

AGENDA

WORCESTER COUNTY COMMISSIONERS

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

May 1, 2018

- | | <u>Item #</u> |
|---|---------------|
| 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session | |
| 9:01 - Closed Session: Discussion regarding hiring a Natural Resources Planner I for Environmental Programs; posting to fill vacancies for a Correctional Officer at the Jail and a Communication Clerk Trainee for Emergency Services; receiving legal advice from Counsel; and performing administrative functions | |
| 10:00 - Call to Order, Prayer (Arlene Page), Pledge of Allegiance | |
| 10:01 - Report on Closed Session; Review and Approval of Minutes | |
| 10:02 - Present Proclamation Recognizing May 6-12, 2018 as Tourism Week | 1 |
| Present Proclamation Recognizing May as Foster Care Month and Commendation Recognizing | 2 |
| - 2018 Foster Parent of the Year Tamra Shockley | 3 |
| 10:10 - Chief Administrative Officer: Administrative Matters | 4-18 |
| (Lease Agreement and Cleaning Contract for Environmental Health Condo in Ocean City for Seasonal Sanitarians; Department of Housing and Community Development Grant Updates; Worcester Homeless Shelter Grants Through Lower Shore Continuum of Care; Overtime for Fire Marshal's Office; Critical Area Grant FY 2019; Next Edge Lease Agreement at Public Landing Wharf; Court House Jury Assembly Restroom Renovations; Bid Specifications for Dump Truck for Solid Waste Division of Public Works; Additional Work Request for West Ocean City Sewer Cleaning and Video Inspection; Mystic Harbour Effluent Disposal Project Supplemental Funding; Scheduling Enterprise Fund Budget Hearings for - FY19 Water and Wastewater Budgets and Assessments, FY19 Solid Waste Enterprise Fund Budget and FY19 Liquor Control Enterprise Fund Budget; Request for Allocation of Mystic Harbour Sewer EDUs for Frontier Town Campground Expansion - Phase I; and potentially other administrative matters) | |
| 10:20 - | |
| 10:30 - | |
| 10:40 - | |
| 10:50 - | |
| 11:00 - | |
| 11:10 - | |
| 11:20 - | |
| 11:30 - | |
| 11:40 - | |
| 11:50 - | |
| 12:00 - Questions from the Press | |
| 5:00 PM - Light Fare Supper with Department Heads - at Senior Center in Snow Hill | L |
| 7:00 PM - Public Hearing - Requested FY2019 County Operating Budget - at Snow Hill High School | 19-20 |

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available - see Kelly Shannahan, Asst. CAO.

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

DRAFT

Minutes of the County Commissioners of Worcester County, Maryland

April 3, 2018

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 at 1:00 p.m. with Chief Administrative Officer Harold Higgins and Budget Officer Kathy Whited to conduct a work session to review the Worcester County Department and Agency Operating Budget Requests for FY19, as presented to the Commissioners during their March 20, 2018 meeting. The requested FY19 Operating Budget currently reflects estimated revenues of \$202,665,379, and requested general fund operating expenditures of \$211,611,999, which leaves a shortfall of \$8,946,120 that must be reconciled by either reductions in expenditures, additional revenues, or a combination of the two.

The Commissioners met with Superintendent of Schools Louis Taylor to review and discuss the Board of Education's (BOE) proposed FY19 Operating Budget of \$88,433,275, which reflects an increase of \$3,520,499 to provide a payroll increase of \$1,752,315, which includes a step, longevity step for those eligible, and salary scale adjustments as negotiated with the Worcester County Teachers Association, with a 1% COLA for teachers and a 1.5% COLA for support staff, a 1% increase for bus contractors, and increased starting teachers pay of 1% from \$44,257 to \$44,700; and an allotment of \$48,664 for contractors to purchase new buses, and \$45,000 in additional transportation funding for increased bus runs for high school sports; \$200,000 to begin a two year-project to begin replacing the aged reading textbooks at the elementary schools; \$75,000 to replace aged band uniforms; \$37,931 increase for the local share of teacher pension/employee pensions; and \$745,970 increase for health insurance. Funding of Maintenance of Effort (MOE) requires a minimum increase of \$1,252,347 for the BOE in FY19.

The Commissioners met with Recreation and Parks Director Tom Perlozzo to review and discuss the proposed FY19 Operating Budgets of \$1,206,662 for Recreation, representing an increase of \$115,442 or 11%; and \$1,254,583 for Parks, representing an increase of \$774,478 or 161%, which reflects the anticipated expenditure of Maryland Department of Natural Resources (DNR) Program Open Space (POS) grant funds for park acquisition and development; and \$54,099 for Boat Landings, representing a decrease of \$17,416 or -24%.

The Commissioners met with Tourism Director Lisa Challenger to review and discuss the proposed FY19 Tourism Operating Budget of \$1,094,830, representing a decrease of \$37,405 or

DRAFT

-3%.

The Commissioners met with Health Officer Becky Jones to review and discuss the proposed FY19 Health Department Operating Budget of \$5,547,753, representing an increase of \$43,929 or 1%.

The Commissioners met with Environmental Programs Director Bob Mitchell to review and discuss the proposed (Revised) FY19 Environmental Programs Operating Budget of \$1,356,817, representing an increase of \$82,110 or 6%. This budget reflects an amendment to the personnel budget that includes the salary of Kim Klump, who is no longer expected to retire in FY19.

The Commissioners met with Warden Donna Bounds to review and discuss the proposed FY19 County Jail Operating Budget of \$9,205,466, representing an increase of \$12,045 or a less than 1% variance.

The Commissioners met with Board of Elections Director Patti Jackson to review and discuss the proposed FY19 Board of Elections Operating Budget of \$950,860, representing an increase of \$202,629 or 27%.

The Commissioners met with Commission on Aging (COA) Executive Director Rob Hart to review and discuss the proposed FY19 COA Operating Budget of \$1,153,650, representing an increase of \$42,600 or 4%.

The Commissioners met with Development Review and Permitting (DRP) Director Ed Tudor to review and discuss the proposed FY19 DRP Operating Budget of \$1,590,118, representing an increase of \$42,364 or 3%.

In response to a question by Commissioner Mitrecic regarding the benefits and cost savings regarding the proposal to close the DRP satellite office at the Isle of Wight facility, which has poor internet connection and frequent power interruptions, Mr. Tudor advised that the County would no longer need to fund the cost of office equipment, fax and internet services, and salary and benefits for one employee, as there would be no need for the third License Permit Clerk position currently being requested in the FY19 budget because the current License Permit Clerk working at the satellite office would be relocated to the Snow Hill office, where that individual is needed to help shoulder an increase in demand for services. Finance Officer Phil Thompson confirmed that residents heavily utilize the services that the Treasurer's Office provides at that location, and he urged continuance of those services at the satellite office.

In response to a question by Commissioner Elder, Mr. Tudor stated that the Health Department could expand their offices into the spaces vacated by DRP and Economic Development at that site.

Upon some discussion, the Commissioners directed staff to determine if Environmental Programs resources are underutilized at the Isle of Wight office building and could be better utilized at the Snow Hill office, and if so, what the estimated savings would be to the County by consolidating Environmental Programs and DRP services into one central location in the

DRAFT

Government Center in Snow Hill.

The Commissioners adjourned to meet again on April 17, 2018.

DRAFT

Minutes of the County Commissioners of Worcester County, Maryland

April 4, 2018

Special Session

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

Following a motion by Commissioner Bunting, seconded by Commissioner Bertino, with Commissioners Elder, Lockfaw, and Mitrecic absent, the Commissioners unanimously voted to meet in closed session at 2:04 p.m. in the Commissioners' Conference Room to discuss matters permitted under the provisions of Section 3-305(b)(10) 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; and Kim Moses, Public Information Officer, among other County staff and public safety officers from throughout the County. Topics discussed and actions taken included a roundtable discussion of school safety with stakeholders from the Sheriff's Office, as well as representatives from the Ocean City, Ocean Pines, Berlin, Snow Hill, and Pocomoke Police Departments, Maryland State Police (MSP), Board of Education (BOE), Health Department, Department of Social Services, and Shore Up! Inc.

Commissioners Elder, Lockfaw, and Mitrecic were absent from the meeting.

DRAFT

Minutes of the County Commissioners of Worcester County, Maryland

April 10, 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 at 9:00 a.m. with Chief Administrative Officer Harold Higgins and Budget Officer Kathy Whited to conduct a work session to continue their review of the Worcester County Department and Agency Operating Budget Requests for FY19, as presented to the Commissioners during their March 20, 2018 meeting. The requested FY19 Operating Budget currently reflects estimated revenues of \$202,665,379, and requested general fund operating expenditures of \$211,611,999, which leaves a shortfall of \$8,946,620 that must be reconciled by either reductions in expenditures, additional revenues, or a combination of the two.

Commissioner Church was absent from the morning work session.

The Commissioners met with Circuit Court Judge Brian D. Shockley and Court Administrator Michael Howard to review and discuss the proposed FY19 Operating Budget of \$1,216,052 for the Circuit Court, representing a decrease of \$122,682 or -9%.

The Commissioners met with Ad Interim State's Attorney William H. McDermott to review and discuss the proposed FY19 State's Attorney's Office Operating Budget of \$1,363,355, representing an increase of \$4,167, a less than 1% variance.

The Commissioners met with Library Director Jennifer Ranck to review and discuss the proposed FY19 Library Operating Budget of \$2,740,592, representing an increase of \$232,147 or 9%.

The Commissioners met with Chief Deputy Doug Dods and other members of the Sheriff's Office staff to review and discuss the proposed FY19 Sheriff's Office Operating Budget of \$8,314,668, representing an increase of \$891,622 or 12%.

Commissioner Mitrecic suggested that the budget for the Sheriff's Office and the State's Attorney's Office should be pro-rated to ensure that sufficient funding will remain in the second half of the fiscal year, after the new Sheriff and potentially new State's Attorney take office.

The Commissioners met with Economic Development Deputy Director Kathryn Gordon

DRAFT

to review and discuss the proposed FY19 Economic Development Operating Budget of \$450,028, representing an increase of \$77,751 or 21%.

At the request of the Commissioners, Ms. Gordon agreed to provide them with information regarding any commercial property sales and/or leases, stemming from the annual Worcester County Economic Development Commercial Real Estate Tour.

The Commissioners met with Finance Officer Phil Thompson and Assistant Finance Officer Jennifer Swanton to review and discuss the proposed FY19 Treasurer's Office Operating Budget of \$1,068,741, representing a decrease of \$39,545 or -4%; Other General Government - Management Information Systems of \$3,473,231, representing an increase of \$601,930 or 21%; and Debt Service of \$11,628,225, representing a decrease of \$690,045 or -6%.

The Commissioners met with Fire Marshal Jeff McMahon to review and discuss the proposed FY19 Operating Budget of \$487,930 for the Fire Marshal's Office, representing a decrease of \$659, a less than 1% variance; and the Fire Training Center budget request of \$100,767, representing an increase of \$53,110 or 111%.

At the request of Commissioner Mitreic, the Commissioners directed Mr. McMahon to submit a request for additional FY18 funds to compensate Fire Marshal's Office employees for accumulated overtime in lieu of comp time.

The Commissioners met with Mr. McMahon and Emergency Services Director Fred Webster to review and discuss the proposed FY19 Volunteer Fire and Ambulance Funding Budget of \$7,183,451, representing an increase of \$23,024, a less than 1% variance.

The Commissioners requested staff develop a simplified formula for ambulance funding during FY19 for their consideration in the requested FY20 Volunteer Fire and Ambulance Funding Budget.

The Commissioners met with Mr. Webster to review and discuss the proposed FY19 Emergency Services Operating Budget of \$3,153,198, representing an increase of \$302,434 or 11%.

The Commissioners met with Mr. Webster and Information Technology Manager Brian Jones to review and discuss the proposed FY19 Information Technology Budget of \$582,875, representing an increase of \$92,250 or 19%.

The Commissioners met with Mr. Higgins to review FY19 Operating Budget requests for the following agencies: \$928,683 for County Commissioners, representing an increase of \$10,990 or 1%; \$28,294 for Orphan's Court, representing level funding; \$3,473,231 for Other General Government, representing an increase of \$601,930 or 21%; \$181,438 for University of Maryland Extension Agency, representing an increase of \$5,268 or 3%; \$526,254 for Other Natural Resources, representing an increase of \$22,758 or 5%; \$17,335,070 for Taxes Shared with Towns, representing level funding; \$6,399,764 for Grants to Towns, representing an increase of \$589,308 or 10% (this budget does not yet reflect later requests from the Town of Snow Hill for an additional grant of \$126,843 to repair Coulbourne Lane or the Town of Ocean

DRAFT

City for an increase in the Tourism Grant of \$100,000); \$2,850,988 for Interfund Transfers, representing an increase of \$1,184,665 or 71%; \$2,291,392 for Wor-Wic Community College, representing an increase of \$146,050 or 7%; \$1,143,976 for Other Social Service Groups, representing an increase of \$279,606 or 32%; \$127,701 for Other Recreation & Culture, representing an increase of \$22,201 or 21%.

In response to a concern raised by Commissioner Mitrecic, Ms. Whited advised that County Administration had not received an FY19 grant request from the Ocean City Art League and agreed to contact them to request a copy to add to the requested FY19 Other Social Services Group Operating Budget.

The Commissioners adjourned for lunch, after which they reconvened their budget work session.

Commissioner Church joined the meeting.

The Commissioners met with Public Works Director John Tustin to review and discuss the proposed FY19 Public Works Administration Operating Budget of \$479,151, representing an increase of \$7,337 or 2%.

Maintenance Superintendent Ken Whited reviewed the proposed FY19 Operating Budget of \$1,039,900 for the Maintenance Division of Public Works, representing an increase of \$9,467 or 1%; and the Mosquito Control budget of \$285,260, representing an increase of \$65,702 or 30%.

Roads Superintendent Frank Adkins reviewed the requested FY19 Operating Budget of \$5,393,937 for the Roads Division of Public Works, representing an increase of \$1,547,315 or 40%.

Landfill Superintendent Mike Mitchell and Enterprise Fund Controller Jessica Wilson reviewed the proposed FY19 Enterprise Fund Operating Budget of \$6,021,661 for the Solid Waste Division of Public Works, representing an increase of \$118,262 or 2%. The proposed budget includes General Fund support of \$1,033,339 for Recycling, a decrease of \$8,916, and \$664,984 for Homeowners Convenience Centers, an increase of \$40,916.

Public Works Deputy Director John Ross and Ms. Wilson reviewed the proposed FY19 Enterprise Fund Operating Budget of \$11,455,240 for the Water and Wastewater Division of Public Works, representing an increase of \$643,303. Following a request by the Commissioners, Ms. Wilson agreed to provide a list of reserves for each of the service areas.

The Commissioners met with Human Resources Director Stacey Norton to review and discuss the proposed FY19 Human Resources Operating Budget of \$407,991, representing an increase of \$48,202 or 13%, and FY19 Insurance and Benefits Budget of \$19,157,521, representing an increase of \$2,646,928 or 16%.

The Commissioners adjourned to meet again on April 17, 2018.

DRAFT

Minutes of the County Commissioners of Worcester County, Maryland

April 17, 2018

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

Following a motion by Commissioner Bertino, seconded by Commissioner Church, the Commissioners unanimously voted to meet in closed session at 9:30 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1), (7) and (8) 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: transferring and promoting Taryn Bradley from part-time Library Services Assistant II within the Library to Office Assistant III within Tourism; posting to fill vacancies for a part-time Social Media Coordinator for Tourism, a Roads Worker II for the Roads Division of Public Works, and a Correctional Officer Trainee for the Jail; discussing pending litigation; receiving legal advice from counsel; and performing administrative functions.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order and announced the topics discussed during the morning closed session and the closed session on April 4, to discuss school safety.

The Commissioners reviewed and approved the open and closed session minutes of their April 3, 2018 meeting as presented.

Pursuant to the recommendation of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Mitrecic, the Commissioners unanimously awarded the low bid for the general rehabilitation of a single family home in the Berlin area to Poseidon Plumbing and Home Services of Ocean City, Maryland at a cost of \$6,187.50.

Pursuant to the recommendation of Ms. Bynum and upon a motion by Commissioner Mitrecic, the Commissioners unanimously awarded the low bid for the general rehabilitation of a single family home in the Whaleyville area to Shoreman Construction, Co., Inc. of Delmar, Maryland at a cost of \$5,300. In response to a question by Commissioner Bertino regarding the significant difference between the bid from Shoreman Construction and the next low bid of \$12,348 from Poseidon, Ms. Bynum advised that Shoreman Construction was the only contractor

DRAFT

to visit the site, making them better able to properly assess potential costs.

The Commissioners, joined by Superintendent of Schools Lou Taylor and Stephen Decatur High School (SDHS) Principal Tom Zimmer, presented a commendation to SDHS senior Brandon Yusuf for his service as Worcester County's Page to the 2018 Maryland General Assembly, for his dedication to academic excellence, and for demonstrating a great potential for leadership.

The Commissioners met with Tony Clark of the U.S. Army Corps of Engineers (COE) and Bill Anderson of the Maryland Department of Natural Resources (DNR) to discuss steps being taken to address the continued silting of the Ocean City Inlet, which has posed significant problems for the commercial fishing industry and commercial sportfishing captains whose operations depend upon safe access through the Ocean City Inlet to the Atlantic Ocean. Officials noted that, barring immediate action by the COE, and State, Worcester County, and Ocean City governments, the continued shoaling of the Ocean City Inlet will have a significantly deleterious effect on both the commercial fishing industry in Worcester County, causing significant adverse impacts on the local and State economies. Mr. Clark reviewed a PowerPoint presentation on the two-phase implementation process for study and design of Ocean City Inlet and Harbor dredging activities under the Continuing Authorities Program (CAP) - Section 107, as well as near and long-term dredging activities by the COE. The PowerPoint highlighted the following: CAP 2-Phase Implementation Process Overview to include the current feasibility phase (3 years) to be funded at a 50/50 federal and non-federal sponsors cost share, for which the initial \$100,000 has been federally funded, and the design and implementation phase (18-24 months), with a 90/10 federal and non-federal project cost share, respectively; Process for Study and Design; Status of Federal Interest Determination (FID), which evaluates whether there is sufficient justification and federal interest in pursuing a detailed (feasibility level) investigation; Status of FID Schedule, Status of FID - Local Input Needed, including an economic evaluation that identifies the number of commercial vessels utilizing the Ocean City Inlet and Harbor, disposal facility (County Landfill), and survey in preparation for the feasibility study; Near Term Dredging Activities (Assateague Island restoration spring dredge to be completed in two, 15-day periods, April 25 to May 8 and again in mid August), with funding based on a demonstrated commercial need; and Long Term Dredging Activities, including twice-yearly Assateague Island Restoration dredging activities (President's FY19 Budget did not include navigation maintenance dredging for the inlet), though the COE has two special dredges (Currituck and Murden, which can remove approximately 2,000 cubic yards of material per day) that may be contracted out to local parties at approximately \$22,000 per day, with a suggested schedule of three, six-day visits annually, costing a total of \$396,000 per year.

Mr. Clark advised that the feasibility phase, which includes an economic evaluation benefit to cost ratio (with a federal CAP total project cost limit of \$10 million) had an anticipated completion date of April 22, 2018, but that the project is running two weeks behind schedule due to the need for additional information. The design and implementation phase is currently in its fourth month and expected to take five years to complete. The District Quality Control Review and Sponsor Review should run from May 7-13, 2018, with the draft FID to be submitted to the North Atlantic Division (NAD) June 4, 2018, and final FID approval on August 2, 2018. He

DRAFT

stated that the actual feasibility study has an anticipated cost of \$1.2 million, with the sponsors potentially eligible to receive credit for in-kind services, while a Project Partnership Agreement (PPA) with the non-federal sponsors will be required prior to the initiation of the Design and Implementation Phase.

Mr. Anderson advised that DNR recently provided inlet depth surveys and a historical model to the COE to identify areas of the inlet that are nearly impassible to most boats, which justifies the need for continued dredging activities in the Ocean City channel. He stated that the surveys are also provided to the Coast Guard and local mariners to help them identify the most navigable areas at all times.

Commissioner Church commended Mr. Clark and Mr. Anderson for their efforts to work with local officials to address the need to deepen and continue dredging the inlet. In response to a question by Chief Administrative Officer Harold Higgins regarding the State and local contribution to fund \$600,000 of the \$1.2 million feasibility study, Mr. Anderson advised that Waterway Improvement Funds to Worcester County are self-sustaining funds that are derived from fees and taxes assessed to the boating community. He further advised that the State previously allocated \$200,000 toward the local cost share of the feasibility study, and recently the General Assembly passed legislation, which must still be signed by Governor Larry Hogan, to allocate an additional \$100,000 to the study, leaving a remaining local cost share of \$300,000 to be funded by the County and possibly Ocean City. He stated that normally DNR would not participate in such a study, but that the State chose to become a partner in the project due to the impact of shoaling on recreational boating in the area.

Commissioner Mitrecic stated that Ocean City officials previously announced that they could not use beach replenishment funds to help cover the local cost share for the feasibility study.

Upon a motion by Commissioner Bertino, the Commissioners voted 6-1, with Commissioner Mitrecic voting in opposition, to send a letter to the Town of Ocean City advising them of the critical nature of this study and asking town officials to partner with them as local non-federal sponsors of the COE study and to share in the remaining non-federal sponsors cost share of \$300,000 for the feasibility study. The letter is also to seek Ocean City's continued support of long-term dredging operations in the Ocean City Inlet to ensure the continued viability of the Ocean City Inlet, as a means of ocean access for the commercial fishing fleet primarily headquartered at the West Ocean City Harbor, as well as the Commercial Sportfishing fleet, with home ports throughout the Town of Ocean City and West Ocean City.

Senator Jim Mathias gave a general recap of 2018 General Assembly activities and advised that the State is restoring Highway User Revenues (HURs). He thanked Mr. Clark and Mr. Anderson for their project leadership, and he stated that everyone stepped up to the plate to assure this vital project moves forward to protect the long-term viability of the local fishing industry, and that can only happen if the federal, State, and local partners continue working together on this important issue.

Delegate Mary Beth Carozza also thanked Mr. Clark and Mr. Anderson, and she extended special thanks to DNR officials for stepping up to contribute project funding of \$200,000 for the two-pronged approach to address the causes of continued shoaling. She further stated that the State has allocated \$40 million to address school safety issues statewide, and urged local officials to work with the Eastern Shore Delegation to assure individual school needs are identified and

thus eligible for a portion of these funds. She concluded that the State is returning an additional \$32 million in HURs to the 23 counties and Baltimore City, with Worcester County to receive an additional \$1 million in HUR funds for FY19. She further stated that bills HB 458 and HB 719, about which the County had expressed concerns, did not move forward during the 2018 General Assembly as requested.

The Commissioners met in legislative session.

The Commissioners conducted a public hearing to receive public comment on Bill 18-2 (Zoning - Seasonal Resort Developments), which was introduced by Commissioners Church, Elder, Lockfaw, Mitrecic, and Purnell on February 20, 2018. Development Review and Permitting (DRP) Director Ed Tudor reviewed the bill, which would amend the Zoning and Subdivision Control Article to provide for Seasonal Resort Developments, also known as cottage courts, and set forth the requirements for such developments, which would be permitted by special exception in the R-4 General Residential District. He stated that, while the bill was drafted at the request of Hugh Cropper, Attorney for Mark Odachowski, this is strictly enabling legislation that provides for this use in the Zoning Code along with a process by which such projects may be approved, and this is not a public hearing for any particular project or property. He stated that the bill renumbers the existing subsection 17 to subsection 18 and adds a new subsection 17 to add seasonal resort developments to the list of principal uses and structures permitted by special exception in the R-4 District and adds a new section ZS 1-350 to the Zoning Code to establish specific regulations for comprehensively planned seasonal resort developments, and he reviewed the accompanying requirements. He noted that, if the Commissioners are inclined to adopt Bill 18-2, a minor correction should first be made to amend ZS 1-350 (I) subsection (f), which should reference subsection (e).

In response to a question by Commissioner Mitrecic, Mr. Tudor confirmed that these structures would be short-term rentals and thus subject to room tax requirements. In response to a question by Commissioner Bunting, Mr. Tudor confirmed that the units would be available for rental only, rather than ownership. In response to a question by Commissioner Bertino, Mr. Tudor confirmed that cottage campgrounds would be required to remain closed for four months each year, from November through February, with DRP staff to monitor for compliance.

Commissioner Purnell opened the floor to receive public comment.

Hugh Cropper, Attorney for Mark Odachowski, thanked the staff for their help drafting this enabling legislation and reconfirmed that cottage courts would only be permitted by special exception in R-4 Zones on a minimum of five contiguous acres, with a minimum open space requirement of 30%, and he asked the Commissioners to adopt Bill 18-2 as presented. He stated that West Ocean City was once home to a wide range of cottages that attracted families, who would bring their boats and grill outdoors, and this bill would make it possible to reestablish that valued tradition. He briefly reviewed the plans for the cottage court development proposed by Mr. Odachowski. In response to a question by Commissioner Bertino, Mr. Tudor confirmed that currently mobile homes would be permitted in the R-4 Zone, and mobile home units are much larger than the proposed cottages.

Mr. Odachowski urged the Commissioners to adopt Bill 18-2, which would make it possible for him to seek a special exception to construct a charming seasonal resort development on his 10-acre property in West Ocean City, and he thanked Mr. Tudor and his staff for their

DRAFT

support in drafting this enabling legislation. In response to a question by Commissioner Bertino, Mr. Odachowski advised that, while this legislation would permit him to construct eight cottages per acre, or roughly 80 units, project plans call for only 68 to 69 units. In response to a question by Commissioner Elder, Mr. Odachowski stated that each site would have two parking spaces side-by-side.

Harold Scrimgeour of Salisbury expressed his support for Bill 18-2, but urged the Commissioners to expand the scope of this enabling legislation to permit cottage courts in agricultural zones too, to give farmers options other than building more chicken houses.

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

Upon a motion by Commissioner Church, the Commissioners unanimously amended Bill 18-2, as recommended by Mr. Tudor. Upon a further motion by Commissioner Church, the Commissioners unanimously adopted Bill 18-2 (Zoning - Seasonal Resort Developments) as amended.

The Commissioners conducted a public hearing to receive public comment on Bill 18-3 (County Government - County Ethics Law), which was introduced by Commissioners Bertino, Bunting, Church, Elder, Lockfaw, Mitrecic, and Purnell on March 20, 2018. County Attorney Maureen Howarth reviewed the bill, which repeals and reenacts the Worcester County Ethics Law to conform to amendments to the State Ethics Law passed by the 2017 Maryland General Assembly, as referenced in the General Provisions Article, Title 5 Maryland Public Ethics Law, of the Annotated Code of Maryland and as requested by Maryland Attorney General Brian E. Frosh. Ms. Howarth reviewed the proposed changes required by the State and advised that Section 5-106 Financial disclosure of employees and appointed officials requires the reporting of gifts and disclosure of conflicts of interest by deputy directors and all non-classified employees holding supervisory positions. She advised that the new County Ethics Law has been reviewed and approved by the State.

Commissioner Purnell opened the floor to receive public comment.

There being no public comment, Commissioner Purnell closed the public hearing.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Bill 18-3 (County Government - County Ethics Laws) as presented.

Commissioner Purnell closed the legislative session.

The Commissioners conducted a public hearing on Rezoning Case No. 416, for an application submitted by Attorney Hugh Cropper, IV, on behalf of MEJ Investments, LLC (Giovanni Tomasello), which seeks to rezone approximately 0.372 acre of land located on the west side of Golf Course Road and on the south side of Townsend Road, and more specifically identified on Tax Map 27 as Parcels 309 and 485 - Lots 13, 14, and 15 in the Tenth Tax District of Worcester County, Maryland, from R-3 Multi-Family Residential District to C-2 General Commercial District. Staff members present at the hearing were Mr. Tudor and Zoning Administrator Jennifer Keener. County Attorney Maureen Howarth swore in those individuals who planned to give testimony during the hearing. Mr. Tudor reviewed the application, which he noted had received a favorable recommendation from the County Planning Commission. Ms. Keener entered the Planning Commission's Findings of Fact into the record and stated that, according to the application for rezoning, the applicants' claim as the basis for their rezoning

request was that there has been a change in the character of the neighborhood since the 2009 Comprehensive Rezoning, noting that the commercial use of the West Ocean City (WOC) harbor area has intensified, as have the associated impacts, such as traffic, and that as a consequence, the lots along Golf Course Road and other nearby roadways are no longer suitable or attractive for residential use. Additionally, the property owners cannot rebuild any larger than the cottage-type dwellings that exist because the building envelopes of the two lots are so small. She further stated that the Planning Commission agreed with Mr. Cropper's assertion that there has been a change in the character of the neighborhood since the 2009 Comprehensive Rezoning, and that commercial use of the WOC harbor area has intensified, as have the associated impacts, such as traffic. She stated that other notable changes include an intensification in the WOC harbor and an increase in the marine activity it has generated, increased popularity of eateries in the area, to include the addition of a small restaurant with a liquor license at the Martin's Fish Company, and the upgrade of power service in the vicinity by Delmarva Power with very large, tall poles, which are unappealing to residential use and appear much more commercial in nature. Therefore, the Planning Commission had 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 rezone the petitioned area from R-3 to C-2.

Mr. Cropper, attorney for the applicant, concurred with the Planning Commission and staff's assessment, advised that the basis for the rezoning is that there has been a change in the character of the neighborhood. Therefore, he asked the Commissioners to support the Planning Commission's Findings of Fact and recommendation for rezoning. He stated that the two small dwellings are located on what was once a single parcel that was subdivided in 1939, both cottages were built in the 1940s and by today's standards are nonconforming in that Golf Course Road is a collector highway and requires an increased front yard setback, and both properties are located within those setbacks. He reviewed notable changes in the character of the neighborhood, including intensified marine activity, traffic generated by nearby eateries, including his client's property, which is located adjacent to these two parcels, the recently issued license for off-shore wind energy systems near Ocean City, and upgraded power service in the vicinity by Delmarva Power with very large, tall poles.

Land Planner Bob Hand of Bishopville stated that Rezoning Case No. 397 reclassified a 3.45-acre property located on the westerly side of Golf Course Road to the south of this petitioned area from R-3 to C-2, based upon an argument of mistake in existing zoning. Mr. Hand defined the neighborhood and asserted that there have been several substantial changes in the character of the neighborhood since 2009 as well as since the Land Use Map was adopted as part of the Comprehensive Plan in 2006. He concluded that the petitioned area is located within the WOC and recently expanded Mystic Harbour Sanitary Service Areas (SSA), and the approval of Rezoning Case No. 397 constituted an unplanned change to the character of the neighborhood. He further agreed with the Planning Commission's findings and recommendation in this case.

Professional Land Surveyor Greg Wilkins of Ocean City stated that he had done a survey of the parcel and house, comprising the southerly portion of the petitioned area, noting that the required front yard setback is 75 feet from the center line of Golf Course Road and the house on this parcel is almost completely within this required setback. He asserted that, if either house was torn down or otherwise destroyed, there is no reasonable use that could be put back in its place without extensive variances. He also agreed that there has been a substantial change in the

character of the neighborhood, which has become intensely commercial. He also agreed that the commercial zoning is more consistent with the area and current surrounding uses and with the Existing Developed Area land use classification of the Comprehensive Plan.

Pino Tomasello, who also owns Sello's Italian Oven & Bar in WOC adjacent to the two parcels, stated that he is not seeking to expand his restaurant, but that he purchased these two parcels specifically to accommodate overflow parking. He stated that he would like to demolish the existing structures on these properties for that purpose, and he asked the Commissioners to support his rezoning request.

Jeffrey Allen, of Towson Lane whose property is located in the vicinity of the two parcels being considered for rezoning, stated that the properties in question are residential, like all the surrounding properties, including his own. He further stated that Mr. Tomasello's plan to turn the two parcels into one big parking lot are not consistent with the surrounding residential neighborhood, which is already being impacted by Sello's clients who park their cars on his and other residential properties and block their driveways. He stated that he and his neighbors love their community and feel increasingly squeezed out by commercial growth. Therefore, he implored the Commissioners to deny this rezoning request.

In response to a question by Commissioner Church, Mr. Tomasello confirmed that the planned parking lot would alleviate issues pertaining to restaurant guests parking on nearby residential properties, to include Mr. Allen's property. Mr. Tudor confirmed that any future parking lot on this site could not be used to expand the existing restaurant, and screening would be required.

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

Upon a motion by Commissioner Church, the Commissioners unanimously adopted the Planning Commission's Findings of Fact and approved the rezoning from R-3 to C-2 based on a change in the character of the neighborhood since the last comprehensive rezoning on November 3, 2009.

