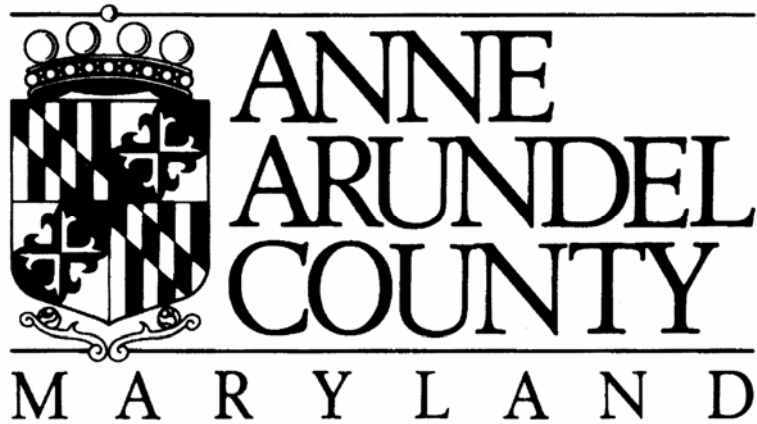


# Current Expense Budget



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John R. Leopold  
County Executive

**FISCAL YEAR 2009  
CURRENT EXPENSE BUDGET**

**JOHN R. LEOPOLD**  
*COUNTY EXECUTIVE*

**ANNE ARUNDEL COUNTY, MARYLAND**

DENNIS CALLAHAN  
*CHIEF ADMINISTRATIVE OFFICER*



JOHN R. HAMMOND  
*BUDGET OFFICER*

**ANNE ARUNDEL COUNTY COUNCIL**

CATHLEEN M. VITALE  
*Chairperson*

DARYL JONES  
C. EDWARD MIDDLEBROOKS  
RONALD C. DILLON, JR.  
JAMES BENOIT  
JOSHUA J. COHEN  
EDWARD R. REILLY

**PREPARED BY**  
**THE OFFICE OF BUDGET**  
**ANNE ARUNDEL COUNTY, MARYLAND**

**ASSISTANT BUDGET OFFICER**  
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*WAYNE R. GREKSA*  
*JESSICA A. LEYS*  
*BILLIE L. PENLEY*

**ADMINISTRATIVE SUPPORT**  
*MICHELLE L. KIRBY*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Anne Arundel County  
Maryland**

For the Fiscal Year Beginning

**July 1, 2007**

*Charles S. Cox*

President

*Jeffrey R. Egan*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Anne Arundel County, Maryland for its annual budget for the fiscal year beginning July 1, 2007. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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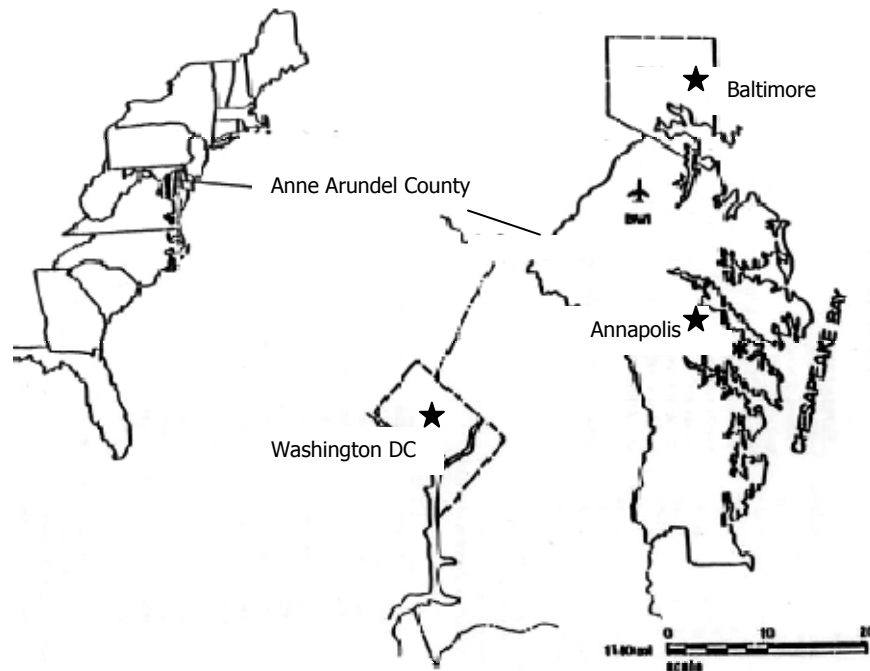
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Anne Arundel County is located thirteen miles east of Washington, D.C., with Baltimore City and Baltimore County as its northern boundary and the Chesapeake Bay as the county's entire eastern boundary. The county is also bordered by Howard County to the west, Prince George's County to the southwest and Calvert County at its southern tip. Situated within the Atlantic Coastal Plain, the elevation rises from sea level along its coast to approximately 300 feet in the northern part. The county terrain which varies from level plains to gentle rolling hills is well drained by its streams and rivers into the Chesapeake Bay. The area of the county is 416 square miles.



Annapolis, the county's seat as well as the capital of Maryland, remains the county's largest incorporated area, with a 2000 population estimated at 35,838. Annapolis serves not only as a government center, but also as the focus of boating and tourism for the Chesapeake Bay region. The city perhaps is best known as the home of the United States Naval Academy.

With more than 534 miles of coastline, the County is naturally known for boating and water sports, fishing, crabbing, water skiing, sailing and swimming. But that's just the beginning. For nature lovers, there are 2 state parks, over 70 county parks, and several nature preserves. The County also houses numerous greenways, including the 13-mile Baltimore and Annapolis Trail where walkers, runners, bicyclists and equestrians pass sunny mornings and afternoons. And there's a wide variety of recreational programs for all ages; from dance to gymnastics to fine arts to fitness and fun camps, not to mention wilderness challenge camps for youth and teens.



For most of its 350 year history, Anne Arundel County consisted of the City of Annapolis and largely rural and agricultural tracts of land. Particularly during the last several decades, the nature of land use has changed in the county and its population has increased. Although much of the county retains a rural and agricultural character, large areas of the county have become suburbs that are closely linked to the Baltimore-Washington metropolitan area.

<b>Housing Statistics</b>			
<b>2006</b>			
	<b>Estimate</b>	<b>%</b>	<b>U.S.</b>
<b>Total Housing Units</b>	201,602		
Occupied Housing Units	188,944	93.7%	88.3%
Owner-occupied	146,616	77.6%	67.3%
Renter-occupied	42,328	22.4%	32.7%
Vacant Housing Units	12,658	6.3%	11.6%
<b>Median Value</b>	\$379,200	N.A.	\$185,200

Source: U.S. Census Bureau, 2006 American Community Survey

<b>Population Characteristics</b>			
<b>2006</b>			
	<b>Estimate</b>	<b>%</b>	<b>U.S.</b>
<b>Total Population</b>	509,300		
Male	252,523	49.6%	49.3%
Female	256,777	50.4%	50.7%
<b>Median Age (years)</b>	37.6	N.A.	36.4
Under 5 years	33,613	6.6%	6.8%
>18 years	386,786	75.9%	75.4%
>65 years	54,572	10.7%	12.4%

Source: U.S. Census Bureau, 2005 American Community Survey

The county's population, which was 298,042 in 1970, grew to 427,239 by 1990 and is estimated to be 509,300 in 2006.

Some key demographic statistics over the past decade are depicted below:

<b>Demographic Statistics</b>						
<b>Fiscal Year</b>	<b>Population</b>	<b>Per Capita Income</b>	<b>State Per Capita Income</b>	<b>U.S. Per Capita Income</b>	<b>Public School Enrollment</b>	<b>Unemployment Rate</b>
1996	467,286	\$28,402	\$27,393	\$24,175	71,824	4.10%
1997	472,356	\$29,990	\$28,666	\$25,334	72,707	3.80%
1998	477,749	\$31,905	\$30,317	\$26,883	73,775	3.70%
1999	484,800	\$33,544	\$31,796	\$27,939	74,097	3.20%
2000	491,347	\$36,464	\$34,256	\$29,843	74,663	2.90%
2001	496,937	\$38,438	\$35,625	\$30,562	74,495	2.80%
2002	502,081	\$39,313	\$36,539	\$30,795	75,094	3.10%
2003	505,205	\$40,440	\$37,361	\$31,466	74,798	3.60%
2004	508,572	\$43,230	\$39,725	\$33,090	74,519	3.40%
2005	510,878	\$45,648	\$41,972	\$34,741	75,603	3.50%
2006	509,300	N.A.	N.A.	N.A.	73,633	3.30%

Fort Meade, including its tenant organizations such as the National Security Agency, Defense Information Schools, the Environmental Protection Agency, etc., is the county's largest employer. Reflective of the county's reliance upon government as an employer, the county's top ten government employers account for nearly four times the number of employees than the county's top ten private employers.

<b>Top Ten Government Employers in Anne Arundel County</b>		
<b>Employer</b>	<b># of Employees</b>	<b>Product or Service</b>
Ft. George G. Meade	42,000	Dept. of Defense intelligence training; 80 tenant organizations including the National Security Agency, Defense Information Schools, EPA
Anne Arundel County Public Schools	14,041	County public education K-12 (employee number includes full-time, part-time & contractual employees)
BWI Thurgood Marshall Airport	10,659	Regional airport
State of Maryland	8,537	State government services
Anne Arundel County Government	4,326	Local government services
U.S. Naval Academy	2,052	Federal naval education facility
U.S. Coast Guard Yard & Tenant Command	1,200	U.S. Coast yard, industrial supply, logistics and operational support
Anne Arundel Community College	1,100	Public two-year college
US Postal Service	650	Incoming mail service
City of Annapolis Government	550	Government services

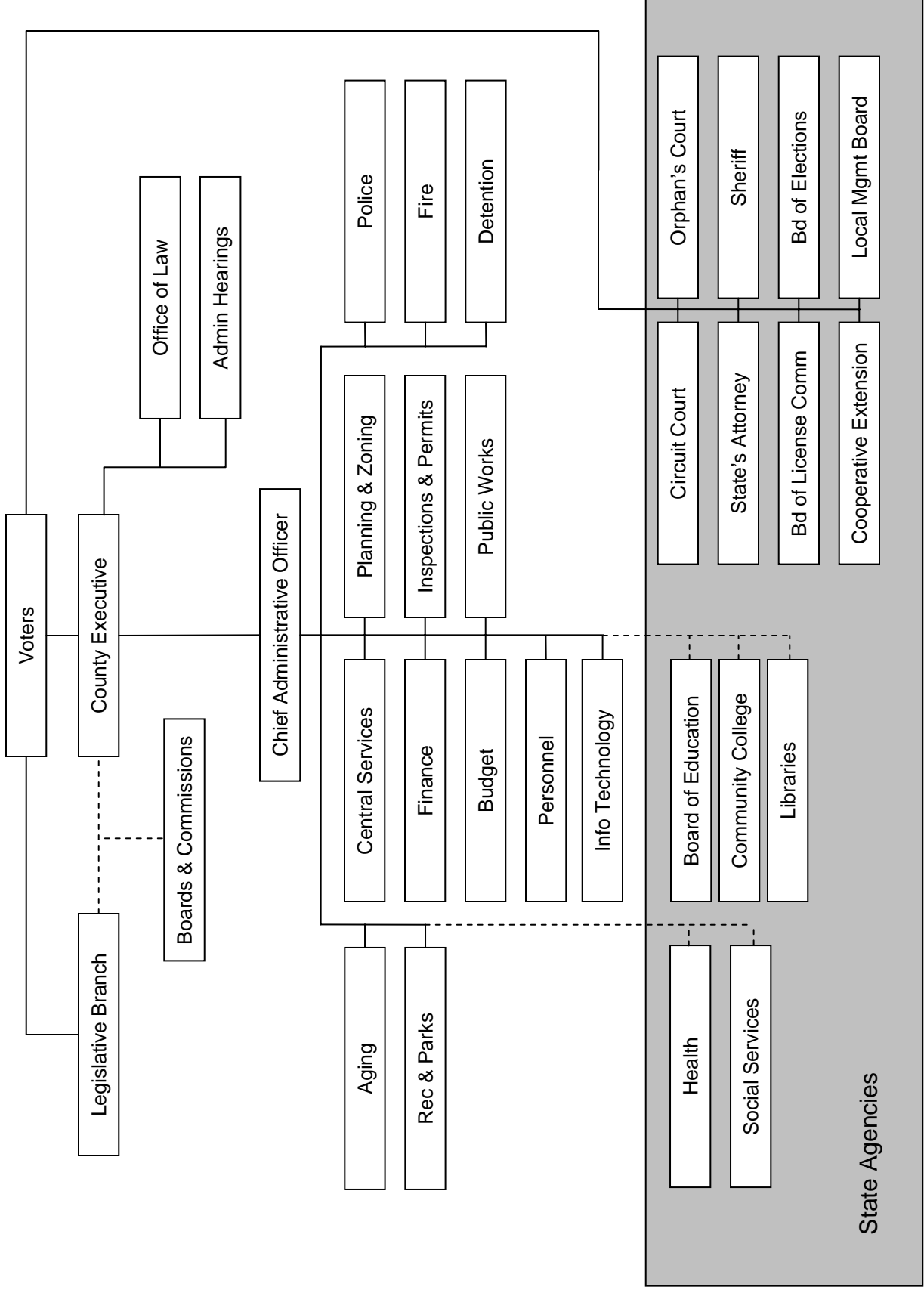
Based on the recommendations from the federal Base Realignment and Closure Commission (BRAC), Anne Arundel County expects 9,000 – 14,000 more jobs through the next five plus years connected directly and indirectly to the operations, activities and mission of Fort Meade. Up to 20,000 private contractors could follow thus creating 40,000 to 60,000 jobs in the County. In response, County Executive John R. Leopold established the Anne Arundel County BRAC Task Force on March 1, 2007. The purpose of the task force is to help Anne Arundel County prepare a plan to address the community impact associated with BRAC.

The county's economic base has broadened with the growth of high technology industries around the Baltimore-Washington International Airport and the Parole areas near Annapolis. Other major employers are shown below. Commercial employment has grown, spurred in part by the construction of large shopping malls and smaller shopping centers.

<b>Top Ten Private Sector Employers in Anne Arundel County</b>		
<b>Employer</b>	<b># of Employees</b>	<b>Product or Service</b>
Northrop Grumman	7,500	Headquarters, Electronic Systems Sector
Southwest Airlines	3,200	Airline, East coast flight center
Anne Arundel Health System	2,800	Hospital and medical services network
Baltimore Washington Medical Center	2,544	Hospital
Computer Sciences Corp.	1,829	Information technology services
Arinc	1,300	Headquarters, aircraft and avionics telecommunication systems
Booz Allen Hamilton	1,100	Information assurance, information operations, signals intelligence solutions
Allegis Group	1,006	IT and engineering placement group
Verizon Communications MD	844	Telecommunications services
Lockheed Martin	775	Engineering services

Northwest Anne Arundel County, anchored by the National Security Agency, BWI Airport, and Fort George G. Meade, is rich with opportunity as companies cluster around the County's strategic assets. These public and private enterprises have fueled tremendous economic growth and represent the heartbeat of the informatics corridor.

# Anne Arundel County, Maryland



The “form” of the comprehensive budget for FY2009 follows closely the requirements set forth in the County Charter. Section 703 of the Charter defines the comprehensive scope of the budget to include three things: the budget message, the current expense budget, and the capital budget and capital program.

In the comprehensive budget for FY2009, these three things take the form of three separate documents each of which conform to the content requirements set forth in Section 706 of the Charter. In addition to meeting these Charter-mandated content requirements, each document also attempts to meet the awards criteria set forth by the Government Finance Officers Association for their Distinguished Budget Presentation Awards Program. Finally, any additional material required by the County Council as provided for under the Charter that is not otherwise included in these three documents is provided in appendices and/or supplements to these documents.

Therefore, the broad outline of the Comprehensive Budget for FY2009 is as follows:

1. The Budget Message
2. The Current Expense Budget
  - One appendix
3. The Capital Budget and Program
  - One appendix
  - Four supplements

In addition to the above mentioned requirements regarding the content of the County budget, the County Charter also provides, in sections 610, 704 and 705, specific requirements with respect to the process of formulating both the Current Expense Budget and the Capital Budget and Program.

The steps of the annual budget process for both the Current Expense Budget and the Capital Budget and Program can be organized according to the following four phases:

1. Departmental Preparation and Affordability Recommendation
2. Review and Recommendation
3. Executive Review and Proposal
4. Legislative Review and Approval

The budget process is designed to encourage citizen input during each phase. The process is described on the following pages, and is summarized in the time-line figure shown at the conclusion of this section.

### ***Phase 1: Departmental Preparation and Affordability Recommendation***

#### Capital Budget and Program – September through January

County departments receive capital budget preparation instructions in early September. Under the direction of the Chief Administrative Officer, the Department of Public Works Engineering Bureau and Office of the Budget, collectively steer this phase of the capital budget preparation process. For FY2009, as is typically the case, this phase concluded at the end of January with the transmission by the Budget Officer to the Office of Planning and Zoning an itemized list of the capital projects which each agency proposes to undertake in the ensuing fiscal year and the next succeeding five fiscal years thereafter for review and recommendation by the Planning Advisory Board, comprised of citizens appointed by the County Executive.

#### Current Expense Budget – December through February

County departments receive overall budget preparation guidance from the Chief Administrative Officer in early December. For FY2009, as is typically the case, departments were required to submit their requests and supporting materials to the Budget Officer by early February. Section 704 of the County Charter requires this to occur no later than 120 days prior to the end of each fiscal year, or about March 1.

(An exception to this deadline for both the Capital and Current Expense Budgets is made for the Board of Education, for which state law sets a March 1 deadline for requests to the County government.)

#### Affordability Recommendation – October through January

There is a Spending Affordability Committee comprised of citizens appointed by the County Executive and confirmed by resolution of the County Council that makes advisory recommendations to the Office of the Budget, the County Executive, and the County Council relating to spending affordability including County spending levels to reflect the ability of the taxpayer to finance County services and long-term debt. The Committee's recommendations are provided in a report finalized by the end of January.

### ***Phase 2: Review and Recommendation***

#### Planning Advisory Board Review and Recommendation – February through March

The Planning Advisory Board, comprised of citizens appointed by the County Executive and responsible for review and recommendation of the General Development Plan, related Small Area Plans, and the Water and Wastewater Master Plans, reviews the itemized list of the capital projects which each agency proposes to undertake in the ensuing fiscal year and the next succeeding five fiscal years, and typically makes an interim recommendation by early March.

#### Administrative Review and Recommendation – February through March

The Chief Administrative Officer and the Budget Officer review the department requests, both operating and capital, during the month of February for accuracy, consistency with county goals, need, and affordability. The Chief Administrative Officer with the assistance of the Budget Officer considers the Spending Affordability Committee's recommendations and the Planning Advisory Board's recommendations, and recommends to the County Executive a comprehensive budget including both the Current Expense Budget and the Capital Budget and Program. This recommendation is typically made by mid-March.

### ***Phase 3: Executive Review and Proposal***

From mid-March through early-April, the County Executive holds a series of meetings with budget staff and with departments to discuss departmental requests and related recommendations. Final decisions are made in mid to late April, and the Proposed Comprehensive Budget document is prepared for presentation to the County Council on May 1.

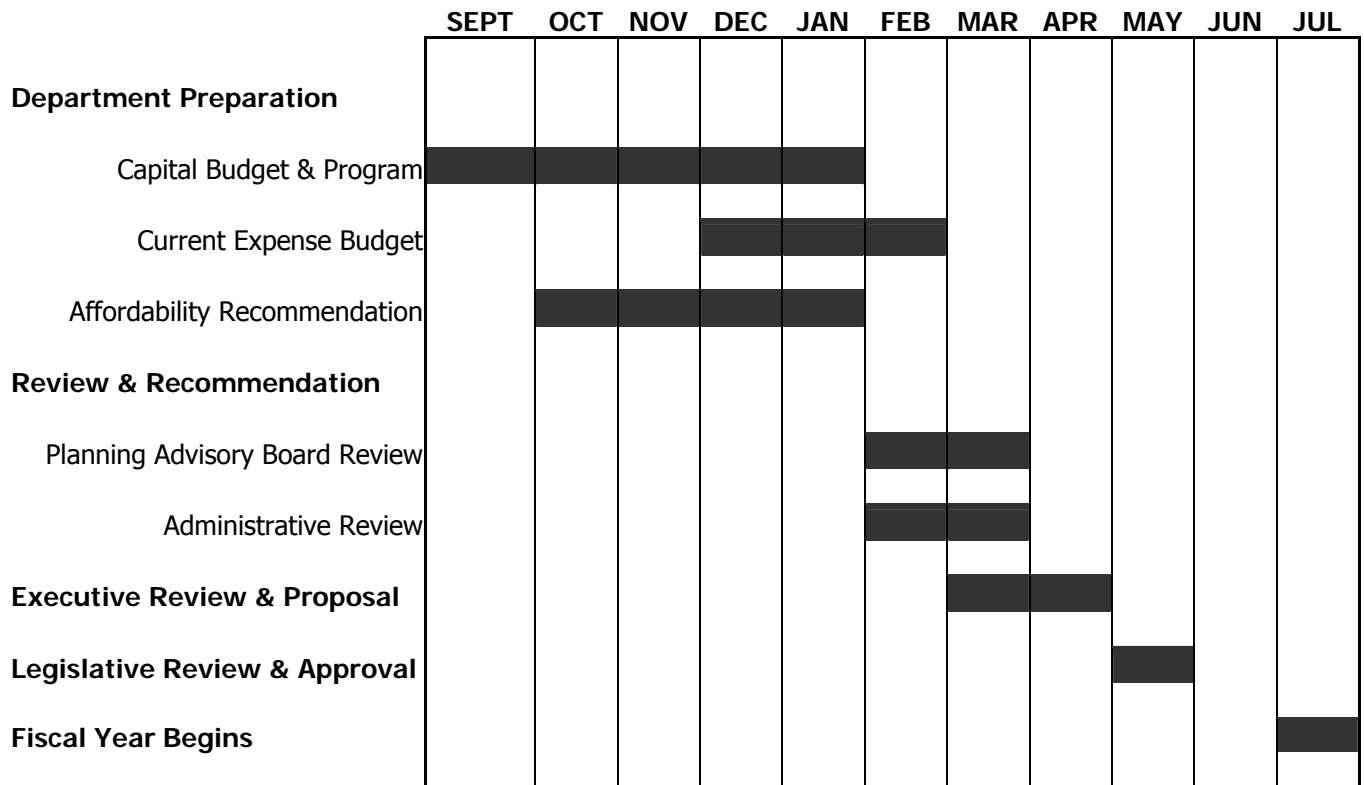
### ***Phase 4: Legislative Review and Approval***

Following the presentation by the County Executive of the proposed comprehensive budget on May 1, the County Council holds budget hearings throughout the month of May. By Charter, the County Council can reduce, but not increase, budgets for county departments. An exception is made for the Board of Education budget which can be increased or reduced by the County Council in accordance with state law. However, the total county budget cannot exceed that proposed by the County Executive.

Throughout the month of May, the County Council holds public hearings in different parts of the county to receive citizen input on the proposed budget. The Administration, primarily through the Office of Budget, provides detailed supplementary information to the county Auditor's Office for its review. The county Auditor's Office makes recommendations on the budget to the Council. The Council votes on proposed amendments to the County Executive's recommended budget. After all amendments have been considered, the County Council votes on the entire budget and sets the property tax rate. By Charter, the County Council must adopt the budget no later than June 1, otherwise the Proposed Comprehensive Budget stands adopted.

# Budget Process

# FY2009 Approved Budget





**Fund Accounting**

At the heart of government finances is the concept of fund accounting. Governments create funds to account for related expenses and revenues. For example, the Water and Sewer Operating Fund contains the budget to run the County's water supply and wastewater treatment system and the revenues collected (primarily user charges) to pay for the system. The use of fund accounting is one of the basic requirements of generally accepted accounting principles (GAAP) for government and one of the major differences between governmental and commercial accounting. It requires separate record keeping for each individual fund a government uses.

All of the County's funds fall into one of three categories: Governmental Funds, Proprietary Funds, and Fiduciary Funds. Within the Governmental Funds category, there are four primary types: the General Fund, Special Revenue funds, Capital Project funds and Debt Service funds. Within the Proprietary Funds category, there are two primary types: Enterprise funds and Internal Service funds. Within the Fiduciary Funds category, there are two primary types: Pension Trust funds and Agency funds.

Every fund that is accounted for is not necessarily subject to appropriation in the current expense budget. The following funds are reported in the County's Comprehensive Annual Financial Report (CAFR) but are not subject to appropriation in the current expense budget:

**General County Capital Projects Fund** – This fund accounts for all resources received and used for the acquisition or development of major capital improvements. Appropriations for expenditure of these resources are made through the Capital Budget.

**Impact Fee Fund** – This special revenue fund accounts for impact fees collected from developers to pay a share of the cost of school and road capacity improvements necessitated by development. Disbursements are made from these funds to the General County Capital Projects Fund as eligible expenditures are incurred. Appropriations for the expenditure of these resources are made through the Capital Budget.

**Agency Funds** – These fiduciary funds account for deposits that are collected and held on behalf of individuals, organizations, or other governments. Since agency funds report only assets and liabilities, these funds are not subject to appropriation.

**Pension Trust Fund** – This fiduciary fund accounts for the activity of the Anne Arundel County Retirement and Pension System. Employer and employee contributions are paid into this system and invested to provide guaranteed pension benefits after retirement. Because these contributions and investment earnings are not County monies, but are held in Trust, expenses related to the Pension Trust Fund are not subject to appropriation in the current expense budget.

All funds other than the General Fund that are subject to appropriation in the current expense budget are collectively referred to in this document as "other funds."

A brief description of the major fund types within which each of these “other funds” are categorized follows:

The **General Fund**: is probably the most visible part of the County budget. It includes the budgets to pay for police and fire protection, maintain roads and plow the snow, operate the detention centers, provide grants to community social service agencies and a host of other activities, including the County’s contribution toward the operation of the County schools, community college and library system. The revenue to support the general fund comes primarily from local property and income taxes.

**Special Revenue Funds**: a number of County revenues can only be spent for specific purposes. Examples of such special revenue funds include the reforestation, Laurel impact fee, and workforce development funds. Beginning with the FY2009 Proposed Budget, all grant revenues will be accounted for in a new Grants Special Revenue Fund. Previously, such grant revenues were accounted for in the General Fund. This change is one component of an overall Countywide effort to better manage and control the grants management process.

**Enterprise Funds**: some government operations are fully supported by revenues they generate. The water and wastewater utility fund is an example.

**Internal Service Funds**: Some government departments operate purely to support other local agencies. For example, the self insurance fund provides insurance coverage for County government agencies and charges their respective funds for the cost. Other internal funds include the central garage funds, and the health insurance fund.

These “other funds” and the department to which they are assigned are shown in the chart on the following page.

Departmental Assignments of Other Funds

	County Executive	Chief Admin. Office	Central Services	Finance (non-deptl)	Personnel	Inspections & Permits	Public Works	Rec & Parks	Police	Detention Facilities	Local Mgmt. Board
<b>Enterprise Funds</b>											
Utility Operations						✓					
Utility Debt Service						✓					
Maryland City Altern. Minimum Tax						✓					
Solid Waste						✓					
Solid Waste Financial Assurance						✓					
Child Care							✓				
<b>Internal Service Funds</b>											
Print Shop		✓									
Self-Insurance		✓									
Health Insurance				✓							
Central Garage - Operations Fund		✓									
Central Garage - Replacement Fund		✓									
<b>Special Debt Service Fund</b>											
IPA Debt Service			✓								
<b>Special Revenue Funds</b>											
Whitmore Garage		✓									
Developer Street Light Installation						✓					
Forfeit & Asset Seizure								✓			
Piney Orchard WW Service						✓					
Systems Reform Init.										✓	
Laurel Impact Fee	✓										
Inmate Benefit									✓		
Reforestation					✓						
Workforce Development		✓									
Community Development		✓									
Grants Fund	Specific sub-funds assigned to each department receiving grants.										
<b>Tax Increment Financing and Special Tax District Funds</b>											
Nursery Road Tax Increment				✓							
West County Tax Increment				✓							
Farmington Village Special Tax District				✓							
Park Place Tax Increment				✓							
Arundel Mills Tax Increment				✓							
Parole Tax Increment				✓							
Nat'l Business Park Tax Dist				✓							
Dorchester Special Tax District				✓							

**Special Community Benefit Districts, and Erosion Control and Waterway Improvement Districts**  
 (These districts are community-initiated and are not assigned to a particular Department - see pages 27 & 28)

**Board of Education, Community College, and Library**  
 (Funds have been established to accomodate appropriation of all funding sources for these component units)

**GAAP Basis of Accounting**

The basis of accounting refers to the timing of when revenues and expenditures are reported in financial documents. The County presents financial statements in its Comprehensive Annual Financial Report (CAFR) in accordance with GAAP.

The governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when measurable and available. Expenditures are generally recorded when incurred. In accordance with GAAP, the County considers revenue collected within 90 days of the end of the fiscal year as being available, except for property taxes, which must be collected within 60 days. Therefore, when revenues have not been received within these availability periods, they have been deferred into a future fiscal year.

The proprietary funds are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when a liability is incurred, regardless of the timing of cash flows.

**Budgetary Basis of Accounting**

The budgetary basis of accounting determines when a government charges expenditure to a budget appropriation, or when it credits revenue to its Funds for budgeting purposes. Although the County presents financial statements in its CAFR in accordance with GAAP, the budget is adopted on a modified cash basis. The major areas of difference between the two bases of accounting are as follows:

- For budgetary purposes, expenditures are recognized when encumbered. Under GAAP, encumbrances are classified as a reservation of fund balance.
- For budgetary purposes, grant revenue is recognized when the grant-related reimbursable expenditures are made. Under GAAP, these revenues are recognized when measurable and available.
- For budgetary purposes, depreciation expense is not appropriated, but capital outlays are. Under GAAP, in the proprietary funds, capital outlay transactions are recorded as an increase in capital assets, and depreciation expense is recognized on an annual basis regardless of when a capital asset is actually replaced.

In recognition of these differences, companion financial statements are presented in the CAFR according to the budgetary basis of accounting.

### Appropriation Control

Section 706 of the County Charter requires the County Executive to classify proposed expenditures within the current expense budget "by agency, character and object." The nature of this classification is left to the discretion of the County Executive. The current expense budget classifies department (i.e., agency) expenditures by sub-departments (i.e., character) and seven expense objects including Personal Services, Contractual Services, Supplies & Materials, Business & Travel, Capital Outlay, Debt Service, and Grants, Contributions & Other.

Section 715 prohibits the expenditure of funds in excess of the amounts appropriated under this general classification of expenditure. The specific level of appropriation control is identified in exhibits A, B and C which are part of the Annual Budget and Appropriations Ordinance a copy of which is included in the appendix to the Approved Current Expense Budget.

### Amendment to the Budget

The County Charter, Section 711 allows appropriations in a fiscal year to be transferred between general classifications of expenditure within the same department with the approval of the County Executive. Transfers between departments may be made only on the recommendation of the County Executive and approval of the County Council.

Section 712 provides that during any fiscal year, the County Council, upon the recommendation of the County Executive, may by ordinance make additional, supplementary or emergency appropriations as long as they do not exceed the amount of funds certified as being available by the Controller.

### Balanced Budget

Section 710 (c) of the County Charter provides that the County budget shall be adopted in the Annual Budget and Appropriation Ordinance and "balanced as to proposed income and expenditures". The County encourages commitment to a balanced budget through the preparation, management and execution of the yearly budget. The FY2009 Proposed Budget is balanced.

### One-Time Revenues

One-time revenues are defined as revenue sources that cannot be relied upon over time. One time revenues are generally utilized to fund capital projects or to enhance reserves.

**Statement of Contingency Reserves**

Under Section 706 (a) of the County Charter, contingency reserves are limited to 3% of general and other fund appropriations. A General Fund contingency account is typically funded under the Office of the Chief Administrative Officer. The Proposed Budget includes \$10.7 million in this reserve account, or 0.9% of total General Fund appropriations.

**Revenue Reserve Fund**

Section 8-107 of the Anne Arundel County Code creates a revenue reserve account known as the Rainy Day Fund. The Revenue Reserve Fund is a continuing, non-lapsing account in which funds are retained to support appropriations if general fund revenues fall below revenue estimates during a fiscal year. Pursuant to Section 8-107(b) the budget as proposed by the County Executive and approved by the County Council may contain an appropriation to the Revenue Reserve Fund. This contribution must not cause the balance of this fund to exceed 10% of the estimated average aggregate annual revenue derived from the income tax, real property transfer tax, recordation tax, and investment income of the General Fund in the three fiscal years preceding the fiscal year for which the appropriation is made.

Section 8-107(d) allows the County Executive with the approval of the County Council, to authorize a transfer from the Revenue Reserve Fund to the General Fund in the current expense budget if: (1) revenues for the current fiscal year will be below the estimated revenues relied on to fund the current expense budget, and (2) all reasonable reductions in expenditures have been made and will not be sufficient to offset the anticipated shortfall. Clearly, strict standards govern the use of this fund.

To date, the County has not had to draw upon the Revenue Reserve Fund, and the FY2009 Budget makes no contribution as this Fund already contains the maximum permitted by the code.

**Budgetary Fund Balance**

Fund Balance is the difference between the assets and liabilities of a governmental fund. It is always divided into two separate pieces: a "reserved" piece and an "unreserved" piece. The "unreserved" piece is generally the amount available for new spending. In some instances, a portion of this "unreserved" fund balance may be "designated" (or planned) for a particular purpose. The Budgetary Fund Balance represents the amount of net assets that are available for appropriation, consistent with the Budgetary Basis of Accounting. Budgetary Fund Balance data as of the end of the previous fiscal year is obtained from the County's Comprehensive Annual Financial Report (CAFR).

**Pension Fund**

The employee contribution requirements for each employer defined benefit plan in the Retirement System are set by County legislation. The County's annual contribution is based on annual actuarial valuations. The table below provides the actuarial assumptions, funding methods and contributions related to the fiscal year 2007 financial statements.

	<u>Employees Plan</u>	<u>Police Plan</u>	<u>Fire Plan</u>	<u>Detention Plan</u>
Contribution rates:				
County	Legislated amount	Legislated amount	Legislated amount	Legislated amount
Plan members				
Tier One	4.00%	5% to 6%	5.00%	5.00%
Tier Two	-	Not applicable	Not applicable	Not applicable
Annual Pension Cost (APC)	\$11,158,863	\$10,217,584	\$10,725,662	\$3,644,678
Contributions made	\$11,158,860	\$10,217,580	\$10,725,660	\$3,644,676
Actuarial valuation date	January 1, 2006	January 1, 2006	January 1, 2006	January 1, 2006
Actuarial cost method	Projected unit credit	Projected unit credit	Projected unit credit	Projected unit credit
Amortization method	Level % of payroll	Level % of payroll	Level % of payroll	Level % of payroll
Remaining amortization period	30 years, closed	30 years, closed	30 years, closed	30 years, closed
Asset valuation method	5-yr smoothed market	5-yr smoothed market	5-yr smoothed market	5-yr smoothed market
Actuarial assumptions:				
Inflation rate	3.50%	3.50%	3.50%	3.50%
Investment rate of return	4.50%	4.50%	4.50%	4.50%
Projected salary increases (graded scale)	Varies by age	Varies by age	Varies by age	Varies by age
Cost of living adjustments:				
Benefits earned prior to 1/31/97	3.00%	3.50%	3.50%	3.50%
Benefits earned thereafter	2.10%	2.10%	2.10%	2.10%

Source: Comprehensive Annual Financial Report FY2007

Certain participants in the State Retirement and Pension Systems (State plans) are required to contribute 5% to 7% of compensation to the plans. The County is required to contribute the remaining amounts necessary to fund the plans, except that the State pays the employer's share of retirement costs on behalf of certain teachers, professional librarians, and related positions for the Board of Education, Library, and Community College, in accordance with State law.

For FY2009, the County is again funding the actuarially recommended amounts for the four plans:

Employees' Plan	\$13,414,470
Police Plan	\$11,268,277
Fire Plan	\$11,185,312
Detention and Sheriffs Plan	\$4,019,403

**Other Post Retirement Funds**

Retirees of the Primary Government, Library, and Economic Development continue to receive medical coverage. The Primary Government pays eighty percent of the cost. These retirees have the option of retaining dental and vision coverage, but must pay the full cost of these benefits. Health benefits are provided to retirees through an agreement between the Primary Government and the Police labor union, and are extended to others by administrative policy. There were 2,157 retirees and spouses receiving health benefits as of June 30, 2007.

Retirees of the Board of Education who receive benefits from the State Retirement System may elect to continue medical coverage. Retirees may also continue in the Board’s dental or vision programs. The Board pays eighty percent of the cost of the basic health care and dental programs with the balance of the cost deducted from the retirees’ monthly check. These benefits are provided through an agreement between the Board and Anne Arundel County Retired Teachers Association. There were approximately 3,780 retirees eligible for benefits at June 30, 2007.

Retirees of the Community College receive certain health care and dental benefits. The Community College contributes to the cost of these health and dental benefits at a rate of 2.5 percent per year for each year of service. Employees must have at least 10 years of service to qualify and the maximum paid by the College is 75%. Retirees have no vested rights to these benefits, which are subject to modifications by the Board of Trustees. There were 416 active College employees and retirees eligible to receive post-retirement benefits at June 30, 2007.

These costs are recognized when paid, or on a “pay-as-you-go” basis. Total costs incurred for these benefits for the year ended June 30, 2007 were as follows:

<u>Entity</u>	<u>Amount</u>
Primary Government	\$ 11,329,132
Board of Education	26,699,639
Community College	615,918
Other Nonmajor Component Units	427,368
	<u>\$ 39,072,057</u>

The Government Accounting Standards Board (GASB) has issued Statements 43 and 45 (effective in FY07 and FY08, respectively), which pertain to reporting requirements for other post retirement benefits. This will require governments to accrue the liability and expense of these benefits over the working career of employees, rather than recognize the cost when paid. For FY2009, the annual required contribution to fully fund this accrued liability in conformance with GASB is \$75 million.

The Administration has evaluated the impact of these statements, and in this budget provides \$15 million in addition to “pay-as-you-go” costs as part of a multi-year plan toward funding this accrued liability. During FY2009 the Administration will be reviewing the post retirement benefits offered with employee groups with the goal of restructuring the benefit within the County’s affordability.



Comparative Summary of Revenues and Expenditures

Fund: All Funds

Type	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
<b>Revenue</b>					
General Fund	1,152,905,062	1,160,811,000	1,150,316,000	1,173,630,400	12,819,400
Revenue Reserve Fund	6,198,402	500,000	2,747,900	0	(500,000)
Other Funds	336,815,953	340,180,700	330,702,800	344,305,200	4,124,500
Grants Special Revenue Fund	0	0	0	35,762,200	35,762,200
BOE - County Contribution	516,916,922	544,741,400	544,741,400	584,642,800	39,901,400
BOE - Grants & Local Sources	280,371,782	303,836,700	306,074,000	319,959,900	16,123,200
BOE - Food Services	20,006,393	19,327,500	19,852,500	22,000,000	2,672,500
AACC - County Contribution	34,415,539	36,049,900	36,049,900	37,849,900	1,800,000
AACC - Grants & Local Sources	50,131,769	58,758,700	56,064,100	63,190,800	4,432,100
AACC - Auxiliary & Other	24,615,427	30,417,700	30,417,700	30,643,700	226,000
Library - County Contribution	13,661,000	13,948,600	13,948,600	14,021,000	72,400
Library - Grants & Local Sources	2,779,430	2,701,300	2,701,300	3,001,300	300,000
Special Benefit Districts	5,361,674	5,309,000	5,309,000	5,683,000	374,000
Total Revenues	2,444,179,353	2,516,582,500	2,498,925,200 (see page 19)	2,634,690,200 (see page 20)	118,107,700
<b>Object</b>					
Object	FY2007 Actual	FY2008 Original	FY2008 Estimate	FY2009 Approved	Inc (Dec) from Orig.
<b>Expenditures</b>					
Personal Services	425,163,923	465,923,100	455,297,000	467,553,400	1,630,300
Contractual Services	164,157,325	180,354,600	177,596,200	172,220,500	(8,134,100)
Supplies & Materials	26,745,588	30,133,000	31,077,900	30,168,700	35,700
Business & Travel	2,302,773	2,769,700	2,616,000	2,574,600	(195,100)
Capital Outlay	15,855,818	17,397,600	17,136,500	12,362,300	(5,035,300)
Debt Service	113,866,120	119,412,200	119,309,700	125,413,000	6,000,800
Grants, Contrib. & Other	689,360,750	741,682,900	734,866,400	755,977,100	14,294,200
Itemized Grants	0	0	0	35,762,200	35,762,200
BOE Categories	817,295,097	868,905,600	873,467,900	931,302,700	62,397,100
AACC Categories	109,162,735	125,048,700	125,048,700	131,421,900	6,373,200
Library Categories	16,440,430	16,649,900	16,649,900	17,022,300	372,400
Special Benefit Districts	5,125,422	9,295,300	9,295,300	9,481,200	185,900
Total Expenditures	2,385,475,982	2,577,572,600	2,562,361,500 (see page 19)	2,691,259,900 (see page 20)	113,687,300
<b>Net use of (contribution to)</b>					
Budgetary Fund balance:	(58,703,371)	60,990,100	63,436,300	56,569,700	
<i>General Fund</i>	(42,960,356)	60,880,400	61,173,600	42,667,200	
<i>All Others</i>	(15,743,015)	109,700	2,262,700	13,902,500	
<i>Net Use of Fund Balance</i>	(58,703,371)	60,990,100	63,436,300	56,569,700	

Summary of Changes in Budgetary Fund Balance  
FY2008 Estimate

	Fund Balance as of 6/30/07	FY2008 Estimate		Fund Balance as of 6/30/08
		Revenues	Expenditures	
<b>General Fund</b>				
General Fund	103,840,756	1,150,316,000	1,211,489,600	42,667,200
Revenue Reserve Fund	44,952,851	2,747,900	0	47,700,751
<b>Enterprise Funds</b>				
Water & Wstwtr Operating	24,782,305	81,257,500	81,515,400	24,524,405
Water & Wstwtr Sinking Fund	70,515,340	35,523,700	31,369,300	74,669,740
Maryland City AMT Fund	0	1,804,000	1,804,000	0
Waste Collection Fund	12,231,786	48,194,800	48,200,000	12,226,586
Solid Waste Assurance Fund	0	705,000	0	705,000
Rec & Parks Child Care Fund	1,048,152	2,900,000	3,134,600	813,552
<b>Internal Service Funds</b>				
Self Insurance Fund	1,867,086	17,320,700	17,407,400	1,780,386
Health Insurance Fund	6,576,996	75,600,000	73,101,700	9,075,296
Garage Working Capital Fund	1,457,710	14,214,400	13,096,900	2,575,210
Garage Vehicle Replacement	3,499,799	7,441,100	8,442,300	2,498,599
<b>Special Debt Service Funds</b>				
Pension Fund (Admin. Only)	N.A.	7,468,800	7,468,800	N.A.
Ag & WdlnD PrsrvtN Sinking Fund	6,138,325	100,000	1,989,700	4,248,625
<b>Special Revenue Funds</b>				
Parking Garage Spec Rev Fund	2,846	413,000	427,600	(11,754)
Developer Street Light Fund	1,746,597	1,000,000	1,000,000	1,746,597
Forfeit & Asset Seizure Fnd	608,169	350,000	520,000	438,169
Conference & Visitors Fund	26,575	1,010,000	1,010,000	26,575
Economic Development Fund	26,575	1,010,000	1,010,000	26,575
Incentive Loan Program Fund	287	0	0	287
Piney Orchard WWS Fund	0	840,000	840,000	0
Local Management Board	608,230	2,788,200	2,788,200	608,230
Laurel Race Track Comm Ben	1,332,051	400,000	405,000	1,327,051
Inmate Benefit Fund	889,491	1,210,000	1,185,000	914,491
Reforestation Fund	7,875,692	1,400,000	1,942,600	7,333,092
AA Workforce Dev Corp Fund	0	950,000	950,000	0
Community Development Fund	0	6,836,300	6,836,300	0
Grants Fund	0	0	0	0
Circuit Court Special Fund	0	0	0	0
<b>Tax Increment Financing and Special Tax District Funds</b>				
Tax Increment Financing Districts	421,838	18,114,000	18,114,000	421,838
Special Tax Districts	N.A.	1,851,300	1,851,300	N.A.
<b>Special Community Benefit/Waterway Improvement/Erosion Control Districts</b>				
aggregate	7,784,500	5,309,000	9,295,300	3,798,200
<b>Component Units</b>				
Board of Education	12,783,653	870,667,900	873,467,900	9,983,653
Community College	13,146,122	122,531,700	125,048,700	10,629,122
Public Libraries	366,920	16,649,900	16,649,900	366,920

Totals

2,498,925,200 | 2,562,361,500

(see page 18)

Summary of Changes in Budgetary Fund Balance  
FY2009 Approved

	Fund Balance as of 6/30/08	FY2009 Approved		Fund Balance as of 6/30/09
		Revenues	Expenditures	
<b>General Fund</b>				
General Fund	42,667,200	1,173,630,400	1,216,297,600	0
Revenue Reserve Fund	47,700,751	0	0	47,700,751
<b>Enterprise Funds</b>				
Water & Wstwtr Operating	24,524,405	83,702,400	89,280,000	18,946,805
Water & Wstwtr Sinking Fund	74,669,740	41,297,700	34,459,300	81,508,140
Maryland City AMT Fund	0	1,676,500	1,809,700	(133,200)
Waste Collection Fund	12,226,586	47,909,900	49,857,800	10,278,686
Solid Waste Assurance Fund	705,000	565,400	0	1,270,400
Rec & Parks Child Care Fund	813,552	3,877,200	4,186,600	504,152
<b>Internal Service Funds</b>				
Self Insurance Fund	1,780,386	16,576,100	18,097,100	259,386
Health Insurance Fund	9,075,296	77,722,100	80,722,100	6,075,296
Garage Working Capital Fund	2,575,210	14,090,600	14,042,400	2,623,410
Garage Vehicle Replacement	2,498,599	8,083,000	6,275,900	4,305,699
<b>Special Debt Service Funds</b>				
Pension Fund (Admin. Only)	N.A.	7,594,000	7,594,000	N.A.
Ag & WdlnD PrsrvtN Sinking Fund	4,248,625	50,000	985,000	3,313,625
<b>Special Revenue Funds</b>				
Parking Garage Spec Rev Fund	(11,754)	565,200	438,700	114,746
Developer Street Light Fund	1,746,597	1,000,000	1,000,000	1,746,597
Forfeit & Asset Seizure Fnd	438,169	400,000	402,400	435,769
Conference & Visitors Fund	26,575	0	0	26,575
Economic Development Fund	26,575	0	0	26,575
Incentive Loan Program Fund	287	0	0	287
Piney Orchard WWS Fund	0	1,000,000	1,000,000	0
Local Management Board	608,230	3,120,800	3,120,800	608,230
Laurel Race Track Comm Ben	1,327,051	350,000	350,000	1,327,051
Inmate Benefit Fund	914,491	1,270,000	1,585,000	599,491
Reforestation Fund	7,333,092	1,200,000	2,510,900	6,022,192
AA Workforce Dev Corp Fund	0	950,000	950,000	0
Community Development Fund	0	7,022,800	7,022,800	0
Grants Fund	0	35,762,200	35,762,200	0
Circuit Court Special Fund	0	154,800	154,800	0
<b>Tax Increment Financing and Special Tax District Funds</b>				
Tax Increment Financing Districts	421,838	22,258,000	22,258,000	421,838
Special Tax Districts	N.A.	1,868,700	1,868,700	N.A.
<b>Special Community Benefit/Waterway Improvement/Erosion Control Districts</b>				
aggregate	3,798,200	5,683,000	9,481,200	0
<b>Component Units</b>				
Board of Education	9,983,653	926,602,700	931,302,700	5,283,653
Community College	10,629,122	131,684,400	131,421,900	10,891,622
Public Libraries	366,920	17,022,300	17,022,300	366,920

Totals

2,634,690,200 | 2,691,259,900

(see page 18)

***Notes to Summary of Changes in Budgetary Fund Balance***

The FY2008 Expenditures "Estimate" is the estimate at the time of the Proposed Budget, consistent with the revenue estimate at that same time. The FY2008 "Adjusted" Expenditure shown elsewhere in this document memorializes the final budget approved by the County Council. The "Estimate" represents estimated spending levels at a point in time, while the "Adjusted" figure represents the legal spending limit. For this presentation of estimated changes in budgetary fund balance, the "Estimate" for FY2008 Expenditures has been used rather than the final budget figure.

In accordance with the County Charter, the FY2009 General Fund budget appropriates all revenues and estimated fund balance, including an appropriation of a contingency reserve not to exceed 3% of the General Fund. This explains why the estimated fund balance as of 6/30/08 changes to zero as 6/30/09. In addition to the inclusion of a contingency reserve, the level of the Revenue Reserve Fund has been determined to be at the maximum amount allowed under County Code; no additional contribution is possible under existing law.

In the Utility Operating Fund, the reduction in budgetary fund balance is mitigated by a 5% rate increase effective January 1, 2009. The estimated fund balance as of 6/30/09 exceeds the two-months operating expense target.

The FY2009 Budget fully funds the actuarially determined Self Insurance Fund reserves; the budgetary fund balance shown here is in addition to these designated funds. A significant \$1.8 million budgetary fund balance is reported as of 6/30/07 and is projected to remain at the same level through 6/30/09. Therefore, this budgetary fund balance is drawn-down in the FY2009 budget by appropriating \$1.5 million less contribution than would otherwise be required. This effectively results in budgetary fund balance of approximately \$300,000 as of 6/30/09.

The Central Garage Operations Internal Service Fund is managed with the goal of maintaining no budgetary fund balance. However, the projected \$2.6 million fund balance as of 6/30/08 is maintained in the FY2009 budget (rather than drawn-down) to provide a reserve for fuel cost increases. The Central Garage Replacement Fund, on the other hand, is expected to maintain a balance to accommodate the planned replacement of vehicles in the future.

The Reforestation Fund balance is higher than desired, and County staff continue to explore ways in which to utilize this fund balance in a manner consistent with the goals and requirements of the program.

The Tax Increment/Special Tax Funds are managed with the goal of maintaining no budgetary fund balance. Similar to the General Fund, the budgetary practice for the Special Districts is to appropriate all revenues and estimated fund balance.

Statement of Unduplicated Expenditures

Funding Source	FY2008 Original	FY2008 Estimate	FY2009 Approved	Inc (Dec) from Orig.
General Fund	\$1,221,691,400	\$1,211,489,600	\$1,216,297,600	-\$5,393,800
Other Funds	\$335,981,700	\$326,410,100	\$349,972,000	\$13,990,300
Grants Special Revenue Fund	\$0	\$0	\$35,762,200	\$35,762,200
BOE Component Unit	\$868,905,600	\$873,467,900	\$931,302,700	\$62,397,100
AACC Component Unit	\$125,048,700	\$125,048,700	\$131,421,900	\$6,373,200
Library Component Unit	\$16,649,900	\$16,649,900	\$17,022,300	\$372,400
Special Benefit Districts	\$9,295,300	\$9,295,300	\$9,481,200	\$185,900
Total Operating Budget (with duplication)	\$2,577,572,600	\$2,562,361,500	\$2,691,259,900	\$113,687,300
(see pages 18, 19 and 20)				
Less Duplicate Appropriations				
GF Contr to BOE	\$544,741,400	\$544,741,400	\$584,642,800	\$39,901,400
GF Contr to AACC	36,049,900	36,049,900	37,849,900	\$1,800,000
GF Contr to Library	\$13,948,600	\$13,948,600	\$14,021,000	\$72,400
GF Contr to Whitmore	\$95,000	\$95,000	\$107,500	\$12,500
GF Contr to Conf and Visitor	\$980,000	\$1,010,000	\$0	-\$980,000
GF Contr to Econ Devel	\$980,000	\$1,010,000	\$0	-\$980,000
GF Contr to IPA Debt Service	\$0	\$0	\$0	\$0
GF Contr to Community Devel	\$279,000	\$279,000	\$270,000	-\$9,000
GF Contr to Grants Fund - Matches	\$0	\$0	\$1,239,000	\$1,239,000
GF Contr to Grants Fund Contingency	\$0	\$0	\$200,000	\$200,000
County Pass-throughs in Grants Fund	\$0	\$0	\$53,700	\$53,700
Internal Service Funds				
- Self Insurance Fund	\$17,421,500	\$17,407,400	\$18,097,100	\$675,600
- Health Fund	\$77,315,100	\$73,101,700	\$77,722,100	\$407,000
- Garage Working Capital Fund	\$13,441,500	\$13,096,900	\$14,042,400	\$600,900
- Garage Vehicle Replacement	\$8,533,600	\$8,442,300	\$6,275,900	-\$2,257,700
Pension Fund (Admin. Only)	\$7,391,200	\$7,468,800	\$7,594,000	\$202,800
Pro Rata Share Charges				
- Whitmore Garage	\$30,000	\$30,000	\$30,000	\$0
- Child Care Fund	\$133,000	\$133,000	\$219,000	\$86,000
- Utility Opns Fund	\$7,120,000	\$7,120,000	\$9,390,000	\$2,270,000
- Utility Debt Serv Funds	\$484,000	\$498,000	\$498,000	\$14,000
- Solid Waste Fund	\$1,920,300	\$1,920,300	\$1,779,300	-\$141,000
- SIF Fund	\$273,000	\$273,000	\$258,000	-\$15,000
- Health Ins Fund	\$300,000	\$300,000	\$475,000	\$175,000
- Pension Fund	\$500,000	\$500,000	\$545,000	\$45,000
- Central Garage Fund	\$845,000	\$845,000	\$555,000	-\$290,000
- Capital Projects Funds	\$5,285,000	\$4,827,000	\$4,827,000	-\$458,000
TIF Districts Contrib to GF	\$13,453,000	\$13,783,000	\$17,587,000	\$4,134,000
Total Operating Budget "Unduplicated"	\$1,826,052,500	\$1,815,481,200	\$1,892,981,200	\$66,928,700

Add FY2009 Capital Budget: \$390,179,667

Less FY2009 PayGo contrib.:

General Fund \$32,913,000

Utility Fund \$21,123,000

Solid Waste Fund \$500,000

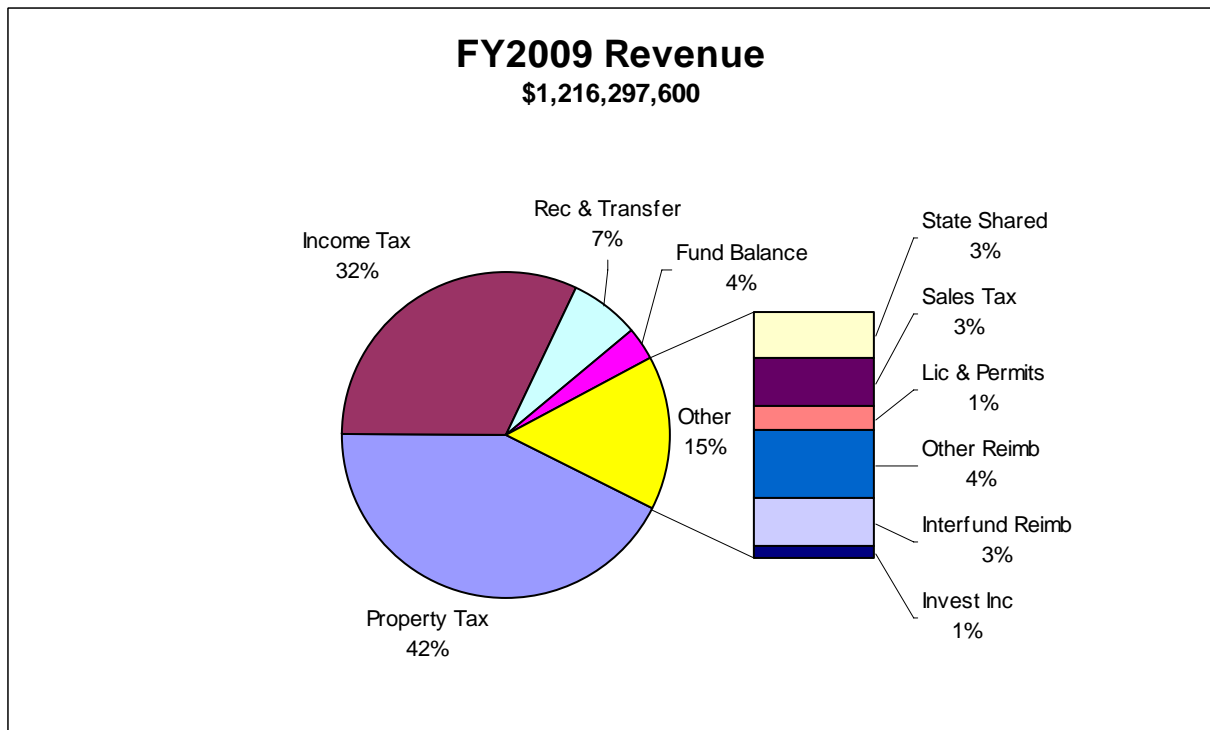
Total Unduplicated Comprehensive Budget: \$2,228,624,867

**Financial Summaries**  
General Fund

**FY2009 Approved Budget**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Property Taxes	457,825,359	474,036,000	481,150,000	516,584,000	42,548,000
Local Income Tax	361,956,043	368,700,000	375,762,000	389,000,000	20,300,000
State Shared Revenues	37,125,849	38,185,000	36,229,000	36,324,000	(1,861,000)
Grants and Aid - State/Federal	45,683,648	50,868,800	48,767,000	0	(50,868,800)
Recordation and Transfer Taxes	109,257,440	100,800,000	80,000,000	83,000,000	(17,800,000)
Local Sales Taxes	34,604,174	34,710,000	35,229,000	35,463,000	753,000
Licenses and Permits	17,681,827	16,498,800	15,905,100	17,964,300	1,465,500
Investment Income	10,109,420	8,950,000	10,176,000	8,133,000	(817,000)
Other Reimbursements	40,807,633	36,960,400	36,109,900	50,458,100	13,497,700
Interfund Reimbursements	37,853,669	31,102,000	30,988,000	36,704,000	5,602,000
<b>Total County Revenue</b>	<b>1,152,905,062</b>	<b>1,160,811,000</b>	<b>1,150,316,000</b>	<b>1,173,630,400</b>	<b>12,819,400</b>
Fund Balance (Appropriated)	0	60,880,400	60,880,400	42,667,200	(18,213,200)
<b>Total</b>	<b>1,152,905,062</b>	<b>1,221,691,400</b>	<b>1,211,196,400</b>	<b>1,216,297,600</b>	<b>(5,393,800)</b>

<b>Accounting Change: New Grants Fund</b>			
<b>Comparability Adjustments</b>	<b>FY08 Orig.</b>	<b>FY09 Est.</b>	<b>Inc (Dec)</b>
Total County Revenue (unadjusted)	1,160,811,000	1,173,630,400	12,819,400
Subtract: Grants and Aid - now in Special Revenue Fund	(50,868,800)		
Add Back: Reimbursements formerly shown in "Grants & Aid" but now shown in "Other Reimbursements"	9,011,400		
<b>Total County Revenue (comparably adjusted)</b>	<b>1,118,953,600</b>	<b>1,173,630,400</b>	<b>54,676,800</b>



## Comparative Statement of Expenditures

As part of an overall Countywide effort to better manage and control the grants management process, grant revenues will be accounted for in a new Grants Special Revenue Fund rather than intermingling these restricted funds with the discretionary funds included in the General Fund.

The previous page provides a "comparability adjustments" chart to show the impact of making the necessary adjustments to provide a more comparable budget-to-budget comparison of General Fund revenues.

A similar "comparability adjustment" should be provided on the expenditure side as well. The following "facing pages" present, on the left, the unadjusted presentation, followed by a "comparably adjusted" budget-to-budget comparison.

Comparative Statement of Expenditures

Fund: General Fund

Department/Agency	FY2007 Actual	FY2008 Original	FY2008 Adjusted	FY2009 Approved	Inc (Dec) from Orig.
<b>Legislative Branch</b>					
Legislative Branch	3,174,503	3,498,500	3,498,500	3,641,400	142,900
<b>Executive Branch</b>					
County Executive	4,016,996	3,847,600	3,847,600	5,329,700	1,482,100
Law	3,093,486	3,453,700	3,453,700	3,531,800	78,100
Administrative Hearings	278,239	292,000	292,000	285,800	(6,200)
<b>Administrative Core Group</b>					
Chief Administrative Officer	5,804,153	12,194,400	9,615,500	10,836,800	(1,357,600)
Central Services	20,651,844	22,408,700	22,408,700	21,132,600	(1,276,100)
Finance	5,955,500	6,669,200	6,687,200	7,145,000	475,800
Finance (Non-Departmental)	131,669,669	143,698,400	143,723,400	114,880,500	(28,817,900)
Budget	1,025,657	1,114,400	1,114,400	909,400	(205,000)
Personnel	4,727,034	6,060,800	6,060,800	6,235,800	175,000
Information Technology	15,450,370	15,777,200	15,777,200	15,870,600	93,400
Board of Education	516,915,751	544,741,400	546,974,900	584,642,800	39,901,400
Community College	34,415,539	36,049,900	36,049,900	37,849,900	1,800,000
Libraries	13,661,000	13,948,600	13,948,600	14,021,000	72,400
<b>Land Use and Environment Core Group</b>					
Land Use and Environment	311,699	0	0	0	0
Planning and Zoning	7,783,282	9,924,800	10,014,800	8,188,500	(1,736,300)
Inspections and Permits	11,099,943	12,065,300	12,065,300	12,331,900	266,600
Public Works	37,149,250	36,606,800	37,520,800	37,264,900	658,100
<b>Human Services Core Group</b>					
Aging	11,959,741	12,627,700	12,627,700	8,544,700	(4,083,000)
Recreation and Parks	22,824,708	24,628,200	24,778,200	25,228,700	600,500
Health	49,491,786	50,134,300	50,334,300	30,688,300	(19,446,000)
Social Services	5,961,633	6,548,400	6,548,400	5,324,900	(1,223,500)
<b>Public Safety Core Group</b>					
Police	87,543,385	95,431,700	95,622,800	100,635,400	5,203,700
Fire	87,658,205	95,305,400	95,073,400	97,089,300	1,783,900
Detention Facilities	35,876,919	39,236,100	39,236,100	40,499,600	1,263,500
<b>State Agencies</b>					
Circuit Court	5,557,986	5,817,100	5,915,600	4,480,400	(1,336,700)
Orphans' Court	108,803	129,100	129,100	133,400	4,300
State's Attorney	8,065,285	8,373,700	8,539,300	8,534,900	161,200
Sheriff	6,650,871	7,127,400	7,137,400	7,010,500	(116,900)
License Commissioners	507,949	634,000	664,000	624,200	(9,800)
Supervisors of Elections	2,698,126	2,908,800	2,908,800	2,976,300	67,500
Cooperative Extension Service	160,416	254,200	254,200	242,700	(11,500)
<b>Other</b>					
Ethics Commission	163,059	183,600	183,600	185,900	2,300
	<u>1,142,412,784</u>	<u>1,221,691,400</u>	<u>1,223,006,200</u>	<u>1,216,297,600</u>	<u>(5,393,800)</u>



Financial Summaries  
General Fund

FY2009 Approved Budget

Comparative Statement of Expenditures  
(With Comparability Adjustments)

Fund: General Fund

Department/Agency	FY2008 Original	FY2008 Grants	FY2008 No Grants	FY2009 Approved	Inc (Dec) from Orig.
<b>Legislative Branch</b>					
Legislative Branch	3,498,500	0	3,498,500	3,641,400	142,900
<b>Executive Branch</b>					
County Executive	3,847,600	0	3,847,600	5,329,700	1,482,100
Law	3,453,700	0	3,453,700	3,531,800	78,100
Administrative Hearings	292,000	0	292,000	285,800	(6,200)
<b>Administrative Core Group</b>					
Chief Administrative Officer	12,194,400	1,395,600	10,798,800	10,836,800	38,000
Central Services	22,408,700	0	22,408,700	21,132,600	(1,276,100)
Finance	6,669,200	0	6,669,200	7,145,000	475,800
Finance (Non-Departmental)	143,698,400	0	143,698,400	114,880,500	(28,817,900)
Budget	1,114,400	0	1,114,400	909,400	(205,000)
Personnel	6,060,800	0	6,060,800	6,235,800	175,000
Information Technology	15,777,200	0	15,777,200	15,870,600	93,400
Board of Education	544,741,400	0	544,741,400	584,642,800	39,901,400
Community College	36,049,900	0	36,049,900	37,849,900	1,800,000
Libraries	13,948,600	0	13,948,600	14,021,000	72,400
<b>Land Use and Environment Core Group</b>					
Land Use and Environment	0	0	0	0	0
Planning and Zoning	9,924,800	1,700,400	8,224,400	8,188,500	(35,900)
Inspections and Permits	12,065,300	0	12,065,300	12,331,900	266,600
Public Works	36,606,800	0	36,606,800	37,264,900	658,100
<b>Human Services Core Group</b>					
Aging	12,627,700	3,800,200	8,827,500	8,544,700	(282,800)
Recreation and Parks	24,628,200	0	24,628,200	25,228,700	600,500
Health	50,134,300	20,173,600	29,960,700	30,688,300	727,600
Social Services	6,548,400	1,324,300	5,224,100	5,324,900	100,800
<b>Public Safety Core Group</b>					
Police	95,431,700	574,500	94,857,200	100,635,400	5,778,200
Fire	95,305,400	2,067,800	93,237,600	97,089,300	3,851,700
Detention Facilities	39,236,100	0	39,236,100	40,499,600	1,263,500
<b>State Agencies</b>					
Circuit Court	5,817,100	1,342,300	4,474,800	4,480,400	5,600
Orphans' Court	129,100	0	129,100	133,400	4,300
State's Attorney	8,373,700	276,800	8,096,900	8,534,900	438,000
Sheriff	7,127,400	482,400	6,645,000	7,010,500	365,500
License Commissioners	634,000	0	634,000	624,200	(9,800)
Supervisors of Elections	2,908,800	0	2,908,800	2,976,300	67,500
Cooperative Extension Service	254,200	0	254,200	242,700	(11,500)
<b>Other</b>					
Ethics Commission	183,600	0	183,600	185,900	2,300
	1,221,691,400	33,137,900	1,188,553,500	1,216,297,600	27,744,100
			New Grants Fund:	34,469,500	
	1,221,691,400			1,250,767,100	29,075,700

**Comparative Statement of Revenues**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>
Grant Funding	0	0	0	33,279,800
General Fund Contributions	0	0	0	1,239,000
County Pass-throughs	0	0	0	53,700
Health Dept. Collections	0	0	0	997,000
Other Collections	0	0	0	192,700
Total	0	0	0	35,762,200

The General Fund Contributions total includes a contingency amount of \$200,000 for FY2009 and is shown under the Office of Finance (Non-Departmental) line item on the opposite page.

The "General Fund Contributions" and "County Pass-throughs" represent funding supported by an expenditure occurring elsewhere. For this reason, these amounts should be deducted from the total in this Fund to determine an "unduplicated" appropriation and to determine the net amount of outside revenue flowing through this Fund. That is, \$35,762,200 less \$1,239,000 and less \$53,700 equals \$34,469,500 of "unduplicated" appropriations in this Fund (see bottom of Page 24 - Adjusted).

**Comparative Statement of Expenditures**

<b>Department/Agency</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Adjusted</b>	<b>FY2009 Approved</b>
Chief Administrative Office	0	0	0	949,700
Circuit Court	0	0	0	1,565,800
Office of Finance (Non-Deptl)	0	0	0	200,000
Department of Aging	0	0	0	4,201,800
Fire Department	0	0	0	2,727,000
Health Department	0	0	0	20,898,100
Office of the Sheriff	0	0	0	803,300
Office of the State's Attorney	0	0	0	431,100
Planning and Zoning	0	0	0	1,779,800
Police Department	0	0	0	1,021,300
Social Services	0	0	0	1,184,300
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,762,200</b>

The specific grants for each department can be found in the Current Expense Budget - Appendix, as well as in the Annual Budget and Appropriation Ordinance (ABAO).

