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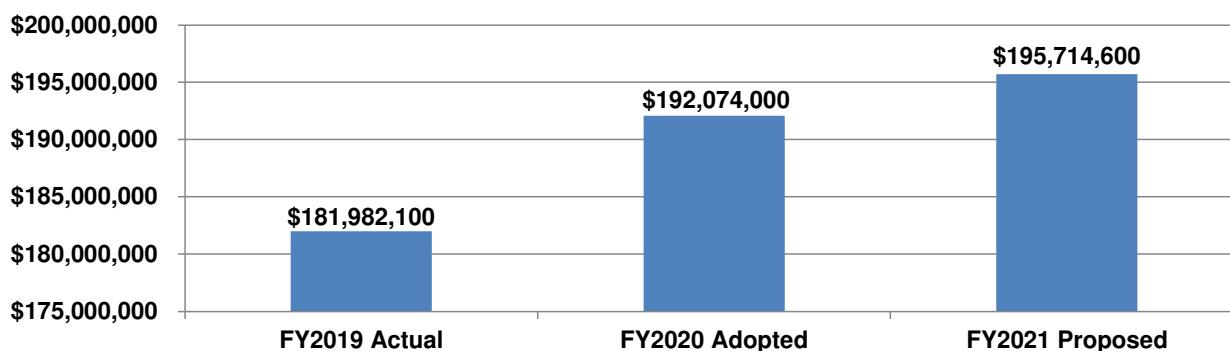
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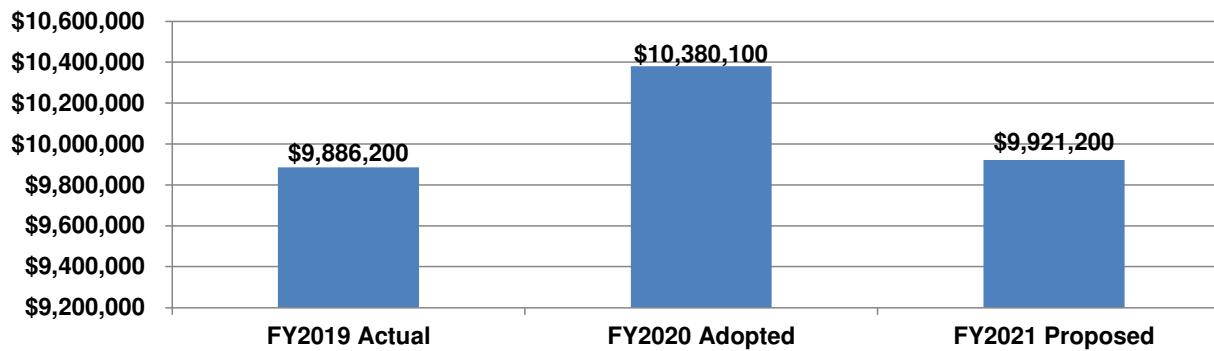
## Education Summary

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Fringe Benefits	\$324,724	\$340,800	\$376,700	\$376,700	\$35,900	10.5%
Operating Costs	168,744	193,900	193,900	188,600	(5,300)	-2.7%
Agency Funding	195,580,200	206,315,400	210,526,500	209,515,700	3,200,300	1.6%
<b>Total Baseline</b>	<b>\$196,073,668</b>	<b>\$206,850,100</b>	<b>\$211,097,100</b>	<b>\$210,081,000</b>	<b>\$3,230,900</b>	<b>1.6%</b>
Request Greater Than Baseline			5,643,500	0	0	N/A
<b>Total Expenditures</b>	<b>\$196,073,668</b>	<b>\$206,850,100</b>	<b>\$216,740,600</b>	<b>\$210,081,000</b>	<b>\$3,230,900</b>	<b>1.6%</b>
<b>Total Expenditures as % of Budget:</b>	<b>49.5%</b>	<b>48.7%</b>	<b>48.1%</b>	<b>48.5%</b>		

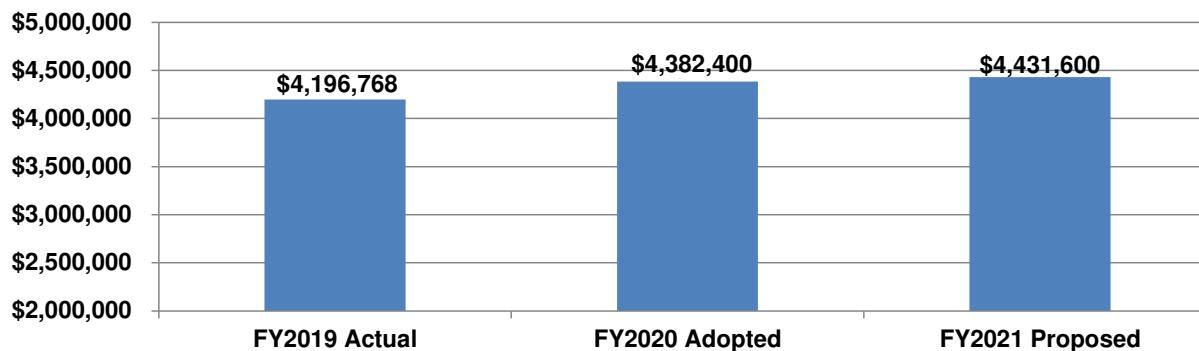
### Board of Education



### College of Southern Maryland



### Library



## Education

**Department:** Education 01.34  
**Division\Program:** Board of Education (BOE) Fund: General  
**Program Administrator:** Board of Education

Dr. Kimberly Hill, Superintendent of Schools Mailing Address: Charles County Public Schools P.O. Box 2770 La Plata, Maryland 20646 <a href="http://www.ccboe.com">www.ccboe.com</a>	301-932-6610 301-870-3814 Physical Address: Jesse L. Starkey Administration Building 5980 Radio Station Road, La Plata, MD 20646
<b>Expenditure Category</b>	<b>FY2019 Actual</b>
Agency Funding	\$181,982,100
<b>Total Baseline</b>	<b>\$181,982,100</b>
Request Greater Than Baseline	5,399,500
<b>Total Expenditures</b>	<b>\$181,982,100</b>
<b>FY2020 Adopted</b>	<b>FY2021 Request</b>
\$192,074,000	\$196,680,700
<b>\$192,074,000</b>	<b>\$196,680,700</b>
	5,399,500
	\$202,080,200
<b>FY2021 Proposed</b>	<b>\$ Change from FY2020</b>
\$195,714,600	\$3,640,600
	0
	\$195,714,600
	\$3,640,600
	1.9%
	1.9%
	N/A
	1.9%

### **Changes and Useful Information:**

- Budget number reflects County funding only.
- The FY2021 Board of Education budget provides funding for the Maintenance of Effort level increase which is required by law. The County's Maintenance of Effort increase is \$1,930,600. The remaining increase of \$1,710,000 is to offset declining State revenues.
- BOE total requested FY2021 budget (including State, Federal, and Local revenues) equals \$407 million.

### **Description:**

Charles County Public Schools is a metropolitan-area school system serving 26,900 students. The Board of Education of Charles County establishes educational and fiscal policy, provides overall direction and governs Charles County Public Schools. The public school system is involved in a large variety of activities including classroom instruction; enrollment and zoning; registration; transportation; school closings; food services and academic records.

The educational policies, procedures and programs of the public schools in the County are the responsibility of the Charles County Board of Education and the County Superintendent of Schools, who is appointed by the Board of Education. The Maryland Board of Education conducts state administration of certain aspects of the County program. Operation of the schools is the responsibility of the County Superintendent of Schools. The education program includes grades prekindergarten through 12. Additionally, a three-year-old program is offered at Title I elementary schools. School counseling, health services, pupil services, psychological services, adult education, career technology education (CTE) programs, special education, after-school and extracurricular programs supplement the regular instructional programs.

### **Objectives & Measurements:**

**MISSION-** The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

**VISION-** The vision of Charles County Public Schools is to create the best environment where all students experience academic success, develop personal responsibility and achieve career readiness for the 21st century.

<b>Positions:<sup>*</sup></b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	FTE	FTE	FTE	FTE	FTE
Administration	90.0	91.0	91.0	90.0	90.0
Mid-Level Administration	282.5	275.5	275.5	297.6	297.6
Instructional	2,031.9	2,026.8	2,026.8	2,192.7	2,208.7
Special education	546.8	587.2	587.2	641.0	641.0
Student Personnel Services	48.0	45.0	45.0	49.5	49.5
Student Transportation Services	18.0	18.0	18.0	31.0	31.0
Operation of Plant	245.8	244.1	244.1	275.5	275.5
Maintenance of Plant	59.0	63.0	63.0	65.0	65.0
Capital Outlay	4.0	6.0	6.0	6.0	6.0
<b>Total Full Time Equivalent</b>	<b>3,326.0</b>	<b>3,356.6</b>	<b>3,356.6</b>	<b>3,648.3</b>	<b>3,664.3</b>

*Note: Does not include Student Health Services; nurses are contracted with the Charles County Health Department.*

\* The positions listed are not County Government employees.

## Education

<b>Department:</b>	Education	01.34				
<b>Division\Program:</b>	College of Southern Maryland (CSM)	Fund: General				
<b>Program Administrator:</b>	Dr. Maureen Murphy, President					
Charles County Campus	Operator: 301-934-2251	301-870-3008				
Mailing Address: PO Box 910, La Plata, MD 20646	Automated Attendant:	301-934-7790				
Physical Address: 8730 Mitchell Road, La Plata, MD 20646		301-870-2309				
<a href="http://www.csmd.edu">www.csmd.edu</a>						
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Agency Funding	\$9,886,200	\$10,380,100	\$9,921,200	\$9,921,200	(\$458,900)	-4.4%
<b>Total Baseline</b>	<b>\$9,886,200</b>	<b>\$10,380,100</b>	<b>\$9,921,200</b>	<b>\$9,921,200</b>	<b>(\$458,900)</b>	<b>-4.4%</b>
Request Greater Than Baseline			244,000		0	N/A
<b>Total Expenditures</b>	<b>\$9,886,200</b>	<b>\$10,380,100</b>	<b>\$10,165,200</b>	<b>\$9,921,200</b>	<b>(\$458,900)</b>	<b>-4.4%</b>

### **Changes and Useful Information:**

- Budget number listed above reflects County funding only.
- Decrease in the FY2021 budget is due to FY2020 one time cost to provide funding towards technology upgrades for the College's enterprise reporting system. Funds were also provided in support of the Regional Campus in Hughesville.
- CSM total budget including State Funding and Tuition equals \$34.8 million for all Charles County Campuses.
- Credit tuition is being increased by \$3.50, to \$131 per credit hour for in-county students.
- Student enrollment is projected to decline.
- **FY2021 Funding:** \$10,380,100 FY2020 Adopted  
(458,900) One-time use of fund balance in FY2020 towards technology upgrades for the College's enterprise reporting system.

<b>\$9,921,200</b>	<b>FY2021 Proposed</b>
244,000	Request Greater Than Proposed
<b>\$10,165,200</b>	<b>FY2021 Requested</b>

### **Description:**

The College of Southern Maryland (CSM) Vision, "Transforming Lives Through Lifelong Learning and Service", provides the foundation for this institution as an open-admissions, comprehensive regional community college that fosters academic excellence and enhances lives in Southern Maryland. CSM meets the diverse needs of students and the community by providing accessible, accredited, affordable, and quality learning opportunities for intellectual development, career enhancement, and personal growth.

CSM makes learning possible for everyone through varied programs and flexible learning opportunities. With over 60 associate's degrees, 36 credit certificates, 20 credit letters of recognition, and 183 on-line courses, self-paced courses, and weekend college, CSM aims to offer opportunities for everyone to fit college into their schedules. A variety of services is also offered in business, continuing education programs, kids' and teen college, wellness and fitness services, and fine arts events

<b>Positions:*</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Full-time permanent faculty	98.0	102.0	104.0	95.0	123.0
Part-time permanent faculty	3.5	4.0	1.5	0.0	0.0
Full-time permanent staff	302.0	296.0	282.0	282.0	369.0
Part-time permanent staff	15.0	26.0	22.0	11.0	21.2
<b>Total Full Time Equivalent</b>	<b>418.5</b>	<b>428.0</b>	<b>409.5</b>	<b>388.0</b>	<b>513.2</b>

\* The positions listed are not County Government employees.

\*\* Part-time adjunct faculty/Temporary Positions

502.0	396.0	457.0	363.0	753.0
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\*\* Not converted to Full Time Equivalency.

## Education

<b>Department:</b>	Education				01.34
<b>Division\Program:</b>	College of Southern Maryland (CSM)				Fund: General
<b>Program Administrator:</b>	Dr. Maureen Murphy, President				
<b><u>Objectives &amp; Measurements:</u></b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Projected</b>	<b>FY21 Estimated</b>
<b>Enrollment</b>					
Number of Enrolled Credit Students	10,810	10,265	9,831	9,416	9,416
Total Number of Credit-Free Course Registrations	13,114	11,563	12,437	13,375	13,375
Number of Students Transferring	1,869	1,778	1,737	1,697	1,697
Percent of County Population Served	52.0%	49.0%	49.2%	49.4%	49.4%
In-County Tuition and Fees Per Credit	\$151	\$154	\$163	\$164	\$167
<b>Quality</b>					
Number of Graduates	1,314	1,533	1,272	1,231	1,231
Four-Year Transfer/Graduation Rate	62.0%	54.0%	56.6%	56.6%	56.6%
Student Satisfaction w/ Transfer Preparation (1 = Very Poor, and 5 = Very Good)	4.1	4.1	4.1	4.1	4.1
<b>Workforce Training</b>					
Student Satisfaction with Job Preparation (1 = Very Poor, and 5 = Very Good)	4.3	4.3	4.4	4.4	4.4
Employment Rate of Graduates	77%	80%	78%	78%	78%

## Education

**Department:** Education Appropriations 01.47  
**Division\Program:** Charles County Public Library (CCPL) Fund: General  
**Program Administrator:** Kenneth Wayne Thompson, Executive Director

Administrative Offices located at the La Plata Branch Mailing Address: 2 Garrett Avenue, La Plata, Maryland 20646 301.934.9001 301.870.3520 <a href="http://www.ccplonline.org">www.ccplonline.org</a>		Business Hours : Monday-Thursday: 9:00 AM-8:00 PM Friday: 1:00 PM-5:00 PM Saturday: 9:00 AM-5:00 PM				
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Fringe Benefits	\$324,724	\$340,800	\$376,700	\$376,700	\$35,900	10.5%
Operating Costs	160,144	180,300	180,300	175,000	(5,300)	-2.9%
Agency Funding	3,711,900	3,861,300	3,924,600	3,879,900	18,600	0.5%
<b>Total County Support</b>	<b>\$4,196,768</b>	<b>\$4,382,400</b>	<b>\$4,481,600</b>	<b>\$4,431,600</b>	<b>\$49,200</b>	<b>1.1%</b>

### Changes and Useful Information:

- Budget numbers listed above reflect County funding only.
- The Library's total FY2021 budget including State and other revenues equal \$6.4 million.
- **Fringe Benefits** represent library employees participation in the County's Health & Dental plan.
- **Operating Costs** represents utilities that the County pays directly on the Library's behalf for county owned facilities and drug testing for the mobile library drivers.
- The **Agency Funding** budget increase supports the full year impact of salary increases for eligible staff that was approved during FY2020 adoption.

• **FY21:** **\$4,382,400 Total FY20 funding**

30,600 Adjustments to Fringe Benefits & Operating Costs

18,600 FY2020 full year impact of merit and COLA (full time salaries)

**\$4,431,600 FY21 Proposed**

50,000 Baseline budget was reduced due to COVID-19

**\$4,481,600 FY21 Request**

### Description:

Mission Statement: The Charles County Public Library creates opportunities for the community to engage, discover, and learn.

Vision Statement - We are the trusted source for connecting everyone to endless possibilities.

### Goals & Objectives

Strategic Goal 1: Position the library as an indispensable community asset to ensure awareness of services, supportive partnerships, and adequate funding.

Strategic Goal 2: Deliver library services and programs that are data and customer driven.

Strategic Goal 3: Develop a capable and dedicated staff to maximize productivity and to deliver patron-centered services.

Strategic Goal 4: Modernize library facilities and technologies to exceed community expectations.

## Education

<b>Department:</b>	Education Appropriations				01.47
<b>Division\Program:</b>	Charles County Public Library (CCPL)				Fund: General
<b>Program Administrator:</b>	Kenneth Wayne Thompson, Executive Director				
<b>Positions:*</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Library Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	1.0	1.0	1.0
Library Branch Manager	4.0	4.0	4.0	4.0	4.0
Information Technology Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Manager	1.0	1.0	1.0	1.0	1.0
Outreach Supervisor	1.0	1.0	1.0	1.0	1.0
Reference Supervisor	4.0	4.0	4.0	4.0	4.0
Bookkeeper	0.7	0.7	0.7	0.7	0.7
Children's Librarian	4.0	4.0	4.0	4.0	4.0
Technical Services Supervisor	1.0	1.0	1.0	1.0	1.0
Young Adult Librarian	1.0	1.0	1.0	1.0	1.0
Programming Coordinator	1.0	1.0	1.0	1.0	1.0
Marketing/Development Manager	1.0	1.0	1.0	1.0	1.0
Circulation Supervisor	4.0	4.0	4.0	4.0	4.0
Information Technology Associate	1.0	1.0	1.0	1.0	1.0
Outreach Librarian	0.7	0.7	0.7	0.7	0.7
Reference Associate	1.0	1.0	1.0	1.0	1.0
Children's Associate	1.0	1.0	1.0	1.0	1.0
Public Services Associate	17.1	17.1	17.1	17.1	17.1
Outreach Associate-Mobile Library	2.0	2.0	2.0	2.0	2.0
Young Adult Associate	1.0	1.0	1.0	1.0	1.0
Public Services Assistant	1.3	1.3	1.3	1.3	1.3
Technical Services Assistant	0.7	0.7	0.7	0.7	0.7
Circulation Assistant	8.0	8.0	8.0	8.0	8.0
Custodial Worker II	0.7	0.7	0.7	0.7	0.7
Marina Technician	2.1	2.1	2.1	2.1	2.1
Public Services Librarian	1.0	1.0	1.0	1.0	1.0
Substitute (Part Time Positions)	0.2	0.2	0.2	0.2	0.2
Security Guards (Part Time Positions)	1.1	1.1	1.1	1.1	1.1
Pages (Part Time Positions)	4.8	4.8	4.8	4.8	4.8
<b>Total Full Time Equivalent</b>	<b>69.3</b>	<b>69.3</b>	<b>69.3</b>	<b>69.3</b>	<b>69.3</b>

\* The positions listed are not County Government employees.

<b>Objectives &amp; Measurements:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Estimated</b>
Circulation (physical & electronic materials for FY 2016)	1,079,105	946,560	906,944	950,000	960,000
Registered Borrowers (Customers) (Purge of inactive records in December 2016)	72,109	76,207	75,455	77,900	80,000
Customer Count (switched to new gate count product)	572,760	548,588	582,156	600,000	615,000
Total Reference Questions <i>Customers are being trained to use on-line resources remotely</i>	42,280	58,139	42,261	45,700	47,000
Program Attendance	45,463	47,497	44,913	48,000	50,000
Total Service Hours	11,710	11,710	11,710	11,710	11,710
Computer & Wi-Fi Sessions	167,471	179,001	185,307	179,000	TBD
Meeting Room Usage	60,618	63,199	64,508	65,500	67,000

## Education

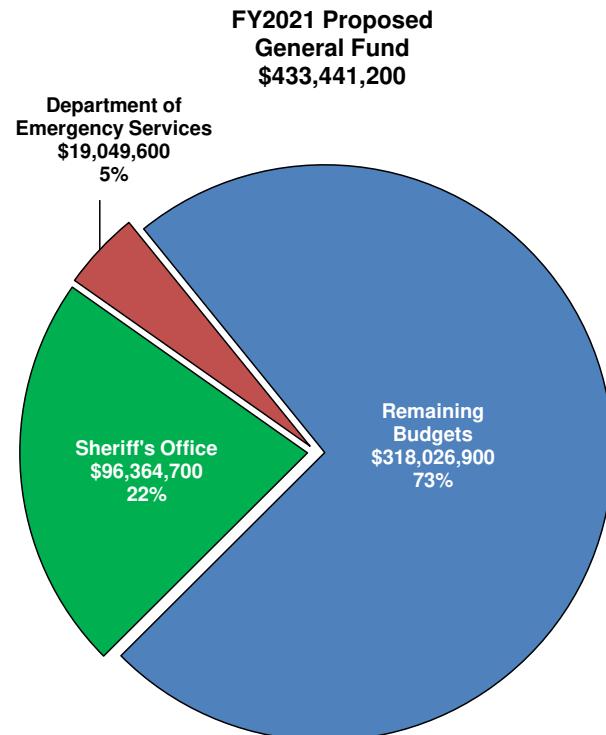
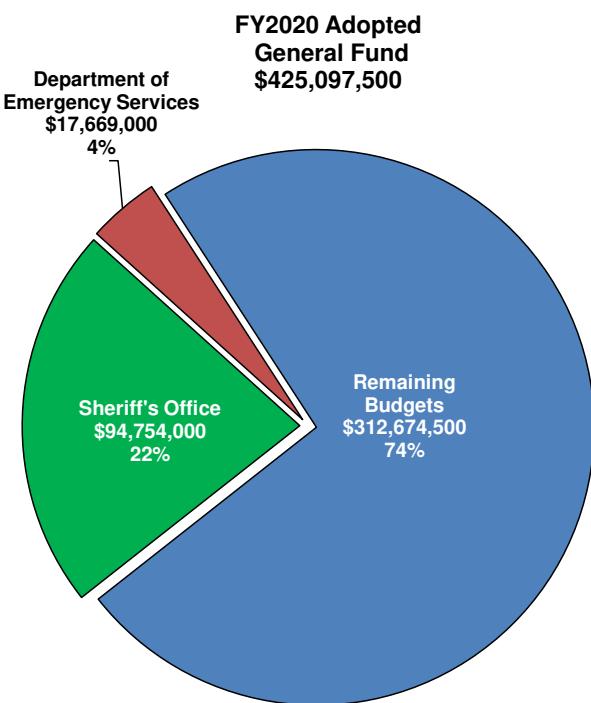
<b>Department:</b>	Education	01.34				
<b>Division\Program:</b>	Other Education	Fund: General				
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Operating Costs	\$8,600	\$13,600	\$13,600	\$13,600	\$0	0.0%
<b>Total Expenditures</b>	<b>\$8,600</b>	<b>\$13,600</b>	<b>\$13,600</b>	<b>\$13,600</b>	<b>\$0</b>	<b>0.0%</b>

### **Changes and Useful Information:**

- Operating Costs represent scholarships which are awarded by the County in the following areas:
  - Nursing/ Allied Health Scholarship: to encourage Health care professionals to work in Charles County after graduation from college, a program of scholarships was established for courses leading to the certificate, diploma, or other evidence of qualification to practice in the medical field.
  - Charles County Teacher Education Assistance Grant Scholarship- The Charles County Scholarship Fund is a non-profit organization that provides scholarships to Charles County Students. The Charles County Commissioners, Charles County Public Schools, the College of So. Maryland, and the Chamber of Commerce, and members of the Community at Large are always represented on the Scholarship Fund Board. This is a renewable scholarship currently set for \$1,000 per year, for a 4 year period. Each recipient is eligible for \$4,000.
  - Charles County Workforce Development Scholarship- Applicable to any non-credit entry-level workforce development course(s) offered through the College of Southern Maryland that costs \$300 or more in tuition plus fees. These scholarships will provide financial assistance of up to 50% of tuition plus fees, books, and other related supplies and expenses. Students must be residents of Charles County.

## Public Safety Summary

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$59,461,473	\$64,198,100	\$66,131,000	\$66,537,100	\$2,339,000	3.6%
Fringe Benefits	26,255,123	28,553,300	30,789,500	30,946,100	2,392,800	8.4%
Operating Costs	13,057,705	14,872,800	14,576,500	14,339,100	(533,700)	-3.6%
Transfers Out	910,308	1,075,500	1,362,000	1,362,000	286,500	26.6%
Capital Outlay	920,852	3,723,300	1,641,800	2,230,000	(1,493,300)	-40.1%
<b>Total Baseline</b>	<b>\$100,605,460</b>	<b>\$112,423,000</b>	<b>\$114,500,800</b>	<b>\$115,414,300</b>	<b>\$2,991,300</b>	<b>2.7%</b>
Request Greater Than Baseline			11,362,300	0	0	N/A
<b>Total Expenditures</b>	<b>\$100,605,460</b>	<b>\$112,423,000</b>	<b>\$114,500,800</b>	<b>\$115,414,300</b>	<b>\$2,991,300</b>	<b>2.7%</b>
<b>Revenues</b>	<b>\$11,553,672</b>	<b>\$11,786,400</b>	<b>\$12,009,900</b>	<b>\$12,282,900</b>	<b>\$496,500</b>	<b>4.2%</b>
<b>Total Expenditures as % of Budget:</b>	<b>25.4%</b>	<b>25.9%</b>	<b>26.1%</b>	<b>26.6%</b>		



## Public Safety - Sheriff's Office Summary

Sheriff Troy D. Berry

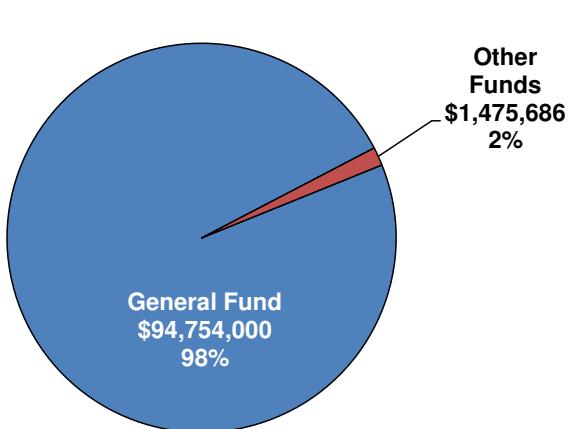
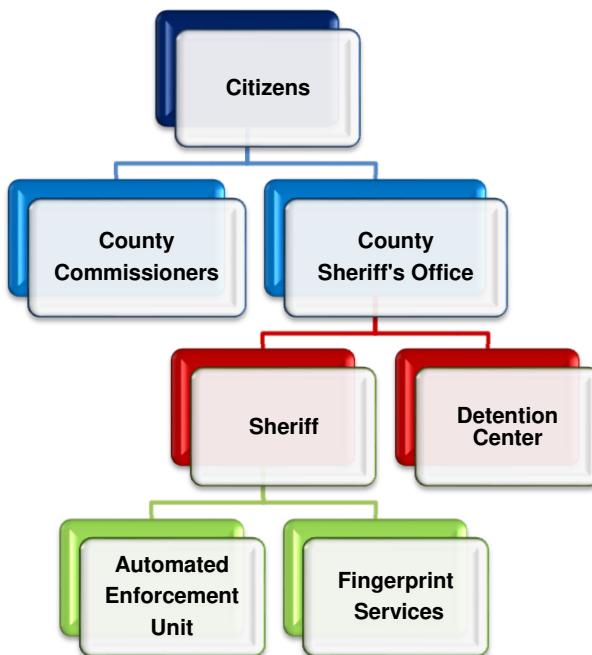
Non-Emergency 301-932-2222

Mailing Address: PO Box 189, La Plata, MD 20646

Physical Address: 6915 Crain Highway, La Plata, MD 20646

[www.ccsu.us](http://www.ccsu.us)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$48,753,047	\$52,851,400	\$54,398,000	\$54,225,400	\$1,374,000	2.6%
Fringe Benefits	23,438,510	25,376,600	27,436,500	27,423,300	2,046,700	8.1%
Operating Costs	10,419,201	11,900,900	11,548,000	11,284,500	(616,400)	-5.2%
Transfers Out	825,014	990,500	1,276,500	1,276,500	286,000	28.9%
Capital Outlay	766,271	3,634,600	1,641,800	2,155,000	(1,479,600)	-40.7%
<b>Total Baseline</b>	<b>\$84,202,043</b>	<b>\$94,754,000</b>	<b>\$96,300,800</b>	<b>\$96,364,700</b>	<b>\$1,610,700</b>	<b>1.7%</b>
Request Greater Than Baseline			8,809,200	0	0	N/A
<b>Total Expenditures</b>	<b>\$84,202,043</b>	<b>\$94,754,000</b>	<b>\$105,110,000</b>	<b>\$96,364,700</b>	<b>\$1,610,700</b>	<b>1.7%</b>
<b>Revenues</b>	<b>\$5,323,126</b>	<b>\$5,670,600</b>	<b>\$5,492,600</b>	<b>\$5,492,600</b>	<b>(\$178,000)</b>	<b>-3.1%</b>
<b>Total Expenditures as % of Budget:</b>	<b>21.2%</b>	<b>22.3%</b>	<b>24.0%</b>	<b>22.2%</b>		



### TOTAL FY2020 AGENCY BUDGET

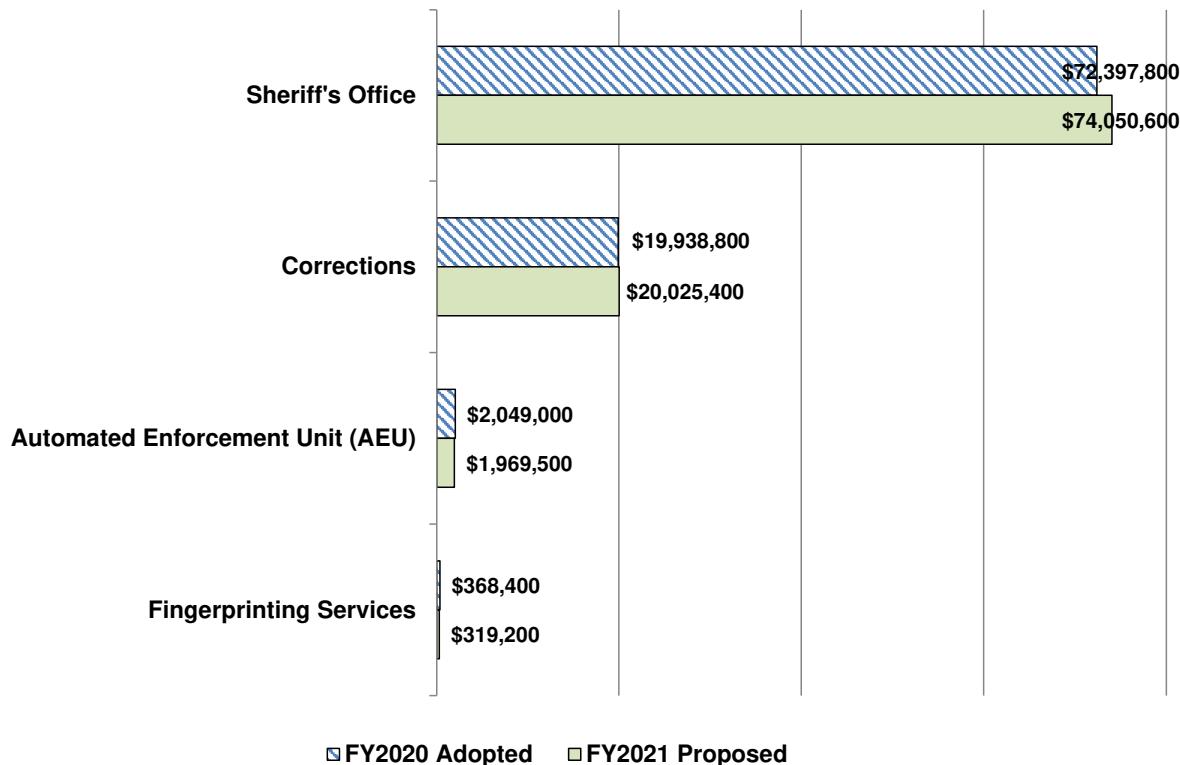
\$96,229,686

(Totals for funds other than the General Fund exclude debt service and funding for future reserves.)

As indicated by the graph, the Sheriff's Office is mostly funded by the General Fund.

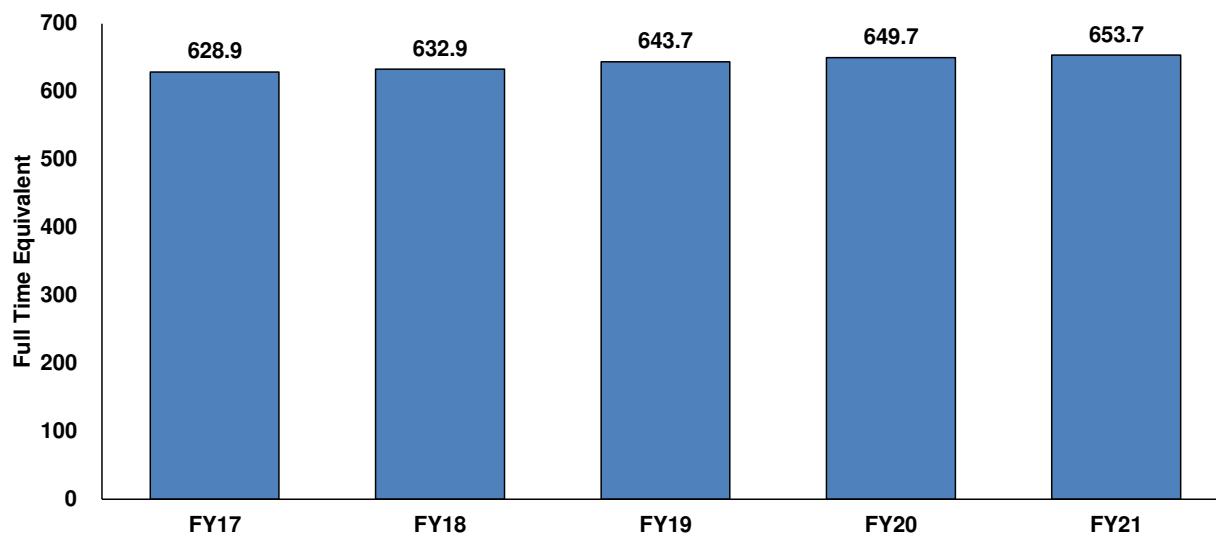
## Sheriff's Office Expenditure and Staffing History

### GENERAL FUND



❑ FY2020 Adopted    □ FY2021 Proposed

### Staffing History



#### **Positions by Program:**

	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Sheriff	466.9	469.9	477.3	484.3	488.4
Corrections	155.1	155.1	159.1	158.2	158.2
Automated Enforcement Unit (AEU)	4.6	4.6	4.0	4.0	4.0
Fingerprinting Services	2.2	3.2	3.2	3.2	3.2
<b>Total Full Time Equivalent</b>	<b>628.9</b>	<b>632.9</b>	<b>643.7</b>	<b>649.7</b>	<b>653.7</b>

## Public Safety

**Department:** Sheriff's Office 01.24.24  
**Division\Program:** Sheriff [www.ccso.us](http://www.ccso.us)  
**Program Administrator:** Troy D. Berry, Sheriff Fund: General

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$38,363,742	\$41,455,500	\$42,980,300	\$42,980,300	\$1,524,800	3.7%
Fringe Benefits	19,389,683	20,873,600	22,525,500	22,521,800	1,648,200	7.9%
Operating Costs	5,087,949	5,620,900	5,476,500	5,272,000	(348,900)	-6.2%
Transfers Out	825,014	990,500	1,276,500	1,276,500	286,000	28.9%
Capital Outlay	586,154	3,457,300	1,486,800	2,000,000	(1,457,300)	-42.2%
<b>Total Baseline</b>	<b>\$64,252,541</b>	<b>\$72,397,800</b>	<b>\$73,745,600</b>	<b>\$74,050,600</b>	<b>\$1,652,800</b>	<b>2.3%</b>
Request Greater Than Baseline			7,539,900		0	N/A
<b>Total Expenditures</b>	<b>\$64,252,541</b>	<b>\$72,397,800</b>	<b>\$81,285,500</b>	<b>\$74,050,600</b>	<b>\$1,652,800</b>	<b>2.3%</b>
<b>Revenues</b>	<b>\$1,846,844</b>	<b>\$1,798,200</b>	<b>\$1,832,200</b>	<b>\$1,832,200</b>	<b>\$34,000</b>	<b>1.9%</b>

### **Changes and Useful Information:**

- The **Personal Services** increase includes funding the 5% COLA for the sheriff deputies. Sworn Officers per the County Code are legally tied to the State Police PayScale which is scheduled to increase by a 5% COLA on July 1, 2020 for the State Police. Additional funding includes providing funding for two employees who support the Volunteers in Community Service (VICS) program. These employees were previously funded under a special revenue fund.
- **Operating costs** were adjusted for one time funding that was provided in FY2020 for equipment replacements, and a reduction from declining fuel prices.
- **Transfer Out** represents the local match for grants and Charles County's share of the Southern Maryland Criminal Justice Academy (SMCJA). The FY2021 proposed budget includes additional matching funds for the grant request for two new School Resource Officers in the school system.
- The **Capital Outlay** funding for vehicles and equipment purchase will be determined. The FY2020 budget included one time funding.

### **Description:**

The Charles County Sheriff's Office (CCSO) is a full-service law enforcement agency responsible for preventing and investigating crime, operating the county detention center and performing the court-related functions of a traditional sheriff's office. CCSO is the largest full-service sheriff's office in Maryland and one of the largest employers in Charles County. The CCSO has been accredited by the Commission on the Accreditation of Law Enforcement since 2001 and earned the Commission's Flagship Status in 2011, designating it as one of the best among accredited agencies.

### **Mission Statement**

The men and women of the Charles County Sheriff's Office are dedicated to service through superior performance. We believe mutual respect, trust and pride in our organization combined with traditional values and innovative techniques will ensure the community's right to a safe environment.

### **Value Statements**

The men and women of the Charles County Sheriff's Office are bound by the highest standards of conduct, as exemplified in the following values:

#### **PRIDE**

**Professionalism:** We believe in delivering a level of service which will reflect the pride we have in our community and organization.

**Respect:** We believe in individual human dignity and the preservation of human rights under the rule and spirit of law, always treating others as we would like to be treated.

**Integrity:** We believe in maintaining the public trust by holding ourselves accountable to the highest moral and ethical standards.

**Duty:** We believe the protection of life is our highest priority.

**Excellence:** We are dedicated to service through superior performance.

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

### **Specialized Units within the Agency have been very successful in combating crime.**

Police Communications	Child Support Enforcement Unit	Domestic Violence Unit	Auto Theft Unit
D.A.R.E Unit	Asset Forfeiture/Drug Diversion Unit	Warrants/Fugitives Unit	Boat Unit
K-9 Unit	Crime Prevention Unit	Civil Unit	COPS in Schools
Traffic Safety Unit	Crimes Against Persons Unit	Court/Judicial Security Unit	Crime Laboratory Unit
Narcotics Task Force	Crimes Against Property Unit	Emergency Services Team	Robbery Unit
Alcohol Enforcement Unit	Crimes Against Dependent Persons Unit		Teen Court

The Sheriff's Office will continue to reach out to the community, not only in terms of traditional law enforcement, but also by taking an active role in contributing to the quality of life in Charles County.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
<b>Sworn Officer</b>					
Sheriff	1.0	1.0	1.0	1.0	1.0
Lt. Colonel	0.0	0.0	1.0	1.0	1.0
Major	1.0	1.0	1.0	1.0	1.0
Captains	10.0	10.0	10.0	10.0	10.0
Lieutenant	21.0	21.0	21.0	22.0	24.0
Sergeant	47.0	47.0	47.0	47.0	45.0
Corporal	70.0	70.0	70.0	70.0	70.0
PFC, Patrolman I & II	157.0	158.0	163.0	164.0	166.0
Total Sworn Officers	307.0	308.0	314.0	316.0	318.0
Liquor board Allocated	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Child Support	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
COPS Grant	(3.0)	(3.0)	(3.0)	(3.0)	(5.0)
Vehicle Theft Grant	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Total Other Funding	(10.0)	(10.0)	(10.0)	(10.0)	(12.0)
<b>Total Officers funded by General Fund</b>	<b>297.0</b>	<b>298.0</b>	<b>304.0</b>	<b>306.0</b>	<b>306.0</b>

### **Office of the Sheriff**

Chief of Staff	1.0	1.0	0.0	0.0	0.0
Assistant Sheriff of Administration	1.0	1.0	1.0	1.0	1.0
General Counsel	1.0	1.0	1.0	1.0	1.0
Associate Counsel	1.0	1.0	1.0	1.0	1.0
Executive Office Administrator	1.0	1.0	1.0	1.0	1.0
OPR Administrator	0.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	0.0	0.0	0.0	0.0
Executive Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
	<b>7.0</b>	<b>7.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

### **Patrol Division**

Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
K-9 Instructor	1.0	1.0	0.0	0.0	0.0
	<b>2.0</b>	<b>2.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

### **Executive Services Division**

Deputy Director, Planning & Accreditation	1.0	1.0	1.0	1.0	1.0
Public Relations Specialist	1.0	1.0	1.0	1.0	1.0
Media Relations Specialist	1.0	1.0	1.0	1.0	1.0
Accreditation Coordinator	0.0	0.0	1.0	1.0	1.0
Civilian Planner I	2.0	2.0	1.0	1.0	1.0
Grant Coordinator	1.0	1.0	1.0	1.0	1.0
Part Time	0.0	0.0	0.6	0.6	0.6
	<b>6.0</b>	<b>6.0</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
<b><u>Support Services Division - Communications</u></b>					
Communications Supervisor	4.0	4.0	4.0	4.0	4.0
Police Comm. Officer I - III	16.0	16.0	16.0	16.0	16.0
Part Time	0.9	0.9	0.9	0.9	0.9
	<b>20.9</b>	<b>20.9</b>	<b>20.9</b>	<b>20.9</b>	<b>20.9</b>
<b><u>Support Services Division - Station Clerks</u></b>					
Station Clerk Supervisor	4.0	4.0	4.0	4.0	4.0
Station Clerk I - III	18.0	18.0	18.0	18.0	18.0
	<b>22.0</b>	<b>22.0</b>	<b>22.0</b>	<b>22.0</b>	<b>22.0</b>
<b><u>Support Services Division - Records Management</u></b>					
Police Records Supervisor	1.0	1.0	1.0	1.0	1.0
Deputy Director, Records Management	1.0	1.0	1.0	1.0	1.0
Police Records Tech. I - III	9.0	9.0	9.0	9.0	9.0
Part Time	0.6	0.6	0.6	0.6	0.6
	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>	<b>11.6</b>
<b><u>Administrative Services Division</u></b>					
Deputy Director, Budgeting	1.0	1.0	1.0	1.0	1.0
Deputy Director, Accounting	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	1.0	1.0	1.0	1.0
Accounting Assistant	1.0	1.0	1.0	1.0	1.0
Budget Specialist	0.0	1.0	1.0	1.0	1.0
Accounting Associate	0.9	0.9	0.9	0.9	0.9
Accounting Clerk	0.0	0.0	0.0	1.0	1.0
Office Associate	1.0	0.0	0.0	0.0	0.0
Deputy Director, Human Resources	1.0	1.0	1.0	1.0	1.0
Human Resources Administrator	1.0	1.0	1.0	1.0	1.0
Human Resources Assistant	2.0	2.0	2.0	2.0	2.0
Human Resources Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Background/Recruiting Supervisor	1.0	1.0	1.0	1.0	1.0
Background Investigator	0.0	0.9	3.3	3.3	3.3
Background Supervisor	0.9	0.0	0.0	0.0	0.0
Background Admin Assistant	0.0	0.0	0.8	0.8	0.8
Recruiter	0.9	0.9	0.9	0.9	0.9
Part Time	3.0	3.0	0.6	0.6	0.6
	<b>16.7</b>	<b>16.7</b>	<b>17.5</b>	<b>18.5</b>	<b>18.5</b>
<b><u>Information Technology Division</u></b>					
Director, MIS	1.0	1.0	1.0	1.0	1.0
CAD/RMS Manager	0.0	1.0	1.0	1.0	1.0
CAD/RMS Support Supervisor	1.0	0.0	0.0	0.0	0.0
CAD/RMS Support Specialist I	1.0	1.0	1.0	1.0	1.0
PC Operations Manager	1.0	1.0	1.0	1.0	1.0
Systems Administrator	1.0	2.0	2.0	2.0	2.0
Systems Operations Manager	1.0	1.0	1.0	1.0	1.0
Database Administrator	1.0	0.0	0.0	0.0	0.0
PC Operations Specialist I - II	3.0	3.0	3.0	4.0	4.0
MIS Administrative Support Specialist	1.0	1.0	1.0	1.0	1.0
	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>12.0</b>	<b>12.0</b>

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
<b>Training Division</b>					
Training Coordinator - Academy	1.0	1.0	1.0	1.0	1.0
Training Specialist	1.0	1.0	1.0	1.0	1.0
Chief Firearm Instructor	0.9	0.9	0.9	0.9	0.9
Part Time - Firearm's Instructor	1.2	1.2	1.2	1.2	1.2
Part Time	3.0	3.0	2.7	2.7	2.7
	<b>7.1</b>	<b>7.1</b>	<b>6.8</b>	<b>6.8</b>	<b>6.8</b>
<b>Criminal Investigation Division</b>					
CID - Administrator	1.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
CID Technical Assistant	1.0	1.0	1.0	1.0	1.0
Fingerprint Specialist I - III	2.0	2.0	2.0	2.0	2.0
Forensic Science Deputy Director	0.0	0.0	1.0	1.0	1.0
Forensic Sci. Tech./Quality Assurance Mgr.	1.0	1.0	1.0	1.0	1.0
Forensic Science Technician I - III	2.0	2.0	2.0	2.0	2.0
Forensic Science Lab Technician	0.0	0.0	0.0	2.0	2.0
Digital Forensic Examiner	0.0	2.0	2.0	2.0	2.0
Crime Analyst	1.0	1.0	1.0	1.0	1.0
Narcotics Intelligence Analyst	1.0	1.0	1.0	1.0	1.0
Victim/Witness Services Coordinator	1.0	1.0	1.0	1.0	1.0
Intelligence Analyst	1.0	1.0	1.0	1.0	1.0
Part Time	1.2	1.2	1.2	1.2	1.2
Grant Funded Positions	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
	<b>12.2</b>	<b>14.2</b>	<b>15.2</b>	<b>17.2</b>	<b>17.2</b>
<b>Special Operations Division</b>					
Community Organizer	1.0	1.0	1.0	1.0	1.0
Teen Court Coordinator	1.0	1.0	1.0	1.0	1.0
AEU Supervisor - Civilian	1.0	0.0	0.0	0.0	0.0
AEU Office Specialist	2.0	3.0	3.0	3.0	3.0
AEU Civilian Deputy (Special)	1.0	1.0	1.0	1.0	1.0
Technical Assistant (PT) - Red Light	0.6	0.0	0.0	0.0	0.0
K-9 Instructor	0.0	0.0	1.0	1.0	1.0
Electronic Fingerprint Technician	2.0	2.0	2.0	2.0	2.0
PT - Electronic Fingerprint Technician	1.2	1.2	1.2	1.2	1.2
Part Time	1.9	1.9	0.6	0.6	0.6
Other Funding Source	(7.8)	(7.2)	(7.2)	(7.2)	(7.2)
	<b>3.9</b>	<b>3.9</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>
<b>Special Services Division - Court Security</b>					
Transport/Court Holding Officer (CO)	8.0	8.0	8.0	8.0	8.0
Court Security Officer (CO)	2.0	2.0	3.0	2.0	2.0
Court Security Deputy	9.0	9.0	10.6	11.6	12.6
Part Time	3.0	3.0	2.4	2.4	2.4
	<b>22.0</b>	<b>22.0</b>	<b>24.0</b>	<b>24.0</b>	<b>25.0</b>

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
<b><u>Special Services Division - Judicial Services</u></b>					
Warrant Specialist I - III	3.0	3.0	3.0	3.0	3.0
Civil Specialist I-II	2.0	2.0	2.0	2.0	2.0
Domestic Violence Specialist I - III	2.0	2.0	2.0	2.0	2.0
Civil Process Server	4.0	4.0	4.0	4.0	4.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor Server	1.0	1.0	1.0	1.0	1.0
Domestic Violence Coordinator	1.0	1.0	1.0	1.0	1.0
VICS Supervisor	1.0	1.0	1.0	1.0	1.0
VICS Specialist	2.0	2.0	2.0	2.0	1.0
Part Time	4.2	4.2	3.2	3.2	3.2
Part-time (VICS)	0.6	0.6	0.6	1.0	1.0
Grant Funded Positions	(3.2)	(3.2)	(3.2)	(3.2)	(3.2)
Other Funding Source (VICS)	(3.6)	(3.6)	(3.6)	(4.0)	0.0
	<b>15.0</b>	<b>15.0</b>	<b>14.0</b>	<b>14.0</b>	<b>17.0</b>

<b>Special Services Division - Property Management</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
<b><u>Quartermaster</u></b>					
Quartermaster	1.0	1.0	1.0	1.0	1.0
Quartermaster Specialist (I-II-III)	2.0	2.0	2.0	2.0	2.0
Fleet Technician Specialist	1.0	1.0	1.0	1.0	2.0
Fleet Manager	1.0	1.0	1.0	1.0	1.0
Fleet Technician	0.9	0.9	1.0	1.0	0.0
Fleet Maintenance Supervisor	0.0	0.0	0.9	0.9	0.9
Procurement Specialist	1.0	1.0	1.0	1.0	1.0
Property Custodian	1.0	1.0	1.0	1.0	1.0
Property Custodian Assistant	1.0	1.0	1.0	1.0	1.0
Facilities Manager	0.9	0.9	0.9	0.9	0.9
Firearm Tracking Specialist	0.0	0.0	0.0	0.0	1.0
Firearms Tracking Specialist I - II	1.0	1.0	1.0	1.0	0.0
Vehicle Technology Specialist	0.0	0.0	0.0	1.0	1.0
Part Time	1.8	1.8	1.3	1.3	1.3
	<b>12.6</b>	<b>12.6</b>	<b>13.1</b>	<b>14.1</b>	<b>14.1</b>

<b>SWORN PERSONNEL:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
General Funded	297.0	298.0	304.0	306.0	306.0
Grant/Other Funding	10.0	10.0	10.0	10.0	12.0
Total Sworn Personnel:	<b>307.0</b>	<b>308.0</b>	<b>314.0</b>	<b>316.0</b>	<b>318.0</b>

<b>CLASSIFIED PERSONNEL:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
General Funded	169.9	171.9	173.3	178.3	182.4
Grant/Other Funding	15.7	15.0	15.0	15.4	11.4
Total Classified Personnel:	<b>185.6</b>	<b>187.0</b>	<b>188.4</b>	<b>193.8</b>	<b>193.8</b>

<b>TOTAL PERSONNEL</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Full-time	469.3	472.3	485.1	492.1	494.1
Part-time	23.3	22.7	17.3	17.7	17.7
Total:	<b>492.6</b>	<b>495.0</b>	<b>502.4</b>	<b>509.8</b>	<b>511.8</b>

Part-time FTE is based on an annual work year of 1950 or 2080 hours, depending on position.

