

SUBJECT: Budget Amendment and Resolution to
Provide One-Time Incentive Pay

Page 1 of 3

PERTAINING TO APPROVAL OF A BUDGET ADJUSTMENT TO PROVIDE ONE-TIME INCENTIVE PAY TO CERTAIN EMPLOYEES AND PROVIDING FOR THE DISPENSATION OF THE ONE-TIME INCENTIVE PAY.

WHEREAS, *Article 5* of the Code of Public Local Laws of Calvert County, Maryland authorizes and empowers the Board of County Commissioners of Calvert County, Maryland (hereinafter, the "Board of County Commissioners") to adopt the Annual Budget and Appropriation Act each year; and

WHEREAS, the Board of County Commissioners has the authority pursuant to Section 5-103 of the Code of Public Local Laws of Calvert County, Maryland, to enact certain budgetary adjustments by resolution; and

WHEREAS, the Board of County Commissioners has been advised by the Department of Finance and Budget that funds are available for the payment of a one-time incentive pay to eligible employees, as hereinafter defined, in the amount of \$1,000 for Full-Time Employees and \$500 for Part-Time Employees, as those positions are defined at Section 86-1-301 of the Calvert County Code; and

WHEREAS, the Board of County Commissioner desires to amend the appropriations of the operating budgets to pay the one-time incentive pay as set forth herein; and

WHEREAS, proper notice of this hearing was published in two County newspapers for two consecutive weeks before the public hearing as required by Section 5-103(c) of the Code of Public Local Laws of Calvert County, Maryland; and

WHEREAS, a public hearing regarding this budget adjustment was held on November 13, 2012, at which time the Board of County Commissioners received public comment; and

WHEREAS, after considering the testimony and comments of the public and staff, the Board of County Commissioners has determined it is in the best interest of the citizens of the County to adopt the Budget Amendment and dispensation of one-time incentive pay as hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Calvert County, Maryland, hereby approves Budget Adjustment #BA176 in the amount of \$889,217, a copy of which is attached hereto and made a part hereof, to reallocate operating budgets for the one-time incentive pay to Employees of the County Commissioners meeting the following criteria, (hereafter "Eligible Employees"):

1. Are employed by the Board of County Commissioners of Calvert County, the Sheriff of Calvert County, the Board of Library Trustees, the Calvert Marine Museum Board of Governors or the Calvert Marine Museum Society, Inc. (collectively, the "Employers") on October 1, 2012; and
2. Are entitled to receive a step or COLA increase if one were approved by their Employers; and
3. Accrued at least 600 hours of work, excluding the use of accrued leave, for the 26 paydays beginning October 6, 2011 and ending September 20, 2012; and

SUBJECT: Budget Amendment and Resolution to
Provide One-Time Incentive Pay

Page 2 of 3

4. Will receive a paycheck on December 13, 2012; and
5. Has not submitted a resignation, resigned from or been terminated by their Employer prior to December 2, 2012; and
6. Are not:
 - a. Classified as a Seasonal Employee or Temporary Employee, as those positions are defined at Section 86-1-301 of the Calvert County Code; or
 - b. An Elected official, bailiff or member of a Board or Commission; or
 - c. Serving an extended probationary period unless the Department Head, or equivalent position of an Employer, submits written request to Finance and Budget for dispensation of the Incentive Pay to an employee serving an extended probationary period.
7. If the employee has not successfully completed their initial probationary period, the one-time incentive pay can be made at the time of such completion providing they were employed as of October 1, 2012 and the removal from probationary status falls within FY 2013.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the foregoing definition of "Eligible Employees" shall be applied in such a manner that specifically includes grant, enterprise, self-sustaining fund and library employees meeting criteria 1 through 7, above.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that Deputy Director of Finance shall use her discretion in applying the eligibility criteria set forth herein and may consider, on a case-by-case basis, an application for reconsideration received from any Employee of the Employers denied this one-time incentive pay and may grant, with the approval of any requisite Budget Amendment and the concurrence of the Finance Director, such one-time incentive pay to any previously denied employee of the Employers where such previous denial is inconsistent with the spirit and intent of this Resolution provided that the cumulative amount does not exceed Ten Thousand Dollars (\$10,000).

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that the source of funds for the incentive is: General Fund Unassigned Fund Balance of \$790,797, salary account adjustments for the Water and Sewer Fund, Solid Waste Fund, Parks and Recreation Self-Sustaining Fund, and Chesapeake Hills Golf Course Fund totaling \$87,116, and reimbursement from the Calvert Marine Museum Society, Inc. (\$6,998), and Calvert Marine Museum Board of Governors (\$4,306).

