

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

Budget Work Session

The public is invited to view this meeting live online at – <https://worcestercountymd.swagit.com/live>
Meeting attendees are required to wear face coverings and practice social distancing.

May 11, 2021

9:00 AM -Budget Work Session - General Discussion on FY22 Requested Budget

- 1 - Balanced Budget Considerations
- 2 - Additional Expenditure Requests and Supporting Information
- 3 - Revenue

9:20 AM S. Norton – Human Resources Director

- 4a-e - General Fund Proposed Reclassifications, Promotions & New Positions
- 4f-g - Enterprise Funds Proposed Position Reclassifications & Promotions

9:50 AM Break

10:00 AM- Vote to Meet In Closed Session

- Closed Session: Discussion regarding individual personnel matters for FY22 Budget

- 11:00 -
- 5 - Expenditures
 - 6 - Fire and EMS Funding
 - 7 - Grants to Towns
 - 8 - Capital Requests
 - 9 - Board of Education
 - 10 - Requested Salary Increase for County Employees
 - 11 - Fund Balance/Debt

12:00 PM - Recess Budget Work Session for Lunch

Lunch

1:00 - Reconvene in Budget Work Session - General Discussion on FY22 Requested Budget

Questions from the Press; County Commissioner's remarks

4:00 PM -Adjourn

Reconvene in Budget Work Session on Tuesday, May 18, 2021 at 1:00 pm

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available – see Weston Young, Asst. CAO.

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!



1

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMISSIONERS
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THEODORE J. ELDER, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
MADISON J. BUNTING, JR.
JAMES C. CHURCH
JOSHUA C. NORDSTROM
DIANA PURNELL

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

May 6, 2021

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer
SUBJECT: Budget Work Session - May 11, 2021

Attached hereto are the Committee Reviewed and Recommended Budget worksheets for Revenue and Expenditures which are designed to assist you in making decisions on the FY2022 Requested Budget. Revenues are \$213,210,813 and expenditures are \$215,878,666 with \$2,668,053 shortfall.

I have attached information on items that will need to be discussed in concert with your review of each department's budget. Each item is listed with the appropriate page number for revenues or expenditures and department reference for our discussion and supporting documents are detailed in item #2.

<u>Page</u>	<u>Dept.</u>	<u>Additional Information and Requests</u>
<i>Revenues:</i>		
1		Property Tax Accounts
2		Building Permits
4		Recreation Center Rental Fees
5		Transfers from other funds – Prior Year Surplus (FY21)
5		Transfers – Casino/Local Impact Grant Funds
6		FEMA Grant
<i>Expenditures:</i>		
Various Depts		Commissions & Boards Compensation
27	1105	Girdletree Fire Department
41	1402	Shock Trauma Center grant request
42	1502	Wor-Wic Community College Capital Repair Project Plan approval request
42	1505	Board of Education – Maintenance of Effort – HB1372
53	1901	Town Letters – Snow Hill and Ocean City
Item	1950	COLA increase 3.5%; Board of Education request Step/COLA 1.0% & 1.5%

Please do not hesitate to call with any questions or concerns.

HLH:kw
Attachments
H:/kw/FY22 budget/May 11 budget work session/Item 1 FY22 Budget worksession memo May 11

Citizens and Government Working Together

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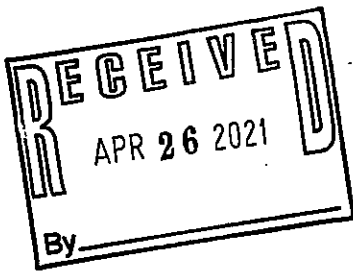
Additional Information and Requests

Worcester County Government FY2022 Operating Budget

<u>Topic</u>	<u>Page</u>
Commissions & Boards Compensation	1
Girdletree Fire Department	2
Shock Trauma Center Grant Request	3
Wor-Wic Community College	4
Board of Education	7
Town of Snow Hill letter	8
Town of Ocean City letter	9

Commissions and Boards

<u>Board</u>	<u>Compensation</u>	<u>Staff Contact</u>	<u>Department</u>	<u>FY2022 Bgt Request</u>	<u>FY2021 Budget</u>	<u>FY21 Actual YTD 4/20/21</u>	<u>FY20 Actual</u>	<u>FY19 Actual</u>
Board of Electrical Examiners	\$50	Deborah Mooney	DRP					
Housing Review Board	\$50	Jo Ellen Bynum	DRP					
Planning Commission	\$50	Ed Tudor	DRP					
Building Code Appeals Board	\$50	Ed Tudor	DRP					
Board of Zoning Appeals	\$50	Jennifer Keener	DRP	13,450	13,450	7,196	9,304	9,438
Agricultural Preservation Advisory	\$50	Katherine Munson	Environ. Programs	-	-			425
Ethics Board	\$50	Roscoe Leslie	Other Gen Gov	350	350	300	250	
Recreation Advisory Board	\$50	Lisa Gebhardt	Recreation	700	700			200
Economic Development	\$50	Melanie Pursel	Economic Dev.	2,100	2,100		572	1,400
Tourism Advisory Committee	\$50	Melanie Pursel	Tourism	1,050	1,050		300	212
Solid Waste Advisory Committee	\$50	Mike Mitchell	Landfill	1,500	1,500		400	650
			total	19,150	19,150	7,496	10,826	12,325



Joseph Truitt, Chief
John Merritt, President

GIRDLETREE VOLUNTEER FIRE COMPANY, INC.

2739 Snow Hill Road
P.O. Box 25
Girdletree, Maryland 21829-0025
Firehouse 410-632-2128
Fax 410-632-5664

April 19, 2021

Worcester County Commissioners
Attn: Harold Higgins, Chief Administrative Officer
1 W. Market Street, Room 1103
Snow Hill, Maryland 21863


RE: Fiscal Year 2022 Budget

Mr. Higgins,


We watched the video of your 2022 budget presentation to the County Commissioners from Tuesday, April 13, 2022. We were disappointed to see Girdletree was suggested to be funded at the same level as last year, \$23,200 for our EMS grant. Despite the fact, Stockton Volunteer Fire Company was again recommended at the same level they received last year, \$50,000. Both Stockton and Girdletree provided the same services and level of care.

The difference of funding and unfairness is with the Full-Time Equivalent (FTE) rate. Stockton gets \$36,000 and Girdletree, \$8,000. When Girdletree started their program in 2016 we had to wait a full year after we started the program to receive funds from the County. Yet, Stockton received a full year in advance. On behalf of our company we would like to formally request Girdletree be funded at the same level as the Stockton Volunteer Fire Company. Based on the figures presented during your presentation, Girdletree should receive; \$6,200 for calls, \$9,000 base-rate and \$36,000 FTE for a total of \$51,200 for fiscal year 2022.

Very truly yours,



Joseph Truitt, Chief
Girdletree Volunteer Fire Company, Inc.

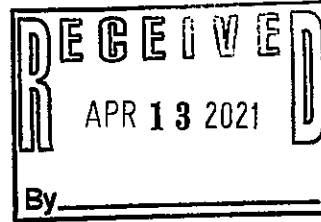


John Merritt, President

cc: file
Joseph Mitrecic, President, Worcester County Commissioners



R ADAMS COWLEY
SHOCK TRAUMA CENTER
UNIVERSITY OF MARYLAND



22 S. Greene Street
Baltimore, MD 21201

March 12, 2021

Joseph Mitrecic
President, County Commissioners
108 Old Wharf Road
Ocean City, MD 21842

Dear County Commissioner Mitrecic:

On behalf of the R Adams Cowley Shock Trauma Center at the University of Maryland Medical Center, we kindly ask the Worcester County government for your consideration of support in the amount of \$10,000 for the 2022 fiscal year. We are grateful for your recognition of the skill and dedication of the Shock Trauma team as they serve and care for the citizens of Maryland.

Known as the worldwide leader in trauma care, and the heart of Maryland's unique Emergency Medical Services System, the R Adams Cowley Shock Trauma Center is an international model for civilian and military trauma teams and remains the epicenter for trauma research, patient care, and teaching. Each year, Shock Trauma treats more than 7,000 of the most critically ill and severely injured people from the region, achieving a 96 percent survival-rate. In 2020, Shock Trauma treated 46 residents of Worcester County.

At the R Adams Cowley Shock Trauma Center, we remain at the forefront of the COVID-19 response, providing critical care to the sickest of the sick while also treating victims of unscheduled tragedy. The pandemic is like nothing we have ever seen before, but we continue to adapt and stand ready to provide complex care to every patient, under every circumstance.

The continued support from the Worcester County Government is very much appreciated. Your commitment of support is critical to the lives of patients as well as to the ongoing education and training to keep our physicians, nurses, healthcare workers and pre hospital colleagues current with life-saving skills and techniques.

County Commissioner Mitrecic, we thank you for considering including the Shock Trauma Center in Worcester County's budget.

If you have any questions, feel free to contact Tara Carlson at tcarlson@umm.edu or 443-462-8849.

Sincerely,

Thomas M. Scalea, MD, FACS, MCCM
The Honorable Francis X Kelly
Distinguished Professor in Trauma
Director, Program in Trauma
University of Maryland School of Medicine
Physician in Chief, Shock Trauma Center
System Chief for Critical Care Services
University of Maryland Medical System

Karen Doyle, DNP, MBA, RN, NEA-BC, FAAN
Senior Vice President, Nursing & Operations
R Adams Cowley Shock Trauma Center
Care Management
University of Maryland Medical Center

32000 CAMPUS DR
SALISBURY MD 21804
PHONE: 410-334-2800
worwic.edu

MEMORANDUM

TO: Harold Higgins, John Psota and Laura Hurley
FROM: Ray Hoy
DATE: February 1, 2021
RE: FY 2022 Budget Proposal

Attached is Wor-Wic Community College's FY 2022 operating budget proposal for \$29,003,061 (pages 12-15). This proposed budget is .59% or \$169,798 higher than the approved FY 2021 budget.

To ensure the college fulfills its mission to "enhance local economic growth by addressing education, training and workforce development," the college assesses the current needs of the community it serves through its strategic planning process. As part of the planning process, all strategic goals have related measures and benchmarks to determine success. The data from the measures of success are analyzed annually by the planning council and strategic priority teams. All departments complete an annual review for assessment purposes. Action plans are created for new initiatives and to improve measurable results in order to achieve benchmarks. All action plans must include budget implications such as required resources and detailed costs, and are posted in the electronic assessment management system.

At the beginning of the operational budget process each year, all budget officers attend budget training, which serves as a refresher, but also an opportunity to emphasize the importance of cross-referencing the assessment management action plans with the dollars requested in the budget. We also stress the need to analyze current and prior year departmental expense accounts. Line item justification is electronically submitted through our budget module, and all new initiative requests submitted with the budget must include justification language to identify what strategic, academic or departmental goal the budget request supports. Those requests that demonstrate the greatest potential to further the strategic plan receive priority consideration when the president's staff finalizes budget recommendations.

The following is a summary of the proposed FY 2022 budget changes, with a more detailed explanation on pages 2-6. A summary of the "Expenditure Budget by Function" can be found on page 9. The "Maintenance and Repair Plan", which requires county approval but not county funding, is on page 10. At the request of Wicomico County, included is a budget model of the college's revenue and expense projections from FY 2021 through FY 2029 (page 20).

BOARD OF TRUSTEES

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Andrew W. Booth

Kimberly C. Gillis

Morgan Hazel

William H. Kerbin

Martin T. Neat

Lorraine Purnell-Ayres

PRESIDENT

Dr. Murray K. Hoy

* self funded

*

**WOR-WIC COMMUNITY COLLEGE
MAINTENANCE AND REPAIR PLAN
FISCAL YEAR 2022**

Wireless System Replacement and Additional Cabling \$168,500

The college's existing Aruba Wireless System consists of a single wireless management server and 118 internal and external access points. This equipment is over 7 years old and is soon to become end-of-life with no support and hardware replacement coverage being offered by the manufacturer. Replacing the existing equipment would require purchasing 118 new internal and external access points and expanding the total number of management servers to 3 servers. An additional 5 new Aruba Internal Access Points and network cabling are needed to increase wireless coverage in the following areas: HC 1st floor, MTC 200 Computer Lab, FOH 1st Floor, HC 216 Conference Room, and BH 207 Classroom. Wireless servers, access points, and other accessories (\$165,000); Additional networking cabling (\$3,500).

Fire Alarm and Mass Notification System (Phase I) \$60,000

Upgrade existing EST2 fire alarm panels (8) in all the college's buildings that have reached their serviceable life with EST4 (or the most current). This is necessary to provide voice notification through InformaCast (Mass Notification System). The parts for the EST2 panels are becoming harder find and Edwards no longer manufactures this model number. The college will eventually make upgrades to initiating devices, add amber strobes equipped with notification speakers, and add a remote monitoring system that can be centrally located at the public safety department's office.

Replacing/upgrading the panels appear to be the most critical. If a panel is lost in Brunkhorst Hall, for instance, initiating devices in five of the college's nine buildings will not activate. In essence, this will pose a life safety issue.

FOH Stair Tread and Landing Replacement \$46,000

The stair treads in FOH are badly faded from the sun and noticeably worn. The replacements will be more sun resistant. A different color could be selected to improve the appearance.

Campus Wide Roof Repairs \$22,000

Tremco Roofing assisted the facilities department with developing a preventative maintenance plan for roof repairs for all campus buildings. The college would like to schedule some of the roofing repairs, as recommended.

Sidewalk/Curb & Gutter Repairs \$21,000

Continue to make repairs to cracked sidewalks/curbs & gutters. Several areas of the sidewalk are potential trip hazards and take away from the overall appearance of the campus. Most of the curbs and gutters that should be repaired and/or restored have deteriorated to the point where they are not providing structural support around or adjacent to parking lot islands and sidewalks.

Miscellaneous \$40,000
Additional dollars to cover any funding shortfall for Facilities Renewal Grant projects (see next page for details).

TOTAL \$357,500

*No State or local funds are requested to fund the college's Maintenance and Repair Plan. Priorities can change due to emergencies.

Estimated FY 23 Maintenance of Effort Per Pupil Requirement
\$ in millions

<u>County</u>	HB 1372	Proposed Amendment	Proposed Amendment	Impact on FY 23 Total MOE*
	FY 21 Local Appropriation	If Subject to Escalator, FY 22 Local Appropriation	FY 23 Escalator Using FY 22 Wealth and Fall 2019 FTE	
Allegheny	\$31.1	\$31.9	2.3%	\$1.5
Anne Arundel	749.6	769.3	0.0%	19.3
Baltimore City	287.3	294.5	2.3%	0.0
Baltimore	855.5		0.0%	0.0
Calvert	134.7		0.0%	0.0
Caroline	15.6	16.0	2.5%	0.0
Carroll	198.4		0.0%	0.0
Cecil	86.4	88.5	0.0%	2.2
Charles	195.7		0.0%	0.0
Dorchester	20.3	20.7	2.5%	0.0
Frederick	296.3		0.0%	0.0
Garrett	28.2	28.9	1.9%	1.3
Harford	276.9		0.0%	0.0
Howard	613.0		0.0%	0.0
Kent	18.6	19.0	0.0%	0.1
Montgomery	1,751.9		0.0%	0.0
Prince George's	738.2		0.0%	0.0
Queen Anne's	61.0	62.6	2.5%	3.1
St. Mary's	109.5		0.0%	0.0
Somerset	10.2	10.4	2.5%	0.2
Talbot	43.6	44.7	0.0%	0.0
Washington	103.2	105.8	2.5%	5.2
Wicomico	47.7	48.9	2.5%	0.7
Worcester	94.0	96.3	X 2.5%	4.8

* Total MOE requirement includes local share of wealth-equalized formulas beginning in FY 23



MAYOR AND COUNCIL OF SNOW HILL

April 16, 2021

Mr. Joseph Mitrecic, President
Worcester County Government Bldg
One West Market Street
Snow Hill, MD 21863

Dear Commissioner Mitrecic,

The town of Snow Hill would like to make the following amendment to the unrestricted grant fund request from the county. We would like to amend our request to include this year's Black Eyed Susan payment of \$26,000.00 due in January of 2022.

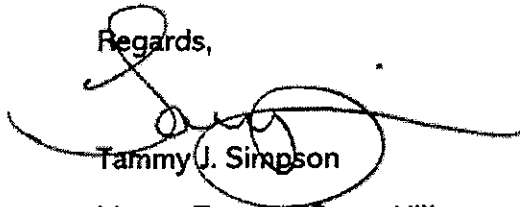
The reason for this request is as follows.

The town of Snow Hill has not yet received delivery of the boat as the repairs and painting have taken more time than anticipated. We put out an RFP for a lessee to run the boat and received a suitable proposal but they are requesting the contract start in May of 2022 due to the season being underway and the uncertainty of a profitable season due to COVID. Additionally, staff cannot be hired, licenses applied for or trainings be provided until we have the certainty of the boat at our dock. We would like to accept their proposal as we feel the company has a great chance of continued success operating the boat. If the previously mentioned particulars can be obtained this season the boat will offer trips this season.

This will benefit both the town and the county in its mission to see our combined efforts and vision be realized.

Thank you for your consideration of this important matter.

Regards,

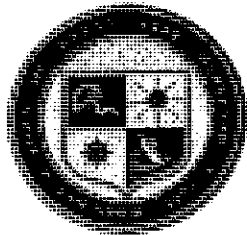


Tammy J. Simpson

Mayor, Town of Snow Hill

TJS:tjs

CC: Harold Higgins, CFO



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

INFO

March 16, 2021

Mr. Joseph Mitrecic
President
Worcester County Commissioners
Government Center
One West Market Street – Room 1103
Snow Hill, MD 21863-1195

MAYOR
RICHARD W. MEEHAN

CITY COUNCIL

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President

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PETER S. BUAS
JOHN F. GEHRIG, JR.
J. FRANKLIN KNIGHT
LLOYD MARTIN
MARK L. PADDACK

CITY MANAGER
DOUGLAS R. MILLER

CITY CLERK
DIANA L. CHAVIS, CMC

Dear President Mitrecic and Commissioners,

On behalf of the Town of Ocean City, I want to thank you again for allowing us to make our FY 2022 grant requests this morning.

As I stated in the meeting, the Town experienced significant revenues losses this past year yet we were still able to provide increased revenue in the form of increased property tax revenue and transfer tax revenue to Worcester County.

We have tried to keep our requests relevant and focused on the essential services we need to provide relating specifically to tourism and public safety which are vital to both Ocean City and Worcester County.

We thank you in advance for your consideration and look forward to better times in 2021 and to continuing to work with our Worcester County Government.

Sincerely,

Rick Meehan
Mayor

www.oceancitymd.gov

P.O. BOX 158 • OCEAN CITY, MARYLAND • 21843-0158



City Hall – (410) 289-8221 • FAX – (410) 289-8703

2001

9

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Revenue and Expenditure Worksheets Legend

The following describes each of the columns in order of data:

- Tan 1st Column is the Committee Review Budget
- White 2nd Column reflects the variance from the FY2022 Committee Review Budget with the FY2021 current Adopted Budget with changes in yellow
- White 3rd Column reflects the variance from the FY2022 Committee Review Budget with the FY2022 Department Requested Budgets with changes in blue
- Rose 4th Column is the FY2022 Department Requested Budget
- Green 6th Column is the FY2021 current Adopted Budget
- White 7th Column is for the work session notes and changes
- White 8th Column to the far right is Actual FY2021 year to date April 30, 2021
- White 9th Column to the far right is the FY2020 Actual Amount

The blue area at the bottom of each Department is the Increase or Decrease from Committee Review to the current FY 2021 Budget. It is my sincere hope that these worksheets help you in resolving all budget issues.

REVENUES:

Worcester County

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance FY22 Committee vs FY22 Request	FY22 Department Requested	FY2021 Adopted Budget	Work Session Notes & Changes	FY2021 Actual YTD 4/30/21	FY2020 Actual Amount
4000	Full Year Real Property Taxes	140,014,320	2,299,457	(452,278)	140,466,598	138,167,141	FY20 adopted rate \$.845	138,252,228	134,513,873
4010	Personal Property Taxes	407,184	47,531	26,934	380,250	332,719		279,368	340,316
4020	Corporation Property Taxes	5,021,941	586,219	332,191	4,689,750	4,103,531		4,977,048	4,503,396
4030	Railroad & Utility Property Tax	4,048,395	176,267	249,486	3,798,909	3,622,642		4,025,273	3,666,650
4035	Railroad Real Property	2,738	211	1,124	1,614	1,403		5,723	5,969
4040	Half Year Real Property Taxes	150,000	(61,250)		150,000	211,250		116,980	263,974
4050	Tax Additions & Abatements	(283,200)	75,000		(283,200)	(358,200)		(54,240)	(119,650)
4060	Interest on Delinquent Taxes	700,000			700,000	700,000		593,957	711,921
4070	Discounts Allowed on Taxes	(475,000)			(475,000)	(475,000)		(485,566)	(474,647)
4080	Tax Credits For Assessment	(1,201,041)	21,328	23,896	(1,224,937)	(1,246,265)		(1,239,718)	(1,250,928)
4100	Income Tax - 2.25% rate as of 1/1/20	30,000,000	3,500,000		30,000,000	26,500,000	Jan'20 Rate of 2.25% - OPEB	20,680,432	28,891,384
4200	Admission & Amusement Taxes	600,000	(20,000)		600,000	620,000		449,206	542,049
4210	Recordation Taxes	9,000,000	2,000,000		9,000,000	7,000,000		8,515,510	7,115,438
4230	Trailer Park Excise Tax	0			0	0		(159,303)	142,703
4240	Food Tax Admin	81,000			81,000	81,000	Administration Fee	86,683	77,437
4250	Room Tax Admin	180,000			180,000	180,000	Administration Fee 1/1/20	143,500	120,986
4250.040	Room Tax Due to Unincorporated Areas	950,000	(100,000)		950,000	1,050,000	room tax 5%, 1/1/20	620,567	863,684
4260.010	Rents/State Revenue- Boat Landings	70,114	27,800		70,114	42,314		76,656	36,253
4260.020	Rents/State Revenue - County Admin	71,199			71,199	71,199		77,792	75,204
4260.030	Rents/State Revenue - Elections	14,230			14,230	14,230	State Elections Rent	14,229	14,230
4270	Rents-Tower Site/Contrib & Donat	23,300	482		23,300	22,818		17,894	23,393
4300	Highway Users Taxes	1,118,978	(47,513)		1,118,978	1,166,491	State Aid	505,042	1,080,246
4310	911 Fees	1,350,480	705,148		1,350,480	645,332	Fee increase to \$1.50 eff 7/1/21	509,121	618,996
4340	Transfer Tax	6,000,000	1,500,000		6,000,000	4,500,000		6,567,413	4,680,904
4400	Franchise Fees	22,500			22,500	22,500		22,216	21,816
4600	Sale Of Fixed Assets	40,000			40,000	40,000		897,573	6,692
4700	Interest On Investments	200,000	(650,000)		200,000	850,000	Investment rates	95,832	1,424,410
4800	Other Miscellaneous Revenue	80,000			80,000	80,000		1,435	765,077
4820	Health Insurance Reinvestment - OPEB	0			0	0		0	6,248,286
4900	Liquor Licenses	800,000	(25,000)		800,000	825,000		1,005,456	515,719
4905	Vending Machine Licenses	65,000	(5,000)		65,000	70,000		22,630	49,070
4910	Traders Licenses	80,000	(23,000)		80,000	103,000		18,780	72,840
4915	Occupational Licenses	30,000	24,000		30,000	6,000	Bi-Annual license	3,880	33,385
4920	Bingo Permits	5,000	(13,500)		5,000	18,500		916	12,887

REVENUES:

Worcester County

5/6/21 10:18 AM

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance FY22 Committee vs FY22 Request	FY22 Department Requested	FY2021 Adopted Budget	Work Session Notes & Changes	FY2021 Actual YTD 4/30/21	FY2020 Actual Amount
4925	Tourist & Trailer Park Permits	0			0	0		0	150
4927	Rental License Fee	175,000			175,000	175,000		46,415	116,025
4930	Building Permits	300,000	(25,000)	25,000	275,000	300,000		230,865	241,980
4932	Electrical Permits	15,000			15,000	15,000		12,900	15,775
4933	Commercial Plumbing Plan Review	2,500			2,500	2,500		1,700	1,000
4935	Marriage Licenses	20,000	(4,000)		20,000	24,000		17,010	17,670
4936	Civil Ceremony	1,000	(200)		1,000	1,200		750	1,030
4940	Shoreline Commissioner Application Fee	20,000			20,000	20,000		33,300	23,750
4941	Shoreline Construction Permit	19,000			19,000	19,000		19,050	17,450
4942	Timber Harvest Permit	3,000			3,000	3,000		2,000	2,800
4943	SEC/SWM Permit	22,000			22,000	22,000		39,834	36,231
4945.010	Environmental Permits Burn Permit	600			600	600		455	825
4945.020	Environmental Permits Campground Permit	3,325			3,325	3,325		1,925	3,075
4945.030	Environmental Permits Septic Permit	23,500			23,500	23,500		30,125	25,000
4945.040	Environmental Permits Waste Hauler Permit	2,100			2,100	2,100		1,000	3,150
4945.050	Environmental Permits Well Permit	16,800			16,800	16,800		17,280	18,080
4945.060	Environmental Permits Other	300			300	300		330	150
4945.070	Environmental Fee Water/Sewer Review	10,000			10,000	10,000		12,445	3,075
4950	Health Permits	380,101	(16,606)		380,101	396,707		258,282	380,101
4955	Raffle Permits	1,800			1,800	1,800		942	1,500
4960	Plumbing Permits	52,000			52,000	52,000		76,985	60,365
4965	Gas Permits	20,000			20,000	20,000		14,030	18,475
4970	Forestry Conservation Review Fees	6,000			6,000	6,000		4,195	10,553
4980	Landfill Permits - Household	320,000			320,000	320,000	Landfill Permit remain \$100/2 permits	304,300	317,800
4982	PAYT Tags - Household	8,000	(1,000)		8,000	9,000		6,185	6,600
5045	EDU Transfer/Application Fee	0			0	0		800	0
5047	Stormwater Management Review Fee	78,000			78,000	78,000		71,730	120,020
5060.100	Licenses and Permits Board of Zoning Appeal Fee	18,000			18,000	18,000		15,325	19,625
5060.300	Licenses and Permits Site Plan Review	11,000			11,000	11,000		10,310	9,544
5060.400	Licenses and Permits Rezoning Fee	4,000			4,000	4,000		12,758	2,136
5060.500	Licenses & Permits Subdivision Review Fee	12,000			12,000	12,000		7,700	11,100
5060.600	Licenses & Permits Text Amendment Applic Fee	2,000			2,000	2,000		2,100	2,450
5060.700	Licenses and Permits Nat Resources Text Amendment Fee	350			350	350		0	350

REVENUES:

Worcester County

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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance FY22 Committee vs FY22 Request	FY22 Department Requested	FY2021 Adopted Budget	Work Session Notes & Changes	FY2021 Actual YTD 4/30/21	FY2020 Actual Amount
5065.100	Sheriff Fees Sheriff Fees - Paper Service	30,000	(10,000)		30,000	40,000		24,272	34,608
5065.200	Sheriff Fees Sheriff Fees Peddler's License	0	(500)		0	500		100	350
5065.300	Sheriff Fees Sheriff Fees - Parking Fines	100	(400)		100	500		240	300
5065.400	Sheriff Fees Animal Control Fees	5,000	(3,000)		5,000	8,000		4,825	5,145
5065.405	Sheriff Fees Spay & Neuter Fees	0			0	0		0	5,000
5065.600	Sheriff Fees Sheriff's Sale	0			0	0		0	189
5065.700	Sheriff Fees Contractual Services	7,000			7,000	7,000		33,600	2,000
5065.990	Sheriff Fees - Other	0			0	0		534	2,697
5070.100	Sale of Publications & Copies Cnty Admin	700			700	700		440	1,458
5070.104	Sale of Publications & Copies State Attny	0			0	0		0	225
5070.200	Sale of Publications & Copies Treasurer's Office	0			0	0		0	0
5070.300	Sale of Publications & Copies Dev. Review & Permitting	500	(300)		500	800		198	509
5070.400	Sale of Publications & Copies 911 Recordings	0			0	0		0	0
5070.600	Sale of Publications & Copies Elections	300	(150)		300	450		1,312	581
5070.700	Sale of Publications & Copies Circuit Court	200	100		200	100		325	350
5070.900	Sale of Publ & Copies Environmental Programs	5			5	5		0	5
5075	Library Use Charges	2,500	(15,500)		2,500	18,000		3,195	19,377
5076	Library Erate Reimbursement	850	(1,150)		850	2,000		0	827
5080	County Share Vehicle Tag Fee	3,500			3,500	3,500		(4)	1,993
5085	Liquor Advertising Fees	1,200			1,200	1,200		2,280	1,260
5086	Tourism Co-Op Advertising	0			0	0		0	0
5090	Firearms Training Center Fee	8,000	5,000		8,000	3,000		2,025	22,026
5095.100	Payments For Jail Use Work Release	0	(20,000)		0	20,000		0	10,730
5095.200	Payments For Jail Use ICE Housing	1,500,000	(2,500,000)		1,500,000	4,000,000		509,594	3,527,762
5095.400	Payments For Jail Use State Housing	50,000			50,000	50,000		765	37,170
5095.500	Payments For Jail Use Weekenders	0	(5,000)		0	5,000		24	3,795
5095.600	Payments For Jail Use Social Security	8,000	(2,000)		8,000	10,000		5,200	8,400
5095.700	Payments For Jail Medical Records Reimb.	20,000			20,000	20,000		10,119	20,130
5095.800	Payments For Jail Use Pretrial Fees	8,000	1,000		8,000	7,000		5,350	6,584
5100.100	Fire Inspection Fees Plan Review Fee	100,000			100,000	100,000		83,772	57,548
5100.200	Fire Inspection Fees Fire Safety Fee	25,000			25,000	25,000		20,435	15,121
5100.300	Fire Inspection Fees Fire Reports	0			0	0		175	237
5100.400	Fire Inspection Fees Hazmat Response Reimb	0			0	0		7,580	1,278
5100.600	Fire Inspection Fees Fire Insp. QAP	20,000			20,000	20,000		27,538	24,453

REVENUES:

Worcester County

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5105.100	Public Works Revenues Pipe Sales	15,000	(15,000)		15,000	30,000		25,454	37,113
5107	Roads Department Fees	5,000			5,000	5,000		2,320	5,155
5110	Recreation Fees	240,000			240,000	240,000		77,913	156,760
5115	Mosquito Control Charges	50,000			50,000	50,000		43,311	45,482
5120	Circuit Court Bar Library	5,000			5,000	5,000		5,000	1,839
5127	Recreation Center Rental Fees	10,000		8,000	2,000	2,000	rental fees for batting cage	0	2,885
5128	Recreation Sponsorships	2,000			2,000	2,000		800	0
5130	Tourism Programs and Events	0	(10,500)		0	10,500		0	17,193
5142	Election Filing Fee	400	400		400	0		0	0
5150.100	Housing Program Fees Program Income	0			0	0		19,540	4,730
5155	Community Service Fees	70,000			70,000	70,000		34,210	71,905
5160	Family Services Legal Fees Other	0	(2,500)		0	2,500		200	2,100
5162	Seacrets Security	50,000	(47,000)		50,000	97,000		50,419	88,425
5163	Purnell Properties Security	0			0	0		1,200	8,200
5164	Sunset Marina Security	0			0	0		0	3,150
5165	Critical Area Review Fees	28,000			28,000	28,000		36,161	33,671
5167	Water/Sewer Plan Amendment Fee	2,000			2,000	2,000		1,000	1,700
5175.200	Donations - Program Recreation	7,500	4,900		7,500	2,600		6,000	0
5175.205	Donations - Youth Scholarship Donations	0			0	0		0	0
5181	First Offender Program Fees	10,000			10,000	10,000		3,250	6,250
5185	Recycling Revenue	92,400	11,200		92,400	81,200		66,187	63,220
5186	Metal Recycling Revenue	40,000	(5,000)		40,000	45,000		40,271	38,674
5195	Tire Revenue	30,000			30,000	30,000		0	39,700
5215	Motor Coach Fees	30,000			30,000	30,000		(150)	13,103
5220.010	Park Fees Field Rental	7,000	2,000		7,000	5,000		1,445	8,225
5220.020	Park Fees Pavilion Rental	3,500			3,500	3,500		2,390	2,120
5220.030	Park Fees Tree of Life	800			800	800		750	450
5220.035	Park Fees Tournment Rental	20,000			20,000	20,000		12,670	11,810
5220.040	Park Fees User Fees	240			240	240		3	2
5225	Concession Stand Fees	65,000			65,000	65,000		8,429	32,313
5226	Special Events Fees	200,000	(3,075)		200,000	203,075		26,608	51,945
5227	Tournament Fees	15,000			15,000	15,000		470	1,005
5230.010	Environmental Fees Perk Test Fee	9,000			9,000	9,000		24,500	15,050
5230.020	Environmental Fees Plat Review Fee	6,000			6,000	6,000		5,625	5,105
5230.030	Environmental Fees Water Sample Fee	400			400	400		400	560

REVENUES:

Worcester County

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5240	Shared Facility/Service Area Fee	500			500	500		100	500
5245	Solar Renewable Energy Credits	1,000			1,000	1,000		4,589	4,774
5300	Court Fines	25,000	(25,000)		25,000	50,000		22,336	41,958
5310	Civil Infraction Fines	4,000	1,300		4,000	2,700		8,648	3,553
5410	Receipts	0			0	0		14,940	75,241
5420	Retiree Drug Subsidy	60,000	(110,000)		60,000	170,000		20,164	107,703
5435	BRF Admin Fee	22,500			22,500	22,500		22,669	22,919
5510	Transfers From Other Funds - Prior year surplus	1,210,260		1,210,260	0	0	FY21 surplus - One Time Capital expenses	0	366,940
5511	Transfers - Casino/Local Impact Grant Funds	2,500,100	2,700		2,500,100	2,497,400	Worcester Career & Technical High School	2,497,400	2,501,100
5511	Transfers - Casino/Local Impact Grant Funds	1,357,793		1,357,793	0	0	FY22 P-25 Radio Interference Project \$580,000, Public Safety Vehicles -Sheriff, Jail, Fire Marshal	0	566,711
5515	DHCD Housing Administration Fee	7,000			7,000	7,000		13,137	11,906
5517	Other Housing Rehab Income	4,000			4,000	4,000		0	0
5525	Conservation Easement Admin Fee	20,000			20,000	20,000		0	0
5530	Eastern Shore Library Grant	75,000			75,000	75,000		34,837	63,362
5541	Traffic Safety - SHA	1,500	780		1,500	720		1,610	3,611
5543	Dental Program Reimbursement	22,220			22,220	22,220		3,084	13,108
5600	Federal Payments In Lieu of Tax	20,305			20,305	20,305		0	20,747
5605	MD State Police Grants	0			0	0		1,144	903
5615	Maryland Coastal Bays	0			0	0		0	24,589
5622	CDBG Federal Grant	0			0	0	Diakonia Rehab FY20	237,198	33,006
5624	DHCD State Grant	0			0	0	Broadband Grant FY20	0	55,090
5625	CDBG Housing Rehab Grant	150,000			150,000	150,000		12,780	100,483
5630	Water System Monitoring Grant	17,560			17,560	17,560		(13,856)	20,975
5635	Police Protection Grant	160,000	(2,006)		160,000	162,006	State Aid Est	82,289	179,829
5640	State Library Aid	174,602	4,312		174,602	170,290	State Aid Final	141,908	165,408
5645	Share of State Park Receipts	425,000			425,000	425,000		0	528,288
5650	State Aid for Fire Companies	379,707	6,780		379,707	372,927	State Aid Final	379,692	372,955
5655	Program Open Space Grant - Parks	607,500	(670,000)		607,500	1,277,500		(1,102)	165,847
5656	Program Open Space Recreation	450,000	450,000		450,000	0		0	0
5660	Waterway Improvement Grants	275,000	20,700		275,000	254,300		2,638	220,327
5662	BRF Operations & Maintenance Grant	35,000	25,000		35,000	10,000		(146)	53,369

REVENUES:

Worcester County

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5663	Share of State Forest Land	70,000			70,000	70,000		0	96,632
5664-020	US Fish/Wildlife Service Other Gen Gov	7,000			7,000	7,000		6,111	6,503
5665	State Aid for Bridges	0	(980,733)		0	980,733	Bayside Bridge State Aid FY21	(13,278)	773
5675	Child Support Enforcement Grant	9,000	(800)		9,000	9,800		2,788	9,408
5680	State Grant for Critical Areas	10,000			10,000	10,000	State Aid final	0	10,000
5688	MD Dept of Aging Grants	54,608			54,608	54,608	State Aid Estimate	0	54,608
5690	SSTAP Grant	126,975	355		126,975	126,620	Pass Thru - Comm Aging	26,360	0
5700	911 ENSB Grant	136,700	68,808		136,700	67,892		490	64,187
5705	State Grant for Tourism	160,000	(47,154)		160,000	207,154		66,064	207,154
5712	GOCCP Grant	0			0	0		0	134,200
5713	GOCCP -Sheriff Grants	0			0	0		4,000	0
5715	Coastal Zone Grant	0			0	0		0	10,802
5725	Family Support Grant	252,685	1,590		252,685	251,095		123,207	240,221
5730	Septic System BRF Grant Program	240,000			240,000	240,000		108,482	263,127
5732	Conservation Easements Reimb.	60,000			60,000	60,000		149,147	33,456
5735-010	Other Grants - Roads	0			0	0		558,597	966
5735-015	Other Grants - Economic Development	0			0	0		9,062,369	5,000
5735-025	Other Grants - General Gov	0			0	0		435	0
5735-060	Other Grants - Library	0			0	0		300	300
5735-075	Other Grants - State Revenue	0			0	0		7,980	12,020
5743	FEMA Grants	0	163,000	(163,000)	163,000	0	Armored Vehicle removed	0	
5745.300	Homeland Security Grant SHSGP	104,000	6,691		104,000	97,309	Federal Award estimate	58,906	76,198
5745.600	Homeland Security Grant EMPG	74,407			74,407	74,407		49,605	74,407
5747	CARES ACT-19	0			0	0		4,970,940	1,066,392
5757	Trial Jury Reimbursement	54,000			54,000	54,000		4,035	23,865
5760	Drug Court Grant	224,706	(12,646)		224,706	237,352		101,751	202,704
5762	Heroin Coordinator Grant	50,615			50,615	50,615		29,076	50,615
5770	Bulletproof Vest Program	0	(1,000)		0	1,000		0	0
5785	MDE Beach Monitoring Grant	3,261			3,261	3,261		3,261	3,261
5785	AG & Alternative Energy Grant	0			0	0		0	0
5791	Federal Overtime Grant Projects	0			0	0		13,251	0
5845	Salary Reimbursement	500			500	500		0	0
5850	Other Revenue	0			0	0	Delmarva Power Rebates FY20	0	20,348
5900	Library Federal Grants	0			0	0		44,887	28,329

REVENUES:

Worcester County

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5905	Sheriff-Sex Offender Grant	10,000	(12,000)		10,000	22,000		10,821	9,009
5910	Sher-Health Tobacco Enforcement	3,000	3,000		3,000	0		11,270	3,463
5912	Sheriff-Health Underage Drinking	4,000	2,000		4,000	2,000		48,153	3,897
5925	MALPF Admin Fee	0			0	0		0	9,834
5940	Intern Program Grant	30,000	20,000		30,000	10,000		30,000	10,000
5975	Transfers Budget Stabilization	0			0	0		0	0
Fund Revenue Total: 100 - General Fund		213,210,613	6,270,576	2,619,406	210,591,207	204,320,631	8,889,982	208,102,875	210,120,629

Variance: FY22 Bgt / FY21 Bgt

budget work session expense	215,878,666	218,604,720	204,320,631
surplus/ (shortfall)	(2,668,053)	(8,013,513)	0



4a

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
JEFF KYGER
Risk Management Specialist

ANN HANKINS
Human Resources Specialist
KELLY BRINKLEY
Human Resources Specialist
TARA ARMSTRONG
Office Assistant V

To: Harold Higgins, Chief Administrative Officer
From: Stacey Norton, Human Resources Director *Stacey Norton*
Date: May 4, 2021
Subject: FY 22 Requested Budget Promotions for General Fund Employees

The County's past practice of approving reclassification of employees who obtain certifications and/or license the County needs to operate, passing probationary periods, or are tied to a designated time in position etc. has resulted in pay changes for 38 employees costing \$91,431 in FY 22. These dollars are already included in the Department salary budgets requests.