Crossing Guard part-time salaries are excluded.

# Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

## **Goals & Objectives:**

### **Office of the Sheriff**

<b>Goal:</b>	Charles County Sheriff's Office re-organization.
<b>Objective:</b>	1. Creation of the Information Technology Division updating the Director of Information Technology position description thus promoting MIS Deputy Director to the Director of Information Technology. 2. Re-Name Information Services Division to Support Services Division and transfer Records Management Section from Administrative Services Division to Support Services Division.
<b> </b>	3. General Counsel draft changes to Charles County Code.
<b> </b>	4. Revise Charles County Sheriff's Office organizational charts.
<b>Status:</b>	<i>Completed early in FY2019</i>

### **Administrative Services Division**

<b>Goal:</b>	Start all sworn recruits at a Patrolman I pay rate.
<b>Objective:</b>	1. Provide a higher starting salary to be more competitive and attractive to applicants 2. Review and update agency policy in Administrative and Operational Manual and Standard Operating Procedures. 3. Review and update current forms
<b>Status:</b>	<i>Began early in FY2019; continue FY2020</i>
<b>Goal:</b>	Provide applicants with a structured interview process designed by International Association of Chiefs of Police (IACP).
<b>Objective:</b>	Provide staff training to conduct structured interviews. Provide a structured interview process for applicants. Will be a benchmark process and Equal Employment Opportunity Coordinator compliant. The same as our promotional process interviews conducted by IACP.
<b>Status:</b>	<i>Pending</i>

### **Criminal Investigations Division**

<b>Goal:</b>	Formalize the transition of the Forensic Sciences Unit (FSU) from sworn/civilian to all civilian personnel.
<b>Objective:</b>	1. Hire Deputy Director for the FSU 2. Transition the supervision of the Digital Forensics Lab to the new Deputy Director, FSU 3. Hire two (2) Forensic Science Unit Lab Technicians 4. Replace the current sworn officer assigned to the FSU with one (1) civilian lab technician 5. Develop policy and processes for the Lab 6. Ongoing training
<b>Status:</b>	<i>Approved FY2020</i>
<b>Goal:</b>	Allow large scale, multiple location, events to be monitored and managed from the Homeland Security and Intelligence Office as the central command location.
<b>Objective:</b>	Procure 2 additional Closed Circuit Television Camera Trailer Systems.
<b>Status:</b>	<i>Approved FY2020</i>

### **Special Operations Division**

<b>Goal:</b>	Replace the School Resource Officer positions for Billingsley and Stethem.
<b>Objective:</b>	Fill the vacant positions currently being held in the School Resource Unit.
<b>Status:</b>	<i>Completed, start of school year 2020</i>
<b> </b>	
<b>Goal:</b>	Replace two (2) canines.
<b>Objective:</b>	Purchase and conduct training.
<b>Status:</b>	<i>Approved FY2020</i>

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

### Information Services Division

Goal:	Replace all desktop PCs with Virtual Desktop Infrastructure (VDI).
Objective:	Purchase VDI platform.
Status:	<i>Approved FY2020</i>
Goal:	Hire personnel in an effort to keep up with the Agency's technological growth.
Objective:	Hire one (1) full time PC Support Specialist.
Status:	<i>Approved FY2020</i>
Goal:	Replace Sworn MDT Support Specialist personnel with a Civilian Vehicle Technology Specialist.
Objective:	Hire one (1) full time Vehicle Technology Specialist.
Status:	<i>Approved FY2020</i>
Goal:	Provide District III building with proper functionality of a second data site as well as the primary Disaster Recovery data site.
Objective:	Purchase Uninterruptible Power Supply Battery Backup for District III building.
Status:	<i>Approved FY2020</i>
Goal:	Provide better security at all District Stations and Headquarters.
Objective:	Replace security cameras at all District Stations and Headquarters.
Status:	<i>Approved FY2020</i>
Goal:	MIS Vehicle which can store all networking, cable supplies, PC hardware and ladders to provide a mobile work station for quicker response.
Objective:	Purchase Ford F250 Transit Cargo Van.
Status:	<i>Approved FY2020</i>
Goal:	Install dual in-line memory module radar systems at Charles County Detention Center and Annex Building for downloading photos from crime scenes.
Objective:	Purchase three (3) new downloading stations.
Status:	<i>Approved FY2020</i>

### Training Division

Goal:	After shooting qualifications courses, officers need a means to properly remove lead contaminants from their hands.
Objective:	Purchase a water tank in order to provide water on site for the proper cleaning of lead contaminants from officers' hands and also to provide a way to clean the training trailer.
Status:	<i>Water Tank procured in FY2019; Trailer approved for procurement in FY2020</i>
Goal:	Replace the current trailer at the outdoor firearms range.
Objective:	The trailer at the Outdoor Range is approximately eleven (11) years old. The trailer is too small to meet the needs of the outdoor facility.
Status:	<i>Approved FY2020</i>
Goal:	Furnish the new trailer at the outdoor firearms range.
Objective:	Once the trailer is in place it will need to be furnished in order to conduct in-service classes prior to officers qualifying.
Status:	<i>Approved FY2020</i>
Goal:	To provide needed equipment in order to maintain the taser program.
Objective:	Annually purchase tasers, cartridges and holsters to maintain the taser program.
Status:	<i>Approved FY2020</i>

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.24
<b>Division\Program:</b>	Sheriff	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

### Special Services Division:

Goal:	Have an operational fleet with reliable vehicles to provide service to the citizens of Charles County.
Objective:	Purchase 59 vehicles.
Status:	Approved FY2020
Goal:	Sufficiently staff the Court Security Unit to provide adequate courtroom security, safe prisoner transport through public hallways and proper response to law enforcement matters within the court house.
Objective:	Increase staffing for the Court Security Unit by one (1) full time position.
Status:	Approved FY2020

<b>Objectives &amp; Measurements:</b>	<b>CY14 Official</b>	<b>CY15 Official</b>	<b>CY16 Official</b>	<b>CY17 Official</b>	<b>CY18 Unofficial</b>
<u>Uniform Crime Report</u>					
Murder	2	3	8	8	11
Rape	23	23	38	38	48
Robbery	148	120	126	109	111
Aggravated Assault	373	435	356	342	440
Breaking & Entering	507	539	344	365	223
Larceny	2,387	2,200	1,803	1,836	1,809
Motor Vehicle Theft	157	207	158	151	160
<b>Total</b>	<b>3,597</b>	<b>3,527</b>	<b>2,833</b>	<b>2,849</b>	<b>2,802</b>
- Police Calls for Service	255,959	268,237	253,472	256,984	235,604
Population	154,462	155,793	157,430	159,700	161,503
- Police Call for Service Per Capita	1.7	1.7	1.6	1.6	1.5
# of Sworn Officers	301	301	302	307	308
- Police Calls for Service per Officer	850	891	828	837	765
<u>Volunteers in Community Service</u>					
Registered	1,984	1,993	1,587	1,014	645
Referred	2,518	2,402	1,907	1,227	761

## Public Safety

<b>Department:</b>	Sheriff's Office				01.24.37
<b>Division\Program:</b>	Corrections				Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff				
<b>Expenditure Category</b>	<b>FY2019 Actual</b>	<b>FY2020 Adopted</b>	<b>FY2021 Request</b>	<b>FY2021 Proposed</b>	<b>\$ Change from FY2020</b>
Personal Services	\$10,153,287	\$11,099,000	\$11,117,500	\$10,944,900	(\$154,100)
Fringe Benefits	3,992,958	4,427,800	4,817,300	4,807,800	380,000
Operating Costs	3,688,710	4,234,700	4,141,200	4,117,700	(117,000)
Capital Outlay	180,117	177,300	155,000	155,000	(22,300)
<b>Total Baseline</b>	<b>\$18,015,072</b>	<b>\$19,938,800</b>	<b>\$20,231,000</b>	<b>\$20,025,400</b>	<b>\$86,600</b>
Request Greater Than Baseline			1,252,400		0
<b>Total Expenditures</b>	<b>\$18,015,072</b>	<b>\$19,938,800</b>	<b>\$21,483,400</b>	<b>\$20,025,400</b>	<b>\$86,600</b>
<b>Revenues</b>	<b>\$272,964</b>	<b>\$282,400</b>	<b>\$250,400</b>	<b>\$250,400</b>	<b>(\$32,000)</b>
					-11.3%

### **Changes and Useful Information:**

- The **Personal Services** was adjusted for turnover.
- **Operating Costs** decrease is due to one time equipment and computer allocation funding in FY2020. Other accounts have been adjusted based on anticipated expenses for FY2021.
- The **Capital Outlay** funding for vehicles and equipment purchase will be determined.
- **Revenues** associated with this program are from State Aid for Transportation, State Aid for Inmate Operating, and Room & Board Reimbursement.

### **Description:**

The Charles County Detention Center is a secure facility for incarcerated adults that opened in 1995 and stretches 135,000 feet with 203 cells. An annex that houses work release and weekend inmates sits adjacent to the main facility. The Corrections Division is responsible for maintaining custody and security of inmates and also offers a variety of programs to reduce recidivism and help inmates re-enter society as more productive citizens.

<b>Positions:</b>	<b>FY17 FTE</b>	<b>FY18 FTE</b>	<b>FY19 FTE</b>	<b>FY20 FTE</b>	<b>FY21 FTE</b>
Title					
<b>Correctional Officers</b>					
Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Captain	3.0	3.0	3.0	3.0	3.0
Lieutenant	9.0	10.0	10.0	10.0	10.0
Sergeant	17.0	16.0	16.0	16.0	16.0
Corporal	21.0	22.0	22.0	22.0	22.0
Corr. Officer - First Class, II & I	91.0	90.0	94.0	94.0	94.0
Total Correctional Officers	143.0	143.0	147.0	147.0	147.0
<b>Civilians</b>					
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0
Receptionist II	1.0	1.0	1.0	1.0	1.0
Inmate Accounting Specialist II	1.0	1.0	1.0	1.0	1.0
Work Release Investigator	1.0	1.0	1.0	1.0	1.0
Central Process. Supervisor	1.0	1.0	1.0	1.0	1.0
Central Process. Specialist I & II	5.0	5.0	5.0	5.0	5.0
Part Time	2.6	2.6	2.6	1.6	1.6
Total Civilians	12.6	12.6	12.6	11.6	11.6
<b>Total Full Time Equivalent</b>	<b>155.6</b>	<b>155.6</b>	<b>159.6</b>	<b>158.6</b>	<b>158.6</b>
Allocated to VICS Program*	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
<b>Net Cost to General Fund</b>	<b>155.1</b>	<b>155.1</b>	<b>159.1</b>	<b>158.2</b>	<b>158.2</b>

\* The VICS program was moved from Corrections to under Sheriff: Special Services Division – Judicial Services

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## Public Safety

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<b>Department:</b>	Sheriff's Office	01.24.37
<b>Division\Program:</b>	Corrections	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	

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### **Goals & Objectives:**

#### **Mission Statement**

The Sheriff of Charles County is responsible for protecting all citizens of Charles County by providing a secure holding facility for persons legally confined in the County. The Corrections Division shall provide for the safety of the inmates, staff and citizens by maintaining a humane living and working environment at the Detention Center in accordance with Federal and State regulations.

The facility will operate based on the following principles:

- the physical, emotional, and psychological well-being of inmates of prime concern
- a variety of programs are provided to aid interested inmates with their reintegration process

In order to meet these goals, a sufficient number of trained staff are provided to maintain the operation of the facility. The administration and staff are dedicated to providing a correctional program that meets applicable County, State, and Federal standards. Concerted efforts will be made to ensure the inmate's human rights and dignity are not violated. The staff will be firm, fair and above all consistent in dealing with inmates.

These goals can be achieved through a cohesive staff effort and enthusiastic support of correctional programs.

<b>Goal:</b>	Increase the annual training budget.
<b>Objectives:</b>	<ol style="list-style-type: none"><li>1. Obtain budget approval</li><li>2. Identify training needs</li><li>3. Request training for staff</li><li>4. Staff members attend and successfully complete training</li></ol>
<b>Status:</b>	<i>Approved FY2020 \$10,000 additional</i>
<b>Goal:</b>	Procurement of an mechanical lift for the Security Maintenance Team at the Detention Center.
<b>Objectives:</b>	<ol style="list-style-type: none"><li>1. Obtain budget approval</li><li>2. Obtain quotes</li><li>3. Selection of vendor</li><li>4. Purchase mechanical lift</li><li>5. Train staff</li><li>6. Place mechanical lift in service</li></ol>
<b>Status:</b>	<i>Approved FY2020</i>
<b>Goal:</b>	Procurement of an electronic storage cabinet for tasers at the Detention Center.
<b>Objectives:</b>	<ol style="list-style-type: none"><li>1. Obtain budget approval</li><li>2. Obtain quotes</li><li>3. Selection of vendor</li><li>4. Purchase cabinet</li><li>5. Develop policy</li><li>6. Train staff</li><li>7. Place cabinet in service</li></ol>
<b>Status:</b>	<i>Approved FY2020</i>
<b>Goal:</b>	Procurement of flag poles for the front of the Detention Center.
<b>Objectives:</b>	<ol style="list-style-type: none"><li>1. Obtain budget approval</li><li>2. Obtain quotes</li><li>3. Selection of vendor</li><li>4. Purchase flag poles</li><li>5. Install flag poles</li></ol>
<b>Status:</b>	<i>Approved FY2020</i>
<b>Goal:</b>	Installation of new video recording systems in all seven (7) transport vehicles.
<b>Objectives:</b>	<ol style="list-style-type: none"><li>1. Obtain budget approval</li><li>2. Obtain quotes</li><li>3. Selection of vendor</li><li>4. Purchase video recording systems</li><li>5. Install video recording systems</li></ol>
<b>Status:</b>	<i>Approved FY2020</i>

## Public Safety

<b>Department:</b>	Sheriff's Office	01.24.37
<b>Division\Program:</b>	Corrections	Fund: General
<b>Program Administrator:</b>	Troy D. Berry, Sheriff	
Goal:	Procurement of a replacement dishwasher for the Detention Center.	
Objectives:	<ol style="list-style-type: none"> <li>1. Obtain budget approval</li> <li>2. Obtain quotes</li> <li>3. Selection of vendor</li> <li>4. Purchase dishwasher</li> <li>5. Install dishwasher</li> </ol>	
Status:	<i>Approved FY2020</i>	
Goal:	Install railing or fencing from the top pier railing to the ceiling in the cell blocks at the Detention Center, Main Facility as an improved safety measure.	
Objectives:	Installation of railing and fencing.	
Status:	<i>Began the procurement process in FY2019; to be completed in FY2020</i>	

<b>Objectives &amp; Measurements:</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Projected</b>	<b>FY20 Estimated</b>
Average Daily Population	333	306	335	410	370
Prisoners Transported	10,691	10,050	10,596	13,000	11,200
# of Prisoner Transports	2,652	2,850	2,936	3,300	3,100
Transport Miles	57,319	57,154	66,157	70,000	70,000
Inmates Processed	3,344	3,141	2,741	4,100	2,500
Work Release Inmates	321	302	467	400	500
Total Drug Screening	746	702	1,013	950	1,400
Emergency Response Team Responses	1,337	638	237	1,700	250
Bookings	10,194	9,270	8,154	12,400	8,000

## Public Safety

**Department:** Sheriff's Office 01.24.85  
**Division\Program:** Automated Enforcement Unit (AEU) Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$151,723	\$178,300	\$182,300	\$182,300	\$4,000	2.2%
Fringe Benefits	44,044	48,100	70,100	70,100	22,000	45.7%
Operating Costs	1,480,052	1,822,600	1,752,600	1,717,100	(105,500)	-5.8%
<b>Total Baseline</b>	<b>\$1,675,819</b>	<b>\$2,049,000</b>	<b>\$2,005,000</b>	<b>\$1,969,500</b>	<b>(\$79,500)</b>	<b>-3.9%</b>
Request Greater Than Baseline			11,500		0	N/A
<b>Total Expenditures</b>	<b>\$1,675,819</b>	<b>\$2,049,000</b>	<b>\$2,016,500</b>	<b>\$1,969,500</b>	<b>(\$79,500)</b>	<b>-3.9%</b>
<b>Revenues</b>	<b>\$2,914,526</b>	<b>\$3,220,000</b>	<b>\$3,120,000</b>	<b>\$3,120,000</b>	<b>(\$100,000)</b>	<b>-3.1%</b>

### **Changes and Useful Information:**

- The Automated Enforcement Unit consists of both the Red Light Camera and Speed Camera programs.
- **Personal Services** increase includes the full year impact of FY2020 approved salary increases.
- **Operating costs** were adjusted to current activity. The FY2020 budget included one time funding for equipment.
- **Revenues** represent the fines collected for the Red Light Camera and Speed Camera programs.

### **Description:**

#### **Red Light Camera**

The red light camera program was initially implemented in an effort to reduce the number of red light runners. Traffic safety is the Sheriff's Office main goal behind the cameras. The program is designed to lower the collision rate at the designated intersections, and increase the compliance with the law that requires drivers to stop at red lights. The cameras are positioned near a stop light and linked to the timing of the light. A car that continues through the light after it turns red is photographed. A \$75 civil citation is issued to the red light violator.

#### **Speed Camera**

The speed camera program was implemented in an effort to reduce speeders in school zones. Child safety is a high priority in Charles County. The Sheriff's Office believes the cameras have the potential to be effective in reducing the number of speeders. A \$40 civil citation is issued to the speed camera violator.

### **Positions:**

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
AEU Supervisor - Civilian	1.0	1.0	1.0	1.0	1.0
AEU Office Specialist	2.0	2.0	2.0	2.0	2.0
AEU Civilian Deputy (Special)	1.0	1.0	1.0	1.0	1.0
Part Time - Red Light Technician	0.6	0.6	0.0	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>4.6</b>	<b>4.6</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

### **Objectives & Measurements:**

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
Number of Red Light Citations Issued:	29,194	26,343	26,349	33,124	27,192
Number of Speed Camera Citations Issued:	36,709	38,143	38,475	51,702	53,428

## Public Safety

**Department:** Sheriff's Office 01.24.99  
**Division\Program:** Fingerprinting Services Fund: General  
**Program Administrator:** Troy D. Berry, Sheriff

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$84,295	\$118,600	\$117,900	\$117,900	(\$700)	-0.6%
Fringe Benefits	11,826	27,100	23,600	23,600	(3,500)	-12.9%
Operating Costs	162,490	222,700	177,700	177,700	(45,000)	-20.2%
<b>Total Baseline</b>	<b>\$258,611</b>	<b>\$368,400</b>	<b>\$319,200</b>	<b>\$319,200</b>	<b>(\$49,200)</b>	<b>-13.4%</b>
Request Greater Than Baseline			5,400		0	N/A
<b>Total Expenditures</b>	<b>\$258,611</b>	<b>\$368,400</b>	<b>\$324,600</b>	<b>\$319,200</b>	<b>(\$49,200)</b>	<b>-13.4%</b>
<b>Revenues</b>	<b>\$288,792</b>	<b>\$370,000</b>	<b>\$290,000</b>	<b>\$290,000</b>	<b>(\$80,000)</b>	<b>-21.6%</b>

### **Changes and Useful Information:**

- **Personal Services** increase is based on current staffing.
- **Operating Costs** decrease is mainly due to a reduction in Contract Services based on activity.
- **Revenues** have been revised to reflect current revenue collections.

### **Description:**

The Live Scan fingerprinting technology replaces the current rolling process using ink. Live Scan reduces many of the problems associated with ink prints, such as smudging, smearing and over or under inking. A major benefit of the Live Scan is the processing speed for returning requested background information on the individual. Depending on the type of fingerprint check the cost from the State, along with the agency's cost can vary from \$20 to \$55.

### **Positions:**

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Electronic F.P. Technician	1.0	2.0	2.0	2.0	2.0
Part Time	1.2	1.2	1.2	1.2	1.2
<b>Total Full Time Equivalent</b>	<b>2.2</b>	<b>3.2</b>	<b>3.2</b>	<b>3.2</b>	<b>3.2</b>

### **Objectives & Measurements:**

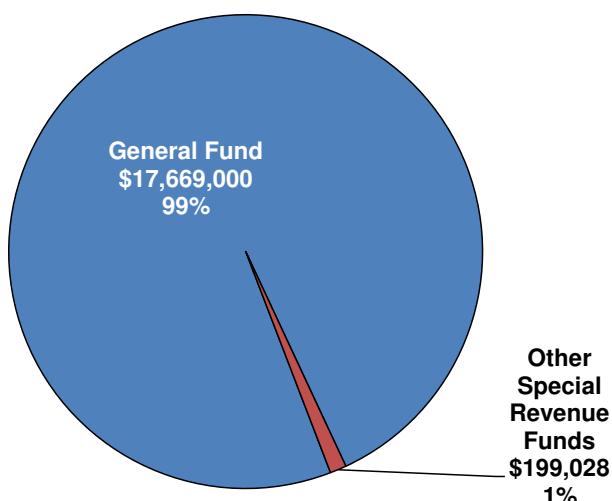
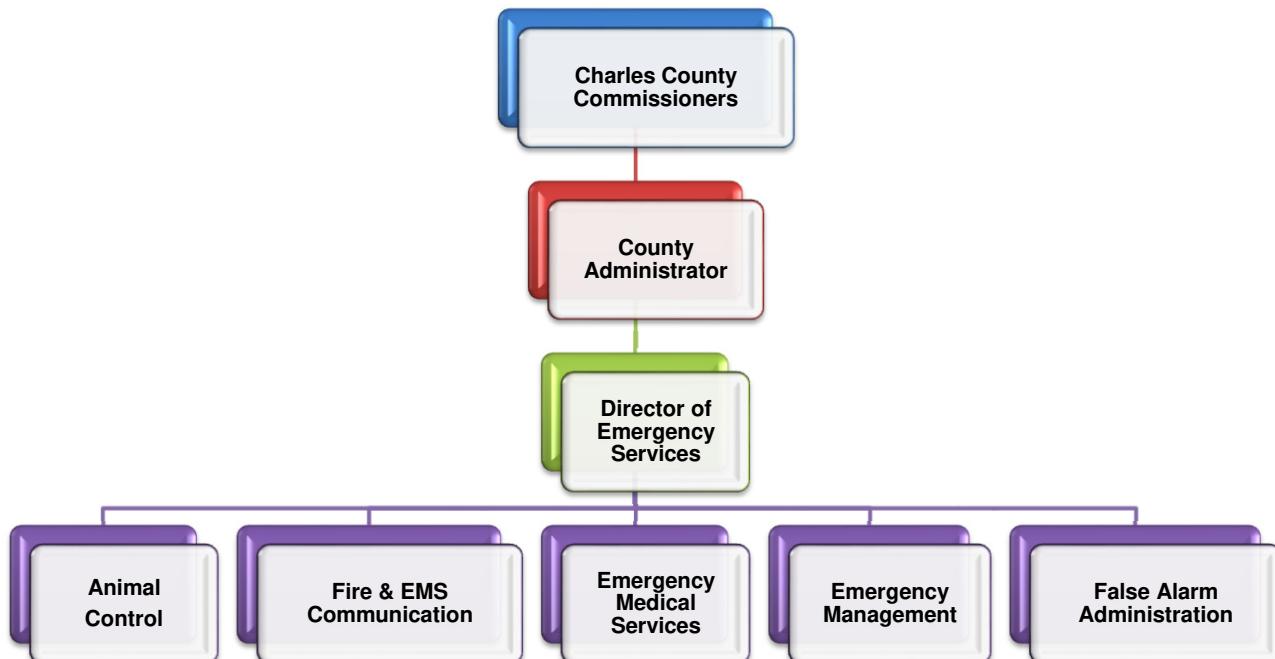
	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Projected	FY20 Estimated
Number of Fingerprint cards processed:	6,635	7,708	9,005	6,813	7,670

## Public Safety - Emergency Services Summary

Michelle Lilly, Director of Emergency Services  
 Address: 10425 Audie Ln., La Plata, MD 20646  
[www.charlescountymd.gov/services/emergency-services](http://www.charlescountymd.gov/services/emergency-services)

301-609-3401  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$10,708,426	\$11,346,700	\$11,733,000	\$12,311,700	\$965,000	8.5%
Fringe Benefits	2,816,613	3,176,700	3,353,000	3,522,800	346,100	10.9%
Operating Costs	2,638,504	2,971,900	3,028,500	3,054,600	82,700	2.8%
Transfers Out	85,293	85,000	85,500	85,500	500	0.6%
Capital Outlay	154,581	88,700	0	75,000	(13,700)	-15.4%
<b>Total Baseline</b>	<b>\$16,403,417</b>	<b>\$17,669,000</b>	<b>\$18,200,000</b>	<b>\$19,049,600</b>	<b>\$1,380,600</b>	<b>7.8%</b>
Request Greater Than Baseline			2,553,100	0	0	N/A
<b>Total Expenditures</b>	<b>\$16,403,417</b>	<b>\$17,669,000</b>	<b>\$20,753,100</b>	<b>\$19,049,600</b>	<b>\$1,380,600</b>	<b>7.8%</b>
<b>Revenues</b>	<b>\$6,230,546</b>	<b>\$6,115,800</b>	<b>\$6,517,300</b>	<b>\$6,790,300</b>	<b>\$674,500</b>	<b>11.0%</b>
<b>Total Expenditures as % of Budget:</b>	<b>4.1%</b>	<b>4.1%</b>	<b>4.1%</b>	<b>4.4%</b>		



### TOTAL FY2020 DEPARTMENT BUDGET

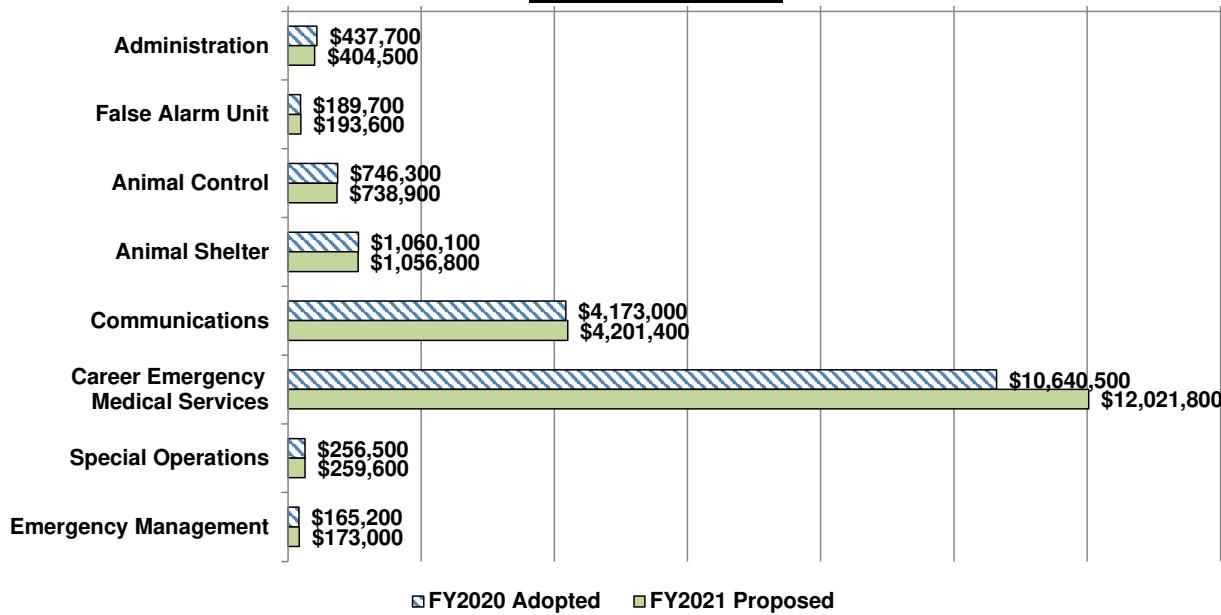
**\$17,868,028**

(Totals for funds other than the General Fund exclude transfers-in from the General Fund)

As indicated by the graph, the Department of Emergency Services is mostly funded by the General Fund.

## Emergency Services Expenditure and Objectives & Measurements

### GENERAL FUND

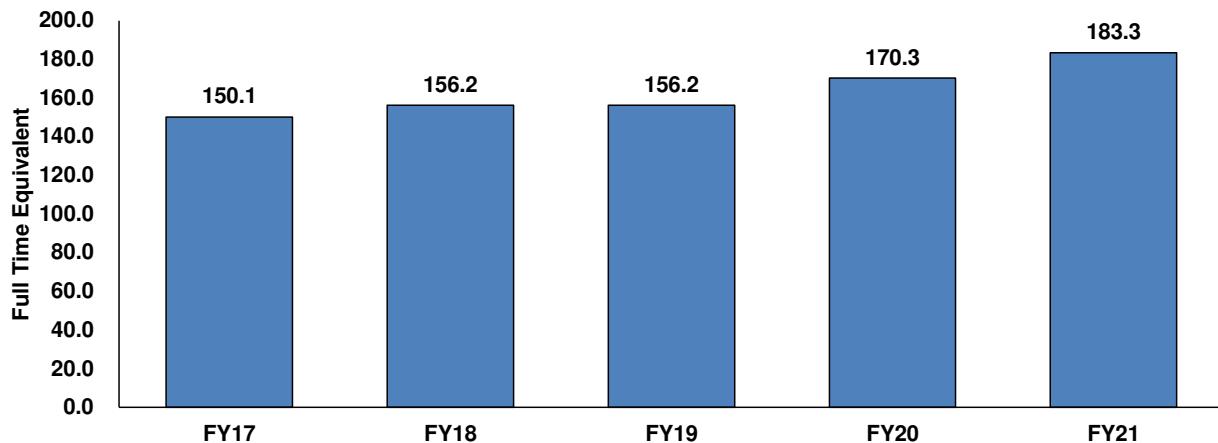


<u>Objectives &amp; Measurements:</u>	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Projected	FY21 Estimated
<u>False Alarm Reduction Unit: To maximize public awareness of false alarm issues and reduce their impact on our local emergency response personnel (Police, Fire and Emergency Medical Services).</u>					
Ratio of False Alarms per Registered User	0.31	0.30	0.28	0.30	0.28
<u>Animal Shelter: Improve ratio of live releases of Adoptable/Rescuable/Reclaimable Animals (ARRA) to total intakes.</u>					
Dogs	2263-88%	2150-87%	1899-84%	2160-89%	1958-87%
Cats	2305-55%	2082-62%	2012-65%	2145-64%	2083-67%
Other	439-97%	534-99%	462-99%	450-97%	512-99%
Total	5007-69%	4766-75%	4373-75%	4755-77%	4553-79%
<u>Fire/EMS Communications: Ensure that calls are processed and dispatched within two (2) minutes or less ninety percent (90% of the time).</u>					
Number of 911 Calls Received	81,745	85,000	82,000	90,000	85,000
Percent 911 Calls Dispatched < 2 mins (Target is 90%)	50%	81%	61%	86%	65%
<u>Emergency Medical Services: Countywide EMS Fiscal Transports</u>					
Responses by Career EMS	16,649	18,153	18,628	19,700	20,500
Responses by Volunteer Companies	9,171	8,782	8,893	8,700	9,600
Responses by Mutual Aid Partners	1,038	944	1,173	1,200	1,300
Total Number of Responses	26,858	27,879	28,694	29,600	31,400
Percent of Responses by Career EMS	62%	65%	65%	67%	65%
Transports by Career EMS	8,670	9,184	9,334	10,108	11,000
Transports by Volunteer Companies	3,876	3,662	3,541	3,500	3,500
Transports by Mutual Aid Partners	538	429	821	600	600
Total Number of Transports*	13,084	13,275	13,696	14,208	15,100
Percent of Transports by Career EMS	66%	69%	68%	71%	73%

\*Total Number of Transports data includes both ALS and BLS patient transports.

## Emergency Services Staffing History

### Staffing History



#### Positions by Program:

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Administration	3.3	4.3	4.3	4.3	4.3
False Alarm Reduction Unit (FARU)	2.0	2.0	2.0	2.0	2.0
Animal Control	6.0	6.0	6.0	6.0	6.0
Animal Shelter	17.2	17.2	17.2	17.2	17.2
Fire/EMS Communications	31.7	31.7	31.7	36.7	36.7
Career Emergency Medical Services	87.1	92.1	92.1	101.1	114.1
Special Operations	1.7	1.7	1.7	1.7	1.7
Emergency Management	1.2	1.2	1.2	1.3	1.3
<b>Total Full Time Equivalent</b>	<b>150.1</b>	<b>156.2</b>	<b>156.2</b>	<b>170.3</b>	<b>183.3</b>

## Public Safety

**Department:** Emergency Services 01.26.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Michelle Lilly, Director of Emergency Services  
[www.charlescountymd.gov/services/emergency-services](http://www.charlescountymd.gov/services/emergency-services)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$334,608	\$336,400	\$307,600	\$307,600	(\$28,800)	-8.6%
Fringe Benefits	73,953	81,800	78,300	78,100	(3,700)	-4.5%
Operating Costs	94,646	19,500	19,500	18,800	(700)	-3.6%
<b>Total Baseline</b>	<b>\$503,206</b>	<b>\$437,700</b>	<b>\$405,400</b>	<b>\$404,500</b>	<b>(\$33,200)</b>	<b>-7.6%</b>
Request Greater Than Baseline			29,600		0	N/A
<b>Total Expenditures</b>	<b>\$503,206</b>	<b>\$437,700</b>	<b>\$435,000</b>	<b>\$404,500</b>	<b>(\$33,200)</b>	<b>-7.6%</b>
<b>Revenues</b>	<b>\$231,730</b>	<b>\$246,000</b>	<b>\$241,000</b>	<b>\$241,000</b>	<b>(\$5,000)</b>	<b>-2.0%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes full year impact of the merit increase, and COLA which is being offset by turnover.
- **Operating Costs** includes the following changes:
  - Includes a \$500 increase in Insurance for the Medical Director based on anticipated renewal cost which is being offset by a (\$500) reduction in Employee Education to cover the phone reimbursement of an employee. These funds were transferred to the I.T. Division. In addition, Vehicle Fuel is being reduced by (\$700) due to declining fuel prices.
- **Revenues** represent income from Tower Rental which has been updated to recent trends.

### **Description:**

The Department of Emergency Services provides eight (8) distinct areas of service for Charles County:

- 1.) The management and direction of the Charles County Emergency Management Division.
- 2.) The management and direction of the Charles County 911 Communications Division.
- 3.) The management and direction of the Charles County Emergency Medical Services Division.
- 4.) The management and direction of the Charles County Animal Control Division, and the Tri-County Animal Shelter.
- 5.) The management and direction of the Charles County False Alarm Reduction Unit.
- 6.) Liaison and coordination with the Maryland Emergency Management Agency and Governor's Office of Homeland Security in matters related to planning, preparedness, response, recovery and mitigation for domestic preparedness incidents impacting Homeland Security.
- 7.) The management and direction of planning, prevention, response, recovery, and mitigation activities related to Weapons of Mass Destruction and industrial/transportation hazardous materials incidents.
- 8.) Provide support of and technical consultation to the Charles County Board of Fire & Rescue.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Assistant to the Director	1.0	1.0	1.0	1.0	1.0
DES Program Support Specialist	0.0	1.0	1.0	1.0	1.0
Part Time	1.3	1.3	1.3	1.3	1.3
<b>Total Full Time Equivalent</b>	<b>3.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>

## Public Safety

**Department:** Emergency Services 01.26.151  
**Division\Program:** False Alarm Reduction Unit (FARU) Fund: General  
**Program Administrator:** Sherry Herd, Alarm Reduction Unit Administrator  
[www.charlescountymd.gov/services/false-alarm-reduction-unit-faru](http://www.charlescountymd.gov/services/false-alarm-reduction-unit-faru)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$116,035	\$119,200	\$120,600	\$120,600	\$1,400	1.2%
Fringe Benefits	31,957	32,100	34,300	34,300	2,200	6.9%
Operating Costs	36,867	38,400	38,700	38,700	300	0.8%
<b>Total Expenditures</b>	<b>\$184,858</b>	<b>\$189,700</b>	<b>\$193,600</b>	<b>\$193,600</b>	<b>\$3,900</b>	<b>2.1%</b>
<b>Revenues</b>	<b>\$516,018</b>	<b>\$529,500</b>	<b>\$552,500</b>	<b>\$552,500</b>	<b>\$23,000</b>	<b>4.3%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** increase includes the full year impact of the approved FY20 merit and COLA.
- **Operating Costs** were adjusted due to an anticipated 5% increase for software maintenance fees.
- **Revenues** represent fees and penalties from the False Alarm program.

### **Description:**

Charles County police, fire and emergency medical services personnel respond to over 8,000 false alarms each year. It is estimated that Charles County's false alarm response rate has resulted in the waste of approximately 4,000 emergency personnel man hours and many thousands of dollars annually.

These unfounded alarm calls reduce the effectiveness of our emergency services and undermine their ability to respond to legitimate, critical calls. Charles County False Alarm Ordinance No. 98-48 was adopted on June 1, 1998 by the Charles County Commissioners to address this abuse and waste of emergency resources and to reduce unnecessary safety risks posed to County emergency response personnel and citizens during a false alarm response.

The False Alarm Reduction Unit (FARU) of the Charles County Department of Emergency Services was created to administer False Alarm Ordinance No. 98-48. The FARU's main function is to reduce the number of false alarms to which police, fire and emergency medical services respond to each year. The FARU:

- licenses alarm companies;
- registers alarm users;
- sends notification of false alarms and levies civil monetary penalties for excessive false alarms to alarm users;
- provides advance notification to alarm users and alarm companies of applicable registration renewal dates;
- ensures that appropriate inspections and upgrades of alarm systems occur;
- administers the False Alarm Appeals Process;
- develops and administers a public information program to educate alarm system users on provisions of the False Alarm Ordinance and the proper maintenance and use of alarm systems;
- assist in the goal to reduce false alarms in Charles County.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
False Alarm Reduction Unit Administrator	1.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

## Public Safety

**Department:** Emergency Services 01.26.27  
**Division\Program:** Animal Control Fund: General  
**Program Administrator:** Edward Tucker, Chief of Animal Control  
[www.charlescountymd.gov/services/animal-care-control](http://www.charlescountymd.gov/services/animal-care-control)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$434,054	\$460,600	\$470,000	\$470,000	\$9,400	2.0%
Fringe Benefits	147,604	159,900	154,800	151,600	(8,300)	-5.2%
Operating Costs	110,792	125,800	126,000	117,300	(8,500)	-6.8%
<b>Total Baseline</b>	<b>\$692,449</b>	<b>\$746,300</b>	<b>\$750,800</b>	<b>\$738,900</b>	<b>(\$7,400)</b>	<b>-1.0%</b>
Request Greater Than Baseline			81,900		0	N/A
<b>Total Expenditures</b>	<b>\$692,449</b>	<b>\$746,300</b>	<b>\$832,700</b>	<b>\$738,900</b>	<b>(\$7,400)</b>	<b>-1.0%</b>
<b>Revenues</b>	<b>\$32,961</b>	<b>\$31,500</b>	<b>\$32,500</b>	<b>\$32,500</b>	<b>\$1,000</b>	<b>3.2%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** include the FY20 approved salary increases and have also been adjusted for turnover.
- **Operating Costs** decrease is due to reduction in Vehicle Repairs (\$4,500) and Vehicle Fuel (\$4,200) based on anticipated activity. Included is a \$200 increase for Wireless PC Connections cost.
- **Revenues** represent animal licenses and dog fines and have been adjusted based on activity.

### **Description:**

Animal Control Officers are sworn Peace Officers commissioned by The Charles County Commissioners under the authority of the Annotated Code of Maryland. A synopsis of the primary duties and responsibilities that a Charles County Animal Control Officer follows:

- Enforcement of all County and State Laws, Ordinances and Regulations relevant to domestic animals including livestock and wild animals kept in captivity. This is to include criminal animal cruelty investigations on these types of animals.
- Provide 24 hour emergency services for the rescue of injured animals and public safety situations, 365 days a year.
- Issue citations for violations of animal regulations, prepare and file applications for charging document with the District Court Commissioner, serve and respond to Court and Animal Matters Board meetings and summonses.
- Chemically tranquilize and impound animals posing a threat to public safety that cannot be captured by more conventional means.
- Conduct inspections of and issue licenses to all Commercial Animal Establishments in Charles County.
- Perform vehicular and foot patrols in the performance of these duties, responding to over 6,000 calls per year.
- Conduct periodic Rabies Vaccination clinics to assist in controlling the spread of Rabies through the domestic pet population.

### **Positions:**

Title	FY17	FY18	FY19	FY20	FY21
	FTE	FTE	FTE	FTE	FTE
Chief of Animal Control Services	1.0	1.0	1.0	1.0	1.0
Animal Control Officer	4.0	4.0	4.0	4.0	4.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

## Public Safety

**Department:** Emergency Services 01.26.28  
**Division\Program:** Animal Shelter Fund: General  
**Program Administrator:** Kim Stephens, Animal Shelter Supervisor  
[www.charlescountymd.gov/services/animal-care-control/tri-county-animal-shelter](http://www.charlescountymd.gov/services/animal-care-control/tri-county-animal-shelter)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$590,869	\$657,500	\$652,600	\$652,600	(\$4,900)	-0.7%
Fringe Benefits	200,698	227,800	224,500	219,900	(7,900)	-3.5%
Operating Costs	167,811	174,800	189,300	184,300	9,500	5.4%
<b>Total Baseline</b>	<b>\$959,378</b>	<b>\$1,060,100</b>	<b>\$1,066,400</b>	<b>\$1,056,800</b>	<b>(\$3,300)</b>	<b>-0.3%</b>
Request Greater Than Baseline			30,700		0	N/A
<b>Total Expenditures</b>	<b>\$959,378</b>	<b>\$1,060,100</b>	<b>\$1,097,100</b>	<b>\$1,056,800</b>	<b>(\$3,300)</b>	<b>-0.3%</b>
<b>Revenues</b>	<b>\$531,312</b>	<b>\$534,900</b>	<b>\$545,300</b>	<b>\$545,300</b>	<b>\$10,400</b>	<b>1.9%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** decrease is due to turnover which is offsetting the FY2020 approved merit and COLA.
- **Operating Costs** increase includes the following changes:
  - Telephone is being decreased by (\$600) based on estimated cost.
  - The Contract Services budget increased by \$7,000. DPW - PF is no longer providing preventative maintenance on the shelter's two boilers, walk-in freezer, or walk-in refrigerator. These task have been contracted out to an outside vendor.
  - Veterinarian expenses is increasing by \$5,000 and Medical Supplies is increasing by \$3,100 based on prior year activity.
  - Based on anticipated cost in FY2021, Electricity is decreasing by (\$2,000) and Utilities by (\$3,000).
- The FY2021 **Revenues** assumes costs will be shared equally between the Charles and St. Mary's Counties for the entire fiscal year.