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

BE IT FURTHER RESOLVED, by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein.

SUBJECT: Budget Amendment and Resolution to Provide One-Time Incentive Pay

BE IT FURTHER RESOLVED, by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall be effective upon recordation.

DONE, this 4th day of December, 2012, by the Board of County Commissioners of Calvert County, Maryland, sitting in regular session.

Aye: 5
Nay: 0
Absent/Abstain: 0

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF CALVERT COUNTY, MARYLAND

Margaret Frederick for
Cornane J. Cook, Clerk

Gerald W. Clark
Gerald W. Clark, President

Steven R. Weems
Steven R. Weems, Vice President

Approved for legal sufficiency on
11/28/12 by:

Pat Nutter
Pat Nutter

John B. Norris
John B. Norris, County Attorney

Susan Shaw
Susan Shaw

Evan K. Slaughenhaupt Jr.
Evan K. Slaughenhaupt Jr.

Received for Record 12/5 2012
at 10:35 o'clock A.M. Same day
recorded in Liber KPS No. 41
Folio 260 COUNTY COMMISSIONERS
ORDINANCES AND RESOLUTION.

Garry P. Smith

COMMISSIONERS OF CALVERT COUNTY, MARYLAND

BUDGET ADJUSTMENT NO. 176
 POSTED BY _____
 APPROVED BY _____
 DATE _____

FY2013

Fiscal Year Ending June 30, 2013

Account Code	Control Account	Department/Explanation	Increase	Decrease	Adjusted Budget
Fund 1					
000112-07005		Use of Prior Year Fund Balance		\$ 790,797.00	
816-20010		Fund 1 FICA	\$ 56,197.00		
321-10014		Library Incentive	\$ 45,000.00		
011-10014		Staff of Board of County Commissioners Incentive	\$ 1,000.00		
012-10014		Clerk to Board of County Comm Incentive	\$ 1,000.00		
019-10014		Staff of County Administrator Incentive	\$ 2,000.00		
020-10014		Technology Services Incentive	\$ 22,000.00		
021-10014		Circuit Court Incentive	\$ 11,000.00		
021555-10014		Applied Savings Incentive	\$ 3,000.00		
024-10014		Staff of State's Attorneys Office Incentive	\$ 24,000.00		
041-10014		Election Board Incentive	\$ 6,000.00		
052-10014		Treasurer's Office Incentive (staff only)	\$ 6,000.00		
055-10014		Finance & Budget Incentive	\$ 23,500.00		
061-10014		County Attorney Incentive	\$ 3,000.00		
070-10014		Personnel Incentive	\$ 8,500.00		
081-10014		Planning & Zoning Incentive	\$ 18,000.00		
082-10014		Planning Commission Incentive	\$ 9,000.00		
083-10014		Board of Appeals Incentive	\$ 2,000.00		
110-10014		Public Safety Incentive	\$ 2,000.00		
111-10014		Sheriff's Office Incentive (civilian and sworn officers)	\$ 143,000.00		
1110652-10014		Dominion Incentive	\$ 10,000.00		
115-10014		Control Center Incentive	\$ 27,000.00		
131-10014		Detention Center Incentive	\$ 82,500.00		
151-10014		EMS Incentive	\$ 5,000.00		
155-10014		Animal Control Incentive	\$ 7,000.00		
160-10014		Fire & Rescue Incentive	\$ 4,000.00		
199-10014		Community Resources Incentive	\$ 4,000.00		
1991300-10014		CAASA Incentive	\$ 1,500.00		

