcharges are placed on every water and sewer connection at $450 per EDU for water, and similarly $100 for sewer. Surcharges are to be paid before issuance of a plumbing permit.

**Development Charges** - System development charges were established by Harford County Code Chapter 256, Article V, Section 45.4, Water/Sewer mains must be deemed operational by the Department of Public Works, and development charges must be paid, before the issuance of a plumbing permit for connection. These fees are based on each EDU, which increase by 6% each July 1st. For FY 19 the water system fee is $3,957 and the sewer system fee is $8,178.

**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.

**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.

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 20 | CONTRACTUAL SERVICES | 64,497 | 58,693 | 84,039 | 70,000 | 70,000 |
| 60 | DEBT SERVICE | 13,516,337 | 13,482,998 | 16,448,561 | 15,863,150 | 15,863,150 |
| | **GRAND TOTAL** | **13,580,834** | **13,541,691** | **16,532,600** | **15,933,150** | **15,933,150** |
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 66 | DEBT SERVICE | 13,580,834 | 13,541,691 | 16,532,600 | 15,933,150 | 15,933,150 |
| | **GRAND TOTAL** | **13,580,834** | **13,541,691** | **16,532,600** | **15,933,150** | **15,933,150** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | CAPITAL ASSESSMENTS | 4,973,276 | 4,981,476 | 5,009,500 | 4,063,700 | 4,063,700 |
| | CAPITAL CONNECTIONS | 2,558,054 | 2,988,881 | 3,968,500 | 3,932,650 | 3,932,650 |
| | DEVELOPMENT CHARGES | 6,124,959 | 6,382,194 | 6,868,800 | 7,281,000 | 7,281,000 |
| | MISCELLANEOUS | 669,619 | 634,045 | 685,800 | 655,800 | 655,800 |
| | **GRAND TOTAL** | **14,325,908** | **14,986,596** | **16,532,600** | **15,933,150** | **15,933,150** |

# WATER & SEWER DEBT SERVICE FUND

**FINANCIAL NOTES:**

| | |
|---|---|
| FY 19 Approved Budget | 15,933,150 |
| FY 18 Approved Budget | 16,532,600 |
| $ decrease | (599,450) |
| % decrease | (3.63)% |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 5,009,500 | 4,063,700 | (945,800) | CAPITAL ASSESSMENTS:<br>The decrease in capital assessments reflects a slight decrease in new petition projects and connections in the form of user benefit assessments |
| 3,912,000 | 3,932,650 | 20,650 | CAPITAL CONNECTIONS:<br>FY 19 budget reflects estimated collections during FY 18 |
| 6,868,800 | 7,281,000 | 412,200 | DEVELOPMENT CHARGES:<br>Projected to reflect an increase in connection activity.<br>FY 19 is based on FY 18 estimated receipts. |
| 10,800 | 10,800 | 0 | INVESTMENT INCOME:<br>Investment income revenue is estimated to remain flat for FY 19. |
| 731,500 | 645,000 | (86,500) | MISCELLANEOUS:<br>FY 19 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 |

# WATER & SEWER DEBT SERVICE FUND

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| | | | DEBT SERVICE: |
| 10,332,477 | 9,856,417 | (476,060) | Principal Payments - are adjusted to the amounts due on outstanding debt |
| 5,755,912 | 5,676,733 | (79,179) | Interest Payments - are adjusted to the amounts due on outstanding debt |
| 444,211 | 400,000 | (44,211) | Service Costs: |

| | FY 18 | FY 19 | Change |
|---|---|---|---|
| Legal Services | 7,203 | 6,000 | -1,203 |
| Management Services | 72,034 | 60,000 | -12,034 |
| Other Professional Services | 4,802 | 4,000 | -802 |
| Cost of Issuance | 360,172 | 330,000 | -30,172 |
| Totals | 444,211 | 400,000 | (44,211) |

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# PARKS & RECREATION SPECIAL REVENUE

# FY 19 APPROVED PARKS AND RECREATION SPECIAL REVENUE
# REVENUE BREAKDOWN
# $926,000

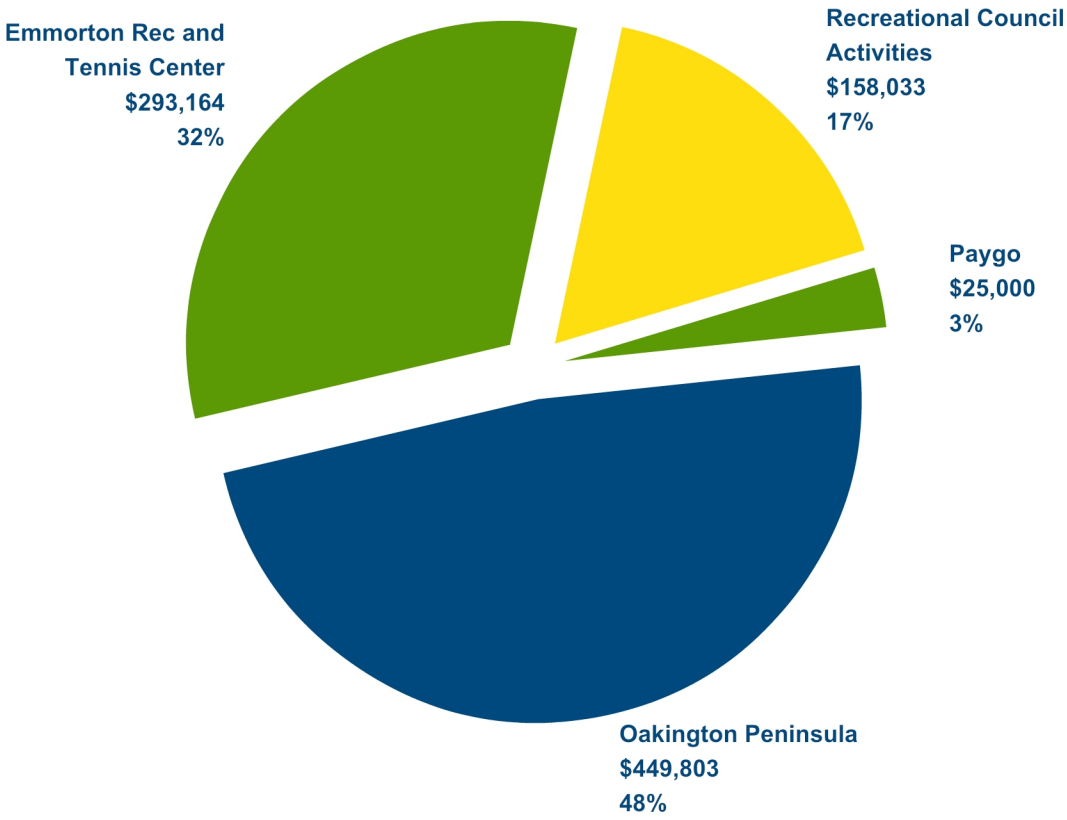
| | | | | | | |
|---|---|---|---|---|---|---|
| **SERVICE CHARGES** | **91%** | **846,000** | **MISCELLANEOUS:** | | **9%** | **80,000** |
| | | | Fund Balance | 80,000 | | |

# PARKS & RECREATION
# SPECIAL REVENUES
# Fiscal Year 2018 - 2019
# TOTAL APPROVED BUDGET $926,000

# FY 19 APPROVED PARKS & RECREATON SPECIAL REVENUE APPROPRIATIONS BREAKDOWN
# $926,000

| | | | | | |
|---|---|---|---|---|---|
| **EMMORTON RECREATION AND TENNIS CENTER** | **32%** | **293,164** | **OAKINGTON PENINSULA** | **48%** | **449,803** |
| **RECREATIONAL COUNCIL ACTIVITIES** | **17%** | **158,033** | **PAYGO** | **3%** | **25,000** |

# PARKS & RECREATION SPECIAL REVENUE APPROPRIATIONS
## Fiscal Year 2018- 2019
## TOTAL APPROVED BUDGET $926,000



# 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:

- 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.

- 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.

- 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 361,119 | 323,180 | 388,790 | 366,708 | 366,708 |
| 20 | CONTRACTUAL SERVICES | 261,213 | 271,714 | 357,644 | 396,550 | 396,550 |
| 30 | SUPPLIES & MATERIALS | 37,434 | 32,458 | 56,500 | 53,903 | 53,903 |
| 40 | BUSINESS & TRAVEL | 4,031 | 1,088 | 5,165 | 4,365 | 4,365 |
| 50 | CAPITAL OUTLAY | 5,002 | 2,132 | 13,000 | 5,000 | 5,000 |
| 70 | MISCELLANEOUS | 193,360 | 209,997 | 143,901 | 99,474 | 99,474 |
| | **GRAND TOTAL** | **862,159** | **840,569** | **965,000** | **926,000** | **926,000** |
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 59 | PARKS AND RECREATION | 732,159 | 690,569 | 890,000 | 901,000 | 901,000 |
| 70 | MISCELLANEOUS | 130,000 | 150,000 | 75,000 | 25,000 | 25,000 |
| | **GRAND TOTAL** | **862,159** | **840,569** | **965,000** | **926,000** | **926,000** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | MISCELLANEOUS REVENUES | 2,330 | 1,217 | 0 | 0 | 0 |
| | FUND BALANCE APPROPRIATION | 0 | 0 | 110,000 | 80,000 | 80,000 |
| | SERVICE CHARGES | 783,999 | 753,987 | 854,000 | 846,000 | 846,000 |
| | **GRAND TOTAL** | **786,329** | **755,204** | **965,000** | **926,000** | **926,000** |

# PARKS AND RECREATION SPECIAL REVENUE FUND

**FINANCIAL NOTES:**

| | |
|---|---|
| FY 19 Approved Budget | 926,000 |
| FY 18 Approved Budget | 965,000 |
| $ decrease | (39,000) |
| % decrease | (4.04)% |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 854,000 | 845,000 | (9,000) | SERVICE CHARGES<br>Account for receipts from various facilities and equipment. For example, the Showmobile stage rentals, Emmorton Recreation and Tennis Center fees and Swan Harbor facility rental. For FY 18, service fees were eliminated for skateboard facility. FY 19 estimated revenues adjusted based on actual receipt history: |

| | FY 18 | FY 19 | Change |
|---|---|---|---|
| Emmorton Rec & Tennis Center | 260,000 | 265,000 | 5000 |
| Oakington Peninsula | 365,000 | 365,000 | — |
| Showmobile/Stage Rentals | 14,000 | 15,000 | 1,000 |
| Recreation Councils/Spec Activities | 215,000 | 200,000 | (15,000) |
| | 854,000 | 845,000 | (9,000) |

| | | | |
|---|---|---|---|
| 1,000 | 1,000 | 0 | INVESTMENT INCOME<br>Investment Income is projected to remain flat for FY 19 |
| 110,000 | 80,000 | (30,000) | FUND BALANCE APPROPRIATED<br>This revenue source is appropriated into the next fiscal year's budget, and treated as one-time funding for that fiscal year. FY 19 funds will continue to be used to support improvements at Swan Harbor Farm. |

# PARKS AND RECREATION SPECIAL REVENUE FUND

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 388,790 | 366,708 | (22,082) | PERSONAL SERVICES<br>Net decrease is the result of less funding required for temporary employees offset by the FY 19 COLA of 2% and a $2,000 merit increase for employees. |
| 357,644 | 396,550 | 38,906 | CONTRACTUAL SERVICES<br>Net increase is the result of additional funds for new landscaping contract at Swan Harbor Farm facility. |
| 13,000 | 5,000 | (8,000) | CAPITAL OUTLAY<br>Although a decrease in funding sufficient funds are still provided for annual replacement of furniture, equipment, etc. for Swan Harbor and Emmorton Recreation and Tennis Center |
| 143,901 | 99,474 | (44,427) | MISCELLANEOUS<br>Funds are appropriated for Pro Rata Shares for support of General Fund administrative services and Paygo funding in the amount of $25,000 in support of the Swan Harbor Farm Improvements capital project. |

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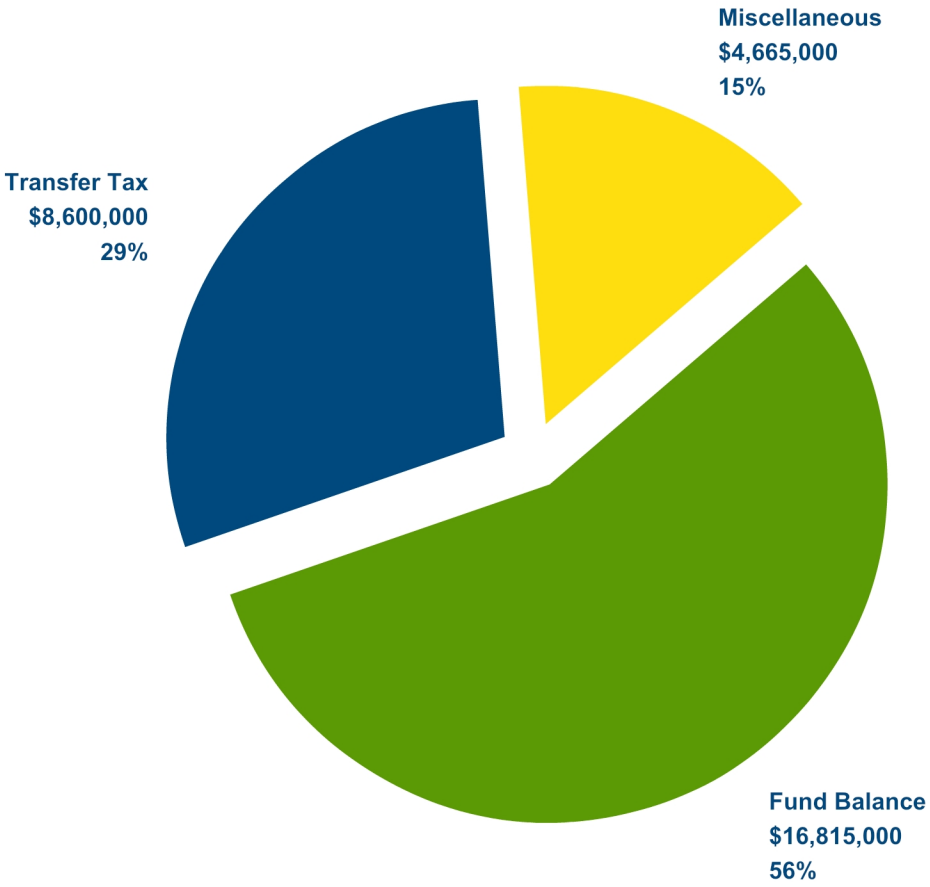
# COUNTY-AG PRESERVATION

# FY 19 APPROVED COUNTY - AG PRESERVATION
# REVENUE BREAKDOWN
# $30,080,000

| | | | | | |
|---|---|---|---|---|---|
| **TRANSFER TAX** | **29%** | **8,600,000** | **MISCELLANEOUS:** | **15%** | **4,665,000** |
| | | | Investment Income | 2,510,000 | |
| | | | Long Term Debt Proceeds | 2,155,000 | |
| **FUND BALANCE** | **56%** | **16,815,000** | | | |

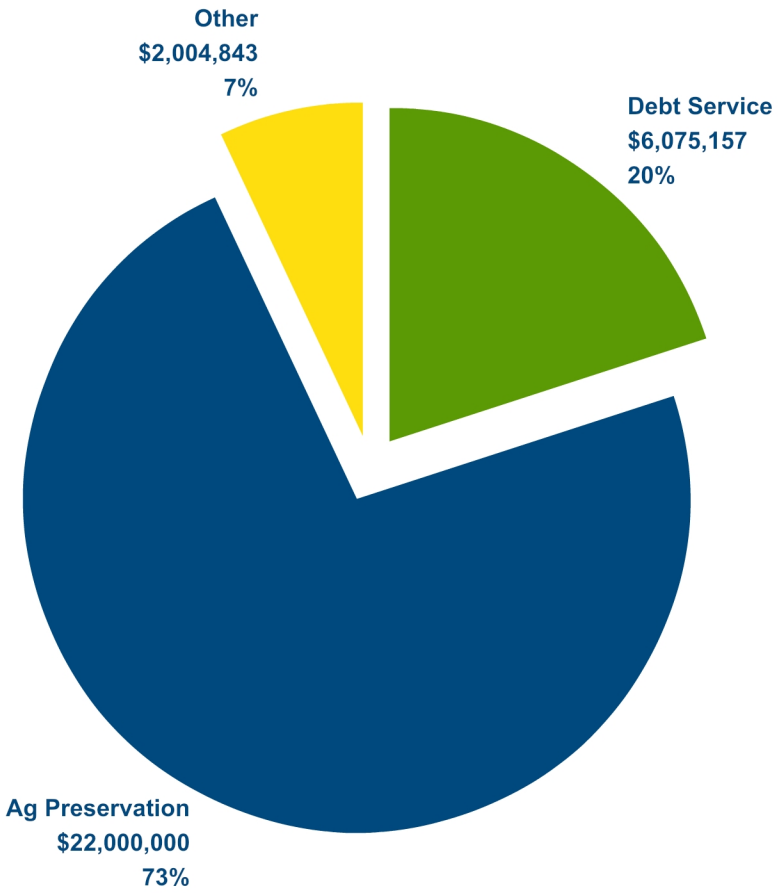
# COUNTY - AG PRESERVATION REVENUES
## Fiscal Year 2018 - 2019
## TOTAL APPROVED BUDGET $30,080,000



# FY 19 APPROVED COUNTY - AG PRESERVATION
# APPROPRIATIONS BREAKDOWN
# $30,080,000

| | | | | | |
|---|---|---|---|---|---|
| **AG PRESERVATION - COUNTY** | **73%** | **22,000,000** | **DEBT SERVICE** | **20%** | **6,075,157** |
| | | | **MISCELLANEOUS** | **7%** | **2,004,843** |

# COUNTY - AG PRESERVATION APPROPRIATIONS
## Fiscal Year 2018- 2019
## TOTAL APPROVED BUDGET $30,080,000



# 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.

# AGRICULTURAL PRESERVATION - COUNTY

**FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 20 | CONTRACTUAL SERVICES | 34,597 | 35,577 | 41,500 | 43,000 | 43,000 |
| 30 | SUPPLIES & MATERIALS | 32 | 0 | 300 | 643 | 643 |
| 40 | BUSINESS & TRAVEL | 268 | 300 | 1,200 | 1,200 | 1,200 |
| 50 | CAPITAL OUTLAY | 0 | 1,827,909 | 4,538,000 | 22,000,000 | 22,000,000 |
| 60 | DEBT SERVICE | 10,026,504 | 9,978,661 | 20,432,000 | 6,035,157 | 6,035,157 |
| 70 | MISCELLANEOUS | 0 | 183,984 | 2,000,000 | 2,000,000 | 2,000,000 |
| | **GRAND TOTAL** | **10,061,401** | **12,026,431** | **27,013,000** | **30,080,000** | **30,080,000** |
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 06 | PLANNING AND ZONING | 300 | 2,012,193 | 6,541,000 | 24,004,843 | 24,004,843 |
| 66 | DEBT SERVICE | 10,061,101 | 10,014,238 | 20,472,000 | 6,075,157 | 6,075,157 |
| | **GRAND TOTAL** | **10,061,401** | **12,026,431** | **27,013,000** | **30,080,000** | **30,080,000** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | TRANSFER TAX | 7,413,756 | 7,881,091 | 8,000,000 | 8,600,000 | 8,600,000 |
| | FUND BALANCE APPROPRIATION | 0 | 0 | 10,613,000 | 16,815,000 | 16,815,000 |
| | INVESTMENT INCOME | 2,563,226 | (784,026) | 8,400,000 | 2,510,000 | 2,510,000 |
| | MISCELLANEOUS REVENUES | 0 | 1,830,630 | 0 | 2,155,000 | 2,155,000 |
| | **GRAND TOTAL** | **9,976,982** | **8,927,695** | **27,013,000** | **30,080,000** | **30,080,000** |

# AGRICULTURAL PRESERVATION - COUNTY

**FINANCIAL NOTES:**

| | |
|---|---|
| FY 19 Approved Budget | 30,080,000 |
| FY 18 Approved Budget | 27,013,000 |
| $ increase | 3,067,000 |
| % increase | 11.35% |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 8,000,000 | 8,600,000 | 600,000 | TRANSFER TAX<br>Transfer Tax is based on prior year actual collections and projected collections for current year. |
| 8,400,000 | 2,510,000 | (5,890,000) | INVESTMENT INCOME<br>Interest income on investments purchased for agricultural preservation is projected to be lower for FY 19. |
| 0 | 2,155,000 | 2,155,000 | MISCELLANEOUS REVENUES<br>Proceeds from installment loans for easement purchase are anticipated for FY 19 |
| 10,613,000 | 16,815,000 | 6,202,000 | FUND BALANCE APPROPRIATED<br>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. The amount of fund balance appropriated for FY 19 increases by $6,202,000. |

# AGRICULTURAL PRESERVATION - COUNTY

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 41,500 | 43,000 | 1,500 | CONTRACTUAL SERVICES<br>Contractual Services increased based on actual expense history for ag preservation promotion |
| 300 | 643 | 343 | SUPPLIES & MATERIALS<br>Delivery Costs increased based on actual expense history |
| 1,200 | 1,200 | 0 | BUSINESS & TRAVEL<br>Mileage, parking/tolls, meals, training seminars, and meeting expenses based on actual expense history |
| 4,538,000 | 22,000,000 | 1,538,000 | CAPITAL OUTLAY<br>Increase for expected easement purchases for FY 19 |
| 20,432,000 | 6,035,157 | 10,102,200 | DEBT SERVICE<br>Debt service increase is the result of additional strip treasuries maturing in FY 19. |
| 2,000,000 | 2,000,000 | 1,700,000 | MISCELLANEOUS<br>Estimated purchase of land under the State Program; increased for FY 19. |

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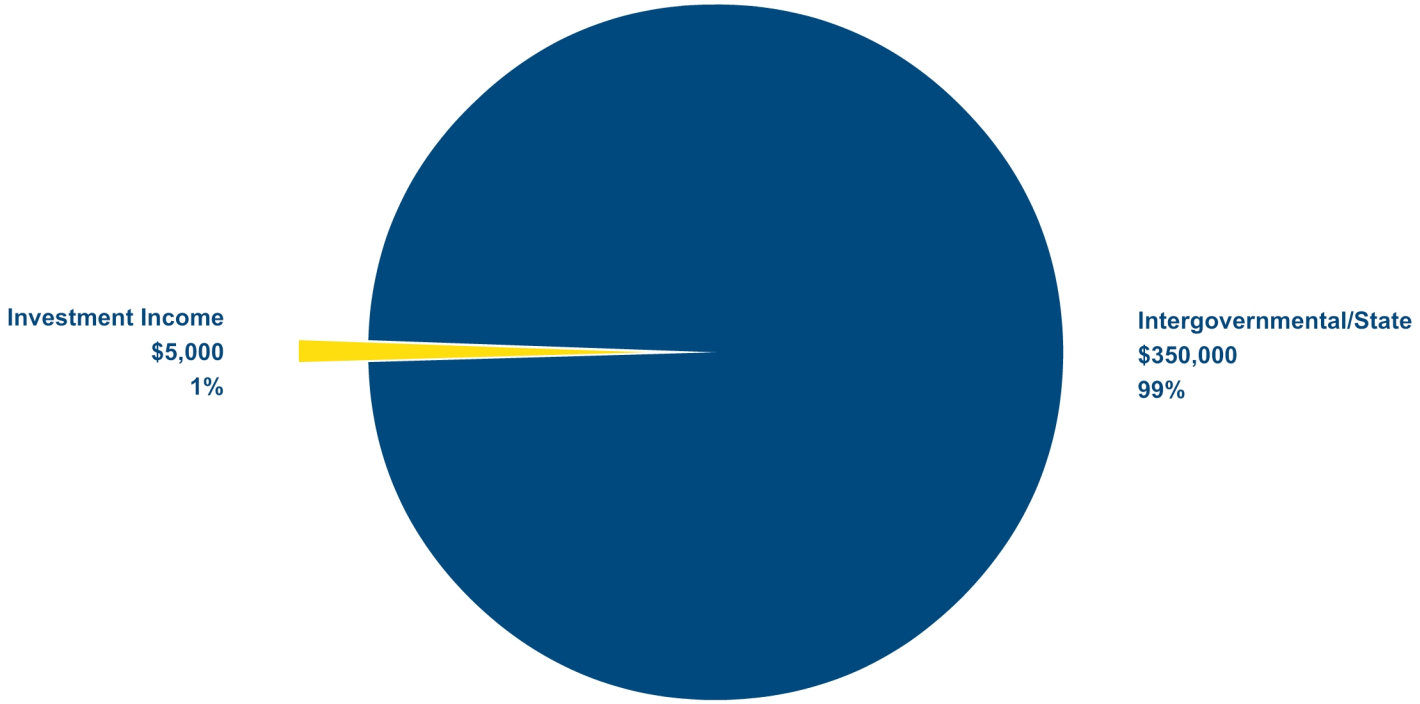
# STATE-AG PRESERVATION

# FY 19 APPROVED STATE - AG PRESERVATION
# REVENUE BREAKDOWN
# $355,000

| | | | | | |
|---|---|---|---|---|---|
| **INTERGOVERNMENTAL/STATE** | **99%** | **350,000** | **INVESTMENT INCOME** | **1%** | **5,000** |

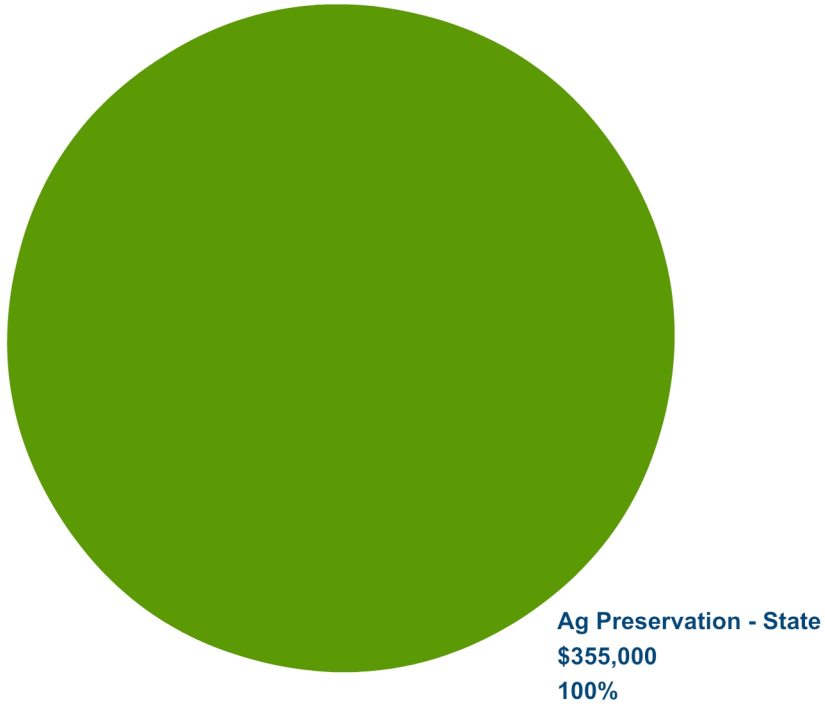
# STATE - AG PRESERVATION
# REVENUES
# Fiscal Year 2018 - 2019
# TOTAL APPROVED BUDGET $355,000



**FY 19 APPROVED STATE - AG PRESERVATION**
**APPROPRIATION BREAKDOWN**
**$355,000**

| | | |
|---|---|---|
| **AG PRESERVATION - STATE** | **100%** | **355,000** |

# STATE - AG PRESERVATION APPROPRIATIONS
## Fiscal Year 2018- 2019
## TOTAL APPROVED BUDGET $355,000



# AGRICULTURAL PRESERVATION - STATE

***ORIGIN/PURPOSE:***

The Maryland Agricultural Preservation Foundation (MALPF) was created in 1977 by the Maryland General Assembly to preserve productive agricultural land and woodland, via the Purchase of Development Rights (PDR), to provide for the continued production of food and fiber for all citizens of the State. Preservation of farmland was also intended to help curb the random expansion of urban development.

MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. MALPF is mainly funded with:

- a portion of the State's Property Transfer Tax, which is assessed on all property transfers
- local subdivision matching funds for easement purchases
- a State Agricultural Land Transfer Tax, which is imposed on all transfers of title in agricultural land taken out of production. Local subdivisions are required to collect the revenue generated by this tax; these funds are then shared in the following manner:
    - Maryland counties, without Certified Agricultural Land Preservation Programs are required to remit two-thirds of the revenue to MALPF. They retain one-third for agricultural land preservation purposes.
    - Counties that have a Certified Local Agricultural Land Preservation Program may retain 75% of the Agricultural Transfer Tax collected, for preservation purposes, and are required to remit only 25% to the Foundation.

## AG PRESERVATION - STATE

**FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| 70 | MISCELLANEOUS | 6,212 | 999,758 | 120,500 | 325,000 | 325,000 |
| | **GRAND TOTAL** | **36,212** | **1,029,758** | **150,500** | **355,000** | **355,000** |
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 06 | PLANNING AND ZONING | 36,212 | 1,029,758 | 150,500 | 355,000 | 355,000 |
| | **GRAND TOTAL** | **36,212** | **1,029,758** | **150,500** | **355,000** | **355,000** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | TRANSFER TAX - STATE | 462,705 | 559,789 | 150,000 | 350,000 | 350,000 |
| | INVESTMENT INCOME | 1,339 | 3,834 | 500 | 5,000 | 5,000 |
| | **GRAND TOTAL** | **464,044** | **563,623** | **150,500** | **355,000** | **355,000** |

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## AG PRESERVATION - STATE

**FINANCIAL NOTES:**

| | |
|---|---|
| FY 19 Approved Budget | 355,000 |
| FY 18 Approved Budget | 150,500 |
| $ increase | 204,500 |
| % increase | 135.88% |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 150,000 | 350,000 | 200,000 | TRANSFER TAX - STATE<br>FY 19 budget for Transfer Tax is estimated to increase based on the last three years of actual collections |
| 500 | 5,000 | 0 | INVESTMENT INCOME<br>FY 19 Investment Income is expected to increase |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 30,000 | 30,000 | 0 | PERSONAL SERVICES<br>A salary offset of $30,000 is available to offset the salary of a Planner III in the Department of Planning & Zoning |
| 120,500 | 325,000 | 204,500 | MISCELLANEOUS<br>Agricultural Land Preservation - increase for match available for easement purchases the Maryland Agricultural Land Preservation Foundation (MALPF) will make on the County's behalf |

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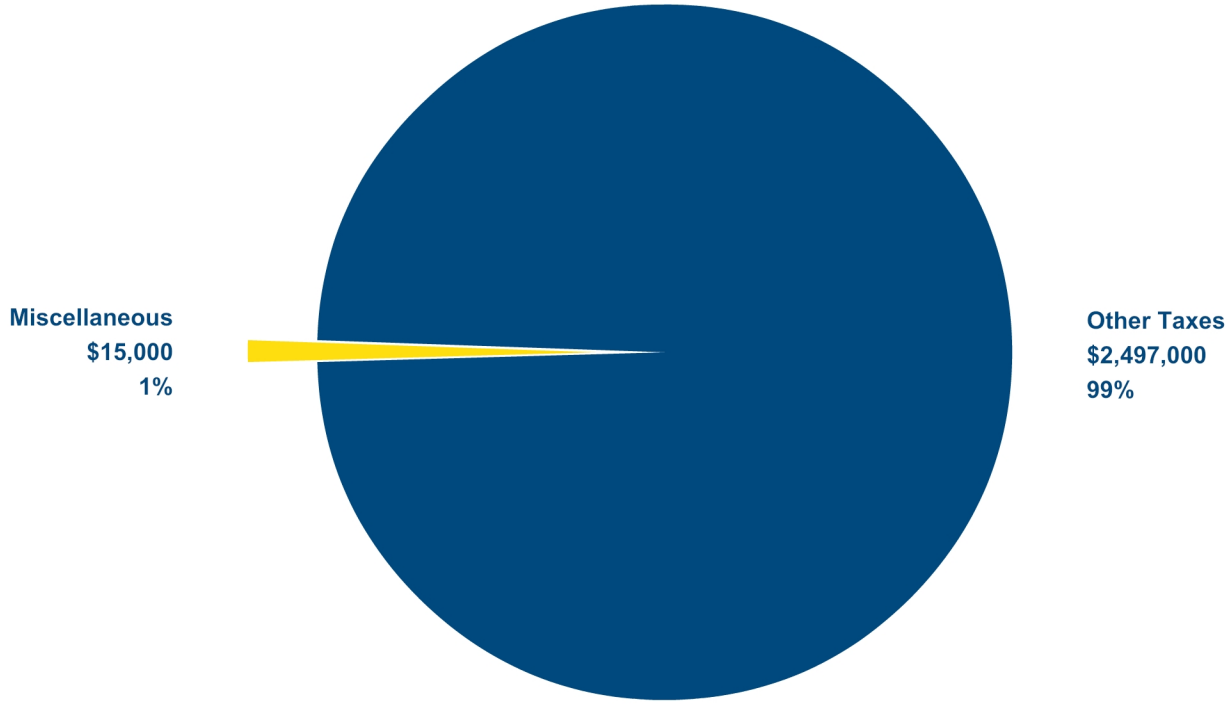
# STORMWATER MANAGEMENT

# FY 19 APPROVED STORMWATER MANAGEMENT FUND
# REVENUE BREAKDOWN
# $2,512,000

| | | | | | |
|---|---|---|---|---|---|
| **OTHER TAXES:** | **99%** | **2,497,000** | **MISCELLANEOUS:** | **1%** | **15,000** |
| Recordation Tax | 2,497,000 | | Investment Income | 11,000 | |
| | | | Miscellaneous | 4,000 | |

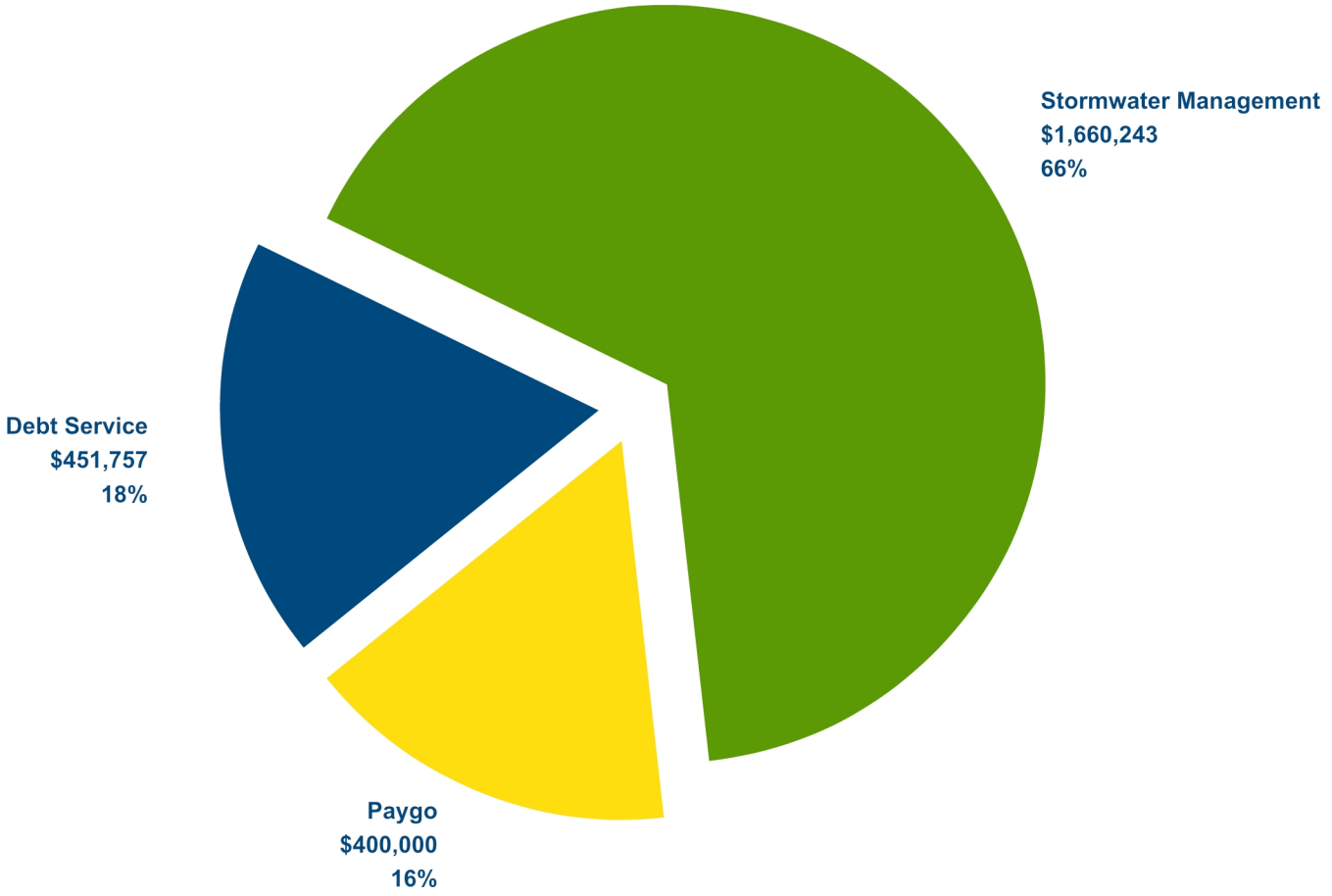
# STORMWATER MANAGEMENT FUND
# REVENUES
# Fiscal Year 2018 - 2019
# TOTAL APPROVED BUDGET $2,512,000



# FY 19 APPROVED STORMWATER MANAGEMENT FUND
# APPROPRIATIONS BREAKDOWN
# $2,512,000

| | | | | | |
|---|---|---|---|---|---|
| **DEBT SERVICE:** | **18 %** | **451,757** | **PAYGO:** | **16 %** | **400,000** |
| **STORMWATER MANAGEMENT:** | **66 %** | **1,660,243** | | | |

# STORMWATER MANAGEMENT FUND
# APPROPRIATIONS
# Fiscal Year 2018- 2019
# TOTAL APPROVED BUDGET $2,512,000



# 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.

The Stormwater Remediation Fee was repealed by Bill 14-036 effective July 1, 2015. No funds were appropriated to this fund in Fiscal Year 2016. For FY 2017, this fund is a special account for deposit of a certain portion of the recordation tax, $0.55 for each $500 of the sale price (or lien amount) for each property deed recorded. The proceeds of this fund are used for the County's watershed protection and restoration program as mandated under State of Maryland law. The State requires a separate fund be established for this purpose.

# STORMWATER MANAGEMENT

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 60 | DEBT SERVICE | 0 | 81,577 | 263,000 | 451,757 | 451,757 |
| 70 | MISCELLANEOUS | 0 | 200,000 | 1,824,500 | 2,060,243 | 2,060,243 |
| | **GRAND TOTAL** | **0** | **281,577** | **2,087,500** | **2,512,000** | **2,512,000** |
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 30 | PUBLIC WORKS | 0 | 0 | 1,324,500 | 1,660,243 | 1,660,243 |
| 66 | DEBT SERVICE | 0 | 81,577 | 263,000 | 451,757 | 451,757 |
| 70 | MISCELLANEOUS | 0 | 200,000 | 500,000 | 400,000 | 400,000 |
| | **GRAND TOTAL** | **0** | **281,577** | **2,087,500** | **2,512,000** | **2,512,000** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | OTHER TAXES | 2,104,899 | 2,289,262 | 2,075,000 | 2,497,000 | 2,497,000 |
| | INVESTMENT INCOME | 4,612 | 19,283 | 8,500 | 11,000 | 11,000 |
| | MISCELLANEOUS | 4,000 | 123,734 | 4,000 | 4,000 | 4,000 |
| | **GRAND TOTAL** | **2,113,511** | **2,432,279** | **2,087,500** | **2,512,000** | **2,512,000** |

# STORMWATER MANAGEMENT

**FINANCIAL NOTES:**

| | |
|---|---|
| FY 19 Approved Budget | 2,512,000 |
| FY 18 Approved Budget | 2,087,500 |
| $ increase | 424,500 |
| % increase | 20.34% |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 2,075,000 | 2,497,000 | 422,000 | RECORDATION TAX<br>This is a portion of the recordation tax, $0.55 for each $500 of the sale price (or lien amount) for each property deed recorded. |
| 12,500 | 15,000 | 2,500 | MISCELLANEOUS<br>This includes investment income estimated at $11,000 for FY 19 and any income from the municipalities estimated at $4,000 for FY 19 |

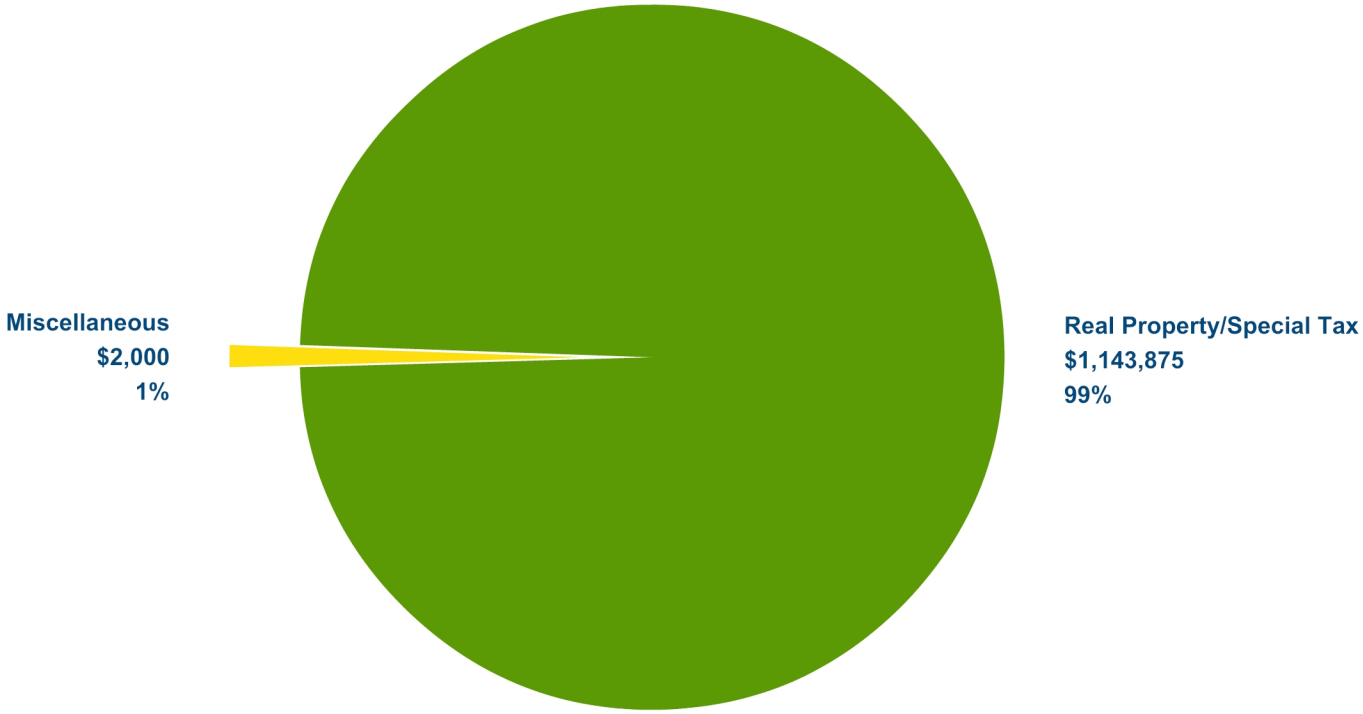
| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 263,000 | 457,757 | 194,757 | DEBT SERVICE<br>This is the principal and interest costs on the bonds sold for Stormwater Management capital projects. |
| 1,824,500 | 2,060,243 | 235,743 | MISCELLANEOUS<br>Funds are appropriated for other contingencies for Stormwater Management and capital projects that cannot be bonded. |

# TAX INCREMENT FINANCING

# FY 19 APPROVED TAX INCREMENT FINANCING
# REVENUE BREAKDOWN
# $1,145,875

| | | | | | |
|---|---|---|---|---|---|
| **REAL PROPERTY/SPECIAL TAX** | **99%** | **1,143,875** | **MISCELLANEOUS** | **1%** | **2,000** |
| | | | Investment Income | 2,000 | |

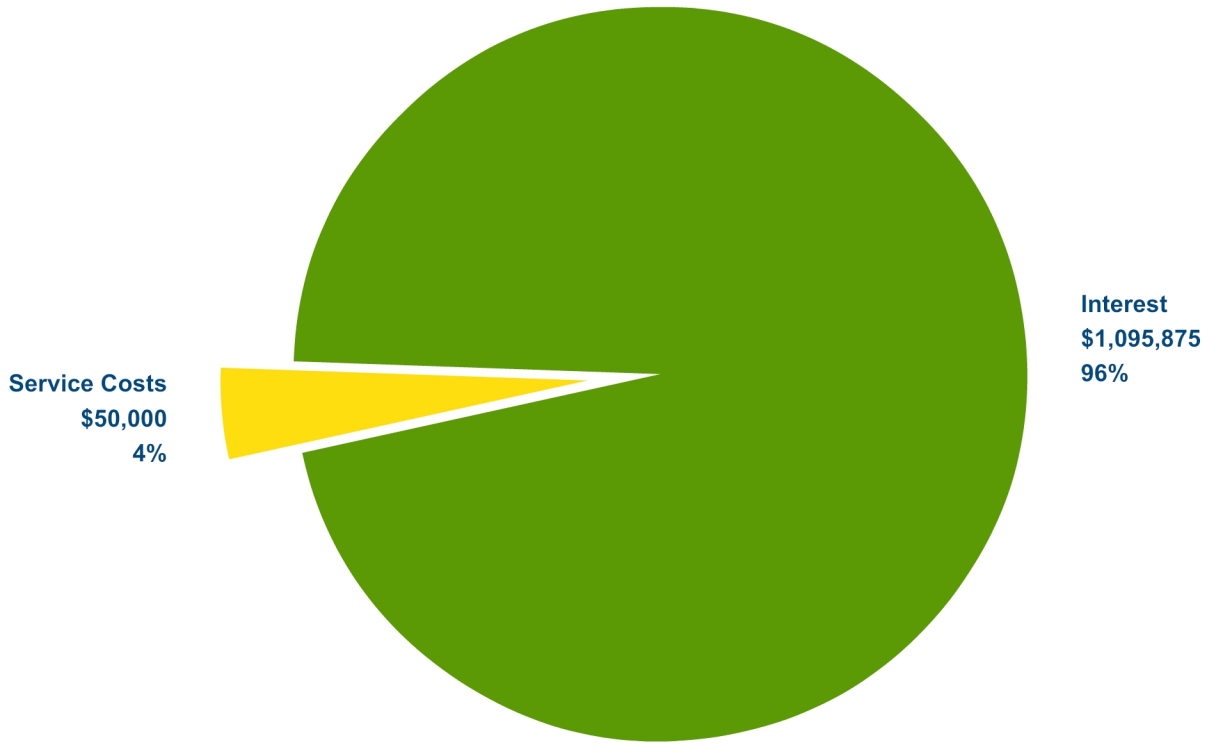
# TAX INCREMENT FINANCING
# REVENUES
# Fiscal Year 2018- 2019
# TOTAL APPROVED BUDGET $1,145,875



# FY 19 APPROVED TAX INCREMENT FINANCING
# APPROPRIATIONS BREAKDOWN
# $1,145,875

| | | | | | |
|---|---|---|---|---|---|
| **SERVICE COSTS** | **4%** | **50,000** | **INTEREST** | **96%** | **1,095,875** |

# TAX INCREMENT FINANCING
# APPROPRIATIONS
# Fiscal Year 2018- 2019
# TOTAL APPROVED BUDGET $1,145,875



# TAX INCREMENT FINANCING FUND

***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 of a pledge of the County's full faith and credit or taxing power. The only funds the County will be obligated to use to make payment on the bonds and the cost of issuance will be those that result from real property taxes levied by the County on the tax increment on properties located in the Development District and, if such revenues are or will be insufficient, the Special Tax levied on and collected from property located in the Special Taxing District and any other moneys held under and as provided by the indenture pursuant to which the bonds were issued.

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 60 | DEBT SERVICE | 1,072,188 | 1,072,546 | 1,129,000 | 1,145,875 | 1,145,875 |
| | **GRAND TOTAL** | **1,072,188** | **1,072,546** | **1,129,000** | **1,145,875** | **1,145,875** |
| **SUMMARY BY DEPARTMENT:** | | | | | | |
| 66 | DEBT SERVICE | 1,072,188 | 1,072,546 | 1,129,000 | 1,145,875 | 1,145,875 |
| | **GRAND TOTAL** | **1,072,188** | **1,072,546** | **1,129,000** | **1,145,875** | **1,145,875** |
| **SUMMARY BY REVENUE SOURCE:** | | | | | | |
| | REAL PROPERTY/SPECIAL TAX | 1,025,782 | 1,026,896 | 1,127,000 | 1,143,875 | 1,143,875 |
| | INVESTMENT INCOME | 4,083 | 6,866 | 2,000 | 2,000 | 2,000 |
| | FUND BALANCE APPROPRIATED | 0 | 0 | 0 | 0 | 0 |
| | | **1,029,865** | **1,033,762** | **1,129,000** | **1,145,875** | **1,145,875** |

# TAX INCREMENT FINANCING FUND

**FINANCIAL NOTES:**

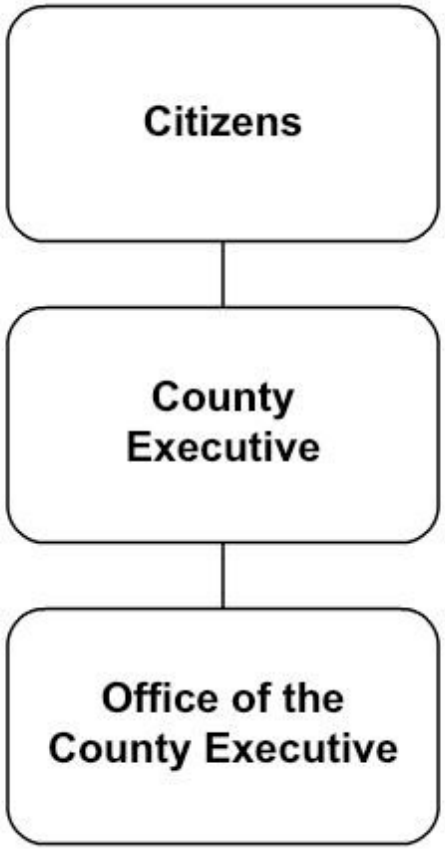
| | |
|---|---|
| FY 19 Approved Budget | 1,145,875 |
| FY 18 Approved Budget | 1,129,000 |
| $ increase | 16,875 |
| % increase | 1.49% |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - REVENUES |
|---|---|---|---|
| 1,127,000 | 1,143,875 | 16,875 | REAL PROPERTY/SPECIAL TAX<br>FY 19 will be the fifth year that Harford County will be assessing a Real Property/Special Tax for Beechcreek Estates Development. |
| 2,000 | 2,000 | 0 | INVESTMENT INCOME<br>Estimated investment income anticipated for Beechcreek accumulated cash balance. |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE - EXPENDITURES |
|---|---|---|---|
| 1,079,000 | 1,095,875 | 16,875 | Interest - Beechcreek 2011 Bonds @ $1,095,875 |
| 50,000 | 50,000 | 0 | Services Costs - Cost of Issuance Beechcreek @ $50,000. |

**Harford County Government**

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 449,161 | 458,006 | 500,945 | 526,626 | 526,626 |
| 20 | CONTRACTUAL SERVICES | 10,342 | 13,316 | 29,500 | 23,500 | 23,500 |
| 30 | SUPPLIES AND MATERIALS | 15,307 | 12,320 | 20,400 | 20,400 | 20,400 |
| 40 | BUSINESS AND TRAVEL | 10,433 | 17,669 | 28,200 | 28,200 | 28,200 |
| 50 | CAPITAL OUTLAY | 346 | 521 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 36,145 | 64,456 | 160,000 | 160,000 | 160,000 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **521,734** | **566,288** | **739,045** | **758,726** | **758,726** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 521,734 | 566,288 | 739,045 | 758,726 | 758,726 |
| | **GRAND TOTAL** | **521,734** | **566,288** | **739,045** | **758,726** | **758,726** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 11000 | OFFICE OF THE COUNTY EXECUTIVE | 521,734 | 566,288 | 739,045 | 758,726 | 758,726 |
| | **GRAND TOTAL** | **521,734** | **566,288** | **739,045** | **758,726** | **758,726** |

## COUNTY EXECUTIVE

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increases $25,681 |
| | 16,136 | 16,136 | FY 19 COLA of 2% and a $2,000 merit increase for all eligible employees |
| 79,728 | 89,121 | 9,393 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 14,460 | 14,790 | 330 | PEHP adjusted based on actual costs |
| 29,500 | 23,500 | (6,000) | CONTRACTUAL SERVICES decrease $6,000<br>Office Equipment - copier funds reallocated to ICT for better accountability of lease costs |
| 20,400 | 20,400 | 0 | SUPPLIES & MATERIALS no change in funding over FY 18 |
| 28,200 | 28,200 | 0 | BUSINESS & TRAVEL no change in funding over FY 18 |
| 160,000 | 160,000 | 0 | MISCELLANEOUS no change in funding over FY 18<br>Contributions - funds provide for Shock Trauma at $10,000 and for miscellaneous contributions @ $150,000. |

## DEPARTMENT STAFF SUMMARY

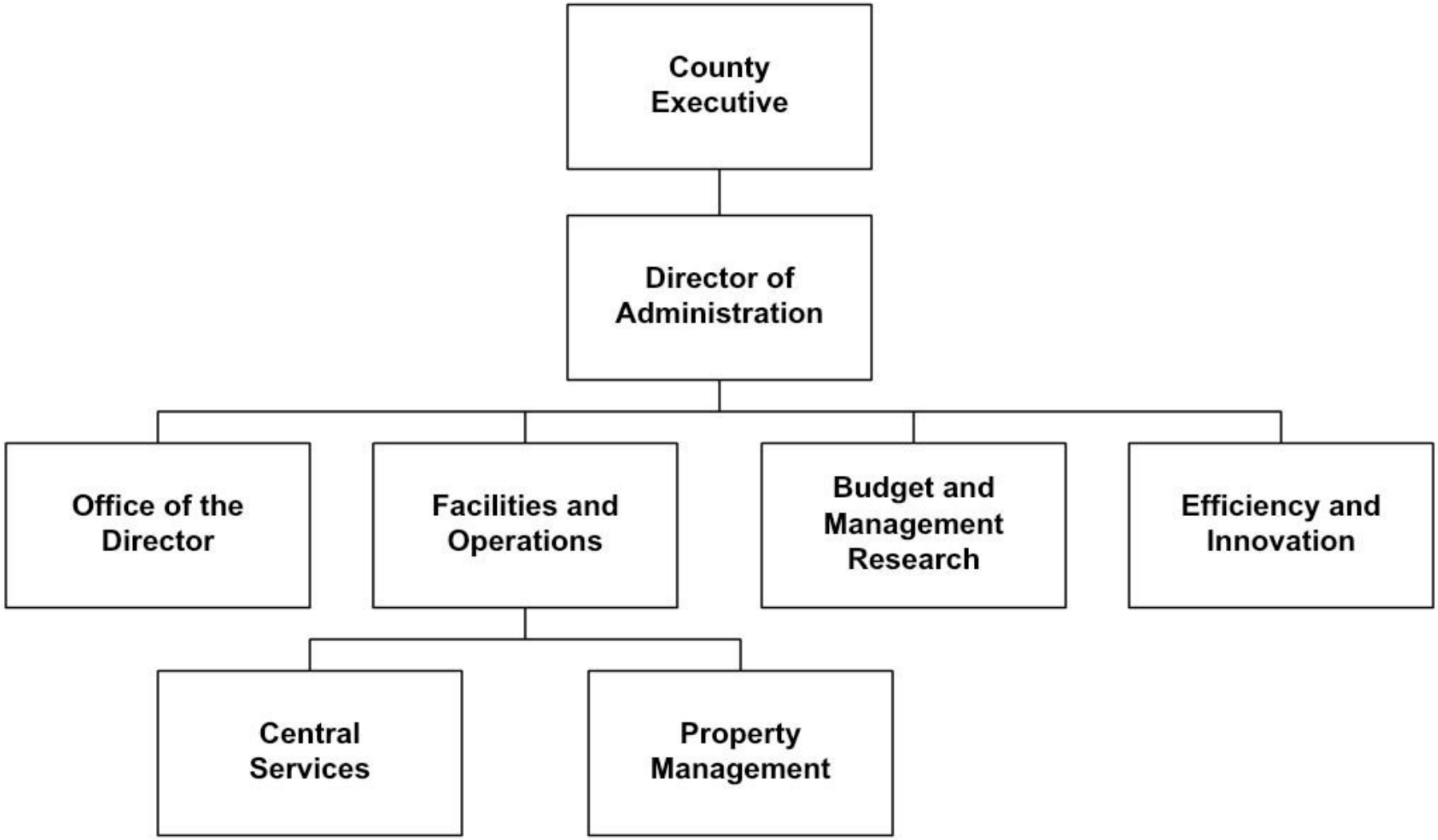
### County Executive

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant I | 1.00 | 51,500 | 1.00 | 0 | 0.00 | 0 |
| Administrative Assistant II | 0.00 | 0 | 0.00 | 55,166 | 1.00 | 58,270 |
| Administrative Secretary III | 1.00 | 64,631 | 1.00 | 69,233 | 1.00 | 72,618 |
| County Executive | 1.00 | 131,939 | 1.00 | 134,677 | 1.00 | 137,517 |
| Management Assistant II | 1.00 | 84,939 | 1.00 | 88,337 | 1.00 | 92,104 |
| **SALARY TOTAL** | **4.00** | **333,009** | **4.00** | **347,413** | **4.00** | **360,509** |
| | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 31,247 | | 31,267 | | 32,445 |
| Workers' Compensation | | 2,135 | | 1,943 | | 1,622 |
| Health Benefits | | 77,891 | | 79,728 | | 89,121 |
| PEHP | | 11,242 | | 14,460 | | 14,790 |
| FICA | | 24,159 | | 25,574 | | 27,579 |
| Miscellaneous | | 560 | | 560 | | 560 |
| **TOTAL OTHER PERSONAL SERVICES** | | **147,234** | | **153,532** | | **166,117** |
| **TOTAL PERSONAL SERVICES** | **4.00** | **480,243** | **4.00** | **500,945** | **4.00** | **526,626** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited Amounts**

**Bel Air Courthouse**

# 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 Administration provides support services to all County government departments and agencies. Included under Administration are the divisions of Director of Administration, Facilities and Operations, Property Management, Central Services, Efficiency and Innovation, and Budget and Management Research . Supervisors within each division report directly to the Director of Administration.

***MISSION STATEMENT:***

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

# ADMINISTRATION

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 3,856,089 | 3,728,626 | 4,361,835 | 4,496,081 | 4,496,081 |
| 20 | CONTRACTUAL SERVICES | 1,261,404 | 1,259,154 | 5,055,350 | 4,878,375 | 4,878,375 |
| 30 | SUPPLIES AND MATERIALS | 642,428 | 610,685 | 645,600 | 629,750 | 629,750 |
| 40 | BUSINESS AND TRAVEL | 105,155 | 109,719 | 114,450 | 114,000 | 114,000 |
| 50 | CAPITAL OUTLAY | 64,950 | 1,147 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 163,227 | 335,791 | 220,000 | 220,000 | 220,000 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 2,222 | 20 | 1,500 | 1,200 | 1,200 |
| | **GRAND TOTAL** | **6,095,475** | **6,045,142** | **10,398,735** | **10,339,406** | **10,339,406** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 6,095,475 | 6,045,142 | 10,398,735 | 10,339,406 | 10,339,406 |
| | **GRAND TOTAL** | **6,095,475** | **6,045,142** | **10,398,735** | **10,339,406** | **10,339,406** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 021000 | DIRECTOR OF ADMINISTRATION | 444,223 | 655,919 | 617,723 | 629,269 | 629,269 |
| 021200 | PROPERTY MANAGEMENT | 0 | 0 | 3,507,083 | 3,529,089 | 3,529,089 |
| 021500 | EFFICIENCY AND INNOVATION | 0 | 195,481 | 262,097 | 263,802 | 263,802 |
| 022000 | FACILITIES AND OPERATIONS | 4,210,404 | 4,166,822 | 4,829,983 | 4,757,105 | 4,757,105 |
| 023100 | CENTRAL SERVICES | 616,772 | 511,758 | 651,606 | 608,487 | 608,487 |
| 024000 | BUDGET & MGMNT. RESEARCH | 503,663 | 515,162 | 530,243 | 551,654 | 551,654 |
| 025500 | CITIZEN AFFAIRS & ADMIN SERVICES | 320,413 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **6,095,475** | **6,045,142** | **10,398,735** | **10,339,406** | **10,339,406** |

## ADMINISTRATION

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $134,256 |
| 2,817,369 | 2,773,468 | (43,901) | Full-time salaries |
| | | | 36,164 Salary adjustments |
| | | | (80,065) Staff Turnover (2.84)% |
| | | | (43,901) Budget Amendment |
| 98,297 | 78,097 | (20,200) | Temporary Salaries - provides for a Facility and Security Coordinator; custodial workers and a summer intern |
| | 186,829 | 186,829 | FY 19 COLA of 2% and $2,000 merit for eligible employees |
| 262,707 | 254,393 | (8,314) | Pension adjustments |
| 780,537 | 806,962 | 26,425 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 86,760 | 83,810 | (2,950) | PEHP (Post Employment Health Plan) |
| 50,090 | 52,035 | 1,945 | Workers' Compensation adjustment |
| 4,500 | 5,200 | 700 | Shift Differential - decrease based on actual expense history |

## ADMINISTRATION

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 5,055,350 | 4,878,375 | (176,975) | CONTRACTUAL SERVICES decrease ($176,975)<br>The majority of the decrease is a result of elimination of one time funds provided to the Town of Bel Air for the County's share of the lighting retrofit of the parking garage. Offset by additional funds for space and real estate rental costs for increases in contracts as well as additional funds for building and custodial services for lease space based on actual expense history. |
| | | | MATERIALS AND SUPPLIES decrease ($15,850) |
| 185,000 | 205,000 | 20,000 | Equipment Repair Parts increase based on actual expense history for Facilities & Operations |
| 290,000 | 250,000 | (40,000) | General Office Mailing decrease based on actual expense history |
| | | | BUSINESS AND TRAVEL decrease $450 |
| 31,325 | 30,925 | (400) | Membership Fees and Dues funds for Efficiency and Innovation are no longer required |
| 3,075 | 3,025 | (50) | Mileage and Parking and Tolls were decreased based on actual expense history |
| 220,000 | 220,000 | 0 | MISCELLANEOUS no change in funding over FY 18<br>Funds provide for contributions to non-profits as well as funds to cover impact fees for Habitat for Humanity homes |

## DEPARTMENT STAFF SUMMARY
### ADMINISTRATION

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 3.00 | 152,531 | 3.00 | 158,633 | 3.00 | 167,806 |
| Administrative Secretary III | 1.00 | 67,980 | 1.00 | 72,820 | 1.00 | 76,276 |
| Administrative Specialist I | 1.00 | 64,102 | 1.00 | 60,000 | 1.00 | 70,044 |
| Administrative Specialist II | 1.00 | 49,931 | 2.00 | 142,984 | 1.00 | 42,698 |
| Asset Manager | 1.00 | 75,794 | 1.00 | 78,827 | 1.00 | 82,403 |
| Assistant Supervisor Custodial Workers | 1.00 | 53,999 | 1.00 | 56,159 | 1.00 | 59,282 |
| Central Stores Coordinator | 1.00 | 34,093 | 1.00 | 38,563 | 0.00 | 0 |
| Central Services Operator | 1.00 | 28,325 | 1.00 | 29,458 | 1.00 | 35,099 |
| Central Services Specialist | 2.00 | 83,274 | 2.00 | 86,605 | 2.00 | 93,038 |
| Chief, Budget & Management Research | 1.00 | 114,232 | 1.00 | 118,801 | 1.00 | 123,178 |
| Chief, Efficiency and Innovation | 1.00 | 73,404 | 1.00 | 78,630 | 1.00 | 82,202 |
| Chief, Facilities & Operations | 1.00 | 88,580 | 1.00 | 92,123 | 1.00 | 99,724 |
| Custodial Worker I | 3.00 | 85,175 | 1.00 | 29,411 | 0.00 | 0 |
| Custodial Worker II | 5.00 | 159,511 | 5.00 | 161,285 | 6.00 | 217,653 |
| Director of Administration | 1.00 | 131,500 | 1.00 | 136,760 | 1.00 | 139,644 |
| Lead Maintenance Mechanic | 2.00 | 91,043 | 2.00 | 100,776 | 2.00 | 106,792 |
| Lead Maintenance Worker | 2.00 | 94,098 | 2.00 | 96,698 | 2.00 | 102,632 |
| Maintenance Mechanic I | 0.00 | 0 | 1.00 | 34,424 | 0.00 | 0 |
| Maintenance Mechanic II | 6.00 | 295,350 | 4.00 | 190,925 | 4.00 | 206,976 |
| Maintenance Worker I | 3.00 | 109,667 | 2.00 | 77,456 | 1.00 | 38,179 |
| Maintenance Worker II | 5.00 | 228,803 | 7.00 | 314,217 | 9.00 | 381,121 |
| Management Assistant II | 1.00 | 91,764 | 1.00 | 95,435 | 1.00 | 99,343 |
| Project Coordinator | 0.00 | 0 | 0.00 | 0 | 1.00 | 58,194 |
| Real Property Agent III | 0.00 | 0 | 2.00 | 141,960 | 2.00 | 148,799 |

## DEPARTMENT STAFF SUMMARY
### ADMINISTRATION

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Senior Budget Analyst | 3.00 | 229,773 | 3.00 | 238,964 | 3.00 | 252,586 |
| Superintendent of Facilities & Operations | 1.00 | 68,382 | 1.00 | 73,260 | 1.00 | 79,714 |
| Supervisor, Central Services | 1.00 | 47,045 | 1.00 | 48,927 | 1.00 | 51,905 |
| Supervisor, Warehouse | 0.00 | 0 | 0.00 | 0 | 1.00 | 45,267 |
| Supervisor of Custodial Workers | 1.00 | 60,834 | 1.00 | 63,268 | 1.00 | 66,532 |
| **TOTAL FULL-TIME SALARIES** | 49.00 | 2,579,190 | 50.00 | 2,817,369 | 50.00 | 2,927,087 |
| **TEMPORARY SALARIES** | | 56,255 | | 98,297 | | 81,058 |
| **SALARY TOTAL** | **49.00** | **2,635,445** | **50.00** | **2,915,666** | **50.00** | **3,008,145** |

## DEPARTMENT STAFF SUMMARY
### ADMINISTRATION

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 262,545 | | | 262,707 | | 268,236 |
| Workers' Compensation | | 40,635 | | | 50,090 | | 55,044 |
| Health Benefits | | 693,745 | | | 780,537 | | 806,962 |
| PEHP | | 73,151 | | | 86,760 | | 83,810 |
| Overtime & Shift Differential | | 38,500 | | | 34,500 | | 35,200 |
| FICA | | 198,062 | | | 224,155 | | 231,544 |
| Miscellaneous | | 7,000 | | | 7,420 | | 7,140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **1,313,638** | | | **1,446,169** | | **1,487,936** |
| **TOTAL PERSONAL SERVICES** | **49.00** | **3,949,083** | * | **50.00** | **4,361,835** | **50.00** | **4,496,081** |

*** FY 17 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, Property Management, Central Services, Budget and Management Research, and Efficiency and Innovation provide support services to all County government departments and agencies. Each Chief reports directly to the Director of Administration.

***FY 19 GOAL:***

TO MANAGE AND COORDINATE THE ACTIVITIES OF COUNTY DEPARTMENTS AND AGENCIES BY EVALUATING THEIR ACCOUNTABILITY AND EFFICIENCY AND TO PREPARE A COMPLETE FINANCIAL PLAN

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 273,191 | 276,626 | 289,123 | 304,169 | 304,169 |
| 20 CONTRACTUAL SERVICES | 34,880 | 4,057 | 66,500 | 63,000 | 63,000 |
| 30 SUPPLIES AND MATERIALS | 9,859 | 6,213 | 4,750 | 4,750 | 4,750 |
| 40 BUSINESS AND TRAVEL | 32,414 | 32,842 | 37,350 | 37,350 | 37,350 |
| 50 CAPITAL OUTLAY | 0 | 390 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 93,862 | 335,791 | 220,000 | 220,000 | 220,000 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 17 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **444,223** | **655,919** | **617,723** | **629,269** | **629,269** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **444,223** | **655,919** | **617,723** | **629,269** | **629,269** |

## ADMINISTRATION
## Director of Administration
## Index #021000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $15,046 |
| | 9,054 | 9,054 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 4,820 | 4,930 | 110 | PEHP (Post Employment Health Benefits) |
| 39,946 | 44,487 | 4,541 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage. |
| 66,500 | 63,000 | (3,500) | CONTRACTUAL SERVICES decrease $3,500<br>Office Equipment copier funds reallocated to ICT for better accountability of lease costs |
| 4,750 | 4,750 | 0 | SUPPLIES AND MATERIALS no change in funding over FY 18 |
| 37,350 | 37,350 | 0 | BUSINESS AND TRAVEL no change in funding over FY 18 |
| 220,000 | 220,000 | 0 | MISCELLANEOUS decrease ($25,000)<br>Provides for impact fees on non-profit agency home construction and contributions to miscellaneous non-profits |

## DIVISION STAFF SUMMARY

### Director of Administration

### Index #021000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Secretary III | 1.00 | 67,980 | | 1.00 | 72,820 | 1.00 | 76,276 |
| Director of Administration | 1.00 | 131,500 | | 1.00 | 136,760 | 1.00 | 139,644 |
| **SALARY TOTAL** | **2.00** | **199,480** | | **2.00** | **209,580** | **2.00** | **215,920** |
| | | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 19,948 | | | 18,862 | | 19,432 |
| Workers' Compensation | | 678 | | | 734 | | 972 |
| Health Benefits | | 44,122 | | | 39,946 | | 44,487 |
| PEHP | | 3,748 | | | 4,820 | | 4,930 |
| FICA | | 14,454 | | | 14,901 | | 18,148 |
| Miscellaneous | | 280 | | | 280 | | 280 |
| **TOTAL OTHER PERSONAL SERVICES** | | **83,230** | | | **79,543** | | **88,249** |
| **TOTAL PERSONAL SERVICES** | **2.00** | **282,710** | * | **2.00** | **289,123** | **2.00** | **304,169** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# ADMINISTRATION
## Property Management
## Index #021200

***ORIGIN/PURPOSE:***

The division is administered by the Chief of Facilities and Operations who reports directly to the Director of Administration.

The division of Property Management is responsible for property acquisition, capital project review, plat approval, title work, deed and real property document preparation, property appraisals, contract negotiations with property owners, condemnation, surplus property, relocation planning and lease management for the County's 614 +/- properties.

**FY 19 GOAL**

TO BALANCE THE GOALS AND BUDGET OF COUNTY GOVERNMENT WHEN ACQUIRING AND MANAGING REAL PROPERTY WHILE BEING EQUITABLE TO HARFORD COUNTY CITIZENS

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 0 | 0 | 321,933 | 310,164 | 310,164 |
| 20 CONTRACTUAL SERVICES | 0 | 0 | 3,181,975 | 3,214,900 | 3,214,900 |
| 30 SUPPLIES AND MATERIALS | 0 | 0 | 1,550 | 2,400 | 2,400 |
| 40 BUSINESS AND TRAVEL | 0 | 0 | 1,225 | 1,225 | 1,225 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 400 | 400 | 400 |
| **GRAND TOTAL** | **0** | **0** | **3,507,083** | **3,529,089** | **3,529,089** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **0** | **0** | **3,507,083** | **3,529,089** | **3,529,089** |

## ADMINISTRATION
## Property Management
## Index #021200

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease$11,769 |
| 231,458 | 208,670 | (22,788) | Full-Time Salaries:<br>(22,788) Turnover (9.85%) |
| | 11,989 | 11,989 | FY 19 COLA of 2% and a $2,000 merit increase to all eligible employees |
| 47,331 | 51,884 | 4,553 | Health benefits adjusted for anticipated increase and change in coverage |
| 20,831 | 18,780 | (2,051) | Pension Adjustments |
| 17,707 | 15,963 | (1,744) | Workers' Compensation adjustment |
| 3,181,975 | 3,214,900 | 32,925 | CONTRACTUAL SERVICES increases $32,925<br>Funds increase for space and real estate rental based on actual contract costs as well as additional funds provided for appraisals offset by a slight decrease in electricity costs |
| 1,550 | 2,400 | 850 | SUPPLIES & MATERIALS increases $850<br>Increase in funds for office supplies, mailing, and printing based on actual expense history |
| 1,225 | 1,225 | 0 | BUSINESS & TRAVEL no change in funding over FY 18<br>Funding provides for mileage, professional books and membership fees |
| 400 | 400 | 0 | INTER-GOVERNMENTAL/INTERFUND no change in funding over FY 18<br>Provides for fleet carpool rentals |

## DIVISION STAFF SUMMARY
### Property Management
### Index #021200

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Specialist I | 0.00 | 0 | | 1.00 | 89,498 | 1.00 | 70,044 |
| Real Property Agent III | 0.00 | 0 | | 2.00 | 141,960 | 2.00 | 148,799 |
| **SALARY TOTAL** | **0.00** | **0** | | **3.00** | **231,458** | **3.00** | **218,843** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 0 | | | 20,831 | | 19,698 |
| Workers' Compensation | | 0 | | | 4,186 | | 2,577 |
| Health Benefits | | 0 | | | 47,331 | | 51,884 |
| FICA | | 0 | | | 17,707 | | 16,742 |
| Miscellaneous | | 0 | | | 420 | | 420 |
| **TOTAL OTHER PERSONAL SERVICES** | | **0** | | | **90,475** | | **91,321** |
| **TOTAL PERSONAL SERVICES** | **0.00** | **0** | * | **3.00** | **321,933** | **3.00** | **310,164** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# ADMINISTRATION
## Efficiency and Innovation
## Index #021500

***ORIGIN/PURPOSE:***

In accordance with Executive Order 16-03 the Division of Efficiency and Innovation was transferred from Department of Procurement to the Director of Administration which is by Charter mandated to study the efficiency and economy of each agency and department and to report these findings to the County Executive.

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 19 GOALS**

TO CREATE A CULTURE OF EFFICIENCY TO ENSURE THE EFFICIENT USE AND REUSE OF COUNTY RESOURCES THROUGH INNOVATIVE SOLUTIONS

TO REDUCE ENERGY CONSUMPTION IN COUNTY-OWNED FACILITIES BY 10 PERCENT FROM FY18

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 0 | 187,307 | 199,457 | 214,102 | 214,102 |
| 20 CONTRACTUAL SERVICES | 0 | 3,875 | 50,240 | 40,000 | 40,000 |
| 30 SUPPLIES AND MATERIALS | 0 | 1,331 | 8,300 | 6,350 | 6,350 |
| 40 BUSINESS AND TRAVEL | 0 | 2,948 | 3,000 | 2,550 | 2,550 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 20 | 1,100 | 800 | 800 |
| **GRAND TOTAL** | **0** | **195,481** | **262,097** | **263,802** | **263,802** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **0** | **195,481** | **262,097** | **263,802** | **263,802** |

## ADMINISTRATION
## Efficiency and Innovation
## Index #021500

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $14,645 |
| 132,116 | 133,722 | 1,606 | Full-Time Salaries:<br>1,606 Salary adjustments during FY 18 |
| | 7,818 | 7,818 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 11,890 | 12,034 | 144 | Pension adjustments |
| 4,820 | 4,930 | 110 | PEHP (Post Employment Health Benefits) |
| 39,782 | 44,487 | 4,705 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage. |
| 50,240 | 40,000 | (10,240) | CONTRACTUAL SERVICES decrease ($10,240)<br>Funds contractual efficiency studies decreases based on actual expense history |
| 8,300 | 6,350 | (1,950) | SUPPLIES & MATERIALS decrease ($1,950)<br>Decrease in funding for supplies & materials is based on actual expense history |
| 3,000 | 2,550 | (450) | BUSINESS & TRAVEL decrease ($450)<br>Funding provides for mileage, parking and tolls, transportation costs, and membership fees and dues decreases based on actual expense history |
| 1,100 | 800 | (300) | INTERGOVERNMENTAL/INTERFUND decrease ($300)<br>Funding to cover rental of pool car decrease based on actual expense history |

## DIVISION STAFF SUMMARY

### Efficiency and Innovation

### Index #021500

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Specialist II | 1.00 | 49,931 | 1.00 | 53,486 | 0.00 | 0 |
| Chief, Efficiency and Innovation | 1.00 | 73,404 | 1.00 | 78,630 | 1.00 | 82,202 |
| Project Coordinator | 0.00 | 0 | 0.00 | 0 | 1.00 | 58,194 |
| **SALARY TOTAL** | **2.00** | **123,335** | **2.00** | **132,116** | **2.00** | **140,396** |
| | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 12,334 | | 11,890 | | 12,636 |
| Workers' Compensation | | 419 | | 462 | | 632 |
| Health Benefits | | 41,267 | | 39,782 | | 44,487 |
| FICA | | 3,748 | | 10,107 | | 10,741 |
| PEHP | | 9,435 | | 4,820 | | 4,930 |
| Miscellaneous | | 280 | | 280 | | 280 |
| **TOTAL OTHER PERSONAL SERVICES** | | **67,483** | | **67,341** | | **73,706** |
| **TOTAL PERSONAL SERVICES** | **2.00** | **190,818** | **2.00** | **199,457** | **2.00** | **214,102** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 the Division of Property Management; the Chief of Facilities and Operations reports to the Director of Administration.

***MISSION:***

TO SUPPORT HARFORD COUNTY IN ACHIEVING ITS GOALS AND OBJECTIVES OF FISCAL BALANCE AND EFFICIENCY, STRENGTHENING OUR COMMUNITIES AND INVESTING IN OUR WORKFORCE.
THE DIVISION OF FACILITIES AND OPERATIONS IS RESPONSIBLE FOR OPERATIONS AND MAINTENANCE OF OVER 146 FACILITIES TO INCLUDE MECHANICAL, REPAIR, RENOVATION, CUSTODIAL SERVICES AND CAPITAL IMPROVEMENTS TO ENSURE THESE FACILITIES
ARE OPERATING SAFELY AT PEAK EFFICIENCY. FACILITIES AND OPERATIONS OVERSEES THE COUNTY WAREHOUSE, SURPLUS AND INVENTORY OF COUNTY ASSETS. THE DIVISION PROVIDES QUALITY SERVICE IN A PROFESSIONAL MANNER WHILE CONTINUING TO IMPROVE CUSTOMER SATISFACTION.

***FY 19 GOALS:***

TO ENHANCE OPERATIONAL EFFECTIVENESS & EFFICIENCY OF COUNTY FACILITIES AND INFRASTRUCTURE

TO MAXIMIZE REVENUE OF COUNTY SURPLUS PROPERTY AND RESPONSIBLY TRACK COUNTY INVENTORY

# ADMINISTRATION
## Facilities and Operations
## Index #022000

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 2,615,284 | 2,541,479 | 2,801,948 | 2,877,080 | 2,877,080 |
| 20 | CONTRACTUAL SERVICES | 1,096,813 | 1,179,936 | 1,634,735 | 1,464,075 | 1,464,075 |
| 30 | SUPPLIES AND MATERIALS | 366,950 | 371,031 | 322,200 | 344,850 | 344,850 |
| 40 | BUSINESS AND TRAVEL | 66,308 | 73,619 | 71,100 | 71,100 | 71,100 |
| 50 | CAPITAL OUTLAY | 64,950 | 757 | 0 | 0 | 0 |
| 80 | INTER-GOVERMENTAL/INTERFUND | 99 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **4,210,404** | **4,166,822** | **4,829,983** | **4,757,105** | **4,757,105** |
| **FUNDING SOURCE:** | | | | | | |
| 11 | GENERAL | **4,210,404** | **4,166,822** | **4,829,983** | **4,757,105** | **4,757,105** |

# ADMINISTRATION
## Facilities and Operations
## Index #022000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increases $75,132 |
| 1,721,460 | 1,692,275 | (29,185) | Full Time Salaries |
| | | | 28,093 Salary adjustments |
| | | | (57,278) Staff Turnover (3.3)% |
| | | | (29,185) |
| | 126,656 | 126,656 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 93,297 | 73,097 | (20,200) | Temporary Salaries were reduced based on actual expense history but still provide for a Facility and Security Coordinator and custodial workers |
| 164,076 | 156,637 | (7,439) | Pension adjustments |
| 40,593 | 42,926 | 2,333 | Workers' Compensation |
| 533,754 | 546,105 | 12,351 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |
| 67,480 | 64,090 | (3,390) | PEHP (Post Employment Health Benefits) |
| 4,500 | 5,200 | 700 | Shift Differential adjusted based on actual expense history |

## ADMINISTRATION
## Facilities and Operations
## Index #022000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES decrease ($170,660) |
| 353,000 | 100,000 | (253,000) | Management Services decreased due to elimination of one time funds provided to the Town of Bel Air for the County's share of the parking garage lighting retrofit project. The remaining funds are the County's share for annual property management costs for the parking garage. |
| 50,000 | 65,000 | 15,000 | Other Professional Services based on actual expense history for movers, asbestos and lead mitigation as well as mosquito control |
| 167,000 | 236,000 | 69,000 | Building and Custodial Service increased based on actual expenses for dumpsters, elevators, cleaning, pest control, etc. |
| | | | SUPPLIES & MATERIALS increase $22,650 |
| 185,000 | 205,000 | 20,000 | Equipment Repair Parts increase based on actual expense history |
| 30,000 | 32,000 | 2,000 | Janitorial Supplies increase based on actual expense history |
| 71,100 | 71,100 | 0 | BUSINESS AND TRAVEL no change in funding over FY 18 |
| | | | Funds provide for vehicle maintenance, fuel costs and training |

## DIVISION STAFF SUMMARY
### Facilities and Operations
### Index #022000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 3.00 | 152,531 | 3.00 | 158,633 | 3.00 | 167,805 |
| Administrative Specialist I | 1.00 | 64,102 | 1.00 | 60,000 | 1.00 | 42,698 |
| Asset Manager | 1.00 | 75,794 | 1.00 | 78,827 | 1.00 | 82,403 |
| Assistant Supervisor of Custodial Workers | 1.00 | 53,999 | 1.00 | 56,159 | 1.00 | 59,282 |
| Central Stores Coordinator | 1.00 | 34,093 | 1.00 | 38,563 | 0.00 | 0 |
| Chief, Facilities and Operations | 1.00 | 88,580 | 1.00 | 92,123 | 1.00 | 99,724 |
| Custodial Worker I | 3.00 | 85,175 | 1.00 | 29,411 | 0.00 | 0 |
| Custodial Worker II | 5.00 | 159,511 | 5.00 | 161,285 | 6.00 | 217,653 |
| Lead Maintenance Mechanic | 2.00 | 91,043 | 2.00 | 100,776 | 2.00 | 106,792 |
| Lead Maintenance Worker | 2.00 | 94,098 | 2.00 | 96,698 | 2.00 | 102,632 |
| Maintenance Mechanic I | 0.00 | 0 | 1.00 | 34,424 | 0.00 | 0 |
| Maintenance Mechanic II | 6.00 | 295,350 | 4.00 | 190,925 | 4.00 | 206,976 |
| Maintenance Worker I | 3.00 | 109,667 | 2.00 | 77,456 | 1.00 | 38,179 |
| Maintenance Worker II | 5.00 | 228,803 | 7.00 | 314,217 | 9.00 | 381,121 |
| Management Assistant II | 1.00 | 91,764 | 1.00 | 95,435 | 1.00 | 99,343 |
| Supervisor of Custodial Workers | 1.00 | 60,834 | 1.00 | 63,268 | 1.00 | 66,532 |
| Supervisor, Warehouse | 0.00 | 0 | 0.00 | 0 | 1.00 | 45,267 |
| Superintendent of Facilities & Ops | 1.00 | 68,382 | 1.00 | 73,260 | 1.00 | 79,714 |
| **TOTAL FULL-TIME SALARIES** | 37.00 | 1,753,726 | 35.00 | 1,721,460 | 35.00 | 1,796,121 |
| **TEMPORARY SALARIES** | | 56,255 | | 93,297 | | 76,058 |
| **SALARY TOTAL** | **37.00** | **1,809,981** | **35.00** | **1,814,757** | **35.00** | **1,872,179** |

## DIVISION STAFF SUMMARY

### Facilities and Operations

### Index #022000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 179,999 | | | 164,076 | | 165,997 |
| Workers' Compensation | | 36,623 | | | 40,593 | | 45,460 |
| Health Benefits | | 474,696 | | | 533,754 | | 546,105 |
| PEHP | | 52,472 | | | 67,480 | | 64,090 |
| Overtime and Shift Differential | | 38,500 | | | 34,500 | | 35,200 |
| FICA | | 141,408 | | | 141,468 | | 143,009 |
| Miscellaneous | | 5,320 | | | 5,320 | | 5,040 |
| **TOTAL OTHER PERSONAL SERVICES** | | **929,018** | | | **987,191** | | **1,004,901** |
| **TOTAL PERSONAL SERVICES** | **37.00** | **2,738,999** | * | **35.00** | **2,801,948** | **35.00** | **2,877,080** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# ADMINISTRATION
## Central Services
## Index #023100

***ORIGIN/PURPOSE:***

The Division of Central Services 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. The Division provides mailing services for all County agencies to include incoming, outgoing and interoffice mailings. The Harford County switchboard is managed by this Division and handles all incoming customer service calls.

***FY 19 GOAL:***

IMPROVE CUSTOMER SERVICE BY EFFCIENTLY AND COURTEOUSLY ACCEPTING SWITCHBOARD CALLS

DEVELOP COST SAVING STRATEGIES FOR COUNTY MAILING SERVICES

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 273,683 | 232,654 | 245,356 | 262,137 | 262,137 |
| 20 CONTRACTUAL SERVICES | 101,520 | 65,502 | 114,500 | 94,500 | 94,500 |
| 30 SUPPLIES AND MATERIALS | 241,569 | 213,602 | 291,750 | 251,850 | 251,850 |
| **GRAND TOTAL** | **616,772** | **511,758** | **651,606** | **608,487** | **608,487** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **616,772** | **511,758** | **651,606** | **608,487** | **608,487** |

## ADMINISTRATION
## Central Services
## Index #023100

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase of $16,781 |
| 164,990 | 168,669 | 3,679 | Full Time Salaries |
| | | | 3,679 salary adjustments |
| | 14,500 | 14,500 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 39,832 | 37,984 | (1,848) | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |
| 2,863 | 2,483 | (380) | Workers Compensation adjustments |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |
| 14,849 | 15,179 | 330 | Pension adjustments |
| | | | CONTRACTUAL SERVICES decrease ($20,000) |
| 100,000 | 75,000 | (25,000) | Telephone Service decrease based on actual expense history |
| | | | MATERIALS & SERVICES decrease ($39,900) |
| 290,000 | 250,000 | (40,000) | General Office Mailing decrease based on actual expense history |

## DIVISION STAFF SUMMARY

### Central Services

### Index #023100

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ANACTED FY 19 POSITIONS | ANACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Central Services Operator | 1 | 28,325 | | 1.00 | 29,458 | 1.00 | 35,099 |
| Central Services Specialist | 2.00 | 83,274 | | 2.00 | 86,605 | 2.00 | 93,038 |
| Supervisor, Central Services | 1.00 | 47,045 | | 1.00 | 48,927 | 1.00 | 51,905 |
| **SALARY TOTAL** | **4.00** | **158,644** | | **4.00** | **164,990** | **4.00** | **180,042** |
| | | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 15,864 | | | 14,849 | | 16,204 |
| Workers' Compensation | | 1,745 | | | 2,863 | | 3,713 |
| Health Benefits | | 46,072 | | | 39,832 | | 37,984 |
| PEHP | | 7,496 | | | 9,640 | | 9,860 |
| FICA | | 12,136 | | | 12,622 | | 13,774 |
| Miscellaneous | | 560 | | | 560 | | 560 |
| **TOTAL OTHER PERSONAL SERVICES** | | **83,873** | | | **80,366** | | **82,095** |
| **TOTAL PERSONAL SERVICES** | **4.00** | **242,517** | * | **4.00** | **245,356** | **4.00** | **262,137** |

***FY 17 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 19 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 475,790 | 490,560 | 504,018 | 528,429 | 528,429 |
| 20 CONTRACTUAL SERVICES | 6,138 | 5,785 | 7,400 | 1,900 | 1,900 |
| 30 SUPPLIES AND MATERIALS | 21,550 | 18,507 | 17,050 | 19,550 | 19,550 |
| 40 BUSINESS AND TRAVEL | 185 | 310 | 1,775 | 1,775 | 1,775 |
| 50 CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **503,663** | **515,162** | **530,243** | **551,654** | **551,654** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **503,663** | **515,162** | **530,243** | **551,654** | **551,654** |

**ADMINISTRATION**
**Budget & Management Research**
**Index #024000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase of $24,411 |
| 357,765 | 360,552 | 2,787 | Full Time Salaries<br>2,787 salary adjustments |
| | 17,815 | 17,815 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 32,199 | 32,900 | 701 | Pension adjustments |
| 79,892 | 82,015 | 2,123 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |
| 5,000 | 5,000 | 0 | Temporary Salaries - provide for a summer intern |
| | | | CONTRACTUAL SERVICES decrease ($5,500) |
| 5,500 | 0 | (5,500) | Office Equipment copier lease funds were reallocated to ICT for better accountability of lease |
| | | | SUPPLIES & MATERIALS increase $2,500 |
| 14,000 | 17,000 | 3,000 | Additional funds for commercial printing of budget documents based on actual expense history |
| 1,775 | 1,775 | 0 | BUSINESS & TRAVEL no change in funding over FY 18 |

## DIVISION STAFF SUMMARY
### Budget and Management Research
### Index #024000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Chief, Budget & Management Research | 1.00 | 114,232 | | 1.00 | 118,801 | 1.00 | 123,178 |
| Senior Budget Analyst | 3.00 | 229,773 | | 3.00 | 238,964 | 3.00 | 252,585 |
| **TOTAL FULL-TIME SALARIES** | **4.00** | **344,005** | | **4.00** | **357,765** | **4.00** | **375,763** |
| **TEMPORARY SALARIES** | | 0 | | | 5,000 | | 5,000 |
| **SALARY TOTAL** | **4.00** | **344,005** | | **4.00** | **362,765** | **4.00** | **380,763** |
| | | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 24,399 | | | 32,199 | | 34,270 |
| Workers' Compensation | | 464 | | | 1,252 | | 1,691 |
| Health Benefits | | 63,882 | | | 79,892 | | 82,015 |
| FICA | | 18,665 | | | 27,350 | | 29,130 |
| Miscellaneous | | 420 | | | 560 | | 560 |
| **TOTAL OTHER PERSONAL SERVICES** | | **107,830** | | | **141,253** | | **147,666** |
| **TOTAL PERSONAL SERVICES** | **4.00** | **479,305** | * | **4.00** | **504,018** | **4.00** | **528,429** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 218,141 | 0 | 0 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 22,053 | 0 | 0 | 0 | 0 |
| 30 SUPPLIES AND MATERIALS | 2,500 | 0 | 0 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 6,248 | 0 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 69,365 | 0 | 0 | 0 | 0 |
| 80 INTERGOVERNMENTAL/INTERFUND | 2,106 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **320,413** | **0** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **320,413** | **0** | **0** | **0** | **0** |

Per Executive Order 16-03 the Division of Citizen Affairs and Administrative Services was transferred to the Office of Governmental and Community Relations and title changed to Division of Citizen Affairs and Agricultural Services

# ADMINISTRATION - DIVISION OF EFFICIENCY & INNOVATION
# OBJECTIVE & PERFORMANCE MEASURES

Department
Goal:

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

Department
Objective:

To develop strategies to measure and manage efficiency

County Goals(s) Supported:

I. Fiscal Balance & Efficiency

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimate 2019 |
|---|---|---|---|---|---|
| Input: | | | | | |
| Staff | N/A | 2 | 2 | 2 | 2 |
| Output: | | | | | |
| Energy management program | N/A | N/A | Re-Initiated | Assessment Ongoing | Assessment Ongoing |
| Maintain Organizational Charts | N/A | Completed | Completed | Completed | Completed |
| Performance Management Trainings (w/ Human Resources) | N/A | N/A | 40 | 20 | 5 |
| Annual Review of Performance Measures | N/A | N/A | 100% | 75% | 75% |
| *Outcome:* | | | | | |
| Efficiency Tracking Tool | N/A | N/A | Developing | Initiating | Initiating |
| Energy Efficiency Reduction Goal | N/A | N/A | Defining | 2% | 10% |
| Performance Management Engagement | N/A | N/A | 50% | 60% | 70% |

Analysis of Performance Measure

FY17, the Division of Efficiency and Innovation in partnership with Human Resources launched two new performance management programs (BizLibrary and Halogen). Additionally the energy management program responsibility transitioned to the Division in FY17.

# ADMINISTRATION - DIVISION OF CENTRAL SERVICES
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goal**

To improve customer service by efficiently and courteously accepting switchboard calls.

**Department Objective**

To advance the Division's goal by continuing to provide excellent switchboard customer service.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

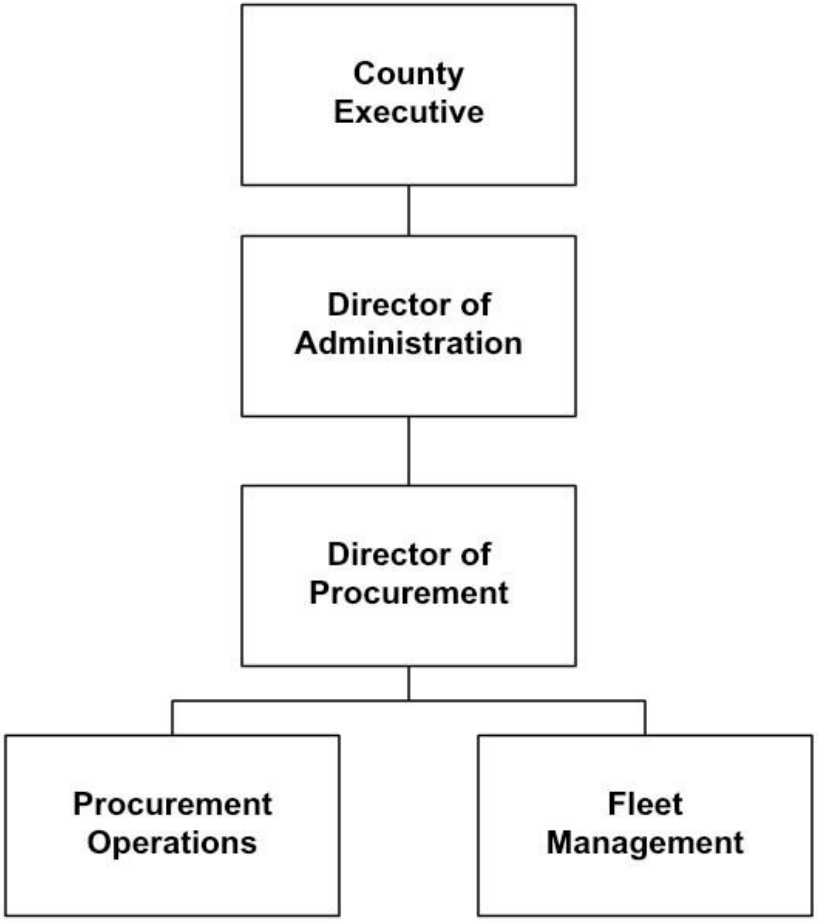
III. Strengthen Our Communities

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Number of Employees | N/A | 4 | 4 | 4 | 4 |
| ***Output:*** | | | | | |
| Number of Phone Calls Received | N/A | 36,200 | 36,500 | 36,800 | 36,800 |
| ***Outcome:*** | | | | | |
| Number of Phone Calls Successfully Transferred | N/A | 35,800 | 36,100 | 36,400 | 36,400 |

**Explanation and Analysis of Performance Measures**

Plan to maintain these results in the future by answering the phone within two rings 95% of the time and greet the customer professionally and courteously.

# 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.
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.
Per Bill 16-004 and passage of a related charter amendment which deleted the purchase, sale or lease of real property as a responsibility of the Department of Procurement, the division of Property Management is now under the purview of the Director of Administration.
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 OPTIMUM PROCUREMENT PROCESS WITH INTEGRITY AND TRANSPARENCY BY PROMOTING BROAD COMPETITION USING COLLABORATIVE, STRATEGIC AND COST-EFFICIENT METHODS IN A TIMELY MANNER, ACHIEVING MAXIMUM VALUE OF TAX DOLLARS FOR QUALITY GOODS AND SERVICES, INCLUDING CAPITAL PROJECTS

***FY 19 GOALS:***
TO ACHIEVE COST SAVINGS FOR THE COUNTY
TO HELP BUILD ECONOMIC VITALITY
TO IMPROVE CONTRACT MANAGEMENT
TO MAXIMIZE THE VALUE OF INVENTORY
TO DOCUMENT AND TRACK FLEET COST SAVINGS ON CAPITAL PROJECTS RELATIVE TO ACQUISITION OF VEHICLES AND EQUIPMENT
TO REDUCE UNDERUTILIZED VEHICLES AND EQUIPMENT

# PROCUREMENT

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 1,357,134 | 1,112,782 | 943,548 | 1,002,334 | 1,002,334 |
| 20 | CONTRACTUAL SERVICES | 3,327,081 | 3,238,893 | 404,140 | 489,140 | 489,140 |
| 30 | SUPPLIES & MATERIALS | 3,082,652 | 1,938,133 | 4,206,450 | 4,207,800 | 4,207,800 |
| 40 | BUSINESS AND TRAVEL | 3,409,875 | 3,350,158 | 3,974,892 | 4,189,220 | 4,189,220 |
| 50 | CAPITAL OUTLAY | 184,823 | 62,743 | 0 | 0 | 0 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 1,822 | 1,051 | 2,000 | 2,000 | 2,000 |
| | **GRAND TOTAL** | **11,363,387** | **9,703,760** | **9,531,030** | **9,890,494** | **9,890,494** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 4,328,034 | 4,035,078 | 778,209 | 911,221 | 911,221 |
| 25 | HIGHWAYS | 7,035,353 | 5,668,682 | 8,752,821 | 8,979,272 | 8,979,272 |
| | **GRAND TOTAL** | **11,363,387** | **9,703,760** | **9,531,030** | **9,890,494** | **9,890,494** |
| **SUMMARY BY DIVISION:** | | | | | | |
| **GENERAL FUND:** | | | | | | |
| 031000 | PROCUREMENT OPERATIONS | 706,501 | 640,318 | 778,209 | 911,221 | 911,221 |
| 034000 | PROPERTY MANAGEMENT | 3,434,167 | 3,394,760 | 0 | 0 | 0 |
| 036000 | EFFICIENCY AND INNOVATION | 187,366 | 0 | 0 | 0 | 0 |
| **HIGHWAYS FUND:** | | | | | | |
| 032000 | FLEET MANAGEMENT | 7,035,353 | 5,668,682 | 8,752,821 | 8,979,272 | 8,979,272 |
| | **GRAND TOTAL** | **11,363,387** | **9,703,760** | **9,531,030** | **9,890,494** | **9,890,494** |

**DEPARTMENT STAFF SUMMARY**
**PROCUREMENT - ALL FUND**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **PROCUREMENT - GENERAL FUND** | | | | | | |
| Administrative Assistant II | 2.00 | 93,351 | 2.00 | 97,085 | 1.00 | 47,329 |
| Administrative Secretary III | 1.00 | 61,163 | 1.00 | 63,610 | 1.00 | 66,881 |
| Administrative Specialist I | 0.00 | 0 | 0.00 | 0 | 1.00 | 58,381 |
| Administrative Specialist II | 1.00 | 86,056 | 0.00 | 0 | 0.00 | 0 |
| Chief, Procurement | 1.00 | 66,950 | 0.00 | 0 | 0.00 | 0 |
| Director of Procurement | 1.00 | 116,376 | 1.00 | 121,031 | 1.00 | 123,584 |
| Procurement Agent I | 0.00 | 0 | 2.00 | 88,740 | 0.00 | 0 |
| Procurement Agent II | 3.00 | 169,785 | 1.00 | 57,200 | 3.00 | 149,555 |
| Procurement Agent III | 2.00 | 136,500 | 1.00 | 61,958 | 1.00 | 65,197 |
| **Temporary Salary** | | | | | | **10,000** |
| **SUB-TOTAL GENERAL FUND SALARIES** | **11.00** | **730,181** | **8.00** | **489,624** | **8.00** | **520,927** |
| **PROCUREMENT - HIGHWAYS FUND** | | | | | | |
| Administrative Assistant II | 1.00 | 43,527 | 1.00 | 45,268 | 0.00 | 0 |
| Administrative Specialist I | 0.00 | 0 | 0.00 | 0 | 1.00 | 48,173 |
| Fleet Manager | 1.00 | 90,767 | 1.00 | 94,398 | 1.00 | 98,286 |
| **SUB-TOTAL HIGHWAYS FUND SALARIES** | **2.00** | **134,294** | **2.00** | **139,666** | **2.00** | **146,459** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 86,447 | | 56,636 | | 59,165 |
| Workers' Compensation | | 9,632 | | 3,047 | | 6,308 |
| Health Benefits | | 225,541 | | 181,092 | | 190,926 |
| PEHP | | 27,008 | | 24,100 | | 24,650 |
| FICA | | 66,133 | | 47,983 | | 52,498 |
| Miscellaneous | | 1,820 | | 1,400 | | 1,400 |
| **TOTAL OTHER PERSONAL SERVICES** | | **416,581** | | **314,258** | | **334,947** |
| **PROCUREMENT - DEPARTMENT TOTAL** | | | | | | |
| **TOTAL SALARIES** | 13.00 | 864,475 | 10.00 | 629,290 | 10.00 | 667,386 |
| **TOTAL OTHER PERSONAL SERVICES** | | 416,581 | | 314,258 | | 334,947 |
| **DEPARTMENT SALARY TOTAL** | **13.00** | **1,281,056** | **10.00** | **943,548** | **10.00** | **1,002,333** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# PROCUREMENT

**GENERAL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 1,165,455 | 917,475 | 739,534 | 786,046 | 786,046 |
| 20 | CONTRACTUAL SERVICES | 3,142,816 | 3,083,355 | 15,640 | 100,640 | 100,640 |
| 30 | SUPPLIES & MATERIALS | 9,697 | 8,329 | 4,550 | 5,900 | 5,900 |
| 40 | BUSINESS AND TRAVEL | 6,610 | 11,294 | 16,485 | 16,635 | 16,635 |
| 50 | CAPITAL OUTLAY | 1,634 | 13,574 | 0 | 0 | 0 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 1,822 | 1,051 | 2,000 | 2,000 | 2,000 |
| | **GRAND TOTAL** | **4,328,034** | **4,035,078** | **778,209** | **911,221** | **911,221** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 4,328,034 | 4,035,078 | 778,209 | 911,221 | 911,221 |
| | **GRAND TOTAL** | **4,328,034** | **4,035,078** | **778,209** | **911,221** | **911,221** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 031000 | PROCUREMENT OPERATIONS | 706,501 | 640,318 | 778,209 | 911,221 | 911,221 |
| 034000 | PROPERTY MANAGEMENT | 3,434,167 | 3,394,760 | 0 | 0 | 0 |
| 036000 | EFFICIENCY AND INNOVATION | 187,366 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **4,328,034** | **4,035,078** | **778,209** | **911,221** | **911,221** |

## DEPARTMENT STAFF SUMMARY
### PROCUREMENT - GENERAL FUND

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 2.00 | 93,351 | 2.00 | 97,085 | 1.00 | 47,329 |
| Administrative Secretary III | 1.00 | 61,163 | 1.00 | 63,610 | 1.00 | 66,881 |
| Administrative Specialist I | 0.00 | 0 | 0.00 | 0 | 1.00 | 58,381 |
| Administrative Specialist II | 1.00 | 86,056 | 0.00 | 0 | 0.00 | 0 |
| Chief, Procurement | 1.00 | 66,950 | 0.00 | 0 | 0.00 | 0 |
| Director of Procurement | 1.00 | 116,376 | 1.00 | 121,031 | 1.00 | 123,584 |
| Procurement Agent I | 0.00 | 0 | 2.00 | 88,740 | 0.00 | 0 |
| Procurement Agent II | 3.00 | 169,785 | 1.00 | 57,200 | 3.00 | 149,555 |
| Procurement Agent III | 2.00 | 136,500 | 1.00 | 61,958 | 1.00 | 65,197 |
| **Full-Time Salaries** | **11.00** | **730,181** | **8.00** | **489,624** | **8.00** | **510,927** |
| **TEMPORARY SALARIES** | | | | | | **10,000** |
| **SALARY TOTAL** | **11.00** | **730,181** | **8.00** | **489,624** | **8.00** | **520,927** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 73,018 | | 44,066 | | 45,985 |
| Workers' Compensation | | 8,486 | | 2,048 | | 4,597 |
| Health Benefits | | 191,608 | | 146,097 | | 152,402 |
| PEHP | | 23,260 | | 19,280 | | 19,720 |
| FICA | | 55,859 | | 37,299 | | 41,295 |
| Miscellaneous | | 1,540 | | 1,120 | | 1,120 |
| **TOTAL OTHER PERSONAL SERVICES** | | **353,771** | | **249,910** | | **265,119** |
| **TOTAL PERSONAL SERVICES** | **11.00** | **1,083,952** | **8.00** | **739,534** | **8.00** | **786,046** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

*Division of Efficiency and Innovation moved under Director of Administration for FY 17*

*Division of Property Management moved under Director of Administration for FY 18*

# 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 19 GOALS:***

TO ACHIEVE COST SAVINGS FOR THE COUNTY
TO HELP BUILD ECONOMIC VITALITY
TO IMPROVE CONTRACT MANAGEMENT

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 679,736 | 607,273 | 739,534 | 786,046 | 786,046 |
| 20 CONTRACTUAL SERVICES | 14,145 | 14,639 | 15,640 | 100,640 | 100,640 |
| 30 SUPPLIES AND MATERIALS | 4,610 | 6,246 | 4,550 | 5,900 | 5,900 |
| 40 BUSINESS AND TRAVEL | 6,428 | 11,109 | 16,485 | 16,635 | 16,635 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 1,582 | 1,051 | 2,000 | 2,000 | 2,000 |
| **GRAND TOTAL** | **706,501** | **640,318** | **778,209** | **911,221** | **911,221** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **706,501** | **640,318** | **778,209** | **911,221** | **911,221** |

# PROCUREMENT
## Procurement Operations
## Index #031000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $45,612 |
| 489,624 | 487,054 | (2,570) | Full-time salaries |
| | | | (5,200) Staff Turnover (1.06)% |
| | | | 2,630 Salary Adjustment |
| | | | (2,570) |
| | 29,532 | 29,532 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | 10,000 | 10,000 | Temporary Salaries for Internship Opportunities |
| 44,066 | 43,834 | (232) | Pension decrease due to turnover and rate adjustments per Treasury |
| 2,048 | 4,360 | 2,312 | Workers' Compensation adjustments |
| 146,097 | 152,402 | 6,305 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in levels of coverage |
| 19,280 | 19,720 | 440 | PEHP (Post Employment Health Plan) |
| 37,299 | 38,024 | 725 | FICA adjustments |
| | | | CONTRACTUAL SERVICES increase $85,000 |
| 5,000 | 0 | (5,000) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| 8,000 | 98,000 | 90,000 | Other Professional Services increased for Energy Consultants |
| | | | BUSINESS AND TRAVEL increase $150 |
| 16,485 | 16,635 | 150 | Mileage, Parking Tolls, Transportation Costs and Membership Fees and Dues increased offset by decrease in Training Seminars |

## DIVISION STAFF SUMMARY
### PROCUREMENT OPERATIONS
### Index #031000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 2.00 | 93,351 | | 2.00 | 97,085 | 1.00 | 47,329 |
| Administrative Secretary III | 1.00 | 61,163 | | 1.00 | 63,610 | 1.00 | 66,881 |
| Administrative Specialist I | | 0 | | | 0 | 1.00 | 58,381 |
| Chief, Procurement | 1.00 | 66,950 | | 0.00 | 0 | 0.00 | 0 |
| Director of Procurement | 1.00 | 116,376 | | 1.00 | 121,031 | 1.00 | 123,584 |
| Procurement Agent I | 0.00 | 0 | | 2.00 | 88,740 | 0.00 | 0 |
| Procurement Agent II | 3.00 | 169,785 | | 1.00 | 57,200 | 3.00 | 149,555 |
| Procurement Agent III | 0.00 | 0 | | 1.00 | 61,958 | 1.00 | 65,197 |
| **FULL-TIME SALARY** | **8.00** | **507,625** | | **8.00** | **489,624** | **8.00** | **510,927** |
| **TEMPORARY SALARIES** | | | | | | | 10,000 |
| **SALARY TOTAL** | 8.00 | 507,625.00 | | 8.00 | **489,624** | 8.00 | 520,927 |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 50,762 | | | 44,066 | | 45,985 |
| Workers' Compensation | | 3,134 | | | 2,048 | | 4,597 |
| Health Benefits | | 145,510 | | | 146,097 | | 152,402 |
| PEHP | | 18,740 | | | 19,280 | | 19,720 |
| FICA | | 38,833 | | | 37,299 | | 41,295 |
| Miscellaneous | | 1,120 | | | 1,120 | | 1,120 |
| **TOTAL OTHER PERSONAL SERVICES** | | **258,099** | | | **249,910** | | **265,119** |
| **TOTAL PERSONAL SERVICES** | **8.00** | **765,724** | * | **8.00** | **739,534** | **8.00** | **786,046** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# PROCUREMENT
## Property Management
## Index #034000

***ORIGIN/PURPOSE:***

Pursuant to the passage of the charter amendment related to Bill 16-004 which deleted the purchase, sale or lease of real property as a responsibility of the Department of Procurement, the division of Property Management is now under the purview of the Director of Administration.

The Division of Property Management moved under the Director of Administration in FY 18.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 302,674 | 310,202 | 0 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 3,128,671 | 3,068,716 | 0 | 0 | 0 |
| 30 SUPPLIES AND MATERIALS | 1,134 | 2,083 | 0 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 0 | 185 | 0 | 0 | 0 |
| 50 CAPITAL OUTLAY | 1,634 | 13,574 | 0 | 0 | 0 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 54 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **3,434,167** | **3,394,760** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **3,434,167** | **3,394,760** | **0** | **0** | **0** |

## DIVISION STAFF SUMMARY
### PROPERTY MANAGEMENT
### Index #034000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Specialist II | 1.00 | 86,056 | | | 0 | | 0 |
| Chief, Property Management | 0.00 | 0 | | | 0 | | 0 |
| Procurement Agent III | 2.00 | 136,500 | | | 0 | | 0 |
| **SALARY TOTAL** | **3.00** | **222,556** | | **0.00** | **0** | **0.00** | **0** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 22,256 | | | 0 | | 0 |
| Workers' Compensation | | 5,352 | | | 0 | | 0 |
| Health Benefits | | 46,098 | | | 0 | | 0 |
| PEHP | | 4,520 | | | 0 | | 0 |
| FICA | | 17,026 | | | 0 | | 0 |
| Miscellaneous | | 420 | | | 0 | | 0 |
| **TOTAL OTHER PERSONAL SERVICES** | | **95,672** | | | **0** | | **0** |
| **TOTAL PERSONAL SERVICES** | **3.00** | **318,228** | * | **0.00** | **0** | **0.00** | **0** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

*Division of Property Management moved under Director of Administration for FY 18*

# PROCUREMENT
## Efficiency & Innovation
## Index #036000

***ORIGIN/PURPOSE:***

In accordance with Executive Order 16-03 the Division of Efficiency and Innovation was transferred from Department of Procurement to the Director of Administration which is by Charter mandated to study the efficiency and economy of each agency and department and to report these findings to the County Executive.

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.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 183,045 | 0 | 0 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 3,953 | 0 | 0 | 0 | 0 |
| 30 SUPPLIES AND MATERIALS | 182 | 0 | 0 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 186 | 0 | 0 | 0 | 0 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **187,366** | **0** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **187,366** | **0** | **0** | **0** | **0** |

# PROCUREMENT
## Fleet Management
## Index #032000

***ORIGIN/PURPOSE:***

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

***FY 19 GOAL:***
TO MAXIMIZE THE VALUE OF INVENTORY
TO DOCUMENT AND TRACK FLEET COST SAVINGS ON CAPITAL PROJECTS RELATIVE TO ACQUISITION OF VEHICLES AND EQUIPMENT
TO REDUCE UNDERUTILIZED VEHICLES AND EQUIPMENT

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 191,679 | 195,307 | 204,014 | 216,287 | 216,287 |
| 20 CONTRACTUAL SERVICES | 184,265 | 155,538 | 388,500 | 388,500 | 388,500 |
| 30 SUPPLIES AND MATERIALS | 3,072,955 | 1,929,804 | 4,201,900 | 4,201,900 | 4,201,900 |
| 40 BUSINESS AND TRAVEL | 3,403,265 | 3,338,864 | 3,958,407 | 4,172,585 | 4,172,585 |
| 50 CAPITAL OUTLAY | 183,189 | 49,169 | 0 | 0 | 0 |
| **GRAND TOTAL** | **7,035,353** | **5,668,682** | **8,752,821** | **8,979,272** | **8,979,272** |
| **FUNDING SOURCE:** | | | | | |
| 25 HIGHWAYS | **7,035,353** | **5,668,682** | **8,752,821** | **8,979,272** | **8,979,272** |

**PROCUREMENT**
**Fleet Management**
**Index #032000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $12,273 |
| | 7,996 | 7,996 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 999 | 1,638 | 639 | Workers' Compensation adjustment |
| 34,995 | 38,524 | 3,529 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |
| 4,820 | 4,930 | 110 | PEHP (Post Employment Health Plan) |
| | | | CONTRACTUAL SERVICES No change in funding for FY 19 |
| 100,000 | 100,000 | 0 | Vehicle & Operating Equipment flat lined for FY19 |
| 200,000 | 200,000 | 0 | Other Professional Services funds for tank replacement flat lined for FY19 |
| 20,000 | 20,000 | 0 | Data Processing Software increases for one-time fee for customized reports for maintenance system |
| | | | SUPPLIES AND MATERIALS No change in funding for FY 19 |
| 2,075,000 | 2,075,000 | 0 | Diesel Fuel increase for new cooperative fuel agreement with Harford County Public Schools |
| 2,125,000 | 2,125,000 | 0 | Gasoline increase for new cooperative fuel agreement with Harford County Public Schools |
| | | | BUSINESS AND TRAVEL increase $214,178 |
| 41,000 | 41,000 | 0 | County Owned Vehicle increases due to tag/title work for vehicles & equipment |
| 2,557,357 | 2,768,035 | 210,678 | Targeted Charges for First Vehicle Services increase pending new contract |
| 2,000 | 5,500 | 3,500 | Parking Tolls, Membership Fees and Training increased |

## DIVISION STAFF SUMMARY
### FLEET MANAGEMENT
### Index #032000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 1.00 | 43,527 | | 1.00 | 45,268 | 0.00 | 0 |
| Administrative Specialist I | 0.00 | 0 | | 0.00 | 0 | 1.00 | 48,173 |
| Fleet Manager | 1.00 | 90,767 | | 1.00 | 94,398 | 1.00 | 98,286 |
| **SALARY TOTAL** | **2.00** | **134,294** | | **2.00** | **139,666** | **2.00** | **146,459** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 13,429 | | | 12,570 | | 13,180 |
| Workers' Compensation | | 1,146 | | | 999 | | 1,711 |
| Health Benefits | | 33,933 | | | 34,995 | | 38,524 |
| PEHP | | 3,748 | | | 4,820 | | 4,930 |
| FICA | | 10,274 | | | 10,684 | | 11,203 |
| Miscellaneous | | 280 | | | 280 | | 280 |
| **TOTAL OTHER PERSONAL SERVICES** | | **62,810** | | | **64,348** | | **69,828** |
| **TOTAL PERSONAL SERVICES** | **2.00** | **197,104** | * | **2.00** | **204,014** | **2.00** | **216,287** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

***Bel Air Courthouse***

# DEPARTMENT OF PROCUREMENT - FLEET MANAGEMENT
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goal**

Maximize value of inventory

**Department Objective**

Track and increase Harford County's vehicle and equipment revenue by establishing a revenue baseline and a goal to increase the value of revenue each fiscal year

**County Goal(s) Supported**

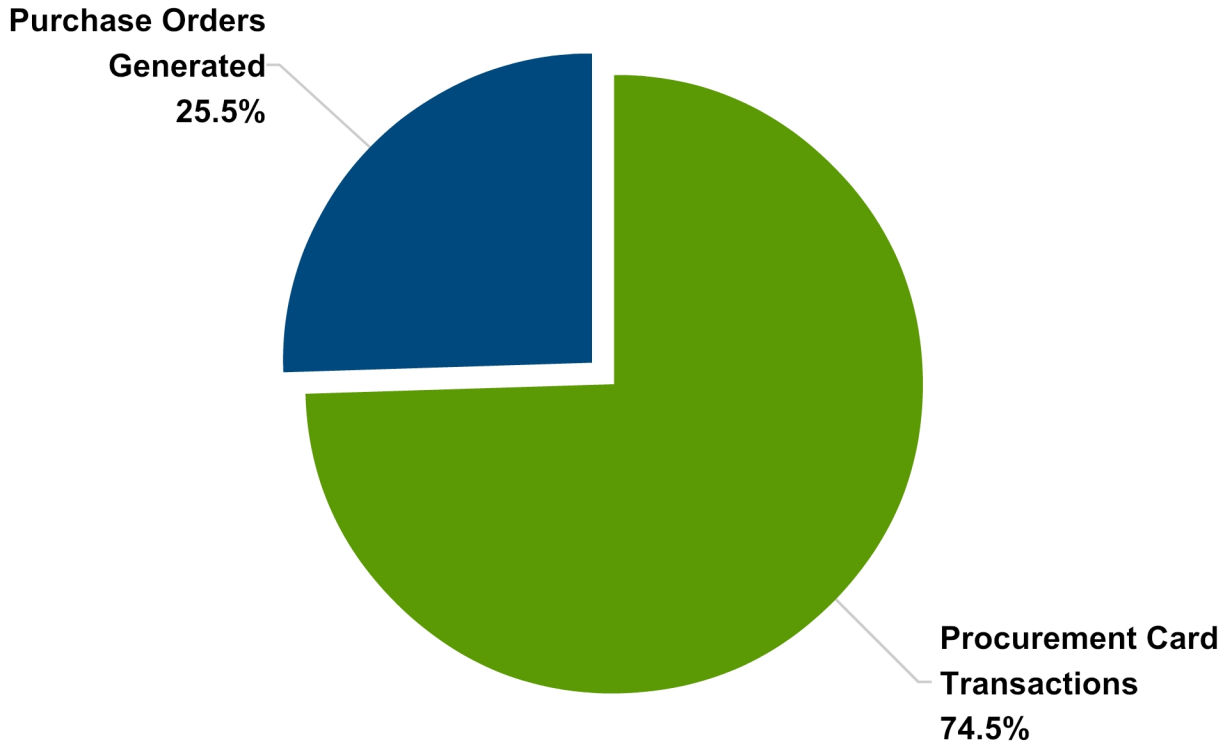
I. Fiscal Balance and Efficiency

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Staff | N/A | N/A | N/A | N/A | 2 |
| Number of vehicles and equipment | N/A | N/A | N/A | N/A | 1,148 |
| Amount of money from sales / auctions/ web and trade-ins | | | | | $200,000 |
| Determine to auction, surplus or negotiate a trade | N/A | N/A | N/A | N/A | In progress |
| ***Output:*** | | | | | |
| Actual number of dollars obtained through sales/ auctions/ web | N/A | N/A | N/A | N/A | In progress |
| Actual number of dollars obtained through negotiated trades | N/A | N/A | N/A | N/A | In progress |
| ***Outcome:*** | | | | | |
| Establish a baseline for future quantification in dollars to track revenue increases | N/A | N/A | N/A | N/A | In progress |

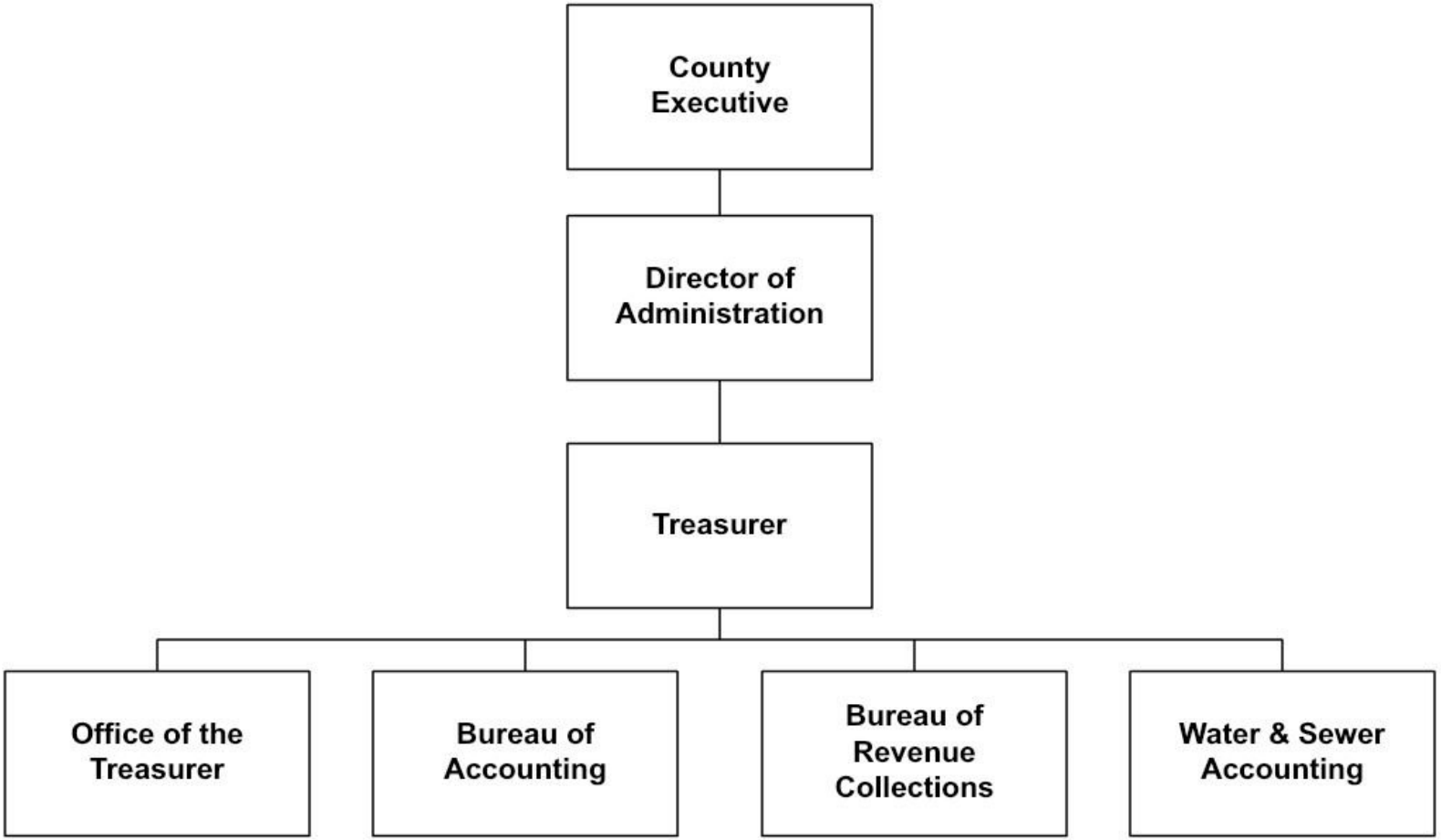
**Explanation and Analysis of Performance Measures**

Fleet management in an attempt to operate more like private sector, attempts to increase revenue while driving down cost. This measurement is strickly to address the revenue portion of the statement about operating more like a business.

# Procurement Card Transactions vs. Purchase Orders Generated



# 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. TO CONTINUALLY STRIVE FOR EQUALITY AND COMPASSION IN ASSISTING TAXPAYERS AND TO PROMOTE ECONOMIC DEVELOPMENT THROUGH INTERGOVERNMENTAL AGENCIES.

***FY 19 GOALS:***

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

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

# TREASURY

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 3,595,869 | 3,641,915 | 3,958,812 | 4,159,463 | 4,159,463 |
| 20 | CONTRACTUAL SERVICES | 222,346 | 242,355 | 555,410 | 571,910 | 571,910 |
| 30 | SUPPLIES & MATERIALS | 236,192 | 228,278 | 258,465 | 257,765 | 257,765 |
| 40 | BUSINESS AND TRAVEL | 19,235 | 19,251 | 20,725 | 22,800 | 22,800 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 460 | 372 | 1,275 | 1,275 | 1,275 |
| | **GRAND TOTAL** | **4,074,102** | **4,132,171** | **4,794,687** | **5,013,213** | **5,013,213** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 3,140,289 | 3,188,212 | 3,511,997 | 3,665,712 | 3,665,712 |
| 51 | WATER & SEWER OPERATING | 933,813 | 943,959 | 1,282,690 | 1,347,501 | 1,347,501 |
| | **GRAND TOTAL** | **4,488,442** | **4,132,171** | **4,794,687** | **5,013,213** | **5,013,213** |
| **SUMMARY BY DIVISION:** | | | | | | |
| | **GENERAL FUND:** | | | | | |
| '041000 | OFFICE OF THE TREASURER | 693,332 | 709,026 | 737,079 | 781,579 | 781,579 |
| '043000 | BUREAU OF ACCOUNTING | 1,693,294 | 1,717,721 | 1,833,273 | 1,931,685 | 1,931,685 |
| '044000 | BUREAU OF REVENUE COLLECTIONS | 753,663 | 761,465 | 941,645 | 952,448 | 952,448 |
| | **WATER & SEWER FUND:** | | | | | |
| '045000 | WATER & SEWER ACCOUNTING | 933,813 | 943,959 | 1,282,690 | 1,347,501 | 1,347,501 |
| | **GRAND TOTAL** | **4,074,102** | **4,132,171** | **4,794,687** | **5,013,213** | **5,013,213** |

## DEPARTMENT STAFF SUMMARY
### TREASURY

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **TREASURY - GENERAL FUND** | | | | | | |
| Accounting Clerk I | 2.00 | 64,066 | 2.00 | 63,480 | 2.00 | 69,917 |
| Accounting Clerk II | 5.00 | 236,833 | 5.00 | 243,878 | 3.00 | 141,876 |
| Accountant I | 0.00 | 0 | 2.00 | 103,792 | 1.00 | 57,052 |
| Accountant II | 4.00 | 259,414 | 4.00 | 270,987 | 6.00 | 370,595 |
| Accountant III | 3.00 | 242,790 | 3.00 | 256,833 | 3.00 | 267,970 |
| Accounting Technician I | 4.00 | 221,051 | 3.00 | 156,811 | 4.00 | 183,158 |
| Accounting Technician II | 5.00 | 299,722 | 5.00 | 311,711 | 5.00 | 327,944 |
| Accounts Payable Supervisor | 1.00 | 63,009 | 1.00 | 67,496 | 1.00 | 70,845 |
| Administrative Secretary III | 1.00 | 61,163 | 1.00 | 63,610 | 1.00 | 66,881 |
| Administrative Specialist II | 1.00 | 46,247 | 0.00 | 0 | 0.00 | 0 |
| Assistant Supervisor of Revenue Collections | 1.00 | 63,738 | 1.00 | 66,288 | 1.00 | 69,614 |
| Chief, Treasury Bureau | 2.00 | 203,349 | 2.00 | 211,483 | 2.00 | 219,713 |
| Deputy Treasurer | 1.00 | 124,781 | 1.00 | 129,772 | 1.00 | 132,509 |
| Financial Systems Coordinator | 1.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Grants Administrator | 1.00 | 68,516 | 1.00 | 71,257 | 1.00 | 74,681 |
| Treasurer | 1.00 | 127,500 | 1.00 | 132,600 | 1.00 | 135,396 |
| **FULL-TIME SALARIES** | 33.00 | 2,082,179 | 32.00 | 2,149,998 | 32.00 | 2,188,151 |
| **TEMPORARY SALARIES** | | 10,000 | | 102,042 | | 92,043 |
| **SALARY TOTAL** | **33.00** | **2,092,179** | **32.00** | **2,252,040** | **32.00** | **2,280,194** |

## DEPARTMENT STAFF SUMMARY
### TREASURY

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **TREASURY - WATER & SEWER FUND** | | | | | | |
| Accountant III | 1.00 | 77,514 | 1.00 | 80,615 | 1.00 | 84,226 |
| Accounting Clerk I | 0.00 | 0 | 1.00 | 33,280 | 1.00 | 37,113 |
| Accounting Clerk II | 5.00 | 215,557 | 4.00 | 189,900 | 3.00 | 162,441 |
| Accounting Technician I | 2.00 | 132,698 | 2.00 | 138,006 | 3.00 | 157,655 |
| Assistant Supervisor of Revenue Collections | 1.00 | 81,714 | 1.00 | 84,983 | 1.00 | 88,682 |
| **FULL-TIME SALARIES** | 9.00 | 507,483 | 9.00 | 526,784 | 9.00 | 530,117 |
| **TEMPORARY SALARIES** | | 0 | | 5,000 | | 20,000 |
| **SUB-TOTAL W & S FUND SALARIES** | **9.00** | **507,483** | **9.00** | **531,784** | **9.00** | **550,117** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension | | 193,499 | | 246,950 | | 250,288 |
| Workers' Compensation | | 7,525 | | 9,369 | | 12,130 |
| Health Benefits | | 499,662 | | 648,456 | | 761,893 |
| PEHP | | 41,228 | | 53,020 | | 78,880 |
| FICA | | 170,491 | | 211,173 | | 219,941 |
| Miscellaneous | | 5,740 | | 6,020 | | 6,020 |
| **TOTAL OTHER PERSONAL SERVICES** | | **918,145** | | **1,174,988** | | **1,329,152** |

## DEPARTMENT STAFF SUMMARY
### TREASURY

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| TREASURY - DEPARTMENT TOTALS | | | | | | |
| TOTAL FULL-TIME SALARIES | 42.00 | 2,589,662 | 41.00 | 2,676,782 | 41.00 | 2,718,268 |
| TOTAL TEMPORARY SALARIES | | 10,000 | | 107,042 | | 112,043 |
| TOTAL OTHER PERSONAL SERVICES | | 918,145 | | 1,174,988 | | 1,329,152 |
| DEPARTMENTAL SALARY TOTALS | 42.00 | 3,517,807 | 41.00 | 3,958,812 | 41.00 | 4,159,463 |

*FY 17 Salaries and Other Personal Services are Enacted not Audited amounts

# TREASURY

**GENERAL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 2,864,163 | 2,905,801 | 3,172,577 | 3,308,417 | 3,308,417 |
| 20 | CONTRACTUAL SERVICES | 138,728 | 143,760 | 180,305 | 196,805 | 196,805 |
| 30 | SUPPLIES AND MATERIALS | 119,199 | 120,216 | 139,150 | 138,450 | 138,450 |
| 40 | BUSINESS AND TRAVEL | 17,739 | 18,091 | 18,740 | 20,815 | 20,815 |
| 50 | CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 460 | 344 | 1,225 | 1,225 | 1,225 |
| | **GRAND TOTAL** | **3,140,289** | **3,188,212** | **3,511,997** | **3,665,712** | **3,665,712** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 3,140,289 | 3,188,212 | 3,511,997 | 3,665,712 | 3,665,712 |
| | **GRAND TOTAL** | **3,140,289** | **3,188,212** | **3,511,997** | **3,665,712** | **3,665,712** |
| **SUMMARY BY DIVISION:** | | | | | | |
| '041000 | OFFICE OF THE TREASURER | 693,332 | 709,026 | 737,079 | 781,579 | 781,579 |
| '043000 | BUREAU OF ACCOUNTING | 1,693,294 | 1,717,721 | 1,833,273 | 1,931,685 | 1,931,685 |
| '044000 | BUREAU OF REVENUE COLLECTIONS | 753,663 | 761,465 | 941,645 | 952,448 | 952,448 |
| '047100 | SOLID WASTE ACCOUNTING | 0 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **3,140,289** | **3,188,212** | **3,511,997** | **3,665,712** | **3,665,712** |

## DEPARTMENT STAFF SUMMARY
### TREASURY

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **TREASURY - GENERAL FUND** | | | | | | |
| Accounting Clerk I | 2.00 | 64,066 | 2.00 | 63,480 | 2.00 | 69,917 |
| Accounting Clerk II | 5.00 | 236,833 | 5.00 | 243,878 | 3.00 | 141,876 |
| Accountant I | 0.00 | 0 | 2.00 | 103,792 | 1.00 | 57,052 |
| Accountant II | 4.00 | 259,414 | 4.00 | 270,987 | 6.00 | 370,595 |
| Accountant III | 3.00 | 242,790 | 3.00 | 256,833 | 3.00 | 267,970 |
| Accounting Technician I | 4.00 | 221,051 | 3.00 | 156,811 | 4.00 | 183,158 |
| Accounting Technician II | 5.00 | 299,722 | 5.00 | 311,711 | 5.00 | 327,944 |
| Accounts Payable Supervisor | 1.00 | 63,009 | 1.00 | 67,496 | 1.00 | 70,845 |
| Administrative Secretary III | 1.00 | 61,163 | 1.00 | 63,610 | 1.00 | 66,881 |
| Administrative Specialist II | 1.00 | 46,247 | 0.00 | 0 | 0.00 | 0 |
| Assistant Supervisor of Revenue Collections | 1.00 | 63,738 | 1.00 | 66,288 | 1.00 | 69,614 |
| Chief, Treasury Bureau | 2.00 | 203,349 | 2.00 | 211,483 | 2.00 | 219,713 |
| Deputy Treasurer | 1.00 | 124,781 | 1.00 | 129,772 | 1.00 | 132,509 |
| Financial Systems Coordinator | 1.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Grants Administrator | 1.00 | 68,516 | 1.00 | 71,257 | 1.00 | 74,681 |
| Treasurer | 1.00 | 127,500 | 1.00 | 132,600 | 1.00 | 135,396 |
| **FULL-TIME SALARIES** | 33.00 | 2,082,179 | 32.00 | 2,149,998 | 32.00 | 2,188,151 |
| **TEMPORARY SALARIES** | | 10,000 | | 102,042 | | 92,043 |
| **SALARY TOTAL** | **33.00** | **2,092,179** | **33.00** | **2,252,040** | **32.00** | **2,280,194** |

## DEPARTMENT STAFF SUMMARY
### TREASURY

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 208,219 | | | 199,539 | | 202,575 |
| Workers' Compensation | | 7,131 | | | 7,525 | | 9,744 |
| Health Benefits | | 449,857 | | | 499,662 | | 574,128 |
| PEHP | | 33,732 | | | 38,560 | | 59,160 |
| FICA | | 159,104 | | | 170,491 | | 177,856 |
| Miscellaneous | | 4,480 | | | 4,760 | | 4,760 |
| **TOTAL OTHER PERSONAL SERVICES** | | **862,523** | | | **920,537** | | **1,028,223** |
| **TOTAL PERSONAL SERVICES** | **33.00** | **2,954,702** | * | **33.00** | **3,172,577** | **32.00** | **3,308,417** |

*FY 17 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 29th consecutive year and has applied for the award for the most current audit.