Other Funds

Comparative Statement of Revenues

Fund: Other Funds

	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
<b>Enterprise Funds</b>					
Water & Wstwtr Operating	74,776,368	77,501,600	81,257,500	83,702,400	6,200,800
Water & Wstwtr Sinking Fund	59,234,857	46,127,000	35,523,700	41,297,700	(4,829,300)
Maryland City AMT Fund	494,330	1,810,400	1,804,000	1,676,500	(133,900)
Waste Collection Fund	47,997,499	47,880,600	48,194,800	47,909,900	29,300
Solid Waste Assurance Fund	1,301,438	705,000	705,000	565,400	(139,600)
Rec & Parks Child Care Fund	2,881,008	3,379,900	2,900,000	3,877,200	497,300
<b>Internal Service Funds</b>					
Self Insurance Fund	17,724,080	17,628,700	17,320,700	16,576,100	(1,052,600)
Health Insurance Fund	67,703,691	77,315,100	75,600,000	77,722,100	407,000
Garage Working Capital Fund	13,831,468	13,527,500	14,214,400	14,090,600	563,100
Garage Vehicle Replacement	8,062,612	7,879,100	7,441,100	8,083,000	203,900
<b>Fiduciary &amp; Special Debt Service Funds</b>					
Pension Fund (Admin. Only)	6,186,742	7,391,200	7,468,800	7,594,000	202,800
Ag & Wldnd PrsrvtN Sinking	583,727	50,000	100,000	50,000	0
<b>Special Revenue Funds</b>					
Parking Garage Spec Rev Fund	417,126	413,000	413,000	565,200	152,200
Developer Street Light Fund	629,061	1,000,000	1,000,000	1,000,000	0
Forfeit & Asset Seizure Fnd	332,434	450,000	350,000	400,000	(50,000)
Conference & Visitors Fund	971,097	980,000	1,010,000	0	(980,000)
Economic Development Fund	971,097	980,000	1,010,000	0	(980,000)
Incentive Loan Program Fund	15	250,000	0	0	(250,000)
Piney Orchard WWS Fund	641,288	795,000	840,000	1,000,000	205,000
Local Management Board	3,275,929	3,840,000	2,788,200	3,120,800	(719,200)
Laurel Race Track Comm Ben	405,567	400,000	400,000	350,000	(50,000)
Inmate Benefit Fund	1,261,992	1,270,000	1,210,000	1,270,000	0
Reforestation Fund	2,387,605	1,200,000	1,400,000	1,200,000	0
AA Workforce Dev Corp Fund	1,394,284	1,600,000	950,000	950,000	(650,000)
Community Development Fund	6,141,009	6,836,300	6,836,300	7,022,800	186,500
Circuit Court Special Fund	0	0	0	154,800	154,800
<b>Tax Increment Financing and Special Tax District Funds</b>					
Nursery Rd Tax Increment Fund	4,080,536	4,146,000	4,518,000	4,939,000	793,000
West Cnty Dev Dist Tax Inc Fnd	2,417,224	2,651,000	2,774,000	3,705,000	1,054,000
Farmingtn Vlg Spc Tax Dist Fnd	490,512	571,400	571,400	579,600	8,200
Park Place Tax Increment Fund	39,682	56,000	722,000	1,062,000	1,006,000
Rte 100 Dev Dist Tax Inc Fund	3,837,392	3,938,000	3,972,000	4,123,000	185,000
Parole TC Dev Dist Tax Inc Fnd	5,151,538	6,328,000	6,128,000	8,429,000	2,101,000
Natl Bus Pk Spcl Tax Dist Fnd	0	0	0	0	0
Dorchester Specl Tax Dist Fund	1,192,745	1,279,900	1,279,900	1,289,100	9,200
	336,815,953	340,180,700	330,702,800	344,305,200	4,124,500

## Other Funds

## Comparative Statement of Expenditures

## Fund: Other Funds

	FY2007 Actual	FY2008 Original	FY2008 Adjusted	FY2009 Approved	Inc (Dec) from Orig.
<b>Enterprise Funds</b>					
Water & Wstwtr Operating	76,900,543	82,882,200	82,882,200	89,280,000	6,397,800
Water & Wstwtr Sinking Fund	29,995,305	31,369,300	31,369,300	34,459,300	3,090,000
Maryland City AMT Fund	1,792,968	1,810,400	1,810,400	1,809,700	(700)
Waste Collection Fund	44,769,844	48,331,100	48,331,100	49,857,800	1,526,700
Solid Waste Assurance Fund	0	0	0	0	0
Rec & Parks Child Care Fund	2,816,418	3,562,200	3,562,200	4,186,600	624,400
<b>Internal Service Funds</b>					
Self Insurance Fund	15,565,571	17,421,500	17,421,500	18,097,100	675,600
Health Insurance Fund	63,096,256	77,315,100	77,315,100	80,722,100	3,407,000
Garage Working Capital Fund	12,469,322	13,441,500	13,841,500	14,042,400	600,900
Garage Vehicle Replacement	7,116,002	8,533,600	8,533,600	6,275,900	(2,257,700)
<b>Fiduciary &amp; Special Debt Service Funds</b>					
Pension Fund (Admin. Only)	6,186,742	7,391,200	7,391,200	7,594,000	202,800
Ag & Wldnd PrsrvtN Sinking	561,083	2,880,000	2,880,000	985,000	(1,895,000)
<b>Special Revenue Funds</b>					
Parking Garage Spec Rev Fund	408,983	413,000	438,000	438,700	25,700
Developer Street Light Fund	63,692	1,000,000	1,000,000	1,000,000	0
Forfeit & Asset Seizure Fnd	345,655	550,000	550,000	402,400	(147,600)
Conference & Visitors Fund	945,000	980,000	980,000	0	(980,000)
Economic Development Fund	945,000	980,000	980,000	0	(980,000)
Incentive Loan Program Fund	0	250,000	250,000	0	(250,000)
Piney Orchard WWS Fund	641,288	795,000	795,000	1,000,000	205,000
Local Management Board	3,327,917	3,840,000	3,896,200	3,120,800	(719,200)
Laurel Race Track Comm Ben	297,000	405,000	405,000	350,000	(55,000)
Inmate Benefit Fund	1,065,176	1,400,000	1,400,000	1,585,000	185,000
Reforestation Fund	894,702	3,024,000	3,024,000	2,510,900	(513,100)
AA Workforce Dev Corp Fund	1,394,284	1,600,000	1,600,000	950,000	(650,000)
Community Development Fund	6,326,992	6,836,300	6,836,300	7,022,800	186,500
Circuit Court Special Fund	0	0	125,200	154,800	154,800
<b>Tax Increment Financing and Special Tax District Funds</b>					
Nursery Rd Tax Increment Fund	4,112,000	4,146,000	4,173,000	4,939,000	793,000
West Cnty Dev Dist Tax Inc Fnd	2,487,234	2,651,000	2,651,000	3,705,000	1,054,000
Farmingtn Vlg Spc Tax Dist Fnd	482,998	571,400	571,400	579,600	8,200
Park Place Tax Increment Fund	0	56,000	56,000	1,062,000	1,006,000
Rte 100 Dev Dist Tax Inc Fund	3,817,000	3,938,000	4,035,000	4,123,000	185,000
Parole TC Dev Dist Tax Inc Fnd	5,036,000	6,328,000	6,523,000	8,429,000	2,101,000
Natl Bus Pk Spcl Tax Dist Fnd	0	0	0	0	0
Dorchester Specl Tax Dist Fund	1,178,540	1,279,900	1,279,900	1,289,100	9,200
	295,039,514	335,981,700	336,907,100	349,972,000	13,990,300

APPROPRIATION AND REVENUE SUMMARY  
SPECIAL COMMUNITY BENEFIT DISTRICTS

District	Original FY2008 Appropriation	Assessable Base, Lots/Tax Accts.	Tax Rate	Tax Amount FY2009	Co.-held Surplus	FY2009 Funds	Community Held Funds/ Revenues	Appropriation FY2009
Amberley	26,250	182 t.a.	0.00	0	0	0	37,615	37,615
Annapolis Roads	372,174	110,800,000	0.273	302,484	18,100	320,584	163,944	484,528
Arundel on the Bay	135,861	120,400,000	0.10	120,400	9,900	130,300	22,785	153,085
Avalon Shores	28,642	588 t.a.	43.14	25,369	100	25,469	8,628	34,097
Bay Highlands	145,190	28,900,000	0.20	57,800	4,600	62,400	111,000	173,400
Bay Ridge	229,892	466 t.a.	430.90	200,801	15,000	215,801	0	215,801
Beverly Beach	49,979	368 t.a.	80.00	29,440	0	29,440	0	29,440
Bittersweet	13,596	11 t.a.	800.00	8,800	0	8,800	1,416	10,216
Cape Anne	25,745	152 t.a.	50.00	7,600	0	7,600	17,586	25,186
Cape St. Claire	260,341	2,269 t.a.	75.00	170,175	0	170,175	111,855	282,030
Carrollton Manor	80,350	527 t.a.	150.00	79,050	1,396	80,446	0	80,446
Cedarhurst on the Bay	113,650	60,700,000	0.19	115,330	10,500	125,830	3,000	128,830
Chartwell	73,595	669 t.a.	50.00	33,450	0	33,450	51,550	85,000
Columbia Beach	62,980	48,400,000	0.0517	25,028	5,700	30,728	36,103	66,831
Crofton	1,142,990	709,700,000	0.1030	730,991	33,600	764,591	454,920	1,219,511
Deale Beach	4,500	182	33.630	6,120	0	6,120	0	6,120
Eden Wood	19,553	12 t.a.	400.00	4,800	4,348	9,148	0	9,148
Epping Forest	534,405	91,100,000	0.24	218,640	8,900	227,540	370,007	597,547
Fairhaven Cliffs	9,819	28 t.a.	125.00	3,500	4,498	7,998	0	7,998
Felicity Cove	44,438	34 t.a.	1103.00	37,500	0	37,500	12,500	50,000
Franklin Manor	92,553	113,900,000	0.04	45,460	3,400	48,860	50,117	98,977
Gibson Island	263,542	250,800,000	0.10	250,800	33,000	283,800	35,019	318,819
Greenbriar Gardens	10,963	48 t.a.	189.47	9,095	0	9,095	635	9,730
Greenbriar II	21,000	35 t.a.	600.00	21,000	0	21,000	0	21,000
Heritage	38,380	101 lots	380.00	38,380	380	38,760	1,924	40,684
Hillsmere	254,167	1,228 lots	159.66	196,068	3,200	199,268	32,601	231,869
Hunters Harbor	22,850	107 t.a.	150.00	16,050	600	16,650	12,633	29,283
Indian Hills	119,584	41,800,000	0.23	95,447	0	95,447	24,503	119,950
Landhaven	8,286	60 t.a.	40.94	2,456	0	2,456	6,495	8,951
Little Magothy River	132,750	101 t.a.	350.00	35,350	0	35,350	24,400	59,750
Long Point on the Severn	43,506	53 t.a.	250.00	13,250	0	13,250	821	14,071
Magothy Beach	5,980	156 t.a.	25.00	3,900	0	3,900	543	4,443
Magothy Forge	0	146 t.a.	26.02	3,799	0	3,799	0	3,799
Manhattan Beach	24,131	593 t.a.	25.00	14,825	0	14,825	8,291	23,116
North Beach Park	19,467	75,800,000	0.014	10,612	7,067	17,679	504	18,183
Owings Beach	44,145	17,100,000	0.150	25,650	3,200	28,850	23,548	52,398
Oyster Harbor	1,063,242	91,900,000	0.32	294,080	38,100	332,180	742,740	1,074,920
Parke West	97,638	421 t.a.	100.00	42,100	0	42,100	27,893	69,993
Pine Grove Village	18,972	138 t.a.	80.00	11,040	0	11,040	16,341	27,381
Pines on the Severn	33,590	236 t.a.	150.29	35,469	100	35,569	0	35,569
Provinces	23,745	882 t.a.	12.00	10,584	0	10,584	14,725	25,309
Queens Park	39,525	447 t.a.	78.91	35,272	0	35,272	6,000	41,272
Rockview Beach/Riviera Isles	4,692	230 t.a.	20.40	4,784	0	4,784	0	4,784
Selby on the Bay	155,316	828 t.a.	90.00	74,520	0	74,520	110,613	185,133
Severna Forest	3,415	0 t.a.	0.00	0	0	0	0	0
Severndale	24,626	131 lots	36.24	4,747	0	4,747	21,240	25,987
Sherwood Forest	916,355	341 lots	2929.00	998,789	0	998,789	0	998,789
Shoreham Beach	39,924	140 t.a.	192.00	26,880	0	26,880	826	27,706
Snug Harbor	61,429	96 t.a.	211.69	20,322	0	20,322	61,804	82,126
South River Heights	7,632	84 t.a.	103.39	8,684	0	8,684	0	8,684
South River Manor	4,940	30 t.a.	150.00	4,500	0	4,500	5,783	10,283
South River Park	34,061	111 t.a.	300.00	33,300	0	33,300	2,167	35,467
Steedman Point	29,825	15 t.a.	250.00	3,750	0	3,750	29,637	33,387
Stone Haven	2,935	112 t.a.	15.61	1,748	0	1,748	652	2,400
Sylvan View on the Magothy	18,611	142 t.a.	86.36	12,263	0	12,263	5,350	17,613
Upper Magothy Beach	14,850	295 t.a.	50.00	14,750	0	14,750	0	14,750
Venice Beach	73,253	15,200,000	0.28	42,560	3,200	45,760	56,114	101,874
Venice on the Bay	13,308	202 t.a.	30.00	6,060	0	6,060	9,054	15,114
Warthen Knolls	21,221	11	2235.54	24,561	0	24,561	830	25,391
Wilelinor	28,148	57 t.a.	400.00	22,800	0	22,800	13,121	35,921
Woodland Beach	365,400	6,255 lots	50.00	312,750	3,400	316,150	82,000	398,150
Woodland Bch, Pasadena	25,352	21 t.a.	300.00	6,300	5,500	11,800	12,863	24,663
<b>Totals</b>	<b>7,597,259</b>			<b>5,012,034</b>	<b>217,789</b>	<b>5,229,823</b>	<b>2,844,696</b>	<b>8,074,519</b>

APPROPRIATION AND REVENUE SUMMARY  
SHORE EROSION CONTROL DISTRICTS

District	Original FY2008 Appropriation	Assessable Base, Lots/Tax Accts.	Tax Rate	Tax Amount FY2009	Estimated Fund Balance as of 6/30/08	Appropriation FY2009
Annapolis Cove	5,460	210 lots	26.00	5,460	0	5,460
Annapolis Landing	8,417	249 t.a.	33.00	8,217	100	8,317
Arundel on the Bay	38,275	120,400,000	0.0250	30,100	5,400	35,500
Bay Ridge	503,742	269,400,000	varies	164,498	297,324	461,822
Cape Anne	9,430	29,100,000	0.0329	9,586	24,500	34,086
Cedarhurst on the Bay	49,003	60,700,000	0.0800	48,560	12,400	60,960
Columbia Beach	120,019	48,400,000	0.0870	42,100	138,000	180,100
Elizabeths Landing	22,694	94,400,000	0.0170	16,001	6,700	22,701
Franklin Manor	92,554	113,900,000	0.0400	45,560	102,900	148,460
Gibson Island	0	250,800,000	0.00	0	0	0
Idlewilde	33,500	38,800,000	0.04	15,000	0	15,000
Mason's Beach	124,960	15,500,000	0.2400	37,200	10,000	47,200
North Beach Park	88,894	75,800,000	0.0160	12,128	58,000	70,128
Pine Grove Village	2,645	138 t.a.	19.17	2,645	0	2,645
Riviera Beach	386,967	217,400,000	0.0400	86,960	25,600	112,560
Snug Harbor	11,621	96 t.a.	100.71	9,668	1,900	11,568
<b>Totals</b>	<b>1,498,181</b>			<b>533,683</b>	<b>682,824</b>	<b>1,216,507</b>

APPROPRIATION AND REVENUE SUMMARY  
WATERWAY IMPROVEMENT DISTRICTS

District	Original FY2008 Appropriation	Assessable Base, Lots/Tax Accts.	Tax Rate	Tax Amount FY2009	Estimated Fund Balance 6/30/08	Appropriation FY2009
Amberley	0	182 t.a.	varies	5,789	0	5,789
Browns Pond	31,369	11 shrs.	1,152.63	12,679	22,400	35,079
Buckingham Cove	9,225	15 t.a.	615.00	9,225	0	9,225
Cattail Creek	5,400	Varies cu.yd.	1.19	5,400	0	5,400
Johns Creek	7,650	9 t.a.	850.00	7,650	0	7,650
Lake Hillsmere	7,430	6,700,000	0.00	0	0	0
Lake Hillsmere II	8,250	14 t.a.	575.00	8,050	400	8,450
Lake Placid	23,950	13,500,000	0.00	0	0	0
Romar Estates	12,975	25 t.a.	515.00	12,875	100	12,975
Snug Harbor	57,800	44 t.a.	1,200.00	52,800	25,000	77,800
Spriggs Pond	14,850	33 t.a.	450.00	14,850	4,446	19,296
Whitehall	7,188	13.5 shrs.	525.00	7,088	1,100	8,188
<b>Totals</b>	<b>186,086</b>			<b>136,406</b>	<b>53,446</b>	<b>189,852</b>

Debt Limit

The Annotated Code of Maryland, Article 25A, Section 5P provides that the aggregate amount of bonds and other evidences of indebtedness outstanding at any one time shall not exceed a total of 6% of the assessable basis of real property of the county and 15% of the county’s assessable basis of personal property and operating real property.

In compliance with State Code, Section 9-101 of the County Code authorizes the County Council to approve the issuance of general obligation bonds up to a limit of 5.2% of the assessable basis of real property and 13% of the assessable base of personal property and certain operating real property of the County. Section 9-103 of the Code allows general obligation water and sewer bonds to be issued up to a debt limit of 5.6% of the assessable basis of real property and 14% of the assessable base of personal property and certain operating real property within the County’s sanitary district.

	<u>(5.2%/13% Limitations)</u>	<u>(5.6%/14% Limitations)</u>
Charter imposed limitation	\$ 3,397,869,092	\$ 3,362,465,845
Bonded debt outstanding		
Bond anticipation notes	39,000,000	19,000,000
Installment Purchase Agreements	9,939,000	-
Long-term serial bonds	617,580,001	296,871,566
Tax increment bonds	53,960,000	-
	<u>720,479,001</u>	<u>315,871,566</u>
Legal debt margin	<u>\$ 2,677,390,091</u>	<u>\$ 3,046,594,279</u>

Source: Comprehensive Annual Financial Report FY2007



Statement of Debt Service Requirements

Fund: All Funds

Funding Source	FY2007 Actual	FY2008 Adjusted	FY2009 Approved		
			Total	Principal	Interest
<b>General Fund</b>					
- General County	39,464,285	38,553,000	40,997,000	28,135,000	12,862,000
- Board of Education	28,662,572	32,627,500	33,436,300	22,156,000	11,280,300
- Community College	3,229,266	3,510,600	4,027,200	2,385,100	1,642,100
- Golf Course	919,570	1,356,700	1,586,200	1,586,200	0
General Fund Total	72,275,694	76,047,800	80,046,700	54,262,300	25,784,400
<b>Enterprise Funds</b>					
Utility Debt Service	29,429,651	30,484,100	33,699,100	19,276,600	14,422,500
Maryland City Alt. Min. Tax	1,792,968	1,810,400	1,809,700	1,735,000	74,700
Solid Waste	4,049,371	4,194,700	3,129,100	2,299,000	830,100
<b>Fiduciary and Special Debt Service Funds</b>					
IPA Debt Service	557,443	700,000	650,000	0	650,000
<b>Tax Increment Financing and Special Tax District Funds</b>					
Nursery Rd Tax Increment	248,502	175,500	175,000	75,000	100,000
West Cnty Dev Dist Tax Inc	757,425	757,400	757,400	0	757,400
Farmingtn Vlg Spc Tax Dist	467,875	476,800	485,800	128,000	357,800
Rte 100 Dev Dist Tax Inc	1,501,956	1,502,000	1,502,000	0	1,502,000
Parole TC Dev Dist Tax Inc	1,056,875	1,053,000	1,052,000	840,000	212,000
Natl Bus Pk Spcl Tax Dist	0	0	0	0	0
Dorchester Specl Tax Dist	1,072,406	1,110,500	1,131,200	0	1,131,200
	113,210,166	118,312,200	124,438,000	78,615,900	45,822,100

STATEMENT OF LONG-TERM OUTSTANDING DEBT

As of March 31, 2008 (as of 6/30/07 plus March 2008 Bond Issue)

General Improvements Bonds	652,380,924
Solid Waste Bonds	20,399,077
Water and Wastewater Utility Bonds	328,871,566
Installment Purchase Agreements	9,939,000
State & Federal Loans	3,803,208
<b>Tax Increment Bonds:</b>	
Arundel Mills (Rt. 100) - Bonds	30,350,000
Nursery Road - Bonds	2,500,000
Parole Town Center - Bonds	5,455,000
West County (National Business Park) - Bonds	15,655,000
<b>TOTAL DEBT OUTSTANDING</b>	<b>1,069,353,775</b>

(Source: Preliminary Official Statement dated April 3, 2008)

# Position Summary

# FY2009 Approved Budget

	FY2007 Approved	FY2008 Request	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Inc(Dec) from Adj.
<b>General Fund</b>						
Legislative Branch	40	40	40	40	40	0
County Executive	21	20	20	20	20	0
Law Office	33	33	33	33	33	0
Administrative Hearings	2	2	2	2	2	0
Chief Administrative Office	9	5	5	5	5	0
Central Services	132	131	131	131	130	-1
Office of Finance	78	81	81	82	79	-3
Office of the Budget	8	8	8	8	7	-1
Personnel Office	44	44	44	44	44	0
Information Technology	87	86	86	86	84	-2
Land Use & Environment	19	0	0	0	0	0
Planning and Zoning	81	85	85	85	83	-2
Inspections and Permits	148	151	151	151	150	-1
Public Works	304	308	308	309	309	0
Department of Aging	90	89	89	89	81	-8
Recreation and Parks	110	113	113	113	112	-1
Health Department	72	76	76	76	83	7
Social Services	13	13	13	13	13	0
Police Department	923	933	933	933	938	5
Fire Department	833	860	860	860	861	1
Detention Center	415	415	415	415	412	-3
Orphans Court	3	3	3	3	3	0
Office of the Sheriff	101	101	101	101	101	0
Board of License Commissioners	24	27	27	27	27	0
Board of Election Supervisors	4	4	4	4	4	0
Ethics	2	2	2	2	2	0
<b>General Fund Total</b>	<b>3,596</b>	<b>3,630</b>	<b>3,630</b>	<b>3,632</b>	<b>3,623</b>	<b>-9</b>

# Position Summary

# FY2009 Approved Budget

	FY2007 Approved	FY2008 Request	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Inc(Dec) from Adj.
General Fund	3,596	3,630	3,630	3,632	3,623	-9
Rec & Parks Child Care Fund	8	8	8	8	9	1
Water & Wstwtr Operating Fund	348	348	348	349	351	2
Waste Collection Fund	85	85	85	85	85	0
Self Insurance Fund	14	14	14	14	14	0
Garage Working Capital Fund	68	68	68	68	68	0
Reforestation Fund	3	3	3	3	3	0
	4,122	4,156	4,156	4,159	4,153	-6

# Summary of Position Changes

# FY2009 Approved Budget

## General Fund

### Legislative Branch

#### Reclass To

Assistant County Auditor	2	From: Asst County Auditor (NR23 to LA4)
County Auditor	1	From: County Auditor (E7 to E8)
Legislative Audit Manager	1	From: Legislative Audit Mgr (NR21 to LA3)
Legislative Audit Manager	1	From: Legislative Auditor III (NR20 to LA3)
Legislative Senior Staff Auditor	1	From: Legislative Auditor II (NR18 to LA2)
Legislative Staff Auditor	1	From: Legislative Auditor II (NR18 to LA1)
	<u>7</u>	

### Central Services

#### Deletions

Office Support Specialist	-1
	<u>-1</u>

### Office of Finance

#### Deletions

Accountant II	-1
Financial Clerk I	-1
	<u>-2</u>

#### Transfer Out

Financial Reporting Manager	-1	To: Information Technology
	<u>-1</u>	

### Office of the Budget

#### Transfer Out

Senior Budget Mgmt Analyst	-1	To: Fire Department
Senior Budget Mgmt Analyst	-1	To: Police Department
	<u>-2</u>	

#### Transfer In

Senior Management Assistant	1	From: Fire Department
	<u>1</u>	

#### Reclass To

Budget Mgmt Analyst III	1	From: Senior Management Assistant
Senior Budget Mgmt Analyst	1	From: Assistant Budget Officer
	<u>2</u>	

### Information Technology

#### Deletions

Info System Support Specialist	-1
Programmer II	-1
Programmer-Analyst I	-1
	<u>-3</u>

# Summary of Position Changes

# FY2009 Approved Budget

<u>Transfer In</u>		
Financial Reporting Manager	1	From: Office of Finance
	<u>1</u>	
<b>Planning and Zoning</b>		
<u>Deletions</u>		
Office Support Assistant I	-1	
Secretary II	-1	
	<u>-2</u>	
<b>Inspections and Permits</b>		
<u>Deletions</u>		
Office Support Assistant II	-1	
	<u>-1</u>	
<b>Department of Aging</b>		
<u>Deletions</u>		
Program Specialist II	-2	
	<u>-2</u>	
<u>Transfer Out</u>		
Human Services Specialist	-4	To: Health Department
Human Services Supervisor	-1	To: Health Department
Office Support Assistant II	-1	To: Health Department
	<u>-6</u>	
<b>Recreation and Parks</b>		
<u>Deletions</u>		
Secretary III	-1	
	<u>-1</u>	
<b>Health Department</b>		
<u>New</u>		
Environmental Sanitarian III	1	
	<u>1</u>	
<u>Transfer In</u>		
Human Services Specialist	4	From: Department of Aging
Human Services Supervisor	1	From: Department of Aging
Office Support Assistant II	1	From: Department of Aging
	<u>6</u>	
<b>Police Department</b>		
<u>Deletions</u>		
Animal Control Officer	-1	
Management Aide	-1	
Office Support Assistant II	-1	
	<u>-3</u>	

# Summary of Position Changes

# FY2009 Approved Budget

**New**

Management Assistant I	1
Police Officer	4
Program Specialist I	1
Storekeeper II	1
	<u>7</u>

**Transfer In**

Senior Budget Mgmt Analyst	1	From: Office of the Budget
	<u>1</u>	

**Fire Department**

**New**

Program Specialist II	1
	<u>1</u>

**Transfer Out**

Senior Management Assistant	-1	To: Office of the Budget
	<u>-1</u>	

**Transfer In**

Senior Budget Mgmt Analyst	1	From: Office of the Budget
	<u>1</u>	

**Reclass To**

Automotive Mechanic III	2	From: Fire Fighter III
Management Assistant II	1	From: Fire Captain
Program Specialist I	1	From: FF Emergency Medical Tech - PM
Program Specialist I	1	From: Fire Lieutenant
	<u>5</u>	

**Detention Center**

**Deletions**

Correctional Program Spec II	-2
Office Support Specialist	-1
	<u>-3</u>

**Rec & Parks Child Care Fund**

**Recreation and Parks**

**New**

Management Aide	1
	<u>1</u>

**Water & Wstwtr Operating Fund**

**Public Works**

**New**

Meter Technician III	1
Utilities Support Worker II	1
	<u>2</u>

Comparative Statement of Revenues

Fund: General Fund

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Property Taxes	457,825,359	474,036,000	481,150,000	516,584,000	42,548,000
Local Income Tax	361,956,043	368,700,000	375,762,000	389,000,000	20,300,000
State Shared Revenues	37,125,849	38,185,000	36,229,000	36,324,000	(1,861,000)
Grants and Aid - State/Federal	45,683,648	50,868,800	48,767,000	0	(50,868,800)
Recordation and Transfer Taxes	109,257,440	100,800,000	80,000,000	83,000,000	(17,800,000)
Local Sales Taxes	34,604,174	34,710,000	35,229,000	35,463,000	753,000
Licenses and Permits	17,681,827	16,498,800	15,905,100	17,964,300	1,465,500
Investment Income	10,109,420	8,950,000	10,176,000	8,133,000	(817,000)
Other Reimbursements	40,807,633	36,960,400	36,109,900	50,458,100	13,497,700
Interfund Reimbursements	37,853,669	31,102,000	30,988,000	36,704,000	5,602,000
Total County Revenue	1,152,905,062	1,160,811,000	1,150,316,000	1,173,630,400	12,819,400
Fund Balance (Appropriated)	0	60,880,400	60,880,400	42,667,200	(18,213,200)
Total	1,152,905,062	1,221,691,400	1,211,196,400	1,216,297,600	(5,393,800)

Commentary

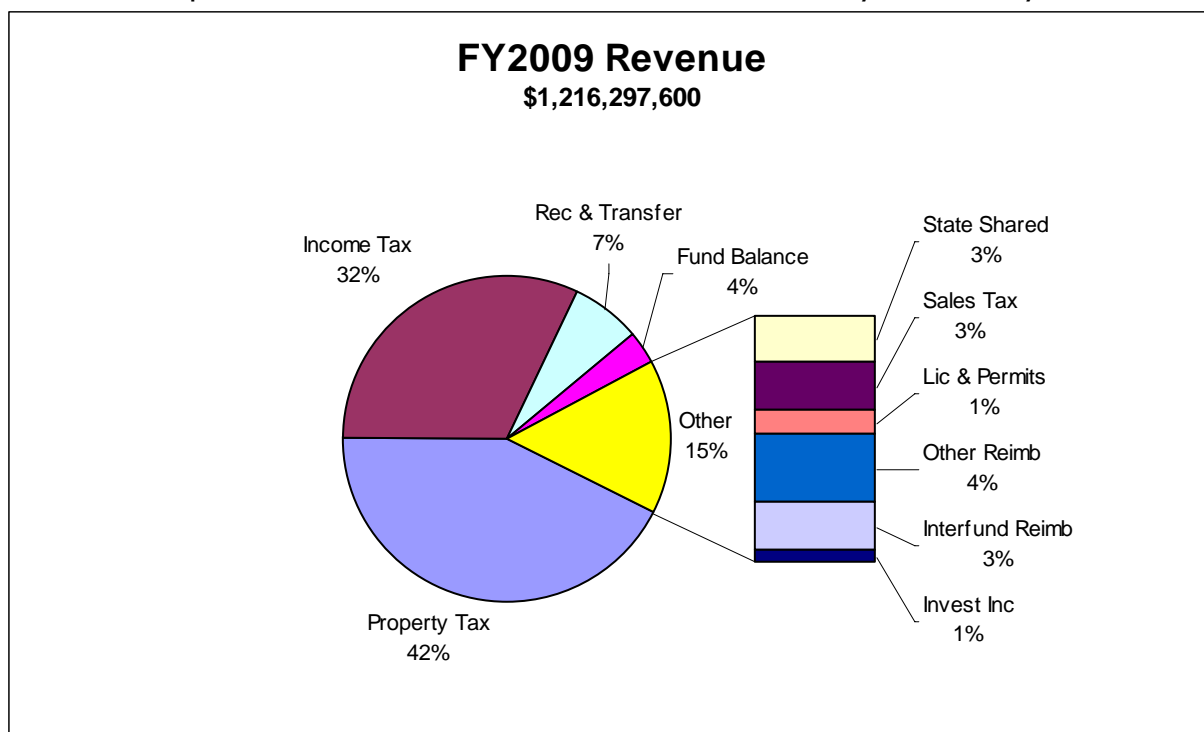
- As part of an overall Countywide effort to better manage and control the grants management process, grant revenues will be accounted for in a new Grants Special Revenue Fund rather than intermingling these restricted funds with the discretionary funds included in the General Fund. The chart below shows the impact of making the necessary adjustments to provide a more comparable budget-to-budget comparison.

Accounting Change: New Grants Fund			
Comparability Adjustments	FY08 Orig.	FY09 Est.	Inc (Dec)
Total County Revenue (unadjusted)	1,160,811,000	1,173,630,400	12,819,400
Subtract: Grants and Aid - now in Special Revenue Fund	(50,868,800)		
Add Back: Reimbursements formerly shown in "Grants & Aid" but now shown in "Other Reimbursements"	9,011,400		
Total County Revenue (comparably adjusted)	1,118,953,600	1,173,630,400	54,676,800

- After making the comparability adjustments illustrated above, it is shown that General Fund revenues, exclusive of appropriated fund balance, are projected to increase by \$54,676,800, or 4.9%, over the original FY08 estimate of last year.
- Approximately \$8.5 million, or 15%, of this increase is accounted for by a set of revenue enhancements that do not involve increases in either property or income taxes. A summary of these is provided below.

Revenue Enhancements	
\$0	Hotel tax rate increase from 7% to 10% (not approved by County Council)
\$2,000,000	Ambulance Transport Fee of \$500 - Assumes a 50% recovery rate - Assumes FY2009 implementation in last quarter of year
\$2,700,000	Various fee increases to recoup the cost of the services provided - Health Department Fees (\$1.1 million) - Permit & Review Fees (\$1.3 million) - Recreation & Park Fees (\$300,000)
\$2,500,000	Charges to Enterprise Funds to cover their fair share of retiree health costs
\$1,300,000	Returns the transfer station "host fee" to the General Fund from the Solid Waste Fund
<b>\$8,500,000</b>	<b>Total</b>

- Aside from these revenue enhancements, the balance of the increase in revenues is attributable to "tax cap" limited growth in property tax revenue and growth in income tax revenues which is constrained by a 4.5% assumed rate of growth in personal income combined with the negative impact of increased personal exemptions associated with State income tax changes enacted at the 2007 Special Session.
- As illustrated in the chart below, Property Taxes and Income Taxes represent three quarters of all General Fund revenue collected by the County.





**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Real Property Tax	505,448,475	573,198,000	577,114,000	658,123,000	84,925,000
Corporate Property Tax	57,182,811	52,311,000	54,081,000	56,141,000	3,830,000
Personal Property Tax	835,620	737,000	852,000	862,000	125,000
Homestead Tax Credit	(103,859,649)	(148,618,000)	(148,005,000)	(195,359,000)	(46,741,000)
Homeowner Credit - Local	(1,175,636)	(1,498,000)	(1,385,000)	(1,478,000)	20,000
Homeowner Credit - State	(3,230,743)	(3,456,000)	(2,867,000)	(3,086,000)	370,000
Other Property Tax Credits	(1,417,887)	(1,626,000)	(1,449,000)	(1,669,000)	(43,000)
Sub-Total (see p. 44)	453,782,990	471,048,000	478,341,000	513,534,000	42,486,000
State Circuit Breaker Reimb.	3,230,743	3,456,000	2,867,000	3,086,000	(370,000)
Prior Year Tax & Credits	(1,191,703)	(2,459,000)	(2,450,000)	(2,482,000)	(23,000)
Interest, Penalties & Chrgs	2,003,330	1,991,000	2,392,000	2,446,000	455,000
	457,825,359	474,036,000	481,150,000	516,584,000	42,548,000

**Background**

County property taxes are levied against real property and personal property. Both residential and business real property is subject to property tax while only business personal property is subject to property tax. In addition to the exemptions for properties that are owned and used by religious, charitable, or educational organizations, and for property owned by the Federal, State, or local governments, these property taxes are the subject of many credit programs, as well as the Property Tax Revenue Limit (i.e., "Tax Cap") imposed by county voters in November of 1992.

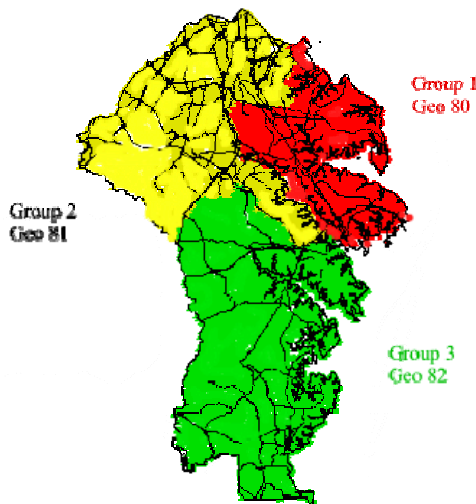
The general process of estimating property taxes can be described as follows:

1. The assessable base for real and personal property is estimated
2. The impact of property tax credit programs is estimated and subtracted from the assessable base
3. Tax rates are then identified and applied to this adjusted assessable base, and an associated revenue yield is determined.

While this generally describes the estimation process, the actual estimation process is more complicated due to the specific requirements of the different property tax credit programs, the Tax Cap, and the calculation of the City of Annapolis tax differential.

**Assessment of Real Property**

Each year the Department of Assessments and Taxation values one-third of all real property. Over a three-year period, all properties in the State are required to be appraised based on a physical inspection. Any increase in the full cash value (market value) is phased in over the next three years. The phased-in full cash value is the assessed value for each taxable year. The assessment areas for Anne Arundel County are shown in the following figure and the cycle is as follows:



State Department of Assessments and Taxation  
Data as of May 2001

- Group 1 will be reassessed for January 1, 2010
- Group 2 will be reassessed for January 1, 2011
- Group 3 will be reassessed for January 1, 2009

**Assessment of Personal Property**

Personal property includes such items as business furniture, fixtures, and equipment; commercial or manufacturing inventory; and manufacturing machinery. The assessment of personal property is also the responsibility of the Department of Assessments and Taxation. All assessments are made on the full cash value of the property on the date of finality, subject to the many exemptions allowed by the local governments. Assessments are made annually on the basis of sworn reports filed by businesses with the department's central office and covering all tangible personal property located in Maryland. Separate provisions apply to the assessment of operating property of railroads and public utilities.

Electricity deregulation legislation enacted by the 1999 General Assembly resulted in a 50% exemption for certain personal property used to generate electricity for sale. This property tax exemption reduced the assessable base by over \$400 million and reduced revenues by an estimated \$10 million. A portion (\$7.8 million) of this revenue reduction was offset by a state deregulation grant to the county. The 2007 Special Session eliminated this grant but provided for the recapture of this revenue through the local property tax.

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Property Taxes**

**Estimated Assessable Base**

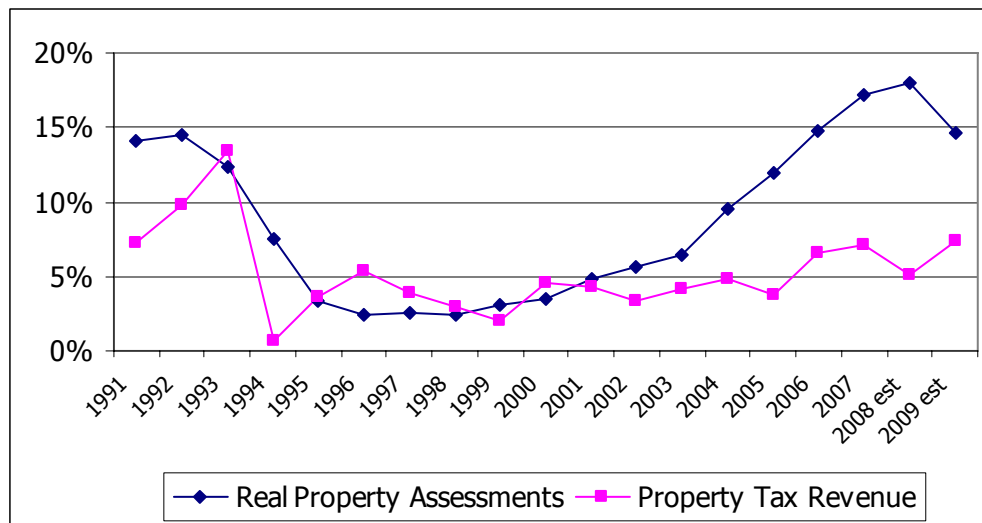
The County's assessable tax base is estimated to increase by 14% to \$82 million. The real property component of this assessable base is estimated to increase by 15% while the personal property component is estimated to grow at a 4% rate.

(\$ in millions)

Fiscal Year	Real Property		Personal Property		Total Property	
	Amount	Change	Amount	Change	Amount	Change
1991	18,449.5	14%	1,487.6	6%	19,937.1	13%
1992	21,131.1	15%	1,544.9	4%	22,675.9	14%
1993	23,753.8	12%	1,960.0	27%	25,713.8	13%
1994	25,548.5	8%	1,985.8	1%	27,534.3	7%
1995	26,405.4	3%	2,074.3	4%	28,479.7	3%
1996	27,051.8	2%	2,187.7	5%	29,239.5	3%
1997	27,735.8	3%	2,305.0	5%	30,040.8	3%
1998	28,408.0	2%	2,340.6	2%	30,748.6	2%
1999	29,299.1	3%	2,383.3	2%	31,682.4	3%
2000	30,332.9	4%	2,532.4	6%	32,865.3	4%
2001	31,785.6	5%	2,409.1	-5%	34,194.7	4%
2002	33,564.1	6%	2,419.7	0%	35,983.8	5%
2003	35,715.6	6%	2,445.0	1%	38,160.6	6%
2004	39,116.6	10%	2,379.4	-3%	41,496.0	9%
2005	43,803.1	12%	2,406.5	1%	46,209.5	11%
2006	50,253.5	15%	2,478.8	3%	52,732.3	14%
2007	58,870.2	17%	2,589.1	4%	61,459.3	17%
2008 est	69,470.0	18%	2,528.7	-2%	71,998.7	17%
2009 est	79,666.2	15%	2,630.5	4%	82,296.7	14%

The annual rate of growth estimated for real property assessments in FY2006 and FY2007 had not been so great since FY1992. The impact of the property tax cap and the Homestead Credit Program is seen in the wide gap shown in the chart below which provides this revenue category a significant hedge against housing market downturns.

**Real Property Assessments and Property Tax Revenue  
Comparison of Historical and Estimated Change**



**Property Tax Credit Programs**

The largest property tax credit program is the Homestead Tax Credit. This state law (<http://www.dat.state.md.us/sdatweb/homestead.html>) was established to help homeowners deal with large assessment increases. The Homestead Credit limits the increase in taxable assessments each year to a fixed percentage. Every county and municipality in Maryland is required to limit taxable assessment increases to 10% or less each year. Anne Arundel County has established this limit to be 2%. In the City of Annapolis, the limit is set at 10%. The Homestead Credit applies only to the principal residence of the property owner.

Technically, the Homestead Credit does not limit the market value of the property as determined by the Department of Assessments and Taxation. It is actually a credit applied against the tax due on the portion of the reassessment exceeding 2% from one year to the next. The credit is calculated based on the 10% limit for purposes of the State property tax, and 2% for purposes of local taxation. In other words, the homeowner pays no property tax on the assessment increase which is above the limit.

The next largest tax credit program is the Homeowner's Property Tax Credit (i.e., "Circuit Breaker"). This State funded (<http://www.dat.state.md.us/sdatweb/htc.html>) program provides relief to homeowners who meet the income eligibility criteria, regardless of age. The tax credit is determined according to the relationship between the homeowner's income and actual property tax that is levied against the property owner's principal residence. The tax credit does not cover the full amount of the property tax. Rather, credits are computed according to a sliding scale, with the result that the tax credit diminishes as the gross household income increases. Anne Arundel County provides a local supplement to the credits provided under this program. Because the State funds their component of this program, the budget summary for Property Taxes shows the foregone revenue associated with this program along with a reimbursement from the State for a comparable amount.

The impact of a variety of other property tax credit programs is also included in the revenue estimate. However, the Homestead and Homeowner's Tax Credit Programs account for about 98% of all credits.

The following table shows the estimated assessable base for FY2009, subtracts the estimated amounts associated with all of the tax credit programs, and estimates the revenue yield using the proposed property tax rates.

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Property Taxes**

**FY2009 Property Tax Estimate**

	County	City	Total
<b>A. Assessable Base Estimate<sup>(1)</sup></b>			
Real Property			
Full Year - Existing Properties	69,421,164,000	6,754,537,000	76,175,701,000
Full Year - New Construction	415,000,000	25,000,000	440,000,000
Half Year - New Construction <sup>(2)</sup>	220,000,000	17,500,000	237,500,000
Total Real Property	70,056,164,000	6,797,037,000	76,853,201,000
Personal Property			
Unincorporated Businesses	37,529,000	2,193,000	39,722,000
Corporations	1,567,544,000	92,539,000	1,660,083,000
Public Utilities	869,645,900	61,044,000	930,689,900
Total Personal Property	2,474,718,900	155,776,000	2,630,494,900
Total Assessable Base Estimate	72,530,882,900	6,952,813,000	79,483,695,900
<b>B. Less Tax Credits</b>			
Real Property Tax Credits			
Agricultural Tax Credit	68,750,000	0	68,750,000
Airport Noize Zone Tax Credit	401,000	0	401,000
Civic Association Tax Credit	321,000	0	321,000
Community Revitalization Tax Credit	12,000,000	0	12,000,000
Conservation Property Tax Credit	11,235,000	0	11,235,000
Homeowners Tax Credit--Local	155,199,000	18,829,000	174,028,000
Homeowners Tax Credit--State	316,036,000	52,856,000	368,892,000
Homestead Tax Credit (102%)	20,901,992,000	1,839,453,000	22,741,445,000
Total Real Property Tax Credits	21,465,934,000	1,911,138,000	23,377,072,000
Personal Property Tax Credits			
Foreign Trade Zone Tax Credit	38,039,000	0	38,039,000
Total Personal Property Tax Credits	38,039,000	0	38,039,000
Total Tax Credits	21,503,973,000	1,911,138,000	23,415,111,000
Assessable Base Less Credits			
Real Property Base Less Credits	48,590,230,000	4,885,899,000	53,476,129,000
Personal Property Base	2,436,679,900	155,776,000	2,592,455,900
Total Assessable Base Less Credits	51,026,909,900	5,041,675,000	56,068,584,900
<b>C. Tax Rates and Revenue Yield</b>			
Real Property Tax Rate			
Tax Rate	0.888	0.53	
Total Yield	431,481,000	25,895,000	457,376,000
Personal Property Tax Rate			
Tax Rate	2.22	1.325	
Total Yield	54,094,000	2,064,000	56,158,000
Total Property Tax Yield (see page #)			513,534,000
(1) Assessable base excludes exempt property, abatements and tax increment districts.			
(2) Assessable base shown has been halved to reflect that it will be taxed for just half a year.			

**Proposed Property Tax Rates and Revenue Yield**

The proposed property tax rates maximize property tax revenue under the Tax Cap. The FY2009 budget is the fifteenth budget following the Property Tax Revenue Limit (i.e., "Tax Cap") approved by county voters in November of 1992. The Tax Cap provisions can be summarized as follows:

- The percentage change of property tax revenues derived from properties on the rolls at the beginning of the fiscal year (i.e., "existing properties") cannot be more than the change in the Consumer Price Index (CPI), or 4.5%, whichever is less. For FY2009, the maximum percentage allowed for existing properties is 4.5%.
- Property tax revenues from new properties coming onto the tax rolls during FY2009 are excluded from the revenue limit. Similarly, certain other revenues including prior year accounts and the State Circuit Breaker reimbursement are excluded from the limit. Therefore, growth of total property tax revenue can be greater than the percentage noted above. The estimated amount of FY2009 revenues generated by such new construction is \$5.9 million.
- Estimated FY2008 property tax revenues subject to the limit are \$479 million. This is the base for estimating the allowable revenue amount for FY2009.
- The increase in FY2009 revenues, excluding revenues from new construction added to the property tax rolls, cannot exceed \$21.6 million. That is, 4.5% of \$479 million.
- Adding the \$5.9 million of revenues from new construction to the \$21.6 million increase allowed from existing properties results in a total allowable increase of \$27.5 million for FY2009. This is a combined 5.7% increase over FY2008 estimated revenues.
- The estimated FY2009 growth rate of the existing properties assessable base (net of credits) is 6.5%. If current property tax rates are applied to the FY2009 net amount, an additional \$31.1 million of revenues would be generated, which is \$9.5 million more than the allowable increase (\$21.6 million).
- In order to bring estimated property tax revenues for FY2009 in line with the allowable increase in revenues under the Tax Cap, the Proposed Budget reduces the County real property tax rate outside of Annapolis by 0.3 cents, from \$0.891 to \$0.888, and by 0.1 cents, from \$0.531 to \$0.530, within Annapolis.

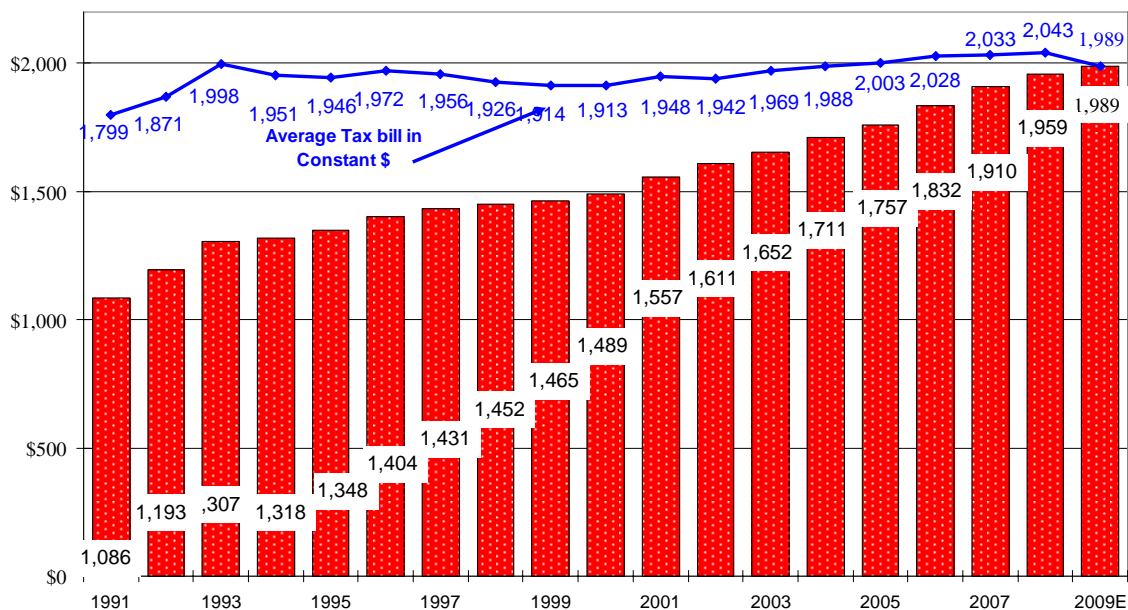
**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Property Taxes**

The following table and chart summarizes property taxes for an average homeowner-occupied property both within and outside of the City of Annapolis:

	<b>Outside Annapolis</b>	<b>Within Annapolis</b>
1. <b>FY08 tax rates (real property / personal property)</b>	<b>\$0.891 / \$2.227</b>	<b>\$0.531 / \$1.327</b>
2. FY08 tax differential (real property / personal property)		\$0.36 / \$0.90
3. FY08 avg. property tax bill for homeowner-occupied property	\$1,959	\$1,244
4. FY08 property tax yield per penny	\$5,114,000	\$481,500
5. <b>FY09 tax rates (real property / personal property)</b>	<b>\$0.888 / \$2.22</b>	<b>\$0.53 / \$1.325</b>
6. FY09 tax differential		\$0.358 / \$0.895
7. FY09 avg. property tax bill for homeowner occupied property	\$1,989	\$1,265
8. \$ and percent changes from FY2008 average tax bill	(\$30) / +1.5%	(\$21) / +1.7%
9. FY09 avg. full mkt. value of homeowner occupied property	\$381,300	\$456,100
10. FY09 avg. taxable value of homeowner occupied property (full value minus average homestead tax credit)	\$224,000	\$238,700
11. Effect of 1¢ change (\$ and %) on average property tax bill	\$28 / 1.4%	\$26 / 2.1%
12. FY09 property tax yield per penny	\$5,501,000	\$534,000

**Average County Property Tax Bills -- FY1991-2009**



**Constant Yield Tax Rate Provision**

The constant yield tax rate is the rate that, when applied to the current base, yields the same property tax revenue as in the prior year. Generally, when there is growth in the real property assessable base, the constant yield tax rate is lower than the existing tax rate. Under the State mandated constant yield tax rate program, taxing authorities are required to: (1) provide extensive information to the public about the constant yield tax rate and the assessable base; and (2) hold public hearings regarding proposals to enact a tax rate that is higher than the constant yield rate.

Although this budget lowers the real property tax rate from \$0.891 to \$0.888, that rate is still 5.8% higher than the constant yield rate and will generate \$24.6 million in additional property tax revenues. Therefore, as required by law, a public hearing is scheduled.

**City of Annapolis Tax Differential**

Residents of the City of Annapolis pay both a City and a County property tax. The tax differential represents the "non-city" portion of the County property tax rate. The City of Annapolis tax differential is calculated by allocating county spending into countywide and non-city categories. Countywide services include the Board of Education, the Community College, judicial services and detention facilities, health, and human services functions. Examples of non-city services include recreation and parks, and most police services, fire services and planning and zoning services. All taxes, grants and other revenues, except for property taxes, are allocated to offset the costs of either countywide or non-city services. An annual report that provides details pertaining to this calculation and which sets the tax differential amount is presented by the County Executive to the City of Annapolis each May.

The calculated FY2009 Annapolis tax differentials (i.e., the property tax rates for services that the county provides only outside Annapolis and that Annapolis provides for itself) using amounts in the County Executive's proposed budget are \$0.349 for real property and \$0.879 for personal property. The calculated real property rate differential is \$0.009 less than the proposed FY2009 real property tax differential (\$0.358). The calculated personal property rate differential is \$0.016 less than the proposed FY2009 personal property tax differential (\$0.895).



**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Local Income Tax	361,956,043	368,700,000	375,762,000	389,000,000	20,300,000
	361,956,043	368,700,000	375,762,000	389,000,000	20,300,000

**Background**

Historically, the income tax rate was stated as a percent of the State tax due. In 1999 State legislative action altered the manner by which income taxes are calculated for counties. This legislation was intended to simplify the calculation of local income taxes by taxpayers when they complete their state income tax forms. Most notably, county taxpayers now use one personal exemption amount to determine both their state and local income tax liability.

The income tax rate is now expressed as a percent of Maryland Net Taxable Income. The rate in Anne Arundel County is 2.56%. No change in this rate is proposed for FY2009.

Revenue from the income tax is derived from personal income from County residents like salaries and social security payments as well as income from capital gains, interest and some business income.

Historically, strong annual income tax growth rates averaged more than 10% throughout most of the 1980's. However, the 1990's saw modest employment and personal income growth, which brought income tax growth rates down dramatically from the 1980's. The few years up until FY2003 exhibited a resurgent healthy growth rate due to capital gains income as a result of the booming stock market and a change in federal income tax treatment of capital gains income.

Local income tax revenues consist of two components: (a) distributions of quarterly withholdings and estimated income tax payments; and (b) other miscellaneous distributions, including penalty and interest payments, delinquent filings, fiduciary returns and previous tax year distributions from tax returns filed on or before April 15th. Over the past several years, the former component has accounted on average for about 85% of total revenues. Furthermore, the second component, though relatively much smaller, has historically shown great variability.

**FY2008 and FY2009 Estimates**

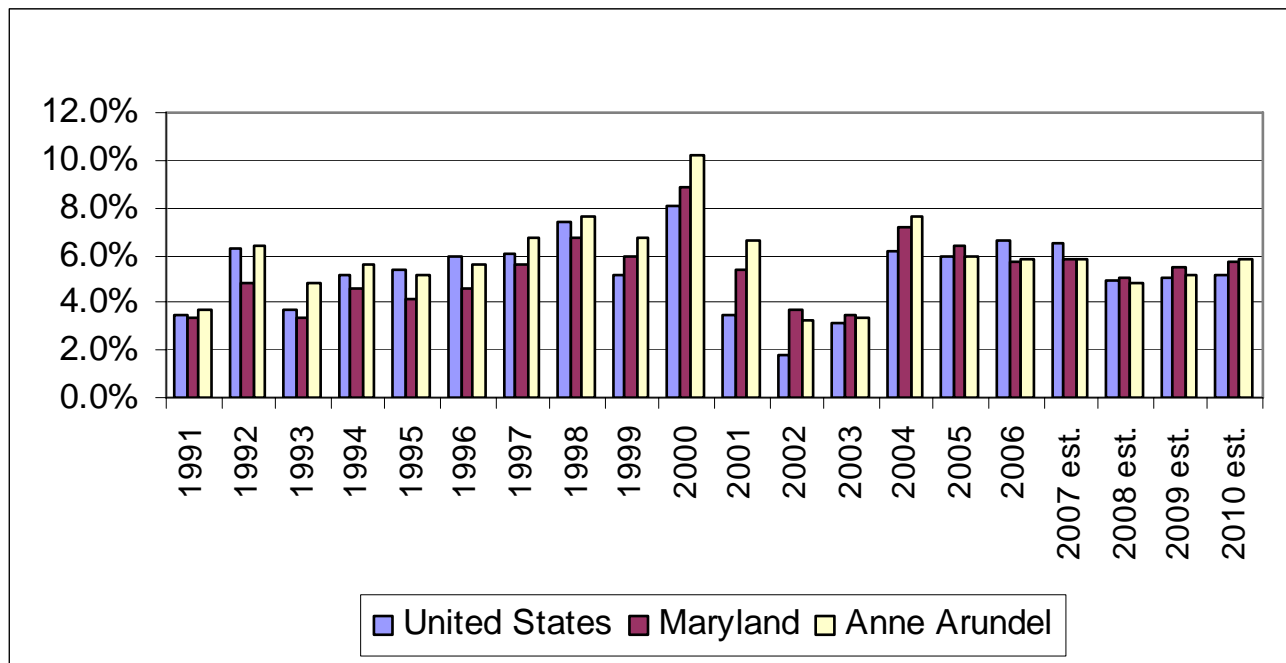
The FY2009 estimate represents a 3.5% increase over the revised FY2008 estimate. The revised FY2008 estimate represents a 3.8% increase over the FY2007 actual. The 3.5% increase for FY2009 lags behind the projected growth in county personal income due to the negative impact of increased personal exemptions associated with State income tax changes enacted at the 2007 Special Session. Ignoring the impact of this change, the FY2009 income tax estimate is on track with an assumed 4.5% growth in personal income for FY2009.

**Comparison of State and County Personal Income Forecasts**

	Calendar Year			
	2006	2007	2008	2009
<b>State of Maryland</b>				
Bureau of Revenue Estimates	5.7%	5.8%	5.1%	5.5%
Sage Policy Group (Nov)	5.7%	6.1%	5.9%	7.1%
Economy.com (Nov)	5.7%	5.9%	4.4%	5.1%
RESI of Towson University (Jan)	5.7%	5.5%	4.6%	5.0%
<b>Anne Arundel County</b>				
Economy.com (Nov)	5.0%	4.4%	4.1%	5.6%
RESI of Towson University (Jan)	5.8%	5.8%	4.8%	5.2%
	Fiscal Year			
	2006	2007	2008	2009
RESI of Towson University (Jan)	7.2%	5.8%	5.2%	5.0%

Growth in Anne Arundel County personal income has consistently outperformed both the nation and the State as shown in the chart on the facing page. In recent years, while the State has seen slightly larger increases, the County has continued to outperform the nation as a whole. Anne Arundel County is expected to track the State in terms of personal income growth going forward. Indeed, based on the January forecast for Anne Arundel County by RESI Research and Consulting of Towson University, the County is set to expand its personal income base by 5.2 percent in calendar year 2009, slightly ahead of the 5.0 percent rate of growth forecasted for Maryland.

National, State and Local Personal Income Growth



Employment Trends

Recent employment data indicates that Anne Arundel Count’s job market continues to outpace Maryland’s job market. Average annual employment growth for the County is projected at a rate of 3.2% and 3.3% for calendar years 2008 and 2009, respectively.

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**State Shared Revenue**

**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Highway User Revenue	29,933,996	30,480,000	28,524,000	28,459,000	(2,021,000)
Admis. & Amusement Tax	7,187,118	7,700,000	7,700,000	7,860,000	160,000
Other Fees	4,735	5,000	5,000	5,000	0
	<u>37,125,849</u>	<u>38,185,000</u>	<u>36,229,000</u>	<u>36,324,000</u>	<u>(1,861,000)</u>

**Commentary**

- The estimated decline in state shared revenues of about 1% is primarily due to the decrease in Highway User Fee revenues which are negatively affected by a slumping economy and high gas prices.

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Grants and Aid – State/Federal**

**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Aging	3,634,851	3,538,700	3,468,600	0	(3,538,700)
Chief Administrative Office	183,344	1,459,600	1,154,000	0	(1,459,600)
Circuit Court	1,435,247	1,152,100	1,127,000	0	(1,152,100)
Finance (Non-Departmental)	7,820,201	7,820,200	7,820,200	0	(7,820,200)
Fire	1,925,558	2,887,800	3,111,700	0	(2,887,800)
Health	21,469,655	22,383,600	22,042,000	0	(22,383,600)
Land Use and Environment	5,000	0	0	0	0
Planning and Zoning	470,488	1,700,400	393,700	0	(1,700,400)
Police	5,910,049	5,974,500	6,266,400	0	(5,974,500)
Public Works	193,638	190,000	190,000	0	(190,000)
Recreation and Parks	300	0	0	0	0
Sheriff	441,402	482,400	465,200	0	(482,400)
Social Services	1,947,799	3,002,700	2,491,400	0	(3,002,700)
State's Attorney	246,117	276,800	236,800	0	(276,800)
	<b>45,683,648</b>	<b>50,868,800</b>	<b>48,767,000</b>	<b>0</b>	<b>(50,868,800)</b>

**Commentary**

- This category of revenues is where most state and federal grants to the County were recorded, the largest single area being the Health Department.
- As part of an overall Countywide effort to better manage and control the grants management process, grant revenues will be accounted for in a new Grants Special Revenue Fund rather than intermingling these restricted funds with the discretionary funds included in the General Fund.
- A total of \$9,011,400 of reimbursements previously shown in this category will now be shown in the "Other Revenues" category of the General Fund. These reimbursements (and the FY08 original amount) include: Police Aid (\$5.4M), Fire Aid (\$0.8M), DSS reimbursements (\$1.7M), and Health reimbursements (\$1.1M).
- Additional information on the new grant fund is provided in the Financial Summary of the Current Expense Budget, and the specific grants for each department can be found in the Current Expense Budget Appendix, as well as in the Annual Budget and Appropriation Ordinance (ABAO).

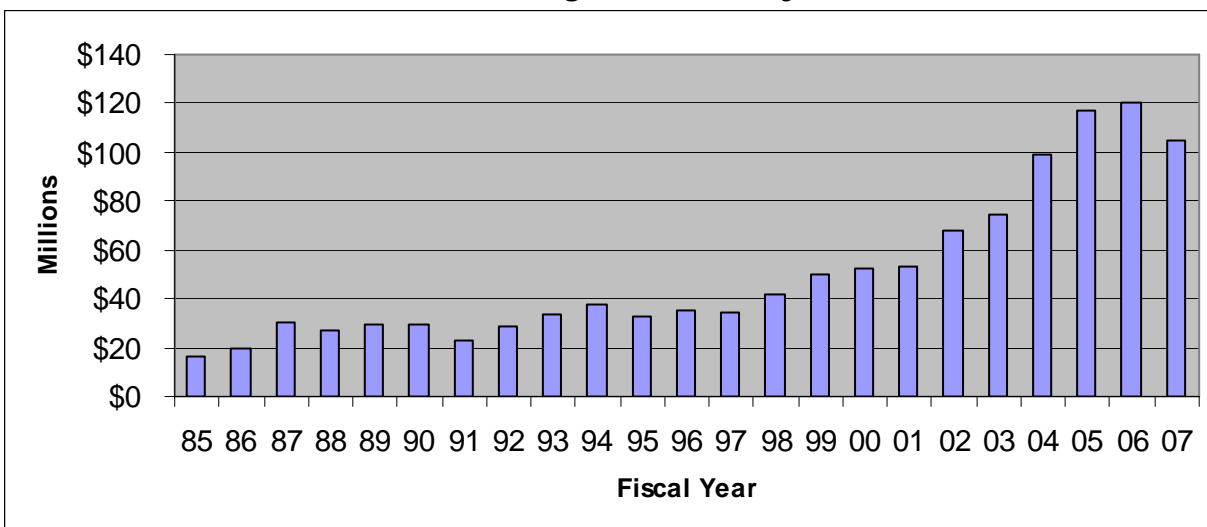
**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Recordation Tax	57,226,551	52,800,000	42,000,000	43,500,000	(9,300,000)
Transfer Tax	52,030,890	48,000,000	38,000,000	39,500,000	(8,500,000)
	109,257,440	100,800,000	80,000,000	83,000,000	(17,800,000)

**Commentary**

- At the present time, the most volatile revenue category is recordation and transfer taxes. The rampant pace of home sales over the past five years has come to an end.
- FY2008 receipts continue the 20% declines experienced in FY2007. While the FY2007 budget anticipated these declines, and the FY2008 budget projected another decline, the magnitude of decline projected was smaller consistent with an expectation of stabilization in the housing market over the coming year. This stabilization has not yet happened.
- The FY2009 Recordation Tax estimate assumes a similar level of revenue as that collected in FY2008 slightly buffeted by the “controlling interest” legislation (governing real property transfers using shell corporations) passed by the State Legislature at the 2007 Special Session.

**Recordation and Transfer Taxes**  
**A Long Term History**



**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Local Sales Taxes**

**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Electricity	5,075,320	5,100,000	5,270,000	5,360,000	260,000
Gas	711,205	700,000	730,000	745,000	45,000
Telephone	8,632,997	8,700,000	8,153,000	7,750,000	(950,000)
Fuel	63,202	80,000	60,000	80,000	0
Hotel/Motel	13,942,409	13,900,000	14,446,000	14,728,000	828,000
Parking	5,236,626	5,300,000	5,640,000	5,870,000	570,000
Trailer Park Rentals	942,416	930,000	930,000	930,000	0
	<u>34,604,174</u>	<u>34,710,000</u>	<u>35,229,000</u>	<u>35,463,000</u>	<u>753,000</u>

**Commentary**

- Despite healthy growth in hotel and parking taxes, sales tax revenues overall are generally flat as a result of declines in the telephone tax due to the prevalence of cable/voice over internet and cell phone options.

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Licenses and Permits**

**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Board of License Commissioners	761,158	772,000	772,000	786,800	14,800
Circuit Court	1,051,958	970,000	970,000	970,000	0
Health	1,972,613	2,131,000	2,098,500	3,190,100	1,059,100
Inspections and Permits	12,241,562	11,228,500	10,544,800	11,560,100	331,600
Planning and Zoning	193,153	198,900	190,000	245,900	47,000
Police	343,523	381,400	328,000	343,400	(38,000)
Public Works	1,117,861	817,000	1,001,800	868,000	51,000
	<u>17,681,827</u>	<u>16,498,800</u>	<u>15,905,100</u>	<u>17,964,300</u>	<u>1,465,500</u>

**Commentary**

- The growth in this category is entirely attributable to the increases in fees to recoup the cost of providing these services. The increases in Health fees were previously not possible, but legislation passed during 2008 regular session has enabled the end of the historical subsidy being provided by County taxpayers. Most of the permit and review fees have not been increased in five years.
- Additional details on a department-specific basis are provided on the following pages.



**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Licenses and Permits**

Department Item Sub-Item	Actual FY2007	Original FY2008	Revised FY2008	Estimate FY2009
Board of License Commissioners				
5815-Beer, wine, liquor				
5815-Beer, wine, liquor	761,158	772,000	772,000	786,800
5815-Beer, wine, liquor Total	761,158	772,000	772,000	786,800
Board of License Commissioners Total	761,158	772,000	772,000	786,800
Circuit Court				
5860-Traders				
5860-Traders	845,508	760,000	760,000	760,000
5860-Traders Total	845,508	760,000	760,000	760,000
5950-Other				
5964-Marriage License/Ceremony	206,450	210,000	210,000	210,000
5950-Other Total	206,450	210,000	210,000	210,000
Circuit Court Total	1,051,958	970,000	970,000	970,000
Department of Aging				
5950-Other				
5975-Senior Center Annual Fee	0	0	0	0
5950-Other Total	0	0	0	0
Department of Aging Total	0	0	0	0
Health Department				
5950-Other				
5959-Multi Dwelling	391,126	390,000	390,000	390,000
5963-Scavenger Inspections	3,000	3,000	3,000	31,800
5971-Food Service Facilities	729,940	700,000	715,000	1,045,800
5950-Other Total	1,124,066	1,093,000	1,108,000	1,467,600
6000-Health				
6002-Percolation	408,200	500,000	480,000	840,000
6003-Swimming Pool Prmts	79,380	75,000	80,000	99,100
6004-Swim Pool Oper Lic	33,255	28,000	30,000	30,000
6005-Septic System Permit	175,455	255,000	225,000	385,300
6006-Well Water Tests	1,932	2,000	3,500	3,500
6007-Well Drilling Permits	115,680	140,000	140,000	317,600
6008-I&A Non-Conventional Systems	34,645	38,000	32,000	47,000
6000-Health Total	848,547	1,038,000	990,500	1,722,500
Health Department Total	1,972,613	2,131,000	2,098,500	3,190,100
Inspections and Permits				
5801-Amusements				
5802-Amusements	181,290	250,000	180,000	180,000
5803-Bingo License	32,272	31,500	40,000	40,000
5801-Amusements Total	213,562	281,500	220,000	220,000
5810-Special Events				
5810-Special Events	8,450	4,500	7,000	7,000
5810-Special Events Total	8,450	4,500	7,000	7,000
5820-Trade licenses				
5821-Electrician Applications	7,860	8,000	8,000	8,000
5822-Electrician Exams	325	600	300	300
5823-Electrician Licenses	106,850	100,000	106,000	106,000
5824-Electrician Other	7,470	7,000	7,500	7,500
5825-Gasfitter Applications	850	800	800	800
5827-Gasfitter Licenses	8,270	9,000	8,000	8,000
5828-Gasfitter Other	0	0	0	0
5829-Plumbers Applications	4,228	4,500	4,200	4,200
5830-Plumbers Licenses	71,970	72,000	72,000	72,000
5832-Disposal Sysys Appl	280	200	300	300
5833-Disposal Sysys Exams	100	300	200	200
5834-Disposal Sysys Licenses	2,900	3,000	3,000	3,000
5835-Utility Contrctrs Appl	500	200	500	500
5836-Utility Contrctrs Exams	1,000	500	1,000	1,000
5837-Utility Contrctrs Licenses	4,460	4,500	4,500	4,500

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Licenses and Permits**

Department	Item	Sub-Item	Actual FY2007	Original FY2008	Revised FY2008	Estimate FY2009
		5838-Mechanic Applications	3,610	5,000	4,000	4,000
		5840-Mechanic Licenses	64,995	70,000	65,000	65,000
	5820-Trade licenses	Total	285,668	285,600	285,300	285,300
	5870-Permits					
		5871-Electrical Perm Applic	284,539	300,000	276,000	285,000
		5872-Electrical Permits	890,797	765,000	900,000	920,000
		5873-Gas Applications	79,615	97,000	87,000	87,000
		5874-Gas Permits	126,270	160,000	140,000	140,000
		5875-Plumbing Applications	145,563	128,000	150,000	150,000
		5876-Water/Sewer Applications	26,270	25,000	29,000	29,000
		5877-Plumbing Permits	350,136	450,000	480,000	480,000
		5878-Water/Sewer Inspections	53,048	60,000	60,000	60,000
		5879-Septic Tank Applications	19,205	22,000	19,000	19,000
		5880-Mechanical Applications	172,508	170,000	162,000	164,000
		5881-Mechanical Permits	418,507	480,000	460,000	465,000
		5882-Building Applications	232,130	285,000	235,000	237,000
		5883-Building Permits	5,541,300	4,800,000	4,775,000	5,760,000
		5884-Grading Applications	16,200	15,000	14,500	15,000
		5885-Grading Permits	2,874,243	2,500,000	1,700,000	1,700,000
		5886-Cert of Occupancy Fee	57,858	86,000	60,000	60,000
		5887-Investigation Fee	5,880	4,000	7,600	8,000
		5888-Reinspection Fee	28,426	30,000	26,000	28,000
		5889-Occupied w/o Cert of Occup Fee	1,600	1,000	700	900
		5890-Impervious Coverage Fees	880	0	0	0
		5893-Non-Critical Area Forestation	74	0	4,400	4,000
		5894-Critical Area Forestation Fee	4,704	0	50,000	40,000
	5870-Permits	Total	11,329,751	10,378,000	9,636,200	10,651,900
	5900-Fines					
		5901-Construction Civil Fines	89,838	10,000	90,000	90,000
		5902-Grading Civil Fines	64,423	30,000	68,000	65,000
		5903-License Civil Fines	0	0	500	600
		5904-Late Fees	0	0	0	0
	5900-Fines	Total	154,260	40,000	158,500	155,600
	5915-Mobile Home Parks					
		5916-Trailer Park License	16,723	16,000	16,000	16,000
		5918-Individual Mobile Home	16,800	18,000	16,800	16,800
		5919-Mobile Home Dealer	700	800	700	700
	5915-Mobile Home Parks	Total	34,223	34,800	33,500	33,500
	5925-Taxicabs					
		5926-Taxicab Registration	54,000	52,000	56,000	57,000
		5927-Taxicab License	46,680	48,000	47,000	48,000
		5928-Taxicab Other	2,531	1,400	2,000	2,000
		5929-Taxi Duplicate License	3,284	1,000	3,200	3,000
	5925-Taxicabs	Total	106,495	102,400	108,200	110,000
	5950-Other					
		5952-Roadside Vendor	18,475	19,000	18,000	18,500
		5954-Parade	2,100	2,300	2,100	2,100
		5956-Pawnbroker	1,800	2,500	1,800	1,800
		5957-Auctioneer	21,100	19,000	20,000	20,000
		5958-Huckster	13,175	12,000	13,000	13,000
		5959-Multi Dwelling	0	0	0	0
		5960-Multi Dwelling Late Fee	7,504	6,000	6,000	6,000
		5961-Towing	2,700	3,900	2,700	2,800
		5962-Scavenger	3,825	3,000	3,500	3,600
		5976-Tow License Application Fee	6,000	6,000	6,000	6,000
		5977-Not in Grand Master	8,500	0	0	0
	5950-Other	Total	85,179	73,700	73,100	73,800
	6000-Health					

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Licenses and Permits**

Department	Item	Sub-Item	Actual FY2007	Original FY2008	Revised FY2008	Estimate FY2009
		6001-Occupancy Permits	23,975	28,000	23,000	23,000
	6000-Health	Total	23,975	28,000	23,000	23,000
Inspections and Permits		Total	12,241,562	11,228,500	10,544,800	11,560,100
Planning and Zoning						
	5950-Other					
		5965-Zoning Fees	123,345	140,500	109,800	137,300
		5968-Non-Conforming Use	8,500	8,400	10,200	12,600
		5969-Waiver Requests	61,133	50,000	70,000	96,000
		5970-Landscape Screening	175	0	0	0
	5950-Other	Total	193,153	198,900	190,000	245,900
Planning and Zoning		Total	193,153	198,900	190,000	245,900
Police Department						
	5940-Animal Control					
		5941-Dog Licenses	203,913	228,900	200,000	212,000
		5942-Animal Control Summons	41,582	57,200	50,000	45,000
		5943-Spay/Neuter Fees	97,249	83,900	75,000	83,900
		5944-Animal Control Other	778	11,400	3,000	2,500
	5940-Animal Control	Total	343,523	381,400	328,000	343,400
Police Department		Total	343,523	381,400	328,000	343,400
Public Works						
	5900-Fines					
		5901-Construction Civil Fines	556	0	0	0
	5900-Fines	Total	556	0	0	0
	6030-Public Space Permit Fees					
		6031-Individual Space Permit Fees	650,566	567,000	584,600	567,000
		6032-Maintenance Space Permit Fees	466,740	250,000	417,200	301,000
	6030-Public Space Permit Fees	Total	1,117,306	817,000	1,001,800	868,000
Public Works		Total	1,117,861	817,000	1,001,800	868,000
Grand Total			17,681,827	16,498,800	15,905,100	17,964,300

**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Investment Income	10,109,420	8,950,000	10,176,000	8,133,000	(817,000)
	10,109,420	8,950,000	10,176,000	8,133,000	(817,000)

**Commentary**

- Early investment returns in FY2008 are expected to carry this category through the rest of the fiscal year to a level of earnings on par with the excellent experience for FY2007.
- A return to levels consistent with our FY2006 experience is estimated for FY2009.
- In the 1990s, and in FY2000 and FY2001, investment income was in the range of \$5 to \$7 million per year. Market conditions of the subsequent three to four years negatively affected this category, while the two most recent years have experienced excellent investment returns. This revenue category, although relatively small, is one the three most volatile County revenue sources.

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Other Reimbursements**

**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Administrative Hearings	91	200	0	200	0
Aging	787,413	521,600	510,400	124,000	(397,600)
Central Services	937,654	752,000	647,500	647,400	(104,600)
Circuit Court	893,598	1,019,800	1,036,500	864,600	(155,200)
Detention Facilities	4,303,564	3,990,000	4,313,000	4,325,000	335,000
Finance	14,564,528	9,361,000	2,850,000	4,155,000	(5,206,000)
Fire	11,948	0	0	2,820,000	2,820,000
Health	1,112,451	965,100	1,073,900	2,510,900	1,545,800
Information Technology	45,476	20,000	6,600,000	6,850,000	6,830,000
Inspections and Permits	1,846,366	1,560,000	1,610,000	1,870,000	310,000
Legislative Branch	22,636	30,000	30,000	30,000	0
Planning and Zoning	667,472	730,000	596,000	440,000	(290,000)
Police	4,915,035	5,505,100	5,335,700	10,907,700	5,402,600
Public Works	32,717	29,000	53,300	29,000	0
Recreation and Parks	9,566,482	11,397,400	10,333,300	11,937,100	539,700
Sheriff	759,698	701,500	804,200	769,200	67,700
Social Services	313,016	337,700	276,100	2,138,000	1,800,300
State's Attorney	27,489	40,000	40,000	40,000	0
	<b>40,807,633</b>	<b>36,960,400</b>	<b>36,109,900</b>	<b>50,458,100</b>	<b>13,497,700</b>

**Commentary**

- This category of revenues is where most of the County's fees are recorded, with the exception of licensing & permits fees which have a category of their own.
- Major revenues in this category include the 911 Service Fee, state prisoner reimbursements, public works subdivision fees, cable TV franchise fees, various parks and recreation fees, including the Eisenhower and Compass Pointe golf courses, and a wide variety of Aging Department fees.
- The increase in the FY2009 estimate is largely attributable to the accounting change with respect to grants. As noted earlier, a total of \$9,011,400 of reimbursements previously shown in the grants category will now be shown in this category of the General Fund. These reimbursements (and the FY08 original amount) include: Police Aid (\$5.4M), Fire Aid (\$0.8M), DSS reimbursements (\$1.7M), and Health reimbursements (\$1.1M).
- Additional details on a department-specific basis are provided on the following pages.