Account Code	Control Account	Department/Explanation	Increase	Decrease	Adjusted Budget
210-10014		General Services Administration Incentive	\$ 4,000.00		
220-10014		Public Works Administration Incentive	\$ 10,000.00		
2202000-10014		Transportation (PW) Incentive	\$ 10,000.00		
221-10014		Inspections & Permits Incentive	\$ 13,000.00		
222-10014		Buildings & Grounds Incentive	\$ 30,500.00		
224-10014		Mosquito Control Incentive	\$ 2,000.00		
227-10014		Project Management Incentive	\$ 4,000.00		
241-10014		Transportation (County Buses)	\$ 15,000.00		
250-10014		Fleet Maintenance Incentive	\$ 10,000.00		
252-10014		Highway Incentive	\$ 34,000.00		
310-10014		Economic Development Incentive	\$ 12,000.00		
312-10014		Substance Abuse Incentive	\$ 3,000.00		
315-10014		Office On Aging Incentive	\$ 26,000.00		
317-10014		Recreation Incentive	\$ 45,100.00		
317115-10014		Therapeutic Recreation Incentive	\$ 2,000.00		
320-10014		Natural Resources Incentive	\$ 12,000.00		
340-10014		Railway Museum Incentive	\$ 2,000.00		
814-10014		Soil Conservation Incentive	\$ 5,000.00		
3191210-10014		CMM Administration Incentive	\$ 3,000.00		
3191211-10014		CMM Director Incentive	\$ 1,000.00		
3191212-10014		CMM Paleontology Incentive	\$ 1,000.00		
3191213-10014		CMM Aquarist Incentive	\$ 4,000.00		
3191214-10014		CMM Maritime History Incentive	\$ 2,500.00		
3191215-10014		CMM Physical Plant Incentive	\$ 4,500.00		
3191216-10014		CMM Exhibits Incentive	\$ 5,000.00		
3191217-10014		CMM Models Incentive	\$ 3,000.00		
Fund 2					
548-10014		W&S Admin Incentive	\$ 3,350.00		
548-20075		W&S Admin Benefits	\$ 257.00		
569-10014		W&S Lab Incentive	\$ 2,000.00		
569-20075		W&S Lab Benefits	\$ 153.00		
605-10014		System Maintenance Incentive	\$ 4,000.00		
605-20075		System Maintenance Benefits	\$ 306.00		
585-10014		Septage Incentive	\$ 1,000.00		
550-10014		PF Water Incentive	\$ 7,850.00		
551-10014		PF Sewer Incentive	\$ 7,850.00		
548-06035		W&S Admin Intrasystem In	\$ 3,607.00		

Account Code	Control Account	Department/Explanation	Increase	Decrease	Adjusted Budget
569-06035		W&S Lab Intrasystem Revenue	\$ 2,153.00		
605-06035		System Maintenance Intrasystem Revenue	\$ 4,306.00		
585-10001		Septage Salaries-Regular		\$ 1,000.00	
550-10001		PF Water Salaries-Regular		\$ 7,850.00	
551-10001		PF Sewer Salaries-Regular		\$ 7,850.00	
Fund 3					
243-10014		SW Salaries-Incentive	\$ 34,950.00		
243-10001		SW Salaries-Regular		\$ 34,950.00	
Fund 5					
760-10014		Parks and Rec Self-Sustaining Incentive	\$ 1,700.00		
7841580-10014		Indoor Aquatic Center Incentive	\$ 14,600.00		
799-10014		Breezy Point Incentive	\$ 1,500.00		
760-10001		Parks and Rec Self-Sustaining Regular Salaries		\$ 1,700.00	
7841580-10001		Indoor Aquatic Center Regular Salaries		\$ 14,600.00	
799-10001		Breezy Point Regular Salaries		\$ 1,500.00	
Fund 6					
8701210-10014		Golf Course Administration Incentive	\$ 1,100.00		
8701575-10014		Golf Course Concessions Incentive	\$ 500.00		
8701800-10014		Golf Course Operations Incentive	\$ 2,500.00		
8701815-10014		Golf Course Maintenance Incentive	\$ 3,500.00		
8701210-10001		Golf Course Administration Regular Salaries		\$ 1,100.00	
8701575-10001		Golf Course Concessions Regular Salaries		\$ 500.00	
8701575-10001		Golf Course Operations Regular Salaries		\$ 2,500.00	
8701815-10001		Golf Course Maintenance Regular Salaries		\$ 3,500.00	
CMM Society and Board of Governors					
3191220-10014		CMM Board of Governors Incentive	\$ 6,500.00		
3191219-10014		CMM Society Incentive	\$ 4,000.00		
3191220-20075		CMM Board of Governors Incentive Benefits	\$ 498.00		
3191219-20075		CMM Society Incentive Benefits	\$ 306.00		
000129-02830		Payroll Reimbursement CMM Society	\$ 6,998.00		
000129-02820		Payroll Reimbursement CMM Board of Governors	\$ 4,306.00		
To adjust the FY2013 budget for incentive pay of December 13, 2012. Does not include elected officials, members of boards or commissions, bailiffs, temporary, seasonal, or hourly and part time staff working less than 600 hours from October 2011 through September 2012.					