

Special Revenue Funds

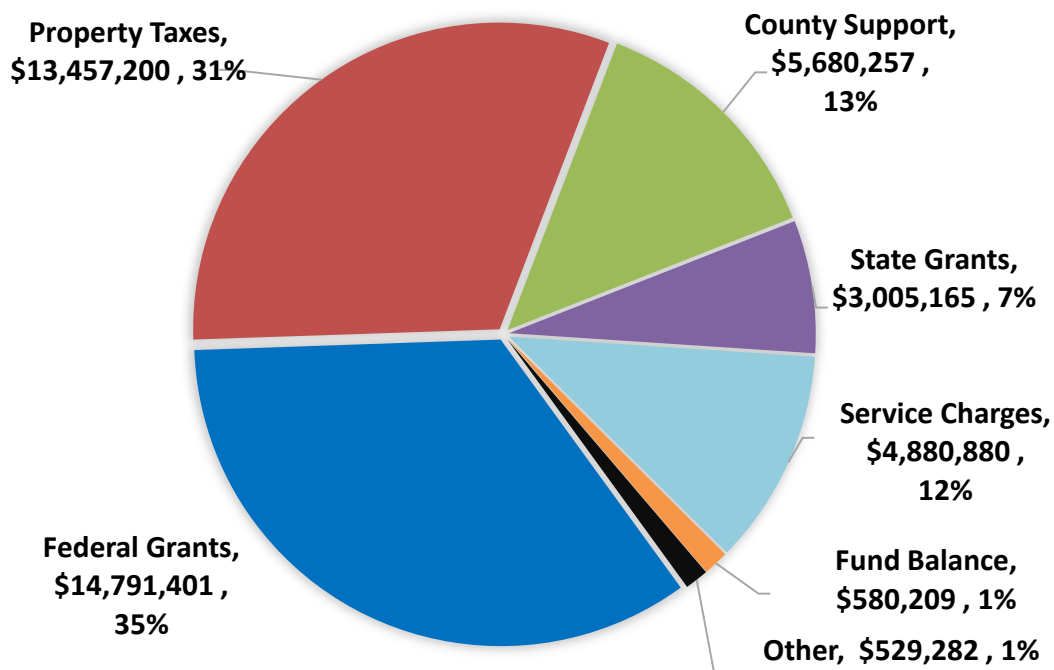
FY2021 Proposed Revenues by Source

Total: \$ 42,924,394

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures, or for particular purposes. Often, this type of fund will account for the financial transactions of federal, state, and local grants that have program specific expenditures. For the most part, the County utilizes this type of fund to account for the various federal and state grants received, such as low income housing assistance, aging programs, child support, human services, emergency management and public safety grants.

This fund type is also used to account for the County's fire, rescue, and emergency medical services tax and the Cable TV/I Net Fund. The fire, rescue, and emergency medical services tax is distributed to all the volunteer fire departments, rescue squads, including mobile intensive care units, and dive rescue units, in Charles County as stipulated in Chapter 54 of the County Code. The Code limits the use of these funds to purchasing, repairing, replacing, operating and maintaining their fire-fighting, rescue, and emergency medical services equipment and apparatus and the housing of the same and for fire prevention and training.

The Cable TV / I-Net Fund tracks revenues received from franchise agreements with local cable TV providers which generate revenue from a franchise fee assessed on monthly cable TV bills. Government access channels for Charles County are made possible due to this revenue source. This fund was previously reviewed by the Commissioners on March 17, 2020.



FISCAL YEAR 20210 Proposed Budget Summary by Fund

DESCRIPTION	FY2021				FY2020
	OPERATING REVENUE	COUNTY SUPPORT ²	FUND BALANCE ¹	TOTAL	AMENDED BUDGET TOTAL
<u>GOVERNMENTAL FUNDS:</u>					
Special Revenue Funds					
Fire & Rescue	\$13,835,371	\$0	\$0	\$13,835,371	\$13,527,192
Housing Assistance	9,596,938	225,462		9,822,400	9,918,456
Transportation	4,211,384	3,915,594		8,126,978 ^{3, 5}	8,224,977
Cable TV Access/I-Net Fund	3,423,100		200,000	3,623,100 ⁴	3,911,000
Public Safety Grants	845,811	1,162,429		2,008,240 ⁵	2,482,666
Aging Grants	1,422,949	17,980	10,162	1,451,091 ⁵	1,698,790
Child Support / Judicial Grants	1,236,812	146,564		1,383,376 ⁵	1,685,039
Charles County Advocacy Council for Children, Youth, and Families	921,001		21,747	942,748 ⁵	2,601,878
Housing - Special Loans	404,500	500		405,000	595,129
Southern MD Criminal Justice Academy	169,400	80,700	17,300	267,400	443,492
Economic Development Loan Programs	0		275,000	275,000	840,000
Drug Forfeitures	150,500		56,000	206,500	178,600
Emergency Management	103,028	103,028		206,056 ⁵	987,871
Nuisance Abatement Fund	100,000			100,000	100,000
Animal Shelter / Control Services	97,800			97,800	96,000
Law Library	37,500	28,000		65,500	62,400
Sheriffs Special Programs	55,700			55,700	218,700
Tourism Grant	28,534			28,534 ⁵	28,534
Agricultural Preservation	18,600			18,600	18,600
Planning Grants	5,000			5,000 ⁵	25,000
Community Development Block Grants	0			0 ⁵	418,684
Community Development Administration	0			0 ⁵	0
Total Special Revenue	\$36,663,928	\$5,680,257	\$580,209	\$42,924,394	\$48,063,008
Debt Service Fund	\$16,141,000	\$0	\$35,800	\$16,176,800 ⁶	\$23,008,930
<u>PROPRIETARY FUNDS:</u>					
Minor Enterprise Funds					
Vending Machine	138,800			138,800	138,800
Total Minor Enterprise	\$138,800	\$0	\$0	\$138,800	\$138,800
Total All Funds	<u>\$52,943,728</u>	<u>\$5,680,257</u>	<u>\$616,009</u>	<u>\$59,239,994</u>	<u>\$71,210,738</u>

Special Revenues are subject to change for funds with grant awards .

Footnotes:

1. The fund balance appropriation represents plans to utilize surplus funds.
2. Represents General Fund subsidy to help support these program or required County match on grant programs.
3. See Replacement Vehicle / Equipment pages.
4. Details are included in the Cable Fund Presentation, Enterprise Fund Book: Tab 5.
5. Due to the uncertain nature of grant funding, all other grants are budgeted upon award or carried over as appropriate.
6. Reduction in debt service is primarily due to debt related to Capital Lease purchases proposed for FY2021.

FY 2021 VEHICLE AND EQUIPMENT LISTING

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
Planning and Growth Management				
Transportation (Capital)- Fixed Route Vehicles		06.07.110.139.0500.011		
Light Duty Fixed Route Bus		74,000	74,000	
<i>Replaces T89. T89 is a light duty fixed route bus that has been in service five years and accumulated over 280,000 miles. It's useful life is five years and/or 200,000 and it is need of replacement with a similar bus. \$600 has been added to the value of request to cover changeover of County radio and MVA fees. It is assumed this will be funded 80% FTA, 10% MTA and 10% local.</i>				
Light Duty Fixed Route Bus		74,000	74,000	
<i>Replaces T1708. T1708 is a light duty fixed route bus that will have been in service over four years and will have accumulated over 280,000 miles by 6/30/21. It's useful life is five years and/or 200,000 and it will be in need of replacement with a similar bus. \$600 has been added to the value of request to cover changeover of County radio and MVA fees. It is assumed this will be funded 80% FTA, 10% MTA and 10% local.</i>				
Light Duty Fixed Route Bus		74,000	74,000	
<i>Replaces T1714. T1714 is a light duty fixed route bus that will have been in service over three years and will have accumulated over 240,000 miles as of 6/30/21. It's useful life is five years and/or 200,000 and it is need of replacement with a similar bus. \$600 has been added to the value of request to cover changeover of County radio and MVA fees. It is assumed this will be funded 80% FTA, 10% MTA and 10% local.</i>				
Light Duty Fixed Route Bus		74,000	74,000	
<i>Replaces T1715. T1715 is a light duty fixed route bus that will have been in service over three years and will have accumulated over 230,000 miles as of 6/30/21. Its useful life is five years and/or 200,000 and it is need of replacement with a similar bus. \$600 has been added to the value of request to cover changeover of County radio and MVA fees. It is assumed this will be funded 80% FTA, 10% MTA and 10% local.</i>				
Light Duty Fixed Route Bus		74,000	74,000	
<i>Replaces T1716. T1716 is a light duty fixed route bus that will have been in service over three years and will have accumulated over 230,000 miles as of 6/30/21. It's useful life is five years and/or 200,000 and it is need of replacement with a similar bus. \$600 has been added to the value of request to cover changeover of County radio and MVA fees. It is assumed this will be funded 80% FTA, 10% MTA and 10% local.</i>				
Transportation (Capital)- Specialized Vehicles		06.07.110.139.0500.012		
Light Duty Specialized Bus		74,000	74,000	
<i>Replaces T90. T90 is a light duty specialized bus that will have been in service over six years and will have accumulated over 280,000 miles as of 6/30/21. It's useful life is five years and/or 200,000 and it is need of replacement with a similar bus. \$600 has been added to the value of request to cover changeover of County radio and MVA fees. It is assumed this will be funded 80% FTA, 10% MTA and 10% local.</i>				
Light Duty Specialized Bus		74,000	74,000	
<i>Replaces T91. T91 is a light duty specialized bus that will have been in service over six years and will have accumulated over 260,000 miles as of 6/30/21. It's useful life is five years and/or 200,000 and it is need of replacement with a similar bus. \$600 has been added to the value of request to cover changeover of County radio and MVA fees. It is assumed this will be funded 80% FTA, 10% MTA and 10% local.</i>				
Total Transportation Fund		\$518,000	\$518,000	\$0
<i>*contingent on grant fundsCounty match 10% in requested budget net cost of \$100/bus for tag/title/registration - this expense is not covered by the</i>				
NOTE: 10% General Fund Local Match is part of the Baseline Budget.			\$ 52,430	

EXCISE TAX

	FY20	FY21	% Chg.
Single Family Detached	\$17,244	\$17,837	3.44%
Townhouses	\$17,399	\$17,997	3.44%
Multi-Family	\$14,651	\$15,155	3.44%

SCHOOL CONSTRUCTION COSTS

	(\$/sq. ft.)		
	July 2019	July 2020	% Chg.
New Construction with site Development	\$378.00	\$391.00	3.44%

Source: Interagency Committee on School Construction

Article 20, Section 804 of the Maryland Annotated Code authorizes the County Commissioners of Charles County to levy and collect a fair share school construction excise tax against the owner of real property that is improved by new residential development. The county commissioners may alter the base tax rates for each dwelling type for fiscal year 2016 and for every fourth fiscal year thereafter to reflect the number of students generated by each dwelling type and the cost of school construction in the county.

For each fiscal year after fiscal year 2016 in which the base tax rates are not adjusted under this Code, the tax rates may not exceed the rates imposed in the preceding fiscal year altered by the same percentage as the change in the average statewide per-square-foot school building cost as calculated by the Interagency Committee on School Construction in the calendar year preceding the year for which the amount is being calculated. Before setting the rate of the tax for each fiscal year, the County Commissioners of Charles County shall conduct a study.

- In accordance to the State code, the FY2020 fee calculation was adjusted for each dwelling type to reflect the number of students generated by each dwelling type and the cost of school construction in the county.
- The FY2021 fee calculation is increasing the rate by the same percentage as the change in the average statewide per-square-foot school building cost as calculated by the Interagency Committee on School Construction for calendar year 2020.

SPECIAL REVENUE FUNDS

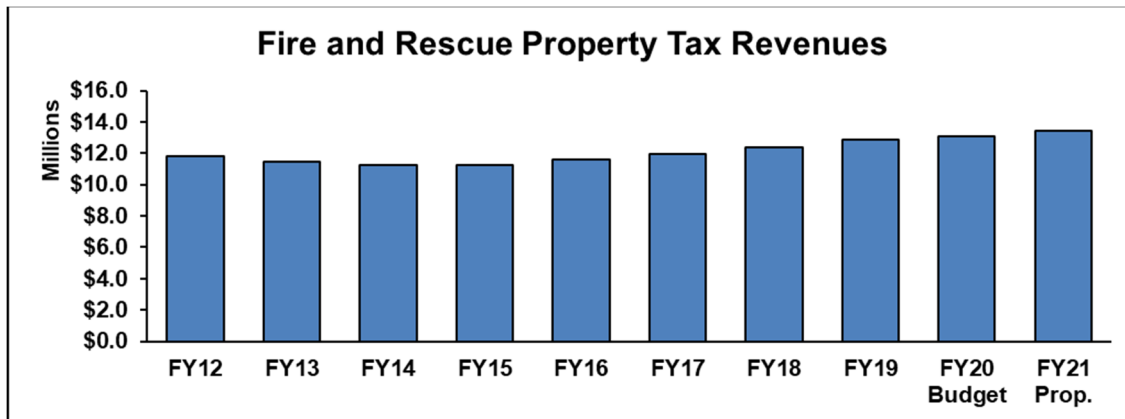
Special Revenue Funds are used to account for revenues that are legally restricted or formally designated for a particular purpose. The best examples of special revenue funds are State and Federal grant awards that have specific requirements associated with eligible program costs.

Trends and Assumptions for Estimates

PROPERTY TAX RELATED FUNDS

Fire & Emergency Medical Services

The largest special revenue fund is financed by a County wide **Fire and Rescue** property tax and a State of Maryland Amoss grant. The tax is levied and collected by the County and distributed to the various volunteer fire stations and rescue squads. A property tax rate is levied as follows: \$0.04 for fire, \$0.02 for emergency medical services, and \$.004 for pension benefits for all Real Property assessments and \$0.10, \$0.05 and \$.01, respectively for all business-related assessments. Operating revenue generated from taxes is estimated using the same assumptions as the general fund property taxes (see General Fund property tax section), with the primary information provided by the Maryland Department of Assessments and Taxation. Grant funds are subject to the annual renewal by the State of Maryland and are used for training and equipment.



Agricultural Preservation

An **agricultural transfer tax** is assessed on land that has a change of use from agricultural to residential or commercial. This money is tracked separately and used for future land preservation purposes. An operating revenue estimate is based on minimum changes in land use and amended during the year should a large land acquisition be acquired for preservation. Operating costs primarily represent the purchase of land; budgets are amended once a purchase is approved.

FEDERAL OR STATE GRANT RELATED FUNDS

The following programs have budgets that are derived from specific Federal and/or State grant awards and are often matched with local funding; therefore, budget totals reflect the anticipated grant award. Amended operating budgets reflect actual grant awards and renewals. Revenues supporting these programs are fairly predictable because they follow the scope defined within the Federal & State grants.

- **Housing Assistance Programs**
- **Transportation Programs**
- **Child Support / Judicial Programs**
- **Public Safety Programs**
- **Aging and Senior Programs**
- **Emergency Management Programs**
- **Economic Development Loan Programs**
- **Tourism Programs**
- **Community Development Block Grant Projects**
- **Community Development Administration Projects**
- **Planning Programs and Studies**
- **Human Services Programs for Children, Youth, and Families**

SPECIAL REVENUE FUNDS

Community Services administers the largest single grant awarded to the County, the Housing Choice Voucher Program. This Federal grant, provided by the U.S. Department of Housing and Urban Development (HUD), is for rental unit subsidy for low income residents.

The **Charles County Advocacy Council for Children, Youth, and Families (CCACCYF)**, Charles County's Local Management Board, receives funding for Human Services Programs at both the Federal and State level. The CCACCYF does not provide human services directly but contracts with various public and private agencies to provide publicly funded human services. The size of the contracts that are entered into annually is determined by the amount of funding made available to the CCACCYF by the Governor's Office for Children, the Maryland State Department of Education, the Maryland Department of Juvenile Services, the Maryland Department of Human Resources, and the U.S. Department of Health and Human Services. The County manages a series of **public transportation** systems designed for the general public, senior citizens, people with physical or mental disabilities who cannot access general public transportation. Operating revenues are primarily supported with Federal and State grants and matching funds from the County. These programs also generate a fair share of program revenue from fees paid for by their ridership and advertising.

Federal and State grants are received for specific new or rehabilitation projects from the **Community Development Block Grant Program** for such things as community centers and public improvement systems, Home Buyers Programs, and Disaster Recovery. These grants are typically awarded on a project by project basis and generally considered capital grant projects. The County also receives funding for **Community Development Administrative Project** grants. These grants tend to be considered operating in nature and support temporary housing initiatives and emergency and transitional homeless shelters. The County does not anticipate receiving these grants in FY2020. In FY2020 the County also received funding from the **U.S. Department of Agriculture Rural Housing Preservation Grant** program to assist very low- and low-income rural residents / individual homeowners with the repair or rehabilitation of their dwellings. The County will be applying for these funds again for FY2021.

Child Support programs are operated through a combined effort from the Charles County Department of Social Services and the Circuit Court. Child support cases are held to establish paternity, set child support payments, and enforce said support payments. Grant funds are provided to the County from Federal sources passed through the State of MD Department of Health and Human Resources. The Child Support Enforcement grant which is administered by the Sheriff's Office is considered part of the County's Public Safety program for the purpose of processing and serving of summonses, warrants and writs of attachment received from the courts.

