

AGENDA

WORCESTER COUNTY COMMISSIONERS

Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland 21863

FISCAL YEAR 2017 Budget Meetings

Budget Work Session - Tuesday, March 22, 2016

	<u>Department #</u>
9:00 a.m. Circuit Court, Judge Groton	1002
9:15 a.m. Elections Board, Patti Jackson	1006
9:30 a.m. Board of Education, Dr. Jerry Wilson	1505
10:00 a.m. Recreation, Paige Hurley	1601
10:15 a.m. Parks	1602
10:30 a.m. Sheriff's Department, Sheriff Mason	1101
11:30 a.m. Development, Review & Permitting, Ed Tudor	1008
12:00 p.m. Lunch	
1:00 p.m. Human Resources, Stacey Norton	1007
Benefits	1950
1:30 p.m. Economic Development, Merry Mears	1801
1:45 p.m. Commission on Aging, Rob Hart	1401
2:00p.m. States Attorney, Beau Oglesby	1004
2:15 p.m. Treasurer, Phil Thompson	1005
Debt Service	1975
Other General Government – Mgmt Information Systems	1090.025
2:30 p.m. Closed Session – Discuss Liquor Control Personnel Matters	

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Unites Available – See Kelly Shannahan, Asst. CAO

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Circuit Court	Department Number:	1002
Fund: 100	General Fund	Function:	General Government

Mission Statement:

The Worcester County Circuit Court is responsible for the administration of justice to the litigants it serves assuring equal access, fairness and timeliness for all matters that come before the Court.

PROGRAM SERVICES: (STATISTICS)

- The Circuit Court administers multiple divisions to conduct its responsibilities. They consist of the Assignment (scheduling) Division, Jury Division, Family Services Division and Drug Court Division. Over 9,800 hearings and trials related to cases were scheduled before the Court last year.
- The Assignment Division schedules all case types that appear on the Court dockets. This encompasses reviewing cases for complexity and timeliness of matters scheduled before the Court and notification to all appropriate parties and counsel.
- The Jury Division processes approximately 5,600 summons/qualification forms to residents of Worcester County each year. The forms are returned, either by mail or online, and jurors that are qualified serve monthly on jury panels for criminal and civil cases.
- The Family Services Division provides case processing and case management services for all Family Law case types that are filed with the Court. Within the Family Court, Judge Shockley presides over approximately 2,400 cases per year while Magistrate Kent presides over approximately 1,000 cases per year.
- The Worcester County Drug Court Division serves approximately 100 youth and adults per year who have interfaced with the judicial system due to their problems with drugs and alcohol. The program participants have their cases reviewed twice per month by the presiding judicial officer. The Drug Court Division partners with multiple law enforcement and public service agencies in Worcester County to track, monitor and supervise its participants. These agencies work with the Court to reduce recidivism of substance abusing offenders thereby enhancing public safety.
- In addition to the Divisions mentioned above, the Court employs an Administrator, Law Clerks, Judicial Assistants, Court Reporters and Bailiffs to assist with the daily functions of the Court.

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Circuit Court	Department Number:	1002
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Fund: 100	General Fund	Function:	General Government
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Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services	\$ 836,475	\$ 862,138	\$ 870,411	\$ 867,707	0%
Supplies & Materials	215,372	185,393	169,306	183,344	8%
Maintenance & Services	81,963	92,842	133,098	133,098	0%
Other Charges	8,361	9,991	11,175	11,175	0%
Interfund Charges	0	0	0	0	0%
Capital Outlay					0%
Debt Service					0%
Total	\$1,142,172	\$1,150,364	\$1,183,990	\$1,195,324	1%

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Court Reporter	3.0	3.0	3.0	3.0	0%
Bailiff - Contractural Per Day	2.4	2.4	2.4	2.4	0%
Family Supt SVC Co - Grant Funded	1.0	1.0	1.0	1.0	0%
Court Librarian	0.05	0.05	0.02	0.02	0%
Drug Court Case Mgr - Grant Funded	1.0	1.0	1.0	1.0	0%
Drug Court Coordinator - Grant Funded	1.0	1.0	1.0	1.0	0%
Family Law Case Mgr - Grant Funded	1.0	1.0	1.0	1.0	0%
Judicial Assistant	3.0	3.0	3.0	3.0	0%
Office Assistant VI	0.0	0.0	0.0	2.0	100%
Office Assistant V	1.0	2.0	2.0	0.0	-100%
Criminal Assignment Commissioner	1.0	1.0	1.0	1.0	0%
Civil Assignment Commissioner	1.0	1.0	1.0	1.0	0%
Jury Commissioner	2.0	1.0	1.0	1.0	0%
Judicial Administrator	1.0	1.0	1.0	1.0	0%
Total	18.4	18.4	18.4	18.4	0%

Summary of Significant Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
Increase is primarily due to Grant Programs	\$ 11,334	1%

Contact Information

Name:	Richard Outten	Address 1:	1 W. Market St, Courthouse
Title:	Court Administrator	Address 2:	Room 208
Email:	Richard.Outten@courts.state.md.us	City/State:	Snow Hill, MD
Telephone:	410-632-2342	Zip Code:	21863

REVENUE

CIRCUIT COURT

<u>Dept #</u>	<u>NWS G/L Acct #</u>	<u>G/L ACCOUNT NAME</u>	<u>FY14 ACTUAL</u>	<u>FY15 ACTUAL</u>	<u>FY16 BUDGET</u>	<u>FY16 Actual as of 12/31/15</u>	<u>FY17 BUDGET</u>	<u>Variance</u>
1002	5070-700	Sale of Publication & Copies	60	40	25	40	100	75
	5120	Circuit Court Bar Library	1,785	2,213	5,000	5,000	5,000	0
	5140	Drug Court Fees	0	0	0	0	0	0
	5160	Family Services Fees	3,785	2,000	3,000	1,647	3,000	0
	5300	Court Fines	55,322	67,713	40,000	27,866	55,000	15,000
	5704	MD AOC Security Grant	20,000	11,800	0	36,658	0	0
	5725	Family Support Grant	167,852	175,342	175,405	0	184,820	9,415
	5726	Family Support MACRO Grant	10,550	17,942	13,824	0	13,800	(24)
	5757	Trial Jury Reimbursement	40,440	42,039	54,000	15,705	54,000	0
	5760	Drug Court Grant	177,964	242,603	209,070	0	218,109	9,039
TOTAL			477,758	561,692	500,324	86,916	533,829	33,505

FY17 Expense Budget Worksheet Report

			Department: 1002 - Circuit Court						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1002 - Circuit Court									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	867,707.00	870,411.00	(2,704.00)	0%	430,596.90	862,138.07	836,475.13	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$867,707.00	\$870,411.00	(\$2,704.00)	0%	\$430,596.90	\$862,138.07	\$836,475.13
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	3,300.00	3,300.00	0.00	0%	0.00	2,768.19	2,543.25	
6100.060	Administrative Expense Books and Publications	6,000.00	6,000.00	0.00	0%	3,738.45	6,375.60	5,947.49	
6100.080	Administrative Expense Copier Supplies	180.00	180.00	0.00	0%	149.99	149.59	138.99	
6100.100	Administrative Expense Dues and Subscriptions	2,417.00	2,417.00	0.00	0%	2,798.00	1,869.00	2,307.00	
6100.110	Administrative Expense Envelopes	1,500.00	1,500.00	0.00	0%	479.95	1,833.28	1,816.80	
6100.150	Administrative Expense Incentives & Events	1,515.00	1,515.00	0.00	0%	0.00	1,515.00	1,515.00	
6100.190	Administrative Expense Office Supplies	7,320.00	7,320.00	0.00	0%	2,457.05	7,209.59	7,287.52	
6100.210	Administrative Expense Paper	2,500.00	2,500.00	0.00	0%	339.90	2,829.89	2,650.64	
6110.080	Supplies & Equipment Computer Repairs & Supplies	325.00	325.00	0.00	0%	0.00	0.00	0.00	
6110.120	Supplies & Equipment Equipment Rental	1,200.00	1,200.00	0.00	0%	487.02	949.75	931.87	
6110.170	Supplies & Equipment Jury Expenses	3,500.00	3,500.00	0.00	0%	1,218.11	2,776.67	4,237.66	
6110.270	Supplies & Equipment Office Equipment Repairs	300.00	300.00	0.00	0%	0.00	0.00	145.03	
6110.280	Supplies & Equipment Office Furniture	3,240.00	3,240.00	0.00	0%	0.00	3,136.01	1,476.22	
6110.290	Supplies & Equipment Other Office Equipment	810.00	810.00	0.00	0%	0.00	806.29	696.36	
6130.010	Equipment Maintenance Copier Lease	7,860.00	7,860.00	0.00	0%	3,175.97	8,694.58	4,884.40	
6130.042	Equipment Maintenance Network	0.00	0.00	0.00	N/A	0.00	0.00	7,606.00	
6130.070	Equipment Maintenance Software Maintenance Agreements	10,410.00	10,435.00	(25.00)	0%	1,199.00	10,330.31	4,254.00	
6160.040	Grant Programs Court Security Grant	0.00	0.00	0.00	N/A	21,046.00	11,800.00	20,000.00	
6160.060	Grant Programs Drug Treatment Court	66,772.00	61,100.00	5,672.00	9%	20,667.66	57,479.18	84,883.05	
6160.070	Grant Programs Family Support Services	50,395.00	41,980.00	8,415.00	20%	18,546.08	40,803.98	39,184.19	
6160.071	Grant Programs MACRO Mediation Conflict Res Ofc	13,800.00	13,824.00	(24.00)	0%	5,625.00	17,942.26	10,550.00	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$183,344.00	\$169,306.00	\$14,038.00	8%	\$81,928.18	\$179,269.17	\$203,055.47
<i>MAINT & SVCS - Maintenance & Services</i>									
6510.030	Legal Services Court Appointed Attorneys	5,000.00	5,000.00	0.00	0%	0.00	400.00	330.00	
6510.040	Legal Services Court Library Levy	2,000.00	2,000.00	0.00	0%	2,000.00	2,000.00	2,000.00	
6510.050	Legal Services Court Reporters	16,200.00	16,200.00	0.00	0%	800.00	2,300.00	7,308.24	
6510.055	Legal Services Family Support Service - Other	0.00	0.00	0.00	N/A	1,763.75	1,848.75	3,676.25	
6510.080	Legal Services Jury Per Diem	90,000.00	90,000.00	0.00	0%	36,740.00	68,915.00	52,140.00	
6550.270	Building Site Expenses Telephone	17,700.00	17,700.00	0.00	0%	4,685.58	14,427.99	15,672.98	
6700.050	Other Maint. & Svcs Phone Service	1,800.00	1,800.00	0.00	0%	0.00	2,950.00	835.73	

FY17 Expense Budget Worksheet Report

			Department: 1002 - Circuit Court						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
6900.025	Advertising Legal Advertisements	398.00	398.00	0.00	0%	0.00	0.00	0.00	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$133,098.00	\$133,098.00	\$0.00	0%	\$45,989.33	\$92,841.74	\$81,963.20	
<i>OTHR CHGS - Other Charges</i>									
7000.040	Travel, Training & Expense Continuing Education/Certificati	3,550.00	3,550.00	0.00	0%	1,401.40	3,105.78	2,380.00	
7000.100	Travel, Training & Expense Meetings/Conferences/Shows	1,775.00	1,775.00	0.00	0%	30.43	1,688.87	784.70	
7000.115	Travel, Training & Expense Mileage	5,850.00	5,850.00	0.00	0%	3,095.81	5,196.56	5,196.01	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$11,175.00	\$11,175.00	\$0.00	0%	\$4,527.64	\$9,991.21	\$8,360.71	
<i>ENCUMBRANCES - Encumbrances</i>									
7180	Encumbrance Expense	0.00	0.00	0.00	N/A	5,368.00	6,123.94	12,317.00	
<i>Account Classification Total: ENCUMBRANCES - Encumbrances</i>		\$0.00	\$0.00	\$0.00	0%	\$5,368.00	\$6,123.94	\$12,317.00	
Department Total: 1002 - Circuit Court		\$1,195,324.00	\$1,183,990.00	\$11,334.00	1%	\$568,410.05	\$1,150,364.13	\$1,142,171.51	

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Elections	Department Number:	1006
Fund: 100	General Fund	Function:	General Government

MISSION STATEMENT:

Our office conducts elections every two years (Presidential Elections - Primary, April 2016; General, Nov 2016; Gubernatorial Elections - Primary, June 2018; General, Nov 2018.), and early voting for 12 days prior to each Primary & General Election; 39,000 current active registered voters with 20 precincts, 350 Election Judges. Office is responsible for updating Congressional, Legislative and Commissioner districts and filing candidates, placing names & issues on ballot, handling absentee ballot requests, and processing petitions.

PROGRAM SERVICES: (STATISTICS)

- Election Office is a state agency funded 100% by Worcester County, office is governed by the State Board of Elections.
- Current number of registered voters in Worcester County - 39,000 Online voter registration began in 2012
- 7 Commissioner Districts with 20 precincts
- Legislative redistricting in 2012 has created two legislative districts in the County; 38A & 38C. Worcester previously had one legislative district.
- During the 2014 Election, 18% of registered voters voted during early voting; 76% voted on Election Day, 4% voted by Absentee Ballot and 1% by Provisional Ballot.

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services	\$ 351,064	\$ 367,134	\$ 398,793	\$ 398,831	0.0%
Supplies & Materials	197,261	198,432	413,894	467,057	12.8%
Maintenance & Services	35,798	28,531	35,230	38,234	8.5%
Other Charges	8,016	3,863	5,710	10,241	79.4%
Interfund Charges	0	0	0		0.0%
Capital Outlay	0	0	0		0.0%
Debt Service					0.0%
Total	\$ 592,139	\$ 597,961	\$ 853,627	\$ 914,363	7.1%

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Elections	Department Number:	1006
Fund: 100	General Fund	Function:	General Government

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Election Board President Elected	1.0	1.0	1.0	1.0	0%
Election Board Attorney Elected	1.0	1.0	1.0	1.0	0%
Election Board Member Elected	4.0	4.0	4.0	4.0	0%
Total	6.0	6.0	6.0	6.0	0%

Summary of Significant Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
The majority of the increase is due to the mandated voting system purchased in 2015	\$ 60,736	7%

Contact Information

Name:	Patricia Jackson	Address 1:	Worcester County Election Office
Title:	Election Director	Address 2:	100 Belt Street
Email:	Patricia.Jackson@Maryland.gov	City/State:	Snow Hill, MD
Telephone:	410.632.1320, ext. 102	Zip Code:	21863

REVENUE

ELECTIONS DEPARTMENT

<u>Dept #</u>	<u>NWS G/L</u> <u>Acct #</u>	<u>G/L ACCOUNT NAME</u>	<u>FY14 ACTUAL</u>	<u>FY15 ACTUAL</u>	<u>FY16 BUDGET</u>	<u>FY16 Actual as</u> <u>of 12/31/2015</u>	<u>FY17 BUDGET</u>	<u>Variance</u>
1006	4260	RENTS/STATE REVENUE	0	0	0	0	0	0
	5070-600	Sale of Publications-election	2,852	1,010	1,500	0	2,000	990
	5142	Election Filing Fee	0	497	200	38	0	(497)
TOTAL			2,852	1,507	1,700	38	2,000	493

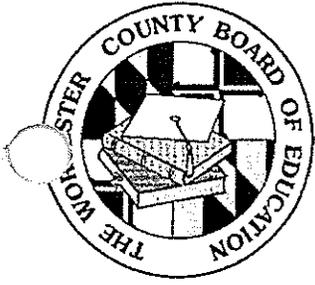
FY17 Expense Budget Worksheet Report

			Department: 1006 - Elections Office						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1006 - Elections Office									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	15,000.00	15,000.00	0.00	0%	7,500.09	11,399.96	11,399.96	
6000.500	Personnel Services State Employee Salary & Benefit	383,831.00	383,793.00	38.00	0%	192,183.92	355,734.16	339,663.85	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$398,831.00	\$398,793.00	\$38.00	0%	\$199,684.01	\$367,134.12	\$351,063.81
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	0.00	0.00	0.00	N/A	29.86	0.00	0.00	
6100.100	Administrative Expense Dues and Subscriptions	675.00	675.00	0.00	0%	0.00	2,180.00	300.00	
6100.110	Administrative Expense Envelopes	1,000.00	600.00	400.00	67%	0.00	497.00	0.00	
6100.180	Administrative Expense National Voter Regis Postcards	940.00	940.00	0.00	0%	0.00	479.00	459.00	
6100.190	Administrative Expense Office Supplies	8,500.00	8,500.00	0.00	0%	2,855.53	5,203.40	11,598.89	
6100.210	Administrative Expense Paper	750.00	750.00	0.00	0%	0.00	247.87	503.00	
6110.090	Supplies & Equipment Computers & Printers	4,780.00	6,640.00	(1,860.00)	-28%	0.00	0.00	9,699.39	
6110.245	Supplies & Equipment Mobile Phones & Pagers	1,100.00	1,100.00	0.00	0%	292.27	659.06	981.06	
6110.440	Supplies & Equipment Voting Machines	279,000.00	193,649.00	85,351.00	44%	27,325.79	86,512.07	52,656.75	
6120.010	Voting Machine & Poll Expenses Absentee Ballot Expenses	3,000.00	3,000.00	0.00	0%	0.00	0.00	908.59	
6120.020	Voting Machine & Poll Expenses Ballot Expenses	4,550.00	6,550.00	(2,000.00)	-31%	0.00	0.00	138.59	
6120.030	Voting Machine & Poll Expenses Demo Pay	1,000.00	1,000.00	0.00	0%	0.00	0.00	60.03	
6120.040	Voting Machine & Poll Expenses Election Board Member Mileage	2,500.00	2,500.00	0.00	0%	0.00	3,110.59	1,950.33	
6120.050	Voting Machine & Poll Expenses Election Cell Phone	2,025.00	2,025.00	0.00	0%	0.00	0.00	0.00	
6120.060	Voting Machine & Poll Expenses Election Judge Expense	107,300.00	119,870.00	(12,570.00)	-10%	1,542.63	70,181.45	81,152.53	
6120.070	Voting Machine & Poll Expenses Election Judge Training Material	9,600.00	9,000.00	600.00	7%	0.00	2,973.87	9,924.50	
6120.080	Voting Machine & Poll Expenses Poll Rent & School Expense	3,500.00	3,500.00	0.00	0%	0.00	2,700.00	4,970.00	
6120.090	Voting Machine & Poll Expenses Specimen Ballot Expense	22,000.00	22,000.00	0.00	0%	0.00	17,125.95	15,261.65	
6120.110	Voting Machine & Poll Expenses Voter Notification Cards	1,650.00	1,650.00	0.00	0%	1,845.00	760.00	1,663.00	
6120.120	Voting Machine & Poll Expenses Voting Machine Supplies	6,000.00	21,000.00	(15,000.00)	-71%	739.72	871.60	0.00	
6130.010	Equipment Maintenance Copier Lease	1,627.00	3,385.00	(1,758.00)	-52%	1,127.52	3,382.56	3,440.34	
6130.070	Equipment Maintenance Software Maintenance Agreements	5,560.00	5,560.00	0.00	0%	1,368.04	1,548.04	1,593.16	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$467,057.00	\$413,894.00	\$53,163.00	13%	\$37,126.36	\$198,432.46	\$197,260.81

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FY17 Expense Budget Worksheet Report

			Department: 1006 - Elections Office						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
<i>MAINT & SVCS - Maintenance & Services</i>									
6530.150	Consulting Services Temporary Clerical Staff	19,500.00	16,500.00	3,000.00	18%	339.00	7,968.34	11,117.25	
6550.030	Building Site Expenses Carpet/VCT Cleaning	300.00	300.00	0.00	0%	0.00	0.00	119.16	
6550.040	Building Site Expenses Cleaning Contract	2,700.00	2,700.00	0.00	0%	1,081.50	2,678.00	2,625.50	
6550.050	Building Site Expenses Custodial Supplies	625.00	600.00	25.00	4%	246.81	205.45	452.67	
6550.060	Building Site Expenses Electricity	6,000.00	6,000.00	0.00	0%	1,749.81	7,205.96	7,310.37	
6550.080	Building Site Expenses Fire Alarm Testing	250.00	250.00	0.00	0%	0.00	250.00	212.27	
6550.081	Building Site Expenses Fire Extinguishers	75.00	75.00	0.00	0%	0.00	28.06	9.60	
6550.090	Building Site Expenses General Maintenance Repairs	2,000.00	2,000.00	0.00	0%	106.51	3,000.00	4,206.88	
6550.180	Building Site Expenses Pest Control/Termite Insp	1,100.00	1,100.00	0.00	0%	0.00	881.44	907.44	
6550.220	Building Site Expenses Security Alarm Monitoring	204.00	225.00	(21.00)	-9%	340.00	204.00	204.00	
6550.270	Building Site Expenses Telephone	5,080.00	5,080.00	0.00	0%	2,183.38	4,031.94	6,531.22	
6550.280	Building Site Expenses Tipping Fees	0.00	0.00	0.00	N/A	0.00	1,738.50	14.40	
6550.310	Building Site Expenses Water & Sewer	400.00	400.00	0.00	0%	182.64	339.57	320.99	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$38,234.00	\$35,230.00	\$3,004.00	9%	\$6,229.65	\$28,531.26	\$34,031.75	
<i>OTHR CHGS - Other Charges</i>									
7000.020	Travel, Training & Expense Board Member Allowance	2,064.00	1,750.00	314.00	18%	0.00	1,000.00	600.00	
7000.070	Travel, Training & Expense Expense Allowance	0.00	0.00	0.00	N/A	0.00	0.00	3,835.62	
7000.100	Travel, Training & Expense Meetings/Conferences/Shows	7,045.00	2,834.00	4,211.00	149%	1,110.06	520.81	1,125.00	
7000.115	Travel, Training & Expense Mileage	1,132.00	1,126.00	6.00	1%	2,917.60	2,342.13	2,455.54	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$10,241.00	\$5,710.00	\$4,531.00	79%	\$4,027.66	\$3,862.94	\$8,016.16	
<i>ENCUMBRANCES - Encumbrances</i>									
7180	Encumbrance Expense	0.00	0.00	0.00	N/A	0.00	0.00	1,766.20	
<i>Account Classification Total: ENCUMBRANCES - Encumbrances</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$1,766.20	
Department Total: 1006 - Elections Office		\$914,363.00	\$853,627.00	\$60,736.00	7%	\$247,067.68	\$597,960.78	\$592,138.73	



THE BOARD OF EDUCATION OF WORCESTER COUNTY

6270 WORCESTER HIGHWAY
NEWARK, MD 21841-9746
TELEPHONE: (410) 632-5000
FAX: (410) 632-0364
www.worcesterk12.com

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Superintendent of Schools

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Chief Academic Officer

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Dear Commissioners:

Each of us remembers teachers, coaches, and educators who influenced and changed our lives. Each day a teacher finds a way to help students learn what children are struggling to understand. Each day a teacher reaches out and motivates a student who doesn't have hope or a sense of direction. Likely you were influenced positively by a teacher who recognized you as a person. These events take place each day when Worcester County Public School (WCPS) educators make a difference in a student's life through encouragement, challenge, saying a kind word, recognizing an accomplishment or expressing respect or care for a student as a person.

Many of our residents were raised in Worcester County and attended the outstanding public schools supported by our County. Each of us knows a family whose children attend our schools. Some of us know neighbors, acquaintances or physicians who have moved to Worcester County due to the excellent reputation of our school system. Historically, Worcester County has supported its schools with the highest level of per pupil funding in the state. These funds provide small class sizes, strong supports for employees and students, and an outstanding education for 6,600 students.

Over 1,100 employees educate the many different needs of children, and maintain the schools and facilities used for these children's education. These employees teach, nurture, coach, counsel, and inspire the next generation. Most (73%) of our employees live in Worcester County. With all teaching and administrative positions requiring Master's Degrees, WCPS employs the most highly educated workforce in the County.

This year PARCC test scores were released for the first time. In seven of the fourteen tests taken, WCPS had the highest percentage of any Maryland County of students' rated College and Career Ready. These rigorous tests showed that Worcester County students not only had the highest scores, but staff had made strong improvements in successfully teaching students the new standards. Worcester County student results far outpaced every county in Maryland.

Education isn't just about test scores. WCPS students from the Ocean City Stars, to the Snow Hill High Marching Band and crack MJROTC unit, to the Pocomoke State Champion Field Hockey team show how WCPS educators, parents and community support the character development of the young people fortunate to attend Worcester County schools.

Even with all the excellent work being done to educate WCPS students, we must continue to improve. While our results were highest in the state, the new tests demonstrate that nearly 50% of our students mathematically and 40% in language arts need to improve to exhibit College and Career Readiness. Reports consistently demonstrate the need for future workers, students in our schools today, to



continue their education in two or four year colleges. Predictions are that our country faces a severe shortage of qualified skilled workers who will require postsecondary education.

An area of concern has been student and staff safety. The bomb threats we experienced were effectively handled due to the security measures put in place cooperatively with the Commissioners through the addition of security officers, cameras, and controlled entry access. Mental health must be a priority since the school system relies upon Health Department personnel for referrals when students need therapy. As the Commissioners prioritize budget resources, we strongly support the needed professionals to treat mental health needs.

All things considered - test scores, community perceptions, and testimonies of long-time residents and new comers – Worcester County Public Schools deliver a high quality of education. We know that people make the difference. With a dedicated teacher work force, students are able to achieve and become successful. Parents surveyed see the connection between the education their children receive and assuring that educators are compensated fairly.

Through the budget process we polled our school parents and site councils. Consistently, the parents and community members agree that staff receiving a pay increase is the highest priority. At the same time, parents want to see small class sizes continue. Being good stewards of resources and through early retirement and attrition, 32 positions or 3% of the workforce's positions were eliminated last year. In the prior year, 10 positions were eliminated making the total reductions in two years of 4% of the workforce. This painful process was needed to prevent our employees from falling further behind neighboring school systems.

In the past four years WCPS has shown fiscal discipline by restructuring to meet ever changing curriculum needs, repurposing energy savings into technology and curriculum needs, carefully restructuring personnel, and using existing resources to support students having digital devices in the classroom. WCPS takes pride in concentrating resources in the classroom. Overall, the amount of the budget WCPS dedicates to instruction on a per pupil basis is the highest in the state; comparatively, WCPS ranks 19th in the state on administrative spending. Through evaluating expenditures with zero based budgeting and reviewing all vacant positions, WCPS will continue to stretch existing resources to meet the ever-changing needs in a \$102 M budget. WCPS budget requests are a combination of salary and benefits and program requests; an attached sheet lists each request and the reasons for it.

Residents of Worcester County love their public schools. Tax dollars spent on WCPS generate over \$230M in economic activity in the County. Worcester County students outperformed every other county school system in the state with the first PARCC tests demonstrating we have the highest percentage of students' College and Career Ready in Maryland. We are deeply appreciative of the support the Commissioners are able to provide in funding our FY 17 Budget request.

In partnership,



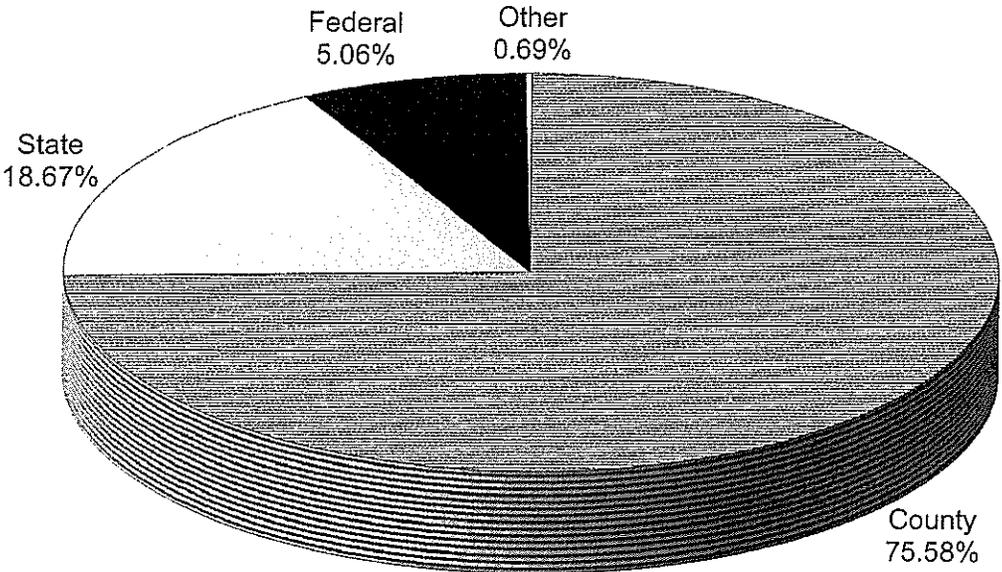
Jerry Wilson, Superintendent



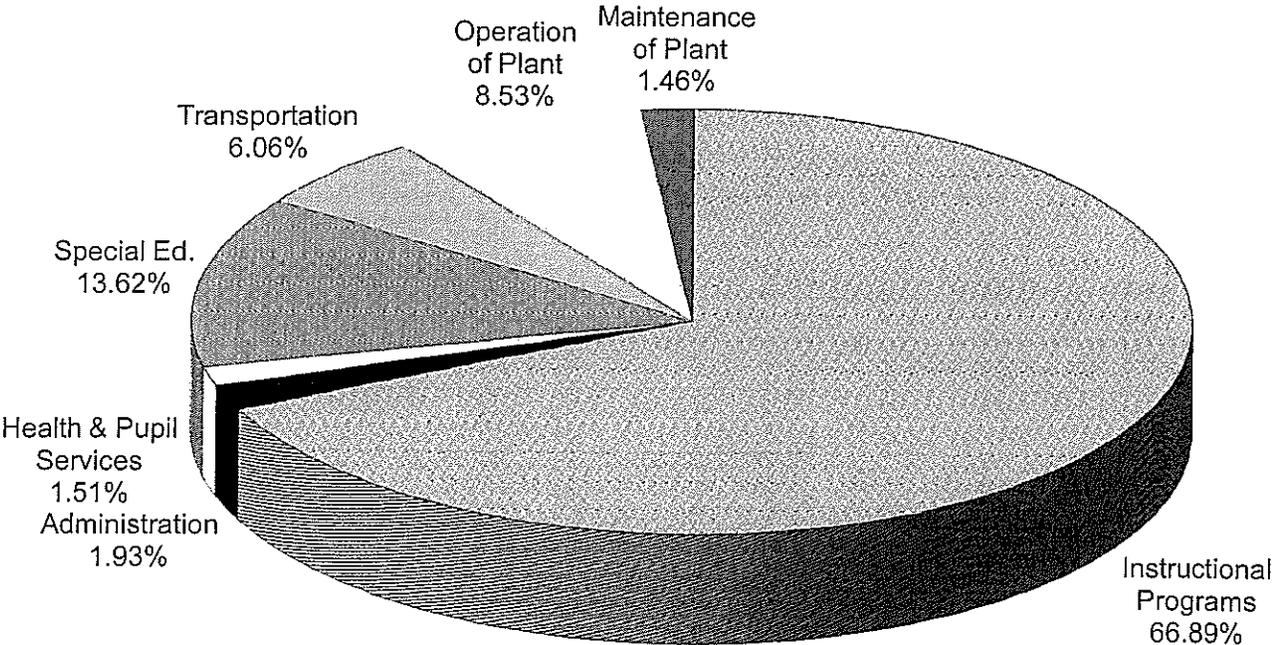
Jonathan Cook, Board President

WORCESTER COUNTY PUBLIC SCHOOLS
OPERATING BUDGET FISCAL YEAR 2016

SOURCES OF FUNDING



ALLOCATION BUDGET



To provide a world class education for Worcester County children, the Board of Education for Worcester County Public Schools (WCPS) adopted the 2016-2017 school system budget at its February meeting.

Quick Look: Expenditure Increases for FY 2017

- \$1,448,670**

People Make the Difference
 WCPS recognizes that without exemplary teachers and staff, learning would cease to occur. The primary highlight from the FY 2017 budget provides salary increments for all WCPS staff: a salary step for the 633 employees currently on the salary scale, a 1% increase for the 515 employees who have years of experience beyond our step scale. Additionally, the budget includes a modest adjustment to our starting teacher salary, which in recent years has fallen to 19th in the state.
- \$110,823**

Fixed Charges
 The budget includes WCPS' share of the increase in Federal Insurance Contributions Act (FICA) for the above salary increases.
- \$1,358,408**

Health Insurance
 Each year, 1,000 of our active employees participate in our health insurance benefits. Until rates are adjusted and finalized in May, WCPS is projecting a 10% increase in rates.
- \$200,000**

Instructional Needs
 WCPS was fortunate to have received Race to the Top funding for two instructional software packages; however, this funding has now expired. The FY 2017 budget includes funding for these two vital instructional tools: iReady and Performance Matters.

 - *iReady* is used by 3,848 students and 343 staff members in the county to evaluate and track student growth and progress in language arts, reading and mathematics.
 - *Performance Matters* is used by 4,700 students and 291 staff members for assessments. This software gives WCPS the ability to author and administer authentic assessments.
- \$96,196**

Transportation
 Our school system currently contracts with 69 bus drivers for student transportation. The FY 2017 budget includes a 1% increase in the hourly and mileage rates. The budget also funds a higher annual per vehicle allotment to the seven bus contractors who will need to purchase a new school bus to remain in compliance with current state law.
- \$162,496**

Local Share of Teacher Pension/Employee Pension
 In FY 2012, the State voted to pass back a share of teacher pension costs to local school systems. This amount is based on estimates from the State.

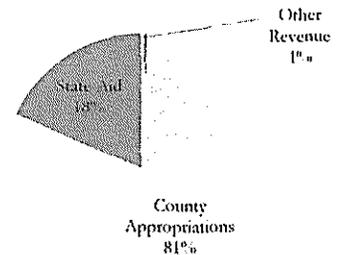
\$3,376,593, or 3.4% in TOTAL FY 2017 BUDGET REQUESTS

BUDGET AT A GLANCE

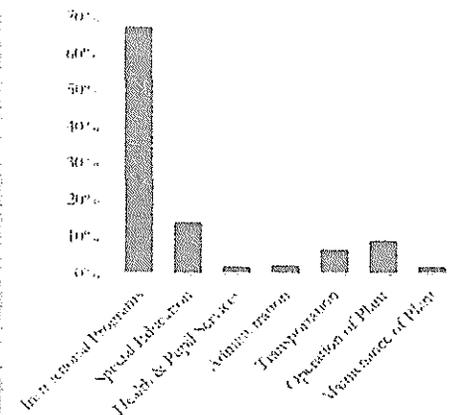
OPERATING BUDGET

2016	\$98,966,812
2017	\$102,343,405
Increase	\$3,376,593 or 3.4%

Funding Sources



Expenditure Categories



DID YOU KNOW?

- Worcester County Public Schools is the #1 employer in the county.
- Ninety (90) percent of the WCPS budget is people.



Worcester County Public Schools

6270 Worcester Highway | Newark, MD 21841
 p: 410.632.5000 | f: 410-632-0364 | www.worcesterk12.com

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BOARD OF EDUCATION OF WORCESTER COUNTY

REVENUES

REVENUE SOURCE	APPROVED FY 16	REQUESTED FY 17
UNRESTRICTED REVENUES		
COUNTY		
Appropriation - Current Expense	\$78,418,960	\$81,827,343
STATE (Thornton Funding) *		
Foundation Program	6,530,849	6,538,151
Special Education	1,741,406	1,744,114
Transportation	2,981,298	3,016,351
Compensatory Education	7,377,426	7,301,885
Limited English Proficiency	371,736	366,761
OTHER		
Tuition	70,000	70,000
Other	80,000	80,000
Prior Year's Fund Balance**	567,011	567,011
Restricted Programs Reimbursements	75,452	75,452
TOTAL UNRESTRICTED REVENUE	\$98,214,138	\$101,587,068
OTHER REQUESTS - COUNTY		
RECURRING		
Appropriation - Technology	\$200,000	\$200,000
Appropriation - Capital Outlay	100,000	100,000
NONRECURRING		
Appropriation - Technology	0	0
Appropriation - School Construction	0	0
OTHER		
Appropriation - Retirement Expenses	452,674	456,337
Appropriation - County Share of Teacher Pension	***	***
TOTAL OTHER REQUESTS - COUNTY	\$752,674	\$756,337
TOTAL COUNTY APPROPRIATION	79,171,634	82,583,680
TOTAL BUDGET - ALL FUNDS	\$98,966,812	\$102,343,405

* State funding is based upon current law. Subject to final legislative action, these amounts could change.

Any decrease in State funding would result in an increased amount being requested from the County.

** A detailed summary of the utilization of the FY15 fund balance is included on page 3.

*** Effective for FY17, this amount is now included under the budget category of Fixed Charges.

BOARD OF EDUCATION OF WORCESTER COUNTY

FY 17 TOTAL BUDGET SUMMARY BY CATEGORY AND OBJECT OF EXPENDITURE

	SALARY	CONTRACTED SERVICES	SUPPLIES AND MATERIALS	OTHER CHARGES	EQUIPMENT	TUITION TRANSFERS	FY17 PROPOSED BUDGET
Administration	1,276,509	177,242	30,382	45,710	1,102		\$1,530,945
Instructional Support Services	6,647,633	85,263	137,537	61,200	5,000		6,936,633
Instructional Salaries	41,350,237						41,350,237
Textbooks & Classroom Supplies			2,151,238				2,151,238
Other Instructional Costs		538,497		292,025	85,395	50,000	965,917
Special Education	8,758,810	403,000	185,000	40,011	22,000	128,000	9,536,821
Student Personnel Services	333,131	750	1,890	283			336,054
Health Services	854,142	252	8,118	750	1,000		864,262
Student Transportation	302,008	5,770,683	9,636	93,084			6,175,411
Operation of Plant	3,135,849	322,270	301,120	4,145,056	42,300		7,946,595
Maintenance of Plant	695,196	93,738	229,360	650	37,745		1,056,689
Fixed Charges				22,621,360			22,621,360
Capital Planning	112,598	450	1,552	306			114,906
PROPOSED FY 17	\$63,466,113	\$7,392,145	\$3,055,833	\$27,300,435	\$194,542	\$178,000	\$101,587,068
OTHER REQUESTS							
Technology Program							\$200,000
Capital Outlay							100,000
School Construction							0
County Share of Teacher Pension							*
Retirement Expenses							456,337
TOTAL OTHER REQUESTS							\$756,337
				TOTAL			\$102,343,405

*(Effective for FY17, this amount is now included in the category of Fixed Charges)

GENERAL BUDGET INFORMATION

OPERATING BUDGET

FY 2017

The following information has been prepared to assist the user of this budget document. By presenting the information in this consolidated fashion, the reader of this document should be able to more easily understand the rationale for the use of available state funding and the general increases in our FY17 Proposed Operating Budget. The FY17 Proposed Budget includes \$1,448,670 in additional local funding to support a step increase and a 1% adjustment for those employees beyond step. Based on current estimates, health insurance rates are projected to increase by 10% next year and our proposed budget includes an estimated increase in insurance expense of \$1,358,408. Our FY17 Proposed budget also includes \$96,196 to support a 1% increase in rates for our bus contractors and to allow seven of our bus contractors to purchase new buses. Funds totaling \$200,000 are being requested for the i-Ready and Performance Matters software systems. In previous years, these systems were funded by the federal Race to the Top grants.