**FY 19 GOALS:**

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 CONSITENTLY APPLIED IN ORDER TO MAINTAIN THE INTEGRITY OF THE COUNTY'S ACCOUNTING RECORDS, AND FULLY MEET ALL REPORTING REQUIREMENTS

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 670,994 | 684,022 | 709,389 | 757,214 | 757,214 |
| 20 CONTRACTUAL SERVICES | 6,382 | 6,482 | 8,315 | 4,415 | 4,415 |
| 30 SUPPLIES AND MATERIALS | 4,996 | 4,873 | 5,700 | 5,700 | 5,700 |
| 40 BUSINESS AND TRAVEL | 10,791 | 13,596 | 12,675 | 13,250 | 13,250 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 169 | 53 | 1,000 | 1,000 | 1,000 |
| **GRAND TOTAL** | **693,332** | **709,026** | **737,079** | **781,579** | **781,579** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **693,332** | **709,026** | **737,079** | **781,579** | **781,579** |

# TREASURY
## Office of the Treasurer
## Index #041000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $47,825 |
| 520,303 | 522,376 | 2,073 | Full-Time Salaries |
| | | | 2,073 Salary Adjustment |
| | 25,066 | 25,066 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 46,827 | 47,015 | 188 | Pension adjustments |
| 1,821 | 2,351 | 530 | Workers' Compensation adjustment |
| 91,728 | 109,744 | 18,016 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in levels of coverage |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |
| 38,230 | 39,962 | 1,732 | FICA adjustments |
| | | | CONTRACTUAL SERVICES decrease ($3,900) |
| 3,900 | 0 | (3,900) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| | | | BUSINESS & TRAVEL increase $575 |
| 2,600 | 3,100 | 500 | Mileage increased and Professional Books and Periodicals decreased based on actual expense history |

## DIVISION STAFF SUMMARY
### Office of Treasurer
### Index #041000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Accountant I | 0.00 | 0 | | 1.00 | 51,896 | 1.00 | 57,051 |
| Accountant III | 1.00 | 70,392 | | 1.00 | 75,404 | 1.00 | 78,910 |
| Accounting Technician II | 1.00 | 64,443 | | 1.00 | 67,021 | 1.00 | 70,361 |
| Administrative Secretary III | 1.00 | 61,163 | | 1.00 | 63,610 | 1.00 | 66,881 |
| Administrative Specialist II | 1.00 | 46,247 | | 0.00 | 0 | 0.00 | 0 |
| Deputy Treasurer | 1.00 | 124,781 | | 1.00 | 129,772 | 1.00 | 132,509 |
| Treasurer | 1.00 | 127,500 | | 1.00 | 132,600 | 1.00 | 135,397 |
| **SALARY TOTAL** | 6.00 | 494,526 | | **6.00** | **520,303** | **6.00** | **541,109** |
| | | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 49,453 | | | 46,827 | | 48,703 |
| Workers' Compensation | | 1,681 | | | 1,821 | | 2,435 |
| Health Benefits | | 88,536 | | | 91,728 | | 109,744 |
| PEHP | | 7,496 | | | 9,640 | | 9,860 |
| FICA | | 36,884 | | | 38,230 | | 44,523 |
| Miscellaneous | | 840 | | | 840 | | 840 |
| **TOTAL OTHER PERSONAL SERVICES** | | **184,890** | | | **189,086** | | **216,105** |
| **TOTAL PERSONAL SERVICES** | **6.00** | **679,416** | * | **6.00** | **709,389** | **6.00** | **757,214** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 19 GOALS:***

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

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 1,581,142 | 1,606,995 | 1,691,273 | 1,765,185 | 1,765,185 |
| 20 CONTRACTUAL SERVICES | 77,528 | 75,164 | 99,625 | 123,325 | 123,325 |
| 30 SUPPLIES & MATERIALS | 29,646 | 32,090 | 37,500 | 37,500 | 37,500 |
| 40 BUSINESS AND TRAVEL | 4,753 | 3,181 | 4,725 | 5,525 | 5,525 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 225 | 291 | 150 | 150 | 150 |
| **GRAND TOTAL** | **1,693,294** | **1,717,721** | **1,833,273** | **1,931,685** | **1,931,685** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,693,294** | **1,717,721** | **1,833,273** | **1,931,685** | **1,931,685** |

# TREASURY
## Bureau of Accounting
## Index #043000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $73,912 |
| 1,215,168 | 1,127,603 | (87,565) | Full-Time Salaries |
| | | | 1,978 Salary Adjustment |
| | | | (89,543) Turnover (7.37)% |
| | | | (87,565) |
| | 71,704 | 71,704 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | 62,621 | 62,621 | One 1 Accounting Clerk I transferred in from Revenue Collections |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 1.00 / 34,424 / 28,197 / 62,621 |
| 109,365 | 101,486 | (7,879) | Pension Adjustments |
| 4,253 | 4,701 | 448 | Workers' Compensation adjustment |
| 242,907 | 268,468 | 25,561 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 24,100 | 39,440 | 15,340 | PEHP (Post Employment Health Plan) |
| 92,960 | 86,642 | (6,318) | FICA adjustments |
| | | | CONTRACTUAL SERVICES increase of $23,700 |
| 6,300 | 0 | (6,300) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| 20,000 | 50,000 | 30,000 | Other Professional Services increased to aid in the implementation of new computer software |
| | | | BUSINESS AND TRAVEL increase $800 |
| 1,600 | 2,300 | 700 | Lodging and Membership Fees increased offset by decrease in Professional books |

## DIVISION STAFF SUMMARY
### Bureau of Accounting
### Index #043000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Accountant I | 0.00 | 0 | 1.00 | 51,896 | 0.00 | 0 |
| Accountant II | 4.00 | 259,414 | 4.00 | 270,987 | 5.00 | 312,911 |
| Accountant III | 2.00 | 172,398 | 2.00 | 181,429 | 2.00 | 189,060 |
| Accounting Clerk I | 0.00 | 0 | 0.00 | 0 | 1.00 | 37,113 |
| Accounting Clerk II | 3.00 | 140,571 | 3.00 | 146,194 | 2.00 | 75,021 |
| Accounting Technician I | 2.00 | 134,415 | 1.00 | 66,710 | 2.00 | 87,254 |
| Accounting Technician II | 4.00 | 235,279 | 4.00 | 244,690 | 4.00 | 257,583 |
| Accounts Payable Supervisor | 1.00 | 63,009 | 1.00 | 67,496 | 1.00 | 70,845 |
| Chief, Treasury Bureau | 1.00 | 110,105 | 1.00 | 114,509 | 1.00 | 118,800 |
| Financial Systems Coordinator | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 |
| Grants Administrator | 1.00 | 68,516 | 1.00 | 71,257 | 1.00 | 74,681 |
| **SALARY TOTAL** | **18.00** | **1,183,707** | **18.00** | **1,215,168** | **19.00** | **1,223,268** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension | | 118,371 | | 109,365 | | 110,103 |
| Workers' Compensation | | 4,077 | | 4,253 | | 5,106 |
| Health Benefits | | 235,242 | | 242,907 | | 290,638 |
| PEHP | | 18,740 | | 24,100 | | 39,440 |
| FICA | | 90,553 | | 92,960 | | 93,970 |
| Miscellaneous | | 2,520 | | 2,520 | | 2,660 |
| **TOTAL OTHER PERSONAL SERVICES** | | **469,503** | | **476,105** | | **541,917** |
| **TOTAL PERSONAL SERVICES** | **18.00** | **1,653,210** | **18.00** | **1,691,273** | **19.00** | **1,765,185** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 19 GOALS:***

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

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 612,027 | 614,784 | 771,915 | 786,018 | 786,018 |
| 20 CONTRACTUAL SERVICES | 54,818 | 62,114 | 72,365 | 69,065 | 69,065 |
| 30 SUPPLIES & MATERIALS | 84,557 | 83,253 | 95,950 | 95,250 | 95,250 |
| 40 BUSINESS AND TRAVEL | 2,195 | 1,314 | 1,340 | 2,040 | 2,040 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 66 | 0 | 75 | 75 | 75 |
| **GRAND TOTAL** | **753,663** | **761,465** | **941,645** | **952,448** | **952,448** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **753,663** | **761,465** | **941,645** | **952,448** | **952,448** |

# TREASURY
## Bureau of Revenue Collections
## Index #044000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $14,103 |
| 414,527 | 435,018 | 20,491 | Full-time salaries |
| | | | 20,491 Turnover 4.94% |
| | (58,887) | (58,887) | One (1) Accounting Clerk I transferred out to Bureau of Accounting |
| | | | # of Positions Salary Fringe Total |
| | | | (1.00) (33,280) (25,607) (58,887) |
| | 27,420 | 27,420 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 102,042 | 90,728 | (11,314) | Temporary salaries additional seasonal help |
| 43,347 | 44,778 | 1,431 | Pension adjustments |
| 1,451 | 1,925 | 474 | Workers' Compensation adjustment |
| 165,027 | 193,555 | 28,528 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 4,820 | 9,860 | 5,040 | PEHP adjustments |
| 39,301 | 40,221 | 920 | FICA Adjustments |
| | | | |
| | | | CONTRACTUAL SERVICES decrease ($3,300) |
| 3,300 | 0 | (3,300) | Office Equipment - moved copier expense funding to Information and Communication Technology |
| | | | |
| | | | SUPPLIES AND MATERIALS decrease ($700) |
| 75,000 | 74,300 | (700) | General Office Mailing decreased |
| | | | |
| | | | BUSINESS AND TRAVEL increase $700 |
| 500 | 1,200 | 700 | Membership fees and Dues increased |

## DIVISION STAFF SUMMARY
### Bureau of Revenue Collections
### Index #044000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Accountant II | 0.00 | 0 | 0.00 | 0 | 1.00 | 57,682 |
| Accounting Clerk I | 2.00 | 64,066 | 2.00 | 63,480 | 1.00 | 32,804 |
| Accounting Clerk II | 2.00 | 96,262 | 2.00 | 97,684 | 1.00 | 66,856 |
| Accounting Technician I | 2.00 | 86,636 | 2.00 | 90,101 | 2.00 | 95,904 |
| Assistant Supervisor of Revenue Collections | 1.00 | 63,738 | 1.00 | 66,288 | 1.00 | 69,614 |
| Chief, Treasury Bureau | 1.00 | 93,244 | 1.00 | 96,974 | 1.00 | 100,913 |
| **FULL-TIME SALARIES** | 8.00 | 403,946 | 8.00 | 414,527 | 7.00 | 423,773 |
| **TEMPORARY SALARIES** | 0.00 | 10,000 | 0.00 | 102,042 | 0.00 | 92,043 |
| **SALARY TOTAL** | **8.00** | **413,946** | **8.00** | **516,569** | **7.00** | **515,816** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension | | 40,395 | | 43,347 | | 43,770 |
| Workers' Compensation | | 1,373 | | 1,451 | | 2,203 |
| Health Benefits | | 126,079 | | 165,027 | | 173,746 |
| PEHP | | 7,496 | | 4,820 | | 9,860 |
| FICA | | 31,667 | | 39,301 | | 39,363 |
| Miscellaneous | | 1,120 | | 1,400 | | 1,260 |
| **TOTAL OTHER PERSONAL SERVICES** | | **208,130** | | **255,346** | | **270,202** |
| **TOTAL PERSONAL SERVICES** | **8.00** | **622,076** | **8.00** | **771,915** | **7.00** | **786,018** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 19 GOALS:***

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

LEVERAGE GRANTS TO CREATE OPPORTUNITIES FOR GROWTH AND ENHANCEMENT OF THE COUNTY'S GOALS

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 731,706 | 736,114 | 786,235 | 851,046 | 851,046 |
| 20 CONTRACTUAL SERVICES | 83,618 | 98,595 | 375,105 | 375,105 | 375,105 |
| 30 SUPPLIES & MATERIALS | 116,993 | 108,062 | 119,315 | 119,315 | 119,315 |
| 40 BUSINESS AND TRAVEL | 1,496 | 1,160 | 1,985 | 1,985 | 1,985 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 28 | 50 | 50 | 50 |
| **GRAND TOTAL** | **933,813** | **943,959** | **1,282,690** | **1,347,501** | **1,347,501** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **933,813** | **943,959** | **1,282,690** | **1,347,501** | **1,347,501** |

# TREASURY
## Water and Sewer Accounting
## Index #045000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $64,811 |
| 526,784 | 502,076 | (24,708) | Full-Time Salaries |
| | | | 2,969 Salary Adjustment |
| | | | (27,677) Turnover (5.25)% |
| | | | (24,708) |
| 5,000 | 20,000 | 15,000 | Temporary funding for seasonal help |
| | 32,842 | 32,842 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 47,411 | 45,186 | (2,225) | Pension adjustments |
| 1,844 | 2,259 | 415 | Workers' Compensation adjustment |
| 148,794 | 187,765 | 38,971 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 14,460 | 19,720 | 5,260 | PEHP (Post Employment Health Plan) |
| 40,682 | 39,938 | (744) | FICA adjustments |

## DIVISION STAFF SUMMARY
### Water & Sewer Accounting
### Index #045000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Accountant III | 1.00 | 77,514 | 1.00 | 80,615 | 1.00 | 84,226 |
| Accounting Clerk I | 0.00 | 0 | 1.00 | 33,280 | 1.00 | 37,112 |
| Accounting Clerk II | 5.00 | 215,557 | 4.00 | 189,900 | 3.00 | 162,441 |
| Accounting Technician I | 2.00 | 132,698 | 2.00 | 138,006 | 3.00 | 157,656 |
| Assistant Supervisor of Revenue Collections | 1.00 | 81,714 | 1.00 | 84,983 | 1.00 | 88,682 |
| TOTAL FULL TIME SALARIES | 9.00 | 507,483 | 9.00 | 526,784 | 9.00 | 530,117 |
| TEMPORARY SALARIES | | 0 | | 5,000 | | 20,000 |
| **SALARY TOTAL** | 9.00 | 507,483 | 9.00 | 531,784 | 9.00 | 550,117 |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension | | 50,748 | | 47,411 | | 47,713 |
| Workers' Compensation | | 1,725 | | 1,844 | | 2,386 |
| Health Benefits | | 142,181 | | 148,794 | | 187,765 |
| PEHP | | 7,496 | | 14,460 | | 19,720 |
| FICA | | 38,822 | | 40,682 | | 42,085 |
| Miscellaneous | | 1,260 | | 1,260 | | 1,260 |
| **TOTAL OTHER PERSONAL SERVICES** | | **242,232** | | **254,451** | | **300,929** |
| **TOTAL PERSONAL SERVICES** | **9.00** | **749,715** | **9.00** | **786,235** | **9.00** | **851,046** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# TREASURY - BUREAU OF ACCOUNTING
# OBJECTIVE & 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 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 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Dollars Allocated | $4,488,436 | $4,074,102 | $132,171 | $4,794,687 | $5,013,213 |
| Number of Staff | 39 | 39 | 41 | 42 | 44 |
| ***Output:*** | | | | | |
| Number of reports issued by legislative mandate: | | | | | |
| CAFR - October 31st | 1 | 1 | 1 | 1 | 1 |
| UFR - November 1st | 1 | 1 | 1 | 1 | 1 |
| ***Outcome:*** | | | | | |
| 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 Principals (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. To achieve these measures we will: 1) set up meetings to discuss audit with auditors; 2) do Pro Forma of all the reports that are due; 3) do variance reports and explain all variances over a dollar threshold; 4) run final Accounts Payable; 5) do all final reconciliations and journal entries; 6) run final reports from the financial system; 7) prepare the CAFR and UFR; and 8) submit to auditors for review and opinion.

# 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 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 reduce borrowing by preparing the presentation to the credit rating agencies and the official statement in a manner to obtain and retain the County's Triple A rating from all three major bond rating agencies.

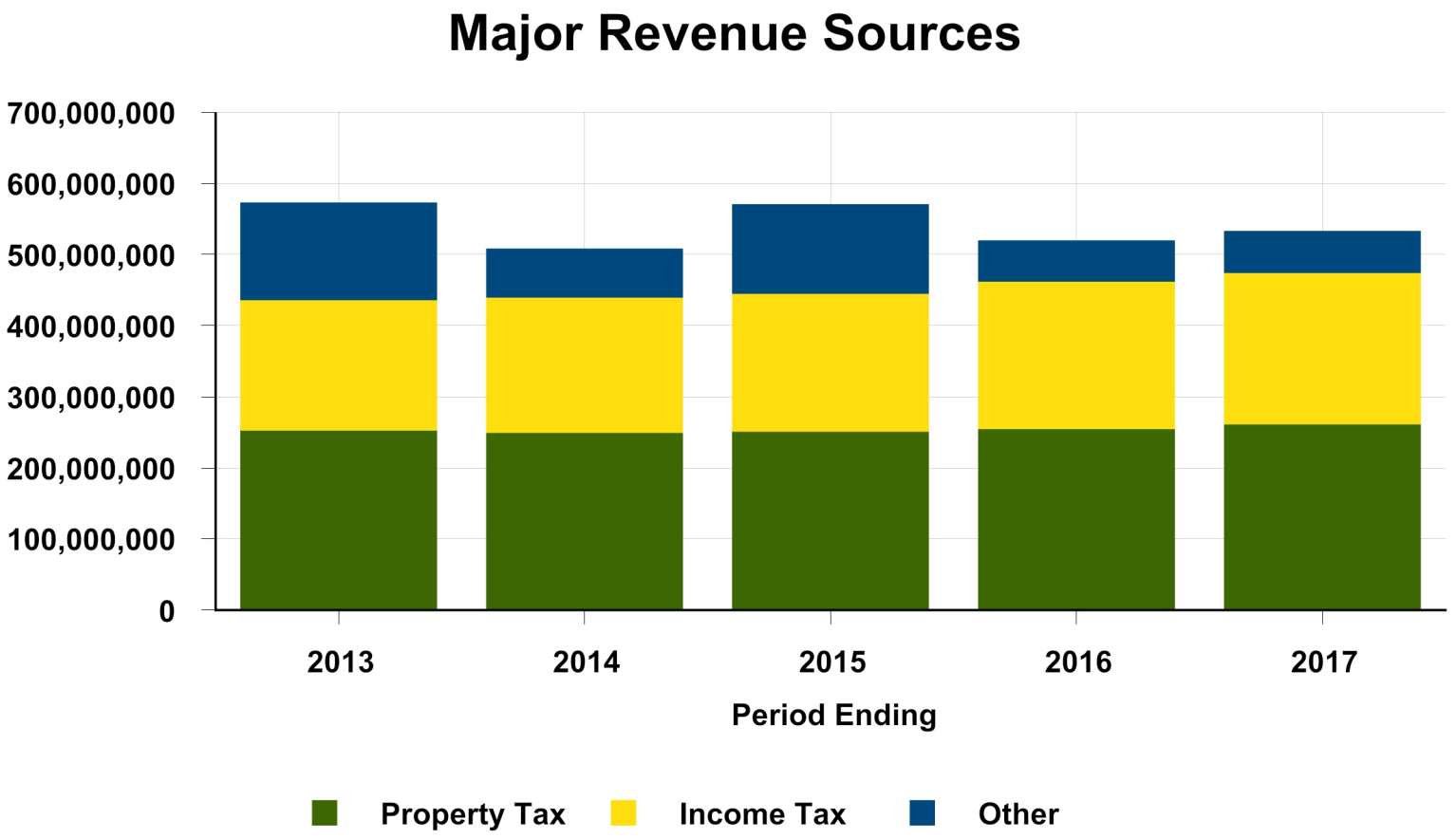
**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

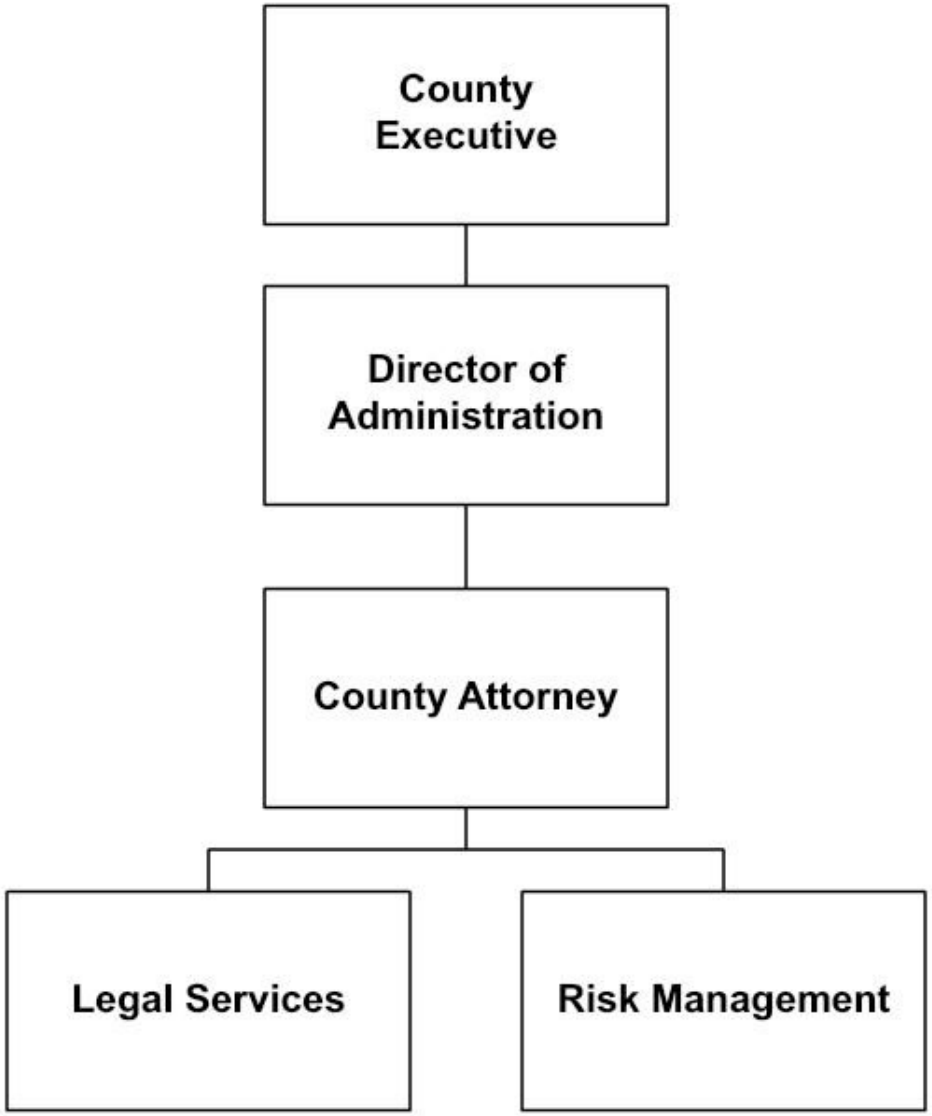
| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Cost of Issuance Expense | $886,027 | $520,507 | $769,263 | $1,088,173 | $1,100,000 |
| ***Output:*** | | | | | |
| Presentation to Credit Rating Agencies | 1 | 1 | 1 | 1 | 1 |
| Official Statement | 1 | 1 | 1 | 1 | 1 |
| ***Outcome:*** | | | | | |
| Bond Rating from the three major bond rating agencies | | | | | |
| Moody's Investor Services | Aaa | Aaa | Aaa | Aaa | Aaa |
| Fitch Ratings | AAA | AAA | AAA | AAA | AAA |
| Standard and Poors Cup | AAA | AAA | AAA | AAA | AAA |

**Explanation and Analysis of Performance Measures**

To maintain the County's Triple A rating with all three major bond rating agencies. We will continue to strive to produce the highest quality Official Statement when offering our bonds in the market place. To achieve these measures we will: 1) setup meetings to discuss the credit rating presentation and Official Statement; 2) work with our financial advisor and legal counsel to prepare Official Statement; 3) prepare presentation by updating all information presented in prior year's presentation; 4) Treasurer will review presentation to add or delete from prior presentation and perform a dry run of presentation; 5) schedule and present credit rating presentation to all three credit rating agencies; 6) prepare final Official Statement and submit to prospective buyers; and 7) sell bonds and receive Legislative approval for the sale.


Major Revenue Sources
700,000,000
600,000,000
500,000,000
400,000,000
300,000,000
200,000,000
100,000,000
0
2013
2014
2015
2016
2017
Period Ending
Property Tax
Income Tax
Other

# 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 19 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 OBJECTIVES

MINIMIZE THE COUNTY'S EXPOSURE FOR FINANCIAL LOSS

# LAW

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 2,011,752 | 1,781,308 | 1,938,737 | 2,027,271 | 2,027,271 |
| 20 | CONTRACTUAL SERVICES | 40,021 | 62,552 | 69,875 | 64,875 | 64,875 |
| 30 | SUPPLIES AND MATERIALS | 5,860 | 4,505 | 9,535 | 9,535 | 9,535 |
| 40 | BUSINESS AND TRAVEL | 22,200 | 21,427 | 27,440 | 32,180 | 32,180 |
| 50 | CAPITAL OUTLAY | 1,200 | 0 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 25,800 | 26,484 | 26,948 | 26,948 | 26,948 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 532 | 50 | 500 | 500 | 500 |
| | **GRAND TOTAL** | **2,107,365** | **1,896,326** | **2,073,035** | **2,161,309** | **2,161,309** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 2,107,365 | 1,896,326 | 2,073,035 | 2,161,309 | 2,161,309 |
| | **GRAND TOTAL** | **2,107,365** | **1,896,326** | **2,073,035** | **2,161,309** | **2,161,309** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 52,000 | LEGAL SERVICES | 1,883,094 | 1,756,289 | 1,951,424 | 2,008,896 | 2,008,896 |
| 54,000 | RISK MANAGEMENT | 224,271 | 140,037 | 121,611 | 152,413 | 152,413 |
| | **GRAND TOTAL** | **2,107,365** | **1,896,326** | **2,073,035** | **2,161,309** | **2,161,309** |

# LAW

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $88,534 |
| 1,447,347 | 1,465,221 | 17,874 | Full-time salaries<br>17,874 Turnover 1.23% |
| 5,000 | 25,000 | 20,000 | Temporary Salaries increased to provide for legal summer interns |
| | 68,622 | 68,622 | FY 19 COLA of 2% and a $2,000 merit increase to eligible employees |
| 123,037 | 120,872 | (2,165) | Pension/Retirement adjustments |
| 5,482 | 7,610 | 2,128 | Workers' Compensation adjustment |
| 234,296 | 209,053 | (25,243) | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 14,460 | 14,790 | 330 | PEHP (Post Employment Health Plan) |
| 107,015 | 114,003 | 6,988 | FICA adjustments |

# LAW

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 69,875 | 64,875 | (5,000) | CONTRACTUAL SERVICES decrease ($5,000)<br>Funds for the copier lease reallocated to ICT for better accountability/oversight of lease |
| 9,535 | 9,535 | 0 | SUPPLIES AND MATERIALS no change in funding over FY 18<br>Funding for computer supplies and printing |
| 27,440 | 32,180 | 4,740 | BUSINESS AND TRAVEL increase $4,740<br>Additional funds are provided for Membership Fees and Dues and Training Seminars & Courses to provide for continued professional training |
| 26,948 | 26,948 | 0 | MISCELLANEOUS no change in funding over FY 18<br>Funds provide for public defenders grant inmate services project and litigation expenses |

**DEPARTMENT STAFF SUMMARY**

**LAW**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Secretary III | 1.00 | 55,620 | 1.00 | 59,581 | 1.00 | 62,773 |
| Administrative Specialist I | 2.00 | 123,213 | 2.00 | 128,141 | 2.00 | 134,704 |
| Assistant County Attorney I | 0.00 | 0 | 1.00 | 105,000 | 1.00 | 109,100 |
| County Attorney | 1.00 | 136,000 | 1.00 | 141,440 | 1.00 | 144,423 |
| Legal Specialist III | 2.00 | 121,002 | 2.00 | 122,443 | 2.00 | 128,891 |
| Management Assistant I | 1.00 | 77,180 | 1.00 | 80,267 | 1.00 | 83,872 |
| Risk & Safety Officer | 1.00 | 74,160 | 1.00 | 77,126 | 1.00 | 98,900 |
| Senior Assistant County Attorney | 7.00 | 818,447 | 6.00 | 733,349 | 6.00 | 760,015 |
| **TOTAL FULL-TIME SALARIES** | **15.00** | **1,405,622** | **15.00** | **1,447,347** | **15.00** | **1,522,678** |
| **TEMPORARY SALARIES** | | 15,000 | | 5,000 | | 25,000 |
| **SALARY TOTAL** | **15.00** | **1,420,622** | **15.00** | **1,452,347** | **15.00** | **1,547,678** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 142,062 | | 123,689 | | 125,651 |
| Workers' Compensation | | 5,343 | | 7,093.32 | | 7,911 |
| Health Benefits | | 272,047 | | 206,709 | | 209,053 |
| PEHP | | 14,992 | | 14,790 | | 14,790 |
| FICA | | 105,434 | | 118,422 | | 120,088 |
| Miscellaneous | | 2,100 | | 2,100 | | 2,100 |
| **TOTAL OTHER PERSONAL SERVICES** | | **541,978** | | **486,390** | | **479,593** |
| **TOTAL PERSONAL SERVICES** | **15.00** | **1,962,600** | **15.00** | **1,938,737** | **15.00** | **2,027,271** |

*** FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# LAW
## Legal Services
## 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.

***FY 19 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 OBJECTIVES

TO ASSIST CLIENTS IN IDENTIFYING EFFICIENCIES IN OPERATIONS AND METHODS TO STREAMLINE PROCESSES

# LAW
## Legal Services
## Index #052000

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 1,794,383 | 1,647,252 | 1,827,971 | 1,887,943 | 1,887,943 |
| 20 | CONTRACTUAL SERVICES | 38,811 | 61,127 | 68,500 | 63,500 | 63,500 |
| 30 | SUPPLIES AND MATERIALS | 5,142 | 3,798 | 7,600 | 7,600 | 7,600 |
| 40 | BUSINESS AND TRAVEL | 17,226 | 17,578 | 19,905 | 22,405 | 22,405 |
| 50 | CAPITAL OUTLAY | 1,200 | 0 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 25,800 | 26,484 | 26,948 | 26,948 | 26,948 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 532 | 50 | 500 | 500 | 500 |
| | **GRAND TOTAL** | **1,883,094** | **1,756,289** | **1,951,424** | **2,008,896** | **2,008,896** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 1,883,094 | 1,756,289 | 1,951,424 | 2,008,896 | 2,008,896 |
| | **GRAND TOTAL** | **1,883,094** | **1,756,289** | **1,951,424** | **2,008,896** | **2,008,896** |

# LAW
# Legal Services
# Index #052000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $59,972 |
| 1,370,221 | 1,370,221 | 0 | Full-time salaries |
| | 64,013 | 64,013 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 0 | 25,000 | 25,000 | Temporary salaries provide for a legal college interns |
| 116,096 | 112,322 | (3,774) | Pension/Retirement adjustments |
| 4,796 | 6,407 | 1,611 | Workers' Compensation adjustment |
| 214,323 | 186,736 | (27,587) | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 14,460 | 14,790 | 330 | PEHP (Post Employment Health Plan) |
| 101,115 | 106,735 | 5,620 | FICA adjustments |
| 68,500 | 63,500 | (5,000) | CONTRACTUAL SERVICES decrease ($5,000)<br>Office equipment copier lease funding is reallocated to ICT for better accountability of lease costs |
| 7,600 | 7,600 | 0 | MATERIALS & SUPPLIES no change in funding over FY 18<br>Funds for office supplies, computers supplies, etc., |
| 19,905 | 22,405 | 2,500 | BUSINESS & TRAVEL increase $2,500<br>Additional funds are provided for professional training |
| 26,948 | 26,948 | 0 | MISCELLANEOUS INCREASE no change in funding over FY 18<br>Funds provide for public defenders grant inmate service project and litigation expense |

## DIVISION STAFF SUMMARY
### Legal Services
### Index #052000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Secretary III | 1.00 | 55,620 | 1.00 | 59,581 | 1.00 | 62,773 |
| Administrative Specialist I | 2.00 | 123,213 | 2.00 | 128,141 | 2.00 | 134,705 |
| Assistant County Attorney I | 0.00 | 0 | 1.00 | 105,000 | 1.00 | 109,100 |
| County Attorney | 1.00 | 136,000 | 1.00 | 141,440 | 1.00 | 144,423 |
| Legal Specialist III | 2.00 | 121,002 | 2.00 | 122,443 | 2.00 | 128,891 |
| Management Assistant I | 1.00 | 77,180 | 1.00 | 80,267 | 1.00 | 83,872 |
| Senior Assistant County Attorney | 7.00 | 818,447 | 6.00 | 733,349 | 6.00 | 760,016 |
| **TOTAL FULL-TIME SALARIES** | **14.00** | **1,331,462** | **14.00** | **1,370,221** | **14.00** | **1,423,780** |
| **TEMPORARY SALARIES** | | | | 5,000 | | 25,000 |
| **SALARY TOTAL** | **14.00** | **1,331,462** | **14.00** | **1,375,221** | **14.00** | **1,448,780** |

## DIVISION STAFF SUMMARY
### Legal Services
### Index #052000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 133,146 | | | 116,748 | | 116,748 |
| Workers' Compensation | | 4,527 | | | 6,407.32 | | 6,407 |
| Health Benefits | | 252,677 | | | 186,736 | | 186,736 |
| PEHP | | 11,244 | | | 14,790 | | 14,790 |
| FICA | | 98,601 | | | 112,522 | | 112,522 |
| Miscellaneous | | 1,960 | | | 1,960 | | 1,960 |
| **TOTAL OTHER PERSONAL SERVICES** | | **502,155** | | | **452,750** | | **439,163** |
| **TOTAL PERSONAL SERVICES** | **14.00** | **1,833,617** | * | **14.00** | **1,827,971** | **14.00** | **1,887,943** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# LAW
## Risk Management
## 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 19 GOALS:***

MINIMIZE THE COUNTY'S EXPOSURE FOR FINANCIAL LOSS

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 217,369 | 134,056 | 110,766 | 139,328 | 139,328 |
| 20 CONTRACTUAL SERVICES | 1,210 | 1,425 | 1,375 | 1,375 | 1,375 |
| 30 SUPPLIES AND MATERIALS | 718 | 707 | 1,935 | 1,935 | 1,935 |
| 40 BUSINESS AND TRAVEL | 4,974 | 3,849 | 7,535 | 9,775 | 9,775 |
| **GRAND TOTAL** | **224,271** | **140,037** | **121,611** | **152,413** | **152,413** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **224,271** | **140,037** | **121,611** | **152,413** | **152,413** |

## LAW
## Risk Management
## Index #054000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $28,562 |
| 77,126 | 95,000 | 17,874 | Full-time Salaries<br>17,874 turnover 23.18% |
| 19,973 | 22,317 | 2,344 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| | 4,609 | 4,609 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 6,941 | 8,550 | 1,609 | Pension adjustments |
| 1,375 | 1,375 | 0 | CONTRACTUAL SERVICES no change in funding over FY 18<br>Funding for Telephone Service, Management Services and Other Professional Services |
| 1,935 | 1,935 | 0 | SUPPLIES AND MATERIALS no change in funding over FY 18<br>Funding for General Office Supplies, Printing Commercial and Safety Equipment |
| 7,535 | 9,775 | 2,240 | BUSINESS AND TRAVEL increase $2,240<br>Additional funds provided for membership fees and dues based on actual expense history |

**DIVISION STAFF SUMMARY**
**Risk Management**
**Index #054000**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Risk and Safety Officer | 1.00 | 74,160 | | 1.00 | 77,126 | 1.00 | 98,900 |
| Risk Manager | 0.00 | 0 | | 0.00 | 0 | 0.00 | |
| **TOTAL FULL-TIME SALARIES** | **1.00** | **74,160** | | **1.00** | **77,126** | **1.00** | **98,900** |
| **TEMPORARY SALARIES** | | **15,000** | | | **0** | | **0** |
| **SALARY TOTAL** | **1.00** | **89,160** | | **1.00** | **77,126** | **1.00** | **98,900** |
| | | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 8,916 | | | 6,941 | | 8,902 |
| Workers' Compensation | | 816 | | | 686 | | 1,503 |
| Health Benefits | | 19,370 | | | 19,973 | | 22,317 |
| PEHP | | 3,748 | | | 0 | | 0 |
| FICA | | 6,833 | | | 5,900 | | 7,566 |
| Miscellaneous | | 140 | | | 140 | | 140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **39,823** | | | **33,640** | | **40,428** |
| **TOTAL PERSONAL SERVICES** | **1.00** | **128,983** | * | **1.00** | **110,766** | **1.00** | **139,328** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# LAW DEPARTMENT
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

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

**Department Objective**

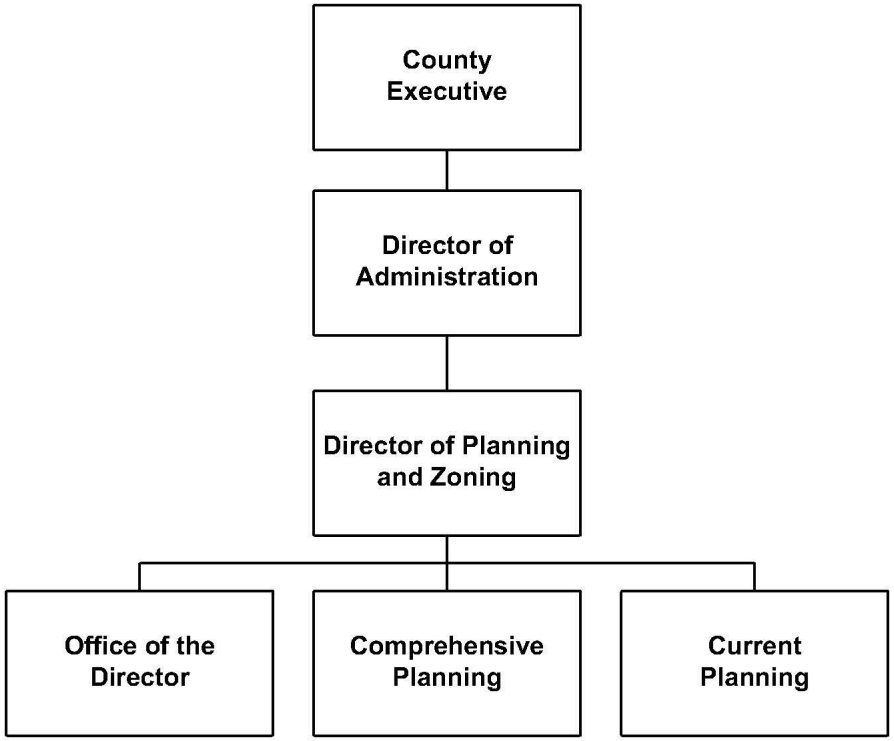
To continue improvement in document processing time and to provide recommendations for improving standard documents.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

| Measure | | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| | Dollars allocated | $2,106,302 | $1,883,094 | $1,896,326 | $2,073,035 | $2,161,309 |
| | Number of staff | 16 | 14 | 14 | 14 | 14 |
| ***Output:*** | | | | | | |
| | Number of deeds processed | 19 | 33 | 23 | 36 | 40 |
| | Number of plats processed | 136 | 129 | 191 | 120 | 150 |
| | Number of agreements processed | 977 | 742 | 990 | 949 | 1,000 |
| ***Outcome:*** | | | | | | |
| | Turnaround time in days: | | | | | |
| | Deeds | 1.90 | 1.40 | 1.70 | 2.1 | 2.00 |
| | Plats | 2.20 | 2.00 | 1.69 | 2 | 2.00 |
| | Agreements | 2.10 | 2.60 | 2.00 | 2.70 | 3.00 |

# DEPARTMENT OF PLANNING AND ZONING



# PLANNING AND ZONING

***ORIGIN/PURPOSE:***

The Department of Planning and Zoning is a charter agency, established under Section 405 of the Harford County Charter. Responsibilities include the preparation of master plans, the establishment of regulations affecting the physical development and growth of the county, the enforcement of rules governing subdivisions, and the administration of zoning regulations.

The Department is comprised of the Director's Office and two divisions: Comprehensive Planning and Current Planning. Comprehensive Planning oversees long-range planning efforts (e.g., the Master Plan process, corridor studies, community plans), research and data analysis, and environmental planning; the Current Planning Division facilitates the development process and includes the administration and enforcement of the Zoning Code.

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 BALANCE COMMUNITY, ECONOMIC, AND ENVIRONMENTAL INTERESTS WITH THE VALUES AND TRADITIONS THAT PROVIDE FOR A HIGH QUALITY OF LIFE FOR THOSE WHO LIVE, WORK, AND VISIT HARFORD COUNTY

***FY 19 GOALS:***

TO PROVIDE QUALITY CUSTOMER SERVICE

TO IMPLEMENT HARFORD NEXT

# PLANNING AND ZONING

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 3,243,711 | 3,177,945 | 3,422,312 | 3,599,306 | 3,599,306 |
| 20 | CONTRACTUAL SERVICES | 25,394 | 43,878 | 155,938 | 291,948 | 291,948 |
| 30 | SUPPLIES & MATERIALS | 17,090 | 15,693 | 28,375 | 29,243 | 29,243 |
| 40 | BUSINESS AND TRAVEL | 17,859 | 15,595 | 29,275 | 31,425 | 31,425 |
| 50 | CAPITAL OUTLAY | 6,745 | 1,830,975 | 4,538,000 | 22,000,000 | 22,000,000 |
| 70 | MISCELLANEOUS | 25,873 | 1,206,528 | 2,143,300 | 2,325,000 | 2,325,000 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 0 | 37 | 100 | 200 | 200 |
| | **GRAND TOTAL** | **3,336,672** | **6,290,651** | **10,317,300** | **28,277,122** | **28,277,122** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 3,300,160 | 3,248,700 | 3,625,800 | 3,917,279 | 3,917,279 |
| 27 | AG PRESERVATION - COUNTY | 300 | 2,012,193 | 6,541,000 | 24,004,843 | 24,004,843 |
| 28 | AG PRESERVATION - STATE | 36,212 | 1,029,758 | 150,500 | 355,000 | 355,000 |
| | **GRAND TOTAL** | **3,336,672** | **6,290,651** | **10,317,300** | **28,277,122** | **28,277,122** |
| **SUMMARY BY DIVISION:** | | | | | | |
| | **GENERAL FUND:** | | | | | |
| 061000 | DIRECTOR OF PLANNING & ZONING | 456,936 | 473,818 | 621,415 | 698,143 | 698,143 |
| 062000 | COMPREHENSIVE PLANNING | 1,121,787 | 1,048,069 | 1,151,574 | 1,283,931 | 1,283,931 |
| 063000 | CURRENT PLANNING | 1,721,437 | 1,726,813 | 1,852,811 | 1,935,205 | 1,935,205 |
| | **AG PRESERVATION - COUNTY** | | | | | |
| 064270 | AG PRESERVATION - COUNTY | 300 | 2,012,193 | 6,541,000 | 24,004,843 | 24,004,843 |
| | **AG PRESERVATION - STATE** | | | | | |
| 064280 | AG PRESERVATION - STATE | 36,212 | 1,029,758 | 150,500 | 355,000 | 355,000 |
| | **GRAND TOTAL** | **3,336,672** | **6,290,651** | **10,317,300** | **28,277,122** | **28,277,122** |

## DEPARTMENT STAFF SUMMARY
### PLANNING AND ZONING

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **PLANNING AND ZONING - GENERAL FUND** | | | | | | |
| Administrative Assistant II | 2.00 | 83,461 | 2.00 | 86,799 | 2.00 | 92,535 |
| Administrative Secretary III | 1.00 | 62,621 | 1.00 | 62,620 | 1.00 | 65,872 |
| Administrative Specialist II | 1.00 | 60,181 | 1.00 | 62,588 | 1.00 | 65,840 |
| Customer Support Analyst I | 0.00 | 0 | 1.00 | 36,608 | 1.00 | 39,340 |
| Customer Support Analyst II | 0.00 | 0 | 3.00 | 147,282 | 3.00 | 161,294 |
| Deputy Director of Planning and Zoning | 1.00 | 102,500 | 1.00 | 106,600 | 1.00 | 108,848 |
| Director, Planning and Zoning | 1.00 | 107,500 | 1.00 | 115,440 | 1.00 | 117,875 |
| GIS Analyst I | 0.00 | 0 | 0.00 | 0 | 1.00 | 50,348 |
| GIS Analyst II | 1.00 | 55,414 | 1.00 | 57,631 | 1.00 | 60,784 |
| GIS Technician I | 1.00 | 45,522 | 1.00 | 47,343 | 0.00 | 0 |
| GIS Technician II | 1.00 | 67,963 | 1.00 | 70,682 | 1.00 | 51,738 |
| Permits Clerk | 0.00 | 0 | 1.00 | 37,943 | 0.00 | 0 |
| Permits Review Supervisor | 0.00 | 0 | 0.00 | 0 | 1.00 | 77,589 |
| Permits Technician | 1.00 | 36,133 | 0.00 | 0 | 0.00 | 0 |
| Planner I | 1.00 | 41,097 | 1.00 | 46,800 | 2.00 | 97,636 |
| Planner II | 7.00 | 391,173 | 7.00 | 408,894 | 4.00 | 259,640 |
| Planner III | 3.00 | 248,549 | 2.00 | 186,674 | 4.00 | 326,321 |
| Planner IV | 5.00 | 475,080 | 5.00 | 461,944 | 3.00 | 310,197 |
| Planning Assistant I | 0.00 | 0 | 0.00 | 0 | 1.00 | 40,376 |
| Planning Assistant II | 7.00 | 368,184 | 3.00 | 190,246 | 3.00 | 206,017 |
| Zoning Enforcement Coordinator | 0.00 | 0 | 0.00 | 0 | 1.00 | 85,446 |
| Zoning Inspector I | 0.00 | 0 | 0.00 | 0 | 1.00 | 56,038 |
| Zoning Inspector II | 3.00 | 170,556 | 3.00 | 177,379 | 2.00 | 138,891 |
| Zoning Technician | 1.00 | 35,123 | 1.00 | 36,528 | 1.00 | 41,447 |
| **FULL-TIME SALARIES** | 37.00 | 2,346,893 | 36.00 | 2,340,001 | 36.00 | 2,454,072 |
| **SALARY OFFSET** | | (142,740) | | (143,930) | | (173,930) |
| **TOTAL FULL-TIME SALARIES** | 37.00 | 2,204,153 | 36.00 | 2,196,071 | 36.00 | 2,280,142 |

## DEPARTMENT STAFF SUMMARY
### PLANNING AND ZONING

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 103,000 | | | 107,120 | | 111,262 |
| **SUB-TOTAL P & Z - GENERAL FUND** | **36.00** | **2,307,153** | * | **36.00** | **2,303,191** | **36.00** | **2,391,404** |
| **P & Z - AG PRESERVATION - STATE** | | | | | | | |
| Planner III | | 30,000 | | | 30,000 | | 30,000 |
| **SUB-TOTAL P & Z - AG PRES - STATE** | **0.00** | **30,000** | * | **0.00** | **30,000** | **0.00** | **30,000** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 244,989 | | | 220,241 | | 230,882 |
| Workers' Compensation | | 13,721 | | | 13,205 | | 25,381 |
| Health Benefits | | 612,518 | | | 605,677 | | 673,194 |
| PEHP | | 48,724 | | | 57,840 | | 44,370 |
| FICA | | 187,258 | | | 187,118 | | 198,895 |
| Miscellaneous | | 5,320 | | | 5,040 | | 5,180 |
| **TOTAL OTHER PERSONAL SERVICES** | | **1,112,530** | * | | **1,089,121** | | **1,177,902** |
| **PLANNING AND ZONING - DEPARTMENT TOTALS** | | | | | | | |
| **TOTAL FULL-TIME SALARIES** | 37.00 | 2,376,893 | | 36.00 | 2,370,001 | 36.00 | 2,484,072 |
| **TOTAL SALARY OFFSET** | | (142,740) | | | (143,930) | | (173,930) |
| **TEMPORARY** | | 103,000 | | | 107,120 | | 111,262 |
| **TOTAL OTHER PERSONAL SERVICES** | | 1,112,530 | | | 1,089,121 | | 1,177,902 |
| **PLANNING & ZONING SALARY TOTALS** | **37.00** | **3,449,683** | * | **36.00** | **3,422,312** | **36.00** | **3,599,306** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited Amounts**

# PLANNING AND ZONING

**GENERAL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 3,213,711 | 3,147,945 | 3,392,312 | 3,569,306 | 3,569,306 |
| 20 | CONTRACTUAL SERVICES | 25,394 | 43,878 | 154,438 | 288,948 | 288,948 |
| 30 | SUPPLIES & MATERIALS | 17,058 | 15,693 | 28,075 | 28,600 | 28,600 |
| 40 | BUSINESS AND TRAVEL | 17,591 | 15,295 | 28,075 | 30,225 | 30,225 |
| 50 | CAPITAL OUTLAY | 6,745 | 3,066 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 19,661 | 22,786 | 22,800 | 0 | 0 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 0 | 37 | 100 | 200 | 200 |
| | **GRAND TOTAL** | **3,300,160** | **3,248,700** | **3,625,800** | **3,917,279** | **3,917,279** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 3,300,160 | 3,248,700 | 3,625,800 | 3,917,279 | 3,917,279 |
| | **GRAND TOTAL** | **3,300,160** | **3,248,700** | **3,625,800** | **3,917,279** | **3,917,279** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 061000 | DIRECTOR OF PLANNING & ZONING | 456,936 | 473,818 | 621,415 | 698,143 | 698,143 |
| 062000 | COMPREHENSIVE PLANNING | 1,121,787 | 1,048,069 | 1,151,574 | 1,283,931 | 1,283,931 |
| 063000 | CURRENT PLANNING | 1,721,437 | 1,726,813 | 1,852,811 | 1,935,205 | 1,935,205 |
| | **GRAND TOTAL** | **3,300,160** | **3,248,700** | **3,625,800** | **3,917,279** | **3,917,279** |

## DEPARTMENT STAFF SUMMARY
### PLANNING AND ZONING

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **PLANNING AND ZONING - GENERAL FUND** | | | | | | |
| Administrative Assistant II | 2.00 | 83,461 | 2.00 | 86,799 | 2.00 | 92,535 |
| Administrative Secretary III | 1.00 | 62,621 | 1.00 | 62,620 | 1.00 | 65,872 |
| Administrative Specialist II | 1.00 | 60,181 | 1.00 | 62,588 | 1.00 | 65,840 |
| Customer Support Analyst I | 0.00 | 0 | 1.00 | 36,608 | 1.00 | 39,340 |
| Customer Support Analyst II | 0.00 | 0 | 3.00 | 147,282 | 3.00 | 161,294 |
| Deputy Director of Planning and Zoning | 1.00 | 102,500 | 1.00 | 106,600 | 1.00 | 108,848 |
| Director, Planning and Zoning | 1.00 | 107,500 | 1.00 | 115,440 | 1.00 | 117,875 |
| GIS Analyst I | 0.00 | 0 | 0.00 | 0 | 1.00 | 50,348 |
| GIS Analyst II | 1.00 | 55,414 | 1.00 | 57,631 | 1.00 | 60,784 |
| GIS Technician I | 1.00 | 45,522 | 1.00 | 47,343 | 0.00 | 0 |
| GIS Technician II | 1.00 | 67,963 | 1.00 | 70,682 | 1.00 | 51,738 |
| Permits Clerk | 0.00 | 0 | 1.00 | 37,943 | 0.00 | 0 |
| Permits Review Supervisor | 0.00 | 0 | 0.00 | 0 | 1.00 | 77,589 |
| Permits Technician | 1.00 | 36,133 | 0.00 | 0 | 0.00 | 0 |
| Planner I | 1.00 | 41,097 | 1.00 | 46,800 | 2.00 | 97,636 |
| Planner II | 7.00 | 391,173 | 7.00 | 408,894 | 4.00 | 259,640 |
| Planner III | 3.00 | 248,549 | 2.00 | 186,674 | 4.00 | 326,321 |
| Planner IV | 5.00 | 475,080 | 5.00 | 461,944 | 3.00 | 310,197 |
| Planning Assistant I | 0.00 | 0 | 0.00 | 0 | 1.00 | 40,376 |
| Planning Assistant II | 7.00 | 368,184 | 3.00 | 190,246 | 3.00 | 206,017 |
| Zoning Enforcement Coordinator | 0.00 | 0 | 0.00 | 0 | 1.00 | 85,446 |
| Zoning Inspector I | 0.00 | 0 | 0.00 | 0 | 1.00 | 56,038 |
| Zoning Inspector II | 3.00 | 170,556 | 3.00 | 177,379 | 2.00 | 138,891 |
| Zoning Technician | 1.00 | 35,123 | 1.00 | 36,528 | 1.00 | 41,447 |
| **FULL-TIME SALARIES** | 37.00 | 2,346,893 | 36.00 | 2,340,001 | 36.00 | 2,454,072 |
| **SALARY OFFSET** | | (142,740) | | (143,930) | | (173,930) |
| **TOTAL FULL-TIME SALARIES** | 37.00 | 2,204,153 | 36.00 | 2,196,071 | 36.00 | 2,280,142 |

## DEPARTMENT STAFF SUMMARY
### PLANNING AND ZONING

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 103,000 | | | 107,120 | | 111,262 |
| **SUB-TOTAL P & Z - GENERAL FUND** | **37.00** | **2,307,153** | | **36.00** | **2,303,191** | **36.00** | **2,391,404** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 244,989 | | | 220,241 | | 230,882 |
| Workers' Compensation | | 13,721 | | | 13,205 | | 25,381 |
| Health Benefits | | 612,518 | | | 605,677 | | 673,194 |
| PEHP | | 48,724 | | | 57,840 | | 44,370 |
| FICA | | 187,258 | | | 187,118 | | 198,895 |
| Miscellaneous | | 5,320 | | | 5,040 | | 5,180 |
| **TOTAL OTHER PERSONAL SERVICES** | | **1,112,530** | | | **1,089,121** | | **1,177,902** |
| **TOTAL PERSONAL SERVICES** | **37.00** | **3,419,683** | * | **36.00** | **3,392,312** | **36.00** | **3,569,306** |

***FY 17 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 development activity within the County is consistent with related regulations (e.g., development, zoning) and the County's Master Plan, thus preserving the general integrity and welfare of the community. The Director supervises, directs, and supports agency personnel and programs and is responsible for maintaining guidelines.

The Director is mandated to revise and enforce the rules and regulations governing the physical development and growth of the County. The Director maintains an administrative liaison with the County Council to provide that legislative body with sufficient information to render equitable decisions.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 444,186 | 446,745 | 493,840 | 514,195 | 514,195 |
| 20 CONTRACTUAL SERVICES | 1,408 | 11,648 | 102,500 | 136,448 | 136,448 |
| 30 SUPPLIES & MATERIALS | 2,006 | 3,911 | 6,775 | 28,600 | 28,600 |
| 40 BUSINESS AND TRAVEL | 2,869 | 10,436 | 18,200 | 18,700 | 18,700 |
| 50 CAPITAL OUTLAY | 6,467 | 1,041 | 0 | 0 | 0 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 37 | 100 | 200 | 200 |
| **GRAND TOTAL** | **456,936** | **473,818** | **621,415** | **698,143** | **698,143** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **456,936** | **473,818** | **621,415** | **698,143** | **698,143** |

## PLANNING AND ZONING
## Director of Planning and Zoning
## Index #061000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $20,355 |
| 347,249 | 347,249 | 0 | Full-Time Salaries |
| | 15,768 | 15,768 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 31,252 | 31,252 | 0 | Pension |
| 1,791 | 2,703 | 912 | Workers' Compensation adjustments |
| 67,143 | 75,309 | 8,166 | Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage |
| 19,280 | 14,790 | (4,490) | PEHP (Post Employment Health Plan) |
| | | | CONTRACTUAL SERVICES increase $33,948 |
| 0 | 13,148 | 13,148 | Office Equipment increases for consolidation of expenses for wide-format printer and scanner previously funded in Comprehensive (062000) and Current (063000) |
| 0 | 12,500 | 12,500 | Legal Notice increase for consolidation of expenses previously funded in Comprehensive (062000) and Current (063000) |
| 1,800 | 10,100 | 8,300 | Telephone Service, Data Processing Hardware, and Office Equipment Service increase for consolidation of expenses previously funded in Current Planning (063000) |
| 6,775 | 28,600 | 21,825 | SUPPLIES & MATERIALS increase $21,825<br>General Office Supplies, Printing, General Office Mailing, and Building Supplies increase for consolidation of expenses previously funded in Comprehensive (062000) and Current (063000) |
| 18,200 | 18,700 | 500 | BUSINESS & TRAVEL increase $500<br>Funding is included for County-owned Vehicles, Fuel, Mileage, Meals, Lodging, and Training Seminars. Increase is based on actual expense history for Membership Fees and Dues. |

## DIVISION STAFF SUMMARY
### Director of Planning and Zoning
### Index #061000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Secretary III | 1.00 | 58,457 | 1.00 | 62,621 | 1.00 | 65,872 |
| Administrative Specialist II | 1.00 | 60,181 | 1.00 | 62,588 | 1.00 | 65,840 |
| Deputy Director of Planning and Zoning | 1.00 | 102,500 | 1.00 | 106,600 | 1.00 | 108,848 |
| Director, Planning and Zoning | 1.00 | 107,500 | 1.00 | 115,440 | 1.00 | 117,875 |
| **SALARY TOTAL** | **4.00** | **328,638** | **4.00** | **347,249** | **4.00** | **358,435** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 32,864 | | 31,252 | | 32,259 |
| Workers' Compensation | | 1,117 | | 1,791 | | 2,778 |
| Health Benefits | | 65,339 | | 67,143 | | 75,309 |
| PEHP | | 14,992 | | 19,280 | | 14,790 |
| FICA | | 25,141 | | 26,565 | | 30,065 |
| Miscellaneous | | 560 | | 560 | | 560 |
| **TOTAL OTHER PERSONAL SERVICES** | | **140,013** | | **146,591** | | **155,761** |
| **TOTAL PERSONAL SERVICES** | **4.00** | **468,651** * | **4.00** | **493,840** | **4.00** | **514,195** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# PLANNING AND ZONING
## Comprehensive Planning
## Index #062000

***ORIGIN/PURPOSE:***

The Comprehensive Planning Division is primarily responsible for preparing long-range plans guiding the physical growth of the County. This process requires substantial public outreach along with research, data collection, and analysis regarding land use patterns, demographics, and economic trends.

Planners in this division have knowledge in a broad range of disciplines. These include environmental planning, community planning, transportation planning, and agricultural and historical preservation. Their expertise supports various planning projects in the County, such as the Transportation Management Program, the Chesapeake Bay Critical Area Program, Coastal Zone Management Program, and the Agricultural Land Preservation Program.

This Comprehensive Planning Division is also responsible for managing studies (e.g., the MD-22 Multimodal Corridor Study) and grants (e.g., Safe Routes to School). Additionally, the division is staffed by several Geographic Information System specialists and data analysts who provide informational reports and mapping services to all County departments and agencies.

***FY 19 GOALS:***

TO IMPLEMENT HARFORD NEXT

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 1,083,127 | 1,005,256 | 1,095,249 | 1,124,456 | 1,124,456 |
| 20 CONTRACTUAL SERVICES | 7,111 | 10,564 | 17,800 | 150,000 | 150,000 |
| 30 SUPPLIES & MATERIALS | 4,934 | 4,392 | 7,900 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 6,954 | 3,046 | 7,825 | 9,475 | 9,475 |
| 50 CAPITAL OUTLAY | 0 | 2,025 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 19,661 | 22,786 | 22,800 | 0 | 0 |
| **GRAND TOTAL** | **1,121,787** | **1,048,069** | **1,151,574** | **1,283,931** | **1,283,931** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,121,787** | **1,048,069** | **1,151,574** | **1,283,931** | **1,283,931** |

## PLANNING AND ZONING
## Comprehensive Planning
## Index #062000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $29,207 |
| 712,155 | 668,808 | (43,347) | Full-Time Salaries |
| | | | 14,980 Salary adjustments |
| | | | (28,327) Staff Turnover |
| | | | (30,000) Offset - Transportation Management Grant |
| | | | (43,347) |
| | 48,313 | 48,313 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 77,048 | 75,846 | (1,202) | Pension adjustments |
| 5,056 | 11,164 | 6,108 | Workers' Compensation adjustments |
| 224,267 | 244,316 | 20,049 | Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |
| 65,403 | 64,469 | (934) | FICA adjustments |

**PLANNING AND ZONING**
**Comprehensive Planning**
**Index #062000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $132,200 |
| 5,000 | 150,000 | 145,000 | Other Professional Services increase for expenditures associated with Partnership for Action Learning in Sustainability program (PALS) and for Historic Preservation Commission |
| 12,800 | 0 | (12,800) | Office Equipment, Legal Notice, and Office Equipment Service expenses consolidated under Director's Office (061000) |
| 7,900 | 0 | (7,900) | SUPPLIES & MATERIALS decrease ($7,900)<br>General Office Supplies, Printing, and General Office Mailing expenses consolidated under Director's Office (061000) |
| 7,825 | 9,475 | 1,650 | BUSINESS & TRAVEL increase $1,650<br>Mileage, Transportation Costs, Meals, and Lodging increase based on actual expense history, No change in Fuel, Parking/ Tolls, Professional Books, Membership Fees, and Training Seminars. |
| | | | MISCELLANEOUS decrease ($22,800) |
| 22,800 | 0 | (22,800) | United Planning Work Program grant match has been reallocated to a new account for better accounting/ reporting purposes |

## DIVISION STAFF SUMMARY
### Comprehensive Planning
### Index #062000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| GIS Analyst I | 0.00 | 0 | | 0.00 | 0 | 1.00 | 50,348 |
| GIS Analyst II | 1.00 | 55,414 | | 1.00 | 57,631 | 1.00 | 60,784 |
| GIS Technician I | 1.00 | 45,522 | | 1.00 | 47,342 | 0.00 | 0 |
| GIS Technician II | 1.00 | 67,963 | | 1.00 | 70,682 | 1.00 | 51,738 |
| Planner I | 0.00 | 0 | | 0.00 | 0 | 1.00 | 49,736 |
| Planner II | 5.00 | 286,956 | | 5.00 | 298,434 | 3.00 | 204,758 |
| Planner III | 3.00 | 248,549 | | 2.00 | 186,674 | 3.00 | 263,122 |
| Planner IV | 2.00 | 213,767 | | 2.00 | 195,322 | 2.00 | 203,229 |
| **FULL-TIME SALARIES** | 13.00 | 918,171 | | 12.00 | 856,085 | 12.00 | 883,715 |
| **SALARY OFFSET** | | (142,740) | | | (143,930) | | (173,930) |
| **SALARY TOTAL** | **13.00** | **775,431** | | **12.00** | **712,155** | **12.00** | **709,785** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 91,817 | | | 77,048 | | 79,528 |
| Workers' Compensation | | 6,509 | | | 5,056 | | 11,688 |
| Health Benefits | | 226,625 | | | 224,267 | | 244,316 |
| PEHP | | 11,244 | | | 9,640 | | 9,860 |
| FICA | | 70,081 | | | 65,403 | | 67,599 |
| Miscellaneous | | 1,820 | | | 1,680 | | 1,680 |
| **TOTAL OTHER PERSONAL SERVICES** | | **408,096** | | | **383,094** | | **414,671** |
| **TOTAL PERSONAL SERVICES** | **13.00** | **1,183,527** | * | **12.00** | **1,095,249** | **12.00** | **1,124,456** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## PLANNING AND ZONING
## Current Planning
## Index #063000

***ORIGIN/PURPOSE:***

The Current Planning Division enforces the County's Zoning Code and Subdivision Regulations, including provisions for the protection of the natural environment. Additionally, the Division is responsible for composing technical staff reports for use by the Board of Appeals in determining the outcome of applications for variances from the zoning regulations. The Division is comprised of three sections: Development Review, Zoning Administration, and Zoning Enforcement.

The Development Review Section examines subdivision plans, site plans, forest conservation plans, landscaping planes, and other materials submitted in relation to a development proposal to ensure compliance with all applicable requirements of the Zoning Code and Subdivision Regulations.

The Zoning Administration Section is responsible for the intake and review of building permit applications to ensure the proposed activity is consistent with County zoning regulations; planners work in conjunction with other County and state agencies to coordinate the approval of permits. Applications to the Board of Appeals are coordinated through Zoning Administration staff.

The Zoning Enforcement Section is responsible for responding to constituent complaints regarding potential zoning violations. Section personnel perform zoning inspections, generate reports and notifications, and manage the litigation of violations.

***FY 19 GOALS:***
TO PROVIDE QUALITY CUSTOMER SERVICE

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 1,686,398 | 1,695,944 | 1,803,223 | 1,930,655 | 1,930,655 |
| 20 CONTRACTUAL SERVICES | 16,875 | 21,666 | 34,138 | 2,500 | 2,500 |
| 30 SUPPLIES & MATERIALS | 10,118 | 7,390 | 13,400 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 7,768 | 1,813 | 2,050 | 2,050 | 2,050 |
| 50 CAPITAL OUTLAY | 278 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **1,721,437** | **1,726,813** | **1,852,811** | **1,935,205** | **1,935,205** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,721,437** | **1,726,813** | **1,852,811** | **1,935,205** | **1,935,205** |

## PLANNING AND ZONING
## Current Planning
## Index #063000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $127,432 |
| 1,136,667 | 1,148,944 | 12,277 | Full-Time Salaries: |
| | | | 34,448 Salary adjustment |
| | | | (22,171) Staff Turnover (1.95%) |
| | | | 12,277 |
| | 78,871 | 78,871 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 107,120 | 107,120 | 0 | Temporary funding provides for a Planning & Zoning Division Chief |
| 111,941 | 113,046 | 1,105 | Pension adjustments |
| 6,358 | 10,356 | 3,998 | Workers' Compensation adjustments |
| 314,267 | 353,569 | 39,302 | Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage |
| 2,800 | 2,940 | 140 | Life Insurance adjustments |
| 28,920 | 19,720 | (9,200) | PEHP (Post Employment Health Plan) |
| 95,150 | 96,089 | 939 | FICA adjustments |
| 34,138 | 2,500 | (31,638) | CONTRACTUAL SERVICES decrease ($31,638) Funding for Office Equipment, Telephone Service, Legal Notice, Office Equipment Service, and Data Processing Hardware consolidated under Director's Office (061000). No change in funding for Other Professional Services. |
| 13,400 | 0 | (13,400) | SUPPLIES & MATERIALS decrease ($13,400) Funding for General Office Supplies, Printing, General Office Mailing, and Building Supplies consolidated under Director's Office (061000). |

## DIVISION STAFF SUMMARY

### Current Planning

### Index #063000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 2.00 | 83,461 | 2.00 | 86,799 | 2.00 | 92,535 |
| Customer Support Analyst I | 0.00 | 0 | 1.00 | 36,608 | 1.00 | 39,340 |
| Customer Support Analyst II | 0.00 | 0 | 3.00 | 147,282 | 3.00 | 161,294 |
| Permits Clerk | 0.00 | 0 | 1.00 | 37,943 | 0.00 | 0 |
| Permits Review Supervisor | 0.00 | 0 | 0.00 | 0 | 1.00 | 77,589 |
| Permits Technician | 1.00 | 36,133 | 0.00 | 0 | 0.00 | 0 |
| Planner I | 1.00 | 41,097 | 1.00 | 46,800 | 1.00 | 47,900 |
| Planner II | 2.00 | 104,217 | 2.00 | 110,460 | 1.00 | 54,883 |
| Planner III | 0.00 | 0 | 0.00 | 0 | 1.00 | 63,200 |
| Planner IV | 3.00 | 261,313 | 3.00 | 266,622 | 1.00 | 106,967 |
| Planning Assistant I | 0.00 | 0 | 0.00 | 0 | 1.00 | 40,376 |
| Planning Assistant II | 7.00 | 368,184 | 3.00 | 190,246 | 3.00 | 206,017 |
| Zoning Enforcement Coordinator | 0.00 | 0 | 0.00 | 0 | 1.00 | 85,446 |
| Zoning Inspector I | 0.00 | 0 | 0.00 | 0 | 1.00 | 56,038 |
| Zoning Inspector II | 3.00 | 170,556 | 3.00 | 177,379 | 2.00 | 138,891 |
| Zoning Technician | 1.00 | 35,123 | 1.00 | 36,528 | 1.00 | 41,447 |
| **FULL TIME SALARIES** | 20.00 | 1,100,084 | 20.00 | 1,136,667 | 20.00 | 1,211,923 |
| **TEMPORARY SALARIES** | | 103,000 | | 107,120 | | 111,262 |
| **SALARY TOTAL** | **20.00** | **1,203,084** | **20.00** | **1,243,787** | **20.00** | **1,323,185** |

## DIVISION STAFF SUMMARY
### Current Planning
### Index #063000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 120,308 | | | 111,941 | | 119,095 |
| Workers' Compensation | | 6,095 | | | 6,358 | | 10,915 |
| Health Benefits | | 320,554 | | | 314,267 | | 353,569 |
| PEHP | | 22,488 | | | 28,920 | | 19,720 |
| FICA | | 92,036 | | | 95,150 | | 101,231 |
| Miscellaneous | | 2,940 | | | 2,800 | | 2,940 |
| **TOTAL OTHER PERSONAL SERVICES** | | **564,421** | | | **559,436** | | **607,470** |
| **TOTAL PERSONAL SERVICES** | **20.00** | **1,767,505** | * | **20.00** | **1,803,223** | **20.00** | **1,930,655** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## 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; fifty percent of the proceeds are dedicated to the County's agricultural land preservation program.

The Harford County Council, via Bill No. 93-2, added language to the Harford County Code authorizing the establishment of the Harford County Land Preservation Program to preserve productive agricultural land and woodland. The program is administered by the Department of Planning and Zoning and the Harford County Agricultural Land Preservation 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; the land owner receives payment for selling their development rights and/or via a tax credit.

All easement purchases are handled through an Installment Purchase Agreement (IPA) between the County and the seller. The agreement sets payment terms, 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, 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 September 2016, the County has permanently preserved 50,230 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 FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 0 | 0 | 0 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 0 | 0 | 1,500 | 3,000 | 3,000 |
| 30 SUPPLIES & MATERIALS | 32 | 0 | 300 | 643 | 643 |
| 40 BUSINESS & TRAVEL | 268 | 300 | 1,200 | 1,200 | 1,200 |
| 50 CAPITAL OUTLAY | 0 | 1,827,909 | 4,538,000 | 22,000,000 | 22,000,000 |
| 70 MISCELLANEOUS | 0 | 183,984 | 2,000,000 | 2,000,000 | 2,000,000 |
| **GRAND TOTAL** | **300** | **2,012,193** | **6,541,000** | **24,004,843** | **24,004,843** |
| **FUNDING SOURCE:** | | | | | |
| 28 AG PRESERVATION - STATE | **300** | **2,012,193** | **6,541,000** | **24,004,843** | **24,004,843** |

## PLANNING AND ZONING
## Agricultural Preservation - County
## Index #064270

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $1,500 |
| 1,500 | 3,000 | 1,500 | Other Professional Services increase based on actual expense history for County Ag awards and banquet |
| | | | SUPPLIES & MATERIALS increase $343 |
| 300 | 643 | 343 | Delivery Charges decrease based on actual expense history for ag preservation documents |
| | | | CAPITAL OUTLAY increase $17,462,000 |
| 4,538,000 | 22,000,000 | 17,462,000 | Ag Purchases increase for additional ag preservation through county's program |
| | | | MISCELLANEOUS no change |
| 1,600,000 | 1,600,000 | 0 | Interfund Reimbursements - Ag Preservation tax credit reimbursement to General Fund and Highways Fund |
| 400,000 | 400,000 | 0 | Agricultural Preservation - estimated purchase of land under the State Program |

## 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. Preservation was also intended to curb the expansion of urban development.

MALPF, along with the Maryland Department of Planning, co-administers the Certification of Local Agricultural Land Preservation Programs. MALPF is funded with 1) a portion of the State's Property Transfer Tax, 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.

As of September 2016, the County has permanently preserved 50,230 acres of farmland through County and State Agricultural Programs along with donated easements.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| 70 MISCELLANEOUS | 6,212 | 999,758 | 120,500 | 325,000 | 325,000 |
| **GRAND TOTAL** | **36,212** | **1,029,758** | **150,500** | **355,000** | **355,000** |
| **FUNDING SOURCE:** | | | | | |
| 28 AG PRESERVATION - STATE | **36,212** | **1,029,758** | **150,500** | **355,000** | **355,000** |

## PLANNING AND ZONING
## Agricultural Preservation - State
## Index #064280

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES no change for FY18 |
| 30,000 | 30,000 | 0 | Full-Time Salaries - represents offset available for a Planner III position in Comprehensive Planning (062000) |
| | | | MISCELLANEOUS increase $204,500 |
| 120,500 | 325,000 | 204,500 | Agricultural Preservation - funds for match available for easement purchases 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 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Planner III | | 30,000 | | | 30,000 | | 30,000 |
| **SALARY TOTAL** | **0.00** | **30,000** | * | **0.00** | **30,000** | **0.00** | **30,000** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## Fiscal Year 19
## Summary of Grants

| Department of Planning & Zoning - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | Grant Dates | Recurring or One Time |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | | |
| Safe Routes to School Infrastructure and Non-Infrastructure Project | 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. | | $69,300 | | | 5/1/2018 - 5/31/19 | 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. | $115,144 | | | $28,786 | 7/1/18 - 6/30/19 | Recurring |
| Green Infrastructure Plan | Grant funds will be used to develop and refine a county-wide green infrastructure network and plan. | $90,000 | | | $25,000 | 10/1/18 - 9/30/19 | One-time |
| Rural Legacy Program | Funds are provided to purchase interests in real property from willing sellers, including fee estates, easements and other interests in real property, for preservation of land in key areas of Maryland enhancing natural resource, agricultural, forestry and environmental protection. | | $4,757,650 | | | 11/1/18 - 10/31/19 | |
| 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 | | | 7/1/19 - 6/30/19 | Recurring |
| | **TOTALS:** | **$205,144** | **$4,836,950** | **$ —** | **$ 53,786** | | |

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

**Department Goals**

To provide quality customer service; To implement Harford Next

**Department Objective**

To maintain consistency of growth management practices by promoting and implementing programs through research and/or legislation on a yearly basis.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

III. Strengthen our Communities

V. Building Economic Vitality

| Measure | | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| | Dollars allocated/expended | $465,137 | $444,186 | $468,651 | $493,840 | $514,195 |
| | Number of staff | 4 | 4 | 4 | 4 | 4 |
| ***Output:*** | | | | | | |
| | Number of programs initiated | 3 | 11 | 8 | 3 | 1 |
| | Number of programs completed or adopted | 5 | 12 | 10 | 1 | 3 |
| | Number of public meetings held for initiatives | 33 | 36 | 40 | 38 | 30 |
| ***Outcome:*** | | | | | | |
| | Percent of initiated growth management programs | 100% | 100% | 100% | 33% | 100% |

**Explanation and Analysis of Performance Measures**

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

FY 15: MD 22 Extended Study; Multimodal Corridor Study; HarfordNEXT; Hazard Mitigation Program

FY 16: Initiated Safe Routes to School; MD924 Corridor Study; Zoning Code updates; Ag Pres; Floodplain Ordinance; Green Infrastructure Grant

FY 16: MD 22 Extended Study; Stream Buffer Plantings; Priority Preservation Plan; Zoning Code UPdates; Ag Pres; Floodplain

FY 17: Recreational Trails; Zoning Code Updates; Comp Rezoning; Magnolia Neighborhood Overlay District; Ag Pres Incentive; Zoning Clean-up; MD 924 Corridor

FY 18: Historic Preservation CLG; Scenic Byways; Green Infrastructure

FY 19: Partnership for Action Learning in Sustainability; Safe Routes to School; Green Infrastructure Plan

# PLANNING & ZONING - CURRENT PLANNING DIVISION
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goals**

To provide quality customer service; To implement Harford Next

**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

III. Strengthen our Communities

V. Building Economic Vitality

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Dollars allocated/expended | $1,764,327 | $1,686,398 | $1,767,505 | $1,803,223 | $1,930,655 |
| Number of staff | 22 | 21 | 20 | 20 | 20 |
| ***Output:*** | | | | | |
| Number of new zoning enforcement cases | 904 | 948 | 879 | 900 | 925 |
| Amount of staff dollars spent per zoning inspection case | $1,952 | $1,779 | $2,011 | $2,004 | $2,087 |
| Average number of days to respond to each zoning case | 4 days | 4 days | 3 days | 4 days | 3 days |
| Number of new zoning enforcement cases resolved | N/A | 737 | 755 | 755 | 755 |
| Number of new zoning enforcement cases resulting in court action | N/A | 8 | 3 | 4 | 3 |
| Number of written requests for information (Permits, Dev. Review) | 356 | 462 | 533 | 481 | 480 |
| Amount of staff dollars spent per informational request | $4,956 | $3,650 | $3,316 | $3,749 | $4,022 |
| Average number of days to respond to each informational request | 3 days | 6 days | 6 days | 6 | 5 days |
| ***Outcome:*** | | | | | |
| Percent of new zoning inspection cases receiving a response within the target time | 82% | 77% | 85% | 85% | 86% |
| Percent of new zoning enforcement cases resolved | N/A | 78% | 88% | 85% | 86% |
| Percent of new zoning enforcement cases resolved without court action | N/A | 99% | 96% | 96% | 99% |
| Percent of written inquiries/requests for information fulfilled within 30 days | 99% | 98% | 99% | 99% | 99% |

**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.

# PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goals**

To provide quality customer service; To implement Harford Next

**Department Objective**

To maintain consistency of growth management practices by promoting and implementing programs through research and/or legislation on a yearly basis.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

III. Strengthen our Communities

V. Building Economic Vitality

| Measure | | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| | Dollars allocated/expended | $1,392,346 | $1,083,127 | $1,183,527 | $1,095,249 | $1,124,456 |
| | Number of staff | 13 | 13 | 13 | 12 | 12 |
| ***Output:*** | | | | | | |
| | Number of public meetings scheduled | 95 | 100 | 113 | 65 | 75 |
| | Amount of staff dollars spent per meeting | $17,189 | $12,743 | $11,380 | $18,254 | $14,993 |
| | Number of meetings held in comparison to number of meetings scheduled | 95 scheduled and 81 held | 100 scheduled and 85 held | 113 scheduled and 104 held | 65 scheduled and 60 held | 75 to be scheduled and 75 to be held |
| ***Outcome:*** | | | | | | |
| | Percentage of meetings that were successfully held | 85% | 85% | 92% | 92% | 100% |

**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 help us to promote programs.

# PLANNING & ZONING - COMPREHENSIVE PLANNING DIVISION
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

To provide quality customer service; To implement Harford Next

**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

III. Strengthen our Communities

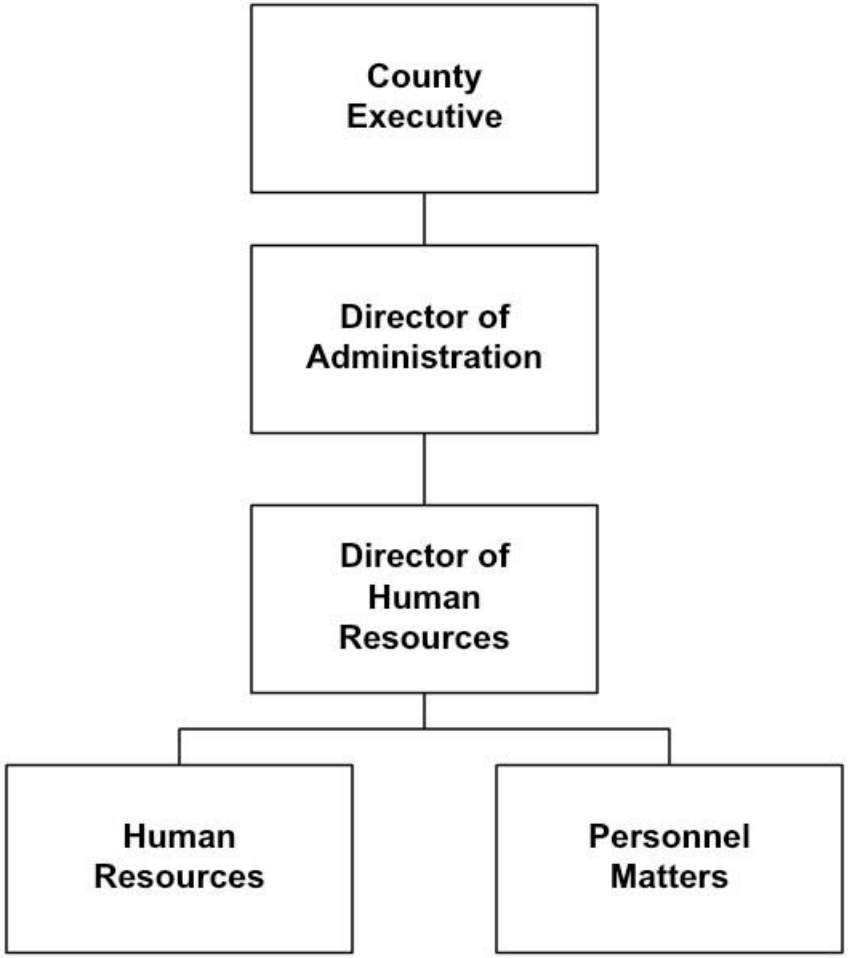
V. Building Economic Vitality

| Measure | | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| | Dollars allocated/expended | $1,392,346 | $1,083,127 | $1,183,527 | $1,095,249 | $1,124,456 |
| | Number of staff | 13 | 13 | 13 | 12 | 12 |
| ***Output:*** | | | | | | |
| | Number of written inquiries/ requests for information | 1,339 | 1,485 | 1,546 | 1,239 | 1,300 |
| | Amount of staff dollars spent per inquiry/request | $1,040 | $729 | $766 | $884 | $865 |
| | Average number of days to respond to each inquiry/request | 1 day | 1 day | 1 day | 1 day | 1 day |
| ***Outcome:*** | | | | | | |
| | Percentage of inquiries/requests responded to within the 5 day goal | 99% | 100% | 99% | 100% | 100% |

**Explanation and Analysis of Performance Measures**

By keeping the number of working days required to respond to informational requests at 5 or less, we maintain an efficient process in Comprehensive Planning. (Note, this does not include technical analysis or study work.)

# 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:**
TO WORK UNDER THE CORE PRINCIPLE THAT **HR C.A.R.E.S** (COMMUNICATION, ADVANCEMENT, RESPECT, EQUALITY & SERVICE), THE DEPARTMENT WILL STRIVE TO DEMONSTRATE EXCEPTIONAL CUSTOMER SERVICE, RESPONSIVENESS, ATTITUDE AND PROFESSIONALISM TO BOTH INTERNAL AND EXTERNAL STAKEHOLDERS.

**FY 19 GOALS:**

COMMUNICATION - PROVIDE ON-GOING INFORMATIONAL EXCHANGE

ADVANCEMENT - ATTRACT AND RETAIN A TALENTED AND DEDICATED WORKFORCE

RESPECT - BUILD EMPLOYEE MORALE

EQUALITY - CONCENTRATE SPECIFIC TRAINING AND MONITORING OF ISSUES IN THE WORKPLACE

SERVICE - EFFICIENT, TIMELY AND TRANSPARENT INFORMATION

# HUMAN RESOURCES

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 7,851,169 | 2,632,589 | 1,910,336 | 1,943,692 | 1,943,692 |
| 20 | CONTRACTUAL SERVICES | 156,189 | 215,598 | 308,005 | 655,590 | 655,590 |
| 30 | SUPPLIES AND MATERIALS | 6,309 | 5,369 | 5,950 | 6,950 | 6,950 |
| 40 | BUSINESS AND TRAVEL | 12,105 | 12,004 | 69,500 | 78,600 | 78,600 |
| 70 | MISCELLANEOUS | 16,717 | 8,277 | 33,000 | 34,000 | 34,000 |
| 80 | INTER-GOVERNMENTAL | 277 | 112 | 250 | 250 | 250 |
| | **GRAND TOTAL** | **8,042,766** | **2,873,949** | **2,327,041** | **2,719,082** | **2,719,082** |
| **FUNDING SOURCE:** | | | | | | |
| 11 | GENERAL | 6,447,786 | 2,563,393 | 1,907,235 | 2,144,026 | 2,144,026 |
| 25 | HIGHWAYS | 942,403 | 124,778 | 215,271 | 293,496 | 293,496 |
| 51 | WATER AND SEWER OPERATING | 652,577 | 185,778 | 204,535 | 281,560 | 281,560 |
| | **GRAND TOTAL** | **8,042,766** | **2,873,949** | **2,327,041** | **2,719,082** | **2,719,082** |
| **SUMMARY BY DIVISION:** | | | | | | |
| **GENERAL FUND** | | | | | | |
| 082000 | HUMAN RESOURCES | 752,949 | 911,399 | 903,985 | 938,226 | 938,226 |
| 084110 | GENERAL - PERSONNEL MATTERS | 5,694,837 | 1,651,994 | 1,003,250 | 1,205,800 | 1,205,800 |
| **HIGHWAYS FUND** | | | | | | |
| 084250 | HIGHWAYS - PERSONNEL MATTERS | 942,403 | 124,778 | 215,271 | 293,496 | 293,496 |
| **WATER AND SEWER FUND** | | | | | | |
| 084510 | WATER & SEWER - PERSONNEL MATTERS | 652,577 | 185,778 | 204,535 | 281,560 | 281,560 |
| | **GRAND TOTAL** | **8,042,766** | **2,873,949** | **2,327,041** | **2,719,082** | **2,719,082** |

# HUMAN RESOURCES

## GENERAL FUND SUMMARY

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 6,339,854 | 1,439,318 | 1,647,930 | 1,681,286 | 1,681,286 |
| 20 | CONTRACTUAL SERVICES | 80,731 | 137,641 | 186,605 | 378,940 | 378,940 |
| 30 | SUPPLIES AND MATERIALS | 6,309 | 6,310 | 5,950 | 6,950 | 6,950 |
| 40 | BUSINESS AND TRAVEL | 12,105 | 25,409 | 49,500 | 58,600 | 58,600 |
| 70 | MISCELLANEOUS | 8,510 | 14,458 | 17,000 | 18,000 | 18,000 |
| 80 | INTER-GOVERNMENTAL | 277 | 216 | 250 | 250 | 250 |
| | **GRAND TOTAL** | **6,447,786** | **1,623,352** | **1,907,235** | **2,144,026** | **2,144,026** |
| 11 | GENERAL | 6,447,786 | 1,623,352 | 1,907,235 | 2,144,026 | 2,144,026 |
| | **GRAND TOTAL** | **6,447,786** | **1,623,352** | **1,907,235** | **2,144,026** | **2,144,026** |

## SUMMARY BY DIVISION

### GENERAL FUND

| | | | | | | |
|---|---|---|---|---|---|---|
| 082000 | HUMAN RESOURCES | 752,949 | 801,296 | 903,985 | 938,226 | 938,226 |
| 084110 | GENERAL - PERSONNEL MATTERS | 5,694,837 | 822,056 | 1,003,250 | 1,205,800 | 1,205,800 |
| | **GRAND TOTAL** | **6,447,786** | **1,623,352** | **1,907,235** | **2,144,026** | **2,144,026** |

# HUMAN RESOURCES
## Director of Human Resources
## Index #082000

**ORIGIN/PURPOSE:**

The Department of Human Resources strives 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 19 GOALS:**

COMMUNICATION - PROVIDE ON-GOING INFORMATIONAL EXCHANGE

ADVANCEMENT - ATTRACT AND RETAIN A TALENTED AND DEDICATED WORKFORCE

RESPECT - BUILD EMPLOYEE MORALE

EQUALITY - CONCENTRATE SPECIFIC TRAINING AND MONITORING OF ISSUES IN THE WORKPLACE

SERVICE - EFFICIENT, TIMELY AND TRANSPARENT INFORMATION

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 879,984 | 768,845 | 859,680 | 893,036 | 893,036 |
| 20 CONTRACTUAL SERVICES | 14,188 | 12,434 | 21,605 | 12,390 | 12,390 |
| 30 SUPPLIES AND MATERIALS | 5,369 | 6,310 | 5,950 | 6,950 | 6,950 |
| 40 BUSINESS AND TRAVEL | 8,918 | 9,303 | 9,500 | 18,600 | 18,600 |
| 70 MISCELLEANOUS | 2,828 | 4,188 | 7,000 | 7,000 | 7,000 |
| 80 INTGEROVERNMENTAL | 112 | 216 | 250 | 250 | 250 |
| **GRAND TOTAL** | **911,399** | **801,296** | **903,985** | **938,226** | **938,226** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **911,399** | **801,296** | **903,985** | **938,226** | **938,226** |

## HUMAN RESOURCES
## Director of Human Resources
## Index #082000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $33,356 |
| 595,819 | 588,417 | (7,402) | Full-time salaries |
| | | | (7,402) Salary Adjustment |
| | 28,207 | 28,207 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 25,000 | 25,000 | 0 | Temporary Salaries |
| 53,624 | 52,957 | (667) | Pension adjustments |
| 2,085 | 3,912 | 1,827 | Workers' Compensation Adjustment |
| 116,428 | 126,778 | 10,350 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 19,280 | 19,720 | 440 | PEHP |
| 46,324 | 46,925 | 601 | FICA adjustments |
| | | | CONTRACTUAL SERVICES decrease ($8,700) |
| 8,700 | 0 | (8,700) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| | | | Supplies and Materials increase $1,000 |
| 300 | 1,300 | 1,000 | Other Supplies and Materials increased with ID badge supplies expenses moved from Facility and Operations |
| | | | BUSINESS AND TRAVEL increase $9,100 |
| 7,200 | 16,300 | 9,100 | Parking Tolls, Transportations Cost, Meals, Lodging and Training increased based on expected schools and conferences |

## DEPARTMENT STAFF SUMMARY
### HUMAN RESOURCES
### Index # 082000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Secretary III | 1.00 | 58,401 | | 1.00 | 60,737 | 1.00 | 63,952 |
| Deputy Director of Human Resources | 1.00 | 96,000 | | 1.00 | 99,840 | 1.00 | 101,946 |
| Director, Human Resources | 1.00 | 132,066 | | 1.00 | 137,349 | 1.00 | 140,246 |
| Human Resources Clerk | 1.00 | 35,788 | | 1.00 | 37,168 | 1.00 | 39,912 |
| Human Resources Generalist | 0.00 | 0 | | 2.00 | 125,524 | 2.00 | 124,482 |
| Human Resources Manager | 1.00 | 77,095 | | 1.00 | 80,179 | 1.00 | 83,783 |
| Human Resources Specialist | 2.00 | 96,297 | | 1.00 | 55,022 | 1.00 | 58,123 |
| Senior Human Resources Analyst | 1.00 | 63,124 | | 0.00 | 0 | 0.00 | 0 |
| **FULL-TIME SALARIES** | 8.00 | 558,771 | | 8.00 | 595,819 | 8.00 | 612,444 |
| **TEMPORARY SALARIES** | | 26,600 | | | 25,000 | | 25,000 |
| **SALARY TOTAL** | **8.00** | **585,371** | | **8.00** | **620,819** | **8.00** | **637,444** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 55,877 | | | 53,624 | | 55,121 |
| Workers' Compensation | | 2,380 | | | 2,085 | | 4,088 |
| Health Benefits | | 113,903 | | | 116,428 | | 126,778 |
| PEHP | | 14,992 | | | 19,280 | | 19,720 |
| FICA | | 43,940 | | | 46,324 | | 48,765 |
| Miscellaneous | | 1,120 | | | 1,120 | | 1,120 |
| **TOTAL OTHER PERSONAL SERVICES** | | **232,212** | | | **238,861** | | **255,592** |
| **TOTAL PERSONAL SERVICES** | **8.00** | **817,583** | * | **8.00** | **859,680** | **8.00** | **893,036** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | PROPOSED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 1,752,605 | 788,617 | 1,050,656 | 1,050,656 | 1,050,656 |
| 20 | CONTRACTUAL SERVICES | 201,410 | 264,020 | 286,400 | 643,200 | 643,200 |
| 30 | SUPPLIES AND MATERIALS | 0 | 0 | 0 | 0 | 0 |
| 40 | BUSINESS AND TRAVEL | 3,086 | 17,752 | 60,000 | 60,000 | 60,000 |
| 70 | MISCELLANEOUS | 5,449 | 24,766 | 26,000 | 27,000 | 27,000 |
| | **GRAND TOTAL** | **1,962,550** | **1,095,155** | **1,423,056** | **1,780,856** | **1,780,856** |
| **FUNDING SOURCE:** | | | | | | |
| 11 | GENERAL | 1,651,994 | 822,056 | 1,003,250 | 1,205,800 | 1,205,800 |
| 25 | HIGHWAYS | 124,778 | 91,721 | 215,271 | 293,496 | 293,496 |
| 51 | WATER AND SEWER OPERATING | 185,778 | 181,378 | 204,535 | 281,560 | 281,560 |
| | **GRAND TOTAL** | **1,962,550** | **1,095,155** | **1,423,056** | **1,780,856** | **1,780,856** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 084110 | GENERAL - PERSONNEL MATTERS | 1,651,994 | 822,056 | 1,003,250 | 1,205,800 | 1,205,800 |
| 084250 | HIGHWAYS - PERSONNEL MATTERS | 124,778 | 91,721 | 215,271 | 293,496 | 293,496 |
| 084510 | WATER & SEWER - PERSONNEL MAT | 185,778 | 181,378 | 204,535 | 281,560 | 281,560 |
| | **GRAND TOTAL** | **1,962,550** | **1,095,155** | **1,423,056** | **1,780,856** | **1,780,856** |

## Personnel Matters
## Index # : 084110, 084250, 084510

| GENERAL PERSONNEL MATTERS<br>INDEX # 084110 | | AUDITED<br>FY 16 | AUDITED<br>FY 17 | ORIGINAL<br>BUDGET<br>FY 18 | EXECUTIVE<br>PROPOSED<br>FY 19 | ENACTED<br>FY 19 |
|---|---|---|---|---|---|---|
| 1101 | Current Authorized | 15,570 | 1,047 | | | |
| 1102 | Special Pays<br>For anticipated retirement leave payouts | 5,002,114 | 452,706 | 500,000 | 500,000 | 500,000 |
| 1355 | PEHP (Post Employment Health Plan) | 250,639 | 182,088 | 250,000 | 250,000 | 250,000 |
| 1602 | Social Security | 343,427 | 34,632 | 38,250 | 38,250 | 38,250 |
| 2401 | Personnel/Recruitment | 0 | 143 | 2,000 | 2,500 | 2,500 |
| 2601 | Medical Services | 44,912 | 53,571 | 54,000 | 59,000 | 59,000 |
| 2602 | Legal Services | 1,636 | 1,879 | 3,900 | 4,100 | 4,100 |
| 2603 | Management Services<br>Wellness program and consultant for health benefits | 18,581 | 28,180 | 31,000 | 175,000 | 175,000 |
| 2699 | Other Professional Services | 0 | 39,175 | 74,100 | 124,100 | 124,100 |
| 2899 | Other | 0 | 2,259 | 0 | 1,850 | 1,850 |
| 3103 | Printing Commercial | 48 | 0 | 0 | 0 | 0 |
| 4701 | Tuition Reimbursement | 0 | 16,106 | 40,000 | 40,000 | 40,000 |
| 4702 | In-House Training | 9,400 | 0 | 0 | 0 | 0 |
| 7703 | Service Awards | 8,510 | 10,270 | 10,000 | 11,000 | 11,000 |
| | **TOTAL INDEX** | **5,694,837** | **822,056** | **1,003,250** | **1,205,800** | **1,205,800** |

## HUMAN RESOURCES
## Personnel Matters
## Index # : 084110, 084250, 084510

| HIGHWAYS FUND PERSONNEL MATTERS INDEX # 084250 | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| 1102 | Special Pays<br>For anticipated retirement leave payouts | 829,832 | 11,135 | 122,500 | 122,500 | 122,500 |
| 1355 | PEHP (Post Employment Health Plan) | 31,792 | 17,927 | 25,000 | 25,000 | 25,000 |
| 1602 | Social Security | 54,943 | 852 | 9,371 | 9,371 | 9,371 |
| 2401 | Personnel/Recruitment | 0 | 71 | 500 | 1,000 | 1,000 |
| 2601 | Medical Services | 12,269 | 19,409 | 13,000 | 14,000 | 14,000 |
| 2602 | Legal Services | 51 | 64 | 600 | 700 | 700 |
| 2603 | Management Services<br>Wellness program and consultant for health benefits | 9,290 | 14,090 | 11,800 | 87,500 | 87,500 |
| 2699 | Other Professional Services | 0 | 19,581 | 14,500 | 14,500 | 14,500 |
| 2899 | Other | 0 | 1,130 | 0 | 925 | 925 |
| 4701 | Tuition Reimbursement | 0 | 223 | 10,000 | 10,000 | 10,000 |
| 7703 | Service Awards | 4,226 | 7,239 | 8,000 | 8,000 | 8,000 |
| | **TOTAL INDEX** | **942,403** | **91,721** | **215,271** | **293,496** | **293,496** |

## HUMAN RESOURCES
## Personnel Matters
## Index # : 084110, 084250, 084510

| WATER & SEWER FUND PERSONNEL MATTERS INDEX # 084510 | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| 1102 | Special Pays<br>For anticipated retirement leave payouts | 524,681 | 43,965 | 70,000 | 70,000 | 70,000 |
| 1355 | PEHP (Post Employment Health Plan) | 33,236 | 40,902 | 30,000 | 30,000 | 30,000 |
| 1602 | Social Security | 36,831 | 3,363 | 5,535 | 5,535 | 5,535 |
| 2401 | Personnel/Recruitment | 0 | 71 | 1,000 | 1,000 | 1,000 |
| 2601 | Medical Services | 44,330 | 49,401 | 53,000 | 53,000 | 53,000 |
| 2602 | Legal Services | 228 | 195 | 1,000 | 1,100 | 1,100 |
| 2603 | Management Services<br>Wellness program and consultant for health benefits | 9,290 | 14,090 | 11,500 | 87,500 | 87,500 |
| 2699 | Other Professional Services | 0 | 19,581 | 14,500 | 14,500 | 14,500 |
| 2899 | Other | 0 | 1,130 | 0 | 925 | 925 |
| 4701 | Tuition Reimbursement | 0 | 1,423 | 10,000 | 10,000 | 10,000 |
| 7703 | Service Awards | 3,981 | 7,257 | 8,000 | 8,000 | 8,000 |
| | **TOTAL INDEX** | **652,577** | **181,378** | **204,535** | **281,560** | **281,560** |

# DEPARTMENT OF HUMAN RESOURCES
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Communication

**Department Objective**

Training and Employee/Manager Development; raising the skill level of employees.

**County Goal(s) Supported**

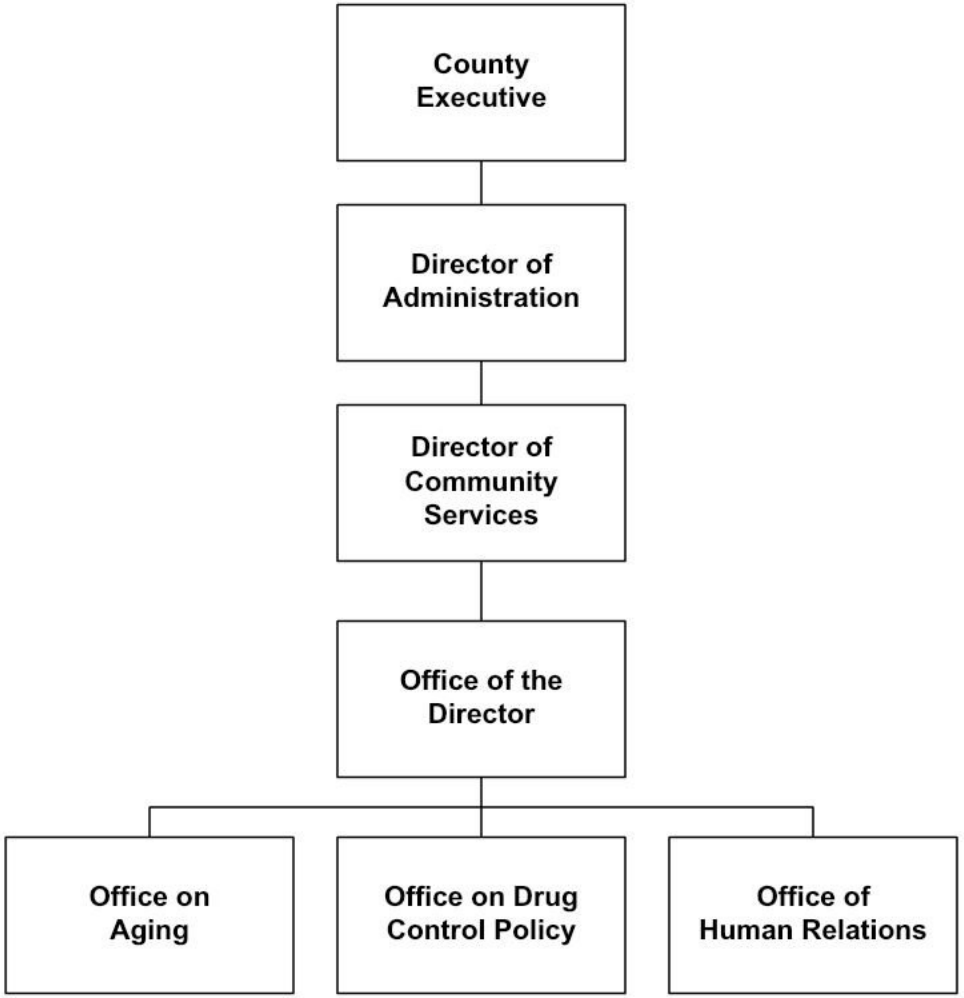
II. Investing in Our Workforce

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| **Input:** | | | | | |
| Staff | 2 | 2 | 2 | 2 | 2 |
| Funding of Harford e-Learning and Training Program | $1,000 | $75,000 | $78,000 | $70,000 | $80,000 |
| **Output:** | | | | | |
| Managers Trained | 100 | 160 | 160 | 160 | 160 |
| Employees Trained | 200 | 830 | 900 | 1,000 | 1,000 |
| **Outcome:** | | | | | |
| Total Manager Classes | 100 | 930 | 930 | 2,788 | 930 |
| Total Employee Classes | — | 753 | 11,559 | 8,435 | 13,000 |

**Explanation and Analysis of Performance Measures**

We achieved our goal of introducing new management platforms, improving supervisory skills and introducing employees to the e-learning.

# 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 develops and coordinates programs which meet a vast array of needs in Harford County. The Department includes five divisions: The Office of Aging, Office on Drug Control Policy, Office of Human Relations and Mediation, the Office of Disabilities Services and the Office of Children, Youth and Families. The department works with federal, state, local and private agencies to strengthen our communities by continuously improving the quality and availability of human services for our citizens.

***MISSION STATEMENT:***

TO STRENGTHEN OUR FAMILIES AND COMMUNITIES BY SERVING AS THE PREMIER RESOURCE FOR HUMAN SERVICES IN HARFORD COUNTY, AND TO CONTINUOUSLY IMPROVE THE NETWORK OF AVAILABLE SERVICES TO ENSURE EFFICIENT, EFFECTIVE AND PROACTIVE ASSISTANCE FOR ALL HARFORD COUNTY CITIZENS.

***FY 19 GOALS:***

TO STRENGTHEN COMMUNITY OUTREACH AND RAISE AWARENESS OF HUMAN SERVICES, NEEDS IN THE COMMUNITY AND THREATS TO PUBLIC SAFETY
TO RESEARCH AND DEVELOP OPPORTUNITIES FOR RE-ENTRY PROGRAMS IN THE COUNTY
TO INCREASE AWARENESS AND UTILIZATION OF THE MEDIATION PROGRAM.
TO INCREASE PARTNERSHIPS AND COLLABORATIONS WITH THE DISABILITY COMMUNITY AND PROVIDERS THROUGH OUTREACH; CREATING A COMMUNITY OF PRACTICE, AND HOST AT LEAST THREE COMMUNITY EVENTS.
TO STRENGTHEN COMMUNITY OUTREACH, AWARENESS AND EMPLOYMENT ACCESSIBILITY
TO SUCCESSFULLY IMPLEMENT THE GRANT IN AID PROGRAM
TO DEVELOP AND SUPPORT AT RISKYOUTH PROGRAMS
TO CONNECT AND PROVIDE TO SENIORS AND CARETAKERS RESOURCES AND GUIDENCE THAT PROMOTE HEALTHY LIFESTYLES
TO PROVIDE PREVENTION OUTREACH TO MORE THAN 20,000 YOUTH AND 12,000 ADULTS
TO SUPPORT THREE AND OPERATE ONE SPECIALTY COURTS FOR 75 PARTICIPANTS
TO APPLY FOR $500,000 STATE AND FEDERAL GRANTS ADDRESSING SUBSTANCE ISSUES
TO RAISE AWARENESS ABOUT OPIATE USE AND OVERDOSE
TO IDENTIFY AND WORK TO ADDRESS GAPS IN THE CONTINUUM OF CARE FOR INDIVIDUALS SUFFERING FROM BEHAVIORAL HEALTH DISORDERS
TO INVESTIGATE COMPLAINTS OF UNLAWFUL DISCRIMINATION

# COMMUNITY SERVICES

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 2,357,519 | 2,516,198 | 2,705,790 | 2,800,409 | 2,800,409 |
| 20 | CONTRACTUAL SERVICES | 182,534 | 184,383 | 147,070 | 202,370 | 202,370 |
| 30 | SUPPLIES AND MATERIALS | 33,023 | 34,401 | 33,275 | 55,375 | 55,375 |
| 40 | BUSINESS AND TRAVEL | 18,924 | 18,690 | 22,100 | 22,100 | 22,100 |
| 50 | CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 1,517,280 | 1,739,628 | 1,950,962 | 2,059,073 | 2,059,073 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 310 | 310 | 310 |
| | **GRAND TOTAL** | **4,109,280** | **4,493,300** | **4,859,507** | **5,139,637** | **5,139,637** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 4,109,280 | 4,493,300 | 4,859,507 | 5,139,637 | 5,139,637 |
| | **GRAND TOTAL** | **4,109,280** | **4,493,300** | **4,859,507** | **5,139,637** | **5,139,637** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 091000 | DIRECTOR OF COMMUNITY SVCS | 1,499,512 | 1,620,739 | 1,653,833 | 2,074,067 | 2,074,067 |
| 094000 | OFFICE OF DRUG CONTROL POLICY | 872,296 | 952,434 | 1,115,733 | 1,251,433 | 1,251,433 |
| 095000 | COMMUNITY DEVELOPMENT | 0 | 0 | 0 | 0 | 0 |
| 096300 | EMERGENCY ASSISTANCE | 0 | 0 | 0 | 0 | 0 |
| 097100 | OFFICE ON AGING | 1,737,472 | 1,920,127 | 2,089,941 | 1,814,137 | 1,814,137 |
| 097200 | HARFORD TRANSIT | 0 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **4,109,280** | **4,493,300** | **4,859,507** | **5,139,637** | **5,139,637** |

## COMMUNITY SERVICES

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $94,619 |
| 1,610,203 | 1,610,658 | 455 | Full-Time Salaries: |
| | | | 5,160 Salary adjustments |
| | 108,841 | 108,841 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 291,892 | 272,260 | (19,632) | Temporary Salaries: |
| | | | Director of Community Services 94,381 |
| | | | Office of Drug Control Policy 123,247 |
| | | | Office on Aging 54,632 |
| | | | 272,260 |
| 167,306 | 157,241 | (10,065) | Pension adjustments |
| 9,347 | 15,417 | 6,070 | Workers' Compensation adjustments |
| 416,041 | 423,808 | 7,767 | Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage |
| 62,660 | 64,090 | 1,430 | PEHP (Post Employment Health Plan) |
| 144,001 | 144,045 | 44 | FICA adjustments |

## COMMUNITY SERVICES

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 147,070 | 202,370 | 55,300 | CONTRACTUAL SERVICES increase $55,300<br>Funding increase in Office of Drug Control in the amount of $11,000 for the Heroin Initiative and Kids Can; Other Professional Services adjusted in Director's Office and the Office on Aging for Women's Commission, Disabilities Commission and emergency needs for vulnerable citizens - all of which will be offset by incoming revenue. |
| 33,275 | 55,375 | 22,100 | SUPPLIES AND MATERIALS increase $22,100<br>Increase in funding for in-house printing of the Community Resource Guide in the Director's Office; as well as additional funding for emergency needs of vulnerable citizens, offset by incoming revenue, in the Office on Aging. |
| 22,100 | 22,100 | 0 | BUSINESS AND TRAVEL no change in funding for FY 19 |

## COMMUNITY SERVICES

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | MISCELLANEOUS increase of $108,111 |
| 350,073 | 350,073 | 0 | Grants & Contributions |
| | | | FY 19 |
| | | | 7,500 Office of the Director - Disabilities Resource |
| | | | 12,500 Office of the Director - Local Management Board |
| | | | 10,000 Office of the Director - Family Court Services |
| | | | 20,000 Office of Drug Control - OPEB/PEHP for grants |
| | | | 35,000 Office of Drug Control - Health/Misc for grants |
| | | | 15,000 Office of Drug Control - DUI Grant |
| | | | 67,500 Office on Aging - Senior Care Program |
| | | | 135,773 Office on Aging - Health/PEHP |
| | | | 46,800 Office on Aging - Senior Emergency Funds |
| | | | 350,073 |
| 397,185 | 0 | (397,185) | County Match/Transfers Out - all General Fund County Grant Match funding moved to new index in Paygo/Miscellaneous Funds |

## COMMUNITY SERVICES

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 807,650 | 1,226,500 | 418,850 | Contributions: |

FY 19

| | |
|---|---|
| 129,000 | Office of the Director - Highland Community Association |
| 12,500 | Office of the Director - iCan Bike Camp, Disabilities |
| 23,500 | Office of the Director - Getting There Ride Share |
| 4,000 | Office of the Director - Youth and Family Expo |
| 4,000 | Office of the Director - Disability Employment Luncheon |
| 8,500 | Office of the Director - Community Summit/Conversations |
| 20,000 | Office of the Director - At Risk Youth Programming |
| 20,000 | Office of the Director - Community School Programs |
| 55,000 | Office of the Director - Emergency funding for At Risk Populations |
| 250,000 | Office of the Director - Mental Health Program (Phase 1) |
| 117,500 | Office of Drug Control - Mann House |
| 77,500 | Office of Drug Control - Homecoming |
| 15,000 | Office of Drug Control - Service Reform Initiative |
| 60,000 | Office of Drug Control - Anti-Crime Drug Initiatives |
| 250,000 | Office of Drug Control - Center for Excellence for Heroin Additiction |
| 180,000 | Office of Drug Control - increase for substance abuse treatment for hospital's crisis hotline |
| 1,226,500 | |

## COMMUNITY SERVICES

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 396,054 | 480,000 | 83,946 | Grant-In-Aid: |

FY 19

| | |
|---|---|
| 2,500 | Havre de Grace Housing Authority |
| 30,000 | Catholic Charities |
| 16,000 | ARC Family Services |
| 30,000 | Legal Aid |
| 33,500 | ATC Family Services |
| 30,000 | Inter-County |
| 113,000 | Harford County Boys and Girls Clubs |
| 16,500 | Wilson Ministry Center |
| 50,000 | Core Service Agency Mobile Crisis |
| 40,000 | LASOS |
| 44,000 | ARC Vocational Services |
| 10,000 | Village of Lakeview |
| 7,500 | Bar Foundation |
| 5,000 | Praise for Recovery |
| 2,500 | The Harford Center, Inc. |
| 2,500 | Mt. Zion United Methodist Church |
| 5,000 | Edgewood Community Support (EpiCenter) |
| 15,000 | Homecoming |
| 3,500 | CharHope |
| 23,500 | Wilson Senior Center |
| 480,000 | |

## DEPARTMENT STAFF SUMMARY
### COMMUNITY SERVICES

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 3.00 | 146,910 | 3.00 | 152,787 | 3.00 | 161,843 |
| Administrative Budget Technician I | 1.00 | 42,127 | 1.00 | 43,812 | 1.00 | 46,688 |
| Administrative Secretary III | 1.00 | 57,680 | 1.00 | 59,280 | 1.00 | 62,466 |
| Administrative Specialist I | 4.00 | 229,334 | 3.00 | 191,661 | 3.00 | 201,494 |
| Administrative Specialist II | 0.00 | 0 | 1.00 | 50,960 | 1.00 | 53,979 |
| Administrator | 2.00 | 169,028 | 2.00 | 175,789 | 2.00 | 183,305 |
| Client Advocacy Services Assistant Manager | 2.00 | 109,798 | 2.00 | 112,543 | 2.00 | 118,794 |
| Client Advocacy Services Manager | 2.00 | 156,909 | 2.00 | 163,184 | 2.00 | 170,449 |
| Coordinator for Disabilities | 1.00 | 50,470 | 1.00 | 52,489 | 1.00 | 55,539 |
| Deputy Director of Community Services | 1.00 | 82,000 | 1.00 | 85,280 | 1.00 | 87,079 |
| Director of Community Services | 1.00 | 106,000 | 1.00 | 110,240 | 1.00 | 117,834 |
| Grants Specialist | 1.00 | 40,128 | 1.00 | 41,734 | 1.00 | 44,569 |
| Human Relations Manager | 1.00 | 61,800 | 1.00 | 64,272 | 1.00 | 67,557 |
| Long Term Care Coordinator | 1.00 | 56,573 | 1.00 | 58,836 | 1.00 | 57,052 |
| Manager, Senior Center Division | 1.00 | 65,302 | 1.00 | 67,914 | 1.00 | 71,272 |
| Planner I | 1.00 | 65,302 | 1.00 | 67,914 | 1.00 | 71,272 |
| Senior Center Specialist | 2.00 | 107,220 | 2.00 | 111,509 | 2.00 | 117,739 |
| **FULL-TIME SALARIES** | 25.00 | 1,546,581 | 25.00 | 1,610,204 | 25.00 | 1,688,931 |

## DEPARTMENT STAFF SUMMARY
### COMMUNITY SERVICES

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | PROPOSED FY 19 POSITIONS | PROPOSED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **FULL-TIME SALARIES** | 25.00 | 1,546,581 | | 25.00 | 1,610,204 | 25.00 | 1,688,931 |
| **TOTAL FULL-TIME SALARIES** | 25.00 | 1,546,581 | | 25.00 | 1,610,204 | 25.00 | 1,688,931 |
| **TEMPORARY SALARIES** | | 316,587 | | | 291,892 | | 287,011 |
| **SALARY TOTAL** | **25.00** | **1,863,168** | | **25.00** | **1,902,096** | **25.00** | **1,975,942** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 181,890 | | | 167,306 | | 164,000 |
| Workers' Compensation | | 9,458 | | | 9,347 | | 16,089 |
| Health Benefits | | 444,138 | | | 416,041 | | 423,808 |
| PEHP | | 49,496 | | | 62,660 | | 64,090 |
| FICA | | 142,533 | | | 144,001 | | 152,431 |
| Miscellaneous | | 4,340 | | | 4,340 | | 4,049 |
| **TOTAL OTHER PERSONAL SERVICES** | | **831,855** | | | **803,695** | | **824,467** |
| **TOTAL PERSONAL SERVICES** | **25.00** | **2,695,023** | * | **25.00** | **2,705,791** | **25.00** | **2,800,409** |

***FY 17 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 develops and coordinates programs which meet an array of needs in Harford County. The agencies and programs include: the Office of Human Relations and Mediation; the Division of Children, Youth and Families, the Office of Disability; the Office on Aging; and the Office of Drug Control Policy. Three divisions are included under the Director's budget: Office of Human Relations and Mediation, Office of Disability Services, Office of Children, Youth and Families.

The Office of Human Relations and Mediation works to strengthen our communities by investigating and resolving complaints of unlawful discrimination in employment, housing, education, public accommodation, credit, and other areas, and providing information to employers and the general public about human relations matters. This includes studying the origin and impact of social friction in the community and making recommendations to the County Executive and Council to alleviate social problems, and promote equality, understanding and harmonious relations among the citizens of Harford County. Further, the Office of Human Relations and Mediation coordinates, develops and directs the activities of the Human Relations Commission, Women's Commission, Mediation Commission, and Volunteer Harford.

The Office of Disability Services advocates for citizens with disabilities and acts as a catalyst for positive change. The Office promotes and facilitates the independence of people with disabilities in all aspects of community life and connects individuals with disabilities, their families, and their caregivers to resources regarding health care, employment, disability benefits and accessible housing. The office supports Harford County's Disability Commission, and investigates and resolves matters.

The Office of Children, Youth and Families advocates for children, youth and families, provides financial and development assistance to public and private organizations that deliver human services, and administers local and state grant funding to meet public service needs not provided by County Government.

***FY 19 GOALS:***

TO STRENGTHEN COMMUNITY OUTREACH AND RAISE AWARENESS OF AVAILABLE HUMAN SERVICES, NEEDS IN THE COMMUNITY, AND THREATS TO PUBLIC SAFETY
TO RESEARCH AND DEVELOP OPPORTUNITIES FOR RE-ENTRY PROGRAMS IN COUNTY
TO INCREASE AWARENESS AND UTILIZATION OF THE MEDIATION PROGRAM.
TO INCREASE PARTNERSHIPS AND COLLABORATIONS WITH THE DISABILITY COMMUNITY AND PROVIDERS THROUGH OUTREACH, CREATING A COMMUNITY OF PRACTICE, AND HOST AT LEAST THREE COMMUNITY EVENTS
TO SUCCESSFULLY IMPLEMENT THE GRANT IN AID PROGRAM
TO DEVELOP AND SUPPORT AT RISK YOUTH OUTREACH PROGRAMS
TO STRENGTHEN COMMUNITY OUTREACH, AWARENESS AND EMPLOYMENT ACCESSIBILITY
TO INVESTIGATE COMPLAINTS OF UNLAWFUL DISCRIMINATION

# COMMUNITY SERVICES
## Director of Community Services
## Index #091000

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 905,654 | 915,262 | 932,834 | 954,807 | 954,807 |
| 20 CONTRACTUAL SERVICES | 19,517 | 25,859 | 40,250 | 57,550 | 57,550 |
| 30 SUPPLIES AND MATERIALS | 4,611 | 6,816 | 5,300 | 20,300 | 20,300 |
| 40 BUSINESS AND TRAVEL | 1,925 | 1,692 | 2,350 | 2,350 | 2,350 |
| 70 MISCELLANEOUS | 567,805 | 671,110 | 673,039 | 1,039,000 | 1,039,000 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 60 | 60 | 60 |
| **GRAND TOTAL** | **1,499,512** | **1,620,739** | **1,653,833** | **2,074,067** | **2,074,067** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,499,512** | **1,620,739** | **1,653,833** | **2,074,067** | **2,074,067** |

## COMMUNITY SERVICES
## Director of Community Services
## Index #091000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase of $21,973 |
| 538,717 | 543,877 | 5,160 | Full-Time Salaries: |
| | | | 5,160 Salary adjustments |
| | 32,712 | 32,712 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 101,206 | 94,381 | (6,825) | Temporary Salaries - funding for a Clerk Typist and Administrative Assistant |
| 57,395 | 54,319 | (3,076) | Pension adjustments |
| 3,217 | 5,566 | 2,349 | Workers' Compensation |
| 153,644 | 149,215 | (4,429) | Health Benefits are adjusted for an anticipated increase and staff opting for changes in levels of coverage |
| 28,920 | 24,650 | (4,270) | PEHP (Post Employment Health Plan) |
| | | | CONTRACTUAL SERVICES increase $17,300 |
| 40,250 | 57,550 | 17,300 | Other Professional Services increased by $22,000 for Women's Commission and Disabilities Commission, both will be offset by revenue; adjustments made for Harford's Most Beautiful, Women of Tomorrow, and Harriet Tubman Tours |
| | | | MATERIALS & SUPPLIES increase $15,000 |
| 5,300 | 20,300 | 15,000 | Increase for in-house printing of the Community Resource Guide |

## COMMUNITY SERVICES
## Director of Community Services
## Index #091000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE | | |
|---|---|---|---|---|---|
| | | | MISCELLANEOUS increase $365,961 | | |
| 30,000 | 30,000 | 0 | Grants & Contributions: | FY 19 | |
| | | | Disabilities Resources | 7,500 | |
| | | | Local Management Board Grant | 12,500 | Addt'l hours and PEHP for grant emp. |
| | | | Family Court Services | 10,000 | |
| | | | | 30,000 | |
| 28,985 | 0 | (28,985) | County Match/Transfers Out - Mediation Grant Match funding moved to new County Match Index in the amount of $28,985 | | |
| 218,000 | 526,500 | 308,500 | Contributions: | | |
| | | | Highland Community Association | 129,000 | |
| | | | iCan Bike Camp, Disabilities | 12,500 | |
| | | | Getting There Ride Share | 23,500 | |
| | | | Youth and Family Expo | 4,000 | |
| | | | Disability Employment Luncheon | 4,000 | |
| | | | Community Summit/Conversations | 8,500 | |
| | | | At Risk Youth Programming | 20,000 | |
| | | | Community School Programs | 20,000 | |
| | | | Emergency funding for At Risk Populations | 55,000 | |
| | | | Mental Health Program (Phase 1) | 250,000 | |
| | | | | 526,500 | |

## COMMUNITY SERVICES
## Director of Community Services
## Index #091000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE | |
|---|---|---|---|---|
| 393,554 | 480,000 | 86,446 | Grant-in-aid Awards | |
| | | | Havre de Grace Housing Authority | 2,500 |
| | | | Catholic Charities | 30,000 |
| | | | ARC Family Services | 16,000 |
| | | | Legal Aid | 30,000 |
| | | | ATC Family & Children Service | 33,500 |
| | | | Inter-County | 30,000 |
| | | | HC Boys & Girls Clubs | 113,000 |
| | | | Wilson Ministry Center | 16,500 |
| | | | Core Service Agency Mobile Crisis | 50,000 |
| | | | LASOS | 40,000 |
| | | | ARC Vocation Services | 44,000 |
| | | | Village of Lakeview | 10,000 |
| | | | Bar Foundation | 7,500 |
| | | | Praise for Recovery | 5,000 |
| | | | The Harford Center, Inc. | 2,500 |
| | | | Mt. Zion United Methodist Church | 2,500 |
| | | | Edgewood Community Support (EpiCenter) | 5,000 |
| | | | Homecoming | 15,000 |
| | | | CharHope | 3,500 |
| | | | Wilson Senior Center | 23,500 |
| | | | | 480,000 |

## DIVISION STAFF SUMMARY
### Director of Community Services
### Index #091000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | PROPOSED FY 19 POSITIONS | PROPOSED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 1.00 | 62,596 | 1.00 | 65,100 | 1.00 | 68,402 |
| Administrative Secretary III | 1.00 | 57,680 | 1.00 | 59,280 | 1.00 | 62,466 |
| Administrative Specialist I | 2.00 | 94,176 | 1.00 | 51,096 | 1.00 | 54,118 |
| Administrative Specialist II | 0.00 | 0 | 1.00 | 50,960 | 1.00 | 53,979 |
| Coordinator for Disabilities | 1.00 | 50,470 | 1.00 | 52,489 | 1.00 | 55,539 |
| Deputy Director of Community Services | 1.00 | 82,000 | 1.00 | 85,280 | 1.00 | 87,079 |
| Director of Community Services | 1.00 | 106,000 | 1.00 | 110,240 | 1.00 | 117,834 |
| Human Relations Manager | 1.00 | 61,800 | 1.00 | 64,272 | 1.00 | 67,557 |
| **TOTAL FULL-TIME SALARIES** | 8.00 | 514,722 | 8.00 | 538,717 | 8.00 | 566,974 |
| **TEMPORARY SALARIES** | | 137,375 | | 101,206 | | 97,574 |
| **SALARY TOTAL** | **8.00** | **652,097** | **8.00** | **639,923** | **8.00** | **664,548** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension | | 60,783 | | 57,395 | | 56,400 |
| Workers' Compensation | | 3,552 | | 3,217 | | 5,747 |
| Health Benefits | | 146,935 | | 153,644 | | 149,215 |
| PEHP | | 22,488 | | 28,920 | | 24,650 |
| FICA | | 49,885 | | 48,335 | | 52,987 |
| Miscellaneous | | 1,400 | | 1,400 | | 1,260 |
| **TOTAL OTHER PERSONAL SERVICES** | | **285,043** | | **292,911** | | **290,259** |
| **TOTAL PERSONAL SERVICES** | **8.00** | **937,140** | **8.00** | **932,834** | **8.00** | **954,807** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## Fiscal Year 19
## Summary of Grants

| Department of Community Services (Director of Community Services) - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| MACRO Performance Grant | Grant provides quality, free alternative dispute resolution services to the citizens of Harford County. | | $60,000 | | $40,985 | 7/1/2018 - 6/30/19 | Recurring |
| Local Management Board | Program funding for Local Management Board | | $570,994 | | | 7/1/2018 - 6/30/19 | Recurring |
| | **TOTALS:** | | **$630,994** | | **$40,985** | | |

# COMMUNITY SERVICES
## Office of Drug Control Policy
## Index #094000

***ORIGIN/PURPOSE:***

The Office of Drug Control Policy (ODCP) is the County's lead Prevention Agency, working daily to create a drug free Harford County. Employees provide prevention outreach, support to treatment providers, monitoring and reporting activities, coordination of government agencies and non-profit organizations to address substance abuse, and support Harford County's Specialty Courts. The Office on Drug Control Policy provides information and assistance to Federal, State and local organizations, treatment providers and to individuals suffering from substance abuse and their families. Further, the Office on Drug Control Policy strives to continuously improve the network of available services to ensure efficient, effective, and proactive assistance for Harford County citizens.