The Family Support Services Program (FSSP) and Family Recovery Court (FRC) are the **Judicial Programs** within the Circuit Court for Charles County that are funded through Federal and State Grants. The goal of the FSSP is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the program works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation. The FRC is a Drug Court program where parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights (TPR) case, or domestic relations custody case receive timely, intensive treatment and support to solve their addiction issues and provide safe and appropriate care for their children.

Past efforts by the Federal and State Governments to enhance public safety in local communities have added various programs to the County's **Public Safety programs**. Revenue associated with several of these grants has helped to increase the number of Sworn Officers or provided overtime and equipment for much needed programs. For FY2021, the County has applied for a multi-year **Community Oriented Policing (COPS)** grant to hire two School Resource Officers. These officers will be deployed to address problems in and around primary and secondary schools such as gangs, drug activities, expand crime prevention efforts for students, educate youth in crime prevention and safety, develop or expand community justice initiatives for students, train students in conflict resolution, restorative justice and crime awareness and assist in developing school policy that addresses crime.

Various **aging grants** and state fees for services agreements support senior housing assistance, health programs, guardianship, referral services, Community Options Waiver, and meal programs for the elderly. These programs promote independence and improve the quality of life for older persons. The major revenues supporting these programs are established with Federal and State grant awards, matched with County funding and are supported with program revenue.

SPECIAL REVENUE FUNDS

Emergency management grant funds are provided to enhance the capacity of local first responders to respond to terrorism incidents involving chemical, biological, nuclear, radiological, incendiary, and explosive devices, for homeland defense, maritime security, and acts of terrorism. These grants are specific to the acquisition of safety equipment, the implementation of a Statewide Domestic Preparedness Strategy by planning and conducting exercises, and training of County personnel in response to acts of terrorism and maritime security.

Planning grants consist of environmental and cultural programs for such things as the Chesapeake Bay Critical Area, Historical Preservation, Scenic Byways, Land Use Studies, and Easement Acquisition.

Tobacco Land Preservation Funds pass through the Southern MD Agriculture Development Commission to the Tri-County Council for Southern Maryland (TCCSM) for all three counties. The TCCSM, then passes those funds down to each respective county in Southern Maryland. Charles County will utilize these funds to purchase conservation easements on rural lands to support the continued transition to new agricultural enterprises in the wake of the tobacco buy-out. These funds fall within the Agricultural Preservation Program.

The **Economic Development Loan Programs** were established to help businesses to relocate into the County and/or expand their capabilities through the Business Development Loan Fund for Women, Minorities, and Veterans or the Targeted Industries Incentive Loan Fund. These programs are not intended to replace commercial bank financing for borrowers who are able to secure bank loans and ultimately, the program will be self-sustaining off repayments and accrued interest. In FY2020 the Commissioners approved use of these loans to businesses impacted by the COVID-19 pandemic as well as establishing an additional \$200,000 in loans supported by the general fund. Any funds not reserved in FY2020 will be available in FY2021.

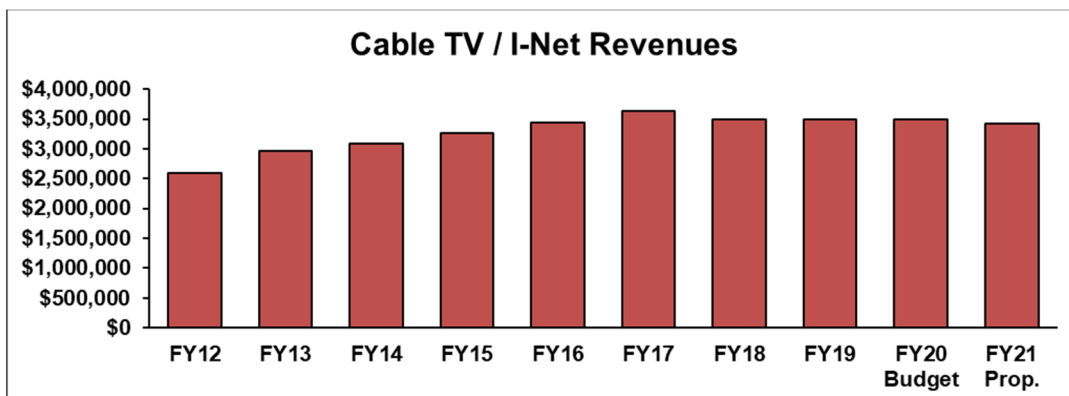
State grant funding provides support of local government efforts in the **Tourism** industry. The grant amount is determined based upon the County's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of prior year's Comptroller-determined lodgings sales tax revenues over same tax revenues generated in their jurisdiction in the previous year to that year; and, on estimated impact of international visitation.

SERVICE CHARGE RELATED FUNDS

Certain programs have specific user fees, fines or penalties associated with their operation. These revenues are typically restricted to eligible costs of the associated program. The following is a list of those programs.

- **Cable TV / I Net**
- **Sheriff's Special Programs**
- **Drug Forfeitures**
- **Housing Special Loans Program**
- **Southern MD Criminal Justice Academy**
- **Animal Shelter / Control Programs**
- **Law Library**
- **Nuisance Abatement**

The **Cable TV / I-Net Fund** is a cooperative effort between County Government, the public-school system, the local college, and the library system. Government access channels for Charles County are made possible through franchise agreements with local cable TV providers which generate revenue from a franchise fee assessed on monthly cable TV bills. A revenue estimate is based on the number of local subscribers in the area.



SPECIAL REVENUE FUNDS

Sheriff Special Programs include Volunteers in Community Service (VICS) and the Towing Service Permit Program. The VICS program accounts for individuals receiving a court ordered service. These individuals are referred to the VICS program from the court system as part of their rehabilitation process. The source of revenue for this program is from court fines as determined by the ruling judge and is based on recent historical trends. This program is being moved to the Sheriff's Office general fund in FY2021 due to lack of sufficient revenue to support the program. The Towing Service Permit Program allows the Sheriff's office to enforce, per Chapter 287-19 through 287-32, the rules and regulations for the licensing, maintenance and operations of towing companies in Charles County.

The County maintains a **Drug Forfeiture Fund** for revenues collected as a result of law enforcement efforts from drug related offenses. The revenues are difficult to predict because they are related to many variables, including the amount of cases, the success rate of the court actions, the assets involved in each case, etc. The revenue budget is based on historical trends.

With the use of special funding sources in support of housing loans, the County administers a **Housing Special Loans Program** for qualified applicants. Funding is tied to the quantity of loans processed.

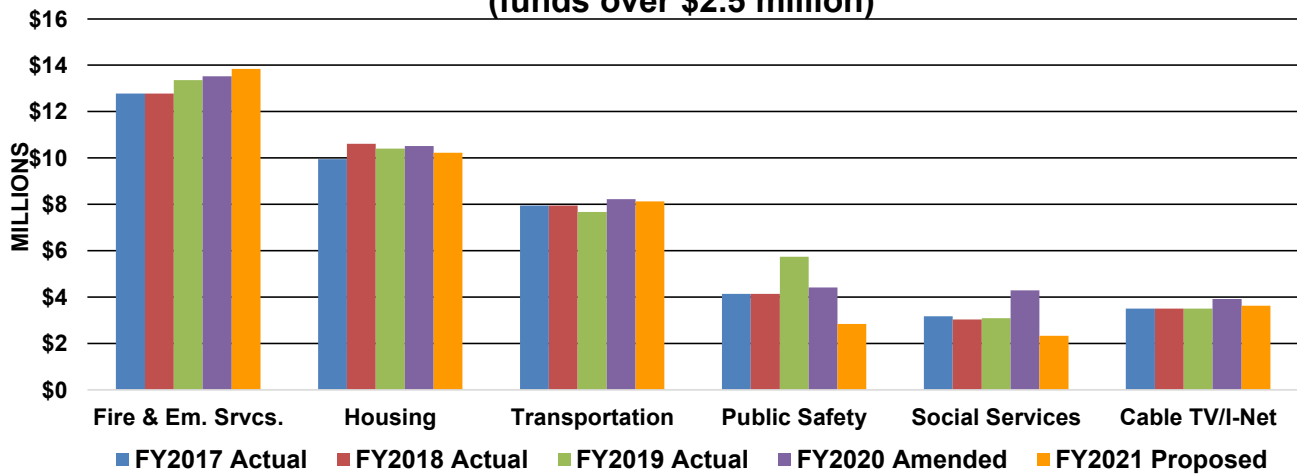
The **Southern Maryland Criminal Justice Academy** is funded by Charles, Calvert, and St. Mary's Counties. Funds from the Sheriff's General Fund budget are transferred to cover the Charles County share. Calvert and St. Mary's are billed for their respective portion of the cost.

Animal Shelter/Control Programs generate revenues primarily from donations and fees as a result of animal adoptions. Revenue estimates are based on trends and the volume of fees.

The **Law Library** generates revenues through appearance fees and other court fines. The basis for predicting these dedicated revenues is primarily from historical trends, however, trends in crime and population will affect the performance of these revenues and is often difficult to predict.

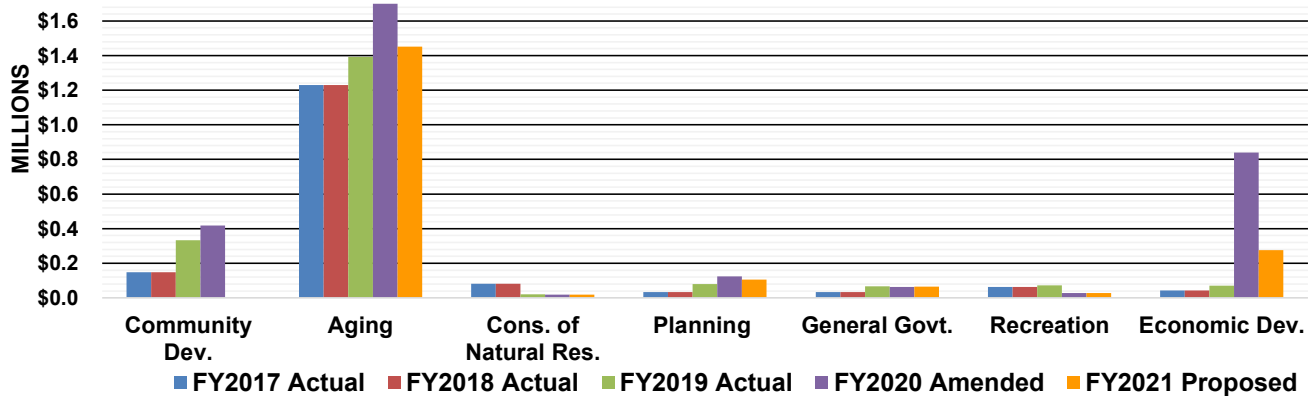
The **Nuisance Abatement Fund** was established to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner.

Special Revenue Funds by Account Function (funds over \$2.5 million)



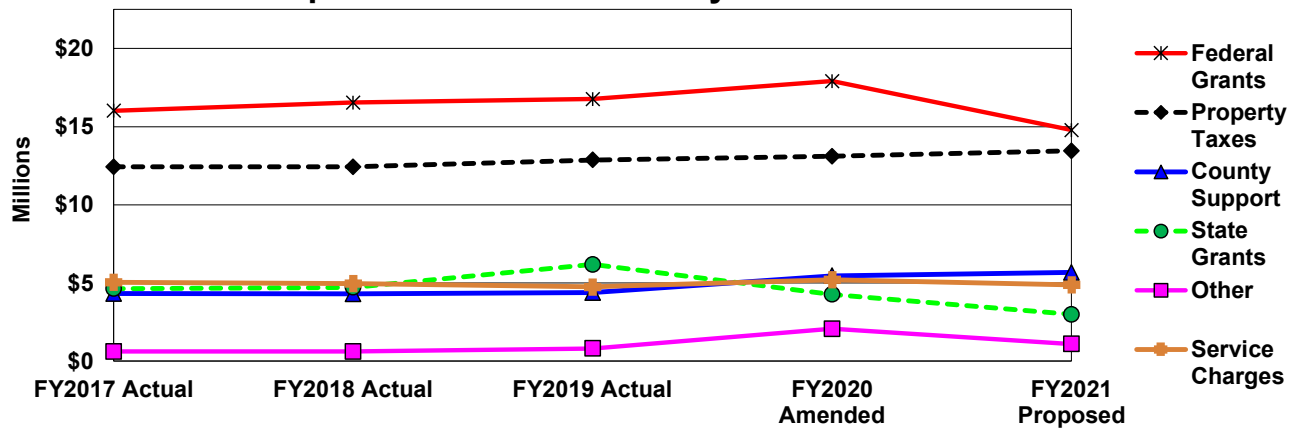
- **Volunteer Fire and Emergency Medical Services** continues to be the largest Special Revenue function. This program is funded primarily by Fire and Rescue Property Tax Revenue and will change based on property assessments.
- **Housing** program budgets fluctuate based on Federal funding and rent requirements.
- The increase in FY2020 for **Transportation** is due to roll over of multi-year capital grant items.
- Reduction in **Public Safety** grants is due to grants budgeted in FY2020 which were one time in nature.
- **Social Services** include Charles County Advocacy Council for Children, Youth, and Families (CCACCYF) and Child Support/Judicial grants. Fluctuations and reduction in FY2021 is the result of multi-year federal grants which are budgeted upon award and then unspent balances are carried over after fiscal year end.
- The additional funding provided in **Cable TV/I-net Fund** in FY2020 is for one time funding from Fund Balance reserves.

Special Revenue Fund by Account Function (Funds under \$2.5 million)



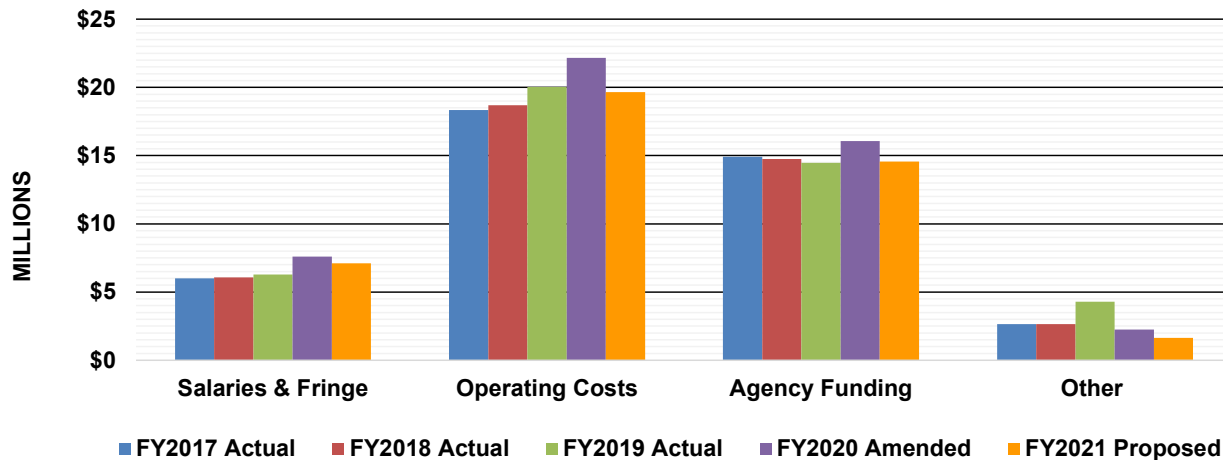
- Variations in **Community Development** are caused by grants which are typically one time in nature and are multi-year federal awards for which unspent balances will be carried over to FY2021.
- Variance in **Aging** grants is caused by Federal grants with a fiscal year end date of 09/30/19 for which unspent balances will be carried over to FY2021.
- The spike in FY2019 for **Conservation of Natural Resources** is to account for land purchases made through the Tobacco Land Preservation Funds. Land purchase budgets are established during the fiscal year with a budget amendment.
- Variations in **Planning Grants** are caused by grants which are typically one time in nature and are multi-year federal awards for which unspent balances will be carried over to FY2021.
- The fluctuation in **Economic Development** is due to loans awarded under the Targeted Industries Incentive Loan Fund and Business Development Loan Fund for Women, Minorities, and Veterans and anticipated balances available for FY2020 targeted for businesses to use in response to the COVID-19 pandemic.

Special Revenue Funds by Revenue Source



- The **Federal Grants** increase in FY2020 is due to grants being budgeted in full for the year of award, but may be multiple year in nature. Carryover balances are established after the fiscal year ends. Programs with significant increases were Housing, Judicial Grants, and Human Services. The FY2021 funds may increase due to mid-year grant awards and carryover balances.
- **Property Tax** revenue is reflective of slightly increased property assessments through FY2020. A slight increase is projected for FY2021.
- **Service Charges** consists mainly of revenues from the Cable TV/I-Net fund, Housing Assistance Portable Vouchers paid through Reciprocal Agreements with other Housing Authorities, and Community Options Waiver Fee for Services.
- **County Support** remains relatively flat for FY2021 as compared to FY2020. Reduced funding for the Law Library and relatively flat funding for Judicial Grants, Transportation, and Administrative funding for the Housing Choice Voucher Programs then require county funding to sustain the programs.
- **State Grant** funding increased in FY2019 due to the budgeting of Tobacco Land Preservation Funds as well as award of one-time Emergency Number Service Board 9-1-1 Trust Fund grants for capital items. Tobacco Land Preservation Funds are reserved upon award and budgeted once property has been identified for purchase. State grants are applied for throughout the fiscal year and budgeted upon award.
- Sources of **Other** are other local governments, interest income, fines and forfeitures, transfers from other programs, fund balance, and additional miscellaneous revenue streams.