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Other Reimbursements**

Department	Item	Sub-Item	Actual FY2007	Original FY2008	Revised FY2008	Estimate FY2009
Administrative Hearings						
	6495-Miscellaneous "Other"					
		6550-Misc. Revenues-All Funds	91	200	0	200
	6495-Miscellaneous "Other"	Total	91	200	0	200
Administrative Hearings		Total	91	200	0	200
Central Services						
	6171-Reimbursements					
		6174-Workmans Compensation	0	0	0	0
	6171-Reimbursements	Total	0	0	0	0
	6230-Rental Income					
		6230-Rental Income	836,300	602,000	647,400	647,400
	6230-Rental Income	Total	836,300	602,000	647,400	647,400
	6495-Miscellaneous "Other"					
		6501-Cty Vehicle Commuter Fees	101,354	150,000	100	0
	6495-Miscellaneous "Other"	Total	101,354	150,000	100	0
Central Services		Total	937,654	752,000	647,500	647,400
Circuit Court						
	6171-Reimbursements					
		6201-Circuit Court Jury Fees	261,850	220,000	220,000	220,000
		6202-Circuit Court Masters	504,349	514,600	514,600	514,600
	6171-Reimbursements	Total	766,199	734,600	734,600	734,600
	6495-Miscellaneous "Other"					
		6523-Circuit Court Fines	82,674	80,000	80,000	80,000
		6550-Misc. Revenues-All Funds	44,724	205,200	221,900	50,000
	6495-Miscellaneous "Other"	Total	127,398	285,200	301,900	130,000
Circuit Court		Total	893,598	1,019,800	1,036,500	864,600
Department of Aging						
	6495-Miscellaneous "Other"					
		6550-Misc. Revenues-All Funds	787,413	521,600	510,400	124,000
	6495-Miscellaneous "Other"	Total	787,413	521,600	510,400	124,000
Department of Aging		Total	787,413	521,600	510,400	124,000
Detention Center						
	6171-Reimbursements					
		6180-State Pris Hse Reimb	3,956,424	3,700,000	4,000,000	4,000,000
		6182-Detention Cr Weekend Fees	46,463	35,000	40,000	40,000
	6171-Reimbursements	Total	4,002,887	3,735,000	4,040,000	4,040,000
	6495-Miscellaneous "Other"					
		6508-DC Live In Work Out	106,712	105,000	130,000	140,000
		6509-DC House Arrest Alt Sent	56,358	55,000	60,000	60,000
		6510-Det Ctr Alternative Sent	49,750	45,000	45,000	45,000
		6512-Inmate Medical Fees	19,996	20,000	20,000	20,000
		6518-State Reimb Inmate Med Fees	23,126	0	0	0
		6550-Misc. Revenues-All Funds	44,735	30,000	18,000	20,000
	6495-Miscellaneous "Other"	Total	300,677	255,000	273,000	285,000
Detention Center		Total	4,303,564	3,990,000	4,313,000	4,325,000
Fire Department						
	6171-Reimbursements					
		6205-Fire State Aid	0	0	0	820,000
	6171-Reimbursements	Total	0	0	0	820,000
	6495-Miscellaneous "Other"					
		6550-Misc. Revenues-All Funds	11,948	0	0	2,000,000
	6495-Miscellaneous "Other"	Total	11,948	0	0	2,000,000
Fire Department		Total	11,948	0	0	2,820,000
Health Department						
	6171-Reimbursements					
		6204-Health Reimb	0	0	0	991,400
	6171-Reimbursements	Total	0	0	0	991,400
	6250-Health Department Fees					

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Other Reimbursements**

Department	Item	Sub-Item	Actual FY2007	Original FY2008	Revised FY2008	Estimate FY2009
		6251-Bad Debt Collections	43,742	25,400	19,300	21,300
		6252-Self Pay Collections	229,720	241,700	196,200	214,800
		6253-Private Insur Collections	51,103	38,900	45,800	45,800
		6254-Medical Assistance Collections	172,735	136,100	238,100	218,100
		6255-Medicare Collections	156,604	160,500	150,500	150,500
		6256-Other Collections	138,285	140,000	200,000	645,000
		6250-Health Department Fees Total	792,189	742,600	849,900	1,295,500
		6495-Miscellaneous "Other"				
		6500-Ma Personal Care Provider	165,020	180,000	180,000	180,000
		6515-MA Health Start	27,730	0	0	0
		6516-MA School Health	127,512	42,500	44,000	44,000
		6495-Miscellaneous "Other" Total	320,262	222,500	224,000	224,000
		Health Department Total	1,112,451	965,100	1,073,900	2,510,900
		Information Technology				
		6300-Cable Fees				
		6300-Cable Fees	0	0	6,580,000	6,830,000
		6300-Cable Fees Total	0	0	6,580,000	6,830,000
		6495-Miscellaneous "Other"				
		6535-Cable TV R/W	45,476	20,000	20,000	20,000
		6495-Miscellaneous "Other" Total	45,476	20,000	20,000	20,000
		Information Technology Total	45,476	20,000	6,600,000	6,850,000
		Inspections and Permits				
		6290-Developers Fees- Strt Lighting				
		6290-Developers Fees- Strt Lighting	87,921	40,000	85,000	50,000
		6290-Developers Fees- Strt Lighting Total	87,921	40,000	85,000	50,000
		6295-Sub-division				
		6296-Pub Works Subdivisns	1,704,042	1,500,000	1,500,000	1,800,000
		6295-Sub-division Total	1,704,042	1,500,000	1,500,000	1,800,000
		6495-Miscellaneous "Other"				
		6514-Zoning Violat. Penal	30,402	20,000	25,000	20,000
		6550-Misc. Revenues-All Funds	24,000	0	0	0
		6495-Miscellaneous "Other" Total	54,402	20,000	25,000	20,000
		Inspections and Permits Total	1,846,366	1,560,000	1,610,000	1,870,000
		Legislative Branch				
		6240-Administrative Fees				
		6242-Bd of Appeals Fees	22,000	30,000	30,000	30,000
		6240-Administrative Fees Total	22,000	30,000	30,000	30,000
		6495-Miscellaneous "Other"				
		6550-Misc. Revenues-All Funds	636	0	0	0
		6495-Miscellaneous "Other" Total	636	0	0	0
		Legislative Branch Total	22,636	30,000	30,000	30,000
		Office of Finance				
		6171-Reimbursements				
		6210-State BRF Admin Costs	28,735	0	0	0
		6171-Reimbursements Total	28,735	0	0	0
		6240-Administrative Fees				
		6241-Adm Fees Spec Assess	96,591	90,000	100,000	100,000
		6240-Administrative Fees Total	96,591	90,000	100,000	100,000
		6280-Certification of liens				
		6280-Certification of liens	82,400	85,000	70,000	75,000
		6280-Certification of liens Total	82,400	85,000	70,000	75,000
		6285-Sale of Surplus Property				
		6285-Sale of Surplus Property	1,984,034	50,000	50,000	50,000
		6285-Sale of Surplus Property Total	1,984,034	50,000	50,000	50,000
		6300-Cable Fees				
		6300-Cable Fees	7,502,174	6,891,000	0	0
		6300-Cable Fees Total	7,502,174	6,891,000	0	0
		6495-Miscellaneous "Other"				

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Other Reimbursements**

Department	Item	Sub-Item	Actual FY2007	Original FY2008	Revised FY2008	Estimate FY2009
		6497-Sales Tax Pen & Int	52,414	45,000	45,000	45,000
		6500-Ma Personal Care Provider	(11,806)	0	0	0
		6503-Tax Sales	240,944	185,000	200,000	200,000
		6513-Dishonored Check Fee	18,886	15,000	15,000	15,000
		6521-Car Phone Reimbursements	1,322	0	0	0
		6529-Prior Year Encumb W/O	903,813	1,000,000	900,000	900,000
		6550-Misc. Revenues-All Funds	3,194,463	1,000,000	1,000,000	1,000,000
		6552-Boys & Girls Club HUD108	469,666	0	470,000	470,000
		6598-Discounts Lost	(1,432)	0	0	0
		6599-Discounts Available	2,325	0	0	0
		6534-Transfer Station Host Fee	0	0	0	1,300,000
		<b>6495-Miscellaneous "Other" Total</b>	<b>4,870,595</b>	<b>2,245,000</b>	<b>2,630,000</b>	<b>3,930,000</b>
Office of Finance		<b>Total</b>	<b>14,564,528</b>	<b>9,361,000</b>	<b>2,850,000</b>	<b>4,155,000</b>
Office of the Sheriff						
		6235-Sheriff Fees				
		6235-Sheriff Fees	111,699	99,000	90,000	99,000
		<b>6235-Sheriff Fees Total</b>	<b>111,699</b>	<b>99,000</b>	<b>90,000</b>	<b>99,000</b>
		6495-Miscellaneous "Other"				
		6496-Sheriff Civil Process Fee	647,999	602,000	714,000	670,000
		6498-Sheriff Sales	0	100	100	100
		6507-Suppt Case Admin Fees	0	400	100	100
		<b>6495-Miscellaneous "Other" Total</b>	<b>647,999</b>	<b>602,500</b>	<b>714,200</b>	<b>670,200</b>
Office of the Sheriff		<b>Total</b>	<b>759,698</b>	<b>701,500</b>	<b>804,200</b>	<b>769,200</b>
Office of the State's Attorney						
		6171-Reimbursements				
		6177-Extradition Reimbursement	12,679	12,000	12,000	12,000
		<b>6171-Reimbursements Total</b>	<b>12,679</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
		6495-Miscellaneous "Other"				
		6526-State Attorney Revolv Fund	14,810	28,000	28,000	28,000
		6550-Misc. Revenues-All Funds	0	0	0	0
		<b>6495-Miscellaneous "Other" Total</b>	<b>14,810</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
Office of the State's Attorney		<b>Total</b>	<b>27,489</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
Planning and Zoning						
		6495-Miscellaneous "Other"				
		6499-Base Maps	43,997	30,000	46,000	40,000
		6511-Development Serv Fee	623,476	700,000	550,000	400,000
		<b>6495-Miscellaneous "Other" Total</b>	<b>667,472</b>	<b>730,000</b>	<b>596,000</b>	<b>440,000</b>
Planning and Zoning		<b>Total</b>	<b>667,472</b>	<b>730,000</b>	<b>596,000</b>	<b>440,000</b>
Police Department						
		6171-Reimbursements				
		6172-Bay Ridge Spec Polce	104,016	109,100	109,100	96,700
		6185-911 Trust Fund Reimb	4,276,668	4,500,000	4,500,000	4,500,000
		6198-Hidta Drug Reimb O/T	13,962	9,000	9,000	9,000
		6206-Police State Aid	0	0	0	5,500,000
		<b>6171-Reimbursements Total</b>	<b>4,394,646</b>	<b>4,618,100</b>	<b>4,618,100</b>	<b>10,105,700</b>
		6465-Fines and fees				
		6472-Fines	360,967	750,000	500,000	600,000
		<b>6465-Fines and fees Total</b>	<b>360,967</b>	<b>750,000</b>	<b>500,000</b>	<b>600,000</b>
		6495-Miscellaneous "Other"				
		6522-Parking Fines	142,708	125,000	205,600	190,000
		6550-Misc. Revenues-All Funds	16,714	12,000	12,000	12,000
		<b>6495-Miscellaneous "Other" Total</b>	<b>159,422</b>	<b>137,000</b>	<b>217,600</b>	<b>202,000</b>
Police Department		<b>Total</b>	<b>4,915,035</b>	<b>5,505,100</b>	<b>5,335,700</b>	<b>10,907,700</b>
Public Works						
		6495-Miscellaneous "Other"				
		6506-Traffic Sign Fees	32,717	29,000	53,300	29,000
		<b>6495-Miscellaneous "Other" Total</b>	<b>32,717</b>	<b>29,000</b>	<b>53,300</b>	<b>29,000</b>
Public Works		<b>Total</b>	<b>32,717</b>	<b>29,000</b>	<b>53,300</b>	<b>29,000</b>



**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Other Reimbursements**

Department	Item	Sub-Item	Actual FY2007	Original FY2008	Revised FY2008	Estimate FY2009
Recreation and Parks	6305-Golf Course					
		6306-Golf Course Grn Fees	4,608,469	3,056,900	4,841,900	2,751,600
		6307-Golf Course Crnt Rntl	0	1,179,100	0	1,170,200
		6308-Golf Course Snak Bar	0	618,100	0	907,600
		6310-Golf Course Miscellaneous	0	54,700	0	31,800
		6311-Golf Course Drvg Range Fees	0	109,700	0	104,400
		6312-Golf Course Pro Shop Sales	0	345,200	0	410,000
		6313-Golf Course Club Rntl Fees	0	12,400	0	21,900
		<b>Total</b>	<b>4,608,469</b>	<b>5,376,100</b>	<b>4,841,900</b>	<b>5,397,500</b>
6320-Recreation and Parks						
		6321-Parks Revenue	205,371	225,000	225,000	225,000
		6322-Randazzo Fees	0	54,000	62,000	0
		6325-Downs Park	179,884	202,800	190,000	0
		6326-Quiet Waters Park	447,614	526,700	480,000	0
		6333-Permits-Thomas Pt	0	0	0	0
		6334-Permits-Mayo Beach	64,112	57,000	57,000	59,000
		6335-Permits-Lk Waterford	21,130	22,600	22,600	0
		6336-Permits-Jug Bay	9,506	14,000	12,500	14,000
		6337-Parks-Miscellaneous	57,730	60,000	65,000	95,000
		6348-Aquatics	413,536	1,168,500	1,270,000	520,000
		6349-Cannon Stadium	0	25,100	0	0
		6350-Kinder Farm Park Fees	111,671	115,000	119,500	0
		6351-Bachman Fees	0	155,400	0	0
		6352-Ft. Smallwood Park	71,827	89,000	84,000	0
		6360-Rec and Park Fees	3,375,632	3,306,200	2,903,800	5,626,600
		<b>Total</b>	<b>4,958,012</b>	<b>6,021,300</b>	<b>5,491,400</b>	<b>6,539,600</b>
6465-Fines and fees						
		6472-Fines	0	0	0	0
		<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6495-Miscellaneous "Other"						
		6550-Misc. Revenues-All Funds	0	0	0	0
		<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Recreation and Parks		<b>Total</b>	<b>9,566,482</b>	<b>11,397,400</b>	<b>10,333,300</b>	<b>11,937,100</b>
Social Services						
		6171-Reimbursements				
		6181-DSS Reimb	309,896	333,500	274,100	1,754,800
		6203-DSS Adm	0	0	0	379,000
		<b>Total</b>	<b>309,896</b>	<b>333,500</b>	<b>274,100</b>	<b>2,133,800</b>
		6495-Miscellaneous "Other"				
		6550-Misc. Revenues-All Funds	3,120	4,200	2,000	4,200
		<b>Total</b>	<b>3,120</b>	<b>4,200</b>	<b>2,000</b>	<b>4,200</b>
Social Services		<b>Total</b>	<b>313,016</b>	<b>337,700</b>	<b>276,100</b>	<b>2,138,000</b>
<b>Grand Total</b>			<b>40,807,633</b>	<b>36,960,400</b>	<b>36,109,900</b>	<b>50,458,100</b>

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Interfund Reimbursements**

**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Enterprise Recoveries	9,081,100	9,383,000	9,397,000	12,208,000	2,825,000
Internal Service Recoveries	808,900	1,418,000	1,418,000	1,288,000	(130,000)
Capital Projects Recoveries	5,314,521	5,285,000	4,827,000	4,827,000	(458,000)
Special Revenue Recoveries	10,739,084	1,063,000	1,063,000	249,000	(814,000)
Debt Service Recoveries	11,855,064	13,453,000	13,783,000	17,587,000	4,134,000
Fiduciary Recoveries	55,000	500,000	500,000	545,000	45,000
	<u>37,853,669</u>	<u>31,102,000</u>	<u>30,988,000</u>	<u>36,704,000</u>	<u>5,602,000</u>

**Commentary**

- This category of revenues includes dollars that are paid to the General Fund from dedicated revenue funds to reimburse the General Fund for services it has provided to those funds.
- Most of these funds come from the Utility Operations and Solid Waste Enterprise Funds and the Capital Projects Fund
- The revenue associated with Tax Increment Funds (TIFs) is shown in the Debt Service Recoveries line item and represents the fastest growing component of this revenue category.
- The FY2007 actual includes a one-time realization of lapsed developer contributions / waiver fees that had accumulated over time.
- Additional details on a department-specific basis are provided on the following pages.

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Interfund Reimbursements**

Item	Actual FY2007	Original FY2008	Revised FY2008	Estimate FY2009
6681-Enterprise Recoveries				
6681.INT-Interest & Sinking	462,400	484,000	498,000	498,000
6681.WAS-Waste Collection	1,898,700	1,779,000	1,779,000	2,320,000
6681.WS-Water & Sewer Operating	6,720,000	7,120,000	7,120,000	9,390,000
6681-Enterprise Recoveries Total	9,081,100	9,383,000	9,397,000	12,208,000
6682-Internal Service Recoveries				
6682.GAR-Garage	783,900	845,000	845,000	555,000
6682.HLT-Health Insurance Fund	25,000	300,000	300,000	475,000
6682.SIF-Self Insurance Fund	0	273,000	273,000	258,000
6682-Internal Service Recoveries Total	808,900	1,418,000	1,418,000	1,288,000
6683-Capital Projects Recoveries				
6683.CPGEN-Gen Co Cap Proj	2,938,067	3,160,000	2,197,000	2,197,000
6683.CPWAS-WC Cap Proj	47,308	0	0	0
6683.CPWS-W & S Cap Proj	2,329,146	2,125,000	2,630,000	2,630,000
6683-Capital Projects Recoveries Total	5,314,521	5,285,000	4,827,000	4,827,000
6684-Special Revenue Recoveries				
6684.CHILDCAR-Pro Rata Shares - Child Care	132,500	133,000	133,000	219,000
6684.IPA-IPA Transfer	0	900,000	900,000	0
6684.PKGAR-Parking Garage	25,364	30,000	30,000	30,000
6684-Special Revenue Recoveries Total	157,864	1,063,000	1,063,000	249,000
6685-Debt Service Recoveries				
6685.MILLS-Arundel Mills Tax Incrmnt Dist	2,301,437	2,370,000	2,400,000	2,555,000
6685.PAROLE-Parole Tax Incr Fund	3,972,361	5,270,000	5,070,000	7,372,000
6685.TAX-Tax Increment Dist	3,863,498	3,961,000	4,333,000	4,754,000
6685.WESTCTY-NBP/West County	1,717,768	1,852,000	1,980,000	2,906,000
6685-Debt Service Recoveries Total	11,855,064	13,453,000	13,783,000	17,587,000
6686-Fiduciary Recoveries				
6686.PENSION-Pension Fund	55,000	500,000	500,000	545,000
6686-Fiduciary Recoveries Total	55,000	500,000	500,000	545,000
Grand Total	27,272,449	31,102,000	30,988,000	36,704,000

**Revenue Detail**  
**General Fund Detail**

**FY2009 Approved Budget**  
**Fund Balance (Appropriated)**

**Budget Summary**

<b>Funding Source</b>	<b>FY2007 Actual</b>	<b>FY2008 Original</b>	<b>FY2008 Revised</b>	<b>FY2009 Estimate</b>	<b>Inc (Dec) from Orig.</b>
Fund Balance (Appropriated)	0	60,768,400	60,768,400	42,667,200	(18,101,200)
	0	60,768,400	60,768,400	42,667,200	(18,101,200)

**Statement of Estimated Unappropriated County**  
**General Fund Balance at June 30, 2008**

Fund Balance, June 30, 2007	\$103,840,756
Less: Appropriated to Finance FY2008 Budget	(60,880,400)
Less: FY2008 Fourth Quarter Transfer Appropriation	<u>0</u>
Fund Balance, July 1, 2008 (Unappropriated and Undesignated)	\$42,960,356

FY2008 Budget Operations:

Budgeted Appropriations	\$1,221,691,400
Estimated Expenditures	<u>1,211,489,600</u>
Expenditures less Appropriations	10,201,800

Budget Revenue Estimate	\$1,160,811,000
Revised Revenue Estimate	<u>1,150,316,000</u>
Increase in Estimated Revenues	(\$10,495,000)

General Fund Balance at June 30, 2008 (Projected)	\$42,667,200
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Comparative Statement of Revenues

Fund: Other Funds

	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
<b>Enterprise Funds</b>					
Water & Wstwtr Operating	74,776,368	77,501,600	81,257,500	83,702,400	6,200,800
Water & Wstwtr Sinking Fund	59,234,857	46,127,000	35,523,700	41,297,700	(4,829,300)
Maryland City AMT Fund	494,330	1,810,400	1,804,000	1,676,500	(133,900)
Waste Collection Fund	47,997,499	47,880,600	48,194,800	47,909,900	29,300
Solid Waste Assurance Fund	1,301,438	705,000	705,000	565,400	(139,600)
Rec & Parks Child Care Fund	2,881,008	3,379,900	2,900,000	3,877,200	497,300
<b>Internal Service Funds</b>					
Self Insurance Fund	17,724,080	17,628,700	17,320,700	16,576,100	(1,052,600)
Health Insurance Fund	67,703,691	77,315,100	75,600,000	77,722,100	407,000
Garage Working Capital Fund	13,831,468	13,527,500	14,214,400	14,090,600	563,100
Garage Vehicle Replacement	8,062,612	7,879,100	7,441,100	8,083,000	203,900
<b>Fiduciary &amp; Special Debt Service Funds</b>					
Pension Fund (Admin. Only)	6,186,742	7,391,200	7,468,800	7,594,000	202,800
Ag & Wldnd PrsrvtN Sinking	583,727	50,000	100,000	50,000	0
<b>Special Revenue Funds</b>					
Parking Garage Spec Rev Fund	417,126	413,000	413,000	565,200	152,200
Developer Street Light Fund	629,061	1,000,000	1,000,000	1,000,000	0
Forfeit & Asset Seizure Fnd	332,434	450,000	350,000	400,000	(50,000)
Conference & Visitors Fund	971,097	980,000	1,010,000	0	(980,000)
Economic Development Fund	971,097	980,000	1,010,000	0	(980,000)
Incentive Loan Program Fund	15	250,000	0	0	(250,000)
Piney Orchard WWS Fund	641,288	795,000	840,000	1,000,000	205,000
Local Management Board	3,275,929	3,840,000	2,788,200	3,120,800	(719,200)
Laurel Race Track Comm Ben	405,567	400,000	400,000	350,000	(50,000)
Inmate Benefit Fund	1,261,992	1,270,000	1,210,000	1,270,000	0
Reforestation Fund	2,387,605	1,200,000	1,400,000	1,200,000	0
AA Workforce Dev Corp Fund	1,394,284	1,600,000	950,000	950,000	(650,000)
Community Development Fund	6,141,009	6,836,300	6,836,300	7,022,800	186,500
Circuit Court Special Fund	0	0	0	154,800	154,800
<b>Tax Increment Financing and Special Tax District Funds</b>					
Nursery Rd Tax Increment Fund	4,080,536	4,146,000	4,518,000	4,939,000	793,000
West Cnty Dev Dist Tax Inc Fnd	2,417,224	2,651,000	2,774,000	3,705,000	1,054,000
Farmingtn Vlg Spc Tax Dist Fnd	490,512	571,400	571,400	579,600	8,200
Park Place Tax Increment Fund	39,682	56,000	722,000	1,062,000	1,006,000
Rte 100 Dev Dist Tax Inc Fund	3,837,392	3,938,000	3,972,000	4,123,000	185,000
Parole TC Dev Dist Tax Inc Fnd	5,151,538	6,328,000	6,128,000	8,429,000	2,101,000
Natl Bus Pk Spcl Tax Dist Fnd	0	0	0	0	0
Dorchester Specl Tax Dist Fund	1,192,745	1,279,900	1,279,900	1,289,100	9,200
	336,815,953	340,180,700	330,702,800	344,305,200	4,124,500

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Utility Operating Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Usage Charges-Water	22,911,483	23,284,900	26,800,000	24,993,000	1,708,100
Usage Charges-W/Water	38,584,965	41,775,800	42,600,000	44,801,000	3,025,200
Usage Credit-W/Water	(450,048)	(404,200)	(900,000)	(900,000)	(495,800)
Usage Charge-Mayo	1,034,363	1,000,000	1,000,000	1,020,000	20,000
Septic Tank Chem Waste	62,065	50,000	50,000	50,000	0
Holding Tank Waste	12,650	14,000	12,000	14,000	0
Service Fees Water	1,424,316	1,452,900	1,452,900	1,482,000	29,100
Service Fees Wastewater	1,376,868	1,401,500	1,401,500	1,429,500	28,000
Alloc. Usage Charges-WW	1,165,457	728,000	2,000,000	2,000,000	1,272,000
Alloc. Usage Charges-W	770,475	458,000	1,000,000	1,000,000	542,000
Reimb-City of Annap-WWTP	2,808,830	2,903,200	800,000	2,539,900	(363,300)
User Connections-Water	633,743	800,000	700,000	700,000	(100,000)
User Connections- Wastewater	656,818	800,000	700,000	700,000	(100,000)
Penalty Charges-W/Water	1,229,753	1,085,000	1,240,000	1,339,800	254,800
Reimb for Lake Shore	55,602	52,500	52,500	52,500	0
Reimb Cap Proj-Water	0	0	3,100	0	0
Reimburse For Damage-Wtr	18,556	10,000	12,000	11,000	1,000
Reimb For Damages-WW	1,705	0	14,000	11,000	11,000
WW WMS Pro Rata	238,600	231,500	231,500	244,200	12,700
WTR WMS Pro Rata	238,600	231,500	231,500	244,200	12,700
Leachate	65,722	43,600	43,600	43,600	0
Rental Income-Water	910,281	868,800	998,500	1,038,400	169,600
Develop Svc Fee W/Water	231,103	150,000	150,000	165,200	15,200
Pretreatment	288,800	227,800	227,800	240,000	12,200
Haulers	2,000	2,200	2,000	2,000	(200)
Investment Income	71,562	50,000	150,000	150,000	100,000
Miscellaneous	432,096	284,600	284,600	331,100	46,500
<b>Total</b>	<b>74,776,368</b>	<b>77,501,600</b>	<b>81,257,500</b>	<b>83,702,400</b>	<b>6,200,800</b>

The revenue projection process for water and wastewater usage revenue is primarily based upon current year actual consumption combined with current year estimated revenue increased by an assumed growth factor for new customers. Historically, billed consumption is slightly higher in the first half of the fiscal year, therefore usage billed for the six month period is assumed to represent 52% of the year's consumption. Adjustments are then made for any applicable rate changes. Usage revenue is reflective of weather conditions; typically more revenue in "dry" years and less revenue in "wet years".

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

The estimation calculation is: first six months of fiscal year billed consumption in gallons divided by 52% equals annual projection for gallons times growth factor times the usage rate per 1000 gallons equals projected usage revenue.

A 5% rate increase is proposed effective in January, 2009.

**Fund: Utility Debt Service Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
User Connections-Water	3,800	0	0	0	0
Front Foot Water-Current	1,096,085	1,024,000	1,000,000	1,024,000	0
Front Foot Wastewater-Current	5,273,056	5,074,000	4,950,000	5,074,000	0
Front Foot Water-Prior	(2,481)	0	0	0	0
Front Foot Wastewater-Prior	(71)	0	0	0	0
Capital Connections-Water	13,240,726	8,192,500	7,059,000	8,520,000	327,500
Capital Connections- Wastewater	24,101,082	12,743,900	5,360,000	6,334,000	(6,409,900)
Capital Facility-Water-Current	564,568	591,100	500,000	591,100	0
Capital Facility-Wastewater-Cu	441,532	546,800	546,800	546,800	0
Capital Facility-Mayo	150,232	149,200	149,200	149,200	0
Mayo Serv Avail Chrg-Current	240,270	230,000	238,500	230,000	0
Mayo Serv Avail Chrg-Prior	0	0	0	0	0
Enviromental Protect Fee	6,113,343	9,725,000	8,783,000	12,692,500	2,967,500
Int on W/Water Install	4,078	4,100	3,200	3,200	(900)
W/Water Penalties	66,098	42,700	32,900	32,900	(9,800)
Alloc - Interest & Penlty	(497)	0	1,100	0	0
Investment Income	7,138,740	7,104,200	6,300,000	5,500,000	(1,604,200)
Miscellaneous	804,296	699,500	600,000	600,000	(99,500)
<b>Total</b>	<b>59,234,857</b>	<b>46,127,000</b>	<b>35,523,700</b>	<b>41,297,700</b>	<b>(4,829,300)</b>

The Utility Debt Service Fund accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest incurred for the construction of water and wastewater facilities.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Maryland City Alternative Minimum Tax Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Developer Contributions- Russet	0	1,404,700	1,404,000	1,376,500	(28,200)
Investment Income	494,330	405,700	400,000	300,000	(105,700)
<b>Total</b>	<b>494,330</b>	<b>1,810,400</b>	<b>1,804,000</b>	<b>1,676,500</b>	<b>(133,900)</b>

The Maryland City Alternative Minimum Tax Fund accounts for developer payment of debt service on the Maryland City water and wastewater expansion project.

**Fund: Solid Waste Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Service Chge Full Yr	40,459,107	40,520,600	40,775,000	41,022,900	502,300
Annapolis City Fees	841	0	400	0	0
WC Int Delinq Fees	66,159	0	14,000	0	0
Sales Salvage Mater	832,031	864,000	890,000	927,000	63,000
Millersvle-Landfil	1,655,961	2,000,000	1,800,000	1,900,000	(100,000)
Cardboard Recycling	2,010,870	2,000,000	1,797,900	2,135,000	135,000
Equipment Buy Backs	90,000	84,000	0	370,000	286,000
Landfill Restitution	32,544	12,000	8,000	0	(12,000)
Investment Income	1,523,568	1,000,000	1,500,000	1,500,000	500,000
Miscellaneous	1,326,418	1,400,000	1,409,500	55,000	(1,345,000)
<b>Total</b>	<b>47,997,499</b>	<b>47,880,600</b>	<b>48,194,800</b>	<b>47,909,900</b>	<b>29,300</b>

There are no changes to the fee structure in the Solid Waste Fund for FY2009. The reduction in FY2009 in the "Miscellaneous" line item reflects the return of the transfer station host fee (\$1.3 million) to the General Fund.



**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Solid Waste Financial Assurance Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Solid Waste Contribution	485,800	705,000	705,000	565,400	(139,600)
Investment Income	815,638	0	0	0	0
Total	1,301,438	705,000	705,000	565,400	(139,600)

The Solid Waste Financial Assurance Fund provides a mechanism for the collection and disbursement of funds necessary to meet financial requirements of the Federal Resource and Conservation Act. These funds are estimated and adjusted on an annual basis to meet the closure and post-closure monitoring costs. The estimate is based upon an analysis of the capital construction program, estimates of fill rates, and estimates of landfill life in order to determine the rate at which funds must be accumulated.

**Fund: Child Care Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Child Care Fees	2,881,008	3,379,900	2,900,000	3,877,200	497,300
Total	2,881,008	3,379,900	2,900,000	3,877,200	497,300

The increase provides for services provided at 34 child care sites as well as the provision of health insurance benefits for center directors initiated in FY2006 and health insurance for assistant directors in FY2008. The Fund also pays a pro-rata share to the General Fund to reimburse overhead expenses. This includes a contribution to the defray the cost of post-employment health benefits. The health insurance benefit is being funded through a rate increase for charges to participants and operations will be partially funded by use of existing fund balance.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Self-Insurance Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
AACC Contribution	62,000	90,000	90,000	60,000	(30,000)
BOE Contribution	6,203,000	6,221,000	6,221,000	4,589,000	(1,632,000)
Child Care Fund Contrib	3,000	5,000	5,000	15,000	10,000
General Fund Contrib	7,021,000	7,027,000	7,027,000	9,170,000	2,143,000
Library Contribution	84,000	40,000	40,000	28,000	(12,000)
Solid Waste Fund Contrib	86,000	114,000	114,000	132,000	18,000
Utility Fund Contrib	1,121,000	1,407,000	1,407,000	950,000	(457,000)
County Veh Damage Receipt	125,641	200,000	200,000	200,000	0
County Workers Comp Recpt	150,428	0	0	0	0
Vehicle Damage Recpt	3,690	0	0	0	0
Workers Comp Recpt	701	0	0	0	0
Investment Income	2,861,772	2,216,700	2,216,700	1,432,100	(784,600)
Miscellaneous	1,848	308,000	0	0	(308,000)
<b>Total</b>	<b>17,724,080</b>	<b>17,628,700</b>	<b>17,320,700</b>	<b>16,576,100</b>	<b>(1,052,600)</b>

The actuarial analysis provides the County with a report which allows the Finance Office to correctly reflect the financial status of the fund and the Budget Office to determine the funding level for the next fiscal year. The analysis supports the allocation of the funding requirements, as well as provides Central Services with information to use in the management of claims.

The recommended funding level is taken from a combination of the actuarial report and loss history. The loss history of each of the funds that contribute to the SIF reflects the average use of the SIF and is the basis to determine the contribution from each Fund. As an example, if the General Fund represents 89% of the workers compensation expenditure of the SIF, it therefore is budgeted to contribute 89% of the funding recommended by the actuary for the workers compensation expenses projected to be incurred in the next fiscal year. This is done for each line of self insurance for each fund and the final adjustment takes into consideration any fourth quarter transfer that was made the proceeding fiscal year. This amount is allocated to each of the funds based on their total loss history and is reduced from the General Fund contribution since the fourth quarter transfer contribution comes directly from the General Fund.

Allocation of the funding of the SIF is a tool that can motivate reduction of claims. Changes to this contribution by each fund are a direct reflection of their safety experience.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Health Insurance Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
County Employee	4,708,609	3,558,700	5,500,000	5,727,300	2,168,600
County Employer	38,111,545	42,971,600	40,000,000	43,144,800	173,200
Cobra Payments	174,632	150,000	150,000	200,000	50,000
AACC Employee	5,243,627	751,600	700,000	1,050,000	298,400
AACC Employer	743,352	8,883,700	7,200,000	7,700,000	(1,183,700)
Library Employee	0	247,900	300,000	312,000	64,100
Library Employer	1,358,344	2,930,000	2,400,000	2,288,000	(642,000)
Library Employr Prescrip Card	662,934	0	0	0	0
Privatized Agencies	684,530	750,000	750,000	800,000	50,000
Retirees Employee	3,474,524	3,863,200	5,000,000	3,900,000	36,800
Retirees Employer	12,237,165	13,208,400	13,600,000	12,600,000	(608,400)
Investment Income	291,654	0	0	0	0
Miscellaneous	12,773	0	0	0	0
<b>Total</b>	<b>67,703,691</b>	<b>77,315,100</b>	<b>75,600,000</b>	<b>77,722,100</b>	<b>407,000</b>

The revenues reflect a projected increase in the cost to the County and the component units of Anne Arundel County's government whose employees and retirees participate in the County Health Plan.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Central Garage Operating Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Direct Charges - Non-Fuel	4,463,485	4,334,700	4,890,200	5,041,300	706,600
Leased Vehicle Rev	9,316,910	9,169,600	9,309,200	9,034,300	(135,300)
Towing/Storage Fees Fast	18,095	12,300	12,500	12,500	200
Miscellaneous	32,978	10,900	2,500	2,500	(8,400)
<b>Total</b>	<b>13,831,468</b>	<b>13,527,500</b>	<b>14,214,400</b>	<b>14,090,600</b>	<b>563,100</b>

The revenue in this fund is derived from two major sources. For lease rate vehicles (mostly cars and light trucks), a monthly fee is assessed to the using agency for each vehicle based on its annual operating costs. For direct charge equipment (heavy trucks and specialized equipment), costs are incurred on an as needed basis.

**Fund: Central Garage Replacement Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Leased Vehicle Rev	2,405,000	2,626,000	2,626,000	2,650,000	24,000
Leased Vehicle Rev Rep	4,808,550	4,668,800	4,373,800	5,005,700	336,900
Insurance Recoveries	26,280	0	23,800	20,000	20,000
Auction Revenue	599,785	460,000	360,300	262,000	(198,000)
Lease Vehicle Upgrades	222,997	124,300	57,200	145,300	21,000
<b>Total</b>	<b>8,062,612</b>	<b>7,879,100</b>	<b>7,441,100</b>	<b>8,083,000</b>	<b>203,900</b>

The vehicle replacement function of the Central Garage reflects the funds required to purchase vehicles identified by the replacement schedule. Vehicles are generally replaced based on set criteria of age and mileage conditions which are different for each class of vehicle. This budget reflects the cost of routine, scheduled replacement of vehicles within the "lease rate" program.

The revenue to this fund is a function of several variables. The cost to replace, residual auction value, projected mileage and the projected economic life of each vehicle is considered. These variables result in an annual contribution rate. There are also two large lump-sum contributions from the Fire Department (approximately \$1.75 million) and Public Works (approximately \$900,000) for the annual replacement of heavy direct charge equipment.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: IPA Debt Service Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
General Fund Contribution	300,000	0	0	0	0
Investment Income	283,727	50,000	100,000	50,000	0
Total	583,727	50,000	100,000	50,000	0

The County has instituted an Installment Purchase Agreement (IPA) Program to facilitate County purchase of real property easements to maintain farmland and other open space. Under this program the County signs long-term debt agreements with property holders with a minimal down payment, typically 10%. Interest and nominal principal payments are made over the life of the agreement and a balloon payment is due at the end of the term to pay off the remaining principal. In order to pay the balloon payment, the County purchases and reserves a zero coupon U.S. Treasury Strip. This investment matures when the agreement expires and effectively earns the same interest rate that the County pays on the debt.

The revenues shown here represent this Fund's receipt of the General Fund contribution required to cover these debt service requirements, purchase the investments mentioned above, and to pay for consultant costs associated with settlement of these IPAs. Due to the slower than expected pace of easement purchases under this program and the existence fund balance, no contribution is required from the General Fund in FY2008 or in FY2009.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Whitmore Garage Special Revenue Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Anne Arundel Co Fees	130,000	107,500	107,500	107,500	0
State of Md Fees	112,594	126,500	126,500	83,300	(43,200)
Transient Fees	141,361	140,000	140,000	168,500	28,500
Prior Year Encumb W/O	531	0	0	0	0
Miscellaneous	32,640	39,000	39,000	205,900	166,900
<b>Total</b>	<b>417,126</b>	<b>413,000</b>	<b>413,000</b>	<b>565,200</b>	<b>152,200</b>

A private vendor under contract with Anne Arundel County operates the Whitmore Parking Garage, located in Annapolis near the Arundel Center. The County and the State each contribute to the funding of the garage based upon the number of spaces allocated to each. Other revenues are collected from fees charged to the general public.

**Fund: Developer Streetlight Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Devel Streetlight Install	591,758	1,000,000	1,000,000	1,000,000	0
Prior Year Encumb W/O	27,607	0	0	0	0
Miscellaneous	9,696	0	0	0	0
<b>Total</b>	<b>629,061</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>

The Developer Streetlight Special Revenue Fund accounts for the installation of streetlights through developer contributions. Developers pay for installation and any associated repair and electrical costs for a two-year period after which the fixture reverts to the county.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Forfeit & Asset Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Fast - Fed	169,786	300,000	160,000	220,000	(80,000)
Fast - Veh Proceeds	2,826	0	0	0	0
Fast - Forfeited	128,821	150,000	190,000	180,000	30,000
Investment Income	31,002	0	0	0	0
<b>Total</b>	<b>332,434</b>	<b>450,000</b>	<b>350,000</b>	<b>400,000</b>	<b>(50,000)</b>

The Forfeit and Asset Seizure Team (F.A.S.T.) Fund derives its funds from assets seized by law enforcement authorities in Anne Arundel County. This fund was created in FY1992 to provide management and control over the seizure and forfeiture of funds and property involved in drug cases.

**Fund: Conference & Visitor Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Conf & Toursm Hotel/Motel	971,097	980,000	1,010,000	0	(980,000)
<b>Total</b>	<b>971,097</b>	<b>980,000</b>	<b>1,010,000</b>	<b>0</b>	<b>(980,000)</b>

The County has historically provided a "dedicated revenue" grant to the Conference and Visitor's Bureau. This grant, by code, is equivalent to 7% of the revenue received by the County from the Hotel Tax. It has been determined by the Law Office that this dedication of the Hotel Tax revenue is prohibited under the provisions of the County Charter. Therefore, this Special Revenue Fund will no longer be used. The County intends to continue to provide a grant to the Conference and Visitor's Bureau in an amount in excess of one half of one percent of the Hotel Tax rate (i.e., 7% of the yield associated with a 7% Hotel Tax rate). In FY2009, this grant is budget directly out of the General Fund in the Office of the County Executive.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Economic Development Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Econ Dev - Hotel/Motel	971,097	980,000	1,010,000	0	(980,000)
Total	971,097	980,000	1,010,000	0	(980,000)

The County has historically provided a "dedicated revenue" grant to the Economic Development Corporation. This grant, by code, is equivalent to 7% of the revenue received by the County from the Hotel Tax. It has been determined by the Law Office that this dedication of the Hotel Tax revenue is prohibited under the provisions of the County Charter. Therefore, this Special Revenue Fund will no longer be used. The County intends to continue to provide a grant to the Economic Development Corporation in an amount in excess of one half of one percent of the Hotel Tax rate (i.e., 7% of the yield associated with a 7% Hotel Tax rate). In FY2009, this grant is budgeted directly out of the General Fund in the Office of the County Executive.

**Fund: Incentive Loan Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Industrial Revenue Bond Fees	0	250,000	0	0	(250,000)
Investment Income	15	0	0	0	0
Total	15	250,000	0	0	(250,000)

The County has historically "dedicated" the revenue associated with these fees to this Fund for the purpose of granting the funds to the Economic Development Corporation for use in operating an incentive loan program. It has been determined by the Law Office that this dedication of these fees is prohibited under the provisions of the County Charter. Therefore, this Special Revenue Fund will no longer be used. The County intends to continue to provide grants as necessary to the Economic Development Corporation in support of this incentive loan program. Such grants will be budgeted directly out of the General Fund in the Office of the County Executive.



**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Piney Orchard Wastewater Service Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Piney Orchard WWS	641,288	795,000	840,000	1,000,000	205,000
Total	641,288	795,000	840,000	1,000,000	205,000

The Piney Orchard Wastewater Service Fund accounts for the allocation of net operating revenues between the developer who built and operates the Piney Orchard wastewater plant and the county Department of Public Works.

**Fund: System Reform Initiative Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Grants	0	0	0	3,120,800	3,120,800
Aging Grants	719	0	0	0	0
Public Safety Grants	0	0	0	0	0
Miscellaneous Grants	3,309,703	3,590,000	2,788,200	0	(3,590,000)
Surplus Fund Balances	0	250,000	0	0	(250,000)
Investment Income	24,173	0	0	0	0
Miscellaneous	(58,666)	0	0	0	0
Total	3,275,929	3,840,000	2,788,200	3,120,800	(719,200)

The System Reform Initiative Fund is the revenue source for the Local Management Board. The decrease reflects a transfer of a grant to Social Services.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Laurel Impact Fee Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Laurel Racetrack Revenue	345,000	400,000	400,000	350,000	(50,000)
Investment Income	60,567	0	0	0	0
<b>Total</b>	<b>405,567</b>	<b>400,000</b>	<b>400,000</b>	<b>350,000</b>	<b>(50,000)</b>

The Laurel Racetrack Special Revenue Fund accounts for the funds paid to the County as impact aid for the Laurel Racetrack. The collection of the Laurel Impact Fee is outlined in the Annotated Code of Maryland, Section 11-404(d) of the Business Regulation Article. Pursuant to State Code, the Laurel Race Course shall pay Anne Arundel County \$2,000 for each day of live racing and \$1,000 for each day of inter-track betting without live racing. These funds must be used for facilities and services in the communities within three miles of the Race Course.

The County Executive has established a committee to recommend how best to spend these funds.

**Fund: Inmate Benefit Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Commissary Sales	776,026	850,000	775,000	830,000	(20,000)
Commissary Commissions	0	50,000	40,000	40,000	(10,000)
Telephone Commissions	419,635	340,000	350,000	360,000	20,000
Prior Year Encumb W/O	12,407	0	0	0	0
Investment Income	48,339	30,000	45,000	40,000	10,000
Miscellaneous	5,586	0	0	0	0
<b>Total</b>	<b>1,261,992</b>	<b>1,270,000</b>	<b>1,210,000</b>	<b>1,270,000</b>	<b>0</b>

Average daily population in the Detention Facilities system has grown rapidly to an average level of about 1,150. This increase has driven up the need for commissary items as well as educational and personal hygiene items acquired with these funds.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Reforestation Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Prior Year Encumb W/O	36	0	0	0	0
Miscellaneous	2,387,569	1,200,000	1,400,000	1,200,000	0
Total	2,387,605	1,200,000	1,400,000	1,200,000	0

The Reforestation Fund accounts for fees collected in lieu of required reforestation pursuant to the provisions of the State's Forest Conservation Act and Chesapeake Bay Critical Area Act, as implemented through Anne Arundel County Code. If a citizen or developer demonstrates that reforestation cannot be reasonably accomplished either on-site or off-site, and that they cannot purchase reforestation credit in an approved Forest Mitigation Bank, a fee is collected in lieu of the required reforestation. These fees paid in lieu of replanting are paid before the signing of the record plat for a development involving subdivision, or upon the issuance of a grading permit for a development not involving subdivision.

Reforestation fees-in-lieu, collected for development outside of the critical area, are subject to the requirements of the Forest Conservation Act. Those funds may only be used for program activities directly related to forest conservation, acquisition, and reforestation/afforestation. Monies paid into the Reforestation Fund are to be spent within two years or three growing seasons after receipt, whichever time period is longer. If not spent within that time frame, the monies are to be returned to the person who made the payment, except that if two good faith attempts are made to locate the person and those attempts fail, the money is then forfeited to the Fund.

Reforestation fees-in-lieu, collected for development inside the critical area, are subject to the Critical Area Law. These funds may only be used for those program activities directly related to reforestation/afforestation, and identification and acquisition of forested sites for conservation within the critical area. There is no time limit associated with expending these funds.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Workforce Development Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Miscellaneous Grants	1,394,284	0	0	0	0
Workforce Development Corp.	0	1,600,000	950,000	950,000	(650,000)
<b>Total</b>	<b>1,394,284</b>	<b>1,600,000</b>	<b>950,000</b>	<b>950,000</b>	<b>(650,000)</b>

The decrease reflects an anticipated reduction in federal funding toward this program.

**Fund: Community Development Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Commun Develop Blk Grant & ESG	3,242,692	2,989,700	2,989,700	3,347,000	357,300
HOPWA	0	374,600	374,600	376,000	1,400
HOME Investmt Partnrshp Grant	1,434,631	2,037,700	2,037,700	1,823,100	(214,600)
Transitional Housing Grant	1,432,090	1,413,600	1,413,600	1,468,300	54,700
American Dream Down Pymt Initi	20,613	20,700	20,700	8,400	(12,300)
Home Elevation Grant	8,187	0	0	0	0
Brooklyn Park Revitalization	2,796	0	0	0	0
<b>Total</b>	<b>6,141,009</b>	<b>6,836,300</b>	<b>6,836,300</b>	<b>7,022,800</b>	<b>186,500</b>

The Community Development Fund was created effective July 1, 2005 and replaces the Community Development class of capital projects in the Capital Budget and Program in order to comply with Generally Accepted Accounting Principles.

The Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) funding consists of \$2,083,200 of federal fiscal year 2008 CDBG funds, \$93,800 of federal fiscal year 2008 ESG funds, and \$1,170,000 of program income.

The HOME Investment Partnerships Grant funding consists of \$853,100 of federal fiscal year 2008 HOME funds, \$700,000 of program income, and \$270,000 in County General Fund matching funds.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Nursery Road Tax Increment District Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Real Property Current	3,932,143	4,066,000	4,418,000	4,899,000	833,000
Investment Income	148,393	80,000	100,000	40,000	(40,000)
Total	4,080,536	4,146,000	4,518,000	4,939,000	793,000

The Nursery Road Tax Increment Fund was established in 1984 to provide funding for some public improvements for an area to the north of the BWI Airport. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 1984.

**Fund: West County Tax Increment District Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Real Property Current	2,335,020	2,611,000	2,714,000	3,685,000	1,074,000
Investment Income	82,204	40,000	60,000	20,000	(20,000)
Total	2,417,224	2,651,000	2,774,000	3,705,000	1,054,000

The West County Tax Increment Fund was established in 1997 to provide funding for the public improvements for the National Business Park development in the Jessup area of the County. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 1996.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Farmington Village Special Tax District Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Special Assessment Taxes	449,999	450,000	450,000	450,000	0
Surplus Fund Balances	0	92,000	92,000	100,200	8,200
Investment Income	40,513	29,400	29,400	29,400	0
<b>Total</b>	<b>490,512</b>	<b>571,400</b>	<b>571,400</b>	<b>579,600</b>	<b>8,200</b>

The Farmington Village Special Tax Fund was established in 1998 to provide funding for some public improvements to the Farmington Village residential development in Pasadena. Funds come from an assessment of an additional tax rate on properties within the district based upon the size of the residential unit.

**Fund: Park Place Tax Increment District Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Real Property Current	34,694	56,000	722,000	1,062,000	1,006,000
Investment Income	4,988	0	0	0	0
<b>Total</b>	<b>39,682</b>	<b>56,000</b>	<b>722,000</b>	<b>1,062,000</b>	<b>1,006,000</b>

The Park Place Tax Increment Fund was established in 2001 to provide funding for the public improvements for the Park Place development in the City of Annapolis. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 2000.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: Arundel Mills Tax Increment District Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Real Property Current	3,720,382	3,878,000	3,882,000	4,093,000	215,000
Investment Income	117,010	60,000	90,000	30,000	(30,000)
Total	3,837,392	3,938,000	3,972,000	4,123,000	185,000

The Arundel Mills Tax Increment Fund was established in 1998 to provide funding for the public improvements for the Arundel Mills development in the Severn area of the County. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 1997.

**Fund: Parole Tax Increment District Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Real Property Current	5,034,490	6,258,000	6,038,000	8,389,000	2,131,000
Investment Income	117,048	70,000	90,000	40,000	(30,000)
Total	5,151,538	6,328,000	6,128,000	8,429,000	2,101,000

The Parole Tax Increment Fund was established in 1999 to provide funding for some public improvements in the area to the west of the City of Annapolis. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 1999.

**Revenue Detail**  
Other Funds

**FY2009 Approved Budget**

**Fund: National Business Park Special Tax District Fund**

Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Real Property Current	0	0	0	0	0
Surplus Fund Balances	0	0	0	0	0
Investment Income	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

The National Business Park Special Tax Fund was established in 1997 to provide back-up funding for the West County Tax Increment Fund. Funds come from an assessment of an additional tax rate on properties within the district based upon assessed value of the real property.

**Fund: Dorchester Special Tax District Fund**

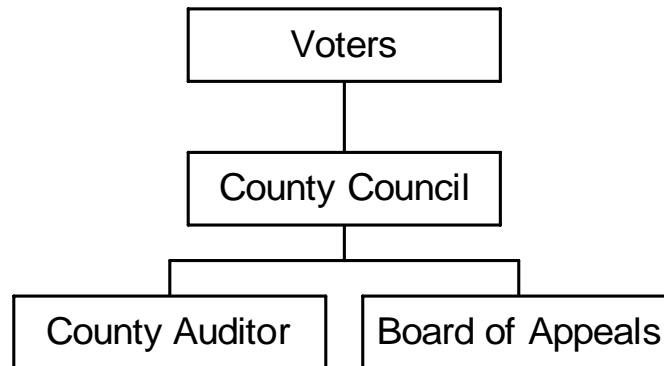
Funding Source	FY2007 Actual	FY2008 Original	FY2008 Revised	FY2009 Estimate	Inc (Dec) from Orig.
Real Property Current	0	70,700	70,700	30,000	(40,700)
Special Assessment Taxes	1,087,827	1,109,600	1,109,600	1,109,100	(500)
Surplus Fund Balances	0	99,600	99,600	150,000	50,400
Investment Income	104,691	0	0	0	0
Miscellaneous	227	0	0	0	0
<b>Total</b>	<b>1,192,745</b>	<b>1,279,900</b>	<b>1,279,900</b>	<b>1,289,100</b>	<b>9,200</b>

The Dorchester Special Tax Fund was established in 1996 to provide funding for some public improvements to the Dorchester Mixed Use development in the Severn area of the County. Funds come from an assessment of an additional tax rate on properties within the district.



**Mission Statement**

We the people of Anne Arundel County, State of Maryland, in order to form a more orderly County government, establish separate legislative and executive branches, insure responsibility of and accountability for public funds, promote the general welfare and secure the benefits of home rule, do, in accordance with the Constitution and the laws of the State of Maryland, adopt, ordain and establish as our Charter and form of government this Charter of Anne Arundel County, Maryland.



- Council Districts**  
*With Council Person*
- District 1 - Daryl Jones
  - District 2 - Edward Middlebrooks
  - District 3 - Ron Dillon Jr.
  - District 4 - James Benoit
  - District 5 - Cathleen M. Vitale
  - District 6 - Joshua J. Cohen
  - District 7 - Edward R. Reilly



**Personnel Summary**

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0151 Exec Administrative Secretary	EX	13	0	1	1	0
0180 County Auditor	E	8	0	0	1	1
0180 County Auditor	E	7	1	1	0	-1
0185 Admin Officer to County Council	E	5	1	1	1	0
0190 Asst Admin Officer to Co Counl	E	3	1	1	1	0
0192 Legis Aide II CC	EL	3	7	7	7	0
0193 Legis Counsel To Co Council	E	6	1	1	1	0
0227 Legislative Audit Manager	LA	3	0	0	2	2
0227 Legislative Audit Manager	NR	21	1	1	0	-1
0229 Legis Management Asst II	NR	17	1	1	1	0
0230 Legis Administrative Secretary	NR	12	3	2	2	0
0233 Legislative Secretary	NR	9	2	2	2	0
0234 Legislative Senior Secretary	NR	10	2	2	2	0
0236 Legis Auditor II	NR	18	2	2	0	-2
0237 Legis Auditor III	NR	20	1	1	0	-1
0238 Assistant County Auditor	LA	4	0	0	2	2
0238 Asst County Auditor	NR	23	2	2	0	-2
8010 Council Member	EO	3	5	5	5	0
8010 Council Member	EO	4	1	1	1	0
8010 Council Member	EO	5	1	1	1	0
8020 Clerk I To Council	ET	12	1	1	1	0
8550 Board Member Bd of Appeals	ET	2	7	7	7	0
9001 Legislative Senior Staff Auditor	LA	2	0	0	1	1
9002 Legislative Staff Auditor	LA	1	0	0	1	1
<b>Department Summary</b>			<b>40</b>	<b>40</b>	<b>40</b>	<b>0</b>

## Comparative Statement of Expenditures

Agency: Legislative Branch

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	3,174,503	3,498,500	3,498,500	3,641,400	142,900
Total by Fund	3,174,503	3,498,500	3,498,500	3,641,400	142,900
<b>Character</b>					
County Council	1,846,843	1,969,500	1,969,500	2,043,800	74,300
County Auditor	957,244	1,116,000	1,116,000	1,167,200	51,200
Board of Appeals	370,416	413,000	413,000	430,400	17,400
Total by Character	3,174,503	3,498,500	3,498,500	3,641,400	142,900
<b>Object</b>					
Personal Services	2,702,037	2,983,200	2,983,200	3,096,200	113,000
Contractual Services	317,706	374,600	374,600	401,500	26,900
Supplies & Materials	64,484	64,900	64,900	64,900	0
Business & Travel	68,004	69,800	69,800	72,800	3,000
Capital Outlay	22,271	6,000	6,000	6,000	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	3,174,503	3,498,500	3,498,500	3,641,400	142,900

## Commentary

- Personal Services changes result from an increase in pension and health insurance costs as well as merit and cola increases for the staff.

**Program Statement**

The constitution of the State of Maryland requires all charter counties to have a council which is vested with the power to enact local legislation. The County Council is the elected body of the County and is vested with the power to enact legislation. The seven member council generally meets the first and third Mondays of each month, in addition to budget deliberations in May. The Council must adopt a budget by June 1 or the County Executive's request stands as proposed. With the exception of the Board of Education budget, the Council may only delete programs and funding from the County Executive's proposal.

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	1,846,843	1,969,500	1,969,500	2,043,800	74,300
Total by Fund	1,846,843	1,969,500	1,969,500	2,043,800	74,300
<b>Object</b>					
Personal Services	1,690,839	1,791,900	1,791,900	1,861,100	69,200
Contractual Services	38,140	65,800	65,800	67,900	2,100
Supplies & Materials	51,230	49,100	49,100	49,100	0
Business & Travel	50,180	56,700	56,700	59,700	3,000
Capital Outlay	16,453	6,000	6,000	6,000	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	1,846,843	1,969,500	1,969,500	2,043,800	74,300

Allocation of Authorized Positions	23	23	23	23	0
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**Commentary**

- Personal Services changes result from an increase in pension and health insurance costs as well as merit and cola increases for the staff.

**Program Statement**

The County Auditor serves at the pleasure of the County Council and acts in an oversight capacity to ensure that public funds are spent in accordance with the budget and applicable county laws. The Auditor is also responsible for submitting a financial audit of the preceding fiscal year.

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	957,244	1,116,000	1,116,000	1,167,200	51,200
Total by Fund	957,244	1,116,000	1,116,000	1,167,200	51,200
<b>Object</b>					
Personal Services	776,021	921,900	921,900	948,300	26,400
Contractual Services	151,760	173,700	173,700	198,500	24,800
Supplies & Materials	7,215	8,400	8,400	8,400	0
Business & Travel	17,013	12,000	12,000	12,000	0
Capital Outlay	5,235	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	957,244	1,116,000	1,116,000	1,167,200	51,200
<b>Allocation of Authorized Positions</b>					
	8	8	8	8	0

**Commentary**

- Personal Services changes result from an increase in pension and health insurance costs as well as merit and cola increases for the staff.

**Program Statement**

Independent of both the executive and legislative branches, the Board of Appeals renders final decisions on appeals relating to zoning, licenses, permits, executive, administrative, and judicatory orders. The seven members of the Board are appointed by the County Council to terms coterminous with those of the Council. Appellants of decisions on special exceptions, rezonings and variances have already appeared before the Administrative Hearings Officer, and may subsequently pursue their cases in Circuit Court if they are not satisfied with the decision of the Board. Board members each receive an annual stipend of \$5,250, and a per diem allowance of \$50.

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	370,416	413,000	413,000	430,400	17,400
Total by Fund	370,416	413,000	413,000	430,400	17,400
<b>Object</b>					
Personal Services	235,176	269,400	269,400	286,800	17,400
Contractual Services	127,807	135,100	135,100	135,100	0
Supplies & Materials	6,039	7,400	7,400	7,400	0
Business & Travel	811	1,100	1,100	1,100	0
Capital Outlay	583	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	370,416	413,000	413,000	430,400	17,400

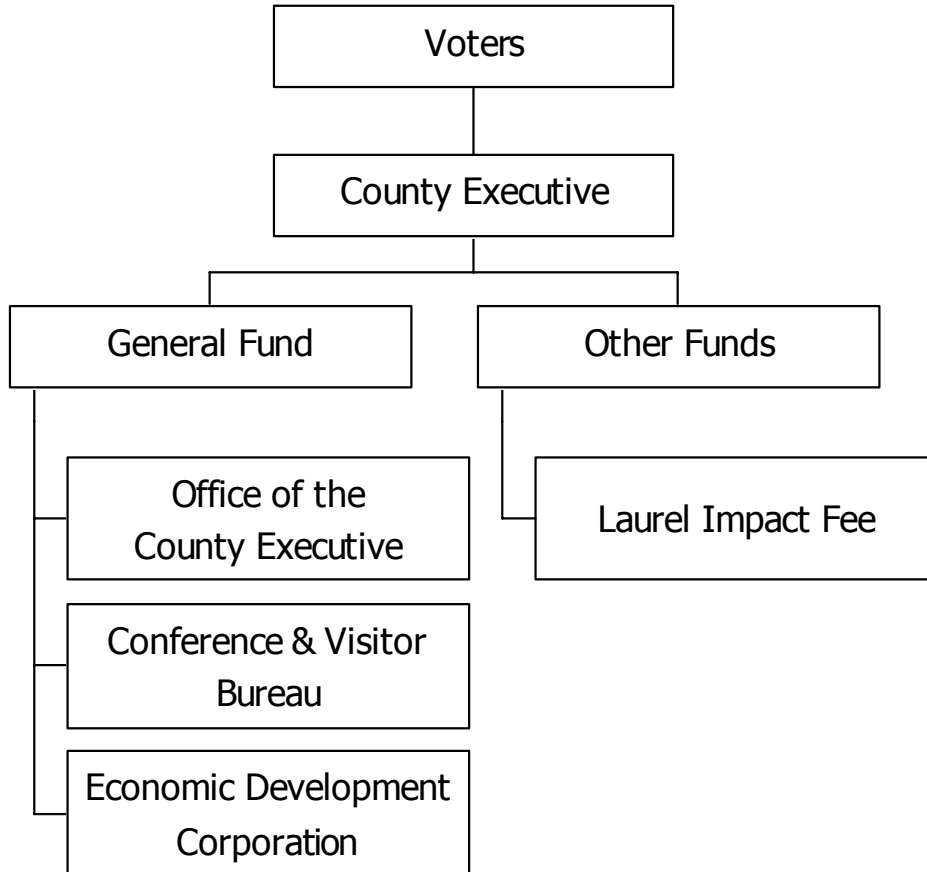
Allocation of Authorized Positions	9	9	9	9	0
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**Commentary**

- Personal Services changes result from an increase in pension and health insurance costs as well as merit and cola increases for the staff.

Mission Statement

The County Executive shall be responsible for the proper and efficient administration of such affairs of the County as are placed in the charge or under the jurisdiction and control of the County Executive under the Charter or by law.



## Program Statement

The Office of the County Executive is responsible for providing management and policy direction for the operation of county government.

- County Executive – this budget includes public information, government relations, human relations and Community Services.
- Conference and Visitor's Bureau – this is a not-for-profit organization that serves as Anne Arundel County's official visitor, travel and tourism information & promotion resource. An operating subsidy is provided by the County in an amount equal to the revenue yield of half of one percent (0.5%) of the Hotel Motel Tax rate.
- Anne Arundel Economic Development Corporation (AAEDC) – this is a privatized agency of county government responsible for promoting Anne Arundel County as an attractive place for business. In addition to the operating subsidy provided by the county, its non-profit status allows the corporation to receive grants and aid that otherwise would not be available to government agencies.
- Laurel Race Track Impact Aid – there is a Laurel Impact Fee Special Revenue Fund to account for the funds paid to the County as impact aid for the Laurel Racetrack. The County Executive has established a committee to recommend how best to spend these funds.

## Personnel Summary

Job Code - Title		Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0100	County Executive	EO	1	1	1	1	0
0101	Dir Of Programming	E	7	1	1	1	0
0102	Public Information Officer	E	5	1	1	1	0
0142	Exec Office Support Assist I	EX	5	1	1	1	0
0144	Exec Office Support Specialist	EX	10	1	0	0	0
0151	Exec Administrative Secretary	EX	13	5	6	6	0
0152	Co Exec Appointment Coordinatr	EX	15	1	1	1	0
0153	Exec Management Assistant I	EX	16	4	4	4	0
0154	Exec Management Assist II	EX	18	1	1	1	0
0163	Legislative Liaison Officer	E	6	1	1	1	0
0165	Asst To The County Executive	E	5	3	3	3	0
<b>Department Summary</b>				20	20	20	0



## Comparative Statement of Expenditures

## Agency: Office of the County Executive

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	4,016,996	3,847,600	3,847,600	5,329,700	1,482,100
Laurel Race Track Comm Ben Fnd	297,000	405,000	405,000	350,000	(55,000)
Total by Fund	4,313,996	4,252,600	4,252,600	5,679,700	1,427,100
<b>Character</b>					
County Executive	4,016,996	3,847,600	3,847,600	1,930,500	(1,917,100)
Conference & Visitors Bureau	0	0	0	1,050,000	1,050,000
Economic Development Corp	0	0	0	2,349,200	2,349,200
Laurel Race Track Impact Aid	297,000	405,000	405,000	350,000	(55,000)
Total by Character	4,313,996	4,252,600	4,252,600	5,679,700	1,427,100
<b>Object</b>					
Personal Services	1,987,906	1,857,700	1,857,700	1,906,500	48,800
Contractual Services	99,189	84,200	84,200	92,800	8,600
Supplies & Materials	74,282	73,600	73,600	73,500	(100)
Business & Travel	14,620	21,900	21,700	20,900	(1,000)
Capital Outlay	0	0	200	1,000	1,000
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	2,138,000	2,215,200	2,215,200	3,585,000	1,369,800
Total by Object	4,313,996	4,252,600	4,252,600	5,679,700	1,427,100
Less Grants in lieu of Hotel Tax				(2,100,000)	
		4,252,600		3,479,700	(772,900)

## Commentary

- The dedication of a half of one percent of the Hotel Tax to both the Conference and Visitors Bureau and the Economic Development Corporation has been determined by the Office of Law to be prohibited under the provisions of the County Charter. Therefore, the two special revenue funds into which these dedicated revenues were deposited and appropriated from will no longer be used in FY2009. Beginning with the FY2009 Budget, a direct appropriation from the County Executive's General Fund Budget will provide this funding.
- After adjusting for this accounting change, it is shown that the FY2009 budget is reduced by over \$770,000. This is explained more fully on the pages devoted to the Economic Development Corporation.

**Program Statement**

The County Executive is responsible for providing management and policy direction for the operation of county government. Specifically, this budget includes public information, government relations, human relations and community services.

- Public Information – this office is responsible for media relations, speech writing and editing, ceremonial documents and correspondence, and special events.
- Governmental Relations – this office assists the County Executive in the development and passage of local and state legislation that enables and enhances the operation of county government through a critical review of all proposed legislation by the Legislative Review Committee.
- Human Relations – responsibilities within this office include fostering, encouraging and guaranteeing equal treatment to all persons regardless of race, creed, color, sex, national origin, age, religion, or mental/physical handicap.
- Community Services – this is the focal point for communication between local government and the communities of the County. The goal being better informed citizens as to the actions and programs of the government as well as the government being continuously informed as to the needs and desires of the community.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	4,016,996	3,847,600	3,847,600	1,930,500	(1,917,100)
Total by Fund	4,016,996	3,847,600	3,847,600	1,930,500	(1,917,100)
<b>Object</b>					
Personal Services	1,987,906	1,857,700	1,857,700	1,742,300	(115,400)
Contractual Services	99,189	84,200	84,200	92,800	8,600
Supplies & Materials	74,282	73,600	73,600	73,500	(100)
Business & Travel	14,620	21,900	21,700	20,900	(1,000)
Capital Outlay	0	0	200	1,000	1,000
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	1,841,000	1,810,200	1,810,200	0	(1,810,200)
Total by Object	4,016,996	3,847,600	3,847,600	1,930,500	(1,917,100)
Allocation of Authorized Positions	20	20	20	19	-1

**Commentary**

- The decrease in authorized positions and the Personal Services object reflects the move of the Director of Economic Development to its own bureau.
- The decrease in the Grants, Contrib. & Other object reflects the shift in funding for the grant to the Economic Development Corporation to its own bureau as shown in the following pages.

**Program Statement**

The Conference and Visitor's Bureau is a not-for-profit organization that serves as Anne Arundel County's official visitor, travel and tourism information & promotion resource.

An operating subsidy is provided by the County in an amount equal to the revenue yield of half of one percent (0.5%) of the Hotel Motel Tax rate. As noted on an earlier page, the prior practice of dedicating these Hotel Tax revenues to a Special Revenue Fund is prohibited under the provisions of the County Charter. Beginning with the FY2009 Budget, a direct appropriation from the County Executive's General Fund Budget will provide this funding. That is the purpose of these two pages in the budget.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	0	0	0	1,050,000	1,050,000
Total by Fund	0	0	0	1,050,000	1,050,000
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	1,050,000	1,050,000
Total by Object	0	0	0	1,050,000	1,050,000

**Commentary**

- This budget provides the appropriation authority for a grant to the Conference and Visitor's Bureau, Inc.
- The funding is based on the dollar equivalent to the revenue yield of half of one percent (0.5%) of the Hotel Motel Tax rate.
- 

**Personnel Summary**

There are no County positions funded in this budget; all of the employees are employed by the Conference and Visitor's Bureau, Inc.

**Program Statement**

Anne Arundel Economic Development Corporation (AAEDC) is a privatized agency of county government responsible for promoting Anne Arundel County as an attractive place for business. In addition to the operating subsidy provided by the county, its non-profit status allows the corporation to receive grants and aid that otherwise would not be available to government agencies.

An operating subsidy is provided by the County in an amount equal to the revenue yield of half of one percent (0.5%) of the Hotel Motel Tax rate. As noted on an earlier page, the prior practice of dedicating these Hotel Tax revenues to a Special Revenue Fund is prohibited under the provisions of the County Charter. Beginning with the FY2009 Budget, a direct appropriation from the County Executive's General Fund Budget will provide this funding.

With respect to the Economic Development Corporation, the County Executive's General Fund Budget has historically provided additional funding beyond that which was dedicated from the Hotel Tax.

The purpose of these two pages in the budget is to consolidate all funding in support of the Economic Development Corporation into one section of the budget.

**Personnel Summary**

The Director of Programming, an exempt position in the county system, is the Executive Director of AAEDC and is appointed by the County Executive. All other employees are employed by the Economic Development Corporation.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	0	0	0	2,349,200	2,349,200
Total by Fund	0	0	0	2,349,200	2,349,200
<b>Object</b>					
Personal Services	0	0	0	164,200	164,200
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	2,185,000	2,185,000
Total by Object	0	0	0	2,349,200	2,349,200
Allocation of Authorized Positions	0	0	0	1	1

**Commentary**

- This budget provides the appropriation authority for a \$2,185,000 grant to the Economic Development Corporation.
  - A portion of this funding, \$1,050,000, is based on the dollar equivalent to the revenue yield of half of one percent (0.5%) of the Hotel Tax.
  - The level of funding for the additional grant has been approximately \$1.8 million in recent years, and has been reduced by approximately \$700,000.
- The Executive Director is appointed by the County Executive as an exempt position in the County system. As such, the appropriation authority for this position's salary and benefits are also provided for in this budget.

**Program Statement**

The Laurel Impact Fee Special Revenue Fund accounts for the funds paid to the County as impact aid for the Laurel Racetrack. The County Executive has established a committee to recommend how best to spend these funds.

**Personnel Summary**

There are no County positions funded in this budget.



**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Laurel Race Track Comm Ben Fnd	297,000	405,000	405,000	350,000	(55,000)
Total by Fund	297,000	405,000	405,000	350,000	(55,000)
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	297,000	405,000	405,000	350,000	(55,000)
Total by Object	297,000	405,000	405,000	350,000	(55,000)

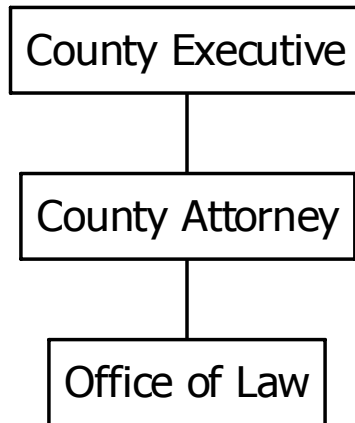
**Commentary**

The FY2009 budget of \$350,000 includes the following items:

- Maryland City VFD Butler building - \$170,000
- Fire equipment for new truck - \$30,000
- Library Weekend Hours - \$55,000
- Special programming at Library - \$3,000
- Tables/display materials - \$2,000
- Equipment for county park snack shack - \$30,000
- Design for Ox Box platform area - \$15,000
- Route 198 beautification and maintenance - \$35,000
- Replacement of trees & shrubs on Route 198 - \$10,000

**Mission Statement**

The Office of Law provides virtually all legal services to the Executive and Legislative branches of County Government and to certain other specified agencies or entities. These services include extensive litigation, contract review, advice, opinions, and the drafting of legislation. The mission of the Office of Law is to provide high quality legal representation on a timely basis to all clients.



**Major Accomplishments**

- The Office of Law prosecuted 67 injunction cases and 533 citations involving code violation matters referred from the Department of Inspections and Permits in fiscal year 2007. Protecting the critical areas of the Chesapeake Bay is a top priority and there was an increase of 38% in the number of cases prosecuted from 2006 to 2007 in the critical area. The fines assessed in all code enforcement matters totaled \$139,610.
- The update of the Employee Relations Manual policies on workplace violence, harassment, and discrimination.
- The establishment of an Electronic Storage of Information preservation protocol, which seeks to preserve electronically stored information for litigation purposes as established under the Federal Rules of Civil Procedure.
- The leasing of the Naval Academy Dairy Farm preserving 850 acres of agricultural land.

**Key Objectives**

- Finalize the protocol for the retention and storage of electronic information in matters being litigated.
- Aggressively enforce the County's program of code enforcement in the Chesapeake Bay Critical Area.
- Implementing the electronic filing of documents as required by the Circuit Court for Anne Arundel County.
- The Office will continue to collect and store electronically the many letters, opinions, and memoranda of legal advice generated by the Office of Law.
- The Office will continue to evaluate procedures, equipment, and software in an effort to reduce costs and improve efficiency.
- The Office will continue to provide training and educational opportunities for the attorneys and staff in order to provide increased expertise and assistance in the various areas of law.
- The Office will continue to provide high quality legislation.

**Program Statement**

The Office of Law provides legal services for the County and its offices, departments, boards, commissions, and agencies.

- Litigation – provides representation to the County and its officers and employees in civil litigation. The program includes civil rights actions, employment discrimination claims, premise liability matters, code enforcement, and contract disputes. It also includes bankruptcy and collection matters.
- Self-Insurance Fund – represents the County and its officers and employees in civil litigation matters, including Worker's Compensation claims, as mandated by § 3-11-108 of the County Code, and motor vehicle torts. Personnel costs for three Law Office employees, an attorney, a paralegal, and a legal secretary, are funded by the Self Insurance Fund.
- Department of Social Services -- State law (Article 88A, Section 7(a)) requires the Office of Law to represent the Anne Arundel County Department of Social Services in Child in Need of Assistance cases before the Circuit Court for Anne Arundel County, sitting as the juvenile court, and in termination of parental rights cases before the Circuit Court. The Office of Law dedicates three attorneys and a legal secretary to this activity. Personnel funding is provided by the State through the Department of Social Services. One of the three attorneys does not appear in the Office of Law's Personal Services Computation but resides in the Department of Social Services' Personal Services Computation.
- Legal Advice – encompasses the review of legal papers and the provision of legal opinions for the County and all of its offices, departments, boards, commissions, and agencies, including the County Council. Pursuant to Charter Section 526, the County Attorney approves all contracts and other legal instruments for form and legal sufficiency prior to execution by the County.
- Legislation – encompasses reviewing all ordinances passed by the County Council and advising the County Executive as to their legality prior to signing. Additionally, the Office of Law is responsible for drafting ordinances and resolutions.

## Personnel Summary

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0120 County Attorney	E	8	1	1	1	0
0200 Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0209 Secretary II (NR)	NR	7	1	1	1	0
0242 Management Assistant II	NR	17	1	1	1	0
0500 Senior Paralegal	NR	14	1	1	1	0
0501 Paralegal	NR	12	4	4	4	0
0502 Legal Secretary	NR	10	6	6	6	0
0511 Attorney I	NR	17	1	1	1	0
0512 Attorney II	NR	19	3	3	3	0
0513 Attorney III	NR	21	5	5	5	0
0520 Senior Assistant Co Attorney	NR	22	5	5	5	0
0521 Deputy County Attorney	NR	24	2	2	2	0
0522 Supervising County Attorney	NR	23	2	2	2	0
<b>Department Summary</b>			33	33	33	0

## Condition Assessment and Performance Measures

Description	Act FY2006	Act FY2007	Est FY2008	Proj FY2009
Civil Litigation	2,042	2,108	2,000	2,050
Self-Insurance Fund*	1,561	1,658	1,800	1,850
Social Service Representation (cases remain open until the minor turns 18)**	541	574	563	550
Legislation	139	264	230	200
Legal Advice (Opinions and Doc Review)	3,541	4,018	4,707	5,000

Bankruptcy Collections	\$128,982.21	\$143,858.18	\$137,994.71
Personal Property Collections	\$1,005,711.64	\$725,170.40	\$272,549.00
Tax Sale Foreclosures***	\$1,464,681.89	\$1,280,918.00	\$703,410.00

\* Workers' Compensation cases remain open until a full and final settlement is reached.

\*\* Department of Social Service cases remain open until the minor turns 18.

\*\*\*The majority of the money is collected in the second half of the fiscal year

## Comparative Statement of Expenditures

Agency: Office of Law

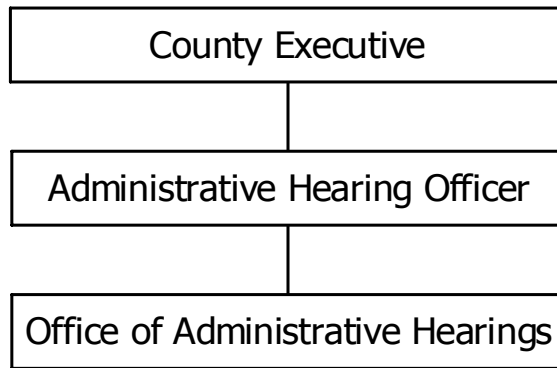
General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	3,093,486	3,453,700	3,453,700	3,531,800	78,100
Total by Fund	3,093,486	3,453,700	3,453,700	3,531,800	78,100
<b>Character</b>					
Office of Law	3,093,486	3,453,700	3,453,700	3,531,800	78,100
Total by Character	3,093,486	3,453,700	3,453,700	3,531,800	78,100
<b>Object</b>					
Personal Services	2,913,182	3,274,700	3,274,700	3,350,900	76,200
Contractual Services	96,476	102,800	102,800	94,800	(8,000)
Supplies & Materials	25,388	19,200	19,200	26,800	7,600
Business & Travel	53,566	53,000	53,000	53,000	0
Capital Outlay	106	1,500	1,500	1,500	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	4,768	2,500	2,500	4,800	2,300
Total by Object	3,093,486	3,453,700	3,453,700	3,531,800	78,100

## Commentary

- FY2009 budget increased 2.26% or \$78,100.
- Personal Services increase of \$76,200 is attributed to routine changes to salaries and associated benefits.
- Contractual Services decreased \$8,000 as a result of savings from a new online legal database contract.
- Supplies increases \$7,600 this year as result of inflationary costs.
- Grants, Contributions & Other increases \$2,300 to cover court cost and process service cost increases associated with code enforcement.

**Mission Statement**

The mission of the Office of Administrative Hearings is to provide the requisite public notice of pending applications, conduct quasi-judicial hearings, and decide pending matters in a timely manner.



**Program Statement**

- This program accounts for the Administrative Hearing Officer. Duties are to provide public notice, to conduct quasi-judicial hearings, and to write decisions in a timely manner for all zoning petitions (zoning reclassifications, special exceptions, variance and critical area reclassifications). The next level of appeal is the County Board of Appeals. The Administrative Hearing Officer may also hear and decide certain construction contract disputes, which are appealed directly to the Circuit Court.
- The Administrative Hearing Officer is responsible for conducting public hearings on petitions to change or reclassify the zoning of individual or particular parcels of property. The Administrative Hearing Officer may grant variances from and make special exceptions to the zoning laws, regulations, ordinances or resolutions.

**Personnel Summary**

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0135 Administrative Hearing Officer	E	7	1	1	1	0
0200 Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
<b>Department Summary</b>			2	2	2	0

**Condition Assessment and Performance Measures**

	Actual FY2007	Estimated FY2008	Projected FY2009
Variances	359	328	300
Special Exceptions	12	14	15
Re-zonings	12	16	10
Contract Construction Cases	0	0	1



## Comparative Statement of Expenditures

Agency: Office of Administrative Hearings

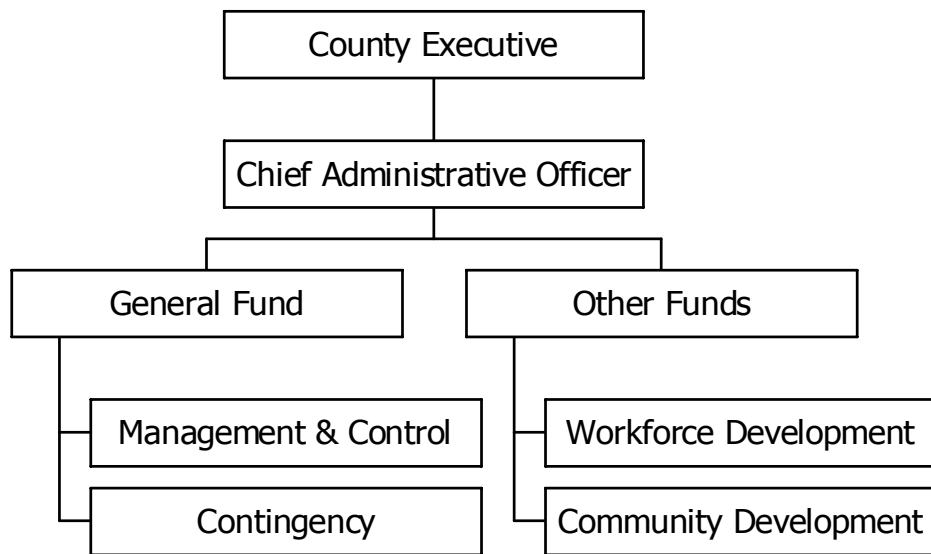
General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	278,239	292,000	292,000	285,800	(6,200)
Total by Fund	278,239	292,000	292,000	285,800	(6,200)
<b>Character</b>					
Office of Admin.Hearings	278,239	292,000	292,000	285,800	(6,200)
Total by Character	278,239	292,000	292,000	285,800	(6,200)
<b>Object</b>					
Personal Services	255,676	268,300	268,300	264,600	(3,700)
Contractual Services	13,925	8,100	8,100	7,600	(500)
Supplies & Materials	8,358	14,200	14,200	12,200	(2,000)
Business & Travel	280	1,400	1,400	1,400	0
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	278,239	292,000	292,000	285,800	(6,200)

## Commentary

- FY2009 budget decreased 2.12% or \$6,200.
- Reductions in Personal Services for temporary pay, as well as in Contractual Services and in Supplies & Materials reflect actual expenditure levels.

**Mission Statement**

The Chief Administrative Officer is appointed by and is responsible directly to the County Executive. The Chief Administrative Officer shall have supervisory authority over the executive branch offices and departments as provided in Article V of the County Charter, and over other executive offices as the County Executive may direct.