Please note that the effective date of the pay change is dependent on obtaining the required certification and/or license, passing probationary periods, or are tied to a designated time in position etc.

The recommendations are based on information obtained from the department heads, service record, job description, and/or personnel guidelines.

These requests are critical in our efforts to retain our current staff. This year we have seen an increase in vacant positions, drastically longer time to fill times due to the labor shortage, and more declinations than in prior years.

These pay reclassification requests are warranted and needed.

I look forward to discussing this with you during the May 11, 2021 work session.

Thank you for your consideration.

FY 22 GENERAL FUND PROMOTION REQUESTS - OPEN SESSION

#	DEPT	DEPT NAME	CURRENT JOB TITLE	RADE	NEW JOB TITLE	GRADE
1	1010	ENV PROGRAMS	ENV HEALTH SPEC TRAINEE	16	ENV HEALTH SPEC II	17
3	1102	EMER. SERVICES	EMERGENCY COMM SPECIALIST I	12S	EMERGENCY COMM SPECIALIST II	13S
5	1102	EMER. SERVICES	EMERGENCY COMM TRAINEE	11S	EMERGENCY COMM SPECIALIST I	12S
2	1103	JAIL	PRIVATE FIRST CLASS	19S	CORPORAL	20S
1	1103	JAIL	PRIVATE FIRST CLASS - COOK	19S	CORPORAL - COOK	20S
8	1103	JAIL	CERTIFIED CORRECTIONAL OFFICER	18S	PRIVATE FIRST CLASS	19S
8	1103	JAIL	CORRECTIONAL OFFICER TRAINEE	17S	CERTIFIED CORRECTIONAL OFFICER	18S
1	1103	JAIL	CORRECTIONAL OFFICER TRAINEE - COOK	17S	CERTIFIED CORRECTIONAL OFFICER - COOK	18S
1	1104	FIRE MARSHAL	DEPUTY FIRE MARSHAL INVESTIGATOR I	17	DEPUTY FIRE MARSHAL - INVESTIGATOR II	19
2	1201	MAINTENANCE	BUILDING MAINT MECHANIC I	14	BUILDING MAINT MECHANIC I	17
3	1201	MAINTENANCE	GROUPS WORKER II	10	GROUPS WORKER III	11
2	1202	ROADS	ROADS WORKER IV	12	ROADS WORKER V	13
1	1602	PARKS	PARKS WORKER IV	10	PARKS WORKER V	11
38						



4b

Worcester County

Government Center

Department of Human Resources
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STACEY E. NORTON
Human Resources Director
HOPE CARMEAN
Benefits Manager
EDDIE CARMAN
Risk Manager
JEFF KYGER
Risk Management Specialist

ANN HANKINS
Human Resources Specialist
KELLY BRINKLEY
Human Resources Specialist
TARA ARMSTRONG
Office Assistant V

To: Harold Higgins, Chief Administrative Officer
From: Stacey Norton, HR Director *Stacey Norton*
Date: April 26, 2021
Subject: Request for (4) New 911 Call Taker Position Funded by the 911 Telephone Fees for FY 22

Attached you will find a summary of a request from Emergency Services for 4 new 911 Call Taker positions in fiscal year 22.

These new positions would be funded by revenue from the 911 telephone fees. They are requesting one 911 Call Taker for each of the 4 teams. We are recommending that they be paid grade 10 shift/step 2, or \$31,803 annually (\$15.29 per hour). These individuals are paid less than an Emergency Services Communication Trainee grade 11 shift/step1, \$32,614 annually (\$15.68 per hour) since they will only be taking calls and not dispatching fire, police, or emergency services.

The 911 telephone fees will be funding:

- \$127,212 in salaries
- \$ 61,080 in benefits
- \$ 2,532 in operating expenses

If all 4 requested new 911 Call Takers are approved, the total paid by the 911 telephone fees would be \$190,824.

I look forward to discussing this with you at the budget work session on May 11, 2021. Billy Birch, Director of Emergency Services, will be available to answer any questions.

Thank you for your consideration.

Attachment

cc: Billy Birch, Director of Emergency Services

FY2022 General Fund (4) New 911 Call Takers Funded by 911 Telephone Fees

General Fund: Department Order

Position	Department	Dept #	Job Title	G/S	Salary	Benefits	Operating Expenses	Vehicle	Total	Comments
1	Emergency Services	1102	911 Call Taker	10S/2	31,803	15,270	633		47,706	Funded by revenue from the 911 telephone fees- 1 new employee per team
2	Emergency Services	1102	911 Call Taker	10S/2	31,803	15,270	633		47,706	Funded by revenue from the 911 telephone fees- 1 new employee per team
3	Emergency Services	1102	911 Call Taker	10S/2	31,803	15,270	633		47,706	Funded by revenue from the 911 telephone fees- 1 new employee per team
4	Emergency Services	1102	911 Call Taker	10S/2	31,803	15,270	633		47,706	Funded by revenue from the 911 telephone fees- 1 new employee per team
					127,212	61,080	2,532	-	190,824	

**Worcester County
Job Opportunities**

DEPARTMENT: EMERGENCY SERVICES
JOB TITLE: CALL TAKER
COMPENSATION: GRADE 10/STEP 2
APPLICATION PERIOD:

JOB SUMMARY: This individual is responsible for answering all calls to the 911 center, reports to their immediate Shift Supervisor, but is under the direct supervision of the Communications Manager and Director of Emergency Services.

GENERAL REQUIREMENTS:

- Drug and Alcohol Testing
- Subject to emergency call-back with little or no notice
- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Operate a multi-line telephone console system and TDD system for the deaf and hearing-impaired
- Translate information to the appropriate codes
- Determine and assign the level of priority of the call and enter the data into a computer-aided dispatch system for radio dispatch purposes
- Perform emergency medical, fire and police dispatch and crisis intervention services
- Ask vital questions and provide pre-arrival instructions for emergency medical, fire and police calls
- Receive and respond to a variety of emergency and non-emergency services and complaints
- Ask questions to interpret, analyze and anticipate the caller's situation as to resolve problems, provide information, dispatch emergency services, or refer callers to other agencies
- Dispatch and coordinate the responses of public safety agencies
- Enters and modifies information into local, state and national computer databases
- Monitor and respond to a variety of technical systems and alarms
- Routes administrative and non-emergency calls and walk-in messages
- Writes reports relating to emergencies
- Conducts periodic testing of equipment;
- Provides pre-arrival medical, fire and police instruction utilizing protocols established the National Academy of Emergency Dispatch;
- Maintains up to date knowledge of procedures as outlined in the Standard Procedure Operation Manual and departmental procedures;
- Maintains certification in Miles training;
- Maintains certification in CPR.
- Adhere to the Worcester County Government Personnel Rules & Regulations;
- Performs other related duties as required by the Shift & PSAP Supervisors, and the departments Administrative Staff.

QUALIFICATIONS AND SKILLS:

- Minimum of a high school diploma and must acquire the following certification within 18-months of employment: National Crime Information Center, Maryland Inter-Agency Law Enforcement System, National Academy Emergency Medical, Fire and Police Dispatch, Emergency Communication Specialist and Cardiopulmonary Resuscitation.
- Must be computer literate.
- Must be able to work shift work, weekends and holidays.
- Must understand that shifts may be changed at the discretion of the PSAP Supervisor and the Administration of the department. There are no permanent shifts.
- Knowledge of the geography of Worcester County,
- Familiar with office equipment, i.e. fax, copier and personal computer.
- Computer skills including Microsoft products and word processing software. Basic typing skills including the ability to type 35 words per minute.
- Ability to get along well with others.
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers. Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Must be able to sit for long periods of time, speak clearly and concisely, work under stressful situations and have no hearing impairment that would interfere with any communication function.
- Employees with this job title are designated as Emergency/Essential and may be required with little or no notice to work.

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.

CallTaker

EOE



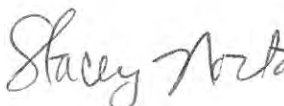
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Worcester County

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
JEFF KYGER
Risk Management Specialist

ANN HANKINS
Human Resources Specialist
KELLY BRINKLEY
Human Resources Specialist
TARA ARMSTRONG
Office Assistant V

To: Worcester County Commissioners
From: Stacey Norton, Human Resources Director 
Date: May 4, 2021
Subject: FY 22 Requested General Fund- Library Position Reclassification

Attached you will find a spreadsheet reflecting a request for the reclassification of the starting salary of the Marketing Assistant position from Grade 10/Step 1, \$14.22 per hour to Grade 12/Step 1, \$15.68 per hour.

This reclassification request is due to the increasing technical skill set needed for communicating with the public on Library programming; developing flyers and information how to guides for services and resources; managing the Library social media accounts and websites and scheduling virtual programming evening on various platforms (Zoom, Facebook, YouTube etc.).

It will also assist our efforts in getting the starting salary to at least \$15 per hour as required by January 1, 2025.

This request would impact 1 current employee for a salary increase of \$3,515.

Attached you will find Jennifer Ranck's request.

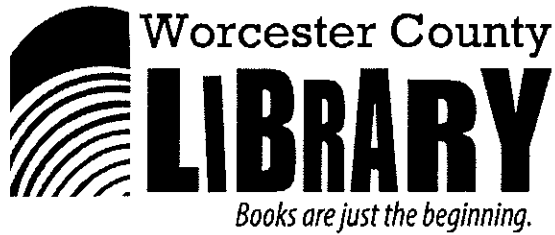
I look forward to discussing this with you during the May 11, 2021 work session.

Thank you for your consideration.

Attachments

FY 22 GENERAL FUND LIBRARY PROPOSED HOURLY JOB GRADE CHANGE

COUNT	DEPARTMENT	JOB TITLE	CURRENT GRADE	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
1	Library	Marketing Assistant	10	14.22	12	15.68



To: Harold Higgins, Chief Administrative Officer and Stacey Norton, Human Resources Director
From: Jennifer Ranck
Date: February 8, 2021
Re: FY 22 Personnel Budget

The Library requests a reclassification of our Marketing Assistant from a Grade 10, Step 7 (\$34,299) to a Grade 12, Step 7 (\$37,814). More than ever before, the library is turning outward to reach our community and this important position is responsible for the following:

- Creating the monthly programming calendar (print and online)
- Developing flyers and informational/how-to guides for services and resources
- Managing the library's social media accounts
- Updating the library's website
- Scheduling virtual programming events on various platforms (Zoom, Facebook, YouTube)

The reclassification would help the library retain a valued staff member and adequately compensate him for his expertise. He has been an employee of the library since August 2013.

A part-time position (\$20,917) currently assigned to the Berlin branch has been eliminated.

Thank you for your consideration and guidance in the development of the Library's FY 22 Personnel Budget.



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KELLY BRINKLEY
Human Resources Specialist
TARA ARMSTRONG
Office Assistant V

To: Worcester County Commissioners
From: Stacey Norton, Human Resources Director *Stacey Norton*
Date: May 4, 2021
Subject: FY 22 Requested General Fund- Sheriff's Office Reclassification to Step 5

Attached you will find a spreadsheet reflecting the request for the reclassification of the starting salary of the following positions from step 1 up to step 5 based on years of experience:

- 1) Full Time Deputy Sheriff First Class
- 2) Full Time Deputy Sheriff
- 3) Part Time Deputy Sheriff School Security
- 4) Part Time Deputy Investigator
- 5) Part Time Court Deputy
- 6) Part Time Deputy Sheriff

The current practice has been to start all new positions listed above at step 1 regardless of the previous years of experience. This request will change the practice and start new Deputies up to step 5 based on years of experience. In order to do this, we are requesting to adjust the steps for 33 Deputies up to step 5 for internal equity. We don't want to start new employees at a higher rate of pay compared to active employees with the same years of experience.

Part time employees are only eligible for a step increase if they work at least 1040 annual hours for 2 consecutive years. Some of the deputies are not eligible for step increase because they don't work enough hours to be eligible so they won't get to step 5 without this adjustment.

This request would impact 33 current Deputies for a salary increase of \$99,732.

Attached you will find the Sheriff's request.

I look forward to discussing this with you during the May 11, 2021 work session. Sheriff Matt Crisafulli will be present to answer any questions.

If this request is approved, we will then request to do the same for Correctional Officers as they have the same practice.

Thank you for your consideration.

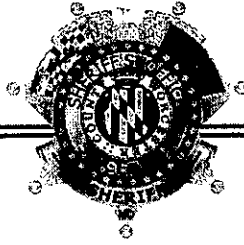
Attachments

FY 22 GENERAL FUND SHERIFF'S OFFICE REQUEST TO CHANGE TO STEP 5

COUNT	DEPARTMENT	JOB TITLE	CURRENT GRADE	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
2	Sheriff's Office	FULL TIME DEPUTY SHERIFF 1ST CLASS	20/Step 1	23.17	20/Step 5	25.56
9	Sheriff's Office	FULL TIME DEPUTY SHERIFF	19/Step 1	22.05	19/Step 5	24.35
7	Sheriff's Office	PART TIME DEPUTY SHERIFF SCHOOL SECURITY	19/Step 1	22.05	19/Step 5	24.35
1	Sheriff's Office	PART TIME DEPUTY INVESTIGATOR	19/Step 1	22.05	19/Step 5	24.35
13	Sheriff's Office	PART TIME COURT DEPUTY	19/Step 1	22.05	19/Step 5	24.35
1	Sheriff's Office	PART TIME DEPUTY SHERIFF	19/Step 1	22.05	19/Step 5	24.35
33						

Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff



Douglas A. Dods
Chief Deputy

DATE: 01/19/2021
TO: Kathy Whited
CC:
FROM: Capt. D. Dods

SUBJECT: Summary of Personnel Changes for FY22

REMARKS:

Recruiting for Part Time sworn positions is continuing to be problematic. The vast majority of Law Enforcement retirees are not applying for part time positions. The applicants that we have on file are in their early 20s and looking for Full Time employment for a career, not Part time positions with limited hours and benefits. By converting 4 part time positions in the School Unit and 3 part time position in the Civil Division we can work to address this recruiting issue at a minimal cost. As a large portion of these positions are already budgeted, the positions can be converted to Full Time with minimal increase in budget. We intend to retain 7 of the replaced vehicles from Patrol that are in the best condition for non-Patrol use on a regular basis. This will additionally reduce cost of the conversion. Each year, we plan to convert three more Part Time vacancies to Full Time.

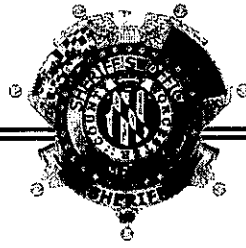
As the County continues to grow, maintaining a visible law enforcement presence is becoming exponentially difficult. This is especially true in the West Ocean City (WOC) area. The area is currently patrolled as part of our North sector, which is from Newark, Maryland to the Delaware state line. The WOC area needs a dedicated patrol unit. This will require a minimum patrol shift staffing of 3

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Snow Hill, MD 21863
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Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff



Douglas A. Dods
Chief Deputy

deputies and 1 supervisor. 1 Deputy south of Newark, 1 North of Newark, 1 in WOC and a supervisor. To do this there is a staffing need of 1 Supervisor and 6 deputies per work group (6 work groups, 2 workgroups per squad, 3 squads in the Division) and a Sergeant in charge of each squad. This accounts for days off, holidays, vacation, training, sickness, and other leave types. The work groups currently have a supervisor and 3 deputies. It is the plan of the Office to request positions to reach this minimum standard in a fiscally responsible process, 6 positions a year. The goal of the plan is to reach the staffing needs in 3-4 years at the most.

We also feel in order to be salary competitive, we need to revise our pay scale. We are looking at starting a sworn deputy at a step that is commiserate with their years of experience, maximum to a step 5. Someone with prior experience would start at either step 1,2,3,4 or 5. Though we have requested step 5 for all vacancies, the actual pay step will be adjusted accordingly based on the individual and their prior experience. In order to be fair to existing employees, we requesting adjustment of those sworn personnel at step 4 or below be adjusted to step 5, **IF** they have the experience of 1 to 5 years at another agency.

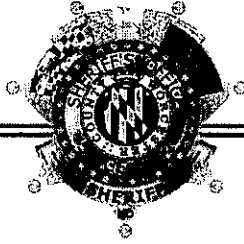
As a county government we need to be aware of the fact that we have an aging working force and personnel will be retiring sooner than we anticipated. Our Part Time Sworn staff has an average age of **62** years old (FT Patrol Staff is an average of **36**), all have retired once and are getting ready to retire again. As stated earlier, we are not getting the retirees in the numbers we used to. We are going to have to face the fact that the PT positions are going to have to be Full Time **IF WE ARE** to provide the level of service the citizens of Worcester County expect and deserve. As we experience retirements of our PT employees, we are not able to fill the positions, which will result in non-constitutional services not being met.

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Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff



Douglas A. Dods
Chief Deputy

With the required training and road experience needed, it will take 2 to 3 years for a newly hired member to be off probation and considered "ready". This is a cycle that is not going to end in the near future, given projected retirements over the next 10 years. We, as a county government, have to be ahead of this time table.

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Worcester County

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TARA ARMSTRONG
Office Assistant V

To: Harold Higgins, Chief Administrative Officer
From: Stacey Norton, HR Director *Stacey Norton*
Date: April 26, 2021
Subject: Request for New Positions for Fiscal Year 2022 for the General Fund

Attached you will find a summary from the Department Heads for new positions in fiscal year 2022.

For the General Fund, the total request would cost an additional:

- \$695,544 in salaries
- \$410,845 in benefits
- \$125,814 in operating expenses
- \$193,210 in vehicle expenses

If all requested positions are approved, the total increase would be \$1,425,413.

There are no requests for new positions in the Enterprise Fund for FY 22

I look forward to discussing this with you at the budget work session on May 11, 2021.

Thank you for your consideration.

Attachments

FY2022 General Fund New Position Requests

General Fund: Department order

Page

Position	Department	Dept #	Job Title	G/S	Salary	Benefits	Operating Expenses	Vehicle	Total	Comments
1	State's Attorney's Office	1004	Assistant State's Attorney	NC	81,981	39,362	1,698		123,041	
2		1004	Investigator	NC	70,049	33,633	2,799	35,000	141,481	
	Total State's Attorney's Office				152,030	72,995	4,497	35,000	264,522	
3	Treasurer's Office	1005	Room and Food Specialist	12/3	13,711	3,041			16,752	Current employee went from full time to part time and these are the remaining hours to have 2 part time positions totaling 2080 hours
	Total Treasurer's Office				13,711	3,041	-	-	16,752	
4	Sheriff's Office	1101	Deputy Sheriff Convert from Part Time to Full Time	19/5	24,188	17,524	8,209		49,921	
5		1101	Deputy Sheriff Convert from Part Time to Full Time	19/5	24,188	17,524	8,209		49,921	
6		1101	Deputy Sheriff Convert from Part Time to Full Time	19/5	24,188	17,524	8,209		49,921	
7		1101	Deputy Sheriff School Security Convert from PT to FT	19/5	19,116	13,850	8,209	-	41,175	
8		1101	Deputy Sheriff School Security Convert from PT to FT	19/5	19,116	13,850	8,209	-	41,175	
9		1101	Deputy Sheriff School Security Convert from PT to FT	19/5	19,116	13,850	8,209	-	41,175	
10		1101	Deputy Sheriff School Security Convert from PT to FT	19/5	19,116	13,850	8,209	-	41,175	
11		1101	New Deputy Sheriff Full Time	19/5	50,648	36,694	17,954	39,000	144,296	
12		1101	New Deputy Sheriff Full Time	19/5	50,648	36,694	17,954	39,000	144,296	
13		1101	New Deputy Sheriff Full Time	19/5	50,648	36,694	17,954	39,000	144,296	
	Total Sheriff				300,972	218,054	111,325	117,000	747,351	
14	Emergency Services	1102	Electronic Services Specialist III Infrastructure	22/18	80,808	38,799	3,010		122,617	
15		1102	Electronic Services Specialist III Applications Systems	19/5	50,648	24,318	3,010		77,976	
		1102	Communications Clerk I	12S/1	(7,889)				(7,889)	Part time position 499 hours eliminated
		1102	Communications Clerk I	12S/3	(8,228)				(8,228)	Part time position 499 hours eliminated
		1102	Communications Clerk I	12S/3	(8,228)				(8,228)	Part time position 499 hours eliminated
	Total Emergency Services				107,111	63,117	6,020	-	176,248	
16	Maintenance	1201	Plumber	21/10	63,170	25,526	3,322	41,210	133,228	
	Total Maintenance				63,170	25,526	3,322	41,210	133,228	
17	Recreation	1601	Recreation Program Manager II	18/2	44,762	21,492	650		66,904	
	Total Recreation				44,762	21,492	650		66,904	
18	Parks	1602	Seasonal Parks Worker II to Cut Grass hours	8/8	13,788	6,620			20,408	Additional hours for part time Parks Workers to cut grass
	Total Parks				13,788	6,620	-		20,408	
	General Fund Total				\$695,544	\$410,845	\$125,814	\$193,210	\$1,425,413	

Notes: Full time benefits - include SS, health, Maryland State Retirement, workers comp, retirement, LTD, Life
Part time under 500 hours, does not include Maryland State Retirement or medical

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**Worcester County
Job Opportunities**

DEPARTMENT: THE OFFICE OF THE STATE'S ATTORNEY
JOB TITLE: ASSISTANT STATE'S ATTORNEY
COMPENSATION: SALARIED POSITION – BASED ON EXPERIENCE
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This full-time position will perform legal work involving preparing and prosecuting complex felony criminal cases as well as a wide variety of additional legal matters.

Essential Job Duties and Responsibilities:

- Represent the State of Maryland in the prosecution of criminal matters in the Circuit Court for Worcester County.
- Advise and assist law enforcement on legal matters throughout the course of criminal investigations.
- Appear in court and related forums to select juries, present evidence, examine witnesses, make legal arguments, and act as an advocate for the State of Maryland.
- Draft and file necessary documents.
- Identify and prepare witnesses to present testimony effectively in court.
- Identify and prepare evidence for use in court.
- Develop knowledge and expertise in the area of criminal law.
- Work professionally and effectively representing the Office of The State's Attorney at all times.
- Comply with Worcester County Personnel Rules & Regulations.
- Perform other related duties as directed by the State's Attorney.

Qualifications and Skills:

- Graduation from an accredited law school and admission to practice in the State of Maryland.
- Minimum of 7 years of experience practicing criminal law.
- Ability to work efficiently and effectively in high-pressure situations.
- Ability to handle a large and varied case load efficiently and effectively.
- Possess knowledge and understanding of Maryland criminal law and related statutes, criminal procedure and the Maryland Rules.
- Possess exceptional organizational and presentation skills.
- Possess exceptional verbal, written, and interpersonal communication skills.
- Valid driver's license.
- Pass a criminal background check.

Safety Analysis:

(Rarely (< 5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75%of the time)
Sedentary work; constant sitting; prolonged standing in court as needed; frequent talking, reading, and listening; occasional pushing, pulling, carrying, and lifting up to 10 lbs. No known significant hazard risk.

Worcester County Job Opportunities

DEPARTMENT: THE OFFICE OF THE STATE'S ATTORNEY
JOB TITLE: INVESTIGATOR
COMPENSATION: SALARIED POSITION (COMMENSURATE WITH EXPERIENCE)
APPLICATION PERIOD: UNTIL

JOB SUMMARY: This position will assist police and attorneys in preparing cases for trial, coordinate extradition of defendants, manage evidence and property room, manage vehicle fleet, manage staff certifications, respond to MPIA requests and act as administrator for law enforcement databases. The position will also act as the on-call investigator for the Board of Licensing Commissioners for liquor license and related violations and assist the Chairman of the Board of Licensing Commissioners with related matters as requested.

General Requirements:

- Drug and Alcohol Testing
- Pre-employment criminal background check and motor vehicle history

Essential Job Duties and Responsibilities:

- Assist police and attorneys in obtaining information needed to prepare criminal cases for trial, including drafting and serving subpoenas, court orders and related documents, locating and interviewing witnesses, and obtaining any other evidence as requested by attorneys
- Coordinate extradition of defendants with law enforcement agencies and the courts and prepare necessary documents
- On-call to respond to crime scenes as directed by the State's Attorney
- Transport witnesses as needed for trial preparation and for court appearances
- Assist in coordinating staff training for NCIC and in preparation for bi-annual audits and security
- Use law enforcement databases including Linx, TLO, NCIC to carry out job responsibilities
- Act as custodian of any evidence held at the State's Attorney's Office and manage the property room.
- Manage vehicle fleet to schedule proper maintenance, service and repairs and ensure updated registration. Act as point of contact for fuel card renewals.
- Assist in coordinating required MPTC training and firearms training to maintain certification each year.
- Respond to MPIA and other record requests.
- Advise the Board of License Commissioners on any policies, laws or rules that may be needed to address specific problems.
- Visit, inspect and investigate licensed premises that are suspected of violations or improper practices that may precipitate a violation.
- Investigate complaints about licensed premises received from the public or police agencies, and prepare reports of the investigation.
- Work with and advise the various law enforcement agencies in the county and investigators with the State Comptroller's Office on issues involving alcoholic beverages or licensed premises; including problem spots, alleged violations of any of the alcoholic beverage laws, compliance checks, and any other issues that they may have.
- Work with the Board's attorney when needed and as requested.
- Inform Board in a timely manner of all investigation/allegations of serious misconduct in addition to providing updates and awareness of additional information.
- Adheres to the Worcester County Government Personnel Rules & Regulations;

- On-call to respond to the Chairman of the Board of Licensing Commissioners
- Comply with Worcester County Personnel Rules & Regulations.
- Perform other related duties as assigned by the State's Attorney

Qualifications and Skills:

- Ability to work efficiently and effectively.
- Possess exceptional organizational and presentation skills.
- Possess exceptional verbal, written, and interpersonal communication skills.
- Valid driver's license and driving record of less than 4 points (MD)
- Pass a criminal background check.

Safety Analysis:

(Rarely (< 5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75%of the time)
Sedentary work; constant sitting; prolonged standing in court as needed; frequent talking, reading, and listening;
occasional pushing, pulling, carrying, and lifting up to 10 lbs. No known significant hazard risk.

Worcester County Job Opportunities

DEPARTMENT: TREASURER'S OFFICE
JOB TITLE: ROOM AND FOOD TAX COLLECTION SPECIALIST
COMPENSATION: GRADE 12/STEP 1 \$32,614 ANNUALLY/\$15.68 HOURLY
APPLICATION PERIOD: UNTIL

JOB SUMMARY: This individual is responsible for the collection and processing of County revenue. This includes but is not limited to Room tax, Food tax, Real Estate Property tax, Utility Bills, Personal Property tax, permits, fees and other governmental departments deposit collections and reports to the Assistant Finance Officer, but is under the direct leadership of the Finance Officer.

GENERAL REQUIREMENTS:

- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Posts payments to automated system;
- Wait on and processes payments received from taxpayers;
- Prepares of cash deposits from payments received from customers;
- Open and review mail, and process payments as appropriate.
- Processes miscellaneous revenue items including, but not limited to permits, MVA tag sales, service charges and miscellaneous fees;
- Receives and prepares other government department's deposits as required;
- Answers telephone questions regarding processing and payments as needed;
- Researches processing errors, and returns payments where needed;
- Files supporting tax processing and payment records;
- Assists in reconciliation of cash, taxes receivable, taxes collected and miscellaneous revenues accounts;
- Monitors and processes abatements and adjustments to prior assessments;
- Assists in the preparation of delinquent notices, County's foreclosure and tax sale process, preparation of regulatory reports, and tax mailings;
- Research and resolves taxpayer complaints;
- Prepares deed transfer information, update data records and collect transfer tax;
- Monitors and researches taxation issues effecting real property, business tax, personal property, permits and user fees;
- Responsible for the reconciliation of cash, accounts receivable, accounts payable, and miscellaneous revenues at the direction of supervisors.
- Process electronic files not limited to accounts receivable, accounts payable, and internal County revenue.
- Maintain the ability to identify, troubleshoot, and correct errors in electronic files being processed
- Communicate with supervisors and/or other departments as needed with regard to the processing of electronic files.
- Maintains the ability to research customer account errors with SDAT, Clerk of the Courts, or by other means at the direction of office supervisors.
- Reviews and recommends new methods and procedures to make daily operations more efficient;
- Adhere to the Worcester County Government Personnel Rules & Regulations; and work in a pleasant and harmonious manner with co-workers and the general public;
- Performs other related duties as requested.as the position will be cross trained to other positions.

- Process electronic files not limited to accounts receivable, accounts payable, and internal County revenue.
- Identify, troubleshoot, and correct errors in electronic files and manual payments being processed.
- Act as an intermediary between MIS and IT to resolve software system issues.
- Process monthly collections activity report.
- Oversee daily payments journal processing (acting as team leader).
- Assist accounting manager/supervisor in monthly reconciliation/reporting as needed
- Work with our software vendors to troubleshoot operational issues as needed
- Serve as a point of contact for other County departments and municipalities who have interrelated interests in the Room and Food collection process.

QUALIFICATIONS AND SKILLS:

- High School Diploma or equivalent with five years experience in accounting or three years of governmental accounting experience;
- Must possess knowledge of state and local government laws as related to real and personal property;
- Must have proficient knowledge of Microsoft Office including WORD, EXCEL, Access, and Outlook
- Maintains the ability to research customer account errors with SDAT, Clerk of the Courts, or by other means at the direction of office supervisors.
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Familiar with modern office practices and procedures including the ability to operate office equipment, such as FAX machines, copiers and calculators.

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.

LOCATION:

Primary location is the Government Center in Snow Hill

Secondary location as needed is the Isle of Wight Office

OFFICE OF SHERIFF



SINCE 1742

Charles T. Martin
Sheriff

Douglas A. Dods
Chief Deputy

Stuart Murray
Captain-Administration

Lt. Dale Smack
Patrol Commander

Lt. Jay J. Cox
Investigation
Commander

Lt. Lee Holloway
Civil-Commander

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CIVIL FAX: 410-632-5619
CRIMINAL INVESTIGATION: 410-352-3476
FAX: 410-352-3053

WORCESTER COUNTY

DEPARTMENT: SHERIFF'S OFFICE
JOB TITLE: DEPUTY SHERIFF AND DEPUTY FIRST CLASS

This job description will cover the assignments and the duties for the positions of Deputy Sheriff and Deputy First Class. The position of Deputy Sheriff is defined as a person that is hired by the Worcester County Sheriff's Office and holds an approved certification issued by the Maryland Police and Corrections Training Commission. A person may be hired by this Agency as a Deputy Sheriff Trainee. This person must successfully complete and pass the background investigation process as set forth by this Agency. This person must complete and pass the Entrance Level Training Class as established by the Maryland Police and Corrections Training Commission and the Eastern Shore Criminal Justice Academy. The Deputy Sheriff Trainee must also successfully complete the required probationary period of eighteen (18) months as stated in the Worcester County Sheriff's Office Rules and Regulations Manual.

After three years of concurrent service with this Agency, a Deputy Sheriff will be eligible to be given the rank of Deputy First Class. This rank can only be given if the Deputy has received evaluations that are acceptable by the Sheriff. The evaluations must reflect that the Deputy is in good standing and has met all standards as stated in the Worcester County Sheriff's Office Evaluation Form. The Deputy cannot be under any type of investigation, either criminal or internal in nature.

Qualifications and Skills: for Deputy Sheriff

- Must possess a High School Diploma or GED Equivalency
- Must successfully complete for Entrance Level Academy as set forth by the Maryland Police and Corrections Training Commission.
- Must be able to pass a background investigation, including psychological testing, medical examination, and drug and alcohol screening.
- Must display good communication skills, both verbally and in writing.
- Must be able to work with co-workers in a harmonious manner.
- Must successfully complete the required probationary period.

Requirements:

A. Duties:

1. Patrolling all roads within Worcester County conducting business checks, house checks, and all other area checks, providing a visible presence.
2. Respond to calls for service and incidents requiring investigation and a police presence. This includes but is not limited to criminal events, traffic violations and crash investigations, and providing assistance to citizens with legal concerns or problems, involving criminal events, domestic situations and Court orders.
3. Responsible for the enforcement of all Federal, State, County, and Local laws as each situation requires.
4. Must stay up to date on all Federal, State, County, and Local laws and changes as set forth by the appropriate Government bodies assigned to do so.
5. Required to conduct interviews of witnesses, victims, and suspects during investigative process.
6. Responsible for crime scene preservation and evidence collection.
7. Responsible for attempting to serve and serving all warrants as issued by this Courts and assigned by this Agency.
8. Required to make arrests as needed in all warrant services, on site criminal events, and traffic investigations.
9. Transport prisoners in and out of County.
10. Provide Courtroom testimony as needed.
11. Prisoner processing and security.
12. Provide First Responder medical attention as needed.
13. Maintenance and care of all lethal and non lethal weapons.
14. Maintenance and care of all uniforms, issued duty gear, vehicles, and all other equipment as issued by this Agency.
15. Report for required Court appearances and assignments as instructed.
16. Must maintain a good working relationship with all co-workers, Supervisors, and Command Staff.
17. Responsible for staying in a physically fit condition. Such condition must allow the deputy to restrain combative and violent subjects while effecting arrests.
18. Must have good communication skills in writing and in person.
19. Handle any and all assignments and duties as assigned by the Sheriff or his designee.

Worcester County Job Opportunities

DEPARTMENT: SHERIFF'S OFFICE
JOB TITLE: FULL TIME DEPUTY SHERIFF DEPUTY FIRST CLASS
COMPENSATION: GRADE 19/STEP 1 \$45,864 ANNUALLY/\$22.05 HOURLY
APPLICATION PERIOD:

JOB SUMMARY: This job description will cover the assignments and duties for the positions of Deputy First Class and Deputy Sheriff. The position of Deputy Sheriff is defined as a person that is hired by the Worcester County Sheriff's Office that holds an approved certification issued by the Maryland Police and Corrections Training Commission. A person may be hired by this Agency as a Deputy Sheriff Trainee. This person must successfully complete and pass the background investigation process as set forth by this Agency. This person must complete and pass the Entrance Level Training Class as established by the Maryland Police and Corrections Training Commission and Eastern Shore Criminal Justice Academy. The Deputy Sheriff Trainee must also successfully complete the required probationary period of eighteen (18) months as stated in the Worcester County Sheriff's Office Rules and Regulations Manual.