Special Revenue Funds by Expense Classification



- **Operating Cost** and **Agency Funding** consistently make up the bulk of the Special Revenue expense. The majority of the spike in FY2020 is due to various federal grants which are budgeted upon the year of award, after which unspent balances are carried over upon fiscal year end.
- The four largest grant programs (Housing Assistance, Transportation, and Child Support/Judicial Programs) pay out the majority of the funds as operating costs.
- **Agency Funding** which primarily distributes the collected taxes to the various volunteer fire stations and rescue squads. The Charles County Advocacy Council for Children, Youth, and Families also distributes funds to vendors as Agency Funding and received a multi-year award to establish the Southern Maryland BRIDGE Program which ends in FY2020.
- Increase in FY2019 in **Other** is attributed to one-time capital purchases within the Transportation and Emergency Management Grants Programs.

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
PROPERTY TAX RELATED FUNDS:						
Fire & Rescue						
Revenues						
Property Taxes	\$12,851,569	\$13,091,300	\$13,091,300	\$13,438,600	\$347,300	2.7%
State Grants	382,573	380,892	380,892	385,771	4,879	1.3%
Interest Income	101,711	55,000	55,000	11,000	(44,000)	-80.0%
Total Operating Revenues	\$13,335,853	\$13,527,192	\$13,527,192	\$13,835,371	\$308,179	2.3%
Transfers	25,000	0	0	0	0	N/A
Total Revenues	\$13,360,853	\$13,527,192	\$13,527,192	\$13,835,371	\$308,179	2.3%
Expenses						
Personal Services	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0.0%
Operating Costs	0	7,800	7,800	7,800	0	0.0%
Agency Funding	13,212,049	13,504,392	13,504,392	13,812,571	308,179	2.3%
Total	\$13,227,049	\$13,527,192	\$13,527,192	\$13,835,371	\$308,179	2.3%
Variance	\$133,804	\$0	\$0	\$0		
Beginning Fund Balance	98,485					
Ending Fund Balance	<u>\$232,289</u>					

Agricultural Preservation

Revenues						
Property Taxes	\$21,012	\$18,800	\$18,600	\$18,600	\$0	0.0%
Total Operating Revenues	\$21,012	\$18,800	\$18,600	\$18,600	\$0	0.0%
Expenses						
Personal Services	\$27,800	\$16,600	\$16,600	\$16,600	\$0	0.0%
Operating Costs	2,200	2,200	2,000	2,000	0	0.0%
Total	\$30,000	\$18,800	\$18,600	\$18,600	\$0	0.0%
Variance	(\$8,988)	\$0	\$0	\$0		
Beginning Fund Balance	1,278,952					
Ending Fund Balance	<u>\$1,269,964</u>					

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
GRANT RELATED FUNDS:						
Housing Assistance						
Revenues						
Federal Grants	\$9,862,604	\$9,538,710	\$9,498,014	\$9,479,738	(\$18,276)	-0.2%
Service Charges	333,054	342,900	174,705	84,600	(90,105)	-51.6%
Interest Income	446	0	4,657	0	(4,657)	-100.0%
Miscellaneous	29,411	24,000	32,200	32,600	400	1.2%
Total Operating Revenues	\$10,225,515	\$9,905,610	\$9,709,576	\$9,596,938	(\$112,638)	-1.2%
County Match	158,623	215,469	208,880	225,462	16,582	7.9%
Total Revenues	\$10,384,138	\$10,121,079	\$9,918,456	\$9,822,400	(\$96,056)	-1.0%
Expenses						
Personal Services	\$697,536	\$724,800	\$741,489	\$730,000	(\$11,489)	-1.5%
Fringe Benefits	211,246	213,100	227,740	246,200	18,460	8.1%
Operating Costs	9,375,316	9,179,479	8,949,227	8,846,200	(103,027)	-1.2%
Total	\$10,284,098	\$10,121,079	\$9,918,456	\$9,822,400	(\$96,056)	-1.0%
Variance	\$100,040	\$0	\$0	\$0		
Beginning Fund Balance	148,919					
Ending Fund Balance	<u>\$248,959</u>					

Transit Programs

Revenues						
Federal Grants	\$3,446,957	\$2,764,288	\$3,288,484	\$3,047,802	(\$240,682)	-7.3%
State Grants	549,201	480,317	694,930	669,600	(25,330)	-3.6%
Service Charges	431,692	422,000	422,000	418,000	(4,000)	-0.9%
Fines & Forfeitures	41,617	10,000	10,000	10,000	0	0.0%
Miscellaneous	66,699	65,000	66,637	65,982	(655)	-1.0%
Total Operating Revenues	\$4,536,166	\$3,741,605	\$4,482,051	\$4,211,384	(\$270,667)	-6.0%
County Match	3,131,295	3,623,264	3,668,922	3,915,594	246,672	6.7%
Fund Balance Appropriation	0	0	74,004	0	(74,004)	-100.0%
Total Revenues	\$7,667,461	\$7,364,869	\$8,224,977	\$8,126,978	(\$97,999)	-1.2%
Expenses						
Personal Services	\$352,644	\$321,300	\$325,160	\$335,700	\$10,540	3.2%
Fringe Benefits	110,602	114,200	114,680	111,100	(3,580)	-3.1%
Operating Costs	6,561,559	6,849,769	7,107,881	7,162,178	54,297	0.8%
Operating Contingency	0	0	1,700	0	(1,700)	-100.0%
Transfer Out	44,400	0	0	0	0	N/A
Capital Outlay	702,027	79,600	675,556	518,000	(157,556)	-23.3%
Total Baseline	7,771,232	7,364,869	8,224,977	8,126,978	-97,999	-1.2%
New Requests	0	0	0	0	0	N/A
Total	\$7,771,232	\$7,364,869	\$8,224,977	\$8,126,978	(\$97,999)	-1.2%
Variance	(\$103,771)	\$0	\$0	\$0		
Beginning Fund Balance	203,598					
Ending Fund Balance	<u>\$99,827</u>					

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
GRANT RELATED FUNDS:						
Charles County Advocacy Council for Children, Youth, and Families						
Revenues						
Federal Grants	\$883,372	\$84,113	\$1,312,745	\$7,353	(\$1,305,392)	-99.4%
State Grants	1,157,543	1,223,783	1,199,139	823,548	(375,591)	-31.3%
Service Charge	77,146	77,894	77,894	90,100	12,206	15.7%
Total Operating Revenues	\$2,118,060	\$1,385,790	\$2,589,778	\$921,001	(\$1,668,777)	-64.4%
Fund Balance Appropriation	0	12,249	12,100	21,747	9,647	79.7%
Total Revenues	\$2,118,060	\$1,398,039	\$2,601,878	\$942,748	(\$1,659,130)	-63.8%
Expenses						
Personal Services	\$173,980	\$218,989	\$221,073	\$221,690	\$617	0.3%
Fringe Benefits	47,487	53,973	65,240	50,738	(14,502)	-22.2%
Operating Costs	864,859	14,557	30,594	9,550	(21,044)	-68.8%
Operating Contingency	0	17,699	53,596	16,118	(37,478)	-69.9%
Agency Funding	1,009,397	1,092,821	2,231,375	644,652	(1,586,723)	-71.1%
Total	\$2,095,723	\$1,398,039	\$2,601,878	\$942,748	(\$1,659,130)	-63.8%
Variance	\$22,337	\$0	\$0	\$0		
Beginning Fund Balance	257,676					
Ending Fund Balance	<u>\$280,013</u>					

Child Support/Judicial Grants

Revenues						
Federal Grants	\$417,401	\$583,896	\$896,966	\$592,823	(\$304,143)	-33.9%
State Grants	447,663	554,664	636,887	643,989	7,102	1.1%
Miscellaneous	0	0	646	0	(646)	-100.0%
Total Operating Revenues	\$865,064	\$1,138,560	\$1,534,499	\$1,236,812	(\$297,687)	-19.4%
County Match	109,542	135,264	150,540	146,564	(3,976)	-2.6%
Total Revenues	\$974,605	\$1,273,824	\$1,685,039	\$1,383,376	(\$301,663)	-17.9%
Expenses						
Personal Services	\$396,659	\$455,371	\$519,922	\$525,612	\$5,690	1.1%
Fringe Benefits	135,937	243,287	289,852	272,979	(16,873)	-5.8%
Operating Costs	392,402	559,658	869,680	584,785	(284,895)	-32.8%
Operating Contingency	0	12,008	1,919	0	(1,919)	-100.0%
Capital Outlay	49,607	3,500	3,666	0	(3,666)	-100.0%
Total	\$974,605	\$1,273,824	\$1,685,039	\$1,383,376	(\$301,663)	-17.9%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
<u>GRANT RELATED FUNDS:</u>						
Public Safety Grants						
Revenues						
Federal Grants	\$821,273	\$819,999	\$1,256,659	\$765,811	(\$490,848)	-39.1%
State Grants	219,153	128,487	224,053	80,000	(144,053)	-64.3%
Miscellaneous	2,082	0	12,841	0	(12,841)	-100.0%
Total Operating Revenues	\$1,042,508	\$948,486	\$1,493,553	\$845,811	(\$647,742)	-43.4%
County Match	759,079	900,359	989,113	1,162,429	173,316	17.5%
Total Revenues	\$1,801,587	\$1,848,845	\$2,482,666	\$2,008,240	(\$474,426)	-19.1%
Expenses						
Personal Services	\$1,097,616	\$1,137,667	\$1,435,950	\$1,234,153	(\$201,797)	-14.1%
Fringe Benefits	516,110	569,766	623,345	677,370	54,025	8.7%
Operating Costs	179,732	109,141	326,621	96,717	(229,904)	-70.4%
Operating Contingency	0	71	0	0	0	N/A
Capital Outlay	8,130	32,200	96,750	0	(96,750)	-100.0%
Total	\$1,801,587	\$1,848,845	\$2,482,666	\$2,008,240	(\$474,426)	-19.1%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Aging Grants

Revenues						
Federal Grants	\$768,790	\$596,231	946,368	\$752,446	(\$193,922)	-20.5%
State Grants	315,593	323,645	398,908	368,723	(30,185)	-7.6%
Service Charge	223,422	190,820	240,466	247,580	7,114	3.0%
Miscellaneous	84,507	54,200	91,096	54,200	(36,896)	-40.5%
Total Operating Revenues	\$1,392,312	\$1,164,896	\$1,676,838	\$1,422,949	(\$253,889)	-15.1%
County Match	0	11,790	11,790	17,980	6,190	52.5%
Fund Balance Appropriation	0	10,162	10,162	10,162	0	0.0%
Total Revenues	\$1,392,312	\$1,186,848	\$1,698,790	\$1,451,091	(\$247,699)	-14.6%
Expenses						
Personal Services	\$738,540	\$641,752	\$847,541	\$797,048	(\$50,493)	-6.0%
Fringe Benefits	30,468	28,320	32,378	33,920	1,542	4.8%
Operating Costs	620,878	506,614	808,709	609,961	(198,748)	-24.6%
Debt Service	10,160	10,162	10,162	10,162	0	0.0%
Total Baseline	1,400,047	1,186,848	1,698,790	1,451,091	-247,699	-14.6%
New Requests	0	0	0	0	0	N/A
Total	\$1,400,047	\$1,186,848	\$1,698,790	\$1,451,091	(\$247,699)	-14.6%
Variance	(\$7,735)	\$0	\$0	\$0		
Beginning Fund Balance	113,175					
Ending Fund Balance	<u>\$105,440</u>					

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
<u>GRANT RELATED FUNDS:</u>						
Emergency Management Grants						
Revenues						
Federal Grants	\$226,898	\$103,028	\$371,901	\$103,028	(\$268,873)	-72.3%
State Grants	3,010,864	0	513,280	0	(513,280)	-100.0%
Total Operating Revenues	\$3,237,763	\$103,028	\$885,181	\$103,028	(\$782,153)	-88.4%
Transfers In	0	20,960	17,735	20,960	3,225	18.2%
County Match	103,028	82,068	84,955	82,068	(2,887)	-3.4%
Total Revenues	\$3,340,791	\$206,056	\$987,871	\$206,056	(\$781,815)	-79.1%
Expenses						
Personal Services	\$177,668	\$164,136	\$200,361	\$164,136	(\$36,225)	-18.1%
Fringe Benefits	848	0	1,281	0	(1,281)	-100.0%
Operating Costs	314,554	41,920	599,830	41,920	(557,910)	-93.0%
Capital Outlay	2,847,721	0	186,399	0	(186,399)	-100.0%
Total	\$3,340,791	\$206,056	\$987,871	\$206,056	(\$781,815)	-79.1%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

Community Development Administration

Revenues						
Federal Grants	\$3,265	\$0	\$0	\$0	\$0	N/A
State Grants	20,929	0	0	0	0	N/A
Interest	141	0	0	0	0	N/A
Total Revenues	\$24,335	\$0	\$0	\$0	\$0	N/A
Expenses						
Personal Services	\$608	\$0	\$0	\$0	\$0	N/A
Operating Costs	23,727	0	0	0	0	N/A
Total	\$24,335	\$0	\$0	\$0	\$0	N/A
Variance	\$0	\$0	\$0	\$0	\$0	
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
<u>GRANT RELATED FUNDS:</u>						
Community Development Block Grants						
Revenues						
Federal Grants	\$309,000	\$0	\$259,785	\$0	(\$259,785)	-100.0%
State Grants	\$0	0	133,333	0	(133,333)	-100.0%
Miscellaneous	0	0	5,566	0	(5,566)	-100.0%
Total Operating Revenues	\$309,000	0	398,684	0	(398,684)	-100.0%
County Match	0	0	20,000	0	(20,000)	-100.0%
Total Revenues	\$309,000	\$0	\$418,684	\$0	(\$418,684)	-100.0%
Expenses						
Personal Services	\$0	\$0	\$8,968	\$0	(\$8,968)	-100.0%
Operating Costs	\$309,000	0	\$209,716	\$0	(\$209,716)	-100.0%
Agency Funding	0	0	200,000	0	(200,000)	-100.0%
Total	\$309,000	\$0	\$418,684	\$0	(\$418,684)	-100.0%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					
Planning Grants						
Revenues						
Federal Grants	\$12,000	\$0	\$0	\$0	\$0	N/A
State Grants	9,000	5,000	25,000	5,000	(20,000)	-80.0%
Total Operating Revenues	\$21,000	\$5,000	\$25,000	\$5,000	(\$20,000)	-80.0%
County Match	1,467	0	0	0	0	N/A
Total Revenues	\$22,467	\$5,000	\$25,000	\$5,000	(\$20,000)	-80.0%
Expenses						
Personal Services	\$6,811	\$3,806	\$3,806	\$3,806	\$0	0.0%
Fringe Benefits	2,189	1,194	1,194	1,194	0	0.0%
Operating Costs	14,967	0	20,000	0	(20,000)	-100.0%
Total	\$23,967	\$5,000	\$25,000	\$5,000	(\$20,000)	-80.0%
Variance	(\$1,500)	\$0	\$0	\$0		
Beginning Fund Balance	1,500					
Ending Fund Balance	<u>\$0</u>					
Economic Development Loan Programs						
Revenues						
Interest	\$16,095	\$0	\$5,700	\$0	(\$5,700)	-100.0%
Miscellaneous	54,134	0	39,700	0	(39,700)	-100.0%
Total Operating Revenues	\$70,229	\$0	\$45,400	\$0	(\$45,400)	-100.0%
Fund Balance Appropriation	0	350,000	594,600	275,000	(319,600)	-53.8%
County Match	0	0	200,000	0	(200,000)	-100.0%
Total Revenues	\$70,229	\$350,000	\$840,000	\$275,000	(\$565,000)	-67.3%
Expenses						
Operating Costs	\$46,906	\$350,000	\$840,000	\$275,000	(\$565,000)	-67.3%
Total	\$46,906	\$350,000	\$840,000	\$275,000	(\$565,000)	-67.3%
Variance	\$23,323	\$0	\$0	\$0		
Beginning Fund Balance	768,828					
Ending Fund Balance	<u>\$792,151</u>					

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
<u>GRANT RELATED FUNDS:</u>						
Tourism Grant						
Revenue: State Grants	\$73,191	\$65,600	\$28,534	\$28,534	\$0	0.0%
Expense: Operating Costs	\$73,191	\$65,600	\$28,534	\$28,534	\$0	0.0%
Variance	\$0	\$0	\$0	\$0		
Beginning Fund Balance	0					
Ending Fund Balance	<u>\$0</u>					

SERVICE CHARGE RELATED FUNDS:

Cable TV/I-Net Fund¹

Revenues

State Grants	\$0	\$0	\$47,000	\$0	(\$47,000)	-100.0%
Service Charges	3,499,181	3,493,000	3,493,000	3,423,100	(69,900)	-2.0%
Total Operating Revenues	\$3,499,181	\$3,493,000	\$3,540,000	\$3,423,100	(\$116,900)	-3.3%
Fund Balance Appropriation	0	324,000	371,000	200,000	(171,000)	-46.1%
Total Revenues	\$3,499,181	\$3,817,000	\$3,911,000	\$3,623,100	(\$287,900)	-7.4%

Expenses

Personal Services	\$1,115,229	\$1,267,200	\$1,267,200	\$1,140,600	(\$126,600)	-10.0%
Fringe Benefits	285,723	324,000	324,000	289,700	(34,300)	-10.6%
Operating Costs	424,944	696,000	863,820	695,300	(168,520)	-19.5%
Agency Funding	251,918	122,200	122,200	113,200	(9,000)	-7.4%
Debt Service	0	4,300	4,300	8,200	3,900	90.7%
Operating Contingency	0	252,600	77,980	311,000	233,020	298.8%
Transfer Out	411,024	1,017,700	1,182,700	918,700	(264,000)	-22.3%
Capital Outlay/Maintenance	186,491	79,500	15,300	79,500	64,200	419.6%
Equipment Reserve		53,500	53,500	53,500	0	0.0%
Total Baseline	2,675,329	3,817,000	3,911,000	3,609,700	(301,300)	-7.7%
New Requests	0	0	0	13,400	13,400	N/A
Total	\$2,675,329	\$3,817,000	\$3,911,000	\$3,623,100	(\$287,900)	-7.4%
Variance	\$823,852	\$0	\$0	\$0		
Beginning Fund Balance	7,132,646					
Annual Equipment Reserve Contribution	53,500					
Ending Fund Balance	<u>\$8,009,998</u>					

Nuisance Abatement Fund

State Special Loans improve single-family and small rental properties for low- and moderate-income families and individuals and promote community redevelopment.

