

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

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.

June 2, 2020

Item #

- 9:00 AM - Call to Order, Prayer, Pledge of Allegiance
- 9:01 - Report on Closed Session; Review and Approval of Minutes of May 19, 2020
- 9:10 - Chief Administrative Officer: Administrative Matters 1-10
(Annual Housing Bond Allocation - 2020; CDBG Grant Extension for Diakonia; FY21 Maryland Department of Aging Grant Application for Senior Center Services; Proposed Worcester County Workforce Back to Business Grant Program; Leasing Commission for Former Liquor Control Warehouse; Proposed Keep Worcester Clean Television Advertising Campaign; Award of Bid for Bayside Road Bridge Replacement Project; Request to Schedule a Public Hearings on - Newark Spray Irrigation Project, and Rezoning Case No. 423 - R-3 Multi-Family to C-2 General Commercial Zoning District on Elm Street in West Ocean City; Adoption of Resolution to Establish the Gum Point Road Area Sanitary Service Area; and potentially other administrative matters)
- 9:20 - Public Hearings - Requested Enterprise Fund Budgets for FY20/21 11
- Requested FY 20/21 Water and Wastewater Enterprise Fund Budgets and Assessments 12
- Requested FY 20/21 Solid Waste Enterprise Fund Operating Budget and Fees 13
- Requested FY 20/21 Liquor Control Enterprise Fund Operating Budget
- 9:30 -
- 9:40 - Public Hearing: Rezoning Case No. 424 - Stockyard, Inc.- R-3 Multi-Family to C-2 General Commercial Zoning District - north of US Rt 50, east of Golf Course Road in West Ocean City 14
- 9:50 - Public Hearing - Proposed CDBG Application - CARES Act Funding - for Senior Services, Food Programs and Homeless Assistance 15
- 10:00 - Chief Administrative Officer: Administrative Matters 1-10, continued
- 10:10 - Adopt FY 20/21 County Operating Budget 16
- 10:20 -
- 10:30 - Questions from the Press; County Commissioners' Remarks
- 10:31 - Vote to Meet In Closed Session
- 10:35 - Closed Session: Discussion regarding hiring a Plant Operator Trainee for the Water and Wastewater Division of Public Works and other personnel matters; discussing pending litigation; receiving legal advice from Counsel; and performing administrative functions
- 11:00 - Adjourn after closed session

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!

Minutes of the County Commissioners of Worcester County, Maryland

May 12, 2020

Budget Work Session

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

Due to the current COVID-19 pandemic, this meeting took place virtually via Zoom for which the live stream could be viewed at <https://media.swagit.com/zoom/worcestercountymd>.

The Commissioners met with Chief Administrative Officer Harold Higgins, Budget Officer Kathy Whited, and Finance Officer Phil Thompson to discuss issues pertaining to the FY21 Requested Operating Budget. The Commissioners deliberated on the projected revenues and requested expenditures in the Committee Reviewed FY21 Operating Budget, which currently reflects estimated revenues of \$205,694,286, and requested general fund operating expenditures of \$205,719,354, which leaves a shortfall of \$31,233.

Commissioner Mitrecic called the meeting to order and announced the topics discussed during the closed session on May 5, 2020.

The Commissioners noted, that as stated at an earlier meeting, they would vote separately on the requested FY21 Board of Education (BOE) Operating Budget and the FY21 County Operating Budget.

The Commissioners reviewed additional information and requests for the FY21 budget which were submitted after the requested budget was presented to the Commissioners in March. Information included: License and Fees Resolutions; Emergency Services 911 Telephone fee; FFY20 Homeland Security Grant; Fire and Emergency Medical Services (EMS) memo; Homeowner Convenience Center Permit Fees; Community for Life Program in Ocean City; Senior Transportation Funding for the Commission on Aging and Shore Transit; and Wor-Wic Community College Maintenance and Repair Plan.

Commissioner Bertino made a motion to increase funding for the Maryland Community For Life program by \$30,000 to expand the program to be offered in Ocean City, which following a motion by Commissioner Elder was tabled to allow staff to determine the full cost of including the entire County in this program.

Upon a motion by Commissioner Bertino, the Commissioners approved the Wor-Wic Community College (WWCC) Maintenance and Repair Plan, which requires County approval but not County funding.

The Commissioners reviewed revised revenue projections. Commissioners Bertino and Bunting stated that revenue projections appear too high given the impact of the COVID-19 pandemic. They suggested that revenue projections should be further reduced. Commissioner Elder concurred. Mr. Higgins explained the County finance team's rationale for the current revenue projections. Specifically, Mr. Higgins explained that the property tax revenues are based on current assessments which will not change in FY21. He further advised that income tax revenues are likely most at risk due to the economic impacts of COVID-19, and have therefore been reduced accordingly. Commissioner Mitrecic stated that staff has already reduced budgeted revenues due to COVID-19 and he has faith in their projections.

Commissioner Bunting made a motion to reduce property tax revenues to the same level as FY20 which is \$134,303,565 rather than \$138,167,141 as projected by staff. He later revised his motion to reflect that the projected increase should be reduced by 25% or \$965,894. Mr. Thompson explained that the assessments are already set for FY21 and the potential variance is less than 0.5% in a worst case scenario. He reminded that Commissioners that during the recession of 2008, real property taxes increased. After much discussion, Commissioner Bunting withdrew his motion.

A motion by Commissioner Bunting to reduce funding in Account No. 4250 Room Tax Admin by \$11,000 failed 3-4, with Commissioners Bertino, Bunting, and Elder voting in favor of the motion and Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in opposition.

A motion by Commissioner Bunting to reduce funding in Account No. 4250.040 Room Tax Due to Unincorporated Areas by \$100,000 failed 3-4, with Commissioners Bertino, Bunting, and Elder voting in favor of the motion and Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in opposition.

A motion by Commissioner Bunting to reduce funding in Account No. 4340 Transfer Tax by \$500,000 failed 3-4, with Commissioners Bertino, Bunting, and Elder voting in favor of the motion and Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in opposition.

The Commissioners directed Warden Donna Bounds to review and revise revenue projections for housing Immigration and Customs Enforcement (ICE) detainees for their review at their May 19 budget work session due to recent reductions from ICE.

Upon a motion by Commissioner Elder, The Commissioners voted 4-3, with Commissioners Bertino, Bunting, Elder, and Mitrecic voting in favor of the motion and Commissioners Church, Nordstrom, and Purnell voting in opposition, to reduce funding in Account No. 5645 Share of State Park Receipts by \$5,000.

The Commissioners recessed for 10 minutes.

The Commissioners reviewed requested new positions by department, including requested title changes in Emergency Services to more accurately reflect the work being performed at no change in Grade or Step.

Upon a motion by Commissioner Elder, the Commissioners unanimously approved title changes for Communications Clerk Trainee, I, II, and III to Emergency Communications Specialist Trainee, I, II, and Supervisor.

Pursuant to the request of Ms. Norton and Public Works Director John Tustin and upon a

motion by Commissioner Purnell, the Commissioners unanimously approved the following reclassifications within the Maintenance Division of Public Works: two Maintenance Worker II positions from Grade 9 to Grade 10; two Building Maintenance Mechanic III positions from Grade 20 to Grade 21; and one Building Maintenance Mechanic V from Grade 24 to Grade 25.

Pursuant to the request of Ms. Norton and upon a motion by Commissioner Purnell, the Commissioners voted 4-3, with Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in favor and Commissioners Bertino, Bunting, and Elder voting in opposition, to approve funding of \$78,448 to cover promotions, reclassifications, and adjustments for 45 General Fund employees upon obtaining certifications and/or licenses needed to operate, pass probationary periods, or meeting a certain designated employment time.

Pursuant to the request of Ms. Norton and upon a motion by Commissioner Nordstrom, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition, to approve funding of \$29,036 to cover promotions and reclassifications for 16 employees within the Water and Wastewater Division of Public Works.

The Commissioners reviewed requests for new positions for FY21 for the General Fund and Enterprise Fund.

Upon a motion by Commissioner Bertino, the Commissioners voted 6-1, with Commissioner Church voting in opposition, to maintain three Communications Clerk I positions at part-time.

Upon a motion by Commissioner Purnell, the Commissioners voted 5-2, with Commissioners Bunting and Elder voting in opposition to convert one Office Assistant position to Digital Forensic Technician (this is a civilian position) within the Sheriff's Office.

Upon a motion by Commissioner Purnell, the Commissioners voted 4-3, with Commissioners Church, Nordstrom, Purnell, and Mitrecic voting in favor of the motion and Commissioners Bertino, Bunting, and Elder voting in opposition, to increase the budgeted hours of part-time Recreation Program Monitors for new programs within the Recreation Department from a cost of \$40,107 to \$44,062 annually.

The Commissioners reviewed proposed expenditures for each department and agency within the requested operating budget.

Upon a motion by Commissioner Purnell, the Commissioners voted 4-3, with Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in favor and Commissioners Bertino, Bunting, and Elder voting in opposition, not to increase the cost of Home Owner Convenience Center (HOCC) permits from the current cost of \$100 for the first two permits.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved increased funding of \$50,000 within the Commission on Aging (COA) budget for the Community for Life Program, with \$30,000 for program funding in Ocean City and \$20,000 for program funding to cover all other areas of the County which are not currently covered.

Upon a motion by Commissioner Nordstrom, the Commissioners voted 6-0-1, with Commissioner Elder abstaining, to authorize the transfer of funding for senior transportation from the Tri-County Council of the Lower Eastern Shore to the COA.

Upon a motion by Commissioner Bunting, the Commissioners voted 4-3, with

Commissioners Bertino, Bunting, Elder, and Mitrecic voting in favor and Commissioners Church, Nordstrom, and Purnell voting in opposition, to eliminate funding to Account No. 7100.010 Atlantic General Hospital (AGH) of \$175,000.

A motion by Commissioner Bunting to eliminate funding of \$1,000 to Account No. 7100.017 Big Brothers/Big Sisters failed for lack of a second.

A motion by Commissioner Bunting to eliminate funding of \$3,500 to Account No. 7100.020 BRAVE Program failed for lack of a second. A subsequent motion by Commissioner Elder to reduce funding by \$300 to Account No. 7100.020 BRAVE Program failed 3-4, with Commissioners Bertino, Bunting, and Elder voting in favor and Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in opposition.

A motion by Commissioner Bunting to eliminate funding of \$10,000 to Account No. 7100.022 Coastal Hospice at the Ocean failed for lack of a second.

A motion by Commissioner Bunting to eliminate funding of \$10,000 to Account No. 7100.023 Cricket Center failed for lack of a second.

A motion by Commissioner Bunting to eliminate funding of \$45,000 to Account No. 7100.035 Diakonia failed for lack of a second.

A motion by Commissioner Bunting to eliminate funding of \$9,000 to Account No. 7100.040 Drug and Alcohol Abuse Council failed 2-5, with Commissioners Bunting and Elder voting in favor.

A motion by Commissioner Bunting to eliminate funding of \$1,000 to Account No. 7100.077 Jesse Klump Memorial Fund, Inc. failed 2-5, with Commissioners Bunting and Elder voting in favor.

A motion by Commissioner Bunting to eliminate funding of \$8,500 to Account No. 7100.085 Life Crisis Center failed for lack of a second.

A motion by Commissioner Bunting to eliminate funding of \$3,000 to Account No. 7100.100 Maryland Food Bank failed for lack of a second.

A motion by Commissioner Bunting to eliminate funding of \$9,000 to Account No. 7100.120 Oasis Ministries failed 2-5, with Commissioners Bunting and Elder voting in favor.

A motion by Commissioner Bunting to eliminate funding of \$20,000 to Account No. 7100.160 Samaritan Shelter failed for lack of a second.

A motion by Commissioner Bunting to eliminate funding of \$15,000 to Account No. 7100.175 Social Services failed 2-5, with Commissioners Bunting and Elder voting in favor.

A motion by Commissioner Bunting to eliminate funding of \$10,000 to Account No. Worcester County 4H & FFA Fair failed for lack of a second.

A motion by Commissioner Bunting to eliminate funding of \$15,000 to Account No. 7100.210 Worcester County GOLD failed for lack of a second.

A motion by Commissioner Bunting to eliminate funding of \$15,000 to Account No. 7100.220 Worcester Youth and Family failed for lack of a second.

The Commissioners met with Superintendent of Schools Lou Taylor who reviewed the Board of Education (BOE) Maintenance of Effort (MOE) budget.

A motion by Commissioner Nordstrom to restore funding of up to \$50,000 for the Future Warriors Program was withdrawn upon receiving information that funding will be allocated for this program within the Fund Balance.

Commissioner Bertino expressed concern that funding for Other Post-Employment

Benefits (OPEB) was reduced after the Commissioners adopted a resolution approving an increase from 1.75% to 2.25% for the income tax rate, provided that increased revenues were dedicated to OPEB funding in perpetuity. Mr. Higgins advised that funding to OPEB for the BOE and the County was reduced based on the anticipated decrease in projected income tax revenues due to COVID-19. The Commissioners directed staff to fund OPEB with the revenue generated by the increase in the income tax rate as agreed by resolution last year when the rate was increased.

The Commissioners recessed for lunch until 1:15 p.m.

The Commissioners continued their review of requested expenditures in the FY21 budget.

Upon a motion by Commissioner Nordstrom, the Commissioners voted 4-3, with Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in favor and Commissioners Bertino, Bunting, and Elder voting in opposition, to increase funding by \$10,000 to Account No. 7100.135 Pocomoke Marketing Partnership – Delmarva Discovery Center for a total of \$30,000.

Upon a motion by Commissioner Bunting, the Commissioners voted 4-3, with Commissioners Bertino, Bunting, Elder, and Mitrecic voting in favor and Commissioners Church, Nordstrom, and Purnell voting in opposition, to reduce funding by \$20,000 to Account No. 7100.050 Furnace Town for total funding of \$20,000.

A motion by Commissioner Bunting to reduce funding by \$10,000 to Account No. 7100.095 Marva Theater failed 3-4, with Commissioners Bertino, Bunting, and Elder voting in favor and Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in opposition.

Upon a motion by Commissioner Nordstrom, the Commissioners voted 5-2, with Commissioners Bertino and Bunting voting in opposition, to remove funding of \$10,000 to Account No. 7100.029 Ocean Pines Association (OPA) Tourism Grant (for fireworks).

With regard to Account No. 7170.030 Benefits and Insurance Hospitalization Insurance, Commissioner Bertino recognized the efforts of the Health Benefits Committee to negotiate an \$806,384 reduction in benefits costs.

The Commissioners reviewed the FY21 Volunteer Fire Departments budget.

Upon a motion by Commissioner Nordstrom, the Commissioners voted 4-3, with Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in favor and Commissioners Bertino, Bunting, and Elder voting in opposition, to direct County staff to negotiate with Ocean City officials to reduce the original request for funding of \$400,000 to a more accurate level of County funding needed to cover the cost of the full-time equivalent (FTE) EMS personnel and equipment needed for the town to continue to provide ambulance service to West Ocean City (WOC) and to provide a grant to Ocean City in the FY21 to cover those costs.

Upon a motion by Commissioner Nordstrom, the Commissioners voted 5-2, with Commissioners Bertino, Church, Mitrecic, Nordstrom, and Purnell voting in favor and Commissioners Bunting and Elder voting in opposition, to include a grant in the FY21 budget to fully fund the FTE for one Emergency Medical Services (EMS) personnel for the Stockton Volunteer Fire Company.

The Commissioners reviewed grants to towns, capital requests, and funding for the Board

of Education (BOE).

Upon a motion by Commissioner Bunting, the Commissioners unanimously agreed to include funding of \$283,000 for the Stephen Decatur Middle School (SDMS) schematic design in FY21.

The Commissioners reviewed the requested FY21 salary increase for County employees of \$1,266,278, which includes a 2.5% step increase for eligible classified employees and an equivalent 2.5% increase for non-classified employees, and longevity factor for eligible employees, as well as a cost of living adjustment (COLA) of 2% for classified and non-classified employees. This request was approved in the salary and benefits costs; however, the Commissioners agreed that this could be re-evaluated, based on budgetary needs, at their budget work session on May 19, 2020.

The Commissioners received an update on the reserve fund, budget stabilization fund, and assigned fund balance.

The Commissioners reviewed written public comments submitted by 12:00 noon on May 6, 2020 following the May 5 virtual public hearing on the FY21 budget.

The Commissioners received an update from incoming Assistant Chief Administrative Officer Weston Young on the \$2 trillion Coronavirus Aid, Relief, and Economic Security (CARES) Act, as well as the CARES Recovery Funding Plan developed by County staff, based on anticipated funding of \$4,560,880 as follows:

- 50% to be divided between the County and towns: 50% or \$1,140,220 for County recovery services for the Health Department, BOE, and other County agencies, and 50% for town recovery services as follows: 60% or \$684,132 to Ocean City; and 10% (\$114,022 each for a total of \$456,088) to Berlin, Snow Hill, Pocomoke, and Ocean Pines Association (OPA).
- 50% for business community grants and loans to be administered through the Worcester County Economic Development.

Following some discussion and upon a motion by Commissioner Nordstrom, the Commissioners voted 4-2-1, with Commissioners Church and Mitreic voting in opposition and Commissioner Purnell abstaining, to reallocate CARES recovery funding to the towns by revising Ocean City's share from 60% to 40% (\$456,088) and increasing the share to each of the other towns from 10% to 15% (\$171,033 each) for Berlin, Snow Hill, Pocomoke, and OPA.

The Commissioners answered questions from the press.

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the Commissioners unanimously voted to meet virtually in closed session at 2:38 p.m. to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, Incoming Assistant Chief Administrative Officer Weston Young, County

Attorney Roscoe Leslie, Public Information Officer Kim Moses, Budget Officer Kathy Whited, Human Resources Director Stacey Norton, and State's Attorney Kris Heiser. Topics discussed and actions taken included considering individual personnel matters for the FY21 Budget.

The Commissioners adjourned their closed session meeting at 3:03 p.m. to meet again on May 19, 2020.

Minutes of the County Commissioners of Worcester County, Maryland

May 19, 2020

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

Due to the current COVID-19 pandemic, this meeting took place virtually via Zoom for which the live stream could be viewed at <https://media.swagit.com/zoom/worcestercountymd>.

At 9:04 a.m. Commissioner Mitrecic called the meeting to order and announced the topics discussed during the April 21, 2020 closed session, which took place immediately following the April 21 open session.

The Commissioners reviewed and approved the open session minutes of their April 14 and 21, 2019 meetings and the open and closed session minutes of their May 5, 2020 meeting as presented. Commissioners Elder and Bunting were temporarily absent at the beginning of the meeting.

The Commissioners presented a commendation to retiring Tourism Director Lisa Challenger, recognizing her 31 years of dedicated service to Worcester County and highlighting the impact her contributions have had on tourism locally, regionally, and statewide.

Commissioners Bunting and Elder arrived at the meeting.

Pursuant to the request of incoming Tourism Director Melanie Pursel and upon a motion by Commissioner Nordstrom, the Commissioners unanimously authorized Commission President Mitrecic to sign the Maryland Tourism Grant Modification Agreement to extend the FY20 County Tourism Cooperative Marketing Grant Agreement between the Maryland Department of Commerce, acting through the Maryland Tourism Development Board (MTDB) and the County Commissioners of Worcester County, Maryland from July 1, 2020 to September 30, 2020. Ms. Pursel explained that this will allow the County to spend remaining funds of \$53,728 for marketing purposes, as the MTDB has determined that many destinations opted to suspend marketing efforts during the COVID-19 pandemic due to Governor Larry Hogan's stay-at-home order.

In response to a question by Commissioner Mitrecic, Tom Perlozzo, Director of Recreation, Parks, Tourism, and Economic Development, advised that basketball courts are currently closed statewide, but will be permitted to reopen during phase two of the Maryland

Roadmap to Recovery.

Pursuant to the request of Senior Budget Accountant Kim Reynolds and upon a motion by Commissioner Nordstrom, the Commissioners unanimously authorized Commission President Mitrecic to sign the Governor's Office of Crime Control and Prevention FY21 Grant Application for funds of \$50,615 for the grant-funded position of Heroin Coordinator within the Sheriff's Office. This will allow the Criminal Enforcement Team to maintain the coordination of entering all necessary data for drug investigations, drug seizures, drug arrests, heroin and opioid overdoses, and other drug-related investigation activities.

Pursuant to the request of Ms. Reynolds and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Mitrecic to sign the 2020 Sub-Recipient Grant Agreement administered by the Maryland Emergency Management Agency (MEMA) for the Department of Homeland Security, awarding Worcester County Emergency Services a total of \$74,406.86 to provide two-year matching funds toward the Emergency Services Director's salary from October 1, 2019 through September 30, 2021.

Pursuant to the request of Ms. Reynolds and upon a motion by Commissioner Nordstrom, the Commissioners unanimously agreed to schedule a public hearing on June 2, 2020 to receive public comment on a proposed Community Development Block Grant (CDBG) that can be utilized for senior services, food programs, and homeless assistance to assist the Commission on Aging, Diakonia, Inc., and Samaritan Shelter with costs associated with the COVID-19 pandemic.

Pursuant to the request of Local Behavioral Health Authority Director Sexauer and upon a motion by Commissioner Bertino, the Commissioners unanimously accepted the highest-scoring proposal from the Worcester County Health Department (85.5 out of 100 points) to provide Adult Mental Health Targeted Case Management Services to connect adults with serious mental illness to needed treatment and support to improve their overall quality of life and promote long-term recovery. Ms. Sexauer explained that the proposals were reviewed by an independent outside review team from Mid-Shore Behavioral Health Systems to avoid any perceived conflict of interest since her office is housed in the Health Department.

The Commissioners met with Finance Officer Phil Thompson to review the recommended FY21 Tax Ditch Rates, certifications, and recommended Managers for all 18 Tax Ditches in the County. Mr. Thompson stated that the tax ditch rates were identical to the prior year, except for the following four tax ditches: the Coonsfoot Tax Ditch where the rates will increase from \$3.00 to \$3.50 per acre for tilled land, from \$1.50 to \$2.00 for Wooded land, and the minimum payment will increase from \$37.50 to \$50.00; the Goodwill Branch Tax Ditch where the rates will increase from \$2.50 to \$3.00 per acre for tilled land, from \$1.50 to \$2.00 for Wooded land, and the minimum payment will increase from \$25.00 to \$30.00; the Passerdyke Branch Tax Ditch where the minimum payment will increase from \$20.00 to \$25.00; and the Taylorville (Lower) Tax Ditch where the minimum payment will increase from \$15.00 to \$25.00, as requested by the Tax Ditch Managers. In response to a question by Commissioner Elder, Mr.

Thompson explained that the increased rate for the Coonsfoot Branch Tax Ditch was proposed and set by the Tax Ditch Managers for planned work and the County is simply the liaison for tax collection. Mr. Higgins stated that the County could request a cash flow analysis to better explain the purpose of the increased rate if desired.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners voted 5-2, with Commissioners Bunting and Elder voting in opposition to approve the recommended FY21 Tax Ditch Rates, certifications, and recommended Managers for all 18 Tax Ditches in the County.

Pursuant to the request of Information Technology Director Brian Jones and upon a motion by Commissioner Elder, the Commissioners unanimously approved bid specifications for a new uninterruptible power supply (UPS) to provide backup power to the County's primary server room. Mr. Jones advised that \$35,000 is available within the FY20 budget for this purchase.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to waive the standard bid process and accept the proposal from Tarpomatic, Inc. of Canton, Ohio in the amount of \$78,137 for an automatic tarping machine to replace aged equipment within the Solid Waste Division of Public Works. Mr. Tustin stated that this specific tarping machine has been approved by the Maryland Department of the Environment (MDE) as alternate daily cover and is compatible with the current machines at the Central Landfill.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Nordstrom, the Commissioners unanimously approved final costs with Davis, Bowen, and Friedel (DBF) for the Mystic Harbour Effluent Disposal Program for their efforts to resolve minor operational issues with the effluent disposal system that sends treated effluent to the Eagle's Landing Golf Course. The costs included \$16,276 for additional engineering services during construction and \$21,092 for onsite inspection time. The Commissioners further approved the purchase of a skid steer loader at the low quote of \$64,227 from Bobcat of Sussex County in Delmar, Delaware. Mr. Tustin advised that \$40,000 in unused United States Department of Agriculture (USDA) grant funds are available to cover the additional cost of the skid steer loader with the remaining cost of \$24,227 to be covered by service area reserve funds.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved bid specifications to upgrade Pump Stations S and P in the Ocean Pines Sanitary Service Area (SSA), with funds of \$500,000 available within the FY20 budget for this purpose.

Pursuant to the recommendation of Development Review and Permitting (DRP) Director Ed Tudor and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to schedule a public hearing on June 16, 2020 to receive public comment on an application submitted by Hugh Cropper, IV, on behalf of Kathleen Clark, to establish a Residential Planned Community (RPC) floating zone on the property known as Shady Side Village, located on the

southerly side of MD Rt. 707, west of Greenridge Lane, and more specifically identified on Tax Map 26 as Parcel 157, which consists of a proposed 37-unit townhouse development. Mr. Tudor stated that the proposal received a favorable recommendation from the Planning Commission on March 5, 2020.

The Commissioners recessed until 10:00 a.m.

The Commissioners met in legislative session.

The Commissioners conducted a public hearing on Bill 20-2 (Zoning - Special Events in the RP Resource Protection District), which was introduced by Commissioners Church, Mitrecic, Nordstrom, and Purnell on March 17, 2020. Mr. Tudor stated that this bill would amend the Resource Protection (RP) District regulations to allow special events to be held on farms by special exception. Specifically, the proposed bill seeks to renumber subsection ZS 1-215(c)(15) as ZS 1-215(c)(16) and add a new subsection ZS 1-215(c)(15) to allow special events in the RP zoning district. He concluded that the new language mirrors that for the A-1 and A-2 Agricultural Districts and the E-1 Estate District, and the Planning Commission gave a favorable recommendation to the amendment in a split 4-3 vote.

Commissioner Mitrecic opened the floor to receive public comment.

Attorney Mark Cropper stated that the legislation is not site specific, noting that at present this use is permitted on properties zoned Agriculture and Estate District; however, many of these same properties are also partially zoned RP, and it is these portions that tend to be closest to the water and thus the most desirable for hosting special events. He noted that these types of special events could be permitted on properties such as the Rackliffe House on MD Rt. 611 near Assateague Island National Seashore, part of which is zoned RP, and he asked the Commissioners to adopt Bill 20-2 as submitted.

There being no further public comment, Commissioner Mitrecic closed the public hearing.

Upon a motion by Commissioner Bunting, the Commissioners unanimously adopted Bill 20-2 (Zoning - Special Events in the RP Resource Protection District) as presented.

The Commissioners conducted a public hearing on Bill 20-3 (Natural Resources - Special Events in Resource Conservation Areas), which was introduced by Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell on April 21, 2020. Environmental Programs Director Bob Mitchell advised that this bill would amend Sections NR 3-102(a) and NR 3-108(d) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland regarding land use in the Resource Conservation Area (RCA) of the Atlantic Coastal Bays Critical Area to add a definition of "special events" and to allow special events, subject to certain conditions, in the RCA in the Estate, Agricultural, and Resource Protection zoning districts. He also reiterated that this bill is accompanying Bill 20-2 to permit non-agricultural functions and events as an accessory use on farms in the RP District by special exception. He concluded that staff recommends approval of this text amendment.

Commissioner Mitrecic opened the hearing to receive public comment.

Attorney Mark Cropper concurred with staff's assessment and asked the Commissioners to adopt Bill 20-3 as presented.

Assistant Chief Administrative Officer Kelly Shannahan read a letter from John Zajac of Berlin asking the Commissioners to require that such an event must be located not less than 500 feet from any residential structure on an adjacent property and any amplified music must end by 11:00 p.m. Mr. Shannahan confirmed that these restrictions are already required by the County Zoning Code.

Attorney Hugh Cropper stated that he represents several clients who all support Bill 20-3; however, he questioned why the bill limits special events in the RCA to properties consisting of 25 acres or greater. Jenelle Gerthoffer of Environmental Programs stated that this is the minimum acreage requirement in other Maryland counties that permit special events in the RCA. Commissioner Bunting stated that he favored the minimum 25 acre requirement given that the RCA already requires a minimum density of one unit per 20 acres and since these events could be held every weekend.

There being no further public comment, Commissioner Mitrecic closed the public hearing.

Following some discussion and upon a motion by Commissioner Bunting, the Commissioners unanimously adopted Bill 20-3 (Natural Resources - Special Events in Resource Conservation Areas) as submitted.

The Commissioners met with Mr. Mitchell to review a text amendment drafted by staff to amend the County Code to address legislation adopted during the 2019 Maryland General Assembly revising the Maryland Forest Conservation Act, which necessitated changes to the County's forest conservation law. Commissioner Bunting stated that the Maryland Forest Conservation Act has become overly restrictive and he does not support the proposed revisions.

Following some discussion, Commissioners Nordstrom and Purnell introduced the aforementioned text amendment as Bill 20-4 and President Mitrecic scheduled a public hearing on the bill for June 16, 2020.

The Commissioners met with Mr. Tudor to review a text amendment application submitted by Edward E. Sowers seeking to amend Section ZS 1-314 of the Zoning and Subdivision Control Article to remove the 15-foot maximum height limitation for one-story manufactured and mobile homes while retaining the limitation of one story. Mr. Tudor advised that Mr. Sowers has requested that the proposed bill be introduced as emergency legislation to become effective immediately upon passage.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell introduced the aforementioned text amendment as Emergency Bill 20-5 and President Mitrecic scheduled a public hearing on the emergency bill for June 16, 2020.

Commissioner Mitrecic closed the legislative session.

The Commissioners conducted a combined public hearing to receive comments on the proposed Gum Point Road area sewer extension project and creation of the Gum Point Road area Sanitary Service Area (SSA). Assistant Chief Administrative Officer Kelly Shannahan advised that Extension of sewer service to this area was first envisioned in 2005 when the County Commissioners adopted Resolution No. 05-9 on April 5, 2005, which amended the County Water and Sewerage Plan to add the Greater Ocean Pines Sanitary Service Area. More recently,

Gum Point Road property owner Steven Hershey offered a contribution of \$50,000 toward the cost of the project to extend public sewer service to the eastern end of Gum Point Road, which lead to the proposal before the Commissioners today. Mr. Mitchell advised that the subject properties are located on Gum Point Road, a community of homes located south of Ocean Pines on Turville Creek, an Atlantic Coastal Bays tributary in the Isle of Wight Watershed. He stated that the proposed project includes an initial provision of 97 equivalent dwelling units (EDUs) to serve the existing community by way of a low pressure force main from the Ocean Downs property that passes through the Gum Point Road community to the Ocean Pines sewer collection system. He stated that Mr. Hershey's \$50,000 contribution will reduce project costs from \$318,000 to \$268,000, making the project both financially feasible and desirable for the health, safety, and welfare of the community and the environment. He stated that once all 97 homes on the road abandon their existing septic systems and hook into public sewer this project will result in the removal of 1,821 pounds of nitrogen annually from the watershed.

Public Works Director John Tustin provided an executive summary of the engineering design, and Deputy Director John Ross reviewed the estimated construction costs.

Assistant Finance Officer Jessica Wilson advised that the net construction cost of \$268,000 will be allocated over the full 97 EDUs for a construction cost per EDU of \$2,763, which is included in the overall cost of \$16,886; however, funding for this project is not available within enterprise fund for the Ocean Pines SSA. Therefore, up-front costs will be covered by a low-interest loan from the County's General Fund, which will be repaid when the property owners connect to the system. In response to a question by Commissioner Bertino, Ms. Wilson confirmed that Gum Point Road residents will not be required to hook up to public sewer until their existing septic systems fail, they expand their homes, or another triggering event occurs.

In response to a question by Commissioner Purnell, Ms. Wilson advised that the \$16,886 charge is an up front cost to the homeowner that must be paid in advance of hooking up and the County does not offer a payment plan for that cost. Commissioner Bunting stated that homeowners could borrow funds from a local bank to cover the cost like any other home improvement loan if they are unable to pay the full cost up front.

Commissioner Mitrecic opened the floor to receive public comment.

Mark Cropper, representing Mr. Hershey, stated that this proposal came to fruition because of an alternate proposal submitted by his client to connect to Bay Point Plantation. At that time, his client had offered to contribute funding of up to \$50,000 to install a permanent sewer line down Gum Point Road, with the final cost to be based on the cost estimate to connect to Bay Point Plantation. That estimate came in at \$44,000 and is the amount his client is willing to contribute to help facilitate this project. He stated that his client fully supports this project based on that funding contribution change as well as other minor contract changes.

Project Engineer John Salm confirmed the cost estimate of \$44,000 had Mr. Hershey been permitted to connect to the Ocean Pines sewer system via Bay Point Plantation.

Commissioner Elder stated that the County agreed to move forward with this project based on Mr. Hershey agreeing to contribute \$50,000 to make this an affordable project, and all of the cost estimates are based on that contribution. Mr. Shannahan concurred and noted that Mr. Cropper proposed the contribution on February 4, 2020 and reconfirmed that contribution commitment on February 18. Mr. Cropper conferred with his client and a short time later agreed to contribute the full \$50,000 to the project as previously agreed upon.

Mr. Shannahan read a letter from Frank Campbell of Gum Point Road advising that he has a functioning sand mound system and requesting confirmation that he would not be required to hook up to public sewer. Mr. Shannahan reconfirmed that no one on Gum Point Road will be required to hook up to public sewer until his or her existing septic system fails or in the event of another triggering event. Environmental Programs Director Bob Mitchell stated that there may be other circumstances which would require connection. For example, during a property transfer, if the system is tested and fails inspection, connection to the public sewer system may be required.

Mr. Shannahan read an email from Kenneth and Eeva Huffer of Gum Point Road who opposed the project, noting that they own a functioning septic system, and they cannot afford the additional fee to hook up to public sewer.

Mr. Shannahan read an email from John, Harry and Susan Taylor of Gum Point Road who opposed the project, as they have a working septic system and do not wish to spend more money at this time.

There being no further public comment, Commissioner Mitrecic closed the public hearing.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously approved the project and creation of the Gum Point Road Area Service Area as proposed and agreed to adopt the formal resolution at their next meeting.

The Commissioners answered questions from the press, after which they adjourned their regular session to conduct a work session on the FY21 budget.

Minutes of the County Commissioners of Worcester County, Maryland

May 19, 2020

Budget Work Session

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

The Commissioners met with Chief Administrative Officer Harold Higgins, Budget Officer Kathy Whited, and Finance Officer Phil Thompson to continue discussing issues pertaining to the FY21 Requested Operating Budget. The Commissioners deliberated on the projected revenues and requested expenditures in the Committee Reviewed FY21 Operating Budget, which currently reflects estimated revenues of \$204,325,631, and requested general fund operating expenditures of \$203,774,334, which leaves a surplus of \$551,297.

Mr. Higgins reviewed changes that were made to revenues, expenses, and fund balance based on actions taken by the Commissioners at their May 12 budget work session.

Commissioner Mitrecic stated that on May 12 the Commissioners directed staff to negotiate with Ocean City officials to determine the exact funding for full-time equivalent (FTE) staff members needed by the Town of Ocean City to continue to provide emergency medical services (EMS) in West Ocean City (WOC); however, the revised expense budget shows an increase of only \$184,000, which appears to be far less than the Ocean City's revised request of \$330,000. Mr. Higgins stated that the \$184,000 increase was based on the anticipated reduction in calls for the 2020 summer season due to the stay-at-home order, and to date he has not received a response from Ocean City officials accepting or rejecting this revised estimate. Commissioner Mitrecic stated that the reduced County funding does not cover the true cost of the personnel and does not account for the cost of equipment. Following some discussion, the Commissioners directed staff to increase funding by an additional \$146,000 for total funding of \$330,000 to Ocean City for EMS in WOC.

Similarly, Commissioner Nordstrom stated that the Commissioners directed staff to fully fund one full-time equivalent (FTE) EMS personnel for the Stockton Volunteer Fire Company (SVFC) grant, but that funding had been reduced to \$8,000 rather than the full cost of \$32,000. Mr. Higgins explained that SVFC officials clarified that they had requested to receive FTE funding at the same rate per FTE (\$8,000) as all other volunteer fire and ambulance companies in the County. Commissioner Nordstrom stated that the funding for this position was identified by the Fire Chiefs as a priority to assure the safety of the citizens in the south end of the County because having one FTE in Stockton will alleviate pressure on four different volunteer fire departments. Following some discussion, the Commissioners directed staff to increase funding by \$24,000 to fully fund the EMS position at SVFC.

Mr. Higgins explained that the increased income tax rate last year from 1.75% to 2.25% represents a 22% increase which was to be earmarked for Other Post-Employment Benefits (OPEB) contributions. Based on income tax revenue projections of \$26.5 million, the increased rate will provide \$5.9 million in funding for OPEB. Given that the FY21 budget includes a total of \$8.1 million in OPEB contributions, the \$5.9 million obligation has been met. In response to a question by Commissioner Bertino regarding whether the amount of funding being allotted for OPEB is as much as originally planned, Mr. Thompson stated that \$11.6 million was originally planned, however that amount was adjusted based on the financial implications of COVID-19. He confirmed that the County will continue to dedicate additional income tax revenues to OPEB in the future. He stated that prior to COVID-19, income tax revenues for FY21 were projected to be \$30 million, but that number was reduced by \$3.5 million to a revised total of \$26.5 million. Commissioner Bertino stated that revenue projections appear to be extremely hopeful based on the current health pandemic. Commissioner Bunting concurred.

The Commissioners reviewed the request for new positions for the Enterprise Funds. Upon a motion by Commissioner Church, the Commissioners voted 4-3, with Commissioners Church, Mitreic, Nordstrom, and Purnell voting in favor and Commissioners Bertino, Bunting, and Elder voting in opposition, to approve three new Plant Operator positions within the Water and Wastewater Division of Public Works at a cost of \$86,985 in salaries and \$39,422 in benefits for a total cost of \$126,407. Ms. Norton stated that these positions will have no impact on the General Fund and are included in the proposed service area budgets for which the public hearing has been scheduled for June 2, 2020.

Based on increases to EMS funding for Ocean City and Stockton, Ms. Whited advised that the FY21 budget surplus is now \$377,297.

The Commissioners answered questions from the press.

Commissioner Bertino addressed inaccuracies in a news article that ran in a local newspaper concerning a decision approved by a majority of Commissioners on May 12, 2020 to eliminate the requested FY21 grant to Atlantic General Hospital. Specifically, he clarified the grant was not part of a five-year capital project pledge as reported. He stated that this misinformation may have stemmed from an FY18 request from AGH for a County pledge of \$1 million, which the Commissioners denied. Instead, the Commissioners approved a one-time grant of \$100,000 that year, and additional one-time grants of \$100,000 were approved again in FY19 and FY20. He stated that the Commissioners properly match taxpayer funding to healthcare needs by focusing on first-line responders of the 10 volunteer fire companies, which is a direct responsibility of Worcester County Government.

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the Commissioners unanimously voted to meet in closed session at 11:34 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions, permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins,

Assistant Chief Administrative Officer Kelly Shannahan, Incoming Assistant Chief Administrative Officer Weston Young, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, State's Attorney Kris Heiser, Finance Officer Phil Thompson, Information Technology Director Brian Jones; Development Review and Permitting Director Ed Tudor, Sheriff Matt Crisafulli, Public Works Director John Tustin, Library Director Jennifer Ranck, and Tom Perlozzo, Director of Recreation, Parks, Tourism, and Economic Development. Topics discussed and actions taken included: hiring Douglas Spraker as a Transfer Station Attendant for the Solid Waste Division and Danny Hudson as a part-time, temporary Roads Worker III for the Roads Division of Public Works, temporarily increasing the hours of Environmental Programs Intern Haley Parisi, promoting Phillip Littleton from a temporary to permanent Sergeant and temporarily promoting Damian Priznar from Corporal to Sergeant at the Jail to cover for Larry Steele during his medical leave; continuing discussion of individual personnel matters for the FY21 Budget; receiving legal advice from counsel; and performing administrative functions.

The Commissioners agreed to cancel their May 26, budget work session. The Commissioners adjourned to meet again on June 2, 2020.

Minutes of the County Commissioners of Worcester County, Maryland

May 14, 2020

Emergency Meeting

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

Due to the current COVID-19 pandemic, this meeting took place virtually via Zoom for which the live stream could be viewed at <https://media.swagit.com/zoom/worcestercountymd>.

At 3:00 p.m. Commissioner Mitrecic called the emergency meeting to order to discuss Worcester County's response to Governor Larry Hogan's March 13, 2020 replacement of the Stay-at-Home Order with the Safer-at-Home Public Health Advisory as part of stage one of the Maryland Strong: Roadmap to Recovery, effective May 15 at 5:00 p.m.

The Commissioners received a State of the County report, which provides both a Worcester County and regional overview of COVID-19 cases, followed by direction from County Attorney Roscoe Leslie regarding the effect of local orders on this interpretive guidance. Specifically, this includes the following: political subdivisions can create more, not less, restrictive rules than the governor's order; certain businesses and organizations may reopen and must comply with social distancing guidelines published by the Center for Disease Control and Prevention (CDC), Maryland Department of Health, and any other local restrictions; and certain religious facilities, retail establishments, manufacturing, personal services, and outdoor recreation were permitted to reopen effective May 7.

Mr. Leslie noted that the following executive orders remain unchanged: gatherings over 10 people are prohibited; many businesses are still closed, including restaurants (except for carry out and delivery), gyms, theaters, enclosed malls, bingo, amusement parks, tattoo parlors, and nail salons, as well as other non-essential businesses under federal guidelines. He concluded that the County can reopen public outdoor spaces, with consultation and restrictions by the health officer, and with social distancing and use of face coverings.

With regard to actions taken by the County Commissioners to address the pandemic locally, on March 16, 2020, they adopted Resolution No. 20-3, declaring a local state of emergency in Worcester County. Then on April 1 they adopted Resolution No. 20-6, restricting all non-essential, short-term rentals in West Ocean City, Ocean Pines, and other unincorporated areas in Worcester County until Governor Larry Hogan's stay-at-home order to combat the spread of COVID-19 was lifted.

Commissioner Mitrecic stated that he called the emergency meeting to ask his fellow Commissioners to rescind Resolution No. 20-6. Following some discussion and upon a motion by Commissioner Bunting, the Commissioners unanimously adopted Resolution No. 20-9 to lift short-term rental restrictions throughout Worcester County and mirror similar language in the Town of Ocean City's resolution which also lifted the temporary restriction on short-term rentals.

Resolution No. 20-3, declaring a local state of emergency in Worcester County, Maryland remains in effect at this time.

In response to concerns raised by Commissioner Elder regarding the effects of the COVID-19 pandemic on mental health, Health Officer Becky Jones advised that a primary directive of the Worcester County Health Department since State orders were implemented to stop the spread of COVID-19 has been to recognize the impact of the pandemic on behavioral health and to implement remote services allowing them to continue to provide vital services to their clients.

President Mitrecic suggested that the Commissioners send a letter to the governor requesting that outdoor seating at restaurants be permitted subject to safety protocols. Mr. Leslie confirmed that currently restaurants and bars may provide delivery, carry out and drive-through services; however, outdoor seating is still not a permitted activity under Governor Hogan's executive orders. The Commissioners discussed the continued economic impact of the governor's orders on bars and restaurants. Development Review and Permitting (DRP) Director Ed Tudor stated that free, quick, and easy procedures are being developed by County staff to help bars and restaurants develop temporary outdoor seating once the governors orders are revised. Environmental Programs Director Bob Mitchell stressed that all temporary outdoor seating permits will expire when bars and restaurants are permitted by State law to resume operating under normal circumstances with indoor seating.

In response to questions by Commissioner Bunting, Mr. Tudor stated that County staff will evaluate temporary applications independently to assure that each establishment is able to maintain adequate parking without infringing on other businesses.

Delegate Wayne Hartman applauded the Commissioners for taking steps to safely reopen Worcester County in compliance with State executive orders.

Senator Mary Beth Carozza thanked the Commissioners for conducting this meeting in the immediate aftermath of the governor's lifting of the stay-at-home order and advised that the State has already developed protocols for outdoor seating that the County may tailor to address the needs of local restaurants after the State lifts this restriction.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to send a letter to Governor Hogan requesting that an addition be made to Phase One of the Roadmap to Recovery to authorize bars and restaurants that are able to meet a specific set of criteria to reopen with outdoor seating. They also directed staff to consult with Health Officer Becky Jones on the proposed County guidelines for outdoor seating once permitted to do so.

With the State beginning stage one of the Roadmap to Recovery and subsequent transition of the Stay-at-Home Order into a Safer-at-Home Public Health Advisory,

Commissioner Mitrecic suggested the Commissioners resume meeting in person starting with their June 2, 2020 meeting, as their next regular session on May 19 has already been advertised as a virtual meeting.

Upon a motion by Commissioner Elder, the Commissioners voted 6-1, with Commissioner Purnell in opposition, to resume meeting in person at the Worcester County Government Center in Snow Hill beginning on June 2.

The Commissioners answered questions from the press, after which they adjourned at 3:54 p.m. to meet again on May 19, 2020.



ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING


Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

1
ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

Memorandum

To: Worcester County Commissioners
CC: File
From: Jo Ellen Bynum 
Date: 5/20/2020
Re: On Behalf Of Program

At this time, the Maryland Department of Housing & Community Development is requesting Worcester County's continued participation in the "On Behalf Of" Bond Transfer Program. The transfer of the Maryland Mortgage Program and Maryland HomeCredit Program bond allocation to the State is routinely done by local jurisdictions to avoid the costly and time-consuming process of issuing bonds at the local level. Worcester has consistently participated in this program, transferring 100% of the allocation to the Maryland Mortgage Program. Worcester County's Housing Bond allocation for 2020 is \$1,904,496.

There are two programs encompassed by this bond allocation, the Maryland Mortgage Program and the Maryland HomeCredit Program. The CDA's Maryland Mortgage Program provides low interest loans to first time homebuyers and to those homebuyers who have not owned their principal residence within the last three years. There are two exceptions to the first-time homebuyer rule. If the home purchase is to be within a targeted area, the program participant need not be a first-time homebuyer; however, currently, there are no targeted areas within Worcester County. Honorably discharged veterans are also exempted from the first-time homebuyer rule; this exemption may only be used for one home purchase. Attached is the most recent information in regard to income limits and maximum mortgage amounts for Maryland Mortgage Program participants and target areas.

The Maryland HomeCredit Program provides a federal tax credit of 25% of the borrower's annual mortgage interest payment, up to a maximum credit of \$2,000 in any single year for the life of the loan. To qualify for this program, applicants must be purchasing a home in Maryland and must meet borrowing criteria that include:

- the same income and home purchase limits as for the Maryland Mortgage Program
- the borrower cannot have owned a home within the past 3 years unless purchasing in a target area or if the borrower is a qualified veteran who has not previously used the Program

- the home must be the borrower's primary residence. This program is not available for refinances or existing homeowners.

I recommend the Commissioners approval of the bond transfer. To complete the transfer, the enclosed letter must be signed and mailed by the July 1 deadline to:

Karl Metzgar

Maryland Department of Housing & Community Development

12821 Bunker Hill Road

Union Bridge, MD 21791

DRAFT

June 2, 2020

Maddy Ciulu, Director, Single Family Housing
Community Development Administration
Department of Housing & Community Development
7800 Harkins Road, Room 367
Lanham, MD 20706

Dear Ms. Ciulu:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, Worcester County hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$1,904,496 of its total \$1,904,496 tax-exempt housing bond allocation as set forth in the 2020 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

Very truly yours,

Joseph M. Mitrecic
President

Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of Worcester County.

Roscoe R. Leslie, County Attorney
Attorney for: Worcester County

cc: Jo Ellen Bynum, Housing Program Administrator

**PROGRAM LIMITS FOR 2020
INCOME LIMITS, MAXIMUM ACQUISITION COSTS & CDA MAXIMUM MORTGAGE LIMITS**

COUNTIES & CITY	INCOME LIMITS			MAXIMUM ACQUISITION COSTS*		CDA Maximum Mortgage Amounts* (as of 01/01/20)
	Household Size	Non-Targeted	Targeted	Non-Targeted	Targeted	
Allegany County	1 or 2		\$121,560		\$360,067	\$331,760
	3 or more		\$141,820			
Anne Arundel County	1 or 2	\$105,633	\$121,560	\$462,600	\$565,400	\$510,400
	3 or more	\$121,478	\$141,820			
Baltimore City	1 or 2		\$121,560		\$565,400	\$510,400
	3 or more		\$141,820			
Baltimore County	1 or 2	\$105,633	\$121,560	\$462,600	\$565,400	\$510,400
	3 or more	\$121,478	\$141,820			
Calvert County	1 or 2	\$145,560		\$679,847		\$510,400
	3 or more	\$169,820				
Caroline County	1 or 2		\$121,560		\$360,067	\$331,760
	3 or more		\$141,820			
Carroll County	1 or 2	\$105,633		\$462,600		\$510,400
	3 or more	\$121,478				
Cecil County	1 or 2	\$101,300		\$362,524		\$408,250
	3 or more	\$116,495				
Charles County	1 or 2	\$145,560		\$679,847		\$510,400
	3 or more	\$169,820				
Dorchester County	1 or 2		\$121,560		\$360,067	\$331,760
	3 or more		\$141,820			
Frederick County	1 or 2	\$145,560	\$145,560	\$679,847	\$830,925	\$510,400
	3 or more	\$169,820	\$169,820			
Garrett County	1 or 2		\$121,560		\$360,067	\$331,760
	3 or more		\$141,820			

*NOTE – Mortgage Limits for CDA Loans are based on the lesser of the Maximum Acquisition Cost or the CDA Maximum Mortgage Amount.

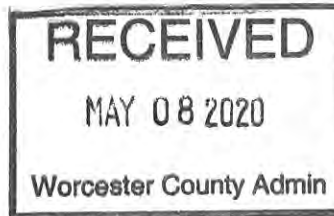
Effective 4/22/20

COUNTIES & CITY	INCOME LIMITS			MAXIMUM ACQUISITION COSTS*		CDA Maximum Mortgage Amounts* (as of 01/01/20)
	Household Size	Non-Targeted	Targeted	Non-Targeted	Targeted	
Harford County	1 or 2	\$105,633	\$121,560	\$462,600	\$565,400	\$510,400
	3 or more	\$121,478	\$141,820			
Howard County	1 or 2	\$105,633		\$462,600		\$510,400
	3 or more	\$121,478				
Kent County	1 or 2		\$121,560		\$360,067	\$331,760
	3 or more		\$141,820			
Montgomery County	1 or 2	\$145,560	\$145,560	\$679,847	\$830,925	\$510,400
	3 or more	\$169,820	\$169,820			
Prince George's County	1 or 2	\$145,560	\$145,560	\$679,847	\$830,925	\$510,400
	3 or more	\$169,820	\$169,820			
Queen Anne's County	1 or 2	\$105,633		\$462,600		\$510,400
	3 or more	\$121,478				
St. Mary's County	1 or 2	\$101,700		\$308,400		\$347,300
	3 or more	\$116,955				
Somerset County	1 or 2		\$121,560		\$374,437	\$345,000
	3 or more		\$141,820			
Talbot County	1 or 2	\$101,300		\$340,057		\$382,950
	3 or more	\$116,495				
Washington County	1 or 2	\$101,300	\$121,560	\$294,601	\$360,067	\$331,760
	3 or more	\$116,495	\$141,820			
Wicomico County	1 or 2	\$101,300	\$121,560	\$306,357	\$374,437	\$345,000
	3 or more	\$116,495	\$141,820			
Worcester County	1 or 2	\$101,300		\$306,357		\$345,000
	3 or more	\$116,495				

*NOTE – Mortgage Limits for CDA Loans are based on the lesser of the Maximum Acquisition Cost or the CDA Maximum Mortgage Amount



LARRY HOGAN
Governor
BOYD K. RUTHERFORD
Lt. Governor
KENNETH C. HOLT
Secretary



May 1, 2020

The Honorable John M. Mitreic, President
Board of County Commissioners
County Government Center RM 1103
One W. Market Street
Snow Hill, MD 21863-1195

*Copy: JD Ellen Bynum -
Far record and
reimbursement
- Kim Reynolds ✓*

Dear President Mitreic,

The Department of Housing and Community Development (“The Department”) sincerely wishes you and your constituents health and safety during this unprecedented time. The Department is contacting you regarding the Annual Housing Bond Allocation. We are reaching out to you to begin the process for 2020. There is no change to the process from last year.

The Department invites Worcester County to transfer its 2020 housing bond allocation to the Department. By doing this, the Department utilizes local government housing bond allocations to issue bonds to fund housing programs or to issue mortgage credit certificates. The allocation represents the amount of volume cap authority that would have been available to the local government should it choose to issue the bonds itself in order to raise capital for mortgage loans. In prior years, the annual housing bond allocation has been an extremely powerful and successful tool in creating affordable housing opportunities.

The housing bond allocation for your jurisdiction is \$1,904,496.00. In order for the Department to utilize the housing bond allocation for your jurisdiction, you must transfer your allocation to the Department in writing on or before July 1, 2020. Attachment I is a form letter to be prepared on your letterhead authorizing the transfer of bond allocation to the Department.

We ask your cooperation in transferring your 2020 bond authority to the Department. Attachment I must be prepared on your letterhead and be returned no later than July 1, 2020 to the following address:

Karl Metzgar
Maryland Department of Housing and Community Development
12821 Bunker Hill RD
Union Bridge, MD 21791





LARRY HOGAN
Governor
BOYD K. RUTHERFORD
Lt. Governor
KENNETH C. HOLT
Secretary

Included, for informational purposes only is Attachment II - Maryland Mortgage Program Purchase Activity for FY 2017, 2018, 2019 and 2020 as of March 31, 2020.

We look forward to your continued support of home ownership opportunities for residents of your County. Should you have any questions or need additional information, please contact Karl Metzgar at 301-429-7826 or by email at karl.metzgar@maryland.gov.

Thank you.

Sincerely,

Maddy Ciulu

Maddy Ciulu, Director
Single Family Housing

Enclosures: Attachment I Form Letter for Transfer of Allocation
Attachment II Maryland Mortgage Program Purchase Activity for
FY 2017, 2018, 2019 and 2020 as of March 31, 2020.

CC: Kristen Musallam, Deputy Director, Community Development Administration



**FORM LETTER FOR 2020 TRANSFER OF ALLOCATION
TO BE PREPARED ON YOUR LETTERHEAD**

[Date]

Maddy Ciulu, Director
Single Family Housing
Community Development Administration
Department of Housing & Community Development
7800 Harkins Road, Room 367
Lanham, Maryland 20706

Dear Ms. Ciulu:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, [Name of Jurisdiction] hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$ _____ of its total \$ _____ tax-exempt housing bond allocation as set forth in 2020 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

Very truly yours,

[Signature]

[Name & Title of Chief Elected Official]

Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of [Name of Jurisdiction].

[Signature]

[Name & Title of Attorney]

Attorney for: [Name of Jurisdiction]

RETURN THE COMPLETED LETTER TO:

Karl Metzgar
Maryland Department of Housing and Community Development
12821 Bunker Hill RD
Union Bridge, MD 21791

MARYLAND MORTGAGE PROGRAM

PURCHASE ACTIVITY

FOR

WORCESTER COUNTY

Fiscal Year	Regular MMP		Bond portion of HIDP loan	
	#	Loan Amount	#	Loan Amount
2017	11	\$1,676,375	0	\$0
2018	8	\$1,207,416	0	\$0
2019	3	\$318,915	0	\$0
2020	15	\$2,539,121	0	\$0



2

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

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

Worcester County

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

May 20, 2020

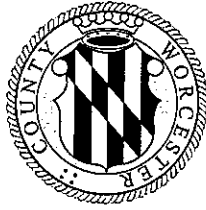
To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant 

Subject: Diakonia, Inc. – CDBG Grant Extension Letter

Attached for your review and approval is requested letter asking for a 6 month extension of the MD-19-HI-2 grant (Diakonia, Inc. Shelter Renovations). The grant was due to close in October 2020. Due to the COVID-19 pandemic closing many businesses, indoor renovation cannot be completed at this time. The 6 month extension will allow more time for the project completion.

Work is progressing on the Diakonia, Inc. Shelter Renovation project. The majority of the outside work has been completed. This includes roofing and siding on building 1, paving of the parking lot and the electrical work. Work that is currently underway is the decking and ramps for both buildings and a new roof on building 2. There is a contract for flooring, but that work has not started yet due to the pandemic. Quotes for renovations of bathrooms will also have to wait until after the pandemic issues subside.



OFFICE OF THE
COUNTY COMMISSIONERS

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

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

Worcester County

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

May 20, 2020

Department of Housing and Community Development
CDBG Program
Attention: Cindy Stone
7800 Harkins Road
Lanham, MD 20706

Re: SFY19 Homeless Initiative Grant Agreement No: MD-19-HI-2

Dear Ms. Stone,

The County Commissioners of Worcester County, Maryland would like to request a six-month extension on the MD-19-HI-2 grant for Diakonia Shelter Renovations. Due to the impact of the COVID-19 pandemic, Diakonia, Inc. has been unable to receive quotes for the indoor renovation piece of the project. It is anticipated that once the state of Maryland is in the later phases of recovery, indoor renovation will be completed.

Sincerely,

Joseph M. Mitrecic
President, County Commissioners of
Worcester County, Maryland



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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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SNOW HILL, MARYLAND
21863-1195

May 20, 2020

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant 

Subject: Maryland Department of Aging – FY2021 Grant Application

Attached is the FY2021 Grant Application for the Senior Citizens Activities Center Operating Fund. This grant is funded by the Maryland Department of Aging and the County Commissioners of Worcester County would be the pass through entity for this grant as in years past. The FY2021 allocation for the Worcester County Commission on Aging is \$45,712. There is no matching requirement on the part of the County.

**APPLICATION TO THE MARYLAND DEPARTMENT OF AGING
FOR A GRANT TO PROVIDE SERVICES FOR SENIOR CITIZENS ACTIVITIES CENTERS
THROUGH THE SENIOR CITIZENS ACTIVITIES CENTER OPERATING FUND**

County Commissioners of Worcester County, (“Applicant” or “Agency”), like the Department, recognizes the value of senior citizens activity centers.

Therefore, the Applicant, whose Federal Tax Identification Number is 52-6001064, is applying for a senior center operating funds grant from the Department for the attached senior citizen activity center project proposal(s) within Worcester County (county).

The project proposals are set forth in Attachments B and C:

Attachment B – FY21 SCOF Grant Narrative

Attachment C – FY21 SCOF Budget

I. CONDITIONS OF GRANT AWARD

Applicant acknowledges that if it is awarded a grant hereunder, it will abide by all the conditions contained in this section.

1. **Agreement Monitor:** Agency will appoint as its Agreement Monitor:

- a. Name Kimberly Reynolds
- Title Budget Accountant
- b. Address 1 West Market Street, Room 1103 Snow Hill MD 21863
- c. Phone 410-632-1194
- d. Email kreynolds@co.worcester.md.us

2. The Agency's Agreement Monitor will be the primary point of contact with the County for matters relating to the grant.

3. **Grant Period:** Any grant awarded shall be for the term beginning July 1, 2020 and ending June 30, 2021. If the grant is awarded after the start of the designated term, Agency agrees to abide by the provisions of this grant application for the entire term.

4. An itemized budget (Attachment C) shall be submitted with each application. Agency shall use

uniform accounting standards in accordance with State Finance & Procurement Article §7-403.

5. Agency shall submit a mid-year report and an annual report within 20 days of the end of the reporting periods. Reports must be submitted in conjunction with standard fiscal reports for Quarters 2 and 4. The annual report shall include a narrative and budget detailing expenditures incurred and an itemized statement that fully and accurately accounts for how the grant funds were spent and shall be verified by an officer of the Agency.
6. Agency shall comply with any and all federal, State, and local laws concerning employees.
7. Agency agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap which is unrelated in nature and extent so as not to reasonably preclude the performance of such employment, or sexual orientation, or any other characteristic that is forbidden as a basis for discrimination by applicable State and federal laws, such as Maryland law that forbids discrimination based on gender identity or genetic information; (b) to include a provision similar to that contained in subsection (a) above in any underlying subcontract, except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment notices setting forth the substance of this clause.
8. If the Agency fails to fulfill its obligations under the grant properly and on time, or otherwise violates any provision of the grant, the Department may terminate the grant.
9. No employee of the State of Maryland, or any department, commission, agency, or branch thereof, whose duties as such an employee include matters relating to or affecting the subject matter of this grant, shall, while such employee, become or be an employee of the Agency, or any department, commission, agency or branch thereof.
10. It is understood and agreed that the Department shall not be liable in any action of tort, contract or otherwise for any actions or responsibilities of the Agency arising out of the grant.

11. Agency may not assign or subcontract all or any part of its responsibilities under grant, without the prior written approval of the Department.
12. Neither the Department nor the Agency may use or disclose any information concerning a recipient of services provided under this grant for any purpose not directly connected with the administration of such services, except upon written consent of the recipient, or as may be required by law.
13. Agency will be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. The Department will be informed when a real or potential conflict of interest and take reasonable steps to remedy the conflict in a manner that makes the recipient's interests primary and protects client's interests to the greatest extent possible. Agency will not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests or those of their family or friends.

14. Indemnity and Claims:

- a. To the fullest extent permitted by the legal instruments creating Agency and the statutes governing Agency's authority, Agency shall indemnify the State against liability for any suits, actions or claims of character arising from or relating to the performance of the Agency or its sub-grantee(s) under the grant.
- b. The State of Maryland has no obligation to provide legal counsel or defense to the Agency or its sub-grantee(s) in the event that a suit, claim or action of any character is brought by any person against the Agency or its sub-grantee(s) as a result of or relating to the Agency obligations under the grant.
- c. The State has no obligation for the payment of any judgments or the settlement of any claims against the Agency or its sub-grantee(s) as a result of or relating to the Agency's obligations under the grant.
- d. The Agency shall immediately notify the Department of any claim or suit made or filed against the Agency or its subcontractors regarding any matter resulting from or relating to the Agency's obligations under the grant, and will cooperate, assist, and consult with the State in the defense or investigation of any claim, suit, or action made or filed against the

State as a result of or relating to the Agency's performance under the grant.

15. All terms of the grant requiring the Department to release funds are subject to the continuing availability of State and Federal Funds. If funds are not appropriated or otherwise made available to support continuation, the State shall have the right to terminate the grant and the Agency is not entitled to recover any costs not incurred prior to termination.

16. Agency shall retain all books, records, and other documents relevant to the grant for a period of no less than three (3) years after the date of final payment, resolution of audit findings, or disposition of non-expendable property, whichever is later, and upon receipt of reasonable written notice thereof, full access thereto and the right to examine any of said materials shall be afforded federal and/or State auditors who shall have substantiated in writing a need therefore in the performance of their official duties, and such other persons as are authorized by the Department. The Agency will provide to the Department a copy of that part of any audit performed by State or independent auditors which relates to the performance of the grant and the administration of funds provided by the Department pursuant to the grant.

II. APPLICANT REPRESENTATIONS

The Applicant hereby represents and warrants that:

- a) It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;
- b) It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of and grant awarded hereunder;
- c) It shall comply with all federal, State and local laws applicable to its activities and obligations under any grant awarded hereunder, including any Aging Program Directives issued by the Department; and,
- d) It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under any grant awarded hereunder.

Grant Applicant's Full Name: County Commissioners of Worcester County

Address: 1 West Market St., Room 1103 Snow Hill, MD 21863

Phone: 410-632-1194

III. SIGNATURE

The undersigned person represents and warrants that he or she is authorized to sign this application on behalf of the Applicant and has the full power and authority to bind the Applicant to the provisions of this application.

Application executed by:

Type or print name and title

Signature

Date



**SENIOR CITIZEN ACTIVITIES CENTER OPERATING FUND (SCOF) GRANT
PROGRAM NARRATIVE – COMPETITIVE REQUEST**

Please provide brief responses to each of the following questions, depending on the type of project(s) you are proposing. Each response is limited to 750 characters. All fields are required, including project titles.

Please complete this form for your **competitive funding request**. If this competitive funding request is an extension of your formula-based proposal, you may choose to refer to your formula-based Program Narrative where appropriate.

If you are submitting multiple projects for either funding category, you may submit additional copies of this form.

County name: Worcester County

For New, Innovative Programs OR Support of Existing Program(s):

Title of project Mobile Programming Option

1. State the results-based goals of the proposal :

- Add 4 laptops to provide Site Supervisors with the ability to access 50plus data base and other agency programs remotely; this will ensure that all regular staff have access while out of office; particularly significant in the event of center emergency closure as we learned during the current Covid 19 pandemic
- Facilitate videotaping educational and wellness programs for on-demand viewing and integrate data collection with participation
- Offer members the ability to use live participation from home for on-site activities via live streaming options and integrate data collection with participation
- Provide access to those without computers, smartphone, etc. access at home

2. Explain the project relevance & needs to be addressed (e.g. health disparities, population health status, improving organizational capacity, etc.):

Markedly improve organizational capacity by allowing staff to facilitate remote programs while easily ensuring daily data collection. Specifics include providing reliable, accessible, real-time data processing; not to mention continued service despite emergency situations. As a designated distressed county, the impact of an emergency situation on our senior population is compounded by inadequate public transportation, compromised access to health care, limited availability of local food delivery options, and computer accessibility. We maintain telephone contact but data entry/tracking system is cumbersome and time-consuming. We could offer on-going, remote programming with the time saved on data entry and equipment requested.

3. Provide a brief description of your approach and use of funds:

- Purchase 4 laptops to allow for double the staff with access to our automated data program. Real time data would minimize the need for daily debriefing and that time could be used to develop and implement remote programming.
- Purchase tablets or equivalent, at least 5 per site (so minimum of 20 total) to allow us to distribute these to participants lacking access otherwise and give them access despite closure, illness, lack of transportation, etc.
- Offer training in preparation for urgent needs. Facilitate use when a participant anticipates an absence, such as planning for elective surgery, by streaming current programs. In emergencies. stream exercise and educational programming. stress relief ideas, creative cookery classes, etc.

4. Explain if and how this proposal addresses the stated highest priority for competitive requests:

- Program is a significant addition to our current emergency preparation and planning programs and directly affects our delivery options. The current Covid 19 closure has given us an acute awareness of our need to:
 - Give staff remote access to agency programs and tools in order to quickly, expedite regular contact with vulnerable members while facilitating necessary documentation of services provided.
 - Give participants access to remote wellness programming while staying home.
 - Provide avenue to access this programming to those without access to a computer at home.

5. Outline the partners involved and their role:

- WorCOA IT staff: facilitate training, develop programming
- D3 Corp & WorCOA PR staff: integrate streaming options with our website, Facebook page, etc.
- AARP: share resources and program options to increase outreach attempts

6. Explain how the project will be evaluated, including performance measures (e.g. persons served, new memberships, health status surveys, money saved or revenue generated):

- Implement survey after each use and integrate findings into future programming options
- During closures, we anticipate daily contact units will be similar to those generated during the current Covid 19 pandemic but any recreation units will represent services not currently in place. This would represent a significant improvement in the quality of available delivery options! We are starting with "0" so capturing any recreation units will represent a significant improvement for services during unusual circumstances and ensure continued contact with our members.

7. Explain your plans and needs to sustain this project in future years:

- Equipment purchase would take place at the start of FY21.
- Training for participants would start in September so that we're ready before cold and flu season starts and well before inclement weather closings.
- Initial purchase should sustain operations for several years with equipment being replaced or updated on a rotating IT maintenance and replenishment protocol already in place.
- We need to keep current with technological advances and prepare for the younger seniors with experience and expectations for remote/mobile services. Moving forward, maintaining remote options for service delivery is imperative as our membership changes and demands this. We will maintain adequate supply and equipment monies to ensure this.

For Critical Operating Needs:

Title of project – 50plus Van Purchase/Lease

1. Briefly describe any necessary background (e.g. what is the current situation):

We are dependent upon WorCOA Transportation Services for use of bus transportation for 50plus trips and independent 50plus site's monthly trips. Routine availability is a 24/2 CDL bus and often requires WorCOA Transportation drivers. Also, buses are often unavailable due to utilization by other WorCOA departments. We would like to have the independent ability to take day trips and local excursions without using WorCOA Transportation equipment or staff; thereby minimizing expense and maximizing 50plus staff flexibility to serve our independent seniors.

2. Briefly describe the needs to be addressed by use of funding:

- Facilitate staff transport for Walk Club members to local parks, boardwalk, walking routes. etc. as a means of increasing participation while incorporating the natural beauty of our surroundings in a fitness activity.
- Facilitate small, impromptu outings for 5 or more interested members as vehicle availability permits while staffing patterns are maintained.
- Start "Outdoor Academy" program for more active seniors with a focus on hiking, biking, eco-tourism, photography, etc. with staff transport to destinations where these activities take place. This will allow us to attract more active seniors to participate in our programs.
- Facilitate staff transport for centralized evidence-based health promotion and wellness programs.

3. Describe how funds will be utilized:

Purchase or lease of a 10-12 passenger van for 50plus Center use. \$2,000 per 50plus Center represents their contribution toward \$8,000 for the year for lease or purchase installments.

4. Describe any relevant outcomes of your proposed use of funds (e.g. greater efficiency, more programming, sustainability):

- More programming to include the new, innovative, monthly "Outdoor Academy" as well as expansion of existing Walk Club programs
- Greater efficiency to facilitate multi-site offerings; for instance North and South evidence based fitness and/or educational presentations where we provide transport as needed
- Right now we do not have regular access to vehicles for multiple riders and this prohibits our ability to facilitate creative, new programming which involves off-site locations and promotes community integration
- Increasing our participant's community integration will no doubt add to their quality of life and support our mission to provide resources which support their ability to age in place

5. Explain if and how this proposal addresses the stated highest priority for competitive requests:

- Will expand our delivery options to more regularly include local attractions, enhance community integration and foster higher participation levels
- Will address limited public transportation and related constraints on access to recreational facilities other than home 50plus center
- Can provide resource needed to facilitate supply distribution during emergency operations without dependency on other WorCOA programs which are more focused on vulnerable, less independent seniors. By providing much needed interaction with our independent population we may be able to offer supports to ensure they remain independent despite emergency situations.



**SENIOR CITIZEN ACTIVITIES CENTER OPERATING FUND (SCOF) GRANT
PROGRAM NARRATIVE – FORMULA-BASED FUNDING**

Please provide brief responses to each of the following questions, depending on the type of project(s) you are proposing. Each response is limited to 750 characters. All fields are required, including project titles.

Please complete this form for your **formula-based funding request**. Competitive requests should be submitted separately, using the form provided.

If you are submitting multiple projects for either funding category, you may submit additional copies of this form.

County name: Worcester County

For New, Innovative Programs OR Support of Existing Program(s):

Title of project Health Promotion and Exercise Program

1. State the results-based goals of the proposal :

- Increase participation totals in new and existing health promotion and exercise programs
- Increase variety of presentations and exercise classes
- Offer programming specific to seasonal preferences of attendees, taking advantage of Eastern Shore and local recreational options with quarterly adjustments based on season change, survey results and evaluation tools
- Reward participation across all wellness programs at least quarterly and consider adding annual recognition trip

2. Explain the project relevance & needs to be addressed (e.g. health disparities, population health status, improving organizational capacity, etc.):

- Our mission identifies active, independent and healthy lifestyles which serves as our core value
- By staying focused on our mission we address health disparities, health disparities, wellness education and monitoring, emergency preparedness, nutrition and person-centered service to name a few
- Staff with special skills and/or training rotate across sites to ensure universal access throughout the county
- We provide transportation across sites to facilitate evidence based programming

3. Provide a brief description of your approach and use of funds:

- Continuous improvement of staff capabilities; training for staff to increase skills, provide program certification as well as maintain same
- Examples include CPR/First Aid Trainer Certification, Bingo-size, evidence based program purchase and certification for three staff, and as soon as the Covid 19 pandemic is controlled; Geri-Fit, evidence based program purchase and certification for three staff
- Annual recertification and license renewal will be maintained and we will continue to pursue additional program options
- Preventative Maintenance contract for exercise equipment in place and service provided every 6 months

4. Outline the partners involved and their role:

- Worcester County (WC) Parks and Recreation: Provide access to facility for SH Walk Club, Co-sponsor fitness classes, and facilitate intergenerational interactions between our participants and their before/after school programs.
- MAC Inc. (AAA), WC DSS, WC HD and WC MAP: Provide support for evidence-based wellness programs, nutrition education, I&A resources, referrals and overall integration of senior services throughout the county
- UMES, SU, WorWoc: Integrate professor led projects and research programming, provide clinical rotation of students, and offer educational group presentations and individual student:senior interaction

5. Explain how the project will be evaluated, including performance measures (e.g. persons served, new memberships, health status surveys, money saved or revenue generated):

- We continue to track persons served for each program, perform monthly evaluations and implement continuous quality improvement (CQI) measures as appropriate
- We do complete satisfaction surveys at least annually and integrate findings in CQI efforts
- We have added "How did you hear about us" inquiries into our new membership procedure as well as program registration process and again integrate in CQI
- We strive to ensure collected revenue at least offsets program expenses with sound financial tracking systems

6. Explain your plans and needs to sustain this project in future years:

This program is central to our mission and as such we will continue to focus on offering a variety of services for years to come. Specific offerings will continuously be adjusted based on annual surveys, regular evaluations, quarterly review of participation and consumer requests. We recently achieved NISC/NCOA Accreditation for all four sites, independently and the day before announcing our Covid 19 closure in March celebrated this achievement, announced a name change to 50plus Centers and initiated a major rebranding program with targeted marketing strategies. We plan to succeed!