The Commissioners adjourned for lunch, after which they reconvened at 1:15 p.m.

The Commissioners conducted a public hearing on Rezoning Case No. 417, for an application submitted by Attorney Hugh Cropper, IV, on behalf of L & B Ocean City, LLC (Lewis Bush, Managing Member), which seeks to rezone approximately 7.517 acres of land located on the westerly side of MD Rt. 611 to the north of Sinepuxent Road, and more specifically identified on Tax Map 26 as Parcel 274 - Lots 1A and 1B in the Tenth Tax District of Worcester County, Maryland, from C-1 Neighborhood Commercial District to C-2 General Commercial District. Staff members present at the hearing were Mr. Tudor and Ms. Keener. Ms. Howarth swore in those individuals who planned to give testimony during the hearing. Mr. Tudor reviewed the application, which received a favorable recommendation from the County Planning Commission. Ms. Keener entered the Planning Commission's Findings of Fact into the record and stated that, according to the application for rezoning, the applicants' claim as the basis for their rezoning request was that there was a mistake in the existing zoning rather than a change in the character of the neighborhood. She stated that the petitioned area, which was zoned B-1 Neighborhood Business District in 1984, was comprised of two lots and was originally developed with a large structure, which functioned as an indoor and outdoor tennis facility with

DRAFT

tennis courts. In 1999 the property owner received a special exception to convert the enclosed structure into a warehouse facility, a use not permitted in the B-1 District. During the 2009 Comprehensive Rezoning the property was given a C-1 District zoning classification (successor to the B-1 District zoning). However, the use of structures of this size for wholesaling or warehousing was removed from the C-1 District regulations in the updated Zoning Code and instead allowed in the C-2 District. Consequently, the current use is legally existing but nonconforming. She advised that the Planning Commission found that there is a mistake in the existing zoning of the petitioned area. Given the existing 14,000-square-foot warehouse, the Planning Commission found that because the structure and its use as a warehouse was existing on the site at the time of the 2009 Comprehensive Rezoning, the petitioned area should have been given a C-2 District zoning classification to prevent the warehouse structure from being made nonconforming through no action of the property owner. Based on this 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. 417, seeking a rezoning of the petitioned area from C-1 to C-2.

Mr. Cropper, attorney for the applicant, concurred with the Planning Commission and staff's assessment, advised that the basis for the rezoning is that there was a mistake, albeit a good faith mistake, in the existing zoning, and he asked the Commissioners to support the Planning Commission's Findings of Fact and recommendation for rezoning.

Professional Land Surveyor Greg Wilkins of Ocean City stated that he had prepared a survey of the petitioned area, and that the structure on the site is a bit over 14,000 square feet in gross area. He noted that MD Rt. 611 is a collector highway, and that the property immediately to the north of the petitioned area is zoned C-2, as are most of the properties along this corridor extending north to its junction with U.S. Rt. 50. He stated that this property recently applied for and received three equivalent dwelling units (EDUs) of sewer capacity from the Mystic Harbour Sanitary Service Area (SSA).

Lewis Bush concurred with the testimony provided by Mr. Cropper and Mr. Wilkins, as well as the Planning Commission's Findings of Fact, and he asked the Commissioners to support his rezoning request.

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

Upon a motion by Commissioner Church, the Commissioners unanimously adopted the Planning Commission's Findings of Fact and approved the rezoning from C-1 to C-2, based on a mistake in the existing zoning, since the last comprehensive rezoning on November 3, 2009.

Pursuant to the request of Colonel Doug Dods of the Sheriff's Office and upon a motion by Commissioner Elder, the Commissioners unanimously authorized Commission President Purnell to sign the Mutual Aid Agreement between the County Commissioners of Worcester County Maryland, the Worcester County Sheriff, and the Mayor and Council of the Town of Berlin to provide for shared resources and services between the Worcester County Sheriff's Office and the Berlin Police Department.

Pursuant to the request of Local Management Board (LMB) Director Jessica Sexauer and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the 2019 LMB grant proposal for funding through the

DRAFT

Governor's Office for Children to renew funding for the following current programs: The Cricket Center; Comprehensive Parenting Program Initiative; Youth as One; the Local Access Mechanism, which includes System/Family Navigation and Community Service Centers; Building Bridges: Transitional Care from Jail to the Community; and WE3: Worcester Employment, Education, and Empowerment Program.

Pursuant to the request of Economic Development Deputy Director Kathryn Gordon and upon a motion by Commissioner Bertino, the Commissioners unanimously approved out-of-state travel for Ms. Gordon to attend the International Economic Development Council (IEDC) for professional development courses to become a Certified Economic Developer (CecD), with training to take place in Atlanta, Georgia from June 7-8, 2018 at a total estimated cost of \$1,659, with funds available in the FY18 budget for this expense.

Commissioner Elder left the meeting.

Pursuant to the request of Environmental Programs Director Bob Mitchell in response to a written request from Maryland Coastal Bays Program (MCBP) Executive Director Frank Piorko and upon a motion by Commissioner Bertino, the Commissioners unanimously approved an in-kind match of approximately \$600,000 for the Environmental Protection Agency (EPA) National Estuary Program (NEP) grant for the period of October 1, 2018 to September 30, 2019. Mr. Mitchell explained that the County will use non-federal Rural Legacy Program funds expended during FY19 for this match. He further noted that County staff will utilize the FY19 Bay Restoration Fund (BFR) grant for sewer connections and septic pre-treatment upgrades to satisfy the match requirements without any additional cash required by the County.

Pursuant to the recommendation of Mr. Mitchell and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign the Agreement of Sale between Aydelotte Farms, Inc. (Seller) and the County Commissioners of Worcester County, Maryland (Buyer) for the purchase of a Conservation Reserve Enhancement Program (CREP) easement for \$1,735.50 per acre, to be funded by the Maryland Department of Natural Resources (DNR) at no cost to the County, on approximately 60 acres of land identified on Tax Map 78 as Parcel 65.

Pursuant to the recommendation of Public Works Director John Tustin in response to a request from Maryland Department of Agriculture (MDA) Administrator Daniel Schamberger and upon a motion by Commissioner Bunting, the Commissioners unanimously authorized Commission President Purnell to sign the Local Government Acknowledgment/Approval of Aerial Spraying Operations for Mosquito Control to control the mosquito populations through aerial larvicide operations in both rural and populated areas of Worcester County. The Commissioners further granted Chief Administrative Officer Harold Higgins continuing authority to review and approve the aerial spraying contracts in the future.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners agreed to extend the contract for the blacktop resurfacing of roughly 4.42

DRAFT

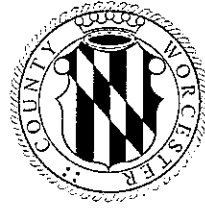
additional miles of County roadways under the existing contract from Chesapeake Paving & Sealing, Inc. of Salisbury, Maryland at a fixed price per ton of \$70, for 3,243 tons for a total additional cost of \$227,010. The County entered into the original contract of \$777,490 with Chesapeake Paving on February 20, 2018 for blacktop surfacing of approximately 10.29 miles of County roadways. Mr. Tustin explained that various resurfacing project bids had come in substantially lower than estimated, resulting in funding of \$233,423.21 available for additional roads to be added to the blacktop schedule. In response to a question by Commissioner Bertino, Mr. Tustin confirmed that County staff provided information to and offered an opportunity to piggyback on the existing blacktop resurfacing contract to the Town of Snow Hill to pave Coulbourne Lane.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Bunting, the Commissioners unanimously agreed to waive the standard bid process and approved the contract from Sherwood-Logan & Associates of Annapolis, Maryland for the provision of one replacement Flygt NP 3127.060 HT Submersible Pump at Pump Station M in the Ocean Pines Service Area at a total cost of \$11,295 to replace a pump that failed.

The Commissioners met with Assistant Chief Administrative Officer and Sewer Committee representative Kelly Shannahan to review a request from Michael Jay Deem for the allocation of one equivalent dwelling unit (EDU) of sanitary service from the Mystic Harbour Sanitary Service Area (SSA), to serve an existing residential structure identified on Tax Map 33 as Parcel 322. Mr. Shannahan advised that the subject property is served by a private well and septic system and is designated S-3 (sewer service within 6-10 years) in the County Water and Sewerage Plan, though this designation does not guarantee any service or obligate the provision of services in that time frame. He stated that the request supports the County's goal of removing septic systems where more environmentally-sensitive public sewer facilities are available.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved the request as presented and agreed to allocate 1 EDU of sewer service from the Single Family Dwellings category in Area 2 (south of the airport) of the SSA to serve the Deem property.

The Commissioners answered questions from the press, after which they adjourned to meet again on May 1, 2018.



1

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

COMMISSIONERS
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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

PROCLAMATION

WHEREAS, in honor of the 35th anniversary of the 1983 congressional resolution that established National Travel and Tourism Week, we celebrate the contributions and accomplishments of Worcester County Tourism and its many state and local partners to grow tourism locally; and

WHEREAS, tourism plays a key role in the economic health of Worcester County where it supports 13,755 jobs, which accounts for 56% of the local labor force, generates \$1.7 billion in visitor spending, and \$336 million in tourism tax revenues.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim May 6-12, 2018 as **Tourism Week in Worcester County**.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of May, in the Year of Our Lord Two Thousand and Eighteen.

Diana Purnell, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

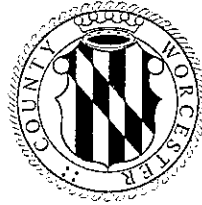
James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic



1



2

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

COMMISSIONERS
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

OFFICE OF THE
COUNTY COMMISSIONERS

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

PROCLAMATION

WHEREAS, May is National Foster Care Month, and during this time we recognize that each of us can play a part in enhancing the lives of youth in foster care, and we pay tribute to the foster parents, child welfare professionals and others who provide young people in transition with the support they need to thrive; and

WHEREAS, foster care professionals within Worcester County Social Services and other partnering organizations and volunteers play an essential role in helping children whose lives have been disrupted through no fault of their own to reestablish trust and find renewed hope surrounded by caring adults in a safe, loving and welcoming family.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby recognize May as **National Foster Care Month** and urge all citizens to be a part of a positive change for children and youth in foster care.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of May, in the Year of Our Lord Two Thousand and Eighteen.



Diana Purnell, President

Theodore J. Elder, Vice President

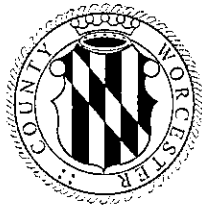
Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Merrill W. Lockfaw, Jr.

Joseph M. Mitrecic



3

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

COMMISSIONERS
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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

COMMENDATION

WHEREAS, Tamra Shockley has been named the 2018 Worcester County Foster Parent of the Year for her efforts to help bring support and stability back into the lives of foster children during times of crisis; and

WHEREAS, foster parents like Ms. Shockley fill an urgent need in our community, helping young people in their times of greatest need to recognize their intrinsic worth and importance to the community, thus fueling them to realize their full potential.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Tamra Shockley** for opening her heart and home to the children of Worcester County in State custody, and we thank her for her willingness to serve children living in crisis as a foster care parent.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of May, in the Year of Our Lord Two Thousand and Eighteen.



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

Citizens and Government Working Together



Worcester County

HEALTH DEPARTMENT

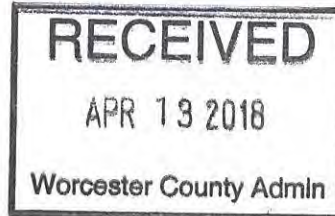
P.O. Box 249 • Snow Hill, Maryland 21863-0249
www.worcesterhealth.org

4

Snow Hill (Main Office)
410-632-1100
Fax 410-632-0906

Rebecca L. Jones, RN, BSN, MSN
Health Officer

Memorandum



Date: April 11th, 2018

To: Harold Higgins, Chief Administrative Officer
CC: Kelly Shannahan, Assistant Chief Administrative Officer
Office of the County Commissioners

From: Heather Barton, Director of Administrative Services *JHB*
CC: Rebecca Jones, Health Officer *RJD*
Ed Potetz, Program Director – Environmental Health
Worcester County Health Department

Re: Lease Agreement for Environmental Health Condominium

The Health Department is requesting the Commissioners to waive the bid process and approve the enclosed lease agreement for \$15,420 with Triple D Rentals, LLC for the condominium located at 12 43rd Street (Unit 5) in the town of Ocean City, Worcester County, Maryland, 21842. We have rented from Triple D Rentals, LLC the past two years and had a very good experience. There is no increase in the lease agreement. The cost will be paid out of health department funds.

We did go through the bid process as requested two years ago and had no responses.

Environmental Health uses the condo to house sanitarians that come from across the state to help during the busy tourist season in Ocean City. This program has been in existence for many years and has been very successful.

Thank you for your consideration.

1a

Year Round Lease Agreement

This Agreement of Lease, made this 1st day of June in the year 2018 by and between Triple D Rentals, LLC, hereinafter called "Landlord" and COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND for the use of the WORCESTER COUNTY HEALTH DEPARTMENT, hereinafter called "Tenant," witnesseth:

1. **Lease of Premises.** Landlord does hereby lease unto Tenant and Tenant agrees to rent from Landlord 12 43rd STREET UNIT #5 OCEAN CITY, WORCESTER COUNTY, MARYLAND 21842.
2. **Term-Time of Essence.** The term of this Lease is to begin on the 1st DAY OF June 2018 and terminates on the 31st DAY OF May 2019 at which time Tenant shall yield and surrender said rented premises to the Landlord, unless this Lease Agreement is sooner terminated upon its terms.
3. **Rental.** The rental amount for the Lease period shall be FIFTEEN THOUSAND FOUR HUNDRED TWENTY DOLLARS (\$15,420.00), which includes cable and electric charges, shall be due and payable as follows: \$1,285 a month due on the first of the month starting June 1, 2018. The check shall be made payable to:

Triple D Rentals, LLC
9040 WORCESTER HIGHWAY, BERLIN, MD 21811

Tenant shall not be responsible for any condominium association fees, personal property taxes or real property taxes.

4. **Right of Entry and Repossession.** If the rent and/or any changes, payments, expenses, or costs herein reserved, included or agreed to be paid by Tenant shall remain unpaid on any day when the same ought to be paid, Landlord, and its option, may make a service charge for the purpose of defraying the expenses equal to 5% of the amount due and unpaid. If the said rent or any portion thereof shall be in arrears or unpaid or any covenant of this Lease be breached and remain breached for a period of ten (10) days, the Landlord, its successors or assignees, may take such legal action available to it to regain the premises. Landlord shall have all rights afforded by the Laws of the State of Maryland. Landlord, or any of its agents, shall have the right to enter said premises during all reasonable hours to examine the same or to make such repairs, preservation thereof, or of said building, or to examine said premises and to put or keep upon the doors or windows thereof a notice "For Rent" at any time within 30 days before the expiration of this Lease. Said right of entry shall likewise exist for the purpose of removing placards, signs, fixtures, alterations of additions which do not conform to this Agreement.

5. **Use/Condition.** The premises will be used by the Tenant for a residence only for various Worcester County Health Department uses. Tenant agrees to keep the premises in a clean, sanitary, neat and presentable condition to the satisfaction of Landlord and Landlord shall be the sole judge of the condition. Maximum of 4 tenants at a time at the property.
6. **Regulations and Insurance.** Tenant shall promptly execute and comply with all statutes, ordinances, rules, and orders, regulations and requirements of the Federal, State, County, and City governments and of any and all their departments and bureaus, applicable abatement of nuisance or other grievances in, upon or connected with said premises, during said term and shall promptly comply with and execute all rules, orders, and regulations of the Maryland State Underwriters Association for the prevention of fires, at Tenant's own cost and expense.
7. **Liability Insurance and Indemnification of Landlord.** Tenant shall not be required to provide fire insurance. Tenant, at all times, will indemnify and keep harmless Landlord from all losses, damage, liabilities, and expenses, to the extent permitted by law and the limitations of the Maryland Local Government Tort Claim Act, which may arise or be claimed against Landlord and be in favor of any persons, firm, or corporation, consequent upon or arising from the use or occupancy of said premises by Tenant (its agents, servants, employees, licensees, customers or invitees) or consequent upon or arising upon Tenant's failure to comply with the aforesaid laws, statutes, ordinances or regulations. Landlord shall not be liable to Tenant for any damages, losses or injuries to the person or property of Tenant which may be caused by the acts, neglect, omissions, or faults of the Tenant, his agents, servants, employees, licensees, customers or invitees, for any injuries or damages that arose about or upon said premises. Tenant's obligation to hold harmless, defend and indemnify Landlord hereunder shall only be to the extent of Tenant's present insurance coverages. Batteries are to be kept in smoke detectors. If Tenant removes or fails to replace batteries, this Lease will be terminated.
8. **Limitation on Actions against Tenant.** Nothing in this Lease nor any agreement or any amendment to it shall constitute or be construed as a waiver of whatever immunities or limitations of liability that the Tenant may have in accordance with law, including public general law or public local law. No money judgment exceeding the actual amount of rent owed by Tenant under this Lease may be obtained by Landlord. No action may be brought with respect to this Lease other than in the appropriate State court in Worcester County, Maryland. Landlord hereby consents and agrees to such provision and further waives Landlord's right to jury trial in any action relation to this Lease. Landlord's liability under this Lease shall be in no way limited. Tenant entered into this Lease in the capacity stated. No individual elected County Commissioner, contractor, employee, agent or servant of Tenant shall have any personal liability hereunder. Any indemnity herein or arising out of this Agreement, on the part of the Tenant, shall be only to the extent permitted by law and shall be subject to the non-waiver of immunity, limitations of liability and all other provisions of this section.

9. **Repair.** Tenant agrees that any repairs to the premises necessitated by action of the Tenant, shall be paid for by the Tenant and Tenant agrees to make prompt payment of any amounts due for such repairs, upon being notified of such amounts by Landlord.
10. **Waiver.** No waiver of any condition or covenant of this Lease by landlord shall be deemed to imply or constitute a further waiver by Landlord of any condition or covenant of this Lease. The rights and remedies created by this Lease are cumulative and the use of one remedy shall not be taken to exclude or waive the right to the use of another. Acceptance by Landlord of due rent shall in no way constitute waiver or release or any provisions hereof.
11. **Notice.** Any and all notices required or permitted to be provided hereunder shall be in writing and shall be delivered (addressed as follows) by United States certified mail, postage prepaid, return receipt requested:

Tenant:
County Commissioners of Worcester County, Maryland
One West Market Street, Room 1103
Snow Hill, MD 21863

Landlord:
Triple D Rentals, LLC
Attention: John C. Derrickson II
9040 WORCESTER HIGHWAY, BERLIN, MD 21811

12. **Annual Budget.** Tenant's liability under or arising out of this Agreement shall be subject to annual budget appropriation and strictly conditioned thereon.

TENANT DOES HEREBY AGREE AS FOLLOWS:

- A. If Tenant exceeds \$200.00 per month for electric charges, Tenant is responsible for the remainder of the electric bill.
- B. No security deposit has been placed by Tenant. If there is damage or if the unit needs to be cleaned after Tenant vacates the property, Tenant will be held responsible.
- C. That he will use premises for residence only and will not allow any part thereof to be used for any unlawful purpose, in and noisy, boisterous or other offensive manner.
- D. That he will give Landlord Immediate notice of any defects or breakage in the structure, equipment or fixture of said premises, and will allow Landlord to have access to said premises at any time for the purpose of repair, protection, and inspection and maintenance.
- E. That he will NOT keep any live birds or animals of any description in said premises.
- F. That he will, at his expense, maintain and preserve in good order the interior.
- G. That no equipment shall be installed that requires alterations of, or additions to, the physical structure, electrical system, or plumbing of the premises, including without limitation, washing machines, dryers, garbage disposals, dishwashers, and air

conditioning units.

- H. That he will not make decorations, alterations, additions or improvements of any sort.
- I. That he will have premises thoroughly cleaned at the termination and prior to surrender of possession.
- J. That he will not drive nails into the walls of said premises or in any manner deface or injure the walls, refrigerator, plumbing fixtures, floors, cabinets, or woodwork.
- K. **TENANTS UNDERSTAND THAT NO SMOKING IS PERMITTED IN THIS PROPERTY.**

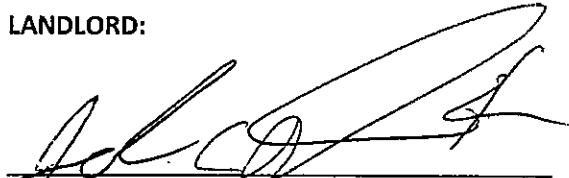
ADDITIONALLY:

TENANT shall notify Landlord, of their intention to renew this Lease or to vacate the property, sixty (60) days prior to the end of this Lease. If no notification is received by Landlord within thirty (30) days of the ending date of this Lease, the Lease will automatically terminate on the last day of said Lease. **There will be no automatic month-to month extension.**

FURNISHINGS are provided gratuitously and if there is damage caused by the Tenant, the repair or replacement would be responsibility of the Tenant. If something breaks due to normal wear and tear, the Landlord may in his discretion repair, replace, or remove the item. If the Landlord removes the item he has no obligation to replace it. Televisions shall be considered furnishings.

IN WITNESS WHEREOF, the parties have executed this Lease all as of the day and year first herein written.

LANDLORD:



Triple D Rentals, LLC
John C. Derrickson II

TENANT:

County Commissioners of Worcester County, Maryland

Diana Purnell, President

Attest:

Harold L. Higgins, Chief Administrative Officer



Worcester County

HEALTH DEPARTMENT

P.O. Box 249 • Snow Hill, Maryland 21863-0249
www.worcesterhealth.org

5

Rebecca L. Jones, RN, BSN, MSN
Health Officer

Snow Hill (Main Office)
410-632-1100
Fax 410-632-0906



Memorandum

Date: April 11th, 2018

To: Harold Higgins, Chief Administrative Officer

CC: Kelly Shannahan, Assistant Chief Administrative Officer
Office of the County Commissioners

From: Heather Barton, Director of Administrative Services *HB*

CC: Rebecca Jones, Health Officer *RJ*
Jodi Conway, Administrative Officer
Worcester County Health Department

Re: Worcester County Health Department – Cleaning Contract for Environmental Health Condominium

The Health Department would like to request approval from the Commissioners to continue to use O.C. Solutions, LLC to clean the Environmental Health condominium. As you will see in the attached service contract, there is a slight increase in pricing from FY17. Their fee is \$61.20 per cleaning (from \$60/cleaning in FY17).

We have used O.C. Solutions, LLC since 2009 and wish to continue working with them due to our long-term relationship and known quality of their work. We have attached the Service Contract for your review.

Thank you for your consideration.

O. C. Solutions
P. O. Box 633
Ocean City, Maryland 21843

Telephone 410-289-6626
Fax 410-873-3252
E-mail johnbassjr@ocsolutions.org
Tax ID #475526545

SERVICE AGREEMENT

This Agreement between O. C. Solutions, LLC, herein after referred to as the Contractor, and the County Commissioners of Worcester County, Maryland, Lessee of unit # 5 building name 12 43rd Street is for the May 17, 2018 through May 31, 2019.

For the sum of \$61.20 per cleaning, paid on a monthly basis, fifteen (15) days within receipt of invoice. Any past due balances are subject to a finance charge of 2% per month. Contractor will provide the following services:

1. Complete cleaning of bathrooms and kitchen area.
2. Sweeping and/or mopping of tile/vinyl floors.
3. Dusting of furniture and vacuuming of carpet.
4. Washing of sliding doors easily accessible, weather permitting.
5. Removal of ALL food left in refrigerator and kitchen cabinets.
6. Removal of all trash, old papers, etc. from unit.
7. Place trashcan liners inside trashcans.
8. Sweeping or vacuuming balconies, weather permitting.
9. Making beds with bedspreads and pillows, as needed.

The Contractor will provide cleaning supplies, vacuum and labor. The Lessee will provide a broom, dustpan, mop, and bucket.

Cleaning crews start promptly at 10:00 am and have until 6:00 pm to complete cleaning. They generally finish by 3:00 pm, however particularly heavy vacation weeks, causing traffic tie ups, could make them run later. The Lessee agrees to request his tenants vacate the property no later than 10:00 am and not check in until after 3:00 pm.

If, for any reason, the cleaning crew arrives to clean your property and is not allowed into the unit to do their job, the Lessee agrees to being billed a turn away fee of \$25.00. Should the unit be left in extremely bad condition and takes an abnormal time to clean and requires additional service to put it back in shape, the Contractor shall contact Lessee immediately for direction.

NOTE: If we do not have keys already - Lessee to mail 2 sets of keys to OC Solutions, P O Box 633, OC, MD 21843

PLEASE COMPLETE THE FOLLOWING FOR OUR RECORDS:

NAME: County Commissioners of Worcester
County, Maryland

BUILDING NAME: 12 43rd Street
UNIT # OF PROPERTY: 5

ADDRESS: One West Market Street, Room 1330 Snow Hill MD 21863

PROPERTY ADDRESS: 12 43rd Street, Ocean City, Maryland 21842

HOME PHONE N/A

PROPERTY PHONE _____

WORK PHONE _____

(circle one) Is Your Property a **CONDOMINIUM**,

CELL PHONE _____

TOWNHOUSE, HOUSE or MOBILE HOME?

E-MAIL ADDRESS _____

HOW MANY STORIES IS YOUR UNIT? 3

RENTAL AGENCY: Triple D Rentals

NO. OF BEDROOMS (INCLUDE DENS & LOFTS) 2

AGENCY PHONE: _____

NO. OF FULL & HALF BATHROOMS 1

DO YOU HAVE ANY SPECIALTY ITEMS IN YOUR PROPERTY – answer yes or no to each

Mirrored wall(s) No, Where N/A Pergo\wood flooring Yes Where: everywhere but the kitchen and bath

Tiled floors in areas other then kitchen and baths No Where N/A

MAY WE USE YOU AS A REFERENCE FOR NEW CLIENTS? Yes

MAY WE E-MAIL YOUR INVOICES TO YOU? Yes

CLEANING DATES AS FOLLOWS: (schedule changes MUST be made 48 hrs. in advance)

Owner agrees to schedule at least four cleanings during the months of June through September.

Fill in any dates you know at this time, changes can be made via telephone, fax, e-mail or mail.

MAY 5/27/18

AUG 8/5/18, 8/12/18, 8/19/18, 8/26/18

JUNE 6/3/18, 6/10/18, 6/17/18, 6/24/18

SEPT 9/2/18, 9/9/18, 9/16/18

JULY 7/1/18, 7/8/18, 7/15/18, 7/22/18, 7/29/18

OCT _____

Lessee's SIGNATURE DATE

Johna. Bursj 4-5-18
O.C. SOLUTIONS LLC MANAGER DATE



OFFICE OF THE
COUNTY COMMISSIONERS

6

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

COMMISSIONERS
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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

FYI

April 25, 2018

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Budget Accountant *K Reynolds*

Subject: Department of Housing and Community Development Grant Updates

Over the past several months the Department of Housing and Community Development (DHCD) has streamlined their state grants procurement process. DHCD has consolidated many grants under one umbrella of funding effective July 1, 2018 and funding will only be awarded to Continuums of Care (COC's) in Maryland. The COC's located in each region of Maryland will then sub-award local non-profits with funding. The Lower Shore COC which is located at the Somerset County Health Department is comprised of Worcester County, Wicomico County and Somerset County.

The requested FY2019 budget will reflect the omission of the revenue and expenditures associated with the grants funded by DHCD. Worcester County and the Department of Social Services have been grantees for the following grants which will transition in FY2018:

- Emergency Solutions Grant (Sub-grantee's: Diakonia, Inc. & Samaritan Ministries)
- Rental Assistance Grant (Department of Social Services)
- Emergency Transitional Housing Shelter (Department of Social Services)
- Homeless Women's Grant (Sub-grantee: Diakonia, Inc.)

No action is required for this transition by Worcester County Government. I am available for any questions you may have.

Attachment

Citizens and Government Working Together

Homeless Grant Consolidation – An Opportunity for Improved Administrative Efficiency

Background:

In November 2015, the Joint Committee on Ending Homelessness received an overview of all service funding sources, purpose and inefficiencies. Members of the committee requested that DHS and DHCD strategize methods to consolidate homeless funds. In June, 2016, an intensive strategic planning process was conducted involving agency leadership and local Directors. As a result, a plan was developed to shift management of the homeless services programs, administered by DHS, over to DHCD. HB134 was introduced on January 18th, 2017, was passed and signed into law in April 2017. Establishment of the transition team was part of that legislation. The Bureau of Homeless Services team along with four of the five grants administered by DHS were shifted over to DHCD as of July 1st, 2017.

Overview:

HUD provides approximately \$43.4 million in federal homeless services funding to the 16 Continuums of Care (CoCs) in Maryland. In addition, three state agencies administer approximately \$33 million in state and federal funding to local partners, some are CoCs some are not.

- The Department of Housing and Community Development (DHCD) administers \$15.5 million
- The Department of Health and Mental Hygiene (DHMH) administers \$13.7 million plus an additional \$4.8 million of the HUD CoC grant.
- The Department of Human Services (DHS) administers \$657K in homeless prevention funding.

Currently each state agency funds programs that are duplicative in purpose, to some similar, some unique local partners, creating inefficiencies in the administration and management of the homeless services programs in Maryland.

Goals for a Consolidation Effort:

- Maintain current funding levels as the majority of the funds cover direct service costs to at-risk individuals and the need continues to outpace existing resources.
- Combined ESG, RAP, ETHS, HW-CS, HNP and SLH into one funding program that is awarded to the 16 state Continuums of Care (CoC's) to then grant to local partners doing the work.
- State funding goals will be aligned with federal best practices. The funding process will be made more efficient and fiscal and activity reporting requirements will be consolidated.
- Give local communities more control and flexibility over methods of spending.
- Increase availability of varied supportive housing options statewide over time.

Anticipated Efficiencies:

Consolidation of several small, funding sources into fewer, more flexible sources will give locals more flexibility in serving individualized high-needs populations experiencing homelessness.

This will centralize similar funding sources to local providers, which will decrease funding constraints and increase flexibility for locals to target funds to specialized needs within their communities.

Consolidation of local goals to leverage federal funding received by the state.

Consolidating DHS funding with DHCD will allow the agencies to fund similar partners, where appropriate direct more state funds to CoCs, thereby providing more state direction and accountability to recipients of federal funds.

Streamline of state grant procurement processing efforts, oversight and fiscal monitoring.

This change will allow agencies to combined similar service funding into one consolidated application process and reduce the duplicative application, reporting and monitoring processes that currently exist.

Combined capital funding and service dollars to increase permanent supportive housing and house more chronically homeless.

This transfer will allow DHCD to combined resources targeted to serve the high-barrier population experiencing or at risk of homelessness that are in need of more supportive housing options. Awarding both sources, simultaneously, will allow the state to increase the development of supportive housing units statewide and comply with federal Housing First requirements.



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

COMMISSIONERS
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. MITRECIĆ

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND
21863-1195

April 25, 2018

To: Harold Higgins, Chief Administrative Officer
Worcester County Commissioners

From: Kim Reynolds, Budget Accountant *K Reynolds*

Subject: Continuum of Care (CoC) matching request - Worcester homeless shelters

The Lower Shore CoC is applying on behalf of homeless shelters in Worcester, Wicomico and Somerset Counties for Homeless Solutions Grant funding for FY2019 from DHCD. The CoC is required to provide a 25% match for the organizations that have applied to the CoC for lower shore grant funding.

The Lower Shore CoC is requesting that Worcester County provide a letter estimating the amount of funding that will be provided in the FY2019 budget year to ensure that the two homeless shelters in Worcester County show matching funds for their requests in the Homeless Solutions Grant Application. The application deadline is May 11, 2018 before the County budget for FY2019 is adopted on June 5, 2018. Below you will find the current year budget and the FY2019 budget request for the non-profit agencies.

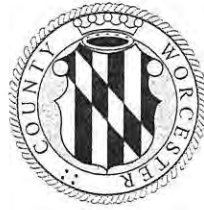
	FY2018 Adopted Budget:	FY2019 Budget Request:
Diakonia, Inc.	\$45,000	\$55,000
Samaritan Ministries, Inc	\$20,000	\$30,000

In order to meet the deadline for the grant application, we would request your approval to use the current year grants as the County estimate for FY2019. A draft letter to Behavior Health/CoC Programs is attached for your consideration.

I am available for any questions you may have.