Revenue: Service Charges	\$57,827	\$100,000	\$100,000	\$100,000	\$0	0.0%
Expense: Operating Costs	\$53,866	\$100,000	\$100,000	\$100,000	\$0	0.0%
Variance	\$3,961	\$0	\$0	\$0		
Beginning Fund Balance	13,054					
Ending Fund Balance	<u>\$17,015</u>					

¹ This fund was previously reviewed by the Commissioners on March 17, 2020.

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Housing Special Loans						
State Grant	\$2,003	\$0	\$0	\$0	\$0	N/A
Service Charges	17,365	404,500	594,629	404,500	(190,129)	-32.0%
Total Operating Revenues	\$19,368	\$404,500	\$594,629	\$404,500	(\$190,129)	-32.0%
County Match	0	500	500	500	0	0.0%
Total Revenues	\$19,368	\$405,000	\$595,129	\$405,000	(\$190,129)	-31.9%
Expense: Operating Costs	\$107,136	\$405,000	\$595,129	\$405,000		
Variance	(\$87,768)	\$0	\$0	\$0		
Beginning Fund Balance	88,027					
Ending Fund Balance	<u>\$259</u>					

Sheriff's Special Programs

Revenues

Licenses	\$14,775	\$33,000	\$33,000	\$33,000	\$0	0.0%
Fines & Forfeitures	35,010	142,700	142,700	22,700	(120,000)	-84.1%
Miscellaneous	1,525	11,000	11,000	0	(11,000)	-100.0%
Total Operating Revenues	\$51,310	\$186,700	\$186,700	\$55,700	(\$131,000)	-70.2%
Fund Balance Appropriation	0	32,000	32,000	0	(32,000)	-100.0%
Total Revenues	\$51,310	\$218,700	\$218,700	\$55,700	(\$163,000)	-74.5%

Expenses

Personal Services	\$90,807	\$150,200	\$150,200	\$38,000	(\$112,200)	-74.7%
Fringe Benefits	28,136	35,800	35,800	0	(35,800)	-100.0%
Operating Costs	12,539	32,700	32,700	17,700	(15,000)	-45.9%
Total	\$131,482	\$218,700	\$218,700	\$55,700	(\$163,000)	-74.5%
Variance	(\$80,172)	\$0	\$0	\$0		
Beginning Fund Balance	246,145					
Ending Fund Balance	<u>\$165,973</u>					

Drug Forfeitures

Revenues

Federal Grants	\$26,814	\$75,000	\$75,000	\$42,400	(\$32,600)	-43.5%
Fines & Forfeitures	238,239	94,700	94,700	108,000	13,300	14.0%
Interest	52	100	100	100	0	0.0%
Miscellaneous	3,853	1,500	1,500	0	(1,500)	-100.0%
Total Operating Revenues	\$268,959	\$171,300	\$171,300	\$150,500	(\$20,800)	-12.1%
Fund Balance Appropriation	0	7,300	7,300	56,000	48,700	667.1%
Total Revenues	\$268,959	\$178,600	\$178,600	\$206,500	\$27,900	15.6%

Expenses

Operating Costs	316,193	178,600	178,600	144,500	(34,100)	-19.1%
Capital Outlay	7,500	0	0	0	0	N/A
Total	\$323,693	\$178,600	\$178,600	\$206,500	\$27,900	15.6%
Variance	(\$54,734)	\$0	\$0	\$0		
Beginning Fund Balance	803,807					
Ending Fund Balance	<u>\$749,073</u>					

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Southern Maryland Criminal Justice Academy						
Revenues						
Local Government	\$94,352	\$167,200	\$182,692	\$161,400	(\$21,292)	-11.7%
Service Charges	1,915	8,000	8,000	8,000	0	0.0%
Total Operating Revenues	\$96,267	\$175,200	\$190,692	\$169,400	(\$21,292)	-11.2%
Transfers In	65,936	83,000	83,000	80,700	(2,300)	-2.8%
Fund Balance Appropriation	0	13,300	169,800	17,300	(152,500)	-89.8%
Total Revenues	\$162,203	\$271,500	\$443,492	\$267,400	(\$176,092)	-39.7%
Expenses						
Personal Services	\$8,308	\$90,800	\$90,800	\$94,000	\$3,200	3.5%
Fringe Benefits	1,220	28,000	14,500	16,100	1,600	11.0%
Operating Costs	188,249	152,700	315,592	157,300	(158,292)	-50.2%
Transfers Out	0	0	12,100	0	(12,100)	
Capital Outlay	18,886	0	10,500	0	(10,500)	-100.0%
Total	\$216,663	\$271,500	\$443,492	\$267,400	(\$176,092)	-39.7%
Variance	(\$54,460)	\$0	\$0	\$0		
Beginning Fund Balance	339,561					
Ending Fund Balance	<u>\$285,101</u>					

Animal Shelter \ Control

Revenues						
Service Charges	\$101,109	\$81,200	\$81,200	\$81,200	\$0	0.0%
Miscellaneous	16,868	14,800	14,800	16,600	1,800	12.2%
Total Revenues	\$117,977	\$96,000	\$96,000	\$97,800	\$1,800	1.9%
Expenses						
Personal Services	\$12,031	\$17,200	\$17,200	\$19,600	\$2,400	14.0%
Fringe Benefits	1,402	2,200	2,200	2,300	100	4.5%
Operating Costs	90,557	76,000	76,000	75,900	(100)	-0.1%
Operating Contingency	0	600	600	0	(600)	-100.0%
Total	\$103,990	\$96,000	\$96,000	\$97,800	\$1,800	1.9%
Variance	\$13,987	\$0	\$0	\$0		
Beginning Fund Balance	155,958					
Ending Fund Balance	<u>\$169,945</u>					

SPECIAL REVENUE FUNDS

	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change from FY20 Amended</u>	<u>% Change</u>
<u>SERVICE CHARGE RELATED FUNDS:</u>						
Law Library						
Revenues						
Service Charges	\$7,147	\$23,800	\$23,800	\$23,800	\$0	0.0%
Fines & Forfeitures	16,969	10,600	10,600	13,700	3,100	29.2%
Miscellaneous	105	0	0	0	0	N/A
Total Operating Revenues	\$24,221	\$34,400	\$34,400	\$37,500	\$3,100	9.0%
Transfers In	42,200	28,000	28,000	28,000	0	0.0%
Total Revenues	\$66,421	\$62,400	\$62,400	\$65,500	\$3,100	5.0%
Expenses						
Operating Costs	\$54,824	\$62,400	\$62,400	\$65,500	\$3,100	5.0%
Total	\$54,824	\$62,400	\$62,400	\$65,500	\$3,100	5.0%
Variance	\$11,597	\$0	\$0	\$0		
Beginning Fund Balance	15,842					
Ending Fund Balance	<u>\$27,439</u>					

TOTAL SPECIAL REVENUE FUNDS

Total Revenues	\$45,803,286	\$42,515,352	\$48,063,008	\$42,924,394	(\$5,138,614)	-10.7%
Total Expenses	\$45,069,514	\$42,515,352	\$48,063,008	\$42,924,394	(\$4,948,485)	-10.7%
Variance	\$733,772	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
Beginning Fund Balance	11,666,173					
Annual Cable Fund Equipment Reserve Contribution	53,500					
Total Ending Fund Balance	<u>\$12,453,445</u>					

General Government

Department:	Circuit Court	Account:	33.09.10
Division\Program:	Law Library	Fund:	Special Rev.
Program Administrator:	Honorable H. Jay West, County Administrative Judge	Source:	Srv. Charge
http://www.mdcourts.gov/clerks/charles/lawlibrary.html			

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Operating Costs	\$54,824	\$62,400	\$62,400	\$65,500	\$3,100	5.0%
Total Expenditures	\$54,824	\$62,400	\$62,400	\$65,500	\$3,100	5.0%

Changes and Useful Information:

- Increase in Operating Costs is due to anticipated contractual services to effectively provide information to users of the Law Library. Anticipate increased State Share Fine revenue. Additional general fund support that was added in FY2019 and FY2020 will continue into FY2021. General Fund support is due to the Justice Reinvestment Act which dictates that a defendant either be incarcerated without bond or released on personal recognizance thereby reducing bond forfeiture revenues that support Law Library operations.

Description:

Pursuant to the provisions of Section 7-204(j) of the Courts and Judicial Proceedings Article of the Code of Maryland, certain fees collected by the Clerk of the Circuit Court shall be placed in a special account to be known as the Charles County Law Library Fund. This Fund shall be used only for the general use of the Circuit Court Law Library for the acquisition of books and other publications, library equipment, and for other necessary expenses, as determined by the County Administrative Judge.

In addition, Sections 7-507(b) and 507(c)(4) of the Courts and Judicial Proceedings Article of the Code of Maryland provide that a portion of the fines imposed by, and recognizances forfeited to, a circuit court shall be used to augment the court law library. Five percent (5%) is retained by the State; 45% is allocated to County Government; and 50% is allocated to the Law Library. These percentages are determined by Statute.

Department:	Animal Control Services	Account:	21 Fund
Division/Program:	Animal Shelter/Animal Control Donations & Adoption Medical Services	Fund:	Special Rev.
Program Administrator:	Edward Tucker, Chief of Animal Control Services	Source:	Srv. Charge
https://www.charlescountymd.gov/services/animal-care-control			

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$12,031	\$17,200	\$17,200	\$19,600	\$2,400	14.0%
Fringe Benefits	1,402	2,200	2,200	2,300	100	4.5%
Operating Costs	90,557	76,000	76,000	75,900	(100)	-0.1%
Operating Contingency	0	600	600	0	(600)	N/A
Total Expenditures	\$103,990	\$96,000	\$96,000	\$97,800	\$1,800	1.9%

Changes and Useful Information:

- The **Personal Services** and **Fringe Benefits** increase is due to part time scale impacts.

Description:

The Tri-County Animal Shelter receives in excess of 6,000 animals a year from Charles and St. Mary's Counties. Every dog and cat that is adopted from the shelter is spayed or neutered by one of the many veterinarians participating in the shelter's program. This program is designed to ensure that 100% percent of the dogs and cats adopted are spayed or neutered before going into their new home.

All citizens adopting an animal pay a flat fee of \$85 per cat and \$150 per dog. Reduced rates are offered through special pet promotions. This adoption fee includes the cost of the spay/neuter surgery, a rabies shot, a first distemper vaccine, deworming (roundworm), microchip, and physical exam by a veterinarian. The fees also include heartworm screening for dogs over 6 months old, and feline leukemia/FIV screening for cats.

The adoption fees collected also supports the cost of a transport van and part time driver that takes the animals to the veterinarian along with other costs associated with the adoption program. Calvert County opened their own shelter facility in 2019. Charles and St. Mary's Counties jointly operate the current shelter.

Public Safety

Department:	Animal Control Services	Account:	21 Fund
Division/Program:	Animal Shelter/Animal Control Donations & Adoption Medical Services	Fund:	Special Rev.
Program Administrator:	Edward Tucker, Chief of Animal Control Services	Source:	Srv. Charge

Positions:	FY17	FY18	FY19	FY20	FY21
Title	FTE	FTE	FTE	FTE	FTE
Part Time	0.6	0.6	0.6	0.6	0.6
Total Full Time Equivalent	0.6	0.6	0.6	0.6	0.6

Objectives & Measurements:	FY16	FY17	FY18	FY19	FY20
	Actual	Actual	Actual	Projected	Estimated

Objective: Tracking of activities allows management to access the effectiveness of the spay/neuter adoption program and determine if changes in fee structures is necessary. Tracking of donation account funds and their use allows management to effectively make requests to charitable organizations for grant monies through support of matching funds.

# of animals adopted	940	947	947	955	975
- % of total received (ARRA's)	12.9%	14.8%	16.2%	16.5%	16.9%

Adoptable, Rescuable, Reclaimable Animals

Department:	Sheriff's Office	Account:	12 Fund
Division/Program:	Public Safety Grants	Fund:	Special Rev.
Program Administrator:	Troy D. Berry, Sheriff	Source:	Grant

www.ccsso.us

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$895,573	\$1,137,667	\$1,435,950	\$1,234,153	(\$201,797)	-14.1%
Fringe Benefits	595,948	569,766	623,345	677,370	54,025	8.7%
Operating Costs	179,733	109,141	326,621	96,717	(229,904)	-70.4%
Agency Funding	122,205	0	0	0	0	N/A
Operating Contingency	0	71	0	0	0	N/A
Capital Outlay	8,130	32,200	96,750	0	(96,750)	-100.0%
Total Expenditures	\$1,801,588	\$1,848,845	\$2,482,666	\$2,008,240	(\$474,426)	-19.1%

Changes and Useful Information:

- Due to the uncertain nature of grant funding, funds are budgeted upon award or carried over as appropriate. Therefore, the FY2021 budget is for the following grant programs: Child Support, Maryland Vehicle Theft, Byrne Justice Assistance, Heroin Coordinator, and Community Policing. Two new School Resource Officers have been added in anticipation of award of an FY2021 multi-year Community Oriented Policing (COPS) grant.
- Other grants approved throughout the year are amended accordingly which typically supports officer overtime, officer travel expenses and training, one time programs, and capital expenses.

Description:

In a cooperative effort, the Charles County Sheriff's Office (CCSO) and the County Commissioners are constantly vigil in their search for State and Federally funded programs. These programs, when funded, enhance the law enforcement effort at a much reduced cost to the citizens of Charles County.

Child Support

This grant funding for the CCSO provides services pertaining to the relocation of absent parents/obligators in child support cases which includes the processing and serving of summonses, warrants and writs of attachment received from the courts. Procedures are implemented whereby the program personnel of the Sheriff's Office interacted with officials of the Charles County Department of Social Services, and Child Support Enforcement Administration, the Courts, and the Department of Human Resources.

Auto Theft

Maryland Vehicle Theft Prevention – Receive partial funding for two officers to curtail the rising crimes of auto theft and car jacking.

Heroin Coordinator Grant Program

Partial state grant funds allow the County to hire a full-time heroin coordinator to promote a coordinated law enforcement and investigative strategy to battle the heroin epidemic through cooperation and data sharing.

Public Safety

Department:	Sheriff's Office	Account:	12 Fund
Division\Program:	Public Safety Grants	Fund:	Special Rev.
Program Administrator:	Troy D. Berry, Sheriff	Source:	Grant

Public Safety Partnership and Community Policing Grants

Federal funds are provided to advance public safety through community policing by addressing the full-time sworn office needs of state, local and tribal law enforcement agencies to hire new and/or rehire career law enforcement officers, and to increase their community policing capacity and crime prevention. Funds allow the County to hire three (3) new officers and reduce the financial impact to the County during the first three years the officers are employed.

For FY2021, the County has applied for a multi-year Community Oriented Policing (COPS) grant to hire two School Resource Officers. These officers will be deployed to address problems in and around primary and secondary schools such as gangs, drug activities, expand crime prevention efforts for students, educate youth in crime prevention and safety, develop or expand community justice initiatives for students, train students in conflict resolution, restorative justice and crime awareness and assist in developing school policy that addresses crime.

Positions:	FY17	FY18	FY19	FY20	FY21
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Sworn Officers	6.3	9.0	9.0	9.0	11.0
Child Support Coordinator	1.0	1.0	1.0	1.0	1.0
Child Support Civil Processor	1.0	1.0	1.0	1.0	1.0
Intelligence Specialist	0.0	0.0	0.0	0.0	0.0
Heroin Coordinator	1.0	1.0	1.0	1.0	1.0
Drug Court Coordinator	0.0	0.3	0.3	0.3	0.3
Drug Court Clerk	0.0	0.0	0.0	0.0	0.0
Part Time Positions	1.8	1.8	1.8	1.8	1.8
Total Full Time Equivalent	11.1	14.1	14.1	14.1	16.1

Objectives & Measurements:	FY17	FY18	FY19	FY20	FY21
	Actual	Actual	Actual	Projected	Estimated

Child Support Grant

Serve summonses/show cause/subpoenas and execute writs/warrants/body attachments relative to enforcement of child support program.