***FY 19 GOALS:***

TO PROVIDE PREVENTION OUTREACH TO MORE THAN 20,000 YOUTH AND 10,000 ADULTS
TO SUPPORT AND OPERATE ONE SPECIALTY COURT FOR 75 PARTICIPANTS
TO APPLY FOR $500,000 STATE AND FEDERAL GRANTS ADDRESSING SUBSTANCE ISSUES
TO RAISE AWARENESS ABOUT OPIATE USE AND OVERDOSE
TO IDENTIFY AND WORK TO ADDRESS GAPS IN THE CONTINUUM OF CARE FOR INDIVIDUALS SUFFERING FROM BEHAVIOR HEALTH DISORDERS

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 328,930 | 300,698 | 375,833 | 390,183 | 390,183 |
| 20 CONTRACTUAL SERVICES | 124,655 | 125,341 | 49,550 | 60,550 | 60,550 |
| 30 SUPPLIES AND MATERIALS | 21,368 | 19,676 | 19,900 | 19,900 | 19,900 |
| 40 BUSINESS AND TRAVEL | 10,500 | 9,674 | 10,800 | 10,800 | 10,800 |
| 70 MISCELLANEOUS | 386,843 | 497,045 | 659,650 | 770,000 | 770,000 |
| **GRAND TOTAL** | **872,296** | **952,434** | **1,115,733** | **1,251,433** | **1,251,433** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **872,296** | **952,434** | **1,115,733** | **1,251,433** | **1,251,433** |

**COMMUNITY SERVICES**
**Office of Drug Control Policy**
**Index #094000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $14,350 |
| 154,896 | 154,896 | 0 | Full Time Salaries |
| | 16,777 | 16,777 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 133,594 | 123,247 | (10,347) | Temporary Salaries |
| 42,406 | 45,773 | 3,367 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |
| 0 | 4,930 | 4,930 | PEHP (Post Employment Health Benefits) |
| | | | CONTRACTUAL SERVICES increase of $11,000 |
| 49,550 | 60,550 | 11,000 | Increase in funding for the Heroin Initiative and Kids Can. |

## COMMUNITY SERVICES
## Office of Drug Control Policy
## Index #094000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE | | |
|---|---|---|---|---|---|
| | | | MISCELLANEOUS increase $110,350 | | |
| 70,000 | 70,000 | 0 | Grants & Contributions: | | |
| | | | OPEB/PEHP | 20,000 | For grants that cannot support this expense |
| | | | Health/Misc. | 35,000 | For grants that cannot cover health costs decreased due to outsourcing of Juvenile Drug Court |
| | | | DUI Grant | 15,000 | Driving Under Influence Offender Program support |
| | | | | 70,000 | |
| 589,650 | 700,000 | 110,350 | Includes contributions to the Mann House @ $117,500; Homecoming @ $77,500; Service Reform Initiative @ $15,000; Anti-Crime Drug Initiatives @ $60,000; Center for Excellence for Heroin Addiction @ $250,000; and an increase for substance abuse treatment from the hospital crisis hotline | | |

## DIVISION STAFF SUMMARY
### Office of Drug Control Policy
### Index #094000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Specialist I | 1.00 | 56,519 | | 1.00 | 58,780 | 1.00 | 61,956 |
| Administrator | 1.00 | 92,419 | | 1.00 | 96,116 | 1.00 | 100,037 |
| **TOTAL FULL-TIME SALARIES** | 2.00 | 148,938 | | 2.00 | 154,896 | 2.00 | 161,993 |
| **TEMPORARY SALARIES** | | 126,682 | | | 133,594 | | 131,712 |
| **SALARY TOTAL** | **2.00** | **275,620** | | **2.00** | **288,490** | **2.00** | **293,705** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 27,562 | | | 22,166 | | 22,279 |
| Workers' Compensation | | 506 | | | 542 | | 1,114 |
| Health Benefits | | 61,497 | | | 42,406 | | 45,774 |
| PEHP | | 4,520 | | | 0 | | 4,930 |
| FICA | | 21,086 | | | 21,529 | | 21,821 |
| Miscellaneous | | 700 | | | 700 | | 560 |
| **TOTAL OTHER PERSONAL SERVICES** | | **115,871** | | | **87,343** | | **96,478** |
| **TOTAL PERSONAL SERVICES** | **2.00** | **391,491** | * | **2.00** | **375,833** | **2.00** | **390,183** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

| Department of Community Services (Office of Drug Control Policy) - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| A Pathway to Recovery from Substance Abuse Addiction - Carefirst Community grant | Funding will support individuals in their quest for recovery; placing up to 30 individuals into treatment facilities helping to reduce the number of overdoses. | | | $75,000 | | 5/1/2018 - 9/30/18 | One-Time |
| Alcohol and Drug Prevention | Grant provides funding for drug and alcohol prevention. | | $123,766 | | | 7/1/2018 - 6/30/19 | Recurring |
| Harford County Circuit Court-Family Recovery Court-Truancy Court and Adult Circuit Court | Grant funding addresses numerous juvenile issues including truancy and family unit cohesiveness, along with addressing adult opiate issues. | | $190,000 | | | 7/1/2018 - 6/30/19 | Recurring |
| Harford County District Court Drug Programs (Opiate Recovery Court and Mental Health Court) | Grant provides funding to address addiction to opiate issues and mental health concerns. | | $135,500 | | | 7/1/2018 - 6/30/19 | Recurring |
| Opioid Misuse Prevention | Grant funds are used to address the opioid misuse problem; strategies include data collection using the Strategic Prevention Framework model. | $88,679 | | | | 7/1/2018 - 6/30/19 | Recurring |
| Teen Court Diversion | Funding provides for a Diversion Program that will target youth who are first time offenders, between the ages of 12-17, that have committed a non-violent misdemeanor offense. | | $62,000 | | | 7/1/2018 - 6/30/19 | Recurring |
| | **TOTALS:** | **$88,679** | **$511,266** | **$75,000** | **$0** | | |

# COMMUNITY SERVICES
## Office on Aging
## Index #097100

***ORIGIN/PURPOSE:***

The Office on Aging serves as the single point of entry for seniors and adults age 18 and older who are living with disabilities as well as their caregivers. The Office works to strengthen our communities by serving as the premier resource for services and to help our target populations achieve an optimal quality of life and personal wellbeing. The Office provides information and assistance to adults living with disabilities and their caregivers to enable them to remain independent with an enhanced quality of life. The Office also provides a broad array of programs and services to support the needs of older adults in our community through direct service provision, referral, case management and advocacy. The Office on Aging also runs five senior activity centers throughout Harford County, empowering citizens with knowledge and promoting life-long physical and mental health. Furthermore, the Office on Aging strives to continuously improve the network of available services to ensure efficient, effective and proactive assistance for all Harford County citizens.

***FY 19 GOALS:***

TO CONNECT AND PROVIDE TO SENIORS AND CARETAKERS RESOURCES AND GUIDENCE THAT PROMOTE HEALTHY LIFESTYLES

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 1,122,935 | 1,300,238 | 1,397,123 | 1,455,419 | 1,455,419 |
| 20 CONTRACTUAL SERVICES | 38,362 | 33,183 | 57,270 | 84,270 | 84,270 |
| 30 SUPPLIES AND MATERIALS | 7,044 | 7,909 | 8,075 | 15,175 | 15,175 |
| 40 BUSINESS AND TRAVEL | 6,499 | 7,324 | 8,950 | 8,950 | 8,950 |
| 70 MISCELLANEOUS | 562,632 | 571,473 | 618,273 | 250,073 | 250,073 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 250 | 250 | 250 |
| **GRAND TOTAL** | **1,737,472** | **1,920,127** | **2,089,941** | **1,814,137** | **1,814,137** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,737,472** | **1,920,127** | **2,089,941** | **1,814,137** | **1,814,137** |

# COMMUNITY SERVICES
## Office on Aging
## Index #097100

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $58,296 |
| 916,590 | 911,886 | (4,704) | Full-Time Salaries: |
| | | | (4,704) Salary Offset - Long Term Coordinator partially charged to a grant |
| | 56,257 | 56,257 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 57,092 | 54,632 | (2,460) | Temporary Salaries |
| 82,493 | 76,365 | (6,128) | Pension adjustments |
| 219,991 | 228,821 | 8,830 | Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage |
| 5,588 | 8,769 | 3,181 | Workers' Compensation adjustments |
| 33,740 | 34,510 | 770 | PEHP (Post Employment Health Plan) |
| 74,137 | 73,940 | (197) | FICA adjustments |
| 57,270 | 84,270 | 27,000 | CONTRACTUAL SERVICES increase of $27,000<br>Increase in funding for emergency needs for vulnerable citizens (offset by incoming revenue) and copier expense moved to the ICT budget for better accountability of lease costs. |
| 8,075 | 15,175 | 7,100 | MATERIALS AND SUPPLIES increase of $7,100<br>Increase in funding for emergency needs for vulnerable citizens (offset by incoming revenue). |
| | | | MISCELLANEOUS |
| 250,073 | 250,073 | 0 | Grants & Contributions: |

| FY 18 | FY 19 | Change | |
|---|---|---|---|
| 67,500 | 67,500 | 0 | Senior Care Program |
| 135,773 | 135,773 | 0 | Health/PEHP |
| 46,800 | 46,800 | 0 | Senior Emergency Funds County Grant |
| 250,073 | 250,073 | 0 | |

| | | | |
|---|---|---|---|
| 368,200 | 0 | (368,200) | County Match/Transfer Out - funds reallocated to new index for accounting/reporting purposes. |

## DIVISION STAFF SUMMARY
### Office on Aging
### Index #097100

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant I | 0.00 | 0 | | 0.00 | 0 | 0.00 | 0 |
| Administrative Assistant II | 2.00 | 84,314 | | 2.00 | 87,687 | 2.00 | 93,441 |
| Administrative Budget Technician I | 1.00 | 42,127 | | 1.00 | 43,812 | 1.00 | 46,688 |
| Administrative Specialist I | 1.00 | 78,639 | | 1.00 | 81,785 | 1.00 | 85,421 |
| Administrator | 1.00 | 76,609 | | 1.00 | 79,673 | 1.00 | 83,268 |
| Client Advocacy Services Assistant Manager | 2.00 | 109,798 | | 2.00 | 112,543 | 2.00 | 118,794 |
| Client Advocacy Services Manager | 2.00 | 156,909 | | 2.00 | 163,184 | 2.00 | 170,449 |
| Grants Specialist | 1.00 | 40,128 | | 1.00 | 41,734 | 1.00 | 44,569 |
| Long Term Care Coordinator | 1.00 | 56,573 | | 1.00 | 58,836 | 1.00 | 61,756 |
| Manager, Senior Center Division | 1.00 | 65,302 | | 1.00 | 67,914 | 1.00 | 71,272 |
| Planner I | 1.00 | 65,302 | | 1.00 | 67,914 | 1.00 | 71,272 |
| Senior Center Specialist | 2.00 | 107,220 | | 2.00 | 111,509 | 2.00 | 117,739 |
| **FULL-TIME SALARIES** | 15.00 | 882,921 | | 15.00 | 916,591 | 15.00 | 959,965 |
| **SALARY OFFSET** | | 0 | | | 0 | | (4,704) |
| **TEMPORARY SALARIES** | | 52,530 | | | 57,092 | | 57,725 |
| **SALARY TOTAL** | **15.00** | **935,451** | | **15.00** | **973,683** | **15.00** | **1,017,690** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 93,545 | | | 87,745 | | 85,320 |
| Workers' Compensation | | 5,400 | | | 5,588 | | 9,228 |
| Health Benefits | | 235,706 | | | 219,991 | | 228,819 |
| PEHP | | 22,488 | | | 33,740 | | 34,510 |
| FICA | | 71,562 | | | 74,137 | | 77,623 |
| Miscellaneous | | 2,240 | | | 2,240 | | 2,229 |
| **TOTAL OTHER PERSONAL SERVICES** | | **430,941** | | | **423,441** | | **437,729** |
| **TOTAL PERSONAL SERVICES** | **15.00** | **1,366,392** | * | **15.00** | **1,397,124** | **15.00** | **1,455,419** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## Fiscal Year 19
## Summary of Grants

| Department of Community Services (Office on Aging) - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| 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. | | $168,696 | | | 7/1/18 - 6/30/19 | 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. | $669,114 | | | $331,330 | 10/1/18 - 9/30/19 | Recurring |
| Senior Medicare Patrol - Health Care Fraud Program Expansion | Grant funds promote awareness of Medicare and Medicaid healthcare fraud, waste and abuse. | $4,750 | | | $9,433 | 6/1/18 - 5/31/19 | Recurring |
| State Health Insurance Program (SHIP) | This grant provides health insurance counseling (e.g. Medicare, private insurance, HMOs, insurance fraud, et.); assists people with organizing medical bills, and advocates with medical providers. | $18,592 | | | $17,437 | 4/1/18 - 3/31/19 | Recurring |
| Medicare Improvements for Patients and Providers (MIPPA) | Grant funds allow for outreach and enrollment for low income Medicare beneficiaries to help with drug premiums, copayments and deductibles. | $9,928 | | | | 9/30/18 - 9/29/19 | Recurring |
| Senior Assisted Living Group Home Subsidy | Grant funds provide subsidies to assist low-income seniors to reside in residential assisted living programs. | | $43,338 | | | 7/1/18 - 6/30/19 | Recurring |
| Nutrition Service Incentive Program | Grant funds provide funding for both Congregate and Home Delivered Meals. | $39,184 | | | | 10/1/18 - 9/30/19 | Recurring |
| Senior Care | This grant provides funding for a variety of services to people over the age of 60. | | $239,736 | | $10,000 | 7/1/18 - 6/30/19 | Recurring |
| | **TOTALS:** | **$741,568** | **$451,770** | **$ —** | **$368,200** | | |

# DEPARTMENT OF COMMUNITY SERVICES - HUMAN RELATIONS & MEDIATION
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goal**

Strengthen community outreach and awareness

**Department Objective**

To increase outreach to the public making them aware of available services

**County Goal(s) Supported**

III. Strengthen Our Communities

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Grants and sponsorships to finance initiatives | N/A | $63,053 | $70,000 | $73,043 | $85,000 |
| Staff | | 3 | 4 | 3 | 4 |
| ***Output:*** | | | | | |
| Timely, within 10 days of receipt, respond to Human Relations inquiries/complaints | N/A | N/A | 17 | 20 | 20 |
| Successfully implement/expand two Human Relations/Volunteer Harford initiatives | N/A | 2 | 3 | 3 | 3 |
| Successfully implement/expand two Reentry initiatives | N/A | N/A | 2 | 2 | 2 |
| Increase mediation referrals by 10% | 257 | 258 | 294 | 320 | 352 |
| ***Outcome:*** | | | | | |
| Increased awareness of human relations and mediation services, etc. | N/A | N/A | 200* | 200 | 200 |
| Expanded community partnerships | N/A | 8 | 14 | 18 | 18 |

**Explanation and Analysis of Performance Measures**

Expanded the number and set-up of the conflict resolution classes taught at the Detention Center such the those completing the program receive a certificate of completion. A result of this is that more individuals who are incarcerated use mediation to make plans with supports for life post release. Research shows this significantly reduces recidivism.

*200 students participated in MLK Bridge Building program through the Boys & Girls Clubs and other after school programs.

# DEPARTMENT OF COMMUNITY SERVICES - CHILDREN YOUTH AND FAMILIES/DISABILITY SVCS
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goal**

Strengthen community outreach and awareness

**Department Objective**

To increase outreach to the public making them aware of available services

**County Goal(s) Supported**

III. Strengthen Our Communities

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Grants and sponsorships to finance initiatives | $482,994 | $482,994 | $482,994 | $570,994 | $661,994 |
| Staff | 2 | 2 | 2 | 3 | 3 |
| ***Output:*** | | | | | |
| Successfully implement programs to support families of incarcerated parents | N/A | N/A | 1 | 2 | 2 |
| Successfully implement programs to support at risk youth including childhood hunger | N/A | N/A | 1 | 2 | 2 |
| Support community programs that assist people with disabilities with employment/inclusion | N/A | 2 | 2 | 3 | 3 |
| Expand marketing and outreach | 100,000 | 180,000 | 180,000 | 189,000 | 198,450 |
| ***Outcome:*** | | | | | |
| Provide financial and development assistance to public and private organizations that deliver human services to children, youth and families especially at risk families | N/A | N/A | 16 | 16 | 20 |
| Promote and facilitate the independence of people with disabilities in all aspects of community life | N/A | N/A | 2 | 2 | 3 |

**Explanation and Analysis of Performance Measures**

Conducted several very well-attended community conversations that assisted people with disabilities and their families navigate the continuum to obtain needed services. Conducted the first Youth & Family Resource Festival that attracted nearly 1,000 attendees.

# DEPARTMENT OF COMMUNITY SERVICES - OFFICE OF DRUG CONTROL POLICY
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Provide Prevention Outreach and Recovery to 10,000 youth and 6,000 adults

**Department Objective**

Raise awareness about drug use and prevent opioid use and overdose

**County Goal(s) Supported**

III. Strengthen Our Communities

| Measure | | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| | Grants applications to State and Federal agencies | 11 | 10 | 11 | 10 | 10 |
| | Grant award from State and Federal agencies | $607,996 | $607,996 | $607,996 | $547,105 | $500,000 |
| ***Output:*** | | | | | | |
| | Number of presentations | 202 | 225 | 242 | 308 | 200 |
| | Attendance | 20,226 | 20,191 | 22,758 | 43,870 | 30,000 |
| ***Outcome:*** | | | | | | |
| | Increase in citizen reach | 5% | 5% | 5% | 5% | 5% |
| | | exceeds | flat | exceeds | meets | meets |

**Explanation and Analysis of Performance Measures**

The entire County is in an Opiate epidemic. The Governor has declared a State of Emergency, more deadly drugs like Fentanyl are in our county.

# DEPARTMENT OF COMMUNITY SERVICES - OFFICE ON AGING
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Connect and provide seniors and caregivers to resources that promote wellbeing

**Department Objective**

To inform the elderly and 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**

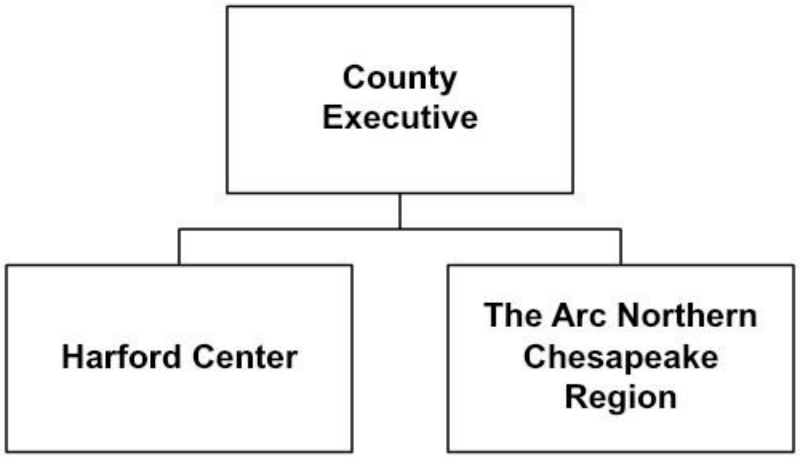
I. Fiscal Balance & Efficiency
III. Strengthen Our Communities
IV. Strengthen Our Communities
V. Building Economic Vitality

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Service categories provided per Older Americans Act | 14 | 14 | 14 | 14 | 14 |
| Funds from grants utilized | $1,583,113 | $1,364,970 | $1,385,501 | $1,654,871 | $1,566,144 |
| Senior Centers (includes 2 satellite locations) | 6 | 5 | 5 | 5 | 5 |
| **Output:** | | | | | |
| Total meals financed by Office on Aging Funds | 46,973 | 47,381 | 49,000 | 53,700 | 51,208 |
| Number of responses to requests for senior services | 16,669 | 16,894 | 17,247 | 18,125 | 19,250 |
| **Outcome:** | | | | | |
| Improve data mgmt. system within senior centers | Met | Met | Met | Met | Met |
| Implement innovative, evidence based health promotion programs in senior centers | Exceeded | Exceeded | Exceeded | Exceeded | Exceeded |
| Expand center-based offerings thru community based partners | Exceeded | Exceeded | Exceeded | Exceeded | Exceeded |
| Expand membership of vulnerable Adult Multi-Disciplinary Team | Exceeded | Exceeded | Exceeded | Exceeded | Exceeded |

**Explanation and Analysis of Performance Measures**

All objectives have been met. We anticipate continued meeting of objectives in next fiscal period.

# HANDICAPPED CARE CENTER



# HANDICAPPED CARE CENTERS

***ORIGIN/PURPOSE:***

Handicapped Care Centers is a group of budgetary funds supporting mentally/physically handicapped rehabilitation services. These services are provided by two private, non-profit organizations - the Harford Center, Inc., and the ARC Northern Chesapeake Region. These programs offer educational and vocational opportunities with the community for mentally/physically handicapped residents.

County contributions to these organizations are payable to the Maryland State Department of Health and Mental Hygiene and must be, at a minimum, the amount paid by County government in Fiscal Year 1984. These payments are mandated by the Development Disabilities Law, Section 7-705, in the Health General Article of the Annotated Code of Maryland.

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 70 | MISCELLANEOUS | 2,438,730 | 2,298,730 | 2,298,730 | 2,408,730 | 2,408,730 |
| | **GRAND TOTAL** | **2,438,730** | **2,298,730** | **2,298,730** | **2,408,730** | **2,408,730** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 2,438,730 | 2,298,730 | 2,298,730 | 2,408,730 | 2,408,730 |
| | **GRAND TOTAL** | **2,438,730** | **2,298,730** | **2,298,730** | **2,408,730** | **2,408,730** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 141000 | HARFORD CENTER | 693,036 | 553,036 | 553,036 | 578,036 | 578,036 |
| 142000 | ARC NORTHERN CHESAPEAKE REGION | 1,745,694 | 1,745,694 | 1,745,694 | 1,830,694 | 1,830,694 |
| | **GRAND TOTAL** | **2,438,730** | **2,298,730** | **2,298,730** | **2,408,730** | **2,408,730** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 2,298,730 | 2,408,730 | 110,000 | Additional funds provided to support operating costs |

# 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: intellectually disabled, autistic, brain damaged, cerebral palsied, hearing impaired, visually impaired, physically handicapped, emotionally disturbed, dually diagnosed Mentally Handicapped (MH) and Intellectually Disabled (ID), and head trauma.

***FY 2018 - FY 2019 GOAL:***

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

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 70 MISCELLANEOUS | 693,036 | 553,036 | 553,036 | 578,036 | 578,036 |
| **GRAND TOTAL** | **693,036** | **553,036** | **553,036** | **578,036** | **578,036** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **693,036** | **553,036** | **553,036** | **578,036** | **578,036** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | MISCELLANEOUS increases $25,000 |
| 553,036 | 578,036 | 25,000 | Additional funds provided to support operating costs |

## HANDICAPPED CARE CENTERS
## The ARC Northern Chesapeake Region
## Index #142000

***ORIGIN/PURPOSE:***

The Arc Northern Chesapeake Region (The Arc NCR) empowers people with differing abilities (intellectual and developmental disabilities) to live, work and thrive in the community. The organization is a private, non-profit local chapter of The Arc Maryland and The Arc of the United States, the largest national community-based organization devoted exclusively to improving the quality of life for people with developmental disabilities. The Arc NCR is funded by Maryland state agencies, federal, state, and local grants, private foundations, generous donors and an annual contribution from Harford County Government. The Arc NCR helps people with differing abilities build better lives one person at a time. The organization currently offers services in the areas of Community Living, Supported Employment and Training, Community Partners day program for adults, Treatment Foster Care, Family Support Services, Personal Supports, Services for Transitioning Youth and Transportation. The Arc NCR supports people with differing abilities to create lives that mirror yours and mine: students attending neighborhood schools, adults going to work and living in their own homes, children living in a safe and supportive homes, and individuals enjoying the social and recreational opportunities in their communities.

***FY 2018 - FY 2019 GOAL:***

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

| ALL FUND SUMMARY: | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 70 MISCELLANEOUS | 1,745,694 | 1,745,694 | 1,745,694 | 1,830,694 | 1,830,694 |
| **GRAND TOTAL** | **1,745,694** | **1,745,694** | **1,745,694** | **1,830,694** | **1,830,694** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,745,694** | **1,745,694** | **1,745,694** | **1,830,694** | **1,830,694** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | MISCELLANEOUS increases $85,000 |
| 1,745,694 | 1,830,694 | 85,000 | Additional funds provided to support operating costs |

# THE HARFORD CENTER
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Provide each participant the opportunity to have a meaningful day through vocational placements, day habilitation, and provision of personal supports

**Department Objective**

To increase the percentage of participants' participating in the community and in employment.

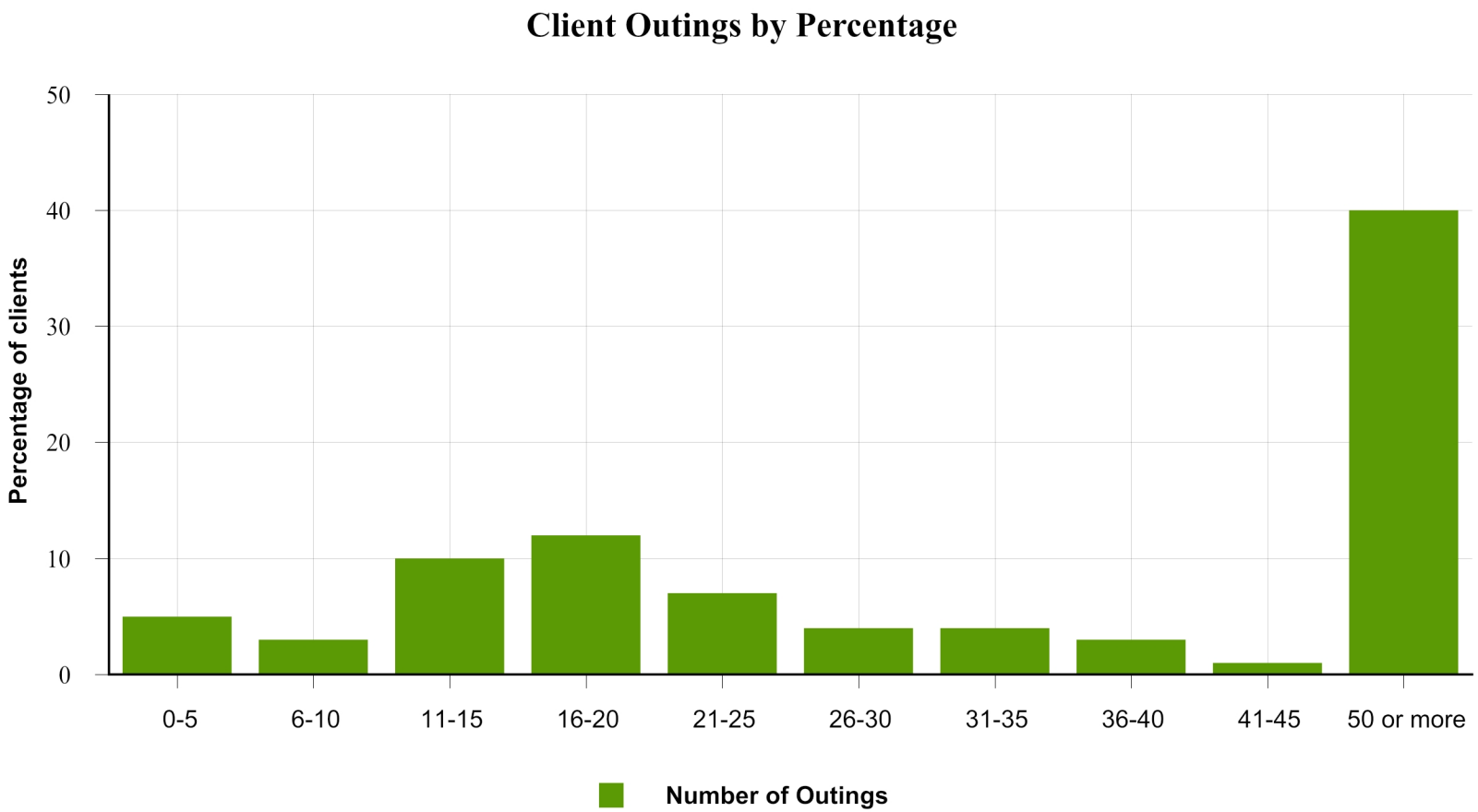
**County Goal(s) Supported**

III. Strengthening Our Communities

| Measure | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Dollars allocated | $488,366 | $488,366 | $488,366 | $488,366 | $488,366 |
| Number of Staff | 71 | 65 | 63 | 69 | 73 |
| ***Output:*** | | | | | |
| Number of comprehensive programs offered to participants | 115 | 121 | 117 | 123 | 128 |
| Number of participants served | 115 | 121 | 117 | 123 | 128 |
| ***Outcome:*** | | | | | |
| Percent of participants involved in community outings | 100% | 100% | 100% | 100% | 100% |
| Number of individuals in employment | new | new | new | 5 | 10 |

**Explanation and Analysis of Performance Measures**

The results for Fy16 achieved their objective of giving participants the opportunity to engage in a meaningful way in their communities. By being in the community, individuals are able to develop their life-skills, achieve independence, network with peers, and potentially find employment opportunities.


Client Outings by Percentage
Percentage of clients
50
40
30
20
10
0
0-5
6-10
11-15
16-20
21-25
26-30
31-35
36-40
41-45
50 or more
Number of Outings

# 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. Per Executive Order 16-03 the Division of Citizen Affairs and Agricultural Services is transferred to the Office of Governmental and Community Relations. The Office of Governmental and Community Relations may be assigned and shall perform such related duties as assigned to it by the County Executive.

***MISSION:***

Our mission is to communicate with the public and maintain positive and effective relationships with governing bodies, other public entities, and the community at large. By focusing on outreach, adapting to stakeholders' needs and feedback, and keeping them informed, we seek to further the County administration's goals of responsiveness, transparency, and efficiency.

***FY 19 GOALS:***

TO EXPAND OPPORTUNITIES FOR COMMUNICATION AND ENGAGEMENT BETWEEN COUNTY GOVERNMENT AND THE CITIZENS OF HARFORD COUNTY

TO PROVIDE FRIENDLY CUSTOMER SERVICE WITH EFFIECIENCY, TRANSPARENCY AND ACCOUNTABILITY

TO ANALYZE PUBLIC INPUT TO INFORM AND GUIDE COUNTY GOVERNMENT ACTIONS

TO NURTURE RELATIONSHIPS WITH OUTSIDE AGENCIES WITH SPECIAL EMPHASIS ON PUBLIC EDUCATION AND THE AGRICULTURAL COMMUNITY

# OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 447,272 | 607,206 | 714,348 | 762,423 | 762,423 |
| 20 | CONTRACTUAL SERVICES | 14,141 | 58,413 | 138,750 | 134,750 | 134,750 |
| 30 | SUPPLIES AND MATERIALS | 4,493 | 9,479 | 19,150 | 19,150 | 19,150 |
| 40 | BUSINESS AND TRAVEL | 4,781 | 9,347 | 25,700 | 25,700 | 25,700 |
| 50 | CAPITAL OUTLAY | 2,526 | 6,392 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 0 | 186,599 | 254,000 | 254,000 | 254,000 |
| 80 | INTERGOVERNMENTAL/INTERFUND | 655 | 2,987 | 3,500 | 3,500 | 3,500 |
| | **GRAND TOTAL** | **473,868** | **880,423** | **1,155,448** | **1,199,523** | **1,199,523** |
| **FUNDING SOURCE:** | | | | | | |
| 11 | GENERAL | **473,868** | **880,423** | **1,155,448** | **1,199,523** | **1,199,523** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 151000 | OFFICE OF GOVT & COMM RELATION | 473,868 | 400,547 | 569,213 | 599,159 | 599,159 |
| 154000 | CITIZEN AFFAIRS & AG SVCS | 0 | 479,876 | 586,235 | 600,364 | 600,364 |
| | **GRAND TOTAL** | **473,868** | **880,423** | **1,155,448** | **1,199,523** | **1,199,523** |

## OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $48,075 |
| 462,951 | 466,175 | 3,224 | Full-Time Salaries: |
| | | | (4,344) Turnover (0.94%) |
| | | | 7,568 Salary Adjustments |
| | | | 3,224 |
| | 24,213 | 24,213 | FY 19 COLA of 2% and a $2,000 merit for eligible employees |
| 42,332 | 42,332 | 0 | Temporary Salaries provides for one part-time Administrative Specialists |
| 107,007 | 127,276 | 20,269 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage |
| 38,653 | 35,663 | (2,990) | FICA |
| 1,620 | 4,248 | 2,628 | Workers' Compensation adjustment |
| 19,280 | 19,720 | 440 | PEHP (Personal Employee Health Plan) |
| 138,750 | 134,750 | (4,000) | CONTRACTUAL SERVICES decrease ($4,000) |
| | | | Reallocated copier expense funding to ICT for better accountability of lease costs |

## OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 19,150 | 19,150 | 0 | SUPPLIES & MATERIALS no change in funding for FY 18<br>Funds provide for office supplies, printing, audio visual and office mailing |
| 25,700 | 25,700 | 0 | BUSINESS & TRAVEL no change in funding for FY 18<br>Funds provide for mileage, lodging, books and membership fees |
| 254,000 | 254,000 | 0 | MISCELLANEOUS no change in funding for FY 18<br>Funds provides for an Ag award program that replaced the Ag Co-Op as well funds for various other contributions for agricultural related activities. These are supported with dedicated Hotel Tax Revenue |
| 3,500 | 3,500 | 0 | INTERGOVERNMENTAL/INTERFUND no change in funding for FY 18<br>Funds provide for fleet lease rental for pool car |

## DEPARTMENT STAFF SUMMARY
### OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Secretary III | 1.00 | 54,344 | 1.00 | 54,344 | 1.00 | 53,000 |
| Administrative Specialist I | 1.00 | 61,800 | 1.00 | 58,916 | 0.00 | 0 |
| Administrative Specialist II | 2.00 | 75,418 | 1.00 | 78,436 | 2.00 | 145,903 |
| Chief, Citizen Affairs and Agricultural Services | 1.00 | 73,130 | 1.00 | 76,055 | 1.00 | 79,576 |
| Director | 1.00 | 105,000 | 1.00 | 109,200 | 1.00 | 117,425 |
| Deputy Director | 1.00 | 86,000 | 1.00 | 86,000 | 1.00 | 89,720 |
| **TOTAL FULL-TIME SALARIES** | **7.00** | **455,692** | **6.00** | **462,951** | **6.00** | **485,624** |
| **TEMPORARY SALARIES** | | 84,664 | | 42,332 | | 42,332 |
| **SALARY TOTAL** | **7.00** | **540,356** | **6.00** | **505,283** | **6.00** | **527,956** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 45,569 | | 41,665 | | 43,707 |
| Workers' Compensation | | 1,550 | | 1,620 | | 4,402 |
| Health Benefits | | 116,189 | | 107,007 | | 127,276 |
| PEHP | | 14,992 | | 19,280 | | 19,720 |
| FICA | | 41,336 | | 38,653 | | 38,522 |
| Miscellaneous | | 840 | | 840 | | 840 |
| **TOTAL OTHER PERSONAL SERVICES** | | **220,476** | | **209,065** | | **234,467** |
| **TOTAL PERSONAL SERVICES** | **7.00** | **760,832** * | **6.00** | **714,348** | **6.00** | **762,423** |

*** FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS
## Office of Governmental and Community Relations
## Index #151000

***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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 447,272 | 358,096 | 468,763 | 498,709 | 498,709 |
| 20 CONTRACTUAL SERVICES | 14,141 | 27,017 | 68,350 | 68,350 | 68,350 |
| 30 SUPPLIES AND MATERIALS | 4,493 | 5,435 | 10,600 | 10,600 | 10,600 |
| 40 BUSINESS AND TRAVEL | 4,781 | 3,607 | 20,500 | 20,500 | 20,500 |
| 50 CAPITAL OUTLAY | 2,526 | 6,392 | 0 | 0 | 0 |
| 80 INTERGOVERNMENTAL/INTERFUND | 655 | 0 | 1,000 | 1,000 | 1,000 |
| **GRAND TOTAL** | **473,868** | **400,547** | **569,213** | **599,159** | **599,159** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **473,868** | **400,547** | **569,213** | **599,159** | **599,159** |

## OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS
## Office of Governmental and Community Relations
## Index #151000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $29,946 |
| 327,980 | 329,436 | 1,456 | Full Time Salaries |
| | | | (4,344) Turnover (1.32)% |
| | | | 5,800 Salary Adjustments |
| | | | 1,456 |
| | 16,325 | 16,325 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 74,827 | 88,974 | 14,147 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in level of coverage. |
| 9,640 | 4,930 | (4,710) | PEHP costs |
| 1,148 | 3,633 | 2,485 | Workers' Compensation adjustment |
| 29,518 | 29,649 | 131 | Pension adjustments |
| 68,350 | 68,350 | 0 | CONTRACTUAL SERVICES no change in funding for FY 18 |
| 10,600 | 10,600 | 0 | SUPPLIES & MATERIALS no change in funding for FY 18 |
| 20,500 | 20,500 | 0 | BUSINESS & TRAVEL no change in funding for FY 18 |
| 1,000 | 1,000 | 0 | INTERGOVERNMENTAL/INTERFUND no change in funding for FY 18 |

## DEPARTMENT STAFF SUMMARY

### Office of Governmental and Community Relations

### Index #151000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Specialist II | 1.00 | 75,418 | | 1.00 | 78,436 | 1.00 | 82,005 |
| Administrative Secretary III | 1.00 | 54,344 | | 1.00 | 54,344 | 1.00 | 53,000 |
| Director | 1.00 | 105,000 | | 1.00 | 109,200 | 1.00 | 117,425 |
| Deputy Director | 1.00 | 86,000 | | 1.00 | 86,000 | 1.00 | 89,720 |
| **TOTAL FULL-TIME SALARIES** | **4.00** | **320,762** | | **4.00** | **327,980** | **4.00** | **342,150** |
| **TEMPORARY SALARIES** | | **42,322** | | | **0** | | **0** |
| **SALARY TOTAL** | **4.00** | **363,084** | | **4.00** | **327,980** | **4.00** | **342,150** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 32,076 | | | 29,518 | | 30,794 |
| Workers' Compensation | | 1,091 | | | 1,148 | | 3,756 |
| Health Benefits | | 77,777 | | | 74,827 | | 88,974 |
| PEHP | | 7,496 | | | 9,640 | | 4,930 |
| FICA | | 27,776 | | | 25,090 | | 27,545 |
| Miscellaneous | | 560 | | | 560 | | 560 |
| **TOTAL OTHER PERSONAL SERVICES** | | **146,776** | | | **140,783** | | **156,559** |
| **TOTAL PERSONAL SERVICES** | **4.00** | **509,860** | * | **4.00** | **468,763** | **4.00** | **498,709** |

*** FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS
## Citizen Affairs and Agricultural Services
## Index #154000

***ORIGIN/PURPOSE:***

This division was retitled and transferred to the Office of Governmental and Community Relations by Executive Order 16-03. The division is administered by the Chief, Citizen Affairs and Agricultural Services who reports directly the Director, Governmental & Community Relations. 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, as well as extensive work with the agricultural community. 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 0 | 249,110 | 245,585 | 263,714 | 263,714 |
| 20 CONTRACTUAL SERVICES | 0 | 31,396 | 70,400 | 66,400 | 66,400 |
| 30 SUPPLIES AND MATERIALS | 0 | 4,044 | 8,550 | 8,550 | 8,550 |
| 40 BUSINESS AND TRAVEL | 0 | 5,740 | 5,200 | 5,200 | 5,200 |
| 70 MISCELLANEOUS | 0 | 186,599 | 254,000 | 254,000 | 254,000 |
| 80 INTERGOVERNMENTAL/INTERFUND | 0 | 2,987 | 2,500 | 2,500 | 2,500 |
| **GRAND TOTAL** | **0** | **479,876** | **586,235** | **600,364** | **600,364** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **0** | **479,876** | **586,235** | **600,364** | **600,364** |

## OFFICE OF GOVERNMENTAL AND COMMUNITY RELATIONS
## Citizen Affairs and Agricultural Services
## Index #154000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 134,971 | 136,739 | 1,768 | PERSONAL SERVICE increase $18,129<br>Full-time Salaries<br>1,768 Salary Adjustment |
| | 7,888 | 7,888 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 42,332 | 42,332 | 0 | Temporary Salaries provide for assistance with Constituent Services |
| 9,640 | 14,790 | 5,150 | PEHP (Post Employment Health Plan) |
| 32,180 | 38,302 | 6,122 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 12,147 | 12,307 | 160 | Pension adjustments |
| 70,400 | 66,400 | (4,000) | CONTRACTUAL SERVICES decrease ($4,000)<br>Reallocated copier expense funding to ICT for better accountability of lease costs |
| 8,550 | 8,550 | 0 | SUPPLIES AND MATERIALS no change in funding for FY 18 |
| 5,200 | 5,200 | 0 | BUSINESS AND TRAVEL no change in funding for FY 18 |
| 254,000 | 254,000 | 0 | MISCELLANEOUS no change in funding for FY 18<br>Contribution funding provides for an AG contribution award program to replace the Ag Marketing Co-op; remaining funds provide for various other contributions for agricultural related activities. These are supported with dedicated Hotel Tax revenue. |

## DEPARTMENT STAFF SUMMARY

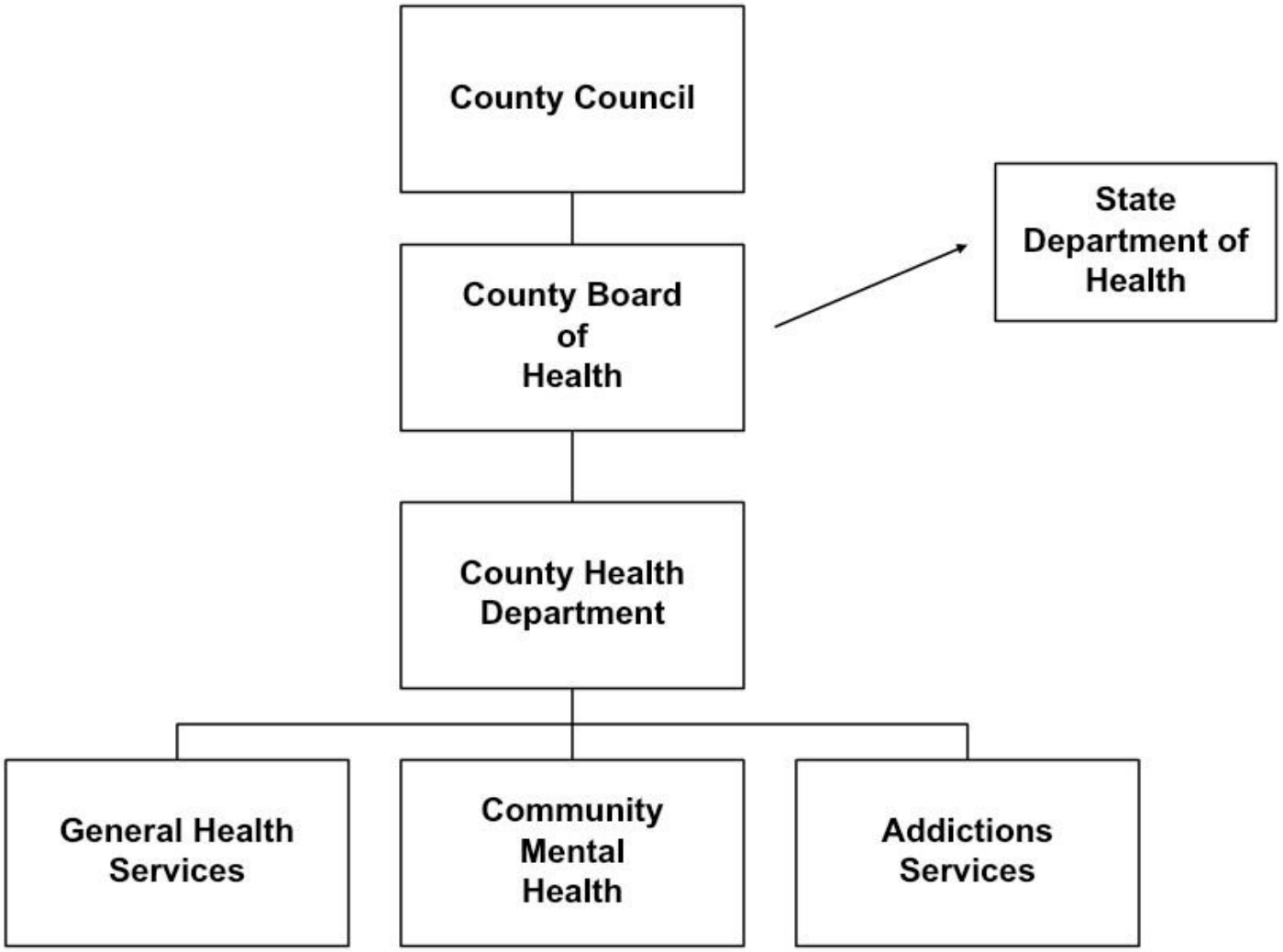
### Citizen Affairs and Agricultural Services

### Index #154000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Chief, Citizen Affairs and Agricultural Services | 1.00 | 73,130 | | 1.00 | 76,055 | 1.00 | 79,576 |
| Administrative Specialist II | 1.00 | 61,800 | | 1.00 | 58,916 | 1.00 | 63,898 |
| **TOTAL FULL-TIME SALARIES** | **2.00** | **134,930** | | **2.00** | **134,971** | **2.00** | **143,474** |
| **TEMPORARY SALARIES** | | 0 | | | 42,332 | | 42,332 |
| **SALARY TOTAL** | **2.00** | **134,930** | | **2.00** | **177,303** | **2.00** | **185,806** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 13,493 | | | 12,147 | | 12,913 |
| Workers' Compensation | | 459 | | | 472 | | 646 |
| Health Benefits | | 38,412 | | | 32,180 | | 38,302 |
| PEHP | | 7,496 | | | 9,640 | | 14,790 |
| FICA | | 13,560 | | | 13,563 | | 10,977 |
| Miscellaneous | | 280 | | | 280 | | 280 |
| **TOTAL OTHER PERSONAL SERVICES** | | **73,700** | | | **68,282** | | **77,908** |
| **TOTAL PERSONAL SERVICES** | **2.00** | **250,962** | * | **2.00** | **245,585** | **2.00** | **263,714** |

*** FY 17 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 2018 - FY 2019 GOALS:***

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

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

3. PREVENT AND CONTROL EPIDEMICS

# HEALTH

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 34,923 | 34,923 | 34,924 | 5,383 | 5,383 |
| 20 | CONTRACTUAL SERVICES | 250,546 | 278,590 | 250,546 | 298,215 | 298,215 |
| 70 | MISCELLANEOUS | 3,342,848 | 3,389,798 | 3,442,848 | 3,472,389 | 3,472,389 |
| | **GRAND TOTAL** | **3,628,317** | **3,703,311** | **3,728,318** | **3,775,987** | **3,775,987** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 3,628,317 | 3,703,311 | 3,728,318 | 3,775,987 | 3,775,987 |
| | **GRAND TOTAL** | **3,628,317** | **3,703,311** | **3,728,318** | **3,775,987** | **3,775,987** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 161000 | HEALTH DEPARTMENT | 3,628,317 | 3,703,311 | 3,728,318 | 3,775,987 | 3,775,987 |
| | **GRAND TOTAL** | **3,628,317** | **3,703,311** | **3,728,318** | **3,775,987** | **3,775,987** |

# HEALTH

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($29,541) |
| 32,441 | 5,000 | (27,441) | Temporary Salaries - decreases due to the elimination of stipends for employees no longer with the agency |
| 2,483 | 383 | (2,100) | FICA decreases due to elimination of stipends for employees no longer with the agency |
| | | | CONTRACTUAL SERVICES increase $47,669 |
| 250,546 | 298,215 | 47,669 | Space and Real Estate Rental increases due to higher rates |
| | | | MISCELLANEOUS increase $29,541 |
| 3,367,848 | 3,397,389 | 29,541 | Payments to Other Government Agencies increase to reallocate funds previously dedicated to stipends for employees no longer with the agency |

| | |
|---|---|
| Administrative expenses | 620,389 |
| Environmental Health expenses | 2,277,000 |
| Community Health expenses | 150,000 |
| Addiction expenses | 350,000 |
| | 3,397,389 |

| | | | |
|---|---|---|---|
| 75,000 | 75,000 | 0 | Contributions - County funding to supplement and enhance Health Department programs |

| | |
|---|---|
| Behavioral Health Treatment Services | 50,000 |
| Teen Diversion Program | 25,000 |
| | 75,000 |

## DIVISION STAFF SUMMARY
### General Health Services
### Index #161000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 32,441 | | 32,441 | | 5,000 |
| **SALARY TOTAL** | | **32,441** | | **32,441** | | **5,000** |
| | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | |
| FICA | | 2,483 | | 2,483 | | 383 |
| **TOTAL OTHER PERSONAL SERVICES** | | **2,483** | | **2,483** | | **383** |
| **TOTAL PERSONAL SERVICES** | | **34,924** * | | **34,924** | | **5,383** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# HOUSING & COMMUNITY DEVELOPMENT

# HOUSING & COMMUNITY DEVELOPMENT

***ORIGIN/PURPOSE:***

Per Executive Order 18-01, the functions of Housing and Community Development was consolidated under the Office of Community and Economic Development.

**ALL FUND SUMMARY:**

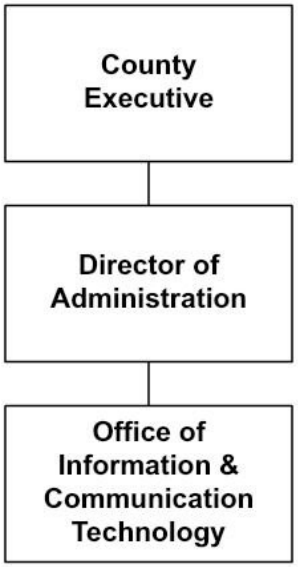
| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 521,365 | 443,129 | 645,127 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 31,285 | 9,065 | 12,600 | 0 | 0 |
| 30 SUPPLIES AND MATERIALS | 11,291 | 7,794 | 8,080 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 7,163 | 6,748 | 8,400 | 0 | 0 |
| 50 CAPITAL OUTLAY | 35,464 | 335 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 600,126 | 600,884 | 730,646 | 0 | 0 |
| **GRAND TOTAL** | **1,206,694** | **1,067,955** | **1,404,853** | **0** | **0** |
| **SUMMARY BY FUND:** | | | | | |
| 11 GENERAL | 1,206,694 | 1,067,955 | 1,404,853 | 0 | 0 |
| **GRAND TOTAL** | **1,206,694** | **1,067,955** | **1,404,853** | **0** | **0** |

## DEPARTMENT STAFF SUMMARY
### HOUSING AGENCY
### Index # 171000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Accounting Technician I | 1.00 | 39,449 | | 1.00 | 41,027 | 0.00 | 0 |
| Administrative Assistant II | 1.00 | 51,084 | | 1.00 | 53,127 | 0.00 | 0 |
| Administrative Budget Technician II | 1.00 | 56,794 | | 1.00 | 59,066 | 0.00 | 0 |
| Administrative Secretary I | 1.00 | 53,560 | | 0.00 | 0 | 0.00 | 0 |
| Administrative Secretary III | 0.00 | 0 | | 1.00 | 57,373 | 0.00 | 0 |
| Housing Inspector | 1.00 | 47,125 | | 1.00 | 49,010 | 0.00 | 0 |
| Housing Services Counselor | 3.00 | 144,891 | | 3.00 | 150,687 | 0.00 | 0 |
| **TOTAL FULL-TIME SALARIES** | 8.00 | 392,903 | | 8.00 | 410,290 | 0.00 | 0 |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 39,290 | | | 36,926 | | 0 |
| Workers' Compensation | | 1,694 | | | 1,701 | | 0 |
| Health Benefits | | 135,082 | | | 144,423 | | 0 |
| PEHP | | 11,244 | | | 19,280 | | 0 |
| FICA | | 30,057 | | | 31,387 | | 0 |
| Miscellaneous | | 1,120 | | | 1,120 | | 0 |
| **TOTAL OTHER PERSONAL SERVICES** | | **218,487** | | | **234,837** | | **0** |
| **TOTAL PERSONAL SERVICES** | **8.00** | **611,390** | * | **8.00** | **645,127** | **0.00** | **0** |

*** FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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.

***MISSION:***
THE OFFICE OF INFORMATION AND COMMUNICATION TECHNOLOGY TEAM DELIVERS INNOVATIVE TECHNOLOGY SERVICES AND ELECTRONIC PROCESS EXPERTISE TO HARFORD COUNTY, ENABLING EFFICIENT USAGE OF COUNTY GOVERNMENT RESOURCES AND ULTIMATELY SUPPORTING QUALITY OF LIFE FOR COUNTY RESIDENTS.

***FY 19 GOALS:***
TO IMPLEMENT INNOVATIVE AND COST EFFECTIVE IT BASED BUSINESS SOLUTIONS

TO IMPLEMENT A TALENT ACQUISITION AND MANAGEMENT PROGRAM FOR THE ICT WORKFORCE

# INFORMATION AND COMMUNICATION TECHNOLOGY

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 2,125,274 | 2,297,114 | 2,368,778 | 2,548,904 | 2,548,904 |
| 20 | CONTRACTUAL SERVICES | 4,465,360 | 4,840,904 | 5,771,857 | 7,079,297 | 7,079,297 |
| 30 | SUPPLIES AND MATERIALS | 132,715 | 131,865 | 135,400 | 135,400 | 135,400 |
| 40 | BUSINESS AND TRAVEL | 24,312 | 28,011 | 43,455 | 43,455 | 43,455 |
| 50 | CAPITAL OUTLAY | 2,195 | 0 | 0 | 0 | 0 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 1,000 | 1,000 | 1,000 |
| | **GRAND TOTAL** | **6,749,856** | **7,297,894** | **8,320,490** | **9,808,056** | **9,808,056** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 6,749,856 | 7,297,894 | 8,320,490 | 9,808,056 | 9,808,056 |
| | **GRAND TOTAL** | **6,749,856** | **7,297,894** | **8,320,490** | **9,808,056** | **9,808,056** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 181000 | INFORMATION & COMM. TECH | 6,749,856 | 7,297,894 | 8,320,490 | 9,808,056 | 9,808,056 |
| | **GRAND TOTAL** | **6,749,856** | **7,297,894** | **8,320,490** | **9,808,056** | **9,808,056** |

## INFORMATION AND COMMUNICATION TECHNOLOGY

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $180,216 |
| 1,653,700 | 1,667,703 | 14,003 | Full-time salaries |
| | | | 6,649 Salary adjustments |
| | | | 7,354 Staff Turnover |
| | | | 14,003 |
| | 92,150 | 92,150 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 16,000 | 20,800 | 4,800 | Temporary Salaries - provides funding for seasonal interns |
| 142,630 | 144,346 | 1,716 | Pension adjustments |
| 303,832 | 360,092 | 56,260 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 48,200 | 44,370 | (3,830) | Post Employment Health Plan (PEHP) adjustments |
| 132,043 | 129,170 | (2,873) | FICA adjustments |
| 60,000 | 75,000 | 15,000 | Overtime based on actual spending |

## INFORMATION AND COMMUNICATION TECHNOLOGY

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $1,307,440 |
| 70,000 | 329,773 | 259,773 | Office Equipment - All General Fund copier expenses were reallocated to the ICT budget for better accountability of lease costs. |
| 1,362,000 | 1,576,600 | 214,600 | Other Professional Services - increase due to network maintenance contract, VOIP phone support, and an increase for fiber tracking maintenance. |
| 1,059,900 | 1,472,600 | 412,700 | Data Processing Hardware - Several large increases in hardware contracts including Smartnet, new UPS battery replacement contract, network and web security software increases, Varonis, and Malware and VMWare. |
| 2,829,957 | 3,250,324 | 420,367 | Data Processing Software - Increase in funding for ESRI enterprise renewal contract, this contract was formerly charged to Safeguarding capital project; ESV Satellite Annual Service costs; additional Public Safety Mobile Network Hardware. All software used by General Fund County agencies is funded within the ICT budget - adjustments made per those software contracts. |
| 135,400 | 135,400 | 0 | SUPPLIES AND MATERIALS no change in funding for FY 19 |
| 43,455 | 43,455 | 0 | BUSINESS AND TRAVEL no change in funding for FY 19 |

## DEPARTMENT STAFF SUMMARY
### INFORMATION AND COMMUNICATION TECHNOLOGY
### Index #181000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Budget Technician II | 1.00 | 54,590 | 1.00 | 56,774 | 1.00 | 59,909 |
| Administrative Secretary III | 1.00 | 52,530 | 1.00 | 54,600 | 1.00 | 57,692 |
| Computer Operator | 1.00 | 39,140 | 1.00 | 40,706 | 0.00 | 0 |
| Computer System Engineer II | 6.00 | 313,062 | 6.00 | 325,238 | 6.00 | 343,746 |
| Computer System Engineer IV | 2.00 | 136,463 | 2.00 | 141,920 | 2.00 | 155,540 |
| Director of ICT | 1.00 | 121,000 | 1.00 | 125,840 | 1.00 | 132,742 |
| GIS Coordinator | 1.00 | 81,903 | 1.00 | 81,122 | 1.00 | 84,744 |
| Programmer | 0.00 | 0 | 0.00 | 0 | 1.00 | 46,778 |
| Programmer Analyst I | 4.00 | 297,562 | 3.00 | 244,121 | 3.00 | 255,003 |
| Programmer Analyst II | 5.00 | 433,574 | 6.00 | 519,527 | 6.00 | 541,916 |
| Senior Computer Operator | 1.00 | 61,396 | 1.00 | 63,852 | 1.00 | 67,129 |
| **SALARY SUB-TOTAL** | **23.00** | **1,591,220** | **23.00** | **1,653,700** | **23.00** | **1,745,199** |
| **TEMPORARY SALARIES** | | **0** | | **16,000** | | **20,800** |
| **SALARY TOTAL** | **23.00** | **1,591,220** | **23.00** | **1,669,700** | **23.00** | **1,765,999** |

## DEPARTMENT STAFF SUMMARY
### INFORMATION AND COMMUNICATION TECHNOLOGY
### Index #181000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 152,495 | | | 142,630 | | 151,034 |
| Workers' Compensation | | 7,043 | | | 6,993 | | 10,375 |
| Health Benefits | | 280,570 | | | 303,832 | | 360,092 |
| PEHP | | 37,480 | | | 48,200 | | 44,370 |
| Overtime and Shift Differential | | 62,300 | | | 62,300 | | 77,300 |
| FICA | | 126,339 | | | 132,043 | | 136,654 |
| Miscellaneous | | 3,080 | | | 3,080 | | 3,080 |
| **TOTAL OTHER PERSONAL SERVICES** | | **669,307** | | | **699,078** | | **782,905** |
| **TOTAL PERSONAL SERVICES** | **23.00** | **2,260,527** | * | **23.00** | **2,368,778** | **23.00** | **2,548,904** |

*** FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# OFFICE OF INFORMATION & COMMUNICATION TECHNOLOGY
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Mitigate OICT risk. Focus on Data and information security. Build resilient 'always available' systems.

**Department Objective**

Plan for recovery activities, and test responses to ensure resiliency during unplanned downtime or disasters.

**County Goal(s) Supported**

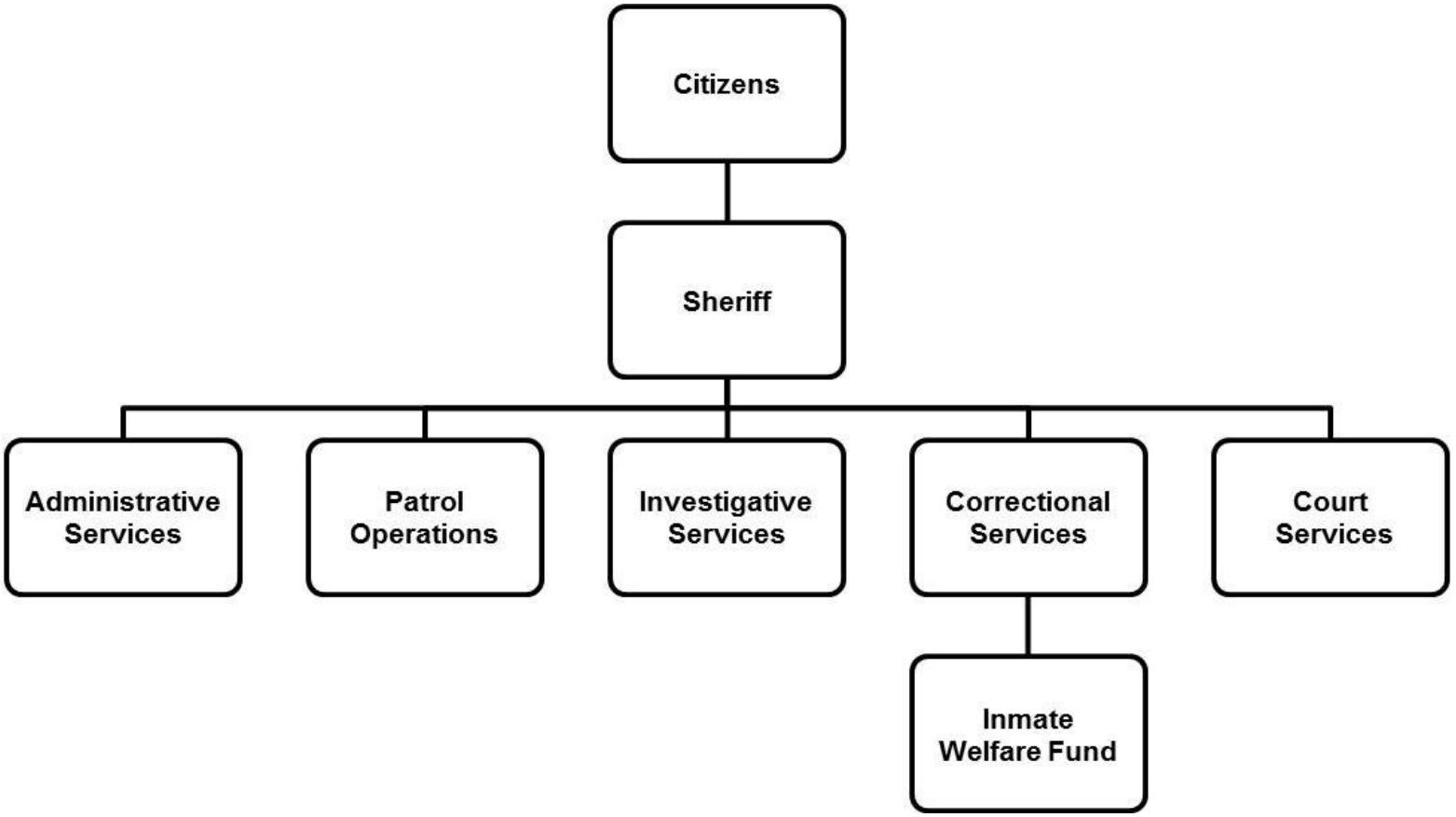
I.Fiscal Balance and Efficiency

| Measure | Actual 2015 | Actual 2016 | Acutal 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Dollars allocated | $6,483,966 | $6,609,541 | $7,274,004 | $8,320,490 | $9,808,056 |
| Number of staff | 29 | 24 | 23 | 23 | 23 |
| ***Output:*** | | | | | |
| Computers maintained | 1,023 | 994 | 1,000 | 1,300 | 1,300 |
| Software Maintained | | | | | |
| Financial (W&S Mainframe VSAM, TAXNET, CORE, ADPICS, | | | | | |
| FAMIS, Cyborg) | 7 | 7 | 7 | 7 | 7 |
| Departmental (Energov, City Works, OpenGov) | 3 | 3 | 3 | 3 | 3 |
| Backoffice (Microsoft Server, SQL Server, Sharepoint, Exchange, Laserfiche) | 5 | 5 | 5 | 5 | 5 |
| ***Outcome:*** | | | | | |
| Maintain modern technology (computers 3 years and newer) | 1.9 | 2.1 | 2.7 | 2.5 | 2.5 |
| Update software: Financial and Budget Software replaced by ERP and Open Gov | TaxNet | Energov | Kronos | OpenGov and ERP | OpenGov and Workday |
| Improve Security and Accessability by moving Energov and ERP to the Cloud and continuing to educate employees on Cyber Security | N/A | Test Cloud environment | 78% Security training | Energov to cloud | Energov, Workday, Opengov |

**Explanation and Analysis of Performance Measures**

This is a multi-year ongoing goal to maintain modern well performing equipment, update software that has aged beyond its best performance and to do this while maintaining a secure but accessible environment.

# 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:***

TO MAKE HARFORD COUNTY A PLACE WHICH IS SAFE AND SECURE TO LIVE, WORK AND VISIT

***FY 2018 - FY 2019 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 56,950,377 | 59,763,008 | 63,943,409 | 67,780,302 | 67,780,302 |
| 20 | CONTRACTUAL SERVICES | 6,016,872 | 6,413,414 | 7,297,237 | 7,605,575 | 7,605,575 |
| 30 | SUPPLIES AND MATERIALS | 2,422,739 | 2,477,310 | 2,711,116 | 2,696,281 | 2,696,281 |
| 40 | BUSINESS AND TRAVEL | 2,095,141 | 1,797,819 | 1,925,465 | 2,064,571 | 2,064,571 |
| 50 | CAPITAL OUTLAY | 1,583,665 | 538,320 | 203,250 | 195,050 | 195,050 |
| 70 | MISCELLANEOUS | 448,104 | 440,506 | 449,158 | 861,242 | 861,242 |
| 80 | INTERGOVERNMENTAL/INTERFUND | 0 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **69,516,898** | **71,430,377** | **76,529,635** | **81,203,021** | **81,203,021** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 69,516,898 | 71,430,377 | 76,529,635 | 81,203,021 | 81,203,021 |
| | **GRAND TOTAL** | **69,516,898** | **71,430,377** | **76,529,635** | **81,203,021** | **81,203,021** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 211100 | ADMINISTRATION AND SUPPORT | 7,688,767 | 10,325,160 | 11,125,185 | 12,153,727 | 12,153,727 |
| 211200 | PATROL OPERATIONS | 25,520,277 | 24,725,330 | 25,709,529 | 27,699,077 | 27,699,077 |
| 211300 | INVESTIGATIVE SERVICES | 7,774,147 | 7,992,791 | 8,087,651 | 8,427,372 | 8,427,372 |
| 212000 | CORRECTIONAL SERVICES | 22,037,175 | 21,717,684 | 24,121,726 | 25,547,462 | 25,547,462 |
| 212100 | INMATE WELFARE FUND | 493,218 | 536,746 | 905,286 | 811,670 | 811,670 |
| 213000 | COURT SERVICES | 6,003,314 | 6,132,666 | 6,580,258 | 6,563,713 | 6,563,713 |
| | **GRAND TOTAL** | **69,516,898** | **71,430,377** | **76,529,635** | **81,203,021** | **81,203,021** |
| | **SUMMARY OF GRANT BUDGETS** | | | | | **350,158** |

# SHERIFF'S OFFICE

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $3,836,893 |
| 34,152,956 | 33,845,499 | (307,457) | Full-time salaries |
| | | | 1,738,495 Promotions & Salary adjustments |
| | | | (497,891) Staff Turnover (2.1)% |
| | | | (1,548,061) Offset - FY18 Law Enforcement Pay Study - Phase One |
| | | | (307,457) |
| | 758,838 | 758,838 | Law Enforcement Pay Study Implementation - Phase Two |
| | 612,655 | 612,655 | Corrections Pay Study Implementation - Phase Two |
| | 826,329 | 826,329 | FY 19 Law Enforcement Merit Step Increase |
| | 307,776 | 307,776 | FY 19 Corrections Merit Step Increase |
| | 285,501 | 285,501 | FY 19 Civilian Merit Salary Increase |
| 2,135,205 | 2,257,677 | 122,472 | Temporary Salaries - increase for four (4) new Cadet positions |
| 214,009 | 226,497 | 12,488 | Part-time Salaries - increase for pay scale adjustments for School Crossing Guards |
| | 67,879 | 67,879 | The net result of full-time staff transfers between divisions of the Sheriff's Office: |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 0 / (75,456) / 143,335 / 67,879 |
| 10,506,612 | 10,672,872 | 166,260 | Pension, Workers' Compensation, and Life Insurance adjustments |
| 8,298,403 | 8,925,606 | 627,203 | Health Benefits are adjusted for an estimated cost increase and staff opting for changes in level of coverage |
| 3,183,272 | 3,196,593 | 13,321 | FICA adjustments |
| 3,931,241 | 4,185,000 | 253,759 | Overtime increase based on actual expense history |
| 1,210,811 | 1,270,680 | 59,869 | Shift Differential increase based on actual expense history |
| 260,900 | 290,900 | 30,000 | Uniform Allowance increase based on actual expense history and new allowance rates |

## SHERIFF'S OFFICE

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 411,688 | 452,403 | 40,715 | CONTRACTUAL SERVICES increase $308,338<br>Space & Real Estate Rental increase due to new space at 10 S. Main and increases for Commerce Drive facility and Task Force Office space |
| 1,259,434 | 1,218,030 | (41,404) | Electricity, Heating Fuel, and Telephone Service decrease based on actual and expected rate charges |
| 47,211 | 57,475 | 10,264 | Internet Line Service increases based on higher rates for Cogent internet |
| 441,091 | 379,298 | (61,793) | Other Insurance decreases based on Treasury's estimates for General, Auto, and Property coverage |
| 3,324,444 | 3,606,625 | 282,181 | Medical Services increase due higher contracted costs for Detention Center |
| 291,176 | 305,636 | 14,460 | Other Professional Services increase based on actual expense history and LEEDS Instructor fees, slightly offset by lower CJIS fingerprint fees |
| 67,590 | 108,171 | 40,581 | Operating Equipment increases for Virtra training simulator contract and generator maintenance |
| 485,612 | 502,519 | 16,907 | Data Processing Software increase for new expenses for netApp, NCR-LinX, Voicemail system and increases in existing software, partially offset by elimination of expenses for Amplifund, Christensen Comp, pre-trial software, and dynamic imaging |

## SHERIFF'S OFFICE

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | SUPPLIES & MATERIALS decrease $14,835 |
| 137,146 | 147,146 | 10,000 | General Office Supplies increase based on actual expense history |
| 1,233,985 | 1,257,505 | 23,520 | Meals - Special Purpose increase based on actual expense history for Inmate Welfare Fund |
| 653,928 | 534,626 | (119,302) | Uniform Purchase, Laboratory Supplies, and Other Supplies and Materials decrease based on actual expense history |
| 150,325 | 213,080 | 62,755 | Safety Equipment and Medical Supplies increase to fund NARCAN no longer provided by Health Department and for replacement of vests, helmets, gloves, AED parts, and other related equipment |
| 56,000 | 66,000 | 10,000 | Building Supplies, Equipment Repair Parts, and Tools increase based on actual expense history |
| | | | BUSINESS & TRAVEL increase $139,106 |
| 752,100 | 785,500 | 33,400 | County-owned vehicles increase based on actual and expected expenses for vehicle maintenance |
| 67,278 | 170,800 | 103,522 | Meals, Lodging, Training Seminars, and Transportation Costs increase based on actuals and for reallocation for reallocation of LEEDS expenses |
| | | | EQUIPMENT decreases ($8,200) |
| 183,250 | 175,050 | (8,200) | Police Car Package decreases due to lower equipment costs for outfitting 25 cars |
| | | | MISCELLANEOUS increase $412,084 |
| 362,158 | 0 | (362,158) | Community Mediation and OCSE grant matches have been reallocated to a new account for accounting/reporting purposes |
| | 772,442 | 772,442 | For hiring and equipping seven (7) School Resource Officers during FY 19 |

**DEPARTMENT STAFF SUMMARY**
**SHERIFF'S OFFICE**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|
| Sheriff | 1.00 | 117,635 | 1.00 | 120,086 | 1.00 | 131,000 | A |
| Chief Deputy | 1.00 | 134,479 | 1.00 | 134,472 | 1.00 | 135,637 | |
| Major | 2.00 | 252,032 | 2.00 | 252,054 | 2.00 | 252,346 | |
| Captain | 9.00 | 957,265 | 9.00 | 957,030 | 10.00 | 1,120,559 | |
| Lieutenant | 12.00 | 1,106,765 | 12.00 | 1,106,459 | 12.00 | 1,217,403 | |
| Sergeant | 33.00 | 2,710,520 | 33.00 | 2,680,184 | 32.00 | 2,750,258 | |
| Corporal | 30.00 | 2,186,119 | 30.00 | 2,244,218 | 32.00 | 2,478,487 | |
| Senior Deputy | 88.00 | 5,956,043 | 88.00 | 6,173,932 | 93.00 | 6,714,801 | |
| Deputy First Class | 92.00 | 5,174,186 | 81.00 | 4,782,057 | 87.00 | 4,954,560 | |
| Deputy | 18.00 | 893,517 | 29.00 | 1,397,626 | 16.00 | 807,707 | |
| Cadet | 0.00 | 0 | 0.00 | 0 | 1.00 | 30,618 | |
| Major - Corrections | 1.00 | 98,636 | 1.00 | 98,634 | 1.00 | 111,342 | |
| Captain - Corrections | 2.00 | 173,534 | 2.00 | 173,472 | 2.00 | 198,307 | |
| Lieutenant - Corrections | 8.00 | 595,501 | 8.00 | 595,252 | 8.00 | 683,363 | |
| Sergeant - Corrections | 13.00 | 831,790 | 13.00 | 831,379 | 13.00 | 966,285 | |
| Corporal - Corrections | 14.00 | 790,933 | 14.00 | 790,423 | 14.00 | 916,011 | |
| Sr. Deputy - Corrections | 40.00 | 2,054,333 | 40.00 | 2,370,749 | 35.00 | 2,166,050 | |
| Officer First Class | 49.00 | 2,537,714 | 49.00 | 2,301,325 | 44.00 | 2,168,234 | |
| Officer | 14.00 | 705,789 | 14.00 | 599,578 | 24.00 | 1,099,240 | |
| Warden | 1.00 | 121,067 | 1.00 | 125,920 | 1.00 | 125,920 | |
| Animal Control Manager | 1.00 | 58,402 | 1.00 | 58,969 | 1.00 | 58,969 | |
| Animal Control Officer I | 1.00 | 32,436 | 1.00 | 121,420 | 0.00 | 0 | |
| Animal Control Officer II | 4.00 | 39,698 | 2.00 | 123,930 | 5.00 | 256,239 | |
| Animal Control Clerk | 1.00 | 32,436 | 1.00 | 33,702 | 1.00 | 33,702 | |
| Administrative Support Technician | 5.00 | 257,860 | 5.00 | 268,085 | 5.00 | 267,154 | |
| Applicant Investigator | 2.00 | 114,961 | 2.00 | 119,496 | 2.00 | 119,496 | |
| Budget Director | 0.00 | 0 | 0.00 | 0 | 1.00 | 106,853 | |
| Budget Manager | 1.00 | 92,766 | 1.00 | 96,457 | 0.00 | 0 | |
| Budget Technician | 2.00 | 112,326 | 2.00 | 116,748 | 2.00 | 116,748 | |
| Classification Counselor | 3.00 | 137,091 | 3.00 | 142,512 | 3.00 | 139,374 | |
| Classification Supervisor | 1.00 | 71,727 | 1.00 | 74,566 | 1.00 | 74,566 | |
| Commissary Coordinator | 1.00 | 43,255 | 1.00 | 44,951 | 1.00 | 43,675 | |
| Community & Legislative Liaison | 1.00 | 87,495 | 1.00 | 90,984 | 1.00 | 90,984 | |

DEPARTMENT STAFF SUMMARY

SHERIFF'S OFFICE

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Community Services Coordinator | 1.00 | 51,310 | 1.00 | 53,323 | 1.00 | 53,323 |
| Computer Resources Technician | 2.00 | 124,559 | 2.00 | 129,489 | 2.00 | 129,489 |
| Corrections Quartermaster | 1.00 | 59,452 | 1.00 | 61,803 | 1.00 | 61,803 |
| Corrections Records Administrator | 1.00 | 87,967 | 1.00 | 52,062 | 1.00 | 76,772 |
| Corrections Records Clerk | 2.00 | 84,068 | 2.00 | 87,415 | 2.00 | 87,416 |
| Corrections Records Supervisor | 1.00 | 65,815 | 1.00 | 68,443 | 0.00 | 0 |
| Corrections Records Technician I | 2.00 | 64,871 | 2.00 | 67,404 | 1.00 | 31,491 |
| Corrections Records Technician II | 2.00 | 94,480 | 2.00 | 79,303 | 4.00 | 150,684 |
| Crime Analysis Manager | 1.00 | 67,678 | 1.00 | 70,348 | 1.00 | 70,348 |
| Criminal Intelligence Analysis Manager | 1.00 | 73,677 | 1.00 | 56,701 | 0.00 | 0 |
| DC Projects Coordinator | 1.00 | 45,697 | 1.00 | 47,504 | 1.00 | 47,504 |
| Digital Forensics Examiner | 1.00 | 71,578 | 1.00 | 56,701 | 1.00 | 58,969 |
| Electronic Services Technician | 1.00 | 52,810 | 1.00 | 54,902 | 1.00 | 54,902 |
| Electronic Surveillance Technician | 1.00 | 61,058 | 1.00 | 63,468 | 1.00 | 63,468 |
| Executive Office Manager | 1.00 | 60,394 | 1.00 | 62,797 | 1.00 | 62,797 |
| Financial Investigator | 1.00 | 54,374 | 1.00 | 56,524 | 1.00 | 56,524 |
| Fleet Technician | 1.00 | 55,981 | 1.00 | 58,190 | 1.00 | 58,190 |
| Human Resources Director | 0.00 | 0 | 0.00 | 0 | 1.00 | 99,220 |
| Human Resources Manager | 1.00 | 87,495 | 1.00 | 90,984 | 0.00 | 0 |
| Human Resources Specialist | 1.00 | 61,744 | 1.00 | 64,183 | 1.00 | 64,183 |
| Information Technology Specialist | 1.00 | 76,034 | 1.00 | 79,043 | 1.00 | 79,043 |
| Inmate Property Coordinator | 1.00 | 49,854 | 1.00 | 51,809 | 1.00 | 51,809 |
| IT Director | 0.00 | 0 | 0.00 | 0 | 1.00 | 87,692 |
| Computer Manager | 1.00 | 73,463 | 1.00 | 76,361 | 0.00 | 0 |
| Law Enforcement Analyst | 3.00 | 160,253 | 3.00 | 158,608 | 4.00 | 206,136 |
| Law Enforcement Records Manager | 1.00 | 90,602 | 1.00 | 94,229 | 1.00 | 67,101 |
| Law Enforcement Records Supervisor | 3.00 | 149,153 | 3.00 | 155,015 | 3.00 | 141,644 |
| Law Enforcement Records Technician I | 3.00 | 97,307 | 5.00 | 161,234 | 6.00 | 188,946 |
| Law Enforcement Records Technician II | 21.00 | 870,090 | 19.00 | 824,975 | 18.00 | 748,105 |
| Law Enforcement Training Coordinator | 1.00 | 50,175 | 1.00 | 52,155 | 1.00 | 52,155 |
| Maintenance Officer | 3.00 | 147,332 | 3.00 | 153,111 | 3.00 | 159,366 |
| Pre-Trial Services Coordinator | 2.00 | 97,908 | 2.00 | 101,799 | 2.00 | 101,800 |
| Program Coordinator | 1.00 | 43,255 | 1.00 | 44,951 | 1.00 | 44,951 |
| Property Management Assistant | 1.00 | 39,805 | 1.00 | 41,361 | 1.00 | 41,361 |

## DEPARTMENT STAFF SUMMARY
### SHERIFF'S OFFICE

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Property Manager | 1.00 | 70,614 | 1.00 | 73,419 | 1.00 | 73,419 |
| Public Information Director | 0.00 | 0 | 0.00 | 0 | 1.00 | 83,464 |
| Public Information Officer | 1.00 | 73,463 | 1.00 | 76,361 | 0.00 | 0 |
| Public Information Specialist | 1.00 | 50,175 | 1.00 | 52,155 | 1.00 | 52,155 |
| Quartermaster Fleet Assistant | 1.00 | 47,304 | 1.00 | 49,191 | 1.00 | 49,191 |
| Quartermaster Fleet Manager | 1.00 | 69,049 | 1.00 | 71,775 | 1.00 | 71,775 |
| School Crossing Guard | 1.00 | 32,436 | 1.00 | 33,702 | 1.00 | 33,702 |
| Security Systems Administrator | 1.00 | 57,630 | 1.00 | 59,899 | 1.00 | 59,904 |
| Sex Offender Verification Investigator | 2.00 | 102,363 | 2.00 | 106,408 | 2.00 | 98,428 |
| Standards/Accreditation Manager | 1.00 | 71,084 | 1.00 | 73,873 | 1.00 | 73,873 |
| Training Manager | 1.00 | 87,495 | 1.00 | 90,984 | 0.00 | 0 |
| Victim & Child Advocate | 0.00 | 0 | 0.00 | 0 | 2.00 | 109,814 |
| TRAC Coordinator | 1.00 | 52,810 | 1.00 | 54,902 | 0.00 | 0 |
| Victims' Services Coordinator | 1.00 | 45,697 | 1.00 | 47,504 | 0.00 | 0 |
| **SUB-TOTAL FULL-TIME SALARIES** | 529.00 | 32,378,877 | 529.00 | 33,093,039 | 529.00 | 34,238,801 |
| Law Enforcement Pay Study Implementation - Phase One | | | | 1,548,060 | | |
| **SALARY OFFSET** | | (484,805) | | (488,143) | | (468,759) B |
| **TOTAL FULL-TIME SALARIES** | 529.00 | 32,199,691 | 529.00 | 34,152,956 | 529.00 | 33,770,042 |
| **PART-TIME SALARIES** | | | | | | |
| School Crossing Guard | 6.35 | 205,967 | 6.35 | 214,009 | 6.35 | 226,497 |
| **TEMPORARY SALARIES** | | 2,039,125 | | 2,135,205 | | 2,257,677 |
| **SALARY TOTAL** | **535.35** | **34,444,783** | **535.35** | **36,502,170** | **535.35** | **36,254,216** |

## DEPARTMENT STAFF SUMMARY
### SHERIFF'S OFFICE

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 9,391,483 | | | 9,465,950 | | 9,669,370 |
| Workers' Compensation | | 870,989 | | | 959,322 | | 1,017,419 |
| Health Benefits | | 7,888,100 | | | 8,348,403 | | 9,027,735 |
| Overtime and Shift Differential | | 4,910,796 | | | 5,142,052 | | 5,455,680 |
| FICA | | 3,009,477 | | | 3,183,272 | | 3,190,823 |
| Miscellaneous | | 337,280 | | | 342,240 | | 373,960 |
| **TOTAL OTHER PERSONAL SERVICES** | | **26,408,125** | | | **27,441,239** | | **28,734,987** |
| **SALARY ENHANCEMENTS** | | | | | | | |
| Law Enforcement Pay Study Implementation - Phase Two | | | | | | | 1,371,493 |
| FY 19 Law Enforcement Merit Step Increase | | | | | | | 1,134,105 |
| FY 19 Civilian Merit Salary Increase | | | | | | | 285,501 |
| **TOTAL SALARY ENHANCEMENTS** | | | | | | | **2,791,099** |
| **TOTAL PERSONAL SERVICES** | **535.35** | **60,862,908** | * | **535.35** | **63,943,409** | **535.35** | **67,780,302** |

*** FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Sheriff salary increase effective December 2018 per Maryland House Bill 1500 (2017)

B - State and federal grant funding for eight (8) employees.

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 5,689,963 | 8,499,147 | 9,394,566 | 10,188,610 | 10,188,610 |
| 20 CONTRACTUAL SERVICES | 1,157,692 | 1,298,981 | 1,276,265 | 1,406,431 | 1,406,431 |
| 30 SUPPLIES AND MATERIALS | 124,486 | 189,583 | 174,692 | 189,002 | 189,002 |
| 40 BUSINESS AND TRAVEL | 303,890 | 279,086 | 267,662 | 355,884 | 355,884 |
| 50 CAPITAL OUTLAY | 398,953 | 44,443 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 13,783 | 13,920 | 12,000 | 13,800 | 13,800 |
| **GRAND TOTAL** | **7,688,767** | **10,325,160** | **11,125,185** | **12,153,727** | **12,153,727** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **7,688,767** | **10,325,160** | **11,125,185** | **12,153,727** | **12,153,727** |

# SHERIFF'S OFFICE
## Administrative Services
## Index #211100

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $794,044 |
| 5,476,032 | 5,427,534 | (48,498) | Full-time salaries |
| | | | 161,257 Promotions & Salary adjustments |
| | | | (116,514) Staff Turnover (2.1)% |
| | | | (93,241) Offset - FY18 Law Enforcement Pay Study - Phase One |
| | | | (48,498) |
| | 103,682 | 103,682 | Law Enforcement Pay Study Implementation - Phase Two |
| | 92,697 | 92,697 | FY 19 Law Enforcement Merit Step Increase |
| | 163,381 | 155,224 | FY 19 Civilian Merit Salary Increase |
| 389,377 | 400,035 | 10,658 | Temporary Salaries - increase to reflect actual expense for Community/Legislative Services Temp position |
| 214,009 | 226,497 | 12,488 | Part-time Salaries - increase for pay scale adjustments for School Crossing Guards |
| | 326,342 | 326,342 | The net result to this division of full-time staff transfers between divisions of the Sheriff's Office: |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 2 / 146,527 / 176,815 / 326,342 |
| 848,219 | 881,842 | 33,623 | Pension adjustments |
| 1,358,338 | 1,431,100 | 72,762 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |
| 93,389 | 104,044 | 10,655 | Workers' Compensation adjustments |
| 499,978 | 501,044 | 1,066 | FICA adjustments |
| 432,586 | 450,000 | 17,414 | Overtime increase based on actual expense history |
| 43,998 | 45,489 | 1,491 | Shift Differential increase |
| 23,800 | 28,100 | 4,300 | Uniform Allowance increase based on actual expense history and new allowance rates |

# SHERIFF'S OFFICE
## Administrative Services
## Index #211100

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $130,166 |
| 393,124 | 437,606 | 44,482 | Data Processing Software increase for new expenses for netApp, NCR-LinX, Voicemail system and increases in existing software, partially offset by elimination of funds for Amplifund and Christensen Comp. |
| 74,900 | 93,400 | 18,500 | Other Professional Services increase based on actual expense history and LEEDS Instructor fees |
| 486,178 | 496,333 | 10,155 | Telephone & Internet Line Services increase based on higher rates for Cogent internet |
| 151,949 | 187,191 | 35,242 | Space & Real Estate Rental increase for new space at 10 S. Main and increase for Commerce Drive facility |
| 17,729 | 34,530 | 16,801 | Electricity increase for new expense for Commerce Drive facility |
| 70,943 | 71,542 | 599 | Office Equipment, Office Equipment Service, and Operating Equipment Service increase based on actuals |
| 0 | 2,400 | 2,400 | Unemployment insurance increase based on Treasury's estimates |
| | | | SUPPLIES & MATERIALS increase $14,310 |
| 55,000 | 59,000 | 4,000 | General Office Supplies and General Office Mailing - Increase based on actual expense history |
| 1,200 | 4,210 | 3,010 | Safety equipment increase based on actual expense history |
| 73,692 | 79,692 | 6,000 | Other Supplies & Materials increase for reallocation of LEEDS classroom/student supplies |
| | | | BUSINESS & TRAVEL increase $88,222 |
| 90,000 | 108,000 | 18,000 | County-owned vehicles increase due to expected maintenance costs |
| 10,838 | 78,300 | 67,462 | Meals, Lodging, and Membership Fees increase for reallocation of LEEDS expenses |
| 21,340 | 24,200 | 2,860 | Transportation Costs and Training Seminars increase, offset slightly by decrease in Professional books |
| | | | MISCELLANEOUS increase $1,800 |
| 12,000 | 13,800 | 1,800 | Service Awards increase due to anticipated expenses |

## DIVISION STAFF SUMMARY

### Administration

### Index #211100

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|
| Sheriff | 1.00 | 117,635 | 1.00 | 120,086 | 1.00 | 131,000 | A |
| Chief Deputy | 1.00 | 134,479 | 1.00 | 134,472 | 1.00 | 135,637 | |
| Major | 1.00 | 126,016 | 1.00 | 126,027 | 1.00 | 126,173 | |
| Captain | 3.00 | 314,397 | 3.00 | 308,298 | 3.00 | 342,222 | |
| Lieutenant | 1.00 | 90,838 | 1.00 | 90,813 | 2.00 | 198,016 | |
| Sergeant | 3.00 | 251,004 | 3.00 | 250,910 | 3.00 | 265,346 | |
| Corporal | 2.00 | 139,363 | 2.00 | 143,499 | 3.00 | 239,304 | |
| Senior Deputy | 12.00 | 825,723 | 12.00 | 865,861 | 12.00 | 878,946 | |
| Deputy First Class | 2.00 | 120,254 | 1.00 | 56,326 | 2.00 | 115,773 | |
| School Crossing Guard | 1.00 | 32,436 | 1.00 | 33,702 | 1.00 | 33,702 | |
| Animal Control Manager | 1.00 | 58,402 | 1.00 | 58,969 | 1.00 | 58,969 | |
| Animal Control Clerk | 1.00 | 32,436 | 1.00 | 33,702 | 1.00 | 33,702 | |
| Animal Control Officer I | 1.00 | 39,698 | 3.00 | 121,420 | 0.00 | 0 | |
| Animal Control Officer II | 4.00 | 208,262 | 2.00 | 123,930 | 5.00 | 256,239 | |
| Budget Director | 0.00 | 0 | 0.00 | 0 | 1.00 | 106,853 | |
| Budget Manager | 1.00 | 92,766 | 1.00 | 96,457 | 0.00 | 0 | |
| Budget Technician | 2.00 | 112,326 | 2.00 | 116,748 | 2.00 | 116,748 | |
| IT Director | 0.00 | 0 | 0.00 | 0 | 1.00 | 87,692 | |
| Computer Manager | 1.00 | 73,463 | 1.00 | 76,361 | 0.00 | 0 | |
| Public Information Director | 0.00 | 0 | 0.00 | 0 | 1.00 | 83,464 | |
| Public Information Officer | 1.00 | 73,463 | 1.00 | 76,361 | 0.00 | 0 | |
| Human Resources Director | 0.00 | 0 | 0.00 | 0 | 1.00 | 99,220 | |
| Human Resources Manager | 1.00 | 87,495 | 1.00 | 90,984 | 0.00 | 0 | |
| Information Technology Specialist | 1.00 | 76,034 | 1.00 | 79,043 | 1.00 | 79,043 | |
| Crime Analysis Manager | 1.00 | 67,678 | 1.00 | 70,348 | 1.00 | 70,348 | |
| Law Enforcement Records Manager | 1.00 | 90,602 | 1.00 | 94,229 | 1.00 | 67,101 | |
| Human Resources Specialist | 1.00 | 61,744 | 1.00 | 64,183 | 1.00 | 64,183 | |
| Public Information Specialist | 1.00 | 50,175 | 1.00 | 52,155 | 1.00 | 52,155 | |
| Quartermaster Fleet Manager | 1.00 | 69,049 | 1.00 | 71,775 | 1.00 | 71,775 | |
| Training Manager | 1.00 | 87,495 | 1.00 | 90,984 | 0.00 | 0 | |

## DIVISION STAFF SUMMARY

### Administration

### Index #211100

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Applicant Investigator | 2.00 | 114,961 | 2.00 | 119,496 | 2.00 | 119,496 |
| Law Enforcement Analyst | 3.00 | 160,253 | 3.00 | 158,608 | 4.00 | 206,136 |
| Computer Resources Technician | 2.00 | 124,559 | 2.00 | 129,489 | 2.00 | 129,489 |
| Fleet Technician | 1.00 | 55,981 | 1.00 | 58,190 | 1.00 | 58,190 |
| Property Manager | 1.00 | 70,614 | 1.00 | 73,419 | 1.00 | 73,419 |
| Law Enforcement Records Supervisor | 3.00 | 149,153 | 3.00 | 155,015 | 3.00 | 141,644 |
| Executive Office Manager | 1.00 | 60,394 | 1.00 | 62,797 | 1.00 | 62,797 |
| Electronic Services Technician | 1.00 | 52,810 | 1.00 | 54,902 | 1.00 | 54,902 |
| Law Enforcement Training Coordinator | 1.00 | 50,175 | 1.00 | 52,155 | 1.00 | 52,155 |
| Administrative Support Technician | 1.00 | 48,718 | 1.00 | 50,619 | 1.00 | 50,619 |
| Law Enforcement Records Technician II | 15.00 | 616,174 | 13.00 | 561,087 | 12.00 | 484,218 |
| Property Management Assistant | 1.00 | 39,805 | 1.00 | 41,361 | 1.00 | 41,361 |
| Quartermaster Fleet Assistant | 1.00 | 47,304 | 1.00 | 49,191 | 1.00 | 49,191 |
| Law Enforcement Records Technician I | 3.00 | 97,307 | 5.00 | 161,234 | 6.00 | 188,946 |
| Community & Legislative Liaison | 1.00 | 87,495 | 1.00 | 90,984 | 1.00 | 90,984 |
| Criminal Intelligence Analysis Manager | 1.00 | 73,677 | 1.00 | 56,701 | 0.00 | 0 |
| Security Systems Administrator | 1.00 | 57,630 | 1.00 | 59,899 | 1.00 | 59,904 |
| **SUB-TOTAL FULL-TIME SALARIES** | 86.00 | 5,340,243 | 85.00 | 5,382,791 | 87.00 | 5,577,061 |
| Law Enforcement Pay Study Implementation - Phase One | | | | 93,241 | | |
| **TOTAL FULL-TIME SALARIES** | 86.00 | 5,340,243 | 85.00 | 5,476,032 | 87.00 | 5,577,061 |
| **PART-TIME SALARIES** | | | | | | |
| School Crossing Guard | 6.35 | 205,967 | 6.35 | 214,009 | 6.35 | 226,497 |
| **TEMPORARY SALARIES** | | 235,847 | | 389,377 | | 400,035 |
| **SALARY TOTAL** | **92.35** | **5,782,057** | **91.35** | **6,079,418** | **91.35** | **6,203,593** |

## DIVISION STAFF SUMMARY
### Administration
### Index #211100

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 973,741 | | 848,219 | | 987,836 |
| Workers' Compensation | | 88,311 | | 93,389 | | 112,426 |
| Health Benefits | | 1,194,707 | | 1,358,338 | | 1,480,020 |
| Overtime and Shift Differential | | 322,032 | | 476,584 | | 495,489 |
| FICA | | 465,509 | | 499,978 | | 512,483 |
| Miscellaneous | | 41,660 | | 38,640 | | 45,160 |
| **TOTAL OTHER PERSONAL SERVICES** | | **3,085,960** | | **3,315,148** | | **3,633,414** |
| **SALARY ENHANCEMENTS** | | | | | | |
| Law Enforcement Pay Study Implementation - Phase Two | | | | | | 103,682 |
| FY 19 Law Enforcement Merit Step Increase | | | | | | 92,697 |
| FY 19 Civilian Merit Salary Increase | | | | | | 155,224 |
| **TOTAL SALARY ENHANCEMENTS** | | | | | | **351,603** |
| **TOTAL PERSONAL SERVICES** | **92.35** | **8,868,017** * | **91.35** | **9,394,566** | **91.35** | **10,188,610** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Sheriff salary increase effective December 2018 per Maryland House Bill 1500 (2017)

# 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 specialized units, including the Traffic and K-9 Units. 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 22,844,156 | 22,425,282 | 23,357,363 | 24,555,619 | 24,555,619 |
| 20 CONTRACTUAL SERVICES | 251,458 | 486,504 | 663,857 | 656,009 | 656,009 |
| 30 SUPPLIES AND MATERIALS | 559,074 | 505,733 | 522,085 | 547,187 | 547,187 |
| 40 BUSINESS AND TRAVEL | 1,100,088 | 889,931 | 982,974 | 992,770 | 992,770 |
| 50 CAPITAL OUTLAY | 746,842 | 417,880 | 183,250 | 175,050 | 175,050 |
| 70 MISCELLANEOUS | 18,659 | 0 | 0 | 772,442 | 772,442 |
| 80 INTERGOVERNMENTAL/INTERFUND | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **25,520,277** | **24,725,330** | **25,709,529** | **27,699,077** | **27,699,077** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **25,520,277** | **24,725,330** | **25,709,529** | **27,699,077** | **27,699,077** |

# SHERIFF'S OFFICE
## Patrol Operations
## Index #211200

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $1,198,256 |
| 12,759,970 | 12,640,727 | (119,243) | Full-time Salaries |
| | | | 663,184 Step/Grade adjustments |
| | | | (251,992) Staff Turnover (2.0)% |
| | | | (530,435) Offset - FY18 Law Enforcement Pay Study - Phase One |
| | | | (119,243) |
| | 447,293 | 447,293 | Law Enforcement Pay Study Implementation - Phase Two |
| | 451,622 | 451,622 | FY 19 Law Enforcement Merit Step Increase |
| | 11,055 | 11,055 | FY 19 Civilian Merit Salary Increase |
| 262,484 | 387,524 | 125,040 | Temporary Salaries - increase to add four (4) Cadet positions |
| | (112,842) | (112,842) | The net result to this division of full-time staff transfers between divisions of the Sheriff's Office: |
| | | | # of Positions / Salary / Fringe / Total |
| | | | (2) / (119,058) / 6,216 / (112,842) |
| 3,863,459 | 3,992,705 | 129,246 | Pension adjustments |
| 2,932,807 | 3,118,408 | 185,601 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |
| 398,478 | 418,385 | 19,907 | Workers' Compensation adjustments |
| 1,135,706 | 1,139,500 | 3,794 | FICA adjustments |
| 1,275,095 | 1,312,000 | 36,905 | Overtime increase based on actual expense history |
| 97,800 | 116,600 | 18,800 | Uniform Allowance increase based on actual expense history and new allowance rates |

# SHERIFF'S OFFICE
## Patrol Operations
## Index #211200

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES decrease ($7,848) |
| 22,833 | 59,262 | 36,429 | Operating Equipment increases for Virtra training simulator contract and generator maintenance |
| 43,664 | 52,079 | 8,415 | Building & Custodial Services increase due to higher rates for building maintenance contracts for Northern and Southern precincts |
| 17,795 | 24,113 | 6,318 | Security Systems increase due to higher rates for systems contracts for Northern and Southern precincts |
| 352,616 | 294,509 | (58,107) | Other Insurance decreases based on Treasury's estimates for General, Auto, and Property coverage |
| | | | SUPPLIES AND MATERIALS increase $25,102 |
| 61,185 | 85,395 | 24,210 | Safety Equipment increase for replacement of vests, helmets, gloves and other related equipment |
| 6,025 | 26,025 | 20,000 | Medical Supplies increase to fund NARCAN no longer provided by Health Department |
| 48,000 | 30,000 | (18,000) | Other Supplies and Materials decrease based on actual expense history |
| | | | BUSINESS AND TRAVEL increase $9,796 |
| 6,640 | 17,600 | 10,960 | Meals and Lodging increase based on actual and expected expenses |
| 2,384 | 1,220 | (1,164) | Membership fees and Dues decrease based on actual expense history |
| | | | EQUIPMENT decrease ($8,200) |
| 183,250 | 175,050 | (8,200) | Police Car Package decreases due to lower equipment costs |
| | | | MISCELLANEOUS increase $772,442 |
| 0 | 772,442 | 772,442 | For hiring and equipping seven (7) School Resource Officers during FY 19 |

## DIVISION STAFF SUMMARY
### Patrol Operations
### Index #211200

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Major | 1.00 | 126,016 | 1.00 | 126,027 | 1.00 | 126,173 |
| Captain | 3.00 | 315,124 | 3.00 | 321,090 | 4.00 | 422,656 |
| Lieutenant | 7.00 | 649,748 | 7.00 | 649,565 | 6.00 | 617,635 |
| Sergeant | 20.00 | 1,627,558 | 21.00 | 1,697,218 | 20.00 | 1,697,820 |
| Corporal | 16.00 | 1,141,766 | 16.00 | 1,171,188 | 17.00 | 1,283,984 |
| Senior Deputy | 48.00 | 3,199,438 | 45.00 | 3,147,809 | 45.00 | 3,264,851 |
| Deputy First Class | 67.00 | 3,685,060 | 62.00 | 3,562,137 | 72.00 | 4,114,282 |
| Deputy | 18.00 | 893,517 | 29.00 | 1,397,626 | 16.00 | 807,707 |
| Cadet | 0.00 | 0 | 0.00 | 0 | 1.00 | 30,618 |
| Administrative Support Technician | 2.00 | 114,362 | 2.00 | 118,932 | 2.00 | 118,002 |
| Law Enforcement Records Technician II | 1.00 | 36,506 | 1.00 | 37,942 | 1.00 | 37,942 |
| **SUB-TOTAL FULL-TIME SALARIES** | 183.00 | 11,789,095 | 187.00 | 12,229,535 | 185.00 | 12,521,670 |
| Law Enforcement Pay Study Implementation - Phase One | | | | 530,435 | | |
| **TOTAL FULL-TIME SALARIES** | 183.00 | 11,789,095 | 187.00 | 12,759,970 | 185.00 | 12,521,670 |
| **TEMPORARY SALARIES** | | 227,347 | | 262,484 | | 387,524 |
| **SALARY TOTAL** | **183.00** | **12,016,442** | **187.00** | **13,022,454** | **185.00** | **12,909,194** |

## DIVISION STAFF SUMMARY

### Patrol Operations

### Index #211200

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 3,848,506 | | | 3,863,459 | | 3,994,374 |
| Workers' Compensation | | 355,477 | | | 398,478 | | 416,718 |
| Health Benefits | | 2,855,292 | | | 2,982,807 | | 3,183,609 |
| Overtime and Shift Differential | | 1,840,342 | | | 1,829,499 | | 1,867,061 |
| FICA | | 1,059,685 | | | 1,135,706 | | 1,130,393 |
| Miscellaneous | | 117,340 | | | 124,960 | | 144,300 |
| **TOTAL OTHER PERSONAL SERVICES** | | **10,076,642** | | | **10,334,909** | | **10,736,455** |
| **SALARY ENHANCEMENTS** | | | | | | | |
| Law Enforcement Pay Study Implementation - Phase Two | | | | | | | 447,293 |
| FY 19 Law Enforcement Merit Step Increase | | | | | | | 451,622 |
| FY 19 Civilian Merit Salary Increase | | | | | | | 11,055 |
| **TOTAL SALARY ENHANCEMENTS** | | | | | | | **909,970** |
| **TOTAL PERSONAL SERVICES** | **183.00** | **22,093,084** | * | **187.00** | **23,357,363** | **185.00** | **24,555,619** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 6,761,463 | 7,036,578 | 7,067,678 | 7,382,091 | 7,382,091 |
| 20 CONTRACTUAL SERVICES | 514,482 | 518,040 | 553,128 | 555,581 | 555,581 |
| 30 SUPPLIES AND MATERIALS | 53,751 | 53,974 | 54,401 | 63,596 | 63,596 |
| 40 BUSINESS AND TRAVEL | 359,860 | 303,584 | 337,444 | 351,104 | 351,104 |
| 50 CAPITAL OUTLAY | 9,591 | 5,615 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| **GRAND TOTAL** | **7,774,147** | **7,992,791** | **8,087,651** | **8,427,372** | **8,427,372** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **7,774,147** | **7,992,791** | **8,087,651** | **8,427,372** | **8,427,372** |

# SHERIFF'S OFFICE
## Investigative Services
## Index #211300

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $584,464 |
| 3,822,492 | 3,816,609 | (5,883) | Full Time Salaries |
| | | | 145,668 Step/Grade adjustments |
| | | | 2,268 Staff Turnover |
| | | | (153,819) Offset - FY18 Law Enforcement Pay Study - Phase One |
| | | | (5,883) |
| | 133,333 | 133,333 | Law Enforcement Pay Study Implementation - Phase Two |
| | 129,211 | 129,211 | FY 19 Law Enforcement Merit Step Increase |
| | 15,539 | 15,539 | FY 19 Civilian Merit Salary Increase |
| 79,065 | 79,075 | 10 | Temporary Salaries - increase to reflect actual |
| | (236,929) | (236,929) | The net result to this division of full-time staff transfers between divisions of the Sheriff's Office: |
| | | | # of Positions / Salary / Fringe / Total |
| | | | (1) / (138,464) / (98,465) / (236,929) |
| 1,056,086 | 1,124,098 | 68,012 | Pension adjustments |
| 862,316 | 968,378 | 106,062 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |
| 111,436 | 117,943 | 6,507 | Workers' Compensation adjustments |
| 354,978 | 362,060 | 7,082 | FICA adjustments |
| 502,855 | 580,000 | 77,145 | Overtime increase based on actual expense history |
| 235,830 | 257,074 | 21,244 | Shift Differential increase based on actual expense history |
| 35,200 | 28,000 | (7,200) | Uniform Allowance decrease based on new allowance rates |

# SHERIFF'S OFFICE
## Investigative Services
## Index #211300

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $2,453 |
| 259,739 | 265,212 | 5,473 | Space & Real Estate Rental increase due to higher rate for Task Force Office space |
| 54,058 | 42,808 | (11,250) | Electricity, Heating Fuel, and Telephone Service decrease based on actual expense history |
| 995 | 5,176 | 4,181 | Operating Equipment Service increases for generator maintenance expenses |
| 17,036 | 21,541 | 4,505 | Data Processing Software increase based on actual expense history |
| | | | SUPPLIES & MATERIALS increase $9,195 |
| 15,246 | 19,246 | 4,000 | General Office Supplies increase based on actual expense history |
| 1,905 | 7,200 | 5,295 | Safety Equipment increase for vest replacement and general safety supplies |
| | | | BUSINESS & TRAVEL increase $13,660 |
| 120,000 | 125,000 | 5,000 | County-owned vehicles increase due to anticipated vehicle maintenance |
| 5,000 | 13,600 | 8,600 | Training Seminars and Meals increase based on actual and expected expenses |

## DIVISION STAFF SUMMARY

### Investigative Services

### Index #211300

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Captain | 2.00 | 208,755 | 2.00 | 208,708 | 2.00 | 231,546 |
| Lieutenant | 3.00 | 272,642 | 3.00 | 272,543 | 3.00 | 301,329 |
| Sergeant | 5.00 | 420,831 | 4.00 | 337,085 | 4.00 | 364,229 |
| Corporal | 6.00 | 448,060 | 6.00 | 461,344 | 6.00 | 467,522 |
| Senior Deputy | 17.00 | 1,171,680 | 23.00 | 1,592,984 | 20.00 | 1,406,267 |
| Deputy First Class | 13.00 | 747,895 | 6.00 | 378,185 | 8.00 | 479,752 |
| Digital Forensics Examiner | 1.00 | 71,578 | 1.00 | 56,701 | 1.00 | 58,969 |
| Electronic Surveillance Technician | 1.00 | 61,058 | 1.00 | 63,468 | 1.00 | 63,468 |
| Financial Investigator | 1.00 | 54,374 | 1.00 | 56,524 | 1.00 | 56,524 |
| Victim & Child Advocate | 0.00 | 0 | 0.00 | 0 | 2.00 | 109,814 |
| TRAC Coordinator | 1.00 | 52,810 | 1.00 | 54,902 | 0.00 | 0 |
| Victims' Services Coordinator | 1.00 | 45,697 | 1.00 | 47,504 | 0.00 | 0 |
| Administrative Support Technician | 2.00 | 94,780 | 2.00 | 98,534 | 2.00 | 98,533 |
| Law Enforcement Records Technician II | 1.00 | 38,670 | 1.00 | 40,192 | 1.00 | 40,192 |
| **SUB-TOTAL FULL-TIME SALARIES** | 54.00 | 3,688,830 | 52.00 | 3,668,673 | 51.00 | 3,678,145 |
| Law Enforcement Pay Study Implementation - Phase One | | | | 153,819 | | |
| **TOTAL FULL-TIME SALARIES** | 54.00 | 3,688,830 | 52.00 | 3,822,492 | 51.00 | 3,678,145 |
| **TEMPORARY SALARIES** | | 89,428 | | 79,065 | | 79,075 |
| **SALARY TOTAL** | **54.00** | **3,778,258** | **52.00** | **3,901,557** | **51.00** | **3,757,220** |

## DIVISION STAFF SUMMARY

### Investigative Services

### Index #211300

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 1,030,469 | | | 1,056,086 | | 1,085,828 |
| Workers' Compensation | | 106,008 | | | 111,436 | | 114,577 |
| Health Benefits | | 846,515 | | | 862,316 | | 924,480 |
| Overtime and Shift Differential | | 652,754 | | | 738,685 | | 837,074 |
| FICA | | 338,983 | | | 354,978 | | 351,469 |
| Miscellaneous | | 44,640 | | | 42,620 | | 33,360 |
| **TOTAL OTHER PERSONAL SERVICES** | | **3,019,369** | | | **3,166,121** | | **3,346,788** |
| **SALARY ENHANCEMENTS** | | | | | | | |
| Law Enforcement Pay Study Implementation - Phase Two | | | | | | | 133,333 |
| FY 19 Law Enforcement Merit Step Increase | | | | | | | 129,211 |
| FY 19 Civilian Merit Salary Increase | | | | | | | 15,539 |
| **TOTAL SALARY ENHANCEMENTS** | | | | | | | **278,083** |
| **TOTAL PERSONAL SERVICES** | **54.00** | **6,797,627** | * | **52.00** | **7,067,678** | **51.00** | **7,382,091** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 16,245,820 | 16,269,291 | 18,136,257 | 19,330,639 | 19,330,639 |
| 20 CONTRACTUAL SERVICES | 4,030,769 | 3,993,272 | 4,573,542 | 4,768,734 | 4,768,734 |
| 30 SUPPLIES AND MATERIALS | 1,360,661 | 1,379,886 | 1,401,581 | 1,423,491 | 1,423,491 |
| 40 BUSINESS AND TRAVEL | 22,143 | 32,532 | 10,346 | 24,598 | 24,598 |
| 50 CAPITAL OUTLAY | 377,782 | 42,703 | 0 | 0 | 0 |
| **GRAND TOTAL** | **22,037,175** | **21,717,684** | **24,121,726** | **25,547,462** | **25,547,462** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **22,037,175** | **21,717,684** | **24,121,726** | **25,547,462** | **25,547,462** |

# SHERIFF'S OFFICE
## Correctional Services
## Index #212000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $1,194,382 |
| 9,771,936 | 9,664,742 | (107,194) | Full Time Salaries |
| | | | 696,853 Step/Grade adjustments |
| | | | (123,673) Staff Turnover (1.30)% |
| | | | (680,374) Offset - FY18 Law Enforcement Pay Study - Phase One |
| | | | (107,194) |
| | 612,655 | 612,655 | Law Enforcement Pay Study Implementation - Phase Two (Corrections) |
| | 307,776 | 307,776 | FY 19 Law Enforcement Merit Step Increase (Corrections) |
| | 89,665 | 89,665 | FY 19 Civilian Merit Salary Increase |
| 147,431 | 154,164 | 6,733 | Temporary Salaries - increase to reflect actual |
| | (37,736) | (37,736) | The net result to this division of full-time staff transfers between divisions of the Sheriff's Office: |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 0 / (31,585) / (6,151) / (37,736) |
| 2,898,917 | 2,779,689 | (119,228) | Pension adjustments |
| 2,357,111 | 2,622,584 | 265,473 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |
| 286,210 | 299,705 | 13,495 | Workers' Compensation adjustments |
| 887,670 | 891,481 | 3,811 | FICA adjustments |
| 1,400,000 | 1,511,000 | 111,000 | Overtime increase based on actual expense history |
| 290,182 | 323,514 | 33,332 | Shift Differential increase based on actual expense history |
| 73,000 | 87,600 | 14,600 | Uniform Allowance decrease based on new allowance rates |

# SHERIFF'S OFFICE
## Correctional Services
## Index #212000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $195,192 |
| 72,949 | 65,600 | (7,349) | Office Equipment, Communications Service, and Operating Equipment Service decrease based on actual expense history |
| 66,342 | 33,572 | (32,770) | Data Processing Software decrease due to elimination of one-time expenses for pre-trial software and dynamic imaging |
| 84,953 | 82,056 | (2,897) | Security Systems decrease based on actual expense history |
| 583,600 | 538,000 | (45,600) | Electricity and Heating Fuel decrease based on actual expense history and expected rates |
| 3,259,774 | 3,540,955 | 281,181 | Medical Services increase due to higher contracted costs |
| 88,475 | 84,789 | (3,686) | Other Insurance decrease based on Treasury's estimates |
| 3,240 | 9,200 | 5,960 | Other Professional Services increase based on actual expense history |
| | | | MATERIALS & SUPPLIES increase $21,910 |
| 57,040 | 71,250 | 14,210 | Safety Equipment increase for safety gloves, vests, and AED pads/batteries |
| 36,000 | 40,500 | 4,500 | Building Supplies increase based on actual expense history, offset by decrease in Paint |
| 0 | 4,000 | 4,000 | Ice & Bottled Water increase based on actual expense history |
| 62,000 | 58,000 | (4,000) | Janitorial Supplies & Equipment decrease based on actual expense history |
| 11,000 | 14,000 | 3,000 | Equipment Repair Parts and Small Tools increase based on actual expense history |
| | | | BUSINESS & TRAVEL increase $14,252 |
| 10,346 | 24,598 | 14,252 | Training Seminars, Lodging, Meals, Transportation, County-owned vehicles, and Fuel increase based on expense history |

## DIVISION STAFF SUMMARY

### Correctional Services

### Index #212000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Major - Corrections | 1.00 | 98,636 | 1.00 | 98,634 | 1.00 | 111,342 |
| Captain - Corrections | 2.00 | 173,534 | 2.00 | 173,472 | 2.00 | 198,307 |
| Lieutenant - Corrections | 8.00 | 595,501 | 8.00 | 595,252 | 8.00 | 683,363 |
| Sergeant - Corrections | 13.00 | 831,790 | 13.00 | 831,379 | 13.00 | 966,285 |
| Corporal - Corrections | 14.00 | 790,933 | 14.00 | 790,423 | 14.00 | 916,011 |
| Senior Deputy - Corrections | 40.00 | 2,054,333 | 40.00 | 2,370,749 | 35.00 | 2,166,050 |
| Officer First Class | 49.00 | 2,537,714 | 49.00 | 2,301,325 | 44.00 | 2,168,234 |
| Officer | 14.00 | 705,789 | 14.00 | 599,578 | 24.00 | 1,099,240 |
| Warden | 1.00 | 121,067 | 1.00 | 125,920 | 1.00 | 125,920 |
| Classification Supervisor | 1.00 | 71,727 | 1.00 | 74,566 | 1.00 | 74,566 |
| Corrections Records Administrator | 1.00 | 87,967 | 1.00 | 52,062 | 1.00 | 76,772 |
| DC Project Coordinator | 1.00 | 45,697 | 1.00 | 47,504 | 1.00 | 47,504 |
| Standards/Accreditation Manager | 1.00 | 71,084 | 1.00 | 73,873 | 1.00 | 73,873 |
| Pre-Trial Services Coordinator | 2.00 | 97,908 | 2.00 | 101,799 | 2.00 | 101,800 |
| Classification Counselor | 3.00 | 137,091 | 3.00 | 142,512 | 3.00 | 139,374 |
| Community Services Coordinator | 1.00 | 51,310 | 1.00 | 53,323 | 1.00 | 53,323 |
| Commissary Coordinator | 1.00 | 43,255 | 1.00 | 44,951 | 1.00 | 43,675 |
| Corrections Quartermaster | 1.00 | 59,452 | 1.00 | 61,803 | 1.00 | 61,803 |
| Corrections Records Supervisor | 1.00 | 65,815 | 1.00 | 68,443 | 0.00 | 0 |
| Program Coordinator | 1.00 | 43,255 | 1.00 | 44,951 | 1.00 | 44,951 |
| Maintenance Officer | 3.00 | 147,332 | 3.00 | 153,111 | 3.00 | 159,366 |
| Corrections Records Technician I | 2.00 | 64,871 | 2.00 | 67,404 | 1.00 | 31,491 |
| Corrections Records Technician II | 2.00 | 94,480 | 2.00 | 79,303 | 4.00 | 150,684 |
| Inmate Property Coordinator | 1.00 | 49,854 | 1.00 | 51,809 | 1.00 | 51,809 |
| Corrections Records Clerk | 2.00 | 84,068 | 2.00 | 87,415 | 2.00 | 87,416 |
| **SUB-TOTAL FULL-TIME SALARIES** | 166.00 | 9,124,463 | 166.00 | 9,091,562 | 166.00 | 9,633,157 |

## DIVISION STAFF SUMMARY
### Correctional Services
### Index #212000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Law Enforcement Pay Study Implementation - Phase One (Corrections) | | | | 680,374 | | |
| **TOTAL FULL-TIME SALARIES** | 166.00 | 9,124,463 | 166.00 | 9,771,936 | 166.00 | 9,633,157 |
| **TEMPORARY SALARIES** | | 163,773 | | 147,431 | | 154,164 |
| **SALARY TOTAL** | **166.00** | **9,288,236** | **166.00** | **9,919,367** | **166.00** | **9,787,321** |
| | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 2,699,793 | | 2,898,917 | | 2,776,847 |
| Workers' Compensation | | 255,879 | | 286,210 | | 299,632 |
| Health Benefits | | 2,200,896 | | 2,357,111 | | 2,621,764 |
| Overtime and Shift Differential | | 1,697,198 | | 1,690,182 | | 1,834,514 |
| FICA | | 840,225 | | 887,670 | | 889,065 |
| Miscellaneous | | 96,740 | | 96,800 | | 111,400 |
| **TOTAL OTHER PERSONAL SERVICES** | | **7,790,731** | | **8,216,890** | | **8,533,222** |
| | | | | | | |
| **SALARY ENHANCEMENTS** | | | | | | |
| Law Enforcement Pay Study Implementation - Phase Two (Corrections) | | | | | | 612,655 |
| FY 19 Law Enforcement Merit Step Increase (Corrections) | | | | | | 307,776 |
| FY 19 Civilian Merit Salary Increase | | | | | | 89,665 |
| **TOTAL SALARY ENHANCEMENTS** | | | | | | **1,010,096** |
| | | | | | | |
| **TOTAL PERSONAL SERVICES** | **166.00** | **17,078,967** | **166.00** | **18,136,257** | **166.00** | **18,320,543** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 128,196 | 63,557 | 111,405 | 114,004 | 114,004 |
| 20 CONTRACTUAL SERVICES | 18,345 | 76,576 | 173,337 | 173,326 | 173,326 |
| 30 SUPPLIES AND MATERIALS | 282,836 | 312,721 | 513,280 | 425,800 | 425,800 |
| 40 BUSINESS AND TRAVEL | 44,347 | 71,713 | 75,264 | 78,540 | 78,540 |
| 50 CAPITAL OUTLAY | 7,494 | 179 | 20,000 | 20,000 | 20,000 |
| 70 MISCELLANEOUS | 12,000 | 12,000 | 12,000 | 0 | 0 |
| **GRAND TOTAL** | **493,218** | **536,746** | **905,286** | **811,670** | **811,670** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **493,218** | **536,746** | **905,286** | **811,670** | **811,670** |

**SHERIFF'S OFFICE**
**Inmate Welfare Fund**
**Index #212100**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $2,599 |
| 65,332 | 67,937 | 2,605 | Temporary Salaries - provides for a Library Aide and a Chaplain, decrease due to turnover |
| 6,533 | 6,114 | (419) | Pension adjustments |
| | 843 | 843 | FY 19 Civilian Merit Salary Increase |
| 23,637 | 21,651 | (1,986) | Health Benefits adjusted due to change in coverage |
| 5,763 | 6,039 | 276 | FICA adjustment due to turnover |
| 10,000 | 11,000 | 1,000 | Overtime increase based on actual expense history |
| 173,337 | 173,326 | (11) | CONTRACTUAL SERVICES decrease ($11)<br>Funds provide for Behavioral Health & Substance Abuse Services, Law Library, and Job Training |
| | | | SUPPLIES & MATERIALS decrease ($87,480) |
| 238,480 | 262,000 | 23,520 | Meals - Special Purpose increase based on actual expense history |
| 239,000 | 128,000 | (111,000) | Medical Supplies, Recreation Supplies, and Other Supplies and Materials decrease based on actual expense history |
| | | | BUSINESS & TRAVEL increase $3,276 |
| 61,900 | 65,080 | 3,180 | In-House Training increase for Workforce Basics Program |
| | | | MISCELLANEOUS decrease $12,000 |
| 12,000 | 0 | (12,000) | Community Mediation grant match has been reallocated to a new account for accounting/reporting purposes |

## DIVISION STAFF SUMMARY

**Inmate Welfare Fund**

**Index #212100**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 82,941 | | 65,332 | | 67,937 |
| **SALARY TOTAL** | | **82,941** | | **65,332** | | **67,937** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 8,295 | | 6,533 | | 6,114 |
| Health Benefits | | 7,832 | | 23,637 | | 21,651 |
| Overtime | | 10,000 | | 10,000 | | 11,000 |
| FICA | | 7,110 | | 5,763 | | 6,039 |
| Miscellaneous | | 140 | | 140 | | 420 |
| **TOTAL OTHER PERSONAL SERVICES** | | **33,377** | | **46,073** | | **45,224** |
| **SALARY ENHANCEMENTS** | | | | | | |
| FY 19 Civilian Merit Salary Increase | | | | | | 843 |
| **TOTAL PERSONAL SERVICES** | | **116,318** | | **111,405** | | **114,004** |

***FY 17 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 County Government facilities and the Circuit Courthouse, 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 5,280,779 | 5,469,153 | 5,876,140 | 6,209,339 | 6,209,339 |
| 20 CONTRACTUAL SERVICES | 44,126 | 40,041 | 57,108 | 45,494 | 45,494 |
| 30 SUPPLIES AND MATERIALS | 41,931 | 35,413 | 45,077 | 47,205 | 47,205 |
| 40 BUSINESS AND TRAVEL | 264,813 | 220,973 | 251,775 | 261,675 | 261,675 |
| 50 CAPITAL OUTLAY | 43,003 | 27,500 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 328,662 | 339,586 | 350,158 | 0 | 0 |
| **GRAND TOTAL** | **6,003,314** | **6,132,666** | **6,580,258** | **6,563,713** | **6,563,713** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **6,003,314** | **6,132,666** | **6,580,258** | **6,563,713** | **6,563,713** |

# SHERIFF'S OFFICE
## Court Services
## Index #213000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $332,919 |
| 2,322,526 | 2,295,886 | (26,640) | Full-time Salaries |
| | | | 71,531 Step/Grade adjustments |
| | | | (7,980) Staff Turnover (.3)% |
| | | | (90,191) Offset - FY18 Law Enforcement Pay Study - Phase One |
| | | | (26,640) |
| | 74,530 | 74,530 | Law Enforcement Pay Study Implementation - Phase Two |
| | 152,798 | 152,798 | FY 19 Law Enforcement Merit Step Increase |
| | 13,175 | 13,175 | FY 19 Civilian Merit Salary Increase |
| 1,191,516 | 1,168,942 | (22,574) | Temporary Salaries - decrease based on actual staffing levels |
| | 129,047 | 129,047 | The net result to this division of full-time staff transfers between divisions of the Sheriff's Office: |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 1 / 64,125 / 64,922 / 129,047 |
| 792,736 | 793,081 | 345 | Pension adjustments |
| 764,194 | 763,485 | (709) | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |
| 69,809 | 72,805 | 2,996 | Workers' Compensation adjustments |
| 299,177 | 296,468 | (2,709) | FICA adjustments |
| 310,705 | 321,000 | 10,295 | Overtime increase based on actual expense history |
| 86,397 | 89,542 | 3,145 | Shift Differential increase based on actual expense history |

**SHERIFF'S OFFICE**
**Court Services**
**Index #213000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES decrease ($11,614) |
| 28,360 | 18,360 | (10,000) | Other Professional Services decrease due to lower CJIS fingerprint fees |
| 2,240 | 625 | (1,615) | Building/Custodial Services decrease |
| | | | SUPPLIES & MATERIALS increase $2,128 |
| 9,850 | 13,500 | 3,650 | General Office Supplies and Printing increase based on actual expense history |
| 18,470 | 16,500 | (1,970) | Uniform Purchase decreases, slightly offset by increase in Safety Equipment purchases for vests |
| 852 | 1,300 | 448 | Janitorial Supplies and Other Supplies and Materials increase based on actual expense history |
| | | | BUSINESS & TRAVEL increase $9,900 |
| 106,100 | 116,000 | 9,900 | County-owned vehicles increase for expected maintenance costs |
| | | | MISCELLANEOUS decrease ($350,158) |
| 350,158 | 0 | (350,158) | OCSE grant match has been reallocated to a new account for accounting/reporting purposes |

## DIVISION STAFF SUMMARY

### Court Services

### Index #213000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|
| Captain | 1.00 | 118,989 | 1.00 | 118,934 | 1.00 | 124,134 | |
| Lieutenant | 1.00 | 93,537 | 1.00 | 93,538 | 1.00 | 100,422 | |
| Sergeant | 5.00 | 411,127 | 5.00 | 394,971 | 5.00 | 422,864 | |
| Corporal | 6.00 | 456,930 | 6.00 | 468,187 | 6.00 | 487,677 | |
| Senior Deputy | 11.00 | 759,202 | 8.00 | 567,278 | 16.00 | 1,164,737 | |
| Deputy First Class | 10.00 | 620,977 | 12.00 | 785,409 | 5.00 | 244,754 | |
| Law Enforcement Records Technician II | 4.00 | 178,740 | 4.00 | 185,753 | 4.00 | 185,753 | |
| Sex Offender Verification Investigator | 2.00 | 102,363 | 2.00 | 106,408 | 2.00 | 98,428 | |
| **SUB-TOTAL FULL-TIME SALARIES** | 40.00 | 2,741,865 | 39.00 | 2,720,478 | 40.00 | 2,828,770 | |
| Law Enforcement Pay Study Implementation - Phase One | | | | 90,191 | | | |
| **SALARY OFFSET** | | (484,805) | | (488,143) | | (468,759) | A |
| **TOTAL FULL-TIME SALARIES** | 40.00 | 2,257,060 | 39.00 | 2,322,526 | 40.00 | 2,360,011 | |
| **TEMPORARY SALARIES** | | 1,239,789 | | 1,191,516 | | 1,168,942 | |
| **SALARY TOTAL** | **40.00** | **3,496,849** | **39.00** | **3,514,042** | **40.00** | **3,528,953** | |

## DIVISION STAFF SUMMARY

### Court Services

### Index #213000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 830,679 | | | 792,736 | | 818,371 |
| Workers' Compensation | | 65,314 | | | 69,809 | | 74,066 |
| Health Benefits | | 782,858 | | | 764,194 | | 796,211 |
| Overtime and Shift Differential | | 398,470 | | | 397,102 | | 410,542 |
| FICA | | 297,965 | | | 299,177 | | 301,373 |
| Miscellaneous | | 36,760 | | | 39,080 | | 39,320 |
| **TOTAL OTHER PERSONAL SERVICES** | | **2,412,046** | | | **2,362,098** | | **2,439,883** |
| **SALARY ENHANCEMENTS** | | | | | | | |
| Law Enforcement Pay Study Implementation - Phase Two | | | | | | | 74,530 |
| FY 19 Law Enforcement Merit Step Increase | | | | | | | 152,798 |
| FY 19 Civilian Merit Salary Increase | | | | | | | 13,175 |
| **TOTAL SALARY ENHANCEMENTS** | | | | | | | **240,503** |
| **TOTAL PERSONAL SERVICES** | **40.00** | **5,908,895** | * | **39.00** | **5,876,140** | **40.00** | **6,209,339** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

A - State and federal grant funding for eight (8) employees.

## Fiscal Year 18
## Summary of Grants

| Harford County Sheriff's Office - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| Child Enforcement Administration Cooperative Reimbursement Agreement | This grant provides funding for the salary and benefits for seven positions who concentrate their efforts specifically in the service of summons, warrants and writs of paternity, AFDC and non-AFDC child support cases and the data entry and tracking of each. | $628,171 | | | $359,559 | 10/1/18 - 9/30/19 | Recurring |
| Traffic Safety Grant | This grant provides funding for deputies to work overtime to pro-actively seek out impaired, aggressive and distracted drivers in an effort to reduce the number of driving related injuries and fatalities in Harford County. | $75,000 | | | | 10/1/18 - 9/30/19 | Recurring |
| Law Enforcement Training Scholarship | Funding provides financial support to offset the costs associated with specialized law enforcement training, including, but not limited to classes and seminar in investigation, crime prevention and crime analysis. | $5,000 | | | | 7/1/18 - 6/30/19 | Recurring |
| Maryland Highway Safety Office - Commercial Motor Vehicle Grant | This grant provides funding for deputies to patrol the roads on an overtime basis to perform routine commercial vehicle enforcement and North American Standard Inspections to ensure that trucks and buses driving on the highways are operating safely on county roads. | $15,000 | | | | 10/1/18 - 9/30/19 | Recurring |

## Fiscal Year 18
## Summary of Grants

| Harford County Sheriff's Office - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| Heroin Coordinator | This grant provides funding for the Heroin Prevention Team Information Coordinator who acts as the main outlet for heroin related information and data, and maintains a database tracking all heroin overdoes and compiles related reports for appropriate dissemination. | | $87,850 | | | 7/1/18 - 6/30/19 | Recurring |
| Professional Development Grant | These funds will allow our agency to send individuals to training and will be used for registration, lodging, per diem and transportation costs. | | $5,000 | | | 7/1/18 - 6/30/19 | 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. | | $19,764 | | | 8/1/18 - 6/30/19 | Recurring |
| Monitoring Sex Offender Compliance | 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 HCSO Sex Offender Registration Program as mandated by MD law. | | $25,023 | | | 7/1/18 - 6/30/19 | Recurring |

## Fiscal Year 18
## Summary of Grants

| Harford County Sheriff's Office - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| Sheriff's Tactical & Operational Plan: Theft Intervention & Enforcement (STOP THIEF) | This grant will fund the purchase of equipment and related software which will enhance pro-active details and increase officer safety; improve the ability to extract evidence from cellular devices; track suspect movement, and improve surveillance capabilities. | | $30,000 | | | 7/1/18 - 6/30/19 | 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. | $15,862 | | | | 7/1/18 - 6/30/19 | 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. | | $150,000 | | | 7/1/18 - 6/30/19 | Recurring |
| | **TOTALS:** | **$739,033** | **$317,637** | **$0** | **$359,559** | | |

# HARFORD COUNTY SHERIFF'S OFFICE
# OBJECTIVE & 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 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Number of Civil Deputies | 9 | 9 | 8 | 8 | 8 |
| Operating Budget Allocated | $970,348 | $1,020,731 | $917,437 | $941,544 | $952,485 |
| ***Output:*** | | | | | |
| Number of Papers Received | 44,737 | 41,233 | 40,922 | 45,813 | 43,177 |
| ***Outcome:*** | | | | | |
| Number of Papers Served | 42,701 | 38,770 | 38,658 | 41,232 | 38,860 |
| Percentage | 95.45% | 94.03% | 94.47% | 90% | 90% |

**Explanation and Analysis of Performance Measures**

Court Services seeks to provide for timely service of court ordered processes by ensuring a service rate of no less than 80% annually. Service of these processes is mandated by the State.