### **Description:**

The County Animal Shelter serves over 270,000 citizens of Charles and St. Mary's Counties. These two counties consist of 815 square miles. Over 7,000 animals were received by the County's Animal Shelter in FY2018. The County Animal Shelter receives stray and unwanted domestic animals of all types. The Shelter attempts to ascertain the identity of the owner of the stray animals so that they can be re-united. Qualifying unclaimed and relinquished owned animals may then placed up for adoption or rescue in accordance with State, County and Shelter regulations. The County Animal Shelter may euthanize aggressive, unwanted, injured or diseased animals. The County Animal Shelter also acts as the bite exposure quarantine center for rabies observation. In this aspect, the Shelter holds animals under the guidelines of the Health Departments and if deemed a necessity will euthanize suspected carriers of rabies for testing at State labs.

The County Animal Shelter shall provide humane treatment of all animals, at all times, under its care. All citizens coming in contact with the County Animal Shelter shall be treated with courtesy and consideration.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Animal Shelter Supervisor	1.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Attendant	7.0	7.0	7.0	7.0	7.0
Animal Shelter Technician	3.0	3.0	3.0	3.0	3.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Animal Shelter Services/Clerical Assistant	1.0	1.0	1.0	1.0	1.0
Part-time Positions	3.8	3.8	3.8	3.8	3.8
<b>Total Full Time Equivalent</b>	<b>17.8</b>	<b>17.8</b>	<b>17.8</b>	<b>17.8</b>	<b>17.8</b>
Allocated to Special Revenue	(0.6)	(0.6)	(0.6)	(0.6)	(0.6)
<b>Net Cost to General Fund</b>	<b>17.2</b>	<b>17.2</b>	<b>17.2</b>	<b>17.2</b>	<b>17.2</b>

## Public Safety

**Department:** Emergency Services 01.26.29  
**Division\Program:** Fire/EMS Communications Fund: General  
**Program Administrator:** Tony W. Rose, Chief of Fire/EMS Communications  
[www.charlescountymd.gov/services/emergency-services/911-communications](http://www.charlescountymd.gov/services/emergency-services/911-communications)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$2,003,185	\$2,135,500	\$2,232,500	\$2,232,500	\$97,000	4.5%
Fringe Benefits	570,258	658,000	649,100	645,800	(12,200)	-1.9%
Operating Costs	1,177,725	1,379,500	1,363,100	1,323,100	(56,400)	-4.1%
Capital Outlay	1,442	0	0	0	0	N/A
<b>Total Baseline</b>	<b>\$3,752,610</b>	<b>\$4,173,000</b>	<b>\$4,244,700</b>	<b>\$4,201,400</b>	<b>\$28,400</b>	<b>0.7%</b>
Request Greater Than Baseline			141,800		0	N/A
<b>Total Expenditures</b>	<b>\$3,752,610</b>	<b>\$4,173,000</b>	<b>\$4,386,500</b>	<b>\$4,201,400</b>	<b>\$28,400</b>	<b>0.7%</b>
<b>Revenues</b>	<b>\$1,175,438</b>	<b>\$1,307,000</b>	<b>\$1,507,000</b>	<b>\$1,707,000</b>	<b>\$400,000</b>	<b>30.6%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** increase includes approved salary increases and full year impact for four Dispatcher positions approved in FY2020.
- The **Operating Costs** decrease includes the following:
  - Telephone was decreased by (\$45,500) and Vehicle Fuel by (\$1,000) based on anticipated cost for FY2021.
  - The FY2020 budget included one time funding to install modems in FY2020 (\$6,000).
  - Operating budget for the new Mobile Data Systems Administrator was reduced for one time costs provided in FY2020.
  - Funds were provided in FY2020 for the Chief to obtain national certification, therefore Training for FY2021 is being reduced by (\$3,500).
  - Based on the amended budget funds were provided in Consultant to provide engineering services and wireless carrier co-location evaluations on CCG tanks and towers not associated with a project that requires a building permit. \$5,000
  - \$700 miscellaneous increase in other operating accounts based on expected activity.
- **Revenues** are primarily from Local 911 fees which were adjusted due to changes to state law.

### **Description:**

The function of this division is to process emergency and non-emergency requests for public safety assistance and then coordinate the response of appropriate resources to resolve the situation. It is the goal of this division to provide this service through the establishment, implementation and application of a number of programs designed to facilitate the prompt and efficient delivery of emergency services.

Such programs include "911 Addressing" which is intended to identify, verify, and assign an address to all new and existing residences in Charles County thereby creating a physical location database.

Other programs include Computer Aided Dispatch, NG9-1-1, Geographical Information System (mapping), Mobile Data Computers, Public Safety Capital Projects, provide Emergency Medical/Fire/Police and Pre-Arrival Instructions, Severe Weather Alerting, Public Education, Road Name Approvals, management & operation of Public Safety/Service Radio System & associated infrastructure and administrative support to Fire/EMS associations.

Personnel are on duty twenty four hours per day, seven days a week. Staff is responsible for the direction, administration, configuration, and the operation of the Charles County 911 system and the emergency communications system.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Fire/EMS Communications	1.0	1.0	1.0	1.0	1.0
Asst. Chief of Fire/EMS Communications	1.0	1.0	1.0	1.0	1.0
Radio System Support Administrator	1.0	1.0	1.0	1.0	1.0
Training / Quality Assurance Captain	1.0	1.0	1.0	1.0	1.0
Public Safety Dispatch Lieutenant	5.0	5.0	5.0	5.0	5.0
Dispatcher I & II	20.0	20.0	20.0	24.0	24.0
Mobile Data Systems Administrator	0.0	0.0	0.0	1.0	1.0
Database Specialist (GIS)	1.0	1.0	1.0	1.0	1.0
Database Specialist (CAD)	1.0	1.0	1.0	1.0	1.0
Part Time Position	0.7	0.7	0.7	0.7	0.7
<b>Total Full Time Equivalent</b>	<b>31.7</b>	<b>31.7</b>	<b>31.7</b>	<b>36.7</b>	<b>36.7</b>

## Public Safety

**Department:** Emergency Services 01.26.97  
**Division\Program:** Career Emergency Medical Services Fund: General  
**Program Administrator:** John Filer, Chief of Emergency Medical Services  
[www.charlescountymd.gov/services/emergency-services/emergency-medical-services](http://www.charlescountymd.gov/services/emergency-services/emergency-medical-services)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$7,107,379	\$7,506,000	\$7,807,800	\$8,386,500	\$880,500	11.7%
Fringe Benefits	1,758,251	1,988,300	2,180,400	2,361,800	373,500	18.8%
Operating Costs	962,169	1,057,500	1,116,100	1,198,500	141,000	13.3%
Capital Outlay	144,353	88,700	0	75,000	(13,700)	-15.4%
<b>Total Baseline</b>	<b>\$9,972,153</b>	<b>\$10,640,500</b>	<b>\$11,104,300</b>	<b>\$12,021,800</b>	<b>\$1,381,300</b>	<b>13.0%</b>
Request Greater Than Baseline			1,992,100		0	N/A
<b>Total Expenditures</b>	<b>\$9,972,153</b>	<b>\$10,640,500</b>	<b>\$13,096,400</b>	<b>\$12,021,800</b>	<b>\$1,381,300</b>	<b>13.0%</b>
<b>Revenues</b>	<b>\$3,743,086</b>	<b>\$3,466,900</b>	<b>\$3,639,000</b>	<b>\$3,712,000</b>	<b>\$245,100</b>	<b>7.1%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** increase includes approved salary increases, adjustments for turnover, and the full year impact of FY2020 approved positions. Included are funds for two new Captains, five new paramedics, five new EMTs, the upgrade of five paramedics to lieutenants, and the upgrade of an EMT position to Assistant Chief of Special Operations.
- **Operating Costs** were adjusted for the following reasons:
  - An increase in Medical Supplies of \$50,000 is needed due to inflation of cost of medical supplies, new medications being added in the upcoming MD Medical Protocol changes and for usage due to increased call volume. There were approximately 100 changes to the Protocol that require medications which are expensive.
  - Included are funds for various items for the FY2021 new positions. \$71,000
  - To provide funds for contractual services to support our first responders in EMS. \$20,000
  - In FY2020 the County purchased eight (8) new AED's at \$1,600 each. Each unit comes with a year service plan which will roll over to an existing service contract in FY2021. The cost to add these units and our fleet of ambulance stretchers (7) to this service contract will generate an increase in that contract price. The EMS Division is requesting to adjust the budget to reflect that increase in pricing. \$10,000
  - Based on anticipated activity, Vehicle Fuel is decreasing by (\$3,200) and Vehicle Repairs and Maintenance is increasing by \$100.
  - Based on activity, Billing Contract is increasing by \$4,000.
  - A \$4,000 increase in General Supplies is requested to provide printed materials in non-English speaking languages and for the printing and packaging of items related to the County's Leave Behind Narcan Program. The provision of printed materials related to healthcare privacy in non-English languages is required by Federal Law.
  - Office Supplies is increasing by \$3,200 to compensate for the addition of the Chesapeake Street Office and the rising cost of office supplies to include adding toner cartridges to this account. The EMS now supplies three offices and a training academy as well as accompanying staff.
  - Based on estimated bills Utilities is increasing by \$1,200, Electricity is increasing by \$3,700, and Wireless PC Connection is increasing by \$1,000.
  - Increase in Dues and Subscriptions to cover extra dues that are currently being incurred to include Rescue One. \$500
  - Due to one-time cost in FY2020 for dispensers, Equipment is being reduced by (\$20,000).
  - Due to the EMS division now being on the VOIP system, telephone cost are being reduced. This is based on the 1st quarter's activity. (\$4,500)
- The **Capital Outlay** budget is for portable radios.
- **Revenues** represents the revenue equivalent of one cent on the property tax rate and fees from EMS services.

## Public Safety

<b>Department:</b>	Emergency Services	01.26.97
<b>Division\Program:</b>	Career Emergency Medical Services	Fund: General
<b>Program Administrator:</b>	John Filer, Chief of Emergency Medical Services	
<a href="http://www.charlescountymd.gov/services/emergency-services/emergency-medical-services">www.charlescountymd.gov/services/emergency-services/emergency-medical-services</a>		

### Description:

The Emergency Medical Services Division of the Department of Emergency Services was created in July 2001 to provide Advanced Life Support (ALS), and when needed to augment the volunteer stations in providing Basic Life Support (BLS) services from various stations within the county. Career EMS personnel are currently deployed and provide 24/7 EMS and day time coverage to the following stations throughout Charles County:

EMS 2- Hughesville 24/7 ALS	EMS 3 - Waldorf 24/7 ALS
EMS 8 - Marbury 24/7 ALS	EMS 11 - Bryan's Road 24/7 ALS & Daytime ALS
EMS 12 - Westlake 24/7 ALS	EMS 06 - Cobb Island 24/7 ALS
EMS 16 - La Plata - 24/7 Supervisor	EMS 18 - Waldorf 24/7 Supervisor & ALS
EMS 51 - La Plata 24/7 ALS	EMS 60 - White Plains 24/7 ALS

### Positions:

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Chief of Emergency Medical Services	1.0	1.0	1.0	1.0	1.0
Asst. Chief of Emergency Medical Services	1.0	1.0	1.0	1.0	1.0
Asst. Chief of Special Operations	0.0	0.0	0.0	0.0	1.0
EMS Captain	4.0	4.0	4.0	4.0	6.0
Paramedic Supervisor/Lieutenant	8.0	8.0	8.0	8.0	13.0
Paramedics	39.0	42.0	43.0	47.0	47.0
Emergency Medical Technician	31.0	33.0	32.0	36.0	40.0
Nurse - MIH program	0.0	0.0	0.0	0.0	1.0
EMS Specialist	0.0	0.0	0.0	1.0	1.0
Part Time Help	3.1	3.1	3.1	3.1	3.1
<b>Total Full Time Equivalent</b>	<b>87.1</b>	<b>92.1</b>	<b>92.1</b>	<b>101.1</b>	<b>114.1</b>

## Public Safety

**Department:** Emergency Services 01.26.86  
**Division\Program:** Special Operations Fund: General  
**Program Administrator:** John Filer, Chief of Emergency Medical Services  
<https://www.charlescountymd.gov/services/emergency-services/emergency-preparedness>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$76,255	\$79,500	\$84,700	\$84,700	\$5,200	6.5%
Fringe Benefits	16,652	9,800	9,900	9,700	(100)	-1.0%
Operating Costs	60,899	167,200	167,100	165,200	(2,000)	-1.2%
<b>Total Baseline</b>	<b>\$153,806</b>	<b>\$256,500</b>	<b>\$261,700</b>	<b>\$259,600</b>	<b>\$3,100</b>	<b>1.2%</b>
Request Greater Than Baseline			277,000		0	N/A
<b>Total Expenditures</b>	<b>\$153,806</b>	<b>\$256,500</b>	<b>\$538,700</b>	<b>\$259,600</b>	<b>\$3,100</b>	<b>1.2%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** increase includes approved FY2020 salary increases.
- The **Operating Costs** budget includes a \$200 increase in Dues and Subscriptions based on estimated expenditures. Vehicle Fuel (\$1,400), Wireless PC Connection (\$500), and Employee Education (\$300) decreased based on anticipated cost in FY2021.

### **Description:**

The Special Operations Division was originally formed as the Tactical Response Team under the Department of Emergency Services in 2003. Its primary mission was to support planning, prevention, response, and mitigation activities related to Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Weapons of Mass Destruction and industrial/transportation hazardous materials incidents. As the mission of the Department expanded due to increased service demands, the scope of work for the Special Operations Division expanded in congruence. In addition to the aforementioned original mission, the Special Operations Division now encompasses the tasks and duties of Tactical Emergency Medical Services (TEMS), the Marine Unit, the Unmanned Aerial Vehicle (UAV) Team, Ambulance Strike Team, and the Critical Incident Stress Management (CISM) Team.

The TEMS Team is responsible for providing specialized emergency medical services and technical rescue during high risk and extremely hazardous missions types in direct support of law enforcement. The Marine Unit is responsible for the provision of specialized emergency medical services in a maritime environment as well as supporting the hazardous materials team during waterborne environmental protection and clean-up missions. The UAV Team is a specialized group comprised of FAA licensed pilots operating the County's fleet of unmanned aerial vehicles for the purpose of documentation, reconnaissance, and real-time intelligence. The CISM Team is the Department's peer mental health specialists who service both fire/EMS and law enforcement across the State. The County's Ambulance Strike Team is part of the larger Maryland Ambulance Strike Team. Their primary mission is to respond to disaster stricken locations across the eastern U.S. coast and provide EMS relief and aid while recovery efforts are underway. The hazardous materials mission and associated team of the Special Operations Division is a mandated capability pursuant to local, regional, state, and federal Homeland Security directives. Charles County's Hazardous Materials Team is Southern Maryland's CBRNE and hazmat specialty response and mitigation component. The Hazmat Team is also a recognized asset of the Maryland Department of the Environment.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Part Time	1.7	1.7	1.7	1.7	1.7
<b>Total Full Time Equivalent</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	<b>1.7</b>

## Public Safety

**Department:** Emergency Services 01.26.89  
**Division\Program:** Emergency Management Fund: General  
**Program Administrator:** Vacant, Assistant Director of Emergency Services  
[www.charlescountymd.gov/services/emergency-services/emergency-preparedness](http://www.charlescountymd.gov/services/emergency-services/emergency-preparedness)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$46,042	\$52,000	\$57,200	\$57,200	\$5,200	10.0%
Fringe Benefits	17,241	19,000	21,700	21,600	2,600	13.7%
Operating Costs	27,596	9,200	8,700	8,700	(500)	-5.4%
Transfers Out	85,293	85,000	85,500	85,500	500	0.6%
Capital Outlay	8,786	0	0		0	N/A
<b>Total Expenditures</b>	<b>\$184,957</b>	<b>\$165,200</b>	<b>\$173,100</b>	<b>\$173,000</b>	<b>\$7,800</b>	<b>4.7%</b>

### **Changes and Useful Information:**

- This Division is partially grant funded. The FY2021 grant budget includes the full year impact of the approved FY2020 merit and COLA increase to **Personal Services** and **Fringe Benefits**.
- The **Operating Costs** budget decrease is based on current activity and expected expenses in FY2021. Office Supplies was reduced by (\$300) and Printing by (\$200).
- The **Transfers Out** budget is the County's local match for the Emergency Management Performance Grant.

### **Description:**

The Emergency Management Division of the Department of Emergency Services is responsible to develop, coordinate and promote a comprehensive emergency management program incorporating planning, preparedness, response, and recovery activities relative to emergency or disasters.

The division's primary responsibility is the development and maintenance of the County's basic emergency operations plan which provides a framework for the coordination of emergency response activities across a broad spectrum of disciplines and agencies.

Other responsibilities include public education and information, promotion of mitigation activities, liaison and collaboration with local, state and federal governmental agencies, for profit and nonprofit public and private institutions and volunteer organizations, as well as other activities related to the establishment of a comprehensive emergency management program.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Assistant Director of Emergency Services	1.0	1.0	1.0	1.0	1.0
Emergency Management Specialist	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
Allocated to Special Revenue	(0.8)	(0.8)	(0.8)	(0.7)	(0.7)
<b>Net Cost to General Fund</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.3</b>	<b>1.3</b>

## Debt

<b>Department:</b>	Debt Service					01.18
<b>Division\Program:</b>	Fiscal & Administrative Services					Fund: General
<b>Program Administrator:</b>	Jenifer Ellin, Director of Fiscal & Administrative Services					
<b>Expenditure Category</b>	<b>FY2019 Actual</b>	<b>FY2020 Adopted</b>	<b>FY2021 Request</b>	<b>FY2021 Proposed</b>	<b>\$ Change from FY2020</b>	<b>% Chg.</b>
Operating Costs	\$237,309	\$178,000	\$258,000	\$258,000	\$80,000	44.9%
Debt Service	28,880,098	30,493,500	31,514,700	31,529,800	1,036,300	3.4%
Transfers Out	530,966	548,400	570,900	570,900	22,500	4.1%
<b>Total Expenditures</b>	<b>\$29,648,374</b>	<b>\$31,219,900</b>	<b>\$32,343,600</b>	<b>\$32,358,700</b>	<b>\$1,138,800</b>	<b>3.6%</b>
<b>Revenues</b>	<b>\$3,382,821</b>	<b>\$3,384,200</b>	<b>\$3,384,200</b>	<b>\$3,384,200</b>	<b>\$0</b>	<b>0.0%</b>

### **Changes and Useful Information:**

- **Debt Service** includes the cost to pay the principal and interest on existing debt and the issuance cost. The budget includes approximately \$8.2 million for education related debt and \$2.2 million for public safety related debt which includes nearly \$1.0 million for Sheriff Office operations and \$712,900 for Volunteer Fire/EMS radios.
- New for FY2021, the County is anticipating various energy saving projects in County owned facilities. These will be bank financed.
- **Revenues** includes bond premium and other dedicated revenues.

### **Description:**

This department is used to account for the annual General Fund principal, interest, and bond expenses associated with general obligation bonds and capital lease agreements. Debt service requirements are reviewed periodically in order to maintain a strong fiscal position relative to infrastructure financing.

### **A breakdown of the annual debt service payment by function is listed below:**

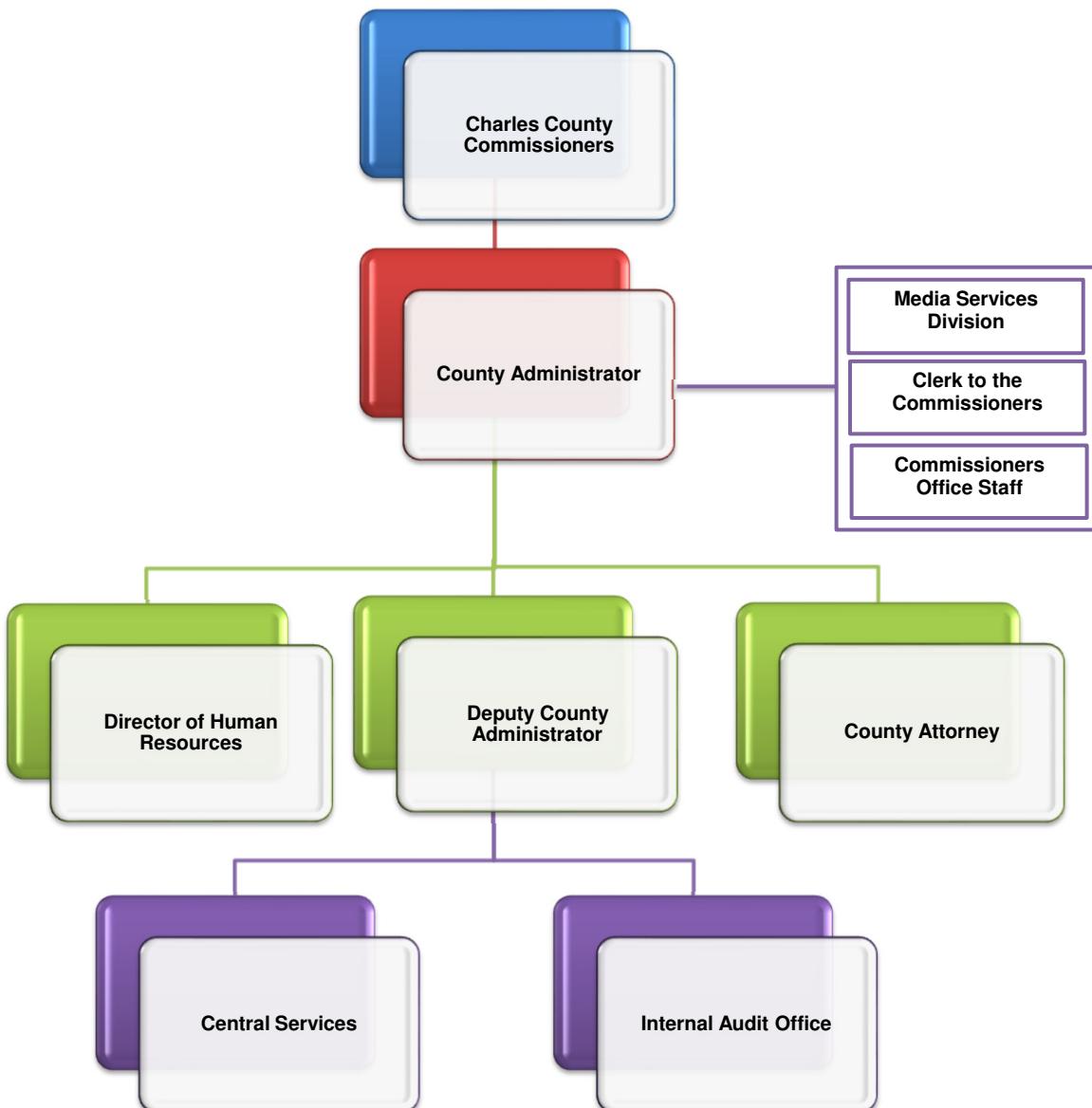
	<b>FY2019 Actual</b>	<b>FY2020 Adopted</b>	<b>FY2021 Proposed</b>	<b>\$ Change from FY2020</b>	<b>% Chg.</b>
<b>Bonds</b>					
Board Of Education	\$4,781,315	\$5,761,000	\$6,572,800	\$811,800	14.1%
College of Southern Maryland	1,673,965	1,621,800	1,652,300	30,500	1.9%
General Government	6,141,744	6,870,200	6,983,900	113,700	1.7%
Public Safety	1,462,120	1,230,600	1,400,900	170,300	13.8%
Transportation	10,184,597	10,562,200	11,065,600	503,400	4.8%
Miscellaneous	2,981	0	0	0	N/A
<b>Bond Principal &amp; Interest</b>	<b>\$24,246,722</b>	<b>\$26,045,800</b>	<b>\$27,675,500</b>	<b>\$1,629,700</b>	<b>6.3%</b>
<b>Leases</b>					
Public Works - Facilities	\$468,004	\$711,200	\$1,019,100	\$307,900	43.3%
Recreation, Parks, and Tourism	332,635	439,700	523,300	83,600	19.0%
Emergency Services	763,482	943,300	562,700	(380,600)	-40.3%
Fiscal & Administrative Services	18,397	15,500	14,000	(1,500)	-9.7%
Planning & Growth Management	10,787	14,800	15,800	1,000	6.8%
Community Services	8,861	5,100	11,100	6,000	117.6%
Sheriff	2,029,251	1,622,400	978,000	(644,400)	-39.7%
Volunteer Fire & EMS	979,863	675,000	712,900	37,900	5.6%
Other Agencies	22,096	20,700	17,400	(3,300)	-15.9%
<b>Capital Lease Principal &amp; Interest</b>	<b>\$4,633,377</b>	<b>\$4,447,700</b>	<b>\$3,854,300</b>	<b>(\$593,400)</b>	<b>-13.3%</b>
<b>Transfer to Enterprise Fund</b>	<b>\$530,966</b>	<b>\$548,400</b>	<b>\$570,900</b>	<b>\$22,500</b>	<b>4.1%</b>
<b>Operating Costs</b>	<b>\$237,309</b>	<b>\$178,000</b>	<b>\$258,000</b>	<b>\$80,000</b>	<b>44.9%</b>
<b>Total</b>	<b>\$29,648,375</b>	<b>\$31,219,900</b>	<b>\$32,358,700</b>	<b>\$1,138,800</b>	<b>3.6%</b>

<b>Objectives &amp; Measurements:</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Estimated</b>
<i>Objective: To maintain or improve the County's bond rating. The higher the rating, the lower the interest rate will be on County issued bonds; which translates into less revenue needed to meet the costs.</i>					

Standard & Poor's	AAA	AAA	AAA	AAA	AAA
Moody's Investors Service	Aaa	Aaa	Aaa	Aaa	Aaa
Fitch Investors Service	AAA	AAA	AAA	AAA	AAA

## General Government Summary

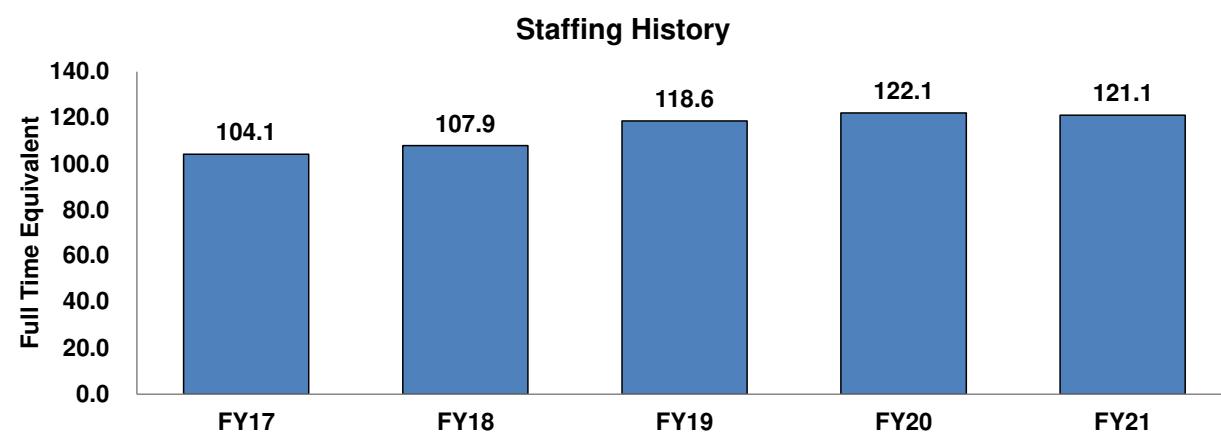
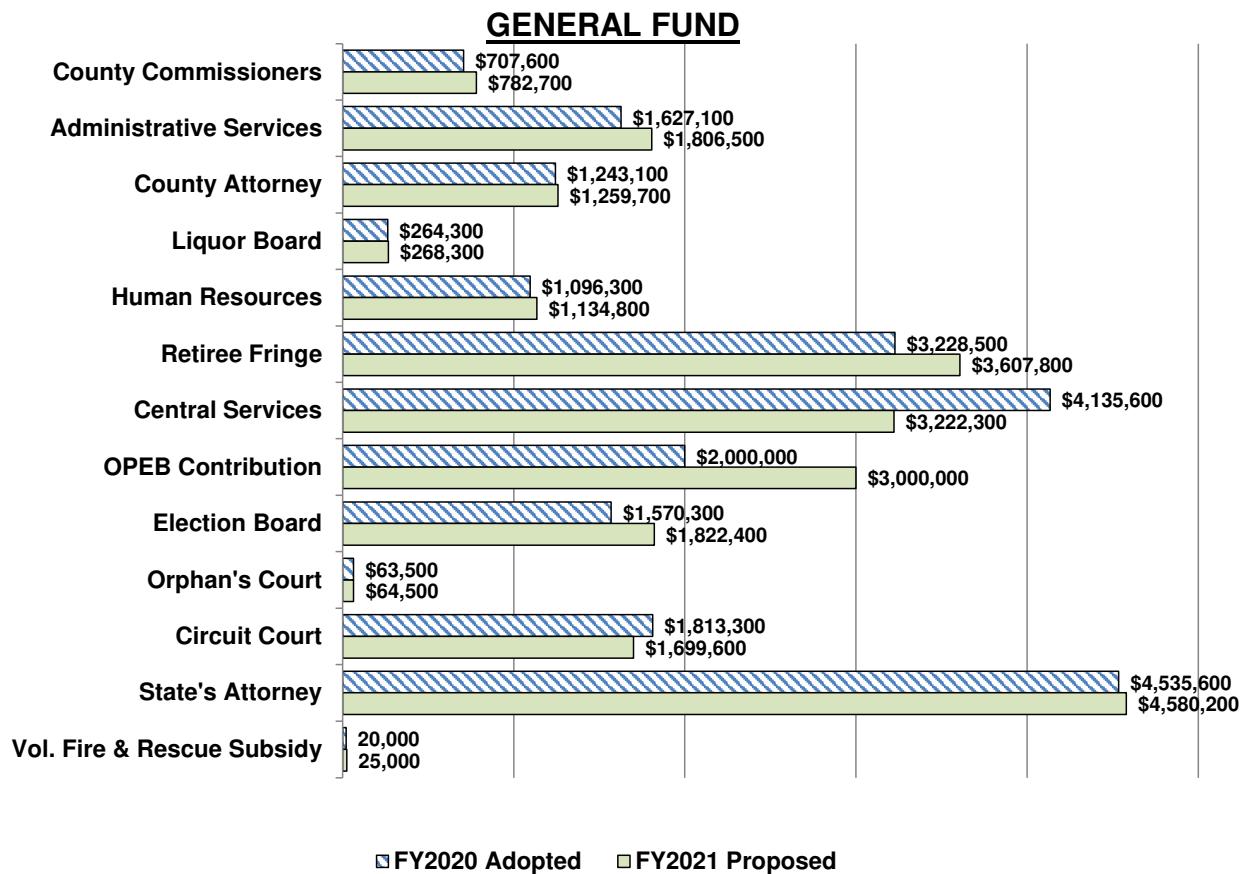
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$7,562,480	\$8,262,400	\$8,645,200	\$8,435,200	\$172,800	2.1%
Fringe Benefits	4,168,431	5,891,600	6,060,300	6,000,100	108,500	1.8%
Operating Costs	4,485,130	5,669,400	5,433,600	5,386,000	(283,400)	-5.0%
Transfers Out	176,742	160,200	162,700	162,700	2,500	1.6%
Agency Funding	1,853,214	2,190,500	3,158,800	3,230,300	1,039,800	47.5%
Capital Outlay	73,149	131,100	35,000	59,500	(71,600)	-54.6%
<b>Total Baseline</b>	<b>\$18,319,146</b>	<b>\$22,305,200</b>	<b>\$23,495,600</b>	<b>\$23,273,800</b>	<b>\$968,600</b>	<b>4.3%</b>
Request Greater Than Baseline			1,188,700	0	0	N/A
<b>Total Expenditures</b>	<b>\$18,319,146</b>	<b>\$22,305,200</b>	<b>\$24,684,300</b>	<b>\$23,273,800</b>	<b>\$968,600</b>	<b>4.3%</b>
<b>Total Expenditures as % of Budget:</b>	<b>4.6%</b>	<b>5.1%</b>	<b>5.4%</b>	<b>5.4%</b>		
<b>Revenues</b>	<b>\$492,847</b>	<b>\$550,700</b>	<b>\$550,700</b>	<b>\$550,700</b>	<b>\$0</b>	<b>0.0%</b>



### General Government Agencies which receive County funding:

State's Attorney	Orphan's Court
Election Board	Circuit Court
Liquor Board	State Department of Assessments & Taxation Cost Share

## General Government Expenditure and Staffing History



**Positions by Program:**

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
County Commissioners	5.0	5.0	5.0	5.0	5.0
Administrative Services	13.6	15.6	16.6	16.0	16.0
County Attorney	8.5	8.5	8.5	9.5	9.5
Liquor Board	1.9	1.8	1.8	1.8	1.8
Human Resources*	10.5	11.5	12.5	12.5	12.5
Central Services	0.0	1.0	6.8	7.8	7.8
Circuit Court	16.4	16.2	17.2	17.2	17.2
State's Attorney	48.4	48.4	50.4	52.4	51.4
<b>Total Full Time Equivalent</b>	<b>104.1</b>	<b>107.9</b>	<b>118.6</b>	<b>122.1</b>	<b>121.1</b>

\*Human Resources FTEs include summer interns, but they are utilized throughout county government.

## General Government

**Department:** Board of County Commissioners 01.01  
**Division\Program:** Board of County Commissioners Fund: General  
**Program Administrator:** Reuben B. Collins, II, Esq., Gilbert O. Bowling, III, Thomasina O. Coates, M.S., Amanda M. Stewart, M.Ed., Bobby Rucci

[www.charlescountymd.gov/government/board-of-charles-county-commissioners](http://www.charlescountymd.gov/government/board-of-charles-county-commissioners)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$253,074	\$258,400	\$263,600	\$263,600	\$5,200	2.0%
Fringe Benefits	87,942	97,400	103,000	103,000	5,600	5.7%
Operating Costs	178,902	195,100	199,600	199,600	4,500	2.3%
Agency Funding	94,200	156,700	125,000	216,500	59,800	38.2%
<b>Total Baseline</b>	<b>\$614,117</b>	<b>\$707,600</b>	<b>\$691,200</b>	<b>\$782,700</b>	<b>\$75,100</b>	<b>10.6%</b>
Request Greater Than Baseline			91,500		\$0	N/A
<b>Total Expenditures</b>	<b>\$614,117</b>	<b>\$707,600</b>	<b>\$782,700</b>	<b>\$782,700</b>	<b>\$75,100</b>	<b>10.6%</b>

### **Changes and Useful Information:**

- **Personal Services** includes approved salary increases per resolution No. 2018-09.
- The **Fringe Benefits** increase includes changes in participation for Health & Dental.
- Included in the **Operating Costs** are the individual Commissioner expense accounts. Per the County Commissioner Expense Policy (SOP#: CC.01.002), The County Commissioners shall establish an annual budget to support each Commissioner Board member in fulfillment of his or her duties as a County Commissioner. For FY2021, these budgets are estimated to remain the same.
- The **Operating Costs** increase funds the Council of Governments membership fee increase.
- The **Agency Funding** change includes an increase of funding to the Tri-County Council to \$125,000 and increase in funding for the Tri-County Council Youth Jobs Program to \$91,500.

### **Description:**

The County Commissioners are responsible for establishing executive and legislative policy for the County Government and its related agencies. Through an annual budget process, they establish spending levels for each of the major departments/agencies and adopt tax rates and other fees/charges to support the approved budget(s). They ensure that the government is operated in an open and accessible environment, is based on a comprehensive long/short term planning and has an appropriate managerial staff tempered by fiscal responsibility.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
County Commissioners Office:					
President	1.0	1.0	1.0	1.0	1.0
Members	4.0	4.0	4.0	4.0	4.0
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

## General Government

**Department:** Administrative Services 01.03.06  
**Division\Program:** County Administrator's Office Administration Fund: General  
**Program Administrator:** Mark Belton, County Administrator  
[www.charlescountymd.gov/government/county-administration](http://www.charlescountymd.gov/government/county-administration)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$763,151	\$550,400	\$672,500	\$659,500	\$109,100	19.8%
Fringe Benefits	166,858	159,400	193,500	190,200	30,800	19.3%
Operating Costs	126,620	112,000	137,800	116,700	4,700	4.2%
<b>Total Expenditures</b>	<b>\$1,056,629</b>	<b>\$821,800</b>	<b>\$1,003,800</b>	<b>\$966,400</b>	<b>\$144,600</b>	<b>17.6%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** include mid year approval of the Chief Equity Officer position and the full year impact of a merit and COLA approved in FY2020.
- The **Operating Costs** budget increase is attributed to the following:
  - In support of the Chief Equity Officer position, Printing is increasing by \$300, and Office Supplies by \$700.
  - Included is a \$1,700 increase in Employee Education.
  - Based on anticipated cost in FY2021, Consultant is decreasing by (\$7,500), Contract Services by (\$500), and Government Affairs is increasing by \$10,000.

### **Description:**

The County Administrator is responsible for daily planning, directing, and reviewing of all operations within the county government. Overall supervision of departmental actions, personnel matters, budgetary and fiscal procedures and administrative functions are also performed. Reviews with staff and recommends department needs and requirements; defines proposals, and recommends appropriate action to the Board of County Commissioners. Prepares and supervises preparation of special studies and reports as requested by the Board.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
County Administrator	1.0	1.0	1.0	1.0	1.0
Deputy County Administrator	1.0	1.0	1.0	1.0	1.0
Chief Equity Officer	0.0	0.0	0.0	1.0	1.0
Executive Assistant to the Co. Admin.	1.0	1.0	1.0	1.0	1.0
Program Support Specialist	0.0	0.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>3.0</b>	<b>3.0</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>

## General Government

**Department:** Administrative Services 01.03.13  
**Division\Program:** Commissioner Office Administration Fund: General  
**Program Administrator:** Board of County Commissioners  
[www.charlescountymd.gov/government/county-administration](http://www.charlescountymd.gov/government/county-administration)  
[www.charlescountymd.gov/government/county-administration/clerk-to-the-commissioners](http://www.charlescountymd.gov/government/county-administration/clerk-to-the-commissioners)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$348,864	\$462,400	\$576,100	\$535,100	\$72,700	15.7%
Fringe Benefits	101,035	141,100	182,200	173,600	32,500	23.0%
Operating Costs	37,118	24,400	32,900	31,700	7,300	29.9%
<b>Total Baseline</b>	<b>\$487,018</b>	<b>\$627,900</b>	<b>\$791,200</b>	<b>\$740,400</b>	<b>\$112,500</b>	<b>17.9%</b>
Request Greater Than Baseline			15,000		0	N/A
<b>Total Expenditures</b>	<b>\$487,018</b>	<b>\$627,900</b>	<b>\$806,200</b>	<b>\$740,400</b>	<b>\$112,500</b>	<b>17.9%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes the impact of three new positions added during the middle of FY2020, eliminating the part time budget, and the full year impact of salary increases that were approved at FY2020 adoption.
- The **Operating Costs** increase is due to the following:
  - Miscellaneous: increased \$5,500 for the Commissioner's session dates and activities in which food is served. This also supports an increasing employee office. This increases the budget to \$13,500.
  - Office Supplies: \$3,000 increase attributed to the increase in the number of printers and increase in workload volume. The Commissioner's Office needs additional funding in the office supply line to meet demand. This increases the budget to \$12,500.
  - Reductions in Training (\$500) and Employee Education (\$700).
  - FY2019 actual included one time funding for new elected official swearing-in and orientation.

### **Description:**

The Commissioner Office Administration provides administrative support to the Commissioners.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Staff	0.0	0.0	0.0	1.0	1.0
Citizen Response Manager	0.0	0.0	0.0	1.0	1.0
Executive Office Manager	1.0	1.0	1.0	0.0	0.0
Exec. Asst. to the Commissioner President	1.0	1.0	1.0	0.0	0.0
Clerk to the Commissioners	1.0	1.0	1.0	1.0	1.0
Senior Commissioner Specialist	1.0	1.0	1.0	1.0	1.0
Commissioner Specialist	1.0	1.0	1.0	3.0	3.0
Executive Administrative Associate	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.0	0.0	0.0	1.0	1.0
Part Time Help	0.6	0.6	0.6	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>6.6</b>	<b>6.6</b>	<b>6.6</b>	<b>9.0</b>	<b>9.0</b>

## General Government

**Department:** Administrative Services 01.03.150  
**Division\Program:** Internal Audit Fund: General  
**Program Administrator:** Deborah Hall, Deputy County Administrator/ John Simpson, Internal Auditor  
[www.charlescountymd.gov/government/boards-commissions-committees-and-workgroups/internal-audit-oversight-committee](http://www.charlescountymd.gov/government/boards-commissions-committees-and-workgroups/internal-audit-oversight-committee)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$73,001	\$138,500	\$140,500	\$78,300	(\$60,200)	-43.5%
Fringe Benefits	12,259	34,600	36,600	18,800	(15,800)	-45.7%
Operating Costs	1,982	4,300	4,100	2,600	(1,700)	-39.5%
<b>Total Expenditures</b>	<b>\$87,243</b>	<b>\$177,400</b>	<b>\$181,200</b>	<b>\$99,700</b>	<b>(\$77,700)</b>	<b>-43.8%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** include the full year impact of a merit and COLA approved in FY2020. For FY2021, the Assistant Internal Auditor position will be frozen.
- The decrease in **Operating Costs** is due to spending averages in Dues & Subscriptions (\$200), and a reduction in Employee Education (\$1,500).

### **Description:**

The Internal Auditor conducts audits to help protect the public's interest and improve the performance, accountability, and transparency of Charles County government. This division helps Charles County to accomplish its mission and strategic objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The types of engagements primarily performed are: performance audits, consulting services, investigative engagements, and follow-up audits. The objective of the Internal Audit division is to improve county government service and performance by focusing audit work on areas of high risk and high impact, to work with management to improve functions and processes as well as to strengthen controls, and finally to build public trust by informing citizens of the results of efforts to improve county government.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Internal Auditor	0.0	1.0	1.0	1.0	1.0
Assistant Internal Auditor	0.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>0.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

## General Government

**Department:** County Attorney 01.16  
**Division\Program:** County Attorney Fund: General  
**Program Administrator:** Wes Adams, County Attorney  
[www.charlescountymd.gov/government/departments/county-attorney](http://www.charlescountymd.gov/government/departments/county-attorney)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$699,123	\$775,600	\$767,500	\$752,500	(\$23,100)	-3.0%
Fringe Benefits	186,548	194,100	206,900	206,900	12,800	6.6%
Operating Costs	349,384	273,400	310,200	300,300	26,900	9.8%
<b>Total Expenditures</b>	<b>\$1,235,056</b>	<b>\$1,243,100</b>	<b>\$1,284,600</b>	<b>\$1,259,700</b>	<b>\$16,600</b>	<b>1.3%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes approved salary increases which is being offset by staff turnover.
- The **Operating Costs** increase due to the following:
  - \$30,000 In Legal Fees to cover the outside Attorney costs.
  - \$9,800 Dues & Subscriptions to cover additional annual training for lawyers and paralegals.
  - \$100 Employee Education due to an increase in staff and training.
  - (\$13,000) For one time expenses for new Attorney position.

\$26,900

### **Description:**

The Office of the County Attorney is responsible for all legal affairs of County government. Legal advice and representation regarding a wide range of County issues is provided for the County Commissioners, County Administrator, Department Directors, and all County agencies, boards and commissions. Significant areas of practice include: Land Use, Planning & Zoning, Emergency & Public Safety, Procurement & Contract review and Drafting, Civil litigation, Human Resources, Legal Opinions, Legislation, Resolutions, Administrative Law, Ethics, Public Information & Open Meetings Act, Housing & Community Services Programs, Public Utilities, Water & Sewer Infrastructure, Financing, Construction & Operation, Transportation, Property Acquisition & highway planning and construction, Real Estate Law, Collections & Public Finance Laws, Environmental Law & Constitutional Law , and Parliamentary Procedure.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
County Attorney	1.0	1.0	1.0	1.0	1.0
Deputy County Attorney	1.0	1.0	1.0	1.0	1.0
Associate County Attorney I-II	3.0	3.0	3.0	4.0	4.0
Legal Office Administrator	1.0	1.0	1.0	1.0	1.0
Paralegal	1.0	1.0	1.0	1.0	1.0
Legal Assistant III	2.0	2.0	2.0	2.0	2.0
Legal Assistant I	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>11.0</b>	<b>11.0</b>
Allocated to Capital Projects	(0.8)	(0.8)	(0.8)	(0.8)	(0.8)
Allocated to Liquor Board	(0.8)	(0.8)	(0.8)	(0.8)	(0.8)
<b>Net Cost to General Fund</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>9.5</b>	<b>9.5</b>

## General Government

**Department:** Liquor Board 01.15  
**Division\Program:** Liquor Board Fund: General  
**Program Administrator:** Guy Black, Chairman  
[www.charlescountymd.gov/government/boards-commissions-committees-and-workgroups/board-of-license-commissioners-liquor-board](http://www.charlescountymd.gov/government/boards-commissions-committees-and-workgroups/board-of-license-commissioners-liquor-board)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$172,116	\$183,400	\$181,500	\$181,500	(\$1,900)	-1.0%
Fringe Benefits	78,244	76,200	83,300	83,300	7,100	9.3%
Operating Costs	3,271	4,700	5,000	3,500	(1,200)	-25.5%
<b>Total Expenditures</b>	<b>\$253,631</b>	<b>\$264,300</b>	<b>\$269,800</b>	<b>\$268,300</b>	<b>\$4,000</b>	<b>1.5%</b>
<b>Revenues</b>	<b>\$204,400</b>	<b>\$237,700</b>	<b>\$237,700</b>	<b>\$237,700</b>	<b>\$0</b>	<b>0.0%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes approved salary increases for County Attorney's office personnel and for the Sheriff Sworn Officer, and for the stipend for the Board of License Commissioner (Liquor Board) per resolution No. 2018-09.
- **Fringe Benefits** includes an estimated increase in pension and health and dental.
- **Operating Costs** increase of \$300 to Dues & Subscriptions to cover the membership for the National Liquor Law Enforcement Association and a reduction in Employee Education (\$1,500).
- Liquor Board **Revenues** are estimated to remain the same in FY20.