Attachment
cc: Kathy Whited, Budget Officer

Citizens and Government Working Together



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

May 1, 2018

DRAFT

COMMISSIONERS

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

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

Ms. Shannon Frey
Director of Behavior Health/ CoC Programs
Somerset County Health Department
7920 Crisfield Highway
Westover, MD 21871

RE: FY2019 Homeless Solutions Program Application

Dear Shannon,

This letter is to provide match documentation for the Homeless Alliance for the Lower Shore Continuum of Care (HALS CoC) to apply for the Homeless Solutions Program Application from the Department of Housing and Community Development. Worcester County Government provides funds to provide services to the following agencies to support their efforts to assist homeless individuals and families and those facing homelessness. The total estimate of funding that may be provided for the period July 1, 2018 – June 30, 2019 is \$

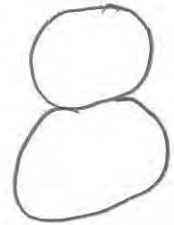
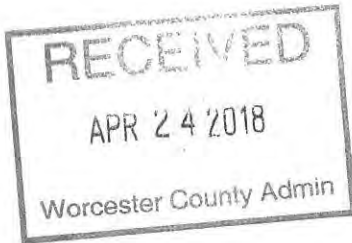
List of Agencies and Amounts Provided

Diakonia, Inc.	\$
Samaritan Ministries	\$

Sincerely,

Diana Purnell
President, Worcester County Commissioners

cc: Kim Reynolds, Budget Accountant
cc: Kathy Whited, Budget Officer




Jeffrey A. McMahon
Fire Marshal

Matthew W. Owens
Chief Deputy Fire Marshal

OFFICE OF THE FIRE MARSHAL
Worcester County

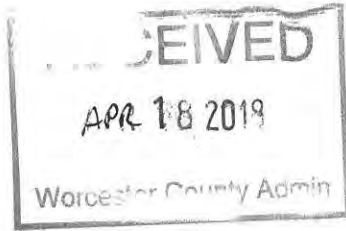
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1302
SNOW HILL, MARYLAND 21863-1249
TEL: 410-632-5666
FAX: 410-632-5664
www.wcfmo.org

MEMORANDUM

DATE: April 23, 2018
TO: Harold Higgins, Chief Administrative Officer
FROM: Jeff McMahon, Fire Marshal 
RE: Request for Overtime Over-Expenditure

As previously discussed during my budget hearing with the Commissioners on Tuesday, April 10, 2018 the Fire Marshal's Office overtime account, 100.1104.6000.400 was nearly depleted. As of the pay period ending, April 8, 2018 the remaining balance was \$327.44. FY18 had an approved overtime budget account of \$10,000. With the pay period ending April 22, 2018 the overtime account will have a negative balance due to the high number of after-hours investigations during the last pay period (14.5 hours).

I therefore respectfully request \$2,000 in over expenditure funds for account 100.1104.6000.400 to fund the overtime account through the end of the current fiscal year.




9

Worcester County
Department of Environmental Programs

Memorandum

To: Harold L. Higgins, Chief Administrative Officer

From: Robert J. Mitchell, LEHS 
Director, Environmental Programs

Subject: Critical Area Grant – FY 2019

Date: April 18, 2018

I am pleased to transmit two (2) copies of our FY 2019 Critical Area Grant Agreement between Worcester County and the State Critical Area Commission for our 2019 operation funding from the Commission. This is an annual reoccurring grant that provides us with limited funding for the administration of our Atlantic and Coastal Bays Critical Area Programs.

The grant requires us to do no additional work over and above what we do on a daily basis to administer the program. Funding for the upcoming fiscal year is in the amount of \$13,000 which represents only a very small portion of our actual program cost. I respectfully recommend that the County Commissioners authorize County Commissioner President Purnell to execute the documents where indicated so that we may claim our funds.

As always, Ms. Gerthoffer and I will be available to discuss the matter with you and the County Commissioners at your convenience.

Attachments

cc: David Bradford, Deputy Director
Jenelle Gerthoffer, Natural Resources Administrator

Citizens and Government Working Together

1



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MARYLAND 21863
TEL: 410.632.1220 / FAX: 410.632.2012

LAND PRESERVATION PROGRAMS
STORMWATER MANAGEMENT
SEDIMENT AND EROSION CONTROL
SHORELINE CONSTRUCTION
AGRICULTURAL PRESERVATION
ADVISORY BOARD

WELL & SEPTIC
WATER & SEWER PLANNING
PLUMBING & GAS
CRITICAL AREAS
FOREST CONSERVATION
COMMUNITY HYGIENE

MEMORANDUM

DATE: April 18, 2018

TO: Robert Mitchell, Director

FROM: Jenelle Gerthoffer, Natural Resources Administrator (JG)

SUBJECT: Critical Area Commission Grant Agreement- Fiscal Year 2019

Attached are two copies of the Critical Area Commission Grant-In-Aid Program Agreement for Fiscal Year 2019. The agreement is provided for review and approval by the Worcester County Commissioners; therefore, I am requesting that this item be placed on the agenda for the May 1ST County Commissioners meeting. The 2019 Scope of Work and Budget have also been supplied for reference.

Each year, Natural Resources' notifies the Commission that grant assistance funding could be used to assist in the implementation of the local Critical Area Programs. By signing this agreement, Environmental Programs/Natural Resources will receive \$13,000 in funding to be used for the purpose of assisting with the responsibilities in overseeing the local Chesapeake Bay and Coastal Bay Critical Area Programs.

Please contact me if you would like to discuss this request further or require additional information.

STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
CRITICAL AREA COMMISSION FOR THE
CHESAPEAKE AND ATLANTIC COASTAL BAYS
GRANT-IN-AID PROGRAM

GRANT AGREEMENT PO#: _____

THIS GRANT AGREEMENT, entered into this 1st day of July 2018,
by and between

STATE OF MARYLAND
CRITICAL AREA COMMISSION FOR THE
CHESAPEAKE AND ATLANTIC COASTAL BAYS
Hereinafter ("Critical Area Commission"),
And

Worcester County, MD

Hereinafter ("Grantee")

WHEREAS, funding has been appropriated by the General Assembly to the Critical Area Commission for Fiscal Year 2019, to be disbursed in grants to local governments for the purpose of assisting them in carrying out their responsibilities under the Chesapeake and Atlantic Coastal Bays Critical Area Protection Program, MD.CODE ANN., Natural Resources II, §8-1801 et seq., (2012 Repl. Vol. as amended) ("the Act"); and

WHEREAS, the purpose of these grants is to assist local jurisdictions in implementing their local Critical Area Programs in compliance with the Act and with the criteria promulgated by the Commission codified at COMAR 27.01 et seq. ("Criteria"); and

WHEREAS, the Grantee has notified the Commission that it needs grant assistance funding to implement its Critical Area Program; and

WHEREAS, the Commission has determined such grant assistance shall be provided to Grantee if Grantee agrees to the provisions contained herein;

NOW, THEREFORE, in consideration for the receipt of a Grant for the Fiscal Year 2019, in the amount of Thirteen Thousand Dollars (\$13,000).

The Grantee agrees to the following provisions:

1. The Grantee shall review and implement its approved local Critical Area Program and conduct its 6-year Comprehensive Review (if applicable). Grantee shall incorporate promptly into its program any amendments to the Act and the Criteria which have been approved by the General Assembly, but are not yet reflected in the Grantee's Program, by proposing a Program Amendment or Refinement, as applicable, for the Commission's review and approval. Notwithstanding any provision, or lack of provision in Grantees' local Critical Area Program, Grantee shall implement all provisions of the Act

as provided in MD Code, Natural Resource II 8-1808 (c)(1).

2. Grant funds may only be used to support local personnel, administrative costs, or consulting services utilized for the direct implementation of the local Critical Area Program. Only local planning, environmental health, zoning enforcement, public works, and other activities specifically related to the direct administration and implementation of the local Critical Area Program, may be funded with this grant.
3. This Grant Agreement shall become effective upon the date of execution by the Commission and shall expire June 30, 2019. This agreement may be amended only with the written approval of the Commission.
4. The Commission shall reimburse the Grantee for expenses authorized under the grant upon the Grantee's submission of a quarterly invoice and status report. (Refer to pages 1-3), Article V of Appendix A – FY19 “Scope of Work and Funding Guide Local Governments” for minimum requirements.
5. The Grantee shall insure that any person with a pecuniary or other business interest in a proposed project or program amendment that requires Commission approval and/or compliance with the local Critical Area Program, shall not review the project or program amendment on behalf of the jurisdiction for consistency and compliance with local Critical Area regulations or requirements.
6. The attached Scope of Work is hereby incorporated by reference into and made an integral part of this Grant Agreement.
7. The attachments: Appendix A – FY19 “Scope of Work and Funding Guide for Local Governments and Scope Outline” and Appendix B -“Department of Natural Resources - General Conditions for Critical Area Commission Grant-In-Aid Program – (Rev. 4/17)” are hereby incorporated into and made an integral part of this Grant Agreement.
8. In accordance with Article IV – PROPERTY, Section A, Rights in Data, Public Disclosure, identified in the aforementioned Appendix B - General Conditions, all reports, studies, or other documents prepared for public distribution, and which are financially supported in whole or in part by Department of Natural Resources, Critical Area Commission, will bear the following statement on the cover or first page:

“This document is funded (in part, if appropriate) by a grant/cooperative agreement from the Department of Natural Resources, Critical Area Commission for the Chesapeake and Atlantic Coastal Bays. The views expressed herein are those of the author(s) and do not necessarily reflect the views, opinions, or policies of the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays or Department of Natural Resources.”

9. GIS/DATA GUIDELINES

- A. Data, databases, and products associated with electronic Geographic Information Systems (GIS), which have been collected, manipulated, or purchased using funds administered by the Critical Area Commission (CAC) will be transferred to CAC according to the following terms:

- i. Data and products collected, manipulated, or directly purchased, as part of the Grant shall become the property of CAC.
 - ii. All other data and products shall be transferred to CAC for internal use only. Any other use of such data shall occur only after CAC has consulted with the Grantee on the limitations of such data. In the case of certain sensitive information, limitations or transfer of data shall be determined by mutual agreement between the Grantee and CAC. The Grantee shall in no case be responsible for CAC's use of such data.
- B. Any GIS data to be transferred to CAC that is collected, manipulated, or purchased pursuant to this agreement utilizing funds administered by CAC through Match funds, shall be documented as specified in Sections 1-7 of the **Digital Spatial Metadata Standard, FGDC-STD-001-1998**, as authorized by both the Department of Natural Resources (Policy 93:04) and the Maryland State Geographic Information Committee (MSGIC), and any subsequent updates or revisions.
- C. Any electronic data to be transferred to CAC in conjunction with a GIS shall be transferred in ARC/INFO Export or Shape file or Map and Image Processing Systems (MIPS) compatible formats, or other mutually acceptable format. Unless otherwise specified differently in the Grant, the data shall be in the Maryland State Plane coordinate system, North American Datum (NAD) of 1983, North American Vertical Datum (navd) of 1998 and units of meters. Non-Spatial text or database data to be transferred to CAC shall be delivered in Word, dBase (.dbf), or ASCII compatible formats. Acceptable media for delivery includes CD ROM, DVD or External Hard Drive. All delivery requirements shall be coordinated directly through the Grant Administrator, with media and format specifications as determined on a case-by-case basis by the grant coordinator, in coordination with the technical staff of CAC and technical staff of the Grantee.
- D. All deliverables will be submitted directly to the **Grant Administrator, Irene Lamb, at the Commission**. Quarterly invoice and status reports shall be submitted: in electronic format. Final deliverable work products, including the Final Reports, any geographic or mapping related efforts, and those items listed in the Scope of Work as expected final deliverables, shall be submitted: in electronic format.

The reports must document progress made toward the achievement of the above stated goals and products/outcomes during each reporting term. A succinct description of activities shall be reported for each product/outcome. Please quantify where possible. These reports shall also describe difficulties encountered for each activity, any changes in expected deliverable dates, and budget changes, or changes in staffing. Include sample products as appropriate. Invoices with appropriate back up documents shall be submitted for periods ending: **September 30, December 31, March 31 and June 30.**

Reporting Time Frame

July 1, 2018 – September 30, 2018
 October 1, 2018 – December 31, 2018
 January 1, 2019 – March 31, 2019
 April 1, 2019 – June 30, 2019

Due Dates

October 15, 2018
 January 15, 2019
 April 15, 2019
 June 30, 2019

10. The Commission retains the right to audit and inspect the records of the Grantee pertaining to this Grant for a period of 3 years after the conclusion of the Grant. Should the Commission determine that Grant funds have been expended for activities outside of the Scope of this Grant Agreement; the Grantee shall reimburse the Commission for funds so identified.

IN WITNESS WHEREOF, the parties have executed this Grant Agreement by causing the same to be signed on the day and year first above written.

Signatory for the Grantee:

By: _____
GRANTEE WITNESS

By: _____
GRANTEE

PRINT NAME & TITLE OF
SIGNATORY FOR GRANTEE

Signatory for the Commission:

By: _____
COMMISSION WITNESS

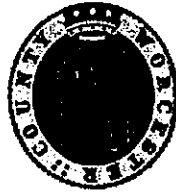
By: _____
Katherine Charbonneau, Executive Director
Critical Area Commission for the
Chesapeake and Atlantic Coastal Bays

Signatory for Procurement Division

By: _____
DNR WITNESS

By: _____
Shiela Harrison, Procurement Officer

Approved as to form and legal sufficiency, March 2018
By: Rachel L. Eisenhauer
Assistant Attorney General, Department of Natural Resources



**WORCESTER COUNTY
PROPOSED BUDGET FOR FISCAL YEAR 2019
SCOPE OF WORK
CRITICAL AREA PROGRAM FUNDING**

The proposed budget for this fiscal year is comprised solely of salaries for certain positions necessary to administer the program. Additional items may be submitted in the future.

Classification	Hourly Rate & Fringe*	Total Hours	Salaries
Natural Resources Administrator	\$35.45	1000	\$ 35,450.00
Natural Resources Inspector	\$27.48	1700	\$ 46,716.00
Natural Resources Planner	\$27.69	1700	\$ 47,073.00
Natural Resources Planner	\$25.69	750	\$ 19,267.50
		Total	\$148,506.50
Total Amount of FY2019 Grant to be utilized towards this budget			(\$13,000.00)
* 43.16 Fringe includes: Social Security/FICA, Pension, Medical Insurance, Long Term Disability, Life Insurance, Employee Assistance Program, Workman's Compensation, and Unemployment.			



**WORCESTER COUNTY
FISCAL YEAR 2019
SCOPE OF WORK FOR
CRITICAL AREA PROGRAM FUNDING**

TASK 1: Review development projects located in the Critical Area to ensure compliance with local Critical Area Programs.

Activities	Time Line	Responsible Entity	Deliverables
1. Review projects.	Ongoing	Local Govt.	The Natural Resources Planner will review permits, site plans, subdivision plats, agendas for various monthly board meetings, and provide comments to ensure compliance with the Critical Area regulations.
2. Oversee approval process.	Ongoing	Local Govt.	The Planner will prepare staff reports. They will attend the following meetings: Technical Review Committee, Planning Commission, Board of Zoning Appeals, and Shoreline Commission. In accordance with COMAR, applicable projects will be forwarded to the Critical Area Commission (CAC) for review and comments.
3. Provide technical assistance.	Ongoing	Local Govt.	A monthly building permit log is maintained for all permits issued in the Critical Area. A summary sheet is maintained for Critical Area

			variance requests. Quarterly reports are submitted to the CAC.
--	--	--	--

TASK 2: Review, update, develop, and implement changes to and incorporate new legislation into local Critical Area Programs through zoning ordinances, subdivision regulations, comprehensive plans, maps, and policies.

Activities	Time Line	Responsible Entity	Deliverables
1. Review existing ordinances, regulations, plans, and policies.	Ongoing	Local Govt.	Planner will review the proposed changes to the Zoning and Subdivision Control Article, based on the Comprehensive Plan being implemented, for consistency with the Critical Area Ordinance.
2. Develop new ordinance language, regulations, plans, and policies.	Ongoing	Local Govt.	Planner will work with Administrators to develop new ordinance language, regulations, plans and policies, to implement changes set forth in State Legislative Bills.
3. Adopt new legislation.	Ongoing	Local Govt.	Prepare Resolution(s) for revisions or additions to existing Ordinance, which incorporates State legislation.

TASK 3: Comprehensively review local programs as mandated by the Critical Area Law.

Activities	Time Line	Responsible Entity	Deliverables
1. Review existing ordinances, regulations, plans, and policies.	Ongoing	Local Govt.	Planner will review local program and maintain comments and office policies for consistency with State legislation.

2. Develop new ordinance language, regulations, plans, and policies.	Ongoing	Local Govt.	Prepare Amendments and Refinements, as necessary, for new ordinance language, regulations, plans and policies.
3. Adopt new legislation.	Ongoing	Local Govt.	Implement new adopted legislation.

TASK 4: Provide for enforcement of local Critical Area regulations by performing site visits, responding to complaints, issuing citations and “Stop Work” orders, and following up on mitigation and remediation efforts.

Activities	Time Line	Responsible Entity	Deliverables
1. Respond to complaints and perform site visits.	Ongoing	Local Govt.	In response to complaints, Inspectors will perform site visits and maintain field reports, and pictures in project files. Provide on-site consultation. If a violation is cited, a violation log will be maintained.
2. Issue citations and “Stop Work” orders.	Ongoing	Local Govt.	If warranted, Inspectors will issue enforcement activity in the field (i.e. Stop Work Orders). Follow-up with certified letters and citations to properly owners pursuant to HB 1253 violation criteria.
3. Follow up on mitigation and remediation efforts.	Ongoing	Local Govt.	Inspectors and Planner will perform inspection to verify compliance with permit conditions or remediation efforts. Field reports will be prepared and maintained in project fields, Secure Planting Agreement and Bonds, Where applicable.

TASK 5: Provide general assistance to property owners within the Critical Area including explanation of regulations and discussion of development options on properties affected by the Critical Area regulations.

Activities	Time Line	Responsible Entity	Deliverables
1. Provide assistance.	Ongoing	Local Govt.	Planner and Inspectors will provide assistance via telephone, email, regular mail, office meetings, and site visits as required or requested. Any relevant notes, surveys, and plans will be placed in the project files.

TASK 6: Educate the public about the Critical Area regulations through presentations to community groups, civic associations, business organizations, and schools. Develop brochures, publications, and displays that educate the public about the Critical Area.

Activities	Time Line	Responsible Entity	Deliverables
1. Make presentations.	Ongoing	Local Govt.	Seminars are encouraged and conducted upon request.
2. Develop brochures, publications, information guides, and displays.	Ongoing	Local Govt.	Existing Information Brochures are reviewed and updated as needed to help assist and educate the public on Critical Area issues. Information is also available on-line in the Worcester County Government Website.

TASK 7: Coordinate Critical Area Program activities with other local, State, and federal agencies to facilitate effective implementation.

Activities	Time Line	Responsible Entity	Deliverables
1. Review and comment on Development proposals.	Ongoing	Local Govt.	Planner will provide CAC proposed applications for review and comments per COMAR. Also verify approvals from appropriate State and Federal agencies

			prior to issuance of local permits.
2. Develop, refine, and implement policies for interagency cooperation.	Ongoing	Local Govt.	Staff will continue to coordinate information with DNR and MDE, and prepare Memorandums of Understanding, if needed.
3. Share common problems and develop appropriate solutions.	Ongoing	Local Govt.	Attend quarterly MACO meetings for guidance. Attend Technical Review Committee monthly meetings and Wetlands Planners Group quarterly meetings. Also, arrange on-site meetings, when warranted.

TASK 8: Use fees-in-lieu or offset monies collected to promote the goals of the Critical Area Law.

Activities	Time Line	Responsible Entity	Deliverables
1. Plant riparian forest buffers.	Ongoing	Local Govt.	Where appropriate and feasible, consider utilization of funds for planting riparian buffers.
2. Implement an urban forestry program and plan.	Ongoing	Local Govt.	Where appropriate and feasible, consider utilization of funds for urban tree and landscape plantings.
3. Increase forest cover within the Critical Area.	Ongoing	Local Govt.	Utilization of funds for increasing forest cover within the Critical Area. Report activities to the CAC on quarterly reports.
4. Install new or improve existing storm water treatment facilities or Best Management Practices.	Ongoing	Local Govt.	Where appropriate and feasible, consider utilization of funds for improvement Best Management Practices.

TASK 9: Implement special conservation efforts that result in long-term protection of land within the Critical Area.

Activities	Time Line	Responsible Entity	Deliverables
1. Provide guidance, design recommendations, and information on conservation for habitat and water quality protection.	Ongoing	Local Govt.	Planner will work to implement long-term conservation easements and water quality protection measures.
2. Implement long-term protection of Critical Area lands.	Ongoing	Local Govt.	Planner will prepare Easements, as warranted, and review Deed Restriction and Covenants for Homeowner Association Documents.

TASK 10: Design and plan projects that promote public access to the water or public environmentally-oriented recreation or education.

Activities	Time Line	Responsible Entity	Deliverables
1. Design public water access.	Ongoing	Local Govt.	Planner will coordinate with Public Works Department on revitalization of existing public water access areas, pursuant to the goals and intent of the Ordinance.
2. Prepare plans for environmentally oriented recreation and/or education facilities.	Ongoing	Local Govt.	Planner will respond to requests for environmentally oriented recreation and/or education facilities.

TASK 11: Review development activities that permit a local government to approve a building permit for an accessory dwelling unit that is considered part of the primary dwelling unit for purposes of density calculations in the Resource Conservation Area.

Activities	Time Line	Responsible Entity	Deliverables
1. Review projects.	Ongoing	Local Govt.	Planner will review permits

			and site plans for compliance prior to issuance of a permit.
2. Maintain records of building permits issued.	Ongoing	Local Govt.	This information is included on a monthly spreadsheet for building permits. Also included in quarterly reports to the CAC.

V. GUIDELINES FOR PROPER INVOICING

Planner/Inspector shall submit, on a quarterly basis, an invoice and quarterly activity report to the Critical Area Commission. The invoice should summarize expenditures and mimic the format of the Budget in the Scope of Work including a detailed expenditure sheet that identifies expenditures by budget category. Proof of payment will be provided in order for reimbursement.

In lieu of reporting salaries on the detailed expenditure sheet and providing copies of time sheets, the Planner/Inspector may use the Salary Summary form to report salaries. In order to use this form, the Planner/Inspector will provide in writing to the Commission before the first billing period, the name of signing authority who will be responsible for verifying the accuracy of the forms and must agree to maintain time records on file for three years following the close of the grant.

The same level of detail should be provided regarding other expenditures, such as supply and material purchases, consultant fees, travel, etc.

The following documentation for expenditures will be continued:

Category	Backup Documentation Needed
Salaries	Copies of time sheets or Salary Summary Sheet. Description of project hours, hourly rate, fringe benefit rates, position title. Hard copies of time sheets will be retained by the local government for a minimum of three years from the close of the grant period.
Communication	Copies of phone bills and canceled checks or check numbers verifying payment. Documentation for postage should include copies of receipts.
Travel	Copies of approved expense reports and copies of all validated bills, invoices and receipts that are related to the travel should be included. Additional information is required if claiming reimbursement for using a personal vehicle. In order for the contractor to be reimbursed, they

	must provide proof that the driver has been reimbursed. Check numbers or copies of canceled checks are acceptable forms of payment verification. Itemization and purpose of travel are required.
Supplies/Equipment	Copies of canceled checks or check numbers, receiving reports showing that merchandise was received, cash register receipts, or payment forms signed by a fiscal officer. Itemized description of purchases on detailed expenditure sheet.
Contractual Services	Copies of bills or invoices with receipts or a payment authorization form signed by a fiscal officer. Also, copies of canceled checks or copies of check numbers. Detailed description of services provided, timeframe of services, and hourly rate for services. Description of services on detailed expenditure sheet.
Time period of support documentation should coincide with the billing time period.	

VI. ELIGIBLE EXPENDITURES

Planner/Inspector shall submit only those expenditures directly related to local Critical Area Protection Program implementation and/or amendment(s) may be charged against the grant; unless otherwise specifically authorized by the Commission in writing.

Eligible expenditures may include but are not limited to:

Category	Description
Administrative Costs	Operational expenditures such as: telephone, postage, advertising, map reproduction (associated with comprehensive review), etc. Dues are an ineligible expense. Expenditures for services must be individually itemized in the Scope of Work and justified (including identifying the possible use of consultants/contractors).
Supplies & Materials	Operational expenditures such as: offices supplies, publications, printing, etc.
Travel/Conferences	In-state conferences, workshops, seminars, training, or in state travel. In state conferences, etc. may be eligible for reimbursement if they: a) have been specifically identified in the original Scope of Work and, b) are Critical Area-related. If the generic term of "Conferences/Training" is used as the line-item description in the Scope of Work to cover <i>possible</i> expenditures, which <i>may</i> arise, the jurisdiction must obtain prior written approval from the Commission before incurring any conference/training

	<p>costs in order for the expenditure to be considered eligible for reimbursement.</p> <p>TRAVEL: Travel must be directly associated with implementing the local Critical Area Program. Use of personal vehicles will be reimbursed at a rate not to exceed the State's standard reimbursement rate. Refer to Section V – "Guidelines for Proper Invoicing" above, for required support documentation. Maintenance, repairs, and insurance are ineligible expenses.</p> <p>VEHICLES: Leased vehicles must be specifically identified and justified in the Scope of Work. Multi-year leases <u>will not</u> be approved. The Commission will require a copy of the lease agreement between the vendor and the local jurisdiction prior to reimbursement. Jurisdictions must provide mileage reports that show: personnel using vehicle, places traveled to, miles traveled, gasoline/oil purchased, and any other maintenance requirements. The local government must cover the cost of insurance for the vehicle. The purchase of vehicles or the purchase/lease of boats are ineligible for reimbursement.</p>
Consultants/Legal*	<p>Work to be performed by outside consultants, contractors, or lawyers, for which a "contractual agreement" is legally entered into, must be specifically identified in the Scope of Work. The Scope description must include: name of vendor to perform services (if available), a detailed description of the services to be performed, and the time frame for completion of each task, the expected work product, and an itemized budget. Work products (such as maps, ordinances, plans, etc.) produced by consultants must be submitted with the quarterly report and invoice.</p>
<p>*If legal counsel is considered a staff person hired by the local jurisdiction, rather than one used on retainer, then they should be identified under "PERSONNEL AND BENEFITS," and not as a contractor under "CONSULTANTS/ LEGAL." In addition, only those legal fees associated with the review of program refinements/ amendments, new ordinances/regulations or local project review are eligible expenses. Legal fees directly or indirectly associated with preparing for, conducting, defending, and/or prosecuting an administrative, judicial or other original proceeding or appeal in which the local jurisdiction takes a position concerning a project approval and/or program amendment, which are contrary to that which has been or is expressed in writing by the Commission, are <u>ineligible</u> for reimbursement. Types of fees to which this provision may be applicable are: legal counsel, attorney preparation and/or review of documents and court fees.</p>	
Salaries & Fringe Benefits:	<p>Only the percentage of time spent actually working on Critical Area activities may be applied toward the grant. Please identify all positions in the Scope of Work. For each position identified in the Scope, the following items must also be included: hourly rate, itemized fringe benefits with associated cost breakdown, and percentage of time to be spent working on Critical Area activities, and description of work to be performed by position.</p>

Unless specifically included in the original proposed Scope of Work, or incorporated and approved through the amendment process, expenditures associated with consultants, contractors, legal fees, or any other category defined above, will be considered an ineligible expense.

VII. SCOPE OF WORK - VEHICLE FOR OBTAINING GRANT

Planner/inspector will submit a detailed Scope of Work identifying tasks/activities, products/deliverables, time-lines for completion of work, and a detailed budget should be submitted to the Fiscal Administrator, Irene Lamb at the Commission upon receiving notice that they are due.

VIII. PERIOD OF PERFORMANCE

The period of performance for grants made in FY 2019 shall be from July 1, 2018 through June 30, 2019. Unless there is a "No-Cost Extension" granted by the Commission, all unspent monies will revert back to the Commission by June 30th of each year.

IX. AMENDMENTS

Staff will submit amendments to the Scope of Work in writing to the Fiscal Administrator, Irene Lamb. Amendments for task, budget or appropriation change will:

- 1) Include justification for the change; and
- 2) Provide a detailed description of the change.

Amendments for "No-Cost Extensions" will include:

- 1) Justification for extension; and
- 2) Detailed budget identifying the monies to be spent during the extension period (maximum 90-day extension).

Requests for major changes or amendments which include monetary changes greater than 10% and/or task changes that involve adding/deleting or significantly altering tasks must be submitted to the Commission in writing no later than March 1st. Requests for minor changes/amendments that include monetary change less than 10% and/or insignificant task changes may be submitted to the Commission in writing any time before May 1st.

Please Note: A "No-Cost Extension" is designed to enable completion of tasks listed in the Scope of Work which cannot be completed during the fiscal year due to extenuating circumstances. Extensions will not be granted based solely on the need to spend the fiscal year grant allocation and will not be extended beyond June 30, 2019. No-cost extensions are considered a major amendment and requests must be submitted no later than March 1st. All

associated invoices and reports must be submitted by June 30, 2019 for the close of the grant.

X. QUARTERLY REPORTS

Quarterly reports should detail work activities; identify progress made on Scope Tasks to date, obstacles encountered during the quarter, and new tasks that are about to begin. The report should follow the format of the approved Scope of Work and should report on activities contained therein.

If for any reason a jurisdiction is unable to perform the tasks identified or expend monies as detailed in the Scope of Work, a written explanation must be provided to the Commission as to why tasks were not performed and/or as to why monies were not spent. A formal semi-annual review will be conducted each year by the Commission to evaluate the progress being made under the Scopes of Work. Local governments who have not expended at least half of the funding appropriation and who have not provided justifications will be in jeopardy of losing funding in an amount commensurate with the time lost.

Any changes to the original Scope of Work (as identified in Section VII above) must be requested in writing to the Fiscal Administrator, Irene Lamb at the Commission and written approval provided, before they can be included in the quarterly report.

An electronic copy of the quarterly report shall be submitted to the Fiscal Administrator, Irene Lamb.

XI. INVOICES

The Planner/Inspector will submit invoices on local government letterhead or official local finance office stationery. An invoice should always include: the local jurisdictions name and address, federal identification number, grant agreement purchase order number, the time-frame covered by the invoice and should summarize, by category, expenditures which add up to the invoice total or the amount being requested for reimbursement or amount invoiced. In addition to the invoice, jurisdictions must include a detailed expenditure sheet that provides detailed line item descriptions, by category, of expenditures. The detailed expenditure sheet should include the time period that the invoice covers and provide detailed information on expenditures as described in Section V, on page 5. Invoices must be submitted to the Fiscal Administrator, Irene Lamb, electronically on a quarterly basis and include proper support documentation, of which the quarterly report is a part, in order to be considered valid submission. Please submit one electronic invoice, detailed expenditure sheet, support documents and quarterly activity report (one electronic copy of report as per instructions above).

Invoices dated prior to, or costs incurred prior to, the execution date noted on the Grant Agreement, are ineligible expenditures and cannot be reimbursed by the Commission.

The 4th quarter invoice must be provided to the Fiscal Administrator, Irene Lamb at the Commission no later than June 30, 2019 close of the State fiscal year.

XII. WORK PRODUCTS

The Planner/Inspector will submit one electronic copy of the invoice and quarterly status report with the exception of GIS activities and any specific or technical paper, abstract or report.

Please complete and return to **IRENE LAMB** to update my files:

irene.lamb1@maryland.gov

FY19 - Contact Information Update: Critical Area County/ Town Contacts

In many cases there is more than one person or department responsible for the County's Critical Area Quarterly Invoice/Report Billings, requested Scope of Work and Grant Agreement signatures.

Please complete the following contact information to keep our files current.

❖ **County or Town of:** Worcester County

❖ **Address for county mailings:**

One West Market Street

Room 1306

Snow Hill, MD 21863

❖ **Person responsible for quarterly invoice/report billings:**

Joy S. Birch

Phone #: 410-632-1220 Ext 1161 **Email address:** jbirch@co.worcester.md.us

❖ **Person responsible for submitting requested Scope of Work:**

Joy S. Birch

Phone #: 410-632-1220 Ext 1161 **Email address:** jbirch@co.worcester.md.us

❖ **Person responsible to receiving FY Grant Agreements for Signature:**

Joy S. Birch

Phone #: 410-632-1220 Ext 1161 **Email address:** jbirch@co.worcester.md.us

Name and Title of Person with authority to sign, on behalf of the local government

Worcester County Commissioner

Harold Higgins, County Administrator

Jenelle Gerthoffer, NR Administrator



10

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
Kelly Shannahan, Assistant County Administrator
FROM: Tom Perlozzo, Director of Recreation and Parks TP
DATE: April 18, 2018
SUBJECT: Public Landing Wharf – Next Edge Lease Agreement

As directed, Enclosed is the request for the approval of a lease agreement between the County (Landlord) and NextEdge Networks, LLC. (Tenent) to be presented to the commissioners. As you know, the purpose of the agreement is to permit the installation of an ESC sensor.