# of summonses/show cause/subpoenas to be served	895	892	604	925	625
# of writs/warrant/body attachment to be executed	415	299	259	325	265

Decrease in the number of warrants and summonses received from the courts attributed mainly to the reorganization of MD Department of Human Services, Child Support Administration to include hiring new staff and the movement of personnel from the SAO to the AG.

Department:	Emergency Services	Account:	49 Fund
Division\Program:	Emergency Management	Fund:	Special Rev.
Program Administrator:	Michelle Lilly, Chief of Emergency Management	Source:	Grant

<https://www.charlescountymd.gov/services/emergency-services>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$177,668	\$164,136	\$200,361	\$164,136	(\$36,225)	-18.1%
Fringe Benefits	848	0	1,281	0	(1,281)	-100.0%
Operating Costs	314,554	41,920	599,830	41,920	(557,910)	-93.0%
Capital Outlay	2,847,721	0	186,399	0	(186,399)	-100.0%
Total Expenditures	\$3,340,791	\$206,056	\$987,871	\$206,056	(\$781,815)	-79.1%

Changes and Useful Information:

- The FY2020 budget is for the Emergency Management Performance Grant (EMPG). Budget Amendments are executed for the rollover funds and any mid-year awards which affects **all spending categories**.
- The **Capital Outlay** decrease is due to one-time capital items which are budgeted upon grant award(s).
-The FY2019 Actuals and FY2020 Amended includes funding provided by the State of Maryland's Emergency Number System Board (ENSB) which utilizes State funds to enhance the 9-1-1 system to Next Generation 911.
- Other grants approved throughout the year are amended accordingly which typically supports overtime, travel expenses and training, one time programs, and capital expenses.

Public Safety

Department:	Emergency Services	Account:	49 Fund
Division\Program:	Emergency Management	Fund:	Special Rev.
Program Administrator:	Michelle Lilly, Chief of Emergency Management	Source:	Grant

Description:

Emergency Management Performance Grant (EMPG) Program

EMPG funds are provided to structure emergency management programs based on identified needs and priorities to strengthen their ability to support emergency management mission areas while simultaneously addressing issues of national concern as identified in the National Priorities and Target Capabilities List of the National Preparedness Goal. The EMPG program is designed to assist States and urban areas to enhance and strengthen emergency management capabilities. The building of working partnerships between government, business, volunteer, and community organizations is key to program success and highly encouraged. These funds support the County's Mass Notification System and the personnel within the Emergency Management Division.

Positions:

<u>Title</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>	<u>FY21</u> <u>FTE</u>
Allocation from General Fund	0.8	0.8	0.8	0.7	0.7
Total Full Time Equivalent	0.8	0.8	0.8	0.7	0.7

Department:	Volunteer Fire Protection & Emergency Medical Services	Account:	26 Fund
Division\Program:	Charles Co. Volunteer Fireman's Association (CCVFA) & Charles Co. Assoc. of Emergency Medical Svcs. (CCAEMS)	Fund:	Spec. Rev
Program Administrator:	Rick Bowie, CCVFA President / Lisa Yates, CCAEMS President	Source:	Prop. Tax

<https://www.charlescountymd.gov/services/emergency-services/volunteer-fire-and-ems>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$15,000	\$15,000	\$15,000	\$15,000	\$0	0.0%
Operating Costs	0	7,800	7,800	7,800	0	0.0%
Agency Funding	13,212,049	13,504,392	13,504,392	13,812,571	308,179	2.3%
Total Expenditures	\$13,227,049	\$13,527,192	\$13,527,192	\$13,835,371	\$308,179	2.3%

Changes and Useful Information:

- Increase in **Agency Funding** is the net result of increased property tax revenue allocation for FY2021.

Description:

The Charles County Fire & Emergency Medical Services (EMS) Associations represent 11 volunteer joint Fire/EMS organizations, 2 independent fire companies, and 4 independent volunteer EMS companies. There is also one volunteer independent dive/rescue company to provide service for water related emergencies. These organizations are located in La Plata, Hughesville, Waldorf, Nanjemoy, Benedict, Cobb Island, Potomac Heights, the 10th district, Indian Head, Bel Alton, Bryan's Road, Westlake (Waldorf), Newburg, Ironsides, White Plains, and Dentsville.

The funding source for the expenditure budgets listed are from a County wide fire and rescue property tax and a State of Maryland Amoss grant. The Fire and Rescue Tax is based on \$.064 per assessed value of real property and \$.16 per assessed value of business property. The tax is broken down as follows: 62.50% for fire, 31.25% for EMS and 6.25% for the Length of Service Awards Program (LOSAP). Donations, fundraising and other sources of revenue are reported separately within each organizations financial statements.

The Volunteer Fire and Rescue organizations are independent companies, each operated under an elected body of operational and administrative officers. The business affairs of each organization are managed by the Board of Directors and membership vote. The goals of these Associations include outstanding performance in the following areas: fire protection, fire prevention, volunteer retention and emergency medical services (basic and advanced life support).

Positions:

There are nearly 1,200 active volunteers within the fire and emergency medical services system. Most of these have accumulated Length of Service Award Program Points.

Public Safety

Department: State's Attorney Office\Sheriff\Commissioners **Account:** 22 Fund
Division\Program: Drug Forfeitures **Fund:** Special Rev.
Program Administrator: State's Attorney Office\Sheriff\Commissioners **Source:** Svc. Charge

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$0	\$0	\$0	\$62,000	\$62,000	N/A
Operating Costs	316,193	178,600	178,600	144,500	(34,100)	-19.1%
Capital Outlay	7,500	0	0	0	0	N/A
Total Expenditures	\$323,693	\$178,600	\$178,600	\$206,500	\$27,900	15.6%

Changes and Useful Information:

- Drug Forfeitures budgets are established based on current initiatives and program needs. Increase in **Personal Services** is support of an Assistant State's Attorney in FY2021.
- Decrease in **Operating Costs** are due to one time use of Sheriff's Office drug forfeitures funds for computer costs and

Description:

This budget is used to manage the funds resulting from drug forfeitures. These funds are difficult to budget due to their unpredictability. The State's Attorney Office is designated as the forfeiting agent for drug forfeitures involving personal property, including vehicles, money, and real property.

Federal Asset Forfeiture / Equitable Share Program

The primary purpose of the federal asset forfeiture program is law enforcement: To deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instrumentalities of crime.

Shared funding is given to supporting law enforcement operations to result in further seizures and forfeitures, which includes additional training and equipment and part-time salaries, limited to one year, to carry out the operations.

Local and State Asset Forfeiture Program

Per County Commissioners of Charles County, Maryland Resolution No. 98-18, appropriation of funds is split at 30% State Attorney's Office, 20% County Commissioners Office, and 50% Sheriff's Office. Monies can only be spent as outlined in the Code of Charles County, Chapter 164 - Drug Enforcement and Education Special Reserve Fund to finance costs associated with the administration of drug enforcement and education by the Sheriff of Charles County, the State Attorney of Charles County and related agencies. Funds appropriated to the Sheriff of Charles County is for the purpose of drug and crime prevention, education and enforcement programs, investigations and narcotics-related equipment.

Positions:

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
GENERAL FUND					
Assistant State's Attorney	0.0	0.0	0.0	0.0	1.0

Department: Sheriff's Office **Account:** 18 Fund
Division\Program: Sheriff's Special Programs **Fund:** Special Rev.
Program Administrator: Troy D. Berry, Sheriff **Source:** Svc. Charge

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$90,807	\$150,200	\$150,200	\$38,000	(\$112,200)	-74.7%
Fringe Benefits	28,136	35,800	35,800	0	(35,800)	-100.0%
Operating Costs	12,539	32,700	32,700	17,700	(15,000)	-45.9%
Total Expenditures	\$131,482	\$218,700	\$218,700	\$55,700	(\$163,000)	-74.5%

Changes and Useful Information:

- **Personal Services, Fringe Benefits, and operating cost** decreased due to moving the Volunteers in Community Service (VICS) program to the County's General Fund due to the reduction of revenue from fines levied. This is no longer considered a service charge related program.

Public Safety

Department:	Sheriff's Office	Account:	18 Fund
Division\Program:	Sheriff's Special Programs	Fund:	Special Rev.
Program Administrator:	Troy D. Berry, Sheriff	Source:	Srv. Charge

Description:

Criminal Justice Program/Urinalysis

Urinalysis is a test done at the Charles County Correctional facility. Participants on work release, juveniles, court orders, social services, parole and probation and random in house workers can be tested for the use of drugs and alcohol. The goal of the testing is to ensure that staff safety, facility security and contraband control are not compromised by the use of drugs or alcohol

Towing Service Permit Program

Per Chapter 287-19 through 287-32, the County added towing regulations to safeguard the public interests against predatory towing by authorizing the County's Sheriff's Office (CCSO) to maintain the Towing Service Permit Program. The CCSO enforces the rules and regulations for the licensing, maintenance and operations of towing companies in Charles County.

Positions:

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
VICS Supervisor	1.0	1.0	1.0	1.0	0.0
VICS Specialist	2.0	2.0	2.0	1.0	0.0
Correctional Officer	0.4	0.4	0.4	0.4	0.0
Towing Program - Officer	0.0	0.0	0.4	0.4	0.4
Part-time positions	0.6	0.6	0.6	0.6	0.0
Total Full Time Equivalent	4.1	4.0	4.4	3.4	0.4

Department:	Sheriff's Office	Account:	44 Fund
Division\Program:	Southern Maryland Criminal Justice Academy	Fund:	Special Rev.
Program Administrator:	Troy D. Berry, Sheriff	Source:	Reimburse

<u>Expenditure Category</u>	<u>FY2019 Actual</u>	<u>FY2020 Adopted</u>	<u>FY2020 Amended</u>	<u>FY2021 Proposed</u>	<u>\$ Change FY2020 Amended</u>	<u>% Chg.</u>
Personal Services	\$8,308	\$90,800	\$90,800	\$94,000	\$3,200	3.5%
Fringe Benefits	1,220	28,000	14,500	16,100	1,600	11.0%
Operating Costs	188,249	152,700	315,592	157,300	(158,292)	-50.2%
Transfers Out	0	0	12,100	0	(12,100)	
Capital Outlay	18,886	0	10,500	0	(10,500)	N/A
Total Expenditures	\$216,663	\$271,500	\$443,492	\$267,400	(\$176,092)	-39.7%

Changes and Useful Information:

- Increased **Personal Services and Fringe Benefits** includes the full year impact of the FY20 approved salary increases.
- Operating Costs** were decreased due to use of Fund Balance in FY2020 for training and equipment.
- Decrease in **Transfers Out** and **Capital Outlay** is due to a one time capital projects / purchases.

Description:

The Southern Maryland Criminal Justice Academy is a cooperative effort between the Sheriff's Offices in Charles, Calvert, & St. Mary's Counties, and its mission is to provide highly-trained and qualified sworn & corrections officers to Southern Maryland. Through skill scenarios, academic testing, physical training, and firearm training, the Academy successfully carries out its mission. The personnel at the academy are comprised of sworn and civilian personnel from all three counties.

In 2019 The Southern Maryland Criminal Justice Academy provided training for many different agencies. The academy instructed one police entry-level class (PELTP Sessions 47). PELTP Session 47 anticipates graduating 33 recruits in In 2019 the Southern Maryland Criminal Justice Academy provided training for many different agencies. The Academy instructed one (1) Police Entrance Level Training Session (Session 47) which will graduate with 30 recruits (Recruit breakdown; Calvert: 8, Charles: 12, and St. Mary's: 10). The academy held two (2) Corrections Entrance Level Programs. Session 61 with a total of 7 graduating recruits. (Recruit breakdown for CELTP 61 - Calvert: 3, Charles: 3 and St. Mary's: 1). Session 62 with a total of 8 graduating recruits. (Recruit breakdown for CELTP 62 - Calvert: 4, Charles: 2, and St. Mary's: 2) CELTP Session 63 will begin on December 7, 2019 with a graduation date of February 18, 2020 and has 18 anticipated recruits starting.

During 2019 the Academy provided In-Service training for 256 sworn officers. The breakdown is as follows; Calvert County - 116, Charles County - 3, St. Mary's County - 120, Riverdale Park Police - 15 and Morningside Police Department - 2.

Positions:

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Director	0.0	0.0	0.3	1.0	1.0
Total Full Time Equivalent	0.0	0.0	0.3	1.0	1.0

Community Services

Department:	Community Services	Account:	40 fund
Division/Program:	Aging & Human Services: Federal Grants	Fund:	Spec. Rev.
Program Administrator:	Lisa Furlow, Chief of Aging & Human Services	Source:	Grant
	https://www.charlescountymd.gov/services/aging-and-senior-services		

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$447,334	\$351,267	\$517,419	\$455,011	(\$62,408)	-12.1%
Operating Costs	403,788	299,164	552,280	362,215	(190,065)	-34.4%
Debt Service	5,080	5,081	5,081	5,081	0	0.0%
Total Expenditures	\$851,122	\$650,431	\$1,069,699	\$817,226	(\$252,473)	-23.6%

Changes and Useful Information:

- **Personnel Services** and **Operating Costs** decrease is a result longer grant award periods for the Federal Aging pass-through Grants under the Older American's Act net of increased budget for MD Access Point Program. Funds are now being awarded for a 2-year period. Initial proposed budgets only include new awards. Balance of Federal grants with an end date of 09/30/20 or later will be carried over to FY2021. Budget Amendments are executed for the rollover funds.
- **Debt Service** is for replacing a vehicle for the Maryland Access Point Program. The vehicle is utilized for site visits with clients, outreach efforts for the program, as well as trainings and meetings associated with the program.

Description:

Federal funds are provided as part of the Older Americans' Act (OAA), under the US Department of Health and Human Services, Administration for Community Living. All OAA programs stipulate that persons who are eligible for services must be at least age 60+ and participants may not be means tested, and services cannot be denied based upon eligible participant's capability or willingness to contribute to the cost of these programs.

Affordable Care Act – Aging and Disability Resource Center: Maryland Access Point (MAP)

MAP is a method of service delivery that enables adults with chronic medical conditions and permanent disabilities to access information and assistance regarding long term care and to receive options counseling and benefits coordination through a single point of entry. This program is utilized to achieve specific goals in the MDoA 5-Year Strategic Plan for MAP. In FY2015, local agencies had to merge existing senior information and assistance programs under MAP to continue program expansion and strategic objectives. Funding supports a designated merit position titled "Aging & Disability Resource Center Manager" to serve as the Charles County MAP Coordinator, an Aging and Disability Resource Center (ADRC) Coordinator and up to five (5) part-time Program Assistants. MAP is a fee for service program under the Federal Financial Participation (FFP) Model from the federal government for costs associated with the "efficient and effective" administration of the Medicaid program. The County has entered into an agreement with the State as the administrator of the program. In order to remain eligible for FFP funds, a non-federal source of funds must be available to support this program on an ongoing basis.

Under the MAP program, staff also help clients transition from an institution, for example a nursing facility, to community living in an apartment, private home, or small group setting. These services which were originally within the Money Follows the Person (MFP) program, were incorporated into MAP in FY2019. MFP initiatives increase outreach to individuals in institutions and decrease barriers to transition. Efforts include enhanced transition assistance, improved information technology, flexible transition funds, and the addition of waiver services.

Title III, Part B - Grants for Supportive Services and Senior Centers

Under Title III, Part B, a state-determined minimum percentage of funds are provided for three designated priority areas: in-home care, legal assistance and access services.

In-home and supportive services are available to frail and disabled persons aged 60 or older, who reside within Charles County. Services include such things as personal care, respite, homemaker, chore, and limited benefits that fill identified gaps in community-based care while clients wait for long-term benefits. All services are coordinated across agencies to ensure that there is no duplication of effort, and to make the best use of limited funds.

Senior Legal Assistance provides legal advice, counseling, and representation to senior citizens under an annual contract with the Legal Aid Bureau (LAB). LAB personnel devote an average of 12 hours/month to the provision of specific legal services described in the contractual agreement. These hours include at least four community education events during the contract year.

Community Services

Department:	Community Services	Account:	40 fund
Division\Program:	Aging Services: Federal Grants	Fund:	Spec. Rev.
Program Administrator:	Lisa Furlow, Chief of Aging & Human Services	Source:	Grant

Legal services under Title III are limited to settling the following types of claims: Public Benefit Access, Housing, Consumer Protection, Advocacy for institutionalized persons, and Health Care Advanced Directives. The Area Agency on Aging (AAA) may also assist seniors with obtaining low-cost or free legal services not covered under its contract with LAB by coordinating services through the State's Senior Legal Hotline and local attorneys. Access Services include the full scope of services in areas such as Maryland Access Point / Senior Information & Assistance, Community Outreach & Education, Transportation, Assisted Transportation, and support for Senior Centers.

Title III, Part C - Nutrition Services

Charles County Senior Nutrition Programs are responsible for delivery of nutrition services to the elderly through programs supported at the federal, state, and local levels. Staff within the Aging and Senior Programs Division administer the Congregate and Home Delivered Meals programs through the coordination of many partners including: Charles County Public Schools, a large number of community volunteers, and support from the Maryland Department of Aging. Nutritionally balanced menus are written by a Registered Dietician and are required to meet the dietary needs for older adults as described by USDA and State Nutrition Policy guidelines.