### **Description:**

The Board consists of five members appointed by the County Commissioners who are granted with the authority to issue, fine, suspend, and/or revoke retail alcoholic beverage licenses in Charles County. In addition to actual Board members, staff includes Counsel to the Board, enforcement officers (who are also sworn officers of the Office of the Sheriff), and an administrative clerk. Among its duties, the Board conducts public hearings to consider and act on new and transfer applications for alcoholic beverage licenses, applications for special and/or temporary licenses, requests for special exceptions, investigations pertaining to the enforcement of the Alcoholic Beverages Article of the Annotated Code of Maryland and the Rules and Regulations of the Board of License Commissioners for Charles County, Maryland.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Associate County Attorney I - II	0.4	0.3	0.3	0.3	0.3
Legal Office Administrator	0.5	0.5	0.5	0.5	0.5
Sheriff Sworn Officer	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>1.9</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>	<b>1.8</b>

## General Government

**Department:** Human Resources 01.17  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Alexis Blackwell, Director of Human Resources  
[www.charlescountymd.gov/government/departments/human-resources](http://www.charlescountymd.gov/government/departments/human-resources)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$640,307	\$735,700	\$763,600	\$754,700	\$19,000	2.6%
Fringe Benefits	167,710	201,100	216,600	216,600	15,500	7.7%
Operating Costs	140,084	159,500	169,700	163,500	4,000	2.5%
<b>Total Expenditures</b>	<b>\$948,101</b>	<b>\$1,096,300</b>	<b>\$1,149,900</b>	<b>\$1,134,800</b>	<b>\$38,500</b>	<b>3.5%</b>
<b>Revenues</b>	<b>\$100,925</b>	<b>\$98,000</b>	<b>\$105,500</b>	<b>\$105,500</b>	<b>\$7,500</b>	<b>7.7%</b>

### **Changes and Useful Information:**

- The **Personal Services** and **Fringe Benefits** increase is the full year impact of FY2020 approved salary increases and part-time scale increases.
- The **Operating Costs** budget increased due to the following:
  - Flexible Spending Account increased by \$4,000 to reflect FY19 actual plus growth.
  - The Dues and Subscriptions budget was increased by \$2,400 for a membership in the International Foundation of Employee Benefit Plans which is required in order to assist in navigating increased regulations associated with the FY2020 Maryland Association of Counties (MACo) salary survey.
  - Training increased by \$800 to ensure staff has the opportunity to participate in industry specific training.
  - Contract Services increased by \$1,000 due to the intern program and increased background reports.
  - Reduction in Employee Education (\$2,600), and in Countywide Training (\$2,000).
  - Office Supplies increased by \$400 due to being fully staffed.
- Revenues** are associated with the indirect cost reimbursement to the Enterprise Funds and the Flexible Spending Forfeiture programs.

### **Description:**

The Human Resources Department is responsible for personnel policy, recruitment and retention, employee relations, classification and compensation, compliance with equal opportunity programs, employee training, all health and welfare benefits, deferred compensation, and retirement.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Director of Human Resources	1.0	1.0	1.0	1.0	1.0
Assistant Director of Human Resources	1.0	1.0	1.0	1.0	1.0
Benefits Administrator	1.0	1.0	1.0	1.0	1.0
Benefits Compliance Administrator	1.0	1.0	1.0	1.0	1.0
Recruitment & Retention Administrator	1.0	0.0	1.0	1.0	1.0
Human Resources Program Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Specialist	1.0	1.0	1.0	1.0	1.0
Human Resources Support Specialist	0.0	1.0	1.0	1.0	1.0
Part-time positions	2.0	1.4	1.4	1.4	1.4
<b>Total Full Time Equivalent</b>	<b>9.0</b>	<b>8.4</b>	<b>9.4</b>	<b>9.4</b>	<b>9.4</b>
Summer Intern Program*	1.5	3.1	3.1	3.1	3.1

\*Summer interns are budgeted in Human Resources, but are utilized throughout county government.

## General Government

**Department:** Human Resources 01.17  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Alexis Blackwell, Director of Human Resources  
[www.charlescountymd.gov/government/departments/human-resources](http://www.charlescountymd.gov/government/departments/human-resources)

<b><u>Objectives &amp; Measurements:</u></b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Projected</b>	<b>FY21 Estimated</b>
<i><u>Objective: Measures employment and recruitment activity.</u></i>					
# of full time positions filled	63	77	91	110	110
diversity of all applicants % women/%minority	*54%/61.3%	57%/50.5%	46.1%/54.4%	57%/63%	57%/63%
Average # of applications per job	44	44	46	46	48
<i><u>OBJECTIVE: Employee training is a benefit for Charles County Government employees. Quality training that is accessible to the most number of employees can increase productivity.</u></i>					
# of training classes offered (Core/IT)	63	71	100	85	85
*Includes webinars. Higher # of computer classes due to Neo Gov implementation					
<i><u>Objective: To assist eligible employees into retirement.</u></i>					
# of retirees processed	31	35	44	50	51

## General Government

<b>Department:</b>	Central Services	01.23.50				
<b>Division\Program:</b>	Fringe Benefits	Fund: General				
<b>Program Administrator:</b>	Alexis Blackwell, Director of Human Resources					
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Retiree Health Benefits	\$2,927,671	\$3,198,500	\$3,605,000	\$3,582,800	\$384,300	12.0%
Operating Costs	8,331	30,000	30,000	25,000	(5,000)	-16.7%
<b>Total Expenditures</b>	<b>\$2,936,002</b>	<b>\$3,228,500</b>	<b>\$3,635,000</b>	<b>\$3,607,800</b>	<b>\$379,300</b>	<b>11.7%</b>

### **Changes and Useful Information:**

- The **Retiree Health Benefits** were adjusted to reflect an increase in the number of participants, as well as, the cost of health benefits for retirees.
- **Operating Costs** for Contract Services decrease due to anticipated expenses in FY2021.

### **Description:**

This division accounts for costs associated with retiree health premiums and unexpected health claims. The County offers retirees health benefits based on age and years of service.

<b>Department:</b>	Volunteer Fire Protection & Emergency Medical Services	01.10				
<b>Division\Program:</b>	Charles Co. Volunteer Fireman's Association (CCVFA) &	Fund: General				
	Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)					
<b>Program Administrator:</b>	Rick Bowie, CCVFA President / Lisa Yates, CCAEMS President					
	<a href="https://www.charlescountymd.gov/services/emergency-services/volunteer-fire-and-ems">https://www.charlescountymd.gov/services/emergency-services/volunteer-fire-and-ems</a>					
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Operating Costs	\$26,198	\$20,000	\$25,000	\$25,000	\$5,000	25.0%
<b>Total Expenditures</b>	<b>\$51,198</b>	<b>\$20,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$5,000</b>	<b>25.0%</b>

### **Changes and Useful Information:**

- The **Operating Costs** budget is to fund water & sewer fees for the following facilities: Waldorf Volunteer Fire Department, Benedict Volunteer Fire Department, Charles County Mobile Intense Care Unit, Bryans Road Volunteer Fire Department, Potomac Heights Volunteer Fire Department, La Plata Volunteer Fire Department, Charles County Rescue Squad, and Cobb Island Volunteer Fire Department & EMS.

### **Description:**

Per October 17, 1994 County Commissioner minutes, Water & Sewer Fees for Fire, Rescue, and EMS facilities are to be waived. When the County waives water & sewer fees, the General Fund bares the responsibility of funding these costs.

## General Government

<b>Department:</b>	Central Services					01.23.06
<b>Division\Program:</b>	Administration					Fund: General
<b>Program Administrator:</b>	Deborah Hall, Deputy County Administrator / John McConnell, Chief of Central Services					
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$360,544	\$443,900	\$457,300	\$452,300	\$8,400	1.9%
Fringe Benefits	77,518	90,200	99,900	98,600	8,400	9.3%
Operating Costs	1,184,011	1,237,100	1,294,400	1,310,300	73,200	5.9%
Capital Outlay	19,555	35,000	35,000	50,500	15,500	44.3%
<b>Total Baseline</b>	<b>\$1,641,628</b>	<b>\$1,806,200</b>	<b>\$1,886,600</b>	<b>\$1,911,700</b>	<b>\$105,500</b>	<b>5.8%</b>
Request Greater Than Baseline			216,500		0	N/A
<b>Total Expenditures</b>	<b>\$1,641,628</b>	<b>\$1,806,200</b>	<b>\$2,103,100</b>	<b>\$1,911,700</b>	<b>\$105,500</b>	<b>5.8%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** include the full year impact of a merit and COLA approved in FY2020.
- The **Operating Costs** increase is largely due to estimated increases in the cost of property and liability insurance, Medical and Safety Awards.
  - Increase of \$63,000 in Insurance, Sheriff Insurance, and Detention Center Insurance based on estimated increases in costs for insurance.
  - Medical Expenses increase by \$8,700 due to pre-employment testing for all prospective employees. Funding is also used for E/S pre-employment physical and psychological testing which has increased; CDL physicals and protective prescription eyewear. FY19 budget was overspent.
  - Safety Awards increased by \$1,500 based on the amount of meals purchased for FY20. There was no grant funding in place for FY20 because budget was based on FY19 trend. With the increase of employees and an increase in the number of meals, an increase in funding for the Truck Rodeo is being requested. A LGIT grant application will be submitted next year. However, additional funding is needed in case grant funding is not approved.
  - Job Card increased by \$200 due to the increase in card access supplies.
  - Uniforms increased by \$200. In addition to a uniform requirement, they have to be replaced periodically. Additionally, the Security Officer and Chief of Central Services are Special Police Officer's through the State of Maryland and are required to wear uniform unless on detective duty.
  - Decrease of (\$100) in Office Supplies and (\$300) in Employee Education.
- **Capital Outlay** includes funding for security equipment.

### **Description:**

Division is responsible for the safety and security of persons, equipment and facilities on all County Government property, as well as, risk management and central mail duties.

The work involves inspecting County Property and buildings for security and making necessary recommendations for improvements in security. It also involves physical protection responsibilities which include asset protection, workplace violence prevention, access control systems, video surveillance, and other security related issues.

The Division is also responsible for compliance with equal opportunity programs including ADA, employee safety issues, CDL drug & alcohol program, OSHA/MOSHA compliance rules, Life Safety Codes, and Workers' Compensation.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Central Services	0.0	1.0	1.0	1.0	1.0
Risk Manager	0.0	0.0	1.0	1.0	1.0
Safety Officer	0.0	0.0	1.0	1.0	1.0
Building Security Officer	0.0	0.0	1.0	1.0	1.0
Mail Clerk	0.0	0.0	0.0	1.0	1.0
Part-Time	0.0	0.0	2.8	2.8	2.8
<b>Total Full Time Equivalent</b>	<b>0.0</b>	<b>1.0</b>	<b>6.8</b>	<b>7.8</b>	<b>7.8</b>

## General Government

<b>Department:</b>	Central Services	01.23.06
<b>Division\Program:</b>	Administration	Fund: General
<b>Program Administrator:</b>	Deborah Hall, Deputy County Administrator / John McConnell, Chief of Central Services	

<b><u>Objectives &amp; Measurements:</u></b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Projected</b>	<b>FY21 Estimated</b>
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**OBJECTIVE:** To minimize the number of work related accidents/incidents by thoroughly conducting investigations of accidents, inspection of facilities, and providing safety training to the County work force.

# of safety inspections (facility related)	30	18	20	20	20
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***WORK RELATED INJURIES (This information includes Sheriff's workers' compensation)***

# of work related injuries	163	226	228	200	200
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**OBJECTIVE:** To purchase insurance coverage at the lowest possible premiums while minimizing Charles County's liability exposure and protecting County assets/property.

**Average cost of insurance coverage:**

per vehicle for vehicle damage	\$223	\$219	\$227	\$220	\$230
per vehicle for vehicle liability	\$212	\$208	\$209	\$183	\$200

**Average cost of property coverage:**

per \$1M worth of County assets	\$904	\$887	\$846	\$886	\$900
# of property damage claims	3	2	1	2	2
% of claims paid to premiums	33%	187%	0%	15%	15%

## General Government

Department: Central Services 01.23  
 Division\Program: Central Services Fund: General  
 Program Administrator: Jenifer Ellin, Director of Fiscal & Administrative Services

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Fringe Benefits	(\$718,015)	\$445,000	\$70,000	\$70,000	(\$375,000)	-84.3%
Operating Costs	139,141	189,000	485,200	485,200	296,200	156.7%
Operating Costs - Studies	69,609	980,000	60,000	60,000	(920,000)	-93.9%
Operating Costs - SDAT	514,536	681,600	681,600	681,600	0	0.0%
Agency Funding - OPEB	1,750,000	2,000,000	3,000,000	3,000,000	1,000,000	50.0%
Agency Funding - Trust	9,014	33,800	33,800	13,800	(20,000)	-59.2%
<b>Total Expenditures</b>	<b>\$1,764,285</b>	<b>\$4,329,400</b>	<b>\$4,330,600</b>	<b>\$4,310,600</b>	<b>(\$18,800)</b>	<b>-0.4%</b>

### **Changes and Useful Information:**

- The **Fringe Benefits** budget is for unemployment insurance. The FY2020 budget included the use of health rate stabilization funding to cover health & dental costs.
- **Operating Costs** increase is mainly due to providing funds in Legal Fees for the PILOT agreement for Morgantown Plant. Also included are funds to provide language services.
- **Operating Costs- Studies** represents the budget for studies which were previously part of Capital Project Transfer. The changes from FY20 to FY21 are below:

FY20	FY21
\$80,000	\$60,000 Various Planning Studies
500,000	0 Minority Business Disparity Study
150,000	0 Post Office Road Expansion Study
250,000	0 Billingsley Road Analysis
<hr/> \$980,000	<hr/> \$60,000

- **Operating Costs - State Department of Assessments and Taxation (SDAT)** represents the County's share of the local SDAT office.
- **Agency Funding - Other Post-Employment Benefits (OPEB)** per the strategic financial plan of funding OPEB over a period of years.
- The **Agency Funding - Trust** budget represents funding for Pension related costs.

### **Description:**

This budget is used to account for the general administrative costs of county government which includes funding for community promotions, bank expenses, collective bargaining, SDAT, OPEB, and other general miscellaneous needs.

## General Government

<b>Department:</b>	Election Board	01.12
<b>Division\Program:</b>	Election Board	Fund: General
<b>Program Administrator:</b>	Tracy Dickerson, Election Director	
Mailing Address:	P.O. Box 908, La Plata, MD 20646	301-934-8972 301-870-3167
Physical Address:	201 East Charles Street, La Plata, MD 20646	800-222-VOTE
	<a href="http://www.charlescountymd.gov/government/other-agencies/board-of-elections">www.charlescountymd.gov/government/other-agencies/board-of-elections</a>	8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$224,295	\$234,200	\$257,000	\$257,000	\$22,800	9.7%
Fringe Benefits	24,713	20,000	19,800	17,800	(2,200)	-11.0%
Operating Costs	1,222,077	1,316,100	1,547,600	1,547,600	231,500	17.6%
<b>Total Baseline</b>	<b>\$1,471,085</b>	<b>\$1,570,300</b>	<b>\$1,824,400</b>	<b>\$1,822,400</b>	<b>\$252,100</b>	<b>16.1%</b>
Request Greater Than Baseline			105,600		0	N/A
<b>Total Expenditures</b>	<b>\$1,471,085</b>	<b>\$1,570,300</b>	<b>\$1,930,000</b>	<b>\$1,822,400</b>	<b>\$252,100</b>	<b>16.1%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** increase for additional judges needed for the General Election.
- **Fringe Benefits** decrease is based on salaries
- **Operating Costs** were increased to fund the County's share of voting equipment, printing associated with a presidential election, and to fund employee salary increases. Election Board employees are State employees and the County reimburses the State for the associated salary and fringe costs.
- **FY21 Request Greater than Proposed**  
**\$105,600 Rent**  
*Additional space for use by election judges, training, storage & packing election kits.*

### Description:

The Charles County Board of Election is responsible for all National, State, and County elections. We furnish the towns, Indian Head and La Plata, certified list of voters and support for the town elections. It has the authority to make all necessary rules and regulations with reference to registration of voters and the conduct of elections. Supervisory authority rests with the State Board of Elections.

Positions:	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Title					
*Director	1.0	1.0	1.0	1.0	1.0
*Deputy Director	1.0	1.0	1.0	1.0	1.0
*Regional Manager	0.3	0.3	0.3	0.3	0.3
*IT Specialist	1.0	1.0	1.0	1.0	1.0
*Election Supervisor	1.0	1.0	1.0	1.0	1.0
*Data Applications	3.0	3.0	3.0	3.0	3.0
*Administrative Assistant	0.0	1.0	1.0	1.0	1.0
Part-time positions	2.5	1.4	1.8	1.8	1.8
<b>Total Full Time Equivalent</b>	<b>9.8</b>	<b>9.7</b>	<b>10.1</b>	<b>10.1</b>	<b>10.1</b>

\*State Employees who are reimbursed by the County.

Objectives & Measurements:	Gubernatorial 14 General Election	Presidential 16 Primary* Election	Presidential 16 General Election	Gubernatorial 18 Primary Election	Gubernatorial 18 General Election
Total Registered Voters	100,449	86,741	108,276	110,889	112,134
% Democratic	59.3%	70.7%	59.7%	60.3%	60.6%
% Republican	24.5%	29.3%	24.3%	22.4%	22.2%
% Declines	15.3%	0.0%	15.1%	17.3%	17.2%
Total Voting Percentage	47.5%	39.1%	72.8%	21.8%	58.5%
Democratic- Voting Percentage	28.0%	26.7%	44.5%	27.8%	62.4%
Republicans- Voting Percentage	13.6%	12.4%	18.3%	17.6%	59.6%
Declines- Voting Percentage	5.4%	0.0%	9.4%	8.0%	41.2%

\* Only Democrats and Republicans are eligible to vote in a Presidential Primary  
Charles County only has a Non-Partisan Primary ballot in a Gubernatorial Primary

## General Government

**Department:** Orphan's Court 01.71  
**Division\Program:** Orphan's Court Fund: General  
**Program Administrator:** Honorable Darlene Breck, Chief Judge  
 Mailing Address: P.O. Box 3080, La Plata, MD 20646 301-932-3345  
 Physical Address: 200 Charles St., La Plata, MD 20646  
<https://www.mdcourts.gov/orphancourt>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$36,649	\$37,700	\$38,300	\$38,300	\$600	1.6%
Fringe Benefits	16,535	18,700	19,100	19,100	400	2.1%
Operating Costs	6,668	7,100	7,100	7,100	0	0.0%
<b>Total Expenditures</b>	<b>\$59,853</b>	<b>\$63,500</b>	<b>\$64,500</b>	<b>\$64,500</b>	<b>\$1,000</b>	<b>1.6%</b>

### **Changes and Useful Information:**

- **Personal Services** includes the full year impact of the Charles County Orphan's Court Judges salary increase that was provided on January 1, 2019 per state legislation and additional increase effective January 2020. Judges will receive additional \$250 each and the Chief Judge will receive an additional \$500 each January from January 2020 to January 2022.
- **Fringe Benefits** increase is due to a retired judge receiving the Elected Official Pension benefit.

### **Description:**

The Court of Orphans' was one of the high privileges afforded the citizens of that free city. The idea as well as the name came with the early settlers to Maryland, Pennsylvania, Delaware, Virginia, and New Jersey. That the people of these colonies might enjoy the same protection and high privilege, the idea was transplanted into our early Constitution. The name was modified to Orphan's Court, and thus a jurisdiction over the estates of minors was expanded to include the administration of decedents' estates as well.

The object of the Orphan's Court was to have a jurisdiction under which an entire probate proceeding could be conducted and supervised in one court, from the probate of a will, grant of letters, and the supervision of the fiduciary to the final distribution of the estate. Not only was the idea and the name transplanted into our law, but the establishment and continuity of the Orphan's Court System was embedded in our Constitution of 1776.

Maryland has maintained the "legal purity" of the Orphan's Court System while our Testimentary law has been reviewed and revised into a single modern volume entitled Estates and Trusts Article-Annotated Code of Maryland. The Orphan's Court reviews regular estates and provides action of differences or disputes. In addition, the Court approves all petitions for commissions, attorney fees, and funeral expenses.

### **Positions:**

Provides funding for 3 elected Orphan Court judges.

<b>Objectives &amp; Measurements:</b>	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Projected	FY21 Estimated
<i>Objective: The Orphan's Court is responsible for the timely and economical decisions in accordance with the Annotated Code of Maryland Estates and Trusts.</i>					
# of Hearings	393	210	176	200	210
# of petitions granted	1,209	1,045	1,188	1,200	1,300

## General Government

**Department:** Circuit Court 01.09  
**Division\Program:** Circuit Court, Grand Jury, and Law Library Fund: General  
**Program Administrator:** Honorable Amy J. Bragunier, County Administrative Judge  
 Address: 200 Charles Street, La Plata, MD 20646 301-932-3202 301-870-2659  
<https://www.courts.state.md.us/clerks/charles> 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$946,683	\$1,005,600	\$997,600	\$994,700	(\$10,900)	-1.1%
Fringe Benefits	257,041	277,400	268,200	268,000	(9,400)	-3.4%
Operating Costs	230,126	274,000	282,300	265,200	(8,800)	-3.2%
Transfers Out	151,742	160,200	162,700	162,700	2,500	1.6%
Capital Outlay	53,594	96,100	0	9,000	(87,100)	-90.6%
<b>Total Baseline</b>	<b>\$1,639,186</b>	<b>\$1,813,300</b>	<b>\$1,710,800</b>	<b>\$1,699,600</b>	<b>(\$113,700)</b>	<b>-6.3%</b>
Request Greater Than Baseline			99,300		0	N/A
<b>Total Expenditures</b>	<b>\$1,639,186</b>	<b>\$1,813,300</b>	<b>\$1,810,100</b>	<b>\$1,699,600</b>	<b>(\$113,700)</b>	<b>-6.3%</b>
<b>Revenues</b>	<b>\$187,522</b>	<b>\$201,000</b>	<b>\$207,500</b>	<b>\$207,500</b>	<b>\$6,500</b>	<b>3.2%</b>

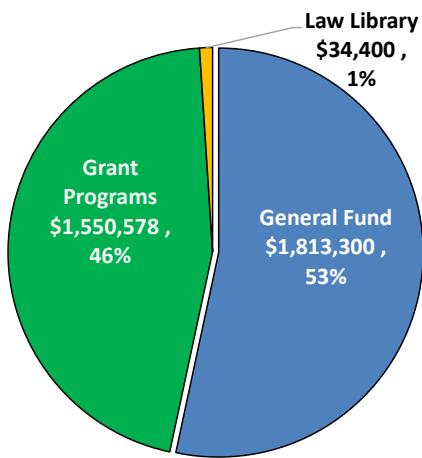
### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** decrease is the result of staff turnover.
- **The Operating Costs** increase is due to the following:
  - 300 Contract Services increase to annual CourtSmart maintenance for mixer replacement.
  - 500 Reference Material per annum contract pricing increases
  - 500 Equipment Repair & Maintenance increase for repair to aging copying machine
  - 800 Dues & Subscriptions full year impact of FY2019 appointed Judge and the Law Librarian.
  - (10,800) Office Supplies, Food and Meals and Drug Testing reduction.
  - (500) Postage decrease based on anticipated needs in FY2021.
  - (4,200) Training and Employee Education reduction.
  - 800 Jury Selection for mailing reminder post cards during juror qualification process
  - 3,800 Equipment purchases - items do not duplicate the FY21 New Operating Capital request for a CourtSmart listening room set up.
  - 2,500 replacement of CourtSmart disk burner and PC (15 years old)
  - 1,300 routine phone, task chair, court security devices

(8,800) Total
- **Transfers Out** is for the County's local match on judiciary grants and local support of the Law Library Program. State grants which support the Family Law Services Program and the Family Recovery Court were flat funded for several years which requires the County to subsidize these programs for any salary and associated fringe increases. Also, due to unstable revenue sources driven by the Justice Reinvestment Act, the amount of local support for the Law Library Program was increased.
- **Capital Outlay** is for the CourtSmart Listening Room.
- **Revenues** represent Jury Fee Reimbursement, Court fees and fines, revenues from the reproduction of CD's for Court Hearings, Child Support rent revenue, and indirect cost reimbursement.

## General Government

**Department:** Circuit Court 01.09  
**Division\Program:** Circuit Court, Grand Jury, and Law Library Fund: General  
**Program Administrator:** Honorable Amy J. Bragunier, County Administrative Judge



### TOTAL FY2020 DEPARTMENT BUDGET

**\$3,398,278**

*(Totals for funds other than the General Fund exclude transfers-in from the General Fund)*

As indicated by the graph, the Circuit Court is allocated through several different funds.

<u>Grant</u>	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>
Child Support	\$156,841	\$213,927	\$213,927
Family Recovery Court	260,560	383,225	632,019
Family Law Services	279,351	374,664	374,664
Drug Courts	134,604	200,217	201,484
Court Researcher	0	0	81,129
Court Security	28,562	0	0
State Justice Institute Tech Assistance Grant	0	0	47,355
Child Welfare	18,725	0	0
	<b>\$878,643</b>	<b>\$1,172,033</b>	<b>\$1,550,578</b>

### **Description:**

**Circuit Court:** The Circuit Court is a trial court of general jurisdiction that handles major civil cases and serious criminal matters. It also exercises appellate jurisdiction over the District Court, Orphans Court, and certain administrative agencies. The Circuit Court has full common law and equity powers, jurisdiction in all civil and criminal cases filed in Circuit Court, and all additional powers and jurisdiction conferred by the Constitution and by law, except where, by law, jurisdiction has been limited or conferred upon another tribunal.

**Jury Service:** The right to a trial by jury is guaranteed by the United States Constitution and the Maryland Declaration of Rights. The current jury system had its beginning in English Law and was part of the civil liberties granted by King John of England on June 15, 1215, and recorded in the document known as the Magna Carta. Jury duty is an opportunity to serve the community and to be an integral part of the court system.

A grand jury is made up of 23 people who receive and hear evidence to determine whether probable cause exists to charge someone with a crime. In a criminal case, a petit jury is made up of 12 individuals who listen to evidence at a trial and determine guilt or innocence of the person charged with the crime. In a civil trial, a petit jury is made up of 6 individuals who listen to the evidence in dispute at a trial and determine the facts.

**Law Library:** \$28,000 of the transfer out line is reserved as a local subsidy for the Law Library. The Law Library is funded primarily by attorney appearance fees, certain court fines, and bond forfeitures. The Law Library is one of the County's Special Revenue funds.

## General Government

<b>Department:</b>	Circuit Court	01.09
<b>Division\Program:</b>	Circuit Court, Grand Jury, and Law Library	Fund: General
<b>Program Administrator:</b>	Honorable Amy J. Bragunier, County Administrative Judge	
Mailing Address:	200 Charles Street, La Plata, MD 20646	301-932-3202    301-870-2659
		8:00 a.m.-4:30 p.m. M-F

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
County Court Administrator	1.0	1.0	1.0	1.0	1.0
Director of Family Programs	1.0	1.0	1.0	1.0	1.0
Director of Court Operations	1.0	1.0	1.0	1.0	1.0
Assignment Commissioner	1.0	1.0	1.0	1.0	1.0
Law Librarian	1.0	1.0	1.0	1.0	1.0
Court Researcher	0.0	0.0	0.0	1.0	1.0
Drug Court Coordinator	1.0	1.0	1.0	1.0	1.0
Family Recovery Court Assist. Case Mgr	1.0	1.0	1.0	1.0	1.0
Alternative Dispute Resolution Coordinator	1.0	1.0	1.0	1.0	1.0
Executive Assistant to Court Administration	0.0	0.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Judicial Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Judicial Secretary	4.0	4.0	4.0	4.0	4.0
Domestic Relations Case Manager	1.0	1.0	1.0	1.0	1.0
Guardianship Monitor	1.0	1.0	1.0	1.0	1.0
Family Resource Specialist	1.0	1.0	1.0	1.0	1.0
Secretary IV	1.0	1.0	1.0	1.0	1.0
Assignment Clerk (I -II)	4.0	4.0	4.0	4.0	4.0
Courtroom Clerk	1.0	1.0	1.0	1.0	1.0
Family Law Support Specialist	0.0	0.0	0.0	1.0	1.0
Domestic Relations Clerk	1.0	1.0	1.0	0.0	0.0
Part-Time positions	0.2	0.2	0.2	0.2	0.2
<b>Total Full Time Equivalent</b>	<b>25.2</b>	<b>25.2</b>	<b>26.2</b>	<b>27.2</b>	<b>27.2</b>
Allocated to Grants	(8.8)	(9.0)	(9.0)	(10.0)	(10.0)
<b>Net Cost to General Fund</b>	<b>16.4</b>	<b>16.2</b>	<b>17.2</b>	<b>17.2</b>	<b>17.2</b>

<b>Objectives &amp; Measurements:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Estimated</b>

*Objective: In 2000, the Maryland Judicial Council adopted case time standards for the state's trial courts that provide guidelines for the time within which cases should reach resolution. The Circuit Court is responsible for the timely scheduling and disposition of cases, with the goal of promoting access to justice and increased litigant satisfaction with the court system. In June 2017, the courts fully implement a new case management system, Maryland Electronic Courts (MDEC), and its Differentiated Case Management (DCM) Plans, developed while participating in a Pilot Project.*

# of Scheduled Hearings	24,496	31,582	25,745	26,775	27,846
Case Type - % Concluded within # of days					
General Civil - 98% within 548 days	93.1%	93.9%	90.2%	95.0%	95%
Foreclosure Cases - 98% within 730 days	88.9%	90.7%	91.8%	94.0%	94%
Criminal Cases - 98% within 180 days	94.5%	95.1%	96.4%	96.0%	98%
Family Law - 98% within 365 days	96.1%	93.9%	92.9%	94.5%	96.5%
Family Law (Limited Divorce)					
98% within 730 days	100.0%	98.8%	99.2%	100.0%	100%
Juvenile - 98% within 90 days	99.0%	97.0%	99.4%	99.5%	99.5%
Child in Need of Assistance (CINA)					
Non-Shelter - 100% within 60 days	100.0%	100.0%	100.0%	100.0%	100%
CINA Shelter - 100% within 30 days	100.0%	100.0%	100.0%	100.0%	100%
Termination of Parental Rights					
100% within 180 days	100.0%	100.0%	100.0%	100.0%	100%

## General Government

**Department:** State's Attorney's Office 01.08  
**Division\Program:** Criminal Justice Fund: General  
**Program Administrator:** Tony Covington, State's Attorney  
 Mailing Address: P.O. Box 3065, La Plata, MD 20646 301-932-3350 301-870-3413  
 Physical Address: 200 Charles St., La Plata, MD 20646 8:00 a.m.-4:30 p.m. M-F  
<http://ccsao.us/>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$3,044,672	\$3,436,600	\$3,529,700	\$3,467,700	\$31,100	0.9%
Fringe Benefits	782,373	937,900	956,200	951,400	13,500	1.4%
Operating Costs	247,070	161,100	161,100	161,100	0	0.0%
<b>Total Baseline</b>	<b>\$4,074,115</b>	<b>\$4,535,600</b>	<b>\$4,647,000</b>	<b>\$4,580,200</b>	<b>\$44,600</b>	<b>1.0%</b>
Request Greater Than Baseline			660,800		0	N/A
<b>Total Expenditures</b>	<b>\$4,074,115</b>	<b>\$4,535,600</b>	<b>\$5,307,800</b>	<b>\$4,580,200</b>	<b>\$44,600</b>	<b>1.0%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** include full year impact of two new attorney positions in FY2020.
- **FY21 Request Greater than Proposed** includes five (5) new PINs for full time personnel designated to address and implement criminal justice reform initiatives. Will include a Conviction Integrity Unity and Interagency Coordination. Increased operating expense request includes funds for diversion/litigation reduction to reduce time spent in court and relieve burden on court system.

### **Description:**

The State's Attorney's Office is responsible for the enforcement of State criminal laws within the geographical borders of the County. Cases presented by the State's Attorney's Office (SAO) in District Court include misdemeanors (e.g., assault, malicious destruction, theft, controlled dangerous substance offenses) and jail able traffic offenses (e.g., drunk driving and fleeing & eluding). The SAO presents juvenile cases in the Circuit Court sitting as a juvenile court. Felonies (e.g., murder, robbery, rape, kidnapping, sexual offenses, breaking and entering, controlled dangerous substance offenses), and all jury trial prayers and appeals from District Court are prosecuted in the Circuit Court by the SAO.

The SAO is designated as the forfeiting agent for drug forfeitures involving personal property (including vehicles and money) and real property. Decisions regarding drug forfeitures involving personal property (including vehicles & money) and real property are made in consultation with the seizing police agency.

The SAO is located in the Charles County Courthouse in La Plata, the County seat. The police consult the SAO for advice during criminal investigations. The SAO apprises victims of the status of criminal prosecution. Prosecutors appear before the four Circuit Court judges and two District Court judges to prosecute crimes. Additionally, they appear before the Master for Domestic Relations for child support matters.

## General Government

<b>Department:</b>	State's Attorney's Office	01.08
<b>Division\Program:</b>	Criminal Justice	Fund: General
<b>Program Administrator:</b>	Tony Covington, State's Attorney	
Mailing Address:	P.O. Box 3065, La Plata, MD 20646	301-932-3350 301-870-3413
Physical Address:	200 Charles St., La Plata, MD 20646	8:00 a.m.-4:30 p.m. M-F

[www.ccsao.us](http://www.ccsao.us)

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
<b>GENERAL FUND</b>					
State's Attorney	1.0	1.0	1.0	1.0	1.0
Deputy's State's Attorney	1.0	1.0	1.0	1.0	1.0
Assistant State's Attorney	14.0	15.0	15.0	17.0	17.0
Support Staff*	33.4	32.4	34.4	34.4	34.4
<b>Total Full Time Equivalent</b>	<b>49.4</b>	<b>49.4</b>	<b>51.4</b>	<b>53.4</b>	<b>53.4</b>
FAS IT Support	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Special Revenue Support	0.0	0.0	0.0	0.0	(1.0)
<b>Total SAO Employees</b>	<b>48.4</b>	<b>48.4</b>	<b>50.4</b>	<b>52.4</b>	<b>51.4</b>

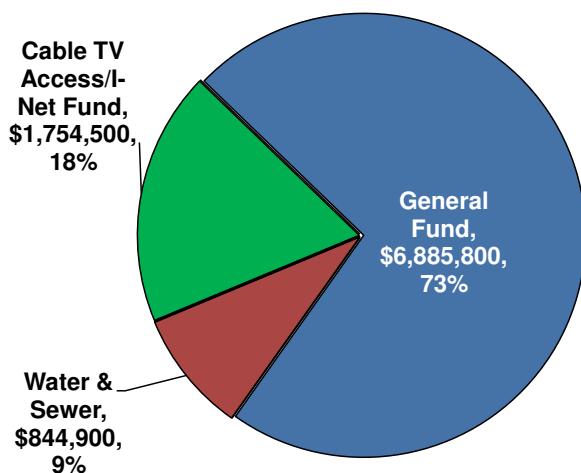
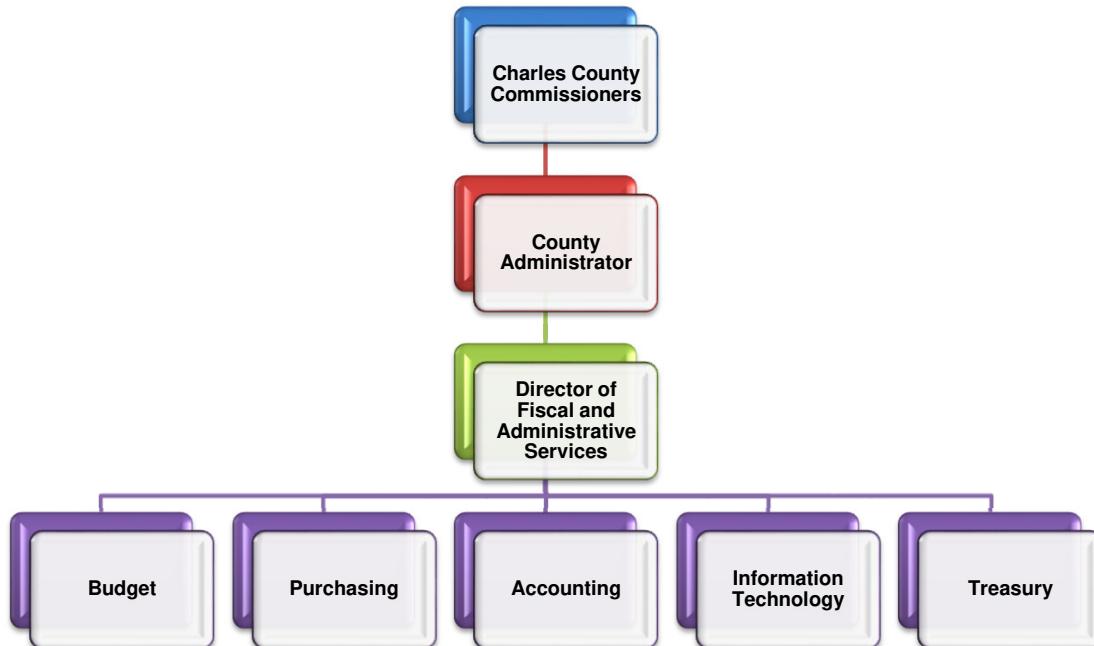
*\*Per agreement with the State's Attorney's Office, this position complement is subject to the amount of part-time employment in lieu of full-time employment. The County agrees to give the agency flexibility in filling vacancies.*

## Fiscal & Administrative Services Summary

Jenifer Ellin, Director of Fiscal & Administrative Services  
 Address: 200 Baltimore Street, La Plata, MD 20646  
[www.charlescountymd.gov/government/departments/fiscal-and-administrative-services](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services)

301-645-0570 301-870-2542  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$3,323,786	\$3,562,300	\$3,708,200	\$3,683,200	\$120,900	3.4%
Fringe Benefits	1,219,245	1,280,500	1,393,900	1,409,200	128,700	10.1%
Operating Costs	1,736,714	2,043,000	2,178,400	2,146,200	103,200	5.1%
Capital Outlay	74,501	0	0	0	0	N/A
<b>Total Baseline</b>	<b>\$6,354,246</b>	<b>\$6,885,800</b>	<b>\$7,280,500</b>	<b>\$7,238,600</b>	<b>\$352,800</b>	<b>5.1%</b>
Request Greater Than Baseline			409,400	0	0	N/A
<b>Total Expenditures</b>	<b>\$6,354,246</b>	<b>\$6,885,800</b>	<b>\$7,689,900</b>	<b>\$7,238,600</b>	<b>\$352,800</b>	<b>5.1%</b>
<b>Revenues</b>	<b>\$375,992</b>	<b>\$409,900</b>	<b>\$427,800</b>	<b>\$427,800</b>	<b>\$17,900</b>	<b>4.4%</b>
<b>Total Expenditures as % of Budget:</b>	<b>1.6%</b>	<b>1.6%</b>	<b>1.7%</b>	<b>1.7%</b>		



### TOTAL FY2020 DEPARTMENT BUDGET

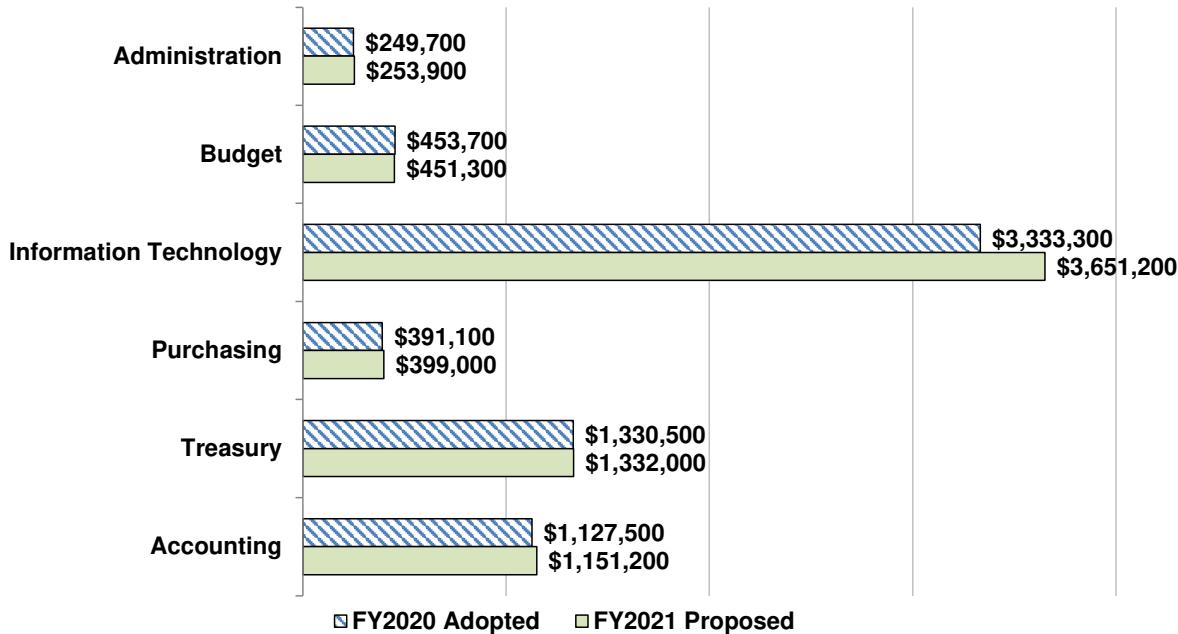
**\$9,485,200**

(Totals for funds other than the General Fund exclude debt service payments, and transfer-out to the General Fund.)

As indicated by the graph, the Department of Fiscal & Administrative Services is allocated through several different funds.

## Fiscal & Administrative Services Expenditure and Objectives

### GENERAL FUND



<u>Objectives &amp; Measurements:</u>	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Projected	FY21 Estimated
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Budget: The ability to estimate revenues and expenditures is advantageous to the County, as it allows for fiscal decisions to be made with confidence. Revenue and Expenditure estimates prepared in December are compared to the year-end actual results to measure the accuracy of the Division's estimates.

Accuracy Rate of Mid-Year Operating Revenue and Expense Estimates:

General Fund Revenue	99.4%	97.6%	97.5%	98.2%	98.2%
General Fund Expense	98.3%	97.8%	97.3%	97.8%	97.8%
Water & Sewer Revenue	95.7%	95.9%	97.9%	96.5%	96.5%
Water & Sewer Expense	93.2%	94.9%	99.2%	95.8%	95.8%
Landfill Revenue	98.7%	97.7%	97.3%	97.9%	97.9%
Landfill Expense	97.0%	98.8%	98.8%	98.2%	98.2%
Cable Revenue	98.7%	98.5%	97.6%	98.3%	98.3%
Cable Expense	95.0%	76.8%	85.8%	85.9%	85.9%
Environmental Service Fund Revenue	99.4%	98.7%	99.6%	99.3%	99.3%
Environmental Service Fund Expense	87.6%	97.9%	97.6%	94.4%	94.4%
Watershed Revenue	93.4%	95.1%	82.9%	90.5%	90.5%
Watershed Expense	93.4%	92.0%	86.0%	90.4%	90.4%

FY19 Actual is based on current year end estimates

FY21 Estimated assumes we maintain our historical average ability to estimate revenues and expenditures.

Budget: The County has adopted a strict, but flexible, policy regulating transfer of budget funds between line items and programs. Significant transfer requests require approval at the County Administrator or Commissioner level. The budget policy allows for a continuous flow of operating costs, while maintaining a desired degree of control.

Average number of days for approval of budget transfer requests	4.38	4.12	4.00	4.64	5.00
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Information Technology: Provide technical support and assistance with computer related requests.

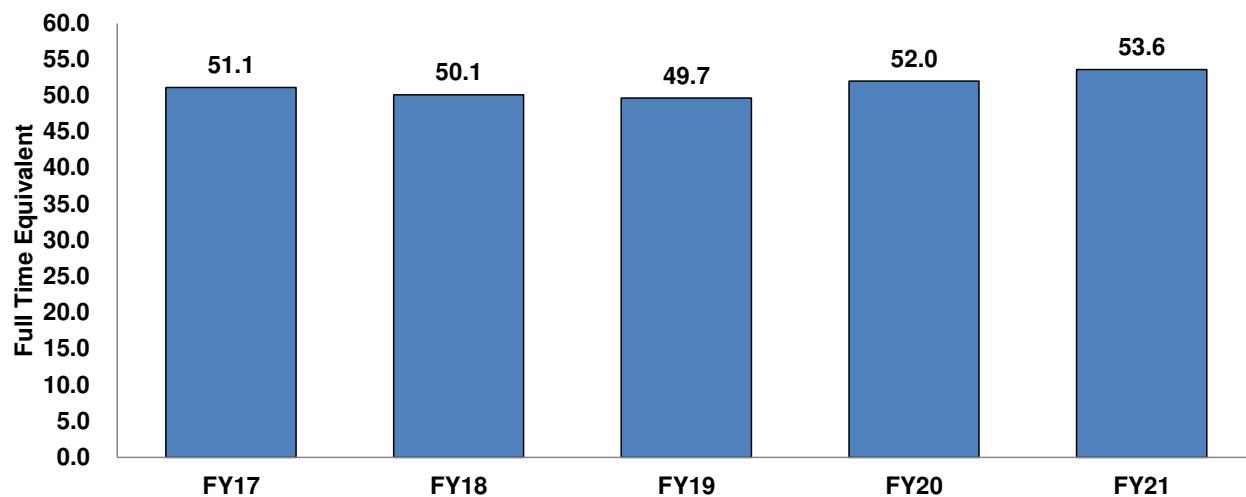
Number of users supported	651	801	1,089	1,200	1,400
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## Fiscal & Administrative Services Objectives & Measurements Cont.