In 2015, the FCC approved usage of a spectrum called Citizens Broadband Radio and since, commercial users and carriers have been dominating usage of the signal resulting in increased traffic. The purpose of this 'receive-only sensor' is to provide government and military priority usage of the signal when needed for air and sea operations. When necessary, the device relocates commercial users to a different part of the band, thereby freeing up the spectrum for government use. These sensors are presently being installed every 20-25 miles along the United States coastline.

The location selected for the sensor install is Public Landing Warf. Next Edge has provided the attached rendering and location. The device is small and can be hidden from public view when installed on the eastern side of the existing pavilion cupola. The device is a receive-only and does not transmit or interfere with existing equipment. Data is sent via Ethernet connection and all cost associated with the complete install and future maintenance is borne by the tenant. If approved the annual leasing revenue would be \$1,150.00 which includes the cost associated with Ethernet connectivity by the tenant as well.

I am recommending approval of the enclosed lease agreement pending *any other department review and concerns*. Please feel free to call me at 410-632-2144, extension 2505, should you have any questions or concerns. Thank you, in advance, for your consideration of the proposed.

Enclosures

cc: Brian Jones, IT Manager
John Tustin, Public Works Director
Fred Webster, Director of Emergency Service
William Rodriquez, Parks Superintendent

Project Overview

What this equipment does:

- In 2015, the FCC approved usage of a spectrum called Citizens Broadband Radio Service. Commercial users and carriers have been dominating the usage of the signal and it has been experiencing increased traffic.
- The purpose of this sensor is to give the government and military priority usage of this signal when it is needed for air and sea operations. When necessary, the sensor relocates commercial users to a different part of the band. It then frees up the spectrum for government use and gives them priority access and interference-free access in order to protect the coastline and nation.
- These sensors are being installed up and down the coastlines in the U.S. in every 20-25 miles.

We will install one of two ways:

- Non-penetrating sled mount on the roof (see photo.) It's weighted to withstand the windload requirements of each market. If the owner needs to do roof repairs or replace the roof, we can merely pick it up and move the sled to another portion of the roof and put it back.
- Parapet or penthouse wall mount. We merely attach a pipe mount on the side and place the sensor on that. In this case, we use bolts to install a plate and attach a pipe with the sensor.



About the equipment:

- The ESC sensor weighs between 3.5 to 7 pounds.
- This is a receive-only sensor which does not transmit nor cause any interference to your existing equipment. This equipment doesn't transmit any frequency and any data is sent via ethernet or modem connection.
- We will install a power box (8"x10", 7 pounds) located in your telecommunications room or shelter
- We would like to use an available circuit breaker in your existing panel, or we can install a 10-amp breaker at our expense

- If wireless backhaul is used, the whole system needs about 1.5 amps or approximately 160 watts (around one and a half lightbulbs). If wired backhaul is used, the amount of power needed will be cut by approximately half.

About the project:

- To assist with your research, we encourage you to visit FederatedWireless.com
- Next Edge Networks is a subcontractor of Federated Wireless. We were hired to procure lease agreements with property owners to perform the installation of this equipment along the coastlines of the U.S. We don't directly represent any federal agency, however the federal agencies are beneficiaries of the equipment that we are installing.
- Doug Wiest, CEO of Next Edge Networks will be the signing party of this agreement. His bio can be found here: <http://nextedgenetworks.com/about-us/>

LEASE AGREEMENT

This Lease Agreement ("Agreement") dated _____, 2018 ("Effective Date"), between Worcester County Commissioners, with its principal offices located at One West Washington Street, Snow Hill, Maryland 21863, ("Landlord"), and NextEdge Networks, LLC, a Delaware limited liability company, with its principal offices at 240 Stockton Street, 3rd Floor, San Francisco, CA 94108 ("Tenant"). Landlord and Tenant are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

RECITALS

In consideration of the mutual covenants contained herein and intending to be legally bound hereby, the Parties agree as follows:

1. **LEASE OF PREMISES.** Pursuant to all of the terms and conditions of this Agreement, Landlord agrees to lease to Tenant space on the real property to which Landlord has an interest located at _____, (the "Property") for Tenant's installation, operation, repair, and maintenance of a communications facility consisting of sensors and related communications equipment as depicted in Exhibit "A" (the "Premises"). Furthermore, Landlord grants Tenant the non-exclusive right of ingress and egress from a public right-of-way, seven (7) days a week, twenty-four (24) hours a day, over the Property to and from the Premises for the purpose of installation, operation, and maintenance of Tenant's communications facility. If sufficient electrical power (not to exceed a 10 Amp breaker) is available for Tenant's communications facility, Landlord agrees to allow Tenant to utilize Landlord's power at no additional cost and Tenant's use of Landlord's power is included in the consideration described below in Paragraph 3. Tenant has the right to install conduits connecting the Premises to Landlord's power source. If there is insufficient electric service on the Property for Tenant to operate its communications facility, or if Tenant requires a telephone, cable, or fiber connection, Landlord grants Tenant or the servicing utility provider the right to install such utilities on, over and/or under the Property, provided the location of such utilities shall be approved by Landlord.

2. **CONDITION OF PROPERTY.** Landlord represents and warrants to Tenant that as of the Commencement Date (as defined in Paragraph 3 below) and continuing throughout the Term: Property is in compliance with all laws, including any applicable building codes, regulations, or ordinances and the Property is free of all lead-based paint, asbestos or other hazardous substances, as such term may be defined under any applicable federal, state or local law. If a breach of the representations and warranties contained in this Paragraph is discovered at any time, Landlord shall, promptly after receipt of written notice from Tenant setting forth a description of such non-compliance, rectify same at Landlord's expense.

3. **TERM; RENTAL.** This Agreement shall be for a term of five (5) years commencing upon the day that Tenant commences installation of the equipment on the Premises (the "Commencement Date"). Tenant shall provide Landlord written notification of its intent to commence the Agreement. Said notification shall be deemed received by Landlord be via email with read receipt acknowledgement. Within thirty (30) days of the Commencement Date, Tenant will pay Landlord, as rent the sum of One Thousand Dollars (\$1,150.00) per year ("Rent").

4. **EXTENSIONS.** This Agreement shall automatically be extended for three (3) additional five (5) year terms unless Tenant terminates it at the end of the then current term by giving Landlord written notice of the intent to terminate at least two (2) months prior to the end of the then current term. The initial term and all extensions shall be referred to collectively herein as the "Term". Tenant will pay Landlord, as consideration for this Agreement extension, an annual payment in the amount of one thousand dollars (\$1,150.00). Said payment will be paid annually within thirty (30) days of each of extension in advance and incur the standard 2 percent (2%) annual increase.

5. **USE; GOVERNMENTAL APPROVALS.** Tenant shall use the Premises for the purpose of

installing, operating, repairing, and maintaining a communications facility and incidental uses. Tenant shall have the right to replace, repair, add or otherwise modify its utilities, equipment and/or conduits or any portion thereof and the frequencies over which the equipment operates. It is understood and agreed that Tenant's ability to use the Premises is contingent upon its obtaining all of the certificates, permits and other approvals (collectively the "Governmental Approvals") that may be required by any federal, state or local authorities. Landlord shall cooperate with Tenant in its effort to obtain such approvals and shall take no action that would adversely affect the status of the Property with respect to the proposed use thereof by Tenant.

6. INDEMNIFICATION AND LIMITATION OF LIABILITY.

a. Subject to Paragraph 7 below and to the extent allowed by applicable law, each Party shall indemnify and hold the other harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of the indemnifying Party, its employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the other Party, or its employees, contractors or agents.

b. Except to the extent allowed by applicable law, neither Party shall be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

7. INSURANCE.

a. To the extent allowed by applicable law, the Parties hereby waive and release any and all rights of action for negligence against the other which may hereafter arise on account of damage to the Premises or to the Property, resulting from any fire, or other casualty of the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by the Parties, or either of them. These waivers and releases shall apply between the Parties and they shall also apply to any claims under or through either Party as a result of any asserted right of subrogation. All such policies of insurance obtained by either Party concerning the Premises or the Property shall waive the insurer's right of subrogation against the other Party.

b. Tenant will maintain commercial general liability insurance with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$500,000 for damage or destruction to property in any one occurrence. Tenant shall name the Landlord as an additional insured and provide the Landlord with a certificate of insurance evidencing such.

8. TERMINATION. Notwithstanding anything to the contrary contained herein, provided Tenant is not in default hereunder beyond applicable notice and cure periods, Tenant shall have the right to terminate the Agreement providing two (2) months prior written notice to Landlord.

9. INTERFERENCE. Tenant's communications facility will not cause measurable interference to Landlord's or any other tenants of the Property's equipment that is operating on the Property prior to the Effective Date, such measurable interference to be determined in accordance with then existing industry standards. If Tenant's equipment causes measurable interference, Landlord will notify Tenant in writing, and Tenant will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at Tenant's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will Landlord be entitled to terminate the Agreement or relocate the equipment as long as Tenant is making a good faith effort to remedy the interference issue. Landlord agrees that Landlord and/or any other tenants of the Property who currently have or in the future take possession of the Property will not install or operate equipment that causes measurable interference to Tenant's then existing communications facility. The Parties acknowledge that

there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

10. REMOVAL AT END OF TERM. Tenant shall, within thirty (30) days after the expiration of this Agreement, remove its communications equipment and all personal property and restore the Premises to its original condition immediately prior to Tenant installation, reasonable wear and tear and casualty damage excepted. Landlord agrees and acknowledges that all of Tenant's communications equipment and personal property shall remain Tenant's personal property, and Tenant shall have the right to remove the same at any time during the Term.

11. WAIVER OF LANDLORD'S LIEN RIGHTS. Landlord expressly waives, releases and negates any and all liens and security interests (constitutional, statutory, contractual or otherwise) to which Landlord might now or hereafter be entitled on all communications equipment, trade fixtures, or other personal property or assets which Tenant may place or permit to be placed in or about the Premises. In connection with such waiver, Landlord agrees to enter into any such bona fide lien holder's commercially reasonable form to acknowledge such waiver and Tenant will reimburse Landlord for all reasonable attorneys' fees Landlord incurs in connection with such agreement. Such amounts shall be due and payable within thirty (30) days of Landlord's written demand therefor.

12. RIGHTS UPON SALE. If Landlord, sells or transfers the Property during the Term of the Agreement, such sale or transfer of interest will be under and subject to the Agreement and any such purchaser or transferee shall recognize Tenant's rights hereunder the terms of the Agreement.

13. OUIET ENJOYMENT AND REPRESENTATIONS. Landlord covenants that Tenant, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises. Landlord represents and warrants to Tenant as of the date of the Agreement, and covenants during the Term that Landlord is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute the Agreement. Landlord further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting Landlord's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Premises by Tenant as set forth above.

14. ASSIGNMENT AND SUBLETTING. Provided no default has occurred and is continuing, Tenant shall have the right to assign, hypothecate, mortgage, and/or sublease all or any portion of this Agreement, the Premises, and/or any and all rights appurtenant thereto. Upon an assignment to an assignee who assumes all obligations and duties under this Agreement, Landlord will release Tenant from any and all liability under the Agreement from the effective date of the assignment.

15. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LANDLORD:

TENANT: NextEdge Networks, LLC
 240 Stockton Street, 3rd Floor
 San Francisco, CA 94108
 Attn: Network Operations

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

16. RECORDING. At Tenant's request, Landlord agrees to execute a memorandum of agreement which Tenant may record with the appropriate recording officer. The date set forth in the memorandum is for recording purposes only and bears no reference to commencement of the Term.

17. DEFAULT AND REMEDIES. Notwithstanding anything contained herein to the contrary and without waiving any other rights granted to it at law or in equity, each Party shall have the right, but not the obligation, to perform a defaulting Party's duty or obligation on the defaulting Party's behalf, or may terminate this Agreement immediately on written notice, if the defaulting Party fails to perform any covenant or commits a material breach of this Agreement and fails to diligently pursue a cure to its completion after thirty (30) days' written notice specifying such failure or performance or default, or after five (5) days' written notice if Landlord fails to perform any covenant that interferes with Tenant's ability to operate its communication facility. Any costs and expenses incurred by the non-defaulting Party related to performing the defaulting Party's duty or obligation shall be due and payable by the defaulting Party upon invoice submitted by the non-defaulting Party.

18. CASUALTY. If damage by fire or other casualty to the Building or Premises impact Tenant's use of the Premises, Landlord will use best efforts to relocate Tenant temporarily to avoid disruption of Tenant's ability to operate its communication facility. If the damage or other casualty cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt Tenant's operations at the Premises for more than forty-five (45) days, then Tenant may, at any time following such fire or other casualty, terminate the Agreement upon fifteen (15) days prior written notice to Landlord.

19. MISCELLANEOUS. This Agreement contains all agreements, promises and understandings between the Landlord and the Tenant regarding this transaction, and no oral agreement, promises or understandings shall be binding upon either the Landlord or the Tenant in any dispute, controversy or proceeding. This Agreement may not be amended or varied except in a writing signed by all Parties. This Agreement shall extend to and bind the heirs, personal representatives, successors and assigns hereto. The failure of either party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights hereunder shall not waive such rights and such party shall have the right to enforce such rights at any time. The performance of this Agreement shall be governed, interpreted, construed, and regulated by the laws of the state in which the Premises is located without reference to its choice of law rules.

[The Remainder of this Page is intentionally Left Blank; Signature Page to Follow]

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

LANDLORD:

By: _____

Name: _____

Its: _____

Date: _____

TENANT:

NextEdge Networks, LLC,
A Delaware limited liability company

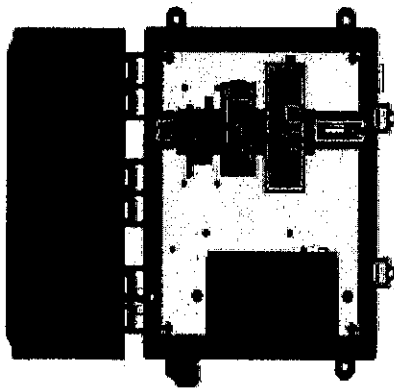
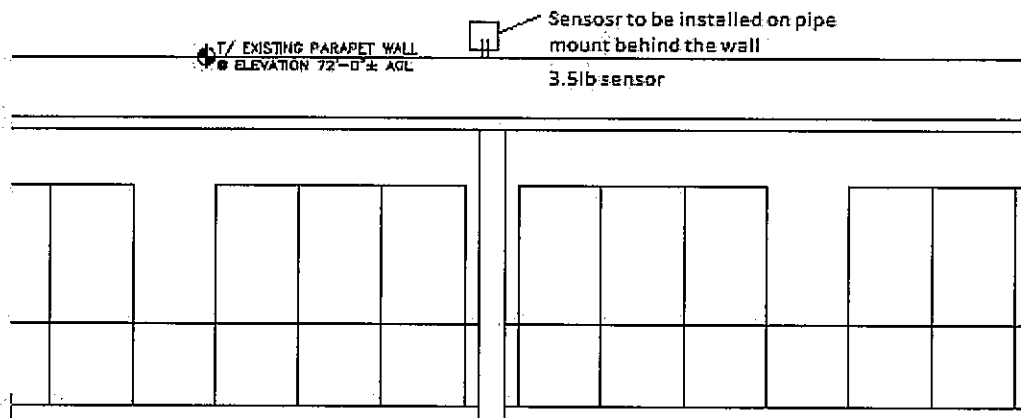
By: _____

Its: CEO

Name: Doug Wiest

Date: _____

Exhibit A
Premises



Power Enclosure mechanical details
Enclosure Dimensions: 12" x 10" x 6"

To be installed on the pipe mount behind the parapet

Notes:

1. This Exhibit A may be replaced by a Site Plan substantially depicting the above once Tenant receives it.
2. The type, number, and mounting positions and locations of sensors and lines are illustrative only. Actual types, numbers, mounting positions, may vary slightly from what is shown above.



LOCATION MAP SCALE: N.T.S. 1

NOTE:
 CONTRACTOR TO VERIFY SPECIFIC ELECTRICAL CONDUIT REQUIREMENTS WITH POWER COMPANY AND LOCAL BUILDING AUTHORITY

federated wireless
 4301 FAIRFAX DR.
 SUITE 310
 ARLINGTON, VA 22203

FULLERTON
 ENGINEERING-DESIGN
 1100 E. WOODFIELD ROAD, SUITE 500
 SCHAUMBURG, ILLINOIS 60173
 TEL: 817-906-8400
 COAH 28227
 www.FullertonEngineering.com

NextEdge
 NETWORKS
 2201 COOPERATIVE WAY
 SUITE 200
 HERNDON, VA 20171
 TEL: (541) 441-1322

REV	DATE	DESCRIPTION	BY
	3/29/18	90% REVIEW	CD
	04/10/18	REV.90% REVIEW	LI

PRELIMINARY NOT FOR CONSTRUCTION

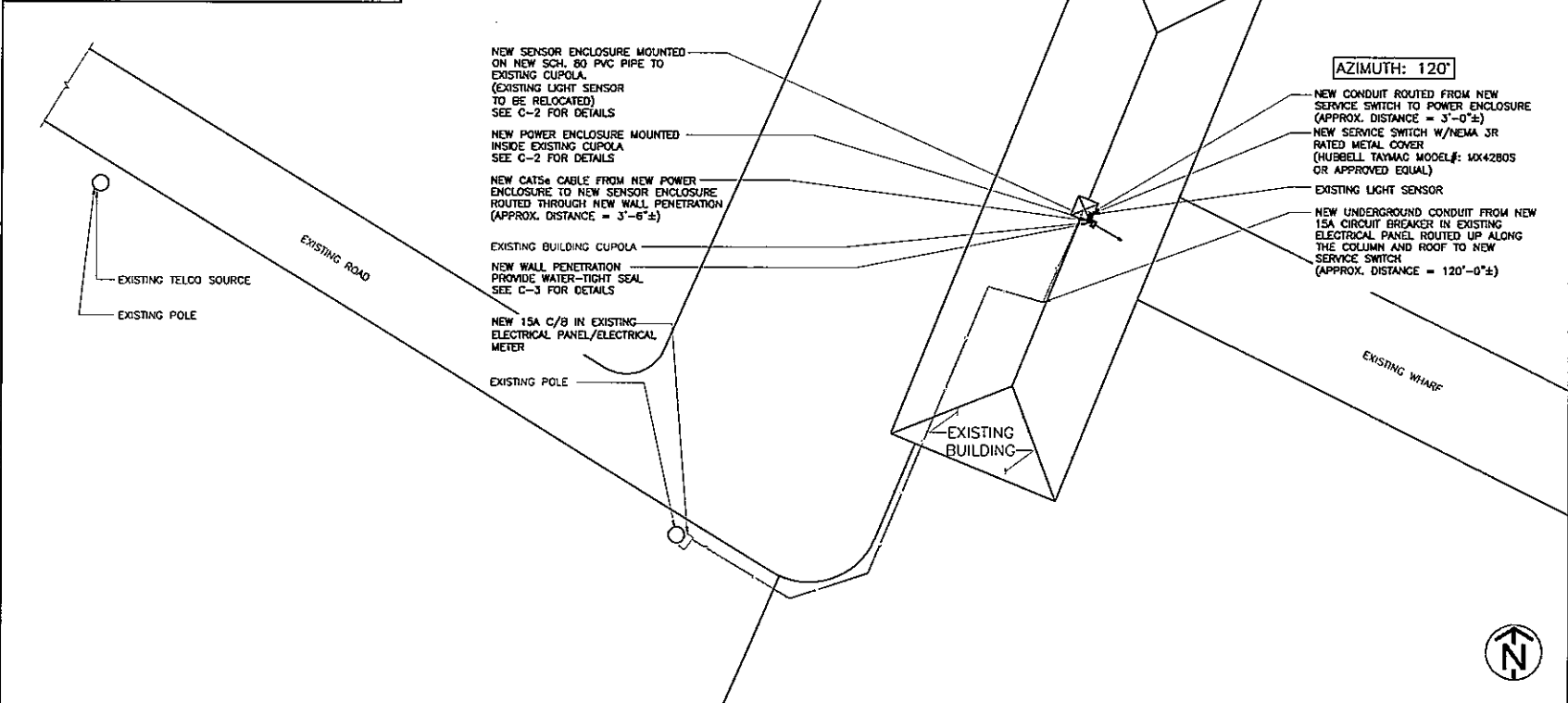
SITE NAME
WORCESTER COUNTY PUBLIC LANDING WHARF

SITE NUMBER:
MD001D

SITE ADDRESS
 8303 PUBLIC LANDING WHARF RD
 SNOW HILL, MD 21863
 SENSOR COORDINATES:
 38.14879, -75.28635

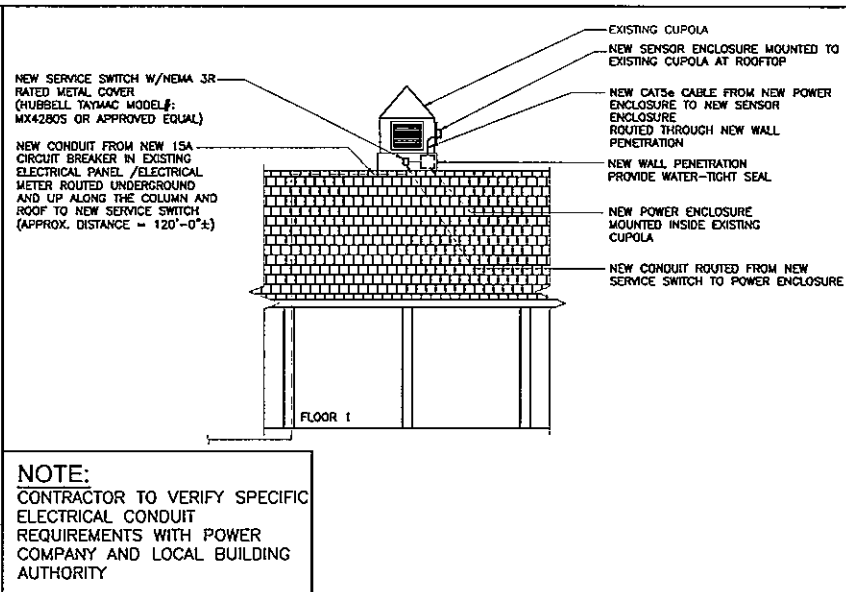
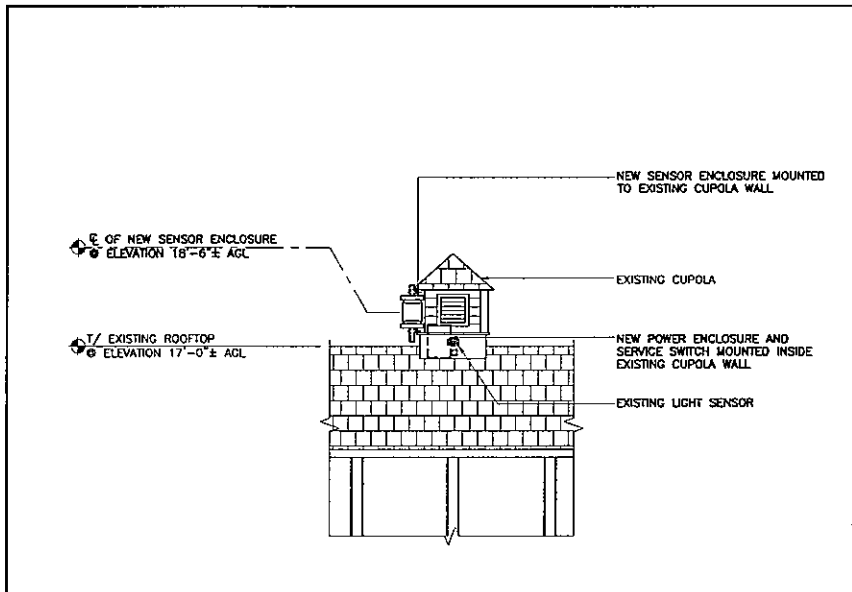
SHEET NAME
SITE PLAN

SHEET NUMBER
C-1



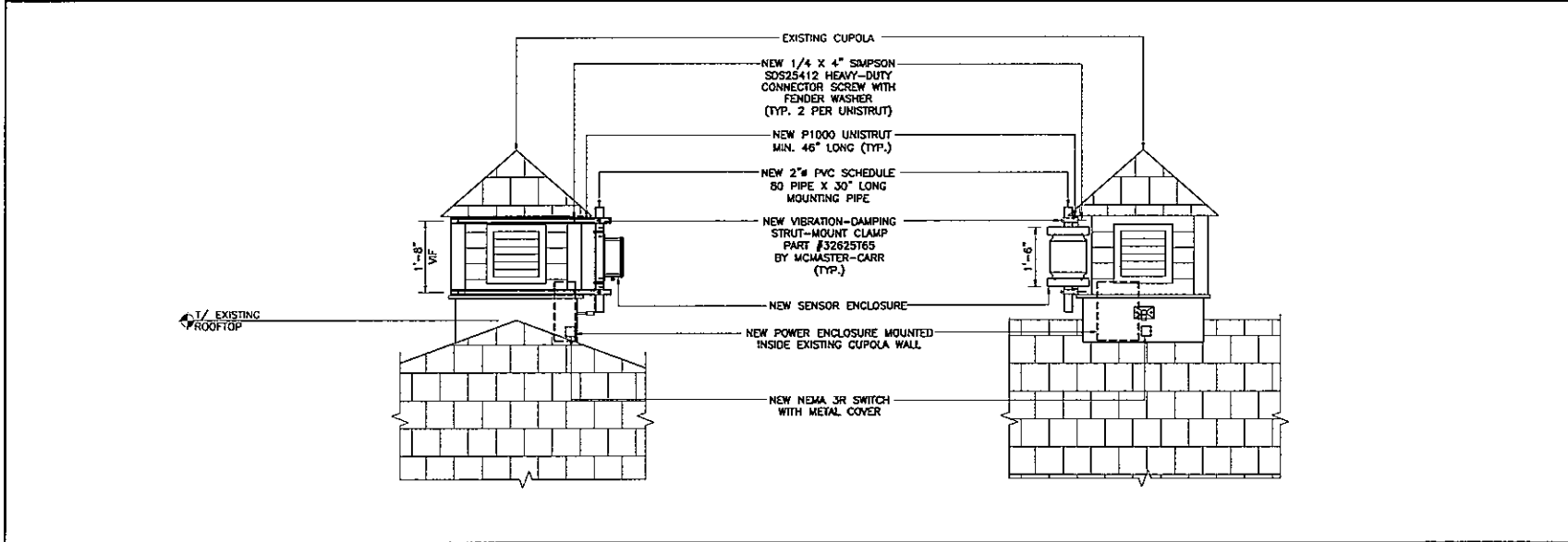
SITE PLAN SCALE: 1/16" = 1'-0" 2

10



ELEVATION SCALE: 3/16" = 1'-0" 1

RISER DIAGRAM SCALE: N.T.S. 2



MOUNTING DETAILS SCALE: N.T.S. 3

federated wireless
 4301 FAIRFAX DR.
 SUITE 310
 ARLINGTON, VA 22203

FULLERTON
 ENGINEERING DESIGN
 1100 E. WOODFIELD ROAD, SUITE 500
 SCHAUMBURG, ILLINOIS 60173
 TEL: 817-908-8400
 COAH 29727
 www.FullertonEngineering.com

NextEdge
 NETWORKS
 2201 COOPERATIVE WAY
 SUITE 200
 HERNDON, VA 20171
 TEL: (541) 441-1322

REV	DATE	DESCRIPTION	BY
	3/29/18	90% REVIEW	CD
	04/10/18	REV.90% REVIEW	LJ

PRELIMINARY NOT FOR CONSTRUCTION

SITE NAME
**WORCESTER COUNTY PUBLIC
 LANDING WHARF**

SITE NUMBER:
MD001D

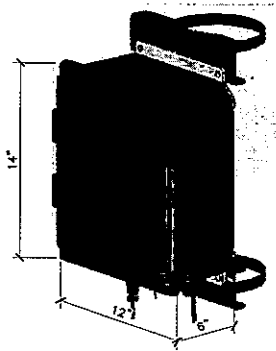
SITE ADDRESS
 8303 PUBLIC LANDING WHARF RD
 SNOW HILL, MD 21853

SENSOR COORDINATES:
 38.14879, -75.28635

SHEET NAME
**SITE ELEVATION
 AND DETAILS**

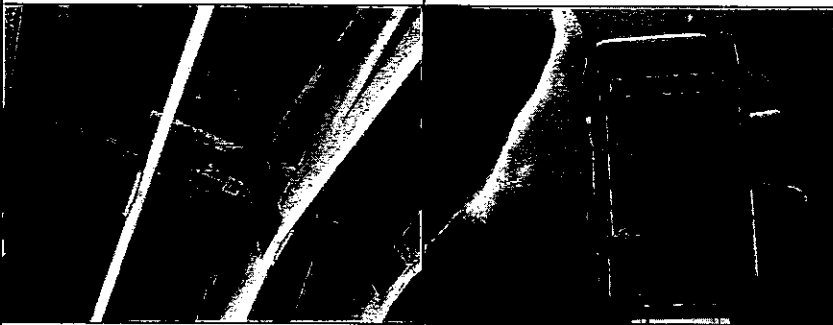
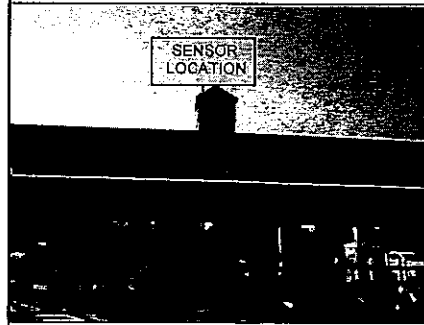
SHEET NUMBER
C-2

PROJECT# 2017.0277.2018



FEDERATED WIRELESS SENSOR ENCLOSURE

ENCLOSURE DIMENSIONS: 14"x12"x6"
 (MAX OUTER DIMENSIONS)
 ESC WEIGHT: 3.75 LBS
 (WITHOUT ANY MOUNTING OPTION HW)



federated wireless

4301 FAIRFAX DR.
 SUITE 310
 ARLINGTON, VA 22203

FULLERTON
 ENGINEERING • DESIGN

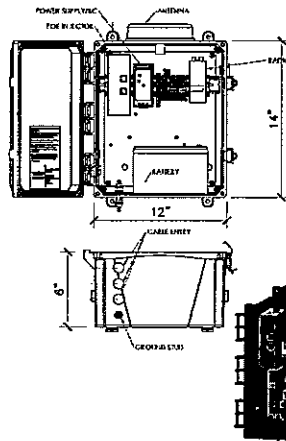
1100 E WOODFIELD ROAD, SUITE 500
 SCHAUMBURG, ILLINOIS 60173
 TEL: 847-906-8400
 CO.# 28727
 www.FullertonEngineering.com

NextellEdge
 NETWORKS

2201 COOPERATIVE WAY
 SUITE 200
 HERNDON, VA 20171
 TEL: (541) 441-1322

REV	DATE	DESCRIPTION	BY
1	3/29/18	90% REVIEW	CD
2	04/10/18	REV.90% REVIEW	LI

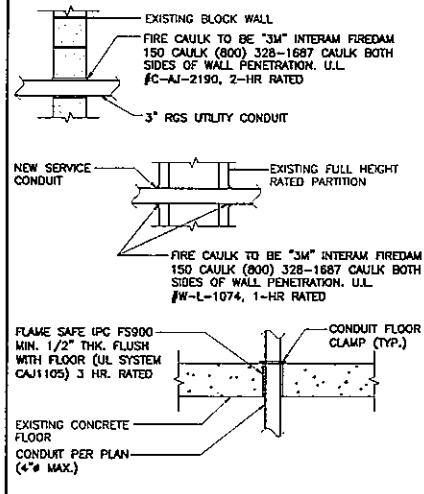
SENSOR DETAIL SCALE: N.T.S. 1



FEDERATED WIRELESS POWER ENCLOSURE

ENCLOSURE DIMENSIONS: 14"x12"x6"
 ENCLOSURE WEIGHT : 15.6 LBS (WITHOUT MOUNTING HW)
 POWER: 3 AMPS

SENSOR ENCLOSURE LOCATION SCALE: N.T.S. 2



NOTES:
 1. CONTRACTOR TO SLOW DRILL SO AS NOT TO CUT ANY FLOOR REBAR.
 2. CONTRACTOR TO ENSURE WATER TIGHTNESS AT ALL WALL AND FLOOR PENETRATIONS

POWER ENCLOSURE LOCATION SCALE: N.T.S. 3

VERIZON dBm STATUS SCALE: N.T.S. 4



CONDUCTOR/CABLE CHART	
CONDUCTOR/CABLE ROUTE	CONDUCTOR/CABLE LENGTH
ELECTRICAL PANEL TO POWER SERVICE SWITCH	120'-0"±
POWER SERVICE SWITCH TO POWER ENCLOSURE	3'-0"±
TOTAL POWER RUN	123'-0"±
CAT5e CABLE FROM POWER ENCLOSURE TO SENSOR	3'-6"±
EXTERNAL BACKHAUL SOURCE TO POWER ENCLOSURE	N/A

POWER DETAIL SCALE: N.T.S. 5

PENETRATION DETAILS SCALE: N.T.S. 6

CONDUCTOR/CABLE CHART SCALE: N.T.S. 7

PENDING - NOT FOR CONSTRUCTION

SITE NAME
WORCESTER COUNTY PUBLIC LANDING WHARF

SITE NUMBER:
MD001D

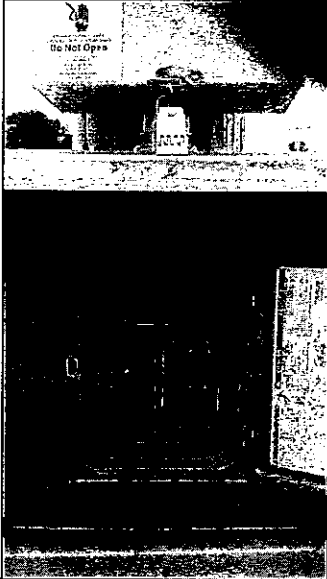
SITE ADDRESS
 8303 PUBLIC LANDING WHARF RD
 SNOW HILL, MD 21863

SENSOR COORDINATES:
 38.14879, -75.28635

SHEET NAME
EQUIPMENT DETAILS & SITE PHOTOS

SHEET NUMBER
C-3

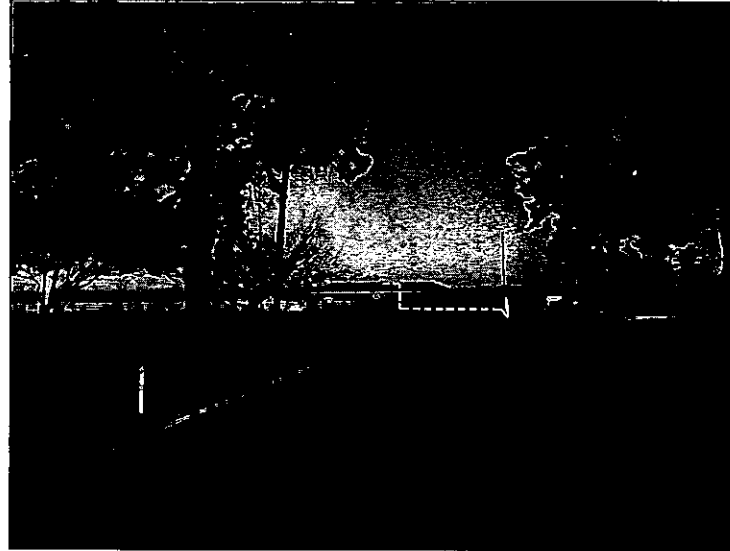
12



EXISTING POWER SOURCE

SCALE: N.T.S.