# HARFORD COUNTY SHERIFF'S OFFICE
# OBJECTIVE & 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 registration through residential and employment verification at a minimum of twice per year registrant.

**County Goal(s) Supported**

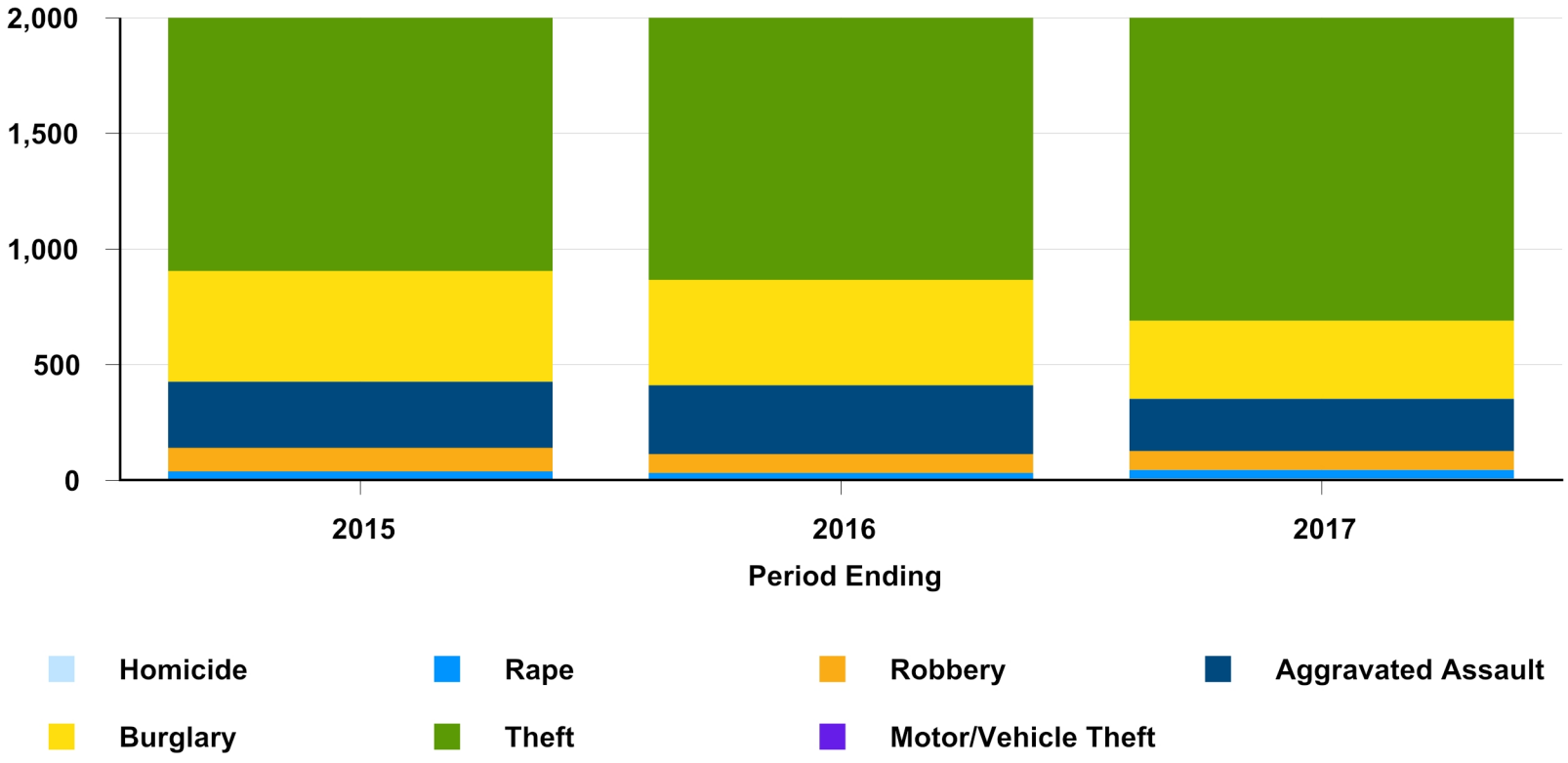
III. Strengthening Our Communities

| Measure | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Number of staff | 1 | 1 | 2 | 2 | 2.5 |
| Dollars allocated | $20,216 | $79,323 | $157,522 | $158,591 | $189,512 |
| ***Output:*** | | | | | |
| Number convicted of misdemeanor offenses (Tier One) | 37 | 30 | 43 | 28 | 29 |
| Number convicted of non-contact felonies or contact misdemeanors (Tier Two) | 34 | 40 | 31 | 36 | 37 |
| Number convicted of contact felonies (Tier Three) | 135 | 132 | 195 | 128 | 136 |
| ***Outcome:*** | | | | | |
| Average number of verifications per year per registrant | 4.6 | 6.8 | 4.2 | 6.7 | 6.3 |

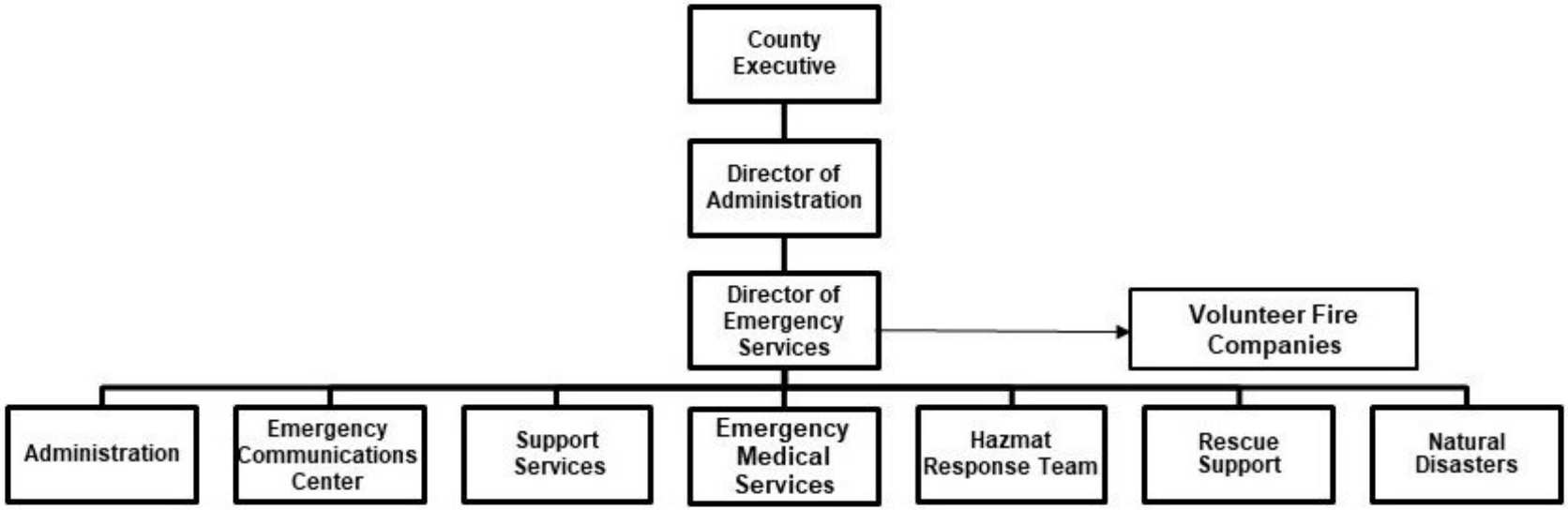
**Explanation and Analysis of Performance Measures**

Convicted sex offenders are required to report to the Sheriff's Office with 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, & 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
# Year to Year Comparison
# 2015-2017



# 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 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) Emergency Medical Services, 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.

DES is designated as the County's EMS Operational Authority which has oversight of the County's EMS Foundation and Volunteer EMS programs providing EMS to Harford County.

**MISSION STATEMENT:**

THE HARFORD COUNTY DEPARTMENT OF EMERGENCY SERVICES WILL PROVIDE A COMPREHENSIVE AND INTEGRATED SYSTEM OF PUBLIC SAFETY AND EMERGENCY MEDICAL SERVICES INCLUDING EMERGENCY MANAGEMENT, 911 TELECOMMUNICATIONS, HAZARDOUS MATERIALS AND TECHNICAL RESCUE SERVICES IN PARTNERSHIP WITH THE VOLUNTEER FIRE AND EMERGENCY MEDICAL SERVICES, THE EMERGENCY MEDICAL SERVICES FOUNDATION, HARFORD COUNTY SHERIFF'S OFFICE AND MUNICIPAL LAW ENFORCEMENT, ALL FULLY DEDICATED AND COMMITTED TO PROTECTING THE HEALTH, SAFETY AND WELL-BEING OF OUR CITIZENS.

**FY 19 GOALS:**

TO PROVIDE ADMINISTRATIVE SUPPORT, TECHNICAL SUPPORT AND TRAINING TO HARFORD COUNTY GOVERNMENT AND PUBLIC SAFETY PARTNERS

TO CONDUCT TWO CABINET LEVEL TABLETOP EXERCISE ANNUALLY TESTING COUNTY RESPONSE PLANS TO ALL NATURAL AND MANMADE DISASTERS.

FURTHER ENHANCE THE COUNTY'S RESPONSE TO ALL DISASTERS, DES WILL ACQUIRE CCTV FEEDS FROM RELEVANT HARFORD COUNTY CRITICAL INFRASTRUCTURE

TO DEVELOP NEEDS AND IMPLEMENTATION PLAN FOR NEXT GENERATION 911 (NG911).

## DEPARTMENT OF EMERGENCY SERVICES

TO INVESTIGATE AND DEVELOP A PLAN FOR SINGLE SITE 911 CALL PROCESSING AND POTENTIAL DISPATCH CONSOLIDATION

TO ACHIEVE AND MAINTAIN ANSWERING 90% OF ALL 911 CALLS TEN SECONDS AND ANSWER 95% OF 911 CALLS IN 20 SECONDS

TO MAINTAIN OPERATIONAL REDINESS IN THE EMERGENCY OPERATIONS CENTER

TO PURSUE A RADIO AND TELEPHONE QUALITY ASSURANCE PROGRAM TO COINCIDE WITH OUR CURRENT PROTOCOL QUALITY ASSURANCE PROGRAM

PUBLIC EDUCATION AND AWARENESS

TO PROMOTE ORGANIZATIONAL CHANGES IN ACCORDANCE WITH THE DES CAREER LADDER TO INCLUDE ACTIVE SUPERVISION AND EXPENSE CONTROL IN THE 911 CENTER

TO PROVIDE EFFECTIVE AND EFFICIENT HAZMAT RESPONSE.

TO ASSURE PREVENTION OF HAZMAT INCIDENTS THROUGH INSPECTION AND PUBLIC EDUCATION PROGRAMS.

TO PROVIDE COORDINATED AND SPECIALIZED HIGH RISK RESCUES IN SUPPORT OF THE LOCAL VOLUNTEER AND EMS SERVICES.

TO BRING GREATER STANDARDIZATION TO EMS IN HARFORD COUNTY FOR THE BENEFIT OF CITIZENS, PROVIDERS, AND VOLUNTEER FIRE COMPANIES TO IMPROVE THE OVERALL LEVEL OF SERVICE AND ENSURE THE LONG-TERM EFFECTIVENESS OF EMS

TO CONTINUE DEVELOPMENT AND BUILD OUT OF A CAREER-BASED EMS SYSTEM

# DEPARTMENT OF EMERGENCY SERVICES

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 7,163,046 | 7,326,228 | 8,172,836 | 9,794,974 | 9,794,974 |
| 20 | CONTRACTUAL SERVICES | 6,162,381 | 6,176,654 | 6,602,928 | 7,124,438 | 7,124,438 |
| 30 | SUPPLIES AND MATERIALS | 128,224 | 125,804 | 174,580 | 373,800 | 373,800 |
| 40 | BUSINESS AND TRAVEL | 88,245 | 87,806 | 122,793 | 133,598 | 133,598 |
| 50 | CAPITAL OUTLAY | 11,436 | 614 | 21,000 | 128,500 | 128,500 |
| 70 | MISCELLANEOUS | 6,425,182 | 6,427,627 | 6,580,256 | 6,636,798 | 6,636,798 |
| 80 | INTER-GOVERNMENTAL | 12,901 | 801 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **19,991,415** | **20,145,534** | **21,674,393** | **24,192,108** | **24,192,108** |
| **SUMMARY BY DIVISION:** | | | | | | |
| **GENERAL FUND:** | | | | | | |
| 221000 | ADMINISTRATION | 4,760,474 | 4,584,641 | 4,856,501 | 5,157,199 | 5,157,199 |
| 222100 | EMERGENCY COMMUNICATIONS | 5,979,840 | 6,179,339 | 6,658,083 | 7,202,214 | 7,202,214 |
| 222200 | SUPPORT SERVICES | 2,067,041 | 2,153,103 | 2,307,158 | 2,481,179 | 2,481,179 |
| 223000 | VOLUNTEER FIRE COMPANIES | 6,724,642 | 6,744,037 | 6,774,642 | 6,964,084 | 6,964,084 |
| 224000 | EMERGENCY MEDICAL SERVICES | 0 | 0 | 501,308 | 1,589,118 | 1,589,118 |
| 225000 | HAZMAT RESPONSE TEAM | 341,799 | 344,137 | 431,623 | 457,799 | 457,799 |
| 226000 | RESCUE SUPPORT | 117,619 | 140,277 | 145,078 | 240,515 | 240,515 |
| 229000 | NATURAL DISASTERS | 0 | 0 | 0 | 100,000 | 100,000 |
| | **GRAND TOTAL** | **19,991,415** | **20,145,534** | **21,674,393** | **24,192,108** | **24,192,108** |

# DEPARTMENT OF EMERGENCY SERVICES

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $1,622,138 |
| 4,781,001 | 5,262,485 | 481,484 | Full-time salaries |
| | | | 190,498 Salary adjustments |
| | | | 159,600 Eight (8) Paramedics budgeted full year (First crew - 6 mos. in FY18) |
| | | | 180,000 Eight (8) Paramedics budgeted for 6 mos. (Second crew) |
| | | | (49,087) Staff Turnover (1.03)% |
| | | | 473 Offset - EMPG Grant |
| | | | 481,484 |
| | 377,941 | 377,941 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | 5,970 | 5,970 | One (1) Planner I position from Administration transferred to Emergency Medical Services as Public Safety Supervisor |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| (1.00) | (53,560) | (29,343) | (82,903) | Planner I |
| 1.00 | 56,238 | 32,635 | 88,873 | Public Safety Spvsr. |
| 0.00 | 2,678 | 3,292 | 5,970 | |

| | | | |
|---|---|---|---|
| 259,136 | 344,003 | 84,867 | Temporary Salaries - increased for new Hazmat and TRT hourly rates |
| 456,097 | 503,121 | 47,024 | Pension adjustments |
| 35,502 | 46,773 | 11,271 | Workers' Compensation adjustments |
| 1,438,968 | 1,743,400 | 304,432 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 144,600 | 202,130 | 57,530 | PEHP (Post Employment Health Plan) |
| 503,000 | 663,000 | 160,000 | Overtime - increase for new allocation for Natural Disasters and for additional EMS crews in service, slightly offset by a reduction in Dispatch due to new scheduling policy |
| 99,900 | 116,200 | 16,300 | Shift Differential |
| 441,332 | 514,972 | 73,640 | FICA adjustments |

# DEPARTMENT OF EMERGENCY SERVICES

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $521,510 |
| 3,056,668 | 3,546,668 | 490,000 | Emergency Medical Services increase for higher contribution to EMS Foundation to help offset operational costs. |
| 25,000 | 0 | (25,000) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs and due to one-time expenses in EMS (224000) in FY18. |
| 148,700 | 174,865 | 26,165 | Space and Real Estate Rental increase for additional space for Tactical Rescue Team (226000). |
| 339,200 | 307,200 | (32,000) | Electricity decrease based on actual expense history, slightly offset by additional space for TRT (226000). |
| 17,600 | 8,000 | (9,600) | Heating Fuel (Gas), Heating Fuel (Oil), and Water & Sewer decrease based on actual expense history and projected usage. |
| 476,000 | 487,700 | 11,700 | Telephone Service increase based on actual expense history for landlines, conferencing, and mobile connections. |
| 1,468,275 | 1,540,380 | 72,105 | Communications Service increase for higher Motorola contract costs, slightly offset by decrease for logging system maintenance in Dispatch. |
| 178,560 | 134,200 | (44,360) | Other Professional Services decrease for elimination of pager warranty expense and a reduction in overtime reimbursement to the Sheriff's Office based on actual expense history for Hazmat, slightly offset by increases for alarm and medical equipment maintenance, uniform alterations, training, and vehicle maintenance. |
| 80,025 | 106,925 | 26,900 | Operating Equipment Service increase due to projected HVAC expenses and filter maintenance, slightly offset by decrease for equipment repair in Support Services (222200). |
| 12,000 | 20,000 | 8,000 | Grounds Maintenance increase for tower sites and SWM pond at Ady Road. |
| 43,900 | 41,500 | (2,400) | Building and Custodial Services decrease based on actual expense history. |
| | | | |
| | | | SUPPLIES & MATERIALS increase $199,220 |
| 16,000 | 10,000 | (6,000) | General Office Supplies decrease based on actual expense history and due to one-time expenses for EMS in FY18. |
| 8,700 | 4,500 | (4,200) | Printing-Commercial, Delivery Charges, and Computer Supplies decrease based on actual expense history. |
| 38,500 | 137,000 | 98,500 | Safety Equipment increase for soft body armor, flares, and ambulance equipment in EMS (224000) and for AED equipment (222200). |
| 30,000 | 120,000 | 90,000 | Medical Supplies increase in EMS (224000) to stock second ambulance unit and restock existing unit. |
| 50,880 | 60,800 | 9,920 | Other Supplies and Materials increase for items to stock new EMS building (224000) |

# DEPARTMENT OF EMERGENCY SERVICES

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 122,793 | 133,598 | 10,805 | BUSINESS AND TRAVEL increase $10,805<br>County Owned Vehicles, Fuel, Meals, and Lodging increase based on actual expense history. |
| 21,000 | 128,500 | 107,500 | CAPITAL OUTLAY increase $107,500<br>Funding for MVIEW camera integration ($57,500) and for communication equipment for Emergency Support Vehicle ($50,000 - one-time expense) |
| | | | MISCELLANEOUS increase $56,542 |
| 6,274,642 | 6,458,084 | 183,442 | Payments to Volunteer Fire Companies - increase in contribution |
| 0 | 6,000 | 6,000 | Grants and Contributions - To VFCs for reimbursement for NARCAN expenses |
| 132,900 | 0 | (132,900) | Emergency Management Performance Grant (EMPG) and Hazardous Materials Emergency Preparedness (HMEP) grant matches have been reallocated to a new account for better accounting/reporting purposes |
| 50,000 | 50,000 | 0 | Other - EMS scholarship program |
| 100,000 | 100,000 | 0 | Other - Funding for VFC Ladies Auxiliary Legacy Service Program |

## DEPARTMENT STAFF SUMMARY
### DEPARTMENT OF EMERGENCY SERVICES

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 1.00 | 59,064 | 1.00 | 61,427 | 1.00 | 64,656 | |
| Administrative Budget Technician II | 1.00 | 67,449 | 1.00 | 70,147 | 1.00 | 73,550 | |
| Administrative Secretary III | 1.00 | 70,035 | 1.00 | 72,836 | 1.00 | 76,293 | |
| Administrative Specialist II | 0.00 | 0 | 1.00 | 56,861 | 1.00 | 59,998 | |
| Computer System Engineer IV | 1.00 | 76,351 | 1.00 | 79,405 | 1.00 | 82,992 | |
| Database Administrator | 1.00 | 54,384 | 1.00 | 56,559 | 1.00 | 59,690 | |
| Deputy Director of Emergency Services | 1.00 | 111,686 | 1.00 | 116,153 | 1.00 | 118,603 | |
| Director of Emergency Services | 1.00 | 124,500 | 1.00 | 129,480 | 1.00 | 132,211 | |
| Electronic Services Technician | 2.00 | 87,056 | 1.00 | 47,798 | 1.00 | 50,754 | |
| Grants Coordinator | 1.00 | 71,126 | 1.00 | 73,971 | 1.00 | 77,450 | |
| Management Assistant II | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | |
| Paramedic | 0.00 | 0 | 8.00 | 159,600 | 8.00 | 381,160 | A |
| Paramedic | 0.00 | 0 | 8.00 | 0 | 8.00 | 199,600 | B |
| Planner I | 2.00 | 98,011 | 2.00 | 102,279 | 2.00 | 51,693 | |
| Planner II | 2.00 | 135,297 | 0.00 | 0 | 0.00 | 0 | |
| Public Safety Dispatcher, Probationary | 1.00 | 31,106 | 1.00 | 31,408 | 0.00 | 0 | |
| Public Safety Dispatcher I | 6.00 | 212,102 | 15.00 | 520,854 | 21.00 | 803,837 | |
| Public Safety Dispatcher II | 11.00 | 438,026 | 12.00 | 487,851 | 9.00 | 410,261 | |
| Public Safety Dispatcher III | 40.00 | 1,931,185 | 32.00 | 1,647,994 | 30.00 | 1,733,923 | |
| Public Safety Hazmat Manager | 1.00 | 52,786 | 1.00 | 54,897 | 1.00 | 57,996 | |
| Public Safety Manager | 4.00 | 291,466 | 5.00 | 387,968 | 5.00 | 405,727 | |
| Public Safety Shift Manager | 4.00 | 266,868 | 4.00 | 298,332 | 4.00 | 312,299 | |
| Public Safety Supervisor | 9.00 | 515,237 | 8.00 | 506,106 | 9.00 | 610,102 | |
| **FULL-TIME SALARIES** | 90.00 | 4,693,735 | 106.00 | 4,961,926 | 106.00 | 5,762,795 | |
| **SALARY OFFSET** | | (180,946) | | (180,925) | | (180,452) | |
| **TOTAL FULL-TIME SALARIES** | 90.00 | 4,512,789 | 106.00 | 4,781,001 | 106.00 | 5,582,343 | |
| **TEMPORARY SALARIES** | | 303,112 | | 259,136 | | 346,734 | |
| **SALARY TOTAL** | **90.00** | **4,815,901** | **106.00** | **5,040,137** | **106.00** | **5,929,077** | |

## DEPARTMENT STAFF SUMMARY
### EMERGENCY SERVICES

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 478,557 | | | 456,097 | | 531,468 |
| Workers' Compensation | | 32,748 | | | 35,502 | | 49,605 |
| Health Benefits | | 1,255,590 | | | 1,438,968 | | 1,745,908 |
| Overtime & Shift Differential | | 556,900 | | | 602,900 | | 779,200 |
| PEHP | | 116,188 | | | 144,600 | | 202,130 |
| FICA | | 424,487 | | | 441,332 | | 542,606 |
| Miscellaneous | | 12,740 | | | 13,300 | | 14,980 |
| **TOTAL OTHER PERSONAL SERVICES** | | **2,877,210** | | | **3,132,699** | | **3,865,897** |
| **TOTAL PERSONAL SERVICES** | **91.00** | **7,693,111** | * | **106.00** | **8,172,836** | **106.00** | **9,794,974** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

A - 8 Paramedics funded for the second half of FY 2018, Funded for full year in FY 2019

B - 8 Paramedics unfunded for FY 2018, Funded for second half of FY 2019

# DEPARTMENT OF EMERGENCY SERVICES
## Administration
## Index #221000

***ORIGIN/PURPOSE:***

The Harford County Department of Emergency Services is tasked with the duty and responsibility to identify, assess and prioritize local and regional vulnerabilities to emergencies or disasters and the resources available to mitigate, respond to or recover from them.

**FY 19 GOALS:**

TO CONTINUE DEVELOPMENT AND BUILD OUT OF CAREER-BASED EMS SYSTEM

TO MAINTAIN OPERATIONAL READINESS IN THE EMERGENCY OPERATIONS CENTER

TO PROVIDE ADMINISTRATIVE SUPPORT, TECHNICAL SUPPORT AND TRAINING TO HARFORD COUNTY GOVERNMENT AND PUBLIC SAFETY PARTNERS

PUBLIC EDUCATION AND AWARENESS

TO CONDUCT TWO QUARTERLY CABINET EXERCISE TESTING COUNTY RESPONSE PLANS TO ALL NATURAL AND MANMADE DISASTERS ANNUALLY

TO PURSUE A RADIO AND TELEPHONE TO COINCIDE WITH OUR CURRENT PROTOCOL QUALITY ASSURANCE PROGRAM

TO ENHANCE COUNTY'S RESPONSE TO ALL DISASTERS, DES WILL ACQUIRE CCTV FEEDS FROM RELEVANT TO CRITICAL INFRASTRUCTURE

# DEPARTMENT OF EMERGENCY SERVICES
## Administration
## Index #221000

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 920,903 | 905,785 | 952,085 | 917,128 | 917,128 |
| 20 | CONTRACTUAL SERVICES | 3,609,488 | 3,458,414 | 3,557,168 | 4,022,668 | 4,022,668 |
| 30 | SUPPLIES AND MATERIALS | 55,394 | 31,202 | 38,200 | 40,500 | 40,500 |
| 40 | BUSINESS AND TRAVEL | 24,362 | 21,231 | 28,123 | 26,903 | 26,903 |
| 50 | CAPITAL OUTLAY | 6,903 | 614 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 143,424 | 167,395 | 280,925 | 150,000 | 150,000 |
| 80 | INTER-GOVERNMENTAL | 0 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **4,760,474** | **4,584,641** | **4,856,501** | **5,157,199** | **5,157,199** |
| **FUNDING SOURCE:** | | | | | | |
| 11 | GENERAL | **4,760,474** | **4,584,641** | **4,856,501** | **5,157,199** | **5,157,199** |

## DEPARTMENT OF EMERGENCY SERVICES
### Administration
### Index #221000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($34,957) |
| 542,104 | 542,576 | 472 | Full-Time Salaries |
| | | | 472 Offset for EMPG Grant |
| | | | 472 |
| | 36,252 | 36,252 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | (82,903) | (82,903) | One (1) Planner I position from Administration transferred to Emergency Medical Services as Public Safety Supervisor |
| | | | # of Positions / Salary / Fringe / Total |
| | | | (1.00) / (53,560) / (29,343) / (82,903) Planner I |
| 66,127 | 66,167 | 40 | Temporary Salaries - Building Attendants |
| 68,585 | 68,360 | (225) | Pension adjustments |
| 5,398 | 6,967 | 1,569 | Workers' Compensation adjustment |
| 164,694 | 174,705 | 10,011 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |
| 62,137 | 62,745 | 608 | FICA adjustments |
| 30,000 | 30,000 | 0 | Overtime |
| 2,000 | 1,000 | (1,000) | Shift Differential - Decrease based on actual expense history |

## DEPARTMENT OF EMERGENCY SERVICES
### Administration
### Index #221000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $465,500 |
| 20,000 | 0 | (20,000) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| 335,000 | 300,000 | (35,000) | Electricity decrease based on actual expense history and anticipated rates |
| 5,100 | 1,000 | (4,100) | Heating Fuel (Gas) and Heating Fuel (Oil) decrease based on actual expense history and anticipated usage |
| 12,500 | 7,000 | (5,500) | Water and Sewer decrease based on actual expense history and anticipated usage |
| 3,056,668 | 3,546,668 | 490,000 | Emergency Medical Services (EMS) Foundation contribution increase to help offset budgetary deficit due to significant rises in healthcare and workers' compensation premiums based on current staffing levels |
| 28,400 | 30,200 | 1,800 | Other Professional service increase for alarm maintenance and repair and uniform alterations |
| 51,100 | 82,700 | 31,600 | Operating Equipment - increase due to projected HVAC expenses and filter maintenance |
| 12,000 | 20,000 | 8,000 | Grounds Maintenance - increase based on actual expense history for 12 tower sites and stormwater pond at the new building |
| 34,400 | 33,100 | (1,300) | Building/Custodial Services - decrease based on actual expense history for janitorial service |
| | | | SUPPLIES AND MATERIALS increase $2,300 |
| 12,700 | 9,000 | (3,700) | General Office Supplies, Printing - Commercial, and Delivery Charges decrease based on actual expense history |
| 1,000 | 2,000 | 1,000 | Meals - Special Purpose increase based on actual expense history for EOC activations and special meetings |
| 0 | 5,000 | 5,000 | Uniform purchase increase for shirts for Dispatch and Building Attendants |
| | | | BUSINESS AND TRAVEL decrease ($1,220) |
| 8,700 | 5,000 | (3,700) | Fuel and Mileage decrease based on actual expense history and access to pool vehicles |
| 3,155 | 5,420 | 2,265 | Meals, Lodging, Training Seminars, Parking and Tolls increase based on actual and planned expenses |
| | | | MISCELLANEOUS decrease ($130,925) |
| 130,925 | 0 | (130,925) | Emergency Management Performance Grant (EMPG) match has been reallocated to a new account for accounting/reporting purposes |
| 50,000 | 50,000 | 0 | Contributions -Funding provided for EMS Community Service Scholarship |
| 100,000 | 100,000 | 0 | Other - Funding for VFC Ladies Auxiliary Legacy Service Program |

## DIVISION STAFF SUMMARY

### Administration

### Index #221000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 1.00 | 59,064 | 1.00 | 61,427 | 1.00 | 64,656 | |
| Administrative Budget Technician II | 1.00 | 67,449 | 1.00 | 70,147 | 1.00 | 73,550 | |
| Administrative Secretary III | 1.00 | 70,035 | 1.00 | 72,836 | 1.00 | 76,293 | |
| Deputy Director of Emergency Services | 1.00 | 111,686 | 1.00 | 116,153 | 1.00 | 118,603 | |
| Director of Emergency Services | 1.00 | 124,500 | 1.00 | 129,480 | 1.00 | 132,211 | |
| Grants Coordinator | 1.00 | 71,126 | 1.00 | 73,971 | 1.00 | 77,450 | |
| Planner I | 1.00 | 52,530 | 1.00 | 53,560 | 0.00 | 0 | |
| Planner II | 2.00 | 135,297 | 0.00 | 0 | 0.00 | 0 | |
| Public Safety Manager | 0.00 | 0 | 1.00 | 79,396 | 1.00 | 82,983 | |
| Public Safety Supervisor | 1.00 | 63,518 | 1.00 | 66,059 | 1.00 | 69,380 | |
| **FULL-TIME SALARIES** | 10.00 | 755,205 | 9.00 | 723,029 | 8.00 | 695,125 | |
| **SALARY OFFSET** | | (180,946) | | (180,925) | | (180,452) | A |
| **TOTAL FULL-TIME SALARIES** | **10.00** | **574,259** | **9.00** | **542,104** | **8.00** | **514,673** | |
| **TEMPORARY SALARIES** | | 64,755 | | 66,127 | | 68,898 | B |
| **SALARY TOTAL** | **10.00** | **639,014** | **9.00** | **608,231** | **8.00** | **583,571** | |

## DIVISION STAFF SUMMARY

### Administration

### Index #221000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 79,031 | | | 68,585 | | 66,095 |
| Workers' Compensation | | 6,600 | | | 5,398 | | 6,700 |
| Health Benefits | | 178,217 | | | 164,694 | | 154,896 |
| Overtime & Shift Differential | | 32,000 | | | 32,000 | | 31,000 |
| PEHP | | 11,244 | | | 9,640 | | 9,860 |
| FICA | | 64,802 | | | 62,137 | | 63,746 |
| Miscellaneous | | 1,540 | | | 1,400 | | 1,260 |
| **TOTAL OTHER PERSONAL SERVICES** | | **373,434** | | | **343,854** | | **333,557** |
| **TOTAL PERSONAL SERVICES** | **10.00** | **1,012,448** | * | **9.00** | **952,085** | **8.00** | **917,128** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Salary Offset available from Emergency Preparedness Grant and Exelon Grant

B - Temporary Salary for Building Attendants

# DEPARTMENT OF EMERGENCY SERVICES
## Emergency Communications Center
## Index #222100

***ORIGIN/PURPOSE:***

Two-thirds of the employees of The Harford County Department of Emergency Services staff the 9-1-1 center. They are responsible for answering emergency and non-emergency calls for service 24 hours a day, 365 days a year and dispatches police, fire, EMS and law enforcement. The 9-1-1 Center employs a highly trained staff using the latest in technology in order to maintain our high commitment to public safety. It is our goal to provide a high level of customer service to the public and First Responders and maintain customer satisfaction at an extraordinary level.

**FY 19 GOALS:**

TO DEVELOP NEEDS AND IMPLEMENTATION PLAN FOR NEXT GENERATION 911 (NG911).

TO INVESTIGATE AND DEVELOP A PLAN FOR SINGLE SITE 911 CALL PROCESSING AND POTENTIAL DISPATCH CONSOLIDATION

TO PURSUE A RADIO AND TELEPHONE QUALITY ASSURANCE PROGRAM TO COINCIDE WITH OUR CURRENT PROTOCOL QUALITY ASSURANCE PROGRAM.

TO ACHIEVE AND MAINTAIN ANSWERING 90% OF ALL 911 CALLS WITHIN TEN SECONDS AND ANSWER 95% OF 911 CALLS WITHIN 20 SECONDS

TO PROMOTE ORGANIZATIONAL CHANGES IN ACCORDANCE WITH THE DES CAREER LADDER TO INCLUDE ACTIVE SUPERVISION AND EXPENSE CONTROL IN THE 911 CENTER

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 5,338,118 | 5,552,699 | 5,934,119 | 6,483,830 | 6,483,830 |
| 20 | CONTRACTUAL SERVICES | 617,404 | 603,222 | 690,000 | 686,700 | 686,700 |
| 30 | SUPPLIES AND MATERIALS | 6,723 | 6,246 | 7,000 | 7,000 | 7,000 |
| 40 | BUSINESS AND TRAVEL | 17,020 | 16,371 | 19,250 | 16,970 | 16,970 |
| 70 | MISCELLANEOUS | 0 | 0 | 7,714 | 7,714 | 7,714 |
| 80 | INTER-GOVERNMENTAL | 575 | 801 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **5,979,840** | **6,179,339** | **6,658,083** | **7,202,214** | **7,202,214** |
| **FUNDING SOURCE:** | | | | | | |
| 11 | GENERAL | **5,979,840** | **6,179,339** | **6,658,083** | **7,202,214** | **7,202,214** |

# DEPARTMENT OF EMERGENCY SERVICES
## Emergency Communications Center
## Index #222100

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $549,711 |
| 3,617,658 | 3,720,269 | 102,611 | Full-Time Salaries |
| | | | 151,698 Salary adjustments |
| | | | (49,087) Staff Turnover (1.36)% |
| | | | 102,611 |
| | 260,911 | 260,911 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 325,589 | 334,826 | 9,237 | Pension adjustments |
| 17,068 | 24,966 | 7,898 | Workers' Compensation adjustments |
| 1,069,879 | 1,204,478 | 134,599 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 110,860 | 147,900 | 37,040 | PEHP (Post Employment Health Plan) |
| 312,705 | 330,120 | 17,415 | FICA adjustments |
| 380,000 | 355,000 | (25,000) | Overtime adjusted to reflect new Public Safety Dispatcher scheduling plan |
| 90,000 | 95,000 | 5,000 | Shift Differential |
| | | | CONTRACTUAL SERVICES decrease ($3,300) |
| 1,000 | 0 | (1,000) | Electricity charges removed based on current accounting |
| 78,000 | 75,700 | (2,300) | Communications Service decrease based on actual expense history for logging system maintenance |
| | | | BUSINESS AND TRAVEL decrease ($2,280) |
| 7,800 | 5,000 | (2,800) | Fuel decreases based on actual expense history |
| 1,500 | 2,000 | 500 | Professional Books/Periodicals increase based on actual expense history for directories |

## DIVISION STAFF SUMMARY

### Emergency Communications Center

### Index #222100

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Specialist II | 0.00 | 0 | | 1.00 | 56,861 | 1.00 | 59,998 |
| Database Administrator | 1.00 | 54,384 | | 1.00 | 56,559 | 1.00 | 59,690 |
| Public Safety Dispatcher, Probationary | 1.00 | 31,106 | | 1.00 | 31,408 | 0.00 | 0 |
| Public Safety Dispatcher I | 6.00 | 212,102 | | 15.00 | 520,854 | 9.00 | 410,261 |
| Public Safety Dispatcher II | 11.00 | 438,026 | | 12.00 | 487,851 | 21.00 | 803,837 |
| Public Safety Dispatcher III | 40.00 | 1,931,185 | | 32.00 | 1,647,994 | 30.00 | 1,733,923 |
| Public Safety Manager | 2.00 | 136,474 | | 2.00 | 147,380 | 2.00 | 154,328 |
| Public Safety Shift Manager | 3.00 | 199,918 | | 3.00 | 228,704 | 3.00 | 239,278 |
| Public Safety Supervisor | 8.00 | 451,719 | | 7.00 | 440,047 | 7.00 | 481,359 |
| **FULL-TIME SALARIES** | 72.00 | 3,454,914 | | 74.00 | 3,617,658 | 74.00 | 3,942,675 |
| **TEMPORARY SALARIES** | | 45,348 | | | 0 | | 0 |
| **SALARY TOTAL** | **72.00** | **3,500,262** | | **74.00** | **3,617,658** | **74.00** | **3,942,675** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 345,491 | | | 325,589 | | 354,870 |
| Workers' Compensation | | 17,202 | | | 17,068 | | 26,390 |
| Health Benefits | | 932,385 | | | 1,069,879 | | 1,204,478 |
| Overtime & Shift Differential | | 470,000 | | | 470,000 | | 450,000 |
| PEHP | | 97,448 | | | 110,860 | | 147,900 |
| FICA | | 303,724 | | | 312,705 | | 347,157 |
| Miscellaneous | | 10,080 | | | 10,360 | | 10,360 |
| **TOTAL OTHER PERSONAL SERVICES** | | **2,176,330** | | | **2,316,461** | | **2,541,155** |
| **TOTAL PERSONAL SERVICES** | **72.00** | **5,676,592** | * | **74.00** | **5,934,119** | **74.00** | **6,483,830** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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.)

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 668,381 | 610,491 | 614,023 | 648,999 | 648,999 |
| 20 CONTRACTUAL SERVICES | 1,357,532 | 1,523,443 | 1,671,935 | 1,695,680 | 1,695,680 |
| 30 SUPPLIES AND MATERIALS | 18,732 | 12,168 | 14,000 | 22,500 | 22,500 |
| 40 BUSINESS AND TRAVEL | 5,537 | 7,001 | 7,200 | 6,500 | 6,500 |
| 50 CAPITAL OUTLAY | 4,533 | 0 | 0 | 107,500 | 107,500 |
| 80 INTER-GOVERNMENTAL | 12,326 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **2,067,041** | **2,153,103** | **2,307,158** | **2,481,179** | **2,481,179** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **2,067,041** | **2,153,103** | **2,307,158** | **2,481,179** | **2,481,179** |

# DEPARTMENT OF EMERGENCY SERVICES
## Support Services
## Index #222200

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $34,976 |
| 406,742 | 406,742 | 0 | Full-Time Salaries |
| | 23,725 | 23,725 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 36,607 | 36,607 | 0 | Pension |
| 2,933 | 4,821 | 1,888 | Workers' Compensation adjustments |
| 109,973 | 118,688 | 8,715 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 4,820 | 4,930 | 110 | PEHP (Post Employment Health Plan) |
| 32,608 | 32,646 | 38 | FICA adjustments |
| 18,000 | 18,000 | 0 | Overtime |
| 1,500 | 2,000 | 500 | Shift Differential - increase based on actual expense history |
| | | | CONTRACTUAL SERVICES increase $23,745 |
| 104,500 | 114,500 | 10,000 | Telephone Service increase based on actual expense history for mobile and landlines phones |
| 80,160 | 26,500 | (53,660) | Other Professional Services decrease for elimination of pager warranty expense |
| 1,390,275 | 1,464,680 | 74,405 | Communications Service increase for greater Motorola contract expenses and additional radio accessories |
| 24,300 | 17,300 | (7,000) | Operating Equipment Service and Building/Custodial Services decrease based on actual expense history |
| 14,000 | 22,500 | 8,500 | SUPPLIES AND MATERIALS increase $8,500<br>Safety Equipment increase for AED purchase, partially offset by decrease in Computer Supplies based on actual expense history |
| 7,200 | 6,500 | (700) | BUSINESS AND TRAVEL decrease ($700)<br>Funding for county owned vehicles increases based on actual expense history, partially offset by decreases in Fuel and Non-targeted charges-FVS |
| 0 | 107,500 | 107,500 | EQUIPMENT increase $107,500<br>Funding for MVIEW camera integration ($57,500) and for communication equipment for Emergency Support Vehicle ($50,000 - one-time expense) |

## DIVISION STAFF SUMMARY

**Support Services**

**Index #222200**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Computer System Engineer IV | 1.00 | 76,351 | | 1.00 | 79,405 | 1.00 | 82,992 |
| Electronic Services Technician | 2.00 | 87,056 | | 1.00 | 47,798 | 1.00 | 50,754 |
| Planner I | 1.00 | 45,481 | | 1.00 | 48,719 | 1.00 | 51,693 |
| Public Safety Manager | 2.00 | 154,992 | | 2.00 | 161,192 | 2.00 | 168,417 |
| Public Safety Shift Manager | 1.00 | 66,950 | | 1.00 | 69,628 | 1.00 | 73,020 |
| **FULL-TIME SALARIES** | 7.00 | 430,830 | | 6.00 | 406,742 | 6.00 | 426,876 |
| **SALARY TOTAL** | **7.00** | **430,830** | | **6.00** | **406,742** | **6.00** | **426,876** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 43,083 | | | 38,419.92 | | 38,420 |
| Workers' Compensation | | 3,810 | | | 5,057.55 | | 5,058 |
| Health Benefits | | 130,261 | | | 118,688 | | 118,688 |
| Overtime & Shift Differential | | 19,500 | | | 20,000 | | 20,000 |
| PEHP | | 7,496 | | | 4,930 | | 4,930 |
| FICA | | 34,450 | | | 34,186.93 | | 34,187 |
| Miscellaneous | | 980 | | | 840 | | 840 |
| **TOTAL OTHER PERSONAL SERVICES** | | **239,580** | | | **222,122.4** | | **222,123** |
| **TOTAL PERSONAL SERVICES** | **7.00** | **670,410** | * | **6.00** | **628,864.4** | **6.00** | **648,999** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 450,000 | 475,578 | 500,000 | 500,000 | 500,000 |
| 30 SUPPLIES & MATERIALS | 0 | 14,979 | 0 | 0 | |
| 70 MISCELLANEOUS | 6,274,642 | 6,253,480 | 6,274,642 | 6,464,084 | 6,464,084 |
| **GRAND TOTAL** | **6,724,642** | **6,744,037** | **6,774,642** | **6,964,084** | **6,964,084** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **6,724,642** | **6,744,037** | **6,774,642** | **6,964,084** | **6,964,084** |

# DEPARTMENT OF EMERGENCY SERVICES
## Volunteer Fire Companies
## Index #223000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES no change |
| 500,000 | 500,000 | 0 | Other Insurance - Worker's Compensation Insurance for VFCs |
| | | | MISCELLANEOUS increases $189,442 |
| 0 | 6,000 | 6,000 | Grants and Contributions - Reimbursement for NARCAN expenses |
| 6,274,642 | 6,458,084 | 183,442 | Payments to Volunteer Fire Companies |

| | FY 18 | FY 19 | Change |
|---|---|---|---|
| Bel Air | 911,182 | 938,517 | 27,335 |
| Abingdon | 760,279 | 783,087 | 22,808 |
| Joppa | 724,668 | 746,408 | 21,740 |
| Aberdeen | 639,532 | 658,718 | 19,186 |
| Susquehanna | 394,598 | 406,436 | 11,838 |
| HDG Ambulance | 219,284 | 225,863 | 6,579 |
| Jarrettsville | 466,444 | 480,437 | 13,993 |
| Fallston | 482,374 | 496,845 | 14,471 |
| Darlington | 382,929 | 394,417 | 11,488 |
| Whiteford | 371,722 | 382,874 | 11,152 |
| Level | 403,448 | 415,551 | 12,103 |
| Norrisville | 358,304 | 369,053 | 10,749 |
| | **6,114,764** | **6,298,206** | **183,442** |

Funds provided for support services:

| | FY 18 | FY 19 | Change |
|---|---|---|---|
| Fire Training | 8,010 | 8,010 | 0 |
| Administration | 13,734 | 13,734 | 0 |
| Safety | 1,144 | 1,144 | 0 |
| Fire Prevention | 19,456 | 19,456 | 0 |
| EMS Ops & Training | 57,222 | 57,222 | 0 |
| Recruitment | 12,590 | 12,590 | 0 |
| Immunizations | 5,722 | 5,722 | 0 |
| Trainee Program | 42,000 | 42,000 | 0 |
| | **159,878** | **159,878** | **0** |

# DEPARTMENT OF EMERGENCY SERVICES
## Emergency Medical Services
## Index #224000

***ORIGIN/PURPOSE:***

On January 10, 2017, Harford County Executive Barry Glassman announced in the State of the County Address a number of incremental changes to Emergency Medical Services in the county that are intended to ensure the sustainability and long-term effectiveness of the system.

The first phase of this transition involves putting in place a dedicated County Medical Director, creating a county EMS Standards Board to provide expertise and advice, and placing into service a county owned and staffed Advanced Life Support Surge Ambulance unit.

***FY 19 GOAL:***

TO BRING GREATER STANDARDIZATION TO EMS IN HARFORD COUNTY FOR THE BENEFIT OF CITIZENS, PROVIDERS, AND VOLUNTEER FIRE COMPANIES TO IMPROVE THE OVERALL LEVEL OF SERVICE AND ENSURE LONG TERM EFFECTIVENESS OF EMS

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 0 | 0 | 336,308 | 1,213,618 | 1,213,618 |
| 20 CONTRACTUAL SERVICES | 0 | 0 | 64,000 | 72,500 | 72,500 |
| 30 SUPPLIES AND MATERIALS | 0 | 0 | 60,000 | 247,000 | 247,000 |
| 40 BUSINESS AND TRAVEL | 0 | 0 | 20,000 | 35,000 | 35,000 |
| 50 CAPITAL OUTLAY | 0 | 0 | 21,000 | 21,000 | 21,000 |
| **GRAND TOTAL** | **0** | **0** | **501,308** | **1,589,118** | **1,589,118** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **0** | **0** | **501,308** | **1,589,118** | **1,589,118** |

# DEPARTMENT OF EMERGENCY SERVICES
## Emergency Medical Services
## Index #224000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $877,310 |
| 159,600 | 538,000 | 378,400 | Full-Time Salaries |
| | | | 38,800 Salary adjustments |
| | | | 159,600 Eight (8) Paramedics budgeted full year (First crew - 6 mos. in FY18) |
| | | | 180,000 Eight (8) Paramedics budgeted for 6 mos. (Second crew) |
| | | | 378,400 |
| | 53,393 | 53,393 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | 88,873 | 88,873 | One (1) Planner I position from Administration transferred to Emergency Medical Services as Public Safety Supervisor |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 1.00 / 56,238 / 32,635 / 88,873 Public Safety Spvsr. |
| 14,364 | 48,420 | 34,056 | Pension adjustments |
| 5,059 | 8,217 | 3,158 | Workers' Compensation adjustments |
| 79,236 | 229,175 | 149,939 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 19,280 | 39,440 | 20,160 | PEHP (Post Employment Health Plan) |
| 560 | 2,240 | 1,680 | Life Insurance |
| 12,209 | 52,861 | 40,652 | FICA adjustments |
| 40,000 | 135,000 | 95,000 | Overtime increase for additional time in service |
| 6,000 | 18,000 | 12,000 | Shift Differential increase for additional time in service |

**DEPARTMENT OF EMERGENCY SERVICES**
**Emergency Medical Services**
**Index #224000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $8,500 |
| 5,000 | 0 | (5,000) | Office Equipment decrease to reflect one-time expenses in FY18 |
| 0 | 1,500 | 1,500 | Telephone Service increase for connections for three (3) mobile tablets |
| 59,000 | 71,000 | 12,000 | Other Professional Services increase for training services, vehicle service, and medical equipment maintenance |
| | | | SUPPLIES AND MATERIALS increase $187,000 |
| 10,000 | 5,000 | (5,000) | General Office Supplies decrease based on actual expense history |
| 20,000 | 25,000 | 5,000 | Uniform Purchase increase for additional staffing |
| 0 | 87,000 | 87,000 | Safety Equipment increase for soft body armor, flares, and ambulance equipment |
| 0 | 10,000 | 10,000 | Other Supplies & Materials increase for items to stock new ambulance facility |
| | | | BUSINESS AND TRAVEL increase $15,000 |
| 5,000 | 10,000 | 5,000 | County Owned Vehicles increase for maintenance of ambulance units for full year |
| 10,000 | 20,000 | 10,000 | Fuel Charges increase for maintenance of ambulance units for full year |
| 21,000 | 21,000 | 0 | CAPITAL OUTLAY no change |
| | | | Funding for mobile and portable radios for EMS units and crew |

## DIVISION STAFF SUMMARY

### Emergency Medical Services

### Index #224000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|
| Public Safety Supervisor | 0.00 | 0 | 0.00 | 0 | 1.00 | 59,363 | |
| Paramedic | 0.00 | 0 | 8.00 | 159,600 | 8.00 | 381,160 | A |
| Paramedic | 0.00 | 0 | 8.00 | 0 | 8.00 | 199,600 | B |
| **TOTAL FULL-TIME SALARIES** | 0.00 | 0 | 16.00 | 159,600 | 16.00 | 640,123 | |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 0 | | 56,895.48 | | 56,895 | |
| Workers' Compensation | | 0 | | 9,609.01 | | 9,609 | |
| Health Benefits | | 0 | | 251,492 | | 251,492 | |
| Overtime & Shift Differential | | 0 | | 153,000 | | 153,000 | |
| PEHP | | 0 | | 39,440 | | 39,440 | |
| FICA | | 0 | | 60,679.38 | | 60,679 | |
| Miscellaneous | | 0 | | 2,380 | | 2,380 | |
| **TOTAL OTHER PERSONAL SERVICES** | | **0** | | **573,495.87** | | **573,495** | |
| **TOTAL PERSONAL SERVICES** | **0.00** | **0** | **16.00** | **733,095.87** | **16.00** | **1,213,618** | |

A - 8 Paramedics funded for the second half of FY 2018

B - 8 Paramedics unfunded for FY 2018

# 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 19 GOALS:***
TO PROVIDE EFFECTIVE AND EFFICIENT HAZMAT RESPONSE.

TO ASSURE PREVENTION OF HAZMAT INCIDENTS THROUGH INSPECTION AND PUBLIC EDUCATION PROGRAMS.

TO PROVIDE COORDINATED AND SPECIALIZED HIGH RISK RESCUES IN SUPPORT OF THE LOCAL VOLUNTEER AND EMS SERVICES

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 195,296 | 206,328 | 280,223 | 311,784 | 311,784 |
| 20 CONTRACTUAL SERVICES | 77,287 | 71,505 | 70,625 | 67,290 | 67,290 |
| 30 SUPPLIES AND MATERIALS | 33,200 | 35,391 | 39,580 | 39,500 | 39,500 |
| 40 BUSINESS AND TRAVEL | 30,312 | 28,633 | 29,220 | 29,225 | 29,225 |
| 70 MISCELLANEOUS | 5,704 | 2,280 | 11,975 | 10,000 | 10,000 |
| 80 INTER-GOVERNMENTAL | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **341,799** | **344,137** | **431,623** | **457,799** | **457,799** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **341,799** | **344,137** | **431,623** | **457,799** | **457,799** |

# DEPARTMENT OF EMERGENCY SERVICES
## Hazardous Materials Response Team
## Index #225000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $31,561 |
| 54,897 | 54,897 | 0 | Full-Time Salaries |
| | 3,661 | 3,661 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 152,014 | 181,532 | 29,518 | Temporary Salaries - Increase for pay rate adjustment |
| 10,952 | 10,698 | (254) | Pension adjustments |
| 4,077 | 834 | (3,243) | Workers' Compensation adjustments |
| 15,186 | 16,354 | 1,168 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 17,757 | 18,468 | 711 | FICA adjustments |
| 25,000 | 25,000 | 0 | Overtime |
| 70,625 | 67,290 | (3,335) | CONTRACTUAL SERVICES decrease ($3,335)<br>Other Professional Services decrease based on actual expense history for HCSO Overtime reimbursement, partially offset by increases in Space & Real Estate Rental and Building/Custodial Services |
| 9,580 | 9,500 | (80) | SUPPLIES AND MATERIALS decrease ($80)<br>Other Supplies and Materials decrease based on actual expense history for building and equipment supplies |
| 29,220 | 29,225 | 5 | BUSINESS AND TRAVEL increase $5<br>Membership and dues increase based on actual expense history |
| 11,975 | 10,000 | (1,975) | MISCELLANEOUS decrease ($1,975)<br>Hazardous Materials Emergency Preparedness (HMEP) grant match has been reallocated to a new account for accounting/reporting purposes |

## DIVISION STAFF SUMMARY
### Hazmat Response Team
### Index #225000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|---|
| Public Safety Hazmat Manager | 1.00 | 52,786 | | 1.00 | 54,897 | 1.00 | 57,996 | |
| **TOTAL FULL-TIME SALARIES** | 1.00 | 52,786 | | 1.00 | 54,897 | 1.00 | 57,996 | |
| **TEMPORARY SALARIES** | | 152,014 | | | 152,014 | | 181,532 | A |
| **SALARY TOTAL** | **1.00** | **204,800** | | **1.00** | **206,911** | **1.00** | **239,528** | |
| **OTHER PERSONAL SERVICES** | | | | | | | | |
| Pension & Retirement | | 10,952 | | | 10,976 | | 10,976 | |
| Workers' Compensation | | 4,169 | | | 882 | | 882 | |
| Health Benefits | | 14,727 | | | 16,354 | | 16,354 | |
| Overtime & Shift Differential | | 25,200 | | | 25,200 | | 25,200 | |
| FICA | | 17,595 | | | 18,705 | | 18,705 | |
| Miscellaneous | | 140 | | | 140 | | 140 | |
| **TOTAL OTHER PERSONAL SERVICES** | | **72,783** | | | **72,256** | | **72,257** | |
| **TOTAL PERSONAL SERVICES** | **1.00** | **277,583** | * | **1.00** | **279,167** | **1.00** | **311,784** | |

***FY 17 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 19 GOAL:***

TO PROVIDE COORDINATED AND SPECIALIZED HIGH RISK RESCUES IN SUPPORT OF THE LOCAL VOLUNTEER FIRE AND EMS SERVICES.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 40,348 | 50,925 | 56,078 | 119,615 | 119,615 |
| 20 CONTRACTUAL SERVICES | 50,670 | 44,492 | 49,200 | 79,600 | 79,600 |
| 30 SUPPLIES AND MATERIALS | 14,175 | 25,818 | 15,800 | 17,300 | 17,300 |
| 40 BUSINESS AND TRAVEL | 11,014 | 14,570 | 19,000 | 19,000 | 19,000 |
| 70 MISCELLANEOUS | 1,412 | 4,472 | 5,000 | 5,000 | 5,000 |
| **GRAND TOTAL** | **117,619** | **140,277** | **145,078** | **240,515** | **240,515** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **117,619** | **140,277** | **145,078** | **240,515** | **240,515** |

# DEPARTMENT OF EMERGENCY SERVICES
## Rescue Support
## Index #226000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $63,537 |
| 40,995 | 96,304 | 55,309 | Temporary Salaries - increase for TRT pay rate adjustment |
| 0 | 4,212 | 4,212 | Pension adjustments |
| 10,000 | 10,000 | 0 | Overtime |
| 200 | 0 | (200) | Shift Differential |
| 3,916 | 8,132 | 4,216 | FICA adjustment |
| 49,200 | 79,600 | 30,400 | CONTRACTUAL SERVICES increase $30,400<br>Space & Real Estate Rental, Electricity, Telephone Service, and Building/Custodial Services increase for additional TRT facility space |
| 15,800 | 17,300 | 1,500 | SUPPLIES AND MATERIALS increase $1,500<br>Safety Equipment increase based on actual expense history |
| 19,000 | 19,000 | 0 | BUSINESS AND TRAVEL no change<br>Funding vehicle fuel and maintenance as well as training courses |
| 5,000 | 5,000 | 0 | MISCELLANEOUS no change<br>Contributions - Canine Rescue |

## DIVISION STAFF SUMMARY
### Rescue Support
### Index #226000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 30,000 | | | 40,995 | | 96,304 | A |
| **SALARY TOTAL** | **0.00** | **30,000** | | **0.00** | **40,995** | **0.00** | **96,304** | |
| **OTHER PERSONAL SERVICES** | | | | | | | | |
| Pension & Retirement | | 0 | | | 0 | | 4,212 | |
| Workers' Compensation | | 0 | | | 967 | | 967 | |
| Overtime & Shift Differential | | 0 | | | 10,200 | | 10,000 | |
| FICA | | 2,295 | | | 3,916 | | 8,132 | |
| **TOTAL OTHER PERSONAL SERVICES** | | 2,295 | | | 15,083 | | 23,311 | |
| **TOTAL PERSONAL SERVICES** | **0.00** | **32,295** | * | **0.00** | **56,078** | **0.00** | **119,615** | |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

A - Temporary Salaries provide for Rescue Technicians

# DEPARTMENT OF EMERGENCY SERVICES
## Natural Disasters
## Index #229000

***ORIGIN/PURPOSE:***

Funding is allocated here for better accounting of overtime expenses associated with responding to and managing emergency events that are extraordinary in nature.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 0 | 0 | 0 | 100,000 | 100,000 |
| **GRAND TOTAL** | **0** | **0** | **0** | **100,000** | **100,000** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **0** | **0** | **0** | **100,000** | **100,000** |

# Fiscal Year 19
# Summary of Grants

| Department of Emergency Services - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| Emergency Management Performance Grant | This grant will be used to purchase equipment for the sake of interoperability for Harford County. | 130,452 | | | 130,452 | 10/1/2018 - 6/30/20 | 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. Use of funding for equipment purchases, send personnel to trainings; County's emergency notification system and law enforcement activities. | 114,308 | | | | 9/1/18 - 5/31/20 | Recurring |
| Exelon Nuclear Emergency Planning | Funds are designated as corporate/business revenue to pay toward the Emergency Planner Position | | | 50,000 | | 1/1/18 - 12/31/19 | 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. | 508,317 | | | | 9/1/18 - 5/31/20 | Recurring |
| Senator Amoss Grant | Funding is for the local Volunteer Fire Companies and the 3 Municipalities for their local Fire Companies | 572,739 | | | | 7/1/18 - 6/30/19 | Recurring |
| Maryland Institute for Emergency Medical Services System | Grant monies to be used for mandatory Emergency Medical Dispatch Training. | | 3,000 | | | 9/1/18 - 6/15/19 | Recurring |
| Hazardous Materials Emergency Preparedness Grant Program | Grant monies provide for much needed training for the Harford County Hazmat team. | 6,787 | | | 2,337 | 10/1/18 - 9/30/19 | Recurring |
| Maryland Institute for Emergency Medical Services System 50/50 AED | Grant funding will be used for the purchase of new AED equipment for the EMS units. | | 5,840 | | 5,840 | 12/1/18 - 5/11/19 | Recurring |
| | **TOTALS:** | **1,332,603** | **8,840** | **50,000** | **138,629** | | |

# DEPARTMENT OF EMERGENCY SERVICES - COMMUNICATIONS DIVISION
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Promote organizational changes in accordance with the DES Career ladder to include active supervision and expense control in the 9-1-1 Ctr.

**Department Objective**

Ensure active supervision in the 9-1-1 Center, ensure fiscal balance and proper allocation of funds, and provided career ladder based promotions to ensure efficiency in operations.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

II. Investing in Our Workforce

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budgeted 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Number of Supervisors | 6 | 6 | 6 | 6 | 9 |
| Number of Dispatchers | 60 | 62 | 63 | 50 | 56 |
| Overtime Spent | $464,765 | $443,934 | $471,627 | $502,077 | $355,000 |
| Overtime Budgeted | $380,000 | $380,000 | $380,000 | $380,000 | $355,000 |
| Minimum # of Staff on Shift for 24 hrs. | 29 | 29 | 29 | 29 | 29 |
| ***Output:*** | | | | | |
| Number of inbound telephone calls into 9-1-1 Center | 235,805 | 231,426 | 232,000 | 226,884 | 233,000 |
| Number of outbound telephone calls from 9-1-1 Center | 91,753 | 84,185 | 85,000 | 78,217 | 86,000 |
| Total number of Computer Aided Dispatch incidents created | 295,505 | 293,816 | 294,000 | 293,889 | 295,000 |
| ***Outcome:*** | | | | | |
| Ratio Supervisors to Staff (optimal 1:7) | 1 to 8.5 | 1 to 9.0 | 1 to 9.8 | 1 to 8.3 | 1 to 6.2 |
| Overtime Difference | (84,765) | (63,934) | (91,627) | (122,077) | 0 |

**Explanation and Analysis of Performance Measures**

In order to ensure fiscal balance and efficient operations we must ensure proper funding and staffing are maintained within the Emergency Communication Center to handle incidents.

# DEPARTMENT OF EMERGENCY SERVICES - TRAINING & EMERGENCY MANAGEMENT
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Provide Public Education and Awareness

**Department Objective**

Provide public education and awareness training to users of the County's Emergency Services System

**County Goal(s) Supported**

III. Strengthen Our Communities

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Money allocated for training materials and supplies | $— | $2,500 | $2,500 | $8,410 | $2,500 |
| Number of staff hours used to provide internal supplemental and external training | 194.5 | 300 | 278.5 | 572 | 450 |
| Number of 911 calls to the 9-1-1 Center | 104,400 | 103,780 | 105,894 | 103,629 | 106,000 |
| Number of 10 digit calls to the 9-1-1 Center on Citizen inbound lines | 64,759 | 60,716 | 62,511 | 62,265 | 63,000 |
| ***Output:*** | | | | | |
| Number of events attended or hosted | 30 | 26 | 39 | 83 | 60+ |
| Number of staff hours per event | 8.45 | 11.53 | 7.06 | 6.89 | 5 |
| Number of individuals contacted or trained | N/A | N/A | 2,130 | 3,785 | 3,800 |
| ***Outcome:*** | | | | | |
| Ratio of individuals trained to staff hours | N/A | N/A | 1:08 | 1:07 | 1:09 |
| Ratio of telephone calls to individuals trained | N/A | N/A | 79 to 1 | 44 to 1 | 40 to 1 |

**Explanation and Analysis of Performance Measures**

$2500 is provided annually from the Emergency Numbers System Board Trust Fund for 9-1-1 Public Education

We are striving to educate and train all internal and external customers on the essentials of emergency preparedness and 9-1-1 operations.

The Public Education program includes all forms of public outreach and education which justifies the increase in money allocated for supplies.

*Public educations supplies were used from stock. No funds were available for purchase of new or updates supplies.

# DEPARTMENT OF EMERGENCY RESPONSE - HAZMAT TRT
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Provide effective and efficient Hazmat response and provide specialized high risk rescues in support of local volunteer and EMS services

**Department Objective**

Provide effective and efficient Hazmat and Technical Rescue responses to 100% call for service when alerted as well as provided properly trained personnel for those calls in accordance with local, state and federal guidelines.

**County Goal(s) Supported**

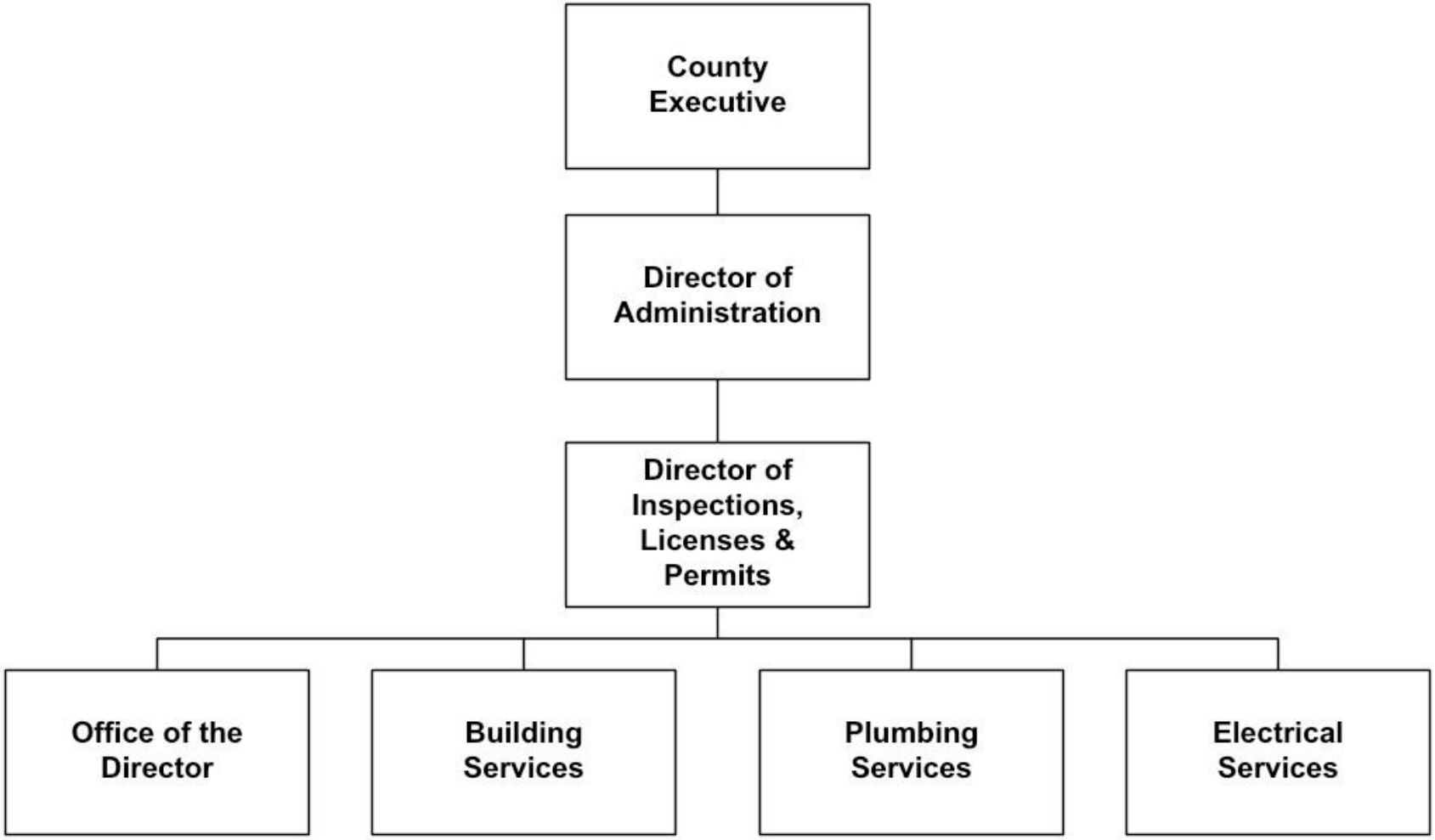
III. Strengthen Our Communities

| Measure | | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| Hazmat Budget | | $376,128 | $412,363 | $429,483 | $431,623 | $457,799 |
| TRT Budget | | $107,650 | $112,295 | $150,078 | $145,078 | $240,515 |
| ***Output:*** | | | | | | |
| # of Incidents | Hazmat | 195 | 196 | 200 | 170 | 200 |
| | TRT | 41 | 79 | 85 | 34 | 60 |
| # of Training Manhours | Hazmat | 1,513 | 850 | 1,105 | 997 | 1,050 |
| | TRT | 833 | 1,225 | 750 | 600 | 800 |
| # of Required Training man hours | Hazmat | 352 | 352 | 352 | 352 | 352 |
| | TRT | 552 | 552 | 552 | 552 | 552 |
| ***Outcome:*** | | | | | | |
| Percentage of Incidents Alerted for that Special Operations responded with adequately trained personnel | | 100% | 100% | 100% | 100% | 100% |
| Additional Training hours above the required | Hazmat | 1,161 | 498 | 753 | 645 | 698 |
| Additional Training hours above the required | TRT | 281 | 673 | 198 | 48 | 248 |

**Explanation and Analysis of Performance Measures**

Incidents requiring specialized training and equipment continue to be on the rise. As a result training and funding continues to increase proportionally.

# 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 and abandoned buildings. 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:***

THE DEPARTMENT OF INSPECTIONS LICENSES AND PERMITS ENHANCES PUBLIC SAFETY BY INSURING COMPLIANCE WITH ALL HARFORD COUNTY CODES RELATED TO BUILDING STRUCTURES. WE ISSUE PERMITS AND LICENSES, AND OFFER PROFESSIONAL GUIDANCE WITH CODE INTERPRETATIONS, REVIEWS AND INSPECTIONS FOR STRUCTIRES THAT REQUIRE PERMITS WITHIN OUR JURISDICTION. WE ALSO REGISTER PROFESSIONALS IN CERTAIN TRADES. OUR DEPARTM

***FY 19 GOALS:***

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

# INSPECTIONS, LICENSES & PERMITS

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 2,491,000 | 2,557,946 | 2,854,219 | 3,072,688 | 3,072,688 |
| 20 | CONTRACTUAL SERVICES | 62,340 | 57,220 | 55,993 | 57,986 | 57,986 |
| 30 | SUPPLIES AND MATERIALS | 28,784 | 22,939 | 28,275 | 28,275 | 28,275 |
| 40 | BUSINESS AND TRAVEL | 69,887 | 54,230 | 94,260 | 86,260 | 86,260 |
| 50 | CAPITAL OUTLAY | 2,318 | 1,566 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 1,880 | 2,200 | 2,500 | 2,500 | 2,500 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 81 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **2,656,290** | **2,696,101** | **3,035,247** | **3,247,709** | **3,247,709** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 2,656,290 | 2,696,101 | 3,035,247 | 3,247,709 | 3,247,709 |
| | **GRAND TOTAL** | **2,656,290** | **2,696,101** | **3,035,247** | **3,247,709** | **3,247,709** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 261000 | DIRECTOR OF DILP | 643,572 | 624,824 | 740,884 | 795,996 | 795,996 |
| 263000 | BUILDING SERVICES | 914,339 | 910,127 | 1,048,134 | 1,111,279 | 1,111,279 |
| 264000 | PLUMBING SERVICES | 496,258 | 539,510 | 589,366 | 630,317 | 630,317 |
| 265000 | ELECTRICAL SERVICES | 602,121 | 621,640 | 656,863 | 710,116 | 710,116 |
| | **GRAND TOTAL** | **2,656,290** | **2,696,101** | **3,035,247** | **3,247,709** | **3,247,709** |

## INSPECTIONS, LICENSES & PERMITS

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $218,469 |
| 1,867,068 | 1,862,733 | (4,335) | Full-time Salaries |
| | | | (6,305) Staff Turnover (.34)% |
| | | | 1,970 Salary Adjustment |
| | | | (4,335) |
| | 115,079 | 115,079 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 20,000 | 16,000 | (4,000) | Temporary Salaries provides for summer intern and additional support as needed |
| 168,037 | 167,646 | (391) | Pension adjustments |
| 13,747 | 22,646 | 8,899 | Workers' Compensation adjustments |
| 559,547 | 656,711 | 97,164 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 77,120 | 83,810 | 6,690 | PEHP (Post Employment Health Plan) |
| 144,360 | 143,723 | (637) | FICA adjustments |
| | | | CONTRACTUAL SERVICES increase $1,993 |
| 4,638 | 2,826 | (1,812) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| 10,295 | 14,100 | 3,805 | Funding for telephone service increased based on current cell phone history |
| | | | BUSINESS AND TRAVEL decrease ($8,000) |
| 11,000 | 3,000 | (8,000) | Professional Books and Periodicals decreased due to one time code book replacement in FY 18 |

**DEPARTMENT STAFF SUMMARY**
**INSPECTIONS, LICENSES AND PERMITS**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 3.00 | 139,138 | 2.00 | 77,584 | 0 | 0 |
| Administrative Secretary II | 1.00 | 67,860 | 0 | 0 | 0 | 0 |
| Administrative Secretary III | .00 | 0 | 1.00 | 72,691 | 1.00 | 76,145 |
| Administrative Specialist I | .00 | 0 | | 0 | 1.00 | 42,755 |
| Building Inspections Supervisor | 1.00 | 94,278 | 1.00 | 98,049 | 1.00 | 102,010 |
| Chief, Inspections, Licenses & Permits | 2.00 | 157,620 | 2.00 | 163,925 | 2.00 | 171,203 |
| Clerk Typist | 1.00 | 30,236 | .00 | 0 | 0 | 0 |
| Commercial Inspector | 2.00 | 113,846 | 2.00 | 118,399 | 2.00 | 124,768 |
| Customer Support Analyst II | .00 | 0 | 6.00 | 265,796 | 7.00 | 321,635 |
| Deputy Director of DILP | 1.00 | 90,276 | 1.00 | 96,703 | 1.00 | 98,743 |
| Director of Inspections, Licenses & Permits | 1.00 | 111,000 | 1.00 | 115,440 | 1.00 | 117,875 |
| Inspector I | .00 | 0 | 1.00 | 41,600 | .00 | 0 |
| Inspector II | 7.00 | 324,987 | 7.00 | 335,439 | 8.00 | 402,923 |
| Inspector III | 4.00 | 244,969 | 4.00 | 254,768 | 3.00 | 204,773 |
| Management Assistant II | 2.00 | 159,248 | .00 | 0 | 0 | 0 |
| Permits Review Supervisor | .00 | 0 | 1.00 | 92,123 | 1.00 | 95,965 |
| Permits Technician II | 3.00 | 130,806 | .00 | 0 | 0 | 0 |
| Plans Reviewer II | 1.00 | 55,414 | 1.00 | 57,631 | 1.00 | 60,784 |
| Senior Plans Reviewer | 1.00 | 73,962 | 1.00 | 76,920 | 2.00 | 138,640 |
| **FULL-TIME SALARIES** | 30.00 | 1,793,640 | 31.00 | 1,867,068 | 31.00 | 1,958,219 |
| **TEMPORARY SALARIES** | | 0 | | 20,000 | | 16,000 |
| **SALARY TOTAL** | **30.00** | **1,793,640** | **31.00** | **1,887,068** | **31.00** | **1,974,219** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 179,363 | | 168,037 | | 176,252 |
| Workers' Compensation | | 15,552 | | 13,747 | | 23,792 |
| Health Benefits | | 557,357 | | 559,547 | | 656,710 |
| PEHP | | 52,472 | | 77,120 | | 83,810 |
| FICA | | 137,212 | | 144,360 | | 153,565 |
| Miscellaneous | | 4,200 | | 4,340 | | 4,340 |
| **TOTAL OTHER PERSONAL SERVICES** | | **946,156** | | **967,151** | | **1,098,469** |
| **TOTAL PERSONAL SERVICES** | **30.00** | **2,739,796** | **31.00** | **2,854,219** | **31.00** | **3,072,688** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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.

***FY 19 GOALS:***

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 574,377 | 570,579 | 665,580 | 722,504 | 722,504 |
| 20 CONTRACTUAL SERVICES | 5,500 | 15,324 | 6,869 | 5,057 | 5,057 |
| 30 SUPPLIES AND MATERIALS | 1,129 | 1,091 | 1,100 | 1,100 | 1,100 |
| 40 BUSINESS AND TRAVEL | 60,793 | 37,391 | 67,335 | 67,335 | 67,335 |
| 50 CAPITAL OUTLAY | 1,773 | 439 | 0 | 0 | 0 |
| **GRAND TOTAL** | **643,572** | **624,824** | **740,884** | **795,996** | **795,996** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **643,572** | **624,824** | **740,884** | **795,996** | **795,996** |

## INSPECTIONS, LICENSES & PERMITS
## Director of DILP
## Index #261000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $56,924 |
| 454,541 | 454,213 | (328) | Full-time Salaries |
| | | | (328) Salary Adjustment |
| | 22,871 | 22,871 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 20,000 | 16,000 | (4,000) | Temporary Salaries - provides for summer intern and additional support as needed |
| 40,909 | 40,880 | (29) | Pension adjustments |
| 2,611 | 4,065 | 1,454 | Workers' Compensation adjustment |
| 100,737 | 132,873 | 32,136 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 9,640 | 14,790 | 5,150 | PEHP (Post Employment Health Plan) |
| 36,302 | 35,972 | (330) | FICA adjustments |
| | | | CONTRACTUAL SERVICES decrease ($1,812) |
| 4,638 | 2,826 | (1,812) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |

## DIVISION STAFF SUMMARY

### Director of Inspections, Licenses and Permits

### Index #261000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | .00 | 0 | | 2 | 77,584 | 0 | 0 |
| Administrative Secretary II | 1.00 | 67,860 | | 0 | 0 | 0 | 0 |
| Administrative Secretary III | 0 | 0 | | 1.00 | 72,691 | 1.00 | 76,145 |
| Administrative Specialist I | 0 | 0 | | 0 | 0 | 1.00 | 42,755 |
| Customer Support Analyst II | 0 | 0 | | 0 | 0 | 1.00 | 40,046 |
| Deputy Director of DILP | 1.00 | 90,276 | | 1.00 | 96,703 | 1.00 | 98,743 |
| Director of Inspections, Licenses & Permits | 1.00 | 111,000 | | 1.00 | 115,440 | 1.00 | 117,875 |
| Management Assistant II | 2.00 | 159,248 | | 0 | 0 | .00 | 0 |
| Permits Review Supervisor | .00 | 0 | | 1.00 | 92,123 | 1.00 | 95,965 |
| **FULL-TIME SALARIES** | 5.00 | 428,384 | | 6.00 | 454,541 | 6.00 | 471,529 |
| **TEMPORARY SALARIES** | | 0 | | | 20,000 | | 16,000 |
| **SALARY TOTAL** | **5.00** | **428,384** | | **6.00** | **474,541** | **6.00** | **487,529** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 42,838 | | | 40,909 | | 42,441 |
| Workers' Compensation | | 2,816 | | | 2,611 | | 4,206 |
| Health Benefits | | 96,522 | | | 100,737 | | 132,872 |
| PEHP | | 7,496 | | | 9,640 | | 14,790 |
| FICA | | 32,771 | | | 36,302 | | 39,826 |
| Miscellaneous | | 700 | | | 840 | | 840 |
| **TOTAL OTHER PERSONAL SERVICES** | | **183,143** | | | **191,039** | | **234,975** |
| **TOTAL PERSONAL SERVICES** | **5.00** | **611,527** | * | **6.00** | **665,580** | **6.00** | **722,504** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 19 GOALS:***

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 860,780 | 855,977 | 978,324 | 1,045,664 | 1,045,664 |
| 20 CONTRACTUAL SERVICES | 30,353 | 31,142 | 35,295 | 39,100 | 39,100 |
| 30 SUPPLIES AND MATERIALS | 17,189 | 12,856 | 16,450 | 16,450 | 16,450 |
| 40 BUSINESS AND TRAVEL | 5,391 | 9,025 | 18,065 | 10,065 | 10,065 |
| 50 CAPITAL OUTLAY | 545 | 1,127 | 0 | 0 | 0 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 81 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **914,339** | **910,127** | **1,048,134** | **1,111,279** | **1,111,279** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **914,339** | **910,127** | **1,048,134** | **1,111,279** | **1,111,279** |

## INSPECTIONS, LICENSES & PERMITS
## Building Services
## Index #263000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $67,340 |
| 625,395 | 621,390 | (4,005) | Full-time Salaries |
| | | | (6,305) Turnover (1.01)% |
| | | | 2,300 Salary Adjustment |
| | | | (4,005) |
| | 40,630 | 40,630 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 56,286 | 55,926 | (360) | Pension adjustments |
| 5,135 | 8,607 | 3,472 | Workers' Compensation adjustments |
| 203,565 | 230,594 | 27,029 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 38,560 | 39,440 | 880 | PEHP (Post Employment Health Plan) |
| | | | CONTRACTUAL SERVICES increase $3,805 |
| 10,295 | 14,100 | 3,805 | Telephone Service increase based on current active cell phones |
| | | | BUSINESS AND TRAVEL decrease ($8,000) |
| 11,000 | 3,000 | (8,000) | Professional Books & Periodicals - Code book purchase one time expense in FY 18 |

## DIVISION STAFF SUMMARY
### Building Services
### Index #263000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 2.00 | 86,056 | | .00 | 0 | .00 | 0 |
| Building Inspections Supervisor | 1.00 | 94,278 | | 1.00 | 98,049 | 1.00 | 102,010 |
| Clerk Typist | 1.00 | 30,236 | | .00 | 0 | .00 | 0 |
| Customer Support Analyst II | .00 | 0 | | 2.00 | 79,819 | 2.00 | 83,894 |
| Inspector I | .00 | 0 | | 1.00 | 41,600 | .00 | 0 |
| Inspector II | 3.00 | 140,376 | | 3.00 | 143,252 | 4.00 | 198,894 |
| Inspector III | 2.00 | 123,196 | | 2.00 | 128,124 | 1.00 | 71,596 |
| Plans Reviewer II | 1.00 | 55,414 | | 1.00 | 57,631 | 1.00 | 60,784 |
| Senior Plans Reviewer | 1.00 | 73,962 | | 1.00 | 76,920 | 2.00 | 138,640 |
| **SALARY TOTAL** | **11.00** | **603,518** | | **11.00** | **625,395** | **11.00** | **655,818** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 60,352 | | | 56,286 | | 59,027 |
| Workers' Compensation | | 5,755 | | | 5,135 | | 9,071 |
| Health Benefits | | 207,681 | | | 203,565 | | 230,595 |
| PEHP | | 26,236 | | | 38,560 | | 39,440 |
| FICA | | 46,169 | | | 47,843 | | 50,173 |
| Miscellaneous | | 1,540 | | | 1,540 | | 1,540 |
| **TOTAL OTHER PERSONAL SERVICES** | | **347,733** | | | **352,929** | | **389,846** |
| **TOTAL PERSONAL SERVICES** | **11.00** | **951,251** | * | **11.00** | **978,324** | **11.00** | **1,045,664** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# INSPECTIONS, LICENSES & PERMITS
## Plumbing Services
## Index #264000

***ORIGIN/PURPOSE:***

This Division is responsible for reviewing plans and permit applications, issuing permits, master and journeyperson 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, journeyperson HVACR certificate of registration, limited mechanical certificate of registration, and apprentice HVACR certificate of registration. Plumbing, mechanical, gas fitting, storm water and utility work is inspected for compliance with applicable codes for all residential, commercial and industrial construction.

This Division enforces the Harford County Plumbing Code, Harford County Mechanical Code and National Fuel Gas Code. Workmanship and code compliance is monitored during construction. New methods of service are coordinated with Harford County Health Department, Maryland Plumbing and Heating Cooling Contractors, Baltimore Gas and Electric and Harford County Utility Contractors Association. This Division also acts as liaison for the Harford County Plumbing Board, HVACR Board and implements local/state requirements governing water saving fixtures, plumbing systems and mechanical systems.

***FY 19 GOALS:***

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 465,698 | 526,732 | 572,642 | 613,593 | 613,593 |
| 20 CONTRACTUAL SERVICES | 22,909 | 5,437 | 7,229 | 7,229 | 7,229 |
| 30 SUPPLIES AND MATERIALS | 5,283 | 3,792 | 5,000 | 5,000 | 5,000 |
| 40 BUSINESS AND TRAVEL | 848 | 2,149 | 2,645 | 2,645 | 2,645 |
| 70 MISCELLANEOUS | 1,520 | 1,400 | 1,850 | 1,850 | 1,850 |
| **GRAND TOTAL** | **496,258** | **539,510** | **589,366** | **630,317** | **630,317** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **496,258** | **539,510** | **589,366** | **630,317** | **630,317** |

## INSPECTIONS, LICENSES & PERMITS
## Plumbing Services
## Index #264000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $40,951 |
| | 25,170 | 25,170 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 2,817 | 4,688 | 1,871 | Workers' Compensation adjustment |
| 121,109 | 134,580 | 13,471 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 19,280 | 19,720 | 440 | PEHP (Post Employment Health Plan) |

## DIVISION STAFF SUMMARY

### Plumbing Services

### Index #264000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Chief, Inspections, Licenses & Permits | 1.00 | 71,515 | | 1.00 | 74,376 | 1.00 | 77,864 |
| Commercial Inspector | 1.00 | 53,412 | | 1.00 | 55,548 | 1.00 | 58,659 |
| Customer Support Analyst II | .00 | 0 | | 2.00 | 83,646 | 2.00 | 89,318 |
| Inspector II | 2.00 | 91,464 | | 2.00 | 93,753 | 2.00 | 99,628 |
| Inspector III | 1.00 | 57,671 | | 1.00 | 59,978 | 1.00 | 63,177 |
| Permits Technician II | 2.00 | 84,612 | | .00 | 0 | .00 | 0 |
| **SALARY TOTAL** | **7.00** | **358,674** | | **7.00** | **367,301** | **7.00** | **388,646** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 35,867 | | | 33,057 | | 34,981 |
| Workers' Compensation | | 3,302 | | | 2,817 | | 4,952 |
| Health Benefits | | 133,314 | | | 121,109 | | 134,580 |
| PEHP | | 11,244 | | | 19,280 | | 19,720 |
| FICA | | 27,438 | | | 28,098 | | 29,734 |
| Miscellaneous | | 980 | | | 980 | | 980 |
| **TOTAL OTHER PERSONAL SERVICES** | | **212,145** | | | **205,341** | | **224,947** |
| **TOTAL PERSONAL SERVICES** | **7.00** | **570,819** | * | **7.00** | **572,642** | **7.00** | **613,593** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 journeymen licenses and assists in enforcement of code and license violations. This Division cooperates with the State Fire Marshal, when requested on fire damage of possible electrical origin.

***FY 19 GOALS:***

TO SUPPORT THE EMPLOYEE PERFORMANCE MATRIX

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 590,145 | 604,658 | 637,673 | 690,926 | 690,926 |
| 20 CONTRACTUAL SERVICES | 3,578 | 5,317 | 6,600 | 6,600 | 6,600 |
| 30 SUPPLIES AND MATERIALS | 5,183 | 5,200 | 5,725 | 5,725 | 5,725 |
| 40 BUSINESS AND TRAVEL | 2,855 | 5,665 | 6,215 | 6,215 | 6,215 |
| 50 CAPITAL OUTLAY | 189 | 800 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 840 | 0 | 650 | 650 | 650 |
| **GRAND TOTAL** | **622,404** | **621,640** | **656,863** | **710,116** | **710,116** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **602,121** | **621,640** | **656,863** | **710,116** | **710,116** |

## INSPECTIONS, LICENSES & PERMITS
## Electrical Services
## Index #265000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $53,253 |
| | 26,407 | 26,407 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 3,184 | 5,286 | 2,102 | Workers' Compensation adjustment |
| 134,136 | 158,663 | 24,527 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |

## DIVISION STAFF SUMMARY

### Electrical Services

### Index #265000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 1.00 | 53,082 | | 0.00 | 0 | 0.00 | 0 |
| Chief, Inspections, Licenses & Permits | 1.00 | 86,105 | | 1.00 | 89,549 | 1.00 | 93,340 |
| Commercial Inspector | 1.00 | 60,434 | | 1.00 | 62,851 | 1.00 | 66,109 |
| Customer Support Analyst II | 0.00 | 0 | | 2.00 | 102,331 | 2.00 | 108,376 |
| Inspector II | 2.00 | 93,147 | | 2.00 | 98,434 | 2.00 | 104,401 |
| Inspector III | 1.00 | 64,102 | | 1.00 | 66,666 | 1.00 | 70,000 |
| Permits Technician II | 1.00 | 46,194 | | 0.00 | 0 | 0.00 | 0 |
| **SALARY TOTAL** | **7.00** | **403,064** | | **7.00** | **419,831** | **7.00** | **442,226** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 40,306 | | | 37,785 | | 39,802 |
| Workers' Compensation | | 3,679 | | | 3,184 | | 5,562 |
| Health Benefits | | 119,840 | | | 134,136 | | 158,664 |
| PEHP | | 7,496 | | | 9,640 | | 9,860 |
| FICA | | 30,834 | | | 32,117 | | 33,832 |
| Miscellaneous | | 980 | | | 980 | | 980 |
| **TOTAL OTHER PERSONAL SERVICES** | | **203,135** | | | **217,842** | | **248,700** |
| **TOTAL PERSONAL SERVICES** | **7.00** | **606,199** | * | **7.00** | **637,673** | **7.00** | **690,926** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goal**

To support the employee performance matrix

**Department Objective**

To reduce the amount of eligible expired permits by 25%

**County Goal(s) Supported**

I. Fiscal Balance & Efficiency

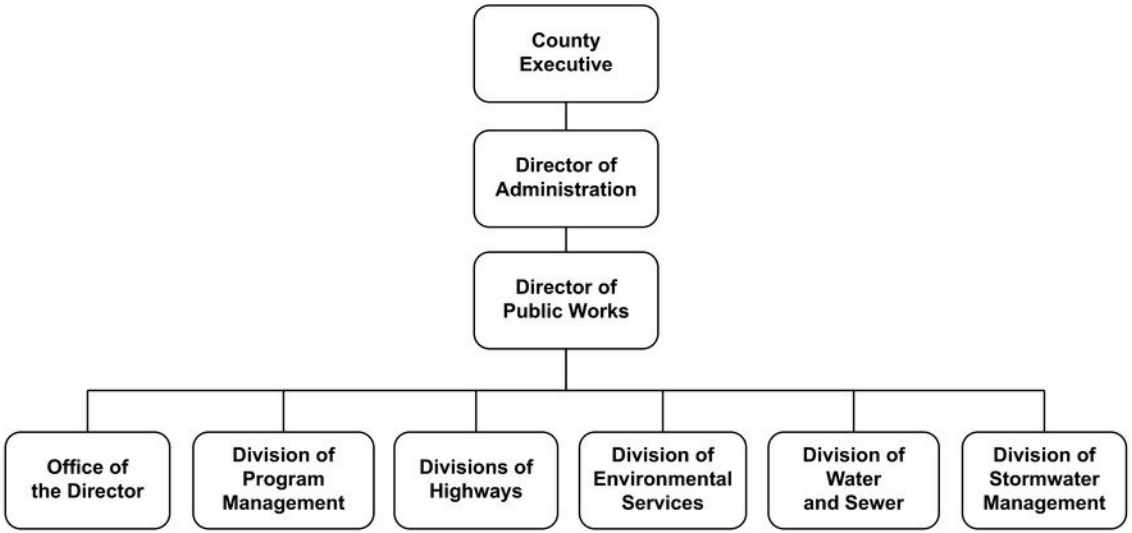
III. Strengthening Our Communities

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| **Input:** | | | | | * |
| Staff | N/A | N/A | N/A | 30 | 30 |
| **Output:** | | | | | |
| Total number of permits | N/A | N/A | N/A | 293 | 275 |
| Permit Eligibility Reports | N/A | N/A | N/A | Monthly | Monthly |
| **Outcome:** | | | | | |
| Amount of eligible expired permits closed | N/A | N/A | N/A | 41 | 69 |
| Percentage of eligible expired permits | N/A | N/A | N/A | 14% | 25% |

**Explanation and Analysis of Performance Measures**

This is a new performance measure therefore data is not available for the past years. By reducing the amount of expired permits, the Department will help to assure public safety and reduce future expenditures of staff time. *Calculations based on (8) months of valid permit data.

# 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 & Sewer, Highways, Program Management and Environmental Services.

***MISSION STATEMENT:***

HARFORD COUNTY DEPARTMENT OF PUBLIC WORKS, GUIDED BY COMMON SENSE, ACCOUNTABILITY, AND COMPASSION STRIVES TO PLAN, CONSTRUCT, AND MAINTAIN THE INFRASTRUCTURE TO DELIVER A TRANSPORTATION NETWORK, WATER, WASTEWATER, SOLID WASTE MANAGEMENT SERVICES AND PUBLIC FACILITIES TO ENHANCE THE QUALITY OF LIFE FOR ALL

***FY 19 GOALS:***

TO PROVIDE RESPONSIVE AND EFFECTIVE CUSTOMER SERVICE TO PUBLIC WORKS STAKEHOLDERS

QUALITY AND CUSTOMER SERVICE

TO INVEST IN EMPLOYEES AND ORGANIZATION

TO MANAGE PROJECT CONSTRUCTION AND INSPECTIONS

TO COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM

TO MANAGE AND COORDINATE MS4 ACTIVITIES

TO MANAGE THE PERMIT AND REVIEW PROCESS

TO ENFORCE GRADING AND SWM PERMIT REQUIREMENTS

TO DIRECT AND MANAGE PROJECT DESIGN

TO MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

MAINTENANCE AND MONITORING OF COUNTY LANDFILLS

COST-EFFECTIVE RECYCLING PROGRAM

## DEPARTMENT OF PUBLIC WORKS

TO PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY

MANAGEMENT AND OVERSEE M.E.S. CONTRACT

TO MAINTAIN EFFICIENCY AND SAFETY OF COUNTY ROADWAYS

TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES

TO PROVIDE RESPONSIVE AND EFFECTIVE CUSTOMER SERVICE TO PUBLIC WORK'S STAKEHOLDERS

TO PROVIDE RESPONSIVE AND ECONOMICAL SERVICE TO CUSTOMERS

TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

TO PROVIDE CLEAN, AFFORDABLE WATER TO CUSTOMERS

# DEPARTMENT OF PUBLIC WORKS

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 30,152,408 | 30,116,709 | 32,928,343 | 35,090,183 | 35,090,183 |
| 20 | CONTRACTUAL SERVICES | 26,578,137 | 23,842,947 | 27,851,032 | 30,923,110 | 30,923,110 |
| 30 | SUPPLIES & MATERIALS | 5,624,340 | 5,715,855 | 7,574,778 | 7,903,100 | 7,903,100 |
| 40 | BUSINESS AND TRAVEL | 2,728,661 | 2,105,127 | 3,252,765 | 3,180,715 | 3,180,715 |
| 50 | CAPITAL OUTLAY | 760,952 | 982,026 | 1,384,364 | 1,042,835 | 1,042,835 |
| 70 | MISCELLANEOUS | 19,413,254 | 19,108,653 | 19,959,955 | 21,223,894 | 21,223,894 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 1,948 | 9 | 5,000 | 5,000 | 5,000 |
| | **GRAND TOTAL** | **85,259,700** | **81,871,326** | **92,956,237** | **99,368,837** | **99,368,837** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 1,980,567 | 14,735,879 | 17,114,715 | 18,014,229 | 18,014,229 |
| 25 | HIGHWAYS | 26,167,386 | 24,490,526 | 26,662,696 | 28,153,875 | 28,153,875 |
| 29 | STORMWATER MANAGEMENT FUND | 0 | 0 | 1,324,500 | 1,660,243 | 1,660,243 |
| 51 | WATER & SEWER OPERATING | 41,055,658 | 42,644,921 | 47,854,326 | 51,540,490 | 51,540,490 |
| 55 | SOLID WASTE | 16,056,089 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **85,259,700** | **81,871,326** | **92,956,237** | **99,368,837** | **99,368,837** |

## DEPARTMENT OF PUBLIC WORKS

**ALL FUND SUMMARY:**

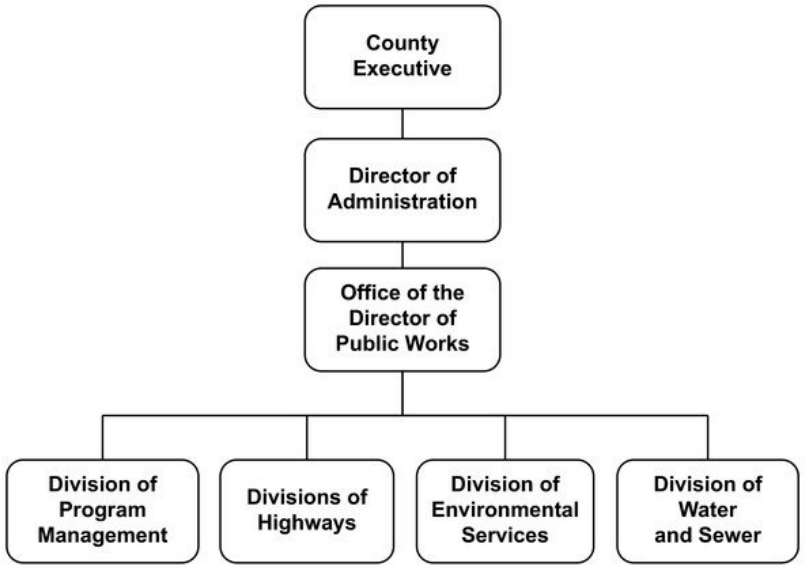
| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY DIVISION BY FUND:** | | | | | | |
| **GENERAL FUND:** | | | | | | |
| 301111 | BUREAU OF ENVIRONMENTAL SERVICE ADMINISTRATION & ENGINEERING | 544,451 | 153,088 | 156,642 | 164,808 | 164,808 |
| 301213 | TRANSFER STATION | 0 | 8,627,130 | 9,425,000 | 9,970,450 | 9,970,450 |
| 301214 | BUREAU OF SOLID WASTE | 0 | 4,482,294 | 5,151,690 | 5,105,240 | 5,105,240 |
| 301241 | RECYCLING | 222,451 | 0 | 0 | 0 | 0 |
| 301251 | POST CLOSURE | 32,943 | 171,699 | 176,600 | 223,050 | 223,050 |
| 301261 | SCARBORO REMEDIATION | 723 | 0 | 0 | 0 | 0 |
| 301520 | ENVIRONMENTAL SERVICES - NOXIOUS WEED | 525 | 0 | 0 | 0 | 0 |
| 301530 | ENVIRONMENTAL SERVICES - GYPSY MOTH | 0 | 0 | 0 | 0 | 0 |
| 301603 | STORMWATER MANAGEMENT (OPERATING) | 1,179,474 | 1,301,668 | 1,467,441 | 1,623,376 | 1,623,376 |
| 302000 | CAPITAL PROJECTS MANAGEMENT | 0 | 0 | 737,342 | 927,305 | 927,305 |
| **SOLID WATER SERVICES:** | | | | | | |
| 301211 | BUREAU OF SOLID WASTE MANAGEMENT | 5,083,522 | 0 | 0 | 0 | 0 |
| 301212 | TRANSFER STATION | 2,947,323 | 0 | 0 | 0 | 0 |
| 301271 | WASTE TO ENERGY | 8,025,244 | 0 | 0 | 0 | 0 |
| **HIGHWAYS FUND:** | | | | | | |
| 303110 | DIRECTOR OF PUBLIC WORKS | 189,149 | 271,545 | 288,629 | 317,929 | 317,929 |
| 303125 | BUREAU OF CAPITAL PROJECTS MANAGEMENT | 707,597 | 745,256 | 0 | 0 | 0 |
| 303210 | BUREAU OF HIGHWAYS ENGINEERING | 2,197,938 | 2,221,634 | 2,320,064 | 2,394,547 | 2,394,547 |
| 303220 | BUREAU OF CONSTRUCTION INSPECTIONS | 1,884,166 | 1,706,212 | 1,732,690 | 1,980,422 | 1,980,422 |
| 303410 | BUREAU OF HIGHWAYS MAINTENANCE | 18,723,901 | 18,444,447 | 20,046,425 | 21,124,079 | 21,124,079 |
| 303430 | SNOW REMOVAL | 2,464,635 | 1,101,432 | 2,274,888 | 2,336,898 | 2,336,898 |

# DEPARTMENT OF PUBLIC WORKS

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY DIVISION BY FUND:** | | | | | | |
| **STORMWATER MANAGEMENT:** | | | | | | |
| 303320 | STORMWATER MANAGEMENT | 0 | 0 | 1,324,500 | 1,660,243 | 1,660,243 |
| **WATER & SEWER FUND:** | | | | | | |
| | BUREAU OF WATER & SEWER ADMINISTRATION | 3,361,829 | 3,635,629 | 3,881,678 | 4,531,632 | 4,531,632 |
| | WATER & SEWER DEPRECIATION | 12,724,575 | 13,256,446 | 12,750,000 | 13,350,000 | 13,350,000 |
| | BUREAU OF WATER & SEWER ENGINEERING | 1,132,931 | 1,142,889 | 1,508,560 | 1,461,727 | 1,461,727 |
| | BUREAU OF WATER & SEWER MAINTENANCE | 6,214,499 | 6,266,115 | 7,595,979 | 8,226,648 | 8,226,648 |
| | WATER & SEWER WASTEWATER PROCESSING | 10,623,763 | 11,318,703 | 13,463,161 | 15,045,029 | 15,045,029 |
| | WATER & SEWER WATER PRODUCTION | 6,998,061 | 7,025,139 | 8,654,948 | 8,925,454 | 8,925,454 |
| | **GRAND TOTAL** | **85,259,700** | **81,871,326** | **92,956,237** | **99,368,837** | **99,368,837** |

# 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 four major divisions: Water and Sewer, Highways, Environmental Services and Program 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 19 GOALS:***

PROVIDE RESPONSIVE AND EFFECTIVE CUSTOMER SERVICE TO PUBLIC WORKS STAKEHOLDERS

QUALITY AND CUSTOMER SERVICE

INVEST IN EMPLOYEES AND ORGANIZATION

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 178,262 | 254,372 | 269,424 | 298,724 | 298,724 |
| 20 CONTRACTUAL SERVICES | 9,471 | 9,689 | 12,840 | 12,840 | 12,840 |
| 30 SUPPLIES & MATERIALS | 156 | 1,776 | 975 | 975 | 975 |
| 40 BUSINESS AND TRAVEL | 1,260 | 5,088 | 4,690 | 4,690 | 4,690 |
| 50 CAPITAL OUTLAY | 0 | 620 | 0 | 0 | |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 700 | 700 | 700 |
| **GRAND TOTAL** | **189,149** | **271,545** | **288,629** | **317,929** | **317,929** |
| **FUNDING SOURCE:** | | | | | |
| 25 HIGHWAYS | **189,149** | **271,545** | **288,629** | **317,929** | **317,929** |

**PUBLIC WORKS**
**Director's Office**
**Index #303110**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $29,300 |
| | 9,392 | 9,392 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 5,148 | 19,188 | 14,040 | Pension adjustments |
| 26,425 | 29,535 | 3,110 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |
| 13,985 | 16,310 | 2,325 | FICA adjustments |

## DIVISION STAFF SUMMARY

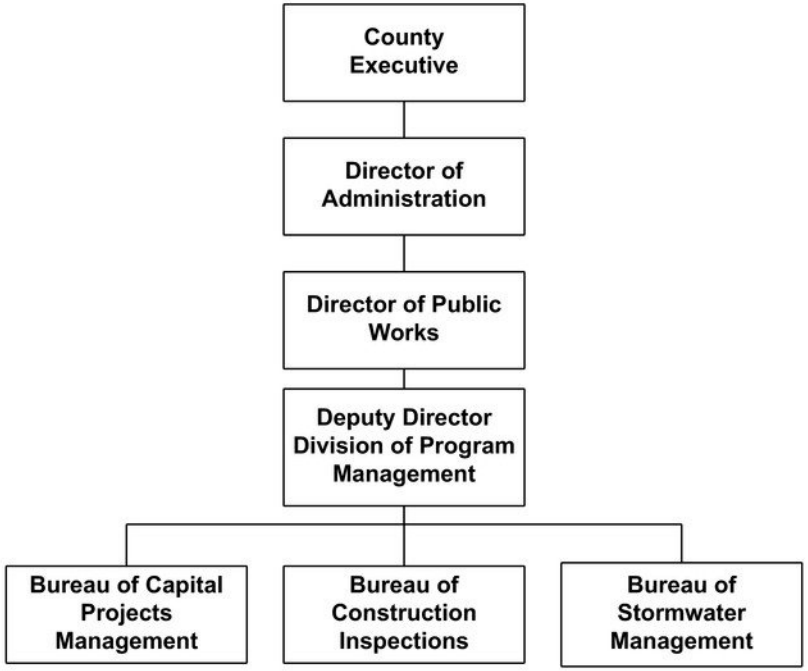
### Director of Public Works

### Index #303110

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Budget Technician II | 1.00 | 72,061 | | 0.00 | 0 | 0.00 | 0 |
| Administrative Secretary III | 0.00 | 0 | | 1.00 | 57,200 | 1.00 | 60,344 |
| Director of Public Works | 1.00 | 115,933 | | 1.00 | 156,000 | 1.00 | 159,290 |
| **SALARY TOTAL** | **2.00** | **187,994** | | **2.00** | **213,200** | **2.00** | **219,634** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 18,799 | | | 5,148 | | 19,768 |
| Workers' Compensation | | 639 | | | 746 | | 988 |
| Health Benefits | | 41,267 | | | 26,425 | | 29,534 |
| PEHP | | 3,748 | | | 9,640 | | 9,860 |
| FICA | | 14,382 | | | 13,985 | | 18,660 |
| Miscellaneous | | 280 | | | 280 | | 280 |
| **TOTAL OTHER PERSONAL SERVICES** | | **79,115** | | | **56,224** | | **79,090** |
| **TOTAL PERSONAL SERVICES** | **2.00** | **267,109** | * | **2.00** | **269,424** | **2.00** | **298,724** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# DEPARTMENT OF PUBLIC WORKS
# DIVISION OF PROGRAM MANAGEMENT



# PUBLIC WORKS - DIVISION OF PROGRAM MANAGEMENT

***ORIGIN/PURPOSE:***

The Division of Program 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 for construction of stormwater management features of erosion and sediment control measures at all public and private construction sites county-wide

Stormwater Management: Plan review and approval for stormwater management and sediment control; construction and post-construction/ maintenance inspections for stormwater management; implementation of the County's MS4 permit, or National Pollution Discharge Elimination System (NPDES) Municipal Storm Separate Sewer System (MS4) permit.

***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 INCLUDING STREAM QUALITY TO MEET THE NEEDS OF HARFORD COUNTY

***FY 19 GOALS***

TO MANAGE PROJECT CONSTRUCTION AND INSPECTIONS

TO COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM

TO MANAGE AND COORDINATE MS4 ACTIVITIES

TO MANAGE THE PERMIT AND REVIEW PROCESS

TO ENFORCE GRADING AND SWM PERMIT REQUIREMENTS

TO ENSURE SWM FACILITIES FUNCTION LONG-TERM

TO DIRECT AND MANAGE PROJECT DESIGN

TO MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

## PUBLIC WORKS - DIVISION OF PROGRAM MANAGEMENT

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 3,444,417 | 3,443,702 | 3,604,052 | 3,793,337 | 3,793,337 |
| 20 | CONTRACTUAL SERVICES | 234,506 | 211,863 | 201,360 | 604,088 | 604,088 |
| 30 | SUPPLIES & MATERIALS | 21,411 | 32,762 | 27,145 | 27,145 | 27,145 |
| 40 | BUSINESS AND TRAVEL | 65,439 | 50,185 | 91,825 | 91,825 | 91,825 |
| 50 | CAPITAL OUTLAY | 0 | 8,474 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 4,952 | 6,139 | 8,991 | 10,608 | 10,608 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 512 | 9 | 4,100 | 4,100 | 4,100 |
| | **GRAND TOTAL** | **3,771,237** | **3,753,134** | **3,937,473** | **4,531,103** | **4,531,103** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 1,179,474 | 1,301,666 | 2,204,783 | 2,550,681 | 2,550,681 |
| 25 | HIGHWAYS | 2,591,763 | 2,451,468 | 1,732,690 | 1,980,422 | 1,980,422 |
| | **GRAND TOTAL** | **3,771,237** | **3,753,134** | **3,937,473** | **4,531,103** | **4,531,103** |
| **SUMMARY BY DIVISION:** | | | | | | |
| **GENERAL FUND:** | | | | | | |
| 301603 | STORMWATER MANAGEMENT | 1,179,474 | 1,301,666 | 1,467,441 | 1,623,376 | 1,623,376 |
| 302000 | BUREAU OF CAPITAL PROJECTS MGMNT | 0 | 0 | 737,342 | 927,305 | 927,305 |
| **HIGHWAYS FUND:** | | | | | | |
| 303125 | BUREAU OF CAPITAL PROJECTS MANAGEMENT | 707,597 | 745,256 | 0 | 0 | 0 |
| 303220 | BUREAU OF CONSTRUCTION INSPECTIONS | 1,884,166 | 1,706,212 | 1,732,690 | 1,980,422 | 1,980,422 |
| | **GRAND TOTAL** | **3,771,237** | **3,753,134** | **3,937,473** | **4,531,103** | **4,531,103** |

**DEPARTMENT STAFF SUMMARY**
**PUBLIC WORKS - DIVISION OF PROGRAM MANAGEMENT**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | |
| Administrative Assistant I | 1.00 | 39,449 | 1.00 | 41,027 | 2.00 | 88,923 |
| Administrative Assistant II | 0.00 | 0 | 1.00 | 47,985 | 0.00 | 0 |
| Administrative Specialist I | 1.00 | 46,350 | 0.00 | 0 | 0.00 | 0 |
| Chief, Construction Inspector | 1.00 | 67,167 | 1.00 | 69,853 | 0.00 | 0 |
| Chief, Vertical Inspector | 0.00 | 0 | 1.00 | 85,154 | 1.00 | 88,857 |
| Civil Engineer II | 2.00 | 145,237 | 2.00 | 151,037 | 2.00 | 158,059 |
| Civil Engineer III | 1.00 | 96,108 | 0.00 | 0 | 0.00 | 0 |
| Civil Engineer IV | 1.00 | 117,961 | 3.00 | 344,423 | 3.00 | 357,312 |
| Engineering Associate II | 1.00 | 45,356 | 1.00 | 47,171 | 1.00 | 50,114 |
| Engineering Associate IV | 1.00 | 84,939 | 1.00 | 88,338 | 1.00 | 92,104 |
| Engineering Associate V | 2.00 | 183,527 | 3.00 | 256,225 | 3.00 | 267,350 |
| Inspector I | 1.00 | 51,912 | 0.00 | 0 | 0.00 | 0 |
| Inspector II | 0.00 | 0 | 3.00 | 170,291 | 3.00 | 179,695 |
| Inspector III | 1.00 | 54,384 | 2.00 | 119,627 | 2.00 | 126,020 |
| Project Manager | 0.00 | 0 | 0.00 | 0 | 1.00 | 104,000 |
| **SALARY TOTAL** | **13.00** | **932,390** | **19.00** | **1,421,131** | **19.00** | **1,512,434** |
| | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 93,239 | | 127,902 | | 136,124 |
| Workers' Compensation | | 4,354 | | 7,243 | | 11,514 |
| Health Benefits | | 219,274 | | 325,375 | | 365,613 |
| PEHP | | 0 | | 14,460 | | 14,790 |
| Overtime | | 0 | | 1,000 | | 1,000 |
| FICA | | 71,328 | | 108,516 | | 115,705 |
| Miscellaneous | | 1,820 | | 2,660 | | 2,660 |
| **TOTAL OTHER PERSONAL SERVICES** | | **390,015** | | **587,156** | | **647,406** |
| | | | | | | |
| **TOTAL PERSONAL SERVICES** | **13.00** | **1,322,405** * | **19.00** | **2,008,287** | **19.00** | **2,159,840** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

**DEPARTMENT STAFF SUMMARY**

**PUBLIC WORKS - DIVISION OF PROGRAM MANAGEMENT**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **HIGHWAYS FUND** | | | | | | | |
| Administrative Assistant I | 3.00 | 162,587 | | 0.00 | 0 | 0.00 | 0 |
| Administrative Assistant II | 0.00 | 0 | | 1.00 | 59,669 | 1.00 | 50,946 |
| Administrative Budget Technician I | 1.00 | 74,223 | | 1.00 | 63,280 | 1.00 | 66,546 |
| Chief, Bureau of Construction Management | 1.00 | 95,164 | | 1.00 | 98,971 | 1.00 | 102,950 |
| Chief, Construction Inspector | 2.00 | 153,361 | | 2.00 | 159,495 | 2.00 | 166,685 |
| Chief, Vertical Inspector | 1.00 | 81,879 | | 0.00 | 0 | 0.00 | 0 |
| Civil Engineer IV | 1.00 | 114,224 | | 0.00 | 0 | 0.00 | 0 |
| Deputy Director of Public Works | 1.00 | 110,666 | | 1.00 | 115,093 | 1.00 | 117,519 |
| Engineering Associate V | 1.00 | 62,843 | | 0.00 | 0 | 0.00 | 0 |
| Inspector I | 1.00 | 39,449 | | 0.00 | 0 | 0.00 | 0 |
| Inspector II | 9.00 | 455,374 | | 7.00 | 368,902 | 7.00 | 393,748 |
| Inspector III | 5.00 | 294,099 | | 3.00 | 186,236 | 3.00 | 195,960 |
| **FULL-TIME SALARIES** | **26.00** | **1,643,869** | | **16.00** | **1,051,646** | **16.00** | **1,094,354** |
| **TEMPORARY SALARIES** | | **0** | | | **25,200** | | **25,200** |
| **SALARY TOTAL** | **26.00** | **1,643,869** | | **16.00** | **1,076,846** | **16.00** | **1,119,554** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 164,387 | | | 94,648 | | 98,494 |
| Workers' Compensation | | 14,901 | | | 8,696 | | 15,377 |
| Health Benefits | | 398,351 | | | 236,884 | | 226,956 |
| PEHP | | 29,984 | | | 24,100 | | 24,650 |
| Overtime | | 66,000 | | | 65,000 | | 55,000 |
| FICA | | 125,756 | | | 87,351 | | 91,226 |
| Miscellaneous | | 3,640 | | | 2,240 | | 2,240 |
| **TOTAL OTHER PERSONAL SERVICES** | | **803,019** | | | **518,919** | | **513,943** |
| **TOTAL PERSONAL SERVICES** | **26.00** | **2,446,888** | * | **16.00** | **1,595,765** | **16.00** | **1,633,497** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## PUBLIC WORKS - DIVISION OF PROGRAM MANAGEMENT
## Capital Projects Management
## Index #302000

***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.

*This Division moved from the Highways Fund for FY 18*

***FY 19 GOALS:***

TO MANAGE PROJECT CONSTRUCTION AND INSPECTIONS

TO COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM

TO DIRECT AND MANAGE PROJECT DESIGN

TO MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 0 | 0 | 708,342 | 901,389 | 901,389 |
| 20 CONTRACTUAL SERVICES | 0 | 0 | 13,400 | 10,316 | 10,316 |
| 30 SUPPLIES & MATERIALS | 0 | 0 | 3,500 | 3,500 | 3,500 |
| 40 BUSINESS AND TRAVEL | 0 | 0 | 11,700 | 11,700 | 11,700 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 400 | 400 | 400 |
| **GRAND TOTAL** | **0** | **0** | **737,342** | **927,305** | **927,305** |
| **FUNDING SOURCE:** | | | | | |
| 11 General | **0** | **0** | **737,342** | **927,305** | **927,305** |

**PUBLIC WORKS - DIVISION OF PROGRAM MANAGEMENT**
**Capital Projects Management**
**Index #302000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $193,047 |
| | 210,948 | 210,948 | Two 2.00 positions transferred into this division |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| 1.00 | 100,000 | 40,626 | 140,626 | Project Manager |
| 1.00 | 41,000 | 29,322 | 70,322 | Admin Asst II |
| 2.00 | 141,000 | 69,948 | 210,948 | |

| | | | |
|---|---|---|---|
| | (57,483) | (57,483) | One (1.00) position transferred out |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| (1.00) | (47,985) | (9,498) | (57,483) | Engineer Assoc V |

| | | | |
|---|---|---|---|
| | 32,689 | 32,689 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 3,079 | 4,771 | 1,692 | Workers' Compensation adjustments |
| 111,300 | 116,233 | 4,933 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 14,460 | 14,790 | 330 | PEHP (Post Employment Health Plan) |
| 1,000 | 1,000 | 0 | Overtime |
| | | | CONTRACTUAL SERVICES decrease ($3,084) |
| 8,000 | 4,916 | (3,084) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |

## DIVISION STAFF SUMMARY

### Capital Projects Management

### Index #302000*

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant I | 0.00 | 0 | 0.00 | 0 | 1.00 | 43,820 |
| Administrative Assistant II | 0.00 | 0 | 1.00 | 47,985 | 0.00 | 0 |
| Chief, Vertical Inspector | 0.00 | 0 | 1.00 | 85,154 | 1.00 | 88,857 |
| Civil Engineer IV | 0.00 | 0 | 1.00 | 118,793 | 1.00 | 123,169 |
| Engineering Associate V | 0.00 | 0 | 1.00 | 65,357 | 1.00 | 68,664 |
| Inspector II | 0.00 | 0 | 2.00 | 114,683 | 2.00 | 120,976 |
| Inspector III | 0.00 | 0 | 1.00 | 63,068 | 1.00 | 66,329 |
| Project Manager | 0.00 | 0 | 0.00 | 0 | 1.00 | 104,000 |
| **SALARY TOTAL** | **0.00** | **0** | **7.00** | **495,040** | **8.00** | **615,815** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 0 | | 44,554 | | 55,425 |
| Workers' Compensation | | 0 | | 3,079 | | 6,609 |
| Health Benefits | | 0 | | 111,300 | | 159,519 |
| PEHP | | 0 | | 14,460 | | 14,790 |
| Overtime | | 0 | | 1,000 | | 1,000 |
| FICA | | 0 | | 37,929 | | 47,111 |
| Miscellaneous | | 0 | | 980 | | 1,120 |
| **TOTAL OTHER PERSONAL SERVICES** | | **0** | | **213,302** | | **285,574** |
| **TOTAL PERSONAL SERVICES** | **0.00** | **0** | **7.00** | **708,342** | **8.00** | **901,389** |

* This division was under the Highways fund but moved here for FY 18 in the General fund

## PUBLIC WORKS - DIVISION OF PROGRAM 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.
This Division moved to the General Fund for FY 18.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 678,147 | 682,085 | 0 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 12,445 | 46,282 | 0 | 0 | 0 |
| 30 SUPPLIES & MATERIALS | 3,142 | 1,690 | 0 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 13,863 | 7,867 | 0 | 0 | 0 |
| 50 CAPITAL OUTLAY | 0 | 7,332 | 0 | 0 | 0 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **707,597** | **745,256** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| 25 HIGHWAYS | **707,597** | **745,256** | **0** | **0** | **0** |

**FINANCIAL NOTES:**

All funds for this division was transferred to the General Fund for FY 18

## DIVISION STAFF SUMMARY

### Bureau of Capital Projects Management

### Index #303125 **

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 1.00 | 46,140 | | | 0 | | 0 |
| Chief, Vertical Inspector | 1.00 | 81,879 | | | 0 | | 0 |
| Civil Engineer IV | 1.00 | 114,224 | | | 0 | | 0 |
| Engineering Associate V | 1.00 | 62,843 | | | 0 | | 0 |
| Inspector I | 0.00 | 0 | | | 0 | | 0 |
| Inspector II | 2.00 | 110,272 | | | 0 | | 0 |
| Inspector III | 1.00 | 60,642 | | | 0 | | 0 |
| **SALARY TOTAL** | **7.00** | **476,000** | | **0.00** | **0** | **0.00** | **0** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 47,600 | | | 0 | | 0 |
| Workers' Compensation | | 3,504 | | | 0 | | 0 |
| Health Benefits | | 112,613 | | | 0 | | 0 |
| PEHP | | 11,244 | | | 0 | | 0 |
| Overtime | | 1,000 | | | 0 | | 0 |
| FICA | | 36,414 | | | 0 | | 0 |
| Miscellaneous | | 980 | | | 0 | | 0 |
| **TOTAL OTHER PERSONAL SERVICES** | | **213,355** | | | **0** | | **0** |
| **TOTAL PERSONAL SERVICES** | **7.00** | **689,355** | * | **0.00** | **0** | **0.00** | **0** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

** This division moved under the General fund for FY 18 in new index 302000

## PUBLIC WORKS - DIVISION OF PROGRAM 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 stormwater management facilities and erosion and sediment control measures at all public and private construction sites county-wide.

***FY 19 GOALS:***

TO MANAGE PROJECT CONSTRUCTION AND INSPECTION

TO COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM

TO ENFORCE GRADING AND SWM PERMIT REQUIREMENTS

TO ENSURE SWM FACILITIES FUNCTION LONG-TERM

TO MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

## PUBLIC WORKS - DIVISION OF PROGRAM MANAGEMENT
## Bureau of Construction Inspection
## Index #303220

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 1,652,174 | 1,603,092 | 1,595,765 | 1,633,497 | 1,633,497 |
| 20 | CONTRACTUAL SERVICES | 180,633 | 51,193 | 56,250 | 266,250 | 266,250 |
| 30 | SUPPLIES & MATERIALS | 11,737 | 19,187 | 14,700 | 14,700 | 14,700 |
| 40 | BUSINESS AND TRAVEL | 39,110 | 32,049 | 62,475 | 62,475 | 62,475 |
| 50 | CAPITAL OUTLAY | 0 | 682 | 0 | 0 | 0 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 512 | 9 | 3,500 | 3,500 | 3,500 |
| | **GRAND TOTAL** | **1,884,166** | **1,706,212** | **1,732,690** | **1,980,422** | **1,980,422** |
| **FUNDING SOURCE:** | | | | | | |
| 25 | HIGHWAYS | **1,884,166** | **1,706,212** | **1,732,690** | **1,980,422** | **1,980,422** |

## PUBLIC WORKS - DIVISION OF PROGRAM MANAGEMENT
## Bureau of Construction Inspection
## Index #303220

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $37,732 |
| 1,051,646 | 1,055,044 | 3,398 | Full-time salaries |
| | | | 3,398 Salary adjustments |
| | 61,566 | 61,566 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | (76,405) | (76,405) | One (1.00) position transferred out |
| | | | # of Positions / Salary / Fringe / Total |
| | | | (1.00) / (59,669) / (16,736) / (76,405) Administrative Assistant II |
| | 57,532 | 57,532 | One 1.00 position transferred in |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 1.00 / 47,986 / 9,546 / 57,532 Administrative Assistant II |
| 25,200 | 25,200 | 0 | Temporary funding for 3 summer engineering interns |
| 94,648 | 94,954 | 306 | Pension adjustments |
| 8,696 | 14,662 | 5,966 | Workers' Compensation adjustments |
| 236,884 | 232,208 | (4,676) | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 24,100 | 24,650 | 550 | PEHP (Post Employment Health Plan) |
| 65,000 | 55,000 | (10,000) | Overtime decreased to help fund consultants |
| 87,351 | 86,846 | (505) | FICA adjustments |
| | | | CONTRACTUAL SERVICES increase $210,000 |
| 0 | 200,000 | 200,000 | Management Services increased for contractual supplemental inspectors |
| 33,000 | 43,000 | 10,000 | Other Professional Services increased to support consultants by moving funding from overtime |

## DIVISION STAFF SUMMARY
## Bureau of Construction Inspections
## Index #303220

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 2.00 | 116,447 | | 1.00 | 59,669 | 1.00 | 50,946 |
| Administrative Budget Technician I | 0.00 | 0 | | 1.00 | 63,280 | 1.00 | 66,546 |
| Administrative Budget Technician II | 1.00 | 74,223 | | 0.00 | 0 | 0.00 | 0 |
| Chief, Bureau of Construction Mgt | 1.00 | 95,164 | | 1.00 | 98,971 | 1.00 | 102,950 |
| Chief, Construction Inspector | 2.00 | 153,361 | | 2.00 | 159,495 | 2.00 | 166,685 |
| Deputy Director of Public Works | 1.00 | 110,666 | | 1.00 | 115,093 | 1.00 | 117,519 |
| Inspector I | 1.00 | 39,449 | | 0.00 | 0 | 0.00 | 0 |
| Inspector II | 7.00 | 345,102 | | 7.00 | 368,902 | 7.00 | 393,748 |
| Inspector III | 4.00 | 233,457 | | 3.00 | 186,236 | 3.00 | 195,960 |
| **FULL-TIME SALARIES** | 19.00 | 1,167,869 | | 16.00 | 1,051,646 | 16.00 | 1,094,354 |
| **TEMPORARY SALARIES** | | 0 | | | 25,200 | | 25,200 |
| **SALARY TOTAL** | **19.00** | **1,167,869** | | **19.00** | **1,076,846** | **16.00** | **1,119,554** |
| | | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 94,648 | | | 94,648 | | 98,494 |
| Workers' Compensation | | 8,696 | | | 8,696 | | 15,377 |
| Health Benefits | | 236,884 | | | 236,884 | | 226,956 |
| PEHP | | 24,100 | | | 24,100 | | 24,650 |
| Overtime | | 65,000 | | | 65,000 | | 55,000 |
| FICA | | 87,351 | | | 87,351 | | 91,226 |
| Miscellaneous | | 2,240 | | | 2,240 | | 2,240 |
| **TOTAL OTHER PERSONAL SERVICES** | | **518,919** | | | **518,919** | | **513,943** |
| **TOTAL PERSONAL SERVICES** | **19.00** | **1,686,788** | * | **19.00** | **1,595,765** | **16.00** | **1,633,497** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# PUBLIC WORKS - DIVISION OF STORMWATER MANAGEMENT

***ORIGIN/PURPOSE:***

Operating funds were transferred from #303320 Stormwater Management to a new index #301603 - Stormwater Management - General Fund in FY 16.
This account is set up for FY 17 as a special fund for deposit of a certain portion of the recordation tax, $0.55 for each of the sale price (or lien amount) for each property deed recorded. The proceeds of this fund are used for the County's watershed protection and restoration program as mandated under State of Maryland law. The State requires a separate fund be established for this purpose.

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 0 | 0 | 0 | 0 | 0 |
| 20 | CONTRACTUAL SERVICES | 0 | 0 | 0 | 0 | 0 |
| 30 | SUPPLIES & MATERIALS | 0 | 0 | 0 | 0 | 0 |
| 40 | BUSINESS AND TRAVEL | 0 | 0 | 0 | 0 | 0 |
| 50 | CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 0 | 0 | 1,324,500 | 1,660,243 | 1,660,243 |
| | **GRAND TOTAL** | **0** | **0** | **1,324,500** | **1,660,243** | **1,660,243** |
| **SUMMARY BY FUND:** | | | | | | |
| 29 | STORMWATER MANAGEMENT | 0 | | 1,324,500 | 1,660,243 | 1,660,243 |
| | | **0** | **0** | **1,324,500** | **1,660,243** | **1,660,243** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 303320 | STORMWATER MANAGEMENT | 0 | 0 | 1,324,500 | 1,660,243 | 1,660,243 |
| | **GRAND TOTAL** | **0** | **0** | **1,324,500** | **1,660,243** | **1,660,243** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | MISCELLANEOUS |
| 1,324,500 | 1,660,243 | 335,743 | Other Contingencies - per Treasury's recommendations |

## PUBLIC WORKS - DIVISION OF PROGRAM MANAGEMENT
## 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 it's 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 19 GOALS:***

TO MANAGE PROJECT CONSTRUCTION AND INSPECTION

TO COORDINATE ALL ACTIVITIES OF THE PROJECT TEAM

TO MANAGE AND COORDINATE MS4 ACTIVITIES

TO MANAGE THE PERMIT AND REVIEW PROCESS

TO DIRECT AND MANAGE PROJECT DESIGN

TO MEET FUNCTIONAL NEEDS OF CUSTOMER AGENCIES

## PUBLIC WORKS - DIVISION OF HIGHWAYS
## Stormwater Management - General Fund
## Index #301603

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 1,114,096 | 1,158,525 | 1,299,945 | 1,258,451 | 1,258,451 |
| 20 | CONTRACTUAL SERVICES | 41,428 | 114,388 | 131,710 | 327,522 | 327,522 |
| 30 | SUPPLIES & MATERIALS | 6,532 | 11,885 | 8,945 | 8,945 | 8,945 |
| 40 | BUSINESS AND TRAVEL | 12,466 | 10,269 | 17,650 | 17,650 | 17,650 |
| 50 | CAPITAL OUTLAY | 0 | 460 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 4,952 | 6,139 | 8,991 | 10,608 | 10,608 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 200 | 200 | 200 |
| | **GRAND TOTAL** | **1,179,474** | **1,301,666** | **1,467,441** | **1,623,376** | **1,623,376** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 1,179,474 | 1,301,666 | 1,467,441 | 1,623,376 | 1,623,376 |
| | | **1,179,474** | **1,301,666** | **1,467,441** | **1,623,376** | **1,623,376** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 301603 | STORMWATER MANAGEMENT | 1,179,474 | 1,301,666 | 1,467,441 | 1,623,376 | 1,623,376 |
| | **GRAND TOTAL** | **1,179,474** | **1,301,666** | **1,467,441** | **1,623,376** | **1,623,376** |

## PUBLIC WORKS - DIVISION OF HIGHWAYS
## Stormwater Management - General Fund
## Index #301603

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($41,494) |
| 926,091 | 927,323 | 1,232 | Full-time salaries |
| | | | 1,232 Salary adjustments |
| | 45,911 | 45,911 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | (102,218) | (102,218) | One (1) Vacant Chief Construction pin moved to Capital Projects Management |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| (1.00) | (69,853) | (32,365) | (102,218) | Administrative Specialist I |

| | | | |
|---|---|---|---|
| 83,348 | 83,459 | 111 | Pension adjustments |
| 4,164 | 5,288 | 1,124 | Workers' Compensation adjustment |
| 214,075 | 226,068 | 11,993 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 70,587 | 70,940 | 353 | FICA adjustments |
| | | | CONTRACTUAL SERVICES increase $195,812 |
| 9,000 | 4,812 | (4,188) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| 0 | 200,000 | 200,000 | Funding for Management services increased for assistance with stormwater management plans review |
| | | | MISCELLANEOUS increase $1,617 |
| 8,991 | 10,608 | 1,617 | Pro Rata Shares - adjusted per the formula |

## DIVISION STAFF SUMMARY

### Stormwater Management-General Fund

**Index #301603**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant I | 1.00 | 39,449 | | 1.00 | 41,027 | 1.00 | 45,103 |
| Administrative Specialist I | 1.00 | 46,350 | | 0.00 | 0 | 0.00 | 0 |
| Chief, Construction Inspector | 1.00 | 67,167 | | 1.00 | 69,853 | 0.00 | 0 |
| Civil Engineer II | 2.00 | 145,237 | | 2.00 | 151,037 | 2.00 | 158,059 |
| Civil Engineer III | 1.00 | 96,108 | | 0.00 | 0 | 0.00 | 0 |
| Civil Engineer IV | 1.00 | 117,961 | | 2.00 | 225,630 | 2.00 | 234,144 |
| Engineering Associate II | 1.00 | 45,356 | | 1.00 | 47,171 | 1.00 | 50,114 |
| Engineering Associate IV | 1.00 | 84,939 | | 1.00 | 88,337 | 1.00 | 92,104 |
| Engineering Associate V | 2.00 | 183,527 | | 2.00 | 190,869 | 2.00 | 198,685 |
| Inspector I | 1.00 | 51,912 | | 0.00 | 0 | 0.00 | 0 |
| Inspector II | 0.00 | 0 | | 1.00 | 55,608 | 1.00 | 58,720 |
| Inspector III | 1.00 | 54,384 | | 1.00 | 56,559 | 1.00 | 59,690 |
| **SALARY TOTAL** | **13.00** | **932,390** | | **12.00** | **926,091** | **11.00** | **896,619** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 93,239 | | | 83,348 | | 80,699 |
| Workers' Compensation | | 4,354 | | | 4,164 | | 4,905 |
| Health Benefits | | 219,274 | | | 214,075 | | 206,094 |
| FICA | | 71,328 | | | 70,587 | | 68,594 |
| Miscellaneous | | 1,820 | | | 1,680 | | 1,540 |
| **TOTAL OTHER PERSONAL SERVICES** | | **390,015** | | | **373,854** | | **361,832** |
| **TOTAL PERSONAL SERVICES** | **13.00** | **1,322,405** | * | **12.00** | **1,299,945** | **11.00** | **1,258,451** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# DPW - DIVISION OF CONSTRUCTION MANAGEMENT
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Ensure SWM facilities function long-term - Ensure completed storm water facilities continue to function properly through state mandated triennial maintenance inspections and coordination with owners of the storm water management facilities.