<u>Objectives &amp; Measurements:</u>	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Projected	FY21 Estimated
<u><i>Information Technology: Resolve IT help desk calls in a timely manner for users of Charles County technology tools.</i></u>					
Percent of help desk calls resolved within four hours	99%	92%	96%	95%	92%
<u><i>Information Technology: Operate, maintain and enhance the information technology network infrastructure.</i></u>					
Number of PCs/laptops/printers/IP cameras supported	1,361	1,574	1,621	1,625	1,750
<u><i>Purchasing: To ensure timely processing of purchase orders.</i></u>					
Average number of business days to process purchase orders (YTD)	0.170	0.184	0.124	0.175	0.175
<u><i>Purchasing: To monitor the number of significant individual procurement activities Purchasing conducts annually, and the number procurement-related protests. These procurement activities may include, but are not limited to: Formal procurement (RFQ, ITB, RFP), joint &amp; cooperative procurement, sole source and utilization of other governments' contracts for significant amounts, utilization of significant dollar value of other governments' contracts, intergovernmental agreements, and disposal of property via auction. Cost avoidance is used to estimate the level of savings achieved as a result of employing a formal bidding process in the procurement of goods and services. The ultimate objectives under these two elements is to reduce bidding/contracting problems, and to increase cost avoidance, to the extent(s) possible.</i></u>					
Cost avoidance - savings to the County as a result of formal solicitation (YTD)	\$6,610,009*	\$2,009,590	\$4,757,629	\$2,500,000	\$2,500,000
<i>*The total cost avoidance for FY17 is the result of a combination of award of low bids for several large Capital Improvement Projects and an award of the VanGo Operations Management Services contract, which resulted in an additional \$2,946,177 in savings to the County under the average price bid for all Bidders.</i>					
<u><i>Accounting: To convert as many active permanent accounts payable vendors to this form of payment, saving the County funds on special check printing paper, toner, and postage.</i></u>					
Percent of ACH payments to total payments	36.0%	40.3%	40.2%	42.0%	44.0%
<u><i>Accounting: a. Record invoices and requests within 7-10 days from b. Process invoices and requests for payments within payment terms of 30 days from invoice date.</i></u>					
Average days to process payment	5	5	6	6	5
<u><i>Treasury: To respond to customer inquires in a timely manner (24 hours).</i></u>					
Average time to respond to public inquiries (Hours)	4	4	4	4	4
<u><i>Treasury: Timely deposit of funds.</i></u>					
Average days to deposit receipts	1	1	1	1	1
<u><i>Treasury: To make full year tax information available to the public in a timely manner (10 days).</i></u>					
Number of days after SDAT notification for public availability of tax information (one-time July)	4	5	4	7	7

## Fiscal & Administrative Services Staffing History

Staffing History



**Positions by Program:**

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Administration	2.0	2.0	2.2	2.2	2.2
Budget	4.0	4.0	4.4	4.4	4.4
Information Technology	14.8	14.8	14.8	16.4	18.0
Purchasing	4.0	4.0	4.0	4.0	4.0
Accounting	12.8	11.8	10.8	11.5	11.5
Treasury	13.5	13.5	13.5	13.5	13.5
<b>Total Full Time Equivalent</b>	<b>51.1</b>	<b>50.1</b>	<b>49.7</b>	<b>52.0</b>	<b>53.6</b>

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Jenifer Ellin, Director of Fiscal & Administrative Services  
[www.charlescountymd.gov/government/departments/fiscal-and-administrative-services](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$201,506	\$193,200	\$198,300	\$195,300	\$2,100	1.1%
Fringe Benefits	48,799	50,200	53,800	53,800	3,600	7.2%
Operating Costs	3,326	6,300	6,300	4,800	(1,500)	-23.8%
<b>Total Expenditures</b>	<b>\$253,631</b>	<b>\$249,700</b>	<b>\$258,400</b>	<b>\$253,900</b>	<b>\$4,200</b>	<b>1.7%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes the full year impact of FY2020 salary increases.
- The decrease in **Operating Costs** represents a reduction in Employee Education.

### **Description:**

The Administrative Division of Fiscal & Administrative Services supervises the Accounting, Budget, Information Technology, Purchasing and Treasury Divisions of County Government. The Director serves as a committee member in the administration and management of various employee benefit plans on behalf of the County's public safety and general employees.

Additionally, the Administrative Division is responsible for securing major equipment through lease purchase financing and is responsible for the planning and issuance of long term debt for all bond financed capital projects. This Division maintains professional relationships with the County's Bond Rating Agencies, Financial Advisors, Banking Institutions, and Bond Counsel. The Director serves as Financial Advisor to the Board of County Commissioners and County Administrator.

### **Positions:**

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Director of Fiscal & Administrative Services	1.0	1.0	1.0	1.0	1.0
Fiscal Service Specialist	1.0	1.0	0.5	0.5	0.5
Part Time	0.0	0.0	0.7	0.7	0.7
<b>Total Full Time Equivalent</b>	<b>2.0</b>	<b>2.0</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.04  
**Division\Program:** Budget Fund: General  
**Program Administrator:** Jacob Dyer, Chief of Budget  
[www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/budget-division](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/budget-division)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$271,855	\$319,500	\$316,900	\$310,900	(\$8,600)	-2.7%
Fringe Benefits	107,270	124,400	131,600	131,600	7,200	5.8%
Operating Costs	10,439	9,800	9,900	8,800	(1,000)	-10.2%
<b>Total Expenditures</b>	<b>\$389,564</b>	<b>\$453,700</b>	<b>\$458,400</b>	<b>\$451,300</b>	<b>(\$2,400)</b>	<b>-0.5%</b>
<b>Revenues</b>	<b>\$79,236</b>	<b>\$85,100</b>	<b>\$89,100</b>	<b>\$89,100</b>	<b>\$4,000</b>	<b>4.7%</b>

### **Changes and Useful Information:**

- **Personal Services** includes approved salary increases which is being offset by turnover.
- Decrease in **Operating Costs** is due to the following:
  - Printing increases by \$100 based on most recent cost of printing the budget book.
  - Training is being reduced by (\$200) and Employee Education by (\$900).
- **Revenues** are associated with the indirect cost reimbursement for work dealing with grants and is determined based on salary levels.

### **Description:**

The functions of the Budget Division are to:

- (1) coordinate, compile and review all departmental and agency requests,
- (2) compile and recommend revenue estimates for all funds,
- (3) prepare five year plan forecasts,
- (4) analyze and recommend various tax and user fee rates based on requested, proposed, and approved operating budgets,
- (5) prepare monthly management reports to include income statements, year-end revenue and expense estimates, and changes in fund balance for all major funds,
- (6) coordinate the official Offering Statement associated with new bond issues,
- (7) prepare special financial reports for bond rating agency presentations,
- (8) assists Director with overall debt management of the County,
- (9) monitor all budgets throughout the year,
- (10) prepare quarterly capital project financial status reports,
- (11) provide general financial support to departments and the general public,
- (12) administer budget position control system, and
- (13) coordinate and administer grant financial information including review of grant applications, preparing quarterly and annual financial reports, coordinating preparation of annual cost allocation plan, and compilation of federal grant information for completion of the A-133 single audit.

### **Positions:**

	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
<b>Title</b>					
Chief of Budget	1.0	1.0	1.0	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	1.0
Budget Analyst I - III	2.0	2.0	2.0	2.0	2.0
Grants Analyst I - III	1.0	1.0	1.0	1.0	1.0
Fiscal Service Specialist	0.0	0.0	0.5	0.5	0.5
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>5.0</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>
Allocated to Capital Projects	(1.0)	(1.0)	(1.2)	(1.2)	(1.2)
<b>Net Cost to General Fund</b>	<b>4.0</b>	<b>4.0</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.12  
**Division\Program:** Information Technology Fund: General  
**Program Administrator:** Evelyn Jacobson, Chief of Information Technology  
[www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/information-technology-division](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/information-technology-division)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$1,192,252	\$1,252,400	\$1,351,600	\$1,370,600	\$118,200	9.4%
Fringe Benefits	402,299	401,400	458,200	473,500	72,100	18.0%
Operating Costs	1,453,971	1,679,500	1,834,300	1,807,100	127,600	7.6%
Capital Outlay	74,501	0	0	0	0	N/A
<b>Total Baseline</b>	<b>\$3,123,023</b>	<b>\$3,333,300</b>	<b>\$3,644,100</b>	<b>\$3,651,200</b>	<b>\$317,900</b>	<b>9.5%</b>
Request Greater Than Baseline			270,900		0	N/A
<b>Total Expenditures</b>	<b>\$3,123,023</b>	<b>\$3,333,300</b>	<b>\$3,915,000</b>	<b>\$3,651,200</b>	<b>\$317,900</b>	<b>9.5%</b>

### **Changes and Useful Information:**

- **Personal Services** includes approved salary increases, moving the IT Security Specialist from the Cable Fund to the General Fund. Included are funds for two new positions: Security Analyst and a Technology Support Specialist II. The Security Analyst will assist the division with cybersecurity and funded by increasing an indirect cost allocation in the Enterprise Funds. The Technology Support Specialist II position will provide support in answering help desk calls and is funded by a reduction in part time funding.

- Increase in **Operating Costs** is due to the following:

Administration:

- Reduction in Training (\$1,200) and in Employee Education (\$500).

Applications:

- Included is new funding for Multifactor Authentication which is needed to assist the division with cybersecurity.
- Additional funding to support other departments information technology software needs including the online permit guide software for PGM, mapping software for Public Works, and online training software for Emergency Services.
- Mainframe Repair & Maintenance increases by \$3,000 due NWS annual maintenance increase.
- Equipment decreases by (\$5,000) due to one time costs.
- Reduction in Training (\$2,400) and in Employee Education (\$1,800).
- (\$17,000) decrease due to the next IBM annual Maintenance not being due until FY2022.

Network:

- Telephones increased by \$34,300 due to the addition of five lines.
- Equipment increases by \$10,800 due to an increase of \$15,000 for EMS replacement iPad, and a decrease of (\$4,200) for one time costs.
- Increase of \$15,300 due to the anticipated costs in FY21 for wireless and phone reimbursements.
- \$8,800 increase due to annual adobe license, Microsoft 365 renewal, and Emergency Notification software licenses.
- PC Repairs & Maintenance increases by \$5,600 due to FY20 new positions.
- Contract services decreases by (\$1,000) due to one time costs
- Reduction in Training (\$2,500).
- Equipment decreases by (\$5,000) due to one time costs.
- Included are funds for various items for the FY2021 approved positions. \$8,000

## Fiscal & Administrative Services

<b>Department:</b>	Fiscal & Administrative Services	01.04.12
<b>Division\Program:</b>	Information Technology	Fund: General
<b>Program Administrator:</b>	Evelyn Jacobson, Chief of Information Technology	

### **Description:**

The Information Technology (IT) Division's primary responsibilities are the acquisition, design, development, maintenance and enhancement of technology infrastructure, applications and telecommunications in support of County Government operations and services to Charles County citizens. The division is divided into three areas: Applications, Network Services and Project Management.

The Applications area is responsible for managing the County's enterprise software system, various internally developed and vendor acquired business applications, the County's internet and intranet sites, and Geographic Information Systems (GIS) applications.

The Network Services area is responsible for the County's network infrastructure, which includes multiple Local Area Networks (LANs) connected via the County's Wide Area Network, all County computers, desktops and network print services, County telecommunications, which includes Internet Protocol (IP) phones and mobile devices, the IP camera and video conferencing networks, various desktop applications, including the enterprise e-mail system, Charles County Government Television (CCGTV) support and the IT Help Desk.

The Project Management area monitors major IT projects, as well as projects which impact both the Applications and Network Services areas. This area also ensures that IT best practices are being followed and documented in applicable policies and/or procedures.

### **Positions:**

<b>Title</b>	<b>FY17</b> <b>FTE</b>	<b>FY18</b> <b>FTE</b>	<b>FY19</b> <b>FTE</b>	<b>FY20</b> <b>FTE</b>	<b>FY21</b> <b>FTE</b>
Chief of Information Technology	1.0	1.0	1.0	1.0	1.0
Applications Manager	1.0	1.0	1.0	1.0	1.0
Network Manager	1.0	1.0	1.0	1.0	1.0
I.T. Security Specialist	1.0	1.0	1.0	1.0	1.0
Cable and Broadband Manager	0.0	0.0	0.0	1.0	1.0
Systems Analyst II	4.0	4.0	4.0	4.0	5.0
Network Specialist III	5.0	5.0	5.0	5.0	5.0
Technology Support Specialist Manager	1.0	1.0	1.0	1.0	1.0
Webmaster	1.0	1.0	1.0	1.0	1.0
Systems Analyst I	1.0	1.0	1.0	2.0	2.0
Systems Analyst I/CAD Analyst	1.0	1.0	1.0	1.0	1.0
Security Analyst	0.0	0.0	0.0	0.0	1.0
Network Specialist II	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist II	2.0	2.0	2.0	2.0	3.0
Telecommunication Specialist	1.0	1.0	1.0	1.0	1.0
Applications Customer Support Rep.	1.0	1.0	1.0	0.0	0.0
Technical Support Specialist	1.0	1.0	1.0	1.0	1.0
Part-time positions	1.7	2.2	2.2	3.8	2.2
<b>Total Full Time Equivalent</b>	<b>24.7</b>	<b>25.2</b>	<b>25.2</b>	<b>27.8</b>	<b>29.2</b>
Allocated to Cable TV / I-Net Fund	(6.8)	(7.3)	(7.3)	(8.3)	(7.2)
Allocated to W&S Enterprise Fund	(2.0)	(2.0)	(2.0)	(2.0)	(2.0)
Allocated to Inspection Fund	0.0	0.0	0.0	0.0	(1.0)
Allocated to State's Attorney's Office	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
<b>Net Cost to General Fund</b>	<b>14.8</b>	<b>14.8</b>	<b>14.8</b>	<b>16.4</b>	<b>18.0</b>

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.14  
**Division\Program:** Purchasing Fund: General  
**Program Administrator:** Shanna Reese, Chief of Purchasing  
<https://www.charlescountymd.gov/business/procurement-bid-opportunities>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$179,516	\$216,800	\$222,100	\$218,100	\$1,300	0.6%
Fringe Benefits	143,634	165,600	173,000	173,000	7,400	4.5%
Operating Costs	9,782	8,700	8,500	7,900	(800)	-9.2%
<b>Total Expenditures</b>	<b>\$332,932</b>	<b>\$391,100</b>	<b>\$403,600</b>	<b>\$399,000</b>	<b>\$7,900</b>	<b>2.0%</b>

### **Changes and Useful Information:**

- **Personal Services** includes the full year impact of the FY20 approved salary increases.
- The **Operating Costs** decrease is due to a reduction in Employee Education (\$600) and Advertising (\$200).

### **Description:**

Purchasing is responsible for conducting formal procurement of commodities, equipment, services, and construction; oversight of non-formal procurement conducted by departments over which the County Commissioners exercise expenditure control; and disposal of surplus property.

### **Positions:**

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Purchasing	1.0	1.0	1.0	1.0	1.0
Senior Procurement Specialist	1.0	1.0	2.0	2.0	2.0
Procurement Specialist	2.0	2.0	2.0	2.0	2.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
Allocated to Capital Projects	(2.0)	(2.0)	(3.0)	(3.0)	(3.0)
<b>Net Cost to General Fund</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.70  
**Division\Program:** Accounting Fund: General  
**Program Administrator:** William DeAtley, Chief of Accounting  
[www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/accounting-division](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/accounting-division)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$723,116	\$791,200	\$815,500	\$800,500	\$9,300	1.2%
Fringe Benefits	238,803	256,300	271,700	271,700	15,400	6.0%
Operating Costs	79,067	80,000	80,100	79,000	(1,000)	-1.3%
<b>Total Baseline</b>	<b>\$1,040,987</b>	<b>\$1,127,500</b>	<b>\$1,167,300</b>	<b>\$1,151,200</b>	<b>\$23,700</b>	<b>2.1%</b>
Request Greater Than Baseline			92,900		0	N/A
<b>Total Expenditures</b>	<b>\$1,040,987</b>	<b>\$1,127,500</b>	<b>\$1,260,200</b>	<b>\$1,151,200</b>	<b>\$23,700</b>	<b>2.1%</b>
<b>Revenues</b>	<b>\$158,456</b>	<b>\$177,400</b>	<b>\$191,100</b>	<b>\$191,100</b>	<b>\$13,700</b>	<b>7.7%</b>

### **Changes and Useful Information:**

- **Personal Services** includes approved salary increases.
- The **Operating Costs** decrease due to the following:
  - Increase of \$500 in Employee Education for quarterly GFOA and other courses for the Assistant Chief in order to keep up with CPE requirements.
  - Decrease of (\$400) in General Supplies due to a (\$700) transfer to IT for InDesign and a \$300 increase for regular ongoing supplies such as toner and paper.
  - Decrease of (\$300) in Training and (\$800) in Employee Education.
- **Revenues** are associated with the indirect cost reimbursement to the Enterprise Funds and the purchasing card program.

### **Description:**

The functions of the Accounting Division include: processing payroll, accounts payable, accounts receivable, capital assets, and general accounting. The water & sewer billing function is under a separate division but is administered by Accounting. Payroll records are maintained and checks are prepared for county employees, the Sheriff's employees and other outside agencies on a biweekly basis. In Accounts Payable, vendor invoices are matched with purchase orders/receiving records and processed for payment.

Checks are prepared by the Treasury Division. Check requests and invoices for non-purchase order items are also processed. Accounts Receivable prepares invoices for services provided by the county such as retiree health insurance, landfill usage, and outside agency shared costs. General Accounting includes posting journal entries generated by the above functions and by the Treasurer's office, and journal entries prepared by this and other departments to the general ledger.

Cash and investment accounts are reconciled and interest earned is recorded. Asset and Liability accounts are reconciled and maintained. Financial reports and ledgers are prepared and distributed internally. Capital asset records are maintained by accounting.

Annual financial reports are prepared, audited by external auditors, and submitted to the State as required. The Accounting division was awarded the "Certificate of Achievement for Excellence in Financial Reporting" for FY02 through FY17 by the Government Finance Officers, Association of the United States and Canada.

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.70

**Division\Program:** Accounting Fund: General

**Program Administrator:** William DeAtley, Chief of Accounting

[www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/accounting-division](http://www.charlescountymd.gov/government/departments/fiscal-and-administrative-services/accounting-division)

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Assistant Chief of Accounting	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	0.0	0.0	0.0	0.0
Risk Management Accountant	1.0	1.0	0.0	0.0	0.0
Asset Accountant	1.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0
Accounting Specialist	1.0	2.0	2.0	2.0	2.0
Accounting Technician	3.0	2.0	2.0	2.0	2.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Payroll Analyst	1.0	1.0	1.0	1.0	1.0
Payroll Coordinator	1.0	1.0	1.0	1.0	1.0
Water/Sewer Billing Manger	1.0	1.0	1.0	1.0	1.0
Senior Utilities Billing Specialist	1.0	1.0	1.0	1.0	1.0
Utility Billing Specialist	6.0	6.0	6.0	7.0	7.0
Part Time	0.0	0.0	0.0	0.8	0.8
<b>Total Full Time Equivalent</b>	<b>21.0</b>	<b>20.0</b>	<b>19.0</b>	<b>20.8</b>	<b>20.8</b>
Allocated to W&S Fund	(8.3)	(8.3)	(8.3)	(9.3)	(9.3)
<b>Net Cost to General Fund</b>	<b>12.8</b>	<b>11.8</b>	<b>10.8</b>	<b>11.5</b>	<b>11.5</b>

## Fiscal & Administrative Services

**Department:** Fiscal & Administrative Services 01.04.22  
**Division\Program:** Treasury Fund: General  
**Program Administrator:** Eric Jackson, Chief of Treasury  
<https://www.charlescountymd.gov/government/fiscal-and-administrative-services/treasury-taxes>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$755,540	\$789,200	\$803,800	\$787,800	(\$1,400)	-0.2%
Fringe Benefits	278,440	282,600	305,600	305,600	23,000	8.1%
Operating Costs	180,130	258,700	239,300	238,600	(20,100)	-7.8%
<b>Total Baseline</b>	<b>\$1,214,110</b>	<b>\$1,330,500</b>	<b>\$1,348,700</b>	<b>\$1,332,000</b>	<b>\$1,500</b>	<b>0.1%</b>
Request Greater than Baseline			45,600		0	N/A
<b>Total Expenditures</b>	<b>\$1,214,110</b>	<b>\$1,330,500</b>	<b>\$1,394,300</b>	<b>\$1,332,000</b>	<b>\$1,500</b>	<b>0.1%</b>
<b>Revenues</b>	<b>\$138,300</b>	<b>\$147,400</b>	<b>\$147,600</b>	<b>\$147,600</b>	<b>\$200</b>	<b>0.1%</b>

### **Changes and Useful Information:**

- **Personal Services** includes the approved salary increases which is being offset by turnover.
- **Operating Costs** decrease due to the following:
  - Office Supplies is increasing by \$500 based on prior years ending costs. Supplies are purchased for offices in La Plata and Waldorf.
  - Printing is increasing by \$100 based on FY19 actuals and Training is decreasing by (\$700).
  - Credit Card Processing decreasing by (\$20,000) due to Energov fees being charged to PGM.

### **Description:**

The Treasury Division is responsible for the collection and investment of all County funds except pension plans. The office administers and collects County property taxes, as well as taxes for the incorporated towns of Indian Head and La Plata and for the State of Maryland. The Treasury Division collects payments for various County sponsored services such as water/sewer utility bills, tag-a-bags, liquor licenses, permits, dog tags, motor vehicle registrations, and other various fees and fines.

This office maintains all property tax accounts, including processing additions, abatements, transfers, address changes, tax liens, and conducting the tax sale each year. Deeds must also be researched and validated through this office prior to recording at the Court House. The Treasury Division is responsible for the tracking and maintenance of bankruptcy cases. The Treasury Division is also responsible for the collection of recordation and county transfer tax.

All accounts payable and Section 8 rental assistance checks are disbursed by this office. The Division must assure that all deposited funds are adequately collateralized.

### **Positions:**

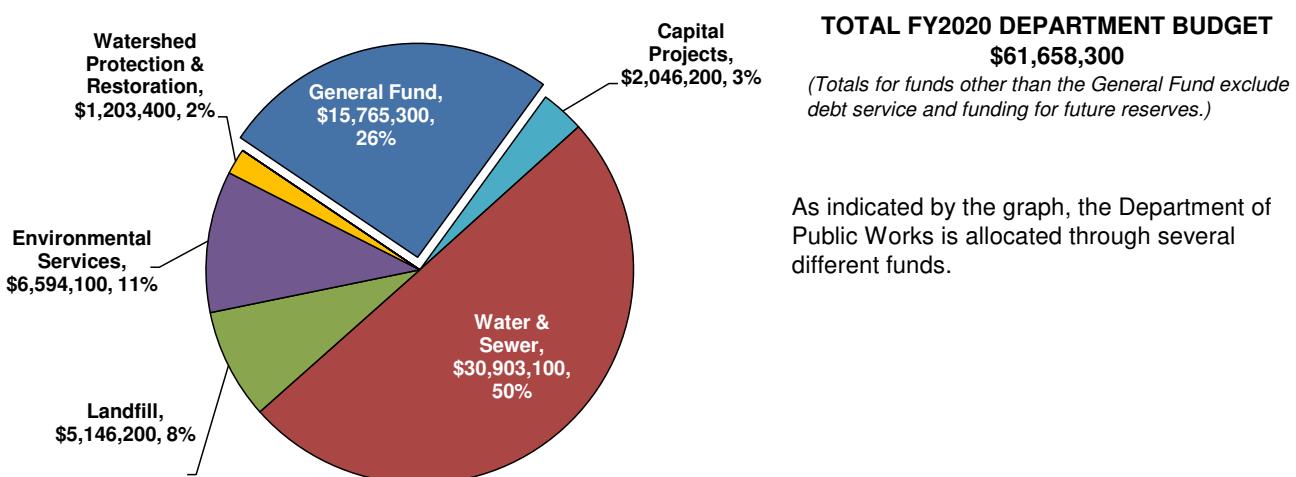
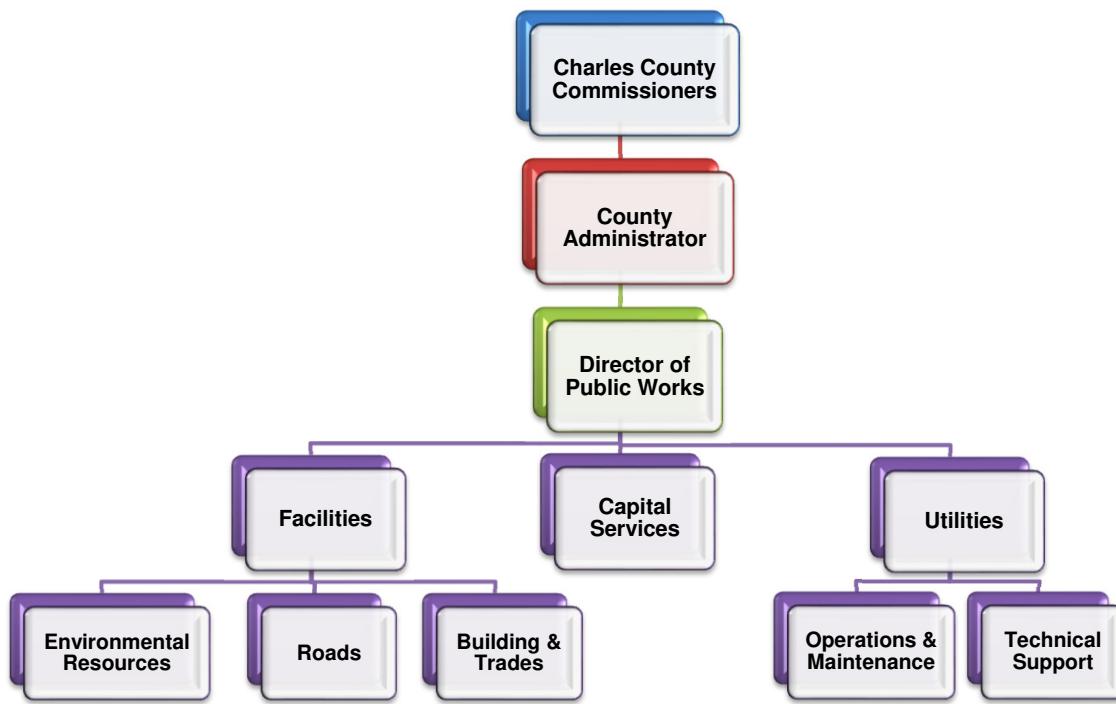
Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Chief of Treasury	1.0	1.0	1.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0	1.0
Senior Tax Specialist	1.0	1.0	1.0	1.0	1.0
Tax Specialist	3.0	3.0	3.0	3.0	3.0
Deed Specialist	1.0	1.0	1.0	1.0	1.0
Revenue Specialist	5.0	5.0	5.0	5.0	5.0
Office Associate III	1.0	1.0	1.0	1.0	1.0
Part Time	0.5	0.5	0.5	0.5	0.5
<b>Total Full Time Equivalent</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>

## Public Works Summary

William A. Shreve, Director of Public Works  
 Mailing Address: 1001 Radio Station Rd., La Plata, MD 20646  
 Physical Address: 10430 Audie Ln., La Plata, MD 20646  
[www.charlescountymd.gov/government/public-works-facilities](http://www.charlescountymd.gov/government/public-works-facilities)

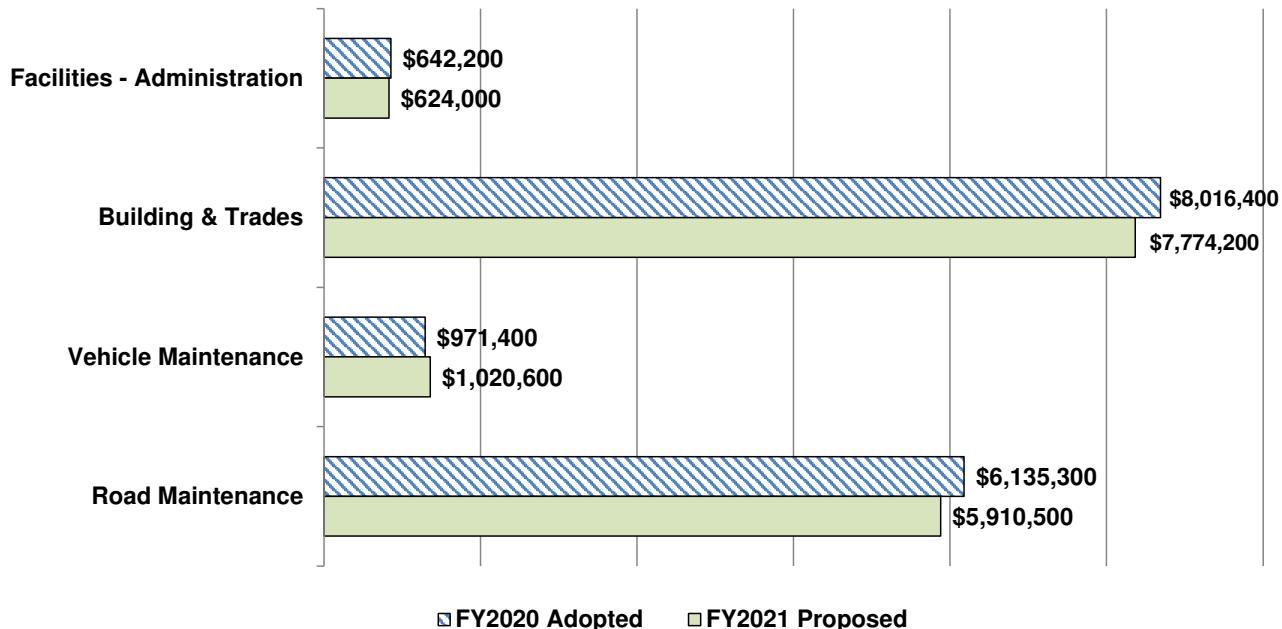
301-932-3440 301-870-2778  
 7:30 a.m.-4:00 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$6,382,968	\$6,750,200	\$6,831,200	\$6,779,800	\$29,600	0.4%
Fringe Benefits	2,031,711	2,184,700	2,165,100	2,051,800	(132,900)	-6.1%
Operating Costs	6,432,711	6,830,400	6,695,500	6,497,700	(332,700)	-4.9%
Capital Outlay	4,273	0	0	0	0	N/A
<b>Total Baseline</b>	<b>\$14,851,663</b>	<b>\$15,765,300</b>	<b>\$15,691,800</b>	<b>\$15,329,300</b>	<b>(\$436,000)</b>	<b>-2.8%</b>
Request Greater Than Baseline			420,000	0	0	N/A
<b>Total Expenditures</b>	<b>\$14,851,663</b>	<b>\$15,765,300</b>	<b>\$16,111,800</b>	<b>\$15,329,300</b>	<b>(\$436,000)</b>	<b>-2.8%</b>
<b>Revenues</b>	<b>\$608,917</b>	<b>\$627,600</b>	<b>\$636,100</b>	<b>\$636,000</b>	<b>\$8,400</b>	<b>1.3%</b>
<b>Total Expenditures as % of Budget:</b>	<b>3.7%</b>	<b>3.6%</b>	<b>3.6%</b>	<b>3.5%</b>		



## Public Works Expenditure and Objective & Measurements

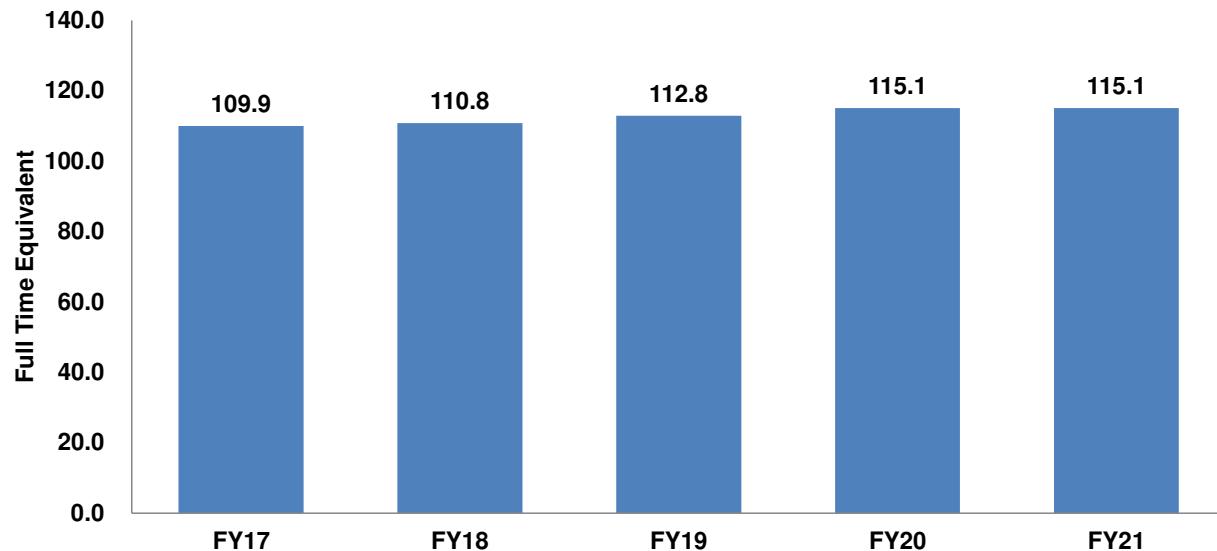
### GENERAL FUND



<u>Objectives &amp; Measurements:</u>	<u>FY17</u> <u>Actual</u>	<u>FY18</u> <u>Actual</u>	<u>FY19</u> <u>Actual</u>	<u>FY20</u> <u>Projected</u>	<u>FY21</u> <u>Estimated</u>
<u><i>Building &amp; Trades: To ensure a safe, satisfactory and comfortable work environment.</i></u>					
Total building square footage maintained by custodians (\$/sq. ft.)					
Square Footage maintained by custodians	676,683	676,683	676,683	812,019	812,019
Cost of custodial services per sq. ft.	\$0.13	\$0.12	\$0.12	\$0.12	\$0.12
<u><i>Building &amp; Trades: To ensure all facilities are maintained to a safe and comfortable standard.</i></u>					
Number of requested work orders	5,746	5,174	4,454	4,800	4,900
% Corrective	13%	23%	7%	7%	6%
% Preventive	87%	77%	93%	93%	94%
<u><i>Vehicle Maintenance: To complete all work orders promptly to ensure minimum downtime.</i></u>					
Number of vehicles and equipment maintained	1,060	1,093	1,112	1,300	1,400
% Corrective	74%	73%	87%	75%	75%
% Preventive	26%	27%	13%	25%	25%
Cost per vehicle	\$159	\$169	\$139	\$300	\$325
<u><i>Roads: To assure safe &amp; smooth surfaced roads, cost per mile depends on width of roadway.</i></u>					
Miles resurfaced	59	55	56	55	55
Cost per mile	\$182,344	\$215,000	\$220,000	\$220,000	\$220,000
% of paved lane miles assessed as satisfactory	98%	98%	98%	98%	98%
<u><i>Roads: To repair all reported potholes within 24 hours.</i></u>					
Number of Pothole Reports	308	545	349	400	400
Cost per repair	\$80	\$80	\$80	\$90	\$90
<u><i>Roads: To provide maximum road maintenance with minimum number of staff.</i></u>					
# of lane miles maintained	1,684	1,697	1,709	1,725	1,735
Cost per mile maintained	\$2,569	\$2,583	\$2,565	\$2,550	\$2,525

## Public Works Staffing History

### Staffing History



#### Positions by Program:

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Facilities - Administration	6.9	6.9	6.8	7.5	6.8
Building & Trades	52.8	53.9	57.9	59.4	59.4
Vehicle Maintenance	9.6	9.4	7.8	7.8	8.5
Road Maintenance	40.6	40.5	40.4	40.4	40.4
<b>Total Full Time Equivalent</b>	<b>109.9</b>	<b>110.8</b>	<b>112.8</b>	<b>115.1</b>	<b>115.1</b>

## Public Works

**Department:** Public Works 01.05.06  
**Division\Program:** Facilities - Administration Fund: General  
**Program Administrator:** Bill Shreve, Director of Public Works  
[www.charlescountymd.gov/government/public-works-facilities](http://www.charlescountymd.gov/government/public-works-facilities)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$443,186	\$455,300	\$455,100	\$447,100	(\$8,200)	-1.8%
Fringe Benefits	151,176	152,600	146,000	144,800	(7,800)	-5.1%
Operating Costs	29,989	34,300	34,300	32,100	(2,200)	-6.4%
<b>Total Expenditures</b>	<b>\$624,351</b>	<b>\$642,200</b>	<b>\$635,400</b>	<b>\$624,000</b>	<b>(\$18,200)</b>	<b>-2.8%</b>
<b>Revenues</b>	<b>\$7,990</b>	<b>\$8,800</b>	<b>\$8,800</b>	<b>\$8,800</b>	<b>\$0</b>	<b>0.0%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** include the full year impact of the FY2020 approved merit and COLA, as well as a recent reorganization which added Part Time to the Administration Division in FY2020. However, it was determined that these Part Time funds would be better utilized under the Fleet and Inventory Control Division in FY2021. These increases are being offset by turnover.
- The **Operating Costs** budget decrease is due to a (\$1,100) reduction in both Training and Employee Education.
- **Revenues** are from agencies that use the County's fuel pumps.

### Description:

The Department of Public Works provides front line services to the citizens of Charles County through the road system, solid waste services, environmental and recycling programs, as well as providing construction, renovation and maintenance of County and other governmental agency facilities. In addition, Capital Services provides professional project management services during the development and implementation of public infrastructure Capital Improvement Projects within Charles County.

The Administration Division manages and coordinates all DPW/Facilities operations, including personnel management of approximately 170 full time employees and 60 part time employees, as well as fiscal management of over \$33,000,000 in operating budgets and approximately \$75,000,000 capital improvement projects. In addition, Inventory Control provides procurement and distribution of stocked inventory valued at over \$1,200,000 and manages the County's computerized fleet analysis and fuel management system.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	FTE	FTE	FTE	FTE	FTE
Director of Public Works	1.0	1.0	1.0	1.0	1.0
Deputy Director of Public Works - Facilities	1.0	1.0	1.0	1.0	1.0
Inventory Program Manager	1.0	1.0	1.0	1.0	1.0
DPW Project and Program Manager	1.0	1.0	1.0	1.0	1.0
Environmental Compliance Officer	1.0	1.0	1.0	1.0	1.0
Inventory Specialist	1.0	1.0	1.0	2.0	2.0
Management Support Specialist	1.0	1.0	1.0	1.0	1.0
Administrative Associate	3.0	3.0	3.0	3.0	3.0
Inventory Control Associate	1.0	1.0	1.0	0.0	0.0
Part Time	0.0	0.0	0.0	0.7	0.0
<b>Total Full Time Equivalent</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.7</b>	<b>11.0</b>
Allocated to:					
Water & Sewer Enterprise Fund	(1.0)	(1.0)	(1.1)	(1.1)	(1.1)
Solid Waste Enterprise Fund	(0.9)	(0.9)	(0.9)	(0.9)	(0.9)
Environmental Service Enterprise Fund	(0.8)	(0.8)	(0.8)	(0.8)	(0.8)
Watershed Protection & Restoration Fund	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
Capital Projects	(0.5)	(0.5)	(0.5)	(0.5)	(0.5)
<b>Net Cost to General Fund</b>	<b>6.9</b>	<b>6.9</b>	<b>6.8</b>	<b>7.5</b>	<b>6.8</b>

## Public Works

**Department:** Public Works 01.05.33  
**Division\Program:** Building & Trades Fund: General  
**Program Administrator:** John Earle, Chief of Building & Trades  
<https://www.charlescountymd.gov/government/public-works-facilities>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$2,962,647	\$3,255,600	\$3,331,900	\$3,318,400	\$62,800	1.9%
Fringe Benefits	939,838	1,054,800	1,013,800	978,700	(76,100)	-7.2%
Operating Costs	3,142,360	3,706,000	3,458,300	3,477,100	(228,900)	-6.2%
<b>Total Baseline</b>	<b>\$7,044,846</b>	<b>\$8,016,400</b>	<b>\$7,804,000</b>	<b>\$7,774,200</b>	<b>(\$242,200)</b>	<b>-3.0%</b>
Request Greater Than Baseline			130,700		0	N/A
<b>Total Expenditures</b>	<b>\$7,044,846</b>	<b>\$8,016,400</b>	<b>\$7,934,700</b>	<b>\$7,774,200</b>	<b>(\$242,200)</b>	<b>-3.0%</b>
<b>Revenues</b>	<b>\$600,927</b>	<b>\$618,800</b>	<b>\$627,300</b>	<b>\$627,200</b>	<b>\$8,400</b>	<b>1.4%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes full year impact of the FY2020 approved merit, COLA, and a recent reorganization which included an increase in part time.
- The **Operating Costs** budget includes the following:
  - Decrease of (\$9,000) in Vehicle Fuel, \$4,500 in Equipment Repairs and Maintenance, and \$8,500 in General Repairs and Maintenance based on anticipated FY2021 cost.
  - Increase of \$10,700 in General Supplies based on LTD expenses and higher intensity facility usage at the Waldorf Senior and Recreation Center.
  - Electricity and Utilities budget has been decreased based on current spending and assumes additional savings from energy savings projects.
  - Contract Services was decreased by (\$900) and includes funds in FY2021 for fueling stations.
  - Based on the recently approved reorganization, Project Outsourcing was reduced after allowing for a 3% increase. (\$39,400)
  - Includes a (\$2,500) reduction in Training.
  - A decrease of (\$8,500) in Telephone due to funds being transferred to I.T. for two smartphones, a phone reimbursement, and two Microsoft licenses, as well as anticipated cost for FY2021.
- **Revenues** represent funds received from the Health Department and the Courthouse.

### **Description:**

Buildings & Trades Division is responsible for the efficient operation and maintenance of 162 County facilities, covering over 2,000,000 square feet. The Division consists of five specialized work centers that provide service, maintenance, and improvements to all County facilities. These include Building Maintenance, HVAC, Electrical, Construction and Custodial Services. Building & Trades also performs capital improvement projects, including new construction and renovation of existing facilities.

## Public Works

<b>Department:</b>	Public Works	01.05.33
<b>Division\Program:</b>	Building & Trades	Fund: General
<b>Program Administrator:</b>	John Earle, Chief of Building & Trades	
<a href="http://www.charlescountymd.gov/government/public-works-facilities">www.charlescountymd.gov/government/public-works-facilities</a>		

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Building & Trades	1.0	1.0	1.0	1.0	1.0
Asset Program Manager	0.0	0.0	0.0	1.0	1.0
Operations Manager	1.0	1.0	1.0	0.0	0.0
Assistant Chief of Building & Trades	0.0	0.0	0.0	1.0	1.0
CIP Construction Project Manager	1.0	1.0	1.0	0.0	0.0
Facilities Maintenance Superintendent	3.0	3.0	3.0	0.0	0.0
HVAC Superintendent	0.0	0.0	0.0	1.0	1.0
Electrical Superintendent	0.0	0.0	0.0	1.0	1.0
Maintenance Superintendent	0.0	0.0	0.0	1.0	1.0
Project Superintendent	1.0	1.0	1.0	1.0	1.0
Maintenance Technician Team Leader	0.0	0.0	0.0	2.0	2.0
Construction Supervisor	1.0	1.0	1.0	0.0	0.0
HVAC Technician Team Leader	1.0	1.0	1.0	1.0	1.0
Building Services Superintendent	1.0	1.0	1.0	1.0	1.0
Facilities Maintenance Supervisor	1.0	1.0	1.0	0.0	0.0
Facilities Maintenance Coordinator	0.0	0.0	1.0	0.0	0.0
Electrical Technician III	2.0	2.0	2.0	2.0	2.0
Maintenance Technician III	0.0	0.0	0.0	3.0	3.0
HVAC Technician III	0.0	0.0	0.0	2.0	2.0
Facilities Maintenance Technician III	4.0	4.0	4.0	0.0	0.0
Building Services Team Leader	1.0	1.0	2.0	2.0	2.0
Electrical Technician II	3.0	3.0	3.0	3.0	3.0
HVAC Technician II	0.0	0.0	0.0	2.0	2.0
Maintenance Technician II	0.0	0.0	0.0	7.0	7.0
Facilities Maintenance Technician II	8.0	8.0	9.0	0.0	0.0
Electrical Technician I	2.0	2.0	2.0	2.0	2.0
HVAC Technician I	0.0	0.0	0.0	1.0	1.0
Maintenance Technician I	0.0	0.0	0.0	1.0	1.0
Facilities Maintenance Technician I	2.0	2.0	2.0	0.0	0.0
Building Services Technician	4.0	4.0	5.0	20.0	20.0
Custodial Worker I	14.7	15.0	15.0	0.0	0.0
Part-time Positions	4.1	4.9	4.9	6.4	6.4
<b>Total Full Time Equivalent</b>	<b>55.8</b>	<b>56.9</b>	<b>60.9</b>	<b>62.4</b>	<b>62.4</b>
<b>Allocated to:</b>					
Water & Sewer Enterprise Fund	(3.0)	(3.0)	(3.0)	(3.0)	(3.0)
<b>Net Cost to General Fund</b>	<b>52.8</b>	<b>53.9</b>	<b>57.9</b>	<b>59.4</b>	<b>59.4</b>

## Public Works

**Department:** Public Works 01.05.44  
**Division\Program:** Fleet and Inventory Management Fund: General  
**Program Administrator:** Terri Kahouk, Deputy Director of Public Works - Facilities  
[www.charlescountymd.gov/government/public-works-facilities](http://www.charlescountymd.gov/government/public-works-facilities)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$522,482	\$546,000	\$570,900	\$559,900	\$13,900	2.5%
Fringe Benefits	197,912	200,300	218,300	213,700	13,400	6.7%
Operating Costs	217,641	225,100	252,400	247,000	21,900	9.7%
<b>Total Baseline</b>	<b>\$938,035</b>	<b>\$971,400</b>	<b>\$1,041,600</b>	<b>\$1,020,600</b>	<b>\$49,200</b>	<b>5.1%</b>
Request Greater Than Baseline			21,100		0	N/A
<b>Total Expenditures</b>	<b>\$938,035</b>	<b>\$971,400</b>	<b>\$1,062,700</b>	<b>\$1,020,600</b>	<b>\$49,200</b>	<b>5.1%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved merit and COLA, which is being partially offset by turnover. Includes funding for a part time position.
- The **Operating Costs** increase includes the following:
  - Based on prior years, Vehicle Repairs and Maintenance is increasing by \$11,400, and Equipment Repairs and Maintenance is increasing by \$5,700.
  - Vehicle Fuel is increasing by \$700 based on anticipated cost for FY2021.
  - Funds are being requested in the Equipment account to replace five tool chests in the shop that are very worn and in poor condition.
  - Additional training needs are required for certification, in addition to customized team building, communication, and respectful workplace. \$1,500
  - Reduction in Training, (\$2,200).