For Critical Operating Needs:

Title of project –

Staff Salary Support

1. Briefly describe any necessary background (e.g. what is the current situation):

Our County Commissioners significantly support operations and as such provide funding for routine coverage at our sites. There is no back-up staff for relief or vacation/sick coverage and we depend outside sources for transportation needs.

2. Briefly describe the needs to be addressed by use of funding:

- Supplement staffing to ensure 2 staff/site daily despite vacation, sick and training time
- Provide pay incentive for staff to attain additional certifications including CDL
- Accommodate increase staffing needs associated with concurrent off-site activities

3. Describe how funds will be utilized:

- Provide 50plus drivers for monthly center trips (one each site), concurrent off-site activities and all inclusive 50plus trips involving overnight and/or extended hours
- Pay for part-time certified instructors who rotate across all locations
- Pay for relief staff to ensure safety minimum of 2 at all times

4. Describe any relevant outcomes of your proposed use of funds (e.g. greater efficiency, more programming, sustainability):

- Increased programming as we improve our ability to explore and implement change by improving staffing level
- Increased participation numbers associated with increased variety of programming
- Improved utilization of existing staff strengths as we're able to minimize "too busy to develop new programming" syndrome
- Improved staff morale and customer satisfaction as we see improvements implemented because of our new ability to plan and implement programming changes

APD 20-05 Attachment C				
FY 2021 Senior Citizen Activities Center Operating Fund (SCOF) Budget				
Applicant/County Name: Worcester County - Competitive Request				
Total FY 2021 SCOF Budget - Competitive Request				
Budget Categories:	Berlin 50plus Center	Ocean City 50plus Center	Pocomoke City 50plus Center	Snow Hill 50plus Center
Salaries (please list positions below)				
Fringe				
Travel				
Building Space				
Printing/Supplies				
Equipment (please specify below)	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
Equipment Repairs and Maintenance				
Communications				
Utilities				
Vehicle Costs	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Contractual services (please specify below)				
Training (please specify below)				
Other Costs (please specify below)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Total Costs	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
Total Funding Sources				
Senior Citizens Activities Center Operating Fund	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Participant Donations				
Local Funds	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Membership Fees (Please explain below)				
Revenue from room rentals (Please explain below)				
Other (Please explain)				
Other (Please explain)				
Total Funding	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
Salaries (Please List Below)				
Equipment (Please List Below)				
Laptops	500	500	500	500
20 android tablets	750	750	750	750
Contractual Services (Please List Below)				
Training (Please List Below)				
Other (Please List Below)				
Software Licensing	50	50	50	50
Membership fees revenue (Please List Below)				
Other Revenue (Please List Below)				

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APD 20-05 Attachment C				
FY 2021 Senior Citizen Activities Center Operating Fund (SCOF) Budget				
Applicant/County Name:				
Total FY 2021 SCOF Budget - Formula Based				
Budget Categories:	Berlin 50plus Center	Ocean City 50plus Center	Pocomoke City 50plus Center	Snow Hill 50plus Center
Salaries (please list positions below)	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Fringe	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Travel	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Building Space	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Printing/Supplies	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Equipment (please specify below)				
Equipment Repairs and Maintenance				
Communications				
Utilities	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Vehicle Costs	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Contractual services (please specify below)	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
Training (please specify below)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Other Costs (please specify below)				
Total Costs	\$ 15,800.00	\$ 15,800.00	\$ 15,800.00	\$ 15,800.00
Total Funding Sources				
Senior Citizens Activities Center Operating Fund	\$ 11,428.00	\$ 11,428.00	\$ 11,428.00	\$ 11,428.00
Participant Donations				
Local Funds	\$ 3,872.00	\$ 3,872.00	\$ 3,872.00	\$ 3,872.00
Membership Fees (Please explain below)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Revenue from room rentals (Please explain below)				
Other (Please explain)				
Other (Please explain)				
Total Funding	\$ 15,800.00	\$ 15,800.00	\$ 15,800.00	\$ 15,800.00
Salaries (Please List Below)				
Site Supervisor	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Program Coordinator	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Senior Centers Program Manager	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Wellness Program Coordinator	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Administrative Staff	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Equipment (Please List Below)				
Contractual Services (Please List Below)				
Exercise and Educational	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Marketing	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Audit	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Participation Software	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Training (Please List Below)				
Continual Staff Training to Keep Relevant	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Other (Please List Below)				
Membership fees revenue (Please List Below)				
Other Revenue (Please List Below)				

**APD 20-05 Attachment D - FY21
SCOF Pre-Competitive Allocations**

Jurisdiction	Base Funding (pre-competitive)
Allegany	\$ 46,304
Anne Arundel	\$ 36,665
Baltimore City	\$ 133,008
Baltimore Co	\$ 61,525
Calvert	\$ 5,991
Caroline	\$ 5,000
Carroll	\$ 12,123
Cecil	\$ 6,954
Charles	\$ 8,605
Dorchester	\$ 5,000
Frederick	\$ 15,473
Garrett	\$ 5,000
Harford	\$ 17,589
Howard	\$ 18,913
Kent	\$ 5,000
Montgomery	\$ 69,137
Prince George's	\$ 52,624
Queen Anne's	\$ 5,000
Somerset	\$ 38,120
St. Mary's	\$ 6,265
Talbot	\$ 5,000
Washington	\$ 10,940
Wicomico	\$ 48,940
Worcester	\$ 45,712
Total	\$ 664,888

X

FY 2021 Pre-Competitive Senior Citizen Activities Center (SCOF) allocations are calculated following Human Services Article §10-516. An additional \$100,000 will be awarded on a competitive basis as outlined in APD 20-05.

KATHRYN GORDON
Director
kgordon@co.worcester.md.us

100 Pearl Street Suite B
Snow Hill, Maryland 21863
Phone: 410-632-3112
Fax: 410-632-5631

LACHELLE SCARLATO
Deputy Director
lscarlato@co.worcester.md.us



4

DEPARTMENT OF
ECONOMIC DEVELOPMENT

Worcester County

TO: Harold Higgins, Chief Administrative Officer
FROM: Tom Perlozzo, Director Recreation & Parks, Tourism and Economic
Development
DATE: May 20, 2020
RE: Worcester County Economic Development Workforce Back to Business Grant

Due to the COVID-19 health crisis and the state restrictions on large gathering not to exceed more than 10 people, the Worcester County Economic Development STEM Summer Program has been adjusted and redirected to address the workforce needs in Worcester County.

- Worcester County STEM Summer Camp Level I and II have been cancelled this year with deferred placement for our campers to summer 2021.
- Worcester County STEM Leadership Cohort has been redirected to online instruction and activities for our high school students.
- Worcester County STEM Internship Program has placed 3 interns with Hardwire, LLC to assist in the production of Personal Protective Equipment with other interns placed in local businesses.

With these adjustments, Worcester County Economic Development has created an opportunity to address workforce needs for our local businesses as the Maryland Strong: Roadmap to Recovery is issued. We are proposing a one-time grant that will assist our businesses with hiring employees and purchasing the required PPE to operate safely. A complete program summary is attached. Fawn would continue to operate this program.

Worcester County Economic Development Workforce Back to Business Grant

Purpose

\$500 one time grants provided in order to support workforce expenses incurred by small Worcester County Maryland businesses as they comply with guidelines in Maryland's Roadmap to Recovery and the Maryland Strong Back to Business pledge to mitigate the spread of COVID-19. These grants are specifically intended for smaller Worcester County businesses that do not have resources to assist them in accessing larger federal and state assistance programs.

Examples of Eligible Workforce Expenses

- New hire hours
- Training hours for existing staff related to new COVID-19 procedures
- Labor expenses for additional cleaning and sanitation services
- Labor expense for construction/installation plexi-glass barriers, physical distancing spaces, etc
- Providing PPE to workers
- Supporting transportation expenses for employees (ie: bus passes)
- Billed hours to e-commerce provided to convert to online ordering mode

Eligibility

- a physical business located in a commercial, industrial or mixed use space
- licensed to operate in Worcester County or the city/town where they are located
- fewer than 10 full time employees or 20 part time employees or the equivalent (ie: a business that has 5 full time employees and 10 part time employees will be considered equivalent to a business that has 10 full time employees or 20 part time employees)
- operational and actively conducting business in Worcester county on or before January 1, 2020
- nonprofit/tax exempt organizations are not eligible
- publicly traded companies and subsidiaries of publicly traded companies are not eligible
- businesses must be able to certify that they suffered a financial impact of at least \$500 in order to comply with new safety guidelines as a result of COVID-19 and that the loss was not reimbursed by insurance or another government assistance program.
- grants may be used for qualified expenses incurred retroactive to March 13, 2020

Application Process

1. Visit www.chooseworcester.org and complete the online application for the WCED Workforce Back to Business Grant
2. Email documentation indicating proof of Worcester business ownership to workforcegrant@co.worcester.md.us
3. Applications will be accepted from May 26, 2020 through June 5, 2020 and qualified applicants will receive funds on a first come, first served basis.

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



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

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

Worcester County

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

May 20, 2020

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Weston S. Young, Assistant Chief Administrative Officer *WSY*
SUBJECT: Leasing Commission for 5363 Snow Hill Road

We are in receipt of an invoice from NAI Coastal for \$1,440 to cover the commission on the leasing of the former Liquor Control Warehouse located at 5363 Snow Hill Road, Snow Hill, MD to Hardwire, LLC.

Hardwire, LLC has received a large contract from FEMA in regards to the manufacturing of personal protective equipment as a response to the COVID-19 event. Lacking adequate storage space, Hardwire, LLC utilized Merry Mears of NAI Coastal to find an available warehouse location that could be leased. Merry reached out to the County, a lease was drafted and executed, and now a commission is being requested.

As you will see, NAI Coastal is requesting a 6% commission based on a full lease term of one year. However, the lease provides for a month-to-month term and may be terminated prior to a full year. As a result, we suggest the commission be paid quarterly or monthly, upon receipt of the payments by Hardwire, LLC, whichever is preferable to the Commissioners.



TO: County Commissioners of Worcester County, Maryland
FROM: Meredith Mears , NAI Coastal
DATE: May 14, 2020
SUBJECT: Leasing Commission: 5363 Snow Hill Rd, Snow Hill, Maryland 21863

Dear County Commissioners of Worcester County,

This invoice is sent for commission due on the recently procured lease with Hardwire LLC at 5363 Snow Hill Rd, Salisbury, Maryland 21863.

We appreciate your commitment to moving this lease forward for the businesses and citizens of Worcester County.

The Following is a summary of the scheduled rents:

Lease Term	Annual Rent
Year 1	<u>\$24,000.00</u>
Total Leasing Commission (6%)	<u>\$1,440.00</u>

Please make 6% commission check for \$1,440.00 payable to NAI Coastal.

Thank you!

Meredith Mears, Advisor



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

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COUNTY COMMISSIONERS

Worcester County

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SNOW HILL, MARYLAND
21863-1195

MEMORANDUM

TO: Chief Administrative Officer Harold Higgins
FROM: Public Information Officer Kim Moses and Recycling Manager Mike McClung
DATE: May 26, 2020
RE: Keep Worcester Clean campaign advertising contract and recommendations

Attached is the advertising contract from D3 Corporation of West Ocean City to air two Keep Worcester Clean (KWC) commercials, one animated and one live-action. The contract includes four options to reach our target market: WBOC/WRDE (all news) - 72 commercials for \$1,500 per month (321,840 possible impressions), or 48 primetime commercials for \$2,028 per month (510,879 possible impressions); WMDT/47ABC/MeTVDelmarva/CW3 - 80 commercials to air on WMDT plus 35,000 streaming ads for \$1,300 per month; Comcast - 131,320 premium digital video across mobile devices and premium digital television for \$1,000 per month.

D3 Corp representatives recommend approving either of the two WBOC proposals due to the number of impressions, saturation, and added value; or approve the combination of WMDT (\$1,300 per month) and Comcast (\$1,000 per month) for a total cost of \$2,300 per month to maximize television and streaming capabilities to reach our target audience. Regardless of the advertising option the Commissioners approve, each 30-second commercial will run alternately from roughly June 5 through September 30, 2020.

At the Commissioners' meeting on June 2, the first of the two KWC commercials will debut. Filming for the live-action commercial was postponed due to the stay-at-home order and will begin once actors are selected.

We respectfully request that the Commissioners approve one of the proposed options and authorize Commission President Mitrecic to sign the D3 TV Advertising Campaign contract. We are available to answer any questions you may have.

D3

Creative Minds. Proven Results.

Keep Worcester Clean

TV Advertising Campaign

May 12, 2020



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lb

Objective

Worcester County (Client) wishes to execute a TV advertising campaign using the :30 second video recently produced by D3. The focus of the message is Keep Worcester Clean.

Scope of Work/ Fees & Payment

D3 requested proposals from local TV networks for maximum exposure to reach residents and those employed in Worcester County. The Keep Worcester Clean message needs to reach as many people as possible on platforms where the ad will be viewed in its entirety which includes popular TV shows and streaming media. Once a viewer is engaged with the subject, they are less likely to leave.

We wanted to share all of the proposed ad buy packages with you but include an agency recommendation.

D3 recommends one of two options:

1. The WBOC proposal (all news), due to the number of impressions (510,879), saturation and added value.
2. Split between WMDT (\$1,300 a month) and Comcast (\$1,000 a month), due to streaming capabilities to reach your target audience.

The proposals below will allow for adjustments as things change with the stay at home order due to COVID 19.

Option 1 - TV - WBOC & WRDE - 72 :30 second messages

Run June 5 - October 5

Reach - 65.2%

Frequency - 3.2

Potential Impressions - 321,840

Cost - \$1,500 per month

Includes:

- **WBOC** - Today Show, 7am to 11am, Monday - Friday, 6x/mth
- **WBOC** - Live with Kelly & Ryan, Let's Make a Deal, Price is Right, 9am-12pm, Monday - Friday, 6x/mth
- **WRDE** News/ NBC News - 5:30pm - 7pm, Monday - Sunday, 6x/mth

Added Value - Delmarva Life Interview (valued at \$750), at no additional cost. Can be scheduled as soon as the client would like. The final aired interview will be the contents of Worcester County and can be shared on social media, the website and other digital platforms.

Option 2 - TV - WBOC - 48 :30 second messages

Run June 5 – September 5, (3 months but more saturated for better exposure with budget provided) or we can extend through September and add the additional \$2,028 monthly fee for a total of \$8,112.00.

Reach - 82%

Frequency - 4.1

Potential Impressions - 510,879

Cost - \$2,028 per month

Includes:

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- **WBOC** - Morning News Rotation, (WBOC & CBS This Morning), 5am to 9am, Monday - Friday, 7x/mth
- **WBOC** - Live with Kelly & Ryan, Let's Make a Deal, Price is Right, 9am-12pm, Monday - Friday, 7x/mth
- **WBOC** - WBOC Saturday Morning / CBS This Morning - 6am - 10am, Saturday, 2x/mth

Added Value - Delmarva Life Interview (valued at \$750), at no additional cost. Can be scheduled as soon as the client would like. The final aired interview will be the contents of Worcester County and can be shared on social media, the website and other digital platforms.

TV - WMDT

Notes: 47ABC, MeTVDelmarva, CW3

Why WMDT: *WMDT is the only ABC station on Delmarva so there is no bleed into markets for duplicate stations like with WBOC/WRDE and WBAL and WJZ out of Baltimore. A viewer could be watching programming on those stations instead of local broadcast, therefore, diluting the opportunity for viewers. WMDT states they are the better bang for the buck in reaching more viewers with more frequency.*

Run June 5 – October 5

Ad set 1

- 10,000 CTV (big screen) impressions per month
- 25,000 in-stream (desktop/mobile) impression per month
- Over The Top (OTT) streaming 35,000 video ads per month
- Cost \$750 /month
- Includes: 50,000 banner ads

Ad set 2

- TV rotator shows such as Local Morning News, Good Morning America, Family Feud, American Ninja Warrior, M*A*S*H
- Reach: est 43,000 per month = 174,207 total for 4 months
- Cost \$1,000/month

Ad Set 3 (Current Re-Open Maryland Special)

- 30 ads on 47 ABC (30x\$25) - \$750 per month x 4 months - \$3,000
- 30 ads on Me-TV or CW3 (30x\$10) \$300 per month x 4 months - \$1,200
- 20 Commercials on either Azteca, Bounce or H&I - included
- 35,000 OTT :30 ads - \$750 per month x 4 months = \$3,000

Total :30 ads per month - 80 (320 total)
Non-profit match per month – 30 (ABC/ME/CW) (120 total)
Total OTT :30 ads per month – 35,000 (140,000 total)
Total monthly investment - \$1,300 for June-Sept (\$5,200)

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Comcast

Run June 5 – October 5

- Reach - this schedule utilizes Premium Digital Video (PDV) & Premium Digital Television (PDTV) 17,294/month + 15,536/month = 32,830/month = 131,320 impressions for 4 months
- Cost: \$1,000 per month

Movie Theatre - Optional add on, something to consider

Approximately \$500 for a 2-week run

Reach: Depends on what movies are playing and if the theatres are reopened. Ads run pre-movie as well as on the website for movie selections/ticket buying, and reviews.

Terms & Conditions

1. Proprietary Information: Certain proprietary data that each party will be disclosing to the other party or which a party will otherwise acquire during the course of this agreement (the "Agreement") is owned by the disclosing party including, without limitation, customer information, order history and data lists (the "Proprietary Information"). The Proprietary Information will remain the property of the disclosing party. Proprietary Information of Client shall include, without limitation, data obtained from the Client. All Proprietary Information will remain the property of the disclosing party. Upon termination or expiration of this Agreement, or any extension hereof, the receiving party will return all Proprietary Information and copies thereof to the disclosing party at the disclosing party's request within five business days. The receiving party will sign an affidavit that the receiving party has retained no copies of Proprietary Information.

2. Proper Use: Client shall not, directly or indirectly, do any of the following: (i) reverse engineer, decompile, disassemble or otherwise attempt to discover the source code for any software related to any services provided by D3 (the "Services"); (ii) modify, translate, or create derivative works based on the software related to the Services, content or end user documentation; (iii) rent, lease, distribute, sell, resell, assign, or otherwise transfer its rights to use any software related to the Services; or (iv) remove any copyright or other proprietary notices from the such software or any other D3 materials furnished or made available hereunder. Client shall comply with all applicable governmental laws, ordinances, codes, rules, regulations, and orders in its performance under this Agreement, and will obtain all permits or licenses required in connection with the license and use of any of D3 Services.

3. Dates: The date of the signing of this Agreement is the "Effective Date." The date the Services are completed, executed, active, and/or made available to Client, whichever occurs first, is the "Activation Date." and the Service Term specified in this Agreement begin on the Activation Date. Cancellation and all other policies apply upon the Effective Date.

4. Term & Termination: a. If Client or D3 defaults in the observance or performance of any of the covenants, provisions or conditions in this Agreement and such default shall continue uncured for a period of sixty (60) days after written notice to the defaulting party is sent by both certified mail and regular first class mail, then the party giving such notice may cancel the Agreement.

b. Termination or cancellation by Client at any time in the future, other than for cause specified above, will result in forfeiture of any and all waived fees and discounted rates provided. Upon termination, normal rates will apply from inception of the project and Client agrees to pay D3 any difference between full price and discounted prices paid. If Client elects to cancel the project after work has begun, D3 shall retain any down payments, deposits or other payments made by Client as payment for work completed. No refunds will be provided. In addition, additional payments may be due to D3 based on the amount of work completed prior to cancellation.

c. Upon termination of this Agreement, Client will immediately (i) return to D3 all D3 Proprietary Information and all copies thereof, (ii) terminate use of the Services, and (iii) except as provided in the next succeeding sentence, pay to D3 the full amount of the fees for the entirety of the Service Term. Upon termination of this Agreement by Client for cause pursuant to Section 4b, D3 shall refund to Client the pro-rata portion of any pre-paid fee for the Services attributable to the portion of the Service Term during which D3 has been in breach of this Agreement, as well as any pre-paid fee for the Services attributable to the remainder of the Service Term within thirty (30) days of the date of termination of this Agreement.

5. Payment:

a. Client agrees to pay D3 the production, development, service, marketing and other fees and amounts specified in this Agreement. D3 shall promptly enable Client's access to the services upon Client's payment of any applicable setup, production or development fees (the "Setup Fee"). Unless otherwise agreed upon, the Setup Fee will be due in full on the Effective Date. If an additional Setup Fees is incurred during the setup process (as agreed to by both parties), the entire balance of the Setup Fee is due on the Activation Date.

b. Any fees billed based on service usage (the "Usage Fees") will be billed monthly after service has been performed. Usage Fees must be paid by ACH

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or credit card designated by Client. Each time Client uses any D3 Services, or allows or causes the Services to be used, Client agrees and reaffirms that D3 is authorized to charge Client's bank account or designated credit card.

c.If Client does not object in writing to an invoiced amount within thirty (30) calendar days of a given invoice or statement, Client shall be deemed to have acknowledged the correctness of that invoice or amount, shall be deemed to have acknowledged that the services rendered by D3 as set forth on the invoice or statement have been accepted by Client as having been performed in a workmanlike manner, and shall be deemed to have waived its right to dispute that invoice or amount. Client's dispute as to a portion of any invoice or amount shall not give Client the right to withhold or delay payment of the whole invoice or amount. Invoices not paid within thirty (30) day of receipt of invoice will be considered past due. Payments for past due invoices will bear interest at the rate of one and one half percent (1.5%) per month, compounded monthly, or the maximum amount permitted by law, whichever is less. Client expressly agrees to pay monthly compounded interest on any past due invoice as stated herein.

d.D3 will have no obligation to perform any of its obligations under this Agreement if Client fails to make any timely payment, following its receipt of notice of the nonpayment and a five (5) business day opportunity to cure, and D3 will have the right in its sole discretion, without liability to Client, to either (a) suspend performance of any of its obligations under this Agreement for so long as the payment remains outstanding, (b) disable any service D3 operates for Client, or (c) terminate this Agreement.

e.Service Fees will remain constant for the duration of the initial contract period and are subject to increase upon each contract renewal. During the term of this Agreement, D3 and Client may mutually agree in writing on any additional services to be provided by D3 not in initially agreed to in the initial Scope of Work. These services may incur additional fees and will be quoted as such in writing to Client. All fees are non-refundable.

6.Ownership: Client shall have ownership of its website or other Services provided to Client by D3, unless specifically stated and agreed to by both parties. In addition, Client owns the content, data, and materials provided to D3 to create the Services and/or contained within the Services. However, any and all Systems developed or licensed by D3 shall at all times remain the exclusive property of D3. Systems include, but are not limited to, software, databases, programs, scripts, custom content, and any other tool used to execute the Services contained in this Agreement. Examples include, but are not limited to: reservation systems, email marketing systems, metrics and reporting systems, ecommerce applications, proprietary content management systems, and any other application owned or licensed by D3. Client is permitted to use the Systems specified in this Agreement during the term of this Agreement, but at no time have any ownership of the Systems. Upon termination of this Agreement for any reason, Client has no ownership rights to the Systems and loses all rights to use any of the Systems.

7.Choice of Law: The Terms & Conditions of this Agreement shall be governed by and construed and interpreted in accordance with the laws of Maryland. Client and D3 jointly waive any right to trial by jury in any action or proceeding arising in connection with this Agreement. Client and D3 agree that proper venue for any suit arising out of this Agreement shall be either the Circuit Court or District Court for Worcester County, Maryland.

8.Limitation of Liability: It is the responsibility of Client to test, proof, and correct any errors or omissions to any of the Services developed or implemented for Client by D3, including, but not limited to: ecommerce payment systems, content management systems, website content, electronic forms, email delivery, and advertising/marketing programs. D3 agrees to promptly correct any mistakes of its own accord upon notification from Client of such mistakes. Client understands that if it has the ability to manage the content of its Services, then Client may cause errors to the Services. It is the responsibility of Client to test the Services after any modifications are made to the Services and notify D3 of any problems. Additional fees may be charged to Client by D3 in order to correct any problems caused by Client. Once the final commercial is approved by the client, D3 is no longer responsible for the work product or liable for any claims regarding the work product. To the maximum extent permitted by applicable law, the aggregate liability of D3, its employees, affiliates, vendors, contractors or suppliers, whether in contract (including fundamental breach or failure of an essential purpose), tort (including negligence), misrepresentation or otherwise in respect of a single occurrence or a series of occurrences shall in no circumstances exceed the amounts paid by Client to D3 hereunder in the Service Term immediately preceding the first event giving rise to any claim of breach. In no event shall D3, its employees, affiliates, vendors, contractors or suppliers, or affiliates of any of them, be liable to Client or any third party for any

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punitive, indirect, incidental, special, consequential, attorney's fees, or other damages whatsoever or for any failure to realize expected savings, loss of business, loss of revenues or profits, loss of data, or any other commercial or economic loss (including, without limitation, losses due to business or service delays, server downtime or outages, performance or delay of the Internet or D3's Internet service providers, email service downtime, service interruptions, loss of business information or data, failure to save data, errors in or omissions of Services, security breach of Services, other pecuniary loss, or any other information therein (or any component of any of the foregoing)) arising out of or related to this Agreement or the D3 Services even if Client has been advised of the possibility of such damages.

9. Warranty Disclaimer: All Systems and Services provided by D3 are provided "as is" without warranty of any kind. To the maximum extent permitted by applicable law, D3 disclaims all express, implied, statutory and other warranties of any kind, including without limitation any implied warranties of merchantability, fitness for a particular purpose, title, custom, trade, quiet enjoyment, availability, accuracy of informational content or system integration, or any warranties arising under any other legal requirement, D3 does not warrant that the D3 Services, Systems, suppliers, servers, the Internet, D3's Internet service providers, vendors, contractors, employees or any other component thereof is error-free or will operate in an uninterrupted manner, and D3 will not be liable for the consequences of any interruptions or errors.

10. Force Majeure: Fires, floods, wars, acts of war, strikes, lockouts, labor disputes, accidents to equipment and/or machinery, delays or defaults of common carriers, orders, decrees of judgments of any court, delays or outages of the Internet or Internet service providers, or any other contingency beyond the control of D3, whether related or unrelated, or similar or dissimilar to any of the foregoing, will be sufficient excuse for any resulting delay or failure in the performance by D3 of its obligations under this Agreement, but such performance will be excused only as long as the *force majeure* continues, including a reasonable amount of time for D3 recovery.

11. Relationship of the Parties: The relationship between D3 and Client is that of independent contracting parties, and not that of partners, joint venturers, or principal and agent. Neither party has or will hold itself out as having the authority to bind or act in the name of, or on behalf of, the other. During the Service Term and for a period of one (1) year thereafter, Client shall not directly or indirectly, individually or on behalf of any other person, firm, partnership, corporation or business entity of any type, hire, offer to hire, divert, entice away, solicit or in any manner assist, encourage or persuade, or attempt to do any of the foregoing, any current officer, employee, consultant or contractor of D3, nor shall Client hire, offer to hire, or solicit the services of any former officer, employee, consultant or contractor whose relationship with D3 has been terminated for less than three (3) months without D3's prior written consent.

12. Publicity: Neither party will issue any press releases or engage in any other promotional activities, other than the foregoing, that identify the other party without obtaining such other party's written approval; provided, however, that either party may at any time reiterate any information contained in any jointly issued or previously approved press release, article or promotional material. Client shall have the right to use D3's trade name and service marks (the "Marks") on a non-exclusive basis during the term of this Agreement solely for display or advertising purposes in accordance with this Agreement. Client shall use the Marks in compliance with all relevant laws and regulations.

13. Entire Understanding: With respect to its subject matter, this Agreement contains the parties' entire understanding, superseding any prior agreements and understandings. There are no representations, warranties, promises, inducements, restrictions, stipulations, or obligations other than those expressly set forth in this Agreement. Further, these Terms & Conditions apply to all past, present, and future Services provided to Client by D3, including, but not limited to, development work, production, advertising, marketing services, maintenance agreements, and Service renewals, whether or not such Services are contracted for in writing. Any modification or deletion of any Terms & Conditions for any past, present, or future Services provided to Client by D3 must be approved by both parties by written, signed agreement.

14. Construction; Severability; Waiver: The language use in this Agreement is the language chosen by the parties to express their mutual intent, and no rule of strict construction will be applied against either party. The section headings are for convenience and are not intended as aids in construction.

Further, It is agreed that the covenants of this Agreement are severable, and that if any single clause or clauses shall be found unenforceable, the entire

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Agreement shall not fail but shall be construed and enforced without any severed clauses in accordance with the tenor of this Agreement. Failure or delay by either party to enforce compliance with any term or condition of this Agreement shall not constitute a waiver of such term or condition. Any waiver by a party of an available remedy against a breach or default by the other party will not constitute an ongoing waiver of any right to exercise available remedies against any future breach or default.

15. Authorized Signature; Binding on Successors; Third Party Benefits: The individual signing on behalf of Client warrants and represents that he or she has the express authority to bind Client to the Terms & Conditions of this Agreement. This Agreement will bind and inure to the benefit of the parties and their respective legal representatives, successors, and permitted assigns. Nothing in this Agreement will confer any benefits, rights, or remedies upon any person or entity not a party hereto.

16. Counterparts: This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which together shall constitute an instrument. This Agreement may be executed by signature via portable document format (.pdf) transmission or other electronic or facsimile signature, which shall be deemed to be the same as an original signature.

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Acceptance

This proposal converts to a binding agreement upon signing. Client hereby applies for the services described above and for all subsequent contract periods until this agreement is terminated in the manner described above. Client agrees to pay D3 / Internet Business Strategies, Inc. as their ad agency for whatever plan they decide on from the previously stated options. Final price will be determined at that time.

I, _____, a duly appointed officer of Worcester County, do hereby give my authorization for the above-mentioned work to be completed by D3 / Internet Business Strategies, Inc. In witness whereof, the parties have executed this agreement as of the dates set forth below.

Worcester County Representative Signature

D3 Representative Signature

Printed Name / Title

Printed Name / Title

Date Signed

Date Signed

Email

Email

Billing Info:

Billing Contact Name

Billing Contact Email

Billing Contact Phone

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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 H. Tustin, P.E., Director *JHT*
DATE: May 26, 2020
SUBJECT: Bid Recommendation – DPW Roads Division
Bayside Road Bridge Replacement

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 bids received and opened on Tuesday, April 28, 2020, for the Bayside Road Bridge replacement by the Department of Public Works, Roads Division. Below is a summary of the four bids received.

<u>Vendor</u>	<u>Total Bid Price</u>	<u>Page</u>
JJID, Inc., Bear, DE	\$1,698,555	4
Murtech Marine Division, Salisbury, MD	\$1,847,714	9
Corman, Annapolis Junction, MD	\$1,850,000	23
McLean Contracting Co., Glen Burnie, MD	\$2,033,333	31

Upon review by the Department of Public Works, Roads Division and Andrew Welch of Davis, Bowen and Friedel, it was determined that three of the four bids received did meet the required specifications. Although JJID, Inc. appears to be the low bid, they did not utilize the correct bid form as noted in Addendum #2 which they acknowledged as receiving. JJID also failed to include the required Affidavit of Qualification to Bid and the Non-Collusion Affidavit. This incomplete bid package can be considered non – responsive at this time.

After reviewing the attached recommendation from Andrew Welch of Davis, Bowen, and Friedel, Inc., it is requested that the County Commissioners award the Bayside Road Bridge Replacement contract to Murtech Marine Division for the total bid price of \$1,847,714.00 contingent upon approval from the State Highway Administration for project funding. The County has worked with Murtech Marine Division on multiple bridge replacement projects in the past with great success. Murtech’s knowledge of timber bridge designs, ability to meet construction deadlines, utilizing only quality materials and professional workmanship, makes

them the clear choice for this award.

The original estimated total cost of the project was estimated to be \$2,083,776.00. If the bid is awarded to Murtech Marine Division with a structure cost of \$1,847,714.00, the revised estimated total cost of the project will be \$1,972,090.00. Additional items that are in the total cost of the project include engineering services, grading, paving, tipping fees, and construction and materials inspection if needed/required. Typically State Aid Projects are funded with 80% State funds and 20% County funds; however, at this time the State Aid available balance is \$980,733.33 therefore the County's cost would be \$991,356.67 less \$559,563.00 from the FY19 SHA Transportation Grant for a total of \$431,793.67. Assigned Funds is also available in the amount of \$2,176,000.00 which have been set aside for this project.

Should you have any questions, please don't hesitate to call me.

Attachments

cc: Frank J. Adkins

Competitive Bid Worksheet

Item: Bayside Road Bridge Replacement

Bid Opening Date: 1:00 P.M., Tuesday, April 28, 2020

Bids Received by deadline = 4

Vendor's Submitting Bids

Total Lump Sum Bid

JJID, Inc.

100 Julian Lane
Bear, DE 19701

1,698,555

Murtech Marine Division

424 Mill Street
Salisbury, MD 21801

1,847,714

McLean Contracting Company

6700 McLean Way
Glen Burnie, MD 21060-6480

2,033,333

Corman

12001 Guilford Road
Annapolis Junction, MD 20701

1,850,000

BID FORM

BAYSIDE ROAD BRIDGE REPLACEMENT

PROJECT NO. 0085B038.A01

Proposal of JJID, INC. (hereafter called "BIDDER"), organized and existing under the laws of the State of DELAWARE doing business as JJID, INC. * to The Worcester County Department of Public Works (hereinafter called "OWNER").

In compliance with the Invitation to Bidders, BIDDER hereby proposes to perform all WORK for the Bayside Road Bridge Replacement, Contract No. 0085B038.A01, in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

BIDDER hereby agrees to commence WORK under this Contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within 180 consecutive calendar days. BIDDER further agrees to pay as liquidated damages, an amount of \$500.00 per calendar day as defined in the General Conditions.

This BID includes sales tax and all other applicable taxes and fees.

LUMP SUM BID ITEM

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS, using quantities below, for the lump sum bid of: ONE MILLION SIX HUNDRED NINETY EIGHT THOUSAND, FIVE HUNDRED FIFTY FIVE DOLLARS (\$ 1,698,555.00).

Amount shall be as shown in both words figures. In case of discrepancy, the amount shown in words will govern. The contractor will be paid for the coated pipe pile material cost for the amount shown. The contractor shall be paid for the driving and grouting at the unit price below for Pipe Pile per foot actually installed.

The following unit prices are to be used for determining addition to or deduction from the lump sum bid, for quantities actually installed.

<u>ITEM</u>	<u>UNIT</u>	<u>AMOUNT</u>	<u>UNIT PRICE</u>
1. 12" Dia Concrete Filled Pipe Pile	L.F.	2180	\$ <u>151.00</u>
2. Pipe Pile Welded Splice	EA.	20	\$ <u>200.00</u>
3. Silt Fence	L.F.	300	\$ <u>3.80</u>
4. MD SHA Traffic Barrier 660.41	EA.	4	\$ <u>1660.00</u>
5. MD SHA Traffic Barrier 605.03	EA.	4	\$ <u>3320.00</u>
6. Backfill and Compaction of Select	C.Y.	200	\$ <u>30.00</u>
7. Stream Diversion Structure	EA.	2	\$ <u>37,500.00</u>

NOTICE

Upon receipt of written notice of the acceptance of this bid, bidder will execute the formal contract attached within 10 days and deliver a Surety Bond or Bonds as required by the Information to Bidders. The bid security attached in the sum of 5% of the total Bayside Road Bridge Replacement bid, \$ 1,698,555.00 is to become the property of the Owner in the event the contract and bonds are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the Owner caused thereby. **ADDENDUMS 1 & 2**

I/WE are licensed, or have initiated the license application as required by Section 2502, Chapter 25, Title 30, of the Maryland Code.

I/WE have not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to The Worcester County Department of Public Works.

Respectfully submitted:



Signature

JAMES J. JULIAN - PRESIDENT

Title

51-0365145

Federal E.I. Number

07430619

MD Business License Number

100 JULIAN LANE BEAR, DE 19701

Company Address

APR 27 2020

Date

SEAL - (If bid is by a corporation)



Document A310 -2010

CONTRACTOR:

JJID, Inc.
100 Julian Lane
Bear, De. 19701

SURETY:

Hartford Casualty Insurance Company
One Hartford Plaza
Hartford, CT 06155

OWNER:

Worcester County Department of Public Works
6113 Timmons Road
Snow Hill, MD 21863

BOND AMOUNT: Five Percent of Amount Bid – 5%

**PROJECT: Bayside Road Bridge Replacement
0085B038.01**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a Surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in his Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 27th day of April 2020

Susan E. Lentham
(Witness)

Cecelia D. Brown, Witness

JJID, Inc.

James J Julian, President

Hartford Casualty Insurance Company

(Surety)

Steven Raffuel, Attorney-in-Fact

POWER OF ATTORNEY

Direct Inquiries/Claims to:

THE HARTFORD
 BOND, T-12
 One Hartford Plaza
 Hartford, Connecticut 06155
Bond.Claims@thehartford.com
 call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: MCCABE & ASSOCIATES
 Agency Code: 39-426436

- Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois
- Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, up to the amount of Unlimited :

Julia A. Boone, Cecelia D. Brown, Alene M. Fischer, Kevin McCabe, Charles McCabe, Michelle McGinn of MULLICA HILL, New Jersey

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



John Gray

John Gray, Assistant Secretary

M. Ross Fisher

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT }
 COUNTY OF HARTFORD } ss. Hartford

On this 5th day of January, 2018, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

Kathleen T. Maynard

Kathleen T. Maynard
 Notary Public
 My Commission Expires July 31, 2021

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of April 27, 2020
 Signed and sealed at the City of Hartford.



Kevin Heckman

Kevin Heckman, Assistant Vice President

HARTFORD CASUALTY INSURANCE COMPANY

Indianapolis, Indiana

Financial Statement, December 31, 2018

Statutory Basis

ASSETS		LIABILITIES	
U.S. Government Bonds	\$ 84,991,768	Reserve for Claims	\$
Bonds of Other Governments	14,848,833	and Claim Expense.....	1,130,730,536
State, County Municipal		Reserve for Unearned Premiums	277,588,796
Miscellaneous Bonds	1,835,399,234	Reserve for Taxes, License	
Stocks	2,162,122	and Fees	6,926,306
Short Term Investments	19,618,298	Miscellaneous Liabilities	82,511,687
	<u>\$ 1,957,020,255</u>	Total Liabilities	<u>\$ 1,497,757,325</u>
Real Estate	\$ 0	Capital Paid In \$	4,800,000
Cash	185,233	Surplus	<u>889,054,475</u>
Agents' Balances (Under 90 Day)	34,630,997		
Other Invested Assets	984,722	Surplus as regards Policyholders.....	\$ 893,854,475
Miscellaneous	398,790,593	Total Liabilities, Capital	
Total Admitted Assets	<u>\$ 2,391,611,800</u>	and Surplus	<u>\$ 2,391,611,800</u>

STATE OF CONNECTICUT
 COUNTY OF HARTFORD
 CITY OF HARTFORD

} ss.

Allison G. Niderno, Vice President and Controller, and Allen R. Craig, Assistant Secretary of the Hartford Casualty Insurance Company, being duly sworn, each deposes and say that the foregoing is a true and correct statement of the said company's financial condition as of December 31, 2018.

Subscribed and sworn to before me
 this 18th day of March, 2019.

Laurie Hansen

Notary Public



Allison G. Niderno
 Vice President and Controller

Allen R. Craig
 Assistant Secretary

PROPOSAL FORM
BAYSIDE ROAD BRIDGE REPLACEMENT
PROJECT NO. 0085B038.A01

Proposal of MURTECH INC
(NAME)
424 MILL STREET SAWSBURY, MD 21801
(ADDRESS)
410.766.5335
(TEL.NO.)

Proposals to be received until, April 27, 2020, at 1:00 P.M. local time.

For: Bayside Road Bridge Replacement


Worcester County Department of Public Works, Roads Division
Snow Hill, Maryland

Ladies and Gentlemen:

In accordance with the advertisement of Worcester County inviting proposals for the improvements hereinbefore named, and in conformity with the plans and specifications now on file in the office of the Worcester County Roads Division. I hereby certify that an examination has been made of the Specifications and Contract Form contained herein, also of the plans, and the site of the work, and proposed to furnish all necessary machinery, equipment, tools, labor and other means of construction and furnish all materials specified, in the manner and the time prescribed, and understand that the quantities of work as shown herein are approximate only and are subject to increase or decrease, and further understand that all quantities of work, whether increased or decreased are to be performed at the following schedule of prices.

*See The Attached Bid Form

Respectfully submitted,



Signature

VICE PRESIDENT

Title

BID FORM
 BAYSIDE ROAD BRIDGE REPLACEMENT
 PROJECT NO. 0085B038.A01

Proposal of MURTECH, INC. (hereafter called "BIDDER"),
 organized and existing under the laws of the State of MARYLAND
 doing business as MURTECH, INC. * to The Worcester County Department of Public
 Works (hereinafter called "OWNER").

In compliance with the Invitation to Bidders, BIDDER hereby proposes to perform all
 WORK for the **Bayside Road Bridge Replacement, Contract No. 0085B038.A01**, in strict
 accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices
 stated below.

BIDDER hereby agrees to commence WORK under this Contract on or before a date to be
 specified in the NOTICE TO PROCEED and to fully complete the PROJECT within 180
 consecutive calendar days. BIDDER further agrees to pay as liquidated damages, an amount of
 \$500.00 per calendar day as defined in the General Conditions.

This BID includes sales tax and all other applicable taxes and fees.

LUMP SUM BID ITEM

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS, using
 quantities below, for the lump sum bid of:

~~ONE MILLION EIGHT HUNDRED FORTY SEVEN THOUSAND SEVEN HUNDRED FOURTEEN DOLLARS~~ AND ~~NO/100~~

(\$ 1,847,714.00).

Amount shall be as shown in both words figures. In case of discrepancy, the amount shown in
 words will govern. The contractor will be paid for the coated pipe pile material cost for the amount
 shown. The base bid shall include pile material cost, driving, grouting and complete installation of
 2180 LF of pile. The line ITEM (1) shall be used for add or deduct from the base bid for driving and
 grouting, should more or less than 2180 LF be installed. Line ITEM (2) shall be used for pile
 material cost that exceeds 2180 LF.

The following unit prices ITEMS (3) to (8) are to be used for determining addition to or deduction
 from the lump sum bid, for quantities actually installed.

<u>ITEM</u>	<u>UNIT</u>	<u>AMOUNT</u>	<u>UNIT PRICE</u>
1. 12" Dia Conc Filled Pipe Pile Install & Grout	L.F.		\$ <u>48.00</u>
2. 12" Dia Conc Filled Pipe Pile Material	L.F.		\$ <u>105.00</u>
3. Pipe Pile Welded Splice	EA.	20	\$ <u>350.00</u>
4. Silt Fence	L.F.	300	\$ <u>1.50</u>
5. MD SHA Traffic Barrier 660-41 <u>605.41</u>	EA.	4	\$ <u>9,400.00</u>
6. MD SHA Traffic Barrier 605-03 <u>605.47</u>	EA.	4	\$ <u>3,000.00</u>
7. Backfill and Compaction of Select	C.Y.	200	\$ <u>15.00</u>
8. Stream Diversion Structure	EA.	2	\$ <u>22,500.00</u>

NOTICE

Upon receipt of written notice of the acceptance of this bid, bidder will execute the formal contract attached within 10 days and deliver a Surety Bond or Bonds as required by the Information to Bidders. The bid security attached in the sum of 5% of the total Bayside Road Bridge Replacement bid, \$ 5% is to become the property of the Owner in the event the contract and bonds are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the Owner caused thereby.

I/WE are licensed, or have initiated the license application as required by Section 2502, Chapter 25, Title 30, of the Maryland Code.

I/WE have not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to The Worcester County Department of Public Works.

Respectfully submitted:


Signature CHARLES H. DOIBEY

VICE PRESIDENT
Title

52-2278749
Federal E.I. Number

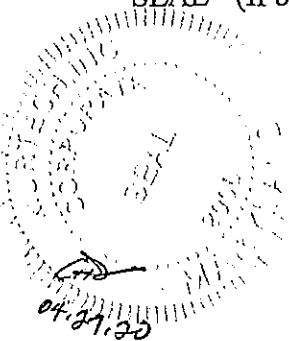
MCLB 242(E)
MD Business License Number

424 MILL STREET
SALISBURY, MD 21801
Company Address

04.27.2020
Date

SEAL - (If bid is by a corporation)

Lump Sum Bid is for a
Dowel Laminated Bridge (Wheeler)



NON-COLLUSION AFFIDAVIT

DATE: 04.27.2020

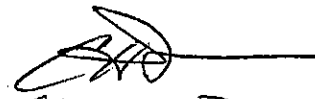
Worcester County Department of Public Works
5764 Worcester Highway
Snow Hill, Maryland 21863

Ladies and Gentlemen:

This is to certify that the undersigned bidder MURTECH, INC has not, either directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to the Worcester County Roads Division for Worcester County Contract No. 0085B038.A01.

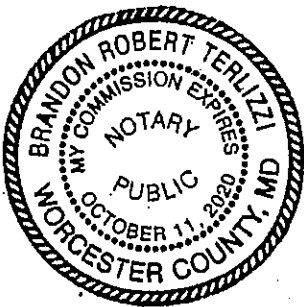
Name of Bidder MURTECH, INC

Signature & Title of Authorized Representative

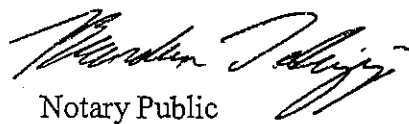

CHARLES H. DOLBEY
VICE PRESIDENT

Sworn to and subscribed before me this 27th day of April, 2020.

My commission expires October 11, 2020



Notary Seal


Notary Public

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the VICE PRESIDENT and the duly
(Title)

authorized representative of the firm of MURTECH, INC.

whose address is 424 MILL STREET
SALESBURY, MD 21801 and that I possess the legal authority to make this
affidavit on behalf of myself and the firm for which I am acting.

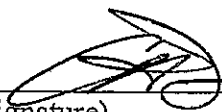
2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; the individuals involved and their position with the firm, and the sentence of disposition, if any).

I acknowledge that this affidavit is to be furnished to Worcester County and relevant agencies or entities and, where appropriate, to the Board of Public Works and to the Attorney General under Section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Worcester County,

Maryland, may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.



(Signature)

04.27.2020
(Date)

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we Murtech, Inc.
(Here insert full name and address or legal title of Contractor)
820 Cromwell Park Drive, Ste. J, Glen Burnie, MD 21061

as Principal, hereinafter called the Principal, and The Ohio Casualty Insurance Company
(Here insert full name and address or legal title of Surety)
13830 Ballantyne Corporate Place, Charlotte, NC 28277

a corporation duly organized under the laws of the State of New Hampshire
as Surety, hereinafter called the Surety, are held and firmly bound unto
(Here insert full name and address or legal title of Owner)

The Worcester County Commissioners, One West Market St, Room 1103, Snow Hill, MD 21863

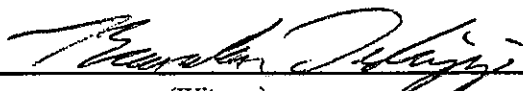
as Oblige, hereinafter called the Oblige, in the sum of
Five Percent of Amount bid Dollars(\$ 5% of bid),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents.

WHEREAS, the Principal has submitted a bid for
(Here insert full name, address and description of project)
Bayside Road Bridge Replacement - Project No. 0085B039.A01


NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 27th day of April 2020

Murtech, Inc.




(Witness)



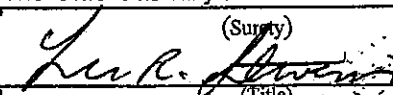
(Principal) (Seal)
Vice President

(Title)

The Ohio Casualty Insurance Company



(Witness)

(Surety) (Seal)


(Title)
Lee R. Stevens, Attorney-In-Fact

This bond form complies with the requirements of American Institute of Architects form AIA document A310



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8202432-969130

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Lee R. Stevens; Mark A. Congdon; Nicholas J. Stevens

all of the city of Sykesville state of MD each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 25th day of October, 2019.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 25th day of October, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 27th day of April, 2020



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

ADDENDUM NO. 1

April 16, 2020

Due to the current COVID-19 pandemic, we have revised the bid opening for this project as follows:

REVISED BID OPENING DATE/TIME: TUESDAY, APRIL 28, 2020 AT 1:00 PM EST
REVISED BID OPENING PROCESS: Bids will be opened by County Administration Staff in the presence of at least one witness. Immediately following the bid opening, results will be published on the County website at www.co.worcester.md.us under the "Bids" drop-down menu in the lower right hand side of the home page.

NOTICE TO BIDDERS

**Bayside Road Bridge Replacement
Project No. 0085B039.A01
Worcester County, Maryland**

The County Commissioners of Worcester County, Maryland are currently accepting sealed bids for the construction of Bayside Road Bridge over Paw Paw Creek in Public Landing, Maryland for the Roads Division of the Department of Public Works. Contract Documents, Construction Specifications and Plans are available from the office of Davis, Bowen & Friedel, Inc., 601 East Main Street, Salisbury, Maryland 21804 (phone 410-543-9091) upon payment of \$50.00 for each non-refundable set. Interested bidders are encouraged to attend a **pre-bid meeting to be held on Tuesday, April 14, 2020 at 10:00 am**, at the Worcester County Department of Public Works, 6113 Timmons Road, Snow Hill, Maryland 21863, at which the project scope and Bid Documents will be discussed in depth and Bidders' questions will be answered. **Sealed bids will be accepted until 1:00 pm, Monday, April 27, 2020** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863. ~~at which time they will be opened and publicly read aloud.~~ **BIDS WILL BE OPENED ON TUESDAY, APRIL 28, 2020 AT 1:00 PM EST AND RESULTS WILL BE PROMPTLY POSTED ON THE COUNTY WEBSITE.** Envelopes shall be marked "**Bid for Bayside Road Bridge Replacement Project**" in the lower left-hand corner. No bidder may withdraw his bid within ninety (90) days after the actual date of opening thereof. After opening, bids will be forwarded to the Public Works Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Andrew E. Welch, P.E., Project Engineer, at 410-543-9091, or by FAX at 410-543-4172. Email correspondence is encouraged to aew@dbfinc.com and will be binding.



Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.
Jamie L. Sechler, P.E.

PRE-BID MEETING MINUTES

**BAYSIDE ROAD BRIDGE REPLACEMENT
WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
ROADS DIVISION**

**DBF #0085B038.A01
April 14, 2020**

ATTENDEES:

<u>Name</u>	<u>Organization</u>	<u>Email</u>	<u>Phone</u>
Andrew Welch, P.E.	Davis, Bowen & Friedel, Inc.	aew@dbfinc.com	410-543-9091
Frank Adkins	Worcester County Roads	fadkins@co.worcester.md.us	410-632-2244
Charles Dolbey	Murtech, Inc.	cdolbey@murtech.us	410-251-3812
Sean Francis	Marine Technologies, Inc.	sfrancis@marinetechnologiesinc.com	410-355-2000
David Kimberly	McLean Contracting	dkimberly@mcleancontracting.com	410-533-6780
Chip Quillen	David A. Bramble	chip@davidabrambleinc.com	443-523-6404
Deon Lones	Hopkins Construction, Inc.	devon@hopkins-inc.com	302-337-3366
Matt Sterling	Hopkins Construction, Inc	matt@hopkins-inc.com	302-604-2419
Ricky Mazol	Chesapeake Turf, LLC	Rick@chesapeaketurf.com	302-922-1317
Danelle Litardo	Corman Kososing	dlitardo@cormanconstruction.com	301-343-5443
Ray McMaster	Dissen & Juhn	rmcmaster@dissen-juhn.com	410-604-1802

ITEMS DISCUSSED:

- Bids will be received on April 27, 2020 at 1:00 p.m. at the Worcester County Government Center, Room 1103, One West Market Street, Snow Hill, Maryland. Bids can be dropped off at the entry to the building. County personnel will be posted at the door one hour before bid and up to 1:00 pm to receive the bids. Bids will not be read aloud.
- A 5% bid bond must accompany each bid.
- A 100% contract bond is required of the successful bidder.
- A glued laminated or dowel laminated bridge has been specified for this project. Foundations include concrete abutments, steel sheet piling and concrete filled steel pipe piles.
- Please refer to the Special Conditions for Maryland truck designations for design.
- The county shall provide and maintain detour and detour signs.
- County will supply container boxes for unsuitable materials, including substandard soils and bridge components. Contractor can retain existing bridge components.

8. The County will be responsible for hauling and disposal of blacktop and any unsuitable materials apart of the contract scope. The County does not retain the right to salvage existing bridge materials. The County will salvage unused steel guardrail components. Contractor shall disassemble for County pick up.
9. The start date for this project is projected to be September after overhead electric is buried below the channel, outside the limits of the new bridge.
10. Contractor is responsible for all earthwork, including reconstruction of road embankment, removal of blacktop, compacted CR-6, and final grading.
11. No soil borings are available. Pile length will be based on test pile results. Test pile length is in the documents and test pile location at the discretion of the contractor but one at the abutment and one in the channel was suggested. It was suggested that the contractor be paid for pipe pile at the bid length and then paid per foot for the lengths installed. This will be addressed by addendum.
12. Overhead electric and telephone exists. Electric will be relocated under the channel.
13. The County will explore whether overhead telephone can be temporarily shifted.
14. Stream diversion and dewatering is required for this project as stipulated by MDE. The purpose is to perform dredging and abutment demolition in a confined/dewatered area.
15. The contractor shall provide sediment tank and filter bags as required to dewater the project at the abutments.
16. No work in the stream is mandated between March 1 and June 15 of any year. No turbidity curtain anticipated.
17. Paving of the roadway is included in this project.
18. A preconstruction meeting will be required.
19. No work shall take place on private property especially earthwork, filling or grading. If storage of equipment or materials is proposed, then written authorization shall be obtained from the property owner.
20. Storage of materials and equipment on paved road is acceptable. No soil or stone to be stored outside the limit of disturbance.
21. The pile rebar does not extend into the cap.
22. Plans and specifications are available at DBF at 601 East Main Street, Suite 100, Salisbury, Maryland.
23. The contractor is responsible for construction stakeout. DBF may be available to perform this work paid by the contractor.

Letter: Prebid Meeting Minutes
April 14, 2020
Page 3

24. All questions shall be directed to Andrew Welch, (410) 543-9091 or aew@dbfinc.com.
The last day for questions shall be April 21, 2020.

Respectfully Submitted,

DAVIS, BOWEN & FRIEDEL, INC.

Andrew E. Welch

Andrew E. Welch, P.E.
Associate

AEW

N:\00\085b\085B038.A01\Minutes\Prebid1.aew.doc.kab

Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason F. Loar, P.E.
Ring W. Gardner, P.E.
Jamie L. Sechler, P.E.

**ADDENDUM NO. 2
BAYSIDE ROAD BRIDGE REPLACEMENT
WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
ROADS DIVISION
DBF #085B038.A01
April 22, 2020**

DISTRIBUTION: All Plan Holders

The following shall form a part of the Contract Documents:

1. The procedure for receiving and opening bids has changed and shall be in accord with the attached Addendum No. 1. Notice. There is a drop box that the deputies will instruct the bidders to place the bids into prior to 1 pm. Bids are due April 27, 2020 at 1:00 pm.
2. The pre-bid meeting minutes are attached and shall become part of the contract documents.
3. The overhead electric is the only utility to be relocated. The County will investigate whether overhead telephone can be temporarily shifted.
4. Existing abutment and walls can be abandoned in place.
5. Existing timber piles shall be removed, cut off below mudline or extracted if interfering with new piles. Minor debris in the channel is not known to exist but should be removed when the bridge is removed if encountered.
6. The County performs inspections during construction.
7. The roadway can be used for storage and staging of material inside barricades.
8. The bridge supplier shall provide a one year warranty for defects on materials and the contractor shall provide a one year warranty on workmanship.
9. Liquidated damages shall be \$500/day.
10. The bid form has been revised and the revised form is attached.
11. The 14 piles at abutments require the Denso coating but no outer cover and wrap.
12. Full depth paving off of the bridge shall be 2 inch base course and 1.5 inch surface course.
13. The bridge paving shall change to a base course of 1 inch at the curb. With the 2% crown, the center base thickness will be 3.64 inch. The surface course will then be a uniform 1.5 inch.
14. The County will supply CR6 (crushed stone), topsoil and (select) fill (road material). They will not supply Rip Rap, #57 Stone or #2 stone.
15. The cofferdam or stream diversion structure design is by the contractor. The minimum depth of the sheets is determined by the contractor. The integrity of the

structure is the responsibility of the contractor. A submittal or P.E. seal is not required.

16. The County will salvage no existing bridge materials.
17. ASTM A572 Gr. 50 steel will be allowed in lieu of the specified A588 for the channel and shall be hot dipped galvanized per the contract documents.
18. ASTM A572 GR. 50 will be allowed in lieu of the specified A 690 grade for the PZ 22 and shall receive the specified coal tar epoxy coating.
19. The County provides road closure detour, signs, public notice as well as the road closer barricades across the road.

END OF ADDENDUM NO. 2

BID FORM
BAYSIDE ROAD BRIDGE REPLACEMENT
PROJECT NO. 0085B038.A01

Proposal of _____ (hereafter called "BIDDER"),
organized and existing under the laws of the State of _____
doing business as _____ * to The Worcester County Department of Public
Works (hereinafter called "OWNER").

In compliance with the Invitation to Bidders, BIDDER hereby proposes to perform all
WORK for the **Bayside Road Bridge Replacement, Contract No. 0085B038.A01**, in strict
accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices
stated below.

BIDDER hereby agrees to commence WORK under this Contract on or before a date to be
specified in the NOTICE TO PROCEED and to fully complete the PROJECT within 180
consecutive calendar days. BIDDER further agrees to pay as liquidated damages, an amount of
\$500.00 per calendar day as defined in the General Conditions.

This BID includes sales tax and all other applicable taxes and fees.

LUMP SUM BID ITEM

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS, using
quantities below, for the lump sum bid of:

One million Eight Hundred Fifty Thousand
(\$ 1,850,000.00).

Amount shall be as shown in both words figures. In case of discrepancy, the amount shown in
words will govern. The contractor will be paid for the coated pipe pile material cost for the amount
shown. The base bid shall include pile material cost, driving, grouting and complete installation of
2180 LF of pile. The line ITEM (1) shall be used for add or deduct from the base bid for driving and
grouting, should more or less than 2180 LF be installed. Line ITEM (2) shall be used for pile
material cost that exceeds 2180 LF.

The following unit prices ITEMS (3) to (8) are to be used for determining addition to or deduction
from the lump sum bid, for quantities actually installed.

<u>ITEM</u>	<u>UNIT</u>	<u>AMOUNT</u>	<u>UNIT PRICE</u>
1. 12" Dia Conc Filled Pipe Pile Install & Grout	L.F.		\$ 8.00
2. 12" Dia Conc Filled Pipe Pile Material	L.F.		GR * \$ 1000.00 80.00
3. Pipe Pile Welded Splice	EA.	20	\$ 1000.00
4. Silt Fence	L.F.	300	\$ 3.00
5. MD SHA Traffic Barrier 660.41	EA.	4	\$ 1000.00
6. MD SHA Traffic Barrier 605.03	EA.	4	\$ 2000.00
7. Backfill and Compaction of Select	C.Y.	200	\$ 60.00
8. Stream Diversion Structure	EA.	2	\$ 10,000.00

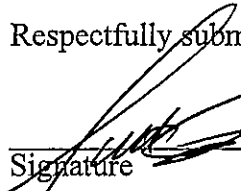
NOTICE

Upon receipt of written notice of the acceptance of this bid, bidder will execute the formal contract attached within 10 days and deliver a Surety Bond or Bonds as required by the Information to Bidders. The bid security attached in the sum of 5% of the total Bayside Road Bridge Replacement bid, \$ BID BOND is to become the property of the Owner in the event the contract and bonds are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the Owner caused thereby.

I/WE are licensed, or have initiated the license application as required by Section 2502, Chapter 25, Title 30, of the Maryland Code.

I/WE have not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to The Worcester County Department of Public Works.

Respectfully submitted:


Signature
12001 Guilford Road
Annapolis Junction, MD 20701
Company Address
Scott Szmpruch Vice President
Title
April 27, 2020
Date

82-3429943
Federal E.I. Number
02406201
MD Business License Number

SEAL (If bid is by a corporation)

Addendum 1 + 2 Acknowledged

PROPOSAL FORM
BAYSIDE ROAD BRIDGE REPLACEMENT
PROJECT NO. 0085B038.A01

Proposal of Corman Kokosing Construction Company
(NAME)
12001 Guilford Road Annapolis Junction MD 20701
(ADDRESS)
301-953-0900
(TEL.NO.)

Proposals to be received until, April 27, 2020, at 1:00 P.M. local time.

For: Bayside Road Bridge Replacement

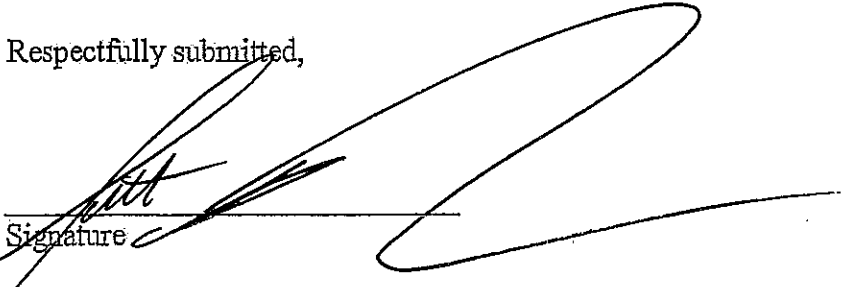
Worcester County Department of Public Works, Roads Division
Snow Hill, Maryland

Ladies and Gentlemen:

In accordance with the advertisement of Worcester County inviting proposals for the improvements hereinbefore named, and in conformity with the plans and specifications now on file in the office of the Worcester County Roads Division. I hereby certify that an examination has been made of the Specifications and Contract Form contained herein, also of the plans, and the site of the work, and proposed to furnish all necessary machinery, equipment, tools, labor and other means of construction and furnish all materials specified, in the manner and the time prescribed, and understand that the quantities of work as shown herein are approximate only and are subject to increase or decrease, and further understand that all quantities of work, whether increased or decreased are to be performed at the following schedule of prices.

*See The Attached Bid Form

Respectfully submitted,



Signature

Scott Szympruch, Vice President
Title



NON-COLLUSION AFFIDAVIT

DATE: April 27, 2020

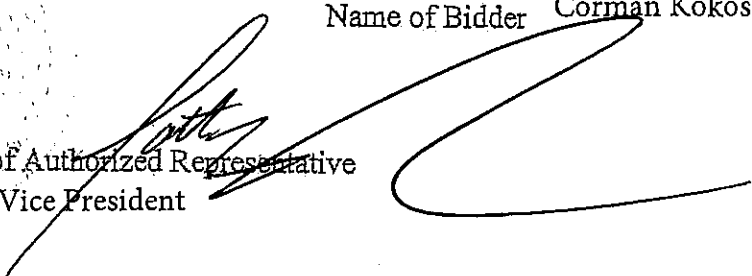
Worcester County Department of Public Works
5764 Worcester Highway
Snow Hill, Maryland 21863

Ladies and Gentlemen:

This is to certify that the undersigned bidder Corman Kokosing has not, either directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to the Worcester County Roads Division for Worcester County Contract No. 0085B038.A01.

Name of Bidder Corman Kokosing Construction Company

Signature & Title of Authorized Representative
Scott Szympruch, Vice President



Sworn to and subscribed before me this 27 day of April, 2020.

My commission expires 5/19/, 2022

Bonnie James
NOTARY PUBLIC
CHARLES COUNTY
MARYLAND
MY COMMISSION EXPIRES 5/19/2022

Bonnie James
Notary Public

Notary Seal

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the Vice President and the duly
(Title)

authorized representative of the firm of Corman Kokosing Construction Company
12001 Guilford Road
whose address is Annapolis Jnt MD 20701 and that I possess the legal authority to make this
affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; the individuals involved and their position with the firm, and the sentence of disposition, if any).

I acknowledge that this affidavit is to be furnished to Worcester County and relevant agencies or entities and, where appropriate, to the Board of Public Works and to the Attorney General under Section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Worcester County,

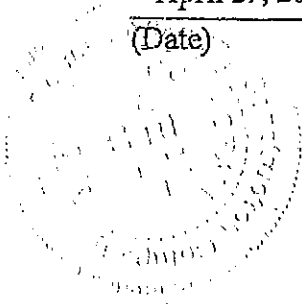
Maryland, may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.


(Signature) Scott Szympruch, Vice President

April 27, 2020

(Date)



Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bond Number: 45472-Liberty-20-145

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Corman Kokosing Construction Company
12001 Guilford Rd.
Annapolis Junction, MD 20701

SURETY:

(Name, legal status and principal place of business)
Liberty Mutual Insurance Company
175 Berkeley Street
Boston, MA 02116
State of Inc: Massachusetts

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)
Worcester County Department of Public Works
Worcester County Government Center
Snow Hill, MD 21863

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent of Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

Bayside Road Bridge Replacement - Project No. 0085B038.A01

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th day of April, 2020

<p><i>Bonnie Williams</i> (Witness) <u>Bonnie Williams</u></p>	<p><i>Bonnie Williams</i> (Principal) _____ Corman Kokosing Construction Company</p>	<p><i>Scott Szumprda</i> (Title) <u>Scott Szumprda, Vice President</u> Liberty Mutual Insurance Company</p>
<p><i>Annette Audinot</i> (Witness) <u>Annette Audinot</u></p>	<p><i>Rachel A. Chaveriat</i> (Surety) _____ Liberty Mutual Insurance Company</p>	<p><i>Rachel A. Chaveriat</i> (Title) <u>Rachel A. Chaveriat, Attorney-In-Fact</u></p>



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8203216 - 969358

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies")...

all of the city of Knoxville state of TN each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations...

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 3rd day of March, 2020.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 3rd day of March, 2020 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 13th day of April, 2020.



By: Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

BID FORM
 BAYSIDE ROAD BRIDGE REPLACEMENT
 ROJECT NO. 0085B038.A01

Proposal of McLean Contracting Company (hereafter called "BIDDER"), organized and existing under the laws of the State of De/aware doing business as McLean Contracting Co * to The Worcester County Department of Public Works (hereinafter called "OWNER").

In compliance with the Invitation to Bidders, BIDDER hereby proposes to perform all WORK for the **Bayside Road Bridge Replacement, Contract No. 0085B038.A01**, in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

BIDDER hereby agrees to commence WORK under this Contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within 180 consecutive calendar days. BIDDER further agrees to pay as liquidated damages, an amount of \$500.00 per calendar day as defined in the General Conditions.

This BID includes sales tax and all other applicable taxes and fees.

LUMP SUM BID ITEM

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS, using quantities below, for the lump sum bid of:

Two Million Thirty Three Thousand Three Hundred Thirty Three Dollars and no cents
 (\$ 2,033,333.00).

Amount shall be as shown in both words figures. In case of discrepancy, the amount shown in words will govern. The contractor will be paid for the coated pipe pile material cost for the amount shown. The base bid shall include pile material cost, driving, grouting and complete installation of 2180 LF of pile. The line ITEM (1) shall be used for add or deduct from the base bid for driving and grouting, should more or less than 2180 LF be installed. Line ITEM (2) shall be used for pile material cost that exceeds 2180 LF.

The following unit prices ITEMS (3) to (8) are to be used for determining addition to or deduction from the lump sum bid, for quantities actually installed.

<u>ITEM</u>	<u>UNIT</u>	<u>AMOUNT</u>	<u>UNIT PRICE</u>
1. 12" Dia Conc Filled Pipe Pile Install & Grout	L.F.		\$ <u>110.00</u>
2. 12" Dia Conc Filled Pipe Pile Material	L.F.		\$ <u>50.00</u>
3. Pipe Pile Welded Splice	EA.	20	\$ <u>1,175.00</u>
4. Silt Fence	L.F.	300	\$ <u>4.00</u>
5. MD SHA Traffic Barrier 660.41	EA.	4	\$ <u>1,600.00</u>
6. MD SHA Traffic Barrier 605.03	EA.	4	\$ <u>3,400.00</u>
7. Backfill and Compaction of Select	C.Y.	200	\$ <u>25.00</u>
8. Stream Diversion Structure	EA.	2	\$ <u>10,000.00</u>

NOTICE

Upon receipt of written notice of the acceptance of this bid, bidder will execute the formal contract attached within 10 days and deliver a Surety Bond or Bonds as required by the Information to Bidders. The bid security attached in the sum of 5% of the total Bayside Road Bridge Replacement bid, \$ 101,646.65 is to become the property of the Owner in the event the contract and bonds are not executed within the time above set forth, as liquidated damages for the delay and additional time expense to the Owner caused thereby.

I/WE are licensed, or have initiated the license application as required by Section 2502, Chapter 25, Title 30, of the Maryland Code.

I/WE have not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to The Worcester County Department of Public Works.

Respectfully submitted:

[Signature] 6700 McLean Way Glen Burnie, MD
Signature Company Address 21060
Chief Operating Officer 4/27/2020
Title Date

52-0409895
Federal E.I. Number

02408858
MD Business License Number

SEAL - (If bid is by a corporation)



PROPOSAL FORM
BAYSIDE ROAD BRIDGE REPLACEMENT
PROJECT NO. 0085B038.A01

Proposal of McLean Contracting Company
(NAME)
6700 McLean Way Glen Burnie MD 21060
(ADDRESS)
410 553-6700
(TEL.NO.)

Proposals to be received until, April 27, 2020, at 1:00 P.M. local time.

For: Bayside Road Bridge Replacement

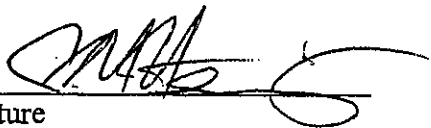
Worcester County Department of Public Works, Roads Division
Snow Hill, Maryland

Ladies and Gentlemen:

In accordance with the advertisement of Worcester County inviting proposals for the improvements hereinbefore named, and in conformity with the plans and specifications now on file in the office of the Worcester County Roads Division. I hereby certify that an examination has been made of the Specifications and Contract Form contained herein, also of the plans, and the site of the work, and proposed to furnish all necessary machinery, equipment, tools, labor and other means of construction and furnish all materials specified, in the manner and the time prescribed, and understand that the quantities of work as shown herein are approximate only and are subject to increase or decrease, and further understand that all quantities of work, whether increased or decreased are to be performed at the following schedule of prices.

*See The Attached Bid Form

Respectfully submitted,



Signature

Chief Operating Officer

Title

NON-COLLUSION AFFIDAVIT

DATE: 4/27/2020

Worcester County Department of Public Works
5764 Worcester Highway
Snow Hill, Maryland 21863

Ladies and Gentlemen:

McLean Contracting
Company

This is to certify that the undersigned bidder _____ has not, either directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted to the

Worcester County Roads Division for Worcester County Contract No. 0085B038.A01

McLean Contracting Company

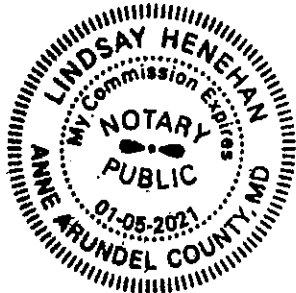
Name of Bidder

Cory M. Heisey / Chief Operating Officer

Signature & Title of Authorized Representative

Sworn to and subscribed before me this 27th day of April, 2020.

My commission expires 1-5, 2021



Notary Public

Notary Seal

AFFIDAVIT OF QUALIFICATION TO BID

I hereby affirm that

1. I am the CHIEF OPERATING OFFICER and the duly
(Title)

authorized representative of the firm of McLEAN CONTRACTING COMPANY
6700 McLean Way
whose address is GLEN BURNIE MD 20706 and that I possess the legal authority to make this
affidavit on behalf of myself and the firm for which I am acting.


2. Except as described in paragraph 3 below, neither I nor the above firm, nor to the best of my knowledge, any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; the individuals involved and their position with the firm, and the sentence of disposition, if any).

I acknowledge that this affidavit is to be furnished to Worcester County and relevant agencies or entities and, where appropriate, to the Board of Public Works and to the Attorney General under Section 16D of Article 78A of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Worcester County,

Maryland, may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.



(Signature)

4/27/2020
(Date)

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE McLean Contracting Company
6700 McLean Way, Glen Burnie, MD 21060

as Principal, hereinafter called the Principal, and Fidelity and Deposit Company of Maryland
1299 Zurich Way, 5th Floor, Schaumburg, IL 60196-1056

a corporation duly organized under the laws of the State of IL
as Surety, hereinafter called the Surety, are held and firmly bound unto Worcester County Department of Public Works
6113 Timmons Road, Snow Hill, MD 21863

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid
Dollars (\$ _____ 5% _____),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Bayside Road Bridge Replacement; #0085B038.A01

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

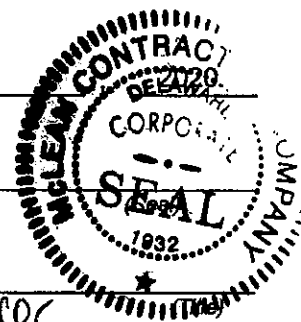
Signed and sealed this 27th day of April

Mindy Henneran
Mindy Henneran (Witness)

McLean Contracting Company

(Principal)

By: [Signature]
Chief Operating Officer



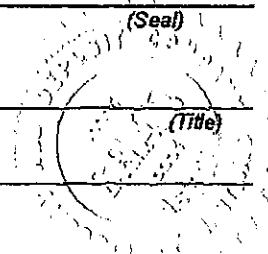
Diane S. Loughry
Diane S. Loughry (Witness)



Fidelity and Deposit Company of Maryland

(Surety)

By: [Signature]
Attorney-in-Fact Robert A. Chlada



EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 21st day of April, 2020



Brian M. Hodges

Brian M. Hodges, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT ALL REQUIRED INFORMATION TO:

Zurich American Insurance Co.
Attn: Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **ROBERT D. MURRAY**, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Joseph A. PIERSON, Robert A. CHLADA, Cynthia M. CHARVAT, Dennis C. OURAND, Steven A. DZURIK, JR., John J. MARKOTIC and Diane S. LOUGHRY**, all of Hunt Valley, Maryland, EACH its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

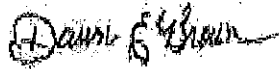
The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.


IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 31st day of July, A.D. 2019.

ATTEST:

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**



By: 
Assistant Secretary
Dawn E. Brown


Vice President
Robert D. Murray

State of Maryland
County of Baltimore

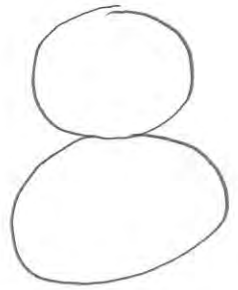
On this 31st day of July, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **ROBERT D. MURRAY**, Vice President, and **DAWN E. BROWN**, Assistant Secretary, of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Constance A. Dunn

Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023





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

Proposed Public Hearing
 on July 7, 2020

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John H. Tustin, P.E., Director
DATE: May 26, 2020
**SUBJECT: Newark Spray Irrigation
 Public Hearing Request**

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Low Bid — 5
 Consent order — 13

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

As required by County Code PW5-307(b) (2), we are requesting a Public Hearing be held to approve the Newark Spray Irrigation Project.

The project includes construction of a spray irrigation site on 42 acres of County owned farmland, north of the Worcester County Developmental Center. It will utilize center pivot technology, associated pumps and piping from the treatment lagoon to eliminate the surface water discharge to Windmill Creek from the Newark Wastewater treatment plant, as agreed upon by Consent Order between the Maryland Department of the Environment and the County Commissioners of Worcester County.

see p.
 18

The project is estimated to cost \$2.1 million and will be funded by the Maryland Department of the Environment through a \$1.05 million low interest loan and a \$1.05 million grant. The loan will be funded by a quarterly assessment of \$55 per EDU added to the customer's water/sewer bill.

We are available to discuss this issue at your convenience.

cc: John S. Ross, P.E. Deputy Director
 Jessica R. Wilson, Assistant Chief Finance Officer

§ PW 5-306. Services outside service area. [Amended 8-16-2005 by Bill No. 05-11; 12-20-2005 by Bill No. 05-15]

- (a) Extension of services outside service area. The County Commissioners may allow sanitary services to be extended outside the boundaries of a service area to provide service by contract to another sanitary service area, shared sanitary facility, County project or facility, as determined by the County Commissioners. In all such cases the recipient of such service shall fairly compensate the sanitary service area providing service for maintenance and operation cost and for a proportionate share of the value, as determined by the County Commissioners, of the sanitary facilities required to provide the service. In emergency circumstances, service may be provided to an individual property. In the case of providing service to an individual property, the Commissioners must determine that such service is required because of a bona fide health or environmental emergency. The procedure for providing service outside the service area shall be the same as the procedure for an amendment to a sanitary service area set forth in § PW 5-305 of this Article based upon a petition filed by the owner or owners of the property requesting service or by action of the County Commissioners. The County Commissioners, in order to provide service outside the sanitary service area by contract, shall make all of the factual findings required by § PW 5-305, and the proposal must meet with all of the requirements of this section as well as the requirements of § PW 5-305. In cases where services are provided by contract outside of a sanitary service area the County Commissioners may establish rates and fees at the time of the resolution providing for such service. Such rates may be higher or lower than the rate charged within the sanitary service area providing service as determined by the County Commissioners for good cause. All rates and fees shall be subject to the annual budgetary process of § PW 5-310.
- (b) Temporary services. Upon a recommendation by the Department of Public Works, in cases where it is determined necessary, appropriate, or desirable by the County Commissioners, temporary treatment of wastewater generated in one sanitary service area may be provided in another sanitary service area and/or potable water may be supplied from one sanitary service area to another sanitary service area, provided such temporary arrangement does not exceed three hundred sixty-five consecutive days and provided an agreement shall be entered into between the service areas and executed on behalf of the County Commissioners by the Department of Public Works. No arrangement for inter-service area wastewater treatment or supply of potable water shall be made in cases where the wastewater treating area or potable water supplying area lacks sufficient capacity for such service.

§ PW 5-307. Construction of sanitary facilities.

- (a) Construction by developer. Where the proposed sanitary facilities are intended to serve land which is substantially vacant and undeveloped, the developer shall be required to enter into an agreement with the County Commissioners to provide for the construction of the facilities. The agreement shall provide: (1) that the developer shall secure all necessary permits for the benefit of the county, and which may not be modified without the consent of the county, and shall construct the facilities in accordance with all required permits and applicable standards; (2) that the developer shall deed to the county

free and clear of all encumbrances, at the time of the recordation of any subdivision plat or final approval of any site plan all parcels reserved for construction of sanitary facilities; (3) that the developer shall warrant the construction and performance of the sanitary facilities for a period of not less than two years from the date of acceptance by the county and shall post construction and maintenance bonds in an amount to guarantee the warranty which in the case of a maintenance bond shall be no more than 50% of the actual cost of all equipment; (4) that upon completion of the facility and final inspection, approval and acceptance by the county, the developer shall transfer all permits and all those portions of the facility which are not already county property to the county free and clear of all liens and encumbrances and the county shall then assume operational control of the sanitary facilities; (5) for a cash deposit, if required by the resolution establishing the service area, for not less than one year of operation including reasonable reserves for replacement; (6) such requirements for payment of contractors and suppliers as may be required; (7) for any construction bond required by any applicable law or regulation; (8) for any reimbursement to developer for service provided from the facility to third parties and any formula relating thereto; and (9) for such other matters as may be determined by the County Commissioners to be necessary and appropriate. The agreement shall be recorded in the land records of Worcester County at the expense of the developer. Any sanitary facilities constructed by the developer must be of such a capacity to provide service for each equivalent dwelling unit reflected on the developer's subdivision plats or site plans. The County Commissioners may require a developer to construct sanitary facilities of a size and capacity greater than that necessary to serve the proposed development when that additional capacity is needed to serve other existing parcels within the service area. In such a case, those existing parcels shall be established as a sub-area and the sub-area shall be liable for reimbursing the developer for its proportionate share of the costs of the sanitary facilities constructed by the developer.

(b) Construction by county. Where a sanitary service area or sub-area has been established, the sanitary facilities shall be constructed, expanded or upgraded by the county in accordance with the following procedures.

- (1) The County Commissioners shall cause to be made such studies, plans and specifications as may be necessary to solicit bids and determine the actual cost for the construction and operation of the proposed sanitary facilities.
- (2) The County Commissioners shall hold a public hearing on the cost of the project, which hearing shall be advertised at least once per week for two weeks prior to the hearing in a newspaper of general circulation in the area of the proposed service area. At the hearing the Commissioners may ask for the vote of each property owner in the service area as to whether the project should be constructed but shall not be bound by said vote.
- (3) Following the public hearing the County Commissioners may approve or reject the project for construction. If approved, the County Commissioners may advance funds or may issue bonds as may be authorized by Public General Law, for the construction of the project. The costs incurred in constructing the project shall be considered a debt of the sanitary service area which debt shall be repaid through the levying of and payment of assessments as provided for in this Subtitle.

- (c) Standards. The County Commissioners may, by resolution, adopt codes and standards for the construction, operation and use of sanitary facilities.

§ PW 5-308. Operation of sanitary facilities.

Sanitary facilities shall be operated by the Worcester County Department of Public Works, provided that the County Commissioners may contract with qualified private operators or enter into leases with private operators to operate sanitary facilities.

§ PW 5-309. Plat approval and building permits. [Amended 7-13-1999 by Bill No. 99-4]

- (a) Conditions of approval and permit issuance. No subdivision plat may be recorded or site plan finally approved for any development in a sanitary service area until the sanitary facilities have either been completely constructed and in operation or the construction is provided for by agreement with the County Commissioners and has been adequately bonded to the county. No building permit for any structure in a sanitary service area shall be issued until the county shall determine that the construction of the sanitary facilities is substantially completed as determined by the County Commissioners upon the advice and the recommendation of the County Environmental Programs Administrator and, if the facilities are being constructed by a developer, that the remaining work is adequately bonded to the county. No occupancy permit shall be issued for any structure in a sanitary service area until the sanitary facilities are completed and are operating to the satisfaction of the county and have been transferred to the county.

- (1) Notwithstanding the provisions contained in Subsection (a) above, permits for no more than four model homes may be issued for any subdivision where the proposed water supply system and/or sewage disposal system have been approved by the Department of the Environment but not constructed, subject to the following:

- A. The water supply system and/or sewage disposal system have been bonded in their entirety to the satisfaction of the County Commissioners.
- B. There shall be no water supply extended to the model homes.
- C. All plumbing shall terminate at the building foundation.
- D. Model home owners/developers shall utilize the model homes only for display purposes and they must not be either sold or occupied for any purpose until the water supply system and/or sewage disposal system are available to serve them. Agreements to this effect must be signed by all owners/developers, contractors and lienholders and recorded in the land records of Worcester County.

§ PW 5-310. Budget, assessments and charges.

- (a) Service area budget. The County Commissioners shall each year, by resolution, approve and adopt a budget for each service area which shall specify estimated expenses of the

Bunting & Murray

BID FORM

PROJECT IDENTIFICATION: Newark Spray Irrigation

CONTRACT IDENTIFICATION: E.A. Project No. 1548101

THIS BID IS SUBMITTED TO: County Commissioners of Worcester County—OWNER

SUBMIT BID AT: Worcester County Government Center
1 West Market Street
Room 1103
Snow Hill, Maryland 21863
Attn: Mr. John Ross, P.E., Deputy Director of Public Works

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for one hundred and twenty (120) days after the day of Bid opening. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen (15) days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:

a. Bidder has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

Date(s)	Number(s)
<u>12/2/19</u>	<u>1</u>
12/3/19	2

- b. Bidder has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.
- c. Bidder has obtained and carefully studies (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, and studies which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress,

performance, or furnishing of the Work as Bidder considers necessary for the performance or furnishing of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of Article 4 of the General Conditions; and no additional examinations, investigations, explorations, tests, reports, or similar information or data are or will be required by Bidder for such purposes.

- d. Bidder has reviewed and checked all information and data shown on or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, or similar information or data in respect of said Underground Facilities are or will be required by Bidder in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of Article 4 of the General Conditions.
 - e. Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
 - f. Bidder has given ENGINEER written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to Bidder.
 - g. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation: Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
4. Bidder will complete the Work within two hundred and forty (240) calendar days from receipt of Notice to Proceed for the following price as indicated on the Bid Form.

BID FORM
NEWARK SPRAY IRRIGATION
WORCESTER COUNTY, MARYLAND

ITEM NO.	BASE BID ITEM DESCRIPTION	ESTIMATED QTY	UNIT	COST PER UNIT (\$)	TOTAL ITEM COST (\$)
GENERAL					
1	Mobilization and Demobilization	1	LS	\$8207	\$8207
2	Survey and Stake Out	1	LS	\$19616	\$19616
3	Equipment Startup and Forcemain Pressure Testing	1	LS	\$11,986	\$11,986
4a	Lagoon Earthwork – Structural Fill	800	CY	\$39.51	\$31,608
4b	Lagoon Earthwork - Clay	400	CY	\$82.25	\$32,900
5	Raising of Existing Concrete Comminutor, Manhole, and Valve Vault	3	EA	\$4248	\$12,744
6	Selective Demolition and Abandonment	1	LS	\$6474	\$6474
EROSION AND SEDIMENT CONTROL					
7	Furnish and Install Stabilized Construction Entrance	2	EA	\$2881	\$5762
8	Furnish/Install/Maintain Silt Fence	7000	LF	\$1.57	\$10,990
9	Furnish/Install/Maintain Super Silt Fence	1400	LF	\$8.11	\$11,354
10	Vegetative Stabilization	10	AC	1403	\$14,030
11	Gravel Access Driveways	400	CY	\$105	\$42,000
12	Turbidity Barrier - Type 1	440	LF	121.65	\$53,526
CHLORINE CONTACT CHAMBER DEMOLITION					
13	Wet Well structure retrofit (Demo, Associated Excavation for vertical expansion)	1	LS	\$42,027	\$42,027
14	Demolish and Remove all Mechanical Equipment, Hangers, Fiberglass Lid, and Baskets	1	LS	\$7775	\$7775
15	Remove Associated Electrical Items and Controls	1	LS	\$3887	\$3887
WET WELL AND VALVE VAULT RENOVATIONS					
16	Furnish and Install all items and material associated with construction of the wet well	1	LS	\$39,905	\$39,905
17	SS Hardware and cables, link seals and associated piping for suction lift station	1	LS	\$50,753	\$50,753
18	Floats and Ultrasonic Level Sensor	1	LS	\$7701	\$7701
19	Magnetic Flow Meter, Vault and Appurtenances	1	LS	\$27,253	\$27,253
20	Suction Lift Station	1	LS	\$185,628	\$185,628
ELECTRICAL					
21	Electrical Service at the Lagoon	1	LS	\$78014	\$78014
22	Equipment Mounting Rack at the Lagoon	1	LS	\$3793	\$3793
23	Pump Control Panel (at the Lagoon)	1	LS	\$44,969	\$44,969
24	Power Distribution Equipment (panelboards, electrical utility meter, disconnect switch, combination motor starters, transformer) at the Lagoon	1	LS	\$103,050	\$103,050
25	Site work at the Lagoon (including installation of the underground conduits and conductors)	1	LS	\$35,963	\$35,963
26	Miscellaneous Equipment at Lagoon (including the site light and exhaust fan)	1	LS	\$14,647	\$14,647
27	Electrical Service at Spray Field	1	LS	\$5087	\$5087
28	Equipment Mounting Rack at the Spray Field	1	LS	\$3743	\$3743
29	Pump Control Panel for the Center Pivot (at the Spray Field)	1	LS	\$5218	\$5218
30	Power Distribution Equipment (panelboard, electrical utility meter, disconnect switch, combination motor starters) at the Spray Field	1	LS	\$9887	\$9887

31	Site work at the Spray Field (including installation of the underground conduits and conductors)	1	LS	\$2485	\$2485
32	Miscellaneous equipment at the Spray Field	1	LS	\$981	\$981
MECHANICAL					
33	Furnish and Install Air Release Valve	2	EA	\$6315	\$12630
34	Furnish and Install Blow Off Valves	3	EA	\$6189	\$18567
35	Furnish and Install Sampling Station	1	EA	\$8100	\$8100
36	Furnish and Install Fittings	1	LS	\$10,516	\$10,516
37	Furnish and Install RCP Pipe	40	LF	64.54	\$2582
38	Furnish and Install Duplex Basket Strainer	1	EA	\$27,640	\$27,640
39	Furnish and Install 6" C-900 Forcemain - Open Cut	3,100	LF	\$35.19	\$109,089
40	Furnish and Install 6" Directional Drilled Forcemain	3,600	LF	84.02	\$302,472
41	Furnish and Install Precast Concrete Air Release and Blow off Valve Structures	13	EA	\$1849	\$24037
42	Center Pivot Spray Irrigation System	1	LS	125230	125230
43	AASHTO No. 57 Stone for Pipe Bedding	100	Tons	70.82	7082
TOTAL BID:					1,664,903
ITEM NO.	ALTERNATE BID ITEM DESCRIPTION	ESTIMATED QTY	UNIT	COST PER UNIT (\$)	TOTAL ITEM COST (\$)
01	Allowance for Integration of Equipment into County Scada System, Programming Changes to Existing Central Computer	1	LS	\$17291	\$17291

TOTAL BASE BID (Bid Items 1- 43) PRICE IN WORDS: one million six hundred forty six thousand nine hundred sixty three dollars

TOTAL BASE WITH ADD ALTERNATES (Bid Items 1- 43 and Alternate Bid Item No. 01) BID PRICE IN WORDS: \$1,664,254.00 one million six hundred sixty four thousand two hundred and four dollars

5. The following documents are attached to and made a condition of this Bid:
 - a. Required bid Security in the form of bond or cashier's check.
 - b. A tabulation of Subcontractors, Suppliers, and other persons and organizations required to be identified in this Bid.
 - c. Bidder's Qualification Statement with supporting data.
6. Communications concerning this Bid shall be addressed:

Darl Kolar, P.E.
 EA Engineering, Science, and Technology, Inc., PBC
 11200 Racetrack Road, Unit 101A
 Ocean Pines, MD 21811

7. The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the General Conditions.

SUBMITTED ON December 9th, 2019.

If Bidder is:

An Individual

By _____ (SEAL)
(Individual's Name)

(Signature)

doing business at

Business Address: _____

Phone Number: _____

A Partnership

By _____ (SEAL)
(Firm Name)

(General Partner)

(Signature)

Business Address: _____

Phone Number: _____

A Corporation

By Bunting and Murray Construction (SEAL)
(Corporation Name)
Delaware
(State of Incorporation)

By Jay C Murray
(Name of Person Authorized to Sign)
President
(Title)

Jay C Murray Pres
(Signature)

(Corporate Seal)

Attest Coleman Bunting Jr (SEAL)
(Secretary)

Business Address: 32924 Lighthouse Rd Smyrna DE 19975

Phone Number: 302 436 5144

A Joint Venture

By _____
(Name)

(Signature)

(Address)

By _____
(Name)

(Signature)

(Address)

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is a party of the joint venture should be in the manner indicated above.)



EA Engineering, Science,
and Technology, Inc.

11200 Racetrack Road Unit 101
Ocean Pines, MD 21811
Telephone: 410-641-5341
Fax: 410-641-5349
www.eaest.com

December 16, 2019

Mr. John Tustin, P.E.
Director
Worcester County Dept. of Public Works
6113 Timmons Road
Snow Hill, Maryland 21863

**Subject: Newark Spray Irrigation Project – Worcester County, Maryland
Bid Package Review, Tabulation and Recommendation**

Dear Mr. Tustin:

Bids were received on December 9, 2019 for the Worcester County Newark Spray Irrigation Project. Three bids were received from the following contractors: Bunting & Murray Construction Corporation, AIM Services, Inc., and Chesapeake Turf, LLC. On behalf of the County, EA Engineering, Science and Technology, Inc. PBC (EA) has reviewed each of these bids for completeness in accordance with the bid documents, submitted bid cost, and qualifications based on the type of work to be performed. A Bid Tabulation is attached to this letter for reference. The bid form for this project included one alternative bid item; Allowance for Integration of Equipment into County Scada System and Programming changes to the existing central computer. EA understands that the County would like to include the Alternate Bid Item No. 1. The following is a summary of each of the bids received inclusive of the Base Bid Items and Bid Alternate No. 1.

Bunting and Murray Construction submitted a Base Bid of \$1,646,963.00 and Bid Alternate No. 1 for \$17,291.00. However, two errors were located when tabulating line items 26 and 37 resulting in a reduction in the base bid amount. EA contacted Bunting and Murray to confirm the summation errors. The adjusted base bid is \$1,586,962.60. The bid package included a completed bid form, bid bond, consent of surety, Assurances for Compliance with Federal Laws and Regulation for Water Quality-Treatment Work and Drinking Water Project form, Maryland Department of the Environment Disadvantaged Business Enterprise (DBE) Good Faith checklist, Environmental Protection Agency DBE Subcontractor Utilization Form for Bunting and Murray Construction and Quarry Unlimited, and various correspondence with potential subcontractors. Additionally, Bunting and Murray Construction was active during the bidding phase attending the pre-bid meeting and submitting multiple questions throughout bid advertisement. Bunting and Murray has successfully completed several projects for Worcester County and most recently the Showell School Project which included a pump station, force main and waterline.

AIM Services, Inc. submitted a Base Bid of \$1,839,300.00 and a Bid Alternate No. 1 for \$14,280.00. The bid package included a completed bid form, bid bond, Assurances for Compliance with Federal Laws and Regulation for Water Quality-Treatment Work and Drinking Water Project form, Maryland Department of the Environment Disadvantaged Business Enterprise (DBE) Good Faith checklist, Environmental Protection Agency DBE Subcontractor Utilization Form for Quarry Unlimited, and list of major suppliers/subcontractors.

Chesapeake Turf, LLC submitted a Base Bid of \$2,195,810.00 and Bid Alternate No. 1 for \$17,800.00. The bid package included a completed bid form, proposal bond, Maryland Department of the Environment Disadvantaged Business Enterprise (DBE) Good Faith checklist, Environmental Protection Agency DBE Subcontractor Utilization Form for Chesapeake Turf, LLC. listing Quarry Products "Unlimited" Inc., Atlantic Surveying & Mapping LLC, Acorn Supply & Distributing Inc., and R.L EWING Contractors, Inc.



Based on EA's review of all supplied bid packages, phone discussions, credentials, and bid price, EA recommends the County consider Bunting and Murray Construction be awarded the Newark Spray Irrigation project in the amount of \$1,604,253.60 inclusive of the corrected Base Bid and Bid Alternate No. 1.

Respectfully yours,
EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC. PBC

A handwritten signature in black ink, appearing to read 'D. Kolar', is written over the typed name.

Darl Kolar, P.E., BCEE
Project Manager

Cc: John Ross, P.E. Deputy DPW Worcester County

INFO



MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230
410-537-3000 • 1-800-633-6101 • www.mde.maryland.gov

Larry Hogan
Governor

Ben Grumbles
Secretary

RECEIVED

Boyd Rutherford
Lieutenant Governor

MAY 20 2015

MAY 14 2015

WOR CO ADMIN

Copy: Sewer Committee

CERTIFIED MAIL

Madison J. Bunting, Jr., President
Commissioners of Worcester County
1 West Market Street, Room 110
Snow Hill, Maryland 21863

Newark WWTP Consent Order
Dated May 13, 2015

Dear Mr. Bunting:

Enclosed please find a copy of the fully executed Consent Order, CO-15-2250, between the Worcester County Department of Public Works, Water and Wastewater Division ("County") and the Maryland Department of the Environment ("MDE") regarding alleged violations of NPDES Discharge Permit Number MD020630, State Discharge Permit Number 11-DP-0141, at the Newark Wastewater Treatment Plant from June 1, 2008 through August 31, 2014.

In settlement of this matter, the County has agreed to pay a total penalty of \$5,000 to the Maryland Department of the Environment in 18 consecutive monthly installments in accordance with the Promissory Note and Confessed Judgment incorporated into the Consent Order. Enclosed please find an invoice for the first three installments of \$277.78 each, or a total of \$833.34, which is due on June 1, 2015. Please pay by check made payable to the Maryland Department of the Environment and submit to the Maryland Department of the Environment, Fiscal Services Division, P.O. Box 2057, Baltimore, MD 21203-2057. Please include the remittance copy of the enclosed invoice with your payment. Subsequent invoices will be mailed to you as payments become due.

Your cooperation in reaching a mutually acceptable resolution to this matter is appreciated. If any questions or problems arise, please do not hesitate to contact Matthew D. Standeven, Staff Attorney, MDE, at (410) 537-3704.

Sincerely,

Virginia F. Kearney
Virginia F. Kearney, Acting Director
Water Management Administration

VFK:pie

Enclosures

cc: Harold Higgins
John Ross
John Tustin
Matthew D. Standeven, Staff Attorney, MDE

13



STATE OF MARYLAND
DEPARTMENT OF THE
ENVIRONMENT
1800 Washington Boulevard
Baltimore, Maryland 21230

SECRETARY OF THE
ENVIRONMENT
WATER MANAGEMENT
ADMINISTRATION

v.

COMMISSIONERS OF
WORCESTER COUNTY,
MARYLAND
1 West Market Street, Room 1103
Snow Hill, Maryland 21863

CO-15-2250

CONSENT ORDER

The Maryland Department of the Environment ("MDE" or the "Department"), pursuant to the powers, duties, and responsibilities vested in and imposed upon the Secretary of the Environment by the provisions of Titles 1 and Title 9, Subtitles 2 and 3, of the Environment Article, Annotated Code of Maryland (the "Environment Article"), as delegated to the Director of the Water Management Administration (the "Administration"), has conducted an investigation of the Newark Wastewater Treatment Plant, located at 7025 Worcester Highway, Newark, Maryland 21841 (the "Facility"), which is owned and operated by the Commissioners of Worcester County, Maryland (the "County"), and determined that:

1. The discharge of any pollutant into waters of this State is prohibited by § 9-322 of the Environment Article unless such discharge is in compliance with the terms, conditions, and requirements of a discharge permit issued pursuant to § 9-323 of the Environment Article and the regulations promulgated thereunder.
2. Pursuant to § 9-323 of the Environment Article, the Administration issued State Discharge Permit Number 11-DP-0141/ NPDES Discharge Permit Number MD0020630 (the "Discharge Permit") to the County for the discharge of pollutants from the Facility to an unnamed tributary of Marshall Creek, which is designated as Use I waters and is protected for water contact recreation and nontidal warmwater

aquatic life. The Discharge Permit became effective on January 1, 2012 and will expire on December 31, 2016. A copy of the Discharge Permit is attached hereto and incorporated herein as Exhibit A.

3. Special Condition II.A of the Discharge Permit limits the quality of the effluent discharged by the Facility. These limitations apply to biochemical oxygen demand ("BOD"), total suspended solids ("TSS"), turbidity, ammonia as N, E.coli, total residual chlorine ("TRC"), pH, and dissolved oxygen ("DO") as follows:

a. BOD:

(From 9/1 – 5/31)

- i. Monthly average loading rate of 18 pounds per day ("lb/d");
- ii. Weekly average loading rate of 26 lb/d;
- iii. Monthly average concentration of 30 milligrams per liter ("mg/l"); and
- iv. Weekly average concentration of 45 mg/l.

(From 6/1 – 8/31)

- i. Monthly average loading rate of 12 lb/d;
- ii. Weekly average loading rate of 18 lb/d;
- iii. Monthly average concentration of 20 mg/l; and
- iv. Weekly average concentration of 30 mg/l.

b. TSS:

- i. Monthly average loading rate of 53 lb/d; and
- ii. Monthly average concentration of 90 mg/l.

c. Turbidity:

- i. Monthly average concentration of 50 NTU.

d. Ammonia as N:

(From 11/1 – 3/31)

- i. Monthly average loading rate of 1.9 lb/d;
- ii. Daily average loading rate of 6.4 lb/d;
- iii. Monthly average concentration of 3.3 mg/l; and
- iv. Daily average concentration of 11 mg/l.

(From 4/1 – 10/31)

- i. Monthly average loading rate of 0.8 lb/d;
 - ii. Daily average loading rate of 7.0 lb/d;
 - iii. Monthly average concentration of 3.3 mg/l; and
 - iv. Daily average concentration of 12 mg/l.
 - e. E. Coli:
 - i. Monthly geometric mean of 126 MPN/100 ml.
 - f. TRC:
 - i. Daily maximum of 0.011 mg/l.
 - g. pH:
 - i. Daily maximum of 8.5 standard units; and
 - ii. Daily minimum of 6.5 standard units.
 - h. DO:
 - i. Daily minimum of 5.0 mg (11/1 – 3/31); and
 - ii. Daily minimum of 7.0 mg/l (4/1 – 10/31).
- 4. Special Condition II.B of the Discharge Permit requires the County to measure BOD, TSS, turbidity, ammonia as N, and E. coli at a minimum of once per week from the sampling point at the Facility. Special Condition II.B of the Discharge Permit also requires the County to measure TRC, DO, and pH at a minimum of once per day. Flow must be recorded continuously.
- 5. General Condition III.A of the Discharge Permit requires the County to summarize its monitoring results each month and to submit them to the Administration on Discharge Monitoring Reports (“DMRs”). DMRs must be submitted to the Department no later than the 28th of the month following the reporting month.
- 6. DMRs submitted by the County from July 2008 to September 2014 indicate that the Facility has consistently violated the effluent limitations for BOD, DO, E. coli, and ammonia as N. The specific self-reported effluent limitation violations are listed in Exhibit B, which is attached hereto and incorporated herein.

7. The Department and the County have mutually agreed to enter into this Complaint and Consent Order (the "Consent Order") to resolve the violations identified in Exhibit B and to establish a plan and schedule for the construction of improvements that will enable the Facility to comply with the Discharge Permit. The Consent Order does not replace or modify the Permit, but establishes stipulated penalties for effluent limitation violations that occur during the construction of improvements at the Facility. The Consent Order also includes interim performance standards for BOD, TSS and Ammonia-N that are equal to two times the established limits in the Discharge Permit and that will be in effect during actual construction of improvements that affects system performance at the Facility. All other effluent limitations in the Discharge Permit will remain in effect throughout the effective period of this Consent Order.

THEREFORE, it is on this 13th day of May, 2015, pursuant to §§ 9-322, 9-323, and 9-335 of the Environment Article, **AGREED** between the Director of the Water Management Administration and the Commissioners of Worcester County, Maryland and **ORDERED** by the Director that the County shall:

WORK TO BE PERFORMED

8. Within 60 days of the effective date of this Consent Order, submit to the Administration, for its review and approval, a plan and schedule for the installation of a spray irrigation system at the Facility. The plan and schedule shall include an estimated timeline for all phases of the development and construction of the spray irrigation system, including: (1) local water and sewer plan approval, (2) sample well installation and groundwater monitoring, (3) project financing and funding applications, (4) ground water discharge permit approval, and (5) design/construction. The plan and schedule shall also include a start date and a completion date for each phase of the development and construction of the system.

9. Implement and complete the development and construction of the spray irrigation system in accordance with the plan and schedule, as approved or amended by the Administration.

10. Operate and maintain the Facility in order to comply with the Discharge Permit effluent limitations and the interim performance standards, as set forth in Paragraph 11 below, during the period in which this Consent Order is in effect.

INTERIM PERFORMANCE STANDARDS

11. Beginning on the date when construction starts at the Facility and continuing until the spray irrigation system is completed in accordance with the plan and schedule approved by the Administration, the County shall operate and maintain the Facility during the period of actual construction that affect treatment processes so as to at least comply with the following interim performance standards for BOD, TSS and total ammonia as N:

a. BOD:

(9/1 – 5/31)

- i. Monthly average loading rate of 36 lb/d;
- ii. Weekly average loading rate of 52 lb/d;
- iii. Monthly average concentration of 60 mg/l; and
- iv. Weekly average concentration of 90 mg/l.

(6/1 – 8/31)

- i. Monthly average loading rate of 24 lb/d;
- ii. Weekly average loading rate of 36 lb/d;
- iii. Monthly average concentration of 40 mg/l; and
- iv. Weekly average concentration of 60 mg/l.

b. TSS:

- i. Monthly average loading rate of 106 lb/d; and
- ii. Monthly average concentration of 180 mg/l.

c. Ammonia as N:

(From 11/1 – 3/31)

- i. Monthly average loading rate of 3.8 lb/d;
- ii. Daily average loading rate of 12.8 lb/d;
- iii. Monthly average concentration of 6.6 mg/l; and
- iv. Daily average concentration of 22 mg/l.

(From 4/1 - 10/31)

- i. Monthly average loading rate of 1.6 lb/d;
- ii. Daily average loading rate of 14 lb/d;
- iii. Monthly average concentration of 2.8 mg/l; and
- iv. Daily average concentration of 24 mg/l.

OTHER EFFLUENT LIMITATIONS

12. All other effluent limitations set forth in the Discharge Permit not specifically addressed in the Consent Order shall remain in full force and the County shall comply with each effluent limitation at all times.

CIVIL PENALTY

13. In full settlement of the Discharge Permit violations alleged herein, the County agrees to pay the sum of \$5,000 (Five Thousand Dollars) to the Department (the "Civil Penalty"). Payment of the Civil Penalty shall be made in accordance with the attached Promissory and Confessed Judgment Note, which is incorporated herein by reference.
14. Payment of the Civil Penalty shall be made by check and mailed to the following address: Maryland Clean Water Fund, c/o Maryland Department of the Environment, Fiscal Services Division, Case Receipts/Advances Unit, P.O. Box 2057, Baltimore, Maryland 21203-2057.
15. The Department shall submit invoices to the County notifying it of the penalty payment amount and due date. Unless otherwise notified by the County, the Department will send all invoices and notices relating to this matter to the County at the following name and address: Madison J. Bunting, Jr., President, Commissioners of Worcester County, 1 West Market Street, Room 110, Snow Hill, Maryland 21863.

Should the name and/or address listed herein change, please notify: Sharon Talley, Water Management Administration, Maryland Department of the Environment, 1800 Washington Boulevard, Baltimore, Maryland 21230. The lack of receipt of an invoice has no effect on the County's obligation to make timely penalty payments to the Department.

16. The County agrees to pay an additional penalty of \$20,000 (Twenty Thousand Dollars), which will be held in abeyance pending the timely installation of the spray irrigation system at the Facility, as set forth in the approved plan and schedule. As long as the County completes the spray irrigation system installation in accordance with the approved plan and schedule, the \$20,000 will not have to be paid. The \$20,000 held in abeyance will have to be paid to the Department if installation of the spray irrigation system is not completed according to the approved plan and schedule. Payment shall be made to the Department as specified in Paragraph 14, above. Payment of the \$20,000 held in abeyance shall be due 30 days after written demand by the Department. The County reserves the right to contest within 30 days of written demand for payment whether a violation of this subsection occurred, subject to the limitations of Paragraph 19, below.

STIPULATED PENALTIES

17. The County shall pay stipulated penalties to the Department in accordance with the following criteria:
- a. If the County fails to submit a plan and schedule to the Administration for the installation of a spray irrigation system at the Facility, as required by this Consent Order, or if the County fails to complete the installation of the spray irrigation system at the Facility in accordance with a plan and schedule, as approved or amended by the Administration, the County shall pay \$100 per day for each day beyond the milestone date set forth in the approved plan and schedule until the requirement is met.
 - b. If the Facility has effluent sample values that exceed any applicable monthly interim performance standards or monthly Discharge Permit limitations if no

monthly interim performance standard applies, the County shall pay a stipulated penalty of \$250 for each monthly interim performance standard or Discharge Permit limitation that is exceeded.

- c. If the Facility has effluent sample values that exceed the applicable weekly interim performance standards or weekly Discharge Permit limitations if no weekly interim performance standard applies, the County shall pay a stipulated penalty of \$125 for each weekly interim performance standard or Discharge Permit limitation that is exceeded.
- d. If the Facility has effluent sample values that exceed any applicable daily interim performance standards or daily Discharge Permit limitations if no daily interim performance standard applies, the County shall pay a stipulated penalty of \$50 for each daily interim performance standard or daily Discharge Permit limitation that is exceeded.

18. Any stipulated penalties payable under Paragraph 17.a., above, shall be held in abeyance pending the timely completion of the spray irrigation system at the Facility, as set forth in the approved plan and schedule. If the County completes the spray irrigation system installation in accordance with the approved plan and schedule, then it shall not have to pay any stipulated penalties pursuant to Paragraph 17.a. Any stipulated penalties held in abeyance will become payable to the Department if installation of the spray irrigation system is not completed according to the approved plan and schedule. Payment of all stipulated penalties held in abeyance shall be due 30 days after written demand by the Department. The County reserves the right to contest within 30 days of written demand for payment whether a violation of this subsection occurred, subject to the limitations of Paragraph 19, below.

19. The County agrees not to contest the amount of a stipulated penalty but reserves the right to contest whether a violation has occurred unless the County has self-reported such violation on its monthly DMRs. Neither demand for, nor payment of, any stipulated penalties under this Consent Agreement shall be construed as an election of a remedy or other limitation on the Department's discretion to seek any form of

injunctive relief available to it under the Environment Article. The absence of stipulated penalties for a violation of this Consent Order shall not be construed to limit in any way the Department's discretion to seek civil or administrative penalties, any form of injunctive relief, or any other right, remedy, or sanction available to it under law.

20. Any stipulated penalty due pursuant to this Consent Order shall be paid to the Clean Water Fund, c/o the Maryland Department of the Environment, Fiscal Services Division, Cash Receipts/Advance Unit, P.O. Box 2057, Baltimore, Maryland 21203-2057, within 30 days of notification by the Administration. The Administration may in its discretion reduce or waive the penalty if it determines that noncompliance is attributed to a force majeure as described below.

NOTIFICATION

21. The County shall notify the Department upon completion of the work required to be performed hereunder. All notification required under this Consent Agreement shall be in writing and be sent to Sharon Talley, Chief, Enforcement Division, Compliance Program, Water Management Administration, Maryland Department of the Environment, 1800 Washington Boulevard, Baltimore, Maryland 21230.

PERSONS BOUND BY THIS ORDER

22. This Consent Order shall be binding upon the Department and the County, as well as their respective agents, employees, successors, and assigns. The work required to be performed hereunder by the County, its successors and assigns, officers, directors, employees, agents independent contractors, contractors, subcontractors, and consultants shall be carried out in accordance with the requirements of this Consent Order, and each party shall be responsible for the failure of its officers, directors, employees, independent contractors, contractors, subcontractors, or consultants to do so.

NO ADMISSIONS OR WAIVERS

23. Nothing contained herein shall constitute a waiver of the rights of the Department to proceed in an administrative or civil action for violations of the terms of this Consent Order or any other violations of Maryland law not addressed herein, to the extent such actions are allowed by law. Nor shall anything set forth in this Consent Order be deemed a waiver of the County's right to contest such proceedings by the Department.
24. Nothing in this Consent Order shall be construed to relieve the County of any violation or obligations under laws and regulations promulgated or enforced by local, municipal, or federal entities.
25. Nothing in this Consent Order shall be construed to limit any authority of the Administration to issue any other orders, enforce any applicable permits, or to take any action it deems necessary to protect the public health or comfort, or to limit any authority the Administration now has or may hereafter be delegated, or as a waiver of the County's obligation to comply with the Discharge Permit. The Administration's approval of plans and specifications pursuant to this Consent Order does not in any way warrant that the plans and specifications will be successful in controlling water pollution or reducing permit violations. Subject to the preceding two sentences and any amendment or withdrawal of this Consent Order, this Consent Order shall remain in effect until all obligations required herein have been completed as determined by the Department.

DELAY

26. If any event occurs which causes, or which the County reasonably expects to cause, a delay in the achievement of any requirement imposed by this Consent Order, the County shall notify the Department, in writing, within ten (10) working days of obtaining knowledge of the occurrences of such event and of its impact on timely compliance. The notice shall identify the cause of the delay, an estimate of the anticipated length of delay, the measures taken and to be taken by the County to prevent or minimize the delay, and an estimate of the date by which such measures

will be completed. The County shall promptly implement all reasonable measures to prevent or minimize any such delay and to comply with all requirements of the Consent Order as soon as reasonably possible. The County may request, in writing, an extension of any deadline at least ten (10) working days prior to such deadline. The Department may, at its sole discretion, grant an extension upon such a request. If such an extension is granted, any stipulated penalty, if applicable, shall not accrue.

FORCE MAJEURE

27. The County shall perform the requirements of this Consent Order in the manner and within the time limits set herein, unless the performance is prevented or delayed by events that constitute a force majeure. The County shall have the burden of proving such a force majeure. A force majeure is defined as any event or circumstance arising from causes not reasonably foreseeable and beyond the control of the County which cannot be avoided or overcome by due diligence and which delays or prevents performance in the manner or by a date required by this Consent Order.
28. Circumstances beyond the control of the County include earthquake, flood or other act of God, war, riot, injunction, fire, freight embargo, or strike. Such circumstances do not include increased cost of performance, changed economic circumstances, including the lack of necessary funding to accomplish any requirement of the Consent Order, or normal inclement weather.
29. Within ten (10) working days after becoming aware of any event that the County believes constitutes a force majeure, the County shall notify the Department of such events in accordance with Paragraph 21, above. Failure to comply with the notice provision of this section shall constitute a waiver of the County's right to assert a force majeure claim.
30. If the Department determines that the event or anticipated event that has caused or will cause the delay constitutes a force majeure, the Department may extend, in writing, the time for performance for an appropriate period of time as determined by the Department.

SUBSEQUENT MODIFICATION

31. This Consent Order contains the entire agreement of the parties and shall not be modified by any prior oral or written agreement, representation, or understanding. This Consent Order may not be modified except by written agreement of the Department and the County and shall be effective upon signature by the Department.

SEVERABILITY

32. If any provision or authority of this Consent Order or the application of this Consent Order to any party or circumstance is held by any judicial or administrative authority to be invalid, the application of such provision or authority to other parties or circumstances and the remainder of this Consent Order shall not be affected thereby and shall remain in full force.

TERMINATION

33. This Consent Order shall remain in full force and effect until all obligations and terms referred to herein have been completed or satisfied.

(signatures on following page)

MARYLAND DEPARTMENT OF THE ENVIRONMENT

5/13/15
Date

Virginia F. Kearney
Virginia F. Kearney, Acting Director
Water Management Administration

WORCESTER COUNTY, MARYLAND

April 7, 2015
Date

Madison J. Bunting, Jr.
Madison J. Bunting, Jr., President
Commissioners of Worcester County

April 7, 2015
Date

Harold Higgins
Harold Higgins, Chief Administrative Officer
Worcester County

Approved this 31st day of March, 2015,
as to form and legal sufficiency.

M. Standeven
Matthew D. Standeven
Staff Attorney

PROMISSORY AND CONFESSED JUDGMENT NOTE

The Commissioners of Worcester County, Maryland (the "County") acknowledge and promise to pay to the Maryland Department of the Environment (the "Department"), in accordance with the Consent Order of even date herewith between the County and the Department of which this Promissory and Confessed Judgment Note (the "Note") is made a part, a civil penalty in the amount of Five Thousand Dollars (\$5,000.00) for alleged violations of sections 9-322 and 9-323 of the Environment Article, Annotated Code of Maryland.

The County, pursuant to this Note, shall make payment to the Department in installments as follows:

	<u>Payment Due Date</u>	<u>Payment Amount</u>
(1)	April 1, 2015	\$277.78
(2)	May 1, 2015	\$277.78
(3)	June 1, 2015	\$277.78
(4)	July 1, 2015	\$277.78
(5)	August 1, 2015	\$277.78
(6)	September 1, 2015	\$277.78
(7)	October 1, 2015	\$277.78
(8)	November 1, 2015	\$277.78
(9)	December 1, 2015	\$277.78
(10)	January 1, 2016	\$277.78
(11)	February 1, 2016	\$277.78
(12)	March 1, 2016	\$277.78
(13)	April 1, 2016	\$277.78
(14)	May 1, 2016	\$277.78
(15)	June 1, 2016	\$277.77
(16)	July 1, 2016	\$277.77
(17)	August 1, 2016	\$277.77
(18)	September 1, 2016	\$277.77

Each payment shall be made by a single check or money order for the entire amount of each installment. The Department will issue an invoice for each installment, and the check or money order must reference the Department's invoice number. The check or money order must be payable to the Maryland Clean Water Fund, c/o the Maryland Department of the Environment, Fiscal Services Division, Cash Receipts/Advances Unit, P.O. Box 2057, Baltimore, Maryland 21203-2057.

The County's failure to make payment of any installment within thirty (30) days after the payment due date shall constitute a default. Upon the receipt of a written notice of default, the County shall have fifteen (15) days to cure such default described in said written notice. If, however, the County fails to cure such default within fifteen (15) days, the full Five Thousand Dollar (\$5,000) penalty or any unpaid balance thereof, along with court costs, interest, and reasonable attorney's fees shall become due and payable to the Department at that time.


In the event of the County's default or failure to fulfill all requirements as described in this Note, dissolution, insolvency, assignment for the benefit of creditors, or voluntary or involuntary petition for bankruptcy occurring prior to the County's complete satisfaction of its obligations, the County authorizes any attorney admitted to practice law before any court having jurisdiction to appear for it in such court, at any time thereafter, and confess a judgment in favor of the State of Maryland for the full Five Thousand Dollar (\$5,000) penalty or any outstanding balance thereof, plus interest at a rate of 6% per annum, together with collection costs and expenses, court and any other costs for filing suit (collectively, "total unpaid balance"), and any attorneys fees in the amount of 17% of the total unpaid balance.

The County waives and releases all errors in entering judgment and all rights of appeal thereof. The County further waives and releases all rights of exemption, appeal, stay of execution, inquisition, and extension upon any levy on any real estate or personal property to which it may otherwise be entitled under the laws of any State or possession of the United States now in force and which may hereafter be passed.

No waiver by the Department of any default shall be effective unless in writing. Acceptance by the Department of partial payment(s) on the required installment payments shall not be construed as a waiver of the default provisions of this Note and shall not affect or impair the rights and remedies of the Department.

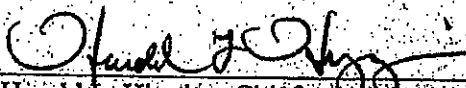
This Note shall be binding and enforceable against the County, its agents, successors, and assigns.

Date April 7, 2015



Madison J. Bunting, Jr., President
County Commissioners of Worcester County

Date April 7, 2015



Harold L. Higgins, Chief Administrative Officer
Worcester County



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410-632-1200 / FAX: 410-632-3008
<http://www.co.worcester.md.us/departments/drp>

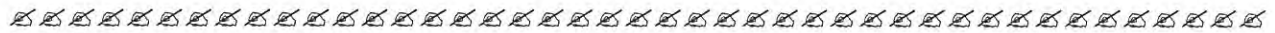
ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

Proposed Public Hearing
on July 7, 2020

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: Edward A. Tudor, Director *EAT*
DATE: March 10, 2020
RE: Planning Commission Findings of Fact and Recommendation
Rezoning Case No. 423
(Antique Woodworks, Inc. and Francis Scott Key Motel LLC, Applicants,
and Hugh Cropper, IV, Attorney for the Applicants)



Attached herewith please find the Planning Commission's written Findings of Fact and Recommendation relative to Rezoning Case No. 423, seeking to rezone approximately two acres of land located on the easterly side of Elm Street, to the south of US Route 50 and north of Old Bridge Road, in West Ocean City, from R-3 Multi-Family District to C-2 General Commercial District. The case was reviewed by the Planning Commission at its meeting on January 2, 2020 and given a favorable recommendation.

Also attached for your use is a draft public notice for the required public hearing that must be held by the County Commissioners. An electronic copy has already been forwarded to Kelly Shannahan. Please advise our department at your earliest convenience as to the public hearing date so that our department can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

EAT/phw

NOTICE
OF
PROPOSED CHANGE
IN ZONING

DRAFT

EASTERLY SIDE OF ELM STREET
SOUTH OF US ROUTE 50
WEST OCEAN CITY

TENTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 423 has been filed by Hugh Cropper, IV, attorney, on behalf of Antique Woodwork, Inc. and Francis Scott Key Motel, LLC, property owners, for an amendment to the Official Zoning Maps to change approximately two acres of land located on the easterly side of Elm Street, to the south of US Route 50 and north of Old Bridge Road Road in West Ocean City, in the Tenth Tax District of Worcester County, Maryland, from R-3 Multi-Family Residential District to C-2 General Commercial District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING

on

TUESDAY,

at

in the

COUNTY COMMISSIONERS' MEETING ROOM
ROOM 1101, WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET, SNOW HILL, MARYLAND 21863-1072

At said public hearing, the Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 423 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 423 and the Planning Commission's recommendation which will be entered into the record of the public hearing are on file and are available for inspection at the Department of Development Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863, Monday through Friday from 8:00 am until 4:30 pm (except holidays).

Joseph M. Mitrecic, President

**PLANNING COMMISSION
FINDINGS OF FACT
AND
RECOMMENDATION**

REZONING CASE NO. 423

APPLICANTS:

**John S. Collins, President
Antique Woodwork, Inc.
9938 Elm Street
Ocean City, Maryland 21842**

**James and Annemarie Dickerson
Francis Scott Key Motel, LLC
12806 Ocean Gateway
Ocean City, Maryland 21842**

ATTORNEY FOR THE APPLICANT:

**Hugh Cropper, IV
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842**

January 2, 2020

WORCESTER COUNTY PLANNING COMMISSION

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	1. Maps of petitioned area	Pages 18 - 25
	2. Letter dated May 31, 2019 to Phyllis Wimbrow from Hugh Cropper, IV with attached Application for Amendment of Official Zoning Map with attachments	Pages 26 - 38
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	7. Memo dated June 11, 2019 requesting comments	Pages 45 - 46

I. INTRODUCTORY DATA

A. CASE NUMBER: Rezoning Case No. 423, filed on May 31, 2019.

B. APPLICANTS: Parcels 200 and 201:
John S. Collins, President
Antique Woodwork, Inc.
9938 Elm Street
Ocean City, Maryland 21842

Parcels 203, 204, 207 and 577:
James and Annemarie Dickerson
Francis Scott Key Motel, LLC
12806 Ocean Gateway
Ocean City, Maryland 21842

APPLICANTS' ATTORNEY: Hugh Cropper, IV
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842

C. TAX MAP/PARCEL: Tax Map 27 - Parcels 200, 201, 203, 204, 207 and 577 - Tax District 10

D. SIZE: The petitioned area is comprised of six parcels and totals approximately 2.0 acres in size.

E. LOCATION: The petitioned area is located on the easterly side of Elm Street, to the south of US Route 50 and north of Old Bridge Road, in West Ocean City.

F. CURRENT USE OF PETITIONED AREA: All of the properties are developed. Parcels 200 and 201 (Collins) are developed with uses associated with Mr. Collins's woodworking company. Parcels 203, 204, 207 and 577 (Dickerson) are developed with cottages associated with the Francis Scott Key Hotel.

G. CURRENT ZONING CLASSIFICATION: R-3 Multi-Family Residential District.

H. REQUESTED ZONING CLASSIFICATION: C-2 General Commercial District.

I. ZONING HISTORY: At the time zoning was first established in the 1960s, Parcels 200 and 201 (Collins) were given a B-2 General Business District zoning classification while Parcels 203, 204, 207 and 577 were placed in the R-3 Multi-Family Residential District classification. During the 1992 comprehensive rezoning all of the petitioned area was placed within the R-3 Multi-Family

Residential District. Thus the Collins properties were taken out of their prior B-2 General Business District classification. During the 2009 comprehensive rezoning the petitioned area was retained in the R-3 Multi-Family Residential District.

- J. **SURROUNDING ZONING:** The properties directly to the north and east are zoned C-2 General Commercial District while those to the south and west are zoned R-3 Multi-Family Residential District.
- K. **COMPREHENSIVE PLAN:** According to the 2006 Comprehensive Plan and associated land use map, the petitioned area is within the Commercial Center Land Use Category.
- L. **WATER AND WASTEWATER:** According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the subject property has designations of Water and Sewer Service Category W-1 and S-1 (immediate to two year time frame) in the Master Water and Sewerage Plan and his records indicate that the properties are improved with existing public sewer from the West Ocean City Sanitary Area and with individual wells.
- M. **ROAD ACCESS:** All of the parcels which make up the petitioned area have frontage of Elm Street, a County-owned and -maintained roadway which has a 40 foot right-of-way. Elm Street provides direct access to both US Route 50 and to Old Bridge Road. The Comprehensive Plan does not make any statements regarding Elm Street but classifies US Route 50 as a multi-lane divided primary highway/arterial highway.

II. APPLICANT'S TESTIMONY BEFORE THE PLANNING COMMISSION

- A. Hugh Cropper, IV, applicant's attorney, John S. Collins, property owner, R. D. Hand, land planner, and Becky Tucker, the Francis Scott Key Hotel's Front Desk and Group Sales Administrator, were present for the review. Mr. Cropper stated that the Francis Scott Key Hotel has existed for at least 50 years and that Kenny Baker, the previous owner, had purchased Parcels 203, 204, 207 and 577 in the 1970s, upon which cottage type units were subsequently constructed. He asserted that these rental units are for all intents and purposes part of the hotel, using all of the same amenities, having maid service and rented through the hotel's lobby/front desk and website. He noted that there is a seamless transition between these two segments of the Francis Scott Key property, the R-3 Multi-Family District portion and the C-2 General Commercial District portion, because they operate in conjunction with one another and maintained that when on site there is absolutely no way to differentiate between the two zoning districts. Mr. Cropper

submitted a photograph of the Francis Scott Key rental units located on the petitioned area as Applicants' Exhibit No. 1. Submitted as Applicants' Exhibit No. 2 was a copy of the Comprehensive Plan's Land Use Map, showing that the petitioned area is within the Commercial Center Land Use Category.

Relative to the properties owned by Mr. Collins, specifically Parcels 200 and 201, Mr. Cropper explained that Mr. Collins' woodworking business has been located on the site for many years and was previously zoned commercially. However, the 2009 comprehensive rezoning placed it in a R-3 Multi-Family Residential District classification, thus rendering the business a non-conforming use. Mr. Cropper asserted that there is therefore a mistake in the existing zoning.

Mr. Cropper submitted a photograph of the Rambler Motel adjoining Mr. Collins' property as Applicants' Exhibit No. 3. Mr. Cropper noted that this property is zoned C-2 General Commercial District. Submitted as Applicants' Exhibit No. 4 was a photograph of the Francis Scott Key units that are within the petitioned area while Applicants' Exhibit No. 5 was a close-up photo of the front of one of these units, showing the keycard entry. Upon questioning by Mr. Cropper, Ms. Tucker testified that these units are fully integrated with the hotel facilities and amenities and are only rented on a seasonal basis.

Mr. Cropper stated that this rezoning request is also based upon a claim of a change in the character of the neighborhood. He submitted Applicants' Exhibit No. 6, the neighborhood map which was used in Rezoning Case No. 397 (GCR Development, LLC) which successfully sought the rezoning of Parcel 702 on Tax Map 27 from R-3 Multi-Family Residential District to C-2 General Commercial District. That parcel is located on the westerly side of Golf Course Road, just north of the intersection with Sunset Avenue. Upon questioning by Mr. Cropper, Mr. Hand stated that the neighborhood as defined by this exhibit was bound on the north by US Route 50, on the east by the Sinepuxent Bay, on the south by Marsh Harbor and the southerly rear property lines of the properties located on the southerly side of Sunset Avenue, and on the west by MD Route 611 and asserted that this definition of the neighborhood accurately reflects the limits of the neighborhood for the properties now petitioned for rezoning. The Formal Notice of Zoning Action with attached County Commissioners' Findings of Fact and Resolution from Rezoning Case No. 397 was submitted as Applicants' Exhibit No. 7. Mr. Cropper stated that the intensification of development along the US Route 50 corridor in the neighborhood and the increase in available Equivalent Dwelling Units (EDUs) of sewer service since the comprehensive rezoning of 2009 were found to constitute substantial changes to the character of the neighborhood in Rezoning Case No. 397 and remain applicable to the current rezoning request. He maintained that the increased availability of sewer EDUs has allowed intensified development of the US Route 50 corridor and cited the

construction of several hotels, the Park Place Plaza and the commercial plaza where Starbucks is located, immediately west of Hooper's Restaurant, as evidence of this intensified development. He submitted a copy of the County Sewer Committee's report on the request for an EDU allocation for the property petitioned for rezoning by Case No. 397 as Applicants' Exhibit No. 8 and noted this report states that the expansion of the Mystic Harbour Wastewater Treatment Plant and funding from the United States Department of Agriculture in 2008 were predicated upon the need for infill and intensification of properties along the US Route 50 commercial corridor and vicinity. Submitted as Applicants' Exhibit No. 9 was County Commissioners' Resolution No. 17-19 which established the Mystic Harbour Sanitary Service Area Sewer EDU Allocation Process. Mr. Cropper submitted the Formal Notice of Zoning Action with attached County Commissioners' Findings of Fact and Resolution from Rezoning Case No. 416 (MEJ Investments, LLC) as Applicants' Exhibit No. 10. This rezoning reclassified a property on the westerly side of Golf Course Road to the north of Sunset Avenue from a residential to a commercial classification based upon a change in the character of the neighborhood due to intensification of commercial uses in West Ocean City. Submitted as Applicants' Exhibit No. 11 was another map reflecting the limits of the neighborhood. Mr. Hand testified that the neighborhood is commercial in character and that commercial zoning for the petitioned area is more consistent and desirable in terms of the comprehensive plan. Upon questioning by Mr. Cropper, Mr. Collins stated that his property faces the Rambler Motel and was commercially zoned when he purchased it. Mr. Cropper asserted that there is a mistake in the existing zoning of the petitioned properties, albeit one made in good faith, and that they have been used for commercial purposes for many years.

Mr. Cropper furthermore maintained that there has been a change to the character of the neighborhood since the comprehensive rezoning of 2009 as the expansion of the Mystic Harbour Wastewater Treatment Plant and resultant availability of additional sewer EDUs has allowed the intensification of development in West Ocean City, particularly commercial uses along the US Route 50 corridor. Mr. Cropper stated that the properties petitioned for rezoning are part of this US Route 50 corridor and are right in the center of the Comprehensive Plan's Commercial Center Land Use category. He stated that there has been an increase in both the residential and commercial population of the neighborhood since 2009 and that adequate EDUs of sewer service are available to provide for the proposed rezoning. Relative to transportation patterns he stated that the present transportation pattern is functional and no changes are anticipated. As it pertained to compatibility with existing and proposed development Mr. Cropper stated that the existing cottage units on Parcels 203, 204, 207 and 577 have been onsite since the 1970s and look consistent with the remainder of the Francis Scott Key property. Likewise, the commercial use on the Collins property has existed for

many years. Relative to consistency with the Comprehensive Plan Mr. Cropper stated that according to the Plan's Land Use Map, the petitioned properties are squarely within the Commercial Center Land Use category. He reiterated the changes in the character of the neighborhood, including two rezonings, increased availability of sewer EDUs and the resultant intensification of commercial uses in the area, and asserted that a change in zoning of the petitioned properties would be more desirable because it would bring nonconforming uses into compliance with the zoning regulations and with the Comprehensive Plan's Commercial Center Land Use category.

III. PLANNING COMMISSION'S FINDINGS AND CONCLUSIONS

- A. Regarding the definition of the neighborhood: Mr. Cropper asserted that the neighborhood was as defined in Rezoning Case No. 397, specifically that area bound on the north by US Route 50, on the east by the Sinepuxent Bay, on the south by Marsh Harbor and the southerly rear property lines of the properties located on the southerly side of Sunset Avenue, and on the west by MD Route 611. The Planning Commission concurred.
- B. Regarding population change: The Planning Commission concluded that there has been an increase in both the residential population and the commercially generated population of the area since the comprehensive rezoning of 2009 and anticipates that this will continue to increase. The Planning Commission felt this increased population was further reflected by the increased number of EDUs made available by the Mystic Harbour Sanitary Service Area and the allocation process.
- C. Regarding availability of public facilities: The Planning Commission found that as it pertains to wastewater disposal and the provision of potable water, according to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the petitioned area has a designation of a Sewer and Water Service Category of S-1 and W-1 (Immediate to two-year time frame) in the Master Water and Sewerage Plan. He stated that his records show that the properties are improved with existing public sewer from the West Ocean City Sanitary area and with individual wells. Fire and ambulance service will be available from the Ocean City Fire Company's station on Keyser Point Road, located a short distance to the west of the petitioned area. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately ten minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks or the Worcester County Sheriff's Department. The petitioned area is within the area served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School,

and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of its review, the Planning Commission found that there will be no negative impacts to public facilities and services resulting from the proposed rezoning.

- D. Regarding present and future transportation patterns: Based upon the staff report on the proposed rezoning, the Planning Commission found that all of the parcels which make up the petitioned area have frontage of Elm Street, a County-owned and -maintained roadway which has a 40 foot right-of-way. Elm Street provides direct access to both US Route 50 and to Old Bridge Road. The Comprehensive Plan does not make any statements regarding Elm Street. The Comprehensive Plan classifies US Route 50 as a multi-lane divided primary highway/arterial highway while Old Bridge Road (MD Route 707) is classified as a two lane secondary highway. With regard to US Route 50 the Comprehensive Plan that development should be limited until capacity is no longer impacted and that the amount of commercial zoning along US Route 50 should be reduced to maintain its capacity. With regard to Old Bridge Road the Comprehensive Plan states that acquisition of right-of-way for widening should occur as projects develop, that eventual widening will be required, as this road is becoming a minor bypass through the West Ocean City commercial area and that this road should be designated a "minor collector highway." No comments with regard to this rezoning application were received from the State Highway Administration District 1 office. Frank Adkins, Worcester County Roads Superintendent, stated in his response memo (copy attached) that rezoning to a C-2 General Commercial District may cause more congestion with traffic and pedestrians in an area that has full-time residential homeowners, depending on what the property is used for, and that the road was not built for commercial traffic. He also notes that Elm Street does not drain well and may cause more drainage issues in the future. Based upon its review, the Planning Commission found that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.
- E. Regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: The Planning Commission found that the portion of the petitioned area owned by Francis Scott Key, LLC has been utilized as cottages in conjunction with the remainder of the Francis Scott Key Hotel since the 1970s. Likewise, the property owned by Mr. Collins has been utilized for his woodworking business for many, many years. The Planning Commission concluded that these uses have coexisted with the residences and other commercial land uses in the area. The Planning Commission found that the proposed rezoning will not have any adverse impacts on environmental concerns.

Based upon its review, the Planning Commission found that the proposed rezoning of the petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District is compatible with existing and proposed development and existing environmental conditions in the area.

- F. Regarding compatibility with the Comprehensive Plan: The Planning Commission found that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Commercial Center Land Use Category. With regard to the Commercial Center category the Comprehensive Plan states that this category designates sufficient area to provide for anticipated needs for business, light industry, and other compatible uses and that retail, offices, cultural/entertainment, services, mixed uses, warehouses, civic, light manufacturing and wholesaling would locate in commercial centers. The Comprehensive Plan also states that commercial areas by their nature locate on prominent sites and can visually dominate a community and that, for this reason, special attention must be given to the volume, location and design of these uses. The first step is to balance supply with demand. The Planning Commission found that the petitioned properties have been used in the past and continue to be used for commercial purposes. However, because of their current residential zoning classification, the uses are considered nonconforming uses by the Zoning Code. The Planning Commission concluded that rezoning of the petitioned area to a commercial classification would not only bring the existing uses into conformity with the Zoning Code but also with their Commercial Center Land Use category from the Comprehensive Plan. Based upon its review the Planning Commission found that the proposed rezoning of the petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

IV. PLANNING COMMISSION RECOMMENDATION

- A. In consideration of its findings and testimony provided to the Commission, the Planning Commission concluded that there is a mistake in the existing zoning of the petitioned area. The Planning Commission found that the properties which make up the petitioned area have been used for commercial purposes for many, many years, well prior to the 2009 comprehensive rezoning. The Planning Commission concluded that there has also been a change in the character of the neighborhood as evidenced by Rezoning Case Nos. 397 and 416, the increased availability of sewer EDUs due to the expansion of the Mystic Harbour wastewater treatment plant, and the resultant intensification of commercial uses in West Ocean City, particularly in the US Route 50 corridor. Based upon its review, the Planning Commission concluded that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and would give the petitioned properties a zoning classification consistent with their

longtime commercial uses. Therefore, the Planning Commission gave a favorable recommendation to Rezoning Case No. 423, seeking a rezoning of the petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District.

V. RELATED MATERIALS AND ATTACHMENTS

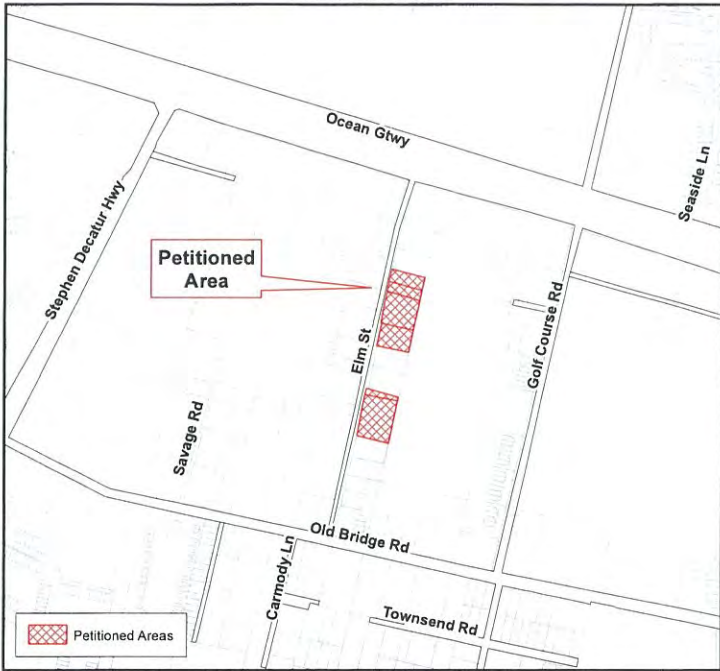


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 423
R-3 Multi-family Residential to C-2 General Commercial District
Tax Map: 27, Parcel 200, 201, 203, 204, 207 and 577

LOCATION MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division - Prepared June 2019 - Revised December 2019
Source: Worcester County GIS Data Layers
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

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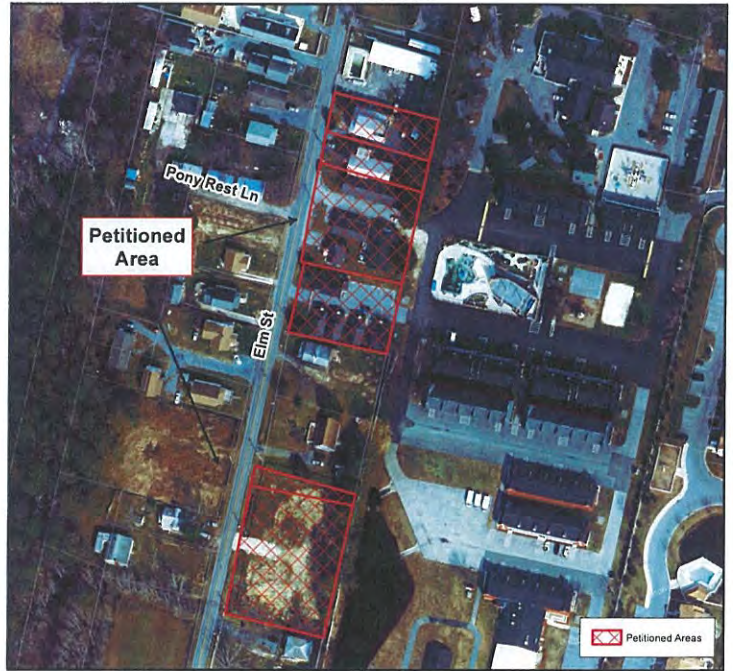


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 423
R-3 Multi-family Residential to C-2 General Commercial District
Tax Map: 27, Parcel 200, 201, 203, 204, 207 and 577

AERIAL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division - Prepared June 2019 - Revised December 2019
Source: 2018 Aerial Imagery
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

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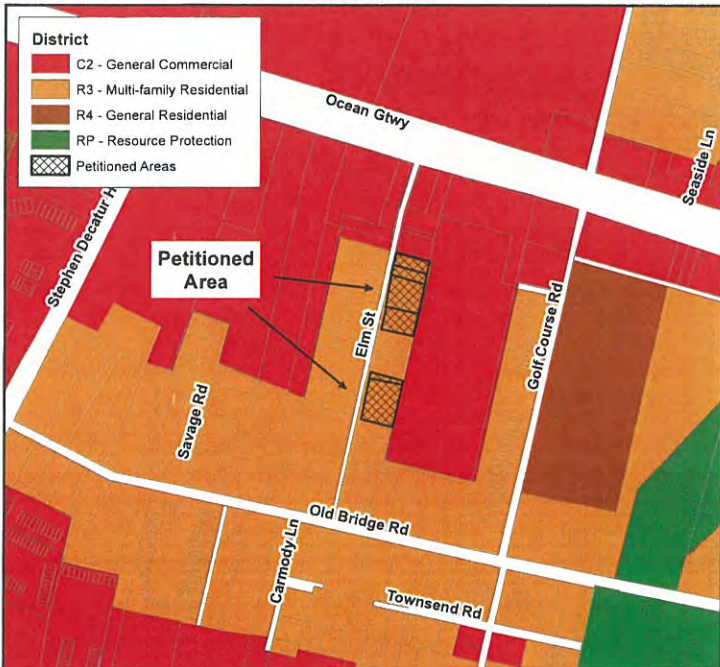


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 423
R-3 Multi-family Residential to C-2 General Commercial District
Tax Map: 27, Parcel 200, 201, 203, 204, 207 and 577

ZONING MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division - Prepared June 2019 - Revised December 2019
Source: Worcester County GIS Data Layers
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

20

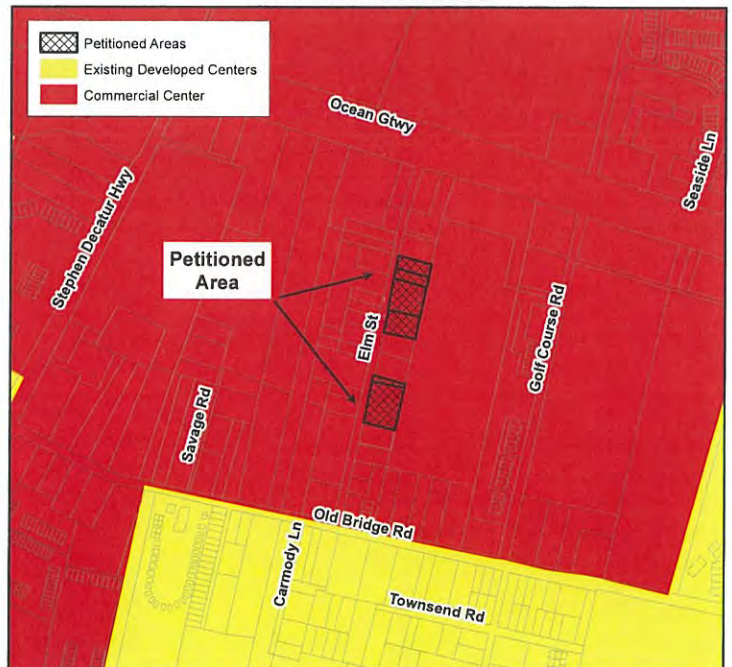


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 423
R-3 Multi-family Residential to C-2 General Commercial District
Tax Map: 27, Parcel 200, 201, 203, 204, 207 and 577

LAND USE PLAN MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division - Prepared June 2019 - Revised December 2019
Source: 2006 Land Use Plan
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

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



10

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

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

May 26, 2020

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *kl.*
SUBJECT: Draft Resolution for Gum Point Road Service Area Creation

Pursuant to your conceptual approval following the public hearing held on May 19, 2020, attached please find a Draft Resolution for creation of the Gum Point Road Area Service Area for your review and adoption.

If you should have any questions or concerns regarding this matter, please feel free to contact me.

DRAFT

RESOLUTION NO. 20 - ____

**RESOLUTION APPROVING THE CREATION OF THE
GUM POINT ROAD AREA SANITARY SERVICE AREA**

WHEREAS, the County Commissioners of Worcester County, Maryland (County Commissioners) adopted Resolution No. 05-9 on April 5, 2005 which added the Greater Ocean Pines Sanitary Service Area to the *Comprehensive Water and Sewerage Plan for Worcester County*, a part of which included the Gum Point Road Area Sanitary Service Area; and

WHEREAS, on February 4, 2020, following a commitment of Gum Point Road property owner Steven Hershey to contribute \$50,000 towards the cost of constructing sewer infrastructure to serve his property on Gum Point Road, the County Commissioners directed staff to investigate the feasibility of creating a sanitary service area to provide public sewer facilities to the Gum Point Road Area east of Racetrack Road (MD Route 589); and

WHEREAS, staff has evaluated the proposal and prepared a report to the Worcester County Commissioners recommending the establishment of a sanitary service area to provide for public sewer service along all of Gum Point Road from its intersection with Racetrack Road (MD Route 589) east to its terminus; and

WHEREAS, the County Commissioners held a duly advertised public hearing on May 19, 2020, to obtain public comment on the creation of the proposed sanitary service area; and

WHEREAS, after evaluating both the staff report and public comments received, the County Commissioners have determined that the establishment of a sanitary service area to serve the Gum Point Road Area is desirable for the comfort, convenience, health, safety and welfare of the people that will be served by the facilities; is feasible for construction and operation of the facilities from an economic and engineering standpoint; is in the best interest of the public health, safety and welfare of the residents of Worcester County; will not be unduly detrimental to the environment of the County; the design and operation of the facilities will be in accordance with all required permits and applicable standards; and the creation of this sanitary service area is desirable in accordance with the criteria established in the Water and Sewers Title of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

1. Contingent upon the contribution of \$50,000 by Steven Hershey towards the cost of constructing the necessary sewer infrastructure, the Gum Point Road Area Sanitary Service Area is hereby created and shall comprise all of the real property located on both sides of Gum Point Road from its intersection with Racetrack Road (MD Route 589) east to its terminus, in the Third Tax District of Worcester County, Maryland, and more specifically identified on the map attached hereto.