With funding provided under Title III, Part C1, the Congregate Meal Program is effective in reducing social isolation and nutritional risk through the provision of nutritionally balanced meals in community settings such as Senior Centers. In compliance with federal grant requirements, the program requests voluntary donations from eligible participants, but may not deny services based upon an individual's willingness or capability to contribute toward the cost of the meal. Meal sites also offer opportunities for seniors to obtain information, access to benefits, nutrition education, physical fitness and health screening.

Funds designated under Title III, Part C2, provide Home Delivered Meals to eligible seniors and their spouses who are homebound and unable to shop for food or prepare nutritious meals for themselves due to increasing frailty. As with Congregate meals, participant contributions toward the cost of the home delivered meals are requested, but not required. Participants receive periodic screening for eligibility redetermination purposes, as well as, to secure additional benefits which facilitate ongoing community-based care.

Title III, Part D - Health Promotion and Disease Prevention

Effective October 1, 2014 the Maryland Department of Aging issued a new program directive (APD 14-14) that restricts the use of Title IIID funds to "highest tier evidence-based programs" which are defined by the US DHHS/Administration for Community Living in its guidance document. This policy change was made in an effort to comply with a new Congressional appropriation requirement for programs funded by Title IIID of the Older Americans Act. Title IIID evidence-based health promotion programs provide adults with techniques and strategies to delay and/or manage chronic health conditions and include activities that promote: improved nutrition, emotional and social well-being, physical fitness and fall prevention.

Title III, Part E - National Family Caregiver Support Programs (NFCSP)

Funded under Title III, Part E, the NFCSP provides respite and supportive services to family caregivers of persons aged 60+, and to grandparents who are the primary caregivers for young children. The NFCSP provides assistance to caregivers in five designated service categories: Information and Access to caregivers about available services; Care Coordination and Case Management for caregivers; Caregiver Training and Support Groups; Respite Care; and, Supplemental Services to compliment the care provided by caregivers. Unique compared to other Title III grants, this program requires a minimum 25% cash match from non-federal sources.

Title VII, Chapter 3 - Prevention of Elder Abuse, Neglect, and Exploitation

Title VII of the Older Americans Act requires the development of programs aimed at identifying and preventing abuse, neglect, and exploitation of older adults, particularly those who reside in institutional settings. The Long Term Care Ombudsman serves as an advocate for residents in licensed long term care facilities (nursing homes and assisted living), to maintain their legal rights, ensure quality of care, and uphold the highest levels of personal dignity.

The Ombudsman mediates concerns when possible, and forwards regulatory deficiencies to the appropriate State agencies and law enforcement units, as needed. Ombudsmen also encourage the formation of active, resident councils and family councils within long term care facilities. Elder Abuse Prevention programs are jointly funded by the State Ombudsman Initiative grant.

Community Services

Department:	Community Services	Account:	40 fund
Division\Program:	Aging Services: Federal Grants	Fund:	Spec. Rev.
Program Administrator:	Lisa Furlow, Chief of Aging & Human Services	Source:	Grant

Centers for Medicare and Medicaid Services Programs (CMS)

State Health Insurance Program (SHIP) - SHIP is a federal grant supported program which utilizes staff and trained volunteers to provide information and assistance for the elderly in areas such as: preparing and filing health insurance claims; understanding medical bills; and understanding Medigap and long-term care insurance policies. Individual and community education regarding access to health insurance, Medicare and Medicaid policies, options counseling, and enrollment services are ongoing services provided by both paid staff and volunteers.

Volunteers are also trained to identify other needs and to make appropriate referrals. The volume of SHIP services continues to increase steadily with the continuation of Health Care Reform & Medicare Reform at the Federal level and the changes to Medicare Drug Benefit Programs. Recent changes in SHIP policy at the State level have greatly expanded the target population to include persons of any age who are entitled to Medicare as a result of disability or chronic illness. CMS is housed within the Administration for Community Living (ACL).

Medicare Improvements for Patients and Providers Act (MIPPA) - MIPPA grants have been instrumental in helping disadvantaged seniors regain their economic footing and lead healthy, independent lives through funding to help Medicare beneficiaries and apply for Medicare Part D Extra Help/Low Income Subsidy and Medicare Savings Program. MIPPA grantees work to identify low-income older adults throughout Maryland who may be missing out on these programs, and assist them with applying for them and educate vulnerable seniors about how to use and retain these programs.

The Aging and Senior Programs Division utilize these funds for existing MAP and SHIP staff to expand awareness about all Medicare and Medicaid programs to older adults residing in rural and geographically isolated areas and to under-served populations within Charles County. This grant is budgeted upon award.

Senior Medicare Patrol (SMP) - Maryland SMP is a health care fraud prevention project administered by the Maryland Department of Aging through the U.S. Department of Health and Human Services and the Administration on Community Living (ACL). The mission of Maryland SMP is to prevent the escalation of health care costs at the national level by developing programs that teach Medicare and Medicaid beneficiaries how to recognize and report health care fraud, waste, abuse, or error, and to assist beneficiaries with resolving fraudulent healthcare bills and claims.

<u>Positions:</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Chief of Aging & Human Services	0.1	0.1	0.1	0.1	0.1
Aging and Disability Resource Center (ADRC) Mgr.	1.0	1.0	1.0	1.0	1.0
Centers Administrator	0.1	0.1	0.1	0.1	0.1
ADRC Coordinator	0.7	0.4	0.4	0.3	0.3
Long Term Care Coordinator	0.4	0.4	0.3	0.4	0.4
Nutritionist	0.4	0.3	0.3	0.3	0.3
ADRC Program Specialist	0.1	0.1	0.4	0.3	0.3
Full Time Allocation	1.2	1.5	2.2	0.9	0.9
Part-time positions	3.1	4.2	3.7	3.3	3.3
Total Full Time Equivalent	7.0	8.2	8.7	6.7	6.7

Objectives & Measurements:

See General Fund - Community Services for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services
Division/Program: Aging & Human Services: State Grants
Program Administrator: Lisa Furlow, Chief of Aging & Human Services
<https://www.charlescountymd.gov/services/aging-and-senior-services>

Account: 43 fund
Fund: Spec. Rev.
Source: Grant

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$291,207	\$290,485	\$330,122	\$342,037	\$11,915	3.6%
Fringe Benefits	30,468	28,320	32,378	33,920	1,542	4.8%
Operating Costs	217,090	207,450	256,429	247,746	(8,683)	-3.4%
Debt Service	5,080	5,081	5,081	5,081	0	0.0%
Total Expenditures	\$543,845	\$531,336	\$624,010	\$628,784	\$4,774	0.8%

Changes and Useful Information:

- Increased **Personal Services** and **Fringe Benefits** includes the full year impact of the FY20 approved salary increases and alignment of Community Options Waiver program with amended budget. Program activity and spending increased in FY2020.
- Operating Costs** were adjusted to meet current trends.
- Debt Service** is for replacing a vehicle for the Community Options Waiver Program. The vehicle is utilized for site visits with clients.

Description:

The following programs receive state funds through the Maryland Department of Aging:

Senior Information and Assistance (I&A)

The Senior I&A program serves as a "one stop shop" for senior citizens and their families, and provides community outreach and access to many programs and services which benefit the elderly. The Senior I&A Unit is responsible for the administration of a number of programs and services, including the provision of basic information, coordination of public benefits, referral, and assistance for the elderly and their family members. In addition, Senior I&A maintains and distributes a wide variety of resource materials, provides technical assistance to senior citizen clubs, and conducts community outreach efforts through public and private partner organizations.

Mandated under the Older Americans Act, I&A is considered a "core service" in the community and has experienced a steady increase in call and appointment volume, corresponding with the rapid increase in the County's senior citizen population. Services are provided primarily through senior centers and by phone, with special appointments and home visits available as required. Extensive coordination with churches, the private sector, and community service organizations allow this program to assist low-income senior citizens with a variety of emergency services (e.g. food, fuel, prescriptions) as well as eyeglasses, hearing aids, dental services, and medical equipment in the most efficient manner possible.

Senior Care

Senior care is a statewide long-term care service delivery system which coordinates home and community-based care (HCBC) for individuals age 65+ according to their needs. Senior Care is provided through a Joint Care Planning team comprised of staff from Charles County Department of Community Services and the Charles County Department of Health. The purpose of Senior Care is to prevent premature institutionalization of frail elderly who are at risk of nursing home placement, but do not yet qualify for Medicaid benefits.

All Senior Care clients receive a comprehensive, in-home assessment completed by a member of the Charles County Department of Health's Adult Evaluation and Review Services (AERS) team. Following the AERS assessment, the Joint Care Planning team develops a plan of care for the client which is designed to link individuals with all suitable and available resources and services. Senior Care funds are utilized as a "last resort" and are distributed to eligible clients based on a priority of need. Persons determined eligible who are not able to be served due to limited grant funds are placed on a priority-ranked wait list. Wait listed persons shall be re-assessed at least annually for both functional and financial eligibility as well as re-ranking. This grant is budgeted upon award.

Senior Nutrition

In accordance with statewide nutrition programs for the elderly, the County administers a variety of quality nutrition services to senior residents of the County. Programs include: Congregate Meals, Home Delivered Meals, Nutrition Education, Nutritional Risk Assessment, Individualized Nutrition Consultation, and the provision of shelf-stable meals for use in emergency/inclement weather situations. All persons age 60 and older are eligible to participate in Senior Nutrition programs. Spouses and disabled children of eligible seniors may also participate at the Department's discretion. State Nutrition funds are authorized for meals (not operational).

Community Services

Department:	Community Services	Account:	43 fund
Division\Program:	Aging Services: State Grants	Fund:	Spec. Rev.
Program Administrator:	Lisa Furlow, Chief of Aging & Human Services	Source:	Grant

Senior Assisted Living Group Home Subsidy (SALGHS)

The SALGHS provides a fixed-rate monthly home fee for eligible persons who reside in small, group-home style licensed assisted living facilities. Subsidies available to residents in Charles County are extremely limited, based upon annual grant award total. A maximum of 9% of the total grant award is available for salary administration of the program.

Guardianship

In lieu of a suitable private guardian of person, the Chief of Aging & Human Services, may serve as the court-appointed Public Guardian for persons ages 65 and older who have been declared by Courts to be legally incompetent to make their own decisions. Designated long-term care staff members serve as case managers and authorized legal representatives to the Public Guardian and may be required to determine appropriate living arrangements, oversee the provision of services or consent to medical treatment for wards under their care.

In accordance with the Maryland Estates & Trusts laws, Public Guardianship shall be a last resort. Therefore, the Area Agency on Aging (AAA) shall utilize a portion of its grant funds to engage in activities aimed at avoiding Public Guardianship, as possible.

State Ombudsman

As part of the Maryland Ombudsman Initiative, this program is partially State funded as determined by a formula that is heavily weighted by the number of nursing homes operating within the jurisdiction. The Ombudsman provides professional resident advocacy and complaint resolution services in all licensed long-term care facilities within Charles County. Long-term care facilities include nursing homes, transitional care centers, and licensed Assisted Living programs.

This program may utilize trained volunteers and representatives from family and resident councils within each facility to increase the presence of the resident advocate. Cases involving allegations of resident abuse, neglect, or exploitation are investigated jointly with local law enforcement agencies and reported to appropriate State licensing authorities, as outlined in COMAR. Ombudsman services are Federally mandated under the Older Americans' Act (OAA).

Senior Center Operating Funds (SCOF)

These funds are awarded competitively to Area Agencies on Aging (AAA) for the purpose of enhancing services in Senior Centers throughout the state. In prior years, the Division has been awarded funds to support the health and wellbeing of seniors in a variety of ways through innovative center programs. Some examples include: purchase of new fitness machines and fitness equipment for Senior Center fitness activities; funds to provide patient support & service navigation at the health clinic in Nanjemoy; and most recently to develop a new "farm to table senior nutrition" program providing nutrition education and free vouchers for seniors to receive fresh produce from local farmers at pop-up Senior Center farm markets.

Community Options Waiver

The Community Options Waiver is open to qualified disabled persons of all ages with long term care needs, including children. The purpose of the CO Waiver is to provide long term care via home & community based services to disabled persons who would otherwise warrant placement in a skilled nursing facility. The Waiver allows services that are typically covered by Medicaid only in a nursing facility to be provided to eligible persons in their own homes or in assisted living facilities.

Eligible persons must meet both financial and medical criteria to participate and are periodically reevaluated to determine ongoing eligibility. Administration of the Medicaid Waiver requires comprehensive case management and individualized coordination of community-based care services. The Community Options Waiver operates as a fee-for-service program, where associated personnel must track allowable case management activities and submit a monthly invoice for billable hours. Approved billable hours are subsequently reimbursed by the State at a fixed rate established by Medicaid and administered by DHMH.

Community First Choice (CFC) is also a program under Community Options Waiver. It's fee for service Medicaid, similar to Waiver. The agency is taking an added role in the Community Personal Assistance Services (CPAS). Together these three programs provide a three tiered approach to serving persons with long-term care needs, while re-balancing Maryland's Medicaid Program to greater emphasize home and community based options.

<u>Positions:</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Long Term Care Coordinator	0.2	0.2	0.3	0.7	0.7
Home & Community Based Svcs Supervisor	1.0	1.0	1.0	1.0	1.0
Long Term Care Program Specialist	0.7	0.6	0.7	0.2	0.2
Part-time positions	2.6	2.6	3.0	3.2	3.2
Total Full Time Equivalent	4.5	4.4	5.1	5.0	5.0

Community Services

Department: Community Services **Account:** 13 Fund
Division\Program: Housing Authority: Community Development Block Grant (CDBG) **Fund:** Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority **Source:** Grant
<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/housing-authority>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$0	\$0	\$8,968	\$0	(\$8,968)	-100.0%
Operating Costs	442,333	0	209,716	0	(\$209,716)	-100.0%
Agency Funding	0	0	200,000	0	(200,000)	-100.0%
Total Expenditures	\$442,333	\$0	\$418,684	\$0	(\$418,684)	-100.0%

Changes and Useful Information:

- At the end of each fiscal year, the balance of Community Development Block Grant and Community Legacy Grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds. The **FY20209 amended budget** is for the Hughesville Tobacco Warehouse Façade Improvements & Plaza Project, a U.S. Dept of Agriculture Rural Housing Preservation Grant, and a Community Development Block Grant for operations expenses relative to Angel's Watch Shelter

Description:

Community Development Block Grant (CDBG)

The Community Development Block Grant program, designed to assist units of local government with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities, is authorized under Title I of the Housing and Community Development Act of 1974 and administered by the Maryland Department of Housing & Community Development.

Charles County Government has competed in Community Development Block Grant (CDBG) since 1975 and received awards in 35 of those 44 years for 60 projects and over \$11 million in CDBG funding. Because Charles County is not an entitlement county (one having a population of 200,000 or more), Charles County competes for funding with 134 other non-entitlement jurisdictions in Maryland. The County can apply for a maximum of \$800,000 per grant announcement which can be divided into several projects during an application cycle.

Community Services' responsibilities include assistance to interested groups or organizations wishing to fund projects; submission to the State of the grant application; program administration; administration of funds and reporting responsibilities.

Community Legacy Grant Program

Community Legacy, a program of the Department of Housing & Community Development (DHCD), is designed to assist urban neighborhoods, suburban communities and small towns that are experiencing decline and disinvestment, but have the potential, with modest public and private investment to be vibrant places to live and work. The Community Legacy Areas are often referred to as "at-risk" or "transitional communities".

Community Legacy provides flexible capital and operating resources through annual competitive funding rounds to assist local governments and their nonprofit partners in planning and realizing comprehensive community revitalization initiatives. It is intended to fill key gaps in State support for such efforts.

Community Legacy Grant Program - Hughesville Tobacco Warehouse Façade Improvements & Plaza

This project consists of façade improvements to a historic tobacco warehouse and packing house, and an outdoor plaza with public art and landscaping between the two buildings. Part of the larger Hughesville Tobacco Warehouse Restoration Project, the tobacco buildings are ultimately envisioned to include a performing venue, event/community meeting space, cultural arts center/museum, and farmers market. The improved façade and plaza will contribute to a more attractive village image and thus help advance the implementation of the Hughesville Village Revitalization Plan. The façade improvements will also enable the larger warehouse project to move forward which, once completed, will have many positive impacts on the village by providing a major community amenity and regional destination in Hughesville. Planning and Growth Management will take the lead on this project.

Rural Housing Preservation Grants

The Rural Housing Preservation Grants program awarded through the U.S. Department of Agriculture, is designed to assist very low- and low-income rural residents individual homeowners, rental property owners (single/multi-unit) or by providing the consumer cooperative housing projects (co-ops) the necessary assistance to repair or rehabilitate their dwellings. This grant program supports rehabilitation projects in rural areas of the county.