**Department Objective**

Complete triennial SWM Facility/BMP inspections by the due date for at least 200 inspections / assigned inspector.

**County Goal(s) Supported**

III. Strengthen Our Communities

| Measure | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Number of Assigned Inspectors | N/A | N/A | N/A | N/A | 1.5 |
| ***Output:*** | | | | | |
| Number of SWM/BMP Inspections by Due Date | N/A | N/A | N/A | N/A | 300 |
| ***Outcome:*** | | | | | |
| Number of Inspections/Assigned Inspectors | N/A | N/A | N/A | N/A | 200 |

**Explanation and Analysis of Performance Measures**

This is the first year for this objective & performance measure. No data is available yet.

# DPW - DIVISION OF CONSTRUCTION MANAGEMENT
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

Manage project construction and inspections - to deliver projects that meet design intent, contract requirements, and applicable codes.

**Department Objective**

1. Improve Capital Project Processes through lessons learned meetings. Conduct at least 2 meetings per year.
2. Develop procedures to document lessons learned as they occur, convey lessons learned to appropriate staff, and implement an organized file storage/retrieval process that allow staff to find applicable lessons learned.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

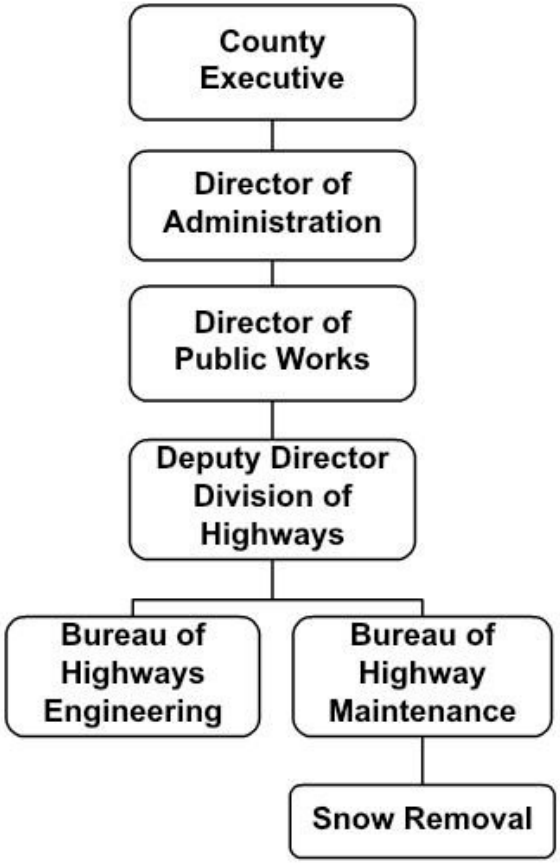
III. Strengthen Our Communities

| Measure | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| *Number of Meetings to Develop/Review System* | N/A | N/A | N/A | N/A | 4 |
| ***Output:*** | | | | | |
| *Number of Lessons Learned in the Dataset* | N/A | N/A | N/A | N/A | 20 |
| ***Outcome:*** | | | | | |
| *Number of Lessons Learned Reviewed by Staff* | N/A | N/A | N/A | N/A | 10 |

**Explanation and Analysis of Performance Measures**

This is the first year for this objective & performance measure. No data is available yet. Capture of Lessons Learned and review by staff will provide for continuous improvement.

# 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 two 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 1,064 miles of County roadways; 223 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and over 5,450 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.

***MISSION STATEMENT:***
TO PROVIDE COMPREHENSIVE HIGH QUALITY ENGINEERING AND MAINTAIN ROADWAY INFRASTRUCTURE IN A COST EFFECTIVE MANNER TO MEET THE NEEDS OF HARFORD COUNTY

***FY 19 GOALS:***
TO MAINTAIN EFFICIENCY AND SAFETY OF COUNTY ROADWAYS
TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES
TO PROVIDE RESPONSIVE AND EFFECTIVE SERVICE TO ROADWAY, BRIDGES AND DEVELOPMENT STAKEHOLDERS.

# PUBLIC WORKS - DIVISION OF HIGHWAYS

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 12,141,627 | 12,375,191 | 13,047,514 | 13,939,785 | 13,939,785 |
| 20 | CONTRACTUAL SERVICES | 3,659,334 | 3,286,586 | 3,755,309 | 3,844,419 | 3,844,419 |
| 30 | SUPPLIES & MATERIALS | 2,387,643 | 2,290,626 | 3,263,545 | 3,264,710 | 3,414,710 |
| 40 | BUSINESS AND TRAVEL | 1,618,010 | 1,217,576 | 1,940,750 | 1,939,750 | 1,939,750 |
| 50 | CAPITAL OUTLAY | 82,741 | 207,390 | 14,000 | 14,500 | 14,500 |
| 70 | MISCELLANEOUS | 2,308,885 | 2,390,144 | 2,620,059 | 2,852,160 | 2,852,160 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 184 | 0 | 200 | 200 | 200 |
| | **GRAND TOTAL** | **22,198,424** | **21,767,513** | **24,641,377** | **25,855,524** | **26,005,524** |
| **SUMMARY BY FUND:** | | | | | | |
| 25 | HIGHWAYS | 22,198,424 | 21,767,513 | 24,641,377 | 25,855,524 | 26,005,524 |
| | **GRAND TOTAL** | **22,198,424** | **21,767,513** | **24,641,377** | **25,855,524** | **26,005,524** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 303210 | BUREAU OF HIGHWAYS ENGINEERING | 2,197,938 | 2,221,634 | 2,320,064 | 2,394,547 | 2,394,547 |
| 303410 | BUREAU OF HIGHWAYS MAINTENANCE | 17,535,851 | 18,444,447 | 20,046,425 | 21,124,079 | 21,274,079 |
| 303430 | SNOW REMOVAL | 2,464,635 | 1,101,432 | 2,274,888 | 2,336,898 | 2,336,898 |
| | **GRAND TOTAL** | **22,198,424** | **21,767,513** | **24,641,377** | **25,855,524** | **26,005,524** |

## DEPARTMENT STAFF SUMMARY
### PUBLIC WORKS - DIVISION OF HIGHWAYS

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **DIVISION OF HIGHWAYS - HIGHWAYS FUND** | | | | | | |
| Accounting Technician II | 2.00 | 95,665 | 2.00 | 99,492 | 2.00 | 105,482 |
| Administrative Assistant II | 6.00 | 317,276 | 6.00 | 329,968 | 6.00 | 334,233 |
| Administrative Budget Technician II | 1.00 | 57,740 | 1.00 | 60,050 | 1.00 | 53,000 |
| Administrative Specialist I | 1.00 | 65,675 | 1.00 | 68,302 | 1.00 | 71,667 |
| Central Stores Coordinator | 1.00 | 57,165 | 1.00 | 59,452 | 1.00 | 62,641 |
| Central Stores Manager | 1.00 | 50,476 | 1.00 | 52,495 | 1.00 | 55,545 |
| Chauffeur-Laborer | 23.00 | 842,472 | 24.00 | 971,000 | 24.00 | 1,008,317 |
| Chief, Construction Inspector | 1.00 | 76,342 | 1.00 | 79,396 | 1.00 | 82,983 |
| Chief, Engineering Division | 1.00 | 124,656 | 1.00 | 128,891 | 1.00 | 133,469 |
| Chief, Highways Division | 1.00 | 93,466 | 1.00 | 97,205 | 1.00 | 101,149 |
| Civil Engineer II | 1.00 | 58,331 | 0.00 | 0 | 0.00 | 0 |
| Civil Engineer III | 4.00 | 428,663 | 5.00 | 509,506 | 5.00 | 529,696 |
| Communications Specialist II | 1.00 | 48,056 | 1.00 | 49,978 | 1.00 | 52,977 |
| Crew Chief | 12.00 | 612,876 | 12.00 | 637,391 | 12.00 | 648,110 |
| Engineering Associate III | 2.00 | 102,318 | 1.00 | 56,432 | 1.00 | 59,562 |
| Engineering Associate IV | 2.00 | 150,619 | 2.00 | 156,644 | 2.00 | 163,776 |
| Engineering Associate V | 1.00 | 99,417 | 1.00 | 103,383 | 1.00 | 107,452 |
| Engineering Records Technician | 1.00 | 77,046 | 1.00 | 80,128 | 1.00 | 83,730 |
| Equipment Operator | 25.00 | 974,787 | 26.00 | 1,042,069 | 27.00 | 1,155,248 |
| Equipment Operator Trainee | 4.00 | 127,728 | 2.00 | 67,065 | 2.00 | 105,236 |
| Equipment Repair Specialist | 6.00 | 302,372 | 6.00 | 314,467 | 6.00 | 332,756 |

## DEPARTMENT STAFF SUMMARY
### PUBLIC WORKS - DIVISION OF HIGHWAYS

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **DIVISION OF HIGHWAYS - HIGHWAYS FUND** | | | | | | |
| GIS Coordinator | 1.00 | 72,019 | 1.00 | 74,900 | 1.00 | 78,397 |
| Inspector II | 1.00 | 69,371 | 2.00 | 106,288 | 2.00 | 112,414 |
| Inspector III | 1.00 | 74,829 | 1.00 | 77,822 | 1.00 | 81,378 |
| Laborer | 3.00 | 114,628 | 3.00 | 119,213 | 3.00 | 127,596 |
| Land Surveyor | 1.00 | 91,107 | 1.00 | 94,752 | 1.00 | 98,647 |
| Maintenance Supervisor | 7.00 | 407,555 | 7.00 | 423,856 | 7.00 | 446,333 |
| Management Assistant II | 2.00 | 150,558 | 2.00 | 156,581 | 2.00 | 163,713 |
| Permits Clerk | 1.00 | 58,370 | 1.00 | 60,705 | 1.00 | 63,919 |
| Road Marking Equipment Operator I | 4.00 | 159,419 | 4.00 | 163,692 | 5.00 | 239,198 |
| Road Marking Equipment Operator II | 2.00 | 80,435 | 2.00 | 79,819 | 0.00 | 0 |
| Road Marking Equipment Operator III | 1.00 | 58,759 | 1.00 | 47,590 | 1.00 | 45,102 |
| Senior Equipment Operator | 14.00 | 637,391 | 14.00 | 662,887 | 14.00 | 687,055 |
| Superintendent Highways | 2.00 | 136,156 | 2.00 | 141,602 | 2.00 | 148,433 |
| Trades / Laborer | 4.00 | 171,043 | 6.00 | 297,899 | 6.00 | 297,418 |
| Traffic Operations Supervisor | 2.00 | 130,259 | 2.00 | 127,266 | 2.00 | 133,811 |
| Traffic Sign Mechanic I | 1.00 | 28,574 | 1.00 | 52,875 | 1.00 | 55,931 |
| Traffic Sign Mechanic II | 4.00 | 136,589 | 4.00 | 139,688 | 4.00 | 179,413 |
| Traffic Sign Mechanic III | 1.00 | 49,528 | 1.00 | 51,509 | 1.00 | 54,539 |
| Utility Worker I | 5.00 | 199,641 | 3.00 | 111,002 | 3.00 | 118,487 |
| Utility Worker II | 3.00 | 136,627 | 3.00 | 142,092 | 3.00 | 150,934 |
| **FULL-TIME SALARIES HIGHWAYS FUND** | **157.00** | **7,726,004** | **157.00** | **8,095,352** | **157.00** | **8,529,749** |
| **TEMPORARY SALARIES** | | **0** | | **50,000** | | **50,000** |
| **SALARY TOTAL HIGHWAYS FUND** | **157.00** | **7,726,004** | **157.00** | **8,145,352** | **157.00** | **8,579,749** |

## DEPARTMENT STAFF SUMMARY
### PUBLIC WORKS - DIVISION OF HIGHWAYS

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 776,338 | | 733,441 | | 781,334 |
| Workers' Compensation | | 334,927 | | 314,957 | | 482,856 |
| Health Benefits | | 2,384,530 | | 2,437,803 | | 2,645,905 |
| PEHP | | 123,684 | | 168,700 | | 172,550 |
| Overtime | | 560,000 | | 560,000 | | 560,000 |
| FICA | | 633,496 | | 665,281 | | 695,411 |
| Miscellaneous | | 21,980 | | 21,980 | | 21,980 |
| **TOTAL OTHER PERSONAL SERVICES** | | **4,834,955** | | **4,902,162** | | **5,360,036** |
| ***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts** | | | | | | |
| **TOTAL SALARIES** | **157.00** | **7,726,004** | **157.00** | **8,145,352** | **157.00** | **8,579,749** |
| **TOTAL OTHER PERSONAL SERVICES** | | **4,834,955** | | **4,902,162** | | **5,360,036** |
| **TOTAL** | **158.00** | **12,560,959** | **157.00** | **13,047,514** | **157.00** | **13,939,785** |

**PUBLIC WORKS - DIVISION OF HIGHWAYS**
**Bureau of Highways Engineering**
**Index #303210**

***ORIGIN/PURPOSE:***

The Bureau of Highways Engineering is a major section 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 19 GOALS:***
TO MAINTAIN EFFICIENCY AND SAFETY OF COUNTY ROADWAYS

TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES

TO PROVIDE RESPONSIVE AND EFFECTIVE SERVICE TO ROADWAY, BRIDGES AND DEVELOPMENT STAKEHOLDERS

# PUBLIC WORKS - DIVISION OF HIGHWAYS
## Bureau of Highways Engineering
## Index #303210

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 2,064,536 | 2,100,498 | 2,155,779 | 2,229,097 | 2,229,097 |
| 20 CONTRACTUAL SERVICES | 38,301 | 33,615 | 57,400 | 52,500 | 52,500 |
| 30 SUPPLIES & MATERIALS | 11,316 | 9,049 | 13,935 | 15,600 | 15,600 |
| 40 BUSINESS AND TRAVEL | 19,432 | 12,019 | 26,650 | 25,650 | 25,650 |
| 50 CAPITAL OUTLAY | 1,586 | 1,366 | 1,000 | 1,500 | 1,500 |
| 70 MISCELLENOUS | 62,583 | 65,087 | 65,100 | 70,000 | 70,000 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 184 | 0 | 200 | 200 | 200 |
| **GRAND TOTAL** | **2,197,938** | **2,221,634** | **2,320,064** | **2,394,547** | **2,394,547** |
| **FUNDING SOURCE:** | | | | | |
| 25 HIGHWAYS | **2,197,938** | **2,221,634** | **2,320,064** | **2,394,547** | **2,394,547** |

## PUBLIC WORKS - DIVISION OF HIGHWAYS
## Bureau of Highways Engineering
## Index #303210

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $73,318 |
| 1,547,170 | 1,537,120 | (10,050) | Full-time salaries |
| | | | (10,050) Staff Turnover (0.65)% |
| | 78,217 | 78,217 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 50,000 | 50,000 | 0 | Temporary four summer engineering interns |
| 139,245 | 138,342 | (903) | Pension adjustments |
| 6,292 | 8,319 | 2,027 | Workers' Compensation adjustment |
| 289,046 | 296,989 | 7,943 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 121,506 | 117,590 | (3,916) | FICA adjustments |
| | | | CONTRACTUAL SERVICES decrease ($4,900) |
| 23,900 | 19,000 | (4,900) | Funding for office equipment, telephone service decreased offset by small increase in legal notice |
| | | | SUPPLIES AND MATERIALS increase $1,665 |
| 7,500 | 9,000 | 1,500 | Funding for safety equipment, computer hardware and other supplies and materials increased offset by a decrease in general office supplies |
| | | | BUSSINESS AND TRAVEL decrease ($1,000) |
| 14,100 | 13,000 | (1,100) | Funding for fuel and professional books decreased and offset by a increase in lodging and training based on actual expense history |
| | | | MISCELLANEOUS increase $4,900 |
| 65,100 | 70,000 | 4,900 | Funds for Baltimore Metropolitan Council dues |

## DIVISION STAFF SUMMARY
### Bureau of Highways Engineering
### Index #303210

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 2.00 | 128,309 | 2.00 | 133,442 | 2.00 | 140,111 |
| Administrative Budget Technician II | 1.00 | 57,740 | 1.00 | 60,050 | 1.00 | 53,000 |
| Chief, Engineering Division | 1.00 | 124,656 | 1.00 | 128,891 | 1.00 | 133,469 |
| Civil Engineer II | 1.00 | 58,331 | 0.00 | 0 | 0.00 | 0 |
| Civil Engineer III | 4.00 | 428,663 | 5.00 | 509,506 | 5.00 | 529,696 |
| Engineering Associate III | 1.00 | 54,262 | 1.00 | 56,432 | 1.00 | 59,562 |
| Engineering Associate IV | 2.00 | 150,619 | 2.00 | 156,644 | 2.00 | 163,776 |
| Engineering Associate V | 1.00 | 99,417 | 1.00 | 103,383 | 1.00 | 107,452 |
| Engineering Records Technician | 1.00 | 77,046 | 1.00 | 80,128 | 1.00 | 83,730 |
| GIS Coordinator | 1.00 | 72,019 | 1.00 | 74,900 | 1.00 | 78,397 |
| Land Surveyor | 1.00 | 91,107 | 1.00 | 94,752 | 1.00 | 98,647 |
| Management Assistant II | 1.00 | 84,939 | 1.00 | 88,337 | 1.00 | 92,104 |
| Permit Clerk | 1.00 | 58,370 | 1.00 | 60,705 | 1.00 | 63,919 |
| **FULL-TIME SALARIES** | **18.00** | **1,485,478** | **18.00** | **1,547,170** | **18.00** | **1,603,863** |
| **TEMPORARY SALARIES** | | **0** | | **50,000** | | **50,000** |
| **SALARY TOTAL** | **18.00** | **1,485,478** | **18.00** | **1,597,170** | **18.00** | **1,653,863** |

## DIVISION STAFF SUMMARY

### Bureau of Highways Engineering

### Index #303210

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 148,548 | | | 139,245 | | 144,355 |
| Workers' Compensation | | 6,532 | | | 6,292 | | 8,669 |
| Health Benefits | | 283,771 | | | 289,046 | | 296,988 |
| FICA | | 113,257 | | | 121,506 | | 122,702 |
| Miscellaneous | | 2,520 | | | 2,520 | | 2,520 |
| **TOTAL OTHER PERSONAL SERVICES** | | **554,628** | | | **558,609** | | **575,234** |
| **TOTAL PERSONAL SERVICES** | **19.00** | **2,040,106** | * | **18.00** | **2,155,779** | **18.00** | **2,229,097** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## 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 1,064 miles of County roadways; 223 County bridges, which includes ten bridges shared with Baltimore County; over 25,000 signs; and 5,450 street lights.

***FY 19 GOALS:***

TO PROVIDE RESPONSIVE AND EFFECTIVE SERVICE TO ROADWAY, BRIDGES AND DEVELOPMENT STAKEHOLDERS
TO MAINTAIN EFFICIENCY AND SAFETY OF COUNTY ROADWAYS
TO PROVIDE SAFE AND WELL-MAINTAINED BRIDGES

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 9,264,746 | 9,896,224 | 10,461,135 | 11,280,088 | 11,280,088 |
| 20 CONTRACTUAL SERVICES | 2,882,557 | 3,116,185 | 3,467,481 | 3,499,481 | 3,499,481 |
| 30 SUPPLIES & MATERIALS | 1,674,024 | 1,780,434 | 1,946,750 | 1,946,250 | 2,096,250 |
| 40 BUSINESS AND TRAVEL | 1,387,067 | 1,120,523 | 1,603,100 | 1,603,100 | 1,603,100 |
| 50 CAPITAL OUTLAY | 81,155 | 206,024 | 13,000 | 13,000 | 13,000 |
| 70 MISCELLANEOUS | 2,246,302 | 2,325,057 | 2,554,959 | 2,782,160 | 2,782,160 |
| **GRAND TOTAL** | **17,535,851** | **18,444,447** | **20,046,425** | **21,124,079** | **21,274,079** |
| **FUNDING SOURCE:** | | | | | |
| 25 HIGHWAYS | **17,535,851** | **18,444,447** | **20,046,425** | **21,124,079** | **21,274,079** |

# PUBLIC WORKS - DIVISION OF HIGHWAYS
## Bureau of Highways Maintenance
## Index #303410

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 6,548,182 | 6,517,536 | (30,646) | PERSONAL SERVICES increase $818,953 |
| | | | Full-time salaries |
| | | | 17,073 Salary adjustments |
| | | | (47,719) Staff Turnover (0.73)% |
| | | | (30,646) |
| | 505,173 | 505,173 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 594,196 | 600,182 | 5,986 | Pension/Retirement adjustments |
| 308,665 | 445,438 | 136,773 | Workers' Compensation adjustments |
| 2,148,757 | 2,348,917 | 200,160 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 168,700 | 172,550 | 3,850 | PEHP (Post Employment Health Plan) |
| 513,175 | 510,832 | (2,343) | FICA adjustments |
| | | | CONTRACTUAL SERVICES increase $32,000 |
| 36,800 | 28,800 | (8,000) | Funding for uniform rental, office equipment service, operating equipment service decreased based on actual expense history |
| 170,000 | 250,000 | 80,000 | Funding for curb repair increased based on actuals and transfer of funds within department |
| 40,000 | 0 | (40,000) | Funding for street lights reduced and funding moved to the Capital budget for traffic calming |
| | | | SUPPLIES AND MATERIALS increase $150,000 |
| 225,000 | 375,000 | 150,000 | Funding for crushed aggregate increased due to estimated increase in per ton cost during FY 19 |
| | | | MISCELLANEOUS increase $227,201 |
| 2,554,959 | 2,782,160 | 227,201 | Pro Rata Shares - to the General Fund increased based on formula |

## DIVISION STAFF SUMMARY

### Bureau of Highways Maintenance

### Index #303410

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Accounting Technician II | 2.00 | 95,665 | 2.00 | 99,492 | 2.00 | 105,482 |
| Administrative Assistant II | 4.00 | 188,967 | 4.00 | 196,526 | 4.00 | 194,123 |
| Administrative Specialist I | 1.00 | 65,675 | 1.00 | 68,302 | 1.00 | 71,667 |
| Central Stores Coordinator | 1.00 | 57,165 | 1.00 | 59,452 | 1.00 | 62,641 |
| Central Stores Manager | 1.00 | 50,476 | 1.00 | 52,495 | 1.00 | 55,545 |
| Chauffeur-Laborer | 23.00 | 842,472 | 24.00 | 971,001 | 24.00 | 1,008,317 |
| Chief Construction Inspector | 1.00 | 76,342 | 1.00 | 79,396 | 1.00 | 82,983 |
| Chief, Highways Division | 1.00 | 93,466 | 1.00 | 97,205 | 1.00 | 101,149 |
| Communications Specialist II | 1.00 | 48,056 | 1.00 | 49,978 | 1.00 | 52,977 |
| Crew Chief | 12.00 | 612,876 | 12.00 | 637,391 | 12.00 | 648,110 |
| Engineering Associate III | 1.00 | 48,056 | 0.00 | 0 | 0.00 | 0 |
| Equipment Operator | 25.00 | 974,787 | 26.00 | 1,042,069 | 27.00 | 1,155,248 |
| Equipment Operator Trainee | 4.00 | 127,728 | 2.00 | 67,065 | 2.00 | 105,236 |
| Equipment Repair Specialist | 6.00 | 302,372 | 6.00 | 314,467 | 6.00 | 332,756 |
| Inspector II | 1.00 | 69,371 | 2.00 | 106,288 | 2.00 | 112,414 |
| Inspector III | 1.00 | 74,829 | 1.00 | 77,822 | 1.00 | 81,378 |
| Laborer | 3.00 | 114,628 | 3.00 | 119,213 | 3.00 | 127,596 |
| Maintenance Supervisor | 7.00 | 407,555 | 7.00 | 423,856 | 7.00 | 446,333 |
| Management Assistant II | 1.00 | 65,619 | 1.00 | 68,244 | 1.00 | 71,609 |
| Road Marking Equipment Operator I | 4.00 | 159,419 | 4.00 | 163,692 | 5.00 | 239,198 |
| Road Marking Equipment Operator II | 2.00 | 80,435 | 2.00 | 79,819 | 0.00 | 0 |
| Road Marking Equipment Operator III | 1.00 | 58,759 | 1.00 | 47,590 | 1.00 | 45,102 |
| Senior Equipment Operator | 14.00 | 637,391 | 14.00 | 662,887 | 14.00 | 687,055 |
| Superintendent Highways | 2.00 | 136,156 | 2.00 | 141,602 | 2.00 | 148,433 |
| Trades/Laborer | 4.00 | 171,043 | 6.00 | 297,898 | 6.00 | 297,418 |
| Traffic Operations Supervisor | 2.00 | 130,259 | 2.00 | 127,266 | 2.00 | 133,811 |
| Traffic Sign Mechanic I | 1.00 | 28,574 | 1.00 | 52,875 | 1.00 | 55,931 |

## DIVISION STAFF SUMMARY

### Bureau of Highways Maintenance

### Index #303410

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Traffic Sign Mechanic II | 4.00 | 136,589 | | 4.00 | 139,688 | 4.00 | 179,412 |
| Traffic Sign Mechanic III | 1.00 | 49,528 | | 1.00 | 51,509 | 1.00 | 54,539 |
| Utility Worker I | 5.00 | 199,641 | | 3.00 | 111,002 | 3.00 | 118,486 |
| Utility Worker II | 3.00 | 136,627 | | 3.00 | 142,092 | 3.00 | 150,934 |
| **SALARY TOTAL** | **139.00** | **6,240,526** | | **139.00** | **6,548,182** | **139.00** | **6,925,886** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 627,790 | | | 594,196 | | 636,979 |
| Workers' Compensation | | 328,395 | | | 308,665 | | 474,187 |
| Health Benefits | | 2,100,759 | | | 2,148,757 | | 2,348,917 |
| PEHP | | 123,684 | | | 168,700 | | 172,550 |
| Overtime | | 160,000 | | | 160,000 | | 160,000 |
| FICA | | 489,639 | | | 513,175 | | 542,109 |
| Miscellaneous | | 19,460 | | | 19,460 | | 19,460 |
| **TOTAL OTHER PERSONAL SERVICES** | | **3,849,727** | | | **3,912,953** | | **4,354,202** |
| **TOTAL PERSONAL SERVICES** | **139.00** | **10,090,253** | * | **139.00** | **10,461,135** | **139.00** | **11,280,088** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 812,345 | 378,469 | 430,600 | 430,600 | 430,600 |
| 20 CONTRACTUAL SERVICES | 738,476 | 136,786 | 230,428 | 292,438 | 292,438 |
| 30 SUPPLIES & MATERIALS | 702,303 | 501,143 | 1,302,860 | 1,302,860 | 1,302,860 |
| 40 BUSINESS AND TRAVEL | 211,511 | 85,034 | 311,000 | 311,000 | 311,000 |
| **GRAND TOTAL** | **2,464,635** | **1,101,432** | **2,274,888** | **2,336,898** | **2,336,898** |
| **FUNDING SOURCE:** | | | | | |
| 25 HIGHWAYS | **2,464,635** | **1,101,432** | **2,274,888** | **2,336,898** | **2,336,898** |

**PUBLIC WORKS - DIVISION OF HIGHWAYS**
**Bureau of Highways Maintenance - Snow Removal**
**Index #303430**

**FINANCIAL NOTES:**

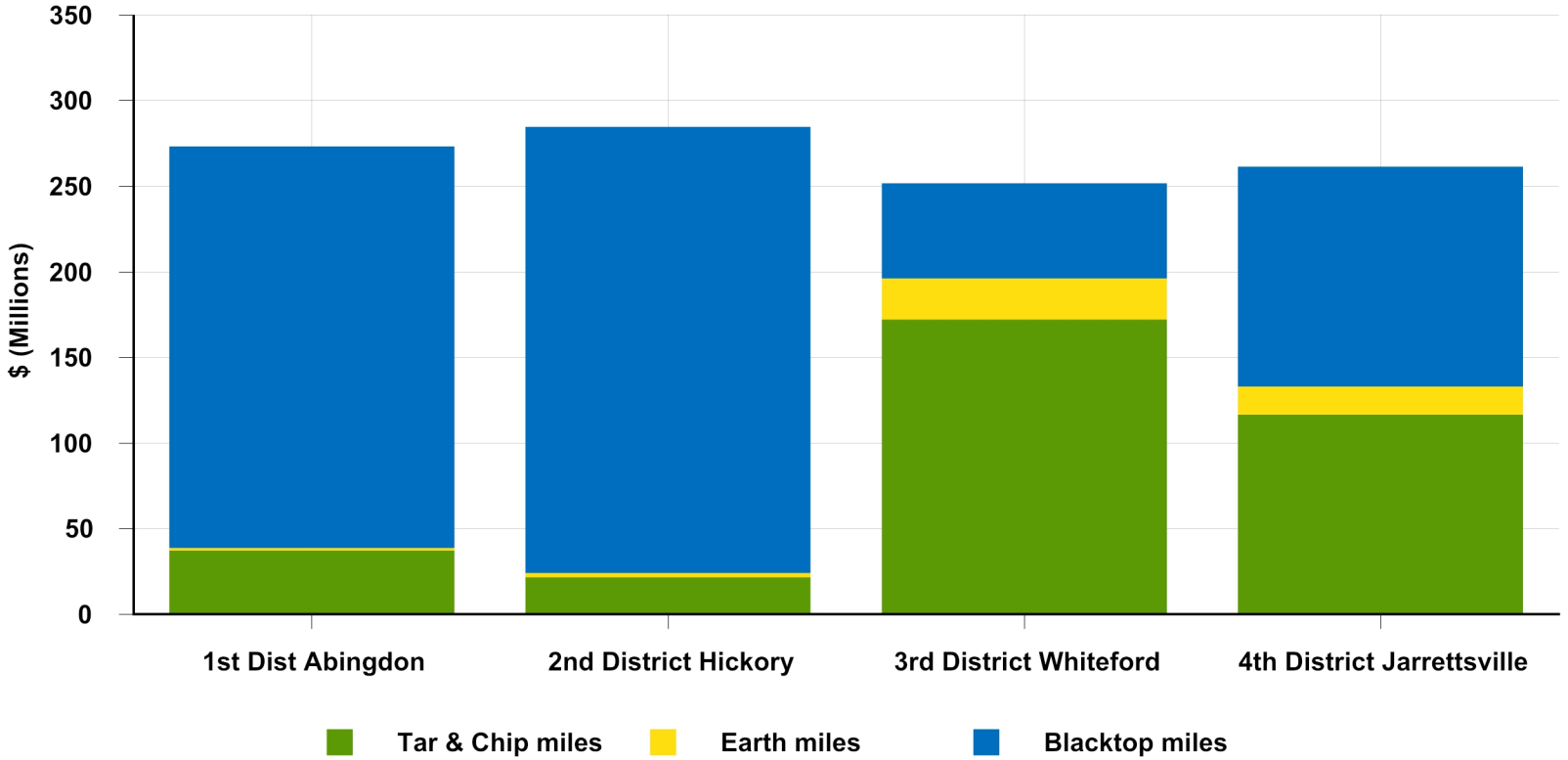
| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $62,010 |
| | 62,010 | 62,010 | Funding for other professional service increased for fleet vehicle services overtime during extreme weather events |

## DIVISION STAFF SUMMARY
### Snow Removal
### Index #303430

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 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 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# Highways District Road Surface Inventory



# DPW - DIVISION OF HIGHWAYS - HIGHWAYS MAINTENANCE
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

To maintain efficiency & safety of County roadways

**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 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| | Dollars allocated | $773,916 | $697,640 | $808,823 | $806,216 | $818,752 |
| | Number of staff | 13 | 13 | 13 | 13 | 13 |
| ***Output:*** | | | | | | |
| | Miles of roads rehabilitated | 66.95 | 56.98 | 81.16 | 74.23 | 71.00 |
| ***Outcome:*** | | | | | | |
| | Percentage of miles of tar and chip roads rated fair or better. | 75% | 75% | 77% | 79% | 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 Plan and Policy: Tar and Chip/Road Rehabilitation Program

# DPW - DIVISION OF HIGHWAYS - HIGHWAYS MAINTENANCE
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

To maintain efficiency & safety of the County roadways.

**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 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| | Dollars allocated (materials) | $167,276 | $202,225 | $213,197 | $213,119 | $205,000 |
| | Number of staff | 8 | 8 | 8 | 8 | 8 |
| ***Output:*** | | | | | | |
| | Number of road miles striped | 678.34 | 927.13 | 900.53 | 904.21 | 852.00 |
| | Cost per mile | $246.60 | $218.12 | $236.74 | $235.69 | $240.61 |
| ***Outcome:*** | | | | | | |
| | Percentage of roads that needed to be striped that were completed | 80% | 93% | 90% | 90% | 100% |

**Explanation and Analysis of Performance Measures**

Although the Striping Program goal is to complete 100% of the roads required to be striped within a given year, this can vary based upon weather; scheduled and non-scheduled equipment maintenance, as well as crews allocated for various capital projects.

# DPW - DIVISION OF HIGHWAYS - TRANSPORTATION DIVISION
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal**

To provide safe and well-maintained bridges

**Department Objective**

To improve the overall condition of the County's bridge infrastructure by improving the average rating and decreasing the percentage of bridges rated equal to or below 60.

**County Goal(s) Supported**

III. Strengthen Our Communities

V. Building Economic Vitality

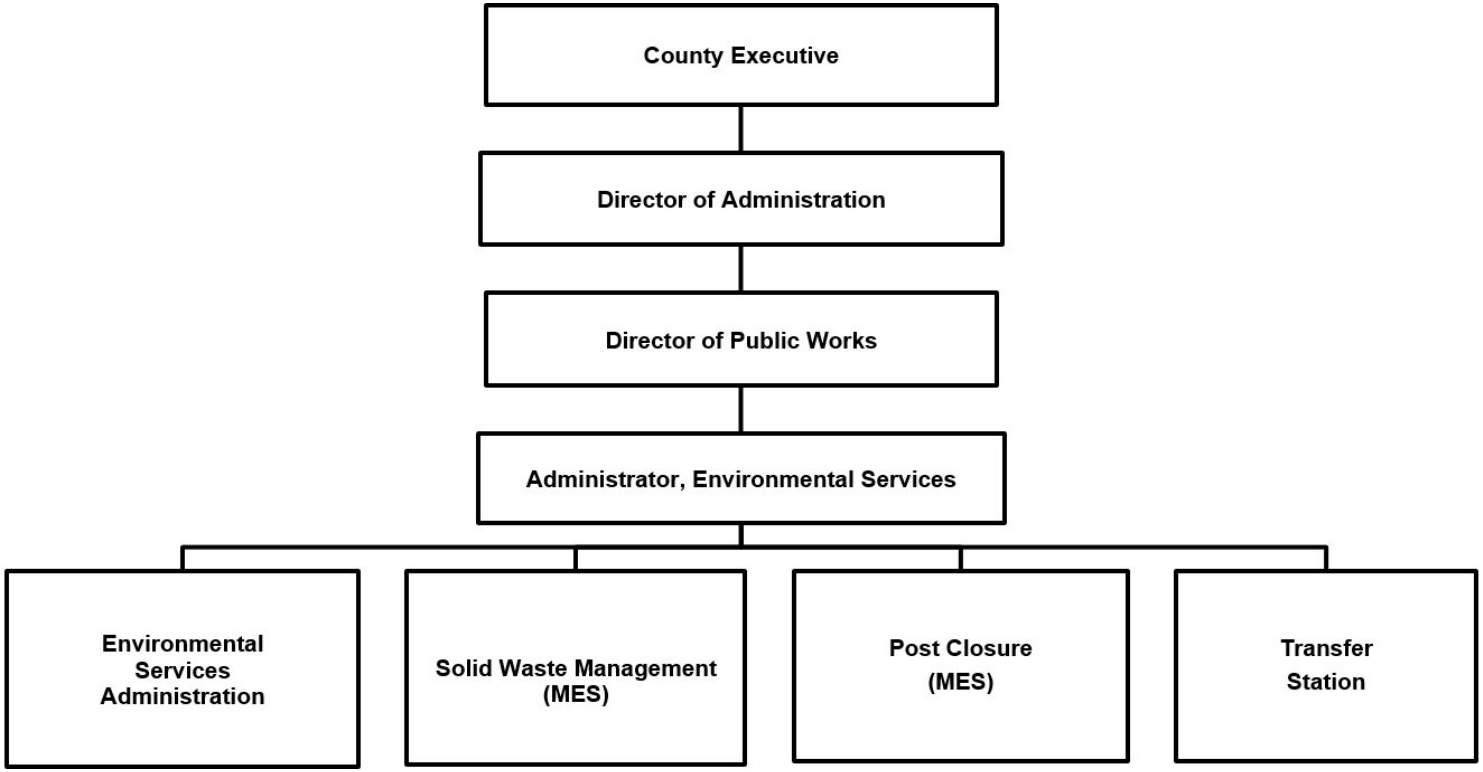
| Measure | | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| | Dollars allocated | $196,937 | $2,690,000 | $2,085,000 | $2,630,000 | $2,516,000 |
| | Number of Staff | 2 | 2 | 1.0+ * | 1.0+ * | 1.0+ * |
| ***Output:*** | | | | | | |
| | Number of bridges in need of repair (i.e. those having rating < 60) | 29 | 27 | 26 | 32 | 30 |
| | Average cost to bring bridges up to satisfactory rating | $750,000 | $800,000 | $850,000 | $850,000 | $900,000 |
| ***Outcome:*** | | | | | | |
| | Average rating of all County bridges | 80.4 | 80.1 | 80.7 | 79.1 | 80 |
| | Percent of all bridges Countywide with rating of < 60 | 13.1% | 12.1% | 11.7% | 14.2% | 13% |

*** One full time structural engineer supported by 3 other civil engineers who mix bridge construction projects in with their other assigned duties.**

**Explanation and Analysis of Performance Measures**

As bridges are replaced / reconstructed and their ratings improve, other bridges deteriorate resulting in nearly consistent numbers for average bridge ratings and percentages of bridges below 60. Note that some identified repairs are fairly minor in nature and not considered an immediate safety or capacity issue. These smaller repairs, although counted as a deficiency, may be deferred for several years.

# 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.

**BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING**: Responsible for the management/oversight of the County's contract with Maryland Environmental Services (MES).
Maryland Environmental Services are responsible for:

**RECYCLING**: 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**: Manage post closure care and monitoring associated with closed landfills

**SCARBORO REMEDIATION**: Monitoring of the Scarboro Landfill remediation project.

**GYPSY MOTH and NOXIOUS WEED**: Oversee the Gypsy Moth survey and spray program in Harford County by State of Maryland Department of Agriculture. Administer and provide labor support for the eradication of noxious and invasive weeds in Harford County.

**BUREAU OF SOLID WASTE MANAGEMENT**: Maintain and operate 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, and the used oil and anti-freeze program.

***MISSION STATEMENT:***
TO PROVIDE QUALITY ENVIRONMENTAL AND INTEGRATED SOLID WASTE MANAGEMENT PROGRAMS FOR THE CITIZENS OF HARFORD COUNTY

***FY 19 GOALS:***
MAINTENANCE AND MONITORING COUNTY LANDFILLS

COST-EFFECTIVE RECYCLING PROGRAM

MANAGE AND OVERSEE M.E.S. CONTRACT

PROVIDE ADEQUATE SOLID WASTE DISPOSAL CAPACITY

## PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 888,143 | 153,086 | 156,642 | 164,808 | 164,808 |
| 20 | CONTRACTUAL SERVICES | 15,507,995 | 12,935,737 | 14,317,390 | 15,008,740 | 15,008,740 |
| 30 | SUPPLIES & MATERIALS | 32,660 | 494 | 500 | 500 | 500 |
| 40 | BUSINESS AND TRAVEL | 400,639 | 281,164 | 435,400 | 289,500 | 289,500 |
| 50 | CAPITAL OUTLAY | 27,597 | 63,730 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 148 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **16,857,182** | **13,434,211** | **14,909,932** | **15,463,548** | **15,463,548** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 801,093 | 13,434,211 | 14,909,932 | 15,463,548 | 15,463,548 |
| 55 | SOLID WASTE SERVICES | 16,056,089 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **16,857,182** | **13,434,211** | **14,909,932** | **15,463,548** | **15,463,548** |
| **SUMMARY BY DIVISION:** | | | | | | |
| **GENERAL FUND:** | | | | | | |
| 301111 | BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING | 544,451 | 153,088 | 156,642 | 164,808 | 164,808 |
| 301213 | TRANSFER STATION | 0 | 8,627,130 | 9,425,000 | 9,970,450 | 9,970,450 |
| 301214 | BUREAU OF SOLID WASTE MGT | 0 | 4,482,294 | 5,151,690 | 5,105,240 | 5,105,240 |
| 301241 | RECYCLING | 222,451 | 0 | 0 | 0 | 0 |
| 301251 | POST CLOSURE | 32,943 | 171,699 | 176,600 | 223,050 | 223,050 |
| 301261 | SCARBORO REMEDIATION | 723 | 0 | 0 | 0 | 0 |
| 301520 | NOXIOUS WEED | 525 | 0 | 0 | 0 | 0 |
| 301530 | GYPSY MOTH | 0 | 0 | 0 | 0 | 0 |
| **SOLID WASTE SERVICES:** | | | | | | |
| 301211 | BUREAU OF SOLID WASTE MGT. | 5,083,522 | 0 | 0 | 0 | 0 |
| 301212 | TRANSFER STATION | 2,947,323 | 0 | 0 | 0 | 0 |
| 301271 | WASTE TO ENERGY | 8,025,244 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **16,857,182** | **13,434,211** | **14,909,932** | **15,463,548** | **15,463,548** |

## DEPARTMENT STAFF SUMMARY
### PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **DIVISION OF ENVIRONMENTAL SERVICES - GENERAL FUND** | | | | | | |
| Administrator | 1.00 | 109,097 | 1.00 | 113,461 | 1.00 | 117,730 |
| **SALARY TOTAL** | **1.00** | **109,097** | **1.00** | **113,461** | **1.00** | **117,730** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 10,910 | | 10,211 | | 10,596 |
| Workers' Compensation | | 371 | | 397 | | 530 |
| Health Benefits | | 22,061 | | 23,753 | | 26,806 |
| PEHP | | 0 | | 0 | | 0 |
| Overtime | | 0 | | 0 | | 0 |
| FICA | | 8,346 | | 8,680 | | 9,006 |
| Miscellaneous | | 140 | | 140 | | 140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **41,828** | | **43,181** | | **47,078** |
| **TOTAL PERSONAL SERVICES** | **1.00** | **150,925** | **1.00** | **156,642** | **1.00** | **164,808** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

**GENERAL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 481,252 | 153,086 | 156,642 | 164,808 | 164,808 |
| 20 | CONTRACTUAL SERVICES | 243,445 | 12,935,737 | 14,317,390 | 15,008,740 | 15,008,740 |
| 30 | SUPPLIES & MATERIALS | 15,646 | 494 | 500 | 500 | 500 |
| 40 | BUSINESS AND TRAVEL | 60,750 | 281,164 | 435,400 | 289,500 | 289,500 |
| 50 | CAPITAL OUTLAY | 0 | 63,730 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **801,093** | **13,434,211** | **14,909,932** | **15,463,548** | **15,463,548** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 801,093 | 13,434,211 | 14,909,932 | 15,463,548 | 15,463,548 |
| | **GRAND TOTAL** | **801,093** | **13,434,211** | **14,909,932** | **15,463,548** | **15,463,548** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 301111 | BUREAU OF ENVIRONMENTAL SERVICES ADMINISTRATION & ENGINEERING | 544,451 | 153,088 | 156,642 | 164,808 | 164,808 |
| 301213 | TRANSFER STATION | 0 | 8,627,130 | 9,425,000 | 9,970,450 | 9,970,450 |
| 301214 | BUREAU OF SOLID WASTE MGT | 0 | 4,482,294 | 5,151,690 | 5,105,240 | 5,105,240 |
| 301241 | RECYCLING | 222,451 | 0 | 0 | 0 | 0 |
| 301251 | POST CLOSURE | 32,943 | 171,699 | 176,600 | 223,050 | 223,050 |
| 301261 | SCARBORO REMEDIATION | 723 | 0 | 0 | 0 | 0 |
| 301520 | NOXIOUS WEED | 525 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **801,093** | **13,434,211** | **14,909,932** | **15,463,548** | **15,463,548** |

# 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.

The function of this division has been outsourced to Maryland Environmental Services (MES)

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 306,242 | 153,086 | 156,642 | 164,808 | 164,808 |
| 20 CONTRACTUAL SERVICES | 186,223 | 2 | 0 | 0 | 0 |
| 30 SUPPLIES & MATERIALS | 341 | 0 | 0 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 51,645 | 0 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 0 | 0 | 0 | 0 | 0 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **544,451** | **153,088** | **156,642** | **164,808** | **164,808** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **823,303** | **153,088** | **156,642** | **164,808** | **164,808** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $8,166 |
| | 4,999 | 4,999 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 23,753 | 26,806 | 3,053 | Health Benefits adjusted for anticipated cost increase and changes in coverage |

## DIVISION STAFF SUMMARY

### Bureau of Environmental Services Administration & Engineering

### Index #301111

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrator | 1.00 | 109,097 | | 1.00 | 113,461 | 1.00 | 117,730 |
| **SALARY TOTAL** | **1.00** | **109,097** | | **1.00** | **113,461** | **1.00** | **117,730** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 10,910 | | | 10,211 | | 10,596 |
| Workers' Compensation | | 371 | | | 397 | | 530 |
| Health Benefits | | 22,061 | | | 23,753 | | 26,806 |
| Overtime | | 0 | | | 0 | | 0 |
| FICA | | 8,346 | | | 8,680 | | 9,006 |
| Miscellaneous | | 140 | | | 140 | | 140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **41,828** | | | **43,181** | | **47,078** |
| **TOTAL PERSONAL SERVICES** | **1.00** | **150,925** | * | **1.00** | **156,642** | **1.00** | **164,808** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
## Transfer Station
## Index #301213

***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.

Transfer Station fees reallocated to the General Fund when Solid Waste Services was outsourced to Maryland Environmental Services (MES) and the Solid Waste Services Fund was eliminated.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 0 | 8,627,130 | 9,425,000 | 9,970,450 | 9,970,450 |
| **GRAND TOTAL** | **0** | **8,627,130** | **9,425,000** | **9,970,450** | **9,970,450** |
| **FUNDING SOURCE:** | | | | | |
| 011 GENERAL | **0** | **8,627,130** | **9,425,000** | **9,970,450** | **9,970,450** |

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 9,425,000 | 9,970,450 | 545,450 | Management Services - Payment to Baltimore County for the Transfer Station Agreement |

## PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
## Bureau of Solid Waste Management
## Index #301214

***ORIGIN/PURPOSE:***

The Division of Environmental Services, Solid Waste Management funds the contract with Maryland Environmental Services (MES) to provide the daily,service for the Landfill now under their oversight.
New for FY 17 as the County has outsourced Solid Waste Management Services to Maryland Environmental Services (MES)

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 0 | 4,136,906 | 4,715,790 | 4,815,240 | 4,815,240 |
| 30 SUPPLIES & MATERIALS | 0 | 494 | 500 | 500 | 500 |
| 40 BUSINESS AND TRAVEL | 0 | 281,164 | 435,400 | 289,500 | 289,500 |
| 50 CAPITAL OUTLAY | 0 | 63,730 | 0 | 0 | 0 |
| **GRAND TOTAL** | **0** | **4,482,294** | **5,151,690** | **5,105,240** | **5,105,240** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **0** | **4,482,294** | **5,151,690** | **5,105,240** | **5,105,240** |

## PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
## Bureau of Solid Waste Management
## Index #301214

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $99,450 |
| 31,000 | 34,300 | 3,300 | Electricity and telephone service increased based on actual expense history of contract |
| 4,683,260 | 4,779,340 | 96,080 | Other Professional Services - contract with Maryland Environmental Services |
| | | | SUPPLIES & MATERIALS no change for FY 19 |
| 500 | 500 | 0 | Duplicating machine supplies |
| | | | BUSINESS AND TRAVEL decrease ($145,900) |
| 126,400 | 155,600 | 29,200 | Vehicle Maintenance adjusted per the requested contract |
| 309,000 | 133,900 | (175,100) | Fuel Charges decreased per the requested contract |

# 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.

The Function of this division has been outsourced to Maryland Environmental Services (MES)

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 175,010 | 0 | 0 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 23,891 | 0 | 0 | 0 | 0 |
| 30 SUPPLIES & MATERIALS | 14,840 | 0 | 0 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 8,710 | 0 | 0 | 0 | 0 |
| 50 CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | | 0 | 0 | 0 |
| **GRAND TOTAL** | **222,451** | **0** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,346,267** | **0** | **0** | **0** | **0** |

## 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.

This function was outsourced to Maryland Environmental Services (MES) but accounting for these costs will be kept separate from the daily operations/costs of the Harford Waste Disposal System.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 32,629 | 171,698 | 176,600 | 223,050 | 223,050 |
| 30 SUPPLIES & MATERIALS | 314 | 0 | 0 | 0 | 0 |
| 50 CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **32,943** | **171,698** | **176,600** | **223,050** | **223,050** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **32,943** | **171,698** | **176,600** | **223,050** | **223,050** |

# PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES
## Scarboro Remediation
## Index #301261

***ORIGIN/PURPOSE:***

This operating budget is administered by the Bureau of Environmental Services Administration and Engineering and accounts for monitoring and operating costs for the Scarboro Landfill remediation project.

The costs include groundwater monitoring, operation and maintenance of groundwater treatment systems, sampling and monitoring activities, and various other costs associated with remediation.

The Maryland Department of the Environment mandates the treatment and remediation operations for closed landfills.

The function of this division has been outsourced to Maryland Environmental Services (MES)

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 702 | 0 | 0 | 0 | 0 |
| 30 SUPPLIES & MATERIALS | 21 | 0 | 0 | 0 | 0 |
| 50 CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **723** | **0** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **723** | **0** | **0** | **0** | **0** |

# 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.

The function of this division has been outsourced to Maryland Environmental Services (MES)

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 0 | 0 | 0 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 0 | 0 | 0 | 0 | 0 |
| 30 SUPPLIES AND MATERIALS | 130 | 0 | 0 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 395 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **525** | **0** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **525** | **0** | **0** | **0** | **0** |

## PUBLIC WORKS - DIVISION OF ENVIRONMENTAL SERVICES

**SOLID WASTE SERVICES SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 406,891 | 0 | 0 | 0 | 0 |
| 20 | CONTRACTUAL SERVICES | 15,264,550 | 0 | 0 | 0 | 0 |
| 30 | SUPPLIES & MATERIALS | 17,014 | 0 | 0 | 0 | 0 |
| 40 | BUSINESS AND TRAVEL | 339,889 | 0 | 0 | 0 | 0 |
| 50 | CAPITAL OUTLAY | 27,597 | 0 | 0 | 0 | 0 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 148 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **16,056,089** | **0** | **0** | **0** | **0** |
| **SUMMARY BY FUND:** | | | | | | |
| 55 | SOLID WASTE SERVICES | 16,056,089 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **16,056,089** | **0** | **0** | **0** | **0** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 301211 | BUREAU OF SOLID WASTE MANAGEMENT | 5,083,522 | 0 | 0 | 0 | 0 |
| 301212 | TRANSFER STATION | 2,947,323 | 0 | 0 | 0 | 0 |
| 301271 | WASTE TO ENERGY | 8,025,244 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **16,056,089** | **0** | **0** | **0** | **0** |

## 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.

The function of this division was outsourced to Maryland Environmental Services (MES) in FY 16

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 406,891 | 0 | 0 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 4,291,983 | 0 | 0 | 0 | 0 |
| 30 SUPPLIES AND MATERIALS | 17,014 | 0 | 0 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 339,889 | 0 | 0 | 0 | 0 |
| 50 CAPITAL OUTLAY | 27,597 | 0 | 0 | 0 | 0 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 148 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **5,083,522** | **0** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| 55 SOLID WASTE SERVICES | **5,083,522** | **0** | **0** | **0** | **0** |

## 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.

For accounting purposes this division transferred under The DPW General Fund

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 2,947,323 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **2,947,323** | **0** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| 55 SOLID WASTE SERVICES | **2,947,323** | **0** | **0** | **0** | **0** |

# 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.

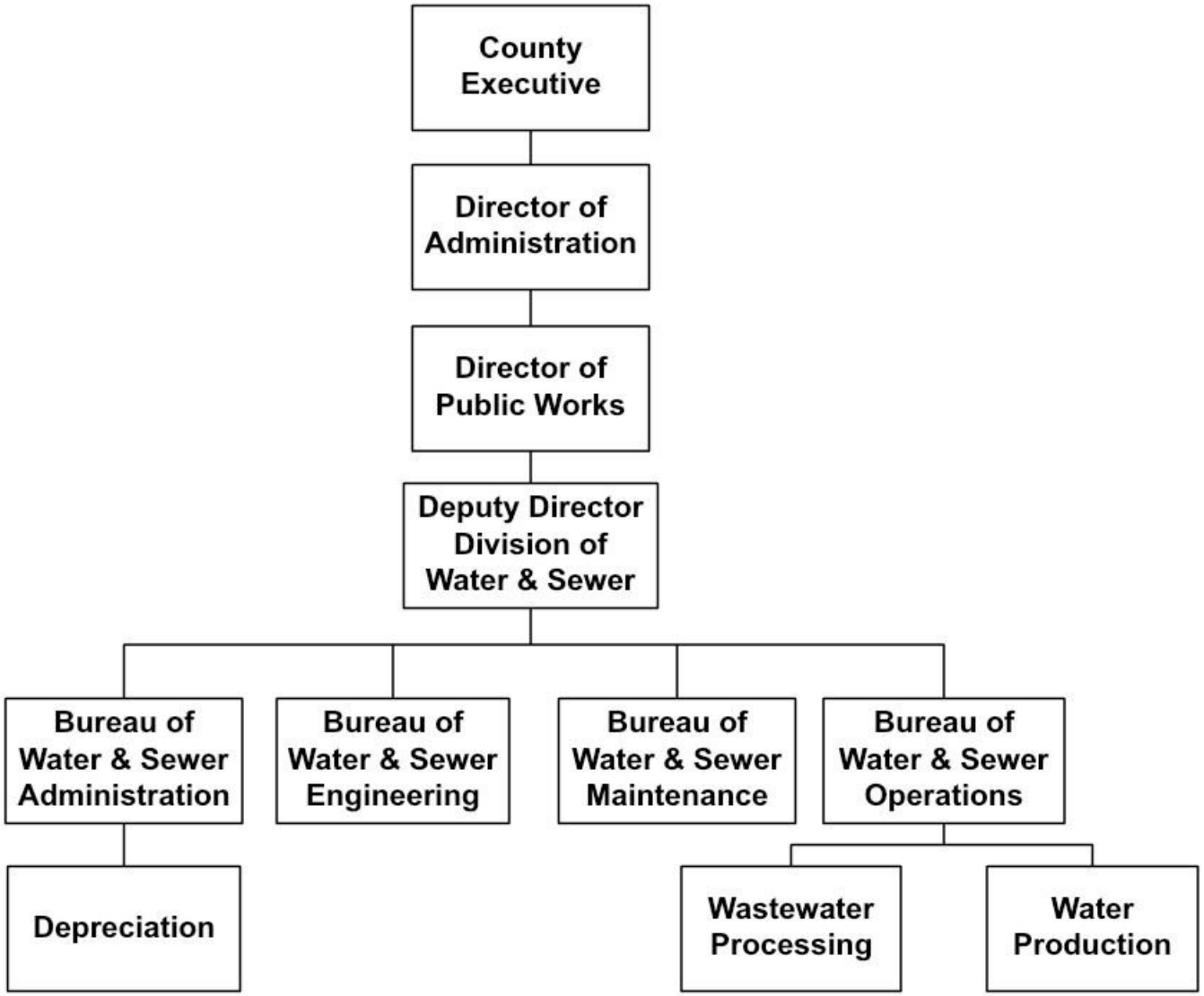
The Treasury Department will act as an agent for NMWDA and collect all monies including steam revenue from the Army. The department will pay all invoices to the contract operator, NMWDA and the Army.

The Waste to Energy Plant was closed March 17, 2016

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 8,025,244 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **8,025,244** | **0** | **0** | **0** | **0** |
| **FUNDING SOURCE:** | | | | | |
| | | 0 | | | |
| 55 SOLID WASTE SERVICES | **8,025,244** | **0** | **0** | **0** | **0** |

# 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.

**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 OUR CUSTOMERS WITH SAFE, RELIABLE WATER AND SEWER SERVICES IN A RESPONSIVE AND COST EFFECTIVE MANNER; TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT, AND TO ADMINISTER WELL-PLANNED IMPROVEMENTS TO SUPPORT COMMUNITY OPPORTUNITIES.

***FY 19 GOALS:***

TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT
TO PROVIDE RESPONSIVE AND ECONOMICAL SERVICE TO OUR CUSTOMERS
TO PROVIDE CLEAN, AFFORDABLE WATER TO OUR CUSTOMERS

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 13,499,959 | 13,890,358 | 15,850,711 | 16,893,529 | 16,893,529 |
| 20 CONTRACTUAL SERVICES | 7,166,831 | 7,399,070 | 9,564,133 | 11,453,023 | 11,453,023 |
| 30 SUPPLIES & MATERIALS | 3,182,470 | 3,390,197 | 4,232,613 | 4,559,770 | 4,559,770 |
| 40 BUSINESS AND TRAVEL | 643,313 | 551,114 | 780,100 | 854,950 | 854,950 |
| 50 CAPITAL OUTLAY | 650,614 | 701,812 | 1,370,364 | 1,028,335 | 1,028,335 |
| 70 MISCELLANEOUS | 15,911,367 | 16,712,370 | 16,056,405 | 16,700,883 | 16,700,883 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 1,104 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **41,055,658** | **42,644,921** | **47,854,326** | **51,490,490** | **51,490,490** |
| **SUMMARY BY FUND:** | | | | | |
| 51 WATER & SEWER OPERATING | 41,055,658 | 42,644,921 | 47,854,326 | 51,490,490 | 51,490,490 |
| **GRAND TOTAL** | **41,055,658** | **42,644,921** | **47,854,326** | **51,490,490** | **51,490,490** |

# PUBLIC WORKS - DIVISION OF WATER & SEWER

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY DIVISION:** | | | | | |
| BUREAU OF ADMINISTRATION | 3,361,829 | 3,635,629 | 3,881,678 | 4,531,632 | 4,531,632 |
| DEPRECIATION | 12,724,575 | 13,256,446 | 12,750,000 | 13,350,000 | 13,350,000 |
| BUREAU OF ENGINEERING | 1,132,931 | 1,142,889 | 1,508,560 | 1,461,727 | 1,461,727 |
| BUREAU OF WATER & SEWER MAINTENANCE | 6,214,499 | 6,266,115 | 7,595,979 | 8,226,648 | 8,226,648 |
| WASTEWATER PROCESSING | 10,623,763 | 11,318,703 | 13,463,161 | 15,045,029 | 15,045,029 |
| WATER PRODUCTION | 6,998,061 | 7,025,139 | 8,654,948 | 8,925,454 | 8,925,454 |
| **GRAND TOTAL** | **41,055,658** | **42,644,921** | **47,854,326** | **51,540,490** | **51,540,490** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $1,042,818 |
| 9,793,423 | 9,698,030 | (95,393) | Full-time salaries |
| | | | 30,247 Salary adjustments |
| | | | (125,640) Staff Turnover (1.28)% |
| | | | (95,393) |
| | 625,361 | 625,361 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 147,610 | 141,660 | (5,950) | Temporary Salaries - increase for new Maintenance Specialist |
| | (8,622) | (8,622) | The net result of full-time staff transfers between Public Works - Division of Water & Sewer: |
| | | | Salary Fringe Total |
| | | | (22,608) 13,986 (8,622) |
| 881,405 | 872,046 | (9,359) | Pension adjustments |
| 318,098 | 362,667 | 44,569 | Workers' Compensation adjustments |
| 2,590,291 | 2,965,004 | 374,713 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |

## PUBLIC WORKS - DIVISION OF WATER & SEWER

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES CON'T. |
| 263,666 | 309,022 | 45,356 | PEHP (Post Employment Health Plan) |
| 897,000 | 968,000 | 71,000 | Overtime adjusted based on actual expense history for emergency utility crews to cover 24 hour operations |
| 96,800 | 97,800 | 1,000 | Shift Differential adjusted based on actual expense history |
| | | | CONTRACTUAL SERVICES increase $1,888,890 |
| 66,250 | 55,500 | (10,750) | Office Equipment - decrease based on actual expense history |
| 3,812,600 | 3,835,800 | 23,200 | Electricity - increase based on actual expense history |
| 160,200 | 178,900 | 18,700 | Telephone Service and Answering Service- based on actual expenses |
| 1,933,313 | 2,620,000 | 686,687 | County Facility Repair & Renovations - increase based on actuals for routine repairs and replace methanol pump, upgrade lighting to LED, refurbish headhouse elevator, upgrade security system, various painting projects, digester cleaning, build back walls for biosolids storage building and roof over septage receiving area |
| 215,000 | 285,000 | 70,000 | Engineering Services - continued engineering consult and service contract for electronic process control and Supervisory Control and Data Acquisition (SCADA) system |
| 218,000 | 270,000 | 52,000 | Utility Line Maintenance - increase based on actual expenses |
| 1,759,900 | 2,622,200 | 862,300 | Other Professional Services - increase based on actuals for lab analysis, preventive maintenance programs, emergency pump outs, courier service to transport samples, and any unanticipated emergencies |
| 228,350 | 200,850 | (27,500) | Operating Equipment - decrease due to actual contracts and based on expense history |
| 77,070 | 110,500 | 33,430 | Grounds Maintenance - increase based on contracts and expense history |
| 128,100 | 163,154 | 35,054 | Building/Custodial Services - increase based on actual expense history |
| 252,000 | 382,000 | 130,000 | Utility Water & Sewer Purchase - increased based on new agreement with City of Havre de Grace and actual expense history |

## PUBLIC WORKS - DIVISION OF WATER & SEWER

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | SUPPLIES AND MATERIALS increase $327,157 |
| 911,818 | 1,051,725 | 139,907 | Equipment repair parts, small tools, laboratory supplies and medical supplies increase based actual expense history |
| 2,084,500 | 2,164,000 | 79,500 | Chemicals in Bulk - increase based on projected usage and unit costs |
| 410,000 | 490,000 | 80,000 | Water Meter purchase increase based on projected costs to replace large commercial meters |
| | | | BUSINESS AND TRAVEL increase $74,850 |
| 447,600 | 522,450 | 74,850 | Vehicle maintenance, professional books, membership fees and dues, and training seminars, courses to include public outreach increased based on actual expense history |
| | | | EQUIPMENT decrease ($342,029) |
| 1,370,364 | 1,028,335 | (342,029) | Funding provides for: annual inspection and maintenance of all wells, plant improvements, meters, electronic process controls, electric heaters, air conditioners, blowers, saws, pumps, hydraulic power tools, testing gauges, leak detection equipment, flow meters, lab equipment, radios and tower antennas FY 19 decrease due in part to one time construction of steel storage building, large purchase of generators air compressors and water production data management system during FY 18 |
| | | | MISCELLANEOUS increase $644,478 |
| 2,803,205 | 3,149,683 | 346,478 | Pro Rata Shares - General Fund Administration @ $2,850,280 and DPW Director @ $199,403 |
| 12,800,000 | 13,350,000 | 550,000 | Depreciation - per Treasury's recommendations |
| 410,000 | 152,000 | (258,000) | 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 decreased due to new agreement and payment to Delta Borough for treatment of waste as required by inter-state agreement |

## DEPARTMENT STAFF SUMMARY

### PUBLIC WORKS - DIVISION OF WATER AND SEWER

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Accountant III | 1.00 | 110,147 | 1.00 | 114,553 | 1.00 | 118,844 |
| Administrative Assistant I | 2.00 | 95,973 | 1.00 | 51,360 | 1.00 | 54,386 |
| Administrative Assistant II | 6.00 | 294,587 | 7.00 | 360,818 | 7.00 | 382,032 |
| Administrative Specialist II | 0.00 | 0 | 1.00 | 59,926 | 0.00 | 0 |
| Assistant Storekeeper | 0.00 | 0 | 1.00 | 30,010 | 1.00 | 35,099 |
| Assistant Superintendent | 7.00 | 557,247 | 7.00 | 580,205 | 7.00 | 572,863 |
| Central Stores Manager | 2.00 | 89,269 | 2.00 | 92,840 | 2.00 | 96,333 |
| Chief, Water & Sewer | 4.00 | 402,971 | 4.00 | 468,068 | 4.00 | 485,426 |
| Civil Engineer I | 1.00 | 45,218 | 1.00 | 43,900 | 1.00 | 46,778 |
| Civil Engineer II | 1.00 | 56,650 | 1.00 | 60,320 | 1.00 | 50,348 |
| Civil Engineer III | 3.00 | 314,730 | 3.00 | 327,320 | 2.00 | 218,696 |
| Civil Engineer IV | 3.00 | 351,810 | 3.00 | 302,580 | 3.00 | 371,790 |
| Computer System Engineer III | 2.00 | 158,677 | 2.00 | 165,025 | 2.00 | 172,325 |
| Customer Support Analyst I | 0.00 | 0 | 1.00 | 37,706 | 2.00 | 74,869 |
| Deputy Director of Public Works | 1.00 | 125,862 | 1.00 | 131,560 | 1.00 | 133,043 |
| Drafting Technician II | 1.00 | 61,138 | 1.00 | 63,584 | 1.00 | 66,856 |
| Electrician Water & Sewer Operations | 1.00 | 45,217 | 1.00 | 54,080 | 1.00 | 57,162 |
| Engineering Associate II | 1.00 | 62,549 | 1.00 | 65,051 | 2.00 | 119,312 |
| Engineering Associate IV | 1.00 | 59,350 | 1.00 | 61,724 | 1.00 | 64,959 |
| Environmental Chemist | 1.00 | 57,680 | 1.00 | 49,400 | 1.00 | 52,388 |
| Equipment Repair Specialist | 1.00 | 40,986 | 1.00 | 42,626 | 1.00 | 45,477 |
| GIS Coordinator | 1.00 | 79,868 | 1.00 | 83,062 | 1.00 | 86,723 |
| Instrumentation Technician | 2.00 | 114,722 | 1.00 | 63,609 | 1.00 | 66,881 |
| Laboratory Technician | 4.00 | 182,703 | 4.00 | 190,012 | 4.00 | 201,812 |
| Management Assistant II | 3.00 | 196,237 | 3.00 | 204,087 | 3.00 | 214,169 |
| Permits Clerk | 1.00 | 33,990 | 1.00 | 34,320 | 0.00 | 0 |
| Permits Technician | 1.00 | 36,359 | 0.00 | 0 | 0.00 | 0 |
| Permits Review Supervisor | 1.00 | 79,532 | 1.00 | 82,713 | 1.00 | 86,368 |
| Plant Operations Manager | 2.00 | 176,292 | 1.00 | 81,202 | 2.00 | 151,086 |

## DEPARTMENT STAFF SUMMARY

### PUBLIC WORKS - DIVISION OF WATER AND SEWER

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Plant Operator (Water/Wastewater) | 20.00 | 872,172 | 21.00 | 978,100 | 20.00 | 957,443 |
| Plant Operator Trainee I (Water/Wastewater) | 3.00 | 86,005 | 5.00 | 147,396 | 5.00 | 179,161 |
| Plant Operator Trainee II (Water/Wastewater) | 6.00 | 208,678 | 3.00 | 107,442 | 4.00 | 153,033 |
| Plant Superintendent Water & Sewer | 3.00 | 274,471 | 3.00 | 308,206 | 3.00 | 320,370 |
| Pretreatment Inspector | 1.00 | 48,056 | 1.00 | 49,978 | 1.00 | 52,978 |
| Process Engineer | 1.00 | 93,332 | 1.00 | 97,065 | 1.00 | 101,007 |
| Senior Electrician Water & Sewer | 1.00 | 63,518 | 1.00 | 66,058 | 1.00 | 69,380 |
| Senior Instrumentation Technician | 1.00 | 67,333 | 2.00 | 132,411 | 2.00 | 139,060 |
| Senior Laboratory Technician | 2.00 | 98,674 | 2.00 | 103,845 | 2.00 | 111,514 |
| Senior Plant Operator | 3.00 | 205,401 | 3.00 | 213,618 | 3.00 | 223,889 |
| Senior Water/Wastewater Facility Mechanic | 4.00 | 253,923 | 4.00 | 262,038 | 4.00 | 275,280 |
| Shift Supervisor/Plant Operations | 7.00 | 494,762 | 7.00 | 506,772 | 7.00 | 483,318 |
| Superintendent of Laboratories | 1.00 | 71,096 | 1.00 | 70,000 | 1.00 | 90,893 |
| Superintendent of Water & Sewer Facilities | 1.00 | 80,516 | 1.00 | 83,736 | 1.00 | 87,411 |
| Water & Sewer Facilities Maintenance Specialist | 1.00 | 72,312 | 1.00 | 75,204 | 1.00 | 78,708 |
| Water & Sewer Utility Crew Chief | 6.00 | 320,019 | 6.00 | 331,749 | 6.00 | 350,384 |
| Water & Sewer Utility Technician I | 2.00 | 138,266 | 4.00 | 236,594 | 3.00 | 197,359 |
| Water & Sewer Utility Technician II | 0.00 | 0 | 0.00 | 0 | 1.00 | 55,040 |
| Water & Sewer Utility Technician III | 2.00 | 145,582 | 1.00 | 74,278 | 1.00 | 77,765 |
| Water & Sewer Utility Worker I | 10.00 | 270,890 | 0.00 | 0 | 8.00 | 256,719 |
| Water & Sewer Utility Worker II | 2.00 | 57,680 | 11.00 | 325,440 | 2.00 | 64,996 |
| Water & Sewer Utility Worker III (Certified) | 5.00 | 195,692 | 7.00 | 273,216 | 4.00 | 169,834 |
| Water & Sewer Utility Worker III (Non-Certified) | 6.00 | 206,800 | 3.00 | 118,020 | 7.00 | 278,037 |
| Water & Sewer Utility Worker IV | 4.00 | 169,190 | 4.00 | 176,198 | 4.00 | 185,636 |
| Water/Wastewater Facility Mechanic | 12.00 | 573,865 | 10.00 | 516,436 | 10.00 | 538,863 |
| Water/Wastewater Facility Mechanic Trainee | 1.00 | 35,123 | 3.00 | 105,376 | 3.00 | 113,484 |
| Water Meter Mechanic I | 2.00 | 84,119 | 2.00 | 87,484 | 1.00 | 47,853 |
| Water Meter Mechanic II | 6.00 | 263,875 | 6.00 | 274,431 | 6.00 | 277,698 |
| Water Meter Technician I | 1.00 | 39,449 | 1.00 | 41,027 | 2.00 | 107,696 |
| Water Meter Technician II | 2.00 | 124,658 | 2.00 | 129,644 | 2.00 | 136,237 |
| **FULL-TIME SALARIES** | 170.00 | 9,445,221 | 170.00 | 9,793,423 | 170.00 | 10,207,072 |

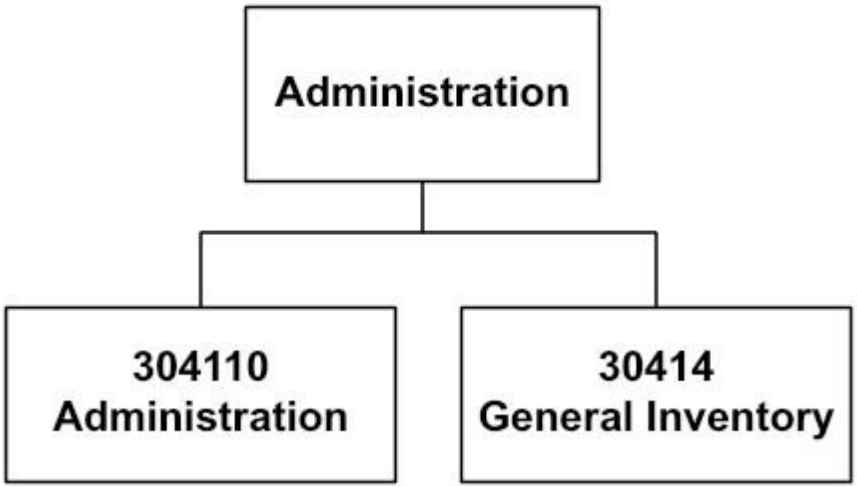
## DEPARTMENT STAFF SUMMARY

### PUBLIC WORKS - DIVISION OF WATER AND SEWER

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **TOTAL FULL-TIME SALARIES** | 170.00 | 9,445,221 | | 170.00 | 9,793,423 | 170.00 | 10,207,072 |
| **TEMPORARY SALARIES** | | 117,266 | | | 147,610 | | 141,660 |
| **SALARY TOTAL** | **170.00** | **9,562,487** | | **170.00** | **9,941,033** | **170.00** | **10,348,732** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 952,648 | | | 885,351 | | 922,638 |
| Workers' Compensation | | 429,849 | | | 318,098 | | 385,591 |
| Health Benefits | | 2,658,671 | | | 2,590,291 | | 2,979,351 |
| PEHP | | 187,394 | | | 263,666 | | 309,022 |
| Overtime & Shift Differential | | 974,955 | | | 993,800 | | 1,065,800 |
| FICA | | 805,308 | | | 834,672 | | 858,595 |
| Miscellaneous | | 23,940 | | | 23,800 | | 23,800 |
| **TOTAL OTHER PERSONAL SERVICES** | | **6,032,765** | | | **5,909,678** | | **6,544,797** |
| **TOTAL PERSONAL SERVICES** | **170.00** | **15,595,252** | * | **170.00** | **15,850,711** | **170.00** | **16,893,529** |

***FY 17 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 19 GOALS:***

TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

TO PROVIDE RESPONSIVE & ECONOMICAL SERVICE TO CUSTOMERS

TO PROVIDE CLEAN, AFFORDABLE WATER TO CUSTOMERS

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 851,922 | 997,947 | 921,323 | 1,046,899 | 1,046,899 |
| 20 | CONTRACTUAL SERVICES | 49,138 | 72,748 | 78,300 | 229,750 | 229,750 |
| 30 | SUPPLIES AND MATERIALS | 5,913 | 7,495 | 5,500 | 7,550 | 57,550 |
| 40 | BUSINESS AND TRAVEL | 22,281 | 21,051 | 23,350 | 47,750 | 47,750 |
| 50 | CAPITAL OUTLAY | 4,104 | 2,588 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 2,428,471 | 2,533,800 | 2,853,205 | 3,199,683 | 3,149,683 |
| | **GRAND TOTAL** | **3,361,829** | **3,635,629** | **3,881,678** | **4,531,632** | **4,531,632** |
| **FUNDING SOURCE:** | | | | | | |
| 51 | WATER & SEWER OPERATING | **3,361,829** | **3,635,629** | **3,881,678** | **4,531,632** | **4,531,632** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 304110 | BUREAU OF WATER & SEWER ADMINISTRATION | 3,361,829 | 3,635,629 | 3,831,678 | 4,481,632 | 4,481,632 |
| 304140 | GENERAL INVENTORY | 0 | 0 | 50,000 | 50,000 | 50,000 |
| | | **3,361,829** | **3,635,629** | **3,881,678** | **4,531,632** | **4,531,632** |

## PUBLIC WORKS - DIVISION OF WATER & SEWER
## Bureau of Water & Sewer Administration
## Index #304110, 304140

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $125,576 |
| 644,091 | 640,280 | (3,811) | Full-time salaries |
| | | | (5,871) Turnover (0.91)% |
| | | | 2,060 Salary Adjustment |
| | | | (3,811) |
| | 35,759 | 35,759 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 4,000 | 47,500 | 43,500 | Temporary Administrative position and summer clerical intern |
| 0 | 55,844 | 55,844 | Transfer between W & S Divisions: |
| | | | Salary 35,845 Fringe 19,999 Total 55,844 |
| 144,571 | 124,551 | (20,020) | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 15,665 | 20,953 | 5,288 | PEHP (Post Employment Health Plan) |
| 2,000 | 6,000 | 4,000 | Overtime |
| 48,922 | 53,075 | 4,153 | FICA adjustments |
| | | | CONTRACTUAL SERVICES increase $151,450 |
| 600 | 150,600 | 150,000 | Additional funds are provided for various consultant services |

## PUBLIC WORKS - DIVISION OF WATER & SEWER
## Bureau of Water & Sewer Administration
## Index #304110, 304140

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | SUPPLIES AND MATERIALS increase $2,050 |
| 2,000 | 4,000 | 2,000 | Funding for general office supplies, building supplies, safety equipment adjusted based on actual expense history |
| | | | BUSINESS AND TRAVEL increase $24,400 |
| 17,800 | 32,650 | 14,850 | Funding for membership fees and dues increased based on actual expense history |
| 2,600 | 12,100 | 9,500 | Funding for vehicle maintenance, training seminars and public education outreach increased due to actual expense history |
| | | | MISCELLANEOUS increase $346,478 |
| 2,803,205 | 3,149,683 | 346,478 | Pro Rata Shares: |

| Pro Rata Shares: | FY 18 | FY 19 | Change |
|---|---|---|---|
| General Fund Administration | 2,622,490 | 2,950,280 | 327,790 |
| DPW Director | 180,715 | 199,403 | 18,688 |
| | 2,803,205 | 3,149,683 | 346,478 |

## DIVISION STAFF SUMMARY

### Bureau of Water & Sewer Administration

### Index #304110

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Accountant III | 1.00 | 110,147 | | 1.00 | 114,553 | 1.00 | 118,844 |
| Administrative Assistant I | 1.00 | 51,979 | | 1.00 | 51,360 | 1.00 | 54,386 |
| Chief, Water & Sewer (Administration) | 0.50 | 36,771 | | 0.50 | 57,200 | 0.75 | 96,406 |
| Customer Support Analyst I | 0.00 | 0 | | 1.00 | 37,706 | 2.00 | 74,870 |
| Deputy Director of Public Works | 1.00 | 125,862 | | 1.00 | 131,560 | 1.00 | 133,043 |
| Engineering Associate II | 1.00 | 62,549 | | 1.00 | 65,051 | 1.00 | 68,352 |
| Management Assistant II | 1.00 | 66,950 | | 1.00 | 69,628 | 1.00 | 73,020 |
| Permits Clerk | 1.00 | 33,990 | | 1.00 | 34,320 | 0.00 | 0 |
| Permits Review Supervisor | 1.00 | 79,532 | | 1.00 | 82,713 | 1.00 | 86,368 |
| Permits Technician | 1.00 | 36,359 | | 0.00 | 0 | 0.00 | 0 |
| **FULL-TIME SALARIES** | **8.50** | **604,139** | | **8.50** | **644,091** | **8.75** | **705,289** |
| **TEMPORARY SALARIES** | | **0** | | | **4,000** | | **47,500** |
| **SALARY TOTAL** | **8.50** | **604,139** | | **8.50** | **648,091** | **8.75** | **752,789** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 60,414 | | | 57,968 | | 63,479 |
| Workers' Compensation | | 3,278 | | | 2,916 | | 5,194 |
| Health Benefits | | 149,316 | | | 144,571 | | 137,656 |
| PEHP | | 7,496 | | | 15,665 | | 20,953 |
| Overtime & Shift Differential | | 2,000 | | | 2,000 | | 6,000 |
| FICA | | 45,913 | | | 48,922 | | 59,603 |
| Miscellaneous | | 1,190 | | | 1,190 | | 1,225 |
| **TOTAL OTHER PERSONAL SERVICES** | | **269,607** | | | **273,232** | | **294,110** |
| **TOTAL PERSONAL SERVICES** | **8.50** | **873,746** | * | **8.50** | **921,323** | **8.75** | **1,046,899** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# DEPARTMENT OF PUBLIC WORKS
# WATER AND SEWER DIVISION

# PUBLIC WORKS - DIVISION OF WATER AND SEWER
## Depreciation
## Index #304130

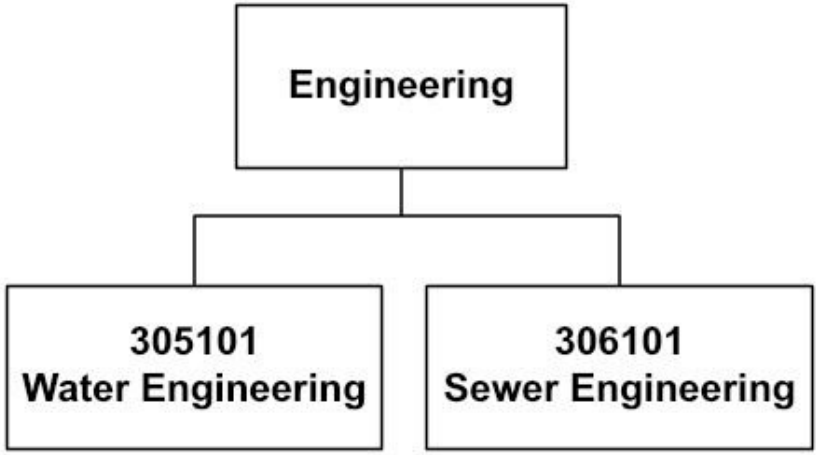
***ORIGIN/PURPOSE:***

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 19 will be $13,350,000. This total expense is reduced by the Depreciation Expense from Contributed Capital.

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 70 | MISCELLANEOUS | 12,724,575 | 13,256,446 | 12,750,000 | 13,350,000 | 13,350,000 |
| | **GRAND TOTAL** | **12,724,575** | **13,256,446** | **12,750,000** | **13,350,000** | **13,350,000** |
| **FUNDING SOURCE:** | | | | | | |
| 51 | WATER & SEWER OPERATING | **12,724,575** | **13,256,446** | **12,750,000** | **13,350,000** | **13,350,000** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 304130 | DEPRECIATION | 12,724,575 | 13,256,446 | 12,750,000 | 13,350,000 | 13,350,000 |
| | **GRAND TOTAL** | **12,724,575** | **13,256,446** | **12,750,000** | **13,350,000** | **13,350,000** |

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 1,081,129 | 1,077,690 | 1,428,310 | 1,322,077 | 1,322,077 |
| 20 | CONTRACTUAL SERVICES | 44,147 | 57,136 | 63,050 | 116,550 | 116,550 |
| 30 | SUPPLIES AND MATERIALS | 3,257 | 4,514 | 9,500 | 9,600 | 9,600 |
| 40 | BUSINESS AND TRAVEL | 4,398 | 3,549 | 7,700 | 13,500 | 13,500 |
| | **GRAND TOTAL** | **1,132,931** | **1,142,889** | **1,508,560** | **1,461,727** | **1,461,727** |
| **FUNDING SOURCE:** | | | | | | |
| 51 | WATER & SEWER OPERATING | **1,132,931** | **1,142,889** | **1,508,560** | **1,461,727** | **1,461,727** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 305101 | WATER ENGINEERING | 567,058 | 584,588 | 754,931 | 868,524 | 868,524 |
| 306101 | SEWER ENGINEERING | 565,873 | 558,301 | 753,629 | 593,203 | 593,203 |
| | **GRAND TOTAL** | **1,132,931** | **1,142,889** | **1,508,560** | **1,461,727** | **1,461,727** |

## PUBLIC WORKS - DIVISION OF WATER AND SEWER
## Bureau of Water & Sewer Engineering
## Index #305101, 306101

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($106,233) |
| 1,003,850 | 1,001,365 | (2,485) | Full-time salaries |
| | | | 3,505 Salary adjustments |
| | | | (5,990) Turnover (0.60)% |
| | | | (2,485) |
| | 45,147 | 45,147 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 55,450 | 18,000 | (37,450) | Temporary Salaries - funding provides for summer interns |
| | (115,128) | (115,128) | Transfer between W & S Divisions: |
| | | | Salary: (83,076) Fringe: (32,052) Total: (115,128) |
| 168,458 | 179,013 | 10,555 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in coverage |
| 18,075 | 13,559 | (4,516) | PEHP (Post Employment Health Plan) |
| | | | CONTRACTUAL SERVICES increase $53,500 |
| 32,750 | 36,250 | 3,500 | Office equipment, electricity, telephone service and facility repair increase based on actual expense history |
| 0 | 50,000 | 50,000 | Funding for Other Professional Services increased based on anticipated expenses |
| | | | BUSINESS AND TRAVEL increase $5,800 |
| 4,000 | 9,400 | 5,400 | Funding for membership fees and training increase based on actual expense history |

## DIVISION STAFF SUMMARY

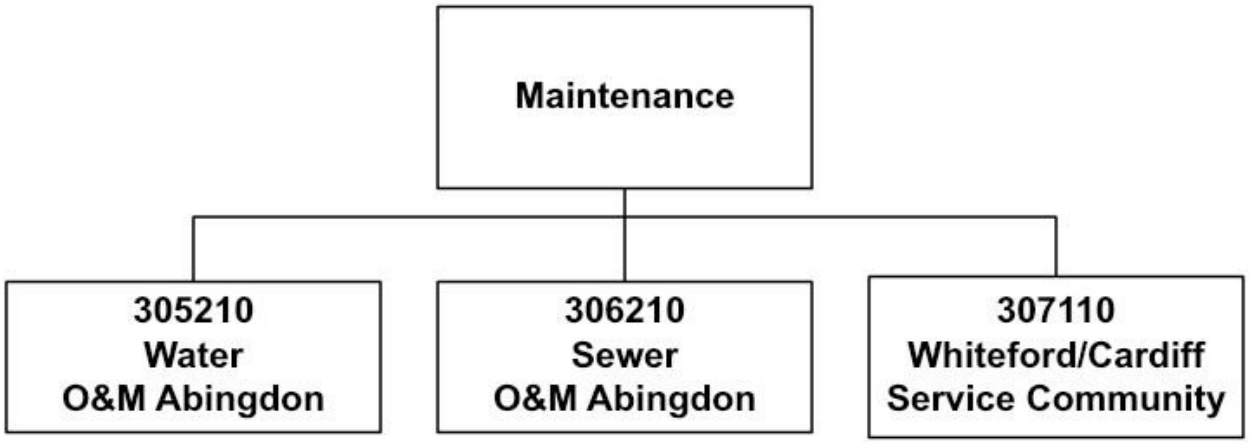
**Bureau of Water & Sewer Engineering**

**Index #305101, 306101**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Chief, Water & Sewer | 1.50 | 150,070 | | 1.50 | 186,092 | 1.25 | 155,750 |
| Civil Engineer I | 1.00 | 45,218 | | 1.00 | 43,900 | 1.00 | 46,778 |
| Civil Engineer II | 1.00 | 56,650 | | 1.00 | 60,320 | 1.00 | 50,348 |
| Civil Engineer III | 3.00 | 314,730 | | 3.00 | 327,320 | 2.00 | 218,696 |
| Civil Engineer IV | 2.00 | 228,278 | | 2.00 | 177,848 | 2.00 | 242,564 |
| Drafting Technician II | 1.00 | 61,138 | | 1.00 | 63,584 | 1.00 | 66,856 |
| Engineering Associate IV | 1.00 | 59,350 | | 1.00 | 61,724 | 1.50 | 90,439 |
| GIS Coordinator | 1.00 | 79,868 | | 1.00 | 83,062 | 1.00 | 86,723 |
| **FULL-TIME SALARIES** | **11.50** | **995,302** | | **11.50** | **1,003,850** | **10.75** | **958,154** |
| **TEMPORARY SALARIES** | | 39,140 | | | 55,450 | | 18,000 |
| **SALARY TOTAL** | **11.50** | **1,034,442** | | **11.50** | **1,059,300** | **10.75** | **976,154** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 103,444 | | | 94,292 | | 90,184 |
| Workers' Compensation | | 4,864 | | | 4,032 | | 4,114 |
| Health Benefits | | 181,106 | | | 168,458 | | 159,728 |
| PEHP | | 7,496 | | | 18,075 | | 13,559 |
| Overtime & Shift Differential | | 1,200 | | | 2,000 | | 2,000 |
| FICA | | 79,190 | | | 80,543 | | 74,833 |
| Miscellaneous | | 1,610 | | | 1,610 | | 1,505 |
| **TOTAL OTHER PERSONAL SERVICES** | | **378,910** | | | **369,010** | | **345,923** |
| **TOTAL PERSONAL SERVICES** | **11.50** | **1,413,352** | * | **11.50** | **1,428,310** | **10.75** | **1,322,077** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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.

***FY 19 GOALS:***

TO PROVIDE RESPONSIVE, AND ECONOMICAL SERVICE TO OUR CUSTOMERS
TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 4,160,410 | 4,360,407 | 4,887,754 | 5,354,323 | 5,354,323 |
| 20 CONTRACTUAL SERVICES | 801,825 | 757,464 | 1,063,450 | 1,195,650 | 1,195,650 |
| 30 SUPPLIES AND MATERIALS | 738,705 | 723,605 | 972,175 | 1,063,375 | 1,063,375 |
| 40 BUSINESS AND TRAVEL | 352,148 | 285,416 | 396,700 | 409,400 | 409,400 |
| 50 CAPITAL OUTLAY | 87,411 | 60,289 | 91,900 | 115,900 | 115,900 |
| 70 MISCELLANEOUS | 74,000 | 78,934 | 184,000 | 88,000 | 88,000 |
| **GRAND TOTAL** | **6,214,499** | **6,266,115** | **7,595,979** | **8,226,648** | **8,226,648** |
| **FUNDING SOURCE:** | | | | | |
| 51 WATER & SEWER OPERATING | **6,214,499** | **6,266,115** | **7,595,979** | **8,226,648** | **8,226,648** |

**PUBLIC WORKS - DIVISION OF WATER AND SEWER**
**Bureau of Water & Sewer Maintenance**
**Index #305210, 306210, 307110**

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY DIVISION:** | | | | | | |
| 305210 | WATER O & M ABINGDON | 3,840,378 | 3,901,166 | 4,494,477 | 5,037,109 | 5,037,109 |
| 306210 | SEWER O & M ABINGDON | 2,301,671 | 2,292,287 | 2,913,552 | 3,095,889 | 3,095,889 |
| 307110 | SEWER WHITEFORD/CARDIFF SERVICE COMMUNITY | 72,450 | 72,662 | 187,950 | 93,650 | 93,650 |
| | **GRAND TOTAL** | **6,214,499** | **6,266,115** | **7,595,979** | **8,226,648** | **8,226,648** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $466,569 |
| 2,916,509 | 2,914,968 | (1,541) | Full-time salaries |
| | | | 21,146 Salary adjustments |
| | | | (22,687) Staff Turnover (0.78)% |
| | | | (1,541) |
| | 198,812 | 198,812 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 28,000 | 16,000 | (12,000) | Temporary salary for summer interns, clerical, laborer and engineering aide |
| | 48,940 | 48,940 | Transfer between W & S Divisions: |
| | | | Salary 25,873 Fringe 23,067 Total 48,940 |
| 103,781 | 118,693 | 14,912 | Workers' Compensation adjustments |

**PUBLIC WORKS - DIVISION OF WATER AND SEWER**
**Bureau of Water & Sewer Maintenance**
**Index #305210, 306210, 307110**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES continued |
| 880,160 | 1,064,486 | 184,326 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 90,146 | 119,747 | 29,601 | PEHP (Post Employment Health Plan) |
| 323,000 | 326,000 | 3,000 | Overtime - increase based on actuals for emergency utility crews to cover 24 hour operations |
| | | | CONTRACTUAL SERVICES increase $132,200 |
| 46,500 | 62,500 | 16,000 | Telephone service and answering service increased based on actual expense history |
| 25,300 | 71,000 | 45,700 | County facility repairs, new security locks, roof repair, and HVAC repairs based on expected expenses |
| 218,000 | 270,000 | 52,000 | Utility line maintenance contract increase due to aging infrastructure |
| 313,000 | 321,000 | 8,000 | Other professional services increased due to the increase in calibration cost and other testing |
| 65,000 | 75,000 | 10,000 | Additional funds are provided for yearly software maintenance, boiler, fire extinguishers and trash removal |
| | | | SUPPLIES AND MATERIALS increase $91,200 |
| 85,700 | 95,700 | 10,000 | Landscape and grounds material, building supplies, chemicals in bulk, traffic signs, bricks, blocks and pipes, culvert fittings were all adjusted based on actual expense history |
| 410,000 | 490,000 | 80,000 | Water meter purchase increased based on actual expense history |
| | | | BUSINESS AND TRAVEL increase $12,700 |
| 71,500 | 84,200 | 12,700 | Vehicle maintenance, training seminars increased based on expense history |
| | | | EQUIPMENT increase $24,000 |
| 91,900 | 115,900 | 24,000 | Funds provide for a new sewer inspection camera and various other annual equipment replacement such as pumps, saws, etc. |

**PUBLIC WORKS - DIVISION OF WATER AND SEWER**
**Bureau of Water & Sewer Maintenance**
**Index #305210, 306210, 307110**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | MISCELLANEOUS decrease ($96,000) |
| 4,000 | 6,000 | 2,000 | Payments to Other Government Agencies - provided for any MDE fines |
| 180,000 | 82,000 | (98,000) | Payment to Other Government Agencies for Services - payments to Delta Borough for treatment of waste, as required by the inter-state agreement |

## DIVISION STAFF SUMMARY
### Bureau of Water & Sewer Maintenance
### Index #305210, 306210

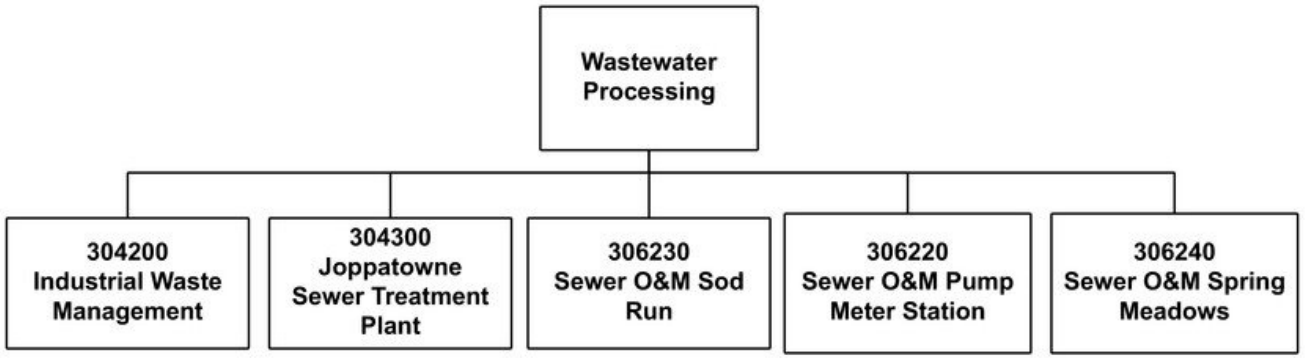
| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant I | 1.00 | 43,994 | 0.00 | 0 | 0.00 | 0 |
| Administrative Assistant II | 3.00 | 132,056 | 4.00 | 191,786 | 4.00 | 203,621 |
| Administrative Specialist II | 1.00 | 63,542 | 0.00 | 0 | 0.00 | 0 |
| Assistant Storekeeper | 0.00 | 0 | 1.00 | 30,010 | 1.00 | 35,099 |
| Assistant Superintendent | 3.00 | 198,681 | 3.00 | 206,630 | 3.00 | 216,763 |
| Chief, Water & Sewer | 1.00 | 102,830 | 1.00 | 106,944 | 1.00 | 111,081 |
| Civil Engineer IV | 1.00 | 123,532 | 1.00 | 124,732 | 1.00 | 129,226 |
| Engineer Associate II | 0.00 | 0 | 0.00 | 0 | 0.50 | 25,480 |
| Equipment Repair Specialist | 1.00 | 40,986 | 1.00 | 42,626 | 1.00 | 45,477 |
| Management Assistant II | 0.00 | 0 | 1.00 | 66,084 | 1.00 | 69,406 |
| Superintendent of Water & Sewer Facilities | 1.00 | 80,516 | 1.00 | 83,736 | 1.00 | 87,411 |
| Water & Sewer Facilities Maintenance Specialist | 1.00 | 72,312 | 1.00 | 75,204 | 1.00 | 78,708 |
| Water & Sewer Utility Crew Chief | 6.00 | 320,019 | 6.00 | 331,749 | 6.00 | 350,384 |
| Water & Sewer Utility Technician I | 2.00 | 138,266 | 4.00 | 236,594 | 3.00 | 197,359 |
| Water & Sewer Utility Technician II | 0.00 | 0 | 0.00 | 0 | 1.00 | 55,040 |
| Water & Sewer Utility Technician III | 2.00 | 145,582 | 1.00 | 74,278 | 1.00 | 77,765 |
| Water & Sewer Utility Worker I | 10.00 | 270,890 | 0.00 | 0 | 8.00 | 256,718 |
| Water & Sewer Utility Worker II | 2.00 | 57,680 | 11.00 | 325,440 | 2.00 | 64,996 |
| Water & Sewer Utility Worker III (Certified) | 5.00 | 195,692 | 7.00 | 273,216 | 4.00 | 169,834 |
| Water & Sewer Utility Worker III (Non Certified) | 4.00 | 130,526 | 1.00 | 38,696 | 5.00 | 189,169 |
| Water & Sewer Utility Worker IV | 4.00 | 169,190 | 4.00 | 176,198 | 4.00 | 185,636 |
| Water Meter Mechanic I | 2.00 | 84,119 | 2.00 | 87,484 | 1.00 | 47,853 |
| Water Meter Mechanic II | 6.00 | 263,875 | 6.00 | 274,431 | 6.00 | 277,698 |
| Water Meter Technician I | 1.00 | 39,449 | 1.00 | 41,027 | 2.00 | 107,696 |
| Water Meter Technician II | 2.00 | 124,658 | 2.00 | 129,644 | 2.00 | 136,237 |
| **FULL-TIME SALARIES** | 59.00 | 2,798,395 | 59.00 | 2,916,509 | 59.50 | 3,118,657 |
| **TEMPORARY SALARIES** | | 42,126 | | 28,000 | | 16,000 |
| **SALARY TOTAL** | **59.00** | **2,840,521** | **59.00** | **2,944,509** | **59.50** | **3,134,657** |

## DIVISION STAFF SUMMARY
### Bureau of Water & Sewer Maintenance
### Index #305210, 306210

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 284,051 | | | 262,485 | | 280,700 |
| Workers' Compensation | | 140,625 | | | 103,781 | | 126,713 |
| Health Benefits | | 981,051 | | | 880,160 | | 1,082,723 |
| PEHP | | 59,968 | | | 90,146 | | 119,747 |
| Overtime & Shift Differential | | 336,055 | | | 347,000 | | 351,000 |
| FICA | | 242,695 | | | 251,413 | | 250,453 |
| Miscellaneous | | 8,400 | | | 8,260 | | 8,330 |
| **TOTAL OTHER PERSONAL SERVICES** | | **2,052,845** | | | **1,943,245** | | **2,219,666** |
| **TOTAL PERSONAL SERVICES** | **59.00** | **4,893,366** | * | **59.00** | **4,887,754** | **59.00** | **5,354,323** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 45,000 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 protests our natural waterways, assures cost effective sewer service, protecting the health and welfare of our citizens and enhances the economic development of the County. The service is also responsible for the operation of 55 wastewater pumping stations which move wastewater from the communities to the Wastewater Treatment Plants. Unique responsibilities include: operation and maintenance of 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 19 GOALS:***

TO PROVIDE RESPONSIVE, AND ECONOMICAL SERVICE TO OUR CUSTOMERS
TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 4,751,903 | 4,734,627 | 5,437,931 | 5,865,622 | 5,865,622 |
| 20 CONTRACTUAL SERVICES | 4,034,631 | 4,330,955 | 5,315,610 | 6,338,152 | 6,338,152 |
| 30 SUPPLIES AND MATERIALS | 1,379,151 | 1,582,988 | 1,814,970 | 1,999,520 | 1,999,520 |
| 40 BUSINESS AND TRAVEL | 208,705 | 192,317 | 279,850 | 301,100 | 301,100 |
| 50 CAPITAL OUTLAY | 224,252 | 439,626 | 575,600 | 497,435 | 497,435 |
| 70 MISCELLANEOUS | 25,121 | 38,190 | 39,200 | 43,200 | 43,200 |
| **GRAND TOTAL** | **10,623,763** | **11,318,703** | **13,463,161** | **15,045,029** | **15,045,029** |
| **FUNDING SOURCE:** | | | | | |
| 51 WATER & SEWER OPERATING | **10,623,763** | **11,318,703** | **13,463,161** | **15,045,029** | **15,045,029** |

## PUBLIC WORKS - DIVISION OF WATER AND SEWER

## Index #304200, 304300, 306220, 306230, 306240

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| 304200 | INDUSTRIAL WASTE MANAGEMENT | 155,290 | 154,976 | 184,311 | 166,280 | 166,280 |
| 304300 | JOPPATOWNE SEWERAGE TREATMENT PLANT | 675,797 | 572,949 | 830,540 | 929,727 | 929,727 |
| 306220 | SEWER O & M PUMP/METER STATIONS | 2,350,025 | 2,503,445 | 3,102,314 | 3,317,202 | 3,317,202 |
| 306230 | SEWER O & M SOD RUN | 7,331,733 | 8,001,489 | 9,196,203 | 10,489,008 | 10,489,008 |
| 306240 | SEWER O & M SPRING MEADOW | 110,918 | 85,844 | 149,793 | 142,812 | 142,812 |
| | | **10,623,763** | **11,318,703** | **13,463,161** | **15,045,029** | **15,045,029** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $427,691 |
| 3,278,727 | 3,267,687 | (11,040) | Full-time salaries |
| | | | 782 Salary adjustments |
| | | | (11,822) (.36%) |
| | | | (11,040) |
| | 217,687 | 217,687 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | 23,632 | 23,632 | Transfer between W & S Divisions: |
| | | | Salary 13,865 Fringe 9,767 Total 23,632 |
| 130,781 | 151,043 | 20,262 | Workers' Compensation adjustments |
| 883,624 | 1,051,331 | 167,707 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |

**PUBLIC WORKS - DIVISION OF WATER AND SEWER**
**Bureau of Water & Sewer Operations - Wastewater Processing**
**Index #304200, 304300, 306220, 306230, 306240**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES continued |
| 86,519 | 97,818 | 11,299 | PEHP (Post Employment Health Plan) |
| | | | CONTRACTUAL SERVICES increase $1,022,542 |
| 1,154,200 | 1,624,000 | 469,800 | Facility repairs & renovations increased based on actuals to provide for normal repairs including digester cleaning, construct back walls for biosolids storage building, roof over septage receiving area and upgrade lighting to LED |
| 130,000 | 200,000 | 70,000 | Engineering Services - continued engineering consult and service contract for electronic process |
| 1,260,800 | 1,690,300 | 429,500 | Other Professional Services - funding provides for lab analysis for Maryland Department of the Environment (MDE) compliance; biosolids handling, temporary de-watering, a ARC Flash Study; new requirements by Occupational Safety and Health Administration (OSHA) to evaluate adequacy of electrical system; and repair/replacement of air handlers, supply and exhaust fans, concrete crack repair |
| 163,050 | 149,000 | (14,050) | Communication service and operating equipment reduced based on actual expense history |
| 53,070 | 82,200 | 29,130 | Grounds maintenance increased for rain gardens and stormwater ponds to ensure stormwater permit permit compliance |
| 33,100 | 67,650 | 34,550 | Building/custodial services increased 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 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | SUPPLIES AND MATERIALS increase $184,550 |
| 22,100 | 32,600 | 10,500 | General office supplies, meals-special purpose, uniform purchase and computer hardware increased based on actual expense history |
| 393,000 | 509,000 | 116,000 | Funding for equipment repair parts increased based on actual expense history |
| 1,076,000 | 1,104,000 | 28,000 | Chemicals in Bulk increased based on anticipated needs |
| 153,050 | 182,550 | 29,500 | Funding for landscape and grounds material, small tools, laboratory supplies, safety equipment and natural gas increased based on expense history |
| | | | BUSINESS AND TRAVEL increase $21,250 |
| 160,650 | 181,900 | 21,250 | Vehicle maintenance, professional books, membership fees and training seminars increase based on actual expense history |
| | | | EQUIPMENT decrease ($78,165) |
| 524,100 | 496,235 | (27,865) | Equipment purchases planned for FY 19 include electronic process equipment, electric heaters, air conditioner, blowers, pumps, laboratory equipment, new radio's and antenna/misc radio parts for multi year SCADA system upgrade; continuation of annual program to install updated automatic transfer switches, and process mixers |
| 50,000 | 0 | (50,000) | One-time funds provided for steel storage building in FY 18 is eliminated |

## DIVISION STAFF SUMMARY

### Bureau of Water & Sewer Operations - Wastewater Processing

### Index #304200, 304300, 306220, 306230, 306240

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 2.00 | 112,905 | 2.00 | 117,420 | 2.00 | 123,767 |
| Administrative Specialist II | 0.00 | 0 | 0.50 | 29,963 | 0.00 | 0 |
| Assistant Superintendent | 2.90 | 253,733 | 2.90 | 273,655 | 2.90 | 284,928 |
| Central Stores Manager | 1.00 | 45,498 | 1.00 | 47,318 | 1.00 | 47,900 |
| Chemist | 0.50 | 28,840 | 0.00 | 0 | 0.00 | 0 |
| Chief, Water & Sewer | 0.70 | 79,310 | 0.70 | 82,483 | 0.70 | 85,532 |
| Computer System Engineer III | 1.00 | 80,871 | 1.00 | 84,107 | 1.00 | 87,789 |
| Electrician Water & Sewer Operations | 1.00 | 45,217 | 1.00 | 54,080 | 1.00 | 57,162 |
| Environmental Chemist | 0.00 | 0 | 0.50 | 24,700 | 0.50 | 26,194 |
| Instrumentation Technician | 1.60 | 93,298 | 1.00 | 63,609 | 1.00 | 66,881 |
| Laboratory Technician | 2.80 | 129,859 | 2.80 | 135,055 | 2.80 | 143,356 |
| Management Assistant II | 1.00 | 65,745 | 1.00 | 68,375 | 1.00 | 71,743 |
| Plant Operations Manager | 2.00 | 176,292 | 1.00 | 81,202 | 1.50 | 117,956 |
| Plant Operator (Water/Wastewater) | 8.00 | 349,263 | 8.00 | 398,041 | 8.00 | 401,377 |
| Plant Operator Trainee I (Water/Wastewater) | 2.00 | 56,650 | 3.00 | 87,448 | 3.00 | 111,513 |
| Plant Operator Trainee II (Water/Wastewater) | 4.00 | 139,462 | 3.00 | 107,442 | 3.00 | 115,920 |
| Plant Superintendent Water & Sewer | 1.85 | 178,450 | 1.85 | 185,587 | 1.85 | 192,999 |
| Pretreatment Inspector | 1.00 | 48,056 | 1.00 | 49,978 | 1.00 | 52,978 |
| Senior Electrician Water & Sewer | 0.70 | 44,463 | 0.70 | 46,241 | 0.70 | 48,566 |
| Senior Instrumentation Technician | 0.70 | 47,133 | 1.30 | 86,449 | 1.30 | 90,779 |
| Senior Lab Technician | 1.00 | 49,852 | 0.75 | 38,961 | 0.75 | 42,036 |
| Senior Plant Operator | 2.00 | 133,383 | 2.00 | 138,720 | 2.00 | 145,493 |
| Senior Water/Wastewater Facility Mechanic | 2.85 | 179,797 | 2.85 | 184,946 | 2.85 | 194,345 |
| Shift Supervisor/Plant Operations | 4.00 | 282,785 | 4.00 | 294,095 | 4.00 | 294,149 |
| Superintendent of Laboratories | 0.90 | 63,986 | 0.90 | 63,000 | 1.00 | 90,893 |
| Water & Sewer Utility Worker III | 0.00 | 0 | 0.00 | 0 | 1.00 | 40,046 |
| Water & Sewer Utility Worker III (Non Certified) | 2.00 | 76,274 | 2.00 | 79,324 | 1.00 | 48,822 |
| Water/Wastewater Facility Mechanic | 8.85 | 406,821 | 7.00 | 351,152 | 7.00 | 364,274 |
| Water/Wastewater Facility Mechanic Trainee | 1.00 | 35,123 | 3.00 | 105,376 | 3.00 | 113,484 |
| **FULL-TIME SALARIES** | 57.35 | 3,203,066 | 56.75 | 3,278,727 | 56.85 | 3,460,882 |

## DIVISION STAFF SUMMARY

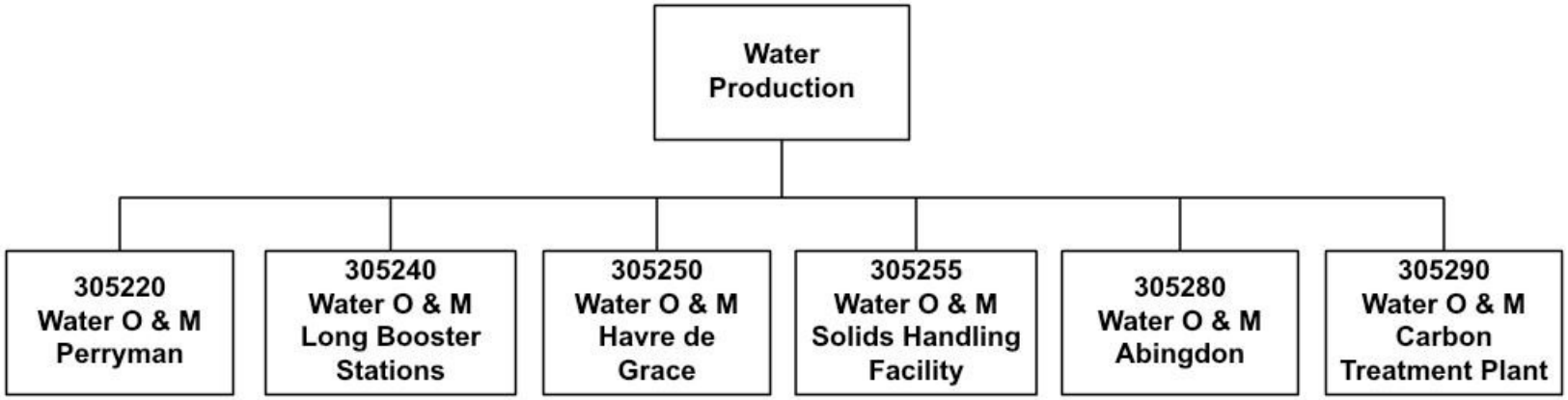
### Bureau of Water & Sewer Operations - Wastewater Processing

### Index #304200, 304300, 306220, 306230, 306240

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 18,000 | | | 30,080 | | 30,080 |
| **SALARY TOTAL** | **57.35** | **3,221,066** | | **56.75** | **3,308,807** | **56.85** | **3,490,962** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 320,307 | | | 295,085 | | 311,494 |
| Workers' Compensation | | 180,258 | | | 130,781 | | 160,781 |
| Health Benefits | | 848,147 | | | 883,624 | | 1,057,491 |
| PEHP | | 70,084 | | | 86,519 | | 97,818 |
| Overtime & Shift Differential | | 438,500 | | | 438,500 | | 438,500 |
| FICA | | 279,956 | | | 286,670 | | 300,617 |
| Miscellaneous | | 8,029 | | | 7,945 | | 7,959 |
| **TOTAL OTHER PERSONAL SERVICES** | | **2,145,281** | | | **2,129,124** | | **2,374,660** |
| **TOTAL PERSONAL SERVICES** | **57.35** | **5,366,347** | * | **56.75** | **5,437,931** | **56.75** | **5,865,622** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 45,000 customer connections (estimated over 130,000 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. 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 19 GOALS:***

TO PROVIDE CLEAN, AFFORDABLE WATER TO CUSTOMERS
TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 2,654,595 | 2,719,687 | 3,175,393 | 3,304,608 | 3,304,608 |
| 20 CONTRACTUAL SERVICES | 2,237,090 | 2,180,767 | 3,043,723 | 3,572,921 | 3,572,921 |
| 30 SUPPLIES AND MATERIALS | 1,055,444 | 1,071,595 | 1,430,468 | 1,479,725 | 1,479,725 |
| 40 BUSINESS AND TRAVEL | 55,781 | 48,781 | 72,500 | 83,200 | 83,200 |
| 50 CAPITAL OUTLAY | 334,847 | 199,309 | 702,864 | 415,000 | 415,000 |
| 70 MISCELLANEOUS | 659,200 | 805,000 | 230,000 | 70,000 | 70,000 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 1,104 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **6,998,061** | **7,025,139** | **8,654,948** | **8,925,454** | **8,925,454** |
| **FUNDING SOURCE:** | | | | | |
| 51 WATER & SEWER OPERATING | **6,998,061** | **7,025,139** | **8,654,948** | **8,925,454** | **8,925,454** |

## 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY DIVISION:** | | | | | | |
| 305220 | WATER O & M PERRYMAN | 915,708 | 928,887 | 1,104,698 | 1,039,332 | 1,039,332 |
| 305240 | WATER O & M LONG BOOSTER STATIONS | 651,119 | 516,935 | 895,756 | 888,085 | 888,085 |
| 305250 | WATER O & M HAVRE DE GRACE | 1,035,566 | 1,126,467 | 917,220 | 827,654 | 827,654 |
| 305255 | WATER O & M SOLIDS HANDLING FACILITY | 47,925 | 29,649 | 99,750 | 114,500 | 114,500 |
| 305280 | WATER O & M ABINGDON | 4,337,287 | 4,414,792 | 5,620,024 | 6,039,233 | 6,039,233 |
| 305290 | WATER O & M CARBON TREATMENT PLANT | 10,456 | 8,409 | 17,500 | 16,650 | 16,650 |
| | | **6,998,061** | **7,025,139** | **8,654,948** | **8,925,454** | **8,925,454** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $129,215 |
| 1,950,246 | 1,873,731 | (76,515) | Full-time salaries |
| | | | 2,755 Salary adjustments |
| | | | (79,270) Staff Turnover (4.06)% |
| | | | (76,515) |
| | 127,954 | 127,954 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | (21,909) | (21,909) | Transfer between W & S Divisions: |
| | | | Salary (15,115) Fringe (6,794) Total (21,909) |
| 175,521 | 168,637 | (6,884) | Pension adjustments |
| 76,588 | 84,270 | 7,682 | Workers' Compensation adjustments |
| 513,478 | 545,626 | 32,148 | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 53,261 | 56,945 | 3,684 | PEHP (Post Employment Health Plan) |

**PUBLIC WORKS - DIVISION OF WATER AND SEWER**
**Bureau of Water & Sewer Operations - Water Production**
**Index #305220, 305240, 305250, 305255, 305280, 305290**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES (cont'd) |
| 168,000 | 232,000 | 64,000 | Overtime adjusted based on actual expense history |
| | | | CONTRACTUAL SERVICES increase $529,198 |
| 1,571,000 | 1,589,000 | 18,000 | Funding for electricity increased offset by decrease in heating fuel (oil) based on actual expense history |
| 753,813 | 924,200 | 170,387 | County Facility Repairs & Renovations - renovation of pumps and valves, large BGE meter replacement, refurbish head house elevator, roof repairs, Trident unit 1 and 2 treatment repairs and routine repairs, security system upgrades, lighting upgrades to LED |
| 185,500 | 410,300 | 224,800 | Other Professional Services - provides for contract lab services, ARC Flash study, PCS upgrade for SCADA, lagoon clean out for bio solids |
| 250,000 | 380,000 | 130,000 | Utility Water & Sewer Purchase - raw water purchased from Baltimore City delivered through the Big Inch and monthly payments to the City of Havre de Grace for treating recycle water from Harford County's water plant increase due to change in agreement with City of Havre de Grace |

**PUBLIC WORKS - DIVISION OF WATER AND SEWER**
**Bureau of Water & Sewer Operations - Water Production**
**Index #305220, 305240, 305250, 305255, 305280, 305290**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | SUPPLIES AND MATERIALS increase $49,257 |
| 4,300 | 8,100 | 3,800 | Funding for meals special purpose, landscape and grounds material increased based on actual expense history |
| 169,948 | 149,500 | (20,448) | Funding for equipment repair parts decreased based on actual expense history |
| 40,070 | 49,500 | 9,430 | Funding for small tools, safety equipment, medical supplies and sand and salt increased based on actuals |
| 1,001,000 | 1,048,000 | 47,000 | Chemicals in Bulk - decrease based on projected usage and unit costs |
| 79,750 | 94,725 | 14,975 | Funding for laboratory supplies and safety equipment increased based on actual expense history |
| | | | BUSINESS AND TRAVEL increase $10,700 |
| 12,400 | 22,500 | 10,100 | Funding for professional books, membership fees, in-house training and training seminars increased based on actual expense history |
| | | | EQUIPMENT decrease ($287,864) |
| 70,000 | 0 | (70,000) | Funding for W&S Plant improvements decreased due to one time plant improvements during FY 18 |
| 189,610 | 50,000 | (139,610) | Funding for electronic process control equipment decreased due to one time purchase in FY 18 |
| 92,000 | 6,300 | (85,700) | Funding for generators and air compressors decreased due to larger purchases during FY 18 |
| 92,454 | 115,500 | 23,046 | Funding for laboratory equipment increased for PE Plan 9000 ICPMS testing, turbid meters and other misc lab equipment |
| 210,400 | 194,400 | (16,000) | Funding for pumps increased offset by decrease in flow meters and other equipment based on actual expense history |
| | | | MISCELLANEOUS decrease ($160,000) |
| 230,000 | 70,000 | (160,000) | 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 decreased due to change in agreement with City of Havre de Grace |

## DIVISION STAFF SUMMARY

### Bureau of Water & Sewer Operations - Water Production
### Index #305220, 305240, 305250, 305280

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 1.00 | 49,626 | 1.00 | 51,612 | 1.00 | 54,644 |
| Administrative Specialist II | 0.00 | 0 | 0.50 | 29,963 | 0.00 | 0 |
| Assistant Superintendent | 1.10 | 104,833 | 1.10 | 99,920 | 1.10 | 71,172 |
| Central Stores Manager | 1.00 | 43,771 | 1.00 | 45,522 | 1.00 | 48,433 |
| Chief Water & Sewer | 0.30 | 33,990 | 0.30 | 35,349 | 0.30 | 36,657 |
| Computer System Engineer III | 1.00 | 77,806 | 1.00 | 80,918 | 1.00 | 84,536 |
| Environmental Chemist | 0.50 | 28,840 | 0.50 | 24,700 | 0.50 | 26,194 |
| Instrumentation Technician | 0.40 | 21,424 | 0.00 | 0 | 0.00 | 0 |
| Laboratory Technician | 1.20 | 52,844 | 1.20 | 54,957 | 1.20 | 58,457 |
| Plant Operations Manager | 0.00 | 0 | 0.00 | 0 | 0.50 | 33,130 |
| Plant Operator Water/Wastewater | 12.00 | 522,909 | 13.00 | 580,059 | 12.00 | 556,064 |
| Plant Operator Trainee I Water/Wastewater | 1.00 | 29,355 | 2.00 | 59,948 | 2.00 | 67,648 |
| Plant Operator Trainee II Water/Wastewater | 2.00 | 69,216 | 0.00 | 0 | 1.15 | 127,371 |
| Plant Superintendent Water & Sewer | 1.15 | 96,021 | 1.15 | 122,619 | 1.00 | 37,113 |
| Process Engineer | 1.00 | 93,332 | 1.00 | 97,065 | 1.00 | 101,007 |
| Senior Electrician Water & Sewer | 0.30 | 19,055 | 0.30 | 19,817 | 0.30 | 20,814 |
| Senior Instrumentation Technician | 0.30 | 20,200 | 0.70 | 45,962 | 0.70 | 48,282 |
| Senior Laboratory Technician | 1.00 | 48,822 | 1.25 | 64,884 | 1.25 | 69,478 |
| Senior Plant Operator | 1.00 | 72,018 | 1.00 | 74,898 | 1.00 | 78,396 |
| Senior Water/Wastewater Facility Mechanic | 1.15 | 74,126 | 1.15 | 77,092 | 1.15 | 80,934 |
| Shift Supervisor/Plant Operations | 3.00 | 211,977 | 3.00 | 212,677 | 3.00 | 189,170 |
| Superintendent of Laboratories | 0.10 | 7,110 | 0.10 | 7,000 | 0.00 | 0 |
| Water/Wastewater Facility Mechanic | 3.15 | 167,044 | 3.00 | 165,284 | 3.00 | 174,589 |
| **FULL-TIME SALARIES** | 33.65 | 1,844,319 | 34.25 | 1,950,246 | 34.15 | 1,964,089 |
| **TEMPORARY SALARIES** | | 18,000 | | 30,080 | | 30,080 |
| **SALARY TOTAL** | **33.65** | **1,862,319** | **34.25** | **1,980,326** | **34.15** | **1,994,169** |

## DIVISION STAFF SUMMARY

### Bureau of Water & Sewer Operations - Water Production

### Index #305220, 305240, 305250, 305280

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 184,432 | | | 175,521 | | 176,781 |
| Workers' Compensation | | 100,824 | | | 76,588 | | 88,789 |
| Health Benefits | | 499,051 | | | 513,478 | | 541,753 |
| PEHP | | 42,350 | | | 53,261 | | 56,945 |
| Overtime & Shift Differential | | 197,200 | | | 204,300 | | 268,300 |
| FICA | | 157,554 | | | 167,124 | | 173,090 |
| Miscellaneous | | 4,711 | | | 4,795 | | 4,781 |
| **TOTAL OTHER PERSONAL SERVICES** | | **1,186,122** | | | **1,195,067** | | **1,310,439** |
| **TOTAL PERSONAL SERVICES** | **33.65** | **3,048,441** | * | **34.25** | **3,175,393** | **34.25** | **3,304,608** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# DPW - WATER & SEWER - WASTEWATER PROCESSING
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goals**

To provide responsive and economic service to customers

**Department Objective**

To operate WWTPs efficiently and effectively in order to outperform the National Pollutant Discharge Elimination System (NPDES) permit requirements for wastewater treatment plants.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

| Measure | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Expenditures for wastewater processing | $11,632,844 | $11,727,790 | $10,623,763 | $13,064,717 | $13,463,161 |
| ***Output:*** | | | | | |
| Millions of gallons treated | 4,750 | 4,642 | 4,656 | 4,900 | 5,000 |
| Cost per million gallons of treated | $2,449 | $2,526 | $2,282 | $2,666 | $2,693 |
| ***Outcome:*** | | | | | |
| Permit Parameters | | | | | |
| Total Suspended Solids (TSS) | ≤30 mg/l | ≤30 mg/l | ≤30 mg/l | ≤30 mg/l | ≤30 mg/l |
| Biological Oxygen Demand (BOD) | ≤21.0 mg/l | ≤30 mg/l | ≤30 mg/l | ≤30 mg/l | ≤30 mg/l |
| Total Phosphorus (TP) | ≤1.7 mg/l | ≤0.3 mg/l | ≤0.3 mg/l | ≤0.3 mg/l | ≤0.3 mg/l |
| Total Nitrogen (TN) | ≤8 mg/l | ≤4.0 mg/l | ≤4.0 mg/l | ≤4.0 mg/l | ≤4.0 mg/l |
| Harford County Averages | | | | | |
| Average concentration TSS achieved | 6.0 | 2.0 | 1.3 | 1.4 | 2.0 |
| Average concentration of BOD achieved | 4.0 | 2.0 | 1.8 | 1.6 | 2.0 |
| Average concentration of TP achieved | 0.8 | 0.2 | 0.2 | 0.2 | 0.3 |
| Average concentration of TN achieved | 8.0 | 2.4 | 2.5 | 2.2 | 2.5 |

**Explanation and Analysis of Performance Measures**

Wastewater Processing seeks to maintain efficient service costs while protecting the environment and providing customers with effective treatment. Performance and requirements are based on a flow weighted combination of the permits and plant performance.

# DPW - WATER & SEWER - WATER PRODUCTION
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goals**

To provide clean, affordable water to our customers

**Department Objective**

To significantly outperform federal and state water quality standards.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

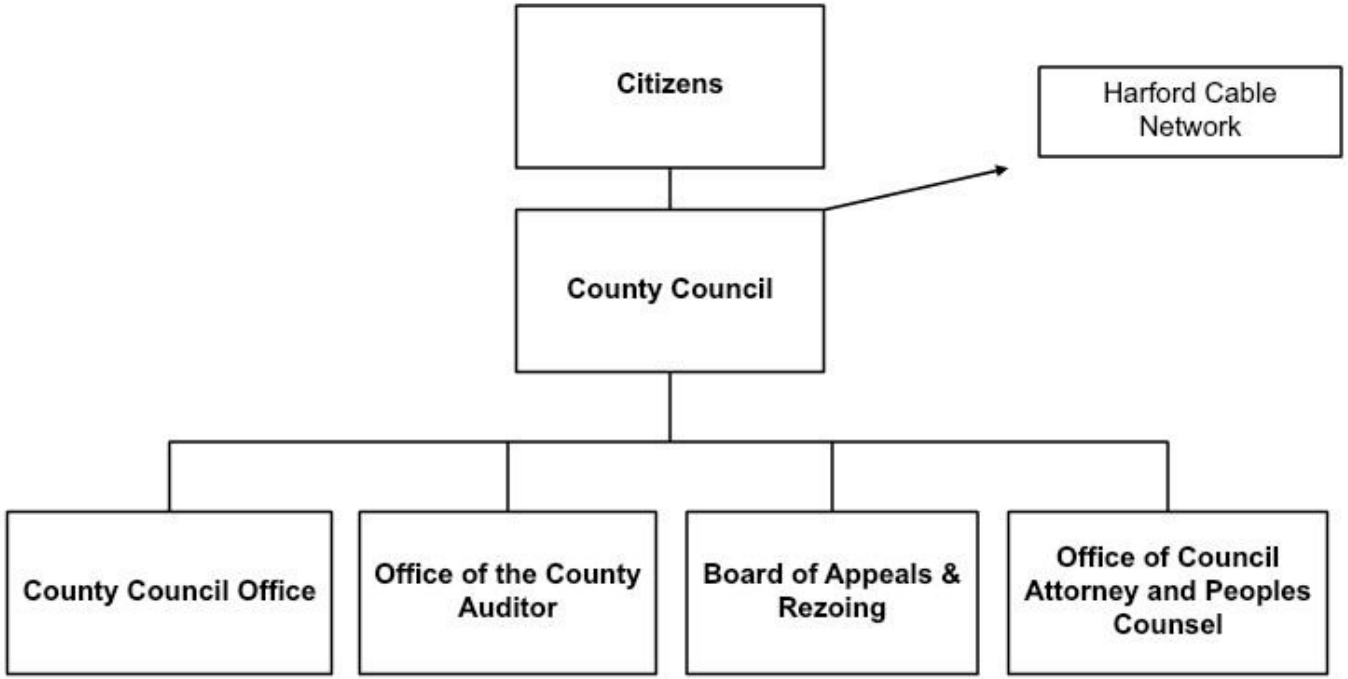
III. Strengthening Our Communities

| Measure | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Expenditures for water production | $7,412,196 | $7,334,181 | $6,998,061 | $8,333,161 | $8,654,948 |
| ***Output:*** | | | | | |
| Millions of gallons of water produced | 4,679 | 4,617 | 4,426 | 5,500 | 5,750 |
| Cost per million gallons produced | $1,584 | $1,589 | $1,581 | $1,515 | $1,505 |
| ***Outcome:*** | | | | | |
| Federal and State goal for water turbidity | <0.3 ntu | <0.3 ntu | <0.3 ntu | <0.3 ntu | <0.3 ntu |
| Harford County goal for water turbidity | <0.1 ntu | <0.1 ntu | <0.1 ntu | <0.1 ntu | <0.1 ntu |
| Average water turbidity | 0.052 ntu | 0.054 ntu | 0.052 ntu | 0.054 ntu | 0.041 ntu |
| Number of days when turbidity failed to meet standard | — | — | — | — | — |
| Federal, State and Harford County goal for chlorine level | <4.0 mg/l | <4.0 mg/l | <4.0 mg/l | <4.0 mg/l | <4.0 mg/l |
| Average chlorine level | 1.6 mg/l | 1.6 mg/l | 1.6 mg/l | 1.6 mg/l | 1.7 mg/l |
| Number of days when chlorine content failed to meet standard | — | — | — | — | — |

**Explanation and Analysis of Performance Measures**

Turbidity is a measure of the "cloudiness" or level of suspended matter in a sample of water. Turbidity is measured in Nephelometric Turbidity Units (NTU). Chlorine levels are measured in milligrams per liter of water. Harford County seeks to supply water that is significantly cleaner than federal and state regulations require.