State Funds

Proposed: (\$35,453)

In FY04 the state of Maryland took the first step to implement a significant increase in state dollars to fund public school systems. This has been referred to as Thornton Funding. The additional State appropriations were provided to assure that the funding of all Maryland public school systems were at a level adequate to achieve learning success for all students. Combining increased funding from the state, along with increased support from county government, was to provide sufficient funds to sustain and expand appropriate educational services for all students. For Fiscal Year 2017, state aid is projected to decrease by \$35,453. The majority of this decrease is due to the decline in the number of our students eligible for Free and Reduced Meals.

Salary Accounts

Increase Proposed: \$1,448,670

The Board of Education is required by state law to negotiate with representatives of our teachers and support staff employee units. The law requires contract negotiations on wages, benefits and other working conditions. As a result of the negotiations, the Board of Education's proposed budget includes a requested increase in salaries to fund a step increase for eligible employees and a 1% increase for those employees beyond step.

Other Accounts

Estimated Health Insurance Increase: \$1,358,408

Proposed Student Transportation Increase: \$96,196

Proposed Increase in Fixed Charges – Salary Increase: \$110,823

Proposed Increase in Teacher Pension/Employee Retirement: \$162,496

The projected rate increase for health insurance included in the proposed FY17 budget is 10%. This amount may change as actual insurance rates will not be finalized until May of this year. The proposed budget also includes a 1% increase in the hourly and mileage rates paid to our bus contractors and funding for seven of our contractors to purchase new buses. This results in an estimated increase in the category of Transportation totaling \$96,196. The proposed increase in fixed charges related to the negotiated salary increase is \$110,823. The local share of teacher pension is projected to increase by \$158,833. Retirement expenses for employees not in the State Teacher pension system are projected to increase by \$3,663.

Utilization of FY15 Fund Balance

FY17 Operating Budget:

Avoid Additional Reductions in Student Programs & Services	\$567,011.00
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Sub Total:	\$567,011.00
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One Time Capital Projects:

Student Technology	\$57,554.00
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Total:	\$624,565.00
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01 - ADMINISTRATION

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
<u>SUMMARY</u>			
Salaries and Wages	\$1,245,903	\$1,260,396	\$1,276,509
Contracted Services	154,593	177,242	177,242
Supplies and Materials	71,291	30,382	30,382
Other Charges	66,284	45,710	45,710
Equipment	4,694	1,102	1,102
TOTAL ADMINISTRATION	\$1,542,765	\$1,514,832	\$1,530,945

01 - ADMINISTRATION

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SALARIES & WAGES</u>			
BOARD MEMBERS' ALLOWANCES	\$35,400	\$35,400	\$35,400
Board Member compensation as approved in FY 08 by the County Commissioners. The stipend is Board President \$5,400 Board Members \$5,000.			
CENTRAL OFFICE ADMINISTRATIVE PERSONNEL	835,667	845,356	855,274
Included in these salaries are:			
Superintendent of Schools			
Assistant Superintendent - Administration			
Chief Financial Officer (1)			
Supervisor of Human Resources (1)			
Coordinators - Support Services (0.2)			
Staff Accountants (2)			
Finance Manager (1)			
Human Resources Specialist (1)			
SECRETARIAL AND CLERICAL - CENTRAL OFFICE	374,836	379,640	385,835
Included in these salaries are secretarial and clerical personnel assigned to the offices of:			
Superintendent of Schools			
Assistant Superintendent - Administration			
Human Resources (3.5)			
Business Operations (3)			
TOTAL SALARIES AND WAGES	\$1,245,903	\$1,260,396	\$1,276,509

01 - ADMINISTRATION

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
---------------------	------------------	------------------	-------------------

CONTRACTED SERVICES

AUDITING	\$41,250	\$41,750	\$41,750
Cost of annual financial audit by independent accounting firm.			
LEGAL	20,596	22,000	22,000
Cost of the Board's legal representation.			
DATA PROCESSING	82,631	89,352	89,352
The funds requested will allow us to continue to maintain and operate the financial, payroll and human resources software.			
PRINTING, PUBLISHING AND OTHER	0	4,140	4,140
Includes costs for public relations materials, the Annual Report as required by State law, purchase orders, checks, and personnel forms. Includes contracted services for school system admin.			
COPYING EQUIPMENT CONTRACTS	10,116	20,000	20,000
Includes contract costs for copying equipment used in school system administration.			
TOTAL CONTRACTED SERVICES	\$154,593	\$177,242	\$177,242

SUPPLIES AND MATERIALS

OFFICE SUPPLIES & POSTAGE	\$71,291	\$30,000	\$30,000
Includes postage, paper items, and consumables used in operating the school system and supporting system wide programs.			
ADVERTISING	0	382	382
Includes advertising for bids, public notices, etc.			
TOTAL SUPPLIES AND MATERIALS	\$71,291	\$30,382	\$30,382

01 - ADMINISTRATION

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>OTHER CHARGES</u>			
TRAVEL/PROFESSIONAL MEETINGS	\$13,432	\$6,210	\$6,210
Includes funding to cover the costs of Board/Superintendent/Central Office staff travel and attendance at local and state meetings.			
SUBSCRIPTIONS AND DUES	44,512	35,000	35,000
Includes current memberships in Regional, State, and National Associations.			
Included Memberships are: Eastern Shore of Maryland Educational Consortium Maryland Associations of Boards of Education National School Boards Association Local Chamber of Commerce's American Association of School Administrators Public School Superintendents of Maryland Association of School Business Officials American Institute of Certified Public Accountants Maryland Association of Certified Public Accountants			
RECRUITING	8,340	4,500	4,500
Efforts continue to attract highly qualified teachers, especially minority candidates and teachers in critical shortage areas.			
TOTAL OTHER CHARGES	<hr/> \$66,284	<hr/> \$45,710	<hr/> \$45,710
<u>EQUIPMENT</u>			
ADMINISTRATIVE OFFICE EQUIPMENT	\$4,694	\$1,102	\$1,102
Funds to replace worn out office equipment, such as computer components, furniture, etc.			
TOTAL EQUIPMENT	<hr/> \$4,694	<hr/> \$1,102	<hr/> \$1,102
TOTAL ADMINISTRATION	<hr/> \$1,542,765	<hr/> \$1,514,832	<hr/> \$1,530,945

02 - INSTRUCTIONAL SUPPORT SERVICES

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
<u>SUMMARY</u>			
Salaries and Wages	\$6,454,774	\$6,508,260	\$6,647,633
Contracted Services	67,840	85,263	85,263
Supplies and Materials	207,063	137,537	137,537
Other Charges	48,752	61,200	61,200
Equipment	11,996	5,000	5,000
TOTAL INSTRUCTIONAL SUPPORT SERVICES	\$6,790,425	\$6,797,260	\$6,936,633

02 - INSTRUCTIONAL SUPPORT SERVICES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SALARIES & WAGES</u>			
PRINCIPALS Salaries of all principals except special education (13).	\$1,419,805	\$1,532,208	\$1,550,962
ASSISTANT PRINCIPALS Salaries of all assistant principals (21).	1,904,713	1,868,922	1,913,205
SECRETARIAL AND CLERICAL - SCHOOLS Salaries for all secretaries assigned to the principal's and guidance offices (40) Software Specialist (0.6).	1,419,890	1,421,625	1,449,555
CENTRAL OFFICE INSTRUCTIONAL STAFF Includes the Assistant Superintendent of Instruction, Instructional Supervisor (0.4) Coordinators (11.8) and Grants Writer (1).	1,428,769	1,368,732	1,412,048
SECRETARIAL AND CLERICAL - CENTRAL OFFICE Salaries of the secretaries in Instructional Support Services at Central Office (7).	281,597	316,773	321,863
TOTAL SALARIES AND WAGES	\$6,454,774	\$6,508,260	\$6,647,633

02 - INSTRUCTIONAL SUPPORT SERVICES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
---------------------	------------------	------------------	-------------------

CONTRACTED SERVICES

COPYING EQUIPMENT CONTRACTS Rental contract for copiers in school offices and copiers that serve the instructional support team at central office.	\$67,840	\$80,000	\$80,000
STUDENT DATABASE SOFTWARE CONTRACT Contract provides technical support and software maintenance for student database program and other programs used in school offices.	0	\$5,263	\$5,263
TOTAL CONTRACTED SERVICES	\$67,840	\$85,263	\$85,263

SUPPLIES & MATERIALS

SCHOOL OFFICE SUPPLIES & POSTAGE Cost of paper, pencils, record books, stationary, printing materials, postage, and other consumables used in School Offices and Central Office instructional support areas.	\$194,526	\$125,000	\$125,000
WeXL SCHOLASTIC RECOGNITION This program grants special recognition to students who demonstrate outstanding academic performance and attendance. Across the county civic groups contribute substantial sums to support this program.	12,537	12,537	12,537
TOTAL SUPPLIES AND MATERIALS	\$207,063	\$137,537	\$137,537

02 - INSTRUCTIONAL SUPPORT SERVICES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>OTHER CHARGES</u>			
TRAVEL/PROFESSIONAL MEETINGS	\$28,384	\$23,000	\$23,000
Provides funding to cover the costs of Instructional Staff travel to local and state meetings and in-service seminars.			
SUBSCRIPTIONS AND DUES	1,310	3,700	3,700
Dues for professional organizations and materials for instructional staff.			
COMMENCEMENT EXPENSES	18,933	17,800	17,800
Cost of diplomas for all 3 high schools. rental for graduation at the OC Convention Center and UMES. Pays other expenses related to graduations. The cost for these items continues to increase.			
LEADERSHIP TRAINING	125	16,700	16,700
Provides funding for costs associated with registrations and other fees for leadership to attend training. Also provides funding for in-county leadership training opportunities.			
TOTAL OTHER CHARGES	\$48,752	\$61,200	\$61,200
<u>EQUIPMENT</u>			
EQUIPMENT	\$11,996	\$5,000	\$5,000
These funds will be used to replace school or central office equipment that becomes unusable this year.			
TOTAL EQUIPMENT	\$11,996	\$5,000	\$5,000
TOTAL INSTRUCTIONAL SUPPORT SERVICES	\$6,790,425	\$6,797,260	\$6,936,633

03 - INSTRUCTIONAL SALARIES AND WAGES

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
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SUMMARY

Salaries and Wages	\$39,708,010	\$40,398,225	\$41,350,237
TOTAL INSTRUCTIONAL SALARIES	\$39,708,010	\$40,398,225	\$41,350,237

03 - INSTRUCTIONAL SALARIES AND WAGES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SALARIES & WAGES</u>			
TEACHERS - FULL TIME AND PART TIME	\$36,957,241	\$37,320,518	38,209,326
Includes the salaries for the following positions: Classroom Teachers (504.6), Counselors (23), Psychologists (4), Curriculum Resource Teachers (12.5), Media Specialists (12), ROTC Instructors (6), Extra Duty Pay, and Summer School.			
EDUCATIONAL ASSISTANTS	1,946,546	2,272,107	2,335,311
All Instructional Classroom, Media Center, Computer Lab Assistants (71.5), and Tech Coaches (12).			
TEACHER - SUBSTITUTES	616,694	550,000	550,000
Substitutes are employed to replace teachers who are absent from the classroom due to illness, personal leave, curriculum and staff development.			
IN-SERVICE PAY	187,529	255,600	255,600
Compensation for teachers who attend in-services during the summer and beyond the school day. The required number of workshops will continue to increase due to changes in State regulations related to Race To The Top and adoption of the Common Core Standards.			
TOTAL INSTRUCTIONAL SALARIES	\$39,708,010	\$40,398,225	\$41,350,237

04 - TEXTBOOKS AND INSTRUCTIONAL SUPPLIES AND MATERIALS

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
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SUMMARY

Supplies and Materials	\$2,194,584	\$1,951,238	\$2,151,238
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TOTAL TEXTBOOKS AND INSTRUCTIONAL MATERIALS	\$2,194,584	\$1,951,238	\$2,151,238
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04 - TEXTBOOKS AND INSTRUCTIONAL SUPPLIES AND MATERIALS

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SUPPLIES AND MATERIALS</u>			
TEXTBOOKS	\$357,148	\$396,086	\$396,086
Funds are used to replace outdated textbooks and to continue the phase-in of several new programs. Course changes are required by Race to the Top and the new Common Core Curriculum.			
LIBRARY BOOKS, MEDIA MATERIALS & SUPPLIES	59,400	94,500	89,500
Includes all purchases for library books, magazines, periodicals, DVD's, CD's and library supplies.			
MATERIALS OF INSTRUCTION - CLASSROOMS	1,106,328	780,243	780,243
These funds are utilized to purchase all general classroom supplies such as paper, and materials for art, science, music, guidance, phys. ed., etc.			
SOFTWARE			200,000
The requested funds will allow us to maintain the I-ready and Performance Matters systems, In prior years, these systems were funded by Race to the Top Grants.			
STUDENT TECHNOLOGY - DIGITAL CONVERSION	499,451	500,000	500,000
Budgetary savings from other categories were transferred into this category in FY14 to allow us to begin purchasing student devices related to our digital conversion initiative.			
MOI - WORCESTER TECHNICAL HIGH SCHOOL	85,786	114,217	114,217
These funds are necessary to purchase materials for use at the Technical High School.			
TESTING SUPPLIES	24,438	25,803	25,803
Funds are used for tests, manuals, answer sheets and other supplies used in testing programs.			
IN-SERVICE & TEACHER SUPPLIES	11,456	10,737	10,737
Materials used in teacher in-services to teach new teaching techniques. Due to new federal & state assessments, staff development programs must continue.			
SUPPLIES - STUDENT BODY ACTIVITIES	49,308	28,383	28,383
Funds for supplies needed to pay part of the costs of athletic programs, drama, and school newspapers.			
SUPPLIES - STUDENT BODY ACTIVITIES - WTHS SkillsUSA	1,269	1,269	6,269
Funds are used to support the WTHS student activities such as participation in SkillsUSA.			
TOTAL TEXTBOOKS AND INSTRUCTIONAL MATERIALS	\$2,194,584	\$1,951,238	\$2,151,238

05 - OTHER INSTRUCTIONAL COSTS

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SUMMARY</u>			
Contracted Services	\$431,712	\$538,497	\$538,497
Other Charges	430,736	292,025	292,025
Equipment	66,956	85,395	85,395
Tuition - Out Of County Placement	42,342	50,000	50,000
 TOTAL OTHER INSTRUCTIONAL COSTS	 \$971,746	 \$965,917	 \$965,917

05 - OTHER INSTRUCTIONAL COSTS

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>CONTRACTED SERVICES</u>			
CONSULTANTS	\$34,813	\$43,229	\$43,229
Funds are used to pay consultants to provide quality in-service programs and specialized services to at risk students.			
TEST SCORING	14,740	37,350	37,350
Funds are used to pay for scoring various student tests including the Gates-MacGinitie Reading Test(GMRT)			
PRINTING AND PUBLISHING	19,800	13,050	13,050
Funds are used to pay for the costs of printing curriculum materials, student handbooks, reports, manuals, report cards, teacher and student records. As state and federal regulations change, most materials are reprinted every year to assure compliance with the new regulations.			
MEDICAL FEES AND ATHLETIC SERVICES	54,011	49,868	49,868
Funds are used to pay for medical fees, officials fees, cleaning/reconditioning of uniforms and other services for Student Body Activities.			
COPYING EQUIPMENT CONTRACTS	308,348	395,000	395,000
This covers the cost of copier contracts associated with equipment used to support instructional programs.			
TOTAL CONTRACTED SERVICES	\$431,712	\$538,497	\$538,497

05 - OTHER INSTRUCTIONAL COSTS

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>OTHER CHARGES</u>			
TRAVEL & PROF. MEETINGS & CONFERENCES	\$55,585	\$29,400	\$29,400
Teacher travel between schools, registration fees and costs associated with attending state meetings, conferences, and instructional training seminars.			
INSURANCE - ATHLETICS	6,412	5,309	5,309
Funds are included to pay part of medical insurance for football players.			
CULTURAL ARTS AND ENRICHMENT ACTIVITIES	10,180	4,050	4,050
This request covers the cost of presenting shows, plays, and demonstrations in the schools performed by visiting artists or instructors.			
INTERNET SERVICES - CLASSROOMS	348,044	246,336	246,336
Internet access is a vital tool for students and teachers. As a result of rewiring the schools, teachers and students have the capability to connect to the internet. This account funds the telephone line charges and internet access fees. With the upgrade of the student data base and increasing number of computers, more capacity and higher speed connections are essential at all schools.			
BAND UNIFORM REPLACEMENT FUND	6,000	6,435	6,435
Funds are provided to each high school to match monies the school raises for additional or replacement uniforms.			
DUES, OTHER COSTS	4,515	495	495
Funds are included to pay for membership in the Bayside Conference for all high schools and miscellaneous contingency items related to other charges.			
TOTAL OTHER CHARGES	\$430,736	\$292,025	\$292,025

05 - OTHER INSTRUCTIONAL COSTS

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>EQUIPMENT</u>			
CLASSROOM INSTRUCTIONAL EQUIPMENT Funds are included to replace worn and/or obsolete equipment and purchase classroom equipment.	\$9,929	\$15,000	\$15,000
WTHS - INSTRUCTIONAL EQUIPMENT Funds are requested to purchase and replace equipment as industry standards change at WTHS.	0	5,000	5,000
COMPUTER EQUIPMENT Includes funds to replace existing worn-out and outdated computer equipment in several schools.	0	\$9,080	9,080
SCHOOL FURNITURE Funding for replacement of school furniture has been reduced by 57% since FY09.	19,872	34,200	34,200
BAND/MUSIC EQUIPMENT These funds will be distributed among all schools for the replacement of musical instruments and other music related items.	12,679	20,000	20,000
ATHLETIC/STUDENT ACTIVITIES-EQUIPMENT This funds athletic equipment, drama production equipment, and other items used in student body activities.	24,476	2,115	2,115
TOTAL EQUIPMENT	\$66,956	\$85,395	\$85,395
<u>TUITION - OUT OF COUNTY PLACEMENT</u>			
TUITION - OUT OF COUNTY PLACEMENT These funds are used for educational expenses when students attend medical facilities and/or when placed in foster care in other school systems. Supplemental funding and/or transfers may be required in FY17.	\$42,342	\$50,000	\$50,000
TOTAL TRANSFERS	\$42,342	\$50,000	\$50,000
TOTAL OTHER INSTRUCTIONAL COSTS	\$971,746	\$965,917	\$965,917

06 - SPECIAL EDUCATION

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SUMMARY</u>			
Salaries and Wages	\$8,515,722	\$8,542,271	\$8,758,810
Contracted Services	391,606	403,000	403,000
Supplies and Materials	169,184	185,000	185,000
Other Charges	38,698	40,011	40,011
Equipment	10,186	22,000	22,000
Transfers	118,016	128,000	128,000
TOTAL SPECIAL EDUCATION	\$9,243,412	\$9,320,282	\$9,536,821

06 - SPECIAL EDUCATION

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SALARIES & WAGES</u>			
SCHOOL BASED STAFF	\$7,847,566	\$8,010,505	\$8,224,473
<p>Salaries for staff assigned to special education in all schools and homebound teaching. Full time positions include: Principal (1), Teachers (77), Ed. Assts. (83.5), Speech Therapist (9.75), Physical Therapist (2), Learning Disabilities (1), and Secretary (1), Nurse (1) Sign Language Interpreter (3)</p>			
CENTRAL OFFICE STAFF	236,147	\$246,766	249,337
<p>Includes the salary of the Special Ed. Supervisor (1.2), Secretary, and Technology Support Person in Central Office.</p>			
TEACHER - SUBSTITUTE	149,408	\$120,000	120,000
<p>Includes the cost for substitutes for teachers on sick leave and/or attending professional development workshops.</p>			
SPECIAL EDUCATION SUMMER SERVICES	282,601	\$165,000	165,000
<p><u>Elementary Summer Services</u> Federal law requires provision of services such as Speech Therapy, etc. for students whose progress may be impaired if educational services are not continued throughout the summer.</p>			
TOTAL SALARIES AND WAGES	\$8,515,722	\$8,542,271	\$8,758,810
<u>CONTRACTED SERVICES</u>			
CONSULTANTS & CONTRACT THERAPISTS	\$388,403	\$400,000	\$400,000
<p>Due to the mandates of Federal and State law, it is required that the Board of Education provide psychiatric, medical, and clinical therapeutic services for certain handicapped children.</p> <p>Services For High Need Special Education Students: We provide a variety of medically related services for high need special education children. We have been reimbursed for the cost of these services through the medical assistance program. State and federal medical assistance reimbursements have been reduced. These funds will allow us to continue to offer these services.</p>			
COPIER CONTRACTS / PRINTING	3,203	\$3,000	3,000
<p>Includes funds to pay for the costs of specialized forms and copier contracts.</p>			
TOTAL CONTRACTED SERVICES	\$391,606	\$403,000	\$403,000

06 - SPECIAL EDUCATION

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SUPPLIES & MATERIALS</u>			
MATERIALS OF INSTRUCTION	\$123,106	\$155,000	\$155,000
Includes materials for all special education classrooms and Cedar Chapel.			
ASSISTIVE TECHNOLOGY	46,078	30,000	30,000
As a part of technology plan, special education students should have access to many types of devices that will enhance their education and accommodate their unique needs. These funds will be spent at Cedar Chapel to upgrade and replace some of their equipment, and at other schools to accommodate inclusion of special education students.			
TOTAL SUPPLIES AND MATERIALS	\$169,184	\$185,000	\$185,000
<u>OTHER CHARGES</u>			
TRAVEL/PROFESSIONAL MEETINGS/CONFERENCES	\$38,698	\$40,011	\$40,011
Includes travel from school to school, state meetings and conferences, home and hospital teachers, child find coordinator, physical therapist and speech therapist, and other staff members. The itinerant personnel provide direct services to handicapped children on a daily basis.			
TOTAL OTHER CHARGES	\$38,698	\$40,011	\$40,011
<u>EQUIPMENT</u>			
SPECIAL EDUCATION EQUIPMENT	\$10,186	\$22,000	\$22,000
These funds would be utilized to purchase and replace adaptive equipment for blind, deaf, and physically handicapped students to be used in the classroom. Items to be purchased include sensory equipment for CCSS.			
TOTAL EQUIPMENT	\$10,186	\$22,000	\$22,000

06 - SPECIAL EDUCATION

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>TRANSFERS</u>			
TUITION - HANDICAPPED	\$118,016	\$128,000	\$128,000
<p>Currently, students have been placed by social and/or juvenile services and/or the courts in out of county living arrangements. We are responsible for paying for the educational services.</p> <p>Non-Public Placements Due to the actions of other agencies and the needs of students, more non-public placements have occurred. Our school system is responsible for a large share of these costs.</p> <p>Please note: IT MAY BE NECESSARY TO REQUEST ADDITIONAL FUNDS AND/OR TRANSFER FROM OTHER CATEGORIES DEPENDING UPON THE NUMBER OF STUDENTS WHO BECOME ELIGIBLE FOR THIS TYPE OF PLACEMENT.</p>			
TOTAL TRANSFERS	\$118,016	\$128,000	\$128,000
TOTAL SPECIAL EDUCATION	\$9,243,412	\$9,320,282	\$9,536,821

07 - STUDENT PERSONNEL SERVICES

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
<u>SUMMARY</u>			
Salaries and Wages	\$317,649	\$329,370	\$333,131
Contracted Services	1,052	750	750
Supplies and Materials	3,494	1,890	1,890
Other Charges	2,662	283	283
TOTAL STUDENT PERSONNEL SERVICES	\$324,857	\$332,293	\$336,054

07 - STUDENT PERSONNEL SERVICES

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
<u>SALARIES & WAGES</u>			
CENTRAL OFFICE STAFF	\$269,411	\$280,501	\$283,310
Includes the salary of the Supervisor (0.2) Pupil Personnel Worker (3) and Secretary (0.4).			
SCHOOL BASED PERSONNEL	48,238	48,869	49,821
The Family & School Connections program is available to Pocomoke students (1).			
TOTAL SALARIES AND WAGES	<u>\$317,649</u>	<u>\$329,370</u>	<u>\$333,131</u>
<u>CONTRACTED SERVICES</u>			
COPIER CONTRACTS	\$1,052	\$750	\$750
Funds are used to pay for the copier costs allocated to Student Services office.			
TOTAL CONTRACTED SERVICES	<u>\$1,052</u>	<u>\$750</u>	<u>\$750</u>
<u>SUPPLIES & MATERIALS</u>			
PUPIL SERVICES SUPPLIES	\$3,494	\$1,890	\$1,890
Includes office supplies, kindergarten registration notices, and permanent record cards.			
TOTAL SUPPLIES AND MATERIALS	<u>\$3,494</u>	<u>\$1,890</u>	<u>\$1,890</u>
<u>OTHER CHARGES</u>			
TRAVEL/PROFESSIONAL MEETINGS	\$2,662	\$283	\$283
Includes the cost of travel for pupil services personnel to visit schools and attend conferences and meetings.			
TOTAL OTHER CHARGES	<u>\$2,662</u>	<u>\$283</u>	<u>\$283</u>
TOTAL STUDENT PERSONNEL SERVICES	<u>\$324,857</u>	<u>\$332,293</u>	<u>\$336,054</u>

08 - STUDENT HEALTH SERVICES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SUMMARY</u>			
Salaries and Wages	\$812,740	\$839,980	\$854,142
Contracted Services	490	252	252
Supplies and Materials	18,741	8,118	8,118
Other Charges	630	750	750
Equipment	0	1,000	1,000
TOTAL HEALTH SERVICES	\$832,601	\$850,100	\$864,262

08 - STUDENT HEALTH SERVICES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SALARIES & WAGES</u>			
SCHOOL NURSES Salaries for school nurses and summer school services (15.1).	\$808,346	\$811,158	\$824,655
CENTRAL OFFICE STAFF Salaries for the Central Office Coordinator (0.2) and Secretary (0.1) involved in the health services program.	4,394	28,822	29,487
TOTAL SALARIES AND WAGES	\$812,740	\$839,980	\$854,142
<u>CONTRACTED SERVICES</u>			
PRINTING AND PUBLISHING Funds are requested for producing health forms, emergency information cards, and medical records.	\$490	\$252	\$252
TOTAL CONTRACTED HEALTH SERVICES	\$490	\$252	\$252
<u>SUPPLIES & MATERIALS</u>			
MATERIALS OF INSTRUCTION Includes purchased materials related to drug and alcohol education and human development.	\$0	\$965	\$965
HEALTH SUPPLIES Includes purchases of first aid supplies and other items used in the health rooms.	18,741	7,153	7,153
TOTAL HEALTH SUPPLIES AND MATERIALS	\$18,741	\$8,118	\$8,118
<u>OTHER CHARGES</u>			
IN-SERVICE & TRAVEL - STAFF Includes cost of health services staff travel to meetings and in-service activities.	\$630	\$750	\$750
TOTAL OTHER CHARGES	\$630	\$750	\$750
<u>EQUIPMENT</u>			
EQUIPMENT This request will replace health room equipment.	\$0	\$1,000	\$1,000
TOTAL EQUIPMENT	\$0	\$1,000	\$1,000
TOTAL HEALTH SERVICES	\$832,601	\$850,100	\$864,262

09 - STUDENT TRANSPORTATION SERVICES

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
<u>SUMMARY</u>			
Salaries and Wages	\$263,596	\$294,737	\$302,008
Contracted Services	5,632,878	5,674,487	5,770,683
Supplies and Materials	6,239	9,636	9,636
Other Charges	95,300	93,084	93,084
TOTAL STUDENT TRANSPORTATION	\$5,998,013	\$6,071,944	\$6,175,411

09 - STUDENT TRANSPORTATION SERVICES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SALARIES & WAGES</u>			
CENTRAL OFFICE STAFF	\$156,996	\$157,395	\$160,855
This account includes the salaries of the Supervisor (0.5), Office Manager (1), and and Driver-Trainer (1).			
BUS ASSISTANTS	106,600	137,342	141,153
This request includes the salaries of assistants assigned to Special Education buses (6.5).			
TOTAL SALARIES AND WAGES	\$263,596	\$294,737	\$302,008

<u>CONTRACTED SERVICES</u>			
AUDITING/LEGAL FEES	\$1,000	\$475	\$475
Funds pay the cost of the annual audit that is specifically related to the State transportation grant.			
DATA PROCESSING	750	1,379	1,379
This account partially pays for the cost of printing contractors' checks and other data processing.			
COPIER CONTRACTS \ PRINTING	475	115	115
This account pays to print transportation rules, regulations, handbooks, and reports.			
MEDICAL FEES	4,315	3,604	3,604
Under Federal and State regulations physical examinations for regular and substitute drivers, bus contractors, and federal drug testing for all bus drivers are required.			
BUS CONTRACTS	5,351,157	5,320,527	5,416,723
This account pays for the operating costs of 69 buses for 180 days and 10 spare buses. Our bus contractors receive a fuel supplement when diesel fuel prices exceed a base amount. Supplementary funding or transfers may be necessary in FY17.			
	FY17 New Buses	\$56,064	
	FY17 Rate Increase	\$40,132	
BUS INSPECTION	3,317	3,867	3,867
This account pays for three inspections required by the State for all buses.			

09 - STUDENT TRANSPORTATION SERVICES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
FIELD TRIPS	255,014	320,386	320,386
This account pays part of the cost of educational and student activity field trips based on contractor rates.			
Grades PK - 3	\$17,000		
Grades 4 - 12	\$71,707		
Other Sports	\$77,382		
Band Transportation	\$27,403		
Career Tech Center	\$5,596		
Cedar Chapel Special School	\$2,372		
Football Transportation	\$11,194		
Student Field Trips (WeXL)	\$16,046		
ROTC Competitions	\$26,325		
After School Programs	\$65,361		
	\$320,386		
REPAIRS	2,463	1,159	1,159
This account pays for contract repairs to equipment and the vehicles assigned to transportation.			
INDIVIDUAL HANDICAPPED TRANSPORTATION	300	475	475
This account pays for private transportation of students unable to ride a bus.			
BUS SAFETY	14,087	22,500	22,500
The requested funds will allow us to continue maintenance agreements and repairs on the cameras and DVR's on our buses.			
TOTAL CONTRACTED SERVICES	\$5,632,878	\$5,674,487	\$5,770,683

09 - STUDENT TRANSPORTATION SERVICES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SUPPLIES & MATERIALS</u>			
OFFICE SUPPLIES	\$3,691	\$2,301	\$2,301
Funds are included to pay for postage and other office supplies.			
VEHICLE LUBE, TIRES AND REPAIRS	0	72	72
This account pays for supplies for maintenance of transportation vehicles.			
MATERIALS OF INSTRUCTION	2,548	7,263	7,263
This account pays for the cost of materials to instruct kindergarten through third grade students on bus safety.			
TOTAL SUPPLIES AND MATERIALS	\$6,239	\$9,636	\$9,636
<u>OTHER CHARGES</u>			
SUBSCRIPTIONS AND DUES	\$450	\$373	\$373
This account pays for the cost of dues, etc. to State and National organizations such as the National Safety Council.			
TRAVEL & PROFESSIONAL MEETINGS AND CONFERENCES	3,027	211	211
This account pays for the cost of attendance and registration at required meetings.			
INSURANCE - BUSES	83,480	\$4,000	\$4,000
This account pays for insurance related to buses.			
SAFETY/TRAINING/COMMUNICATIONS	6,675	8,500	8,500
This account pays for the costs of required training for drivers, substitutes, and driver applicants.			
EQUIPMENT	1,668	0	0
TOTAL OTHER CHARGES	\$95,300	\$93,084	\$93,084
TOTAL STUDENT TRANSPORTATION	\$5,998,013	\$6,071,944	\$6,175,411

10 - OPERATION OF PLANT

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SUMMARY</u>			
Salaries and Wages	\$2,931,671	\$3,050,748	\$3,135,849
Contracted Services	496,241	322,270	322,270
Supplies and Materials	453,360	301,120	301,120
Other Charges	3,554,518	4,145,056	4,145,056
Equipment	59,244	42,300	42,300
TOTAL OPERATION OF PLANT	\$7,495,034	\$7,861,494	\$7,946,595

10 - OPERATION OF PLANT

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SALARIES & WAGES</u>			
CENTRAL OFFICE STAFF	\$24,027	\$24,264	\$25,115
Includes part of the salary for the Supervisor (0.1) Crew Leader (.5) and Secretary (0.3) assigned to Operations.			
CUSTODIANS	2,515,584	2,651,994	2,723,561
Includes the salaries of custodians (73), crew leader (1), part-time students, and substitutes.			
CENTRALIZED SUPPORT STAFF	392,060	374,490	387,173
Includes the salaries of the Computer Repair Technicians (6), Groundskeeper, and Warehouse worker.			
TOTAL SALARIES AND WAGES	\$2,931,671	\$3,050,748	\$3,135,849

10 - OPERATION OF PLANT

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>CONTRACTED SERVICES</u>			
REFUSE REMOVAL/SEPTIC SERVICE Includes the cost of trash collection at all school system locations and the cost for periodic septic tank pumping.	\$82,677	\$85,000	\$85,000
ENVIRONMENTAL SERVICES/PEST CONTROL Includes funding for the integrated pest management program, performing air quality tests, water analysis (lead), radon, and other EPA required items. Schools are required to have all water tested by certified labs.	62,782	43,000	43,000
UPKEEP OF GROUNDS This account provides a grant to each high school for the costs of all athletic field maintenance and for contract grass cutting.	13,620	18,270	18,270
REPAIRS - COMPUTERS Includes the cost of repairs for all micro-computers and printers within the school system. Maintenance costs continue to increase for aging computers and printers. Full expenditure of these funds is projected for this year.	109,852	20,000	20,000
REPAIRS - MOVEABLE EQUIPMENT Includes the costs of repairs for all instructional and support services equipment other than computers.	30,937	36,000	36,000
CLEANING SERVICES & EQUIPMENT RENTAL Includes the cost of service materials and equipment rental used in cleaning the schools and other equipment required in the operation of the school plant.	86,040	25,000	25,000
CLOCK, BELL & ALARM SYSTEMS, OTHER CONTRACTS Includes costs for the repair and service contracts for master clocks, fire alarms, monitoring, television distribution, and energy management control systems.	110,333	95,000	95,000
TOTAL CONTRACTED SERVICES	\$496,241	\$322,270	\$322,270

10 - OPERATION OF PLANT

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SUPPLIES & MATERIALS</u>			
REPAIRS - COMPUTERS	\$84,833	\$30,000	\$30,000
Includes the cost of supplies used by Board employees to repair computers. Bulk purchasing of replacement components is utilized to limit supply costs, but as the number of aging computers still in use grows, so do repair costs.			
REPAIRS - EQUIPMENT	59,377	7,200	7,200
Includes the cost of supplies used by Board employees to repair equipment.			
CUSTODIAL SUPPLIES	184,051	128,000	128,000
Includes the cost of cleaning supplies and paper products used in the schools.			
FUEL - ALL VEHICLES	90,782	105,920	105,920
Includes the cost of the fuel supply at the Central Office for county-owned vehicles (maintenance trucks, cars, and food service van).			
UPKEEP OF GROUNDS	34,317	30,000	30,000
Includes the cost to purchase items such as hand tools, mulch, and gravel to maintain the grounds around school buildings.			
TOTAL SUPPLIES AND MATERIALS	\$453,360	\$301,120	\$301,120

10 - OPERATION OF PLANT

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>OTHER CHARGES</u>			
PROFESSIONAL MEETINGS	\$9,787	\$2,500	\$2,500
Includes expenses related to staff training for custodians and costs to attend meetings concerning topics such as energy management, asbestos, indoor air quality, and environmental testing regulations.			
COMMUNICATIONS - TELEPHONE	98,209	137,000	137,000
Include the monthly charges for school and office telecommunication systems. The amount requested would fund these charges at estimated current year costs.			
UTILITIES - LIGHTS - HEAT & AIR CONDITIONING (ELECTRICITY, GAS, AND OIL)	3,010,744	3,434,556	3,434,556
Utility costs are anticipated to increase. Supplementary funding or transfers from other categories may be necessary. Current year costs are projected to be \$3,480,000.			
WATER AND SEWAGE	127,304	110,000	110,000
Includes municipal fees for water and sewage.			
INSURANCE - PROPERTY / VEHICLES	146,333	130,000	130,000
Includes property and vehicle liability insurance.			
RAILROAD EASEMENT - WTHS	6,004	6,000	6,000
DATA INFRASTRUCTURE	156,137	325,000	325,000
In FY 15, the Board of Education began a 1:1 initiative. This funding will allow us to install and update the infrastructure necessary to support the additional devices.			
TOTAL OTHER CHARGES	\$3,554,518	\$4,145,056	\$4,145,056

10 - OPERATION OF PLANT

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
<u>EQUIPMENT</u>			
OPERATION OF PLANT EQUIPMENT Includes equipment used by custodial staff such as vacuums, mowers, and other equipment used to clean and maintain schools and grounds.	\$59,244	\$42,300	\$42,300
TOTAL EQUIPMENT	\$59,244	\$42,300	\$42,300
TOTAL OPERATION OF PLANT	\$7,495,034	\$7,861,494	\$7,946,595

11 - MAINTENANCE OF PLANT

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
<u>SUMMARY</u>			
Salaries and Wages	\$566,020	\$683,851	\$695,196
Contracted Services	170,600	93,738	93,738
Supplies and Materials	290,012	229,360	229,360
Other Charges	270	650	650
Equipment	8,112	37,745	37,745
TOTAL MAINTENANCE OF PLANT	\$1,035,014	\$1,045,344	\$1,056,689