After three years of concurrent service with this Agency, a Deputy Sheriff will be eligible to be given the rank of Deputy First Class. This rank can only be given if the deputy has received evaluations that are acceptable by the Sheriff. The evaluations must reflect that the deputy is in good standing and has met all standards as stated in the Worcester County Sheriff's Office Evaluation Form. The deputy can not be under any type of investigation, either criminal or internal in nature.

GENERAL REQUIREMENTS:

- Drug & alcohol testing
- Pre-employment background check
- Subject to emergency call-back with little or no notice

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Patrolling all roads within Worcester County conducting business checks, house checks, and all other area checks, providing a visible presence.
- Respond to calls for service and incidents requiring investigation and a police presence. This includes but is not limited to criminal events, traffic violations and crash investigations, and providing assistance to citizens with legal concerns or problems, involving criminal events, domestic situations and Court orders.
- Responsible for the enforcement of all Federal, State, County, and Local laws as each situation requires.
- Must stay up to date on all Federal, State, County, and Local laws and changes as set forth by the appropriate Government bodies assigned to do so.
- Required to conduct interviews of witnesses, victims, and suspects during the investigative process.
- Responsible for crime scene preservation and evidence collection.
- Responsible for attempting to serve and serving all warrants as issued by the Courts and this Agency.
- Required to make arrests as needed in all warrant services, on site criminal events, and traffic investigations.
- Transport prisoners in and out of County.
- Provide Courtroom testimony as needed.
- Prisoner processing and security
- Provide First Responder medical attention as needed.

Pay effective 6/30/20

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- Maintenance and care of all lethal and non lethal weapons.
- Maintenance and care of all uniforms, issued duty gear, vehicles, and all other equipment as issued by this Agency.
- Report for required court appearances and assignments as issued by Supervisors and Administrators.
- Must maintain a good working relationship with all co-workers and Supervisors.
- Responsible for staying in a physically fit condition. Such condition must allow the deputy to restrain combative and violent subjects while effecting arrests.
- Must have good communication skills in writing and in person.
- Handle any and all assignments and duties as assigned by the Sheriff or his designee.

QUALIFICATIONS AND SKILLS:

- Must possess a High School Diploma or GED Equivalency
- Must successfully complete the Entrance Level Academy as set forth by the Maryland Police and Corrections Training Commission.
- Must be able to pass a background investigation, including psychological testing, medical examination, and drug and alcohol screening.
- Must display good communication skills, both verbally and in writing.
- Must be able to work with co-workers in a harmonious manner.
- Must successfully complete the required probationary period.

Worcester County Job Opportunities

DEPARTMENT: EMERGENCY SERVICES
JOB TITLE: ELECTRONIC SERVICES SPECIALIST III - INFRASTRUCTURE TECHNICIAN
SALARY/GRADE:
APPLICATION PERIOD:

JOB SUMMARY: Responsible for overseeing the daily operation of public safety radio system, ancillary systems, and communications sites.

General Requirements:

- Drug and Alcohol Testing
- Subject to emergency call-back with little or no notice
- Must be able to work days, evenings, and weekends as needed
- Pre-employment background check and motor vehicle history of less than 4 points

Essential Job Duties and Responsibilities:

- Perform maintenance and repair of public safety two-way radio systems to include computer hardware, network hardware, RF transmitters, and supporting systems.
- Perform maintenance and repair of Uninterruptable Power Supply (UPS) systems.
- Perform maintenance and repair of microwave radio systems.
- Perform annual preventative maintenance of transmitters, combiners, and antenna systems.
- Oversee maintenance of communications towers, shelters, generators, and support equipment.
- Assist with regulatory licensing to include the coordination, submitting, and renewal of FCC licenses.
- Review coordination notices of microwave path licenses to protect Worcester County from interference.
- Assist with maintenance, planning, and repair of the Worcester County Public Network (Fiber/Microwave MPLS).
- Maintain and repair of outdoor public warning system.
- Prepare and maintain budgets and request authorizations for over expenditures in advance
- Review and analyze data as required for the generation of reports and metrics.
- Attend meetings, successfully complete assigned training classes, and other required training.
- Will be required to be on-call for response to events throughout the county.
- Support and enforce Worcester County Personnel Rules & Regulations.
- Performs all other related duties required by the Director or designee.

Qualifications and Skills:

- Minimum of 5 years of experience performing repair and management of digital trunked public safety radio systems.
- Minimum of a High School graduate with post high school Degree in electronics or related field preferred.
- Skill at soldering and use of service equipment such as multi-meters, RF power meters, and spectrum analyzers.
- Working knowledge of Cisco network equipment, VMWare vSphere, and Linux and Microsoft server environments.
- Working knowledge of microwave radio transmission and fiber optic communication.
- Knowledge of general Fire, EMS, and police operations is a plus.
- Work harmoniously with staff, other officials and agencies, effectively communicate with, and lead others.
- Knowledge of laws, regulations, and standards pertaining to public safety communications.
- Above average oral and written communication skills, ability to effectively communicate with others,
- Working knowledge of office equipment, i.e. FAX, copier, and typewriter.
- Must be able to sit for long periods of time, speak clearly and concisely, work under stressful situations, and hear all communications transmitted by radio, telephone or any other means of communication necessary to perform duties.

Safety Analysis:

Pushing, pulling, carrying, lifting up to 50 lbs. Work environment involves everyday risks typical of such places as communications towers and working with electricity and in environments of electromagnetic energy.

Worcester County Job Opportunities

DEPARTMENT: EMERGENCY SERVICES
JOB TITLE: ELECTRONIC SERVICES SPECIALIST II – APPLICATION SYSTEMS
SALARY/GRADE:
APPLICATION PERIOD:

JOB SUMMARY: Responsible for overseeing the daily operation of public safety applications systems including Next Generation 9-1-1 ESInet and Core Services, Computer Aided Dispatch, 9-1-1 Call Handling Equipment, Radio System Applications, and Fire Department Records Management.

General Requirements:

- Drug and Alcohol Testing
- Subject to emergency call-back with little or no notice
- Must be able to work days, evenings, and weekends as needed
- Pre-employment background check and motor vehicle history of less than 4 points

Essential Job Duties and Responsibilities:

- Ensure that all mission critical public safety applications operate with 99.999% reliability.
- Interface with public safety end-users, communications center staff, and others to translate operational needs into technical solutions.
- Configure and maintain the Computer Aided Dispatch System (CAD) software environment.
- Configure and maintain the 9-1-1 Call Handling System (CHE).
- Configure and maintain the Fire Department Records Management System (RMS) software environment.
- Coordinate and interface with Law Enforcement agencies regarding Records Management System (RMS).
- Interface with the Next Generation 9-1-1 Vendor related to the Emergency Services IP Network and Next Generation Core Services.
- Review applications system hardware requirements with supporting departments and vendors to maintain high availability.
- Coordinate and interface with the Information Technology Department regarding public safety needs.
- Coordinate and interface with GIS staff regarding public safety needs.
- Coordinate and interface with Land Mobile Radio personnel of the division providing assistance with database and application management.
- Represent the public safety community, as it relates to information systems, on the Worcester County Public Network governance committee.
- Perform project management of public safety application projects including the development of bid specifications, bid awards, project meetings, project execution, site supervisor and project closeout.
- Prepare and maintain budgets and request authorizations for over expenditures in advance
- Develop thorough knowledge of equipment function and operation; report and schedule repair of equipment malfunction.
- Perform troubleshooting, routine maintenance and configuration tasks of assigned systems.
- Review and analyze data as required for the generation of reports and metrics.
- Attend meetings, successfully complete assigned training classes, and other required training.
- Will be required to be on-call for response to events throughout the county.
- Support and enforce Worcester County Personnel Rules & Regulations.
- Performs all other related duties required by the Director or designee.

Qualifications and Skills:

- Minimum of 5 years of experience with public safety application systems such as CAD, RMS, and/or 911 CHE administration.
- Minimum of a High School graduate with post high school Degree in information systems or related field preferred.
- Working knowledge of computer networking, server environments, and databases.
- Working knowledge of geospatial systems such as ArcGIS
- Knowledge of general Fire, EMS, and police operations is a plus.
- Perform multiple tasks under stress, assume responsibility, and work with multiple departments through consensus.
- Work harmoniously with staff, other officials and agencies, effectively communicate with, and lead others.
- Knowledge of laws, regulations, and standards pertaining to public safety communications, information technology and cybersecurity
- Above average oral and written communication skills, ability to effectively communicate with others,
- Working knowledge of office equipment, i.e. FAX, copier, and typewriter.
- Must be able to sit for long periods of time, speak clearly and concisely, work under stressful situations, and hear all communications transmitted by radio, telephone or any other means of communication necessary to perform duties.

Safety Analysis:

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 50 lbs. Work environment involves everyday risks typical of such places as communications towers, automotive facilities and working with electricity and in environments of electromagnetic energy.

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS - MAINTENANCE
JOB TITLE: PLUMBER-JOURNEYMAN
SALARY/GRADE: GRADE 20/STEP 5 \$53,165 ANNUALLY/\$25.56 HOURLY
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Under minimal supervision, this position is responsible for performing all maintenance, diagnostic and repair tasks for all County-owned and operated equipment and buildings within budgetary constraints and in compliance with safety policies and procedures of the County. This will include all plumbing plus assist with some HVAC maintenance and repairs. This position reports directly to the Maintenance Supervisor.

GENERAL REQUIREMENTS

- Drug and Alcohol Testing
- Subject to emergency call-back with little or no notice
- Pre-employment background check and motor vehicle history
- DOT Physical

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Perform all plumbing maintenance of domestic water systems and sanitary systems as required to keep all of the county-owned or leased facilities safely functional as required for the occupants and end users. This will include making necessary repairs plus installation of new plumbing fixtures and domestic water systems as requested.
- Inspect, service, repair, install and certify proper operation of all domestic water and boiler make up water backflow prevention devices using calibrated equipment. This position shall complete all required backflow prevention device inspections and completing associated forms for compliance with the all governing agencies having jurisdiction for these types of inspections.
- This position shall also be required to assist other Building Maintenance Mechanics with some HVAC and electrical work as required and or as directed.
- Operate small motorized equipment as required to excavate trenches for domestic water line and sanitary line installation and repair, etc. as required to repair or convey utilities and services to, or within, county-owned facilities.
- Performs general administrative duties relative to the operation and maintenance requirements of county-owned facilities.
- Provides status updates for Work Order Requests via a county-owned personal computer using a county-contracted Internet Maintenance Management System.
- Assists in the planning and organizing of building maintenance operations.
- Inventory and order parts to make necessary equipment repairs.
- Prepares and verifies requisitions for materials. Tracks material deliveries and vendor invoices.
- Maintains accurate records of time and materials spent to accomplish repair tasks.
- Monitors preventive maintenance contracts with suppliers and other contractual maintenance activities.
- Works in a team to perform all building repair requirements. This will include but is not limited to; developing/implementing/maintaining preventive maintenance schedules for all plumbing fixtures and sanitary sewage ejection pumps and associated control system devices.
- Participate in the physical work as necessary to accomplish assigned tasks within the required timeframes.
- Train others to develop the correct preventive maintenance skills to maintain buildings to industry standards.
- Adheres to the Worcester County Government Personnel Rules & Regulations.
- Performs all other duties as required or assigned.

QUALIFICATIONS AND SKILLS

- High School graduate or equivalent diploma plus 7+ years of plumbing experience in commercial and residential buildings.
- Possess and maintain a State of Maryland Journey Plumber/Gas Fitter License
- Must have the ability to use personal computing to work with Microsoft Office products, email messages & applications and the internet for reporting processes.
- Thorough knowledge of the semi-skilled and skilled labor tasks using hand and power operated tools to perform the maintenance and repair of building plumbing and piping systems and associated components of those systems.
- Communication (written and verbal) and math skills to independently perform required duties.
- Knowledge of safety requirements and procedures related to building maintenance.
- Ability to read all types of building drawings including but not limited to plumbing, architectural, mechanical, electrical, etc. as is required of this trades work.
- Ability to complete assigned tasks by established deadlines.
- Valid driver's license and driving record of less than 4 points (MD).
- Ability to follow verbal and written instructions, read and comprehend street signs, keep records and logs, complete written forms, and to communicate effectively with the public and coworkers.
- Ability to apply acquired knowledge to increasingly varied and complex tasks.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Heavy Work; Constant viewing and lifting over 10lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 50lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Exposure to potentially hazardous conditions such as, working with electricity and confined space entry (training is provided) as well as adverse weather conditions.

- I have read and I am willing and able to perform all the essential job functions for this position

Signature: _____

Date: _____

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF RECREATION & PARKS
JOB TITLE: RECREATION PROGRAM MANAGER II
SALARY/GRADE: GRADE 18/STEP 1 \$43,701 ANNUALLY/\$21.01 HOURLY
CLOSING DATE: UNTIL FILLED

JOB SUMMARY: Under the direct supervision of the Deputy Director, the Recreation Program Manager administers and oversees the planning, organization, marketing, promotion, and the financial management of new and existing recreation programs and special events for the Worcester County Department of Recreation & Parks.

GENERAL REQUIREMENTS

- Pre-employment background check & motor vehicle history.
- Drug and Alcohol Testing

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Develops, implements and administers diverse, comprehensive, and safe recreational programs in the areas of fitness, aquatics, youth sports, adult recreation, special events, and sports camps for citizens through the life-span.
- Secures and maintains required program records and reports for registration, participation surveys & scheduling.
- Obtain officials for all team and league events.
- Coordinates field schedules, acquires program facilities and oversees maintenance of facilities during programs and events.
- Coordinate program/event logistics, publicity, including public relationship, advertising and collateral material design, production and distribution.
- Supervise and coordinate with event contractors, instructors, and tournament directors.
- Identify and attract new events, build and strengthen partnerships with sport organization and event holders, and optimize the use of county facilities and fields.
- Maintain Sports Marketing website and social media platforms.
- Assists with preparation of department budget, prepares and administers cost analysis, complies with budget allocations, collects and accounts for registration receipts, makes daily deposits for revenue collected.
- Secures, trains, and supervises program monitors, obtain required fingerprint and background checks prior to program.
- Identifies reputable, responsible volunteers to act as coaches, assistant coaches, etc., and coordinates effort.
- Maintains accurate equipment inventory, acquires quotes for equipment purchases, and maintains equipment records.
- Assists in developing effective and efficient strategic planning.
- Handles grievances and inquiries from citizens, prepares agenda and conducts meetings with public and/or program participants.
- Supports and promotes the mission of the recreation & parks department and supports all staff members, representing the department in a highly professional, congenial manner.
- Works with the Deputy Director to develop policies and agreements for programs and facilities.
- Works with the Deputy Director, Risk Management Officer, and County Attorney on risk management procedures.
- Assists in development and implementation of promotional materials, registration, newspaper articles, t-shirt design, and mailings.
- Attends workshops and seminars to keep abreast of current and innovative recreation and park trends and standards.
- Attend sports events and trade shows to identify opportunities and build networking relationships with sport organizations and event holders.
- Adhere to the Worcester County Government Personnel Rules & Regulations and departmental policies;
- Performs all other duties as assigned.

QUALIFICATIONS AND SKILLS

- College degree in recreational, physical education, leisure service or a related field or equivalent experience as a recreation program manager.
- CPR certification required within 1 year of employment, if not already certified.
- Valid driver's license with less than 4 points (MD)
- Working knowledge of computer software: Microsoft Word, Publisher, Excel, Access & Power Point, with clerical skills sufficient to produce required documents in acceptable format.
- Above average oral and written communication skills necessary to communicate effectively with coworkers, county officials and program participants, follow verbal and written instructions; keep records; complete written forms. Ability to apply acquired knowledge to increasingly varied and complex tasks.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Medium Work; Constant viewing, hearing, talking and lifting up to 10lbs; Frequent standing, carrying, pushing, pulling, walking and lifting and moving of objects up to 25lbs; Rarely up to 50lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces, weather and vibration. Work environment involves everyday risks typical of such places as parks, playgrounds, and swimming pools. Environment may also involve Exposure to adverse, inclement weather conditions.

- I have read and I am willing and able to perform all the essential job functions for this position

Signature: _____

Date: _____

EOE

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: RECREATION & PARKS
JOB TITLE: PARKS WORKER II – PART TIME/TEMPORARY
COMPENSATION: GRADE 8/STEP 8 - \$15.32 HOURLY
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Under the immediate supervision of the Parks Crew Leader, schedules, performs, and oversees park repair/maintenance operations in the County parks systems.

GENERAL REQUIREMENTS

- Drug and Alcohol Testing
- Pre-employment background check and motor vehicle history

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Performs various semi-skilled and skilled labor tasks;
- Determines, reports, and corrects safety issues throughout parks;
- Operates and maintains a variety of hand and power operated tools;
- Operates and maintains gas/diesel powered, electrically driven, and/or hydraulically operated equipment/machinery;
- Performs preventative maintenance and makes minor repairs to facilities, equipment and vehicles;
- Mows grass, uses weed eater, and removes debris from property; maintains trees, shrubs, and flowers
- Maintains basketball and tennis courts as well as recreation/athletic fields; prepares fields for programs and games;
- Performs plumbing and carpentry tasks;
- Adheres to the Worcester County Government Personnel Rules & Regulations;
- Assist with Recreation Department requests, special events and programming needs to include set-up, break-down, man hours, field preparation, etc.
- Performs all other duties as assigned.
- May be required to report outside regular work hours due to inclement weather.

QUALIFICATIONS AND SKILLS

- Valid driver's license and driving record of less than 4 points (MD)
- Basic math skills required;
- Basic knowledge of grounds keeping, plumbing, carpentry, and maintenance / repair of small equipment;
- Basic knowledge of the operation and function of tools, equipment, and vehicles used in the construction and maintenance of parks operation;
- Ability to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and to communicate effectively with the public. Ability to apply acquired knowledge to increasingly varied and complex tasks;
- Ability to perform duties independently and as part of a team; ability to train on equipment and vehicles of higher complexity; ability to complete assigned tasks by established deadlines;
- Ability to perform manual physical labor including frequent walking, bending, stooping, lifting, and carrying heavy objects.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Heavy Work - Constant viewing and lifting over 10lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 50lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects.



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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
JEFF KYGER
Risk Management Specialist

ANN HANKINS
Human Resources Specialist
KELLY BRINKLEY
Human Resources Specialist
TARA ARMSTRONG
Office Assistant V

To: Harold Higgins, Chief Administrative Officer
From: Stacey Norton, Human Resources Director *Stacey Norton*
Date: May 5, 2021
Subject: FY 22 Budget Request for Enterprise Fund Employees Promotions

The County's past practice of approving reclassification of employees who obtain certifications and/or license the County needs to operate, passing probationary periods, or are tied to a designated time in position etc. has resulted in pay changes for:

- 1) Solid Waste: 3 employees for an increase of \$4,866
- 2) Water and Waste Water: 22 employees for an increase of \$47,964

The total increase for both department is \$52,830

These dollars are already included in the Department salary budgets requests.

Please note that the effective date of the pay change is dependent on obtaining the required certification and/or license, passing probationary periods, or are tied to a designated time in position etc.

The recommendations are based on information obtained from the department heads, service record, job description, and/or personnel guidelines.

These requests are critical in our efforts to retain our current staff. This year we have seen an increase in vacant positions, drastically longer time to fill times due to the labor shortage, and more declinations than in prior years.

These pay reclassification requests are warranted and needed.

I look forward to discussing this with you during the May 11, 2021 work session.

Thank you for your consideration.

FY 22 ENTERPRISE FUND PROMOTION REQUESTS - OPEN SESSION

#	DEPT	DEPT NAME	CURRENT JOB TITLE	GRADE	NEW JOB TITLE	GRADE
3	680	SOLID WASTE	LANDFILL OPERATOR I	9 Step 6	LANDFILL OPERATOR II	10 Step 6
2		WATER & WW	MAINTENANCE WORKER I	8 Step 8	MAINTENANCE WORKER II	10 Step 8
11		WATER & WW	PLANT OPERATOR TRAINEE	10 Step 4	PLANT OPERATOR I	11 Step 4
4		WATER & WW	PLANT OPERATOR I	11 Step 4	PLANT OPERATOR II	13
5		WATER & WW	PLANT OPERATOR II	13	PLANT OPERATOR III	14
25		TOTAL				



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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
JEFF KYGER
Risk Management Specialist

ANN HANKINS
Human Resources Specialist
KELLY BRINKLEY
Human Resources Specialist
TARA ARMSTRONG
Office Assistant V

To: Harold Higgins, Chief Administrative Officer
From: Stacey Norton, Human Resources Director *Stacey Norton*
Date: May 5, 2021
Subject: FY 22 Budget Request for Enterprise Fund Employees Reclassification

Our Water and Waste Water Division provides critical water and sewer services. The employees are essential workers and provide coverage 24/7. Many employees are required to be on call to provide services after hours due to emergencies. These skilled positions require training and licenses. We have not been able to fill all of our vacant positions or recruit experienced operators. We continue to have employees retire or leave for higher paying positions elsewhere.

In efforts to recruit and retain these employees, we are recommending to reclassify the following job titles by 1 grade level:

- 1) Plant Operator Trainee
- 2) Plant Operator I
- 3) Plant Operator II
- 4) Plant Operator III
- 5) Plant Operator IV

This request will cost \$82,660.

As part of this request, we will be eliminating 3 Maintenance Mechanic II positions for a savings of \$95,472. Therefore, there will be a net savings of \$12,812.

These pay reclassification requests are warranted and needed.

Thank you for your consideration. I look forward to discussing this with you during the May 11, 2021 work session.

Attachments

FY 22 ENTERPRISE FUND WATER AND WASTE WATER RECLASSIFICATION REQUEST

COUNT	DEPARTMENT	JOB TITLE	CURRENT GRADE	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
10	W&WW	PLANT OPERATOR TRAINEE	10/Step 4	15.30	11/Step 4	16.09
4	W&WW	PLANT OPERATOR I	11/Step 4	16.09	12/Step 4	16.87
7	W&WW	PLANT OPERATOR II	13	16.47	14	17.27
13	W&WW	PLANT OPERATOR III	14	17.27	15	18.15
3	W&WW	PLANT OPERATOR IV	16	19.05	17	20.00
37	TOTAL					

FY2022 Expense Budget
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6	Dept. 1006 - Elections Office
8	Dept. 1007 - Human Resources
10	Dept. 1008 - Dev, Review & Permitting
12	Dept. 1010 - Environmental Programs
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Expenditures

Worcester County, MD

5/6/21 10:33 AM

FY2022 Budget Work Session 5/11/21

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1001 - County Commissioners									
6000.100	Personnel Services Salaries	1,012,999	24,925	34,153	978,846	988,074		821,631	976,494
6100.010	Administrative Exp Administrative Exps	900			900	900		420	455
6100.060	Administrative Exp Books and Publications	200			200	200		0	0
6100.100	Administrative Exp Dues and Subscriptions	4,337	835	475	3,862	3,502	CPFO dues, newspaper	3,927	3,860
6100.165	Administrative Exp Meeting Exp	500			500	500		268	347
6100.190	Administrative Exp Office Supplies	6,000			6,000	6,000		5,195	4,629
6100.210	Administrative Exp Paper	3,300			3,300	3,300		911	2,866
6100.230	Administrative Exp Postage & Freight	500			500	500		222	185
6110.080	Supplies & Equipment Computer Repairs & Supplies	500			500	500		0	0
6110.090	Supplies & Equipment Computers & Printers	2,052	2,052		2,052	0		1,865	3,673
6110.245	Supplies & Equipment Mobile Phones	10,800	4,200		10,800	6,600		5,044	7,780
6110.290	Supplies & Equipment Other Office Equipment	0			0	0		0	0
6130.010	Supplies & Equipment Copier Lease	11,880	180		11,880	11,700		7,698	13,004
6510.020	Legal Services County Attorney Exps	8,220	1,730		8,220	6,490		3,497	3,700
6510.035	Legal Services County Code Exps	9,500			9,500	9,500		3,395	8,677
6510.050	Legal Services Court Reporters	360			360	360		360	390
6510.085	Legal Services Other Legal Exps	0			0	0		0	(13,256)
6530.150	Consulting - Temporary Clerical Staff	0			0	0		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	2,500			2,500	2,500		1,039	1,453
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,500			1,500	1,500		79	868
6540.050	Vehicle Operating Exps Vehicle Use/Other Areas	0			0	0		0	0
6540.040	Vehicle Operating Exps Vehicle Registration	0			0	0		0	100
6540.045	Vehicle Operating Exp Vehicle Repairs Outside	0			0	0		0	0
6550.270	Building Site Exps Telephone	1,380	36		1,380	1,344		918	1,335
6900.010	Advertising Budget Advertisements	2,200	200		2,200	2,000		752	2,029
6900.030	Advertising Legislative Advertisements	9,000			9,000	9,000		4,074	7,822
7000.020	Travel, Training & Exp Board Member Allowance	21,000			21,000	21,000		17,500	21,000
7000.060	Travel Training & Exp Educational Training	0			0	0		0	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	22,447	133		22,447	22,314		1,074	4,970
7000.115	Travel, Training & Exp Exp Mileage	600			600	600		0	286
8010.110	Interfund Water & Wastewater Enterprise Ch	(65,287)	275		(65,287)	(65,562)		(58,529)	(63,558)
8010.120	Interfund Landfill Enterprise Charges	(17,954)	76		(17,954)	(18,030)		(16,095)	(17,479)
8010.220	Interfund Dept. of Liquor Control Charges	0			0	0		0	(3,032)
9010.010	Capital Equipment New Vehicles	0			0	0		0	34,880
Department Total: 1001 - County Commissioners		1,049,434	34,642	34,628	1,014,806	1,014,792	34,642	805,245	1,003,480
							Variance: FY22 / FY21 Bgt		

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FY2022 Budget Work Session 5/11/21

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1002 - Circuit Court									
6000.100	Personnel Services Salaries	1,003,059	8,884	(10,546)	1,013,605	994,175		788,342	956,606
6000.400	Personnel Services Overtime Pay	0			0	0		0	0
6100.010	Administrative Exp Administrative Exps	2,000			2,000	2,000		535	3,013
6100.060	Administrative Exp Books and Publications	2,000			2,000	2,000		2,198	1,765
6100.080	Administrative Exp Copier Supplies	180			180	180		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	4,734			4,734	4,734		679	1,005
6100.110	Administrative Exp Envelopes	1,500			1,500	1,500		440	1,354
6100.150	Administrative Exp Incentives & Events	1,515			1,515	1,515		250	0
6100.190	Administrative Exp Office Supplies	6,820			6,820	6,820		9,800	9,132
6100.210	Administrative Exp Paper	2,500			2,500	2,500		974	2,617
6110.080	Supplies & Equip Computer Repairs & Supplies	0			0	0		0	0
6110.090	Supplies & Equipment Computers & Printers	0			0	0		0	0
6110.120	Supplies & Equipment Equipment Rental	1,200			1,200	1,200		484	1,105
6110.170	Supplies & Equipment Jury Exps	3,500			3,500	3,500		326	1,260
6110.270	Supplies & Equipment Office Equipment Repairs	300			300	300		240	0
6110.280	Supplies & Equipment Office Furniture	4,090			4,090	4,090		550	4,223
6110.290	Supplies & Equipment Other Office Equipment	810			810	810		285	754
6130.010	Equipment Maintenance Copier Lease	7,860			7,860	7,860		4,585	6,936
6130.070	Equipment Maint Software Maintenance Agreements	11,626			11,626	11,626		8,715	10,594
6150.050	Uniforms & personal Equip - Uniforms	500			500	500		0	0
6160.040	Grant Programs Court Security Grant	0			0	0		0	0
6160.060	Grant Programs Drug Treatment Court	67,396			67,396	67,396	State Grant	11,571	31,899
6160.070	Grant Programs Family Support Services	93,700			93,700	93,700	State Grant	67,567	80,847
6160.071	Grant Programs MACRO Mediation Conflict Res Ofc	0			0	0		0	0
6510.030	Legal Services Court Appointed Attorneys	8,000			8,000	8,000		5,130	8,333
6510.040	Legal Services Court Library Levy	2,000			2,000	2,000		2,000	2,000
6510.050	Legal Services Court Reporters	5,000			5,000	5,000		679	3,072
6510.055	Legal Services Family Support Service - Other	0			0	0		0	400
6510.080	Legal Services Jury Per Diem	90,000			90,000	90,000		6,687	40,195
6530.150	Consulting Services - Temporary Clerical Staff							5,190	0
6550.028	Building Site Exp Cable	265			265	265		226	264
6550.270	Building Site Exps Telephone	5,500			5,500	5,500		1,801	4,036
6700.050	Other Maint. & Svcs Phone Service	0			0	0		0	0
7000.040	Travel, Training & Exp Continuing Education/Certificati	400			400	400		1,961	514
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	5,962			5,962	5,962		535	3,652
7000.115	Travel, Training & Exp Mileage	2,570			2,570	2,570		11	1,389
Department Total: 1002 - Circuit Court		1,334,987	8,884	(10,546)	1,345,533	1,326,103	8,884	921,762	1,176,964
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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1003 - Orphan's Court									
6000.100	Personnel Services Salaries	21,000			21,000	21,000		16,961	25,904
6160.060	Administrative Exp Books & Publications	0			0	0		0	898
6100.190	Administrative Exp Office Supplies	1,100	1,100		1,100	0		0	782
7000.020	Travel, Training & Exp Board Member Allowance	4,800			4,800	4,800		4,000	4,800
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,000			2,000	2,000	Mandatory Training	0	585
Department Total: 1003 - Orphan's Court		28,900	1,100		28,900	27,800	1,100	20,961	32,969
							Variance: FY22 / FY21 Bgt		

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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1004 - State's Attorney									
6000.100	Personnel Services Salaries	1,578,972	142,457	5,429	1,573,543	1,436,515		1,130,876	1,331,874
6000.400	Personnel Services Overtime Pay	1,000			1,000	1,000		0	0
6100.010	Administrative Exp Administrative Exps	6,500			6,500	6,500		2,570	2,251
6100.100	Administrative Exp Dues, License & Subscriptions	4,892	1,554		4,892	3,338		3,731	2,834
6100.160	Administrative Exp Legal Books & Publications	3,500			3,500	3,500		3,369	3,285
6100.190	Administrative Exp Office Supplies	11,000			11,000	11,000		5,400	5,814
6110.090	Supplies & Equipment Computers & Printers	2,997	522		2,997	2,475		3,338	12,997
6110.245	Supplies & Equipment Mobile Phones	8,700	1,000		8,700	7,700		5,480	6,237
6110.280	Supplies & Equipment Office Furniture	2,000			2,000	2,000		1,989	2,000
6110.290	Supplies & Equipment Other Office Equipment	2,000			2,000	2,000		283	2,271
6110.390	Supplies & Equipment Small Equipment	2,000			2,000	2,000		1,230	0
6130.010	Equipment Maintenance Copier Lease	8,200			8,200	8,200		5,681	8,998
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	1,008	252		1,008	756		749	1,008
6130.070	Equipment Maint Software Maintenance Agreements	1	(1,272)		1	1,273		231	1,639
6150.060	Uniforms & Personal Equipment Ammunition	500			500	500		1,200	0
6160.055	Grant Programs GOCCP Grants	0			0	0		0	134,200
6510.xxx	Legal Services - Appeal Expenses	3,000	3,000	3,000			move budget from Transcripts	0	0
6510.060	Legal Services Investigation Exps	800			800	800		658	713
6510.090	Legal Services Prosecution Exps	2,000			2,000	2,000		2,583	1,715
6510.110	Legal Services Transcripts	2,000	(3,000)	(3,000)	5,000	5,000	move to Appeal expenses	6,568	4,449
6540.020	Vehicle Operating Exps Fuel - WC Fleet	5,000			5,000	5,000		1,143	1,493
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,500			1,500	1,500		912	461
6540.040	Vehicle Operating Exps Vehicle Registration	100	100		100	0		0	0
6550.028	Building Site Expense - Cable	1,550			1,550	1,550		1,226	1,437
6550.270	Building Site Exps Telephone	1,500		(1,704)	3,204	1,500	cost savings due to VOIP phone system	1,723	9,160
7000.080	Travel, Training & Exp Extradition Expense	16,000			16,000	16,000		7,219	13,148
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	8,500			8,500	8,500		2,262	2,281
7000.115	Travel, Training & Exp Mileage	250			250	250		0	147
7000.130	Travel, Training & Exp Witness Exps	1,000			1,000	1,000		722	0
9010.010	Capital Equipment New Vehicles	35,000	35,000		35,000	0	1 vehicle, new position	0	0
Department Total: 1004 - State's Attorney		1,711,470	179,613	3,725	1,707,745	1,531,857	179,613	1,191,142	1,550,410
							Variance: FY22 / FY21 Bgt		

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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1005 - Treasurer's Office									
6000.100	Personnel Services Salaries	1,309,658	34,668		1,309,658	1,274,990		993,792	1,219,588
6000.400	Personnel Services Overtime Pay	2,000			2,000	2,000		384	337
6100.010	Administrative Expenses	0			0	0		22	75
6100.055	Administrative Exp Bond	1,500			1,500	1,500		1,338	1,500
6100.060	Administrative Exp Books and Publications	1,200			1,200	1,200		880	1,011
6100.100	Administrative Exp Dues, License & Subscriptions	2,900			2,900	2,900		2,152	2,995
6100.110	Administrative Exp Envelopes	3,000	500		3,000	2,500		2,682	2,712
6100.130	Administrative Exp Food Tax Bills & Envelopes	400			400	400		0	0
6100.190	Administrative Exp Office Supplies	11,500			11,500	11,500		8,211	11,603
6100.210	Administrative Exp Paper	1,750	250		1,750	1,500		1,126	1,723
6100.220	Administrative Exp Payroll Checks & Forms	3,000			3,000	3,000		1,072	1,704
6100.230	Administrative Exp Postage & Freight	100			100	100		53	0
6100.250	Administrative Exp Room Tax Bills & Envelopes	1,000			1,000	1,000		80	624
6100.260	Administrative Exp Tax Bills & Envelopes	17,500			17,500	17,500		15,320	15,241
6110.090	Supplies & Equipment Computers & Printers	7,050	(875)		7,050	7,925		3,983	5,994
6110.120	Supplies & Equipment Equipment Rental	0			0	0		0	0
6110.245	Supplies & Equipment Mobile Phones	2,490	1,540	1,440	1,050	950	aircards	788	1,137
6110.270	Supplies & Equipment Office Equipment Repairs	300			300	300		0	0
6110.290	Supplies & Equipment Other Office Equipment	900			900	900		367	0
6130.010	Equipment Maintenance Copier Lease	2,500			2,500	2,500		1,304	2,352
6130.020	Equipment Maint Equipment Annual Maint Contr.	95,600	14,420		95,600	81,180	Tax Software Maint	91,038	77,314
6510.085	Legal Services Other Legal Exps	0			0	0		0	3,021
6530.110	Consulting Services Programming	1,200			1,200	1,200		0	1,500
6550.270	Building Site Exps Telephone	1,200			1,200	1,200		892	1,172
6700.050	Other Maint. & Svcs Phone Service	0		(1,440)	1,440	0		0	0
7000.040	Travel Training Exp Continuing Ed./Certification	2,000			2,000	2,000		1,248	0
7000.100	Travel, Training & Exp Meetings/Conferences	1,300			1,300	1,300		100	675
7000.115	Travel, Training & Exp Mileage	1,600			1,600	1,600		134	1,087
8010.110	Interfund Water & Wastewater Enterprise Ch	(196,280)	(2,484)		(196,280)	(193,796)		(193,296)	(189,049)
8010.120	Interfund Landfill Enterprise Charges	(38,238)	(638)		(38,238)	(37,600)		(37,500)	(36,968)
8010.220	Interfund Dept. of Liquor Control Charges	0			0	0		0	(11,069)
9010.170	Capital Equipment Software	0			0	0		0	0
Department Total: 1005 - Treasurer's Office		1,237,130	47,381		1,237,130	1,189,749	47,381	896,169	1,116,280
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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1006 - Elections Office									
6000.100	Personnel Services Salaries	15,000			15,000	15,000		12,116	15,600
6000.500	Personnel Services State Employee Salary & Benefit	524,432	17,204		524,432	507,228	based on State Estimate	255,271	495,174
6100.010	Administrative Exp Administrative Exps	0			0	0		0	0
6100.080	Administrative Exp Copier Supplies	0			0	0		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	630	24		630	606		743	880
6100.110	Administrative Exp Envelopes	1,000			1,000	1,000		0	2,363
6100.180	Administrative Exp National Voter Regis Postcards	670			670	670		110	1,134
6100.190	Administrative Exp Office Supplies	11,000	2,000		11,000	9,000		6,512	7,923
6100.210	Administrative Exp Paper	1,200			1,200	1,200		492	568
6100.230	Admin Expense Postage & Freight	0			0	0	FY20 Mailing Election Ballots	34,197	8,043
6110.090	Supplies & Equipment Computers & Printers	5,375	495		5,375	4,880		3,050	14,020
6110.120	Supplies & Equipment Equipment Rental							215	0
6110.125	Supplies & Equipment Maint & Repair	0			0	0		0	0
6110.245	Supplies & Equipment Mobile Phones	2,000	560		2,000	1,440		1,377	2,766
6110.290	Supplies & Equipment Other Office Equipment	0			0	0		943	399
6110.300	Supplies & Equip Promotional Giveaway Items	0			0	0		0	0
6110.440	Supplies & Equipment Voting Machines	251,119	85,501	(42,000)	293,119	165,618	voting machines correction	223,242	123,182
6120.010	Voting Machine & Poll Exps Absentee Ballot Exps	43,400	40,400		43,400	3,000		60,921	2,412
6120.020	Voting Machine & Poll Exps Ballot Exps	600	50		600	550		0	1,192
6120.030	Voting Machine & Poll Exps Demo Pay	0			0	0		0	0
6120.040	Voting Mach & Poll Exp Election Board Member Mileage	3,800			3,800	3,800		0	1,000
6120.050	Voting Machine & Poll Exps Election Cell Phone	1,500			1,500	1,500		1,370	75
6120.060	Voting Machine & Poll Exps Election Judge Exp	128,610	12,720		128,610	115,890	increase pay for Chief and Election Judges	94,391	25,770
6120.070	Voting Mach & Poll Exp Election Judge Training Material	10,000			10,000	10,000		0	8,286
6120.080	Voting Machine & Poll Exps Poll Rent & School Exp	2,450			2,450	2,450		300	0
6120.090	Voting Machine & Poll Exps Specimen Ballot Exp	24,000			24,000	24,000		21,151	1,315
6120.095	Voting Machine & Poll Exp. State Allocation County Share	8,905	5,072		8,905	3,833		1,612	0
6120.110	Voting Machine & Poll Exp Voter Notification Cards	2,000			2,000	2,000		2,108	1,672
6120.120	Voting Machine & Poll Exp Voting Machine Supplies	8,000	2,000		8,000	6,000		106	892
6130.010	Equipment Maintenance Copier Lease	1,627			1,627	1,627		1,084	1,626
6130.070	Equipment Maint Software Maintenance Agreements	6,760			6,760	6,760		2,338	3,097
6130.100	Equipment Maint Other Equipment Lease	1,769			1,769	1,769		1,059	1,412
6150.050	Uniforms & personal Equip - Uniforms	0			0	0		0	254
6530.150	Consulting Services Temporary Clerical Staff	56,160	2,808		56,160	53,352		43,373	7,766
6550.030	Building Site Exps Carpet/VCT Cleaning	0			0	0		0	3,208
6550.040	Building Site Exps Cleaning Contract	4,069			4,069	4,069		2,426	0
6550.050	Building Site Exps Custodial Supplies	650	25		650	625		213	424