## Program Statement

The Chief Administrative Officer has the overall responsibility for the functions performed by the Office of the Budget, Office of Finance, Office of Central Services, and the Office of Personnel. As such, the Chief Administrative Officer is responsible for many of the daily activities of county government.

- Management and Control – in addition to the above functions, this bureau is responsible for the coordination of administrative and financial functions with the independent Board of Education and the trustees of the community college and library.
- Contingency – this bureau accounts for those funds held in contingency. In general, these funds have been utilized to cover unforeseen items such as snow removal expenses above that which is budgeted for in the Department of Public Works. In the past, contingency funds have also been reserved for items such as pay packages that were still in negotiations, as well as performance increases for non-represented employees.
- Community Development Services – Arundel Community Development Services, Inc. (ACDS), on behalf of and with the approval of the County, plans and implements housing and community development activities which principally benefit low and moderate income residents, remove slum and blighting conditions, or meet an urgent need. Funding for these activities comes primarily from federal grants but is augmented with County General Fund contributions as well.
- Workforce Development Services – The Anne Arundel Workforce Development Corporation is a 501 (c) 3 corporation that is Anne Arundel County's administrative agent and operator of the federal Workforce Investment Act. These federal funds represent the primary funding source for this budget and enable the Corporation to provide employment services to the County's dislocated workers and adults otherwise seeking entry and skills development. The Corporation also provides youth employment programs with these federal funds. This federal funding is also augmented with County General Fund contributions.

## Comparative Statement of Expenditures

Agency: Office of the Chief Administrative Officer

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	5,804,153	12,194,400	9,615,500	10,836,800	(1,357,600)
Community Development	6,326,992	6,836,300	6,836,300	7,022,800	186,500
Grant Fund-Chief Adm	0	0	0	949,700	949,700
AA Workforce Dev Corp	1,394,284	1,600,000	1,600,000	950,000	(650,000)
Total by Fund	13,525,429	20,630,700	18,051,800	19,759,300	(871,400)
<b>Character</b>					
Management & Control	5,804,153	4,801,200	4,877,800	4,061,500	(739,700)
Contingency	0	7,393,200	4,737,700	6,900,000	(493,200)
Community Dev Svcs	6,326,992	6,836,300	6,836,300	7,722,800	886,500
Workforce Dev Svcs	1,394,284	1,600,000	1,600,000	1,075,000	(525,000)
Total by Character	13,525,429	20,630,700	18,051,800	19,759,300	(871,400)
<b>Object</b>					
Personal Services	712,215	599,300	799,300	637,500	38,200
Contractual Services	38,291	1,154,900	1,072,300	998,300	(156,600)
Supplies & Materials	12,934	23,400	53,600	23,000	(400)
Business & Travel	33,964	33,000	33,000	30,200	(2,800)
Capital Outlay	0	2,000	5,400	2,000	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	12,728,025	18,818,100	16,088,200	18,068,300	(749,800)
Total by Object	13,525,429	20,630,700	18,051,800	19,759,300	(871,400)

**Program Statement**

The Chief Administrative Officer has the overall responsibility for the functions performed by the Office of the Budget, Office of Finance, Office of Central Services, and the Office of Personnel. In addition to these functions, this bureau is responsible for many of the daily activities of county government as well as for the coordination of administrative and financial functions with the independent Board of Education and the trustees of the community college and library.

**Personnel Summary**

<b>Job Code - Title</b>		<b>Plan</b>	<b>Grade</b>	<b>FY2008 Approved</b>	<b>FY2008 Adjusted</b>	<b>FY2009 Approved</b>	<b>Variance</b>
0105	Chief Administrative Officer	E	9	1	1	1	0
0151	Exec Administrative Secretary	EX	13	1	1	1	0
0153	Exec Management Assistant I	EX	16	1	1	1	0
0164	Asst To Chief Admin Officer	E	5	1	1	1	0
0473	Accountant III	NR	19	1	0	0	0
0482	Financial Reporting Manager	NR	21	0	1	1	0
<b>Department Summary</b>				5	5	5	0

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	5,804,153	4,801,200	4,877,800	3,111,800	(1,689,400)
Grant Fund-Chief Adm Office	0	0	0	949,700	949,700
Total by Fund	5,804,153	4,801,200	4,877,800	4,061,500	(739,700)
<b>Object</b>					
Personal Services	712,215	599,300	799,300	637,500	38,200
Contractual Services	38,291	1,154,900	1,072,300	998,300	(156,600)
Supplies & Materials	12,934	23,400	53,600	23,000	(400)
Business & Travel	33,964	33,000	33,000	30,200	(2,800)
Capital Outlay	0	2,000	5,400	2,000	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	5,006,749	2,988,600	2,914,200	2,370,500	(618,100)
Total by Object	5,804,153	4,801,200	4,877,800	4,061,500	(739,700)
Allocation of Authorized Positions	9	5	5	5	0

**Commentary**

- The decrease in Contractual Services results from the FY2008 funding of \$860,000 for BRAC as well as \$250,000 for a fire station location study.
- The Grants/Contributions object includes \$2.4 million of contributions to Government Grants as listed on the following page.

**Office of the Chief Administrative Officer**  
***Management and Control***

**FY2009 Approved**

**Government Grants**

	<u>FY2008</u>	<u>FY2009</u>	<u>Inc/(Dec)</u> <u>from FY2008</u>
Bond Bill AA Conf & Visitor Ctr	100,000	-	(100,000)
AA Conflict Resolution Center	20,000	20,000	-
AA County Commission for Women	3,000	3,000	-
AA County Mental Health Agency	200,000	210,000	10,000
AA Economic Opportunity Committee	200,000	200,000	-
AA Food and Resource Bank	75,000	75,000	-
American Red Cross	10,000	10,000	-
Annapolis Area Ministries	210,000	350,000	140,000
ARC of Central Chesapeake	100,000	95,000	(5,000)
ARC of Central Chesapeake - (One Time)	5,000	-	(5,000)
Arts Council of AA Cty (Cult Arts Found)	250,000	260,000	10,000
Arundel Child Care Connections	55,000	55,000	-
Arundel House of Hope	-	15,000	15,000
CASA-Court Appointed Special Advocates	30,000	30,000	-
Chesapeake Center for the Creative Arts	40,000	40,000	-
Childrens Theater of Annapolis	35,000	20,000	(15,000)
Chrysalis House	10,000	-	(10,000)
Clay Street Children's Collaborative	-	10,000	10,000
Community Talent Associates	-	1,500	1,500
Bond Bill Deale Elementary School Ballfield	-	125,000	125,000
Center of Help	-	14,000	14,000
Kunta Kinte-Alex Haley Fd	-	5,000	5,000
Food Link	5,000	5,000	-
Bond Bill Freetown Rosenwald School	-	150,000	150,000
Bond Bill Galesville Rosenwald School	-	200,000	200,000
Habitat for Humanity	5,000	10,000	5,000
HAVEN	4,000	5,000	1,000
Historic Annapolis Foundation	5,000	-	(5,000)
HOPE (He Opens a Path to Everyone, Inc)	5,000	3,500	(1,500)
Hospice of the Chesapeake	14,000	15,000	1,000
Leadership Anne Arundel	-	4,000	4,000
Legal Aid Bureau of AA County	35,000	35,000	-
Martin Luther King Breakfast	-	5,000	5,000
Bond Bill Maryland Hall for the Creative Arts	45,000	100,000	55,000
Metro Washington EAR	1,000	1,500	500
Bond Bill Opportunity Builders, Inc	110,000	65,000	(45,000)
Partners in Care	45,000	45,000	-

**Office of the Chief Administrative Officer**  
***Management and Control***

**FY2009 Approved**

**Government Grants**

	<u>FY2008</u>	<u>FY2009</u>	<u>Inc/(Dec)</u> <u>from FY2008</u>
Pascal Family and Youth Services	25,000	25,000	-
Restoration Community Development (Gems & Jewels)	-	15,000	15,000
Rob's Barbershop Community Foundation	-	2,000	2,000
Sarah's House	-	20,000	20,000
Volunteer Center Anne Arundel	-	30,000	30,000
Wiley H. Bates Legacy Center	-	10,000	10,000
YWCA	75,000	75,000	-
Government Grants Total	<b>1,717,000</b>	<b>2,359,500</b>	<b>642,500</b>

**Items now shown elsewhere**

Arundel Community Development Services (p. 124)	170,000	200,000	30,000
Home Ownership Initiatives Program (pp. 122-124)	300,000	2,000,000	1,700,000
AA Workforce Development Corp. (p. 127)	250,000	125,000	(125,000)
Items Now Shown Elsewhere Total	<b>720,000</b>	<b>2,325,000</b>	<b>1,605,000</b>
Grand-Total	<b>2,437,000</b>	<b>4,684,500</b>	<b>2,247,500</b>



**Program Statement**

Appropriations in this Contingency Account are "conditioned" by the Council Council such that all or part of this appropriation may not be expended within this account but can only be transferred to other accounts at the request of the County Executive and upon approval by ordinance of the County Council.

In general, these funds have been utilized to cover unforeseen items such as snow removal expenses above that which is budgeted for in the Department of Public Works. In the past, contingency funds have also been reserved for items such as pay packages that were still in negotiations, as well as performance increases for non-represented employees.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	0	7,393,200	4,737,700	6,900,000	(493,200)
Total by Fund	0	7,393,200	4,737,700	6,900,000	(493,200)
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	7,393,200	4,737,700	6,900,000	(493,200)
Total by Object	0	7,393,200	4,737,700	6,900,000	(493,200)

**Commentary**

- The contingency total reflects \$4.8 million in unanticipated needs for items such as snow removal and storm related expenses, and other unanticipated needs.
- In addition, \$1.7 million is included for the cost to replace the County's Human Resource System, and \$400,000 is included for a possible state assessment for election system replacement costs.

## Program Statement

Arundel Community Development Services, Inc. (ACDS), on behalf of and with the approval of the County, plans and implements housing and community development activities which principally benefit low and moderate income residents, remove slum and blighting conditions, or meet an urgent need. Much of the funding for these initiatives comes from federal grants as described below:

- **Community Development Block Grant (CDBG) & Emergency Shelter Grant (ESG), \$3,347,000** - Anne Arundel County receives entitlement funds from the U.S. Department of Housing and Urban Development which are used for affordable housing, community development programs and emergency shelter programs.
- **Home Investment Partnerships Program (HOME), \$1,823,100** – Anne Arundel County receives entitlement funds from the U.S. Department of Housing and Urban Development which are used for the development of affordable housing for low income households through acquisition, rehabilitation, construction and the conversion of properties.
- **American Dream Downpayment Initiative (ADDI), \$8,400** – Anne Arundel County receives federal entitlement funds which are used to assist low and moderate income first-time homebuyers purchase homes through down payment and closing cost assistance.
- **Supportive Housing Program (SHP), \$1,468,300** – Anne Arundel County receives federal funds on a competitive basis from the U.S. Department of Housing and Urban Development. These federal funds support the Continuum of Care services provided in Anne Arundel County in order to move a person from homelessness to independent living. The funds are provided to local nonprofit homeless service providers.
- **Housing Opportunities for Persons with Aids (HOPWA), \$376,000** – Anne Arundel County receives entitlement funds from the U.S. Department of Housing and Urban Development which are passed through the City of Baltimore and are used to promote supportive housing opportunities for persons with HIV/AIDS.

Funding also is provided from the General Fund of County Government for the following purposes:

**Homeownership and Foreclosure Counseling Program (\$350,000)**

The Homeownership and Foreclosure Counseling Program provides intensive counseling and direct assistance to renters, enabling them to become financially prepared and empowered to undertake the responsibilities of homeownership. The program also provides foreclosure counseling to households facing default and the loss of their home.

- The program is free and open to all persons interested in purchasing a home in Anne Arundel County.
- The program includes a combination of group classes and individual one-on-one counseling sessions providing a detailed review of the mechanics of the home purchase process including: (i) budgeting, (ii) savings, (iii) resolving credit issues, (iv) identifying a house, (v) negotiating the contract, (vi) obtaining financing and (vii) preparing for settlement.
- Homeownership counseling has nationally been shown to reduce the number of foreclosures.
- Homeownership Counseling is a prerequisite for all County, State and federal programs available to help first time homebuyers purchase a home.

**Workforce Housing Program (\$100,000)**

The Workforce Housing Program would help to increase the supply of workforce housing units available to low to moderate income homebuyers and to stabilize our older neighborhoods.

- Program would develop affordable workforce housing for first time homebuyers by (i) acquiring and rehabilitating homes in older communities such as Brooklyn Park and Severn and (ii) purchasing land (or in some cases using land donated by the County) and constructing single-family homes.
- Keeps costs low. ACDS is able to write down the cost of the finished units by holding a soft second mortgage for the difference between the appraised value of the property and the first mortgage obtained by the purchaser.
- Leverages funds. County funds will leverage federal and State dollars to produce new units affordable to the County's workforce.

**Office of the Chief Administrative Officer**      **FY2009 Approved**  
***Community Development Services Corporation***

- Creates a revolving loan. Funds are returned to the program upon the sale of each house allowing the fund to revolve and produce additional units in the future.
- Utilizes partnerships. ACDS will partner with other nonprofits, such as Habitat for Humanity, to produce affordable housing units.

**Implementation Costs (\$50,000)**

Planning, designing, and implementation of the aforementioned Workforce Housing Initiatives.

**Personnel Summary**

There are no County positions funded in this budget; all of the employees are employed by Arundel Community Development Services, Inc.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	0	0	0	700,000	700,000
Community Development Fund	6,326,992	6,836,300	6,836,300	7,022,800	186,500
Total by Fund	6,326,992	6,836,300	6,836,300	7,722,800	886,500
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	6,326,992	6,836,300	6,836,300	7,722,800	886,500
Total by Object	6,326,992	6,836,300	6,836,300	7,722,800	886,500

**Commentary**

- The increase in this bureau primarily reflects the General Fund appropriations of \$700,000, including:
  - Funding of \$500,000 for the workforce housing initiatives as described on the previous two pages.
  - Operating funds of \$200,000 that are used to support the cost of planning, administering and implementing federal and State programs that are not fully funded by the grants. These costs were historically covered by the County prior to privatization. Since privatization, these costs were previously funded in the government grants sections of this department.

**Program Statement**

The Anne Arundel Workforce Development Corporation is a 501 (c) 3 corporation that is Anne Arundel County's administrative agent and operator of the federal Workforce Investment Act. These federal funds represent the primary funding source for this budget and enable the Corporation to provide employment services to the County's dislocated workers and adults otherwise seeking entry and skills development. The Corporation also provides youth employment programs with these federal funds.

Funding also is provided from the General Fund of County Government to administer the above mentioned program.

**Personnel Summary**

There are no County positions funded in this budget; all of the employees are employed by the Anne Arundel Workforce Development Corporation.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	0	0	0	125,000	125,000
AA Workforce Dev Corp Fund	1,394,284	1,600,000	1,600,000	950,000	(650,000)
Total by Fund	1,394,284	1,600,000	1,600,000	1,075,000	(525,000)
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	1,394,284	1,600,000	1,600,000	1,075,000	(525,000)
Total by Object	1,394,284	1,600,000	1,600,000	1,075,000	(525,000)

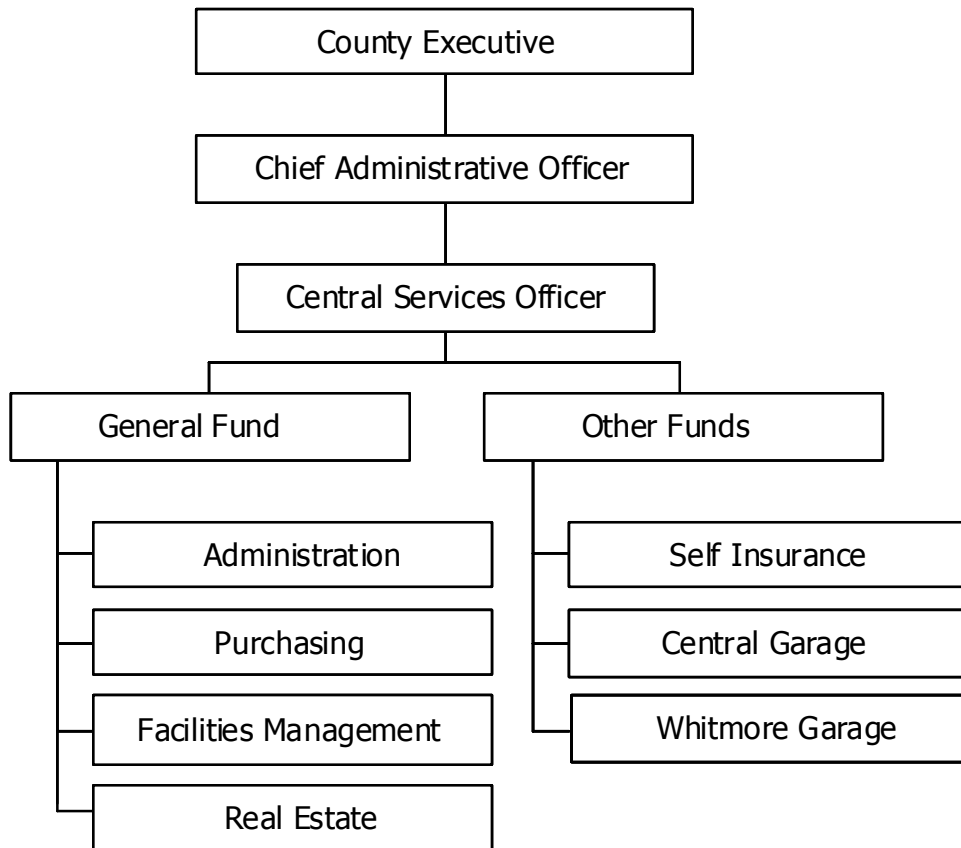
**Commentary**

- With the exception of approximately \$40,000 in miscellaneous and investment income, all of the Agency's revenues are grants from Federal, State and local sources.
- The FY2009 budget is less than prior year as a result of anticipated reductions in Federal funds.
- The General Funds shown are for costs associated with administering these grant programs. Prior to FY2009, these costs were previously funded in the government grants sections of this department.



Mission Statement

The mission of the Office of Central Services is to provide efficient and cost effective services to county operating departments. This support consists of centralized purchasing, risk management insurance and safety, facilities management, fleet management and real estate.



**Major Accomplishments**

- Implemented a market-based natural gas procurement strategy working with the Baltimore Regional Cooperative Purchasing Committee – Baltimore Metropolitan Council. This mirrors the very successful electricity procurement program.
- Completed second year of the Facility Master Plan. Approximately 100 projects completed by FMD labor resources. With respect to major projects, completed the HVAC retrofit at Heritage Complex, and continued work to install elevators at Quiet Waters Park, Health Department HQ, Health Department Annex/Recreation and Parks HQ, and Winterode CID.
- Continued installation/upgrade of surveillance systems at Whitmore & Glen Burnie Garages, Hein Building, Arundel Center, and Heritage Complex. Upgraded card access system at Police Headquarters, Northern, Western and Southern Police.
- Continued efforts to expand placement of AED's throughout the County. To date, 45 AED's are located in County facilities.
- Continued to process surplus properties for disposal, generating revenue and returning properties to the tax rolls.
- Began safety training for Administrative Managers based on the OSHA 10 Hour Course model.
- Conducted the OSHA 10-Hour Highway Construction Course for Public Works Highways.

**Key Objectives**

- Expand web-based purchasing portal to enable businesses to access addenda to solicitations from their desktop.
- Complete a database of potential surplus properties.
- Continue marketing potential surplus properties for disposal, creating direct income for the County at settlement, as well as putting the surplus properties back on the tax rolls.
- Develop web based safety training for County employees.
- Refine the procedures for monitoring drivers who operate a vehicle for the County.
- Review and revise as necessary the training being conducted for drivers who operate a vehicle for the County.

**Significant Changes**

- Evaluate the use and operation of Whitmore Parking Garage to ensure the County is offsetting its expenses appropriately; determine user cost, revenue, collection and ticket management.

## Comparative Statement of Expenditures

Agency: Office of Central Services

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	20,651,844	22,408,700	22,408,700	21,132,600	(1,276,100)
Parking Garage Spec Rev Fund	408,983	413,000	413,000	438,700	25,700
Self Insurance Fund	15,565,571	17,421,500	17,421,500	18,097,100	675,600
Garage Working Capital Fund	12,469,322	13,441,500	13,441,500	14,042,400	600,900
Garage Vehicle Replacement Fnd	7,116,002	8,533,600	8,533,600	6,275,900	(2,257,700)
Total by Fund	56,211,722	62,218,300	62,218,300	59,986,700	(2,231,600)
<b>Character</b>					
Administration	528,622	644,500	644,500	669,800	25,300
Purchasing	2,085,787	2,097,700	2,097,700	2,046,200	(51,500)
Facilities Management	18,069,955	19,778,400	19,778,400	18,455,900	(1,322,500)
Real Estate	300,209	301,100	301,100	399,400	98,300
Telecommunications	76,254	0	0	0	0
Risk Management	15,565,571	17,421,500	17,421,500	18,097,100	675,600
Vehicle Operations	12,469,322	13,441,500	13,441,500	14,042,400	600,900
Vehicle Replacement	7,116,002	8,533,600	8,533,600	6,275,900	(2,257,700)
Total by Character	56,211,722	62,218,300	62,218,300	59,986,700	(2,231,600)
<b>Object</b>					
Personal Services	12,725,940	13,283,900	13,283,900	13,584,600	300,700
Contractual Services	27,512,231	30,713,500	30,713,500	30,045,200	(668,300)
Supplies & Materials	7,864,276	8,733,400	8,733,400	9,137,200	403,800
Business & Travel	51,678	81,500	81,500	72,800	(8,700)
Capital Outlay	7,243,697	8,214,300	8,214,300	6,305,100	(1,909,200)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	813,900	1,191,700	1,191,700	841,800	(349,900)
Total by Object	56,211,722	62,218,300	62,218,300	59,986,700	(2,231,600)

## Office of Central Services

## FY2009 Approved Budget

## Personnel Summary

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0125 Central Services Officer	E	7	1	1	1	0
0212 Office Support Assistant II	OS	4	4	4	4	0
0213 Office Support Specialist	OS	6	2	3	2	-1
0223 Secretary III	OS	6	3	2	2	0
0224 Management Aide	NR	12	3	3	3	0
0241 Management Assistant I	NR	15	1	1	1	0
0242 Management Assistant II	NR	17	2	2	2	0
0245 Senior Management Assistant	NR	19	1	1	1	0
0265 Program Specialist I	NR	15	1	1	1	0
0266 Program Specialist II	NR	17	1	1	1	0
0326 Copy Center Operator	OS	5	1	1	1	0
0552 Real Estate Manager	NR	21	1	1	1	0
0701 Mail Clerk	OS	2	3	3	3	0
0702 Mail Room Supervisor	NR	11	1	1	1	0
0711 Storekeeper I	LM	4	1	1	1	0
0719 Buyer's Assistant	OS	5	2	2	2	0
0722 Buyer II	NR	13	2	2	2	0
0723 Buyer III	NR	16	3	3	3	0
0724 Buyer IV	NR	18	3	3	3	0
0725 Minority Bus/Small Bus Coord	NR	16	1	1	1	0
0731 Assistant Purchasing Agent	NR	19	2	2	2	0
0741 Purchasing Agent	NR	22	1	1	1	0
0802 Telephone Clerk	OS	3	3	3	3	0
2101 Facilities Attendant	LM	1	8	8	8	0
2111 Custodial Worker	LM	2	27	27	27	0
2112 Custodial Supervisor	NR	8	4	4	4	0
2121 Facilities Maintenance Mech I	LM	7	12	12	12	0
2122 Facilities Maintenance Mech II	LM	9	20	20	20	0
2131 Facilities Maintenance Supvr	NR	14	1	4	4	0
2132 Fac Maint Mobile Crew Leader	NR	14	3	0	0	0
2141 Fac Construction Supervisor	NR	16	1	1	1	0
2143 Fac Maint Mobile Crew Supervr	NR	16	3	0	0	0
2143 Facilities Maintenance Manager	NR	16	0	3	3	0
2150 Facilities Administrator	NR	20	1	1	1	0
2151 Asst Facilities Administrator	NR	18	2	2	2	0
2275 Construction Inspection Supvsvr	NR	17	0	1	1	0
2275 Construction Inspector Supervr	NR	17	1	0	0	0
2412 Maintenance Worker II	LM	5	4	4	4	0
3055 Horticulturist II	NR	16	1	1	1	0
<b>Department Summary</b>			<b>131</b>	<b>131</b>	<b>130</b>	<b>-1</b>

## Condition Assessment and Performance Measures

<i>Performance Measures</i>	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Estimated</b>	<b>FY09 Projected</b>
Number of FMD work orders requested	7,796	7,882	8,400	9,000
Back log of work orders	175	231	300	300
Emergency call Ins	1,000	750	750	750
Routine maintenance sq ft per employee	59,243	63,508	63,508	63,550
Custodial operations sq ft per employee	31,506	32,000	32,100	32,100
Number of P-Card Transactions	58,504	59,324	61,183	63,500
Number of purchase orders	9,510	8,087	7,300	8,000
Number of purchasing agreements	275	246	304	310
Number of Direct Payments	12,912	12,391	10,377	9,500

**Program Statement**

The mission of the Office of Central Services is to provide efficient and cost effective services to county operating departments. This support consists of centralized purchasing, risk management insurance and safety, facilities management, fleet management and real estate. The Administration program's function is to provide support and coordination of the different bureaus and varied activities within the department including the Minority Business Enterprise Program. This program is also responsible for operating the telephone information center. The director oversees a staff of 212 merit system personnel with general fund and special fund programs of over \$60 million.

The Minority Business Enterprise (MBE) Program consists of one (1) MBE Coordinator (full time). Through the MBE Program and MBE Committee, we plan, coordinate and implement a number of special projects designed to identify new business opportunities for local women and other minorities. There are several hundred Woman and Minority-Owned firms successfully conducting business with the Purchasing Office. These firms provide the County with a variety of commodities, supplies, and services at competitively bid prices.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	528,622	644,500	644,500	669,800	25,300
Total by Fund	528,622	644,500	644,500	669,800	25,300
<b>Object</b>					
Personal Services	440,572	548,200	548,200	577,400	29,200
Contractual Services	83,046	76,800	76,800	73,700	(3,100)
Supplies & Materials	3,081	13,000	13,000	12,200	(800)
Business & Travel	1,552	6,500	6,500	6,500	0
Capital Outlay	372	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	528,622	644,500	644,500	669,800	25,300
Allocation of Authorized Positions	5	7	7	7	0

**Commentary**

- The increase is attributable to incremental personal services costs.

**Program Statement**

This unit oversees all of Anne Arundel County's purchasing activities, including the procurement card and assets control programs. The Purchasing Agent and his staff approve non-personnel expenditures to assure that agencies meet the Anne Arundel County Code and Charter requirements for competitive bids and quality assurance.

- Purchasing Administration – This program accounts for the Purchasing Agent, Assistant Purchasing Agent, Management Aide and an Office Secretary III. Duties of the Purchasing Agent include those duties as contained in Article 8 of the Anne Arundel County Code and serving as Chairman of the Consultant Selection Committee. The Procurement Card Program is also managed out of this section.
- Service and Commodity Buyers – The Service and Commodity Buyers Program is responsible for procuring all equipment, supplies, materials and services required to sustain the County's operations. The Group includes two Buyers IV, two Buyers III, two Buyers II, one Buyer's Assistant and three Office Support Assistants II.
- Public Works Buyer Group – The Public Works Buying Group purchases all the Capital Construction and services for projects contained in the Capital Program as well as all purchases required by the Department of Public Works. This also includes administering all of the bid requirements for capital projects, including architectural, engineering and construction contracts. This Group includes one Buyer IV, one Buyer III, one contractual Management Aide and one Buyer's Assistant.
- Fixed Assets/Property Control – This program maintains the non-Capital fixed assets identification system and coordinates the annual physical inventory.
- Mail Room – This program is responsible for countywide delivery, pick-up and processing of incoming and outgoing mail and packages.



**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	2,085,787	2,097,700	2,097,700	2,046,200	(51,500)
Total by Fund	2,085,787	2,097,700	2,097,700	2,046,200	(51,500)
<b>Object</b>					
Personal Services	1,700,169	1,781,300	1,781,300	1,807,300	26,000
Contractual Services	249,357	192,400	192,400	120,500	(71,900)
Supplies & Materials	71,090	99,000	99,000	95,900	(3,100)
Business & Travel	15,414	21,700	21,700	19,200	(2,500)
Capital Outlay	49,756	3,300	3,300	3,300	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	2,085,787	2,097,700	2,097,700	2,046,200	(51,500)
Allocation of Authorized Positions	27	26	26	25	-1

**Commentary**

- Contractual services includes website design and support to provide bidders' access to the Purchasing portal for informal bids, RFP's, and addenda, \$68,800 for Mail Room equipment leases/maintenance, \$22,100 for Mail Room vehicles, \$14,100 in phone expenses, and \$9,000 for legal notices.
- A vacant Office Support Specialist is deleted in the approved budget.

**Program Statement**

Facilities Management Division acknowledges the necessity of proactive planning and the implementation of programs to address security, indoor air quality, building renovations, energy conservation and maintenance management. As a customer service organization, Facilities Management strives to continuously evaluate the services provided as well as the utilization of funding and personnel resources in the most economical manner and in the best interests of its internal customers.

- Facilities Management is responsible for general operation and maintenance of approximately 220 County buildings, totaling 3.1 million sq ft, 11 miles of highway landscape maintenance, and 5 County Gateways. Of this total, Facilities Management has full maintenance responsibilities for 126 buildings and on-call responsibilities in the remaining 94 buildings.
- Administration – The administrative staff consists of managers and clerical staff. Mid level managers are responsible for day-to-day operations, organizational development, supervision, project management, project technical review, special projects, contractor coordination and routine contract specification. Clerical support staff is responsible for miscellaneous clerical duties, customer service concerns, routine contract compliance, maintaining the work order system, purchasing, paying, receiving, special projects, develop and maintain the division's operation data bases.
- Mobile Crews – Maintenance and repair of primary building systems is the responsibility of three mobile maintenance crews. These crews are assigned facility responsibilities within three geographical districts. In addition, Construction crews are responsible for painting and general office renovations, overseeing projects to include office modifications, carpet replacement, concrete work, etc.
- Horticulture – The Horticulture Crew is responsible for grounds maintenance at twenty-three locations and on-call at an additional forty-three locations.
- Custodial – The Custodial Operation provides housekeeping at sixteen locations and Facility Attendants at five locations.
- Parking Garage – A private vendor under contract with Anne Arundel County operates the Whitmore Parking Garage, located in Annapolis near the Arundel Center. The County and the State each contribute to the funding of the garage based upon the number of spaces allocated to each. Other revenues are collected from fees charged to the general public.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	17,660,971	19,365,400	19,365,400	18,017,200	(1,348,200)
Parking Garage Spec Rev Fund	408,983	413,000	413,000	438,700	25,700
Total by Fund	18,069,955	19,778,400	19,778,400	18,455,900	(1,322,500)
<b>Object</b>					
Personal Services	5,018,471	5,331,500	5,331,500	5,415,500	84,000
Contractual Services	12,190,274	13,645,600	13,645,600	12,247,400	(1,398,200)
Supplies & Materials	764,772	707,300	707,300	701,300	(6,000)
Business & Travel	16,925	14,600	14,600	12,300	(2,300)
Capital Outlay	49,513	49,400	49,400	49,400	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	30,000	30,000	30,000	30,000	0
Total by Object	18,069,955	19,778,400	19,778,400	18,455,900	(1,322,500)
Allocation of Authorized Positions	91	94	94	94	0

**Commentary**

- The Facilities Management Bureau's increase includes approximately \$77,700 in private custodial contract costs increases, \$39,400 in increased preventive maintenance contract costs as a result of new and/or renegotiated contracts for HVAC and sewage grinder (muffin monster) systems, as well as an increase of \$13,800 for vehicle lease rate replacement.
- Funding for facilities repair and renovation projects is restricted to those projects deemed critical in nature (\$275,000), a reduction year-to-year of approximately \$1.0 million.
- Electricity is included at \$6,800,000.
- Custodial services are approved at \$672,700.

**Program Statement**

The Real Estate Division's primary mission is to service the needs and reasonable expectations of the County customers and employees by managing all Real Estate issues in a professional manner, with the County's best interest always in mind, and to assist all Departments with Space Planning when requested.

- Real Estate Administration – The Real Estate Manager, with the assistance of a secretary and a part-time clerical employee is responsible for the administering of all leases, deeds, contracts of sale, etc. The Real Estate Manager oversees all space planning projects, as well as all surplus real property activity.
- Lease Management – This program handles the preparation and management of all lease agreements between the County and tenant, deeds, contracts of sale, surplus real property, sales and conveyance. Currently, there are ten (10) rental houses, ten (10) tower sites, 28 water tanks, and 63 lease agreements for office buildings, community centers, senior centers, etc. currently bringing in approximately \$1.7 million annually.
- Surplus Property –A database of over 1,700 County owned properties is maintained within this program. This database contains properties actively being utilized by County Agencies as well as properties that may be deemed surplus by the County Council in the future.
- Space Planning – This includes determining the specific needs of the requestor, determining the cost and funding source, providing information and input concerning color choices, fabrics, furniture, etc.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	300,209	301,100	301,100	399,400	98,300
Total by Fund	300,209	301,100	301,100	399,400	98,300
<b>Object</b>					
Personal Services	241,215	228,700	228,700	334,000	105,300
Contractual Services	48,735	61,800	61,800	56,500	(5,300)
Supplies & Materials	9,827	9,400	9,400	8,600	(800)
Business & Travel	320	1,200	1,200	300	(900)
Capital Outlay	113	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	300,209	301,100	301,100	399,400	98,300
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	4	4	4	4	0

**Commentary**

There are no changes of note in this agency.

**Program Statement**

This bureau consists of two Telephone Clerk positions. Duties include: answering/transferring of calls to other County departments, scheduling conference rooms, handling pool cars as well as providing reception at the Central Services headquarters office.

This unit was moved into the Administration Bureau in FY2008.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	76,254	0	0	0	0
Total by Fund	76,254	0	0	0	0
<b>Object</b>					
Personal Services	76,114	0	0	0	0
Contractual Services	0	0	0	0	0
Supplies & Materials	140	0	0	0	0
Business & Travel	0	0	0	0	0
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	76,254	0	0	0	0
Allocation of Authorized Positions	2	0	0	0	0

**Program Statement**

The primary mission of Risk Management is to protect the assets of the County. This is accomplished through a program of safety advocacy, commercial insurance and Self-Insurance with centralized claims management and administration.

- The Self-Insurance Program is self-administered with in-house management of claims. Self-Insurance includes Comprehensive General Liability, Vehicle Liability, Collision and Comprehensive coverage for the County and the Board of Education, and Workers' Compensation coverage for the County, the Board of Education and the Community College.
- The commercial policies purchased include Contractor School Bus Liability for the Board of Education; Real & Personal Property coverage; Boiler & Machinery coverage; Public Official Bonds and Blanket Bonds for the County and the Board of Education; and Vehicle Liability Coverage for the Department of Aging's Seniors Transportation Program. These policies provide coverage where the County has elected to remain commercially insured. Policy premiums are apportioned to, and budgeted within, the appropriate fund. The general fund portion is appropriated in the Facilities Management Division.
- The safety advocacy program includes: 1) The development of policies and procedures to implement MOSH/OSHA regulations and to address identified problem areas. 2) The development and implementation of safety awareness training for County, Community College and Board of Education employees. 3) The inspection of County work places and equipment to identify and correct hazardous conditions and operations. 4) The participation in Safety Committees, supervisor/manager consultation, and departmental meetings to promote safety and encourage a positive safety culture.

<b><i>Performance Measures</i></b>	<b>FY05 Actual</b>	<b>FY06 Actual</b>	<b>FY08 Estimated</b>	<b>FY09 Projected</b>
Workers Comp claims	1,536	1,693	1,500	1,500
Vehicle claims	1065	1014	1,100	1,100
General liability claims	192	146	200	200



**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Self Insurance Fund	15,565,571	17,421,500	17,421,500	18,097,100	675,600
Total by Fund	15,565,571	17,421,500	17,421,500	18,097,100	675,600
<b>Object</b>					
Personal Services	1,240,560	1,025,900	1,025,900	1,080,700	54,800
Contractual Services	14,269,134	16,059,200	16,059,200	16,699,900	640,700
Supplies & Materials	34,127	32,500	32,500	29,100	(3,400)
Business & Travel	12,027	21,200	21,200	19,700	(1,500)
Capital Outlay	9,723	10,000	10,000	10,000	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	272,700	272,700	257,700	(15,000)
Total by Object	15,565,571	17,421,500	17,421,500	18,097,100	675,600

**Commentary**

- This fund’s increase is primarily due to the County’s increased experience in worker’s compensation claims costs. The contractual services amount reflects the expenses for workers compensation, general liability and vehicle liability claims.
- The majority of contractual services in this fund include:
  - Worker’s compensation payments of \$14,870,000
  - General liability payments of \$845,000
  - Automobile liability payments of \$511,000
  - Vehicle collision payments of \$327,000

**Personnel Summary**

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0212 Office Support Assistant II	OS	4	4	4	4	0
0845 Assistant Claims Adjustor	NR	12	2	2	2	0
0846 Claims Adjustor	NR	16	4	4	4	0
0851 Safety Coordinator	NR	15	2	2	2	0
0861 Asst Manager, Safety & Insur	NR	19	1	1	1	0
0871 Manager, Safety & Insurance	NR	20	1	1	1	0
<b>Department Summary</b>			14	14	14	0
<b>Fund Summary</b>			14	14	14	0

**Program Statement**

The mission of the Central Garage is to provide the highest quality, economically efficient, environmentally responsive, and safest fleet maintenance and fueling services to our intra-county user agencies that serve the citizens of Anne Arundel County. The Central Garage is responsible for the repair and maintenance of over 4400 vehicles and pieces of equipment.

- Fleet Administration – This program accounts for the Fleet Administrator, three Management Assistants, a Warehouse Supervisor, a Secretary III, and an Office Support Assistant. Duties include overseeing and assisting with all fleet maintenance management functions.
- Millersville (Truck Side) Garage – This program accounts for Supervisors, Technicians, and a portion of the activities of a Maintenance Manager, and Storekeepers. Duties include managing the services, and repairs for the Fire Department's fleet of vehicles and equipment.
- Millersville (Car Side) Garage – This program accounts for Supervisors, Technicians, and a portion of the activities of a Maintenance Manager, and Storekeepers. Duties include managing the services, and repairs of vehicles and equipment in the central region of the County.
- Glen Burnie Garage – This program accounts for Managers, Supervisors, Technicians, and Storekeepers. The duties include managing the services, and repairs for vehicles and equipment in the northern region of the County.
- Davidsonville Garage – This program accounts for Managers, Supervisors, Technicians, and Storekeepers. The duties include managing the services, and repairs for vehicles and equipment in the southern region of the County.
- Vehicle Replacement – Functions of the program include the cyclic replacement of County vehicles, their subsequent disposal by means of auction, and the inception of new vehicles to the County fleet.
- Fuel System – This program accounts for the Fuel System Technician. Duties include managing the operations for the gasoline and diesel fuel inventory, and fuel dispensing systems.

Office of Central Services  
*Vehicle Operation*

FY2009 Approved Budget

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Garage Working Capital Fund	12,469,322	13,441,500	13,441,500	14,042,400	600,900
Total by Fund	12,469,322	13,441,500	13,441,500	14,042,400	600,900
<b>Object</b>					
Personal Services	4,008,840	4,368,300	4,368,300	4,369,700	1,400
Contractual Services	665,662	672,700	672,700	842,200	169,500
Supplies & Materials	6,981,239	7,872,200	7,872,200	8,290,100	417,900
Business & Travel	5,441	16,300	16,300	14,800	(1,500)
Capital Outlay	24,241	16,600	16,600	18,000	1,400
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	783,900	495,400	495,400	507,600	12,200
Total by Object	12,469,322	13,441,500	13,441,500	14,042,400	600,900

**Commentary**

- The minimal increase in personal services reflects the vacating of positions at maximum salaries and funding at the minimum, which slightly offsets increases in routine salary and benefit costs for existing employees.
- The increase in Supplies & Materials expenditures reflects the cost avoidance from reduced fuel consumption as a result of limiting County take-home vehicles, but more than offset by increases in the cost of fuel.

**Personnel Summary**

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0212 Office Support Assistant II	OS	4	1	1	1	0
0223 Secretary III	OS	6	1	1	1	0
0241 Management Assistant I	NR	15	2	2	2	0
0242 Management Assistant II	NR	17	1	1	1	0
0711 Storekeeper I	LM	4	4	4	4	0
0712 Storekeeper II	LM	6	4	4	4	0
0715 Warehouse Supervisor	NR	11	1	1	1	0
2011 Automotive Service Worker	LM	5	3	3	3	0
2021 Automotive Mechanic I	LM	7	9	9	9	0
2022 Automotive Mechanic II	LM	9	15	15	15	0
2023 Automotive Mechanic III	LM	11	14	14	14	0
2025 Automotive Machinist	LM	11	2	2	2	0
2026 Fuel Systems Technician	NR	15	1	1	1	0
2032 Welder	LM	10	1	1	1	0
2041 Automotive Maintenance Supervr	NR	15	5	5	5	0
2061 Automotive Maintenance Manager	NR	16	3	3	3	0
2071 Automotive Fleet Administrator	NR	20	1	1	1	0
<b>Department Summary</b>			68	68	68	0
<b>Fund Summary</b>			68	68	68	0

**Program Statement**

The Replacement Fund's mission is the cyclic replacement of County vehicles and disposal of replaced vehicles by auction. New vehicles are purchased through the bid process and old vehicles are disposed at auction. Auction proceeds are then used to help offset new vehicle costs.

**Budget Summary**

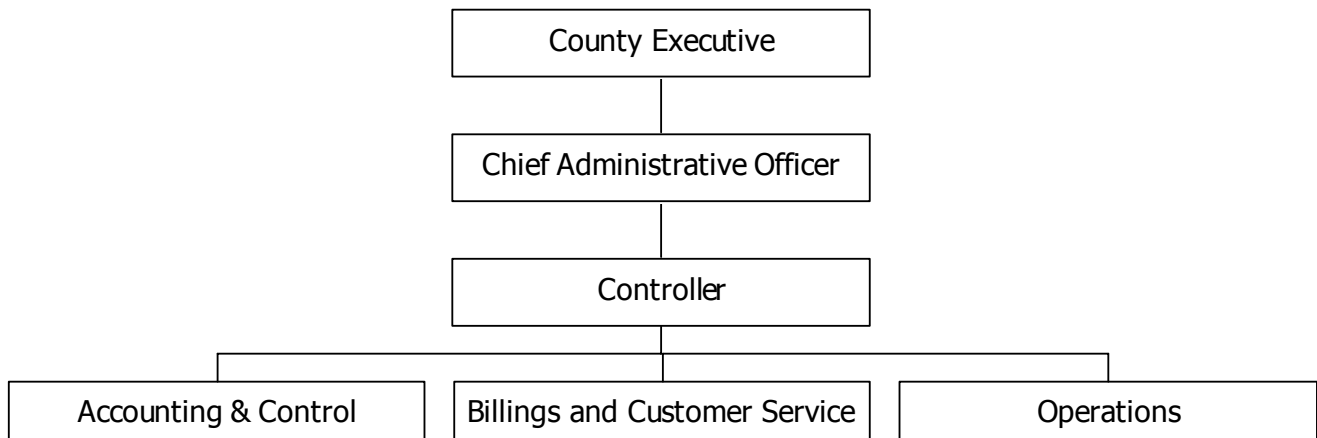
General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Garage Vehicle Replacement Fnd	7,116,002	8,533,600	8,533,600	6,275,900	(2,257,700)
Total by Fund	7,116,002	8,533,600	8,533,600	6,275,900	(2,257,700)
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	6,023	5,000	5,000	5,000	0
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	7,109,979	8,135,000	8,135,000	6,224,400	(1,910,600)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	393,600	393,600	46,500	(347,100)
Total by Object	7,116,002	8,533,600	8,533,600	6,275,900	(2,257,700)

**Commentary**

- The vehicle replacement function of the Central Garage reflects the funds required to purchase vehicles identified by the replacement schedule. This budget reflects the cost of routine, scheduled replacement of vehicles within the "lease rate" program as well as heavy equipment replacements by the Department of Public Works and the Fire Department.
  
- The approximate breakdown of expenses for FY2009 are as follows:
  - Police Lease Rate vehicles \$1.1 million
  - Fire Lease Rate vehicles \$1.1 million
  - Fire Direct Charge equipment \$1.75 million
  - Public Works Lease Rate vehicles \$548,000
  - Public Works Direct Charge equipment \$900,000
  - Aging Lease Rate vehicles \$193,000
  - Other Dept Lease Rate vehicles \$633,300

**Mission Statement**

The Anne Arundel County Office of Finance bills and collects most of Anne Arundel County’s revenues, oversees the expenditure of funds in accordance with approved operating and capital budgets, invests funds, and accounts for all revenues and expenditures. The Office also oversees and coordinates the issuance of debt and provides a range of financial services to County departments. The Office of Finance, headed by the County’s Controller, produces Anne Arundel County’s Comprehensive Annual Financial Report and the disclosure statements used by the investors who purchase the County’s debt issuances.



**Major Accomplishments**

- Received the Certificate of Achievement for Excellence in Financial Reporting-Anne Arundel County's Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2006.
- Received the Certificate of Excellence in Financial Reporting-Anne Arundel County's Retirement and Pension System's Comprehensive Annual Financial Report for the Year Ended December 31, 2006.
- Conducted Risk Assessments of all County departments to identify opportunities for improvement.
- Began collecting County Recordation Taxes effective January 1, 2008.
- Modified tax sale procedure from auction of individual properties to sealed auction of bulk properties.
- Upgraded MUNIS software system used for the tax, utility billing and cashiering services to Version 6.

**Key Objectives**

- Secure Certificate of Achievement for Excellence in Financial Reporting-Anne Arundel County's Retirement and Pension System's Comprehensive Annual Financial Report for the Year Ended December 31, 2007.
- Secure Certificate of Achievement for Excellence in Financial Reporting-Anne Arundel County's Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2007.
- Report Other Post Employment Benefit (OPEB) liabilities in the County's financial statements as of June 30, 2008.
- Upgrade MUNIS software to version 7.0
- Draft of Policy and Procedures Manual for Accounting & Control and Accounts Payable divisions.
- Begin program to move vendors from check payment to automated on-line payments through the automated clearing house or "ACH".

**Significant Changes**

- The County is now saving an estimated \$1 million annually by collecting Recordation Taxes in the County Office of Finance. Savings result from eliminating the County's collection fee to the State.
- The Office of Finance is adding a Grants Coordinator to the staff to assist departments' grants administrators in the grants management process.



## Personnel Summary

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0116 Controller	E	7	1	1	1	0
0200 Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0212 Office Support Assistant II	OS	4	4	4	4	0
0224 Management Aide	NR	12	2	2	2	0
0244 Info System Support Specialist	NR	14	1	1	1	0
0253 Assistant Controller	NR	23	2	2	2	0
0264 Program Manager	NR	19	0	1	1	0
0430 Cashier II	NR	8	3	3	3	0
0431 Cashier I	OS	3	4	4	4	0
0432 Customer Service Representativ	OS	7	13	13	13	0
0450 Investment Analyst	NR	19	1	1	1	0
0462 Financial Clerk I	OS	7	18	18	17	-1
0463 Financial Clerk II	NR	11	6	6	6	0
0471 Accountant I	NR	15	6	6	6	0
0472 Accountant II	NR	17	3	3	2	-1
0473 Accountant III	NR	19	7	7	7	0
0482 Financial Reporting Manager	NR	21	2	2	1	-1
0484 Financial Operations Supervisr	NR	16	6	6	6	0
0501 Paralegal	NR	12	1	1	1	0
<b>Department Summary</b>			81	82	79	-3

## Condition Assessment and Performance Measures

	Actual FY2006	Actual FY2007	Estimate FY2008	Projected FY2009
Inquiries: Telephone	108,970	106,806	106,000	105,000
Deeds Processed:	27,921	24,354	22,000	22,000

## Comparative Statement of Expenditures

Agency: Office of Finance

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	5,955,500	6,669,200	6,687,200	7,145,000	475,800
Total by Fund	5,955,500	6,669,200	6,687,200	7,145,000	475,800
<b>Character</b>					
Accounting & Control	1,771,652	1,897,900	1,915,900	2,230,200	332,300
Billings & Customer Svc Operations	3,662,906	4,190,900	4,190,900	4,361,300	170,400
	520,942	580,400	580,400	553,500	(26,900)
Total by Character	5,955,500	6,669,200	6,687,200	7,145,000	475,800
<b>Object</b>					
Personal Services	4,967,391	5,394,300	5,412,300	5,621,300	227,000
Contractual Services	474,172	667,700	667,700	935,200	267,500
Supplies & Materials	461,258	493,700	493,700	522,700	29,000
Business & Travel	31,772	50,200	50,200	52,500	2,300
Capital Outlay	20,907	63,300	63,300	13,300	(50,000)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	5,955,500	6,669,200	6,687,200	7,145,000	475,800

**Program Statement**

The Accounting and Control Unit comprises the general County government's financial accounting staff and services. This includes:

- Administering the daily operations of the Office of Finance.
- Administering the financial affairs of the County including investments, cash and debt management as well as collecting taxes other than property taxes, fees, fines, and other revenues.
- Preparing the Comprehensive Annual Financial Report, the Single Audit Schedule of Federal Financial Assistance, the County Indirect Cost Report, the Uniform Financial Report for filing with the state, and various other reports for internal and external use. Grant accounting and reporting includes filing and aiding others in filing grant reimbursement reports.
- Handling the offering statements for County General Obligation Debt, and coordinates the sale of these bonds and the "commercial paper" program of short term debt, as well as originating all debt service payments.
- The Unit also handles the financial aspects of the County's special assessment and tax increment districts.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	1,771,652	1,897,900	1,915,900	2,230,200	332,300
Total by Fund	1,771,652	1,897,900	1,915,900	2,230,200	332,300
<b>Object</b>					
Personal Services	1,519,189	1,616,300	1,634,300	1,620,800	4,500
Contractual Services	192,948	208,100	208,100	523,100	315,000
Supplies & Materials	36,061	44,500	44,500	51,500	7,000
Business & Travel	21,069	27,000	27,000	28,800	1,800
Capital Outlay	2,386	2,000	2,000	6,000	4,000
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	1,771,652	1,897,900	1,915,900	2,230,200	332,300
Allocation of Authorized Positions	19	19	20	18	-2

**Commentary**

- The budget for FY2009 increases in part due to the annualization of a new grant coordinator position funded for part of FY2008 as well as increased costs of the pay package and associated benefits. This increase is offset by the elimination of an Accountant II position and the transfer of one position to the Office of Information Technology to support the financial system software.
- Contractual Services includes a variety of items such as telephones, but principally the costs of financial and auditing services. The increase reflects \$300,000 to pay a financial firm to handle collections of the ambulance fee.
- Supply costs increase on the basis of postage and general office supplies.
- The increase in Business & Travel is entirely attributable to training-related expenses.

**Program Statement**

The Billings and Customer Service Unit comprises the principal revenue collection functions of the County's government. The Unit's main office is in Annapolis; satellite operations are located at the Heritage Office and in Glen Burnie. The Office began collecting the County's recordation taxes in FY2008. This action will eliminate the need to pay a State mandated 3% service charge and by doing so will increase net revenues of recordation taxes by about \$1 million annually.

- Cashier Operations – collects the vast majority of all County funds. This program controls deposits of County collections, manages lockbox operations and the County mass payment program. Offices are currently maintained in Annapolis, the Heritage Office Complex and Glen Burnie.
- Utility Billing – bills for water and wastewater services for 120,000 customers, as well as front foot, capital facility assessments and installment agreements. The Unit also administers utility credit programs, commercial surcharges, as well as disconnecting and reconnecting delinquent accounts.
- Tax Billing – bills for real and personal property taxes for 200,000 accounts for the State, the City of Annapolis and Highland Park, and numerous special community benefit districts. This program also bills County Waste Collection Fees and Local Sales and Use Taxes while administering various property tax credit programs including County and State Homeowner and Homestead Credits.

The Unit also manages tax sales and handles bankruptcy cases, as well as debt collection and sales tax audits.

The FY2008 budget provides funds for starting a recordation tax collection program.

- Customer Service – communicates with public by telephone, letter, in-person and electronically with regard to all County billing and collection issues. A major function is educating the public regarding eligible credit programs, available services, and remediate utility, tax and waste collection problems. Other important functions handled by customer service is processing deeds, preparing lien certificates and providing support to title and mortgage companies.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	3,662,906	4,190,900	4,190,900	4,361,300	170,400
Total by Fund	3,662,906	4,190,900	4,190,900	4,361,300	170,400
<b>Object</b>					
Personal Services	2,930,249	3,211,400	3,211,400	3,460,800	249,400
Contractual Services	278,282	455,100	455,100	407,600	(47,500)
Supplies & Materials	425,151	444,200	444,200	466,200	22,000
Business & Travel	10,703	18,900	18,900	19,400	500
Capital Outlay	18,521	61,300	61,300	7,300	(54,000)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	3,662,906	4,190,900	4,190,900	4,361,300	170,400
Allocation of Authorized Positions	49	52	52	52	0

**Commentary**

- The budget for the Billing and Customer Services Bureau increases primarily due to the cost of the pay package and associated benefits.
- The reduction of Contractual Services is due to the one time costs in FY2008 for renovations, equipment, and related items associated with the startup of the recordation collection office.
- Contractual Services provides funds for a variety of purposes such as lock box services, software contracts and advertising for the property tax sale.
- The decrease in Capital Outlay reflects the outfitting of the new recordation collection office in FY2008.

**Program Statement**

- The Operations Unit provides accounts payable functions for the general County government. This Unit processes all County payments to vendors and prepares federal and state mandated reports.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	520,942	580,400	580,400	553,500	(26,900)
Total by Fund	520,942	580,400	580,400	553,500	(26,900)
<b>Object</b>					
Personal Services	517,954	566,600	566,600	539,700	(26,900)
Contractual Services	2,942	4,500	4,500	4,500	0
Supplies & Materials	46	5,000	5,000	5,000	0
Business & Travel	0	4,300	4,300	4,300	0
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	520,942	580,400	580,400	553,500	(26,900)
Allocation of Authorized Positions	10	10	10	9	-1

**Commentary**

- The decrease for FY2009 is entirely attributable to the elimination of a Financial Clerk I position.



**Office of Finance (Non-Departmental) FY2009 Approved Budget  
General Fund**

**Mission Statement**

The expenditures included in this agency are of a Non-Departmental nature. That is, they represent costs of government that cannot be readily tied to any one particular department. Debt Service payments and Pay-as-you-Go contributions to the Capital Budget are two of the largest such expenditures included here.

**Comparative Statement of Expenditures**

**Agency: Office of Finance (Non-Departmental)  
Fund: General Fund**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Character</b>					
Pay-As-You-Go	64,056,450	72,903,400	72,903,400	32,913,000	(39,990,400)
General County Debt Service	41,611,280	40,873,000	40,873,000	43,382,000	2,509,000
General County Mandated Grants	1,101,424	1,161,000	1,161,000	1,138,000	(23,000)
Contrib to Whitmore Garage	130,000	95,000	120,000	107,500	12,500
Contrib to Conf & Vis Bureau	971,097	980,000	980,000	0	(980,000)
Contrib to Ec Development	971,097	980,000	980,000	0	(980,000)
Contrib to IPA Debt Service	300,000	0	0	0	0
Contrib to Self Insurance	7,021,000	7,027,000	7,027,000	9,170,000	2,143,000
Contrib to Retiree Health Ins	11,329,132	18,900,000	18,900,000	27,700,000	8,800,000
Contrib to Rev Reserve Fund	3,900,000	500,000	500,000	0	(500,000)
Contrib to ACDS Fund	278,187	279,000	279,000	270,000	(9,000)
Contrib to Cent Str Print Shp	0	0	0	200,000	200,000
<b>Total by Character</b>	<b>131,669,669</b>	<b>143,698,400</b>	<b>143,723,400</b>	<b>114,880,500</b>	<b>(28,817,900)</b>
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	339,172	200,000	300,000	200,000	0
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	40,016,985	39,353,000	39,253,000	41,797,000	2,444,000
Grants, Contrib. & Other	91,313,512	104,145,400	104,170,400	72,883,500	(31,261,900)
<b>Total by Object</b>	<b>131,669,669</b>	<b>143,698,400</b>	<b>143,723,400</b>	<b>114,880,500</b>	<b>(28,817,900)</b>

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund Pay-as-you-Go**

**Program Statement**

Pay-as-you-Go funding for capital projects is utilized in lieu of bond sale proceeds to pay for various capital improvement projects. The result is substantial savings over issuing additional bonded indebtedness. Some projects mandate Pay-as-you-Go funding because they are not eligible for bond funding.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	64,056,450	72,903,400	72,903,400	32,913,000	(39,990,400)
<b>Total by Object</b>	<b>64,056,450</b>	<b>72,903,400</b>	<b>72,903,400</b>	<b>32,913,000</b>	<b>(39,990,400)</b>

**Commentary**

- The large amount of PayGo funding in recent years has been supported by undesignated fund balance. Consistent with County financial policy, undesignated fund balance is utilized as a source of PayGo funding for the capital budget.
- Detailed descriptions of the projects under these categories can be found in the Capital Budget and Program, and highlights are presented in the Budget Message.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund** **Debt Service**

**Program Statement**

Debt Service provides for principal and interest payments on county bonds and short-term commercial borrowing. It also includes funds for other costs related to county debt issuances. This program also includes an annual payment to the State of Maryland for the county's state pension liability for employees and retirees who were either members of the State Retirement System before 1969 or who remained in the state system after 1969.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	339,172	200,000	300,000	200,000	0
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	40,016,985	39,353,000	39,253,000	41,797,000	2,444,000
Grants, Contrib. & Other	1,255,123	1,320,000	1,320,000	1,385,000	65,000
<b>Total by Object</b>	<b>41,611,280</b>	<b>40,873,000</b>	<b>40,873,000</b>	<b>43,382,000</b>	<b>2,509,000</b>

**Commentary**

- No notable changes

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund Mandated Grants**

**Program Statement**

Mandated Grants provides for the following payments to the City of Annapolis:

- The City's share of sales tax revenues
- A state mandated payment representing financial institutions' revenues
- The City's share of the State 911 Trust Fund payments and Fire Protection Aid

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	1,101,424	1,161,000	1,161,000	1,138,000	(23,000)
<b>Total by Object</b>	<b>1,101,424</b>	<b>1,161,000</b>	<b>1,161,000</b>	<b>1,138,000</b>	<b>(23,000)</b>

**Commentary**

- No notable changes

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund Contrib. to Whitmore Garage Fund**

**Program Statement**

A private vendor under contract with Anne Arundel County operates the Whitmore Parking Garage, located in Annapolis near the Arundel Center. In addition to other revenues collected from fees charged to the general public, the County and the State each contribute to the funding of the garage based upon the number of spaces allocated to each. This is where the County's contribution is appropriated.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	130,000	95,000	120,000	107,500	12,500
<b>Total by Object</b>	<b>130,000</b>	<b>95,000</b>	<b>120,000</b>	<b>107,500</b>	<b>12,500</b>

**Commentary**

- No notable change is estimated in the contribution to this fund

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund** *Contrib. to Conf. & Visitors Ctr. Fund*

**Program Statement**

The county provides a dedicated revenue grant to the Conference and Visitor’s Bureau. This grant, by code, is equivalent to 7% of the revenue collected by the County from the Hotel Tax. Recent increases in revenues have been due solely to the increase in gross receipts of The Hotel Tax.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	971,097	980,000	980,000	0	(980,000)
<b>Total by Object</b>	<b>971,097</b>	<b>980,000</b>	<b>980,000</b>	<b>0</b>	<b>(980,000)</b>

**Commentary**

The County has historically provided this “dedicated revenue” grant to the Conference and Visitor’s Bureau. This grant, by code, is equivalent to 7% of the revenue received by the County from the Hotel Tax. It has been determined by the Law Office that this dedication of the Hotel Tax revenue is prohibited under the provisions of the County Charter. Therefore, this Special Revenue Fund will no longer be used. The County intends to continue to provide a grant to the Conference and Visitor’s Bureau in an amount in excess of one half of one percent of the Hotel Tax rate (i.e., 7% of the yield associated with a 7% Hotel Tax rate). In FY2009, this grant is budgeted directly out of the General Fund in the Office of the County Executive.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund Contrib. to Economic Development Fund**

**Program Statement**

The county provides a dedicated revenue grant to the Economic Development Fund. This grant, by code, is equivalent to 7% of the revenue collected by the County from the Hotel Tax. Recent increases in revenues have been due solely to the increase in gross receipts of The Hotel Tax.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	971,097	980,000	980,000	0	(980,000)
<b>Total by Object</b>	<b>971,097</b>	<b>980,000</b>	<b>980,000</b>	<b>0</b>	<b>(980,000)</b>

**Commentary**

The County has historically provided this "dedicated revenue" grant to the Economic Development Corporation. This grant, by code, is equivalent to 7% of the revenue received by the County from the Hotel Tax. It has been determined by the Law Office that this dedication of the Hotel Tax revenue is prohibited under the provisions of the County Charter. Therefore, this Special Revenue Fund will no longer be used. The County intends to continue to provide a grant to the Economic Development Corporation in an amount in excess of one half of one percent of the Hotel Tax rate (i.e., 7% of the yield associated with a 7% Hotel Tax rate). In FY2009, this grant is budgeted directly out of the General Fund in the Office of the County Executive.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund Contrib. to IPA Debt Service Fund**

**Program Statement**

The County has instituted an Installment Purchase Agreement (IPA) Program to facilitate County purchase of real property easements to maintain farmland and other open space. Under this program the County signs long-term debt agreements with property holders with a minimal down payment, typically 10%. Interest and nominal principal payments are made over the life of the agreement and a balloon payment is due at the end of the term to pay off the remaining principal. In order to pay the balloon payment, the County purchases and reserves a zero coupon U.S. Treasury Strip. This investment matures when the agreement expires and effectively earns the same interest rate that the County pays on the debt.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	300,000	0	0	0	0
<b>Total by Object</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Commentary**

- The appropriation shown here is the General Fund contribution required to cover these debt service requirements, purchase the investments mentioned above, and to pay for consultant costs associated with settlement of these IPAs.
- No appropriation was required in FY2008 due to the receipt of federal grant funds which must be used to pay the debt service on specific IPA purchases as well as the transfer into this Fund of surplus State Agricultural Transfer Tax receipts from the Agricultural Preservation capital project into which these transfer taxes are deposited and must be used for agricultural preservation purposes within a two year period of time.
- No appropriation is required in FY2009 due to lower than anticipated demand for the program.



**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund** *Contrib. to Self Insurance Fund*

**Program Statement**

The Self-Insurance Program is self-administered with in-house management of claims. Self-Insurance includes Comprehensive General Liability, Vehicle Liability, Collision and Comprehensive coverage for the County and the Board of Education, and Workers' Compensation coverage for the County, the Board of Education and the Community College.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	7,021,000	7,027,000	7,027,000	9,170,000	2,143,000
<b>Total by Object</b>	<b>7,021,000</b>	<b>7,027,000</b>	<b>7,027,000</b>	<b>9,170,000</b>	<b>2,143,000</b>

**Commentary**

- The appropriation shown here is the General County General Fund contribution required to adequately fund the Self-Insurance Fund. Contributions from the Enterprise Funds, and Board of Education, Community College, and Library Funds are made separately under those sections of the budget.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund** *Contrib. to Retiree Health Insur. Fund*

**Program Statement**

Retirees of County government continue to receive medical coverage. The County pays 80% of these costs. These retirees have the option of retaining dental and vision coverage, but must pay the full cost of these benefits.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	11,329,132	18,900,000	18,900,000	27,700,000	8,800,000
<b>Total by Object</b>	<b>11,329,132</b>	<b>18,900,000</b>	<b>18,900,000</b>	<b>27,700,000</b>	<b>8,800,000</b>

**Commentary**

- The appropriation shown here represents the General Fund contribution to the County's Health Insurance Fund necessary to pay retiree healthcare costs in the upcoming year. This is known as the "pay-as-you-go" costs associated with retiree healthcare. In FY2009, this cost is estimated to be \$15.7 million.
- In FY2008, an initial \$5 million was appropriated for transfer to the County's Health Insurance Fund as a first step in funding the accrued liability associated with other post-retirement benefits (OPEB).
- In FY2009, an additional increment of \$10 million is being added to the \$5 million contribution level initiated in FY2008. Therefore, \$15 million of the \$30.7 million contribution to this Fund represents the second step in a multi-year plan to increase the funding level such that the Annual Required Contribution (ARC) is fully satisfied in approximately five years.
- In the process of adopting the FY2009 budget, the County Council reduced the General Fund contribution to the Health Insurance Fund by \$3 million in recognition of available fund balance.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund** *Contrib. to Revenue Reserve Fund*

**Program Statement**

The Revenue Reserve Fund is a continuing, non-lapsing account in which funds are retained to support appropriations if estimated general fund revenues decline below current expense budget appropriations during a fiscal year.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	3,900,000	500,000	500,000	0	(500,000)
<b>Total by Object</b>	<b>3,900,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>(500,000)</b>

**Commentary**

- The Revenue Reserve Fund must not exceed 10% of the estimated average aggregate annual revenue derived from the income tax, real property transfer tax, recordation tax, and investment income of the General Fund in the three fiscal years preceding the fiscal year for which the appropriation is made.
- This legal limitation prevents the County from making a contribution to the Revenue Reserve Fund in FY2009.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
**General Fund** *Contrib. to Community Dev. Fund*

**Program Statement**

The Community Development Fund was created effective July 1, 2005 and replaced the Community Development class of capital projects in the Capital Budget and Program in order to comply with Generally Accepted Accounting Principles. Grant funds awarded to the County are accounted for in this special fund. These funds are then passed on to Arundel Community Development Services, Inc. (ACDS) who, on behalf of and with the approval of the County, plans and implements housing and community development activities which principally benefit low and moderate income residents, remove slum and blighting conditions, or meet an urgent need.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	278,187	279,000	279,000	270,000	(9,000)
<b>Total by Object</b>	<b>278,187</b>	<b>279,000</b>	<b>279,000</b>	<b>270,000</b>	<b>(9,000)</b>

**Commentary**

- The appropriation shown here represents the General Fund contribution to this special revenue fund. These General Fund contributions are limited to the local match requirements associated with the state or federal grants accounted for in this fund.
- The County also makes funding contributions to ACDS, Inc. directly. These contributions are shown under the Chief Administrative Officer's budget.

**Program Statement**

As part of an overall Countywide effort to better manage and control the grants management process, grant revenues will be accounted for in a new Grants Special Revenue Fund rather than intermingling these restricted funds with the discretionary funds included in the General Fund.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	200,000	200,000
<b>Total by Object</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>

**Commentary**

- The appropriation shown here represents an initial General Fund contribution to this special revenue fund for the purpose of providing a contingency reserve to be used in the event the County receives an unanticipated grant during the year which requires a County match.
  - Since this Special Revenue Fund is a non-lapsing Fund, and since the need for County matching funds for grants received during the year is rare, it is unlikely this will require an annual General Fund appropriation.
  - On the last page of this section, these funds will be appropriated for use in the Special Revenue Fund itself. That appropriation authority will need to be renewed on an annual basis.

**Office of Finance (Non-Departmental) FY2009 Approved Budget  
Nursery Road Tax Increment Financing Fund**

**Program Statement**

The Nursery Road Tax Increment Fund was established in 1984 to provide funding for some public improvements for an area to the north of the BWI Airport. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 1984.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	0	10,000	10,000	10,000	0
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	248,502	175,500	175,500	175,000	(500)
Grants, Contrib. & Other	3,863,498	3,960,500	3,987,500	4,754,000	793,500
<b>Total by Object</b>	<b>4,112,000</b>	<b>4,146,000</b>	<b>4,173,000</b>	<b>4,939,000</b>	<b>793,000</b>

**Commentary**

- New debt was issued in FY2004 in the amount of \$2.6 million to pay for some additional public improvements. The incremental property taxes are utilized to pay the debt service on the bonds. Funds in excess of this debt service are budgeted to be transferred to the General Fund and are reflected in the revenue estimates under the Inter-fund Reimbursements category.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
***West County Tax Increment Financing Fund***

**Program Statement**

The West County Tax Increment Fund was established in 1997 to provide funding for the public improvements for the National Business Park development in the Jessup area of the County. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 1996.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	12,040	41,200	41,200	41,200	0
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	757,425	757,400	757,400	757,400	0
Grants, Contrib. & Other	1,717,768	1,852,400	1,852,400	2,906,400	1,054,000
<b>Total by Object</b>	<b>2,487,234</b>	<b>2,651,000</b>	<b>2,651,000</b>	<b>3,705,000</b>	<b>1,054,000</b>

**Commentary**

- The incremental real property taxes are utilized to pay the debt service on \$14 million of bonds sold to finance the public improvements in the district. Funds in excess of this debt service are budgeted to be transferred to the General Fund and are reflected in the revenue estimates under the Inter-fund Reimbursements category.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
***Farmington Village Special Tax District Fund***

**Program Statement**

The Farmington Village Special Tax Fund was established in 1998 to provide funding for some public improvements to the Farmington Village residential development in Pasadena. Funds come from an assessment of an additional tax rate on properties within the district based upon the size of the residential unit.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	15,123	94,600	94,600	93,800	(800)
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	467,875	476,800	476,800	485,800	9,000
Grants, Contrib. & Other	0	0	0	0	0
<b>Total by Object</b>	<b>482,998</b>	<b>571,400</b>	<b>571,400</b>	<b>579,600</b>	<b>8,200</b>

**Commentary**

- The additional tax assessment funds are utilized to pay the debt service on \$7 million of bonds sold to finance some of the public improvements in the district.



**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
***Park Place Tax Increment Financing Fund***

**Program Statement**

The Park Place Tax Increment Fund was established in 2001 to provide funding for the public improvements for the Park Place development in the City of Annapolis. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 2000.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	0	0	0	0	0
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	56,000	56,000	1,062,000	1,006,000
<b>Total by Object</b>	<b>0</b>	<b>56,000</b>	<b>56,000</b>	<b>1,062,000</b>	<b>1,006,000</b>

**Commentary**

- The incremental real property taxes are utilized to pay the debt service on \$25 million of bonds sold by the City of Annapolis to finance the public improvements in the district.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
***Arundel Mills Tax Increment Financing Fund***

**Program Statement**

The Arundel Mills Tax Increment Fund was established in 1998 to provide funding for the public improvements for the Arundel Mills development in the Severn area of the County. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 1997.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	13,607	66,000	66,000	66,000	0
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	1,501,956	1,502,000	1,502,000	1,502,000	0
Grants, Contrib. & Other	2,301,437	2,370,000	2,467,000	2,555,000	185,000
<b>Total by Object</b>	<b>3,817,000</b>	<b>3,938,000</b>	<b>4,035,000</b>	<b>4,123,000</b>	<b>185,000</b>

**Commentary**

- The incremental real property taxes are utilized to pay the debt service on \$28 million of bonds sold to finance the public improvements in the district. Funds in excess of this debt service are budgeted to be transferred to the General Fund and are reflected in the revenue estimates under the Inter-fund Reimbursements category.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
***Parole Tax Increment Financing Fund***

**Program Statement**

The Parole Tax Increment Fund was established in 1999 to provide funding for some public improvements in the area to the west of the City of Annapolis. Funds come from the incremental real property taxes generated from the value of the property above the base assessment of the district determined as of January 1, 1999.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	6,764	5,000	5,000	5,000	0
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	1,056,875	1,053,000	1,053,000	1,052,000	(1,000)
Grants, Contrib. & Other	3,972,361	5,270,000	5,465,000	7,372,000	2,102,000
<b>Total by Object</b>	<b>5,036,000</b>	<b>6,328,000</b>	<b>6,523,000</b>	<b>8,429,000</b>	<b>2,101,000</b>

**Commentary**

- The incremental real property taxes are utilized to pay the debt service on \$8.3 million of bonds sold to finance the public improvements in the district. Funds in excess of the debt service charges are budgeted to be transferred to the General Fund and are reflected in the revenue estimates under the Inter-fund Reimbursements category.

**Office of Finance (Non-Departmental) FY2009 Approved Budget**  
***Dorchester Special Tax District Fund***

**Program Statement**

The Dorchester Special Tax Fund was established in 1996 to provide funding for some public improvements to the Dorchester Mixed Use development in the Severn area of the County. Funds come from an assessment of an additional tax rate on properties within the district.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	14,718	169,400	169,400	157,900	(11,500)
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	1,072,406	1,110,500	1,110,500	1,131,200	20,700
Grants, Contrib. & Other	91,417	0	0	0	0
<b>Total by Object</b>	<b>1,178,540</b>	<b>1,279,900</b>	<b>1,279,900</b>	<b>1,289,100</b>	<b>9,200</b>

**Commentary**

- Bonds were sold in FY2005 and the additional tax assessment funds are utilized to pay the debt service on the \$16 million of bonds sold to finance some of the public improvements in the district.

**Office of Finance (Non-Departmental) FY2009 Approved Budget  
IPA Debt Service Fund**

**Program Statement**

The County has instituted an Installment Purchase Agreement (IPA) Program to facilitate County purchase of real property easements to maintain farmland and other open space. Under this program the County signs long-term debt agreements with property holders with a minimal down payment, typically 10%. Interest and nominal principal payments are made over the life of the agreement and a balloon payment is due at the end of the term to pay off the remaining principal. In order to pay the balloon payment, the County purchases and reserves a zero coupon U.S. Treasury Strip. This investment matures when the agreement expires and effectively earns the same interest rate that the County pays on the debt.

**Budget Summary**

<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	3,640	50,000	50,000	25,000	(25,000)
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	557,443	700,000	700,000	650,000	(50,000)
Grants, Contrib. & Other	0	2,130,000	2,130,000	310,000	(1,820,000)
<b>Total by Object</b>	<b>561,083</b>	<b>2,880,000</b>	<b>2,880,000</b>	<b>985,000</b>	<b>(1,895,000)</b>

**Commentary**

- The appropriation shown here is used to actually pay debt service on existing IPAs, purchase the investments mentioned above, and to pay for consultant costs associated with settlement of these IPAs.
- The drop-off in requested funding in the "Grants, Contrib, & Other" reflects the drop-off in demand for this program. Thus, the required funding for the purchase of investments for newly settled IPAs also drops-off.
- Funding to support this Fund comes from the accumulation of General Fund contributions as shown on page 167 of this document.
- As noted on page 167, the receipt of federal grant funds as well as the transfer into this Fund of surplus State Agricultural Transfer Tax receipts has resulted in a surplus in this Fund and enabled the return of \$1 million of previous contributions to the General Fund in FY2008.

**Office of Finance (Non-Departmental) FY2009 Approved Budget  
Grants Special Revenue Fund**

**Program Statement**

As part of an overall Countywide effort to better manage and control the grants management process, grant revenues will be accounted for in a new Grants Special Revenue Fund rather than intermingling these restricted funds with the discretionary funds included in the General Fund.

**Budget Summary**

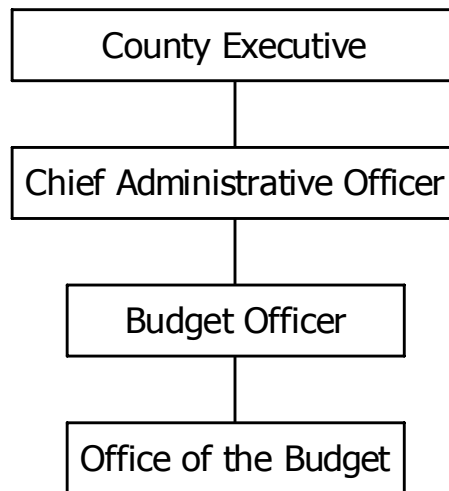
<b>Object of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	200,000	200,000
<b>Total by Object</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>

**Commentary**

- The appropriation shown here represents a contingency reserve to be used in the event the County receives an unanticipated grant during the year which requires a County match. In such an event, a portion of this appropriation would be transferred, within the Grants Fund, to the agency which will administer the unanticipated grant.

**Mission Statement**

The mission of the Office of the Budget is to provide a comprehensive range of fiscal, revenue and budgetary management, coordination, planning and analysis functions for County government and to provide fiscal, policy, and management advisory services to the County Executive in order to assure that necessary public services are delivered effectively at least possible cost.