11 - MAINTENANCE OF PLANT

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
<u>SALARIES & WAGES</u>			
CENTRAL OFFICE STAFF Includes part of the salary of the Supervisor (0.4) and Secretary (0.3).	\$12,883	\$58,029	\$58,902
MAINTENANCE WORKERS Includes the salaries of the crew leader, HVAC worker, HVAC technicians, electrician, plumber, painter, and carpenters (10.5).	553,137	625,822	636,294
TOTAL SALARIES AND WAGES	<u>\$566,020</u>	<u>\$683,851</u>	<u>\$695,196</u>

11 - MAINTENANCE OF PLANT

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>CONTRACTED SERVICES</u>			
COPIER CONTRACTS / PRINTING	\$0	\$238	\$238
Includes the cost of producing maintenance forms and reports.			
REPAIRS - BUILDINGS	137,363	68,000	68,000
Includes repairs which require the assistance and support of outside contractors including roof repairs, service contracts, electrical, HVAC, flooring, carpentry, painting, and maintenance services. Many HVAC units are older and are beginning to require additional maintenance.			
REPAIRS - VEHICLES	30,577	16,500	16,500
Includes repairs to all school system vehicles, except those assigned to transportation. As the average age of the vehicles increases, so do the costs to maintain those vehicles.			
RENTAL - EQUIPMENT/UNIFORMS	2,422	4,000	4,000
Includes cost of rental equipment, etc. used in maintenance such as compressors, blasters, backhoes, cranes, and uniforms.			
ENERGY MANAGEMENT	238	5,000	5,000
The costs of energy continue to increase. These funds would allow us to continue to implement procedures that would result in increased energy efficiency.			
TOTAL CONTRACTED SERVICES	\$170,600	\$93,738	\$93,738

11 - MAINTENANCE OF PLANT

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
<u>SUPPLIES & MATERIALS</u>			
OFFICE SUPPLIES	\$1,090	\$660	\$660
Includes supplies, postage, and other consumables used in operating the maintenance office.			
SUPPLIES - VEHICLE REPAIRS	8,078	2,700	2,700
Includes supplies to repair all school system vehicles, except those assigned to transportation. Costs are increasing as vehicles age.			
REPAIRS - BUILDINGS	280,844	226,000	226,000
Includes supplies used for welding, flooring, roofing, painting, plumbing, electrical, heating, ventilating, air conditioning, and carpentry. The cost of these supplies continues to increase.			
TOTAL SUPPLIES AND MATERIALS	<u>\$290,012</u>	<u>\$229,360</u>	<u>\$229,360</u>
<u>OTHER CHARGES</u>			
TRAVEL/PROFESSIONAL MEETINGS & CONF.	\$270	\$650	\$650
Includes the cost of travel expenses to local and state meetings. As we put new systems in place, we must provide training to staff.			
TOTAL OTHER CHARGES	<u>\$270</u>	<u>\$650</u>	<u>\$650</u>
<u>EQUIPMENT</u>			
MAINTENANCE EQUIPMENT	\$8,112	\$37,745	\$37,745
Includes the cost of equipment used by maintenance workers to repair and maintain school system buildings.			
TOTAL EQUIPMENT	<u>\$8,112</u>	<u>\$37,745</u>	<u>\$37,745</u>
TOTAL MAINTENANCE OF PLANT	<u>\$1,035,014</u>	<u>\$1,045,344</u>	<u>\$1,056,689</u>

12 - FIXED CHARGES

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
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SUMMARY

Other Charges	\$19,866,599	\$20,993,296	\$22,621,360
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TOTAL FIXED CHARGES	\$19,866,599	\$20,993,296	\$22,621,360
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12 - FIXED CHARGES

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>OTHER CHARGES</u>			
TUITION & RECERTIFICATION EXPENSES	\$414,782	\$343,300	\$343,300
Reimbursement to employees for graduate courses at colleges and universities per the terms of the Negotiated Agreement and to meet State certification requirements.			
CRIMINAL BACKGROUND CHECKS	4,647	6,149	6,149
As required by State law, all new employees must be finger printed and have a criminal background check completed.			
INSURANCE - BLANKET	39,015	59,904	59,904
Includes the cost of general liability insurance as well as legal, cosmetology, and nurses' liability, and fidelity bonds.			
INSURANCE - WORKER'S COMPENSATION	287,430	257,139	257,139
This account funds the cost of worker's compensation insurance required by law for school system employees.			
INSURANCE - LIFE	108,792	109,794	109,794
Life insurance for employees per negotiated agreement.			
RETIREMENT COSTS - LOCAL SHARE	234,824	202,529	202,529
Includes the State guidelines for certain positions such as adult education teachers and bus assistants which are not eligible for State funding for the employer's share of pension costs. This includes an increase for the new pension system administrative fee.			
SOCIAL SECURITY	4,574,475	4,462,412	4,573,235
Includes the costs of the employer's share of social security and Medicare tax for all locally funded school system employees. <i>Increased by an amount which correlates to the negotiated salary package.</i>			
FY 17 Salary Proposed Increase \$110,823			
MEDICAL INSURANCE	12,534,119	13,584,081	14,942,489
Current health plan based upon current enrollment. FY 17 Estimated Increase \$1,358,408 (Based on estimated 10% rate increase, rates will not be finalized until May, 2016)			
UNEMPLOYMENT INSURANCE	20,612	15,500	15,500
Cost of unemployment insurance including hearings, appeals, and administration of claims.			
LOCAL SHARE OF TEACHER PENSION	1,647,903	1,952,488	2,111,321
Effective in FY12, the state of Maryland decided to pass a portion of the cost of the teacher pensions back to local school systems. Prior to FY 12, teacher pensions had been funded completely by the state. FY 17 Estimated Increase \$158,833			
TOTAL FIXED CHARGES	\$19,866,599	\$20,993,296	\$22,621,360

15 - CAPITAL PLANNING

<u>ACCOUNT DESCRIPTION</u>	<u>EXPENDED FY15</u>	<u>APPROVED FY16</u>	<u>REQUESTED FY17</u>
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SUMMARY

Salaries and Wages	\$110,043	\$109,605	\$112,598
Contracted Services	500	450	450
Supplies and Materials	84	1,552	1,552
Other Charges	0	306	306
TOTAL CAPITAL PLANNING	\$110,627	\$111,913	\$114,906

15 - CAPITAL PLANNING

ACCOUNT DESCRIPTION	EXPENDED FY15	APPROVED FY16	REQUESTED FY17
<u>SALARIES & WAGES</u>			
CENTRAL OFFICE STAFF	\$110,043	\$109,605	\$112,598
Includes the salary of the Facility Planner (1) and Secretary (0.4).			
TOTAL SALARIES AND WAGES	<u>\$110,043</u>	<u>\$109,605</u>	<u>\$112,598</u>
<u>CONTRACTED SERVICES</u>			
COPIER CONTRACTS/PRINTING	\$500	\$450	\$450
Includes the cost of reproducing plans, forms, and reports. Also covers the costs of advertising for small construction projects.			
TOTAL CONTRACTED SERVICES	<u>\$500</u>	<u>\$450</u>	<u>\$450</u>
<u>SUPPLIES & MATERIALS</u>			
OFFICE SUPPLIES	\$84	\$1,552	\$1,552
Includes office supply purchases and other supplies used in planning building projects.			
TOTAL SUPPLIES AND MATERIALS	<u>\$84</u>	<u>\$1,552</u>	<u>\$1,552</u>
<u>OTHER CHARGES</u>			
TRAVEL/PROF. MEETINGS AND CONFERENCES	\$0	\$306	\$306
Includes the costs to attend local and state meetings.			
TOTAL OTHER CHARGES	<u>\$0</u>	<u>\$306</u>	<u>\$306</u>
TOTAL CAPITAL PLANNING	<u>\$110,627</u>	<u>\$111,913</u>	<u>\$114,906</u>

**TECHNOLOGY
FY 2017**

**PROPOSED
FY 17**

Student Data & Software Systems

\$200,000

Funding will support the costs of software maintenance, license agreements, and technical support for existing software.

TOTAL:

\$200,000

CAPITAL IMPROVEMENTS

FY 2017

**PROPOSED
FY 17**

Capital Projects - Safety Concerns - Various Schools **\$100,000**

The requested funds will be used to address capital projects related to safety concerns.

Carpet & Tile Replacement - Various Schools **0**

Repair Walkways, Curbing, & Parking Lots **0**

Maintenance of Playgrounds **0**

Repair/Remodel Main Hallway Bathrooms **0**

Resurface Tennis Courts **0**

TOTAL: **\$100,000**

**SCHOOL CONSTRUCTION PROJECTS
FY 2017**

**PROPOSED
FY 17**

0

TOTAL:

0

**SUPPLEMENTARY REQUESTS
FY 2017**

	Approved FY 16	Requested FY 17
MEDICAL INSURANCE		
<p>This covers the costs of the County's contribution to medical and prescription drug insurance for eligible retirees.</p>		
Retiree Medical Insurance	See Note *	See Note *

RETIREMENT CONTRIBUTION - EMPLOYER

FUNDING OF EMPLOYER PORTION FOR FY 17

This includes the cost of the employer's contribution to the State Retirement System for employees who are members of the Employees' Retirement or Pension System.

Employee Retirement Expenses	\$452,674	\$452,674
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COUNTY SHARE OF TEACHER PENSION

FUNDING OF COUNTY SHARE OF TEACHER PENSION FOR FY 17

This includes the cost of the County's share of teacher pension costs as approved during the 2012 State Legislative session.

Employee Retirement Expenses	\$1,952,488	See Note **
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** Retiree Medical Insurance now funded through OPEB Trust.*

*** Effective for FY 17, the local share of teacher pension is included in the budget category of fixed charges.*

WORCESTER COUNTY PUBLIC SCHOOLS

FOOD SERVICE BUDGET

PROPOSED FY 17

REVENUES

STUDENT PAYMENTS	\$435,000
ALA CARTE SALES	190,000
SENIOR CITIZEN MEALS	11,000
FEDERAL FUNDS	1,588,800
FEDERAL/STATE-SUMMER SCHOOL	59,000
STATE FUNDS	34,000
AT RISK SUPPER PROGRAM	89,000
INTEREST INCOME	400
REBATE INCOME	13,600
CATERING INCOME	6,500
USDA COMM USED	147,000
LOCAL REIMB FOR SNACKS	2,600
USDE REIMB FOR MMFA	82,500
TOTAL REVENUES	<u>\$2,659,400</u>

EXPENDITURES

SALARIES AND WAGES	\$958,400
CONTRACTED SERVICES:	
EQUIPMENT REPAIR	1,700
OTHER	1,000
FOOD	1,090,000
FOOD RELATED	53,000
NON-FOOD RELATED	7,300
OTHER SUPPLIES	42,500
USDA COMMODITIES USED	147,000
OTHER CHARGES	
TRAVEL	300
USDA COMMODITIES (PROCESSING)	33,200
USDA COMMODITIES (HAND/STOR)	7,400
FRINGE BENEFITS	
WORKERS COMP	21,500
LIFE INSURANCE	1,400
SOCIAL SECURITY	73,300
HEALTH INSURANCE	215,200
MISC. OTHER CHARGES	1,200
EQUIPMENT	5,000
TOTAL EXPENDITURES	<u>\$2,659,400</u>
OPERATING PROFIT (LOSS)	<u><u>\$0.00</u></u>

RESTRICTED PROGRAMS - STATE AND FEDERAL

Restricted funds listed below can only be spent as authorized by the administering agency (State and Federal government). The level of funding indicated for each program is an estimate. Projects may be discontinued or reduced in scope depending upon funds allocated by the funding source.

TOTAL ANTICIPATED RESTRICTED FUNDING	\$12,802,419	
	ACTUAL FY 16	ESTIMATED FY 17
<u>FEDERAL FUNDS</u>		
Title I Educationally Disadvantaged	\$1,659,000	\$1,630,000
Title III Language Acquisition	20,000	18,000
Special Education	2,100,000	2,100,000
Workforce Investment Program-In School Youth	30,000	0
Workforce Investment Program Out of School Youth	10,000	0
21st Century High School Academies	341,000	290,000
21st Century ExCEL Grant	257,000	193,000
JR ROTC Program	90,000	90,000
21st Century CARE Academies	398,000	398,000
Class Size Reduction	592,000	562,000
Other Federal Grants - Adult Education, Career & Technology Education	125,000	122,000
<u>STATE FUNDS</u>		
Judy Hoyer Early Childcare And Education	322,000	322,000
Adult Education	143,000	140,000
Teachers Retirement & Pension	6,863,885	6,937,419
TOTAL RESTRICTED REVENUE	\$12,950,885	\$12,802,419

WORCESTER COUNTY PUBLIC SCHOOLS

PRELIMINARY 2016-17 ENROLLMENT PROJECTIONS *

GRADE	Showell	Ocean City	Buckingham	Snow Hill Elementary	Pocomoke Elementary	Cedar Chapel	Berlin Intermediate	Stephen Decatur Middle	Snow Hill Middle	Pocomoke Middle	Stephen Decatur High	Snow Hill High	Pocomoke High	Total by Grade
PRE-K	83	76	68	64	71									362
K	114	108	80	74	77									453
1	125	101	86	82	77									471
2	106	117	85	81	86									475
3	124	120	95	82	82									503
4		127	83				129		72	76				487
5							299		76	68				443
6							326		76	95				497
7								324	72	79				475
8								322	78	89				489
9											312	63	88	463
10											380	84	83	547
11											301	85	82	468
12											359	76	80	515
Sp Ed						55								55
TOTAL	552	649	497	383	393	55	754	646	374	407	1,352	308	333	6,703

* Preliminary enrollment projections subject to review and revision pending receipt of Maryland Department of Planning birth/grade succession rates.

Total Elementary	3,194
Total Middle	1,461
Total High	1,993
Total Special School	<u>55</u>
Grand Total	6,703

**WORCESTER COUNTY PUBLIC SCHOOLS
PRELIMINARY PROJECTED ENROLLMENT 2015 - 2025 ***

SCHOOL	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Buckingham Elementary	497	497	491	484	475	467	464	470	471	478	484
Ocean City Elementary	638	649	630	631	619	621	617	627	629	638	647
Pocomoke Elementary	389	393	385	386	381	377	379	380	385	394	398
Showell Elementary	548	552	537	554	540	533	531	540	547	557	561
Snow Hill Elementary	386	383	372	373	361	358	361	363	368	376	379
Cedar Chapel Special School	55	55	55	55	55	55	55	55	55	55	55
Berlin Intermediate	749	754	782	816	820	800	800	781	773	774	764
Pocomoke Middle	416	407	403	414	403	419	422	424	416	411	408
Snow Hill Middle	360	374	383	398	412	420	425	423	416	405	403
Stephen Decatur Middle	615	646	656	647	674	725	710	695	703	683	675
Pocomoke High	333	333	343	341	355	338	327	333	327	342	350
Snow Hill High School	328	308	314	306	302	318	315	329	340	354	359
Stephen Decatur High	1346	1352	1338	1385	1360	1382	1419	1461	1473	1509	1502
TOTAL	6660	6703	6689	6790	6757	6813	6825	6881	6903	6976	6985

* Preliminary enrollment projections subject to review and revision pending receipt of Maryland Department of Planning birth/grade succession rates.

Worcester County Public Schools

Summary of Free & Reduced Meal Eligible Students

2015-2016

School	Students		% FARM
	Free & Reduced Meal Eligible	Total	
<u>Elementary</u>			
Showell	190	548	34.7%
Ocean City	227	638	35.6%
Buckingham	260	497	52.3%
Snow Hill	205	386	53.1%
Pocomoke	279	389	71.7%
<u>Intermediate & Middle</u>			
Berlin	275	749	36.7%
Snow Hill	179	360	49.7%
Pocomoke	265	416	63.7%
Stephen Decatur	240	615	39.0%
<u>High</u>			
Stephen Decatur	389	1,346	28.9%
Snow Hill	141	328	43.0%
Pocomoke	190	333	57.1%
Cedar Chapel Special School	40	55	72.7%
Total Worcester	2,880	6,660	43.2%
Total State	397,635	879,601	45.2%

Worcester County Public Schools

Summary of Disabilities

2015 – 2016

Type of Disability	Worcester		Statewide	
	Number of Students	%	Number of Students	%
Specific Learning Disability	285	33.69%	30,621	29.40%
Speech/Language	164	19.39%	17,476	16.78%
Intellectual Disability	36	4.25%	5,338	5.13%
Other Health Impairment	196	23.17%	17,434	16.74%
Multiple Disabilities	20	2.36%	4,742	4.55%
Autism	78	9.22%	10,472	10.06%
Emotional Disability	21	2.48%	6,451	6.19%
Deaf/Hearing Impairment	7	0.83%	995	0.96%
Traumatic Brain Injury	2	0.24%	243	0.23%
Orthopedic Impairments	0	0%	253	0.24%
Visual Impairment	5	0.59%	328	0.31%
Developmental Delay	32	3.78%	9,767	9.38%
Deaf/Blindness	0	0%	16	0.02%
Total Population With Disabilities	846	100.00%	104,136	100.00%

Total Student Population

6,660

879,601

Worcester % Students with Disabilities

12.70%

11.91%

Worcester County Public Schools

Summary of Enrollment by Race

2015-2016

Race	Worcester		Statewide	
	Number of Students	%	Number of Students	%
African American	1,300	19.5%	302,417	35.0%
American Indian/ Alaskan Native	16	0.2%	2,517	0.3%
Asian	131	2.0%	55,406	6.3%
Hispanic	446	6.7%	135,999	15.5%
Pacific Islander/Native Hawaiian	2	0.0%	1,238	0.1%
Two or more races	384	5.4%	38,171	4.3%
White	4,381	66.1%	343,853	38.5%
Total Population	6,660	100.0%	879,601	100.0%

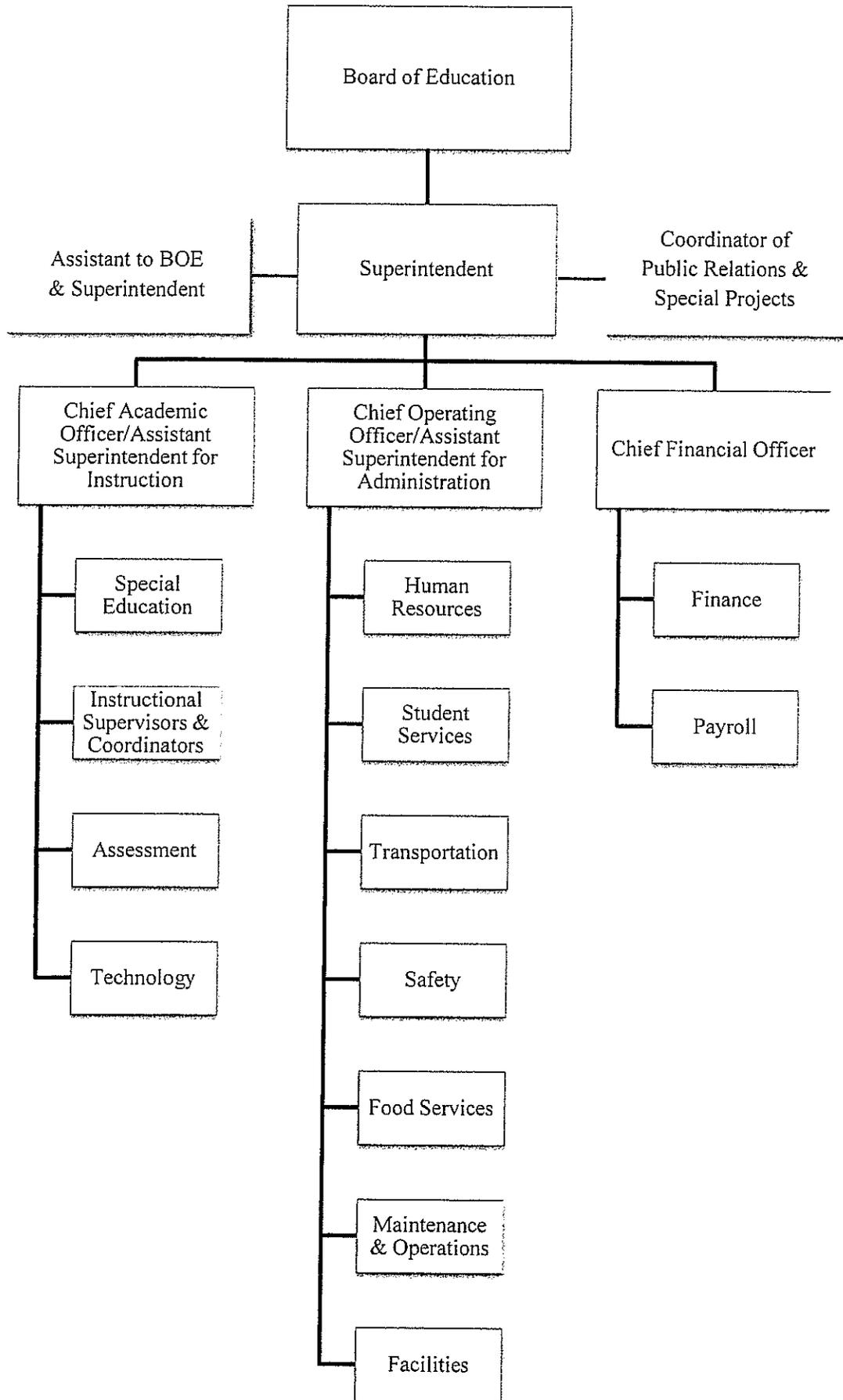
Limited English Proficient Students 135 2.0% 63,404 7.2%

Board of Education of Worcester County

Listing of Audits and Reviews

Audit or Review	Performed By:	Frequency	Submitted to:
Annual Financial Audit	TGM Group, LLC	Annually	Board of Education County , MSDE, General Assembly
A-133 Audit of Federal Programs	TGM Group, LLC	Annually	Board of Education Federal Government, MSDE
Audit of School Accounts	TGM Group, LLC	Annually	Board of Education
Audit of State Aid Programs	State Dept. of Education	Bi-Annual	State Supt. Of Schools
Grants - Annual Financial Reports	Staff Accountant - Restricted Programs	Annually	State Dept of Education
Grants - Budget Amendments	Staff Accountant - Restricted Programs	As Needed	State Dept of Education
IAC - Construction Funding	IAC Auditors	3 years	Interagency Committee on School Construction
Title One On-Site Review	State Dept. of Education	Annually	State Supt. Of Schools
Title One Comparability (Staffing)	Internal	Annually	State Dept of Education
Adult Education Monitoring	State Dept. of Education	Variable	State Supt. Of Schools
Special Ed Program Assessment	Internal	Ongoing	Management
Medical Assistance Review	State Dept. of Education	3 years Self Review Annually	State Supt. Of Schools
Grant Program Reviews	Granting Agency	As Requested	Granting Agency
Workforce Investment Act Funds	Lower Shore WIA Agency	Annually	Local WIA Agency
Review of Bridge to Excellence Master Plan	Dept. of Legislative Auditors	Annually	State Dept. of Education
Performance Audit	Dept. of Legislative Auditors	3 years	State Dept. of Education, General Assembly
E - Rate Audit	Universal Service Administration Co.	Variable	Federal Communications Commission

WORCESTER COUNTY PUBLIC SCHOOLS – ORGANIZATIONAL CHART



BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED TEACHERS' SALARY SCALE

FY 17

STEP	PROVISIONAL NON-DEGREE	BACHELOR'S DEGREE STANDARD PROFESSIONAL CERTIFICATE	MASTER'S EQUIVALENT ADVANCED PROFESSIONAL CERTIFICATE	SPC or APC WITH EARNED MASTER'S DEGREE	MASTER'S DEGREE PLUS 30 GRADUATE HOURS	DOCTORATE DEGREE
1	42,542	43,384	44,962	47,505	50,060	52,612
2	42,542	43,384	44,962	47,505	50,060	52,612
3	43,430	44,257	45,843	48,414	50,992	53,565
4	44,123	44,715	46,597	48,970	51,339	53,715
5	45,068	45,611	47,402	49,777	52,150	54,522
6	46,249	46,749	48,359	50,729	53,104	55,478
7	47,351	47,802	49,436	51,811	54,181	56,551
8	48,532	49,003	50,666	53,040	55,417	57,786
9	49,261	49,733	51,609	53,960	56,309	58,657
10	50,485	50,979	53,190	55,535	57,888	60,236
11			54,956	57,307	59,659	62,007
12			56,905	59,258	61,604	63,957
13			59,650	61,998	64,345	66,694
14			62,347	64,753	67,162	69,568
15			65,629	68,118	70,602	73,098
16			72,718	75,479	78,240	81,003

Master's Equivalent is thirty-six (36) hours beyond the Bachelor's Degree and must meet Maryland State Department of Education Standards.

\$1,000 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

Due to the previous economic conditions, experience increments were not granted for FY 11 and FY 12. New employee placement on the salary scale in FY 17 will be adjusted accordingly.

THE BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED ADMINISTRATORS' AND SUPERVISORS' SALARY SCALE FY 17

Supervising Principals

Based on the appropriate teachers' salary scale, exclusive of the longevity factors weighted to number of months worked, multiplied by a responsibility index:

<u>School Size</u>	<u>Responsibility Index</u>
49 or less teachers	1.20
50 - 69 teachers	1.22
70 or more teachers	1.24

.05 will be added to the Responsibility Index for high school principals

Supervisor

Appropriate teachers' salary scale, exclusive of the longevity factors, weighted to number of months worked, multiplied by 1.20

Coordinator

Appropriate teachers' salary scale, exclusive of the longevity factors, weighted to number of months worked, multiplied by 1.12

Elementary and Middle School Assistant Principal

Appropriate teachers' salary scale, exclusive of the longevity factors, weighted to number of months worked, multiplied by 1.08

High School Assistant Principal

Appropriate teachers' salary scale, exclusive of the longevity factors, weighted to number of months worked, multiplied by 1.12

Longevity Factors

Steps 20, 25, 30, 35, and 40 are considered longevity for salary calculations.

Ten (10) years of such service must be completed in the Worcester County Public School System. The increase between Step 16 and higher steps will not be included in the calculation of the base pay. For any teacher whose salary is increased by weighting for more than ten (10) months service or responsibility factor, longevity will be added after weighting. See salary calculation example below.

Salary Calculation Example: Appropriate step of proper scale (no higher than step 16) multiplied by 1.2 for twelve months, multiplied by the appropriate Responsibility Index plus longevity factors for those eligible.

BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED EDUCATIONAL ASSISTANTS' SALARY SCALE

FY 17

STEP	180 DAYS 7 HOURS	188 DAYS 7 HOURS	HOURLY WAGE
1	14,245	14,878	11.31
2	15,093	15,764	11.98
3	15,942	16,651	12.65
4	16,786	17,532	13.32
5	17,627	18,410	13.99
6	18,478	19,299	14.67
7	19,325	20,184	15.34
8	20,170	21,066	16.01
9	21,272	22,217	16.88
10	22,377	23,372	17.76
11	23,203	24,234	18.42
12	24,758	25,858	19.65

\$1,000 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

\$600 will be added to the appropriate scale for any educational assistant who holds an Associates Degree.

\$1200 will be added to the appropriate scale for any educational assistant who holds a Bachelors Degree or higher.

Due to the previous economic conditions, experience increments were not granted for FY 11 and FY 12. New employee placement on the salary scale in FY 17 will be adjusted accordingly.

BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED SECRETARIAL SALARY SCALE

FY 17

STEP	GRADE 4		GRADE 5		GRADE 6	GRADE 8
	10 MONTH	12 MONTH	10 MONTH	12 MONTH	12 MONTH	12 MONTH
1	15,840	19,014	18,456	22,144	25,431	30,458
2	16,667	19,998	19,682	23,615	27,233	32,584
3	17,488	20,989	20,547	24,656	28,375	34,057
4	18,310	21,970	21,320	25,583	29,690	35,579
5	19,133	22,961	22,230	26,676	31,003	37,274
6	19,952	23,947	23,236	27,880	32,365	38,858
7	20,776	24,931	24,232	29,078	33,781	40,659
8	21,598	25,919	24,820	29,782	34,705	41,804
9	22,799	27,361	26,060	31,271	36,457	43,890
10	24,002	28,802	27,299	32,760	38,206	45,977
11	25,196	30,239	28,657	34,391	40,110	48,265
12	26,879	32,258	30,570	36,686	42,787	51,490

\$1,000 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

\$600 will be added to the appropriate scale for any secretary who holds an Associates Degree in Secretarial Science or related field.

\$1,200 will be added to the appropriate scale for any secretary who holds a Bachelors Degree in Secretarial Science or related field or a higher degree.

Due to the previous economic conditions, experience increments were not granted for FY 11 and FY 12. New employee placement on the salary scale in FY 17 will be adjusted accordingly.

BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED SCHOOL NURSES' SALARY SCALE

FY 17

STEP	RN	BACHELOR'S DEGREE	MASTER'S DEGREE
1	31,538	32,571	34,395
2	33,312	34,346	36,170
3	34,540	35,573	37,399
4	35,813	36,846	38,666
5	37,220	38,257	40,077
6	38,538	39,572	41,395
7	40,043	41,075	42,897
8	40,993	42,025	43,847
9	42,898	43,966	45,785
10	44,803	45,907	47,730
11	47,033	48,194	50,061
12	50,919	52,179	54,197

\$1,000 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

Due to the previous economic conditions, experience increments were not granted for FY 11 and FY 12. New employee placement on the salary scale in FY 17 will be adjusted accordingly.

BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED MAINTENANCE WORKERS' SALARY SCALE

FY 17

STEP	LANE 1	LANE 2	LANE 3	LANE 4
1	22,323	31,160	34,208	34,966
2	23,108	31,947	35,442	36,963
3	23,994	32,830	36,687	38,964
4	25,171	34,011	37,925	40,964
5	26,446	35,288	39,161	42,960
6	27,725	36,561	40,404	44,962
7	29,095	37,930	41,640	46,956
8	30,672	39,510	42,882	48,958
9	32,594	41,741	45,057	51,891
10	34,517	43,977	47,231	54,829
11	36,234	46,167	49,585	58,151
12	39,228	49,983	53,684	62,954

\$1,000 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

Due to the previous economic conditions, experience increments were not granted for FY 11 and FY 12. New employee placement on the salary scale in FY 17 will be adjusted accordingly.

BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED CUSTODIANS' SALARY SCALE

FY 17

STEP	CUSTODIAN 1 8 HOURS	CUSTODIAN 2 8 HOURS	HEAD CUSTODIAN
1	21,327	24,303	26,704
2	22,079	25,053	27,463
3	22,832	25,810	28,219
4	23,588	26,562	28,973
5	24,535	27,511	29,921
6	25,479	28,452	30,861
7	26,611	29,588	31,997
8	27,745	30,714	33,126
9	29,233	32,313	34,804
10	30,724	33,903	36,485
11	31,862	35,168	37,850
12	34,496	38,075	40,977

\$1,000 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

Due to the previous economic conditions, experience increments were not granted for FY 11 and FY 12.

New employee placement on the salary scale in FY 17 will be adjusted accordingly.

BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED FOOD SERVICE WORKERS' SALARY SCALE

FY 17

STEP	WORKER 6.5 HOURS	MANAGER 1 7 HOURS	MANAGER 2 7 HOURS
1	12,054	14,410	15,578
2	12,178	14,527	15,697
3	12,301	14,628	15,832
4	12,409	14,763	15,917
5	12,532	14,899	16,070
6	12,659	15,017	16,239
7	12,802	15,173	16,377
8	12,907	15,324	16,496
9	13,346	15,850	17,073
10	13,813	16,358	17,633
11	14,407	17,088	18,429
12	15,365	18,231	19,655

\$1,000 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

Due to the previous economic conditions, experience increments were not granted for FY 11 and FY 12.

New employee placement on the salary scale in FY 17 will be adjusted accordingly.

BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED TECHNOLOGY STAFF SALARY SCALE

FY 17

STEP	SOFTWARE TRAINER	REPAIR TECHNICIAN
1	34,208	34,966
2	35,442	36,963
3	36,687	38,964
4	37,925	40,964
5	39,161	42,960
6	40,404	44,962
7	41,640	46,956
8	42,882	48,958
9	45,057	51,891
10	47,231	54,829
11	49,585	58,151
12	53,684	62,954

\$1,000 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

Due to the previous economic conditions, experience increments were not granted for FY 11 and FY 12.

New employee placement on the salary scale in FY 17 will be adjusted accordingly.

BOARD OF EDUCATION OF WORCESTER COUNTY

PROPOSED TECHNOLOGY COACHES' SALARY SCALE

FY 17

STEP	TECHNOLOGY COACH
1	33,756
2	34,600
3	35,464
4	36,352
5	37,260
6	38,193
7	39,148
8	40,127
9	41,130
10	42,160
11	43,213
12	46,321

\$1,000 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

\$600 will be added to the appropriate scale for any technology coach who holds an Associates Degree in Technology or related field.

\$1,200 will be added to the appropriate scale for any technology coach who holds a Bachelors Degree in Technology or related field or a higher degree.

Due to the previous economic conditions, experience increments were not granted for FY 11 and FY 12.

New employee placement on the salary scale in FY 17 will be adjusted accordingly.

Table 3

Cost per Pupil Belonging* by Category: Maryland Public Schools: 2012 - 2013
(Excludes State Share of Teachers' Retirement)

Local Education Agency	Total Cost per Pupil		Adminis-tration		Mid-level Adminis-tration		Instructional Salaries and Wages		Textbooks and Instructional Supplies		Other Instructional Costs		Special Education		Student Personnel Services		Health Services		Student Transpor-tation		Operation of Plant		Maintenance of Plant		Fixed Charges	
	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank
Total State	\$ 12,684.87		\$ 369.95		\$ 864.86		\$ 4,775.80		\$ 237.52		\$ 239.87		\$ 1,455.96		\$ 90.51		\$ 75.03		\$ 672.61		\$ 828.86		\$ 271.34		\$ 2,802.56	
Allegany	12,816.12	8	221.02	21	821.37	14	5,044.14	5	332.51	2	203.61	5	1,599.76	4	84.46	11	93.40	17	718.85	13	949.65	6	184.89	20	2,562.45	10
Anne Arundel	11,859.95	15	357.97	7	774.59	19	4,597.44	13	410.75	1	204.61	4	1,222.38	11	81.45	12	0.00	22	634.25	16	787.54	15	181.06	21	2,607.92	9
Baltimore City	13,823.94	3	807.97	1	1,042.23	5	4,397.23	21	270.02	7	834.83	1	1,970.32	1	190.61	2	0.00	22	536.89	20	824.75	12	176.37	22	2,772.72	7
Baltimore	12,178.97	11	404.63	5	830.12	12	4,384.88	22	255.72	8	132.80	13	1,398.84	9	90.17	10	138.36	5	511.72	22	834.66	10	312.94	6	2,884.14	4
Calvert	12,089.67	12	306.44	13	719.15	21	4,989.89	6	143.71	24	90.90	16	1,444.99	7	80.70	13	87.77	19	860.30	8	926.87	7	200.67	17	2,238.27	21
Caroline	10,982.75	23	321.21	10	788.76	18	4,535.27	17	166.62	23	149.07	9	1,000.29	22	115.08	6	112.93	10	705.64	15	690.22	24	140.86	24	2,256.80	20
Carroll	11,914.39	13	182.66	24	870.61	11	4,583.01	14	315.68	4	67.25	21	1,204.39	14	49.93	21	124.32	7	764.03	11	955.75	4	252.77	10	2,543.98	11
Cecil	11,435.30	20	275.08	15	885.06	10	4,460.60	20	238.15	10	140.27	11	1,429.37	8	65.05	16	99.65	15	620.53	17	735.03	22	277.25	8	2,209.26	22
Charles	11,902.25	14	327.84	8	811.76	16	4,786.21	10	207.36	15	83.66	18	1,152.39	16	135.00	5	106.51	14	963.66	4	950.38	5	238.94	11	2,138.56	23
Dorchester	12,326.36	10	308.15	12	1,073.82	1	4,790.95	9	283.26	6	293.22	3	1,204.56	13	100.61	8	119.26	8	754.48	12	801.70	13	231.02	13	2,365.33	19
Frederick	11,455.84	19	228.02	20	730.06	20	4,682.50	12	174.49	19	45.65	24	1,087.75	20	63.53	18	143.14	4	444.57	24	832.42	11	266.32	9	2,757.39	8
Garrett	13,261.12	6	373.63	6	638.37	23	5,213.92	4	234.02	12	87.03	17	1,078.19	21	173.08	3	151.94	3	1,128.08	1	1,082.26	2	196.88	19	2,903.70	3
Harford	11,718.81	17	292.90	14	679.40	22	4,462.32	19	207.80	14	82.10	19	1,148.30	17	43.45	24	87.64	20	835.12	9	749.62	20	332.97	4	2,797.17	5
Howard	13,621.90	4	215.85	22	1,047.30	3	5,814.33	2	236.07	11	59.49	23	1,740.91	2	55.38	20	118.00	9	708.07	14	727.04	23	389.57	2	2,509.89	13
Kent	13,338.66	5	528.21	2	1,043.25	4	4,959.97	8	183.81	18	170.13	7	1,379.22	10	109.72	7	161.10	1	1,005.53	3	990.85	3	280.45	7	2,526.43	12
Montgomery	13,864.92	2	255.71	16	921.59	7	5,625.41	3	173.44	20	76.37	20	1,635.80	3	71.71	15	0.13	21	592.59	18	786.55	16	221.65	14	3,503.98	1
Prince George's	12,911.23	7	457.56	4	827.26	13	4,213.43	24	184.65	16	509.18	2	1,537.91	6	90.50	9	109.65	13	904.26	6	905.56	8	381.81	3	2,789.46	6
Queen Anne's	10,792.12	24	239.84	18	638.00	24	4,468.68	18	184.45	17	101.72	15	1,089.88	19	61.19	19	88.24	18	829.15	10	772.70	18	197.66	18	2,120.61	24
St. Mary's	11,501.44	18	208.62	23	907.47	8	4,320.82	23	251.44	9	126.93	14	1,113.36	18	77.60	14	111.18	11	886.05	7	797.20	14	212.38	16	2,488.37	15
Somerset	12,758.59	9	458.32	3	1,012.03	6	4,987.10	7	171.95	21	66.11	22	1,171.12	15	243.71	1	110.64	12	1,006.07	2	736.21	21	323.81	5	2,471.51	17
Talbot	11,087.15	22	243.35	17	892.43	9	4,580.31	15	171.91	22	151.13	8	975.48	23	45.60	23	0.00	22	525.81	21	773.66	17	236.75	12	2,490.73	14
Washington	11,391.17	21	321.23	9	790.62	17	4,540.32	16	304.36	5	140.81	10	972.65	24	64.35	17	159.26	2	455.76	23	835.99	9	432.46	1	2,373.36	18
Wicomico	11,774.45	16	316.61	11	816.30	15	4,777.39	11	229.37	13	139.11	12	1,211.39	12	147.75	4	97.59	16	571.97	19	765.93	19	216.63	15	2,484.41	16
Worcester	15,123.82	1	231.37	19	1,056.69	2	6,401.74	1	329.51	3	189.20	6	1,574.84	5	48.11	22	135.12	6	946.39	5	1,135.57	1	154.94	23	2,920.35	2

*Half-time prekindergarten pupils are expressed in full-time equivalents in arriving at per pupil costs

NOTE: Excludes expenditures for adult education, equipment, state share of teachers' retirement, interfund transfers, and outgoing transfers

Worcester County Public Schools

Summary of Bus Contract Payments

Listed below are the proposed bus contractor rates for FY 17:

Per vehicle Allotment	\$	18,952
Hourly Rate	\$	21.07
Mileage/Maintenance	\$	1.494
Administrative Fee	\$	3,500
Spare Bus	\$	6,489
Lift Gate Fee	\$	1,133
Air Conditioning	\$	1,133

Tri-County Comparison of Bus Contracts

<u>County</u>	<u>Mileage</u>	<u>Salary</u>	<u>PVA</u>	<u>Administrative Fee</u>	<u>Total Contract</u>
Somerset	\$22,500	\$16,200	\$17,200	\$800	\$56,700
Wicomico	\$19,872	\$17,649	\$16,755	\$1,560	\$55,836
Worcester	\$26,892	\$18,963	\$18,952	\$3,500	\$68,307

*Based on 100 miles and 5 hours per day plus PVA and admin. Fee

Worcester County Public Schools

Costs Per Pupil by School

2015-2016

<i>School</i>	<i>Enrollment</i>	<i>Total Costs</i>	<i>Costs / Student</i>
<u>Elementary Schools</u>			
Pocomoke	389	4,900,767	12,598
Snow Hill	386	4,849,179	12,563
Buckingham	497	5,436,559	10,939
Showell	548	5,105,994	9,318
Ocean City	638	5,513,463	8,642
<i>Average Elementary</i>	<i>492</i>	<i>5,161,192</i>	<i>10,812</i>
<u>Middle Schools</u>			
Snow Hill	360	5,548,255	15,412
Pocomoke	416	6,069,869	14,591
Stephen Decatur	615	6,388,188	10,387
Berlin	749	7,382,481	9,856
<i>Average Middle</i>	<i>535</i>	<i>6,347,198</i>	<i>12,562</i>
<u>High Schools</u>			
Snow Hill	328	4,626,789	14,106
Pocomoke	333	5,219,205	15,673
Stephen Decatur	1,346	11,278,218	8,379
<i>Average High</i>	<i>669</i>	<i>7,041,404</i>	<i>12,719</i>
<u>Centers</u>			
Cedar Chapel	55	2,706,812	49,215
Wor.Career / Tech	619	4,811,030	7,772

Maintenance of Effort

Definition: To receive the FY17 amount in State foundation and compensatory aid, a local government must appropriate at least as much funding per pupil to the local board of education as it appropriated in the previous year.