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6550.060	Building Site Exps Electricity	8,750			8,750	8,750	Office Space Lease	6,563	8,750
6550.080	Building Site Exps Fire Alarm Testing	0			0	0		285	285
6550.081	Building Site Exps Fire Extinguishers	100			100	100		0	0
6550.090	Building Site Exps General Maintenance Repairs	0			0	0		6	0
6550.170	Building Site Exps Office Rent/Lease	75,000			75,000	75,000	Office Space Lease 5/15/2022	55,200	73,600
6550.180	Building Site Exps Pest Control/Termite Insp	1,100			1,100	1,100		0	0
6550.220	Building Site Exps Security Alarm Monitoring	750			750	750		153	663
6550.270	Building Site Exps Telephone	5,580			5,580	5,580		3,880	3,803
6550.280	Building Site Exps Tipping Fees	0			0	0		11	0
6550.310	Building Site Exps Water & Sewer	0			0	0		0	0
6700.550	Other Maint & Svcs Relocation Expense	0			0	0		0	0
7000.020	Travel, Training & Exp Board Member Allowance	2,286			2,286	2,286		1,200	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	10,864	1,264		10,864	9,600		0	5,120
7000.115	Travel, Training & Exp Mileage	4,000	500		4,000	3,500		3,121	3,579
Department Total: 1006 - Elections Office		1,225,156	170,623	(42,000)	1,267,156	1,054,533	170,623	841,136	828,253
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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1007 - Human Resources									
6000.100	Personnel Services Salaries	474,825	2,728	5,228	469,597	472,097		367,630	442,916
6000.400	Personnel Services Overtime Pay	3,000	2,000		3,000	1,000		707	0
6100.010	Administrative Exp Administrative Exps	450			450	450		213	264
6100.040	Administrative Exp Alcohol and Drug Testing Supplie	0			0	0		0	35
6100.060	Administrative Exp Books and Publications	500			500	500		20	454
6100.100	Administrative Exp Dues, License & Subscriptions	510	(210)		510	720		219	908
6100.110	Administrative Exp Envelopes	400			400	400		377	476
6100.150	Administrative Exp Incentives & Events	3,650			3,650	3,650		3,241	3,253
6100.190	Administrative Exp Office Supplies	3,000			3,000	3,000		1,486	3,218
6100.210	Administrative Exp Paper	1,400			1,400	1,400		1,029	1,425
6110.080	Supplies & Equipment Computer Repairs & Supplies	0			0	0		0	0
6110.090	Supplies & Equipment Computers & Printers	1,847	(343)		1,847	2,190		2,028	1,724
6110.245	Supplies & Equipment Mobile Phones	1,950	(450)		1,950	2,400		1,128	2,219
6110.290	Supplies & Equipment Other Office Equipment	600			600	600		220	601
6110.310	Supplies & Equipment Promotional Materials	0			0	0		0	0
6110.320	Supplies & Equipment Radio Supplies	0			0	0		0	0
6110.340	Supplies & Equipment Safety Program Equipment	700			700	700		566	879
6110.390	Supplies & Equipment Small Equipment	0			0	0		0	436
6130.010	Equipment Maintenance Copier Lease	2,400			2,400	2,400		1,384	2,075
6150.050	Uniforms & Personal Equip Uniforms	850			850	850		593	0
6170.050	Program Exp Volunteer Appreciation Events	3,500			3,500	3,500		0	3,500
6510.020	Legal Services County Attorney Exps	0			0	0		0	761
6530.040	Consulting Services	600			600	600		0	600
6530.050	Consulting Services Crisis/Fitness for Duty	1,500			1,500	1,500		0	0
6530.080	Consulting Services Physicals, Shots & Drug Testing	15,000	2,000		15,000	13,000		12,216	12,933
6530.180	Consulting Services Web Page	0			0	0		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	3,500			3,500	3,500		1,865	2,782
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,500			1,500	1,500		270	1,994
6540.040	Vehicle Operating Exp. Vehicle Registration	0		(100)	100	0		0	0
6540.060	Vehicle Operating Exps Vehicle Equipment	0			0	0		0	0
6550.081	Building Site Exps Fire Extinguishers	0			0	0		0	0
6550.270	Building Site Exps Telephone	400			400	400		256	326
6900.040	Advertising Personnel Advertisements	5,000			5,000	5,000		3,040	6,160
7000.040	Travel, Training & Exp Education/Certification	1,500			1,500	1,500		1,011	747
7000.060	Travel, Training & Exp Educational Training	800	(200)		800	1,000		200	3,022
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	1,200	(300)		1,200	1,500		399	1,187
7000.115	Travel, Training & Exp Mileage	500			500	500		77	178

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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
8010.110	Interfund Water & Wastewater Enterprise Ch	(50,830)			(50,830)	(50,830)		(50,830)	(47,542)
8010.120	Interfund Landfill Enterprise Charges	(16,308)			(16,308)	(16,308)		(16,308)	(15,253)
8010.220	Interfund Dept. of Liquor Control Charges	0			0	0		0	0
9010.010	Capital Equipment New Vehicles			(29,500)	29,500	0	vehicle purchase FY21	0	0
Department Total: 1007 - Human Resources		463,944	5,225	(24,372)	488,316	458,719	5,225	333,036	432,279
							Variance: FY22 / FY21 Bgt		

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Department: 1008 - Development, Review & Permits									
6000.100	Personnel Services Salaries	1,509,330	(28,536)		1,509,330	1,537,866		1,226,894	1,392,107
6000.400	Personnel Services Overtime	0			0	0		0	99
6100.010	Administrative Exp Administrative Exps	60			60	60		0	0
6100.060	Administrative Exp Books and Publications	1,750	1,150		1,750	600		1,378	937
6100.070	Administrative Exp Int'l Bldg Code Supplies	500			500	500		145	135
6100.080	Administrative Exp Copier Supplies	75			75	75		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	2,235	531		2,235	1,704		761	1,609
6100.110	Administrative Exp Envelopes	1,500			1,500	1,500		1,185	735
6100.190	Administrative Exp Office Supplies	2,500			2,500	2,500		1,636	1,594
6100.210	Administrative Exp Paper	2,000			2,000	2,000		1,070	1,673
6100.230	Administrative Exp Postage & Freight	150			150	150		0	35
6100.240	Administrative Exp Printing Exp	1,500			1,500	1,500		1,075	1,530
6110.080	Supplies & Equipment Computer Repairs & Supplies	750			750	750		123	0
6110.090	Supplies & Equipment Computer & printer	12,044	8,669		12,044	3,375		1,847	1,699
6110.140	Supplies & Equipment GIS Mapping Supplies	4,900			4,900	4,900		582	3,275
6110.245	Supplies & Equipment Mobile Phones	3,937	577		3,937	3,360		2,934	3,434
6110.270	Supplies & Equipment Office Equipment Repairs	300			300	300		0	300
6110.280	Supplies & Equipment Office Furniture	500	(2,000)		500	2,500		587	0
6110.290	Supplies & Equipment Other Office Equipment							299	0
6110.295	Supplies & Equipment Program Supplies and Equipment	0			0	0		0	0
6110.340	Supplies & Equipment Safety Program Equipment	150			150	150		0	150
6110.390	Supplies & Equipment Small Equipment	500			500	500		0	500
6130.010	Equipment Maintenance Copier Lease	2,978			2,978	2,978		1,985	2,977
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	1,100			1,100	1,100		1,100	1,100
6130.060	Equipment Maintenance Software Licensing	400			400	400		400	400
6130.070	Equipment Maint Software Maintenance Agreements	7,500			7,500	7,500		0	0
6160.073	Grant Programs MDP Grant	0			0	0	Census Grant	1,939	12,020
6170.080	Program Exp Special Loans Administration	22,000			22,000	22,000		16,170	19,870
6180.010	Housing Rehabilitation Program CDBG Advertising	2,400			2,400	2,400		485	610
6180.020	Housing Rehab Program CDBG Appraisals & Credit	2,400			2,400	2,400		1,169	531
6180.030	Housing Rehab Program CDBG Consulting	30,300			30,300	30,300	per contract	22,320	29,280
6180.040	Housing Rehab Program CDBG Housing Rehab	150,000			150,000	150,000		18,080	100,608
6180.050	Housing Rehab Program Housing Rental&Disability Cons	6,000			6,000	6,000		0	0
6180.060	Housing Rehab Program Lead Paint Contract	23,000			23,000	23,000		0	8,655
6180.070	Housing Rehab Program Program Income Expense	0			0	0		8,475	4,730
6180.080	Housing Rehab Program Special Loan Fee Expense	7,000			7,000	7,000		0	11,906
6510.010	Legal Services Board/Commission Attorney	25,000			25,000	25,000		15,355	14,840
6510.020	Legal Services County Attorney Exps	0			0	0		0	1,687

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6510.050	Legal Services Court Reporters	3,500			3,500	3,500		2,235	2,850
6530.040	Consulting Services Consulting Services	50,000	50,000		50,000	0		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	12,000			12,000	12,000		5,921	7,715
6540.030	Vehicle Operating Exps Vehicle Maintenance	4,000	2,000		4,000	2,000		1,654	1,502
6540.040	Vehicle Operating Exps Vehicle Registration	200	200	(100)	300	0		0	100
6550.080	Building Site Exps Fire Extinguishers	73	73		73	0		30	73
6550.270	Building Site Exps Telephone	1,200			1,200	1,200		1,034	1,197
6900.025	Advertising Legal Advertisements	12,000			12,000	12,000		12,138	16,391
7000.020	Travel, Training & Exp Board Member Allowance	13,450			13,450	13,450		7,195	9,354
7000.040	Travel, Training & Exp Continuing Education/Certificati	2,320	1,445		2,320	875		0	913
7000.060	Travel, Training & Exp Educational Training	3,000			3,000	3,000		175	710
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	9,006	3,000		9,006	6,006		(20)	811
8010.110	Interfund Water & Wastewater Enterprise Ch	(17,852)	(1,654)		(17,852)	(16,198)		(16,198)	(15,491)
8010.200	Interfund DRP Chargeback - Engr Svcs	(68,232)			(68,232)	(68,232)		(68,232)	0
9010.010	Capital Equipment New Vehicles	36,000	36,000	(22,000)	58,000	0	2 vehicles, 1 purchased FY21	0	17,733
Department Total: 1008 - Development, Review & Permits		1,885,424	71,455	(22,100)	1,907,524	1,813,969	71,455	1,273,927	1,662,880
							Variance: FY22 / FY21 Bgt		

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Department: 1010 - Environmental Programs									
6000.100	Personnel Services Salaries	1,103,280	16,033	(1,948)	1,105,228	1,087,247		891,573	1,066,376
6000.400	Personnel Services Overtime Pay	1,500			1,500	1,500		0	532
6100.030	Administrative Exp Alcohol and Drug Testing	100			100	100		0	0
6100.060	Administrative Exp Books and Publications	500	200		500	300		0	703
6100.080	Administrative Exp Copier Supplies	30			30	30		0	0
6100.090	Administrative Exp Database/Shared Computer costs	0	(1,000)	(1,000)	1,000	1,000	never had expenses	0	0
6100.100	Administrative Exp Dues, License & Subscriptions	3,415	1,710		3,415	1,705		350	1,131
6100.190	Administrative Exp Office Supplies	2,660			2,660	2,660		2,971	3,530
6100.210	Administrative Exp Paper	500			500	500		66	484
6100.230	Administrative Exp Postage & Freight	50			50	50		63	135
6100.240	Administrative Exp Printing Exp	400			400	400		0	160
6110.080	Supplies & Equipment Computer Repairs & Supplies	2,360	(1,000)		2,360	3,360		0	3,211
6110.090	Supplies & Equipment Computers & Printers	0	(825)		0	825		1,055	299
6110.140	Supplies & Equipment GIS Mapping Supplies	1,000	(4,200)		1,000	5,200		1,605	1,340
6110.245	Supplies & Equipment Mobile Phones	6,820			6,820	6,820		4,276	5,892
6110.270	Supplies & Equipment Office Equipment Repairs	100			100	100		0	0
6110.290	Supplies & Equipment Other Office Equipment	0			0	0		299	0
6110.295	Supplies & Equipment Program Supplies and Equipment	2,000			2,000	2,000		854	2,037
6110.340	Supplies & Equipment Safety Program Equipment	150			150	150		0	129
6110.390	Supplies & Equipment Small Equipment	652			652	652		546	300
6130.010	Equipment Maintenance Copier Lease	2,100	(300)		2,100	2,400		1,343	1,852
6130.020	Equipment Maintenance Annual Maint Contr.	0			0	0		0	0
6150.050	Uniforms & personal Equip - Uniforms	0			0	0		0	110
6160.011	Grant Program DNR Coastal Projects	0			0	0		14,141	10,802
6160.140	Grant Programs Septic Upgrade Grant	240,000			240,000	240,000		299,199	264,627
6160.260	Grant Programs MD Coastal Bays Grant	0			0	0		0	20,000
6510.020	Legal Services County Attorney Exps	0			0	0		0	1,821
6530.040	Consulting Services Consulting Services	0			0	0		0	33,811
6530.140	Consulting Services Stormwater Management Review	74,100			74,100	74,100		58,619	114,019
6540.020	Vehicle Operating Exps Fuel - WC Fleet	14,000			14,000	14,000		8,654	11,132
6540.030	Vehicle Operating Exps Vehicle Maintenance	5,400			5,400	5,400		3,759	3,090
6540.040	Vehicle Operating Vehicle Registration	300	300	(100)	400	0		0	0
6550.081	Building Site Expense Fire Extinguishers	0			0	0		30	73
6550.270	Building Site Exps Telephone	1,045			1,045	1,045		339	537
6900.025	Advertising Legal Advertisements	1,200			1,200	1,200		1,443	3,334
6900.060	Advertising Water & Sewer Plan Amendments	2,000			2,000	2,000		120	0

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7000.020	Travel, Training & Exp Board Member Allowance	0			0	0		0	200
7000.040	Travel, Training & Exp Continuing Education/Certificati	900	(550)		900	1,450		550	665
7000.060	Travel, Training & Exp Educational Training	1,365	210		1,365	1,155		220	149
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	608	(2,196)		608	2,804		544	76
7000.115	Travel, Training & Exp Mileage	0	(247)		0	247		0	0
8010.110	Interfund Water & Wastewater Enterprise Ch	(27,777)			(27,777)	(27,777)		(27,777)	(26,568)
9010.010	Capital Equipment New Vehicles	74,000	74,000	(27,000)	101,000	0	3 vehicles, 1 purchased FY21	0	0
Department Total: 1010 - Environmental Programs		1,514,758	82,135	(30,048)	1,544,806	1,432,623	82,135	1,264,840	1,525,986
							Variance: FY22 / FY21 Bgt		

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Department: 1011 - Information Technology										
6000.100	Personnel Services Salaries	561,668	4,723		561,668	556,945		442,842	517,855	
6100.010	Administrative Exp Administrative Exps	370	70		370	300		531	614	
6100.190	Administrative Exp Office Supplies	500			500	500		151	504	
6100.210	Administrative Exp Paper	200			200	200		0	100	
6110.090	Supplies & Equipment Computers & Printers	2,657	2,657		2,657	0		0	1,674	
6110.245	Supplies & Equipment Mobile Phones	13,200	5,200		13,200	8,000	MAAS360 -County phones	5,026	5,576	
6110.280	Supplies & Equipment Office Furniture	200	200		200	0		220	485	
6150.050	Uniforms & Personal Equipment Uniforms	450			450	450		414	413	
6510.020	Legal Services County Attorney Expenses	0		(100)	100	0		0	45	
6540.020	Vehicle Operating Expenses Fuel- WC Fleet	900			900	900		816	575	
6540.030	Vehicle Operating Expenses Vehicle Maintenance	1,000			1,000	1,000		58	736	
6540.040	Vehicle Operating Expenses Vehicle Registration	0			0	0		0	100	
6550.081	Building Site Expenses Fire Extinguishers	20			20	20		0	0	
6550.270	Building Site Expenses Telephone	0	(360)	(360)	360	360		0	0	
7000.040	Travel Training & Exp Continuing Education	5,000			5,000	5,000		5,286	4,782	
7000.100	Travel Training & Exp Meetings/Conferences	1,250			1,250	1,250		395	1,260	
7000.115	Travel, Training & Exp Mileage	200	(2)		200	202		0	150	
8010.110	Interfund Water & Wastewater Enterprise Charge	(21,060)	(630)		(21,060)	(20,430)		(20,431)	(19,541)	
8010.120	Interfund Landfill Enterprise Charges	(9,168)	(232)		(9,168)	(8,936)		(8,936)	(8,548)	
9010.010	Capital Equipment New Vehicles	0			0	0		0	22,861	
Department Total: 1011 - Information Technology		557,387	11,626	(460)	557,847	545,761	11,626	426,371	529,642	
							Variance: FY22 / FY21 Bgt			

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Department: 1090 - Other General Government									
6100.100	Administrative Exp Dues, License & Subscriptions	20,161	731		20,161	19,430		22,521	17,211
6100.165	Administrative Exp Meeting Exp	1,300			1,300	1,300		881	(19)
6100.190	Administrative Exp Office Supplies	5,000			5,000	5,000		714	515
6100.230	Administrative Exp Postage & Freight	137,000			137,000	137,000		92,137	128,067
6110.080	Supplies & Equipment Computer Repairs & Supplies	10,000			10,000	10,000		9,913	7,808
6110.090	Supplies & Equipment Computers & Printers	20,000			20,000	20,000		6,705	16,439
6110.110	Supplies & Equipment Disaster Preparedness Materials	3,000			3,000	3,000		0	0
6110.165	Supplies & Equipment IT	4,000			4,000	4,000		1,428	675
6110.270	Supplies & Equipment Office Equip Repairs	1,500			1,500	1,500		231	0
6110.350	Supplies & Equipment Scanners	22,000	6,000		22,000	16,000		0	2,859
6130.020	Equipment Maint Equip. Annual Maint Contract	243,000	70,000		243,000	173,000		85,531	149,697
6130.042	Equipment Maintenance Network	230,000	55,000		230,000	175,000		46,244	147,640
6130.060	Equipment Maintenance Software Licensing	53,000	18,000		53,000	35,000		14,300	14,839
6130.070	Equipment Maint Software Maint Agreements	303,605	(31,570)		303,605	335,175		238,607	290,088
6130.075	Equipment Maintenance Software Upgrades	19,875	6,625		19,875	13,250		0	13,065
6130.100	Equipment Maintenance Other Equipment Lease	9,332			9,332	9,332		6,996	7,434
6160.043	Grant Programs - Other Grants	0			0	0	Broadband Grant FY20	0	60,000
6160.082	Grant Programs Disaster Event Materials & Supplies	0			0	0	Covid expenses	2,391,689	305,305
6500.090	Systems Maintenance Wireless Network Upgrades	500			500	500		0	0
6530.010	Consulting Services Annual Audit Fees	47,000	2,000		47,000	45,000		37,500	46,500
6530.040	Consulting Services Consulting Services	67,000			67,000	67,000	Retention & Legal Services	9,841	59,584
6530.100	Consulting Services Professional Fees	0			0	0		720	240
6530.110	Consulting Services Programming	17,000	400		17,000	16,600		19,736	15,535
6545	Energy	15,000			15,000	15,000		0	0
6550.020	Building Site Exps Buildings & Grounds Maintenance	0			0	0		0	4,580
6550.030	Building Site Exps Carpet/VCT Cleaning	11,950			11,950	11,950		3,780	1,979
6550.040	Building Site Exps Cleaning Contract	99,030			99,030	99,030		70,086	93,983
6550.050	Building Site Exps Custodial Supplies	19,850			19,850	19,850		14,730	19,565
6550.060	Building Site Exps Electricity	284,780			284,780	284,780		159,689	182,710
6550.070	Building Site Exps Elevator Testing	16,430	132		16,430	16,298		13,478	14,378
6550.080	Building Site Exps Fire Alarm Testing	6,315			6,315	6,315		3,998	3,998
6550.081	Building Site Exps Fire Extinguishers	705			705	705		1,058	2,768
6550.085	Building Site Exps Generator Fuel Oil	800			800	800		208	0
6550.090	Building Site Exps General Maintenance Repairs	142,100			142,100	142,100		90,619	139,611
6550.100	Building Site Exps Generator Services & Repairs	9,000			9,000	9,000		8,955	66,595
6550.110	Building Site Exps Heating Fuel Oil	32,000			32,000	32,000		19,437	18,756
6550.120	Building Site Exps Heating Propane	21,100			21,100	21,100		16,790	9,732

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6550.124	Building Site Exps HVAC Loop Water Treatment	4,708			4,708	4,708		2,567	3,814
6550.135	Building Site Exps Insurance Claim Exps	0			0	0		17,624	35,000
6550.140	Building Site Exps Internet Access	3,552			3,552	3,552		2,595	1,603
6550.170	Building Site Exps Office Rent/Lease	4,560			4,560	4,560		4,096	2,760
6550.180	Building Site Exps Pest Control/Termite Insp	1,765			1,765	1,765		864	1,478
6550.220	Building Site Exps Security Alarm Monitoring	2,968			2,968	2,968		3,467	3,755
6550.230	Building Site Exps Security System Exps	5,500			5,500	5,500		9,266	10,643
6550.240	Building Site Exps Septic Tank Cleaning	450			450	450		0	0
6550.250	Building Site Exps Sprinkler Testing	2,520			2,520	2,520		2,130	2,730
6550.260	Building Site Exps Taxes	650			650	650		368	368
6550.270	Building Site Exps Telephone	66,892	3,240		66,892	63,652	add States Attorney building	51,680	55,198
6550.280	Building Site Exps Tipping Fees	1,420			1,420	1,420		1,108	2,249
6550.300	Building Site Exps Trash Removal	6,540			6,540	6,540		4,372	6,163
6550.305	Building Site Exps Utility Locator	500			500	500		291	563
6550.310	Building Site Exps Water & Sewer	15,125			15,125	15,125		7,825	11,194
6550.320	Building Site Exps Water Treatment	3,000			3,000	3,000		657	653
6700.250	Other Maint & Svcs Internet Service	4,800			4,800	4,800		2,781	3,464
6900.013	Advertising Clean Campaign	0			0	0		11,334	10,881
7000.020	Travel, Training & Exp Board Member Allowance	350			350	350	Ethics Board	300	250
7000.050	Travel, Training & Exp Courier Service	2,800			2,800	2,800		633	706
7000.060	Travel, Training & Exp Educational Training	11,200	3,266		11,200	7,934		3,786	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	25,630	3,979		25,630	21,651		7,351	4,174
7040.010	Tri-County Council Shore Transit MTA Local Match	327,858	43,858		327,858	284,000	Shore Transit - 25% match excluding SSTAP	284,000	284,000
7040.020	Tri-County Council Shore Transit Capital Match	79,313	(22,025)		79,313	101,338	FY22 Capital Grant 25% match	101,338	101,338
7040.030	Tri-County Council Tri-County Council	10,000	(5,000)		10,000	15,000		15,000	15,000
7120.110	Other Non-Matching - Bridgetown Service Area Appro.	30,000			30,000	30,000		30,000	28,000
7120.130	Other Non-Matching Exps SDAT Exp	555,440	(34,347)	(107,088)	662,528	589,787	SDAT State Reimb. remain 50%	505,914	609,350
7170.100	Property & Liability Insurance	0			0	0		0	0
7200.010	Bond & Interest Expense	32,838			32,838	32,838	Snow Hill Warehouse	27,365	32,837
7500	Other Expenses	63,797			63,797	63,797		29,632	61,153

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FY2022 Budget Work Session 5/11/21

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
9010.040	Capital Equipment IT Equipment	175,000	175,000		175,000	0	Main Server replacement	0	0
9010.060	Capital Equipment Other	0	(314,426)		0	314,426	FY2021 Capital Contingency reduced by 6/2/20	0	0
9010.220	Capital Equipment Phone Systems	0	(15,972)		0	15,972	VOIP FY21	20,820	0
Department Total: 1090 - Other General Government		3,312,509	(35,109)	(107,088)	3,419,597	3,347,618	(35,109)	4,537,688	3,131,463
							Variance: FY22 / FY21 Bgt		

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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1101 - Sheriff's Office									
6000.100	Personnel Services Salaries	6,083,940	368,328	(12,193)	6,096,133	5,715,612		4,203,660	5,152,316
6000.400	Personnel Services Overtime Pay	389,498	26,681		389,498	362,817		287,099	339,521
6000.401	Personnel Overtime Pay Grants/Reimbursements	112,178	2,280		112,178	109,898		67,408	75,336
6000.450	Personnel Services Overtime Pay- Kennel Pay	80,288			80,288	80,288		53,992	64,112
6100.010	Administrative Exp Administrative Exps	200			200	200		0	0
6100.030	Administrative Exp Alcohol and Drug Testing	600			600	600		135	279
6100.050	Administrative Exp Background Checks	1,600			1,600	1,600		1,089	1,240
6100.055	Administrative Exp Bond	750			750	750		0	0
6100.060	Administrative Exp Books and Publications	5,565			5,565	5,565		14,456	7,026
6100.080	Administrative Exp Copier Supplies	240			240	240		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	5,795			5,795	5,795		4,460	3,164
6100.110	Administrative Exp Envelopes	1,000			1,000	1,000		0	24
6100.190	Administrative Exp Office Supplies	29,080			29,080	29,080		22,540	28,248
6100.210	Administrative Exp Paper	5,056			5,056	5,056		1,039	1,207
6100.230	Administrative Exp Postage & Freight	66	66		66	0		33	44
6100.240	Administrative Exp Printing Exp	4,000	400		4,000	3,600		2,072	1,979
6110.020	Supplies & Equipment Animal Food	1,500			1,500	1,500		0	0
6110.025	Supplies & Equipment Animal Transport Containers	600			600	600		0	115
6110.030	Supplies & Equipment Bike Patrol Equipment	2,800			2,800	2,800		0	217
6110.035	Supplies & Equipment STAR Team Supplies & Equip	22,131	22,131		22,131			0	0
6110.050	Supplies & Equipment Camera Equipment	500			500	500		0	0
6110.070	Supplies & Equipment CO2 for Chambers	9,000	4,000		9,000	5,000		6,988	10,279
6110.080	Supplies & Equipment Computer Repairs & Supplies	3,000			3,000	3,000		0	3,554
6110.090	Supplies & Equipment Computers & Printers	102,450	73,790		102,450	28,660		32,611	41,942
6110.125	Supplies & Equipment Equipment Maintenance & Repair	4,500			4,500	4,500		189	2,569
6110.135	Supplies & Equipment Fuel for Incinerator	6,000			6,000	6,000		1,518	2,044
6110.160	Supplies & Equipment Investigation Supplies	5,000			5,000	5,000		6,285	2,651
6110.180	Supplies & Equipment K9 Exp	52,000	24,000		52,000	28,000		23,075	27,070
6110.190	Supplies & Equipment Law Enforcement Equipment	153,010	24,426		153,010	128,584		92,295	44,974
6110.245	Supplies & Equipment Mobile Phones	40,920	4,800		40,920	36,120		29,265	33,133
6110.270	Supplies & Equipment Office Equipment Repairs	600			600	600		0	202
6110.280	Supplies & Equipment Office Furniture	7,500			7,500	7,500		2,143	3,041
6110.290	Supplies & Equipment Other Office Equipment	4,149			4,149	4,149		0	0
6110.295	Supplies & Equipment Program Supplies and Equipment	500			500	500		0	0
6110.297	Supplies & Equipment Community Policing Supplies	5,000			5,000	5,000	State Mandated, pamphlets/handouts	744	1,181
6110.315	Supplies & Equipment Rabies Clinic Supplies	2,000			2,000	2,000		1,198	766
6110.320	Supplies & Equipment Radio Supplies	2,000			2,000	2,000		1,577	957

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6110.395	Supplies & Equipment Spay and Neuter Supplies	11,000			11,000	11,000		941	1,248
6110.430	Supplies & Equipment Traps	2,953			2,953	2,953		0	1,826
6130.010	Equipment Maintenance Copier Lease	5,900	400		5,900	5,500		2,451	3,932
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	6,000			6,000	6,000		0	0
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	40,416	4,800		40,416	35,616		26,322	35,742
6130.060	Equipment Maintenance Software Licensing	13,500			13,500	13,500		2,030	3,300
6130.070	Equipment Maint Software Maintenance Agreements	90,531			90,531	90,531		71,190	74,929
6150.010	Uniforms & Personal Equipment Bullet Proof Vests	45,800	6,000		45,800	39,800		47,292	21,421
6150.040	Uniforms & Personal Equipment Uniform Allowance	69,750	1,800		69,750	67,950		59,600	61,350
6150.050	Uniforms & Personal Equipment Uniforms	66,234	400		66,234	65,834		34,521	105,795
6150.060	Uniforms & Personal Equipment Ammunition	75,585	14,989		75,585	60,596		28,189	48,955
6160.063	Grant Programs Heroin Grant	0			0	0		0	0
6160.850	Grant Program Highway Safety Grant Travel	0			0	0		0	0
6510.020	Legal Services County Attorney Exps	0		(800)	800	0		0	791
6510.085	Legal Services Other Legal Exps	6,500			6,500	6,500	LEOBR retainer + legal fees	5,000	20,278
6530.050	Consulting Services Crisis/Fitness for Duty	6,500	900		6,500	5,600		0	3,282
6530.080	Consulting Svcs Physicals, Shots & Drug Testing	600			600	600		0	0
6530.090	Consulting Services Pre-Employment Physicals	7,000	3,000		7,000	4,000		5,925	2,882
6530.100	Consulting Services Professional Fees	4,500			4,500	4,500		0	4,000
6530.115	Consulting Services Psychological Services	3,000			3,000	3,000		2,700	3,085
6530.120	Consulting Services Rabies Clinic	1,000			1,000	1,000		540	400
6530.160	Consulting Services Veterinary Services	500			500	500		0	297
6530.165	Consulting Services Vet Services - Spay & Neuter	6,000	(6,000)		6,000	12,000		0	2,500
6540.020	Vehicle Operating Exps Fuel - WC Fleet	222,220	20,000		222,220	202,220		142,520	188,202
6540.030	Vehicle Operating Exps Vehicle Maintenance	120,000	6,000		120,000	114,000		115,579	117,412
6540.040	Vehicle Operating Exps Vehicle Registration	1,900	1,900	(300)	2,200	0		143	700
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	25,000	5,000		25,000	20,000		22,321	23,522
6540.050	Vehicle Operating Exps Vehicle Use/Other Areas	63,000	62,000	62,000	1,000	1,000	labor for vehicles	194	0
6540.060	Vehicle Operating Exps Vehicle Equipment	0	(20,000)	(477,000)	477,000	20,000	new vehicle equipment to capital account 9010.020 and labor to 6450.050	21,337	68,724
6550.020	Building Site Exps Buildings & Grounds Maintenance	5,017	3,000		5,017	2,017		558	2,060
6550.028	Building Site Exp Cable	900	300		900	600		562	536
6550.030	Building Site Exps Carpet/VCT Cleaning	1,200			1,200	1,200		0	0
6550.040	Building Site Exps Cleaning Contract	0			0	0		0	0
6550.050	Building Site Exps Custodial Supplies	577			577	577		189	312
6550.060	Building Site Exps Electricity	16,800			16,800	16,800		7,934	10,279
6550.080	Building Site Exps Fire Alarm Testing	360	100		360	260		310	310
6550.081	Building Site Exps Fire Extinguishers	1,982	1,307		1,982	675		1,475	1,880
6550.090	Building Site Exps General Maintenance Repairs	16,055	7,000		16,055	9,055		9,439	5,336

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6550.120	Building Site Exps Heating Propane	5,000			5,000	5,000		2,442	1,969
6550.130	Building Site Exps Incinerator Exp	1,200			1,200	1,200		543	500
6550.170	Building Site Exps Office Rent/Lease	1,110			1,110	1,110	leased space	1,110	1,110
6550.180	Building Site Exps Pest Control/Termite Insp	300			300	300		144	216
6550.200	Building Site Exps Portalets	660			660	660		430	586
6550.220	Building Site Exps Security Alarm Monitoring	180			180	180		153	204
6550.230	Building Site Exps Security System Exps	0			0	0		0	326
6550.240	Building Site Exps Septic Tank Cleaning	850			850	850		0	488
6550.242	Building Site Exps Sewage Pump Monitoring	200			200	200		135	180
6550.270	Building Site Exps Telephone	10,700			10,700	10,700		4,218	5,509
6550.280	Building Site Expense Tipping Fees	0			0	0		10	30
6550.300	Building Site Exps Trash Removal	2,200	150		2,200	2,050		1,297	1,730
6900.040	Advertising Personnel Advertisements	3,000			3,000	3,000	law enforcement community advertising	1,100	1,035
7000.030	Travel, Training & Exp Canine Training	3,125			3,125	3,125		6,415	1,320
7000.040	Travel, Training & Exp Continuing Education/Certificati	15,734			15,734	15,734		7,755	28,730
7000.060	Travel, Training & Exp Educational Training	28,250	6,000		28,250	22,250		30,220	15,063
7000.090	Travel, Training & Exp Firearms Training	4,000			4,000	4,000		3,798	1,403
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,000			2,000	2,000		821	4,106
7000.125	Travel, Training & Exp Transport Exps	6,000			6,000	6,000		3,376	2,178
9010.010	Capital Equipment New Vehicles	741,000	741,000	(78,000)	819,000	0	19 vehicles, 2 purchase FY21	0	205,874
9010.020	Capital Equipment Public Safety Equipment	374,566	374,566	374,566	0	0	19 new vehicle equipment @ \$19,714 each	0	0
9010.070	Capital Equipment Heavy Equipment	0		(326,000)	326,000	0	grant funds not available	0	0
Department Total: 1101 - Sheriff's Office		9,283,371	1,785,514	(457,727)	9,741,098	7,497,857	1,785,514	5,529,101	6,937,037
							Variance: FY22 / FY21 Bgt		

