

Minutes of the County Commissioners of Worcester County, Maryland

May 8, 2018

Budget Work Session

Diana Purnell, President
Theodore J. Elder, Vice President
Anthony W. Bertino, Jr.
Madison J. Bunting, Jr.
James C. Church
Merrill W. Lockfaw, Jr.
Joseph M. Mitrecic

The Commissioners met with Chief Administrative Officer Harold Higgins, Budget Officer Kathy Whited, and Finance Officer Phil Thompson to discuss issues pertaining to the FY19 Requested Operating Budget. The Commissioners deliberated on the projected revenues and requested expenditures in the Committee Reviewed FY19 Operating Budget, which currently reflects estimated revenues of \$190,030,719, and requested general fund operating expenditures of \$189,992,549, which leaves a surplus of \$38,170.

Mr. Higgins reviewed additional information requested by the Commissioners during their budget work sessions in March and April along with additional requests that have been included in the requested expenditures by department as follows: closure of Isle of Wight Office; State Aid from Highway User Revenues (HUR) and Capital Grants; Homeless Solutions Program Application; Wor-Wic Community College (Wor-Wic) additional funding request; Board of Education (BOE) School Safety Coordinator position; Art League of Ocean City grant request; Taxes Shared with Towns - Room and Food Tax - Accounting; Snow Hill Mayor and Council's request for Coulbourne Lane paving funds; and Ocean City Mayor and Council's additional Marketing Tourism Grant request.

Upon a motion by Commissioner Elder, the Commissioners unanimously agreed to close the Development Review and Permitting (DRP) and Environmental Programs satellite offices located at the County-owned Isle of Wight office complex at the intersection of MD Rt. 90 and St. Martins Neck Road in Bishopville. The Treasurer's Office and Health Department satellite offices will remain in operation at that location.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved funding in the amount of \$547,100 for the Wor-Wic Capital Repair Project Plan, which does not include the supplemental funding request.

With regard to revenue projections, Commissioner Bunting noted that revenues for only two (Casino at Ocean Downs and Seacrets) of the four private businesses that maintain Memorandums of Understanding (MOU) for contractual services with the Sheriff's Office are included in the revenue report and he directed staff to provide the Commissioners with the overall cost for overtime within the Sheriff's Office for these types of services. Mr. Higgins explained that, by setting up a special fund for Room and Food Taxes, the Reserve Fund now stands at 10.5% of expenditures.

The Commissioners reviewed requested expenditures by department.

With regard to the Sheriff's Office, the Commissioners approved funding for a School Resource Officer, but eliminated requested funding in Account No. 6000.100 Personnel Services Salaries for two roads deputies and one Chief Operations Officer; and eliminated requested funding in Account No.

9010.010 - Capital Equipment Building Improvements equivalent to the reduction of three new vehicles for new positions that were not approved within the Sheriff's Office budget and the adjustment to the request for nine 4x4 Chevrolet Tahoes as follows: five 4x4 and four 4x2 vehicles.

With regard to the County Jail, the Commissioners eliminated \$4,000 in requested funding for Account No. 6190.100 Inmate Expense Processing Supplies, from \$16,000 to \$12,000, which were proposed to purchase bulk supplies that don't necessarily fall within a given calendar year.

With regard to the Roads Division, the Commissioners voted 5-2, with Commissioners Bertino and Elder voting in opposition, to approve funding to Account No. 6000.100 Personnel Services Salaries to hire two new Roads Workers.

With regard to Other Recreation and Culture, the Commissioners made the following grant approvals, denials, and adjustments:

Upon a motion by Commissioner Bunting, with Commissioner Elder temporarily absent, the Commissioners voted 4-2, with Commissioners Bertino, Bunting, Lockfaw, and Purnell voting in favor of the motion and Commissioners Church and Mitrecic voting in opposition, to approve the Committee Reviewed FY19 requested grant of \$0.00 funding for Account No. 7100.008 Art League of Ocean City.

A motion by Commissioner Bertino to reduce funding in Account No. 7100.050 Furnacetown from \$30,000 to \$10,000 failed, with Commissioners Bertino, Bunting, and Elder voting in favor of the motion and Commissioners Church, Lockfaw, Mitrecic, and Purnell voting in opposition. A motion by Commissioner Church for approval of the \$30,000 failed 3-4, with Commissioners Church, Lockfaw, and Purnell voting in favor of the motion and Commissioners Bertino, Bunting, Elder, and Mitrecic voting in opposition. A subsequent motion by Commissioner Lockfaw to reduce funding in Account No. 7100.050 Furnacetown from \$30,000 to \$20,000 passed 4-3, with Commissioners Church, Elder, Lockfaw, and Purnell voting in favor of the motion and Commissioners Bertino, Bunting, and Mitrecic voting in opposition.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the Committee Reviewed FY19 grant of \$0.00 funding in Account No. 7100.060 Girdltree Foundation.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the Committee Reviewed FY19 grant of \$0.00 funding to Account No. 7100.090 Lower Eastern Shore Heritage Foundation.

Upon a motion by Commissioner Lockfaw, the Commissioners voted 4-3, with Commissioners Church, Lockfaw, Mitrecic, and Purnell voting in favor of the motion and Commissioners Bertino, Bunting, and Elder voting in opposition, to approve funding to Account No. 7100.095 Marva Theatre for \$15,000.

Upon a motion by Commissioner Lockfaw, the Commissioners voted 4-3, with Commissioners Church, Lockfaw, Mitrecic, and Purnell voting in favor of the motion and Commissioners Bertino, Bunting, and Elder voting in opposition, to approve funding of \$10,000 to Account No. 7100.134 Pocomoke Little League.