Worcester County - Maintenance of Effort Level Estimated - FY2017

<u>Line #</u>		
1	FY 2016 Highest Appropriation	\$78,718,960
2	FTE Enrollment - FY2016:	6,261.00
3	Appropriation per Student - FY 2016:	\$12,572,9053
	PLUS	
	Increase to Per Pupil Amount if Applicable	
	Increase in Local Wealth Per Pupil %	1% *
4	Additional Per Pupil Amount	\$125.7291
5	Adjusted per Pupil Amount	\$12,698.6343
6	FTE Enrollment - FY2017	6,259.00 **
	(Actual student enrollment = 6,660)	
7	FY 2017 Maintenance of Effort Funding Level (Est.):	\$79,480,752
	(6,259 FTE X \$12,572.9053 FY16 per pupil funding + 1%)	
8	County FY16 Maintenance of Effort Funding Level	\$78,718,960
9	Change in FY17 Maintenance of Effort Level (Est.):	\$761,792

* (In the 2012 legislative session, the State amended the MOE requirements to include an Educational Effort component. Based on information received from the State, the 1% increase in local wealth per pupil results in a 1% increase in required Maintenance of Effort funding in FY17.)

** (State funding formula excludes pre-kindergarten, part-time, and non-resident students from total FTE counts.)

**Worcester County Public Schools
Full-Time Equivalent Staff Report**

	FY15 Actual	FY16 Budget	Requested	
			FY17 Budget	FTE Change
General Operating				
Administration	23.7	23.7	23.7	0.0
Instructional Support Services	95.9	95.8	95.8	0.0
Instruction Salaries	662.4	645.6	645.6	0.0
Other Instructional Costs	0.0	0.0	0.0	0.0
Special Education	196.2	182.5	182.5	0.0
Student Personnel Service	4.6	4.6	4.6	0.0
Health Services	15.4	15.4	15.4	0.0
Student Transportation	8.3	9.0	9.0	0.0
Operation of Plant	81.4	82.9	82.9	0.0
Maintenance of Plant	11.7	11.2	11.2	0.0
Capital Planning	1.4	1.4	1.4	0.0
Total General Operating	1,101.0	1,072.1	1,072.1	0.0
Food Service	47.2	44.9	44.9	0.0
Restricted	51.8	54.4	54.4	0.0
Grand Total	1,200.0	1,171.4	1,171.4	0.0

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Recreation	Department Number:	1601
Fund: 100	General Fund	Function:	Libraries, Recreation, Parks & Culture

MISSION STATEMENT:

The mission of the Worcester County Department of Recreation & Parks is to provide a variety of quality recreational programs, pristine parks, and facilities to enrich the lives of citizens.

PROGRAM SERVICES: (STATISTICS)

- The Recreation Department provides a variety of affordable indoor and outdoor recreational opportunities to a diverse citizen population. We provide around 70 programs throughout the year and serve about 20,000 participants.
- The Recreation Department oversees a clean and well maintained Recreation Center for all citizens to use free of charge, unless participating in an organized program.
- In conjunction with the Department of Natural Resources, the Recreation Department manages, distributes, and completes projects using Program Open Space funding, which is award to the department each year by the State of Maryland.
- Volunteers are the backbone for many of the department's programs. The volunteer program allows individuals the opportunity to share their knowledge and expertise by giving back to their community and providing our participants with a positive role model.
- The department oversees a financial assistance program to offer our youth programs at a reduced rate for those that qualify. We use the same criteria as the Board of Education does for their Free and Reduced Lunch Program. We want to provide all youth the opportunity to participate in our programming no matter their financial situation.
- The department oversees pavilion and field rentals for all citizens at a nominal fee.

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services	\$ 531,062	\$ 554,410	\$ 592,665	\$ 644,923	8.8%
Supplies & Materials	157,330	723,647	194,082	176,880	-8.9%
Maintenance & Services	128,319	130,318	165,194	166,698	0.9%
Other Charges	2,937	4,600	7,300	7,300	0.0%
Interfund Charges					0.0%
Capital Outlay					0.0%
Debt Service					0.0%
Total	\$ 819,648	\$ 1,412,975	\$ 959,241	\$ 995,801	3.8%

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Recreation	Department Number:	1601
Fund: 100	General Fund	Function:	Libraries, Recreation, Parks & Culture

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Recreation & Parks Director	1.0	1.0	1.0	1.0	0%
Recreation Superintendent	1.0	1.0	1.0	1.0	0%
Special Events & Mktg Coordinator	0.0	0.0	0.0	1.0	100%
Recreation Program Supervisor	1.0	1.0	1.0	1.0	0%
Recreation Program Manager III	0.0	0.0	0.0	2.0	100%
Recreation Program Manager II	4.8	4.9	5.0	2.0	-60%
Recreation Program Manager I	0.0	0.0	0.0	1.0	100%
Office Assistant IV	1.0	1.0	1.0	1.0	0%
Office Assistant II	1.0	1.0	1.0	1.0	0%
Maintenance Worker II	1.0	1.0	1.0	1.0	0%
Recreation Program Monitors (T)	3.1	2.8	4.3	4.3	0%
Recreation Program Monitor (P)	0.2	1.0	0.7	0.7	0%
Swim Instructor	0.2	0.10	0.2	0.2	0%
Swim Aide	0.5	0.10	0.1	0.1	0%
Total	14.8	14.9	16.3	17.3	6%

Summary of Significant Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
Increase mainly due to personnel services	\$ 36,560	3.8%

Contact Information

Name:	Paige Hurley	Address 1:	6030 Public Landing Rd
Title:	Director	Address 2:	
Email:	phurley@co.worcester.md.us	City/State:	Snow Hill, MD
Telephone:	410-632-2144 ext 105	Zip Code:	21863

REVENUE

Recreation Department

<u>Dept #</u>	<u>NWS G/L</u> <u>Acct #</u>	<u>G/L ACCOUNT NAME</u>	<u>FY14 ACTUAL</u>	<u>FY15 ACTUAL</u>	<u>FY16 BUDGET</u>	<u>FY16 Actual as</u> <u>of 12/31/2015</u>	<u>FY17 BUDGET</u>	<u>Variance</u>
1601	5110	Recreation Fees	45,630	55,606	50,000	36,370	50,000	0
	5125	Recreation Center Fees	77,835	103,894	75,000	46,203	90,000	15,000
	5175.200	Donation Sponsorship Recreation	1,433	1,085	1,200	405	400	(800)
	5175.205	Donation Sponsorsip Youth Scholarship	0	0	4,000	4,289	4,000	0
	5215	Motor Coach Fees	0	26,128	25,000	14,480	28,000	3,000
	5225	Concession Stand	18,187	25,859	20,000	12,290	20,000	0
	5245	Solar Renewable Energy Credits	20,575	11,865	10,000	4,474	10,000	0
	5632	MD Energy Block Grant	0	0	0	0	0	0
	5656	POS Recreation	54,914	515,139	44,686	231,037	0	(44,686)
TOTAL			218,573	739,576	229,886	349,549	202,400	(27,486)

FY17 Expense Budget Worksheet Report

			Department: 1601 - Recreation Department						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1601 - Recreation Department									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	644,923.00	592,665.00	52,258.00	9%	281,377.40	554,410.20	531,062.41	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$644,923.00	\$592,665.00	\$52,258.00	9%	\$281,377.40	\$554,410.20	\$531,062.41
<i>SUPP & MAT - Supplies & Materials</i>									
6100.050	Administrative Expense Background Checks	2,500.00	2,500.00	0.00	0%	629.00	1,377.00	1,938.00	
6100.100	Administrative Expense Dues and Subscriptions	15,350.00	4,250.00	11,100.00	261%	10,630.00	1,139.31	1,057.65	
6100.110	Administrative Expense Envelopes	150.00	150.00	0.00	0%	264.95	137.22	40.16	
6100.165	Administrative Expense Meeting Expense	0.00	0.00	0.00	N/A	0.00	29.86	0.00	
6100.190	Administrative Expense Office Supplies	2,900.00	2,900.00	0.00	0%	1,156.86	2,889.08	2,554.87	
6100.210	Administrative Expense Paper	1,000.00	1,000.00	0.00	0%	101.97	2,098.60	951.76	
6100.240	Administrative Expense Printing Expense	1,000.00	1,500.00	(500.00)	-33%	182.60	786.76	419.78	
6110.090	Supplies & Equipment Computers & Printers	790.00	3,841.00	(3,051.00)	-79%	1,863.31	397.49	1,350.50	
6110.100	Supplies & Equipment Concession Stand	17,650.00	15,350.00	2,300.00	15%	11,542.91	25,980.37	13,862.80	
6110.245	Supplies & Equipment Mobile Phones & Pagers	1,690.00	1,690.00	0.00	0%	615.55	1,040.15	1,005.96	
6110.310	Supplies & Equipment Promotional Materials	0.00	0.00	0.00	N/A	0.00	358.67	0.00	
6110.420	Supplies & Equipment Tools & Supplies	300.00	300.00	0.00	0%	71.98	250.11	216.35	
6130.010	Equipment Maintenance Copier Lease	5,100.00	5,100.00	0.00	0%	1,424.68	4,274.04	4,337.18	
6150.030	Uniforms & Personal Equipment Safety Shoes	0.00	0.00	0.00	N/A	0.00	0.00	62.48	
6150.040	Uniforms & Personal Equipment Uniform Allowance	0.00	0.00	0.00	N/A	0.00	0.00	962.29	
6150.050	Uniforms & Personal Equipment Uniforms	1,200.00	1,200.00	0.00	0%	80.43	1,464.36	0.00	
6160.222	Grant Programs POS - Floor Repairs	0.00	13,524.00	(13,524.00)	-100%	0.00	0.00	0.00	
6160.255	Grant Programs POS - Recreation Center	0.00	36,127.00	(36,127.00)	-100%	0.00	3,157.24	53,105.58	
6175.010	Recreation Programs Adult Recreation Programs	2,000.00	2,000.00	0.00	0%	100.00	2,184.48	628.00	
6175.020	Recreation Programs After School Programs	1,400.00	1,150.00	250.00	22%	424.46	588.99	0.00	
6175.030	Recreation Programs Aquatics Programs	2,050.00	2,050.00	0.00	0%	1,767.74	2,551.94	2,168.36	
6175.040	Recreation Programs MRPA Amusement Park Tickets	8,000.00	7,000.00	1,000.00	14%	6,969.50	7,276.72	1,384.00	
6175.070	Recreation Programs Special Events	9,260.00	3,200.00	6,060.00	189%	1,670.97	1,710.00	0.00	
6175.080	Recreation Programs Summer Camps for Youth	17,240.00	9,400.00	7,840.00	83%	4,267.47	10,012.87	10,122.85	
6175.090	Recreation Programs Youth Recreational Outdoor Pgms	12,000.00	12,000.00	0.00	0%	7,525.00	15,226.58	15,057.58	
6175.201	Recreation Programs Adult Recreational Programs	7,850.00	5,100.00	2,750.00	54%	2,200.61	3,982.76	2,948.39	
6175.203	Recreation Programs After School Programs	10,350.00	9,200.00	1,150.00	13%	2,649.77	7,229.50	7,461.79	
6175.204	Recreation Programs Fitness Programs	9,150.00	7,000.00	2,150.00	31%	2,280.20	7,107.02	4,520.23	
6175.205	Recreation Programs Public High School Track Meets	3,600.00	3,600.00	0.00	0%	1,022.27	2,140.84	3,503.65	

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FY17 Expense Budget Worksheet Report

Department: 1601 - Recreation Department

Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount
6175.207	Recreation Programs Youth Recreational Rec Ctr Pgms	15,950.00	18,650.00	(2,700.00)	-14%	2,665.36	19,308.03	18,986.99
6175.400	Recreation Programs Motor Coach Tours	28,400.00	24,300.00	4,100.00	17%	18,926.28	20,500.00	0.00
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$176,880.00	\$194,082.00	(\$17,202.00)	-9%	\$81,033.87	\$145,199.99	\$148,647.20
<i>MAINT & SVCS - Maintenance & Services</i>								
6530.180	Consulting Services Web Page	250.00	250.00	0.00	0%	0.00	15.95	5,865.95
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	4,500.00	4,500.00	0.00	0%	1,014.67	2,434.43	3,030.62
6540.030	Vehicle Operating Expenses Vehicle Maintenance	1,000.00	800.00	200.00	25%	243.03	1,487.77	361.01
6550.040	Building Site Expenses Cleaning Contract	6,000.00	6,000.00	0.00	0%	0.00	5,906.36	5,906.36
6550.050	Building Site Expenses Custodial Supplies	6,500.00	6,500.00	0.00	0%	2,565.64	6,670.63	6,395.62
6550.060	Building Site Expenses Electricity	65,000.00	65,000.00	0.00	0%	23,653.57	42,609.24	38,690.71
6550.080	Building Site Expenses Fire Alarm Testing	650.00	650.00	0.00	0%	0.00	636.00	605.50
6550.081	Building Site Expenses Fire Extinguishers	100.00	0.00	100.00	N/A	0.00	38.50	41.95
6550.090	Building Site Expenses General Maintenance Repairs	25,000.00	24,000.00	1,000.00	4%	3,568.96	23,122.58	14,302.91
6550.100	Building Site Expenses Generator Services	1,000.00	1,000.00	0.00	0%	296.50	242.50	0.00
6550.120	Building Site Expenses Heating Propane	38,500.00	38,500.00	0.00	0%	2,635.99	33,921.30	39,496.07
6550.180	Building Site Expenses Pest Control/Termite Insp	50.00	50.00	0.00	0%	0.00	0.00	0.00
6550.220	Building Site Expenses Security Alarm Monitoring	408.00	204.00	204.00	100%	102.00	408.00	360.88
6550.242	Building Site Expenses Sewage Pump Monitoring	300.00	300.00	0.00	0%	114.60	275.04	252.12
6550.245	Building Site Expenses Solar Panel Maintenance	2,000.00	2,000.00	0.00	0%	0.00	956.00	4,311.70
6550.250	Building Site Expenses Sprinkler Testing	1,540.00	1,540.00	0.00	0%	770.00	1,540.00	1,540.00
6550.270	Building Site Expenses Telephone	5,500.00	5,500.00	0.00	0%	904.13	3,368.19	3,736.52
6550.300	Building Site Expenses Trash Removal	1,900.00	1,900.00	0.00	0%	597.95	1,473.96	1,558.40
6550.310	Building Site Expenses Water & Sewer	2,500.00	2,500.00	0.00	0%	946.86	1,769.13	1,674.28
6560.005	Park Improvements Afforestation	0.00	0.00	0.00	N/A	0.00	50.00	0.00
6900.040	Advertising Personnel Advertisements	0.00	0.00	0.00	N/A	0.00	36.40	0.00
6900.050	Advertising Recreation Advertisements	4,000.00	4,000.00	0.00	0%	1,250.00	3,356.28	188.70
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$166,698.00	\$165,194.00	\$1,504.00	1%	\$38,663.90	\$130,318.26	\$128,319.30
<i>OTHR CHGS - Other Charges</i>								
7000.020	Travel, Training & Expense Board Member Allowance	700.00	700.00	0.00	0%	0.00	400.00	250.00
7000.040	Travel, Training & Expense Continuing Education/Certificati	2,500.00	2,500.00	0.00	0%	274.89	2,408.92	1,070.45
7000.070	Travel, Training & Expense Expense Allowance	0.00	0.00	0.00	N/A	0.00	0.00	61.55
7000.100	Travel, Training & Expense Meetings/Conferences/Shows	4,100.00	4,100.00	0.00	0%	450.74	1,791.15	1,555.00
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$7,300.00	\$7,300.00	\$0.00	0%	\$725.63	\$4,600.07	\$2,937.00

FY17 Expense Budget Worksheet Report

Department: 1601 - Recreation Department

Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount
<i>ENCUMBRANCES - Encumbrances</i>								
7180	Encumbrance Expense	0.00	0.00	0.00	N/A	638,572.73	578,446.75	8,682.48
<i>Account Classification Total: ENCUMBRANCES - Encumbrances</i>		\$0.00	\$0.00	\$0.00	0%	\$638,572.73	\$578,446.75	\$8,682.48
Department Total: 1601 - Recreation Department		\$995,801.00	\$959,241.00	\$36,560.00	4%	\$1,040,373.53	\$1,412,975.27	\$819,648.39

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DEPARTMENT BUDGET SUMMARY

Department or Agency:	Parks	Department Number:	1602
Fund: 100	General Fund	Function:	Libraries, Recreation, Parks & Culture

MISSION STATEMENT:

The mission of the Worcester County Department of Recreation & Parks is to provide a variety of quality recreational programs, pristine parks, and facilities to enrich the lives of citizens.

PROGRAM SERVICES: (STATISTICS)

- The Parks Department oversees the management and development of 13 county parks, which totals 883 acres of park land. This includes the maintenance, upkeep, and development of the open space, ball fields, equipment, and structures within these parks.
- Park planning is handled by this department, which includes sensitive area protection and environmental stewardship. Invasive plant species are managed to protect native flora within each park.
- In conjunction with the Department of Natural Resources, the Parks Department manages, distributes, and completes projects using Program Open Space funding, which is awarded to the department each year by the State of Maryland.
- The Parks Department provides support to the outdoor recreation programs by providing safe, maintained, and lined fields.
- The upkeep of facilities for field and pavilion rentals are maintained by this department.

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services	\$ 243,007	\$ 246,001	\$ 253,320	\$ 261,737	3.3%
Supplies & Materials	71,620	73,166	443,341	536,702	21.1%
Maintenance & Services	76,395	75,678	94,890	93,671	-1.3%
Other Charges	270	260	270	280	3.7%
Interfund Charges					0.0%
Capital Outlay					0.0%
Debt Service					0.0%
Total	\$ 391,293	\$ 395,105	\$ 791,821	\$ 892,390	12.7%

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Parks	Department Number:	1602
Fund: 100	General Fund	Function:	Libraries, Recreation, Parks & Culture

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Parks Superintendent	1.0	1.0	1.0	1.0	0%
Parks Crew Leader	1.0	1.0	1.0	1.0	0%
Office Assistant II	0.2	0.0	0.0	0.0	0%
Parks Worker V				1.0	100%
Parks Worker IV			1.0	0.0	-100%
Parks Worker III	1.0	1.0	0.0	1.0	100%
Parks Worker II	2.6	3.0	3.0	2.0	-33%
Parks Worker I	1.4	1.4	1.7	1.7	0%
					0%
Total	7.2	7.4	7.7	7.7	0%

Summary of Significant Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
Increase mainly due to Program Open Space Grant projects	\$ 100,569	12.7%

Contact Information

Name:	Paige Hurley	Address 1:	6030 Public Landing Rd
Title:	Director	Address 2:	
Email:	phurley@co.worcester.md.us	City/State:	Snow Hill, MD
Telephone:	410-632-2144 ext 105	Zip Code:	21863

REVENUE

Parks Department

<u>Dept #</u>	<u>NWS G/L Acct #</u>	<u>G/L ACCOUNT NAME</u>	<u>FY14 ACTUAL</u>	<u>FY15 ACTUAL</u>	<u>FY16 BUDGET</u>	<u>FY15 Acutal as of 12/31/2015</u>	<u>FY17 BUDGET</u>	<u>Variance</u>
1602	5220-010	Park Fees-Field Rental	23,405	33,525	20,000	18,320	25,000	5,000
	5220-020	Park Fees-Pavilion Rental	3,075	3,350	2,500	1,650	3,000	500
	5220-030	Park Fees-Tree of Life	650	0	400	400	400	0
	5220-040	Park Fees-user Fees	394	237	240	174	240	0
	5655	Program Open Space-Parks	26,093	13,142	362,434	0	494,444	132,010
	5915.020	CREP Program - Parks	11,324	11,324	11,324	11,324	0	(11,324)
TOTAL			64,941	61,578	396,898	31,868	523,084	126,186

FY17 Expense Budget Worksheet Report

			Department: 1602 - Parks Department						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1602 - Parks Department									
Location: 500 - Admin									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	261,737.00	253,320.00	8,417.00	3%	122,463.78	246,000.60	243,007.19	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$261,737.00	\$253,320.00	\$8,417.00	3%	\$122,463.78	\$246,000.60	\$243,007.19
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	0.00	0.00	0.00	N/A	14.93	14.93	0.00	
6100.080	Administrative Expense Copier Supplies	280.00	780.00	(500.00)	-64%	0.00	0.00	207.56	
6100.100	Administrative Expense Dues and Subscriptions	246.00	246.00	0.00	0%	0.00	246.00	282.35	
6100.110	Administrative Expense Envelopes	15.00	15.00	0.00	0%	0.00	0.00	0.00	
6100.190	Administrative Expense Office Supplies	400.00	400.00	0.00	0%	122.79	427.91	135.28	
6100.210	Administrative Expense Paper	25.00	25.00	0.00	0%	0.00	0.00	0.00	
6110.090	Supplies & Equipment Computers & Printers	0.00	0.00	0.00	N/A	0.00	0.00	870.50	
6110.120	Supplies & Equipment Equipment Rental	1,120.00	1,120.00	0.00	0%	558.95	934.95	788.95	
6110.125	Supplies & Equipment Equipment Maintenance & Repair	2,000.00	2,000.00	0.00	0%	1,888.95	1,897.07	2,159.98	
6110.200	Supplies & Equipment Lawn Equipment & Maintenance	8,121.00	6,500.00	1,621.00	25%	3,661.91	26,369.53	6,357.28	
6110.245	Supplies & Equipment Mobile Phones & Pagers	555.00	555.00	0.00	0%	221.75	525.65	502.28	
6110.340	Supplies & Equipment Safety Program Equipment	780.00	530.00	250.00	47%	307.38	388.36	730.04	
6110.390	Supplies & Equipment Small Equipment	1,000.00	1,000.00	0.00	0%	517.48	2,091.49	0.00	
6110.420	Supplies & Equipment Tools & Supplies	1,250.00	1,000.00	250.00	25%	433.42	1,096.52	1,810.05	
6150.030	Uniforms & Personal Equipment Safety Shoes	0.00	0.00	0.00	N/A	0.00	519.44	534.94	
6150.050	Uniforms & Personal Equipment Uniforms	1,820.00	1,820.00	0.00	0%	501.41	1,048.16	1,173.60	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$17,612.00	\$15,991.00	\$1,621.00	10%	\$8,228.97	\$35,560.01	\$15,552.81
<i>MAINT & SVCS - Maintenance & Services</i>									
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	20,500.00	20,500.00	0.00	0%	8,214.34	18,976.12	22,570.88	
6540.030	Vehicle Operating Expenses Vehicle Maintenance	6,500.00	6,500.00	0.00	0%	1,916.49	6,873.32	4,748.04	
6540.040	Vehicle Operating Expenses Vehicle Registration	0.00	0.00	0.00	N/A	100.00	0.00	0.00	
6550.050	Building Site Expenses Custodial Supplies	1,905.00	1,905.00	0.00	0%	773.26	1,477.58	1,062.06	
6550.081	Building Site Expenses Fire Extinguishers	370.00	370.00	0.00	0%	0.00	327.60	184.15	
6550.120	Building Site Expenses Heating Propane	300.00	300.00	0.00	0%	0.00	160.12	94.95	
6550.270	Building Site Expenses Telephone	900.00	900.00	0.00	0%	187.77	568.97	809.14	
6700.640	Other Maint. & Svcs Special Events	300.00	300.00	0.00	0%	220.01	0.00	474.83	
6900.005	Advertising Bid Advertising	200.00	200.00	0.00	0%	0.00	137.75	0.00	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>			\$30,975.00	\$30,975.00	\$0.00	0%	\$11,411.87	\$28,521.46	\$29,944.05
<i>OTHR CHGS - Other Charges</i>									

FY17 Expense Budget Worksheet Report

			Department: 1602 - Parks Department						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
7000.040	Travel, Training & Expense Continuing Education/Certificati	280.00	270.00	10.00	4%	260.00	260.00	270.00	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$280.00	\$270.00	\$10.00	4%	\$260.00	\$260.00	\$270.00	
Location Total: 500 - Admin		\$310,604.00	\$300,556.00	\$10,048.00	3%	\$142,364.62	\$310,342.07	\$288,774.05	
Location: 505 - Bishopville Park									
<i>SUPP & MAT - Supplies & Materials</i>									
6200.020	Other Supplies & Materials Materials	0.00	0.00	0.00	N/A	0.00	0.00	642.00	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$642.00	
<i>MAINT & SVCS - Maintenance & Services</i>									
6550.200	Building Site Expenses Portalets	0.00	0.00	0.00	N/A	0.00	0.00	547.50	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$547.50	
Location Total: 505 - Bishopville Park		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$1,189.50	
Location: 510 - John Walter Smith Park									
<i>SUPP & MAT - Supplies & Materials</i>									
6160.220	Grant Programs POS - Field Lighting	294,444.00	294,444.00	0.00	0%	0.00	0.00	0.00	
6160.244	Grant Programs POS - Park Improvement Project	0.00	0.00	0.00	N/A	0.00	0.00	16,568.44	
6200.020	Other Supplies & Materials Materials	5,492.00	5,492.00	0.00	0%	2,699.97	5,555.78	5,169.99	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$299,936.00	\$299,936.00	\$0.00	0%	\$2,699.97	\$5,555.78	\$21,738.43	
<i>MAINT & SVCS - Maintenance & Services</i>									
6550.060	Building Site Expenses Electricity	7,100.00	7,100.00	0.00	0%	2,248.57	6,711.90	5,838.81	
6550.090	Building Site Expenses General Maintenance Repairs	6,500.00	2,000.00	4,500.00	225%	377.98	3,021.98	3,124.71	
6550.180	Building Site Expenses Pest Control/Termite Insp	95.00	95.00	0.00	0%	0.00	0.00	0.00	
6550.200	Building Site Expenses Portalets	1,250.00	1,100.00	150.00	14%	598.50	1,246.50	1,054.50	
6550.242	Building Site Expenses Sewage Pump Monitoring	276.00	276.00	0.00	0%	114.60	275.04	252.12	
6550.280	Building Site Expenses Tipping Fees	185.00	185.00	0.00	0%	115.80	0.00	256.20	
6550.300	Building Site Expenses Trash Removal	1,500.00	1,500.00	0.00	0%	458.40	863.16	813.84	
6550.310	Building Site Expenses Water & Sewer	350.00	350.00	0.00	0%	162.00	302.61	296.35	
6700.350	Other Maint. & Svcs Mosquito Control	300.00	300.00	0.00	0%	181.36	281.93	291.41	
6700.700	Other Maint. & Svcs Prison Labor	150.00	150.00	0.00	0%	75.00	104.00	128.00	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$17,706.00	\$13,056.00	\$4,650.00	36%	\$4,332.21	\$12,807.12	\$12,055.94	
<i>ENCUMBRANCES - Encumbrances</i>									
7180	Encumbrance Expense	0.00	0.00	0.00	N/A	0.00	14,602.60	0.00	
<i>Account Classification Total: ENCUMBRANCES - Encumbrances</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$14,602.60	\$0.00	
Location Total: 510 - John Walter Smith Park		\$317,642.00	\$312,992.00	\$4,650.00	1%	\$7,032.18	\$32,965.50	\$33,794.37	
Location: 515 - Girdletree									
<i>SUPP & MAT - Supplies & Materials</i>									

FY17 Expense Budget Worksheet Report

			Department: 1602 - Parks Department								
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount			
6200.020	Other Supplies & Materials Materials	0.00	0.00	0.00	N/A	0.00	0.00	363.25			
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$363.25			
<i>MAINT & SVCS - Maintenance & Services</i>											
6550.090	Building Site Expenses General Maintenance Repairs	0.00	0.00	0.00	N/A	0.00	0.00	89.25			
6550.200	Building Site Expenses Portalets	0.00	0.00	0.00	N/A	0.00	0.00	547.50			
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$636.75			
Location Total: 515 - Girdletree		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$1,000.00			
Location: 517 - Greys Creek Park											
<i>SUPP & MAT - Supplies & Materials</i>											
6200.020	Other Supplies & Materials Materials	0.00	0.00	0.00	N/A	0.00	0.00	334.49			
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$334.49			
<i>MAINT & SVCS - Maintenance & Services</i>											
6550.060	Building Site Expenses Electricity	0.00	0.00	0.00	N/A	0.00	0.00	95.51			
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$95.51			
Location Total: 517 - Greys Creek Park		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$430.00			
Location: 520 - Showell Park											
<i>SUPP & MAT - Supplies & Materials</i>											
6160.244	Grant Programs POS - Park Improvement Project	200,000.00	89,372.00	110,628.00	124%	0.00	0.00	0.00			
6160.250	Grant Programs POS - Picnic Tables	0.00	0.00	0.00	N/A	0.00	0.00	2,100.00			
6200.020	Other Supplies & Materials Materials	5,000.00	5,000.00	0.00	0%	1,983.94	4,208.23	5,251.08			
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$205,000.00	\$94,372.00	\$110,628.00	117%	\$1,983.94	\$4,208.23	\$7,351.08			
<i>MAINT & SVCS - Maintenance & Services</i>											
6550.060	Building Site Expenses Electricity	2,900.00	2,900.00	0.00	0%	898.05	1,868.48	2,242.37			
6550.090	Building Site Expenses General Maintenance Repairs	1,500.00	1,500.00	0.00	0%	40.53	248.63	1,141.93			
6550.200	Building Site Expenses Portalets	1,500.00	1,500.00	0.00	0%	598.50	1,279.50	1,189.50			
6550.300	Building Site Expenses Trash Removal	1,000.00	1,000.00	0.00	0%	553.40	886.96	931.84			
6700.350	Other Maint. & Svcs Mosquito Control	175.00	175.00	0.00	0%	111.80	109.22	145.12			
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$7,075.00	\$7,075.00	\$0.00	0%	\$2,202.28	\$4,392.79	\$5,650.76			
Location Total: 520 - Showell Park		\$212,075.00	\$101,447.00	\$110,628.00	109%	\$4,186.22	\$8,601.02	\$13,001.84			
Location: 525 - Herring Creek Nature Park											
<i>SUPP & MAT - Supplies & Materials</i>											
6200.020	Other Supplies & Materials Materials	0.00	0.00	0.00	N/A	0.00	0.00	584.82			
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$584.82			
<i>MAINT & SVCS - Maintenance & Services</i>											
6550.090	Building Site Expenses General Maintenance Repairs	0.00	0.00	0.00	N/A	0.00	0.00	15.18			

FY17 Expense Budget Worksheet Report

			Department: 1602 - Parks Department								
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount			
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$15.18			
Location Total: 525 - Herring Creek Nature Park		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$600.00			
Location: 527 - Newark Park											
<i>SUPP & MAT - Supplies & Materials</i>											
6200.020	Other Supplies & Materials Materials	0.00	0.00	0.00	N/A	0.00	0.00	642.50			
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$642.50			
<i>MAINT & SVCS - Maintenance & Services</i>											
6550.090	Building Site Expenses General Maintenance Repairs	0.00	0.00	0.00	N/A	0.00	0.00	9.97			
6550.200	Building Site Expenses Portalets	0.00	0.00	0.00	N/A	0.00	0.00	547.50			
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$557.47			
Location Total: 527 - Newark Park		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$1,199.97			
Location: 530 - Newtown Park											
<i>SUPP & MAT - Supplies & Materials</i>											
6160.240	Grant Programs POS - New Signage	0.00	0.00	0.00	N/A	0.00	0.00	1,666.86			
6160.247	Grant Programs POS - Pavilions	0.00	18,888.00	(18,888.00)	-100%	0.00	0.00	0.00			
6200.020	Other Supplies & Materials Materials	4,984.00	4,984.00	0.00	0%	4,684.13	4,615.45	6,049.23			
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$4,984.00	\$23,872.00	(\$18,888.00)	-79%	\$4,684.13	\$4,615.45	\$7,716.09			
<i>MAINT & SVCS - Maintenance & Services</i>											
6550.060	Building Site Expenses Electricity	4,900.00	5,900.00	(1,000.00)	-17%	1,964.25	3,078.23	3,354.21			
6550.090	Building Site Expenses General Maintenance Repairs	3,000.00	2,000.00	1,000.00	50%	3,272.62	1,490.25	2,672.36			
6550.200	Building Site Expenses Portalets	1,100.00	1,100.00	0.00	0%	368.50	759.00	853.50			
6550.242	Building Site Expenses Sewage Pump Monitoring	276.00	276.00	0.00	0%	114.60	275.04	252.12			
6550.300	Building Site Expenses Trash Removal	0.00	952.00	(952.00)	-100%	563.65	268.68	0.00			
6700.350	Other Maint. & Svcs Mosquito Control	400.00	400.00	0.00	0%	241.32	210.44	385.39			
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$9,676.00	\$10,628.00	(\$952.00)	-9%	\$6,524.94	\$6,081.64	\$7,517.58			
<i>ENCUMBRANCES - Encumbrances</i>											
7180	Encumbrance Expense	0.00	0.00	0.00	N/A	0.00	0.00	8,657.42			
<i>Account Classification Total: ENCUMBRANCES - Encumbrances</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$8,657.42			
Location Total: 530 - Newtown Park		\$14,660.00	\$34,500.00	(\$19,840.00)	-58%	\$11,209.07	\$10,697.09	\$23,891.09			
Location: 535 - Homer Gudelsky Park											
<i>SUPP & MAT - Supplies & Materials</i>											
6200.020	Other Supplies & Materials Materials	0.00	0.00	0.00	N/A	0.00	0.00	602.50			
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$602.50			
<i>MAINT & SVCS - Maintenance & Services</i>											
6550.200	Building Site Expenses Portalets	0.00	0.00	0.00	N/A	0.00	0.00	547.50			
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$547.50			

FY17 Expense Budget Worksheet Report

			Department: 1602 - Parks Department						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Location Total: 535 - Homer Gudelsky Park			\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$1,150.00
Location: 540 - N Worc Cty Athletic Complex									
<i>SUPP & MAT - Supplies & Materials</i>									
6200.020	Other Supplies & Materials Materials	6,170.00	6,170.00	0.00	0%	2,962.46	6,833.65	5,578.40	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$6,170.00	\$6,170.00	\$0.00	0%	\$2,962.46	\$6,833.65	\$5,578.40
<i>MAINT & SVCS - Maintenance & Services</i>									
6550.060	Building Site Expenses Electricity	4,500.00	4,500.00	0.00	0%	2,071.36	2,746.88	4,241.44	
6550.090	Building Site Expenses General Maintenance Repairs	6,500.00	11,150.00	(4,650.00)	-42%	9,725.95	4,518.83	2,804.42	
6550.170	Building Site Expenses Office Rent/Lease	5,000.00	5,000.00	0.00	0%	5,000.00	5,000.00	5,000.00	
6550.200	Building Site Expenses Portalets	2,802.00	2,802.00	0.00	0%	738.00	2,056.50	2,284.50	
6550.242	Building Site Expenses Sewage Pump Monitoring	276.00	276.00	0.00	0%	114.60	275.04	252.12	
6550.255	Building Site Expenses Stormwater Utility Fee	1,275.00	1,275.00	0.00	0%	531.25	1,275.00	1,062.50	
6550.280	Building Site Expenses Tipping Fees	200.00	0.00	200.00	N/A	28.00	36.40	63.70	
6550.300	Building Site Expenses Trash Removal	0.00	500.00	(500.00)	-100%	0.00	0.00	0.00	
6550.310	Building Site Expenses Water & Sewer	683.00	650.00	33.00	5%	269.65	647.16	621.53	
6700.350	Other Maint. & Svcs Mosquito Control	325.00	325.00	0.00	0%	269.10	259.23	305.32	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>			\$21,561.00	\$26,478.00	(\$4,917.00)	-19%	\$18,747.91	\$16,815.04	\$16,635.53
Location Total: 540 - N Worc Cty Athletic Complex			\$27,731.00	\$32,648.00	(\$4,917.00)	-15%	\$21,710.37	\$23,648.69	\$22,213.93
Location: 545 - Isle of Wight Park									
<i>SUPP & MAT - Supplies & Materials</i>									
6200.020	Other Supplies & Materials Materials	0.00	0.00	0.00	N/A	0.00	0.00	964.50	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$964.50
<i>MAINT & SVCS - Maintenance & Services</i>									
6550.200	Building Site Expenses Portalets	0.00	0.00	0.00	N/A	0.00	0.00	700.50	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>			\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$700.50
Location Total: 545 - Isle of Wight Park			\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$1,665.00
Location: 550 - Stockton Park									
<i>SUPP & MAT - Supplies & Materials</i>									
6200.020	Other Supplies & Materials Materials	0.00	0.00	0.00	N/A	0.00	0.00	652.50	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$652.50
<i>MAINT & SVCS - Maintenance & Services</i>									
6550.200	Building Site Expenses Portalets	0.00	0.00	0.00	N/A	0.00	0.00	547.50	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>			\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$547.50
Location Total: 550 - Stockton Park			\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$1,200.00
Location: 555 - Whaleyville Park									
<i>SUPP & MAT - Supplies & Materials</i>									

FY17 Expense Budget Worksheet Report

			Department: 1602 - Parks Department						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
6200.020	Other Supplies & Materials Materials	0.00	0.00	0.00	N/A	0.00	0.00	239.36	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$239.36	
<i>MAINT & SVCS - Maintenance & Services</i>									
6550.090	Building Site Expenses General Maintenance Repairs	0.00	0.00	0.00	N/A	0.00	0.00	396.14	
6550.200	Building Site Expenses Portalets	0.00	0.00	0.00	N/A	0.00	0.00	547.50	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$943.64	
Location Total: 555 - Whaleyville Park		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$1,183.00	
Location: 590 - Satellite Parks									
<i>SUPP & MAT - Supplies & Materials</i>									
6200.020	Other Supplies & Materials Materials	3,000.00	3,000.00	0.00	0%	490.82	1,790.73	0.00	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$3,000.00	\$3,000.00	\$0.00	0%	\$490.82	\$1,790.73	\$0.00	
<i>MAINT & SVCS - Maintenance & Services</i>									
6550.060	Building Site Expenses Electricity	130.00	130.00	0.00	0%	39.75	95.75	0.00	
6550.090	Building Site Expenses General Maintenance Repairs	1,833.00	1,833.00	0.00	0%	283.20	2,981.94	0.00	
6550.200	Building Site Expenses Portalets	4,550.00	4,550.00	0.00	0%	1,606.50	3,982.14	0.00	
6550.280	Building Site Expenses Tipping Fees	165.00	165.00	0.00	0%	0.00	0.00	0.00	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$6,678.00	\$6,678.00	\$0.00	0%	\$1,929.45	\$7,059.83	\$0.00	
Location Total: 590 - Satellite Parks		\$9,678.00	\$9,678.00	\$0.00	0%	\$2,420.27	\$8,850.56	\$0.00	
Department Total: 1602 - Parks Department		\$892,390.00	\$791,821.00	\$100,569.00	13%	\$188,922.73	\$395,104.93	\$391,292.75	

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DEPARTMENT BUDGET SUMMARY

Department or Agency:	Sheriff's Office	Department Number:	1101
Fund: 100	General Fund	Function:	Public Safety

MISSION STATEMENT:

The Sheriff's missions include: Constitutional Duties, Courtroom Security, Court House Security, Prisoner transports out of county and state, security escort for Treasurer's office, Law Enforcement, Traffic Safety, Criminal Investigations, civil process, evictions, Sheriff Sales, Physical Security of Government Center, Coordination with Allied Law Enforcement agencies, control of County Fire Police, Command of Animal Control, oversight of County Firearms Training Facility. Staffing is 86 sworn (48 FT, 38 PT), 10 clerical, 2 PT evidence managers, 5 animal control, 2 PT security monitors and 8 crossing guards. Total 113 paid employees.