### **Description:**

Vehicle Maintenance provides maintenance and repair of over 1,000 tagged and non-tagged vehicles and equipment, including auto body work and repair. Provides professional preventative maintenance and repairs for all County vehicles and equipment, tracks costs and repair histories, fuel usage, and makes replacement recommendations.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Environmental Resources	1.0	0.0	0.0	0.0	0.0
Chief of Fleet and Inventory Management	0.0	0.0	0.0	1.0	1.0
Fleet Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Technician - Team Leader	0.0	1.0	1.0	0.0	0.0
Lead Mechanic	1.0	0.0	0.0	0.0	0.0
Automotive Body Technician	1.0	1.0	1.0	1.0	1.0
Vehicle and Equipment Technician	0.0	6.8	6.8	6.8	6.8
Small Engine Technician	0.0	1.0	2.0	2.0	2.0
Fleet Maintenance Technician III	3.0	0.0	0.0	0.0	0.0
Fleet Maintenance Technician II	3.0	0.0	0.0	0.0	0.0
Fleet Maintenance Technician I	1.8	0.0	0.0	0.0	0.0
Golf / Equipment Mechanic Assistant	1.0	1.0	0.0	0.0	0.0
Part Time Positions	0.6	0.6	0.0	0.0	0.7
<b>Total Full Time Equivalent</b>	<b>13.4</b>	<b>12.4</b>	<b>11.8</b>	<b>11.8</b>	<b>12.5</b>
<b>Allocated to:</b>					
Water & Sewer Enterprise Fund	(2.0)	(2.0)	(3.1)	(3.1)	(3.1)
Solid Waste Enterprise Fund	(1.8)	(1.0)	(1.0)	(1.0)	(1.0)
<b>Net Cost to General Fund</b>	<b>9.6</b>	<b>9.4</b>	<b>7.8</b>	<b>7.8</b>	<b>8.5</b>

## Public Works

**Department:** Public Works 01.05.53  
**Division\Program:** Road Maintenance Fund: General  
**Program Administrator:** Steve Staples, Chief of Roads  
[www.charlescountymd.gov/services/roads](http://www.charlescountymd.gov/services/roads)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$2,454,652	\$2,493,300	\$2,473,300	\$2,454,400	(\$38,900)	-1.6%
Fringe Benefits	742,785	777,000	787,000	714,600	(62,400)	-8.0%
Operating Costs	3,042,721	2,865,000	2,950,500	2,741,500	(123,500)	-4.3%
Capital Outlay	4,273	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$6,244,431</b>	<b>\$6,135,300</b>	<b>\$6,210,800</b>	<b>\$5,910,500</b>	<b>(\$224,800)</b>	<b>-3.7%</b>
Request Greater Than Baseline			268,200		0	N/A
<b>Total Expenditures</b>	<b>\$6,244,431</b>	<b>\$6,135,300</b>	<b>\$6,479,000</b>	<b>\$5,910,500</b>	<b>(\$224,800)</b>	<b>-3.7%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes the full year impact of the FY2020 approved merit and COLA which are being offset by turnover.
- The **Operating Costs** increase includes the following:
  - Based on current trends the traffic signal maintenance budget was reduced by (\$91,400).
  - Based on lower cost anticipated for FY2021, Vehicle Fuel is being reduced by (\$28,500) and Training by (\$3,000).
  - Minor adjustments in other accounts netting a decrease of (\$600).

### **Description:**

The Roads Division performs repair and maintenance for over 1,709 lane miles of County roadways. This includes resurfacing, deep patching, tree trimming, mowing, culvert and shoulder maintenance, traffic safety, as well as snow removal and emergency response to other weather related activities.

### **Positions:**

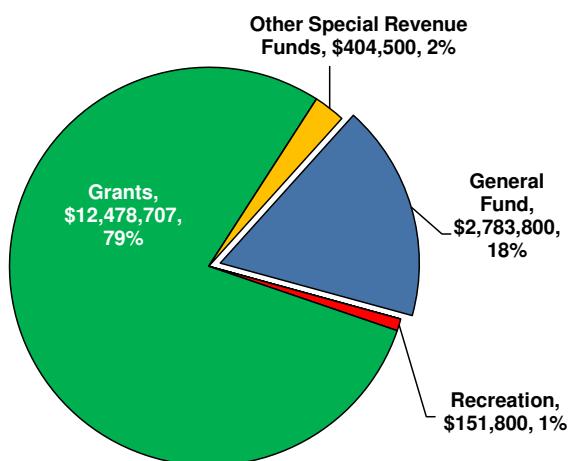
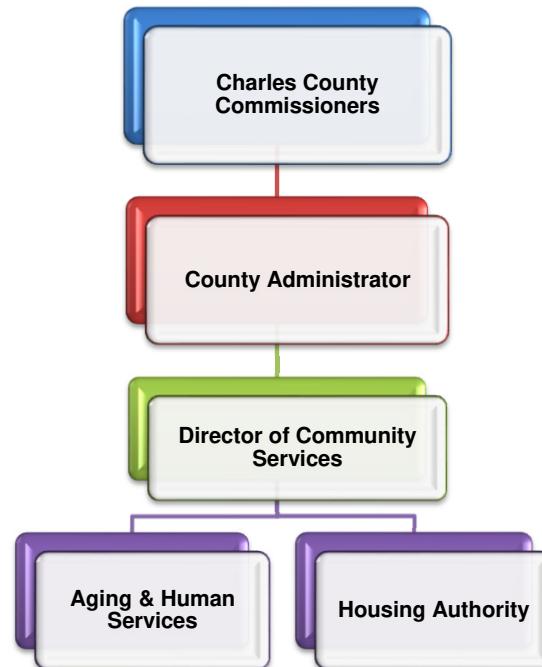
Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Chief of Roads	1.0	1.0	1.0	1.0	1.0
Roads Superintendent	2.0	2.0	2.0	2.0	2.0
Road Project Manager	1.0	1.0	1.0	1.0	1.0
Bridge Mgmt./Project Manager	1.0	1.0	1.0	1.0	1.0
Special Projects Manager-Pavement	1.0	1.0	1.0	1.0	1.0
Road Maintenance Supervisor	5.0	5.0	5.0	5.0	5.0
Construction Inspector	1.0	1.0	1.0	1.0	1.0
Traffic/Sign Crew Leader	1.0	1.0	1.0	1.0	1.0
Sign Shop Manager	1.0	1.0	1.0	1.0	1.0
Citizen Request Coordinator	1.0	1.0	1.0	1.0	1.0
Equipment Operator IV	1.0	1.0	1.0	1.0	1.0
Equipment Operator III	7.0	7.0	7.0	7.0	7.0
Equipment Operator II	11.0	11.0	11.0	11.0	11.0
Part Time Positions	7.0	7.0	7.0	7.0	7.0
<b>Total Full Time Equivalent</b>	<b>41.0</b>	<b>41.0</b>	<b>41.0</b>	<b>41.0</b>	<b>41.0</b>
<b>Allocated to:</b>					
Watershed Protection & Restoration Fund	0.0	(0.1)	(0.2)	(0.2)	(0.2)
Capital Projects	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
<b>Net Cost to General Fund</b>	<b>40.6</b>	<b>40.5</b>	<b>40.4</b>	<b>40.4</b>	<b>40.4</b>

## Community Services Summary

Dina Barclay, Director of Community Services  
 Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677  
[www.charlescountymd.gov/government/departments/community-services](http://www.charlescountymd.gov/government/departments/community-services)

301-934-9305 301-870-3388  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$1,172,342	\$1,537,900	\$1,474,100	\$1,452,400	(\$85,500)	-5.6%
Fringe Benefits	476,226	534,600	568,600	558,300	23,700	4.4%
Operating Costs	396,523	463,800	464,800	436,100	(27,700)	-6.0%
Transfers Out	158,623	247,500	244,000	244,000	(3,500)	-1.4%
<b>Total Baseline</b>	<b>\$2,203,715</b>	<b>\$2,783,800</b>	<b>\$2,751,500</b>	<b>\$2,690,800</b>	<b>(\$93,000)</b>	<b>-3.3%</b>
Request Greater Than Baseline		0	876,700	0	0	N/A
<b>Total Expenditures</b>	<b>\$2,203,715</b>	<b>\$2,783,800</b>	<b>\$3,628,200</b>	<b>\$2,690,800</b>	<b>(\$93,000)</b>	<b>-3.3%</b>
<b>Revenues</b>	<b>\$3,000</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Expenditures as % of Budget:</b>	<b>0.6%</b>	<b>0.6%</b>	<b>0.8%</b>	<b>0.6%</b>		



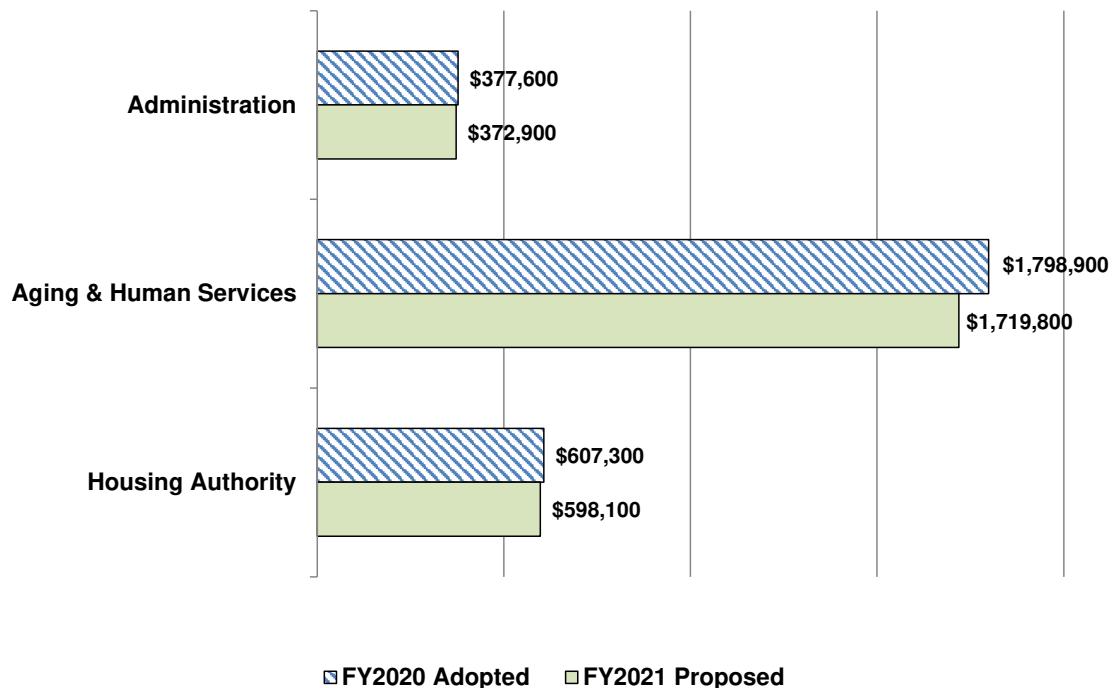
**TOTAL FY2020 DEPARTMENT BUDGET**  
**\$15,818,807**

*(Totals for funds other than the General Fund exclude transfers-in from the General Fund, debt service, and funding for future reserves.)*

As indicated by the graph, the Department of Community Services is allocated through several different funds.

## Community Services Expenditure and Objectives & Measurements

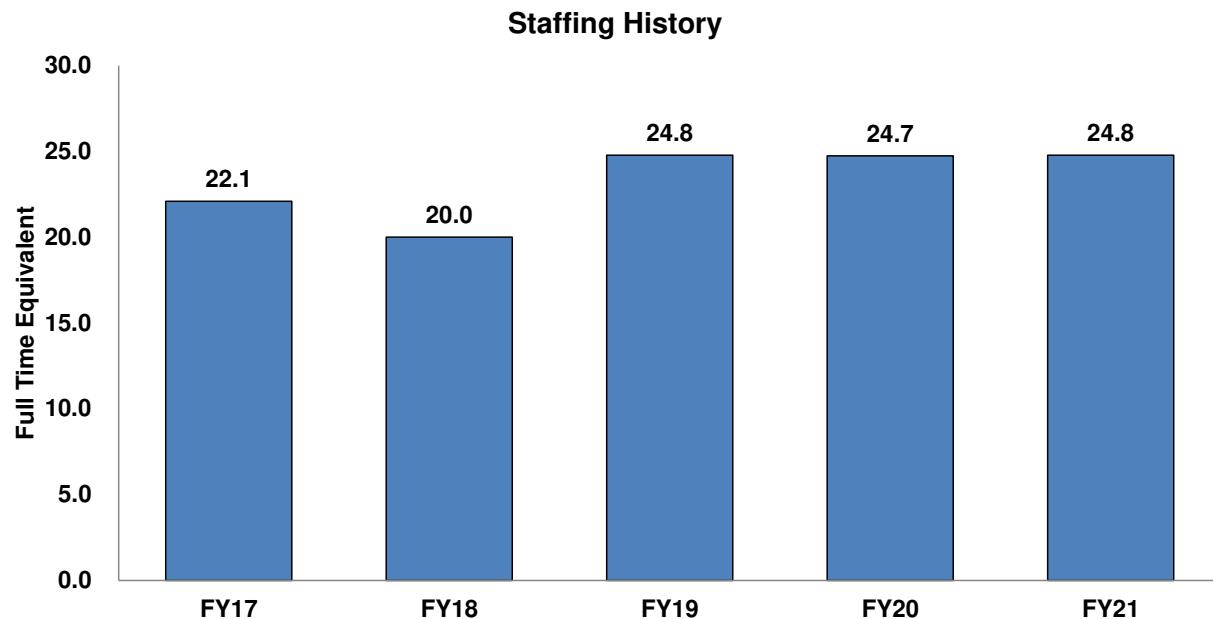
### GENERAL FUND



<b>Objectives &amp; Measurements:</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Projected</b>	<b>FY21 Estimated</b>
<i><u>Aging &amp; Human Services: To increase participation in Maryland Access Point (MAP)</u></i>					
# of persons who accessed MAP for long term care support services & benefits	1,824	1,876	2,090	2,100	2,150
# of registered seniors served (unduplicated)	4,377	4,631	4,637	4,700	4,750
# of billable units for Community Options Waiver	10,317	12,498	13,856	13,900	14,000
Total Units of Service	267,250	271,870	270,777	272,000	273,000
<i><u>Housing: Assist low and moderate-income families in attaining decent, safe, and sanitary housing by meeting the following Section 8 measurements:</u></i>					
Units of Assistance	731	724	713	725	740
# HCV recertification's completed	731	724	713	725	740
# of low income housing rental assistance provided	731	724	713	725	740
# of SLP applications approved by MDHCD	4	1	0	6	6
# of wait list applications processed	*	*	179	200	200

\*New for FY2019

## Community Services Staffing History



**Positions by Program:**

	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Administration	1.9	1.5	2.5	2.5	2.5
Aging & Human Services*	17.2	15.5	19.8	19.8	19.8
Housing Authority	3.0	3.0	2.5	2.5	2.5
<b>Total Full Time Equivalent</b>	<b>22.1</b>	<b>20.0</b>	<b>24.8</b>	<b>24.7</b>	<b>24.8</b>

*\* Full Time Equivalency to the General Fund is adjusted throughout the fiscal year when new grants that support positions are awarded.*

## Community Services

**Department:** Community Services 01.06.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Dina Barclay, Director of Community Services  
[www.charlescountymd.gov/government/departments/community-services](http://www.charlescountymd.gov/government/departments/community-services)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$135,316	\$198,800	\$199,700	\$196,700	(\$2,100)	-1.1%
Fringe Benefits	37,335	43,800	46,300	46,300	2,500	5.7%
Operating Costs	149,719	132,800	130,700	129,900	(2,900)	-2.2%
Transfers Out	0	2,200	0	0	(2,200)	-100.0%
<b>Total Baseline</b>	<b>\$322,370</b>	<b>\$377,600</b>	<b>\$376,700</b>	<b>\$372,900</b>	<b>(\$4,700)</b>	<b>-1.2%</b>
Request Greater Than Baseline			60,500		0	N/A
<b>Total Expenditures</b>	<b>\$322,370</b>	<b>\$377,600</b>	<b>\$437,200</b>	<b>\$372,900</b>	<b>(\$4,700)</b>	<b>-1.2%</b>

### **Changes and Useful Information:**

- **Personal Services** includes the full-year impact of a merit and cola approved in FY2020 which is being offset by turnover.
- The **Fringe Benefits** is based on current staffing which includes an increase in Pension and Health and Dental.
- **Operating Costs** were adjusted for the following reasons:
  - (700) Office supplies reduced based on spending and FY2020 amended budget.
  - (2,200) Photocopy due to elimination of RICOH Copier Contract
  - 400 Dues & subscriptions - Survey Monkey to evaluate employee satisfaction
  - (400) Decrease in Employee Education.
- (2,900) Total increase
- **Transfer Out** is not currently needed to support the salary of Local Management Board personnel as budgeted in FY2020. Realigned LMB Coordinator FTE split between programs and added to Child Care Program. Fee revenues on this program increased.

### **Description:**

The Department of Community Services is the most direct link between County Government and the public. The Department provides programs and services that affect every part of the population, consisting of four major programs, each with its own focus, all with the same goal: to provide quality programs and services to Charles County residents. The overall direction and goals for the Department of Community Services are established within the Administration Division.

The Director, working closely with the County Commissioners and the division chiefs, creates the framework for addressing community needs. The Administration Division is also responsible for the direct supervision of the child care programs.

The Department of Community Services oversees the Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), the County's Local Management Board (LMB) which plans, manages, and evaluates services to families and children. Except for advocacy and information & referral services, the CCACCYF does not provide human services directly, but contracts with public and private agencies to provide a variety of services for which the CCACCYF receives state and federal funding which is managed within special revenue accounts.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Director of Community Services	0.8	0.9	0.9	0.9	0.9
Assistant to Director	0.0	0.0	0.0	0.0	0.0
Social Worker	0.0	0.0	0.0	0.0	0.0
Community Services Specialist	0.0	0.8	0.8	0.8	0.8
Program Manager (Recreation)	0.0	0.0	0.0	0.0	0.0
Administrative Associate	0.8	0.0	1.0	1.0	1.0
Office Associate II	0.5	0.5	0.5	0.5	0.5
Part Time Positions	0.5	0.0	0.0	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>2.6</b>	<b>2.2</b>	<b>3.2</b>	<b>3.2</b>	<b>3.2</b>
Allocated to CCACCYF	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)
Allocated to Housing Assistance Fund	(0.3)	(0.3)	(0.3)	(0.3)	(0.3)
<b>Net Cost to General Fund</b>	<b>1.9</b>	<b>1.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

## Community Services

**Department:** Community Services 01.06.21  
**Division\Program:** Aging & Human Services Fund: General  
**Program Administrator:** Lisa Furlow, Chief of Aging & Human Services  
[www.charlescountymd.gov/services/aging-and-senior-services](http://www.charlescountymd.gov/services/aging-and-senior-services)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$848,928	\$1,147,300	\$1,079,600	\$1,064,600	(\$82,700)	-7.2%
Fringe Benefits	386,542	437,800	465,800	455,600	17,800	4.1%
Operating Costs	150,279	183,200	184,000	181,600	(1,600)	-0.9%
Transfers Out	0	30,600	18,000	18,000	(12,600)	-41.2%
<b>Total Baseline</b>	<b>\$1,385,749</b>	<b>\$1,798,900</b>	<b>\$1,747,400</b>	<b>\$1,719,800</b>	<b>(\$79,100)</b>	<b>-4.4%</b>
Request Greater Than Baseline			93,900		0	N/A
<b>Total Expenditures</b>	<b>\$1,385,749</b>	<b>\$1,798,900</b>	<b>\$1,841,300</b>	<b>\$1,719,800</b>	<b>(\$79,100)</b>	<b>-4.4%</b>

### **Changes and Useful Information:**

- **Personal Service** decrease is the impact of staff turnover and increased transfers for personnel working on federal grant programs.
- The **Fringe Benefits** is based on FY2021 staffing turnover which includes an increase in Pension and Health & Dental based on employee participation net of a decrease in Long Term Disability.
- **Operating Costs** decrease as outlined below:
  - 1,000 Printing - replenish rack cards, business cards, brochures and increased cost for SCOOP.
  - 1,200 Office Supplies - based on FY2020 spending to date.
  - 2,500 Utilities based on anticipated 9.6% increase
    - 500 Dues and Subscriptions - license fees for new senior center software
    - (2,400) Decrease in Training (\$600) and Employee Education (\$1,800)
    - (1,700) Contract Svcs = Reduced fingerprinting budget after initial open of WSRC
    - (2,500) Club Leaders - One club dissolved therefore support no longer needed.
    - (200) Equipment Repair & Maint. - based on historical data
  - (1,600) Total
- **Transfers Out** decreased as the Community Options Waiver program increased revenue earnings and therefore support for part time personnel to account for sick and safe leave usage and for the minimum wage increase is anticipated to be lower for FY2021.

### **Description:**

The Aging and Human Services Division serves as the designated Area Agency on Aging (AAA) and Maryland Access Point for Charles County, with the mission to provide a comprehensive and coordinated system for nutrition and long term care support services for qualified elderly and disabled adults. The Division performs three major activities: advocates on behalf of all older persons who reside in Charles County; identifies the needs of the elderly and develops plans for meeting those needs through a system of in-home and community services which enables the elderly to maintain their independence and dignity; and administers a wide variety of federal, state and local funds which support these services.

The Aging and Human Services Division provides direct services as well as information and referral for senior citizens and their families through a variety of programs and services to include many programs such as: Employment Opportunities; Housing and Assisted Living Programs; Income Tax Assistance/Consultation; Legal Services; Nutrition Education; Nursing Homes Advocacy; Senior Centers; Telephone Reassurance; Social Security Benefit Intake; Volunteer Opportunities; and Wellness and Fitness Programs. Local funding provided by County Commissioners is used as required matching funds for federal and state grants, to cover fringe benefits, and to provide support for a wide range of programs and services. Programs and services include operation of senior centers and associated facility expenses, grants to senior citizen clubs, volunteer coordination, senior information and assistance (including emergency services and benefits coordination), outreach, nutrition services (including congregate and home-delivered meals), as well as long-term care services (including guardianship, ombudsman services, respite care provider registry, assisted housing, & gap filling services for the frail & disabled).

The Aging and Human Services Division serves as the lead agency for Maryland Access Point (MAP) of Charles County. The goal of MAP is to provide a "no wrong door" approach to improve information and access to all program and services for which an elderly or disabled adult may be eligible. Persons seeking services receive navigation assistance from a single point of entry, and a toll-free number established for this program. MAP staff will assist with applications for public benefits and entitlement programs, as well as provide eligibility screening and options counseling to assist individuals with determining the programs available to meet their need for long term care and supportive services.

## Community Services

<b>Department:</b>	Community Services	01.06.21
<b>Division\Program:</b>	Aging & Human Services	Fund: General
<b>Program Administrator:</b>	Lisa Furlow, Chief of Aging & Human Services	

The Division has been tasked with implementing several new programs as the Affordable Care Act (ACA) phase-in of mandated programs continues in Maryland. Programs such as the Money Follows the Person nursing home diversion initiative, Balancing Incentives Program, Medicare Improvements for Patients & Providers Act project, Senior Medicare Patrol fraud prevention, and Enhanced options Counseling for the Aging & Disability Resource Center strategic plan are some examples of new state and federal directives that the Division is now administering. The Division has also been directed under a statewide plan to expand it capacity and procedures for fee-for-service billing of specific Medicaid Programs. Direct billing to Medicaid is aimed at providing more sustainable funding for ACA programs that provide long term care services and supports for disabled adults aged 18 and older, frail elderly, and their family caregivers throughout Charles County.

This division also plans and administers programs for persons of all ages at the Nanjemoy Community Center.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Director of Community Services	0.2	0.2	0.2	0.2	0.2
Chief of Aging & Human Services	1.0	1.0	1.0	1.0	1.0
Centers Administrator	1.0	1.0	1.0	1.0	1.0
Rural Center Coordinator	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Center Coord.	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Center Mgr	1.0	1.0	1.0	1.0	1.0
Financial Support Administrator	0.0	0.4	0.4	0.4	0.4
Senior Center Supervisor	0.0	0.0	1.0	1.0	1.0
Long Term Care Coordinator	1.0	1.0	1.0	1.0	1.0
Nutritionist	1.0	1.0	1.0	1.0	1.0
Home & Community Based Services Super.	1.0	1.0	1.0	1.0	1.0
Aging & Disability Resource Ctr Specialist	1.0	1.0	1.0	1.0	1.0
Senior Center Coordinator	2.9	2.9	2.9	2.9	2.9
Community Services Specialist	0.0	0.2	0.2	0.2	0.2
Long Term Care Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	0.4	0.0	0.0	0.0	0.0
Program Specialist (Aging)	1.0	1.0	1.0	1.0	1.0
Health Promotion & Physical Fitness Coord.	1.0	1.0	1.0	1.0	1.0
Administrative Associate	0.2	0.0	0.0	0.0	0.0
Fitness Specialist	0.0	0.0	1.0	1.0	1.0
Office Associate II	1.0	1.0	1.0	1.0	1.0
Custodial Worker I	1.0	1.0	1.0	1.0	1.0
Part Time Positions	14.3	14.0	16.8	16.8	16.8
<b>Total Full Time Equivalent</b>	<b>31.9</b>	<b>31.6</b>	<b>36.5</b>	<b>36.5</b>	<b>36.5</b>
Allocated to Recreation Fund	(3.2)	(3.0)	(3.5)	(3.5)	(3.5)
Allocated to Grants	(11.5)	(13.1)	(13.2)	(13.2)	(13.2)
<b>Net Cost to General Fund</b>	<b>17.2</b>	<b>15.5</b>	<b>19.8</b>	<b>19.8</b>	<b>19.8</b>

## Community Services

**Department:** Community Services 01.06.58  
**Division\Program:** Housing Authority Fund: General  
**Program Administrator:** Rita Wood, Chief of Housing Authority  
<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/housing-authority>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$188,098	\$191,800	\$194,800	\$191,100	(\$700)	-0.4%
Fringe Benefits	52,349	53,000	56,500	56,400	3,400	6.4%
Operating Costs	96,525	147,800	150,100	124,600	(23,200)	-15.7%
Transfers Out	158,623	214,700	226,000	226,000	11,300	5.3%
<b>Total Baseline</b>	<b>\$495,596</b>	<b>\$607,300</b>	<b>\$627,400</b>	<b>\$598,100</b>	<b>(\$9,200)</b>	<b>-1.5%</b>
Request Greater Than Baseline			722,300		0	N/A
<b>Total Expenditures</b>	<b>\$495,596</b>	<b>\$607,300</b>	<b>\$1,349,700</b>	<b>\$598,100</b>	<b>(\$9,200)</b>	<b>-1.5%</b>
<b>Revenues</b>	<b>\$3,000</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$0</b>	<b>0.0%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** includes the full-year impact of a merit and cola approved in FY2020 which is being offset by turnover.
- **Operating Costs** decrease is due to the following:
  - (400) Decrease printing due to historical spending
  - 500 Dues & Subscriptions - based on actual FY2020 spending to date.
  - (300) Reduction in Training.
  - (3,000) Decrease in Fuller House based current trends
  - (22,000) Additional support towards the Settlement Expense Program is not needed for FY2021.
  - 2,000 Major Events/Sponsorship - Funding in support of Community Resource Day
  - (23,200) Total
- The **Transfer Out** budget represents the County's subsidy for the Housing and Urban Development (HUD) Housing Choice Voucher (HCV) Program. FY2021 subsidy funding decrease is based on anticipated Administrative funding net of increased administrative costs of the HCV program.
- **Revenues** represent Loan Fees and is budgeted based on historical trend.

### **Description:**

The Charles County Housing Authority administers, provides, and supports a variety of housing programs aimed at assisting low - and moderate-income households to realize safe and sanitary housing conditions. The programs provide assistance in various areas, including subsidized rental payments for persons in need of rental assistance and low-interest rehabilitation loans for homeowners. In addition, support is provided to homeless transitional shelters to assist clients in obtaining permanent housing.

Programs are funded in conjunction with the US Department of Housing and Urban Development (HUD), Maryland Department of Housing and Community Development, and the Charles County Commissioners. Programs include: Housing Choice Voucher Program, Community Development Block Grant Program, State Special Loans, and the County's Settlement Expense Loan Program (SELP).

The Housing Authority began local administration of the State Special Loan Program in 1992. Special Loan Programs include:

- Maryland Housing Rehabilitation Program
- Indoor Plumbing Program
- Residential Lead Abatement Program

These programs improve single-family dwellings and small rental properties for low- and moderate-income families and individuals and promote community redevelopment by improving the basic livability of properties, increasing energy conservation and meeting special housing needs such as lead paint abatement and installation of indoor water and sewer systems. Program specialists assist citizens in processing applications while state inspectors prepare work write-ups and oversee home improvements. The loans are expensed through a Special Revenue Fund.

## Community Services

<b>Department:</b>	Community Services	01.06.58
<b>Division\Program:</b>	Housing Authority	Fund: General
<b>Program Administrator:</b>	Rita Wood, Chief of Housing Authority	

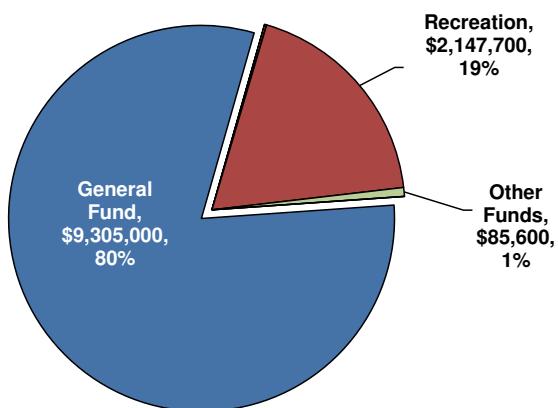
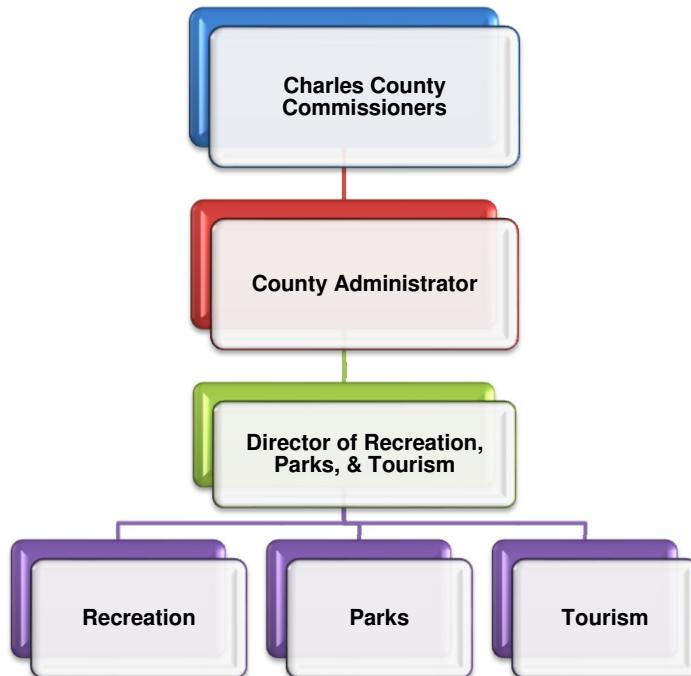
<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Housing Authority	1.0	1.0	1.0	1.0	1.0
Community Development Administrator	1.0	1.0	1.0	1.0	1.0
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspector Supervisor	1.0	1.0	1.0	1.0	1.0
Financial Support Administrator	0.0	0.6	0.6	0.6	0.6
Portability Specialist	1.0	1.0	1.0	1.0	1.0
Housing Program Specialist	1.0	1.0	1.0	1.0	1.0
Fiscal Specialist	0.6	0.0	0.0	0.0	0.0
Housing Inspector	1.0	1.0	1.0	1.0	1.0
Occupancy Specialist	5.0	5.0	5.0	5.0	5.0
Administrative Associate	0.0	0.0	0.0	0.0	0.0
Part Time Positions	0.6	0.6	0.0	0.0	0.0
<b>Total Full Time Equivalent</b>	<b>13.2</b>	<b>13.2</b>	<b>12.6</b>	<b>12.6</b>	<b>12.6</b>
Allocated to Housing Assistance Fund	(9.9)	(9.9)	(9.9)	(9.9)	(9.9)
Allocated to Transportation Fund	0.0	0.0	0.0	0.0	0.0
Allocated to Human Services Fund	(0.2)	(0.2)	(0.2)	(0.2)	(0.2)
<b>Net Cost to General Fund</b>	<b>3.0</b>	<b>3.0</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

## Recreation, Parks, & Tourism Summary

Eileen Minnick, Director of Recreation, Parks, & Tourism  
 Physical Address: 8190 Port Tobacco Rd., Port Tobacco, MD 20677  
[www.charlescountyparks.com/home-recparks](http://www.charlescountyparks.com/home-recparks)

301-932-3470  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$4,920,914	\$5,617,800	\$5,814,600	\$5,743,600	\$125,800	2.2%
Fringe Benefits	1,438,925	1,584,900	1,571,200	1,545,300	(39,600)	-2.5%
Operating Costs	1,671,475	1,969,600	1,987,300	1,920,300	(49,300)	-2.5%
Transfers Out	0	132,700	275,000	275,000	142,300	107.2%
Capital Outlay	42,498	0	0	0	0	N/A
<b>Total Baseline</b>	<b>\$8,073,811</b>	<b>\$9,305,000</b>	<b>\$9,648,100</b>	<b>\$9,484,200</b>	<b>\$179,200</b>	<b>1.9%</b>
Request Greater Than Baseline			636,100	0	0	N/A
<b>Total Expenditures</b>	<b>\$8,073,811</b>	<b>\$9,305,000</b>	<b>\$10,284,200</b>	<b>\$9,484,200</b>	<b>\$179,200</b>	<b>1.9%</b>
<b>Revenues</b>	<b>\$797,876</b>	<b>\$852,500</b>	<b>\$798,900</b>	<b>\$798,900</b>	<b>(\$53,600)</b>	<b>-6.3%</b>
<b>Total Expenditures as % of Budget:</b>	<b>2.0%</b>	<b>2.1%</b>	<b>2.3%</b>	<b>2.2%</b>		



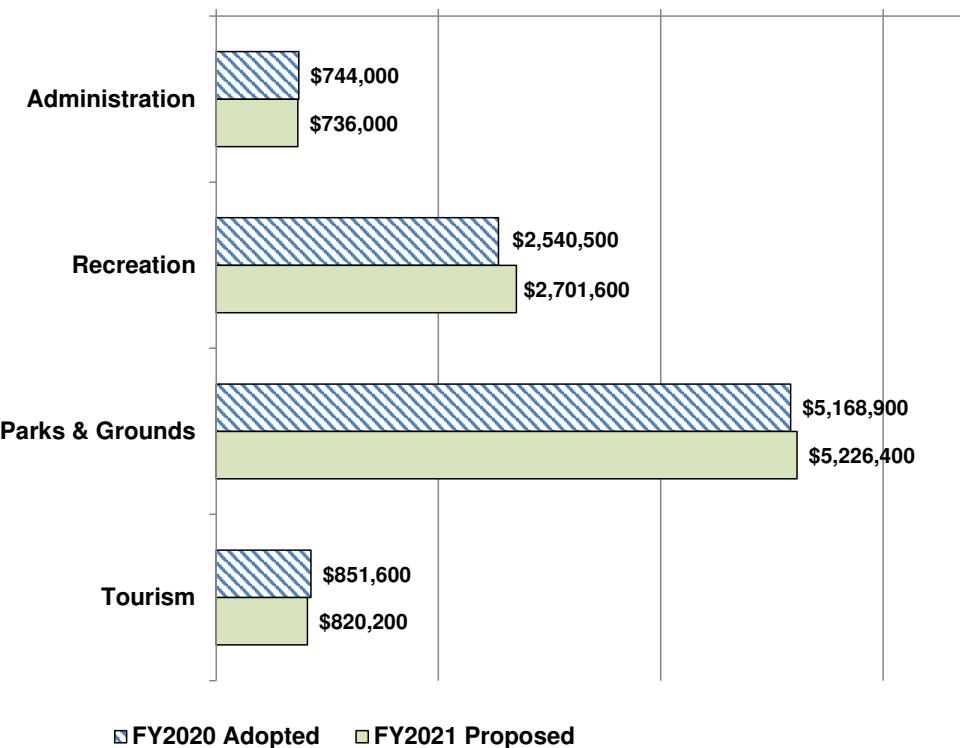
### TOTAL FY2020 DEPARTMENT BUDGET \$11,558,300

(Totals for funds other than the General Fund exclude transfers-in from the General Fund, debt service, and funding for future reserves.)

As indicated by the graph, the Department of Recreation, Parks, & Tourism is allocated through several different funds.

## Recreation, Parks, & Tourism Expenditure and Objective & Measurements

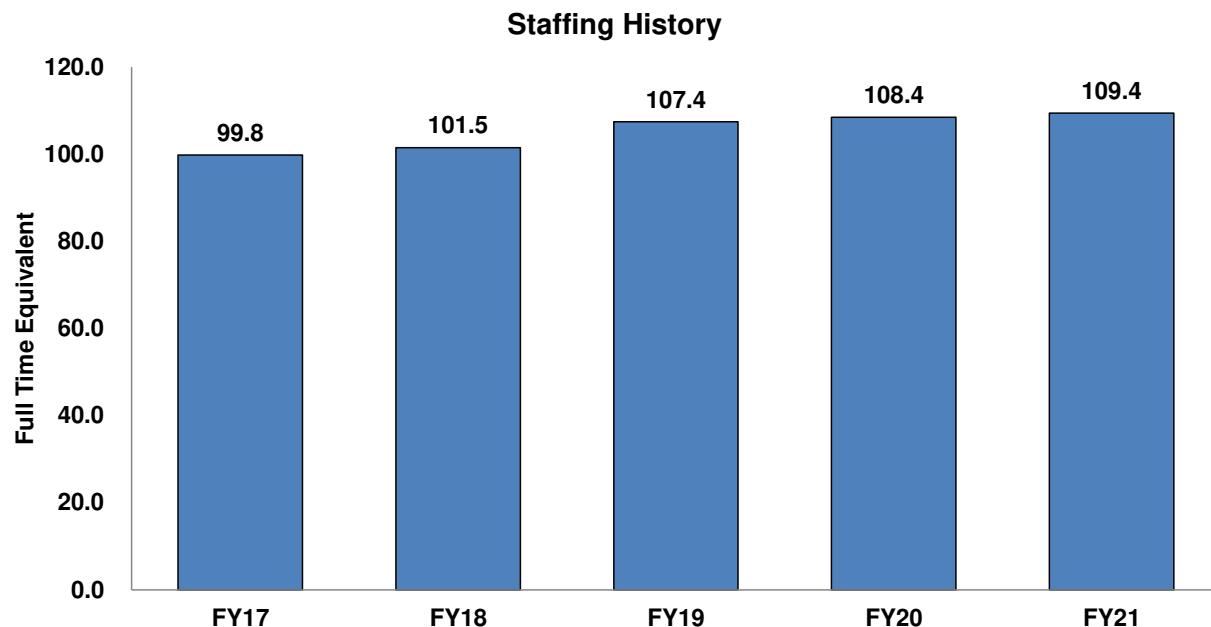
### GENERAL FUND



#### Objectives & Measurements:

	<u>FY17 Actual</u>	<u>FY18 Actual</u>	<u>FY19 Actual</u>	<u>FY20 Projected</u>	<u>FY21 Estimated</u>
<i>Parks: To effectively meet the outdoor recreation / active sports needs of county residents.</i>					
Number of Participants (\$/participant)	16,929	17,331	17,286	17,500	17,600
Average Games per Athletic Field	79	89	81	80	84
<i>Parks: To provide a high level of grounds maintenance to all government buildings to ensure a safe and aesthetically pleasing product.</i>					
Building site acres maintained (\$/acre)	817 \$156/acre	890 \$160/acre	898 \$160/acre	840 \$170/acre	910 \$180/acre
Number of (acres or sq ft) of field maintained (\$/acre)	190 \$620/acre	200 \$626/acre	200 \$630/acre	210 \$640/acre	210 \$640/acre
Total Acres of Parkland Maintained	4,064	4,195	4,195	4,248	4,195
<i>Recreation: Implementation of well rounded recreational programs for all ages. Monitor and adjust programs as needed to suit the needs of the Community.</i>					
Total # of Recreation activity registrations	18,957	18,722	19,719	21,000	21,500
% of online vs. traditional registrations	52%	55%	63%	56%	60%
<i>Tourism: To develop and promote the visitor and travel industry. Promoting programs, events and venues to increase leisure and business visitation.</i>					
Hotel / Motel Tax	\$1,324,306	\$1,152,602	\$1,185,896	\$1,174,000	\$1,190,000
Amusement / Admission Tax	\$892,398	\$930,435	\$864,062	\$910,000	\$890,000

## Recreation, Parks, & Tourism Staffing History



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<b>Positions by Program:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Administration	5.5	7.5	7.5	6.5	6.5
Recreation	28.1	29.1	34.0	36.0	37.0
Parks & Grounds	57.7	57.4	58.4	58.4	58.4
Tourism	8.5	7.5	7.5	7.5	7.5
<b>Total Full Time Equivalent</b>	<b>99.8</b>	<b>101.5</b>	<b>107.4</b>	<b>108.4</b>	<b>109.4</b>

## Recreation, Parks, & Tourism

**Department:** Recreation, Parks, & Tourism 01.30.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Eileen Minnick, Director of Recreation, Parks, and Tourism  
[www.charlescountyparks.com/home-recparks](http://www.charlescountyparks.com/home-recparks)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$554,290	\$540,200	\$549,700	\$539,700	(\$500)	-0.1%
Fringe Benefits	167,479	165,100	163,500	162,200	(2,900)	-1.8%
Operating Costs	33,072	38,700	39,900	34,100	(4,600)	-11.9%
<b>Total Expenditures</b>	<b>\$754,841</b>	<b>\$744,000</b>	<b>\$753,100</b>	<b>\$736,000</b>	<b>(\$8,000)</b>	<b>-1.1%</b>

### **Changes and Useful Information:**

- The **Personal Services** and **Fringe Benefits** includes the full year impact of FY2020 approved salary increases.
- **Operating Costs** decrease due to the following:
  - Training is being reduced by (\$1,700) and Employee Education by (\$3,800).
  - Vehicle Fuel increased by \$900 based on anticipated cost.

### **Description:**

The Department of Recreation, Parks, and Tourism's, mission is simply to enhance the quality of life of Charles County residents and visitors through providing enjoyable recreation and tourism opportunities. The department strives to deliver interesting, diverse, and high quality programs and facilities that are available to all persons in the community and works to preserve, enhance, and protect open spaces to enrich the quality of life for present and future generations in a safe and secure environment.

### **Positions:**

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Director of Recreation, Parks, & Tourism	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	0.0	0.0	0.0	0.0
Assistant to the Director	0.0	1.0	1.0	1.0	1.0
Program Manager	1.0	1.0	1.0	0.0	0.0
Recreation, Parks, & Tourism Specialist	1.0	0.0	0.0	0.0	0.0
Financial Support Administrator	1.0	2.0	2.0	2.0	2.0
Interactive Media & Communication	0.0	1.0	1.0	1.0	1.0
Outreach Coordinator					
Administrative Associate	0.0	1.0	1.0	1.0	1.0
Office Associate I	0.5	0.5	0.5	0.5	0.5
<b>Total Full Time Equivalent</b>	<b>5.5</b>	<b>7.5</b>	<b>7.5</b>	<b>6.5</b>	<b>6.5</b>

## Recreation, Parks, & Tourism

**Department:** Recreation, Parks, & Tourism 01.30.40  
**Division\Program:** Recreation Fund: General  
**Program Administrator:** Sam Drury, Chief of Recreation  
[www.charlescountyparks.com/recreation/recreation-facilities](http://www.charlescountyparks.com/recreation/recreation-facilities)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$1,310,334	\$1,782,100	\$1,851,500	\$1,823,500	\$41,400	2.3%
Fringe Benefits	355,741	483,900	481,500	473,800	(10,100)	-2.1%
Operating Costs	117,355	141,800	137,700	129,300	(12,500)	-8.8%
Transfers Out	0	132,700	275,000	275,000	142,300	107.2%
<b>Total Baseline</b>	<b>\$1,783,430</b>	<b>\$2,540,500</b>	<b>\$2,745,700</b>	<b>\$2,701,600</b>	<b>\$161,100</b>	<b>6.3%</b>
Request Greater Than Baseline			112,200		0	N/A
<b>Total Expenditures</b>	<b>\$1,783,430</b>	<b>\$2,540,500</b>	<b>\$2,857,900</b>	<b>\$2,701,600</b>	<b>\$161,100</b>	<b>6.3%</b>

### **Changes and Useful Information:**

- The **Personal Services** and **Fringe Benefits** increase includes approved salary increases, impact of minimum wage increasing, and moving a position from the Recreation fund to the General Fund.
- **Operating Costs** decrease includes the following:
  - Increase of \$3,500 to Uniforms due to increase in costs and loss of a supplier.
  - Increase of \$1,000 to Background Check to cover increased costs charges by the Background Investigation Bureau.
  - Decrease of (\$4,000) to Grounds Maintenance due to Parks & Grounds maintaining.
  - Decrease of (\$5,300) in Employee Education, (\$1,000) in Equipment Repairs and Maintenance, and (\$100) in Vehicle Fuel.
  - Decrease of (\$6,600) to General Supplies due to one time funding for Billingsley Community Center.
- **Transfers Out** is for support of the Recreation Enterprise Fund \$175,000 and RecAssist support \$100,000.

### **Description:**

The Recreation Division is responsible for providing recreational and leisure time experiences for Charles County citizens of all ages, including trips and tours, therapeutic programs, discount tickets for local amusement parks, sports programs, aquatics programs, gymnastics programs, summer camps, and various special events.

The division also oversees the operation of ten school-based Community Centers, the Port Tobacco gymnasium, three year-round school-based Indoor Community Pools, three seasonal outdoor public pools, the Waldorf Senior and Recreational Center, and Elite Gymnastic and Recreation Center.

The community centers offer a wide array of recreational programming such as classes, workshops, middle school afterschool programs, special events, summer camps and social activities. The County's sports programs are organized and directed by the Recreation Division. Leagues are offered year-round for both youth and adult sports enthusiasts.