# 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 19 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 2,079,058 | 2,161,929 | 2,402,924 | 2,648,593 | 2,648,593 |
| 20 | CONTRACTUAL SERVICES | 303,297 | 311,426 | 460,475 | 457,975 | 457,975 |
| 30 | SUPPLIES AND MATERIALS | 20,995 | 26,276 | 33,725 | 40,875 | 40,875 |
| 40 | BUSINESS AND TRAVEL | 45,356 | 51,329 | 62,235 | 74,024 | 74,024 |
| 50 | CAPITAL OUTLAY | 12,040 | 12,831 | 20,172 | 20,172 | 20,172 |
| | **GRAND TOTAL** | **2,460,746** | **2,563,791** | **2,979,531** | **3,241,639** | **3,241,639** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 2,460,746 | 2,563,791 | 2,979,531 | 3,241,639 | 3,241,639 |
| | **GRAND TOTAL** | **2,460,746** | **2,563,791** | **2,979,531** | **3,241,639** | **3,241,639** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 401000 | COUNTY COUNCIL OFFICE | 1,066,058 | 1,130,911 | 1,301,849 | 1,479,891 | 1,479,891 |
| 402000 | OFFICE OF THE COUNTY AUDITOR | 365,572 | 402,247 | 449,165 | 467,558 | 467,558 |
| 404000 | BOARD OF APPEALS & REZONING | 137,555 | 126,935 | 156,570 | 166,930 | 166,930 |
| 405000 | OFFICE OF COUNCIL ATTY/COUNSEL | 185,318 | 187,052 | 291,334 | 308,490 | 308,490 |
| 406000 | HARFORD CABLE NETWORK | 706,243 | 716,646 | 780,613 | 818,770 | 818,770 |
| | **GRAND TOTAL** | **2,460,746** | **2,563,791** | **2,979,531** | **3,241,639** | **3,241,639** |

# COUNTY COUNCIL

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $245,669 |
| 1,527,822 | 1,541,914 | 14,092 | Full-time salaries |
| | | | 14,092 salary adjustments |
| | 83,901 | 83,901 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 109,966 | 85,966 | (24,000) | Temporary Salaries - summer intern for County Auditor and HCN special program support |
| 133,801 | 146,044 | 12,243 | Pension adjustments |
| 388,272 | 540,944 | 152,672 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |
| 8,907 | 13,806 | 4,899 | Workers' Compensation Adjustment |
| 124,336 | 123,778 | (558) | FICA Adjustment |
| 106,040 | 108,460 | 2,420 | PEHP (Post Employment Health Plan) |
| | | | CONTRACTUAL SERVICES decrease ($2,500) |
| 460,475 | 457,975 | (2,500) | Reallocated copier expense funding to ICT for better accountability of lease costs; offset by increases in telephone and legal services based on actual expense history |
| | | | SUPPLIES AND MATERIALS increase $7,150 |
| 33,725 | 40,875 | 7,150 | General Office Supplies, Printing, and Mailing increase based on actual expense history |
| 62,235 | 74,024 | 11,789 | BUSINESS AND TRAVEL increase $11,789<br>Membership Fees & Dues, Mileage, Lodging, Parking and Tolls, and Training Seminars, Courses, etc. were adjusted for an increase per the request of the County Council |
| 20,172 | 20,172 | 0 | EQUIPMENT no change in funding over FY 18<br>Funds provide for audio visual and computer equipment as requested by Council |

## DEPARTMENT STAFF SUMMARY
### COUNTY COUNCIL

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant I | 1.00 | 43,993 | 1.00 | 45,753 | 1.00 | 48,668 |
| Administrative Specialist II | 2.00 | 112,985 | 2.00 | 117,504 | 2.00 | 123,856 |
| Auditor I | 1.00 | 46,350 | 1.00 | 48,204 | 1.00 | 51,168 |
| Auditor II | 1.00 | 72,100 | 1.00 | 72,800 | 1.00 | 76,256 |
| Broadcast Technician | 1.00 | 37,080 | 1.00 | 38,563 | 1.00 | 41,334 |
| Council Administrator | 1.00 | 83,430 | 1.00 | 86,767 | 1.00 | 90,502 |
| Council Attorney | 1.00 | 128,750 | 1.00 | 133,900 | 1.00 | 138,578 |
| County Auditor | 1.00 | 104,030 | 1.00 | 108,191 | 1.00 | 112,355 |
| Council Members | 6.00 | 220,500 | 6.00 | 225,078 | 6.00 | 229,825 |
| Executive Director, HCN | 1.00 | 92,419 | 1.00 | 96,116 | 1.00 | 100,037 |
| Legislative Aide | 7.00 | 272,950 | 7.00 | 288,153 | 7.00 | 322,289 |
| Management Assistant II | 1.00 | 72,756 | 1.00 | 75,666 | 1.00 | 79,179 |
| President of Council | 1.00 | 40,310 | 1.00 | 41,146 | 1.00 | 42,014 |
| Producer Manager, HCN | 1.00 | 94,362 | 1.00 | 98,135 | 1.00 | 102,099 |
| Production Supervisor, HCN | 1.00 | 49,852 | 1.00 | 51,846 | 1.00 | 54,883 |
| **TOTAL FULL-TIME SALARIES** | **27.00** | **1,471,867** | **27.00** | **1,527,822** | **27.00** | **1,613,043** |

## DEPARTMENT STAFF SUMMARY
### COUNTY COUNCIL

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 102,766 | | | 109,966 | | 85,966 |
| **SALARY TOTAL** | **27.00** | **1,574,633** | | **27.00** | **1,637,788** | **27.00** | **1,699,009** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 143,156 | | | 134,221.84 | | 152,451 |
| Workers' Compensation | | 9,857 | | | 9,061.59 | | 14,365 |
| Health Benefits | | 381,192 | | | 395,403 | | 540,944 |
| PEHP | | 82,456 | | | 106,150 | | 108,460 |
| FICA | | 119,823 | | | 125,648.06 | | 129,584 |
| Miscellaneous | | 3,780 | | | 3,780 | | 3,780 |
| **TOTAL OTHER PERSONAL SERVICES** | | **740,264** | | | **774,264.49** | | **949,584** |
| **TOTAL PERSONAL SERVICES** | **27.00** | **2,314,897** | * | **27.00** | **2,412,052.49** | **27.00** | **2,648,593** |

***FY 17 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 provides administrative and clerical support for each Council Member for constituent problems and legislative duties, while meeting all legislative requirements for state and federal reporting. This office also provides support services to several Council-appointed boards such as the People's Counsel Citizens Advisory Board, and the Harford Cable Network Board.

***FY 19 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 TECHNOLOLGY 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 1,006,278 | 1,066,176 | 1,211,723 | 1,381,415 | 1,381,415 |
| 20 CONTRACTUAL SERVICES | 19,401 | 16,835 | 27,295 | 19,795 | 19,795 |
| 30 SUPPLIES AND MATERIALS | 10,420 | 13,454 | 18,650 | 25,800 | 25,800 |
| 40 BUSINESS AND TRAVEL | 29,326 | 32,947 | 38,700 | 47,400 | 47,400 |
| 50 CAPITAL OUTLAY | 633 | 1,499 | 5,481 | 5,481 | 5,481 |
| **GRAND TOTAL** | **1,066,058** | **1,130,911** | **1,301,849** | **1,479,891** | **1,479,891** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,066,058** | **1,130,911** | **1,301,849** | **1,479,891** | **1,479,891** |

# COUNTY COUNCIL
## County Council Office
## Index #401000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $169,692 |
| 758,648 | 772,740 | 14,092 | Full Time Salaries |
| | | | 14,092 Salary Adjustments |
| | 42,273 | 42,273 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 24,000 | 0 | (24,000) | Temporary Salaries - funds no longer required for temporary Legislative Aide |
| 64,575 | 69,548 | 4,973 | Pension Adjustment |
| 4,093 | 6,141 | 2,048 | Workers' Compensation Adjustment |
| 230,675 | 360,557 | 129,882 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |
| 67,480 | 69,020 | 1,540 | PEHP (Post Employment Health Plan) |
| 27,295 | 19,795 | (7,500) | CONTRACTUAL SERVICES decrease $7,500<br>Reallocated copier expense funding to ICT for better accountability of lease costs offset slightly by an increase in telephone service based on actual expense history |
| 18,650 | 25,800 | 7,150 | SUPPLIES AND MATERIALS increase $7,150<br>Additional funds are provided for General Office Supplies, Printing, and Mailing based on actual expenses |
| 38,700 | 47,400 | 8,700 | BUSINESS AND TRAVEL increase $8,700<br>Mileage, Meals, Lodging, Parking and Tolls and Training Seminars, Courses and Meetings were adjusted were adjusted based on actual expense history |
| 5,481 | 5,481 | 0 | CAPITAL OUTLAY no change in funding over FY 18<br>Funds provided for various equipment per Council request |

## DIVISION STAFF SUMMARY

### County Council Office

### Index #401000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Specialist II | 2.00 | 112,985 | | 2.00 | 117,504 | 2.00 | 123,855 |
| Council Administrator | 1.00 | 83,430 | | 1.00 | 86,767 | 1.00 | 90,502 |
| Council Members | 6.00 | 220,500 | | 6.00 | 225,078 | 6.00 | 229,825 |
| Legislative Aide | 7.00 | 272,950 | | 7.00 | 288,153 | 7.00 | 322,289 |
| President of the Council | 1.00 | 40,310 | | 1.00 | 41,146 | 1.00 | 42,014 |
| **FULL-TIME SALARIES** | 17.00 | 730,175 | | 17.00 | 758,648 | 17.00 | 808,485 |
| **TEMPORARY SALARIES** | | 22,000 | | | 24,000 | | 0 |
| **SALARY TOTAL** | **17.00** | **752,175** | | **17.00** | **782,648** | **17.00** | **808,485** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 68,986 | | | 64,575 | | 72,769 |
| Workers' Compensation | | 4,465 | | | 4,093 | | 6,350 |
| Health Benefits | | 213,730 | | | 230,675 | | 360,557 |
| PEHP | | 52,472 | | | 67,480 | | 69,020 |
| FICA | | 57,541 | | | 59,872 | | 61,854 |
| Miscellaneous | | 2,380 | | | 2,380 | | 2,380 |
| **TOTAL OTHER PERSONAL SERVICES** | | **399,574** | | | **429,075** | | **572,930** |
| **TOTAL PERSONAL SERVICES** | **17.00** | **1,151,749** | * | **17.00** | **1,211,723** | **17.00** | **1,381,415** |

***FY 17 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 296,681 | 310,085 | 335,330 | 353,984 | 353,984 |
| 20 CONTRACTUAL SERVICES | 62,786 | 82,954 | 101,370 | 101,370 | 101,370 |
| 30 SUPPLIES AND MATERIALS | 11 | 64 | 275 | 275 | 275 |
| 40 BUSINESS AND TRAVEL | 5,686 | 9,094 | 11,190 | 10,929 | 10,929 |
| 50 CAPITAL OUTLAY | 408 | 50 | 1,000 | 1,000 | 1,000 |
| **GRAND TOTAL** | **365,572** | **402,247** | **449,165** | **467,558** | **467,558** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **365,572** | **402,247** | **449,165** | **467,558** | **467,558** |

## COUNTY COUNCIL
## Office of the County Auditor
## Index #402000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $18,654 |
| 229,195 | 229,195 | 0 | Full Time Salaries |
| | 12,438 | 12,438 | FY 19 COLA of 2% and a $2,000 merit increase to eligible employees |
| 1,386 | 2,189 | 803 | Workers' Compensation Adjustment |
| 46,110 | 51,590 | 5,480 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage. |
| 5,200 | 5,200 | 0 | Temporary Salaries - provides for a summer intern |
| 14,460 | 14,790 | 330 | PEHP (Post Employment Health Plan) |
| 101,370 | 101,370 | 0 | CONTRACTUAL SERVICES no change in funding over FY 18<br>Funds provide for financial audit, legal notices and telephone service |
| 275 | 275 | 0 | SUPPLIES & MATERIALS no change in funding over FY 18<br>Fund provide for general office and computer supplies |
| 11,190 | 10,929 | (261) | BUSINESS & TRAVEL decrease ($261)<br>Membership Fees & Dues adjusted based on actual expense history |

## DIVISION STAFF SUMMARY

### Office of County Auditor

### Index #402000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Auditor I | 1.00 | 46,350 | | 1.00 | 48,204 | 1.00 | 51,168 |
| Auditor II | 1.00 | 72,100 | | 1.00 | 72,800 | 1.00 | 76,256 |
| County Auditor | 1.00 | 104,030 | | 1.00 | 108,191 | 1.00 | 112,355 |
| **TOTAL FULL-TIME SALARIES** | **3.00** | **222,480** | | **3.00** | **229,195** | **3.00** | **239,779** |
| **TEMPORARY SALARIES** | | 0 | | | 5,200 | | 5,200 |
| **SALARY TOTAL** | **3.00** | **222,480** | | **3.00** | **234,395** | **3.00** | **244,979** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 22,248 | | | 20,628 | | 21,581 |
| Workers' Compensation | | 1,547 | | | 1,386 | | 2,281 |
| Health Benefits | | 56,453 | | | 46,110 | | 51,590 |
| PEHP | | 11,244 | | | 14,460 | | 14,790 |
| FICA | | 17,020 | | | 17,931 | | 18,343 |
| Miscellaneous | | 420 | | | 420 | | 420 |
| **TOTAL OTHER PERSONAL SERVICES** | | **108,932** | | | **100,935** | | **109,005** |
| **TOTAL PERSONAL SERVICES** | **3.00** | **331,412** | * | **3.00** | **335,330** | **3.00** | **353,984** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 19 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 103,370 | 102,266 | 103,855 | 109,215 | 109,215 |
| 20 CONTRACTUAL SERVICES | 33,696 | 24,343 | 50,500 | 55,500 | 55,500 |
| 30 SUPPLIES AND MATERIALS | 489 | 326 | 1,500 | 1,500 | 1,500 |
| 40 BUSINESS AND TRAVEL | 0 | 0 | 715 | 715 | 715 |
| **GRAND TOTAL** | **137,555** | **126,935** | **156,570** | **166,930** | **166,930** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **137,555** | **126,935** | **156,570** | **166,930** | **166,930** |

## COUNTY COUNCIL
## Board of Appeals and Rezoning
## Index #404000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $5,360 |
| | 4,115 | 4,115 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 15,186 | 16,354 | 1,168 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage. |
| 265 | 341 | 76 | Worker's Compensation adjustment |
| 50,500 | 55,500 | 5,000 | CONTRACTUAL SERVICES increase $5,000<br>Additional funds are provided for contractual legal services based on actual expense history |

## DIVISION STAFF SUMMARY

### Board of Appeals and Rezoning

### Index #404000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Management Assistant II | 1.00 | 72,756 | | 1.00 | 75,666 | 1.00 | 79,179 |
| **SALARY TOTAL** | **1.00** | **72,756** | | **1.00** | **75,666** | **1.00** | **79,179** |
| | | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 7,276 | | | 6,810 | | 7,128 |
| Workers' Compensation | | 247 | | | 265 | | 356 |
| Health Benefits | | 17,877 | | | 15,186 | | 16,354 |
| FICA | | 5,566 | | | 5,788 | | 6,058 |
| Miscellaneous | | 140 | | | 140 | | 140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **31,106** | | | **28,189** | | **30,036** |
| | | | | | | | |
| **TOTAL PERSONAL SERVICES** | **1.00** | **103,862** | * | **1.00** | **103,855** | **1.00** | **109,215** |

***FY 17 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 19 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 160,805 | 167,468 | 175,855 | 189,661 | 189,661 |
| 20 CONTRACTUAL SERVICES | 18,603 | 13,133 | 110,029 | 110,029 | 110,029 |
| 30 SUPPLIES & MATERIALS | 3 | 0 | 0 | 0 | 0 |
| 40 BUSINESS & TRAVEL | 5,907 | 6,012 | 5,450 | 8,800 | 8,800 |
| 50 CAPITAL OUTLAY | 0 | 439 | 0 | 0 | 0 |
| **GRAND TOTAL** | **185,318** | **187,052** | **291,334** | **308,490** | **308,490** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **185,318** | **187,052** | **291,334** | **308,490** | **308,490** |

**COUNTY COUNCIL**
**Office of the Council Attorney and People's Counsel**
**Index #405000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $13,806 |
| | 5,477 | 5,477 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 15,186 | 22,317 | 7,131 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |
| 469 | 603 | 134 | Workers' Compensation Adjustment |
| 4,820 | 4,930 | 110 | PEHP (Post Employment Health Plan) |
| 5,450 | 8,800 | 3,350 | BUSINESS & TRAVEL increase $3,350<br>Membership Fees & Dues and Professional Books and Materials are adjusted based on actual expense history |

## DIVISION STAFF SUMMARY

### Office of Council Attorney/Peoples Counsel

### Index #405000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Council Attorney | 1.00 | 128,750 | 1.00 | 133,900 | 1.00 | 138,578 |
| **SALARY TOTAL** | **1.00** | **128,750** | **1.00** | **133,900** | **1.00** | **138,578** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 12,875 | | 12,471.84 | | 12,471 |
| Workers' Compensation | | 438 | | 623.59 | | 624 |
| Health Benefits | | 14,727 | | 22,317 | | 22,317 |
| FICA | | 9,214 | | 10,601.06 | | 10,601 |
| PEHP | | 3,748 | | 4,930 | | 4,930 |
| Miscellaneous | | 140 | | 140 | | 140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **41,142** | | **51,083.49** | | **51,083** |
| **TOTAL PERSONAL SERVICES** | **1.00** | **169,892** * | **1.00** | **184,983.49** | **1.00** | **189,661** |

***FY 17 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 19 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 511,924 | 515,934 | 576,161 | 614,318 | 614,318 |
| 20 CONTRACTUAL SERVICES | 168,811 | 174,161 | 171,281 | 171,281 | 171,281 |
| 30 SUPPLIES AND MATERIALS | 10,072 | 12,387 | 13,300 | 13,300 | 13,300 |
| 40 BUSINESS AND TRAVEL | 4,437 | 3,276 | 6,180 | 6,180 | 6,180 |
| 50 CAPITAL OUTLAY | 10,999 | 10,843 | 13,691 | 13,691 | 13,691 |
| **GRAND TOTAL** | **706,243** | **716,601** | **780,613** | **818,770** | **818,770** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **706,243** | **716,601** | **780,613** | **818,770** | **818,770** |

## COUNTY COUNCIL
## Harford Cable Network (HCN)
## Index #406000

**FINANCIAL NOTES:**

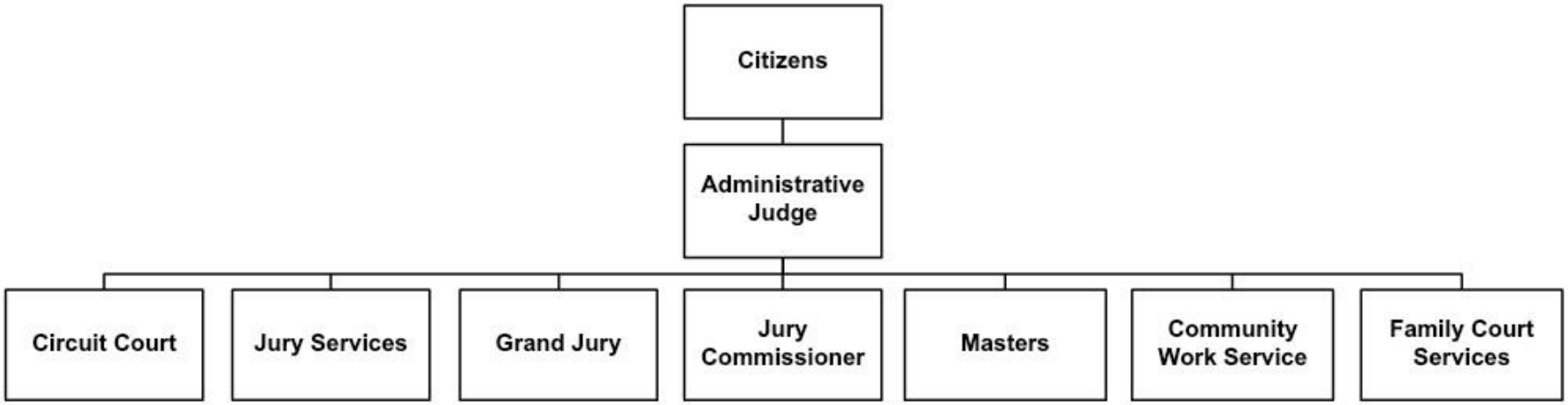
| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $38,157 |
| | 19,597 | 19,597 | FY 19 COLA of 2% and a $2,000 merit increase for eligible employees |
| 81,115 | 90,126 | 9,011 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |
| 2,694 | 4,533 | 1,839 | Workers' Compensation Adjustment |
| 19,280 | 19,720 | 440 | PEHP (Post Employment Health Plan) |
| 29,737 | 38,503 | 8,766 | Pension adjustments |

## DIVISION STAFF SUMMARY
### Harford Cable Network
### Index #406000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant I | 1.00 | 43,993 | | 1.00 | 45,753 | 1.00 | 48,668 |
| Broadcast Technician | 1.00 | 37,080 | | 1.00 | 38,563 | 1.00 | 41,334 |
| Executive Director, HCN | 1.00 | 92,419 | | 1.00 | 96,116 | 1.00 | 100,037 |
| Producer Manager, HCN | 1.00 | 94,362 | | 1.00 | 98,135 | 1.00 | 102,099 |
| Production Supervisor, HCN | 1.00 | 49,852 | | 1.00 | 51,846 | 1.00 | 54,883 |
| **FULL-TIME SALARIES** | 5.00 | 317,706 | | 5.00 | 330,413 | 5.00 | 347,021 |
| **TEMPORARY SALARIES** | | 80,766 | | | 80,766 | | 80,766 |
| **SALARY TOTAL** | **5.00** | **398,472** | | **5.00** | **411,179** | **5.00** | **427,787** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 31,771 | | | 29,737 | | 38,503 |
| Workers' Compensation | | 3,160 | | | 2,694 | | 4,754 |
| Health Benefits | | 78,405 | | | 81,115 | | 90,126 |
| PEHP | | 14,992 | | | 19,280 | | 19,720 |
| FICA | | 30,482 | | | 31,456 | | 32,728 |
| Miscellaneous | | 700 | | | 700 | | 700 |
| **TOTAL OTHER PERSONAL SERVICES** | | **159,510** | | | **164,982** | | **186,531** |
| **TOTAL PERSONAL SERVICES** | **5.00** | **557,982** | * | **5.00** | **576,161** | **5.00** | **614,318** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# JUDICIAL


Citizens
Administrative Judge
Circuit Court
Jury Services
Grand Jury
Jury Commissioner
Masters
Community Work Service
Family Court Services

# 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 2018 - FY 2019 GOALS:***
1. TO CONTINUE TO PROVIDE FOR THE EFFICIENT MANAGEMENT OF BOTH DOMESTIC AND NON-DOMESTIC CASES TO ENSURE THAT LITIGANTS ARE ABLE TO HAVE THEIR LEGAL DISPUTES AND PROBLEMS RESOLVED AS EFFECTIVELY AND EFFICIENTLY AS THE SITUATION PERMITS WHILE STILL DOING JUSTICE FOR ALL CONCERNED

2. TO CONTINUE TO REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH THE NEW STATE LAW REGARDING THE SELECTION OF JURORS

3. TO CONTINUE TO USE ALL REASONABLE MEASURES TO ENSURE THAT JURORS ARE NOT BROUGHT IN UNLESS THEIR PRESENCE WILL BE NECESSARY TO RESOLVE A CASE, TO MINIMIZE THE INCONVENIENCE OF SERVING ON JURY DUTY TO THE CITIZENS OF HARFORD COUNTY AND TO REDUCE JURY EXPENDITURES

4. TO REFINE AND MODIFY THE SCHEDULING AND HEARING OF JUVENILE CASES TO ENSURE THAT THESE MATTERS ARE HEARD AND DECIDED AS EXPEDITIOUSLY AS POSSIBLE WHILE DOING JUSTICE TO THE VICTIMS, THE JUVENILES AND THE CITIZENS OF HARFORD COUNTY

5. TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE

6. TO CONTINUE TO REFINE AND IMPROVE THE QUALITY OF SERVICES OFFERED IN DOMESTIC CASES AS WELL AS DEVELOP NEW SERVCES TO ASSIST FAMILIES AND THE COURT TO PROMPTLY AND EFFICIENTLY RESOLVE CUSTODY AND VISITATION DISPUTES

# JUDICIAL

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 2,353,463 | 2,446,331 | 2,733,520 | 2,910,932 | 2,910,932 |
| 20 | CONTRACTUAL SERVICES | 413,743 | 434,765 | 496,940 | 494,146 | 494,146 |
| 30 | SUPPLIES AND MATERIALS | 83,538 | 76,035 | 88,005 | 111,205 | 111,205 |
| 40 | BUSINESS AND TRAVEL | 13,683 | 14,929 | 21,225 | 23,122 | 23,122 |
| 50 | CAPITAL OUTLAY | 21,773 | 20,708 | 3,000 | 0 | 0 |
| 70 | MISCELLANEOUS | 36,020 | 35,248 | 35,248 | 5,248 | 5,248 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 0 | 452 | 200 | 600 | 600 |
| | **GRAND TOTAL** | **2,922,220** | **3,028,468** | **3,378,138** | **3,545,253** | **3,545,253** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 2,922,388 | 3,028,468 | 3,378,138 | 3,545,253 | 3,545,253 |
| | **GRAND TOTAL** | **2,922,388** | **3,028,468** | **3,378,138** | **3,545,253** | **3,545,253** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 411000 | CIRCUIT COURT | 1,411,151 | 1,477,085 | 1,698,821 | 1,809,409 | 1,809,409 |
| 412000 | JURY SERVICES | 211,229 | 242,736 | 277,300 | 278,000 | 278,000 |
| 413000 | GRAND JURY | 13,040 | 12,616 | 13,040 | 14,000 | 14,000 |
| 414000 | JURY COMMISSIONER | 236,327 | 237,823 | 259,063 | 265,357 | 265,357 |
| 415000 | MASTERS | 213,875 | 217,166 | 231,591 | 208,479 | 208,479 |
| 416000 | COMMUNITY WORK SERVICE | 302,254 | 301,814 | 321,193 | 341,704 | 341,704 |
| 417000 | FAMILY COURT SERVICES | 534,512 | 539,228 | 577,130 | 628,304 | 628,304 |
| | **GRAND TOTAL** | **2,922,388** | **3,028,468** | **3,378,138** | **3,545,253** | **3,545,253** |

# JUDICIAL

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $177,412 |
| 1,836,206 | 1,846,257 | 10,051 | Full-time salaries |
| | | | 46,644 Salary adjustments |
| | | | (36,593) Staff Turnover (1.99)% |
| | | | 10,051 |
| | 120,551 | 120,551 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 57,116 | 0 | (57,116) | One (1) Vacant Court Reporter position unfunded (PIN #3843) |
| 22,412 | 90,103 | 67,691 | Temporary Salaries - increase for Assignment Clerk utilizing funds from unfunded Court Reporter position and for part-time Technology Manager |
| 168,239 | 172,593 | 4,354 | Pension adjustments |
| 6,626 | 8,308 | 1,682 | Workers' Compensation adjustments |
| 405,128 | 428,124 | 22,996 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |
| 86,760 | 93,670 | 6,910 | PEHP (Post Employment Health Plan) |
| 146,553 | 146,706 | 153 | FICA adjustments |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES decrease ($2,794) |
| 20,300 | 0 | (20,300) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| 5,700 | 6,854 | 1,154 | Telephone Service increase for mobile phone usage |
| 176,000 | 191,392 | 15,392 | Other Professional Services increase for additional hours for contractual Evaluator/Mediator |
| 283,040 | 284,000 | 960 | Funding for Juror's Fees |
| 8,300 | 8,300 | 0 | Fax Service, Other Insurance, Legal Services, Other Advertising, and Employee Bonds flat-lined for FY19 |
| | | | SUPPLIES AND MATERIALS increase $23,200 |
| 35,300 | 37,300 | 2,000 | General Office Mailing increase based on actual expenses for Jury Commissioner. |
| 12,350 | 12,550 | 200 | Meals-Special Purpose and Ice/Bottled Water increase based on actual expenses for Jury Services, slightly offset by a decrease in Other Food Supplies in Circuit Court |
| 0 | 20,000 | 20,000 | Computer Software increase for FTR Software upgrade for MDEC Conversion |
| 3,350 | 4,350 | 1,000 | Other Supplies and Materials increase based on actual expense history for Circuit Court |
| 37,005 | 37,005 | 0 | General Office Supplies, Printing, Duplicating Machine Supplies, and Delivery Charges flat-lined for FY19 |
| 21,225 | 23,122 | 1,897 | BUSINESS AND TRAVEL increase $1,897<br>Mileage, Parking/Tolls, Professional Books/Periodicals and Training Seminars increase based on actual expense history. Funding for Meals, Lodging, and Membership Fees flat-lined for FY19. |
| 3,000 | 0 | (3,000) | EQUIPMENT decrease ($3,000)<br>Decrease due to one-time expense in FY18 for Dictating Equipment. Funds for courtroom amplifiers and chairs included in Facilities & Operations budget. |
| 35,248 | 5,248 | (30,000) | MISCELLANEOUS decrease ($30,000)<br>CASA grant match has been reallocated to a new account for accounting/reporting purposes |
| 200 | 600 | 400 | INTERGOVERNMENTAL/INTER-FUND increase $400<br>Fleet Daily Carpool Rentals increase based on actual expense history |

## DEPARTMENT STAFF SUMMARY
## JUDICIAL

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant I | 5.00 | 200,232 | | 5.00 | 208,239 | 5.00 | 230,186 |
| Administrative Assistant II | 1.00 | 48,310 | | 0.00 | 0 | 0.00 | 0 |
| Assistant Court Administrator | 0.00 | 0 | | 1.00 | 50,242 | 1.00 | 72,124 |
| Assistant to Jury Commissioner | 1.00 | 49,756 | | 1.00 | 51,746 | 1.00 | 54,781 |
| Community Work Service Case Manager | 3.00 | 131,839 | | 3.00 | 137,113 | 3.00 | 145,854 |
| Court Administrator | 1.00 | 82,756 | | 1.00 | 86,066 | 1.00 | 103,607 |
| Court Reporter I | 1.00 | 67,953 | | 2.00 | 127,787 | 2.00 | 76,084 |
| Court Reporter II | 4.00 | 334,614 | | 4.00 | 348,000 | 4.00 | 362,959 |
| Criminal Assignment Clerk | 1.00 | 42,038 | | 1.00 | 43,720 | 1.00 | 46,594 |
| Director, Community Work Svc Program | 1.00 | 60,562 | | 1.00 | 62,984 | 1.00 | 65,151 |
| Director, Family Court Services | 1.00 | 106,075 | | 1.00 | 110,318 | 1.00 | 114,524 |
| Evaluator/Mediator | 1.00 | 76,750 | | 1.00 | 79,820 | 1.00 | 83,416 |
| Family Services Coordinator | 1.00 | 57,429 | | 1.00 | 60,896 | 1.00 | 64,115 |
| Jury Commissioner | 1.00 | 59,598 | | 1.00 | 61,982 | 1.00 | 65,222 |
| Law Clerk | 1.00 | 47,386 | | 0.00 | 0 | 1.00 | 45,220 |
| Civil Assignment Clerk | 1.00 | 40,515 | | 2.00 | 84,493 | 1.00 | 45,621 |
| Secretary I (Judicial) | 3.00 | 143,164 | | 4.00 | 185,960 | 5.00 | 242,080 |
| Secretary II (Judicial) | 2.00 | 112,910 | | 2.00 | 123,180 | 1.00 | 55,452 |
| Secretary III (Judicial) | 1.00 | 68,054 | | 1.00 | 70,776 | 1.00 | 74,192 |
| **FULL-TIME SALARIES** | 30.00 | 1,729,941 | | 32.00 | 1,893,322 | 32.00 | 1,947,182 |
| **TEMPORARY SALARIES** | | 22,412 | | | 22,412 | | 91,060 |
| **SALARY TOTAL** | **30.00** | **1,752,353** | | **32.00** | **1,915,734** | **32.00** | **2,038,242** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 175,235 | | | 168,239 | | 181,590 |
| Workers' Compensation | | 5,957 | | | 6,626 | | 8,754 |
| Health Benefits | | 328,979 | | | 405,128 | | 428,124 |
| PEHP | | 63,716 | | | 86,760 | | 93,670 |
| FICA | | 134,056 | | | 146,553 | | 155,932 |
| Miscellaneous | | 4,340 | | | 4,480 | | 4,620 |
| **TOTAL OTHER PERSONAL SERVICES** | | **712,283** | | | **817,786** | | **872,690** |
| **TOTAL PERSONAL SERVICES** | **30.00** | **2,464,636** | * | **32.00** | **2,733,520** | **32.00** | **2,910,932** |

***FY 17 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 2018 - FY 2019 GOALS:***

1. TO CONTINUE TO PROVIDE FOR THE EFFICIENT MANAGEMENT OF BOTH DOMESTIC AND NON-DOMESTIC CASES TO ENSURE THAT LITIGANTS ARE ABLE TO HAVE THEIR LEGAL DISPUTES AND PROBLEMS RESOLVED AS EFFECTIVELY AND EFFICIENTLY AS THE SITUATION PERMITS WHILE STILL DOING JUSTICE FOR ALL CONCERNED

- To continue to reduce the number of open civil cases
- To manage cases so that 98% of all non-domestic cases are resolved within eighteen (18) months pursuant to the Case Flow Management Guidelines established by the Administrative Office of the Courts
- To manage cases so that 90% of all domestic relations cases are resolved within twelve (12) months pursuant to the Case Flow Management Guidelines established by the Administrative Office of the Courts

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 1,310,610 | 1,381,428 | 1,619,121 | 1,713,008 | 1,713,008 |
| 20 CONTRACTUAL SERVICES | 21,367 | 28,137 | 22,500 | 19,854 | 19,854 |
| 30 SUPPLIES AND MATERIALS | 46,657 | 34,059 | 38,200 | 58,700 | 58,700 |
| 40 BUSINESS AND TRAVEL | 9,690 | 11,253 | 14,500 | 16,347 | 16,347 |
| 50 CAPITAL OUTLAY | 21,327 | 20,708 | 3,000 | 0 | 0 |
| 70 MISCELLANEOUS | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| **GRAND TOTAL** | **1,411,151** | **1,477,085** | **1,698,821** | **1,809,409** | **1,809,409** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,411,151** | **1,477,085** | **1,698,821** | **1,809,409** | **1,809,409** |

# JUDICIAL
## Circuit Court
## Index #411000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $93,887 |
| 1,063,108 | 1,066,601 | 3,493 | Full-time salaries |
| | | | (27,950) Staff Turnover (2.63)% |
| | | | 31,443 Salary Adjustment |
| | | | 3,493 |
| | 69,501 | 69,501 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 57,116 | 0 | (57,116) | One (1) Vacant Court Reporter position unfunded (PIN #3843) |
| 0 | 67,691 | 67,691 | Temporary Salaries - increase for Assignment Clerk utilizing funds from unfunded Court Reporter position and for part-time Technology Manager |
| 100,820 | 100,408 | (412) | Pension decrease due to rate adjustments per Treasury |
| 3,921 | 4,800 | 879 | Workers' Compensation adjustment |
| 257,739 | 261,911 | 4,172 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |
| 48,200 | 54,230 | 6,030 | PEHP (Post Employment Health Plan) |
| 85,697 | 85,347 | (350) | FICA adjustments |
| 22,500 | 19,854 | (2,646) | CONTRACTUAL SERVICES decrease ($2,646)<br>Office Equipment decreases due to reallocation of copier expense to Information and Communication Technology for better accountability of lease costs, partially offset by an increase for Telephone Service. |
| 38,200 | 58,700 | 20,500 | SUPPLIES AND MATERIALS increase $20,500<br>Increase in Computer Software for FTR Upgrade for MDEC Conversion and for Other Supplies and Materials based on actual expense history, partially offset by a decrease in Other Food Supplies. |
| 14,500 | 16,347 | 1,847 | BUSINESS & TRAVEL increase $1,847<br>Increases for Professional Books, Mileage, and Parking/Tolls based on actual expense history. |
| 3,000 | 0 | (3,000) | EQUIPMENT decreases ($3,000)<br>Decrease due to one-time expense in FY18 for Dictating Equipment. Funds for courtroom amplifiers and chairs included in Facilities & Operations budget. |

**DIVISION STAFF SUMMARY**
**Circuit Court**
**Index #411000**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 1.00 | 48,310 | | 0.00 | 0 | 0.00 | 0 |
| Assistant Court Administrator | 0.00 | 0 | | 1.00 | 50,242 | 1.00 | 72,124 |
| Civil Assignment Clerk | 1.00 | 40,515 | | 2.00 | 84,493 | 2.00 | 45,621 |
| Court Administrator | 1.00 | 82,756 | | 1.00 | 86,066 | 1.00 | 103,607 |
| Court Reporter I | 1.00 | 67,953 | | 2.00 | 127,787 | 2.00 | 76,084 |
| Court Reporter II | 4.00 | 334,614 | | 4.00 | 348,000 | 4.00 | 362,959 |
| Criminal Assignment Clerk | 1.00 | 42,038 | | 1.00 | 43,720 | 1.00 | 46,594 |
| Law Clerk | 1.00 | 47,386 | | 0.00 | 0 | 1.00 | 45,220 |
| Secretary I (Judicial) | 3.00 | 143,164 | | 4.00 | 185,961 | 5.00 | 242,080 |
| Secretary II (Judicial) | 2.00 | 112,910 | | 2.00 | 123,180 | 1.00 | 55,452 |
| Secretary III (Judicial) | 1.00 | 68,054 | | 1.00 | 70,776 | 1.00 | 74,192 |
| **TOTAL FULL TIME SALARIES** | 16.00 | 987,700 | | 18.00 | 1,120,225 | 19.00 | 1,123,933 |
| **TEMPORARY SALARIES** | | 0 | | | 0 | | 68,648 |
| **SALARY TOTAL** | **16.00** | **987,700** | | **18.00** | **1,120,225** | **19.00** | **1,192,581** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 98,770 | | | 100,820 | | 105,480 |
| Workers' Compensation | | 3,358 | | | 3,921 | | 5,049 |
| Health Benefits | | 191,863 | | | 257,739 | | 261,911 |
| PEHP | | 33,732 | | | 48,200 | | 54,230 |
| FICA | | 75,559 | | | 85,697 | | 91,237 |
| Miscellaneous | | 2,240 | | | 2,520 | | 2,520 |
| **TOTAL OTHER PERSONAL SERVICES** | | **405,522** | | | **498,897** | | **520,427** |
| **TOTAL PERSONAL SERVICES** | **16.00** | **1,393,222** | * | **18.00** | **1,619,122** | **19.00** | **1,713,008** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 206,150 | 235,420 | 270,000 | 270,000 | 270,000 |
| 30 SUPPLIES AND MATERIALS | 5,079 | 7,316 | 7,300 | 8,000 | 8,000 |
| **GRAND TOTAL** | **211,229** | **242,736** | **277,300** | **278,000** | **278,000** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **211,229** | **242,736** | **277,300** | **278,000** | **278,000** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES no change |
| 270,000 | 270,000 | 0 | For Juror's Fees |
| 7,300 | 8,000 | 700 | SUPPLIES & MATERIALS increase $700 |
| | | | Meals, Ice and Bottled Water 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 13,040 | 12,616 | 13,040 | 14,000 | 14,000 |
| **GRAND TOTAL** | **13,040** | **12,616** | **13,040** | **14,000** | **14,000** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **13,040** | **12,616** | **13,040** | **14,000** | **14,000** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $960 |
| 13,040 | 14,000 | 960 | Juror's Fees increase 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 2018 - FY 2019 GOALS:***

1. TO CONTINUE TO REVIEW THE JURY SELECTION PROCESS IN ORDER TO BRING IT IN CONFORMANCE WITH STATE LAW REGARDING THE SELECTION OF JURORS

2. 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 212,087 | 211,304 | 225,433 | 235,727 | 235,727 |
| 20 CONTRACTUAL SERVICES | 5,233 | 5,015 | 7,350 | 1,350 | 1,350 |
| 30 SUPPLIES AND MATERIALS | 18,396 | 21,331 | 26,080 | 28,080 | 28,080 |
| 40 BUSINESS AND TRAVEL | 165 | 173 | 200 | 200 | 200 |
| 50 CAPITAL OUTLAY | 446 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **236,327** | **237,823** | **259,063** | **265,357** | **265,357** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **236,327** | **237,823** | **259,063** | **265,357** | **265,357** |

# JUDICIAL
## Jury Commissioner
## Index #414000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $10,294 |
| 151,201 | 151,201 | 0 | Full-time salaries |
| | 10,568 | 10,568 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 13,608 | 13,608 | 0 | Pension |
| 529 | 680 | 151 | Workers' Compensation adjustments |
| 38,468 | 37,823 | (645) | Health Benefits are adjusted for staff opting for changes in levels of coverage |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |
| 11,567 | 11,567 | 0 | FICA adjustments |
| 7,350 | 1,350 | (6,000) | CONTRACTUAL SERVICES decrease ($6,000)<br>Office Equipment decreases due to reallocation of copier expense to Information and Communication Technology for better accountability of lease costs. Telephone and Fax Services are flat-lined for FY19. |
| 26,080 | 28,080 | 2,000 | SUPPLIES & MATERIALS increase $2,000<br>General Office Mailing increase based on actual expense history. General Office Supplies, Printing, Duplicating Machine Supplies, and Delivery Charges flat-lined for FY19. |

## DIVISION STAFF SUMMARY

### Jury Commissioner

### Index #414000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant I | 1.00 | 36,033 | | 1.00 | 37,473 | 1.00 | 40,223 |
| Assistant to Jury Commissioner | 1.00 | 49,756 | | 1.00 | 51,746 | 1.00 | 54,781 |
| Jury Commissioner | 1.00 | 59,598 | | 1.00 | 61,982 | 1.00 | 65,222 |
| **SALARY TOTAL** | **3.00** | **145,387** | | **3.00** | **151,201** | **3.00** | **160,226** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 14,539 | | | 13,608 | | 14,420 |
| Workers' Compensation | | 494 | | | 529 | | 721 |
| Health Benefits | | 37,297 | | | 38,468 | | 37,823 |
| PEHP | | 7,496 | | | 9,640 | | 9,860 |
| FICA | | 11,122 | | | 11,567 | | 12,257 |
| Miscellaneous | | 420 | | | 420 | | 420 |
| **TOTAL OTHER PERSONAL SERVICES** | | **71,368** | | | **74,232** | | **75,501** |
| **TOTAL PERSONAL SERVICES** | **3.00** | **216,755** | * | **3.00** | **225,433** | **3.00** | **235,727** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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:

- 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.
- Conduct hearings for family law cases referred to them
- Record all proceedings of hearings
- Direct the issuance of a subpoena for witnesses and/or documents
- Rule upon the admissibility of evidence
- Examine witnesses when necessary
- Convene, continue and adjourn the hearings as necessary
- 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 2018 - FY 2019 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

- To have 100% of all Child in Need Assistance (CINA) shelter cases adjudicated within thirty (30) days and all CINA non-shelter cases adjudicated within sixty (60) days pursuant to the Case Flow Guidelines established by the Administrative Office of the Courts.
- To expedite the hearing and disposition of child support, alimony and uncontested divorce cases

# JUDICIAL
## Masters
## Index #415000

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 169,396 | 171,603 | 180,243 | 192,131 | 192,131 |
| 20 CONTRACTUAL SERVICES | 4,624 | 4,170 | 5,550 | 550 | 550 |
| 30 SUPPLIES AND MATERIALS | 3,659 | 5,804 | 8,550 | 8,550 | 8,550 |
| 40 BUSINESS AND TRAVEL | 1,676 | 1,841 | 3,500 | 3,500 | 3,500 |
| 70 MISCELLANEOUS | 34,520 | 33,748 | 33,748 | 3,748 | 3,748 |
| **GRAND TOTAL** | **213,875** | **217,166** | **231,591** | **208,479** | **208,479** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **213,875** | **217,166** | **231,591** | **208,479** | **208,479** |

# JUDICIAL
## Masters
## Index #415000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $11,888 |
| 126,226 | 120,637 | (5,589) | Full-time Salaries |
| | | | (7,573) Staff Turnover (6.00)% |
| | | | 1,984 Salary Adjustment |
| | | | (5,589) |
| | 9,851 | 9,851 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 11,360 | 10,857 | (503) | Pension decrease due to rate adjustments per Treasury |
| 442 | 543 | 101 | Workers' Compensation adjustments |
| 22,499 | 30,734 | 8,235 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |
| 9,656 | 9,229 | (427) | FICA adjustments |
| 5,550 | 550 | (5,000) | CONTRACTUAL SERVICES decrease ($5,000) Office Equipment decreases due to reallocation of copier expense to Information and Communication Technology for better accountability of lease costs. Fax Services are flat-lined for FY19. |
| | | | MISCELLANEOUS decrease ($30,000) |
| 30,000 | 0 | (30,000) | CASA grant match has been reallocated to a new account for accounting/reporting purposes |

## DIVISION STAFF SUMMARY

**Masters**

**Index #415000**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant I | 3.00 | 121,371 | | 3.00 | 126,226 | 3.00 | 129,050 |
| **FULL-TIME SALARIES** | 3.00 | 121,371 | | 3.00 | 126,226 | 3.00 | 129,050 |
| **SALARY OFFSET** | | 0 | | | 0 | | 0 |
| **TOTAL FULL-TIME SALARIES** | **3.00** | **121,371** | | **3.00** | **126,226** | **3.00** | **129,050** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 12,137 | | | 11,360 | | 11,614 |
| Workers' Compensation | | 413 | | | 442 | | 581 |
| Health Benefits | | 21,844 | | | 22,499 | | 30,734 |
| PEHP | | 7,496 | | | 9,640 | | 9,860 |
| FICA | | 9,285 | | | 9,656 | | 9,872 |
| Miscellaneous | | 420 | | | 420 | | 420 |
| **TOTAL OTHER PERSONAL SERVICES** | | **51,595** | | | **54,017** | | **63,081** |
| **TOTAL PERSONAL SERVICES** | **3.00** | **172,966** | * | **3.00** | **180,243** | **3.00** | **192,131** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 2018 - FY 2019 GOAL:***

TO PROVIDE AN OPPORTUNITY FOR NON-VIOLENT OFFENDERS TO PAY BACK TO THE COMMUNITY THROUGH THE PERFORMANCE OF COMMUNITY WORK SERVICE

- To increase the number of government agencies and non-profit organizations that offer community work service opportunities non-violent offenders by 10%.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 296,496 | 295,461 | 313,418 | 336,429 | 336,429 |
| 20 CONTRACTUAL SERVICES | 2,984 | 3,427 | 4,050 | 1,850 | 1,850 |
| 30 SUPPLIES AND MATERIALS | 2,211 | 2,303 | 2,650 | 2,650 | 2,650 |
| 40 BUSINESS AND TRAVEL | 395 | 171 | 875 | 175 | 175 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 168 | 452 | 200 | 600 | 600 |
| **GRAND TOTAL** | **302,254** | **301,814** | **321,193** | **341,704** | **341,704** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **302,254** | **301,814** | **321,193** | **341,704** | **341,704** |

# JUDICIAL
## Community Work Service
## Index #416000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $23,011 |
| 200,097 | 199,025 | (1,072) | Full Time Salaries |
| | | (1,072) | Salary Adjustment |
| | 14,030 | 14,030 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 22,412 | 22,412 | 0 | Temporary Salaries |
| 15,849 | 19,929 | 4,080 | Pension adjustments per Treasury |
| 700 | 896 | 196 | Workers' Compensation and Life Insurance adjustments |
| 47,138 | 52,637 | 5,499 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in level of coverage |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |
| 17,022 | 16,940 | (82) | FICA adjustments |
| 4,050 | 1,850 | (2,200) | CONTRACTUAL SERVICES decrease ($2,200)<br>Office Equipment decreases due to reallocation of copier expense to Information and Communication Technology for better accountability of lease costs. Telephone, Fax, and Other Insurance flat-lined for FY19. |
| 875 | 175 | (700) | BUSINESS AND TRAVEL decrease ($700)<br>Mileage decrease based on actual expense history. Parking/Tolls and Membership Fees flat-lined. |
| | | | INTERGOVERNMENTAL/INTER-FUND increase $400 |
| 200 | 600 | 400 | Fleet Daily Carpool Rentals increase based on actual expense history |

## DIVISION STAFF SUMMARY

### Community Work Services

### Index #416000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Community Work Service Case Manager | 3.00 | 131,839 | | 3.00 | 137,113 | 3.00 | 145,854 |
| Director, Community Work Svc Program | 1.00 | 60,562 | | 1.00 | 62,984 | 1.00 | 65,151 |
| **FULL-TIME SALARIES** | 4.00 | 192,401 | | 4.00 | 200,097 | 4.00 | 211,005 |
| **TEMPORARY SALARIES** | | 22,412 | | | 22,412 | | 22,412 |
| **SALARY TOTAL** | **4.00** | **214,813** | | **4.00** | **222,509** | **4.00** | **233,417** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 21,481 | | | 15,849 | | 21,008 |
| Workers' Compensation | | 730 | | | 700 | | 950 |
| Health Benefits | | 41,143 | | | 47,138 | | 52,637 |
| PEHP | | 7,496 | | | 9,640 | | 9,860 |
| FICA | | 16,434 | | | 17,022 | | 17,857 |
| Miscellaneous | | 700 | | | 560 | | 700 |
| **TOTAL OTHER PERSONAL SERVICES** | | **87,984** | | | **90,909** | | **103,012** |
| **TOTAL PERSONAL SERVICES** | **4.00** | **302,797** | * | **4.00** | **313,418** | **4.00** | **336,429** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# JUDICIAL
## Family Court Services Division
## Index #417000

***ORIGIN/PURPOSE:***

The role of the Social Worker is to develop, implement and direct a program that will include evaluation/mediation for parties to domestic cases who have disputes over custody, visitation and similar issues. Working directly with the parties in both individual and joint sessions, the Social Worker addresses issues that may arise such as mutual cooperation, child development, and child safety. The goal of the program is to assist parties in resolving their problems themselves instead of resorting to time consuming and unproductive court hearings. The Court also established a Facilitated Visitation Program. In cases where a claim is made that a parent has not seen a child for such a significant period that they are a stranger to the child, or there are allegations of sexual abuse, the Social Worker is retained to supervise visitation. The facilitator files a report after each visit and assists the Court in the evaluation of the case.
Psychological/Psychiatric Evaluations: properly done evaluations which assist the Court in determining whether further psychological/psychiatric counseling is needed and greatly expedites any referral for such assistance.
Parenting Program: aimed at assisting single/divorced parents in understanding such areas as child development, the separation process, and the psychological aspects of divorce.
Home Studies: a qualified individual evaluates a home suitability or other physical aspects of the environment where a child will be and reports to the Court.
In every case where services are needed, every attempt is made to have those services provided privately with the 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 2018 - FY 2019 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

- To reduce the time from the filing of a case to the resolution of any custody or visitation dispute
- To decrease the number of custody/visitation dispositions that require resolution by trial

# JUDICIAL
## Family Court Services Division
## Index #417000

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 364,874 | 386,535 | 395,305 | 433,637 | 433,637 |
| 20 CONTRACTUAL SERVICES | 160,345 | 145,980 | 174,450 | 186,542 | 186,542 |
| 30 SUPPLIES AND MATERIALS | 7,536 | 5,222 | 5,225 | 5,225 | 5,225 |
| 40 BUSINESS AND TRAVEL | 1,757 | 1,491 | 2,150 | 2,900 | 2,900 |
| **GRAND TOTAL** | **534,512** | **539,228** | **577,130** | **628,304** | **628,304** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **534,512** | **539,228** | **577,130** | **628,304** | **628,304** |

# JUDICIAL
## Family Court Services
## Index #417000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $38,332 |
| 295,574 | 308,792 | 13,218 | Full Time Salaries |
| | | 13,218 | Salary Adjustment |
| | 16,601 | 16,601 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 26,602 | 27,792 | 1,190 | Pension adjustments per Treasury |
| 1,034 | 1,390 | 356 | Workers' Compensation and Life Insurance adjustments |
| 39,284 | 45,019 | 5,735 | Health Benefits are adjusted for a cost increase as well as staff opting for changes in levels of coverage |
| 9,640 | 9,860 | 220 | PEHP (Post Employment Health Plan) |
| 22,611 | 23,623 | 1,012 | FICA adjustments |
| | | | CONTRACTUAL SERVICES increase 12,092 |
| 3,300 | 0 | (3,300) | Office Equipment decreases due to reallocation of copier expense to Information and Communication Technology for better accountability of lease costs. |
| 170,000 | 185,392 | 15,392 | Other Professional Services increase for additional hours for contractual Evaluator/Mediator |
| 2,150 | 2,900 | 750 | BUSINESS AND TRAVEL increase $750<br>Training Seminars increase based on actual expense history. Mileage, Parking/Tolls, Professional Books, and Membership Fees are flat-lined for FY19. |

## DIVISION STAFF SUMMARY
### Family Court Service Division
### Index #417000

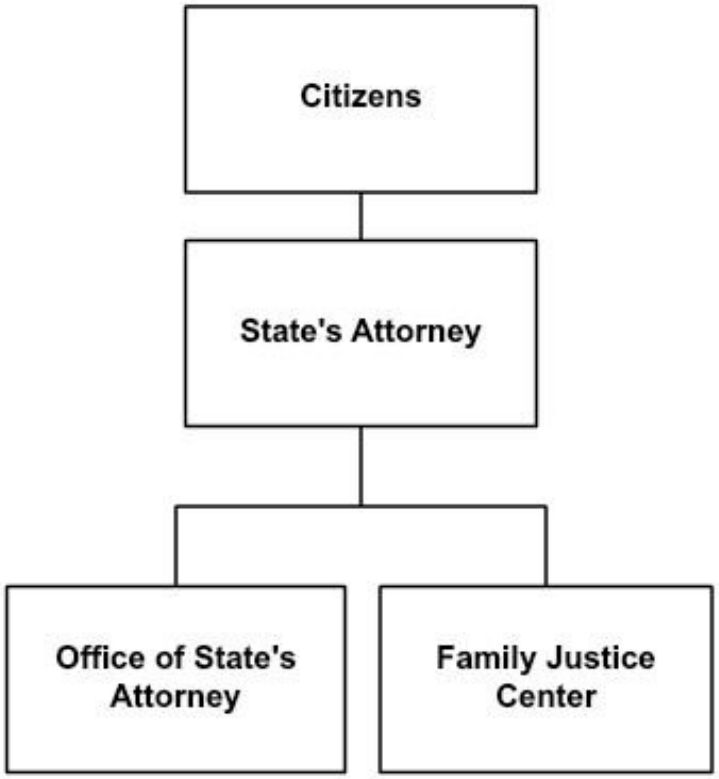
| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant I | 1.00 | 42,827 | | 1.00 | 44,540 | 0.00 | 0 |
| Administrative Assistant II | 0.00 | 0 | | 0.00 | 0 | 1.00 | 60,912 |
| Director, Family Court Services | 1.00 | 106,075 | | 1.00 | 110,318 | 1.00 | 114,524 |
| Evaluator/Mediator | 1.00 | 76,750 | | 1.00 | 79,820 | 1.00 | 83,417 |
| Family Services Coordinator | 1.00 | 57,429 | | 1.00 | 60,896 | 1.00 | 64,115 |
| **FULL-TIME SALARIES** | 4.00 | 283,081 | | 4.00 | 295,574 | 4.00 | 322,968 |
| **SALARY OFFSET** | | 0 | | | 0 | | 0 |
| **TOTAL FULL-TIME SALARIES** | **4.00** | **283,081** | | **4.00** | **295,574** | **4.00** | **322,968** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 28,308 | | | 26,602 | | 29,068 |
| Workers' Compensation | | 962 | | | 1,034 | | 1,453 |
| Health Benefits | | 36,832 | | | 39,284 | | 45,020 |
| PEHP | | 7,496 | | | 9,640 | | 9,860 |
| FICA | | 21,656 | | | 22,611 | | 24,708 |
| Miscellaneous | | 560 | | | 560 | | 560 |
| **TOTAL OTHER PERSONAL SERVICES** | | **95,814** | | | **99,731** | | **110,669** |
| **TOTAL PERSONAL SERVICES** | **4.00** | **378,895** | * | **4.00** | **395,305** | **4.00** | **433,637** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## Fiscal Year 19
## Summary of Grants

| Circuit Court for Harford County - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| 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. | | 342,505 | | | 7/1/18 - 6/30/19 | Recurring |
| CASA | This grant focuses on representing the best interest of abused, neglected and dependent children in Court proceedings. | | 75,750 | | 30,000 | 7/1/18 - 6/30/19 | 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. | 203,730 | | | | 10/1/18 - 9/30/19 | Recurring |
| Child in Need of Assistance Advocacy | This program assists in developing and implementing strategies specifically intended to provide assistance to victims of crime in the State of Maryland. | 42,536 | | | | 10/1/18 - 9/30/19 | Recurring |
| | **TOTALS:** | **246,266** | **418,255** | **0** | **30,000** | | |

# OFFICE OF STATE'S ATTORNEY



# STATE'S ATTORNEY

***ORIGIN/PURPOSE:***

The State's Attorney, created by Article V, Section 7 of the Maryland Constitution, represents the State in all criminal actions. Harford County pays the office's expenses.

The State's Attorney is elected by the County voters to a four-year term with no term limit. He/she assists the police in investigating crime in Harford County. This Office presents certain criminal cases to the Grand Jury; acts as the jury's legal advisor and provides prosecutors for the Circuit, District and Juvenile Courts. The office participates in Harford County School programs. State's Attorneys also provide basic training to the County Sheriff's Academy and in-service training programs for various law enforcement agencies.

The Office holds membership in the Harford County 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 2018 - FY 2019 GOALS:***

1. 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.

2. TO PROVIDE FOR THE INVESTIGATION OF ALLEGATIONS OF CHILD MOLESTATION AND/OR EXPLOITATION WHILE MINIMIZING THE TRAUMA TO THE CHILD AND TO PROVIDE SERVICES AND RESOURCES TO THE ABUSED CHILD AND HIS/HER FAMILY WHILE ALWAYS ADVOCATING FOR THE CHILD'S NEEDS.

# STATE'S ATTORNEY

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 5,126,025 | 5,106,922 | 5,594,243 | 5,933,703 | 5,933,703 |
| 20 | CONTRACTUAL SERVICES | 42,511 | 47,666 | 52,902 | 40,360 | 40,360 |
| 30 | SUPPLIES AND MATERIALS | 53,096 | 56,336 | 56,473 | 56,310 | 56,310 |
| 40 | BUSINESS AND TRAVEL | 43,870 | 48,600 | 44,850 | 42,200 | 42,200 |
| 50 | CAPITAL OUTLAY | 6,644 | 3,854 | 0 | 0 | 0 |
| 70 | MISCELLANEOUS | 427,418 | 467,042 | 488,720 | 2,500 | 2,500 |
| | **GRAND TOTAL** | **5,699,564** | **5,730,420** | **6,237,188** | **6,075,073** | **6,075,073** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 5,699,564 | 5,730,420 | 6,237,188 | 6,075,073 | 6,075,073 |
| | **GRAND TOTAL** | **5,699,564** | **5,730,420** | **6,237,188** | **6,075,073** | **6,075,073** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 431000 | OFFICE OF STATE'S ATTORNEY | 5,395,144 | 5,414,380 | 5,893,086 | 5,462,271 | 5,462,271 |
| 432000 | FAMILY JUSTICE CENTER | 304,420 | 316,040 | 344,102 | 612,802 | 612,802 |
| | **GRAND TOTAL** | **5,699,564** | **5,730,420** | **6,237,188** | **6,075,073** | **6,075,073** |

# STATE'S ATTORNEY

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $339,460 |
| 3,919,273 | 3,919,273 | 0 | Full-time salaries |
| | | | 85,154 Salary adjustments |
| | | | (85,154) Staff Turnover (2.17)% |
| | | | 0 |
| | 236,261 | 236,261 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | 829 | 829 | One (1) Legal Asst. III position transferred from Office of State's Attorney to Family Justice Ctr. (PIN 2731) |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| (1.00) | (70,594) | (18,633) | (89,227) | Legal Asst. III |
| 1.00 | 70,594 | 19,462 | 90,056 | Legal Asst. III |
| 0.00 | — | 829 | 829 | |

| | | | |
|---|---|---|---|
| | 812 | 812 | One (1) Legal Asst. II position transferred from Office of State's Attorney to Family Justice Ctr. (PIN 2733) |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| (1.00) | (52,918) | (15,628) | (68,546) | Legal Asst. II |
| 1.00 | 52,918 | 16,439 | 69,358 | Legal Asst. II |
| 0.00 | — | 811 | 812 | |

| | | | |
|---|---|---|---|
| | 1,220 | 1,220 | One (1) Legal Spec. II position transferred from Office of State's Attorney to Family Justice Ctr. (PIN 2892) |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| (1.00) | (51,612) | (24,101) | (75,713) | Legal Asst. II |
| 1.00 | 51,613 | 25,320 | 76,933 | Legal Asst. II |
| 0.00 | 1 | 1,219 | 1,220 | |

| | | | |
|---|---|---|---|
| 57,200 | 57,200 | 0 | Temporary Salaries |
| 350,503 | 357,885 | 7,382 | Pension rate adjustments per Treasury |
| 14,579 | 18,974 | 4,395 | Workers' Compensation adjustments |
| 836,089 | 895,396 | 59,307 | Health Benefits adjusted for an estimated cost increase and staff opting for changes in level of coverage |
| 106,040 | 133,110 | 27,070 | PEHP (Post Employment Health Plan) |
| 302,019 | 304,203 | 2,184 | FICA adjustments |

## STATE'S ATTORNEY

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES decrease ($12,542) |
| 12,252 | 2,160 | (10,092) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| 30,900 | 28,100 | (2,800) | Legal Services and Other Professional Services decrease based on actual expense history |
| 8,100 | 7,550 | (550) | Telephone and Fax services decrease based on actual expense history |
| 600 | 1,400 | 800 | Personnel/Recruitment increases due to anticipated expenses for advertisements |
| 44,850 | 42,200 | (2,650) | BUSINESS AND TRAVEL decrease ($2,650)<br>County-owned Vehicles, Fuel, Non-targeted Charges-FVS, Parking/Tolls, and Professional Books decrease based on actual expense history, slightly offset by increases in Transportation Costs, Meals, Membership Fees, and Training Seminars. |
| | | | MISCELLANEOUS decrease ($486,220) |
| 5,500 | 2,500 | (3,000) | Grants & Contributions decrease reflects lower cost projection for grant employee benefits |
| 483,220 | 0 | (483,220) | Cooperative Reimbursement grant match has been reallocated to a new account for accounting/reporting purposes |

## DEPARTMENT STAFF SUMMARY
### STATE'S ATTORNEY

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|
| State's Attorney | 1.00 | 115,423 | 1.00 | 117,818 | 1.00 | 146,333 | A |
| Deputy State's Attorney | 2.00 | 252,856 | 2.00 | 262,970 | 2.00 | 247,752 | |
| Senior Trial Assistant | 1.00 | 113,300 | 1.00 | 99,426 | 1.00 | 100,747 | |
| Assistant State's Attorney I | 6.00 | 328,364 | 7.00 | 403,327 | 6.00 | 367,572 | |
| Assistant State's Attorney II | 7.00 | 477,344 | 6.00 | 429,466 | 2.00 | 131,500 | |
| Assistant State's Attorney III | 11.00 | 987,095 | 11.00 | 1,056,338 | 2.00 | 148,840 | |
| Assistant State's Attorney IV | 0.00 | 0 | 0.00 | 0 | 4.00 | 328,731 | |
| Assistant State's Attorney V | 0.00 | 0 | 0.00 | 0 | 4.00 | 344,751 | |
| Senior Assistant State's Attorney I | 0.00 | 0 | 0.00 | 0 | 2.00 | 187,600 | |
| Senior Assistant State's Attorney II | 0.00 | 0 | 0.00 | 0 | 1.00 | 106,499 | |
| Senior Assistant State's Attorney III | 0.00 | 0 | 0.00 | 0 | 3.00 | 369,496 | |
| Legal Assistant I | 0.00 | 0 | 1.00 | 34,424 | 1.00 | 42,698 | |
| Legal Assistant II | 12.00 | 584,208 | 11.00 | 556,876 | 10.00 | 542,316 | |
| Legal Assistant III | 2.00 | 136,788 | 2.00 | 142,260 | 2.00 | 149,104 | |
| Legal Clerk I | 1.00 | 29,355 | 3.00 | 85,800 | 2.00 | 66,934 | |
| Legal Clerk II | 0.00 | 0 | 2.00 | 68,848 | 5.00 | 181,511 | |
| Legal Specialist I | 6.00 | 233,295 | 3.00 | 120,938 | 1.00 | 42,755 | |
| Legal Specialist II | 9.00 | 451,487 | 8.00 | 437,947 | 9.00 | 503,801 | |
| Administrator, State's Attorney Office | 1.00 | 98,880 | 1.00 | 102,835 | 1.00 | 106,892 | |
| **FULL TIME SALARIES** | 59.00 | 3,808,395 | 59.00 | 3,919,273 | 59.00 | 4,115,832 | |
| **TEMPORARY SALARIES** | | | | 57,200 | | 62,344 | |
| **SALARY TOTAL** | **59.00** | **3,808,395** | **59.00** | **3,976,473** | **59.00** | **4,178,176** | |

## DEPARTMENT STAFF SUMMARY
### STATE'S ATTORNEY

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 372,955 | | | 350,503 | | 376,059 |
| Workers' Compensation | | 12,948 | | | 14,579 | | 20,088 |
| Health Benefits | | 800,495 | | | 836,089 | | 898,081 |
| PEHP | | 82,456 | | | 106,040 | | 133,110 |
| FICA | | 290,336 | | | 302,019 | | 319,649 |
| Miscellaneous | | 8,260 | | | 8,540 | | 8,540 |
| **TOTAL OTHER PERSONAL SERVICES** | | **1,567,450** | | | **1,617,770** | | **1,755,527** |
| **TOTAL PERSONAL SERVICES** | **59.00** | **5,375,845** | * | **59.00** | **5,594,243** | **59.00** | **5,933,703** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

A - State's Attorney salary adjustment pursuant to Maryland Senate Bill 146 (2016) and House Joint Resolution 3 (2018)

# 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 2017 - FY 2018 GOAL:***

TO PROVIDE THE COMMUNITY WITH A QUICK AND EFFECTIVE WAY TO RECOVER THEIR LOSSES FROM BAD CHECKS, TO DIVERT POTENTIAL DEFENDANTS INTO A COUNSELING PROGRAM TO AVOID REPEAT OFFENSES AND CONCENTRATE PROSECUTION EFFORTS ON THOSE OFFENDERS WHO REFUSE TO COOPERATE WITH THE PROGRAM AND TO LESSEN THE BURDEN ON THE COURT SYSTEM WHILE PRODUCING A SUCCESSFUL RESULT FOR THE VICTIM.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 4,844,440 | 4,814,056 | 5,273,701 | 5,341,101 | 5,341,101 |
| 20 CONTRACTUAL SERVICES | 37,076 | 42,992 | 46,942 | 38,360 | 38,360 |
| 30 SUPPLIES AND MATERIALS | 37,903 | 39,387 | 40,323 | 39,710 | 39,710 |
| 40 BUSINESS AND TRAVEL | 41,663 | 47,049 | 43,400 | 40,600 | 40,600 |
| 50 CAPITAL OUTLAY | 6,644 | 3,854 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 427,418 | 467,042 | 488,720 | 2,500 | 2,500 |
| **GRAND TOTAL** | **5,395,144** | **5,414,380** | **5,893,086** | **5,462,271** | **5,462,271** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **5,395,144** | **5,414,380** | **5,893,086** | **5,462,271** | **5,462,271** |

**STATE'S ATTORNEY OFFICE**
**Office of State's Attorney**
**Index #431000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $67,400 |
| 3,709,767 | 3,713,393 | 3,626 | Full-time salaries |
| | | | 85,153 Salary adjustments |
| | | | (81,527) Staff Turnover (2.20)% |
| | | | 3,626 |
| | 210,939 | 210,939 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | (89,227) | (89,227) | One (1) Legal Asst. III position transferred from Office of State's Attorney to Family Justice Ctr. (PIN 2731) |
| | | | # of Positions / Salary / Fringe / Total |
| | | | (1.00) / (70,594) / (18,633) / (89,227) Legal Asst. III |
| | (68,546) | (68,546) | One (1) Legal Asst. II position transferred from Office of State's Attorney to Family Justice Ctr. (PIN 2733) |
| | | | # of Positions / Salary / Fringe / Total |
| | | | (1.00) / (52,918) / (15,628) / (68,546) Legal Asst. II |
| | (75,713) | (75,713) | One (1) Legal Spec. II position transferred from Office of State's Attorney to Family Justice Ctr. (PIN 2892) |
| | | | # of Positions / Salary / Fringe / Total |
| | | | (1.00) / (51,612) / (24,101) / (75,713) Legal Asst. II |
| 331,647 | 339,356 | 7,709 | Pension rate adjustments per Treasury |
| 13,846 | 18,048 | 4,202 | Workers' Compensation adjustments |
| 766,049 | 811,038 | 44,989 | Health Benefits adjusted for an estimated cost increase and staff opting for changes in level of coverage |
| 101,220 | 128,180 | 26,960 | PEHP (Post Employment Health Plan) |
| 285,992 | 288,453 | 2,461 | FICA adjustments |

**STATE'S ATTORNEY OFFICE**
**Office of State's Attorney**
**Index #431000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES decrease ($8,582) |
| 8,892 | 2,160 | (6,732) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| 30,400 | 27,500 | (2,900) | Legal Services and Other Professional Services decrease based on actual expense history |
| 5,600 | 5,700 | 100 | Telephone and Fax Services increase for Centrex Lines, cell phones, and MiFi devices |
| 600 | 1,400 | 800 | Personnel/Recruitment increases due to anticipated expenses for advertisements |
| 650 | 750 | 100 | Office Equipment Service increase for building alarm and office equipment repairs |
| 40,323 | 39,710 | (613) | SUPPLIES AND MATERIALS decrease ($613)<br>General Office Supplies, Printing-Commercial, Delivery Charges, and Other Postage decrease based on actual expense history, partially offset by increase in Duplicating Machine Supplies and General Office Mailing |
| 43,400 | 40,600 | (2,800) | BUSINESS AND TRAVEL decrease ($2,800)<br>County-owned Vehicles, Fuel, Non-targeted Charges, Mileage, Parking/Tolls, and Professional Books decrease, partially offset by increases in Transportation Costs, Meals, and Training Seminars |
| | | | MISCELLANEOUS decrease ($486,220) |
| 5,500 | 2,500 | (3,000) | Grants & Contributions decrease reflects lower cost projection for grant employee benefits |
| 483,220 | 0 | (483,220) | Cooperative Reimbursement grant match has been reallocated to a new account for accounting/reporting purposes |

## DIVISION STAFF SUMMARY
### Office of State's Attorney
### Index #431000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES | |
|---|---|---|---|---|---|---|---|
| State's Attorney | 1.00 | 115,423 | 1.00 | 117,818 | 1.00 | 146,333 | A |
| Deputy State's Attorney | 2.00 | 252,856 | 2.00 | 262,970 | 2.00 | 247,752 | |
| Senior Trial Assistant | 1.00 | 113,300 | 1.00 | 99,426 | 1.00 | 100,747 | |
| Assistant State's Attorney I | 6.00 | 328,364 | 7.00 | 403,327 | 6.00 | 367,572 | |
| Assistant State's Attorney II | 7.00 | 477,344 | 6.00 | 429,466 | 2.00 | 131,500 | |
| Assistant State's Attorney III | 11.00 | 987,095 | 11.00 | 1,056,338 | 2.00 | 148,840 | |
| Assistant State's Attorney IV | 0.00 | 0 | 0.00 | 0 | 4.00 | 328,731 | |
| Assistant State's Attorney V | 0.00 | 0 | 0.00 | 0 | 4.00 | 344,751 | |
| Senior Assistant State's Attorney I | 0.00 | 0 | 0.00 | 0 | 2.00 | 187,600 | |
| Senior Assistant State's Attorney II | 0.00 | 0 | 0.00 | 0 | 1.00 | 106,499 | |
| Senior Assistant State's Attorney III | 0.00 | 0 | 0.00 | 0 | 3.00 | 369,496 | |
| Legal Assistant I | 0.00 | 0 | 1.00 | 34,424 | 1.00 | 42,698 | |
| Legal Assistant II | 12.00 | 584,208 | 10.00 | 515,380 | 8.00 | 442,014 | |
| Legal Assistant III | 2.00 | 136,788 | 2.00 | 142,260 | 1.00 | 75,098 | |
| Legal Clerk I | 1.00 | 29,355 | 3.00 | 85,800 | 2.00 | 66,934 | |
| Legal Clerk II | 0.00 | 0 | 2.00 | 68,848 | 5.00 | 181,511 | |
| Legal Specialist I | 5.00 | 194,876 | 3.00 | 120,938 | 1.00 | 42,755 | |
| Legal Specialist II | 6.00 | 289,939 | 5.00 | 269,937 | 5.00 | 275,484 | |
| Administrator, State's Attorney Office | 1.00 | 98,880 | 1.00 | 102,835 | 1.00 | 106,892 | |
| **FULL-TIME SALARIES** | 55.00 | 3,608,428 | 55.00 | 3,709,767 | 52.00 | 3,713,207 | |
| **TEMPORARY SALARIES** | | | | 57,200 | | 62,344 | |
| **SALARY TOTAL** | **55.00** | **3,608,428** | **55.00** | **3,766,967** | **52.00** | **3,775,551** | |

## DIVISION STAFF SUMMARY
### Office of State's Attorney
### Index #431000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 352,958 | | | 331,647 | | 339,819 |
| Workers' Compensation | | 12,268 | | | 13,846 | | 18,276 |
| Health Benefits | | 745,992 | | | 766,049 | | 782,869 |
| PEHP | | 78,708 | | | 101,220 | | 128,180 |
| FICA | | 275,039 | | | 285,992 | | 288,846 |
| Miscellaneous | | 7,700 | | | 7,980 | | 7,560 |
| **TOTAL OTHER PERSONAL SERVICES** | | **1,472,665** | | | **1,506,734** | | **1,565,550** |
| **TOTAL PERSONAL SERVICES** | **55.00** | **5,081,093** | * | **55.00** | **5,273,701** | **52.00** | **5,341,101** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

A - State's Attorney salary adjustment pursuant to Maryland Senate Bill 146 (2016) and House Joint Resolution 3 (2018)

## Fiscal Year 19
## Summary of Grants

| Office of State's Attorney - Anticipated Funding FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| 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. | 825,075 | | | 500,938 | 10/1/18 - 9/30/19 | Recurring |
| Child Abuse Training | To fund specialized training, equipment and services to improve upon investigation and prosecution of child sexual assault and abuse cases. | 5,000 | | | | 1/1/18 - 12/31/18 | Recurring |
| Investigative Enhancement | The grant funds will provide for technological advancements, equipment enhancements and training improvements at the CAC. | | 15,000 | | | 7/1/18 - 6/30/19 | Recurring |
| Internet Crimes Against Children Initiative | The grant funds will provide for updating and servicing of technology equipment used for investigations of Internet crimes of child abuse against children and national training for staff. | | 30,000 | | | 7/1/2018 - 6/30/19 | Recurring |
| | **TOTALS:** | **830,075** | **45,000** | | **500,938** | | |

# 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 2017 - FY 2018 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 281,585 | 292,866 | 320,542 | 592,602 | 592,602 |
| 20 CONTRACTUAL SERVICES | 5,435 | 4,674 | 5,960 | 2,000 | 2,000 |
| 30 SUPPLIES AND MATERIALS | 15,193 | 16,949 | 16,150 | 16,600 | 16,600 |
| 40 BUSINESS AND TRAVEL | 2,207 | 1,551 | 1,450 | 1,600 | 1,600 |
| 50 CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **304,420** | **316,040** | **344,102** | **612,802** | **612,802** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **304,420** | **316,040** | **344,102** | **612,802** | **612,802** |

## STATE'S ATTORNEY OFFICE
## Family Justice Center
## Index #432000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $272,060 |
| 209,506 | 205,880 | (3,626) | Full-time salaries |
| | | | (3,626) Staff Turnover (1.73)% |
| | 25,320 | 25,320 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | 90,056 | 90,056 | One (1) Legal Asst. III position transferred from Office of State's Attorney to Family Justice Ctr. (PIN 2731) |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 1.00 / 70,594 / 19,462 / 90,056 Legal Asst. III |
| | 69,358 | 69,358 | One (1) Legal Asst. II position transferred from Office of State's Attorney to Family Justice Ctr. (PIN 2733) |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 1.00 / 52,918 / 16,440 / 69,358 Legal Asst. II |
| | 76,933 | 76,933 | One (1) Legal Spec. II position transferred from Office of State's Attorney to Family Justice Ctr. (PIN 2892) |
| | | | # of Positions / Salary / Fringe / Total |
| | | | 1.00 / 51,613 / 25,320 / 76,933 Legal Asst. II |
| 18,856 | 18,530 | (326) | Pension decrease due to rate adjustments per Treasury |
| 733 | 926 | 193 | Workers' Compensation adjustments |
| 70,040 | 84,358 | 14,318 | Health Benefits adjusted for an estimated cost increase and staff opting for changes in level of coverage |
| 4,820 | 4,930 | 110 | PEHP (Post Employment Health Plan) |
| 16,027 | 15,750 | (277) | FICA adjustments |

**STATE'S ATTORNEY OFFICE**
**Family Justice Center**
**Index #432000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES decrease ($3,960) |
| 3,360 | 0 | (3,360) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| 2,300 | 1,700 | (600) | Telephone Service decrease, partially offset by increases to Fax Service and Other Professional Services |
| 16,150 | 16,600 | 450 | SUPPLIES AND MATERIALS increase $450<br>Increase for Computer Supplies, partially offset by decreases to Duplicating Machine Supplies, Delivery Charges, and General Office Mailing |
| | | | BUSINESS AND TRAVEL increase $150 |
| 1,450 | 1,600 | 150 | Membership Fees & Dues increase based on actual expense history |

## DIVISION STAFF SUMMARY

**Family Justice Center**

**Index #432000**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Legal Assistant II | 0.00 | 0 | | 1.00 | 41,496 | 2.00 | 100,302 |
| Legal Assistant III | 0.00 | 0 | | 0.00 | 0 | 1.00 | 74,006 |
| Legal Specialist I | 1.00 | 38,419 | | 0.00 | 0 | 0.00 | 0 |
| Legal Specialist II | 3.00 | 161,548 | | 3.00 | 168,010 | 4.00 | 228,317 |
| **SALARY TOTAL** | **4.00** | **199,967** | | **4.00** | **209,506** | **7.00** | **402,625** |
| | | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 19,997 | | | 18,856 | | 36,239 |
| Workers' Compensation | | 680 | | | 733 | | 1,812 |
| Health Benefits | | 54,503 | | | 70,040 | | 115,213 |
| PEHP | | 3,748 | | | 4,820 | | 4,930 |
| FICA | | 15,297 | | | 16,027 | | 30,803 |
| Miscellaneous | | 560 | | | 560 | | 980 |
| **TOTAL OTHER PERSONAL SERVICES** | | **94,785** | | | **111,036** | | **189,977** |
| **TOTAL PERSONAL SERVICES** | **4.00** | **294,752** | * | **4.00** | **320,542** | **7.00** | **592,602** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# STATE'S ATTORNEY'S OFFICE - CHILD ADVOCACY CENTER
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goal**

To provide for the investigation of cases of child molestation and exploitation while providing services and resources to the abused child and their family.

**Department Objective**

To increase service referrals and satisfaction rates for the victims in cases referred to the Child Advocacy Center.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

| Measure | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Cost of Staff Hours Needed to Review Cases Per Year | $17,232 | $18,868 | $18,972 | $19,541 | $20,323 |
| ***Output:*** | | | | | |
| Number of Investigations referred to the Child Advocacy Center | 389 | 366 | 487 | 490 | 495 |
| ***Outcome:*** | | | | | |
| Percent of families served that are satisfied with the services | 93% | 93% | 94% | 94% | 95% |

**Explanation and Analysis of Performance Measures**

The Child Advocacy Center operates as a team investigating and prosecuting child sexual abuse cases, as well as physical abuse cases starting in FY16. The effectiveness of this approach can be measured by exit surveys mailed to victim families when the case is closed.

# STATE'S ATTORNEY'S OFFICE
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goal**

To provide the business community with a quick and effective way to recover losses from bad checks, and to lessen the burden on the court system.

**Department Objective**

To increase the amount of restitution recovered for merchants and increase the number of bad check cases diverted from the court system.

**County Goal(s) Supported**

I. Fiscal Balance and Efficiency

| Measure | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Cost of Staff Hours Needed to Review Cases Per Year | $249 | $184 | $69 | $71 | $65 |
| ***Output:*** | | | | | |
| Amount of Restitution Recovered | $15,659 | $13,618 | $4,913 | $4,000 | $4,000 |
| ***Outcome:*** | | | | | |
| Amount of Restitution Recovered per Dollar Spent | $62.89 | $74.01 | $71.20 | $56.34 | $61.54 |

**Explanation and Analysis of Performance Measures**

The Bad Check Program targets defendants who have written bad checks to local merchants and recovers restitution owed. Counseling is provided to offenders, while Court time and resources spent on bad check cases is reduced. Due to merchants using check verification services or not accepting checks at all, and customers using debit and credit cards instead of checks, participation in the program has declined significantly resulting in less staff hours devoted to the program. However, restitution is still being recovered and outcomes remain positive.

# 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 2018 - FY 2019 GOAL:***

TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

# ELECTIONS

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 636,889 | 716,544 | 538,085 | 581,958 | 581,958 |
| 20 | CONTRACTUAL SERVICES | 268,793 | 202,602 | 68,450 | 61,706 | 61,706 |
| 30 | SUPPLIES AND MATERIALS | 259,742 | 366,696 | 328,050 | 350,550 | 350,550 |
| 40 | BUSINESS AND TRAVEL | 24,328 | 40,977 | 35,570 | 43,320 | 43,320 |
| 50 | CAPITAL OUTLAY | 0 | 152,564 | 200,000 | 4,335 | 4,335 |
| 70 | MISCELLANEOUS | 523,896 | 518,065 | 1,218,580 | 1,302,436 | 1,302,436 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 9,977 | 1,144 | 12,500 | 15,000 | 15,000 |
| | **GRAND TOTAL** | **1,723,625** | **1,998,592** | **2,401,235** | **2,359,305** | **2,359,305** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 1,723,625 | 1,998,592 | 2,401,235 | 2,359,305 | 2,359,305 |
| | **GRAND TOTAL** | **1,723,625** | **1,998,592** | **2,401,235** | **2,359,305** | **2,359,305** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 481000 | HC BOARD OF ELECTIONS | 1,032,284 | 1,229,630 | 1,003,855 | 1,060,234 | 1,060,234 |
| 482000 | ELECTION EXPENSE | 691,341 | 768,962 | 1,397,380 | 1,299,071 | 1,299,071 |
| | **GRAND TOTAL** | **1,723,625** | **1,998,592** | **2,401,235** | **2,359,305** | **2,359,305** |

# ELECTIONS

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $43,873 |
| 462,900 | 462,900 | 0 | Temporary salaries |
| | 3,915 | 3,915 | FY 19 COLA and merit increase |
| 3,120 | 5,661 | 2,541 | Pension adjustments |
| 1,200 | 22,317 | 21,117 | Health Benefits are adjusted for an estimated cost increase and staff opting for changes in levels of coverage |
| 19,280 | 29,580 | 10,300 | PEHP (Post Employment Health Benefits) |
| 36,445 | 36,445 | 0 | FICA adjustments |
| 15,000 | 21,000 | 6,000 | Overtime increase based on expected need for Gubernatorial Election |
| | | | CONTRACTUAL SERVICES decrease ($6,744) |
| 23,000 | 16,256 | (6,744) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| | | | SUPPLIES & MATERIALS increase $22,500 |
| 44,500 | 63,100 | 18,600 | General Office Mailing and Printing increase for costs associated with mailing voter verification cards |
| 12,000 | 15,000 | 3,000 | General Office Supplies increase for ballot delivery system and other supplies |
| 3,000 | 3,900 | 900 | Computer Software increases for additional licenses for SmartSheet users |

# ELECTIONS

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 15,500 | 20,000 | 4,500 | BUSINESS & TRAVEL increase $7,750<br>Mileage increase for attendance at legislative hearings and state meetings, as well as costs associated with conducting elections |
| 3,750 | 7,000 | 3,250 | Membership Fees and Training Seminars increase for International Association of Government Officials |
| 200,000 | 4,335 | (195,665) | EQUIPMENT decrease ($195,665)<br>Reimbursement for poll books and printers will resume in FY20, with only interest charges scheduled in FY19 |
| 1,218,580 | 1,302,436 | 83,856 | MISCELLANEOUS increase $83,856<br>Payments to Other Government Agencies - Funds for reimbursements to State Board of Elections (SBE) for Share of Billing, admin fees, and for the salaries, fringes, and overtime for eleven (11) State election employees. |
| 12,500 | 15,000 | 2,500 | INTERGOVERNMENTAL increase $2,500<br>Fleet Daily Carpool Rentals increase for additional vans required to transport election equipment |

## DEPARTMENT STAFF SUMMARY
### HARFORD COUNTY BOARD OF ELECTIONS

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 437,900 | | 462,900 | | 466,158 |
| **SALARY TOTAL** | | **437,900** | | **462,900** | | **466,158** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension | | 3,120 | | 5,954 | | 5,954 |
| Overtime | | 13,500 | | 15,000 | | 21,000 |
| Health Benefits | | 1,200 | | 22,317 | | 22,317 |
| PEHP | | 3,748 | | 29,580 | | 29,580 |
| FICA | | 34,545 | | 36,809 | | 36,809 |
| Other | | 140 | | 140 | | 140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **56,253** | | **109,800** | | **115,800** |
| **TOTAL PERSONAL SERVICES** | | **494,153** * | | **572,700** | | **581,958** |

***FY 17 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 2018 - FY 2019 GOAL:***

TO ENSURE THAT EVERY ELIGIBLE CITIZEN IS GIVEN THE OPPORTUNITY TO REGISTER TO VOTE

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 387,419 | 439,641 | 107,485 | 145,358 | 145,358 |
| 20 CONTRACTUAL SERVICES | 58,711 | 44,245 | 60,500 | 53,756 | 53,756 |
| 30 SUPPLIES AND MATERIALS | 39,331 | 44,945 | 60,300 | 79,800 | 79,800 |
| 40 BUSINESS AND TRAVEL | 22,927 | 30,170 | 25,570 | 31,320 | 31,320 |
| 50 CAPITAL OUTLAY | 0 | 152,564 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 523,896 | 518,065 | 750,000 | 750,000 | 750,000 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **1,032,284** | **1,229,630** | **1,003,855** | **1,060,234** | **1,060,234** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,032,284** | **1,229,630** | **1,003,855** | **1,060,234** | **1,060,234** |

# ELECTIONS
## Harford County Board of Elections
## Index #481000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $37,873 |
| 62,900 | 62,900 | 0 | Temporary salaries - Funding provides for Election Board members and one full-time temporary |
| | 3,915 | 3,915 | FY 19 COLA and merit increase |
| 3,120 | 5,661 | 2,541 | Pension adjustments |
| 1,200 | 22,317 | 21,117 | Health Benefits are adjusted for an estimated cost increase and staff opting for changes in levels of coverage |
| 19,280 | 29,580 | 10,300 | PEHP (Post Employment Health Benefits) |
| | | | CONTRACTUAL SERVICES decrease ($6,744) |
| 23,000 | 16,256 | (6,744) | Office Equipment - reallocated copier expense funding to Information and Communication Technology for better accountability of lease costs |
| | | | SUPPLIES & MATERIALS increase $19,500 |
| 44,500 | 63,100 | 18,600 | General Office Mailing and Printing increase for costs associated with mailing voter verification cards |
| 3,000 | 3,900 | 900 | Computer Software increases for additional licenses for SmartSheet users |
| | | | BUSINESS & TRAVEL increase $5,750 |
| 7,500 | 10,000 | 2,500 | Mileage increase for attendance at legislative hearings and state meetings |
| 3,750 | 7,000 | 3,250 | Membership Fees and Training Seminars increase for International Association of Government Officials |
| | | | MISCELLANEOUS no change |
| 750,000 | 750,000 | 0 | Payments to Other Government Agencies - reimbursement to the State for the salaries, fringes, and overtime for eleven (11) State election employees. |

## DIVISION STAFF SUMMARY

### HARFORD COUNTY BOARD OF ELECTIONS
### Index #481000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 62,900 | | 62,900 | | 66,158 |
| **SALARY TOTAL** | | **62,900** | | **62,900** | | **66,158** |
| | | | | | | |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension | | 3,120 | | 5,954 | | 5,954 |
| Overtime | | 13,500 | | 15,000 | | 15,000 |
| Health Benefits | | 1,200 | | 22,317 | | 22,317 |
| PEHP | | 3,748 | | 29,580 | | 29,580 |
| FICA | | 5,845 | | 6,209 | | 6,209 |
| Other | | 140 | | 140 | | 140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **27,553** | | **79,200** | | **79,200** |
| **TOTAL PERSONAL SERVICES** | | **90,453** * | | **142,100** | | **145,358** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 249,470 | 276,903 | 430,600 | 436,600 | 436,600 |
| 20 CONTRACTUAL SERVICES | 210,082 | 158,357 | 7,950 | 7,950 | 7,950 |
| 30 SUPPLIES AND MATERIALS | 220,411 | 321,751 | 267,750 | 270,750 | 270,750 |
| 40 BUSINESS AND TRAVEL | 1,401 | 10,807 | 10,000 | 12,000 | 12,000 |
| 50 CAPITAL OUTLAY | 0 | 0 | 200,000 | 4,335 | 4,335 |
| 70 MISCELLANEOUS | 0 | 0 | 468,580 | 552,436 | 552,436 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 9,977 | 1,144 | 12,500 | 15,000 | 15,000 |
| **GRAND TOTAL** | **691,341** | **768,962** | **1,397,380** | **1,299,071** | **1,299,071** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **691,341** | **768,962** | **1,397,380** | **1,299,071** | **1,299,071** |

# ELECTIONS
## Election Expense
## Index #482000

**FINANCIAL NOTES:**

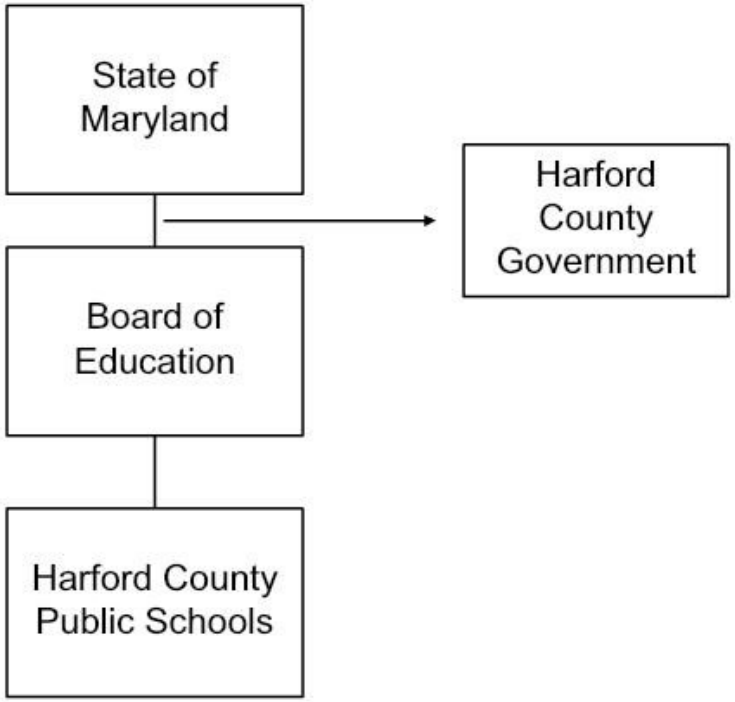
| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $6,000 |
| 400,000 | 400,000 | 0 | Temporary salaries - Election Judges and Election Day Support Specialists |
| 0 | 6,000 | 6,000 | Overtime increase based on anticipated need for Gubernatorial Election |
| | | | SUPPLIES & MATERIALS increase $3,000 |
| 12,000 | 15,000 | 3,000 | General Office Supplies increase for ballot delivery system and related supplies |
| 105,000 | 105,000 | 0 | Printing flat-lined for FY 19 |
| 150,000 | 150,000 | 0 | General Office Mailing flat-lined for FY 19 |
| | | | BUSINESS & TRAVEL increase $2,000 |
| 8,000 | 10,000 | 2,000 | Mileage increases based on expected expenses for Gubernatorial Election |
| 200,000 | 4,335 | (195,665) | EQUIPMENT decreases ($195,665)<br>Reimbursement for poll books and printers will resume in FY20, with only interest charges scheduled in FY19 |
| | | | MISCELLANEOUS increase $83,856 |
| 468,580 | 552,436 | 83,856 | Payments to Other Government Agencies - Funds for reimbursements to State Board of Elections (SBE) for Share of Billing and State employee admin fees. Amounts are dictated by SBE. |
| | | | INTERGOVERNMENTAL increase $2,500 |
| 12,500 | 15,000 | 2,500 | Fleet Daily Carpool Rentals increase for additional vans required to transport election equipment |

## DIVISION STAFF SUMMARY
### ELECTION EXPENSE
### Index #482000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 375,000 | | 400,000 | | 400,000 |
| **SALARY TOTAL** | | **375,000** | | **400,000** | | **400,000** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Overtime | | 0 | | 0 | | 6,000 |
| FICA | | 27,700 | | 30,600 | | 30,600 |
| **TOTAL OTHER PERSONAL SERVICES** | | **27,700** | | **30,600** | | **36,600** |
| **TOTAL PERSONAL SERVICES** | | **403,700** * | | **430,600** | | **436,600** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 | *Total number of schools* |

**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 19 BOARD OF EDUCATION OPERATING FUNDING:

| | FY 18 APPROVED BUDGET | FY 19 APPROVED BUDGET | $ CHANGE |
|---|---|---|---|
| **County** | **238,715,645** | **245,815,645** | **7,100,000** |
| State - Unrestricted | 198,271,601 | 198,976,035 | **704,434** |
| Federal - Unrestricted | 420,000 | 420,000 | **0** |
| Other - Unrestricted | 3,128,762 | 3,174,162 | **45,400** |
| | 440,536,008 | 448,385,842 | 7,849,834 |
| Fund Balance | 5,466,052 | 0 | (5,466,052) |
| Total Unrestricted Funds | **446,002,060** | **448,385,842** | **2,383,782** |
| State - Restricted | 10,135,647 | 9,482,908 | (652,739) |
| Federal - Restricted | 19,716,739 | 19,688,600 | (28,139) |
| Other - Restricted | 120,000 | 136,900 | 16,900 |
| Total Restricted Funds | 29,972,386 | 29,308,408 | (663,978) |
| **Total Funding** | **475,974,446** | **477,694,250** | **1,719,804** |

**COUNTY FUNDING**

| FY 18 | FY 19 | CHANGE |
|---|---|---|
| 238,715,645 | 245,815,645 | 7,100,000 |

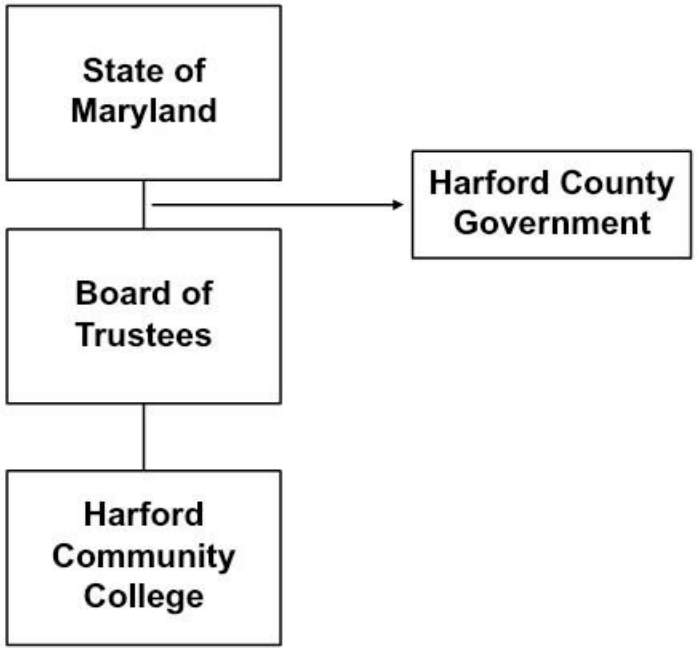
The FY 19 Maintenance of Effort level increased as a result of higher enrollment. The required Maintenance of Effort level is $240,586,416. Harford County has funded $5,229,229 over maintenance of effort. Additional funds are provided for instructional salaries at $6,406,452 and contractual bus services at $693,548.

# HARFORD COUNTY BOARD OF EDUCATION

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY CHARACTER** | | | | | |
| 70 | MISCELLANEOUS | 228,208,971 | 233,534,504 | 238,715,645 | 245,815,645 | 245,815,645 |
| | **GRAND TOTAL** | 228,208,971 | 233,534,504 | 238,715,645 | 245,815,645 | 245,815,645 |
| | **SUMMARY BY FUND** | | | | | |
| 11 | GENERAL | 228,208,971 | 233,534,504 | 238,715,645 | 245,815,645 | 245,815,645 |
| | **GRAND TOTAL** | 228,208,971 | 233,534,504 | 238,715,645 | 245,815,645 | 245,815,645 |
| | **SUMMARY BY DIVISION** | | | | | |
| 541000 | PUBLIC SCHOOLS | 228,208,971 | 233,534,504 | 238,715,645 | 245,815,645 | 245,815,645 |
| | **GRAND TOTAL** | 228,208,971 | 233,534,504 | 238,715,645 | 245,815,645 | 245,815,645 |

# 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 19 GOALS***
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

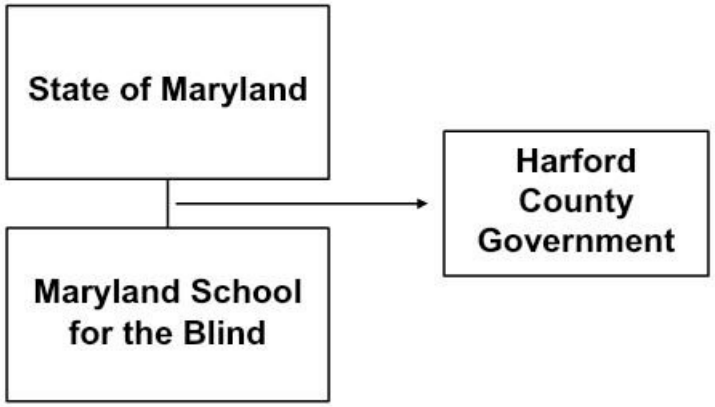
**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY CHARACTER** | | | | | |
| 70 | MISCELLANEOUS | 15,261,612 | 15,561,612 | 16,411,612 | 16,811,612 | 16,811,612 |
| | **GRAND TOTAL** | **15,261,612** | **15,561,612** | **16,411,612** | **16,811,612** | **16,811,612** |
| | **SUMMARY BY FUND** | | | | | |
| 11 | GENERAL | 15,261,612 | 15,561,612 | 16,411,612 | 16,811,612 | 16,811,612 |
| | **GRAND TOTAL** | **15,261,612** | **15,561,612** | **16,411,612** | **16,811,612** | **16,811,612** |
| | **SUMMARY BY DIVISION** | | | | | |
| 561000 | HARFORD COMMUNITY COLLEGE | 15,261,612 | 15,561,612 | 16,411,612 | 16,811,612 | 16,811,612 |
| | **GRAND TOTAL** | **15,261,612** | **15,561,612** | **16,411,612** | **16,811,612** | **16,811,612** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | |
|---|---|---|---|
| 16,411,612 | 16,811,612 | 400,000 | MISCELLANEOUS increase $850,000 |
| | | | Additional funds of $400,000 are provided for requested staff salary enhancements |

# 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.

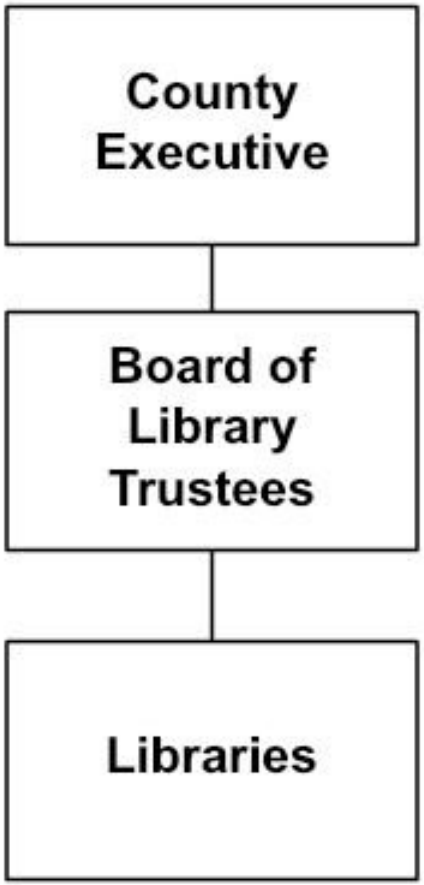
*Funds have been reallocated to the Harford County Public Schools budget for FY 17.*

# MARYLAND SCHOOL FOR THE BLIND

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY CHARACTER** | | | | | |
| 70 | MISCELLANEOUS | 72,702 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | 72,702 | 0 | 0 | 0 | 0 |
| | **SUMMARY BY FUND** | | | | | |
| 11 | GENERAL | 72,702 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | 72,702 | 0 | 0 | 0 | 0 |
| | **SUMMARY BY DIVISION** | | | | | |
| 571000 | MARYLAND SCHOOL FOR THE BLIND | 72,702 | 0 | 0 | 0 | 0 |
| | | 72,702 | 0 | 0 | 0 | 0 |

# 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 (11) service outlets and one (1) 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 19 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*

***FY 19 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY CHARACTER** | | | | | |
| 20 | CONTRACTUAL SERVICES | 0 | 8,428 | 9,635 | 26,562 | 26,562 |
| 70 | MISCELLANEOUS | 16,279,546 | 16,636,146 | 17,091,350 | 17,446,350 | 17,446,350 |
| | **GRAND TOTAL** | 16,279,546 | 16,644,574 | 17,100,985 | 17,472,912 | 17,472,912 |
| | **SUMMARY BY FUND** | | | | | |
| 11 | GENERAL | 16,279,546 | 16,644,574 | 17,100,985 | 17,472,912 | 17,472,912 |
| | **GRAND TOTAL** | 16,279,546 | 16,644,574 | 17,100,985 | 17,472,912 | 17,472,912 |
| | **SUMMARY BY DIVISION** | | | | | |
| 581000 | COUNTY LIBRARIES | 16,279,546 | 16,644,574 | 17,100,985 | 17,472,912 | 17,472,912 |
| | **GRAND TOTAL** | 16,279,546 | 16,644,574 | 17,100,985 | 17,472,912 | 17,472,912 |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | |
|---|---|---|---|
| 17,100,985 | 17,472,912 | 371,927 | Additional funds are provided for staff salary enhancements @ $355,000 and an increase in funds for General, Property and Auto Insurance @ $16,927 |

# HARFORD COUNTY PUBLIC LIBRARY
# OBJECTIVE & PERFORMANCE MEASURES

**Department Goal**

To be a premier library system, recognized for delivering innovative services.

**Department Objective**

To provide access to information and promote the love of reading within the community.

**County Goal(s) Supported**

III. Strengthen Our Communities

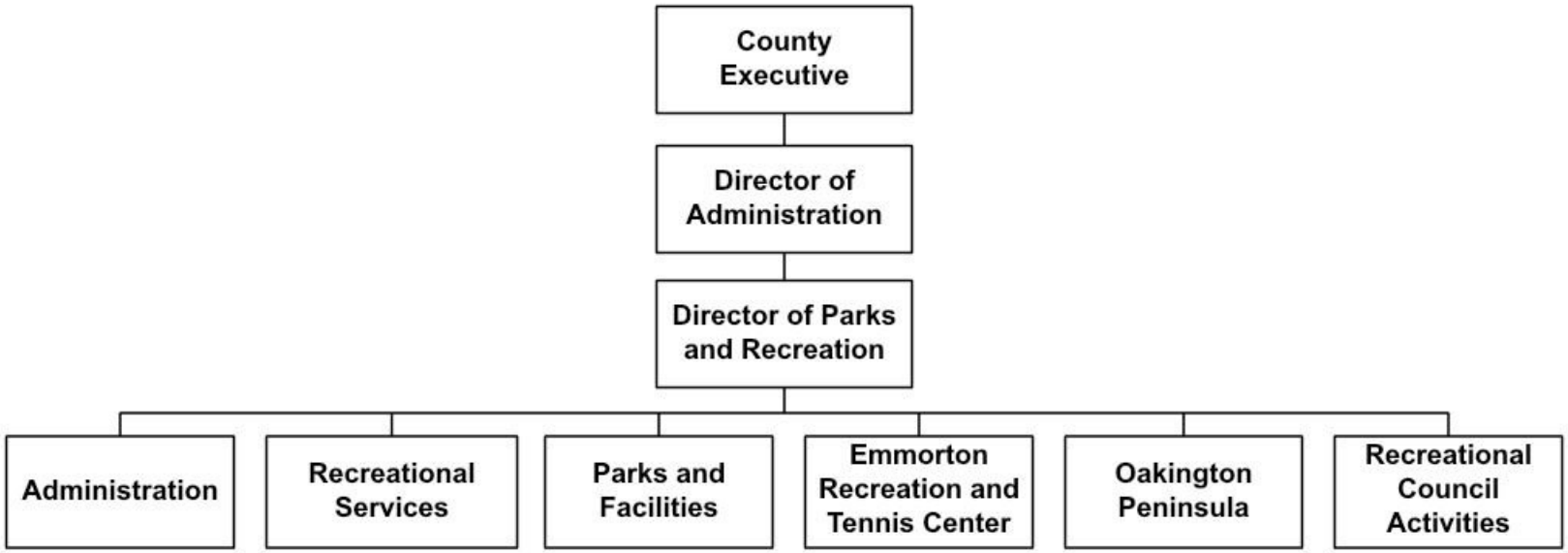
IV. Investing in Education

| Measure | | Actual 2014 | Actual 2015 | Actual 2016 | Projected 2017 | Estimate 2018 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| | Dollars allocated | $16,158,310 | $16,137,189 | $16,279,546 | $16,644,574 | $17,100,985 |
| | Volunteer hours | 29,848 | 30,085 | 32,200 | 29,774 | 29,500 |
| ***Output:*** | | | | | | |
| | Number of customer visits | 1,839,017 | 1,777,672 | 1,724,823 | 1,610,754 | 1,600,000 |
| | Total circulation | 4,129,644 | 3,871,539 | 3,782,898 | 4,632,215 | 4,600,000 |
| | Virtual visits to the website and catalog | 10,889,908 | 12,114,077 | 14,056,118 | 13,902,224 | 14,000,000 |
| | Program Attendance | 206,826 | 201,980 | 244,683 | 225,592 | 226,000 |
| ***Outcome:*** | | | | | | |
| | Change in customer visits over previous year | (2.82)% | (3.3)% | (3)% | (6.6)% | (0.7)% |
| | Change in circulation | 4.1% | (6.3)% | (2.3)% | 22.5% | (0.7)% |
| | Change in virtual visits to the website & catalog | 3.4% | 11.2% | 16% | (1.1)% | 0.7% |
| | Change in program attendance | 4.9% | (2.3)% | 21.1% | (7.8)% | 0.2% |

**Explanation and Analysis of Performance Measures**

Major Related Plans and Policies: Harford County Library Annual Report

# 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, Parks & Facilities, 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 20 Recreation Councils. As a means of maximizing the use of public funds, joint-use agreements with Harford County Public Schools enable the Department to utilize indoor and outdoor school facilities for 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 qualify under this Fund: Emmorton Recreation and Tennis Center, Oakington Peninsula, and Recreational Council Special Activities.

***MISSION STATEMENT:***

PARKS AND RECREATION PROVIDES ACTIVE AND PASSIVE OPPORTUNITIES FOR RECREATION SEEKERS OF VARIOUS AGES AND ABILITIES. WE USE VARIOUS COST EFFICIENT MEASURES TO PROVIDE SAFE, WELL-MAINTAINED GROUNDS, PARKS, AND FACILITIES WITH THE GOAL OF EDUCATING AND STRENGTHENING INDIVIDUALS, FAMILIES, AND COMMUNITIES

***FY 19 GOALS:***

TO MAINTAIN, IMPROVE, AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS / TRAILS
TO PROVIDE EXCELLENT CUSTOMER SERVICE
TO INCREASE REVENUE THROUGH RESERVATIONS, PROGRAMMING AND MEMBERSHIPS
TO AQUIRE ADDITIONAL RECREATION LAND THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS
TO IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED
TO DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSIGHT
TO IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

# PARKS AND RECREATION

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 7,216,592 | 6,637,513 | 6,992,149 | 7,073,545 | 7,073,545 |
| 20 | CONTRACTUAL SERVICES | 1,265,729 | 1,555,865 | 1,896,944 | 2,375,023 | 2,375,023 |
| 30 | SUPPLIES AND MATERIALS | 331,679 | 325,601 | 488,780 | 504,333 | 504,333 |
| 40 | BUSINESS AND TRAVEL | 365,378 | 229,972 | 393,235 | 359,515 | 359,515 |
| 50 | CAPITAL OUTLAY | 79,533 | 8,794 | 132,500 | 5,000 | 5,000 |
| 70 | MISCELLANEOUS | 133,287 | 156,061 | 324,339 | 264,474 | 264,474 |
| 80 | INTERGOVERNMENTAL EXPENSES | 67 | 0 | 1,200 | 1,200 | 1,200 |
| | **GRAND TOTAL** | **9,392,265** | **8,913,806** | **10,229,147** | **10,583,090** | **10,583,090** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 8,660,106 | 8,223,237 | 9,339,147 | 9,682,090 | 9,682,090 |
| 26 | PARKS AND RECREATION | 732,159 | 690,569 | 890,000 | 901,000 | 901,000 |
| | **GRAND TOTAL** | **9,392,265** | **8,913,806** | **10,229,147** | **10,583,090** | **10,583,090** |
| **SUMMARY BY DIVISION:** | | | | | | |
| | GENERAL FUND: | | | | | |
| 591000 | ADMINISTRATION | 675,017 | 690,716 | 842,199 | 899,216 | 899,216 |
| 593000 | RECREATIONAL SERVICES | 2,497,995 | 2,488,286 | 2,726,760 | 2,700,909 | 2,700,909 |
| 595000 | PARKS & FACILITIES | 5,487,094 | 5,044,235 | 5,770,188 | 6,081,965 | 6,081,965 |
| | PARKS AND RECREATION FUND: | | | | | |
| 593002 | EMMORTON REC & TENNIS CTR | 264,768 | 254,813 | 320,772 | 293,164 | 293,164 |
| 593003 | OAKINGTON PENINSULA | 328,156 | 300,470 | 392,862 | 449,803 | 449,803 |
| 593004 | RECREATIONAL COUNCIL ACTIVITIES | 139,235 | 135,286 | 176,366 | 158,033 | 158,033 |
| | **GRAND TOTAL** | **9,392,265** | **8,913,806** | **10,229,147** | **10,583,090** | **10,583,090** |

## DEPARTMENT STAFF SUMMARY
### PARKS AND RECREATION

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **PARKS AND RECREATION - GENERAL FUND** | | | | | | |
| Administrator | 0.00 | 0 | 1.00 | 76,484 | 1.00 | 80,014 |
| Administrative Assistant I | 0.00 | 0 | 1.00 | 34,424 | 1.00 | 37,113 |
| Administrative Assistant II | 15.00 | 776,881 | 15.00 | 807,956 | 12.00 | 692,144 |
| Administrative Secretary III | 1.00 | 51,804 | 1.00 | 55,490 | 1.00 | 58,603 |
| Administrative Specialist I | 0.00 | 0 | 0.00 | 0 | 1.00 | 47,900 |
| Building Caretaker | 17.00 | 641,511 | 18.00 | 694,419 | 19.00 | 775,103 |
| Chief of Parks and Recreation | 1.00 | 82,326 | 1.00 | 85,619 | 1.00 | 89,330 |
| Civil Engineer III | 1.00 | 96,105 | 0.00 | 0 | 0.00 | 0 |
| Civil Engineer IV | 0.00 | 0 | 1.00 | 102,948 | 1.00 | 107,007 |
| Crew Chief | 1.00 | 61,764 | 2.00 | 128,472 | 2.00 | 71,488 |
| Crew Leader I | 5.00 | 218,356 | 4.00 | 167,149 | 4.00 | 137,857 |
| Crew Leader II | 3.00 | 131,919 | 3.00 | 137,197 | 3.00 | 145,940 |
| Deputy Director, Parks and Recreation | 1.00 | 81,000 | 1.00 | 86,767 | 1.00 | 88,597 |
| Director, Parks and Recreation | 1.00 | 106,000 | 1.00 | 109,200 | 1.00 | 117,875 |
| Engineering Associate V | 1.00 | 73,229 | 1.00 | 76,158 | 1.00 | 79,682 |
| Equipment Repair Specialist | 3.00 | 175,906 | 2.00 | 101,179 | 0.00 | 0 |
| Maintenance Worker I | 9.00 | 302,449 | 4.00 | 127,146 | 5.00 | 180,489 |
| Maintenance Worker II | 11.00 | 447,667 | 8.00 | 283,347 | 5.00 | 194,888 |
| Management Assistant I | 1.00 | 70,040 | 0.00 | 0 | 0.00 | 0 |
| Recreation Specialist I | 0.00 | 0 | 0.00 | 0 | 3.00 | 111,366 |
| Recreation Specialist II | 6.00 | 293,417 | 6.00 | 303,156 | 5.00 | 273,191 |
| Recreation Specialist III | 1.00 | 49,852 | 1.00 | 51,846 | 2.00 | 115,023 |
| Recreation Specialist IV | 2.00 | 112,517 | 2.00 | 117,018 | 3.00 | 177,214 |
| Recreation Specialist V | 9.00 | 592,874 | 9.00 | 616,589 | 8.00 | 532,734 |

## DEPARTMENT STAFF SUMMARY
### PARKS AND RECREATION

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **PARKS AND RECREATION - GENERAL FUND** | | | | | | |
| Superintendent/Parks & Facilities | 1.00 | 60,461 | 1.00 | 62,879 | 1.00 | 69,488 |
| Superintendent/Parks & Recreation | 1.00 | 68,898 | 1.00 | 71,654 | 1.00 | 75,087 |
| Utility Worker II | 1.00 | 50,841 | 0.00 | 0 | 2.00 | 76,135 |
| **FULL-TIME SALARIES** | 92.00 | 4,545,817 | 84.00 | 4,297,097 | 84.00 | 4,334,268 |
| **SALARY OFFSET** | | 0 | | 0 | | (38,068) |
| **TOTAL FULL-TIME SALARIES** | 92.00 | 4,545,817 | 84.00 | 4,297,097 | 84.00 | 4,296,200 |
| **TEMPORARY SALARIES** | | 254,445 | | 234,864 | | 207,592 |
| **SALARY TOTAL P & R - GENERAL FUND** | **92.00** | **4,800,262** | **84.00** | **4,531,961** | **84.00** | **4,503,792** |

## DEPARTMENT STAFF SUMMARY
### PARKS AND RECREATION

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **PARKS AND RECREATION - SPECIAL REVENUE FUND** | | | | | | |
| Administrative Specialist II | 1.00 | 76,633 | 1.00 | 79,698 | 1.00 | 83,293 |
| Building Caretaker | 1.00 | 41,685 | 1.00 | 43,352 | 1.00 | 46,220 |
| **TOTAL FULL-TIME SALARIES** | 2.00 | 118,318 | 2.00 | 123,050 | 2.00 | 129,513 |
| **TEMPORARY SALARIES** | | 146,526 | | 145,208 | | 128,567 |
| **SUB-TOTAL P & R SPECIAL REVENUE** | 2.00 | 264,844 | 2.00 | 268,258 | 2.00 | 258,080 |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 497,921 | | 433,760 | | 418,197 |
| Workers' Compensation | | 66,401 | | 68,103 | | 87,746 |
| Health Benefits | | 1,261,690 | | 1,086,755 | | 1,169,486 |
| PEHP | | 106,893 | | 130,140 | | 128,180 |
| Overtime & Shift Differential | | 79,964 | | 84,064 | | 86,722 |
| FICA | | 398,189 | | 374,828 | | 371,462 |
| Miscellaneous | | 13,720 | | 14,280 | | 11,812 |
| **TOTAL OTHER PERSONAL SERVICES** | | **2,424,778** | | **2,191,930** | | **2,273,605** |

## DEPARTMENT STAFF SUMMARY
### PARKS AND RECREATION

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **PARKS AND RECREATION - DEPARTMENT TOTALS** | | | | | | | |
| TOTAL FULL-TIME SALARIES | 94.00 | 4,664,135 | | 86.00 | 4,420,147 | 86.00 | 4,463,781 |
| TEMPORARY SALARIES | | 400,971 | | | 380,072 | | 336,159 |
| TOTAL OTHER PERSONAL SERVICES | | 2,424,778 | | | 2,191,930 | | 2,273,605 |
| **PARKS AND RECREATION SALARY TOTALS** | **94.00** | **7,489,884** | * | **86.00** | **6,992,149** | **86.00** | **7,073,545** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited Amounts**

# PARKS AND RECREATION

**GENERAL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 6,855,473 | 6,314,333 | 6,603,359 | 6,706,837 | 6,706,837 |
| 20 | CONTRACTUAL SERVICES | 1,004,516 | 1,284,151 | 1,539,300 | 1,978,473 | 1,978,473 |
| 30 | SUPPLIES & MATERIALS | 294,245 | 293,143 | 432,280 | 450,430 | 450,430 |
| 40 | BUSINESS AND TRAVEL | 361,347 | 228,884 | 388,070 | 355,150 | 355,150 |
| 50 | CAPITAL OUTLAY | 74,531 | 6,662 | 119,500 | 0 | 0 |
| 70 | MISCELLANEOUS | 69,927 | 96,064 | 255,438 | 190,000 | 190,000 |
| 80 | INTERGOVERNMENTAL EXPENSES | 67 | 0 | 1,200 | 1,200 | 1,200 |
| | **GRAND TOTAL** | **8,660,106** | **8,223,237** | **9,339,147** | **9,682,090** | **9,682,090** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 8,660,106 | 8,223,237 | 9,339,147 | 9,682,090 | 9,682,090 |
| | **GRAND TOTAL** | **8,660,106** | **8,223,237** | **9,339,147** | **9,682,090** | **9,682,090** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 591000 | ADMINISTRATION | 675,017 | 690,716 | 842,199 | 899,216 | 899,216 |
| 593000 | RECREATIONAL SERVICES | 2,497,995 | 2,488,286 | 2,726,760 | 2,700,909 | 2,700,909 |
| 595000 | PARKS & FACILITIES | 5,487,094 | 5,044,235 | 5,770,188 | 6,081,965 | 6,081,965 |
| | **GRAND TOTAL** | **8,660,106** | **8,223,237** | **9,339,147** | **9,682,090** | **9,682,090** |

## DEPARTMENT STAFF SUMMARY
### PARKS AND RECREATION

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | PROPOSED FY 19 POSITIONS | PROPOSED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **PARKS AND RECREATION - GENERAL FUND** | | | | | | |
| Administrator | 0.00 | 0 | 1.00 | 76,484 | 1.00 | 76,484 |
| Administrative Assistant I | 0.00 | 0 | 1.00 | 34,424 | 1.00 | 34,424 |
| Administrative Assistant II | 15.00 | 776,881 | 15.00 | 807,956 | 15.00 | 807,956 |
| Administrative Secretary III | 1.00 | 51,804 | 1.00 | 55,490 | 1.00 | 55,490 |
| Building Caretaker | 17.00 | 641,511 | 18.00 | 694,419 | 18.00 | 694,419 |
| Chief of Parks and Recreation | 1.00 | 82,326 | 1.00 | 85,619 | 1.00 | 85,619 |
| Civil Engineer III | 1.00 | 96,105 | 0.00 | 0 | 0.00 | 0 |
| Civil Engineer IV | 0.00 | 0 | 1.00 | 102,948 | 1.00 | 102,948 |
| Crew Chief | 1.00 | 61,764 | 2.00 | 128,472 | 2.00 | 128,472 |
| Crew Leader I | 5.00 | 218,356 | 4.00 | 167,149 | 4.00 | 167,149 |
| Crew Leader II | 3.00 | 131,919 | 3.00 | 137,197 | 3.00 | 137,197 |
| Deputy Director, Parks and Recreation | 1.00 | 81,000 | 1.00 | 86,767 | 1.00 | 86,767 |
| Director, Parks and Recreation | 1.00 | 106,000 | 1.00 | 109,200 | 1.00 | 109,200 |
| Engineering Associate V | 1.00 | 73,229 | 1.00 | 76,158 | 1.00 | 76,158 |
| Equipment Repair Specialist | 3.00 | 175,906 | 2.00 | 101,179 | 2.00 | 101,179 |
| Maintenance Supervisor | 0.00 | | 0.00 | 0 | 0.00 | 0 |
| Maintenance Worker I | 9.00 | 302,449 | 4.00 | 127,146 | 4.00 | 127,146 |
| Maintenance Worker II | 11.00 | 447,667 | 8.00 | 283,347 | 8.00 | 283,347 |
| Management Assistant I | 1.00 | 70,040 | 0.00 | 0 | 0.00 | 0 |
| Recreation Specialist II | 6.00 | 293,417 | 6.00 | 303,156 | 6.00 | 303,156 |
| Recreation Specialist III | 1.00 | 49,852 | 1.00 | 51,846 | 1.00 | 51,846 |
| Recreation Specialist IV | 2.00 | 112,517 | 2.00 | 117,018 | 2.00 | 117,018 |
| Recreation Specialist V | 9.00 | 592,874 | 9.00 | 616,589 | 9.00 | 616,589 |

# DEPARTMENT STAFF SUMMARY
## PARKS AND RECREATION

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **PARKS AND RECREATION - GENERAL FUND** | | | | | | | |
| Superintendent/Parks & Facilities | 1.00 | 60,461 | | 1.00 | 62,879 | 1.00 | 62,879 |
| Superintendent/Parks & Recreation | 1.00 | 68,898 | | 1.00 | 71,654 | 1.00 | 71,654 |
| Utility Worker II | 1.00 | 50,841 | | 0.00 | 0 | 0.00 | 0 |
| **FULL-TIME SALARIES** | 92.00 | 4,545,817 | | 84.00 | 4,297,097 | 84.00 | 4,297,097 |
| **SALARY OFFSET** | | 0 | | | 0 | | 0 |
| **TOTAL FULL-TIME SALARIES** | 92.00 | 4,545,817 | | 84.00 | 4,297,097 | 84.00 | 4,297,097 |
| **TEMPORARY SALARIES** | | 254,445 | | | 234,864 | | 234,864 |
| **SALARY TOTAL P & R - GENERAL FUND** | **92.00** | **4,800,262** | | **84.00** | **4,531,961** | **84.00** | **4,531,961** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 476,539 | | | 397,964 | | 397,964 |
| Workers' Compensation | | 64,212 | | | 65,773 | | 65,773 |
| Health Benefits | | 1,221,015 | | | 1,044,861 | | 1,044,861 |
| PEHP | | 103,145 | | | 125,320 | | 125,320 |
| Overtime & Shift Differential | | 69,964 | | | 72,064 | | 72,064 |
| FICA | | 377,163 | | | 352,256 | | 352,256 |
| Miscellaneous | | 13,160 | | | 13,160 | | 13,160 |
| **TOTAL OTHER PERSONAL SERVICES** | | **2,325,198** | | | **2,071,398** | | **2,071,398** |
| **TOTAL PERSONAL SERVICES** | **92.00** | **7,125,460** | * | **84.00** | **6,603,359** | **84.00** | **6,603,359** |

***FY 17 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 provides 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 19 GOALS:***

TO MAINTAIN, IMPROVE AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS / TRAILS

TO PROVIDE EXCELLENT CUSTOMER SERVICE

TO INCREASE REVENUE THROUGH RESERVATIONS, PROGRAMMING AND MEMBERSHIPS

TO AQUIRE ADDITIONAL RECREATION LAND, THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS

TO IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED

TO DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSIGHT

TO IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

# PARKS AND RECREATION
## Administration
## Index #591000

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 661,862 | 647,516 | 642,649 | 686,166 | 686,166 |
| 20 CONTRACTUAL SERVICES | 8,964 | 7,750 | 12,000 | 4,500 | 4,500 |
| 30 SUPPLIES AND MATERIALS | 2,238 | 1,825 | 2,900 | 22,900 | 22,900 |
| 40 BUSINESS AND TRAVEL | 1,953 | 8,089 | 9,650 | 10,650 | 10,650 |
| 50 CAPITAL OUTLAY | 0 | 536 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 0 | 25,000 | 175,000 | 175,000 | 175,000 |
| **GRAND TOTAL** | **675,017** | **690,716** | **842,199** | **899,216** | **899,216** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **675,017** | **690,716** | **842,199** | **899,216** | **899,216** |

## PARKS AND RECREATION
## Administration
## Index #591000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $43,517 |
| 476,360 | 482,600 | 6,240 | Full-time salaries |
| | | | 6,240 Salary Adjustments |
| | 25,727 | 25,727 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 42,872 | 43,434 | 562 | Pension adjustments |
| 3,157 | 4,335 | 1,178 | Workers' Compensation adjustments |
| 63,563 | 77,380 | 13,817 | Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage |
| 19,280 | 14,790 | (4,490) | PEHP (Post Employment Health Plan) |
| 36,441 | 36,919 | 478 | FICA Adjustments |
| 12,000 | 4,500 | (7,500) | CONTRACTUAL SERVICES decrease of ($7,500) Copier expense moved to the ICT budget for better accountability of lease costs; and reduction in telephone service based on implementation of VOIP. |
| 2,900 | 22,900 | 20,000 | MATERIALS AND SUPPLIES increase of $20,000 This increase is based on revenue income for the Tree Planting Project. Revenues from this project must be collected before any expenditures can be made. |
| 9,650 | 10,650 | 1,000 | BUSINESS AND TRAVEL increase of $1,000 Adjustments in Membership Fees and Dues and Training and Seminars made based on actual spending history. |
| 175,000 | 175,000 | 0 | MISCELLANEOUS no change in funding for FY 19. Funding provides for rental assistance for Chesapeake Therapeutic Riding at $25,000 and $150,000 as a contribution for Cedar Lane |

## DIVISION STAFF SUMMARY

### Parks and Recreation Administration

### Index #591000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 3.00 | 147,351 | | 3.00 | 153,245 | 3.00 | 162,311 |
| Administrative Secretary III | 1.00 | 51,805 | | 1.00 | 55,490 | 1.00 | 58,603 |
| Deputy Director, Parks and Recreation | 1.00 | 81,000 | | 1.00 | 86,767 | 1.00 | 88,597 |
| Director, Parks and Recreation | 1.00 | 106,000 | | 1.00 | 109,200 | 1.00 | 117,875 |
| Superintendent/Parks & Recreation | 1.00 | 68,898 | | 1.00 | 71,654 | 1.00 | 75,087 |
| **SALARY TOTAL** | **7.00** | **455,054** | | **7.00** | **476,356** | **7.00** | **502,473** |
| **TEMPORARY SALARIES** | | **53,474** | | | **0** | | **0** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 50,853 | | | 42,872 | | 45,223 |
| Workers' Compensation | | 2,856 | | | 3,157 | | 4,471 |
| Health Benefits | | 92,625 | | | 63,563 | | 77,380 |
| PEHP | | 14,992 | | | 19,280 | | 14,790 |
| FICA | | 38,902 | | | 36,441 | | 40,849 |
| Miscellaneous | | 1,260 | | | 980 | | 980 |
| **TOTAL OTHER PERSONAL SERVICES** | | **201,488** | | | **166,293** | | **183,693** |
| **TOTAL PERSONAL SERVICES** | **7.00** | **710,016** | * | **7.00** | **642,649** | **7.00** | **686,166** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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 19 GOALS:***

TO MAINTAIN, IMPROVE AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS/TRAILS
TO PROVIDE EXCELLENT CUSTOMER SERVICE
TO INCREASE REVENUE THROUGH RESERVATIONS, PROGRAMMING, AND MEMBERSHIPS
TO IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED
TO DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSITE
TO IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 2,298,321 | 2,322,018 | 2,503,442 | 2,559,806 | 2,559,806 |
| 20 CONTRACTUAL SERVICES | 76,031 | 60,473 | 95,300 | 65,373 | 65,373 |
| 30 SUPPLIES AND MATERIALS | 15,980 | 19,184 | 36,380 | 52,030 | 52,030 |
| 40 BUSINESS AND TRAVEL | 20,937 | 15,810 | 21,200 | 23,700 | 23,700 |
| 50 CAPITAL OUTLAY | 18,808 | 3,220 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 67,918 | 67,581 | 70,438 | 0 | 0 |
| **GRAND TOTAL** | **2,497,995** | **2,488,286** | **2,726,760** | **2,700,909** | **2,700,909** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **2,497,995** | **2,488,286** | **2,726,760** | **2,700,909** | **2,700,909** |

# PARKS AND RECREATION
## Recreational Services
## Index #593000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $56,364 |
| 1,724,053 | 1,644,816 | (79,237) | Full-Time Salaries |
| | | | 7,671 Salary adjustments |
| | | | (55,539) Turnover |
| | | | (31,369) Salary offset to grant |
| | | | (79,237) |
| | 103,503 | 103,503 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | (4,725) | (4,725) | One (1) position transferred in from Parks & Facilities and one (1) position transferred to Parks & Facilities |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| 1.00 | 34,500 | 28,726 | 63,226 | Rec Specialist I |
| (1.00) | (41,027) | (26,924) | (67,951) | Admin Asst I |
| 0 | (6,527) | 1,802 | (4,725) | |

| | | | |
|---|---|---|---|
| 83,242 | 96,800 | 13,558 | Temporary Salaries increase for Park Naturalists |
| 162,460 | 156,161 | (6,299) | Pension adjustments |
| 14,613 | 21,433 | 6,820 | Workers' Compensation adjustments |
| 332,207 | 350,360 | 18,153 | Health Benefits are adjusted for an anticipated increase as well as staff opting for changes in level of coverage |
| 43,380 | 54,230 | 10,850 | PEHP (Post Employment Health Plan) |
| 138,307 | 133,235 | (5,072) | FICA adjustments |

## PARKS AND RECREATION
## Recreational Services
## Index #593000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 95,300 | 65,373 | (29,927) | CONTRACTUAL SERVICES decrease of ($29,227)<br>Decrease in funding due to moving copier expense to the ICT budget for better accountability of lease costs; and a reduction in telephone expense based on actual spending history. |
| 36,380 | 52,030 | 15,650 | MATERIALS & SUPPLIES increase of $15,650<br>Increase in funding to purchase various supplies for new in-house Parks and Recreation sponsored programs as well as Therapeutic Riding programs that will be offset by a Grant. |
| 21,200 | 23,700 | 2,500 | BUSINESS & TRAVEL increase of $2,500<br>Adjustments in funding for Training Seminars, Courses and Meetings. |
| 70,438 | 0 | (70,438) | MISCELLANEOUS decrease of ($70,438)<br>Parks and Rec grant match funding reallocated to a new account for account/reporting purposes. |

## DIVISION STAFF SUMMARY

### Recreational Services

### Index #593000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant I | 0.00 | 0 | 1.00 | 34,424 | 1.00 | 37,113 |
| Administrative Assistant II | 9.00 | 495,577 | 9.00 | 515,401 | 7.00 | 427,214 |
| Chief of Parks and Recreation | 1.00 | 82,326 | 1.00 | 85,619 | 1.00 | 89,330 |
| Recreation Specialist I | 0.00 | 0 | 0.00 | 0 | 2.00 | 74,278 |
| Recreation Specialist II | 6.00 | 293,417 | 6.00 | 303,156 | 5.00 | 273,191 |
| Recreation Specialist III | 1.00 | 49,852 | 1.00 | 51,846 | 2.00 | 115,023 |
| Recreation Specialist IV | 2.00 | 112,517 | 2.00 | 117,018 | 3.00 | 177,214 |
| Recreation Specialist V | 9.00 | 592,875 | 9.00 | 616,589 | 8.00 | 532,732 |
| **FULL-TIME SALARIES** | 28.00 | 1,626,564 | 29.00 | 1,724,053 | 29.00 | 1,726,095 |
| **SALARY OFFSET** | | 0 | | 0 | | (31,369) |
| **TOTAL FULL-TIME SALARIES** | 28.00 | 1,626,564 | 29.00 | 1,724,053 | 29.00 | 1,694,726 |
| **TEMPORARY SALARIES** | | 61,640 | | 83,242 | | 96,800 |
| **SALARY TOTAL** | **28.00** | **1,688,204** | **29.00** | **1,807,295** | **29.00** | **1,791,526** |

## DIVISION STAFF SUMMARY

### Recreational Services

### Index #593000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 165,333 | | | 162,460 | | 163,486 |
| Workers' Compensation | | 12,814 | | | 14,613 | | 22,872 |
| Health Benefits | | 370,080 | | | 332,207 | | 352,869 |
| PEHP | | 31,933 | | | 43,380 | | 54,230 |
| FICA | | 129,148 | | | 138,307 | | 139,461 |
| Miscellaneous | | 3,920 | | | 5,180 | | 3,993 |
| **TOTAL OTHER PERSONAL SERVICES** | | **713,228** | | | **696,147** | | **736,911** |
| **TOTAL PERSONAL SERVICES** | **28.00** | **2,401,432** | * | **29.00** | **2,503,442** | **29.00** | **2,528,438** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# PARKS AND RECREATION
## Parks and Facilities
## Index #595000

***ORIGIN/PURPOSE:***

The Division of Parks and Facilities includes two (2) operating groups - Capital Planning and Development, and Grounds Maintenance.