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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1102 - Emergency Services									
6000.100	Personnel Services Salaries	1,697,409	271,379	6,144	1,691,265	1,426,030		1,051,449	1,264,120
6000.400	Personnel Services Overtime Pay	133,891	11,918		133,891	121,973		87,707	126,443
6100.010	Administrative Exp Administrative Exps	2,000	1,000		2,000	1,000		2,460	1,087
6100.060	Administrative Exp Books and Publications	0			0	0		0	63
6100.100	Administrative Exp Dues, License & Subscriptions	4,225	235		4,225	3,990		3,192	3,163
6100.125	Administrative Expense Fingerprinting	325	(175)		325	500		0	0
6100.190	Administrative Exp Office Supplies	2,500			2,500	2,500		1,518	1,786
6100.210	Administrative Exp Paper	1,000			1,000	1,000		38	1,280
6110.017	Supplies & Equipment AED Units	39,500	(32,000)		39,500	71,500		70,060	7,481
6110.090	Supplies & Equipment Computers & Printers	6,291	1,266		6,291	5,025		2,458	4,001
6110.120	Supplies & Equipment Equipment Rental	10,000	2,500		10,000	7,500		62	461
6110.125	Supplies & Equipment Equip Maint & Repair	10,000			10,000	10,000		1,767	830
6110.140	Supplies & Equipment GIS Mapping Supplies	1,000			1,000	1,000		0	395
6110.245	Supplies & Equipment Mobile Phones	13,800	3,900		13,800	9,900		8,153	4,290
6110.320	Supplies & Equipment Radio Supplies	33,500	(2,100)		33,500	35,600		50,601	65,898
6110.325	Supplies & Equipment Radio Equipment	176,500	46,500		176,500	130,000		28,957	325,359
6110.340	Supplies & Equipment Safety Program Equipment	1,500			1,500	1,500		1,251	0
6130.010	Equipment Maintenance Copier Lease	1,800	(300)		1,800	2,100		1,164	1,779
6130.020	Equipment Maint. Equipment Maint Annual Contract	38,110			38,110	38,110		1,600	1,800
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	2,401	(2,999)		2,401	5,400		1,470	4,531
6130.050	Equipment Maintenance Radio Maintenance Contract	396,725	190,523		396,725	206,202		194,448	192,352
6130.060	Equipment Maintenance Software Licensing	19,000			19,000	19,000		16,720	243
6130.070	Equipment Maint Software Maintenance Agreements	139,535	(79,728)		139,535	219,263		209,176	256,673
6130.090	Equipment Maintenance Weather Service Subscription	2,250			2,250	2,250		2,220	2,148
6150.050	Uniforms & Personal Equipment Uniforms	6,250	(1,700)		6,250	7,950		4,099	4,244
6160.080	Grant Programs Homeland Security Grant	104,000	6,691		104,000	97,309		127,130	39,306
6160.082	Grant Programs Disaster Event Materials & Suppl	0			0	0	Covid expenses	0	0
6160.083	Grant Programs 911 Board Grant	136,700	71,308		136,700	65,392	increased ENSB - State Law	331,024	65,716
6160.086	Grant Programs 911 Educational Materials	2,500			2,500	2,500		0	950
6160.601	Grant Programs MIEMSS	0			0	0		804	0
6510.020	Legal Services County Attorney Exps	0			0	0		0	1,567
6530.040	Consulting Services Consulting Services	0			0	0		4,988	20,101
6530.095	Consulting Services Pre-Employment Testing	0			0	0		0	1,533
6540.020	Vehicle Operating Exps Fuel - WC Fleet	9,000	2,500		9,000	6,500		4,819	4,977
6540.030	Vehicle Operating Exps Vehicle Maintenance	4,500	1,000		4,500	3,500		4,723	1,679
6540.040	Vehicle Operating Exps Vehicle Registration	0			0	0		100	0
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	3,750	1,750		3,750	2,000		787	1,082

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6540.060	Vehicle Operating Exp Vehicle Equipment	0			0	0		0	882
6550.028	Building Site Expense Cable	400			400	400		692	210
6550.060	Building Site Exps Electricity	66,600			66,600	66,600		44,670	56,072
6550.080	Building Site Exps Fire Alarm Testing	1,400			1,400	1,400		1,260	1,260
6550.081	Building Site Exps Fire Extinguishers	200			200	200		176	370
6550.086	Building Site Exps Generator Fuel Propane	1,500	(1,000)		1,500	2,500		459	1,016
6550.090	Building Site Exps General Maintenance Repairs	0			0	0		1,296	3,241
6550.100	Building Site Exps Generator Services & Repairs	10,000	(3,000)		10,000	13,000		9,481	21,304
6550.120	Building Site Exps Heating Propane	0			0	0		0	86
6550.180	Building Site Exps Pest Control/Termite Insp	500	(500)		500	1,000		0	0
6550.270	Building Site Exps Telephone	110,000			110,000	110,000		6,924	43,338
6550.290	Building Site Exps Transmitter Site Exps	5,000			5,000	5,000		2,947	4,335
6900.025	Advertising Legal Advertisements	0			0	0		108	0
7000.035	Travel, Training & Exp Citizen Core Emergency	6,000			6,000	6,000		0	5,175
7000.040	Travel, Training & Exp Continuing Education/Certificati	12,000			12,000	12,000		930	2,231
7000.060	Travel, Training & Exp Educational Training	6,000			6,000	6,000		2,190	22
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	16,143			16,143	16,143		2,560	14,119
9010.020	Capital Equipment Public Safety Equipment	580,000	580,000		580,000	0	P25 Radio Interference Project, Casino/VLT revenue	0	103,598
Department Total: 1102 - Emergency Services		3,815,705	1,068,968	6,144	3,809,561	2,746,737	1,068,968	2,288,635	2,664,599
							Variance: FY22 / FY21 Bgt		

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Department: 1103 - Jail									
6000.100	Personnel Services Salaries	6,262,272	(48,671)		6,262,272	6,310,943		4,942,610	6,081,068
6000.400	Personnel Services Overtime Pay	55,000	25,000		55,000	30,000		148,926	32,637
6100.050	Administrative Exp Background Checks	0			0	0		648	684
6100.100	Administrative Exp Dues, License & Subscriptions	125			125	125		411	125
6100.190	Administrative Exp Office Supplies	6,750			6,750	6,750		4,028	6,394
6110.080	Supplies & Equip Computer Repairs & Supplies	0			0	0		7,916	0
6110.090	Supplies & Equipment Computers & Printers	1,700	(4,575)		1,700	6,275		0	2,878
6110.190	Supplies & Equipment Law Enforcement Equipment	1,500			1,500	1,500		1,118	856
6110.245	Supplies & Equipment Mobile Phones	1,000	1,000	500	500	0		283	0
6110.280	Supplies & Equipment Office Furniture	0			0	0		0	4,914
6110.320	Supplies & Equipment Radio Supplies	5,000			5,000	5,000		541	6,044
6130.010	Equipment Maintenance Copier Lease	6,510			6,510	6,510		4,457	6,686
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	400			400	400		441	588
6130.070	Equipment Maint Software Maintenance Agreements	22,525			22,525	22,525		20,791	20,865
6150.040	Uniforms & Personal Equipment Uniform Allowance	42,300			42,300	42,300		40,350	42,000
6150.050	Uniforms & Personal Equipment Uniforms	12,250			12,250	12,250		3,153	14,493
6190.010	Inmate Exps Food Services	650,000			650,000	650,000		391,808	596,373
6190.020	Inmate Exps Hospital & Physicians Charges	65,000			65,000	65,000		128,953	84,695
6190.030	Inmate Exps Inmate Supplies & Services	15,000			15,000	15,000		82	15,411
6190.040	Inmate Exps Jail Dentist	12,000			12,000	12,000		1,356	8,615
6190.070	Inmate Exps Kitchen Supplies	6,000			6,000	6,000		1,468	5,519
6190.075	Inmate Exps Medical Contract	1,426,233	40,196		1,426,233	1,386,037	contract	1,268,924	1,326,547
6190.080	Inmate Exps Medical Supplies	25,000			25,000	25,000		13,252	23,037
6190.090	Inmate Exps Pharmaceutical	80,000			80,000	80,000		47,507	51,264
6190.100	Inmate Exps Processing Supplies	12,000			12,000	12,000		5,331	5,870
6510.020	Legal Services County Attorney Exps	0			0	0		0	358
6530.050	Consulting Services Crisis/Fitness for Duty	1,000			1,000	1,000		0	498
6530.080	Consulting Services Physicals, Shots & Drug Testing	500			500	500		0	0
6530.115	Consulting Services Psychological Services	2,500			2,500	2,500		4,897	3,856
6540.020	Vehicle Operating Exps Fuel - WC Fleet	9,500	(500)	(500)	10,000	10,000		2,534	3,802
6540.030	Vehicle Operating Exps Vehicle Maintenance	2,500			2,500	2,500		318	1,072
6540.040	Vehicle Operating Exp Vehicle Registration	100	100		100	0		0	100
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	300			300	300		238	0
6550.020	Building Site Exps Buildings & Grounds Maintenance	0			0	0		0	21,150
6550.050	Building Site Exps Custodial Supplies	65,325			65,325	65,325		47,212	61,807
6550.060	Building Site Exps Electricity	200,000			200,000	200,000		159,762	194,088
6550.080	Building Site Exps Fire Alarm Testing	5,000			5,000	5,000		6,634	780

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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
6550.081	Building Site Exps Fire Extinguishers	1,550			1,550	1,550		2,690	578
6550.090	Building Site Exps General Maintenance Repairs	75,000			75,000	75,000		38,485	53,021
6550.100	Building Site Exps Generator Services & Repairs	5,000			5,000	5,000		5,467	2,853
6550.110	Building Site Exps Heating Fuel Oil	200,000			200,000	200,000		116,406	130,126
6550.125	Building Site Exps HVAC Repairs/Replacement	10,000			10,000	10,000		19,227	32,348
6550.180	Building Site Exps Pest Control/Termite Insp	500			500	500		0	144
6550.240	Building Site Exp Sewer Pump/Septic Tank Maint	10,000			10,000	10,000		9,607	8,569
6550.250	Building Site Exps Sprinkler Testing	1,700			1,700	1,700		1,215	1,650
6550.270	Building Site Exps Telephone	10,000			10,000	10,000		10,652	18,463
6550.280	Building Site Exps Tipping Fees	0			0	0		14	162
6550.300	Building Site Exps Trash Removal	4,600			4,600	4,600		4,479	4,578
6550.310	Building Site Exps Water & Sewer	200,000			200,000	200,000		85,338	150,299
6700.050	Other Maint. & Svcs Phone Service	650			650	650		0	0
6700.700	Other Maint. & Svcs Prison Labor	12,000			12,000	12,000		5,939	10,651
7000.060	Travel, Training & Exp Educational Training	10,000			10,000	10,000		6,928	8,880
7000.090	Travel, Training & Exp Firearms Training	3,850			3,850	3,850		141	289
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,206			2,206	2,206		0	0
9010.010	Capital Equipment New Vehicles	25,725	25,725		25,725	0	1 Vehicle, Casino/WLT	0	25,923
9010.100	Capital Equipment Furniture & Fixtures	0			0	0		0	24,924
9010.050	Capital Equipment Building Improvements	0			0	0		0	10,093
9010.220	Capital Equipment Phone Systems	0	(18,302)		0	18,302	VOIP phone FY21	18,675	0
Department Total: 1103 - Jail		9,568,071	19,973		9,568,071	9,548,098	19,973	7,581,211	9,108,622
							Variance: FY22 / FY21 Bgt		

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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1104 - Fire Marshal									
6000.100	Personnel Services Salaries	426,544	1,896		426,544	424,648		340,124	402,175
6000.400	Personnel Services Overtime Pay	20,000			20,000	20,000		16,346	21,060
6100.010	Administrative Exp Administrative Exps	0			0	0		379	353
6100.060	Administrative Exp Books and Publications	350			350	350		38	0
6100.100	Administrative Exp Dues, License & Subscriptions	4,750	400		4,750	4,350		4,521	2,525
6100.110	Administrative Exp Envelopes	200			200	200		0	0
6100.190	Administrative Exp Office Supplies	250			250	250		370	657
6100.210	Administrative Exp Paper	200			200	200		0	0
6100.240	Administrative Exp Printing Exp	425			425	425		0	0
6110.050	Supplies & Equipment Camera Equipment	375	(325)		375	700		0	698
6110.090	Supplies & Equipment Computers & Printers	0	(2,190)		0	2,190		4,089	540
6110.130	Supplies & Equipment Fire Investigation Equipment	1,600			1,600	1,600		1,833	0
6110.150	Supplies & Equipment Hazmat Supplies & Equipment	14,036	(4,899)		14,036	18,935		15,221	6,911
6110.160	Supplies & Equipment Investigation Supplies	1,600			1,600	1,600		2,494	3,728
6110.190	Supplies & Equipment Law Enforcement Equipment	400			400	400		0	0
6110.245	Supplies & Equipment Mobile Phones	3,075			3,075	3,075		1,730	2,954
6110.320	Supplies & Equipment Radio Supplies	500			500	500		0	0
6110.340	Supplies & Equipment Safety Program Equipment	0	(1,600)		0	1,600		113	0
6110.450	Supplies & Equipment Fire Prevention	900	(600)		900	1,500		302	837
6130.010	Equipment Maintenance Copier Lease	1,305	(295)		1,305	1,600		869	1,304
6130.025	Equipment Maintenance Equipment Upgrades & Replacement	0			0	0		0	720
6130.040	Equipment Maint MILES Computer Chg/MDT User Fees	2,400			2,400	2,400		1,619	2,707
6130.050	Equipment Maint Radio Maintenance Contract	0	(500)		0	500		0	0
6130.070	Equipment Maint Software Maintenance Agreements	1,850	230		1,850	1,620		900	900
6150.020	Uniforms & Personal Equipment Fire Investigator Gear	1,875	150		1,875	1,725		530	657
6150.040	Uniforms & Personal Equipment Uniform Allowance	3,000			3,000	3,000		3,000	2,500
6150.050	Uniforms & Personal Equipment Uniforms	1,000			1,000	1,000		0	60
6510.020	Legal Services County Attorney Exps	0			0	0		0	15
6540.020	Vehicle Operating Exps Fuel - WC Fleet	13,000			13,000	13,000		13,522	14,245
6540.030	Vehicle Operating Exps Vehicle Maintenance	6,000	2,000		6,000	4,000		16,734	5,915
6540.040	Vehicle Operating Exp Vehicle Registration	100	100		100	0		0	100
6550.270	Building Site Exps Telephone	360			360	360		236	369

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7000.010	Travel, Training & Exp Bio-Terrorism/Hazmat Team Trng	15,000			15,000	15,000		21	2,438
7000.040	Travel, Training & Exp Continuing Education/Certificati	1,400	(1,500)		1,400	2,900		932	341
7000.060	Travel, Training & Exp Educational Training	1,725	(690)		1,725	2,415		443	1,219
7000.090	Travel, Training & Exp Firearms Training	1,250			1,250	1,250		548	530
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,885	(235)		2,885	3,120		(142)	0
9010.010	Capital Equipment New Vehicle	47,500	47,500		47,500	0	1 Vehicle + equipment, Casino/VLT funds	0	46,931
Department Total: 1104 - Fire Marshal		575,855	39,442		575,855	536,413	39,442	426,774	523,389
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Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020	
Department: 1105 - Volunteer Fire Departments										
6110.150	Supplies & Equipment Hazmat Supplies & Equipment	0	(1,800)		0	1,800		1,058	12,569	
6110.155	Supplies & Equip Fire Safety House Supply & Equip	0			0	0		0	3,763	
6550.010	Building Site Exp Building/Prop Improvement	500	(300)		500	800	thermal imaging camera	0	8,256	
6550.020	Building Site Exp Buildings & Grounds Maint.	0			0	0		0	0	
6550.030	Building Site Exps Carpet/VCT Cleaning	500			500	500		0	789	
6550.040	Building Site Exps Cleaning Contract	2,200			2,200	2,200		1,947	2,725	
6550.050	Building Site Exps Custodial Supplies	150			150	150		103	173	
6550.060	Building Site Exps Electricity	7,000			7,000	7,000		4,569	6,736	
6550.080	Building Site Exps Fire Alarm Testing	472			472	472		481	526	
6550.081	Building Site Exps Fire Extinguishers	150			150	150		444	238	
6550.085	Building Site Exps Generator Fuel Oil	300			300	300		0	0	
6550.090	Building Site Exps General Maintenance Repairs	3,000			3,000	3,000		986	6,507	
6550.100	Building Site Exp Generator Services & Repairs	900			900	900		225	2,578	
6550.120	Building Site Exps Heating Propane	2,000			2,000	2,000		1,019	339	
6550.180	Building Site Exps Pest Control/Termite Insp	216			216	216		144	198	
6550.220	Building Site Exps Security Alarm Monitoring	408			408	408		306	408	
6550.240	Building Site Exps Septic Tank Cleaning	300			300	300		225	0	
6550.270	Building Site Exps Telephone	180			180	180		324	568	
6550.280	Building Site Exps Tippping Fees	10			10	10		0	10	
6550.300	Building Site Exps Trash Removal	768			768	768		576	768	
6550.320	Building Site Exps Water Treatment	50			50	50		13	0	
7000.125	Travel, Training & Expense Transport Expenses	3,000			3,000	3,000	WTHS Transportation	0	812	
7080.010	Fire & Ambulance County Grant to Fire Companies	2,520,000			2,520,000	2,520,000	Funding @ \$250K + \$20,000	2,520,000	2,520,000	
7080.020	Fire & Ambulance County Grant to Ambulance Cos.	5,116,773	104,800	28,000	5,088,773	5,011,973	Add FT Girdletree	5,011,973	4,256,591	
7080.030	Fire & Ambulance Firemens Training Center	15,000	10,000	10,000	5,000	5,000	Requested increase	0	0	
7080.040	Fire & Ambulance LOSAP Appropriation	186,200			186,200	186,200	Adopted plan FY20	0	72,000	
7080.060	Fire & Ambulance State Grant for Fire Companies	379,707	6,780		379,707	372,927	State Aid Revenue	379,692	372,955	
7080.070	Fire & Amubulance Workmans Compensation - Fire	115,151	(77,668)	(77,668)	192,819	192,819	Final Renewal notice	129,403	178,701	
7080.080	EMT Paramedic Tuition Reimbursement Program	8,000			8,000	8,000	Adopted Plan FY20/ 2 students per/yr	0	0	
9010.050	Capital Equipment Building Improvements	0	(6,000)		0	6,000		0	0	
9010.100	Capital Equipment Furniture & Fixtures	0	(15,000)		0	15,000		0	0	
Department Total: 1105 - Volunteer Fire Departments		8,362,935	20,812	(39,668)	8,402,603	8,342,123	20,812	8,053,485	7,448,211	
							Variance: FY22 / FY21 Bgt			

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Department: 1201 - Maintenance									
6000.100	Personnel Services Salaries	1,088,726	124,752	12,147	1,076,579	963,974		643,975	816,976
6000.400	Personnel Services Overtime Pay	7,500	1,000		7,500	6,500		4,856	4,389
6100.100	Administrative Exp Dues, License & Subscriptions	500			500	500		225	175
6100.190	Administrative Exp Office Supplies	1,000			1,000	1,000		725	577
6110.080	Supplies & Equipment Computer Repairs & Supplies	0			0	0		0	0
6110.090	Supplies & Equipment Computers & Printers	1,000	(215)		1,000	1,215		0	2,649
6110.120	Supplies & Equipment Equipment Rental	474			474	474		380	455
6110.200	Supplies & Equipment Lawn Equip & Maintenance	3,600	(507)		3,600	4,107		3,959	5,829
6110.245	Supplies & Equipment Mobile Phones	13,900	1,354		13,900	12,546		7,454	9,723
6110.320	Supplies & Equipment Radio Supplies	2,000			2,000	2,000		0	0
6110.340	Supplies & Equipment Safety Program Equipment	3,500			3,500	3,500		31	3,104
6110.420	Supplies & Equipment Tools & Supplies	10,500	(5,188)		10,500	15,688		3,792	11,111
6130.035	Equipment Maint Maintenance Mgmt Service	8,538	407		8,538	8,131		8,130	7,743
6150.050	Uniforms & Personal Equipment Uniforms	7,000			7,000	7,000		4,773	6,855
6530.080	Consulting Services Physicals, Shots & Drug Testing	100			100	100		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	35,000			35,000	35,000		17,078	23,285
6540.030	Vehicle Operating Exps Vehicle Maintenance	10,000			10,000	10,000		4,745	8,611
6540.040	Vehicle Operating Exp Vehicle Registration	300	300	(100)	400	0		0	200
6550.030	Building Site Exp. Carpet/VCT Cleaning	2,200			2,200	2,200		0	1,237
6550.050	Building Site Exp Custodial Supplies	1,000			1,000	1,000		193	414
6550.060	Building Site Exps Electricity	7,500			7,500	7,500		5,258	5,818
6550.080	Building Site Exps Fire Alarm Testing	300	50		300	250		285	285
6550.081	Building Site Exps Fire Extinguishers	400			400	400		190	995
6550.090	Building Site Exps General Maintenance Repairs	5,500			5,500	5,500		2,215	8,147
6550.120	Building Site Exps Heating Propane	7,000			7,000	7,000		3,993	3,175
6550.180	Building Site Exps Pest Control/Termite Insp	250			250	250		144	366
6550.220	Building Site Exps Security Alarm Monitoring	564			564	564		423	564
6550.240	Building Site Exps Septic Tank Cleaning	450			450	450		225	0
6550.280	Building Site Exps Tipping Fees	300			300	300		28	109
6550.300	Building Site Exps Trash Removal	674			674	674		505	673

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6800.010	Custodial Services Custodial Purchases	60,000			60,000	60,000		27,381	49,262
6800.020	Custodial Services Custodial Supply Billing	(55,000)			(55,000)	(55,000)		(27,821)	(44,178)
6900.005	Advertising Bid Advertising	500			500	500		0	184
7000.040	Travel, Training & Exp Continuing Education/Certificati	6,600	5,050		6,600	1,550		95	0
7000.060	Travel, Training & Exp Educational Training	0			0	0		0	2,400
9010.010	Capital Equipment New Vehicles	123,630	123,630	(41,210)	164,840	0	3 vehicles, 1 purchased FY21	0	42,614
9010.050	Capital Equipment Building Improvements	0			0	0		0	4,349
9010.070	Capital Equipment Heavy Equipment	12,499	12,499		12,499	0	Toro mower	0	0
Department Total: 1201 - Maintenance		1,368,005	263,132	(29,163)	1,397,168	1,104,873	263,132	713,237	978,098
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Department: 1202 - Roads									
6000.100	Personnel Services Salaries	1,602,497	(13,128)	1,004	1,601,493	1,615,625		1,139,335	1,346,717
6000.400	Personnel Services Overtime Pay	20,000			20,000	20,000		2,600	483
6100.080	Administrative Exp Copier Supplies	400			400	400		188	219
6100.100	Administrative Exp Dues, License & Subscriptions	1,365	865		1,365	500		330	400
6100.110	Administrative Exp Envelopes	0			0	0		0	123
6100.190	Administrative Exp Office Supplies	1,400			1,400	1,400		1,141	1,241
6100.210	Administrative Exp Paper	0			0	0		0	175
6110.080	Supplies & Equipment Computer Repairs & Supplies	160			160	160		0	0
6110.090	Supplies & Equipment Computers & Printers	570	570		570	0		0	2,341
6110.120	Supplies & Equipment Equipment Rental	456			456	456		380	455
6110.125	Supplies & Equip Equipment Maintenance & Repair	2,800			2,800	2,800		2,232	2,801
6110.200	Supplies & Equip Lawn Equipment & Maintenance	0			0	0		0	3,744
6110.245	Supplies & Equipment Mobile Phones	3,120			3,120	3,120		2,362	3,001
6110.270	Supplies & Equipment Office Equipment Repairs	0			0	0		0	0
6110.280	Supplies & Equipment Office Furniture	0			0	0		0	0
6110.340	Supplies & Equipment Safety Program Equipment	6,000	(4,000)		6,000	10,000		4,836	6,777
6110.345	Supplies & Equipment Salt	8,350			8,350	8,350		0	0
6110.365	Supplies & Equipment Shop Supplies	5,000			5,000	5,000		3,878	6,678
6110.370	Supplies & Equipment Sign Materials	20,000			20,000	20,000		8,772	17,396
6110.390	Supplies & Equipment Small Equipment	5,000	(33,934)		5,000	38,934		49,003	18,443
6110.400	Supplies & Equipment Striping Paint & Supplies	35,000			35,000	35,000		27,076	79,195
6110.420	Supplies & Equipment Tools & Supplies	5,000	2,000		5,000	3,000		3,131	10,465
6130.010	Equipment Maintenance Copier Lease	1,305			1,305	1,305		869	1,304
6130.055	Equipment Maintenance Roads Management System	1,600			1,600	1,600		1,613	1,566
6130.075	Equipment Maintenance Software Upgrades	0	(1,800)		0	1,800		1,609	0
6140.010	Road Maintenance Materials Blacktop for Overlay	1,000,000		(500,000)	1,500,000	1,000,000	Level Fund	998,379	995,003
6140.020	Road Maintenance Materials Patching Material	20,000	2,000		20,000	18,000		19,129	16,345
6140.030	Road Maintenance Materials Stone	50,000	15,000		50,000	35,000		29,392	29,780
6140.040	Road Maintenance Materials Pipe	40,000			40,000	40,000		0	38,649
6140.050	Road Maintenance Materials Bridge Material	10,000			10,000	10,000		5,191	6,641
6140.060	Road Maintenance Materials Other	2,500			2,500	2,500		697	1,622
6150.050	Uniforms & Personal Equipment Uniforms	12,600			12,600	12,600		8,699	11,580
6160.145	Grant Programs State Highway Grant	0			0	0		0	966
6510.020	Consulting Services Attorney Expenses	0			0	0		0	60

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6530.080	Consulting Services Physicals, Shots & Drug Testing	150			150	150		225	296
6540.010	Vehicle Operating Exps Equipment/Vehicle Rental	4,000			4,000	4,000		2,259	3,675
6540.020	Vehicle Operating Exps Fuel - WC Fleet	150,000			150,000	150,000		103,513	133,112
6540.030	Vehicle Operating Exps Vehicle Maintenance	120,000			120,000	120,000		112,895	119,907
6540.040	Vehicle Operating Exp Vehicle Registration	0			0	0		0	600
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	50,000			50,000	50,000		23,092	46,134
6550.010	Building Site Exp Bldg Improvements	0	(2,500)		0	2,500		886	6,973
6550.030	Building Site Exps Carpet/VCT Cleaning	800			800	800		726	0
6550.050	Building Site Exps Custodial Supplies	1,300			1,300	1,300		807	1,250
6550.060	Building Site Exps Electricity	12,000			12,000	12,000		8,548	11,508
6550.080	Building Site Exps Fire Alarm Testing	900			900	900		670	670
6550.081	Building Site Exps Fire Extinguishers	1,250	250		1,250	1,000		978	1,455
6550.085	Building Site Exps Generator Fuel Oil	300			300	300		0	0
6550.090	Building Site Exps General Maintenance Repairs	5,000			5,000	5,000		3,214	4,699
6550.100	Building Site Exps Generator Services & Repairs	750			750	750		225	450
6550.120	Building Site Exps Heating Propane	5,500			5,500	5,500		3,952	2,974
6550.135	Building Site Exp Insurance Claim Expense	0			0	0		0	1,960
6550.180	Building Site Exps Pest Control/Termite Insp	300			300	300		76	120
6550.220	Building Site Exps Security Alarm Monitoring	1,100			1,100	1,100		459	612
6550.240	Building Site Exps Septic Tank Cleaning	250			250	250		225	0
6550.270	Building Site Exps Telephone	3,000			3,000	3,000		2,126	2,760
6600.010	Road Maintenance Ocean Pines Per Agreement	122,942	(5,220)		122,942	128,162	OPA agreement	81,939	84,457
6600.015	Road Maintenance Paving and Re-paving	5,000			5,000	5,000		2,418	0
6600.020	Road Maintenance Special Road Construction	15,000			15,000	15,000		0	14,309
6600.025	Road Maintenance Contractural Services	50,000			50,000	50,000	FY20 - snow plow, trim trees	450	50,429
6600.030	Road Maintenance State Aid Bridges	0			0	0		0	0
6600.040	Road Maintenance Street Lighting	110,000			110,000	110,000		84,022	105,707
6600.055	Road Maintenance Tipping Fees - Litter	8,000			8,000	8,000		4,406	5,559
6900.025	Advertising Legal Advertisements	1,300			1,300	1,300		113	1,337
7000.060	Travel, Training & Exp Educational Training	1,965	(25)		1,965	1,990		1,281	450
9010.010	Capital Equipment New Vehicles	0			0	0		0	307,140
9010.070	Capital Equipment Heavy Equipment	0			0	0		0	32,000
Department Total: 1202 - Roads		3,525,930	(39,922)	(498,996)	4,024,926	3,565,852	(39,922)	2,750,349	3,544,715
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Department: 1203 - Public Works									
6000.100	Personnel Services Salaries	578,328	(30,681)	(28,681)	607,009	609,009		492,276	574,244
6100.010	Administrative Exp Administrative Exps	120			120	120		3	0
6100.060	Administrative Exp Books and Publications	50			50	50		0	0
6100.080	Administrative Exp Copier Supplies	300			300	300		0	0
6100.100	Administrative Exp Dues, License & Subscriptions	475			475	475		325	370
6100.110	Administrative Exp Envelopes	300			300	300		0	0
6100.190	Administrative Exp Office Supplies	1,600			1,600	1,600		841	1,402
6100.210	Administrative Exp Paper	300			300	300		0	156
6110.080	Supplies & Equipment Computer Repairs & Supplies	300			300	300		0	0
6110.090	Supplies & Equipment Computers & Printers	0	(825)		0	825		160	198
6110.125	Supplies & Equipment Equipment Maintenance & Repair	590			590	590		1,136	502
6110.245	Supplies & Equipment Mobile Phones	1,300			1,300	1,300		846	1,157
6110.365	Supplies & Equipment Shop Supplies	2,000			2,000	2,000		1,994	2,264
6110.420	Supplies & Equipment Tools & Supplies	8,000	(500)		8,000	8,500		7,840	7,124
6130.010	Equipment Maintenance Copier Lease	2,050			2,050	2,050		1,296	1,944
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	1,000			1,000	1,000		385	0
6130.075	Equipment Maintenance Software Upgrades	4,500	(3,725)		4,500	8,225		5,643	2,249
6150.050	Uniforms & Personal Equipment Uniforms	1,050			1,050	1,050		1,044	1,045
6170.070	Program Exp Safety Program	225			225	225		0	0
6510.020	Legal Services County Attorney Exps	0			0	0		0	537
6530.065	Consulting Services Gas Monitoring/Remediation	30,000			30,000	30,000		12,775	15,149
6530.070	Consulting Services Ground Water Mon/Closed Landfill	50,000			50,000	50,000		37,185	37,391
6530.080	Consulting Services Physicals, Shots & Drug Testing	150			150	150		0	0
6540.020	Vehicle Operating Exps Fuel - WC Fleet	8,000			8,000	8,000		3,083	3,798
6540.030	Vehicle Operating Exps Vehicle Maintenance	3,500			3,500	3,500		1,436	3,184
6540.040	Vehicle Operating Exp Vehicle Registration	0		(100)	100	0	vehicle purchased FY21	0	0
6550.043	Building Site Expense Closed Landfills Maintenance	20,000			20,000	20,000	maintain closed landfill sites	3,900	3,650
6550.090	Building Site Exps General Maintenance Repairs	8,600			8,600	8,600		12,373	7,878
6550.270	Building Site Exps Telephone	420			420	420		306	393
6550.300	Building Site Exps Trash Removal	700	700		700	0		505	673
6700.650	Other Maint. & Svcs Tipping Fees	1,700			1,700	1,700		845	1,573
6750.010	Fleet Services Fleet Repairs	113,000			113,000	113,000		119,400	126,591
6750.020	Fleet Services Repair Billings	(195,124)			(195,124)	(195,124)		(139,866)	(170,839)
6850.010	Central Fuel Facility Fuel Purchases	1,000,000			1,000,000	1,000,000		536,050	688,144
6850.020	Central Fuel Facility Central Fuel Gas Billings	(1,000,000)			(1,000,000)	(1,000,000)		(499,231)	(681,252)
6900.005	Advertising Bid Advertisements	100			100	100		133	101
6900.025	Advertising Legal Advertisements	200			200	200		0	0
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	2,365			2,365	2,365		150	410

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7000.115	Travel, Training & Exp Mileage	500			500	500		0	0
8010.110	Interfund Water & Wastewater Enterprise Ch	(174,669)			(174,669)	(174,669)		(174,672)	(167,089)
8010.120	Interfund Landfill Enterprise Charges	(39,887)			(39,887)	(39,887)		(39,887)	(38,173)
8010.200	Interfund DRP Chargeback - Engr Svcs	68,232			68,232	68,232		68,232	0
9010.010	Capital Equipment New Vehicle	0		(35,000)	35,000	0	vehicle purchased FY21	0	0
9010.050	Capital Equipment Building Improvements	0			0	0		0	6,094
Department Total: 1203 - Public Works		500,275	(35,031)	(63,781)	564,056	535,306	(35,031)	456,507	430,870
							Variance: FY22 / FY21 Bgt		

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Department: 1204 - Boat Landings									
6110.200	Supplies & Equip Lawn Equip & Maintenance	0			0	0		0	0
6160.181	Grant Programs DNR Waterway Improvement Funds	275,000	10,000		275,000	265,000	DNR Waterway Funds FY22	173,584	227,229
6160.182	Grant Programs DNR WWIP Portalets -Refuse	0			0	0		0	0
6160.183	Grant Programs DNR WWIP - SVC Contr/Tipping Fees	0			0	0		0	0
6160.244	Grant Programs POS - Park Improvement Project	75,000	75,000		75,000	0		0	0
6530.100	Consulting Services Professional Fees	0			0	0		0	25,000
6550.050	Building Site Exps Custodial Supplies	1,900	500		1,900	1,400		943	1,143
6550.060	Building Site Exps Electricity	6,800	500		6,800	6,300		4,414	6,142
6550.090	Building Site Exps General Maintenance Repairs	19,300	(1,500)		19,300	20,800		11,411	35,381
6550.200	Building Site Exps Portalets	4,300			4,300	4,300		2,829	4,074
6550.280	Building Site Exps Tipping Fees	555	(160)		555	715		0	0
6550.300	Building Site Exps Trash Removal	2,000			2,000	2,000		1,080	1,440
6550.310	Building Site Exps Water & Sewer	1,500	500		1,500	1,000		802	1,250
6900.005	Advertising Bid Advertising	800			800	800		0	92
Department Total: 1204 - Boat Landings		387,155	84,840		387,155	302,315	84,840	195,062	301,749
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Department: 1205 - Homeowner Convenience Center									
6000.100	Personnel Services Salaries	239,367	22,228		239,367	217,139	allocation of personnel time to recycling	153,476	186,789
6000.400	Personnel Services Overtime Pay	5,000			5,000	5,000		755	(82)
6100.010	Administrative Expenses	6,000			6,000	6,000		4,999	0
6150.050	Uniforms & Personal Equipment Uniforms	3,150			3,150	3,150		2,144	2,407
6530.010	Consulting Services Annual Audit Fees	2,300			2,300	2,300		2,200	0
6550.020	Building Site Exps Building & Grounds Maintenance	3,000	750		3,000	2,250		3,902	589
6550.060	Building Site Exps Electricity	2,500			2,500	2,500		1,775	0
6550.270	Building Site Exps Telephone	1,260	260		1,260	1,000		952	0
6550.280	Building Site Exps Tipping Fees	250,000			250,000	250,000		189,058	234,670
8010.120	Interfund Landfill Enterprise Charges	199,973	2,313	(12,430)	212,403	197,660	updated for personnel	197,660	215,485
9010.060	Capital Equipment Other	81,000	81,000		81,000	0	compactors	0	0
Department Total: 1205 - Homeowner Convenience Centers		793,550	106,551	(12,430)	805,980	686,999	106,551	556,922	639,859
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Department: 1206 - Recycling									
6000.100	Personnel Services Salaries	451,812	41,257	35,110	416,702	410,555	allocation of personnel time from recycling	329,510	397,532
6000.400	Personnel Services Overtime Pay	5,000			5,000	5,000		(179)	82
6100.190	Administrative Expenses Office Supplies							1,271	0
6110.090	Supplies & Equipment Computers & printers							415	0
6110.340	Supplies & Equipment Safety Program Equipment	2,500			2,500	2,500		806	1,252
6110.420	Supplies & Equipment Safety Tools & Supplies	11,500			11,500	11,500		1,088	757
6150.050	Uniforms & Personal Equipment Uniforms	3,150			3,150	3,150		2,491	2,786
6530.010	Consulting Services Annual Audit Fees	2,825			2,825	2,825		2,750	0
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	40,000			40,000	40,000		19,728	21,395
6540.030	Vehicle Operating Expenses Vehicle Maintenance	3,500			3,500	3,500		1,314	615
6540.070	Vehicle Operating Expenses - Off-Road Fuel	12,000			12,000	12,000		3,322	8,061
6540.080	Vehicle Operating Expenses - Heavy Equip Maint	30,000			30,000	30,000		10,554	20,490
6550.020	Building Site Exp Building & Grounds Maintenance	30,000			30,000	30,000		18,638	31,455
6550.050	Building Site Expense Custodial Supplies	0			0	0		405	471
6550.060	Building Site Expense Electricity	30,000			30,000	30,000		21,491	29,501
6550.270	Building Site Expense Telephone	2,500			2,500	2,500		1,630	2,017
6550.280	Building Site Expense Tipping Fees - Disposal	6,000			6,000	6,000		1,521	927
6700.620	Other Maint & Svcs Tire Recycling	17,000			17,000	17,000		15,742	23,660
6700.640	Other Maint & Svcs Special Events	21,000			21,000	21,000		1,014	16,925
6700.660	Other Maint & Svcs HHW Ads	3,000			3,000	3,000		2,942	2,288
6900.025	Advertising Legal Advertisements	500			500	500		0	103
7000.060	Travel Training & Expense Educational Training	1,314			1,314	1,314		398	398
8010.120	Interfund Landfill Enterprise Charges	159,241	(54,591)	(40,618)	199,859	213,832	Updated for personnel	213,832	217,261
9010.060	Capital Equipment Other	25,637	25,637		25,637	0	20/40 yard containers	0	46,188
Department Total: 1206 - Recycling		858,479	12,303	(5,508)	863,987	846,176	12,303	650,683	824,163
							Variance: FY22 / FY21 Bgt		