1



POWER RUN

SCALE: N.T.S.

2



EXISTING POWER SOURCE

SCALE: N.T.S.

3

POWER RUN

SCALE: N.T.S.

4

POWER RUN

SCALE: N.T.S.

5

federated wireless

4301 FAIRFAX DR.
SUITE 310
ARLINGTON, VA 22203

FULLERTON
ENGINEERING • DESIGN

1100 E. WOODFIELD ROAD, SUITE 500
SCHAUMBURG, ILLINOIS 60173
TEL: 847-908-8400
COM# 28727
www.FullertonEngineering.com

NextEdge
NETWORKS

2201 COOPERATIVE WAY
SUITE 200
HERNDON, VA 20171
TEL: (541) 441-1322

REV	DATE	DESCRIPTION	BY
	3/29/18	90% REVIEW	CD
	04/10/18	REV.90% REVIEW	LU

PRELIMINARY NOT FOR CONSTRUCTION

SITE NAME
**WORCESTER
COUNTY PUBLIC
LANDING WHARF**

SITE NUMBER:
MD001D

SITE ADDRESS
8303 PUBLIC LANDING WHARF RD
SNOW HILL, MD 21863
SENSOR COORDINATES:
38.14879,-75.28635

SHEET NAME
SITE PHOTOS

SHEET NUMBER
C-4

PROJECT# 2017.0277.2018

RECEIVED
APR 26 2018
Worcester County Admin



11

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 *JTB*
DATE: April 26, 2018
SUBJECT: Courthouse Jury Assembly Restroom Renovation

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 and summarized below are three bids received on Monday March 26, 2018 for the subject project.

	<u>BIDDER</u>	<u>PRICE</u>	<u>Page</u>
1.	KB Coldiron, Inc.	\$132,870.00	4
2.	Delmarva Veteran Builders, LLC	\$ 164,500.00	5
3.	PWC Builders	\$ 210,000.00	9
		<i>Bid Specifications</i>	12

The pricing received seems extremely high for renovating two restrooms and one custodial closet. The high pricing may be attributable to the following factors.

- ❖ Higher labor costs to work in the secure Prisoner Transport area and basement with ingress and egress constraints for the workforce and demolition plus new material conveyance.
- ❖ Court system noise restrictions that require work to be performed after normal working hours, weekends or holidays.
- ❖ Architect-specified higher-end products for wall and floor finishes.

After considering the above factors, we believe that the only method to lower the costs for this project would be to negotiate with the lowest bidder to seek alternate more economical products that would perform in a comparable manner to meet the project goals. Our recommendation is based on 1) the project floor plan has been thoroughly evaluated for patron flow and should remain unchanged 2) the location and noise constraints cannot be eliminated creating increased labor costs 3) the added measures to work in the secure Prisoner Transport area cannot be eliminated which increased the labor costs.

Therefore, it is recommended that the County reject the bids received and allow a comprehensive product evaluation with KB Coldiron, Inc. who provided the lowest bid. After evaluation of alternate products, a summary of product selection, pricing and recommendations will be presented for the County Commissioners consideration. This is a project requested by the Circuit Court and seems to be a needed upgrade to the current facilities in the Jury Assembly area.

Should you have any questions and or concerns, please feel free to contact me.

Attachments

cc: Ken Whited

Competitive Bid Worksheet

Item: Courthouse Jury Assembly Restroom Renovation Project

Bid Deadline/Opening Date: 1:00 P.M., Monday, March 26, 2018

Bids Received by deadline = 3

Vendor's Submitting Bids

Total Base Bid

Delmarva Veteran Builders, LLC
P.O. Box 621
Salisbury, MD 21803-0621

\$164,500

PWC Builders
1751 Pinnacle Drive, Suite 600
McLean, VA 22102

\$210,000

K. B. Coldiron, Inc.
P.O. Box 297
Frankford, DE 19945

\$132,870

BID FORM

County Commissioners of Worcester County Maryland "Courthouse Jury Assembly Restroom Renovation Project"

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.


BASE BID TOTAL COST: \$ 132,870.00 .00

INFORMATIONAL PRICING: Bidder shall provide, under separate cover letter, Time and Material rates for work that may be discovered and considered as "Extra Work" that was not listed or shown in the Bid plans and specifications. The Bidder shall attach the applicable trade rate sheet(s) to this Bid Form.

BID MUST BE SIGNED TO BE CONSIDERED

Date: 3 / 26 /2018

Signature:



Name:

Gary Feeheley

Company:

KB Coldiron, Inc.

Address:

36546 Dupont Blvd

Seftbyville, DE 19975

Telephone:

(302) 436 - 2611

Email Address: gary@kbcoldiron.com

BID FORM

County Commissioners of Worcester County Maryland "Courthouse Jury Assembly Restroom Renovation Project"

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

BASE BID TOTAL COST: \$ 164 , 500 .00

INFORMATIONAL PRICING: Bidder shall provide, under separate cover letter, Time and Material rates for work that may be discovered and considered as "Extra Work" that was not listed or shown in the Bid plans and specifications. The Bidder shall attach the applicable trade rate sheet(s) to this Bid Form.

BID MUST BE SIGNED TO BE CONSIDERED

Date: 03 / 26 /2018

Signature:



Name:

Christopher Eccleston

Company:

Delmarva Veteran Builders, LLC.

Address:

212 W. Main St. Suite 400

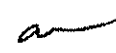

Salisbury, MD 21801

Telephone:

(443) 736 - 1584

Email Address:

chris@delmarvaveteranbuilders.com

ADDENDUM #1 3-13-18 
ADDENDUM #2 3-22-18 

Subcontractor List

- 1. Kitchen Concepts**
- 2. Salisbury Door and Hardware**
- 3. Noland Mechanical**
- 4. ADEX Electrical**

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Delmarva Veteran Builders, LLC
212 W. Main Street
Suite 400
Salisbury, MD 21801

SURETY:

(Name, legal status and principal place of business)

North American Specialty Insurance Company
5200 Metcalf OPN111
Overland Park, KS 66202

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

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

OWNER:

(Name, legal status and address)

County Commissioners of Worcester County Maryland
One West Market Street
Snow Hill, MD 21863

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

PROJECT:

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

Renovation of two public restrooms located in the Worcester County Courthouse

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.

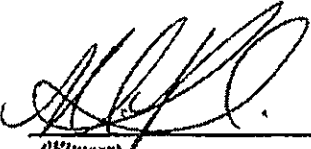
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

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 26 day of March, 2018



(Witness)



(Witness)

Delmarva Veteran Builders, LLC

(Principal) *(Seal)*

By: 

(Title)

North American Specialty Insurance Company

(Surety) *(Seal)*

By: 

(Title) Courtney W. Judge Attorney-in-Fact

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY
WESTPORT INSURANCE CORPORATION

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire and Washington International Insurance Company a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, and Westport Insurance Corporation, organized under the laws of the State of Missouri, and having its principal office in the City of Overland Park, Kansas each does hereby make, constitute and appoint:

THOMAS A. WHIPPLE, BRIAN C. WHIPPLE, JOHN T. WHIPPLE, DOUGLAS J. DIXON, LAURA E. SCHOLZE, COURTNEY W. JUDGE, BRIAN S. McCOOG and ZACHARY D. DIXON

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of: ONE HUNDRED TWENTY FIVE MILLION (\$125,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on March 24, 2000 and Westport Insurance Corporation by written consent of its Executive Committee dated July 18, 2011.

"RESOLVED, that any two of the President, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By Steven P. Anderson, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company & Senior Vice President of Westport Insurance Corporation

By Mike A. Ito, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company & Senior Vice President of Westport Insurance Corporation



IN WITNESS WHEREOF, North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 17th day of February, 2017.

North American Specialty Insurance Company
Washington International Insurance Company
Westport Insurance Corporation

State of Illinois
County of Cook ss:

On this 17th day of February, 2017, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of

Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation and Michael A. Ito Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Vice President and Assistant Secretary of North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 26 day of March, 2018.

BID FORM

**County Commissioners of Worcester County Maryland
"Courthouse Jury Assembly Restroom Renovation Project"**

We the undersigned have received all of the Bid Documents, Addenda and reviewed the referenced work site as related to this project and fully understand the documents and requirements in their entirety.

BASE BID TOTAL COST: \$ 210 , 000 .00

INFORMATIONAL PRICING: Bidder shall provide, under separate cover letter, Time and Material rates for work that may be discovered and considered as "Extra Work" that was not listed or shown in the Bid plans and specifications. The Bidder shall attach the applicable trade rate sheet(s) to this Bid Form.

BID MUST BE SIGNED TO BE CONSIDERED

Date: 3 / 26 / 2018

Signature:



Name:

Tim Wilson

Company:

F.L. Pinto Companies LLC, dba PWC Builders

Address:

1751 Pinnacle Dr. Ste 600

McLean, VA 22102

Telephone:

(240) 786 - 2999

Email Adress:

twilson@pwccompanies.com



March 26, 2018

Office of the County Commissioners
Worcester County Government Center
One West Market St., Rm 1103
Snow Hill, MD 21863

Re: Courthouse Jury Assembly Restroom Renovation Project

Dear County Commissioner:

In response to the referenced Solicitation, we have enclosed one (1) original copy of our proposal. We hereby acknowledge Amendment 1 dated 3/13/18 and Amendment 2 dated 3/22/2018.

Our team has successfully delivered numerous projects throughout Maryland and the National Capital Region. We understand the high degree of emphasis placed on quality, efficiency, and economic benefit and are structured to respond to projects quickly and efficiently.

Single Point of Contact | Authorized Negotiator

Tim Wilson, Principal
PWC Builders
twilson@pwcbuilders.com
P. 240-786-2999

Overall, we believe the scope of work, timing, size, and location is extremely well matched with our team's capabilities and we are pleased to be considered for this project. If we are selected, I assure you that our team will work to achieve project success.

Sincerely,
PWC Builders



Tim Wilson, Principal

**Worcester County Court House
Jury Restroom Renovation Project
List of Projected Subcontractors**

Demolition

- Capital Contracting
- Aim Services

Masonry

- DW Masonry
- Lifetime

Drywall

- Top Notch Drywall
- SpaceCon

Countertops

- ACS
- Kitchen Concepts

Tile

- Royal Plus
- Acme Tile

Paint and WC

- R&R Coatings
- Painters Plus
- Procoat

Plumbing

- Nolan
- Complete Systems

HVAC

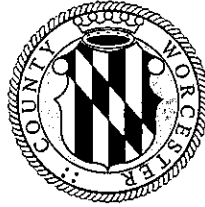
- Nolan
- Hancock and Sons

Sprinkler

- Bay Area Fire Protection

Electrical

- Tieder Electrical
- Adex Electrical



OFFICE OF THE
COUNTY COMMISSIONERS

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

COMMISSIONERS
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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND
21863-1195

FAXED
2/21/18 @ 4:02 pm

February 21, 2018

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

Please print the attached Notice to Bidders in *The Daily Times/Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today* on March 1, 2018. Thank you.

NOTICE TO BIDDERS

Courthouse Jury Assembly Restroom Renovation Project Worcester County, Maryland

The Worcester County Commissioners are currently accepting sealed bids for the renovation of two (2) public restrooms located in the Worcester County Courthouse located at One West Market Street, Snow Hill, Maryland 21863. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested bidders are encouraged to attend a **Pre-Bid Meeting on Tuesday, March 13, 2018 at 10:00 am**, at the Worcester County Courthouse at the address above. Pre-Bid Meeting agenda will include discussion of the project scope, the Bid Documents, and Bidder's questions. Bidder's Requests for Information (RFI's) will be accepted until 4:00 pm EST on Wednesday, March 21, 2018. All RFI's shall be transmitted electronically via email to Ken Whited (see below). Responses to RFI's will be provided electronically by the County and only those responses will be binding unless stated otherwise. **Sealed bids will be accepted until 1:00 PM, Monday, March 26, 2018** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Courthouse Jury Assembly Restroom Renovation Project**" in the lower left-hand corner. No bidder may withdraw their bid within ninety (90) days after bid opening. After opening, bids will be forwarded to the Department of Public Works 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 Ken Whited, Maintenance Superintendent, at 410-632-3766 or by email to kenwhited@co.worcester.md.us.

INSTRUCTIONS TO BIDDERS

1. BIDS

Bids should be submitted in sealed envelopes clearly marked in the lower left-hand corner "**Bid for Courthouse Jury Assembly Restroom Renovation Project**"

2. LATE BIDS

Bids should be mailed or hand carried to be received in the Office of the County Commissioners by or before **1:00 pm EST Monday, March 26, 2018**. Bids received after the appointed time will not be considered.

3. TAXES

- A. The County is **NOT** exempt from federal and state taxes on this project. Your prices should reflect included taxes.
- B. To clarify the County's tax status, the County is exempt from all Federal and States taxes for direct purchase of supplies and materials. However, the County's tax exemption does not extend to the bidder for supplies and materials, which bidder must purchase to complete the job. Therefore, bidders' prices should reflect the inclusion of Federal and State taxes on purchased supplies and materials for this project.

4. PRE-BID INSPECTION

A pre-bid inspection will be held at **1:00 pm EST on Tuesday March 13, 2018** at the Worcester County Courthouse located at One W. Market Street, Snow Hill, Maryland. At such time, the project scope, phasing, duration, work hours, logistics and Bid Documents will be discussed in depth to provide Bidders the necessary information so they may assemble a comprehensive bid package. Further inquiries will be directed to Ken Whited, during normal work days between the hours of 7:30 a.m. and 4:00 p.m. at (410) 632-3766 or email electronically to kenwhited@co.worcester.md.us.

5. SCOPE OF WORK

- Perform demolition of two (2) existing restrooms and one (1) janitor's closet and construct two (2) new restrooms and janitor's closet to replace the existing in accordance of the Becker Morgan Group architectural plans and specifications dated 10/31/2017 and the bid specifications provided herein.
- Work Included:
 - .1 Contractor shall provide all supervision, labor, materials, tools, safety and equipment to renovate the existing Courthouse restrooms and janitorial closet as described in the Bid Documents to the satisfaction of the County, governing inspection agencies and manufacturer. All required testing and inspection shall be the responsibility of the Contractor.

- .2 Contractor shall notify the County in writing of any potential conflicts observed with performance of the work.
- .3 Contractor shall provide daily clean-up and removal off-site of all trash and debris generated by the work.
- .4 Contractor shall be required to locate stored materials in an area(s) designated by the County. Contractor further acknowledges the need to store some of the product off site. This may be at the Contractor's facilities or at the manufacturer's factory warehouse and if the Contractor is invoicing for stored materials, then the Contractor shall provide insurance and photographic documentation for the stored materials.
- .5 Contractor shall provide all vertical hoisting and horizontal transportation required by this scope.
- .6 Contractor to provide protective barriers, barricades, fire and dust control devices as required to protect the staff and patrons of the building from any harm arising from performance of the work.
- .7 Contractor shall repair at its own expense any and all damage associated with the performance of this work.
- .8 Contractor shall provide a comprehensive project schedule to the Owner or Owner's representative at the Pre-Construction Meeting. Contractor shall be required to mobilize and demobilize as required to adhere to the ever-changing court system's docket and the project work schedule as supplied by the Contractor at the Pre-Construction Meeting.
- .9 Contractor will be required to coordinate all after hours, weekend and holiday work with the Owner's project representative and the Worcester County Sheriff's Office so that temporary security is provided by the Worcester County Sheriff's Office during the performance of the project work.
- .10 Contractor's workforce will be required to wear clothing that displays the company for which they are employed. Contractor's foreman will be required to wear a County-issued badge that is programmed for door access.
- .11 Contractor to provide all compressed air, water connections, temporary heat, sanitary facilities, trash containers to include dumpsters, signage, fees, permits, coordination of all subcontracted trades as may be required to complete the work in its entirety.
- .12 Contractor to provide equipment start up and Owner training.
- .13 Contractor to provide a list of all subcontractors who will be employed by the Contractor to complete the work. The subcontractor list shall be provided on Bidder's company letterhead and the list shall accompany the Bid Form.

6. **SPECIFICATIONS**

- a. The Contractor or Manufacturer shall certify that all materials intended to be used in the work are new and compatible for their intended end use.
- b. Contractor shall provide all warranties and guarantees as applicable by the manufacturer.
- c. The supplied products shall be installed only by a qualified contraction firm, which has been installing the specified product for not less than 5 years and is approved (licensed where applicable) by the material/equipment manufacturer.
- d. All material/equipment selections, installation methods and fastening systems shall meet the requirements as specified on the project drawings and all applicable codes by the agency having jurisdiction for the work.
- e. Bidders/Contractors shall furnish a Performance and Labor and Materials Payment Bond covering the faithful performance of the Contract and the payment of all obligations arising thereunder and complying with the requirements of Maryland law. Both bonds shall be in the amount of one hundred percent (100%) of the Contract amount and shall name the County Commissioners of Worcester County Maryland as obligee. Firms issuing bonds must be licensed to write bonds in the State of Maryland. The Contractor shall pay premiums for required bonds. Obtaining of bonds by Contractor shall be a condition precedent to effectuation of the Contract between the Owner and the Contractor. If additional work is authorized, the amounts of the bonds shall be increased to cover the value of the increased Contract sum. All bonds shall conform to the requirements of the Maryland Little Miller Act. The Bidders total price to perform this contract shall include all costs for the bonds.
- f. Bidders/Contractors shall submit 3 sets of product submittals and samples to the County no later than ten (10) days after award of contract or issuance of Letter to Proceed. Products shall not be ordered until the Contractor receives an approved product submittal from the Owner or Owner's designated representative.

7. **PRODUCTS**

All product specifications are provided in the Becker Morgan Group plan sheets and shall be the basis for the Base Bid price. If the Bidder determines that a substitute product is equal or better than the specified product(s) then the Bidder shall submit the alternate product on a separate company cover letter to accompany the Bid Form for the County's consideration. The Bidder shall identify the product as an add or deduct alternate to the Base Bid price. The County shall reserve the right to accept or reject any alternate proposed.

WORCESTER COUNTY COURTHOUSE
JURY ASSEMBLY RESTROOM RENOVATION PROJECT

✓ 3/13/18
KH

PRE-BID MEETING
March 13, 2018

Addendum No. 1
issued 3/13/18

AGENDA:

Introduction

Ken Whited – Superintendent - Worcester County Dept. of Public Works – Maintenance Division
Michael Hutchinson – Supervisor - Worcester County Dept. of Public Works – Maintenance Division
Michael Howard – Court Administrator
Michael McDermott – Worcester County Sheriff's Office
Lisa Maurer – Worcester County Sheriff's Office

Project Highlights & Requirements

1. Project Description/Scope of Supply
 - a. Perform demolition of two (2) existing restrooms and one (1) janitor's closet and construct two (2) new restrooms and janitor's closet to replace the existing in accordance of the Becker Morgan Group architectural plans and specifications dated 10/31/2017.
2. RFI's: Requests for Information due no later than 04:00 pm EST on Wednesday March 21, 2018. All RFI's will be received via electronic submission of email messages. Responses will be transmitted in same manner to all attendees and plan holders who have contacted the County Administration Office.
3. Bid Due Date: Until 1:00 PM, Monday March 26, 2018. Bids shall be mailed or hand-carried to be received in the Office of the County Commissioners – One West Market Street, Rm. 1103, Snow Hill, MD 21863.
4. Bid Title: "**Bid for Courthouse Jury Assembly Restroom Renovation Project**"
5. Taxes: The County is NOT tax exempt for this project.
6. Bid Form: As supplied in the Bid Specifications.
7. Bonds: A Bid Bond is not required. Performance and Labor and Materials Payment Bond are required per the Bid Specifications
8. Work Hours: Demolition tasks shall be performed before the Courthouse is occupied in the early morning hours or after the Courthouse has been closed for business. This will require some after hours, nights, weekends and holiday coordination with the County representative and it will require security coverage by the Worcester County Sheriff's Office staff deputies.
9. Material Conveyance: All materials shall be brought into the building through the Franklin Street Sally Port entrance ramp. The Sally Port ramp is a secured area used for prisoner transport which will require approval of access through coordination with the Worcester County Sheriff's Office. All materials shall be brought into the building by the Contractor at the start of each shift. The Courthouse elevators shall not be used for material transport or conveyance unless approved by the County representative.


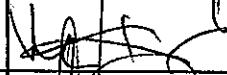

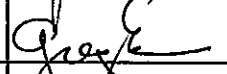
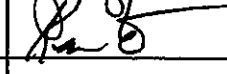
**WORCESTER COUNTY COURTHOUSE
JURY ASSEMBLY RESTROOM RENOVATION PROJECT**

**PRE-BID MEETING
March 13, 2018**

10. Security: Electronic door access badges will be issued to the foreman only for each Contractor.
11. Material & Equipment Storage: The County has designated use of the existing Jury Assembly Room in the basement of the Courthouse and the Contractor will be required to cover all flooring, counters, and walls with poly and ply sheathing to avoid damage to the existing surfaces.
12. Subcontractors: Subcontractors: A Subcontractor List shall be provided under separate Bidder cover letter to accompany the Bid Form
13. Addendum #001: See enclosed addendum which addresses the following.
 - New wall type 1-H...shall be constructed as metal stud framed in lieu of the masonry wall shown on the plans. The wall thickness shall be constructed to act as a plumbing chase with the finishes to match what is shown on the plans. Overall wall thickness shall not exceed what is shown on the plans or what is required to provide ADA accessibility to adjoining plumbing fixtures and accessories. The metal stud framing shall be secured to the 1st Floor decking which consists of fluted decking and light weight concrete.
 - Demolition of existing wall tile...Bidders shall bid removal of the specified wall tile but may the Owner may elect the leave the tile in place and negotiate a reduction in the Contractor's price during the project.
 - Ceiling-mounted Toilet Partitions...the partitions shall be floor-mounted per the enclosed information from Salisbury Door & Hardware and all Bidders shall price their bid based on this change to the specifications.
 - Wall Types...BMG Plan Sheet A501 identifies the types of walls to be constructed. The wall types referenced as 1M & 1N are in error and should be as shown on A101 as Type 2A with the exception of the New Wall which has been clarified above. The door opening to be filled shall be constructed with concrete masonry units (CMU) as shown in the plans.
14. Project Schedule:
 - a. Submittals/Material Verification...Contractor to coordinate with the County with approval by the County's designee.
 - b. Contractor's work schedule to be submitted to the County for approval prior to the start of the work.
 - c. Subcontractors: A Subcontractor List shall be provided under separate Bidder cover letter to accompany the Bid Form
 - d. Completion Date...Based on Contractor & County approval of the Contractor's submitted schedule. The project completion date will be listed in the executed contract with the County.

QUESTIONS:

PRE-BID MEETING SIGN IN LOG
MARCH 13, 2018

CT.	NAME (print)	REPRESENTING	EMAIL	FAX	SIGNATURE
1	Matt Stoehr	Poseidon Plumbing and Home Services	MattS@poseidon HomeServices.com	—	
2	Michael Howard	COURT	michael.howard@wdcourts ^{gov} ST@COLOSSALCONTRACTORS.COM		
3	Marcio Ortiz	Colossal Contractors	INFO@COLOSSALCONTRACTORS.COM		
4	GREG EVANS	BEAUCHAMP Const.	greg@bbcs.net	410 957 3030	
5	Ken Whited	Worcester County			
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**WORCESTER COUNTY COURTHOUSE
JURY ASSEMBLY RESTROOM RENOVATION PROJECT**

ADDENDUM NO. 001

Issued: 3/13/2018

Response to RFI No. 1

Questions By K.B. Coldiron

QUESTIONS: Email Excerpt...

Ken,

A couple of clarifications on the plans.

1. Wall type 1H is shown as a 12" furred CMU wall that separates the baths, is this correct? Or is it a 2" CMU chase wall which makes no sense. Please advise. A 1-5/8" metal stud chase wall would make more sense.
2. On the demo plan there is a note to remove all remaining wall tile, is this necessary since they get furred out and covered with cement board and tile.
3. The toilet partitions are called to be ceiling hung but I would suggest floor mounting because the poly partitions have a lot of flex in them and the manufacturer does not recommend it. Also they show a acoustical ceiling so if they are staying ceiling mount I would suggest a drywall ceiling so we can install some sturdy blocking.
4. Are there any walls on the plans that show 1M and 1N wall types. They have them labeled wrong so it is confusing. Page A-501 (Looks like a cut and paste job)

RESPONSES:

1. New wall type 1-H...shall be constructed as metal stud framed in lieu of the masonry wall shown on the plans. The wall thickness shall be constructed to act as a plumbing chase with the finishes to match what is shown on the plans. Overall wall thickness shall not exceed what is shown on the plans or what is required to provide ADA accessibility to adjoining plumbing fixtures and accessories. The metal stud framing shall be secured to the 1st Floor decking which consists of fluted decking and light weight concrete.
2. Demolition of existing wall tile...Bidders shall bid removal of the specified wall tile but may the Owner may elect the leave the tile in place and negotiate a reduction in the Contractor's price during the project.
3. Ceiling-mounted Toilet Partitions...the partitions shall be floor-mounted per the enclosed information from Salisbury Door & Hardware and all Bidders shall price their bid based on this change to the specifications.
4. Wall Types...BMG Plan Sheet A501 identifies the types of walls to be constructed. The wall types referenced as 1M & 1N are in error and should be as shown on A101 as Type 2A with the exception of the New Wall which has been clarified above. The door opening to be filled shall be constructed with concrete masonry units (CMU) as shown in the plans.

End of Addendum #001

WORCESTER COUNTY-DPW

Maintenance Division

**WORCESTER COUNTY COURTHOUSE
JURY ASSEMBLY RESTROOM RENOVATION PROJECT**

ADDENDUM NO. 002

Issued: 3/22/2018

Response to RFI No. 2

Questions By K.B. Coldiron...Email Excerpt...

Ken,

- 1. Room 104 - In the new janitors closet it says the walls and floor are existing, but when we remove the fixtures there will be holes. What is the existing finish and how should we treat this. Also in the same room it shows a shelf but no details, can we clarify this?*
- 2. Hallway outside of the baths - Are we to paint just the wall that gets infilled or the entire area outside the bathrooms and not the vending area?*
- 3. Bathrooms - You do realize there are no waste disposals shown, I assume on purpose?*

RESPONSES:

1. The holes created by removal of the lavatory and water closet will be repaired by others. The shelf will be by others.
2. Bidders shall include all labor and materials to finish all Concrete Masonry Walls shown as "INFILL" with paint to match the mating existing CMU walls.
3. Waste receptacles will be free standing and will be provided by others.

OTHER:

PERMITS: Worcester County will be obtaining a building permit for this project from the Town of Snow Hill. All Bidders shall apply for and retain all necessary trade permits that relate to the work of this project. The Town of Snow Hill Building Permit number shall be referenced on all applications for trade related permits. This may include but is not limited to electrical, plumbing, etc. All associated permit fees shall be included in the total price to complete the project. All permit or non-permit required inspections will be the responsibility of the Contractor.

ALTERNATES: A question was asked about use of an alternate product as a cost-savings measure that the County should consider. Worcester County encourages Bidders to provide alternate products for their consideration and the clarification for this was defined in the Bid Documents as advertised and listed below.

7. PRODUCTS

All product specifications are provided in the Becker Morgan Group plan sheets and shall be the basis for the Base Bid price. If the Bidder determines that a substitute product is equal or better than the specified product(s) then the Bidder shall submit the alternate product, with price, on a separate company cover letter to accompany the Bid Form for the County's consideration. The Bidder shall identify the product as an add alternate or deduct alternate to the Base Bid price. The County shall reserve the right to accept or reject any alternate proposed.

20



12

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John S. Ross, P.E., Deputy Director
DATE: April 23, 2018
SUBJECT: Bid Request - One (1) New Current Year Triaxle Dump Truck

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

.....
The Department of Public Works, Solid Waste Division is requesting authorization to solicit bids for the purchase of One (1) New Current Year Triaxle Dump Truck. Attached for your review and approval are the required Notice to Bidders, Bid Specifications, Bid Form and Vendor's List. Funds to purchase this equipment were approved in FY 2017-2018 operating budget in the amount of \$160,000 from Account Number 680.7002.9010.

Should you have any questions, please feel free to contact me.