## Recreation, Parks, & Tourism

**Department:** Recreation, Parks, & Tourism 01.30.40  
**Division\Program:** Recreation Fund: General  
**Program Administrator:** Sam Drury, Chief of Recreation  
[www.charlescountyparks.com/recreation/recreation-facilities](http://www.charlescountyparks.com/recreation/recreation-facilities)

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Recreation	1.0	1.0	1.0	1.0	1.0
Recreation Services Administrator	1.0	1.0	1.0	1.0	1.0
WSRC Facility Supervisor	0.0	0.0	1.0	1.0	1.0
Recreational & Leisure Programs Supervisor	0.0	1.0	1.0	1.0	1.0
Recreation Facility & Program Supervisor	0.0	1.0	1.0	1.0	1.0
Recreation Center Coordinator	1.0	0.0	0.0	0.0	0.0
Aquatics Supervisor	1.0	1.0	1.0	1.0	1.0
Sports Program Supervisor	1.0	1.0	1.0	1.0	1.0
Community Centers Supervisor	1.0	1.0	1.0	1.0	1.0
Registration Coordinators	0.0	2.0	2.0	2.0	2.0
Special Projects Coordinator	1.0	0.0	0.0	0.0	0.0
Recreation Program Manager	0.0	0.0	2.0	2.0	2.0
Pool Manager	3.0	3.0	3.0	3.0	3.0
Program Manager	0.0	0.0	0.0	1.0	1.0
Sports Coordinator	0.0	2.0	2.0	2.0	2.0
Multi-Center Coordinator	5.0	3.0	3.0	4.0	4.0
Registration Specialist	2.0	1.0	1.0	1.0	1.0
Assistant Recreation & Leisure Program Specialist	0.8	1.0	1.0	1.0	1.0
Part Time Positions	42.0	42.3	46.6	47.3	47.3
<b>Total Full Time Equivalent</b>	<b>59.8</b>	<b>61.3</b>	<b>68.6</b>	<b>71.3</b>	<b>71.3</b>
Allocated to Recreation Fund	(31.7)	(32.3)	(34.6)	(35.2)	(34.2)
<b>Net Cost to General Fund</b>	<b>28.1</b>	<b>29.1</b>	<b>34.0</b>	<b>36.0</b>	<b>37.0</b>

## Recreation, Parks, & Tourism

**Department:** Recreation, Parks, & Tourism 01.30.41  
**Division\Program:** Parks & Grounds Fund: General  
**Program Administrator:** John Snow, Chief of Parks & Grounds  
<https://www.charlescountyparks.com/parks/locations>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$2,763,124	\$2,946,100	\$3,054,600	\$3,025,600	\$79,500	2.7%
Fringe Benefits	853,790	857,800	860,800	845,700	(12,100)	-1.4%
Operating Costs	1,233,965	1,365,000	1,395,100	1,355,100	(9,900)	-0.7%
Capital Outlay	42,498	0	0	0	0	N/A
<b>Total Baseline</b>	<b>\$4,893,377</b>	<b>\$5,168,900</b>	<b>\$5,310,500</b>	<b>\$5,226,400</b>	<b>\$57,500</b>	<b>1.1%</b>
Request Greater Than Baseline			497,900		0	N/A
<b>Total Expenditures</b>	<b>\$4,893,377</b>	<b>\$5,168,900</b>	<b>\$5,808,400</b>	<b>\$5,226,400</b>	<b>\$57,500</b>	<b>1.1%</b>
<b>Revenues</b>	<b>\$797,876</b>	<b>\$845,000</b>	<b>\$798,900</b>	<b>\$798,900</b>	<b>(\$46,100)</b>	<b>-5.5%</b>

### **Changes and Useful Information:**

- The **Personal Services** and **Fringe Benefits** includes approved salary increases and the part time scale impact.
- **Operating Costs** decreased due to the following:
  - Grounds Maintenance increased by \$18,000 for snow removal at various locations.
  - Equipment Repair/Maintenance increased by \$8,200 for various repairs and maintenance at different parks.
  - Contract Services increased by \$7,900 due to annual fees, technology, and the annual refrigeration service contract.
  - Vehicle Fuel decreased by (\$11,300) based on anticipated FY2021 cost.
  - Decrease in Training (\$2,800) and in Employee Education (\$1,800).
  - Contract Personnel is decreasing by (\$7,000).
  - Alarm Repairs & Maint. increased by \$1,300 based on FY19 actuals.
  - Credit Card Processing increased by \$600.
  - Bank Expenses increased by \$100.
  - Electricity decreased by (\$600) based on prior costs.
  - Concessions Merchandise decreased by (\$2,700) due to current trends.
  - Equipment decreased by (\$19,800) which brings the proposed budget to \$38,200 to replace various items at different parks.
- The adjustment to **Revenues** is based on current patronage of programs.

### **Description:**

The Parks and Grounds Division is responsible for the County-wide delivery of leisure services. Our mission is to improve the quality of life of our residents by providing diverse and wholesome outdoor recreation opportunities. This division manages 31 parks, an 18-hole golf course, a skateboard park and numerous boat launch facilities. Parks and Grounds offer amenities such as outdoor athletic fields, picnic areas, hiking trails, equestrian facilities and trails, and tennis courts.

In addition to maintenance and operation of our 4,051 acres of parkland, this division is responsible for grounds maintenance and snow removal at 28 government owned buildings. This division also manages a significant number of capital improvement projects including acquisition and development of new park facilities.

## Recreation, Parks, & Tourism

**Department:** Recreation, Parks, & Tourism 01.30.41  
**Division\Program:** Parks & Grounds Fund: General  
**Program Administrator:** John Snow, Chief of Parks & Grounds  
[www.charlescountyparks.com/parks/locations](http://www.charlescountyparks.com/parks/locations)

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Parks & Grounds	1.0	1.0	1.0	1.0	1.0
Park Services Administrator	1.0	1.0	1.0	1.0	1.0
Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Parks & Grounds Construction Project Mgr	0.0	1.0	1.0	1.0	1.0
Grounds Operation Manager	1.0	0.0	0.0	0.0	0.0
Parks & Grounds Operations Manager	0.0	1.0	1.0	1.0	1.0
Parks & Grounds Superintendent	1.0	0.0	0.0	0.0	0.0
Golf Course Manager	1.0	1.0	1.0	1.0	1.0
Park Manager	5.0	5.0	5.0	5.0	5.0
Sports Program Supervisor	1.0	0.0	0.0	0.0	0.0
Parks Services Specialist	1.0	1.0	1.0	1.0	1.0
Golf Course/Vehicle Equipment Repair Supervisor	1.0	1.0	1.0	1.0	1.0
Park Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Golf Course Assistant Manager	1.0	1.0	1.0	1.0	1.0
Assistant Park Manager	6.0	6.0	6.0	6.0	6.0
Equipment Operator III	5.0	5.0	5.0	5.0	5.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Grounds Maintenance Worker II	3.0	3.0	3.0	3.0	3.0
Golf Equipment Mechanic Assistant	0.0	0.0	1.0	1.0	1.0
Grounds Maintenance Worker I	3.0	3.0	3.0	3.0	3.0
Part Time Positions	23.7	24.4	24.4	24.4	24.4
<b>Total Full Time Equivalent</b>	<b>57.7</b>	<b>57.4</b>	<b>58.4</b>	<b>58.4</b>	<b>58.4</b>

## Recreation, Parks, & Tourism

**Department:** Recreation, Parks, & Tourism 01.30.69  
**Division\Program:** Tourism Fund: General  
**Program Administrator:** Vacant, Chief of Tourism  
[www.charlescountymd.gov/our-county/tourism](http://www.charlescountymd.gov/our-county/tourism)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$293,165	\$349,400	\$358,800	\$354,800	\$5,400	1.5%
Fringe Benefits	61,915	78,100	65,400	63,600	(14,500)	-18.6%
Operating Costs	287,083	424,100	414,600	401,800	(22,300)	-5.3%
<b>Total Baseline</b>	<b>\$642,163</b>	<b>\$851,600</b>	<b>\$838,800</b>	<b>\$820,200</b>	<b>(\$31,400)</b>	<b>-3.7%</b>
Request Greater Than Baseline			\$26,000		\$0	N/A
<b>Total Expenditures</b>	<b>\$642,163</b>	<b>\$851,600</b>	<b>\$864,800</b>	<b>\$820,200</b>	<b>(\$31,400)</b>	<b>-3.7%</b>
<b>Revenues</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$7,500)</b>	<b>-100.0%</b>

### **Changes and Useful Information:**

- The **Personal Services** and **Fringe Benefits** increase includes approved salary increases and the part time scale impact.
- The **Operating Costs** decreased due to the following:
  - Decrease of (\$500) to Uniforms due to the account never being used.
  - Decrease of (\$20,000) to Contract Services to match the FY20 amended budget.
  - Training reduction of (\$1,800).

### **Description:**

Tourism promotes, develops, organizes and coordinates Charles County's premier tourism events, supports new and existing tourism amenities, and accommodates the area's visitors. Programs and events target leisure and business visitation, while preserving our community through Heritage Development and acting as the liaison between private and public agencies for the economic benefit of the tourism and travel industry.

### **Positions:**

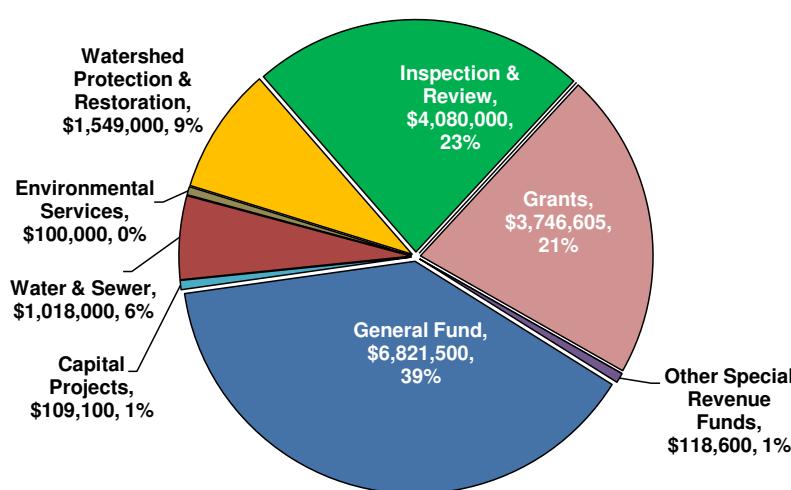
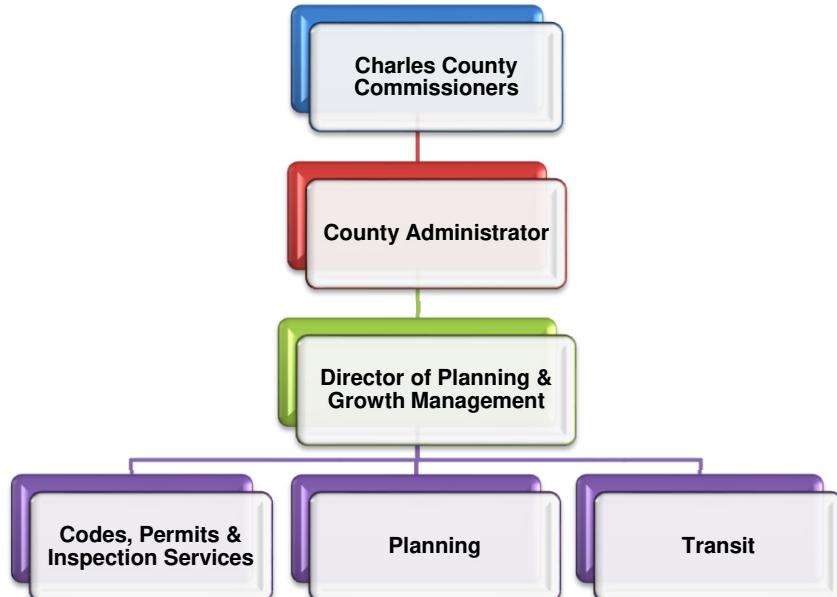
Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Chief of Tourism	1.0	1.0	1.0	1.0	1.0
Tourism Marketing Coordinator	1.0	1.0	1.0	1.0	1.0
Tour Specialist	0.0	1.0	1.0	1.0	1.0
Promotion Specialist	1.0	0.0	0.0	0.0	0.0
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Part Time	4.5	4.5	4.5	4.5	4.5
<b>Total Full Time Equivalent</b>	<b>8.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>

## Planning & Growth Management Summary

Deborah Carpenter, Director of Planning and Growth Management  
 Physical Address: 200 Baltimore St., La Plata, MD 20646  
[www.charlescountymd.gov/government/planning-and-growth-management](http://www.charlescountymd.gov/government/planning-and-growth-management)

301-645-0627    301-870-3935  
 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$2,232,576	\$2,353,400	\$2,394,100	\$2,347,100	(\$6,300)	-0.3%
Fringe Benefits	690,147	697,900	746,200	732,100	34,200	4.9%
Operating Costs	67,220	69,900	90,000	82,400	12,500	17.9%
Transfers Out	3,134,056	3,628,700	4,001,600	3,921,600	292,900	8.1%
Capital Outlay	163,700	71,600	0	0	(71,600)	-100.0%
<b>Total Baseline</b>	<b>\$6,287,700</b>	<b>\$6,821,500</b>	<b>\$7,231,900</b>	<b>\$7,083,200</b>	<b>261,700</b>	<b>3.8%</b>
<b>Request Greater Than Baseline</b>			<b>875,500</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Total Expenditures</b>	<b>\$6,287,700</b>	<b>\$6,821,500</b>	<b>\$8,107,400</b>	<b>\$7,083,200</b>	<b>261,700</b>	<b>3.8%</b>
<b>Revenues</b>	<b>\$675,453</b>	<b>\$653,600</b>	<b>\$676,900</b>	<b>\$676,900</b>	<b>23,300</b>	<b>3.6%</b>
<b>Total Expenditures as % of Budget:</b>	<b>1.6%</b>	<b>1.6%</b>	<b>1.6%</b>	<b>1.6%</b>		



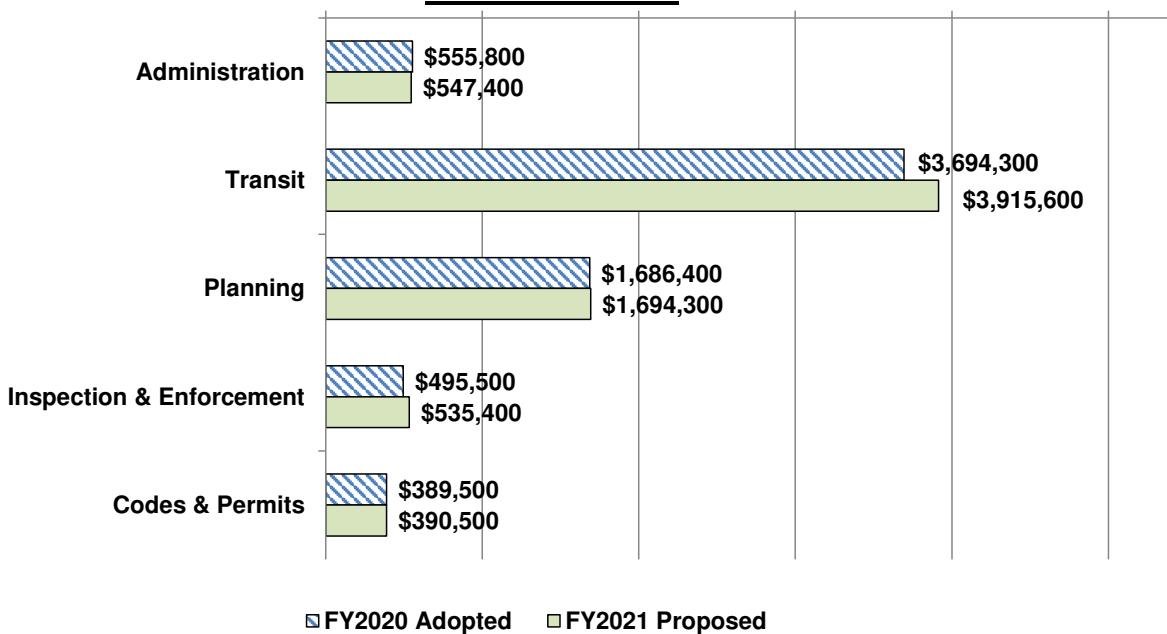
### TOTAL FY2020 DEPARTMENT BUDGET \$17,542,805

*(Totals for funds other than the General Fund exclude transfers-in from the General Fund and debt service payments.)*

As indicated by the graph, the Department of Planning & Growth Management is allocated through several different funds.

## Planning & Growth Management Expenditure and Objective & Measurements

### GENERAL FUND



■ FY2020 Adopted   ■ FY2021 Proposed

#### Objectives & Measurements:

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Projected	FY21 Estimated
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*Transit: Refine routes and services in order to effectively implement VanGO transit.*

# of passengers transported per service hour

- Fixed Route	166	150	152	170	180
- Door to Door Service	23	22	21	35	40

*Planning: To review in a timely manner any proposal to subdivide property & have those projects comply with the Comprehensive Plan, Zoning Ordinance, & Subdivision Regulations, as adopted by the County Commissioners & permanently create new parcels.*

Final Subdivision Lots-# of lots recorded      331\*      286\*      227\*      235\*      250\*

\*Includes commercial, industrial and townhouse lots

*Planning: To effectively implement the local Forest Conservation Review program in compliance with State Legislation as it relates to preservation of significant forest resources.*

Number of Plans Submitted	51	58	68	72	77
Number of Plans Approved	101	94	83	78	85

*Codes, Permits, and Inspections: To assure the use of property in the County is in compliance with Zoning Ordinance as adopted by the County Commissioners.*

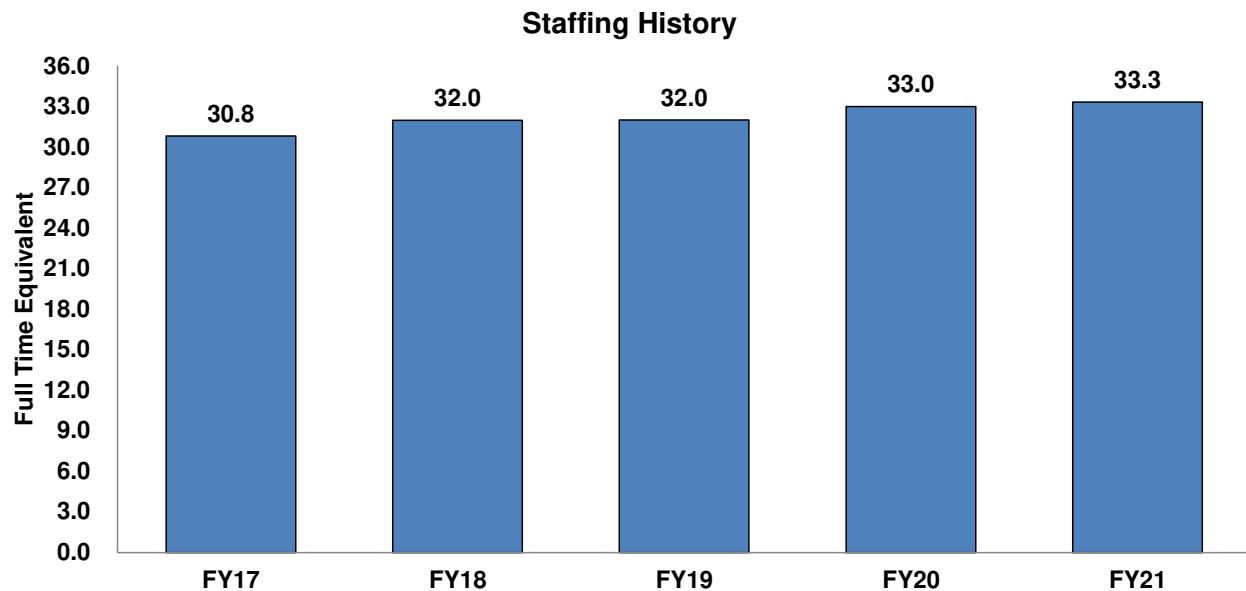
# of total inspections	47,206*	47,193	56,232	61,000	65,000
per FTE	2,485	2,660	2,812	3,050	2,955

\*Total Inspections recorded differently beginning in FY2017

*Codes, Permits, and Inspections: To review and process residential building permits in a fourteen day time period and to review and process new commercial permits in a thirty day time period.*

# of new residential living units received	619	631	710	744	780
- per FTE (3.0)	287	363	237	248	260
- # of same day permits processed	1,134	1,123	937	403	400
- # electrical permits issued	3,609	2,917	2596	3,135	3740
# of use & occupancy permits PERM	1,723	1,881	1473	1,923	2175
# of use & occupancy permits TEMP	489	406	308	276	266

## Planning & Growth Management Staffing History



**Positions by Program:**

	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>FY19</u></b>	<b><u>FY20</u></b>	<b><u>FY21</u></b>
Administration	3.1	4.3	4.3	4.3	4.3
Transit (allocated to grants)	0.0	0.0	0.0	0.0	0.0
Planning	17.4	18.1	18.1	18.1	18.5
Inspection & Enforcement	4.5	4.7	4.7	5.7	5.7
Codes & Permits	5.9	5.0	5.0	5.0	5.0
<b>Total Full Time Equivalent</b>	<b>30.8</b>	<b>32.0</b>	<b>32.0</b>	<b>33.0</b>	<b>33.3</b>

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.06  
**Division\Program:** Administration Fund: General  
**Program Administrator:** Deborah Carpenter, Director of Planning and Growth Management  
[www.charlescountymd.gov/government/planning-and-growth-management](http://www.charlescountymd.gov/government/planning-and-growth-management)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$426,653	\$437,300	\$439,600	\$431,600	(\$5,700)	-1.3%
Fringe Benefits	105,534	106,500	108,100	106,600	100	0.1%
Operating Costs	12,351	12,000	12,000	9,200	(2,800)	-23.3%
<b>Total Baseline</b>	<b>544,538</b>	<b>555,800</b>	<b>\$559,700</b>	<b>547,400</b>	<b>(\$8,400)</b>	<b>-1.5%</b>
Request Greater Than Baseline			101,700		\$0	N/A
<b>Total Expenditures</b>	<b>\$544,538</b>	<b>\$555,800</b>	<b>\$661,400</b>	<b>\$547,400</b>	<b>(\$8,400)</b>	<b>-1.5%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** reflect the approved salary increases for FY2020 and staff turnover from refilling vacancies at a lower salary level.
- The **Operating Costs** budget decrease is due to a reduction in Training (\$1,200), Employee Education (\$1,500), and Vehicle Fuel (\$100).

### **Description:**

The mission of the Department of Planning and Growth Management (PGM) is: "To provide the citizens of Charles County an effective and economical infrastructure through planning, design and construction of facilities, roadways, water and waste water systems as described in the County's Comprehensive Plan. This shall be accomplished in a timely, efficient and courteous manner with dedication and quality service in cooperation with various departments within Charles County Government". Supporting the mission of PGM are various policies which provide a comprehensive approach to the orderly planning and development of infrastructure within Charles County.

Using these policies, the Administration Division provides continuous evaluation of infrastructure needs and implements standards through updates to comprehensive plan, ordinances, policies, and procedures; maintain high standards of personnel efficiency and expertise to guarantee performance consistent with specialized obligations; develop and maintain a continuous program of education, promoting the most efficient use of the resources of the County pertaining to planning and growth management, the land necessary for roads, water and sewer, and facilities improvements, while emphasizing the socioeconomic values of comprehensive land development and programming; improve recruitment and retention as another area of emphasis in developing a top flight staff.

The responsibilities of the Administration Division include: budget administration; customer relations; department's coordination with Citizens Liaison issues; maintenance of department's central file room; dedication of roads, water and sewer systems; property acquisitions; planning, preparation & coordination of auction of surplus county properties; develop programs and procedures; grants administration; personnel administration; short and long range planning, approval of record plats and utility permits. Patapsco water supply; water conservation program; water & sewage plan; technical support; WSSC water interconnection negotiations; allocation; consent orders; pretreatment program; sludge management program; Mattawoman failing septic areas; new facilities feasibility; Inflow & Infiltration program; and the Pisgah residential well installations.

### **Positions:**

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Director of PGM	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Project/Program Manager	0.0	1.0	1.0	1.0	1.0
Citizen Response Coordinator	0.0	1.0	1.0	1.0	1.0
Property Acquisition Officer	1.0	1.0	1.0	1.0	1.0
Assistant to the Director	1.0	1.0	1.0	1.0	1.0
Part Time	0.1	0.1	0.1	0.1	0.1
<b>Total Full Time Equivalent</b>	<b>4.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>
<b>Allocated to:</b>					
Inspection Fund	0.0	(0.9)	(0.9)	(0.9)	(0.9)
Watershed & Restoration Fund	0.0	(0.3)	(0.3)	(0.3)	(0.3)
Water & Sewer Fund	(1.0)	(0.8)	(0.8)	(0.8)	(0.8)
<b>Net Cost to General Fund</b>	<b>3.1</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.110  
**Division\Program:** Transit Fund: General  
**Program Administrator:** Jeffry Barnett, Chief of Transit  
[www.charlescountymd.gov/services/transportation/vango-public-transportation](http://www.charlescountymd.gov/services/transportation/vango-public-transportation)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Transfers Out	\$3,131,295	\$3,622,700	\$3,995,600	\$3,915,600	\$292,900	8.1%
Capital Outlay	163,700	71,600	0	0	(71,600)	-100.0%
<b>Total Baseline</b>	<b>\$3,294,995</b>	<b>\$3,694,300</b>	<b>\$3,995,600</b>	<b>\$3,915,600</b>	<b>\$221,300</b>	<b>6.0%</b>
Request Greater Than Baseline			582,400		0	N/A
<b>Total Expenditures</b>	<b>\$3,294,995</b>	<b>\$3,694,300</b>	<b>\$4,578,000</b>	<b>\$3,915,600</b>	<b>\$221,300</b>	<b>6.0%</b>

### **Changes and Useful Information:**

- **Transfer Out** represents the County's share of transportation operating grants as well as a 10% match on capitalized preventative maintenance and replacement vehicles as outlined in the chart below.

The **\$166,740 increase in the Urban Public Transportation and ADA Program** is the result of increased paratransit service. ADA provides services for individuals with disabilities who live in fixed-route areas but are unable to access these routes resulting in door to door service. The County has seen an increase in demand for these services as they also relate to delivery to dialysis centers as well as from non-profit human service agencies.

No match for the **Job Access Program** due to anticipated increased funding under a DSS contract.

The **Job Access Reverse Commute (JARC) Program** was instituted in September of 2019 and is partially funded with state grants. The grant award is for three years through FY2022. Funding received was less than requested and therefore requires additional matching funds in FY2021.

	FY2019 Actual	FY2020 Adopted	FY2021 Request	\$ Change from FY2020	% Chg.
Rural Public Transportation	\$98,701	\$105,361	\$102,140	(\$3,221)	-3%
Urban Public Transportation & American Disabilities Act (ADA) Program	2,558,195	3,111,427	3,278,167	166,740	5%
Job Access Program	0	385	0	(385)	-100%
Job Access Reverse Commute (JARC) Program	0	0	87,262	87,262	New
Statewide Special Transportation Assistance Program (SSTAP)	403,929	373,098	380,057	6,959	2%
Operating Match in General Fund	\$3,060,825	\$3,590,271	\$3,847,626	\$257,355	7%
Capital Grants	70,470	32,429	67,968	35,539	110%
Operating Match in Transportation Fund	\$3,131,295	\$3,622,700	\$3,915,594	\$292,894	8%

- Decrease in **Capital Outlay** is the result of one-time capital items in FY2020.

### **Description:**

The Transit Division was established with the goal of providing a cost-effective, coordinated transportation service to all county residents. All transportation services are marketed as VanGO to provide an easily recognized service name to the public. VanGO services include general public fixed-route transportation, as well as specialized services. Services are provided through contract with a transportation vendor.

Transit staff provide daily administration of the contracts and services, write grants for funds and report to federal and state governments, monitor contract performance, market transportation services, and direct daily transportation services. The County has an agreement to administer the medical assistance transportation program to provide service to eligible individuals for medically necessary appointments both within and outside of Charles County. Additionally, the Department has developed partnerships with Department of Social Services to ensure transit services in support of welfare reform initiatives.

## Planning & Growth Management

<b>Department:</b>	Planning and Growth Management	01.07.110
<b>Division\Program:</b>	Transit	Fund: General
<b>Program Administrator:</b>	Jeffry Barnett, Chief of Transit	

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Transit	1.0	1.0	1.0	1.0	1.0
Transit Development Administrator	1.0	1.0	1.0	1.0	1.0
Transit Specialist	2.0	2.0	2.0	2.0	2.0
<b>Total Full Time Equivalent</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
Allocated to Transportation Fund	(4.0)	(4.0)	(4.0)	(4.0)	(4.0)
<b>Net Cost to General Fund</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

<b>Department:</b>	Planning and Growth Management	01.07.19				
<b>Division\Program:</b>	Planning	Fund: General				
<b>Program Administrator:</b>	Jason Groth, Deputy Director					
<a href="http://www.charlescountymd.gov/government/planning-and-growth-management">www.charlescountymd.gov/government/planning-and-growth-management</a>						
<b>Expenditure Category</b>	<b>FY2019 Actual</b>	<b>FY2020 Adopted</b>	<b>FY2021 Request</b>	<b>FY2021 Proposed</b>	<b>\$ Change from FY2020</b>	<b>% Chg.</b>
Personal Services	\$1,234,472	\$1,261,800	\$1,275,000	\$1,250,000	(\$11,800)	-0.9%
Fringe Benefits	401,663	380,700	414,600	404,600	23,900	6.3%
Operating Costs	34,607	37,900	37,000	33,700	(4,200)	-11.1%
Transfers Out	2,761	6,000	6,000	6,000	0	0.0%
<b>Total Baseline</b>	<b>\$1,673,505</b>	<b>\$1,686,400</b>	<b>\$1,732,600</b>	<b>\$1,694,300</b>	<b>\$7,900</b>	<b>0.5%</b>
Request Greater Than Baseline			191,400		0	N/A
<b>Total Expenditures</b>	<b>\$1,673,505</b>	<b>\$1,686,400</b>	<b>\$1,924,000</b>	<b>\$1,694,300</b>	<b>7,900</b>	<b>0.5%</b>
<b>Revenues</b>	<b>\$147,477</b>	<b>\$165,600</b>	<b>\$147,100</b>	<b>\$147,100</b>	<b>(\$18,500)</b>	<b>-11.2%</b>

### **Changes and Useful Information:**

- The **Personal Services** and **Fringe Benefits** includes the full-year impact of a merit and cola approved in FY2020 as well as Planning Commission and Board of Appeals increase, turnover, reallocations based on assigned duties and non competitive promotion increases.
- The **Operating Costs** budget decreased based on the FY2020 amended budget for Office Supplies (\$800) and Drafting Supplies (\$100). Employee Education was also reduced by (\$3,300).
- **Transfers Out** is in support of the part time Archaeologist.
- **Revenues** were adjusted based on current trends.

## Planning & Growth Management

<b>Department:</b>	Planning and Growth Management	01.07.19
<b>Division\Program:</b>	Planning	Fund: General
<b>Program Administrator:</b>	Jason Groth, Deputy Director <a href="http://www.charlescountymd.gov/government/planning-and-growth-management">www.charlescountymd.gov/government/planning-and-growth-management</a>	

### **Description:**

The Planning Division administers the County programs related to Comprehensive Planning, Zoning Regulation, and Infrastructure Planning. The services provided by the Planning Division include four major program areas: Long-range & Preservation Planning, Development Review, Zoning Administration, and Infrastructure Planning and Analysis.

Long-range & Preservation Planning develops and administers the County Comprehensive Plan and Small Area Plans, facilitates the Agricultural and Land Preservation programs, and provides oversight of the Watershed Improvement Plan and associated environmental enhancement programs. This specialized team also administers the Cultural Resource, Historic and Archeological Preservation Programs, and leads the coordination effort with our local Military Base installations to prevent incompatible land use encroachment.

The Zoning Administration group provides direction over the core zoning regulations with regard to commercial, industrial and residential development in the un-incorporated areas of the County. This includes approval of permissible uses by zone, development setbacks and landscape buffers, height restrictions, parking, site design and architectural review code, and other related development regulations. In addition, this team administers the Record Plat process, the Site Development Plan process, and the Variance and Special Exception processes with the Board of Zoning Appeals.

Development review includes the review, processing and approval of small and large-scale development within the County. More specifically, this team evaluates Preliminary Subdivision Plans, major subdivision record plats, forest conservation plans, and adequate public facility regulations. This also includes the coordination with State and county agencies on each application. They process development requests and develop staff reports that are presented to the County Planning Commission for approval.

Finally, the Engineering and Infrastructure Planning team is responsible for planning, coordination, and management of public infrastructure and local drinking water resources. Infrastructure management includes public water and sewer, public transportation facilities, and the administration of the County's mapping services. Resource management includes the oversight and allocation of capacity for potable water supply, wastewater treatment capacities, and associated planning activities. This group provides the administration of the County petition process, drafting and facilitation of the solid waste & water/sewer plans, and coordination with Federal, State, & local resource agencies.

### **Positions:**

<b>Title</b>	<b>FY17</b> <b>FTE</b>	<b>FY18</b> <b>FTE</b>	<b>FY19</b> <b>FTE</b>	<b>FY20</b> <b>FTE</b>	<b>FY21</b> <b>FTE</b>
Planning Director	1.0	1.0	1.0	1.0	1.0
Chief Resource & Infrastructure Mgmt.	1.0	0.0	0.0	0.0	0.0
Assistant Chief of Planning	0.0	1.0	1.0	1.0	1.0
Resource Manager	1.0	0.0	0.0	0.0	0.0
Engineer IV	1.0	1.0	1.0	1.0	1.0
Planner IV	3.0	3.0	3.0	3.0	3.0
GIS Analyst	1.0	1.0	1.0	1.0	1.0
Engineer I-III	0.0	1.0	1.0	2.0	2.0
Planner I-III	12.0	13.0	13.0	13.0	13.0
Assistant to the Chief of Planning	0.0	1.0	1.0	1.0	1.0
Planning Technician	1.0	3.0	3.0	3.0	3.0
PGM Coordinator	1.0	0.0	0.0	0.0	0.0
PGM Support Specialist	0.0	1.0	1.0	1.0	1.0
Office Associate III	2.0	0.0	0.0	0.0	0.0
Part-time Positions	1.5	1.5	1.5	1.5	1.5
<b>Total Full Time Equivalent</b>	<b>25.5</b>	<b>27.5</b>	<b>27.5</b>	<b>28.5</b>	<b>28.5</b>
<b>Allocated to:</b>					
Inspection & Review Fund	(0.2)	(2.1)	(2.1)	(2.1)	(2.2)
Capital Project Fund	(2.5)	(1.4)	(1.4)	(1.4)	(0.1)
Ag. Preservation Fund	(0.2)	(0.2)	(0.1)	(0.1)	(0.1)
Watershed Protection & Restoration Fund	(2.0)	(2.8)	(2.8)	(3.8)	(4.2)
Water and Sewer Fund	(3.2)	(3.0)	(3.0)	(3.0)	(3.4)
Grant Funds	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)
<b>Net Cost to General Fund</b>	<b>17.4</b>	<b>18.1</b>	<b>18.1</b>	<b>18.1</b>	<b>18.5</b>

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.31  
**Division\Program:** Codes, Permits & Inspection Services\Inspections & Enforcement Fund: General  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits, and Inspection Services  
[www.charlescountymd.gov/government/planning-and-growth-management](http://www.charlescountymd.gov/government/planning-and-growth-management)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$284,807	\$355,100	\$378,100	\$370,100	\$15,000	4.2%
Fringe Benefits	102,030	128,600	135,700	133,600	5,000	3.9%
Operating Costs	12,825	11,800	32,800	31,700	19,900	168.6%
<b>Total Expenditures</b>	<b>\$399,663</b>	<b>\$495,500</b>	<b>\$546,600</b>	<b>\$535,400</b>	<b>\$39,900</b>	<b>8.1%</b>
<b>Revenues</b>	<b>\$459,994</b>	<b>\$403,200</b>	<b>\$446,800</b>	<b>\$446,800</b>	<b>\$43,600</b>	<b>10.8%</b>

### **Changes and Useful Information:**

• **Personal Services** and **Fringe Benefits** includes the full-year impact of approved salary increases from FY2020, full year impact of the new Inspector position approved during FY2020 adoption and adjusting salaries for staff turnover.

• The **Operating Costs** budget reflects the following:

21,900	Due to implementation of new permit software, credit card fees associated with some permit collections that was previously captured under the Treasury division are now being captured under this budget.
300	Uniforms - Impact of the new Inspector position.
(1,400)	Equipment - Reduced based on one time request for the new position.
(300)	Reduction in Vehicle Fuel based on lower prices but allows funding for a FY2020 approved position.
(100)	Reduction in Training.
(400)	Reduction in Printing (\$200) and Office Supplies (\$200) to cover the cost MS365 and Active Directory.
(100)	Dues & Subscription - adjusted for current trends.
<hr/> 19,900	Total decrease

• **Revenues** are increasing due to recent trends in the Permit revenues.

### **Description:**

The major goals of the Inspection and Enforcement Division is to enforce all the provisions of Zoning Ordinance and the ICC Building Code and act on any question relative to the mode or manner of construction and materials to be used in the erection, addition to, alteration, repair, removal, demolition, installation of service equipment, and the location, use, and maintenance of all buildings and structures built throughout Charles County except in the Towns of La Plata and Indian Head, which have their own Inspection to receive applications, review the submittal, issue permits for the erection and alteration of buildings and structures and inspect the construction to ensure a high quality of construction and safe construction practices.

Inspection and Enforcement also administers, inspects, and enforces the Zoning regulations and Forest Conservation of Charles County. This includes the Homeowners Association Dispute Resolution Board, the Nuisance Abatement Hearing Board, and investigating various citizens' complaints.

## Planning & Growth Management

<b>Department:</b>	Planning and Growth Management	01.07.31
<b>Division\Program:</b>	Codes, Permits & Inspection Services\Inspections & Enforcement	Fund: General
<b>Program Administrator:</b>	Ray Shumaker, Chief of Codes, Permits, and Inspection Services	

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Chief of Codes, Permits & Insp. Services	1.0	1.0	1.0	1.0	1.0
Building & Permits & Enforcement Manager	1.0	0.0	0.0	0.0	0.0
Inspections Superintendent	1.0	1.0	1.0	1.0	1.0
Code Inspection & Enforcement Officer	1.0	0.0	0.0	0.0	0.0
Inspections Supervisor	2.0	2.0	2.0	2.0	2.0
Inspectors	2.0	5.0	5.0	6.0	6.0
Zoning Inspection Supervisor	0.0	1.0	1.0	1.0	1.0
Assistant to the Chief of CPIS	0.0	1.0	1.0	1.0	1.0
Zoning Technician	3.0	0.0	0.0	0.0	0.0
Project Administrative Specialist	1.0	1.0	1.0	1.0	1.0
PGM Support Specialist	0.0	1.0	1.0	1.0	1.0
Office Associate III	1.0	0.0	0.0	0.0	0.0
Part-time Positions	0.1	0.1	0.1	0.1	0.1
<b>Total Full Time Equivalent</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>	<b>14.1</b>	<b>14.1</b>
Allocated to Inspection & Review Fund	(8.6)	(8.2)	(8.2)	(8.2)	(8.2)
Allocated to Water and Sewer Fund	0.0	(0.2)	(0.2)	(0.2)	(0.2)
Allocated to Watershed Fund	0.0	(0.1)	(0.1)	(0.1)	(0.1)
<b>Net Cost to General Fund</b>	<b>4.5</b>	<b>4.7</b>	<b>4.7</b>	<b>5.7</b>	<b>5.7</b>

## Planning & Growth Management

**Department:** Planning and Growth Management 01.07.61  
**Division\Program:** Codes, Permits & Inspection Services\Codes & Permits Fund: General  
**Program Administrator:** Ray Shumaker, Chief of Codes, Permits, and Inspection Services  
[www.charlescountymd.gov/government/planning-and-growth-management](http://www.charlescountymd.gov/government/planning-and-growth-management)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$286,643	\$299,200	\$301,400	\$295,400	(\$3,800)	-1.3%
Fringe Benefits	80,919	82,100	87,800	87,300	5,200	6.3%
Operating Costs	7,437	8,200	8,200	7,800	(400)	-4.9%
<b>Total Expenditures</b>	<b>\$374,999</b>	<b>\$389,500</b>	<b>\$397,400</b>	<b>\$390,500</b>	<b>\$1,000</b>	<b>0.3%</b>
<b>Revenues</b>	<b>\$67,982</b>	<b>\$84,800</b>	<b>\$83,000</b>	<b>\$83,000</b>	<b>(\$1,800)</b>	<b>-2.1%</b>

### Changes and Useful Information:

- **Personal Services** and **Fringe Benefits** includes the full-year impact of a merit and cola approved in FY2020 which is being offset by turnover.
- **Operating Costs** decrease is due to a reduction in Training (\$400).
- The **Revenues** increase is adjusting to recent trends.

### Description:

The policies of Codes & Permits provides for adequate stormwater management, stormwater conveyance facilities, water & sewer facilities, roads & grading & sediment control, through the development & implementation of ordinances standard specifications for construction, standard details, and execution of plan review. The services performed by this division include: providing plan review for all subdivisions building permits, capital improvements for grading qualitative & quantitative stormwater management roads, storm drainage, and water/sewer construction to insure compliance with County ordinance standards; grading & drainage plan reviews of the site plans for building permits and responding to citizen's drainage concerns; providing plan reviews for private water & sewer projects as well as technical assistance for private water systems and review designs for new county water and sewer projects.

Codes & Permits also provides the following services: bond and developer agreements; the staff receives, reviews, and issues all building, mechanical, plumbing, gas, and electrical applications for all kinds of new and remodeled constructions, both residential and commercial, for compliance with state and county codes; issues permits for utility services, and continues to provide for a more efficient permitting process through specialized procedures to streamline more typical projects such as garages, sheds, pools, interior alterations, wood stoves, & barns. Codes & Permits also receives, reviews, and issues Development Services permits for Developer Infrastructure projects related to stormwater management; storm drainage; water; sewer; road; grading; and sediment & erosion control.

### Positions:

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Engineer I - IV	4.0	1.0	1.0	1.0	1.0
Development Services Manager	1.0	0.0	0.0	0.0	0.0
Building Code Official	1.0	1.0	1.0	1.0	1.0
Permits Processing Supervisor	1.0	1.0	1.0	1.0	1.0
Right of Way & Bonding Specialist	0.0	1.0	1.0	1.0	1.0
ROW Agent	1.0	0.0	0.0	0.0	0.0
Development & Bond Specialist	1.0	0.0	0.0	0.0	0.0
Water/WW Permit Technician	1.0	0.0	0.0	0.0	0.0
Permit Technician	0.0	1.0	1.0	1.0	1.0
Ombudsman	1.0	0.0	0.0	0.0	0.0
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Permit Specialist	3.0	3.0	4.0	4.0	4.0
PGM Support Specialist	0.0	2.0	1.0	1.0	1.0
Office Associate I-III	4.0	0.0	0.0	0.0	0.0
PGM Receptionist	0.0	2.0	2.0	2.0	2.0
<b>Total Full Time Equivalent</b>	<b>19.0</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>
<b>Allocated to:</b>					
Inspection & Review Fund	(8.7)	(4.0)	(4.0)	(4.0)	(4.0)
Watershed Protection & Restoration Fund	(0.6)	(0.4)	(0.4)	(0.4)	(0.4)
Water & Sewer Fund	(3.9)	(2.8)	(2.8)	(2.8)	(2.8)
<b>Net Cost to General Fund</b>	<b>5.9</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

## Economic Development Summary

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$897,629	\$861,500	\$876,400	\$859,400	(\$2,100)	-0.2%
Fringe Benefits	192,726	198,400	206,900	206,900	8,500	4.3%
Operating Costs	521,647	719,200	717,200	684,300	(34,900)	-4.9%
Agency Funding	137,200	238,500	238,500	238,500	0	0.0%
<b>Total Baseline</b>	<b>\$1,749,202</b>	<b>\$2,017,600</b>	<b>\$2,039,000</b>	<b>\$1,989,100</b>	<b>(\$28,500)</b>	<b>-1.4%</b>
Request Greater Than Baseline			291,200	0	0	N/A
<b>Total Expenditures</b>	<b>\$1,749,202</b>	<b>\$2,017,600</b>	<b>\$2,330,200</b>	<b>\$1,989,100</b>	<b>(\$28,500)</b>	<b>-1.4%</b>
<b>Revenues</b>	<b>\$11,497</b>	<b>\$15,500</b>	<b>\$14,500</b>	<b>\$14,500</b>	<b>(\$1,000)</b>	<b>-6.5%</b>
<b>Total Expenditures as % of Budget:</b>	<b>0.4%</b>	<b>0.5%</b>	<b>0.5%</b>	<b>0.5%</b>		



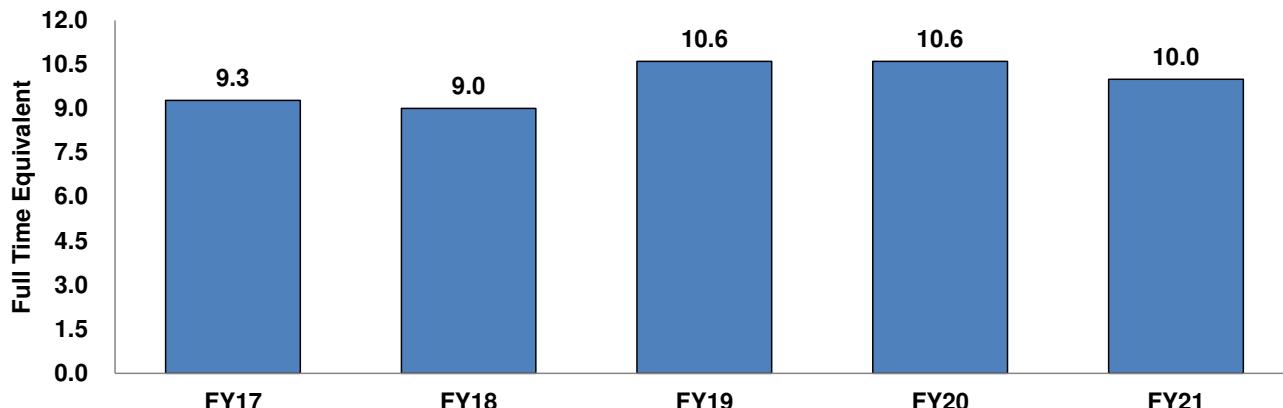
## Economic Development Objectives/Measurements & Staffing History

<u>Objectives &amp; Measurements:</u>	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Projected	FY21 Estimated
<i>Objective: Support a healthy, local economy in Charles County.</i>					
County unemployment rate	4.7	4.3	4.0	3.9	4.0
<i>Objective: Increase employment in the County.</i>					
Average annual employment in County	43,362	41,713	41,556	43,000	43,000
Job creation (above average salary)	1,150	(939)*	554	600	600

\*A significant portion of the job losses were in the construction industry likely due to the completion of the CPV St. Charles power generation facility and the closing of Facchini Construction Company.