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Department: 1301 - Health Department									
6100.010	Administrative Exp Administrative Exps	3,000			3,000	3,000		0	536
6550.030	Building Site Exps Carpet/VCT Cleaning	7,200			7,200	7,200		4,119	2,588
6550.040	Building Site Exps Cleaning Contract	68,270			68,270	68,270		33,380	63,905
6550.050	Building Site Exps Custodial Supplies	350			350	350		0	0
6550.060	Building Site Exps Electricity	121,279			121,279	121,279		78,138	95,672
6550.070	Building Site Exps Elevator Testing	2,500			2,500	2,500		2,139	2,398
6550.080	Building Site Exps Fire Alarm Testing	2,350			2,350	2,350		2,220	2,169
6550.081	Building Site Exps Fire Extinguishers	327			327	327		599	1,536
6550.085	Building Site Exps Generator Fuel Oil	1,250			1,250	1,250		291	0
6550.090	Building Site Exps General Maintenance Repairs	47,137			47,137	47,137		46,397	47,941
6550.100	Building Site Exps Generator Services & Repairs	2,900			2,900	2,900		4,537	12,953
6550.110	Building Site Exps Heating Fuel Oil	13,500			13,500	13,500		4,239	4,421
6550.120	Building Site Exps Heating Propane	80,935			80,935	80,935		61,267	66,467
6550.124	Building Site Exps HVAC Loop Water Treatment	2,250			2,250	2,250		1,047	1,358
6550.135	Building Site Exps Insurance Claim Exps	0			0	0		224	0
6550.180	Building Site Exps Pest Control/Termite Insp	1,375			1,375	1,375		648	1,017
6550.220	Building Site Exps Security Alarm Monitoring	1,095			1,095	1,095		1,020	1,122
6550.230	Building Site Exps Security System Exps	75			75	75		0	0
6550.242	Building Site Exp. Sewage Pump Monitoring	500			500	500		413	550
6550.250	Building Site Exps Sprinkler Testing	3,300			3,300	3,300		2,803	3,278
6550.255	Building Site Exps Stormwater Utility Fee	200			200	200		75	100
6550.270	Building Site Exps Telephone	48,779			48,779	48,779		26,824	33,306
6550.280	Building Site Exps Tipping Fees	1,620			1,620	1,620		490	507
6550.300	Building Site Exps Trash Removal	4,610			4,610	4,610		2,128	2,837
6550.310	Building Site Exps Water & Sewer	4,200			4,200	4,200		2,840	4,153
7120.050	Other Non-Matching Exps Health Dept Ocean City Apartment	15,840			15,840	15,840		13,250	16,317
7120.060	Other Non-Matching Exps Health Dept On Call	26,468			26,468	26,468		16,455	17,470
7120.200	Other Non-Matching Exps Local Management Board	10,000			10,000	10,000		0	10,000
7120.350	Other Non-Matching Exps School Safety	189,755			189,755	189,755	Safe Schools Mental Health	189,755	189,755
7130.020	Matching Appropriation Health Department State Share	5,015,910	(6,822)		5,015,910	5,022,732	matching funds	3,767,049	4,975,901
Department Total: 1301 - Health Department		5,676,975	(6,822)		5,676,975	5,683,797	(6,822)	4,262,345	5,558,257
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Department: 1302 - Mosquito Control									
6000.100	Personnel Services Salaries	96,387			96,387	96,387		78,351	91,758
6000.400	Personnel Services Overtime Pay	1,000			1,000	1,000		0	0
6100.080	Administrative Exp Copier Supplies	100			100	100		0	0
6100.100	Administrative Exp Dues, License & Subscriptions							60	0
6100.110	Administrative Exp Envelopes	0			0	0		156	0
6100.190	Administrative Exp Office Supplies	300			300	300		318	77
6110.090	Supplies & Equipment Computers & Printers	0	(1,045)		0	1,045		743	0
6110.245	Supplies & Equipment Mobile Phones	1,000			1,000	1,000		656	911
6110.340	Supplies & Equipment Safety Program Equipment	1,500			1,500	1,500		154	81
6110.420	Supplies & Equipment Tools & Supplies	500			500	500		119	0
6130.010	Equipment Maintenance Copier Lease	550			550	550		410	561
6150.050	Uniforms & Personal Equipment Uniforms	700			700	700		582	642
6540.020	Vehicle Operating Exps Fuel - WC Fleet	10,000			10,000	10,000		4,153	7,505
6540.030	Vehicle Operating Exps Vehicle Maintenance	3,000			3,000	3,000		4,539	3,188
6540.040	Vehicle Operating Exps Vehicle Registration	100	100		100	0		0	0
6540.045	Vehicle Operating Exps Vehicle Repairs Outside	2,000			2,000	2,000		2,265	1,147
6550.050	Building Site Exps Custodial Supplies	200			200	200		111	272
6550.060	Building Site Exps Electricity	2,300			2,300	2,300		1,319	1,737
6550.081	Building Site Exps Fire Extinguishers	150			150	150		48	315
6550.090	Building Site Exps General Maintenance Repairs	2,000			2,000	2,000		86	545
6550.270	Building Site Exps Telephone	500			500	500		329	422
6550.270	Building Site Exp Tipping Fees	200			200	200		0	0
7000.040	Travel Training Expense - Continuing Education/Certification	200	25		200	175		0	0
7120.030	Other Non-Matching Exps Appropriation for Mosquito Cont.	70,000			70,000	70,000		37,618	56,392
9010.010	Capital Equipment New Vehicles	32,396	32,396		32,396	0	1 vehicle	0	0
Department Total: 1302 - Mosquito Control		225,083	31,476		225,083	193,607	31,476	132,018	165,554
							Variance: FY22 / FY21 Bgt		

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Department: 1401 - Commission on Aging									
6100.190	Administrative Exp Office Supplies	600	100		600	500		500	500
6110.090	Supplies & Equipment Computers & Printers	600	100		600	500		500	500
6110.295	Supplies & Equip Program Supplies and Equipment	600	100		600	500		500	500
6160.065	Grant Programs MD Dept of Aging	54,608			54,608	54,608	Grant pass thru	0	109,216
6160.142	Grant Programs SSTAP	126,975	355		126,975	126,620	Senior Transportation- Pass thru Grant	126,975	0
6530.030	Consulting Services Computer Services	0	(300)		0	300		300	300
6540.020	Vehicle Operating Exps Fuel - WC Fleet	2,600	100		2,600	2,500		12,500	2,500
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,000			1,000	1,000		1,000	1,000
6550.020	Building Site Exps Building & Ground Maintenance	0	(700)		0	700		0	0
6550.030	Building Site Exps Carpet/VCT Cleaning	14,800	(550)		14,800	15,350		0	13,993
6550.040	Building Site Exps Cleaning Contract	28,800	(3,400)		28,800	32,200		19,593	28,356
6550.045	Building Site Exps COA Utilities Appropriation	0			0	0		0	400
6550.050	Building Site Exps Custodial Supplies	3,400	600		3,400	2,800		1,467	3,278
6550.060	Building Site Exps Electricity	46,000	1,900		46,000	44,100		44,100	44,100
6550.080	Building Site Exps Fire Alarm Testing	2,000	(700)		2,000	2,700		1,616	1,616
6550.081	Building Site Exps Fire Extinguishers	600	100		600	500		936	921
6550.085	Building Site Exps Generator Fuel Oil	200	(500)		200	700		0	0
6550.090	Building Site Exps General Maintenance Repairs	26,000			26,000	26,000		30,104	31,058
6550.100	Building Site Exps Generator Services & Repairs	800	100		800	700		17,851	900
6550.110	Building Site Exps Heating Fuel Oil	6,000	(1,500)		6,000	7,500		4,239	4,421
6550.120	Building Site Exps Heating Propane	43,000	1,600		43,000	41,400		41,400	43,400
6550.124	Building Site Exps HVAC Loop Water Treatment	800	(100)		800	900		582	755
6550.135	Building Site Exps Insurance Claim Exps	0			0	0		119,243	0
6550.140	Building Site Exps Internet Access	4,600	(600)		4,600	5,200		5,200	6,400
6550.180	Building Site Exps Pest Control/Termite Insp	800	(500)		800	1,300		504	753
6550.220	Building Site Exps Security Alarm Monitoring	1,600	(1,900)		1,600	3,500		1,188	1,584
6550.250	Building Site Exps Sprinkler Testing	3,000	300		3,000	2,700		2,205	2,880
6550.255	Building Site Exps Stormwater Utility Fee	0			0	0		0	0
6550.270	Building Site Exps Telephone	5,800	800		5,800	5,000		5,254	4,827
6550.280	Building Site Exps Tipping Fees	200	(400)		200	600		219	138
6550.300	Building Site Exps Trash Removal	2,000	(100)		2,000	2,100		1,544	2,059
6550.310	Building Site Exps Water & Sewer	8,200	1,700		8,200	6,500		7,407	7,157
7000.060	Travel, Training & Exp Educational Training	4,000			4,000	4,000		4,000	4,000
7000.070	Travel, Training & Exp Exp Allowance	3,000			3,000	3,000		3,000	3,000
7140.010	Comm. on Aging Approp. Aging Audit	8,400	300		8,400	8,100		8,100	7,975
7140.020	Comm. on Aging Approp. Aging Insurance	4,000	800		4,000	3,200		3,200	3,325
7140.030	Comm. On Aging Appropriation Aging Programs	12,000			12,000	12,000		12,000	12,000

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7140.040	Comm on Aging Approp. County Share Salaries & Fringe	800,600	(106,200)		800,600	906,800		974,420	883,800
7140.045	Comm on Aging Approp. Community for Life Salary & Fringe	54,000	4,000		54,000	50,000	Community for Life	0	0
7140.050	Comm. on Aging Approp. Meal Supplies	2,800	300		2,800	2,500		2,500	2,500
7140.055	Comm on Aging Approp. Co. Shr. MealOnWheel Salry & Fr	126,800	70,800		126,800	56,000		57,080	59,500
7140.070	Comm. on Aging Approp. Senior Meals	3,000			3,000	3,000		3,000	3,000
7140.080	Comm. on Aging Approp. Senior Ride Admin. Exp	60,000	50,000		60,000	10,000		10,000	10,000
7140.090	Comm. on Aging Approp. Senior Ride Service	66,000	31,900		66,000	34,100		34,100	34,100
7140.100	Comm. on Aging Approp. Board of Directors	600	100		600	500		500	500
7170.010	Comm. on Aging Approp. Cost of Living	36,400	17,700		36,400	18,700	3.5% COLA	0	0
9010.010	Capital Equipment New Vehicles	36,600	36,600		36,600	0	match for 4 vehicles	0	0
Department Total: 1401 - Commission on Aging		1,603,783	102,905		1,603,783	1,500,878	102,905	1,558,827	1,337,212
							Variance: FY22 / FY21 Bgt		

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Department: 1402 - Other Social Services										
6160.025	Grant Program - CDBG COVID Grant	0			0	0		195,927	0	
7090.010	State Pass-Through Grant Diakonia	0			0	0	State Grants to COC	107,757	33,006	
7100.010	County Grants Atlantic General Hospital	200,000	100,000		200,000	100,000		100,000	175,000	
7100.017	County Grants Big Brothers/Big Sisters	5,000	4,000		5,000	1,000		1,000	1,000	
7100.020	County Grants BRAVE Program	3,500			3,500	3,500		3,500	3,500	
7100.021	County Grants Chesapeake Housing Missions	5,000	5,000		5,000	0		0	0	
7100.022	County Grants Coastal Hospice at the Ocean	10,000			10,000	10,000		10,000	10,000	
7100.023	County Grants The Cricket Center	275,000	265,000		275,000	10,000		10,000	10,000	
7100.024	County Grants Child & Family Foundation Inc	15,000	15,000		15,000	0		0		
7100.030	County Grants Development Center	219,497			219,497	219,497		219,497	219,497	
7100.035	County Grants Diakonia	50,000	5,000		50,000	45,000		45,000	55,000	
7100.040	County Grants Drug & Alcohol Council	9,000			9,000	9,000		0	2,800	
7100.074	County Grants Hope4Recovery Inc.	89,400	89,400		89,400	0		0	0	
7100.075	County Grants Hartley Hall	0			0	0		0	11,250	
7100.077	County Grants Jesse Klump Memorial Fund, Inc.	1,000			1,000	1,000		1,000	1,000	
7100.085	County Grants Life Crisis Center	8,500			8,500	8,500	Resolution June 1987 Marriage License	8,500	8,500	
7100.100	County Grants Maryland Food Bank	10,000	2,000		10,000	8,000		8,000	3,000	
7100.120	County Grants Oasis Ministries	9,000			9,000	9,000		9,000	9,000	
7100.160	County Grants Samaritan Shelter	30,000	10,000		30,000	20,000		20,000	30,000	
7100.xxx	Shock Trauma Center	0			0	0	Request 3/12/21 \$10,000	0	0	
7100.172	County Grants Snow Hill Ecumenical Food Pantry	0			0	0		0	10,000	
7100.175	County Grants Social Services Grant	15,000			15,000	15,000		15,000	15,000	
7100.202	County Grants Worcester County 4-H & FFA Fair	10,000			10,000	10,000		10,000	10,000	
7100.210	County Grants Worcester County GOLD	15,000			15,000	15,000		15,000	25,000	
7100.220	County Grants Youth & Family Counseling	95,000	3,290		95,000	91,710		91,710	91,710	
7130.005	Matching DHMH DDA Appropriation	28,871			28,871	28,871	State Mandated County Share DDA	28,871	28,871	
Department Total: 1402 - Other Social Services		1,103,768	498,690		1,103,768	605,078	498,690	899,763	753,134	
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Department: 1502 - WOR-WIC Community College									
7120.040	Other Non-Matching Exp Appropriation for Wor-Wic	2,530,242	112,120		2,530,242	2,418,122	Appropriation Match	2,127,230	2,333,092
7120.120	Other Non-Matching Exp Wor-Wic Campus Development	0			0	0	County approve capital requests	0	0
Department Total: 1502 - WOR-WIC Community College		2,530,242	112,120		2,530,242	2,418,122	112,120	2,127,230	2,333,092
							Variance: FY22 / FY21 Bgt		
Department: 1505 - Board of Education									
7120.010	Other Non-Matching Exp Approp for Board of Education	95,773,822	2,081,683		95,773,822	93,692,139	MOE Operating, OPEB of \$2.6 million	77,457,533	90,728,422
7120.010	MOE- Salary increase July - Teachers & Support Staff	0			0	0	Step, 1% & 1.5% COLA adj, Longevity	0	0
7120.010	MOE- Salary increase July - Bus Contractors	0			0	0	1% increase hourly & mileage	0	0
7120.010	MOE- Fixed Charges OPEB to add to MOE	268,121	268,121	268,121		0	State HB1372 MOE 2.5% to Fixed Charges - OPEB	0	0
7120.092	Non-Matching Exp Board of Ed - Non-Recurring	0			0	0		0	60,000
7120.300	Non-Matching Exp Board of Ed Employee Retirement	660,253	41,153		660,253	619,100	MSRS expense	624,039	554,583
7120.310	Non-Matching Exp Board of Ed School Building Impr-MOE	100,000			100,000	100,000	MOE School Building improvements	100,000	100,000
7120.320	Non-Recurring Non-Matching Exp Board of Ed School Construction - NOT MOE	0			0	0	Fund Balance \$139,800 PMS Fire Alarm + \$156,000 SHMS fire alarm	0	17,718
7120.332	Restricted Funds NOT MOE - PMS Program	0			0	0	Fund Balance \$50k - FY21 year end assignment	0	51,557
7120.330	MOE -Other Non-Matching Exp Board of Ed Technology	200,000			200,000	200,000	MOE Technology	200,000	200,000
Department Total: 1501 - Board of Education		97,002,196	2,390,957	268,121	96,734,075	94,611,239	2,390,957	78,381,572	91,712,281
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Department: 1601 - Recreation Department									
6000.100	Personnel Services Salaries	1,026,144	99,323	21,815	1,004,329	926,821		632,936	745,387
6000.400	Personnel Services Overtime Pay	3,000	(7,000)		3,000	10,000		1,471	3,173
6100.050	Administrative Exp Background Checks	2,500			2,500	2,500		510	1,122
6100.052	Administrative Exp Bank Fees	1,700			1,700	1,700		1,455	1,728
6100.100	Administrative Exp Dues, License & Subscriptions	9,210	(2,583)		9,210	11,793		7,100	8,929
6100.110	Administrative Exp Envelopes	150			150	150		43	84
6100.165	Administrative Exp Meeting Exp	1,000			1,000	1,000		969	206
6100.190	Administrative Exp Office Supplies	2,900			2,900	2,900		1,757	2,724
6100.210	Administrative Exp Paper	1,240			1,240	1,240		1,073	1,252
6100.240	Administrative Exp Printing Exp	1,000			1,000	1,000		200	234
6100.270	Administrative Exp Tournament Fees	70,300	20,000		70,300	50,300		10,500	15,863
6110.090	Supplies & Equipment Computers & Printers	1,720	(3,535)		1,720	5,255		1,278	1,486
6110.100	Supplies & Equipment Concession Stand	41,550			41,550	41,550		12,777	21,744
6110.245	Supplies & Equipment Mobile Phones	2,060	(597)		2,060	2,657		1,824	1,720
6110.280	Supplies & Equipment Office Furniture	450	450		450	0		0	0
6110.310	Supplies & Equipment Promotional Materials	1,800			1,800	1,800		483	1,754
6110.410	Supplies & Equipment Surveillance Equipment	0			0	0		0	0
6110.420	Supplies & Equipment Tools & Supplies	1,000			1,000	1,000		439	564
6130.010	Equipment Maintenance Copier Lease	5,100			5,100	5,100		1,911	2,872
6130.025	Equipment Maintenance Equip Upgrades & Replacement	11,000	9,650		11,000	1,350		821	0
6130.060	Equipment Maint. Software Licensing	0			0			0	1,359
6130.070	Equipment Maint Software Maint Agreements	8,180	(1,765)		8,180	9,945		6,123	3,347
6150.050	Uniforms & Personal Equipment Uniform	2,000			2,000	2,000		1,152	2,777
6160.255	Grant Programs POS - Recreation Center	500,000	500,000		500,000	0	Recreation Center building addition	0	0
6175.010	Recreation Programs Adult Recreation Programs	20,145	170		20,145	19,975		3,472	3,446
6175.020	Recreation Programs After School Programs	5,750	1,600		5,750	4,150		429	3,416
6175.030	Recreation Programs Aquatics Programs	2,975			2,975	2,975		0	2,838
6175.040	Recreation Programs MRPA Amusement Park Tickets	3,000	(4,300)		3,000	7,300		0	3,792
6175.070	Recreation Programs Special Events	185,300			185,300	185,300		97,723	73,868
6175.080	Recreation Programs Summer Camps for Youth	22,450	1,800		22,450	20,650		2,414	11,465
6175.090	Recreation Programs Youth Recreational Outdoor Programs	24,770	(2,330)		24,770	27,100		18,035	11,926
6175.201	Recreation Programs Adult Recreational Programs	11,560	2,910		11,560	8,650		2,823	4,869
6175.203	Recreation Programs After School Programs	11,650	(4,300)		11,650	15,950		4,656	9,860

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6175.204	Recreation Programs Fitness Programs	16,300	(2,900)		16,300	19,200		11,078	8,735
6175.205	Recreation Programs Public High School Track Meets	12,400			12,400	12,400		7,696	3,952
6175.207	Recreation Programs Youth Recreational Rec. Center Programs	25,150	(700)		25,150	25,850		1,631	13,054
6175.400	Recreation Programs Motor Coach Tours	30,000			30,000	30,000		0	18,403
6510.020	Legal Services County Attorney Expenses	0			0	0		0	1,358
6530.100	Consulting Services Professional Fees	750			750	750		0	0
6530.180	Consulting Services Web Page	5,000			5,000	5,000		3,636	10,685
6540.020	Vehicle Operating Exps Fuel - WC Fleet	4,300			4,300	4,300		1,666	2,757
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,000			1,000	1,000		737	651
6540.040	Vehicle Operating Exps Vehicle Registration	100	100	100	0	0		100	0
6550.020	Building Site Exp Buildings & Ground Maintenance	0	(12,700)		0	12,700		12,622	0
6550.028	Building Site Expenses Cable	1,760			1,760	1,760		1,523	1,809
6550.040	Building Site Exps Cleaning Contract	6,000			6,000	6,000		584	5,225
6550.050	Building Site Exps Custodial Supplies	8,500			8,500	8,500		5,536	9,009
6550.060	Building Site Exps Electricity	55,000			55,000	55,000		39,767	37,868
6550.080	Building Site Exps Fire Alarm Testing	700			700	700		648	648
6550.081	Building Site Exps Fire Extinguishers	200			200	200		76	955
6550.085	Building Site Exp Generator Fuel Oil	700			700	700		664	0
6550.090	Building Site Exps General Maintenance Repairs	30,000			30,000	30,000		23,177	22,571
6550.100	Building Site Exps Generator Services & Repairs	1,200			1,200	1,200		1,000	7,554
6550.120	Building Site Exps Heating Propane	42,000			42,000	42,000		27,221	27,202
6550.125	Building Site Exp HVAC Repairs/Replacement	0			0	0		17,826	0
6550.140	Building Site Exps Internet Access	2,240			2,240	2,240		2,184	2,656
6550.170	Building Site Exps Office Rent/Lease	1,300			1,300	1,300		1,035	1,242
6550.180	Building Site Exps Pest Control/Termite Insp	50			50	50		0	0
6550.220	Building Site Exps Security Alarm Monitoring	408			408	408		306	408
6550.242	Building Site Exp Sewage Pump Monitoring	350			350	350		206	275
6550.245	Building Site Exps Solar Panel Maintenance	2,000			2,000	2,000		0	960
6550.250	Building Site Exps Sprinkler Testing	1,800			1,800	1,800		1,325	1,710
6550.270	Building Site Exps Telephone	720			720	720		534	688
6550.280	Building Site Exp Tipping Fees	50			50	50		0	30
6550.300	Building Site Exps Trash Removal	2,100			2,100	2,100		1,032	1,441
6550.310	Building Site Exps Water & Sewer	3,000			3,000	3,000		1,457	2,619
6700.700	Other Maint & Svcs Prison Labor	100			100	100		0	14
6900.050	Advertising Recreation Advertisements	0			0	0		550	5,514
7000.020	Travel, Training & Exp Board Member Allowance	700			700	700		0	0
7000.040	Travel, Training & Exp Continuing Education/Certificati	18,000	(350)		18,000	18,350		1,841	2,201
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	18,750	50		18,750	18,700		3,290	12,407
7000.115	Travel, Training & Exp Mileage	0			0	0		0	42

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9010.010	Capital Equipment New Vehicles	22,450	22,450	(25,810)	48,260	0	1 mid size car, 1 purchased FY21	0	0
9010.060	Capital Equipment Other	21,050	21,050		21,050	0	retractable batting cage	0	69,973
Department Total: 1601 - Recreation Department		2,317,732	636,493	(3,895)	2,321,627	1,681,239	636,493	985,322	1,218,420
							Variance: FY22 / FY21 Bgt		

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Department: 1602 - Parks Department									
6000.100	Personnel Services Salaries	434,717	8,102		434,717	426,615		347,028	383,343
6000.400	Personnel Services Overtime Pay	5,000	(5,000)		5,000	10,000		1,389	288
6100.010	Administrative Exp Administrative Expenses	0			0	0		46	0
6100.080	Administrative Exp Copier Supplies	280			280	280		89	0
6100.100	Administrative Exp Dues, License & Subscriptions	246			246	246		0	246
6100.190	Administrative Exp Office Supplies	400			400	400		376	173
6100.210	Administrative Exp Paper	25			25	25		0	0
6110.090	Supplies & Equipment Computers & Printers	0			0	0		199	0
6110.120	Supplies & Equipment Equipment Rental	1,100	200		1,100	900		559	1,022
6110.125	Supplies & Equipment Equipment Maintenance & Repair	3,000	1,000		3,000	2,000		1,129	2,655
6110.200	Supplies & Equipment Lawn Equipment & Maintenance	11,000	2,879		11,000	8,121		11,141	9,487
6110.245	Supplies & Equipment Mobile Phones	1,200	575		1,200	625		794	620
6110.340	Supplies & Equipment Safety Program Equipment	780			780	780		231	420
6110.380	Supplies & Equipment Signage	2,000	2,000		2,000	0		0	0
6110.390	Supplies & Equipment Small Equipment	2,100	350		2,100	1,750		1,020	1,690
6110.420	Supplies & Equipment Tools & Supplies	2,750	1,500		2,750	1,250		1,365	2,597
6130.045	Equip Maint Other Equip Maint/Repair	0			0	0		1,348	529
6130.100	Equip Maint Other Equipment Lease	12,000	12,000		12,000	0	Turf Tank Plus lease -field lining	0	0
6150.050	Uniforms & Personal Equipment Uniforms	3,240	640		3,240	2,600		1,629	2,160
6160.225	Grant Programs POS- Future Park Land Acquisition	150,000	150,000		150,000	0	POS State	0	0
6160.241	Grant Programs POS - New Park Development	150,000	(15,985)		150,000	165,985	POS State	66	1,517
6160.244	Grant Programs POS - Park Improvement Project	0	(980,000)		0	980,000	POS State	490,322	128,241
6160.252	Grant Programs POS - Playground Equip/Improv	0			0	0	POS State	0	0
6160.256	Grant Programs POS - Sport Field Improvement	0	(125,000)		0	125,000	POS State	239,673	45,327
6200.020	Other Supplies & Materials Materials	37,000	7,354		37,000	29,646		22,086	29,817
6510.020	Legal Services County Attorney Expenses	0			0	0		0	463
6540.020	Vehicle Operating Exps Fuel - WC Fleet	23,000	1,000		23,000	22,000		14,467	20,598
6540.030	Vehicle Operating Exps Vehicle Maintenance	7,000	2,000		7,000	5,000		5,345	5,713
6540.040	Vehicle Operating Exps Vehicle Registration	200	200	(100)	300	0		0	100
6550.020	Building Site Exps Buildings & Grounds Maintenance	2,000	2,000		2,000	0		0	1,780
6550.050	Building Site Exps Custodial Supplies	2,200	295		2,200	1,905		1,525	1,563
6550.060	Building Site Exps Electricity	21,600	2,900		21,600	18,700		12,659	16,413
6550.081	Building Site Exps Fire Extinguishers	370			370	370		400	0
6550.090	Building Site Exps General Maintenance Repairs	17,000	700		17,000	16,300		9,112	17,474
6550.120	Building Site Exps Heating Propane	300			300	300		243	238
6550.170	Building Site Exps Office Rent/Lease	50,000	45,000	45,000	5,000	5,000	Berlin Lions Club	55,000	5,000
6550.180	Building Site Exps Pest Control/Termite Insp	95			95	95		0	0

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6550.200	Building Site Exps Portalets	10,970	1,020		10,970	9,950		7,242	12,537	
6550.242	Building Site Exp Sewage Pump Monitoring	828			828	828		619	825	
6550.255	Building Site Exp Stormwater Utility Fee	1,275			1,275	1,275		959	1,275	
6550.270	Building Site Exps Telephone	300			300	300		163	214	
6550.280	Building Site Exps Tipping Fees	285	(80)		285	365		0	0	
6550.300	Building Site Exps Trash Removal	2,600	500		2,600	2,100		1,821	1,862	
6550.310	Building Site Exps Water & Sewer	2,020	977		2,020	1,043		31,910	1,180	
6700.350	Other Maint. & Svcs Mosquito Control	1,200			1,200	1,200		587	790	
6700.640	Other Maint. & Svcs Special Events	3,500	3,000		3,500	500		792	261	
6700.700	Other Maint. & Svcs Prison Labor	500			500	500		0	220	
6900.005	Advertising Bid Advertising	500	300		500	200		354	235	
7000.040	Travel, Training & Exp Continuing Education/Certificati	5,600	4,850		5,600	750		675	675	
7000.060	Travel, Training & Exp Educational Training	950	950		950	0		0	0	
7000.100	Travel, Training & Exp Meeting/Conference/Shows	2,850	2,850		2,850	0		0	0	
7000.115	Travel, Training & Exp Mileage	400	400		400	0		0	0	
9010.010	Capital Equipment New Vehicles	65,600	65,600	(28,100)	93,700	0	2 vehicles, 1 purchased FY21	0	1,450	
9010.070	Capital Equipment Heavy Equipment	70,000	70,000		70,000	0	Toro mower, UTV with Field Groomer, Wood Chipper	0	45,686	
Department Total: 1602 - Parks Department		1,109,981	(734,923)	16,800	1,093,181	1,844,904	(734,923)	1,264,365	746,684	
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Department: 1603 - Libraries									
6000.100	Personnel Services Salaries	1,940,515	9,630		1,940,515	1,930,885		1,479,622	1,764,747
6000.400	Personnel Services Overtime Pay	2,000			2,000	2,000		0	0
6100.090	Administrative Exp Database/Shared Computer costs	4,000			4,000	4,000		(375)	3,850
6100.100	Administrative Exp Dues, License & Subscriptions	1,600			1,600	1,600		1,218	1,228
6100.190	Administrative Exp Office Supplies	18,000			18,000	18,000		7,117	8,235
6100.210	Administrative Exp Paper	3,000			3,000	3,000		427	2,371
6100.230	Administrative Exp Postage & Freight	4,500			4,500	4,500		638	1,480
6110.090	Supplies & Equipment Computers & Printers	15,000			15,000	15,000		0	61,831
6110.125	Supplies & Equipment Equip Maintenance & Repair	1,500			1,500	1,500		319	281
6110.210	Supplies & Equipment Library AV-Multimedia	75,000			75,000	75,000		42,016	64,653
6110.230	Supplies & Equipment Library Books	175,000			175,000	175,000		100,455	162,052
6110.240	Supplies & Equipment Library Periodicals	22,000			22,000	22,000		780	20,911
6110.245	Supplies & Equipment Mobile Phones	800			800	800		590	723
6110.270	Supplies & Equipment Office Equipment Repairs	500			500	500		0	0
6110.280	Supplies & Equipment Office Furniture	5,000			5,000	5,000		2,993	4,153
6130.010	Equipment Maintenance Copier Lease	31,050	(3,958)		31,050	35,008		15,560	28,208
6130.030	Equipment Maint Library Shared Computer System	14,000	(6,000)		14,000	20,000		13,461	17,948
6130.070	Equipment Maintenance Software Maint Agreement	8,550	8,550		8,550	0		2,550	2,550
6160.003	Grant Programs Library Cares Regional Library	0			0	0		15,361	0
6160.095	Grant Programs Library - Miscellaneous	0			0	0		33,181	26,362
6160.120	Grant Programs Library Srv Enhancement - ESRL	75,000			75,000	75,000		44,447	63,362
6510.085	Legal Services Other Legal Expenses	500			500	500		65	4,488
6540.020	Vehicle Operating Expense Fuel - WC Fleet	750			750	750		90	481
6540.040	Vehicle Operating Exp Vehicle Registration	100	100		100	0		0	0
6540.045	Vehicle Operating Exp Vehicle Repairs Outside	0			0	0		657	45
6550.005	Building Site Exp Automatic Doors	2,107			2,107	2,107		0	0
6550.030	Building Site Exps Carpet/VCT Cleaning	10,300			10,300	10,300		1,941	7,785
6550.040	Building Site Exps Cleaning Contract	83,940			83,940	83,940		57,279	68,447
6550.050	Building Site Exps Custodial Supplies	7,700			7,700	7,700		2,397	4,985
6550.060	Building Site Exps Electricity	125,000			125,000	125,000		64,584	78,215
6550.070	Building Site Exps Elevator Testing	6,000			6,000	6,000		4,333	4,432
6550.080	Building Site Exps Fire Alarm Testing	3,750			3,750	3,750		2,104	2,382
6550.081	Building Site Exps Fire Extinguishers	350			350	350		172	1,707
6550.090	Building Site Exps General Maintenance Repairs	38,000			38,000	38,000		34,836	26,192
6550.110	Building Site Exps Heating Fuel Oil	5,000			5,000	5,000		1,993	2,305
6550.120	Building Site Exps Heating Propane	24,500			24,500	24,500		21,885	17,898
6550.124	Building Site Exps HVAC Loop Water Treatment	5,500			5,500	5,500		2,069	2,560

Expenditures

Worcester County, MD

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FY2022 Budget Work Session 5/11/21

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
6550.125	Building Site Exps HVAC Repairs/Replacement	4,500			4,500	4,500		0	0
6550.135	Building Site Exps Insurance Claim Exps	0			0	0		4,670	0
6550.140	Building Site Exps Internet Access	1,500			1,500	1,500		1,349	1,889
6550.180	Building Site Exps Pest Control/Termite Insp	1,500			1,500	1,500		720	1,090
6550.220	Building Site Exps Security Alarm Monitoring	2,850			2,850	2,850		1,795	1,932
6550.242	Building Site Exps Sewage Pump Monitoring	300			300	300		0	0
6550.250	Building Site Exps Sprinkler Testing	4,400			4,400	4,400		3,210	4,180
6550.270	Building Site Exps Telephone	19,000			19,000	19,000		12,181	14,933
6550.280	Building Site Exps Tipping Fees	775			775	775		191	456
6550.300	Building Site Exps Trash Removal	3,250			3,250	3,250		2,569	3,016
6550.310	Building Site Exps Water & Sewer	11,700			11,700	11,700		6,707	9,261
6900.025	Advertising Legal Advertisements	0			0	0		0	152
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	8,500			8,500	8,500		229	5,065
7170.100	Benefits & Insurance Property & Liability Insurance	500	200		500	300		483	464
9010.010	Capital Equipment New Vehicles	25,000	25,000		25,000	0	1 vehicle	0	0
9010.050	Capital Equipment Building Improvements	0			0	0		0	76,433
Department Total: 1603 - Libraries		2,794,287	33,522		2,794,287	2,760,765	33,522	1,988,871	2,575,739
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

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FY2022 Budget Work Session 5/11/21

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1604 - Other Recreation & Culture									
7100.015	County Grant Berlin Heritage Foundation	10,000	10,000		10,000	0		0	0
7100.016	Berlin Little League	0			0	0		0	2,000
7100.050	Furnacetown	40,000			40,000	40,000		40,000	40,000
7100.095	Marva Theatre	20,000	5,000		20,000	15,000		15,000	15,000
7100.116	O.C. Developmental Corp. (included Grants to Towns)	1	1		1	0	\$100,000 in Ocean City Towns Grant	0	0
7100.135	Delmarva Discovery Museum	30,000			30,000	30,000	DDM gave \$10k to Sturgis FY21	30,000	20,000
Department Total: 1604 - Other Recreation & Culture		100,001	15,001		100,001	85,000	15,001	85,000	77,000
							Variance: FY22 / FY21 Bgt		
Department: 1701 - Extension Service									
6100.010	Administrative Exp Administrative Exps	1,955			1,955	1,955		1,955	1,955
6100.100	Administrative Exp Dues, License & Subscriptions	480			480	480		401	395
6100.190	Administrative Exp Office Supplies	6,200			6,200	6,200		5,958	4,256
6100.230	Administrative Exp Postage & Freight	1,500			1,500	1,500		1,300	1,494
6110.120	Supplies & Equipment Equipment Rental	0	(480)		0	480		0	210
6130.010	Equipment Maintenance Copier Lease	6,000			6,000	6,000		4,433	4,222
6550.270	Building Site Exps Telephone	2,500			2,500	2,500		1,280	2,141
7120.020	Non-Matching Exps Appropriation Extension Svc	187,582			187,582	187,582	State Paid Employees	187,582	179,952
Department Total: 1701 - Extension Service		206,217	(480)		206,217	206,697	(480)	202,909	194,624
							Variance: FY22 / FY21 Bgt		
Department: 1702 - Other Natural Resources									
6170.010	Program Exp Gypsy Moth Control	1,700			1,700	1,700		0	6,440
7100.180	County Grants Soil Conservation	48,554			48,554	48,554		48,554	48,554
7130.030	Matching Appropriation Conservation Easements	0			0	0		3,600	92,666
7130.040	Matching Appropriation Md Agri Land Preservation Fund	0	(1,000)		0	1,000		0	4,986
7130.050	Matching Appropriation Beach Maintenance	460,000	(10,000)		460,000	470,000	Per State Estimate	441,858	431,876
Department Total: 1702 - Other Natural Resources		510,254	(11,000)		510,254	521,254	(11,000)	494,012	584,522
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

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FY2022 Budget Work Session 5/11/21