Community Services

Department: Community Services **Account:** 14 Fund
Division\Program: Housing Authority: Housing Assistance **Fund:** Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority **Source:** Grant
<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/housing-authority>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$697,536	\$724,800	\$741,489	\$730,000	(\$11,489)	-1.5%
Fringe Benefits	211,246	213,100	227,740	246,200	18,460	8.1%
Operating Costs	9,375,316	9,179,479	8,949,227	8,846,200	(103,027)	-1.2%
Operating Contingency	0	3,700	0	0	0	N/A
Total Expenditures	\$10,284,098	\$10,121,079	\$9,918,456	\$9,822,400	(\$96,056)	-1.0%

Changes and Useful Information:

- **Personal Services** includes the full year impact of the merit and cola received during FY 2020 net of turnover and decreased PORT administrative fees which fund salary.
- The **Fringe Benefits** increase is a result of increased Health & Dental and Workers Compensation.
- The County administers 725 Housing Choice Vouchers which accounts for the majority of operating costs in the form of rental payments. **Operating Costs** decrease is the result of current trends related to rents paid based on anticipated funding. The budget is adjusted mid-year to accommodate funding award which occurs on a calendar year basis. In FY2020, the County absorbed a large number of PORT clients thereby reducing PORT revenue and expenses.

Description:

Housing Choice Vouchers

Charles County Government serves as the local Housing Authority for the tenant-based Housing Choice Voucher (HCV) Program. This U.S. Department of Housing and Urban Development (HUD) HCV program allows very-low income persons to choose and lease safe, decent, and affordable rental housing. Some participants may qualify for home purchase through the program as well. Charles County Government serves as the local Housing Authority for this program and approves rental vouchers for low-income county residents.

A rental voucher represents the difference between 30% of the family's adjusted income and the applicable payment standard. During initial lease-up, a family may pay no more than 40% of adjusted income toward housing costs. Any approved rents must be determined reasonable by the Housing Authority. Seventy-five percent of all new admissions to the program must be very-low income (having a household income less than 30% of median).

Reciprocal Agreement

The Reciprocal Agreement allows families to move from jurisdiction to jurisdiction and maintain their housing assistance. Charles County bills the original Housing Authority for payments made on behalf of participants.

Positions:

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Director of Community Services	0.3	0.3	0.3	0.3	0.3
Chief of Housing Authority	0.9	0.9	0.9	0.9	0.9
Housing Program Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspection Supervisor	1.0	1.0	1.0	1.0	1.0
Housing Inspector	1.0	1.0	1.0	1.0	1.0
Occupancy Specialist	4.0	5.0	5.0	5.0	5.0
Administrative Associate	1.0	0.0	0.0	0.0	0.0
Portability Specialist	1.0	1.0	1.0	1.0	1.0
Total Full Time Equivalent	10.2	10.2	10.2	10.2	10.2

Objectives & Measurements:

See General Fund -Community Services for listing of all Objectives & Measurements regardless of funding source.

Community Services

Department: Community Services **Account:** 15 Fund
Division\Program: Housing Authority: Housing Special Loans **Fund:** Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority **Source:** Srv. Charge
<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/special-loan-programs>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Operating Costs	\$107,136	\$405,000	\$595,129	\$405,000	(190,129)	-31.9%
Total Expenditures	\$107,136	\$405,000	\$595,129	\$405,000	(\$190,129)	-31.9%

Description:

State Special Loans improve owner-occupied homes and small rental properties for low and moderate-income families and individuals and promote community redevelopment. They provide comprehensive rehabilitation to improve the basic livability of properties, increase energy conservation, and meet special housing needs such as lead paint abatement and installation of indoor water and sewer facilities. In extreme cases, complete home replacements may be financed through the State Special Loans Program.

Objectives & Measurements:

See General Fund -Community Services for listing of all Objectives & Measurements regardless of funding source.

Department: Community Services **Account:** 19 Fund
Division\Program: Housing Authority: Community Development Administration **Fund:** Spec. Rev.
Program Administrator: Rita Wood, Chief of Housing Authority **Source:** Grant
<https://www.charlescountymd.gov/services/health-and-human-services/housing-services/housing-authority>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$608	\$0	\$0	\$0	\$0	N/A
Operating Costs	23,727	0	0	0	0	N/A
Total Expenditures	\$24,335	\$0	\$0	\$0	\$0	N/A

Changes and Useful Information:

- At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds. The County does not anticipate funding for these programs in FY2021.

Description:

Effective July 1, 2017, four (4) homeless grant programs and the Interagency Council on Ending Homelessness, formerly administered by the Maryland Department of Human Services (DHS), moved to the Department of Housing and Community Development (DHCD). The first change is the move to consolidate six, discrete programs into a single Homeless Solutions Program (HSP) grant, two of which are the Rental Assistance Program (RAP) and the Emergency Solutions Grant (ESG). Currently, each grant program is administered and awarded as a separate grant. As of State fiscal year (FY) 2019, applicants will submit one application to apply for all HSP funds. The second significant change is the way funds will be distributed to applicants and service providers. Effective FY2019, HSP funds will largely flow through the 16 Continuums of Care (CoC). Therefore, the County will no longer handle new funding under the RAP or ESG programs effective FY2019.

Rental Allowance Program (RAP)

In FY2019, the Rental Allowance Program provided fixed monthly rental allowance payments to approximately six (6) low-income households that have critical and emergency housing needs. Any given household is limited to twelve (12) months participation in RAP therefore, the FY2018 grant program was carried over to FY2019 and closed out in January FY2019.

Emergency Solutions Grant, Formerly the Emergency Shelter Grant, (ESG) Program

The ESG program provides funding for homeless prevention activities and funding for emergency and transitional homeless shelters that supply supportive services to their clients. In prior fiscal years, Charles County applied for funding on behalf of local sub recipients and administered the grants when received. For FY2019, spending was the balance of funds available for carryover from FY2018 on behalf of LifeStyles of Maryland Foundation, Inc. This grant is now administered by the Continuums of Care and therefore not budgeted for FY2020.

Social Services

Department:	Circuit Court	Account:	5 Fund
Division\Program:	Child Support/Judicial Grants	Fund:	Special Rev.
Program Administrator:	Honorable H. Jay West, County Administrative Judge	Source:	Grant

<https://www.charlescountymd.gov/government/other-agencies/circuit-court>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$396,659	\$455,371	\$519,922	\$525,612	\$5,690	1.1%
Fringe Benefits	135,937	243,287	289,852	272,979	(16,873)	-5.8%
Operating Costs	392,402	559,658	869,680	584,785	(284,895)	-32.8%
Operating Contingency	0	12,008	1,919	0	(1,919)	-100.0%
Capital Outlay	49,607	3,500	3,666	0	(3,666)	-100.0%
Total Expenditures	\$974,605	\$1,273,824	\$1,685,039	\$1,383,376	(\$301,663)	-17.9%

Changes and Useful Information:

- Reduction in **Operating Costs** is due to one time grants awarded in FY2020 that are not budgeted in FY2021. At the end of each fiscal year, the balance of unspent multi-year federally funded grant projects are carried over to the next fiscal year as appropriate. Budget Amendments are executed for the rollover funds.
- **Operating Contingency** in FY2020 was to cover any revenue shortfalls and/or expenditure overages.
- Decrease in **Capital Outlay** is due to one-time FY2021 capital items.

Description:

Child Support - Circuit Court

Family Magistrates are appointed by the Administrative Judge of the Circuit Court for Charles County pursuant to Maryland Rule 2-541. Operating pursuant to a cooperative agreement with the MD Department of Human Resources Child Support Enforcement Administration, the Family Magistrates conduct court hearings in Title IV-D cases pertaining to establishing paternity and child support orders, in addition to the modification and enforcement of child and medical support obligations filed by the Charles County Department of Social Services (DSS).

Family Support Services Program (FSSP) - Circuit Court

The goal of the state funded Family Support Services Program (FSSP) within the Circuit Court for Charles County is to provide an effective approach for the early resolution of family conflict. Recognizing that the adversarial process can be destructive for families, the FSSP works to expedite family law cases in a manner designed to enable safety and support for all family members, and to minimize the trauma of litigation. Families are given opportunities, through court orders, to participate in co-parenting educational programs and alternative dispute resolution programs to make parenting decisions for themselves and their families. FSSP also offers a Fee Waiver program for litigants who cannot afford court-ordered family services.

Funding also provides for the Child Dependency Mediation Program. Child dependency mediation is a strategy for more efficient and effective placement of children who have been removed from their home due to neglect and abuse. The main goal of this program is to assist children in finding a permanent solution to their home situation within twelve (12) months. Other goals include shared ownership and development of case plans, reduction of the time from removal to permanency, reduction in the number of court hearings, and increased satisfaction of all disputing parties.

On January 1, 2018, amendments to Title 10 of the Maryland Rules took effect that changed how courts manage guardianships under Title 13 of the Estates and Trusts Article. These changes reflect the Judiciary's ongoing efforts to ensure the personal and financial well-being of vulnerable Marylanders. In FY19, the court implemented a cohesive guardianship monitoring initiative as a component of its Family Support Services Program. The initiative included intensive case management components for both adult guardianship and guardianship of a minor cases. Key aspects of the Guardianship Monitoring Program include: ensuring eligibility requirements for attorneys appointed to represent subjects of proceedings to establish guardianships are met; implementing orientations and executing training requirements for guardians of the person and property; linking potential and appointed guardians with community resources; monitoring compliance with annual reporting requirements; performing case file management duties to ensure timely case disposition; etc.

In FY21, the FSSP will strive to improve services to self-represented litigants. Specifically, the CharlesCounty Circuit Court seeks to provide an attorney-staffed legal clinic Monday through Friday and co-locate it with the Law Library. This clinic will create a one stop shop for self-represented litigants seeking court process information, access to legal resources, and assistance with their case.

Social Services

Department:	Circuit Court	Account:	5 Fund
Division\Program:	Child Support/Judicial Grants	Fund:	Special Rev.
Program Administrator:	Honorable H. Jay West, County Administrative Judge	Source:	Grant

Office of Problem Solving Courts Discretionary Grant (OPSCDG)

The OPSCDG is a state funded program that assists problem solving courts to develop and maintain a judicial led, collaborative, therapeutic system for individuals struggling with alcohol or drug related issues and who have an active court case. Grant funding may be used to support Judiciary staff assigned to problem solving courts, contracts and contractual employees, and any eligible ancillary services that will be utilized by and for the betterment of the community members served by this court program. In Charles County, this grant currently supports the Family Recovery Court (FRC). In FY20, grant funds are designated to support a full-time Drug Court Coordinator who oversees local drug court programs, the Family Resource Specialist who works with FRC clients, and services to program participants. Parents with substance abuse issues who are under the jurisdiction of the court through a Child In Need of Assistance (CINA) case, Termination of Parental Rights (TPR) case, or domestic relations case are eligible for the program. The mission of the Charles County FRC is to build strong and healthy families by offering timely, intensive treatment and support for parents with substance abuse problems that prevent them from providing safe and appropriate care for their children. The FRC utilizes a holistic approach to support parents and families, with consistent monitoring, intensive treatment, ancillary services, and collaborative community efforts. Court sessions are scheduled bimonthly for a total of twenty-four sessions held in each calendar year. Since its inception, thirty four (34) clients have successfully completed and graduated from the program.

Substance Abuse and Mental Health Services Administration Projects of Regional and National Significance (SAMHSA) - Family Recovery Court (FRC)

The Charles County Circuit Court was awarded a five (5) year, SAMHSA grant that started in September 2018, to continue its coordinated, multi-system approach for individuals engaging in the FRC. Project goals are to increase the capacity of the FRC; improve access to mental health assessments; increase commitment/retention in the FRC program through certified trauma informed care; provide ongoing trauma-informed care training to FRC staff and community partners; augment existing treatment services available to participants via Medically Assisted Treatment (MAT) interventions; enhance parenting skills and positive family interactions through a parenting education program; offer aftercare services to participants who have graduated from the FRC program or been administratively discharged; and implement programs geared towards positively enhancing parent-child interactions. Funds support the cost of an Assistant Case Manager, 10% of the Drug Court Coordinator, and contract services for substance abuse treatment, inpatient treatment, MAT, transportation for clients, parenting education programs, parent-child focused programs, and a performance evaluation with data collection. This grant ends September 29, 2023.

<u>Positions:</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Drug Court Coordinator	1.0	0.8	0.8	0.8	0.8
Director of Family Programs	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
Assistant Case Manager	1.0	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Case Manager	1.0	1.0	1.0	1.0	1.0
Courtroom Clerk	2.0	2.0	2.0	1.0	1.0
Family Law Support Specialist	0.0	0.0	0.0	1.0	1.0
Total Full time Equivalent	9.0	8.8	8.8	8.8	8.8

<u>Objectives & Measurements:</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>
Child Support					
<i>Objective: Establishment and enforcement of paternity and support orders.</i>					
Family Magistrates Office					
% to be dispositioned for cases scheduled	97%	98%	95%	96%	98%

Social Services

Department: Community Services **Account:** 46 Fund
Division\Program: Charles County Advocacy Council for Children, Youth, & Families **Fund:** Special Rev.
Program Administrator: Kathy Young, Financial Support Administrator **Source:** Grant
<https://www.charlescountymd.gov/services/health-and-human-services/charles-county-advocacy-council-for-children-youth-and-families>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$173,980	\$218,989	\$221,073	\$221,690	\$617	0.3%
Fringe Benefits	47,487	53,973	65,240	50,738	(14,502)	-22.2%
Operating Costs	864,859	14,557	30,594	9,550	(21,044)	-68.8%
Agency Funding	1,009,397	1,092,821	2,231,375	644,652	(1,586,723)	-71.1%
Operating Contingency	0	17,699	53,596	16,118	(37,478)	-69.9%
Total Expenditures	\$2,095,723	\$1,398,039	\$2,601,878	\$942,748	(\$1,659,130)	-63.8%

Changes and Useful Information:

- Changes in **Personal Services** and **Fringe benefits** includes the full year impact of the merit and cola received during FY 2020 net of turnover.
- The decrease in **Operating Costs** and **Agency Funding** is due to elimination of a state grant from the Department of Juvenile Services for Functional Family Therapy for FY2021 and a Federal SAMHSA grant with a fiscal year end date of
- **Operating Contingency** is to cover any revenue shortfalls and/or expenditure overages. Reduction in FY2021 is due to SAMHSA Contingency realigned in FY2020.

Description:

The Charles County Advocacy Council for Children, Youth, and Families (CCACCYF), the County's Local Management Board (LMB), plans, manages, and evaluates services to families and children. The CCACCYF is responsible for developing a comprehensive array of human services for all of Charles County's children, youth, and families as well as monitoring and evaluating contracts for services, outcomes and results provided by the county and private human services.

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 has received funding. It also provides technical assistance to interested human service agencies to help them incorporate best practices in their ongoing work and to evaluate the results achieved.

Positions:

	<u>FY17</u> FTE	<u>FY18</u> FTE	<u>FY19</u> FTE	<u>FY20</u> FTE	<u>FY21</u> FTE
Title					
Director of Community Services	0.1	0.1	0.1	0.1	0.1
CCACCYF Coordinator	1.0	1.0	1.0	1.0	1.0
Financial Support Administrator	0.2	0.2	0.2	0.2	0.2
Community Services Specialist	0.3	0.3	0.3	0.3	0.3
LMB Program Specialist	0.8	0.8	1.0	1.0	1.0
Local Care Team Coordinator	0.0	0.5	1.0	1.0	1.0
Total Full Time Equivalent	2.4	2.9	3.6	3.6	3.6

Objectives & Measurements:

	<u>FY17</u> Actual	<u>FY18</u> Actual	<u>FY19</u> Actual	<u>FY20</u> Projected	<u>FY21</u> Estimated
<u>Objective: In accordance with the CCACCYF Strategic Plan, continually monitor progress in implementing developed programs.</u>					
Grant/funding applications submitted	5	5	4	4	2
Grant/funding applications approved	5	5	4	4	2
Vendor / Subrecipient contracts executed	14	14	13	9	7
Program improvement plans reviewed	1	0	0	2	0

Planning and Growth Management

Department: Planning and Growth Management
Division/Program: Transit
Program Administrator: Jeffery Barnett, Chief of Transit

Account: 6 Fund
Fund: Spec. Rev.
Source: Grant

<https://www.charlescountymd.gov/government/planning-and-growth-management/vango-public-transit>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$352,644	\$321,300	\$325,160	\$335,700	\$10,540	3.2%
Fringe Benefits	110,602	114,200	114,680	111,100	(3,580)	-3.1%
Operating Costs	6,561,559	6,849,769	7,107,881	7,162,178	54,297	0.8%
Operating Contingency	0	0	1,700	0	(1,700)	-100.0%
Transfers Out	44,400	0	0	0	0	N/A
Capital Outlay	702,027	79,600	675,556	518,000	(157,556)	-23.3%
Total Expenditures	\$7,771,232	\$7,364,869	\$8,224,977	\$8,126,978	(\$97,999)	-1.2%

Changes and Useful Information:

- Changes in **Personal Services** and **Fringe benefits** includes the full year impact of the merit and cola received during FY 2020 net of turnover.
- **Operating Costs** increase is the net result of FY2020 contract spending analysis and conditions as stipulated within the multi-year contract with the transit vendor and increased paratransit 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.
- **Capital Outlay** includes replacement of a five (5) Light Duty Fixed Route Buses, replacement of two (2) Light Duty Specialized Buses, preventative maintenance. Capital grant purchases vary from year to year and budgets are adjusted upon award.

Description:

All services defined below are coordinated and combine to form VanGO Transportation.

Public Transportation: VanGO or Rural Public Transportation Program (RTP)

The Urban program provides the fixed-route services in La Plata and Waldorf. The Rural program provides deviated-fixed route services in Nanjemoy and Newburg, which connect with the other fixed-route services in the county.