Attachments

cc: John H. Tustin
Mike Mitchell

RECEIVED
APR 25 2018
WOR CO ADMIN
DIANE

SPECIFICATIONS FOR TRIAXLE DUMP TRUCK

A. ENGINE

1. Cummins X15, 15 liter, 485hp @ 1650 LB-FT

B. ELECTRONIC PARAMETERS

1. To be determined by County Personnel
2. PTO mode clutch override- Clutch Enabled
3. PTO RPM with cruise set switch
4. Regen inhibit threshold- 5 mph

C. ENGINE EQUIPMENT

1. Standard oil pan
2. Engine mounted oil check and fill
3. One piece valve cover
4. 12v 160 amp alternator with remote battery volt sense
5. (3) 3375 CCA batteries
6. Battery box with Aluminum Cover mounted short side to rail
7. Single battery box frame mounted on LH back of cab
8. Wire ground return for battery cables additional frame ground
9. Bright finish battery box cover
10. Auxiliary power distribution box for body builder/installer

11. Positive and negative posts for jumpstart located on frame next to starter
12. 15 ½" self-adjusting clutch
13. Torque limiting clutch brake
14. Zerk grease fitting at clutch release bearing
15. 18.7CFM air compressor with internal safety valve
16. Electronic engine integral shutdown protection system
17. Cummins interbrake compression brake with 2 switches, (1) on/off and
18. (1) low/medium/high retardation level
19. RH outboard under step mounted horizontal after treatment system with dual vertical tailpipes
20. Engine after treatment device. Automatic over the road regeneration and dash mounted regen request switch
21. 11' 6" exhaust height
22. LH and RH vertical tailpipe routed from or near steps on B-pillar
23. 10 gallon DEF tank mounted on LH side
24. Aluminum after treatment device/muffler/tailpipe shields
25. Borg warner rear air on/off engine fan clutch, or equivalent
26. Automatic fan control with dash switch
27. Cummins spin on fuel filter
28. Full flow oil filter
29. 1500 sq. in aluminum radiator
30. Antifreeze to -34, OAT (nitrate and silicate free) Extended life coolant
31. Gates blue stripe hoses or equivalent
32. Radiator drain valve

33. 1500 watt 115 volt block heater
34. Engine heater receptacle mounted under LH door

D. TRANSMISSION

1. Eaton fuller RTO-16908LL

E. TRANSMISSION EQUIPMENT

1. Cast iron clutch housing
2. Customer installed PTO mounted on bottom of transmission
3. Magnetic plugs, engine drain, axles fill and drain, transmission fill and drain
4. Water to oil transmission cooler in radiator end tank
5. Synthetic transmission oil

F. FRONT AXLE AND EQUIPMENT

1. Detroit DA-F 20.0-5 20000lb FL 1 71.0 KPI/3.74 drop single front axle
2. Bendix ADB22X-V air disc front brakes
3. Front disc rotors and brake dust shields
4. Vented front hub caps with window, center and side plugs
5. Standard spindle nuts
6. Front air disc internal adjusters
7. Standard king pin bushings
8. TRW THP-60 power steering with RCH45 auxiliary gear
9. 4 quart power steering reservoir
10. Synthetic 75w-90 front axle lube

11. 20000lb taper leaf front suspension with maintenance free rubber bushing and front shocks

G. REAR AXLE AND EQUIPMENT

1. RT-46-160 46000lb R-series tandem rear axle
2. 3.91 gear ratio
3. Iron rear axle carrier with standard axle housing
4. MXL 18N Meritor extended lube main driveline with full round yokes
5. MXL 17N Meritor extended lube interaxle driveline with full round yokes
6. Driver controlled traction differential- both tandem rear axles
7. Interaxle lock valve, driver controlled differential lock forward-rear and rear-rear axle valve
8. Indicator light for each interaxle lockout switch
9. Indicator light for each driver controlled traction device switch
10. Bendix ADB22X-V air disc brakes
11. Standard brake chamber location
12. Rear disc rotors
13. Rear oil seals
14. Air disc long stroke 2- drive axles spring parking brake chambers
15. Rear air disc brake internal adjusters
16. Synthetic 75w-90 rear axle lube

H. REAR SUSPENSION

1. 46000lb rear suspension
2. 10.5 ride height

3. 54" axle spacing
4. Fore/aft transverse control rods

I. PUSHER TAG AXLE

1. 20000lb air lift steerable pusher suspension 16.5x6 brakes and integral FL1 axle
2. Dash valve and dash gauge for single lift axle
3. Reverse lift axle wiring with last state retention with ignition off
4. Air piping for (1) lift/nonlift axle regulator chassis mounted
5. 16.5x6 integrated pusher/tag brakes
6. Non/asbestos brake lining
7. Cast iron brake drums
8. Brake dust shields
9. Vented pusher/tag hub caps with window, center and side plugs- oil
10. Long stroke pusher/tag service chambers
11. Automatic slack adjusters
12. 20000lb air lift steerable pusher suspension
13. 52" axle spacing pusher/tag

J. BRAKE SYSTEM

1. Wabco 4S/4M ABS without traction control
2. Reinforced nylon, fabric braid and wire braid chassis air lines
3. Fiber braid parking brake hose
4. Standard brake system valves
5. STD front brake valve

6. Brake line dryer with heater
7. Steel air brake reservoirs
8. Pull cable on all air reservoirs

K. Wheelbase and frame

1. 240" Wheelbase
2. Frame behind cab must accommodate 17' end dump steel dump body
3. ¼" c-channel inner frame reinforcement
4. Square end of frame
5. Rear pintle hitch and rear tow hooks
6. Standard weight engine cross member
7. Heavy-duty steel 6 pc bolted construction midship cross members
8. Standard rearmost cross member
9. Heavy-duty suspension cross member

L. CHASSIS EQUIPMENT

1. No deck plate
2. 12" bright finish front bumper
3. Center cutout in bumper
4. Front frame mounted tow hooks
5. Single license plate bracket below bumper
6. Front cab mounted mud flaps and hood mounted splash shields
7. Grade 8 threaded hex headed frame fasteners

M. FUEL TANKS

1. 100 gallon minimum
2. 25 inch diameter
3. Bright Finish aluminum/ hydraulic tank
4. Fuel tank forward
5. Bright step finish
6. Fuel/water separator with 12 volt preheater
7. Equiflo inboard fuel system
8. High temperature reinforced nylon fuel line

N. TIRES

1. Front tire size 385/65R22.5 20 ply radial tires
2. Rear tires 11R22.5 16 ply radial tires
3. Lift axle tire 295/75R22.5 14 ply radial tires

O. WHEELS

1. Aluminum front 22.5x 12.5 10-hub pilot wheel
2. Aluminum rear 22.5x8.25 10-hub pilot wheel
3. Aluminum pusher/tag 22.5x8.25 10-hub pilot wheel

P. CAB EXTERIOR

1. 122inch aluminum conventional cab
2. Severe duty vocational cab mounts
3. Non removable bug screen mounted behind grill

4. Rh and LH mounted exhaust grab handles
5. Bright finish bezel with stylized tilt handle
6. Stainless steel grille
7. Fiberglass hood with reinforced fenders
8. Engine compartment premium noise abatement and insulation
9. Single electric horn
10. Doors and ignition keyed the same
11. Rear tag bracket mounted at end of frame
12. Halogen composite headlights
13. LED aerodynamic marker lights
14. Daytime running lights with rocker/toggle momentary interrupter switch
15. LED front turn signals
16. Dual bright finish heated and power adjust mirrors
17. Door mounted mirrors
18. LH and RH convex mirrors integral with primary mirrors
19. RH down view mirror
20. Standard side/rear reflectors
21. RH after treatment system cab access with steel shielding
22. RH and LH electric powered windows

Q. CAB INTERIOR

1. Black vinyl interior with classic slate gray hard trim
2. Cab black floor mats with premium noise abatement and insulation
3. Forward roof mounted console with doors LH and RH side

4. 5lb fire extinguisher
5. First aid kit
6. Heater defroster and air conditioner with constant outlet temp control
7. HVAC ducting with main fresh air filter main HVAC controls with recirculation switch
8. Heavy duty air condition compressor
9. Radiator mounted condenser
10. Automatic self-reset circuit breakers
11. Door activated interior lights
12. Cab door latches with electric door locks
13. 2 12volt power outlets mounted in dash
14. Safety triangles without flares
15. Elite high back air suspension seat with heat and 3 chamber air lumbar support
16. High back non suspension tool box passenger seat
17. Arm rests both sides of driver and passenger seats
18. Black cloth cover on driver and passenger seats
19. 3 point adjustable seat belts
20. Adjustable tilt and telescopic steering column

R. INSTRUMENTS AND CONTROLS

1. Full gauge package to include temperature for engine oil, transmission and rears with 2inch diameter gauges
2. Low air pressure indicator and audible alarm
3. 2in primary and secondary air pressure gauges

4. 97db backup alarm
5. Electronic cruise control with switches on gauge panel
6. Key operated 4 position ignition switch
7. Driver message center with graphic display, white face gauges, diagnostics and data linked
8. Heavy duty onboard diagnostics interface connector located below dash LH side
9. Electronic fuel gauge
10. Electric engine coolant temp gauge
11. Electronic outside temperature sensor with display in message center
12. Engine and trip hour meters in message display
13. Dash mounted PTO switch and indicator light
14. Electronic oil pressure gauge
15. AM/FM radio with Bluetooth with 2 speakers, dash mounted
16. Overhead console for CB/two way radio with power and ground provision in overhead console
17. Multi-band AM/FM/ CB dual mirror mounted antenna system
18. Electronic speedometer
19. Ignition switch controlled engine stop
20. One additional dash switch with indicator lamp and wire to chassis at back of cab
21. Single electric windshield wiper motor with delay
22. Marker light/headlight switch with separate interrupter for clearance lights
23. One valve parking brake system with indicator light
24. Turn signal switch with dimmer
25. 12 bulb 25 amp heavy duty electronic flasher

S. COLOR

1. Cab is to be painted white: base clear paint method
2. Chassis is to be painted black with high solids polyurethane chassis paint

T. END DUMP BODY

1. Length: 17 foot
2. Width: 96 inches
3. Height: 54 inches
4. Sides: 1/8 inch body armor 450
5. 5 intermediate side posts
6. Top rail 4"x 3" x 3/16" rect tube
7. Board holder height of 6 inches with painted oak board to match body
8. Bottom rail formed LWC style
9. Floor ¼ inch body armor 450
10. Body to have liner installed
11. Longitudinals 8 inch formed 3/16 "
12. Full rear skirt
13. Bulkhead material 1/8" body armor 450
14. Cab shield length 24"
15. Cab shield to be full body width, Pending exhaust placement
16. Cab shield face 6 inches high
17. Cab shield made 12 gauge material
18. Tarp shall be electric controlled from inside cab

19. Tailgate 60 inch height
20. Top post offset hardware
21. Horizontal style panel tailgate made with 3/16" body armor 450
22. Tail chains and hardware for spreading material
23. Air operated tailgate latch controlled from inside of cab
24. Hydraulics using telescopic cylinder
25. Double gear PTO with air shift with all cab controls as required
26. Oil tank, Steel dog box style 25 gal minimum,
27. Ladder and step left front
28. Tarp rail-flat on both sides
29. Sub frame to have wood cushion
30. Standard mud flaps
31. LED lights on entire body as well as stop, tail and backup lights
32. Cab shield mounted 4 strobe beacon light
33. 2 LED strobe lights in rear post that are to be wire to operate when cab beacon light is operating
34. All wiring that passes through metal shall have grommets
35. Third axle certification for Maryland
36. Rear apron shall be an 8 inch bolt on
37. Underbody hoist stabilizer
38. Body to be power coated white

U. WARRANTY AND MANUALS

1. Provide a minimum 5 year/ 200,000 mile complete truck warranty, or equivalent
2. Provide a hard copy of warranty, truck and engine manuals as well as a cd version
3. Provide body warranty and manuals

The price or prices quoted shall include all transportation charges including all applicable motor vehicle fees fully prepaid to (address at destination). County is tax exempt.

Purchaser desires delivery to be completed within 90 days from date of award. Bidder certifies delivery will be completed in 120 days from date of award.

Awards will be made on the best value offered. Clauses requiring specific guarantees to cover parts delivery, total repairs, and resale value may be included. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements, delivery terms and guarantee clauses shall be taken into consideration.

The purchaser reserves the right to reject any or all bids, waive any informality in bids and accept such bid or bids as may be deemed in the best interest of the purchaser.

APPROVED EQUALS

In all specifications where a material or article is defined by describing a proprietary product or by using the name of a vendor or manufacturer, it can be assumed that an equal can be substituted. The use of a named product is an attempt to set a particular standard of quality and type that is familiar to the County. Such references are not tended to be restrictive. However, the County shall decide if a product does in fact meet or exceed the quality of the specifications listed in the solicitation. It shall be the responsibility of the vendor that claims his product is an equal to provide documentation to support such a claim.

Bid Form

I have reviewed the specifications and provisions for furnishing
One (1) New Triaxle Dump Truck and understand the said requirements.

I hereby propose to furnish this unit as follows:

One (1) New Triaxle Dump Truck

Delivered to: Department of Public Works - Solid Waste Division
7091 Central Site Lane, Newark, Maryland, 21841

Total Delivered Price: \$ _____

Described units will be delivered within _____ calendar days from receipt of written order.

BID MUST BE SIGNED TO BE VALID.

Date: _____

Signature: _____

Typed Name: _____

Title: _____

Firm: _____

Address: _____

Phone: _____

VENDOR LIST

**BERGEY'S TRUCK CENTER
JOE JACOBY
30299 FOSKEY LANE,
DELMAR, MD 21875
410 896 3562
302 379 9798 (CELL)
jjacoby@bergeys.com**

**INTERNATIONAL OF DELMARVA
PO BOX 2135
SALISBURY MD 21802
ATTN: BETH BRITTINGHAM
410 310 9169
bbrittingham@transteck.com**

**FREIGHTLINER OF DELMARVA
PO BOX 2135
SALISBURY MD 21802
ATTN: BETH BRITTINGHAM
410 310 9169
bbrittingham@transteck.com**

**J G PARKS
JOE PREROSCHEK
24360 OCEAN GATEWAY
PO BOX 416
MARDELA SPRINGS, MD 21837
410 742 0400 X28
Trucksales1@jgparks.com**

**THE PETE STORE
MATT TREDWAY
9075 DOLBY ROAD
SEAFORD DE 19973
302 536 5545
302 212 8008 (CELL)
mtredway@thepetestore.com**

**DELMARVA KENWORTH
BRIAN MORRIS
613 CLARA STREET
DOVER DE 19904
302 674 2300 X 102
Bmkw1984@yahoo.com**

RECEIVED
APR 25 2018
WOR CO ADMIN
DIANE



13

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John S. Ross, P.E., Deputy Director of Public Works
DATE: April 23, 2018
SUBJECT: West Ocean City Sewer Cleaning and Video Inspection
Additional Work Request

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

On March 13, 2018, bids were received and opened for Sewer Cleaning and Video Inspection in the West Ocean City Service Area. At the County Commissioner meeting on April 3, 2018, the work was awarded to Mobile Dredging & Video Pipe, Inc. (Mobile) in the amount of \$23,955.35. The West Ocean City 2017/18 budget included \$50,000 for this work under account number 580.9010.090.

Because the sewer cleaning and inspection work is an ongoing program and because the low bid was so much below the funds allocated in the budget, we would like to consider adding some additional sewer cleaning and video inspection to the project.

We have identified approximately 7,600 linear feet of additional sewer lines in the Golf Course Road Area near Route 50 and Old Bridge Road in the Martha's Landing Area that we had planned to inspect next year but could be added to this year.

Based on the unit prices bid by Mobile, this work would add approximately \$16,000 to the contract making the total contract approximately \$40,000 leaving approximately \$10,000 as a contingency fund for any unforeseen expenses. A final change order would be prepared and presented for approval once the exact footage is determined.

We are therefore requesting the Commissioners approval to expand the scope of the sewer cleaning and inspection contract to include the additional footage discussed with the final cost presented in a final change order.

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

cc: John H. Tustin, P. E., Director
Jessica Wilson, CPA, Enterprise Fund Controller

RECEIVED
APR 26 2018
Worcester County Admin



14

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

JOHN H. TUSTIN, P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

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

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer
FROM: John S. Ross, P.E., Deputy Director of Public Works
DATE: April 26, 2018
SUBJECT: Mystic Harbour Supplemental Funding

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

At the meeting of January 16, 2018, the County Commissioners awarded the contract for the final piping connections at Mystic Harbour to Somerset Well Drilling contingent upon review and approval of the project finances with USDA, the funding agency for the project. During that review, USDA expressed concern that the increased cost of the pipeline connections would take all of the project contingency funds and could require a contribution from the service area.

To resolve their concerns, a pre-application was submitted for supplemental funding in the amount of \$250,000 to provide adequate funding to complete the project with a project contingency. Attached to this memo is an email indicating that the supplemental funding will be offered as \$163,000 in low-interest loan and \$87,000 in grant (contingent on approval of their National Office). Also attached is the formal request for funding that is to be signed by the President of the County Commissioners.

Considering the issues we are also facing at Mystic Harbour with disposal of solids, the availability of supplemental funds would be helpful in protecting system finances and could fund some short-term improvements needed at the plant. In the budget hearing for this service area, we included funding for this additional debt. We would recommend acceptance of the additional funding for the project, authorizing the President to sign the application.

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

Attachments

cc: John H. Tustin, P. E., Director
Jessica Wilson, CPA, Enterprise Fund Controller

Jessica Wilson

From: Onasanya, Rasheeda - RD, Dover, DE <Rasheeda.Onasanya@de.usda.gov>
Sent: Wednesday, April 25, 2018 6:20 PM
To: Jessica Wilson
Subject: RE: 442-7 Operating Budget -updated- JW 4.25.18.pdf
Attachments: Worcester County Com_SF424-1.pdf

Jessica,

Thank you for all of your help. Based on the information provided:

Operating and other Income:	755,955
Income from assessments:	386,856 (18.00/month per EDU (1791)
Total projected Income -	1,172,346
Less	
Operating Expenses -	-755,955
Debt Service -	-307,386
 Balance available for Loan	 \$109,005

The proposed loan grant package - \$ 2,613,000 Loan* (\$163,000)
837,000 Grant* (87,000)

*These figures are subject to final approval.

Please sign the operating budget and the attached application form. I am working to finalize everything and have this submitted for review by Friday.

If you have any questions, please feel free to give me a call. I will be on a site visit in the morning tomorrow.

Rasheeda

Rasheeda Onasanya
Community Programs Loan Specialist
Rural Development – Delaware and Maryland
United States Department of Agriculture
1221 College Park Drive, Suite 200
Dover, DE 19904
Email: rasheeda.onasanya@de.usda.gov
Desk: 302-857-3626 | 855-389-2243
www.rd.usda.gov/de | www.rd.usda.gov/md

Office Hours: Monday through Friday - 8:00 a.m. to 4:30 p.m.
Appointments to visit our office are recommended. Please [click here](#) to schedule an appointment.

Stay Connected with USDA:



USDA is an equal opportunity provider, employer, and lender.

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): _____ * Other (Specify) _____	
* 3. Date Received: Completed by Grants.gov upon submission.		4. Applicant Identifier: _____			
5a. Federal Entity Identifier: _____			* 5b. Federal Award Identifier: _____		
State Use Only:					
6. Date Received by State: _____		7. State Application Identifier: MD201407090603			
8. APPLICANT INFORMATION:					
* a. Legal Name: Worcester County Commissioners					
* b. Employer/Taxpayer Identification Number (EIN/TIN): *****1064			* c. Organizational DUNS: 101119399		
d. Address:					
* Street 1: 1 W Market Street, Room 1103					
Street 2: _____					
* City: Snow Hill					
County/Parish: Worcester					
* State: Maryland					
Province: _____					
* Country: USA: UNITED STATES					
* Zip / Postal Code: 21863					
e. Organizational Unit:					
Department Name: _____			Division Name: _____		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: _____		* First Name: John			
Middle Name: _____					
* Last Name: Ross					
Suffix: _____					
Title: _____					
Organizational Affiliation: _____					
* Telephone Number: (410) 641-5251		Fax Number: (410) 641-5185			
* Email: jross@co.worcester.md.us					

Application for Federal Assistance SF-424

9. Type of Applicant 1 - Select Applicant Type:

County

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

USDA Rural Development

11. Catalog of Federal Domestic Assistance Number:

10.760

CFDA Title:

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Worcester County, West Ocean City A

Add Attachments

Delete Attachments

View Attachments

*** 15. Descriptive Title of Applicant's Project:**

Cost overrun for Mystic Harbour Effluent Reuse Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachments

Delete Attachments

View Attachments

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="\$250,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="\$250,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation.)**

Yes No

If "Yes, provide explanation and attach.

Add Attachments

Delete Attachments

View Attachments

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

RECEIVED
APR 24 2018
Worcester County Admin
TEL: 410-632-0686
FAX: 410-632-8008



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

15

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JENNIFER C. SWANTON, CPA
ASSISTANT FINANCE OFFICER

MEMORANDUM

TO: *Harold Higgins, Chief Administrative Officer*
FROM: *Jessica Wilson, Enterprise Fund Controller JW*
DATE: *April 23, 2018*
RE: *Water and Wastewater Enterprise Fund Public Hearing*

.....

The purpose of this memo is to request a public hearing for the Water and Wastewater Enterprise Fund FY18/19 budgets on Tuesday, June 5, 2018. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY18/19 Requested Operating Budgets and Assessments as well as the handout for the public hearing meeting. Any proposed changes to rates are noted in the proposed advertisement.

If you have any questions, please feel free to contact me.

1a

DRAFT

Notice of Public Hearing
Worcester County Water and Wastewater Enterprise Fund
FY 2018/2019 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 5, 2018 at 10:40 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 \$80 to \$85 per park trailer per quarter water and sewer flat charge; increase from \$127.50 to \$135.50 per equivalent dwelling unit (EDU) per quarter domestic sewer flat charge; new grinder pump flat surcharge of \$10 per lot.

Bridgetown - increase in commercial water base fee ranging from \$45 to \$375 at present to \$49.50 to \$412.50 based on total EDU's.

Edgewater Acres - increase from \$150 to \$160 per EDU per quarter domestic water and sewer base fee; increase from \$88 to \$93 per EDU per quarter domestic water flat charge; increase from \$135 to \$140 per EDU per quarter domestic sewer flat charge.

The Landings - increase from \$215 to \$230 per EDU per quarter domestic water and sewer base fee; and increase from \$210 to \$220 per EDU per quarter accessibility fee.

Lighthouse Sound - no proposed changes

Mystic Harbour - increase from \$163 to \$168 per EDU per quarter domestic water and sewer base fee; increase South Point Village domestic water flat rate from \$43.75 to \$47.50 per EDU per quarter; increase from \$164.25 to \$168 per EDU per quarter domestic sewer flat charge; increase in commercial water and sewer base fees ranging from \$180 to \$1,500 at present to \$198 to \$1,650 based on total EDU's; and increase from \$54 to \$66 per EDU per quarter debt service.

Newark - no proposed changes.

Ocean Pines - increase from \$154 to \$170 per EDU per quarter domestic water and sewer base fee; increase from \$146 to \$158 per EDU per quarter domestic sewer flat charge; increase White Horse Park domestic water and sewer flat rate from \$122 to \$134 per lot per quarter; increase in commercial water and sewer base fees ranging from \$180 to \$1,500 at present to \$198 to \$1,650 based on total EDU's; and reduction from \$47 to \$37 per EDU per quarter debt service.

Riddle Farm - increase in commercial water and sewer base fees ranging from \$180 to \$1,500 at present to \$198 to \$1,650 based on total EDU's.

River Run - increase from \$48.13 to \$53.13 per EDU per quarter domestic water base fee.

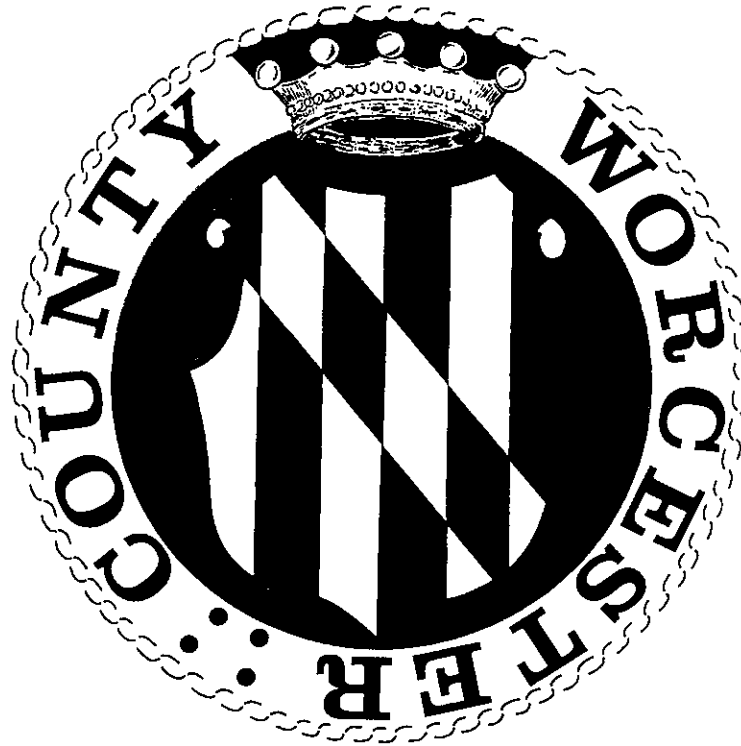
West Ocean City - no proposed changes.

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

Copies of the proposed budgets for each service area are available from the Treasurer's Office at the Isle of Wight Complex on Route 90 and St. Martin's Neck Road, the County Library in Ocean Pines on Cathell Road, in the County Commissioners' Office, Government Center Room 1103, One West Market Street, Snow Hill, Maryland, 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



Ratepayer's Guide to the

FY 2018/19 Requested

Operating Budgets

Board of County Commissioners of Worcester County

Diana Purnell, President
Theodore "Ted" Elder, Vice President
Anthony "Chip" Bertino, Jr.
Madison Bunting, Jr.
James "Bud" Church
Merrill Lockfaw, Jr.
Joseph Mitrecic

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.

An Introduction to the Worcester County Department of Public Works Water & Wastewater Services Budget

The Water and Wastewater Services Budget is created using accounting rules and regulations adopted for Enterprise Funds. Enterprise Funds are self supporting funds established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that the cost of providing service to customers be recovered solely through user charges.

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 14,750 customers in 11 different service areas. The department currently operates 8 wastewater treatment facilities, 55 wastewater pumping stations, and 18 water supply wells which pumped over 565 million gallons of water during 2017. 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 59,000 bills annually. The Department of Public Works provides construction management and engineering support to the department.

Other Charges

In addition to the usage charge already mentioned, an equivalent dwelling unit (EDU) charge is collected in five of the County Service Areas or sub-areas including Newark, Mystic Harbour, Ocean Pines, Oyster Harbor, 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 2018/19 Budget?

A copy of the FY 2018/19 Requested Budget document may be viewed at the Worcester County Government Center, One W. Market St., Room 1103 or Room 1105 in Snow Hill, the County Treasurer's Office in the Isle Of Wight Service Building at the intersection of St. Martins Neck Rd. and Rt. 90, or the Ocean Pines Library. Information on obtaining a summary of the FY 2018/19 Approved Operating Budget is available by calling the Treasurer's Office at (410) 632-0686 ext. 1217.

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	10,509,270	11,187,690	678,420	6.46%
Interest & Penalties	131,700	139,200	7,500	5.69%
Operating Grants	26,000	26,000	-	0.00%
Other rev/trans from (to) reserves	144,967	102,350	(42,617)	-29.40%
	<u>10,811,937</u>	<u>11,455,240</u>	<u>643,303</u>	<u>5.95%</u>
Expenditures				
Personnel Services	4,712,754	4,809,412	96,658	2.05%
Supplies & Materials	888,667	938,713	50,046	5.63%
Maintenance & Services	3,971,880	4,057,096	85,216	2.15%
Other Charges	147,444	282,259	134,815	91.43%
Interfund Charges	720,192	755,760	35,568	4.94%
Capital Equipment	371,000	612,000	241,000	64.96%
	<u>10,811,937</u>	<u>11,455,240</u>	<u>643,303</u>	<u>5.95%</u>

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2017/18 Budget	2018/19 Request	(\$)	Difference (%)
Revenue				
Charges for Services	6,397,220	6,951,940	554,720	8.67%
Interest and Penalties	80,000	83,000	3,000	3.75%
Other rev/trans from (to) reserves	69,152	(13,128)	(82,280)	-118.98%
	<u>6,546,372</u>	<u>7,021,812</u>	<u>475,440</u>	<u>7.26%</u>
Expenditures				
Personnel Services	3,449,443	3,497,515	48,072	1.39%
Supplies & Materials	466,009	483,463	17,454	3.75%
Maintenance & Services	1,812,493	1,907,408	94,915	5.24%
Other Charges	92,948	196,593	103,645	111.51%
Interfund Charges	444,479	464,833	20,354	4.58%
Capital Equipment	281,000	472,000	191,000	67.97%
	<u>6,546,372</u>	<u>7,021,812</u>	<u>475,440</u>	<u>7.26%</u>

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$154.00 to \$170.00
Proposed increase in domestic sewer flat charge from \$146.00 to \$158.00
Proposed increase in domestic nonmetered White Horse Park flat charge from \$122.00 to \$134.00 per lot
Proposed increase in commercial water and sewer base fees ranging from \$180.00 to \$1,500.00 at present to \$198.00 to \$1,650.00 based on total EDU's
Proposed reduction in quarterly debt service from \$47.00 to \$37.00 per EDU per quarter

	2017/18 Budget	2018/19 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$154.00	\$170.00	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	\$146.00	\$158.00	Flat Charge
Nonmetered Water & Sewer			
White Horse Park	\$122.00	\$134.00	Flat Charge

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

	2017/18 Budget	2018/19 Request
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$180.00	\$198.00 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	\$250.00	\$275.00 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	\$500.00	\$550.00 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	\$750.00	\$825.00 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	\$1,000.00	\$1,100.00 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	\$1,500.00	\$1,650.00 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>EDU:</u>		
Standard EDU	\$47.00	\$37.00 Per Quarter
Supplemental EDU (14 Bond)	\$13.00	\$13.00 Per Quarter

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

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	218,800	234,100	15,300	6.99%
Interest and Penalties	4,000	4,000	-	0.00%
Other rev/trans from (to) reserves	8,575	19,257	10,682	124.57%
	231,375	257,357	25,982	11.23%
Expenditures				
Personnel Services	80,938	82,706	1,768	2.18%
Supplies & Materials	29,909	31,992	2,083	6.96%
Maintenance & Services	85,645	105,712	20,067	23.43%
Other Charges	5,357	7,657	2,300	42.93%
Interfund Charges	29,526	29,290	(236)	-0.80%
Capital Equipment	-	-	-	N/A
	231,375	257,357	25,982	11.23%

Proposed Quarterly rates

Proposed increase in water and sewer park trailer flat charge from \$80.00 to \$85.00
Proposed increase in sewer flat charge from \$127.50 to \$135.50
Proposed grinder pump surcharge of \$10 per lot

	2017/18 Budget	2018/19 Request	
Domestic:			
Nonmetered Water & Sewer			
Water & sewer - 110 GPD units	\$80.00	\$85.00	Flat Charge
Sewer only - 250 GPD units	\$127.50	\$135.50	Flat Charge
Grinder pump surcharge	-	\$10.00	Flat Charge

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	13,700	12,550	(1,150)	-8.39%
Interest and Penalties	1,000	1,000	-	0.00%
Operating Grants	26,000	26,000	-	0.00%
Other rev/trans from (to) reserves	1,077	4,217	3,140	291.55%
	41,777	43,767	1,990	4.76%
Expenditures				
Personnel Services	9,617	9,870	253	2.63%
Supplies & Materials	965	1,027	62	6.42%
Maintenance & Services	29,500	30,923	1,423	4.82%
Other Charges	349	569	220	63.04%
Interfund Charges	1,346	1,378	32	2.38%
Capital Equipment	-	-	-	N/A
	41,777	43,767	1,990	4.76%

Proposed Quarterly rates

Proposed increase in commercial water base fees ranging from \$45.00 to \$375.00 at present to \$49.50 to \$412.50 based on total EDU's

	2017/18 Budget	2018/19 Request	
<u>Domestic:</u>			
Nonmetered Water			
Base Fee			
Water Only	\$61.00	\$61.00	Flat Charge
Swimming pool (in-ground)	\$22.00	\$22.00	Flat Charge
Irrigation system	\$50.00	\$50.00	Flat Charge
 <u>Commercial:</u>			
Metered Water			
Base Fee Range (EDU's)			
1	\$45.00	\$49.50	Flat Charge
2	\$62.50	\$68.75	Flat Charge
3-13	\$125.00	\$137.50	Flat Charge
14-24	\$187.50	\$206.25	Flat Charge
25-39	\$250.00	\$275.00	Flat Charge
40+	\$375.00	\$412.50	Flat Charge
Usage (Gallons)	\$9.19	\$9.19	Per Thousand

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	213,000	222,750	9,750	4.58%
Interest and Penalties	1,500	1,500	-	0.00%
Other rev/trans from (to) reserves	(2,745)	(7,716)	(4,971)	181.09%
	211,755	216,534	4,779	2.26%
Expenditures				
Personnel Services	35,699	36,973	1,274	3.57%
Supplies & Materials	4,112	4,152	40	0.97%
Maintenance & Services	158,722	161,132	2,410	1.52%
Other Charges	2,075	2,875	800	38.55%
Interfund Charges	11,147	11,402	255	2.29%
Capital Equipment	-	-	-	N/A
	211,755	216,534	4,779	2.26%

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$150.00 to \$160.00
Proposed increase in nonmetered water flat charge from \$88.00 to \$93.00
Proposed increase in nonmetered sewer flat charge from \$135.00 to \$140.00