PROGRAM SERVICES: (STATISTICS)

- The Circuit Court is now running nine (9) courts that require staffing of deputies from the Part Time Deputy pool. We are also assigning Full Time duties to some Part Time Deputies. This is resulting in an increase of average man-hours each pay period from 60.45 hours to 72 hours per deputy.
- Road Patrol calls for service 31,422 in 2010, to 48,006 in 2011 to 54,051 in 2012, 52,706 in 2013, 48,909 in 2014, 42,300 in 2015. Over the next 3 years, there will be 8 retirements in sworn positions. This will affect the level of experience without training replacements now.
- Transports of prisoners across the state and extraditions out of state have increased from 242 trips (274 prisoners) in 2011 to 289 trips (326 prisoners) in 2012. This results in 52,243 miles traveled in 2011 and 61,293 miles traveled in 2012. In 2013 we traveled 53,723 miles, 265 total trips with 341 prisoners. In 2014, we had 237 trips with 269 prisoners transported across the State and East Coast, 49,790 miles were involved. In 2015 258 trips and 60,099 miles traveled.
- In 2009 the Civil Administrative staff (2) processed 9,534 civil process papers. In 2012 the same group processed 23,289 civil process papers. In 2013 17,129 papers were processed. In 2014 11,857 civil papers were processed. In 2015 10,905 were processed.
- In 2009 the Warrant Administrative staff(3) process 2,767 new warrants and validated 4,565 warrants. In 2012 3,567 new warrants and validated 5,414 warrants. In 2013 3473 new warrants and 5225 validations were processed. In 2014 3282 new warrants and 5579 validations done. In 2015 3957 warrants were processed and 5759 validations were done

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request 2017	% Change
Personnel Services	\$ 5,064,244	\$ 5,398,674	\$ 5,369,066	\$5,772,438	8%
Supplies & Materials	634,605	603,603	625,686	694,212	11%
Maintenance & Services	459,305	405,968	488,159	518,265	6%
Other Charges	45,618	32,465	50,104	97,994	96%
Interfund Charges	0	0	0	0	0%
Capital Outlay	0	24,394	196,405	556,816	184%
Debt Service		0			0%
Total	\$ 6,203,772	\$ 6,465,103	\$ 6,729,420	\$7,639,725	14%

DEPARTMENT BUDGET SUMMARY					
Department or Agency:	Sheriff's Office	Department Number:	1101		
Fund: 100	General Fund	Function:	Public Safety		
Staffing (Full Time Equivalent):					
Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request 2017	% Change
Sheriff	1.0	1.0	1.0	1.0	0%
Chief Deputy	1.0	1.0	1.0	1.0	0%
Operations Officer	1.0	1.0	1.0	1.0	0%
Lieutenant	5.0	5.0	5.0	5.0	0%
Sergeant	5.9	7.0	7.0	8.0	14%
Corporal	14.0	13.0	13.0	12.0	-8%
Deputy First Class	15.0	17.0	17.0	16.0	-6%
Deputy	10.6	2.0	3.0	4.0	33%
Deputy Trainee	0.7	0.0	0.0	6.0	100%
PT Deputy	18.7	22.9	29.8	29.8	0%
CBI Office Assistant VI	1.0	0.8	0.4	0.4	0%
CET Office Assistant VI	0.0	0.3	0.4	0.4	0%
Office Assistant IV	1.0	1.0	1.0	1.0	0%
Office Assistant III	5.8	6.7	7.0	7.0	0%
Property Manager	0.3	0.6	0.3	0.3	0%
Security Monitor Deputy	0.2	0.4	0.2	0.2	0%
Security Monitor Non-Deputy	0.5	0.8	0.5	0.5	0%
Crossing Guard	2.7	2.7	1.8	1.8	2%
Animal Control Chief	1.0	1.0	1.0	1.0	0%
Animal Control Asst Chief	1.0	1.0	1.0	1.0	0%
Animal Control Officer	2.0	2.6	2.5	2.5	0%
Total	88.4	87.7	93.9	99.9	6%
Summary of Significant Budget Increase/Decrease Request					
Description of Increase/Decrease				\$ Increase/Decrease	% Inc/(Dec)
Increase deputy sheriff staff due to personnel retirements				\$ 910,305	14%
Contact Information					
Name:	Reggie T. Mason	Address 1:	1 W. Market St, Government Center		
Title:	Sheriff of Worcester County	Address 2:	Room 1001		
Email:	rmason@co.worcester.md.us	City/State:	Snow Hill, MD		
Telephone:	410-632-1112	Zip Code:	21863		

REVENUE

Sheriff's Office

NWS G/L Acct							FY16 Actual as		
Dept #	#	G/L ACCOUNT NAME	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGET	of 12/31/2015	FY17 BUDGET	Variance	
1101	5065.100	Sheriff's Fees-Paper	39,254	35,879	40,000	12,923	40,000	0	
	5065.105	Prescription Drug Collection	5,000	0	0	5,000	0	0	
	5065.200	Peddler's License	1,275	1,025	500	400	500	0	
	5065.300	Parking Fines	515	325	1,000	115	1,000	0	
	5065.400	Animal Shelter/License Fees	8,979	10,700	8,000	6,228	8,000	0	
	5065.405	Animal Shelter/Spay & Neuter	15,200	14,650	25,000	7,400	25,000	0	
	5065.500	Animal Shelter Revenue	200	0	0	0	0	0	
	5065.600	Sheriff Fees - Sheriff Sale	57	514	0	0	0	0	
	5065.700	Sheriff Fees - Contracted Services	14,487	30,768	7,000	9,108	7,000	0	
	5065.990	Sheriff Fees -Other	1,290	285	0	839	0	0	
	5090	Firing Range Fees	600	600	3,000	0	3,000	0	
	5161	Casino Security	11,592	9,216	15,000	8,928	15,000	0	
	5162	Secrets Security	101,034	130,600	97,696	74,880	97,696	0	
	5540	Traffic Grant Health Dept	0	0	0	0	0	0	
	5541	Traffic Safety SHA	7,600	10,050	720	0	720	0	
	5605	MD State Police Grants	4,979	3,689	0	0	0	0	
	5635	Police Protection Grant	156,983	145,661	166,108	60,168	166,108	0	
	5675	Child Support Grant	32,181	18,746	7,000	5,774	7,000	0	
	5770	Bulletproof Vest Program	0	3,103	4,000	(3,103)	4,000	0	
	5771	DOJ- ATF Sheriff Grant	0	0	0	0	0	0	
	5791	Federal Overtime Grant Projects	997	1,156	0	0	0	0	
	5880	STAR Team Reimbursement	0	0	0	0	0	0	
	5905	Sex Offender Grant	24,175	25,020	9,000	24,019	9,444	444	
	5910	Tobacco Enforcement Grant	0	15,450	0	26,250	0	0	
	5911	Highway Safety Grant frm Health Dep	0	0	0	0	0	0	
	5912	Sheriff -Health Unerage Drinking	5,100	7,300	2,000	0	2,000	0	
	5913	Sheriff-Drug Enforcement	0	0	0	0	0	0	
TOTAL			431,498	464,736	386,024	238,929	386,468	444	

FY17 Expense Budget Worksheet Report

			Department: 1101 - Sheriff's Office						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1101 - Sheriff's Office									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	5,219,172.00	4,940,361.00	278,811.00	6%	2,360,788.68	4,802,367.63	4,527,175.95	
6000.400	Personnel Services Overtime Pay	366,368.00	237,910.00	128,458.00	54%	205,734.95	382,002.26	355,214.73	
6000.410	Personnel Services Overtime Grants/Reimbursements	130,898.00	130,898.00	0.00	0%	89,350.36	152,554.84	123,121.24	
6000.450	Personnel Services Overtime Pay - Kennel	56,000.00	56,000.00	0.00	0%	34,047.50	61,748.77	58,732.49	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$5,772,438.00	\$5,365,169.00	\$407,269.00	8%	\$2,689,921.49	\$5,398,673.50	\$5,064,244.41
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	200.00	200.00	0.00	0%	0.00	0.00	0.00	
6100.030	Administrative Expense Alcohol and Drug Testing	100.00	0.00	100.00	N/A	100.00	0.00	0.00	
6100.040	Administrative Expense Alcohol and Drug Testing Supplie	0.00	0.00	0.00	N/A	25.00	0.00	0.00	
6100.050	Administrative Expense Background Checks	1,060.00	820.00	240.00	29%	233.14	430.03	547.93	
6100.055	Administrative Expense Bond	0.00	0.00	0.00	N/A	0.00	340.00	0.00	
6100.060	Administrative Expense Books and Publications	5,300.00	5,300.00	0.00	0%	3,986.01	4,379.72	4,134.34	
6100.080	Administrative Expense Copier Supplies	200.00	200.00	0.00	0%	0.00	0.00	192.00	
6100.100	Administrative Expense Dues and Subscriptions	3,572.00	3,422.00	150.00	4%	2,560.00	3,417.00	1,810.00	
6100.110	Administrative Expense Envelopes	900.00	900.00	0.00	0%	0.00	0.00	1,488.00	
6100.190	Administrative Expense Office Supplies	10,100.00	10,100.00	0.00	0%	5,780.32	15,569.22	14,964.61	
6100.210	Administrative Expense Paper	4,045.00	4,045.00	0.00	0%	680.60	2,100.98	3,000.80	
6100.240	Administrative Expense Printing Expense	2,130.00	1,800.00	330.00	18%	443.32	2,424.40	876.40	
6110.020	Supplies & Equipment Animal Food	1,500.00	1,500.00	0.00	0%	0.00	0.00	0.00	
6110.025	Supplies & Equipment Animal Transport Containers	600.00	600.00	0.00	0%	62.77	0.00	538.00	
6110.030	Supplies & Equipment Bike Patrol Equipment	1,214.00	1,214.00	0.00	0%	0.00	69.10	302.27	
6110.050	Supplies & Equipment Camera Equipment	3,260.00	2,700.00	560.00	21%	0.00	0.00	0.00	
6110.070	Supplies & Equipment CO2 for Chambers	3,000.00	3,000.00	0.00	0%	2,156.17	4,104.94	3,744.87	
6110.080	Supplies & Equipment Computer Repairs & Supplies	3,000.00	3,000.00	0.00	0%	359.50	182.65	2,275.37	
6110.090	Supplies & Equipment Computers & Printers	71,371.00	39,176.00	32,195.00	82%	13,467.98	31,687.49	11,523.17	
6110.125	Supplies & Equipment Equipment Maintenance & Repair	2,000.00	2,000.00	0.00	0%	0.00	3,397.13	105.00	
6110.135	Supplies & Equipment Fuel for Incinerator	8,000.00	8,000.00	0.00	0%	2,081.96	4,229.86	5,635.55	
6110.160	Supplies & Equipment Investigation Supplies	4,120.00	4,120.00	0.00	0%	2,782.97	7,943.72	4,582.89	
6110.180	Supplies & Equipment K9 Expense	28,000.00	28,000.00	0.00	0%	11,001.13	16,186.15	27,129.91	
6110.190	Supplies & Equipment Law Enforcement Equipment	125,483.00	89,129.00	36,354.00	41%	21,388.42	91,041.01	82,001.38	
6110.245	Supplies & Equipment Mobile Phones & Pagers	12,900.00	12,900.00	0.00	0%	5,440.10	12,843.39	12,271.21	
6110.270	Supplies & Equipment Office Equipment Repairs	500.00	500.00	0.00	0%	0.00	0.00	0.00	

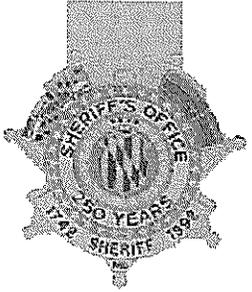
FY17 Expense Budget Worksheet Report

			Department: 1101 - Sheriff's Office						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
6110.280	Supplies & Equipment Office Furniture	3,300.00	250.00	3,050.00	1220%	526.36	278.99	0.00	
6110.290	Supplies & Equipment Other Office Equipment	3,375.00	3,375.00	0.00	0%	335.80	58.28	0.00	
6110.295	Supplies & Equipment Program Supplies and Equipment	500.00	500.00	0.00	0%	0.00	0.00	0.00	
6110.315	Supplies & Equipment Rabies Clinic Supplies	2,800.00	2,800.00	0.00	0%	579.00	712.64	1,421.31	
6110.320	Supplies & Equipment Radio Supplies	60,290.00	120,402.00	(60,112.00)	-50%	16,558.17	114,284.44	123,657.96	
6110.395	Supplies & Equipment Spay and Neuter Supplies	11,980.00	11,980.00	0.00	0%	2,686.10	9,784.57	8,524.21	
6110.430	Supplies & Equipment Traps	2,953.00	2,953.00	0.00	0%	1,527.35	2,024.03	2,183.69	
6130.010	Equipment Maintenance Copier Lease	6,700.00	6,700.00	0.00	0%	1,823.64	5,860.81	6,667.08	
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	6,042.00	6,042.00	0.00	0%	0.00	0.00	2,119.39	
6130.040	Equipment Maintenance MILES Computer Chg/MDT User Fees	34,672.00	29,488.00	5,184.00	18%	13,286.25	29,057.18	24,237.35	
6130.060	Equipment Maintenance Software Licensing	1,500.00	1,500.00	0.00	0%	995.00	1,295.00	8,495.00	
6130.070	Equipment Maintenance Software Maintenance Agreements	63,067.00	61,230.00	1,837.00	3%	54,312.29	57,434.20	56,144.77	
6150.010	Uniforms & Personal Equipment Bullet Proof Vests	22,826.00	15,314.00	7,512.00	49%	3,847.86	21,557.24	33,056.44	
6150.040	Uniforms & Personal Equipment Uniform Allowance	60,200.00	54,300.00	5,900.00	11%	49,800.00	51,600.00	46,800.00	
6150.050	Uniforms & Personal Equipment Uniforms	52,510.00	21,592.00	30,918.00	143%	22,938.26	35,778.57	69,834.93	
6150.060	Uniforms & Personal Equipment Ammunition	68,222.00	63,914.00	4,308.00	7%	48,173.01	73,529.83	74,338.72	
6160.850	Grant Programs Highway Safety Grant Travel	720.00	720.00	0.00	0%	627.64	0.00	0.00	
Account Classification Total: SUPP & MAT - Supplies & Materials		\$694,212.00	\$625,686.00	\$68,526.00	11%	\$290,566.12	\$603,602.57	\$634,604.55	
MAINT & SVCS - Maintenance & Services									
6510.020	Legal Services County Attorney Expenses	1,000.00	1,000.00	0.00	0%	149.28	432.92	373.21	
6510.085	Legal Services Other Legal Expenses	5,000.00	0.00	5,000.00	N/A	0.00	0.00	16.08	
6530.050	Consulting Services Crisis/Fitness for Duty	1,400.00	1,400.00	0.00	0%	0.00	5,000.00	0.00	
6530.090	Consulting Services Pre-Employment Physicals	3,958.00	952.00	3,006.00	316%	560.00	1,015.00	8,988.00	
6530.100	Consulting Services Professional Fees	6,610.00	2,110.00	4,500.00	213%	2,156.00	2,110.00	2,062.00	
6530.120	Consulting Services Rabies Clinic	2,000.00	2,000.00	0.00	0%	400.00	650.00	550.00	
6530.160	Consulting Services Veterinary Services	500.00	500.00	0.00	0%	0.00	0.00	338.27	
6530.165	Consulting Services Vet Services - Spay & Neuter	13,800.00	13,800.00	0.00	0%	4,325.00	9,875.00	7,600.00	
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	300,000.00	300,000.00	0.00	0%	96,265.30	237,557.82	296,633.90	
6540.030	Vehicle Operating Expenses Vehicle Maintenance	87,500.00	72,500.00	15,000.00	21%	43,866.63	87,741.60	87,440.21	
6540.040	Vehicle Operating Expenses Vehicle Registration	1,100.00	500.00	600.00	120%	90.00	0.00	200.00	
6540.045	Vehicle Operating Expenses Vehicle Repairs	20,000.00	20,000.00	0.00	0%	9,420.86	17,576.32	5,730.20	
6540.060	Vehicle Operating Expenses Vehicle Equipment	24,000.00	22,000.00	2,000.00	9%	8,945.62	0.00	0.00	

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FY17 Expense Budget Worksheet Report

			Department: 1101 - Sheriff's Office						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
6550.020	Building Site Expenses Buildings & Grounds Maintenance	2,017.00	2,017.00	0.00	0%	315.52	1,512.14	4,870.46	
6550.030	Building Site Expenses Carpet/VCT Cleaning	1,200.00	1,200.00	0.00	0%	0.00	0.00	340.90	
6550.040	Building Site Expenses Cleaning Contract	0.00	0.00	0.00	N/A	280.00	40.00	0.00	
6550.050	Building Site Expenses Custodial Supplies	550.00	550.00	0.00	0%	214.38	371.61	350.16	
6550.060	Building Site Expenses Electricity	16,250.00	16,250.00	0.00	0%	7,397.36	14,684.03	13,461.73	
6550.080	Building Site Expenses Fire Alarm Testing	260.00	260.00	0.00	0%	0.00	250.00	200.71	
6550.081	Building Site Expenses Fire Extinguishers	450.00	450.00	0.00	0%	0.00	331.50	777.93	
6550.090	Building Site Expenses General Maintenance Repairs	6,780.00	6,780.00	0.00	0%	3,916.58	7,709.78	7,714.81	
6550.120	Building Site Expenses Heating Propane	5,900.00	5,900.00	0.00	0%	589.96	3,481.59	5,485.71	
6550.130	Building Site Expenses Incinerator Expense	0.00	0.00	0.00	N/A	0.00	573.84	700.00	
6550.180	Building Site Expenses Pest Control/Termite Insp	300.00	300.00	0.00	0%	100.00	236.00	242.00	
6550.200	Building Site Expenses Portalets	660.00	660.00	0.00	0%	229.50	547.50	547.50	
6550.220	Building Site Expenses Security Alarm Monitoring	180.00	180.00	0.00	0%	51.00	204.00	204.00	
6550.240	Building Site Expenses Septic Tank Cleaning	850.00	850.00	0.00	0%	765.00	824.00	425.00	
6550.242	Building Site Expenses Sewage Pump Monitoring	0.00	0.00	0.00	N/A	75.00	45.00	0.00	
6550.270	Building Site Expenses Telephone	14,200.00	14,200.00	0.00	0%	4,664.47	11,580.57	12,396.07	
6550.280	Building Site Expenses Tipping Fees	0.00	0.00	0.00	N/A	0.00	33.10	0.00	
6550.300	Building Site Expenses Trash Removal	1,800.00	1,800.00	0.00	0%	600.35	1,584.36	1,656.12	
Account Classification Total: MAINT & SVCS - Maintenance & Services		\$518,265.00	\$488,159.00	\$30,106.00	6%	\$185,377.81	\$405,967.68	\$459,304.97	
OTHR CHGS - Other Charges									
7000.030	Travel, Training & Expense Canine Training	2,500.00	2,500.00	0.00	0%	3,562.75	536.00	2,810.86	
7000.040	Travel, Training & Expense Continuing Education/Certificati	56,854.00	28,854.00	28,000.00	97%	7,420.01	25,979.46	32,822.54	
7000.060	Travel, Training & Expense Educational Training	27,140.00	7,250.00	19,890.00	274%	0.00	1,930.78	2,005.85	
7000.090	Travel, Training & Expense Firearms Training	4,000.00	4,000.00	0.00	0%	250.00	1,274.94	5,567.13	
7000.100	Travel, Training & Expense Meetings/Conferences/Shows	1,500.00	1,500.00	0.00	0%	275.00	789.53	185.50	
7000.125	Travel, Training & Expense Transport Expenses	6,000.00	6,000.00	0.00	0%	1,383.84	1,954.56	2,225.73	
Account Classification Total: OTHR CHGS - Other Charges		\$97,994.00	\$50,104.00	\$47,890.00	96%	\$12,891.60	\$32,465.27	\$45,617.61	
CAP EQ - Capital Equipment									
9010.010	Capital Equipment New Vehicles	452,846.00	165,405.00	287,441.00	174%	0.00	0.00	0.00	
9010.020	Capital Equipment Public Safety Electronic Equipmt	103,970.00	0.00	103,970.00	N/A	0.00	24,394.00	0.00	
9010.050	Capital Equipment Building Improvements	0.00	31,000.00	(31,000.00)	-100%	0.00	0.00	0.00	
Account Classification Total: CAP EQ - Capital Equipment		\$556,816.00	\$196,405.00	\$360,411.00	184%	\$0.00	\$24,394.00	\$0.00	
Department Total: 1101 - Sheriff's Office		\$7,639,725.00	\$6,725,523.00	\$914,202.00	14%	\$3,178,757.02	\$6,465,103.02	\$6,203,771.54	



WORCESTER COUNTY SHERIFF'S OFFICE VEHICLE PROPOSAL FY2017

ADD

Dept 1101 Sheriff's Dept.

1

Comparison Cost: 2015 Budget



- ▶ 2015 Chevrolet Tahoe 4 X 2: \$35,490.00
- ▶ 2015 Chevrolet Tahoe 4 X 2 Budget Amount: \$32,826.00
- ▶ Cost Difference: \$2,664.00 per Chevrolet Tahoe
- ▶ Percentage of Cost Increase: 8 % over budgeted amount
- ▶ 2015 Ford Expedition 4 X 4: \$35,342.00
- ▶ 2015 Ford Expedition 4 X 4 Budget Amount: \$34,101.00
- ▶ Cost Difference: \$1,241.00 per Ford Expedition
- ▶ Percentage of Cost Increase: 3.6% over budgeted amount

Other Police Vehicle Options:

- ▶ 2015 Chevrolet Caprice – Cost: \$29,600.00

6.0 Liter Engine

355 HP.

6 Inch Ground Clearance

Interior Volume:

Front: 56 Cubic Ft.

Rear: 56 Cubic Ft.

Combined: 112 Cubic Ft.

Trunk: 17.4 Cubic Ft.



Other Police Vehicle Options:



Continued

► 2015 Dodge Charger – Cost: \$27,876.00

5.7 Liter Engine

345 HP.

5.1 Inch Ground Clearance

Interior Volume:

Front: 55.6 Cubic Ft.

Rear: 49.3 Cubic Ft.

Combined: 104.9 Cubic Ft.

Trunk: 16.5 Cubic Ft.



COURTESY: DODGE

Other Police Vehicle Options:



▶ 2015 Ford Police Utility – Cost: \$28,496.00

Continued

3.7 Liter Engine / 3.5 Liter Eco-Boost (Min. Cost Increase)

304 HP. / 365 HP.

6.4 Inch Ground Clearance

Interior Volume:

Front: 59.7 Cubic Ft.

Rear: 58.7 Cubic Ft.

Combined: 118.4 Cubic Ft.

Cargo: 85.1 Cubic Ft.



Other Police Vehicle Options:

▶ 2015 Chevrolet Tahoe – Cost: \$35,490.00

5.3 Liter Engine

355 HP.

8.0 Inch Ground Clearance

Interior Volume:

Front: 63.8 Cubic Ft.

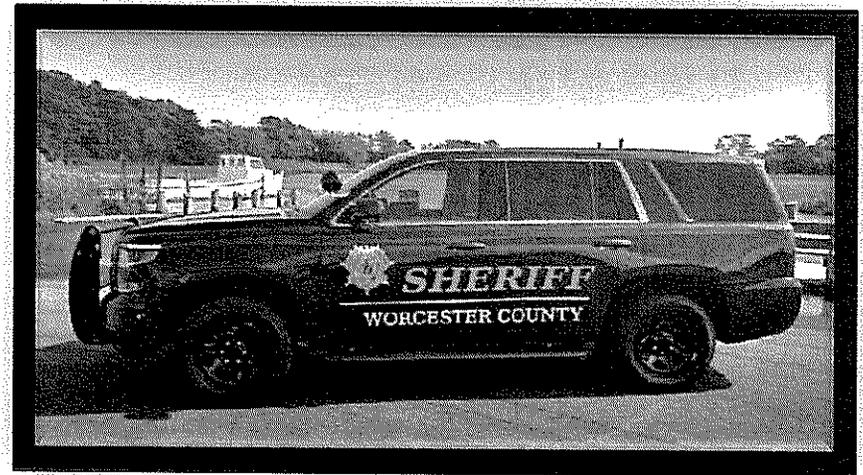
Rear: 56.9 Cubic Ft.

Combined: 120.7 Cubic Ft.

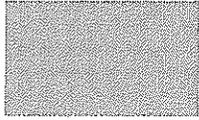
Cargo: 111.8 Cubic Ft.



Continued







Cost Comparison Tahoe vs. Crown Victoria

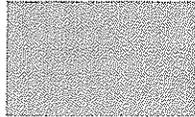


- ▶ Comparison from 0 to 125,150 Miles.
 - ▶ Crown Victoria Maintenance Cost: \$5,217.86
 - ▶ Tahoe Maintenance Cost: \$2,675.98

- ▶ Average Mile Per Gallon (1 Year Period)
 - ▶ Crown Victoria 12.5 MPG
 - ▶ Tahoe 15.6 MPG

Service History Unit 6014

Ford Crown Victoria



SERVICE HISTORY
Unit 5014 / 105D30 6014
Vehicle Make Ford Vehicle Model Crown Victoria
MAT # 141077

Date	Mileage	Cost	Type of Work
1/7/2004	68	\$19.75	New vehicle inspection
4/15/2003	4328	\$33.20	Service
5/15/2003	9197	\$22.85	Service
6/23/2003	12391	\$23.00	Rep and balance RR tire
6/24/2003	12544	\$66.50	Service, Rotate tires
8/14/2003	15002	\$53.21	Rep and balance Right Front tire, install spare
8/25/2003	16331	\$67.77	Service; Rep wiper blades; Complaint of cabs - new noise out of front end
10/22/2003	21235	\$2,218.13	Deliver to Auto Collision For L/F Destr Damages
10/28/2003	23599	\$708.61	Service; rotate tires; check for rubbing, sounds - unable to find
1/2/2004	25599	\$48.53	Service
3/6/2004	27125	\$10.79	Service
4/29/2004	34333	\$61.93	Service; Rotate tires, Balance RR tire
6/22/2004	41160	\$105.18	Service; Transmission service
8/10/2004	45714	\$144.07	Service; Rep wiper blades, fuel filter, front brake pads, put 4 new tires on rear - 4 new tires on front
9/23/2004	50175	\$39.73	Service
1/21/2005	55,482.94	\$5,482.94	Body shop rep for dent damage at Figgins Auto/body inc
1/21/2005	55665	\$1,853.14	Check for battery for new; Rep battery
3/10/2005	58224	\$10.00	Service; RR tire
3/10/2005	58381	\$109.00	Rep Battery
4/14/2005	60421	\$39.57	Service; RR tire
6/22/2005	64979	\$57.50	Service; Rotate tires
8/11/2005	70112	\$187.65	Service; Rep filler Pulley, Master window switch; Rotate tires
9/29/2005	75171	\$52.15	Service; Rep RR tire
11/4/2005	78907	\$307.92	Service; Rotate tires; Checked A/C; Found temp control leak on rear; Rep temp control; Replaced lights on RR EGR valve; Rep EGR valve

3/17/2016

SERVICE HISTORY
Unit 6014

Date	Mileage	Cost	Type of Work
12/02/10	10756	\$12.39	Rep L/F headlamp bulb
12/29/2010	12060	\$216.09	Service; Rep battery; Service transmission; Rep fuel filter; Rotate tires
12/29/2010	12276	\$15.04	Rep alternator
3/19/2011	16712	\$189.62	Service; Rep two front tires; Neck's fr alignment; Rep LR e-gas bulb; install battery saver
7/29/2011	22792	\$279.92	Leaves Auto Glass rep windshield
8/24/2011	31038	\$840.32	Service; Rep FR & Rear brake motor & pads; Rep 5 front tires & wiper blades
11/20/2011	35748	\$15.51	Service
2/22/2012	103236	\$619.79	Service; Rotate tires, Rep battery, driver side exhaust manifold, bus, nuts, shift out rear axle seal
2/22/2012	103236	\$619.79	Rep alternator motor warranty
5/7/2012	113427	\$78.68	Service
8/8/2012	115389	\$34.66	Service; upper blades; rear compass; new tires
4/13/2012	114367	\$163.53	Service; replaced for moonrory and fence
1/10/2013	125146	\$12.54	Rep bulb
1/21/2013	125171	\$44.00	Service
1/20/2013	127389	\$13.54	replaced two right rear tires
5/11/2013	128155	\$12.94	headlamp bulb
2/5/2013	128489	\$10.16	replaced RR front turn signal and master
6/5/2013	130054	\$77.41	replaced battery
6/14/2013	130720	\$18.21	replaced headlamp bulb
6/19/2013	130919	\$37.56	service; replaced rear pads and rotor
7/17/2013	131689	\$22.09	replaced two tires
9/6/2013	132417	\$10.94	replaced front tire
3/19/2014	136079	\$33.89	service; battery
4/21/2014	137041	\$19.45	replaced front tire
6/18/2014	139664	\$55.80	service; battery
7/16/2014	140761	\$107.61	strawing column road; (1 tire) (1)
9/18/2014	144182	\$53.86	service
10/14/2014	145033	\$32.26	battery name

3/17/2016

SERVICE HISTORY
Unit 6014

Date	Mileage	Cost	Type of Work
1/5/2015	149223	\$148.79	headlamp bulb, oil filter, light socket, oil, bulb, front mount and pad, brake master and slave, wiper blade
4/24/2015	15444	\$14.01	service; rotate tires, new wiper blades, turn signal bulb
6/17/2015	158953	\$90.78	replaced blower motor, repaired harness
7/27/2015	169119	\$165.85	service; replaced rear tire, rep drivers side lowlight bulb and socket
8/14/2015	181062	\$391.91	aka ambulance callout; replaced spare tire, added foam
8/17/2015	181215	\$194.15	replaced RR front tire
	Grand Total	115,604.31	

less accident repairs
7673.24
< 8,015.99

3/17/2016

Service History Unit 6041 Chevrolet Tahoe

SERVICE HISTORY				
Unit 6041 / 125000 miles				
Unit #	Vehicle Year	Vehicle Make	Vehicle Model	Tahoe
MAT #	159439			
Remarks	Veh put in service 12-29-2011			
Date	Type of Work	Mileage	Cost	
13/1/2011	New vehicle inspection—found daytime running lights work. Courtesy to reprogram	30	\$17.19	
2/27/2012	Service	4594	\$34.41	
5/4/2012	service, rotate tires	11597	\$56.77	
7/9/2012	service	16939	\$45.37	
1/15/2013	serviced, balanced all tires	34623	\$82.74	
3/27/2013	serviced, rotate tires	40277	\$62.98	
4/11/2013	replaced left rear tire	41799	\$18.38	
5/31/2013	serviced	46483	\$40.45	
8/6/2013	replaced drivers side headlight bulb	51736	\$23.62	
8/8/2013	serviced, rotated tires, replaced left tag bulb			
9/16/2013	replaced right headlamp replaced r headlamp	55313	\$23.62	
10/17/2013	serviced	57525	\$63.66	
10/21/2013	replaced low beam bulb and connector	58274	\$47.20	
1/24/2014	serviced, rotal hrs, replaced front pads and rotors	64716	\$322.61	
4/24/2014	recharged ac and added dye. Check later 4 leaks	70759	\$26.11	
5/7/2014	serviced, 4 new tires, checked ac over	71454	\$79.09	
7/14/2014	serviced, rotated tires, replace both tag lights	77592	\$77.15	
9/19/2014	serviced, replaced wiper blades	82414	\$87.61	
11/15/2014	halogen bulb	87121	\$26.80	
12/11/2014	oil filter, oil	89272	\$56.72	
1/24/2015	halogen bulb	92847	\$19.53	
3/5/2015	service (family) new battery service (family)	95889	\$166.85	
5/6/2015	serviced	100104	\$49.70	
5/21/2015	rear hatch switch	101269	\$39.50	
6/8/2015	replaced and balanced left rear tire.	103148	\$12.95	
3/17/2016				

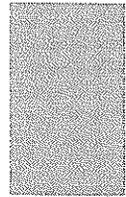
SERVICE HISTORY				
Unit 6041				
7/22/2015	serviced, replaced 2 front tires, recharged ac system, replaced drivers side door latch assembly	106442	\$219.27	
9/2/2015	added freon	109929	\$39.02	
10/29/2015	serviced, rotated tires, no freon in ac system recharged system with die, tag light	115309	\$121.92	
1/21/2016	serviced, fren: rotors and pads, r rear tire replaced, rear pads and rotors	121116	\$762.95	
			Grand Total	\$2,675.98
3/17/2016				

Projected Vehicle Longevity:



- ▶ Chevrolet Tahoe 200,000 Miles
- ▶ Ford Utility 130,000 Miles (Short In-Service Period)
- ▶ Chevrolet Caprice 150,000 Miles (Short In-Service Period)
 - ▶ 8 Month Delivery Time
 - ▶ Substantial Collision Repair Expense
- ▶ Dodge Charger 140,000 Miles
 - ▶ Delaware State Police 100,000 Miles
 - ▶ Wicomico County Sheriff 130,000 Miles
 - ▶ DSP Dodge Charger Concerns: Intake Valve / Throttle Body Replacement
 - ▶ DSP Recommends – Not for Patrol USE due to limited space
 - ▶ Wicomico County Sheriff Concerns: Electrical Recalls

Sheriff's Office Vehicle Purchase:



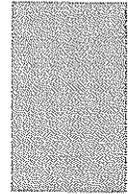
- ▶ Sheriff's Office purchased two police equipped vehicles this year.
- ▶ This purchase was made utilizing seized funds to help offset costs.
- ▶ The purchase of these two police equipped vehicles helps alleviate the burden for vehicle replacement costs for the upcoming budget.
- ▶ Sheriff's Office has also purchased covert vehicles during previous budget years.