**Major Accomplishments**

- Received distinguished budget presentation award from the Government Finance Officers Association (GFOA).
- Pension fund assets totaled \$1,483,255,000 in December 2007. The rate of return on the invested assets was 11.2% for the calendar year 2007.
- Coordinated the development and adoption of a balanced operating and capital budget for FY2008.
- Published electronic version of the FY2008 operating and capital budget documents on the County's web site for seventh year in a row.

**Key Objectives**

- Continue to provide professional budgetary and managerial advice and support to departments, Chief Administrative Officer and County Executive.
- Continue to make the operating budget presentation more understandable through user-friendly design and more descriptive narrative.
- Receive the GFOA Distinguished Budget Award for the FY2009 budget.
- Continue to develop a method to better link existing performance measures with budget decision-making processes, and to develop additional performance measures where cost effective.
- Continue the annual update of the County's debt affordability model and maximization of the use of restricted funding sources (e.g., impact fees, program open space and waterway improvement fund grants) in the development of a balanced capital budget and five year capital program.
- Link operating department performance to County's long-range objectives.



## Comparative Statement of Expenditures

Agency: Office of Budget

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	1,025,657	1,114,400	1,114,400	909,400	(205,000)
Total by Fund	1,025,657	1,114,400	1,114,400	909,400	(205,000)
<b>Character</b>					
Budget & Management Analysis	1,025,657	1,114,400	1,114,400	909,400	(205,000)
Total by Character	1,025,657	1,114,400	1,114,400	909,400	(205,000)
<b>Object</b>					
Personal Services	995,485	1,033,400	1,033,400	856,400	(177,000)
Contractual Services	11,498	36,000	36,000	14,000	(22,000)
Supplies & Materials	16,269	28,000	28,000	24,000	(4,000)
Business & Travel	2,304	16,000	16,000	14,000	(2,000)
Capital Outlay	101	1,000	1,000	1,000	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	1,025,657	1,114,400	1,114,400	909,400	(205,000)

## Commentary

- In addition to the Budget Officer and a Management Aide, this office is staffed by five other professional positions.
- The decrease in personal services reflects the transfer of two Senior Budget Management Analysts to other departments as well as changing a Senior Management Assistant (transferred in) to a Budget Management Analyst III. In addition, an Assistant Budget Officer position is being downgraded to a Senior Budget Management Analyst. The net result of these changes is one less position.
- The decrease in contractual services is due to reductions in funding for consultants and financial studies.

**Program Statement**

The Office of the Budget is responsible for the analysis, formulation, and control of the annual county operating and capital budgets, and also provides management advisory services to the County Executive and the departments and offices of county government. These efforts involve staffing two citizens’ advisory groups, the Spending Affordability Committee and the Planning Advisory Board, as well as the analysis of the fiscal impact of proposed county and state government legislation. In addition to these basic functions, the Office is responsible for:

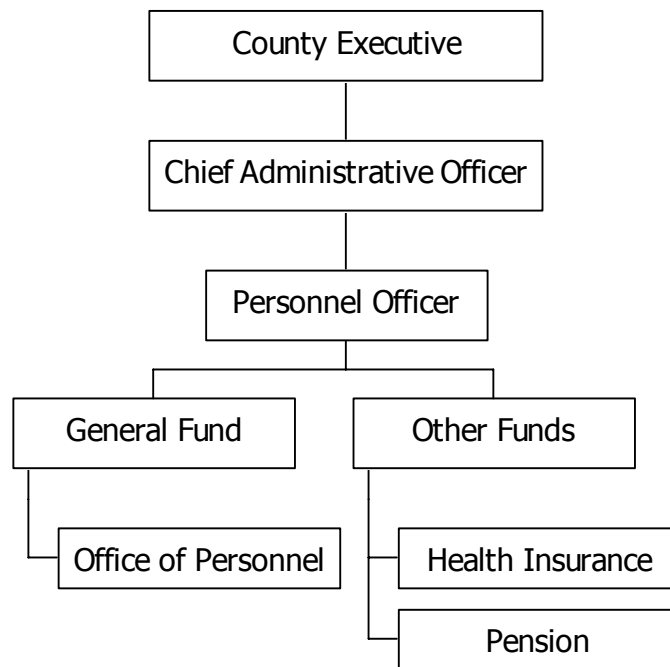
- County Pension System Investments – One of the primary duties of the Budget Officer includes serving as Chairman of the Investment Committee of the Board of Trustee's of the County pension system and serving as a member of the pension system Board of Trustees.
- Special Taxing District Coordination – About one-third of an analyst’s time is devoted to the administration of the County’s Special Community Benefit, Shore Erosion Control and Waterway Improvements Special Taxing Districts including nearly 100 active districts.

**Personnel Summary**

Job Code - Title		Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0118	Budget Officer	E	7	1	1	1	0
0224	Management Aide	NR	12	1	1	1	0
0246	Senior Budget Mgmt Analyst	NR	21	2	2	1	-1
0247	Assistant Budget Officer	NR	23	2	2	1	-1
0252	Budget Mgmt Analyst III	NR	20	2	2	3	1
<b>Department Summary</b>				8	8	7	-1

Mission Statement

The mission of the Office of Personnel is to support the employees of Anne Arundel County Government who provide public services to our citizens. The Office of Personnel provides human resources services that promote a work environment characterized by open communications, personal accountability, and fair treatment of all employees, trust, mutual respect, and equal opportunity for learning and personal growth.



**Major Accomplishments**

- Completed negotiations and the implementation of 10 collective bargaining union contracts.
- Updated the Pay and Leave Rules Handbook for supervisors and managers as well as updated the Employee Relations Manual.
- Completed the Exit Interview database and the Disciplinary Actions database for better tracking and recordkeeping.
- Created Policy and Procedures for the use of union business leave and union release time.
- Instituted a County internship program, high school cooperative program, and leadership and mentorship training elements of the succession planning program
- Completed and awarded the RFP for deferred compensation plans and prescription drug plans.
- Held a recruitment logo contest to successfully brand a logo increasing county recognition in outreach and recruitment efforts.

**Key Objectives**

- Develop a RFP to evaluate and award medical health plans.
- Plan for the 2009 evaluation of a Human Resource System to include Payroll, Benefits, Training, Succession Planning, E-Appraisal, and Self Service contracts.
- Complete updates to the Classification and Compensation Manual.
- Conduct audit of permanent, part-time, temporary and contractual positions for accurate position management.

**Significant Changes**

- None

## Comparative Statement of Expenditures

Agency: Office of Personnel

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	4,727,034	6,060,800	6,060,800	6,235,800	175,000
Health Insurance Fund	63,096,256	77,315,100	77,315,100	80,722,100	3,407,000
Pension Fund	69,324,968	7,391,200	7,391,200	7,594,000	202,800
Total by Fund	137,148,258	90,767,100	90,767,100	94,551,900	3,784,800
<b>Character</b>					
Office of Personnel	4,727,034	6,060,800	6,060,800	6,235,800	175,000
Health Costs	63,096,256	77,315,100	77,315,100	80,722,100	3,407,000
Pension Admin.	69,324,968	7,391,200	7,391,200	7,594,000	202,800
Total by Character	137,148,258	90,767,100	90,767,100	94,551,900	3,784,800
<b>Object</b>					
Personal Services	65,794,146	80,151,900	80,151,900	83,484,200	3,332,300
Contractual Services	7,829,180	9,367,000	9,352,000	9,631,700	264,700
Supplies & Materials	123,778	187,000	202,000	171,900	(15,100)
Business & Travel	182,429	260,700	260,700	243,600	(17,100)
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	63,218,726	800,500	800,500	1,020,500	220,000
Total by Object	137,148,258	90,767,100	90,767,100	94,551,900	3,784,800

# Office of Personnel

# FY2009 Approved Budget

## Personnel Summary

Job Code - Title	Plan	Grade	FY2008	FY2008	FY2009	Variance
			Approved	Adjusted	Approved	
0122 Personnel Officer	E	7	1	1	1	0
0200 Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0205 Office Support Asst I (NR)	NR	5	0	1	1	0
0206 Office Support Asst II (NR)	NR	7	1	1	1	0
0207 Office Support Specialist (NR)	NR	9	4	4	4	0
0211 Office Support Assistant I	NR	5	1	0	0	0
0224 Management Aide	NR	12	1	0	0	0
0241 Management Assistant I	NR	15	1	3	3	0
0245 Senior Management Assistant	NR	19	1	1	1	0
0611 Personnel Assistant I	NR	10	8	2	2	0
0612 Personnel Assistant II	NR	12	6	11	11	0
0623 Personnel Analyst III	NR	19	10	10	10	0
0624 Senior Personnel Analyst	NR	20	5	5	5	0
0631 Assistant Personnel Officer	NR	22	4	4	4	0
<b>Department Summary</b>			<b>44</b>	<b>44</b>	<b>44</b>	<b>0</b>

## Performance Measures

<b>Indicator</b>	<b>FY2006 Actual</b>	<b>FY2007 Actual</b>	<b>FY2008 Estimated</b>	<b>FY2009 Projected</b>
Educ. Assistance Recipients	115	103	150	150
Announcement Advertisements	396	455	455	600
Examinations	5,191	1,600	4,000	5,000
Internal/External Hires	1,073	878	750	1,000
Re-Class & Class Maint. Studies	104	592	224	300
CDS/Alcohol testing	1,250	1,540	1,600	1,600
Personnel Authorizations	17,019	19,149	20,000	20,000
Contract & Temp Empl's Hired	931	441	600	600
ID Badges	5,900	832	900	700
Payroll Checks	143,872	156,902	160,800	162,000
Retirements	141	195	230	500
Grievance Hearings	35	60	50	50
Enrolled Benefits Participants	5,975	7,240	7,400	7,500

**Program Statement**

- Direction – consists of the senior management of the Office of Personnel who provide guidance and leadership to the staff in the form of task assignment, project development, work policies, and program planning.
- Classification and Compensation – maintains the County's classification plan through individual and class series studies and analysis with peer organizations and supports collective bargaining through compensation and benefits survey and analysis.
- Employee Services and Development – handles recruitment and selection of County employees. This includes developing of appropriate screening and proper examination processes, background investigations/verifications, medical evaluations, and setting assessment criteria. These tasks increase the County's visibility as an employer, and increase diversify of the workforce. Customer services that this unit provides to employees include training and reward programs as well drug and alcohol assistance.
- Human Resources Information System – Ensures accurate and timely payment of employee pay for work while maintaining compliance with all legal and fiduciary regulations. This unit works with a contractor applying position and pay changes, maintaining deductions, accruals, and timely interfaces with vendor's automated human resource system.
- Benefits – maintains County employee benefit programs to provide for the mental, physical, and financial health of our employees, retirees and their families. This is accomplished by obtaining health coverage at competitive rates and administering pension benefits according to federal, state and county law, and by providing meaningful opportunities for employees to secure their post employment financial security through deferred compensation, life insurance, and health insurance offerings. Staff advocate on behalf of the County and its employees and proactively facilitate communications. General County government as well as Library and Anne Arundel Community College employees receive services from the benefits unit.
- Employee and Labor Relations – Promotes harmonious and cooperative relationships between the County and its employees by negotiating collective bargaining agreements and processing representation petitions as well as conducting elections for new unions. The unit administers pay and leave rules to ensure with compliance for County, State and Federal labor laws.



**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	4,727,034	6,060,800	6,060,800	6,235,800	175,000
Total by Fund	4,727,034	6,060,800	6,060,800	6,235,800	175,000
<b>Object</b>					
Personal Services	2,729,599	3,730,500	3,730,500	3,906,900	176,400
Contractual Services	1,742,843	1,977,900	1,977,900	2,016,500	38,600
Supplies & Materials	84,065	113,600	113,600	90,400	(23,200)
Business & Travel	170,027	238,300	238,300	221,500	(16,800)
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	500	500	500	500	0
Total by Object	4,727,034	6,060,800	6,060,800	6,235,800	175,000
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	44	44	44	44	0

**Commentary**

- The increase in personal services reflects pay package changes, including increases in salary and health insurance costs.
- Contractual Services increase of \$38,600 is primarily due to a 3% increase in the ADP contract. Contractual Services includes:
  - \$ 1.3 million for payroll contractor
  - \$ 130,000 background checks and testing
  - \$ 156,000 for drug testing, pre-employment physicals, fitness for duty
  - \$ 115,000 for labor relations and counsel for arbitration
  - \$ 86,000 for the Employee Assistance Program contractor
  - \$ 60,000 for recruitment expenses primarily advertising
- The Non-Personnel budget decreases are primarily due to reductions made to align the budget with actual expenditures.
- Business and Travel expenses include the cost of:
  - College tuition reimbursement for County employees
  - Development and training for County employees

**Program Statement**

The Health Insurance Fund is an intergovernmental service fund. The fund will account for all the expenses of administering health benefits for participants who include current and retired employees of Anne Arundel County Government, the Library and the Community College. The fund will account for both employee and employer premium costs as well as account for the costs of staff and expenses to administer the plans. The fund, although not legally established like the Pension Trust Fund, operates in a similar manner with respect to the costs of health insurance.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Health Insurance Fund	63,096,256	77,315,100	77,315,100	80,722,100	3,407,000
Total by Fund	63,096,256	77,315,100	77,315,100	80,722,100	3,407,000
<b>Object</b>					
Personal Services	62,639,656	76,421,400	76,421,400	79,577,300	3,155,900
Contractual Services	407,787	545,700	545,700	633,400	87,700
Supplies & Materials	20,037	42,400	42,400	31,500	(10,900)
Business & Travel	3,776	5,600	5,600	4,900	(700)
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	25,000	300,000	300,000	475,000	175,000
Total by Object	63,096,256	77,315,100	77,315,100	80,722,100	3,407,000
Allocation of Authorized Positions	0	0	0	0	0

**Commentary**

- The County health care costs are reflected at a weighted average increase of about 5%.
- Staffing for the Health Fund is appropriated in the Personnel's General Fund. The Health Insurance fund provides a pro-rate share contribution to the County's general fund to recoup Health Insurance overhead costs; this is reflected in the Grants and Contribution line above.

**Program Statement**

The Anne Arundel County Retirement and Pension System, established to provide benefits for participants in the plans of which it consists, is an agency in the Executive Branch of County Government and has the powers and privileges of a corporation to the extent permitted by law.

The Anne Arundel County Retirement and Pension system consists of

- (1) the Employees' Retirement Plan,
- (2) the Fire Service Retirement Plan,
- (3) the Police Service Retirement Plan and;
- (4) the Pension Plan for Detention Officers and Deputy Sheriffs.

The Pension Trust Fund was established in FY1998 after the passage of Bill 88-96 creating a Board of Trustees with budgetary responsibility for pension assets and expenses. The Pension Trust Fund accounts for all items of expenditure which are related to asset management and retirement administration.

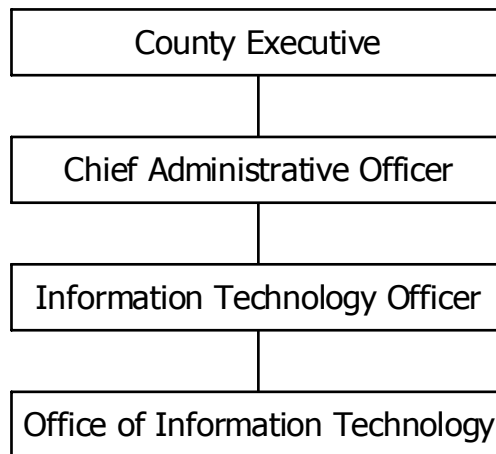
**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Pension Fund	69,324,968	7,391,200	7,391,200	7,594,000	202,800
Total by Fund	69,324,968	7,391,200	7,391,200	7,594,000	202,800
<b>Object</b>					
Personal Services	424,891	0	0	0	0
Contractual Services	5,678,549	6,843,400	6,828,400	6,981,800	138,400
Supplies & Materials	19,676	31,000	46,000	50,000	19,000
Business & Travel	8,626	16,800	16,800	17,200	400
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	63,193,226	500,000	500,000	545,000	45,000
Total by Object	69,324,968	7,391,200	7,391,200	7,594,000	202,800
Allocation of Authorized Positions	0	0	0	0	0

- All of the County employee Personal Services expenses attributable to operating the pension system are reflected in General Fund portion of the Office of Personnel - Administration budget. The Fund reimburses these costs via a pro-rata share expenditure.
- The Contractual Service expenses represent the costs of management services for the various plans in which County employees participate. Increases represent an increase in the rate and the number of participants.
- The Contributions line is the Fund's pro-rate share contribution to the County's general fund overhead costs.
- Actual expenditures include \$63,138,226 in pension costs that do not require appropriation authority.

**Mission Statement**

It is the mission of the Office of Information Technology (OIT) to provide value, leadership and support the County Executive and Anne Arundel County key goals by facilitating the identification, implementation and use of technology to support these goals, and the Citizens while enhancing customer service. Essential services provided will include: a high-quality, secure technology infrastructure, professional resources, business and geographic data, computing and network applications, telecommunications and video services and cable television administration.



**Major Accomplishments:**

- Completed Technology Inventory Program.
- Completed Electronic Document Discovery (Email Archiving).
- Awarded *Major* Public Safety Systems Upgrade RFP, begun implementation.
- Completed Reverse 911 System implementation in Emergency Operations.
- Implemented Internet Phone Contact Center (IPCC).
- Implemented automated self-help facility.
- Completed strategic re-alignment of Help Center coverage regions
- Replaced over 800 County PCs, 130 Laptops and 40 printers.
- Upgraded Technology Business Continuity Disaster Avoidance & Recovery.
- Completed Property Geo-database implementation in MapOptix & County View.
- Completed MyAnneArundel implementation.
- Completed City/State/Zip code report from CPF to update Munis.
- Completed Electronic insertion of the Annapolis meter readings.
- Completed major MUNIS software upgrade.
- Completed new system for Constituent Services staff.
- Added Anne Arundel's Most Wanted Information on warrants.
- County Web Site tied for second place on the Digital County's Survey.
- Completed first phase of DPW Right of Way Permit System.
- Completed Internet Tank Permit Application System.
- Document Management completed for County Council & Fire Marshall.
- Completed new CATV franchise negotiations for Cavalier.
- Completed major fiber optic installation to Ordnance Rd. Detention Center.
- Completed Anne Arundel County traffic television show.
- Completed I-Net fiber optic services installation in Severna Park.
- Implemented new server and disk storage technology to increase capacity, redundancy, performance and, reduce maintenance costs.
- Implemented County network enhancements – provided a four-fold increase in network capacity.
- Implemented County web site redundancy.
- Completed Federal Communications Commission mandated re-banding planning phase, and working to implement re-banding reconfiguration phase.
- Completed the installation of radio interoperability system and management control network.
- Completed conversion of long distance services from ATT to Verizon.
- Sheriff's Most Wanted PEG Television project.
- Working on Pilot Voice Over Internet Phone enterprise telephone system.

**Key Objectives**

- **Public Safety** Initiate a two year Public Safety System Upgrade including Computer Aided Dispatch (CAD), Records management system (RMS), a comprehensive and specialized Detention Center inmate management services system and integration with Mobile Data systems. Staff from Sheriff's Office, Detention Center, Police, Fire and OIT will work on this mission critical integration project.
- **Land Use** Continue efforts in the Land Use area to implement a Cadastral GIS (tax map) layer. The implementation of Internet based Permit Processing for Plumbing, Electrical and other Permits will continue, as will various enhancements to Land Use core computer systems.
- **GIS** - Complete the implementation of the GIS Master Plan as well as the Countywide Street Centerline project.
- **Document Management** – *Business Overview:* Plans to develop an environment within our Intranet that better supports information management, exchange, and collaboration. The goal is to have an environment that is easily accessible, works within the existing Intranet, supports document sharing, versioning, and archiving for both inter-departmental and intra-departmental purposes. *Technology Overview:* There are several major technology components that will need to be installed and integrated including application servers, storage servers, a database server, web applications, integration applications, and permissions management services.
- **Countywide Telephone System Replacement** – This multi-year project plans and replaces obsolete and unsupported telephone (voice) system infrastructure Countywide. The goal is to have a single countywide phone system instead of several disparate systems, implemented with a more cost-effective recurring cost model.
- **Infrastructure Replacement** – This on-going project is part of the overall life cycle replacement program for hardware/software used in the County as well as network equipment necessary to activate installed dark fiber optic cable. This also includes the new federally mandated email archiving program.



**Program Statement**

The Office of Information Technology provides essential technical services to County agencies.

- Administration – accounts for the staff, which supports the entire department. Duties include overseeing all activities of Information Technology, including all computers, network, Geographic Information Systems (GIS), telecommunications and cable television related functions for the County. Provides operational and strategic management, financial and budget management, and office management activities for the department.
- Application Services –provides for enterprise and departmental computer program application development and maintenance support. Additionally, all commercial computer applications are supported from this area. Four core application support areas include: Administration and Finance, Human Resources, Land Use and Public Safety.
- Cable Television – regulates the cable television industry within Anne Arundel County. Its primary focus includes, but is not limited to, setting customer service standards and negotiating franchise agreements to provide services to the citizens. In addition, this program is overseeing the development of the Public, Educational and Governmental program (PEG).
- Geographic Services – supports centralized (GIS) functions for the entire County, including: street centerline development and maintenance, GIS data maintenance, GIS data standards, GIS Aerial photography and topography, and GIS data access tool administration (MapOptix and CountyView).
- Technical Services – includes Circuit Court audio-visual systems, County Home Page/Intranet, data cable installation, enterprise functions, network administration, financial system support and Police Fire 911 support.
- Telecommunications – administers all County Telecommunications functions, such as telephone (wired & wireless), 800 MHz Public Safety Radio system as well as computer communications systems. Coordinates installations and repair of phone systems, management of the 800MHz radio system, pagers, wireless phones as well as representing the County in 911 communication issues.

## Comparative Statement of Expenditures

## Agency: Office of Information Technology

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	15,450,370	15,777,200	15,777,200	15,870,600	93,400
Total by Fund	15,450,370	15,777,200	15,777,200	15,870,600	93,400
<b>Character</b>					
Office of Info. Technology	15,450,370	15,777,200	15,777,200	15,870,600	93,400
Total by Character	15,450,370	15,777,200	15,777,200	15,870,600	93,400
<b>Object</b>					
Personal Services	6,991,639	7,571,700	7,571,700	8,033,600	461,900
Contractual Services	5,387,973	5,835,000	5,835,000	6,002,500	167,500
Supplies & Materials	106,397	114,000	114,000	109,000	(5,000)
Business & Travel	192,009	214,500	214,500	214,500	0
Capital Outlay	2,772,351	2,042,000	2,042,000	1,511,000	(531,000)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	15,450,370	15,777,200	15,777,200	15,870,600	93,400

## Commentary

- Personal Services increase is attributed to the salary package, including health insurance and pension costs; a position is transferred from the Office of Finance to OIT to consolidate the Enterprise One team in OIT. Three vacant positions are eliminated.
- Contractual services funds covers technology services contracts serving a wide variety of programming, software maintenance, etc. The net increases reflect further outsourcing of services \$125,000 and \$100,000 each for a public safety database initiative; \$100,000 for an online system citizen connection for housing inspections was eliminated from the proposed budget by the County Council.
- Business and travel provide training funds for the staff to keep abreast of technology.
- Capital Outlay budget includes the County PC & Printer Replacement Program of \$1.1 million and hardware/software purchases to support various County agencies. \$11,000 is added for an upgrade to the Controller's MUNIS collections system. Reductions reflect one-time funded projects that were completed in FY08 and shifting the PC Replacement Program cycle to about 4 ½ years.

## Personnel Summary

General Fund

Job Code - Title		Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0130	Information Technology Officer	E	7	1	1	1	0
0200	Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0213	Office Support Specialist	OS	6	2	2	2	0
0221	Secretary I	OS	3	1	1	1	0
0241	Management Assistant I	NR	15	3	3	3	0
0243	Sr Info Syst Support Specialis	NR	15	3	3	3	0
0244	Info System Support Specialist	NR	14	17	17	16	-1
0333	Manager Computer Operations	NR	19	1	1	1	0
0335	Computer Operations Supervisor	NR	14	1	1	1	0
0343	Programmer II	NR	16	4	4	3	-1
0351	Programmer-Analyst I	NR	17	7	7	6	-1
0352	Programmer-Analyst II	NR	18	7	7	7	0
0353	Systems Analyst	NR	20	13	13	13	0
0354	I/S Quality Assurance Analyst	NR	18	1	1	1	0
0361	Systems Programmer I	NR	17	12	12	12	0
0363	Data Base Administrator	NR	18	2	2	2	0
0365	Chief, Data Resources	NR	21	1	1	1	0
0374	Chief,Telecommunication Servcs	NR	21	1	1	1	0
0384	Chief, Client Support	NR	20	1	1	1	0
0388	Asst Info Technology Officer	NR	24	1	1	1	0
0482	Financial Reporting Manager	NR	21	0	0	1	1
0803	Communications Services Managr	NR	16	1	1	1	0
0873	GIS Specialist	NR	15	1	1	1	0
1165	Cable Television Administrator	NR	19	1	1	1	0
1302	Communications Officer	NR	19	2	2	2	0
2345	Engineer Manager	NR	21	1	1	1	0
<b>Department Summary</b>				86	86	84	-2

## Performance Measures

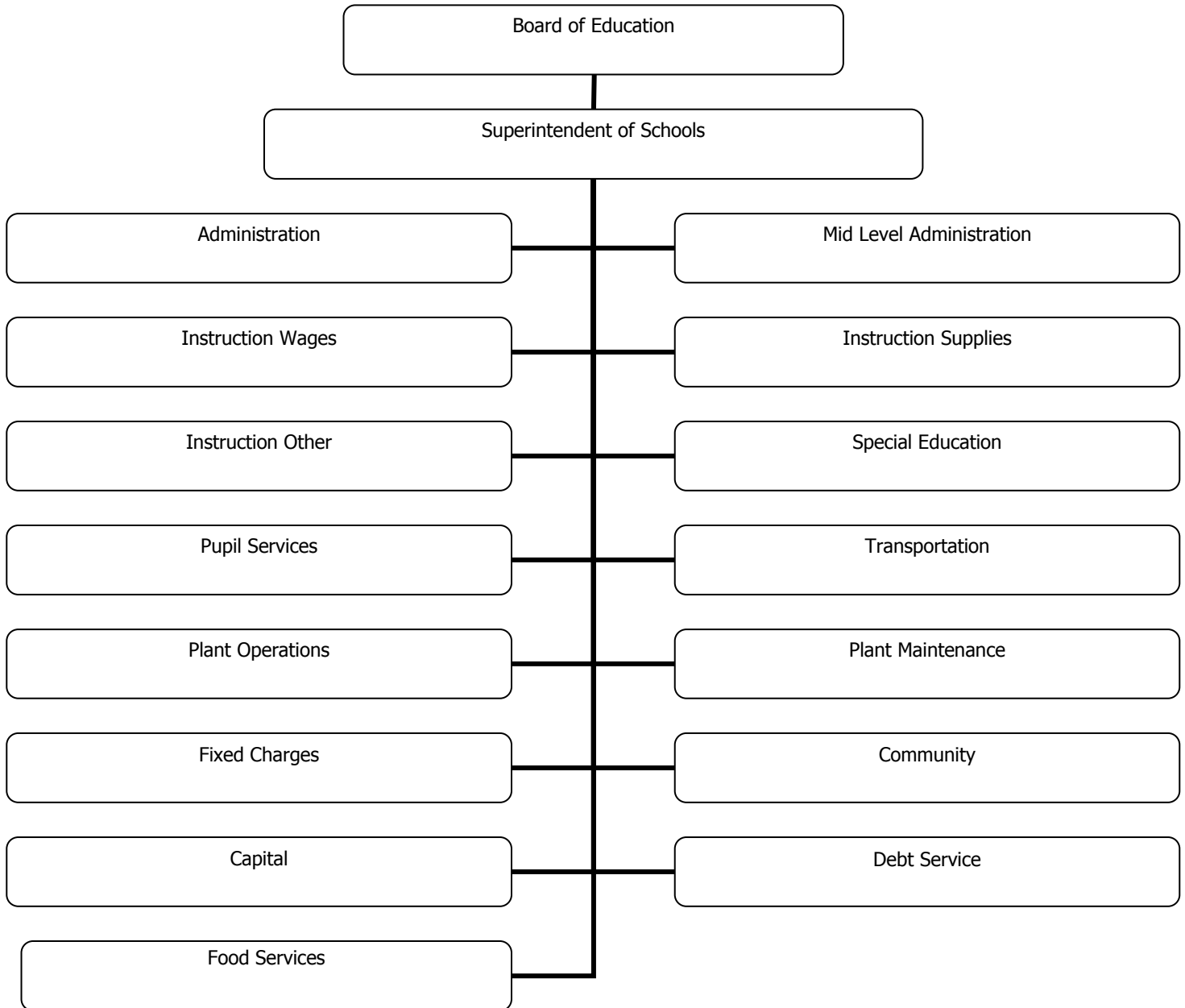
	FY06 Actual	FY07 Actual	FY08 Estimated	FY09 Projected
Help Center Calls (monthly computer & telephone)	1,500	1,745	1,775	1,805
% of Help Center Calls resolved on initial contact	90%	92%	92%	93%
CATV Subscriber complaints received (monthly)	300	402	400	410
Total number of Citizen WEB site hits (per month)	737,507	950,929	1,100,000	1,200,000
E911 CAD Call's for Service (monthly)	47,300	50,416	52,500	54,583
Business Applications Supported	92	96	96	100
Geographic Data Layers Supported	152	192	193	200

## FY2009 Projected Workload Measures

Network Availability: 99.95%  
 800MHz Radio System Availability: 99.999%  
 Electronic Mail messages processed: 1,100,000  
 Network locations supported: 90  
 Network Devices connected: 4,250  
 Computer Servers supported: 93  
 Number of PC's supported: 3,800  
 Number of Printers supported: 2,000  
 Number of Wired Telephones supported: 4,000  
 Number of Wireless Telephones supported: 954  
 Number of Telephone Systems supported: 150  
 Radio Towers supported: 10  
 800 MHz Radios supported: 2,733  
 Cable Television Franchises Managed: 4

**Mission Statement**

Anne Arundel County Public Schools will accelerate achievement for all students and minimize the achievement disparities among all groups of students, provide a safe and orderly learning environment that promotes accelerated achievement and establish community collaboration and partnerships to promote accelerated achievement, in a welcoming school environment.



**Overview**

Maryland Law requires local governments to adopt a budget for their school systems or "Local Education Agencies", in specific, comparative categories. The budget includes revenues from all State, Federal and Local sources. The categories include:

- **Administration** which includes those activities and costs associated with the general regulation, direction, and control of the school system. Activities such as establishing and administering operating policy, providing the fiscal and internal services. Administrative expenditures affect the school system as a whole and are not confined to a single school building.
- **Mid-level Administration** which incorporates all activities and functions related to the management of the instructional program including school-based administrative positions and costs related, for example to the office of the principal.
- **Instructional Salaries and Wages** is a subset of instruction and includes all individuals whose responsibilities, on a regular basis, are at the school level interacting with students in the delivery of instructional programs. In addition to teachers and aides, instructional program employees funded in this category include media services, guidance and psychological services, instructional staff development, and school department chairpersons. Fringe benefit costs are budgeted separately in the fixed charges category.
- **Instructional Supplies and Materials** is a subset of instruction, and includes all supplies and materials used in support of classroom instruction. Supplies and materials for non- instructional staff are funded in each relevant category. In the FY2009 Budget, the County Council reduced the proposed project E524600 for textbook funding, by a total of \$8.1 million. These funds were transferred to the operating budget to cover non-text book expenses.
- **Other Instructional Costs** include the ancillary costs associated with contracted items, travel, and other charges as well as equipment used by the instructional staff. Ancillary costs for non- instructional staff are funded in each relevant category.
- **Special Education** includes costs associated with programs for children with disabilities. There are many services available for these children, including Intensity I through Intensity VI educational and related services based upon an Individualized Education Program, vision and hearing programs, and speech therapy. Students needing services the school system is unable to provide are sometimes placed in non-public facilities, and that cost is included in this category.

- **Pupil Services** includes the salaries and wages and the operating costs of those personnel assigned the task of working with children who demonstrate problems which make them at-risk of dropping out of school.
- **Pupil Transportation** is responsible for getting students from home to school and back in a safe and efficient manner. The cost of the school bus operation and other costs related to the transportation of students to class are charged here.
- **Operation of Plant** covers all costs of operating and cleaning the physical facilities of the school system, including heat and electric, water and sewer, trash removal, and general janitorial services.
- **Plant Maintenance** personnel maintain the buildings and grounds owned by the school system; the costs of materials and contracted repair services are funded in this category.
- **Fixed Charges** include the cost of payroll taxes, insurance, and employee fringe benefits for all of the employees.
- **Community** supports annual exhibits of school work, multicultural festivals, community-student performance activities, and hosting international education teams.
- **Capital Outlay** funds the activities related to the cost of directing and managing the acquisition, construction, and renovations of land, buildings, and equipment.
- **Debt Service** includes the cost of interest and the repayment of principal for building school facilities. Like other Boards of Education in Maryland, the Board does not have the legal authority to issue debt on its own, so the County borrows capital funds and accounts for the Board's share through this category.
- **Food Services** includes the operating expenses for providing meals in the school.

The Food Services account stands alone as it is funded by cash sales and federal and State reimbursement. The Anne Arundel County Board of Education oversees a food services budget and sets rates for the services.

**Board of Education**  
***All Funding Sources***

**FY2009 Approved Budget**

The "All Funding Sources" budget depicted on the opposing page includes \$37.4 million of restricted grant funds; grant funds in this category represent highly targeted student groups, schools, and or functions. These restricted grant funds represent a \$2.2 million or 6.3% increase from the FY2008 appropriation.

The "Operating Budget", depicted in the following section, excludes these grants to illustrate the increases in the discretionary education funding provided from State, Federal, Board and County resources.

**Additional County Support of Schools**

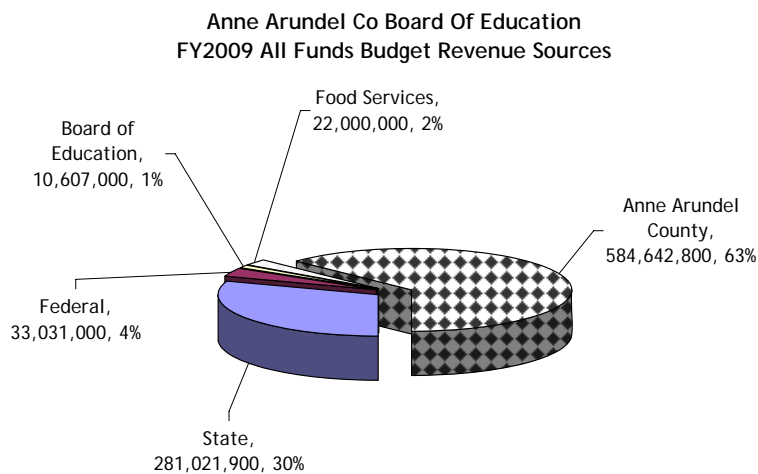
Anne Arundel County also provides direct support to the Board of Education day-to-day operations through the County's operating budget as well as through the Capital program. In Fiscal Year 2009, Anne Arundel County's Health Department budget includes \$ 11.9 million for school-based health programs and the Police Department budget includes \$ 3.7 million for crossing guards and the school resource officer program. The County Council incorporated all funds for charter schools, for stipends, and for health care reserves into the BOE direct appropriation instead of holding them in reserve in the contingency fund.

<b>Board of Education</b>			
<b><i>Share of General Fund Operating Budget</i></b>			
<i>(excluding PayGo, Reserves, and Golf Courses)</i>			
	<i>(in millions)</i>		
	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>
General County Contribution	\$515.5	\$544.7	\$584.6
Textbooks	\$13.0	\$13.0	\$3.4
Charter Schools / other (in CAO)	\$2.6	\$2.3	\$ 0
Health Department	\$15.1	\$11.8	\$11.9
Police Department	\$2.8	\$3.2	\$3.7
<b>Total General Fund Support</b>	<b>\$549.0</b>	<b>\$575.0</b>	<b>\$603.6</b>
<b>Total General Fund Budget</b>	<b>\$1,107.9</b>	<b>\$1,155.4</b>	<b>\$1,200.3</b>
<b>% Share of Budget</b>	<b>49.6%</b>	<b>49.8%</b>	<b>50.3%</b>



**Comparative Statement of Expenditures**

<b>General Classification of Expenditure</b>	<b>FY2007 Actuals</b>	<b>FY2008 Original</b>	<b>FY2008 Adjusted</b>	<b>FY2009 Approved</b>	<b>Inc (Dec) From Orig</b>
<b>Character</b>					
Administration	24,390,772	22,032,800	23,598,600	23,295,100	1,262,300
Mid-Level Admin.	55,056,976	55,012,200	58,892,600	61,510,700	6,498,500
Instructional Salaries	308,202,931	340,191,500	339,744,000	367,646,900	27,455,400
Instructional Supplies	15,179,277	16,748,800	15,043,600	16,940,300	191,500
Other Instruction	14,790,296	14,185,600	16,313,100	15,591,550	1,405,950
Special Education	93,224,713	101,320,600	106,142,300	112,173,500	10,852,900
Pupil Services	3,486,248	4,406,700	4,543,900	5,622,400	1,215,700
Transportation	34,998,585	38,043,300	38,233,800	40,298,300	2,255,000
Plant Operations	55,957,559	53,188,500	60,428,400	56,859,250	3,670,750
Maintenance of Plant	12,871,357	11,837,600	12,357,700	12,101,200	263,600
Fixed Charges	147,197,895	156,473,700	153,776,000	160,053,700	3,580,000
Community Services	195,086	163,400	311,800	195,500	32,100
Capital Outlay	3,074,437	3,345,900	2,827,300	3,578,000	232,100
Debt Service	28,662,572	32,627,500	32,627,500	33,436,300	808,800
Food Services	20,006,393	19,327,500	22,540,000	22,000,000	2,672,500
<b>Total</b>	<b>817,295,097</b>	<b>868,905,600</b>	<b>887,380,600</b>	<b>931,302,700</b>	<b>62,397,100</b>
Textbooks in Capital Budget:				3,400,000	
Funds in CAO Contingency for BOE purposes:				0	
<b>Adjusted Total:</b>				<b>934,702,700</b>	



**Highlights of the Operating Budget**

The Operating Budget discussed below excludes restricted special and restricted grant funds.

<b>Operating Budget Funding Sources</b>	<b>FY2007 Actual</b>	<b>FY2008 Orig.</b>	<b>FY2008 Adjusted</b>	<b>FY2009 Approved</b>	<b>Inc (Dec) From Org.</b>
General Fund	516,916,922	544,741,400	546,974,900	584,642,800	39,901,400
Other Sources	240,573,148	269,679,000	273,587,400	287,297,000	17,618,000
<b>Total by Sources</b>	<b>757,490,070</b>	<b>814,420,400</b>	<b>820,562,300</b>	<b>871,939,800</b>	<b>57,519,400</b>

The unrestricted FY2009 Operating Budget for the Board of Education increases by \$57.5 million.

- Direct County funding increases \$39.9 million; \$13.7 million of the increase was funded by the County Council from funds resulting from reduced school system's textbook funds in the capital budget; by reducing funding to the County Library system; by reducing funding in various county agencies, and; by reducing Pay-Go funding for certain capital projects.
- Increases in State aid of \$14.7 million, as well as BOE funds, continues numerous BOE initiatives begun in recent years and funds new programs as well. The capital budget for FY2009 provides \$3.4 million for text books.
- The budget provides sufficient funds for 128.3 new positions; 49.5 are classroom positions.
- The Board will draw down on as much as \$11.4 million of its health care reserve fund to pay for inflationary costs of health care. This fund had grown to excess of \$17.4 million through FY2007 or more than 15% of health care spending. Recognizing these funds requires no further appropriation authority.
- In addition to providing new funds for new positions, the budget adds funds for operating expenses, including:
  - \$25.9 million request for a Cola, and \$15.6 for merit steps and longevities.
  - Costs of electricity, fuel and utilities, an increase of \$1.25 million.
  - Increased funds for increased costs of transportation \$1.4 million.

- FY2009 enrollment for purposes of State aid is projected to be 73,400. The increase is about 300 students, but an overall decline in enrollment since FY2005 of about 550 students.
- The County's \$39.9 million increase for direct, non-debt service funding will exceed Maryland's "maintenance of effort" formula by about \$36.7 million or more than 7%.

**Summary of Positions in the FY2009 Approved Budget**

<b>Program Area</b>	<b>Total Postions</b>	<b>Teachers</b>	<b>Aides</b>	<b>Other</b>
STEM Magnet Program - North County HS	3	2		1
STEM Signature Program - Meade HS	2	2		
Gambrills Area Elementary	3			3
<b>County Executive Proposed</b>	<b>8</b>	<b>4</b>		<b>4</b>
Gambrills Area Elementary	12.1	3	0.5	8.6
Technology Education	6	6		
World and Classical Languages	2	2		
English for Speakers of Other Lang.	4	4		
Secondary Special Education	10	10		
Elementary Special Education	14	8	2	4
Special Education Re-alignment K-12	1			1
Elementary Learning Lab Assistants	2		2	
Infants and Toddlers Program	2	1		1
Community Based Services	2	1		1
Occupational and Physical Therapy	5			5
Medicaid Grant Replacement	8.2	3	3	2.2
High School Test Coordinators	12			12
High School Secretaries	12			12
School Interoperability Framework	2			2
Share-point Student Dashboard	2			2
Custodians	12			12
Energy Reduction	3			3
Pupil Personnel Workers	9			9
<b>County Council Additions</b>	<b><u>120.3</u></b>	<b><u>38</u></b>	<b><u>7.5</u></b>	<b><u>74.8</u></b>
<b>Grand Total</b>	<b>128.3</b>	<b>42</b>	<b>7.5</b>	<b>78.8</b>

The FY2009 costs of salaries, benefits and other recurring operating expenses for the 120.3 positions added by the County Council is approximately \$7 million.

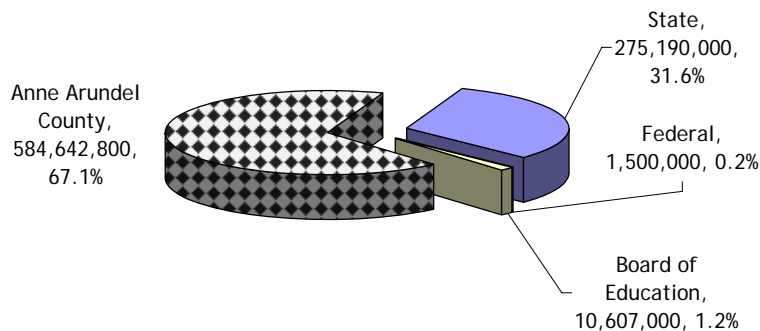
**Significant Changes in the Operating Budget**

- Administration increases: \$.9 million to pay increases; \$213,000 for technology staff increases, and; \$70,000 for charter schools.
- Mid-Level Administration increases \$5.4 million to cover a Cola and merit increases. Also included: \$265,000 for added staff at the new Gambrills Elementary School; \$95,000 for STEM programs; \$360,000 for more secretaries, and; \$310,000 for charter schools.
- Instructional Salaries and Wages increase by \$26 million to fund a Cola, pay package increase; new teachers and staff for the signature Homeland Security program serving Meade High and for the North County STEM magnet program are \$366,000; \$288,000 for technology education; \$96,000 for foreign languages; \$192,000 for ESOL. Staff for Gambrills Elementary \$220,500; high school testing staff \$576,000; and, charter schools \$680,000. Funding for stipends and bonuses increases by \$559,000.
- Instructional Supplies funds classroom supplies and materials of instruction. Funding for these items increase for the signature and magnet high school programs by \$172,900 and \$80,000 for charter schools; the total exceeds \$16 million. This allotment is supplemented by \$3.4 million in textbook replacement program in the capital budget (project E524600).
- Other Instructional Costs increases to a total of \$14.3 million; the increase provides sufficient funds to expand the magnet and signature high school programs and technology.
- Special Education increases by \$11.2 million; \$6.8 million for pay increases; \$1.8 million for out-of-district tuition cost increases; \$2.5 million for new staff.
- Pupil Services increases by \$1.1 million: \$454,000 for pay increases; \$702,000 for new staff.
- Pupil Transportation increases \$2.2 million: more than \$1.5 million covers increased operating expenses. Other increases include: pay increases (\$89,000); magnet and signature schools (\$185,000); ESOL (\$90,000); Special Education (\$32,400), and; Charter Schools (\$300,000).
- Plant Operations, Plant Maintenance, and Capital Outlays increases include \$2.2 million pay increases; \$1.2 million for utility increases. New staff (\$475,000) and contractual services fund increases (\$517,000) are offset by utility savings \$600,000.
- Fixed Charges includes pension, FICA and health insurance expenses. This item increases by \$2.7 million to a total of about \$151 million. As discussed above, FY2009 costs are defrayed by using built up health insurance reserves.
- Debt service cost for the BOE construction program increases by more than \$808,000 to \$33.4 million.

**Comparative Statement of Expenditures**

General Classification of Expenditure	FY2007 Actual	FY2008 Original	FY2008 Adjusted	FY2009 Approved	Inc (Dec) From Orig
<b>Character</b>					
Administration	23,361,807	21,196,100	22,471,500	22,376,300	1,180,200
Mid-Level Admin.	53,758,356	54,605,200	58,166,200	61,021,700	6,416,500
Instructional Salaries	297,889,588	331,561,400	327,999,700	357,532,600	25,971,200
Instructional Supplies	14,102,505	16,080,900	13,418,100	16,333,800	252,900
Other Instruction	12,781,174	12,939,200	13,278,900	14,383,200	1,444,000
Special Education	77,618,281	86,060,800	89,632,600	97,249,200	11,188,400
Pupil Services	3,264,683	4,236,500	4,322,700	5,392,400	1,155,900
Transportation	34,778,571	38,021,400	37,801,800	40,225,400	2,204,000
Plant Operations	55,861,130	53,188,500	60,406,000	56,859,300	3,670,800
Maintenance of Plant	12,871,357	11,837,600	12,357,700	12,101,200	263,600
Fixed Charges	139,397,180	148,655,000	145,164,000	151,386,000	2,731,000
Community Services	73,405	64,400	88,300	64,400	-
Capital Outlay	3,069,461	3,345,900	2,827,300	3,578,000	232,100
Debt Service	28,662,572	32,627,500	32,627,500	33,436,300	808,800
Food Services	-	-	-	-	-
<b>Total By Character</b>	<b>757,490,070</b>	<b>814,420,400</b>	<b>820,562,300</b>	<b>871,939,800</b>	<b>57,519,400</b>
Textbooks in Capital Budget:				3,400,000	
Funds in CAO Contingency for BOE purposes:				0	
<b>Adjusted Total:</b>				<b>875,339,800</b>	

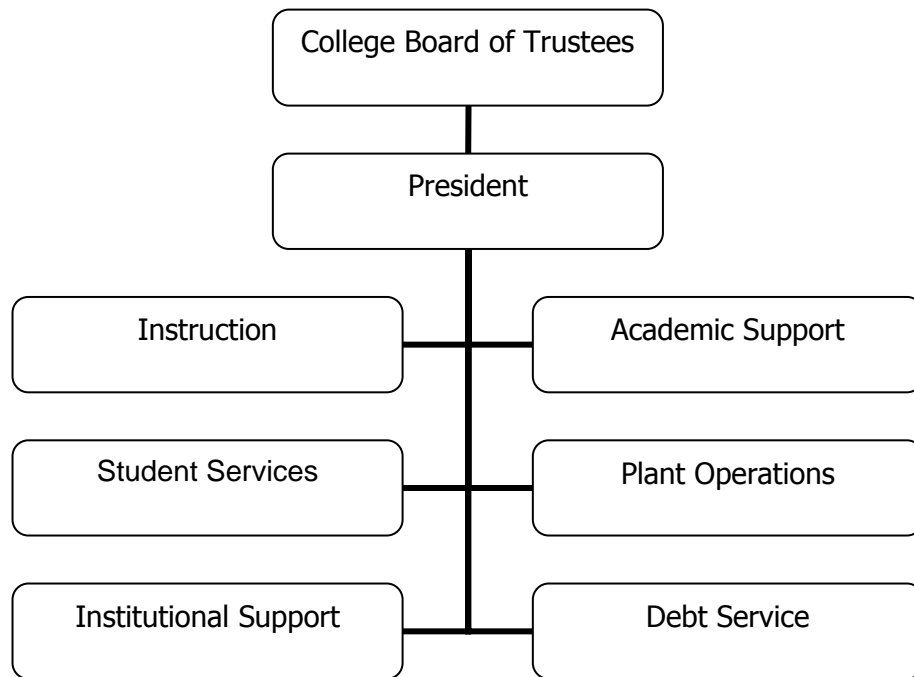
Anne Arundel Co Board Of Education  
FY2009 Operating Budget Revenue Sources



**Mission Statement**

The Mission of Anne Arundel Community College is to provide high quality, affordable higher education that is accessible and responsive to the needs of our Community.

Anne Arundel Community College is a multi-site higher education institution serving more than 55,000 students per year at its main campuses in Arnold and two facilities located in Glen Burnie and a campus in Hanover at the Arundel Mills mall. The College also serves the community at nearly 100 locations throughout the County and serves about 1 in 5 students through distance learning via on-line and telecourses.



**Significant Changes**

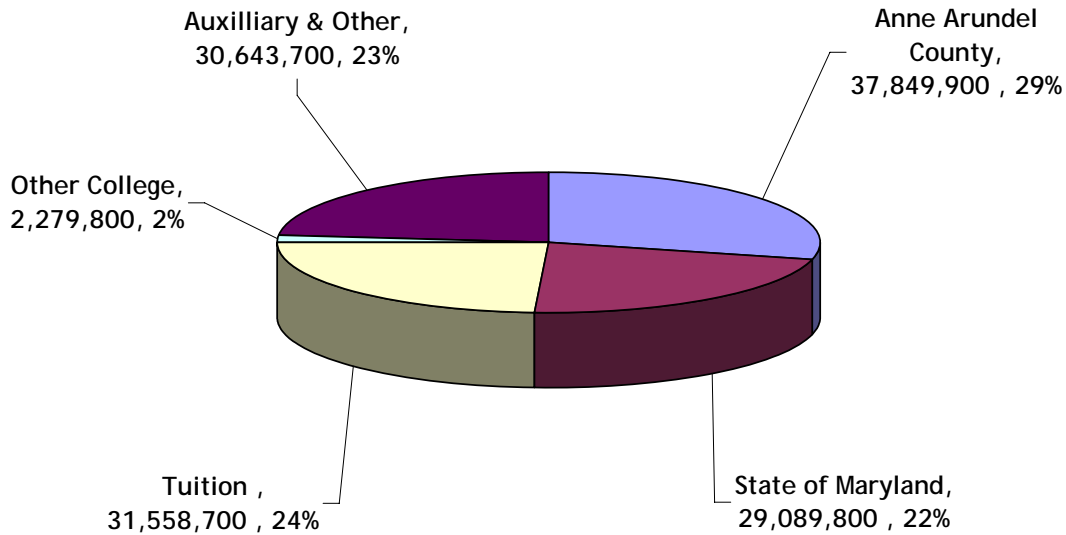
- The FY2009 "All Funding Sources" Budget reflects the Community College total budget for funding sources including State, County, as well as auxiliary, enterprise and restricted funds. FY2007 was the first year for reporting an all funding source budget for Anne Arundel Community College.
- The primary difference between the "unrestricted budget", shown in the section that follows and the "all funds budget" is \$30.6 million for services such as food services and book store sales as well as services the College engages in with businesses on a contractual basis. These latter services include training-related services the College provides to specific firms. Finally, the College receives funds in the form of restricted funds which cannot be commingled with the ongoing operations of the College.
- For comparison's sake, the section that follows, entitled "Unrestricted Funds", discusses the Community College's use of State, County, and tuition revenues in greater detail.

Comparative Statement of Expenditures

Agency: Community College  
Fund: All Funding Sources

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
Instruction	42,461,852	47,301,000	47,301,000	50,243,300	2,942,300
Academic Support	10,951,607	12,530,500	12,530,500	13,238,100	707,600
Student Services	7,056,065	7,800,500	7,800,500	8,048,900	248,400
Plant Operations	9,368,403	10,688,400	10,688,400	10,924,300	235,900
Institutional Support	11,371,682	13,827,500	13,827,500	14,296,400	468,900
Debt Service	3,337,700	3,510,700	3,510,700	4,027,200	516,500
Auxiliary & Other	24,615,427	29,390,100	29,390,100	30,643,700	1,253,600
<b>Total By Character</b>	<b>109,162,735</b>	<b>125,048,700</b>	<b>125,048,700</b>	<b>131,421,900</b>	<b>6,373,200</b>

Anne Arundel Community College FY2009 Revenues  
All Funds





**Significant Changes**

- The increase in the Community College budget is a 5.35 % increase in total and features:
  - about a 5 % increase in County contributions;
  - a 6.6 % increase in State revenues;
  - a 5.6 % increase in miscellaneous college revenues as well as a 4.6 % increase in tuition and fee - generated revenues.
- The FY2009 Budget reflects the increased costs of operating the College, an increase of approximately \$5.1 million.
- The increase in State aid, the County’s increase, as well as other college-generated income will pay items supporting the college’s academic, student services as well as administration. Finally, new funds are committed to programs for the Science Technology Engineering and Math (or STEM) center.
- Since FY2006, the budget has not included a tuition rate increase. As a consequence, the College’s rate will remain one of the lowest tuition rates among Maryland community colleges: in FY2008, its tuition rate ranked 13<sup>th</sup> among Maryland’s 16 community colleges. FY2009 tuition revenues increase primarily on the strength of enrollment growth.
- The County provides 38% of the College’s unrestricted revenues, but also supplements its cash contribution to the college with an in-kind contribution of lease-free space at the Arundel Center North in Glen Burnie. The college pays for most of the operating expenses. Staff and students at the Glen Burnie sites also have free use of the Glen Burnie parking garage whose annual operating costs were \$127,000 in FY2007.
- Finally, the College’s employees participate in the State Retirement & Pension Systems. The State’s FY2009 direct payment to the Systems on behalf of the College will be \$2.47 million.

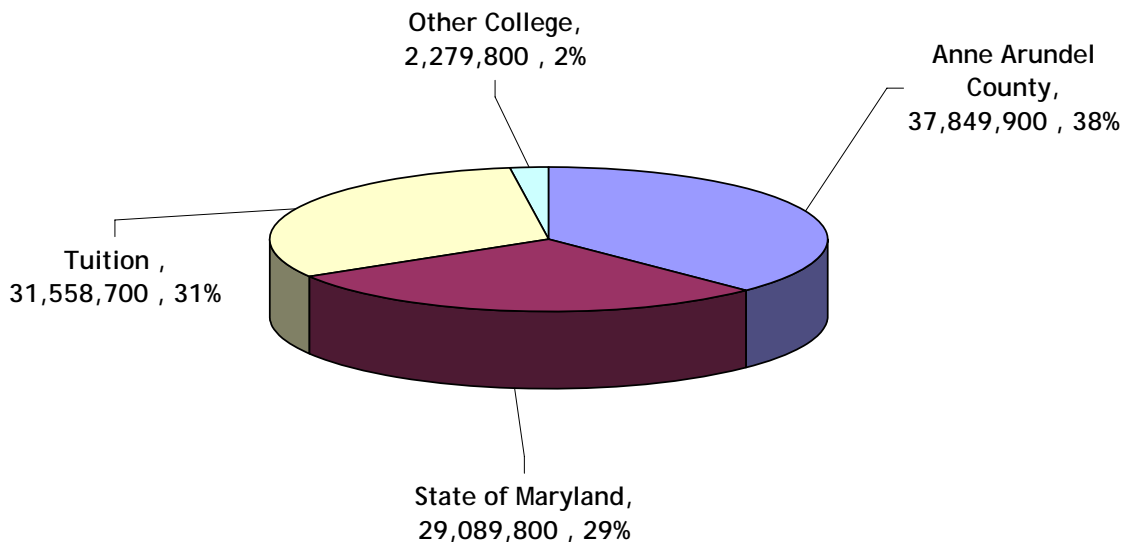
<b>Unrestricted Funding Source</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
General Funds	34,415,539	36,049,900	36,049,900	37,849,900	1,800,000
Other Sources	50,131,769	59,608,700	59,608,700	62,928,300	3,319,600
<b>Total by Funding Source</b>	<b>84,547,308</b>	<b>95,658,600</b>	<b>95,658,600</b>	<b>100,778,200</b>	<b>5,119,600</b>

Comparative Statement of Expenditures

Agency: Community College  
Fund: Unrestricted Funding Sources

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
Instruction	42,461,852	47,301,000	47,301,000	50,243,300	2,942,300
Academic Support	10,951,607	12,530,500	12,530,500	13,238,100	707,600
Student Services	7,056,065	7,800,500	7,800,500	8,048,900	248,400
Plant Operations	9,368,403	10,688,400	10,688,400	10,924,300	235,900
Institutional Support	11,371,682	13,827,500	13,827,500	14,296,400	468,900
Debt Service	3,337,700	3,510,700	3,510,700	4,027,200	516,500
Total By Character	84,547,308	95,658,600	95,658,600	100,778,200	5,119,600

Anne Arundel Community College FY2009 Revenues  
Unrestricted Funds



**Mission Statement**

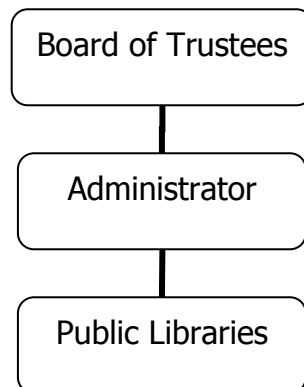
AACPL is the essential connection to learning and enrichment.

- 1) Provide the services our community wants.
- 2) Make library services visible in our communities.
- 3) Make library resources and services accessible and convenient.
- 4) Enhance staff productivity and provide a supportive work environment.

The Anne Arundel County Public Library is a public library system with 15 branches ranging in size from 6,100 square feet to 40,000 square feet. In addition to traditional reference and circulation services, the Library also offers Internet access and educational programs.

The Anne Arundel County Public Library provides facilities for the collection and dissemination of educational, informational, cultural, and recreational materials in response to the specific needs of the community it serves. The public library supplies a wide range of opportunities for all persons to develop individually and in groups by providing accurate and reliable information, stimuli for general community and intellectual awareness through programming and exhibits, and a place for a variety of programming activities within the community. The public library has a rich history as one of the most diverse and economically effective institutions organized and designed to provide all people with access to knowledge and information.

The Anne Arundel County Public Library is governed by a self-perpetuating Board of Trustees. The Library is created under 522 of the Code and authorized under the Maryland Education Article, Title 23 et seq.



**Major Accomplishments**

- Installed wireless Internet Access in all 15 Libraries.
- Sponsored 3 outdoor concerts featuring Grammy award-winning artists.
- Increased programming for teens and adults, including new teen-genre literature as well as adult programming in job hunting and parenting skills.
- Increased literary offerings in areas such as the Classical Music Library, the Smithsonian Global Sound for Libraries, African American Song and Theatre in Video.
- Increased fine rates for the first time in 15 years and increased materials recoveries (valued at \$200,000) through a contractor.
- Received a grant to support branch renovations to fire systems and to adhere to the American with Disability Act.

**Key Objectives**

- Adjust the Library staff pay scale.
- Redesign the AACPL Website to improve the ease of use.
- Formulate a new Strategic Plan to guide the system into the year 2010 and beyond.

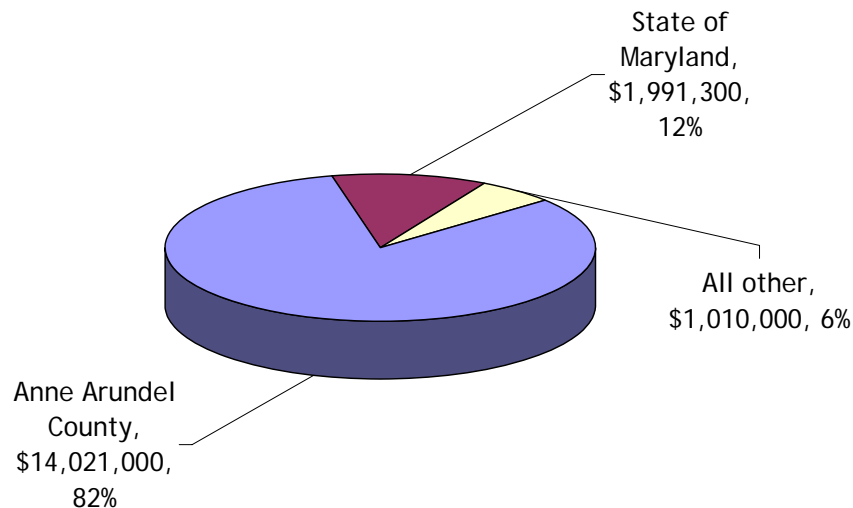
**Public Libraries**  
**All Funding Sources**

**FY2009 Approved Budget**

**Significant Changes**

- Beginning FY2009, with the exception of the Russett at Maryland City branch, all of the Library branches will be open 42 Sundays throughout the year.
- The Library increased its fees and fines for the first time in more than 15 years.
- The County Council reduced the proposed capital project for book and materials purchases by \$775,000 to \$2.25 million.
- In addition to the direct support shown under the Library's appropriation, and in the Capital Budget, the County's Office of Central Services funds the full cost of utilities for the Library. In FY2007, those costs were \$1.2 million. In FY2009, the State's pension system allocation on behalf of the Library, an item not appropriated to the Library, will be slightly more than \$1 million.

Anne Arundel County Public Libraries  
FY2009 Revenues



Revenues	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
General Funds	\$13,661,000	\$13,948,600	\$13,948,600	\$14,021,000	\$72,400
Other	\$2,779,430	\$2,701,300	\$2,856,300	\$3,001,300	\$300,000
Total	\$16,440,430	\$16,649,900	\$16,804,900	\$17,022,300	\$372,400

**Public Libraries**  
***All Funding Sources***

**FY2009 Approved Budget**

**Personnel Summary**

The Library Board has authorized 229 positions and also employs a cadre of part time staff.

**Performance Measures and Condition Assessment**

- **Growing Population.** The County population grew 15 percent from 1990 to 2000, with the largest part of that growth coming in the western part of the County. This growth supports the need for larger regional libraries equipped with state-of-the-art technologies and expanded collections to supplement the smaller community branches in those areas.
- **Aging Population.** The fastest growing segments of the County population are the 45-64 age group and the 65+ age group. This suggests that services should be adjusted to place a greater emphasis on the needs of our older patrons.
- **Educational Level.** Anne Arundel County ranks third in the State in terms of percentage of the population who have earned a Bachelor’s Degree or higher. In 1990, it ranked fifth. Adults with advanced degrees and their families can be expected to make greater use of Library resources.
- **Proliferation of Technology.** As technology becomes more integrated into daily life, patrons expect the Library to keep pace. Beginning with the introduction of Internet access and our online catalog in 1995, the need to provide more and faster computers to the public has created tremendous expenditure pressure for the Library. In older Library buildings, books compete for space occupied by technology that didn’t even exist when some of those facilities were built. The Library’s network once a single server, now requires 28. As technology continues to advance, the Library will need to invest at least at its current rate simply to continue to provide the level of public service patrons have come to expect.

	<b>FY 06 Actual</b>	<b>FY 07 Actual</b>	<b>FY08 Estimated</b>	<b>FY08 Projected</b>
Patron Visits	2,815,127	2,964,445	3,200,000	3,300,000
Active Borrowers	249,879	248,400	250,000	255,000
Web Catalog/Internet Hits	24,062,146	37,169,654	39,000,000	40,000,000
Circulation	5,465,062	5,388,952	5,200,000	5,200,000

**Comparative Statement of Expenditures**

**Agency: Public Libraries**  
**Fund: All Funding Sources**

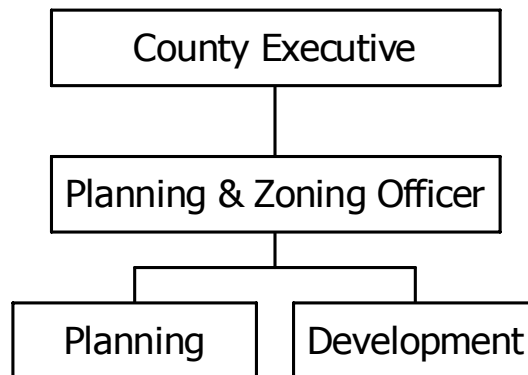
<b>General Classification of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Character</b>					
Public Libraries	15,908,254	16,649,900	16,804,900	17,022,300	372,400
Total by Character	15,908,254	16,649,900	16,804,900	17,022,300	372,400
<b>Object</b>					
Personal Services	13,871,785	14,666,200	14,436,200	15,165,500	499,300
Contractual Services	1,195,877	1,204,300	1,219,300	1,176,800	-27,500
Supplies & Materials	416,884	367,500	397,500	342,500	-25,000
Business & Travel	74,765	84,400	99,400	85,600	1,200
Capital Outlay	348,942	327,500	652,500	251,900	-75,600
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	15,908,254	16,649,900	16,804,900	17,022,300	372,400

**Commentary**

- Personnel costs increase as a result of pay package increases to the Library's merit system employees, and for the part-time staff. The County Council reduced \$354,100 from the proposed personnel budget, eliminating both health insurance for part-time staff and the cost of hiring new development staffing. The latter would have been funded by new Library- generated funds.
- Contractual services, covers a wide range of Library operating expenses, such as rent for the leased branches, equipment servicing, phones, insurance and vehicle operating cost. The County Council also reduced proposed technology contract funds by \$50,000.
- Business and travel are for travel and staff training to meet State training requirements.
- Decreases in the supplies budget reflect the elimination of free printing for patrons at branches.
- Capital Outlay is used primarily for printers and technology purchases.

**Mission Statement**

The Office of Planning and Zoning (P&Z) is responsible for planning and managing the physical growth and development of the county. P&Z performs its planning responsibility by periodically reviewing and updating the General Development Plan and preparing functional master plans and small area plans. P&Z fulfills its growth management role by administering zoning, subdivision and environmental regulations. In partnership with Inspections and Permits, the Office continues to modify and improve the Permit Information Processing System (PIPS) and Subdivision Tracking System (STS) to accommodate changes due to revised and updated subdivision and development regulations.





**Major Accomplishments**

- Completed vacant lot inventory.
- Adopted Comprehensive Zoning legislation for the Annapolis Neck Small Area Planning.
- Participated in ongoing comprehensive planning studies to accommodate the impacts of BRAC.
- Drafted and adopted the Water and Sewer Master Plan 2007 Update.
- Completed the Edwin Raynor Phase II Study for Complete Streets.
- Continued preservation programs, education and public outreach on historic and archeological issues.
- Executed travel demand models to develop forecasts for West County and Annapolis Neck.
- Obtained funding to extend and improve transit service in the Glen Burnie area consistent with the Transit Development Plan 2003 and the adjusted Glen Burnie Small Area Plan.

**Key Objectives**

- Complete holding capacity analysis to update the inventory of housing and commercial projects.
- Participate in comprehensive planning studies to accommodate the impacts of BRAC.
- Complete the marginal fiscal cost analysis to evaluate public facilities and incorporate the findings into the General Development Plan 2008 Update.
- Complete and adopt the 2008 General Development Plan.
- Complete revisions to the Landscape Manual, the Stormwater Management Manual and the Design Manual.
- Prepare legislation to revise the Odenton Town Center Master Plan.
- Update the Critical Area Law.
- Complete the Transit Development Plan 2008 Update.

**Significant Changes**

- None.

## Personnel Summary

Job Code - Title	Plan	Grade	FY2008	FY2008	FY2009	Variance
			Approved	Adjusted	Approved	
0131 Planning & Zoning Officer	E	7	1	1	1	0
0200 Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0211 Office Support Assistant I	OS	2	1	1	0	-1
0212 Office Support Assistant II	OS	4	3	3	3	0
0222 Secretary II	OS	4	5	5	4	-1
0223 Secretary III	OS	6	3	3	3	0
0224 Management Aide	NR	12	1	1	1	0
0242 Management Assistant II	NR	17	1	1	1	0
0264 Program Manager	NR	19	0	1	1	0
0266 Program Specialist II	NR	17	1	0	0	0
0872 GIS Technician	NR	11	1	1	1	0
0873 GIS Specialist	NR	15	3	3	3	0
0901 Planning Technician I	OS	7	1	1	1	0
0902 Planning Technician II	OS	9	6	6	6	0
0911 Planner I	NR	15	4	3	3	0
0912 Planner II	NR	17	15	16	16	0
0913 Planner III	NR	18	8	8	8	0
0914 Senior Planner	NR	19	5	5	5	0
0921 Planning Administrator	NR	21	7	7	7	0
1181 Assistant Plan & Zoning Officer	NR	22	2	2	2	0
2312 Traffic Analyst II	LM	12	2	2	2	0
2342 Engineer II	NR	17	3	3	3	0
2343 Engineer III	NR	18	9	9	9	0
2344 Senior Engineer	NR	19	1	1	1	0
2345 Engineer Manager	NR	21	1	1	1	0
<b>Department Summary</b>			<b>85</b>	<b>85</b>	<b>83</b>	<b>-2</b>

## Performance Measures

	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Projected
Building & Grading Permits	12,400	10,066	9,200	10,100
Sire Development Reviews	325	350	370	365
Subdivision – Commercial/Industrial	124	191	200	180
Subdivision – Residential	173	135	200	150
Subdivision Fees	\$770,000	\$623,500	\$400,000	\$400,000
Community Development reviews	80	85	85	85
Volunteer hours – archeology	1,200	1,155	1,150	1,300
Zoning Cases	550	553	484	447
Archaeological Sites Discovered	22	38	35	30
Customers assisted by phone/email	3,315	3,719	3,700	3,700
Customers assisted in person	6,018	5,666	4,410	4,400

## Comparative Statement of Expenditures

Agency: Office of Planning and Zoning

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	7,783,282	9,924,800	10,014,800	8,188,500	(1,736,300)
Grant Fund-Planning & Zoning	0	0	0	1,779,800	1,779,800
Total by Fund	7,783,282	9,924,800	10,014,800	9,968,300	43,500
<b>Character</b>					
Administration	4,618,176	6,456,800	6,546,800	6,596,400	139,600
Development	3,165,106	3,468,000	3,468,000	3,371,900	(96,100)
Total by Character	7,783,282	9,924,800	10,014,800	9,968,300	43,500
<b>Object</b>					
Personal Services	6,556,864	7,119,200	7,119,200	6,972,600	(146,600)
Contractual Services	627,761	456,000	456,000	207,000	(249,000)
Supplies & Materials	68,716	112,600	112,600	107,600	(5,000)
Business & Travel	22,406	38,900	38,900	34,700	(4,200)
Capital Outlay	635	540,000	540,000	720,000	180,000
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	506,900	1,658,100	1,748,100	1,926,400	268,300
Total by Object	7,783,282	9,924,800	10,014,800	9,968,300	43,500

**Program Statement**

The Planning Division provides management control, administration and program direction for the Planning and Zoning Department.

- Zoning Division – responsible for the processing, review, and presentation of zoning applications. Other duties include the research and writing of administrative decisions, the registration of nonconforming uses and the review of zoning certificates of use. Zoning also serves to answer all public inquiries regarding zoning regulations, including telephone inquiries, zoning verification letters, and walk-in customers.
- Long Range Planning Division – responsible for updating and revising the County’s General Development Plan. The GDP guides the future growth and development in the County and recommends goals and policies to protect and enhance its natural and cultural resources.
- Research & GIS Division – responsible for providing demographic, geographic, and economic information through the collection, maintenance, and analysis of county data. The Division provides Geographic Information System (GIS) services to the Department, other governmental agencies and the public.
- Transportation Division – responsible for the coordination of transportation system planning efforts throughout the County. The program consists of identification and prioritization of near term and long-range surface transportation projects, including highway, transit and non-motorized (bicycle and pedestrian) projects.
- Cultural Resources – responsible for the review of all development activities that potentially effect archaeological sites, historic structures, cemeteries and scenic and historic roads. The Division also coordinates preservation projections to maintain cultural resources in the County.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	4,618,176	6,456,800	6,546,800	4,816,600	(1,640,200)
Grant Fund-Planning & Zoning	0	0	0	1,779,800	1,779,800
Total by Fund	4,618,176	6,456,800	6,546,800	6,596,400	139,600
<b>Object</b>					
Personal Services	3,396,867	3,651,200	3,651,200	3,600,700	(50,500)
Contractual Services	627,761	456,000	456,000	207,000	(249,000)
Supplies & Materials	66,122	112,600	112,600	107,600	(5,000)
Business & Travel	19,891	38,900	38,900	34,700	(4,200)
Capital Outlay	635	540,000	540,000	720,000	180,000
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	506,900	1,658,100	1,748,100	1,926,400	268,300
Total by Object	4,618,176	6,456,800	6,546,800	6,596,400	139,600
Allocation of Authorized Positions	39	43	43	42	-1

**Commentary**

- The FY2009 approved budget is an increase of \$139,600 and includes a general fund contribution to the Grant Fund of \$224,500.
- A Secretary II position is deleted in the approved budget (\$53,000). In addition, funding for temporary, contractual employees in the archeology program are reduced.
- The decrease in Contractual Services results only by the inclusion of Ride Sharing Grant funding in the Grants, Contributions & Other object.
- The increase in Capital Outlay reflects additional funding in the Grant Fund for the purchase of 4 mid-sized busses for the Odenton / Ft. Meade area.

**Program Statement**

The Development Division is responsible for the review and approval of all commercial and residential subdivisions, grading permits, Board of Education projects, Capital Projects, and major projects that support economic development. Additionally, the Development Division is responsible for the review, tracking and decision on all waivers to the subdivision regulations, as well as waivers for permits being reviewed.

- This Division consists of four (4) review teams:
  - Two geographic teams made up of planners, engineers and clerical staff that review residential and commercial projects;
  - A regional review team made up of planners, engineers and clerical staff that review priority commercial and economic development projects;
  - A Critical Area Team which will concentrate on strict enforcement and consistent interpretation of existing Critical Area regulations.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	3,165,106	3,468,000	3,468,000	3,371,900	(96,100)
Total by Fund	3,165,106	3,468,000	3,468,000	3,371,900	(96,100)
<b>Object</b>					
Personal Services	3,159,997	3,468,000	3,468,000	3,371,900	(96,100)
Contractual Services	0	0	0	0	0
Supplies & Materials	2,594	0	0	0	0
Business & Travel	2,515	0	0	0	0
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	3,165,106	3,468,000	3,468,000	3,371,900	(96,100)
Allocation of Authorized Positions	42	42	42	41	-1

**Commentary**

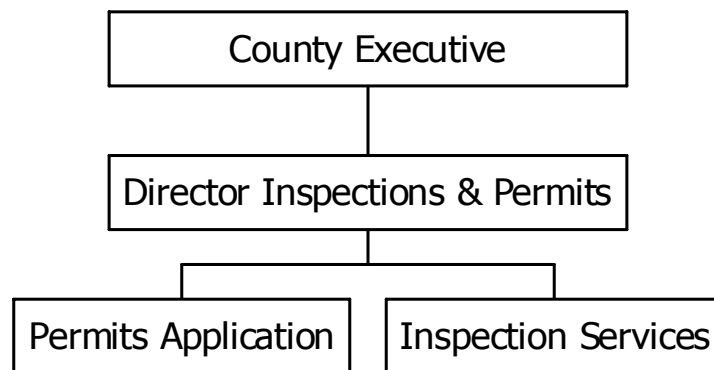
- The entire approved budget for the Development Bureau is actually a decrease of \$96,100, approximately 1/2 of which in personal services incremental costs.
- An Office Support Assistant I position is deleted in the approved budget (\$45,000).



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**Mission Statement**

The mission of the Department of Inspections and Permits is to become the most efficient, and cost effective providers of permit issuance, inspection services and enforcement services for the citizens of Anne Arundel County and to assure public safety, health, and welfare insofar as the entire construction and development process affects them. The Department is dedicated to providing the best technological and innovative approaches to protect the citizens of Anne Arundel County as well as expeditious permit processing, efficient review of plans and specifications and prompt, fair and accurate inspections and enforcement.



**Major Accomplishments**

- Improved turn-around time for review of plans and building permits.
- Expanded the E-Permit program to include Electrical, Tank and Percolation permits.
- Updated the Office Vision / Permit comment system to create an internet compatible product.
- Created a Code Compliance Division for investigation of all non-permit code violations.

**Key Objectives**

- Revise Floodplain, Grading and Stormwater Management laws.
- Initiate review of License applications on the internet.
- Automate the Certificate of Occupancy process.
- Develop a proficiency advancement program for Environmental and Infrastructure inspectors.

**Significant Changes**

- Replacement of the Office Vision program.
- Automation of the Certificate of Occupancy process.
- Implementation of a new Standard Grading Plan process for small earth disturbances.