	2017/18 Budget	2018/19 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$150.00	\$160.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$7.25	\$7.25	Per Thousand
10,001 - 35,000	\$8.34	\$8.34	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
Nonmetered Water	\$88.00	\$93.00	Flat Charge
Nonmetered Sewer	\$135.00	\$140.00	Flat Charge
Accessibility	\$25.00	\$25.00	Flat Charge per EDU
Front foot assessment	\$0.02	\$0.02	per linear foot per quarter

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

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	286,900	302,000	15,100	5.26%
Interest and Penalties	4,500	5,000	500	11.11%
Other rev/trans from (to) reserves	64,661	55,371	(9,290)	-14.37%
	<u>356,061</u>	<u>362,371</u>	<u>6,310</u>	<u>1.77%</u>
Expenditures				
Personnel Services	162,683	166,964	4,281	2.63%
Supplies & Materials	58,005	58,447	442	0.76%
Maintenance & Services	124,925	122,544	(2,381)	-1.91%
Other Charges	2,826	6,526	3,700	130.93%
Interfund Charges	7,622	7,890	268	3.52%
Capital Equipment	-	-	-	N/A
	<u>356,061</u>	<u>362,371</u>	<u>6,310</u>	<u>1.77%</u>

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$215.00 to \$230.00
Proposed increase in accessibility fee from \$210.00 to \$220.00

	2017/18 Budget	2018/19 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$215.00	\$230.00	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
Accessibility	\$210.00	\$220.00	Flat Charge per EDU

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	95,800	95,800	-	0.00%
Interest and Penalties	700	700	-	0.00%
Other rev/trans from (to) reserves	(3,205)	2,508	5,713	-178.25%
	93,295	99,008	5,713	6.12%
Expenditures				
Personnel Services	47,131	48,176	1,045	2.22%
Supplies & Materials	12,106	12,157	51	0.42%
Maintenance & Services	29,572	32,912	3,340	11.29%
Other Charges	1,217	2,317	1,100	90.39%
Interfund Charges	3,269	3,446	177	5.41%
Capital Equipment	-	-	-	N/A
	93,295	99,008	5,713	6.12%

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2017/18 Budget	2018/19 Request	
<u>Domestic:</u>			
Nonmetered Sewer (improved lot)	\$210.00	\$210.00	Flat Charge per EDU
Accessibility (unimproved lot)	\$85.00	\$85.00	Flat Charge per EDU

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

	2017/18 Budget	2018/19 Request		(\$) Difference (%)
Revenue				
Charges for Services	1,110,200	1,161,000	50,800	4.58%
Interest & Penalties	14,000	14,000	-	0.00%
Other rev/trans from (to) reserves	129,002	105,078	(23,924)	-18.55%
	1,253,202	1,280,078	26,876	2.14%
Expenditures				
Personnel Services	432,142	445,196	13,054	3.02%
Supplies & Materials	191,410	228,900	37,490	19.59%
Maintenance & Services	531,582	489,214	(42,368)	-7.97%
Other Charges	17,100	28,600	11,500	67.25%
Interfund Charges	80,968	88,168	7,200	8.89%
Capital Equipment	-	-	-	N/A
	1,253,202	1,280,078	26,876	2.14%

Proposed Quarterly Rates

Proposed increase in domestic water and sewer base fee from \$163.00 to \$168.00
Proposed increase in domestic sewer flat charge from \$164.25 to \$168.00
Proposed increase in commercial water and sewer base fees ranging from \$180.00 to \$1,500.00 at present to \$198.00 to \$1,650.00 based on total EDU's
Proposed increase in quarterly debt service from \$54.00 per EDU per quarter to \$66.00

	2017/18 Budget	2018/19 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$163.00	\$168.00	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	\$164.25	\$168.00	Flat Charge

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

	2017/18 Budget	2018/19 Request
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$180.00	\$198.00 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	\$250.00	\$275.00 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	\$500.00	\$550.00 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	\$750.00	\$825.00 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	\$1,000.00	\$1,100.00 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	\$1,500.00	\$1,650.00 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>Domestic/Commercial Water & Sewer:</u>	\$150.00	\$150.00 Accessibility charge per EDU
<u>EDU:</u>	\$54.00	\$66.00 Quarterly

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

Oyster Harbor

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2017/18 Budget	2018/19 Request	
EDU charge	\$54.00	\$54.00	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 \$43.75 to \$47.50

	2017/18 Budget	2018/19 Request	
Water only	\$43.75	\$47.50	Per EDU - bulk billed to SSV HOA
Sub-area of Mystic Harbour service area			
Payments for water service will be made to Mystic Harbour service area			

Snug Harbor

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2017/18 Budget	2018/19 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

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	131,150	131,650	500	0.38%
Interest & Penalties	2,500	2,500	-	0.00%
Other rev/trans from (to) reserves	(2,634)	2,568	5,202	-197.49%
	<u>131,016</u>	<u>136,718</u>	<u>5,702</u>	<u>4.35%</u>
Expenditures				
Personnel Services	66,680	70,549	3,869	5.80%
Supplies & Materials	16,051	16,373	322	2.01%
Maintenance & Services	41,249	41,082	(167)	-0.40%
Other Charges	1,408	2,958	1,550	110.09%
Interfund Charges	5,628	5,756	128	2.27%
Capital Equipment	-	-	-	N/A
	<u>131,016</u>	<u>136,718</u>	<u>5,702</u>	<u>4.35%</u>

Proposed Quarterly Rates

No proposed changes to quarterly rate
--

	2017/18 Budget	2018/19 Request	
<u>Domestic:</u>			
Metered Water & Sewer			
Base Fee	\$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	\$266.00	\$266.00	Flat Charge
Usage Range (Gallons)			
over 3,000	\$14.00	\$14.00	Per Thousand
<u>EDU:</u>	\$27.00	\$27.00	Quarterly

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	499,200	502,900	3,700	0.74%
Interest & Penalties	4,000	4,000	-	0.00%
Other rev/trans from (to) reserves	(9,026)	18,442	27,468	-304.32%
	<u>494,174</u>	<u>525,342</u>	<u>31,168</u>	<u>6.31%</u>
Expenditures				
Personnel Services	210,524	216,046	5,522	2.62%
Supplies & Materials	57,932	62,666	4,734	8.17%
Maintenance & Services	199,521	204,385	4,864	2.44%
Other Charges	5,043	9,743	4,700	93.20%
Interfund Charges	21,154	22,502	1,348	6.37%
Capital Equipment	-	10,000	10,000	N/A
	<u>494,174</u>	<u>525,342</u>	<u>31,168</u>	<u>6.31%</u>

Proposed Quarterly Rates

Proposed increase in commercial water and sewer base fees ranging from \$180.00 to \$1,500.00 at present to \$198.00 to \$1,650.00 based on total EDU's

	2017/18 Budget	2018/19 Request	
Domestic:			
Metered Water & Sewer			
Base Fee	\$180.00	\$180.00	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

	2017/18 Budget	2018/19 Request
<u>Commercial:</u>		
Metered Water & Sewer		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$180.00	\$198.00 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	\$250.00	\$275.00 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	\$500.00	\$550.00 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	\$750.00	\$825.00 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	\$1,000.00	\$1,100.00 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	\$1,500.00	\$1,650.00 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>Domestic/Commercial:</u>	\$140.00	\$140.00 Accessibility charge per EDU

WORCESTER COUNTY
Water & Wastewater Services
Enterprise Funds

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	158,300	165,000	6,700	4.23%
Interest and Penalties	500	500	-	0.00%
Other rev/trans from (to) reserves	(4,177)	10,198	14,375	-344.15%
	<u>154,623</u>	<u>175,698</u>	<u>21,075</u>	<u>13.63%</u>
Expenditures				
Personnel Services	43,088	55,388	12,300	28.55%
Supplies & Materials	16,151	16,363	212	1.31%
Maintenance & Services	85,305	92,070	6,765	7.93%
Other Charges	1,449	2,749	1,300	89.72%
Interfund Charges	8,630	9,128	498	5.77%
Capital Equipment	-	-	-	N/A
	<u>154,623</u>	<u>175,698</u>	<u>21,075</u>	<u>13.63%</u>

Proposed Quarterly rates

Proposed increase to domestic water base fee from \$48.13 to \$53.13

	2017/18 Budget	2018/19 Request
Domestic:		
Nonmetered Sewer	\$150.00	\$150.00 Flat charge
Metered Water		
Base Fee	\$48.13	\$53.13 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

	2017/18 Budget	2018/19 Request	(\$) Difference (%)	
Revenue				
Charges for Services	1,385,000	1,408,000	23,000	1.66%
Interest & Penalties	19,000	23,000	4,000	21.05%
Other rev/trans from (to) reserves	(105,713)	(94,445)	11,268	-10.66%
	1,298,287	1,336,555	38,268	2.95%
Expenditures				
Personnel Services	174,809	180,029	5,220	2.99%
Supplies & Materials	36,017	23,173	(12,844)	-35.66%
Maintenance & Services	873,366	869,714	(3,652)	-0.42%
Other Charges	17,672	21,672	4,000	22.63%
Interfund Charges	106,423	111,967	5,544	5.21%
Capital Equipment	90,000	130,000	40,000	44.44%
	1,298,287	1,336,555	38,268	2.95%

Proposed Quarterly Rates

No proposed changes to quarterly rate

	2017/18 Budget	2018/19 Request	
<u>Domestic:</u>			
Nonmetered Sewer	\$10.50	\$10.50	per fixture quarterly
<u>Commercial:</u>			
Nonmetered Sewer	\$14.25	\$14.25	per fixture quarterly

OCEAN PINES WATER AND WASTEWATER ADVISORY BOARD
1000 Shore Lane
Ocean Pines, Maryland 21811

March 27, 2018

The Honorable Diana Purnell, President
Worcester County Commissioners
Government Center - Room 1103
One West Market Street
Snow Hill, Maryland 21863

Re: Operating Budget FY 17/18 Ocean Pines Service Area

Dear Commissioner Purnell:

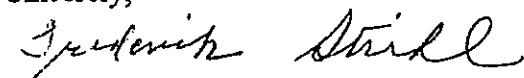
The Ocean Pines Water and Wastewater Advisory Board has been working with the County Staff, primarily John Tustin and John Ross of Public Works and Jessica Wilson of the Treasurer's Office, to develop an operating budget for FY 18/19. In developing this budget, there are several issues that we have addressed, specifically:

- The budget includes no additional staffing requests
- 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. In an effort to cover the rising expenses, the board is recommending an increase of \$16.00 in the quarterly base residential charge and an equivalent increase in the commercial rate. This increase will be partially offset by a \$10.00 reduction in the EDU charge because of the payoff of a 2007 Bond resulting in a \$6.00 net increase. In our opinion, it is important that programs are adequately funded.

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 18/19 budget as proposed.

Sincerely;



Frederick Stiehl, Chairman
Ocean Pines Water and Wastewater Advisory Board

JR/jr

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 555 - Ocean Pines								
REVENUE								
<i>Gain/Loss on Disposal of Assets</i>								
4600	Sale Of Fixed Assets	.00	.00	.00		.00	.00	2,286.00
<i>Gain/Loss on Disposal of Assets Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$2,286.00
<i>Charges for Services</i>								
5000.100	Domestic Water Service	1,380,000.00	1,245,000.00	135,000.00	11	625,419.50	1,117,414.88	1,112,602.73
5000.200	Domestic Water Usage	210,000.00	220,000.00	(10,000.00)	(5)	125,674.11	197,670.81	175,247.25
5005.100	Commercial Water Service	48,500.00	37,750.00	10,750.00	28	21,869.00	32,496.75	31,471.50
5005.200	Commercial Water Usage	25,750.00	25,750.00	.00		17,887.58	24,249.37	21,509.85
5010.100	Domestic Sewer Service	4,140,000.00	3,736,000.00	404,000.00	11	1,875,072.50	3,351,046.85	3,335,678.16
5010.200	Domestic Sewer Usage	550,000.00	600,000.00	(50,000.00)	(8)	353,044.62	547,416.82	506,170.28
5015.100	Commercial Sewer Service	143,000.00	101,250.00	41,750.00	41	64,223.00	93,634.25	90,558.50
5015.200	Commercial Sewer Usage	81,250.00	81,250.00	.00		54,641.89	71,701.30	48,020.40
5025	Transfer from River Run	49,200.00	40,300.00	8,900.00	22	20,998.26	38,441.67	38,076.57
5030	White Horse Park Revenue	249,240.00	226,920.00	22,320.00	10	113,460.00	204,600.00	195,300.00
5040	Hook-Ups	75,000.00	75,000.00	.00		80,772.00	141,810.00	140,990.00
5825	Future Capital Development Reven	.00	.00	.00		18,504.00	18,981.00	26,864.00
5835	Tank Fee Revenue	.00	8,000.00	(8,000.00)	(100)	.00	10,401.00	10,800.00
<i>Charges for Services Totals</i>		\$6,951,940.00	\$6,397,220.00	\$554,720.00	9%	\$3,371,566.46	\$5,849,864.70	\$5,733,289.24
<i>Interest & Penalties</i>								
4700	Interest On Investments	.00	.00	.00		17.55	17.63	6.57
4710	Penalty/Fees	83,000.00	80,000.00	3,000.00	4	41,060.19	85,439.19	81,918.62
<i>Interest & Penalties Totals</i>		\$83,000.00	\$80,000.00	\$3,000.00	4%	\$41,077.74	\$85,456.82	\$81,925.19
<i>Other Revenue</i>								
5042	Equity Contribution	85,000.00	85,000.00	.00		43,301.86	308,193.05	191,227.58
5850	Other Revenue	30,000.00	30,000.00	.00		41,019.07	76,955.46	(90,364.54)
5875	Rent/Overhead Reimbursement	28,000.00	28,000.00	.00		.00	26,000.00	26,000.00
<i>Other Revenue Totals</i>		\$143,000.00	\$143,000.00	\$0.00	0%	\$84,320.93	\$411,148.51	\$126,863.04
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(156,128.00)	(73,848.00)	(82,280.00)	111	.00	.00	.00
5975.200	Transfers From Other Funds	.00	.00	.00		.00	4,522,940.55	164,934.51
<i>Transfers In Totals</i>		(\$156,128.00)	(\$73,848.00)	(\$82,280.00)	111%	\$0.00	\$4,522,940.55	\$164,934.51
REVENUE TOTALS		\$7,021,812.00	\$6,546,372.00	\$475,440.00	7%	\$3,496,965.13	\$10,869,410.58	\$6,109,297.98

69

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 555 - Ocean Pines								
	EXPENSE							
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	1,596,550.00	1,632,112.00	(35,562.00)	(2)	792,189.84	1,573,813.90	1,522,807.14
6000.200	Personnel Services Salaries-Support Group	131,745.00	131,444.00	301.00		56,987.25	132,124.48	128,644.48
6000.300	Personnel Services Salaries-Construction	495,602.00	472,497.00	23,105.00	5	204,574.32	430,317.72	445,178.45
6000.400	Personnel Services Overtime Pay	47,000.00	47,000.00	.00		26,548.73	46,473.90	33,894.75
6010.100	Benefits Fica & Fringe Benefits	1,090,290.00	1,035,612.00	54,678.00	5	390,309.46	1,001,970.54	970,509.58
6010.900	Benefits OPEB contribution	136,328.00	130,778.00	5,550.00	4	.00	117,081.22	116,296.51
	<i>Personnel Services Totals</i>	\$3,497,515.00	\$3,449,443.00	\$48,072.00	1%	\$1,470,609.60	\$3,301,781.76	\$3,217,330.91
	<i>Supplies & Materials</i>							
6100.010	Administrative Expense Administrative Expenses	64,000.00	60,200.00	3,800.00	6	17,584.60	63,600.53	80,715.21
6110.060	Supplies & Equipment Chemicals	285,000.00	285,000.00	.00		143,336.97	307,440.78	346,266.23
6110.090	Supplies & Equipment Computers & Printers	284.00	.00	284.00		.00	.00	.00
6110.290	Supplies & Equipment Other Office Equipment	5,000.00	6,000.00	(1,000.00)	(17)	480.13	3,583.65	4,114.13
6110.340	Supplies & Equipment Safety Program Equipment	18,188.00	17,309.00	879.00	5	4,533.55	18,729.15	14,069.06
6110.390	Supplies & Equipment Small Equipment	9,500.00	9,500.00	.00		48.94	25,550.15	23,306.68
6110.420	Supplies & Equipment Tools & Supplies	7,500.00	7,050.00	450.00	6	1,960.12	8,800.47	10,840.29
6130.045	Equipment Maintenance Other Equipment Maint/Repair	11,000.00	11,000.00	.00		5,296.14	2,060.75	14,954.86
6150.050	Uniforms & Personal Equipment Uniforms	12,991.00	12,950.00	41.00		8,191.13	11,285.04	13,776.09
6200.010	Other Supplies & Materials Lab Testing	39,000.00	39,000.00	.00		8,889.40	20,410.62	34,546.35
6200.030	Other Supplies & Materials Testing Supplies	31,000.00	18,000.00	13,000.00	72	3,110.17	11,725.04	16,964.41
	<i>Supplies & Materials Totals</i>	\$483,463.00	\$466,009.00	\$17,454.00	4%	\$193,431.15	\$473,186.18	\$559,553.31
	<i>Maintenance & Services</i>							
6500.010	Systems Maintenance Collection System Maintenance	260,000.00	250,000.00	10,000.00	4	152,642.24	260,472.95	331,797.59
6500.020	Systems Maintenance Water Plant/System Maint	250,000.00	250,000.00	.00		128,168.27	246,734.92	305,136.48
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	80,000.00	80,000.00	.00		37,238.82	106,742.00	77,513.15
6500.040	Systems Maintenance WWW Paving	90,000.00	90,000.00	.00		41,580.15	84,460.05	96,302.66
6530.100	Consulting Services Professional Fees	14,400.00	20,700.00	(6,300.00)	(30)	.00	12,679.75	17,277.25
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	67,500.00	67,500.00	.00		16,353.77	53,598.70	43,761.96
6540.030	Vehicle Operating Expenses Vehicle Maintenance	26,000.00	26,000.00	.00		10,665.02	24,168.27	29,147.52
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	19,940.00	18,860.00	1,080.00	6	10.57	29,915.16	46,272.44
6550.020	Building Site Expenses Buildings & Grounds Maintenance	39,000.00	39,000.00	.00		11,083.27	39,066.61	56,398.74

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 555 - Ocean Pines								
EXPENSE								
<i>Maintenance & Services</i>								
6550.060	Building Site Expenses Electricity	705,000.00	705,000.00	.00		267,114.87	611,898.83	714,113.94
6550.270	Building Site Expenses Telephone	25,100.00	31,500.00	(6,400.00)	(20)	10,370.33	21,394.28	32,100.52
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	3,000.00	5,000.00	(2,000.00)	(40)	2,253.70	2,256.85	2,481.55
6700.500	Other Maint. & Svcs Water & Wastewater Construction	262,468.00	153,933.00	108,535.00	71	(225.00)	232,292.01	355,766.82
6700.650	Other Maint. & Svcs Tipping Fees	65,000.00	75,000.00	(10,000.00)	(13)	10,548.80	57,200.95	57,716.75
	<i>Maintenance & Services Totals</i>	\$1,907,408.00	\$1,812,493.00	\$94,915.00	5%	\$687,804.81	\$1,782,881.33	\$2,165,787.37
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	19,918.00	14,948.00	4,970.00	33	8,381.95	17,114.92	12,963.94
7170.010	Benefits & Insurance Allowance for COLA	94,175.00	.00	94,175.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	82,500.00	78,000.00	4,500.00	6	.00	71,591.90	66,116.23
	<i>Other Charges Totals</i>	\$196,593.00	\$92,948.00	\$103,645.00	112%	\$8,381.95	\$88,706.82	\$79,080.17
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	120,220.00	112,155.00	8,065.00	7	28,408.71	116,691.49	114,492.62
8010.040	Interfund Treasurer's Support - Fringe	53,107.00	50,358.00	2,749.00	5	12,755.51	50,340.70	48,064.00
8010.050	Interfund Public Works & Admin - Benefits	89,645.00	87,373.00	2,272.00	3	18,987.27	75,199.57	73,742.50
8010.060	Interfund Public Works & Admin - Salaries	201,861.00	194,593.00	7,268.00	4	42,287.90	174,315.20	175,661.02
	<i>Interfund Charges Totals</i>	\$464,833.00	\$444,479.00	\$20,354.00	5%	\$102,439.39	\$416,546.96	\$411,960.14
<i>Capital Equipment</i>								
9010	Capital Equipment	35,000.00	.00	35,000.00		.00	.00	.00
9010.010	Capital Equipment New Vehicles	100,000.00	.00	100,000.00		.00	.00	.00
9010.090	Capital Equipment Other WWW Equipment	337,000.00	281,000.00	56,000.00	20	97,640.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	1,327,326.06	1,264,572.00
	<i>Capital Equipment Totals</i>	\$472,000.00	\$281,000.00	\$191,000.00	68%	\$97,640.00	\$1,327,326.06	\$1,264,572.00
	EXPENSE TOTALS	\$7,021,812.00	\$6,546,372.00	\$475,440.00	7%	\$2,560,306.90	\$7,390,429.11	\$7,698,283.90
Fund 555 - Ocean Pines Totals								
	REVENUE TOTALS	\$7,021,812.00	\$6,546,372.00	\$475,440.00	7%	\$3,496,965.13	\$10,869,410.58	\$6,109,297.98
	EXPENSE TOTALS	\$7,021,812.00	\$6,546,372.00	\$475,440.00	7%	\$2,560,306.90	\$7,390,429.11	\$7,698,283.90
	Fund 555 - Ocean Pines Totals	\$0.00	\$0.00	\$0.00	+++	\$936,658.23	\$3,478,981.47	(\$1,588,985.92)
Net Grand Totals								
	REVENUE GRAND TOTALS	\$7,021,812.00	\$6,546,372.00	\$475,440.00	7%	\$3,496,965.13	\$10,869,410.58	\$6,109,297.98
	EXPENSE GRAND TOTALS	\$7,021,812.00	\$6,546,372.00	\$475,440.00	7%	\$2,560,306.90	\$7,390,429.11	\$7,698,283.90
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$936,658.23	\$3,478,981.47	(\$1,588,985.92)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 520 - Assateague Point								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	44,600.00	42,000.00	2,600.00	6	21,000.00	42,000.00	42,000.00
5005.100	Commercial Water Service	800.00	800.00	.00		400.00	800.00	800.00
5010.100	Domestic Sewer Service	173,500.00	161,000.00	12,500.00	8	75,367.50	160,297.50	160,935.00
5015.100	Commercial Sewer Service	15,200.00	15,000.00	200.00	1	7,560.00	15,120.00	15,120.00
5040	Hook-Ups	.00	.00	.00		.00	3,775.00	.00
	<i>Charges for Services Totals</i>	\$234,100.00	\$218,800.00	\$15,300.00	7%	\$104,327.50	\$221,992.50	\$218,855.00
<i>Interest & Penalties</i>								
4710	Penalty/Fees	4,000.00	4,000.00	.00		2,125.36	4,047.63	3,655.41
	<i>Interest & Penalties Totals</i>	\$4,000.00	\$4,000.00	\$0.00	0%	\$2,125.36	\$4,047.63	\$3,655.41
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		843.21	1,259.92	97,512.24
	<i>Other Revenue Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$843.21	\$1,259.92	\$97,512.24
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	19,257.00	8,575.00	10,682.00	125	.00	.00	.00
	<i>Transfers In Totals</i>	\$19,257.00	\$8,575.00	\$10,682.00	125%	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$257,357.00	\$231,375.00	\$25,982.00	11%	\$107,296.07	\$227,300.05	\$320,022.65
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		914.47	3,680.74	2,503.89
6000.200	Personnel Services Salaries-Support Group	40,969.00	40,876.00	93.00		21,874.60	35,279.23	33,785.32
6000.300	Personnel Services Salaries-Construction	6,434.00	6,112.00	322.00	5	3,078.66	7,599.50	6,573.05
6000.400	Personnel Services Overtime Pay	2,500.00	2,500.00	.00		897.03	2,795.11	2,355.74
6010.100	Benefits Fica & Fringe Benefits	26,747.00	25,594.00	1,153.00	5	11,206.15	24,264.44	21,773.64
6010.900	Benefits OPEB contribution	3,056.00	2,856.00	200.00	7	.00	2,336.02	2,312.69
	<i>Personnel Services Totals</i>	\$82,706.00	\$80,938.00	\$1,768.00	2%	\$37,970.91	\$75,955.04	\$69,304.33
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	4,180.00	4,180.00	.00		487.05	5,790.09	4,619.29
6110.060	Supplies & Equipment Chemicals	13,000.00	13,000.00	.00		316.11	7,742.24	10,884.87
6110.090	Supplies & Equipment Computers & Printers	88.00	.00	88.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	485.00	485.00	.00		.00	205.75	575.45
6110.390	Supplies & Equipment Small Equipment	8,000.00	8,000.00	.00		.00	259.26	474.62
6110.420	Supplies & Equipment Tools & Supplies	400.00	400.00	.00		85.27	711.09	344.96
6150.050	Uniforms & Personal Equipment Uniforms	339.00	344.00	(5.00)	(1)	.00	239.46	314.52

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 520 - Assateague Point								
	EXPENSE							
	Supplies & Materials							
6200.010	Other Supplies & Materials Lab Testing	4,500.00	3,000.00	1,500.00	50	2,140.48	3,551.96	3,006.39
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	500.00	500.00	100	484.65	289.86	377.39
	<i>Supplies & Materials Totals</i>	\$31,992.00	\$29,909.00	\$2,083.00	7%	\$3,513.56	\$18,789.71	\$20,597.49
	Maintenance & Services							
6500.010	Systems Maintenance Collection System Maintenance	10,000.00	10,000.00	.00		454.95	18,005.59	3,350.57
6500.012	Systems Maintenance Grinder Pump	30,000.00	20,000.00	10,000.00	50	18,488.24	24,758.24	10,233.79
6500.020	Systems Maintenance Water Plant/System Maint	4,000.00	4,000.00	.00		1,658.82	3,378.12	1,840.70
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	15,000.00	15,000.00	.00		1,314.74	9,402.76	17,570.57
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	.00		1,421.96	2,101.24	5,736.22
6530.100	Consulting Services Professional Fees	10,960.00	880.00	10,080.00	1,145	.00	840.00	1,563.20
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	4,335.00	5,865.00	(1,530.00)	(26)	.00	4,476.17	9,037.80
6550.020	Building Site Expenses Buildings & Grounds Maintenance	750.00	750.00	.00		286.57	919.08	268.16
6550.060	Building Site Expenses Electricity	25,000.00	25,000.00	.00		10,489.29	23,069.10	23,580.58
6700.500	Other Maint. & Svcs Water & Wastewater Construction	3,667.00	2,150.00	1,517.00	71	.00	4,102.33	3,904.39
	<i>Maintenance & Services Totals</i>	\$105,712.00	\$85,645.00	\$20,067.00	23%	\$34,114.57	\$91,052.63	\$77,085.98
	Other Charges							
7000.060	Travel, Training & Expense Educational Training	357.00	357.00	.00		.00	387.62	272.15
7170.010	Benefits & Insurance Allowance for COLA	1,800.00	.00	1,800.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	5,500.00	5,000.00	500.00	10	.00	4,526.83	4,026.22
	<i>Other Charges Totals</i>	\$7,657.00	\$5,357.00	\$2,300.00	43%	\$0.00	\$4,914.45	\$4,298.37
	Interfund Charges							
8010.030	Interfund Treasurer's Support - Salary	8,059.00	7,780.00	279.00	4	1,970.55	8,094.21	7,941.70
8010.040	Interfund Treasurer's Support - Fringe	3,560.00	3,493.00	67.00	2	884.78	3,491.84	3,333.92
8010.050	Interfund Public Works & Admin - Benefits	5,434.00	5,656.00	(222.00)	(4)	1,229.18	4,868.18	4,773.86
8010.060	Interfund Public Works & Admin - Salaries	12,237.00	12,597.00	(360.00)	(3)	2,737.59	11,284.62	11,371.74
	<i>Interfund Charges Totals</i>	\$29,290.00	\$29,526.00	(\$236.00)	(1%)	\$6,822.10	\$27,738.85	\$27,421.22
	Capital Equipment							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	86,053.00	80,452.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$86,053.00	\$80,452.00
	EXPENSE TOTALS	\$257,357.00	\$231,375.00	\$25,982.00	11%	\$82,421.14	\$304,503.68	\$279,159.39
Fund 520 - Assateague Point Totals								

23

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
	REVENUE TOTALS	\$257,357.00	\$231,375.00	\$25,982.00	11%	\$107,296.07	\$227,300.05	\$320,022.65
	EXPENSE TOTALS	\$257,357.00	\$231,375.00	\$25,982.00	11%	\$82,421.14	\$304,503.68	\$279,159.39
Fund	520 - Assateague Point Totals	\$0.00	\$0.00	\$0.00	+++	\$24,874.93	(\$77,203.63)	\$40,863.26
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$257,357.00	\$231,375.00	\$25,982.00	11%	\$107,296.07	\$227,300.05	\$320,022.65
	EXPENSE GRAND TOTALS	\$257,357.00	\$231,375.00	\$25,982.00	11%	\$82,421.14	\$304,503.68	\$279,159.39
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$24,874.93	(\$77,203.63)	\$40,863.26

h2

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 525 - Bridgetown								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	11,000.00	11,000.00	.00		5,085.00	10,048.00	10,719.00
5005.100	Commercial Water Service	550.00	500.00	50.00	10	250.00	285.00	.00
5005.200	Commercial Water Usage	1,000.00	2,200.00	(1,200.00)	(55)	475.03	1,098.94	.00
5040	Hook-Ups	.00	.00	.00		.00	4,268.00	.00
<i>Charges for Services Totals</i>		\$12,550.00	\$13,700.00	(\$1,150.00)	(8%)	\$5,810.03	\$15,699.94	\$10,719.00
<i>Interest & Penalties</i>								
4710	Penalty/Fees	1,000.00	1,000.00	.00		239.17	674.96	649.13
<i>Interest & Penalties Totals</i>		\$1,000.00	\$1,000.00	\$0.00	0%	\$239.17	\$674.96	\$649.13
<i>Operating Grant</i>								
5815	Operating Grant	26,000.00	26,000.00	.00		26,000.00	26,000.00	26,000.00
<i>Operating Grant Totals</i>		\$26,000.00	\$26,000.00	\$0.00	0%	\$26,000.00	\$26,000.00	\$26,000.00
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		60.82	90.10	127.95
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$60.82	\$90.10	\$127.95
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	4,217.00	1,077.00	3,140.00	292	.00	.00	.00
<i>Transfers In Totals</i>		\$4,217.00	\$1,077.00	\$3,140.00	292%	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$43,767.00	\$41,777.00	\$1,990.00	5%	\$32,110.02	\$42,465.00	\$37,496.08
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	.00	.00	.00		.00	.00	10.29
6000.200	Personnel Services Salaries-Support Group	5,623.00	5,610.00	13.00		1,231.37	2,003.00	2,279.32
6000.300	Personnel Services Salaries-Construction	536.00	509.00	27.00	5	1,268.86	492.67	.00
6010.100	Benefits Fica & Fringe Benefits	3,341.00	3,128.00	213.00	7	1,129.33	1,495.06	1,230.70
6010.900	Benefits OPEB contribution	370.00	370.00	.00		.00	136.08	140.43
<i>Personnel Services Totals</i>		\$9,870.00	\$9,617.00	\$253.00	3%	\$3,629.56	\$4,126.81	\$3,660.74
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	401.00	351.00	50.00	14	30.17	399.61	344.66
6110.090	Supplies & Equipment Computers & Printers	12.00	.00	12.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	67.00	67.00	.00		.00	10.44	38.82
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	14.74	32.02
6150.050	Uniforms & Personal Equipment Uniforms	47.00	47.00	.00		.00	13.62	21.22
6200.010	Other Supplies & Materials Lab Testing	500.00	500.00	.00		322.60	250.00	225.00
<i>Supplies & Materials Totals</i>		\$1,027.00	\$965.00	\$62.00	6%	\$352.77	\$688.41	\$661.72