Vehicles Requested:



- ▶ One (1) 4 X 4 Ford Expedition - \$35,342.00 (2015 Price Quote)
- ▶ One (1) 4 X 4 Chevrolet Tahoe - \$39,000.00 (2015 Price Quote)
- ▶ Three (3) 4 X 2 Chevrolet Tahoe - \$35,500.00 Each (2015 Price Quote)
- ▶ Total: \$180,842.00
- ▶ Projected Cost Increase of 15%: \$207,968.30

Projected Resale Value:



- ▶ GovDeals online Auction Site:
 - ▶ Ford Crown Victoria: \$800.00 to \$1,200.00
 - ▶ Chevrolet Tahoe: \$5,000.00 to \$7,000.00
 - ▶ Resale Values are according to Fleet Manager W. Powell and independent GovDeals Sales research.

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Development Review and Permitting	Department Number:	1008
Fund: 100	General Fund	Function:	General Government

MISSION STATEMENT:

The Department of Development Review and Permitting is responsible for implementing and enforcing a wide variety of regulations and programs, primarily pertaining to land use activities. These include permits, building construction, site plans and subdivisions. Long range planning is also a function of the Department, as is pre- and post-disaster planning. Various licenses are also administered and issued by the Department, including liquor licenses and renewals, roadside stand and vending licenses. The Department is divided into series of Divisions/Services: Zoning, Building, Customer Service, Technical Services, Liquor Licenses, and Administrative.

PROGRAM SERVICES: (STATISTICS)

- One of the prime and most obvious functions of the Department is the issuance of many types of permits. The Zoning Section of the Department is responsible for all permit issuance. Permits range from the most complex of commercial construction and demolition, the new Walmart Supercenter for example, to the simplest of residential accessory structures, such as a small storage shed, and everything in between. In 2015 the Zoning Section processed and issued 1,017 permits of all types, representing over 65.7 million dollars of declared construction value.
- One of the least obvious functions of the Department is actually a very important revenue source: the annual licensing of coin operated vending machines Countywide. This function involves the tracking, inspection and licensing of almost 2,500 machines in over 750 locations throughout the County and generates revenue second only to building permits. Additionally, the collection of excise taxes by the Department generates approximately \$100,000 annually.
- Annually the Department reviews over 2500 pieces of legislation introduced during the 90 day Maryland General Assembly Session and monitors on average over 75 bills for their impact on County operations. Tasks include research, analysis and document preparation for greater than 50 requests for fiscal and policy notes from MD Legislative Services each session, often on very short notice. Beyond the legislative session the Department works closely with a number of State agencies and Departments to review and comment as necessary on proposed regulations and policies.
- The Technical Services Division of the Department is responsible for over 500 GIS layers and maintains 26 priority layers on a constant basis, containing over 400,000 individual records. Much of this information is used on a daily basis by Emergency Services in the 911 Center for the dispatch of first responders. Other information and map products are routinely used by the States Attorney's Office and local Law Enforcement as well as by the Economic Development Department and others State and local agencies. The division is also responsible for performing all analysis and preparing all mapping products for establishment of voting districts. It also assigns address to all new construction.

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Development Review and Permitting	Department Number:	1008
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Fund: 100	General Fund	Function:	General Government
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The Liquor License Division of the Department is responsible for the issuance, maintenance and renewal of licenses for all alcoholic beverage establishments in the County. This involves approximately 350 regular and 350 Special Non-profit licensees on an annual basis. In addition to processing license renewals for these establishments there are annually over 150 license modification requests, including transfers, resident agent modifications, violation hearings etc.

- Over 350 finger print and criminal background checks are conducted annually and records are maintained for over 700 Alcohol Awareness Certifications. Furthermore, state tax accounts are monitored for over 350 licensed establishments in order to determine if a delinquency exists and, if necessary, to establish a payment plan and/or a viable solution to the delinquency.

The Department is responsible for providing post damage assessments for storm events. In addition to staffing and providing technical services in the Emergency Operations Center during Hurricane Sandy in October 2012, immediately after the event the Department dispatched 15 teams to perform a County wide damage assessment. After completion of our assessment we immediately provided 3 staff members to assist the City of Crisfield in Somerset County.

- Furthermore, 6 staff members assisted Somerset County with additional damage assessment in the weeks after the storm which aided in their qualifying for Federal assistance.

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services	\$ 1,560,514	\$ 1,246,949	\$ 1,247,900	\$ 1,221,812	-2.1%
Supplies & Materials	256,924	159,561	262,683	263,507	0.3%
Maintenance & Services	127,124	64,489	65,410	64,625	-1.2%
Other Charges	17,929	9,897	15,490	17,440	12.6%
Interfund Charges	(124,242)	(76,896)	(76,896)	(68,295)	-11.2%
Capital Outlay					0.0%
Debt Service					0.0%
Total	\$ 1,838,249	\$ 1,403,998	\$ 1,514,587	\$ 1,499,089	-1.0%

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Development Review and Permitting	Department Number:	1008
Fund: 100	General Fund	Function:	General Government

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Director	1.0	1.0	1.0	1.0	0%
Deputy Director	1.0	1.0	1.0	1.0	0%
Technical Services Manager	1.0	1.0	1.0	1.0	0%
Data Research Manager	1.0	1.0	1.0	1.0	0%
Building Admin/County Engineer	1.0	1.0	1.0	1.0	0%
Customer Service Manager	1.0	1.0	1.0	1.0	0%
Zoning Administrator	1.0	1.0	1.0	1.0	0%
BHZ Inspector III	3.0	1.0	2.0	1.0	-50%
Building Plans Reviewer III	1.0	1.0	1.0	1.0	0%
BHZ Inspector II	1.0	1.3	2.0	2.0	0%
BHZ Inspector II Contract	0.0	0.8	0.0	0.5	100%
License Permit Clerk II	2.0	1.0	1.0	1.0	0%
DRP Specialist II	2.0	1.0	1.0	1.0	0%
License Permit Clerk I	3.0	1.5	2.0	2.0	0%
Planner II	1.0	1.0	1.0	1.0	0%
Liquor License Inspector	0.33	0.33	0.50	0.5	0%
Geologist	1.0	1.0	1.0	1.0	0%
Zoning inspector	1.0	1.0	1.0	1.0	0%
Liquor License Administrator	1.0	1.0	1.0	1.0	0%
Customer Service Representative	1.0	1.0	1.0	1.0	0%
Liquor License Board Member	3.0	3.0	3.0	3.0	0%
Office Assistant III	2.0	1.0	1.0	1.0	0%
Bingo Board Member	3.0				0%
Natural Resources Administrator	1.0				0%
DRP Specialist IV	1.0				0%
SEC Inspector	1.0				0%
Critical Area Inspector	0.6				0%
Planner IV	1.0				0%
Total	36.9	24.0	25.5	25.0	-2%

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Development Review and Permitting	Department Number:	1008
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Fund: 100	General Fund	Function:	General Government
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Summary of Significant Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
Savings from personnel reduction.	\$ (15,498)	-1%

Contact Information

Name:	Edward A Tudor	Address 1:	1 West Market Street, Room 1201
Title:	Director, DRP	Address 2:	
Email:	ddrp@co.worcester.md.us	City/State:	Snow Hill, MD
Telephone:	410-632-1200	Zip Code:	21863

REVENUE

Development Review & Permitting

Dept #	NWS G/L Acct #	G/L ACCOUNT NAME	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGET	FY16 Actual As	FY17 BUDGET	Variance
						of 12/31/2015		
1008	4230	Trailer Park Excise Tax	123,066	155,647	100,000	38,275	100,000	0
	4905	Vending Machine License	117,000	88,015	116,000	15,880	116,000	0
	4915	Occupational Licenses	34,475	3,805	32,000	26,935	4,000	(28,000)
	4925	Tourist & Trailer Permits	12,795	12,760	9,000	4,020	9,000	0
	4930	Building Permits	206,036	213,549	200,000	103,372	200,000	0
	4932	Electrical permits	14,000	15,210	14,000	9,360	16,000	2,000
	4940	Shoreline Commission Application Fee	20,925	0	0	675	0	0
	4955	Raffle Permits	1,825	2,125	1,800	0	1,800	0
	4970	Forestry Review Fees	7,541	0	0	0	0	0
	5060	Zoning Fees	0	0	0	0	0	0
	5060-100	Zoning Fees-brdof zoning appeals	14,350	17,975	15,000	6,575	16,000	1,000
	5060-200	Zoning Fees-planning comm fee	0	0	0	0	0	0
	5060-300	Zoning Fees-site plan review	12,023	5,934	9,000	2,736	6,000	(3,000)
	5060-400	Zoning Fees-rezoning fee	0	0	2,000	3,725	1,000	(1,000)
	5060-500	Zoning Fees-subdivision review fee	8,820	14,055	11,000	4,210	12,000	1,000
	5060-600	License & Permit Tex Amend Applic Fee	1,400	1,050	700	700	700	0
	5070-300	Document Sales	1,628	742	1,000	545	1,000	0
	5085	Liquor Advertising Fees	2,905	6,880	2,500	360	2,500	0
	5150	Housing Program Fees	0	0	0	0	0	0
	5150-100	Housing Program Fees-Program Income	0	0	0	0	0	0
	5165	Critical Areas Review Fees	27,786	0	0	0	0	0
	5515	DHCD Housing Admin Fees	9,000	9,046	7,000	10,393	7,000	0
	5517	Other Housing Rehab Income	0	0	2,500	0	2,500	0
	5525	Rural Legacy admin. Fees	50,790	0	0	0	0	0
	5625	CDBG Grant -Housing	153,514	52,182	150,000	13,888	150,000	0
	5680	Critical Areas Grant	13,000	0	0	0	0	0
	5732	Conservation Easements Reimbursemen	13,276	0	0	0	0	0
	5915	CREP Program	1,456	0	0	0	0	0
TOTAL			894,323	598,976	673,500	241,649	645,500	(28,000)

FY17 Expense Budget Worksheet Report

Department: 1008 - Development Review & Permitting

Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount
Department: 1008 - Development, Review & Permits								
<i>PERS SVCS - Personnel Services</i>								
6000.100	Personnel Services Salaries	1,221,812.00	1,247,900.00	(26,088.00)	-2%	603,158.02	1,246,948.91	1,560,481.35
6000.400	Personnel Services Overtime Pay	0.00	0.00	0.00	N/A	0.00	0.00	32.58
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$1,221,812.00	\$1,247,900.00	(\$26,088.00)	-2%	\$603,158.02	\$1,246,948.91	\$1,560,513.93
<i>SUPP & MAT - Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	0.00	0.00	0.00	N/A	34.25	89.42	80.00
6100.060	Administrative Expense Books and Publications	1,100.00	1,100.00	0.00	0%	269.18	602.01	963.40
6100.070	Administrative Expense CABO/BOCA Code Expenses	2,000.00	2,000.00	0.00	0%	1,239.36	212.00	1,123.20
6100.080	Administrative Expense Copier Supplies	75.00	75.00	0.00	0%	0.00	0.00	0.00
6100.100	Administrative Expense Dues and Subscriptions	1,464.00	1,340.00	124.00	9%	450.00	1,557.00	549.00
6100.110	Administrative Expense Envelopes	1,500.00	1,500.00	0.00	0%	356.99	753.29	1,488.29
6100.190	Administrative Expense Office Supplies	2,625.00	2,625.00	0.00	0%	614.14	2,327.69	4,040.87
6100.210	Administrative Expense Paper	1,500.00	1,200.00	300.00	25%	589.54	1,245.92	1,462.67
6100.230	Administrative Expense Postage & Freight	150.00	150.00	0.00	0%	0.00	73.21	64.81
6100.240	Administrative Expense Printing Expense	1,000.00	1,000.00	0.00	0%	311.41	1,593.51	1,927.26
6110.080	Supplies & Equipment Computer Repairs & Supplies	750.00	750.00	0.00	0%	0.00	30.36	107.65
6110.090	Supplies & Equipment Computers & Printers	0.00	0.00	0.00	N/A	0.00	15,418.47	380.34
6110.140	Supplies & Equipment GIS Mapping Supplies	3,500.00	3,500.00	0.00	0%	0.00	2,534.45	823.23
6110.245	Supplies & Equipment Mobile Phones & Pagers	2,000.00	2,000.00	0.00	0%	1,049.88	1,800.17	3,311.34
6110.270	Supplies & Equipment Office Equipment Repairs	300.00	300.00	0.00	0%	0.00	153.62	0.00
6110.340	Supplies & Equipment Safety Program Equipment	150.00	150.00	0.00	0%	69.00	0.00	0.00
6110.390	Supplies & Equipment Small Equipment	500.00	500.00	0.00	0%	0.00	0.00	925.00
6130.010	Equipment Maintenance Copier Lease	5,663.00	5,663.00	0.00	0%	1,886.72	5,660.16	5,660.16
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	1,500.00	1,100.00	400.00	36%	1,335.04	1,160.90	807.58
6130.060	Equipment Maintenance Software Licensing	830.00	830.00	0.00	0%	0.00	342.03	0.00
6170.080	Program Expense Special Loans Administration	22,000.00	22,000.00	0.00	0%	10,260.00	20,340.00	21,990.00
6180.010	Housing Rehabilitation Program CDBG Advertising	2,400.00	2,400.00	0.00	0%	251.25	2,174.01	525.15
6180.020	Housing Rehabilitation Program CDBG Appraisals & Credit Reports	2,400.00	2,400.00	0.00	0%	751.26	1,084.91	2,398.31
6180.030	Housing Rehabilitation Program CDBG Consulting	30,300.00	30,300.00	0.00	0%	12,030.00	25,620.00	27,270.00
6180.040	Housing Rehabilitation Program CDBG Housing Rehab Grant	150,000.00	150,000.00	0.00	0%	21,012.68	52,182.34	153,509.32
6180.050	Housing Rehabilitation Program Housing Rental & Disability Cons	2,800.00	2,800.00	0.00	0%	0.00	2,800.00	2,316.51

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FY17 Expense Budget Worksheet Report

Department: 1008 - Development Review & Permitting

Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount
6180.060	Housing Rehabilitation Program Lead Paint Contract Inspections	20,000.00	20,000.00	0.00	0%	0.00	9,809.00	16,200.00
6180.070	Housing Rehabilitation Program Program Income Expense	0.00	0.00	0.00	N/A	0.00	1,050.00	0.00
6180.080	Housing Rehabilitation Program Special Loan Fee Expense	7,000.00	7,000.00	0.00	0%	1,592.18	8,946.08	9,000.00
Account Classification Total: SUPP & MAT - Suppl'es & Materials		\$263,507.00	\$262,683.00	\$824.00	0%	\$54,102.88	\$159,560.55	\$256,924.09
MAINT & SVCS - Maintenance & Services								
6510.010	Legal Services Board/Commission Attorney	22,500.00	22,500.00	0.00	0%	6,025.00	21,525.00	31,432.49
6510.020	Legal Services County Attorney Expenses	2,250.00	2,250.00	0.00	0%	313.49	880.76	1,487.86
6510.050	Legal Services Court Reporters	3,500.00	3,500.00	0.00	0%	1,640.00	3,825.00	3,655.00
6530.040	Consulting Services Consulting Services	0.00	0.00	0.00	N/A	0.00	100.00	0.00
6530.140	Consulting Services Stormwater Management Review	0.00	0.00	0.00	N/A	0.00	0.00	44,234.53
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	14,000.00	15,785.00	(1,785.00)	-11%	5,145.15	13,103.10	18,218.86
6540.030	Vehicle Operating Expenses Vehicle Maintenance	5,000.00	4,000.00	1,000.00	25%	3,254.94	4,122.82	3,104.46
6540.045	Vehicle Operating Expenses Vehicle Repairs	0.00	0.00	0.00	N/A	0.00	213.00	0.00
6550.081	Building Site Expenses Fire Extinguishers	0.00	0.00	0.00	N/A	0.00	40.00	48.15
6550.270	Building Site Expenses Telephone	8,000.00	8,000.00	0.00	0%	1,846.96	7,595.60	8,222.93
6700.050	Other Maint. & Svcs Phone Service	375.00	375.00	0.00	0%	0.00	0.00	0.00
6900.025	Advertising Legal Advertisements	8,000.00	8,000.00	0.00	0%	3,218.65	12,334.76	16,719.63
6900.030	Advertising Legislative Advertisements	1,000.00	1,000.00	0.00	0%	0.00	748.50	0.00
Account Classification Total: MAINT & SVCS - Maintenance & Services		\$64,625.00	\$65,410.00	(\$785.00)	-1%	\$21,444.19	\$64,488.54	\$127,123.91
OTHR CHGS - Other Charges								
7000.020	Travel, Training & Expense Board Member Allowance	13,450.00	12,600.00	850.00	7%	3,569.20	8,386.86	16,289.00
7000.040	Travel, Training & Expense Continuing Education/Certificati	200.00	200.00	0.00	0%	0.00	635.00	0.00
7000.060	Travel, Training & Expense Educational Training	3,000.00	2,000.00	1,000.00	50%	0.00	0.00	25.00
7000.100	Travel, Training & Expense Meetings/Conferences/Shows	690.00	590.00	100.00	17%	220.00	874.92	805.27
7000.110	Travel, Training & Expense Membership Expenses	0.00	0.00	0.00	N/A	0.00	0.00	810.00
7000.115	Travel, Training & Expense Mileage	100.00	100.00	0.00	0%	0.00	0.00	0.00
Account Classification Total: OTHR CHGS - Other Charges		\$17,440.00	\$15,490.00	\$1,950.00	13%	\$3,789.20	\$9,896.78	\$17,929.27
INTFND CHGS - Interfund Charges								
8010.110	Interfund Water & Wastewater Enterprise Ch	(12,844.00)	(21,445.00)	8,601.00	-40%	(10,722.66)	(21,445.32)	(20,820.02)
8010.140	Interfund Environmental Programs	0.00	0.00	0.00	N/A	0.00	0.00	(49,586.00)
8010.200	Interfund DRP Chargeback - Engr Svcs	(55,451.00)	(55,451.00)	0.00	0%	(27,725.50)	(55,451.00)	(53,836.00)
Account Classification Total: INTFND CHGS - Interfund Charges		(\$68,295.00)	(\$76,896.00)	\$8,601.00	-11%	(\$38,448.16)	(\$76,896.32)	(\$124,242.02)
Department Total: 1008 - Development, Review & Permits		\$1,499,089.00	\$1,514,587.00	(\$15,498.00)	-1%	\$644,046.13	\$1,403,998.46	\$1,838,249.18

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Human Resources	Department Number:	1007
Fund: 100	General Fund	Function:	General Government

Mission Statement:

The HR Department maintains all HR functions for the 549 full time, 91 part time and 23 temporary employees. These functions include entering/maintaining all information in the payroll and retiree systems for new hires, terminations, and any payroll or informational changes. The department processes all information for the benefits programs for employees including medical, prescription, dental, vision, blood bank, sick leave bank, flexible spending, dependent care, long term disability, State Employees Credit Union (SECU), deferred compensation, supplemental plans (i.e. AFLAC plans), pension and life insurance. Monitor and administer leave requests as required under the Family Medical Leave Act to insure compliance with federal laws. Within the department are two certified retirement coordinators. The HR Department coordinates the posting, advertising and interview process to fill approved vacancies and maintains the applicant data base as well as maintaining and updating the Employee Master Salary Budget. HR is responsible for employee relations, training, ADA and OSHA compliance. HR is responsible for all records, claims processing and investigation of workers compensation claims for all county employees as well as the 10 volunteer fire companies in Worcester County totaling over 550 members. We also assist all departments with employee training, safety training, programs, and audits. The department is responsible for maintaining insurance for all county buildings, vehicles, equipment, liability coverage, driving records, and investigating and processing any claims against the county. The department administers the drug and alcohol testing program and facilitates the DOT physicals and certifications. The department is responsible for creating and administering the employee wellness program. Volunteer services is also a part of the HR department function and maintains a data base of all volunteers as well as coordination of placement of volunteers with County Departments and agencies. The Volunteer Services Manager works with and leads many functions for County sponsored events.

PROGRAM SERVICES: (STATISTICS)

- The Human Resource Office maintains and updates personnel files for 663 plus full time, part time, and temporary employees.
- Processes invoices, maintains personnel records for payroll, benefits including medical, prescription, dental, vision, life insurance and LTD, for county employees as well as 344 retirees/dependents.
- Maintains insurance for 64 county buildings, 176 related structures, 435 vehicles and 175 pieces of equipment. Process and investigate claims against the County
- Processes and investigates workers compensation claims for the 650 plus employees as well as the 550 volunteer firemen with the 10 Volunteer Fire Companies in Worcester County.
- The HR office processes all applications, post job openings and assist with interviews for placement of all approved openings within the County.
- Volunteer Services maintains a date base of volunteers, coordinates volunteer usage within all County departments as needed. Supervises and coordinates county programs including CERT Training, volunteer recognition (Volunteer Spirit Award) and employee programs including United Way Campaign, Children's Christmas Party, Hot Dog Day, Christmas luncheon, County employee picnic, Food drives etc.

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Human Resources	Department Number:	1007
Fund: 100	General Fund	Function:	General Government

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services	\$ 309,397	\$ 362,681	\$ 326,511	\$ 325,415	-0.3%
Supplies & Materials	13,531	14,483	20,013	21,649	8%
Maintenance & Services	17,436	13,827	22,050	27,250	24%
Other Charges	316	670	1,705	1,705	0%
Interfund Charges	(83,712)	(84,893)	(71,832)	(71,591)	0%
Capital Outlay					
Debt Service					
Total	\$ 256,968	\$ 306,768	\$ 298,447	\$ 304,428	2%

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Human Resource Director	1.0	1.0	1.0	1.0	0%
Risk Manager	1.0	1.0	1.0	1.0	0%
Volunteer Services Manager	0.9	0.9	1.0	1.0	0%
Human Resource Specialist	1.0	1.0	1.0	1.0	0%
Benefits Manager	1.0	1.0	1.0	1.0	0%
Office Assistant IV				1.0	100%
Office Assistant III	0.9	0.9	1.0	0.0	-100%
Total	5.8	5.8	6.0	6.0	0%

Summary of Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
Slight increase due to department objectives	\$ 5,981	2%

Contact Information

Name:	Stacey Norton	Address 1:	1W. Market Street, Room 1301
Title:	Human Resource Director	Address 2:	Government Center
Email:	snorton@co.worcester.md.us	City/State:	Snow Hill, Maryland
Telephone:	410-632-0090	Zip Code:	21863

REVENUE

Human Resources

<u>Dept #</u>	<u>NWS G/L Acct #</u>	<u>G/L ACCOUNT NAME</u>	<u>FY14 ACTUAL</u>	<u>FY15 ACTUAL</u>	<u>FY16 BUDGET</u>	<u>FY16 Actual as of 12/31/2015</u>	<u>FY17 BUDGET</u>	<u>Variance</u>
1007	5735.030	Other Grants -Human Resources	0	3,000	0	1,000	0	0
TOTAL			0	3,000	0	1,000	0	0

FY17 Expense Budget Worksheet Report

			Department: 1007 - Human Resources						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1007 - Human Resources									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	325,415.00	326,511.00	(1,096.00)	0%	154,948.86	362,681.06	309,396.58	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$325,415.00	\$326,511.00	(\$1,096.00)	0%	\$154,948.86	\$362,681.06	\$309,396.58
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	300.00	300.00	0.00	0%	149.95	418.95	194.95	
6100.040	Administrative Expense Alcohol and Drug Testing Supply	200.00	200.00	0.00	0%	0.00	0.00	0.00	
6100.060	Administrative Expense Books and Publications	1,400.00	1,975.00	(575.00)	-29%	0.00	10.00	543.07	
6100.080	Administrative Expense Copier Supplies	200.00	200.00	0.00	0%	0.00	0.00	0.00	
6100.100	Administrative Expense Dues and Subscriptions	490.00	510.00	(20.00)	-4%	412.37	495.00	413.12	
6100.110	Administrative Expense Envelopes	700.00	700.00	0.00	0%	379.00	204.50	612.00	
6100.150	Administrative Expense Incentives & Events	3,000.00	4,000.00	(1,000.00)	-25%	765.63	576.56	4,845.28	
6100.190	Administrative Expense Office Supplies	2,250.00	2,000.00	250.00	13%	853.38	1,814.43	1,713.16	
6100.210	Administrative Expense Paper	900.00	700.00	200.00	29%	0.00	0.00	0.00	
6110.090	Supplies & Equipment Computers & Printers	3,914.00	1,128.00	2,786.00	247%	1,389.68	1,078.58	187.83	
6110.245	Supplies & Equipment Mobile Phones & Pagers	1,100.00	1,100.00	0.00	0%	347.75	1,103.41	999.39	
6110.270	Supplies & Equipment Office Equipment Repairs	100.00	100.00	0.00	0%	0.00	0.00	0.00	
6110.290	Supplies & Equipment Other Office Equipment	200.00	200.00	0.00	0%	0.00	0.00	0.00	
6110.310	Supplies & Equipment Promotional Materials	100.00	200.00	(100.00)	-50%	0.00	0.00	0.00	
6130.010	Equipment Maintenance Copier Lease	3,500.00	3,500.00	0.00	0%	1,040.20	3,120.60	3,120.60	
6130.060	Equipment Maintenance Software Licensing	0.00	200.00	(200.00)	-100%	0.00	0.00	0.00	
6130.070	Equipment Maintenance Software Maintenance Agreements	295.00	0.00	295.00	N/A	0.00	0.00	0.00	
6160.005	Grant Programs LGIT Grants	0.00	0.00	0.00	N/A	0.00	3,000.00	0.00	
6160.700	Grant Programs Health Programs	0.00	0.00	0.00	N/A	583.76	0.00	0.00	
6170.050	Program Expense Volunteer Appreciation Events	3,000.00	3,000.00	0.00	0%	2,278.22	2,660.55	901.72	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$21,649.00	\$20,013.00	\$1,636.00	8%	\$8,199.94	\$14,482.58	\$13,531.12
<i>MAINT & SVCS - Maintenance & Services</i>									
6510.020	Legal Services County Attorney Expenses	500.00	650.00	(150.00)	-23%	104.50	208.99	29.86	
6530.020	Consulting Services Annual DOT/CDL Physicals	0.00	0.00	0.00	N/A	0.00	4,545.00	6,229.00	
6530.050	Consulting Services Crisis/Fitness for Duty	1,000.00	1,000.00	0.00	0%	0.00	0.00	0.00	
6530.080	Consulting Services Physicals, Shots & Drug Testing	13,000.00	13,000.00	0.00	0%	5,701.82	4,452.00	5,300.50	
6530.180	Consulting Services Web Page	3,800.00	0.00	3,800.00	N/A	0.00	0.00	0.00	
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	3,000.00	3,000.00	0.00	0%	951.81	1,926.02	2,601.02	
6540.030	Vehicle Operating Expenses Vehicle Maintenance	1,500.00	1,500.00	0.00	0%	773.08	295.91	1,329.57	

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FY17 Expense Budget Worksheet Report

			Department: 1007 - Human Resources						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
6540.045	Vehicle Operating Expenses Vehicle Repairs	500.00	500.00	0.00	0%	0.00	0.00	0.00	
6540.060	Vehicle Operating Expenses Vehicle Equipment	1,550.00	0.00	1,550.00	N/A	0.00	0.00	0.00	
6550.270	Building Site Expenses Telephone	2,200.00	2,200.00	0.00	0%	724.51	2,198.67	1,946.31	
6900.040	Advertising Personnel Advertisements	200.00	200.00	0.00	0%	0.00	200.00	0.00	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$27,250.00	\$22,050.00	\$5,200.00	24%	\$8,255.72	\$13,826.59	\$17,436.26	
<i>OTHR CHGS - Other Charges</i>									
7000.060	Travel, Training & Expense Educational Training	1,300.00	1,300.00	0.00	0%	97.47	583.54	65.00	
7000.100	Travel, Training & Expense Meetings/Conferences/Shows	200.00	200.00	0.00	0%	12.00	0.00	0.00	
7000.115	Travel, Training & Expense Mileage	205.00	205.00	0.00	0%	118.68	86.71	251.19	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$1,705.00	\$1,705.00	\$0.00	0%	\$228.15	\$670.25	\$316.19	
<i>INTFND CHGS - Interfund Charges</i>									
8010.110	Interfund Water & Wastewater Enterprise Ch	(39,050.00)	(39,181.00)	131.00	0%	(19,590.61)	(39,181.22)	(38,636.26)	
8010.120	Interfund Landfill Enterprise Charges	(22,779.00)	(22,856.00)	77.00	0%	(11,427.91)	(22,855.82)	(22,537.84)	
8010.220	Interfund Dept. of Liquor Control Charges	(9,762.00)	(9,795.00)	33.00	0%	(4,897.62)	(22,855.82)	(22,537.84)	
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		(\$71,591.00)	(\$71,832.00)	\$241.00	0%	(\$35,916.14)	(\$84,892.86)	(\$83,711.94)	
Department Total: 1007 - Human Resources		\$304,428.00	\$298,447.00	\$5,981.00	2%	\$135,716.53	\$306,767.62	\$256,968.21	

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Benefits & Insurance	Department Number:	1950
Fund: 100	General Fund	Function:	General Government

MISSION STATEMENT:

Benefits offered to full time employees by the County include: Pension Plan, Health Insurance, Life insurance, long term disability, Other Post Employment Benefits and Workmans compensation. The County is a member of Local Government Insurance Trust for Property and Liability Coverage. The staff who administer the Health and Fringe Benefits budget are included in the Human Resources Department.

PROGRAM SERVICES: (STATISTICS)

- Personnel Increases for steps and Longevity are budgeted in the benefits account and then allocated if approved. The FY17 budget includes a 2.5% step increase for County employees.
- The FY17 budget includes a 10.5% increase to health benefits, but is estimated to decrease from negotiations.
- Other Post Employee Benefits (OPEB) is requested with an increase to total \$4,000,000 in FY17. The annual contribution for OPEB is transferred to the OPEB Trust annually for reitree health insurance.
- All benefit accounts will be adjusted if a salary increase is approved for FY17.

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services					0.0%
Supplies & Materials					0.0%
Maintenance & Services	311	1,113	5,000	5,000	0.0%
Other Charges	13,496,065	13,532,973	13,867,359	16,727,638	20.6%
Interfund Charges					0.0%
Capital Outlay					0.0%
Debt Service					0.0%
Total	13,496,375	13,534,086	13,872,359	16,732,638	20.6%

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
No County Positions					0%
Total	0.0	0.0	0.0	0.0	0%

Summary of Significant Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
Increases in medical expenses, OPEB and salary increase for employees	\$ 2,860,279	21%

Contact Information

Name:	Harold Higgins	Address 1:	1 West Market Street, Room 1103
Title:	Chief Administrative Officer	Address 2:	Government Center
Email:	admin@co.worcester.md.us	City/State:	Snow Hill, MD
Telephone:	410-632-1194	Zip Code:	21863

REVENUE

Benefits & Miscellaneous

Dept #	NWS G/L Acct #	G/L ACCOUNT NAME	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGET	FY16 Actual as of 12/31/2015	FY17 BUDGET	Variance
1950	5420	Retiree Drug Subsidy	225,907	225,515	260,000	12,343	226,000	(34,000)
	5510	Transfers from other funds	943,548	2,001,236	1,501,884	1,501,884	354,605	(1,147,279)
	5511	Casino/Local Impact Grant Funds	2,000,000	2,499,213	2,501,913	2,501,913	2,488,812	(13,101)
	5975.200	Transfer from other Funds	0	0	0	0	0	0
TOTAL			3,169,456	4,725,964	4,263,797	4,016,140	3,069,417	(1,194,380)

FY17 Expense Budget Worksheet Report

			Department: 1950 - Benefits & Insurance						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1950 - Benefits & Insurance									
<i>MAINT & SVCS - Maintenance & Services</i>									
6510.070	Legal Services Judgements & Lawsuits	5,000.00	5,000.00	0.00	0%	0.00	1,113.20	310.50	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>			\$5,000.00	\$5,000.00	\$0.00	0%	\$0.00	\$1,113.20	
<i>OTHR CHGS - Other Charges</i>									
7170.010	Benefits & Insurance Allowance for COLA	614,580.00	0.00	614,580.00	N/A	0.00	0.00	0.00	
7170.020	Benefits & Insurance Contingency	8,000.00	8,000.00	0.00	0%	0.00	2,128.68	3,456.80	
7170.030	Benefits & Insurance Hospitalization Insurance	5,918,177.00	5,259,989.00	658,188.00	13%	2,708,832.49	5,324,522.98	5,600,127.18	
7170.040	Benefits & Insurance Other Post-Employment Benefits	4,000,000.00	3,000,000.00	1,000,000.00	33%	1,500,000.00	3,000,000.00	3,000,000.00	
7170.050	Benefits & Insurance Retirement	2,900,437.00	2,561,243.00	339,194.00	13%	2,628,571.62	2,335,686.71	2,252,088.96	
7170.060	Benefits & Insurance Social Security Taxes	1,914,334.00	1,840,137.00	74,197.00	4%	837,445.03	1,718,155.47	1,639,436.25	
7170.070	Benefits & Insurance Unemployment Insurance	7,000.00	38,789.00	(31,789.00)	-82%	(480.40)	48,989.70	33,250.76	
7170.080	Benefits & Insurance Vested Benefits	0.00	0.00	0.00	N/A	0.00	81,000.00	10,000.00	
7170.090	Benefits & Insurance Workmans Compensation Ins	648,705.00	490,107.00	158,598.00	32%	345,504.86	423,908.77	437,467.42	
7170.100	Benefits & Insurance Property & Liability Insurance	390,000.00	363,286.00	26,714.00	7%	495,068.84	350,270.76	305,974.10	
7170.110	Benefits & Insurance Retirement Incentive	75,000.00	75,000.00	0.00	0%	0.00	0.00	0.00	
7170.120	Benefits & Insurance Long Term Disability	36,839.00	36,839.00	0.00	0%	26,761.07	36,687.11	36,839.12	
7170.130	Benefits & Insurance Life Insurance	57,275.00	57,275.00	0.00	0%	38,656.23	65,291.42	57,275.28	
7170.140	Benefits & Insurance FSA Admin and EAP Program	78,894.00	78,894.00	0.00	0%	41,445.44	67,934.00	24,836.20	
7170.150	Benefits & Insurance Retirement Administration Fee	78,397.00	57,800.00	20,597.00	36%	19,195.45	78,397.41	95,312.56	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$16,727,638.00	\$13,867,359.00	\$2,860,279.00	21%	\$8,641,000.63	\$13,532,973.01	\$13,496,064.63
Department Total: 1950 - Benefits & Insurance			\$16,732,638.00	\$13,872,359.00	\$2,860,279.00	21%	\$8,641,000.63	\$13,534,086.21	\$13,496,375.13

W



ADD

Dept. 1950 Benefits

Worcester County

Government Center
Department of Human Resources
One West Market Street, Room 1301
Snow Hill, Maryland 21863-1213
410-632-0090
Fax: 410-632-5614

STACEY E. NORTON
Human Resources Director
HOPE CARMEAN
Benefits Manager
EDDIE CARMAN
Risk Manager

KELLY BRINKLEY
Volunteer Services Manager
ANN HANKINS
Human Resources Specialist
TARA ARMSTRONG
Office Assistant III

To: Worcester County Commissioners
From: Stacey Norton, Human Resources Director *Stacey Norton*
Date: March 17, 2016
Subject: Benefits Renewal Update and Proposal for Pharmacy Changes

PSA Financials, our benefits consultants, have completed negotiations with our benefits vendors and presented a summary and recommendations to the Health Benefits Committee on March 17, 2016 (see attached). Please note that the initial renewal of our health benefits plan with CareFirst for FY17 provided for an overall increase of 10.5%. PSA negotiated that increase down to 10%. Upon review of proposed plan changes to further reduce the cost increase in our health benefits plan, the Health Benefits Committee is recommending the following plan changes for FY17 to reduce the increase to 4.6%:

- 1) Revise the stop loss of \$250,000 to cover both medical and pharmacy claims.
 - a. This change would add \$74,592 to the premium
 - b. We currently have a \$250,000 stop loss for medical claims only.
 - c. The stop loss means the county is only responsible for the first \$250,000 of the medical/pharmacy claim. Medical and pharmacy claims would be combined for the member under one stop loss plan.
 - d. If the claim expenses exceed \$250,000, CareFirst would pay the amount above \$250,000.
- 2) Add a mandatory generic program for pharmacy.
 - a. This would provide \$422,800 in estimated savings for FY17 if implemented July 1, 2016.
 - b. CareFirst must be notified by April 1, 2016 for the change to be implemented July 1, 2016.
- 3) Pharmacy plan change from Formulary 1 to Formulary 2.
 - a. This would provide an estimated savings of \$488,203 for FY17 if implemented effective July 1, 2016.
 - b. Formulary 2 excludes approximately 110 brand name drugs. There are alternative drugs covered. This list is updated annually (see attached list).
 - c. This change would impact 360 members or 7.47%.
 - d. CareFirst must be notified by April 1, 2016 for the change to be implemented July 1, 2016.

The recommended plan changes will provide an estimated net savings of \$836,411 for FY17 if implemented effective July 1, 2016. These changes will result in a total increased cost of our health benefits plan with CareFirst for FY17 of approximately 4.6%. Attached are the current employee/retiree premiums, and proposed employee/retiree premiums with a 4.6% increase.

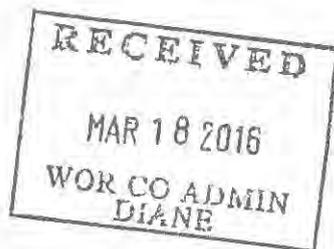
Please note that new membership cards will need to be issued to employees/retirees if these proposed changes are approved.

Thank you for your consideration.

Footnotes:

- 1) The Health Benefits Committee includes representatives of County employees, Board of Education employees and the Teacher/Support Personnel Union.
- 2) Plan members include employees, retirees, and dependents.