Comparative Statement of Expenditures

Agency: Department of Inspections and Permits

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	11,099,943	12,065,300	12,065,300	12,331,900	266,600
Reforestation Fund	894,702	3,024,000	3,024,000	2,510,900	(513,100)
Total by Fund	11,994,646	15,089,300	15,089,300	14,842,800	(246,500)
<b>Character</b>					
Permits Application	2,554,540	2,914,400	2,914,400	3,004,200	89,800
Inspection Services	9,440,106	12,174,900	12,174,900	11,838,600	(336,300)
Total by Character	11,994,646	15,089,300	15,089,300	14,842,800	(246,500)
<b>Object</b>					
Personal Services	10,282,915	11,124,700	11,124,700	11,416,600	291,900
Contractual Services	1,533,337	3,686,000	3,686,000	3,166,000	(520,000)
Supplies & Materials	152,347	232,300	232,300	215,600	(16,700)
Business & Travel	23,106	40,200	40,200	41,200	1,000
Capital Outlay	2,941	6,100	6,100	3,400	(2,700)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	0	0
Total by Object	11,994,646	15,089,300	15,089,300	14,842,800	(246,500)

# Department of Inspections and Permits

FY2009 Approved

## Personnel Summary

Job Code - Title		Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0132	Director Inspections & Permits	E	7	1	1	1	0
0200	Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0211	Office Support Assistant I	OS	2	6	6	6	0
0212	Office Support Assistant II	OS	4	9	9	8	-1
0213	Office Support Specialist	OS	6	2	2	2	0
0222	Secretary II	OS	4	1	1	1	0
0223	Secretary III	OS	6	2	2	2	0
0224	Management Aide	NR	12	2	2	2	0
0241	Management Assistant I	NR	15	1	1	1	0
0242	Management Assistant II	NR	17	1	1	1	0
0245	Senior Management Assistant	NR	19	1	1	1	0
0264	Program Manager	NR	19	1	1	1	0
0297	Land Use & Environ Affairs Mgr	NR	19	1	0	0	0
0902	Planning Technician II	OS	9	8	8	8	0
0912	Planner II	NR	17	1	1	1	0
0917	Zoning Inspector	OS	12	7	7	7	0
0919	Zoning Inspection Supervisor	NR	18	0	1	1	0
0919	Zoning Inspector Supervisor	NR	18	1	0	0	0
1103	Residential Permit Coordinator	NR	17	2	2	2	0
1108	Permits Processor I	OS	6	8	8	8	0
1114	License Inspector	LM	9	2	2	2	0
1116	Combination Inspector	NR	16	6	6	6	0
1118	Combination Inspections Suprvr	NR	18	1	1	1	0
1120	Construction Code Inspector	LM	12	21	22	22	0
1122	Building Inspection Supervisor	NR	17	0	2	2	0
1122	Building Inspector Supervisor	NR	17	2	0	0	0
1123	Chief, Building Inspection	NR	19	1	1	1	0
1132	Electrical Inspections Supervr	NR	17	1	1	1	0
1140	Code Enforce Administrator	NR	21	2	3	3	0
1141	Environmental Control Inspectr	LM	12	21	21	21	0
1142	Environ Contrl Inspection Supvr	NR	17	0	3	3	0
1142	Environ Contrl Inspector Supvr	NR	17	2	0	0	0
1162	Plumbing Inspection Supervisor	NR	17	1	1	1	0
1167	Chief Of Licensing	NR	19	1	1	1	0
1169	Project Development Administra	NR	21	1	1	1	0
1191	Asst Director Inspect & Permit	NR	22	2	2	2	0
2272	Construction Inspector	LM	12	12	11	11	0
2275	Construction Inspection Supvsr	NR	17	0	2	2	0
2275	Construction Inspector Supervr	NR	17	3	0	0	0
2342	Engineer II	NR	17	2	2	2	0
2343	Engineer III	NR	18	3	3	3	0
2344	Senior Engineer	NR	19	1	1	1	0
2345	Engineer Manager	NR	21	1	1	1	0
8701	Soil Conservation Office Asst	ES	1	1	1	1	0
8702	Soil Conservation District Sec	ES	2	1	1	1	0
8703	Soil Conservation Office Mangr	ES	3	1	1	1	0
8704	Soil Conservation Specialist	ES	4	3	3	3	0
8705	Sr Soil Conservation Specialst	ES	5	2	2	2	0
8706	Soil Conservation District Mgr	ES	6	1	1	1	0
<b>Department Summary</b>				151	151	150	-1

Condition Assessment and Performance Measures

	<b>FY06 Actual</b>	<b>FY07 Actual</b>	<b>FY08 Estimated</b>	<b>FY09 Projected</b>
Building Permits	11,686	9,456	8,600	9,500
Electrical Permits	11,678	11,680	11,000	11,500
Grading Permits	572	610	600	600
Mechanical Permits	6,614	6,491	6,700	6,800
Plumbing Permits	10,888	9,262	9,100	9,100
Tank Permits	902	785	800	850
Water/Sewer Permits	1,566	1,048	900	900
Building Inspections	29,622	24,783	23,720	24,900
Electrical Inspections	26,051	24,468	23,546	24,069
Combination Inspections	27,320	26,079	24,949	25,832
Plumbing/Mechanical Inspections	27,549	22,908	22,450	22,515
Grading Inspections	19,152	19,744	20,000	21,000
Infrastructure Inspections	24,603	21,345	22,000	23,000
Building Violations	5,464	5,204	4,981	5,229
Combination Violations	4,350	3,651	3,492	3,616
Plumbing/Mechanical Violations	5,612	4,581	4,490	4,503
Electrical Violations	6,394	5,872	5,561	5,776
Complaint Investigations	1,352	1,340	1,400	1,400

**Program Statement**

The Permit Application Division provides management control, administration and program direction for all divisions within the Permit Application Center (PAC).

- Permit Issuance – responsible for processing various construction permit applications. This staff operates at the Hein Building in Glen Burnie and the Heritage Complex in Annapolis. This work program acts as custodian of permit records and distributes permit information to local utilities, state agencies and interested property owners.
- Technical Services – responsible for permit applications for building and fire codes, sprinkler systems, and fire alarms and smoke detection as well as commercial hood and duct plans.
- Licensing – responsible for receiving, reviewing, issuing and inspecting all license applications required by County Code. This section provides staff and office support to six appointed advisory boards and commissions. They also plan and direct all enforcement activities, which include inspections, violation notices, court proceedings and Board of Appeals hearings and fines.
- Subdivision & Agreements – responsible for review of all residential building permits for public works, grading and utility issues. This section also issues all grading permits, processes private storm water management agreements and prepares and executes utility and public development agreements.

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	2,554,540	2,914,400	2,914,400	3,004,200	89,800
Total by Fund	2,554,540	2,914,400	2,914,400	3,004,200	89,800
<b>Object</b>					
Personal Services	2,343,583	2,618,300	2,618,300	2,729,800	111,500
Contractual Services	134,962	168,200	168,200	167,400	(800)
Supplies & Materials	64,748	117,700	117,700	96,300	(21,400)
Business & Travel	10,785	10,100	10,100	10,700	600
Capital Outlay	463	100	100	0	(100)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	0	0
Total by Object	2,554,540	2,914,400	2,914,400	3,004,200	89,800
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	40	41	41	41	0

**Commentary**

- The FY2009 approved budget is an increase of \$89,800, but personal services alone increases by \$111,500; therefore, the budget is actually a reduction in other budgetary areas.
- The reduction in Supplies and Materials reflects a reduction in printing of permit related forms and applications.



**Program Statement**

The Inspection Services Division provides management control, administration and program direction for the Inspection Services, Zoning Enforcement and Infrastructure and Environmental Programs. Funding for the Soil Conservation District grant is included in this program as well.

- Inspection Services – responsible for conducting periodic and required inspections to verify compliance with all adopted building, plumbing, mechanical, electrical, state handicapped, flood plain and energy codes and all other related codes and standards that are administered through the permit process. Enforcement activities include visual inspections of all construction operations, civil fines, informal violations or correction requirements
- Zoning Enforcement – responsible for conducting inspections to enforce Anne Arundel County's Zoning Ordinance.
- Infrastructure and Environmental Programs – responsible for the uniform inspections of active construction sites to assure conformance to approved plans, standards and specification; enforcement of the Critical Area program, floodplains, sediment control and storm water management. This division is also responsible for investigating and resolving complaints, violations and other infractions of applicable construction and environmental legislation associated with permitted and non-permitted construction and development activities.
- Soil Conservation District – (SCD) was organized in 1946 and is one of 24 districts in Maryland. The district's purpose is to provide for the conservation of soil and water resources as well as the prevention of soil erosion, both urban and agricultural
- Code Compliance – responsible for inspection and enforcement of non-permitted activities including land use, construction and environmental protection. Inspectors investigate reports of potential violations to determine if Code or permit violations exist.
- Forestry – responsible for addressing requirements of the Critical Area Act and replacing areas of forest and woodland lost to development.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	8,545,403	9,150,900	9,150,900	9,327,700	176,800
Reforestation Fund	894,702	3,024,000	3,024,000	2,510,900	(513,100)
Total by Fund	9,440,106	12,174,900	12,174,900	11,838,600	(336,300)
<b>Object</b>					
Personal Services	7,939,332	8,506,400	8,506,400	8,686,800	180,400
Contractual Services	1,398,375	3,517,800	3,517,800	2,998,600	(519,200)
Supplies & Materials	87,599	114,600	114,600	119,300	4,700
Business & Travel	12,321	30,100	30,100	30,500	400
Capital Outlay	2,478	6,000	6,000	3,400	(2,600)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	0	0
Total by Object	9,440,106	12,174,900	12,174,900	11,838,600	(336,300)
Allocation of Authorized Positions	107	110	110	109	-1

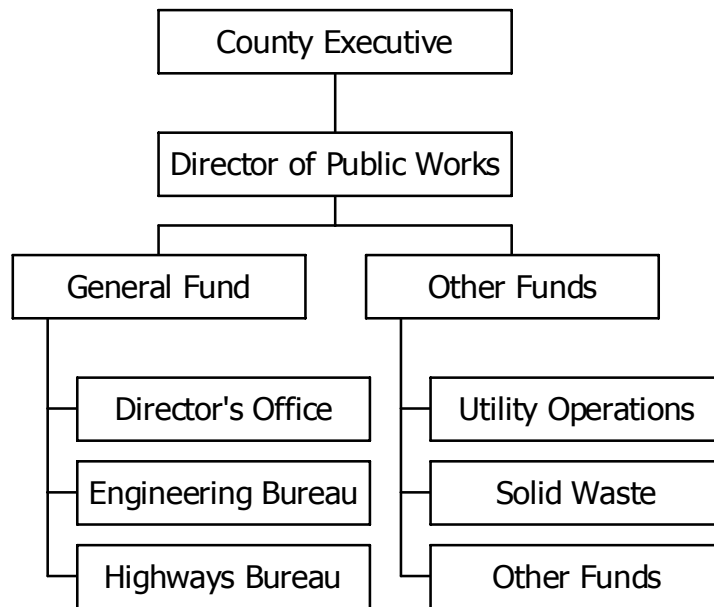
**Commentary**

- The overall decrease is a combination of an increase of \$180,400 in incremental personal services costs offset by a reduction in the Reforestation Fund based on actual history and known special projects such as plantings on the Dairy Farm.
- A vacant Office Support Assistant II is deleted in the approved budget (\$39,000).

**Mission Statement**

It is the mission of the Department of Public Works to respond promptly to customer service concerns, to safeguard the environment and to constantly respect the cost consciousness of the citizens of Anne Arundel County through providing:

- High quality drinking water
- Innovative, cost effective and environmentally sensitive wastewater treatment facilities
- Comprehensive solid waste reduction, collection, recycling, and disposal
- Safe, efficient, well maintained roads, bridges, and stormwater management systems
- Innovative design and construction of capital improvement projects that meet the needs of our citizen and business communities



**Major Accomplishments****General Fund**

- Developed DPW TV as an internet portal for public outreach.
- Completed the initial phase of the Closed Storm Drain and Culvert inventory / inspection program.
- Completed Phase III of the Right of Way computer system upgrade.
- Implemented a HPS-20 Road Improvement Reporting cycle resulting in additional State funding.

**Water & Wastewater Operating Fund**

- Received National Association of Clean Water Agencies (NACWA) Gold, Silver and Platinum Awards at all water reclamation facilities (WRF).
- Achieved perfect environmental compliance with drinking water requirements.
- Negotiated a contract with Constellation energy to sell them treated effluent from Cox Creek WRF.
- Eliminated gaseous chlorine and installed backup power at the Arnold WTP.
- Implemented an EMS program for bio-solids disposal.
- Completed expansion of Annapolis WRF from 10 MGD to 13 MGD.
- Re-established water supply from Baltimore City through Nursery Road. No water restrictions required during summer months.
- ENR Project Team selected the process to be implemented at the county's oldest and largest WRF (Cox Creek) and began design. Design also started at Broadneck, Annapolis, and Broadwater WRF.
- Initiated construction of Arnold WTP expansion from 8 MGD to 16 MGD
- Implemented National Incident Management System/Incident Command System into Department disaster plans.

**Major Accomplishments**

**Waste Collection Fund**

- Maintained full regulatory compliance relative to air emissions, landfilling, groundwater protection and storm water control.
- Recycled 122,721 tons of material and diverted 146,359 tons of waste to alternative sites leaving 98,094 to be buried at Millersville Landfill.
- Expanded the County Office Recycling Program (CORP) including programs at County Parks and Detention Centers.
- Received over \$2.16 million in revenue from the sale of batteries, cardboard, compost, scrap metal, paper, cans, bottles and jars.
- Continued our service enhancements in our curbside collection including single stream recycling collection and processing, holiday schedule modifications and no Saturday collections, which began in FY2007 by adding five more contracts in FY2008.
- Reached agreement with Ft. Meade to sell our LFG for beneficial reuse.

**Key Objectives**

**General Fund**

- Establish best management practices and performance standards within the Bureau of Highways to maximize the use of available resources.
- Focus on infrastructure preservation through planned and preventive maintenance rather than reactive maintenance.
- Utilize technology and organization as a strategy to provide superior management information and increase efficiency that will result in work practice changes and better planning of service delivery.

**Water & Wastewater Operating Fund**

- Advance a maintenance career path for technical trades and incorporate these employees into training program.
- Implement a proficiency advancement program for meter shop employees.
- Maintain outstanding environmental compliance record.
- Implement a strategy to implement Enhanced Nutrient Removal (ENR) at county water reclamation facilities utilizing grant funding from flush fee implemented by the Governor.
- Complete the design of Annapolis, Broadneck and Cox Creek ENR projects.
- Enhance the backflow/cross connection program.
- Identify opportunities to reduce costs for electricity despite major increases in electricity required for ENR projects.
- Evaluate the integrity of large diameter concrete pipe
- Expand automatic water metering system to lower cost of meter reading.
- Expand Crofton and Arnold water treatment plants to meet demands and reduce dependence on Baltimore City.
- Expand water plant capability in the Broadneck service area to meet increasing demand

**Key Objectives**

**Waste Collection Fund**

- Increase residential recycling in the County to ensure maximum diversion from the Landfill and other disposal sites.
- Address growing capacity limitations for yard waste processing seeking alternative sites.
- Continue implementation of the Solid Waste Strategy that minimizes reliance on the Millersville Landfill.

**Significant Changes**

**General Fund**

- Implement programs for compliance with the Chesapeake Bay Initiatives through stormwater management and ENR projects.

**Water & Wastewater Operating Fund**

- Increase in electricity costs (approximately 5.2% increase)
- Increase in the costs of dewatering, stabilizing and disposing of biosolids (approximately 8.2%)
- Increase in the cost of water and wastewater services purchased from other jurisdictions (approximately 6.9%)
- Increase in the amount of PAYGO funding for capital projects (12.1%)

**Waste Collection Fund**

- Increases in curbside collection contractual costs associated with customer growth, CPI increases, and fuel price adjustments.



Comparative Statement of Expenditures

Agency: Department of Public Works

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	37,149,250	36,606,800	37,520,800	37,264,900	658,100
Developer Street Light Fund	63,692	1,000,000	1,000,000	1,000,000	0
Piney Orchard WWS Fund	641,288	795,000	795,000	1,000,000	205,000
Water & Wstwtr Operating Fund	76,900,543	82,882,200	82,882,200	89,280,000	6,397,800
Water & Wstwtr Sinking Fund	29,995,305	31,369,300	31,369,300	34,459,300	3,090,000
Maryland City AMT Fund	1,792,968	1,810,400	1,810,400	1,809,700	(700)
Waste Collection Fund	44,769,844	48,331,100	48,331,100	49,857,800	1,526,700
Total by Fund	191,312,889	202,794,800	203,708,800	214,671,700	11,876,900
<b>Character</b>					
Director's Office	443,056	474,400	474,400	482,700	8,300
Bureau of Engineering	7,419,008	7,963,100	7,832,100	8,343,600	380,500
Bureau of Highways	29,287,186	28,169,300	29,214,300	28,438,600	269,300
Water & Wstwtr Operations	68,668,891	73,451,400	73,451,400	77,549,500	4,098,100
Water & Wstwtr Finance & Admin	8,231,652	9,430,800	9,430,800	11,730,500	2,299,700
Water & Wstwtr Debt Service	29,995,305	31,369,300	31,369,300	34,459,300	3,090,000
Waste Mgmt. Services	44,769,844	48,331,100	48,331,100	49,857,800	1,526,700
Other DPW Funds	2,497,947	3,605,400	3,605,400	3,809,700	204,300
Total by Character	191,312,889	202,794,800	203,708,800	214,671,700	11,876,900
<b>Object</b>					
Personal Services	49,393,492	53,199,000	53,473,000	55,269,800	2,070,800
Contractual Services	70,672,764	74,644,100	75,064,100	76,991,200	2,347,100
Supplies & Materials	6,489,671	7,247,400	7,697,400	8,195,600	948,200
Business & Travel	205,802	299,100	299,100	333,900	34,800
Capital Outlay	1,931,816	2,101,100	2,121,100	2,370,000	268,900
Debt Service	35,375,244	36,789,200	36,789,200	38,812,900	2,023,700
Grants, Contrib. & Other	27,244,100	28,514,900	28,264,900	32,698,300	4,183,400
Total by Object	191,312,889	202,794,800	203,708,800	214,671,700	11,876,900

Performance Measures

General Fund

Description	FY06 Act	FY07 Act	FY08 Est	FY09 Proj
Capital contract awards (\$ mill)	34	140	135	120
Construction jobs completed	147	135	125	130
Storm drain/roads as-built projects	84	242	150	160
Water/Sewer as-built projects	211	420	340	360
Water/Sewer connections	1,154	1,200	1,000	1,100
Update W/S connection information	15,203	10,472	12,500	11,050
Customer requests	8,817	8,855	8,900	8,900
Miles of roadway	1,755	1,761	1,770	1,785
Guardrail (linear feet)	265,000	395,970	400,000	425,000
Mowing (swath) miles	898	1,177	1,200	1,200
Shoulder miles	1,598	1,932	2,000	2,000
Sweeping miles	1,260	1,812	2,000	2,000
Drainage devices	23,500	35,400	39,900	42,400
Right of way permits (individual)	4,566	3,913	3,400	3,400
Right of way permits (maintenance)	16,483	23,927	23,000	23,000
Speed Counters completed	124	180	165	175
Volume counters completed	90	85	70	75
Centerlines painted (miles)	250	520	375	420
Edge lines painted (miles)	236	525	360	400
Signals – routine & emergency Call	1,010	993	800	900
Signs – fabricated	16,785	9,259	8,000	10,000
Signs – installed/replaced	5,327	10,328	7,000	10,000

Performance Measures

Water & Wastewater Operating Fund

Description	FY06 Act	FY07 Act	FY08 Est	FY09 Proj
<b>Tech Support</b>				
Calls received to dispatch unit	65,700	59,500	60,566	62,382
On-site service delivery calls	7,220	6,182	6,260	6,447
Number of water meters read	106,100	106,500	107,500	109,000
<b>Wastewater</b>				
Preventive Maint Work Orders	1,151	1,251	1,300	1,325
Corrective Maint Work Orders	5,403	4,115	4,200	4,300
Cleaning Length Linear Feet	1,760,000	1,693,000	1,700,000	1,700,000
TV Inspection Linear Feet	234,016	143,686	250,000	250,000
Service Connection Repairs	447	334	350	400
<b>Water</b>				
Compliance (as a %)	100	100	100	100
Millions of gallons of water produced	10,150	10,070	10,150	10,200
Millions of gallons of water purchased	3,520	3,250	3,600	3,900
Water quality samples- bacteriological	2,544	2,765	2,800	2,800
Infrastructure work orders	2,176	2,129	2,200	2,200
<b>Customer Service</b>				
Community outreach projects	70	81	83	85
Web-site email requests	937	1,251	1,276	1,302

Waste Collection Fund

	FY06 Act	FY07 Act	FY08 Est.	FY09 Proj
Customers at curbside	142,895	144,361	146,143	148,247
Customers at our facilities	780,067	792,149	809,263	826,758
Total recycling tons at Mill Landfill	28,504	23,708	26,690	27,580
Trash buried per year Mill Landfill	95,271	98,094	99,000	100,000
Sudley CC customers per day	484	495	516	531
GBCC customers per day	612	729	740	760
Mill CC customers per day	823	846	860	878
Tons trash collected at curbside	151,170	147,980	148,440	143,330
Tons yard waste collected curbside	27,346	27,028	28,380	28,670
Tons recyclables collected curbside	36,683	39,412	41,480	48,510
% trash of waste stream	70	69	68	65
% yard waste of waste stream	13	13	13	13
% recyclables of waste stream	17	18	19	22
Residential recycling rate	35	36	36	38
Bulk item collections	18,732	14,073	4,222	1,400
Community Clean-ups	566	562	575	575

# Department of Public Works

# FY2009 Approved Budget

## Personnel Summary

### General Fund

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0110 Director of Public Works	E	8	1	1	1	0
0200 Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0211 Office Support Assistant I	OS	2	1	1	1	0
0212 Office Support Assistant II	OS	4	5	5	5	0
0213 Office Support Specialist	OS	6	1	1	1	0
0222 Secretary II	OS	4	5	5	5	0
0223 Secretary III	OS	6	7	7	7	0
0241 Management Assistant I	NR	15	3	4	4	0
0242 Management Assistant II	NR	17	1	1	1	0
0261 Deputy Director, Public Works	NR	24	2	2	2	0
0264 Program Manager	NR	19	4	4	4	0
0266 Program Specialist II	NR	17	4	4	4	0
0463 Financial Clerk II	NR	11	2	2	2	0
0541 Title Abstractor	NR	9	1	1	1	0
0551 Property Acquisition Agent	NR	15	3	3	3	0
0571 Chief, Rights-Of-Way	NR	19	1	1	1	0
0811 Duplicating Equipment Operator	OS	6	1	1	1	0
0872 GIS Technician	NR	11	10	10	10	0
0873 GIS Specialist	NR	15	5	5	5	0
0912 Planner II	NR	17	1	1	1	0
0914 Senior Planner	NR	19	1	1	1	0
0921 Planning Administrator	NR	21	1	1	1	0
1105 Space Permits Facilitator	OS	7	1	1	1	0
2001 Equipment Operator I	LM	6	37	37	37	0
2002 Equipment Operator II	LM	7	24	24	24	0
2003 Equipment Operator III	LM	9	1	1	1	0
2004 Senior Equipment Operator	LM	10	3	3	3	0
2006 Vacuum/Rodder Operator	LM	8	2	2	2	0
2011 Automotive Service Worker	LM	5	3	3	3	0
2022 Automotive Mechanic II	LM	9	5	5	5	0
2061 Automotive Maintenance Manager	NR	16	1	1	1	0
2205 Survey Technician	NR	14	1	1	1	0
2210 Survey Field Technician	LM	8	4	4	4	0
2211 Survey Crew Chief	NR	14	4	4	4	0
2212 Assistant Chief, Surveys	NR	16	2	2	2	0
2221 Chief, Surveys	NR	19	1	1	1	0
2270 Quality Control Inspector	NR	16	1	1	1	0
2272 Construction Inspector	LM	12	7	7	7	0
2275 Construction Inspector Supervr	NR	17	2	0	0	0
2275 Construction Inspection Supvsr	NR	17	0	2	2	0
2311 Traffic Analyst I	LM	10	3	3	3	0
2312 Traffic Analyst II	LM	12	1	1	1	0
2333 Assistant Director Public Work	NR	24	1	1	1	0
2341 Engineer I	NR	16	2	2	2	0
2343 Engineer III	NR	18	15	15	15	0
2344 Senior Engineer	NR	19	12	12	12	0
2345 Engineer Manager	NR	21	7	7	7	0
2346 Engineer Administrator	NR	22	2	2	2	0
2383 Utility Systems Technician III	LM	10	1	1	1	0
2401 Mason	LM	7	4	4	4	0
2411 Maintenance Worker I	LM	3	19	19	19	0
2412 Maintenance Worker II	LM	5	41	41	41	0
2414 Traffic Maintenance Technician	LM	8	1	1	1	0
2418 Roads Maintenance Crew Leader	LM	10	7	7	7	0
2419 Roads Maintenance Supervisor	NR	14	12	12	12	0
2420 Roads Maintenance Mgmt Admin	NR	17	1	1	1	0
2431 Sign Fabricator	LM	10	3	3	3	0
2432 Sign Fabrication Supervisor	NR	15	1	1	1	0
2441 Traffic Signal Technician	LM	11	3	3	3	0
2442 Sr Traffic Signal Technician	NR	16	1	1	1	0

# Department of Public Works

# FY2009 Approved Budget

## Personnel Summary

### General Fund (continued)

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
2455 Road Operations Supervisor	NR	16	4	4	4	0
2462 Urban Roads Superintendent	NR	19	4	4	4	0
2465 Asst Chief, Road Operations	NR	20	1	1	1	0
2471 Chief, Road Operations	NR	21	1	1	1	0
2472 Asst Chief, Bureau of Highways	NR	19	1	1	1	0
<b>Department Summary</b>			308	309	309	0

### Water & Wasterwater Operating Fund

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0211 Office Support Assistant I	OS	2	1	1	1	0
0212 Office Support Assistant II	OS	4	13	13	13	0
0213 Office Support Specialist	OS	6	5	6	6	0
0222 Secretary II	OS	4	2	2	2	0
0223 Secretary III	OS	6	4	4	4	0
0224 Management Aide	NR	12	4	4	4	0
0242 Management Assistant II	NR	17	5	5	5	0
0244 Info System Support Specialist	NR	14	4	3	3	0
0246 Senior Budget Mgmt Analyst	NR	21	1	1	1	0
0255 Public Services Dispatcher	LM	7	7	7	7	0
0256 Manager PW Personnel Admin	NR	19	1	1	1	0
0261 Deputy Director, Public Works	NR	24	1	1	1	0
0263 Emergency Services Manager	NR	18	2	2	2	0
0264 Program Manager	NR	19	4	4	4	0
0265 Program Specialist I	NR	15	4	6	6	0
0266 Program Specialist II	NR	17	1	1	1	0
0296 Manager PW Customer Relations	NR	17	1	1	1	0
0403 Field Service Representative	LM	10	1	1	1	0
0404 Meter Technician I	LM	4	10	10	10	0
0405 Meter Technician II	LM	6	2	2	2	0
0406 Meter Technician III	LM	7	2	2	3	1
0415 Meter Service Supervisor	NR	17	1	0	0	0
0416 Meter Services Manager	NR	18	0	1	1	0
0422 Utility Assessments Technician	OS	9	2	2	2	0
0425 Financial Analyst	NR	16	2	2	2	0
0427 Manager, Util Revenue Admin	NR	19	1	1	1	0
0462 Financial Clerk I	OS	7	1	1	1	0
2002 Equipment Operator II	LM	7	1	1	1	0
2003 Equipment Operator III	LM	9	11	11	11	0
2004 Senior Equipment Operator	LM	10	1	1	1	0
2022 Automotive Mechanic II	LM	9	2	2	2	0
2032 Welder	LM	10	1	1	1	0
2252 Laboratory Technician	LM	10	10	10	10	0
2256 Water Quality Compliance Spec	NR	18	1	1	1	0
2272 Construction Inspector	LM	12	3	3	3	0
2275 Construction Inspection Supvsr	NR	17	0	1	1	0
2275 Construction Inspector Supervr	NR	17	1	0	0	0
2342 Engineer II	NR	17	1	1	1	0
2343 Engineer III	NR	18	2	2	2	0
2344 Senior Engineer	NR	19	1	1	1	0
2381 Utility Systems Technician I	LM	6	4	4	4	0
2382 Utility Systems Technician II	LM	8	6	6	6	0
2383 Utility Systems Technician III	LM	10	3	3	3	0
2386 Util Emergency Response Tech	LM	9	6	6	6	0
2412 Maintenance Worker II	LM	5	2	2	2	0
2515 Water Operations Superintendent	NR	19	1	1	1	0

Personnel Summary

**Water & Wasterwater Operating Fund (continued)**

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
2543 Wastewater Plant Supervisor	NR	16	1	1	1	0
2552 Wastewater Plant Superintnd II	NR	19	1	0	0	0
2555 Wastewater Ops Superintendent	NR	20	1	1	1	0
2577 Utilities Team Manager	NR	18	10	0	0	0
2577 Utilities Team Manager	NR	19	0	11	11	0
2583 Util Operations Administrator	NR	22	4	4	4	0
2605 Trades Helper	LM	7	2	2	2	0
2607 Utilities Support Worker I	LM	6	5	5	5	0
2608 Utilities Support Worker II	LM	7	31	31	32	1
2610 Utilities Special Crew Leader	LM	9	4	4	4	0
2611 Utilities Maintenance Crew Ldr	LM	8	13	13	13	0
2612 Utilities Repair Crew Leader	LM	11	10	10	10	0
2615 Utilities Maint & Repair Suprv	NR	16	2	2	2	0
2621 Utility Lines Superintendent	NR	18	4	4	4	0
2623 Utilities Line Marking Tech	LM	7	3	3	3	0
2627 Electrical Technician I	FW	1	1	1	1	0
2628 Electrical Technician II	FW	2	11	10	10	0
2629 Electrical Technician III	FW	3	0	1	1	0
2630 Senior Electrical Technician	FW	4	1	1	1	0
2638 Instrumentation Technician II	FW	2	7	7	7	0
2640 Senior Instrumentation Technic	FW	4	1	1	1	0
2642 Util Electrical Coordinator	NR	18	1	1	1	0
2647 Mechanical Technician I	FW	1	1	1	1	0
2648 Mechanical Technician II	FW	2	18	18	18	0
2650 Senior Mechanical Technician	FW	3	1	1	1	0
2658 Generator Technician II	FW	2	4	4	4	0
2662 Utilities Area Maintenanc Supvr	NR	16	1	1	1	0
2671 Util Mechanical Maintenanc Supt	NR	19	1	1	1	0
2681 Water/Wastewater Sys Tech I	FW	1	16	15	15	0
2682 Water/Wastewater Sys Tech II	FW	2	53	53	53	0
2682 Water/Wastewater Sys Tech II	FW	3	1	0	0	0
2683 Water/Wastewater Sys Tech III	FW	3	0	1	1	0
<b>Fund Summary</b>			348	349	351	2

**Waste Collection Fund**

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0212 Office Support Assistant II	OS	4	5	5	5	0
0213 Office Support Specialist	OS	6	1	1	1	0
0222 Secretary II	OS	4	1	1	1	0
0223 Secretary III	OS	6	1	1	1	0
0224 Management Aide	NR	12	1	1	1	0
0242 Management Assistant II	NR	17	1	1	1	0
0261 Deputy Director, Public Works	NR	24	1	1	1	0
0264 Program Manager	NR	19	1	1	1	0
0265 Program Specialist I	NR	15	2	2	2	0
0712 Storekeeper II	LM	6	1	1	1	0
2002 Equipment Operator II	LM	7	9	9	9	0
2003 Equipment Operator III	LM	9	3	3	3	0
2004 Senior Equipment Operator	LM	10	8	8	8	0
2021 Automotive Mechanic I	LM	7	1	1	1	0
2022 Automotive Mechanic II	LM	9	1	1	1	0

Personnel Summary

**Waste Collection Fund (continued)**

Job Code - Title		Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
2023	Automotive Mechanic III	LM	11	1	1	1	0
2032	Welder	LM	10	1	1	1	0
2342	Engineer II	NR	17	1	1	1	0
2411	Maintenance Worker I	LM	3	10	10	10	0
2412	Maintenance Worker II	LM	5	12	12	12	0
2481	Solid Waste Collection Inspect	LM	8	6	6	6	0
2483	Environmental Technician	LM	10	2	2	2	0
2485	Solid Waste ScaleHouse Operatr	LM	5	3	3	3	0
2486	Solid Waste Supervisor	NR	15	3	3	3	0
2487	Landfill Manager	NR	19	1	1	1	0
2491	Solid Waste Disposal&Maint Mgr	NR	21	1	1	1	0
2492	Solid Waste Community Svcs Mgr	NR	20	1	1	1	0
2494	Solid Waste Operations Admin	NR	22	1	1	1	0
2495	Solid Waste Crew Supervisor	NR	14	3	3	3	0
2496	Solid Waste Equip Maint Superv	NR	16	1	1	1	0
2497	Scale House Supervisor	NR	15	1	1	1	0
<b>Fund Summary</b>				85	85	85	0

**Program Statement**

- The Director's Office provides policy guidance and direction to the entire Public Works organization which includes Engineering Management Services, Highway & Infrastructure Management forces, Water & Sewer services and Waste Management services.



**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	443,056	474,400	474,400	482,700	8,300
Total by Fund	443,056	474,400	474,400	482,700	8,300
<b>Object</b>					
Personal Services	416,079	442,800	442,800	451,700	8,900
Contractual Services	17,839	19,100	19,100	18,200	(900)
Supplies & Materials	5,408	6,600	6,600	6,900	300
Business & Travel	3,730	4,600	4,600	4,600	0
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	1,300	1,300	1,300	0
Total by Object	443,056	474,400	474,400	482,700	8,300
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	3	3	3	3	0

**Commentary**

- There are no personnel changes to this budget which consists of a Director, Assistant Director and a Secretary. The personal services increase is due to routine salary and benefit adjustments.

**Program Statement**

- Capital Improvement Program – The Capital Improvement Program (CIP) staff provides complete support and management of all the County’s capital projects including in-house and consultant engineering expertise.
- Development Review – This program accounts for personnel and resources necessary to conduct water and sewer capacity analyses for proposed development as well as fire flow testing.
- Administration – General Engineering Administration provides support for all aspects of administrative function for the division, including operating budget preparation/monitoring, capital improvement program budget preparation, and all clerical/support activities.
- Inspections – The Inspection Division provides various forms of quality control for the Capital Improvement Program. One such activity is that construction activity reviews are provided on designs.
- Right of Way – The Right of Way program is responsible for acquiring real property essential for the construction of projects in the Capital Improvement Program as well as all other related real property acquisition needs.
- Survey – This program is responsible for performing surveys of county properties, infrastructure and/or interests for all departments and agencies within the framework of county government.
- Utilities Strategic Planning – This program accounts for the engineering activities within the Planning Section that is attributed to the water and sewer strategic planning.
- Utility Mapping/GIS – Personnel within Drafting, Records, and Research are responsible for creating and updating 40-scale operating maps, managing and deploying database sets necessary to support the DPW Computer Infrastructure Management System (CIMS), the CountyView application, and the water and sewer models.
- Watershed Management – Serves as core resource for County staff, as well as other stakeholders, on watershed research and land use and environment issues.
- Ecosystem Services – Responsible for the administration of management programs that address the County’s natural resources and support federal and state mandates to protect the Chesapeake Bay.

Budget Summary

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	7,419,008	7,963,100	7,832,100	8,343,600	380,500
Total by Fund	7,419,008	7,963,100	7,832,100	8,343,600	380,500
<b>Object</b>					
Personal Services	6,684,937	7,283,900	7,132,900	7,743,900	460,000
Contractual Services	575,505	469,000	489,000	390,500	(78,500)
Supplies & Materials	79,843	115,600	115,600	115,600	0
Business & Travel	33,649	44,200	44,200	43,200	(1,000)
Capital Outlay	45,073	50,400	50,400	50,400	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	7,419,008	7,963,100	7,832,100	8,343,600	380,500
Allocation of Authorized Positions	87	88	88	88	0

Commentary

- The increase in this bureau is entirely due incremental personal services cost increases.
- The capital outlay funding includes approximately \$50,000 for the replacement of outdated survey equipment.

**Program Statement**

- Highway Administration – Highway Administration is responsible for the planning, design, administration and budgetary oversight of all activities related to road and drainage maintenance within County rights of way. This unit provides overall management and direction to all programs within the bureau.
- Pavement Maintenance – Pavement Maintenance is responsible for managing the inventory, inspection and program development for maintenance of the County's highway infrastructure. Through management of both contractual and County forces, it performs various patching, sealing, surfacing and road construction activities to correct existing and potential surface hazards, restore skid resistance, rejuvenate roadway surfaces and prevent further deterioration of County roadways.
- Roadside Maintenance – This program is responsible for maintaining drainage, safety, appearance, shoulders, mowing, trimming, cutting or removing vegetation to eliminate safety hazards and control impediments to visibility, road sweeping, and litter pickup. This program is also responsible for guardrail repairs and upgrades, as well as emergency concrete curb and sidewalk repairs.
- Storm Water Maintenance – The Storm Water Maintenance program is responsible for managing the inventory, inspection and program development for maintenance of the County's storm drain/storm water infrastructure.
- Other Programs – This program is responsible for managing snow and ice control operations, streetlights, County participation in State mosquito and gypsy moth control, right of way management (space permit program), weeded lots, and work for others.
- Support Services – The Support Services program performs regular maintenance and minor repairs, painting and servicing of vehicles and equipment, as well as regular maintenance of district buildings and grounds.
- Traffic Engineering – The Traffic Engineering program provides technical analysis of the County's road network, evaluating the need for new signals through traffic counts, and the resolution of neighborhood traffic control problems.
- Traffic Maintenance – Traffic Maintenance is responsible for the manufacturing and installation of all street name and traffic signs. The program is also responsible for all pavement markings and traffic signals.

Budget Summary

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	29,287,186	28,169,300	29,214,300	28,438,600	269,300
Total by Fund	29,287,186	28,169,300	29,214,300	28,438,600	269,300
<b>Object</b>					
Personal Services	13,019,147	13,187,100	13,612,100	13,666,200	479,100
Contractual Services	14,022,241	12,961,800	13,361,800	12,743,400	(218,400)
Supplies & Materials	2,044,897	1,560,300	2,010,300	1,567,900	7,600
Business & Travel	25,269	25,700	25,700	50,700	25,000
Capital Outlay	175,633	184,400	204,400	160,400	(24,000)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	250,000	0	250,000	0
Total by Object	29,287,186	28,169,300	29,214,300	28,438,600	269,300
Allocation of Authorized Positions	218	218	218	218	0

Commentary

- The increase in personal services is due entirely to increases in health insurance, pension, and salary adjustments for non-represented and union employees based on negotiated agreements.
- The decrease in contractual services reflects a reduction in streetlight appropriations to reflect actual expenditure levels (\$260,000), offset by approximately \$100,000 for the operation and replacement of the bureau's lease rate vehicles as well as operating cost of direct charge equipment.
- Included in contractual services is \$6,920,000 million in electricity for streetlights and signals. Other large amounts within contractual services include approximately \$1.6 million in the maintenance of vehicles and heavy equipment as well as \$1.1 million in replacement expenses. Also included is approximately \$2.5 million in contractual services for items such as permanent patch, storm drain design and repair, guardrails, permit inspections, masonry, as well as mosquito and gypsy moth control.
- The \$250,000 in grants/contribution reflects the funding for snow removal materials and overtime.

**Program Statement**

- The Utility Operations Administration – responsible for the management of the overall bureau’s mission including Finance and Administration and the department’s safety program. This unit is also responsible for the planning, design, administration and financial control of any activity operations including the EXCEL Program.
- Wastewater Operations Division – responsible for the operation and routine maintenance of 7 water reclamation facilities and 247 sewage pumping stations and management of the biosolids program.
- The Wastewater Collection and Maintenance Division – responsible for the maintenance of 1,175 miles of sewer line for the entire county and major mechanical, electrical and instrumentation maintenance of these facilities. It also maintains 6,426 special systems including individual grinder pumps and septic systems, including the 3,044 in Mayo, as well as 178 backup generators at the facilities.
- Water Operations – responsible for operations and maintenance of all the water facilities within the county, including 16 water treatment plants, 49 wells, 12 booster pump stations, and 30 elevated or ground storage tanks; and for all the repairs to over 1,500 miles of water mains, over 104,000 service connections, over 21,500 valves, and over 13,000 fire hydrants throughout the county.
- The Technical Support Division is comprised of several programs: The Collection/Distribution Support Services group which includes Fleet Maintenance, Line Marking and the Computerized Infrastructure Management System (CIMS) work order system; the Meter Section which is responsible for reading over 107,000 water meters and handling the installation of new meters in new connections, turn-on and turn-off of services, and repair and replacement of meters; SCADA/Emergency Services which is responsible for operating the SCADA (Supervisory Control and Data Acquisition) computer system which monitors the status of all the wastewater pump stations, wastewater treatment plants and elevated water tank levels within the county on a 24-hour per day, 365 days per year basis and answering 65,000 customer emergency calls per year, dispatching emergency crews and calling in repair crews after normal working hours; the Service Evaluation and Rehabilitation program which is responsible for the management of preventive, predictive and reconstruction programs associated with the water distribution system and wastewater collection system and the Pretreatment program which regulates over 1,500 commercial and industrial discharges to the county sewer and assures compliance with county ordinance and state and federal regulations.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Water & Wstwtr Operating Fund	68,668,891	73,451,400	73,451,400	77,549,500	4,098,100
Total by Fund	68,668,891	73,451,400	73,451,400	77,549,500	4,098,100
<b>Object</b>					
Personal Services	22,458,401	24,760,200	24,760,200	25,528,700	768,500
Contractual Services	25,348,211	26,742,700	26,742,700	28,321,800	1,579,100
Supplies & Materials	3,332,399	4,263,700	4,263,700	4,598,300	334,600
Business & Travel	103,784	150,000	150,000	168,900	18,900
Capital Outlay	1,037,095	1,147,800	1,147,800	1,228,800	81,000
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	16,389,000	16,387,000	16,387,000	17,703,000	1,316,000
Total by Object	68,668,891	73,451,400	73,451,400	77,549,500	4,098,100
Allocation of Authorized Positions	329	329	329	331	2

**Commentary**

- The approved budget includes a proposed rate increase of 5% effective in January, 2009.
- Personal Services changes to this bureau include routine increases in personal service costs, as well as two (2) new positions; a Utilities Support Worker II and a Meter Technician III.
- Contractual Services includes increases of \$369,100 in electricity, \$570,100 in sludge disposal services, \$381,300 in water/sewer purchases from other jurisdictions, and various smaller increases.
- The bulk of the \$28.3 million in contractual services includes items such as \$7.5 million in electricity, \$8.0 million in sludge disposal, \$5.9 million in water/sewer purchases from other jurisdictions, and \$2.0 million in vehicle related expenses.
- Also included in this budget in the grants/contributions object is the contribution toward pay-go capital projects at approximately \$16.6 million (an increase of \$1.8 million) as well as a Self-Insurance Fund contribution of \$950,000. Pro rata shares includes a \$1.9 million contribution to the OPEB liability.

**Program Statement**

- Financial Services – this program provides overall financial management of the department’s many activities including: budget preparation and administration, financial planning and reporting, fiscal analysis, allocation administration, utility front foot assessment calculations, petition administration and pretreatment billing/permitting, and grants administration.
- Personnel – this program is responsible for departmental administrative policy and procedures as well as the administration of all human resource related matters, including liaison with the County Office of Personnel. This program is the focal point for labor relations, conducting Step II grievance hearings and acting as a conduit for the department with Step III and Step IV grievance hearings.
- Customer Service – this unit deals with customer service issues at the department level and develops mechanisms to inform and educate the public about the department’s programs and services. The receptionist handles or directs all incoming calls to the switchboard, as well as greets and directs visitors to the department. Customer Relations staff handles review of requests for exception or adjustment to utility and landfill billing. The unit works with Engineering to ensure community outreach on capital projects. Also, the unit produces brochures, newsletters, notices, and utilizes the department web site to educate and inform the public.



**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Water & Wstwtr Operating Fund	8,231,652	9,430,800	9,430,800	11,730,500	2,299,700
Total by Fund	8,231,652	9,430,800	9,430,800	11,730,500	2,299,700
<b>Object</b>					
Personal Services	1,275,432	1,412,400	1,412,400	1,478,800	66,400
Contractual Services	91,546	130,100	130,100	170,300	40,200
Supplies & Materials	132,718	128,100	128,100	109,600	(18,500)
Business & Travel	11,138	31,700	31,700	30,900	(800)
Capital Outlay	819	93,500	93,500	35,900	(57,600)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	6,720,000	7,635,000	7,635,000	9,905,000	2,270,000
Total by Object	8,231,652	9,430,800	9,430,800	11,730,500	2,299,700
Allocation of Authorized Positions	19	19	19	19	0

**Commentary**

- The increase in personal services is due to increases in health insurance, pension, and salary adjustments for non-represented and union employees based on negotiated agreements.
- Included in contractual services is consultant services to provide studies such as utility rates and capital facility rates, and digitizing critical paper records.
- Included in the grants/contributions is the Utility Fund’s contribution of pro-rata shares to the general fund of \$9.4 million as well as a contingency amount of approximately \$515,000. The Pro Rata share amount includes \$1.9 million for the fund’s contribution to the OPEB liability.

**Program Statement**

- The Utility Debt Service Fund accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest incurred for the construction of water and wastewater facilities. Debt is retired primarily through dedicated revenues from water and wastewater assessments and capital connection charges.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Water & Wstwtr Sinking Fund	29,995,305	31,369,300	31,369,300	34,459,300	3,090,000
Total by Fund	29,995,305	31,369,300	31,369,300	34,459,300	3,090,000
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	0	80,000	80,000	80,000	0
Supplies & Materials	0	7,000	7,000	7,000	0
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	29,532,905	30,784,100	30,784,100	33,874,100	3,090,000
Grants, Contrib. & Other	462,400	498,200	498,200	498,200	0
Total by Object	29,995,305	31,369,300	31,369,300	34,459,300	3,090,000

**Commentary**

- The increase in debt service reflects principal and interest payments on bond funded capital projects.
- The grants/contributions line reflects the contribution to the General Fund for their share of indirect expenses incurred on behalf of the Utility Debt Service Fund.

**Program Statement**

- Administration – this program is responsible for the execution of the entire operating budget which includes all aspects of waste collection, disposal, management, recycling, and waste reduction. Public facilities requiring operation and maintenance include: three convenience centers, two closed landfills, and one central active landfill. Private facilities requiring contract oversight are three solid waste transfer stations, three yard waste composting facilities and one recycling acceptance facility. Strategic plans and initiatives are developed that preserve valuable landfill disposal capacity and promote waste reduction, reuse, and recycling.
- Alternative Disposal – this program captures the cost associated with diverting residential solid waste to private waste disposal facilities in order to prolong the life of the Millersville landfill.
- Equipment Maintenance – this program maintains approximately 298 pieces valued at \$9.9 million of rolling and fixed stock, the majority of which is specialized for trash and recyclable handling, hauling and disposal.
- Landfills – Three landfills are maintained by the County:
  - Glen Burnie Landfill – this facility has been closed since 1980.
  - Sudley Landfill – this 166 acre facility that was closed in 1993.
  - Millersville Landfill – this is the County’s active landfill. The program has five main responsibilities: disposal, recycling and resource recovery, post-closure care, yard waste composting, and yard waste mulching and grinding.
- Community Services – This division has four main responsibilities:
  - The Bulk Item Collection – a service provided to County residents on curbside collection routes to provide curbside collection of appliances and furniture.
  - Community Cleanup – a service provided to County residents which provides dumpsters in neighborhoods to facilitate community cleanup efforts.
  - Curbside Collection – administration of day-to-day operations for twice weekly curbside collection of residential trash, and once weekly collection of both yard waste and recyclables.
  - Convenience Centers – provide three locations for County residents to bring their recyclables and trash. These are located in Glen Burnie, Millersville, and Sudley.
- Recycling – this program is designed to preserve valuable, finite landfill space and to maintain a state-mandated recycling rate, as well as self-imposed residential recycling target.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Waste Collection Fund	44,769,844	48,331,100	48,331,100	49,857,800	1,526,700
Total by Fund	44,769,844	48,331,100	48,331,100	49,857,800	1,526,700
<b>Divisions</b>					
Administration	8,685,418	8,969,200	8,969,200	8,554,100	(415,100)
Alternative Disposal	4,967,619	5,600,000	5,600,000	5,077,100	(522,900)
Equipment Maintenance	517,070	519,100	519,100	579,500	60,400
Landfills	3,687,133	3,752,200	3,752,200	4,565,000	812,800
Community Services	15,479,589	16,882,800	16,882,800	27,187,800	10,305,000
Recycling	11,433,014	12,607,800	12,607,800	3,894,300	(8,713,500)
Total by Character	44,769,844	48,331,100	48,331,100	49,857,800	1,526,700
<b>Object</b>					
Personal Services	5,539,495	6,112,600	6,112,600	6,400,500	287,900
Contractual Services	29,912,444	32,446,400	32,446,400	33,267,000	820,600
Supplies & Materials	894,405	1,166,100	1,166,100	1,790,300	624,200
Business & Travel	28,232	42,900	42,900	35,600	(7,300)
Capital Outlay	673,197	625,000	625,000	894,500	269,500
Debt Service	4,049,371	4,194,700	4,194,700	3,129,100	(1,065,600)
Grants, Contrib. & Other	3,672,700	3,743,400	3,743,400	4,340,800	597,400
Total by Object	44,769,844	48,331,100	48,331,100	49,857,800	1,526,700

**Commentary**

- Personal services reflects increases in health insurance, pension, and salary adjustments for non-represented and union employees based on negotiated agreements.
- At \$22.2 million, curbside trash, yard waste and recycling collection is the majority of this budget's contractual services and represents a \$615,000 increase due to CPI adjustments, fuel adjustments and customer growth.
- Pro rata shares includes a contribution of \$475,000 towards the OPEB liability as well as \$67,000 for reimbursement of Detention Center costs in providing inmate labor.

**Program Statement**

- The Developer Streetlight Special Revenue Fund accounts for the installation of streetlights through developer contributions.
- The Piney Orchard Wastewater Service Fund accounts for the allocation of net operating revenues between the developer who built and operates the Piney Orchard wastewater plant and the county Department of Public Works.
- The Maryland City Alternative Minimum Tax Fund accounts for developer payment of debt service on the Maryland City water and wastewater expansion project.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Developer Street Light Fund	63,692	1,000,000	1,000,000	1,000,000	0
Piney Orchard WWS Fund	641,288	795,000	795,000	1,000,000	205,000
Maryland City AMT Fund	1,792,968	1,810,400	1,810,400	1,809,700	(700)
Total by Fund	2,497,947	3,605,400	3,605,400	3,809,700	204,300
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	704,980	1,795,000	1,795,000	2,000,000	205,000
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	1,792,968	1,810,400	1,810,400	1,809,700	(700)
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	2,497,947	3,605,400	3,605,400	3,809,700	204,300

**Commentary**

- Developer Streetlight Fund - Developers pay for installation and any associated repair and electrical costs for a two-year period after which the fixture reverts to the county.
- Piney Orchard WWS Fund - The County handles billings and collections for this fund and retains an administrative fee for the service. The increase reflects greater usage of the wastewater facility as well as a 5% rate increase.
- Maryland City AMT Fund - This budget includes principal and interest on county issued bonds.

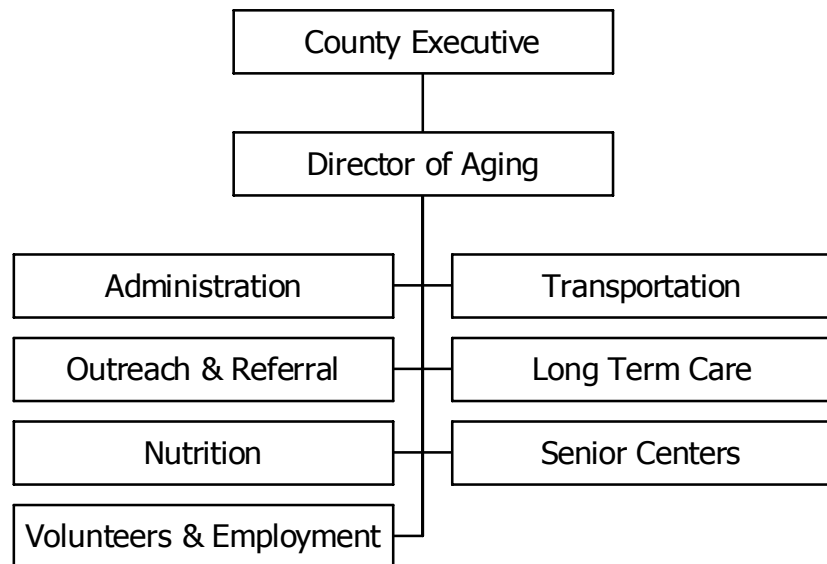
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**Mission Statement**

The mission of the Department of Aging and Disabilities is to:

- Develop, administer, and advocate for services and programs for older adults and individuals with disabilities, which promote choice, independence, and dignity.
- Advocate for and protect the rights of older adults and adults with disabilities in nursing homes, assisted living facilities, and retirement communities.



**Major Accomplishments**

- Appointed a new Director, Sheryl Banks, to the Department of Aging.
- Implemented a very successful disease-oriented case management program that focuses on clients with diabetes. All outcome measures, which are widely standardized medical treatment standards, illustrate the program to be a great success. So far, we have served 80 clients in this program to promote Seniors to a healthier life.
- Utilized Long Term Care (LTC) programs to create an interdisciplinary team that provides technical assistance to long term care facilities and individual clients. These teams also can critically and creatively respond to facilities that are inadequately taking care of their clients. The team can also work closely with State regulators to improve or close down LTC facilities that do not meet regulatory standards.
- Provided case management services to approximately 250 Anne Arundel County residents, allowing them to live safely in the community rather than in a nursing home.
- Restructured the Senior Center Plus program to bring in compliance with State regulations. This program serves the elderly frail participants at Senior Centers. Increased fee and increased participation for program from 50 participants to 75 thus increasing revenue.
- Aired cable TV presentation of Medicare Prescription Drug Program to all County Residents subscribing to cable TV.
- Served over 1,000 children in 2007 by offering Foster Grandparent Volunteers one-on-one service to children with exceptional or special needs.
- Installed and implemented the STATS touch screen system in Senior Centers to log participants, track senior client activities and provide better services.
- Negotiated and refurbished an additional 2,000 square feet at Pasadena Senior Center at no cost to county.
- Doubled the membership and increased services provided to seniors at the Annapolis Senior Center.

**Key Objectives**

- Continue the Department of Aging and Disabilities efforts to assess and respond to the needs of the population served by the department.
- Continue to utilize available resources to prevent abuse, neglect, and exploitation of vulnerable adults in assisted living, nursing homes and retirement communities.
- Continue efforts to develop and strengthen partnerships with community groups and other governmental entities such as the Social Security Administration, the Centers of Medicare and Medicaid, Hospice of the Chesapeake, and the Health Department.
- Maximize grant funding for Senior services and programs.

**Personnel Summary**

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0106 Director of Aging/Disabilities	E	7	1	1	1	0
0200 Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0212 Office Support Assistant II	OS	4	11	11	10	-1
0213 Office Support Specialist	OS	6	3	3	3	0
0223 Secretary III	OS	6	1	1	1	0
0224 Management Aide	NR	12	2	2	2	0
0241 Management Assistant I	NR	15	1	1	1	0
0245 Senior Management Assistant	NR	19	2	2	2	0
0264 Program Manager	NR	19	0	1	1	0
0265 Program Specialist I	NR	15	9	8	8	0
0266 Program Specialist II	NR	17	16	17	15	-2
0272 ADA Coordinator	NR	19	1	0	0	0
4015 Human Services Aide I	OS	7	4	4	4	0
4016 Human Services Aide II	OS	9	8	8	8	0
4017 Human Services Specialist	NR	15	25	25	21	-4
4018 Human Services Supervisor	NR	17	2	2	1	-1
4021 Assistant Director Of Aging	NR	22	2	2	2	0
<b>Department Summary</b>			89	89	81	-8

**Performance Measures**

	FY2006 Actual	FY2007 Actual	FY2008 Estimate	FY2009 Projected
Unduplicated # of meal participants	2,354	3,514	3,614	3,614
# of Meals served in Nutrition Program	205,776	181,408	181,500	181,500
Unduplicated # of Van Riders	4,040	3,441	3,582	3,878
Unduplicated # Handy Cab participants	1,926	1,926	1,899	1,943
Unduplicated # of Senior Center participants	14,213	16,431	17,000	18,700
# Participants in Senior Center Plus	71	79	75	85
# of Unannounced Inspections and Complaint Investigations in Assisted Living Facilities	260	345	380	389
# of Older Adult Waiver Applications received from Nursing Homes	32	36	40	40
# Ombudsman cases.	307	325	350	350
# of Case management Waiver recipients	210	235	250	250
# of Clients receiving MA Personal Care	274	279	280	285
#of Friendly Visitor Volunteers	38	43	45	50
# of Foster Grandparent Volunteers	70	65	57	68
# of caregivers of seniors served	946	971	1,019	1,070
# of Adult Evaluations Completed	1,263	1,655	1,900	2,000
% of Clients enrolled in the Diabetic Case Management Program who had Inpatient Admissions related to Diabetes Disease Complications	9.7%	17.2%	13.3%	10%

**Significant Changes**

- The Adult Evaluation and Review Services (AERS) program will be transferred to the Health Department to align with program funding.

Comparative Statement of Expenditures

Agency: Department of Aging & Disabilities

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	11,959,741	12,627,700	12,627,700	8,544,700	(4,083,000)
Grant Fund-Dept of Aging	0	0	0	4,201,800	4,201,800
Total by Fund	11,959,741	12,627,700	12,627,700	12,746,500	118,800
<b>Character</b>					
Direction/Administration	1,221,134	1,176,500	1,176,500	1,271,300	94,800
Nutrition	1,611,133	1,729,900	1,729,900	1,642,800	(87,100)
Transportation	2,733,776	2,770,700	2,770,700	3,089,800	319,100
Senior Centers	1,925,939	1,987,300	1,987,300	1,949,300	(38,000)
Outreach & Referral	558,987	599,900	599,900	752,800	152,900
Volunteers & Employment	392,967	459,400	459,400	472,500	13,100
Long Term Care	3,515,804	3,904,000	3,904,000	3,568,000	(336,000)
Total by Character	11,959,741	12,627,700	12,627,700	12,746,500	118,800
<b>Object</b>					
Personal Services	5,665,465	6,167,600	6,167,600	6,167,400	(200)
Contractual Services	4,749,049	5,103,000	5,103,000	5,068,000	(35,000)
Supplies & Materials	1,325,346	1,181,800	1,181,800	1,279,600	97,800
Business & Travel	87,511	90,300	90,300	74,900	(15,400)
Capital Outlay	42,370	5,000	5,000	5,000	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	90,000	80,000	80,000	151,600	71,600
Total by Object	11,959,741	12,627,700	12,627,700	12,746,500	118,800

**Program Statement**

The Administrative Bureau provides overall direction to the Department of Aging. The bureau also provides grants to organizations serving Anne Arundel County's seniors.

The role of administration is to provide leadership, planning, guidance and direction for all programming & staffing to achieve the goals of the administration.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	1,221,134	1,176,500	1,176,500	1,271,300	94,800
Total by Fund	1,221,134	1,176,500	1,176,500	1,271,300	94,800
<b>Object</b>					
Personal Services	944,049	970,000	970,000	1,050,800	80,800
Contractual Services	139,782	112,500	112,500	101,900	(10,600)
Supplies & Materials	59,737	26,300	26,300	28,300	2,000
Business & Travel	6,846	7,700	7,700	10,300	2,600
Capital Outlay	720	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	70,000	60,000	60,000	80,000	20,000
Total by Object	1,221,134	1,176,500	1,176,500	1,271,300	94,800
Allocation of Authorized Positions	11	11	11	10	-1

**Commentary**

- The increase in the budget can be attributed to the pay package, including increases in the salary and health insurance costs.
- Grant funds to non-profit organizations are increased by \$20,000 due to the transfer of a grant from the Volunteer bureau.

**Program Statement**

The Nutrition Program is responsible for providing nutritious, appetizing, low cost meals in comfortable and safe environments to persons 60 years and over. Meals provided are hot lunch, cold breakfast, and emergency shelf stable meals for inclement weather conditions.

In addition to meals, the program provides socialization, consumer information, health and nutrition education, nutrition counseling, direct health and health screening. Many volunteer opportunities are available for seniors in the nutrition program.

- For the past seven years, the Nutrition Program has administered the Farmer's Market Nutrition Program, where eligible seniors can redeem vouchers for fresh produce at local markets.
- A nutrition site serves all areas of the County, whether it is located in a school, church, senior living community, restaurant or senior citizen center. The Senior Nutrition Program also serves a Korean population of elderly in the North end of the County.



**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	1,611,133	1,729,900	1,729,900	739,000	(990,900)
Grant Fund-Dept of Aging	0	0	0	903,800	903,800
Total by Fund	1,611,133	1,729,900	1,729,900	1,642,800	(87,100)
<b>Object</b>					
Personal Services	208,765	219,400	219,400	214,900	(4,500)
Contractual Services	550,549	710,700	710,700	591,300	(119,400)
Supplies & Materials	848,930	797,000	797,000	836,600	39,600
Business & Travel	2,889	2,800	2,800	0	(2,800)
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	1,611,133	1,729,900	1,729,900	1,642,800	(87,100)
Allocation of Authorized Positions	3	3	3	3	0

**Commentary**

- Contractual Services decrease is primarily due to a one-time savings in the management of the nutrition program.
- The supplies and contractual services budgets, includes the costs of food program purchases and contractor costs for meals handled through the family dining program and the costs of food coupons for purchases made at farmer's markets.

**Program Statement**

The Transportation Bureau transports seniors around Anne Arundel County through two basic programs:

- Van transportation provides direct transport for seniors and eligible citizens with disabilities on the County-owned fleet of vans, many of which are wheel chair accessible. There is no cost to the passengers. The vans are operated by a contractor; the vehicles are owned and maintained by the County.
- The Handycab program provides seniors transportation by a voucher program wherein seniors purchase discounted coupons to ride taxis.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	2,733,776	2,770,700	2,770,700	2,423,800	(346,900)
Grant Fund-Dept of Aging	0	0	0	666,000	666,000
Total by Fund	2,733,776	2,770,700	2,770,700	3,089,800	319,100
<b>Object</b>					
Personal Services	295,822	298,500	298,500	292,200	(6,300)
Contractual Services	2,417,442	2,448,300	2,448,300	2,704,800	256,500
Supplies & Materials	19,060	17,200	17,200	22,100	4,900
Business & Travel	1,452	1,700	1,700	2,700	1,000
Capital Outlay	0	5,000	5,000	5,000	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	63,000	63,000
Total by Object	2,733,776	2,770,700	2,770,700	3,089,800	319,100
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	5	6	6	6	0

**Commentary**

- Contractual services cover the costs of operating the agency's 39 van fleet. These funds provide vehicle operating expenses, insurance, and contractor reimbursements. In FY2009, the Department secured a new grant from the Maryland Transit Administration for an automatic vehicle location system in the amount of \$252,000.
- The County matching requirement for the new transportation grant is budgeted in Grants, Contributions and Other.

**Program Statement**

The Senior Center program's goal is to improve the quality of life of older persons and help them to maintain a vital, healthy and productive lifestyle for longer years, enabling them to live in independent living arrangements appropriate for their daily needs. Senior Centers are the focal point in the community, offering programs and services for older adults that are designed to: enhance the dignity of older persons, support their independence, increase socialization opportunities, provide mentally stimulating educational opportunities, provide cultural awareness and promote health and well-being through physical activities and health programs.

- Anne Arundel County's seven senior centers serve individual adults ranging from ages upwards of 55; centers have served residents of 105 years of age.
- The County's Senior Center Plus program provides services and activities for seniors whose condition is generally more frail than others. The Senior Center Plus program will serve about 85 seniors in FY2009 and is the only Senior Center program to receive non-County funding.
- The Department, in conjunction with Anne Arundel County College, offers educational programming at the Centers.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	1,925,939	1,987,300	1,987,300	1,938,800	(48,500)
Grant Fund-Dept of Aging	0	0	0	10,500	10,500
Total by Fund	1,925,939	1,987,300	1,987,300	1,949,300	(38,000)
<b>Object</b>					
Personal Services	1,333,829	1,499,200	1,499,200	1,525,600	26,400
Contractual Services	412,509	407,900	407,900	352,900	(55,000)
Supplies & Materials	125,519	68,500	68,500	65,400	(3,100)
Business & Travel	14,509	11,700	11,700	5,400	(6,300)
Capital Outlay	39,572	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	1,925,939	1,987,300	1,987,300	1,949,300	(38,000)
Allocation of Authorized Positions	21	22	22	22	0

**Commentary**

- The increase in personal services costs reflects the pay package increases, including salary and health insurance costs.
- Contractual services provides funding for a variety of services at the centers, including the lease costs for the Pasadena Center, educational services from vendors as well miscellaneous operating expenses. This item decreased due to savings from a new telephone system used by the Department.

**Program Statement**

The Older Americans Act provides for the establishment and maintenance of information and referral services in sufficient numbers to assure that all older individuals within the planning and service area will have reasonably convenient access to such services. In furtherance of this Federal law and with State law requiring a Single Point of Entry, the Outreach and Referral Bureau provides senior citizens or those concerned with the needs of the elderly and disabled adults with reliable information and assistance by:

- Linking elderly and disabled residents who are in need of assistance with the support services required to meet their needs.
- Providing screening and assessment services for elderly and disabled callers or their representatives to help define problem areas and determine eligibility for needed services.
- Advocating for the elderly and assisting with the completion of applications for benefit programs.
- Providing on site information, assistance, and guidance to participants at Senior Centers, Nutrition Sites, and Senior Housing complexes and other designated locations.
- Assisting the homebound frail elderly to access the necessary services that will allow them to remain in their own homes and communities.
- Providing case management for those clients who require on-going assistance. Educating the public about resources available for seniors.
- Maintaining a website resource directory for seniors, families & caregivers, and adults with disabilities.
- Partnering with local businesses in order to enhance delivery of services.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	558,987	599,900	599,900	422,400	(177,500)
Grant Fund-Dept of Aging	0	0	0	330,400	330,400
Total by Fund	558,987	599,900	599,900	752,800	152,900
<b>Object</b>					
Personal Services	544,494	571,500	571,500	641,100	69,600
Contractual Services	2,628	4,600	4,600	92,500	87,900
Supplies & Materials	6,936	11,300	11,300	12,500	1,200
Business & Travel	4,930	12,500	12,500	6,700	(5,800)
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	558,987	599,900	599,900	752,800	152,900
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	8	8	8	8	0

**Commentary**

- Personal Services increase can be attributed to the pay package, including increases in salary and health insurance costs.
- The increase in contractual services is due the receipt of new grants and the reorganization of existing grants in the financial system.

**Program Statement**

The Volunteers and Employment Bureau provides services to the community and seniors through a variety of programs, including:

- The Friendly Visitor program is designed to improve the quality of life of homebound seniors. Volunteers are recruited, trained, placed, and monitored in the homes of elderly clients throughout the County. The volunteers make a commitment to visit once-a-week for at least an hour per visit. Program staff monitors the volunteers. The Program has 45 clients and volunteers make approximately 1,900 visits to them annually.
- The Foster Grandparent Program (FGP) delivers service to Anne Arundel County's special needs children by placing trained, senior, volunteer Foster Grandparents in outcome-based roles in non-profit childcare institutions, schools, transitional centers, and at-risk youth centers. Approximately 55 volunteers offer one-on-one mentoring, tutoring, and personal care assistance across the County.
- The Retired and Senior Volunteer Program (RSVP) volunteers contribute to the quality of life in Anne Arundel County in many venues.



**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	392,967	459,400	459,400	126,700	(332,700)
Grant Fund-Dept of Aging	0	0	0	345,800	345,800
Total by Fund	392,967	459,400	459,400	472,500	13,100
<b>Object</b>					
Personal Services	201,068	234,600	234,600	245,900	11,300
Contractual Services	137,410	173,300	173,300	177,200	3,900
Supplies & Materials	7,798	12,300	12,300	14,800	2,500
Business & Travel	26,692	19,200	19,200	26,000	6,800
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	20,000	20,000	20,000	8,600	(11,400)
Total by Object	392,967	459,400	459,400	472,500	13,100
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	4	4	4	4	0

**Commentary**

- The budget for Volunteer Programs increases primarily as a result of staff costs.
- Grants, Contributions & Other includes the General Fund contribution to the Grant Fund to meet County match requirements on grants and a transfer of grants to the Administrative bureau.
- The Department's Transportation Bureau assists the Volunteers Programs by providing important transit services to seniors who volunteer for the programs. These programs' operating expenses are funded by this Bureau while the budgeted costs of transporting the volunteers are reflected in the Transportation Bureau's budget.

**Program Statement**

The Long Term Care Bureau provides a variety of direct care and support programs for seniors and their families:

- The Sheltered Housing program's main objectives are to oversee the quality of care and services offered in residential assisted living and congregate living facilities. The program reviews assisted living homes serving four to sixteen residents annually and monitors them regularly throughout the year. The program recommends licensure renewals to the Maryland Office of Health Care Quality. Additionally, complaints about care, abuse or neglect, and residents rights violations are investigated in tandem with a care team, which could include Ombudsman, Adult Protective Services or Medicaid Waiver Program representatives.
- The Ombudsman program advocates for residents of 15 Anne Arundel County nursing homes and 78 assisted living facilities on issues that adversely effect their health, safety and rights. The program works for quality care in these facilities by consulting with administrators and professional staff of facilities and educates the public on the subject of long term care services, resident rights and related concerns. The Ombudsman program recruits, trains, and supervises volunteer advocates in County nursing homes.
- The Medicaid Waiver for Older Adults allows services that are typically covered by Medicaid only in a Long Term Care Facility to be provided to eligible persons in their own homes or in an assisted living facility. These services include home delivered meals, environmental accessibility adaptations, personal emergency response services, personal care services, assistive devices and respite care services.
- The Senior Care/Community Care Partnership (CCP) Program aims to delay nursing home placement by offering effective alternatives to the frail elderly in Anne Arundel County. The Adult Evaluation and Review Services Program (AERS) evaluates each client eligible for CCP services who may receive purchased services such as personal care (bathing, dressing), homemaker services (meal preparation, grocery shopping, light housekeeping), adult day care, medications, medical supplies and incontinent supplies.
- Other programs in the Long Term Care Bureau include the Caregivers Program, the Respite Care Program, the Senior Health Insurance Program, and the Guardianship programs.

**Budget Summary**

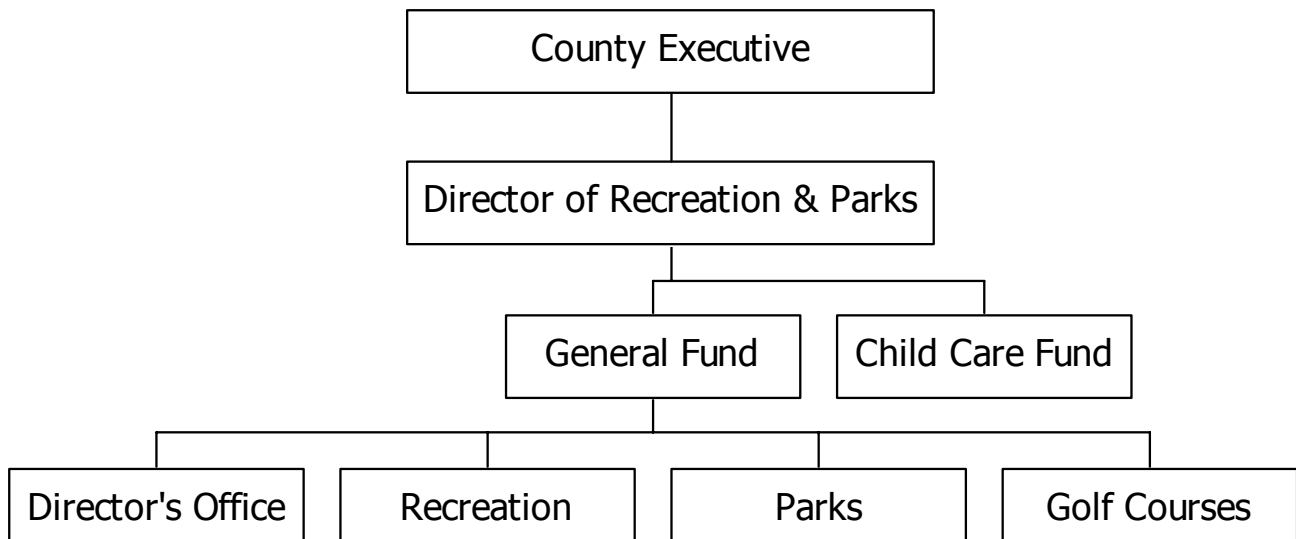
General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	3,515,804	3,904,000	3,904,000	1,622,700	(2,281,300)
Grant Fund-Dept of Aging	0	0	0	1,945,300	1,945,300
Total by Fund	3,515,804	3,904,000	3,904,000	3,568,000	(336,000)
<b>Object</b>					
Personal Services	2,137,438	2,374,400	2,374,400	2,196,900	(177,500)
Contractual Services	1,088,729	1,245,700	1,245,700	1,047,400	(198,300)
Supplies & Materials	257,366	249,200	249,200	299,900	50,700
Business & Travel	30,193	34,700	34,700	23,800	(10,900)
Capital Outlay	2,078	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	3,515,804	3,904,000	3,904,000	3,568,000	(336,000)
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	33	36	36	28	-7

**Commentary**

- Personal Services and Contractual Service decrease can be attributed to the transfer of the Adult Evaluation and Review Services (AERS) program to the Health Department. This transfer consists of 6 County Merit, 3 State Merit and 6 Contractual employees.

**Mission Statement**

The mission of the Department of Recreation and Parks is to provide quality leisure services to the citizens of Anne Arundel County by offering affordable active and passive recreational opportunities, maintaining and operating County park facilities, and by preserving and protecting sensitive environmental and historic sites. The department also seeks to provide affordable before and after school day care programs.



**Major Accomplishments**

- Reincorporated the Agricultural Land Preservation Program into the Department.
- Preserved nearly 2,000 acres of land, including the Naval Academy Dairy Farm in Gambrills, Maryland and the nature preserve at Wayson's Corner.
- Introduced a recycling program throughout the County park system.
- Implemented the Lasting Gifts program that permits the dedication and naming of park features for loved ones.
- Completed the new 380-foot long Fort Smallwood Park fishing pier.
- Started the Challenger League, an adaptive recreation baseball program.
- Completed renovations of the Plummer House Offices and Visitors Center in the Jug Bay Sanctuary.
- Opened new Child Care facilities at Tracey's and Pasadena Elementary Schools and new summer sites at Brock Bridge, Harman, and Marley Elementary Schools.
- Designated 90 acres at Sands Road Park for scouting uses.
- Completed the master planning process for the Fort Smallwood and Weinberg properties.
- Completed Phase 2 of the WB&A Trail. Extended Health Insurance to Assistant Directors at Child Care Centers.

**Key Objectives**

- Finalize the Southwest Greenway; includes 650 acres Crownsville Hospital Campus and 2 private parcels.
- Complete the installation of six safety turf fields at high school stadiums throughout the county.
- Reopen the Quiet Waters Ice Rink in time for the winter 2008 season.
- Establish a car top boating program with locations on waterways throughout the county.
- Open a "Field of Dreams" for adaptive recreation use at Lake Waterford Park.
- Open Jonas Green Visitor's Center.

- Open Bay Head Park public use.
- Open a new Child Care program at Gambrills Elementary School and new summer Child Care programs at Pasadena and Lothian Elementary Schools.

**Significant Changes**

- Merged supervision of the County trails system and undeveloped properties to create the new Division of Trails and Natural Areas.
- Included a full year of operations of the Naval Academy Dairy Farm in the Division of Cultural Resources.
- Increased training for Child Care professionals to satisfy the Maryland Department of Education’s new regulations over the Child Care Fund.