## Economic Development Staffing History

### Staffing History



### Positions by Program:

	FY17	FY18	FY19	FY20	FY21
Economic Development Department	9.3	9.0	10.6	10.6	10.0
<b>Total Full Time Equivalent</b>	<b>9.3</b>	<b>9.0</b>	<b>10.6</b>	<b>10.6</b>	<b>10.0</b>

## Economic Development

**Department:** Economic Development 01.38.126  
**Division\Program:** Economic Development Department Fund: General  
**Program Administrator:** Darrell Brown, Esq., Director of Economic Development  
 Address: 10665 Stanhaven Place, Suite 206, White Plains, MD 20695 301-885-1340  
[www.meetcharlescounty.com](http://www.meetcharlescounty.com) 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$897,629	\$861,500	\$876,400	\$859,400	(\$2,100)	-0.2%
Fringe Benefits	192,726	198,400	206,900	206,900	8,500	4.3%
Operating Costs	521,647	719,200	717,200	684,300	(34,900)	-4.9%
Agency Funding	50,500	50,500	50,500	50,500	0	0.0%
<b>Total Baseline</b>	<b>\$1,662,502</b>	<b>\$1,829,600</b>	<b>\$1,851,000</b>	<b>\$1,801,100</b>	<b>(\$28,500)</b>	<b>-1.6%</b>
Request Greater Than Baseline			221,200		0	N/A
<b>Total Expenditures</b>	<b>\$1,662,502</b>	<b>\$1,829,600</b>	<b>\$2,072,200</b>	<b>\$1,801,100</b>	<b>(\$28,500)</b>	<b>-1.6%</b>
Revenues	\$11,497	\$15,500	\$14,500	\$14,500	(\$1,000)	-6.5%

### **Changes and Useful Information:**

- **Personal Services** includes the full year impact of FY2020 salary increases.
- **Fringe Benefits** is based on current personnel.
- **Operating Costs** decreased based on anticipated expenses for FY2020.
  - Provides funding to encourage business growth and expansion through International Trade (Commissioner Goals & Objectives).
- **Agency Funding**- Funds the Small Business Development Center (SBDC) partnership expansion. This will provide the ability to focus specifically on entrepreneurial development opportunities related to Charles County's strategic targets such as import/export, government contracting, and retail development. Work in all these areas will enhance the department's effort in capacity building.
- **Revenues** are for the Annual Fall Meeting.

### **Economic Development Goals & Objectives:**

- Implement the 5-year Economic Development Strategic Plan for Charles County to include metrics and performance measurements.
- Implement Commissioner goals and objectives through five-year Economic Development Strategic Plan.
- Collaborate with the Town of Indian Head to develop a plan to increase business development in the Town of Indian Head and support the Naval Support Facility of Indian Head.
- Engage with Department of Planning & Growth Management to streamline the County's Business permitting process.
- Work across Charles County government with all departments to ensure a team approach toward economic development.
- Participate with the Planning & Growth Management Department on matters on zoning and land use.
- Communicate with the Tri-County Council on regional economic development and workforce development efforts.
- Coordinate with key stakeholders on all economic development projects on-going and those projects that are in the planning stages.
- Enhance business attraction by increasing awareness of Charles County as an attractive business location within the DC Metro region, particularly amongst site selection consultants, corporate executives, and commercial real estate professionals.
- Complete Business Retention and Expansion Report and launch follow-up programs for supporting local business.
- Promote the two Economic Development Loan Funds in order to increase the number of loans made to minority- women-, and veteran-owned businesses as well as to small local businesses in target industries.
- Prioritize and coordinate efforts to position the department to take the lead on all economic development activities in Charles County, working in a proactive manner.
- Establish metrics and performance goals for the department.
- Encourage investment in commercial development in order to increase the commercial tax base.
- Work toward eliminating or mitigating gaps and barriers to business investment in the County.
- Enhance the County's competitiveness in the DC Metro region.
- Provide oversight of the Minority Business Enterprise (MBE) Program and administer the Small Local Business Enterprise (SLBE) Program, including: development of policies & procedures, marketing & outreach, processing and registration of applicants, inclusion in formal and non-formal procurement, and monitoring of performance.
- Support agriculture and aquaculture industries with innovative programs to ensure viability and sustainability.

## Economic Development

<b>Department:</b>	Economic Development	01.38.126
<b>Division\Program:</b>	Economic Development Department	Fund: General
<b>Program Administrator:</b>	Darrell Brown, Esq., Director of Economic Development	

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Director of Economic Development	1.0	1.0	1.0	1.0	1.0
Deputy Director	0.0	1.0	1.0	1.0	1.0
Chief of Business Development	0.0	1.0	1.0	1.0	1.0
Business Development Managers	2.0	0.0	0.0	0.0	0.0
Agriculture Business Development Manager	0.0	0.0	1.0	1.0	1.0
Redevelopment Manager	1.0	1.0	1.0	1.0	1.0
Business Development Specialist	1.0	1.0	1.0	1.0	1.0
Economic Research Specialist	1.0	1.0	1.0	1.0	1.0
Marketing Coordinator	0.0	1.0	1.0	1.0	1.0
Project Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Associate	1.0	1.0	1.0	1.0	1.0
Part Time	1.3	0.0	0.6	0.6	0.0
<b>Total Full Time Equivalent</b>	<b>9.3</b>	<b>9.0</b>	<b>10.6</b>	<b>10.6</b>	<b>10.0</b>

<b>Department:</b>	Economic Development			01.39
<b>Division\Program:</b>	Other			Fund: General
<b>Expenditure Category</b>	<b>FY2019 Actual</b>	<b>FY2020 Adopted</b>	<b>FY2021 Request</b>	<b>FY2021 Proposed</b>
Agency Funding	\$86,700	\$188,000	\$188,000	\$188,000
<b>Total Baseline</b>	<b>\$86,700</b>	<b>\$188,000</b>	<b>\$188,000</b>	<b>\$0</b>
Request Greater Than Baseline			70,000	
<b>Total Expenditures</b>	<b>\$86,700</b>	<b>\$188,000</b>	<b>\$258,000</b>	<b>\$0</b>
				0.0%

### Changes and Useful Information:

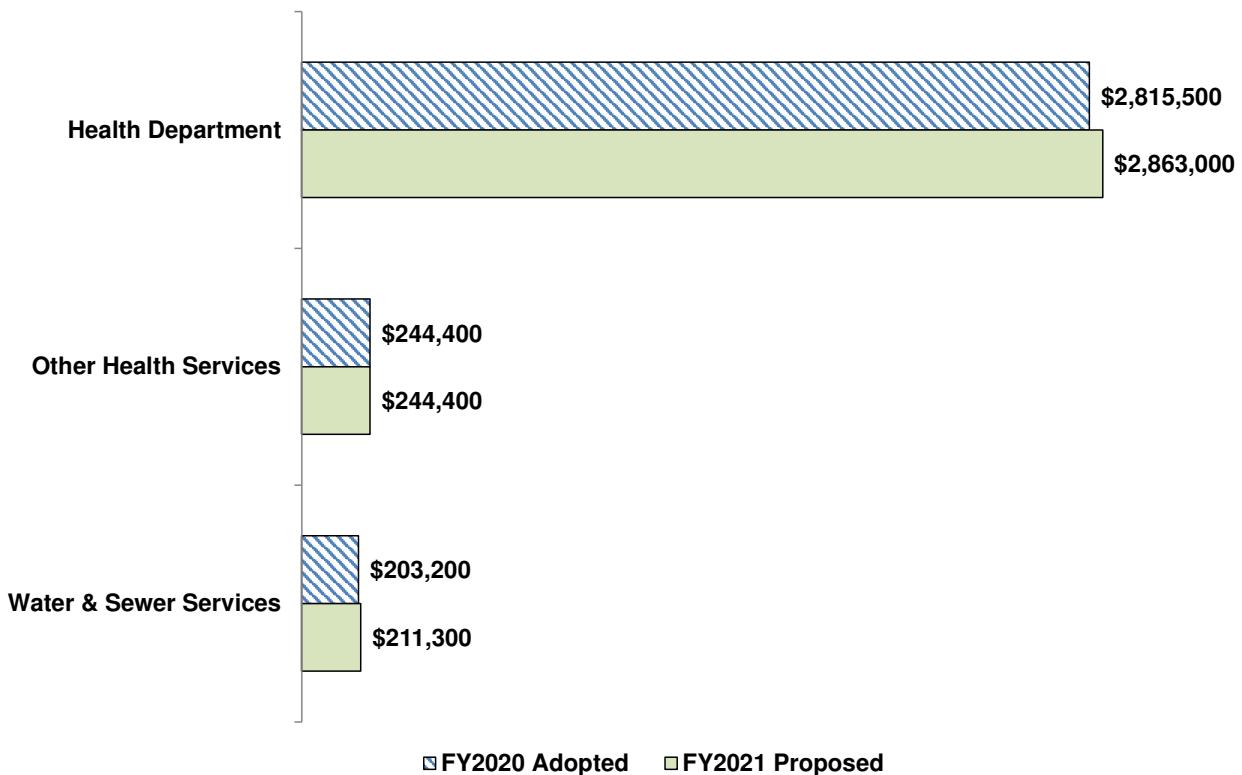
- Budget provides funding for agencies who support local economic development and provide tourism related activities within Charles County.
- The Economic Development Department make recommendations of funding levels and monitors progress of funding provided to agencies for economic development related activities.
- Applications from not-for-profit agencies, recommendations of funding levels, and monitoring of funding for tourism related activities are made by Recreation, Parks, and Tourism Department.
- The FY2021 **Agency Funding** includes funding for year two of our three year commitment to support the Velocity Center. This is a project led by the College of Southern Maryland in collaboration with our local community and naval base. The Velocity Center is designed to be space for innovation and collaboration for the college, for the Navy, and for the community.

### Description:

	<b>FY2019 Actual</b>	<b>FY2020 Adopted</b>	<b>FY2021 Proposed</b>
<b>Agency Funding- Economic Development</b>			
Velocity Center	\$0	\$100,000	\$100,000
Economic Development Grants	50,000	50,000	50,000
Subtotal	\$50,000	\$150,000	\$150,000
<b>Agency Funding- Tourism</b>			
Tourism Grants	36,700	38,000	38,000
<b>Total Agency Funding</b>	<b>\$86,700</b>	<b>\$188,000</b>	<b>\$188,000</b>

## Health Summary

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$22,893	\$9,200	\$5,000	\$5,000	(\$4,200)	-45.7%
Fringe Benefits	1,810	800	500	500	(300)	-37.5%
Operating Costs	334,431	363,200	371,300	356,300	(6,900)	-1.9%
Agency Funding	2,864,340	2,889,900	2,889,900	2,956,900	67,000	2.3%
<b>Total Baseline</b>	<b>\$3,223,474</b>	<b>\$3,263,100</b>	<b>\$3,266,700</b>	<b>\$3,318,700</b>	<b>\$55,600</b>	<b>1.7%</b>
Request Greater Than Baseline			143,500	0	0	N/A
<b>Total Expenditures</b>	<b>\$3,223,474</b>	<b>\$3,263,100</b>	<b>\$3,410,200</b>	<b>\$3,318,700</b>	<b>\$55,600</b>	<b>1.7%</b>
<b>Revenues</b>	<b>\$65,870</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$81,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Expenditures as % of Budget:</b>	<b>0.8%</b>	<b>0.8%</b>	<b>0.7%</b>	<b>0.8%</b>		



## Health Objective & Measurements

<b>Objectives &amp; Measurements:</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Projected</b>	<b>FY21 Estimated</b>
<u><i>Health Department: To provide and promote public health support services to the citizens of Charles County.</i></u>					
# of MD Medical Assistance Applicants	4,449	5,132	5,501	5,621	5,822
# of WIC service recipients	5,312	5,170	5,375	5,400	5,000
# of services in School Health Rooms	293,675	290,460	1,636,243	1,600,000	1,665,600
# of seniors/ AERS services recipients	579	535	649	560	574
# of Disabilities Services recipients	560	537	560	582	612
# of infants and toddler services	397	410	412	430	450
# of Birth/Death Certificates	13,638	12,210	13,364	13,712	12,492
<u><i>Health Department: To protect and promote the public health of the citizens through chronic and communicable diseases surveillance, control, and prevention, health education, environmental health and clinical services.</i></u>					
# of Women's Health & Family Planning service recipients	1,638	984	903	1,000	1,000
# of Reproductive Health Promotion through folic acid distribution	1,768	1,261	1,572	1,200	1,400
# of clients STD Clinic	417	513	384	660	500
# of HIV Testing & Counseling recipients	880	978	1,451	1,100	1,400
# of Breast and Cervical Cancer screening recipients	127	164	172	150	150
# of Colonoscopy service recipients	43	55	44	40	40
# Adult Dental Clinical service recipients	2,982	1,529	988	1,200	1,200
# Child Dental Clinical service recipients	2,093	1,994	1,010	1,500	1,500
# Dental Health Education recipients	10,386	10,859	6,883	11,000	6,000
# of Anti-TB treatment	20	29	40	40	50
# TB testing service recipients	56	34	40	50	50
# of Adult Immunization recipients	122	105	135	135	100
# of children immunization recipients	200	184	893	300	600
# of annual Flu vaccination recipients	3,819	3,867	3,467	3,850	3,400
# of post-exposure Rabies vaccine recipients	6	26	40	40	40
# of Mental Health service recipients	1,081	1,145	856	1,106	1,050
# of Mental Health visits	18,578	20,161	15,635	19,299	20,100
# of Substance Use service recipients	1,345	974	1,030	1,050	1,045
# of Substance Use visits	16,193	10,707	10,049	10,200	10,100
# of smoking cessation visits	245	200	200	200	200
# of food service facility inspections	827	1,156	1156	1,400	1,400
# of food borne illnesses investigated	13	8	0	5	5
# of animal rabies vaccine	921	573	546	600	575
# of animal bite investigations	367	517	489	530	550
# of perk tests applications/completed	162	139	130	150	165
% of perk tests completed	70%	100%	100%	100%	100%
# of well construction permits	175	234	254	240	296
% of construction permits completed	100%	100%	100%	100%	100%
# of water samples collected	839	856	802	800	880
# School based - fluoride varnish	1,434	1,716	1,116	2,000	1,000
# School based - sealant applications	2,201	2,581	2,533	2,500	2,500
# Community Oral Cancer Screenings	1,748	687	610	*	*
* Dental program will provide oral cancer screenings on-site and not in the community.					
<u><i>Health Department: To provide and promote age appropriate, condition specific case management and care coordination services to the citizens of Charles County.</i></u>					
# of communicable disease outbreak investigations and follow-up	2,141	8	2	5	4
# BBH - Pregnancy Care Navigation	67	58	63	100	100

# Health

**Department:** Health 01.35  
**Division\Program:** Department of Health Fund: General  
**Program Administrator:** Suzan Lowry, MD FAAP, Health Officer  
 Mailing Address: P.O. Box 1050, White Plains, MD 20695 301-609-6900  
 Physical Address: 4545 Crain Highway, White Plains, MD 20695 8:00 a.m.-5:00 p.m. M-F  
[www.charlescountyhealth.org](http://www.charlescountyhealth.org) (some programs may include evening hours)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$22,893	\$9,200	\$5,000	\$5,000	(\$4,200)	-45.7%
Fringe Benefits	1,810	800	500	500	(300)	-37.5%
Operating Costs	139,031	160,000	160,000	145,000	(15,000)	-9.4%
Agency Funding	2,637,545	2,645,500	2,645,500	2,712,500	67,000	2.5%
<b>Total Baseline</b>	<b>\$2,801,279</b>	<b>\$2,815,500</b>	<b>\$2,811,000</b>	<b>\$2,863,000</b>	<b>\$47,500</b>	<b>1.7%</b>
Request Greater Than Baseline			143,500		0	N/A
<b>Total Expenditures</b>	<b>\$2,801,279</b>	<b>\$2,815,500</b>	<b>\$2,954,500</b>	<b>\$2,863,000</b>	<b>\$47,500</b>	<b>1.7%</b>
Revenues	\$4,435	\$6,000	\$6,000	\$6,000	\$0	0.0%

## Changes and Useful Information:

- The Health Department is a State Agency.
- Budget numbers listed above reflect County funding only.
- The decrease in **Personal Services** and **Fringe Benefits** is due to one-time funds provided in FY20 for part time help.
- Operating costs** represent utilities, electricity, and vehicle insurance/fuel. These budgets are based on current trends.
- Agency Funding** increase provides additional funding to support a new Environmental Health Assistant Director position to triage and fast track inspections and to fully participate in public health emergencies (i.e., sewage spills, food borne outbreaks, etc.).

### **• FY21 Request Greater than Proposed**

20,000 Hire a consultant to analyze data and write a 5 year plan to address Health Disparities in the County.

12,500 Part Time Sanitarian (.50 FTE) to assist with the new straw mandate starting mid-year (Jan. 2021)

44,000 2% COLA granted by the Governor for state employees

**\$76,500 Total Request Greater Than Proposed**

Health Department	FY2019 Budget	FY2020 Budget	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Salary & Fringe Supplement	\$36,700	\$10,000	\$5,500	\$5,500	(\$4,500)	-45.0%
Operating Costs (paid directly by County)	160,000	160,000	160,000	145,000	(15,000)	-9.4%
Core Funding	2,444,300	2,444,300	2,488,300	2,444,300	0	0.0%
Peer Recovery	64,700	64,700	64,700	64,700	0	0.0%
Narcotics	25,000	25,000	0	0	(25,000)	-100.0%
Env. Health Asst. Dir.	0	0	92,000	92,000	92,000	New
Env. Health Specialist	53,600	53,600	53,600	53,600	0	0.0%
Env. Health Position	0	0	12,500	0	0	N/A
Consultant- Health Disparities	0	0	20,000	0	0	N/A
Substance Abuse	13,000	13,000	13,000	13,000	0	0.0%
Addiction Program	44,900	44,900	44,900	44,900	0	0.0%
<b>Total Agency Funding</b>	<b>\$2,645,500</b>	<b>\$2,645,500</b>	<b>\$2,789,000</b>	<b>\$2,712,500</b>	<b>\$67,000</b>	<b>2.5%</b>
<b>Total Health Department</b>	<b>\$2,842,200</b>	<b>\$2,815,500</b>	<b>\$2,954,500</b>	<b>\$2,863,000</b>	<b>\$47,500</b>	<b>1.7%</b>
State Funding	10,543,800	10,240,079	10,913,455	10,913,455		
Other Grants/Sources	3,734,950	3,358,729	4,051,657	4,051,657		
Program Revenue	3,636,169	3,621,020	4,000,871	4,000,871		
<b>Total Budget</b>	<b>\$20,757,119</b>	<b>\$20,035,328</b>	<b>\$21,920,483</b>	<b>\$21,828,983</b>		

## Operating Costs

Utilities/Electric	\$160,000	\$154,000	\$154,000	\$139,000	(\$15,000)	-9.7%
Vehicle Insurance/Fuel	6,000	6,000	6,000	6,000	0	0.0%
<b>Total Operating Costs</b>	<b>\$166,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$145,000</b>	<b>(\$15,000)</b>	<b>-9.4%</b>
Reimbursement of Vehicle Costs	(6,000)	(6,000)	(6,000)	(6,000)	0	0.0%
<b>County Supported Operating Costs</b>	<b>\$160,000</b>	<b>\$154,000</b>	<b>\$154,000</b>	<b>\$139,000</b>	<b>(\$15,000)</b>	<b>-9.7%</b>

## Health

<b>Department:</b>	Health	01.35
<b>Division\Program:</b>	Department of Health	Fund: General
<b>Program Administrator:</b>	Suzan Lowry, MD FAAP, Health Officer	

### **Description:**

The Charles County Department of Health provides advice and assistance to the County Commissioners, who constitute the Board of Health, on all issues relating to the Public Health of the citizens of Charles County. This is accomplished by continually assessing the county's health needs, developing and recommending policy to address those needs, and by assuring that resources are managed properly to meet the health needs of the community.

Equally important are the quality of health services provided directly to county residents. Services are grouped in five major health categories: environmental health, education & prevention programs, personal & family health, mental health, and substance abuse services.

Specific examples include Water and Sewage programs, Restaurant Inspection, Air Quality Control, Education and Nutrition Services, Adult and Adolescent Mental Health Counseling, Communicable Disease Control, Maternity and Family Planning Services, and Substance Abuse Recovery Programs.

The goals of the Charles County Department of Health are to protect the public health and minimize the incidence of preventable illness, disability, and premature death in Charles County residents from environmental and health related causes.

### **Positions:**

There is no direct County staff associated with this budget.

<b>Department:</b>	Health	01.35
<b>Division\Program:</b>	Other	Fund: General
<b>Expenditure Category</b>		
<b>Expenditure Category</b>	<b>FY2019 Actual</b>	<b>FY2020 Adopted</b>
Operating Costs	195,400	203,200
Agency Funding	226,795	244,400
<b>Total Expenditures</b>	<b>\$422,195</b>	<b>\$447,600</b>
<b>Revenues</b>	<b>\$61,435</b>	<b>\$75,000</b>

### **Changes and Useful Information:**

- **Operating Costs** represents a subsidy to the Water & Sewer Fund for services rendered at Charles County's Parks, Community Centers, Libraries, and Sheriff Operated Facilities.
- The **Agency Funding** budget represents funding of \$124,000 for Mosquito Control and \$120,400 to the State Department of Health & Mental Hygiene.
- **Revenues** represent Neighborhood participation in Mosquito Control program.

<b>Description:</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>\$ Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Request</b>	<b>from FY2020</b>
<b>Agency Funding</b>				
Mosquito Control	\$106,374	\$124,000	\$124,000	\$0
Dept. of Health & Mental Hygiene	\$120,421	\$120,400	\$120,400	\$0
<b>TOTAL AGENCY FUNDING</b>	<b>\$226,795</b>	<b>\$244,400</b>	<b>\$244,400</b>	<b>\$0</b>
Mosquito Control Neighborhood Reimbursement:	(61,435)	(75,000)	(75,000)	0
<b>Net Cost to County:</b>	<b>\$165,360</b>	<b>\$169,400</b>	<b>\$169,400</b>	<b>\$0</b>

## Social Services Summary

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$518	\$0	\$5,000	\$5,000	\$5,000	New
Fringe Benefits	0	0	600	600	600	New
Agency Funding	1,373,000	1,382,000	1,376,400	1,377,000	(5,000)	-0.4%
<b>Total Baseline</b>	<b>\$1,373,518</b>	<b>\$1,382,000</b>	<b>\$1,382,000</b>	<b>\$1,382,600</b>	<b>\$600</b>	<b>0.0%</b>
Request Greater Than Baseline			221,800		0	N/A
<b>Total Expenditures</b>	<b>\$1,373,518</b>	<b>\$1,382,000</b>	<b>\$1,603,800</b>	<b>\$1,382,600</b>	<b>\$600</b>	<b>0.0%</b>
<b>Total Expenditures as % of Budget:</b>	<b>0.3%</b>	<b>0.3%</b>	<b>0.3%</b>	<b>0.3%</b>		

### **Changes and Useful Information:**

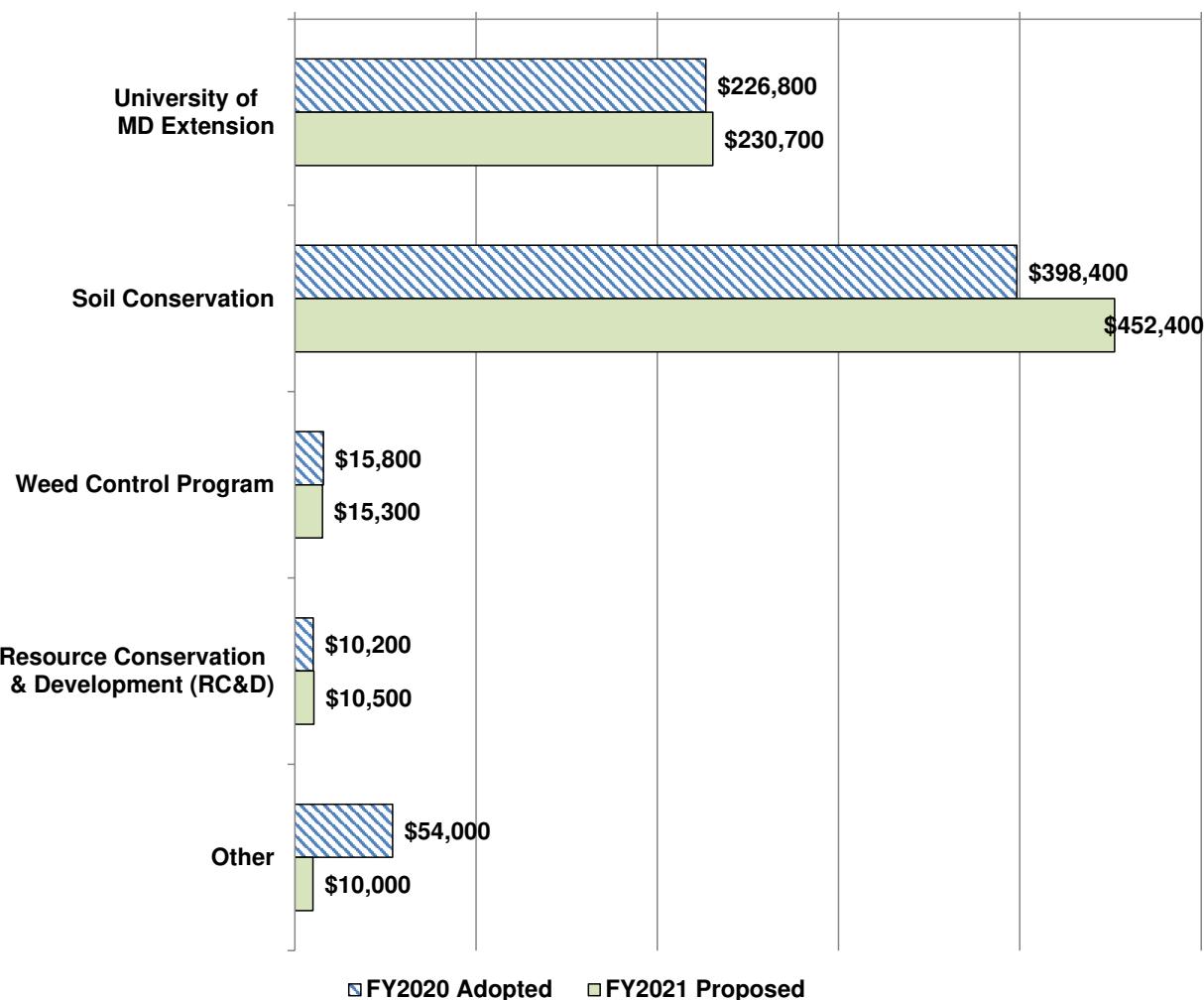
- The FY2021 Total Expenditures budget represents funding for the Department of Social Services, funding for Southern Maryland Tri-County Community Action Committee, Tri-County Youth Services Bureau, and Children's Aid Society which are required by County Code. Funding for the Charles County Charitable Trust, Inc. is also included.

<b>Description:</b>	<b>FY2019 Actual</b>	<b>FY2020 Adopted</b>	<b>FY2021 Request</b>	<b>FY2021 Proposed</b>	<b>\$ Change from FY2020</b>
Department of Social Services (DSS)	311,000	\$324,000	\$324,000	\$324,600	\$600
Non-Profit Grant Award Program	784,100	784,100	1,000,000	859,100	75,000
Charles County Charitable Trust, Inc.	225,200	225,200	231,100	150,200	(75,000)
Lifestyles, Inc.	4,000	0	0	0	0
Tri-County Community Action Committee*	4,000	4,000	4,000	4,000	0
Tri-County Youth Services Bureau (TCYSB)*	43,700	43,700	43,700	43,700	0
Children's Aid Society (CAS)*	1,000	1,000	1,000	1,000	0
<b>TOTAL SOCIAL SERVICES</b>	<b>\$1,373,000</b>	<b>\$1,382,000</b>	<b>\$1,603,800</b>	<b>\$1,382,600</b>	<b>\$600</b>

\*funding required by County Code.

## Conservation of Natural Resources Summary

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$329,769	\$299,400	\$312,100	\$312,800	\$13,400	4.5%
Fringe Benefits	104,070	121,300	127,600	124,600	3,300	2.7%
Operating Costs	221,166	229,900	235,700	233,400	3,500	1.5%
Agency Funding	2,850	54,600	14,600	10,600	(44,000)	-80.6%
Capital Outlay	0	0	0	37,500	37,500	New
<b>Total Baseline</b>	<b>\$657,855</b>	<b>\$705,200</b>	<b>\$690,000</b>	<b>\$718,900</b>	<b>\$13,700</b>	<b>1.9%</b>
Request Greater Than Baseline			167,300	0	\$0	N/A
<b>Total Expenditures</b>	<b>\$657,855</b>	<b>\$705,200</b>	<b>\$857,300</b>	<b>\$718,900</b>	<b>\$13,700</b>	<b>1.9%</b>
<b>Revenues</b>	<b>\$94,905</b>	<b>\$103,400</b>	<b>\$98,000</b>	<b>\$98,000</b>	<b>(\$5,400)</b>	<b>-5.2%</b>
<b>Total Expenditures as % of Budget:</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.2%</b>		



## Conservation of Natural Resources

**Department:** University of MD Extension 01.49  
**Division\Program:** University of MD Extension Fund: General  
**Program Administrator:** Shelley T. King-Curry, Area Extension Director for Calvert, Charles, and St. Mary's  
 Address: 9501 Crain Hwy, Box 1, Bel Alton MD 20611 301-934-5403  
<https://extension.umd.edu/charles-county> 8:00 a.m.-4:30 p.m. M-F

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Operating Costs	\$219,991	\$226,800	\$232,600	\$230,700	\$3,900	1.7%
<b>Total Expenditures</b>	<b>\$219,991</b>	<b>\$226,800</b>	<b>\$232,600</b>	<b>\$230,700</b>	<b>\$3,900</b>	<b>1.7%</b>

### **Changes and Useful Information:**

- **Operating Costs** increase includes funding for approved salary increases for the Extension's employees. University of Maryland Extension employees are State employees and the County's contribution assists with covering the cost associated with this program.

### **Description:**

**Our Mission:** The University of MD Extension Service Mission is to educate citizens in the application of practical, research based information concerning critical issues in agriculture, food, natural resources, youth and family.

**Our Vision:** The University of MD Extension Service vision is to empower people, through education, to make sound decisions throughout their lives.

The Charles County office of the University of MD Extension offers programs in Enhancing Agricultural Profitability, Preserving Natural Resources and Increasing Family Economic Stability.

<b>Objectives &amp; Measurements:</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Projected</b>	<b>FY20 Estimated</b>
<b>4-H and Youth Development</b>					
<i>Objective: To enable youth to develop contemporary life skills and reach their full potential by participating in the 4-H Youth Development program which offers high quality curriculum and multiple delivery methods.</i>					
# of Youth Enrolled in 4-H	645	1,041	2,056	1,250	1,400
Per FTE 2.5*	430	416	822	500	560
# of Youth Reached in School & Special Interest Programs	2,072	3,674	2,799	2,800	3,000
Per FTE 2.5*	1,381	1,470	1,119	1,120	1,200

\*Increase of 1 FTE starting in 2016.

*Objective: To increase the abilities of Extension volunteers to successfully carry out Extension programs.*

# of Adult Volunteers Enrolled	232	248	212	275	275
Per FTE 2*	154	124	106	137	137
# of Volunteers Hours Given	32,480	47,580	40,492	50,000	50,000
Per FTE 2*	21,653	23,790	20,246	25,000	25,000

\*0.5 FTE Program delivery was in our elementary schools and did not work with volunteers.

### **Family and Consumer Sciences**

*Objective: To promote the adoption of good nutrition and safe food handling practices, targeting high risk groups including youth, senior citizens and young families.*

# of Participants Receiving Information	1,175	1,019	1,248	1,400	1,400
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*Objective: For Participants to develop and improve individual, family, home, financial, and/or community responsibility through work, family and community involvement.*

# of Participants Receiving Information	485	400	500	500	500
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### **Agriculture and Natural Resources:**

*Objective: To promote the adoption of best management practices and problem solving for commercial agricultural production and home horticultural activities that improves profitability, increase production efficiencies, and enhance natural resources.*

# of Adults and Youth Attending Seminars	235	432	731	700	700
# of Acres of Nutrient Management Plans Written/Updated	13,922	13,187	14,362	14,500	14,500
# of Master Gardener Volunteer Hours	4,320	3,800	5,056	5,000	5,000

## Conservation of Natural Resources

**Department:** Conservation Of Natural Resources 01.57  
**Division\Program:** Soil Conservation Fund: General  
**Program Administrator:** Luis Dieguez, District Manager  
 Address: 4200 Gardner Road, Waldorf, MD 20601 301-638-3028  
[www.charlesscd.com](http://www.charlesscd.com)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$313,887	\$280,700	\$293,200	\$293,900	\$13,200	4.7%
Fringe Benefits	100,746	117,700	123,900	121,000	3,300	2.8%
Capital Outlay	0	0	0	37,500	37,500	New
<b>Total Baseline</b>	<b>\$414,633</b>	<b>\$398,400</b>	<b>\$417,100</b>	<b>\$452,400</b>	<b>\$54,000</b>	<b>13.6%</b>
Request Greater Than Baseline			122,500		0	N/A
<b>Total Expenditures</b>	<b>\$414,633</b>	<b>\$398,400</b>	<b>\$539,600</b>	<b>\$452,400</b>	<b>\$54,000</b>	<b>13.6%</b>
<b>Revenues</b>	<b>\$82,905</b>	<b>\$88,400</b>	<b>\$83,000</b>	<b>\$83,000</b>	<b>(\$5,400)</b>	<b>-6.1%</b>

### **Changes and Useful Information:**

- **Personal Services** and **Fringe Benefits** is based on current staffing.
- **Capital Outlay** provides funding to repair the access road due to property owners concern with the overall road condition and the dust problem created by multi-vehicle use due to numerous environment and natural resources related conferences, training sessions, and educational events.
- **Revenues** represent funding from the State and Soil Conservation Plan Review Fees.

### **Description:**

The Soil Conservation District, a political subdivision of the State, is responsible for the local direction of a program for the control of soil erosion and the urban erosion and the sediment control plan approval process. The District also reviews and approves plans for certain small ponds and this approval serves in lieu of state permits. A five member Board of Supervisors guides District operations and sets local policy and procedure. The local conservation education program focuses on Envirothon training and competition and a locally produced newsletter. The District, which is bordered by Potomac, Patuxent, and Wicomico Rivers, is an area that is changing rapidly from rural agricultural to suburban residential, commercial and industrial land uses. Even with these changes, over 60 percent of the land area in the District is wooded.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
District Manager	1.0	1.0	1.0	1.0	1.0
Engineer II	1.0	1.0	1.0	1.0	1.0
Charles SCD Coordinator	1.0	1.0	1.0	1.0	1.0
Planning Technician	1.0	1.0	1.0	1.0	1.0
Secretary	0.9	0.9	0.9	0.9	0.9
Part Time	0.1	0.1	0.1	0.1	0.1
<b>Total Full Time Equivalent</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
Grant/District Funding	(1.6)	(1.6)	(1.6)	(1.6)	(1.6)
<b>Net Cost to General Fund</b>	<b>3.4</b>	<b>3.4</b>	<b>3.4</b>	<b>3.4</b>	<b>3.4</b>

## Conservation of Natural Resources

**Department:** Weed Control 01.22  
**Division\Program:** Weed Control Program Fund: General  
**Program Administrator:** Lane Heimer, Weed Control Specialist

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$9,744	\$11,300	\$11,300	\$11,300	\$0	0.0%
Fringe Benefits	1,238	1,400	1,400	1,300	(100)	-7.1%
Operating Costs	1,174	3,100	3,100	2,700	(400)	-12.9%
<b>Total Expenditures</b>	<b>\$12,156</b>	<b>\$15,800</b>	<b>\$15,800</b>	<b>\$15,300</b>	<b>(\$500)</b>	<b>-3.2%</b>
<b>Revenues</b>	<b>\$12,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>0.0%</b>

### **Changes and Useful Information:**

- **Operating Costs** decrease is due to declining fuel prices.

### **Description:**

The Charles County Weed Control Program is responsible for overseeing the control of noxious weeds in the County. The noxious weeds are Johnsongrass (*Sorghum Halepense*), Shattercane (*Sorghum Bicolor*), and Thistle (*Asteraceae* or Composite family) including Canada, Musk, Nodding, Plumless, and Bull thistle. The Multi-flora Rose Management Law falls under the jurisdiction of this program as well. All land in the county with noxious weeds fall under the scope of this program.

On-site inspections are made several times during the growing season to make sure any property infested is in compliance with the State Noxious Weed Law. There are over 50 properties representing 3,000 acres infested with thistle, and 90 properties representing 10,000 acres infested with Johnsongrass. Shattercane is also present in the county. Both the County and State highway right-of-ways have varying degrees of thistle and Johnsongrass, they are addressing the infestations to some degree. The Weed Control Program is aiding in their efforts.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
<b>Title</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Part Time funding	0.3	0.3	0.3	0.3	0.3
<b>Total Full Time Equivalent</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>

<b>Department:</b>	Conservation of Natural Resources	<b>01.36</b>				
<b>Division\Program:</b>	Other	Fund: General				
<hr/>						
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Agency Funding	\$2,250	\$54,000	\$14,000	\$10,000	(\$44,000)	-81.5%
<b>Total Baseline</b>	<b>\$2,250</b>	<b>\$54,000</b>	<b>\$14,000</b>	<b>\$10,000</b>	<b>(\$44,000)</b>	<b>-81.5%</b>
Request Greater Than Baseline			40,000		0	N/A
<b>Total Expenditures</b>	<b>\$2,250</b>	<b>\$54,000</b>	<b>\$54,000</b>	<b>\$10,000</b>	<b>(\$44,000)</b>	<b>-81.5%</b>

### **Changes and Useful Information:**

- The FY2021 **Proposed Agency Funding** is for the following:
  - Continued support towards the Charles County Forest Conservancy District Board in the amount of \$5,000. The funds will be used to sponsor Charles County Public Schools students to attend Maryland's Natural Resources Career Camp (NRCC) Hickory and to sponsor the building of wood hobby kits on Fair Day at the Charles County Fair. Also funds online continuing education courses for Board members, marketing efforts, and planting of native trees on Arbor Day.
  - Funds are provided in the amount of \$5,000 to cover any potential spraying that may be needed for the Gypsy Moth Program.
- The FY2020 budget included \$40,000 of one time funding for the Charles County Watermen's Association.

## Conservation of Natural Resources

**Department:** Conservation of Natural Resources 01.36  
**Division\Program:** Resource Conservation & Development (RC&D) Fund: General  
**Program Administrator:** Patricia Pinnell, Chair  
 Address: 26737 Radio Station Way, Suite D, Leonardtown, MD 20650 (301) 475-8427 ext 6  
[www.somdrcd.org](http://www.somdrcd.org)

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Personal Services	\$6,138	\$7,400	\$7,600	\$7,600	\$200	2.7%
Fringe Benefits	2,087	2,200	2,300	2,300	100	4.5%
Agency Funding	600	600	600	600	0	0.0%
<b>Total Baseline</b>	<b>\$8,825</b>	<b>\$10,200</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$300</b>	<b>2.9%</b>
Request Greater Than Baseline			4,800		0	N/A
<b>Total Expenditures</b>	<b>\$8,825</b>	<b>\$10,200</b>	<b>\$15,300</b>	<b>\$10,500</b>	<b>\$300</b>	<b>2.9%</b>

### **Description:**

Southern Maryland Resource Conservation and Development (RC&D), Inc. is a private nonprofit corporation. Southern Maryland RC&D carries out community development and conservation projects in Anne Arundel, Charles, Calvert, and St. Mary's Counties. The governing board of Southern Maryland RC&D is composed of local citizens who have an interest in natural resources and community issues. They are appointed by three sponsoring groups in each county, the County Commissioners, Forestry Boards, and Soil Conservation Districts. All board members are volunteers and serve without compensation.

Mission - Working in partnership with community groups and organizations, Southern Maryland Resource Conservation and Development Inc. is dedicated to improving the quality of life in the region by enabling the people and promoting the wise use of our natural and economic resources.

<b>Positions:</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Title	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Office Associate	1.0	1.0	1.0	1.0	1.0
<b>Total Full Time Equivalent</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
Other Counties/Agency Funding	(0.9)	(0.9)	(0.9)	(0.9)	(0.9)
<b>Net Cost to General Fund</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>

## Other

<b>Department:</b>	Other Misc. Appropriations	01.48				
<b>Division\Program:</b>	Capital Project	Fund: General				
<b>Program Administrator:</b>	Jenifer Ellin, Director of Fiscal & Administrative Services					
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Transfers Out	\$4,304,100	\$2,720,000	\$2,778,000	\$2,778,000	\$58,000	2.1%
<b>Total Expenditures</b>	<b>\$4,304,100</b>	<b>\$2,720,000</b>	<b>\$2,778,000</b>	<b>\$2,778,000</b>	<b>\$58,000</b>	<b>2.1%</b>

### **Changes and Useful Information:**

- Transfers Out represents funding for PayGo projects. Funds are transferred to the Capital Project Fund.

### **Description:**

Represents the PayGo amount for the Capital Project Fund. PayGo is defined as using current operating revenue to pay for a capital project, typically one that is either small in value or has a short useful life. PayGo funds are also used to supplement Bond funding by using one-time revenues or fund balance to help pay for projects. See the Capital Project Tab for complete project listing and descriptions of each project.

	FY2019 Actual	FY2020 Adopted	FY2021 Proposed
<b>Projects:</b>			
<b>BOARD OF EDUCATION</b>			
Security Enhancements - Various Schools	\$2,000,000	\$0	\$0
Billingsley Elementary School	462,000	0	0
Dr. Mudd Modernization and Addition	405,100	0	0
Full Day Kindergarten Addition: Malcolm E.S.	0	20,000	0
Full Day Kindergarten Addition: J.P. Ryon E.S.	0	17,000	0
Eva Turner E.S. Modernization and Addition	0	0	501,000
<b>TRANSPORTATION</b>			
Road Overlay Program	0	400,000	0
Traffic Signal Program	31,000	285,000	0
Sidewalk Improvement Program	0	153,000	0
Safety Improvement Program- Existing Roadways	0	141,000	0
County Drainage Systems Improvement Program	0	100,000	0
Safety Upgrades to Middletown Road at Billingsley Road	0	0	122,000
Traffic Signal			
Miscellaneous Road Projects/Studies	269,000	0	0
<b>GENERAL GOVERNMENT</b>			
Capital Clubhouse Improvements	0	313,000	333,000
Countywide Building Re-Keying/Access Controls	157,000	157,000	0
Elite Gymnastics & Recreation Center Improvements	0	151,000	152,000
Charles County Welcome Signage	123,000	138,000	0
Courthouse Copula Rehabilitation	134,000	0	0
Vehicle Maintenance Shop HVAC System	156,000	0	0
Blue Crabs Stadium Video Board	278,000	0	0
Security Cameras Park and Ride	3,000	0	0
Readiness and Environmental Protection	0	460,000	0
Integration Program			
Old Courthouse Jury Waiting Area Renovations	0	0	320,000
Government Building Roof Replacement	0	0	265,000
Government Building Heating Loop	0	0	240,000
Evaluation and Improvements			
Detention Center Chiller Replacement	0	0	337,000

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## Other

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**Department:** Other Misc. Appropriations 01.48  
**Division\Program:** Capital Project Fund: General  
**Program Administrator:** Jenifer Ellin, Director of Fiscal & Administrative Services

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<b>Projects:</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>
<b>PARKS</b>			
Park Repair & Maintenance Projects			
Playground Revitalization Program	250,000	250,000	325,000
Gilbert Run Boardwalk Replacement	0	75,000	0
Chapel Point Park	0	60,000	0
Mason Springs Kayak Launch	30,000	0	0
Washington Avenue Shared Use Path/Sidewalk Feasibility Study	0	0	120,000
White Plains Field Lightning	0	0	63,000
	<b><u>6,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
	<b><u>\$4,304.100</u></b>	<b><u>\$2,720,000</u></b>	<b><u>\$2,778,000</u></b>

## Other

<b>Department:</b>	Contingency	01.54				
<b>Division\Program:</b>	Contingency	Fund: General				
<b>Program Administrator:</b>	Board of County Commissioners					
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Operating Contingency	\$0	\$100,000	\$4,063,500	\$0	(\$100,000)	-100.0%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$4,063,500</b>	<b>\$0</b>	<b>(\$100,000)</b>	<b>-100.0%</b>

### **Description:**

The County typically adopts a Reserve for Contingency budget within its operating budget for emergency expenditures or revenue shortfalls that may arise during the fiscal year.

<b>Department:</b>	Financing Uses	01.23				
<b>Division\Program:</b>	Fiscal & Administrative Services	Fund: General				
<b>Program Administrator:</b>	Jenifer Ellin, Director of Fiscal & Administrative Services					
Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2021 Request	FY2021 Proposed	\$ Change from FY2020	% Chg.
Watershed Fund Subsidy	\$550,000	\$550,000	\$550,000	\$300,000	(\$250,000)	-45.5%
Capital Lease Purchase	1,996,370	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$2,546,370</b>	<b>\$550,000</b>	<b>\$550,000</b>	<b>\$300,000</b>	<b>(\$250,000)</b>	<b>-45.5%</b>

### **Changes and Useful Information:**

- The **Watershed Fund Subsidy** budget is to help support the Watershed Protection & Restoration Enterprise Fund. The proposed budget was reduced by \$250,000 to help offset declining revenues due to COVID-19.
- The **FY2019 Capital Lease Purchase** represents the General Fund asset value of the Capital Lease Agreement.