Attachments





Health Benefits Committee Meeting March 17, 2016



Summary of FY 16 Plan Changes

- **Medical Plan Changes Effective 7/1/15:**
 - Replaced Traditional Indemnity Plan that had been in place since 1967 with Blue Preferred PPO
 - Cost sharing change for new hires after 7/1/15 to 80/20
 - Implementation of no deductibles for utilizing network providers
 - PPO Co-pays = \$20 per visit
- **Dental**
 - Added CareFirst Dental PPO provider network in addition to Traditional network
 - Rated decreased by 3.4%
- **Vision**
 - No Changes
- **Life, AD&D and Disability (Sun Life) – County Only**
 - No Changes
 - Rate guarantee through July 1, 2017
- **Board of Education:**
 - Added American Fidelity for Voluntary plans in addition to AFLAC



Summary of FY 16 Plan Changes

- **Pharmacy Plan Changes Effective 7/1/15:**
 - Implementation of Pharmacy changes:
 - Change in co-pays: Generic \$10; Preferred \$10 to \$20; Non-Preferred Brand \$20 to \$35
 - Addition of Caremark mail order
- **Pharmacy Plan Changes Effective 1/1/16:**
 - Implementation of Pharmacy Care Management Program
 - Quantity limits
 - Prior authorization for certain drugs
 - Step therapy program



CareFirst Update for FY 16

- Savings Analysis based on first six months of FY16
- Medical –Final Projected savings for 2015 changes was estimated to be \$499,767
 - CareFirst Projection includes benefit change credit for \$247,365 (The renewal only includes 6 months)
 - Medical Claims for Calendar Year 2015 are down \$427,102 compared to Calendar Year 2014
- Pharmacy –Final Projected savings for 2015 was estimated to be \$851,952
 - CareFirst Projection includes benefit change credit for \$433,333 (The renewal only includes 6 months of the new plan year)
 - Prescription utilization improvements –Brand fills decrease by 6.2% –Generic fills increase by 5.8%
- Dental –Final Projected savings for 2015 was estimated to be \$78,483
 - CareFirst Projection includes benefit change credit for \$40,889 (The renewal only includes 6 months of the new plan year)
 - Dental utilization improvements –In network utilization is up from 78.6% in 2014 to 81.2% in 2015
 - CareFirst increased Dental Network on Eastern Shore by 21 providers



Renewal Executive Summary for FY 17

- CareFirst renewal was originally released at an overall increase of 10.5%.
- Revised overall increase after negotiations is 10%
- Medical & Prescription Drug –
 - PSA able to negotiate medical administrative fee down 7% for an annual savings of \$152,490
 - Enrollment increased 1.9%
 - Medical Specific Comments:
 - Medical overall increase was 2.4 negotiated down to 1.8%
 - Medical claims are down in total by \$427,102
 - Pharmacy Specific Comments:
 - Savings are a result of benefit changes in past years –\$433,333 credit was given on renewal for co-pay changes
 - The increase in overall pharmacy spend is a result of utilization, specifically in specialty medications –Increase of 27% for individuals taking a specialty medications. This represents \$1 million increase to overall pharmacy spend
- Wellness Credits –CareFirst is continuing to offer \$25,000 in wellness credits



Renewal Executive Summary for FY 17

- **Dental**
 - Original renewal requested a 1.4% increase
 - PSA able to negotiate a flat renewal, saving \$15,440
 - Enrollment increased 4.9%
 - In-Network claims increased from 78.6% to 81.2%
- **Vision**
 - 5% increase with benefit improvements (\$150 coverage on frames up from \$130)
 - 4 year rate guarantee
 - CareFirst provided vision proposal but not competitive
- **Life and Disability**
 - July 1, 2016 is second year of three year rate guarantee



Pharmacy Update

- Pharmacy was 38% of total health care spend up from 33% the prior year
- Pharmacy spend increased 17.7%
- 47% of members utilize the pharmacy plan monthly
- Number of fills increased 2,066 or 3%



Pharmacy Plan Design Considerations for FY 17

- Projected Drug Claims \$11,985,866 for 2016

Benefit Description	Current Member Cost Share	Possible Alternative	Estimated Savings \$
Mandatory Generic	Appropriate Co-pay	Copay plus difference in cost between generic and brand	-\$422,800
Formulary Change	Formulary 1	Formulary 2	-\$488,203



Proposed Plan Design Changes for FY 17

- Add Stop Loss of \$250,000 to also cover pharmacy claims
 - We currently have a \$250,000 stop loss for medical claims only
 - This is an addition of \$74,592 to the premium
- Add mandatory generic program for pharmacy
 - Estimated savings of \$422,800
- Change pharmacy plan from Formulary 1 to Formulary 2
 - Estimated savings of \$488,203
- The above changes will result in a total increased cost of approximately 4.6%



Next Steps

- Present Proposal to County Commissioners March 22, 2016
- CareFirst needs to be notified by April 1, 2016 for any plan changes effective July 1, 2016
- If changes are not implemented July 1, 2016 then we will not be able to realize the estimated savings of \$836,411
- New cards will have to be issued to members

Drug Removals for CareFirst Formulary 2

(effective January 1, 2016)

Below is a list of medicines by drug class that have been removed from your plan's formulary. If you continue using one of the drugs listed below and identified as a Formulary Drug Removal, you may be required to pay the full cost.

If you are currently using one of the formulary drug removals, ask your doctor to choose one of the generic or brand formulary options listed below.

Category * Drug Class	Formulary Drug Removals	Formulary Options
Allergic Reaction (Anaphylaxis) Treatment *	ADRENACLICK	AUVI-Q SI, EPIPEN SI, EPIPEN JR SI
Allergies * Nasal Steroids / Combinations	BECONASE AQ OMNARIS QNASL RHINOCORT AQUA VERAMYST ZETONNA	flunisolide spray, triamcinolone spray, NASONEX
	DYMISTA	flunisolide spray, triamcinolone spray or NASONEX WITH azelastine spray or olopatadine spray
Allergies * Ophthalmic	LASTACFT	azelastine, cromolyn sodium, PATADAY, PATANOL
Anti-infectives, Antivirals * Cytomegalovirus Agents	VALCYTE	valganciclovir
Anti-infectives, Antivirals * Hepatitis C Agents	VIEKIRA PAK	HARVONI PA SP
Anti-infectives, Antivirals * Herpes Agents	VALTREX	acyclovir, valacyclovir
Antiobesity Agents * Newer Agents	QSYMIA	BELVIQ, CONTRAVE, SAXENDA SI
Asthma * Beta Agonists, Short-Acting	PROVENTIL HFA VENTOLIN HFA XOPENEX HFA	PROAIR HFA
Asthma * Steroid Inhalants	AEROSPAN ALVESCO	ASMANEX, FLOVENT, PULMICORT FLEXHALER, QVAR
Asthma * or Chronic Obstructive Pulmonary Disease (COPD) * Steroid / Beta Agonist Combinations	SYMBICORT	ADVAIR, DULERA
Attention Deficit Hyperactivity Disorder Agents *	ADDERALL XR INTUNIV	amphetamine-dextroamphetamine mixed salts, amphetamine-dextroamphetamine mixed salts ext-rel, guanfacine ext-rel, methylphenidate, methylphenidate ext-rel, DAYTRANA, QUILLIVANT XR, STRATTERA, VYVANSE
Cardiovascular Antilipemics * Fibrates	TRICOR	fenofibrate, fenofibric acid

Category * Drug Class	Formulary Drug Removals	Formulary Options
<i>Cardiovascular Antilipemics * HMG-CoA Reductase Inhibitors (HMGs or Statins) / Combinations</i>	ADVICOR ALTOPREV LESCOL XL LIPITOR LIPTRUZET LIVALO	<i>atorvastatin, fluvastatin, lovastatin, pravastatin, simvastatin, CRESTOR, SIMCOR, VYTORIN</i>
<i>Chronic Obstructive Pulmonary Disease (COPD) * Anticholinergics</i>	INCRUSE ELLIPTA TUDORZA	SPIRIVA
<i>Depression * Antidepressants, Selective Norepinephrine Reuptake Inhibitors (SNRIs)</i>	CYMBALTA	<i>duloxetine, venlafaxine, venlafaxine ext-rel, KHEDEZLA, PRISTIQ</i>
<i>Depression * Antidepressants, Miscellaneous Agents</i>	OLEPTRO	<i>trazodone</i>
<i>Depression *, Schizophrenia * Antipsychotics, Atypicals</i>	ABILIFY	<i>aripiprazole, clozapine, olanzapine, quetiapine, risperidone, ziprasidone, LATUDA, SEROQUEL XR</i>
<i>Dermatology Actinic Keratosis*</i>	<i>fluorouracil cream 0.5%</i> CARAC	<i>fluorouracil cream 5%, fluorouracil soln, imiquimod, PICATO, ZYCLARA</i>
<i>Dermatology Rosacea*</i>	NORITATE	<i>metronidazole, sulfacetamide-sulfur, FINACEA, SOOLANTRA</i>
<i>Dermatology Skin Inflammation and Hives * Corticosteroids</i>	<i>clobetasol spray</i> CLOBEX SPRAY OLUX-E	<i>clobetasol foam</i>
	APEXICON E	<i>desoximetasone, fluocinonide</i>
<i>Diabetes * Biguanides</i>	FORTAMET GLUMETZA RIOMET	<i>metformin, metformin ext-rel</i>
<i>Diabetes * Dipeptidyl Peptidase-4 (DPP-4) Inhibitors</i>	NESINA ONGLYZA	JANUVIA, TRADJENTA
<i>Diabetes * Dipeptidyl Peptidase-4 (DPP-4) Inhibitor Combinations</i>	KAZANO KOMBIGLYZE XR OSEN	JANUMET, JANUMET XR, JENTADUETO
<i>Diabetes* Injectable Incretin Mimetics</i>	BYDUREON BYETTA	TRULICITY SI, VICTOZA SI

Category * Drug Class	Formulary Drug Removals	Formulary Options
Diabetes * Insulins	APIDRA HUMALOG	NOVOLOG
	HUMALOG MIX 50/50	NOVOLOG MIX 70/30
	HUMALOG MIX 75/25	NOVOLOG MIX 70/30
	HUMULIN 70/30 ¹	NOVOLIN 70/30
	HUMULIN N ¹	NOVOLIN N
	HUMULIN R ¹	NOVOLIN R
	NOTE: Humulin R U-500 concentrate will not be subject to removal and will continue to be covered.	
Diabetes * Insulin Sensitizers	ACTOS	pioglitazone
Diabetes * Sodium-Glucose Co-transporter 2 (SGLT2) Inhibitors	INVOKANA	FARXIGA, JARDIANCE
Diabetes * Sodium-Glucose Co-transporter 2 (SGLT2) Inhibitor / Biguanide Combinations	INVOKAMET	XIGDUO XR
Diabetes * Supplies ^{2,3}	ACCU-CHEK STRIPS AND KITS BREEZE 2 STRIPS AND KITS CONTOUR NEXT STRIPS AND KITS CONTOUR STRIPS AND KITS FREESTYLE STRIPS AND KITS ⁴ All other test strips that are not ONETOUCH brand	ONETOUCH ULTRA STRIPS AND KITS ² , ONETOUCH VERIO STRIPS AND KITS ²
Erectile Dysfunction * Phosphodiesterase Inhibitors	LEVITRA VIAGRA	CIALIS QL
Gastrointestinal Agents * Irritable Bowel Disease - Constipation Predominant	AMITIZA	LINZESS
Gastrointestinal Agents * Opioid-induced Constipation	RELISTOR	MOVANTIK
Gastrointestinal Agents * Proton Pump Inhibitors (PPIs)	PREVACID PROTONIX	lansoprazole, omeprazole, omeprazole-sodium bicarbonate capsule, pantoprazole, DEXILANT, NEXIUM
Glaucoma * Prostaglandin Analogs	LUMIGAN	latanoprost, travoprost, TRAVATAN Z, ZIOPTAN
Growth Hormones *	GENOTROPIN NUTROPIN AQ OMNITROPE SAIZEN TEV-TROPIN	HUMATROPE PA SP SI, NORDITROPIN PA SP SI
Hematologic * Platelet Aggregation Inhibitors	PLAVIX	clopidogrel, BRILINTA, EFFIENT

Category * Drug Class	Formulary Drug Removals	Formulary Options
<i>High Blood Pressure * Angiotensin II Receptor Antagonists</i>	ATACAND DIOVAN EDARBI TEVETEN	<i>candesartan, eprosartan, irbesartan, losartan, telmisartan, valsartan, BENICAR</i>
<i>High Blood Pressure * Angiotensin II Receptor Antagonist / Diuretic Combinations</i>	ATACAND HCT DIOVAN HCT EDARBYCLOR TEVETEN HCT	<i>candesartan-hydrochlorothiazide, irbesartan-hydrochlorothiazide, losartan-hydrochlorothiazide, telmisartan-hydrochlorothiazide, valsartan-hydrochlorothiazide, BENICAR HCT</i>
<i>High Blood Pressure * Angiotensin II Receptor Antagonist / Calcium Channel Blocker Combinations</i>	EXFORGE	<i>amlodipine-telmisartan, amlodipine valsartan, AZOR</i>
<i>High Blood Pressure * Angiotensin II Receptor Antagonist / Calcium Channel Blocker / Diuretic Combinations</i>	EXFORGE HCT	<i>amlodipine-valsartan-hydrochlorothiazide, TRIBENZOR</i>
<i>High Blood Pressure * Calcium Channel Blockers</i>	NORVASC	<i>amlodipine</i>
	CARDIZEM CARDIZEM CD CARDIZEM LA (includes generic Cardizem LA) Matzim LA	<i>diltiazem ext-rel (except generic of Cardizem LA)</i>
<i>Inflammatory Bowel Disease (IBD), Ulcerative Colitis * Aminosalicylates</i>	ASACOL HD DELZICOL	<i>balsalazide, budesonide capsule, sulfasalazine, sulfasalazine delayed-rel, APRISO, LIALDA, PENTASA, UCERIS</i>
<i>Kidney Disease * Phosphate Binders</i>	FOSRENOL	<i>calcium acetate, PHOSLYRA, RENVELA, VELPHORO</i>
<i>Multiple Sclerosis Agents *</i>	AVONEX EXTAVIA PLEGRIDY	<i>AUBAGIO PA SP, BETASERON PA SP SI, COPAXONE PA SP SI, GILENYA PA SP, REBIF PA SP SI, TECFIDERA PA SP</i>
<i>Musculoskeletal Agents *</i>	AMRIX	<i>cyclobenzaprine</i>
<i>Opioid Dependence Agents *</i>	ZUBSOLV	<i>buprenorphine-naloxone sublingual tablet, SUBOXONE FILM</i>
<i>Osteoarthritis * Viscosupplements</i>	EUFLEXXA MB mPA MONOVISC MB mPA ORTHOVISC MB mPA	<i>GEL-ONE MB mPA, HYALGAN MB mPA, SUPARTZ MB mPA</i>
<i>Overactive Bladder / Incontinence * Urinary Antispasmodics</i>	DETROL LA OXYTROL TOVIAZ	<i>oxybutynin ext-rel, tolterodine, tolterodine ext-rel, trospium, trospium ext-rel, GELNIQUE, MYRBETRIQ, VESICARE</i>
<i>Pain and Inflammation * Corticosteroids</i>	RAYOS	<i>dexamethasone, methylprednisolone, prednisone</i>
<i>Pain and Inflammation * Nonsteroidal Anti-inflammatory Drugs (NSAIDs) / Combinations</i>	ARTHROTEC DUEXIS VIMOVO	<i>celecoxib, diclofenac sodium, meloxicam or naproxen WITH lansoprazole, omeprazole, omeprazole sodium bicarbonate capsule, pantoprazole, DEXILANT or NEXIUM</i>
	PENNSAID	<i>diclofenac sodium, diclofenac sodium solution, meloxicam, naproxen, VOLTAREN GEL</i>
	NAPRELAN	<i>celecoxib, diclofenac sodium, meloxicam, naproxen</i>

Category * Drug Class	Formulary Drug Removals	Formulary Options
Prostate Condition * Benign Prostatic Hyperplasia Agents / Combinations	JALYN	<i>finasteride</i> or AVODART WITH <i>alfuzosin ext-rel, doxazosin, tamsulosin, terazosin</i> or RAPAFL0
Sleep * Hypnotics, Non-benzodiazepines	INTERMEZZO LUNESTA ROZEREM	<i>eszopiclone, zolpidem, zolpidem ext-rel, SILENOR</i>
Testosterone Replacement * Androgens	<i>testosterone gel 1%⁵</i> ANDROGEL FORTESTA NATESTO TESTIM VOGELXO	ANDRODERM, AXIRON
Transplant * Immunosuppressants, Calcineurin Inhibitors	<i>Hecoria</i>	<i>tacro[®]mus</i>

Category * Drug Class	Formulary Options
New-to-Market Agents ⁴	New-to-market products and new variations of products already in the marketplace will not be added to the formulary until the product has been evaluated, determined to be clinically appropriate and cost-effective, and approved by the CVS/caremark [®] Pharmacy and Therapeutics Committee (or other appropriate reviewing body).
Specialty	As new specialty products launch, all existing products in the class will be re-evaluated to determine appropriate formulary placement and potentially excluded, added back to formulary or not listed.
Hepatitis C *	As new Hepatitis C products launch, all existing products in the class will be re-evaluated to determine appropriate formulary placement and potentially excluded, added back to formulary or not listed.

The listed formulary options are subject to change.

List of Formulary Drug Removals

ABILIFY	<i>Hecoria</i>	OXYTROL
ACCU-CHEK STRIPS AND KITS ³	HUMALOG	PENNSAID
ACTOS	HUMALOG MIX 50/50	PLAVIX
ADDERALL XR	HUMALOG MIX 75/25	PLEGRIDY
ADRENACLICK	HUMULIN 70/30 ¹	PREVACID
ADVICOR	HUMULIN N ¹	PROTONIX
AEROSPAN	HUMULIN R ¹	PROVENTIL HFA
ALTOPREV	INCRUSE ELLIPTA	QNASL
ALVESCO	INTERMEZZO	QSYMIA
AMITIZA	INTUNIV	RAYOS
AMRIX	INVOKAMET	RELISTOR
ANDROGEL	INVOKANA	RHINOCORT AQUA
APEXICON E	JALYN	RIOMET
APIDRA	KAZANO	ROZEREM
ARTHROTEC	KOMBIGLYZE XR	SAIZEN
ASACOL HD	LASTACAF	SYMBICORT
ATACAND	LESCOL XL	TESTIM
ATACAND HCT	LEVITRA	<i>testosterone gel 1%⁵</i>
AVONEX	LIPITOR	TEVETEN
BECONASE AQ	LIPTRUZET	TEVETEN HCT
BREEZE 2 STRIPS AND KITS ³	LIVALO	TEV-TROPIN
BYDUREON	LUMIGAN	TOVIAZ
BYETTA	LUNESTA	TRICOR
CARAC	<i>Matzim LA</i>	TUDORZA
CARDIZEM	MONOVISC MB mPA	VALCYTE
CARDIZEM CD	NAPRELAN	VALTrex
CARDIZEM LA (includes generic Cardizem LA)	NATESTO	VENTOLIN HFA
<i>clobetasol spray</i>	NESINA	VERAMYST
CLOBEX SPRAY	NORITATE	VIAGRA

CONTOUR NEXT STRIPS AND KITS ³ CONTOUR STRIPS AND KITS ³ CYMBALTA DELZICOL DETROL LA DIOVAN DIOVAN HCT DUEXIS DYMISTA EDARBI EDARBYCLOR EUFLEXXA MB mPA EXFORGE EXFORGE HCT EXTAVIA <i>fluorouracil cream 0.5%</i> FORTAMET FORTESTA FOSRENOL FREESTYLE STRIPS AND KITS ^{3,4} GENOTROPIN GLUMETZA	NORVASC NUTROPIN AQ OLEPTRO OLUX-E OMNARIS OMNITROPE ONGLYZA ORTHOVISC MB mPA OSEN1	VIEKIRA PAK VIMOVO VOGELXO XOPENEX HFA ZETONNA ZUBSOLV
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This list represents brand products in CAPS, branded generics in upper- and lowercase *italics*, and generic products in lowercase *italics*. This is not an all-inclusive list of available covered options. Go to www.carefirst.com and log in to My Account to check coverage and copay/coinsurance information for a specific drug. Discuss this information with your doctor or health care provider. This information is not a substitute for medical advice or treatment. Talk to your doctor or health care provider about this information and any health-related questions you have. CareFirst and CVS/caremark assume no liability whatsoever for the information provided or for any diagnosis or treatment made as a result of this information. This list is subject to change. There may be additional plan restrictions. Please consult your plan for further information.

Subject to applicable laws and regulations.

* This list indicates the common uses for which the drug is prescribed. Some drugs are prescribed for more than one condition.

MB Covered under the medical benefit.

mPA Prior authorization required for medical benefits coverage

PA Prior authorization required for prescription benefits coverage

QL Quantity limits

SI Self-injectable product

SP Specialty product

¹ Listing includes Relion Insulin products.

² A OneTouch blood glucose meter will be provided at no charge by the manufacturer to those individuals currently using a meter other than OneTouch. For more information on how to obtain a blood glucose meter, call toll-free: 1-800-588-4456. Members must have CVS/caremark Mail Service Pharmacy™ benefits to qualify.

³ OneTouch brand test strips are the only preferred options.

⁴ An exception process is in place for specific clinical circumstances that may require continued coverage for Freestyle diabetic test strips. If your doctor believes you have a specific clinical need for this product, he or she should fax an exception request toll-free to: 1-888-487-9257. Your plan may choose to provide an exception process for additional medications on this list and new-to-market agents.

⁵ Listing reflects the authorized generics for Testim and Vogelxo.

⁶ CVS/caremark is an independent company that provides pharmacy benefit management services.

Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information.

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The CareFirst BlueCross BlueShield
family of health care plans

CareFirst BlueCross BlueShield is the shared business name of CareFirst of Maryland, Inc. and Group Hospitalization and Medical Services, Inc.

CareFirst BlueCross BlueShield and CareFirst BlueChoice, Inc. are both independent licensees of the Blue Cross and Blue Shield Association

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Worcester County Government - Health Benefit Rates

Employees Hired Before July 1, 2015 - (Employer 90% - Employee 10%)

Employee Bi-Weekly Rates										
<u>Coverage Level</u>	<u>Blue Cross/Blue Shield - Medical</u>			<u>Blue Cross/Blue Shield - Dental</u>			<u>Vision Service Plan - Vision</u>			
	Current FY16	Proposed FY17	Difference	Current FY16	Proposed FY17	Difference	Current FY16	Proposed FY17	Difference	
Individual	\$27.88	\$29.34	\$1.46	\$12.42	\$12.42	\$0.00	\$4.82	\$5.06	\$0.24	
Parent/Child	\$55.62	\$58.60	\$2.98	\$21.56	\$21.56	\$0.00	\$6.85	\$7.19	\$0.34	
Husband/Wife	\$76.88	\$80.02	\$3.14	\$24.84	\$24.84	\$0.00	\$6.85	\$7.19	\$0.34	
Family	\$83.86	\$88.35	\$4.49	\$34.80	\$34.80	\$0.00	\$12.28	\$12.89	\$0.61	

Employees Hired On or After July 1, 2015 - (Employer 80% - Employee 20%)

Employee Bi-Weekly Rates										
<u>Coverage Level</u>	<u>Blue Cross/Blue Shield - Medical</u>			<u>Blue Cross/Blue Shield - Dental</u>			<u>Vision Service Plan - Vision</u>			
	Current FY16	Proposed FY17	Difference	Current FY16	Proposed FY17	Difference	Current FY16	Proposed FY17	Difference	
Individual	\$55.76	\$58.67	\$2.91	\$12.42	\$12.42	\$0.00	\$4.82	\$5.06	\$0.24	
Parent/Child	\$111.23	\$117.20	\$5.97	\$21.56	\$21.56	\$0.00	\$6.85	\$7.19	\$0.34	
Husband/Wife	\$153.76	\$160.03	\$6.27	\$24.84	\$24.84	\$0.00	\$6.85	\$7.19	\$0.34	
Family	\$167.73	\$176.69	\$8.96	\$34.80	\$34.80	\$0.00	\$12.28	\$12.89	\$0.61	



ADD

Dept. 1950 Benefi.

Worcester County

Government Center
Department of Human Resources
One West Market Street, Room 1301
Snow Hill, Maryland 21863-1213
410-632-0090
Fax: 410-632-5614

STACEY E. NORTON
Human Resources Director
HOPE CARMEAN
Benefits Manager
EDDIE CARMAN
Risk Manager

KELLY BRINKLEY
Volunteer Services Manager
ANN HANKINS
Human Resources Specialist
TARA ARMSTRONG
Office Assistant III

To: Worcester County Commissioners
From: Stacey Norton, Human Resources Director *Stacey Norton*
Date: March 18, 2016
Subject: Request for Payroll Deduction for College Savings Plan

I would like to request permission to offer payroll deduction for our County and Board of Education employees that would like to voluntarily participate in a college savings plan. This would be a new benefit offered to our employees at no cost to the county.

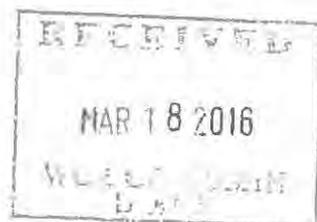
Our three financial planners have investigated options for college savings plans and completed a comparison of three plans listed below:

- 1) Maryland 529 Plan
- 2) Virginia 529 Plan (*recommended option)
- 3) Maryland Prepaid College Trust

The financial planners will work with our employees on selecting the best college savings plan to meet their needs.

Thank you for your consideration.

Attachments



College Savings Plans Comparison

Program Type	Maryland 529 Plan	Virginia 529 Plan	Maryland Prepaid College Trust
Investment Manager	T. Rowe Price	American Funds	Wilshire Associates
Enrollment	Through Fund Company	Through Financial Advisor	Direct
Advisor Assistance	No	Yes	No
Residency Requirement	No	No	Yes*
Program Manager	T. Rowe Price	American Funds	State of MD
Maximum contributions	Up until balance and contribution reach \$350,000 for same beneficiary	Up until balance and contribution reach \$350,00 for same beneficiary	Investment in this plan is based on # of yrs funded**
Minimum contributions	lump sum of \$250 or auto monthly of \$25	lump sum of \$250 and monthly of \$50 or \$25 for employers sponsored plan	Based on package
Beneficiary change	Yes	Yes	Under certain conditions

	Maryland 529 Plan	Virginia 529 Plan	Maryland Prepaid College Trust
Portable	Yes	Yes	Under certain conditions
Investment options	Client choice of: Target Date Series Portfolio Asset Allocation Individual Mutual Funds	Client choice of: Target Date Series Portfolio Asset Allocation Individual Mutual Funds	None - managed by Wilshire Assoc.
Enrollment application fee	None	None	See attached
Account maintenance fee	\$10 annual fee Waived for payroll deduct or value of \$25,000 or greater	None	See attached
Program management fees	0.13% 0.01% for US Trea MMA	None (0.10% state admin fee is included in fund expenses)	See attached
Expenses of funds	0.10% - 0.68%	0.50% - 2.19%	See attached
Total asset-based expense	0.11% - 0.81%	0.05% - 2.19%	See attached
State tax deduction***	Yes for MD resident	Yes for VA resident	Yes for MD resident

**The account holder or beneficiary must be a MD or District of Columbia resident at the time of program enrollment*

***Owner purchases a "package" based on projected educational time frame. Example" A package for a four-year MD public college
The "package" (investment) would be less for a MD Community College*

****Important to understand how a contribution impacts MD State tax return*

Maryland Prepaid College Trust

27 SCHEDULE OF FEES

Enrollment Fee – Must be received before Account can be opened

New Account opened online \$50

New Account opened using paper enrollment form \$75

New Account – opened online or by using the paper form – if the same Account Holder \$20 and Beneficiary have an account in the Maryland College Investment Plan

Purchase of Additional Semesters or Years – Same Account Holder and Beneficiary \$20

Rollover Fee – For rollover to another 529 plan (except the Maryland College Investment Plan) \$75

Rollover Fee – For rollover to the Maryland College Investment Plan \$20

Returned Check Fee \$28

Late Fee on Monthly Payment (1) \$10 per month

Late Fee on Lump Sum Payment (1) per day \$5 per day

Late Fee on Annual Payment (1) \$40 per month

Change of Account Holder (2) \$10

Change of Beneficiary (2, 3) - must be for full remaining balance \$100

Change of Tuition Plan (3) \$10

Change in Payment Option (3) \$25

Account Cancellation Fee - if account is canceled due to a reduced refund (4) \$75

Document Replacement Fee Reasonable Cost

(1) If payment is received more than 15 days past the due date.

(2) These fees are waived in case of death or Disability.

(3) These fees do not cover possible increases in Contract payments.

(4) This fee is waived in cases of Unused Benefits.

The operating expenses of the Trust are funded by: (1) 2.5% of all Contract payments, and (2) a \$4 payment processing fee, which has been included in each scheduled payment listed in the Price Charts.

All Fees are subject to change upon Board approval. Maryland law requires that all fees collected by the Prepaid College Trust be used to administer the Prepaid College Trust.

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Economic Development	Department Number:	1801
Fund: 100	General Fund	Function:	Economic Development

MISSION STATEMENT:

Improve the quality of life for county citizens by increasing employment opportunities, expanding the tax base, protecting our environmental assets and creating full-time, family supporting jobs.

PROGRAM SERVICES: (STATISTICS)

- Encourage business attraction, retention and expansion by assisting companies that are adding jobs with financial resources. Assistance with navigating the permitting process is also provided.
- Conduct individual real-estate tours for businesses interested in locating to Worcester County. Refer small businesses to partners that assist in business plan development.
- Oversee the Worcester County Step Up & Reach for the Stars summer internship and camp program.
- Research and track local economic indicators. Source for data and information regarding the economic health of the County. Facilitate economic symposium for County.
- Provide linkages with city, county and state resources to help businesses in start-up or expansion phase.
- Support entrepreneurship and tech-transfer initiatives on behalf of Worcester County. This includes furthering the public/private partnership that has established the small business incubator in Pocumoke City.
- Facilitate loan administration for Video Lottery Terminal (VOLT) loan program. Market loan program to businesses in Worcester County.

Expenditure History

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services	\$ 146,131	\$ 164,701	\$ 167,005	\$ 145,924	-12.6%
Supplies & Materials	98,441	106,047	103,390	101,751	-1.6%
Maintenance & Services	63,692	75,517	78,500	78,500	0.0%
Other Charges	13,943	13,882	14,000	12,725	-9.1%
Interfund Charges					0.0%
Capital Outlay			23,000		-100.0%
Debt Service					0.0%
Total	\$ 322,207	\$ 360,147	\$ 385,895	\$ 338,900	-12.2%

DEPARTMENT BUDGET SUMMARY					
Department or Agency:	Economic Development	Department Number:	1801		
Fund: 100	General Fund	Function:	Economic Development		
Staffing (Full Time Equivalent):					
Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Economic Dev Director	1.0	1.0	1.0	1.0	0%
Deputy Director	1.0	1.0	1.0	1.0	0%
Administrative Assistant I	0.0	0.5	0.6	0.6	0%
Economic Development Intern	0.7				0%
Total	2.7	2.5	2.6	2.6	0%
Summary of Significant Budget Increase/Decrease Request					
Description of Increase/Decrease			\$ Increase/Decrease	% Inc/(Dec)	
FY2017 Request includes savings due to streamlined operations and no capital outlay.			\$ (46,995)	-12%	
Contact Information					
Name:	Meredith Mears	Address 1:	100 Pearl Street		
Title:	Director	Address 2:	Suite B		
Email:	mmears@co.worcester.md.us	City/State:	Snow Hill, MD		
Telephone:	410-632-3112	Zip Code:	21863		

REVENUE

Economic Development

<u>Dept #</u>	<u>NWS G/L</u> <u>Acct #</u>	<u>G/L ACCOUNT NAME</u>	<u>FY14 BUDGET</u>	<u>FY15 ACTUAL</u>	<u>FY16 BUDGET</u>	<u>FY16 Actual as</u> <u>of 12/31/2015</u>	<u>FY17 BUDGET</u>	<u>Variance</u>
1801	5330	Economic Dev Programs & Events	11,800	22,450	10,000	5,000	10,000	0
	5608	VOLT Administration Income	15,593	18,428	17,010	0	17,010	0
	5620	CDBG Grant- Industrial	0	0	0	0		0
	5627	Grant for Economic Dev	0	0	0	0		0
	5786	Ag & Alternative Energy Grant	0	13,645	0	0		0
	5940	Intern Program Grant	0	0	0	0		0
TOTAL			27,393	54,523	27,010	5,000	27,010	0

FY17 Expense Budget Worksheet Report

Department: 1801 - Economic Development

Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount
Department: 1801 - Economic Development								
<i>PERS SVCS - Personnel Services</i>								
6000.100	Personnel Services Salaries	145,924.00	167,005.00	(21,081.00)	-13%	62,862.37	164,701.18	146,131.20
<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$145,924.00	\$167,005.00	(\$21,081.00)	-13%	\$62,862.37	\$164,701.18	\$146,131.20
<i>SUPP & MAT - Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	0.00	0.00	0.00	N/A	0.00	0.00	10.00
6100.060	Administrative Expense Books and Publications	500.00	1,000.00	(500.00)	-50%	0.00	148.98	100.44
6100.100	Administrative Expense Dues and Subscriptions	3,801.00	3,500.00	301.00	9%	1,612.10	3,788.35	2,558.93
6100.150	Administrative Expense Incentives & Events	12,000.00	13,000.00	(1,000.00)	-8%	1,756.75	13,814.59	7,369.94
6100.165	Administrative Expense Meeting Expense	2,000.00	2,000.00	0.00	0%	585.46	1,981.70	695.93
6100.190	Administrative Expense Office Supplies	1,500.00	1,500.00	0.00	0%	432.54	2,648.67	1,058.10
6100.230	Administrative Expense Postage & Freight	250.00	250.00	0.00	0%	0.00	20.05	51.92
6110.080	Supplies & Equipment Computer Repairs & Supplies	500.00	500.00	0.00	0%	0.00	444.95	0.00
6110.090	Supplies & Equipment Computers & Printers	1,000.00	1,440.00	(440.00)	-31%	787.70	0.00	910.17
6110.120	Supplies & Equipment Equipment Rental	500.00	500.00	0.00	0%	88.50	102.50	33.00
6110.245	Supplies & Equipment Mobile Phones & Pagers	1,500.00	1,500.00	0.00	0%	876.65	1,966.74	1,659.97
6130.010	Equipment Maintenance Copier Lease	1,200.00	1,200.00	0.00	0%	411.08	1,233.24	1,233.24
6170.020	Program Expense Intern, Co-Ops & Apprenticeships	77,000.00	77,000.00	0.00	0%	0.00	79,896.85	73,037.08
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$101,751.00	\$103,390.00	(\$1,639.00)	-2%	\$6,550.78	\$106,046.62	\$88,718.72
<i>MAINT & SVCS - Maintenance & Services</i>								
6160.036	Grant Programs VOLT Program Dev/Admin	0.00	0.00	0.00	N/A	0.00	1,290.00	14,654.96
6530.040	Consulting Services Consulting Services	30,000.00	30,000.00	0.00	0%	16,373.35	40,160.93	39,404.53
6530.180	Consulting Services Web Page	6,500.00	6,500.00	0.00	0%	1,250.00	2,300.00	1,050.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	2,000.00	2,000.00	0.00	0%	345.82	1,006.78	1,273.07
6540.030	Vehicle Operating Expenses Vehicle Maintenance	1,000.00	1,000.00	0.00	0%	271.57	1,010.12	1,367.44
6540.040	Vehicle Operating Expenses Vehicle Registration	0.00	0.00	0.00	N/A	100.00	0.00	0.00
6540.045	Vehicle Operating Expenses Vehicle Repairs	1,000.00	1,000.00	0.00	0%	0.00	27.00	0.00
6550.140	Building Site Expenses Internet Access	0.00	0.00	0.00	N/A	899.70	0.00	0.00
6550.270	Building Site Expenses Telephone	3,000.00	3,000.00	0.00	0%	976.25	2,705.65	3,117.67
6700.800	Other Maint. & Svcs New Business Startup	20,000.00	20,000.00	0.00	0%	20,000.00	20,000.00	177.20
6900.015	Advertising Economic Development	15,000.00	15,000.00	0.00	0%	2,918.40	7,016.98	2,646.97
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$78,500.00	\$78,500.00	\$0.00	0%	\$43,135.09	\$75,517.46	\$63,691.84

FY17 Expense Budget Worksheet Report

Department: 1801 - Economic Development

Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount
<i>OTHR CHGS - Other Charges</i>								
7000.020	Travel, Training & Expense Board Member Allowance	2,250.00	4,000.00	(1,750.00)	-44%	907.28	2,359.17	3,444.10
7000.100	Travel, Training & Expense Meetings/Conferences/Shows	10,475.00	10,000.00	475.00	5%	1,175.29	11,522.93	10,499.74
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$12,725.00	\$14,000.00	(\$1,275.00)	-9%	\$2,082.57	\$13,882.10	\$13,943.84
<i>CAP EQ - Capital Equipment</i>								
9010.010	Capital Equipment New Vehicles	0.00	23,000.00	(23,000.00)	-100%	20,109.00	0.00	0.00
<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$0.00	\$23,000.00	(\$23,000.00)	-100%	\$20,109.00	\$0.00	\$0.00
<i>ENCUMBRANCES - Encumbrances</i>								
7180	Encumbrance Expense	0.00	0.00	0.00	N/A	0.00	0.00	9,722.00
<i>Account Classification Total: ENCUMBRANCES - Encumbrances</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$9,722.00
Department Total: 1801 - Economic Development		\$338,900.00	\$385,895.00	(\$46,995.00)	-12%	\$134,739.81	\$360,147.36	\$322,207.60

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Commission on Aging (WorCOA)	Department Number:	1401
Fund: 100	General Fund	Function:	Social Services

Mission Statement:

Our Mission is to enhance the quality of life of all Worcester County citizens 50 years and older by providing programs and services that promote active, independent and healthy lifestyles. We operate four senior centers, one adult daycare center, provide congregate and home delivery meals, and coordinate with the Departments of Health and Social Services operating Maryland Access Point.

Program Services: (Statistics)

- The Worcester County Commission on Aging (WorCOA) operates four senior centers within the county that have between 140-100 seniors that attend daily that used these facilities for socialize and meals. We currently have 375 members which is a 32% increase over FY2016.
- WorCOA provides meals on wheels to 50+ seniors throughout the county daily. With these meals, we provide a friendly visit to check on they well being of each of the seniors daily.
- WorCOA operates an adult daycare center that is licensed for 60 participates. This continues to be the only adult daycare center within Worcester County. This center provides services for seniors and disabled citizens that need help managing they medication. We also provide socialization, activities, and transportation daily for participants.
- WorCOA is a coordinating partner in Maryland Access Point which is the one stop shop for all senior services. This division deals with all senior needs from budgeting to medical. There continues to be an increase in the volume of calls for seniors that are entering the system for the first time.
- WorCOA is still in the process of getting all four senior centers nationally accredited. We believe this level of recongition will help in future private and Federal funding. This process will also help us evaluate performance, identify and prioritize improvements/opportunities, and develop a factual business plan.