Upon a motion by Commissioner Bertino, initially for \$10,000, but later amended to \$20,000, the Commissioners unanimously approved funding of \$20,000 to Account No. 7100.135 Pocomoke Marketing Partnership - Discovery Center Museum.

With regard to Economic Development, upon a motion by Commissioner Mitrecic, the Commissioners unanimously eliminated funding to Account No. 9010.010 Capital Equipment New Vehicles for one new vehicle.

The Commissioners recessed for five minutes.

With regard to Grants to Towns, the Commissioners made the following adjustments:

Within the grant to the Town of Ocean City, upon a motion by Commissioner Bunting, the Commissioners voted 5-2, with Commissioners Bertino, Bunting, Lockfaw, and Purnell voting in favor of the motion and Commissioners Church and Mitrecic voting in opposition, to eliminate the request for \$300,000 in funding for the Ocean City Boardwalk Vehicle Access Control (half for FY19) funding to Account No. 7100.193.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the Committee Reviewed FY19 grant of \$2,088,335 to the Town of Berlin.

Within the grant to the Town of Snow Hill, a motion by Commissioner Bunting to eliminate the Committee Reviewed FY19 budget of \$100,000 for Coulbourne Lane paving failed 3-4, with Commissioners Bertino, Bunting, and Lockfaw voting in favor of the motion and Commissioners Church, Elder, Mitrecic, and Purnell voting in opposition. Upon a subsequent motion by Commissioner Elder, the Commissioners voted 4-3, with Commissioners Church, Elder, Mitrecic, and Purnell voting in favor of the motion and Commissioners Bertino, Bunting, and Lockfaw voting in opposition, to approve the Committee Reviewed FY19 requested budget for the Town of Snow Hill, with one adjustment to reduce funding from \$100,000 to \$63,425 for Coulbourne Lane paving.

Within the grant to the Town of Pocomoke, upon a motion by Commissioner Bunting, the Commissioners voted 4-3, with Commissioners Bertino, Bunting, Elder, and Purnell voting in favor of the motion and Commissioners Lockfaw, Church, and Mitrecic voting in opposition to eliminate funding of \$55,000 for the Water Pipe Replacement Project within the Committee Reviewed FY19 requested budget. Upon a subsequent motion by Commissioner Bunting, the Commissioners unanimously adopted the revised grant for Pocomoke City.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the Committee Reviewed FY19 grant of \$1,266,330 to the Ocean Pines Association (OPA).

With regard to Interfund, Commissioner Mitrecic requested staff provide the Commissioners with a breakdown of costs for the Homeowner Convenience Centers (HOCCs) and Recycling, within the Solid Waste Budget.

The Commissioners recessed for lunch.

The Commissioners reviewed the Committee Reviewed FY19 budget for grants to the Volunteer Fire Departments and Ambulance Services within the County.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the FY19 Capital Requests by Department as presented.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the Committee Reviewed FY19 requested salary increase for County employees, which includes one Step increase for eligible classified employees (2.5% increase), an equivalent 2.5% increase for nonclassified employees, and longevity factor for eligible employees, as well as a Cost of Living Adjustment (COLA) of 1% for classified and nonclassified employees.

The Commissioners reviewed the FY19 requests for new positions.

Upon a motion by Commissioner Mitrecic, the Commissioners voted unanimously to deny the request to reclassify the Social Media position within Tourism from part-time to full-time.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the request

for one full-time Safety Coordinator position within Human Resources.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved the request for one Office Assistant III position within Emergency Services.

Upon a motion by Commissioner Elder, the Commissioners unanimously approved the request to reclassify one existing position within the County Jail from Sergeant to Lieutenant for the new, State-mandated Pre-Release program and to add a Certified Correctional Officer for the Jail.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the request for one Foreman Trainee position within the Mosquito Control Division of Public Works.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the request to increase the hours of existing part-time Program Monitor positions within Recreation and Parks.

Upon a motion by Commissioner Mitrecic, the Commissioners voted 6-1, with Commissioner Bunting voting in opposition, to approve the General Fund FY19 Proposal for Revised County Classification Plan for seven positions occupied by 14 General Fund employees at a total increased salary cost of \$54,710. This includes increasing the daily reimbursement for Bailiff within the Circuit Court from \$85 to \$90 per day and approving the following adjustments: reclassifying Building Maintenance Mechanic from Grade 11 (G11) to Grade 14 (G14), Building Maintenance Mechanic II from (G15) to (G17), and Building Maintenance Mechanic III from (G17) to (G20) within the Maintenance Division of Public Works; and reclassifying Assistant Branch Library Manager from (G13) to (G15).

Upon a motion by Commissioner Church, the Commissioners voted 4-3, with Commissioners Bertino, Church, Lockfaw, and Purnell voting in favor of the motion and Commissioners Bunting, Elder, and Mitrecic voting in opposition, to approve the Enterprise Fund FY19 Proposal for Revised County Classification Plan for two positions occupied by four Enterprise Fund employees at a total increased salary cost of \$11,607. This includes the following adjustments within the Solid Waste Division of Public Works: reclassifying Recycle Worker II from (G8) to (G9); and reclassifying Landfill Crew Leader from (G12) to (G15).

The Commissioners answered questions from the press, after which they adjourned to closed session.

Following a motion by Commissioner Mitrecic, seconded by Commissioner Church, the Commissioners unanimously voted to meet in closed session at 1:52 p.m. in the Commissioners' Meeting Room to discuss individual personnel matters for the FY19 Requested Budget permitted under the provisions of Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included deciding on individual personnel matters for the FY19 Requested Operating Budget.

After their closed session, the Commissioners adjourned to meet again on May 15, 2018.