2. The Gum Point Road Area Sanitary Service Area is created for the land described herein to provide a wastewater collection system with connection to corresponding infrastructure in the Ocean Pines Sanitary Service Area. Service to be provided by contract for ninety-seven (97) equivalent dwelling units (EDU's) of sewer at a rate of 300 gallons per EDU, from the existing Ocean Pines Sanitary Service Area. Construction of the proposed facilities is expected to begin in 2020 with completion within one hundred twenty (120) days from commencement of construction.
3. Connection to the wastewater collection system will generally be voluntary, except where triggered by a qualifying event including but not limited to: failure of the existing onsite sewage system; issuance of a building permit that requires the approval of the Department of Environmental Programs for the renovation, expansion, or construction on the property and accompanied by a determination from Environmental Programs that the existing onsite sewage system is not failed or failing, but needs to be upgraded to accommodate increased wastewater flows due, for example to an increase in the number of bedrooms or other factors; prior to subdivision of an existing lot; a well failure where the regulatory setback distance of 100 feet to the existing sewage area cannot be met for the new water supply system; a determination by Environmental Programs that an existing onsite sewage disposal system is or could become prejudicial to public health or the environment; a determination by the County Commissioners of Worcester County, Maryland that such connections is necessary for the health, safety and general welfare of the citizens of the County; or as required by State law or regulation.
4. Ratepayers within the Gum Point Road Sanitary Service Area will pay the equity contribution as established by the County Commissioners to the Ocean Pines Sanitary Service Area upon connection to the facilities and will thereafter pay user charges as established annually for the Ocean Pines Sanitary Service Area.
5. The estimated construction cost for the Gum Point Road Area Sewer Extension Project is \$268,000.00 (two hundred sixty-eight thousand and 00/100 dollars). Construction funding is to be borrowed from the County General Fund and repaid by the individual property owners served by the sewer facilities at an estimated cost of \$16,886 (sixteen thousand eight hundred eighty-six and 00/100 dollars) per EDU which includes reimbursement of the County construction costs (\$2,763 per EDU), the equity contribution cost to the Ocean Pines Sanitary Service Area (\$11,785 per EDU), Future Capital Improvement (FCI) cost (\$600 per EDU) and sewer service connection cost (\$1,738 per EDU). The above estimates reflect FY21 costs which will vary in future years. In addition, each property owner will be responsible for purchasing and installing a grinder pump at an estimated cost of \$5,000 and other hook-up costs (electrical, plumbing and septic abandonment) to connect to the system.

DRAFT

PASSED AND ADOPTED this _____ day of _____, 2020.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY COMMISSIONERS

Harold L. Higgins
Chief Administrative Officer

Joseph M. Mitrecic, President

Theodore J. Elder, Vice President

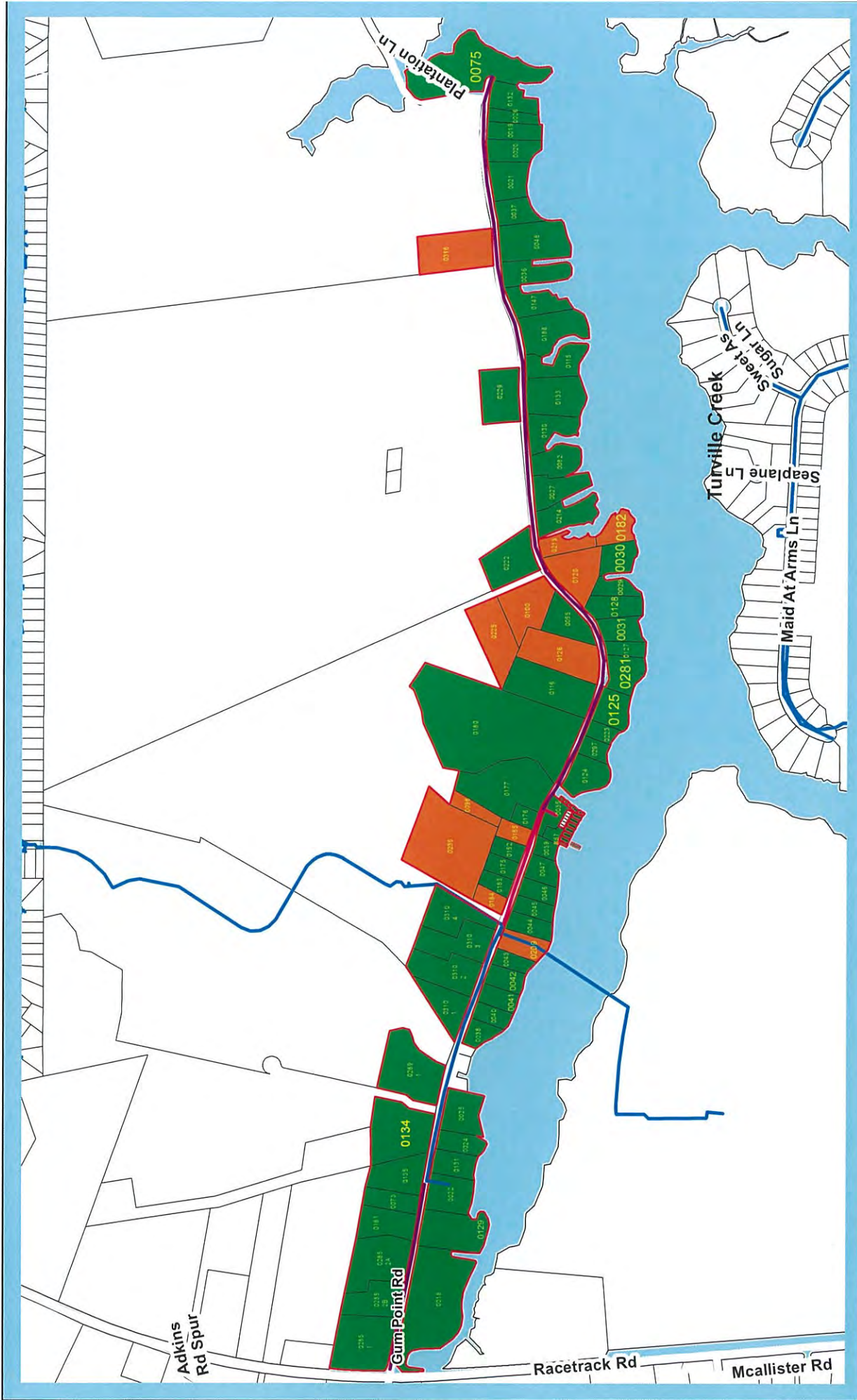
Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Joshua C. Nordstrom

Diana Purnell



Map generated by the Dept. of
Environmental Programs
February 5, 2020
1 inch = 725 feet



Worcester County Maryland

Proposed Gum Point Road Sanitary Area Properties



- Sewer Lines-6,941 Feet
 - Planned Sewer Line-765 Feet
 - Proposed Sewer Line-4,328 Feet
 - Proposed Sanitary Service Area
- Vacant Property**
- No
 - Yes



OFFICE OF THE
COUNTY COMMISSIONERS

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

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

April 22, 2020

FAXED
4/22/20 @ 7:37 PM

TO: *The Daily Times* Group and *Ocean City Today* Group
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*

Please print the attached notice in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on May 7, 2020 and May 14, 2020.

**NOTICE OF PUBLIC HEARING
GUM POINT ROAD AREA SEWER EXTENSION
CREATION OF SERVICE AREA, CONSTRUCTION, AND
PROVISION OF SERVICE FROM OCEAN PINES SERVICE AREA
WORCESTER COUNTY, MARYLAND**

In accordance with the provisions of Sections PW 5-305, PW 5-306 and PW 5-307 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Commissioners will hold a combined public hearing to create the Gum Point Road Area Sanitary Service Area in which public sewer services will be provided by contract from the Ocean Pines Sanitary Service Area through sanitary facilities to be constructed by Worcester County. The public hearing on these matters will be held on

**TUESDAY, MAY 19, 2020
at 10:20 A.M.**

in the COUNTY COMMISSIONERS MEETING ROOM
ROOM 1101 - COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

Due to the COVID-19 pandemic, and in lieu of public appearance, the meeting will be held remotely via video teleconference. If you would like to speak at this public hearing you must register in advance at https://us02web.zoom.us/webinar/register/WN_OZnNd_q5R-qJ7NBZsAbrxw. Participants who join the video/audio conference will be enabled to speak by the meeting chair. Public comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 18, 2020 in the County Commissioners Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863.

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Gum Point Road Area Sanitary Service Area Creation - In accordance with the provisions of Section PW 5-305, staff investigated the proposed establishment of the Gum Point Road Area Sanitary Service Area and found that: the proposed facilities are desirable for the comfort, convenience, health, safety and welfare of the people to be served; construction and operation of the facilities is feasible; the proposal is in the best interest of the public health, safety and welfare of the residents of the County; the proposal will not be unduly detrimental to the environment; and the design and operation of the facility will be in accordance with all required permits and applicable standards.

Provision of Services from Ocean Pines Sanitary Service Area - In accordance with the provisions of Section PW 5-306, the County Commissioners propose that sanitary services to serve the newly created Gum Point Road Area Sanitary Service Area will be provided by contract from the Ocean Pines Service Area by way of extension of the sewer infrastructure as envisioned in the *Comprehensive Water and Sewerage Plan for Worcester County* as amended by Resolution No. 05-9 adopted on April 5, 2011 which added the Greater Ocean Pines Sanitary Service Area, a part of which includes the Gum Point Road Area Sanitary Service Area. Ratepayers within the Gum Point Road Sanitary Service Area will pay the equity contribution as established by the County Commissioners to the Ocean Pines Sanitary Service Area upon connection to the facilities and will thereafter pay user charges as established annually for the Ocean Pines Sanitary Service Area.

Construction of Sanitary Facilities to Serve the Gum Point Road Area Sanitary Service Area - In accordance with the provisions of Section PW 5-307, the County Commissioners propose to construct the sewer facilities extending from the Ocean Pines Sanitary Service Area to the Pines Plaza Commercial Sanitary Service Area. Based upon recent bids for this proposed construction project, the County Commissioners have established a budget of \$268,000.00 (two hundred sixty-eight thousand and 00/100 dollars) for this project. Construction funding is proposed to be borrowed from the General Fund and repaid by the individual property owners served by the sewer facilities at an estimated cost of \$21,886 (twenty-one thousand eight hundred eighty-six and 00/100 dollars) per equivalent dwelling unit (EDU) which includes reimbursement of the County construction costs (\$2,763 per EDU), the equity contribution cost to the Ocean Pines Sanitary Service Area (\$11,785 per EDU), Future Capital Improvement (FCI) cost (\$600 per EDU), sewer service connection cost (\$1,738 per EDU), and a grinder pump (\$5,000 per EDU) necessary to serve each of the total of 97 EDUs.

Once County Government Offices are opened to the public, the case file for this proposed project may be reviewed at the Department of Environmental Programs, Room 1201 (2nd Floor) - Worcester County Government Center, Snow Hill, Maryland 21863 between the hours of 8:00 A.M. and 4:30 P.M., Monday through Friday (except holidays). In the interim, the case file may be reviewed on the County website at www.co.worcester.md.us . Interested parties may also call 410-632-1220.

All interested citizens are encouraged to attend the hearing and express their views on this matter. Both written and oral testimony will be accepted.

THE WORCESTER COUNTY COMMISSIONERS

11

Notice of Public Hearing
Worcester County Water and Wastewater Enterprise Fund
FY 2020/2021 Requested Budgets and Assessments

The Worcester County Commissioners will conduct a public hearing on the proposed operating budgets, assessments, user charges and other charges for each of the 11 sanitary service areas operated by the Worcester County Department of Public Works, Water & Wastewater Division on:

Tuesday, June 2, 2020 at 9:20 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The 11 sanitary service areas and proposed changes to the users fees to cover projected expenses are as follows:

Assateague Pointe - increase from \$15 to \$25 per lot grinder pump flat surcharge.

Bridgetown - increase in commercial water base fee ranging from \$53 to \$441.50 at present to \$56.75 to \$472.50 based on total EDU's; and increase in water usage charge from \$9.19 to \$9.75 per thousand gallons.

Edgewater Acres - increase from \$160 to \$175 per EDU per quarter domestic water and sewer base fee; increase from \$98 to \$103 per EDU per quarter domestic water flat charge; increase from \$140 to \$150 per EDU per quarter domestic sewer flat charge; and decrease from \$25 to \$0 per EDU per quarter accessibility fee.

The Landings - increase from \$240 to \$250 per EDU per quarter domestic water and sewer base fee; increase from \$37 to \$39 per EDU per quarter Lewis Road domestic water base fee; increase in commercial water and sewer base fees ranging from \$275 to \$2,300 at present to \$295 to \$2,461 based on total EDUs; and increase from \$230 to \$240 per EDU per quarter accessibility fee.

Lighthouse Sound - no proposed changes.

Mystic Harbour - increase from \$173 to \$178 per EDU per quarter domestic water and sewer base fee; increase from \$172 to \$175.75 per EDU per quarter domestic sewer flat charge; and increase in commercial water and sewer base fees ranging from \$212 to \$1,766 at present to \$227 to \$1,890 based on total EDU's. decrease from \$54 to \$18 per EDU per quarter oyster debt service; and increase from \$47.50 to \$48.75 per EDU per quarter sunset village domestic water flat charge.

Newark - new \$55 per EDU per quarter sewer debt service.

Ocean Pines - increase from \$175 to \$179 per EDU per quarter domestic water and sewer base fee; increase from \$161.75 to \$164.75 per EDU per quarter domestic sewer flat charge; increase White Horse Park domestic water and sewer flat charge from \$138 to \$141 per lot per quarter; increase in commercial water and sewer base fees ranging from \$212 to \$1,766 at present to \$227 to \$1,890 based on total EDUs.

Riddle Farm - increase from \$190 to \$200 per EDU per quarter domestic water and sewer base fee; increase in commercial water and sewer base fees ranging from \$212 to \$1,766 at present to \$227 to \$1,890 based on total EDU's; and new \$35 per EDU per quarter effluent disposal charge.

River Run - increase from \$54.69 to \$56 per EDU per quarter domestic water base fee.

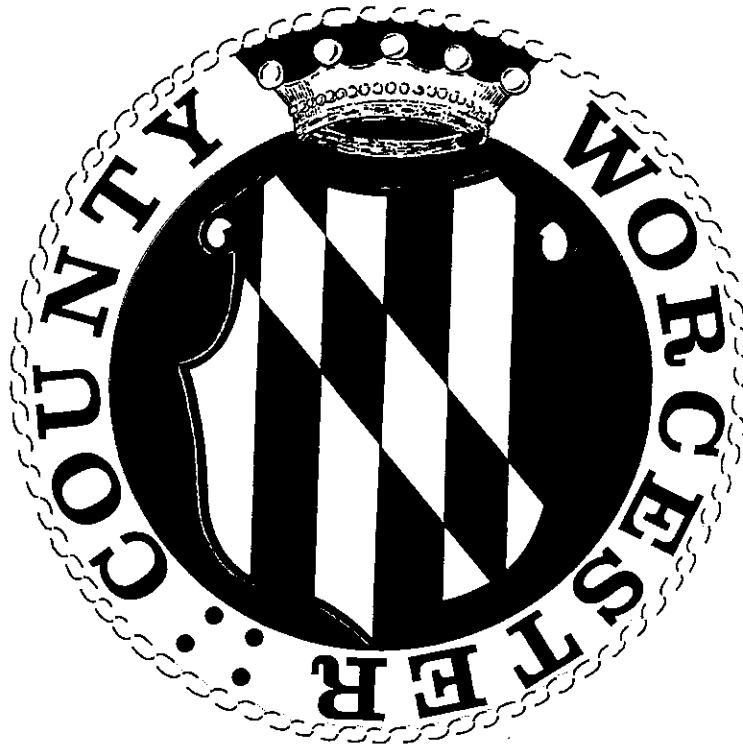
West Ocean City - no proposed changes.

In addition to user fees, assessments will be levied in the Mystic Harbour, Newark, Ocean Pines, Oyster Harbour, Riddle Farm, and Snug Harbour service areas or sub-areas to make debt payments. All assessments shall be made on an EDU basis.

Copies of the proposed budgets for each service area are available online at www.co.worcester.md.us. For additional information, contact the Worcester County Treasurer's Office at (410) 632-0686 ext. 1217.

Worcester County

Water & Wastewater



Ratepayer's Guide to the

FY 2020/21 Requested

Operating Budgets

Board of County Commissioners of Worcester County

Joseph M. Mitrecic, President
Theodore J. Elder, Vice President
Anthony "Chip" W. Bertino, Jr.
Madison J. Bunting, Jr.
James "Bud" C. Church
Joshua C. Nordstrom
Diana Purnell

Harold L. Higgins, Chief Administrative Officer
John H. Tustin, P.E., Director of Public Works
Phillip G. Thompson, Finance Officer

Produced by the Worcester County Treasurer's Office as an aid to understanding the
Water and Wastewater Enterprise Fund Budget.

For more information on the budget, please call (410) 632-0686 extension 1217.

Worcester County Department of Public Works Water & Wastewater Division

Introduction

The Water and Wastewater Division was setup an Enterprise Fund. The purpose of an Enterprise Fund is to account for functions of the County in which user charges are collected to cover the cost of the service being provided. The use of consistent budgeting methods combined with the required use of generally accepted accounting principles provides the County with accrual basis data to measure the financial strength of the fund. In addition, the use of consistent accounting and budgeting provides comparable data to evaluate the performance of the fund from year to year.

Water & Wastewater Services

The County currently provides water and/or sewer service to approximately 14,890 customers in 11 different service areas. The department currently operates 8 wastewater treatment facilities, 56 wastewater pumping stations, and 17 water supply wells which pumped over 570 million gallons of water during 2019. User charges cover the operation and maintenance of these facilities. In addition, user charges are also used to pay for the administrative and technical support functions provided by the Treasurer's Office and the Department of Public Works, respectively. The Treasurer's Office mails and collects over 59,500 bills annually. The Department of Public Works provides construction management and engineering support to the department.

Other Charges

In addition to the user charges already mentioned, an equivalent dwelling unit (EDU) charge is collected in six of the County Service Areas or sub-areas including Mystic Harbour, Newark, Ocean Pines, Oyster Harbor, Riddle Farm, and Snug Harbor. An EDU is a measurement which is approximately the same amount of water and sewer flow as an average single family residence. The purpose of EDU assessments in the service area or sub-area is to collect funds to pay any debt related to the acquisition or construction of sanitary facilities.

Where Can Information Be Obtained on the FY 2020/21 Budget?

Copies of the proposed budgets for each service area are available at the Worcester County Government Center Rooms 1103 and 1105, One West Market Street, Snow Hill, Maryland, the County Treasurer's Office in the Isle Of Wight Complex on Route 90 and St. Martins Neck Road, the County Library in Ocean Pines on Cathell Road, and online at www.co.worcester.md.us. For additional information, contact the Worcester County Treasurer's Office at (410) 632-0686 ext. 1217.

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$)	Difference (%)
Revenue				
Charges for Services	11,633,544	12,175,547	542,003	4.66%
Interest & Penalties	152,250	157,200	4,950	3.25%
Operating Grants	28,000	30,000	2,000	7.14%
Other Revenue	167,875	170,515	2,640	1.57%
Transfer From (To) Reserves	344,525	415,015	70,490	20.46%
	<hr/> 12,326,194	<hr/> 12,948,277	<hr/> 622,083	<hr/> 5.05%
Expenditures				
Personnel Services	5,082,215	5,225,903	143,688	2.83%
Supplies & Materials	948,831	931,295	(17,536)	-1.85%
Maintenance & Services	4,541,780	4,766,988	225,208	4.96%
Other Charges	154,951	359,105	204,154	131.75%
Interfund Charges	760,517	798,986	38,469	5.06%
Capital Equipment	837,900	866,000	28,100	3.35%
	<hr/> 12,326,194	<hr/> 12,948,277	<hr/> 622,083	<hr/> 5.05%

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$)	Difference (%)
Revenue				
Charges for Services	7,231,665	7,410,441	178,776	2.47%
Interest and Penalties	83,000	83,000	-	0.00%
Other Revenue	143,000	145,000	2,000	1.40%
Transfer From (To) Reserves	(235,398)	(65,178)	170,220	-72.31%
	7,222,267	7,573,263	350,996	4.86%
Expenditures				
Personnel Services	3,627,937	3,724,853	96,916	2.67%
Supplies & Materials	490,189	473,256	(16,933)	-3.45%
Maintenance & Services	2,145,747	2,111,729	(34,018)	-1.59%
Other Charges	97,264	234,056	136,792	140.64%
Interfund Charges	468,230	488,369	20,139	4.30%
Capital Equipment	392,900	541,000	148,100	37.69%
	7,222,267	7,573,263	350,996	4.86%

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$175.00 to \$179.00
 Proposed increase in domestic sewer flat charge from \$161.75 to \$164.75
 Proposed increase in domestic nonmetered White Horse Park flat charge from \$138.00 to \$141.00 per lot
 Proposed increase in commercial water and sewer base fees ranging from \$212.00 to \$1,766.00 at present to \$227.00 to \$1,890

	2019/20 Budget	2020/21 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$175.00	\$179.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
Nonmetered Sewer			
Sewer Only	\$161.75	\$164.75	Flat Charge
Nonmetered Water & Sewer			
White Horse Park - 100 GPD/Lot	\$138.00	\$141.00	Flat Charge

**WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds**

	2019/20 Budget	2020/21 Request
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Commercial:

Metered Water & Sewer

Tiered Base Fee Range (EDU's) and Usage Range (Gallons)

1 EDU	\$212.00	\$227.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$294.00	\$315.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$589.00	\$630.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$883.00	\$945.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,177.00	\$1,260.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$1,766.00	\$1,890.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand

EDU:

Standard EDU	\$37.00	\$37.00 Per EDU per Quarter
Supplemental EDU (14 & 19 Bonds)	\$20.00	\$20.00 Per EDU per Quarter

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	255,610	259,240	3,630	1.42%
Interest and Penalties	4,000	3,750	(250)	-6.25%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	2,328	15,567	13,239	568.69%
	261,938	278,557	16,619	6.34%
Expenditures				
Personnel Services	98,474	102,043	3,569	3.62%
Supplies & Materials	26,450	28,007	1,557	5.89%
Maintenance & Services	101,668	108,439	6,771	6.66%
Other Charges	5,959	9,411	3,452	57.93%
Interfund Charges	29,387	30,657	1,270	4.32%
Capital Equipment	-	-	-	N/A
	261,938	278,557	16,619	6.34%

Proposed Quarterly Rates

Proposed increase in grinder pump surcharge from \$15.00 to \$25.00 per lot

	2019/20 Budget	2020/21 Request	
Domestic:			
Nonmetered Water & Sewer			
Water & Sewer - 110 GPD Units	\$90.00	\$90.00	Flat Charge
Sewer Only - 250 GPD Units	\$140.50	\$140.50	Flat Charge
Grinder Pump Surcharge per Lot	\$15.00	\$25.00	Flat Charge

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	12,769	13,330	561	4.39%
Interest and Penalties	550	550	-	0.00%
Operating Grants	28,000	30,000	2,000	7.14%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	1,332	(56)	(1,388)	-104.20%
	42,651	43,824	1,173	2.75%
Expenditures				
Personnel Services	7,966	7,524	(442)	-5.55%
Supplies & Materials	976	1,088	112	11.48%
Maintenance & Services	32,031	33,185	1,154	3.60%
Other Charges	333	611	278	83.48%
Interfund Charges	1,345	1,416	71	5.28%
Capital Equipment	-	-	-	N/A
	42,651	43,824	1,173	2.75%

Proposed Quarterly Rates

Proposed increase in commercial water base fees ranging from \$53.00 to \$441.50 at present to \$56.75 to \$472.50 based on total EDU's
 Proposed increase in usage fees from \$9.19 to \$9.75 per thousand gallons

	2019/20 Budget	2020/21 Request	
<u>Domestic:</u>			
Nonmetered Water			
Water Only	\$66.00	\$66.00	Flat Charge
Swimming Pool (in-ground)	\$27.00	\$27.00	Flat Charge
Irrigation System	\$60.00	\$60.00	Flat Charge
<u>Commercial:</u>			
Metered Water			
Base Fee Range (EDU's)			
1	\$53.00	\$56.75	Flat Charge
2	\$73.50	\$78.75	Flat Charge
3-13	\$147.25	\$157.50	Flat Charge
14-24	\$220.75	\$236.25	Flat Charge
25-39	\$294.25	\$315.00	Flat Charge
40+	\$441.50	\$472.50	Flat Charge
Usage (Gallons)	\$9.19	\$9.75	Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	228,100	240,692	12,592	5.52%
Interest and Penalties	2,000	2,000	-	0.00%
Other Revenue	875	875	-	0.00%
Transfer From (To) Reserves	(2,217)	6,468	8,685	-391.75%
	228,758	250,035	21,277	9.30%
Expenditures				
Personnel Services	43,947	44,671	724	1.65%
Supplies & Materials	4,159	4,301	142	3.41%
Maintenance & Services	167,084	165,317	(1,767)	-1.06%
Other Charges	2,117	3,804	1,687	79.69%
Interfund Charges	11,451	11,942	491	4.29%
Capital Equipment	-	20,000	20,000	N/A
	228,758	250,035	21,277	9.30%

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$160.00 to \$175.00
Proposed increase in nonmetered water flat charge from \$98.00 to \$103.00
Proposed increase in nonmetered sewer flat charge from \$140.00 to \$150.00
Proposed decrease in accessibility charge from \$25.00 to \$0.00

	2019/20 Budget	2020/21 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$160.00	\$175.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$8.00	\$8.00	Per Thousand
10,001 - 35,000	\$9.00	\$9.00	Per Thousand
35,001 - 45,000	\$10.00	\$10.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
Nonmetered Water	\$98.00	\$103.00	Flat Charge
Nonmetered Sewer	\$140.00	\$150.00	Flat Charge
Accessibility	\$25.00	\$0.00	Flat Charge per EDU
Front Foot Assessment	\$0.02	\$0.02	Per Linear Foot per Quarter

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$)	Difference (%)
Revenue				
Charges for Services	313,180	326,496	13,316	4.25%
Interest and Penalties	5,000	4,000	(1,000)	-20.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	122,555	8,456	(114,099)	-93.10%
	440,735	338,952	(101,783)	-23.09%
Expenditures				
Personnel Services	186,865	103,190	(83,675)	-44.78%
Supplies & Materials	62,637	28,053	(34,584)	-55.21%
Maintenance & Services	180,279	193,426	13,147	7.29%
Other Charges	3,002	5,998	2,996	99.80%
Interfund Charges	7,952	8,285	333	4.19%
Capital Equipment	-	-	-	N/A
	440,735	338,952	(101,783)	-23.09%

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$240.00 to \$250.00
 Proposed increase in lewis road domestic water minimum from \$37.00 to \$39.00
 Proposed increase in commercial water and sewer base fees ranging from \$275.00 to \$2,300.00 at present to \$295.00 to \$2,461.00
 Proposed increase in accessibility fee from \$230.00 to \$240.00

	2019/20 Budget	2020/21 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$240.00	\$250.00	Flat Charge
Lewis Road - Water Only Base Fee	\$37.00	\$39.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

*water only service (metered) shall be billed at 25% of the above proposed rates.

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

2019/20 **2020/21**
Budget **Request**

Commercial:

Metered Water & Sewer

Tiered Base Fee Range (EDU's) and Usage Range (Gallons)

1 EDU	\$275.00	\$295.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$360.00	\$395.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$770.00	\$824.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$1,150.00	\$1,231.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,530.00	\$1,637.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$2,300.00	\$2,461.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand

Accessibility- Domestic & Commercial:

\$230.00 \$240.00 Flat Charge per EDU

*water only service (metered) shall be billed at 25% of the above proposed rates.

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	99,840	99,840	-	0.00%
Interest and Penalties	700	700	-	0.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	(4,149)	40,873	45,022	-1085.13%
	96,391	141,413	45,022	46.71%
Expenditures				
Personnel Services	47,784	49,376	1,592	3.33%
Supplies & Materials	12,083	12,324	241	1.99%
Maintenance & Services	31,937	43,251	11,314	35.43%
Other Charges	1,225	2,922	1,697	138.53%
Interfund Charges	3,362	3,540	178	5.29%
Capital Equipment	-	30,000	30,000	N/A
	96,391	141,413	45,022	46.71%

Proposed Quarterly Rates

No proposed changes to quarterly rates

	2019/20 Budget	2020/21 Request	
<u>Domestic:</u>			
Nonmetered Sewer (improved lot)	\$215.00	\$215.00	Flat Charge per EDU
Accessibility (unimproved lot)	\$100.00	\$100.00	Flat Charge per EDU

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	1,207,080	1,384,340	177,260	14.69%
Interest & Penalties	15,000	15,000	-	0.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	191,418	185,894	(5,524)	-2.89%
	1,413,498	1,585,234	171,736	12.15%
Expenditures				
Personnel Services	474,604	535,271	60,667	12.78%
Supplies & Materials	221,070	242,881	21,811	9.87%
Maintenance & Services	579,632	640,254	60,622	10.46%
Other Charges	18,896	38,879	19,983	105.75%
Interfund Charges	89,296	97,949	8,653	9.69%
Capital Equipment	30,000	30,000	-	N/A
	1,413,498	1,585,234	171,736	12.15%

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$173.00 to \$178.00
 Proposed increase in domestic sewer flat charge from \$172.00 to \$175.75
 Proposed increase in commercial water and sewer base fees ranging from \$198.00 to \$1,650.00 at present to \$212.00 to \$1,766.00 based on total EDU's

	2019/20 Budget	2020/21 Request	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee	\$173.00	\$178.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
*water only service (metered) shall be billed at 25% of the above proposed rates.			
Nonmetered Sewer	\$172.00	\$175.75	Flat Charge

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

2019/20
Budget **2020/21**
Request

Commercial:

Metered Water & Sewer

Tiered Base Fee Range (EDU's) and Usage Range (Gallons)

1 EDU	\$212.00	\$227.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$294.00	\$315.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$589.00	\$630.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$883.00	\$945.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,177.00	\$1,260.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$1,766.00	\$1,890.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand

*water only service (metered) shall be billed at 25% of the above proposed rates.

Accessibility- Domestic & Commercial:

\$150.00 \$150.00 Flat Charge per EDU

*water only accessibility shall be billed at 25% of the above proposed rate.

Sewer EDU:

\$66.00 \$66.00 Per EDU per Quarter

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

Oyster Harbor

Proposed Quarterly Rates

Reduction in quarterly debt service from \$54.00 per EDU per quarter to \$18.00 for upcoming planned debt retirement

	2019/20 Budget	2020/21 Request	
EDU charge	\$54.00	\$18.00	Per EDU per Quarter

Sub-area of Mystic Harbour service area

Payments for water service will be made to Mystic Harbour service area

Sunset Village

Proposed Quarterly Rates

Proposed increase in nonmetered water only flat charge from \$47.50 to \$48.75

	2019/20 Budget	2020/21 Request	
Water only	\$47.50	\$48.75	Per EDU - bulk billed to SSV HOA

Snug Harbor

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2019/20 Budget	2020/21 Request	
EDU charge	\$162.50	\$162.50	Per EDU per Quarter

Sub-area of Assateague Point service area

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	134,910	148,588	13,678	10.14%
Interest & Penalties	2,500	2,000	(500)	-20.00%
Other Revenue	24,000	24,640	640	2.67%
Transfer From (To) Reserves	(15,837)	(12,360)	3,477	-21.95%
	<u>145,573</u>	<u>162,868</u>	<u>17,295</u>	<u>11.88%</u>
Expenditures				
Personnel Services	78,436	81,084	2,648	3.38%
Supplies & Materials	16,448	14,114	(2,334)	-14.19%
Maintenance & Services	43,413	57,107	13,694	31.54%
Other Charges	1,476	4,261	2,785	188.69%
Interfund Charges	5,800	6,302	502	8.66%
Capital Equipment	-	-	-	N/A
	<u>145,573</u>	<u>162,868</u>	<u>17,295</u>	<u>11.88%</u>

Proposed Quarterly Rates

Proposed new sewer debt service of \$55.00 per EDU

	2019/20 Budget	2020/21 Request	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee- Includes 3,000 Gallons	\$216.00	\$216.00	Flat Charge
Usage Range (Gallons) over 3,000	\$7.00	\$7.00	Per Thousand
<u>Commercial:</u>			
Metered Water & Sewer			
Base Fee- Includes 3,000 Gallons	\$266.00	\$266.00	Flat Charge
Usage Range (Gallons) over 3,000	\$14.00	\$14.00	Per Thousand
<u>EDU:</u>			
Debt Service	\$27.00	\$27.00	Per EDU per Quarter
Sewer Debt Service	\$0.00	\$55.00	Per EDU per Quarter

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$ Difference (%))	
Revenue				
Charges for Services	558,320	667,580	109,260	19.57%
Interest & Penalties	5,000	6,500	1,500	30.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	65,132	119,030	53,898	82.75%
	628,452	793,110	164,658	26.20%
Expenditures				
Personnel Services	256,453	292,133	35,680	13.91%
Supplies & Materials	72,497	74,020	1,523	2.10%
Maintenance & Services	236,604	340,719	104,115	44.00%
Other Charges	5,319	27,613	22,294	419.14%
Interfund Charges	22,579	23,625	1,046	4.63%
Capital Equipment	35,000	35,000	0	N/A
	628,452	793,110	164,658	26.20%

Proposed Quarterly Rates

Proposed increase in domestic base fee from \$190.00 to \$200.00
 Proposed increase in commercial water and sewer base fees ranging from \$212.00 to \$1,766.00 at present to \$227.00 to \$1,890.00 based on total EDU's
 Proposed new effluent disposal charge of \$35.00 per EDU

	2019/20 Budget	2020/21 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$190.00	\$200.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$212.00	\$227.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 27,000 Gallons	\$6.00	\$6.00 Per Thousand
over 27,000 Gallons	\$10.00	\$10.00 Per Thousand
2 EDU's	\$294.00	\$315.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 54,000 Gallons	\$6.00	\$6.00 Per Thousand
over 54,000 Gallons	\$10.00	\$10.00 Per Thousand
3-13 EDU's	\$589.00	\$630.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 351,000 Gallons	\$6.00	\$6.00 Per Thousand
over 351,000 Gallons	\$10.00	\$10.00 Per Thousand
14-24 EDU's	\$883.00	\$945.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 648,000 Gallons	\$6.00	\$6.00 Per Thousand
over 648,000 Gallons	\$10.00	\$10.00 Per Thousand
25-39 EDU's	\$1,177.00	\$1,260.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,053,000 Gallons	\$10.00	\$10.00 Per Thousand
40+ EDU's	\$1,766.00	\$1,890.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
<u>Accessibility:</u>	\$150.00	\$150.00 Flat Charge per EDU
<u>EDU:</u>	\$9.00	\$9.00 Per EDU per Quarter
<u>Effluent Disposal Charge</u>	\$0.00	\$35.00 Per EDU per Quarter

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	172,070	175,000	2,930	1.70%
Interest and Penalties	500	700	200	40.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	7,515	19,245	11,730	156.09%
	<hr/> 180,085	<hr/> 194,945	<hr/> 14,860	<hr/> 8.25%
Expenditures				
Personnel Services	59,314	60,472	1,158	1.95%
Supplies & Materials	17,348	21,283	3,935	22.68%
Maintenance & Services	92,667	99,457	6,790	7.33%
Other Charges	1,558	3,726	2,168	139.15%
Interfund Charges	9,198	10,007	809	8.80%
Capital Equipment	-	-	-	N/A
	<hr/> 180,085	<hr/> 194,945	<hr/> 14,860	<hr/> 8.25%

Proposed Quarterly Rates

Proposed increase to domestic water base fee from \$54.69 to \$56.00

	2019/20 Budget	2020/21 Request
Domestic:		
Nonmetered Sewer	\$150.00	\$150.00 Flat Charge
Metered Water		
Base Fee	\$54.69	\$56.00 Flat Charge
Usage Range (Gallons)		
0 - 10,000	\$0.50	\$0.50 Per Thousand
10,001 - 25,000	\$1.09	\$1.09 Per Thousand
25,001 - 35,000	\$1.88	\$1.88 Per Thousand
35,001 - 45,000	\$2.81	\$2.81 Per Thousand
over 45,000	\$4.69	\$4.69 Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Difference (%)	
Revenue				
Charges for Services	1,420,000	1,450,000	30,000	2.11%
Interest & Penalties	34,000	39,000	5,000	14.71%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	211,846	97,076	(114,770)	-54.18%
	1,665,846	1,586,076	(79,770)	-4.79%
Expenditures				
Personnel Services	200,435	225,286	24,851	12.40%
Supplies & Materials	24,974	31,968	6,994	28.01%
Maintenance & Services	930,718	974,104	43,386	4.66%
Other Charges	17,802	27,824	10,022	56.30%
Interfund Charges	111,917	116,894	4,977	4.45%
Capital Equipment	380,000	210,000	(170,000)	-44.74%
	1,665,846	1,586,076	(79,770)	-4.79%

Proposed Quarterly Rates

No proposed changes to quarterly rate.

	2019/20 Budget	2020/21 Request	
Domestic:			
Nonmetered Sewer	\$10.50	\$10.50	Per fixture quarterly
Commercial:			
Nonmetered Sewer	\$14.25	\$14.25	Per fixture quarterly

OCEAN PINES WATER AND WASTEWATER ADVISORY BOARD

1000 Shore Lane
Ocean Pines, Maryland 21811

March 3, 2020

The Honorable Joseph Mitrecic, President
Worcester County Commissioners
Government Center - Room 1103
One West Market Street
Snow Hill, Maryland 21863

Re: Operating Budget FY 20/21 Ocean Pines Service Area

Dear Commissioner Mitrecic:

The Ocean Pines Water and Wastewater Advisory Board has been working with the County Staff, primarily John Tustin and John Ross of Public Works and Jessica Wilson of the Treasurer's Office, to develop an operating budget for FY 20/21. In developing this budget, there are several issues that we have addressed, specifically:

- The budget includes one (1) additional staff member at the wastewater treatment plant to eliminate the need for the Wastewater Treatment Supervisor to cover daily shifts.
- We are continuing to fund replacement of homeowner holding tanks throughout Ocean Pines as we recognize how beneficial this program has been to the overall system operation
- We are developing a long-term vision for major system maintenance and repair as we see the system age and we are proposing to look at the operating budget over a multi-year window to better plan for expenses and maintain a reserve fund for unexpected expenses. Without a reserve, the Department is unable to cushion the adverse impact of such expenses to the ratepayers resulting in potentially large rate swings from year to year
- We are continuing to exceed the effluent requirements of our wastewater treatment plant permit to maintain the waiver of the Bay Restoration Fee

As a result of our meetings with the County Staff and review of the proposed budget, the Board recognizes the continuing escalation of operating expenses. To cover the rising expenses, the board is recommending an increase of \$4.00 in the quarterly base residential charge, \$3 in the quarterly charge for White Horse Park units and a 7% increase in the commercial rate. In our opinion, it is important that the water and wastewater operations remain on a firm financial footing.

We continue to be pleased with the general operation of the system and would like to commend all operating personnel for their efforts. We recommend approval of the FY 20/21 budget as proposed.

Sincerely;



Frederick Stiehl, Chairman
Ocean Pines Water and Wastewater Advisory Board

JR/jr

MYSTIC HARBOUR WATER AND WASTEWATER ADVISORY BOARD

1000 Shore Lane
Ocean Pines, Maryland 21811

March 6, 2020

The Honorable Joseph Mitrecic, President
Worcester County Commissioners
Government Center - Room 1103
One West Market Street
Snow Hill, Maryland 21863

Re: Operating Budget FY 20/21 Mystic Harbour Service Area

Dear Commissioner Mitrecic:

The Mystic Harbour Water and Wastewater Advisory Board has been working with the County Staff, primarily John Tustin and John Ross of Public Works and Jessica Wilson of the Treasurer's Office, to develop an operating budget for FY 20/21.

The Board continues to monitor expenditures in the service area and the combination of the treatment plant operating cost and the aging of other system components must be considered to keep the Service Area financially sound. The Board is recommending an increase in the base charge of \$5 per quarter on the domestic rate with corresponding adjustments to the quarterly charges for commercial customers.

We remain concerned that the service area must continue to grow and allocate the reserve capacity built within the plant. The treatment plant was originally constructed with that proposed growth in mind and without it, they service area will struggle to cover expenses.

We are pleased with the recently completed project to spray sewage plant effluent on the Eagle's Landing Golf Course as it is very beneficial in disposal of plant effluent.

We continue to be pleased with the general operation of the system and would like to commend all operating personnel for their efforts. We recommend approval of the FY19/20 budget as proposed.

Sincerely;



Richard Jendrek, Chairman
Mystic Harbour Water and Wastewater Advisory Board
JR/jr



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 555	Ocean Pines							
	REVENUE							
	<i>Gain/Loss on Disposal of Assets</i>							
4600	Sale Of Fixed Assets	.00	.00	.00		.00	10,727.77	.00
	<i>Gain/Loss on Disposal of Assets Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$10,727.77	\$0.00
	<i>Charges for Services</i>							
5000.100	Domestic Water Service	1,463,184.00	1,426,700.00	36,484.00	3	1,072,139.15	1,386,744.57	1,252,469.00
5000.200	Domestic Water Usage	210,000.00	210,000.00	.00		163,701.95	196,644.67	211,332.69
5005.100	Commercial Water Service	59,920.00	52,965.00	6,955.00	13	39,793.00	50,366.25	44,043.00
5005.200	Commercial Water Usage	43,000.00	30,000.00	13,000.00	43	33,428.98	35,059.37	29,407.20
5010.100	Domestic Sewer Service	4,388,552.00	4,274,100.00	114,452.00	3	3,217,872.98	4,157,878.57	3,754,545.89
5010.200	Domestic Sewer Usage	560,000.00	560,000.00	.00		440,728.83	519,503.81	575,840.12
5015.100	Commercial Sewer Service	168,525.00	156,220.00	12,305.00	8	114,477.75	146,912.75	129,361.00
5015.200	Commercial Sewer Usage	100,000.00	90,000.00	10,000.00	11	78,130.29	92,596.97	92,021.47
5025	Transfer from River Run	50,000.00	50,000.00	.00		33,916.06	37,502.19	49,721.32
5030	White Horse Park Revenue	262,260.00	256,680.00	5,580.00	2	192,510.00	249,240.00	226,920.00
5040	Hook-Ups	105,000.00	125,000.00	(20,000.00)	(16)	60,925.00	103,465.00	136,458.00
5825	Future Capital Development Reven	.00	.00	.00		25,650.00	32,406.00	25,686.00
	<i>Charges for Services Totals</i>	\$7,410,441.00	\$7,231,665.00	\$178,776.00	2%	\$5,473,273.99	\$7,008,320.15	\$6,527,805.69
	<i>Interest & Penalties</i>							
4700	Interest On Investments	.00	.00	.00		32.57	76.96	42.88
4710	Penalty/Fees	83,000.00	83,000.00	.00		67,402.25	82,867.65	82,503.82
	<i>Interest & Penalties Totals</i>	\$83,000.00	\$83,000.00	\$0.00	0%	\$67,434.82	\$82,944.61	\$82,546.70
	<i>Other Revenue</i>							
5042	Equity Contribution	85,000.00	85,000.00	.00		484,664.79	581,900.72	115,749.72
5850	Other Revenue	30,000.00	30,000.00	.00		53,400.03	127,248.49	413,156.24
5875	Rent/Overhead Reimbursement	30,000.00	28,000.00	2,000.00	7	.00	28,000.00	28,000.00
	<i>Other Revenue Totals</i>	\$145,000.00	\$143,000.00	\$2,000.00	1%	\$538,064.82	\$737,149.21	\$556,905.96
	<i>Transfers In</i>							
5975.100	Transfers From (To) Reserve	(65,178.00)	(235,398.00)	170,220.00	(72)	.00	.00	.00
	<i>Transfers In Totals</i>	(\$65,178.00)	(\$235,398.00)	\$170,220.00	(72%)	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$6,078,773.63	\$7,839,141.74	\$7,167,258.35
	EXPENSE							
	Department 8001 - Admin							
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	131,271.00	131,271.00	.00		96,332.90	121,113.73	139,839.32
6000.200	Personnel Services Salaries-Support Group	7,402.00	7,217.00	185.00	3	8,815.94	2,430.03	4,041.32



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8001 - Admin								
<i>Personnel Services</i>								
6000.300	Personnel Services Salaries-Construction	1,348.00	1,324.00	24.00	2	1,143.02	.00	.00
6000.400	Personnel Services Overtime Pay	.00	.00	.00		.00	.00	61.83
6010.100	Benefits Fica & Fringe Benefits	75,773.00	72,873.00	2,900.00	4	36,355.59	70,873.02	67,480.45
6010.900	Benefits OPEB contribution	10,502.00	9,409.00	1,093.00	12	.00	9,235.45	8,200.48
	<i>Personnel Services Totals</i>	\$226,296.00	\$222,094.00	\$4,202.00	2%	\$142,647.45	\$203,652.23	\$219,623.40
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	56,000.00	63,700.00	(7,700.00)	(12)	27,626.77	70,668.99	62,229.84
6110.090	Supplies & Equipment Computers & Printers	.00	284.00	(284.00)	(100)	269.00	4.65	.00
6110.290	Supplies & Equipment Other Office Equipment	5,000.00	5,000.00	.00		608.97	1,704.40	5,502.53
6110.340	Supplies & Equipment Safety Program Equipment	596.00	576.00	20.00	3	148.50	1,378.90	759.29
6150.050	Uniforms & Personal Equipment Uniforms	12,252.00	12,252.00	.00		7,701.39	10,814.13	10,932.95
	<i>Supplies & Materials Totals</i>	\$73,848.00	\$81,812.00	(\$7,964.00)	(10%)	\$36,354.63	\$84,571.07	\$79,424.61
<i>Maintenance & Services</i>								
6530.100	Consulting Services Professional Fees	36,700.00	14,700.00	22,000.00	150	.00	13,879.75	14,058.88
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	2,500.00	2,500.00	.00		952.16	1,231.16	1,209.51
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	1,008.00	1,464.00	(456.00)	(31)	663.46	252.35	730.68
6550.020	Building Site Expenses Buildings & Grounds Maintenance	17,000.00	17,000.00	.00		6,965.14	12,032.46	13,146.12
6550.270	Building Site Expenses Telephone	3,600.00	3,600.00	.00		2,031.05	3,224.91	3,152.77
6700.500	Other Maint. & Svcs Water & Wastewater Construction	658.00	775.00	(117.00)	(15)	.00	.00	.00
	<i>Maintenance & Services Totals</i>	\$61,466.00	\$40,039.00	\$21,427.00	54%	\$10,611.81	\$30,620.63	\$32,297.96
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	2,566.00	2,567.00	(1.00)		485.00	806.80	404.27
7170.010	Benefits & Insurance Allowance for COLA	8,577.00	.00	8,577.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	82,000.00	76,000.00	6,000.00	8	78,897.65	71,815.45	72,294.92
	<i>Other Charges Totals</i>	\$93,143.00	\$78,567.00	\$14,576.00	19%	\$79,382.65	\$72,622.25	\$72,699.19
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	116,807.00	107,482.00	9,325.00	9	81,417.21	106,981.22	123,104.42
8010.040	Interfund Treasurer's Support - Fringe	53,031.00	48,711.00	4,320.00	9	36,898.28	48,077.38	55,273.88
8010.050	Interfund Public Works & Admin - Benefits	99,459.00	97,313.00	2,146.00	2	69,777.87	90,649.86	82,317.36
8010.060	Interfund Public Works & Admin - Salaries	219,072.00	214,724.00	4,348.00	2	153,967.04	201,713.11	183,334.86

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8001 - Admin								
<i>Interfund Charges</i>								
	<i>Interfund Charges Totals</i>	\$488,369.00	\$468,230.00	\$20,139.00	4%	\$342,060.40	\$447,421.57	\$444,030.52
<i>Capital Equipment</i>								
9010	Capital Equipment	.00	31,000.00	(31,000.00)	(100)	36,648.62	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	1,490,358.18	1,515,547.00
	<i>Capital Equipment Totals</i>	\$0.00	\$31,000.00	(\$31,000.00)	(100%)	\$36,648.62	\$1,490,358.18	\$1,515,547.00
	Department 8001 - Admin Totals	\$943,122.00	\$921,742.00	\$21,380.00	2%	\$647,705.56	\$2,329,245.93	\$2,363,622.68
Department 8002 - Water								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	346,787.00	344,112.00	2,675.00	1	210,329.10	370,325.48	339,128.64
6000.200	Personnel Services Salaries-Support Group	32,385.00	31,573.00	812.00	3	28,187.89	27,642.03	38,686.94
6000.300	Personnel Services Salaries-Construction	224,001.00	214,819.00	9,182.00	4	148,872.60	275,374.03	251,192.22
6000.400	Personnel Services Overtime Pay	15,000.00	15,000.00	.00		10,364.36	12,822.69	15,490.01
6010.100	Benefits Fica & Fringe Benefits	318,557.00	311,989.00	6,568.00	2	129,449.30	321,669.82	314,121.51
6010.900	Benefits OPEB contribution	45,516.00	41,894.00	3,622.00	9	.00	44,474.30	41,147.10
	<i>Personnel Services Totals</i>	\$982,246.00	\$959,387.00	\$22,859.00	2%	\$527,203.25	\$1,052,308.35	\$999,766.42
<i>Supplies & Materials</i>								
6110.060	Supplies & Equipment Chemicals	120,000.00	110,000.00	10,000.00	9	94,118.76	141,471.44	114,041.40
6110.090	Supplies & Equipment Computers & Printers	.00	866.00	(866.00)	(100)	743.00	52.88	.00
6110.340	Supplies & Equipment Safety Program Equipment	3,920.00	3,833.00	87.00	2	20,633.09	2,895.00	2,724.79
6110.390	Supplies & Equipment Small Equipment	.00	3,000.00	(3,000.00)	(100)	.00	224.02	373.76
6110.420	Supplies & Equipment Tools & Supplies	1,500.00	1,500.00	.00		2,539.12	1,345.65	1,504.69
6200.010	Other Supplies & Materials Lab Testing	9,000.00	12,000.00	(3,000.00)	(25)	1,750.00	9,688.00	4,052.80
6200.030	Other Supplies & Materials Testing Supplies	2,000.00	5,000.00	(3,000.00)	(60)	336.00	.00	297.12
	<i>Supplies & Materials Totals</i>	\$136,420.00	\$136,199.00	\$221.00	0%	\$120,119.97	\$155,676.99	\$122,994.56
<i>Maintenance & Services</i>								
6500.020	Systems Maintenance Water Plant/System Maint	290,500.00	287,500.00	3,000.00	1	271,750.79	223,342.63	321,638.14
6500.040	Systems Maintenance WWW Paving	70,000.00	70,000.00	.00		42,626.50	97,486.73	70,935.39
6500.070	Systems Maintenance Contractor Water Install/Repair	100,000.00	100,000.00	.00		27,092.00	7,200.00	.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	22,000.00	20,000.00	2,000.00	10	10,934.72	19,042.33	25,176.43
6540.030	Vehicle Operating Expenses Vehicle Maintenance	8,000.00	8,000.00	.00		9,974.73	7,546.65	6,473.43
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	4,410.00	6,405.00	(1,995.00)	(31)	.00	7,074.31	9,497.52



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8002 - Water								
<i>Maintenance & Services</i>								
6550.020	Building Site Expenses Buildings & Grounds Maintenance	6,000.00	6,000.00	.00		5,063.65	1,970.05	1,726.66
6550.060	Building Site Expenses Electricity	75,000.00	75,000.00	.00		47,382.01	70,303.98	69,395.64
6550.270	Building Site Expenses Telephone	4,000.00	3,500.00	500.00	14	2,349.78	3,641.38	3,399.30
6700.500	Other Maint. & Svcs Water & Wastewater Construction	97,128.00	111,033.00	(13,905.00)	(13)	.00	185,429.87	93,824.71
<i>Maintenance & Services Totals</i>		\$677,038.00	\$687,438.00	(\$10,400.00)	(2%)	\$417,174.18	\$623,037.93	\$602,067.22
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	3,987.00	3,562.00	425.00	12	539.95	2,221.41	5,596.14
7170.010	Benefits & Insurance Allowance for COLA	33,534.00	.00	33,534.00		.00	.00	.00
<i>Other Charges Totals</i>		\$37,521.00	\$3,562.00	\$33,959.00	953%	\$539.95	\$2,221.41	\$5,596.14
<i>Capital Equipment</i>								
9010.010	Capital Equipment New Vehicles	44,000.00	3,300.00	40,700.00	1,233	375.00	.00	.00
9010.090	Capital Equipment Other WWW Equipment	115,000.00	25,000.00	90,000.00	360	22,699.00	.00	.00
<i>Capital Equipment Totals</i>		\$159,000.00	\$28,300.00	\$130,700.00	462%	\$23,074.00	\$0.00	\$0.00
Department 8002 - Water Totals		\$1,992,225.00	\$1,814,886.00	\$177,339.00	10%	\$1,088,111.35	\$1,833,244.68	\$1,730,424.34
Department 8003 - Treatment Plant								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	775,485.00	739,820.00	35,665.00	5	490,251.74	642,205.47	661,245.84
6000.200	Personnel Services Salaries-Support Group	37,012.00	36,083.00	929.00	3	7,840.19	24,749.90	31,179.14
6000.300	Personnel Services Salaries-Construction	13,476.00	5,297.00	8,179.00	154	35,837.07	12,328.67	1,233.68
6000.400	Personnel Services Overtime Pay	12,000.00	12,000.00	.00		9,139.04	9,564.69	7,522.32
6010.100	Benefits Fica & Fringe Benefits	478,293.00	466,238.00	12,055.00	3	205,367.26	381,460.88	399,227.99
6010.900	Benefits OPEB contribution	61,949.00	51,964.00	9,985.00	19	.00	46,354.74	45,984.99
<i>Personnel Services Totals</i>		\$1,378,215.00	\$1,311,402.00	\$66,813.00	5%	\$748,435.30	\$1,116,664.35	\$1,146,393.96
<i>Supplies & Materials</i>								
6110.060	Supplies & Equipment Chemicals	195,000.00	195,000.00	.00		163,790.04	227,627.68	191,985.35
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	1,165.37	.00
6110.340	Supplies & Equipment Safety Program Equipment	7,980.00	7,880.00	100.00	1	3,237.51	3,445.93	4,958.96
6110.390	Supplies & Equipment Small Equipment	.00	4,500.00	(4,500.00)	(100)	1,339.68	1,107.83	1,047.77
6110.420	Supplies & Equipment Tools & Supplies	3,000.00	3,000.00	.00		105.45	2,122.20	1,666.79
6130.045	Equipment Maintenance Other Equipment Maint/Repair	8,000.00	8,000.00	.00		6,581.32	8,759.06	7,616.35

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8003 - Treatment Plant								
Supplies & Materials								
6200.010	Other Supplies & Materials Lab Testing	26,000.00	13,000.00	13,000.00	100	17,845.00	24,214.65	13,454.80
6200.030	Other Supplies & Materials Testing Supplies	13,000.00	26,000.00	(13,000.00)	(50)	6,341.55	10,158.52	7,721.83
	<i>Supplies & Materials Totals</i>	<u>\$252,980.00</u>	<u>\$257,380.00</u>	<u>(\$4,400.00)</u>	<u>(2%)</u>	<u>\$199,240.55</u>	<u>\$278,601.24</u>	<u>\$228,451.85</u>
<i>Maintenance & Services</i>								
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	126,900.00	166,000.00	(39,100.00)	(24)	53,071.58	145,187.84	84,963.22
6530.100	Consulting Services Professional Fees	25,000.00	.00	25,000.00		.00	.00	.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	20,000.00	20,000.00	.00		11,844.94	14,534.15	12,678.86
6540.030	Vehicle Operating Expenses Vehicle Maintenance	10,000.00	8,000.00	2,000.00	25	5,967.11	10,382.82	17,322.41
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	5,040.00	7,320.00	(2,280.00)	(31)	.00	4,620.94	6,097.47
6550.020	Building Site Expenses Buildings & Grounds Maintenance	19,000.00	12,000.00	7,000.00	58	21,944.29	10,206.48	8,572.50
6550.060	Building Site Expenses Electricity	250,000.00	250,000.00	.00		149,046.42	237,637.29	227,809.51
6550.270	Building Site Expenses Telephone	2,000.00	3,000.00	(1,000.00)	(33)	1,188.35	1,795.52	1,726.05
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	3,000.00	3,000.00	.00		2,613.30	1,932.85	3,019.30
6700.500	Other Maint. & Svcs Water & Wastewater Construction	6,578.00	3,099.00	3,479.00	112	.00	8,291.74	461.91
6700.650	Other Maint. & Svcs Tipping Fees	75,000.00	65,000.00	10,000.00	15	67,014.45	66,795.60	73,311.00
	<i>Maintenance & Services Totals</i>	<u>\$542,518.00</u>	<u>\$537,419.00</u>	<u>\$5,099.00</u>	<u>1%</u>	<u>\$312,690.44</u>	<u>\$501,385.23</u>	<u>\$435,962.23</u>
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	7,228.00	8,334.00	(1,106.00)	(13)	2,373.76	3,320.42	8,314.16
7170.010	Benefits & Insurance Allowance for COLA	47,949.00	.00	47,949.00		.00	.00	.00
	<i>Other Charges Totals</i>	<u>\$55,177.00</u>	<u>\$8,334.00</u>	<u>\$46,843.00</u>	<u>562%</u>	<u>\$2,373.76</u>	<u>\$3,320.42</u>	<u>\$8,314.16</u>
<i>Capital Equipment</i>								
9010.010	Capital Equipment New Vehicles	.00	3,300.00	(3,300.00)	(100)	.00	.00	.00
9010.090	Capital Equipment Other WWW Equipment	60,000.00	35,000.00	25,000.00	71	10,599.00	.00	.00
	<i>Capital Equipment Totals</i>	<u>\$60,000.00</u>	<u>\$38,300.00</u>	<u>\$21,700.00</u>	<u>57%</u>	<u>\$10,599.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 8003 - Treatment Plant Totals	<u>\$2,288,890.00</u>	<u>\$2,152,835.00</u>	<u>\$136,055.00</u>	<u>6%</u>	<u>\$1,273,339.05</u>	<u>\$1,899,971.24</u>	<u>\$1,819,122.20</u>
Department 8004 - Collection Systems								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	448,582.00	442,531.00	6,051.00	1	314,550.83	482,136.38	443,331.34
6000.200	Personnel Services Salaries-Support Group	77,725.00	75,774.00	1,951.00	3	18,840.73	28,199.77	43,004.88
6000.300	Personnel Services Salaries-Construction	176,209.00	183,486.00	(7,277.00)	(4)	77,988.40	144,046.56	170,344.94

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
Department 8004 - Collection Systems								
Personnel Services								
6000.400	Personnel Services Overtime Pay	25,000.00	25,000.00	.00		15,690.56	29,286.49	30,849.64
6010.100	Benefits Fica & Fringe Benefits	358,641.00	356,840.00	1,801.00	1	137,971.93	304,373.14	310,040.32
6010.900	Benefits OPEB contribution	51,939.00	51,423.00	516.00	1	.00	43,943.58	43,198.98
<i>Personnel Services Totals</i>		\$1,138,096.00	\$1,135,054.00	\$3,042.00	0%	\$565,042.45	\$1,031,985.92	\$1,040,770.10
<i>Supplies & Materials</i>								
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	53.95	.00
6110.340	Supplies & Equipment Safety Program Equipment	7,008.00	6,798.00	210.00	3	3,323.39	3,463.02	2,512.41
6110.390	Supplies & Equipment Small Equipment	.00	2,000.00	(2,000.00)	(100)	.00	2,145.99	334.57
6110.420	Supplies & Equipment Tools & Supplies	3,000.00	3,000.00	.00		2,318.81	3,334.69	2,007.27
6130.045	Equipment Maintenance Other Equipment Maint/Repair	.00	3,000.00	(3,000.00)	(100)	349.33	2,038.32	1,808.84
<i>Supplies & Materials Totals</i>		\$10,008.00	\$14,798.00	(\$4,790.00)	(32%)	\$5,991.53	\$11,035.97	\$6,663.09
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	270,000.00	290,000.00	(20,000.00)	(7)	168,111.98	296,861.78	288,264.41
6500.040	Systems Maintenance WWW Paving	15,000.00	20,000.00	(5,000.00)	(25)	3,346.00	2,688.85	13,892.37
6500.075	Systems Maintenance Contractor Sewer Install/Repair	50,000.00	50,000.00	.00		38,482.50	38,424.29	.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	25,000.00	25,000.00	.00		13,881.07	19,943.16	19,140.17
6540.030	Vehicle Operating Expenses Vehicle Maintenance	10,000.00	10,000.00	.00		4,881.74	9,823.29	7,734.44
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	10,584.00	15,372.00	(4,788.00)	(31)	.00	6,105.84	13,918.81
6550.020	Building Site Expenses Buildings & Grounds Maintenance	4,000.00	4,000.00	.00		721.88	4,999.19	2,664.01
6550.060	Building Site Expenses Electricity	350,000.00	350,000.00	.00		212,098.45	340,317.34	337,837.94
6550.270	Building Site Expenses Telephone	15,000.00	15,000.00	.00		7,872.28	13,600.49	14,857.78
6700.500	Other Maint. & Svcs Water & Wastewater Construction	81,123.00	101,479.00	(20,356.00)	(20)	.00	96,879.59	63,779.41
<i>Maintenance & Services Totals</i>		\$830,707.00	\$880,851.00	(\$50,144.00)	(6%)	\$449,395.90	\$829,643.82	\$762,089.34
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	6,789.00	6,801.00	(12.00)		1,462.65	2,454.64	3,460.01
7170.010	Benefits & Insurance Allowance for COLA	41,426.00	.00	41,426.00		.00	.00	.00
<i>Other Charges Totals</i>		\$48,215.00	\$6,801.00	\$41,414.00	609%	\$1,462.65	\$2,454.64	\$3,460.01
<i>Capital Equipment</i>								
9010.010	Capital Equipment New Vehicles	22,000.00	25,300.00	(3,300.00)	(13)	500.00	.00	.00

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 555 - Ocean Pines								
	EXPENSE							
	Department 8004 - Collection Systems							
	Capital Equipment							
9010.090	Capital Equipment Other WWW Equipment	300,000.00	270,000.00	30,000.00	11	180,759.91	.00	.00
	Capital Equipment Totals	\$322,000.00	\$295,300.00	\$26,700.00	9%	\$181,259.91	\$0.00	\$0.00
	Department 8004 - Collection Systems Totals	\$2,349,026.00	\$2,332,804.00	\$16,222.00	1%	\$1,203,152.44	\$1,875,120.35	\$1,812,982.54
	Department 8006 - Veh-Equip							
	Personnel Services							
6000.100	Personnel Services Salaries	.00	.00	.00		31,971.15	.00	.00
6000.200	Personnel Services Salaries-Support Group	.00	.00	.00		78.62	.00	.00
6010.100	Benefits Fica & Fringe Benefits	.00	.00	.00		6,496.82	.00	.00
	Personnel Services Totals	\$0.00	\$0.00	\$0.00	+++	\$38,546.59	\$0.00	\$0.00
	Department 8006 - Veh-Equip Totals	\$0.00	\$0.00	\$0.00	+++	\$38,546.59	\$0.00	\$0.00
	EXPENSE TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$4,250,854.99	\$7,937,582.20	\$7,726,151.76
	Fund 555 - Ocean Pines Totals							
	REVENUE TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$6,078,773.63	\$7,839,141.74	\$7,167,258.35
	EXPENSE TOTALS	\$7,573,263.00	\$7,222,267.00	\$350,996.00	5%	\$4,250,854.99	\$7,937,582.20	\$7,726,151.76
	Fund 555 - Ocean Pines Totals	\$0.00	\$0.00	\$0.00	+++	\$1,827,918.64	(\$98,440.46)	(\$558,893.41)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 520 - Assateague Point								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	47,215.00	47,215.00	.00		35,437.50	44,625.00	42,000.00
5005.100	Commercial Water Service	850.00	850.00	.00		675.00	850.00	800.00
5010.100	Domestic Sewer Service	187,465.00	187,465.00	.00		140,735.00	177,785.00	161,317.50
5015.100	Commercial Sewer Service	17,010.00	16,000.00	1,010.00	6	12,757.50	16,065.00	15,120.00
5040	Hook-Ups	.00	.00	.00		2,675.00	6,800.00	4,025.00
5856	Grinder Pump Surcharge	6,700.00	4,080.00	2,620.00	64	3,045.00	2,690.00	.00
<i>Charges for Services Totals</i>		\$259,240.00	\$255,610.00	\$3,630.00	1%	\$195,325.00	\$248,815.00	\$223,262.50
<i>Interest & Penalties</i>								
4710	Penalty/Fees	3,750.00	4,000.00	(250.00)	(6)	2,178.10	3,653.12	3,636.57
<i>Interest & Penalties Totals</i>		\$3,750.00	\$4,000.00	(\$250.00)	(6%)	\$2,178.10	\$3,653.12	\$3,636.57
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		880.07	2,110.44	8,096.88
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$880.07	\$2,110.44	\$8,096.88
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	15,567.00	2,328.00	13,239.00	569	.00	.00	.00
<i>Transfers In Totals</i>		\$15,567.00	\$2,328.00	\$13,239.00	569%	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$278,557.00	\$261,938.00	\$16,619.00	6%	\$198,383.17	\$254,578.56	\$234,995.95
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		183.00	2,159.76	2,335.36
6000.200	Personnel Services Salaries-Support Group	50,891.00	49,614.00	1,277.00	3	33,466.05	55,180.05	43,661.51
6000.300	Personnel Services Salaries-Construction	6,738.00	6,622.00	116.00	2	6,164.71	7,030.55	5,126.83
6000.400	Personnel Services Overtime Pay	3,000.00	3,000.00	.00		2,536.15	6,640.39	1,526.34
6010.100	Benefits Fica & Fringe Benefits	33,867.00	32,108.00	1,759.00	5	16,157.36	37,499.49	28,591.68
6010.900	Benefits OPEB contribution	4,547.00	4,130.00	417.00	10	.00	4,088.68	3,490.47
<i>Personnel Services Totals</i>		\$102,043.00	\$98,474.00	\$3,569.00	4%	\$58,507.27	\$112,598.92	\$84,732.19
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	7,600.00	6,680.00	920.00	14	1,203.18	5,552.63	6,243.66
6110.060	Supplies & Equipment Chemicals	13,000.00	13,000.00	.00		2,257.20	9,208.54	12,321.99
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	105.83	.00
6110.340	Supplies & Equipment Safety Program Equipment	660.00	523.00	137.00	26	72.50	496.05	266.17
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		255.96	1,476.00	97.38
6110.420	Supplies & Equipment Tools & Supplies	400.00	400.00	.00		107.48	353.08	137.91

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 520 - Assateague Point								
EXPENSE								
<i>Supplies & Materials</i>								
6150.050	Uniforms & Personal Equipment Uniforms	347.00	347.00	.00		.00	394.16	379.19
6200.010	Other Supplies & Materials Lab Testing	5,000.00	4,500.00	500.00	11	3,220.00	4,780.00	3,900.48
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	.00		242.07	1,065.37	484.65
	<i>Supplies & Materials Totals</i>	\$28,007.00	\$26,450.00	\$1,557.00	6%	\$7,358.39	\$23,431.66	\$23,831.43
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	10,000.00	10,000.00	.00		19,666.43	7,845.55	7,828.82
6500.012	Systems Maintenance Grinder Pump	40,000.00	30,000.00	10,000.00	33	40,286.86	24,721.00	37,943.58
6500.020	Systems Maintenance Water Plant/System Maint	4,000.00	4,000.00	.00		2,955.52	11,171.99	3,850.18
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	15,000.00	15,000.00	.00		2,903.51	13,329.53	3,194.92
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	.00		712.00	641.35	1,421.96
6500.070	Systems Maintenance Contractor Water Install/Repair	.00	.00	.00		1,700.00	.00	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	.00	.00	.00		2,005.00	5,090.00	.00
6530.100	Consulting Services Professional Fees	980.00	980.00	.00		.00	3,394.52	920.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	6,930.00	10,065.00	(3,135.00)	(31)	.00	5,408.42	5,512.27
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	750.00	250.00	33	437.78	919.98	848.97
6550.060	Building Site Expenses Electricity	25,000.00	25,000.00	.00		14,937.93	23,996.17	24,717.63
6550.270	Building Site Expenses Telephone	240.00	.00	240.00		.00	.00	.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	3,289.00	3,873.00	(584.00)	(15)	.00	5,912.99	1,919.55
	<i>Maintenance & Services Totals</i>	\$108,439.00	\$101,668.00	\$6,771.00	7%	\$85,605.03	\$102,431.50	\$88,157.88
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	451.00	459.00	(8.00)	(2)	.00	519.05	162.97
7170.010	Benefits & Insurance Allowance for COLA	3,460.00	.00	3,460.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	5,500.00	5,500.00	.00		4,906.62	4,411.26	4,562.96
	<i>Other Charges Totals</i>	\$9,411.00	\$5,959.00	\$3,452.00	58%	\$4,906.62	\$4,930.31	\$4,725.93
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	7,787.00	7,205.00	582.00	8	5,458.13	7,171.93	8,539.04
8010.040	Interfund Treasurer's Support - Fringe	3,535.00	3,266.00	269.00	8	2,473.64	3,223.06	3,834.04
8010.050	Interfund Public Works & Admin - Benefits	6,037.00	5,899.00	138.00	2	4,230.06	5,495.37	5,328.98
8010.060	Interfund Public Works & Admin - Salaries	13,298.00	13,017.00	281.00	2	9,333.75	12,228.22	11,868.54
	<i>Interfund Charges Totals</i>	\$30,657.00	\$29,387.00	\$1,270.00	4%	\$21,495.58	\$28,118.58	\$29,570.60



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 520 - Assateague Point								
	EXPENSE							
	<i>Capital Equipment</i>							
9100.010	Depreciation Expense	.00	.00	.00		.00	79,004.46	84,230.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$79,004.46	\$84,230.00
	EXPENSE TOTALS	\$278,557.00	\$261,938.00	\$16,619.00	6%	\$177,872.89	\$350,515.43	\$315,248.03
Fund 520 - Assateague Point	Totals							
	REVENUE TOTALS	\$278,557.00	\$261,938.00	\$16,619.00	6%	\$198,383.17	\$254,578.56	\$234,995.95
	EXPENSE TOTALS	\$278,557.00	\$261,938.00	\$16,619.00	6%	\$177,872.89	\$350,515.43	\$315,248.03
Fund 520 - Assateague Point	Totals	\$0.00	\$0.00	\$0.00	+++	\$20,510.28	(\$95,936.87)	(\$80,252.08)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 525 - Briddletown								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	11,700.00	11,180.00	520.00	5	8,775.00	10,475.00	10,231.00
5005.100	Commercial Water Service	630.00	589.00	41.00	7	441.75	550.00	500.00
5005.200	Commercial Water Usage	1,000.00	1,000.00	.00		828.85	938.30	481.19
5040	Hook-Ups	.00	.00	.00		.00	1,718.00	.00
<i>Charges for Services Totals</i>		\$13,330.00	\$12,769.00	\$561.00	4%	\$10,045.60	\$13,681.30	\$11,212.19
<i>Interest & Penalties</i>								
4710	Penalty/Fees	550.00	550.00	.00		459.26	471.87	497.57
<i>Interest & Penalties Totals</i>		\$550.00	\$550.00	\$0.00	0%	\$459.26	\$471.87	\$497.57
<i>Operating Grant</i>								
5815	Operating Grant	30,000.00	28,000.00	2,000.00	7	28,000.00	26,000.00	26,000.00
<i>Operating Grant Totals</i>		\$30,000.00	\$28,000.00	\$2,000.00	7%	\$28,000.00	\$26,000.00	\$26,000.00
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		67.27	153.82	123.12
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$67.27	\$153.82	\$123.12
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(56.00)	1,332.00	(1,388.00)	(104)	.00	.00	.00
<i>Transfers In Totals</i>		(\$56.00)	\$1,332.00	(\$1,388.00)	(104%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$43,824.00	\$42,651.00	\$1,173.00	3%	\$38,572.13	\$40,306.99	\$37,832.88
EXPENSE								
<i>Personnel Services</i>								
6000.200	Personnel Services Salaries-Support Group	3,701.00	3,608.00	93.00	3	1,887.40	5,113.97	3,235.90
6000.300	Personnel Services Salaries-Construction	898.00	1,324.00	(426.00)	(32)	34.51	824.55	1,970.15
6000.400	Personnel Services Overtime Pay	.00	.00	.00		.00	28.19	245.03
6010.100	Benefits Fica & Fringe Benefits	2,580.00	2,663.00	(83.00)	(3)	994.79	3,520.18	3,176.10
6010.900	Benefits OPEB contribution	345.00	371.00	(26.00)	(7)	.00	384.43	363.80
<i>Personnel Services Totals</i>		\$7,524.00	\$7,966.00	(\$442.00)	(6%)	\$2,916.70	\$9,871.32	\$8,990.98
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	515.00	401.00	114.00	28	71.44	417.05	427.43
6110.090	Supplies & Equipment Computers & Printers	.00	12.00	(12.00)	(100)	.00	9.83	.00
6110.340	Supplies & Equipment Safety Program Equipment	48.00	38.00	10.00	26	.00	40.46	19.63
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	41.66	7.18
6150.050	Uniforms & Personal Equipment Uniforms	25.00	25.00	.00		.00	36.63	27.97
6200.010	Other Supplies & Materials Lab Testing	500.00	500.00	.00		200.00	250.00	422.60
<i>Supplies & Materials Totals</i>		\$1,088.00	\$976.00	\$112.00	11%	\$271.44	\$795.63	\$904.81