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, Parks 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 group in this division is charged with the continuous task of keeping all park sites safe, usable and appealing. 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.

***FY 19 GOALS:***

TO MAINTAIN, IMPROVE AND DEVELOP SAFE AND SECURE DEPARTMENT FACILITIES, PARK SITES AND GREENWAYS/TRAILS
TO PROVIDE EXCELLENT CUSTOMER SERVICE
TO AQUIRE ADDITIONAL RECREATION LAND THROUGH PROGRAM OPEN SPACE FUNDING TO HELP MEET THE NEEDS OF CURRENT AND FUTURE RESIDENTS
TO IMPROVE EFFICIENCIES WITHIN THE DEPARTMENT WHILE INSURING THAT SERVICES ARE NOT REDUCED
TO DEVELOP AND MAINTAIN EFFICIENT LEVELS OF FISCAL OVERSITE
TO IDENTIFY, INCREASE AND ENCOURAGE TRAINING OPPORTUNITIES FOR STAFF

# PARKS AND RECREATION
## Parks and Facilities
## Index #595000

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 3,895,290 | 3,344,799 | 3,457,268 | 3,460,865 | 3,460,865 |
| 20 | CONTRACTUAL SERVICES | 919,521 | 1,215,928 | 1,432,000 | 1,908,600 | 1,908,600 |
| 30 | SUPPLIES AND MATERIALS | 276,027 | 272,134 | 393,000 | 375,500 | 375,500 |
| 40 | BUSINESS AND TRAVEL | 338,457 | 204,985 | 357,220 | 320,800 | 320,800 |
| 50 | CAPITAL OUTLAY | 55,723 | 2,906 | 119,500 | 0 | 0 |
| 70 | MISCELLANEOUS | 2,009 | 3,483 | 10,000 | 15,000 | 15,000 |
| 80 | INTERGOVERNMENTAL EXPENSES | 67 | 0 | 1,200 | 1,200 | 1,200 |
| | **GRAND TOTAL** | **5,487,094** | **5,044,235** | **5,770,188** | **6,081,965** | **6,081,965** |
| **FUNDING SOURCE:** | | | | | | |
| 11 | GENERAL | **5,487,094** | **5,044,235** | **5,770,188** | **6,081,965** | **6,081,965** |

# PARKS AND RECREATION
## Parks and Facilities
## Index #595000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $3,597 |
| 2,096,688 | 1,970,903 | (125,785) | Full-Time Salaries |
| | | | (22,236) Salary adjustments |
| | | | (6,699) Salary offset charged to a grant |
| | | | (96,850) Staff Turnover |
| | | | (125,785) |
| | 160,641 | 160,641 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| | 15,449 | 15,449 | One (1) position transferred to Recreation Services and one (1) position transferred to Parks and Facilities from Recreation Services |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| (1.00) | (34,715) | (12,797) | (47,512) | Maintenance Wkr I |
| 1.00 | 34,400 | 28,561 | 62,961 | Rec Specialist I |
| 0.00 | (315) | 15,764 | 15,449 | |

| | | | |
|---|---|---|---|
| 151,622 | 110,792 | (40,830) | Temporary salaries provide for building & park attendants, security guards, and summer workers |
| 192,632 | 178,111 | (14,521) | Pension adjustments |
| 48,003 | 52,222 | 4,219 | Workers' Compensation adjustments |
| 62,660 | 54,230 | (8,430) | PEHP (Post Employment Health Benefits) |
| 177,508 | 159,251 | (18,257) | FICA Adjustments |
| 12,064 | 14,722 | 2,658 | Shift Differential adjustments |
| 649,091 | 677,985 | 28,894 | Health Benefits are adjusted for an estimated cost increase as well as staff opting for changes in level of coverage |

**PARKS AND RECREATION**
**Parks and Facilities**
**Index #595000**

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase $476,600 |
| 15,000 | 95,000 | 80,000 | Other Professional Services - increase to provide landscaping services to various Parks and Rec locations. |
| 300,000 | 480,000 | 180,000 | Snow removal services increased due to contracted operations to County lots, trails and sidewalks; also to include new snow removal on-call agreement. |
| 402,000 | 630,000 | 228,000 | Grounds Maintenance - increased service frequency as well as additional sites throughout the County. |
| | | | MATERIALS & SUPPLIES decrease ($17,500) |
| 393,000 | 375,500 | (17,500) | Decrease in Equipment Repair Parts and Oils & Lubricants due to a reduction in maintenance equipment. |
| 357,220 | 320,800 | (36,420) | BUSINESS & TRAVEL decrease ($36,420) Adjustments made to fuel charges as well as vehicle equipment, parts and supplies. |
| 119,500 | 0 | (119,500) | CAPITAL OUTLAY decrease of ($119,500) One time funds were provided in FY 18 for the purchase of a Tractor and other small equipment. |
| 10,000 | 15,000 | 5,000 | MISCELLANEOUS increase of $5,000 Increase in funding to reimburse DPW for the inspections of 12 Parks and Recreation pedestrian bridges. |

## DIVISION STAFF SUMMARY

### Parks and Facilities

### Index #595000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | PROPOSED FY 19 POSITIONS | PROPOSED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 3.00 | 133,951 | 3.00 | 139,310 | 2.00 | 102,619 |
| Administrative Specialist I | 0.00 | 0 | 0.00 | 0 | 1.00 | 47,900 |
| Administrator | 0.00 | 0 | 1.00 | 76,484 | 1.00 | 80,014 |
| Building Caretaker | 17.00 | 641,512 | 18.00 | 694,419 | 18.00 | 775,105 |
| Civil Engineer III | 1.00 | 96,105 | 0.00 | 0 | 0.00 | 0 |
| Civil Engineer IV | 0.00 | 0 | 1.00 | 102,948 | 1.00 | 107,007 |
| Crew Chief | 1.00 | 61,764 | 2.00 | 128,472 | 2.00 | 71,488 |
| Crew Leader I | 5.00 | 218,355 | 4.00 | 167,149 | 4.00 | 137,857 |
| Crew Leader II | 3.00 | 131,919 | 3.00 | 137,197 | 3.00 | 145,940 |
| Engineering Associate V | 1.00 | 73,228 | 1.00 | 76,158 | 1.00 | 79,682 |
| Equipment Repair Specialist | 3.00 | 175,907 | 2.00 | 101,179 | 0.00 | 0 |
| Maintenance Worker I | 9.00 | 302,449 | 4.00 | 127,146 | 5.00 | 180,489 |
| Maintenance Worker II | 11.00 | 447,667 | 8.00 | 283,347 | 5.00 | 194,888 |
| Management Assistant | 1.00 | 70,040 | 0.00 | 0 | 0.00 | 0 |
| Recreation Specialist I` | 0.00 | 0 | 0.00 | 0 | 1.00 | 37,088 |
| Superintendent, Parks & Facilities | 1.00 | 60,461 | 1.00 | 62,879 | 1.00 | 69,488 |
| Utility Worker II | 1.00 | 50,841 | 0.00 | 0 | 2.00 | 76,135 |
| **FULL-TIME SALARIES** | 57.00 | 2,464,199 | 48.00 | 2,096,688 | 48.00 | 2,105,700 |
| **SALARY OFFSET** | | 0 | | 0 | | (6,699) |
| **TOTAL FULL-TIME SALARIES** | 57.00 | 2,464,199 | 48.00 | 2,096,688 | 48.00 | 2,099,001 |

## DIVISION STAFF SUMMARY

### Parks and Facilities

### Index #595000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 139,331 | | | 151,622 | | 110,792 |
| **SALARY TOTAL** | **57.00** | **2,603,530** | | **48.00** | **2,248,310** | **48.00** | **2,209,793** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 260,353 | | | 192,632 | | 189,896 |
| Workers' Compensation | | 48,542 | | | 48,003 | | 55,729 |
| Health Benefits | | 758,310 | | | 649,091 | | 693,663 |
| PEHP | | 56,220 | | | 62,660 | | 54,230 |
| Overtime & Shift Differential | | 69,964 | | | 72,064 | | 74,722 |
| FICA | | 209,113 | | | 177,508 | | 169,574 |
| Miscellaneous | | 7,980 | | | 7,000 | | 6,559 |
| **TOTAL OTHER PERSONAL SERVICES** | | **1,410,482** | | | **1,208,958** | | **1,244,373** |
| **TOTAL PERSONAL SERVICES** | **57.00** | **4,014,012** | * | **48.00** | **3,457,268** | **48.00** | **3,454,166** |

***FY 17 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.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 163,824 | 165,513 | 187,667 | 179,449 | 179,449 |
| 20 CONTRACTUAL SERVICES | 85,647 | 74,405 | 111,540 | 92,150 | 92,150 |
| 30 SUPPLIES AND MATERIALS | 15,033 | 14,860 | 21,500 | 21,500 | 21,500 |
| 40 BUSINESS AND TRAVEL | 85 | 35 | 65 | 65 | 65 |
| 50 CAPITAL OUTLAY | 179 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **264,768** | **254,813** | **320,772** | **293,164** | **293,164** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **264,768** | **254,813** | **320,772** | **293,164** | **293,164** |

## PARKS AND RECREATION
## Emmorton Recreation and Tennis Center
## Index #593002

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($8,218) |
| 87,851 | 73,524 | (14,327) | Temporary Services - provides for an Administrative Specialist I and building/facility attendants |
| | 6,470 | 6,470 | FY 19 COLA of 2% and a Merit increase of $2,000 |
| 12,455 | 10,279 | (2,176) | Pension adjustments - for temporary employees |
| 1,621 | 2,690 | 1,069 | Workers' Compensation adjustments |
| 26,708 | 29,220 | 2,512 | Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in level of coverage |
| 10,020 | 8,942 | (1,078) | FICA adjustments |
| 111,540 | 92,150 | (19,390) | CONTRACTUAL SERVICES decrease ($19,390) Adjustments made based on actual spending to Electricity, County Facility Repair/Restoration, Office and Operating equipment service. |
| 21,500 | 21,500 | 0 | MATERIALS AND SUPPLIES no change in funding for FY 19 |

## DIVISION STAFF SUMMARY

**Emmorton Recreation & Tennis Center**

**Index #593002**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Building Caretaker | 1.00 | 41,685 | | 1.00 | 43,352 | 1.00 | 46,220 |
| **TOTAL FULL-TIME SALARIES** | 1.00 | 41,685 | | 1.00 | 43,352 | 1.00 | 46,220 |
| **TEMPORARY SALARIES** | | 78,452 | | | 87,851 | | 76,552 |
| **SALARY TOTAL** | **1.00** | **120,137** | | **1.00** | **131,203** | **1.00** | **122,772** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 11,691 | | | 10,536.16 | | 10,536 |
| Workers' Compensation | | 1,346 | | | 2,689.62 | | 2,690 |
| Health Benefits | | 25,948 | | | 29,220 | | 29,220 |
| PEHP | | 3,748 | | | 4,930 | | 4,930 |
| FICA | | 9,191 | | | 10,020 | | 9,161 |
| Miscellaneous | | 420 | | | 140 | | 140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **52,344** | | | **57,535.78** | | **56,677** |
| **TOTAL PERSONAL SERVICES** | **1.00** | **172,481** | * | **1.00** | **188,738.78** | **1.00** | **179,449** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# 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.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 169,002 | 138,735 | 172,057 | 168,026 | 168,026 |
| 20 CONTRACTUAL SERVICES | 66,964 | 82,065 | 109,104 | 172,400 | 172,400 |
| 30 SUPPLIES AND MATERIALS | 20,962 | 16,488 | 26,000 | 26,903 | 26,903 |
| 40 BUSINESS AND TRAVEL | 3,045 | 1,053 | 3,800 | 3,000 | 3,000 |
| 50 CAPITAL OUTLAY | 4,823 | 2,132 | 13,000 | 5,000 | 5,000 |
| 70 MISCELLANEOUS | 63,360 | 59,997 | 68,901 | 74,474 | 74,474 |
| **GRAND TOTAL** | **328,156** | **300,470** | **392,862** | **449,803** | **449,803** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **328,156** | **300,470** | **392,862** | **449,803** | **449,803** |

## PARKS AND RECREATION
## Oakington Peninsula
## Index #593003

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($4,031) |
| | 4,248 | 4,248 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 57,357 | 47,215 | (10,142) | Temporary Salaries - increase for event workers/attendants based on actual expense history |
| 709 | 1,930 | 1,221 | Workers' Compensation adjustments |
| 8,341 | 8,731 | 390 | Pension adjustments |
| 15,186 | 16,354 | 1,168 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes in levels of coverage |
| 10,486 | 9,709 | (777) | FICA adjustment |
| | | | CONTRACTUAL SERVICES increase of $63,296 |
| 109,104 | 172,400 | 63,296 | Adjustments made based on actual expense history to Electricity, Water & Sewer, Heating Oil, and Telephone Service; additional funding provided for projected NTE cost of new landscaping contract @ $80,000. |
| 26,000 | 26,000 | 0 | SUPPLIES & MATERIALS no change in funding from FY 19 |
| 3,800 | 3,000 | (800) | BUSINESS AND TRAVEL decrease of ($800)<br>Decrease in fuel based on actual expenditure history. |
| 13,000 | 5,000 | (8,000) | CAPITAL OUTLAY decrease of ($8,000)<br>Decrease in purchases for the Swan Harbor Farm house based on what was purchased during FY 18. |
| 68,901 | 74,474 | 5,573 | MISCELLANEOUS increase of $5,573<br>Increase in Pro Rata Shares for support of General Fund administrative services |

## DIVISION STAFF SUMMARY
### Oakington Peninsula
### Index #593003

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Specialist II | 1.00 | 76,633 | | 1.00 | 79,698 | 1.00 | 83,293 |
| **TOTAL FULL-TIME SALARIES** | 1.00 | 76,633 | | 1.00 | 79,698 | 1.00 | 83,293 |
| **TEMPORARY SALARIES** | | 50,074 | | | 57,357 | | 47,215 |
| **SALARY TOTAL** | **1.00** | **126,707** | | **1.00** | **137,055** | **1.00** | **130,508** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 9,691 | | | 8,341 | | 9,055 |
| Workers' Compensation | | 843 | | | 709 | | 1,984 |
| Health Benefits | | 14,727 | | | 15,186 | | 16,354 |
| FICA | | 9,693 | | | 10,486 | | 9,985 |
| Miscellaneous | | 140 | | | 280 | | 140 |
| **TOTAL OTHER PERSONAL SERVICES** | | **35,094** | | | **35,002** | | **37,518** |
| **TOTAL PERSONAL SERVICES** | **1.00** | **161,801** | * | **1.00** | **172,057** | **1.00** | **168,026** |

***FY 17 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 28,293 | 18,932 | 29,066 | 19,233 | 19,233 |
| 20 CONTRACTUAL SERVICES | 108,602 | 115,244 | 137,000 | 132,000 | 132,000 |
| 30 SUPPLIES AND MATERIALS | 1,439 | 1,110 | 9,000 | 5,500 | 5,500 |
| 40 BUSINESS AND TRAVEL | 901 | 0 | 1,300 | 1,300 | 1,300 |
| **GRAND TOTAL** | **139,235** | **135,286** | **176,366** | **158,033** | **158,033** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **139,235** | **135,286** | **176,366** | **158,033** | **158,033** |

## PARKS AND RECREATION
## Recreational Council and Special Activities
## Index #593004

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($9,833) |
| 29,066 | 19,233 | (9,833) | Temporary Services reduced to two employees for the Above and Beyond Challenge |
| | | | CONTRACTUAL SERVICES decrease ($5,000) |
| 137,000 | 132,000 | (5,000) | Decrease in Recreation Officials as more programs are being sponsored using in-house Parks and Rec staff. |
| | | | SUPPLIES AND MATERIALS decrease ($3,500) |
| 9,000 | 5,500 | (3,500) | Decrease in Recreation Supplies and Landscape and Grounds Materials based on actual expense history. |
| 1,300 | 1,300 | 0 | BUSINESS AND TRAVEL no change in funding for FY 19 |

## DIVISION STAFF SUMMARY
### Recreational Council Activities
### Index #593004

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| **TEMPORARY SALARIES** | | 18,000 | | 15,000 | | 4,800 |
| **SALARY TOTAL** | | **18,000** | | **15,000** | | **4,800** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Overtime & Shift Differential | | 10,000 | | 12,000 | | 12,000 |
| FICA | | 2,142 | | 2,066 | | 2,433 |
| **TOTAL OTHER PERSONAL SERVICES** | | **12,142** | | **14,066** | | **14,433** |
| **TOTAL PERSONAL SERVICES** | | **30,142** * | | **29,066** | | **19,233** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## Fiscal Year 19
## Summary of Grants

| Department of Parks & Recreation - Anticipated FY 19 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 | | | | 10/1/2018 - 9/30/19 | 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. | | $7,500 | | | 7/1/2018 - 6/30/19 | 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 | 7/1/2018 - 6/30/19 | Recurring |
| | **TOTALS:** | **$50,000** | **$55,296** | **$0** | **$44,038** | | |

**Eden Mill**

# DEPARTMENT OF PARKS AND RECREATION
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal:**

Increase revenue through reservations, programming, and memberships.

**Department Objective:**

To grow revenue through reservations, programming, and memberships.

**County Goal(s) Supported:**

III. Strengthening Our Communities.

| Measure: | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimate 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Recreation Staff (Full-time) | N/A | 28 | 28 | 30 | 30 |
| Funding allocated for new programs | N/A | $— | $— | $10,000 | $18,000 |
| ***Output:*** | | | | | |
| **Membership Revenue (traditional)** | | **$40,880** | **$42,200** | **$45,443** | **$46,625** |
| *Fitness* | N/A | *$4,290* | *$5,087* | *$7,965* | *$8,125* |
| *Tennis Center* | N/A | *$36,590* | *$37,113* | *$37,478* | *$38,500* |
| **Reservation Revenue (traditional)** | | **$510,715** | **$477,952** | **$481,176** | **$517,300** |
| *ShowMobile* | N/A | *$15,996* | *$13,110* | *$14,805* | *$14,000* |
| *Tennis Courts* | N/A | *$187,414* | *$179,685* | *$204,400* | *$205,300* |
| *Weddings (SHF)* | N/A | *$265,267* | *$241,864* | *$216,677* | *$250,000* |
| *Other (rooms, pavilions, etc.)* | N/A | *$42,038* | *$43,293* | *$45,294* | *$48,000* |
| **Program Revenue (non-traditional) **** | | ***$18,483*** | ***$43,686*** | ***$68,379*** | ***$73,200*** |
| *Various department sponsored programs* | N/A | N/A | $14,941 | $60,179 | $66,200 |
| *Challenge Course (Above & Beyond)* | N/A | *$18,483* | *$28,745* | *$8,200* | *$10,000* |
| Total Revenue | N/A | *$570,078* | *$563,838* | *$594,998* | *$640,125* |
| ***Outcome:*** | | | | | |
| Percentage of revenue growth from memberships | N/A | N/A | 3 | 7% | 3% |
| Percentage of revenue growth from reservations | N/A | N/A | -7 | 1% | 7% |
| Percentage of revenue growth from new programs | N/A | N/A | 58 | 36% | 10% |
| Percentage of Total Increase in Revenue | N/A | N/A | -1.1 | 5.2% | 7% |

# DEPARTMENT OF PARKS AND RECREATION
# OBJECTIVES & PERFORMANCE MEASURES

**Explanation and Analysis of Performance Measures**

This is a revised performance measure format created to streamline details reported in previous years. Actual 2014 and 2015 information excluded.

** Parks and Recreation developed special in-house programs geared towards attracting community interest in alternative forms of recreation, including topics such as Science Explorers, expanded homeschool offerings, various scout programs (patch programs for ropes course and climbing wall, field day, etc.). These programs offer the convenience of shorter schedules and nominal rates. These options are ideal for individuals and families with limited time and money to commit to more traditional recreation activities. Recreation staff also provide free programs that are not reflected in these numbers.

# DEPARTMENT OF PARKS AND RECREATION
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal:**

Maintain, improve and develop safe and secure department facilities, park sites and greenways/trails.

**Department Objective:**

During the season(s) baseball/softball fields are used (March - June), develop and implement a plan that ensures every dirt ball diamond is worked once per week, weather permitting.

**County Goal(s) Supported:**

III. Strengthening Our Communities.

| Measure: | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| *Ball Diamond and Machines* | N/A | N/A | N/A | 16 | 16 |
| *Equipment* | N/A | N/A | N/A | Smith co, P/U, trailer | Smith co, P/U, trailer |
| *Ballfields* | N/A | N/A | N/A | 180 | 180 |
| ***Output:*** | | | | | |
| *Average ballfields worked per week.* | N/A | N/A | N/A | 195 | 195 |
| ***Outcome:*** | | | | | |
| *Number of weeks every ball diamond was worked once* | N/A | N/A | N/A | 13/16 | 13/16 |

**Explanation and Analysis of Performance Measures**

*Management has created measures to track individual ball diamond grooming performance. Each individual that works diamonds during the season should work 12-15 diamonds a day, depending upon conditions. Each person will complete 13 diamonds a day (baseline). We allocate 2-3 staff member per day to work diamonds per week and this number will increase during peak season, if need be. We should be able to work all 180 diamonds every week at 3 staff members as shown below. Weather/Field conditions play a factor into getting these done. As of July 1st, we will have 16 operational staff within the grounds division.*

# DEPARTMENT OF PARKS AND RECREATION
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal:**

Maintain, improve and develop safe and secure department facilities, park sites and greenways/trails.

**Department Objective:**

During the timeframe of March to October, the maintenance Division will conduct regular playground inspections, based on usage, at County park sites.

**County Goal(s) Supported:**

III. Strengthening our communities

| Measure: | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimated 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Staff - CPSI Trained | N/A | N/A | N/A | N/A | $4 |
| Playgrounds | N/A | N/A | N/A | N/A | 36 |
| ***Output:*** | | | | | |
| Playground inspections per month | N/A | N/A | N/A | N/A | 70 |
| ***Outcome:*** | | | | | |
| Number of months that we hit goal | N/A | N/A | N/A | N/A | 8 |

**Explanation and Analysis of Performance Measures**

Parks and Recreation recognizes the importance of playground safety at County park sites. By following the recommended safety inspection schedule, safety issues identified with each inspection at each inspection at each site should diminish. Associated repair costs should be tracked to create a baseline for future maintenance budget levels.

# 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.

**ALL FUND SUMMARY:**

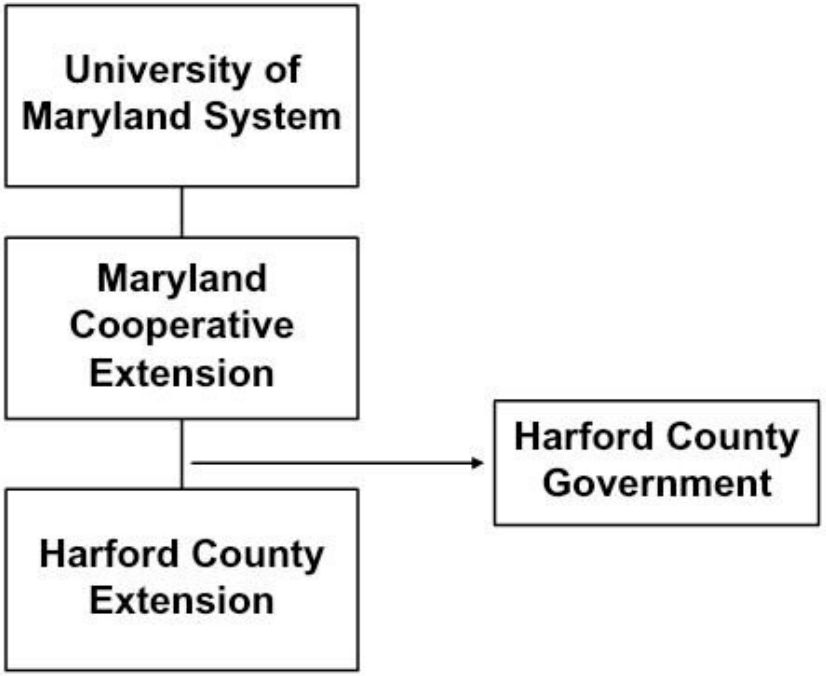
| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 386,699 | 418,271 | 474,599 | 470,855 | 470,855 |
| 20 | CONTRACTUAL SERVICES | 3,121 | 2,746 | 3,600 | 3,600 | 3,600 |
| 30 | SUPPLIES AND MATERIALS | 18,272 | 18,272 | 18,272 | 18,272 | 18,272 |
| 70 | MISCELLANEOUS | 240,021 | 231,984 | 231,984 | 242,073 | 242,073 |
| | **GRAND TOTAL** | **648,113** | **671,273** | **728,455** | **734,800** | **734,800** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 648,113 | 671,273 | 728,455 | 734,800 | 734,800 |
| | **GRAND TOTAL** | **648,113** | **671,273** | **728,455** | **734,800** | **734,800** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 631000 | EXTENSION SERVICE | 244,777 | 244,402 | 245,256 | 251,345 | 251,345 |
| 633000 | SOIL CONSERVATION | 403,336 | 426,871 | 483,199 | 483,455 | 483,455 |
| | **GRAND TOTAL** | **648,113** | **671,273** | **728,455** | **734,800** | **734,800** |

## CONSERVATION OF NATURAL RESOURCES

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($3,744) |
| | 18,924 | 18,924 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 1,007 | 1,172 | 165 | Workers' Compensation adjustment |
| 98,727 | 75,564 | (23,163) | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 14,460 | 14,790 | 330 | PEHP (Post Employment Health Plan) |
| | | | MISCELLANEOUS increase $10,089 |
| 228,384 | 234,473 | 6,089 | Grants & Contributions - Envirothon contribution |
| 0 | 4,000 | 4,000 | Payment to Other Government Agency's - One time payment for computer upgrade for Engineer's in the field |
| 3,600 | 3,600 | 0 | Boards & Commission |

# 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.

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:***
Enhancing the quality of life for people and communities by disseminating unbiased research-based educational information.

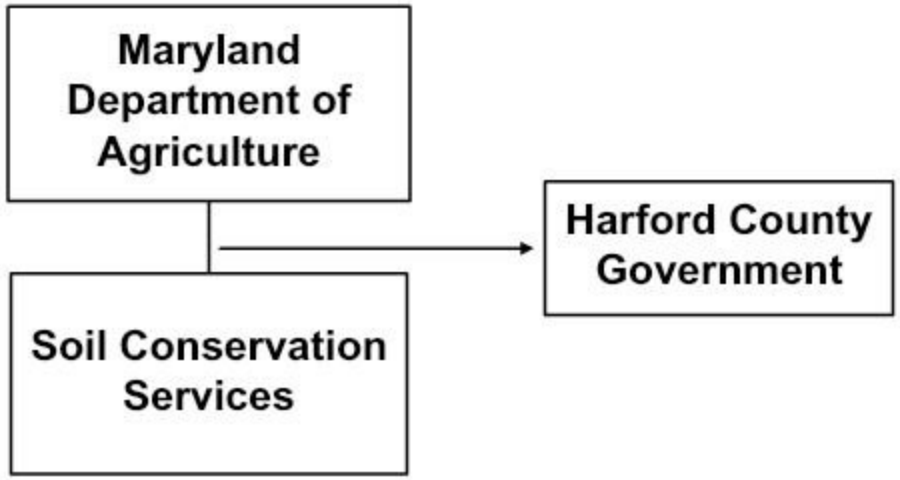
**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 20 CONTRACTUAL SERVICES | 3,121 | 2,746 | 3,600 | 3,600 | 3,600 |
| 30 SUPPLIES AND MATERIALS | 18,272 | 18,272 | 18,272 | 18,272 | 18,272 |
| 70 MISCELLANEOUS | 223,384 | 223,384 | 223,384 | 229,473 | 229,473 |
| **GRAND TOTAL** | **244,777** | **244,402** | **245,256** | **251,345** | **251,345** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **244,777** | **244,402** | **245,256** | **251,345** | **251,345** |

**FINANCIAL NOTE:**

FY 19 increase of $6,089 provides for County share of State salary increase.

# 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 provide all sectors of Harford County with technical, planning and design assistance for land management decisions; to promote an array of best management practices to protect and conserve the natural resources within the Chesapeake Bay watershed; and to educate students, farmers, developers and landowners on soil erosion and water quality improvement efforts.

***FY 19 GOALS:***

1. TO REDUCE THE NUTRIENTS ENTERING WATERS BY ENSURING THE COMPLETE IMPLEMENTATION OF AGRICULTURAL BEST MANAGEMENT PRACTICES (BMP'S)
2. TO COORDINATE THE EROSION AND SEDIMENT CONTROL PLAN PROGRAM IN CONJUNCTION WITH THE STORMWATER MANAGEMENT REGULATIONS FOR ALL URBAN DEVELOPMENT SITES IN HARFORD COUNTY.
3. TO PROVIDE EDUCATIONAL OUTREACH TO CITIZENS AND STUDENTS IN HARFORD COUNTY ON CONSERVATION EFFORTS TO REDUCE SEDIMENT AND NUTRIENTS TO THE TRIBUTARIES OF THE CHESAPEAKE BAY.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 386,699 | 418,271 | 474,599 | 470,855 | 470,855 |
| 70 MISCELLANEOUS | 16,637 | 8,600 | 8,600 | 12,600 | 12,600 |
| **GRAND TOTAL** | **403,336** | **426,871** | **483,199** | **483,455** | **483,455** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **403,336** | **426,871** | **483,199** | **483,455** | **483,455** |

# NATURAL RESOURCES
## Soil Conservation
## Index #633000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($3,744) |
| | 18,924 | 18,924 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 1,007 | 1,172 | 165 | Workers' Compensation adjustment |
| 98,727 | 75,564 | (23,163) | Health Benefits are adjusted due to staff opting for changes in levels of coverage |
| 14,460 | 14,790 | 330 | PEHP (Post Employment Health Plan) |
| | | | MISCELLANEOUS |
| 5,000 | 5,000 | 0 | Grants & Contributions - Envirothon contribution |
| 0 | 4,000 | 4,000 | Payment to Other Government Agency's - One time payment for computer upgrade for Engineer's in the field |
| 3,600 | 3,600 | 0 | Boards & Commission |

## DIVISION STAFF SUMMARY
### Soil Conservation
### Index #633000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant II | 1.00 | 38,419 | | 1.00 | 38,617 | 1.00 | 41,389 |
| Administrator | 1.00 | 86,726 | | 1.00 | 90,195 | 1.00 | 93,999 |
| Engineering Associate II | 2.00 | 111,433 | | 2.00 | 115,891 | 2.00 | 122,210 |
| Engineering Associate III | 1.00 | 61,210 | | 1.00 | 63,659 | 1.00 | 66,931 |
| **SALARY TOTAL** | **5.00** | **297,788** | | **5.00** | **308,362** | **5.00** | **324,529** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 29,779 | | | 27,753 | | 29,210 |
| Workers' Compensation | | 978 | | | 1,007 | | 1,233 |
| Health Benefits | | 81,506 | | | 98,727 | | 75,565 |
| PEHP | | 11,244 | | | 14,460 | | 14,790 |
| FICA | | 22,782 | | | 23,590 | | 24,828 |
| Miscellaneous | | 700 | | | 700 | | 700 |
| **TOTAL OTHER PERSONAL SERVICES** | | **146,989** | | | **166,237** | | **146,326** |
| **TOTAL PERSONAL SERVICES** | **5.00** | **444,777** | * | **5.00** | **474,599** | **5.00** | **470,855** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# SOIL CONSERVATION DISTRICT
# 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).

**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.

| Measure | | Actual 2014 | Actual 2015 | Actual 2016 | Budget 2017 | Estimated 2018 |
|---|---|---|---|---|---|---|
| ***Input:*** | | | | | | |
| Dollars allocated | County funded | N/A | N/A | N/A | $444,777 | $483,199 |
| | Grant funded | | | | $126,798 | $125,798 |
| Number of staff | County funded | 4 | 4 | 5 | 5 | 5 |
| | Grant funded | 1 | 1 | 1 | 3* | 3* |
| ***Output:*** | | | | | | |
| Number of BMPs installed | | 35 | 28 | 74 | 60 | 60 |
| Number acres covered by Soil Conservation plans (includes first time and updated plans) | | 732 | 1,109 | 1,070 | 0** | 0** |
| Number of ESC plans reviewed | | 390 | 341 | 318 | 350 | 350 |
| Number of acres approved under ESC | | 2,092 | 3,191 | 1,813 | 2,400 | 2,400 |

* - a vacancy for a conservation technician exists; ** all conservation planning is performed by MDA staff

**Explanation and Analysis of Performance Measures**

The Harford Soil Conservation District (SCD) works one-on-one with Harford County's agricultural 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 BMPs installed and conservation planning efforts. This information is provided for the Bay Model as part of the WIP goals. Overall the 2 year milestones are being meet in Harford for both BMP implementation and conservation planning.

# OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT

# OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

***ORIGIN/PURPOSE:***

The Office of Community & Economic Development strives to build strong communities, industries, and markets in the County and provide opportunities for all County residents. The Office seeks to facilitate business investment, entrepreneurial development, housing initiatives, and job creation to foster a diverse economy and expand the local tax base, enhancing quality of life for those who live, work, play, learn, invest and stay in Harford County.

Per Executive Order 18-01, the functions of the Office of Economic Development and Housing & Community Development, formerly the Housing Agency, were consolidated under the Office of Community & Economic Development.

The Economic Development Commission was created by Harford County Code Chapter 9, Article XXXI, Section 186, and Bill No. 78-3 and amended by Bill No. 79-11 to create the Office of Economic Development to advance the general economic welfare 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.

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 OFFICE STRIVES TO BUILD STRONG COMMUNITIES, INDUSTRIES AND MARKETS IN THE COUNTY AND PROVIDE OPPORTUNITIES FOR ALL COUNTY RESIDENTS.
THE OFFICE SEEKS TO FACILITATE BUSINESS INVESTMENT, ENTREPRENEURIAL DEVELOPMENT, HOUSING INITIATIVES, JOB CREATION TO FOSTER A DIVERSE ECONOMY AND EXPAND THE LOCAL TAX BASE ENHANCING QUALITY OF LIFE FOR THOSE WHO LIVE, WORK, PLAY, LEARN, INVEST AND STAY IN HARFORD COUNTY.

***FY 19 GOALS:***

Stability and Growth: generate and retain quality employment and housing opportunities among Harford County-based companies to increase tax revenue.

Development and Attraction: market the County for its premiere mid-Atlantic location, business climate, community resources, and robust logistics.

Entrepreneurial Innovation: maximize co-located services in support of business startups and entrepreneurs.

Strategic Alliances: support strategic alliances through leadership, financial, and consultation services in order to leverage opportunities within northeastern Maryland and the Greater Baltimore Region.

Transportation: provide access to a safe, dependable and effective transportation system to the County's business community and transit-dependent population by connecting citizens with jobs and services.

# OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 1,907,523 | 2,187,983 | 1,534,475 | 2,016,327 | 2,016,327 |
| 20 | CONTRACTUAL SERVICES | 301,117 | 400,668 | 435,405 | 479,785 | 479,785 |
| 30 | SUPPLIES & MATERIALS | 29,858 | 26,307 | 36,100 | 44,680 | 44,680 |
| 40 | BUSINESS AND TRAVEL | 51,618 | 77,694 | 183,175 | 151,195 | 151,195 |
| 70 | MISCELLANEOUS | 3,518,544 | 7,242,739 | 3,804,203 | 3,731,862 | 3,731,862 |
| 80 | INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 0 | 0 | 0 |
| | **GRAND TOTAL** | **5,808,660** | **9,935,391** | **5,993,358** | **6,423,849** | **6,423,849** |
| **SUMMARY BY FUND:** | | | | | | |
| 11 | GENERAL | 5,808,660 | 9,935,391 | 5,993,358 | 6,423,849 | 6,423,849 |
| | **GRAND TOTAL** | **5,808,660** | **9,935,391** | **5,993,358** | **6,423,849** | **6,423,849** |
| **SUMMARY BY DIVISION:** | | | | | | |
| 651000 | OFFICE OF ECONOMIC DEVELOPMENT | 1,820,641 | 1,918,365 | 1,816,319 | 2,016,122 | 2,016,122 |
| 652000 | TOURISM AND MARKETING | 1,649,103 | 3,448,923 | 1,830,000 | 1,830,000 | 1,830,000 |
| 653000 | HARFORD TRANSIT | 2,338,916 | 4,568,103 | 2,347,039 | 1,324,207 | 1,324,207 |
| 654000 | HOUSING SERVICES | 0 | 0 | 0 | 1,253,520 | 1,253,520 |
| | **GRAND TOTAL** | **5,808,660** | **9,935,391** | **5,993,358** | **6,423,849** | **6,423,849** |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase of $481,852 |
| 961,798 | 787,647 | (174,151) | Full-time salaries |
| | | (137,804) | Salary offset - Director, Deputy and Admin Secretary III half funded to grant |
| | | (36,347) | Staff Turnover |
| | | (174,151) | |
| | 72,682 | 72,682 | FY 19 COLA of 2% and $2,000 merit increase for all eligible employees |
| | 209,709 | 209,709 | One (1) position transferred from Housing Services and one (1) position transferred from Harford Transit: |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| 1.00 | 88,910 | 31,595 | 120,505 | Administrator |
| 1.00 | 57,000 | 32,204 | 89,204 | Admin Sec III |
| 2.00 | 145,910 | 63,799 | 209,709 | |

| | | | | |
|---|---|---|---|---|
| | (120,505) | (120,505) | One (1) position transferred out of Harford Transit: | |
| (1.00) | (88,910) | (31,595) | (120,505) | Administrator |
| | 358,997 | 358,997 | Seven (7) positions transferred into OCED - Housing from the Housing Department | |
| 2.00 | 56,189 | 16,968 | 73,157 | Admin Asst I |
| 1.00 | 18,197 | 9,079 | 27,276 | Housing Inspector |
| 3.00 | 104,310 | 62,752 | 167,062 | Housing Svcs Couns |
| 1.00 | 64,055 | 27,447 | 91,502 | Admin Budget Tech |
| 7.00 | 242,751 | 116,246 | 358,997 | |
| | (74,310) | (74,310) | One (1) position abolished: | |
| (1.00) | (57,845) | (16,465) | (74,310) | Admin Sec III |
| 101,147 | 262,410 | 161,263 | Temporary Salaries - funding provides bus drivers and Federal Installation Administrator | |
| 96,616 | 104,342 | 7,726 | Pension adjustments | |
| 8,864 | 10,405 | 1,541 | Workers' Compensation adjustments | |
| 239,530 | 274,063 | 34,533 | Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes in coverage | |
| 43,380 | 54,230 | 10,850 | PEHP (Post Employment Health Plan) | |
| 81,040 | 88,501 | 7,461 | FICA adjustments | |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 181,730 | 146,110 | (35,620) | CONTRACTUAL SERVICES increase $44,380<br>Funding for electricity, heating fuel, telephone service all decreased. Other funding provides for rents and utilities, building/custodial services, communication service and other contractual services. For FY 19 funding for copier expense was moved to ICT for better accountability of lease costs. |
| 253,675 | 333,675 | 80,000 | Other Professional Services - funding provides for the Maryland Economic Development Association, Economic Alliance of Greater Baltimore, Army Alliance, Manufacturing & Distribution Council, Technical Master Plan, School of Career Technology Initiative, Northeast Maryland Technical Council, Small Business Development Center, BRAC Prep, Entrepreneurs Edge. |
| 36,100 | 44,680 | 8,580 | SUPPLIES AND MATERIALS increase $8,580<br>Increase in funding due to the transfer of Housing Services to the Office of Economic and Community Development. |
| 183,175 | 151,195 | (31,980) | BUSINESS AND TRAVEL decrease ($31,980)<br>Decrease in Harford Transit for vehicle maintenance, traveling expenses, fees, dues and trainings based on actual expense history. |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | MISCELLANEOUS increase of $13,281 |
| 948,879 | 1,299,898 | 220,519 | Grants & Contributions |

| FY 19 | |
|---|---|
| 20,000 | Economic Development - Susquehanna Workforce Network |
| 100,000 | Economic Development - GroundFloor/Small Business Initiatives |
| 55,000 | Economic Development - Transfer/Commercialization/Incubation |
| 100,000 | Economic Development - Workforce Development Training |
| 28,000 | Economic Development - Chesapeake Science and Security Corridor |
| 2,500 | Economic Development - Micro Enterprise Fund |
| 297,029 | Harford Transit - Fixed Routes |
| 511,635 | Harford Transit - SSTAP |
| 4,600 | Harford Transit - PEHP for Rideshare Grant Employees |
| 11,945 | Housing Services - Human Services Grant |
| 45,000 | Housing Services - Crisis Assistance Grant |
| 18,706 | PEHP for grant employees |
| 45,483 | Homeless Coordinator |
| 25,000 | Landlord Mitigation Fund |
| 35,000 | GIA Support of nonprofits |
| 1,299,898 | |

| | | | |
|---|---|---|---|
| 894,824 | 0 | (894,824) | County Match/Transfer Out - Grant match funding has been reallocated to a new index for accounting/ reporting purposes |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE | |
|---|---|---|---|---|
| 0 | 579,464 | 579,464 | Grant-In-Aid | |
| | | | FY 19 | |
| | | | 60,000 | Anna's House |
| | | | 5,000 | EpiCenter of Edgewood |
| | | | 55,000 | FCCAU Welcome One Shelter |
| | | | 5,000 | Founding in Faith Ministries |
| | | | 30,000 | Habitat for Humanity |
| | | | 170,000 | Harford Community Action Agency |
| | | | 25,000 | Harford Family House |
| | | | 50,000 | Mason Dixon Community Services |
| | | | 80,000 | SARC |
| | | | 5,000 | Success Project |
| | | | 10,000 | United Way |
| | | | 5,000 | Wilson Ministry |
| | | | 79,464 | Funds earmarked by the State for Domestic Violence |
| | | | 579,464 | |

## DEPARTMENT STAFF SUMMARY
## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Accountant II | 1.00 | 49,852 | 0.00 | 0 | 0.00 | 0 |
| Accounting Technician II | 1.00 | 54,979 | 1.00 | 57,178 | 1.00 | 60,322 |
| Administrative Assistant I | 1.00 | 49,384 | 1.00 | 48,708 | 0.00 | 0 |
| Administrative Assistant II | 2.00 | 87,821 | 0.00 | 0 | 3.00 | 107,871 |
| Administrative Budget Technician II | 0.00 | 0 | 0.00 | 0 | 1.00 | 64,055 |
| Administrative Secretary III | 1.00 | 55,620 | 1.00 | 57,845 | 1.00 | 60,140 |
| Administrative Specialist I | 2.00 | 109,975 | 0.00 | 0 | 1.00 | 33,824 |
| Administrative Specialist II | 1.00 | 52,448 | 2.00 | 109,546 | 1.00 | 44,840 |
| Administrator | 1.00 | 85,490 | 1.00 | 88,910 | 1.00 | 92,688 |
| Communications Specialist I | 1.00 | 38,237 | 1.00 | 39,766 | 1.00 | 42,562 |
| Communications Specialist II | 2.00 | 89,654 | 1.00 | 43,346 | 1.00 | 46,213 |
| Community Resources Coordinator | 1.00 | 66,538 | 0.00 | 0 | 0.00 | 0 |
| Deputy Director of Economic Development | 1.00 | 90,000 | 1.00 | 96,408 | 1.00 | 98,441 |
| Director of Economic Development | 1.00 | 117,500 | 1.00 | 122,200 | 1.00 | 124,777 |
| Housing Inspector | 0.00 | 0 | 0.00 | 0 | 1.00 | 18,197 |
| Housing Services Counselor | 0.00 | 0 | 0.00 | 0 | 3.00 | 104,310 |
| Senior Economic Development Associate | 4.00 | 306,750 | 4.00 | 297,891 | 4.00 | 313,848 |
| **FULL-TIME SALARIES** | 20.00 | 1,254,248 | 14.00 | 961,798 | 21.00 | 1,212,088 |
| **SALARY OFFSET** | | | | | | (137,804) |
| **TEMPORARY SALARIES** | | 144,942 | | 101,147 | | 262,410 |
| **SALARY TOTAL** | **20.00** | **1,399,190** | **14.00** | **1,062,945** | **21.00** | **1,336,694** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension & Retirement | | 139,920 | | 89,407 | | 129,963 |
| Workers' Compensation | | 9,077 | | 8,732.95 | | 12,190 |
| Health Benefits | | 313,062 | | 230,986 | | 364,996 |
| PEHP | | 41,228 | | 33,960 | | 54,230 |
| Overtime | | 12,186 | | 0 | | 0 |
| FICA | | 107,971 | | 74,911.15 | | 115,405 |
| Miscellaneous | | 3,640 | | 1,960 | | 2,849 |
| **TOTAL OTHER PERSONAL SERVICES** | | **627,084** | | **439,957.1** | | **679,633** |
| **TOTAL PERSONAL SERVICES** | **20.00** | **2,026,274** * | **14.00** | **1,502,902.** | **21.00** | **2,016,327** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# OFFICE OF COMMUNITY AND 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, and 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.

***FY 19 GOALS:***

Stability and Growth: generate and retain quality employment and housing opportunities among Harford County-based companies to increase tax revenue.

Development and Attraction: market the County for its premiere mid-Atlantic location, business climate, community resources, and robust logistics.

Entrepreneurial Innovation: maximize co-located services in support of business startups and entrepreneurs.

Strategic Alliances: support strategic alliances through leadership, financial, and consultation services in order to leverage opportunities within northeastern Maryland and the Greater Baltimore Region.

# OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
## Office of Economic Development
## Index #651000

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 1,247,022 | 985,112 | 1,072,499 | 1,236,302 | 1,236,302 |
| 20 CONTRACTUAL SERVICES | 260,818 | 314,414 | 360,070 | 401,450 | 401,450 |
| 30 SUPPLIES AND MATERIALS | 29,429 | 23,428 | 30,050 | 30,550 | 30,550 |
| 40 BUSINESS AND TRAVEL | 30,458 | 43,038 | 38,200 | 42,320 | 42,320 |
| 50 CAPITAL OUTLAY | 0 | 5,452 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 252,914 | 299,459 | 315,500 | 305,500 | 305,500 |
| 80 INTER-GOVERNMENTAL/INTERFUND | 0 | 0 | 0 | 0 | 0 |
| **GRAND TOTAL** | **1,820,641** | **1,670,903** | **1,816,319** | **2,016,122** | **2,016,122** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **1,820,641** | **1,670,903** | **1,816,319** | **2,016,122** | **2,016,122** |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
## Office of Economic Development
## Index #651000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES increase $163,803 |
| 732,598 | 558,447 | (174,151) | Full-time salaries |
| | | (137,804) | Offset Director, Deputy Director and Administrative Secretary salaries to grant |
| | | (36,347) | Staff Turnover |
| | | (174,151) | |
| | | (74,310) | One (1) Administrative Secretary position abolished: |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| (1.00) | (57,845) | (16,465) | (74,310) | Admin Secretary III |

| | | | One (1) Administrator transferred in from Harford Transit and and one (1) Administrative Secretary transferred in from the Department of Housing: |
|---|---|---|---|
| | | 209,709 | |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| 1.00 | 88,910 | 31,595 | 120,505 | Administrator |
| 1.00 | 57,000 | 32,204 | 89,204 | Admin Secretary III |
| 2.00 | 145,910 | 63,799 | 209,709 | |

| | | | |
|---|---|---|---|
| | 44,645 | 44,645 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 12,855 | 122,200 | 109,345 | Temporary Salaries - provides for Federal Installation Administrator |
| 67,220 | 74,946 | 7,726 | Pension adjustments |
| 8,062 | 9,463 | 1,401 | Workers' Compensation adjustments |
| 169,326 | 197,331 | 28,005 | Health Benefits are adjusted for an anticipated cost increase and staff opting for changes levels of coverage |
| 24,100 | 29,580 | 5,480 | PEHP (Post Employment Health Plan) |
| 56,798 | 62,611 | 5,813 | FICA adjustments |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
## Office of Economic Development
## Index #651000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | CONTRACTUAL SERVICES increase of $41,380 |
| 12,000 | 0 | (12,000) | Office Equipment - funding for copiers reallocated to ICT for better accountability of lease costs. |
| 251,500 | 311,500 | 60,000 | Other Professional Services - funds provide for the MD Economic Development Assocation, Economic Alliance of Greater Baltimore, Army Alliance, Manufacturing and Distribution Council, Technical Master Plan, STEM Intern, Northeast MD Technical Council, Small Business Development Center, BRAC Prep, Entrepreneurs Edge. FY 19 increase is for the Army Alliance. |
| 30,050 | 30,550 | 500 | SUPPLIES AND MATERIALS increase of $500<br>Funding provides for general office supplies, printing and other supplies and materials, adjustments made based on actual expense history |
| 38,200 | 42,320 | 4,120 | BUSINESS AND TRAVEL increase of $4,120<br>Increase in Training Seminars and Courses to provide increased professional development for staff; as well as an increase in Membership Fees and Dues based on actual expense history. |
| | | | MISCELLANEOUS decrease of ($10,000) |
| 185,000 | 175,000 | (10,000) | Grants & Contributions - Susquehanna Workforce Network @ $20,000; GroundFloor/Small Business Initiatives @ $100,000; and Transfer/Commercialization/Incubation @ $55,000 |
| 130,500 | 130,500 | 0 | Other Grants & Contributions - Workforce Development Training @ $100,000; Economic Development Opportunity Fund @ $28,000 & Chesapeake Science and Security Corridor (CSSC) Micro Enterprise Fund @ $2,500 |

## DIVISION STAFF SUMMARY

### Office of Economic Development

### Index #651000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Administrative Assistant I | 1.00 | 49,384 | | 1.00 | 48,708 | 0.00 | 0 |
| Administrative Assistant II | 1.00 | 40,986 | | 0.00 | 0 | 1.00 | 51,682 |
| Administrative Secretary III | 1.00 | 55,620 | | 1.00 | 57,845 | 1.00 | 60,140 |
| Administrative Specialist I | 2.00 | 109,975 | | 0.00 | 0 | 1.00 | 33,824 |
| Administrative Specialist II | 1.00 | 52,448 | | 2.00 | 109,546 | 1.00 | 44,840 |
| Administrator | 0.00 | 0 | | 0.00 | 0 | 1.00 | 92,688 |
| Deputy Director of Economic Development | 1.00 | 90,000 | | 1.00 | 96,408 | 1.00 | 98,441 |
| Director of Economic Development | 1.00 | 117,500 | | 1.00 | 122,200 | 1.00 | 124,777 |
| Senior Economic Development Associate | 4.00 | 306,750 | | 4.00 | 297,891 | 4.00 | 313,848 |
| **FULL-TIME SALARIES** | 12.00 | 822,663 | | 10.00 | 732,598 | 11.00 | 820,240 |
| **TEMPORARY SALARIES** | | 56,650 | | | 12,855 | | 122,200 |
| **SALARY OFFSET** | | | | | | | (137,804) |
| **SALARY TOTAL** | **12.00** | **879,313** | | **10.00** | **745,453** | **11.00** | **804,636** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension & Retirement | | 87,931 | | | 67,220 | | 85,927 |
| Workers' Compensation | | 7,104 | | | 8,062 | | 10,231 |
| Health Benefits | | 193,650 | | | 169,326 | | 229,407 |
| PEHP | | 26,236 | | | 24,100 | | 29,580 |
| FICA | | 67,268 | | | 56,798 | | 74,701 |
| Miscellaneous | | 1,820 | | | 1,540 | | 1,820 |
| **TOTAL OTHER PERSONAL SERVICES** | | **384,009** | | | **327,046** | | **431,666** |
| **TOTAL PERSONAL SERVICES** | **12.00** | **1,263,322** | * | **10.00** | **1,072,499** | **11.00** | **1,236,302** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## Fiscal Year 19
## Summary of Grants

| Office of Economic Development (Susquehanna Workforce Network) - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| Workforce Investment Act/Workforce Innovation and Opportunity Act | The Susquehanna Region's Program Formula Allocation will be utilized to support Workforce Investment Act operations and activities in accordance with the Susquehanna Region's Workforce Investment Act Five Year Plan. | | $1,763,698 | | | 7/1/2018 - 6/30/19 | Recurring |
| | **TOTALS:** | | **$1,763,698** | | **$0** | | |

# OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
## Tourism and Marketing
## Index #652000

***ORIGIN/PURPOSE:***

Functions of the Tourism and Marketing division were abolished by Executive Order 14-10. The division remains open to appropriate dedicated revenue from the Hotel Occupancy Tax. The Hotel Tax will be used to support and promote tourism and tourism related activities to include the marketing of the features of the county as a travel destination and the provision of services for the people attracted to the county. Tourism related activities include activities related to sports, festival, museum, agriculture and agriculture exposition, and farm-to-table experiences.

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 660,501 | 0 | 0 | 0 | 0 |
| 20 CONTRACTUAL SERVICES | 40,299 | 0 | 0 | 0 | 0 |
| 30 SUPPLIES AND MATERIALS | 429 | 0 | 0 | 0 | 0 |
| 40 BUSINESS AND TRAVEL | 21,160 | 0 | 0 | 0 | 0 |
| 70 MISCELLANEOUS | 1,616,527 | 1,799,820 | 1,830,000 | 1,830,000 | 1,830,000 |
| **GRAND TOTAL** | **2,338,916** | **1,799,820** | **1,830,000** | **1,830,000** | **1,830,000** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **2,338,916** | **1,799,820** | **1,830,000** | **1,830,000** | **1,830,000** |

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 1,830,000 | 1,830,000 | 0 | MISCELLANEOUS - Funding in the amount of $1,500,000 from the hotel tax revenue will be used for tourism related contributions. $330,000 is appropriated for other countywide tourism related activities. |

# OFFICE OF COMMUNITY AND 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 19 GOAL:***

TRANSPORTATION: TO PROVIDE ACCESS TO A SAFE, DEPENDABLE AND EFFECTIVE TRANSPORTATION SYSTEM TO THE COUNTY'S BUSINESS COMMUNITY AND TRANSIT-DEPENDENT POPULATION BY CONNECTING CITIZENS WITH JOBS AND SERVICES

**ALL FUND SUMMARY:**

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | |
| 10 PERSONAL SERVICES | 660,501 | 543,278 | 349,682.94 | 349,683 | 349,683 |
| 20 CONTRACTUAL SERVICES | 40,299 | 45,955 | 54,735 | 54,735 | 54,735 |
| 30 SUPPLIES AND MATERIALS | 429 | 2,450 | 6,050 | 6,050 | 6,050 |
| 40 BUSINESS AND TRAVEL | 21,160 | 13,496 | 100,475 | 100,475 | 100,475 |
| 70 MISCELLANEOUS | 1,616,527 | 1,624,916 | 813,264 | 813,264 | 813,264 |
| **GRAND TOTAL** | **2,338,916** | **2,230,095** | **1,324,206.94** | **1,324,207** | **1,324,207** |
| **FUNDING SOURCE:** | | | | | |
| 11 GENERAL | **2,338,916** | **2,230,095** | **1,324,206.94** | **1,324,207** | **1,324,207** |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
## Harford Transit
## Index #653000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES decrease ($112,293) |
| | | (119,236) | One (1) position transferred to Office of Economic Development |
| | | | # of Positions: (1.00) Salary: (88,910) Fringe: (30,326) Total: (119,236) Administrator |
| | 10,312 | 10,312 | FY 19 COLA of 2% and $2,000 merit increase to all eligible employees |
| 88,292 | 87,675 | (617) | Temporary Salaries - Bus Drivers |
| 70,204 | 76,733 | 6,529 | Health Benefits are adjusted for an anticipated cost increase as well as staff opting for changes levels of coverage |
| 19,280 | 9,860 | (9,420) | PEHP (Post Employment Health Plan) |
| | | | CONTRACTUAL SERVICES decrease ($20,600) |
| 75,335 | 54,735 | (20,600) | 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. Decreased funding in office equipment due to moving expenses to the ICT budget, and decreases in Other Advertising and Operating Equipment based on actual expense history. |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
## Harford Transit
## Index #653000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| 6,050 | 6,050 | 0 | MATERIALS & SUPPLIES no change in funding in FY 19<br>Funding provides for office supplies, commercial printing, office mailing, and paper, janitorial, and medical supplies. |
| 144,975 | 100,475 | (44,500) | BUSINESS & TRAVEL decrease ($44,500)<br>Funding provides for maintenance of vehicles, traveling expenses, membership fees and dues and training. Decreased funding in fuel charges based on actual expense history. |
| 763,879 | 813,264 | 49,385 | MISCELLANEOUS decrease of ($845,439)<br>Grants and Contributions<br>297,029 Fixed Routes<br>511,635 SSTAP<br>4,600 PEHP for Rideshare grant employee<br>813,264 |
| 894,824 | 0 | (894,824) | County Match/Transfer Out funds were reallocated to a new index for accounting/reporting purposes. |

## DIVISION STAFF SUMMARY

**Harford Transit**

**Index #653000**

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|---|
| Accountant II | 1.00 | 49,852 | | 0.00 | 0 | 0.00 | 0 |
| Accounting Technician II | 1.00 | 54,979 | | 1.00 | 57,178 | 1.00 | 60,322 |
| Administrative Assistant II | 1.00 | 46,835 | | 0.00 | 0 | 0.00 | 0 |
| Administrator | 1.00 | 85,490 | | 1.00 | 88,910 | 0.00 | 0 |
| Communication Specialist I | 1.00 | 38,237 | | 1.00 | 39,766 | 1.00 | 42,562 |
| Communication Specialist II | 2.00 | 89,654 | | 1.00 | 43,346 | 1.00 | 46,213 |
| Community Resources Coordinator | 1.00 | 66,538 | | 0.00 | 0 | 0.00 | 0 |
| **FULL-TIME SALARIES** | 8.00 | 431,585 | | 4.00 | 229,200 | 3.00 | 149,097 |
| **TEMPORARY SALARIES** | | 88,292 | | | 88,292 | | 87,675 |
| **SALARY TOTAL** | **8.00** | **519,877** | | **4.00** | **317,492** | **3.00** | **236,772** |
| **OTHER PERSONAL SERVICES** | | | | | | | |
| Pension | | 51,989 | | | 22,187 | | 22,187 |
| Workers' Compensation | | 1,973 | | | 670.95 | | 671 |
| Health Benefits | | 119,412 | | | 61,660 | | 61,660 |
| PEHP | | 14,992 | | | 9,860 | | 9,860 |
| Overtime | | 12,186 | | | 0 | | 0 |
| FICA | | 40,703 | | | 18,113.15 | | 18,113 |
| Miscellaneous | | 1,820 | | | 420 | | 420 |
| **TOTAL OTHER PERSONAL SERVICES** | | **243,075** | | | **112,911.1** | | **112,911** |
| **TOTAL PERSONAL SERVICES** | **8.00** | **762,952** | * | **4.00** | **430,403.1** | **3.00** | **349,683** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

# OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
## Housing Services
## Index #654000

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **SUMMARY BY CHARACTER:** | | | | | | |
| 10 | PERSONAL SERVICES | 0 | 0 | 0 | 430,342 | 430,342 |
| 20 | CONTRACTUAL SERVICES | 0 | 0 | 0 | 23,600 | 23,600 |
| 30 | SUPPLIES AND MATERIALS | 0 | 0 | 0 | 8,080 | 8,080 |
| 40 | BUSINESS AND TRAVEL | 0 | 0 | 0 | 8,400 | 8,400 |
| 70 | MISCELLANEOUS | 0 | 0 | 0 | 783,098 | 783,098 |
| | **GRAND TOTAL** | **0** | **0** | **0** | **1,253,520** | **1,253,520** |
| **FUNDING SOURCE:** | | | | | | |
| 11 | GENERAL | **0** | **0** | **0** | **1,253,520** | **1,253,520** |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
## Housing Services
## Index #654000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE |
|---|---|---|---|
| | | | PERSONAL SERVICES funding amount of $430,342 |
| | 358,997 | 358,997 | Seven (7) Full-Time positions transferred from Housing to Housing Services in the Office of Economic and Community Development: |

| # of Positions | Salary | Fringe | Total | |
|---|---|---|---|---|
| 1.00 | 56,189 | 16,968 | 73,157 | Administrative Asst I |
| 1.00 | 18,197 | 9,079 | 27,276 | Housing Inspector |
| 3.00 | 104,310 | 62,752 | 167,062 | Housing Counselor |
| 1.00 | 64,055 | 27,447 | 91,502 | Admin Budget Tech II |
| 1.00 | 0 | 0 | 0 | Admin Asst I (unfunded) |
| 7.00 | 242,751 | 116,246 | 358,997 | |

| | | | |
|---|---|---|---|
| | 52,535 | 52,535 | Temporary Salaries |
| | 14,790 | 14,790 | PEHP (Post Employment Health Benefits) |
| | 4,020 | 4,020 | FICA for temporary employees |
| 0 | 23,600 | 23,600 | CONTRACTUAL SERVICES funding amount of $23,600<br>Funding provides for Grant-in-aid legal expenses and Housing voucher waiting list notice required by HUD; as well as funding for a marketing contractor that will have expenses offset to specific grants |
| 0 | 8,080 | 8,080 | MATERIALS & SUPPLIES funding amount of $8,080<br>Funding provides for office supplies, commercial printing, general office mailing and delivery charges |
| 0 | 8,400 | 8,400 | BUSINESS & TRAVEL funding amount of $8,400<br>Funding provides for County-owned vehicles, fuel, professional books/periodicals, membership fees and dues, and training seminars/courses/meetings |

## OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
## Housing Services
## Index #654000

**FINANCIAL NOTES:**

| FY 18 | FY 19 | CHANGE | EXPLANATION OF INCREASE/DECREASE | |
|---|---|---|---|---|
| | | | MISCELLANEOUS funding amount of $783,098 | |
| 0 | 181,134 | 181,134 | Grants and Contributions | |
| | | | Human Services Grant | 11,945 |
| | | | Crisis Assistance Grant | 45,000 |
| | | | PEHP for grant employees | 18,706 |
| | | | Homeless Coordinator | 45,483 |
| | | | Landlord Mitigation Fund | 25,000 |
| | | | GIA Support of nonprofits | 35,000 |
| | | | | 181,134 |
| 0 | 22,500 | 22,500 | Contributions - provide for transitional housing for those in recovery | |
| 0 | 579,464 | 579,464 | Grant in Aid | |
| | | | Anna's House | 60,000 |
| | | | Epi Center of Edgewood | 5,000 |
| | | | FCCAU Welcome One Shelter | 55,000 |
| | | | Founding in Faith Ministries | 5,000 |
| | | | Habitat for Humanity | 30,000 |
| | | | Harford Community Action Agency | 170,000 |
| | | | Harford Family House | 25,000 |
| | | | Mason Dixon Comm Services | 50,000 |
| | | | SARC | 80,000 |
| | | | Success Project | 5,000 |
| | | | United Way | 10,000 |
| | | | Wilson Ministry | 5,000 |
| | | | State funds for Domestic Violence | 79,464 |
| | | | | 579,464 |

## DIVISION STAFF SUMMARY

### Housing Services

### Index #654000

| POSITION TITLE | ENACTED FY 17 POSITIONS | ENACTED FY 17 SALARIES | ENACTED FY 18 POSITIONS | ENACTED FY 18 SALARIES | ENACTED FY 19 POSITIONS | ENACTED FY 19 SALARIES |
|---|---|---|---|---|---|---|
| Administrative Assistant II | 0.00 | 0 | 0.00 | 0 | 2.00 | 56,189 |
| Administrative Budget Tech II | 0.00 | 0 | 0.00 | 0 | 1.00 | 64,055 |
| Housing Inspector | 0.00 | 0 | 0.00 | 0 | 1.00 | 18,197 |
| Housing Services Counselor | 0.00 | 0 | 0.00 | 0 | 3.00 | 104,310 |
| **FULL-TIME SALARIES** | 0.00 | 0 | 0.00 | 0 | 7.00 | 242,751 |
| **TEMPORARY SALARIES** | | | | | | 52,535 |
| **SALARY TOTAL** | **0.00** | **0** | **0.00** | **0** | **7.00** | **295,286** |
| **OTHER PERSONAL SERVICES** | | | | | | |
| Pension | | | | | | 21,849 |
| Workers' Compensation | | | | | | 1,288 |
| Health Benefits | | | | | | 73,929 |
| PEHP | | | | | | 14,790 |
| FICA | | | | | | 22,591 |
| Miscellaneous | | | | | | 609 |
| **TOTAL OTHER PERSONAL SERVICES** | | | | | | **135,056** |
| **TOTAL PERSONAL SERVICES** | **0.00** | **0** * | **0.00** | **0** | **7.00** | **430,342** |

***FY 17 Salaries and Other Personal Services are Enacted not Audited amounts**

## Fiscal Year 19
## Summary of Grants

| Office of Economic Development (Harford Transit) - Anticipated FY 19 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. | $1,626,095 | $432,389 | | $893,623 | 7/1/2018 - 6/30/19 | Recurring |
| Special Statewide Transportation Assistance Program | To provide curb-to-curb transportation services for the elderly population & persons with disabilities. | | $170,371 | | $58,109 | 7/1/2018 - 6/30/19 | Recurring |
| MTA Preventive Maintenance & Capital Equipment | To provide funds to purchase or replace vehicles, cover cost of preventive maintenance on vehicles and other equipment. | $1,220,634 | $152,580 | | $152,580 | 7/1/2018 - 6/30/21 | 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 | | | $4,600 | 7/1/2018 - 6/30/19 | Recurring |
| | **TOTALS:** | **$2,934,795** | **$755,340** | | **$1,108,912** | | |

| Office of Community and Economic Development (Housing Services) Anticipated FY 19 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. | $7,700,000 | | | | 1/1/19-12/31/19 | Recurring |
| HUD Comprehensive Housing Counseling | This grant provides funds that will be used for providing counseling and advice to tenants and homeowners, both current and prospective, with respect to property maintenance, financial management and literacy. | $26,906 | | | | 7/1/18 -6/30/19 | Recurring |
| Maryland Housing Counseling | Grant funds will provide funding to professional housing counselors who offer counseling services to eligible home buyers, homeowners and tenants. | | $59,000 | | | 1/1/18 12/31/18 | Recurring |
| Rental Allowance Program | This grant provides flat rent subsidies to low-income families who either are homeless or have an emergency housing need. | | $40,000 | | | 10/1/18 -9/30/19 | Recurring |
| Section 8 Mainstream Program | This grant provides financial assistance for housing to non-elderly, disabled individuals/families. | $560,000 | | | | 1/1/2018 | Recurring |
| Family Self-Sufficiency | 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. | $28,707 | | | | 1/1/18 -12/31/18 | Recurring |
| Housing Opportunities for People with AIDS | This grant provides funds for subsidized housing to individuals/ families with specific disabilities. | $201,874 | | | | 7/1/17 -6/30/20 | Recurring |
| Housing Choice Voucher Admin | This grant provides for the administration costs associated with providing subsidized rental housing to eligible families. | $751,604 | | | | 1/1/19 -12/31/19 | Recurring |
| Service-Linked Housing | Grant funds the salary of a case manager employed by Harford Community Action Agency | | $17,242 | | | 7/1/18 - 6/30/19 | Recurring |

| Office of Community and Economic Development (Housing Services) Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| Homeless Women's Crisis Shelter Home Program | Grant funds the salary of a case manager employed by SARC. | | $66,944 | | | 7/1/18 - 6/30/19 | Recurring |
| Supportive Housing Grant | This grant is for permanent supportive housing for chronically homeless individuals and homeless families with dependent children suffering from mental health, substance abuse, domestic violence and other disabling conditions. | $670,971 | | | | 7/1/18 - 6/30/19 | Recurring |
| Community Development Block Grant | Grant funds benefit low to moderate income population eliminating slum and blight, and meets urgent community development needs. | $945,668 | | | | 7/1/18 - 6/30/19 | Recurring |
| Home Investment Partnership | Provides formula grants to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. | $313,222 | ` | | $117,274 | 7/1/18 - 6/30/19 | 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. | | $54,338 | | | 7/1/18 - 6/30/19 | Recurring |
| Emergency Solutions Grant | Grant funds emergency services for homeless people, including shelter and supportive services and transitional shelters. | $130,050 | | | | 10/1/18 - 9/30/19 | Recurring |
| TOTALS | **TOTALS:** | **$11,329,002** | **$237,524** | **$0** | **$117,274** | | |

# OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal - Economic Development**

To attract and retain business growth and development, create strategic alliances, and invest in entrepreneurial innovation.

**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**

I. Investing in our Workforce  V. Building Economic Vitality

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimate 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Dollars Allocated | $1,623,618 | 1,820,641 | 1,918,365 | 1,816,319 | 2,016,122 |
| Number of Staff | 18 | 13 | 12 | 11 | 11 |
| ***Output:*** | | | | | |
| Number of companies serviced | N/A | 83 | 100 | 100 | 100 |
| Number of workshops and events held | N/A | N/A | N/A | 25 | 25 |
| ***Outcome:*** | | | | | |
| Dollars Allocated for business loans, grants, and tax credits | N/A | N/A | $100,000 | $87,707.83 | $100,000 |
| Number of businesses and organizations assisted with loans, grants, and tax credits | N/A | N/A | 43 | 23 | 30 |

# OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal - Transit**

Improve public transportation

**Department Objective**

To provide access to safe, dependable and effective transportation system to the county's business community and transit-dependent population by connecting citizens with jobs and services.

**County Goal(s) Supported**

III. Strengthen Our Communities V. Building Economic Vitality

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimate 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Dollars Allocated | $2,709,001 | 2,338,916 | 4,568,103 | 2,347,039 | 1,324,207 |
| Number of Staff (including grant funded) | N/A | N/A | N/A | 51 | 51 |
| ***Output:*** | | | | | |
| Number of fixed route trips | 322,571 | 311,720 | 297,342 | 282,985 | 297,134 |
| Number of demand response trips | 36,975 | 17,784 | 17,779 | 15,420 | 15,883 |
| ***Outcome:*** | | | | | |
| Total number of passengers transported | 359,546 | 329,504 | 315,121 | 298,405 | 313,017 |
| Number of elderly and disabled passengers transported | 93,594 | 100,774 | 101,399 | 98,343 | 102,377 |

# OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal - Housing and Community Development**

Provide housing related services

**Department Objective**

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

**County Goal(s) Supported**

III. Strengthen Our Communities V. Building Economic Vitality

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimate 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Dollars Allocated | $11,963,360 | $12,230,701 | $10,832,363 | $12,043,593 | $ 13,041,787 |
| Number of Staff (including grant funded employees) | 18 | 20 | 22 | 20 | 19 |
| ***Output:*** | | | | | |
| Housing assistance payment monies distributed | 12,938 | 12,624 | 13,080 | 12,805 | 13,445 |
| Community Development grant monies distributed to local organizations | 239 | 345 | 450 | 450 | 600 |
| ***Outcome:*** | | | | | |
| Number of housing assistance payments made | 12,938 | 12,624 | 13,080 | 12,805 | 13,445 |
| Number of families who avoided foreclosure and/or prepared for home ownership | 239 | 345 | 450 | 450 | 600 |
| Number of nonprofit organizations served | N/A | N/A | N/A | 14 | 14 |

# OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
# OBJECTIVES & PERFORMANCE MEASURES

**Department Goal - Tourism**

Increase strategic alliances

**Department Objective**

To make Harford County a premier tourism destination by supporting tourism-related activities through a competitive funding process.

**County Goal(s) Supported**

V. Building Economic Vitality

| Measure | Actual 2015 | Actual 2016 | Actual 2017 | Budget 2018 | Estimate 2019 |
|---|---|---|---|---|---|
| ***Input:*** | | | | | |
| Dollars Allocated | N/A | $1,649,103 | $3,448,923* | $1,830,000 | $ 1,830,000 |
| Number of Staff | N/A | 2 | 2 | 2 | 0.25 |
| ***Output:*** | | | | | |
| Number of tourism related workshops held | N/A | 2 | 2 | 2 | 2 |
| ***Outcome:*** | | | | | |
| Number of tourism grants awarded | N/A | 24 | 31 | 29 | 28 |
| Total amount of tourism grants awarded | N/A | $1,416,103 | $1,495,500 | $1,500,000 | $1,555,000 |

**Explanation and Analysis of Performance Measures**

*In 2017, tourism and marketing were included in Harford County. The following fiscal year, Visit Harford was outsourced.

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY CHARACTER:** | | | | | |
| 20 | CONTRACTUAL SERVICES | 125,649 | 140,504 | 166,039 | 152,000 | 152,000 |
| 60 | DEBT SERVICE | 76,212,356 | 77,049,166 | 92,753,486 | 81,057,031 | 81,057,031 |
| | **GRAND TOTAL** | **76,338,005** | **77,189,670** | **92,919,525** | **81,209,031** | **81,209,031** |
| | **SUMMARY BY FUND:** | | | | | |
| 11 | GENERAL | 50,690,825 | 51,504,164 | 53,510,675 | 56,538,121 | 56,538,121 |
| 25 | HIGHWAYS | 933,057 | 975,454 | 1,012,250 | 1,064,971 | 1,064,971 |
| 27 | AG PRESERVATION - COUNTY | 10,061,101 | 10,014,238 | 20,472,000 | 6,075,157 | 6,075,157 |
| 29 | STORMWATER MANAGEMENT | 0 | 81,577 | 263,000 | 451,757 | 451,757 |
| 31 | TAX INCREMENT FINANCING | 1,072,188 | 1,072,546 | 1,129,000 | 1,145,875 | 1,145,875 |
| 53 | WATER & SEWER DEBT SERVICE | 13,580,834 | 13,541,691 | 16,532,600 | 15,933,150 | 15,933,150 |
| | **GRAND TOTAL** | **76,338,005** | **77,189,670** | **92,919,525** | **81,209,031** | **81,209,031** |

## DEBT SERVICE

**ALL FUND SUMMARY:**

| | SUMMARY BY DIVISION: | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| 661110 | PRINCIPAL GENERAL FUND | 33,059,017 | 33,078,859 | 34,356,079 | 37,090,005 | 37,090,005 |
| 662110 | INTEREST GENERAL FUND | 17,415,640 | 17,871,488 | 18,514,596 | 18,808,116 | 18,808,116 |
| 664110 | SERVICE COSTS GENERAL FUND | 216,168 | 553,817 | 640,000 | 640,000 | 640,000 |
| 661250 | PRINCIPAL HIGHWAYS FUND | 545,078 | 575,764 | 595,144 | 638,621 | 638,621 |
| 662250 | INTEREST HIGHWAYS FUND | 383,515 | 395,632 | 387,106 | 396,350 | 396,350 |
| 664250 | SERVICE COSTS HIGHWAYS FUND | 4,464 | 4,058 | 30,000 | 30,000 | 30,000 |
| 661270 | PRINCIPAL AG PRESERVATION - COUNTY | 7,076,454 | 7,471,048 | 18,312,000 | 4,788,938 | 4,788,938 |
| 662270 | INTEREST AG PRESERVATION - COUNTY | 2,943,448 | 2,492,664 | 2,090,000 | 1,216,219 | 1,216,219 |
| 664270 | SERVICE COSTS AG PRESERVATION - COUNTY | 41,199 | 50,526 | 70,000 | 70,000 | 70,000 |
| 661290 | PRINCIPAL STORMWATER MANAGEMENT | 0 | 35,727 | 127,000 | 230,673 | 230,673 |
| 662290 | INTEREST STORMWATER MANAGEMENT | 0 | 27,729 | 116,000 | 191,084 | 191,084 |
| 664290 | SERVICE COSTS STORMWATER MANAGEMENT | 0 | 18,121 | 20,000 | 30,000 | 30,000 |
| 661310 | PRINCIPAL TAX INCREMENT FINANCING | 0 | 0 | 30,000 | 50,000 | 50,000 |
| 662310 | INTEREST TAX INCREMENT FINANCING | 1,050,000 | 1,050,000 | 1,049,000 | 1,045,875 | 1,045,875 |
| 664310 | SERVICE COSTS TAX INCREMENT FINANCING | 22,188 | 22,546 | 50,000 | 50,000 | 50,000 |
| 661530 | PRINCIPAL W & S DEBT SERVICE FUND | 8,655,543 | 8,370,350 | 10,332,477 | 9,856,417 | 9,856,417 |
| 662530 | INTEREST W & S DEBT SERVICE FUND | 4,767,684 | 5,092,626 | 5,755,912 | 5,676,733 | 5,676,733 |
| 664530 | SERVICE COSTS W & S DEBT SERVICE FUND | 157,607 | 78,715 | 444,211 | 400,000 | 400,000 |
| | **GRAND TOTAL** | **76,338,005** | **77,189,670** | **92,919,525** | **81,209,031** | **81,209,031** |

# DEPARTMENT: DEBT SERVICE

# DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

Harford County went to the bond market in January, 2018 for $50,000,000 in Consolidated Public Improvement Bonds - Series 2018. 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

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 19 Proposed Capital Budget:

| | |
|---|---|
| **Board of Education** | |
| Fallston Chiller Replacement | 446,000 |
| Havre de Grace Middle/High School Replacement | 32,287,000 |
| Roof Replacement - Aberdeen Middle School | 1,219,000 |
| **Total Board of Education** | **33,952,000** |
| **Parks & Recreation** | |
| Athletic Field Improvements | 150,000 |
| **Total Parks & Recreation** | **150,000** |
| **Public Safety** | |
| Mobile/Portable Radio System Upgrade | 1,000,000 |
| **Total Public Safety** | **1,000,000** |

| | |
|---|---|
| **General Projects** | |
| Abingdon Library Window Replacement | 589,000 |
| Courthouse Building Repairs | 3,000,000 |
| Facilities Repair Program | 5,000,000 |
| Fleet Maintenance Facility | 829,000 |
| Harford County Agricultural Research & Exposition Center | 750,000 |
| Site Acquisition | 1,000,000 |
| Underground and Aboveground Storage Tank | 539,000 |
| **Total General Projects** | **11,707,000** |
| **Harford Community College** | |
| Fallston Hall Renovations | 2,762,000 |
| **Total Harford Community College** | **2,762,000** |
| **TOTAL GENERAL FUND PROJECTS** | **49,571,000** |

# DEPARTMENT: DEBT SERVICE

## DIVISION: Debt Service - 661110 Principal, 662110 Interest - General Funds

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **PRINCIPAL PAYMENTS:** | | | | | | |
| 6101 | County Bonds | 9,365,850 | 9,854,080 | 10,439,716 | 10,331,542 | 10,331,542 |
| 6103 | School Bonds | 20,082,460 | 19,800,174 | 20,512,378 | 22,279,022 | 22,279,022 |
| 6105 | College Bonds | 2,303,865 | 2,229,652 | 2,264,028 | 2,209,713 | 2,209,713 |
| 6112 | Notes | 701 | 701 | 701 | 1,300,701 | 1,300,701 |
| 6114 | Solid Waste Services | 1,306,141 | 1,194,252 | 1,139,256 | 969,027 | 969,027 |
| **TOTAL PRINCIPAL PAYMENTS** | | **33,059,017** | **33,078,859** | **34,356,079** | **37,090,005** | **37,090,005** |
| **INTEREST PAYMENTS:** | | | | | | |
| 6201 | County Bonds | 4,800,870 | 5,122,034 | 5,580,646 | 5,299,217 | 5,299,217 |
| 6203 | School Bonds | 10,932,277 | 11,120,983 | 11,313,847 | 12,011,441 | 12,011,441 |
| 6205 | College Bonds | 1,030,388 | 981,398 | 1,020,170 | 942,115 | 942,115 |
| 6212 | Notes | 74,750 | 74,750 | 74,750 | 74,750 | 74,750 |
| 6214 | Solid Waste Services | 577,355 | 572,323 | 525,183 | 480,593 | 480,593 |
| **TOTAL INTEREST PAYMENTS** | | **17,415,640** | **17,871,488** | **18,514,596** | **18,808,116** | **18,808,116** |
| **TOTAL PAYMENTS** | | **50,474,657** | **50,950,347** | **52,870,675** | **55,898,121** | **55,898,121** |

# 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.

The following capital projects are included in the FY 19 Proposed Capital Budget:

| **Bridges** | | **Roads** | |
|---|---|---|---|
| Chestnut Hill Bride #40 | 268,000 | Schucks Road Improvements | 400,000 |
| Glen Cove Road Bridge #156 | 800,000 | Spesutia Road Reconstruction/Upgrade | 500,000 |
| Green Road Bridges #119 and #122 | 100,000 | **Total Roads** | **900,000** |
| Johnson Mill Road Bridge #45 | 60,000 | | |
| New Park Road Bridge #125 | 100,000 | **Other** | |
| Robinson Mill Road Bridge | 50,000 | Fleet Maintenance Facility | 561,000 |
| **Total Bridges** | **1,378,000** | Salt Dome | 50,000 |
| | | **Total Other** | **611,000** |
| | | **Total Highways Projects** | **2,889,000** |

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **PRINCIPAL PAYMENTS:** | | | | | | |
| 6101 | County Bonds | 545,078 | 575,764 | 595,144 | 638,621 | 638,621 |
| **TOTAL PRINCIPAL PAYMENTS** | | **545,078** | **575,764** | **595,144** | **638,621** | **638,621** |
| **INTEREST PAYMENTS:** | | | | | | |
| 6201 | County Bonds | 383,515 | 395,632 | 387,106 | 396,350 | 396,350 |
| **TOTAL INTEREST PAYMENTS** | | **383,515** | **395,632** | **387,106** | **396,350** | **396,350** |
| | | **928,593** | **971,396** | **982,250** | **1,034,971** | **1,034,971** |

# DEPARTMENT: DEBT SERVICE

## DIVISION: Debt Service - 661250 Principal, 662250 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **PRINCIPAL PAYMENTS:** | | | | | | |
| 6113 | Agricultural Preservation | 7,076,454 | 7,471,048 | 18,312,000 | 4,788,938 | 4,788,938 |
| **TOTAL PRINCIPAL PAYMENTS** | | **7,076,454** | **7,471,048** | **18,312,000** | **4,788,938** | **4,788,938** |
| **INTEREST PAYMENTS:** | | | | | | |
| 6213 | Agricultural Preservation | 2,943,448 | 2,492,664 | 2,090,000 | 1,216,219 | 1,216,219 |
| **TOTAL INTEREST PAYMENTS** | | **2,943,448** | **2,492,664** | **2,090,000** | **1,216,219** | **1,216,219** |
| **TOTAL PAYMENTS** | | **10,019,902** | **9,963,712** | **20,402,000** | **6,005,157** | **6,005,157** |

## DEPARTMENT: DEBT SERVICE

## DIVISION: Debt Service - 661290 Principal, 662290 Interest - Stormwater Management Fund

This account is a special fund for deposit of a certain portion of the recordation tax, $0.55 for each $500 of the sale price (or lien amount) for each property deed recorded. The proceeds of this fund are used for the County's watershed protection and restoration program as mandated under State of Maryland law. The State requires a separate fund be established for this purpose.

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **PRINCIPAL PAYMENTS:** | | | | | | |
| 6101 | County Bonds | 0 | 35,727 | 127,000 | 230,673 | 230,673 |
| **TOTAL PRINCIPAL PAYMENTS** | | **0** | 35,727 | **127,000** | **230,673** | **230,673** |
| **INTEREST PAYMENTS:** | | | | | | |
| 6201 | County Bonds | 0 | 27,729 | 116,000 | 191,084 | 191,084 |
| **TOTAL INTEREST PAYMENTS** | | **0** | 27,729 | **116,000** | **191,084** | **191,084** |
| **TOTAL PAYMENTS** | | **0** | 63,456 | **243,000** | **421,757** | **421,757** |

## 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **PRINCIPAL PAYMENTS:** | | | | | | |
| 6101 | County Bonds | 0 | 0 | 30,000 | 0 | 0 |
| | Beech Creek | | | | | |
| **TOTAL INTEREST PAYMENTS** | | **0** | **0** | **30,000** | **0** | **0** |
| **INTEREST PAYMENTS:** | | | | | | |
| 6201 | County Bonds | 1,050,000 | 1,050,000 | 1,049,000 | 1,095,875 | 1,095,875 |
| | Beech Creek | | | | | |
| **TOTAL INTEREST PAYMENTS** | | **1,050,000** | **1,050,000** | **1,049,000** | **1,095,875** | **1,095,875** |
| | | **1,050,000** | **1,050,000** | **1,079,000** | **1,095,875** | **1,095,875** |

# DEPARTMENT: DEBT SERVICE

## DIVISION: Debt Service - 661530 Principal, 662530 Interest
## Water & Sewer Debt Service Funds

Harford County went to the bond market in January 2018 for $50,000,000 in Consolidated Public Improvement Bonds - Series 2018
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 , 2018.

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 19 Proposed Capital Budget:

| **Water Projects** | | **Sewer Projects:** | |
|---|---|---|---|
| Abingdon WTP PH Control System | 250,000 | Bio Solids Facilities Enhancements | 4,000,000 |
| Fleet Maintenance Facility | 110,000 | Brentwood Park Pumping Station Improvements | 1,250,000 |
| Havre de Grace WTP Upgrade | 150,000 | Fallston Area Sewer | 3,800,000 |
| Perryman Wellfield Improvements | 150,000 | Hickory Sewer Infrastructure Improvement Project | 3,000,000 |
| Renewal and Replacement Water Infrastructure | 300,000 | Sod Run Facility Improvements | 1,300,000 |
| US 40 and Rt 159 SHA Water Relocation | 100,000 | Sod Run WWTP Ultraviolet Disinfection Project | 3,000,000 |
| US 40 Water Main Replacement | 200,000 | **TOTAL SEWER PROJECTS** | **16,350,000** |
| **TOTAL WATER PROJECTS** | **1,260,000** | | |

**TOTAL WATER & SEWER PROJECTS** **17,610,000**

## DEPARTMENT: DEBT SERVICE

## DIVISION: Debt Service - 661530 Principal, 662530 Interest
## Water & Sewer Debt Service Funds

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **PRINCIPAL PAYMENTS:** | | | | | | |
| 6102 | State Loans | 936,578 | 322,403 | 348,362 | 0 | 0 |
| 6106 | Water & Sewer Bonds | 7,718,965 | 8,047,947 | 9,984,115 | 9,856,417 | 9,856,417 |
| **TOTAL PRINCIPAL PAYMENTS** | | **8,655,543** | **8,370,350** | **10,332,477** | **9,856,417** | **9,856,417** |
| **INTEREST PAYMENTS:** | | | | | | |
| 6202 | State Loans | 39,139 | 15,437 | 8,782 | 0 | 0 |
| 6206 | Water & Sewer Bonds | 4,728,545 | 5,077,189 | 5,747,130 | 5,676,733 | 5,676,733 |
| **TOTAL INTEREST PAYMENTS** | | **4,767,684** | **5,092,626** | **5,755,912** | **5,676,733** | **5,676,733** |
| | | **13,423,227** | **13,462,976** | **16,088,389** | **15,533,150** | **15,533,150** |

# DEPARTMENT: DEBT SERVICE

## DIVISION: Service Costs - 664110 General Fund

These appropriations cover service costs that are associated with short and long-term debt. Charges here include bank trustee fees, auditing fees, and amortization of issuance fees for bond sales.

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | |
| CONTRACTUAL SERVICES: | | | | | | |
| 2602 | Legal Services | 12,043 | 32,047 | 30,000 | 30,000 | 30,000 |
| 2603 | Management Services | 4,056 | 0 | 0 | 0 | 0 |
| 2604 | Financial Audit | 0 | 3,007 | 0 | 0 | 0 |
| 2699 | Other Professional Services (Bank Fees, etc.) | 10,259 | 10,974 | 10,000 | 10,000 | 10,000 |
| | TOTAL CONTRACTUAL SERVICES | 26,358 | 46,028 | 40,000 | 40,000 | 40,000 |
| DEBT SERVICE: | | | | | | |
| 6303 | Costs of Issuance | 189,810 | 507,789 | 600,000 | 600,000 | 600,000 |
| **TOTAL GENERAL FUND SERVICE COSTS** | | **216,168** | **553,817** | **640,000** | **640,000** | **640,000** |

## DEPARTMENT: DEBT SERVICE

## DIVISION: Service Costs - 664250 Highways Fund

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **HIGHWAYS FUND** | | | | | | |
| CONTRACTUAL SERVICES: | | | | | | |
| 2699 | Other Professional Services | 197 | 206 | 2,000 | 2,000 | 2,000 |
| DEBT SERVICE: | | | | | | |
| 6303 | Costs of Issuance | 4,267 | 3,852 | 28,000 | 28,000 | 28,000 |
| **TOTAL HIGHWAYS FUND SERVICE COSTS** | | **4,464** | **4,058** | **30,000** | **30,000** | **30,000** |

## DEPARTMENT: DEBT SERVICE

## DIVISION: Service Costs - 664110 Ag Preservation County

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **AG PRESERVATION COUNTY** | | | | | |
| CONTRACTUAL SERVICES: | | | | | |
| 2602 Legal Services | 34,597 | 35,577 | 40,000 | 40,000 | 40,000 |
| DEBT SERVICE: | | | | | |
| 6303 Costs of Issuance | 6,602 | 14,949 | 30,000 | 30,000 | 30,000 |
| **TOTAL AG PRESERVATION-COUNTY SERVICE COSTS** | **41,199** | **50,526** | **70,000** | **70,000** | **70,000** |

## DEPARTMENT: DEBT SERVICE

## DIVISION: Service Costs - 664290 Stormwater Management Fund

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **TAX INCREMENT FINANCING** | | | | | |
| DEBT SERVICE: | | | | | |
| 6303 Costs of Issuance | 0 | 18,121 | 20,000 | 30,000 | 30,000 |
| **TOTAL STORMWATER MANAGEMENT SERVICE COSTS** | **0** | **18,121** | **20,000** | **30,000** | **30,000** |

## DEPARTMENT: DEBT SERVICE

## DIVISION: Service Costs - 664310 Tax Increment Financing

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **TAX INCREMENT FINANCING** | | | | | | |
| DEBT SERVICE: | | | | | | |
| 6303 | Costs of Issuance | 22,188 | 22,546 | 50,000 | 50,000 | 50,000 |
| | Beech Creek | | | | | |
| **TOTAL TAX INCREMENT FINANCING SERVICE COSTS** | | **22,188** | **22,546** | **50,000** | **50,000** | **50,000** |

## DEPARTMENT: DEBT SERVICE

## DIVISION: Service Costs - 664530 Water & Sewer Debt Service

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **WATER & SEWER DEBT SERVICE** | | | | | | |
| CONTRACTUAL SERVICES: | | | | | | |
| 2602 | Legal Services | 1,586 | 0 | 7,203 | 60,000 | 60,000 |
| 2603 | Management Services | 60,148 | 56,083 | 72,034 | 60,000 | 60,000 |
| 2699 | Other Professional Services (Bank Fees, etc.) | 2,763 | 2,610 | 4,802 | 4,000 | 4,000 |
| | TOTAL CONTRACTUAL SERVICES | 64,497 | 58,693 | 84,039 | 124,000 | 124,000 |
| 6303 | Costs of Issuance | 93,110 | 20,022 | 360,172 | 330,000 | 330,000 |
| **TOTAL WATER & SEWER DEBT SERVICE COSTS** | | 157,607 | 20,022 | 444,211 | 330,000 | 330,000 |
| **TOTAL ALL FUNDS SERVICE COSTS** | | **222,104** | **78,715** | **528,250** | **454,000** | **454,000** |

# 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY CHARACTER:** | | | | | |
| 20 | CONTRACTUAL SERVICES | 0 | 655,093 | 1,083,030 | 1,037,172 | 1,037,172 |
| | **GRAND TOTAL** | **0** | **655,093** | **1,083,030** | **1,037,172** | **1,037,172** |

# INSURANCE

**ALL FUND SUMMARY**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY FUND:** | | | | | |
| 11 | GENERAL | 0 | 471,846 | 748,098 | 714,176 | 714,176 |
| 25 | HIGHWAYS | 0 | 107,286 | 178,306 | 162,776 | 162,776 |
| 51 | WATER AND SEWER | 0 | 75,961 | 156,626 | 160,220 | 160,220 |
| | **GRAND TOTAL** | **0** | **655,093** | **1,083,030** | **1,037,172** | **1,037,172** |
| | **SUMMARY BY DIVISION:** | | | | | |
| 671110 | GENERAL FUND INSURANCE | 0 | 471,846 | 748,098 | 714,176 | 714,176 |
| 671250 | HIGHWAYS INSURANCE | 0 | 107,286 | 178,306 | 162,776 | 162,776 |
| 671510 | WATER AND SEWER INSURANCE | 0 | 75,961 | 156,626 | 160,220 | 160,220 |
| | **GRAND TOTAL** | **0** | **655,093** | **1,083,030** | **1,037,172** | **1,037,172** |

# INSURANCE

| | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|
| **GENERAL FUND INSURANCE** | | | | | |
| **INDEX # 671110** | | | | | |
| 2599 Other Insurance | 0 | 471,846 | 748,098 | 714,176 | 714,176 |
| **HIGHWAYS FUND INSURANCE** | | | | | |
| **INDEX # 671250** | | | | | |
| 2599 Other Insurance | 0 | 107,286 | 178,306 | 162,776 | 162,776 |
| **WATER & SEWER OPERATING FUND INSURANCE** | | | | | |
| **INDEX # 671510** | | | | | |
| 2599 Other Insurance | 0 | 75,961 | 156,626 | 160,220 | 160,220 |
| **TOTAL OTHER INSURANCE** | **0** | **655,093** | **1,083,030** | **1,037,172** | **1,037,172** |

# 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

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY CHARACTER:** | | | | | |
| 10 | PERSONNEL SERVICES | 3,170,234 | 1,892,021 | 2,591,898 | 3,017,081 | 3,017,081 |
| 20 | CONTRACTUAL SERVICES | 5,888,535 | 6,421,628 | 7,062,720 | 8,333,834 | 8,333,834 |
| | **GRAND TOTAL** | **9,058,769** | **8,313,649** | **9,654,618** | **11,350,915** | **11,350,915** |
| | **SUMMARY BY FUND:** | | | | | |
| 11 | GENERAL | 6,938,808 | 6,434,345 | 7,462,391 | 9,071,042 | 9,071,042 |
| 25 | HIGHWAYS | 1,520,572 | 1,279,156 | 1,480,417 | 1,099,644 | 1,099,644 |
| 51 | WATER AND SEWER | 599,389 | 600,148 | 711,810 | 1,180,229 | 1,180,229 |
| | **GRAND TOTAL** | **9,058,769** | **8,313,649** | **9,654,618** | **11,350,915** | **11,350,915** |
| | **SUMMARY BY DIVISION:** | | | | | |
| 681110 | GENERAL FUND BENEFITS | 6,938,808 | 6,434,345 | 7,462,391 | 9,071,042 | 9,071,042 |
| 681250 | HIGHWAYS BENEFITS | 1,520,572 | 1,279,156 | 1,480,417 | 1,099,644 | 1,099,644 |
| 681510 | WATER AND SEWER BENEFITS | 599,389 | 600,148 | 711,810 | 1,180,229 | 1,180,229 |
| | **GRAND TOTAL** | **9,058,769** | **8,313,649** | **9,654,618** | **11,350,915** | **11,350,915** |

# DEPARTMENT: BENEFITS
# DIVISION: BENEFITS
## INDEX: 681110

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **GENERAL FUND BENEFITS** | | | | | | |
| **INDEX # 681110** | | | | | | |
| 1202 | Pension (New) | 640,167 | 672,175 | 705,784 | 741,073 | 741,073 |
| 1203 | Firemen's Pension<br>Per actuarial and Treasurer's adjustments | 1,912,843 | 1,767,558 | 1,692,000 | 2,072,513 | 2,072,513 |
| 1299 | Other<br>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 | 75,000 | 75,000 | 0 | 0 | 0 |
| 1399 | Other Health Insurance | 371,741 | (663,552) | 0 | 0 | 0 |
| 2505 | Unemployment Insurance | 69,507 | 71,516 | 46,289 | 70,000 | 70,000 |
| 2507 | Death Benefits | 11,813 | 0 | 20,000 | 15,000 | 15,000 |
| 2514 | Retiree's Insurance<br>Per actuarial | 3,737,725 | 4,436,987 | 4,899,588 | 6,048,750 | 6,048,750 |
| 2599 | Other Insurance | 114,226 | 68,875 | 79,000 | 103,976 | 103,976 |
| 2601 | Medical Services | 0 | 0 | 13,230 | 13,230 | 13,230 |
| | TOTAL INDEX | 6,938,808 | 6,434,345 | 7,462,391 | 9,071,042 | 9,071,042 |

**DEPARTMENT: BENEFITS**
**DIVISION: BENEFITS**
**INDEX: 681250, 681510**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **HIGHWAYS FUND BENEFITS INDEX # 681250** | | | | | | |
| 1202 | Pension (New) | 89,137 | 85,086 | 89,339 | 93,807 | 93,807 |
| 1301 | Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| 1399 | Other Health Insurance<br>Health Care Consortium Call<br>No funding required for FY 15 | 51,682 | (92,404) | 0 | 0 | 0 |
| 2505 | Unemployment Insurance | 0 | 5,555 | 20,000 | 10,000 | 10,000 |
| 2507 | Death Benefits | 0 | 2,568 | 2,000 | 2,000 | 2,000 |
| 2514 | Retiree's Insurance<br>Per actuarial | 1,364,980 | 1,269,633 | 1,354,914 | 967,800 | 967,800 |
| 2599 | Other Insurance | 14,773 | 8,718 | 12,954 | 24,827 | 24,827 |
| 2601 | Medical Services | | | 1,210 | 1,210 | 1,210 |
| | TOTAL INDEX | 1,520,572 | 1,279,156 | 1,480,417 | 1,099,644 | 1,099,644 |
| **WATER & SEWER FUND BENEFITS INDEX # 681510** | | | | | | |
| 1202 | Pension (New) | 81,034 | 22,003 | 98,275 | 103,188 | 103,188 |
| 1301 | Workers' Compensation | 0 | 0 | 0 | 0 | 0 |
| 1399 | Other Health Insurance<br>Health Care Consortium Call<br>No funding required for FY 15 | (57,156) | 20,369 | 0 | 0 | 0 |
| 2505 | Unemployment Insurance | 18,807 | 3,806 | 9,000 | 9,000 | 9,000 |
| 2507 | Death Benefits | 0 | 0 | 2,000 | 2,000 | 2,000 |
| 2514 | Retiree's Insurance<br>Per actuarial | 541,295 | 544,380 | 588,498 | 1,048,450 | 1,048,450 |
| 2599 | Other Insurance | 15,409 | 9,590 | 12,937 | 16,491 | 16,491 |
| 2601 | Medical Services | 0 | 0 | 1,100 | 1,100 | 1,100 |
| | TOTAL INDEX | 599,389 | 600,148 | 711,810 | 1,180,229 | 1,180,229 |

# 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 19 are allocated to the following budgets: General Fund, Highways Fund, Parks and Recreation Special Revenue, Stormwater Management 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY CHARACTER:** | | | | | |
| 70 | MISCELLANEOUS | 17,837,500 | 16,215,799 | 23,178,587 | 28,626,938 | 29,576,938 |
| | **GRAND TOTAL** | **17,837,500** | **16,215,799** | **23,178,587** | **28,626,938** | **29,576,938** |

# PAYGO

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY FUND:** | | | | | |
| 11 | GENERAL | 8,555,000 | 5,901,575 | 9,605,335 | 11,765,972 | 11,765,972 |
| 25 | HIGHWAYS | 7,256,250 | 8,162,603 | 9,698,239 | 9,895,966 | 10,845,966 |
| 26 | PARKS & RECREATION SPECIAL REVENUE | 130,000 | 150,000 | 75,000 | 25,000 | 25,000 |
| 29 | STORMWATER MANAGEMENT | 0 | 200,000 | 500,000 | 400,000 | 400,000 |
| 51 | WATER AND SEWER OPERATING | 1,896,250 | 1,801,621 | 3,300,013 | 6,540,000 | 6,540,000 |
| | **GRAND TOTAL** | **17,837,500** | **16,215,799** | **23,178,587** | **28,626,938** | **29,576,938** |
| | **SUMMARY BY DIVISION:** | | | | | |
| 705110 | PAYGO GENERAL FUND | 8,555,000 | 5,901,575 | 9,555,335 | 11,715,972 | 11,715,972 |
| 705110 | PAYGO GENERAL FUND - RURAL LEGACY | 0 | 0 | 50,000 | 50,000 | 50,000 |
| 705250 | PAYGO HIGHWAYS | 7,256,250 | 8,162,603 | 9,698,239 | 9,895,966 | 10,845,966 |
| 705260 | PAYGO PARKS & RECREATION-SPECIAL REVENUE | 130,000 | 150,000 | 75,000 | 25,000 | 25,000 |
| 705290 | PAYGO STORMWATER MANAGEMENT FUND | 0 | 200,000 | 500,000 | 400,000 | 400,000 |
| 705510 | PAYGO WATER AND SEWER | 1,896,250 | 1,801,621 | 3,300,013 | 6,540,000 | 6,540,000 |
| | **GRAND TOTAL** | **17,837,500** | **16,215,799** | **23,178,587** | **28,626,938** | **29,576,938** |

**DEPARTMENT: PAYGO**

**DIVISION: PAYGO GENERAL FUND**

**Index No. 705110**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **7601** | **CAPITAL IMPROVEMENTS** | **8,555,000** | **5,751,575** | **9,205,335** | **10,115,972** | **10,115,972** |
| **7607** | **CAPITAL IMPROVEMENTS - HOTEL TAX** | 0 | **150,000** | **350,000** | **1,600,000** | **1,600,000** |
| **TOTAL PAYGO CAPITAL IMPROVEMENTS** | | **8,555,000** | **5,901,575** | **9,555,335** | **11,715,972** | **11,715,972** |

For FY 19, General Fund Paygo funds amounting to $11,715,972, will provide for the following capital projects:

**GENERAL:**

| | |
|---|---|
| Efficiency Capital Investment Projecs | 25,000 |
| Fleet Replacement | 2,000,000 |
| Harford Cable Network High Definition Upgrade | 100,000 |
| Refresh Program | 100,972 |
| Safeguarding Business Operations | 1,700,000 |
| **Total General Projects** | **3,925,972** |

**PUBLIC SAFETY:**

| | |
|---|---|
| Joppa/Magnolia Fire Station | 540,000 |
| Public Safety Communication in School Bldgs | 100,000 |
| SCBA Replacement | 250,000 |
| VFC Facility Repair | 460,000 |
| Whiteford VFC - Renovation of Main Station | 350,000 |
| **Total Public Safety Projects** | **1,700,000** |

**LIBRARIES:**

| | |
|---|---|
| Technology | 200,000 |
| **Total Libraries Projects** | **200,000** |

**BOARD OF EDUCATION:**

| | |
|---|---|
| Athletic Fields Repair and Renovation | 100,000 |
| Replacement Buses | 250,000 |
| Security Measures | 325,000 |
| Swimming Pool Renovations | 300,000 |
| Technology Infrastructure | 1,000,000 |
| **Total Board of Education Projects** | **1,975,000** |

**SOLID WASTE SERVICES:**

| | |
|---|---|
| HWDC Expansion | 265,000 |
| Waste-to-Energy Facility Closure | 2,050,000 |
| **Total Solid Waste Services Projects** | **2,315,000** |

**PARKS AND RECREATION:**

| | |
|---|---|
| Cedar Lane Sports Complex Improvements | 100,000 |
| Trails and Linear Parks | 1,500,000 |
| **Total Parks and Recreation Projects-Hotel Tax** | **1,600,000** |

**DEPARTMENT: PAYGO**

**DIVISION: PAYGO HIGHWAYS FUND**

**Index No. 705250**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **7601** | **CAPITAL IMPROVEMENTS** | **7,256,250** | **8,162,603** | **9,698,239** | **9,895,966** | **10,845,966** |

For FY 19 Highways Fund Paygo funds amounting to $10,845,966 will provide for the following capital projects:

**BRIDGES:**

| | |
|---|---|
| Abingdon Road Bridge #169 over CSX | 50,000 |
| Bridge and Road Scour Repairs | 100,000 |
| Bridge Rehabilitation | 750,000 |
| Culvert Rehabilitation | 100,000 |
| Phillips Mill Road Bridge #70 | 50,000 |
| Pleasantville Road Bridge #60 | 225,000 |
| **Total Bridges Projects** | **1,275,000** |

**RESURFACING:**

| | |
|---|---|
| Resurfacing Roadways | 6,450,000 |
| **Total Resurfacing Projects** | **6,450,000** |

**OTHER:**

| | |
|---|---|
| APG Gate PILOT | 205,966 |
| Efficiency Capital Investment Projects | 40,000 |
| Fleet Replacement | 1,500,000 |
| Refresh Program | 75,000 |
| Safeguarding Business Operations | 400,000 |
| Sidewalks and Handicapped Ramps | 150,000 |
| **Total Other Projects** | **2,370,966** |

**ROADWAYS:**

| | |
|---|---|
| Guardrails | 150,000 |
| Intersection Improvements | 400,000 |
| Stormdrain Rehabilitation | 100,000 |
| Traffic Calming,Bicycle & Road Safety Improvements | 100,000 |
| **Total Roadways Projects** | **750,000** |

**DEPARTMENT: PAYGO**

**DIVISION: PARKS & RECREATION SPECIAL REVENUE FUND**

**Index No. 705260**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **7601** | **CAPITAL IMPROVEMENTS** | **130,000** | **150,000** | **75,000** | **25,000** | **25,000** |

For FY 19, 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 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| **7601** | **CAPITAL IMPROVEMENTS** | **1,896,250** | **1,801,621** | **3,300,013** | **6,540,000** | **6,540,000** |

For FY 19, Water and Sewer Fund Paygo funds amounting to $6,540,000, will provide for the following capital projects:

**WATER PROJECTS:**

| | |
|---|---|
| Efficiency Capital Investment Project | 25,000 |
| Fleet Maintenance Facility | 800,000 |
| Infrastructure Management System Enhancements | 50,000 |
| Perryman GAC Plant Improvements | 500,000 |
| Refresh Program | 75,000 |
| Safeguarding Business Operations | 400,000 |
| SCADA Information Management Systems | 250,000 |
| Tank Painting | 800,000 |
| Water and Sewer Infrastructure Improvements | 700,000 |
| Water Meter Upgrade | 250,000 |
| Water Tank Design and Construction | 300,000 |
| Water Zone Improvements | 230,000 |
| **Total Water Projects** | **4,380,000** |

**SEWER PROJECTS:**

| | |
|---|---|
| Delta WWTP Plant Upgrades | 25,000 |
| Freys Road Sewer Petition | 800,000 |
| Infiltration and Inflow | 100,000 |
| Inventory Storage And Control Improvements | 300,000 |
| Pumping Station Improvements | 200,000 |
| Renewal & Replacement Sewer Infrastructure | 300,000 |
| Town Center Drive Pump Station Replacement | 235,000 |
| Utility Protection/Restoration | 200,000 |
| **Total Sewer Projects** | **2,160,000** |

**DEPARTMENT: PAYGO**

**DIVISION: PAYGO GENERAL FUND - CLOSURE RESERVE AND RURAL LEGACY PROGRAM**

**Index No. 705110**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| 7799 | OTHER - RURAL LEGACY PROGRAM | 0 | 0 | 50,000 | 50,000 | 50,000 |

For FY 19, 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 19 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 $1,080,000 has been included to cover this expense in FY 19.

**Other Government Agencies**

Funding is provided for the operating expenses of the Humane Society.

**Grant Match**

Harford County enters into appropriately executed agreements with Federal, State and private monies in grant form. These agreements sometimes require a matching contribution from Harford County as a condition to accepting the grant. These matching contributions, whether voluntary or required, are paid by the General Fund to the Grant Fund. The Grant Fund is the fund that accounts for all Federal, State and private monies in grant form.

## APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

**ALL FUND SUMMARY:**

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| | **SUMMARY BY CHARACTER:** | | | | | |
| 70 | MISCELLANEOUS | 5,193,136 | 5,080,102 | 5,232,815 | 8,336,834 | 8,416,834 |
| | **GRAND TOTAL** | **5,193,136** | **5,080,102** | **5,232,815** | **8,336,834** | **8,416,834** |
| | **SUMMARY BY FUND:** | | | | | |
| 11 | GENERAL | 5,193,136 | 5,080,102 | 5,232,815 | 8,336,834 | 8,416,834 |
| | **GRAND TOTAL** | **5,193,136** | **5,080,102** | **5,232,815** | **8,336,834** | **8,416,834** |
| | **SUMMARY BY DIVISION:** | | | | | |
| 706110 | Grant Match | 0 | 0 | 0 | 2,731,321 | 2,811,321 |
| 707110 | Appropriation to Towns | 3,437,321 | 3,389,068 | 3,312,815 | 3,585,513 | 3,585,513 |
| 708110 | Appropriation to State | 1,005,815 | 941,034 | 1,120,000 | 1,120,000 | 1,120,000 |
| 709110 | Other Government Agencies | 750,000 | 750,000 | 800,000 | 900,000 | 900,000 |
| | **GRAND TOTAL** | **5,193,136** | **5,080,102** | **5,232,815** | **8,336,834** | **8,416,834** |

# DEPARTMENT: GRANT MATCH

## INDEX No. 706110

Harford County, Maryland enters into appropriately executed agreements with Federal, State and private monies in grant form. These agreements sometimes require a matching contribution from Harford County as a condition to accepting the grant. These matching contributions, whether voluntary or required, are paid by the General Fund to the Grant Fund; the Grant Fund accounts for all Federal, State and private monies in grant form.

| | | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|---|
| **7104** | **Grant Match** | | 0 | 0 | 0 | 2,731,321 | 2,811,321 |
| | Community Services Mediation | 28,985 | | | | | |
| | Older Americans Act | 341,330 | | | | | |
| | Office on Aging SHIP | 17,437 | | | | | |
| | Office on Aging SMP | 9,433 | | | | | |
| | OCED Housing Services | 117,274 | | | | | |
| | OCED Harford Transit | 1,019,991 | | | | | |
| | OCED Transit Bus Match | 88,921 | | | | | |
| | Parks & Rec Rec Services | 44,038 | | | | | |
| | P&Z UTWP | 53,786 | | | | | |
| | HCSO - Community Mediation | 12,000 | | | | | |
| | HCSO - OCSE Mgmnt Fee | 359,559 | | | | | |
| | DES - Emergency Management | 138,629 | | | | | |
| | Judicial - CASA | 30,000 | | | | | |
| | SAO - Cooperative Reimburse | 500,938 | | | | | |
| | Unanticipated Grant Match | 49,000 | | | | | |

# DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

## INDEX No. 707110

| | | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|---|
| **7101** | **GRANTS AND CONTRIBUTIONS** | | 3,416,633 | 3,368,380 | 3,292,127 | 3,564,825 | 3,564,825 |
| | Differential for Police Services based on a legislated formula using the Assessable Basis Percentage numbers for the County and the three municipalities: | | | | | | |
| | Aberdeen | 1,207,748 | | | | | |
| | Bel Air | 1,168,954 | | | | | |
| | Havre de Grace | 1,188,123 | | | | | |
| | | 3,564,825 | | | | | |
| **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** | | | **3,437,321** | **3,389,068** | **3,312,815** | **3,585,513** | **3,585,513** |

# DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

## INDEX No. 708110

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| 7102 | **PAYMENTS TO OTHER GOVERNMENT AGENCIES**<br>Payments to the State of Maryland:<br>Funds required to pay the State of Maryland for administrative costs for Harford County's Homeowner's Tax Credit.<br>Funds appropriated for share of the cost of administering the County's State Department of Assessments and Taxation office. | 1,005,815 | 941,034 | 1,120,000 | 1,120,000 | 1,120,000 |
| **SUB-TOTAL APPROPRIATION TO STATE** | | **1,005,815** | **941,034** | **1,120,000** | **1,120,000** | **1,120,000** |

# DEPARTMENT: APPROPRIATION TO TOWNS/STATE/OTHER GOVERNMENT AGENCIES

## INDEX No. 709110

| | | AUDITED FY 16 | AUDITED FY 17 | ORIGINAL BUDGET FY 18 | EXECUTIVE PROPOSED FY 19 | ENACTED FY 19 |
|---|---|---|---|---|---|---|
| 7102 | **PAYMENTS TO OTHER GOVERNMENT AGENCIES**<br>Funding is provided for the operating costs of the Humane Society | 750,000 | 750,000 | 800,000 | 900,000 | 900,000 |
| **SUB-TOTAL OTHER GOVERNMENT AGENCIES** | | **750,000** | **750,000** | **800,000** | **900,000** | **900,000** |

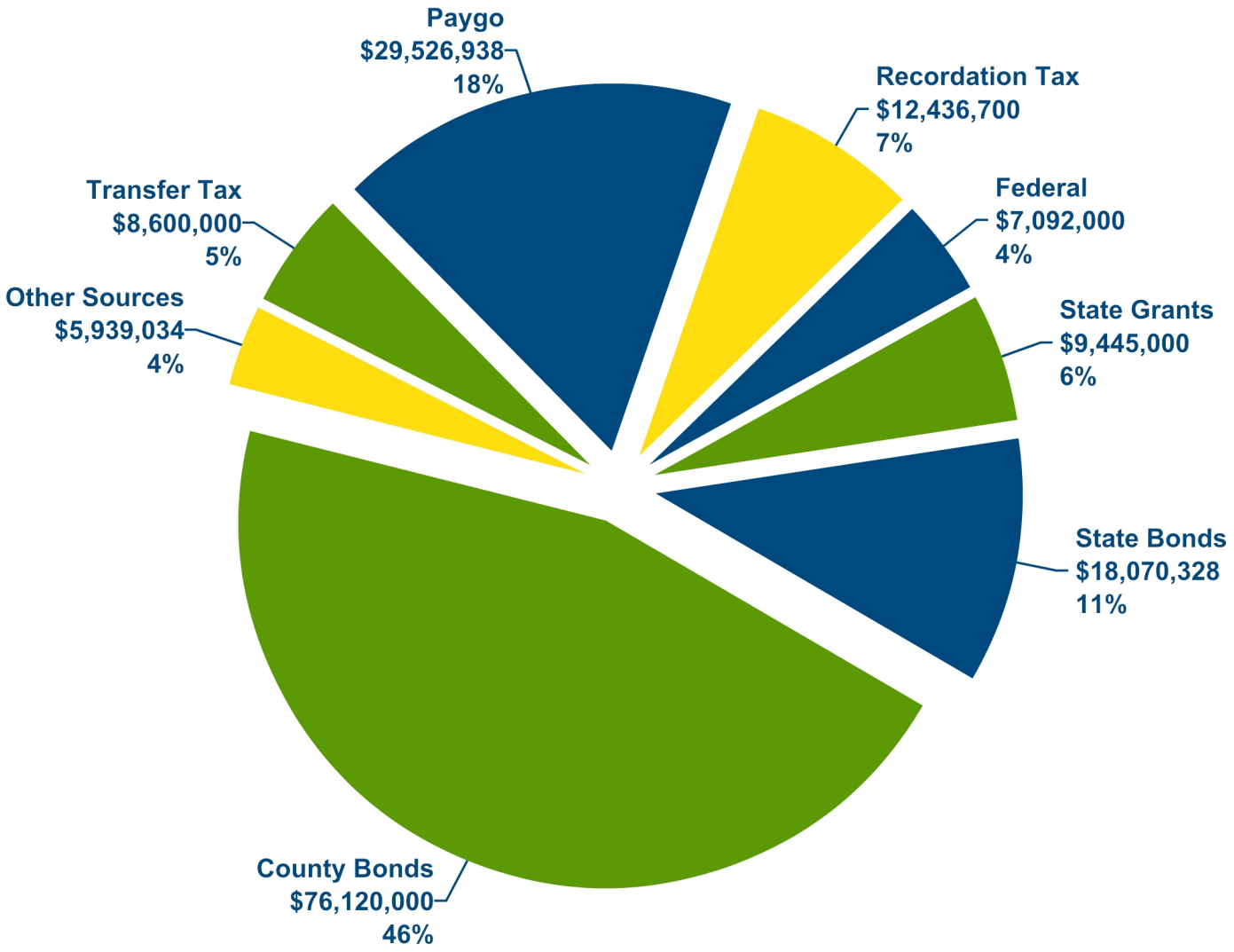
**HARFORD COUNTY, MARYLAND**
**STATEMENT OF CONTINGENCY RESERVE**

**The Harford County Charter, Section 506. Contents of the Current Expense Budget, states: "The proposed current expense budget shall contain the following information . . . (6) a statement of the proposed contingency reserves, all of which shall not exceed three percent of the general fund and of any other fund; . . ." The following contingency reserve funds which represents 0.02 percent of the General Fund and 0.40 percent of the Highways Fund, have been included in the Aproved Fiscal Year 2018-2019 Operating Budget.**

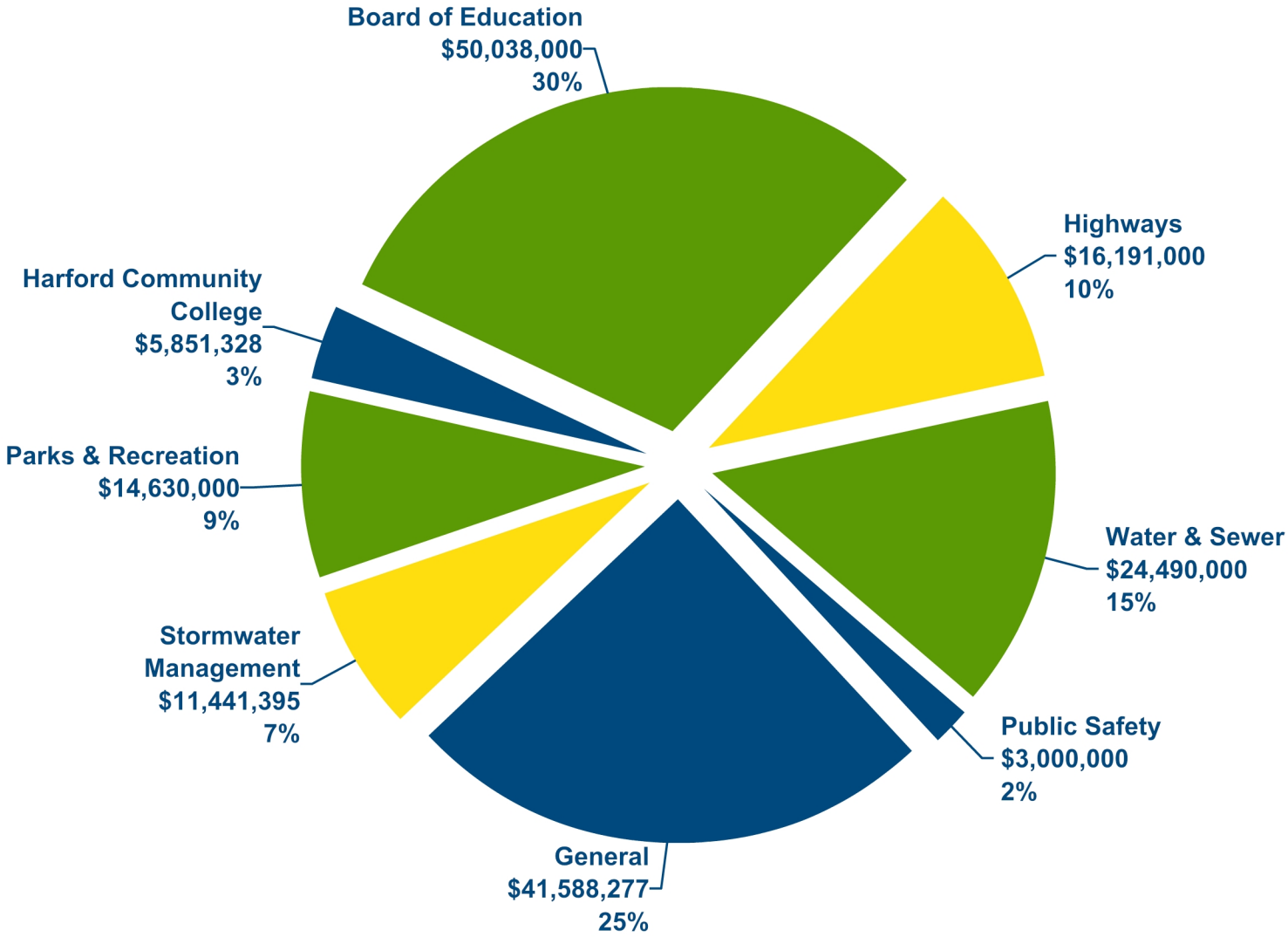
| | | |
|---|---|---|
| **GENERAL FUND** | **$** | **100,000** |
| **HIGHWAYS FUND** | **$** | **200,000** |

# CAPITAL BUDGET and CAPITAL IMPROVEMENT PROGRAM

# Approved Capital Budget Revenues
# Fiscal Year 2018 - 2019
# Total Budget $167,230,000



# Approved Capital Budget Appropriations
# Fiscal Year 2018 - 2019
# Total Budget $167,230,000



## FY 19 APPROVED CAPITAL BUDGET

| PROJECT | TOTAL | PRIOR PAYGO | PAYGO | PRIOR BONDS | COUNTY BONDS | REAPPROP | TRANSFER TAX | RECORD. TAX | STATE | P.O.S. | FEDERAL | DEVELOPER | OTHER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | | | | | | | |
| **GENERAL CAPITAL** | | | | | | | | | | | | | |
| Abingdon Library Window Replacement | 1,259,000 | 0 | 0 | 0 | 589,000 | 0 | 0 | 0 | 670,000 | 0 | 0 | 0 | 0 |
| Board of Education Debt Service 19 | 21,756,700 | 0 | 0 | 0 | 0 | 3,050,000 | 8,600,000 | 10,106,700 | 0 | 0 | 0 | 0 | 0 |
| Courthouse Building Repairs | 3,000,000 | 0 | 0 | 0 | 3,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Efficiency Capital Investment Projects | 65,000 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 40,000 | 0 | 0 | 0 | 0 |
| Facilities Repair Program | 5,800,000 | 0 | 0 | 0 | 5,000,000 | 0 | 0 | 0 | 200,000 | 0 | 600,000 | 0 | 0 |
| Fleet Maintenance Facility | 829,000 | 0 | 0 | 0 | 829,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fleet Replacement | 2,000,000 | 0 | 2,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GIS Update | (23,901) | (23,901) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Harford County Ag Research & Exposition Center | 750,000 | 0 | 0 | 0 | 750,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Harford Cable Network High-Definition Upgrade | 350,000 | 200,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 |
| Harford County Metro Area Network (HMAN) | 80,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 80,000 |
| Refresh Program | 168,478 | 67,506 | 100,972 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Safeguarding Business Operations | 1,700,000 | 0 | 1,700,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Site Acquisition | 1,000,000 | 0 | 0 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Underground & Aboveground Tank Management | 539,000 | 0 | 0 | 0 | 539,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Voting Equipment | (200,000) | (200,000) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL GENERAL** | **39,073,277** | **43,605** | **3,925,972** | **0** | **11,707,000** | **3,050,000** | **8,600,000** | **10,106,700** | **910,000** | **0** | **600,000** | **0** | **130,000** |
| **STORMWATER MANAGEMENT** | | | | | | | | | | | | | |
| Bynum Run @ St. Andrews Way Stream Restoration | 800,000 | 0 | 0 | 0 | 200,000 | 0 | 0 | 0 | 600,000 | 0 | 0 | 0 | 0 |
| County Owned SWM Rehabilitation and Repair* | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| County Owned Watershed Restoration Improvements | 3,025,000 | 0 | 0 | 0 | 1,800,000 | 0 | 0 | 0 | 1,225,000 | 0 | 0 | 0 | 0 |
| Joppatowne Area Watershed Restoration | 900,000 | 0 | 0 | 0 | 400,000 | 0 | 0 | 0 | 500,000 | 0 | 0 | 0 | 0 |
| Maintenance/Repair of Dams FY 14* | 350,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 350,000 |
| Plumtree Run Watershed Restoration | 900,000 | 0 | 0 | 0 | 400,000 | 0 | 0 | 0 | 150,000 | 0 | 350,000 | 0 | 0 |
| Riverside Area Watershed Restoration | 875,000 | 0 | 0 | 0 | 400,000 | 0 | 0 | 0 | 475,000 | 0 | 0 | 0 | 0 |
| Sams Branch Watershed Restoration | 400,000 | 0 | 0 | 0 | 300,000 | 0 | 0 | 0 | 100,000 | 0 | 0 | 0 | 0 |
| Septic System Disconnection* | 50,000 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stormwater Enhancement | 85,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 85,000 | 0 |
| Stormwater Pollution Prevention* | 150,000 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Upper Bynum Watershed Restoration Improvements | 1,450,000 | 0 | 0 | 0 | 800,000 | 0 | 0 | 0 | 650,000 | 0 | 0 | 0 | 0 |
| Watershed Restoration Assessment | 1,600,000 | 0 | 0 | 0 | 1,200,000 | 0 | 0 | 0 | 300,000 | 0 | 100,000 | 0 | 0 |
| Watershed Restoration Improvements | 550,000 | 0 | 0 | 0 | 400,000 | 0 | 0 | 0 | 150,000 | 0 | 0 | 0 | 0 |
| Watershed Restoration Improvements 06 | (26,583) | (26,583) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Watershed Restoration Maintenance* | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Watershed/Stream Assessment Studies | (17,022) | (17,022) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Wheel Creek Watershed Restoration | 150,000 | 0 | 0 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Special Dedicated Paygo* | | | | | | | | | | | | | |
| **SUB-TOTAL STORMWATER MANAGEMENT** | **11,441,395** | **(43,605)** | **400,000** | **0** | **6,050,000** | **0** | **0** | **0** | **4,150,000** | **0** | **450,000** | **85,000** | **350,000** |

## FY 19 APPROVED CAPITAL BUDGET

| PROJECT | TOTAL | PRIOR PAYGO | PAYGO | PRIOR BONDS | COUNTY BONDS | REAPPROP | TRANSFER TAX | RECORD. TAX | STATE | P.O.S. | FEDERAL | DEVELOPER | OTHER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | | | | | | | |
| **PUBLIC SAFETY** | | | | | | | | | | | | | |
| Joppatowne Magnolia Fire Station Expansion | 540,000 | 0 | 540,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mobile/Portable Radio System Upgrade | 1,000,000 | 0 | 0 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 911 State Fee Fund | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 300,000 | 0 | 0 | 0 | 0 |
| Public Safety Communication in School Bldgs | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SCBA Replacement | 250,000 | | 250,000 | | | | | | | | | | |
| VFC Facility Repair | 460,000 | 0 | 460,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Whiteford VFC - Renovation of Main Station | 350,000 | 0 | 350,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL PUBLIC SAFETY** | **3,000,000** | **0** | **1,700,000** | **0** | **1,000,000** | **0** | **0** | **0** | **300,000** | **0** | **0** | **0** | **0** |
| **HARFORD COMMUNITY COLLEGE** | | | | | | | | | | | | | |
| Fallston Hall Renovations | 5,851,328 | 0 | 0 | 0 | 2,762,000 | 0 | 0 | 0 | 3,089,328 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL HARFORD COMMUNITY COLLEGE** | **5,851,328** | **0** | **0** | **0** | **2,762,000** | **0** | **0** | **0** | **3,089,328** | **0** | **0** | **0** | **0** |
| **LIBRARIES** | | | | | | | | | | | | | |
| Technology | 200,000 | 0 | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL LIBRARIES** | **200,000** | **0** | **200,000** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **BOARD OF EDUCATION** | | | | | | | | | | | | | |
| Athletic Fields Repair and Restoration | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bel Air ES HVAC Systemic Reno. & Open Space | 568,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 568,000 | 0 | 0 | 0 | 0 |
| Fallston Chiller Replacement | 1,000,000 | 0 | 0 | 0 | 446,000 | 0 | 0 | 0 | 554,000 | 0 | 0 | 0 | 0 |
| Havre de Grace Middle/High School Replacement | 43,831,000 | 0 | 0 | 0 | 32,287,000 | 0 | 0 | 0 | 11,544,000 | 0 | 0 | 0 | 0 |
| Replacement Buses | 250,000 | 0 | 250,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Roof Replacement - Aberdeen Middle School | 2,664,000 | 0 | 0 | 0 | 1,219,000 | 0 | 0 | 0 | 1,445,000 | 0 | 0 | 0 | 0 |
| Security Measures | 325,000 | 0 | 325,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Swimming Pool Renovations | 300,000 | 0 | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Technology Infrastructure | 1,000,000 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL BOARD OF EDUCATION** | **50,038,000** | **0** | **1,975,000** | **0** | **33,952,000** | **0** | **0** | **0** | **14,111,000** | **0** | **0** | **0** | **0** |
| **SUB-TOTAL GENERAL FUND CAPITAL** | **109,604,000** | **0** | **8,200,972** | **0** | **55,471,000** | **3,050,000** | **8,600,000** | **10,106,700** | **22,560,328** | **0** | **1,050,000** | **85,000** | **480,000** |

| FY 19 APPROVED CAPITAL BUDGET | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PROJECT | TOTAL | PRIOR PAYGO | PAYGO | PRIOR BONDS | COUNTY BONDS | REAPPROP | TRANSFER TAX | RECORD. TAX | STATE | P.O.S. | FEDERAL | DEVELOPER | OTHER |
| **SOLID WASTE SERVICES** | | | | | | | | | | | | | |
| **SOLID WASTE SERVICES** | | | | | | | | | | | | | |
| HWDC Expansion | 265,000 | 0 | 265,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Waste to Energy Facility Closure | 2,050,000 | 0 | 2,050,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL SOLID WASTE CAPITAL** | **2,315,000** | **0** | **2,315,000** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL ALL GENERAL FUND CAPITAL** | **111,919,000** | **0** | **10,515,972** | **0** | **55,471,000** | **3,050,000** | **8,600,000** | **10,106,700** | **22,560,328** | **0** | **1,050,000** | **85,000** | **480,000** |

## FY 19 APPROVED CAPITAL BUDGET

| PROJECT | TOTAL | PRIOR PAYGO | PAYGO | PRIOR BONDS | COUNTY BONDS | REAPPROP | TRANSFER TAX | RECORD. TAX | STATE | P.O.S. | FEDERAL | DEVELOPER | OTHER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **PARKS & RECREATION FUND** | | | | | | | | | | | | | |
| **PARKS & RECREATION** | | | | | | | | | | | | | |
| Anita C. Leight Center Improvements | 250,000 | 0 | 0 | 0 | 0 | 0 | 0 | 150,000 | 0 | 0 | 0 | 0 | 100,000 |
| Athletic Field Improvements | 150,000 | 0 | 0 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bleacher Renovations | 60,000 | 0 | 0 | 0 | 0 | 0 | 0 | 30,000 | 0 | 0 | 0 | 0 | 30,000 |
| Bush River Dredging and DMP Site | 890,000 | 0 | 0 | 0 | 0 | 0 | 0 | 40,000 | 850,000 | 0 | 0 | 0 | 0 |
| Canoe and Kayak Water Access | 150,000 | 0 | 0 | 0 | 0 | 50,000 | 0 | 50,000 | 0 | 0 | 0 | 0 | 50,000 |
| Cedar Lane Sports Complex Improvements* | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Eden Mill Park Rehabilitation | 200,000 | 0 | 0 | 0 | 0 | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Edgewood Recreation Park | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 |
| Emily Bayliss Graham Park | 800,000 | 0 | 0 | 0 | 0 | 0 | 0 | 200,000 | 0 | 600,000 | 0 | 0 | 0 |
| Emmorton Rec & Tennis Center Improvements | 500,000 | 0 | 0 | 0 | 0 | 50,000 | 0 | 350,000 | 0 | 0 | 0 | 50,000 | 50,000 |
| Equestrian Center Improvements | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 |
| Facility Renovations | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 |
| Flying Point Park Improvements | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 |
| Forest Hill Recreation Complex Improvements | 600,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 600,000 |
| Fox Meadows Park Improvements | 350,000 | 0 | 0 | 0 | 0 | 0 | 0 | 350,000 | 0 | 0 | 0 | 0 | 0 |
| Gunpowder River Dredging | 470,000 | 0 | 0 | 0 | 0 | 150,000 | 0 | 100,000 | 220,000 | 0 | 0 | 0 | 0 |
| Gymnasium Floor Repair and Renovation | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 | 0 | 25,000 |
| Jarrettsville Complex Restrooms | (80,000) | 0 | 0 | 0 | 0 | 0 | 0 | (80,000) | 0 | 0 | 0 | 0 | 0 |
| Mariner Point Park Renovations | 275,000 | 0 | 0 | 0 | 0 | 0 | 0 | 150,000 | 0 | 125,000 | 0 | 0 | 0 |
| Natural Turf Improvements | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 |
| Park Improvements | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 |
| Parking Lot Paving | 155,000 | 0 | 0 | 0 | 0 | 100,000 | 0 | 55,000 | 0 | 0 | 0 | 0 | 0 |
| Parkland Acquisition | 3,100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 | 0 | 3,000,000 | 0 | 0 | 0 |
| Playground Equipment | 250,000 | 0 | 0 | 0 | 0 | 100,000 | 0 | 125,000 | 0 | 0 | 0 | 25,000 | 0 |
| Rock Glenn Park | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 |
| Swan Harbor Farm Improvements* | 25,000 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tennis/Multipurpose Court | 200,000 | 0 | 0 | 0 | 0 | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 |
| Trails and Linear Parks | 5,500,000 | 0 | 1,500,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,000,000 | 0 | 0 |
| Tudor Hall Rehabilitation | 60,000 | 0 | 0 | 0 | 0 | 0 | 0 | 60,000 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL PARKS & RECREATION CAPITAL** | **14,630,000** | **0** | **1,625,000** | **0** | **150,000** | **750,000** | **0** | **2,330,000** | **1,070,000** | **3,725,000** | **4,000,000** | **75,000** | **905,000** |

**Swan Harbor Special Paygo*

***Paygo - Hotel Tax Revenue*

## FY 19 APPROVED CAPITAL BUDGET

| PROJECT | TOTAL | PRIOR PAYGO | 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 | 250,000 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 200,000 | 0 | 0 |
| Bridge & Road Scour Repairs | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bridge Inspection Program | 850,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 850,000 | 0 | 0 |
| Bridge Rehabilitation | 841,381 | 91,381 | 750,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Carea Road Bridge #126 | (68,897) | (68,897) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Chestnut Hill Bridge #40 | 1,180,000 | 0 | 0 | 0 | 268,000 | 0 | 0 | 0 | 0 | 0 | 912,000 | 0 | 0 |
| Culvert Rehabilitation | 105,000 | 5,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Edwards Lane Culvert | (5,000) | (5,000) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Glen Cove Road Bridge #156 | 200,000 | 0 | 0 | 0 | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Green Road Bridges #119 and #122 | 400,000 | 0 | 0 | 0 | 400,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Johnson Mill Road Bridge #125 | 60,000 | 0 | 0 | 0 | 60,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| New Park Road Bridge #125 | 400,000 | 0 | 0 | 0 | 400,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Phillips Mill Road Bridge #70 | 50,000 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pleasantville Road Bridge #60 | 225,000 | 0 | 225,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robinson Mill Road Bridge | 130,000 | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 80,000 | 0 | 0 |
| Watervale Road Bridge #63 | (22,484) | (22,484) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL BRIDGES** | **4,695,000** | **0** | **1,275,000** | **0** | **1,378,000** | **0** | **0** | **0** | **0** | **0** | **2,042,000** | **0** | **0** |
| **ROADWAYS** | | | | | | | | | | | | | |
| Chapel Road Improvements | (55,179) | (55,179) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Guardrails | 150,000 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intersection Improvements | 400,000 | 0 | 400,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MD 152/Oakmont Road/Port Lane | (8,066) | (8,066) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Schucks Road Culvert Replacement | (56,176) | (56,176) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Schucks Road Improvements | 456,176 | 56,176 | 0 | 0 | 400,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Spesutia Road Reconstruction/Upgrade | 500,000 | 0 | 0 | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stormdrain Rehabilitation | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Traffic Calming, Bicycle & Road Safety Improvements | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL ROADWAYS** | **1,586,755** | **(63,245)** | **750,000** | **0** | **900,000** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

## FY 19 APPROVED CAPITAL BUDGET

| PROJECT | TOTAL | PRIOR PAYGO | PAYGO | PRIOR BONDS | COUNTY BONDS | REAPPROP | TRANSFER TAX | RECORD. TAX | STATE | P.O.S. | FEDERAL | DEVELOPER | OTHER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **HIGHWAYS FUND** | | | | | | | | | | | | | |
| **HIGHWAYS** | | | | | | | | | | | | | |
| **RESURFACING** | | | | | | | | | | | | | |
| Resurfacing Roadways 18 | 6,513,245 | 63,245 | 6,450,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL RESURFACING** | **6,513,245** | **63,245** | **6,450,000** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **OTHER** | | | | | | | | | | | | | |
| APG Gate Pilot | 500,000 | 0 | 205,966 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 294,034 |
| Efficiency Capital Investment Project | 80,000 | 0 | 40,000 | 0 | 0 | 0 | 0 | 0 | 40,000 | 0 | 0 | 0 | 0 |
| Fleet Maintenance Facility | 561,000 | 0 | 0 | 0 | 561,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fleet Replacement | 1,500,000 | 0 | 1,500,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Refresh Program | 75,000 | 0 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Safeguarding Business Operations | 400,000 | 0 | 400,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Salt Dome | 50,000 | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sidewalks and Handicapped Ramps | 230,000 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 80,000 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL OTHER** | **3,396,000** | **0** | **2,370,966** | **0** | **611,000** | **0** | **0** | **0** | **120,000** | **0** | **0** | **0** | **294,034** |
| **TOTAL HIGHWAYS FUND CAPITAL** | **16,191,000** | **0** | **10,845,966** | **0** | **2,889,000** | **0** | **0** | **0** | **120,000** | **0** | **2,042,000** | **0** | **294,034** |

## FY 19 APPROVED CAPITAL BUDGET

| PROJECT | TOTAL | PRIOR PAYGO | PAYGO | PRIOR BONDS | COUNTY BONDS | REAPPROP | TRANSFER TAX | RECORD. TAX | STATE | P.O.S. | FEDERAL | DEVELOPER | OTHER |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **WATER & SEWER FUND** | | | | | | | | | | | | | |
| **WATER PROJECTS** | | | | | | | | | | | | | |
| Abingdon Water Treatment Plant PH Control | 250,000 | 0 | 0 | 0 | 250,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Efficiency Capital Investment Project | 65,000 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 40,000 | 0 | 0 | 0 | 0 |
| Fleet Maintenance Facility | 110,000 | 0 | 0 | 0 | 110,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fleet Replacement | 800,000 | 0 | 800,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| HdG Water Treatment Plant Upgrade | 150,000 | 0 | 0 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infrastructure Mgt System Enhancement | 50,000 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Perryman GAC Plant Improvements | 500,000 | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Perryman Wellfield Improvements | 150,000 | 0 | 0 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Refresh Program | 75,000 | 0 | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Renewal & Replacement Water Infrastruct | 300,000 | 0 | 0 | 0 | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Safeguarding Business Operations | 400,000 | 0 | 400,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SCADA Information Management Systems | 250,000 | 0 | 250,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tank Painting | 800,000 | 0 | 800,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| US 40 & Rt 159 SHA Water Relocation | 100,000 | 0 | 0 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| US 40 Water Main Replacement | 200,000 | 0 | 0 | 0 | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water & Sewer Infrastructure Improvements | 1,000,000 | 0 | 700,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 300,000 | 0 |
| Water Meter Upgrade | 250,000 | 0 | 250,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water Tank Design & Construction | 300,000 | 0 | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water Zone Improvements | 230,000 | 0 | 230,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL WATER PROJECTS** | **5,980,000** | **0** | **4,380,000** | **0** | **1,260,000** | **0** | **0** | **0** | **40,000** | **0** | **0** | **300,000** | **0** |
| **SEWER PROJECTS** | | | | | | | | | | | | | |
| Bio Solids Facilities Enhancements | 4,000,000 | 0 | 0 | 0 | 4,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Brentwood Park Pump Station Improve | 1,250,000 | 0 | 0 | 0 | 1,250,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Delta WWTP Plant Upgrades | 25,000 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fallston Area Sewer | 3,800,000 | 0 | 0 | 0 | 3,800,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Freys Road Sewer Petition | 800,000 | 0 | 800,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hickory Sewer Infrastructure Improvement | 3,000,000 | 0 | 0 | 0 | 3,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infiltration and Inflow | 100,000 | 0 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Inventory Storage & Control Improvements | 300,000 | 0 | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pumping Station Improvements | 200,000 | 0 | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Renewal & Replacement Sewer Infrastruct | 300,000 | 0 | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sod Run Facility Improvements | 1,300,000 | 0 | 0 | 0 | 1,300,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sod Run WWTP Ultraviolet Disinfection | 3,000,000 | 0 | 0 | 0 | 3,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Town Center Drive Pump Station Replace | 235,000 | 0 | 235,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Utility Protection/Restoration | 200,000 | 0 | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **SUB-TOTAL SEWER PROJECTS** | **18,510,000** | **0** | **2,160,000** | **0** | **16,350,000** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

| FY 19 APPROVED CAPITAL BUDGET | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PROJECT | TOTAL | PRIOR PAYGO | PAYGO | PRIOR BONDS | COUNTY BONDS | REAPPROP | TRANSFER TAX | RECORD. TAX | STATE | P.O.S. | FEDERAL | DEVELOPER | OTHER |
| TOTAL WATER & SEWER FUND CAPITAL | 24,490,000 | 0 | 6,540,000 | 0 | 17,610,000 | 0 | 0 | 0 | 40,000 | 0 | 0 | 300,000 | 0 |
| | | | | | | | | | | | | | |
| TOTAL APPROVED CAPITAL BUDGET | 167,230,000 | 0 | 29,526,938 | 0 | 76,120,000 | 3,800,000 | 8,600,000 | 12,436,700 | 23,790,328 | 3,725,000 | 7,092,000 | 460,000 | 1,679,034 |

# FISCAL YEAR 2019
# APPROVED CAPITAL BUDGET HIGHLIGHTS

## FISCAL YEAR 2019 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 "ongoing" 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 2019 Capital Budget consists of 150 projects at a total cost of $167,230,000. 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 January, 2018, 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 2019 EXPENDITURES

### General Capital Projects

The County Capital Budget consists of 16 General projects for FY 2019, totaling $39,073,277. Projects in the General category for FY 2019 include debt service for the Board of Education, a project to fund repairs and renovations to County buildings and structures; fleet replacement; repairs and renovations to the County Courthouse; and a window replacement at Abingdon Library. There are two Information Technology related projects including a refresh program and integration/modernization of enterprise software applications.