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1801 - Economic Development									
6000.100	Personnel Services Salaries	115,000	(34,939)	(5,000)	120,000	149,939		65,314	135,949
6100.010	Administrative Exp Administrative Exps	0			0	0		46	0
6100.100	Administrative Exp Dues, License & Subscriptions	3,400			3,400	3,400		3,562	3,769
6100.150	Administrative Exp Incentives & Events	20,000			20,000	20,000		1,995	5,304
6100.165	Administrative Exp Meeting Exp	1,000			1,000	1,000		116	594
6100.190	Administrative Exp Office Supplies	500			500	500		(4)	337
6100.230	Administrative Exp Postage & Freight	250			250	250		0	0
6110.080	Supplies & Equipment Computer Repairs & Supplies	0	(500)		0	500		0	0
6110.090	Supplies & Equipment Computers & Printers	2,077	2,077		2,077	0		0	2,072
6110.120	Supplies & Equipment Equipment Rental	200			200	200		236	210
6110.245	Supplies & Equipment Mobile Phones	2,000	(400)		2,000	2,400		290	1,973
6110.290	Supplies & Equipment Other Office Equipment	0			0	0		726	0
6110.310	Supplies & Equipment Promotional Materials	0			0	0		214	0
6130.010	Equipment Maintenance Copier Lease	1,075	(125)		1,075	1,200		717	1,075
6160.002	Grant Programs Cares Act Business Grant	0			0	0		2,241,286	0
6160.004	Grant Programs Restaurant Grant	0			0	0		2,272,294	0
6160.006	Grant Programs Hotel Lodging Relief Grant	0			0	0		6,497,051	0
6170.020	Program Exp Workforce Development Programs	100,000	(40,000)		100,000	140,000		653	101,353
6170.055	Program Exp Intern Program Grants	30,000	20,000		30,000	10,000	Tri-County NASA Intern Grant	0	7,300
6510.020	Legal Services County Attorney Exps	0			0	0		0	75
6530.040	Consulting Services Consulting Services	60,000	35,000		60,000	25,000		21,639	25,900
6540.020	Vehicle Operating Exps Fuel - WC Fleet	1,250	(1,250)		1,250	2,500		715	797
6540.030	Vehicle Operating Exps Vehicle Maintenance	500	(500)		500	1,000		468	936
6550.270	Building Site Exps Telephone	1,000	300		1,000	700		782	1,008
6700.800	Other Maint & Svcs New Business Startup	0	(25,000)		0	25,000		25,000	25,000
6900.015	Advertising Economic Development	0			0	0		0	46,162
7000.020	Travel, Training & Exp Board Member Allowance	2,100			2,100	2,100		0	521
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	16,575	3,000		16,575	13,575		1,239	3,889
7000.115	Travel Training & Exp Mileage Reimb	6,000	3,000		6,000	3,000		233	660
Department Total: 1801 - Economic Development		362,927	(39,337)	(5,000)	367,927	402,264	(39,337)	11,134,573	364,884
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

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FY2022 Budget Work Session 5/11/21

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1803 - Tourism									
6000.100	Personnel Services Salaries	271,771	62,738		271,771	209,033		198,222	217,195
6100.010	Administrative Exp Administrative Exps	300			300	300		236	207
6100.100	Administrative Exp Dues, License & Subscriptions	1,770	446		1,770	1,324		1,870	1,772
6100.150	Administrative Exp Incentives & Events	900			900	900		0	215
6100.190	Administrative Exp Office Supplies	900	(200)		900	1,100		1,346	1,296
6110.245	Supplies & Equipment Mobile Phones	1,800	698		1,800	1,102		554	1,317
6110.310	Supplies & Equipment Promotional Materials	79,156	50,000		79,156	29,156		23,362	27,270
6110.380	Supplies & Equipment Signage	1,000			1,000	1,000		0	0
6110.393	Supplies & Equipment Special Event Sponsorship	6,000			6,000	6,000		3,367	6,563
6130.010	Equipment Maintenance Copier Lease	975			975	975		650	975
6130.060	Equipment Maintenance Software Licensing	1,250	650		1,250	600		0	0
6150.050	Uniforms & Personal Equipment Uniforms	400	150		400	250		0	0
6160.150	Grant Programs Tourism Grant Projects	160,000	(47,154)		160,000	207,154	State Grant Estimate	32,264	233,481
6530.040	Consulting Services Consulting Services	19,100			19,100	19,100	Outsource Social Media	13,662	19,043
6530.180	Consulting Services Web Page	18,000	(17,000)		18,000	35,000		24,290	24,080
6540.020	Vehicle Operating Exps Fuel - WC Fleet	2,400	800		2,400	1,600		170	1,391
6540.030	Vehicle Operating Exps Vehicle Maintenance	1,125	375		1,125	750		204	661
6550.040	Building Site Exps Cleaning Contract	1,350			1,350	1,350		901	1,313
6550.050	Building Site Exps Custodial Supplies	380			380	380		0	279
6550.060	Building Site Exps Electricity	10,000	(2,000)		10,000	12,000		7,780	7,063
6550.090	Building Site Exps General Maintenance Repairs	250			250	250		0	12
6550.140	Building Site Exps Internet Access	500	(50)		500	550		305	480
6550.220	Building Site Exps Security Alarm Monitoring	204			204	204		153	204
6550.270	Building Site Exps Telephone	2,800			2,800	2,800		2,645	2,711
6900.052	Advertising Supplemental Advertising	283,500			283,500	283,500	Towns Advertising Paid directly by Tourism	14,747	272,336
6900.055	Advertising Tourism	426,000			426,000	426,000	Advertising RPET departments	359,427	387,569
7000.020	Travel, Training & Exp Board Member Allowance	1,050			1,050	1,050		0	300
7000.100	Travel, Training & Exp Meetings/Conferences/Shows	5,000	1,400		5,000	3,600		3,508	2,863
7000.115	Travel, Training & Exp Mileage	250			250	250		10	0
Department Total: 1803 - Tourism		1,298,131	50,853		1,298,131	1,247,278		689,673	1,210,595
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

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FY2022 Budget Work Session 5/11/21

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1901 - Taxes Shared with Towns									
7160.010	Towns' Share Towns' Share County Bingo Fee	200	(2,900)		200	3,100		0	2,054
7160.020	Towns' Share Towns' Share County Income Tax	2,300,000	300,000		2,300,000	2,000,000	Increased based on estimates	1,549,567	2,456,617
7160.040	Towns' Share Towns' Share Liquor License Fees	342,157			342,157	342,157		241,218	0
Department Total: 1901 - Taxes Shared with Towns		2,642,357	297,100		2,642,357	2,345,257	297,100	1,790,785	2,458,671
							Variance: FY22 / FY21 Bgt		
Department: 1902 - Grants to Towns									
6160.043	Grant Program - OPA Other Grant	0		(150,000)	150,000	0		0	0
7100.028	OPA Recreation Conditional Grant	10,000		(30,000)	40,000	10,000		10,000	10,000
7100.029	OPA Tourism Conditional Grant	0		(25,000)	25,000	0		0	10,000
7100.065	County Grants Grants to Towns for Police	475,000		(50,000)	525,000	475,000	Ocean Pines Association	475,000	475,000
7100.153	County Grants Restricted Fire Grant	567,000	(47,000)		567,000	614,000	based on CY2020 runs	614,000	521,000
7100.192	County Grants Tourism to Town	50,000		(5,000)	55,000	50,000		50,000	50,000
7100.193	County Grants Unrestricted to Town	5,197,091	284,133	(594,500)	5,791,591	4,912,958		4,827,250	4,790,000
Department Total: 1902 - Grants to Towns		6,299,091	237,133	(854,500)	7,153,591	6,061,958	237,133	5,976,250	5,856,000
							Variance: FY22 / FY21 Bgt		
Department: 1950 - Benefits & Insurance									
6510.070	Legal Services Judgements & Lawsuits	5,000			5,000	5,000		0	11,157
7170.010	Benefits & Ins. Allowance Salary Increase July '19	1,062,364	1,062,364	(64,446)	1,126,810	0	3.5% COLA, longevity	0	0
7170.020	Benefits & Insurance Contingency	20,000			20,000	20,000		0	5,226
7170.030	Benefits & Insurance Hospitalization Insurance	5,413,794	(123,149)		5,413,794	5,536,943	based on negotiated rate estimates	5,729,251	6,557,291
7170.040	Benefits & Insurance Other Post-Employment Benefits	8,231,879	2,731,879	(268,121)	8,500,000	5,500,000	based on income tax revenue, \$268,121 added to OPEB in BOE MOE	4,125,000	13,248,286
7170.050	Benefits & Insurance Retirement	3,971,589	425,946	819	3,970,770	3,545,643	based on FY21 payroll	3,401,170	2,766,470
7170.060	Benefits & Insurance Social Security Taxes	2,513,304	171,459	3,858	2,509,446	2,341,845	based on FY22 payroll	1,656,361	1,991,763
7170.070	Benefits & Insurance Unemployment Insurance	20,000			20,000	20,000	based on COVID19 part time employees	(933)	14,487
7170.080	Benefits & Insurance Vested Benefits	0			0	0		0	(62,700)
7170.090	Benefits & Ins. Workmans Compensation Ins	1,037,609	10,078		1,037,609	1,027,531		1,122,545	1,066,909
7170.100	Benefits & Insurance Property & Liability Insurance	502,573	11,422		502,573	491,151		466,412	463,577
7170.120	Benefits & Insurance Long Term Disability	59,420			59,420	59,420		60,902	51,997
7170.130	Benefits & Insurance Life Insurance	49,932			49,932	49,932		57,627	41,215
7170.140	Benefits & Insurance FSA, EAP Prgm, PSA Admin	90,896			90,896	90,896		63,163	90,929
7170.150	Benefits & Insurance Retirement Admin Fee	68,920	(2,071)		68,920	70,991		54,265	84,768
Department Total: 1950 - Benefits & Insurance		23,047,280	4,287,928	(327,890)	23,375,170	18,759,352	4,287,928	16,735,763	26,331,373
							Variance: FY22 / FY21 Bgt		

Expenditures

Worcester County, MD

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FY2022 Budget Work Session 5/11/21

Account Number	Description	FY2022 Committee	Variance Committee vs FY21 Budget	Variance Committee vs FY22 Request	FY2022 Budget Request	FY21 Adopted Budget	Work Session Notes & Changes	FY21 Actual YTD 4/30/21	FY20 Actual 6/30/2020
Department: 1975 - Debt Service									
7700.050	Debt Service 2003 MDE Water Quality Bond	29,470	(223,106)		29,470	252,576		252,576	252,576
7700.090	Debt Service 2013 Capital Improvements Bonds	393,985	3,125		393,985	390,860		332,843	1,581,573
7700.100	Debt Service 2014 Capital Improvements Bonds	3,770,431	(27,250)		3,770,431	3,797,681		3,798,327	3,851,827
7700.110	Debt Service 2015 Capital Improvements Bonds	6,401,220	5,368		6,401,220	6,395,852		6,395,852	6,299,254
7700.110	Debt Service 2019 Capital Improvements Bonds	3,092,825	(5,875)		3,092,825	3,098,700		3,099,367	1,233,575
Department Total: 1975 - Debt Service		13,687,931	(247,738)		13,687,931	13,935,669	(247,738)	13,878,963	13,218,804
							Variance: FY22 / FY21 Bgt		
Department: 1985 - Interfund									
8100.020	Transfers Out - Capital Projects	0			0	0		2,028,303	3,740,654
8100.080	Transfer Out to Reserve Fund	0		(520,300)	520,300	0	Fund Balance	143,939	394,893
Department Total: 1985 - Interfund		0		(520,300)	520,300	0	0	2,172,242	4,135,547
							Variance: FY22 / FY21 Bgt		
Expenditure Grand Total		215,878,666	11,558,035	(2,726,054)	218,604,720	204,320,631	11,558,035	186,474,725	207,224,311
							Variance: FY22 / FY21 Bgt		
	REVENUE	213,210,613			210,591,207	204,320,631			
	budget (shortfall)/surplus	<u>(2,668,053)</u>			(8,013,513)	0			

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Fire and EMS

Funding FY2022

May 11, 2021 Budget Work Session

Expenditures

Worcester County, MD

FY2021 Budget Work Session 5/11/21

Account Number	Account Description	FY2022 Committee	Variance Committee vs FY21 Budget	2022 Department Requested	2021 Adopted Budget	Work Session Notes & Changes	FY2021 Actual YTD 4/30/21	2020 Actual Amount
Department: 1105 - Volunteer Fire Departments								
All Accounts	Fire Training Center	22,104.00	(23,100.00)	22,104.00	45,204.00		41,638.50	47,964.08
7080.010	Fire & Ambulance County Grant to Fire Companies	2,520,000.00	-	2,520,000.00	2,520,000.00	Funding @ \$250k + \$20,000	2,520,000.00	2,520,000.00
7080.020	Fire & Ambulance County Grant to Ambulance Cos.	5,116,773.00	104,800.00	5,088,773.00	5,011,973.00	based on minimum FY21 or FY22 if greater, + Girdletree request	4,256,590.80	4,256,590.80
7080.030	Fire & Ambulance Firemens Training Center	15,000.00	10,000.00	5,000.00	5,000.00	Firemans request	-	-
7080.040	Fire & Ambulance LOSAP Appropriation	186,200.00	-	186,200.00	186,200.00	Adopted plan FY20	-	72,000.00
7080.060	Fire & Ambulance State Grant for Fire Companies	379,707.00	6,780.00	379,707.00	372,927.00	State Aid Estimate Final	372,955.00	372,955.00
7080.070	Fire & Ambulance Fire Workman's Compensation	115,151.00	(77,668.00)	192,819.00	192,819.00	Final renewal notice	192,882.00	178,701.00
7080.080	Fire & Ambulance EMT Paramedic Tuition Reimb Pgm	8,000.00	-	8,000.00	8,000.00	Adopted plan FY20/2 students per year	-	-
Department Total: 1105 - Volunteer Fire Departments		8,362,935.00	20,812.00	8,402,603.00	8,342,123.00	20,812.00	7,384,066.30	7,448,210.88

Variance: Committee Review/FY21 Bgt

1

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 01-5

BY: Commissioners Bloxom, Gulyas, Lynch, Purnell and Shockley
INTRODUCED: April 17, 2001

A BILL ENTITLED

AN ACT Concerning

Public Safety - Appropriation to Volunteer Fire Companies

For the purpose of amending the computation of the annual appropriation from the County to chartered volunteer fire companies to reflect changes in the State assessment of real property based on full cash value rather than 40% of its value as previously computed.


Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection 1-101(a) of the Public Safety Article of the Code of Public Local Laws of Worcester County, Maryland shall be repealed and reenacted to read as follows:

- (a) Appropriation. The County Commissioners shall appropriate, on an annual basis, in the County expense budget, an amount of money equal to one and three tenths cents on each one hundred dollars of assessable property in the County for the assistance, maintenance and support of the various volunteer fire companies chartered by the County Commissioners pursuant to this Subtitle.

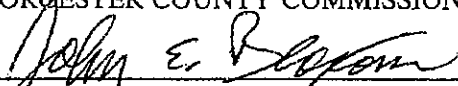
Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect forty-five (45) days from the date of its passage.

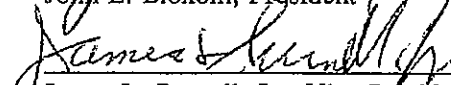
PASSED this 15th day of May, 2001.

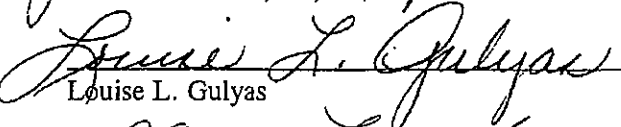
ATTEST:


Gerald T. Mason
Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS


John E. Bloxom, President


James L. Purnell, Jr., Vice President


Louise L. Gulyas


Jeanne Lynch


Virgil E. Shockley

**The Estimated Taxable Assessable Base at the County Level
For the tax year beginning July 1, 2021
Base Estimate Date: March 31, 2021
(figures expressed in thousands)**

Request FY2022

Jurisdiction	Real Property Full Year	Real Property New Construction	Railroad Operating Real Property	Total Assessable Base Subject to the Real Property County Tax Rate	Loss Due to Homestead Tax Credit	County Homestead Tax Credit Percentage	Net Assessable Base Subject to the Real Property County Tax Rate	Railroad Operating Personal Property	Utility Operating Real Property	Utility Operating Personal Property	Business Personal Property	Total Assessable Base Subject to the Personal Property / Utility County Tax Rates	Total Taxable County Assessable Base
Worcester	16,569,742	7,500	324	16,577,566	142,135	3%	16,435,431	143	6,423	185,074	257,000	448,640	17,026,206
				16,577,566								448,640	17,026,206

Full year column includes new construction added for the full year (July 1). New construction is property added for partial year levy (Oct. 1, Jan 1, and Apr. 1).

These figures do not include adjustments necessary to calculate State grants to local governments or any tax credits. The above Business Personal Property figures for July 2020 must be adjusted before being used for state aid purposes by substituting the following figures in (\$000) :
Worcester County \$238,758 in FY2020
State Department of Assessments and Taxation

Account coding for General Ledger :	FY2022 Budget	FY2022 Code Based	FY22 Supplement Required	FY22 Request
County Grant to Fire Companies				
Poc VFC	100.1105.105 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
Berlin VFD	100.1105.115 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
Snow Hill VFD	100.1105.125 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
Ocean City VFD	100.1105.135 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
Girdletree VFD	100.1105.145 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
Stockton VFD	100.1105.155 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
Newark VFD	100.1105.165 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
Bishopville VFD	100.1105.175 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
Showell VFD	100.1105.185 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
Ocean Pines VFD	100.1105.195 7080.010 \$ 250,000.00	\$ 221,341.00	28,659	\$ 250,000.00
TOTAL FY18	\$ 2,500,000.00	2,213,410	286,590	\$ 2,500,000.00

Fire Grant Calculation for Fire Depts:		
assessable base		17,026,206,000
	divided by \$100	170,262,060
	rate=.013	2,213,407
based on Code- each co.	FY22	\$ 221,341
Budget - each VFC	FY21	\$ 250,000
	VARIANCE	\$ (28,659)
FY22 Budget		\$ 2,500,000
FY22 County Request		2,500,000
FY21 County Budget		2,500,000
	Variance	-

(1) FY22 Budget increased by \$283,400 from the General Fund in order to fund \$250,000 to each Volunteer Fire Company for FY2022 as request by the Fire Companies.

§ PS 1-101 Appropriation and distribution of money to volunteer fire companies. [Amended 1-12-1993 by Bill No. 92-16]

(a) Appropriation. The County Commissioners shall appropriate, on an annual basis, in the County expense budget, an amount of money equal to one and three tenths cents on each one hundred dollars of assessable property in the County for the assistance, maintenance and support of the various volunteer fire companies chartered by the County Commissioners pursuant to this Subtitle.[Amended 5/15-2001 by Bill No. 01-5]

(b) Distribution. The funds so appropriated by the County Commissioners shall be distributed and expended by the County Commissioners among the chartered volunteer fire companies of the County in as nearly as may be computed an equal sum for each. The appropriation shall be paid to each fire company no less frequently than in two equal installments on or before August 1 and February 1 of each fiscal year.

(c) Expenditures restricted. All funds so distributed by the County Commissioners to the chartered volunteer fire companies of the County shall be used strictly for fire fighting and protection within the County and surrounding jurisdictions by the fire company to which the funds are distributed. The funds shall be expended and used for the equipment, training and maintenance of such fire companies and all necessary expenses relating thereto.

**FIRE COMPANIES NOT IN TOWN LIMITS
FY2022 Request**

	FY2022 Supplemental Allowance	FY2021 Budget	FY22/21 Variance
Girdletree	\$4,000.00	\$4,000.00	\$0.00
Stockton	\$4,000.00	\$4,000.00	\$0.00
Newark	\$4,000.00	\$4,000.00	\$0.00
Bishopville	\$4,000.00	\$4,000.00	\$0.00
Showell	\$4,000.00	\$4,000.00	\$0.00
TOTALS	\$20,000.00	\$20,000.00	\$0.00

FY22 Budget Request \$20,000.00

Supplemental Amount is paid to each fire company that is not in Town limits

Budget In Volunteer Fire & Ambulance:

Girdletree	100.1105.145.7080.010
Stockton	100.1105.155.7080.010
Newark	100.1105.165.7080.010
Bishopville	100.1105.175.7080.010
Showell	100.1105.185.7080.010

Rate History:

Annual Allowance

FY2019 \$4,000 new

Worcester County Emergency Medical Services (EMS) funding Approved FY2021

Worcester County Emergency Medical Services (EMS) funding by Committee in FY21 is as follows and includes no changes:

The following is paid directly to each Volunteer Fire and Ambulance Company:

- Payment for each out-of-town Non-Credit Run = \$190
- Payment for each in-town credit run = \$190
- Payment for each out-of-town Credit Run = \$760
- Personnel Reimbursement:
 - \$8,000 for each Full-time equivalent (FTE) staff member (base personnel), plus
 - \$60,000 fixed allotment
- Per Ambulance Allocation = \$10,000
- Mileage Supplement = \$.60 per miles - (for found trips greater than 25 miles to a hospital)

A Credit Run is defined as an emergency transport to a local hospital from a Worcester County location

Approved local hospitals include: Atlantic General Hospital in Berlin, Beebee Hospital in Lewes, DE TidalHealth Peninsula Regional (formarily PRMC) in Salisbury, and TidalHealth McCready Pavilion in Crisfield

EMS FUNDING REQUEST -FY 2022 (FY2022 is based on 2020 runs)

Grant Amount	2020 Non Credit Out-Town		2020 Credit Runs In Town		2020 Credit Runs Out-Town		2020 TRANSPORT DESTINATIONS			2020 Mileage Supplement	2020 # of Ambulances	Ambulance Allocation	2020 # Per	Base Personnel	Additional Personnel Supplement	FY 2022 Requested Funding	FY2021 APPROVED BUDGET	FY22/FY21 FUNDING VARIANCE	
								AGH	PRMC	MCC/BMC	\$0.60		\$10,000		\$8,000	\$60,000			
Pocomoke			751	\$142,690			52	854	17	\$20,109.00	3	\$30,000	13	\$104,000	\$60,000	\$554,779.00	\$507,659.00	\$47,120.00	Pocomoke
out town	102	\$19,380			235	\$178,600	\$936.00	\$18,958.80	\$214.20										
Snow Hill			358	\$68,020			146	650	0	\$8,548.80	3	\$30,000	12	\$96,000	\$60,000	\$626,798.80	\$626,798.80	\$0.00	Snow Hill
out town	165	\$31,350			438	\$332,880	\$1,138.80	\$7,410.00	\$0.00										
Newark					73	\$55,480	44	29	0	\$400.20	2	\$20,000	8	\$64,000	\$60,000	\$207,290.20	\$194,125.00	\$13,165.20	Newark
							\$0.00	\$400.20											
Berlin			762	\$144,780			1,054	152	0	\$1,915.20	3	\$30,000	12	\$96,000	\$60,000	\$727,135.20	\$726,565.20	\$570.00	Berlin
out town	300	\$57,000			444	\$337,440	\$0.00	\$1,915.20											
Ocean City			2296	\$436,240			2,476	358	27	\$8,514.60	10	\$100,000	65	\$520,000	\$383,350	\$1,868,004.60	\$1,868,004.60	\$0.00	Ocean City
out town	282	\$53,580			482	\$366,320	\$0.00	\$7,947.60	\$567.00						includes \$323,350				
Showell							98	47		\$705.00	2	\$20,000	8	\$64,000	\$60,000	\$257,755.00	\$242,455.00	\$15,300.00	Showell
out town					130	\$98,800	\$0.00	\$705.00											
Bishopville							118	22		\$330.00	2	\$20,000	8	\$64,000	\$60,000	\$264,220.00	\$264,175.00	\$45.00	Bishopville
out town					137	\$104,120	\$0.00	\$330.00											
Ocean Pines			1063	\$201,970			1,050	136		\$2,040.00	3	\$30,000	14	\$112,000	\$60,000	\$508,990.00	\$508,990.00	\$0.00	Ocean Pines
out town	50	\$9,500			123	\$93,480	\$0.00	\$2,040.00											
Totals	1096	\$208,240	5,230	\$993,700	2,062	\$1,567,120	4,940.00	2,201.00	\$781.20	\$42,562.80	28	\$280,000	140	\$1,120,000	\$803,350	\$5,014,972.80	\$4,938,772.60	76,200.20	EMS SubTotal
																			1.5%
																101,800.00	73,200.00	28,600.00	Medic Assist
																5,116,772.80	5,011,972.60	104,800.20	2.1%

ROUND TRIP MILEAGE - Paid over 25 miles round trip			
	AGH	PRMC	MCC/BMC
Pocomoke	55	62	46
Snow Hill	38	44	46
Newark	20	48	
Berlin	2	46	
Ocean City	24	62	60
Bishopville	18	50	
Ocean Pines	10	50	
Showell	8	50	

DEFINITIONS

Credit Run is an emergency transport to a hospital from a Worcester County location

EMS Units to be MIEMSS Certified ALS/BLS transport units

Full time equivalent personnel are those who cover a minimum of 40 hours per week time block year round

MEMORANDUM OF UNDERSTANDING ITEMS

To qualify for the additional personnel supplement must provide a minimum of 8 hours each day ALS paid coverage

Quarterly Reporting of Personnel Hours worked required to be submitted to County

Annual EMS financial report detailing income and expenses and include any financial audit records

EMS grant funding to be segregated from fire company funds and dedicated to EMS operations

Participation with county emergency exercises, preparation, information and resource requests

Must participate in Quality Assurance program monitored by EMS Captain committee

Failure to sign and comply with MOU will result in funding to be withheld until compliance is met

Rates As of FY2021:	
<u>In-Town Rate</u>	FY16 Revisions COLA=.16% COLA for in town rate at \$190 FY09-FY15=\$187 FY08=\$183 FY07= \$177 FY06=\$170
<u>Out Town Credit Run</u>	FY16 Revision Rate 4.0 times in Town FY07 Out Town Rate 4.0 times in town
<u>Out Town Non Credit Run</u>	FY16 Revision same rate as In-Town Rate FY07 Out Town Non-Credit \$187.00
<u>Mileage Supplement over 25 miles</u>	FY15=\$.60 FY10-FY14 = \$.505 FY09=\$.505 FY08=\$.445 FY07 -FY06 rate = \$.405 FY05 Rate= \$.34
<u>Ambulance Allocation</u>	FY20-FY06 \$10,000
<u>Base Personnel</u>	FY20 = \$8,000 FY18=FTE @ \$5,000 FY19-FY06= \$5,000
<u>Additional Personnel Supplement</u>	FY21 = \$60,000 FY20= \$50,000 FY16 \$40,000 FY15-FY06 = \$30,000
<u>FY22 Budget</u>	Added \$323,350 to Ocean City personnel supplement , added 2 FTE to Newark and Showell

MEDICAL ASSIST COMPANIES
FY2022 Request
 Revised Request 4/26/21

	CY 2020 Medical Assists	per call	Base Amount	# FTE	Paid FTE @ \$8k/ \$36k	FY2022 Request	FY2021 Budget	FY22/21 Variance
		\$100.00			\$8,000.00			
Stockton	56	\$5,600	\$9,000	1	\$36,000	\$50,600	\$50,000	\$600
Girdletree	62	\$6,200	\$9,000	1	\$36,000	\$51,200	\$23,200	\$28,000
TOTALS		\$11,800	\$18,000		\$72,000	\$101,800	\$73,200	\$28,600

39.07%

FY2022 Budget Request	\$11,800.00	\$18,000.00		\$72,000.00	\$101,800.00
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FY22 keep Girdletree runs at 62, vs 39

Medical Assist Company is alerted each time a call for EMS service is in their response area

Full time equivalent personnel are those who cover a minimum of 40 hours per week time block year round

Per Call amount is paid for each **response** to a medical assist call

Base Amount is paid to each fire company that is alerted for **every** EMS call within their fire response area

Budget In Volunteer Fire & Ambulance:

Stockton	100.1105.155.7080.020
Girdletree	100.1105.145.7080.020

<u>Rate Histon</u>	<u>Base Amount</u>	<u>Per Call</u>	<u>Paid FTE</u>	<u>Stockton Pd FTE</u>
FY2021	\$9,000	\$100	\$8,000	\$36,000
FY2020	\$7,500	\$100	\$8,000	
FY2019	\$7,500	\$100	\$5,000	
FY2018	\$7,500	\$100		
FY2015-FY07	\$7,500	\$80		
FY2006-FY04	\$3,000	0		

FY 2022 Grant to Towns - for Fire Company for Out of Town Responses

Amount to be paid to TOWN

\$1,000.00 per call

	CY2020	FY2022 Request	FY21 Budget	FY22/FY21 Variance
Pocomoke	55	55,000	63,000	-\$8,000
Snow Hill	73	73,000	87,000	-\$14,000
Berlin	214	214,000	204,000	\$10,000
Ocean City	183	183,000	210,000	-\$27,000
Ocean Pines	42	42,000	50,000	-\$8,000
Total	567	567,000	614,000	-\$47,000

-7.65% Increase

Any dispatched emergency call for fire apparatus where the location is outside the town limits for the company's first due response area.

Budget In Grants to Towns:

Pocomoke	100.1902.100.7100.153
Snow Hill	100.1902.120.7100.153
Berlin	100.1902.110.7100.153
Ocean City	100.1902.130.7100.153
Ocean Pines	100.1902.190.7100.153

On June 1, 2004, a new program was budgeted for appropriation in FY2005. This new program entitled, Restricted Fire Grant to the Towns, was budgeted as a pass thru of funds for Fire Service for all municipalities, and OceanPines Association (OPA). Funding will be based on qualified **Out of Town Fire Service Runs**, which means the fire apparatus leaves the corporate municipal or homeowner association limits that the apparatus is situated in.

This new County funding will be provided to your municipality for further distribution to the Vol. Fire Company based on qualified runs.

Qualified runs are defined as:

Fire Company must be alerted by Central for an emergency alarm.

Fire Company must respond with a minimum of one certified piece of fire apparatus and arrive on the scene.

Public service calls are not eligible.

How to Qualify:

Municipality must agree not to reduce their current/future funding level formulas.

Fire Company must show participation in county drills.

Fire Company must maintain current equipment and departmental roster lists with Central.

Fire Company must participate, and successfully complete annual inspection.

Money must go toward fire equipment and/or equipment operating expenses.

Rate History:

FY2021-FY2007 = \$1,000

FY2006-FY2005=\$250

1105.7080.060 State Grant to Fire Companies

Each year, the county and towns must report to the State, the cost for fire protection, rescue & ambulance services. The State funds are distributed to the towns and fire companies according to Article 38A, Sections 45A through 45D, of the Annotated Code of Maryland, known as "Senator William H. Amoss Fire, Rescue & Ambulance Fund." If the town share of funds provided equals 10% of the total spent in the County, they would receive 5% of the State grant in the next year. The State funds not distributed to the towns are split evenly among the 10 fire companies.

		FY2022 Budget Request	FY2021 Budget	\$ Inc/(Dec)	FY2021 Actual
100.1105.100.7080.060	Pocomoke City/Town	\$ 18	\$ 512	\$ (494)	\$ 18
100.1105.110.7080.060	Berlin/Town	\$ 10,801	\$ 10,891	-90	\$ 10,800
100.1105.120.7080.060	Snow Hill/ Town	\$ 2,234	\$ 44	2,190	\$ 2,234
100.1105.130.7080.060	Ocean City/Town	\$ 35,464	\$ 28,770	6,694	\$ 35,463
100.1105.115.7080.060	Berlin	\$ 33,119	\$ 33,271	-152	\$ 33,118
100.1105.175.7080.060	Bishopville	\$ 33,119	\$ 33,271	-152	\$ 33,118
100.1105.145.7080.060	Girdletree	\$ 33,119	\$ 33,271	-152	\$ 33,118
100.1105.165.7080.060	Newark	\$ 33,119	\$ 33,271	-152	\$ 33,118
100.1105.135.7080.060	Ocean City	\$ 33,119	\$ 33,271	-152	\$ 33,118
100.1105.195.7080.060	Ocean Pines	\$ 33,119	\$ 33,271	-152	\$ 33,118
100.1105.105.7080.060	Pocomoke	\$ 33,119	\$ 33,271	-152	\$ 33,118
100.1105.185.7080.060	Showell	\$ 33,119	\$ 33,271	-152	\$ 33,118
100.1105.125.7080.060	Snow Hill	\$ 33,119	\$ 33,271	-152	\$ 33,118
100.1105.155.7080.060	Stockton	\$ 33,119	\$ 33,271	-152	\$ 33,118
		\$ 379,707	\$ 372,927	\$ 6,780	\$ 379,692

Note: FY22 budget \$379,707 uses FY21 actual allocation & State budget aid report
 FY21 actual = \$379,692

FY2022
Request

FY2021
Approved

FY22/21
Variance

1105.198.7080.040 LOSAP Contribution

Annual Contribution	\$ 184,400	\$ 184,400	\$ -
Administrative Fee	\$ 1,800	\$ 1,800	\$ -
Total	\$ 186,200	\$ 186,200	\$ -

*Annual Report is May 1

FY20 Plan approved - Resolution 19-33

1105.198.7080.080 EMT Paramedic Scholarship Program

Annual Contribution	\$ 8,000	\$ 8,000	\$ -
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FY20 Plan approved - Resolution 19-34

1105.200.7080.070 Worker's Compensation Vol Firemen

Policy Premium	\$ 115,151	\$ 192,819	\$ (77,668)
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FY22 Premium notification not received as of March 8, 2021

FY21 Based on 660 volunteers, Premium
and loss information as of 12/31/19

7

GRANTS TO TOWNS - FY2022
Committee 5/11/21 - Pocomoke City

	<u>Pocomoke City FY21 Approved</u>	<u>Pocomoke City FY22 Request</u>	<u>Pocomoke City FY22 Request</u>
COUNTY GRANTS TO TOWNS			
Unrestricted Grant	465,000	465,000	465,000
Infrastructure Grant	42,854	-	-
Request 10% allocation of FY20 table games revenue		32,490	32,490
(1) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	507,659	554,779	554,779
Restricted Fire Grant	63,000	55,000	55,000
	1,078,513	1,107,269	1,107,269
* Cnty Grant Vol. Fire Dept - based on code	217,819	221,660	221,660
(2) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,340
Sub-Total County Grants & Debt	1,328,513	1,357,269	1,357,269
Tourism Marketing On-Behalf	4,500	4,500	4,500
SHARED REVENUES			
* Income Tax	245,000	265,000	265,000
* Liquor License Distribution	7,031	7,031	7,031
	252,031	272,031	272,031
STATE AID PASS THRU			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,118	33,118
* Fire Co. Aid-State Pass Thru Towns-est	512	18	18
TOTAL	\$ 1,618,827	\$ 1,666,936	\$ 1,666,936

* Mandated by State or County Code

(1) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount

(2) Fire Grant supplement approved from General Fund FY14-FY21

GRANTS TO TOWNS - FY2022
Committee 5/11/21 - Snow Hill

	<u>Snow Hill FY21 Approved</u>	<u>Snow Hill FY22 Request</u>	<u>Snow Hill FY22 Committee</u>
COUNTY GRANTS TO TOWNS			
Unrestricted Grant	465,000	500,000	465,000
Other Grants - in lieu	200,000	200,000	226,000
Other Grants - in lieu Aerator	-	35,000	35,000
Wastewater system inflow & infiltration	-	200,000	50,000
Infrastructure Grant	42,854	32,490	32,490
Restricted Fire Grant	87,000	73,000	73,000
	794,854	1,040,490	881,490
* Cnty Grant Vol. Fire Dept	217,819	221,660	221,660
(1) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,340
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	626,799	626,799	626,799
	876,799	876,799	876,799
Sub-Total County Grants & Debt	1,671,653	1,917,289	1,758,289
Tourism Marketing On-Behalf	4,500	4,500	4,500
SHARED REVENUES			
Income Tax	125,000	139,000	139,000
* Liquor License Distribution	4,688	4,688	4,688
	129,688	143,688	143,688
STATE AID PASS THRU			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,119	33,119
* Fire Co. Aid-State Pass Thru Towns-est	44	2,234	2,234
TOTAL	\$ 1,839,156	\$ 2,100,830	\$ 1,941,830

* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY21

(2) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount

GRANTS TO TOWNS - FY2022
Committee 5/11/21 - Berlin

	Berlin FY21 Approved	Berlin FY22 Request	Berlin FY22 Committee
<u>COUNTY GRANTS TO TOWNS</u>			
Unrestricted Grant	465,000	465,000	465,000
Rails -to-Trails funds to offset grant	-	39,875	39,875
Berlin Community Center - feasibility study @ 50%	-	7,500	-
Berlin Independence Day fireworks @ NWAC @ 50%	-	5,000	-
Restricted Fire Grant	204,000	214,000	214,000
	669,000	731,375	718,875
* Cnty Grant Vol. Fire Dept	217,819	221,660	221,660
(1) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,340
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	726,565	727,135	727,135
	976,565	977,135	977,135
Sub-Total County Grants & Debt	1,645,565	1,708,510	1,696,010
Tourism Marketing On-Behalf	4,500	4,500	4,500
<u>SHARED REVENUES</u>			
* Income Tax	422,000	537,000	537,000
* Liquor License Distribution	20,438	20,438	20,438
	442,438	557,438	557,438
<u>STATE AID PASS THRU</u>			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,119	33,119
* Fire Co. Aid-State Pass Thru Towns-est	10,891	10,801	10,801
TOTAL	\$ 2,136,665	\$ 2,314,368	\$ 2,301,868

* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY21

(2) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount

GRANTS TO TOWNS - FY2022
Committee 5/11/21 - Ocean City

	<u>Ocean City FY21 Approved</u>	<u>Ocean City FY22 Request</u>	<u>Ocean City FY22 Committee</u>
COUNTY GRANTS TO TOWNS			
Convention Bureau	50,000	50,000	50,000
Recreation Grant	100,000	100,000	100,000
Ocean City Unrestricted Grant	2,552,250	2,552,250	2,552,250
Unrestricted Grant Grant increase 2.5%	-	63,806	63,806
Tourism Marketing	400,000	400,000	400,000
Tourism Marketing increase request	-	100,000	-
Other Grants - Park & Ride	80,000	80,000	80,000
OC Fire Marshall new robot for bomb squad	-	154,000	77,000
OCPD Avillion Mobile camera with mast	-	14,180	14,180
OCPD police grant (OCPD request 10 FT Officers)	-	250,000	-
Downtown Redevelopment	100,000	100,000	100,000
Restricted Fire Grant	210,000	183,000	183,000
	3,492,250	4,047,236	3,620,236
Ocean City MOU Additional Request	-	-	-
Sub-Total	3,492,250	4,047,236	3,620,236
(1) Ambulance Grant ***Included in 1105 budget	1,538,005	1,544,655	1,544,655
(1) EMS Services to WOC	330,000	323,350	323,350
* Cnty Grant Vol. Fire Dept-General Fund Bgt	217,819	221,660	221,660
(2) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,340
Ambulance Grant- Vol Fire Co	n/a	n/a	n/a
DEBT SERVICE FOR BENEFIT OF OCEAN CITY			
Beach Maintenance-DNR Fund	470,000	460,000	460,000
	2,588,005	2,578,005	2,578,005
Sub-Total County Grants & Debt	6,080,255	6,625,241	6,198,241
Tourism Marketing On-Behalf	270,000	270,000	270,000
SHARED REVENUES			
* Income Tax	1,208,000	1,359,000	1,359,000
* Bingo License Receipts	3,100	200	200
* Liquor License Distribution	310,000	310,000	310,000
	1,521,100	1,669,200	1,669,200
STATE AID PASS THRU			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,119	33,119
* Fire Co. Aid-State Pass Thru Towns-est	28,770	35,464	35,464
TOTAL	\$ 7,933,396	\$ 8,633,024	\$ 8,206,024

* Mandated by State or County Code

- (1) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount
- (2) Fire Grant supplement approved from General Fund FY14-FY21

GRANTS TO TOWNS - FY2022
Committee 5/11/21 - Ocean Pines Association

Revised 3/2/21

	<u>Ocean Pines FY21 Approved</u>	<u>Ocean Pines FY22 Request</u>	<u>Ocean Pines FY22 Committee</u>
COUNTY GRANTS TO TOWNS			
County Street Grants By Agreement	128,162	122,942	122,942
Recreation Grant	10,000	40,000	10,000
Roads & Bridge Repairs	-	150,000	-
Tourism	-	25,000	-
Police Aid	475,000	525,000	475,000
Restricted Fire Grant	50,000	42,000	42,000
	663,162	904,942	649,942
* Cnty Grant Vol. Fire Dept	217,819	221,660	221,660
(1) Supplemental Cnty Grant Vol. Fire Dept	32,181	28,340	28,340
(2) Ambulance Grant- Vol Fire Co ***Included in 1105 Budget	508,990	508,990	508,990
	758,990	758,990	758,990
Sub-Total County Grants & Debt	1,422,152	1,663,932	1,408,932
STATE AID PASS THRU			
* Fire Co. Aid-State Pass Thru Vol Fire-est	33,271	33,119	33,119
TOTAL	\$ 1,455,423	\$ 1,697,051	\$ 1,442,051

* Mandated by State or County Code

(1) Fire Grant supplement approved from General Fund FY14-FY21

(2) Ambulance Grant calculated at FY2021 rates based on CY2020 runs, or FY2021 grant, whichever may be the greater amount

FY2022 Capital by Department

Page #	Dept.	Acct. Number		Replace/ New	\$ Request	\$ Funded as of 5/6/21	Comments	Model Yr to Replace	Estimated Miles 6/30/21	Request Description	
Capital Request -Public Safety fund with Casino/Video Lottery Terminal Grants Revenue											
One-Time Capital Request FY2022											
21		Emergency Services									
	1)	1102.044.9010.020		N	\$ 580,000	\$ 580,000	Casino/VLT			P-25 Radio Interference Mitigation Project	
23	Jail										
	2)	1103.9010.010	vehicle	Pickup truck - Chevy 1500	R	\$ 25,725	\$ 25,725	Casino/VLT	2006	taken out of service	Replace 2006 Chevy Silverado take off road and was used by grounds maintenance staff
25		Fire Marshal									
	3)	1104.9010.010	vehicle	Full size pickup 3/4 ton	R	\$ 37,000	\$ 37,000	Casino/VLT	2012	161,000	Replace 2012 Chevy SUV Tahoe used by Fire Marshal
	4)	1104.9010.010	vehicle	full size pickup equipment	R	\$ 10,500	\$ 10,500	Casino/VLT			Equipment for replacement vehicle
18		Sheriff's Office									
	5)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2008	204,607	replace 2008 Ford Crown Vic PPV with engine/transmission problems
	6)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2008	246,380	replace 2008 Ford Crown Vic PPV with engine/transmission problems
	7)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2008	222,511	replace Crown Vic with body and interior needs, annual estimated repairs of \$7,000, used by Patrol
	8)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2009	181,755	replace Crown Vic with engine & suspension repair needs, estimated at \$7,000, used by Patrol
	9)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2009	190,032	replace Crown Vic with transmission and interior repair needs, estimated at \$7,000, used by Patrol
	10)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2008	190,516	replace Crown Vic with frequent vehicle repairs, estimated at \$7,000, used by Patrol
	11)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2012	243,000	replace 2012 Tahoe and estimated annual repairs of \$10,000 and require more time in repair than on road
	12)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2010	184,625	replace 2010 Crown Vic and estimated annual repairs of \$4,000 with more time in repair than on road
	13)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2010	210,976	replace 2010 Tahoe and estimated annual repairs of \$4,000 with more time in repairs than on road
	14)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2011	224,236	replace 2011 Tahoe with estimated annual repairs of \$4,000 and more time in repairs than on road
	15)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2012	175,554	replace 2012 Tahoe and estimated annual repairs of \$4,000 and require more time in repair than on road
	16)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ 39,000	Casino/VLT	2012	204,952	replace 2012 Tahoe and estimated annual repairs of \$4,000 and require more time in repair than on road
	17)	1101.030.	vehicle	vehicle equipment for replacement vehicles	R	\$ 236,568	\$ 236,568	Casino/VLT			vehicle equipment for 12 replacement vehicles
				Total Casino/Video Lottery Terminals Revenue		\$ 1,357,793					

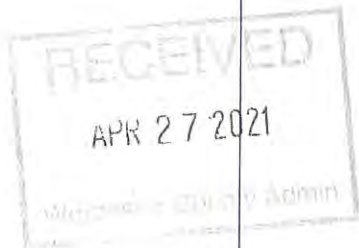
FY2022 Capital by Department											5/5/2021
Page #	Dept.	Acct. Number		Replace/ New	\$ Request	\$ Funded as of 5/6/21	Comments	Model Yr to Replace	Estimated Miles 6/30/21	Request Description	
Capital Request - FY2021 surplus											
One-Time Capital Request FY2022											
States Attorney											
4	18)	1004.9010.010	vehicle	SUV	N	\$ 35,000	\$ -	Surplus			States Attorney investigator new position, on call liquor board needs
10	Development Review & Permitting										
	19)	1008.9010.010	vehicle	mid size car	R	\$ 18,000	\$ -	Surplus	2005	taken out of service	Taken out of Service since Jan 2021, Tech services division
	20)	1008.9010.010	vehicle	mid size car	R	\$ 18,000	\$ -	Surplus	2005	taken out of service	Taken out of Service since Jan 2021, Zoning division
12	Environmental Programs										
	21)	1010.9010.010	vehicle	Full Size Sedan	R	\$ 21,000	\$ -	Surplus	2005	80,000	Repairs are more than the value of the vehicle, pool vehicle used for inspections, Well program & TNC Program use
	22)	1010.9010.010	vehicle	Compact SUV	R	\$ 26,000	\$ -	Surplus	2006	160,000	Vehicle is at the end of useful life and used for inspections, Plumbing/Gas Inspection program
	23)	1010.9010.010	vehicle	Regular Cab pickup truck	R	\$ 27,000	\$ -	Surplus	2005	180,000	Extensive issues and used daily for inspections by ENV/NR inspections
15	Other General Government - IT										
	24)	1090.070.9010.040		IT Equipment	R	\$ 175,000	\$ -	Surplus			replace County's primary File Server; this physical server contains 12 virtual servers and is at end of useful life and end of support. Includes support to migrate server date and hardware support.
18	Sheriff's Office										
	25)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ -	Surplus	2013	231,130	replace 2013 Tahoe and estimated engine/transmission estimated repair of \$4,000
	26)	1101.030.9010.010	vehicle	Prisoner Transport Expendition SSV SUV	R	\$ 39,000	\$ -	Surplus	2013	200,454	replace 2013 Tahoe and estimated repairs of \$4,000
	27)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ -	Surplus	2013	193,384	replace 2013 Tahoe and estimated repairs of \$4,000
	28)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	R	\$ 39,000	\$ -	Surplus	2013	207,764	replace 2013 Tahoe with enging and suspension estimated annual repairs of \$4,000
	29)	1101.030.	vehicle	vehicle equipment for replacement vehicles	R	\$ 78,856		Surplus			vehicle equipment for 18 replacement vehicles
	30)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	N	\$ 39,000	\$ -	Surplus			new patrol vehicle for new position and needed for performance of duties
	31)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	N	\$ 39,000	\$ -	Surplus			new patrol vehicle for new position and needed for performance of duties
	32)	1101.030.9010.010	vehicle	Patrol Tahoe PPV SUV	N	\$ 39,000	\$ -	Surplus			new patrol vehicle for new position and needed for performance of duties
	33)	1101.030.	vehicle	vehicle equipment for new vehicles	N	\$ 59,142	\$ -	Surplus			vehicle equipment for 3 new vehicles/new positions

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FY2022 Capital by Department

Page #	Dept.	Acct. Number		Replace/ New	\$ Request	\$ Funded as of 5/6/21	Comments	Model Yr to Replace	Estimated Miles 6/30/21	Request Description
28	Public Works - Maintenance Division									
	34)	1201.9010.010	vehicle		\$ 41,210	\$ -	Surplus			FY22 position request for Plumber
	35)	1201.9010.010	vehicle		\$ 41,210	\$ -	surplus	2005	130,000	replace building maintenance Mechanic I who handles HVAC & Electrical repair
	36)	1201.9010.010	vehicle		\$ 41,210	\$ -	Surplus			Current fleet does not have a vehicle for Maint. Worker III position
	37)	1201.9010.070			\$ 12,499	\$ -	Surplus			Replace 12 year old mower
35	Public Works - Homeowner Convenience Center									
	38)	1205.9010.060			\$ 81,000	\$ -	surplus			replace 20 year old compactors at end of useful life, 1 each for Snow Hill, Pocomoke & Berlin
36	Public Works - Recycling Division									
	39)	1206.9010.060			\$ 9,167	\$ -	surplus			1-container for cardboard, old containers are rusting and unrepairable
	40)	1206.9010.060			\$ 16,470	\$ -	surplus			2 - containers for all other recyclable products, old containers are rusting & unrepairable
38	Mosquito Control									
	41)	1302.9010.010	vehicle		\$ 32,396	\$ -	Surplus	2005	168,500	replace State truck used by Foreman for supervision and nighttime response for emergency issues for State drivers
43	Recreation Department									
	42)	1601.9010.010	vehicle		\$ 22,450	\$ -	Surplus			Vehicle for Recreation & Parks Director. Current vehicle can be returned to Recreation Staff usage.
	43)	1601.9010.060			\$ 21,050	\$ -	Surplus			retractable batting cage for the Recreation Center
46	Parks Department									
	44)	1602.9010.010	vehicle		\$ 37,500	\$ -	Surplus	2002	114,304	replace 2002 Ford Ranger, used daily to transport for projects involving 3+ people. Will also be used to haul larger trailers and
	45)	1602.9010.010	vehicle		\$ 28,100	\$ -	Surplus	2004	137,900	replace 2004 Chevrolet Silverado for parks transportation and hauling equipment
	46)	1602.9010.070			\$ 15,000	\$ -	Surplus			replace an older mower with 4,000 hours. Used to maintain turf on ball fields and parks
	47)	1602.9010.070			\$ 30,000	\$ -	Surplus			need to replace field groomer that has 3,000+ hours in order to meet tournament standards. Expected life of 2-+ years
	48)	1602.9010.070			\$ 25,000	\$ -	Surplus			need to replace chipper that is operable due to significant motor damanger. Life expectancy of 30+ years
48	Libraries									
	49)	1603.200.9010.010	vehicle		\$ 25,000	\$ -	Surplus	2007	205,000	Replace Ford Edge from Liquor department, for Youth Services with storage to carry program supplies to 5 branches and deliver outreach services to schools and childcare centers.
Total FY2021 Surplus					\$ 1,210,260					
FY22 General Fund - Not funded										
18	Sheriff's Office									
	50)	1101.030.9010.070			\$ 326,000	\$ -				to be used for rescue of victims in hostage situations, adverse weather & protect deputies in hazard situations. Working to secure grant to cover half of cost of vehicle
Requested Capital					\$ 2,894,053					

W



Worcester County
DEPARTMENT OF PUBLIC WORKS
6113 TIMMONS ROAD
SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

TEL: 410-632-5623
FAX: 410-632-1753

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John S. Ross, P.E., Deputy Director
Derrick Babcock, Fleet Superintendent
DATE: April 26, 2021
SUBJECT: FY22 Budget Vehicle Rating Inspections

DIVISIONS

MAINTENANCE
TEL: 410-632-3766
FAX: 410-632-1753

ROADS
TEL: 410-632-2244
FAX: 410-632-0020

SOLID WASTE
TEL: 410-632-3177
FAX: 410-632-3000

FLEET
MANAGEMENT
TEL: 410-632-5675
FAX: 410-632-1753

WATER AND
WASTEWATER
TEL: 410-641-5251
FAX: 410-641-5185

Attached for your review are vehicle rating inspections for the FY22 proposed vehicle replacements. The first page is a summary sheet highlighting the proposed vehicles to be replaced with ratings that range from 4 to 20 points – 4 points being the worst rating; 20 points being the better rating. Followed are the individual rating inspections for each vehicle. All Departments were completed with the exception of three vehicles from the Sheriff's Department due to scheduling conflicts.

Should you have any questions in the meantime, please feel free to call me.

Attachments

cc: John H. Tustin, P.E., Director
Kathy Whited, Budget Officer
Fleet Management File: GovDeals.com

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Vehicle Rating Summary

Department	Vin	Year	Make	Model	Rating
HR	1GCEC14V55Z255142	2005	CHEVROLET	SILVERADO 1500	11
DRP	1B3EL46RX6N108701	2005	DODGE	STRATUS	sold 19
DRP	1GCEC14V45Z252832	2005	CHEVROLET	SILVERADO 1500	8
DRP	1GCEC14V05Z251886	2005	CHEVROLET	SILVERADO 1500	7
EP	1B3EL46R85N606877	2005	DODGE	STRATUS	8
EP	1GCEC14X86Z112155	2006	CHEVROLET	SILVERADO 1500	5
EP	1GCEC14X16Z112420	2006	CHEVROLET	SILVERADO 1500	6
EP	1GCEC14V55Z254833	2005	CHEVROLET	SILVERADO 1500	4
SHERIFF	2FAFP71V68X141098	2008	FORD	CROWN VICTORIA	6
SHERIFF	2FAFP71V48X141102	2008	FORD	CROWN VICTORIA	
SHERIFF	2FAHP71V89X121462	2009	FORD	CROWN VICTORIA	7
SHERIFF	2FAHP71V59X121466	2009	FORD	CROWN VICTORIA	8
SHERIFF	2FAFP71V88X141099	2008	FORD	CROWN VICTORIA	
SHERIFF	1GNFK03069R165857	2009	CHEVROLET	TAHOE	6
SHERIFF	2FABP7BV3AX105856	2010	FORD	CROWN VICTORIA	6
SHERIFF	2FABP7BV5AX105857	2010	FORD	CROWN VICTORIA	10
SHERIFF	1GNLC2EOXBR182692	2011	CHEVROLET	TAHOE	
SHERIFF	1FMJU1G54BEF13785	2011	FORD	EXPEDITION	8
SHERIFF	1GNLC2E03CR169140	2012	CHEVROLET	TAHOE	11
SHERIFF	1GNLC2E05CR169138	2012	CHEVROLET	TAHOE	7
SHERIFF	1GNLC2E08CR169439	2012	CHEVROLET	TAHOE	7
SHERIFF	1GNLC2E03DR217916	2013	CHEVROLET	TAHOE	12
SHERIFF	1GNLC2E05DR314017	2013	CHEVROLET	TAHOE	9
SHERIFF	1GNLC2E0XDR314000	2013	CHEVROLET	TAHOE	7
SHERIFF	1GNLC2E06DR313975	2013	CHEVROLET	TAHOE	9
SHERIFF	1GNLC2E04DR314042	2013	CHEVROLET	TAHOE	9
JAIL	1GCED14XX6Z112027	2006	CHEVROLET	SILVERADO 1500	9
FIRE MARSHAL	1GNLC2E02CR176449	2012	CHEVROLET	TAHOE	7
MAINTENANCE	1FTNE24W95HA80246	2005	FORD	E250	10
DPW	1G1ND52F94M629465	2004	CHEVROLET	MALIBU	8
MOSQUITO CONTROL	1GCHK24UX5E263970	2005	CHEVROLET	SILVERADO 4X4	4
RECREATION	1B3EL46RX5N608878	2005	DODGE	STRATUS	7

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PARKS	1GCEC14X76Z111644	2006	CHEVROLET	SILVERADO 1500	6
PARKS	1FTYR10U12TA19840	2002	FORD	RANGER	6
PARKS	1GCEC14V44E226379	2004	CHEVROLET	SILVERADO 1500	4
LIBRARY	2FMDK39C87BB08929	2007	FORD	EDGE	6
WWW	1FTRF12W69KBO2885	2009	FORD	F150	6
WWW	1FTRF12W89KB02886	2009	FORD	F150	6
WWW	1D7HA16KX7J541405	2007	DODGE	RAM 1500	5
WWW	1FTRF12W29KB02883	2009	FORD	F150	7
SOLID WASTE	1GBFC34R8WE191862	1998	CHEVROLET	3500 UTILITY	4

EXHIBIT 1

ITEM 9

Committee
Revised
FY2022

REVENUES

REVENUE SOURCE	APPROVED FY 21	REQUESTED FY 22	Final HB 1372
UNRESTRICTED REVENUES			
COUNTY			
Appropriation - Current Expense - MOE	\$93,692,139	\$95,773,822	96,041,943
STATE (Thornton Funding) * MOE additional @ 2.5%			268,121
Foundation Program	7,060,853	7,019,022	7,019,022
Special Education	1,681,440	1,651,336	1,651,336
Transportation	3,404,374	3,392,268	3,392,268
Compensatory Education	7,558,634	7,827,456	7,827,456
Limited English Proficiency	429,674	412,622	412,622
OTHER			
Tuition	70,000	70,000	70,000
Other	80,000	80,000	80,000
Prior Year's Fund Balance**	567,011	567,011	567,011
Restricted Programs Reimbursements	75,452	75,452	75,452
TOTAL UNRESTRICTED REVENUE	\$114,619,577	\$116,868,989	117,137,110
OTHER REQUESTS - COUNTY			
RECURRING			
Appropriation - Technology - MOE	\$200,000	\$200,000	200,000
Appropriation - Capital Outlay - MOE	100,000	100,000	100,000
NONRECURRING			
Appropriation - Technology	0	0	0
Appropriation - School Construction - not MOE	633,000	295,800	0 *
OTHER			
Appropriation - Retirement Expenses - not MOE	619,100	660,253	660,253
Appropriation - County Share of Teacher Pension	***	***	
TOTAL OTHER REQUESTS - COUNTY	\$1,552,100	\$1,256,053	960,253
TOTAL COUNTY APPROPRIATION	95,244,239	97,029,875	97,002,196
TOTAL BUDGET - ALL FUNDS	\$116,171,677	\$118,125,042	118,097,363

* 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 FY20 fund balance is included on page 3.

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

* 295,800
FY20 Fund Balance

Total County Appropriation as Stated Above	95,244,239	97,029,875	
County Fund Balance FY19 :HVAC - Various Schools	(200,000)	0	
County Fund Balance FY19: Central Office Improvements	(150,000)	0	
County Fund Balance FY20: SDMS Addition Schematic Design Fees	(283,000)	0	
County Fund Balance FY20: fire alarm replacement SHMS		(156,000)	
County Fund Balance FY20: fire alarm replacement PMS		(139,800)	
Sub-Total	94,611,239	96,734,075	97,002,196
County Appropriation	94,611,239	96,734,075	
Unrestricted Revenue State & Other	20,927,438	21,095,167	
Total Board of Education Budget - All Funds	115,538,677	117,829,242	

MOE = 96,341,943

BOARD OF EDUCATION OF WORCESTER COUNTY

FY22 TOTAL BUDGET SUMMARY BY CATEGORY AND OBJECT OF EXPENDITURE

	SALARY	CONTRACTED SERVICES	SUPPLIES AND MATERIALS	OTHER CHARGES	EQUIPMENT	TUITION TRANSFERS	FY22 PROPOSED BUDGET
Administration	1,559,660	177,242	30,382	45,710	1,102		\$1,814,096
Instructional Support Services	7,758,406	85,263	137,537	61,200	5,000		8,047,406
Instructional Salaries	47,136,764						47,136,764
Textbooks & Classroom Supplies			2,727,738				2,727,738
Other Instructional Costs		523,647		306,875	85,395	50,000	965,917
Special Education	10,751,978	403,000	185,000	40,011	22,000	128,000	11,529,989
Student Personnel Services	370,841	750	1,890	283			373,764
Health Services	1,010,887	252	8,118	750	1,000		1,021,007
Student Transportation	356,634	6,553,017	9,636	93,084			7,012,371
Operation of Plant	3,867,661	322,270	301,120	4,015,718	42,300		8,549,069
Maintenance of Plant	768,358	93,738	229,360	650	37,745		1,129,851
Fixed Charges				26,434,818 + 268,121			26,434,818 26,702,939
Capital Planning	123,891	450	1,552	306			126,199
Proposed FY22	\$73,705,080	\$8,159,629	\$3,632,333	\$30,999,405 268,121 31,267,526	\$194,542	\$178,000	\$116,868,989 268,121 117,137,110
OTHER REQUESTS							
Technology Program							\$200,000
Capital Outlay							100,000
School Construction							FY20 Fund Balance 295,800
County Share of Teacher Pension							*
Retirement Expenses							660,253
TOTAL OTHER REQUESTS							\$1,256,053
TOTAL							\$118,125,042

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

Capital < 295,800
MOE 268,121
118,097,363

12 - FIXED CHARGES

ACCOUNT DESCRIPTION	EXPENDED FY20	APPROVED FY21	REQUESTED FY22
<u>OTHER CHARGES</u>			
TUITION & RECERTIFICATION EXPENSES	\$656,720	\$543,300	\$543,300
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	3,838	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	49,473	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	428,950	259,042	265,387
This account funds the cost of worker's compensation insurance required by law for school system employees.			
FY22 Salary Increase	\$6,345		
INSURANCE - LIFE	112,892	109,794	109,794
Life insurance for employees per negotiated agreement.			
RETIREMENT COSTS - LOCAL SHARE	242,239	202,529	202,529
Includes the State guidelines for 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 increase for the new pension system administrative fee.			
SOCIAL SECURITY	5,002,929	5,228,949	5,367,642
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 22 Salary Proposed Increase:	\$138,693		
MEDICAL INSURANCE	15,373,649	15,127,454	15,127,454
Current health plan based upon current enrollment.			
UNEMPLOYMENT INSURANCE	26,363	15,500	15,500
Cost of unemployment insurance including hearings, appeals, and administration of claims.			
OTHER POST EMPLOYMENT BENEFITS (OPEB)	2,600,000	2,600,000	2,600,000
This funding will be remitted to Worcester County to assist in funding the OPEB liability.			
LOCAL SHARE OF TEACHER PENSION	2,184,525	2,137,159	2,137,159
Effective in FY 12, the state of Maryland voted 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.			
TOTAL FIXED CHARGES	\$26,681,578	\$26,289,780	\$26,434,818

2,600,000
+ 268,121
} 2,868,121

268,121
} 26,702,939

3

**SCHOOL CONSTRUCTION PROJECTS
FY 2022**

	PROPOSED FY 22	
Fire Alarm System Replacement (Snow Hill Middle School)*	\$156,000	0
Fire Alarm System Replacement (Pocomoke Middle School)*	139,800	0
TOTAL:	\$295,800	0

**Included in Worcester County Commissioners FY20 Fund Balance*

*

Exhibit 4
Local Expenditures to Meet the Per Pupil MOE Requirements
Fiscal 2022 Estimates
(\$ in Millions)

County	Pre-COVID-19 Estimate*	Current Law**	Under the Bill ***	Difference	
				Compared to Current Law	Compared to Pre-COVID-19
Allegany	\$31.6	\$31.3	\$31.9	\$0.6	\$0.3
Anne Arundel	771.6	758.7	768.3	9.6	-3.2
Baltimore City	291.7	292.2	294.5	2.4	2.8
Baltimore	869.8	848.2	858.3	10.1	-11.5
Calvert	134.4	132.4	134.7	2.3	0.3
Caroline	16.0	15.8	16.0	0.2	0.0
Carroll	197.1	196.0	198.4	2.4	1.3
Cecil	88.0	87.4	88.5	1.1	0.5
Charles	197.2	193.7	195.7	2.0	-1.5
Dorchester	20.6	20.7	20.7	0.1	0.1
Frederick	297.9	294.9	296.3	1.5	-1.6
Garrett	28.6	28.5	28.9	0.4	0.2
Harford	278.0	273.4	276.9	3.5	-1.0
Howard	622.5	603.7	613.0	9.3	-9.5
Kent	18.6	18.5	19.0	0.5	0.5
Montgomery	1,765.6	1,729.7	1,751.9	22.2	-13.7
Prince George's	742.8	726.4	738.2	11.8	-4.5
Queen Anne's	62.3	61.5	62.6	1.0	0.3
St. Mary's	110.8	108.4	109.5	1.1	-1.2
Somerset	10.4	10.4	10.4	0.1	0.0
Talbot	43.4	44.0	44.7	0.7	1.2
Washington	106.1	104.5	105.8	1.3	-0.3
Wicomico	48.8	48.1	48.9	0.8	0.1
* Worcester	96.8	95.7	96.3	* 0.7	-0.4
Total	\$6,850.4	\$6,724.0	\$6,809.6	\$85.6	-\$40.8

* Uses projected fall 2020 enrollment in 2020 session prior to COVID-19 pandemic.

** Uses actual fall 2020 enrollment in three-year moving average.

*** Excludes actual fall 2020 enrollment from three-year moving average.

RESTRICTED PROGRAMS - LOCAL, 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	\$19,166,188	
	ACTUAL	ESTIMATED
	FY 21	FY 22
<u>FEDERAL FUNDS</u>		
Title I Educationally Disadvantaged	\$1,873,664	\$1,870,000
Title III Language Acquisition	16,969	16,000
Special Education	2,100,000	2,100,000
21st Century High School Academies	361,932	TBD *
JR ROTC Program	118,000	118,000
21st Century CARE Academies	398,346	TBD *
Title IIA, Systems of Support for Excellent Teaching & Leading	237,981	237,000
Career & Technology Education	89,523	89,000
Adult Education	43,351	43,300
Title IV Student Support and Academic Enrichment	142,175	142,000
CARES ESSER I Grant and ESSER II Grant	1,565,973	6,400,000 **
CARES Tutoring Grant	837,192	0
CARES Technology Grant	734,443	0
Reopening School Incentive Grant	200,000	0
<u>STATE FUNDS</u>		
Judy Hoyer Early Childcare And Education	250,000	250,000
Adult Education	182,387	182,000
SB 130 Blueprint for Maryland's Future	687,847	608,888
Teachers Retirement & Pension	6,831,000	7,060,000
<u>LOCAL FUNDS</u>		
Pocomoke Middle School Grant	50,000	50,000
	<i>Fund Balance *</i>	
TOTAL RESTRICTED REVENUE	\$16,720,783	\$19,166,188

* FY 21 is the 3rd and final year of the funding cycle for the 21st CCLC competitive grants. We will be applying for another 3 year round that begins in FY 22

** CARES/ESSER funding was awarded to assist with additional expenses related to the COVID pandemic Round 1 expires September 30, 2022, and Round 2 expires September 30, 2023.



10

COMMISSIONERS
JOSEPH M. MITRECIC, PRESIDENT
THEODORE J. ELDER, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
MADISON J. BUNTING, JR.
JAMES C. CHURCH
JOSHUA C. NORDSTROM
DIANA PURNELL

OFFICE OF THE
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

May 5, 2021

TO: Worcester County Commissioners

FROM: Harold L. Higgins, Chief Administrative Officer

SUBJECT: FY2022 Salary Increase County Employees

Classified and Non-Classified Employees:

The Worcester County employees are our most valuable resources who collectively keep county government operations running smoothly. Your fiscal year 2022 (FY22) requested budget includes a Cost of Living Adjustment (COLA) for 3.5% for classified and non-classified employees. Also included is the longevity factor for eligible employees. The total cost of the requested salary package is \$1,062,364.

Fund Balance and Debt

Reserve Fund

Policy on Reserve Fund Resolution 04-45 attached.

Fiscal Year 2021 Expense budget (based on Revenue Estimate) \$204,320,631

10% required \$20,432,063

10% actual \$20,432,100

Transfer Due: \$ 143,939 from Assigned Fund Balance of \$1,000,000 (\$856,061 will remain)

Fiscal Year 2022 Expense budget (based on Revenue Estimate) \$213,210,613

10% required \$21,321,061

10% actual \$20,432,100

Transfer Due: \$ 888,961 from Assigned Fund Balance of \$1,000,000 (\$111,039 will remain)

Budget Stabilization

Estimated use of Budget Stabilization available for FY21 & beyond = \$15,277,017

RESOLUTION NO. 04 - 45

RESOLUTION AMENDING POLICY ON RESERVE FUND

WHEREAS, upon the advice and recommendation of certain bond rating agencies, the County Commissioners of Worcester County, Maryland adopted a resolution on October 20, 1992 establishing a "Reserve Fund" for contingency and emergency situations as determined by the County Commissioners; and

WHEREAS, the County Commissioners established certain policies guiding the maintenance of said Reserve Fund by Resolution No. 96-10 adopted on March 12, 1996; and

WHEREAS, upon further advice and recommendations of certain bond rating agencies, the County Commissioners have determined that it would be proper to amend said policies guiding the maintenance of the Reserve Fund.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland, that the policies regarding the maintenance of the County's Reserve Fund are hereby amended as follows:

- 1) The Reserve Fund balance shall be maintained at a minimum level equal to ten percent (10%) of budgeted General Fund expenditures.
- 2) In the event the Reserve Fund is drawn below a level of ten percent (10%) of budgeted General Fund expenditures, the fund should be replenished from revenues in the General Fund within two years to a level equal to ten percent (10%) of budgeted expenditures.
- 3) Conditions which shall be considered as emergency or contingency shall be at the sole discretion of the County Commissioners.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this 19th day of October, 2004.

ATTEST:

Kelly Shanahan
 Gerald F. Mason Kelly Shanahan
 Assistant Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

John E. Bloxom
 John E. Bloxom, President

James L. Purnell, Jr.
 James L. Purnell, Jr., Vice President

Judith O. Boggs
 Judith O. Boggs

Thomas A. Cetola
 Thomas A. Cetola

James C. Church
 James C. Church

Louise L. Gulyas
 Louise L. Gulyas

Virgil L. Shockley
 Virgil L. Shockley

EXHIBIT 2

2

FY2021 Fund Balance

5/4/2021

FY2021 Year End Estimate:	<u>surplus/ (shortfall)</u>
Other Taxes (Transfer + Recordation)	5,600,000
Trailer Park Excise Tax	(159,000)
Interest on Investments	(748,000)
Income Tax	5,500,000
Sale of Pocomoke Liquor Store	897,573
Liquor Licenses	160,000
Jail Use ICE Housing	(3,300,000)
Salary Savings	400,000
Property Taxes(excluding tax sale)	812,000
FY21 expenditure savings	667,000
estimated surplus 6/30/21	<u>\$ 9,829,573</u>

FY22 Capital expenditures from FY21 surplus:

	<u>FY20 Fund Balance</u>
Board of Ed - PMS fire alarm	139,800
Board of Ed - SHMS fire alarm	156,000
Board of Ed -PMS evening program	50,000
FY22 One-Time Capital Purchases	1,210,260
Wor-Wic Applied Technology Building (FY22-23)	2,421,293
Roads - Paving	500,000
Total FY2021 Capital	<u>\$ 4,181,553</u>
FY21 surplus (shortfall)	<u><u>\$ 5,648,020</u></u>

DEBT SERVICE CURRENT AND ESTIMATED FUTURE

5/5/2021

Current Debt		FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27
2007 Bond WTHS	\$28,100,000							
2015 Refi Bond - WTHS		2,497,400	2,500,100	2,499,000	-	-	-	-
2008 Bond PHS	\$35,000,000	-	-	-	-	-	-	-
2015 Refi - PHS		3,101,100	3,106,000	3,166,100	3,121,200	-	-	-
2013 Refunding Bonds		-	-	-	-	-	-	-
2013 Cors Pension Bond	\$4,595,000	390,860	393,985	396,860	399,485	396,923	403,110	404,605
2004 MDE Water Quality Loan	\$3,807,468	252,576	29,471	-	-	-	-	-
2014 SHHS Add/Renovation Bond	\$43,000,000	3,797,681	3,770,431	3,742,931	3,719,931	3,715,931	3,714,681	3,781,281
2015 Bond - Radio Sys/Berlin Cap/Closure	\$8,760,000	797,352	795,120	795,627	798,670	796,134	799,462	808,631
2019 Bond - SES, SDMS, Cell 5	\$39,400,000	3,098,700	3,092,825	3,097,825	3,093,450	3,099,450	3,095,575	3,091,825
2023 Bond (Est. \$20M incl. SDMS)					1,500,000	1,500,000	1,500,000	1,500,000
Total		13,935,669	13,687,932	13,698,343	12,632,736	9,508,438	9,512,828	9,586,342
Requested Bond Projects								
DEBT SERVICE		\$ 13,935,669	\$ 13,687,932	\$ 13,698,343	\$ 12,632,736	\$ 9,508,438	\$ 9,512,828	\$ 9,586,342

Total Debt Service Per Above	\$ 13,935,669	\$ 13,687,932	\$ 13,698,343	\$ 12,632,736	\$ 9,508,438	\$ 9,512,828	\$ 9,586,342
Less: Prior Year Debt Service	(13,215,563)	(13,935,669)	(13,687,932)	(13,698,343)	(12,632,736)	(9,508,438)	(9,512,828)
Net Change in Debt Service from Prior Year	720,106	(247,737)	10,411	(1,065,607)	(3,124,298)	4,390	73,514
Casino rev transfer in - Casino Fund (see below)	(2,497,400)	(2,500,100)	(2,499,000)	-	-	-	-
Net change in funding needed	723,806	(250,437)	11,511	1,433,393	(3,124,298)	4,390	73,514

Casino Fund	FY21	FY22	FY23	FY24	FY25	FY25	FY26
Pr Year Beg Balance	\$ 972,529	\$ 1,379,992	\$ 1,938,692	\$ 2,659,078	\$ 5,994,965	\$ 9,479,769	\$ 13,118,692
Casino Revenue FY**	2,900,000	3,045,000	3,200,000	3,296,000	3,394,880	3,496,726	3,601,628
Interest	4,863	13,800	19,387	39,886	89,924	142,197	196,780
Capital PS expenditures							
WTHS Debt Pmt***	(2,497,400)	(2,500,100)	(2,499,000)	-	-	-	-
Year End Balance	\$ 1,379,992	\$ 1,938,692	\$ 2,659,078	\$ 5,994,965	\$ 9,479,769	\$ 13,118,692	\$ 16,917,100

FY22 Projects:

(580,000)	P-25 Radio Interference Project
(704,568)	12 Sheriff Vehicles/Equipment
(25,725)	Jail vehicle
(47,500)	Fire Marshal vehicle/equip
\$ (1,357,793)	Total
\$ 580,899	Remaining Balance

***Final year of WTHS debt service is FY22/23

13 11

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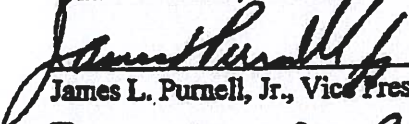


 Gerald F. Mason Kelly Shanahan
 Assistant Chief Administrative Officer


WORCESTER COUNTY COMMISSIONERS



 John E. Bloxom, President




 James L. Purnell, Jr., Vice President




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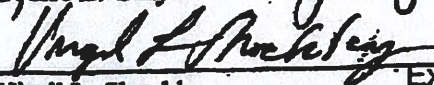
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Interest		4,863		13,800		19,387		39,886		89,924		142,197		196,780
Capital PS expenditures														
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