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 525 - Briddletown								
EXPENSE								
<i>Maintenance & Services</i>								
6500.020	Systems Maintenance Water Plant/System Maint	2,000.00	2,000.00	.00		6.64	1,821.24	2,544.05
6530.100	Consulting Services Professional Fees	74.00	74.00	.00		.00	69.00	69.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	504.00	732.00	(228.00)	(31)	.00	475.51	383.58
6550.020	Building Site Expenses Buildings & Grounds Maintenance	150.00	150.00	.00		148.27	.00	.00
6550.060	Building Site Expenses Electricity	.00	800.00	(800.00)	(100)	51.45	228.30	226.92
6550.270	Building Site Expenses Telephone	18.00	.00	18.00		.00	.00	.00
6700.200	Other Maint. & Svcs Payment to Water Utility	30,000.00	27,500.00	2,500.00	9	16,921.64	28,149.48	25,481.76
6700.500	Other Maint. & Svcs Water & Wastewater Construction	439.00	775.00	(336.00)	(43)	.00	554.56	737.65
<i>Maintenance & Services Totals</i>		\$33,185.00	\$32,031.00	\$1,154.00	4%	\$17,128.00	\$31,298.09	\$29,442.96
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	33.00	33.00	.00		.00	48.23	12.02
7170.010	Benefits & Insurance Allowance for COLA	278.00	.00	278.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	300.00	300.00	.00		177.36	159.61	173.66
<i>Other Charges Totals</i>		\$611.00	\$333.00	\$278.00	83%	\$177.36	\$207.84	\$185.68
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	519.00	480.00	39.00	8	363.88	478.14	569.26
8010.040	Interfund Treasurer's Support - Fringe	236.00	218.00	18.00	8	164.92	214.88	255.62
8010.050	Interfund Public Works & Admin - Benefits	206.00	202.00	4.00	2	144.62	187.88	173.30
8010.060	Interfund Public Works & Admin - Salaries	455.00	445.00	10.00	2	319.10	418.05	385.98
<i>Interfund Charges Totals</i>		\$1,416.00	\$1,345.00	\$71.00	5%	\$992.52	\$1,298.95	\$1,384.16
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	11,296.10	11,317.00
<i>Capital Equipment Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$11,296.10	\$11,317.00
EXPENSE TOTALS		\$43,824.00	\$42,651.00	\$1,173.00	3%	\$21,486.02	\$54,767.93	\$52,225.59
Fund 525 - Briddletown Totals								
REVENUE TOTALS		\$43,824.00	\$42,651.00	\$1,173.00	3%	\$38,572.13	\$40,306.99	\$37,832.88
EXPENSE TOTALS		\$43,824.00	\$42,651.00	\$1,173.00	3%	\$21,486.02	\$54,767.93	\$52,225.59
Fund 525 - Briddletown Totals		\$0.00	\$0.00	\$0.00	+++	\$17,086.11	(\$14,460.94)	(\$14,392.71)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 530	Edgewater Acres							
	REVENUE							
	<i>Charges for Services</i>							
5000.100	Domestic Water Service	55,640.00	49,600.00	6,040.00	12	38,730.00	49,580.00	44,865.00
5000.200	Domestic Water Usage	44,000.00	40,000.00	4,000.00	10	32,655.70	42,260.29	38,014.55
5010.100	Domestic Sewer Service	141,052.00	137,600.00	3,452.00	3	99,789.00	133,332.00	128,697.00
5020	Additional Assessments	.00	900.00	(900.00)	(100)	675.00	900.00	900.00
	<i>Charges for Services Totals</i>	\$240,692.00	\$228,100.00	\$12,592.00	6%	\$171,849.70	\$226,072.29	\$212,476.55
	<i>Interest & Penalties</i>							
4710	Penalty/Fees	2,000.00	2,000.00	.00		1,534.38	2,189.18	2,003.75
	<i>Interest & Penalties Totals</i>	\$2,000.00	\$2,000.00	\$0.00	0%	\$1,534.38	\$2,189.18	\$2,003.75
	<i>Transfers In</i>							
5975.100	Transfers From (To) Reserve	6,468.00	(2,217.00)	8,685.00	(392)	.00	.00	.00
	<i>Transfers In Totals</i>	\$6,468.00	(\$2,217.00)	\$8,685.00	(392%)	\$0.00	\$0.00	\$0.00
	<i>Debt Service Revenue</i>							
5980	Front Foot/EDU Revenue	875.00	875.00	.00		648.18	869.24	874.24
	<i>Debt Service Revenue Totals</i>	\$875.00	\$875.00	\$0.00	0%	\$648.18	\$869.24	\$874.24
	REVENUE TOTALS	\$250,035.00	\$228,758.00	\$21,277.00	9%	\$174,032.26	\$229,130.71	\$215,354.54
	EXPENSE							
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	500.00	500.00	.00		.00	512.61	533.11
6000.200	Personnel Services Salaries-Support Group	24,058.00	23,454.00	604.00	3	18,236.51	23,449.42	19,125.48
6000.300	Personnel Services Salaries-Construction	1,348.00	1,766.00	(418.00)	(24)	546.35	2,092.66	1,536.70
6000.400	Personnel Services Overtime Pay	2,500.00	2,500.00	.00		989.50	.00	1,179.18
6010.100	Benefits Fica & Fringe Benefits	14,322.00	13,889.00	433.00	3	6,503.13	14,093.78	11,893.60
6010.900	Benefits OPEB contribution	1,943.00	1,838.00	105.00	6	.00	1,651.25	1,482.10
	<i>Personnel Services Totals</i>	\$44,671.00	\$43,947.00	\$724.00	2%	\$26,275.49	\$41,799.72	\$35,750.17
	<i>Supplies & Materials</i>							
6100.010	Administrative Expense Administrative Expenses	2,075.00	1,505.00	570.00	38	93.38	1,731.95	1,655.00
6110.090	Supplies & Equipment Computers & Printers	.00	43.00	(43.00)	(100)	.00	45.05	.00
6110.340	Supplies & Equipment Safety Program Equipment	312.00	247.00	65.00	26	448.33	185.37	116.63
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	190.86	42.67
6150.050	Uniforms & Personal Equipment Uniforms	164.00	164.00	.00		.00	167.80	166.16
6200.010	Other Supplies & Materials Lab Testing	1,500.00	2,200.00	(700.00)	(32)	200.00	275.00	418.00
6200.030	Other Supplies & Materials Testing Supplies	250.00	.00	250.00		.00	227.87	209.91
	<i>Supplies & Materials Totals</i>	\$4,301.00	\$4,159.00	\$142.00	3%	\$741.71	\$2,823.90	\$2,608.37

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 530 - Edgewater Acres								
EXPENSE								
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	4,000.00	4,000.00	.00		1,129.40	3,566.57	2,106.56
6500.020	Systems Maintenance Water Plant/System Maint	6,500.00	6,500.00	.00		2,480.56	897.40	1,040.39
6500.040	Systems Maintenance WWW Paving	.00	.00	.00		900.00	.00	.00
6530.100	Consulting Services Professional Fees	368.00	368.00	.00		.00	345.00	345.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	3,276.00	4,758.00	(1,482.00)	(31)	.00	2,324.08	2,434.74
6550.020	Building Site Expenses Buildings & Grounds Maintenance	300.00	300.00	.00		57.60	38.53	39.58
6550.060	Building Site Expenses Electricity	6,500.00	6,500.00	.00		3,043.50	5,717.12	6,869.38
6550.270	Building Site Expenses Telephone	715.00	625.00	90.00	14	431.29	633.26	603.48
6700.100	Other Maint. & Svcs Payment to Sewer Utility	76,000.00	76,000.00	.00		56,590.56	75,302.65	73,764.69
6700.200	Other Maint. & Svcs Payment to Water Utility	67,000.00	67,000.00	.00		41,196.87	48,847.11	75,716.91
6700.500	Other Maint. & Svcs Water & Wastewater Construction	658.00	1,033.00	(375.00)	(36)	.00	1,407.43	575.36
<i>Maintenance & Services Totals</i>		\$165,317.00	\$167,084.00	(\$1,767.00)	(1%)	\$105,829.78	\$139,079.15	\$163,496.09
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	213.00	217.00	(4.00)	(2)	.00	220.96	71.41
7170.010	Benefits & Insurance Allowance for COLA	1,491.00	.00	1,491.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,100.00	1,900.00	200.00	11	1,912.73	1,719.25	1,735.20
<i>Other Charges Totals</i>		\$3,804.00	\$2,117.00	\$1,687.00	80%	\$1,912.73	\$1,940.21	\$1,806.61
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	2,985.00	2,762.00	223.00	8	2,092.28	2,749.21	3,273.30
8010.040	Interfund Treasurer's Support - Fringe	1,355.00	1,252.00	103.00	8	948.20	1,235.53	1,469.70
8010.050	Interfund Public Works & Admin - Benefits	2,374.00	2,319.00	55.00	2	1,663.10	2,160.55	1,992.94
8010.060	Interfund Public Works & Admin - Salaries	5,228.00	5,118.00	110.00	2	3,669.69	4,807.67	4,438.62
<i>Interfund Charges Totals</i>		\$11,942.00	\$11,451.00	\$491.00	4%	\$8,373.27	\$10,952.96	\$11,174.56
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	20,000.00	.00	20,000.00		.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	4,370.24	4,370.00
<i>Capital Equipment Totals</i>		\$20,000.00	\$0.00	\$20,000.00	+++	\$0.00	\$4,370.24	\$4,370.00
EXPENSE TOTALS		\$250,035.00	\$228,758.00	\$21,277.00	9%	\$143,132.98	\$200,966.18	\$219,205.80
Fund 530 - Edgewater Acres Totals								
REVENUE TOTALS		\$250,035.00	\$228,758.00	\$21,277.00	9%	\$174,032.26	\$229,130.71	\$215,354.54
EXPENSE TOTALS		\$250,035.00	\$228,758.00	\$21,277.00	9%	\$143,132.98	\$200,966.18	\$219,205.80

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund	530 - Edgewater Acres Totals	\$0.00	\$0.00	\$0.00	+++	\$30,899.28	\$28,164.53	(\$3,851.26)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 535 - Landings								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	33,486.00	35,620.00	(2,134.00)	(6)	24,064.50	30,386.00	28,442.50
5000.200	Domestic Water Usage	5,500.00	5,500.00	.00		3,724.03	4,212.50	4,165.78
5010.100	Domestic Sewer Service	86,430.00	79,400.00	7,030.00	9	62,122.50	79,410.00	74,280.00
5010.200	Domestic Sewer Usage	11,000.00	10,500.00	500.00	5	9,101.96	10,223.63	9,650.98
5020	Additional Assessments	190,080.00	182,160.00	7,920.00	4	137,615.00	175,505.00	166,425.00
5040	Hook-Ups	.00	.00	.00		.00	.00	5,100.00
5825	Future Capital Development Reven	.00	.00	.00		.00	.00	1,200.00
<i>Charges for Services Totals</i>		\$326,496.00	\$313,180.00	\$13,316.00	4%	\$236,627.99	\$299,737.13	\$289,264.26
<i>Interest & Penalties</i>								
4710	Penalty/Fees	4,000.00	5,000.00	(1,000.00)	(20)	1,655.06	3,451.46	4,290.59
<i>Interest & Penalties Totals</i>		\$4,000.00	\$5,000.00	(\$1,000.00)	(20%)	\$1,655.06	\$3,451.46	\$4,290.59
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		.00	.00	18,291.00
5850	Other Revenue	.00	.00	.00		211.02	433.72	12,260.71
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$211.02	\$433.72	\$30,551.71
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	8,456.00	122,555.00	(114,099.00)	(93)	.00	.00	.00
<i>Transfers In Totals</i>		\$8,456.00	\$122,555.00	(\$114,099.00)	(93%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$238,494.07	\$303,622.31	\$324,106.56
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	4,000.00	4,000.00	.00		482.60	3,724.69	4,059.75
6000.200	Personnel Services Salaries-Support Group	55,518.00	108,249.00	(52,731.00)	(49)	51,883.22	88,561.17	98,632.49
6000.300	Personnel Services Salaries-Construction	2,246.00	2,649.00	(403.00)	(15)	2,101.08	3,743.65	1,823.32
6000.400	Personnel Services Overtime Pay	2,500.00	2,500.00	.00		1,966.82	3,073.59	3,560.07
6010.100	Benefits Fica & Fringe Benefits	34,294.00	61,245.00	(26,951.00)	(44)	23,745.93	55,626.31	54,093.19
6010.900	Benefits OPEB contribution	4,632.00	8,222.00	(3,590.00)	(44)	.00	6,115.97	7,241.05
<i>Personnel Services Totals</i>		\$103,190.00	\$186,865.00	(\$83,675.00)	(45%)	\$80,179.65	\$160,845.38	\$169,409.87
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,655.00	1,237.00	418.00	34	56.46	1,281.86	1,320.46
6110.060	Supplies & Equipment Chemicals	20,000.00	50,000.00	(30,000.00)	(60)	9,406.06	35,339.62	49,264.95
6110.090	Supplies & Equipment Computers & Printers	.00	204.00	(204.00)	(100)	.00	356.63	.00
6110.340	Supplies & Equipment Safety Program Equipment	720.00	1,140.00	(420.00)	(37)	72.50	839.85	1,301.85



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 535 - Landings								
EXPENSE								
<i>Supplies & Materials</i>								
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	721.42	220.22
6110.420	Supplies & Equipment Tools & Supplies	300.00	300.00	.00		89.65	188.94	140.48
6150.050	Uniforms & Personal Equipment Uniforms	378.00	756.00	(378.00)	(50)	.00	634.25	857.53
6200.010	Other Supplies & Materials Lab Testing	3,000.00	6,000.00	(3,000.00)	(50)	3,567.00	5,940.97	5,670.40
6200.030	Other Supplies & Materials Testing Supplies	2,000.00	3,000.00	(1,000.00)	(33)	1,163.60	2,094.07	1,652.27
	<i>Supplies & Materials Totals</i>	\$28,053.00	\$62,637.00	(\$34,584.00)	(55%)	\$14,355.27	\$47,397.61	\$60,428.16
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	2,000.00	2,000.00	.00		3,863.11	12,459.46	1,775.57
6500.020	Systems Maintenance Water Plant/System Maint	10,000.00	10,000.00	.00		17,658.37	6,344.27	15,329.33
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	10,000.00	78,000.00	(68,000.00)	(87)	29,216.33	32,297.89	23,633.46
6500.040	Systems Maintenance WWW Paving	500.00	500.00	.00		.00	.00	89.43
6530.100	Consulting Services Professional Fees	270.00	270.00	.00		.00	6,753.00	9,379.90
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	7,560.00	21,960.00	(14,400.00)	(66)	.00	8,671.11	12,384.50
6550.020	Building Site Expenses Buildings & Grounds Maintenance	3,000.00	3,000.00	.00		238.71	1,543.36	1,132.51
6550.060	Building Site Expenses Electricity	30,000.00	60,000.00	(30,000.00)	(50)	26,577.00	61,150.00	59,779.00
6550.270	Building Site Expenses Telephone	2,000.00	2,000.00	.00		1,165.31	1,531.86	1,235.24
6700.100	Other Maint. & Svcs Payment to Sewer Utility	125,000.00	.00	125,000.00		.00	.00	.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,096.00	1,549.00	(453.00)	(29)	.00	2,517.82	682.68
6700.650	Other Maint. & Svcs Tipping Fees	2,000.00	1,000.00	1,000.00	100	261.08	.00	1,958.40
	<i>Maintenance & Services Totals</i>	\$193,426.00	\$180,279.00	\$13,147.00	7%	\$78,979.91	\$133,268.77	\$127,380.02
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	492.00	1,002.00	(510.00)	(51)	.00	835.22	368.56
7170.010	Benefits & Insurance Allowance for COLA	3,506.00	.00	3,506.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	2,000.00	.00		1,414.80	1,272.62	1,742.42
	<i>Other Charges Totals</i>	\$5,998.00	\$3,002.00	\$2,996.00	100%	\$1,414.80	\$2,107.84	\$2,110.98
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	1,947.00	1,801.00	146.00	8	1,364.54	1,792.99	2,063.60
8010.040	Interfund Treasurer's Support - Fringe	884.00	816.00	68.00	8	618.41	805.77	926.56
8010.050	Interfund Public Works & Admin - Benefits	1,703.00	1,664.00	39.00	2	1,193.10	1,549.98	1,429.72
8010.060	Interfund Public Works & Admin - Salaries	3,751.00	3,671.00	80.00	2	2,632.60	3,448.97	3,184.22

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 535 - Landings								
	EXPENSE							
	Interfund Charges							
	Interfund Charges Totals	\$8,285.00	\$7,952.00	\$333.00	4%	\$5,808.65	\$7,597.71	\$7,604.10
	Capital Equipment							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	240,606.83	239,245.00
	Capital Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$240,606.83	\$239,245.00
	EXPENSE TOTALS	\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$180,738.28	\$591,824.14	\$606,178.13
Fund 535 - Landings Totals								
	REVENUE TOTALS	\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$238,494.07	\$303,622.31	\$324,106.56
	EXPENSE TOTALS	\$338,952.00	\$440,735.00	(\$101,783.00)	(23%)	\$180,738.28	\$591,824.14	\$606,178.13
Fund 535 - Landings Totals		\$0.00	\$0.00	\$0.00	+++	\$57,755.79	(\$288,201.83)	(\$282,071.57)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 540	Lighthouse Sound							
	REVENUE							
	<i>Charges for Services</i>							
5010.100	Domestic Sewer Service	89,440.00	89,440.00	.00		67,080.00	87,360.00	87,360.00
5020	Additional Assessments	10,400.00	10,400.00	.00		7,800.00	8,840.00	8,840.00
5825	Future Capital Development Reven	.00	.00	.00		600.00	.00	.00
	<i>Charges for Services Totals</i>	\$99,840.00	\$99,840.00	\$0.00	0%	\$75,480.00	\$96,200.00	\$96,200.00
	<i>Interest & Penalties</i>							
4710	Penalty/Fees	700.00	700.00	.00		999.40	612.99	637.03
	<i>Interest & Penalties Totals</i>	\$700.00	\$700.00	\$0.00	0%	\$999.40	\$612.99	\$637.03
	<i>Other Revenue</i>							
5850	Other Revenue	.00	.00	.00		158.23	381.90	310.39
	<i>Other Revenue Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$158.23	\$381.90	\$310.39
	<i>Transfers In</i>							
5975.100	Transfers From (To) Reserve	40,873.00	(4,149.00)	45,022.00	(1,085)	.00	.00	.00
	<i>Transfers In Totals</i>	\$40,873.00	(\$4,149.00)	\$45,022.00	(1085%)	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$141,413.00	\$96,391.00	\$45,022.00	47%	\$76,637.63	\$97,194.89	\$97,147.42
	EXPENSE							
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	2,000.00	2,000.00	.00		497.50	2,175.70	2,690.69
6000.200	Personnel Services Salaries-Support Group	24,983.00	24,356.00	627.00	3	23,557.95	27,405.26	18,698.71
6000.300	Personnel Services Salaries-Construction	2,695.00	2,649.00	46.00	2	881.80	2,207.90	1,682.10
6000.400	Personnel Services Overtime Pay	1,000.00	1,000.00	.00		503.25	905.51	955.26
6010.100	Benefits Fica & Fringe Benefits	16,472.00	15,662.00	810.00	5	8,911.23	18,075.57	12,809.43
6010.900	Benefits OPEB contribution	2,226.00	2,117.00	109.00	5	.00	2,028.79	1,459.48
	<i>Personnel Services Totals</i>	\$49,376.00	\$47,784.00	\$1,592.00	3%	\$34,351.73	\$52,798.73	\$38,295.67
	<i>Supplies & Materials</i>							
6100.010	Administrative Expense Administrative Expenses	830.00	602.00	228.00	38	168.24	800.91	740.56
6110.060	Supplies & Equipment Chemicals	6,000.00	6,000.00	.00		872.00	7,752.62	6,316.12
6110.090	Supplies & Equipment Computers & Printers	.00	54.00	(54.00)	(100)	.00	52.68	.00
6110.340	Supplies & Equipment Safety Program Equipment	324.00	257.00	67.00	26	948.51	273.74	113.90
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		214.99	223.18	41.67
6150.050	Uniforms & Personal Equipment Uniforms	170.00	170.00	.00		.00	196.21	162.26
6200.010	Other Supplies & Materials Lab Testing	5,000.00	5,000.00	.00		2,448.00	6,458.57	3,962.00
	<i>Supplies & Materials Totals</i>	\$12,324.00	\$12,083.00	\$241.00	2%	\$4,651.74	\$15,757.91	\$11,336.51
	<i>Maintenance & Services</i>							
6500.010	Systems Maintenance Collection System Maintenance	5,500.00	5,500.00	.00		230.92	5,272.36	772.11

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 540	Lighthouse Sound							
	EXPENSE							
	<i>Maintenance & Services</i>							
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	10,050.00	5,000.00	5,050.00	101	2,982.85	3,415.27	2,689.26
6530.100	Consulting Services Professional Fees	8,147.00	147.00	8,000.00	5,442	.00	138.00	138.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	3,402.00	4,941.00	(1,539.00)	(31)	.00	2,692.95	2,381.33
6550.020	Building Site Expenses Buildings & Grounds Maintenance	500.00	500.00	.00		562.09	.00	.00
6550.060	Building Site Expenses Electricity	13,500.00	13,500.00	.00		10,013.35	15,180.93	13,720.83
6550.270	Building Site Expenses Telephone	836.00	800.00	36.00	5	487.15	721.77	605.66
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,316.00	1,549.00	(233.00)	(15)	.00	1,484.94	629.80
	<i>Maintenance & Services Totals</i>	\$43,251.00	\$31,937.00	\$11,314.00	35%	\$14,276.36	\$28,906.22	\$20,936.99
	<i>Other Charges</i>							
7000.060	Travel, Training & Expense Educational Training	221.00	225.00	(4.00)	(2)	.00	258.38	69.74
7170.010	Benefits & Insurance Allowance for COLA	1,701.00	.00	1,701.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,000.00	1,000.00	.00		454.93	409.77	507.09
	<i>Other Charges Totals</i>	\$2,922.00	\$1,225.00	\$1,697.00	139%	\$454.93	\$668.15	\$576.83
	<i>Interfund Charges</i>							
8010.030	Interfund Treasurer's Support - Salary	1,298.00	1,201.00	97.00	8	909.72	1,195.37	1,352.04
8010.040	Interfund Treasurer's Support - Fringe	589.00	544.00	45.00	8	412.27	537.16	607.06
8010.050	Interfund Public Works & Admin - Benefits	516.00	504.00	12.00	2	361.54	469.68	433.24
8010.060	Interfund Public Works & Admin - Salaries	1,137.00	1,113.00	24.00	2	797.75	1,045.15	964.92
	<i>Interfund Charges Totals</i>	\$3,540.00	\$3,362.00	\$178.00	5%	\$2,481.28	\$3,247.36	\$3,357.26
	<i>Capital Equipment</i>							
9010.090	Capital Equipment Other WWW Equipment	30,000.00	.00	30,000.00		.00	.00	.00
	<i>Capital Equipment Totals</i>	\$30,000.00	\$0.00	\$30,000.00	+++	\$0.00	\$0.00	\$0.00
	EXPENSE TOTALS	\$141,413.00	\$96,391.00	\$45,022.00	47%	\$56,216.04	\$101,378.37	\$74,503.26
Fund 540	Lighthouse Sound Totals							
	REVENUE TOTALS	\$141,413.00	\$96,391.00	\$45,022.00	47%	\$76,637.63	\$97,194.89	\$97,147.42
	EXPENSE TOTALS	\$141,413.00	\$96,391.00	\$45,022.00	47%	\$56,216.04	\$101,378.37	\$74,503.26
Fund 540	Lighthouse Sound Totals	\$0.00	\$0.00	\$0.00	+++	\$20,421.59	(\$4,183.48)	\$22,644.16

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 545 - Mystic Harbour								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	293,250.00	277,000.00	16,250.00	6	212,243.18	270,670.00	258,066.00
5000.200	Domestic Water Usage	62,000.00	62,000.00	.00		52,357.40	55,538.76	58,056.30
5005.100	Commercial Water Service	64,200.00	52,430.00	11,770.00	22	43,891.50	49,509.50	43,955.50
5005.200	Commercial Water Usage	45,000.00	42,000.00	3,000.00	7	35,489.15	42,340.29	41,090.11
5010.100	Domestic Sewer Service	394,100.00	373,770.00	20,330.00	5	286,387.25	365,503.50	351,035.25
5010.200	Domestic Sewer Usage	63,000.00	61,000.00	2,000.00	3	58,537.82	57,945.47	56,848.28
5015.100	Commercial Sewer Service	50,290.00	36,380.00	13,910.00	38	34,386.75	30,957.00	25,432.50
5015.200	Commercial Sewer Usage	118,000.00	118,000.00	.00		76,161.75	56,129.71	47,024.88
5020.100	Additional Assessments Water Accessibility	50,000.00	65,000.00	(15,000.00)	(23)	42,637.50	65,737.50	69,100.00
5020.200	Additional Assessments Sewer Accessibility	79,500.00	79,500.00	.00		110,250.00	215,212.50	166,500.00
5040	Hook-Ups	40,000.00	40,000.00	.00		19,535.00	55,623.00	32,082.56
5510	Transfers From Other Funds	125,000.00	.00	125,000.00		.00	.00	.00
5825	Future Capital Development Reven	.00	.00	.00		125,500.00	242,000.00	87,600.00
<i>Charges for Services Totals</i>		\$1,384,340.00	\$1,207,080.00	\$177,260.00	15%	\$1,097,377.30	\$1,507,167.23	\$1,236,791.38
<i>Interest & Penalties</i>								
4700	Interest On Investments	.00	.00	.00		79.10	1,091.53	1,407.46
4710	Penalty/Fees	15,000.00	15,000.00	.00		12,738.12	21,561.50	14,793.38
<i>Interest & Penalties Totals</i>		\$15,000.00	\$15,000.00	\$0.00	0%	\$12,817.22	\$22,653.03	\$16,200.84
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		451,503.97	447,208.00	131,344.00
5850	Other Revenue	.00	.00	.00		6,483.78	1,204,584.05	512,847.32
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$457,987.75	\$1,651,792.05	\$644,191.32
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	185,894.00	191,418.00	(5,524.00)	(3)	.00	.00	.00
5975.200	Transfers From Other Funds	.00	.00	.00		.00	2,671,598.84	.00
<i>Transfers In Totals</i>		\$185,894.00	\$191,418.00	(\$5,524.00)	(3%)	\$0.00	\$2,671,598.84	\$0.00
REVENUE TOTALS		\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$1,568,182.27	\$5,853,211.15	\$1,897,183.54
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	10,000.00	10,000.00	.00		5,271.47	11,112.48	11,311.24
6000.200	Personnel Services Salaries-Support Group	296,095.00	258,897.00	37,198.00	14	152,079.29	237,877.23	216,278.64
6000.300	Personnel Services Salaries-Construction	15,230.00	19,450.00	(4,220.00)	(22)	9,141.24	16,039.21	17,147.69
6000.400	Personnel Services Overtime Pay	15,000.00	10,000.00	5,000.00	50	9,683.48	14,856.50	11,302.42

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 545 - Mystic Harbour								
EXPENSE								
<i>Personnel Services</i>								
6010.100	Benefits Fica & Fringe Benefits	175,147.00	155,707.00	19,440.00	12	69,806.35	141,551.15	132,657.49
6010.900	Benefits OPEB contribution	23,799.00	20,550.00	3,249.00	16	.00	16,862.84	16,742.61
<i>Personnel Services Totals</i>		\$535,271.00	\$474,604.00	\$60,667.00	13%	\$245,981.83	\$438,299.41	\$405,440.09
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	14,025.00	12,035.00	1,990.00	17	596.67	13,246.27	13,487.69
6110.060	Supplies & Equipment Chemicals	200,000.00	180,000.00	20,000.00	11	110,598.09	140,266.59	184,609.65
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	643.75	.00
6110.340	Supplies & Equipment Safety Program Equipment	3,840.00	2,727.00	1,113.00	41	72.50	2,067.34	2,337.38
6110.390	Supplies & Equipment Small Equipment	.00	1,500.00	(1,500.00)	(100)	.00	2,261.77	1,347.97
6110.420	Supplies & Equipment Tools & Supplies	3,000.00	3,000.00	.00		1,366.10	1,814.92	2,990.16
6150.050	Uniforms & Personal Equipment Uniforms	2,016.00	1,808.00	208.00	12	.00	1,703.65	1,878.71
6200.010	Other Supplies & Materials Lab Testing	10,000.00	10,000.00	.00		11,919.00	6,081.00	7,596.15
6200.030	Other Supplies & Materials Testing Supplies	10,000.00	10,000.00	.00		5,288.15	6,558.22	6,804.36
<i>Supplies & Materials Totals</i>		\$242,881.00	\$221,070.00	\$21,811.00	10%	\$129,840.51	\$174,643.51	\$221,052.07
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	40,000.00	37,000.00	3,000.00	8	18,402.26	40,772.58	39,898.48
6500.020	Systems Maintenance Water Plant/System Maint	136,500.00	125,500.00	11,000.00	9	153,110.06	123,718.04	120,678.49
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	108,250.00	79,000.00	29,250.00	37	75,819.15	74,695.43	71,597.64
6500.040	Systems Maintenance WWW Paving	4,000.00	2,000.00	2,000.00	100	1,790.35	3,391.96	1,745.29
6500.070	Systems Maintenance Contractor Water Install/Repair	10,000.00	.00	10,000.00		5,300.00	11,124.58	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	5,000.00	.00	5,000.00		1,200.00	4,448.90	.00
6530.100	Consulting Services Professional Fees	2,573.00	2,573.00	.00		830.97	4,841.25	2,415.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	40,320.00	52,521.00	(12,201.00)	(23)	.00	23,428.56	27,169.42
6550.020	Building Site Expenses Buildings & Grounds Maintenance	15,000.00	10,000.00	5,000.00	50	17,984.95	14,452.85	13,811.99
6550.060	Building Site Expenses Electricity	200,000.00	200,000.00	.00		114,514.77	179,907.70	200,331.95
6550.270	Building Site Expenses Telephone	7,130.00	7,000.00	130.00	2	4,949.16	6,074.21	6,203.50
6700.100	Other Maint. & Svcs Payment to Sewer Utility	50,000.00	50,000.00	.00		81,361.20	81,186.70	102,503.04
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	.00		176.70	79.05	.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	5,481.00	9,038.00	(3,557.00)	(39)	.00	10,787.30	6,420.31
6700.650	Other Maint. & Svcs Tipping Fees	15,000.00	4,000.00	11,000.00	275	19,017.08	7,267.00	9,107.20



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 545 - Mystic Harbour								
EXPENSE								
<i>Maintenance & Services</i>								
<i>Maintenance & Services Totals</i>		\$640,254.00	\$579,632.00	\$60,622.00	10%	\$494,456.65	\$586,176.11	\$601,882.31
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	2,624.00	2,396.00	228.00	10	.00	2,243.48	807.47
7170.010	Benefits & Insurance Allowance for COLA	18,255.00	.00	18,255.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	18,000.00	16,500.00	1,500.00	9	16,054.37	14,431.23	13,753.26
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		.00	.00	9,681.60
<i>Other Charges Totals</i>		\$38,879.00	\$18,896.00	\$19,983.00	106%	\$16,054.37	\$16,674.71	\$24,242.33
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	20,766.00	18,614.00	2,152.00	12	14,100.19	18,527.48	21,988.02
8010.040	Interfund Treasurer's Support - Fringe	9,428.00	8,436.00	992.00	12	6,390.21	8,326.25	9,872.62
8010.050	Interfund Public Works & Admin - Benefits	21,156.00	19,412.00	1,744.00	9	13,919.43	18,083.00	15,163.74
8010.060	Interfund Public Works & Admin - Salaries	46,599.00	42,834.00	3,765.00	9	30,713.63	40,238.11	33,772.22
<i>Interfund Charges Totals</i>		\$97,949.00	\$89,296.00	\$8,653.00	10%	\$65,123.46	\$85,174.84	\$80,796.60
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	30,000.00	30,000.00	.00		.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	518,351.51	509,408.00
<i>Capital Equipment Totals</i>		\$30,000.00	\$30,000.00	\$0.00	0%	\$0.00	\$518,351.51	\$509,408.00
EXPENSE TOTALS		\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$951,456.82	\$1,819,320.09	\$1,842,821.40
Fund 545 - Mystic Harbour Totals								
REVENUE TOTALS		\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$1,568,182.27	\$5,853,211.15	\$1,897,183.54
EXPENSE TOTALS		\$1,585,234.00	\$1,413,498.00	\$171,736.00	12%	\$951,456.82	\$1,819,320.09	\$1,842,821.40
Fund 545 - Mystic Harbour Totals		\$0.00	\$0.00	\$0.00	+++	\$616,725.45	\$4,033,891.06	\$54,362.14

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 550 - Newark								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	40,608.00	38,550.00	2,058.00	5	30,672.00	38,664.00	38,448.00
5000.200	Domestic Water Usage	11,000.00	10,000.00	1,000.00	10	9,344.17	9,651.01	10,282.54
5005.100	Commercial Water Service	5,320.00	5,320.00	.00		3,990.00	5,320.00	5,320.00
5005.200	Commercial Water Usage	6,000.00	6,500.00	(500.00)	(8)	3,999.94	5,310.34	6,989.29
5010.100	Domestic Sewer Service	36,720.00	34,600.00	2,120.00	6	27,216.00	34,776.00	34,560.00
5010.200	Domestic Sewer Usage	9,000.00	9,000.00	.00		5,017.98	8,534.33	9,276.07
5015.100	Commercial Sewer Service	23,940.00	23,940.00	.00		17,955.00	23,940.00	23,940.00
5015.200	Commercial Sewer Usage	7,000.00	7,000.00	.00		4,599.14	5,619.74	7,515.61
5040	Hook-Ups	9,000.00	.00	9,000.00		29,425.00	5,156.00	.00
5825	Future Capital Development Reven	.00	.00	.00		6,600.00	600.00	.00
<i>Charges for Services Totals</i>		\$148,588.00	\$134,910.00	\$13,678.00	10%	\$138,819.23	\$137,571.42	\$136,331.51
<i>Interest & Penalties</i>								
4710	Penalty/Fees	2,000.00	2,500.00	(500.00)	(20)	2,149.16	1,759.68	2,480.84
<i>Interest & Penalties Totals</i>		\$2,000.00	\$2,500.00	(\$500.00)	(20%)	\$2,149.16	\$1,759.68	\$2,480.84
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		.00	8,156.00	.00
5850	Other Revenue	24,640.00	24,000.00	640.00	3	20,311.65	10,388.56	304.90
<i>Other Revenue Totals</i>		\$24,640.00	\$24,000.00	\$640.00	3%	\$20,311.65	\$18,544.56	\$304.90
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(12,360.00)	(15,837.00)	3,477.00	(22)	.00	.00	.00
<i>Transfers In Totals</i>		(\$12,360.00)	(\$15,837.00)	\$3,477.00	(22%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$162,868.00	\$145,573.00	\$17,295.00	12%	\$161,280.04	\$157,875.66	\$139,117.25
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		1,025.12	4,172.06	2,829.13
6000.200	Personnel Services Salaries-Support Group	41,638.00	40,593.00	1,045.00	3	26,141.81	33,386.66	32,708.82
6000.300	Personnel Services Salaries-Construction	4,492.00	4,414.00	78.00	2	1,085.40	1,672.25	2,079.36
6000.400	Personnel Services Overtime Pay	1,000.00	1,000.00	.00		816.44	644.92	579.38
6010.100	Benefits Fica & Fringe Benefits	27,269.00	25,924.00	1,345.00	5	9,748.21	21,375.92	21,128.71
6010.900	Benefits OPEB contribution	3,685.00	3,505.00	180.00	5	.00	2,525.82	2,498.12
<i>Personnel Services Totals</i>		\$81,084.00	\$78,436.00	\$2,648.00	3%	\$38,816.98	\$63,777.63	\$61,823.52
<i>Supplies & Materials</i>								
hh 6100.010	Administrative Expense Administrative Expenses	1,590.00	1,036.00	554.00	53	90.09	1,095.20	1,172.63



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 550 - Newark								
EXPENSE								
<i>Supplies & Materials</i>								
6110.060	Supplies & Equipment Chemicals	7,000.00	10,000.00	(3,000.00)	(30)	924.50	5,963.00	4,448.75
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	64.23	.00
6110.340	Supplies & Equipment Safety Program Equipment	540.00	428.00	112.00	26	.00	372.98	199.48
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		71.56	272.13	72.98
6150.050	Uniforms & Personal Equipment Uniforms	284.00	284.00	.00		.00	239.25	284.17
6200.010	Other Supplies & Materials Lab Testing	2,700.00	2,700.00	.00		760.00	2,065.00	2,723.60
6200.030	Other Supplies & Materials Testing Supplies	2,000.00	2,000.00	.00		340.52	878.36	396.68
<i>Supplies & Materials Totals</i>		\$14,114.00	\$16,448.00	(\$2,334.00)	(14%)	\$2,186.67	\$10,950.15	\$9,298.29
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	2,000.00	2,000.00	.00		5,405.99	2,616.17	844.63
6500.020	Systems Maintenance Water Plant/System Maint	12,000.00	8,000.00	4,000.00	50	24,210.95	10,121.54	7,331.60
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	5,000.00	5,000.00	.00		400.89	3,207.96	5,031.33
6500.040	Systems Maintenance WWW Paving	.00	.00	.00		900.00	.00	.00
6500.070	Systems Maintenance Contractor Water Install/Repair	12,000.00	.00	12,000.00		17,282.82	.00	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	.00	.00	.00		3,482.82	.00	.00
6530.100	Consulting Services Professional Fees	196.00	196.00	.00		.00	184.00	363.14
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	5,670.00	8,235.00	(2,565.00)	(31)	.00	3,251.64	4,053.27
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	.00		111.67	144.11	159.84
6550.060	Building Site Expenses Electricity	16,000.00	16,000.00	.00		7,680.43	12,352.67	13,705.94
6550.270	Building Site Expenses Telephone	1,048.00	400.00	648.00	162	316.92	975.15	322.62
6700.500	Other Maint. & Svcs Water & Wastewater Construction	2,193.00	2,582.00	(389.00)	(15)	.00	1,124.68	778.54
<i>Maintenance & Services Totals</i>		\$57,107.00	\$43,413.00	\$13,694.00	32%	\$59,792.49	\$33,977.92	\$32,590.91
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	369.00	376.00	(7.00)	(2)	.00	315.05	122.14
7170.010	Benefits & Insurance Allowance for COLA	2,792.00	.00	2,792.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,100.00	1,100.00	.00		1,002.96	901.67	1,051.99
<i>Other Charges Totals</i>		\$4,261.00	\$1,476.00	\$2,785.00	189%	\$1,002.96	\$1,216.72	\$1,174.13
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	1,493.00	1,321.00	172.00	13	1,000.64	1,314.82	1,565.46
8010.040	Interfund Treasurer's Support - Fringe	678.00	599.00	79.00	13	453.50	590.89	702.90



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 550 - Newark								
EXPENSE								
<i>Interfund Charges</i>								
8010.050	Interfund Public Works & Admin - Benefits	1,290.00	1,210.00	80.00	7	867.70	1,127.25	1,039.80
8010.060	Interfund Public Works & Admin - Salaries	2,841.00	2,670.00	171.00	6	1,914.61	2,508.34	2,315.80
<i>Interfund Charges Totals</i>		\$6,302.00	\$5,800.00	\$502.00	9%	\$4,236.45	\$5,541.30	\$5,623.96
<i>Capital Equipment</i>								
9100.010	Depreciation Expense	.00	.00	.00		.00	28,716.48	28,716.00
<i>Capital Equipment Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$28,716.48	\$28,716.00
EXPENSE TOTALS		\$162,868.00	\$145,573.00	\$17,295.00	12%	\$106,035.55	\$144,180.20	\$139,226.81
Fund 550 - Newark Totals								
REVENUE TOTALS		\$162,868.00	\$145,573.00	\$17,295.00	12%	\$161,280.04	\$157,875.66	\$139,117.25
EXPENSE TOTALS		\$162,868.00	\$145,573.00	\$17,295.00	12%	\$106,035.55	\$144,180.20	\$139,226.81
Fund 550 - Newark Totals		\$0.00	\$0.00	\$0.00	+++	\$55,244.49	\$13,695.46	(\$109.56)

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 570 - Riddle Farm								
REVENUE								
<i>Gain/Loss on Disposal of Assets</i>								
4600	Sale Of Fixed Assets	.00	.00	.00		.00	.00	(11,908.95)
<i>Gain/Loss on Disposal of Assets Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	(\$11,908.95)
<i>Charges for Services</i>								
5000.100	Domestic Water Service	88,750.00	80,750.00	8,000.00	10	65,097.50	75,105.00	68,437.50
5000.200	Domestic Water Usage	25,000.00	20,000.00	5,000.00	25	19,552.39	20,924.17	20,046.27
5005.100	Commercial Water Service	5,350.00	3,000.00	2,350.00	78	2,242.50	2,794.00	2,540.00
5005.200	Commercial Water Usage	6,000.00	3,500.00	2,500.00	71	2,983.12	4,233.60	3,654.44
5010.100	Domestic Sewer Service	266,250.00	242,750.00	23,500.00	10	194,790.00	224,800.00	204,772.50
5010.200	Domestic Sewer Usage	70,000.00	55,000.00	15,000.00	27	55,834.05	62,455.73	54,035.19
5015.100	Commercial Sewer Service	16,050.00	8,320.00	7,730.00	93	6,250.50	7,788.00	7,080.00
5015.200	Commercial Sewer Usage	15,000.00	10,000.00	5,000.00	50	7,908.33	12,290.51	10,704.54
5020	Additional Assessments	120,000.00	135,000.00	(15,000.00)	(11)	104,040.00	140,140.00	158,770.00
5040	Hook-Ups	53,500.00	.00	53,500.00		107,000.00	37,337.00	2,550.00
5825	Future Capital Development Reven	.00	.00	.00		27,000.00	26,400.00	17,400.00
5857	Effluent Disposal Surcharge	1,680.00	.00	1,680.00		.00	.00	.00
<i>Charges for Services Totals</i>		\$667,580.00	\$558,320.00	\$109,260.00	20%	\$592,698.39	\$614,268.01	\$549,990.44
<i>Interest & Penalties</i>								
4700	Interest On Investments	.00	.00	.00		525.66	1,246.38	55.33
4710	Penalty/Fees	6,500.00	5,000.00	1,500.00	30	5,040.44	6,297.37	4,829.52
<i>Interest & Penalties Totals</i>		\$6,500.00	\$5,000.00	\$1,500.00	30%	\$5,566.10	\$7,543.75	\$4,884.85
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		.00	101,241.00	89,367.00
5850	Other Revenue	.00	.00	.00		878.48	1,701.19	1,190,711.11
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$878.48	\$102,942.19	\$1,280,078.11
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	119,030.00	65,132.00	53,898.00	83	.00	.00	.00
<i>Transfers In Totals</i>		\$119,030.00	\$65,132.00	\$53,898.00	83%	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$599,142.97	\$724,753.95	\$1,823,044.45
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		3,633.27	6,697.07	5,666.93
6000.200	Personnel Services Salaries-Support Group	158,225.00	142,528.00	15,697.00	11	104,455.68	159,510.06	131,733.71
6000.300	Personnel Services Salaries-Construction	13,476.00	11,036.00	2,440.00	22	11,102.13	13,631.12	10,331.36

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 570 - Riddle Farm								
EXPENSE								
<i>Personnel Services</i>								
6000.400	Personnel Services Overtime Pay	7,500.00	4,000.00	3,500.00	88	4,979.45	17,217.35	8,519.66
6010.100	Benefits Fica & Fringe Benefits	96,829.00	84,484.00	12,345.00	15	45,629.54	91,960.80	77,125.96
6010.900	Benefits OPEB contribution	13,103.00	11,405.00	1,698.00	15	.00	11,439.60	10,190.04
	<i>Personnel Services Totals</i>	\$292,133.00	\$256,453.00	\$35,680.00	14%	\$169,800.07	\$300,456.00	\$243,567.66
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	4,400.00	3,510.00	890.00	25	411.29	3,650.25	4,713.49
6110.060	Supplies & Equipment Chemicals	50,000.00	50,000.00	.00		34,301.25	67,691.49	49,775.13
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	492.61	.00
6110.340	Supplies & Equipment Safety Program Equipment	2,052.00	1,501.00	551.00	37	180.71	1,399.68	938.24
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	4,616.91	293.86
6110.420	Supplies & Equipment Tools & Supplies	991.00	991.00	.00		818.95	1,301.01	692.01
6150.050	Uniforms & Personal Equipment Uniforms	1,077.00	995.00	82.00	8	.00	1,140.74	1,144.29
6200.010	Other Supplies & Materials Lab Testing	11,000.00	11,000.00	.00		7,560.00	9,038.00	10,321.60
6200.030	Other Supplies & Materials Testing Supplies	4,500.00	4,500.00	.00		2,357.73	2,658.04	1,452.89
	<i>Supplies & Materials Totals</i>	\$74,020.00	\$72,497.00	\$1,523.00	2%	\$45,629.93	\$91,988.73	\$69,331.51
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	24,000.00	24,000.00	.00		7,600.30	10,459.65	24,886.17
6500.020	Systems Maintenance Water Plant/System Maint	98,000.00	30,000.00	68,000.00	227	80,217.94	61,884.41	24,462.48
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	47,180.00	55,000.00	(7,820.00)	(14)	62,610.30	219,552.31	61,556.67
6500.040	Systems Maintenance WWW Paving	1,000.00	1,000.00	.00		2,415.00	1,691.35	633.14
6500.070	Systems Maintenance Contractor Water Install/Repair	48,000.00	.00	48,000.00		44,417.92	16,103.00	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	.00	.00	.00		1,691.25	750.00	.00
6530.100	Consulting Services Professional Fees	735.00	735.00	.00		.00	690.00	690.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	21,546.00	28,914.00	(7,368.00)	(25)	.00	15,809.17	16,629.15
6550.020	Building Site Expenses Buildings & Grounds Maintenance	4,000.00	4,000.00	.00		2,272.08	2,044.41	3,493.69
6550.060	Building Site Expenses Electricity	78,000.00	78,000.00	.00		43,845.74	65,556.00	71,665.02
6550.110	Building Site Expenses Heating Fuel Oil	5,000.00	5,000.00	.00		3,343.23	3,826.86	4,686.30
6550.270	Building Site Expenses Telephone	1,680.00	1,500.00	180.00	12	526.52	737.35	731.39
6550.280	Building Site Expenses Tipping Fees	4,000.00	1,000.00	3,000.00	300	2,108.28	280.70	12,644.80
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	.00		198.40	133.30	.00

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 570 - Riddle Farm								
EXPENSE								
<i>Maintenance & Services</i>								
6700.500	Other Maint. & Svcs Water & Wastewater Construction	6,578.00	6,455.00	123.00	2	.00	9,167.72	3,868.20
<i>Maintenance & Services Totals</i>		\$340,719.00	\$236,604.00	\$104,115.00	44%	\$251,246.96	\$408,686.23	\$225,947.01
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	1,402.00	1,319.00	83.00	6	.00	1,502.19	491.81
7170.010	Benefits & Insurance Allowance for COLA	10,011.00	.00	10,011.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	4,200.00	4,000.00	200.00	5	3,767.37	3,386.68	3,891.50
7200.010	Bond & Interest Expense Interest Expense	12,000.00	.00	12,000.00		7,913.91	13,875.78	6,899.72
<i>Other Charges Totals</i>		\$27,613.00	\$5,319.00	\$22,294.00	419%	\$11,681.28	\$18,764.65	\$11,283.03
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	5,905.00	5,524.00	381.00	7	4,184.56	5,498.48	5,906.16
8010.040	Interfund Treasurer's Support - Fringe	2,681.00	2,504.00	177.00	7	1,896.45	2,471.01	2,651.86
8010.050	Interfund Public Works & Admin - Benefits	4,696.00	4,538.00	158.00	3	3,253.88	4,227.20	3,899.24
8010.060	Interfund Public Works & Admin - Salaries	10,343.00	10,013.00	330.00	3	7,179.81	9,406.31	8,684.28
<i>Interfund Charges Totals</i>		\$23,625.00	\$22,579.00	\$1,046.00	5%	\$16,514.70	\$21,603.00	\$21,141.54
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	35,000.00	35,000.00	.00		17,373.88	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	555,966.67	550,228.00
<i>Capital Equipment Totals</i>		\$35,000.00	\$35,000.00	\$0.00	0%	\$17,373.88	\$555,966.67	\$550,228.00
EXPENSE TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$512,246.82	\$1,397,465.28	\$1,121,498.75
Fund 570 - Riddle Farm Totals								
REVENUE TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$599,142.97	\$724,753.95	\$1,823,044.45
EXPENSE TOTALS		\$793,110.00	\$628,452.00	\$164,658.00	26%	\$512,246.82	\$1,397,465.28	\$1,121,498.75
Fund 570 - Riddle Farm Totals		\$0.00	\$0.00	\$0.00	+++	\$86,896.15	(\$672,711.33)	\$701,545.70

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 575 - River Run								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	50,000.00	51,470.00	(1,470.00)	(3)	.00	37,502.19	49,721.32
5010.100	Domestic Sewer Service	125,000.00	120,600.00	4,400.00	4	93,150.00	121,350.00	119,100.00
5040	Hook-Ups	.00	.00	.00		16,050.00	7,650.00	7,650.00
5825	Future Capital Development Reven	.00	.00	.00		.00	(13,550.00)	2,850.00
<i>Charges for Services Totals</i>		\$175,000.00	\$172,070.00	\$2,930.00	2%	\$109,200.00	\$152,952.19	\$179,321.32
<i>Interest & Penalties</i>								
4710	Penalty/Fees	700.00	500.00	200.00	40	424.61	951.17	512.94
<i>Interest & Penalties Totals</i>		\$700.00	\$500.00	\$200.00	40%	\$424.61	\$951.17	\$512.94
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		323.73	1,049.84	604.62
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$323.73	\$1,049.84	\$604.62
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	19,245.00	7,515.00	11,730.00	156	.00	.00	.00
<i>Transfers In Totals</i>		\$19,245.00	\$7,515.00	\$11,730.00	156%	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$194,945.00	\$180,085.00	\$14,860.00	8%	\$109,948.34	\$154,953.20	\$180,438.88
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	29,500.00	29,500.00	.00		20,124.50	32,668.71	34,680.14
6000.200	Personnel Services Salaries-Support Group	6,477.00	6,315.00	162.00	3	975.01	4,138.03	425.46
6000.300	Personnel Services Salaries-Construction	898.00	883.00	15.00	2	2,072.13	987.62	.00
6000.400	Personnel Services Overtime Pay	500.00	500.00	.00		86.26	456.56	27.24
6010.100	Benefits Fica & Fringe Benefits	20,331.00	19,487.00	844.00	4	8,986.80	15,387.33	14,629.21
6010.900	Benefits OPEB contribution	2,766.00	2,629.00	137.00	5	.00	2,442.81	5.77
<i>Personnel Services Totals</i>		\$60,472.00	\$59,314.00	\$1,158.00	2%	\$32,244.70	\$56,081.06	\$49,767.82
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,655.00	1,237.00	418.00	34	243.76	1,317.61	1,220.30
6110.060	Supplies & Equipment Chemicals	10,000.00	10,000.00	.00		3,017.00	7,495.00	8,620.00
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	7.92	.00
6110.340	Supplies & Equipment Safety Program Equipment	84.00	67.00	17.00	25	.00	32.57	.49
6110.390	Supplies & Equipment Small Equipment	1,500.00	1,500.00	.00		.00	33.54	.18
6150.050	Uniforms & Personal Equipment Uniforms	44.00	44.00	.00		.00	29.48	.69
6200.010	Other Supplies & Materials Lab Testing	7,000.00	3,500.00	3,500.00	100	3,139.74	6,716.00	3,255.80
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	.00		713.59	.00	469.28

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 575 - River Run								
EXPENSE								
<i>Supplies & Materials</i>								
<i>Supplies & Materials Totals</i>		\$21,283.00	\$17,348.00	\$3,935.00	23%	\$7,114.09	\$15,632.12	\$13,566.74
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	13,000.00	13,000.00	.00		3,379.98	14,341.67	4,361.07
6500.020	Systems Maintenance Water Plant/System Maint	.00	.00	.00		16,435.69	8,444.66	1,650.00
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	6,000.00	6,000.00	.00		1,620.66	4,747.21	1,284.09
6500.070	Systems Maintenance Contractor Water Install/Repair	7,200.00	.00	7,200.00		.00	.00	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	.00	.00	.00		.00	750.00	.00
6530.100	Consulting Services Professional Fees	270.00	270.00	.00		.00	253.00	491.85
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	882.00	1,281.00	(399.00)	(31)	.00	528.49	165.47
6550.020	Building Site Expenses Buildings & Grounds Maintenance	100.00	100.00	.00		.00	250.00	.00
6550.060	Building Site Expenses Electricity	20,000.00	20,000.00	.00		15,432.73	24,720.65	21,919.24
6550.270	Building Site Expenses Telephone	1,566.00	1,500.00	66.00	4	269.11	426.39	864.09
6700.200	Other Maint. & Svcs Payment to Water Utility	50,000.00	50,000.00	.00		.00	37,502.19	49,721.32
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	.00	.00	.00		50.00	.00	50.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	439.00	516.00	(77.00)	(15)	.00	664.23	.00
<i>Maintenance & Services Totals</i>		\$99,457.00	\$92,667.00	\$6,790.00	7%	\$37,188.17	\$92,628.49	\$80,507.13
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	57.00	58.00	(1.00)	(2)	.00	38.83	.30
7170.010	Benefits & Insurance Allowance for COLA	1,919.00	.00	1,919.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,750.00	1,500.00	250.00	17	1,565.04	1,406.49	1,293.21
<i>Other Charges Totals</i>		\$3,726.00	\$1,558.00	\$2,168.00	139%	\$1,565.04	\$1,445.32	\$1,293.51
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	2,336.00	2,102.00	234.00	11	1,591.95	2,091.82	2,490.54
8010.040	Interfund Treasurer's Support - Fringe	1,061.00	952.00	109.00	11	721.47	940.06	1,118.26
8010.050	Interfund Public Works & Admin - Benefits	2,064.00	1,916.00	148.00	8	1,373.86	1,784.82	1,559.70
8010.060	Interfund Public Works & Admin - Salaries	4,546.00	4,228.00	318.00	8	3,031.48	3,971.55	3,473.70
<i>Interfund Charges Totals</i>		\$10,007.00	\$9,198.00	\$809.00	9%	\$6,718.76	\$8,788.25	\$8,642.20
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	2,012.75	2,013.00



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 575 - River Run								
	EXPENSE							
	<i>Capital Equipment</i>							
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$2,012.75	\$2,013.00
	EXPENSE TOTALS	\$194,945.00	\$180,085.00	\$14,860.00	8%	\$84,830.76	\$176,587.99	\$155,790.40
Fund 575 - River Run	Totals							
	REVENUE TOTALS	\$194,945.00	\$180,085.00	\$14,860.00	8%	\$109,948.34	\$154,953.20	\$180,438.88
	EXPENSE TOTALS	\$194,945.00	\$180,085.00	\$14,860.00	8%	\$84,830.76	\$176,587.99	\$155,790.40
Fund 575 - River Run	Totals	\$0.00	\$0.00	\$0.00	+++	\$25,117.58	(\$21,634.79)	\$24,648.48

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Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 580 - West Ocean City								
REVENUE								
<i>Charges for Services</i>								
5010.100	Domestic Sewer Service	1,167,000.00	1,148,000.00	19,000.00	2	879,170.25	1,150,314.00	1,140,661.50
5015.100	Commercial Sewer Service	272,000.00	267,000.00	5,000.00	2	214,626.34	267,056.66	269,404.70
5040	Hook-Ups	11,000.00	5,000.00	6,000.00	120	16,281.00	20,848.00	13,030.00
5825	Future Capital Development Reven	.00	.00	.00		9,000.00	29,606.00	13,800.00
<i>Charges for Services Totals</i>		\$1,450,000.00	\$1,420,000.00	\$30,000.00	2%	\$1,119,077.59	\$1,467,824.66	\$1,436,896.20
<i>Interest & Penalties</i>								
4700	Interest On Investments	20,000.00	15,000.00	5,000.00	33	16,589.86	22,120.26	9,819.81
4710	Penalty/Fees	19,000.00	19,000.00	.00		13,019.37	19,070.63	18,873.33
<i>Interest & Penalties Totals</i>		\$39,000.00	\$34,000.00	\$5,000.00	15%	\$29,609.23	\$41,190.89	\$28,693.14
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		4,734.24	5,249.78	4,012.08
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$4,734.24	\$5,249.78	\$4,012.08
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	97,076.00	211,846.00	(114,770.00)	(54)	.00	.00	.00
<i>Transfers In Totals</i>		\$97,076.00	\$211,846.00	(\$114,770.00)	(54%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$1,153,421.06	\$1,514,265.33	\$1,469,601.42
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	5,000.00	5,000.00	.00		3,270.50	7,039.08	4,210.84
6000.200	Personnel Services Salaries-Support Group	101,782.00	86,599.00	15,183.00	18	41,803.20	85,353.67	67,126.30
6000.300	Personnel Services Salaries-Construction	31,156.00	30,721.00	435.00	1	15,157.84	27,929.22	14,560.61
6000.400	Personnel Services Overtime Pay	3,500.00	3,500.00	.00		1,132.54	3,792.70	2,286.39
6010.100	Benefits Fica & Fringe Benefits	73,952.00	65,953.00	7,999.00	12	21,290.78	58,973.23	42,742.57
6010.900	Benefits OPEB contribution	9,896.00	8,662.00	1,234.00	14	.00	7,650.36	5,807.25
<i>Personnel Services Totals</i>		\$225,286.00	\$200,435.00	\$24,851.00	12%	\$82,654.86	\$190,738.26	\$136,733.96
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	27,955.00	21,457.00	6,498.00	30	2,958.44	21,273.65	22,251.50
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	350.58	.00
6110.340	Supplies & Equipment Safety Program Equipment	1,320.00	912.00	408.00	45	68.50	721.48	408.78
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	695.80	149.55
6110.420	Supplies & Equipment Tools & Supplies	2,000.00	2,000.00	.00		384.38	355.17	1,627.23
6150.050	Uniforms & Personal Equipment Uniforms	693.00	605.00	88.00	15	.00	611.73	582.34
<i>Supplies & Materials Totals</i>		\$31,968.00	\$24,974.00	\$6,994.00	28%	\$3,411.32	\$24,008.41	\$25,019.40

Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 580 - West Ocean City								
EXPENSE								
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	140,000.00	100,000.00	40,000.00	40	31,854.88	130,927.48	103,348.99
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	.00		2,133.25	3,754.50	909.84
6500.075	Systems Maintenance Contractor Sewer Install/Repair	8,250.00	.00	8,250.00		17,995.00	13,649.57	.00
6530.100	Consulting Services Professional Fees	4,190.00	4,190.00	.00		.00	3,933.00	3,958.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	13,860.00	17,568.00	(3,708.00)	(21)	.00	8,670.08	8,454.44
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	.00		1,292.50	1,430.14	401.28
6550.060	Building Site Expenses Electricity	18,000.00	18,000.00	.00		9,047.23	15,765.99	17,450.43
6550.270	Building Site Expenses Telephone	4,526.00	3,500.00	1,026.00	29	2,377.84	3,942.56	3,384.78
6700.100	Other Maint. & Svcs Payment to Sewer Utility	770,000.00	770,000.00	.00		732,250.80	730,680.30	751,688.96
6700.500	Other Maint. & Svcs Water & Wastewater Construction	12,278.00	14,460.00	(2,182.00)	(15)	.00	18,784.00	5,451.69
<i>Maintenance & Services Totals</i>		\$974,104.00	\$930,718.00	\$43,386.00	5%	\$796,951.50	\$931,537.62	\$895,048.41
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	902.00	802.00	100.00	12	.00	805.55	250.29
7170.010	Benefits & Insurance Allowance for COLA	7,922.00	.00	7,922.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	19,000.00	17,000.00	2,000.00	12	17,868.83	16,060.09	15,567.89
<i>Other Charges Totals</i>		\$27,824.00	\$17,802.00	\$10,022.00	56%	\$17,868.83	\$16,865.64	\$15,818.18
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	31,409.00	29,063.00	2,346.00	8	22,014.48	28,926.78	32,163.70
8010.040	Interfund Treasurer's Support - Fringe	14,259.00	13,171.00	1,088.00	8	9,976.96	12,999.69	14,441.50
8010.050	Interfund Public Works & Admin - Benefits	22,240.00	21,732.00	508.00	2	15,582.53	20,243.57	18,673.04
8010.060	Interfund Public Works & Admin - Salaries	48,986.00	47,951.00	1,035.00	2	34,383.32	45,045.78	41,588.10
<i>Interfund Charges Totals</i>		\$116,894.00	\$111,917.00	\$4,977.00	4%	\$81,957.29	\$107,215.82	\$106,866.34
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	210,000.00	380,000.00	(170,000.00)	(45)	16,639.73	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	311,669.09	354,857.00
<i>Capital Equipment Totals</i>		\$210,000.00	\$380,000.00	(\$170,000.00)	(45%)	\$16,639.73	\$311,669.09	\$354,857.00
EXPENSE TOTALS		\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$999,483.53	\$1,582,034.84	\$1,534,343.29
Fund 580 - West Ocean City Totals								
REVENUE TOTALS		\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$1,153,421.06	\$1,514,265.33	\$1,469,601.42
EXPENSE TOTALS		\$1,586,076.00	\$1,665,846.00	(\$79,770.00)	(5%)	\$999,483.53	\$1,582,034.84	\$1,534,343.29

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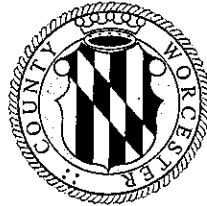


Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
	Fund 580 - West Ocean City Totals	\$0.00	\$0.00	\$0.00	+++	\$153,937.53	(\$67,769.51)	(\$64,741.87)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$12,948,277.00	\$12,326,194.00	\$622,083.00	5%	\$10,396,867.57	\$17,169,034.49	\$13,586,081.24
	EXPENSE GRAND TOTALS	\$12,948,277.00	\$12,326,194.00	\$622,083.00	5%	\$7,484,354.68	\$14,356,622.65	\$13,787,193.22
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$2,912,512.89	\$2,812,411.84	(\$201,111.98)

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

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

Worcester County

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

21863-1195
March 10, 2020

Worcester County Commissioners
One West Market Street
County Government Center - Room 1103
Snow Hill, MD 21863

RE: **Requested FY2021 Enterprise Fund Operating Budgets**

Commissioners:

In accordance with the County Government Article of the Code of Public Local Laws of Worcester County MD, the Worcester County Enterprise Fund Operating Budget Requests for Fiscal Year 2021 will be included in your Budget Work Session packages for your review and discussion on March 31, 2020.

Enterprise Funds

Enterprise Funds are used to account for functions of the County in which user charges are collected to cover the cost of the service being provided. The County uses enterprise funds to account for its water and wastewater, solid waste, and liquor control operations.

Water and Wastewater Enterprise Fund

The proposed budget contains rate adjustments for Assateague Pointe, Briddletown, Edgewater Acres, Landings, Mystic Harbor, Newark, Ocean Pines, Riddle Farm, and River Run. These adjustments are necessary in order to provide a revenue stream sufficient to support the water and wastewater operations.

See Budget
Book

Solid Waste Enterprise Fund

The proposed budget contains rate adjustments for the refuse tipping fee and house trailers. These adjustments will provide additional revenue to support the solid waste operations.

The Solid Waste Superintendent provides direct oversight of the solid waste, homeowner convenience centers, and recycling operations. For this reason, we will present the homeowner convenience centers and recycling budgets with the Solid Waste Enterprise Fund. The proposed budgets include adding rates for the second homeowner permit and the disposal of propane tanks.

Liquor Control Enterprise Fund

The Department has submitted a Requested Budget for FY21 while awaiting the results of the pending court case. The requested budget provides for the continued operation of the Pocomoke retail store.

Budget Adoption Schedule

The budget review session with the Enterprise Fund Departments is scheduled for March 31, 2020. This session provides the opportunity for your detailed review of the various budget requests. Additional budget work sessions are scheduled for May 12, and May 19. May 26, 2020 is also scheduled if needed. The Public Hearings on the Requested Enterprise Fund Operating Budgets are scheduled for Tuesday, June 2, 2020 at the Government Center. The FY2021 Enterprise Fund Operating Budget will be adopted on Tuesday, June 16, 2020.

*

Respectfully Submitted,



Harold L. Higgins
Chief Administrative Officer

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**Notice of Public Hearing
Worcester County
Solid Waste Enterprise Fund
FY 2020/2021 Requested Operating Budget**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2020/2021 Solid Waste Enterprise Fund Operating Budget as requested by the Worcester County Department of Public Works, Solid Waste Division on:

Tuesday, June 2, 2020 at 9:20 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The Proposed Budget for solid waste tipping fee includes increases from \$70 to \$75 per ton for municipal waste and maintains the \$80 per ton for construction and demolition debris. Copies of the detailed budget are available for public inspection online at www.co.worcester.md.us.

**WORCESTER COUNTY
2020/2021 REQUESTED OPERATING BUDGET**

SOLID WASTE ENTERPRISE FUND

Personnel Services	\$1,375,142
Supplies & Materials.....	\$27,025
Maintenance & Services	\$1,008,475
Other Charges	\$670,861
Debt Service.....	\$443,430
Interfund Charges.....	\$(243,370)
Capital Equipment	<u>\$42,000</u>

TOTAL REQUESTED EXPENDITURES **\$3,323,563**

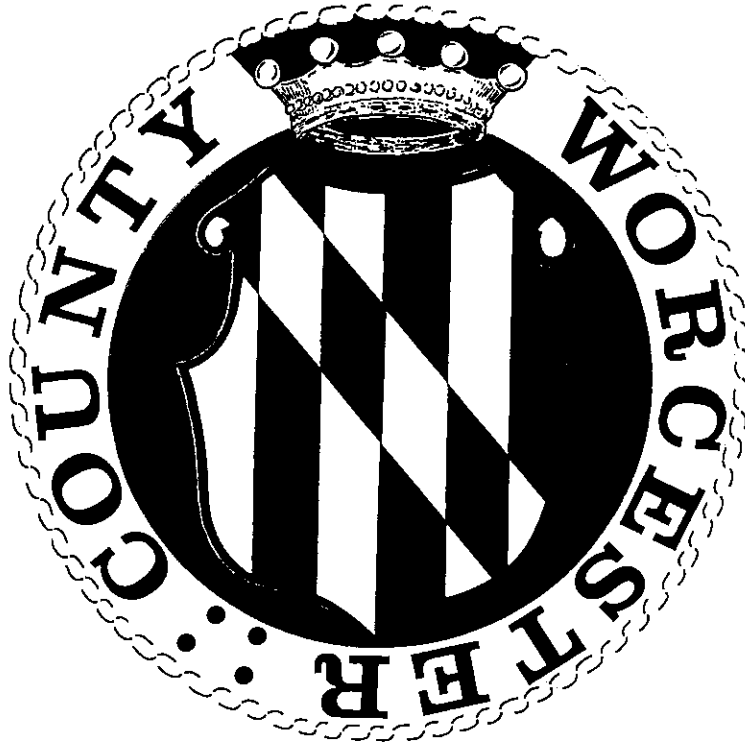
Tipping Fees.....	\$3,977,945
Permits	\$4,500
Interest and Penalties	\$82,000
Other Revenue	\$125,800
Transfer to Reserves	<u>\$(866,682)</u>

TOTAL ESTIMATED REVENUES **\$3,323,563**

For additional information, contact the Worcester County Treasurer's Office
at 410-632-0686, ext. 1217.

Worcester County

Solid Waste Division



FY 2020/2021 Requested

Operating Budgets

Board of County Commissioners of Worcester County

Joseph M. Mitrecic, President
Theodore J. Elder, Vice President
Anthony "Chip" W. Bertino, Jr.
Madison J. Bunting, Jr.
James "Bud" C. Church
Joshua C. Nordstrom
Diana Purnell

Harold L. Higgins, Chief Administrative Officer
John H. Tustin, P.E., Director of Public Works
Phillip G. Thompson, Finance Officer

Produced by the Worcester County Treasurer's Office as an aid to understanding the
Solid Waste Enterprise Fund Budget.

For more information on the budget, please call (410) 632-0686 extension 1217.