**Performance Measures**

Recreational programs continue to increase both in the number of participants as well as in the number of programs offered through the County Youth, Adult, and Community Sports Leagues, Recreation Programs and Summer Camps. In conjunction with this, the Department’s Facility Scheduling Office schedules the permitted use of 118 schools and 66 parks by 553 accredited community organizations, translating to approximately 7,200 requests for the use of county school facilities.

Recreation and Parks’ Adaptive Recreation Division currently serves approximately 560 participants in year-round therapeutic recreation programs.

Measure	FY06 Act.	FY07 Act.	FY08 Est.	FY09 Proj.
Participants - recreation programs	92,000	93,000	93,000	94,000
Miles of multiuse trails	75	76	78	81
Playing fields maintained	339	341	352	353
Playgrounds maintained	69	70	70	71
Acres of recreational land	6,029	6,029	6,896	6,970
Acres of Natural Resource Lands	3,505	3,505	4,137	4,250
Eisenhower Rounds of Golf	40,968	39,950	40,000	41,000
Compass Pt Rounds of Golf	49,539	51,951	57,000	60,000
Regional Park Visits	1,124,372	1,275,024	1,352,400	1,476,500

# Department of Recreation & Parks

# FY2009 Approved Budget

## Personnel Summary

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0175 Director Of Recreation & Parks	E	7	1	1	1	0
0200 Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0211 Office Support Assistant I	OS	2	1	1	1	0
0213 Office Support Specialist	OS	6	9	9	9	0
0223 Secretary III	OS	6	2	2	1	-1
0224 Management Aide	NR	12	3	3	3	0
0241 Management Assistant I	NR	15	1	1	1	0
0242 Management Assistant II	NR	17	1	1	1	0
0245 Senior Management Assistant	NR	19	3	4	4	0
0266 Program Specialist II	NR	17	3	3	3	0
0911 Planner I	NR	15	1	1	1	0
2001 Equipment Operator I	LM	6	7	7	7	0
2022 Automotive Mechanic II	LM	9	1	1	1	0
2121 Facilities Maintenance Mech I	LM	7	1	1	1	0
2122 Facilities Maintenance Mech II	LM	9	1	1	1	0
2411 Maintenance Worker I	LM	3	3	3	3	0
2412 Maintenance Worker II	LM	5	12	12	12	0
2419 Roads Maintenance Supervisor	NR	14	1	1	1	0
3001 Park Ranger	NR	13	19	19	19	0
3015 Recreation Supervisor	NR	17	9	9	9	0
3016 Recreation Specialist	NR	13	2	2	2	0
3023 Parks Administrator	NR	22	2	2	2	0
3024 Recreation Administrator	NR	22	1	1	1	0
3026 Chief, Rec & Athletics Program	NR	20	1	1	1	0
3040 Park Maintenance Supervisor	NR	13	6	6	6	0
3042 District Park Maintenance Supv	NR	14	3	3	3	0
3043 Sports Complex Supervisor	NR	14	2	2	2	0
3045 Rec&Parks Facility Superintend	NR	17	8	8	8	0
3046 Facility Supt Trails/Greenways	NR	18	1	1	1	0
3051 Naturalist	NR	14	1	1	1	0
3052 Horticulturist I	LM	10	1	1	1	0
3055 Horticulturist II	NR	16	1	1	1	0
3057 Chief, Envir Fac & Programs	NR	19	1	0	0	0
3070 Turf Maintenance Assistant	NR	9	1	1	1	0
3071 Turf Maintenance Specialist	NR	16	1	1	1	0
3083 Chief Of Plan & Const Programs	NR	20	1	1	1	0
<b>Department Summary</b>			<b>113</b>	<b>113</b>	<b>112</b>	<b>-1</b>

Comparative Statement of Expenditures

Agency: Department of Recreation and Parks

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	22,824,708	24,628,200	24,778,200	25,228,700	600,500
Rec & Parks Child Care Fund	2,816,418	3,562,200	3,562,200	4,186,600	624,400
Total by Fund	25,641,125	28,190,400	28,340,400	29,415,300	1,224,900
<b>Character</b>					
Director's Office	1,063,784	938,400	938,400	934,500	(3,900)
Recreation	7,935,807	8,674,900	8,674,900	8,890,800	215,900
Parks	8,460,557	9,170,200	9,320,200	9,417,300	247,100
Golf Courses	5,364,559	5,844,700	5,844,700	5,986,100	141,400
Child Care	2,816,418	3,562,200	3,562,200	4,186,600	624,400
Total by Character	25,641,125	28,190,400	28,340,400	29,415,300	1,224,900
<b>Object</b>					
Personal Services	12,582,861	14,580,500	14,419,500	15,111,400	530,900
Contractual Services	8,250,010	8,482,100	8,585,100	8,822,500	340,400
Supplies & Materials	1,215,804	1,260,000	1,306,000	1,473,700	213,700
Business & Travel	51,470	59,800	91,800	97,000	37,200
Capital Outlay	344,252	273,300	299,300	253,900	(19,400)
Debt Service	919,570	1,356,700	1,356,700	1,586,200	229,500
Grants, Contrib. & Other	2,277,158	2,178,000	2,282,000	2,070,600	(107,400)
Total by Object	25,641,125	28,190,400	28,340,400	29,415,300	1,224,900

Commentary

- The Department of Recreation and Parks "all funds" budget increases on the strength of increased cost for personal services, primarily the result of pay package changes to the existing staff. Revenue increases to both the Child Care Fund and the General Fund generally offset increased costs of non-merit staff.
- Most of the increase in contractual services reflects the County's assumption of responsibilities at the Gambrills Dairy Farm as well as the cost of resuming operations of the ice rink at Quiet Waters Park.
- Grant payments are for community park maintenance; the Broadneck turf fields; payments to the public schools for community use of schools, as well as; to the Londontown foundation and to miscellaneous arts & teen groups.
- The County Council reduced the proposed budget by \$340,000 in a variety of line items, most of which affect park maintenance, Quiet Waters Park, and the Dairy Farm.



**Program Statement**

The Director's Office provides overall direction, planning, and control at the department level and includes the Director, two Parks Administrators, a Recreation Administrator, and support staff of a Senior Management Assistant and an Administrative Secretary.

- Recreation Bureau is responsible for overall planning operations of the department's recreational programming, including basic recreation programs, adult and youth athletic programs. Recreation Administration also oversees the Before and After School Age Child Care Program funded through the Child Care Fund.
- Parks Bureau is responsible for the day-to-day operation and maintenance of County park facilities and long-range planning for the acquisition, development, and operation of future facilities.
- The Director's Office also oversees the Golf Courses.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	1,063,784	938,400	938,400	934,500	(3,900)
Total by Fund	1,063,784	938,400	938,400	934,500	(3,900)
<b>Object</b>					
Personal Services	614,077	694,600	663,600	682,800	(11,800)
Contractual Services	103,816	70,100	63,100	65,000	(5,100)
Supplies & Materials	55,058	20,500	39,500	23,800	3,300
Business & Travel	2,022	3,500	3,500	3,200	(300)
Capital Outlay	596	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	288,215	149,700	168,700	159,700	10,000
Total by Object	1,063,784	938,400	938,400	934,500	(3,900)

Allocation of Authorized Positions	6	6	6	6	0
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**Commentary**

- The Personal Services budget changes are primarily the result of pay package changes.
- Contractual Services reflect the cost of miscellaneous support services such as phone and vehicle costs and to handle the annual fireworks display.
- A grant to the Broadneck Boosters for turf field costs is \$92,000.
- Historical & cultural grants are budgeted in the Director's Office and are depicted below.

	FY08	FY09 Proposed	Change
<b>Total Historical Cultural Grants</b>	<b>\$57,000</b>	<b>\$67,000</b>	<b>\$10,000</b>
New Year's grant Annapolis	2,000	2,000	0
Annapolis Symphony Orchestra	40,000	40,000	0
National Aquarium	5,000	5,000	0
Park Performances by Talent Groups	5,000	5,000	0
Pride of Baltimore	5,000	5,000	0
Maryland Science Center	0	10,000	10,000

**Program Statement**

Bureau of Recreation consists of an administrative oversight unit as well as three divisions including: Recreation programs, Athletic programs, primarily organized sports and Athletic facilities and complexes.

- The Recreation Programs Division manages a wide variety of departmental recreational programs. Funding supports the part-time staff of instructors that run the programs and related supplies and equipment directly dedicated to the programs and participants. Citizens participate in programs ranging from recreation activities at more than 90 sites, to special entertainment-oriented and travel activities, to adaptive recreation programs. Participants pay a fee for all programs.
- The Athletic Programs Division oversees the department's youth and adult sports programs. Funding supports the direct operating expenses of these programs, including officiating fees and supplies. Teams pay a league fee to participate in these programs.
- The Athletic Facilities Division is responsible for the department's youth and adult sports programs held at regional complexes. Teams pay a league fee to participate. Individuals pay admission for use of the two swim centers.

<b>Recreation Division/Programs</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Rev %</b>
<b>Recreation Administration</b>	\$2,887,500	\$426,600	15%
Recreation Programs	\$1,881,800	\$1,938,200	103%
Special Programs	\$142,900	\$181,800	127%
Adaptive Recreation	\$426,700	\$221,600	52%
<b>Recreation Subtotal</b>	<b>\$2,451,400</b>	<b>\$2,341,600</b>	<b>96%</b>
<b>Sports Programs</b>	<b>\$665,400</b>	<b>\$630,600</b>	<b>95%</b>
Randazzo Softball Complex	\$172,400	\$43,900	25%
Cannon Stadium	\$102,000	\$31,200	31%
Adult Athl. Complex Ord. Rd.	\$440,600	\$168,900	38%
Arundel Olympic Swim Center	\$1,135,600	\$857,500	76%
North County Swim Center	\$963,900	\$625,000	65%
Waterford Athletic Complex	\$72,000	\$0	0%
<b>Athletic Facility Subtotal</b>	<b>\$2,886,500</b>	<b>\$1,726,500</b>	<b>60%</b>
<b>Total</b>	<b>\$8,890,800</b>	<b>\$5,125,300</b>	<b>58%</b>

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	7,935,807	8,674,900	8,674,900	8,890,800	215,900
Total by Fund	7,935,807	8,674,900	8,674,900	8,890,800	215,900
<b>Object</b>					
Personal Services	4,059,052	4,680,300	4,650,300	4,922,800	242,500
Contractual Services	2,322,249	2,480,900	2,480,900	2,565,500	84,600
Supplies & Materials	513,480	483,900	483,900	512,100	28,200
Business & Travel	31,828	29,800	51,800	18,900	(10,900)
Capital Outlay	21,195	0	8,000	9,700	9,700
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	988,004	1,000,000	1,000,000	861,800	(138,200)
Total by Object	7,935,807	8,674,900	8,674,900	8,890,800	215,900
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	27	28	28	27	-1

**Commentary**

- Personal services costs reflect pay package changes for one less employee as was funded in FY2008. Revenue increases offset funding for increased temporary seasonal staff to operate program expansions. Funds are also provided to hire part time employees to handle recreation programs at the new synthetic turf fields at area schools.
- The Bureau handles the management contract to operate the ice rink at the Glen Burnie. This contract, formerly handled by the County's Economic Development agency, costs \$68,000 per year.
- The Grants budget reflects the Community Use of Schools payment to the Board of Education, to reimburse schools for the use of their buildings; the County's Board of Education pays custodial overtime to keep school building open on evenings and weekends for recreation programs. The School Aged Child Care Fund pays a portion of the costs for its use of the schools.

**Program Statement**

The Parks Bureau consists of 5 divisions that operate and maintain County parks as well as cultural resources.

- Planning and Construction identifies land preservation and recreational facility needs and handles Program Open Space and other grant programs. Long-range planning and subdivision reviews.
- Five parks ranging in size from the 244 acre Down's Park to the 1,400 acre Jug Bay Sanctuary operates out the Park Facilities Division.
- Trails Division administers 28 miles of greenway, as well as surrounding parkland and natural areas. This includes the B&A, BWI, WB&A, Jonas Green, South Shore and Broadneck Trails; approximately 4,250 acres of natural parklands within the park system.
- The Maintenance Division is responsible for horticulture and maintaining: 66 playgrounds; more than 200 courts, more than 160 playing fields -including more than 50 irrigated ones, and; maintaining associated buildings and structures.
- Cultural Resources handles funding to Historic Londontown, related programs, the Dairy Farm at Gambrills and historic properties.

<b>Park Division/Programs</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Rev %</b>
<b>Planning &amp; Construction</b>	\$508,600	\$295,000	58%
Down's Park	\$694,800	\$200,500	29%
Ft. Smallwood Park	\$714,900	\$88,600	12%
Jug Bay	\$408,600	\$14,000	3%
Kinder Farm Park	\$726,600	\$119,600	16%
Mayo Beach Park	\$75,700	\$59,000	78%
Park Management	\$124,000	\$0	0%
Quiet Waters Park	\$1,071,100	\$612,600	57%
<b>Park Facilities</b>	<b>\$3,815,700</b>	<b>\$1,094,300</b>	<b>29%</b>
Resource Conservation	\$199,900	\$0	0%
Trails	\$1,033,400	\$0	0%
<b>Trails &amp; Natural Areas</b>	<b>\$1,233,300</b>	<b>\$0</b>	<b>0%</b>
<b>Maintenance</b>	<b>\$3,172,000</b>	<b>\$0</b>	<b>0%</b>
Dairy Farm	\$300,200	\$25,000	8%
Resource Administration	\$387,500	\$0	0%
<b>Cultural Resources</b>	<b>\$687,700</b>	<b>\$25,000</b>	<b>4%</b>
<b>Total</b>	<b>\$9,417,300</b>	<b>\$1,414,300</b>	<b>15%</b>

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	8,460,557	9,170,200	9,320,200	9,417,300	247,100
Total by Fund	8,460,557	9,170,200	9,320,200	9,417,300	247,100
<b>Object</b>					
Personal Services	5,748,141	6,450,300	6,350,300	6,434,900	(15,400)
Contractual Services	1,387,534	1,488,500	1,598,500	1,785,100	296,600
Supplies & Materials	416,884	432,100	469,100	524,800	92,700
Business & Travel	10,230	16,100	16,100	18,000	1,900
Capital Outlay	282,768	204,800	222,800	205,200	400
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	615,000	578,400	663,400	449,300	(129,100)
Total by Object	8,460,557	9,170,200	9,320,200	9,417,300	247,100
Allocation of Authorized Positions	80	79	79	79	0

**Commentary**

- Personal Services reflects the pay package for the same number of employees as funded in FY2008.
- Increases through out the budget line items reflect the cost of new operations including: the Gambrills Dairy Farm (\$300,200; \$35,000 less than proposed to the Council); the ice rink at Quiet Waters Park (proposed at \$198,200, and reduced by the Council by \$42,000 to \$156,200); one-time outfitting costs for the Plummer House visitor’s center at Jug Bay (\$11,000).
- Contractual services also increases to meet the operating and replacement costs of vehicles in the bureau and to reflect actual costs of phones, etc.
- Supplies increase to meet inflationary costs of materials used in the parks.
- The Capital Outlays are the costs of replacement equipment.
- Grants include \$295,000 to support local groups with small maintenance grants which return several times the value in volunteer efforts. Also included is a \$154,300 grant to Londontown.

**Program Statement**

The Department's Golf Courses Bureau provides funding for the County's two professional golf courses, Eisenhower and Compasse Pointe. Both golf courses are generally self-sustaining and neither course employs County employees. The Department oversees operations the two courses through an interagency committee. The current operator is Billy Casper Golf, Inc.

- Eisenhower Golf Course is an 18-hole public golf course with a driving range and a practice putting green. It is located in Crownsville, off General's Highway on land leased from the City of Annapolis. The County constructed the golf course in the mid-1960s and operates it under a lease that expires in 2016.
- Compass Pointe Golf Course is a 36-hole public golf course with a driving range and a practice putting green. It is located on County owned land in Pasadena, off Ft. Smallwood Road. Initially developed by the State's economic development agency, MEDCO, the County began operating Compass Pointe in FY2006.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	5,364,559	5,844,700	5,844,700	5,986,100	141,400
Total by Fund	5,364,559	5,844,700	5,844,700	5,986,100	141,400
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	4,222,250	4,201,300	4,201,300	4,118,700	(82,600)
Supplies & Materials	--	--	--	--	--
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	919,570	1,356,700	1,356,700	1,586,200	229,500
Grants, Contrib. & Other	222,740	286,700	286,700	281,200	(5,500)
Total by Object	5,364,559	5,844,700	5,844,700	5,986,100	141,400
Allocation of Authorized Positions	0	0	0	0	0

**Commentary**

- Contractual services is the means of paying to operate the two golf courses \$3.9 million; the current manager is, Billy Casper Golf, Inc
- Profits disbursed to the City of Annapolis are 1/2 of the profits for the Eisenhower Golf Course or approximately \$125,000; the remainder is paid to the County General Fund.
- Debt service is the scheduled annual payment to retire Compassee Pointe development costs.



**Department of Recreation and Parks      FY2009 Approved Budget**  
***Child Care***

**Program Statement**

The mission of the School Age Child Care (SACC) program is to provide a safe, nurturing environment that promotes social interaction, community integration, and physical development, and encourages a positive self-image for all participants. The program operates in accordance with regulations of the State Office of Child Care and NSACA standards for quality school age care.

- The Fund is self-sustaining based on fees paid by families for services rendered. No County General Funds support the program.
- There will be 31 school year locations; this includes before and after school care at 30 elementary school sites and after school care at 1 middle school site.
- Before school care is offered from 7 AM until the start of the school day and after school care is offered from the end of the school day until 6 PM everyday that school is open for students.
- Approximately 140 seasonal-temporary staff work at 31 locations.
- The Fund has seen increasing enrollment at its sites as a result of State mandated full-day kindergarten.

	<b>FY2006 Actual</b>	<b>FY2007 Actual</b>	<b>FY2008 Estimate</b>	<b>FY2009 Projected</b>
<b>Before School Sessions</b>	640	762	840	995
<b>After School Sessions</b>	1049	1220	1323	1482

**Rec & Parks Child Care Fund**

**Recreation and Parks**

<b>Job Code - Title</b>	<b>Plan</b>	<b>Grade</b>	<b>FY2008 Approved</b>	<b>FY2008 Adjusted</b>	<b>FY2009 Approved</b>	<b>Variance</b>
0212 Office Support Assistant II	OS	4	2	2	2	0
0223 Secretary III	OS	6	1	1	1	0
0224 Management Aide	NR	12	0	0	1	1
0245 Senior Management Assistant	NR	19	1	1	1	0
3007 Child Care Program Specialist	NR	13	4	4	4	0
<b>Department Summary</b>			8	8	9	1
<b>Fund Summary</b>			8	8	9	1

**Department of Recreation and Parks      FY2009 Approved Budget**  
**Child Care**

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
Rec & Parks Child Care Fund	2,816,418	3,562,200	3,562,200	4,186,600	624,400
Total by Fund	2,816,418	3,562,200	3,562,200	4,186,600	624,400
<b>Object</b>					
Personal Services	2,161,591	2,755,300	2,755,300	3,070,900	315,600
Contractual Services	214,162	241,300	241,300	288,200	46,900
Supplies & Materials	230,382	323,500	313,500	413,000	89,500
Business & Travel	7,390	10,400	20,400	56,900	46,500
Capital Outlay	39,693	68,500	68,500	39,000	(29,500)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	163,200	163,200	163,200	318,600	155,400
Total by Object	2,816,418	3,562,200	3,562,200	4,186,600	624,400

Allocation of Authorized Positions	8	8	8	9	1
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**Commentary**

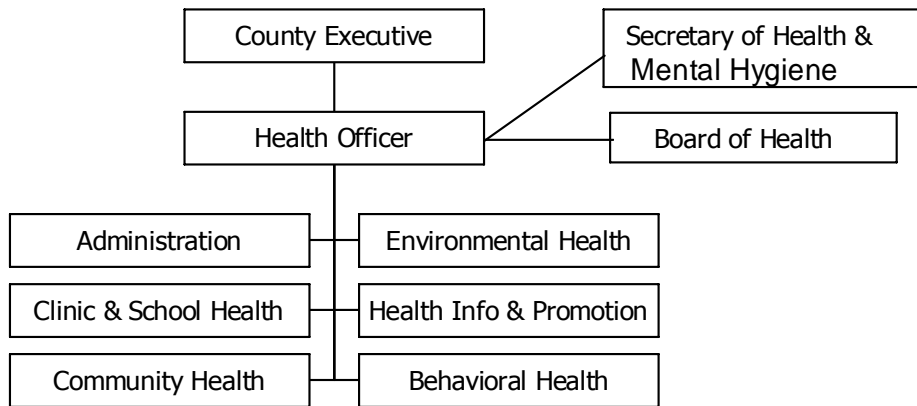
- The Personal Services cost primarily increase on the strength of five items:
  - Adding contractual staff to centers to handle increased enrollment, the addition of one site and expansion of another;
  - A new Merit position to assure compliance with new State guidelines;
  - Providing Health Insurance coverage to the Directors and Assistant Directors;
  - Pay package changes for the Merit system staff.
  - Contributions to post employment health benefits for the merit system staff.

- The program includes a \$10 fee increase, to include the following rates:

AM Range      \$105-\$140/month  
 PM Range      \$165-\$200/month  
 AM&PM        \$305/month

Mission Statement

The Health Department's mission is to preserve, protect and promote the health of all county residents. The Health Department is committed to leadership and service to assure that all County residents have access to personal and environmental health services and information. Crucial to achieving this goal are our partnerships with individuals, community groups, health providers and businesses. Our vision is a vital Anne Arundel County in which healthy people reside in healthy communities.



**Major Accomplishments**

- Initiated the LifeScreen Program, offering free colorectal cancer screening to income- and age-eligible uninsured County residents through services provided under contracts with hospitals, labs and medical specialists.
- The new REACH Dental Program for uninsured low-income County residents opened its doors in August 2007 and will see a projected 350 patients in FY 2008.
- Administered 14,956 doses of Flu-Mist (nasal spray flu vaccine) to 11,202 students in County elementary schools.
- Completed extensive groundwater investigation in the Gambrills area to determine the extent of contamination related to fly ash deposits in a nearby sand and gravel mine, conducted an outreach and information campaign, worked to assure full enforcement of a State Consent Decree and pursued new fly ash regulations to be promulgated by MDE.
- The Women, Infants and Children (WIC) Program, which provides nutritious foods to supplement diets and provides healthy eating information to at-risk low-income women, infants and children up to age 5 saw an increase in caseload from 6,400 clients in FY 2007 to 7,100 clients in FY 2008.
- Conducted a Behavioral Risk Factor Surveillance System survey of 1,113 County residents to assess health risks for chronic diseases.
- To reduce the disparity in infant mortality between African American and Caucasian babies born to Anne Arundel County women, established a Healthy Babies Coalition of 60 health care providers, government representatives and community organizations, implemented a multi-media information program targeting African American pregnant women and distributed 4,200 resource directories.
- Hosted a Minority Health Summit that drew more than 100 health professionals and community leaders, who identified health disparities and developed strategies to address them.
- Nearly 1,000 County residents have subscribed to the Department's E-Alert notification system that provides immediate notification of health-related closures and reopenings of the County's waterways.
- Behavioral Health worked in partnership with the Anne Arundel County Mental Health Agency to identify workforce training needs and provide training for Anne Arundel County providers who treat County residents with co-occurring mental health and substance abuse disorders.

### Key Objectives

- Implement initiatives to reduce obesity in Anne Arundel County targeted toward children and adults in a variety of venues. Activities will focus on healthy eating and increased physical activity in schools, at home, in communities, and in work places.
- Fully implement the Maryland Clean Indoor Air Act, enforcing a ban on smoking in restaurants, bars and other public places.
- Implement restructuring of environmental health fees to better reflect service costs.
- Continue to monitor fly ash reclamation in Gambrills.
- Increase enrollment in the REACH Program and the ScriptSave Discount Prescription Drug Program.
- Complete All-Hazard and Continuity of Operations (COOP) emergency preparedness plans.
- Continue implementation of uniform public health management software system across the Department.
- Continue Healthy Babies Initiative to reduce infant mortality with a new focus on new fathers.
- Implement a new initiative in the Adult Addictions Program to treat opioid-addicted adults with Buprenorphine, an alternative to methadone, treating an initial 35 individuals.
- Establish Mental Health and Substance Abuse program assistance for Veterans returning from active duty in Iraq and Afghanistan and their families.

**Significant Changes**

- Anticipate continued demands for extensive water quality testing—both for beach/swimming water testing and groundwater/private well water testing.
- BRAC - related development anticipated increasing volume of building permit activity and food service inspections.
- The Adult Evaluation and Review Services (AERS) program will be transferred from the Department of Aging to align the program with the program's funding.

Comparative Statement of Expenditures

Agency: Health Department

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	49,491,786	50,134,300	50,334,300	30,688,300	(19,446,000)
Grant Fund-Health Dept	0	0	0	20,898,100	20,898,100
Total by Fund	49,491,786	50,134,300	50,334,300	51,586,400	1,452,100
<b>Character</b>					
Health Department Admin	4,051,248	4,059,100	4,059,100	4,029,100	(30,000)
Clinic and School Health	17,900,868	16,355,900	16,355,900	16,392,200	36,300
Community Health	9,043,088	9,814,400	9,964,400	9,997,800	183,400
Environmental Health	4,764,294	5,349,000	5,349,000	5,640,700	291,700
Health Info & Promotion	4,496,515	4,998,700	4,998,700	5,217,100	218,400
Mental Health & Addictions	9,235,774	9,557,200	9,607,200	10,309,500	752,300
Total by Character	49,491,786	50,134,300	50,334,300	51,586,400	1,452,100
<b>Object</b>					
Personal Services	37,728,073	38,889,500	38,919,500	39,416,100	526,600
Contractual Services	9,244,245	8,821,600	8,821,600	8,959,300	137,700
Supplies & Materials	1,527,593	1,688,800	1,838,800	2,101,600	412,800
Business & Travel	317,670	346,600	346,600	301,100	(45,500)
Capital Outlay	465,905	180,000	180,000	167,900	(12,100)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	208,300	207,800	227,800	640,400	432,600
Total by Object	49,491,786	50,134,300	50,334,300	51,586,400	1,452,100

# Health Department

# FY2009 Approved Budget

## Condition Assessment and Performance Measures

Indicator	FY2006 Actual	FY2007 Actual	FY2008 Est	FY2009 Proj
# of invoices processed for payment	7,087	7,700	8,400	8,450
# of State, County, Merit & Contractual hires	174	158	160	160
Certified death certificates	10,376	11,387	12,000	12,500
# of Dept devices attached to County LAN	700	724	730	800
Unduplicated family planning clients	5,932	5,919	5,920	4460
Unduplicated dental patients	1,826	2,007	2,695	2,700
School Health treatments performed	55,070	53,622	54,000	54,200
Students identified for asthma management	7,170	6,190	6,250	6,275
# of maternity visits	2,769	2,734	2,300	2,500
Script-Save Prescription cards issued	5,738	7,514	9,000	10,000
Health care providers in REACH network	729	761	775	790
Children enrolled in Md Health Insurance Prog	11,572	13,199	13,560	14,000
One-way rides to MA recipients	25,257	29,304	29,600	29,850
Adults immunized	20,710	23,950	20,000	22,000
Children under 19 years immunized	6,892	24,936	24,000	24,000
# of reportable diseases investigated	2,011	2,290	2,500	2,500
# of TB clinic visits kept	3,942	3,857	3,850	3,850
# of potential rabies exposures investigated	1,435	1,365	1,400	1,400
Recreational water samples	3,957	3,684	3,700	3,800
Food facility complaint investigations	461	525	500	510
Food facility initial (routine) inspections	4,316	4,296	4,300	4,400
Housing/general complaints received	1,832	1,716	1,750	1,800
Building permits reviewed	1,257	1,422	1,596	1,500
# of well applications received and issued	878	787	860	900
Sites approved innovative- alternative systems	112	156	284	300
Women screened for breast cancer	1,248	1,291	1,200	1,173
Blood pressure screenings completed	3,364	2,970	2,950	2,950
Cancer information distributed	5,535	9,207	9,000	9,000
Tobacco education session attendees	1,763	2,737	2,100	2,100
# of media releases/advisories distributed	236	246	250	260
WIC caseload	5,422	6,400	7,100	7,100
# served YWCA domestic violence shelter	227	156	168	170
# of adult addictions patients treated	340	333	340	340
Mental Health Clinic-unduplicated count	474	367	410	438
Criminal Justice client assessments	2,420	2,244	2,270	2,400
Non-criminal justice assessments	116	432	450	500
Drug Court participants	82	94	195	225
Diversion participants	479	409	450	450



Personnel Summary

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0212 Office Support Assistant II	OS	4	0	0	1	1
0222 Secretary II	OS	4	1	1	1	0
0223 Secretary III	OS	6	1	1	1	0
0231 Administrative Secretary	NR	12	1	1	1	0
0241 Management Assistant I	NR	15	1	0	0	0
0245 Senior Management Assistant	NR	19	2	3	3	0
0264 Program Manager	NR	19	2	4	4	0
0265 Program Specialist I	NR	15	2	2	2	0
0266 Program Specialist II	NR	17	1	0	0	0
0275 Addictions Specialist	NR	14	15	13	13	0
0276 Director, Public Health Progrms	NR	21	1	3	3	0
0873 GIS Specialist	NR	15	1	1	1	0
1220 Environmental Sanitarian I	NR	12	5	2	2	0
1221 Environmental Sanitarian II	NR	15	19	22	22	0
1222 Environmental Sanitarian III	NR	16	8	8	9	1
1225 Environmental Sanitarian Supvr	NR	17	8	8	8	0
1227 Dep Dir, Comm Dis & Env Health	NR	20	1	1	1	0
1228 Dir, Comm Disease & Envir Hlth	NR	21	1	0	0	0
1261 Crisis Intervention Counselor	NR	14	1	1	1	0
2343 Engineer III	NR	18	1	1	1	0
4017 Human Services Specialist	NR	15	0	0	4	4
4018 Human Services Supervisor	NR	17	0	0	1	1
4019 Director Mental Hlth & Addict	NR	21	1	0	0	0
4020 Dep Dir Mental Hlth & Addict	NR	20	1	1	1	0
4022 Special Program Manager I	NR	14	0	1	1	0
4023 Special Program Manager II	NR	16	2	2	2	0
<b>Department Summary</b>			76	76	83	7

In addition to the 83 Merit employees illustrated above, the Department employs:

- 371 Exempt Employees – Non-merit employees hired on a contractual basis
- 291 State Merit Employees – Salaries partially reimbursed by the State
- 7 Salary Supplements – County supplements for State salaries
  
- An increase of 7 County Merit positions is requested in the FY2009 budget.
  - One position is the ongoing conversion of State Merit Sanitarians to County Merit that is offset by a reduction in a State position in the Bureau of Environmental Health.
  - Six positions are being transferred as part of a program transfer from the Department of Aging.

**Program Statement**

The Administration Bureau provides the Department's overall direction and support functions necessary for the five 'line' Bureaus within the Department of Health to complete their missions.

- Budget and Finance prepares annual budgets, processes billing, accounts receivable, accounts payable and purchasing for the Department of Health. This entails managing the Department's \$51 million plus budget and annually handling over 14,000 financial transactions for purchase requisitions, direct payments, invoices and purchasing card orders.
- Central Services provides the logistical, security and communications support necessary to operate the Department's numerous clinical and office sites.
- The Human Resources Office supports the agency's through recruitment, compensation, employee relations, benefits management, employee development, policy interpretation, and payroll/timekeeping. The Department employs almost 750 people under both State and County Merit System rules and regulations and handles hundreds of temporary, seasonal, contractual and employment agreement employees every year.
- The Information Technology Services unit supports the automation of the Department of Health data through the use of Linux servers, Windows Advanced Servers, an IBM RISC 6000 Mainframe and County Local Area Network. The unit is responsible for more than 800 devices on the County's LAN, supports about 2,200 service requests annually. This unit is also responsible for the security and emergency recovery of data for the Department, including patient security and storage of patient records.
- The Health Planning and Surveillance Program serves as a resource for information and data for Department of Health initiatives. The Program assists the Department's five operating divisions in developing goals and objectives based on health indicators and emerging concerns, and in performing data-based assessments of program outcomes. Residents have access to a comprehensive profile of the County's health status on the Department of Health website.

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	4,051,248	4,059,100	4,059,100	3,477,200	(581,900)
Grant Fund-Health Dept	0	0	0	551,900	551,900
Total by Fund	4,051,248	4,059,100	4,059,100	4,029,100	(30,000)
<b>Object</b>					
Personal Services	2,666,663	2,911,400	2,911,400	2,988,700	77,300
Contractual Services	984,209	667,600	667,600	626,200	(41,400)
Supplies & Materials	170,590	225,500	225,500	216,100	(9,400)
Business & Travel	12,488	83,800	83,800	43,800	(40,000)
Capital Outlay	217,298	170,800	170,800	154,300	(16,500)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	4,051,248	4,059,100	4,059,100	4,029,100	(30,000)
<b>Allocation of Authorized Positions</b>					
	0	1	1	1	0

**Commentary**

- The increase in the Administration budget is primarily due to the pay package, including increases in salary and health insurance. That amount includes the costs of 36 State employees pay and fringe benefit increases and general inflationary operating costs.
- The non-personnel budget decreases are primarily due to reductions made to align the budget with actual expenditures.

**Program Statement**

The Division of Clinic and School Health (CSH) is comprised of three programs: Dental Health, Reproductive Health, School Health and Support as well as CSH Administration. These three programs provide county residents with the following services: audiology, colposcopy, dental health for children and young adults, family planning for adolescents and adults, maternity, nutrition, ob/gyn, school health nursing, social work, and vision and hearing screening.

- CSH Administration provides leadership, management direction and support appropriate to individual employees and teams in order to continuously improve performance in the division. Emphasis is placed on cost-effectiveness, quality measures, adhering to governmental regulation, and compliance with Health Department policies and procedures. Day-to-day activities include fiscal management, facilities management, and personnel oversight for the three programs.
- The Dental Health Program provides dental care and oral care information to special population groups, with an emphasis on pediatric care. The Program serves about 2,500 clients annually and provides about 5,000 visits per year. In FY09 the program will also serve over 300 REACH clients.
- The Reproductive Health Program provides reproductive and prenatal health care to about 6,000 low-income and uninsured women, promotes male responsibility and participation in reproductive health issues, provides information and education to prevent or reduce teen pregnancy, and promotes healthy family behaviors to protect infants.
- The School Health Services program preserves, protects and promotes the health of public school children. The program includes school nursing and support services, such as vision and hearing screening, as well as audiology testing primarily for County public school students. These services provide health teaching, counseling, screenings, home visiting, health promotion, case management and coordination of care for special needs students, as well as emergency management, crisis intervention, first aid, and medication administration. The program provides about 54,000 treatments annually in all of Anne Arundel County's schools.

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	17,900,868	16,355,900	16,355,900	14,042,000	(2,313,900)
Grant Fund-Health Dept	0	0	0	2,350,200	2,350,200
<b>Total by Fund</b>	<b>17,900,868</b>	<b>16,355,900</b>	<b>16,355,900</b>	<b>16,392,200</b>	<b>36,300</b>
<b>Object</b>					
Personal Services	16,423,216	14,797,200	14,797,200	14,867,900	70,700
Contractual Services	864,205	1,077,100	1,077,100	993,300	(83,800)
Supplies & Materials	317,924	381,600	381,600	420,200	38,600
Business & Travel	163,411	90,800	90,800	101,600	10,800
Capital Outlay	132,111	9,200	9,200	9,200	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
<b>Total by Object</b>	<b>17,900,868</b>	<b>16,355,900</b>	<b>16,355,900</b>	<b>16,392,200</b>	<b>36,300</b>
<b>Allocation of Authorized Positions</b>					
	1	1	1	1	0

**Commentary**

- The increase in Personal Services is primarily due to the increase in pay package, including salary and health insurance increases.
- This unit provides direct health care service by employing 85 State Employees, 269 contractual employees and one County Merit system employee.

**Program Statement**

The Division of Community Health is comprised of six programs. These programs are responsible for providing comprehensive health outreach activities, including prevention services, emergency preparedness, case management, home visiting, health education and referrals, and enrollment into access to health care for eligible County residents. Services are provided within the community, area health centers, mass immunization clinics and home settings. Community Health Administration provides management and leadership to the Division and facilitates and coordinates support services, including fiscal management, personnel oversight, information technology and data processing.

- The Office of Emergency Preparedness and Response (OEPR) establishes and maintains a sustained level of response capability for public health emergencies. OEPR continue ongoing efforts to ensure local and regional readiness, interagency collaboration, and preparedness for bioterrorism events, outbreaks of infectious disease, and other public health threats and emergencies.
- Infectious Disease Control includes: community education, evaluation and treatment for persons with TB, anonymous and confidential HIV counseling and testing, STD prevention investigation/ partner notification services, case management for persons with HIV/AIDS and workplace/communicable program to ensure agency compliance with OSHA.
- Epidemiology and Immunization Services administers vaccines and reduces barriers to ensure availability of vaccines to County residents. Childhood and adult immunizations are offered by appointment and through walk-in clinics at 3 area health centers, as well as through special clinics throughout the year; e.g., flu, children's back to school, etc., in addition to providing case management, and immunization information and guidance to residents, physicians, and public/private schools.
- Healthy Start provides home-based case management services to prenatal and postpartum women, high/at risk families, infants and children, as well as Care Coordination and Ombudsman activities.
- Eligibility and Enrollment Program determines eligibility and access to health care services for eligible, low income, uninsured Anne Arundel County residents, which includes Maryland Children's Health Program, REACH, Prescription Discount Program and Medical Assistance Transportation.
- Geriatric Health Services (GHS) serves adults over the age of 55, including: Adult Evaluation and Review Services (AERS); Medical Assistance Personal Care Program; and, Community Care Partnership Nurse Case Management.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	9,043,088	9,814,400	9,964,400	3,199,900	(6,614,500)
Grant Fund-Health Dept	0	0	0	6,797,900	6,797,900
Total by Fund	9,043,088	9,814,400	9,964,400	9,997,800	183,400
<b>Object</b>					
Personal Services	6,589,993	7,397,200	7,397,200	7,455,800	58,600
Contractual Services	1,747,286	1,689,600	1,689,600	1,523,300	(166,300)
Supplies & Materials	594,393	668,000	818,000	950,900	282,900
Business & Travel	50,793	59,600	59,600	52,600	(7,000)
Capital Outlay	60,622	0	0	4,400	4,400
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	10,800	10,800
Total by Object	9,043,088	9,814,400	9,964,400	9,997,800	183,400
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	2	0	0	6	6

**Commentary**

- The increase in Community Health is attributed to the transfer of the Adult Evaluation and Review Services (AERS) program from the Department of Aging. This includes 6 County Merit and 6 Contractual employees. The transfer aligns the existing program with budgeted funds.
- State employees (76) and contractual employees (28) pay package changes are responsible for the increase in personal services.
- Increase in Supplies/Materials reflects a FY2008 mid-year increase for Flu-Mist in the amount of \$150,000.
- Grants, Contributions & Other is \$10,800 reflecting the General Fund contribution to the Grant Fund to meet County match requirements on grants.

**Program Statement**

The Division of Environmental Health promotes and protects public health and safety through environmental regulation, inspection, and education of the public in areas of food protection, housing, private septic systems and wells, recreational water quality, and zoonotic diseases. The unit also plays the critical role of the public's primary contact in handling mitigation measures available through the recent Chesapeake Bay Restoration Act.

- Environmental Health Administration provides management and leadership to the Division, and facilitates and coordinates support services, including fiscal management, personnel oversight, information technology, and data analysis.
- The Sanitary Engineering program promotes and protects public health and safety through a wide range of inspection and regulatory activities associated with the installation of private septic systems and wells in the County. Additional functions of the program include public swimming pool and spa inspections and licensing, pool operator and lifeguard licensing, inspecting vehicles used to transport septic tank waste, and undertaking studies to evaluate the quality of groundwater for well water users.
- The Housing and Food Protection Services program protects the health, safety and general welfare of the citizens and visitors of Anne Arundel County by ensuring safe and sanitary housing conditions. The Program licenses and inspects a wide range of activities including food service facilities and special events, multiple dwellings, mobile home parks, adoptive and foster homes, camps and exotic bird facilities. The program also investigates complaints concerning health and safety and hazards including trash, sewage and wastewater discharges, general nuisances, animal waste, rodents and housing violations. Additional functions of the program include lead paint inspections, recreational waters sampling, and open burning permits.



**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	4,764,294	5,349,000	5,349,000	5,054,400	(294,600)
Grant Fund-Health Dept	0	0	0	586,300	586,300
<b>Total by Fund</b>	<b>4,764,294</b>	<b>5,349,000</b>	<b>5,349,000</b>	<b>5,640,700</b>	<b>291,700</b>
<b>Object</b>					
Personal Services	4,343,581	4,853,100	4,853,100	5,158,600	305,500
Contractual Services	307,602	392,000	392,000	377,300	(14,700)
Supplies & Materials	80,158	68,100	68,100	65,000	(3,100)
Business & Travel	25,263	35,800	35,800	39,800	4,000
Capital Outlay	7,690	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
<b>Total by Object</b>	<b>4,764,294</b>	<b>5,349,000</b>	<b>5,349,000</b>	<b>5,640,700</b>	<b>291,700</b>
<b>Allocation of Authorized Positions</b>					
	42	42	46	47	1

**Commentary**

- The increase in personal services is the result of pay package changes, including increases in salary and health insurance costs for 47 County Merit Employees, 22 State Employees and 4 contractual employees.
- For the past several years the County has reduced staff turnover in the operation of County inspection functions by converting State Sanitarian positions into County merit positions. The unit's County personnel complement increases by one position and the State employee count reduces by one.

**Program Statement**

The Division of Health Information and Promotion operates programs of risk reduction and chronic disease; cancer and cardiovascular disease; infant mortality as well as injury prevention programs funded under State grants. Combined, these programs provide health information and services to County residents on nutrition, physical activity, sun safety, cancer screening, tobacco use prevention and cessation, child injury prevention, adolescent health and infant mortality. Communications provides the public information and support services for the Department.

- Health Information and Promotion Administration provides management and leadership to the Division and facilitates and coordinates support services including fiscal management, personnel oversight, and information technology.
- Cancer Screening Services provides free breast and cervical cancer screening for low income eligible Anne Arundel County women including covering the cost of PAP tests, clinical breast examinations, mammograms and other diagnostic tests and treatment. The LifeScreen program provides colonoscopies for eligible low income County residents over 50 years old who have no health insurance to cover this screening.
- The Communications Program provides public information services including the administration and content of the Department's web sites to communicate the department's health information and services to County residents.
- The Learn-To-Live Program develops health information and programs on age appropriate cancer screenings, tobacco prevention and cessation, cardiovascular health, healthy eating, physical activity, childhood injury prevention and teen reproductive health to encourage healthy behaviors in children and adult Anne Arundel County residents. Health disparities are addressed by coordinating services through a network of community based outreach programs.
- The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) provides low-income women and children up to age 5 who are at nutritional risk healthy foods to supplement diets and information on healthy eating and promotes breastfeeding.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	4,496,515	4,998,700	4,998,700	1,192,200	(3,806,500)
Grant Fund-Health Dept	0	0	0	4,024,900	4,024,900
Total by Fund	4,496,515	4,998,700	4,998,700	5,217,100	218,400
<b>Object</b>					
Personal Services	2,848,930	3,371,600	3,371,600	3,512,600	141,000
Contractual Services	1,380,278	1,414,500	1,414,500	1,492,400	77,900
Supplies & Materials	227,807	188,000	188,000	184,200	(3,800)
Business & Travel	33,132	24,600	24,600	27,900	3,300
Capital Outlay	6,367	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	0	0
Total by Object	4,496,515	4,998,700	4,998,700	5,217,100	218,400
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	2	3	3	3	0

**Commentary**

- The Personal Services increases to fund the pay package changes for 31 State Merit Employees.

**Program Statement**

The Behavioral Health Division assesses mental health and substance abuse problems, promotes behavioral health through education, prevention, and treatment. It provides leadership in organizing effective public and private strategies to meet the needs of County residents affected by mental health, substance abuse and violence.

- Behavioral Health Administration is responsible for providing coordination and supervision of the division services, including program and funding oversight of the Sexual Assault Crisis Center and the Domestic Violence Program. The Young Woman's Christian Association (YWCA) is the vendor for both the Sexual Assault Crisis Center and the Domestic Violence Program. Prevention and Education focus on reducing drug and alcohol abuse among young people in Anne Arundel County.
- Adolescent and Family Services provides both outpatient mental health and addiction services to the youth of Anne Arundel County. The Mental Health program provides services to children and adolescents ranging in age from 5 to 18 years old. The Addiction program provides assessment and treatment services to those 12 to 18 years of age. Treatment for those youth with co-occurring disorders is coordinated between the two programs. Community partners include: Anne Arundel County Mental Health Agency, Inc., Department of Social Services, Department of Juvenile Services and the Local Management Board. A team of psychiatrists, clinical social workers, psychologists and addictions counselors work collaboratively to serve the emotional, behavioral and substance abuse problems. Diagnostic evaluations, medication monitoring, individual, family and group therapy are provided. The mental health program serves about 400 clients and the adolescent addictions treatment clinic serves about 117 clients.
- The Adult Addictions Clinic is the Department of Health's Methadone Program providing assessment, referral and medication-assisted treatment to County residents diagnosed with opiate dependency. As a County public health leader in substance abuse treatment, the Adult Addictions Clinic collaborates with multiple community and private providers to coordinate patient care, develop policies and problem solving. The program serves approximately 340 patients and provides over 6,000 services including individual, group and family counseling.
- Community Treatment Services is responsible for coordination of substance abuse assessment, referral and treatment services for indigent county residents. Services are primarily accessed by individuals involved in the Criminal Justice System. The four programming elements designed to reduce barriers to treatment are: Assessment and Treatment Referral Program; Community Treatment Services Funding Office; Drug Court Clinical Care Monitoring (CCM) Program; and Substance Abuse Services (SAS) Program. The program handles approximately 1,000 referrals annually.

**Budget Summary**

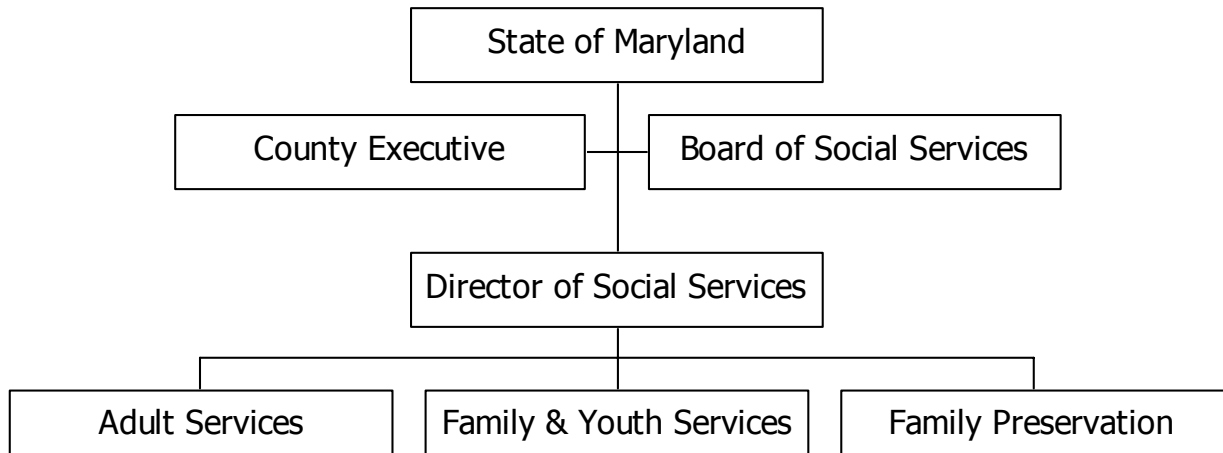
<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	9,235,774	9,557,200	9,607,200	3,722,600	(5,834,600)
Grant Fund-Health Dept	0	0	0	6,586,900	6,586,900
Total by Fund	9,235,774	9,557,200	9,607,200	10,309,500	752,300
<b>Object</b>					
Personal Services	4,855,689	5,559,000	5,589,000	5,432,500	(126,500)
Contractual Services	3,960,665	3,580,800	3,580,800	3,946,800	366,000
Supplies & Materials	136,720	157,600	157,600	265,200	107,600
Business & Travel	32,583	52,000	52,000	35,400	(16,600)
Capital Outlay	41,817	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	208,300	207,800	227,800	629,600	421,800
Total by Object	9,235,774	9,557,200	9,607,200	10,309,500	752,300
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	26	25	25	25	0

**Commentary**

- The net increase in the bureau is attributable to contractual and personnel costs of addictions treatment.
- Grants, Contributions & Other is \$421,800 reflecting the General Fund contribution to the Grant Fund to meet County match requirements on grants.

Mission Statement

The Anne Arundel County Department of Social Services promotes and offers opportunities to assist county residents achieve self-sufficiency, provides services to support and strengthen families, and ensures the protection of vulnerable children and adults.



**Major Accomplishments**

- Decreased the number of individuals on public assistance through a partnership with Anne Arundel County Workforce Development Corporation. Placed 354 people in jobs in FY2006 and 457 people in jobs in FY2007.
- Assisted over 67,500 customers at the Resource Centers located in Glen Burnie and Annapolis.
- Successfully implemented a pilot program for a new Child Care Automated Tracking System (CCATS). This system is used to determine eligibility, track and disburse child care payments to providers, register child care facilities and manage child care licenses.
- Opened Harmony House in June 2007, a supervised visitation center for children in foster care and their parents. This program averages 30-40 visits per month between birth parents and their children.
- Provided services to over 2,354 after hour calls. These calls were primarily related to child protection and requests for homeless assistance.
- Continued to reduce the number of new entries into foster care while increasing the number of foster care homes.

**Key Objectives**

- Obtain Accreditation mandated by State legislation.
- Establish a Sexual Abuse Treatment Program.
- Actively recruit and hire bilingual staff.
- Move children to permanency within 24 months of initial entry into foster care.
- Enhance services available to older youth in foster care programs.

**Significant Changes**

- None

Comparative Statement of Expenditures

Agency: Department of Social Services

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	5,961,633	6,548,400	6,548,400	5,324,900	(1,223,500)
Grant Fund-Social Services	0	0	0	1,184,300	1,184,300
Total by Fund	5,961,633	6,548,400	6,548,400	6,509,200	(39,200)
<b>Character</b>					
Adult Services	2,285,125	2,322,800	2,322,800	2,313,500	(9,300)
Family & Youth Services	3,360,708	3,892,100	3,892,100	3,831,000	(61,100)
Family Preservation	315,800	333,500	333,500	364,700	31,200
Total by Character	5,961,633	6,548,400	6,548,400	6,509,200	(39,200)
<b>Object</b>					
Personal Services	4,273,870	4,857,700	4,847,700	4,911,200	53,500
Contractual Services	130,127	191,800	209,800	167,900	(23,900)
Supplies & Materials	20,448	33,600	33,600	29,100	(4,500)
Business & Travel	3,996	38,000	27,500	35,000	(3,000)
Capital Outlay	4,530	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	1,528,663	1,427,300	1,429,800	1,366,000	(61,300)
Total by Object	5,961,633	6,548,400	6,548,400	6,509,200	(39,200)



**Personnel Summary**

<b>Job Code - Title</b>	<b>Plan</b>	<b>Grade</b>	<b>FY2008 Approved</b>	<b>FY2008 Adjusted</b>	<b>FY2009 Approved</b>	<b>Variance</b>
0213 Office Support Specialist	OS	6	2	2	2	0
0221 Secretary I	OS	3	1	1	1	0
0241 Management Assistant I	NR	15	2	2	2	0
0242 Management Assistant II	NR	17	1	1	1	0
0512 Attorney II	NR	19	1	0	0	0
0513 Attorney III	NR	21	0	1	1	0
4017 Human Services Specialist	NR	15	1	1	1	0
4022 Special Program Manager I	NR	14	2	2	2	0
4023 Special Program Manager II	NR	16	3	3	3	0
<b>Department Summary</b>			13	13	13	0

In addition to the 13 Merit employees illustrated above, the Department is comprised of:

- 3 Merit Employees – Located in the Office of Law but funded by DSS
- 87 Exempt Employees – Non-merit employees hired on a contractual basis
- 6 Salary Supplements – County supplements for State salaries
- 2 State Merit Employees – Salaries partially reimbursed by the State

Condition Assessment and Performance Measures

	Actual FY2006	Actual FY2007	Estimated FY2008	Projected FY2009
Physical Exams for Abused Children	42	32	32	32
Emergency Intake Calls for Child Protective Services	1,010	1,095	1,200	1,350
Foster Care Supplements provided for Children	107	68	76	76
Number of New Foster Home Recruits	42	35	40	40
Number of Adults Housed & Supervised	37	34	30	35
Bed nights provided for Homeless Shelter**	38,601	42,269	45,000	45,000
Meals provided by Homeless Shelter**	32,650	30,129	33,000	33,000
Clients who received Local Emergency Assistance	2,325	2,054	2,265	2,465

\*The above statistics represent the services provided by Anne Arundel County.

\*\* Statistics represent the Homeless Shelter Sarah's House

**Program Statement**

Adult Services includes gap-filling funding for Adult Foster Care, operating costs for Sarah's House Supportive Housing Program, and local emergency assistance when other resources have been exhausted or are not available and the Community Resource Center.

- Adult Foster Care – provides funds to ensure safe, stable and supervised living arrangements for disabled adults who have a chronic mental and/or physical illness. These adults are without relative resources, and are at risk of being institutionalized.
- Homeless Shelter Program – provides operating funds for the Sarah's House Supportive Housing Program for homeless men, women and children via a contract with Associated Catholic Charities. Sarah's House has 66 beds in the emergency shelter and 58 beds in the transitional shelter. Oversight is provided by Anne Arundel County Department of Social Services which serves as the single source of referrals for the program.
- Work Opportunities – ensures Temporary Cash Assistance (TCA) applicants and recipients meet the federal work participation rates. Many services are provided to assist customers in gaining self- sufficiency.
- Local Emergency Assistance – provides funds for gap-filling services for county citizens in need. These services may include emergency shelter, medications and prescriptions, food, transportation, psychiatric services, home maintenance and repair, and moving and storage of possessions in cases of evictions. These funds provide often-crucial services on an emergency assistance basis when other resources cannot be found.
- Community Resource Center – a “mall-like” facility with a single point of entry, which brokers services and resources for the citizens of Anne Arundel County. The center, which is operated by the Department of Social Services, houses twelve (12) State and community based partner organizations.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	2,285,125	2,322,800	2,322,800	1,661,200	(661,600)
Grant Fund-Social Services	0	0	0	652,300	652,300
Total by Fund	2,285,125	2,322,800	2,322,800	2,313,500	(9,300)
<b>Object</b>					
Personal Services	853,665	1,013,400	1,003,400	1,020,900	7,500
Contractual Services	14,506	25,600	35,600	30,900	5,300
Supplies & Materials	929	3,500	3,500	1,000	(2,500)
Business & Travel	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	1,416,023	1,280,300	1,280,300	1,260,700	(19,600)
Total by Object	2,285,125	2,322,800	2,322,800	2,313,500	(9,300)
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	0	0	0	0	0

**Commentary**

- The FY2009 budget decreased \$9,300 primarily due to reductions made to align the budget with actual expenditures.
- The Adult Services program contains 27 County Exempt Employees hired on a contractual basis.
- Contractual Services increase of \$5,300 is due to the Homeless Management Information System contract inflation.
- Grants and Contributions include Federal and State grants and child care for the County's homeless shelter at Sarah's House in Fort Meade.

**Program Statement**

The Family & Youth Services Program provides services that protect vulnerable children and their families. It includes Family Support centers, Child Protective Services, Foster Care to Children, Legal Services and Support Services.

- Support Services – provides funding for administrative support for agency programs and county projects managed by the Department of Social Services. Two fiscal positions help manage and assist with administrative work related to the county budget, associated revenue and grants and processing requisitions, receiving, and accounts payable through OneWorld. A data processing programmer analyst position to manage and maintain the County Child Welfare MIS and IBM RISC 6000 system. In addition, two county merit positions provide support in needed administrative areas. This project also includes funding for training. County funds are partially offset by Federal and State matching funds.
- Family Support Centers – located in Annapolis and Glen Burnie , they offer a variety of services and programs for Anne Arundel County families including: Free on-site childcare for parents receiving services, Transportation to and from the Center within a fifteen minute radius, Developmental screening for infants and toddlers, Parenting classes and support groups, Home Visitation/Parenting and Life Skills Services, Young Fathers Support Network, Building Blocks Youth Program, Computer training classes, Health services, Emergency baby supplies, Adult Education Classes, English As a Second Language, Job Readiness Training, Counseling and Referrals.
- Child Protective Services – provides funds for seven workers and one supervisory position who assist police in investigating complaints of child sexual assault and assist families of assaulted children in dealing with the legal system.
- Foster Care to Children – funds several training seminars for prospective foster parents. It provides needed materials and supplies to the Foster Parent Association to enable this group to recruit additional foster parents for county children.
- Legal Services – provides state-mandated legal services for agency juvenile court and guardianship cases. County funds are partially offset by Federal matching funds.

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	3,360,708	3,892,100	3,892,100	3,299,000	(593,100)
Grant Fund-Social Services	0	0	0	532,000	532,000
Total by Fund	3,360,708	3,892,100	3,892,100	3,831,000	(61,100)
<b>Object</b>					
Personal Services	3,130,939	3,535,800	3,535,800	3,550,600	14,800
Contractual Services	105,776	162,200	162,200	133,000	(29,200)
Supplies & Materials	19,519	30,100	30,100	28,100	(2,000)
Business & Travel	3,996	17,000	17,000	14,000	(3,000)
Capital Outlay	4,530	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	95,949	147,000	147,000	105,300	(41,700)
Total by Object	3,360,708	3,892,100	3,892,100	3,831,000	(61,100)
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	13	13	13	13	0

**Commentary**

- The decrease in the FY2009 budget is primarily attributed to the decrease in grant funds.
- Contractual Services decreased \$29,200 due to the transfer of intake/after hours care to the State and reductions to align the budget with actual expenditures.
- The Family & Youth Services program is comprised of 13 County Merit Employees, plus 3 Attorneys from the Office of Law, 51 County Exempt Employees hired on a contractual basis, and 2 State Merit Employees.

**Program Statement**

The Family Preservation Program represents a partnership between the Department and the State to establish a service delivery system to enhance the well-being of children and their families.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	315,800	333,500	333,500	364,700	31,200
Total by Fund	315,800	333,500	333,500	364,700	31,200
<b>Object</b>					
Personal Services	289,266	308,500	308,500	339,700	31,200
Contractual Services	9,844	4,000	12,000	4,000	0
Supplies & Materials	0	0	0	0	0
Business & Travel	0	21,000	10,500	21,000	0
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	16,690	0	2,500	0	0
Total by Object	315,800	333,500	333,500	364,700	31,200
<b>Allocation of Authorized Positions</b>					
Allocation of Authorized Positions	0	0	0	0	0

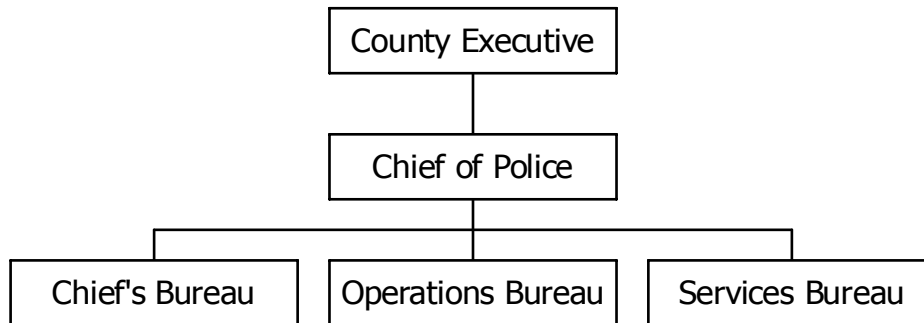
**Commentary**

- There is no county funding associated with this program. The State provides the \$364,700 budgeted.
- Personal Services funds 9 County Exempt positions hired on a contractual basis.
- In FY2009 funds will be provided directly by the State instead of flowing through the Local Management Board.



**Mission Statement**

Every member of the Anne Arundel County Police Department is committed to providing the highest level of police service to our community. We are dedicated to preserving the community's peace, protecting our citizen's constitutional rights, and providing fair and just enforcement of the law while adhering to the highest level of ethical standards and professional conduct.



## Major Accomplishments

- The Northern District initiated Operation TRUEE, an initiative focused on reducing truancy at local high schools. Fifty-seven juveniles were identified as well as multiple criminal violations.
- The Auto-Theft Unit investigated over 190 cases and maintained a 76% clearance rate, making over 60 arrests. In addition, utilizing TAGNABIT license plate reader, scanned over 47,000 vehicles recovering 14 cars.
- The Narcotics Unit seized over \$2.5 million worth of controlled dangerous substances during various investigations.
- In the spring of 2007, the Southern District implemented an initiative to reduce motor vehicle collisions at intersections. Based on frequent crash locations, Officers aggressively enforced moving violations, issuing a total of 430 citations and over 1,000 warnings.
- The Eastern District initiated efforts to combat rising robberies by use of concentrated patrols and undercover surveillance. As a result, forty-five arrests were made as well as multiple seizures of CDS and currency.

## Key Objectives

- Elevate the department's responsiveness to citizen and community problems, and develop strategies and solutions in accordance with the enhanced community policing philosophy and the department's shared values.
- Continue strengthening partnerships with the county public school system, through utilization of School Resource Officers, in order to provide a safer environment for students and faculty.
- Employ comprehensive approaches in response to local evidence of regional, national, and international matters—such as undocumented immigrants, homeland security, and identity theft.
- Enhance the department's ability to detect and respond to terrorism and extremist activities through diligence and continued cooperation with federal, state, and local agencies.

## Significant Changes

- The addition of three School Resource Officers, assigned to various schools, extending a successful program further into the school system.
- The department joined the regional Immigration & Customs Enforcement (ICE) Document and Benefit Fraud Task Force in order to better prepare the County with challenges regarding illegal immigration.
- The department employed the use of TASERS in order to provide officers with another less lethal option when faced with life-threatening situations.
- The department began utilizing STOP-STICKS in order to reduce the number of vehicle pursuits, thereby reducing the number of injuries and property damage caused by such incidents.

## Comparative Statement of Expenditures

Agency: Police Department

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	87,543,385	95,431,700	95,622,800	100,635,400	5,203,700
Forfeit & Asset Seizure Fnd	345,655	550,000	550,000	402,400	(147,600)
Grant Fund-Police Dept	0	0	0	1,021,300	1,021,300
Total by Fund	87,889,039	95,981,700	96,172,800	102,059,100	6,077,400
<b>Character</b>					
Chief's Bureau	3,523,340	3,837,900	4,157,900	4,827,400	989,500
Field Operations	58,567,387	62,027,300	62,150,500	66,821,400	4,794,100
Services	25,452,657	29,566,500	29,314,400	30,007,900	441,400
Forfeiture & Asset Seizure Exp	345,655	550,000	550,000	402,400	(147,600)
Total by Character	87,889,039	95,981,700	96,172,800	102,059,100	6,077,400
<b>Object</b>					
Personal Services	75,182,968	82,592,100	82,153,900	88,249,600	5,657,500
Contractual Services	9,827,313	10,300,200	10,455,500	10,655,800	355,600
Supplies & Materials	1,711,065	1,721,900	1,892,400	1,895,600	173,700
Business & Travel	190,385	227,900	259,300	239,400	11,500
Capital Outlay	837,902	971,600	1,243,700	850,700	(120,900)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	139,404	168,000	168,000	168,000	0
Total by Object	87,889,039	95,981,700	96,172,800	102,059,100	6,077,400

# Police Department

# FY2009 Approved Budget

## Personnel Summary

Job Code - Title		Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0158	Chief Of Police	E	8	1	1	1	0
0200	Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0211	Office Support Assistant I	OS	2	4	4	4	0
0212	Office Support Assistant II	OS	4	19	19	18	-1
0213	Office Support Specialist	OS	6	11	11	11	0
0222	Secretary II	OS	4	7	7	7	0
0223	Secretary III	OS	6	3	3	3	0
0224	Management Aide	NR	12	3	3	2	-1
0241	Management Assistant I	NR	15	7	7	8	1
0242	Management Assistant II	NR	17	3	2	2	0
0245	Senior Management Assistant	NR	19	1	1	1	0
0246	Senior Budget Mgmt Analyst	NR	21	0	0	1	1
0255	Public Services Dispatcher	LM	7	2	2	2	0
0264	Program Manager	NR	19	2	2	2	0
0265	Program Specialist I	NR	15	0	0	1	1
0266	Program Specialist II	NR	17	1	1	1	0
0712	Storekeeper II	LM	6	1	1	2	1
0716	Warehouse Manager	NR	14	1	1	1	0
0873	GIS Specialist	NR	15	1	1	1	0
1003	Animal Control Officer	LM	8	12	12	11	-1
1011	Animal Control Technician	LM	9	2	2	2	0
1021	Animal Control Supervisor	NR	15	2	2	2	0
1511	Latent Print Examiner I	NR	14	1	1	1	0
1512	Latent Print Examiner II	NR	16	2	2	2	0
1516	Forensic Chemist II	NR	17	4	4	4	0
1517	Senior Forensic Chemist	NR	18	2	2	2	0
1518	Forensic Chemist Supervisor	NR	19	1	1	1	0
1521	Police Records Manager	NR	19	1	1	1	0
1525	Crime Scene Technician II	OS	11	12	12	12	0
1527	Evidence Coordinator	NR	15	1	1	1	0
1528	Evidence Coordinator Leader	NR	16	1	1	1	0
1532	Booking Officer	OS	7	22	22	22	0
1535	Polygraph Examiner	NR	13	1	1	1	0
1536	Photographic Laboratory Techn	NR	12	1	1	1	0
1537	Sr Photographic Laborat Techn	NR	13	1	1	1	0
1539	Senior Special Investigator	NR	15	1	1	1	0
1540	Police Communicat Operator IV	NR	16	4	4	4	0
1541	Police Communicat Operator I	LM	9	20	20	20	0
1542	Police Fleet Coordinator	NR	13	1	1	1	0
1543	Police Communicat Operator II	LM	10	61	61	61	0
1544	Police Communicat Coordinator	NR	14	1	1	1	0
1545	Police Communicat Operator III	NR	14	11	11	11	0
1546	Police Communications Manager	NR	16	0	1	1	0
1546	Police Communications Manager	NR	20	1	0	0	0
1547	Special Investigator	NR	14	2	2	2	0
1549	Communications System Manager	NR	16	0	1	1	0
1551	Police Officer	P	1	129	140	144	4
1552	Police Officer First Class	P	1A	182	87	87	0
1553	Police Corporal	P	1B	256	340	340	0
1561	Police Sergeant	P	2	75	75	75	0
1571	Police Lieutenant	P	3	32	32	32	0
1581	Police Captain	P	4	9	9	9	0
1591	Deputy Police Chief	P	6	2	2	2	0
2111	Custodial Worker	LM	2	6	6	6	0
2412	Maintenance Worker II	LM	5	6	6	6	0
<b>Department Summary</b>				933	933	938	5

**Police Department****FY2009 Approved Budget****Performance Measures**

<b>Performance Indicator</b>	<b>FY2006 Actual</b>	<b>FY2007 Actual</b>	<b>FY2008 Est.</b>	<b>FY2009 Proj.</b>
CDS Lab Tests	2,395	2,598	2,600	2,800
Number of Traffic Citations Issued	136,845	144,794	152,000	160,000
Auto theft cases	198	193	203	208
Extraditions	272	281	290	300
Commercial Vehicles Inspected	896	804	800	800
Narcotics Operations	125	86	135	135
Narcotics Cases Closed	683	573	510	530
Homicide Cases Assigned	15	17	18	20
Child Abuse Cases Assigned	266	249	270	275
Robbery Cases Assigned	181	185	200	225
Average Number of 9-1-1 Calls Received	1098	1163	1160	1,165
Number of Animals Successfully Adopted	1,851	1,740	2,000	2,000
Number of Incident Reports Processed	53,059	55,541	56,000	56,000
Arrests	21,651	21,059	21,500	21,500

**Program Statement**

The Police Department is commanded by the Chief of Police who is responsible for the efficiency, good conduct and discipline of the Department. The staff in the Chief's Office provides the Police Chief with the necessary technical and administrative support to facilitate the accomplishment of these responsibilities.

- Special Services (Internal Affairs, Intelligence, and Staff Inspections) Unit – is responsible for the management and control of the disciplinary system within the Anne Arundel County Police Department. It is responsible for investigating serious cases of misconduct, allegations of criminal and ethical violations.
- Public Information – is responsible for administering the Department's news media policy and coordinating all press releases.
- Accreditation Unit – oversees the Department's accreditation through the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). CALEA is an international organization that promotes professionalism in law enforcement. The Accreditation Unit ensures the Department's continued compliance with approximately 446 standards through the collection of proofs of compliance and periodic reports. The Accreditation Unit oversees the Department's written directive system which includes rules and regulations, formal memoranda, and standard operating procedures.
- Management and Planning – oversees management and administration functions of the Department to include fiscal analysis and coordination, management of the vehicle fleet, grant administration, strategic planning, and the geographic information system.

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	3,523,340	3,837,900	4,157,900	4,827,400	989,500
Total by Fund	3,523,340	3,837,900	4,157,900	4,827,400	989,500
<b>Object</b>					
Personal Services	3,151,973	3,415,800	3,715,800	4,408,100	992,300
Contractual Services	242,865	258,700	278,700	252,200	(6,500)
Supplies & Materials	55,053	52,300	52,300	55,500	3,200
Business & Travel	70,005	104,600	104,600	110,600	6,000
Capital Outlay	3,444	6,500	6,500	1,000	(5,500)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	3,523,340	3,837,900	4,157,900	4,827,400	989,500
<b>Allocation of Authorized Positions</b>					
		35		41	6

**Commentary**

- The increase in positions is the result of internal transfers, the addition of two new civilian positions as well as one new Police Officer to work with the Immigration and Customs Enforcement and Document/Benefit Fraud Task Force teams. A Program Specialist I will replace the Public Information Officer and a Management Assistant I will perform grants coordinator duties. A Senior Budget Management Analyst position is being transferred to the Management Planning division while a Management Aide position is being deleted. These three positions were previously filled by sworn officers who can now focus on public safety functions.
- Other items included in this bureau are:
  - Temporary salaries to supervise security installations at \$51,000
  - Mental Health Crisis Team at \$227,200
  - Training courses and seminars at \$40,000, equivalent to FY2008.
  - Travel and lodging expenses associated with this training at \$33,500 (\$28,500 in FY2008).
  - Parking at District Court is included at a level of funding of \$23,000.

**Program Statement**

The Field Operations Bureau provides basic district patrol services, criminal investigations, traffic safety programs, and special operational teams:

- Patrol Division – uniform patrol officers are responsible for the immediate response to calls for service including the preliminary investigation of crimes and traffic accidents, the arrest of individuals found to be in violation of state and county laws, and referral of non-enforcement matters to other agencies.
- School Resource Officers – this program works in partnership with the AACo Board of Education. The school resource officers (SRO's) assist with identifying students at risk for academic failure, truancy, and or involvement in criminal activities.
- Special Operations – is responsible for providing response support in emergency situations requiring specialized tactics and / or equipment including barricades and maritime operations.
- Traffic Safety – the Traffic Safety Section is a component of the Special Operations Division. It is responsible for the investigation of serious departmental accidents, fatal accidents, traffic trends and analysis, the chemical test program, the towing program, motorcycle operations, taxi cab inspections and more.
- K-9 Patrol – the responsibility of the Canine Unit is to provide line support to divisions within the department with specially trained police dogs.
- Aviation – the Aviation Unit serves the police department's need for aerial search and reconnaissance capability.
- Narcotics – the Narcotics Section is responsible for the identification, arrest, and prosecution of individuals and groups involved in the use, possession, manufacture, transportation, and distribution of illegal controlled substances.
- Criminal Investigation – detectives assigned to the Criminal Investigation Division conduct investigations of all major crimes reported in the county.



**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	58,567,387	62,027,300	62,150,500	66,230,800	4,203,500
Grant Fund-Police Dept	0	0	0	590,600	590,600
<b>Total by Fund</b>	<b>58,567,387</b>	<b>62,027,300</b>	<b>62,150,500</b>	<b>66,821,400</b>	<b>4,794,100</b>
<b>Object</b>					
Personal Services	57,468,283	60,538,200	60,589,600	64,808,300	4,270,100
Contractual Services	623,062	962,600	993,200	1,255,100	292,500
Supplies & Materials	381,707	412,200	434,700	514,000	101,800
Business & Travel	27,645	30,100	36,800	34,500	4,400
Capital Outlay	38,372	46,200	58,200	161,500	115,300
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	28,318	38,000	38,000	48,000	10,000
<b>Total by Object</b>	<b>58,567,387</b>	<b>62,027,300</b>	<b>62,150,500</b>	<b>66,821,400</b>	<b>4,794,100</b>
<b>Allocation of Authorized Positions</b>					
		654		633	-21

**Commentary**

- The Personal Services budget includes the costs associated with negotiated agreements. The decrease in positions reflects organizational changes in accounting structure. No positions have been removed from the field. Added positions in this bureau include three new School Resource Officers which will be assigned to middle schools.
- Overtime is budgeted at \$2.6 million, an increase of approximately \$85,000 over the current fiscal year. Turnover is budgeted at \$1.6 million, down from \$1.8 million, due to increased response to recruitment efforts and less attrition.
- Also included in this budget are the following items:
  - Prisoner transportation contract - \$372,000
  - Management of red light program - \$250,000
  - Aviation fuel - \$75,000
  - Maintenance on helicopters - \$110,000

**Program Statement**

The Services Bureau provides operational support to the rest of the department as follows:

- Communications – Communications provides coordination of incoming and outgoing 911 emergency and non-emergency calls for police, fire and EMS service.
- Evidence Collection –the Identification Unit provides staff support to all other units of the Department in matters of the collection and processing of physical evidence, crime scene and specialized forensic photography, identification of persons, latent print examination, and coordination of other lab services.
- Crime Lab – the Crime Laboratory is a function of the Technical Services Bureau's Evidence Management Section. The Crime Lab provides the following services to the Police Department: 1) securing and identifying the Controlled Dangerous Substances (CDS) seized by the officers, and 2) serological testing and subsequent DNA analysis of suspected biological stains to support the investigation and prosecution of suspects in criminal investigations.
- Management Information Services – provides support to all units of the department in the selection, development, maintenance, repair and use of computer systems and related equipment.
- Crime Prevention – manages and supervises all activities associated with the Residential Security Program Commercial Security Network, Police Reserve Officer Program, Volunteers in Police Service (VIPS), Chaplains Program, Senior Liaison Program, and False Alarm Project.
- Animal Control – is responsible for ensuring public safety, the humane treatment of animals, and providing quality professional services to the public.
- Training Academy – is responsible for entry level, in- service and specialized training courses as specified by the Maryland Police Training Commission. Also conducts annual requalification for all sworn personnel

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	25,452,657	29,566,500	29,314,400	29,577,200	10,700
Grant Fund-Police Dept	0	0	0	430,700	430,700
<b>Total by Fund</b>	<b>25,452,657</b>	<b>29,566,500</b>	<b>29,314,400</b>	<b>30,007,900</b>	<b>441,400</b>
<b>Object</b>					
Personal Services	14,562,712	18,638,100	17,848,500	19,033,200	395,100
Contractual Services	8,961,387	9,078,900	9,183,600	9,148,500	69,600
Supplies & Materials	1,273,728	1,257,400	1,405,400	1,326,100	68,700
Business & Travel	92,735	93,200	117,900	94,300	1,100
Capital Outlay	562,096	498,900	759,000	405,800	(93,100)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	0	0
<b>Total by Object</b>	<b>25,452,657</b>	<b>29,566,500</b>	<b>29,314,400</b>	<b>30,007,900</b>	<b>441,400</b>
<b>Allocation of Authorized Positions</b>					
		244		264	20

**Commentary**

- One new Storekeeper II position was added to this bureau to perform inventory management functions in Property Management. This position was previously held by a uniformed officer who will now be moved into public safety functions.
- The costs associated with the entire Police Department fleet reside in this bureau and are budgeted as follows:
  - Lease rate vehicle operating expenses - \$4.2 million
  - Lease rate vehicle replacement expenses - \$2.1 million
- Two positions (Office Support Assistant II and an Animal Control Officer) and five pool vehicles are being eliminated for cost savings.
- The budget also includes the following items:
  - Safety equipment - \$297,500
  - Ammunition related expenses - \$117,700
  - Uniform purchases - \$339,200
  - Animal control contracts - \$225,00

**Program Statement**

The Forfeit and Asset Seizure Team (F.A.S.T.) Fund derives its funds from assets seized by law enforcement authorities in Anne Arundel County. This fund was created in FY1992 to provide management and control over the seizure and forfeiture of funds and property involved in drug cases.