**Stormwater Management**

The FY 2019 Stormwater Management Capital budget consists of 18 projects and totals $11,441,395. 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 2019 Capital Budget includes funding for the purchase and installation of bi-direction amplifiers (BDA's) in County schools, therefore greatly improving radio coverage for public safety; for replacement of Self Contained Breathing Apparatus (SCBA's) for first responders; and for the Volunteer Fire Companies to repair/renovate their existing stations to include systemic repairs, roofs, paving, etc.

**Board of Education Projects**

The Board of Education capital budget includes priority funding for cameras to increase security at our schools. In addition the final phase of funding is provided for the HVAC Systemic Renovation and Open Space enclosure at the Bel Air Elementary School. Funding is also included for the replacement of Havre de Grace Middle/High School, the chiller at Fallston Middle School; and the roof at Aberdeen Middle School.

**Solid Waste Services Projects**

The Solid Waste services capital budget has appropriated funding for the decommission and demolition of the Harford Waste to Energy facility, following the expiration of the operating contract in 2016; as well as groundwater treatment plant upgrades at the Scarboro Landfill.

**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 2019, Harford County has appropriated funds for 29 projects totaling $14,630,000. 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 2019**
**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 34 projects funded for the Highways Capital budget, totaling $16,191,000. 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 2019 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 33 capital projects in FY 2019 totaling $24,490,000. These projects continue to provide improvements and future growth to Harford County's existing infrastructure.
Funding proposed for FY 2019 provides for bio-solids facility enhancements, replacement of essential vehicles and equipment, replacement of water booster station SCADA, inventory storage and control improvements and upgrades to the Perryman wellfields.
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**

| | GENERAL | HIGHWAYS | PARKS & REC. | TOTAL |
|---|---|---|---|---|
| **TOTAL FUND BALANCE AT June 30, 2017** | 12,005,991 | 14,638,450 | 3,829,886 | 30,474,327 |
| **Less: Restricted Fund Balance** | | | | |
| Recordation and Transfer Tax | 3,124,681 | 0 | 887,478 | 4,012,159 |
| Bond Proceeds | 1,010,256 | 0 | 0 | 1,010,256 |
| **Less: Unrestricted Fund Balance** | | | | 0 |
| Appropriation of Fund Balance | 198,365 | 88,807 | 0 | 287,172 |
| Encumbrances | 7,672,689 | 14,549,643 | 2,942,408 | 25,164,740 |
| | 12,005,991 | 14,638,450 | 3,829,886 | 30,474,327 |
| **Fund Balance Available for Appropriation at June 30, 2017** | | | | |
| **Undesignated Fund Balance** | 0 | 0 | 0 | 0 |
| Estimated Revenues - Open Project | 656,633,056 | 109,369,964 | 76,795,020 | 842,798,040 |
| Estimated Expenditures - Open Project | (656,619,655) | (109,363,660) | (75,881,873) | (841,865,188) |
| **Fund Balance Available for Appropriation at June 30, 2018** | | | | |
| **Undesignated Fund Balance** | 13,401 | 6,304 | 913,147 | 932,852 |
| **Fund Balance Available for Appropriation at June 30, 2018** | | | | |
| **Undesignated Fund Balance** | 13,401 | 6,304 | 913,147 | 932,852 |
| Estimated Revenues Fiscal Year 2019 | | | | |
| Paygo | 10,515,972 | 9,895,966 | 1,625,000 | 22,036,938 |
| Recordation Tax | 10,106,700 | 0 | 2,330,000 | 12,436,700 |
| Transfer Tax | 8,600,000 | 0 | 0 | 8,600,000 |
| Reappropriated from Prior Projects | 3,050,000 | 0 | 600,000 | 3,650,000 |
| Future Bonds | 55,471,000 | 2,889,000 | 150,000 | 58,510,000 |
| Federal Grant | 1,050,000 | 2,042,000 | 4,000,000 | 7,092,000 |
| State Bonds | 18,070,328 | 0 | 0 | 18,070,328 |
| State Grants | 4,490,000 | 120,000 | 4,795,000 | 9,405,000 |
| Developer Contribution | 85,000 | 0 | 75,000 | 160,000 |
| Other | 480,000 | 294,034 | 905,000 | 1,679,034 |
| Total Estimated Revenues Fiscal Year 2019 | 111,919,000 | 15,241,000 | 14,480,000 | 141,640,000 |
| Estimated Expenditures Fiscal Year 2019 | (111,919,000) | (15,241,000) | (14,480,000) | (141,640,000) |
| **Fund Balance Available for Appropriation at June 30, 2019** | | | | |
| **Undesignated Fund Balance** | 13,401 | 6,304 | 913,147 | 932,852 |

# HARFORD COUNTY, MARYLAND
# STATEMENT OF ESTIMATED UNRESTRICTED NET ASSETS
# WATER & SEWER CAPITAL FUND

| | WATER & SEWER |
|---|---|
| **Unrestricted Net Assets June 30, 2018** | 0 |
| Estimated Revenues - Open Projects | 243,203,671 |
| Estimated Expenditures - Open Projects | (243,203,671) |
| **Estimated Unrestricted Net Assets June 30, 2019** | 0 |
| | |
| **Estimated Revenues Fiscal Year 2019** | |
| Paygo | 6,540,000 |
| Future Bonds | 17,610,000 |
| State | 40,000 |
| Developer | 300,000 |
| **Total Estimated Revenues Fiscal Year 2019** | 24,490,000 |
| **Estimated Expenditures Fiscal Year 2019** | (24,490,000) |
| **Estimated Unrestricted Net Assets June 30, 2019** | 0 |

## DEDICATED RECORDATION TAX

## STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

| | BOARD OF EDUCATION | PARKS & RECREATION | STORMWATER MANAGEMENT DEBT SERVICE |
|---|---|---|---|
| **UNDESIGNATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017** | 2,150,871 | 887,478 | 4,445,997 |
| Plus Fiscal Year 2018 Estimated Recordation Tax Revenues | 9,670,000 | 2,415,000 | 2,415,000 |
| Plus Fiscal Year 2018 Estimated Other Revenue | 0 | 0 | 185,000 |
| Less Fiscal Year 2018 Estimated Expenditures | (9,500,000) | (2,475,000) | (763,000) |
| **ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018** | 2,320,871 | 827,478 | 6,282,997 |
| Plus Fiscal Year 2019 Estimated Revenues: | | | |
| Plus Fiscal Year 2019 Estimated Recordation Tax Revenues | 10,106,700 | 2,497,000 | 2,497,000 |
| Plus Fiscal Year 2019 Estimated Recordation Tax Revenues | 0 | 0 | 15,000 |
| Less Fiscal Year 2019 Estimated Expenditures | (12,406,700) | (2,880,000) | (850,000) |
| **ESTIMATED RECORDATION TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2019** | 20,871 | 444,478 | 7,944,997 |

## DEDICATED TRANSFER TAX
## STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

| | AGRICULTURAL PRESERVATION | BOARD OF EDUCATION |
|---|---|---|
| **TOTAL FUND BALANCE AT JUNE 30, 2017** | 52,728,386 | 973,810 |
| Plus Fiscal Year 2018 Estimated Revenues: | | |
| Transfer Tax | | |
| 2018 Transfer Tax Receipts | 8,300,000 | 8,300,000 |
| Other Revenues | 8,250,500 | 0 |
| Less Fiscal Year 2018 Estimated Expenditures | (25,922,500) | (8,500,000) |
| Less: Committed Fund Balance Designated for Other Purposes | (27,925,011) | 0 |
| **UNDESIGNATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018** | 15,431,375 | 773,810 |
| Plus Fiscal Year 2019 Estimated Revenues: | | |
| Transfer Tax | | |
| 2019 Transfer Tax receipts | 8,600,000 | 8,600,000 |
| Other Revenue | 4,665,000 | 0 |
| Less Fiscal Year 2019 Estimated Expenditures | (13,265,000) | (9,350,000) |
| **ESTIMATED TRANSFER TAX FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2019** | 15,431,375 | 23,810 |

## DEDICATED IMPACT FEE
## STATEMENT OF ESTIMATED UNAPPROPRIATED FUND BALANCE

| | BOARD OF EDUCATION |
|---|---|
| **UNDESIGNATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2017** | 0 |
| Plus Fiscal Year 2018 Estimated Impact Fee Revenues | 2,900,000 |
| Less Fiscal Year 2018 Estimated Expenditures | (2,900,000) |
| **ESTIMATE IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2018** | 0 |
| Plus Fiscal Year 2019 Estimated Revenues: | |
| Fiscal Year 2019 Impact Fee Revenues | 3,000,000 |
| Less Fiscal Year 2019 Estimated Expenditures | (3,000,000) |
| **ESTIMATED IMPACT FEE FUND BALANCE AVAILABLE FOR APPROPRIATION AT JUNE 30, 2019** | 0 |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

| Project Title/Description | FY 19 Budget Appropriation | Total Project Cost | Operating Budget Impact |
|---|---|---|---|
| ***GENERAL PROJECTS:*** | | | |
| Courthouse Building Repairs<br>This project provides funds for repairs and renovations to the Courthouse building. For FY 19 a new judge's chamber, entry renovation, masonry window restoration and roof replacement are planned. | $3,000,000 | $10,327,500 | Anticipated savings by replacing or repairing outdated and inefficient building systems with new, more efficient technologies. This will result in reduced maintenance and downtime costs. |
| Harford County Agricultural Research and Exposition Center<br>This project will provide funding for site, engineering and construction costs of an agricultural research and exposition facility in Harford County. | $750,000 | $1,400,000 | There will be an impact on utility services and contractual service (electric, janitorial, trash and septic). |
| ***STORMWATER MANAGEMENT PROJECTS:*** | | | |
| County Owned Watershed Restoration Improvements<br>This project will be used for design & construction of 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. | $3,025,000 | $27,475,000 | Long term maintenance fees for new stormwater facilities. |
| Joppatowne Area Watershed Restoration<br>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. | $900,000 | $7,150,000 | Long term maintenance fees for new stormwater facilities. |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

| Project Title/Description | FY 19 Budget Appropriation | Total Project Cost | Operating Budget Impact |
|---|---|---|---|
| Plumtree Run Watershed Restoration<br>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. | $900,000 | $10,143,452 | Long term maintenance fees for new stormwater facilities. |
| Riverside Area Watershed Restoration<br>This project will fund the restoration projects at Declaration Run in Riverside. This watershed discharges directly into Bush Creek and includes the Riverside community. | $875,000 | $7,960,886 | Long term maintenance fees for new stormwater facilities. |
| Sams Branch Watershed Restoration<br>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. | $400,000 | $4,672,922 | Long term maintenance fees for new stormwater facilities. |
| Upper Bynum Run Watershed Restoration Improvements<br>This project will provide funding for an assessment of the watershed and stream restorations and/or stormwater management retrofits that provide the most cost effective improvements to water quality. | $1,450,000 | $12,000,000 | Long term maintenance fees for new stormwater facilities. |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

| Project Title/Description | FY 19 Budget Appropriation | Total Project Cost | Operating Budget Impact |
|---|---|---|---|
| Wheel Creek Watershed Restoration<br>The Wheel Creek Watershed assessment prioritized recommendations for restoration projects, including four stream restorations and five stormwater management retrofit projects that provide the most cost effective improvements to water quality for the 435 acre watershed. | $150,000 | $7,139,607 | Long term maintenance fees for new stormwater facilities. |
| ***PUBLIC SAFETY PROJECTS:*** | | | |
| Mobile/Portable Radio Upgrades<br>This project provides radio service/support for all county law enforcement, public safety, and public service entities. | $1,000,000 | $2,150,000 | Ongoing maintenance of radio equipment. |
| ***PARKS AND RECREATION PROJECTS:*** | | | |
| Athletic Field Improvements<br>Design for replacement of the natural turf stadium field at Patterson Mill Middle/High School. Replacement of existing turf field that is at the end of its useful life at North Harford High School. | $150,000 | $16,850,000 | Weekly maintenance, including field grooming and trash collection. |
| Canoe and Kayak Water Access<br>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. | $150,000 | $1,405,000 | Weekly maintenance, including grass mowing and trash collection. |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

| Project Title/Description | FY 19 Budget Appropriation | Total Project Cost | Operating Budget Impact |
|---|---|---|---|
| Emily Bayliss Graham Park<br>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. | $800,000 | $3,850,000 | Weekly maintenance, including trail maintenance and trash collection. |
| Parkland Acquisition<br>This project is 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 the beginning of 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 if they have not already been developed and require more intensive maintenance. | $3,100,000 | $14,581,000 | The Department currently pays approximately $24.50/acre to mow at park sites. Assuming a site is mowed 24 times per mowing season and assuming only half of the added acreage (225) will be mowed, the cost to maintain this addt'l acreage is $132,000 per mowing season. This is the equivalent of approximately 2.5 FTE Maintenance Worker I positions for the Department. |
| Trails and Linear Parks<br>Design and construction of the connecting section of the Ma and Pa trail from Williams Street trailhead to Blake's Venture Park. | $5,500,000 | $14,600,000 | Weekly maintenance, including trail maintenance and trash collection. |
| Rock Glenn Park<br>Construction of two multipurpose fields, parking and multipurpose courts on the Rock Glenn property in the Aberdeen community, where population growth has generated a demand for additional facilities | $100,000 | $1,410,000 | Weekly maintenance and trash collection. |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

| Project Title/Description | FY 19 Budget Appropriation | Total Project Cost | Operating Budget Impact |
|---|---|---|---|
| ***HIGHWAYS PROJECTS:*** | | | |
| Fleet Replacement<br>The purpose of this project is to replace existing vehicles and equipment that has exceeded their useful life. | $1,500,000 | $19,442,000 | Long term reductions in vehicle maintenance expenditures and downtime of needed equipment. |
| Refresh Program<br>This project is to refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County. | $75,000 | $890,500 | Ability to order large volume of computers at one time, reducing the impact of replacing too much equipment at one time. |
| Safeguarding Business Operations<br>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. | $400,000 | $3,462,450 | Annual license/maintenance fees associated with this project. |
| Resurfacing Roadways<br>The purpose of this project is to upgrade and overlay the County's 630+ miles of asphalt road. | $5,563,245 | $37,518,262 | Potential for long term reductions in material costs for roadway repairs. |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET

| Project Title/Description | FY 19 Budget Appropriation | Total Project Cost | Operating Budget Impact |
|---|---|---|---|
| ***WATER AND SEWER PROJECTS:*** | | | |
| Fleet Replacement<br>The purpose of this project is to replace existing vehicles and equipment that has exceeded their useful life. | $800,000 | $9,062,000 | Long term reductions in vehicle maintenance expenditures and downtime of needed equipment. |
| Refresh Program<br>This project is to refresh computers, network infrastructure, servers, storage, software and peripherals throughout the County. | $75,000 | $917,000 | Ability to order large volume of computers at one time, reducing the impact of replacing too much equipment at one time. |
| Safeguarding Business Operations<br>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. | $400,000 | $3,711,650 | Annual license/maintenance fees associated with this project. |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
## PROJECTS THAT IMPACT DEBT SERVICE

Included in the FY 19 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.

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***GENERAL PROJECTS:*** | | | | | | | |
| Abingdon Library Window Replacement<br>This project will replace approximately 6,350 square feet of defective curtain wall window system. | 589,000 | 0 | 0 | 0 | 0 | 0 | $589,000 |
| Courthouse Building Repairs<br>This project provides funds for repairs and renovations to the Courthouse building. | 3,000,000 | 300,000 | 0 | 0 | 0 | 0 | $3,300,000 |
| Facilities Repair Program<br>This project provides funding for replacement, renovation and repairs of county building systems. | 5,000,000 | 500,000 | 500,000 | 500,000 | 500,000 | 0 | $7,000,000 |
| Fleet Maintenance Facility<br>This project will provide for engineering & design of a new Fleet Maintenance/Radio Shop facility. | 829,000 | 4,000,000 | 0 | 0 | 0 | 0 | $4,829,000 |
| Harford County Agricultural Research and Exposition Ctr<br>This project will provide funding for site and engineering costs of an agricultural research and exposition facility in Harford County. | 750,000 | 0 | 0 | 0 | 0 | 0 | $750,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| Site Acquisition<br>This project is for the acquisition of privately owned land in those areas of need where donated land appears unlikely. | 1,000,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | $3,500,000 |
| Underground and Aboveground Storage Tank Maint<br>This project will provide for inspection, design and construction to replace, repair and retrofit the various 130 aboveground and 16 underground storage tanks maintained by Harford County. | 539,000 | 0 | 0 | 0 | 0 | 0 | $539,000 |
| ***PUBLIC SAFETY PROJECTS:*** | | | | | | | |
| Mobile/Portable Radio System Upgrade<br>This project will provide for upgrades to a county-wide radio system to include law enforcement, public safety & public service. | 1,000,000 | 1,000,000 | 0 | 0 | 0 | 0 | $2,000,000 |
| ***STORMWATER MANAGEMENT PROJECTS:*** | | | | | | | |
| Bynum Run @ St. Andrews Water Stream Restoration<br>This project provides for the design and construction of a stream restoration at Bynum Run. | 200,000 | 0 | 0 | 0 | 0 | 0 | $200,000 |
| County Owned Watershed Restoration Improvements<br>Funding will be provided for projects designed and constructed to reduce pollutant loading and improve water quality of streams and rivers in Harford County. | 1,800,000 | 1,900,000 | 2,000,000 | 2,250,000 | 2,350,000 | 2,450,000 | $12,750,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| Joppatowne Area Watershed Restoration<br>Dredging and restoration in the areas of Foster Branch and Rumsey Island in Joppatowne. | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | $2,400,000 |
| Plumtree Run Watershed Restoration<br>Stream restoration and stormwater management retrofit in the Plumtree Run Watershed. | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | $2,400,000 |
| Riverside Area Watershed Restoration<br>Restoration projects in Riverside Area Watershed - Declaration Run, Bush Creek and Riverside community. | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | $2,400,000 |
| Sams Branch Watershed Restoration<br>Provides for restoration of Sams Branch Watershed from Edgewood ES through Edgewood Meadows community. | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | $1,800,000 |
| Upper Bynum Watershed Restoration Improvements<br>An assessment of the watershed will provide prioritizations for restoration projects and retrofits that provide the most cost effective improvements to water quality. | 800,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | $5,800,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| Watershed Restoration Assessment<br>This project provides funding for management tools used to develop programs to address water quality issues. | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | $7,200,000 |
| Watershed Restoration Improvements<br>This project will provide funding to reduce pollutant loading and improve water quality of the streams and rivers in Harford County. | 400,000 | 4,000,000 | 400,000 | 400,000 | 400,000 | 400,000 | $2,400,000 |
| Watershed Restoration Maintenance<br>This project provides for the annual maintenance of watershed restoration projects including, but not limited to new stormwater retrofit projects and post construction repairs for stream restoration projects. | 0 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | $500,000 |
| Wheel Creek Watershed Restoration<br>This project provides funding for prioritized restoration projects including 4 stream restorations and 5 stormwater management retrofit projects | 150,000 | 150,000 | 150,000 | 0 | 0 | 0 | $450,000 |
| ***HARFORD COMMUNITY COLLEGE:*** | | | | | | | |
| Fallston Hall Renovations<br>This project will include updating the building's life safety systems; HVAC replacements; upgrade of elevator; lighting and plumbing systems; telecommunications and technology; and interior architectural changes. | 2,762,000 | 330,400 | 0 | 0 | 0 | 0 | $3,092,400 |
| ***BOARD OF EDUCATION:*** | | | | | | | |
| Fallston Chiller Replacement<br>This project is to replace the water cooled chiller at Fallston MIddle School with an air cooled chiller | 446,000 | 0 | 0 | 0 | 0 | 0 | $446,000 |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
## PROJECTS THAT IMPACT DEBT SERVICE

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| Havre de Grace Middle/High School Replacement<br>This project will provide a new building of approximately 240,000 square feet to replace the current two (2) building facility. | 32,287,000 | 16,588,000 | 0 | 0 | 0 | 0 | $48,875,000 |
| Roof Replacement - Aberdeen Middle School<br>This project will provide for necessary roof replacement to prevent damage to the interior of the building | 1,219,000 | 0 | 0 | 0 | 0 | 0 | $1,219,000 |
| Major HVAC Repairs<br>This project provides funding for large major equipment replacement of HVAC equipment at various school buildings. | 0 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | $5,000,000 |
| Major Roof Repair/Replacement<br>This project provides funding for large major repairs and replacement of roofs for Harford County Public Schools. | 0 | 750,000 | 750,000 | 750,000 | 750,000 | 750,000 | $3,750,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***PARKS AND RECREATION:*** | | | | | | | |
| Athletic Field Improvements<br>Funding provides for major improvements to athletic fields at various locations throughout the County by the installation of synthetic turf. | 150,000 | 1,400,000 | 700,000 | 700,000 | 700,000 | 800,000 | $4,450,000 |
| Swan Harbor Farm Improvements<br>This project proposes renovations and improvements at Swan Harbor Farm. Funding for FY 19 will be used for improvements to the farm house and event area. Future projects include the construction of a recreational trail from the City limits of Havre de Grace through Swan Harbor Farm to the waterfront. | 0 | 0 | 1,050,000 | 0 | 0 | 0 | $1,050,000 |
| Aberdeen Activity Center<br>This project will provide for a multi-purpose center to serve leisure needs for all in the Aberdeen community. The current Aberdeen Center is undersized and lacks space. | 0 | 0 | 500,000 | 7,500,000 | 500,000 | 0 | $8,500,000 |
| Jarrettsville Recreation Center<br>This project will provide a multipurpose center to serve the leisure needs of the Jarrettsville community. The center will include a gymnasium, fitness room and multipurpose rooms. | 0 | 0 | 0 | 0 | 6,500,000 | 200,000 | $6,700,000 |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
## PROJECTS THAT IMPACT DEBT SERVICE

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***PARKS AND RECREATION:*** | | | | | | | |
| Joppa/Joppatowne Youth/Senior Center<br>Funding for a multipurpose center to serve the leisure needs for all ages in the Joppa/Joppatowne community. The center will be utilized by the Office as a Senior Center and by the Department of Parks and Recreation for a variety of community recreation activities. | 0 | 0 | 0 | 0 | 500,000 | 6,500,000 | $7,000,000 |
| **TOTAL PLANNED 20 YEAR GENERAL FUND BONDS:** | **55,621,000** | **32,618,400** | **11,350,000** | **17,400,000** | **17,500,000** | **16,400,000** | **$150,889,400** |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
## PROJECTS THAT IMPACT DEBT SERVICE

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***HIGHWAYS FUND PROJECTS:*** | | | | | | | |
| Abingdon Road Bridge #169 over CSX<br>This project replaces the existing bridge over the CSX. | 0 | 580,000 | 0 | 0 | 0 | 0 | $580,000 |
| Chestnut Hill Bridge #40<br>This project will replace the current single lane bridge that has a deteriorating superstructure and inadequate waterway opening. | 268,000 | 0 | 0 | 0 | 0 | 0 | $268,000 |
| Glen Cove Road Bridge #156<br>This project will replace the bridge that carries Glen Cove over Peddler Run. The existing concrete deck, beams and wingwalls are severely deteriorated. | 200,000 | 300,000 | 0 | 0 | 0 | 0 | $500,000 |
| Green Road Bridges #119 and #122<br>This project will replace two bridges that carry Green Road over a tributary of Deer Creek. The beams, deck and abutments are deteriorating on both bridges. | 400,000 | 0 | 0 | 0 | 0 | 0 | $400,000 |
| Johnson Mill Road Bridge #45<br>This project will replace a single lane structure that has an average daily traffic volume of approximately 500 vehicles. | 60,000 | 0 | 470,000 | 0 | 0 | 0 | $530,000 |
| New Park Road Bridge #125<br>This project will replace the current narrow and poorly aligned bridge over Island Branch. | 400,000 | 0 | 0 | 0 | 0 | 0 | $400,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 20 | FY 21 | FY 22 | FY 23 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***HIGHWAYS FUND PROJECTS (cont.):*** | | | | | | | |
| Robinson Mill Road Bridge #154<br>This project will replace the entire bridge that carries Robinson Mill Road over Broad Creek. Existing beams and deck are severely deteriorated. | 50,000 | 0 | 0 | 0 | 0 | 0 | $50,000 |
| Boggs Road Bridge #66<br>This project will replace the bridge that carries Boggs Road over Long Branch. | 0 | 0 | 200,000 | 20,000 | 0 | 1,020,000 | $1,240,000 |
| Deep Run Road Bridge #152<br>This project is to replace the bridge that carries Deep Run Road over Deep Run. | 0 | 0 | 200,000 | 20,000 | 0 | 1,020,000 | $1,240,000 |
| Fawn Grove Road Bridge #132<br>This project will replace the bridge that carries Fawn Grove Road over a tributary of Deer Creek. | 0 | 250,000 | 50,000 | 0 | 850,000 | 0 | $1,150,000 |
| Glenville Road Bridge #30<br>This project is to replace the bridge that carries Glenville Road over Mill Brook. The existing bridge is a single lane, steel beam, concrete deck structure. | 0 | 0 | 0 | 836,000 | 0 | 0 | $836,000 |
| Moores Road Bridge #78<br>This project will replace the bridge that carries Moores Road over a tributary to Gunpowder Falls. | 0 | 0 | 0 | 200,000 | 25,000 | 0 | $225,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***HIGHWAYS FUND PROJECTS (cont.):*** | | | | | | | |
| Scarboro Road Bridge #140<br>This project will replace the bridge that carries Scarboro Road over a tributary to Deer Creek. | 0 | 0 | 0 | 200,000 | 10,000 | 0 | $210,000 |
| Stafford Road ridge #24<br>This bridge carries Stafford Road over Deer Creek. This bridge, built in 1950, shows numerous deficiencies. | 0 | 320,000 | 0 | 0 | 0 | 0 | $320,000 |
| Schucks Road Improvements<br>This project is to replace the existing culvert on Schucks Road at Edwards Lane. | 400,000 | 0 | 0 | 0 | 0 | 0 | $400,000 |
| Spesutia Road Reconstruction /Upgrade<br>This project consists of improving Spesutia Road between US 40 and US 159 to address safety and traffic volume increases due to continuous and ongoing development. | 500,000 | 250,000 | 4,650,000 | 0 | 0 | 0 | $5,400,000 |
| Bata Boulevard Access Road<br>This project will construct an access road from MD 543 directly to Bata Boulevard. | 0 | 150,000 | 0 | 0 | 450,000 | 0 | $600,000 |
| Fleet Maintenance Facility<br>Engineering and design of a new Fleet Maintenance and Radio Shop facility. This facility was listed as a high priority in the Countywide Facility Master Plan Study. | 561,000 | 5,100,000 | 0 | 0 | 0 | 0 | $5,661,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***HIGHWAYS FUND PROJECTS (cont.):*** | | | | | | | |
| Salt Dome<br>This project will provide for the construction of a salt dome and satellite Highways shop for the northwestern portion of the County. | 50,000 | 300,000 | 0 | 0 | 0 | 0 | $350,000 |
| **TOTAL PLANNED 20 YEAR HIGHWAYS FUND BONDS:** | **2,889,000** | **7,250,000** | **5,570,000** | **1,276,000** | **1,335,000** | **2,040,000** | **$20,360,000** |

## CAPITAL PROJECTS THAT IMPACT THE OPERATING BUDGET
## PROJECTS THAT IMPACT DEBT SERVICE

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***WATER AND SEWER FUND PROJECTS:*** | | | | | | | |
| Abingdon Water Treatment Plant pH Control System<br>This project is for the design of a new pH and alkalinity control system at the Abingdon Water Treatment Plant. | 250,000 | 2,500,000 | 0 | 0 | 0 | 0 | $2,750,000 |
| Fleet Maintenance Facility<br>Engineering and design of a new Fleet Maintenance and Radio Shop facility. This facility was listed as a high priority in the Countywide Facility Master Plan study. | 110,000 | 1,000,000 | 0 | 0 | 0 | 0 | $1,110,000 |
| Havre de Grace Water Treatment Plant Upgrade<br>This project provides funding for improvements and upgrades required throughout the Treatment Plant. | 150,000 | 1,000,000 | 0 | 0 | 0 | 0 | $1,150,000 |
| Perryman Wellfield Improvements<br>This project allows for the design and construction of new wells and wellhouses for four wells in the Perryman well system that are reaching the end of their economic life. | 150,000 | 0 | 0 | 0 | 0 | 0 | $150,000 |
| Renewal and Replacement Water Infrastructure<br>This project will provide funding for the design, evaluations, refurb and/or replacement of major water mains, valves, vaults, etc. and apparatus that have or are nearing the end of their useful life. | 300,000 | 1,400,000 | 800,000 | 300,000 | 300,000 | 0 | $3,100,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***WATER AND SEWER FUND PROJECTS (cont.):*** | | | | | | | |
| US 40 and Rt. 159 SHA Water Relocation<br>The County has two water transmission lines that are in conflict with SHA improvements at this location, this project will allow for reconstruction of those lines. | 100,000 | 0 | 0 | 0 | 0 | 0 | $100,000 |
| US 40 Water Main Replacement<br>This project will allow for the design and construction of a parallel or replacement water main along route 40 | 200,000 | 2,000,000 | 0 | 0 | 0 | 0 | $2,200,000 |
| Water Tank Design and Construction<br>This project provides for the study, land acquisition, design and construction of a new water storage tank in Zone 1 or Zone IV to meet Adequate Public Facility (APF). | 0 | 0 | 400,000 | 5,000,000 | 0 | 0 | $5,400,000 |
| Central W&S Laboratory<br>This project provides for the study and design of a central consolidated laboratory for the Division of Water and Sewer. | 0 | 0 | 400,000 | 0 | 0 | 0 | $400,000 |
| Oak Grove Booster Station<br>This project will provide for the County's portion of the construction of a new water booster station, that will allow for the abandonment of the existing Woodbridge water booster station. | 0 | 330,000 | 0 | 0 | 0 | 0 | $330,000 |
| Bio Solids Facilities Enhancements<br>This project is to fund the enhancements to our bio solids treatment facilities and bio solids recycling/ disposal program. | 4,000,000 | 0 | 4,250,000 | 0 | 0 | 0 | $8,250,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***WATER AND SEWER FUND PROJECTS (cont.):*** | | | | | | | |
| Brentwood Park Pumping Station Improvements<br>These upgrades would include improving access to the underground station, increasing the size of pumps, motors and electrical controls to accommodate the future flows | 1,250,000 | 0 | 0 | 0 | 0 | 0 | $1,250,000 |
| Fallston Area Sewer<br>This project includes design and construction for rehabilitation of existing sewer mains and pumping stations. | 3,800,000 | 0 | 0 | 0 | 0 | 0 | $3,800,000 |
| Hickory Sewer Infrastructure Improvement Project<br>This project will identify and implement infrastructure improvements to include the activities of studying, evaluation, designing and construction. | 3,000,000 | 0 | 0 | 0 | 0 | 0 | $3,000,000 |
| Sod Run Facility Improvements<br>This project will provide for studies, design and construction of improvements to various tanks, vaults, buildings, electrical systems, and instrumentation equipment approaching its useful end of life. | 1,300,000 | 1,000,000 | 700,000 | 1,000,000 | 300,000 | 0 | $4,300,000 |
| Sod Run WWTP Ultraviolet Disinfection Project<br>This project is the design and construction of the Sod Run WWTP Ultraviolet Disinfection System. This project will replace the existing chlorine and sulfur dioxide disinfection systems with an ultraviolet (UV) system. | 3,000,000 | — | — | — | — | — | $3,000,000 |

**PLANNED BOND FUNDING**

| Project Title/Purpose | FY 19 Budget | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 | Total Bond Funding |
|---|---|---|---|---|---|---|---|
| ***WATER AND SEWER FUND PROJECTS (cont.):*** | | | | | | | |
| Bill Bass PS FM Replacement<br>This project will allow for the funding of design and construction of a new replacement force main to the Bill Bass Pump Station. By adding a larger force main, the pump station's capacity can be increased from 15.4 MGD to over 18 MGD. | 0 | 4,100,000 | 0 | 6,200,000 | 0 | 0 | $10,300,000 |
| Edgewood Interceptor Sewer Parallel<br>This project shall allow for the design and construction of 36 inch parallel sewer between Bill Bass Pump Station and Winter's Run Outfall Sewer. | 0 | 0 | 0 | 0 | 3,600,000 | 0 | $3,600,000 |
| Lower Bynum Run Interceptor Phase 6 & 7<br>This project will provide funding for design, permits and construction of a parallel to the existing Bynum Run interceptor, from Wheel Road to the Plumtree Interceptor. | 0 | 0 | 0 | 2,500,000 | 3,500,000 | 0 | $6,000,000 |
| Plum Tree Collector Sewer and Pumping Station<br>This project is for the upgrade and capacity increase to the Plum Tree Pumping Station and Collector sewer. | 0 | 0 | 0 | 600,000 | 5,400,000 | 0 | $6,000,000 |
| **TOTAL PLANNED 20 YEAR WATER & SEWER FUND BONDS:** | **17,610,000** | **13,330,000** | **6,550,000** | **15,600,000** | **13,100,000** | **0** | **$66,190,000** |
| **TOTAL PLANNED 20 ALL FUNDS BONDS:** | **76,120,000** | **5,398,400** | **23,470,000** | **34,276,000** | **31,935,000** | **18,440,000** | **$237,439,400** |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **TOTAL COUNTY BY CATEGORY** | | | | | | | | |
| **GENERAL FUND** | | | | | | | | |
| General Capital | 278,737,639 | 129,539,362 | 39,073,277 | 26,175,000 | 21,125,000 | 21,125,000 | 21,100,000 | 20,600,000 |
| Stormwater Management | 112,722,131 | 45,780,736 | 11,441,395 | 10,900,000 | 11,000,000 | 11,100,000 | 11,200,000 | 11,300,000 |
| Sheriff/Emergency/Fire | 62,896,267 | 49,596,267 | 3,000,000 | 6,900,000 | 850,000 | 850,000 | 850,000 | 850,000 |
| Harford Community College | 15,770,208 | 9,218,880 | 5,851,328 | 700,000 | 0 | 0 | 0 | 0 |
| Library | 10,887,400 | 9,935,100 | 200,000 | 94,700 | 126,100 | 104,700 | 261,700 | 165,100 |
| Board of Education | 434,631,052 | 350,047,052 | 50,038,000 | 22,405,000 | 2,986,000 | 3,505,000 | 2,825,000 | 2,825,000 |
| | | | | | | | | 3,640,100 |
| **SUB-TOTAL GENERAL FUND PROJECTS** | **915,644,697** | **594,117,397** | **109,604,000** | **67,174,700** | **36,087,100** | **36,684,700** | **36,236,700** | **35,740,100** |
| **SOLID WASTE SERVICES** | **50,544,767** | **48,029,767** | **2,315,000** | **200,000** | **0** | **0** | **0** | **0** |
| **PARKS & RECREATION** | **149,619,327** | **76,059,327** | **14,630,000** | **7,295,000** | **7,615,000** | **17,180,000** | **12,060,000** | **14,780,000** |
| **HIGHWAYS FUND** | | | | | | | | |
| Bridges | 54,163,295 | 28,738,295 | 4,695,000 | 9,200,000 | 2,820,000 | 2,685,000 | 2,785,000 | 3,240,000 |
| Roadways | 38,400,327 | 22,538,572 | 1,586,755 | 2,655,000 | 6,030,000 | 1,880,000 | 2,330,000 | 1,380,000 |
| Resurfacing | 61,028,154 | 28,264,909 | 6,513,245 | 5,150,000 | 5,200,000 | 5,250,000 | 5,300,000 | 5,350,000 |
| Other | 40,750,750 | 22,304,750 | 3,396,000 | 7,490,000 | 1,965,000 | 1,865,000 | 1,865,000 | 1,865,000 |
| **TOTAL HIGHWAYS PROJECTS** | **194,342,526** | **101,846,526** | **16,191,000** | **24,495,000** | **16,015,000** | **11,680,000** | **12,280,000** | **11,835,000** |
| **WATER & SEWER FUNDS** | | | | | | | | |
| Water Projects | 154,799,650 | 116,939,650 | 5,980,000 | 12,280,000 | 4,675,000 | 8,475,000 | 3,275,000 | 3,175,000 |
| Sewer Projects | 117,731,008 | 58,121,008 | 18,510,000 | 9,000,000 | 7,800,000 | 11,000,000 | 13,300,000 | 0 |
| **TOTAL WATER & SEWER PROJECTS** | **272,530,658** | **175,060,658** | **24,490,000** | **21,280,000** | **12,475,000** | **19,475,000** | **16,575,000** | **3,175,000** |
| **COUNTY TOTAL BY PROJECTS** | **1,582,681,975** | **995,113,675** | **167,230,000** | **120,444,700** | **72,192,100** | **85,019,700** | **77,151,700** | **65,530,100** |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **TOTAL COUNTY BY FUND SOURCE** | | | | | | | | |
| Paygo (All) | 316,954,313 | 190,504,075 | 29,526,938 | 26,744,700 | 18,957,100 | 17,954,700 | 16,956,700 | 16,310,100 |
| Future Bonds | 237,439,400 | 0 | 76,120,000 | 53,198,400 | 23,470,000 | 34,276,000 | 31,935,000 | 18,440,000 |
| Prior Bonds | 573,071,616 | 573,071,616 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 33,761,712 | 29,961,712 | 3,800,000 | 0 | 0 | 0 | 0 | 0 |
| Transfer Tax | 69,393,589 | 15,793,589 | 8,600,000 | 9,000,000 | 9,000,000 | 9,000,000 | 9,000,000 | 9,000,000 |
| Recordation Tax | 95,734,803 | 25,258,103 | 12,436,700 | 11,655,000 | 11,265,000 | 12,270,000 | 10,855,000 | 11,995,000 |
| State | 151,340,103 | 98,318,175 | 23,790,328 | 10,546,600 | 4,915,000 | 4,900,000 | 4,470,000 | 4,400,000 |
| Program Open Space | 23,496,000 | 10,351,000 | 3,725,000 | 1,245,000 | 1,425,000 | 2,575,000 | 1,575,000 | 2,600,000 |
| Federal | 43,195,876 | 23,644,876 | 7,092,000 | 6,450,000 | 1,350,000 | 1,759,000 | 1,350,000 | 1,550,000 |
| Developer | 7,317,071 | 4,732,071 | 460,000 | 425,000 | 450,000 | 450,000 | 400,000 | 400,000 |
| Other | 28,936,475 | 21,437,441 | 1,679,034 | 1,180,000 | 1,360,000 | 1,835,000 | 610,000 | 835,000 |
| Lease Purchase | 2,041,017 | 2,041,017 | 0 | 0 | 0 | 0 | 0 | 0 |
| **COUNTY TOTAL BY FUNDING SOURCE** | **1,582,681,975** | **995,113,675** | **167,230,000** | **120,444,700** | **72,192,100** | **85,019,700** | **77,151,700** | **65,530,100** |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | | |
| **GENERAL CAPITAL** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Abingdon Library Window Replacement | 1,259,000 | 0 | 1,259,000 | 0 | 0 | 0 | 0 | 0 |
| Board of Education Debt Service 19 | 111,756,700 | 0 | 21,756,700 | 18,000,000 | 18,000,000 | 18,000,000 | 18,000,000 | 18,000,000 |
| Courthouse Building Repairs | 10,327,500 | 7,027,500 | 3,000,000 | 300,000 | 0 | 0 | 0 | 0 |
| Efficiency Capital Investment Projects | 1,170,000 | 1,030,000 | 65,000 | 25,000 | 25,000 | 25,000 | 0 | 0 |
| Facilities Repair Program | 30,862,301 | 23,062,301 | 5,800,000 | 500,000 | 500,000 | 500,000 | 500,000 | 0 |
| Fleet Maintenance Facility | 6,096,000 | 1,267,000 | 829,000 | 4,000,000 | 0 | 0 | 0 | 0 |
| Fleet Replacement | 21,040,000 | 9,040,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |
| GIS Update | 226,099 | 250,000 | (23,901) | 0 | 0 | 0 | 0 | 0 |
| Harford County Ag Research Center | 1,400,000 | 650,000 | 750,000 | 0 | 0 | 0 | 0 | 0 |
| Harford Cable Network Hi Def Upgrade | 600,000 | 250,000 | 350,000 | 0 | 0 | 0 | 0 | 0 |
| HMAN | 16,280,000 | 16,200,000 | 80,000 | 0 | 0 | 0 | 0 | 0 |
| Refresh Program | 3,603,478 | 2,935,000 | 168,478 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Safeguarding Business Operations | 17,525,400 | 15,075,400 | 1,700,000 | 750,000 | 0 | 0 | 0 | 0 |
| Site Acquisition | 27,257,761 | 23,757,761 | 1,000,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| Underground & Aboveground Tank | 1,144,000 | 605,000 | 539,000 | 0 | 0 | 0 | 0 | 0 |
| Voting Equipment | 0 | 200,000 | (200,000) | 0 | 0 | 0 | 0 | 0 |
| Open Projects: | | | | | | | | |
| Aberdeen Library Roof and Windows | 388,000 | 388,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Board of Education Debt Service 18 | 18,000,000 | 18,000,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Edgewood Library Roof Replacement | 221,400 | 221,400 | 0 | 0 | 0 | 0 | 0 | 0 |
| 45 South Main Street - Add Emergency | 600,000 | 600,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Havre de Grace Opera House Renovations | 750,000 | 750,000 | 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 |
| Reforestation and Buffer Mitigation | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reforestation and Landscaping | 680,000 | 680,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Repairs to 45 South Main Street | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| General Capital Total by Project | 278,737,639 | 129,539,362 | 39,073,277 | 26,175,000 | 21,125,000 | 21,125,000 | 21,100,000 | 20,600,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | | |
| Paygo | 48,035,188 | 32,784,216 | 3,925,972 | 2,875,000 | 2,125,000 | 2,125,000 | 2,100,000 | 2,100,000 |
| Prior Paygo | 43,605 | 0 | 43,605 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 7,240,497 | 4,190,497 | 3,050,000 | 0 | 0 | 0 | 0 | 0 |
| Future Bonds | 20,807,000 | 0 | 11,707,000 | 5,300,000 | 1,000,000 | 1,000,000 | 1,000,000 | 800,000 |
| Prior Bonds | 68,242,157 | 68,242,157 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer Tax | 61,600,000 | 8,000,000 | 8,600,000 | 9,000,000 | 9,000,000 | 9,000,000 | 9,000,000 | 9,000,000 |
| Recordation Tax | 63,406,700 | 8,300,000 | 10,106,700 | 9,000,000 | 9,000,000 | 9,000,000 | 9,000,000 | 9,000,000 |
| State | 2,742,279 | 1,832,279 | 910,000 | 0 | 0 | 0 | 0 | 0 |
| Federal | 2,958,292 | 2,358,292 | 600,000 | 0 | 0 | 0 | 0 | 0 |
| Developer | 772,421 | 772,421 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 1,629,500 | 1,499,500 | 130,000 | 0 | 0 | 0 | 0 | 0 |
| Lease Purchase | 1,560,000 | 1,560,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| General Capital Total by Fund | 278,737,639 | 129,539,362 | 39,073,277 | 26,175,000 | 21,125,000 | 21,125,000 | 21,100,000 | 20,600,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **STORMWATER MANAGEMENT** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Bynum Run @ St. Andrews Way | 2,997,026 | 2,197,026 | 800,000 | 0 | 0 | 0 | 0 | 0 |
| County Owned Watershed Restoration | 650,000 | 50,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| County Owned Stormwater Management Rehab | 27,475,000 | 7,375,000 | 3,025,000 | 3,125,000 | 3,225,000 | 3,475,000 | 3,575,000 | 3,675,000 |
| Joppatowne Area Watershed Restoration | 7,150,000 | 3,500,000 | 900,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 |
| Maintenance/Repair of Dams FY 14 | 3,805,000 | 1,705,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 |
| Plumtree Run Watershed Restoration | 10,143,452 | 4,743,452 | 900,000 | 900,000 | 900,000 | 900,000 | 900,000 | 900,000 |
| Riverside Area Watershed Restoration | 7,960,886 | 2,710,886 | 875,000 | 875,000 | 875,000 | 875,000 | 875,000 | 875,000 |
| Sams Branch Watershed Restoration | 4,672,922 | 2,272,922 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| Septic System Disconnection | 400,000 | 100,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Stormwater Enhancement | 900,000 | 815,000 | 85,000 | 0 | 0 | 0 | 0 | 0 |
| Stormwater Pollution Prevention | 1,781,395 | 881,395 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Upper Bynum Run Watershed Restoration | 12,000,000 | 550,000 | 1,450,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 |
| Watershed Restoration Assessment | 13,500,000 | 3,900,000 | 1,600,000 | 1,600,000 | 1,600,000 | 1,600,000 | 1,600,000 | 1,600,000 |
| Watershed Restoration Improvements | 5,000,000 | 1,700,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 |
| Watershed Restoration Improvements 06 | 1,501,645 | 1,528,228 | (26,583) | 0 | 0 | 0 | 0 | 0 |
| Watershed Restoration Maintenance | 860,000 | 260,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Watershed/Stream Assessment Studies | 1,047,978 | 1,065,000 | (17,022) | 0 | 0 | 0 | 0 | 0 |
| Wheel Creek Watershed Restoration | 7,139,607 | 6,689,607 | 150,000 | 150,000 | 150,000 | 0 | 0 | 0 |
| Open Projects | | | | | | | | |
| Lily Run Watershed Restoration | 725,000 | 725,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sunnyview Stream Restoration | 1,992,220 | 1,992,220 | 0 | 0 | 0 | 0 | 0 | 0 |
| Woodbridge Retrofit and Stream Restoration | 1,020,000 | 1,020,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stormwater Management Total by Project | 112,722,131 | 45,780,736 | 11,441,395 | 10,900,000 | 11,000,000 | 11,100,000 | 11,200,000 | 11,300,000 |
| Paygo - Special Dedicated Paygo | 7,580,818 | 5,680,818 | 400,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| Prior Paygo | (43,605) | 0 | (43,605) | 0 | 0 | 0 | 0 | 0 |
| Prior Bonds | 17,450,000 | 17,450,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Future Bonds | 38,300,000 | 0 | 6,050,000 | 6,250,000 | 6,350,000 | 6,450,000 | 6,550,000 | 6,650,000 |
| Reappropriated | 2,584,918 | 2,584,918 | 0 | 0 | 0 | 0 | 0 | 0 |
| Recordation Tax | 200,000 | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 36,127,016 | 14,227,016 | 4,150,000 | 3,550,000 | 3,550,000 | 3,550,000 | 3,550,000 | 3,550,000 |
| Federal | 5,612,984 | 2,912,984 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 |
| Developer | 85,000 | 0 | 85,000 | 0 | 0 | 0 | 0 | 0 |
| Other | 4,825,000 | 2,725,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 |
| Stormwater Management Total by Fund | 112,722,131 | 45,780,736 | 11,441,395 | 10,900,000 | 11,000,000 | 11,100,000 | 11,200,000 | 11,300,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **PUBLIC SAFETY** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Joppa/Magnolia Fire Station | 1,240,000 | 700,000 | 540,000 | 0 | 0 | 0 | 0 | 0 |
| Mobile/Portable Radio System Upgrade | 2,150,000 | 150,000 | 1,000,000 | 1,000,000 | 0 | 0 | 0 | 0 |
| 911 State Fee Fund | 4,600,000 | 300,000 | 300,000 | 3,600,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Public Safety Communication in School Bldgs | 1,150,000 | 550,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| SCBA Replacement | 2,250,000 | 750,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| VFC Facility Repair | 3,560,000 | 1,100,000 | 460,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| Whiteford VFC - Renovation of Main Station | 700,000 | 350,000 | 350,000 | 0 | 0 | 0 | 0 | 0 |
| Outyear Projects | | | | | | | | |
| Mobile Command Vehicle | 1,200,000 | 0 | 0 | 1,200,000 | 0 | 0 | 0 | 0 |
| Next-Gen 911 | 350,000 | 0 | 0 | 350,000 | 0 | 0 | 0 | 0 |
| Outyear Projects | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Computer Equipment/Networks | 2,241,742 | 2,241,742 | 0 | 0 | 0 | 0 | 0 | 0 |
| Emergency Operations Center Complex | 43,294,525 | 43,294,525 | 0 | 0 | 0 | 0 | 0 | 0 |
| TRT Equipment | 160,000 | 160,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sheriff/Emergency/Fire Total by Project | 62,896,267 | 49,596,267 | 3,000,000 | 6,900,000 | 850,000 | 850,000 | 850,000 | 850,000 |
| Paygo | 12,191,250 | 5,191,250 | 1,700,000 | 2,300,000 | 750,000 | 750,000 | 750,000 | 750,000 |
| Future Bonds | 2,000,000 | 0 | 1,000,000 | 1,000,000 | 0 | 0 | 0 | 0 |
| Prior Bonds | 38,461,500 | 38,461,500 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 362,500 | 362,500 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 6,898,000 | 2,598,000 | 300,000 | 3,600,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Federal | 2,202,000 | 2,202,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 300,000 | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Lease Purchase | 481,017 | 481,017 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sheriff / Emergency / Fire Total by Fund | 62,896,267 | 49,596,267 | 3,000,000 | 6,900,000 | 850,000 | 850,000 | 850,000 | 850,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **HARFORD COMMUNITY COLLEGE** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Fallston Hall Renovation | 7,138,208 | 586,880 | 5,851,328 | 700,000 | 0 | 0 | 0 | 0 |
| Open Projects: | | | | | | | | |
| Edgewood Hall Renovation/Expansion | 8,632,000 | 8,632,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| College Total by Project | 15,770,208 | 9,218,880 | 5,851,328 | 700,000 | 0 | 0 | 0 | 0 |
| Future Bonds | 3,092,400 | 0 | 2,762,000 | 330,400 | 0 | 0 | 0 | 0 |
| Prior Bonds | 4,050,000 | 4,050,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 8,627,808 | 5,168,880 | 3,089,328 | 369,600 | 0 | 0 | 0 | 0 |
| College Total by Fund | 15,770,208 | 9,218,880 | 5,851,328 | 700,000 | 0 | 0 | 0 | 0 |
| LIBRARIES | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Technology | 1,711,400 | 759,100 | 200,000 | 94,700 | 126,100 | 104,700 | 261,700 | 165,100 |
| Open Projects: | | | | | | | | |
| Darlington Branch - Expansion | 56,000 | 56,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| HdG Branch Expansion | 9,020,000 | 9,020,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Joppa Branch - Central Dehumidification | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Libraries Total by Project | 10,887,400 | 9,935,100 | 200,000 | 94,700 | 126,100 | 104,700 | 261,700 | 165,100 |
| Paygo | 1,867,400 | 915,100 | 200,000 | 94,700 | 126,100 | 104,700 | 261,700 | 165,100 |
| Prior Bonds | 6,720,000 | 6,720,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 1,000,000 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal | 400,000 | 400,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 900,000 | 900,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Libraries Total by Fund | 10,887,400 | 9,935,100 | 200,000 | 94,700 | 126,100 | 104,700 | 261,700 | 165,100 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **BOARD OF EDUCATION** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Athletic Fields Repair & Restoration | 1,187,000 | 587,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Bel Air ES HVAC Systemic Renovation | 8,129,000 | 7,561,000 | 568,000 | 0 | 0 | 0 | 0 | 0 |
| Fallston Chiller Replacement | 1,000,000 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 |
| HdG Middle/High School Replacement | 104,606,000 | 41,950,000 | 43,831,000 | 18,825,000 | 0 | 0 | 0 | 0 |
| Replacement Buses | 12,825,197 | 12,575,197 | 250,000 | 0 | 0 | 0 | 0 | 0 |
| Roof Replacement - Aberdeen Middle School | 2,664,000 | 0 | 2,664,000 | 0 | 0 | 0 | 0 | 0 |
| Security Measures | 3,285,000 | 1,735,000 | 325,000 | 325,000 | 225,000 | 225,000 | 225,000 | 225,000 |
| Swimming Pool Renovations | 2,449,000 | 653,000 | 300,000 | 655,000 | 161,000 | 680,000 | 0 | 0 |
| Technology Infrastructure | 4,758,217 | 3,758,217 | 1,000,000 | 0 | 0 | 0 | 0 | 0 |
| Outyear Projects: | | | | | | | | |
| Major HVAC Repairs | 14,187,550 | 9,187,550 | 0 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Major Roof Repair/Replacement | 7,500,000 | 0 | 0 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 |
| Open Projects: | | | | | | | | |
| Aberdeen High School Stadium and Weight Room Upgrades | 1,600,000 | 1,600,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aberdeen HS North Building | 665,000 | 665,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| ADA Improvements | 900,000 | 900,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Backflow Prevention | 600,000 | 600,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building Envelope Improvements | 700,000 | 700,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Center for Educational Opportunity | 4,625,000 | 4,625,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Darlington ES Comprehensive HVAC | 1,638,000 | 1,638,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Edgewood HS Replacement | 83,581,790 | 83,581,790 | 0 | 0 | 0 | 0 | 0 | 0 |
| Equipment and Furniture Replacement | 1,055,000 | 1,055,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fallston HS Comp HVAC Systemic | 17,546,940 | 17,546,940 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fire Alarm & ER Communication | 1,387,000 | 1,387,000 | 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 |
| Joppatowne HS Systemic Project | 13,673,000 | 13,673,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Music Equipment Refresh Program 14 | 50,000 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| North Harford HS Aquaculture Lab | 830,000 | 830,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| North Harford HS Modernization | 31,873,132 | 31,873,132 | 0 | 0 | 0 | 0 | 0 | 0 |
| North Harford MS Domestic Water | 1,000,000 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Playground Equipment | 350,000 | 350,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Prospect Mill ES HVAC | 4,685,000 | 4,685,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Red Pump Road ES | 29,837,480 | 29,837,480 | 0 | 0 | 0 | 0 | 0 | 0 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2018 | FIVE YEAR CAPITAL PROGRAM FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 |
|---|---|---|---|---|---|---|---|---|
| **BOARD OF EDUCATION** | | | | | | | | |
| Relocatable Classrooms | 2,963,896 | 2,963,896 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ring Factory ES HVAC Equipment | 1,099,000 | 1,099,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Riverside ES Systemic Renovation | 8,780,000 | 8,780,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Roof Replacement - Joppatowne ES | 2,400,000 | 2,400,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Roof Replacement - North Harford ES | 1,064,000 | 1,064,000 | 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 |
| Technology Education Lab Refresh | 250,000 | 250,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Textbook/Supplemental Materials | 5,300,000 | 5,300,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| William Paca/Old Post ES | 2,417,000 | 2,417,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| William S. James Open Space | 1,400,000 | 1,400,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Youth's Benefit ES Replacement | 45,957,866 | 45,957,866 | 0 | 0 | 0 | 0 | 0 | 0 |
| Education Total by Project | 434,631,052 | 350,047,052 | 50,038,000 | 22,405,000 | 2,986,000 | 3,505,000 | 2,825,000 | 2,825,000 |
| Paygo | 28,193,432 | 22,997,432 | 1,975,000 | 1,080,000 | 486,000 | 1,005,000 | 325,000 | 325,000 |
| Future Bonds | 84,573,000 | 0 | 33,952,000 | 18,338,000 | 1,750,000 | 1,750,000 | 1,750,000 | 1,750,000 |
| Prior Bonds | 328,802,938 | 237,879,706 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 9,461,021 | 8,504,704 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer Tax | 10,654,517 | 7,793,589 | 0 | 0 | 0 | 0 | 0 | 0 |
| Recordation Tax | 100,000 | 58,170 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 136,536,383 | 68,321,000 | 14,111,000 | 2,987,000 | 750,000 | 750,000 | 750,000 | 750,000 |
| Other | (6,621,954) | 4,492,451 | 0 | 0 | 0 | 0 | 0 | 0 |
| Lease Purchase | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Education Total by Fund | 434,631,052 | 350,047,052 | 50,038,000 | 22,405,000 | 2,986,000 | 3,505,000 | 2,825,000 | 2,825,000 |
| SUB-TOTAL GENERAL FUND CAPITAL | 915,644,697 | 594,117,397 | 109,604,000 | 67,174,700 | 36,087,100 | 36,684,700 | 36,236,700 | 35,740,100 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **SOLID WASTE SERVICES** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| HWDC Expansion | 21,235,354 | 20,970,354 | 265,000 | 0 | 0 | 0 | 0 | 0 |
| Waste-to-Energy Facility Closure | 8,163,753 | 6,113,753 | 2,050,000 | 0 | 0 | 0 | 0 | 0 |
| Outyear Projects: | | | | | | | | |
| HWDC Pavement Upgrades | 600,000 | 400,000 | 0 | 200,000 | 0 | 0 | 0 | 0 |
| Open Projects: | | | | | | | | |
| Environmental Studies and Projects | 1,440,900 | 1,440,900 | 0 | 0 | 0 | 0 | 0 | 0 |
| Former Spencer's 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 Landfill Capping | 9,320,000 | 9,320,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Scarboro Landfill Groundwater | 250,000 | 250,000 | 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 | 975,081 | 975,081 | 0 | 0 | 0 | 0 | 0 | 0 |
| Solid Waste Services Total by Project | 50,544,767 | 48,029,767 | 2,315,000 | 200,000 | 0 | 0 | 0 | 0 |
| Paygo | 26,386,043 | 23,871,043 | 2,315,000 | 200,000 | 0 | 0 | 0 | 0 |
| Reappropriated | 2,693,283 | 2,693,283 | 0 | 0 | 0 | 0 | 0 | 0 |
| Future Bonds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Prior Bonds | 21,125,441 | 21,125,441 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 340,000 | 340,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Solid Waste Services Total by Fund | 50,544,767 | 48,029,767 | 2,315,000 | 200,000 | 0 | 0 | 0 | 0 |
| TOTAL GENERAL FUND CAPITAL | 966,189,464 | 642,147,164 | 111,919,000 | 67,374,700 | 36,087,100 | 36,684,700 | 36,236,700 | 35,740,100 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **PARKS & RECREATION FUND** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Anita C. Leight Center Improvements | 1,005,000 | 755,000 | 250,000 | 0 | 0 | 0 | 0 | 0 |
| Athletic Field Improvements | 16,850,000 | 12,400,000 | 150,000 | 1,400,000 | 700,000 | 700,000 | 700,000 | 800,000 |
| Bleacher Renovations | 890,000 | 430,000 | 60,000 | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| Bush River Dredging and DMP Site | 990,000 | 100,000 | 890,000 | 0 | 0 | 0 | 0 | 0 |
| Canoe and Kayak Water Access | 1,405,000 | 730,000 | 150,000 | 0 | 200,000 | 0 | 0 | 325,000 |
| Cedar Lane Sports Improvements | 3,261,000 | 2,261,000 | 100,000 | 200,000 | 200,000 | 200,000 | 200,000 | 100,000 |
| Eden Mill Park Rehabilitation | 1,305,000 | 955,000 | 200,000 | 0 | 50,000 | 0 | 0 | 100,000 |
| Edgewood Recreation Park | 650,000 | 0 | 50,000 | 0 | 0 | 100,000 | 0 | 500,000 |
| Emily Bayliss Graham Park | 3,850,000 | 1,775,000 | 800,000 | 0 | 525,000 | 500,000 | 0 | 250,000 |
| Emmorton Rec and Tennis Center | 1,485,000 | 985,000 | 500,000 | 0 | 0 | 0 | 0 | 0 |
| Equestrian Center Improvements | 675,000 | 325,000 | 50,000 | 100,000 | 100,000 | 0 | 0 | 100,000 |
| Facility Renovations | 875,000 | 225,000 | 150,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Flying Point Park Improvements | 403,000 | 303,000 | 100,000 | 0 | 0 | 0 | 0 | 0 |
| Forest Hill Rec Complex Improvements | 800,000 | 200,000 | 600,000 | 0 | 0 | 0 | 0 | 0 |
| Fox Meadows Park Improvements | 450,000 | 100,000 | 350,000 | 0 | 0 | 0 | 0 | 0 |
| Gunpowder River Dredging | 2,234,000 | 1,764,000 | 470,000 | 0 | 0 | 0 | 0 | 0 |
| Gymnasium Floor Repair and Renovation | 510,000 | 60,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| Jarrettsville Complex Restrooms | 270,000 | 350,000 | (80,000) | 0 | 0 | 0 | 0 | 0 |
| Mariner Point Park Renovations | 686,000 | 361,000 | 275,000 | 0 | 0 | 0 | 50,000 | 0 |
| Natural Turf Improvements | 1,890,000 | 1,240,000 | 50,000 | 150,000 | 150,000 | 75,000 | 75,000 | 150,000 |
| Park Improvements | 380,000 | 80,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Parking Lot Paving | 1,409,000 | 749,000 | 155,000 | 150,000 | 55,000 | 0 | 150,000 | 150,000 |
| Parkland Acquisition | 14,581,000 | 6,356,000 | 3,100,000 | 1,025,000 | 1,025,000 | 1,025,000 | 1,025,000 | 1,025,000 |
| Playground Equipment | 3,330,000 | 2,030,000 | 250,000 | 150,000 | 225,000 | 225,000 | 225,000 | 225,000 |
| Rock Glenn Park | 1,410,000 | 0 | 100,000 | 1,200,000 | 0 | 0 | 10,000 | 100,000 |
| Swan Harbor Farm Improvements | 1,689,000 | 614,000 | 25,000 | 0 | 1,050,000 | 0 | 0 | 0 |
| Tennis/Multipurpose Courts | 1,490,000 | 740,000 | 200,000 | 100,000 | 100,000 | 100,000 | 100,000 | 150,000 |
| Trails and Linear Parks | 14,600,000 | 4,100,000 | 5,500,000 | 1,000,000 | 0 | 2,000,000 | 0 | 2,000,000 |
| Tudor Hall Rehabilitation | 760,000 | 550,000 | 60,000 | 0 | 0 | 0 | 0 | 150,000 |
| Outyear Projects: | | | | | | | | |
| Aberdeen Activity Center | 9,000,000 | 0 | 0 | 0 | 500,000 | 8,000,000 | 500,000 | 0 |
| ADA Improvements | 729,307 | 404,307 | 0 | 75,000 | 75,000 | 0 | 75,000 | 100,000 |
| Backstop Renovations | 570,000 | 270,000 | 0 | 100,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Benson Field Development | 1,100,000 | 0 | 0 | 0 | 100,000 | 1,000,000 | 0 | 0 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **PARKS & RECREATION FUND** | | | | | | | | |
| Outyear Projects (cont.): | | | | | | | | |
| Blake's Venture Park | 1,100,000 | 0 | 0 | 0 | 100,000 | 1,000,000 | 0 | 0 |
| Bulkhead Renovations | 650,000 | 0 | 0 | 40,000 | 535,000 | 0 | 75,000 | 0 |
| Darlington Park Development | 2,035,000 | 1,895,000 | 0 | 140,000 | 0 | 0 | 0 | 0 |
| Disc Golf Course | 100,000 | 50,000 | 0 | 0 | 50,000 | 0 | 0 | 0 |
| Edgeley Grove Farm | 140,000 | 40,000 | 0 | 100,000 | 0 | 0 | 0 | 0 |
| Edgewood Recreation & Community Center | 250,000 | 100,000 | 0 | 150,000 | 0 | 0 | 0 | 0 |
| Jarrettsville Recreation Center | 7,210,775 | 510,775 | 0 | 0 | 0 | 0 | 6,500,000 | 200,000 |
| Joppa/Joppaotwne Youth/Senior Center | 7,000,000 | 0 | 0 | 0 | 0 | 0 | 500,000 | 6,500,000 |
| Magnolia Complex Development | 2,480,000 | 2,055,000 | 0 | 425,000 | 0 | 0 | 0 | 0 |
| Norrisville Park | 1,325,000 | 0 | 0 | 125,000 | 525,000 | 525,000 | 150,000 | 0 |
| Northern Regional Park | 2,325,000 | 575,000 | 0 | 0 | 0 | 250,000 | 0 | 1,500,000 |
| Perryman Park Development | 1,125,000 | 0 | 0 | 0 | 125,000 | 1,000,000 | 0 | 0 |
| Prospect Mill Park | 600,000 | 0 | 0 | 100,000 | 500,000 | 0 | 0 | 0 |
| Red Pump Road ES Facilities | 175,000 | 0 | 0 | 0 | 50,000 | 125,000 | 0 | 0 |
| Robert Copenhaver Park Improvements | 550,000 | 300,000 | 0 | 0 | 0 | 0 | 250,000 | 0 |
| Rockfield Park Improvements | 370,000 | 170,000 | 0 | 100,000 | 100,000 | 0 | 0 | 0 |
| SWM Pond Repair and Renovation | 800,000 | 450,000 | 0 | 110,000 | 120,000 | 0 | 120,000 | 0 |
| Tollgate Woodshop | 75,000 | 25,000 | 0 | 50,000 | 0 | 0 | 0 | 0 |
| Vale Road Park | 1,100,000 | 0 | 0 | 0 | 100,000 | 1,000,000 | 0 | 0 |
| Open Projects: | | | | | | | | |
| Churchville Center Renovations | 575,000 | 575,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Churchville Complex Development | 8,556,830 | 8,556,830 | 0 | 0 | 0 | 0 | 0 | 0 |
| Debris/Derelict Boats | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Demarco Memorial Park Improvements | 40,000 | 40,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| East Baker Avenue Pedestrian Bridge | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Enlarged Gymnasiums & Joint Facilities | 1,200,000 | 1,200,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Facility Renovations | 1,205,000 | 1,205,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Francis Silver Park Improvements | 425,000 | 425,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Heavenly Waters Park | 2,120,000 | 2,120,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Heavenly Waters Park - Soma | 100,000 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Indoor Recreation Facility - Forest Hill | 1,474,000 | 1,474,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Joppatowne Area Dredging | 1,090,000 | 1,090,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Nuttal Avenue Park Development | 500,000 | 500,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Oakington Farms - Tydings Park | 1,900,000 | 1,900,000 | | | | | | |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| Park Improvements | 780,000 | 780,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Schucks Road Regional Complex | 8,110,415 | 8,110,415 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tydings Park Improvements | 400,000 | 400,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Parks & Rec Total by Project | 149,469,327 | 76,059,327 | 14,480,000 | 7,295,000 | 7,615,000 | 17,180,000 | 12,060,000 | 14,780,000 |
| Paygo | 3,766,322 | 3,766,322 | 0 | 0 | 0 | 0 | 0 | 0 |
| Paygo - Hotel Tax Revenue | 3,200,000 | 0 | 1,600,000 | 1,100,000 | 100,000 | 100,000 | 100,000 | 200,000 |
| Paygo - Parks and Recreation Fund | 25,000 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0 |
| Future Bonds | 27,700,000 | 0 | 150,000 | 1,400,000 | 2,250,000 | 8,200,000 | 8,200,000 | 7,500,000 |
| Prior Bonds | 24,006,830 | 24,006,830 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 5,744,935 | 4,994,935 | 750,000 | 0 | 0 | 0 | 0 | 0 |
| Recordation Tax | 32,069,933 | 16,699,933 | 2,330,000 | 2,655,000 | 2,265,000 | 3,270,000 | 1,855,000 | 2,995,000 |
| State | 6,276,000 | 4,081,000 | 1,070,000 | 40,000 | 515,000 | 500,000 | 70,000 | 0 |
| Program Open Space | 23,496,000 | 10,351,000 | 3,725,000 | 1,245,000 | 1,425,000 | 2,575,000 | 1,575,000 | 2,600,000 |
| Federal | 9,130,000 | 3,130,000 | 4,000,000 | 0 | 0 | 1,000,000 | 0 | 1,000,000 |
| Developer | 1,365,000 | 1,165,000 | 75,000 | 25,000 | 50,000 | 50,000 | 0 | 0 |
| Other | 12,839,307 | 7,864,307 | 905,000 | 830,000 | 1,010,000 | 1,485,000 | 260,000 | 485,000 |
| Parks & Rec Total by Fund | 149,619,327 | 76,059,327 | 14,630,000 | 7,295,000 | 7,615,000 | 17,180,000 | 12,060,000 | 14,780,000 |
| TOTAL PARKS & RECREATION CAPITAL | 149,619,327 | 76,059,327 | 14,630,000 | 7,295,000 | 7,615,000 | 17,180,000 | 12,060,000 | 14,780,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **HIGHWAYS FUND** | | | | | | | | |
| **BRIDGES** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Abingdon Road Bridge #169 over CSX | 4,480,000 | 1,330,000 | 250,000 | 2,900,000 | 0 | 0 | 0 | 0 |
| Bridge & Road Scour Repair | 2,250,000 | 1,400,000 | 100,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Bridge Inspection Program | 3,450,000 | 200,000 | 850,000 | 200,000 | 900,000 | 200,000 | 900,000 | 200,000 |
| Bridge Rehabilitation | 4,041,381 | 950,000 | 841,381 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 |
| Carea Road Bridge #126 | 20,310 | 89,207 | (68,897) | 0 | 0 | 0 | 0 | 0 |
| Chestnut Hill Bridge #40 | 1,705,000 | 525,000 | 1,180,000 | 0 | 0 | 0 | 0 | 0 |
| Culvert Rehabilitation | 5,480,000 | 4,375,000 | 105,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| Edwards Lane Culvert | 0 | 5,000 | (5,000) | 0 | 0 | 0 | 0 | 0 |
| Glen Cove Road Bridge #156 | 650,000 | 150,000 | 200,000 | 300,000 | 0 | 0 | 0 | 0 |
| Green Road Bridges #119 and #122 | 1,119,088 | 719,088 | 400,000 | 0 | 0 | 0 | 0 | 0 |
| Johnson Mill Road Bridge #45 | 730,000 | 200,000 | 60,000 | 0 | 470,000 | 0 | 0 | 0 |
| New Park Road Bridge #125 | 1,100,000 | 700,000 | 400,000 | 0 | 0 | 0 | 0 | 0 |
| Phillips Mill Road Bridge #70 | 3,550,000 | 550,000 | 50,000 | 2,950,000 | 0 | 0 | 0 | 0 |
| Pleasantville Road Bridge #154 | 225,000 | 0 | 225,000 | 0 | 0 | 0 | 0 | 0 |
| Robinson Mill Road Bridge #154 | 1,815,000 | 1,685,000 | 130,000 | 0 | | | | |
| Watervale Road Bridge #63 | 4,132,516 | 4,155,000 | (22,484) | 0 | 0 | 0 | 0 | 0 |
| Outyear Projects: | | | | | | | | |
| Boggs Road Bridge #66 | 1,240,000 | 0 | 0 | 0 | 200,000 | 20,000 | 0 | 1,020,000 |
| Bridge Painting | 1,300,000 | 300,000 | 0 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| Deep Run Road Bridge #152 | 1,240,000 | 0 | 0 | 0 | 200,000 | 20,000 | 0 | 1,020,000 |
| Fawn Grove Road Bridge #132 | 1,160,000 | 10,000 | 0 | 250,000 | 50,000 | 0 | 850,000 | 0 |
| Glenville Road Bridge #30 | 1,455,000 | 410,000 | 0 | 0 | 0 | 1,045,000 | 0 | 0 |
| Moores Road Bridge #78 | 225,000 | 0 | 0 | 0 | 0 | 200,000 | 25,000 | 0 |
| Scarboro Road Bridge #140 | 210,000 | 0 | 0 | 0 | 0 | 200,000 | 10,000 | 0 |
| Stafford Road Bridge #24 | 2,005,000 | 405,000 | 0 | 1,600,000 | 0 | 0 | 0 | 0 |
| Open Projects: | | | | | | | | |
| Bridge Inspection Program 05 | 3,640,000 | 3,640,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bridge Rehabilitation 05 | 2,850,000 | 2,850,000 | 0 | 0 | 0 | 0 | 0 | 0 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **HIGHWAYS FUND** | | | | | | | | |
| **BRIDGES** | | | | | | | | |
| Open Projects: | | | | | | | | |
| Carrs Mill Road Bridge #216 | 2,575,000 | 2,575,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Snake Lane Bridge #31 | 1,095,000 | 1,095,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Structural Evaluation | 420,000 | 420,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bridges Total by Project | 54,163,295 | 28,738,295 | 4,695,000 | 9,200,000 | 2,820,000 | 2,685,000 | 2,785,000 | 3,240,000 |
| Paygo | 21,149,817 | 13,924,817 | 1,275,000 | 1,750,000 | 1,000,000 | 1,100,000 | 1,000,000 | 1,100,000 |
| Future Bonds | 7,949,000 | 0 | 1,378,000 | 1,450,000 | 920,000 | 1,276,000 | 885,000 | 2,040,000 |
| Prior Bonds | 3,044,559 | 3,044,559 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 546,919 | 546,919 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal | 21,473,000 | 11,222,000 | 2,042,000 | 6,000,000 | 900,000 | 309,000 | 900,000 | 100,000 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Developer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bridges Total by Fund | 54,163,295 | 28,738,295 | 4,695,000 | 9,200,000 | 2,820,000 | 2,685,000 | 2,785,000 | 3,240,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **ROADWAYS** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Chapel Road Improvements | 169,821 | 225,000 | (55,179) | 0 | 0 | 0 | 0 | 0 |
| Guardrails | 1,300,000 | 525,000 | 150,000 | 125,000 | 125,000 | 125,000 | 125,000 | 125,000 |
| Intersection Improvements | 5,181,728 | 2,881,728 | 400,000 | 380,000 | 380,000 | 380,000 | 380,000 | 380,000 |
| MD 152/Oakmont Road/Port Lane | 942,666 | 400,732 | (8,066) | 0 | 0 | 550,000 | 0 | 0 |
| Schucks Road Culvert Replacement | 23,824 | 80,000 | (56,176) | 0 | 0 | 0 | 0 | 0 |
| Schucks Road Improvements | 1,718,368 | 437,192 | 456,176 | 825,000 | 0 | 0 | 0 | 0 |
| Spesutia Road Reconstruction/Upgrade | 5,400,000 | 0 | 500,000 | 250,000 | 4,650,000 | 0 | 0 | 0 |
| Stormdrain Rehabilitation | 3,116,231 | 1,666,231 | 100,000 | 250,000 | 250,000 | 250,000 | 300,000 | 300,000 |
| Traffic Calming, Bicycle & Road Safety | 1,400,000 | 550,000 | 100,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Outyear Projects: | | | | | | | | |
| Bata Blvd. Access Road | 600,000 | 0 | 0 | 150,000 | 0 | 0 | 450,000 | 0 |
| Drainage Improvements | 2,450,000 | 1,575,000 | 0 | 175,000 | 175,000 | 175,000 | 175,000 | 175,000 |
| New Roads and Stormdrains | 3,625,000 | 2,625,000 | 0 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| Traffic Signals 15 | 359,601 | 109,601 | 0 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Trimble Road (Joppa Rd to Garnett Rd) | 650,000 | 0 | 0 | 100,000 | 50,000 | 0 | 500,000 | 0 |
| Open Projects: | | | | | | | | |
| Landis Circle - Foxborough Farms | 350,000 | 350,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Moores Mill Road | 10,363,088 | 10,363,088 | 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 | 38,400,327 | 22,538,572 | 1,586,755 | 2,655,000 | 6,030,000 | 1,880,000 | 2,330,000 | 1,380,000 |
| Paygo | 19,252,264 | 10,227,264 | 750,000 | 2,155,000 | 1,280,000 | 1,780,000 | 1,780,000 | 1,280,000 |
| Prior Paygo | (63,245) | 0 | (63,245) | 0 | 0 | 0 | 0 | 0 |
| Future Bonds | 6,400,000 | 0 | 900,000 | 400,000 | 4,650,000 | 0 | 450,000 | 0 |
| Prior Bonds | 6,731,707 | 6,731,707 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 309,601 | 309,601 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 720,000 | 720,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Developer | 3,050,000 | 2,550,000 | 0 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Other | 2,000,000 | 2,000,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Roadways Total by Fund | 38,400,327 | 22,538,572 | 1,586,755 | 2,655,000 | 6,030,000 | 1,880,000 | 2,330,000 | 1,380,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| RESURFACING | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Resurfacing Roadways | 38,468,262 | 5,705,017 | 6,513,245 | 5,150,000 | 5,200,000 | 5,250,000 | 5,300,000 | 5,350,000 |
| Open Projects: | | | | | | | | |
| 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 Roadways 16 | 5,292,842 | 5,292,842 | 0 | 0 | 0 | 0 | 0 | 0 |
| Resurfacing Roadways 17 | 5,002,435 | 5,002,435 | 0 | 0 | 0 | 0 | 0 | 0 |
| Resurfacing Total by Project | 61,028,154 | 28,264,909 | 6,513,245 | 5,150,000 | 5,200,000 | 5,250,000 | 5,300,000 | 5,350,000 |
| Paygo | 58,389,517 | 25,689,517 | 6,450,000 | 5,150,000 | 5,200,000 | 5,250,000 | 5,300,000 | 5,350,000 |
| Reappropriated | 2,575,392 | 2,575,392 | 0 | 0 | 0 | 0 | 0 | 0 |
| Prior Paygo | 63,245 | 0 | 63,245 | 0 | 0 | 0 | | |
| Resurfacing Total by Fund | 61,028,154 | 28,264,909 | 6,513,245 | 5,150,000 | 5,200,000 | 5,250,000 | 5,300,000 | 5,350,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **HIGHWAYS FUND** | | | | | | | | |
| OTHER | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| APG Gate PILOT | 2,500,000 | 2,000,000 | 500,000 | 0 | 0 | 0 | 0 | 0 |
| Efficiency Capital Investment Project | 435,000 | 155,000 | 80,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Fleet Maintenance Facility | 5,816,000 | 155,000 | 561,000 | 5,100,000 | 0 | 0 | 0 | 0 |
| Fleet Replacement | 19,442,000 | 10,442,000 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 |
| Refresh Program | 890,500 | 440,500 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| Safeguarding Business Operations | 3,462,450 | 2,937,450 | 400,000 | 125,000 | | | | |
| Salt Dome | 350,000 | 0 | 50,000 | 300,000 | 0 | 0 | 0 | 0 |
| Sidewalks and Handicapped Ramps | 2,129,300 | 1,149,300 | 230,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Outyear Projects: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Equipment Sheds | 200,000 | 0 | 0 | 100,000 | 100,000 | 0 | 0 | 0 |
| Facilities Repair Program | 1,507,000 | 1,007,000 | 0 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Open Projects: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fuel Dispensing System Upgrade | 950,000 | 950,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Glen Elykn Culvert & Ponds Repair | 392,500 | 392,500 | 0 | 0 | 0 | 0 | 0 | 0 |
| HMAN | 930,000 | 930,000 | 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 |
| Other Total by Project | 40,750,750 | 22,304,750 | 3,396,000 | 7,490,000 | 1,965,000 | 1,865,000 | 1,865,000 | 1,865,000 |
| Paygo | 32,411,718 | 20,390,752 | 2,370,966 | 2,090,000 | 1,965,000 | 1,865,000 | 1,865,000 | 1,865,000 |
| Future Bonds | 6,011,000 | 0 | 611,000 | 5,400,000 | 0 | 0 | 0 | 0 |
| Prior Bonds | 155,000 | 155,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Special Paygo | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 138,865 | 138,865 | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal | 169,300 | 169,300 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 190,000 | 70,000 | 120,000 | 0 | 0 | 0 | 0 | 0 |
| Developer | 64,650 | 64,650 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 1,610,217 | 1,316,183 | 294,034 | 0 | 0 | 0 | 0 | 0 |
| Other Total by Fund | 40,750,750 | 22,304,750 | 3,396,000 | 7,490,000 | 1,965,000 | 1,865,000 | 1,865,000 | 1,865,000 |
| TOTAL HIGHWAYS CAPITAL | 194,342,526 | 101,846,526 | 16,191,000 | 24,495,000 | 16,015,000 | 11,680,000 | 12,280,000 | 11,835,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **WATER & SEWER FUND** | | | | | | | | |
| WATER PROJECTS | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Abingdon Water Treatment Plant PH | 2,750,000 | 0 | 250,000 | 2,500,000 | 0 | 0 | 0 | 0 |
| Efficiency Capital Investment Projects | 365,000 | 300,000 | 65,000 | 0 | 0 | 0 | 0 | 0 |
| Fleet Maintenance Facility | 1,140,000 | 30,000 | 110,000 | 1,000,000 | 0 | 0 | 0 | 0 |
| Fleet Replacement | 9,062,000 | 4,262,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 |
| Havre de Grace Water Treatment Plant | 1,150,000 | 0 | 150,000 | 1,000,000 | 0 | 0 | 0 | 0 |
| Infrastructure Management System Enhancements | 600,000 | 300,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Perryman GAC Plant Improvements | 1,000,000 | 500,000 | 500,000 | 0 | 0 | 0 | 0 | 0 |
| Perryman Wellfield Improvements | 350,000 | 200,000 | 150,000 | 0 | 0 | 0 | 0 | 0 |
| Refresh Program | 917,000 | 467,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| Renewal and Replacement Water | 3,500,000 | 400,000 | 300,000 | 1,400,000 | 800,000 | 300,000 | 300,000 | 0 |
| Safeguarding Business Operations | 3,711,650 | 3,186,650 | 400,000 | 125,000 | 0 | 0 | 0 | 0 |
| SCADA Information Management | 1,100,000 | 0 | 250,000 | 750,000 | 100,000 | 0 | 0 | 0 |
| Tank Painting | 5,600,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 |
| US 40 and Rt 159 SHA Water Relocation | 3,900,000 | 3,800,000 | 100,000 | 0 | 0 | 0 | 0 | 0 |
| US 40 Water Main Replacement | 2,200,000 | 0 | 200,000 | 2,000,000 | 0 | 0 | 0 | 0 |
| Water & Sewer Infrastructure Improvement Projects | 6,000,000 | 0 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Water Meter Upgrade | 2,710,000 | 1,210,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| Water Tank Design and Construction | 5,700,000 | 0 | 300,000 | 0 | 400,000 | 5,000,000 | 0 | 0 |
| Water Zone Improvements | 1,430,000 | 600,000 | 230,000 | 200,000 | 0 | 200,000 | 0 | 200,000 |
| Outyear Projects: | 0 | | | | | | | |
| Central W&S Laboratory | 400,000 | 0 | 0 | 0 | 400,000 | 0 | 0 | 0 |
| Oak Grove Booster Station | 330,000 | 0 | 0 | 330,000 | 0 | 0 | 0 | 0 |
| Open Projects: | | | | | | | | |
| 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 | 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 |
| Fuel Dispensing System Upgrade | 120,000 | 120,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| HMAN | 1,220,000 | 1,220,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Magnolia Booster Station | 1,450,000 | 1,450,000 | 0 | 0 | 0 | 0 | 0 | 0 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **WATER & SEWER FUND** | | | | | | | | |
| WATER PROJECTS | | | | | | | | |
| Replacement of Water Booster Station SCADA | 1,500,000 | 1,500,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 700 MHz Wireless Radio System Equipment | 649,000 | 649,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tank Painting 15 | 800,000 | 800,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tank Painting 16 | 700,000 | 700,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Underground and Aboveground Storage Tank Management | 50,000 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water and Sewer Billy Project | 1,500,000 | 1,500,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water System Model Study | 300,000 | 300,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Water Total by Project | 154,799,650 | 116,939,650 | 5,980,000 | 12,280,000 | 4,675,000 | 8,475,000 | 3,275,000 | 3,175,000 |
| Paygo | 35,639,094 | 16,309,094 | 4,380,000 | 3,750,000 | 2,775,000 | 2,875,000 | 2,675,000 | 2,875,000 |
| Prior Paygo | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Future Bonds | 16,690,000 | 0 | 1,260,000 | 8,230,000 | 1,600,000 | 5,300,000 | 300,000 | 0 |
| Prior Bonds | 98,312,460 | 98,312,460 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 2,018,096 | 2,018,096 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 340,000 | 300,000 | 40,000 | | 0 | 0 | 0 | 0 |
| Developer | 1,800,000 | 0 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| Water Total by Fund | 154,799,650 | 116,939,650 | 5,980,000 | 12,280,000 | 4,675,000 | 8,475,000 | 3,275,000 | 3,175,000 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **SEWER PROJECTS** | | | | | | | | |
| FY 19 Funded Projects: | | | | | | | | |
| Bio Solids Facilities Enhancements | 13,150,000 | 4,900,000 | 4,000,000 | 0 | 4,250,000 | 0 | 0 | 0 |
| Brentwood Park Pumping Station Improvements | 1,450,000 | 200,000 | 1,250,000 | 0 | 0 | 0 | 0 | 0 |
| Delta WWTP Plant Upgrades | 225,000 | 200,000 | 25,000 | 0 | 0 | 0 | 0 | 0 |
| Fallston Area Sewer | 3,800,000 | 0 | 3,800,000 | 0 | 0 | 0 | 0 | 0 |
| Freys Road Sewer Petition | 800,000 | 0 | 800,000 | 0 | 0 | 0 | 0 | 0 |
| Hickory Sewer Infrastructure Improvement Project | 3,000,000 | 0 | 3,000,000 | 0 | 0 | 0 | 0 | 0 |
| Infiltration and Inflow | 650,000 | 350,000 | 100,000 | 0 | 100,000 | 0 | 100,000 | 0 |
| Inventory Storage and Control Improvements | 5,635,000 | 85,000 | 300,000 | 3,200,000 | 2,050,000 | 0 | 0 | 0 |
| Pumping Station Improvements | 1,065,000 | 65,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 0 |
| Renewal and Replacement Sewer Infrastructure | 2,000,000 | 800,000 | 300,000 | 300,000 | 300,000 | 300,000 | 0 | 0 |
| Sod Run Facility Improvements | 7,400,000 | 3,100,000 | 1,300,000 | 1,000,000 | 700,000 | 1,000,000 | 300,000 | 0 |
| Sod Run WWTP Ultraviolet Disinfection Project | 3,200,000 | 200,000 | 3,000,000 | 0 | 0 | 0 | 0 | 0 |
| Town Center Drive Pump Station Replacements | 585,000 | 350,000 | 235,000 | 0 | 0 | 0 | 0 | 0 |
| Utility Protection/Restoration | 1,700,000 | 700,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 0 |
| Outyear Projects | | | | | | | | |
| Bill Bass PS FM Replacement | 11,200,384 | 900,384 | 0 | 4,100,000 | 0 | 6,200,000 | 0 | 0 |
| Edgewood Interceptor Sewer Parallel | 4,250,000 | 650,000 | 0 | 0 | 0 | 0 | 3,600,000 | 0 |
| Lower Bynum Run Interceptor Phase 6&7 | 18,120,324 | 12,120,324 | 0 | 0 | 0 | 2,500,000 | 3,500,000 | 0 |
| Plum Tree Collector Sewer and Pumping Station | 6,000,000 | 0 | 0 | 0 | 0 | 600,000 | 5,400,000 | 0 |
| Open Projects: | | | | | | | | |
| Bush Creek Pump Station | 28,400,000 | 28,400,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bynum Ridge Replacement Sewer | 800,000 | 800,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Harford WWTP Facility Improvements | 885,000 | 885,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Oaklyn Manor/Joppa Area Sewer Relief | 1,950,300 | 1,950,300 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ring Factory PS & Fairwind Farms Abandonment | 1,465,000 | 1,465,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Total by Project | 117,731,008 | 58,121,008 | 18,510,000 | 9,000,000 | 7,800,000 | 11,000,000 | 13,300,000 | 0 |

**HARFORD COUNTY, MARYLAND**

**APPROVED SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

| PROJECT TITLE | TOTAL COST | PRIOR APPROP | BUDGET YEAR FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **SEWER PROJECTS** | | | | | | | | |
| Paygo | 18,866,450 | 8,756,450 | 2,160,000 | 3,900,000 | 2,850,000 | 700,000 | 500,000 | 0 |
| Prior Paygo | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Future Bonds | 49,500,000 | 0 | 16,350,000 | 5,100,000 | 4,950,000 | 10,300,000 | 12,800,000 | 0 |
| Prior Bonds | 46,892,256 | 46,892,256 | 0 | 0 | 0 | 0 | 0 | 0 |
| Reappropriated | 1,042,002 | 1,042,002 | 0 | 0 | 0 | 0 | 0 | 0 |
| State | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Federal | 1,250,300 | 1,250,300 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Developer | 180,000 | 180,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sewer Total by Fund | 117,731,008 | 58,121,008 | 18,510,000 | 9,000,000 | 7,800,000 | 11,000,000 | 13,300,000 | 0 |
| TOTAL WATER & SEWER CAPITAL | 272,530,658 | 175,060,658 | 24,490,000 | 21,280,000 | 12,475,000 | 19,475,000 | 16,575,000 | 3,175,000 |

| | TOTAL COST | PRIOR APPROP | BUDGET FY 2019 | FIVE YEAR CAPITAL PROGRAM FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
|---|---|---|---|---|---|---|---|---|
| **TOTAL CAPITAL IMPROVEMENT PROGRAM** | **1,582,681,975** | **995,113,675** | **167,230,000** | **120,444,700** | **72,192,100** | **85,019,700** | **77,151,700** | **65,530,100** |

## 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 2018-2019 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 2018-2019, 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.

| Department of Community Services (Director of Community Services) - Anticipated FY 19 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. | | $60,000 | | $40,985 | 7/1/2018 - 6/30/19 | Recurring |
| Local Management Board | Program funding for Local Management Board | | $570,994 | | | 7/1/2018 - 6/30/19 | Recurring |
| | **TOTALS:** | | **$630,994** | | **$40,985** | | |

| Department of Emergency Services - Anticipated FY 19 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. | $130,452 | | | $130,452 | 10/1/18 - 6/30/20 | 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. | $114,308 | | | | 9/1/18 - 5/31/20 | Recurring |
| Exelon Nuclear Emergency Planning | Funds are designated as corporate/business revenue to pay toward the Emergency Planner Position | | | $50,000 | | 1/1/19 - 12/31/19 | 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. | $508,317 | | | | 9/1/18 - 5/31/20 | Recurring |
| Senator Amoss Grant | Funding is for the local Volunteer Fire Companies and the 3 Municipalities for their local Fire Companies | $572,739 | | | | 7/1/18 - 6/30/19 | Recurring |
| Maryland Institute for Emergency Medical Services System | Grant monies to be used for mandatory Emergency Medical Dispatch Training. | | $3,000 | | | 9/1/18 - 6/15/19 | Recurring |
| Maryland Institute for Emergency Medical Services System 50/50 AED | Grant funding will be used for the purchase of new AED equipment for the EMS units. | | $5,840 | | $5,840 | 12/1/2018 - 5/11/19 | Recurring |
| Hazardous Materials Emergency Preparedness Grant Program | Grant monies provide for much needed training for the Harford County Hazmat team. | $6,787 | | | $2,337 | 10/1/18 - 9/30/20 | Recurring |
| | **TOTALS:** | **$1,332,603** | **$8,840** | **$50,000** | **$138,629** | | |

| Department of Community Services (Office of Drug Control Policy) - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| TITLE OF GRANT | GRANT PURPOSE | Source of Anticipated Funding | | | | Grant Dates | Recurring or One Time |
| | | Federal | State | Other | County Match | | |
| Alcohol and Drug Prevention | Grant provides funding for drug and alcohol prevention. | | $123,766 | | | 7/1/18 - 6/30/19 | Recurring |
| Harford County Circuit Court-Family Recovery Court-Truancy Court and Adult Circuit Court | Grant funding addresses numerous juvenile issues including truancy and family unit cohesiveness, along with addressing adult opiate issues. | | $190,000 | | | 7/1/18 - 6/30/19 | Recurring |
| Harford County District Court Drug Programs (Opiate Recovery Court and Mental Health Court) | Grant provides funding to address addiction to opiate issues and mental health concerns. | | $135,500 | | | 7/1/18 - 6/30/19 | Recurring |
| A Pathway to Recovery from Substance Abuse Addiction - Carefirst Community grant | Funding will support individuals in their quest for recovery; placing up to 30 individuals into treatment facilities helping to reduce the number of overdoses. | | | $75,000 | | 5/1/18 - 9/30/18 | One-Time |
| Teen Court Diversion | Funding provides for a Diversion Program that will target youth who are first time offenders, between the ages of 12-17, that have committed a non-violent misdemeanor offense. | | $62,000 | | | 7/1/18 - 6/30/19 | Recurring |
| Opioid Misuse Prevention | Grant funds are used to address the opioid misuse problem; strategies include data collection using the Strategic Prevention Framework model. | $88,679 | | | | 7/1/18 - 6/30/19 | Recurring |
| | **TOTALS:** | **$88,679** | **$511,266** | **$75,000** | **$0** | | |

| Circuit Court for Harford County - Anticipated FY 19 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. | | $342,505 | | | 7/1/18 - 6/30/19 | Recurring |
| CASA | This grant focuses on representing the best interest of abused, neglected and dependent children in Court proceedings. | | $75,750 | | $30,000 | 7/1/18 - 6/30/19 | 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. | $203,730 | | | | 10/1/18 - 9/30/19 | Recurring |
| Child in Need of Assistance Advocacy | This program assists in developing and implementing strategies specifically intended to provide assistance to victims of crime in the State of Maryland. | $42,536 | | | | 10/1/18 - 9/30/19 | Recurring |
| | **TOTALS:** | **$246,266** | **$418,255** | **$0** | **$30,000** | | |

| Department of Community Services (Office on Aging) - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| **TITLE OF GRANT** | **GRANT PURPOSE** | **Source of Anticipated Funding** | | | | **Grant Dates** | **Recurring or One Time** |
| | | **Federal** | **State** | **Other** | **County Match** | | |
| 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. | | $168,696 | | | 7/1/18 - 6/30/19 | 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. | $669,114 | | | $331,330 | 10/1/18 - 9/30/19 | Recurring |
| Senior Medicare Patrol - Health Care Fraud Program Expansion | Grant funds promote awareness of Medicare and Medicaid healthcare fraud, waste and abuse. | $4,750 | | | $9,433 | 6/1/18 - 5/31/19 | Recurring |
| State Health Insurance Program (SHIP) | This grant provides health insurance counseling (e.g. Medicare, private insurance, HMOs, insurance fraud, et.); assists people with organizing medical bills, and advocates with medical providers. | $18,592 | | | $17,437 | 4/1/18 - 3/31/19 | Recurring |
| Medicare Improvements for Patients and Providers (MIPPA) | Grant funds allow for outreach and enrollment for low income Medicare beneficiaries to help with drug premiums, copayments and deductibles. | $9,928 | | | | 9/30/18 - 9/29/19 | Recurring |
| Senior Assisted Living Group Home Subsidy | Grant funds provide subsidies to assist low-income seniors to reside in residential assisted living programs. | | $43,338 | | | 7/1/18 - 6/30/19 | Recurring |
| Nutrition Service Incentive Program | Grant funds provide funding for both Congregate and Home Delivered Meals. | $39,184 | | | | 10/1/18 - 9/30/19 | Recurring |
| Senior Care | This grant provides funding for a variety of services to people over the age of 60. | | $239,736 | | $10,000 | 7/1/18 - 6/30/19 | Recurring |
| | **TOTALS:** | **$741,568** | **$451,770** | **$0** | **$368,200** | | |

| Department of Parks & Recreation - Anticipated FY 19 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 | | | | 10/1/18 - 9/30/19 | 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. | | $7,500 | | | 7/1/18 - 6/30/19 | 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 | 7/1/18 - 6/30/19 | Recurring |
| | **TOTALS:** | **$50,000** | **$55,296** | **$0** | **$44,038** | | |

| Department of Planning & Zoning - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| **TITLE OF GRANT** | **GRANT PURPOSE** | **Source of Anticipated Funding** | | | | **Grant Dates** | **Recurring or One Time** |
| | | **Federal** | **State** | **Other** | **County Match** | | |
| Safe Routes to School Infrastructure and Non-Infrastructure Project | 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. | | $69,300 | | | 5/1/18 - 5/31/19 | **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. | $115,144 | | | $28,786 | 7/1/18 - 6/30/19 | Recurring |
| Green Infrastructure Plan | Grant funds will be used to develop and refine a county-wide green infrastructure network and plan. | $90,000 | | | $25,000 | 10/1/18 - 9/30/19 | One-time |
| Rural Legacy Program | Funds are provided to purchase interests in real property from willing sellers, including fee estates, easements and other interests in real property, for preservation of land in key areas of Maryland enhancing natural resource, agricultural, forestry and environmental protection. | | $4,757,650 | | | 11/1/18 - 10/31/19 | |
| 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 | | | 7/1/18- 6/30/19 | Recurring |
| | **TOTALS:** | **$205,144** | **$4,836,950** | **$ 0** | **$ 53,786** | | |

| Harford County Sheriff's Office - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | Source of Anticipated Funding | | | | | |
| TITLE OF GRANT | GRANT PURPOSE | Federal | State | Other | County Match | Grant Dates | Recurring or One Time |
| Child Enforcement Administration Cooperative Reimbursement Agreement | This grant provides funding for the salary and benefits for seven positions who concentrate their efforts specifically in the service of summons, warrants and writs of paternity, AFDC and non-AFDC child support cases and the data entry and tracking of each. | $628,171 | | | $359,559 | 10/1/18-9/30/19 | Recurring |
| Traffic Safety Grant | This grant provides funding for deputies to work overtime to pro-actively seek out impaired, aggressive and distracted drivers in an effort to reduce the number of driving related injuries and fatalities in Harford County. | $75,000 | | | | 10/1/18 - 9/30/19 | Recurring |
| Law Enforcement Training Scholarship | Funding provides financial support to offset the costs associated with specialized law enforcement training, including, but not limited to classes and seminars in investigation, crime prevention and crime analysis. | $5,000 | | | | 7/1/18 - 6/30/19 | Recurring |
| Maryland Highway Safety Office - Commercial Motor Vehicle Grant | This grant provides funding for deputies to patrol the roads on an overtime basis to perform routine commercial vehicle enforcement and North American Standard Inspections to ensure that trucks and buses driving on the highways are operating safely on county roads. | $15,000 | | | | 10/1/18 - 9/30/19 | Recurring |

| Harford County Sheriff's Office - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| TITLE OF GRANT | GRANT PURPOSE | Source of Anticipated Funding | | | | Grant Dates | Recurring or One Time |
| | | Federal | State | Other | County Match | | |
| Heroin Coordinator | This grant provides funding for the Heroin Prevention Team Information Coordinator who acts as the main outlet for heroin related information and data, and maintains a database tracking all heroin overdoes and compiles related reports for appropriate dissemination. | | $87,850 | | | 7/1/18 - 6/30/19 | Recurring |
| Professional Development Grant | These funds will allow our agency to send individuals to training and will be used for registration, lodging, per diem and transportation costs. | | $5,000 | | | 7/1/18 - 6/30/19 | 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. | | $19,764 | | | 8/1/18 - 6/30/19 | Recurring |
| Monitoring Sex Offender Compliance | 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 HCSO Sex Offender Registration Program as mandated by MD law. | | $25,023 | | | 7/1/18 - 6/30/19 | Recurring |

| Harford County Sheriff's Office - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| TITLE OF GRANT | GRANT PURPOSE | Source of Anticipated Funding | | | | Grant Dates | Recurring or One Time |
| | | Federal | State | Other | County Match | | |
| Sheriff's Tactical & Operational Plan: Theft Intervention & Enforcement (STOP THIEF) | This grant will fund the purchase of equipment and related software which will enhance pro-active details and increase officer safety; improve the ability to extract evidence from cellular devices; track suspect movement, and improve surveillance capabilities. | | $30,000 | | | 7/1/18 - 6/30/19 | 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. | $15,862 | | | | 7/1/18 - 6/30/19 | 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. | | $150,000 | | | 7/1/18 - 6/30/19 | Recurring |
| | **TOTALS:** | **$739,033** | **$317,637** | **$0** | **$359,559** | | |

| Office of State's Attorney - Anticipated Funding FY 19 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. | $825,075 | | | $500,938 | 10/1/18 - 9/30/19 | Recurring |
| Child Abuse Training | To fund specialized training, equipment and services to improve upon investigation and prosecution of child sexual assault and abuse cases. | $5,000 | | | | 1/1/18 - 12/31/18 | Recurring |
| Internet Crimes Against Children Initiative | The grant funds will provide for updating and servicing of technology equipment used for investigations of Internet crimes of child abuse against children and national training for staff. | | $30,000 | | | 7/1/18 - 6/30/19 | One-Time |
| Investigative Enhancement | The grant funds will provide for technological advancements, equipment enhancements and training improvements at the CAC. | | $15,000 | | | 7/1/18 - 6/30/19 | Recurring |
| | **TOTALS:** | **$830,075** | **$45,000** | | **$500,938** | | |

| Office of Economic Development (Susquehanna Workforce Network) - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| TITLE OF GRANT | GRANT PURPOSE | Source of Anticipated Funding | | | | Grant Dates | Recurring or One Time |
| | | Federal | State | Other | County Match | | |
| Workforce Investment Act/Workforce Innovation and Opportunity Act | The Susquehanna Region's Program Formula Allocation will be utilized to support Workforce Investment Act operations and activities in accordance with the Susquehanna Region's Workforce Investment Act Five Year Plan. | | $1,763,698 | | | 7/1/18 - 6/30/19 | Recurring |
| | **TOTALS:** | | **$1,763,698** | | **$0** | | |

| Office of Economic Development (Harford Transit) - Anticipated FY 19 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. | $1,626,095 | $432,389 | | $893,623 | 7/1/18 - 6/30/19 | Recurring |
| Special Statewide Transportation Assistance Program | To provide curb-to-curb transportation services for the elderly population & persons with disabilities. | | $170,371 | | $58,109 | 7/1/18 - 6/30/19 | Recurring |
| MTA Preventive Maintenance & Capital Equipment | To provide funds to purchase or replace vehicles, cover cost of preventive maintenance on vehicles and other equipment. | $1,220,634 | $152,580 | | $152,580 | 7/1/18 - 6/30/21 | 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 | | | $4,600 | 7/1/18 - 6/30/19 | Recurring |
| | **TOTALS:** | **$2,934,795** | **$755,340** | | **$1,108,912** | | |
| | **Total Anticipated Grant Awards w/o County Match** | **Total Federal** | **Total State** | **Total Other** | **Total County Match** | | |
| | **$28,654,735** | **$18,497,165** | **$10,032,570** | **$125,000** | **$2,731,321** | | |

| Harford County Housing Agency - Anticipated FY 19 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. | $7,700,000 | | | | 1/1/19 - 12/31/19 | Recurring |
| HUD Comprehensive Housing Counseling | This grant provides funds that will be used for providing counseling and advice to tenants and homeowners, both current and prospective, with respect to property maintenance, financial management and literacy. | $26,906 | | | | 7/1/18 - 6/30/19 | Recurring |
| Maryland Housing Counseling | Grant funds will provide funding to professional housing counselors who offer counseling services to eligible home buyers, homeowners and tenants. | | $59,000 | | | 1/1/18 - 12/31/18 | Recurring |
| Rental Allowance Program | This grant provides flat rent subsidies to low-income families who either are homeless or have an emergency housing need. | | $40,000 | | | 10/1/18 - 9/30/19 | Recurring |
| Section 8 Mainstream Program | This grant provides financial assistance for housing to non-elderly, disabled individuals/families. | $560,000 | | | | 1/1/18 - 12/31/18 | Recurring |
| Family Self-Sufficiency | 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. | $28,707 | | | | 1/1/18 - 12/31/18 | Recurring |
| Housing Opportunities for People With Aids | This grant provides funds for subsidized housing to individuals/families with specific disabilities. | $201,874 | | | | 7/1/17 - 6/30/20 | Recurring |
| Housing Choice Voucher Admin | This grant provides for the administration costs associated with providing subsidized rental housing to eligible families. | $751,604 | | | | 1/1/19 - 12/31/19 | Recurring |

| Harford County Housing Agency - Anticipated FY 19 Grants | | | | | | | |
|---|---|---|---|---|---|---|---|
| TITLE OF GRANT | GRANT PURPOSE | Source of Anticipated Funding | | | | Grant Dates | Recurring or One Time |
| | | Federal | State | Other | County Match | | |
| Service-Linked Housing | Grant funds the salary of a case manager employed by Harford Community Action Agency | | $17,242 | | | 7/1/18 - 6/30/19 | Recurring |
| Homeless Women's Crisis Shelter Home Program | Grant funds the salary of a case manager employed by SARC. | | $66,944 | | | 7/1/18 - 6/30/19 | Recurring |
| Supportive Housing Grant | This grant is for permanent supportive housing for chronically homeless individuals and homeless families with dependent children suffering from mental health, substance abuse, domestic violence and other disabling conditions. | $670,971 | | | | 7/1/18 - 6/30/19 | Recurring |
| Community Development Block Grant | Grant funds benefit low to moderate income population eliminating slum and blight, and meets urgent community development needs. | $945,668 | | | | 7/1/18 - 6/30/19 | Recurring |
| Home Investment Partnership | Provides formula grants to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. | $313,222 | ` | | $117,274 | 7/1/18 - 6/30/19 | 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. | | $54,338 | | | 7/1/18 - 6/30/19 | Recurring |
| Emergency Solutions Grant | Grant funds emergency services for homeless people, including shelter and supportive services and transitional shelters. | $130,050 | | | | 10/1/18 - 9/30/19 | Recurring |
| | **TOTALS:** | **$11,329,002** | **$237,524** | **$0** | **$86,274** | | |

| Harford County Unanticipated Grant Match Appropriation | | | | | | | |
|---|---|---|---|---|---|---|---|
| TITLE OF GRANT | GRANT PURPOSE | Source of Anticipated Funding | | | | Grant Dates | Recurring or One Time |
| | | Federal | State | Other | County Match | | |
| Unanticipated Grant Match Appropriation | | | | | $49,000 | 7/1/18 - 6/30/19 | Recurring |
| | **Total Anticipated Grant Awards w/o County Match** | **Total Federal** | **Total State** | **Total Other** | **Total County Match** | | |
| | **$28,654,735** | **$18,497,165** | **$10,032,570** | **$125,000** | **$2,811,321** | | |

# SELF INSURANCE FUND
# FISCAL YEAR 2019

**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 2016 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, 2017 | | 5,605,677 |
| Investment Income | 25,387 | |
| Insurance Recoveries | 325,000 | |
| Revenues from Agencies and Reimbursements | 26,306,613 | |
| Total Estimated Revenues | | 26,657,000 |
| Expenses for Claims, Excess Coverages, Claims Management and Other Expenditures | (26,657,000) | |
| Total Estimated Expenditures | | (26,657,000) |
| Estimated Net Position - June 30, 2018 | | 5,605,677 |

**Fiscal Year 2018-2019**

| | | |
|---|---|---|
| Investment Income | 25,000 | |
| Insurance Recoveries | 175,000 | |
| Revenues from Agencies and Reimbursements | 26,718,078 | |
| Total Estimated Revenues | | 26,918,078 |
| Claims and Expenditures | (26,918,078) | |
| Total Estimated Expenditures | | (26,918,078) |
| Estimated Net Position June 30, 2019 | | 5,605,677 |

# VOLUNTEER FIREMEN'S PENSION TRUST (LOSAP) FUND
# LOSAP - LENGTH OF SERVICE AWARD PROGRAM
# FISCAL YEAR 2019

**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. 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, 2017 | | 26,796,906 |
| Estimated Revenues: | | |
| County Contributions | 1,854,906 | |
| Investment Income | 1,821,094 | |
| Total Estimated Revenues | | 3,676,000 |
| Estimated Expenses: | | |
| Pension Payments | (1,692,000) | |
| Actuarial & Investment Services | (148,000) | |
| Death Benefits | (50,000) | |
| Total Estimated Expenditures | | (1,890,000) |
| Estimated Net Position Held In Trust for Pension Benefits - June 30, 2018 | | 28,582,906 |
| **Fiscal Year 2018-2019** | | |
| Estimated Revenues: | | |
| County Contributions | 2,072,513 | |
| Investment Income | 2,016,900 | |
| Total Estimated Revenues | | 4,089,413 |
| Estimated Expenditures: | | |
| Pension Payments | (1,754,919) | |
| Actuarial & Investment Services | (119,283) | |
| Death Benefits | (31,500) | |
| Unfunded Liability | (2,183,711) | |
| Total Estimated Expenditures | | (4,089,413) |
| Estimated Net Position Held In Trust for Pension Benefits - June 30, 2019 | | 28,582,906 |

# SHERIFF'S OFFICE PENSION PLAN
# FISCAL YEAR 2019

**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.

**Sheriff's Office Pension Plan**
**Statement of Estimated Net Position**

| | | |
|---|---|---|
| Net Position Held In Trust for Pension Benefits | | |
| June 30, 2017 | | 55,345,950 |
| Estimated Revenues: | | |
| Employee Contributions | 530,000 | |
| County Contributions | 2,393,057 | |
| Investment Income | 3,698,943 | |
| Total Estimated Revenues | | 6,622,000 |
| Estimated Expenses: | | |
| Actuarial & Investment Services | (241,000) | |
| Medical & Legal Services | (10,000) | |
| Pension Payout | (3,000,000) | |
| Total Estimated Expenses | | (3,251,000) |
| Estimated Net Position Held In Trust for Pension Benefits | | |
| June 30, 2018 | | 58,716,950 |
| **Fiscal Year 2018-2019** | | |
| Estimated Revenues: | | |
| Investment Income | 529,679 | |
| Employee Contributions | 2,567,354 | |
| County Contributions | 4,153,720 | |
| Total Estimated Revenues | | 7,250,753 |
| Estimated Expenditures: | | |
| Actuarial & Investment Services | (223,754) | |
| Medical & Legal Services | (24,177) | |
| Pension Payout | (3,286,659) | |
| Unfunded Liability Contribution | (3,716,163) | |
| Total Estimated Expenditures | | (7,250,753) |
| Estimated Net Position Held In Trust for Pension Benefits | | |
| June 30, 2019 | | 58,716,950 |

# HARFORD COUNTY OTHER POST EMPLOYMENT BENEFITS PLAN TRUST FUND
# FISCAL YEAR 2019

**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.

**Other Post Employment Benefits Plan Trust Fund**
**Statement of Estimated Net Position**

| | | |
|---|---|---|
| Net Position Held In Trust for OPEB June 30, 2017 | | 104,375,953 |
| Estimated Revenues: | | |
| Investment Income | 6,805,000 | |
| OPEB Retiree Payment | 1,218,000 | |
| County Contributions | 12,333,000 | |
| Total Estimated Revenues | | 20,356,000 |
| Estimated Expenses: | | |
| Financial/Audit | (395,000) | |
| OPEB Benefits | (9,565,000) | |
| Total Estimated Expenses | | (9,960,000) |
| Estimated Net Position Held In Trust for OPEB June 30, 2018 | | 114,771,953 |

**Fiscal Year 2018-2019**

| | | |
|---|---|---|
| Estimated Revenues: | | |
| Investment Income | 7,843,451 | |
| OPEB Retiree Payment | 1,218,258 | |
| County Contributions | 13,639,000 | |
| Total Estimated Revenues | | 22,700,709 |
| Estimated Expenditures: | | |
| Life Insurance Payments | (72,054) | |
| Health Insurance Payments | (9,350,877) | |
| Management Services | (14,025) | |
| Financial/Audit | (388,870) | |
| Unfunded Liability Contribution | (12,874,883) | |
| Total Estimated Expenditures | | (22,700,709) |
| Estimated Net Position Held In Trust for OPEB June 30, 2019 | | 114,771,953 |

# 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 when 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 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 backed by full faith, credit, and taxing power of the government. Bonds involve long term indebtedness to pay for capital projects.

# GLOSSARY

**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 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 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 business, organizations, 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 to the County's enterprise fund.

**DEVELOPMENT-RELATED FEES**
Those fees and charges generated by building, development and growth in the community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

**DIRECTOR**
Title given to a department's chief officer.

**DISBURSEMENT**
The expenditure of monies from an account.

**DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM**
A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**DIVISION**
An organizational unit within a department, responsible for accomplishing major programs and activities of the Department. Example: the Bureau of Highways within the Department of Public works. (See also bureau, agency, and office.)

# GLOSSARY

**EDU**
An acronym that stands for Equivalent Dwelling 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.

**FEE**
A charge for service to the user or beneficiary of the service. According to the 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 SYSTEM**
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 sch 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**
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-TIME EQUIVALENT POSITION (FTE)**
A part-time position converted to the decimal equivalent of a full0time 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.

**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 the 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 governmental 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 recorded wen available. Accounting records for the County's general funds and expendable trust and agency funds are maintained on a modified accrual basis.

# GLOSSARY

**NONDEPARTMENTAL ACCOUNT**
Expenditure items essential to County Government operation not falling within the functional assignment or agency 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 programs 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, excluding salaries, wages, benefits, and capital outlay. Examples: office supplies and utilities.

**OPERATING REVENUES**
Funds that the government receives as income to pay for outgoing 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 aone 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 1, 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 $500,000retention 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 EARNINIGS**
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. Th 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

**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

**DBEB**
Department of Business and Economic Development

**DEED**
Department of Business and Economic Development

**DILP**
Department of Inspections, Licenses, Permits

**DNR**
Department of Natural Resources

**ECHO**
Ecumenical Community of Harford County

**EDU**
Equivalent Dwelling Unit

**EIS**
Emergency Information System

**EMS**
Emergency Medical Service

**ENR**
Enhanced Nitrogen Removal

**EPA**
Environmental Protection Agency

**FAMIS**
Financial Accounting Management Information System

**FICA**
Federal Insurance Contributions Act

**FTE**
Full-Time Equivalent

**FY**
Fiscal Year

**GAAP**
Generally Accepted Accounting Principles

**GASB**
Governmental Accounting Standards Board

## GLOSSARY

**GBC**
Greater Baltimore Committee

**GFOA**
Government Finance Officers Association

**GIS**
Geographic Information System

**G.O. BONDS**
General Obligation Bonds

**HAZMAT**
Hazardous Materials

**HEAT CENTER**
Higher Education Applied Technology Center

**HCN**
Harford Cable Network

**HICS**
Harford Interfaith Community Service

**HWDC**
Harford Waste Disposal Center

**ISA**
Information System Administration

**LAN**
Local Area Network

**LEPC**
Local Emergency Planning Committee

**LF**
Linear Feet

**MACO**
Maryland Association of Counties

**MARC**
Maryland Rail Commuter

**MTA**
Mass Transit Authority

**MVA**
Motor Vehicle Association

**MOSHA**
Maryland Occupational Safety Hazard Association

**MRIS**
Metropolitan Regional Information Systems

**NACO**
National Association of Counties

**NAWAS**
National Warning System

**NMWDA**
Northeast Maryland Waste Disposal Authority

**NPDES**
National Pollutant Discharge Elimination System

**OPEB**
Other Post Employment Benefits

**OSHA**
Occupational Safety Hazard Association

**PAYGO**
"Pay As You Go" Financing

**PEHP**
Post Employment Health Plan

**POS**
Program Open Space

**SARA**
Superfund Amendment Reauthorization Act

# GLOSSARY

**SRPIC (PIC)**
Susquehanna Region Private Industry Council

**SSTAP**
Statewide Special Transportation Assistance Program

**STOP**
Safety Training Observation Program

**VFC**
Volunteer Fire Companies

**W&S**
Water and Sewer

**WTE**
Waste-to-Energy

**WTP**
Water Treatment Plant

**WWTP**
Wastewater Treatment Plant

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