WORCESTER COUNTY
Solid Waste Division
Enterprise Funds

	2019/20 Budget	2020/21 Request	(\$) Variance	(%) Variance
Revenue				
Tipping Fees	3,806,000	3,977,945	171,945	4.52%
Permits	6,000	4,500	(1,500)	-25.00%
Interest & Penalties	2,500	82,000	79,500	3180.00%
Other Revenue	255,500	125,800	(129,700)	-50.76%
Transfer (To)/From Reserves	(884,365)	(866,682)	17,683	-2.00%
	<u>3,185,635</u>	<u>3,323,563</u>	<u>137,928</u>	<u>4.33%</u>
Expenditures				
Personnel Services	1,352,526	1,375,142	22,616	1.67%
Supplies & Materials	42,891	27,025	(15,866)	-36.99%
Maintenance & Services	965,500	1,008,475	42,975	4.45%
Other Charges/Lease Pay	639,399	670,861	31,462	4.92%
Debt Service	296,500	443,430	146,930	49.55%
Interfund Charges	(266,181)	(243,370)	22,811	-8.57%
Capital Equipment	155,000	42,000	(113,000)	-72.90%
Depreciation	-	-	-	N/A
	<u>3,185,635</u>	<u>3,323,563</u>	<u>137,928</u>	<u>4.33%</u>

Tipping Rates:

	Approved	Proposed
Refuse	70	75 per ton
Dirt, Grit, Red Ash, Sludge, Stumps, and Yard Waste	80	80 per ton
Construction/Deomolition, Concrete, Boats	80	80 per ton
Asbestos	150	150 per ton
"Clean" concrete	Free	Free per ton
House Trailers	1,000	1,500 each
Metal	25	25 per ton
Tires		
Industrial/Tractor	600	600 per ton
Truck	10	10 each
Car	3	3 each
Car on rim	5	5 each
Car - large volume	225	225 per ton
Disposed of on landfill	20	20 each
Other:		
Commercial Permit	25	25 per vehicle
Commercial Permit- local government	15	15 per vehicle
Mulch purchase	20	20 per bucket



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 680 - Landfill								
REVENUE								
<i>Gain/Loss on Disposal of Assets</i>								
4600	Sale Of Fixed Assets	.00	.00	.00		.00	20,500.00	2,800.00
<i>Gain/Loss on Disposal of Assets Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$20,500.00	\$2,800.00
<i>Licenses and Permits</i>								
4980	Landfill Permits-Household	.00	.00	.00		.00	322,100.00	317,200.00
4982	PAYT Tags - Household	.00	.00	.00		.00	9,010.00	8,225.00
4985	Landfill Permits-Commercial	4,500.00	6,000.00	(1,500.00)	(25)	4,250.00	3,025.00	6,485.00
<i>Licenses and Permits Totals</i>		\$4,500.00	\$6,000.00	(\$1,500.00)	(25%)	\$4,250.00	\$334,135.00	\$331,910.00
<i>Charges for Services</i>								
4990	Tipping Fee Revenue	3,937,945.00	3,771,000.00	166,945.00	4	2,903,531.75	3,659,902.27	3,390,337.84
5185	Recycling Revenue	.00	.00	.00		.00	92,888.76	146,199.38
5186	Metal Recycling Revenue	.00	.00	.00		.00	69,793.10	64,439.36
5190	Stump/Yard Waste/Mulch Revenue	40,000.00	35,000.00	5,000.00	14	60.00	49,215.20	37,488.00
5195	Tire Revenue	.00	.00	.00		.00	27,954.50	21,664.25
<i>Charges for Services Totals</i>		\$3,977,945.00	\$3,806,000.00	\$171,945.00	5%	\$2,903,591.75	\$3,899,753.83	\$3,660,128.83
<i>Interest & Penalties</i>								
4700	Interest On Investments	80,000.00	500.00	79,500.00	15,900	57,782.98	76,569.11	116,994.74
4710	Penalty/Fees	2,000.00	2,000.00	.00		1,190.59	1,979.06	1,156.58
<i>Interest & Penalties Totals</i>		\$82,000.00	\$2,500.00	\$79,500.00	3180%	\$58,973.57	\$78,548.17	\$118,151.32
<i>Other Revenue</i>								
5850	Other Revenue	125,800.00	255,500.00	(129,700.00)	(51)	.00	26,230.14	12,100.37
<i>Other Revenue Totals</i>		\$125,800.00	\$255,500.00	(\$129,700.00)	(51%)	\$0.00	\$26,230.14	\$12,100.37
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(866,682.00)	(884,365.00)	17,683.00	(2)	.00	.00	.00
5985.100	Transfer from General Fund Recycling Grant	.00	.00	.00		.00	1,033,339.00	1,042,255.00
5985.200	Transfer from General Fund Conv. Centers Grant	.00	.00	.00		.00	664,984.00	624,068.00
<i>Transfers In Totals</i>		(\$866,682.00)	(\$884,365.00)	\$17,683.00	(2%)	\$0.00	\$1,698,323.00	\$1,666,323.00
REVENUE TOTALS		\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$2,966,815.32	\$6,057,490.14	\$5,791,413.52
EXPENSE								
Department 7001 - Admin								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	153,676.00	118,832.00	34,844.00	29	87,108.03	114,218.57	108,379.79
6010.100	Benefits Fica & Fringe Benefits	84,522.00	65,155.00	19,367.00	30	30,697.38	54,749.49	44,689.45
6010.900	Benefits OPEB contribution	27,662.00	20,500.00	7,162.00	35	.00	20,153.74	16,569.73
<i>Personnel Services Totals</i>		\$265,860.00	\$204,487.00	\$61,373.00	30%	\$117,805.41	\$189,121.80	\$169,638.97



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 680 - Landfill								
EXPENSE								
Department 7001 - Admin								
Supplies & Materials								
6100.010	Administrative Expense Administrative Expenses	12,500.00	18,000.00	(5,500.00)	(31)	11,143.51	12,280.51	15,166.59
6100.100	Administrative Expense Dues, Licenses & Subscriptions	575.00	575.00	.00		.00	.00	.00
6110.090	Supplies & Equipment Computers & Printers	.00	866.00	(866.00)	(100)	743.00	34.95	.00
6150.050	Uniforms & Personal Equipment Uniforms	700.00	700.00	.00		647.89	.00	644.96
	<i>Supplies & Materials Totals</i>	\$13,775.00	\$20,141.00	(\$6,366.00)	(32%)	\$12,534.40	\$12,315.46	\$15,811.55
Maintenance & Services								
6530.100	Consulting Services Professional Fees	8,125.00	11,500.00	(3,375.00)	(29)	12,200.00	10,800.00	10,429.86
6550.135	Building Site Expenses Insurance Claim Expenses	.00	.00	.00		.00	2,000.00	.00
	<i>Maintenance & Services Totals</i>	\$8,125.00	\$11,500.00	(\$3,375.00)	(29%)	\$12,200.00	\$12,800.00	\$10,429.86
Other Charges								
7000.020	Travel, Training & Expense Board Member Allowance	1,500.00	1,500.00	.00		400.00	650.00	700.00
7170.010	Benefits & Insurance Allowance for COLA	8,684.00	.00	8,684.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	12,250.00	12,250.00	.00		.00	10,961.19	11,220.20
	<i>Other Charges Totals</i>	\$22,434.00	\$13,750.00	\$8,684.00	63%	\$400.00	\$11,611.19	\$11,920.20
Interfund Charges								
8010.030	Interfund Treasurer's Support - Salary	34,100.00	32,396.00	1,704.00	5	26,284.41	62,547.68	62,537.54
8010.040	Interfund Treasurer's Support - Fringe	15,300.00	14,559.00	741.00	5	11,912.08	28,108.92	28,079.36
8010.050	Interfund Public Works & Admin - Benefits	39,000.00	37,086.00	1,914.00	5	26,147.64	61,661.72	59,109.10
8010.060	Interfund Public Works & Admin - Salaries	86,700.00	82,524.00	4,176.00	5	57,695.59	137,209.02	131,646.06
8100.060	Transfers Out Recycling	(73,346.00)	(62,470.00)	(10,876.00)	17	(46,852.50)	.00	.00
8100.070	Transfers Out Convenience Centers	(58,677.00)	(49,976.00)	(8,701.00)	17	(37,482.00)	.00	.00
	<i>Interfund Charges Totals</i>	\$43,077.00	\$54,119.00	(\$11,042.00)	(20%)	\$37,705.22	\$289,527.34	\$281,372.06
	Department 7001 - Admin Totals	\$353,271.00	\$303,997.00	\$49,274.00	16%	\$180,645.03	\$515,375.79	\$489,172.64
Department 7002 - Solid Waste								
Personnel Services								
6000.100	Personnel Services Salaries	627,095.00	654,247.00	(27,152.00)	(4)	396,682.62	834,151.33	839,891.80
6000.400	Personnel Services Overtime Pay	15,000.00	15,000.00	.00		1,199.76	.00	236.61
6010.100	Benefits Fica & Fringe Benefits	344,903.00	351,792.00	(6,889.00)	(2)	152,839.88	442,070.78	474,101.99
6010.900	Benefits OPEB contribution	122,284.00	127,000.00	(4,716.00)	(4)	.00	147,026.52	128,407.48
	<i>Personnel Services Totals</i>	\$1,109,282.00	\$1,148,039.00	(\$38,757.00)	(3%)	\$550,722.26	\$1,423,248.63	\$1,442,637.88
Supplies & Materials								
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	832.55	.00



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 680 - Landfill								
EXPENSE								
Department 7002 - Solid Waste								
<i>Supplies & Materials</i>								
6110.340	Supplies & Equipment Safety Program Equipment	2,000.00	2,000.00	.00		427.28	674.75	902.85
6110.390	Supplies & Equipment Small Equipment	.00	9,500.00	(9,500.00)	(100)	5,900.00	.00	24,001.42
6110.420	Supplies & Equipment Tools & Supplies	2,500.00	2,500.00	.00		1,722.93	2,268.30	336.74
6150.050	Uniforms & Personal Equipment Uniforms	8,750.00	8,750.00	.00		3,930.30	5,993.30	8,493.94
	<i>Supplies & Materials Totals</i>	\$13,250.00	\$22,750.00	(\$9,500.00)	(42%)	\$11,980.51	\$9,768.90	\$33,734.95
<i>Maintenance & Services</i>								
6530.040	Consulting Services Consulting Services	125,000.00	125,000.00	.00		91,905.19	118,849.64	95,311.70
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	70,000.00	70,000.00	.00		23,538.60	54,971.60	41,840.71
6540.030	Vehicle Operating Expenses Vehicle Maintenance	10,000.00	10,000.00	.00		2,812.06	1,646.32	6,523.66
6540.070	Vehicle Operating Expenses Off-road Fuel	130,000.00	130,000.00	.00		50,633.36	91,754.29	119,663.69
6540.080	Vehicle Operating Expenses Heavy Equipment Maintenance	256,350.00	225,000.00	31,350.00	14	140,397.05	155,357.64	149,506.73
6550.020	Building Site Expenses Buildings & Grounds Maintenance	150,000.00	135,000.00	15,000.00	11	48,990.49	101,996.64	113,098.71
6550.060	Building Site Expenses Electricity	30,000.00	30,000.00	.00		13,290.23	28,711.56	22,811.57
6550.270	Building Site Expenses Telephone	4,000.00	4,000.00	.00		1,910.48	3,266.93	3,584.53
6700.610	Other Maint. & Svcs Leachate Treatment	225,000.00	225,000.00	.00		98,702.39	203,104.84	179,228.36
	<i>Maintenance & Services Totals</i>	\$1,000,350.00	\$954,000.00	\$46,350.00	5%	\$472,179.85	\$759,659.46	\$731,569.66
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	1,649.00	1,649.00	.00		526.00	1,393.62	667.83
7170.010	Benefits & Insurance Allowance for COLA	34,855.00	.00	34,855.00		.00	.00	.00
7200.010	Bond & Interest Expense Interest Expense	611,000.00	624,000.00	(13,000.00)	(2)	452,366.29	73,854.17	26,421.50
7200.020	Bond & Interest Expense Bond Interest Expense	443,430.00	294,000.00	149,430.00	51	174,583.83	107,133.49	80,294.38
7200.030	Bond & Interest Expense Bond Issuance Expense	923.00	2,500.00	(1,577.00)	(63)	.00	28,936.85	922.90
	<i>Other Charges Totals</i>	\$1,091,857.00	\$922,149.00	\$169,708.00	18%	\$627,476.12	\$211,318.13	\$108,306.61
<i>Interfund Charges</i>								
8100.060	Transfers Out Recycling	(152,696.00)	(154,791.00)	2,095.00	(1)	(116,093.25)	.00	.00
8100.070	Transfers Out Convenience Centers	(133,751.00)	(165,509.00)	31,758.00	(19)	(124,131.75)	.00	.00
	<i>Interfund Charges Totals</i>	(\$286,447.00)	(\$320,300.00)	\$33,853.00	(11%)	(\$240,225.00)	\$0.00	\$0.00
<i>Capital Equipment</i>								
9010.010	Capital Equipment New Vehicles	31,000.00	.00	31,000.00		.00	.00	.00
9010.050	Capital Equipment Building Improvements	.00	75,000.00	(75,000.00)	(100)	.00	.00	.00



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 680 - Landfill								
EXPENSE								
Department 7002 - Solid Waste								
<i>Capital Equipment</i>								
9010.060	Capital Equipment Other	11,000.00	.00	11,000.00		.00	.00	.00
9010.070	Capital Equipment Heavy Equipment	.00	80,000.00	(80,000.00)	(100)	.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	1,161,535.67	426,025.44
9100.500	Depreciation Reserve for Closure	.00	.00	.00		.00	686,165.00	.00
<i>Capital Equipment Totals</i>		\$42,000.00	\$155,000.00	(\$113,000.00)	(73%)	\$0.00	\$1,847,700.67	\$426,025.44
Department 7002 - Solid Waste Totals		\$2,970,292.00	\$2,881,638.00	\$88,654.00	3%	\$1,422,133.74	\$4,251,695.79	\$2,742,274.54
Department 7003 - Recycle								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	.00	.00	.00		.00	339,261.19	312,433.22
6010.100	Benefits Fica & Fringe Benefits	.00	.00	.00		.00	196,334.53	180,060.81
6010.900	Benefits OPEB contribution	.00	.00	.00		.00	59,914.45	47,766.58
<i>Personnel Services Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$595,510.17	\$540,260.61
<i>Supplies & Materials</i>								
6110.090	Supplies & Equipment Computers & Printers	.00	.00	.00		.00	832.55	816.12
6110.340	Supplies & Equipment Safety Program Equipment	.00	.00	.00		.00	719.25	2,510.37
6110.420	Supplies & Equipment Tools & Supplies	.00	.00	.00		.00	6,691.39	4,143.53
6150.050	Uniforms & Personal Equipment Uniforms	.00	.00	.00		.00	3,126.17	3,142.68
<i>Supplies & Materials Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$11,369.36	\$10,612.70
<i>Maintenance & Services</i>								
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	.00	.00	.00		.00	29,012.42	20,229.07
6540.030	Vehicle Operating Expenses Vehicle Maintenance	.00	.00	.00		.00	2,313.57	2,043.04
6540.070	Vehicle Operating Expenses Off-road Fuel	.00	.00	.00		.00	7,254.75	10,690.37
6540.080	Vehicle Operating Expenses Heavy Equipment Maintenance	.00	.00	.00		.00	29,348.89	32,179.78
6550.020	Building Site Expenses Buildings & Grounds Maintenance	.00	.00	.00		.00	36,857.54	26,917.24
6550.060	Building Site Expenses Electricity	.00	.00	.00		.00	26,335.60	31,113.55
6550.270	Building Site Expenses Telephone	.00	.00	.00		.00	2,058.18	1,760.66
6700.620	Other Maint. & Svcs Tire Recycling	.00	.00	.00		.00	20,088.55	15,675.20
6700.640	Other Maint. & Svcs Special Events	.00	.00	.00		.00	15,837.94	17,439.11
6700.660	Other Maint. & Svcs HHW Ads	.00	.00	.00		.00	2,501.00	2,444.00
<i>Maintenance & Services Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$171,608.44	\$160,492.02



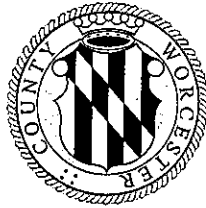


Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 680 - Landfill								
EXPENSE								
Department 7003 - Recycle								
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	.00	.00	.00		.00	423.00	999.00
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		.00	1,020.51	1,791.10
	<i>Other Charges Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$1,443.51	\$2,790.10
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	164,747.35	150,165.08
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$164,747.35	\$150,165.08
	Department 7003 - Recycle Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$944,678.83	\$864,320.51
	EXPENSE TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$1,602,778.77	\$5,711,750.41	\$4,095,767.69
Fund 680 - Landfill Totals								
	REVENUE TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$2,966,815.32	\$6,057,490.14	\$5,791,413.52
	EXPENSE TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$1,602,778.77	\$5,711,750.41	\$4,095,767.69
	Fund 680 - Landfill Totals	\$0.00	\$0.00	\$0.00	+++	\$1,364,036.55	\$345,739.73	\$1,695,645.83
Net Grand Totals								
	REVENUE GRAND TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$2,966,815.32	\$6,057,490.14	\$5,791,413.52
	EXPENSE GRAND TOTALS	\$3,323,563.00	\$3,185,635.00	\$137,928.00	4%	\$1,602,778.77	\$5,711,750.41	\$4,095,767.69
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,364,036.55	\$345,739.73	\$1,695,645.83

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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195
March 10, 2020

HAROLD L. HIGGINS, CPA
CHIEF ADMINISTRATIVE OFFICER

ROSCOE R. LESLIE,
COUNTY ATTORNEY

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

Worcester County Commissioners
One West Market Street
County Government Center - Room 1103
Snow Hill, MD 21863

RE: **Requested** FY2021 Enterprise Fund Operating Budgets

Commissioners:

In accordance with the County Government Article of the Code of Public Local Laws of Worcester County MD, the Worcester County Enterprise Fund Operating Budget Requests for Fiscal Year 2021 will be included in your Budget Work Session packages for your review and discussion on March 31, 2020.

Enterprise Funds

Enterprise Funds are used to account for functions of the County in which user charges are collected to cover the cost of the service being provided. The County uses enterprise funds to account for its water and wastewater, solid waste, and liquor control operations.

Water and Wastewater Enterprise Fund

The proposed budget contains rate adjustments for Assateague Pointe, Briddletown, Edgewater Acres, Landings, Mystic Harbor, Newark, Ocean Pines, Riddle Farm, and River Run. These adjustments are necessary in order to provide a revenue stream sufficient to support the water and wastewater operations.

See Budget
Book

Solid Waste Enterprise Fund

The proposed budget contains rate adjustments for the refuse tipping fee and house trailers. These adjustments will provide additional revenue to support the solid waste operations.

The Solid Waste Superintendent provides direct oversight of the solid waste, homeowner convenience centers, and recycling operations. For this reason, we will present the homeowner convenience centers and recycling budgets with the Solid Waste Enterprise Fund. The proposed budgets include adding rates for the second homeowner permit and the disposal of propane tanks.

Liquor Control Enterprise Fund

The Department has submitted a Requested Budget for FY21 while awaiting the results of the pending court case. The requested budget provides for the continued operation of the Pocomoke retail store.

Budget Adoption Schedule

The budget review session with the Enterprise Fund Departments is scheduled for March 31, 2020. This session provides the opportunity for your detailed review of the various budget requests. Additional budget work sessions are scheduled for May 12, and May 19. May 26, 2020 is also scheduled if needed. The Public Hearings on the Requested Enterprise Fund Operating Budgets are scheduled for Tuesday, June 2, 2020 at the Government Center. The FY2021 Enterprise Fund Operating Budget will be adopted on Tuesday, June 16, 2020. *

Respectfully Submitted,



Harold L. Higgins
Chief Administrative Officer



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

Mike Poole, Chairman
Solid Waste Advisory Board
10509 Blue Heron Court
Bishopville, MD 21813

January 28, 2020

Honorable Joseph M. Mitrecic, President
Worcester County Commissioners
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, MD 21863

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

Dear Commissioner Mitrecic:

The Solid Waste Advisory Board met on January 22, 2020, and unanimously recommended that the County Commissioners adopt the proposed FY 2020-2021 Solid Waste and Recycling budgets as presented.

The Board also recommends increasing the tipping fee for refuse from \$70.00 per ton to \$75.00 per ton, increasing house trailers from \$1,000.00 per unit to \$1,500.00 per unit, charging a \$10.00 disposal fee per propane tank and charging a fee of \$50.00 for a second homeowner permit with the first permit remaining at \$100.00.

Sincerely,

Mike Poole, Chairman
Solid Waste Advisory Board

CC: John Tustin, P.E., Director
Michael Mitchell, Solid Waste Superintendent
Michael McClung, Recycling Manager

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**Notice of Public Hearing
Worcester County
Liquor Control Enterprise Fund
FY 2020/2021 Requested Operating Budget**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2020/2021 Liquor Control Enterprise Fund Operating Budget as requested by the Worcester County Liquor Control Department on:

Tuesday, June 2, 2020 at 9:20 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

Copies of the detailed budget are available for public inspection online at www.co.worcester.md.us.

**WORCESTER COUNTY
2020/2021 REQUESTED OPERATING BUDGET**

LIQUOR CONTROL ENTERPRISE FUND

Personnel Services.....	\$177,678
Supplies & Materials.....	\$14,200
Cost of Goods Sold.....	\$632,400
Maintenance & Services.....	\$67,400
Other Charges.....	\$5,736
Payout of Net Income (Loss) to County and Pocomoke City	\$17,586
Interfund Charges.....	<u>\$15,000</u>
 TOTAL REQUESTED EXPENDITURES	 \$930,000
 Sales - Retail.....	 <u>\$930,000</u>
 TOTAL ESTIMATED REVENUES	 \$930,000

For additional information, contact the Worcester County Treasurer's Office
at 410-632-0686, ext. 1217.

Worcester County

Department of Liquor Control



FY 2020/21 Requested

Operating Budgets

Board of County Commissioners of Worcester County

Joseph M. Mitrecic, President
Theodore J. Elder, Vice President
Anthony "Chip" W. Bertino, Jr.
Madison J. Bunting, Jr.
James "Bud" C. Church
Joshua C. Nordstrom
Diana Purnell

Harold L. Higgins, Chief Administrative Officer
Phillip G. Thompson, Finance Officer

Produced by the Worcester County Treasurer's Office as an aid to understanding the
Liquor Control Enterprise Fund Budget.

For more information on the budget, please call (410) 632-0686 extension 1217.

WORCESTER COUNTY
Liquor Control
Enterprise Funds

	2019/20 Budget	2019/20 Request	(\$) Variance	(%) Variance
Revenue				
Liquor Sales - Retail	915,000	930,000	15,000	1.64%
	<u>915,000</u>	<u>930,000</u>	<u>15,000</u>	<u>1.64%</u>
Expenditures				
Cost of Goods Sold	622,200	632,400	10,200	1.64%
Personnel Services	166,648	177,678	11,030	6.62%
Supplies & Materials	14,200	14,200	-	0.00%
Maintenance & Services	62,140	67,400	5,260	8.46%
Other Charges	2,500	5,736	3,236	129.44%
Interfund Charges	14,100	15,000	900	6.38%
Payout of profits/(losses)	33,212	17,586	(15,626)	-47.05%
	<u>915,000</u>	<u>930,000</u>	<u>15,000</u>	<u>1.64%</u>



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 400 - Liquor Control								
REVENUE								
Department 4001 - Administration								
Miscellaneous								
4800	Other Miscellaneous Revenue	.00	.00	.00		.00	134.00	.00
<i>Miscellaneous Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$134.00	\$0.00
Department 4001 - Administration Totals		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$134.00	\$0.00
Department 4005 - Retail								
Location 603 - Pocomoke								
Charges for Services								
5270	Liquor Sales - Retail	930,000.00	915,000.00	15,000.00	2	699,924.53	850,903.98	772,157.35
<i>Charges for Services Totals</i>		\$930,000.00	\$915,000.00	\$15,000.00	2%	\$699,924.53	\$850,903.98	\$772,157.35
Location 603 - Pocomoke Totals		\$930,000.00	\$915,000.00	\$15,000.00	2%	\$699,924.53	\$850,903.98	\$772,157.35
Location 608 - 16th Street								
Miscellaneous								
4800	Other Miscellaneous Revenue	.00	.00	.00		72,324.21	94,058.32	92,260.84
<i>Miscellaneous Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$72,324.21	\$94,058.32	\$92,260.84
Location 608 - 16th Street Totals		\$0.00	\$0.00	\$0.00	+++	\$72,324.21	\$94,058.32	\$92,260.84
Department 4005 - Retail Totals		\$930,000.00	\$915,000.00	\$15,000.00	2%	\$772,248.74	\$944,962.30	\$864,418.19
REVENUE TOTALS		\$930,000.00	\$915,000.00	\$15,000.00	2%	\$772,248.74	\$945,096.30	\$864,418.19
EXPENSE								
Department 4001 - Administration								
Supplies & Materials								
6100.100	Administrative Expense Dues, Licenses & Subscriptions	.00	.00	.00		.00	24.00	24.00
6100.190	Administrative Expense Office Supplies	.00	.00	.00		.00	.00	441.03
<i>Supplies & Materials Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$24.00	\$465.03
Maintenance & Services								
6530.100	Consulting Services Professional Fees	5,000.00	5,000.00	.00		2,000.00	5,000.00	.00
6550.270	Building Site Expenses Telephone	.00	.00	.00		.00	.00	(3.62)
<i>Maintenance & Services Totals</i>		\$5,000.00	\$5,000.00	\$0.00	0%	\$2,000.00	\$5,000.00	(\$3.62)
Other Charges								
7000.115	Travel, Training & Expense Mileage	500.00	500.00	.00		556.66	653.69	400.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	2,000.00	.00		1,910.92	1,801.31	1,767.19
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		.00	.00	1,447.08
<i>Other Charges Totals</i>		\$2,500.00	\$2,500.00	\$0.00	0%	\$2,467.58	\$2,455.00	\$3,614.27
Interfund Charges								
8010.010	Interfund Office Expense (Divided)	.00	14,100.00	(14,100.00)	(100)	11,657.89	.00	.00
8010.030	Interfund Treasurer's Support - Salary	7,850.00	.00	7,850.00		.00	6,935.00	5,500.00



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 400 - Liquor Control								
EXPENSE								
Department 4001 - Administration								
<i>Interfund Charges</i>								
8010.040	Interfund Treasurer's Support - Fringe	3,925.00	.00	3,925.00		.00	3,465.00	4,500.00
8010.050	Interfund Public Works & Admin - Benefits	1,075.00	.00	1,075.00		.00	1,900.00	1,513.00
8010.060	Interfund Public Works & Admin - Salaries	2,150.00	.00	2,150.00		.00	950.00	1,237.00
<i>Interfund Charges Totals</i>		\$15,000.00	\$14,100.00	\$900.00	6%	\$11,657.89	\$13,250.00	\$12,750.00
<i>Payments to Other Government Entities</i>								
8500.800	Payments to Other Gov't Entities Distribution of Liquor Profits	17,586.00	33,212.00	(15,626.00)	(47)	.00	.00	.00
<i>Payments to Other Government Entities Totals</i>		\$17,586.00	\$33,212.00	(\$15,626.00)	(47%)	\$0.00	\$0.00	\$0.00
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		11,970.00	15,960.00	15,958.00
<i>Capital Equipment Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$11,970.00	\$15,960.00	\$15,958.00
Department 4001 - Administration Totals		\$40,086.00	\$54,812.00	(\$14,726.00)	(27%)	\$28,095.47	\$36,689.00	\$32,783.68
Department 4003 - Transportation								
<i>Maintenance & Services</i>								
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	.00	.00	.00		.00	.00	126.63
<i>Maintenance & Services Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$126.63
Department 4003 - Transportation Totals		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$126.63
Department 4005 - Retail								
Location 603 - Pocomoke								
<i>Cost of Goods Sold</i>								
8910	Purchases	632,400.00	622,200.00	10,200.00	2	522,233.28	618,889.55	628,422.23
8915	Change in Inventory	.00	.00	.00		(9,838.00)	6,267.00	(52,044.00)
<i>Cost of Goods Sold Totals</i>		\$632,400.00	\$622,200.00	\$10,200.00	2%	\$512,395.28	\$625,156.55	\$576,378.23
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	64,709.00	64,148.00	561.00	1	45,579.35	71,374.02	91,308.21
6000.400	Personnel Services Overtime Pay	.00	.00	.00		.00	568.16	1,573.68
6010.100	Benefits Fica & Fringe Benefits	22,969.00	22,500.00	469.00	2	14,725.64	36,819.34	59,013.46
6050	Outsourced Labor	90,000.00	80,000.00	10,000.00	13	65,961.34	80,117.41	68,822.46
<i>Personnel Services Totals</i>		\$177,678.00	\$166,648.00	\$11,030.00	7%	\$126,266.33	\$188,878.93	\$220,717.81
<i>Supplies & Materials</i>								
6100.052	Administrative Expense Bank Fees	14,000.00	14,000.00	.00		9,539.76	13,595.19	13,591.01
6150.050	Uniforms & Personal Equipment Uniforms	200.00	200.00	.00		113.88	.00	293.60
<i>Supplies & Materials Totals</i>		\$14,200.00	\$14,200.00	\$0.00	0%	\$9,653.64	\$13,595.19	\$13,884.61



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 400 - Liquor Control								
EXPENSE								
Department 4005 - Retail								
Location 603 - Pocomoke								
<i>Maintenance & Services</i>								
6530.100	Consulting Services Professional Fees	30,000.00	30,000.00	.00		80.00	9,497.50	69,461.64
6550.01S	Building Site Expenses Building Supplies	3,000.00	2,140.00	860.00	40	3,137.68	3,742.98	2,192.03
6550.020	Building Site Expenses Buildings & Grounds Maintenance	5,000.00	5,000.00	.00		6,610.00	3,932.06	5,070.38
6550.060	Building Site Expenses Electricity	11,000.00	11,000.00	.00		6,469.12	9,420.71	10,562.06
6550.220	Building Site Expenses Security Alarm Monitoring	300.00	300.00	.00		265.94	332.00	1,336.96
6550.270	Building Site Expenses Telephone	3,600.00	3,200.00	400.00	13	2,691.24	3,398.47	3,185.99
6550.310	Building Site Expenses Water & Sewer	500.00	500.00	.00		309.36	458.04	424.04
6900.070	Advertising Sales	9,000.00	5,000.00	4,000.00	80	6,611.93	9,230.97	2,437.59
<i>Maintenance & Services Totals</i>		\$62,400.00	\$57,140.00	\$5,260.00	9%	\$26,175.27	\$40,012.73	\$94,670.69
<i>Other Charges</i>								
7170.010	Benefits & Insurance Allowance for COLA	3,236.00	.00	3,236.00		.00	.00	.00
<i>Other Charges Totals</i>		\$3,236.00	\$0.00	\$3,236.00	+++	\$0.00	\$0.00	\$0.00
Location 603 - Pocomoke Totals		\$889,914.00	\$860,188.00	\$29,726.00	3%	\$674,490.52	\$867,643.40	\$905,651.34
Location 605 - Gold Coast Mall								
<i>Supplies & Materials</i>								
6100.052	Administrative Expense Bank Fees	.00	.00	.00		.00	.00	5.00
<i>Supplies & Materials Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$5.00
Location 605 - Gold Coast Mall Totals		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$5.00
Location 607 - North Worcester								
<i>Supplies & Materials</i>								
6100.052	Administrative Expense Bank Fees	.00	.00	.00		.00	.00	20.95
<i>Supplies & Materials Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$20.95
Location 607 - North Worcester Totals		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$20.95
Location 608 - 16th Street								
<i>Supplies & Materials</i>								
6100.052	Administrative Expense Bank Fees	.00	.00	.00		.00	.00	10.00
<i>Supplies & Materials Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$10.00
<i>Maintenance & Services</i>								
6550.170	Building Site Expenses Office Rent/Lease	.00	.00	.00		72,485.20	95,136.76	93,670.57
<i>Maintenance & Services Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$72,485.20	\$95,136.76	\$93,670.57
Location 608 - 16th Street Totals		\$0.00	\$0.00	\$0.00	+++	\$72,485.20	\$95,136.76	\$93,680.57
Department 4005 - Retail Totals		\$889,914.00	\$860,188.00	\$29,726.00	3%	\$746,975.72	\$962,780.16	\$999,357.86

7

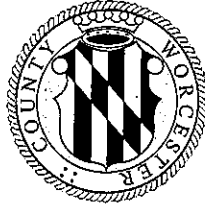


Budget Worksheet Report

Budget Year 2021

Account	Account Description	2021 Committee Review	2020 Adopted Budget	\$ Variance	% Variance	2020 Actual YTD 3/31/20	2019 Actual Amount	2018 Actual Amount
Fund 400 - Liquor Control	EXPENSE TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$775,071.19	\$999,469.16	\$1,032,268.17
Fund 400 - Liquor Control Totals	REVENUE TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$772,248.74	\$945,096.30	\$864,418.19
	EXPENSE TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$775,071.19	\$999,469.16	\$1,032,268.17
Fund 400 - Liquor Control Totals	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$2,822.45)	(\$54,372.86)	(\$167,849.98)
	REVENUE GRAND TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$772,248.74	\$945,096.30	\$864,418.19
	EXPENSE GRAND TOTALS	\$930,000.00	\$915,000.00	\$15,000.00	2%	\$775,071.19	\$999,469.16	\$1,032,268.17
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$2,822.45)	(\$54,372.86)	(\$167,849.98)

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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195
March 10, 2020

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

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

Worcester County Commissioners
One West Market Street
County Government Center - Room 1103
Snow Hill, MD 21863

RE: **Requested** FY2021 Enterprise Fund Operating Budgets

Commissioners:

In accordance with the County Government Article of the Code of Public Local Laws of Worcester County MD, the Worcester County Enterprise Fund Operating Budget Requests for Fiscal Year 2021 will be included in your Budget Work Session packages for your review and discussion on March 31, 2020.

Enterprise Funds

Enterprise Funds are used to account for functions of the County in which user charges are collected to cover the cost of the service being provided. The County uses enterprise funds to account for its water and wastewater, solid waste, and liquor control operations.

Water and Wastewater Enterprise Fund

The proposed budget contains rate adjustments for Assateague Pointe, Briddletown, Edgewater Acres, Landings, Mystic Harbor, Newark, Ocean Pines, Riddle Farm, and River Run. These adjustments are necessary in order to provide a revenue stream sufficient to support the water and wastewater operations.

See Budget
Book

Solid Waste Enterprise Fund

The proposed budget contains rate adjustments for the refuse tipping fee and house trailers. These adjustments will provide additional revenue to support the solid waste operations.

The Solid Waste Superintendent provides direct oversight of the solid waste, homeowner convenience centers, and recycling operations. For this reason, we will present the homeowner convenience centers and recycling budgets with the Solid Waste Enterprise Fund. The proposed budgets include adding rates for the second homeowner permit and the disposal of propane tanks.

Liquor Control Enterprise Fund

The Department has submitted a Requested Budget for FY21 while awaiting the results of the pending court case. The requested budget provides for the continued operation of the Pocomoke retail store.

Budget Adoption Schedule

The budget review session with the Enterprise Fund Departments is scheduled for March 31, 2020. This session provides the opportunity for your detailed review of the various budget requests. Additional budget work sessions are scheduled for May 12, and May 19. May 26, 2020 is also scheduled if needed. The Public Hearings on the Requested Enterprise Fund Operating Budgets are scheduled for Tuesday, June 2, 2020 at the Government Center. The FY2021 Enterprise Fund Operating Budget will be adopted on Tuesday, June 16, 2020. *

Respectfully Submitted,



Harold L. Higgins
Chief Administrative Officer

**NOTICE
OF
PROPOSED CHANGE
IN ZONING**

NORTH OF US ROUTE 50
EAST OF GOLF COURSE ROAD
WEST OCEAN CITY

TENTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

14

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 424 has been filed by Hugh Cropper, IV, attorney, on behalf of Stockyard, Inc., property owner, for an amendment to the Official Zoning Maps to change approximately 0.25 acres of land located to the north of US Route 50 and east of Golf Course Road in West Ocean City, in the Tenth Tax District of Worcester County, Maryland, from R-3 Multi-Family Residential District to C-2 General Commercial District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

**PUBLIC HEARING on
TUESDAY, JUNE 2, 2020
at 9:30 A.M.**

in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

At said public hearing, the Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 424 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 424 and the Planning Commission's recommendation which will be entered into the record of the public hearing are on file and are available to view electronically by contacting the Department of Development Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863, Monday through Friday from 8:00 am until 4:30 pm (except holidays).

Joseph M. Mitrecic, President

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**PLANNING COMMISSION
FINDINGS OF FACT
AND
RECOMMENDATION**

REZONING CASE NO. 424

APPLICANT:

**Stockyard, Inc.
12913 Ocean Gateway
Ocean City, Maryland 21842**

ATTORNEY FOR THE APPLICANT:

**Hugh Cropper, IV
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842**

December 5, 2019

WORCESTER COUNTY PLANNING COMMISSION

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5.	Memo dated October 8, 2019 requesting comments	Pages 34 - 35

I. INTRODUCTORY DATA

- A. CASE NUMBER: Rezoning Case No. 424, filed on September 30, 2019.
- B. APPLICANT: Stockyard, Inc.
12913 Ocean Gateway
Ocean City, Maryland 21842
- APPLICANTS' ATTORNEY: Hugh Cropper, IV
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842
- C. TAX MAP/PARCEL: Tax Map 27 - Part of Parcel 569 - Tax District 10
- D. SIZE: The petitioned area is approximately 0.25 acres in size. It is part of a larger parcel which is itself approximately 4.18 acres in size. According to the application, the petitioned area has been added to Parcel 569 by virtue of a boundary line adjustment.
- E. LOCATION: The petitioned area is located to the north of US Route 50 and east of Golf Course Road, at the bayfront in West Ocean City. It is immediately north of the Hooper's Restaurant which is located on Parcel 569.
- F. CURRENT USE OF PETITIONED AREA: According to the application, the site has been used as an accessory area to the Hooper's Restaurant.
- G. CURRENT ZONING CLASSIFICATION: R-3 Multi-Family Residential District (0.23 acres) and RP Resource Protection District (0.02 acres). The original portion of Parcel 569 is zoned C-2 General Commercial District and the zoning boundary followed the northerly property line of Parcel 569 as it existed in 2009.
- H. REQUESTED ZONING CLASSIFICATION: C-2 General Commercial District.
- I. ZONING HISTORY: At the time zoning was first established in the 1960s the petitioned area was given a R-4 Hotel/Motel District classification, as was Parcel 569. The area was rezoned to B-2 General Business District to a depth of approximately 950 feet from the US Route 50 right-of-way by Rezoning Case No. 122 approved on April 18, 1978. During the 1992 comprehensive rezoning, the petitioned area was given a R-3 Multi-Family Residential District zoning classification and Parcel 569 was retained in the B-2 General Business District classification. During the 2009 comprehensive rezoning the petitioned area was again placed in the R-3 Multi-Family Residential District, with waterfront sensitive areas given an RP Resource Protection District zoning classification.

Parcel 569 was given a C-2 General Commercial District classification, with the boundary being the northerly rear property line of Parcel 569 as it existed at that time.

- J. **SURROUNDING ZONING:** The properties directly to the west of the petitioned area are also zoned C-2 General Commercial District while those to the north rear are zoned R-3 Multi-Family Residential District and RP Resource Protection District.
- K. **COMPREHENSIVE PLAN:** According to the 2006 Comprehensive Plan and associated land use map, the petitioned area is within the Commercial Center Land Use Category.
- L. **WATER AND WASTEWATER:** According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the subject property has designations of Water and Sewer Service Category W-1 and S-1 (immediate to two year time frame) in the Master Water and Sewerage Plan.
- M. **ROAD ACCESS:** The petitioned area itself does not have direct frontage or direct access onto any roadway. The subject property of which the petitioned area is a part fronts on and currently has access to US Route 50. This roadway is state-owned and -maintained. The Comprehensive Plan classifies US Route 50 as a multi-lane divided primary highway/arterial highway.

II. APPLICANT'S TESTIMONY BEFORE THE PLANNING COMMISSION

- A. Hugh Cropper, IV, applicant's attorney, Pete and Royette Shepherd, property owners, and Frank Lynch, surveyor, were present for the review. Mr. Cropper stated that he was requesting the change in zoning solely on the basis of a mistake in existing zoning. Mr. Cropper submitted a color copy of the property survey highlighting the area petitioned for rezoning at Applicant's Exhibit No. 1 and stated that if the rezoning is approved, the zoning district boundary will follow the revised property line of the recorded 2015 boundary line adjustment plat. He asserted that this is an easily justifiable rezoning. He stated that the Shepherds have owned the Hooper's property for over 30 years and the upland portion of the petitioned area has been used as needed for the restaurant for that same period of time. Mr. Cropper maintained that since the petitioned area was used for the restaurant then and is still used for the restaurant, it was therefore a mistake to have zoned it R-3 Multi-Family Residential District and RP Resource Protection District in 2009, albeit one made in good faith. He stated that he understood that the County Commissioners could not review each and every parcel during the comprehensive rezoning to verify that the zoning matched the use area. He stated

that the proposed rezoning is also a refinement in that it will follow the actual use area and the adjusted boundary line.

Frank Lynch was called as the first witness. Mr. Cropper asked Mr. Lynch about survey work he had done on the adjoining properties and how long the petitioned area had been utilized commercially in conjunction with the Hooper's Restaurant. Mr. Lynch responded that he had done survey work for Jack Burbage when he was developing the adjacent Seaside Village project and that he surveyed the encroachment of the use area onto Mr. Burbage's property. This encroachment area is now the petitioned area. Mr. Cropper also stated that the petitioned area was used commercially before the Atlantic Coastal Bays Critical Area Laws were enacted and asserted that the State Critical Area Commission has no issue with the proposed rezoning. He noted that the petitioned area was and is currently used for storage of vehicle trailers, tents and overflow parking, among other things. Submitted as Applicant's Exhibit No. 2 was an aerial photograph of the parking lot and the petitioned area illustrating its use as an overflow parking area. Submitted as Applicant's Exhibit No. 3 was an aerial photograph of the petitioned area in closer view. Mr. Lynch stated that he agreed with Mr. Cropper's assertion that it was a mistake to have given the petitioned area R-3 Multi-Family Residential District and RP Resource Protection District zoning classifications in 2009 because it was used commercially with the restaurant and has since been added to the Hooper's Restaurant property owned by the Shepherds. Mr. Cropper stated that this refinement will bring the currently non-conforming use of the petitioned area into conformance with the zoning. Submitted as Applicant's Exhibit No. 4 was a copy of the Land Use Map from the Worcester County Comprehensive Plan, showing the petitioned area to be within the Commercial Center Land Use Category.

With regard to public facilities, Mr. Cropper noted that the petitioned area is currently within the W-1 and S-1 categories (immediate to two year time frame) in the County's Master Water and Sewer Plan. He stated that the site is served by an existing access through the Hooper's Restaurant development and that the proposed rezoning will have no impact on traffic. Mr. Cropper asserted that the vicinity surrounding the petitioned area is already developed and commercial zoning on the petitioned area will be consistent with existing zoning and development in the area. More so, it will be consistent with the existing use on the petitioned area.

Mr. Cropper in summary stated that this was a simple rezoning application, for one-quarter of an acre, for a commercial use area that has been utilized for over 30 years and should have been included with the commercial zoning of the Hooper's Restaurant property during the comprehensive rezoning of 2009. He stated that the area is important to the property owner and they need it for their business uses.

He finished his presentation by stating that the existing R-3 Multi-Family Residential District and RP Resource Protection District zoning on the property is a mistake, that the requested C-2 General Commercial District classification is more in keeping with the Comprehensive Plan and that the petitioned area is within the Intensely Developed Area buffer management area under the Critical Area law.

III. PLANNING COMMISSION'S FINDINGS AND CONCLUSIONS

- A. Regarding the definition of the neighborhood: The Planning Commission found that because Mr. Cropper was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.
- B. Regarding population change: The Planning Commission concluded that there has been no significant change to the population of the vicinity surrounding the petitioned area since the comprehensive rezoning of 2009.
- C. Regarding availability of public facilities: The Planning Commission found that as it pertains to wastewater disposal and the provision of potable water, Robert J. Mitchell, Director of the Department of Environmental Programs, indicated in his response memo (copy attached) that the subject property has designations of Water and Sewer Service Category W-1 and S-1 (immediate to two year time frame) in the Master Water and Sewerage Plan. According to the Worcester County Soil Survey the primary soil types on the petitioned area have severe limitations to on-site wastewater disposal. Fire and ambulance service will be available from the Ocean City Fire Company's station on Keyser Point Road, located a short distance to the west of the petitioned area. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately ten minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks or the Worcester County Sheriff's Department. The petitioned area is within the area served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of its review, the Planning Commission found that there will be no negative impacts to public facilities and services resulting from the proposed rezoning.
- D. Regarding present and future transportation patterns: The Planning Commission found that the petitioned area itself does not have direct frontage or direct access onto any roadway. The subject property of which the petitioned area is a part

fronts on and currently has access to US Route 50. This roadway is state-owned and -maintained. The Comprehensive Plan classifies US Route 50 as a multi-lane divided primary highway/arterial highway. With regard to US Route 50 the Comprehensive Plan states that development should be limited until capacity is no longer impacted and that the amount of commercial zoning along US Route 50 should be reduced to maintain its capacity. No comments with regard to this rezoning application were received from either the State Highway Administration District 1 or from the Worcester County Roads Superintendent. Based upon its review, the Planning Commission found that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

- E. Regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: The Planning Commission found that the petitioned area has been utilized in conjunction with the adjacent Hooper's Restaurant for many, many years and has coexisted with the residences and other commercial land uses in the area. The Planning Commission found that the proposed rezoning will not have any adverse impacts on environmental concerns. The petitioned area is within the Atlantic Coastal Bays Critical Area and is classified as being within the Intensely Developed Area (IDA) area under the County's Critical Area regulations. The Planning Commission noted that, according to the memo from Robert J. Mitchell, Director of the Department of Environmental Programs, that was attached to the staff report, IDAs are areas where residential, commercial, institutional and/or industrial uses predominate and where relatively little natural habitat occurs or remains and that therefore there do not seem to be any outstanding issues with the proposed rezoning and the Critical Area. Mr. Mitchell stated that a notification was sent to the State Critical Area Commission and they had no objections to this rezoning. Mr. Mitchell further stated that the authorized use of the property under the Code would not change the application of setbacks and other regulatory controls applied toward any future use or redevelopment construction. Based upon its review, the Planning Commission found that the proposed rezoning of the petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District is compatible with existing and proposed development and existing environmental conditions in the area.
- F. Regarding compatibility with the Comprehensive Plan: The Planning Commission found that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Commercial Center Land Use Category. With regard to the Commercial Center category the Comprehensive Plan states that this category designates sufficient area to provide for anticipated

needs for business, light industry, and other compatible uses and that retail, offices, cultural/entertainment, services, mixed uses, warehouses, civic, light manufacturing and wholesaling would locate in commercial centers. The Comprehensive Plan also states that commercial areas by their nature locate on prominent sites and can visually dominate a community and that, for this reason, special attention must be given to the volume, location and design of these uses. The first step is to balance supply with demand. The Planning Commission found that the petitioned area has been used in the past and continues to be used for storage of vehicle trailers, tents and overflow parking, among other things, associated with the Hooper's Restaurant. Based upon its review the Planning Commission found that the proposed rezoning of the petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District is compatible with the Comprehensive Plan and in keeping with its goals and objectives.

IV. PLANNING COMMISSION RECOMMENDATION

- A. In consideration of its findings and testimony provided to the Commission, the Planning Commission concluded that there is a mistake in the existing zoning of the petitioned area. The Planning Commission found that the petitioned area has been used as needed for over 30 years for commercial purposes in conjunction with the adjacent restaurant and was commercially zoned until the 1992 comprehensive rezoning, when it was changed to R-3 Multi-Family Residential District. The Planning Commission concluded that there has not been a change in the character of the neighborhood but that there is an issue with the consistency of the petitioned area's zoning classification with its long time use. Based upon its review, the Planning Commission concluded that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and gave a favorable recommendation to Rezoning Case No. 424, seeking a rezoning of the petitioned area from R-3 Multi-Family Residential District to C-2 General Commercial District.

V. RELATED MATERIALS AND ATTACHMENTS

STAFF REPORT

REZONING CASE NO. 424

PROPERTY OWNER: Stockyard, Inc.
12913 Ocean Gateway
Ocean City, Maryland 21842

ATTORNEY: Hugh Cropper, IV
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842

TAX MAP/PARCEL INFO: Tax Map 27 - Part of Parcel 569 - Tax District 10

SIZE: The petitioned area is approximately 0.25 acres in size. It is part of a larger parcel which is itself approximately 4.18 acres in size. According to the application, the petitioned area has been added to Parcel 569 by virtue of a boundary line adjustment.

LOCATION: The petitioned area is located to the north of US Route 50 and east of Golf Course Road, at the bayfront in West Ocean City. It is immediately north of the Hooper's Restaurant which is located on Parcel 569.

CURRENT USE OF PETITIONED AREA: According to the application, the petitioned area has been used as an accessory area to the Hooper's Restaurant.

CURRENT ZONING CLASSIFICATION: R-3 Multi-Family Residential District (0.23 acres) and RP Resource Protection District (0.02 acres). The original portion of Parcel 569 is zoned C-2 General Commercial District and the zoning boundary followed the northerly property line of Parcel 569 as it existed in 2009.

REQUESTED ZONING CLASSIFICATION: C-2 General Commercial District

APPLICANT'S BASIS FOR REZONING: According to the application, the request for rezoning is based on a mistake in existing zoning.

ZONING HISTORY: At the time zoning was first established in the 1960s the petitioned area was given a R-4 Hotel/Motel District classification, as was Parcel 569. The area was rezoned to B-2 General Business District to a depth of approximately 950 feet from the US Route 50 right-of-way by Rezoning Case No. 122 approved on April 18, 1978. During the 1992 comprehensive rezoning, the petitioned area was given a R-3 Multi-Family Residential District zoning classification and Parcel 569 was retained in the B-2 General Business District classification. During the 2009 comprehensive rezoning the petitioned area was again placed in the R-3 Multi-Family Residential District, with waterfront sensitive areas given an RP Resource Protection District zoning classification. Parcel 569 was given a C-2 General Commercial District

classification, with the boundary being the northerly rear property line of Parcel 569

SURROUNDING ZONING: The properties directly to the west of the petitioned area are also zoned C-2 General Commercial District while those to the north rear are zoned R-3 Multi-Family Residential District and RP Resource Protection District.

COMPREHENSIVE PLAN:

According to Chapter 2 - Land Use of the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Commercial Center Land Use Category. With regard to the Commercial Center Land Use Category, the Comprehensive Plan states the following:

"This category designates sufficient area to provide for anticipated needs for business, light industry, and other compatible uses. Retail, offices, cultural/entertainment, services, mixed uses, warehouses, civic, light manufacturing and wholesaling would locate in commercial centers.

Commercial areas by their nature locate on prominent sites and can visually dominate a community. For this reason, special attention must be given to the volume, location and design of these uses. The first step is to balance supply with demand.

Strip commercial centers are discouraged.

Commercial areas provide important services but they should be developed to enhance community character. (Pages 16, 17)

Pertinent objectives cited in Chapter 2 - Land Use state the following:

-
- 2. Continue the dominance of agriculture and forestry uses throughout the county's less developed regions.
- 3. Maintain the character of the county's existing population centers.
- 4. Provide for appropriate residential, commercial, institutional, and industrial uses.
- 5. Locate new development in or near existing population centers and within planned growth centers.
- 6. Infill existing population centers without overwhelming their existing character.
-
- 8. Regulate development to minimize consumption of land, while continuing the county's rural and coastal character.
-
- 10. Locate employment centers close to the potential labor force.
-
- 15. Balance the supply of commercially zoned land with anticipated demand of year-

- round residents and seasonal visitors.
16. Locate major commercial and all industrial development in areas having adequate arterial road access or near such roads.
 17. Discourage highway strip development to maintain roadway capacity, safety, and character.
 -
 19. Limit rural development to uses compatible with agriculture and forestry.
 -
- (Pages 12, 13)

Also in Chapter 2 - Land Use, under the heading Commercial Land Supply, the Comprehensive Plan states:

“Based on industry standards for the relationship of commercial land to market size, an excessive amount of commercial zoning exists in Worcester County. Discounting half the vacant land in this category as unbuildable, the remaining land if developed would have the capacity to serve a population of over 2 million people; the County’s peak seasonal population is less than 25 percent of this number.” (Page 24)

This chapter also includes objectives related to Commercial Services. Certain of these state the following:

- “1. Locate commercial and service centers in major communities; existing towns should serve as commercial and service centers.
2. Provide for suitable locations for commercial centers able to meet the retailing and service needs of the population centers.
-
4. Bring into balance the amount of zoned commercial locations with the anticipated need with sufficient surplus to prevent undue land price escalation.
5. Locate commercial uses so they have arterial road access and are designed to be visually and functionally integrated into the community.
-” (Page 60)

In the same chapter, under the heading Commercial Facilities, the Comprehensive Plan states:

“Retailing is one of the largest employers in the County and is a significant contributor to the economy. Currently, designated commercial lands far outstrip the potential demand for such lands. When half of these lands are assumed to be undevelopable (wetlands and other constraints), the potential commercial uses can serve an additional population of over two million persons. The supply of commercial land should be brought more in line with potential demand. Otherwise, underutilized sites/facilities and unnecessary traffic congestion will result.” (Page 62)

In Chapter Six - Public Infrastructure, the Comprehensive Plan includes several objectives,

including the following:

- “1. Meet existing public facility and service needs as a first priority. Health and safety shall take precedence.
 2. Permit development to occur only as rapidly as services can be provided.
 3. Ensure adequate public facilities are available to new development.
 4. Require new development to “pay its way” by providing adequate public facilities to meet the infrastructure demand it creates.
-” (Page 70)

Chapter Seven - Transportation of the Comprehensive Plan states that “Worcester’s roadways experience morning and evening commuter peaks; however, they are dwarfed by summer resort traffic.Resort traffic causes the most noticeable congestion on US 50, US 113, US 13, MD 528, MD 589, MD 611, and MD 90.” (Page 79)

This chapter also states that “(C)ommercial development will have a significant impact on future congestion levels. Commercial uses generate significant traffic, so planning for the proper amount, location and design will be critical to maintain road capacity. The current amount and location of commercial zoned land poses problems for the road system, particularly for US 50.” (Page 82)

In this same chapter, under the heading General Recommendations - Roadways, it states the following:

- “1. Acceptable Levels of Service -- It is this plan’s policy that the minimal acceptable level of service for all roadways be LOS C. Developers shall be responsible for maintaining this standard.
-
3. Traffic studies -- Developers should provide traffic studies to assess the effect of each major development on the LOS of nearby roadways.
 4. Impacted Roads -- Roads that regularly have LOS D or below during weekly peaks are considered “impacted.” Areas surrounding impacted roads should be planned for minimal development (infill existing lots). Plans and funding for improving such roads should be developed.
 5. Impacted Intersections -- Upgrade intersections that have fallen below a LOS C.
- (Page 87)

WATER AND WASTEWATER: According to the response memo from Robert J. Mitchell, Director of the Department of Environmental Programs (copy attached), the subject property has a designation of a Sewer and Water Service Category of S-1 and W-1 (Immediate to two-year time frame) in the Master Water and Sewerage Plan. No comments were received from John H. Tustin, P. E., Director of Public Works, or John Ross, P. E., Deputy Director of Public Works.

The primary soil types on the petitioned area according to the Worcester County Soil Survey are as follows:

Ut - Urban land - Udorthents complex - - severe limitations to on-site wastewater disposal
Pu - Purnell peat - severe limitations to on-site wastewater disposal

EMERGENCY SERVICES: Fire and ambulance service will be available from the Ocean City Volunteer Fire Company's substation on Keyser Point Road, approximately five minutes away. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately ten minutes away, and the Worcester County Sheriff's Department in Snow Hill, approximately thirty minutes away. No comments were received from the Maryland State Police Barracks or from the Sheriff's Department.

ROADWAYS AND TRANSPORTATION: The petitioned area itself does not have direct frontage or direct access onto any roadway. The subject property of which the petitioned area is a part fronts on and currently has access to US Route 50. This roadway is state-owned and - maintained. The Comprehensive Plan classifies US Route 50 as a multi-lane divided primary highway/arterial highway. With regard to US Route 50 the Comprehensive Plan that development should be limited until capacity is no longer impacted and that the amount of commercial zoning along US Route 50 should be reduced to maintain its capacity. No comments with regard to this rezoning application were received from either the State Highway Administration District 1 or from the Worcester County Roads Superintendent

SCHOOLS: The petitioned area is within the area served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education (WCBOE).

CHESAPEAKE/ATLANTIC COASTAL BAYS CRITICAL AREAS: According to Mr. Mitchell's memo (copy attached), the petitioned area is located within the Atlantic Coastal Bays Critical Area (ACBCA). He states that the parcel is designated as an Intensely Developed Area (IDA) and is allocated within the A-15 Buffer Management Area, that IDAs are areas where residential, commercial, institutional and/or industrial uses predominate and where relatively little natural habitat occurs or remains and that therefore there do not seem to be any outstanding issues with the proposed rezoning and the Critical Area. Mr. Mitchell states that a notification was sent to the State Critical Area Commission and they have no objections to this rezoning. Mr. Mitchell further states that adverse impacts to local waterways would not be uncontrolled with this proposed rezoning. The authorized use of the property under the code would not change the application of setbacks and other regulatory controls applied toward any future use or redevelopment construction.

FLOOD ZONE: The FIRM map indicates that the petitioned area is primarily within Zone AE (100 year floodplain with base flood elevation of 5 to 7 feet, depending on location).

PRIORITY FUNDING AREA: The petitioned area is not within a designated Priority Funding Area.

INCORPORATED TOWNS: The site is within one mile of the corporate limits of Ocean City

ADDITIONAL COMMENTS RECEIVED: Comments received from various agencies, etc. are attached and are summarized as follows:

Kathryn Gordon, Deputy Director, Economic Development: No objection to the proposed rezoning.

!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! **IMPORTANT** !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

THE PLANNING COMMISSION MUST MAKE FINDINGS OF FACT IN EACH SPECIFIC CASE, INCLUDING BUT NOT LIMITED TO THE FOLLOWING MATTERS:

- 1) What is the applicant's definition of the neighborhood in which the subject property is located? (Not applicable if request is based solely on a claim of mistake in existing zoning.)
- 2) Does the Planning Commission concur with the applicant's definition of the neighborhood? If not, how does the Planning Commission define the neighborhood?
- 3) Relating to population change.
- 4) Relating to availability of public facilities.
- 5) Relating to present and future transportation patterns.
- 6) Relating to compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact on waters included on the State's impaired waters list or having an established total maximum daily load requirement.
- 7) Relating to compatibility with the Comprehensive Plan.
- 8) Has there been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property (November 3, 2009) or is there a mistake in the existing zoning of the property?
- 9) Would a change in zoning be more desirable in terms of the objectives of the Comprehensive Plan?

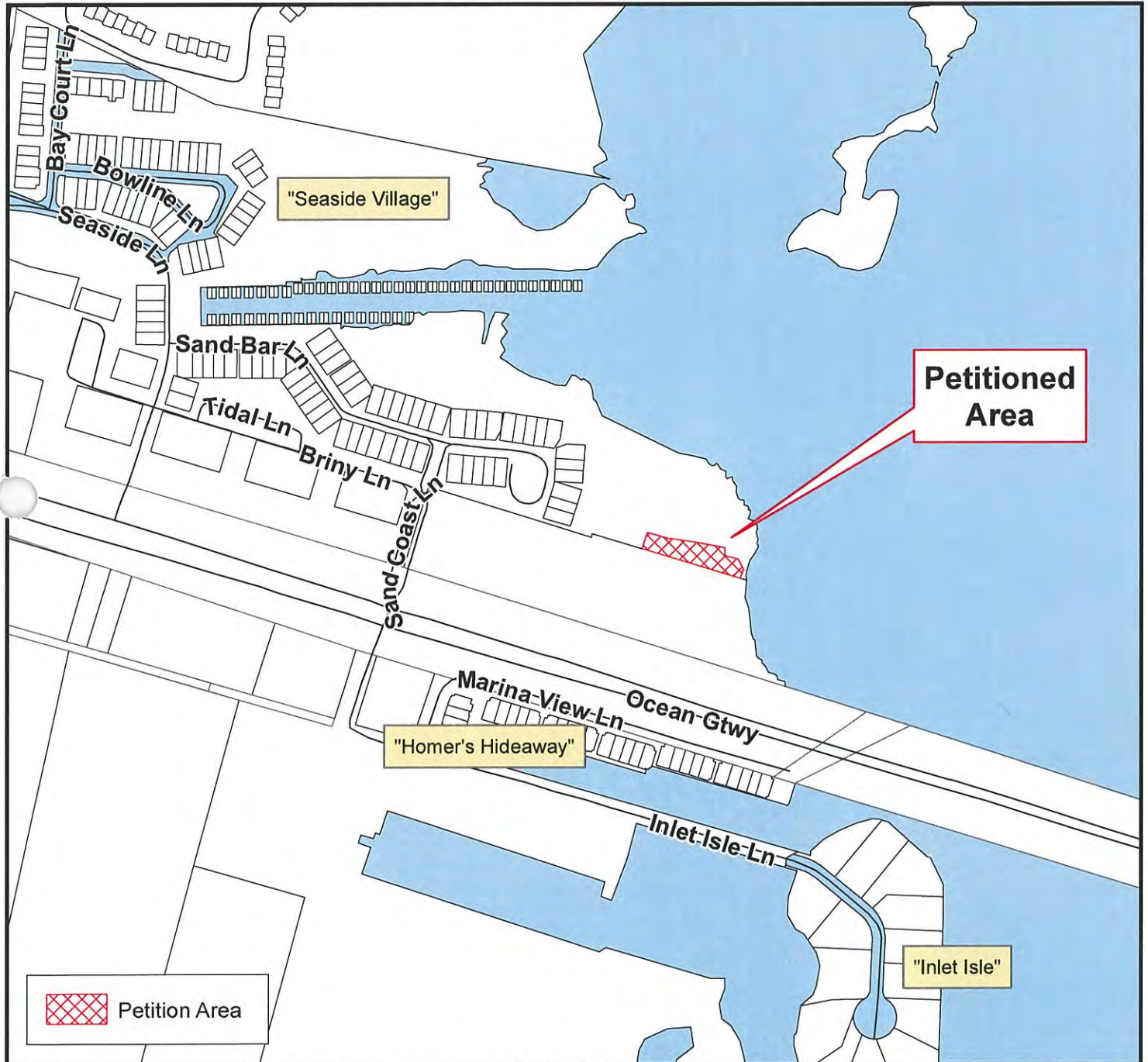


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 424
 R-3 Multi-family Residential and RP Resource Protection to C-2 General Commercial District
 Tax Map: 27, Parcel 569

LOCATION MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2019

Source: Worcester County GIS Data Layers

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW



WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 424
R-3 Multi-family Residential and RP Resource Protection to C-2 General Commercial District
Tax Map: 27, Parcel 569

AERIAL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division - Prepared October 2019

Source: 2016 Aerial Imagery and Worcester County GIS Data Layers

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

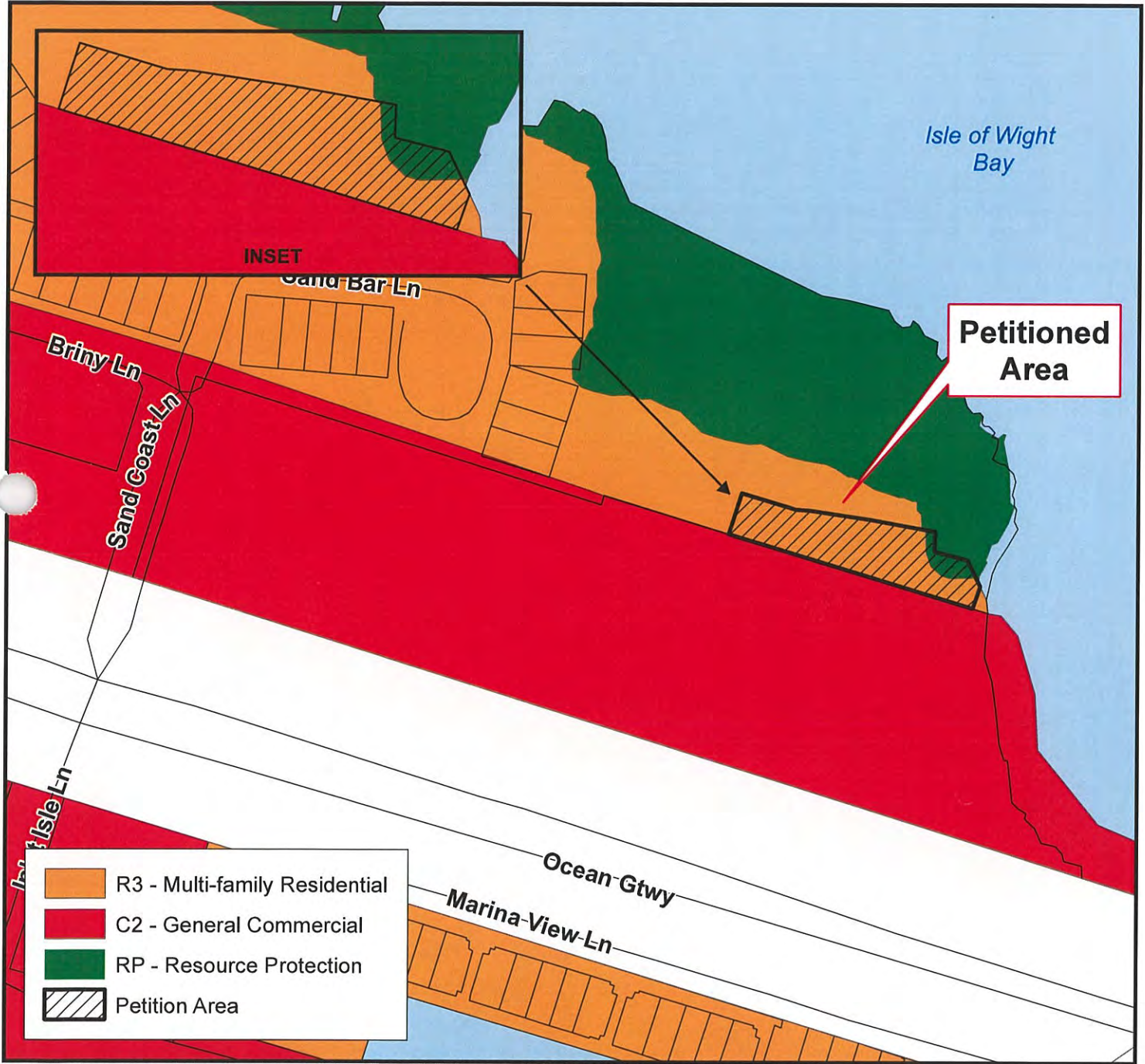


WORCESTER COUNTY, MARYLAND

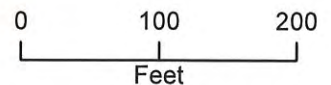


REZONING CASE NO. 424
 R-3 Multi-family Residential and RP Resource Protection to C-2 General Commercial District
 Tax Map: 27, Parcel 569

ZONING MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2019



Source: 2009 Official Zoning Map and Worcester County GIS Data Layers
 This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

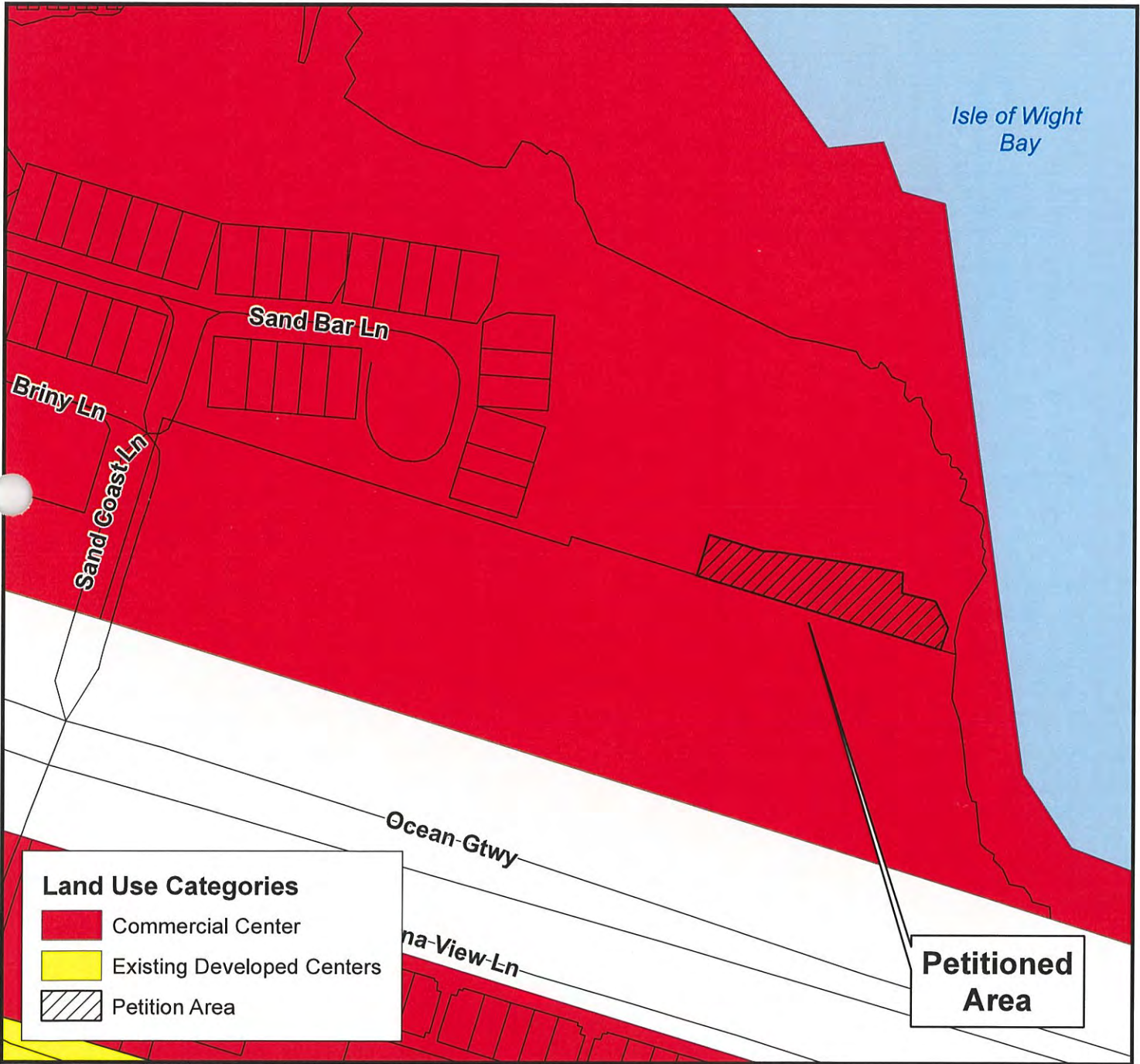


WORCESTER COUNTY, MARYLAND

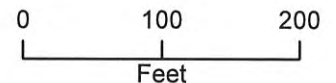


REZONING CASE NO. 424
 R-3 Multi- family Residential and RP Resource Protection to C-2 General Commercial District
 Tax Map: 27, Parcel 569

LAND USE MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2019



Source: 2006 Land Use Plan and Worcester County GIS Data Layers

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

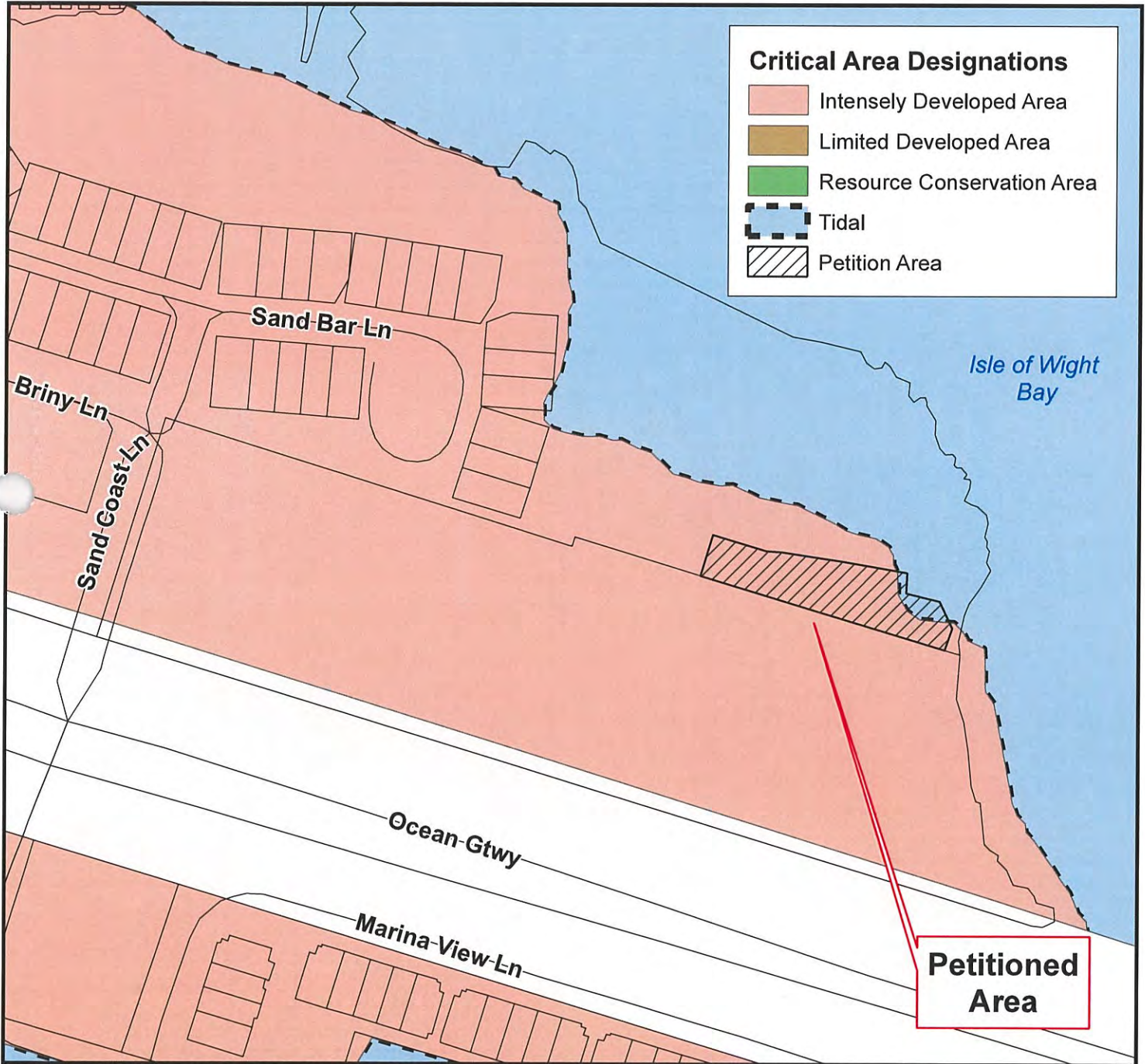


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 424
 R-3 Multi- family Residential and RP Resource Protection to C-2 General Commercial District
 Tax Map: 27, Parcel 569

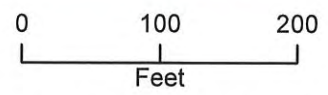
ATLANTIC COASTAL BAY CRITICAL AREA MAP



Critical Area Designations

- Intensely Developed Area
- Limited Developed Area
- Resource Conservation Area
- Tidal
- Petition Area

DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2019



Source: Current Atlantic Coastal Bay Critical Area Maps and Worcester County GIS Data Layers
 This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