Statewide Special Transportation Assistance Program (SSTAP)

Specialized transportation is offered through SSTAP funding to senior citizens and disabled individuals who cannot access the general public transportation. SSTAP services are demand-response and supplement other VanGO services.

Job Access and Department of Social Services (DSS) Transportation

The Job Access program expands VanGO services into the evening hours. Extended evening service is available on the 16 primary routes which serve the Waldorf, La Plata, Indian Head, St. Charles, and Pinefield areas as well as the Charlotte Hall route that connects with St. Mary's Transit. In support of the Department of Social Services' (DSS) welfare reform initiatives, the Department of Planning and Growth Management (PGM) has entered into a cooperative agreement to provide transportation services to DSS clients receiving job training and education classes as well as transportation to other services related to gaining or maintaining employment. DSS purchases VanGO fare booklets for distribution to clients, who can then access a combination (based on specific client needs) of VanGO public transportation and specialized/demand-response

American Disabilities Act (ADA) Program

Complementary paratransit service is provided through the ADA program for individuals with disabilities who live in fixed-route areas but are unable to access these routes.

Dialysis/Senior Center Plus (SC+) Subscriptions

In combination with SSTAP, the dialysis/SC+ subscription service provides service area routes to the three (3) dialysis centers in Charles County and to the SC+ location.

Transportation - VanGO Capital Grant

Capital grants provide funds for the undertaking of public transportation capital improvement/acquisition projects and therefore are multi-year in nature. Unspent grant fund are carried over at the end of each fiscal year. Budget Amendments are executed for the rollover funds. The County's FY2020 Capital Grant request includes replacement of a paratransit bus and engine/transmission replacement on two buses which will extend their useful life by three additional years.

Positions:

	FY17	FY18	FY19	FY20	FY21
Title	FTE	FTE	FTE	FTE	FTE
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
Total Full Time Equivalent	4.0	4.0	4.0	4.0	4.0

Planning and Growth Management

Department:	Planning and Growth Management	Account:	23.07.19
Division\Program:	Planning/Agricultural Preservation	Fund:	Special Rev.
Program Administrator:	Charles Rice, Environmental Review Program Manager	Source:	Prop. Tax

<https://www.charlescountymd.gov/government/planning-and-growth-management/preservation-and-long-range-planning/agricultural-and-land-preservation>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$27,800	\$16,600	\$16,600	\$16,600	\$0	0.0%
Operating Costs	2,200	2,200	2,000	2,000	0	0.0%
Total Expenditures	\$30,000	\$18,800	\$18,600	\$18,600	\$0	0.0%

Changes and Useful Information:

- **Operating Costs** is for the annual audit required by the Annotated Code of Maryland, Tax-Property Article, Sections 13. Tobacco Land Preservation Funds are budgeted upon approval of easements for purchase.

Description:

The State of Maryland imposes an agricultural land transfer tax on an instrument of writing that transfers title to agricultural land. As a county with a non-certified agricultural land preservation program, Charles County, Maryland (the County) is allowed to retain 33% of the agricultural land transfer tax collected for farmland. The County remits 67% of the agricultural land transfer tax collected for farmland and 100% of the agricultural land transfer tax for woodland to the State of Maryland. Section 13-303 of the Annotated Code of Maryland was updated in 2009 to include a surcharge equal to 25% of the tax imposed on a transfer.

The funds retained by the County from the agricultural land transfer tax must be used as prescribed by the Annotated Code of Maryland, Tax-Property Article, Section 13-306. Funds that are not committed or expended within three years from the date of deposit must be remitted to the State of Maryland for deposit in the Maryland Agricultural Land Preservation Fund. Administrative expenses cannot exceed 10% of the net agricultural land transfer revenue or \$30,000, whichever is greater.

Tobacco Land Preservation Funds

Starting in FY2015, additional funding from the MALPF passes through the Southern MD Agriculture Development Commission to the Tri-County Council for Southern Maryland (TCCSM) for all three counties. The TCCSM, then passes those funds down to each respective county in Southern Maryland. Charles County will utilize these funds to purchase conservation easements on rural lands to support the continued transition to new agricultural enterprises in the wake of the tobacco buy-out. Funds are reserved for future use and budgeted once property has been identified for purchase.

Positions:

<u>Title</u>	<u>FY17</u> <u>FTE</u>	<u>FY18</u> <u>FTE</u>	<u>FY19</u> <u>FTE</u>	<u>FY20</u> <u>FTE</u>	<u>FY21</u> <u>FTE</u>
Agricultural Planner IV	0.2	0.2	0.1	0.1	0.1
Total Full Time Equivalent	0.2	0.2	0.1	0.1	0.1

Planning and Growth Management

Department: Planning and Growth Management
Division\Program: Planning Grants
Program Administrator: Jason Groth, Planning Director

Accounts: 4 Fund
Fund: Special Rev.
Source: Grant

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Personal Services	\$6,811	\$3,806	\$3,806	\$3,806	\$0	0.0%
Fringe Benefits	2,189	1,194	1,194	1,194	0	0.0%
Operating Costs	14,967	0	20,000	0	(20,000)	-100.0%
Total Expenditures	\$23,967	\$5,000	\$25,000	\$5,000	(\$20,000)	-80.0%

Changes and Useful Information:

- The decrease in **Operating Costs** is due to one-time grants which if appropriated are carried over to the next fiscal year. Budget Amendments are executed for the rollover funds.

Description:

Charles County Critical Area Program

<https://www.charlescountymd.gov/government/planning-and-growth-management/preservation-and-long-range-planning/chesapeake-bay-critical-area>

This State mandated program is partially funded by the Chesapeake Bay Critical Area (CBCA) Commission. The law governing the Program requires that development projects within 1,000 feet of the tidal influence of the Chesapeake Bay meet standards designed to mitigate adverse effects on water quality, fish, plant and wildlife habitat. The County reviews development projects located in the Critical Area to ensure compliance with the program.

Staff also reviews, updates, and incorporates new legislation into the zoning ordinance, subdivision regulations, and Comprehensive Plan. This may include enforcement of local Critical Area regulations by performing site visits, responding to complaints, issuing citations, "Stop Work" orders, and following up on mitigation and remediation efforts. The County also uses these funds to educate the public and provide general assistance to property owners.

FY2020 Maryland Supplemental Census Grant

The State awarded funding to ensure a fair, accurate and inclusive census count in Maryland and increase the self response rates of hard-to-count communities and populations in Maryland. The County utilized these funds to pay for print materials and media services such as cable TV, newspaper and radio advertising to encourage resident response to the census.

Positions:

Title	FY17 FTE	FY18 FTE	FY19 FTE	FY20 FTE	FY21 FTE
Planners Hours	0.1	0.1	0.1	0.1	0.1
Total Full Time Equivalent	0.1	0.1	0.1	0.1	0.1

Department: Planning and Growth Management
Division\Program: Codes, Permits & Inspection Services\Inspections & Enforcement- Nuisance Abatement Program
Program Administrator: Ray Shumaker, Chief of Codes, Permits, and Inspection Services
<https://www.charlescountymd.gov/government/planning-and-growth-management>

Accounts: 3 Fund
Fund: Special Rev.
Source: Svc. Charge

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Operating Costs	\$53,866	\$100,000	\$100,000	\$100,000	\$0	0.0%
Total Expenditures	\$53,866	\$100,000	\$100,000	\$100,000	\$0	0.0%

Description:

Nuisance Abatement Fund

The Nuisance Abatement Fund is required to implement Charles County efforts to correct violations of Building Code, Nuisance Code or Zoning Ordinance. In those cases where the property owner has not met the requirements of a Court Order or Nuisance Abatement Hearing Board Order, County Code has provisions for the County to clean-up the property and abate the Code violations at the cost to the property owner. Clean & Lien provisions have been included in appropriate County regulations in order for the required costs to abate the found violations to be affixed on the violators property tax bill as a lien. The account enables the County to hire qualified contractors to abate the eyesore properties in those cases where violators have not met their legally required responsibility prior to payments being finalized by the violators.

Recreation, Parks, and Tourism

Department:	Department of Recreation, Parks, and Tourism	Account:	39 Fund
Division\Program:	Tourism	Fund:	Special Rev.
Program Administrator:	Eileen Minnick, Director of Recreation, Parks and Tourism	Source:	Grant

<https://www.charlescountymd.gov/our-county/tourism>

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Operating Costs	\$73,191	\$65,600	\$28,534	\$28,534	\$0	0.0%
Total Expenditures	\$73,191	\$65,600	\$28,534	\$28,534	\$0	0.0%

Changes and Useful Information:

- **Operating Costs** is for the destination Marketing Organization Grant Program. Budgets are adjusted upon award.

Description:

MD Department of Commerce - MD Tourism Development Board (MTBD) - Destination Marketing Organization Grant Agreement

The purpose of this grant is to undertake activities consistent with Section 4-215, 4-213 and 4-214 of the Economic Development Article of the Maryland Code, which establishes as MTBD's mission: "To guide, stimulate, and promote the coordinated, efficient, and beneficial development of travel and tourism in the State so that the State can derive the economic, social, and cultural benefits of travel and tourism to the fullest extent possible." Grants are awarded annually in response to the opportunities provided by Senate Bill 458. Grants are allocated based on the Grantee's prior year allowable expenditures; growth of prior year allowable expenditures over the same expenditures from the previous year to that year; growth of prior year's Comptroller-determined lodgings sales tax revenues over same tax revenues generated in their jurisdiction in the previous year to that year; and, on estimated impact of international visitation. Grant funds may only be used in the manner set forth in the County's Destination Marketing Organization Grant Marketing Plan. Grant funds are awarded on a calendar year basis. Any unspent funds are carried over at fiscal year end.

Economic Development

Department:	Economic Development	Account:	09 Fund
Division\Program:	Economic Development Loan Programs	Fund:	Special Rev.
Program Administrator:	Darrell Brown, Director of Economic Development	Source:	Grant

www.meetcharlescounty.com

Expenditure Category	FY2019 Actual	FY2020 Adopted	FY2020 Amended	FY2021 Proposed	\$ Change FY2020 Amended	% Chg.
Operating Costs	\$46,906	\$350,000	\$840,000	\$275,000	(\$565,000)	-67.3%
Total Expenditures	\$46,906	\$350,000	\$840,000	\$275,000	(\$565,000)	-67.3%

Changes and Useful Information:

- **Operating Costs** for FY2021 is based on FY2020 year end estimated deferred revenue for the Targeted Industries Incentive Loan Fund (TIIL). In FY2020, the County amended the budget as a result of COVID-19 to utilize TIIL fund balance. The County also supplemented the loan program by an additional \$200,000 to aid Businesses affected by COVID-19. Business Development Loan Fund for Women, Minorities, and Veterans is budgeted upon Loan approval by the Commissioners appointed committee.

Description:

Targeted Industries Incentive Loan Fund

The purpose of this grant through the MD Department of Business and Economic Development is to serve as gap financing for businesses looking to expand or relocate into the County resulting in additional job creation. Eligible firms must be an established company, have at least 50% of project financing in hand at the time of financial request, and qualify as an identified targeted industry. All loans will be supported by an economic impact analysis. Ultimately, the program will be a self-sustaining Revolving Loan Fund.

Business Development Loan Fund for Women, Minorities, and Veterans

The intent of this fund is to help businesses grow or enhance their productivity or profitability. The applicant's primary business location must be in Charles County, must also qualify as a disadvantaged business either as a Minority, Women, or Veteran owned business enterprise, and meet the criteria of a Small Local Business Enterprise Program. Loan proceeds can be utilized as working capital, for inventory, staffing, and/or purchase of new or used equipment/machinery with the maximum loan value at \$35,000. The program is not intended to replace commercial bank financing for borrowers who are able to secure bank loans. Loan applications are reviewed for approval by a Commissioners' appointed committee.

<http://www.meetcharlescounty.com/incentives/financing/>

Debt Service Fund

Fund Description:

The Debt Service Fund is used to account for the annual payment of long-term debt (bond issues) which have a specific or legally binding revenue source. This revenue source is dedicated to the retirement of the principal outstanding on long-term debt and the annual interest expense. Charles County utilizes this fund to account for bonds issued on behalf of a local nursing home, a local hospital, a children learning center at the College of Southern Maryland, developer infrastructure bonds, and new school construction bonds.

Long-term note receivables provide the County with a funding source for the nursing home, hospital, developer, and college bond issues. The Nursing Home pre-paid their note in FY2010 and fund balance will be used to make debt service payments until these bonds are paid in full in FY2021. The County's Excise Tax is used to finance the debt service for bond issues sold for school construction. Starting in FY2019 the County accounts for capital lease proceeds and purchases within the Debt Service Fund. Prior to FY2019 these funds were accounted for in the General Fund.

	FY19 Actual	FY20 Budget	FY21 Budget	\$ Change from FY21	% Change
<i>University of Maryland Charles Regional Medical Center</i>					
Revenues: Interest Income	\$84,007	\$0	\$0	\$0	N/A
Miscellaneous	1,163,227	0	0	0	N/A
Total Revenues	\$1,247,234	\$0	\$0	\$0	N/A
Expenses: Debt Service	\$1,128,818	\$0	\$0	\$0	N/A
Variance	\$118,416	\$0	\$0	\$0	

Nursing Home

Revenues:

Fund Balance Appropriation	\$0	\$46,700	\$35,800	(\$10,900)	-23.3%
Total Revenues	\$0	\$46,700	\$35,800	(\$10,900)	-23.3%
Expenses: Debt Service	\$44,692	\$46,700	\$35,800	(\$10,900)	-23.3%
Variance	(\$44,692)	\$0	\$0	\$0	

School Construction Excise Tax

Revenues: Interest Income	\$1,021,400	\$1,131,600	\$1,160,000	\$28,400	2.5%
Miscellaneous	9,970,558	9,351,100	9,658,900	307,800	3.3%
Total Revenues	\$10,991,958	\$10,482,700	\$10,818,900	\$336,200	3.2%
Expenses: Debt Service	\$8,537,775	\$10,482,700	\$10,818,900	\$336,200	3.2%
Contingency	0	0	0	0	N/A
Total Expenses	\$8,537,775	\$10,482,700	\$10,818,900	\$336,200	3.2%
Variance	\$2,454,183	\$0	\$0	\$0	

Debt Service Fund

	FY19 Actual	FY20 Budget	FY21 Budget	\$ Change from FY21	% Change
College of Southern Maryland (Children Learning Center)					
Revenues: Interest Income	\$4,512	\$2,100	\$0	(\$2,100)	N/A
Miscellaneous	82,279	106,600	0	(106,600)	N/A
Total Revenues	\$86,791	\$108,700	\$0	(\$108,700)	N/A
Expenses: Debt Service	\$87,839	\$108,700	\$0	(\$108,700)	N/A
Variance	(\$1,048)	\$0	\$0	\$0	

The St. Charles Companies

Revenues: Interest Income	\$652,218	\$538,900	\$410,300	(\$128,600)	-23.9%
Miscellaneous	3,375,701	2,920,000	2,469,600	(450,400)	-15.4%
Total Revenues	\$4,027,919	\$3,458,900	\$2,879,900	(\$579,000)	-16.7%
Expenses: Debt Service	\$4,203,320	\$3,458,900	\$2,879,900	(\$579,000)	-16.7%
Variance	(\$175,401)	\$0	\$0	\$0	

Capital Lease Purchases

Revenues:					
Proceeds from Leases	\$2,918,800	\$2,843,000	\$2,442,200	(\$400,800)	-14.1%
Total Revenues	\$2,918,800	\$2,843,000	\$2,442,200	(\$400,800)	-14.1%
Expenses: Capital Outlay	\$2,271,675	\$2,843,000	\$2,442,200	(\$400,800)	-14.1%
Variance	\$647,125	\$0	\$0	\$0	

Miscellaneous

Revenues: Interest Income	\$144	\$0	\$0	\$0	N/A
Miscellaneous	568	0	0	0	N/A
Total Revenues	\$712	\$0	\$0	\$0	N/A
Expenses: Debt Service	\$0	\$0	\$0	\$0	N/A
Variance	\$712	\$0	\$0	\$0	

TOTAL DEBT SERVICE FUND

Total Revenues	\$19,273,414	\$16,940,000	\$16,176,800	(\$763,200)	-4.5%
Total Expenses	\$16,274,119	\$16,940,000	\$16,176,800	(\$763,200)	-4.5%
Variance	\$2,999,295	\$0	\$0	\$0	
Less Non-Spendable Fund Balance reduction	(\$4,621,206)				
Net change in Fund Balance	(\$1,621,911)				

FY2021 New Operating/Capital Request Greater than Proposed

Item Description	Justification	Value of Request	On-going Operating	Direct Purchase	1/2 Year Lease
Transit Grants					
Transit - On Board Camera Systems	06.07.110.139.0503.000	43,100		43,100	
<i>All of the fixed route buses and half of the paratransit fleet are equipped with on board camera systems to improve safety and security. This procurement will allow cameras to be installed on the remaining paratransit buses without cameras. It is assumed this will be funded with 80% FTA, 10% MTA and 10% local funds.</i>					
Total Transportation Grants		43,100		43,100	0
NOTE: Above cost are normally funded @ 80% Federal and 10% State, leaving the County with a 10% match.					
Total County Portion: \$4,400					