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services					0.0%
Supplies & Materials	3,550	5,250	4,950	28,500	475.8%
Maintenance & Services	244,708	242,895	238,450	238,350	0.0%
Other Charges	648,760	650,658	759,585	725,900	-4.4%
Interfund Charges					0.0%
Capital Outlay					0.0%
Debt Service					0.0%
Total	\$ 897,018	\$ 898,803	\$ 1,002,985	\$ 992,750	-1.0%

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Commission on Aging (WorCOA)	Department Number:	1401
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Fund: 100	General Fund	Function:	Social Services
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Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
No County Positions	0.0	0.0	0.0	0.0	0%
Total	0.0	0.0	0.0	0.0	0%

Summary of Significant Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
Savings due to FY16 Adult Daycare State Aid reduced in FY17	\$ (10,235)	-1%

Contact Information

Name:	Rob Hart	Address 1:	P.O. Box 159
Title:	Executive Director	Address 2:	4767 Snow Hill Road
Email:	robh@worcoa.org	City/State:	Snow Hill, Maryland
Telephone:	443-523-0573	Zip Code:	21863

REVENUE

Commission on Aging

<u>Dept #</u>	<u>NWS G/L Acct #</u>	<u>G/L ACCOUNT NAME</u>	<u>FY14 ACTUAL</u>	<u>FY15 ACTUAL</u>	<u>FY16 BUDGET</u>	<u>FY16 Actual as of 12/31/2015</u>	<u>FY17 BUDGET</u>	<u>Variance</u>
1401	5688	Maryland Dept of Aging	0	0	0	0	25,000	25,000
TOTAL			0	0	0	0	25,000	25,000

FY17 Expense Budget Worksheet Report

Department: 1401 - Commission on Aging

Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount
Department: 1401 - Commission on Aging								
<i>SUPP & MAT - Supplies & Materials</i>								
6100.165	Administrative Expense Meeting Expense	2,000.00	1,900.00	100.00	5%	950.00	2,000.00	1,500.00
6100.190	Administrative Expense Office Supplies	500.00	700.00	(200.00)	-29%	350.00	750.00	750.00
6110.090	Supplies & Equipment Computers & Printers	500.00	1,400.00	(900.00)	-64%	700.00	1,500.00	800.00
6110.295	Supplies & Equipment Program Supplies and Equipment	500.00	950.00	(450.00)	-47%	475.00	1,000.00	500.00
6160.065	Grant Programs Md Dept of Aging	25,000.00	0.00	25,000.00	N/A	0.00	0.00	0.00
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>		\$28,500.00	\$4,950.00	\$23,550.00	476%	\$2,475.00	\$5,250.00	\$3,550.00
<i>MAINT & SVCS - Maintenance & Services</i>								
6530.010	Consulting Services Annual Audit Fees	0.00	8,000.00	(8,000.00)	-100%	4,000.00	12,000.00	12,000.00
6530.030	Consulting Services Computer Services	300.00	2,000.00	(1,700.00)	-85%	1,000.00	2,000.00	2,000.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	1,000.00	5,000.00	(4,000.00)	-80%	2,500.00	5,000.00	5,000.00
6540.030	Vehicle Operating Expenses Vehicle Maintenance	500.00	2,500.00	(2,000.00)	-80%	1,250.00	2,500.00	2,500.00
6550.010	Building Site Expenses Building/Property Improvement	0.00	5,250.00	(5,250.00)	-100%	0.00	0.00	2,127.00
6550.020	Building Site Expenses Buildings & Grounds Maintenance	700.00	1,500.00	(800.00)	-53%	0.00	0.00	0.00
6550.030	Building Site Expenses Carpet/VCT Cleaning	14,700.00	14,750.00	(50.00)	0%	8,754.40	16,050.56	19,711.56
6550.040	Building Site Expenses Cleaning Contract	32,400.00	33,264.00	(864.00)	-3%	13,433.28	32,620.36	28,534.44
6550.045	Building Site Expenses COA Utilities Appropriation	400.00	4,500.00	(4,100.00)	-91%	2,250.00	4,500.00	4,500.00
6550.050	Building Site Expenses Custodial Supplies	2,800.00	4,850.00	(2,050.00)	-42%	1,790.17	3,069.79	2,888.21
6550.060	Building Site Expenses Electricity	50,200.00	50,900.00	(700.00)	-1%	25,450.00	46,500.00	47,500.00
6550.080	Building Site Expenses Fire Alarm Testing	2,600.00	2,714.00	(114.00)	-4%	0.00	2,323.07	2,116.55
6550.081	Building Site Expenses Fire Extinguishers	500.00	0.00	500.00	N/A	0.00	441.38	330.19
6550.085	Building Site Expenses Generator Fuel Oil	200.00	1,000.00	(800.00)	-80%	814.03	0.00	0.00
6550.090	Building Site Expenses General Maintenance Repairs	25,000.00	10,500.00	14,500.00	138%	7,617.68	29,208.89	25,816.94
6550.100	Building Site Expenses Generator Services	700.00	750.00	(50.00)	-7%	508.75	625.00	637.50
6550.110	Building Site Expenses Heating Fuel Oil	7,500.00	8,500.00	(1,000.00)	-12%	1,199.73	7,319.24	8,910.01
6550.120	Building Site Expenses Heating Propane	56,600.00	46,500.00	10,100.00	22%	23,250.00	40,600.00	41,000.00
6550.124	Building Site Expenses HVAC Loop Water Treatment	900.00	0.00	900.00	N/A	487.50	975.00	975.00
6550.140	Building Site Expenses Internet Access	5,400.00	4,575.00	825.00	18%	2,287.50	3,950.00	4,104.00
6550.180	Building Site Expenses Pest Control/Termite Insp	1,300.00	1,180.00	120.00	10%	400.00	1,185.00	1,012.00
6550.220	Building Site Expenses Security Alarm Monitoring	1,250.00	1,320.00	(70.00)	-5%	316.54	1,251.61	1,037.97
6550.250	Building Site Expenses Sprinkler Testing	2,700.00	2,992.00	(292.00)	-10%	1,350.00	2,700.00	2,700.00
6550.255	Building Site Expenses Stormwater Utility Fee	500.00	410.00	90.00	22%	0.00	0.00	0.00
6550.270	Building Site Expenses Telephone	19,100.00	16,800.00	2,300.00	14%	8,764.92	19,264.14	20,855.40
6550.280	Building Site Expenses Tipping Fees	600.00	0.00	600.00	N/A	9.45	525.90	20.00

FY17 Expense Budget Worksheet Report

Department: 1401 - Commission on Aging

Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount
6550.300	Building Site Expenses Trash Removal	2,200.00	2,520.00	(320.00)	-13%	875.60	2,324.80	2,381.40
6550.310	Building Site Expenses Water & Sewer	8,300.00	6,175.00	2,125.00	34%	3,087.50	5,960.00	5,850.00
6700.700	Other Maint. & Svcs Prison Labor	0.00	0.00	0.00	N/A	0.00	0.00	200.00
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>		\$238,350.00	\$238,450.00	(\$100.00)	0%	\$111,397.05	\$242,894.74	\$244,708.17
<i>OTHR CHGS - Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	1,000.00	1,000.00	0.00	0%	500.00	1,000.00	1,000.00
7000.070	Travel, Training & Expense Expense Allowance	1,000.00	1,000.00	0.00	0%	500.00	1,000.00	1,000.00
7140.010	Commission on Aging Appropriatio Aging Audit	9,000.00	6,000.00	3,000.00	50%	3,000.00	7,000.00	7,000.00
7140.020	Commission on Aging Appropriatio Aging Insurance	4,300.00	3,000.00	1,300.00	43%	1,500.00	5,000.00	5,000.00
7140.030	Commission on Aging Appropriatio Aging Programs	12,000.00	0.00	12,000.00	N/A	0.00	0.00	0.00
7140.035	Commission on Aging Appropriatio County Shr Kitchen Salary & Frng	20,000.00	22,000.00	(2,000.00)	-9%	11,000.00	32,000.00	32,000.00
7140.040	Commission on Aging Appropriatio County Share Salaries & Fringe	528,400.00	603,035.00	(74,635.00)	-12%	266,517.50	501,258.00	498,760.00
7140.050	Commission on Aging Appropriatio Meal Supplies	4,500.00	5,000.00	(500.00)	-10%	2,500.00	8,000.00	9,000.00
7140.055	Commission on Aging Appropriatio Co. Shr. MealOnWheel Salary & Fr	56,000.00	59,000.00	(3,000.00)	-5%	29,500.00	40,000.00	40,000.00
7140.070	Commission on Aging Appropriatio Senior Meals	7,200.00	8,000.00	(800.00)	-10%	4,000.00	10,000.00	10,000.00
7140.080	Commission on Aging Appropriatio Senior Ride Administrative Exp	10,000.00	10,000.00	0.00	0%	5,000.00	9,900.00	9,900.00
7140.090	Commission on Aging Appropriatio Senior Ride Service	44,000.00	41,050.00	2,950.00	7%	20,525.00	35,000.00	35,000.00
7140.100	Commission on Aging Appropriatio Board of Directors	500.00	500.00	0.00	0%	250.00	500.00	100.00
7170.010	Benefits & Insurance Allowance for COLA	28,000.00	0.00	28,000.00	N/A	0.00	0.00	0.00
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$725,900.00	\$759,585.00	(\$33,685.00)	-4%	\$344,792.50	\$650,658.00	\$648,760.00
Department Total: 1401 - Commission on Aging		\$992,750.00	\$1,002,985.00	(\$10,235.00)	-1%	\$458,664.55	\$898,802.74	\$897,018.17

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Office of The State's Attorney	Department Number:	1004
Fund: 100	General Fund	Function:	General Government

Mission Statement:

The Office of The State's Attorney for Worcester County is responsible for the prosecution of adult and juvenile criminal matters occurring within the jurisdiction in an effort to hold all individuals accountable for their criminal behavior.

Program Services: (Statistics)

- Chief Law Enforcement Officer: As the Chief Law Enforcement Officer in Worcester County, The State's Attorney and the Office is responsible for the coordination of seven primary allied law enforcement agencies in their efforts to protect the citizens and visitors of Worcester County, Maryland. This includes organizing "Chief's meetings" where issues affecting all agencies are discussed and solutions generated. The Office also regularly generates issue memorandums regarding legal issues to ensure that Worcester County is in compliance with all legal rulings.
- Criminal Prosecution (Circuit Court): Responsible for the preparation and prosecution of all criminal cases having exclusive original and concurrent jurisdiction in the Circuit Court. These include all felony offenses, firearm crimes and jury trial prayers. There are six full time attorneys supported by six support staff (special investigators, victim/witness coordinator and administrative assistants) who handle approximately 700 cases during a calendar year.
- Criminal Prosecution (District Court): Responsible for the preparation and prosecution of all criminal cases having exclusive original and concurrent jurisdiction in the District Court. These include misdemeanor crimes and traffic offenses. There are four full time attorneys supported by five support staff who handle approximately 30,000 criminal and traffic cases during a calendar year.
- Juvenile Prosecution (Circuit Court): The Office is responsible for the preparation and prosecution of all juvenile criminal cases. These include all felony, misdemeanor and traffic offenses committed by a minor. One attorney supported by one support staff handle these delicate cases and coordinate with the Department of Juvenile Services for the equitable treatment of our youthful offenders with an emphasis on a stable home life to avoid recidivism.

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Office of The State's Attorney	Department Number:	1004
Fund: 100	General Fund	Function:	General Government

• Diversion Programs: The Office of the State’s Attorney’s has implemented the Alternative Community Service program which is designed for adults charged with appropriate minor crimes. Additionally, the First Offender Program is structured for first time offenders of Possession of Marijuana and drug paraphernalia offenses. These programs service over 1000 participants annually who complete over 25,000 hours of community service across the United States and several foreign countries. The annual revenue generated through the program fees is in excess of \$75,000.

• Legislative Advocacy: Identifying problems/issues with the current criminal laws and working with elected officials towards legislative fixes. This Office serves on the Legislative Committee of the Maryland State’s Attorney’s Association. As a result it is often necessary for this Office to testify in support of or in opposition to legislation pending before legislative bodies both at the State and local level.

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services	\$ 1,157,822	\$ 1,159,459	\$ 1,182,719	\$ 1,212,525	3%
Supplies & Materials	46,356	44,712	48,924	46,064	-6%
Maintenance & Services	26,677	27,508	31,300	31,300	0%
Other Charges	14,706	12,378	33,500	33,500	0%
Interfund Charges	(49,839)	0	0	0	0%
Capital Outlay	0	0	0	0	0%
Debt Service	0	0	0	0	0%
Total	\$ 1,195,723	\$ 1,244,058	\$ 1,296,443	\$ 1,323,389	2%

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Office of The State's Attorney	Department Number:	1004
Fund: 100	General Fund	Function:	General Government

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
State's Attorney	1.0	1.0	1.00	1.00	0%
Deputy State's Attorney	2.0	2.0	2.00	2.00	0%
Assistant State's Attorney	6.4	6.9	8.00	8.00	0%
Chief Investigator	0.0	1.0	1.00	1.00	0%
Investigator	2.0	1.0	1.00	1.00	0%
Mediation Director	1.0	0.1	0.00	0.00	0%
Community Service Program	1.0	1.0	1.00	1.00	0%
Victim Witness Coordinator	1.0	1.0	1.00	1.00	0%
Executive Assistant	1.0	0.70	1.00	1.00	0%
Office Assistant III	4.9	5.0	5.00	5.00	0%
Office Assistant II	2.0	1.7	2.00	2.00	0%
Gun Grant Coordinator	0.0	0.2	0.00	0.00	0%
WIFI Network Coordinator	1.0	0.0	0.00	0.00	0%
Total	23.30	21.58	23.00	23.00	0%

Summary of Budget Increase/Decrease Request :

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
Increase mainly due to approved addition to personnel	\$ 26,946	2%

Contact Information:

Name:	Beau H. Oglesby	Address 1:	The William G. Kerbin, Jr. Building
Title:	The State's Attorney	Address 2:	106 Franklin Street
Email:	boglesby@co.worcester.md.us	City/State:	Snow Hill, Maryland
Telephone:	4106322166	Zip Code:	21863

REVENUE

State's Attorney Office

<u>Dept #</u>	<u>NWS G/L Acct #</u>	<u>G/L ACCOUNT NAME</u>	<u>FY14 ACTUAL</u>	<u>FY15 ACTUAL</u>	<u>FY16 BUDGET</u>	<u>FY16 Actual as of 12/31/2015</u>	<u>FY17 REQUEST</u>	<u>Variance</u>
1004	5055	Mediation Program	0	0	0	0		0
	5155	Comm Svc Fees	67,371	62,670	88,000	47,340	65,000	(23,000)
	5180	Prosecution Fees	0	0	0	0	0	0
	5181	First Offender Program Fees	98,606	79,288	75,000	6,750	10,000	(65,000)
	5535	Crime Analyst Grant	0	0	0	0	0	0
	5606	LETS Training - GOCCP	1,901	2,685	0	0	0	0
	5607	Technical Operations Investigator	0	0	0	0	0	0
	5636	Gun Violence Reduction Grant	35,540	0	0	0	0	0
	5755	MACRO State Grant	0	0	0	0	0	0
TOTAL			203,418	144,643	163,000	54,090	75,000	(88,000)

FY17 Expense Budget Worksheet Report

			Department: 1004 - States Attorney						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1004 - State's Attorney									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	1,207,525.00	1,177,719.00	29,806.00	3%	595,843.43	1,159,459.37	1,157,822.45	
6000.400	Personnel Services Overtime Pay	5,000.00	5,000.00	0.00	0%	0.00	0.00	0.00	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$1,212,525.00	\$1,182,719.00	\$29,806.00	3%	\$595,843.43	\$1,159,459.37	\$1,157,822.45
<i>SUPP & MAT - Supplies & Materials</i>									
6100.010	Administrative Expense Administrative Expenses	4,400.00	4,400.00	0.00	0%	2,287.50	5,226.57	4,858.34	
6100.060	Administrative Expense Books and Publications	0.00	0.00	0.00	N/A	0.00	0.00	192.10	
6100.100	Administrative Expense Dues and Subscriptions	4,900.00	4,900.00	0.00	0%	2,545.00	3,619.00	3,104.21	
6100.160	Administrative Expense Legal Books & Publications	8,000.00	8,000.00	0.00	0%	4,738.74	9,661.68	8,480.89	
6100.170	Administrative Expense Miscellaneous	0.00	0.00	0.00	N/A	0.00	0.00	73.48	
6100.190	Administrative Expense Office Supplies	9,500.00	9,500.00	0.00	0%	4,304.05	8,714.12	9,003.95	
6110.090	Supplies & Equipment Computers & Printers	2,780.00	5,640.00	(2,860.00)	-51%	4,480.69	0.00	6,107.57	
6110.245	Supplies & Equipment Mobile Phones & Pagers	2,000.00	2,000.00	0.00	0%	1,690.18	4,756.73	3,771.03	
6110.280	Supplies & Equipment Office Furniture	250.00	250.00	0.00	0%	5,478.14	210.76	209.99	
6110.290	Supplies & Equipment Other Office Equipment	2,000.00	2,000.00	0.00	0%	0.00	0.00	1,191.15	
6110.310	Supplies & Equipment Promotional Materials	0.00	0.00	0.00	N/A	0.00	0.00	(68.70)	
6110.390	Supplies & Equipment Small Equipment	2,000.00	2,000.00	0.00	0%	0.00	0.00	768.41	
6130.010	Equipment Maintenance Copier Lease	7,020.00	7,020.00	0.00	0%	3,037.21	7,698.18	6,435.39	
6130.040	Equipment Maintenance MILES Computer Chg/MDT User Fees	756.00	756.00	0.00	0%	280.00	630.00	665.00	
6130.070	Equipment Maintenance Software Maintenance Agreements	1,458.00	1,458.00	0.00	0%	0.00	1,458.00	1,458.00	
6150.060	Uniforms & Personal Equipment Ammunition	1,000.00	1,000.00	0.00	0%	42.38	51.94	105.37	
6160.042	Grant Programs LETS Prosecution Grant	0.00	0.00	0.00	N/A	0.00	2,684.90	0.00	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$46,064.00	\$48,924.00	(\$2,860.00)	-6%	\$28,883.89	\$44,711.88	\$46,356.18
<i>MAINT & SVCS - Maintenance & Services</i>									
6510.060	Legal Services Investigation Expenses	800.00	800.00	0.00	0%	0.00	11.00	181.38	
6510.090	Legal Services Prosecution Expenses	1,000.00	1,000.00	0.00	0%	1,342.21	188.05	808.61	
6510.110	Legal Services Transcripts	4,000.00	4,000.00	0.00	0%	3,252.38	7,231.57	7,055.05	
6530.180	Consulting Services Web Page	0.00	0.00	0.00	N/A	0.00	332.10	0.00	
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	10,000.00	10,000.00	0.00	0%	2,153.05	6,386.85	8,169.30	
6540.030	Vehicle Operating Expenses Vehicle Maintenance	1,500.00	1,500.00	0.00	0%	1,106.33	2,628.67	785.87	
6550.270	Building Site Expenses Telephone	14,000.00	14,000.00	0.00	0%	3,510.29	10,729.78	9,677.26	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>			\$31,300.00	\$31,300.00	\$0.00	0%	\$11,364.26	\$27,508.02	\$26,677.47

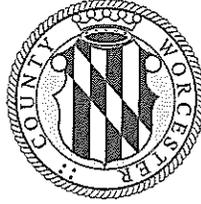
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FY17 Expense Budget Worksheet Report

			Department: 1004 - States Attorney						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
<i>OTHR CHGS - Other Charges</i>									
7000.070	Travel, Training & Expense Allowance	0.00	0.00	0.00	N/A	270.86	1,032.24	255.48	
7000.080	Travel, Training & Expense Extradition Expense	24,000.00	24,000.00	0.00	0%	4,686.96	6,914.07	8,874.66	
7000.100	Travel, Training & Expense Meetings/Conferences/Shows	7,500.00	7,500.00	0.00	0%	755.72	3,413.30	5,359.25	
7000.115	Travel, Training & Expense Mileage	1,000.00	1,000.00	0.00	0%	0.00	0.00	0.00	
7000.130	Travel, Training & Expense Witness Expenses	1,000.00	1,000.00	0.00	0%	0.00	1,018.64	216.42	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$33,500.00	\$33,500.00	\$0.00	0%	\$5,713.54	\$12,378.25	\$14,705.81	
<i>INTFND CHGS - Interfund Charges</i>									
8010.080	Interfund Drug Treatment Court Program	0.00	0.00	0.00	N/A	0.00	0.00	(49,838.80)	
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	(\$49,838.80)	
Department Total: 1004 - State's Attorney		\$1,323,389.00	\$1,296,443.00	\$26,946.00	2%	\$641,805.12	\$1,244,057.52	\$1,195,723.11	

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TEL: 410-632-1194
FAX: 410-632-3131
E-MAIL: admin@co.worcester.md.us
WEB: www.co.worcester.md.us



ADD
Dept. 1004 States Attorney

COMMISSIONERS
MADISON J. BUNTING, JR., PRESIDENT
MERRILL W. LOCKFAW, JR., VICE PRESIDENT
ANTHONY W. BERTINO, JR.
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OFFICE OF THE
COUNTY COMMISSIONERS

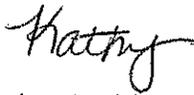
HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
MAUREEN F.L. HOWARTH
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103
SNOW HILL, MARYLAND
21863-1195

March 18, 2016

TO: Harold L. Higgins, Chief Administrative Officer

FROM: Kathleen Whited, Budget Officer 

SUBJECT: Dept 1004 – States Attorney FY17 Budget Revision

This memo serves as notification that after my discussion with Beau Oglesby, States Attorney, this morning, he has removed the request for an additional Assistant State's Attorney from his FY17 budget request. A revised personnel budget worksheet is attached indicating this request.

Kjw
Attachment

Kjw/H/FY17 budget/FY17 1004 revised personnel memo.docx

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Treasurer's Office	Department Number:	1005
Fund: 100	General Fund	Function:	General Government

MISSION STATEMENT:

The Treasurer's Department will continue to promote and to utilize the most efficient methods of government finance and information technology. Collection of taxes, disbursement of county expenditures, management of county revenues, payroll, accounts payable, enterprise fund accounting and debt management will be done with uncompromising personalized service.

PROGRAM SERVICES: (STATISTICS)

- The Treasurer's Office prepares, mails, and collects more than 100,000 bills annually. This includes bills for property taxes, water and sewer utilities, room taxes, food taxes and includes the collection of Town taxes for all four municipalities in the County.
- The accounts payable function pays all County bills and maintains more than 7,400 vendor accounts with annual expenditures totaling more than \$200,000,000.
- Payroll processing is handled by this office and includes almost 20,000 transactions annually as well as the required payroll reporting to the various State and Federal agencies
- The accounting records for all County Departments are maintained by the Treasurer's Office which is responsible for financial reporting and regulatory compliance including the Comprehensive Annual Financial Report, Uniform Financial Report and various disclosures.
- The counter function handles property transfer and deed review including transfer tax collections as well as business license renewal and DMV renewals.

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services	\$ 1,046,078	\$ 1,070,903	\$ 1,095,886	\$ 1,102,916	0.6%
Supplies & Materials	54,950	69,046	65,256	121,398	86.0%
Maintenance & Services	15,245	16,916	17,500	18,000	2.9%
Other Charges	2,920	5,877	6,200	6,300	1.6%
Interfund Charges	(303,005)	(313,402)	(306,927)	(306,927)	0.0%
Capital Outlay		-	50,000	-	-100.0%
Debt Service					0.0%
Total	\$ 816,189	\$ 849,339	\$ 927,915	\$ 941,687	1.5%

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Treasurer's Office	Department Number:	1005
Fund: 100	General Fund	Function:	General Government

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Finance Officer	1.0	1.0	1.0	1.0	0%
Ass't Finance Officer	1.0	1.0	1.0	1.0	0%
Enterprise Fund Controller	1.0	1.0	1.0	1.0	0%
Accounting Manager	2.0	3.0	3.0	3.0	0%
Payroll Specialist	1.0	1.0	1.0	1.0	0%
Accounting Clerk IV	2.0	2.0	2.0	2.0	0%
Accounting Clerk III	2.0	1.0	1.0	1.0	0%
Accounting Clerk II	7.0	6.0	6.0	7.0	17%
Accounting Clerk I	1.2	1.6	2.2	1.2	-45%
Document Imaging Supv	1.0	1.0	1.0	1.0	0%
IT Technician	1.0	1.0	1.0	1.0	0%
Document Imaging Technician	1.0	1.0	1.0	2.0	100%
Document Imager III	2.0	2.0	2.0	1.0	-50%
Document Imager II	2.0	1.2	2.0	2.0	0%
Document Imager I	0.2	0.1	0.2	0.2	0%
Total	25.4	23.9	25.4	25.4	0%

Summary of Significant Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
Increase mainly due to new tax software maintenance contract	\$ 13,772	1%

Contact Information

Name:	Phillip G. Thompson	Address 1:	1 West Market Street, Room 1105
Title:	Finance Officer	Address 2:	Government Center
Email:	pthompson@co.worcester.md.us	City/State:	Snow Hill, MD
Telephone:	410-632-0686	Zip Code:	21863

Revenue

Treasurer's Office

<u>Dept #</u>	<u>NWS G/L Acct #</u>	<u>G/L ACCOUNT NAME</u>	<u>FY14 ACTUAL</u>	<u>FY15 ACTUAL</u>	<u>FY16 Budget</u>	<u>FY16 Actual as of 12/31/2015</u>	<u>FY17 Budget</u>	<u>Variance</u>
1005	4000	Full Yr Real Property Tax	113,622,979	112,663,796	120,998,180	121,128,084	123,645,696	2,647,516
	4010	Personal Prop Tax	329,423	318,562	342,343	253,315	327,623	(14,720)
	4020	Corporation Prop Tax	3,732,005	3,622,523	4,222,227	3,817,869	4,040,680	(181,547)
	4030	Railroad & Utility Tax	1,980,772	2,441,328	2,513,997	2,742,661	2,747,693	233,696
	4035	Railroad Real Prop	0	0	5,361	0	5,361	0
	4040	Half Yr Real Property Tax	66,564	151,337	167,000	0	167,000	0
	4050	Additions & Abatements	(465,113)	(155,226)	(358,200)	(2,067)	(358,200)	0
	4060	Interest on Delinq Taxes	808,491	700,055	800,000	278,719	750,000	(50,000)
	4070*	Tax Discounts	(403,072)	(409,983)	(400,000)	(436,597)	(400,000)	0
	4080	Assessment Inc Credit	(2,360,856)	(1,369,037)	(1,248,609)	(1,229,445)	(1,608,737)	(360,128)
	4210	Recordation Tax	5,142,527	5,437,913	5,500,000	2,377,999	5,500,000	0
	4340	Transfer Tax	3,165,274	3,278,524	3,000,000	2,115,987	3,250,000	250,000
	4700	Interest on Investments	187,775	160,510	150,000	60,131	100,000	(50,000)
	5070-200	Sale of Pub & Copies	0	0	0	0	-	0
TOTAL			125,806,769	126,840,302	135,692,299	131,106,655	138,167,116	2,474,817

FY17 Expense Budget Worksheet Report

			Department: 1005 - Treasurer's Office						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1005 - Treasurer's Office									
<i>PERS SVCS - Personnel Services</i>									
6000.100	Personnel Services Salaries	1,102,916.00	1,095,886.00	7,030.00	1%	536,600.79	1,070,902.86	1,046,077.69	
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$1,102,916.00	\$1,095,886.00	\$7,030.00	1%	\$536,600.79	\$1,070,902.86	\$1,046,077.69
<i>SUPP & MAT - Supplies & Materials</i>									
6100.055	Administrative Expense Bond	1,000.00	1,000.00	0.00	0%	0.00	1,000.00	0.00	
6100.100	Administrative Expense Dues and Subscriptions	4,000.00	4,000.00	0.00	0%	2,026.99	3,096.11	3,371.70	
6100.110	Administrative Expense Envelopes	1,700.00	1,600.00	100.00	6%	1,522.49	624.41	1,460.71	
6100.130	Administrative Expense Food Tax Bills & Envelopes	500.00	500.00	0.00	0%	0.00	733.79	0.00	
6100.190	Administrative Expense Office Supplies	12,500.00	12,000.00	500.00	4%	4,442.12	11,965.72	10,154.42	
6100.210	Administrative Expense Paper	1,700.00	1,600.00	100.00	6%	775.01	1,467.50	1,384.95	
6100.220	Administrative Expense Payroll Checks & Forms	4,600.00	4,500.00	100.00	2%	1,270.17	4,847.73	1,997.08	
6100.230	Administrative Expense Postage & Freight	200.00	200.00	0.00	0%	0.00	93.29	49.42	
6100.250	Administrative Expense Room Tax Bills & Envelopes	500.00	500.00	0.00	0%	0.00	484.18	556.39	
6100.260	Administrative Expense Tax Bills & Envelopes	19,000.00	19,800.00	(800.00)	-4%	15,525.63	15,389.30	15,956.51	
6110.090	Supplies & Equipment Computers & Printers	3,980.00	2,256.00	1,724.00	76%	930.37	5,963.65	3,510.44	
6110.245	Supplies & Equipment Mobile Phones & Pagers	1,000.00	1,300.00	(300.00)	-23%	304.48	630.21	1,100.96	
6110.270	Supplies & Equipment Office Equipment Repairs	500.00	500.00	0.00	0%	0.00	0.00	345.00	
6110.350	Supplies & Equipment Scanners	2,000.00	0.00	2,000.00	N/A	0.00	0.00	0.00	
6130.010	Equipment Maintenance Copier Lease	4,000.00	4,000.00	0.00	0%	1,266.40	3,849.96	4,147.83	
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	64,218.00	11,500.00	52,718.00	458%	11,662.50	10,915.00	10,915.00	
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$121,398.00	\$65,256.00	\$56,142.00	86%	\$39,726.16	\$61,060.85	\$54,950.41
<i>MAINT & SVCS - Maintenance & Services</i>									
6510.085	Legal Services Other Legal Expenses	1,500.00	1,500.00	0.00	0%	44.79	1,224.14	1,089.79	
6530.110	Consulting Services Programming	500.00	0.00	500.00	N/A	57.50	718.75	0.00	
6550.270	Building Site Expenses Telephone	16,000.00	16,000.00	0.00	0%	4,106.90	14,972.63	14,155.44	
<i>Account Classification Total: MAINT & SVCS - Maintenance & Services</i>			\$18,000.00	\$17,500.00	\$500.00	3%	\$4,209.19	\$16,915.52	\$15,245.23
<i>OTHR CHGS - Other Charges</i>									
7000.040	Travel, Training & Expense Continuing Education/Certificati	4,800.00	4,200.00	600.00	14%	705.00	3,363.19	1,983.22	
7000.070	Travel, Training & Expense Expense Allowance	0.00	0.00	0.00	N/A	129.19	1,921.46	937.20	
7000.115	Travel, Training & Expense Mileage	1,500.00	2,000.00	(500.00)	-25%	675.63	133.83	0.00	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$6,300.00	\$6,200.00	\$100.00	2%	\$1,509.82	\$5,418.48	\$2,920.42

FY17 Expense Budget Worksheet Report

			Department: 1005 - Treasurer's Office						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
<i>INTFND CHGS - Interfund Charges</i>									
8010.110	Interfund Water & Wastewater Enterprise Ch	(178,639.00)	(178,639.00)	0.00	0%	(89,569.60)	(185,841.48)	(179,804.54)	
8010.120	Interfund Landfill Enterprise Charges	(58,604.00)	(58,604.00)	0.00	0%	(28,751.71)	(57,876.18)	(55,920.02)	
8010.220	Interfund Dept. of Liquor Control Charges	(69,684.00)	(69,684.00)	0.00	0%	(34,842.08)	(69,684.16)	(67,279.94)	
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>			(\$306,927.00)	(\$306,927.00)	\$0.00	0%	(\$153,163.39)	(\$313,401.82)	(\$303,004.50)
<i>CAP EQ - Capital Equipment</i>									
9010.170	Capital Equipment Software	0.00	50,000.00	(50,000.00)	-100%	0.00	0.00	0.00	
<i>Account Classification Total: CAP EQ - Capital Equipment</i>			\$0.00	\$50,000.00	(\$50,000.00)	-100%	\$0.00	\$0.00	\$0.00
<i>ENCUMBRANCES - Encumbrances</i>									
7180	Encumbrance Expense	0.00	0.00	0.00	N/A	0.00	8,443.34	0.00	
<i>Account Classification Total: ENCUMBRANCES - Encumbrances</i>			\$0.00	\$0.00	\$0.00	0%	\$0.00	\$8,443.34	\$0.00
Department Total: 1005 - Treasurer's Office			\$941,687.00	\$927,915.00	\$13,772.00	1%	\$428,882.57	\$849,339.23	\$816,189.25

DEPARTMENT BUDGET SUMMARY

Department or Agency:	Debt Service	Department Number:	1975
Fund: 100	General Fund	Function:	Debt Service

MISSION STATEMENT:

The Treasurer's Department will continue to promote and to utilize the most efficient methods of government finance and debt procurement.

PROGRAM SERVICES: (STATISTICS)

- Debt ratio analysis: debt less is than 1% of Assessed property value and annual debt service is less than 10% of government revenue.
- The county continues to promote pay as you go funding practices.
- The County maintains a rapid debt retirement plan, 83% of outstanding debt to be paid in the 10 years.
- Moderate debt levels \$2,443 per capita.

Expenditures:

Expenditure Category	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
Personnel Services					0.0%
Supplies & Materials					0.0%
Maintenance & Services					0.0%
Other Charges					0.0%
Interfund Charges					0.0%
Capital Outlay					0.0%
Debt Service	10,319,284	13,519,988	11,728,412	11,949,425	1.9%
Total	10,319,284	13,519,988	11,728,412	11,949,425	1.9%

Staffing (Full Time Equivalent):

Position Title	Actual FY2014	Actual FY2015	Adopted Budget FY2016	Budget Request FY2017	% Change
No County Personnel					0%
Total	0.0	0.0	0.0	0.0	0%

Summary of Significant Budget Increase/Decrease Request

Description of Increase/Decrease	\$ Increase/Decrease	% Inc/(Dec)
2015 Bond Debt and Refinancing	\$ 221,013	2%

Contact Information

Name:	Phillip Thompson	Address 1:	1 West Market Street, Room 1105
Title:	Finance Officer	Address 2:	Government Center
Email:	pthompson@co.worcester.md.us	City/State:	Snow Hill, MD
Telephone:	410-632-0686	Zip Code:	21863

FY17 Expense Budget Worksheet Report

			Department: 1975 - Debt Service						
Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount	
Department: 1975 - Debt Service									
<i>OTHR CHGS - Other Charges</i>									
7700.010	Debt Service 1992 Capital Improvement Bonds	0.00	0.00	0.00	N/A	0.00	(5,406.43)	0.00	
7700.020	Debt Service 1998 Capital Improvement Bonds	0.00	0.00	0.00	N/A	0.00	0.00	567,487.50	
7700.050	Debt Service 2003 MDE Water Quality Bond	252,576.00	252,572.00	4.00	0%	0.00	252,107.74	252,109.60	
7700.060	Debt Service 2004 Capital Improvements Bonds	0.00	0.00	0.00	N/A	697.50	2,132,197.50	3,069,510.00	
7700.070	Debt Service 2007 Capital Improvements Bonds	2,046,013.00	2,501,913.00	(455,900.00)	-18%	1,965,306.25	2,499,872.54	2,499,272.50	
7700.080	Debt Service 2008 Capital Improvements Bonds	2,561,875.00	3,172,038.00	(610,163.00)	-19%	2,400,762.50	3,170,337.52	3,180,525.02	
7700.090	Debt Service 2013 Capital Improvement Bonds	1,711,676.00	1,709,708.00	1,968.00	0%	1,540,886.85	1,334,446.95	749,445.01	
7700.100	Debt Service 2014 Capital Improvement Bonds	4,020,681.00	4,092,181.00	(71,500.00)	-2%	881,090.63	4,136,432.62	934.70	
7700.110	Debt Service 2015 Capital Improvement Bond	1,356,604.00	0.00	1,356,604.00	N/A	0.00	0.00	0.00	
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$11,949,425.00	\$11,728,412.00	\$221,013.00	2%	\$6,788,743.73	\$13,519,988.44	\$10,319,284.33
Department Total: 1975 - Debt Service			\$11,949,425.00	\$11,728,412.00	\$221,013.00	2%	\$6,788,743.73	\$13,519,988.44	\$10,319,284.33

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FY17 Expense Budget Worksheet Report

Department: 1090.025 - Other General Gov - Mgmt Information Systems

	Account Number	Account Description	2017 Department Requested	2016 Adopted Budget	\$ Variance FY17/FY16	% Variance FY17/FY16	FY2016 YTD December 2015	2015 Actual Amount	2014 Actual Amount
Department: 1090 - Other General Government									
Location: 025 - Management Information Systems									
<i>SUPP & MAT - Supplies & Materials</i>									
	6110.270	Supplies & Equipment Office Equipment Repairs	1,425.00	1,425.00	0.00	0%	104.49	214.33	865.08
	6110.290	Supplies & Equipment Other Office Equipment	0.00	0.00	0.00	N/A	0.00	2,400.00	600.00
	6110.350	Supplies & Equipment Scanners	6,000.00	6,000.00	0.00	0%	0.00	5,726.00	16,985.00
	6130.060	Equipment Maintenance Software Licensing	5,000.00	5,000.00	0.00	0%	0.00	741.80	1,275.68
	6130.070	Equipment Maintenance Software Maintenance Agreements	99,300.00	101,300.00	(2,000.00)	-2%	81,359.00	94,540.00	92,510.00
	6130.075	Equipment Maintenance Software Upgrades	5,000.00	5,000.00	0.00	0%	0.00	4,506.95	0.00
	6130.100	Equipment Maintenance Other Equipment Lease	0.00	0.00	0.00	N/A	0.00	0.00	4,171.44
<i>Account Classification Total: SUPP & MAT - Supplies & Materials</i>			\$116,725.00	\$118,725.00	(\$2,000.00)	-2%	\$81,463.49	\$108,129.08	\$116,407.20
Location Total: 025 - Management Information Systems			\$116,725.00	\$118,725.00	(\$2,000.00)	-2%	\$81,463.49	\$108,129.08	\$116,407.20
Department Total: 1090 - Other General Government			\$116,725.00	\$118,725.00	(\$2,000.00)	-2%	\$81,463.49	\$108,129.08	\$116,407.20