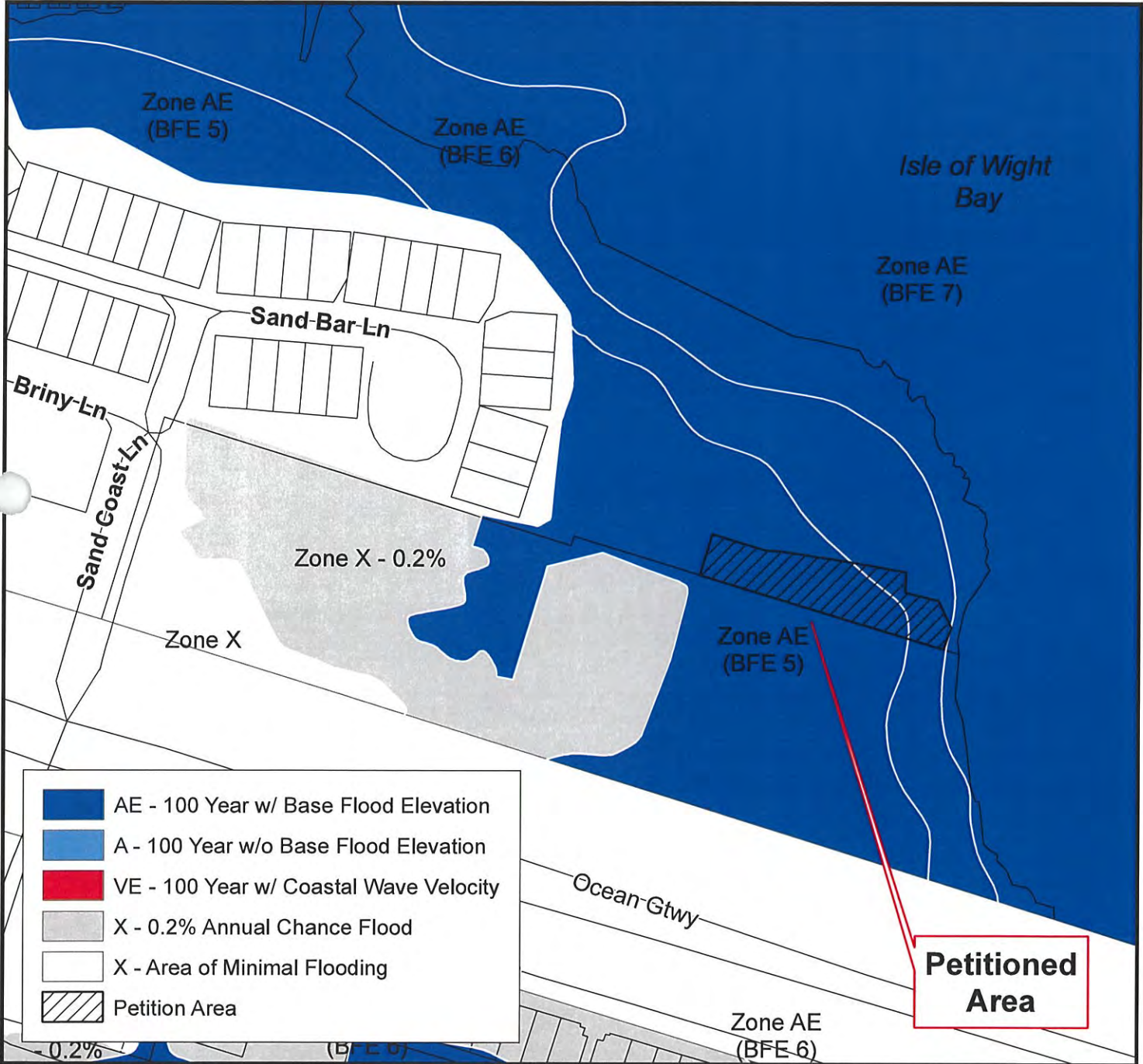


WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 424
 R-3 Multi- family Residential and RP Resource Protection to C-2 General Commercial District
 Tax Map: 27, Parcel 569

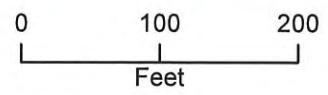
FLOODPLAIN MAP



- AE - 100 Year w/ Base Flood Elevation
- A - 100 Year w/o Base Flood Elevation
- VE - 100 Year w/ Coastal Wave Velocity
- X - 0.2% Annual Chance Flood
- X - Area of Minimal Flooding
- Petition Area

Petitioned Area

DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2019



Source: 2016 FEMA Flood Rate Maps and Worcester County GIS Data Layers
 This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

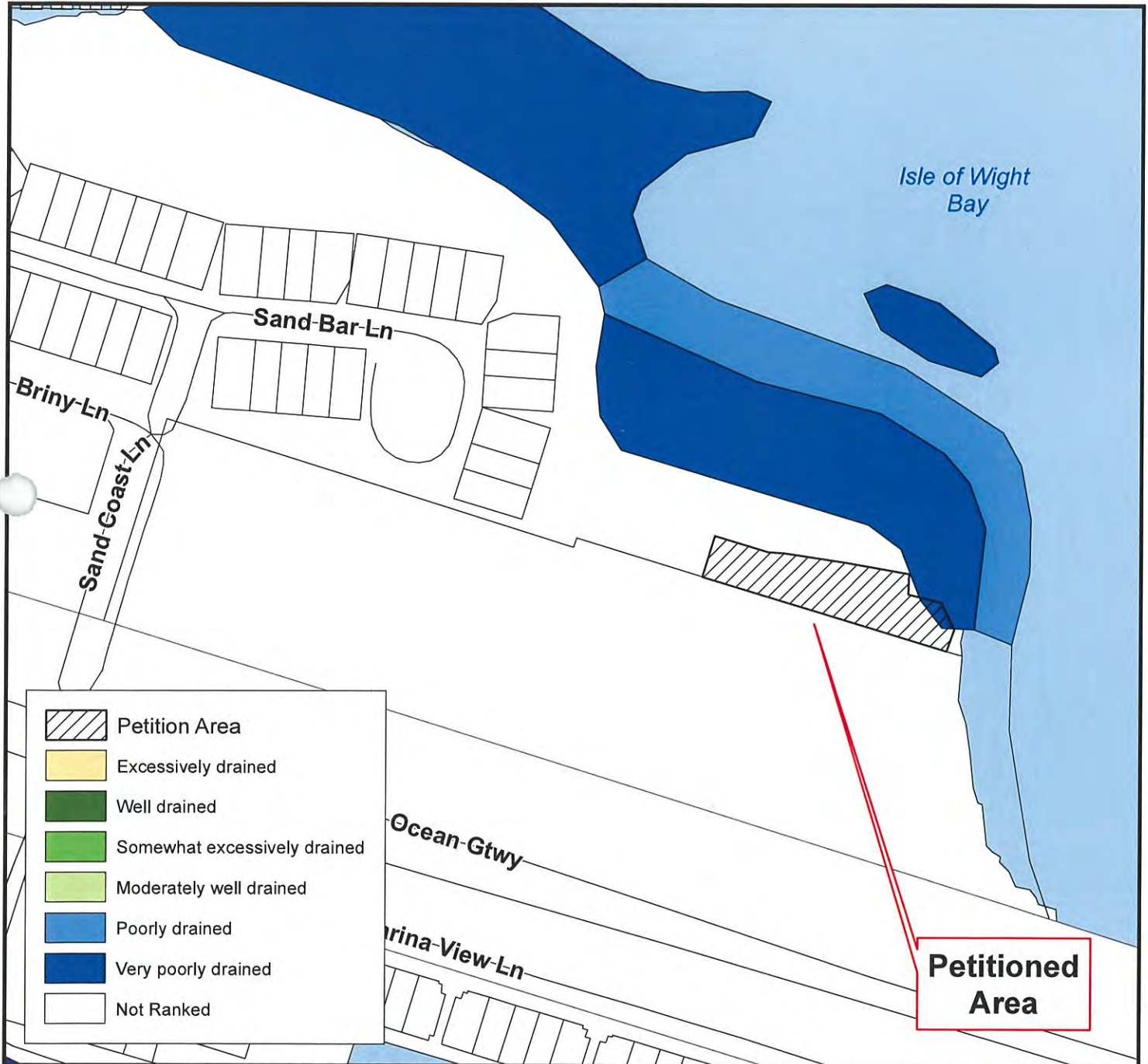


WORCESTER COUNTY, MARYLAND

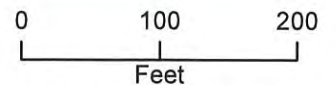


REZONING CASE NO. 424
 R-3 Multi- family Residential and RP Resource Protection to C-2 General Commercial District
 Tax Map: 27, Parcel 569

SOILS MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2019



Source: 2007 Soil Survey and Worcester County GIS Data Layers

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

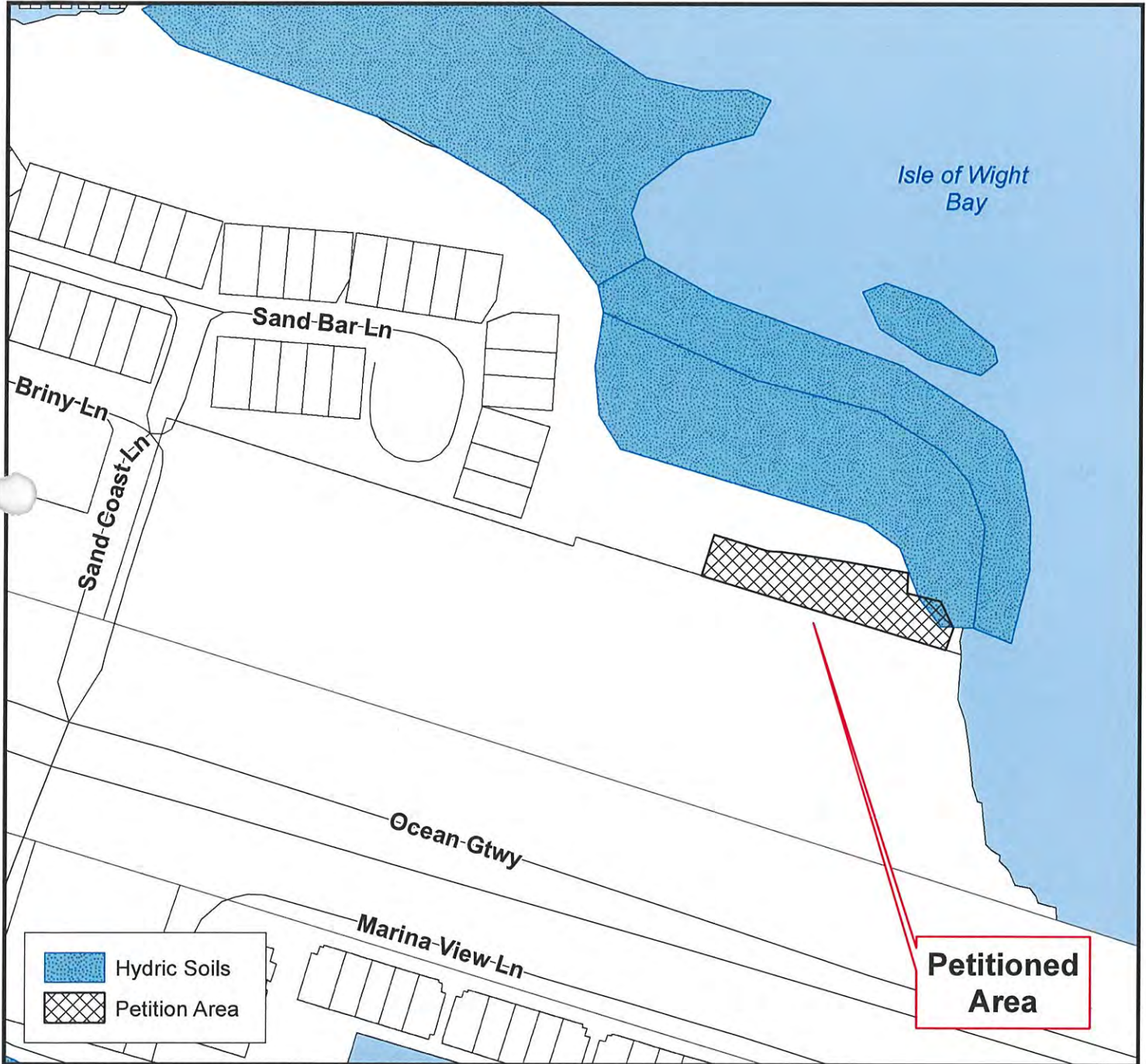


WORCESTER COUNTY, MARYLAND

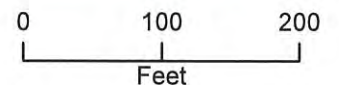


REZONING CASE NO. 424
 R-3 Multi- family Residential and RP Resource Protection to C-2 General Commercial District
 Tax Map: 27, Parcel 569

HYDRIC SOILS MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
 Technical Services Division - Prepared October 2019



Source: 2007 Soil Survey and Worcester County GIS Data Layers

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action. Drawn By: KLH Reviewed By: PHW

APPLICATION FOR AMENDMENT OF OFFICIAL ZONING MAP

(Office Use One - Please Do Not Write In This Space)

Rezoning Case No. 424

Date Received by Office of County Commissioners: _____

Date Received by Development, Review and Permitting: 9/30/19

Date Reviewed by Planning Commission: 12/5/19

I. Application

Proposals for amendment of the Official Zoning Maps may be made only by a governmental agency or by the property owner, contract purchaser, option holder, lessee, or their attorney or agent of the property to be directly affected by the proposed amendment. Check applicable status below:

- A. _____ Governmental Agency
- B. _____ Property Owner
- C. _____ Contract Purchaser
- D. _____ Option Holder
- E. _____ Lessee
- F. XXX Attorney for B (Insert A, B, C, D, or E)
- G. _____ Agent of _____ (Insert A, B, C, D, or E)

II. Legal Description of Property

- A. Tax Map/Zoning Map Number(s): 27
- B. Parcel Number(s): 569
- C. Lot Number(s), if applicable: _____
- D. Tax District Number: 10

III. Physical Description of Property

- A. Located on the North side of U.S. Route 50/Ocean Gateway approximately _____ to the _____ of _____.
- B. Consisting of a total of .25 acres of land.

- C. Other descriptive physical features or characteristics necessary to accurately locate the petitioned area:

12913 Ocean Gateway, Ocean City, Maryland 21842

- D. Petitions for map amendments shall be accompanied by a plat drawn to scale showing property lines, the existing and proposed district boundaries and such other information as the Planning Commission may need in order to locate and plot the amendment on the Official Zoning Maps.

IV. Requested Change to Zoning Classification(s)

- A. Existing zoning classification(s): R-3, Multi-Family/RP-Resource Protection

(Name and Zoning District)

- B. Acreage of zoning classification(s) in "A" above: .25 acres

- C. Requested zoning classification(s): C-2, General Commercial District

(Name and Zoning District)

- D. Acreage of zoning classification(s) in "C" above: .25 acres

V. Reasons for Requested Change

The County Commissioners may grant a map amendment based upon a finding that there: (a) has been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property, or (b) is a mistake in the existing zoning classification and that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

- A. Please list reasons or other information as to why the rezoning change is requested, including whether the request is based upon a claim of change in the character of the neighborhood or a mistake in existing zoning:

Please see attached

IV. Filing Information and Required Signatures

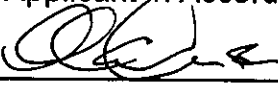
- A. Every application shall contain the following information:

1. If the application is made by a person other than the property

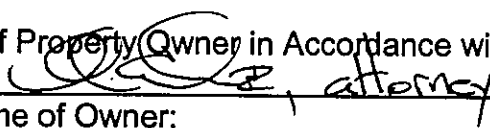
owner, the application shall be co-signed by the property owner or the property owner's attorney.

2. If the applicant is a corporation, the names and mailing addresses of the officers, directors and all stockholders owning more than 20 percent of the capital stock of the corporation.
3. If the applicant is a partnership, whether a general or limited partnership, the names and mailing addresses of all partners who own more than 20 percent of the interest of the partnership.
4. If the applicant is an individual, his/her name and mailing address.
5. If the applicant is a joint venture, unincorporated association, real estate investment trust or other business trust, the names and mailing addresses of all persons holding an interest of more than 20 percent in the joint venture, unincorporated association, real estate investment trust or other business trust.

B. Signature of Applicant in Accordance with VI.A. above.

Signature: 
Printed Name of Applicant: Stockyard, Inc
Hugh Cropper, IV, Attorney for ~~Cedar Mountain Farms, LLC~~
Mailing Address: 9923 Stephen Decatur Hwy., D-2, Ocean City,
MD 21842 Phone Number: 410-213-2681
E-Mail: hcropper@bbcmlaw.com
Date: September 30, 2019

C. Signature of Property Owner in Accordance with VI.A. above

Signature: 
Printed Name of Owner: Stockyard, Inc.
Mailing Address: 12913 Ocean Gateway, Ocean City, MD 21842
Phone Number: 410-213-1771
E-Mail: sneakyshoopers@aol.com
Date: September 30, 2019

(Please use additional pages and attach to application if more space is required.)

VII. General Information Relating to the Rezoning Process

- A. Applications shall only be accepted from January 1st to January 31st, May 1st to May 31st, and September 1st to September 30th of any calendar year.
- B. Applications for map amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.
- C. Any officially filed amendment or other change shall first be referred by the County Commissioners to the Planning Commission for an investigation and recommendation. The Planning Commission may make such investigations as it deems appropriate or necessary and for the purpose may require the submission of pertinent information by any person concerned and may hold such public hearings as are appropriate in its judgment.

The Planning Commission shall formulate its recommendation on said amendment or change and shall submit its recommendation and pertinent supporting information to the County Commissioners within 90 days after the Planning Commission's decision of recommendation, unless an extension of time is granted by the County Commissioners.

After receiving the recommendation of the Planning Commission concerning any such amendment, and before adopting or denying same, the County Commissioners shall hold a public hearing in reference thereto in order that parties of interest and citizens shall have an opportunity to be heard. The County Commissioners shall give public notice of such hearing.

- D. Where the purpose and effect of the proposed amendment is to change the zoning classification of property, the County Commissioners shall make findings of fact in each specific case including but not limited to the following matters:

population change, availability of public facilities, present and future transportation patterns, compatibility with existing and proposed development and existing environmental conditions for the area, including no adverse impact on waters included on the State's Impaired Waters List or having an established total maximum daily load requirement, the recommendation of the Planning Commission, and compatibility with the County's Comprehensive Plan. The County Commissioners may grant the map amendment based upon a finding that (a) there a substantial change in the character of the neighborhood where the property is located since

the last zoning of the property, or (b) there is a mistake in the existing zoning classification and that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

The fact that an application for a map amendment complies with all of the specific requirements and purposes set forth above shall not be deemed to create a presumption that the proposed reclassification and resulting development would in fact be compatible with the surrounding land uses and is not, in itself, sufficient to require the granting of the application.

- E. No application for map amendment shall be accepted for filing by the office of the County Commissioners if the application is for the reclassification of the whole or any part of the land for which the County Commissioners have denied reclassification within the previous 12 months as measured from the date of the County Commissioners' vote of denial. However, the County Commissioners may grant reasonable continuance for good cause or may allow the applicant to withdraw an application for map amendment at any time, provided that if the request for withdrawal is made after publication of the notice of public hearing, no application for reclassification of all or any part of the land which is the subject of the application shall be allowed within 12 months following the date of such withdrawal, unless the County Commissioners specify by formal resolution that the time limitation shall not apply.

V. Reasons for Requested Change

- A. **Please list reasons or other information as to why the rezoning change is requested, including whether the request is based upon a claim of change in the character of the neighborhood or a mistake in existing zoning.**

REASONS FOR REZONING

This is an application for Map Amendment for approximately $\frac{1}{4}$ of an acre of land (.25) located on the north side of Hooper's Restaurant. This application is based solely upon a mistake in the November 3, 2009 Comprehensive Rezoning.

The property is currently zoned R-3, Multi-Family District (.23 acres), and RP, Resource Protection District (.02 acres).

The subject area has been used as an accessory area to the Hooper's Restaurant, which would be considered a C-2, General Commercial District type of use. The zoning line was originally drawn to follow the parcel line.

By virtue of a Boundary Line Adjustment, the area is now part of the Hooper's property. Therefore, the rezoning will bring the zoning boundary line in accordance with the property line. In summary, the rezoning will bring the existing commercial use into conformity.

Respectfully submitted



Hugh Cropper
Attorney for Property Owner
Stockyard, Inc.



Worcester County
Department of Environmental Programs

Memorandum

To: Phyllis Wimbrow, Deputy Director, DDRP

From: Robert J. Mitchell, LEHS
Director, Environmental Programs

Subject: **EP Staff Comments on Rezoning Case No. 424**
Worcester County Tax Map 27, Parcels 569
Reclassify approximately 0.25 Total Acres of
R-3 Multi Family Residential District (0.23 acres) and RP Resource Protection
District (0.02 acres) to C-2 General Commercial District

Date: 11/15/19

This response to your request for comments is prepared for the map amendment application associated with the above referenced property. The Worcester County *Zoning and Subdivision Control Article*, Section ZS1-113(c)(3), states that the applicant must affirmatively demonstrate that there has been a substantial change in the character of the neighborhood since the last zoning of the property or that a mistake has been made in the existing zoning classification. The application argues that there was a mistake in the Comprehensive Rezoning that was approved by the County Commissioners on November 3, 2009. The Code requires that the Commissioners find that the proposed "change in zoning" would be more desirable in terms of the objectives of the *Comprehensive Plan*.

The Department of Environmental Programs has the following comments:

1. The properties have a Commercial Center land use designation in the Land Use Map in the Worcester County Comprehensive Plan (*Comprehensive Plan*). This category designates sufficient area to provide for anticipated needs for business, light industry, and other compatible uses.
2. The subject properties have a designation of a Sewer and Water Service Category of S-1 and W-1 (Immediate to two-year timeframe) in the *Master Water and Sewerage Plan*.

3. This rezoning is located within the Atlantic Coastal Bays Critical Area (ACBCA). The parcel is designated as an Intensely Developed Area (IDA) and is allocated within the A-15 Buffer Management Area. IDA's are areas where residential, commercial, institutional, and/or industrial uses predominate and where relatively little natural habitat occurs or remains; therefore, there do not seem to be any outstanding issues with the proposed rezoning and the Critical Area. A notification was sent to the state Critical Areas and they have no objections to this rezoning. Adverse impacts to local waterways would not be uncontrolled with this proposed rezoning. The authorized use of the property under the code would not change the application of setbacks and other regulatory controls applied toward any future use or redevelopment construction.

If you have any questions on these comments, please do not hesitate to contact me.

Attachment

Phyllis Wimbrow

From: Kathryn Gordon
nt: Thursday, October 10, 2019 11:58 AM
To: Phyllis Wimbrow
Subject: Rezoning Case No. 424 - Stockyard, Inc.

Good Morning Phyllis,

I looked over the Rezoning Case No. 424 with Stockyard, Inc and the rezoning of this property does not have an effect on my department.

Thank you,
Kathryn



Kathryn Gordon
Director
Worcester County Economic Development
100 Pearl Street, Suite B
Snow Hill, Maryland 21863
410.632.3112
410.632.5631
C: 410.430.8776



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410-632-1200 / FAX: 410-632-3008
www.co.worcester.md.us/drp/drpindex.htm

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

MEMO

TO: Robert Mitchell, Director, Worcester County Environmental Programs
Billy Birch, Director, Worcester County Emergency Services
Matthew Crisafulli, Sheriff, Worcester County Sheriff's Office
John H. Tustin, P.E., Director, Worcester County Public Works Department
John Ross, P.E., Deputy Director, Worcester County Public Works Department
Frank Adkins, Roads Superintendent, Worcester County Public Works Department
Jeff McMahon, Fire Marshal, Worcester County Fire Marshal's Office
Kathryn Gordon, Director, Economic Development
Louis H. Taylor, Superintendent, Worcester County Board of Education
James Meredith, District Engineer, Maryland State Highway Administration
Lt. Earl W. Starner, Commander, Barracks V, Maryland State Police
Rebecca L. Jones, Health Officer, Worcester County Health Department
Rob Clarke, State Forester, Maryland Forest Services
Nelson D. Brice, District Conservationist, Worcester County Natural Resources Conservation Service
Moe Cropper, Fire Chief, Ocean City Volunteer Fire Department

FROM: Phyllis H. Wimbrow, Deputy Director *PHW*

DATE: October 8, 2019

RE: Rezoning Case No. 424- Stockyard, Inc., applicant/ Hugh Cropper, IV, PA, Attorney-
Approximately 0.25 acres of land located north of US Rt. 50, east of Inlet Isle Lane, West Ocean City

The Worcester County Planning Commission is tentatively scheduled to review the above referenced rezoning application at its meeting on December 5, 2019. This application seeks to rezone approximately 0.25 acres of land from R-3 Multi Family Residential District and RP Resource Protection District to C-2 General Commercial District. Uses allowed in the district include, but are not limited to, motels/ hotels, retail and service establishments, contractor shops,

wholesale establishments, warehousing, storage, vehicle sales and service establishments, outdoor commercial recreation establishments, etc..

For your reference I have attached a copy of the rezoning application and location and zoning maps showing the property petitioned for rezoning.

The Planning Commission would appreciate any comments you or your designee might offer with regard to the effect that this application and potential subsequent development of the site may have on plans, facilities, or services for which your agency is responsible. ***If no response is received by NOVEMBER 18, 2019, the Planning Commission will have to assume that the proposed rezoning, in your opinion, will have no effect on your agency, that the application is compatible with your agency's plans, that your agency has or will have adequate facilities and resources to serve the proposed rezoning and its subsequent land uses and that you have no objection to the Planning Commission stating this information in its report to the Worcester County Commissioners. If I have not received your response by that date I will note same in the staff report I prepare for the Planning Commission's review.***

If you have any questions or require further information, please do not hesitate to call this office or email me at pwimbrow@co.worcester.md.us. On behalf of the Planning Commission, thank you for your attention to this matter.

Attachments



15

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 20, 2020



FAXED

5/20/20 @ 6:47pm

TO: *The Daily Times Group and Ocean City Today Group*
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*

Please print the attached Notice of Public Hearing in *The Daily Times/Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today* on May 28, 2020. Thank you.

NOTICE OF PUBLIC HEARING
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
WORCESTER COUNTY, MARYLAND

The Worcester County Commissioners will conduct a public hearing to obtain the views of citizens on community, economic development, and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant (CDBG) Program for funds awarded through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. Funds must be used to prevent, prepare for and respond to the Coronavirus (COVID-19). Proposed funding will be utilized for Senior Services, Food Programs and Homeless Assistance due to the COVID-19 pandemic. Citizens will have the opportunity to discuss proposed projects and to provide input on other needs to be considered. A draft of the application to be submitted is available for the public to review online at www.co.worcester.md.us. The public hearing will be held on:

See page 14

TUESDAY, JUNE 2, 2020 at 9:50 A.M. in the
COUNTY COMMISSIONERS MEETING ROOM
Room 1101- Government Center, One West Market Street, Snow Hill, MD 21863

- Citizens will be furnished with information including but not limited to:
- The amount of CDBG funds available for State Fiscal Year 2020;
 - The range of activities that may be undertaken with CDBG funds; and
 - The proposed projects under consideration by Worcester County

The Maryland CDBG Program is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Maryland Department of Housing and Community Development (DHCD).

Efforts will be made to accommodate the disabled and non-English speaking residents with 5 days' advanced notice to Weston Young at 410-632-1194. Questions may be directed to Kimberly Reynolds, Senior Budget Accountant, at 410-632-1194.

Joseph M. Mitrecic, President
Worcester County Commissioners
Citizens and Government Working Together



OFFICE OF THE
COUNTY COMMISSIONERS

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

COMMISSIONERS
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JAMES C. CHURCH
JOSHUA C. NORDSTROM
DIANA PURNELL

Worcester County

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

Scheduled Public Hearing
on June 2, 2020

May 14, 2020

To: Harold Higgins, Chief Administrative Officer

From: Kim Reynolds, Senior Budget Accountant *K Reynolds*

Subject: Public Hearing CDBG COVID-19 Funding Availability

This is a request to hold a public hearing regarding the Community Development Block Grant Funding Availability which can be utilized for Senior Services, Food program, Homeless Assistance.

This funding would potentially be used to assist the Commission on Aging, Diakonia, Inc and Samaritan Shelter with costs associated with the Covid-19 pandemic.

APPROVED

Worcester County Commissioners

Date *HH* 5/19/20

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM-COVID FUNDING
METHOD OF DISTRIBUTION-ROUND #1

Under the CARES Act, Congress provided \$5 billion to fund the Community Development Block Grant Program (CDBG-CV) for activities to prevent, prepare for and respond to the coronavirus crisis. The first \$2 billion was distributed using the same formula HUD used to award funds to entitlements and states for federal fiscal year 2020. The State of Maryland, through the Department of Housing and Community Development (DHCD) was awarded \$4,691,887 for non-entitlement communities. The remaining \$3 billion will be provided at a later date using formulas to be developed by HUD.

This document serves as an amendment to the State's federal 2019 Action Plan. It includes a description of how the State will distribute CDBG-CV funds, identifies eligible projects and activities, identifies eligible applicants, and discusses primary regulations, policies and procedures.

DHCD prepared this plan using all available information provided by HUD at the time. If future guidance from HUD requires substantial changes to this plan, those changes will be identified in future amendments.

HUD provides the State with "maximum feasible deference" to create additional policies, be more restrictive than HUD in policies and interpretation of regulations, and to determine how funds will be distributed. Additionally, the State may choose not to fund certain types of projects though they are eligible. Of the total received, 70% of the funds must be spent on activities that benefit low and moderate income persons. For this grant, HUD has removed the 15% limit on funding of public services.

The CDBG-CV funds will be distributed as follows:

STATE OF MARYLAND CDBG-CV ALLOCATION – ROUND 1	
State Administration (2% + \$100,000)	\$193,837.74
Technical Assistance (1%)	\$46,918.87
Projects and Activities	\$4,451,130.39
TOTAL	\$4,691,887

The State will match the 2% administrative allowance with State general funds. The 1% Technical Assistance funds will be used to pay for program administrative costs related to providing technical assistance to grantees.

All funds must be expended by September 30, 2022.

ELIGIBLE USES AND ACTIVITIES

Funded projects must meet at least one of the following national objectives as required by Title I of the Housing and Community Development Act of 1974, as amended:

- to benefit low and moderate income persons;
- to prevent or eliminate conditions of slum and blight; or
- to meet an urgent need.

Activities assisted under the State CDBG program must be eligible per Section 105(a) of Title I of the Housing and Community Development Act of 1974 ("HCD Act of 1974"), 42 U.S.C. § 5305(a), as amended.

To ensure that the grant activities are used to prevent, prepare for and respond to the coronavirus crisis, the State has chosen to limit the uses of these funds to meet only two of the national objectives. The State also chooses to limit the uses of funds to certain activities. The eligible activities can be implemented immediately and are not subject to lengthy environmental review processes or permitting. Funds will be awarded through a competitive process.

Under the State CDBG Program, for public service activities, applicants must be able to demonstrate that there has been a quantifiable increase in the demand/need for services due to the coronavirus crisis. All applicants must be able to demonstrate that they are addressing needs resulting from the coronavirus crisis. Eligible uses and examples of projects/activities are:

- Senior Services
 - Hiring of new staff for case management for isolated/quarantined seniors
 - Hiring new staff and/or purchasing food for delivery programs
 - Medical services
- Food Programs
 - Hiring of new staff
 - Purchasing of food and food distribution
 - Leasing of rental spaces
- Homeless Assistance
 - Hiring of new staff
 - Acquisition/rental of medical equipment/beds/tables/chairs
 - Acquisition of supplies and materials
 - Rental of buildings/spaces necessary for isolation/quarantine
 - Emergency sheltering (hotel/motel)
 - Procured medical and health services
- Rental Assistance for Low and Moderate Income Households
 - Provision of three months of emergency rental assistance to keep tenants in housing
- Rural Health Center/Clinics
 - Hiring of new staff
 - Operating costs (limited)
- Services for Disabled Adults
 - Hiring of new staff
 - Creative solutions to provide services
- Other Essential Services
 - Will be considered on a case by case basis to determine eligibility

As there is significant funding available at both the federal and state level, the CDBG Program is to ensure that there is no duplication of benefits. Applicants must identify all sources of funds, including local and private, that have been applied for and/or received for requested projects and activities. Food purchases are only allowed during emergency period.

County applicants can request reasonable amounts of funds for project administration for themselves and their subrecipients.

ELIGIBILITY

For this grant, the State chooses to only accept applications from non-entitlement county governments. This limitation is an effort to address needs impacting the entire county.

To be eligible for CDBG funding, each application submitted for funding must meet the following eligibility requirements:

- The applicant is an eligible non-entitlement county government with a population of less than 200,000 (this count excludes HUD entitlement jurisdictions within the county);
- The proposed activities are eligible under Title I of the Housing and Community Development Act of 1974, as amended, and identified on the list of eligible activities in this plan;
- The proposed project meets a national objective as required under 24 CFR Part 570;
- The proposed (if any) subrecipient(s) is eligible;

A county government can submit one application for multiple projects.

A county government may submit an application which includes projects to be carried out by subrecipients *if they choose to do so*. As this crisis impacts the county as a whole, counties must be inclusive and consider needs of municipalities, and health and human service providers.

Eligible subrecipients include:

- non-profit organizations that are corporations, associations, agencies or faith-based organizations with non-profit status under the IRS Section 501(c)(3); and
- community based development organizations (CBDOs) that have been certified by the CDBG Program.

If funded, the grantee will be required to execute a Subrecipient Agreement with the specific entity(s). These agreements bind them to the requirements and policies of the CDBG program and the grantee.

NATIONAL OBJECTIVE

The activities to be funded under this grant must meet one of the following national objectives:

Benefit to Low and Moderate Income Persons Thru Limited Clientele Activities – For projects that benefit persons that are “presumed” to be of low and moderate income or are qualified based on data about family size and income. If not a presumed clientele, 51% of the total number of beneficiaries must be of low and moderate income.

The following clientele are presumed by HUD to be of low and moderate income:

- Abused Children
- Homeless Persons
- Battered Spouses
- Elderly Persons
- Persons Living with Aids
- Migrant Farm Workers
- Adults meeting the census definition of severely disabled

Benefit to LMI Households Thru Housing Activities – For projects that benefit a low and moderate income household that is qualified based on data about household size and income.

Meeting an Urgent Need – For projects that pose a serious and immediate threat to the health and welfare of a community, are of recent origin, and other funding sources are not available. Note that only 30% of the available funding can be used to funds activities under this national objective.

APPLICATION SUBMISSION PROCESS

The following regulations, requirements and policies apply to submission of a CDBG application regardless of funding category. A Policies and Procedures Manual and an Application specific to this funding will be provided to non-entitlement counties. As time is of the essence, the Program will conduct pre-application calls with counties rather than conduct an application workshop.

One original and two copies are due by June 12, 2020 by 5 p.m. Those received after the designated date and time will be rejected. Applications are to be mailed to: DHCD, 7800 Harkins Road, Lanham, MD 20706. Attention: CDBG Program.

1. Citizen Participation Requirements – Governments must comply with citizen participation requirements when seeking CDBG funding and implementing CDBG funded projects. The State requires a jurisdiction to adopt and maintain a written *Citizen Participation Plan* which outlines and describes their efforts in soliciting citizen input and responding to concerns and questions. Applicants/grantees are provided minimum language to be included.

A jurisdiction's *Citizen Participation Plan* is effective for a five year period. The plan must be current at the time of application. If it is not current or the applicant does not have one, the applicant must adopt and submit a new plan with their application.

2. Public Hearing – A jurisdiction is to conduct at least one public hearing prior to submission of an application for a CDBG project. Failure to conduct the hearing as required will result in the rejection of the application as it will not be in compliance with Citizens Participation requirements.

Hearings may take place in conjunction with a regularly scheduled meeting of the elected public officials of the county that is submitting the application or as a special public hearing. At the hearing, the jurisdiction should discuss the impact of coronavirus crisis on the county, and how these funds can be utilized to meet local needs, needs of municipalities, and needs of health and human service providers. While the hearing allows for a jurisdiction to seek input on proposed activities, it should allow for input from the community as to other needs that could be considered. A copy of the meeting minutes and the hearing notice must be submitted with the application.

The public hearing notice must be published in a local newspaper at least five (5) days prior to the date of the hearing. Applicants are provided with the *minimum* language required for the notice. Additionally, the jurisdiction should seek to notify the public with other means such as cable television,

posted notices in public places, notices in other local publications, newsletters, government website, etc. The jurisdiction should encourage participation of potential or actual beneficiaries of a project and make accommodations for the disabled.

Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

3. Public Review of Application – The public should have the opportunity to review and comment on a draft of the application before it is submitted to the State. In the public hearing notice, the applicant must provide the anticipated date the draft application(s) will be available for review as well as the location where it can be found.

4. Local Resolution - The legislative body of the jurisdiction must pass a resolution authorizing submission of the application, the specific project(s) and the specific amount of funds being requested. The resolution must authorize the application in an amount equal to or greater than the amount requested in the application(s). The resolution must also acknowledge that the signers understand that repayment of grant funds could be required if the application is funded and the project is not completed or does not meet a CDBG national objective.

A copy of the resolution must accompany the application or the application will not be reviewed.

5. Residential Anti-Displacement and Relocation Assistance Plan – The State requires jurisdictions to adopt and maintain a written *Residential Anti-Displacement and Relocation Assistance Plan*. While a jurisdiction should make every effort to minimize the displacement of persons or businesses when using CDBG funds, this plan will describe what the jurisdiction will do in the event that it does occur. Applicants/grantees are provided minimum language to be included.

Section 104(k) of the HCD Act of 1974, 42 U.S.C. § 5304(k), requires that reasonable relocation assistance be provided to persons displaced as a result of the use of CDBG assistance to acquire or substantially rehabilitate property. Section 104(d) of the HCD Act of 1974, as amended, 42 U.S.C. § 5304(d), requires one-for-one replacement of all low and moderate income dwelling units housing the same number of occupants as could have been housed in the units demolished or converted to another use as a result of CDBG assistance.

A jurisdiction's *Residential Anti-Displacement and Relocation Assistance Plan* is effective for a five year period. The plan must be current at the time of application. If it is not current or the applicant does not have one, the applicant must adopt and submit a new plan with their application. Please note that a specific plan will be required for approved grants with projects which will actually result in displacement.

6. Debarment - The applicant is required to complete Debarment Checks on subrecipients prior to submission of an application. The completed forms do not need to be included with the application unless there is a problem.

7. Limited English Proficiency – Applicants are to demonstrate that they complied with their Limited English Proficiency Plan if they are an existing grantee or, if new applicant, they researched the available data to determine if any of their outreach efforts required information to be translated into other

languages or if other outreach efforts were required. A specific form is to be submitted which will be found in the Policies and Procedures Manual.

8. Clearinghouse Submission - Applicants must comply with the Maryland Intergovernmental Review and Coordination Process (COMAR 14.24.04). Simultaneous with the submission of any application for CDBG funding, applicants must submit an electronic copy of a project profile to the Maryland State Clearinghouse. The profile must include a cover form; a summary briefly explaining the nature, purpose, scope and justification for the project; a map of the project location and geographic area to be served; a budget identifying all sources and uses of funds; and staffing for the project. Please note that the submission to the Clearinghouse must be submitted by the government applicant, not the subrecipient. Comments from this review will be forwarded to the CDBG program. Information must be submitted to mdp.clearinghouse@maryland.gov

Applications Due June 12, 2020 by 5:00 PM

RATING AND RANKING

The State will award CDBG-CV funds through a competitive process. Applications are evaluated using a three-step process: threshold review, project evaluation, and funding recommendations. Applications will not pass threshold and be rejected if: 1) the application is not complete; 2) the public hearing process was not done correctly; 3) the draft of the application was not available for public review before submission; 4) the application is not received by the established due date; or 5) the proposed project and/or activities do not meet the eligibility requirements.

Due to the immediate crisis, the CDBG Program will not consider performance issues related to previous CDBG grants when reviewing the applications for CDBG-CV funds. However, if funded, additional requirements may be identified if a grantee has existing performance issues.

Staff will review the Needs Assessment(s) in each application to determine if it is complete, comprehensive and sufficient. Applicants will be contacted if additional information is required. Applications will be rated and ranked competitively by a review committee composed of Maryland CDBG program staff with participation from other state and/or federal government agencies when appropriate. Applicants will be given an opportunity to answer the committee's questions via phone or e-mail.

Rating is based on a 100 point scale. Point ranges have been established for each criterion to gauge the extent to which the applicant meets the criterion. The following factors will be considered in determining the points assigned.

RANKING FACTOR	MAXIMUM POINTS
BENEFIT	60 Points

READINESS TO PROCEED	40 Points
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1. BENEFIT (60 maximum points)

Applications and projects will be evaluated based on their impact and ability to prevent, prepare for and respond to the coronavirus. Applicants must clearly describe needs, solutions, and proposed benefits and accomplishments.

2. READINESS TO PROCEED (40 maximum points)

As Congress and HUD have mandated that funds must be spent in a timely manner, the applications and projects will be evaluated based on capacity and readiness and to proceed.

- Applicants must describe how they will implement each project.
- Applicants must provide an overall grant management plan including how they will manage subrecipient(s).
- Applicants must provide detailed schedules for each project.
- Applicants must provide detailed explanations as to how costs were derived.

FUNDING RECOMMENDATIONS

The highest rated applications are recommended for funding until the available funding for the round is exhausted. DHCD reserves the right to reduce requested amounts or to not fund specific projects identified in an application.

The recommendations of the Rating Committee for both approval and rejection of applications are reviewed by the Assistant Secretary for Neighborhood Revitalization and presented to the Secretary of DHCD for final approval. Awards are expected to be announced within approximately 14 days of the application submission deadline.

PROGRAM REGULATIONS, REQUIREMENTS AND POLICIES

Grants must be implemented in compliance with the requirements found in the HCD Act of 1974, the CDBG program regulations found in 24 CFR 570, other federal regulations, and state policies and procedures. While most are not applicable until a project is funded and underway, some have to be considered when submitting an application for funding as they may impact cost, schedule, staffing, etc. The ones listed below are specific to the eligible activities that can be funded under this grant:

1. Audits – If a grantee spends more than \$750,000 of federal funds from any source during their fiscal year, they are required to have a Single Audit prepared in conformance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200).
2. Conflict of Interest - Grantees must comply with federal Code of Conduct or Conflict of Interest Standards found in 2 CFR Part 200 and 24 CFR Part 570.489 which includes having a written policy. Additionally, State of Maryland law requires local governments to adopt conflict of interest restrictions

and financial disclosure requirements for local elected officials and candidates that are at least as stringent as the requirements for public officials contained in the Public Ethics Law. More information regarding the Local Government Ethics Law can be found at COMAR, Title 19A, Subtitle 04, Local Government Ethics Law. *Note that those exempt from this requirement under the State of Maryland law must still comply with federal requirements.*

3. Duplication of Benefits – Grantees are to ensure that there is no duplication of benefits related to funding of projects. Additional guidance will be provided to approved grantees.

4. Environmental Review – Grantees must comply with the National Environmental Policy Act of 1969 and other federal laws which are specified in 24 CFR Part 58. This review must be completed prior to the initiation of project activities regardless of the funding source. A project is defined as the sum of all elements or activities, not just those funded with CDBG. No activities are to begin until a Release of Funds has been issued by the CDBG Environmental Officer.

5. Fair Housing and Equal Opportunity – Grantees must demonstrate their compliance with numerous federal laws, regulations, and Executive Orders as a recipient of a CDBG award and in their general conduct of operating a government. The most relevant regulations are related to non-discrimination when using HUD funding programs; non-discrimination and equal opportunity in housing; non-discrimination on the basis of race, color, religion, sex, national origin, handicap or familial status in programs and activities receiving or benefiting from federal assistance; and employment and contracting opportunities for lower income persons or minority businesses. The grant agreements issued for funded projects will identify all that apply and the specific requirements. Note that these requirements also apply to subrecipients.

6. Fair Housing and Equal Opportunity – Disadvantaged Businesses – For any services that must be procured, grantees are to take affirmative steps to solicit bids from minority owned businesses (MBE) and women owned businesses (WBE).

7. Fair Housing and Equal Opportunity - Section 3 – When procuring services for contracts which are anticipated to exceed \$100,000, grantees must comply with Section 3 of the HCD Act of 1968 which requires that employment and other economic opportunities be made available to low and very low income persons.

8. Financial Management - Grantees must comply with appropriate sections of 2 CFR Part 200, 24 CFR 570.489 and State regulations and requirements in the financial management of their federal grant. CDBG funds should only be spent on costs that are deemed as “reasonable and necessary.” *The CDBG Program Financial and Procurement Manual* will provide additional information.

9. Food – The purchase of food is allowable during the emergency/crisis period. Food cannot be purchased after the emergency/crisis period has passed. More detailed information will be provided to grantees.

10. Procurement - Grantees are to comply with requirements and processes as identified in the *CDBG Program Financial and Procurement Manual* for all procurement activities. The use of the same policy by all grantees ensures compliance with appropriate sections of 2 CFR Part 200 and 24 CFR 570.489 when purchasing materials, products or services with federal funds.

11. Project Administration Costs – All costs supporting project administration or project delivery costs must be documented. Timesheets must be maintained for all persons paid with CDBG funds. The timesheets must reflect actual hours worked on the project. Grantees will be required to document their paid and in-kind costs committed as leverage.

ADDITIONAL PROGRAM INFORMATION

1. Grant Period – The end date for all grants will be July 31, 2022. No time extensions will be provided. The grant period is related to the expenditure of the grant funds only.

2. Grant Amendments - Grants may be amended only for changes in scope and budget activities. Requests for amendment must be submitted in writing for the following:

- the proposed addition of a new, or deletion of an existing activity or project;
- the scope of a project will change;
- a budget revision is proposed resulting in a transfer between approved budget line items in excess of ten percent of the grant award; or
- other instances where DHCD determines an amendment to be appropriate.

Grant amendment requests shall provide sufficient information to explain and justify the proposed changes. The CDBG Program may determine that an amendment to a grant agreement requires additional actions. The grantee will be notified in writing if they must complete any of the following requirements:

- additional citizen participation efforts;
- additional review by the State Clearinghouse; or
- additional environmental review.

The request for a grant amendment will be reviewed on the basis of eligibility and the evaluation criteria applicable at the time of the amendment request.

3. Monitoring and Close Out of Grants - Grants will be monitored on an on-going basis by CDBG Program staff for compliance with federal and state regulations and requirements and to ensure that the national objective has been met. All applications are considered "open" until they have been fully monitored and all issues are resolved. The State will issue a Close Out letter to the grantee when it has been formally closed. Grant files and records must be retained by the grantee for a five (5) year period after close out of the State's grant by HUD.

4. Recapture and Repayment of Funds – The CDBG Program will recapture funds from awarded grants if the grantee is not expending funds and implementing projects in a timely manner. In the event that additional funds are made available under this round due to recapture, funds will be offered to other CDBG-CV grantees for an existing project provided they can demonstrate immediate need for additional funding.

Any funds recaptured through grant termination, repayment due to monitoring findings, or completion of an activity at a cost savings will be subject to HUD regulations and requirements.

ANTICIPATED ACTIVITIES AND AMOUNTS

The following chart provides estimates as to beneficiaries and funding to meet specific goals that are in Action Plan. They are estimates based on the types of projects and activities that could be funded using the CDBG-CV funding. Actual information will be provided once funds are awarded and grantees are reporting.

Goal	Category	Indicator	Units of Measurement	Estimated Beneficiaries / Benefit	Estimated Amount to be Awarded
Community Revitalization	Affordable Housing Homeless Non-Homeless-Special Needs Non-Housing Community Development	Services for Special Needs Populations	Persons	10,000	\$1,725,565.39
Community Revitalization	Affordable Housing-Homeless Non-Homeless-Special Needs Non-Housing-Community Development	Services for Low and Moderate Income Persons	Persons	8,000	\$1,725,565
Community Revitalization	Affordable Housing-Homeless Non-Homeless-Special Needs Non-Housing-Community Development	Emergency Rental Assistance	Households	500	\$1,000,000

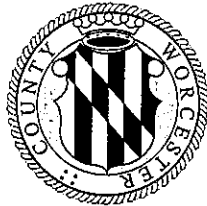
PERFORMANCE MEASURES

The CDBG-CV funded projects will meet the following HUD performance measures:

CDBG-CV Funding Estimated Project Results		
Objectives	Outcomes	Activity Description
Suitable Living Environment	Sustainability for the purpose of creating suitable living environments	Services for special needs populations

CDBG-CV Funding Estimated Project Results		
Objectives	Outcomes	Activity Description
Suitable Living Environment	Sustainability for the purpose of creating suitable living environments	Services for low and moderate income persons
Decent Housing	Sustainability for the purpose of providing decent housing	Emergency rental assistance for low and moderate income households

DRAFT



OFFICE OF THE
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CHIEF ADMINISTRATIVE OFFICER
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Worcester County

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

May 26, 2020

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant

Subject: Public Hearing CDBG COVID-19 Funding Availability

This public hearing is regarding the Community Development Block Grant COVID Funding Availability. The State of Maryland CDBG COVID overall funding availability to non-entitlement counties totals \$4,691,887. The national objective of the CDBG COVID Funding is to benefit low and moderate income persons and to meet an urgent need due to the pandemic. The activities to be funded under this grant must meet one of the following national objectives:

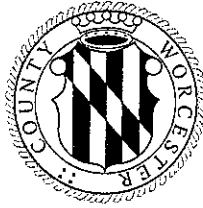
Benefit to Low and Moderate Income Persons Thru Limited Clientele Activities – For projects that benefit persons that are “presumed” to be of low and moderate income or are qualified based on data about family size and income. If not a presumed clientele, 51% of the total number of beneficiaries must be of low and moderate income.

The following clientele are presumed by HUD to be of low and moderate income:
Abused Children, Homeless Persons, Battered Spouses, Elderly Persons, Persons Living with Aids, Migrant Farm Workers, and Adults meeting the census definition of severely disabled.

Benefit to LMI Households Thru Housing Activities – For projects that benefit a low and moderate income household that is qualified based on data about household size and income.

The impact of coronavirus within Worcester County has particularly hit the low to moderate income citizens the most. This is arguably the most vulnerable group of citizens in the county which include; senior citizens, disabled adults and the homeless population. The coronavirus makes getting the medical care and day to day essential activities of these individuals more difficult due to a pandemic that could hit these citizens the hardest. Shelter in place is the only option for these citizens due to a higher risk of contracting the coronavirus.

It is proposed that the CDBG Covid funding would be used to assist the Worcester County Commission on Aging, the Worcester County Developmental Center and Diakonia, Inc with increasing essential costs due to the Covid-19 pandemic. The County Commissioners of Worcester County, Maryland would be the grantee with no cash match. The Commission on Aging, the Developmental Center and Diakonia, Inc. would be sub-recipients of the proposed grant funding. The grant application is available for review in the Worcester County Administration office located at 1 W Market Street, Room 1103, Snow Hill, Maryland 21863 and on the Worcester County Website.



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SNOW HILL, MARYLAND
21863-1195

May 26, 2020

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Senior Budget Accountant

Subject: CDBG COVID Grant – Assisting Limited Clientele

Attached please find the Community Development Block Grant (CDBG) COVID Funding Application and Exhibits. The CDBG COVID Grant would allow the Worcester County Commission on Aging, the Worcester County Developmental Center and Diakonia, Inc. who work with low to moderate income and extremely vulnerable populations in Worcester County to expand their essential services during the COVID pandemic. The total requested CDBG funds are \$800,110.60 with an overall in kind match of \$98,370.85. The request breakdown for each organization is as follows:

Worcester County Commission on Aging:

Staff salary for food & essential services	\$ 32,596
Operations for transportation services	\$185,000
Van leases	\$ 60,000

Worcester County Developmental Center:

Staff salary to assist clients	\$420,809.60
Chrome Books & IT programming	\$ 31,400

Diakonia, Inc.

Staff salary for food pantry	\$ 37,440
Staff salary for homeless assistance	\$ 32,865

Contingent upon favorable comments at the public hearing, staff recommends that the Commissioners approve the grant application as requested by the non-profit agencies as the grant sub-recipients and adopt the draft resolution.

STATE OF MARYLAND **CDBG PROGRAM**

COVID FUNDING

APPLICATION – ROUND 1

May 2020



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor
Kenneth Holt, Secretary

Department of Housing and Community Development
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706



**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CORONAVIRUS FUNDING – APPLICATION – ROUND #1**

1. Name of County: County Commissioners of Worcester County	
2. Address: 1 W. Market Street, Room 1103 Snow Hill, MD 21863	
3. FID Number: 52-6001064	4. DUNS Number: 101119399
5. Name, phone number, and email of County's CDBG contact person for this application: Kimberly Reynolds, 410-632-1194, kreynolds@co.worcester.md.us	
6. If applicable, identify subrecipients whose projects are included in this application: Diakonia, Inc. Worcester County Developmental Center Worcester County Commission on Aging	
7. Number of Projects Included in this Application: 7	8. Required Resolution attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. Total CDBG request: \$ <u>800,110.60</u> Total Local funds \$ <u>0</u> Total Other funds \$ <u>0</u> Total all costs \$ <u>800,110.60</u>	10. U.S. Congressional District No. <u>1</u> State District No. <u>38</u> (List State legislators for entire district): Senator Mary Beth Carozza Delegate Charles Otto Delegate Wayne Hartman
11. Date Public Hearing Advertised: May 28, 2020	12. Date Public Hearing Held: June 2, 2020
13. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please attach. If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is Residential Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please attach. If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Date Application Submitted:	

PART A

SUMMARY OF APPLICATION: Summarize the information found in the application. Include an overall description as to how proposed projects will prevent, prepare for and/or respond to the coronavirus.

The County Commissioners of Worcester County's grant application focuses on the most vulnerable low to moderate income citizens in the county. Senior Citizens, disabled adults and the homeless population are extremely susceptible to the COVID-19 Pandemic due to a higher risk of underlying health conditions coupled with being in the lower income category. The proposed projects will enable these populations to receive the essential items and care they need to lead a stable life during the COVID-19 pandemic.

More staff and vans are needed to ensure that the senior population in Worcester County are able to receive the essential items they need such as food, and medicine in addition to doctor visits while they are sheltered in place. The elderly population are in fear to leave their homes and will be in fear throughout the summertime and into the fall months due to the pandemic.

Special needs adults also need more in home residential care since their day programs are closed and are vulnerable to the pandemic. Special needs individuals will start to regress in their trainings and emotionally due to being quarantined every day. A virtual learning program would keep the special needs clients in a daily routine of learning and provide skills and activities to keep them active physically and mentally. In order to limit as much as possible sources of outside infection, the Developmental Center has had their residential staff quarantine in place in the homes with the clients in teams of two for 24 hours a day, 7 days at a time. They only receive funding for 1 staff person at no overtime, and have two staff people—in order to allow staff to have adequate sleep time—and overtime starting day two of their shift.

Diakonia will be obtaining PPE supplies, and utilizing disinfecting services when needed in order to take in new referrals/intakes upon changeover of bed space when guests move in & out of shelter. Disinfecting may also be used when a guest may show symptoms and/or be positive with COVID, that guest will be quarantined to provide basic care and protect other residents from contracting the virus. Diakonia is requesting funds for additional staffing, to increase part-time and/or hire additional staffing to help care for those guests in quarantine, which would require additional care in providing services, and monitoring for any needs. Staff would be caring for them as they are in a unit in our building that provides separate units with their own bathroom and bedroom. Staff will be caring for them in providing food (3 meals/snack) are provided for during their quarantine period. This would be done for initial intakes/referrals as they are admitted to the shelter to allow for at least 7 day quarantine to monitor for any symptoms before safely transitioning them to regular population and regular bed space within the shelter. Diakonia is able to serve homeless men, women and families and the current COVID19 crisis had initially caused them to comply with Governor's orders in "stay in place". Upon possible admission of someone that might have COVID, Diakonia is in need of avenue to have guests tested and treated to help their health condition. Diakonia also would like to have staff trained in basic medical/health care, basic CPR/First Aid and medication administration as they assist those guests needing help with their medications.

Diakonia assists individuals and families in need of groceries due to limited income, etc. Provision of food helps those struggling with limited income during this current crisis due to unemployment with various businesses closed per Governor's orders. Diakonia provides emergency food to the Worcester County area, and our pantry is available 24/7, year round. Diakonia's current Food Pantry Coordinator has been operating the pantry on her own, with some support staff help due to our volunteers not being able to help with the pantry from the COVID19 crisis. Diakonia is requesting funds to increased current part-time shelter support staff to help in food pantry area due to the lack of volunteers and increased need for help with food. In some cases, they have been asked to deliver food for those unable to come and get groceries themselves. Due to the lack of volunteers currently and limited staff, they are not able to deliver food when needed, Diakonia would like to increase part-time staff and/or hire staff to help with those food delivery needs. Diakonia currently has a van that can be utilized for this assistance. Diakonia would like to be able to respond to anyone who has a food need, by making the provisions necessary with quick and easy access, as well as, offer drop off capability if we are able to hire and/or increase staff time to assist in this need.

PART B

NEEDS ASSESSMENT: Please complete the attached form regarding impact and needs as of the date of this application.

Description of Needs Assessment Process to include how you conducted outreach and consultation and who was consulted:

Worcester County non-profit humanitarian agencies work with some of the most vulnerable and low-income populations. These individuals need assistance the most and several of these organizations that Worcester County assists were consulted with regarding needs through the pandemic.

The Commission on Aging has had to close all 4 senior centers in Worcester County and stop programs and activities for their clients. Due to shelter in place and seniors being a high risk for contracting the virus, there is a greater need for residential delivery of groceries, medications and other essentials. There is an urgency to increase transportation to and from seniors' homes and to support their medical appointments and needs throughout Worcester County.

Due to the Coronavirus, the Worcester County Developmental Center has had to close some of their programs and change the way they have provided supports in other programs. This has led to a significant increase in expenses and a corresponding drop in revenue. The Worcester County Developmental Center is requesting funding for additional staff salaries, which have helped prevent the spread of COVID pandemic, and for technology to provide virtual day programming as a response to the closing of their day program due to the Coronavirus.

Diakonia has noted a need for food in these 2 areas through our current provision of services. They keep track of phone calls received in relation to what is needed, those calling for shelter and those calling for food assistance. Diakonia receives up to 50 calls a week with people needing food. Diakonia has been serving up to 10 families per day.

Concerning shelter, Diakonia also has an outreach case manager that has been limited to do any face-to-face visits but through social distancing and phone outreach has found people who are in need of shelter but unable to access due to the risk of exposure. All local shelters have limited referrals that are accepted.

General description of the impact of the coronavirus within the county:

The impact of coronavirus within Worcester County has particularly hit the low to moderate income citizens the most. This is the most vulnerable group of citizens in the county which include; Senior Citizens, Disabled Adults and the Homeless population. The coronavirus makes getting the medical care and day to day essential activities more difficult due to a pandemic that could hit these citizens the hardest. Shelter in place is the only option for these citizens due to a higher risk of contracting the coronavirus.

Elderly Persons: Describe the impact of the coronavirus and the subsequent needs of elderly persons.

The elderly remain one of the most vulnerable segments of the population with regard to contracting the coronavirus. Many are and will continue to be afraid to go into public places, well into the summer months, and perhaps into the fall. This includes grocery stores and pharmacies, which are where they previously procured many of the essentials they need for living. Due to the close proximity to other persons, public transportation has also become out of the question for many. All this has given rise to the urgent need of safe transportation solutions and new services for provision of some of the basic essentials for living. Especially for those with low or moderate incomes, the price of such services from the private sector is cost prohibitive. Help from the public sector will be of immense benefit to the elderly to mitigate the suffering caused by the increased lack of mobility and access to the basic requirements for staying healthy and being able to age in place.

Special Needs Populations: Describe the impact of the coronavirus and the subsequent needs of special needs populations.

The coronavirus has had a devastating impact on the clients of the Developmental Center. Day program, where they receive skills training and socialization, has closed. Without this training, the clients quickly decompensate emotionally and intellectually. The residential program now quarantines clients 24 hours a day. The Developmental Center had to employ more staff in residential to provide for full time care and protection from outbreaks of the coronavirus. Residential staff have also had to provide the skills and activities of daily living trainings that day program had provided to assuage the practical and emotional losses clients experience from the day program closure.

To keep our community-based Developmental Center clients engaged and to ameliorate the feelings of loss from not being able to interact with their friends and staff, the Developmental Center has started to build a virtual day program where clients can learn skills training and interact with staff and other clients online. People with intellectual disabilities need this daily training and interaction so they remain emotionally stable and do not lose the competencies they have learned. Within days of the day program closing, they heard from many parents asking for help and advice because their adult children—clients—were having serious behavior issues because they could not go to day program. Without the additional staff and trainings in residential, and the virtual programming in day, clients will experience severe mental health issues and critical loss of functional skills that will be long lasting or even permanent.

Homeless Persons: Describe the impact of the coronavirus and the subsequent needs of homeless persons.

COVID has caused the local shelters to limit referrals/intakes to protect the current people in shelter from exposure to COVID. Diakonia had to suspend accepting new referrals/intakes during the initial outbreak to protect the current guests in shelter. Diakonia continued with “stay at home” orders to ensure that staff and guests are safe and stayed well. With the current change in phasing to re-opening, Diakonia is still considering the possible risk to the homeless, who are a vulnerable population. Diakonia serves on a Tri-county CoC, and collaborates with various agencies such as the Department of Social Services and the local Health Department. All agencies have reported difficulty due to the shelters not being able to accept new referrals/persons. Diakonia attempted to operate an off-site shelter whereby 18 people were quarantined for 2 weeks in order to transfer into shelter, other hotel/motel or housing. There continues to be a need for persons to be tested in order to allow them to get into shelter and/or be quarantined to receive treatment if needed. Diakonia has 51 bed capacity but due to the current order requiring the necessary social distancing, will be only accept 25 persons until the end of the present crisis and/or can ensure that guests/new persons can be tested to come into shelter without risk to current homeless being served. Homeless persons do not have a “safe place” whereby they can quarantine, and the local shelters cannot risk the exposure of their current staff and/or guests in shelter already. Diakonia would be utilizing their current units, which are mini apartment like settings that would allow persons to quarantine for up to 14 days with their own bedroom and bathroom. Currently 14 days would result in not having enough room to accept new persons for 2 weeks, based on current volume of calls they would not be able to serve up to 15 persons during that period of time. Diakonia is requesting funds for COVID testing in order to reduce the time needed for quarantine, which would allow more new people to come into shelter in a shorter time period, resulting in being able to serve more people in need of shelter.

Low and Moderate Income Persons: Describe the impact of coronavirus and subsequent needs of low and moderate income persons.

Our elderly population, special needs population and homeless population are low to moderate income persons described in this grant application.

Other: Describe other health and human service needs as a result of the coronavirus crisis.

PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION: *Personnel Hire for Food and Essentials Delivery*

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED: Meals and household essentials will be delivered to the elderly of Worcester County who remain homebound due to concerns of their continued vulnerability to the coronavirus. The elderly remains one of the most vulnerable segments of the population with regard to contracting the coronavirus. By delivering essentials, such as prescriptions, toilet paper, wipes, Kleenex, adult diapers, water, bread, milk, sanitizer, etc., we are able to facilitate limiting their exposure through trips to the grocery store and pharmacy. Also, through the expansion of our Meals On Wheels delivery, we are also able to facilitate the ability to remain out of public interaction more. Meals that used to be taken in restaurants or used to require grocery shopping are now delivered to their homes. Because of the increase in demand for meals, and the newly instituted service of essentials delivery, we are in need of additional funds for hiring personnel to meet the demand.

IS THIS A NEW SERVICE OR ACTIVITY? Yes No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

Essentials Delivery is a new service that was implemented because of the COVID crisis.
Meals Delivery has experienced a 47% increase since the beginning of the COVID crisis.

SUBRECIPIENT:

Worcester County Commission on Aging, Inc.

ADDRESS/LOCATION:

4767 Snow Hill Rd, Snow Hill, MD 21863

NATIONAL OBJECTIVE:

Benefit to Low and Moderate Income Persons – Limited Clientele

BENEFICIARY INFORMATION (Persons or Households):

Beneficiaries are the low and moderate income elderly of Worcester County. Meal delivery to 110 clients and essential delivery to 38 clients.

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$32,596

SCHEDULE:

All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Sub recipient Agreement(s) has been executed.

<u>ACTIVITY</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
Hiring part-time and increase to full-time staff for essentials and increased food delivery.	7/1/2020	6/30/2021

PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION: *Seniors and Disabled Transportation to Essential Services and Programs*

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED: This project will help seniors and disabled individuals get to medical, social, shopping, and senior programs safely by making sure the transportation vehicles are setup safety in accordance with social distancing guidelines.

IS THIS A NEW SERVICE OR ACTIVITY? Yes No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

The Worcester County Commission On Aging is a non-profit organization whose mission is to keep seniors independent and healthy. We are currently providing some general-purpose transportation services to essential places (i.e., grocery store, post office, employment, social center, medical offices, and dialysis units). Our current service does not restrict services to a particular program or activity. The intent of our program is to serve the elderly and persons with disabilities when transportation is needed. Because our program serves both the elderly and persons with disabilities, the need for the appropriate number of vehicles and lift-equipped vans are essential to the smooth and safe operation.

The *current urgent need* is to continue transportation once the State of Maryland allows to medical programs and senior centers. We are trying to respond to the Covid-19 crisis by providing safe transportation to all seniors and persons with disabilities so they can get to appointments and programs. We will need to *respond* to an increase of new riders as they may be afraid to us public transit. Because of the safety changes needed for with vans and buses our capacity will be cut in half and there will be a need for additional resources for our community. While preparing the vehicle with passenger safety in mind we also want to keep the chance of exposal down by decrease the time of passengers being on the vehicle with others. We currently also have a plan to disinfect the vehicles between trips which decreases the time they are on the road and the number of passengers with can transport.

SUBRECIPIENT: Worcester County Commission on Aging

ADDRESS/LOCATION: 4767 Snow Hill Road, Snow Hill, MD 21863

NATIONAL OBJECTIVE: To benefit low and moderate income persons & to meet an urgent need

BENEFICIARY INFORMATION (Persons or Households):

Seniors and Disabled individuals that are in need of essential transportation to health services and programs. Would be transport 80 to 100 unduplicated people and would be making 40 to 60 trips per day.

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$245,000

Breakdown:(\$160,000 Driver Salaries, \$800 Driver Training, \$400 Vehicle Safety Equipment, \$8,800 Vehicle Maintenance, \$15,000 Fuel & \$60,000 Van Leases.)

SCHEDULE: All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Sub recipient Agreement(s) has been executed.

<u>ACTIVITY</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
Procurement of Lease Vehicles	July1,2020	July 31, 2020
Starting Transportation Service to Essential Programs	July 1, 2020	June 30, 2022
Safety Training for Drivers	July 1, 2020	On-going
Preparing Lease Vehicles with Safety Equipment	August 1, 2020	August 10, 2020
Increasing Transportation Capacity (lease vehicles)	August 10, 2020	June 30, 2022

PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION: *Increase in Residential Support (Staff Salary)*

Effects of the Coronavirus on Special Needs population in Worcester County. Describes the negative impact the pandemic has had and continues to have on adults with intellectual disabilities and methods to mitigate these impacts. In order to limit as much as possible sources of outside infection, we have had our residential staff quarantine in place in our homes with the clients in teams of two for 24 hours a day, 7 days at a time. We only receive funding for 1 staff person at no overtime, and we have two staff people—in order to allow staff to have adequate sleep time—and overtime starting day two of their shift.

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:

The project provides additional and diverse supports to alleviate mental health issues and intellectual decline caused by the Coronavirus.

IS THIS A NEW SERVICE OR ACTIVITY? Yes No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

Due to the coronavirus, we have had to schedule residential staff to work longer hours and provide more services. Per Governor Hogan's orders, we had to close our day program necessitating our residential clients to quarantine in their homes 24 hours a day instead of going to day program. We also asked staff to work 24 hours a day for 7 days straight in order to minimize staff change over which would have brought more people in the home and elevate the potential of bringing in the virus. To have staff work 24 hours, we had to add additional staff to the home so each staff could get proper sleep time. Since the clients were in the homes during the day, staff had to teach the clients activities of daily living training and provide enrichment activities so the clients' skills would not deteriorate. Staff salaries request 1 staff person for 16 hours a day at \$12.29 an hour equals \$196.64 a day times 10 houses equals \$1966.40 per day times 214 days (June through December, 2020) totals \$420,809.60

SUBRECIPIENT: Worcester County Developmental Center

ADDRESS/LOCATION: 8545 Newark Road Newark, MD 21841

NATIONAL OBJECTIVE:

To benefit low/moderate income intellectually disabled adults and meet urgent needs: empowering adults with intellectual and physical disabilities to become productive, responsible and participating members of the community.

BENEFICIARY INFORMATION (Persons or Households):

31 residential clients and 65 community-based clients.

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$420,809.60

SCHEDULE:

All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Sub-recipient Agreement(s) has been executed.

<u>ACTIVITY</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
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Increased Residential Supports	June 1, 2020	December 31, 2020
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PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION: *Virtual Day Programming*

Because of the Coronavirus, the Developmental Center day program has been closed since March 13. It is crucial that our clients have consistent programming or they quickly lose skills they have learned. However, many people with disabilities have health-related issues that make it dangerous for them to be in the general population at this time. Families we have contacted are not willing to send their adult children back to day program for fear of them contracting the disease.

To respond to these concerns, we are setting up a virtual day program where we can provide clients what they usually experience in our center at their homes. We have started a YouTube channel which has programming that includes art lessons, exercise classes and current events classes. We are planning on adding additional programs on a regular basis to include cooking classes, training in activities of daily living and music lessons, to name a few. While some of our families will allow our clients back to a traditional day program, we feel virtual learning will be a long-term solution and not a stop gap fix.

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:

What we have found is many of our clients do not have access to computers at home so while they are anxious to participate, they are unable to. Many of our families have access to the internet so those clients will have no difficulty participating. Our staff continue to work with families who do not have internet access and a local cable company to ensure all clients will be able to participate in these programs.

Virtual programming will be done using approved curricula and lesson plans. Chromebooks will be programmed before they leave our facility to ensure the device will be used only for the educational services we will provide, and we will require families to sign a contract to that effect.

The majority of lessons will be art based so as to enable our clients to learn to communicate their thoughts and feelings in non-traditional ways and help clients ease mental health issues they may be experiencing.

Classes will be held Monday through Friday and, in addition to art lessons, will focus on current affairs, history, physical fitness and music appreciation as well as other topics.

IS THIS A NEW SERVICE OR ACTIVITY? Yes No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

SUBRECIPIENT: Worcester County Developmental Center

ADDRESS/LOCATION: 8545 Newark Road Newark, MD 21841

NATIONAL OBJECTIVE: To benefit low/moderate income disabled adults and meet urgent needs being: empowering adults with intellectual and physical disabilities to become productive, responsible and participating members of the community.

BENEFICIARY INFORMATION (Persons or Households):

31 residential clients and 65 community-based clients.

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$31,400

Breakdown: (80 Chromebooks for clients and 20 for staff @\$249.00 totals \$24,900.00 and IT services to program 100 Chromebooks for WDC programming only 100 hours @\$65.00 \$6500.00)

SCHEDULE:

All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Subrecipient Agreement(s) has been executed.

ACTIVITY

Virtual Day Programming

START DATE

July 1, 2020

COMPLETION DATE

December 31, 2020

PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION: *Food Pantry assistance (Staff Salary)*

Diakonia is requesting funds for increasing present part-time support staff and/or hire additional staff to help with our emergency food pantry.

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:

This additional help will help us provide more people with food, and/or provide the capability to deliver food to those in need that are unable to access our pantry during this present COVID crisis.

IS THIS A NEW SERVICE OR ACTIVITY? Yes No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

This is not a new service.

SUBRECIPIENT: Diakonia, Inc.

ADDRESS/LOCATION: 12747 Old Bridge Rd. Ocean City, Md. 21842

NATIONAL OBJECTIVE: Food Assistance (Low to moderate income persons)

BENEFICIARY INFORMATION (Persons or Households):

Worcester County Residents in need of food, approximately 327 households provided with food monthly.

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$37,440

Breakdown: (\$12/hour full-time staff, 1.5 needed)

SCHEDULE: All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Sub recipient Agreement(s) has been executed.

Start inquiring of present support staff to increase time to full-time and hire additional part-time staff to assist with the food pantry program- Diakonia could start by 7/1/2020.

<u>ACTIVITY</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
-Hire additional staff for food pantry program	7/1/2020	12/31/2020
-provide food to those in need through pantry and/or delivery	7/1/2020	12/31/2020

PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION: *Homeless Assistance (Staff Salary)*

Diakonia is requesting funds for increased staffing; increase current part-time staff and/or hire support staff to provide additional assistance needed for those new referrals/intakes to be in quarantine so that they can be transferred to regular shelter bed(s). Due to the present COVID crisis, shelters have not been able to accept new persons due to the exposure risk to the present homeless guests in shelter. By recognizing the need for beds, Diakonia is striving to accept new referrals/persons safely.

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:

This additional help will help us be able to accept individuals up to our capacity (51 beds, 25 beds if required to provide social distancing). If persons could receive testing, they could move into shelter more quickly, our case management provides coordinated assessments for all those needing shelter, if persons could be tested then quarantine until test results come back they could be moved into shelter more quickly and allow for more homeless persons to be served. With these funds Diakonia could provide for COVID testing and/or basic medical care for those without insurance and allow those homeless persons to be accepted into shelter.

IS THIS A NEW SERVICE OR ACTIVITY? Yes No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

This is not a new service. Increase of service will allow for more persons to come into shelter, up to 51 persons. Diakonia shelter services are not a new service, but this addition of being able to fund/provide for COVID testing is new.

Increase in service- testing for referrals, which would reduce the amount of time in quarantine needed and allow our shelter to move slowly and safely filling to our capacity. Additional staff expense to provide assistance while those persons are in quarantine, and/or disinfecting needed, funding for disinfecting for beds/units if needed, and training for staff to respond to this current crisis.

SUBRECIPIENT: Diakonia, Inc.

ADDRESS/LOCATION: 12747 Old Bridge Rd. Ocean City, Md. 21842

NATIONAL OBJECTIVE: Homeless Assistance meeting urgent COVID-19 needs (Low to moderate income persons)

BENEFICIARY INFORMATION (Persons or Households): Worcester County Residents in need of food, Diakonia has 51 beds for homeless men, women and families.

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$32,865

Start inquiring of present support staff to increase time to full-time and/or hire staff, will be able to access local health provider to administer tests/care and submit invoices accordingly, and obtain any other training/supplies needed to ensure staff are able to help those new coming in. Diakonia could start by 7/1/2020.

SCHEDULE:

All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Sub recipient Agreement(s) has been executed.

<u>ACTIVITY</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
- Hire additional staff for shelter to care and monitor those new referrals	As soon as possible	December 31, 2020
- Refer/fund for COVID testing for those new persons needing shelter in order to reduce quarantine needed, allowing for more changeover to serve more people in a timely manner.	As soon as possible	December 31, 2020

PROJECT MANAGEMENT:

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements and past project implementation.