- The Police Department portion of the F.A.S.T. Fund provides the department with funding from drug forfeiture cases which is redirected back into programming serving both direct drug intervention efforts, as well as general public safety requirements.
- The F.A.S.T. unit in the Office of the State's Attorney has been authorized to act as the forfeiting authority for Anne Arundel County, the City of Annapolis and the State of Maryland. The unit is responsible for reviewing the legal sufficiency of all seizures of assets by law enforcement authorities in Anne Arundel County, for conducting investigations into and seeking seizure of assets involved with controlled dangerous substance violations, for initiating litigation to obtain an order of forfeiture for those assets, and for determining the appropriate disposition of the assets seized or forfeited.

**Police Department**  
***Forfeit and Asset Seizure Fund***

**FY2009 Approved Budget**

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
Forfeit & Asset Seizure Fnd	345,655	550,000	550,000	402,400	(147,600)
Total by Fund	345,655	550,000	550,000	402,400	(147,600)
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	0	0	0	0	0
Supplies & Materials	578	0	0	0	0
Business & Travel	0	0	0	0	0
Capital Outlay	233,990	420,000	420,000	282,400	(137,600)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	111,087	130,000	130,000	120,000	(10,000)
Total by Object	345,655	550,000	550,000	402,400	(147,600)

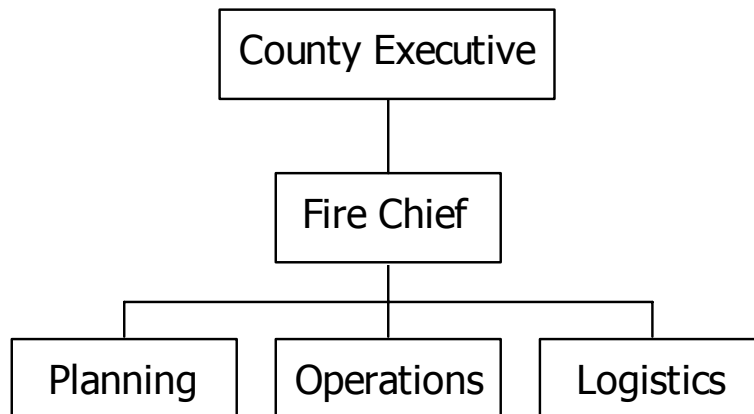
**Commentary**

The budget includes the following items:

- 4 replacement undercover vehicles - \$100,000
- Crash Data Retrieval System - \$3,400
- Tasers - \$30,000
- Confidential expenses - \$120,000
- GPS trackers and navigators - \$10,600
- Radar guns - \$12,000
- Spare portable radios (20), batteries, and microphones - \$114,900
- Canine dog - \$5,000

**Mission Statement**

The mission of the Anne Arundel County Fire Department is to provide essential emergency and non-emergency services and integrated all-hazard emergency management to the citizens of Anne Arundel County. We are committed to eliminating threats to life, safety and property through education, prevention, and safe, effective response and recovery activity to fire, medical, environmental, natural, or technological emergencies. We will achieve our mission through leadership, teamwork, professionalism and a commitment to the community we serve.



## Major Accomplishments

- Placed 2 Medic Engines in service (Woodland Beach & Harmons Dorsey)
- Placed 1 New Medic Unit in service (Herald Harbor)
- Received an award from *Fire/Rescue Magazine* for design of Station 4 (Severn)
- Reinstated the Volunteer Vo-Tech program at CAT North.
- Broke ground on Annapolis Neck Fire Station (Station 8).
- Finished FY07 with approximate \$2 million surplus.

## Key Objectives

- Prepare for the impact of the Parole Town Center project.
- Continue to prepare for impact of BRAC.
- Complete Insurance Services Organization (ISO) review.
- Prepare for opening of Annapolis Neck Fire Station (Station 8).
- Continue with the Wellness and Fitness initiative to reduce firefighter injuries.
- Continue with Paramedic Engine concept to reduce ALS response times.

## Significant Changes

- Reorganized department for better management and control and alignment with the National Incident Management System.
- Hired full-time Volunteer Coordinator.
- Reinstated the use of CPAT for new recruit firefighters.

Comparative Statement of Expenditures

Agency: Fire Department

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	87,658,205	95,305,400	95,528,400	97,089,300	1,783,900
Grant Fund-Fire Dept	0	0	0	2,727,000	2,727,000
Total by Fund	87,658,205	95,305,400	95,528,400	99,816,300	4,510,900
<b>Character</b>					
Planning	8,262,940	9,554,900	9,777,900	10,845,800	1,290,900
Operations	68,940,027	73,953,400	73,953,400	75,643,900	1,690,500
Logistics	10,455,238	11,797,100	11,797,100	13,326,600	1,529,500
Total by Character	87,658,205	95,305,400	95,528,400	99,816,300	4,510,900
<b>Object</b>					
Personal Services	74,966,683	79,526,800	79,626,800	84,360,500	4,833,700
Contractual Services	7,559,828	8,420,300	8,422,300	8,959,700	539,400
Supplies & Materials	2,264,574	3,391,000	3,408,300	3,559,200	168,200
Business & Travel	430,745	395,800	408,200	605,900	210,100
Capital Outlay	1,729,640	2,786,000	2,877,300	1,696,900	(1,089,100)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	706,735	785,500	785,500	634,100	(151,400)
Total by Object	87,658,205	95,305,400	95,528,400	99,816,300	4,510,900



# Fire Department

# FY2009 Approved Budget

## Personnel Summary

Job Code - Title		Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0170	Fire Chief	E	8	1	1	1	0
0200	Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0211	Office Support Assistant I	OS	2	1	1	1	0
0212	Office Support Assistant II	OS	4	2	2	2	0
0213	Office Support Specialist	OS	6	4	4	4	0
0223	Secretary III	OS	6	5	5	5	0
0224	Management Aide	NR	12	2	3	3	0
0241	Management Assistant I	NR	15	1	1	1	0
0242	Management Assistant II	NR	17	1	1	2	1
0245	Senior Management Assistant	NR	19	1	1	0	-1
0246	Senior Budget Mgmt Analyst	NR	21	0	0	1	1
0265	Program Specialist I	NR	15	0	0	2	2
0266	Program Specialist II	NR	17	0	0	1	1
0361	Systems Programmer I	NR	17	1	1	1	0
0362	Systems Programmer II	NR	19	1	1	1	0
0711	Storekeeper I	LM	4	2	2	2	0
0716	Warehouse Manager	NR	14	1	1	1	0
1305	Comm Systems Support Specialis	NR	13	1	1	1	0
1400	Fire Communication Operator	LM	10	0	9	9	0
1400	Fire Communication Operator	NR	13	9	0	0	0
1402	Fire Fighter II	F	1	179	282	282	0
1403	Fire Fighter III	F	2	216	156	154	-2
1404	FF Cardiac Rescue Tech	F	3	53	0	0	0
1404	FF Emergency Med Tech-Intermed	F	3	0	47	47	0
1405	FF Emergency Medical Tech - PM	F	4	185	148	147	-1
1411	Fire Lieutenant	F	5	128	128	127	-1
1421	Fire Captain	F	6	31	31	30	-1
1431	Fire Battalion Chf	F	7	17	17	17	0
1441	Fire Division Chief	F	8	10	10	10	0
1451	Fire Deputy Chief	F	9	3	3	3	0
1461	Fire Inspector	LM	12	3	3	3	0
1465	Volunteer Coordinator	NR	17	1	0	0	0
2023	Automotive Mechanic III	LM	11	0	0	2	2
<b>Department Summary</b>				860	860	861	1

**Condition Assessment and Performance Measures**

The 4<sup>th</sup> shift was implemented on December 28, 2006 without significant disruption. The department will monitor the impact of the new shift in conjunction with new leave rules on overtime usage. The department continues to look at civilianization opportunities where appropriate and has already increased the percentage of civilians in the department from 3.5% to roughly 5% even though the number of uniformed personnel increased significantly due to 4<sup>th</sup> shift staffing.

<b>Measure</b>	<b>FY2006 Actual</b>	<b>FY2007 Actual</b>	<b>FY2008 Est.</b>	<b>FY2009 Proj.</b>
Responses to calls for service	71,340	73,432	75,800	75,600
Repairs to apparatus	1,890	1,918	2,000	2,100
Hazardous materials incidents	147	143	156	160
Fire Marshall Inspect performed	4,809	6,652	7,200	7,700
In-service field inspections	6,460	4,206	6,700	6,900
Fire investigations	377	349	350	350
Public fire safety education classes	36	35	41	32
Arson case closures	13%	16%	8%	8%

**Fire Department**  
***Planning***  
**Program Statement**

**FY2009 Approved Budget**

The Planning Bureau supports this mission through budget administration, volunteer support, human resources management, public safety education programs, fire inspections and investigations, fire training, emergency management and the Department's Health and Safety program.

- Administration Section – This section is headed by the Bureau Deputy Chief with responsibility for overall budget preparation and oversight of each of the sections listed below, and administration of the Fire Marshal Division and Fire Training Division.
- Human Resources Section – A Management Assistant II is responsible for all personnel related records and procedures including personnel off duty and on restricted duty due to line of duty injuries.
- Records Section – A Management Assistant I is responsible for the administration of Fire and EMS reports generated as a result of emergency responses.
- Payroll Section – Three Office Support Specialists receive payroll and leave reports from field timekeepers and re-enter this information into the Time and Attendance System or onto MSA paper time sheets.
- Fire Training – provides training of new recruits when necessary as well as ongoing training for incumbent personnel to maintain professional certifications, improve the general training levels of employees, and enhance the safety of personnel.
- Fire Investigations – provides investigative services following fire incidents including determination of origin, cause of the fire, and follow-up arson investigation.
- Fire Inspections – provides inspection services for permitted building activity as well as coordination of in-service fire inspections performed by station personnel and review of plans associated with permit applications.
- The Office of Emergency Management is responsible for providing long-term planning for large scale emergency situations including major weather events, occurrences of natural disasters as well as potential terrorist activities; also provides local coordination of response activities during the time of any major occurrence.

**Fire Department  
Planning**

**FY2009 Approved Budget**

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	8,262,940	9,554,900	9,777,900	8,172,600	(1,382,300)
Grant Fund-Fire Dept	0	0	0	2,673,200	2,673,200
Total by Fund	8,262,940	9,554,900	9,777,900	10,845,800	1,290,900
<b>Object</b>					
Personal Services	6,264,713	6,175,300	6,275,300	6,974,700	799,400
Contractual Services	579,218	1,136,300	1,138,300	1,571,400	435,100
Supplies & Materials	354,703	724,300	741,600	1,115,700	391,400
Business & Travel	57,089	156,400	168,800	320,800	164,400
Capital Outlay	981,992	1,337,600	1,428,900	838,200	(499,400)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	25,225	25,000	25,000	25,000	0
Total by Object	8,262,940	9,554,900	9,777,900	10,845,800	1,290,900

Allocation of Authorized Positions	18	50	32
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**Commentary**

- The increase in positions is attributable to a reorganization in which the Fire Marshal and Emergency Management now fall under the Planning Bureau, as well as one new position (Program Specialist II) added to act as a Fitness Coordinator which was previously grant funded. A Lieutenant is being civilianized to a Program Specialist II to perform the public safety education function. A Senior Management Assistant is being reclassified to a Senior Budget Management Analyst to assist in fiscal management which includes the implementation of the ambulance fee.
- The majority of the grant fund request for FY2009 within this bureau includes State Homeland Security funds at \$1,319,100 and Law Enforcement Terrorism funding of \$997,100.
- Volunteer Support funding is budgeted at \$1,993,100, a 6.5% increase and includes the Length of Service Awards Program (LOSAP) for volunteers at \$790,000.
- Contractual Services includes over \$200,000 for NFPA physicals, \$141,500 for aerial Pictometry software license fee and approximately \$360,000 to fund volunteer facilities.

**Program Statement**

The Operations Bureau is responsible for the daily staffing of 30 stations located throughout the County and provides fire suppression and emergency medical services, both basic life support (ambulance) and advanced life support (paramedic):

- **Suppression** – Is responsible for daily staffing at the 30 stations in the County, responding to calls for service involving fire suppression, medical calls as first responder, and various rescue scenarios.
- **Basic Life Support** – Provides response to medical emergency calls where protocol indicates a requirement for basic life support and response to major fire incidents to provide medical backup / transportation.
- **Advanced Life Support** – Provides response to medical emergency calls where protocol indicates a requirement for advanced life support and response to major fire incidents to provide medical backup / transportation.
- **EMS Training & Quality Assurance** – Provides emergency medical training for both career and volunteer personnel and Quality Assurance of all medical providers thru the use of EMS Supervisors.
- **Volunteer Coordinator** – One full-time employee provides coordination between management and volunteer companies. This includes managing the volunteer certification database, coordinating quarterly training with Training Division Staff, managing CDS testing for volunteers and other matters as needed.

**Fire Department  
Operations**

**FY2009 Approved Budget**

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	68,940,027	73,953,400	73,953,400	75,590,100	1,636,700
Grant Fund-Fire Dept	0	0	0	53,800	53,800
Total by Fund	68,940,027	73,953,400	73,953,400	75,643,900	1,690,500
<b>Object</b>					
Personal Services	65,201,365	69,339,600	69,339,600	72,656,600	3,317,000
Contractual Services	184,684	411,300	411,300	428,300	17,000
Supplies & Materials	1,893,301	2,546,600	2,546,600	937,800	(1,608,800)
Business & Travel	352,339	217,500	217,500	261,900	44,400
Capital Outlay	626,828	677,900	677,900	750,200	72,300
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	681,510	760,500	760,500	609,100	(151,400)
Total by Object	68,940,027	73,953,400	73,953,400	75,643,900	1,690,500

Allocation of Authorized Positions	453	764	311
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**Commentary**

- An internal reorganization results in the shifting of positions from the old EMS Bureau to the new Operations Bureau. This reorganization aligns our operations with the National Incident Management System.
- Overtime is budgeted at \$5.1 million. \$1.7 million of that amount is offset by the application of turnover.
- The decrease in Supplies & Materials reflects the reorganization and shifts these funds (primarily uniforms and safety equipment) to the Logistics bureau.
- Although there is a minor increase in this bureau's Capital Outlay, the net change in the general fund Capital Outlay over the entire department is a decrease of \$604,500.
- Fire protection on the Annapolis Neck Peninsula is budgeted at \$609,100 for FY2009, an decrease of \$151,000 over the current fiscal year. This decrease is due to the anticipated opening of the Annapolis Neck fire station on March 1, 2009.

**Program Statement**

The mission of the Logistics Bureau is to provide operational support to the Fire suppression, basic life support, and advanced life support functions and includes maintenance of apparatus and buildings, incident call taking and dispatch services, and management of capital projects.

- Operations Support – coordinates the repair and maintenance of fire apparatus, develops apparatus replacement specifications, and provides annual testing of apparatus as required to maintain certification. Coordinates testing and maintenance of self-contained breathing apparatus. Coordinates the purchase and maintains inventory of replacement equipment, protective clothing and uniforms.
- Communications – provides call taking and dispatch services in response to calls for service. Provides maps for both dispatch and response to calls for service. Coordinates all information technology services and hardware. Maintains all forms of communications, phones, radios and pagers.
- Capital Projects - provides oversight and control of department capital projects, such as the Annapolis Neck Fire Station, replacement of Marley Fire Station and the Repairs to Volunteer Fire Stations fund.

**Budget Summary**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	10,455,238	11,797,100	11,797,100	13,326,600	1,529,500
Total by Fund	10,455,238	11,797,100	11,797,100	13,326,600	1,529,500
<b>Object</b>					
Personal Services	3,500,605	4,011,900	4,011,900	4,729,200	717,300
Contractual Services	6,795,927	6,872,700	6,872,700	6,960,000	87,300
Supplies & Materials	16,570	120,100	120,100	1,505,700	1,385,600
Business & Travel	21,317	21,900	21,900	23,200	1,300
Capital Outlay	120,820	770,500	770,500	108,500	(662,000)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	10,455,238	11,797,100	11,797,100	13,326,600	1,529,500

Allocation of Authorized Positions	168	47	-121
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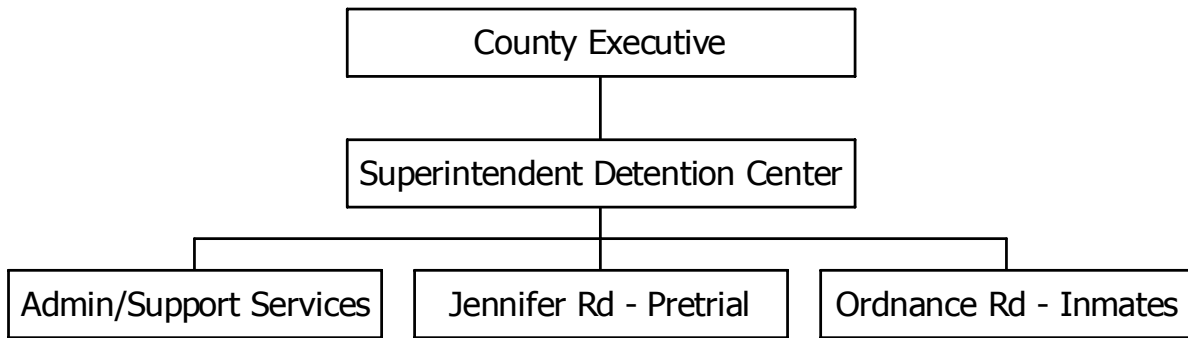
**Commentary**

- The Personal Services change is the net result of the new organizational structure. As a cost saving measure, three ground support positions and a quartermaster position are being civilianized in Operations Support.
- The Contractual Services budget includes the following major items:
  - Direct charge vehicle costs - \$2,340,000
  - Lease rate vehicle operating costs - \$1,269,800
  - Lease rate vehicle replacement costs - \$2,762,500 (includes \$1.75 million for apparatus replacement)
- The Supplies and Materials budget includes \$745,000 in uniform purchases (including uniforms for 90 recruits) and \$764,000 in safety equipment.
- The Capital Outlay budget in this bureau reflects a decrease of \$662,000 due to FY2008 funding of the Annapolis Neck station apparatus.



**Mission Statement**

The mission of the Anne Arundel County Department of Detention Facilities is to provide for public safety through the detention and confinement of pre-trial detainees and convicted offenders in safe and secure institutions, and by offering alternatives to incarceration as well as services to prepare inmates for re-entry into the community.



**Major Accomplishments**

- Upgraded fire safety system in ORCC's gym to accommodate use for inmate housing.
- In cooperation with Public Works and Inspection & Permits, implemented a litter and illegal sign removal project using inmate labor.
- Replaced the electronic monitoring system utilized in administering the House Arrest Program.
- Designed and implemented an internal system for tracking and comparing recidivism of sentenced inmates who were successful participants of the Department's programs with sentenced inmates who were not.

**Key Objectives**

- Develop and submit a Part II Facility Program and file legislation seeking 50% funding of facility expansion costs.
- Initiate design planning for ORCC expansion.
- Implement an internship program in cooperation with the University of Maryland University College.
- Install closed circuit television between ORCC and the District and Circuit Courts.

**Significant Changes**

- Increasing the capacity at Ordnance Road.

Comparative Statement of Expenditures

Agency: Department of Detention Facilities

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	35,876,919	39,236,100	39,236,100	40,999,600	1,763,500
Inmate Benefit Fund	1,065,176	1,400,000	1,400,000	1,585,000	185,000
Total by Fund	36,942,095	40,636,100	40,636,100	42,584,600	1,948,500
<b>Character</b>					
Jennifer Road - Pretrial	20,261,876	21,982,200	21,982,200	23,242,800	1,260,600
Ordinance Road - Inmates	13,216,101	14,552,300	14,552,300	15,025,900	473,600
Admin/Support Service	2,398,943	2,701,600	2,701,600	2,730,900	29,300
Inmate Benefit Fnd Expenditure	1,065,176	1,400,000	1,400,000	1,585,000	185,000
Total by Character	36,942,095	40,636,100	40,636,100	42,584,600	1,948,500
<b>Object</b>					
Personal Services	27,855,879	29,562,600	29,562,600	31,306,200	1,743,600
Contractual Services	5,204,331	6,615,100	6,615,100	6,607,700	(7,400)
Supplies & Materials	2,577,118	2,840,600	2,840,600	2,817,100	(23,500)
Business & Travel	31,676	49,300	49,300	43,700	(5,600)
Capital Outlay	207,915	168,500	168,500	224,900	56,400
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	1,065,176	1,400,000	1,400,000	1,585,000	185,000
Total by Object	36,942,095	40,636,100	40,636,100	42,584,600	1,948,500

# Department of Detention Facilities

# FY2009 Approved Budget

## Personnel Summary

Job Code - Title		Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0156	Superintendent Detention Cente	E	8	1	1	1	0
0200	Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0212	Office Support Assistant II	OS	4	10	10	10	0
0213	Office Support Specialist	OS	6	22	22	21	-1
0223	Secretary III	OS	6	2	2	2	0
0241	Management Assistant I	NR	15	2	2	2	0
0242	Management Assistant II	NR	17	4	4	4	0
0265	Program Specialist I	NR	15	7	7	7	0
0266	Program Specialist II	NR	17	1	1	1	0
0462	Financial Clerk I	OS	7	1	1	1	0
0463	Financial Clerk II	NR	11	1	1	1	0
0712	Storekeeper II	LM	6	2	2	2	0
1201	Detention Officer	D	1	205	205	205	0
1202	Detention Corporal	D	2	40	40	40	0
1203	Detention Sergeant	D	3	23	23	23	0
1204	Detention Lieutenant	D	5	9	9	9	0
1206	Detention Captain	D	6	2	2	2	0
1207	Asst Correctional Facilty Admin	D	7	3	3	3	0
1209	Correctional Facility Adminis	D	8	2	2	2	0
1214	Correctional Program Spec I	C	1	2	2	2	0
1215	Correctional Program Spec II	C	2	38	38	36	-2
1216	Correctional Records Clerk	OS	7	14	14	14	0
1217	Correctional Support Servc Mgr	NR	20	1	1	1	0
1265	Criminal Justice Program Supvr	C	3	0	9	9	0
1265	Criminal Justice Program Supvr	NR	17	9	0	0	0
1270	Laundry Assistant	NR	8	1	1	1	0
1271	Laundry Supervisor	NR	12	2	2	2	0
1547	Special Investigator	NR	14	2	2	2	0
2122	Facilities Maintenance Mech II	LM	9	6	6	6	0
2131	Facilities Maintenance Supvr	NR	14	2	2	2	0
<b>Department Summary</b>				415	415	412	-3

Performance Measures

Measure	FY2006 Actual	FY2007 Actual	FY2008 Est.	FY2009 Proj.
No. of volunteers	505	471	550	590
Subst. abuse prog. Participate	736	736	700	735
Security breaches – JR	0	0	0	0
Security breaches - OR	1	1	0	0
Inmates tested for drugs – JR	1,318	2000	2000	2,100
Inmates tested for drugs - OR	1,774	6,615	6,072	6,200
Disciplinary hearings – JR	1,287	1,476	1,400	1,500
Disciplinary hearings - OR	1,478	2,231	2,169	2,200
Medical clinic visits – JR	16,696	14,446	13,500	15,000
Medical clinic visits - OR	22,042	19,550	18,060	20,000
Mental health referrals – JR	2,796	1,976	2,500	3,000
Mental health referrals - OR	1,996	935	702	1,000
No. of house arrest intakes	407	397	363	382
Education prog. participation	388	389	390	391
GEDs acquired	51	46	51	56
New weekenders	1,334	1,431	1,239	1,300

**Program Statement**

The Jennifer Road Detention Facility is primarily utilized for the housing of inmates awaiting trial for their alleged offenses.

- Security Operations - The security staff at the Jennifer Road Detention Center (JRDC) are responsible for maintaining the safety of the public, staff and inmate population. The staffing complement is comprised of Officers, Corporals, Sergeants, Lieutenants and Captains that are assigned to three shifts that work 24 hours per day, seven days per week. Security duties include supervising the inmate population in their housing units and program activities, transporting inmates to and from court hearings, medical appointments, funerals and special events ordered by the Courts.
- Case Management - The elements of Case Management include advocacy, intake, assessment, classification, referral, intervention, monitoring and evaluation, each of which is manifest in different ways at different points during an inmate's incarceration.
- Pretrial Services Program - The Detention Center's Pretrial Services Unit was initiated at District Court in 1983 and expanded to Circuit Court in 1989. Its function is two fold: to make release recommendations at bail hearings based on verified criminal and social history information, and to monitor compliance with the conditions of release for defendants released to the program's supervision pending trial.
- Volunteer Services - Each facility operates a volunteer program that utilizes Anne Arundel County citizens in providing religious, substance abuse, sewing, recreational, literacy and other forms of self help activities to the inmate population. This is an invaluable service to the Department as it provides a bridge to the community and supports the case management program in preparing the inmates for release.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	20,261,876	21,982,200	21,982,200	23,242,800	1,260,600
Total by Fund	20,261,876	21,982,200	21,982,200	23,242,800	1,260,600
<b>Object</b>					
Personal Services	16,166,450	17,260,300	17,260,300	18,261,000	1,000,700
Contractual Services	2,990,575	3,573,500	3,573,500	3,720,800	147,300
Supplies & Materials	1,050,131	1,066,300	1,066,300	1,100,800	34,500
Business & Travel	7,395	10,200	10,200	10,900	700
Capital Outlay	47,325	71,900	71,900	149,300	77,400
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	20,261,876	21,982,200	21,982,200	23,242,800	1,260,600
<b>Allocation of Authorized Positions</b>					
		244		246	2

**Commentary**

- The personal services budget reflects the impact of negotiated agreements. The increase in positions is solely due to internal shifting of positions within the department. Two Correctional Program Specialist II positions have been eliminated.
- Inmate medical services are budgeted at \$3.17 million, an increase of \$162,000 due to inflationary costs and a larger inmate population.
- Food service is budgeted at \$860,000.
- The contract for providing security at the District Court lockup is included at \$380,900.
- The grant to the Public Defender’s Office is budgeted at \$82,900 to actively control inmate population levels.

**Program Statement**

The Ordnance Road Detention Facility is utilized primarily for the housing of inmates already sentenced for their respective infractions, but to a term no longer than 18 months.

- Security Operations - The security staff at the Ordnance Road Correctional Center (ORCC) are responsible for maintaining the safety of the public, staff and inmate population.
- Case Management - the Department uses a Case Management approach to delivering classification and program services to the inmate population. The elements of Case Management include advocacy, intake, assessment, classification, referral, intervention, monitoring and evaluation.
- Mental Health Project - In June 1995 the Anne Arundel County Mental Health Agency contracted with Psychotherapeutic Treatment Services (PTS) to initiate the Mental Health Jail Project (MHJP).
- Community Services - is a form of restitution where participants "pay" for their misconduct by providing uncompensated hours of service to the community.
- Work Release - allows participants to maintain regular employment while serving sentences of confinement, thereby facilitating payment of family support, fines, court costs, taxes and restitution.
- Substance Abuse - the Anne Arundel County Department of Detention Facilities (AACDF) and Anne Arundel County Department of Health jointly launched SAS for sentenced inmates with a documented substance abuse disorder. These services seek to break the cycle of recidivism by offering a 24-30 hour closed enrollment education (self-evaluation) program.
- House Arrest Alternative Sentencing Program (HAASP) - was established in 1987 to provide a sentencing option for DWI offenders. Since that time, the program has expanded to accept persons convicted of all offense types and pretrial defendants requiring intensive supervision. HAASP offers enforcement of curfew requirements through the use of an "active" monitoring system.
- Success through Education - The Ordnance Road Correctional Center (ORCC) has established a partnership with the Anne Arundel Community College (AACC) to provide an on site education program to service the inmate population. The program is centered toward academic achievement and assisting inmates in receiving a General Education Development (GED) Diploma.



**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	13,216,101	14,552,300	14,552,300	15,025,900	473,600
Total by Fund	13,216,101	14,552,300	14,552,300	15,025,900	473,600
<b>Object</b>					
Personal Services	10,298,466	10,807,100	10,807,100	11,554,500	747,400
Contractual Services	1,879,897	2,667,000	2,667,000	2,474,200	(192,800)
Supplies & Materials	895,364	965,000	965,000	950,300	(14,700)
Business & Travel	3,439	16,600	16,600	14,300	(2,300)
Capital Outlay	138,934	96,600	96,600	32,600	(64,000)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	13,216,101	14,552,300	14,552,300	15,025,900	473,600
<b>Allocation of Authorized Positions</b>					
		151		147	-4

**Commentary**

- The increase in personal services results from negotiated agreements. The decrease in positions is solely due to internal shifting of positions within the department.
- Medical services are budgeted at \$2.17 million, an increase of \$71,100.
- The Supplies & Materials object decrease is attributable to the cost of food service which is at \$728,000.
- The education program in conjunction with Anne Arundel Community College is budgeted at \$233,000.

**Program Statement**

The mission of the Anne Arundel County Department of Detention Facilities is to provide for public safety through the detention and confinement of pre-trial detainees and adjudicated offenders in safe and secure institutions.

- General administration – provides interdepartmental support for the operations of the two detention facilities and the programs operated at each location. These activities include long range planning for both operations and facilities, as well as day-to-day activities such as procurement, payroll, budgeting, and expenditure control and monitoring.

**Budget Summary**

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	2,398,943	2,701,600	2,701,600	2,730,900	29,300
Total by Fund	2,398,943	2,701,600	2,701,600	2,730,900	29,300
<b>Object</b>					
Personal Services	1,390,963	1,495,200	1,495,200	1,490,700	(4,500)
Contractual Services	333,859	374,600	374,600	412,700	38,100
Supplies & Materials	631,623	809,300	809,300	766,000	(43,300)
Business & Travel	20,843	22,500	22,500	18,500	(4,000)
Capital Outlay	21,656	0	0	43,000	43,000
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	2,398,943	2,701,600	2,701,600	2,730,900	29,300
<b>Allocation of Authorized Positions</b>					
		20		19	-1

**Commentary**

- The decrease in positions reflects the elimination of an Office Support Specialist.
- The budget centrally funds the following for the department:
  - Vehicle operating and replacement expenses - \$189,900
  - General supplies including office supplies, cleaning materials, and printing / copier expenses - \$559,300
  - Uniform purchases - \$212,900
  - Telephone expenses - \$104,700
  - Purchase of a van capable of transport for disabled/wheelchair confined inmates - \$43,000
  - Pre-employment polygraph exams - \$20,000
  - Weapons and ammunition - \$35,500

**Program Statement**

This special revenue fund is used to account for inmate benefit and welfare activities. These activities include the commissary operation as well as the acquisition of goods and services to support the health, education, and recreation of the general inmate population.

- Commissary – Provides various products including snacks, reading materials, etc. to inmates who are able to purchase them; there is no cost to taxpayers.
- Welfare activities – Provides inmates with general hygiene items, recreational items including magazines and newspapers, and educational resources at no cost to taxpayers.

**Department of Detention Facilities**  
***Inmate Benefit Fund Expenditures***

**FY2009 Approved Budget**

**Budget Summary**

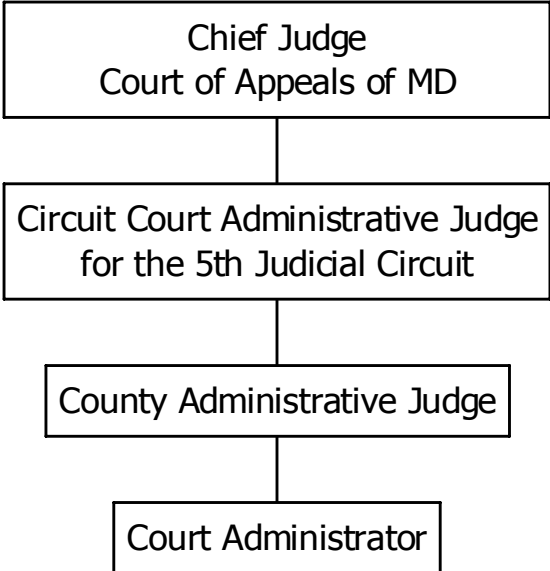
<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
Inmate Benefit Fund	1,065,176	1,400,000	1,400,000	1,585,000	185,000
Total by Fund	1,065,176	1,400,000	1,400,000	1,585,000	185,000
<b>Object</b>					
Personal Services	--	--	--	--	--
Contractual Services	--	--	--	--	--
Supplies & Materials	0	0	0	0	0
Business & Travel	--	--	--	--	--
Capital Outlay	--	--	--	--	--
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	1,065,176	1,400,000	1,400,000	1,585,000	185,000
Total by Object	1,065,176	1,400,000	1,400,000	1,585,000	185,000

**Commentary**

- This fund is totally self-supporting without any taxpayer dollars. The monies are used to acquire items like hygiene kits for inmate use, educational materials and equipment, recreational equipment and materials, as well as commissary items available for purchase by inmates.

**Mission Statement**

The mission and responsibility of the Circuit Court for Anne Arundel County is to provide a forum for expedient disposition of justice in accordance with the laws of the State of Maryland.



## Major Accomplishments

- Continued hearing cases within Case Time Standards, which contributed to Anne Arundel County's ranking as the most efficient of the "big five" counties.
- Over 8,800 civil cases scheduled and all but 5 heard on the day scheduled.
- Implemented an effective Alternative Dispute Resolution program.

## Key Objectives

- Reduce the time from filing to disposition of civil cases.
- Increase the number of participants served in drug treatment programs
- Enhance web-based information on Family Law education and resources.
- Initiate a Life Skills program as part of treatment in Juvenile Drug Court.

## Program Statement

In addition to disposing of litigation through court masters and judges, the Court is comprised of several divisions, including:

- **Civil Case Management and Assignment Offices** - These offices are responsible for the scheduling and monitoring of 4,400 cases filed each year.
- **Court Reporter's Office** – This office provides a record of the cases heard in the court.
- **Jury Office** - This office handles prospective jurors for civil and criminal cases; 5,637 jurors went to a court room for voir dire
- **Family Law Division**- more than 8,000 cases filed each year has three operating units, administration, custody evaluation and case management.
- **Drug Courts**- The Court has both a Juvenile and an Adult drug court.
- **Law Library** - Use of the library is open to all members of the public.

The Circuit court also has a special fund for handling proceeds of forfeitures and attorney appearance fees. State Law dedicated these proceeds funding a variety of court house operations.

## Comparative Statement of Expenditures

Agency: Circuit Court

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	5,557,986	5,817,100	5,895,600	4,480,400	(1,336,700)
Grant Fund-Circuit Court	0	0	0	1,565,800	1,565,800
Circuit Court Special Fund	0	0	125,200	154,800	154,800
Total by Fund	5,557,986	5,817,100	6,020,800	6,201,000	383,900
<b>Character</b>					
Disposition of Litigation	5,557,986	5,817,100	6,020,800	6,201,000	383,900
Domestic Relations	0	0	0	0	0
Total by Character	5,557,986	5,817,100	6,020,800	6,201,000	383,900
<b>Object</b>					
Personal Services	4,668,208	4,853,900	4,891,900	5,071,800	217,900
Contractual Services	659,510	711,700	722,400	710,300	(1,400)
Supplies & Materials	124,582	137,700	174,800	134,300	(3,400)
Business & Travel	98,240	103,800	220,200	274,600	170,800
Capital Outlay	7,446	10,000	11,100	10,000	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	400	0	0
Total by Object	5,557,986	5,817,100	6,020,800	6,201,000	383,900

## Commentary

- The total budget increases primarily by the addition of the Circuit Court Fees and Fines Special Revenue Fund program transferred from the State to the County during FY2008. The significant increases shown in the Business and Travel line item reflect the inclusion of the business expenses for the law library.
- Personal Services expenses increase as a result of the FY2009 exempt employee pay package, an elimination of a Court Master position – an attrition cost being assumed by the State and a modest \$7,000 increase for bailiff per diems.
- Contractual Services includes juror fees \$220,000 based on current year actual expenditures; these are reimbursed by the State.
- The court receives a variety of grant funds primarily for family law services and adult and juvenile drug courts. These funds require in-kind matching funds and no cash match.



# Circuit Court

# FY2009 Approved Budget

## General Fund

## Circuit Court

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
8624 Ct Program Specialist I	NR	15	1	1	1	0
8625 Ct Program Specialist II	NR	17	1	1	1	0
8626 Ct Program Manager	NR	19	1	1	1	0
8629 Court Social Worker	NR	16	10	10	11	1
8632 Court Clerk III	NR	6	1	1	1	0
8640 Court Administrative Secretary	NR	11	1	1	1	0
8643 Court Bailiff Supervisor	NR	4	1	1	1	0
8646 Court Paralegal	NR	12	2	2	2	0
8647 Court Reporter I	NR	12	3	3	3	0
8648 Court Reporter II	NR	15	1	1	1	0
8653 Masters Administrative Aide	NR	12	6	6	6	0
8655 Court Management Asst I	NR	15	13	13	13	0
8656 Court Management Asst II	NR	17	5	5	5	0
8658 Deputy Jury Commissioner	NR	14	1	1	1	0
8659 Jury Commissioner	NR	17	1	1	1	0
8660 Family Law Administrator	NR	19	1	1	1	0
8663 Court Administrator	NR	23	1	1	1	0
8665 Master Circuit Court	NR	23	4	4	3	-1
8666 Court Systems Programmer	NR	17	1	1	1	0
8669 Court Assignment Clerk	NR	12	3	3	3	0
8670 Director of Court Operations	NR	20	1	1	1	0
8671 Assistant Director Assignment	NR	14	1	1	1	0
8677 Director of Assignment	NR	17	1	1	1	0
<b>Department Summary</b>			61	61	61	0

All employees of the Circuit Court of the County and the State's Attorney of the County are in the exempt service and are not subject to the County's personnel laws and policies. Therefore, these exempt employees are not subject to the position control section (6-1-110) of the County Code. The above listing represents a snapshot in time, as of March 19, 2008, of those positions that are treated similarly to "classified" positions by the County's Office of Personnel pursuant to section 6-2-104 of the County Code. The estimated costs associated with these exempt positions, together with other positions of a "contractual" nature have been used to build this budget.

## Condition Assessment and Performance Measures

Performance Measure	FY06 Act.	FY07 Act.	FY08 Est.	FY09 Proj.
Number of case filings	22,820	22,500	22,500	22,500
Number of cases closed	23,916	23,000	23,000	23,000
% of cases heard within time standards	96%	96%	95%	95%
Number of domestic hearings	6,500	6,500	6,500	6,500
Number of non-domestic hearings	2,589	2,600	2,600	2,600
Number of civil hearings	8,864	9,000	9,000	9,000
Family Law cases pending	3,613	3,428	3,500	3,500
Number people served by Family Law	6,411	6,284	6,300	6,400

## Orphans Court

## FY2009 Approved Budget

The Orphans Court is a court of limited special jurisdiction, responsible for conducting judicial probate, directing the conduct of a personal representative, and passing any orders which may be required in the course of the administration of an estate.

Orphans Court judges are elected directly by the voters of Anne Arundel County. The Governor designates one of the judges as a chief judge.

### Comparative Statement of Expenditures

#### Agency: Orphans Court

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	108,803	129,100	129,100	133,400	4,300
Total by Fund	108,803	129,100	129,100	133,400	4,300
<b>Character</b>					
Orphans Court	108,803	129,100	129,100	133,400	4,300
Total by Character	108,803	129,100	129,100	133,400	4,300
<b>Object</b>					
Personal Services	103,037	120,400	120,400	124,700	4,300
Contractual Services	1,356	1,800	1,800	1,800	0
Supplies & Materials	1,494	1,500	1,500	1,500	0
Business & Travel	2,916	5,400	5,400	5,400	0
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	108,803	129,100	129,100	133,400	4,300

#### Commentary

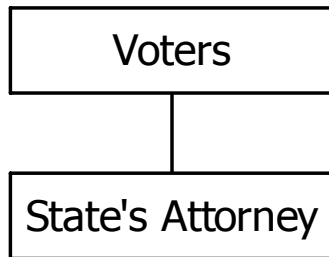
- The budget for the Orphans Court changes to reflect the cost of changes in health insurance and funding the State's 2006 legislative action mandating an unfunded salary increase to be phased in over two years, effective 1 January 2007.
- Each judge also receives an expense allowance up to \$150 per month for personal expenses incidental to their duties.

#### Personnel Summary

- The Orphans Court consists of three elected Judges whose salaries are fixed in law.

**Mission Statement**

The Office of the State's Attorney is responsible for the prosecution of individuals charged with crimes committed in Anne Arundel County, ranging from traffic offenses to capital murder. The operations are divided between the Circuit, Juvenile, and both District Courts located in Annapolis and Glen Burnie. Additionally, a civil unit operates to seize and impose forfeiture for property obtained through illegal drug activities. The Office strives to provide educational and informative programs to better serve the residents of Anne Arundel County.



**Major Accomplishments**

- The victim / witness services provided continue to be among the best in the State.
- 2007 marked the point where the Bad Check unit collected \$2 million in restitution
- Communities Against Senior Exploitation program (CASE) provide 30 seminars in 2007.
- The Prescription Fraud Unit continues to be very successful in prosecuting prescription fraud cases.
- The first classes in Circuit Court Drug Court graduated in 2007
- Initiated the Danger Assessment program through a grant targeting domestic violence.

**Key Objectives**

- Enhance training levels for prosecutors.
- Expand use of the case file management system.
- Reduce the burden of the State penitentiaries on the Office via funding from the State.

## Comparative Statement of Expenditures

Agency: Office of the State's Attorney

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	8,065,285	8,373,700	8,539,300	8,534,900	161,200
Grant Fund-State's Attorney	0	0	0	431,100	431,100
Total by Fund	8,065,285	8,373,700	8,539,300	8,966,000	592,300
<b>Character</b>					
Office of the State's Attorney	8,065,285	8,373,700	8,539,300	8,966,000	592,300
Total by Character	8,065,285	8,373,700	8,539,300	8,966,000	592,300
<b>Object</b>					
Personal Services	7,694,934	7,975,600	8,100,600	8,491,500	515,900
Contractual Services	154,167	199,500	187,600	199,600	100
Supplies & Materials	116,718	102,000	114,800	105,000	3,000
Business & Travel	84,877	86,800	91,900	97,600	10,800
Capital Outlay	14,588	9,800	44,400	8,300	(1,500)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	64,000	64,000
Total by Object	8,065,285	8,373,700	8,539,300	8,966,000	592,300

## Commentary

- The increase in the Office of the State's Attorney is almost entirely the result of personal services cost increases.
- About \$367,100 in grants fund the SAO grant fund for a variety of programs principally, victims program and drug courts; the General Fund matches these grants with the \$64,000 shown in grants and contributions.
- The increase in Business and Travel for training is grant-funded.

## Personnel Summary

General Fund

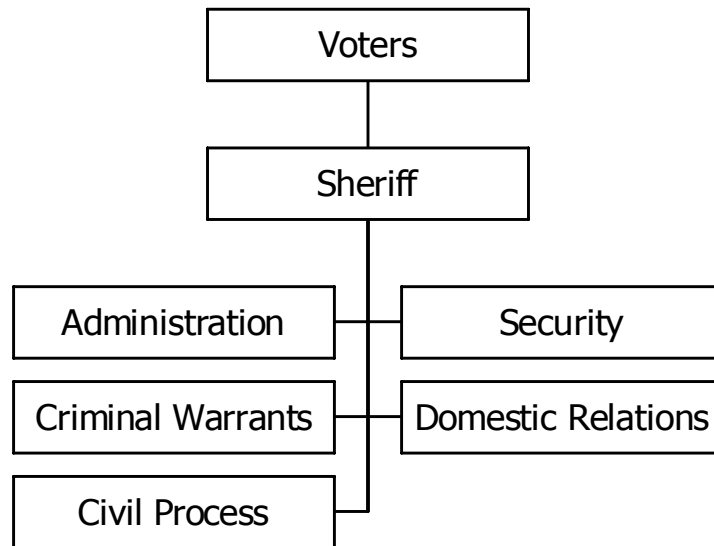
Office of the State's Attorney

Job Code - Title	Plan	Grade	FY2008	FY2008	FY2009	Variance
			Approved	Adjusted	Approved	
8100 State's Attorney	EO	6	1	1	1	0
8101 Admin Asst To State's Atty	SA	6	1	1	1	0
8103 S/A Investigator I	SA	3	3	3	3	0
8104 S/A Investigator II	SA	4	1	0	0	0
8104 S/A Investigator II	SA	5	0	1	1	0
8110 Deputy State's Attorney	SA	8	2	2	2	0
8120 Assistant State's Attorney	SA	7	42	42	42	0
8121 S/A Office Support Assistant	SA	1	5	5	5	0
8122 S/A Case Coordinator	SA	2	19	19	19	0
8123 S/A Law Clerk	SA	2	1	1	1	0
8124 S/A Paralegal	SA	2	6	7	7	0
8125 S/A Vic/Witness Advocate	SA	3	12	12	12	0
8126 S/A Case Manager	SA	3	2	2	2	0
8127 S/A Exec Secretary	SA	3	1	1	1	0
8128 S/A Management Assistant I	SA	3	3	3	3	0
8130 S/A Management Assistant II	SA	4	1	1	1	0
8131 S/A Mediator	SA	4	1	2	2	0
8133 S/A Public Information Officer	SA	4	1	0	0	0
8133 S/A Public Information Officer	SA	5	0	1	1	0
8134 S/A Senior Management Asst	SA	5	1	1	1	0
8135 S/A Director Vic/Witness Progs	SA	6	1	1	1	0
8136 S/A Court Systems Programmer	SA	4	1	1	1	0
<b>Department Summary</b>			105	107	107	0

All employees of the Circuit Court of the County and the State's Attorney of the County are in the exempt service and are not subject to the County's personnel laws and policies. Therefore, these exempt employees are not subject to the position control section (6-1-110) of the County Code. The above listing represents a snapshot in time, as of March 19, 2008, of those positions that are treated similarly to "classified" positions by the County's Office of Personnel pursuant to section 6-2-104 of the County Code. The estimated costs associated with these exempt positions, together with other positions of a "contractual" nature have been used to build this budget.

Mission Statement

To serve the citizens of Anne Arundel County and advance the Criminal Justice System and the Public Safety of Anne Arundel County by providing professional and uncompromising service through teamwork and a commitment to excellence and to preserve and maintain the safety and dignity of the Courts and of all individuals through fair and impartial performance of duty.



**Major Accomplishments**

- Implemented innovative, aggressive recruitment methods which secured 8 Deputy Sheriff I's, 4 dispatchers and 1 clerk.
- Partnered with the State's Attorney's Office and the Judiciary to conduct prosecution reviews/assessments on dated/stale warrants deemed no longer suitable for prosecution. Over 2,200 old misdemeanor warrants were purged.
- Collaborated in a partnership with the Maryland State Police and the Anne Arundel County Police that focused on enhancing the warrant service of all agencies.
- Partnered with the U.S. Marshall's Task Force to serve fugitive warrants.
- Worked jointly with local legislators and the Maryland Sheriff's Association to pass into law an increase in Sheriff's service fees, increasing revenue to the County - Annotated Code of Maryland, Article-Courts and Judicial Proceedings, Section 7-402.
- Completed the installation of a new CAD dispatching system in the relocated Building Command Center (BCC), improving response time for warrant verification requests from NCIC/MILES, and improving interoperability with other county agencies and jurisdictions.

**Key Objectives**

- Conduct special warrant reduction initiatives via innovative sweeps and stings.
- Conduct a collaborative audit of warrants with the Anne Arundel County State's Attorney's Office.
- Continue with vigilant security measures at the Circuit Courthouse.
- Conduct complete overhaul of Sheriff's Office Policy and Regulations Manual.



## Performance Measures

Measure	FY06 Act.	FY07 Act.	FY08 Est.	FY09 Proj.
Circuit Court warrants served/cleared	1,962	1,917	1,718	1,720
District Court warrants/body attachments served/cleared	10,678	11,834	12,262	12,630
Ex Parte Peace Orders served	1,029	981	1,170	1,200
Ex Parte Protective Orders served	1,632	1,506	1,536	1,550
Domestic Relations arrest warrants served	411	407	410	420
Domestic Relations summonses served	1,462	1,480	1,500	1,520
Criminal summons on charging documents served	1,632	1,991	1,984	2,000
Failure to pay rent petitions & related served	35,754	35,141	44,234	45,000
Summonses, subpoenas and similar process served	33,835	36,625	33,224	33,500
Writs of execution, replevin, and similar process served	733	962	966	1,000
Warrants of restitution and possession served	10,883	11,147	12,900	13,000

## Personnel Summary

General Fund

Office of the Sheriff

Job Code - Title	Plan	Grade	FY2008 Approved	FY2008 Adjusted	FY2009 Approved	Variance
0200 Admin Secty To Dpt/Agency Head	E	1	1	1	1	0
0212 Office Support Assistant II	OS	4	10	10	10	0
0213 Office Support Specialist	OS	6	3	3	3	0
0224 Management Aide	NR	12	2	2	2	0
0241 Management Assistant I	NR	15	2	2	2	0
1593 Sheriff Communication Operator	LM	6	8	8	8	0
1595 Deputy Sheriff IV	S	4	2	2	2	0
1596 Law Enforcement Train Coord	NR	14	1	1	1	0
1597 Deputy Sheriff I	S	1	60	60	60	0
1598 Deputy Sheriff II	S	2	8	8	8	0
1599 Deputy Sheriff III	S	3	2	2	2	0
8200 Sheriff	EO	2	1	1	1	0
8201 Chief Deputy	ET	1	1	1	1	0
<b>Department Summary</b>			101	101	101	0

Program Statement

- Administrative Division coordinates the direction of the office, sets goals, establishes objectives, and handles daily administrative functions including budgeting, personnel management, payroll transactions, public relations, and training.
- Security Division is comprised of the Courts and Facilities section, the Detention Command Center and the Building Command Center. These include:
  - Courts and Facilities – is responsible for the security in and adjacent to the Anne Arundel County Circuit judicial complex located in Annapolis.
  - Detention Command Center – monitors incarcerated defendants at trial and the housing of those newly convicted in court in a temporary holding area located in the Circuit Court; the unit also transports prisoners between the Detention Center and the Circuit Court.
  - Building Command Center –operates the complex electronic access controls and video surveillance equipment, dispatching of Deputies, and verifying outstanding warrants against the court docket.
- Criminal Warrants is responsible for executing warrants as well as transporting defendants arrested in other counties of the State back to Anne Arundel County for processing. They are divided among 3 teams that operate 7 days a week.
  - Domestic Violence – the goal is to make every responsible effort to serve each domestic violence order post-haste. Domestic Violence Orders are issued during normal business hours Monday through Friday with emergency orders (a.k.a. "Interim Orders") issued on weekends by the District Court and the Circuit Court.
  - Record management –handles data entry and handles a large volume of records.
- Domestic Relations - this is the Child Support Unit. The program is reimbursed 66% through a cooperative reimbursement agreement.
- Civil Process – papers range from witness summonses and subpoenas for documents, to executing judgments (i.e., the seizure of property), and the handling of landlord-tenant matters such as ejectments and the eviction of personal property.

## Comparative Statement of Expenditures

Agency: Office of the Sheriff

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	6,650,871	7,127,400	7,137,400	7,010,500	(116,900)
Grant Fund-Sheriff's Office	0	0	0	803,300	803,300
Total by Fund	6,650,871	7,127,400	7,137,400	7,813,800	686,400
<b>Character</b>					
Office of the Sheriff	6,650,871	7,127,400	7,137,400	7,813,800	686,400
Total by Character	6,650,871	7,127,400	7,137,400	7,813,800	686,400
<b>Object</b>					
Personal Services	5,766,314	6,425,600	6,385,600	6,896,200	470,600
Contractual Services	552,516	516,200	516,200	526,400	10,200
Supplies & Materials	96,799	134,700	174,700	104,300	(30,400)
Business & Travel	28,893	38,200	38,200	26,700	(11,500)
Capital Outlay	206,348	12,700	22,700	5,100	(7,600)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	0	0	0	255,100	255,100
Total by Object	6,650,871	7,127,400	7,137,400	7,813,800	686,400

## Commentary

- The budget increases primarily as a result of the cost of existing staff pay package.
- \$456,000 of the contractual services expenses cover vehicle expenses for 46 vehicles; the balance covers phones - including wireless charges for Mobile Data Computers, as well as other operating expenses.
- Travel, education, and training, reduce to match expenditure history.
- The agency receives 2/3 reimbursement for its Child Support Enforcement initiatives representing approximately \$767,000 of its grants. The \$255,100 reported in grants is the cash match for that activity.

Board is responsible for administering and enforcing liquor laws, as well as controlling and issuing liquor licenses. Inspectors visit and inspect all licensed establishments at least twice per year to assure compliance with the rules and regulations governing the sale of alcoholic beverages at retail establishments in Anne Arundel County.

Article 2B of the Annotated Code of Maryland, governs the Board's powers. The Board of License Commissioners is appointed by the Governor with the advice and consent of the Senate, and operates under the authority of the State Comptroller.

### Comparative Statement of Expenditures

Agency: Board of License Commissioners

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
General Fund	507,949	634,000	634,000	624,200	(9,800)
Total by Fund	507,949	634,000	634,000	624,200	(9,800)
<b>Character</b>					
Board of License Commissnrs	507,949	634,000	634,000	624,200	(9,800)
Total by Character	507,949	634,000	634,000	624,200	(9,800)
<b>Object</b>					
Personal Services	432,316	544,300	544,300	530,300	(14,000)
Contractual Services	52,548	53,900	53,900	57,600	3,700
Supplies & Materials	10,074	23,000	23,000	23,500	500
Business & Travel	12,981	12,800	12,800	12,800	0
Capital Outlay	30	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	507,949	634,000	634,000	624,200	(9,800)

#### Commentary

- The budget increased between FY2007 and FY2008 primarily as a result of personnel costs mandated by the General Assembly during the 2007 session, increasing the number of inspectors to 20, increasing salaries as well as doubling expense accounts for inspectors. Personal Services includes the pay package increases for three full-time staff that are paid, under statute, within County pay schedules.

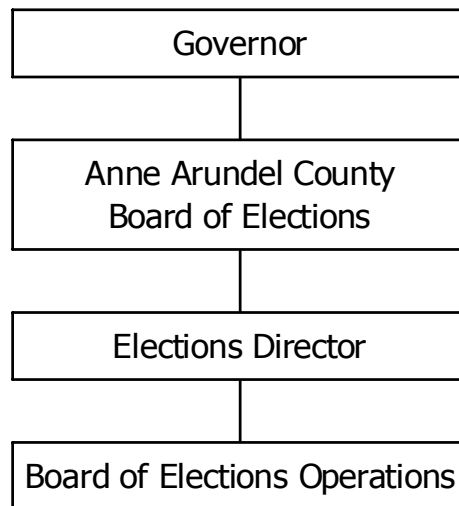
#### Personnel Summary

- The Board consists of three commissioners. There are three full-time staff, an attorney, and effective July 2007, 20 part-time inspectors.

**Mission Statement**

The office of the Board of Elections is a State Agency totally funded by the County. The Board consists of three members and two substitute members appointed every four years by the Governor and subject to the approval of the State Senate. The office is staffed by fifteen full time employees and augmented by temporary personnel as necessary. The activities of the Board of Elections have always been driven by the demands of a four-year election cycle:

- year one – Presidential General (FY2009)
- year two – Annapolis City Primary and General Election (FY2010)
- year three – Gubernatorial Primary and General Election (FY2011)
- year four – Presidential Primary (FY2012)



**Highlights**

- Anne Arundel County has over 331,000 registered voters.
- In the February 12, 2008 Presidential Primary Election 113,011 citizens, 45% of registered voters in Anne Arundel County, exercised their right to vote.
- Trained and hired 2,200 Election Officials to staff the 189 polling places throughout Anne Arundel County.
- Added approximately 25,000 new registrants to the voter rolls.
- Performed maintenance to approximately 52,300 voter registration records.
- Added technologic features to the elections process so voters can:
  - download a Voter Registration Application from the Anne Arundel County Board of Elections website at [www.aacounty.org/bdofelections](http://www.aacounty.org/bdofelections) by using links to the State Board of Elections website.
  - download an Absentee Ballot Application from the Anne Arundel County Board of Elections website using links to the State Board of Elections website.
  - verify your voter registration and locate your polling place online using the Board of Election website using links to the University of Maryland, Baltimore County National Center for the Study of Elections website.
  - view screen shots of the actual 2008 Presidential Primary touch screen ballots for each ballot style in Anne Arundel County from the Anne Arundel County Board of Elections website.
  - review live unofficial election result updates on Election Night by visiting the Anne Arundel County Board of Elections website.

**General Fund**

**Board of Election Supervisors**

<b>Job Code - Title</b>	<b>Plan</b>	<b>Grade</b>	<b>FY2008 Approved</b>	<b>FY2008 Adjusted</b>	<b>FY2009 Approved</b>	<b>Variance</b>
8149 Attorney Board of Elections	ET	8	1	1	1	0
8420 Supervisor Bd of Elections Sup	ET	9	3	3	3	0
<b>Department Summary</b>			4	4	4	0

- In addition to the above authorized Board positions, this budget also funds an additional 15 state staff members and temporary salaries in support of election operations.

**Comparative Statement of Expenditures**

**Agency: Board of Election Supervisors**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	2,698,126	2,908,800	2,908,800	2,976,300	67,500
Total by Fund	2,698,126	2,908,800	2,908,800	2,976,300	67,500
<b>Character</b>					
Brd of Supervisor of Elections	2,698,126	2,908,800	2,908,800	2,976,300	67,500
Total by Character	2,698,126	2,908,800	2,908,800	2,976,300	67,500
<b>Object</b>					
Personal Services	1,047,370	1,163,900	1,163,900	1,240,800	76,900
Contractual Services	1,400,238	1,495,300	1,495,300	1,496,600	1,300
Supplies & Materials	230,181	209,200	209,200	208,100	(1,100)
Business & Travel	20,336	37,000	37,000	28,000	(9,000)
Capital Outlay	0	3,400	3,400	2,800	(600)
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	2,698,126	2,908,800	2,908,800	2,976,300	67,500

**Commentary**

- This budget includes the funding for one election, the presidential general election.
- Increases in personal services reflect state employee cost; none of the Board employees are County employees.
- Included in contractual services includes the costs of reimburse the state one half of the cost of elections equipment (\$972,000) as well as \$400,000 to pay election officials. This includes \$56,000 for a poll judge pay increase: an for chief poll judges to \$200 per day and other poll judges increase to \$150 per day.
- Included in supplies & materials are funds for printing & mailing specimen ballots and voter registration cards.

The mission of Maryland Cooperative Extension, University of Maryland is to extend life-long, continuing educational opportunities to the residents of the state in areas that support the state's agricultural industry, protect its valuable natural resources, enhance the well being of families and individuals and foster the development of strong, stable communities.

**Comparative Statement of Expenditures**

**Agency: Cooperative Extension**  
**Fund: General Fund**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	160,416	254,200	254,200	242,700	(11,500)
Total by Fund	160,416	254,200	254,200	242,700	(11,500)
<b>Character</b>					
Cooperative Extension Service	160,416	254,200	254,200	242,700	(11,500)
Total by Character	160,416	254,200	254,200	242,700	(11,500)
<b>Object</b>					
Personal Services	0	8,900	8,900	9,300	400
Contractual Services	141,457	216,100	216,100	203,700	(12,400)
Supplies & Materials	12,840	15,500	15,500	15,500	0
Business & Travel	6,119	13,700	13,700	14,200	500
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	--	--	--	--	--
Total by Object	160,416	254,200	254,200	242,700	(11,500)

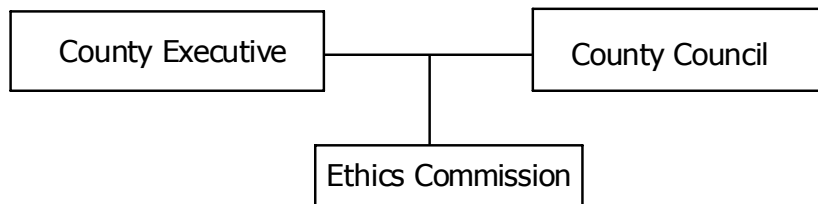
**Commentary**

- The Personal Services budget includes funds to defray the increasing cost of employee benefits paid to the university system employees.
- There are no employees and budget funds the cost of the University of Maryland’s services to Anne Arundel County residents.



**Mission Statement**

The mission of the Anne Arundel County Ethics Commission is to carry out the legislative policy expressed in Article 7, §7-1-102, the Public Ethics Law. The commission collects, reviews, and maintains financial disclosure and lobbying information, and enforces the minimum standards of ethical conduct imposed upon county employees and volunteers by the ethics law. The Commission initiates investigations of possible ethics law violations, and responds to requests to investigate allegations of violations, and may file complaints against alleged violators. The commission holds confidential evidentiary hearings on complaints that are filed. The commission also provides advice, upon request, to county employees and others, and provides educational material and training about the ethics law to all interested people.



**Major Accomplishments**

- The Commission's decision and order in a major ethics violation case was affirmed by the Court of Appeals. Efforts to enforce this order are pending in the Court of Special Appeals as the end of the fiscal year approaches.
- For the second time in its 14 year history, the Ethics Commission did not have to file any complaints against delinquent filers. The statutorily imposed late fees continue to be of value in reducing late filings and the initiation of enforcement actions. The commission achieved 100% compliance with all filing requirements, and imposed less than \$100 in late fees.
- Ethics training was provided to 279 employees, a significant increase over the previous year.
- The commission issued four editions of its newsletter, the Ethics Update.
- The commission reissued the Employee Pocket Guide to the Public Ethics Law, which is provided to new employees during orientation and to all employees who attend training or upon request.

**Key Objectives**

- Expand the website, adding more features.
- Increase the number of participants in ethics training.
- Add an additional training session for management level employees and for those employees who would like a "refresher" course.
- Maintain current level of responses to all ethics and filing inquiries.
- Continue to reduce or eliminate late filings and payment of late fees.
- Propose amendments to the ethics law to alleviate gaps in the present law.

**Program Statement**

The Commission responds to request for advisory opinions from officials, employees and volunteers of the County. It investigates and prosecutes alleged ethics violations. The Commission receives and reviews all financial disclosure, lobbying registration forms and activity reports for completion and to ensure compliance with conflicts of interest laws. As part of its ethics education mandate, the Commission provides non-compulsory training to employees and volunteers, publishes a quarterly newsletter and an annual report, and maintains a regularly updated website.

**Comparative Statement of Expenditures**

**Agency: Ethics Commission**

<b>General Classifications of Expenditure</b>	<b>Actual FY2007</b>	<b>Original FY2008</b>	<b>Adjusted FY2008</b>	<b>Approved FY2009</b>	<b>Inc (Dec) from Orig.</b>
<b>Fund</b>					
General Fund	163,059	183,600	183,600	185,900	2,300
Total by Fund	163,059	183,600	183,600	185,900	2,300
<b>Character</b>					
Ethics Commission	163,059	183,600	183,600	185,900	2,300
Total by Character	163,059	183,600	183,600	185,900	2,300
<b>Object</b>					
Personal Services	140,420	152,100	152,100	159,300	7,200
Contractual Services	11,688	19,000	19,000	14,000	(5,000)
Supplies & Materials	8,289	8,300	8,300	8,300	0
Business & Travel	1,961	2,900	2,900	3,000	100
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	701	1,300	1,300	1,300	0
Total by Object	163,059	183,600	183,600	185,900	2,300

**Commentary**

- FY2009 budget increased 1.25% or \$2,300. This increase is attributed to routine increases in Personal Services.
- Reduction in Contractual Services reflects actual expenditure levels.

**Ethics Commission**  
**General Fund**

**FY2009 Approved Budget**

**Personnel Summary**

Job Code - Title	Plan	Grade	Approved	FY2008 Adjusted	FY2008 Approved	FY2009 Variance
0176 Secretary Ethics Comm	EE	1	1	1	1	0
0177 Exec Director Ethics Comm	EE	2	1	1	1	0
<b>Department Summary</b>			2	2	2	0

**Condition Assessment and  
Performance Measures**

As employees become more educated about the ethics law and the ethics commission, they become more willing to seek advice about their own conduct. And as filers of financial disclosure and lobbying statements become used to strict enforcement of recently approved late fees, the number and amount of late fees has decreased and should continue to remain at very low levels. Requests for advice should stabilize or increase depending on the success of the ethics commission in reaching employees through training, newsletters, brochures, and other efforts. The commission will reach out to department heads to encourage continued interest in employee training.

	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Actual 2007</b>	<b>Estimated 2008</b>
Ethics Inquiries	86	100	99	90
Advisory Opinions	20	23	54	25
Complaints: Late or nondisclosure/ethics violations	1/0	0/3	0/2	0/1
Financial Disclosure	189 plus 8 Candidates	218	200 +/-	200 +/-
Lobbyist/Client Registrations	55/117	42/74	42/72	45/75
Late fees collected	\$790.24	\$24.00	\$92.00	0

### Mission Statement

The mission of the Local Management Board is to provide leadership that creates opportunities for all children and their families in Anne Arundel County to achieve their full potential. The Board:

- Promotes collaboration among all public and private partners,
- Plans a wide array of services,
- Acquires and allocates resources,
- Monitors and evaluates the effectiveness of programs,
- Provides a forum for communication and advocacy.

The Local Management Board of Anne Arundel County is committed to ensuring that appropriate services for families and children are available throughout Anne Arundel County.

The Local Management Board of Anne Arundel County does not discriminate regarding issues of race, culture, religion, gender, age, ethnicity, and sexual orientation.

**Major Accomplishments**

- The Systems of Care model was designed as a direct response to the citizens' of Anne Arundel County requests to have easier access to information about resources and services. Child-centered, family-focused, and culturally responsive, the Systems of Care initiative builds new and utilizes existing partnerships to tailor the accessibility of services to address the needs and gaps in services in the County. The service has three levels of access: (1) the Network of Care for Children and Families website ([www.networkofcare.org](http://www.networkofcare.org)), (2) the Information Resource and Referral Line and (3) the Systems Navigation.
- Anne Arundel County has seen a marked increase in the number of children entering school fully ready to learn increasing from 51% in 2001-2002 to 69% in 2006-2007. School Readiness has remained a primary focus of the LMB and the early childhood education programs funded by the LMB continue to achieve significant results. One of the primary programs is the Annie E. Casey Leadership in Action (LAP), a nationally recognized results-based leadership program, that has developed a series of low cost/no cost strategies that are already being implemented and will submit a final report to the County recommending ongoing strategies to increase school readiness in Anne Arundel County.
- The AMACHI mentoring program began in Philadelphia as a response to the community need for mentors for children with incarcerated parents. Because of their commitment to the community, members of local church congregations were recruited to serve as mentors and today AMACHI has expanded into 49 states, where 3,000 churches have served more than 40,000 children. In Anne Arundel County there are approximately 8,600 children with a parent under some form of correctional supervision. As part of the partnership with Big Brothers Big Sisters (BBBS), the LMB has increased its ability to build and expand volunteer resources throughout the County, to educate local leadership on the needs of children of prisoners and to work on connecting children and families with existing community services.

**Key Objectives**

- Outcomes, Measures & Evaluation – Assess and evaluate human service programs throughout Anne Arundel County addresses gaps in services.
- Resourcing – Strengthen communities that support family life through alternative sources of funding.
- Public Awareness - Empower citizens of Anne Arundel County by providing awareness of and access to information about services.

## Comparative Statement of Expenditures

## Agency: Local Management Board

General Classifications of Expenditure	Actual FY2007	Original FY2008	Adjusted FY2008	Approved FY2009	Inc (Dec) from Orig.
<b>Fund</b>					
Local Management Board Spc Fnd	3,327,917	3,840,000	3,896,200	3,120,800	(719,200)
Total by Fund	3,327,917	3,840,000	3,896,200	3,120,800	(719,200)
<b>Character</b>					
Local Management Board	3,327,917	3,840,000	3,896,200	3,120,800	(719,200)
Total by Character	3,327,917	3,840,000	3,896,200	3,120,800	(719,200)
<b>Object</b>					
Personal Services	478,169	640,300	640,300	659,100	18,800
Contractual Services	246,841	460,900	510,900	661,000	200,100
Supplies & Materials	29,274	39,700	45,900	31,500	(8,200)
Business & Travel	50,657	81,200	81,200	50,400	(30,800)
Capital Outlay	0	0	0	0	0
Debt Service	--	--	--	--	--
Grants, Contrib. & Other	2,522,976	2,617,900	2,617,900	1,718,800	(899,100)
Total by Object	3,327,917	3,840,000	3,896,200	3,120,800	(719,200)

## Commentary

- The \$719,200 decrease in appropriations for FY2009 relates primarily to the transfer of the Interagency Family Preservation Program. This state grant of approximately \$650K is no longer passed through the LMB budget but awarded to the Department of Social Services directly.
- The LMB continues through grant writing and community collaboration to seek out new sources of revenue to increase their overall grant funding level. These increases are offset by reduced spending, primarily in the LMB's discretionary grant making.

## Personnel Summary

The LMB employees are State & Federal grant funded positions; no County money is involved.

**APPROPRIATION:** Money set aside by Council action for a specific use.

**ASSESSABLE BASE:** The total value of property in the county for the purposes of taxation. It is not the market value of the property. Assessable base is determined by the State Department of Assessments and Taxation.

**BOND RATING:** An evaluation of the ability of a government agency to repay its debt on schedule. Bond ratings are issued by private rating agencies based on factors such as the amount of debt incurred and the economic and demographic characteristics of the borrowing government.

**BONDS:** Interest-bearing certificates of public indebtedness used to finance the county's capital program. These are generally long-term obligations.

**BUDGET:** A plan for coordinating income and expenses.

**BUDGETARY BASIS OF ACCOUNTING:** Determines when a government charges expenditure to a budget appropriation, or when it credits revenue to its Funds for budgeting purposes. Although the County presents financial statements in its CAFR in accordance with GAAP, the budget is adopted on a modified cash basis. (see Budget Overview for further information).

**BUDGETARY FUND BALANCE:** The amount of net assets that are available for appropriation, consistent with the Budgetary Basis of Accounting.

**BUSINESS AND TRAVEL:** An object of operating budget expenditure that includes authorized travel, professional activities, journals and published materials, and education and training expenses.

**BUSINESS UNIT:** A unit or division of a county agency that provides specific services.

**CAPITAL BUDGET AND PROGRAM:** The annual capital budget appropriation necessary to build and construct permanent public improvements and the five-year program plan for scheduling, funding and timing projects. It is integral to the county's financial plan and is the basis for bond issuance. The capital budget is financed by bonds, grants and contributions, impact fees and pay-as-you-go funds.

**CAPITAL BUDGET CLASS:** A way of categorizing capital budget spending, usually related to the county department that will provide services in or maintain the facility being constructed.

**CAPITAL EXPENDITURE:** A term that can refer to two different types of expenditures, one of which is budgeted for in the Operating Budget and the other of which is budgeted for in the capital budget. Capital Outlay (defined below) is an object of expenditure in the Operating Budget. Capital Projects (defined below) collectively constitute the Capital Budget and Program.



**CAPITAL OUTLAY:** An object of operating budget expenditure that includes purchase costs for vehicles and equipment that are classified as fixed assets and have a useful life of more than one year.

**CAPITAL PROJECT:** A term that is specifically defined in the County Charter as: (1) any physical public betterment or improvement and any preliminary studies and surveys related thereto; (2) the acquisition of property of a permanent nature for public use; and (3) the purchase of equipment for any public betterment or improvement when first constructed.

**CONSTANT YIELD TAX RATE (CYTR):** The property tax rate that when applied to new assessments would result in the taxing authorities receiving the same revenue in the coming tax year that was received in the prior tax year. The Department is required to certify the CYTR each year and local governments are required to hold a public hearing if the new tax rate exceeds the CYTR.

**CONTINGENCY:** Funds that either have not been allocated to departments or that are held in reserve for emergencies and unexpected expenses.

**CONTRACTUAL SERVICES:** An object of operating budget expenditure that includes all services from outside organizations and private businesses. Examples are rents, utilities, management services, and maintenance contracts.

**CURRENT DOLLARS:** The nominal amount of spending, not adjusted to remove the effects of inflation.

**CURRENT EXPENSE BUDGET:** The County's comprehensive operating plan for a single fiscal year. It includes all services and programs planned, their expenditure requirements and revenue estimates to support the stated level of activity.

**DEBT SERVICE:** The annual requirement to finance the county's outstanding indebtedness incurred by the capital improvement program. It includes both the periodic payment of interest and the redemption of principal.

**DEPARTMENT:** An agency of county government.

**ENTERPRISE FUNDS:** Established to account for the revenues and expenditures of services and programs operated as a business and supported by user fees and charges. Anne Arundel County has enterprise funds for both water and wastewater and solid waste disposal functions. Enterprise funds are required to be self-supporting.

**EXPENDITURE:** To pay out or spend.

**FISCAL YEAR:** Year running from July 1 through June 30, designated by the calendar year in which it ends.

**FUND BALANCE:** the difference between the assets and liabilities of a governmental fund.

**GENERAL FUNDS:** The majority of current expenses for normal county operations which provide services that are generally available to everyone.

**GENERAL OBLIGATION BONDS:** Bonds for whose payment the full faith and credit of the issuing body are pledged.

**GRANT REVENUES:** Funds received from the federal or state government. Grant revenues may be for specific or general purposes and must be spent according to the guidelines imposed by the granting agency.

**HOMEOWNERS' PROPERTY TAX CREDIT PROGRAM:** A property tax relief program that allows a property tax credit to households whose total gross income is below a standard set by the legislature.

**HOMESTEAD TAX CREDIT PROGRAM:** A property tax relief program that provides a property tax credit for the principal residence of a property owner. Upon qualification, this credit is automatically applied to the tax bill when the assessment increases more than 10% over the prior year. Counties and municipalities have the option to set a limit lower than 10% for local tax purposes. Anne Arundel County has set this limit at 2%.

**IMPACT FEES:** Charges levied on new development to offset the cost of that development. Impact fees are levied for road and school construction and are applied as a funding source to specific capital projects.

**INTERNAL SERVICE FUNDS:** Established to account for activities which support other operations of the county government. Examples would include inventories, stock and mail operations, print shop and garage activities. They are financed by sales and services to user departments and must be self-supporting.

**MERIT EMPLOYEE:** An employee afforded the protections of the county personnel system. Merit employees receive all benefits including insurance and pension.

**MISCELLANEOUS OUTLAY:** An object of operating budget expenditure that is not readily classifiable in other objects. Examples are grants and contributions, inter-fund reimbursements, and depreciation.

**OBJECTS OF EXPENDITURE:** A grouping of expenditures on the basis of goods or services purchased (e.g., personal services, supplies and materials, capital outlay, etc.).

**OBJECTIVES:** Something to be accomplished in a specified period of time. Should be easily defined and measurable.

**PAY-AS-YOU-GO:** Capital projects that are funded by operating budget revenues, not through bonded indebtedness.

**PERFORMANCE/WORK LOAD INDICATORS:** A unit measurement of work to be accomplished. Alone or in combination with other information they permit assessment of efficiency and effectiveness.

**PERSONAL SERVICES:** An object of operating budget expenditure that includes the salary and benefit costs of all employees.

**REVENUE:** Money collected by a government to support its programs and services. May be taxes, user fees and charges, grants, etc.

**SELF-INSURANCE:** The county's fund to pay claims for workers' compensation, auto liability and collision, and general liability. Self insurance is less costly than purchasing insurance coverage from private companies.

**SPECIAL TAXING DISTRICT:** A group of property owners in a geographic area who have opted to pay additional taxes for services which they would not otherwise receive.

**SPECIAL REVENUE FUNDS:** Account for revenues from specific taxes or other earmarked revenue sources which by law are designated to finance particular functions or activities of government.

**SUPPLIES AND MATERIALS:** An object of operating budget expenditure that includes consumable items such as paper, uniforms, and cleaning compounds, as well as the cost of printing and mailing.

**TAX DIFFERENTIAL:** The difference between the county tax rate paid outside the City of Annapolis and the rate paid in Annapolis. The reason for the differential is that the City of Annapolis provides its own police, fire, recreation, planning and public works services.

**TAX INCREMENT FUND:** Set up to account for the cost of construction of specific capital improvements and repayment of same through charges to property owners benefiting from those improvements in a defined geographic area of the county.

**TURNOVER:** Estimated savings in personnel costs due to vacancies in authorized positions throughout the course of the fiscal year.

**USER FEES/CHARGES:** Charges levied for specific services or programs and paid only by those receiving or benefiting from that service as opposed to the general population.