Kimberly Reynolds, Senior Budget Accountant for the Worcester County Commissioners Office.
Has worked with CDBG Grant Regulations and Requirements in the past and presently with the CDBG Homeless Initiative Grant.

2. Identify others who will assist in the administration of this CDBG project.

Rob Hart, Executive Director (WorCOA) Worcester Commission On Aging Office

Jack Ferry, Executive Director (WCDC) Worcester County Developmental Center

Bee Miller, Executive Director of Diakonia, Inc.

3. If requesting funding for Project Administration for staffing, please identify the following: N/A

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds

4. If planning to use Project Administration funds for expenses other than staffing, identify those expenses and estimated costs. N/A

Expenses	Total Funds

PROJECT BUDGET – Attach description of how costs were determined and identify if any funds committed, pending or to be sought are private, state, local or federal funds made available specifically to address coronavirus.

ACTIVITY	SOURCES OF FUNDS					TOTALS	SOURCE*
	CDBG	LOCAL (Cash)	LOCAL (In-kind)	FEDERAL	OTHER		
1 Commission on Aging: Staff for Food/Essential Services	\$32,596					\$32,596	Pending
2 Commission on Aging: Operations Transportation Services	\$185,000					\$185,000	Pending
3 Commission on Aging: Van Leases	\$60,000					\$60,000	Pending
4 Developmental Center: Staff salary	\$420,809.60					\$420,809.60	Pending
5 Developmental Center: Chrome books & IT Programming	\$31,400					\$31,400	Pending
6 Diakonia, Inc.: Food pantry staffing	\$37,440					\$37,440	Pending
7 Diakonia, Inc.: Homeless Assistance staffing	\$32,865					\$32,865	Pending
PROJECT ADMINISTRATION (Commission on Aging)			\$70,000			\$70,000	Committed
PROJECT ADMINISTRATION (Developmental Center)			\$15,870.85			\$15,870.85	Committed
PROJECT ADMINISTRATION (Diakonia, Inc.)			\$6,000			\$6,000	Committed
PROJECT ADMINISTRATION (Worcester County)			\$6,500			\$6,500	Committed
TOTALS BY SOURCES OF FUNDS	\$800,110.60	\$0	\$98,370.85	\$0	\$0	\$898,481.45	

Local includes County and/or Subrecipient

*Note if each source is Committed (C), Pending (P) or Not Sought (N)

PART D

SUMMARY OF ALL PROJECTS:

LIST OF ALL PROJECTS	CDBG REQUEST	TOTAL LEVERAGE	TOTAL
1 Commission on Aging: Staff Salary for Food/Essential Services	\$32,596		\$32,596
2 Commission on Aging: Operating Costs for Transportation Services	\$185,000	\$70,000	\$255,000
3 Commission on Aging: Van Leases	\$60,000		\$60,000
4 Developmental Center: Staff Salary	\$420,809.60	\$14,324.55	\$435,134.15
5 Developmental Center: Chrome Books & IT Programming	\$31,400	\$1,546.30	\$32,946.30
6 Diakonia, Inc.: Food Pantry Staff Salary	\$37,440	\$3,000	\$40,440
7 Diakonia, Inc.: Homeless Assistance Staff Salary	\$32,865	\$3,000	\$35,865
8			
9			
PROJECT ADMINISTRATION FOR COUNTY		\$6,500	\$6,500
TOTALS BY SOURCES OF FUNDS	\$800,110.60	\$98,370.85	\$898,481.45

PART E

GRANT MANAGEMENT PLAN: Applicants are to respond to questions below as to how the grant will be managed by the County.

1. Identify the primary person who will administer this grant. Discuss their experience with CDBG regulations and requirements and past grant implementation.

Kimberly Reynolds, Senior Budget Accountant for the Worcester County Commissioners Office. Has worked with CDBG Grant Regulations and Requirements in the past and presently with the CDBG Homeless Initiative Grant.

2. Identify others in County government who will assist in the administration of this CDBG project.

Roscoe Leslie, County Attorney will assist with legal advice if needed.

3. Discuss how you will manage sub recipient(s).

Sub-recipients will submit Quarterly reporting to Worcester County. The reports will summarize how their CDBG Covid-19 projects are progressing. The sub-recipients will report on demographic information for each person and report information on beneficiaries after they receive the benefit.

4. If requesting funding for Project Administration for staffing, please identify the following: N/A

Person	# Hours Anticipated to Work on Grant	Hourly Wage	Total Funds

5. If planning to use Project Administration funds for expenses other than staffing, identify those expenses and estimated costs. N/A

Expenses	Total Funds

PART F

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that grants received will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and that the County and its subrecipients, if any, will affirmatively further fair housing. Complete the following to demonstrate compliance or to identify any issues.

1. What is the most recent date of the county's written employment and personnel policies and practices? 5/7/19 Are they consistent with current federal equal opportunity guidelines? Yes No

2. In the past three years, have any complaints of discrimination in employment been filed against the county by employees or applicants?
 Yes No If yes, please explain:

3. In the past three years, have any complaints of discrimination in employment been filed against any of the subrecipients by employees or applicants?
 Yes No If yes, please explain.

4. Has the county taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? Yes No If yes, please describe:

The County Commissioners of Worcester County commit to affirmatively further fair housing in our community. Our programs will be administered in accordance with our efforts to provide a range of fair housing choices to our citizens. The County will undertake the following activities on an annual basis:

-Adopt a Fair Housing Proclamation and celebrate the month of April as Fair Housing Month.

-Review local zoning laws and building codes to determine if they impact fair housing choice.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public/private issues or complaints regarding discrimination?

The Shore Housing Resource Board is a non-profit that operates in the Tri-County area to promote fair housing. Their website is shorehousingrb.com. They have not informed the County Commissioners of Worcester County Government of any issues in regard to discrimination.

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held the required number of public hearings, conducted a needs assessment and provided appropriate notice to ensure participation of citizens in the development the project(s) and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application and has adopted and maintains a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
4. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
5. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
6. has adopted and is enforcing or will adopt prior to commencing grant activities:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

7. will certify, to the best of the certifying official's knowledge and belief, that:
 - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
 - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
8. will adhere to federal and state Code of Conduct standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
9. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary; and
10. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
11. has not requested funds that duplicate other sources of funds made available to address the preparation, prevention or recovery of the coronavirus.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

Joseph M. Mitrecic, President
 Typed Name and Title
 Chief Elected Official

 Signature

 Date

Exhibit B

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CITIZEN PARTICIPATION PLAN WORCESTER COUNTY

The Worcester County Commissioners have adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). Regulations require that each unit of general local government receiving or expecting to receive Community Development Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funding including the amount the State makes available under each State fiscal year; the eligible CDBG activities, and the eligible uses of CDBG funds;
- Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;
- Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizen's views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. Public hearings to cover community development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants all ready made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State;
- Provide citizens with the Worcester County Residential Anti-Displacement and Relocation Assistance Plan if proposed applications to be submitted will be likely to result in displacement of persons or businesses from their homes or businesses;

- Provide citizens the address, phone number and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

CDBG funded activities may serve beneficiaries outside the jurisdiction of the unit of general local government that receives the grant, provided the unit of general local government determines that the activity is meeting its needs in accordance with section 106(d)(2)(D) of the Act.

PROVISION OF INFORMATION, PUBLIC HEARINGS AND COMMENTS

Worcester County will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of 8:00 a.m. – 4:30 p.m. at the following location: Worcester County Government Center One West Market Street, Room 1103, Snow Hill, Maryland 21863. Where possible, Worcester County will provide copies of documents or access to copying services to citizens or groups requesting information at their own expense.

Information will be furnished to citizens through public notice in The Daily Times and Ocean City Digest, two newspapers of general circulation. Worcester County may also provide additional information to its citizens about the CDBG Program through articles in local newspapers, newsletters or community bulletins, flyers distributed door to door or at presentations made at community meetings.

Worcester County will hold at least one public hearing to receive input by citizens on the housing and community development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held in conjunction with a regularly scheduled meeting of the elected public officials prior to submission of an application for CDBG funds.

If the MD CDBG Program funds the activity, a second hearing on program performance must be held at some point during the grant period after the activity has been initiated.

The MD CDBG Program requires that notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance of the hearing. Hearings will be held at times and locations convenient to actual or potential beneficiaries and at locations accessible to the disabled. Documentary evidence that the required notices are published and public hearings are held in accordance with the plan will be maintained. Copies of the actual notices and/or affidavits shall be a part of the files, in addition to minutes of the hearings. Written minutes of the hearings and an attendance roster will be maintained by the Worcester County Commissioners at the following location: Worcester County Government Center, One West Market Street, Room 1103, Snow Hill, Maryland 21863.

If necessary, Worcester County will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, requests should be made to admin@co.worcester.md.us. At least 5 days advance notice is requested.

Worcester County will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to:
Worcester County Commissioners
Government Center
One West Market Street, Room 1103

Snow Hill, MD 21863

TECHNICAL ASSISTANCE

When requested to provide technical assistance to groups representative of persons of low and moderate income, Worcester County will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist does not exist, Worcester County may offer a referral to the State or to a consultant who can provide the necessary expertise.

COMPLAINTS AND GRIEVANCES

Citizens who wish to submit a complaint or grievance may do so by calling or writing:

Worcester County Commissioners
Government Center
One West Market Street, Room 1103
Snow Hill, Maryland 21863

Worcester County shall make reasonable efforts to provide a response in writing to written complaints or grievances within 15 working days.

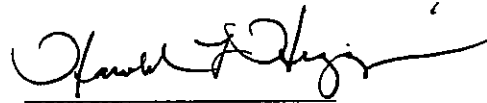
AMENDMENTS TO APPLICATIONS OR GRANTS

Worcester County will provide citizens notice of, and opportunity to comment on, substantial changes to grant all ready made, including changes in the purpose, scope, location or beneficiaries. This can be achieved through public notice describing the change and establishing a comment period or through public hearing.

This Citizen Participation Plan is hereby adopted by the Worcester County Commissioners on June 5, 2018. It is effective for a 3 year period until June 5, 2021.



Chief Elected Official



Witness

MINORITY BUSINESS PLAN

As a recipient of federal Community Development Block Grant funds through the United States Department of Housing and Urban Development received through the State of Maryland, Worcester County is required to make good faith efforts to contract with minority business enterprises (MBE) and women business enterprises (WBE) for goods and services.

A minority or women business enterprise is one that is at least 50% owned by a minority or a woman. For publicly-owned businesses, at least 51% of the stock must be owned by minority group members or women.

Worcester County will make efforts to solicit MBEs and WBEs. These efforts will include:

- Developing and maintaining a list of qualified MBEs and WBEs
- Assuring that small businesses and MBEs and WBEs are solicited for appropriate contract opportunities
- Establishing a delivery system which will encourage participation by MBEs and WBEs
- Encouraging contractors to subcontract with MBE and WBE businesses

The County will document efforts undertaken during the procurement process and maintain them in the CDBG files.

ATTEST/WITNESS



(Signature)
President, Worcester County Commissioners

This Minority Business Plan is hereby adopted by the Worcester County Commissioners on June 5, 2018. It is effective for a 3 year period until June 5, 2021.

**FAIR HOUSING AND EQUAL OPPORTUNITY PLAN
WORCESTER COUNTY**

As a recipient of federal Community Development Block Grant funds from the United States Department of Housing and Urban Development received through the State of Maryland, Worcester County is required to comply with all federal statutes, regulations and Executive Orders relating to civil rights, fair housing, non-discrimination and equal opportunity. The County's compliance is not specific to the federally funded project or activity. The County must ensure that its administrative practices, policies and laws meet the intent of the statutes, regulations and Executive Orders.

Therefore, Worcester County commits to create an environment for its citizens where no one is excluded from participation or benefit due to their race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion. The denial of rights based on any of these protected classes is detrimental to the health, safety and welfare of the citizens and constitutes an unjust denial or deprivation of such inalienable rights which is within the power and the proper responsibility of government to prevent.

Fair Housing

In accordance with the federal Civil Rights Act of 1968 (as amended), the federal Housing and Community Development Act of 1974 (as amended), and the Fair Housing Act of 1988, the County will promote through fair, orderly and lawful procedures, the opportunity for each person to obtain housing of such person's choice in this community without regard to race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion.

To the best of our ability, Worcester County will promote and encourage fair housing choice for all its residents. The County's administrative practices, policies and laws will attempt to prohibit:

- Discrimination in the Sale or Rental of Housing
- Discrimination in Housing Financing
- Discrimination in Providing Brokerage Services
- Unlawful Intimidation

The County will accept complaints from any citizen that feels that they have been discriminated against related to their housing choice. The County will make an initial investigation and refer the complaint to the state or the federal housing departments.

For housing projects developed or assisted with federal funds, the County will ensure that its subrecipients and developers will comply with statutes, regulations and Executive Orders.

Equal Opportunity

In accordance with the federal Civil Rights Act of 1964 (as amended), no person in Worcester County shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

The County will ensure that it will not discriminate in its procurement practices. The County's procurement policies allow for open and competitive bidding concerning all procured goods and services. When applicable, the County will solicit bids from minority women owned businesses.

Affirmative Action Strategy

It is the policy of Worcester County not to discriminate against any employee or any applicant for employment because of race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion. The County will take affirmative action to insure that this policy includes but is not limited to the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training, layoff and termination. Additionally, the County will ensure that our contractors and subcontractors will not discriminate against any employee or applicant for employment.

Affirmatively Furthering Fair Housing

Worcester County commits to affirmatively further fair housing in our community. Our programs will be administered in accordance with our efforts to provide a range of fair housing choices to our citizens.

The County will undertake the following activities on an annual basis:

- Adopt a Fair Housing Proclamation and celebrate the month of April as Fair Housing Month
- Review local zoning laws and building codes to determine if they impact fair housing choice

Excessive Force

The National Affordable Housing Act (NAHA) of 1990 (as amended) requires recipients of federal Community Development Block Grant funds through the United States Department of Housing and Urban Development to protect individuals engaging in non-violent civil rights demonstrations. To that end, the County is required to develop and maintain a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations.

The County maintains a Sheriff's Office for the safety of its citizens. The County prohibits the use of excessive force by employees of the Sheriff's Office against anyone engaged in non-violent civil rights demonstrations. This is more defined in the County Sheriff's Office's "Use of Force" policy.

Limited English Proficiency

Worcester County recognizes that, as its population increases, its population now includes persons from other countries whose primary language is not English. To that end, the County will make efforts to identify various populations and to provide information to them in a language they understand.

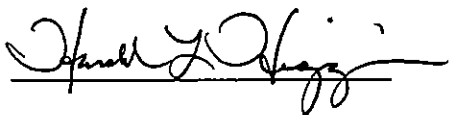
Personnel Policies

Worcester County's personnel policies are in compliance with all federal and state equal opportunity requirements. They are updated as requirements change.

Specifically, employees are notified of their rights, responsibilities and requirements of their specific jobs and as a representative of the county. The personnel policies provide information on compensation, leave, termination, grievances, benefits, sexual harassment, and employee reviews. The personnel policy also provides information about conflict of interest provisions related to contracting and procurement.

A full copy of the personnel policies may be obtained at the County Government Center during normal business hours.

ATTEST/WITNESS



A handwritten signature in cursive script, appearing to read "Harold L. [unclear]", written over a horizontal line.



A handwritten signature in cursive script, appearing to read "Diana Luvell", written over a horizontal line.

(Signature)
President, Worcester County Commissioners

This Fair Housing and Equal Opportunity Plan is hereby adopted by the Worcester County Commissioners on June 5, 2018. It is effective for a 3 year period until June 5, 2021.

SECTION 3 PLAN

As a recipient of federal Community Development Block Grant (CDBG) funds through the United States Department of Housing and Urban Development (HUD) received through the State of Maryland, Worcester County is required to comply with Section 3 of the Housing and Urban Development Act of 1968 (as amended). Section 3 requires the County to ensure, to the greatest extent possible, and consistent with existing federal, state and local laws and regulations, that employment and contracting opportunities are provided to low and very low income persons. Section 3 applies to all contracts awarded that exceed \$100,000.

Definitions:

A low and very low income person who qualifies as a Section 3 Person is an individual who:

- resides in Worcester County; and
- resides in public housing funded by the federal government; or
- receives housing assistance from the federal government; or
- resides in a household where the total household income is less than 50% of the area median income for Worcester County using income limits provided by HUD.

A low and very low income person who benefits or qualifies as a Section 3 Business is defined as:

- a business that is 51% or more owned by Section 3 persons; or
- a business where 30% of the permanent, full time employees are currently Section 3 persons or within three years of the date of first employment were Section 3 persons; or
- a business that commits to subcontract over 25% of the total contract award to businesses that meet the definition of a Section 3 business as described above.

Worcester County is the Section 3 Business and Employment Project Area.

Compliance:

Worcester County certifies that it will, to the greatest extent feasible, comply with Section 3 requirements when awarding contracts for construction, non-construction, materials, and supplies.

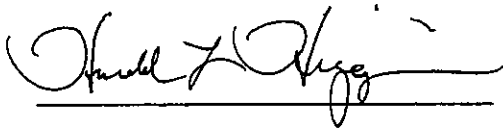
Worcester County will undertake the following steps when Section 3 applies:

1. Develop bid and solicitation documents which will identify Section 3 requirements and include the Section 3 Hiring Estimate Form which will be submitted with bid.
2. Advertise RFP/RFQ which will include the following statement, "Federal Section 3 hiring requirements apply to this project."
3. Notify local housing authority, county housing office, job training services, and other related agencies of federally funded projects that may result in hiring in the near future.
4. Require bid submittals from Section 3 Businesses or from businesses using Section 3 Business subcontractors to include a Section 3 Business Certification form.
5. Insert Section 3 Clause in selected contractor's contract and include specific language to detail contractor's Section 3 intent related to new hires and/or Section 3 Businesses as subcontractors.

6. At pre-construction conference, explain Section 3 requirements including certification process prior to hiring. Provide contractor with Section 3 Self-Certification Forms to use when accepting applications for employment.
7. Require contractor to submit a list of all current employees who will work on the project.
8. Review and approval by grantee of Section 3 Self-Certification Form submitted by the contractor before a hire is made.
9. Review payroll records to document the participation of Section 3 hire(s) on the project.
10. Review payroll records to document the participation of Section 3 Business employees on the project.
11. At the completion of the work under the contract, complete CDBG Section 3 Tracking Form which documents Section 3 compliance.

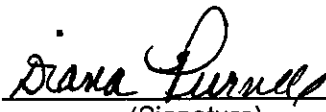
The County will document efforts undertaken during the procurement process and maintain them in the CDBG files.

ATTEST/WITNESS :



A handwritten signature in cursive script, appearing to read "Donald F. [unclear]", written over a horizontal line.

BY:



A handwritten signature in cursive script, appearing to read "Diana Purnell", written over a horizontal line.

(Signature)
Chief Elected Official

This Section 3 Plan is hereby adopted by the Worcester County Commissioners on June 5, 2018. It is effective for a 3 year period until June 5, 2021.

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION PLAN

Worcester County will take every preventable action to minimize the involuntary displacement of persons or businesses when using federal funds received from the Maryland Community Development Block Grant funds as a source of funding in our projects. In the event that displacement occurs, Worcester County hereby agrees to require with all requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA"), as amended, as described in 24 CFR Part 42.

RELOCATION

Worcester County will provide relocation assistance as required under the URA to all persons or businesses displaced as a direct result of assisted activities. They shall be provided relocation benefits which, at a minimum, include:

- Relocation assistance planning and advisory services;
- Moving expenses;
- Referral to comparable replacement unit; and
- Replacement housing payments for 42 months.

Low and moderate income households displaced by the acquisition or demolition of housing or by the conversion or rehabilitation of low and moderate income dwelling to another use are entitled to additional benefits under the requirements of 24 CFR 42.350. These additional benefits include:

- Security deposits and credit checks,
- Referral to comparable replacement unit; and
- Replacement housing payments for 60 months.

Additionally, legal, low and moderate income tenants are also eligible for:

- Referral to at least one suitable, decent, safe and sanitary replacement dwelling unit. Worcester County shall advise tenants of their rights under the Federal Fair Housing Act, 42 U.S.C. §§ 3601-3619, and of replacement housing opportunities in such a manner that, wherever feasible, they will have a choice between relocation within their neighborhood and other neighborhoods; and
- Each person must be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of utilities for a replacement dwelling (comparable replacement dwelling or decent, safe, and sanitary replacement dwelling to which the person relocates, whichever costs less) to the "Total Tenant Payment." All or a portion of this assistance may be offered through a certificate or voucher for rental assistance (if available) provided under Section 8 of the United States Housing Act of 1937, 42 U.S.C. § 1437f.

In addition, in consideration of the financial assistance received from the Maryland CDBG Program, particularly when such assistance is used for acquisition, rehabilitation, demolition, or conversion which results in temporary relocation, Worcester County agrees to assist either the temporarily displaced residential or business tenant or owner occupant during the time they are displaced. Those receiving temporary relocations shall receive at a minimum:

- Interim living costs
- Relocation assistance planning and advisory services;
- Reasonable moving expenses; and
- Rental Assistance (if moving to more expensive unit).

ONE FOR ONE REPLACEMENT HOUSING

In the event that low and moderate income dwelling units are demolished or converted to a use other than as low/moderate-income housing, Worcester County will replace all units that were occupied or were vacant but deemed occupiable as required under Section 104(d) of the HCD Act of 1974, as amended.

All replaced housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, Worcester County will make public and submit to the Maryland CDBG Office the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- E. The source of funding and a time schedule for the provision of replacement dwelling units; and
- F. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling for at least ten (10) years from the date of initial occupancy.

GENERAL POLICIES

1. Worcester County will take every preventable action to minimize the involuntary displacements of persons or businesses during the implementation of our CDBG funded projects. Examples of actions that may be taken include:
 - Stage rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, working with empty buildings or groups of empty units first, so

they can be rehabilitated first, and tenants moved in before rehabilitation of occupied units or buildings is begun.

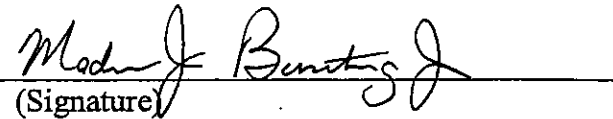
- Establish temporary relocation facilities in order to house families whose displacement will be of short duration, so they can move back to their neighborhoods after rehabilitation or new construction.
 - Provide counseling to assist homeowners and renters to understand the range of assistance that may be available to help them in staying in the area being revitalized.
2. Worcester County may enter into a written agreement with a subrecipient, or the owner of the assisted property, under which either may pay all or part of the cost of the required relocation assistance.
 3. Worcester County understands the cost of relocation assistance and other benefits shall be paid from CDBG funds or such other funds as may be available from any source including the jurisdiction's general fund.
 4. Worcester County will refer owners and/or tenants to the State CDBG Program if there is a disagreement with the determination that these requirements do not apply to an acquisition or a displacement.
 5. Worcester County will prepare a specific Relocation Plan in the event that funding is requested for a project where it is known that displacement will occur.

ATTEST/WITNESS



Madison J. Bunting, Jr.

(Typed Name of Chief Elected Official)



(Signature)

This Anti-Displacement Plan is hereby adopted by the Worcester County Commissioners on May 16, 2017. It is effective for a 5 year period until May 16, 2022.

• • • Exhibit F • • •

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Certification Regarding Debarment and Suspension

Instructions

All CDBG grantees will be required to do debarment checks on all subrecipients and anticipated contractors receiving CDBG funds. This applies to labor contractors, engineers, consultants, architects, etc. These checks will be completed by using the form provided. The completed form should be placed in your CDBG records in a separate folder.

For proposed subrecipients, the checks must be completed prior to submission of the application. Upon award of grant funds, the checks must be completed by you prior to signing a contract for services.

Note: Debarment checks for construction contractors will still be completed by the CDBG Labor Standards Officer.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733).

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective shall attach an explanation to this proposal.

Grantees should use the System for Award Management (SAM) web-site to determine if the potential contractor or engineering firm is excluded from receiving Federal contracts. The web-site can be found at www.sam.gov .

MARYLAND CDBG PROGRAM

Debarment Check

Name of Sub-recipient Diakonia, Inc.

Sub-recipient Address 12747 Old Bridge Road Ocean City, MD 21842

Date Debarment Check Completed 5/19/20

CERTIFICATION SIGNATURE:

SIGNATURE: By signing this Certification page, you certify that you performed the necessary actions to complete the debarment check and certifying that this contractor is not debarred or suspended.

Grantee Name: County Commissioners of Worcester County, MD

Program Name: Maryland CDBG Program

Chief Elected Official or Designee: Joseph M. Mitrecic, President

Signature: _____

Date: _____

(Signed Certifications are to be kept in CDBG project files)

SAM Search Results
List of records matching your search for :

Functional Area: Entity Management
Record Status: Active
Entity Name: Diakonia, Inc

ENTITY **DIAKONIA, INC.** **Status: Active**

DUNS: 021599639 +4: CAGE Code: 55R07 DoDAAC:

Expiration Date: 03/10/2021 Has Active Exclusion?: No Debt Subject to Offset?: No

Address: 12747 OLD BRIDGE RD

City: OCEAN CITY

State/Province: MARYLAND

ZIP Code: 21842-9243

Country: UNITED STATES

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MARYLAND CDBG PROGRAM

Debarment Check

Name of Sub-recipient Worcester County Developmental Center, Inc.

Sub-recipient Address 8545 Newark Road, Newark, MD 21841

Date Debarment Check Completed 5/19/20

CERTIFICATION SIGNATURE:

SIGNATURE: By signing this Certification page, you certify that you performed the necessary actions to complete the debarment check and certifying that this contractor is not debarred or suspended.

Grantee Name: County Commissioners of Worcester County, MD

Program Name: Maryland CDBG Program

Chief Elected Official or Designee: Joseph M. Mitrecic, President

Signature: _____

Date: _____

(Signed Certifications are to be kept in CDBG project files)

SAM Search Results
List of records matching your search for :

Functional Area: Entity Management
Record Status: Active, Inactive
Entity Name: Worcester County Developmental center

ENTITY	Worcester County Developmental Center Inc	Status: Inactive
DUNS: 086136801	+4:	CAGE Code: 6VZU9 DoDAAC:
Expiration Date: 03/30/2016	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 8545 Newark Rd	City: Newark	State/Province: MARYLAND
ZIP Code: 21841-2021		Country: UNITED STATES

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MARYLAND CDBG PROGRAM

Debarment Check

Name of Sub-recipient Worcester County Commission on Aging, Incorporated

Sub-recipient Address 4767 Snow Hill Road, Snow Hill, MD 21863

Date Debarment Check Completed 5/19/20

CERTIFICATION SIGNATURE:

SIGNATURE: By signing this Certification page, you certify that you performed the necessary actions to complete the debarment check and certifying that this contractor is not debarred or suspended.

Grantee Name: County Commissioners of Worcester County, MD

Program Name: Maryland CDBG Program

Chief Elected Official or Designee: Joseph M. Mitrecic, President

Signature: _____

Date: _____

(Signed Certifications are to be kept in CDBG project files)

SAM Search Results
List of records matching your search for :

Functional Area: Entity Management
Record Status: Active, Inactive
Entity Name: Worcester County Commission on Aging

ENTITY	Worcester County Commission On Aging, Incorporated	Status: Active
DUNS: 556900660	+4:	CAGE Code: 8D5V9 DoDAAC:
Expiration Date: 08/01/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 4767 Snow Hill Rd		
City: Snow Hill	State/Province: MARYLAND	
ZIP Code: 21863-4051	Country: UNITED STATES	

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• • • Exhibit G • • •

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Revolving Loan & Program Income Funds Status Report

Grantee: County Commissioners of Worcester County, MD

Administrator: Jo Ellen Bynum Phone Number: 410-632-1200

Please provide information for previously established revolving loans and program income accounts. If you have more than one, please provide information separately for each. This applies to economic and community development funds.

Program Income on Hand

Balance of Funds: \$0 as of 5/20/20

Generated from which Grant(s)? N/A

Please provide a narrative describing activity during the past year, if no activity has occurred, please provide reasons why:
\$4,730 was received December 2019 from the pay-off of the balance on a housing rehabilitation conditional loan from 1994. The entire \$4,730 was utilized in February 2020 towards the rehabilitation of a property in Berlin.

Please advise what your plans are to encourage activity:
Rehabilitated homes that are sold or otherwise have a transfer of ownership prior to the expiration of their grant term must pay back a percentage of the original grant amount based upon the remaining time left in the grant term. All properties that have active grant agreements are flagged in the County Treasurer's property tax system so that the outstanding CDBG balance must be paid before the owner can complete a property transfer.

• • • Exhibit H • • •

LIMITED ENGLISH PROFICIENCY DETERMINATION

Using a HUD mapping tool, determine if information related to your application and your outreach require for documents and other outreach information to be translated into other language.

To access the AFFH Data and Mapping Tool:

1. Go to www.hudexchange.info/resource/4867/affh-data-and-mapping-tool/
2. Select AFFH Data and Mapping Tool
3. Step 1 – select State/Insular Area
4. Step 2 – select Maryland
5. Step 3 is pre-populated with Maryland
6. Step 4 is pre-populated with AFFHT0004
7. Step 5 – select Map 4 LEP
8. Select LOAD AFFH MAP
9. Select your county

When you click on your county, a box will appear providing you with the 5 most populous language spoken in your county.

HUD’s guidance is as follows, however, if an applicant is specifically targeting activities which include a large number of non-english speaking persons, than action should be taken:

- If number is 1,000 or more, *vital* documents must be translated.
- If number equals more than 5% of population AND more than 50 in number, *vital** documents must be translated.
- If number equals more than 5% of population AND is 50 or less in number, translate written notice of person’s right to receive oral interpretation of documents.
- If number is 5% or less of population AND less than 1,000 in number, no written translation is required.

Identify the most populous non-english language spoken in you county: Spanish
332 Number of Persons .67 % of population

Identify any actions taken by jurisdiction: No written translation is required.

Date: 5/20/20

Repeat on separate paper if there is more than one language that triggers action.

**Vital documents* are those that contain information critical for obtaining federal services and/or assistance or are required by law. Examples: applications, notices of rights, notices of availability or eligibility, needs assessments, etc.

• • • Exhibit H • • •

LIMITED ENGLISH PROFICIENCY DETERMINATION

Using a HUD mapping tool, determine if information related to your application and your outreach require for documents and other outreach information to be translated into other language.

To access the AFFH Data and Mapping Tool:

10. Go to www.hudexchange.info/resource/4867/affh-data-and-mapping-tool/
11. Select AFFH Data and Mapping Tool
12. Step 1 – select State/Insular Area
13. Step 2 – select Maryland
14. Step 3 is pre-populated with Maryland
15. Step 4 is pre-populated with AFFHT0004
16. Step 5 – select Map 4 LEP
17. Select LOAD AFFH MAP
18. Select your county

When you click on your county, a box will appear providing you with the 5 most populous language spoken in your county.

HUD's guidance is as follows, however, if an applicant is specifically targeting activities which include a large number of non-english speaking persons, than action should be taken:

- If number is 1,000 or more, *vital* documents must be translated.
- If number equals more than 5% of population AND more than 50 in number, *vital** documents must be translated.
- If number equals more than 5% of population AND is 50 or less in number, translate written notice of person's right to receive oral interpretation of documents.
- If number is 5% or less of population AND less than 1,000 in number, no written translation is required.

Identify the most populous non-english language spoken in you county: Chinese
23 Number of Persons .05 % of population

Identify any actions taken by jurisdiction: No written translation is required.

Date: 5/20/20

Repeat on separate paper if there is more than one language that triggers action.

**Vital documents* are those that contain information critical for obtaining federal services and/or assistance or are required by law. Examples: applications, notices of rights, notices of availability or eligibility, needs assessments, etc.

• • • Exhibit H • • •

LIMITED ENGLISH PROFICIENCY DETERMINATION

Using a HUD mapping tool, determine if information related to your application and your outreach require for documents and other outreach information to be translated into other language.

To access the AFFH Data and Mapping Tool:

- 19. Go to www.hudexchange.info/resource/4867/affh-data-and-mapping-tool/
- 20. Select AFFH Data and Mapping Tool
- 21. Step 1 – select State/Insular Area
- 22. Step 2 – select Maryland
- 23. Step 3 is pre-populated with Maryland
- 24. Step 4 is pre-populated with AFFHT0004
- 25. Step 5 – select Map 4 LEP
- 26. Select LOAD AFFH MAP
- 27. Select your county

When you click on your county, a box will appear providing you with the 5 most populous language spoken in your county.

HUD’s guidance is as follows, however, if an applicant is specifically targeting activities which include a large number of non-english speaking persons, than action should be taken:

- If number is 1,000 or more, *vital* documents must be translated.
- If number equals more than 5% of population AND more than 50 in number, *vital** documents must be translated.
- If number equals more than 5% of population AND is 50 or less in number, translate written notice of person’s right to receive oral interpretation of documents.
- If number is 5% or less of population AND less than 1,000 in number, no written translation is required.

Identify the most populous non-english language spoken in you county: Korean
 11 Number of Persons .02 % of population

Identify any actions taken by jurisdiction: No written translation is required.

Date: 5/20/20

Repeat on separate paper if there is more than one language that triggers action.

**Vital documents* are those that contain information critical for obtaining federal services and/or assistance or are required by law. Examples: applications, notices of rights, notices of availability or eligibility, needs assessments, etc.

•••Exhibit M•••

Environmental Forms
CDBG-CV Round 1 – Environmental Review
Certification of Exempt Activity

Applicant: County Commissioners of Worcester County, Maryland

Project Information: Identify all exempt activities and location for projects that will be carried out with CDBG and any other funding sources.

Projects	Location
Worcester County Commission on Aging: Staff for Food/Essential Services	Worcester County (Countywide)
Worcester County Commission on Aging: Operations for transportation services	Worcester County (Countywide)
Worcester County Developmental Center: Staff salary	Worcester County (Countywide)
Diakonia, Inc.: Food pantry staffing	Worcester County (Countywide)
Diakonia, Inc.: Homeless assistance staffing	Worcester County (Countywide)

I hereby certify that the above mentioned project has been reviewed and determined to be Exempt.

By signing below the applicant, as the future Responsible Entity, certifies in writing that each activity or project is Exempt and meets the conditions specified for such determination per section 24 CFR 58.35(b).

Preparer Signature:

Kimberly Reynolds

Date

5/26/20

Chief Elected Official Signature:

Date

CDBG-CV Round 1 – Environmental Review

Certification of Categorical Exclusion: Not Subject to Part 58.5

Applicant: County Commissioners of Worcester County, Maryland


Project Information: Identify all activities and location for projects that are Categorical Excluded Not Subject to Part 58.5 that will be carried out with CDBG and any other funding sources.

Projects	Location
Worcester County Commission on Aging: Leasing Vans	Worcester County (Countywide)
Worcester County Developmental Center: Virtual Day Program (Chrome books & IT Services)	Worcester County (Countywide)

I hereby certify that the above mentioned project has been reviewed and determined to be Categorical Excluded Not Subject to Part 58.5.

If funded, we will comply with Part 58.6 if funds will be spent on an activity that is in an Airport Runway Clear Zone & Accident Potential Zone; will impact Coastal Barrier Resources; or within a floodplain or wetland.

By signing below the applicant, as the future Responsible Entity, certifies in writing that each activity or project is Exempt and meets the conditions specified for such determination per section 24 CFR 58.35(b).

Preparer Signature  Date 5/26/20

Chief Elected Official Signature _____ Date _____

Maryland Community Development Block Grant Program

Request for Release of Funds and Certification

This form is to be signed by the grantee when requesting the Release of Funds for their Maryland Community Development Block Grant (CDBG) funded project, and requesting the authority to use such funds. Please submit to the Maryland CDBG Environmental Officer upon completion.

Part 1. Program Description and Request for Release of Funds (to be completed by grantee.)

1. Project Name : Worcester County COVID-19 Grant Assisting Limited Clientele	2. Grant Number	3. OMB Catalog Number(s) 14.228
---	-----------------	---

4. Name and address of responsible grantee

County Commissioners of Worcester County, Maryland
1 W. Market Street, Room 1103, Snow Hill, MD 21863

5. For information about this request contact: *(grantee contact name and phone number)*

Kim Reynolds, Senior Budget Accountant (410-632-1194)

6. Project Address *(street, city, county, for project location)*

County Commissioners of Worcester County, Maryland

1 W Market Street, Room 1103 Snow Hill, Maryland 21863

Worcester County

Project Location is Countywide in Worcester County

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Part 2. Environmental Certification

With reference to the above Project(s)/Activity(s), I, the undersigned officer of this jurisdiction, certify that:

1. We have fully carried out the responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. We have assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agree to comply with the authorities in 24 CFR 58.6 and applicable state and local laws.
3. We have assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal *did* *did not* require the preparation and dissemination of an environmental impact statement.
5. We have disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.

I am authorized to and do accept, on behalf of the jurisdiction personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Chief Elected Official	Title: President, County Commissioners of Worcester County, MD	Date
-------------------------------------	--	------

Address

1 W. Market Street, Room 1103 Snow Hill, Maryland 21863

Based on form HUD-7015.15

OMB No. 2506-0087

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RESOLUTION NO. 20 - ____

Add to
15

**RESOLUTION AUTHORIZING THE FILING OF A
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
TO FUND SENIOR SERVICES, FOOD PROGRAMS AND HOMELESS ASSISTANCE
DUE TO THE COVID-19 PANDEMIC IN WORCESTER COUNTY, MARYLAND**

WHEREAS, the State of Maryland through the Department of Housing and Community Development (DHCD) has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program (CDBG) for COVID funding; and

WHEREAS, Worcester County is eligible to apply for funds from the Maryland CDBG program through the Maryland Department of Housing and Community Development (DHCD); and

WHEREAS, the County Commissioners of Worcester County, Maryland held the required public hearing on June 2, 2020 related to the formulation of Worcester County's CDBG COVID Application; and

WHEREAS, the Worcester County Commissioners understand and acknowledge that they would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary.

NOW, THEREFORE, BE IT RESOLVED, that the County Commissioners of Worcester County, Maryland hereby authorize the submittal of an application for Community Development Block Grant funds in the amount of \$800,110.60 to fund Senior Services, Food Programs and Homeless Assistance due to the COVID-19 pandemic; and

AND BE IT FURTHER RESOLVED, that Commission President Joseph M. Mitrecic is authorized and empowered to execute any and all documents required for the submission of the application.

PASSED AND ADOPTED this ____ day of _____, 2020.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

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



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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 29, 2020

TO: Worcester County Commissioners
FROM: Harold L. Higgins, CPA, Chief Administrative Officer
Kathy Whited, Budget Officer
SUBJECT: FY2021 Budget for adoption

As you are aware, section 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County requires that the Board of County Commissioners shall by resolution annually adopt an Expense Budget and tax rates on or before the first Tuesday in June.

Revenues for FY2021 total \$204,320,631 and maintain the current property tax rate of \$0.845 for real property taxes and the local income tax rate of 2.25%. Following all actions and decisions from your May 19, 2020 budget work session and after accounting for all expenditures by departments and agencies, a surplus of \$533,320 in revenue remained. In order to provide a balanced budget, we recommend that the \$533,320 surplus be allocated to Other General Government in a new account "Capital Equipment Other, 1090.070.9010.060" which will be used to fund additional capital equipment expenses in FY21. There are currently \$2,435,310 in unbudgeted and delayed capital equipment expenses that were removed from the originally requested budget as a result of the Committee Reviewed COVID-19 budget recommendation and confirmed during your Budget Work Sessions. By establishing this new line item with the surplus, there will be contingency funding available to replace capital equipment which may fail during fiscal year 2021. Use of these funds will be subject to your review and approval before any actual expenses are incurred. Remaining funds in this account will fall to surplus if not spent during FY21.

Attached, please find a draft copy of the FY21 expense budget resolution, FY21 revenue and expense summary and FY21 revenue budget by account classification report.

As always, we are available for any questions you may have.

Attachments: FY2021 expense budget resolution, Pages 1-2
FY2021 revenue and expense summary, Pages 3-9
FY2021 revenue budget by account classification report, Pages 10-14

kjw:H:\FY21 Budget\FY21 Approved Budgets\Approved June 2 2020\FY2021 Budget Cover Memo.Docx

**RESOLUTION ADOPTING EXPENSE BUDGETS
AND ESTABLISHING TAX RATES
FOR FISCAL YEAR 2020/2021**

WHEREAS, Section 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County requires that the Board of County Commissioners shall by Resolution annually adopt an Expense Budget and tax rates for each fiscal year pursuant to certain procedures more particularly set forth therein, and

WHEREAS, the Board of County Commissioners has complied with all the requirements thereof with regard to the adoption of said Expense Budget and tax rates.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of County Commissioners do hereby adopt a General Fund Expense Budget for Fiscal Year 2020/2021 in the amount of \$204,320,631 pursuant to FY 2020/2021 Operating Budget attached hereto and incorporated herein; and that
2. The Board of County Commissioners do hereby adopt, levy, and impose the following taxes for Fiscal Year 2020/2021:
 - a. A Real Property Tax of \$0.845 upon every one hundred dollars of assessed and assessable real property in Worcester County except such property as may by provisions of law be exempt, with such discount as authorized by law for tax payments made prior to August 1, 2020;
 - b. In accordance with State Law, a Semi-Annual Property Tax payment option shall be available on Real Property Tax bills to those eligible and shall be subject to an additional service charge of 0.0% of the remaining tax due at the second installment to cover lost interest and administrative expenses;
 - c. A Business and Personal Property Tax of \$2.1125 upon every one hundred dollars of assessed and assessable business and personal property in Worcester County except such property as may by provisions of law be exempt, with such discount as authorized by law for tax payments made within thirty days of initial issuance of the bill;
 - d. A Public Utility (real and personal) and Railroad (personal) Tax of \$2.1125 upon every one hundred dollars of assessed and assessable public utility property and railroad personal property in Worcester County except such property as may by provisions of law be exempt, with such discount as authorized by law for tax payments made within thirty days of initial issuance of the bill;
 - e. A Local Income Tax of 2.25% of an individual's Maryland taxable income pursuant to the Resolution of the County Commissioners dated June 4, 2019;
 - f. An Admissions and Amusement Tax of 3% pursuant to the Resolution of the County Commissioners dated June 6, 2000;

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- g. A Room Tax of 5.0% pursuant to the Resolution of the County Commissioners dated August 20, 2019;
 - h. A Recordation Tax of \$3.30 on each \$500 of consideration, pursuant to Section 1-701 of the Taxation and Revenue Article of the Public Local Laws of Worcester County;
 - i. A Transfer Tax of 0.5% of the consideration payable pursuant to Section 1-801 of the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County;
 - j. A Food and Beverage Sales Tax of 0.5% within the Town of Ocean City pursuant to Resolution of the County Commissioners dated April 21, 2009.
3. All other license fees, permit fees, user fees, taxes and other charges not enumerated above shall be at such amounts and rates as are currently in force or as shall be amended by resolution of the County Commissioners at which time such amended amounts and rates shall be effective.

AND BE IT RESOLVED that this Resolution shall become effective July 1, 2020.

PASSED AND ADOPTED this 2nd day of June, 2020.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Harold L. Higgins
Chief Administrative Officer

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

WORCESTER COUNTY
Summary
FY2021 Revenue Estimate

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	FY2021 Estimate	FY2020 Approved	(\$)	Difference (%)
Property Taxes	\$ 145,059,221	\$ 140,826,835	\$ 4,232,386	3%
Income Taxes	26,500,000	26,500,000	0	0%
Other Local Taxes	13,431,000	12,534,000	897,000	7%
State Shared	1,811,823	1,584,729	227,094	14%
Licenses & Permits	2,493,682	2,393,982	99,700	4%
Charges for Services	5,558,570	6,667,281	(1,108,711)	-17%
Interest on Investments	850,000	1,900,000	(1,050,000)	-55%
Fines & Forfeits	52,700	52,500	200	0%
Misc./Sale of Assets/Other Revenue	440,561	519,532	(78,971)	-15%
Federal Grants	363,802	346,188	17,614	5%
State Grants	5,261,872	4,892,694	369,178	8%
Transfers In-Casino/Local Impact Gran	2,497,400	3,067,811	(570,411)	-19%
Transfers In - Budget Stabilization	0	0	0	N/A
TOTAL REVENUES	\$ 204,320,631	\$ 201,285,552	\$ 3,035,079	2%

FY 2021 Approved General Fund Budget

	FY2021 Approved	FY2020 Approved	(\$)	Difference (%)
County Commissioners & Admin.				
Personnel Services	988,074	967,450	20,624	2%
Supplies & Materials	33,702	39,446	(5,744)	-15%
Maintenance & Services	32,694	25,537	7,157	28%
Other Charges	43,914	44,614	(700)	-2%
Interfund Charges	(83,592)	(81,037)	(2,555)	3%
Capital Equipment	0	0	0	N/A
	1,014,792	996,010	18,782	2%
Circuit Court				
Personnel Services	994,175	981,121	13,054	1%
Supplies & Materials	212,231	182,452	29,779	16%
Maintenance & Services	110,765	112,765	(2,000)	-2%
Other Charges	8,932	12,848	(3,916)	-30%
Capital Equipment	0	0	0	N/A
	1,326,103	1,289,186	36,917	3%
Orphan's Court				
Personnel Services	21,000	28,500	(7,500)	-26%
Supplies & Materials	0	0	0	N/A
Other Charges	6,800	7,294	(494)	-7%
	27,800	35,794	(7,994)	-22%

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	FY2021 Approved	FY2020 Approved	(\$) Difference (%)	
State's Attorney				
Personnel Services	1,437,515	1,349,099	88,416	7%
Supplies & Materials	51,242	50,109	1,133	2%
Maintenance & Services	17,350	26,012	(8,662)	-33%
Other Charges	25,750	25,750	0	0%
Interfund Charges	0	0	0	N/A
Capital Equipment	0	0	0	N/A
	1,531,857	1,450,970	80,887	6%
Treasurer				
Personnel Services	1,276,990	1,253,170	23,820	2%
Supplies & Materials	136,855	136,527	328	0%
Maintenance & Services	2,400	5,000	(2,600)	-52%
Other Charges	4,900	6,735	(1,835)	-27%
Interfund Charges	(231,396)	(226,122)	(5,274)	2%
Capital Equipment	0	0	0	N/A
	1,189,749	1,175,310	14,439	1%
Elections Office				
Personnel Services	522,228	535,496	(13,268)	-2%
Supplies & Materials	367,593	340,149	27,444	8%
Maintenance & Services	149,326	140,250	9,076	6%
Other Charges	15,386	14,190	1,196	8%
Capital Equipment	0	0	0	N/A
	1,054,533	1,030,085	24,448	2%
Human Resources				
Personnel Services	473,097	442,827	30,270	7%
Supplies & Materials	22,760	23,955	(1,195)	-5%
Maintenance & Services	25,500	26,500	(1,000)	-4%
Other Charges	4,500	5,320	(820)	-15%
Interfund Charges	(67,138)	(62,795)	(4,343)	7%
Capital Equipment	0	0	0	N/A
	458,719	435,807	22,912	5%
Development Review & Permitting				
Personnel Services	1,537,866	1,442,541	95,325	7%
Supplies & Materials	281,502	282,560	(1,058)	0%
Maintenance & Services	55,700	58,425	(2,725)	-5%
Other Charges	23,331	22,120	1,211	5%
Interfund Charges	(84,430)	(15,491)	(68,939)	445%
Capital Equipment	0	18,000	(18,000)	-100%
	1,813,969	1,808,155	5,814	0%
Environmental Programs				
Personnel Services	1,088,747	1,107,101	(18,354)	-2%
Supplies & Materials	268,252	282,522	(14,270)	-5%
Maintenance & Services	97,745	104,842	(7,097)	-7%
Other Charges	5,656	9,662	(4,006)	-41%
Interfund Charges	(27,777)	(26,568)	(1,209)	5%
Capital Equipment	0	0	0	N/A
	1,432,623	1,477,559	(44,936)	-3%

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	FY2021 Approved	FY2020 Approved	(\$ Difference (%))	
Information Technology				
Personnel Services	556,945	525,345	31,600	6%
Supplies & Materials	9,450	11,182	(1,732)	-15%
Maintenance & Services	2,280	1,980	300	15%
Other Charges	6,452	8,759	(2,307)	-26%
Interfund Charges	(29,366)	(28,088)	(1,278)	5%
Capital Equipment	0	26,000	(26,000)	-100%
	545,761	545,178	583	0%
Other General Government				
Supplies & Materials	957,987	982,942	(24,955)	-3%
Maintenance & Services	909,738	911,698	(1,960)	0%
Other Charges	1,149,495	1,185,967	(36,472)	-3%
Capital Equipment	549,292	0	549,292	N/A
	3,566,512	3,080,607	485,905	16%
Sheriff's Department				
Personnel Services	6,263,829	6,043,233	220,596	4%
Supplies & Materials	721,379	612,623	108,756	18%
Maintenance & Services	451,354	429,383	21,971	5%
Other Charges	53,109	64,609	(11,500)	-18%
Capital Equipment	0	180,000	(180,000)	-100%
	7,489,671	7,329,848	159,823	2%
Emergency Services				
Personnel Services	1,548,003	1,463,443	84,560	6%
Supplies & Materials	946,491	1,130,671	(184,180)	-16%
Maintenance & Services	212,100	247,750	(35,650)	-14%
Other Charges	40,143	51,295	(11,152)	-22%
Interfund Charges	0	0	0	N/A
Capital Equipment	0	118,000	(118,000)	-100%
	2,746,737	3,011,159	(264,422)	-9%
County Jail				
Personnel Services	6,340,943	6,153,698	187,245	3%
Supplies & Materials	968,635	1,185,102	(216,467)	-18%
Maintenance & Services	2,204,162	2,254,450	(50,288)	-2%
Other Charges	16,056	16,056	0	0%
Capital Equipment	18,302	73,000	(54,698)	-75%
	9,548,098	9,682,306	(134,208)	-1%
Fire Marshal's Office				
Personnel Services	444,648	422,157	22,491	5%
Supplies & Materials	49,720	37,040	12,680	34%
Maintenance & Services	17,360	16,260	1,100	7%
Other Charges	24,685	23,470	1,215	5%
Capital Equipment	0	45,500	(45,500)	-100%
	536,413	544,427	(8,014)	-1%

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	FY2021 Approved	FY2020 Approved	(\$) Difference (%)	
Volunteer Fire & Ambulance				
Supplies & Materials	1,800	19,020	(17,220)	-91%
Maintenance & Services	19,404	17,810	1,594	9%
Other Charges	8,299,919	7,430,386	869,533	12%
Capital Equipment	21,000	0	21,000	N/A
	8,342,123	7,467,216	874,907	12%
Public Works Department				
Personnel Services	609,009	574,243	34,766	6%
Supplies & Materials	29,210	23,435	5,775	25%
Maintenance & Services	40,546	51,396	(10,850)	-21%
Other Charges	2,865	2,865	0	0%
Interfund Charges	(146,324)	(205,037)	58,713	-29%
Capital Equipment	0	6,500	(6,500)	-100%
	535,306	453,402	81,904	18%
Maintenance Division				
Personnel Services	970,474	953,236	17,238	2%
Supplies & Materials	56,161	50,382	5,779	11%
Maintenance & Services	76,688	75,728	960	1%
Other Charges	1,550	4,650	(3,100)	-67%
Capital Equipment	0	53,000	(53,000)	-100%
	1,104,873	1,136,996	(32,123)	-3%
Roads Division				
Personnel Services	1,635,625	1,572,527	63,098	4%
Supplies & Materials	1,251,925	1,226,006	25,919	2%
Maintenance & Services	676,312	674,106	2,206	0%
Other Charges	1,990	1,590	400	25%
Capital Equipment	0	347,000	(347,000)	-100%
	3,565,852	3,821,229	(255,377)	-7%
Boat Landings				
Supplies & Materials	265,000	200,000	65,000	33%
Maintenance & Services	37,315	81,615	(44,300)	-54%
Capital Equipment	0	0	0	N/A
	302,315	281,615	20,700	7%
Homeowner Convenience Centers				
Personnel Services	222,139	268,382	(46,243)	-17%
Supplies & Materials	9,150	3,150	6,000	190%
Maintenance & Services	258,050	265,000	(6,950)	-3%
Other Charges	0	0	0	N/A
Interfund Charges	197,660	215,485	(17,825)	-8%
Capital Equipment	0	0	0	N/A
	686,999	752,017	(65,018)	-9%

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	FY2021 Approved	FY2020 Approved	(\$) Difference (%)	
Recycling				
Personnel Services	415,555	340,631	74,924	22%
Supplies & Materials	17,150	17,150	0	0%
Maintenance & Services	198,325	195,000	3,325	2%
Other Charges	1,314	1,314	0	0%
Interfund Charges	213,832	217,261	(3,429)	-2%
Capital Equipment	0	45,000	(45,000)	-100%
	846,176	816,356	29,820	4%
Health Department				
Supplies & Materials	3,000	3,000	0	0%
Maintenance & Services	416,002	416,002	0	0%
Other Charges	5,264,795	5,197,842	66,953	1%
Capital Equipment	0	0	0	N/A
	5,683,797	5,616,844	66,953	1%
Mosquito Control Division				
Personnel Services	97,387	89,483	7,904	9%
Supplies & Materials	5,695	3,650	2,045	56%
Maintenance & Services	20,350	18,050	2,300	13%
Other Charges	70,175	70,000	175	0%
Capital Equipment	0	0	0	N/A
	193,607	181,183	12,424	7%
Commission on Aging				
Supplies & Materials	182,728	56,108	126,620	226%
Maintenance & Services	206,250	209,750	(3,500)	-2%
Other Charges	1,111,900	1,023,700	88,200	9%
Capital Equipment	0	0	0	N/A
	1,500,878	1,289,558	211,320	16%
Social Service Groups				
Personnel Services	0	0	0	N/A
Other Charges	500,078	686,328	(186,250)	-27%
	500,078	686,328	(186,250)	-27%
Wor-Wic Community College				
Other Charges	2,418,122	2,333,092	85,030	4%
Capital Equipment	0	0	0	N/A
	2,418,122	2,333,092	85,030	4%
Board of Education				
Personnel Services	71,892,099	69,146,121	2,745,978	4%
Supplies & Materials	3,407,333	3,255,833	151,500	5%
Maintenance & Services	8,093,236	7,776,138	317,098	4%
Other Charges	31,651,467	31,517,591	133,876	0%
Interfund Charges	(20,927,438)	(20,602,519)	(324,919)	2%
Capital Equipment	494,542	544,542	(50,000)	-9%
Total Operating Budget	94,611,239	91,637,706	2,973,533	3%
School Debt Service	12,494,881	11,763,756	731,125	6%
Total Operating & Debt Service	107,106,120	103,401,462	3,704,658	4%

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	FY2021 Approved	FY2020 Approved	(\$) Difference (%)	
Recreation Department				
Personnel Services	936,821	809,238	127,583	16%
Supplies & Materials	522,740	357,505	165,235	46%
Maintenance & Services	183,928	191,478	(7,550)	-4%
Other Charges	37,750	16,880	20,870	124%
Capital Equipment	0	0	0	N/A
	1,681,239	1,375,101	306,138	22%
Parks Department				
Personnel Services	436,615	413,234	23,381	6%
Supplies & Materials	1,319,608	1,304,579	15,029	1%
Maintenance & Services	87,931	88,331	(400)	0%
Other Charges	750	630	120	19%
Capital Equipment	0	48,500	(48,500)	-100%
	1,844,904	1,855,274	(10,370)	-1%
Library				
Personnel Services	1,932,885	1,852,680	80,205	4%
Supplies & Materials	455,908	468,210	(12,302)	-3%
Maintenance & Services	363,172	383,672	(20,500)	-5%
Other Charges	8,800	8,804	(4)	0%
Capital Equipment	0	85,000	(85,000)	-100%
	2,760,765	2,798,366	(37,601)	-1%
Recreation & Culture				
Other Charges	65,000	75,000	(10,000)	-13%
	65,000	75,000	(10,000)	-13%
Extension Service				
Supplies & Materials	16,615	18,593	(1,978)	-11%
Maintenance & Services	2,500	2,500	0	0%
Other Charges	187,582	179,952	7,630	4%
Capital Equipment	0	0	0	N/A
	206,697	201,045	5,652	3%
Natural Resources				
Supplies & Materials	1,700	1,700	0	0%
Other Charges	519,554	509,554	10,000	2%
	521,254	511,254	10,000	2%
Economic Development Department				
Personnel Services	149,939	193,872	(43,933)	-23%
Supplies & Materials	179,450	139,816	39,634	28%
Maintenance & Services	54,200	93,950	(39,750)	-42%
Other Charges	18,675	18,675	0	0%
Capital Equipment	0	0	0	N/A
	402,264	446,313	(44,049)	-10%
Tourism Department				
Personnel Services	209,033	207,023	2,010	1%
Supplies & Materials	249,861	183,948	65,913	36%
Maintenance & Services	783,484	729,844	53,640	7%
Other Charges	4,900	5,000	(100)	-2%
	1,247,278	1,125,815	121,463	11%

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	FY2021 Approved	FY2020 Approved	(\$) Difference (%)	
Taxes Shared W/Towns				
Other Charges	2,345,257	2,345,257	0	0%
	2,345,257	2,345,257	0	0%
Grants to Towns				
Supplies & Materials	0	0	0	N/A
Other Charges	5,976,250	5,856,000	120,250	2%
	5,976,250	5,856,000	120,250	2%
Insurance & Benefits				
Maintenance & Services	5,000	5,000	0	0%
Health, OPEB & Other	18,754,352	20,714,728	(1,960,376)	-9%
	18,759,352	20,719,728	(1,960,376)	-9%
Debt Service				
Interfund Charges	13,935,669	13,215,563	720,106	5%
Less: Alloc. Brd of Ed Debt	(12,494,881)	(11,763,756)	(731,125)	6%
	1,440,788	1,451,807	(11,019)	-1%
Interfund				
Interfund Charges	0	394,893	(394,893)	-100%
	0	394,893	(394,893)	-100%
TOTAL EXPENDITURES	\$ 204,320,631	\$ 201,285,552	\$ 3,035,079	2%

**Worcester County
FY2021 General Fund Revenue Annual Budget by Account Classification**

Account Number	Account Description	FY2021 Estimated Revenues	2020 Adopted Budget	\$ Variance	% Variance
Property Taxes					
4000	Full Year Real Property Taxes	138,167,141	134,303,565	3,863,576	3%
4010	Personal Property Taxes	332,719	326,614	6,105	2%
4020	Corporation Property Taxes	4,103,531	4,028,241	75,290	2%
4030	Railroad & Utility Property Tax	3,622,642	3,386,485	236,157	7%
4035	Railroad Real Property	1,403	3,803	(2,400)	-63%
4040	Half Year Real Property Taxes	211,250	211,250	-	0%
4050	Tax Additions & Abatements	(358,200)	(358,200)	-	0%
4060	Interest on Delinquent Taxes	700,000	650,000	50,000	8%
4070	Discounts Allowed on Taxes	(475,000)	(460,000)	(15,000)	3%
4080	Tax Credits For Assessment I	(1,246,265)	(1,264,923)	18,658	-1%
Account Classification Total: Property Taxes		145,059,221	140,826,835	4,232,386	3%
Income Tax					
4100	Income Tax	26,500,000	26,500,000	-	0%
Account Classification Total: - Income Tax		26,500,000	26,500,000	-	0%
Other Taxes					
4200	Admission & Amusement Taxes	620,000	575,000	45,000	8%
4210	Recordation Taxes	7,000,000	6,662,000	338,000	5%
4230	Trailer Park Excise Tax	-	100,000	(100,000)	100%
4240	Food Tax	81,000	78,000	3,000	4%
4250	Room Tax	180,000	169,000	11,000	7%
4250.040	Room Tax Due to Unincorporated Areas	1,050,000	950,000	100,000	11%
4340	Transfer Tax	4,500,000	4,000,000	500,000	13%
Account Classification Total: Other Taxes		13,431,000	12,534,000	897,000	7%
State Shared					
4300	Highway Users Taxes	1,166,491	1,134,729	31,762	3%
4310	911 Fees	645,332	450,000	195,332	43%
Account Classification Total: - State Shared		1,811,823	1,584,729	227,094	14%
Franchise Fees					
4400	Franchise Fees	22,500	22,500	-	0%
Account Classification Total: Franchise Fees		22,500	22,500	-	0%
Gain/Loss on Disposal of Assets					
4600	Sale Of Fixed Assets	40,000	35,000	5,000	14%
Account Classification Total: - Gain/Loss on Disposal of Assets		40,000	35,000	5,000	14%
Licenses and Permits					
4900	Liquor Licenses	825,000	840,000	(15,000)	-2%
4905	Vending Machine Licenses	70,000	80,000	(10,000)	-13%
4910	Traders Licenses	103,000	95,000	8,000	8%
4915	Occupational Licenses	6,000	35,000	(29,000)	-83%
4920	Bingo Permits	18,500	18,000	500	3%
4925	Tourist & Trailer Park Permits	-	500	(500)	100%
4927	Rental License Fee	175,000	30,000	145,000	483%
4930	Building Permits	300,000	300,000	-	0%
4932	Electrical Permits	15,000	15,000	-	0%
4933	Commercial Plumbing Plan Review	2,500	2,500	-	0%
4935	Marriage Licenses	24,000	24,000	-	0%
4936	Civil Ceremony	1,200	1,500	(300)	-20%
4941	Shoreline Construction Permit	19,000	18,000	1,000	6%
4942	Timber Harvest Permit	3,000	3,000	-	0%

FY2021 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2021 Estimated Revenues	2020 Adopted Budget	\$ Variance	% Variance
4943	SEC/SWM Permit	22,000	20,000	2,000	10%
4945.010	Environmental Permits Burn Permit	600	600	-	0%
4945.020	Environmental Permits Campground Permit	3,325	3,325	-	0%
4945.030	Environmental Permits Septic Permit	23,500	23,500	-	0%
4945.040	Environmental Permits Waste Hauler Permit	2,100	2,100	-	0%
4945.050	Environmental Permits Well Permit	16,800	16,800	-	0%
4945.060	Environmental Permits Other	300	300	-	0%
4945.070	Environmental permits water & sewer Division	10,000	10,000	-	0%
4950	Health Permits	396,707	399,707	(3,000)	-1%
4955	Raffle Permits	1,800	1,800	-	0%
4960	Plumbing Permits	52,000	52,000	-	0%
4965	Gas Permits	20,000	19,000	1,000	5%
4970	Forestry Conservation Review Fees	6,000	6,000	-	0%
4980	Landfill Permits-Household	320,000	320,000	-	0%
4982	PAYT Tags - Household	9,000	9,000	-	0%
5060.100	Licenses and permits board of zoning Appeal Fee	18,000	18,000	-	0%
5060.300	Licenses and Permits Site Plan Review	11,000	11,000	-	0%
5060.400	Licenses and Permits Rezoning Fee	4,000	4,000	-	0%
5060.500	Licenses and permits subdivision review Fee	12,000	12,000	-	0%
5060.600	Licenses and permits text Amendment Application Fee	2,000	2,000	-	0%
5060.700	Licenses and Permits nat resources text Amendment App	350	350	-	0%
Account Classification Total: - Licenses and Permits		2,493,682	2,393,982	99,700	4%
Charges for Services					
4940	Shoreline Construction Application Fee	20,000	20,000	-	0%
5045	EDU Transfer/Application Fee	-	4,000	(4,000)	100%
5047	Stormwater Management Review Fee	78,000	75,000	3,000	4%
5065.100	Sheriff Fees Sheriff Fees - Paper Service	40,000	40,000	-	0%
5065.200	Sheriff Fees Sheriff Fees - Peddler's License	500	500	-	0%
5065.300	Sheriff Fees Sheriff Fees - Parking Fines	500	1,000	(500)	-50%
5065.400	Sheriff Fees Animal Control Fees	8,000	8,000	-	0%
5065.405	Sheriff Fees Spay & Neuter Fees	-	12,000	(12,000)	100%
5065.700	Sheriff Fees Contractual Services	7,000	7,000	-	0%
5070.100	Sale of Publications & Copies Commissioners	700	500	200	40%
5070.300	Sale of Publications & Copies Dev. review & Permitting	800	1,000	(200)	-20%
5070.400	Sale of Publications & Copies 911 Recordings	-	50	(50)	100%
5070.600	Sale of Publications & Copies Elections	450	400	50	13%
5070.700	Sale of Publications & Copies Circuit Court	100	100	-	0%
5070.900	Sale of Publications & Copies Environmental Programs	5	5	-	0%
5075	Library Use Charges	18,000	20,000	(2,000)	-10%
5076	Library Erate Reimbursement	2,000	2,500	(500)	-20%
5080	County Share Vehicle Tag Fee	3,500	3,500	-	0%
5085	Liquor Advertising Fees	1,200	2,500	(1,300)	-52%
5086	Tourism Co-Op Advertising	-	2,000	(2,000)	100%
5090	Firearms Training Center Fee	3,000	3,000	-	0%
5095.100	Payments For Jail Use Work Release	20,000	40,000	(20,000)	-50%
5095.200	Payments For Jail Use ICE Housing	4,000,000	5,200,000	(1,200,000)	-23%
5095.400	Payments For Jail Use State Housing	50,000	50,000	-	0%
5095.500	Payments For Jail Use Weekenders	5,000	5,000	-	0%
5095.600	Payments For Jail Use Social Security	10,000	10,000	-	0%
5095.700	Payments For Jail Use State Mental Health Reimb	20,000	20,000	-	0%

FY2021 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2021 Estimated Revenues	2020 Adopted Budget	\$ Variance	% Variance
5095.800	Payments For Jail Use Pretrial Fees	7,000	5,000	2,000	40%
5100.100	Fire Inspection Fees Plan Review Fee	100,000	100,000	-	0%
5100.200	Fire Inspection Fees Fire Safety Fee	25,000	25,000	-	0%
5100.600	Fire Inspection Fees Fire Inspections QAP	20,000	15,000	5,000	33%
5105.100	Public Works Revenues Pipe Sales	30,000	30,000	-	0%
5107	Roads Department Fees	5,000	50,000	(45,000)	-90%
5110	Recreation Fees	240,000	182,900	57,100	31%
5115	Mosquito Control Charges	50,000	50,000	-	0%
5120	Circuit Court Bar Library	5,000	5,000	-	0%
5127	Recreation Center Rental Fees	2,000	1,400	600	43%
5128	Recreation Sponsorships	2,000	3,750	(1,750)	-47%
5130	Tourism Programs and Events	10,500	9,000	1,500	17%
5142	Election Filing Fee	-	200	(200)	100%
5155	CommunityService Fees	70,000	70,000	-	0%
5160	Family Services Legal Fees Other	2,500	1,600	900	56%
5161	Casino Security	-	15,000	(15,000)	100%
5162	Seacrets Security	97,000	97,696	(696)	-1%
5165	Critical Area Review Fees	28,000	28,000	-	0%
5167	Water/Sewer Plan Amendment Fee	2,000	2,000	-	0%
5175.200	Donations Sponsorship Program Recreation	2,600	450	2,150	478%
5181	First Offender Program Fees	10,000	10,000	-	0%
5185	Recycling Revenue	81,200	100,800	(19,600)	-19%
5186	Metal Recycling Revenue	45,000	50,000	(5,000)	-10%
5195	Tire Revenue	30,000	30,000	-	0%
5215	Motor Coach Fees	30,000	29,640	360	1%
5220.010	Park Fees Field Rental	5,000	3,500	1,500	43%
5220.020	Park Fees Pavilion Rental	3,500	3,500	-	0%
5220.030	Park Fees Tree of Life	800	800	-	0%
5220.035	Park Fees Tournament Rental	20,000	20,000	-	0%
5220.040	Park Fees User Fees	240	240	-	0%
5225	Concession Stand Fees	65,000	50,000	15,000	30%
5226	Special Events Fees	203,075	75,300	127,775	170%
5227	Tournament Fees	15,000	12,000	3,000	25%
5230.010	Environmental Fees Perk Test Fee	9,000	9,000	-	0%
5230.020	Environmental Fees Plat Review Fee	6,000	6,000	-	0%
5230.030	Environmental Fees Water Sample Fee	400	400	-	0%
5240	Shared Facility/Service Area Fee	500	500	-	0%
5245	Solar Renewable Energy Credits	1,000	50	950	1900%
5435	BRF Admin Fee	22,500	22,500	-	0%
Account Classification Total: - Charges for Services		5,535,570	6,644,281	(1,108,711)	-17%
Interest & Penalties					
4700	Interest On Investments	850,000	1,900,000	(1,050,000)	-55%
Account Classification Total: - Interest & Penalties		850,000	1,900,000	(1,050,000)	-55%
Fines & Forfeitures					
5300	Court Fines	50,000	50,000	-	0%
5310	Civil Infraction Fines	2,700	2,500	200	8%
Account Classification Total: - Fines & Forfeitures		52,700	52,500	200	0%

FY2021 General Fund Revenue Annual Budget by Account Classification

Account Number	Account Description	FY2021 Estimated Revenues	2020 Adopted Budget	\$ Variance	% Variance
Miscellaneous					
4260.010	Rents/State Revenue Boat Landings	42,314	35,012	7,302	21%
4260.020	Rents/State Revenue County Administration	71,199	67,599	3,600	5%
4260.030	Rents/State Revenue Elections	14,230	31,000	(16,770)	-54%
4270	Rents-Tower Site/Contrib & Donat	22,818	20,921	1,897	9%
4800	Other Miscellaneous Revenue	80,000	80,000	-	0%
5420	Retiree Drug Subsidy	170,000	250,000	(80,000)	-32%
Account Classification Total: - Miscellaneous		400,561	484,532	(83,971)	-17%
Intergovernmental - Federal Revenues					
5541	Traffic Safety SHA	720	720	-	0%
5600	Federal Payments In Lieu of Taxe	20,305	19,866	439	2%
5625	CDBG Housing Rehab Grant	150,000	150,000	-	0%
5664.020	US Fish and Wildlife Service Other General Government	7,000	7,000	-	0%
5675	Child Support Enforcement Grant	9,800	9,800	-	0%
5745.300	Homeland Security Grant SHSGP	97,309	79,890	17,419	22%
5745.600	Homeland Security Grant EMPG	74,407	74,651	(244)	0%
5770	Bulletproof Vest Program	1,000	1,000	-	0%
5785	MDE Beach Monitoring Grant	3,261	3,261	-	0%
Total: - Intergovernmental - Federal Revenues		363,802	346,188	17,614	5%
Intergovernmental - State Revenues					
5515	DHCD Housing Administration Fee	7,000	7,000	-	0%
5517	Other Housing Rehab Income	4,000	4,000	-	0%
5525	Conservation Easement Administrative Fee	20,000	20,000	-	0%
5530	Eastern Shore Library Grant	75,000	75,000	-	0%
5543	Dental Program Reimbursement	22,220	22,220	-	0%
5615	Maryland Coastal Bays	-	20,000	(20,000)	100%
5630	Water System Monitoring Grant	17,560	17,560	-	0%
5635	Police Protection Grant	162,006	162,006	-	0%
5640	State Library Aid	170,290	165,408	4,882	3%
5645	Share of State Park Receipts	425,000	425,000	-	0%
5650	State Aid for Fire Companies	372,927	373,789	(862)	0%
5655	Program Open Space Grant - Parks	1,277,500	1,138,500	139,000	12%
5660	Waterway Improvement Grants	254,300	204,300	50,000	24%
5662	BRF Operations & Maintenance Grant	10,000	10,000	-	0%
5663	Share of State Forest Land	70,000	65,000	5,000	8%
5665	State Aid for Bridges	980,733	824,881	155,852	19%
5680	State Grant for Critical Areas	10,000	10,000	-	0%
5688	MD Dept of Aging Grant	54,608	54,608	-	0%
5690	SSTAP Grant	126,620	-	126,620	#DIV/0!
5700	911 ENSB Grant	67,892	14,500	53,392	368%
5705	State Grant for Tourism	207,154	140,607	66,547	47%
5725	Family Support Grant	251,095	230,184	20,911	9%
5730	Septic System BRF Grant Program	240,000	240,000	-	0%
5732	Conservation Easements Reimbursements	60,000	60,000	-	0%
5735.045	Other Grants Parks	-	239,000	(239,000)	100%
5735.050	Other Grants Recreation	-	500	(500)	100%

FY2021 General Fund Revenue Annual Budget by Account Classification						
Account Number	Account Description	FY2021 Estimated Revenues	2020 Adopted Budget	\$ Variance	% Variance	
5757	Trial Jury Reimbursement	54,000	54,000	-	0%	
5760	Drug Court Grant	237,352	230,016	7,336	3%	
5762	Heroin Coordinator Grant	50,615	50,615	-	0%	
5905	Sheriff-Sex Offender Grant	22,000	22,000	-	0%	
5912	Sher-Health Underage Drinking	2,000	2,000	-	0%	
5940	Intern Program Grant	10,000	10,000	-	0%	
Total Intergovernmental - State Revenues		5,261,872	4,892,694	369,178	8%	
Other Revenue						
5845	Salary Reimbursement	500	500	-	0%	
Account Classification Total: - Other Revenue		500	500	-	0%	
Transfers In						
5511	Casino/Local Impact Grant Funds	2,497,400	3,067,811	(570,411)	-19%	
Account Classification Total: - Transfers In		2,497,400	3,067,811	(570,411)	-19%	
Total General Fund Revenues		204,320,631	201,285,552	3,035,079	2%	