25

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 525 - Bridgetown								
EXPENSE								
<i>Maintenance & Services</i>								
6500.020	Systems Maintenance Water Plant/System Maint	2,000.00	500.00	1,500.00	300	1,545.09	1,531.30	447.08
6530.100	Consulting Services Professional Fees	72.00	66.00	6.00	9	.00	63.00	63.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	595.00	805.00	(210.00)	(26)	.00	231.28	586.80
6550.020	Building Site Expenses Buildings & Grounds Maintenance	150.00	150.00	.00		.00	.00	.00
6550.060	Building Site Expenses Electricity	800.00	800.00	.00		94.55	226.92	915.30
6700.200	Other Maint. & Svcs Payment to Water Utility	27,000.00	27,000.00	.00		8,599.16	25,346.08	24,353.92
6700.500	Other Maint. & Svcs Water & Wastewater Construction	306.00	179.00	127.00	71	.00	265.95	41.19
<i>Maintenance & Services Totals</i>		\$30,923.00	\$29,500.00	\$1,423.00	5%	\$10,238.80	\$27,664.53	\$26,407.29
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	49.00	49.00	.00		.00	22.04	18.36
7170.010	Benefits & Insurance Allowance for COLA	220.00	.00	220.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	300.00	300.00	.00		.00	170.85	149.19
<i>Other Charges Totals</i>		\$569.00	\$349.00	\$220.00	63%	\$0.00	\$192.89	\$167.55
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	537.00	519.00	18.00	3	131.37	539.61	529.44
8010.040	Interfund Treasurer's Support - Fringe	237.00	233.00	4.00	2	58.99	232.79	222.26
8010.050	Interfund Public Works & Admin - Benefits	186.00	184.00	2.00	1	39.97	158.31	155.26
8010.060	Interfund Public Works & Admin - Salaries	418.00	410.00	8.00	2	89.03	366.98	369.80
<i>Interfund Charges Totals</i>		\$1,378.00	\$1,346.00	\$32.00	2%	\$319.36	\$1,297.69	\$1,276.76
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	11,317.00	11,317.00
<i>Capital Equipment Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$11,317.00	\$11,317.00
EXPENSE TOTALS		\$43,767.00	\$41,777.00	\$1,990.00	5%	\$14,540.49	\$45,287.33	\$43,491.06
Fund 525 - Bridgetown Totals								
REVENUE TOTALS		\$43,767.00	\$41,777.00	\$1,990.00	5%	\$32,110.02	\$42,465.00	\$37,496.08
EXPENSE TOTALS		\$43,767.00	\$41,777.00	\$1,990.00	5%	\$14,540.49	\$45,287.33	\$43,491.06
Fund 525 - Bridgetown Totals		\$0.00	\$0.00	\$0.00	+++	\$17,569.53	(\$2,822.33)	(\$5,994.98)
Net Grand Totals								
REVENUE GRAND TOTALS		\$43,767.00	\$41,777.00	\$1,990.00	5%	\$32,110.02	\$42,465.00	\$37,496.08
EXPENSE GRAND TOTALS		\$43,767.00	\$41,777.00	\$1,990.00	5%	\$14,540.49	\$45,287.33	\$43,491.06
Net Grand Totals		\$0.00	\$0.00	\$0.00	+++	\$17,569.53	(\$2,822.33)	(\$5,994.98)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 530 - Edgewater Acres								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	48,850.00	44,000.00	4,850.00	11	22,425.00	40,100.00	35,475.44
5000.200	Domestic Water Usage	40,000.00	40,000.00	.00		23,963.80	45,813.99	33,247.63
5010.100	Domestic Sewer Service	133,000.00	128,000.00	5,000.00	4	64,281.00	123,552.00	118,816.56
5020	Additional Assessments	900.00	1,000.00	(100.00)	(10)	450.00	900.00	900.00
5040	Hook-Ups	.00	.00	.00		.00	2,575.00	.00
5825	Future Capital Development Reven	.00	.00	.00		.00	600.00	.00
<i>Charges for Services Totals</i>		\$222,750.00	\$213,000.00	\$9,750.00	5%	\$111,119.80	\$213,540.99	\$188,439.63
<i>Interest & Penalties</i>								
4710	Penalty/Fees	1,500.00	1,500.00	.00		1,028.78	1,697.69	1,551.83
<i>Interest & Penalties Totals</i>		\$1,500.00	\$1,500.00	\$0.00	0%	\$1,028.78	\$1,697.69	\$1,551.83
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(8,591.00)	(3,595.00)	(4,996.00)	139	.00	.00	.00
<i>Transfers In Totals</i>		(\$8,591.00)	(\$3,595.00)	(\$4,996.00)	139%	\$0.00	\$0.00	\$0.00
<i>Debt Service Revenue</i>								
5980	Front Foot/EDU Revenue	875.00	850.00	25.00	3	437.12	874.24	3,715.80
<i>Debt Service Revenue Totals</i>		\$875.00	\$850.00	\$25.00	3%	\$437.12	\$874.24	\$3,715.80
REVENUE TOTALS		\$216,534.00	\$211,755.00	\$4,779.00	2%	\$112,585.70	\$216,112.92	\$193,707.26
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	500.00	500.00	.00		.00	546.49	583.08
6000.200	Personnel Services Salaries-Support Group	20,083.00	20,037.00	46.00		9,892.45	20,872.85	18,253.06
6000.300	Personnel Services Salaries-Construction	2,145.00	2,037.00	108.00	5	827.90	1,511.41	2,011.08
6000.400	Personnel Services Overtime Pay	500.00	500.00	.00		702.91	859.81	331.34
6010.100	Benefits Fica & Fringe Benefits	12,309.00	11,289.00	1,020.00	9	4,672.44	11,881.26	10,394.02
6010.900	Benefits OPEB contribution	1,436.00	1,336.00	100.00	7	.00	1,224.86	1,225.70
<i>Personnel Services Totals</i>		\$36,973.00	\$35,699.00	\$1,274.00	4%	\$16,095.70	\$36,896.68	\$32,798.28
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,505.00	1,505.00	.00		26.20	1,615.61	1,062.64
6110.090	Supplies & Equipment Computers & Printers	43.00	.00	43.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	238.00	238.00	.00		.00	108.95	310.89
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	153.80	256.42
6150.050	Uniforms & Personal Equipment Uniforms	166.00	169.00	(3.00)	(2)	.00	142.05	169.93
6200.010	Other Supplies & Materials Lab Testing	2,200.00	2,200.00	.00		268.00	1,878.55	1,909.04

27

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 530 - Edgewater Acres								
	EXPENSE							
	Supplies & Materials							
	Supplies & Materials Totals	\$4,152.00	\$4,112.00	\$40.00	1%	\$294.20	\$3,898.96	\$3,708.92
	Maintenance & Services							
6500.010	Systems Maintenance Collection System Maintenance	4,000.00	4,000.00	.00		1,028.92	1,676.29	1,733.76
6500.020	Systems Maintenance Water Plant/System Maint	6,500.00	4,000.00	2,500.00	63	.00	5,384.23	4,500.36
6530.100	Consulting Services Professional Fees	360.00	330.00	30.00	9	.00	315.00	315.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	2,125.00	2,875.00	(750.00)	(26)	.00	2,617.22	4,869.12
6550.020	Building Site Expenses Buildings & Grounds Maintenance	300.00	300.00	.00		.00	538.29	15.83
6550.060	Building Site Expenses Electricity	5,000.00	5,000.00	.00		1,301.42	5,485.94	4,992.30
6550.270	Building Site Expenses Telephone	625.00	500.00	125.00	25	294.05	410.99	605.87
6700.100	Other Maint. & Svcs Payment to Sewer Utility	75,000.00	75,000.00	.00		37,109.49	73,769.35	75,470.82
6700.200	Other Maint. & Svcs Payment to Water Utility	66,000.00	66,000.00	.00		39,110.82	49,656.32	59,377.49
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,222.00	717.00	505.00	70	.00	815.88	1,770.65
	Maintenance & Services Totals	\$161,132.00	\$158,722.00	\$2,410.00	2%	\$78,844.70	\$140,669.51	\$153,651.20
	Other Charges							
7000.060	Travel, Training & Expense Educational Training	175.00	175.00	.00		.00	229.94	147.03
7170.010	Benefits & Insurance Allowance for COLA	800.00	.00	800.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,900.00	1,900.00	.00		.00	1,714.12	1,547.14
	Other Charges Totals	\$2,875.00	\$2,075.00	\$800.00	39%	\$0.00	\$1,944.06	\$1,694.17
	Interfund Charges							
8010.030	Interfund Treasurer's Support - Salary	3,089.00	2,982.00	107.00	4	755.38	3,102.78	3,044.30
8010.040	Interfund Treasurer's Support - Fringe	1,365.00	1,339.00	26.00	2	339.16	1,338.54	1,278.00
8010.050	Interfund Public Works & Admin - Benefits	2,137.00	2,115.00	22.00	1	459.69	1,820.62	1,785.34
8010.060	Interfund Public Works & Admin - Salaries	4,811.00	4,711.00	100.00	2	1,023.81	4,220.26	4,252.86
	Interfund Charges Totals	\$11,402.00	\$11,147.00	\$255.00	2%	\$2,578.04	\$10,482.20	\$10,360.50
	Capital Equipment							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	4,370.00	4,370.00
	Capital Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$4,370.00	\$4,370.00
	EXPENSE TOTALS	\$216,534.00	\$211,755.00	\$4,779.00	2%	\$97,812.64	\$198,261.41	\$206,583.07
Fund 530 - Edgewater Acres Totals	REVENUE TOTALS	\$216,534.00	\$211,755.00	\$4,779.00	2%	\$112,585.70	\$216,112.92	\$193,707.26

88

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
	EXPENSE TOTALS	\$216,534.00	\$211,755.00	\$4,779.00	2%	\$97,812.64	\$198,261.41	\$206,583.07
Fund 530 - Edgewater Acres	Totals	\$0.00	\$0.00	\$0.00	+++	\$14,773.06	\$17,851.51	(\$12,875.81)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$216,534.00	\$211,755.00	\$4,779.00	2%	\$112,585.70	\$216,112.92	\$193,707.26
	EXPENSE GRAND TOTALS	\$216,534.00	\$211,755.00	\$4,779.00	2%	\$97,812.64	\$198,261.41	\$206,583.07
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$14,773.06	\$17,851.51	(\$12,875.81)

62

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 535 - Landings								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	30,000.00	28,600.00	1,400.00	5	14,097.75	26,446.00	26,328.00
5000.200	Domestic Water Usage	7,000.00	7,000.00	.00		3,222.22	5,212.99	5,010.39
5010.100	Domestic Sewer Service	79,000.00	73,300.00	5,700.00	8	37,140.00	69,000.00	69,000.00
5010.200	Domestic Sewer Usage	12,000.00	12,000.00	.00		8,302.94	10,581.46	10,647.89
5020	Additional Assessments	174,000.00	166,000.00	8,000.00	5	83,212.50	158,450.00	158,400.00
5040	Hook-Ups	.00	.00	.00		5,100.00	2,550.00	.00
5825	Future Capital Development Reven	.00	.00	.00		1,200.00	600.00	.00
<i>Charges for Services Totals</i>		\$302,000.00	\$286,900.00	\$15,100.00	5%	\$152,275.41	\$272,840.45	\$269,386.28
<i>Interest & Penalties</i>								
4710	Penalty/Fees	5,000.00	4,500.00	500.00	11	836.73	5,346.30	4,541.70
<i>Interest & Penalties Totals</i>		\$5,000.00	\$4,500.00	\$500.00	11%	\$836.73	\$5,346.30	\$4,541.70
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		4,666.00	.00	4,666.00
5850	Other Revenue	.00	.00	.00		226.17	249.11	209,578.31
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$4,892.17	\$249.11	\$214,244.31
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	55,371.00	64,661.00	(9,290.00)	(14)	.00	.00	.00
<i>Transfers In Totals</i>		\$55,371.00	\$64,661.00	(\$9,290.00)	(14%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$362,371.00	\$356,061.00	\$6,310.00	2%	\$158,004.31	\$278,435.86	\$488,172.29
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		746.28	3,331.20	4,047.56
6000.200	Personnel Services Salaries-Support Group	94,792.00	94,576.00	216.00		48,341.98	91,844.23	89,901.90
6000.300	Personnel Services Salaries-Construction	4,826.00	4,584.00	242.00	5	861.86	2,120.94	1,760.04
6000.400	Personnel Services Overtime Pay	2,500.00	2,500.00	.00		1,919.49	2,273.42	3,274.18
6010.100	Benefits Fica & Fringe Benefits	55,476.00	52,053.00	3,423.00	7	19,608.53	48,070.05	47,564.55
6010.900	Benefits OPEB contribution	6,370.00	5,970.00	400.00	7	.00	5,149.21	5,585.94
<i>Personnel Services Totals</i>		\$166,964.00	\$162,683.00	\$4,281.00	3%	\$71,478.14	\$152,789.05	\$152,134.17
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,237.00	987.00	250.00	25	74.50	1,451.85	855.65
6110.060	Supplies & Equipment Chemicals	40,000.00	40,000.00	.00		28,348.33	41,927.49	38,833.52
6110.090	Supplies & Equipment Computers & Printers	204.00	.00	204.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	1,121.00	1,121.00	.00		699.90	479.67	1,531.25

30

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 535 - Landings								
EXPENSE								
<i>Supplies & Materials</i>								
6110.390	Supplies & Equipment Small Equipment	5,800.00	5,800.00	.00		.00	16,560.11	1,262.96
6110.420	Supplies & Equipment Tools & Supplies	300.00	300.00	.00		92.70	172.85	.00
6150.050	Uniforms & Personal Equipment Uniforms	785.00	797.00	(12.00)	(2)	.00	625.41	836.94
6200.010	Other Supplies & Materials Lab Testing	6,000.00	6,000.00	.00		2,753.60	5,380.58	6,410.23
6200.030	Other Supplies & Materials Testing Supplies	3,000.00	3,000.00	.00		414.46	2,025.13	2,834.17
<i>Supplies & Materials Totals</i>		\$58,447.00	\$58,005.00	\$442.00	1%	\$32,383.49	\$68,623.09	\$52,564.72
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	2,000.00	2,000.00	.00		1,029.93	1,340.59	1,724.26
6500.020	Systems Maintenance Water Plant/System Maint	6,000.00	6,000.00	.00		7,675.97	10,557.32	4,647.31
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	40,000.00	40,000.00	.00		7,385.62	61,222.95	21,564.88
6500.040	Systems Maintenance WWW Paving	500.00	500.00	.00		89.43	.00	.00
6530.100	Consulting Services Professional Fees	264.00	242.00	22.00	9	8,685.00	231.00	231.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	10,030.00	13,570.00	(3,540.00)	(26)	.00	11,440.41	23,824.66
6550.020	Building Site Expenses Buildings & Grounds Maintenance	3,000.00	3,000.00	.00		434.39	1,083.93	1,150.08
6550.060	Building Site Expenses Electricity	55,000.00	55,000.00	.00		20,915.00	58,387.52	61,158.00
6550.270	Building Site Expenses Telephone	2,000.00	2,000.00	.00		524.10	1,147.67	1,713.22
6700.500	Other Maint. & Svcs Water & Wastewater Construction	2,750.00	1,613.00	1,137.00	70	.00	.00	2,292.62
6700.650	Other Maint. & Svcs Tipping Fees	1,000.00	1,000.00	.00		.00	5,292.00	.00
<i>Maintenance & Services Totals</i>		\$122,544.00	\$124,925.00	(\$2,381.00)	(2%)	\$46,739.44	\$150,703.39	\$118,306.03
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	826.00	826.00	.00		.00	2,157.28	724.18
7170.010	Benefits & Insurance Allowance for COLA	3,700.00	.00	3,700.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	2,000.00	.00		.00	1,553.13	1,390.87
<i>Other Charges Totals</i>		\$6,526.00	\$2,826.00	\$3,700.00	131%	\$0.00	\$3,710.41	\$2,115.05
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	2,015.00	1,880.00	135.00	7	476.22	1,956.10	1,919.24
8010.040	Interfund Treasurer's Support - Fringe	890.00	844.00	46.00	5	213.82	843.86	805.70
8010.050	Interfund Public Works & Admin - Benefits	1,533.00	1,518.00	15.00	1	329.78	1,306.10	1,280.80
8010.060	Interfund Public Works & Admin - Salaries	3,452.00	3,380.00	72.00	2	734.47	3,027.58	3,050.96
<i>Interfund Charges Totals</i>		\$7,890.00	\$7,622.00	\$268.00	4%	\$1,754.29	\$7,133.64	\$7,056.70

31

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018-Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 535 - Landings								
	EXPENSE							
	<i>Capital Equipment</i>							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	231,475.00	231,475.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$231,475.00	\$231,475.00
	EXPENSE TOTALS	\$362,371.00	\$356,061.00	\$6,310.00	2%	\$152,355.36	\$614,434.58	\$563,651.67
Fund 535 - Landings Totals								
	REVENUE TOTALS	\$362,371.00	\$356,061.00	\$6,310.00	2%	\$158,004.31	\$278,435.86	\$488,172.29
	EXPENSE TOTALS	\$362,371.00	\$356,061.00	\$6,310.00	2%	\$152,355.36	\$614,434.58	\$563,651.67
Fund 535 - Landings Totals		\$0.00	\$0.00	\$0.00	+++	\$5,648.95	(\$335,998.72)	(\$75,479.38)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$362,371.00	\$356,061.00	\$6,310.00	2%	\$158,004.31	\$278,435.86	\$488,172.29
	EXPENSE GRAND TOTALS	\$362,371.00	\$356,061.00	\$6,310.00	2%	\$152,355.36	\$614,434.58	\$563,651.67
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$5,648.95	(\$335,998.72)	(\$75,479.38)

32

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 540 - Lighthouse Sound								
REVENUE								
<i>Charges for Services</i>								
5010.100	Domestic Sewer Service	87,000.00	87,000.00	.00		43,470.00	87,360.00	87,360.00
5020	Additional Assessments	8,800.00	8,800.00	.00		4,420.00	8,840.00	8,840.00
<i>Charges for Services Totals</i>		\$95,800.00	\$95,800.00	\$0.00	0%	\$47,890.00	\$96,200.00	\$96,200.00
<i>Interest & Penalties</i>								
4710	Penalty/Fees	700.00	700.00	.00		260.64	713.62	637.15
<i>Interest & Penalties Totals</i>		\$700.00	\$700.00	\$0.00	0%	\$260.64	\$713.62	\$637.15
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		154.64	229.08	308.49
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$154.64	\$229.08	\$308.49
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	2,508.00	(3,205.00)	5,713.00	(178)	.00	.00	.00
<i>Transfers In Totals</i>		\$2,508.00	(\$3,205.00)	\$5,713.00	(178%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$99,008.00	\$93,295.00	\$5,713.00	6%	\$48,305.28	\$97,142.70	\$97,145.64
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	1,500.00	1,500.00	.00		996.04	1,599.95	2,125.91
6000.200	Personnel Services Salaries-Support Group	24,903.00	24,846.00	57.00		9,206.03	18,825.55	21,171.44
6000.300	Personnel Services Salaries-Construction	3,217.00	3,056.00	161.00	5	662.56	2,070.64	2,426.07
6000.400	Personnel Services Overtime Pay	1,000.00	1,000.00	.00		591.35	788.82	785.63
6010.100	Benefits Fica & Fringe Benefits	15,764.00	15,037.00	727.00	5	4,791.26	11,802.52	12,542.01
6010.900	Benefits OPEB contribution	1,792.00	1,692.00	100.00	6	.00	1,141.68	1,402.55
<i>Personnel Services Totals</i>		\$48,176.00	\$47,131.00	\$1,045.00	2%	\$16,247.24	\$36,229.16	\$40,453.61
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	602.00	602.00	.00		10.83	626.37	694.11
6110.060	Supplies & Equipment Chemicals	6,000.00	6,000.00	.00		2,405.00	4,872.62	3,928.37
6110.090	Supplies & Equipment Computers & Printers	54.00	.00	54.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	295.00	295.00	.00		.00	98.17	360.60
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	138.57	297.42
6150.050	Uniforms & Personal Equipment Uniforms	206.00	209.00	(3.00)	(1)	.00	127.99	197.09
6200.010	Other Supplies & Materials Lab Testing	5,000.00	5,000.00	.00		1,536.00	2,728.00	3,958.38
<i>Supplies & Materials Totals</i>		\$12,157.00	\$12,106.00	\$51.00	0%	\$3,951.83	\$8,591.72	\$9,435.97
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	5,500.00	5,500.00	.00		141.78	6,629.57	5,749.87

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 540 - Lighthouse Sound								
EXPENSE								
<i>Maintenance & Services</i>								
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	8,500.00	5,000.00	3,500.00	70	993.51	2,085.50	9,615.25
6530.100	Consulting Services Professional Fees	144.00	132.00	12.00	9	.00	126.00	426.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	2,635.00	3,565.00	(930.00)	(26)	.00	2,378.41	5,620.45
6550.020	Building Site Expenses Buildings & Grounds Maintenance	500.00	500.00	.00		.00	85.38	140.92
6550.060	Building Site Expenses Electricity	13,000.00	13,000.00	.00		5,141.09	12,860.42	11,396.13
6550.270	Building Site Expenses Telephone	800.00	800.00	.00		288.65	735.78	819.62
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,833.00	1,075.00	758.00	71	.00	1,117.76	1,781.23
<i>Maintenance & Services Totals</i>		\$32,912.00	\$29,572.00	\$3,340.00	11%	\$6,565.03	\$26,018.82	\$35,549.47
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	217.00	217.00	.00		.00	207.18	170.54
7170.010	Benefits & Insurance Allowance for COLA	1,100.00	.00	1,100.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,000.00	1,000.00	.00		.00	492.26	459.17
<i>Other Charges Totals</i>		\$2,317.00	\$1,217.00	\$1,100.00	90%	\$0.00	\$699.44	\$629.71
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	1,343.00	1,232.00	111.00	9	312.01	1,281.59	1,257.48
8010.040	Interfund Treasurer's Support - Fringe	593.00	553.00	40.00	7	140.09	552.87	527.88
8010.050	Interfund Public Works & Admin - Benefits	464.00	460.00	4.00	1	99.93	395.79	388.12
8010.060	Interfund Public Works & Admin - Salaries	1,046.00	1,024.00	22.00	2	222.57	917.45	924.52
<i>Interfund Charges Totals</i>		\$3,446.00	\$3,269.00	\$177.00	5%	\$774.60	\$3,147.70	\$3,098.00
EXPENSE TOTALS		\$99,008.00	\$93,295.00	\$5,713.00	6%	\$27,538.70	\$74,686.84	\$89,166.76
Fund 540 - Lighthouse Sound Totals								
REVENUE TOTALS		\$99,008.00	\$93,295.00	\$5,713.00	6%	\$48,305.28	\$97,142.70	\$97,145.64
EXPENSE TOTALS		\$99,008.00	\$93,295.00	\$5,713.00	6%	\$27,538.70	\$74,686.84	\$89,166.76
Fund 540 - Lighthouse Sound Totals		\$0.00	\$0.00	\$0.00	+++	\$20,766.58	\$22,455.86	\$7,978.88
Net Grand Totals								
REVENUE GRAND TOTALS		\$99,008.00	\$93,295.00	\$5,713.00	6%	\$48,305.28	\$97,142.70	\$97,145.64
EXPENSE GRAND TOTALS		\$99,008.00	\$93,295.00	\$5,713.00	6%	\$27,538.70	\$74,686.84	\$89,166.76
Net Grand Totals		\$0.00	\$0.00	\$0.00	+++	\$20,766.58	\$22,455.86	\$7,978.88

34

MYSTIC HARBOUR WATER AND WASTEWATER ADVISORY BOARD

1000 Shore Lane
Ocean Pines, Maryland 21811

March 16, 2018

The Honorable Diana Purnell, President
Worcester County Commissioners
Government Center - Room 1103
One West Market Street
Snow Hill, Maryland 21863

Re: Operating Budget FY 18/19 Mystic Harbour Service Area

Dear Commissioner Purnell:

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 18/19.

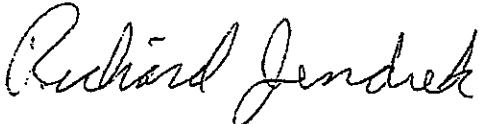
The Board has continued monitoring expenditures incurred in the new Wastewater Treatment Plant and it is clear that this plant will be more expensive to operate than the old facility. In addition, the aging of other system components must be considered to keep the Service Area financially sound. The 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. There will also be an increase in the EDU charge associated with the spray irrigation project.

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 also encourage the Commissioners to continue moving forward to complete the needed effluent disposal project at the Eagle's Landing Golf Course so that plant capacity can be fully utilized.

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 FY18/19 budget as proposed.

Sincerely;



Richard Jendrek, Chairman
Mystic Harbour Water and Wastewater Advisory Board
JR/jr

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 545 - Mystic Harbour								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	265,000.00	255,500.00	9,500.00	4	128,317.50	230,083.00	218,211.50
5000.200	Domestic Water Usage	65,000.00	65,000.00	.00		35,803.87	56,534.42	57,834.65
5005.100	Commercial Water Service	48,500.00	34,500.00	14,000.00	41	21,884.00	30,370.75	28,748.50
5005.200	Commercial Water Usage	34,000.00	32,000.00	2,000.00	6	25,317.79	28,955.91	27,162.14
5010.100	Domestic Sewer Service	362,000.00	348,000.00	14,000.00	4	175,212.00	317,550.00	316,107.00
5010.200	Domestic Sewer Usage	65,000.00	80,000.00	(15,000.00)	(19)	33,562.96	55,819.25	61,149.23
5015.100	Commercial Sewer Service	34,000.00	11,500.00	22,500.00	196	12,997.50	14,388.57	9,552.00
5015.200	Commercial Sewer Usage	118,000.00	40,000.00	78,000.00	195	34,958.17	34,852.45	40,598.95
5020.100	Additional Assessments Water Accessibility	60,000.00	74,500.00	(14,500.00)	(19)	32,062.50	45,050.00	52,300.00
5020.200	Additional Assessments Sewer Accessibility	79,500.00	154,200.00	(74,700.00)	(48)	77,737.50	70,425.00	55,425.00
5040	Hook-Ups	30,000.00	15,000.00	15,000.00	100	18,201.00	46,469.00	17,362.00
5825	Future Capital Development Reven	.00	.00	.00		84,100.00	72,500.00	19,900.00
<i>Charges for Services Totals</i>		\$1,161,000.00	\$1,110,200.00	\$50,800.00	5%	\$680,154.79	\$1,002,998.35	\$904,350.97
<i>Interest & Penalties</i>								
4700	Interest On Investments	.00	.00	.00		1,372.23	11.05	173.49
4710	Penalty/Fees	14,000.00	14,000.00	.00		7,921.48	13,566.88	11,504.57
<i>Interest & Penalties Totals</i>		\$14,000.00	\$14,000.00	\$0.00	0%	\$9,293.71	\$13,577.93	\$11,678.06
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		83,119.97	1,121,760.00	6,387.96
5850	Other Revenue	.00	.00	.00		1,903.42	2,959.50	4,115.08
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$85,023.39	\$1,124,719.50	\$10,503.04
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	105,078.00	129,002.00	(23,924.00)	(19)	.00	.00	.00
5975.200	Transfers From Other Funds	.00	.00	.00		.00	1,224,075.52	.00
<i>Transfers In Totals</i>		\$105,078.00	\$129,002.00	(\$23,924.00)	(19%)	\$0.00	\$1,224,075.52	\$0.00
REVENUE TOTALS		\$1,280,078.00	\$1,253,202.00	\$26,876.00	2%	\$774,471.89	\$3,365,371.30	\$926,532.07
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	10,000.00	10,000.00	.00		3,742.33	11,350.10	26,494.18
6000.200	Personnel Services Salaries-Support Group	240,998.00	240,447.00	551.00		109,613.45	207,301.52	190,257.06
6000.300	Personnel Services Salaries-Construction	22,767.00	21,826.00	941.00	4	10,498.54	13,687.97	10,174.04
6000.400	Personnel Services Overtime Pay	10,000.00	9,000.00	1,000.00	11	6,570.17	12,188.79	7,467.03
6010.100	Benefits Fica & Fringe Benefits	144,841.00	134,879.00	9,962.00	7	51,824.32	116,535.89	113,986.68

36

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 545 - Mystic Harbour								
EXPENSE								
<i>Personnel Services</i>								
6010.900	Benefits OPEB contribution	16,590.00	15,990.00	600.00	4	.00	12,089.14	12,563.45
	<i>Personnel Services Totals</i>	\$445,196.00	\$432,142.00	\$13,054.00	3%	\$182,248.81	\$373,153.41	\$360,942.44
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	11,555.00	8,535.00	3,020.00	35	1,090.09	12,385.22	8,518.82
6110.060	Supplies & Equipment Chemicals	180,000.00	150,000.00	30,000.00	20	99,966.15	178,998.33	167,788.44
6110.340	Supplies & Equipment Safety Program Equipment	2,850.00	2,850.00	.00		967.89	1,252.63	3,381.89
6110.390	Supplies & Equipment Small Equipment	9,500.00	5,000.00	4,500.00	90	645.52	17,451.91	2,672.79
6110.420	Supplies & Equipment Tools & Supplies	3,000.00	3,000.00	.00		2,457.32	4,887.28	1,388.35
6150.050	Uniforms & Personal Equipment Uniforms	1,995.00	2,025.00	(30.00)	(1)	.00	1,410.27	1,771.20
6200.010	Other Supplies & Materials Lab Testing	10,000.00	10,000.00	.00		3,840.35	6,227.86	7,923.58
6200.030	Other Supplies & Materials Testing Supplies	10,000.00	10,000.00	.00		2,924.25	7,199.63	7,642.25
	<i>Supplies & Materials Totals</i>	\$228,900.00	\$191,410.00	\$37,490.00	20%	\$111,891.57	\$229,813.13	\$201,087.32
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	37,000.00	50,000.00	(13,000.00)	(26)	26,872.88	18,196.80	18,830.19
6500.020	Systems Maintenance Water Plant/System Maint	116,500.00	116,500.00	.00		67,892.16	91,820.06	88,835.81
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	45,000.00	40,000.00	5,000.00	13	25,973.72	42,968.95	45,479.75
6500.040	Systems Maintenance WWW Paving	1,000.00	1,000.00	.00		733.54	755.21	1,160.07
6530.100	Consulting Services Professional Fees	2,520.00	2,310.00	210.00	9	.00	2,205.00	2,324.42
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	25,500.00	34,500.00	(9,000.00)	(26)	3,367.20	25,792.97	50,850.36
6550.020	Building Site Expenses Buildings & Grounds Maintenance	10,000.00	10,000.00	.00		4,387.65	13,132.39	12,114.69
6550.060	Building Site Expenses Electricity	180,000.00	160,000.00	20,000.00	13	70,900.81	179,707.64	191,631.71
6550.270	Building Site Expenses Telephone	6,000.00	6,000.00	.00		2,754.33	6,596.10	8,329.34
6700.100	Other Maint. & Svcs Payment to Sewer Utility	50,000.00	100,000.00	(50,000.00)	(50)	102,503.04	108,217.59	127,767.15
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	.00		.00	241.85	100.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	10,694.00	6,272.00	4,422.00	71	.00	7,388.97	15,429.15
6700.650	Other Maint. & Svcs Tipping Fees	4,000.00	4,000.00	.00		.00	3,195.20	33.60
	<i>Maintenance & Services Totals</i>	\$489,214.00	\$531,582.00	(\$42,368.00)	(8%)	\$305,385.33	\$500,218.73	\$562,886.24
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	2,100.00	2,100.00	.00		.00	2,282.78	1,532.57
7170.010	Benefits & Insurance Allowance for COLA	10,000.00	.00	10,000.00		.00	.00	.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 545 - Mystic Harbour								
	EXPENSE							
	<i>Other Charges</i>							
7170.100	Benefits & Insurance Property & Liability Insurance	16,500.00	15,000.00	1,500.00	10	.00	13,568.21	12,035.85
	<i>Other Charges Totals</i>	\$28,600.00	\$17,100.00	\$11,500.00	67%	\$0.00	\$15,850.99	\$13,568.42
	<i>Interfund Charges</i>							
8010.030	Interfund Treasurer's Support - Salary	20,820.00	20,032.00	788.00	4	5,074.16	20,842.58	20,449.84
8010.040	Interfund Treasurer's Support - Fringe	9,197.00	8,995.00	202.00	2	2,278.30	8,991.49	8,584.84
8010.050	Interfund Public Works & Admin - Benefits	17,883.00	16,095.00	1,788.00	11	3,497.66	13,852.55	13,584.14
8010.060	Interfund Public Works & Admin - Salaries	40,268.00	35,846.00	4,422.00	12	7,789.88	32,110.70	32,358.60
	<i>Interfund Charges Totals</i>	\$88,168.00	\$80,968.00	\$7,200.00	9%	\$18,640.00	\$75,797.32	\$74,977.42
	<i>Capital Equipment</i>							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	425,900.00	425,900.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$425,900.00	\$425,900.00
	EXPENSE TOTALS	\$1,280,078.00	\$1,253,202.00	\$26,876.00	2%	\$618,165.71	\$1,620,733.58	\$1,639,361.84
Fund 545 - Mystic Harbour Totals								
	REVENUE TOTALS	\$1,280,078.00	\$1,253,202.00	\$26,876.00	2%	\$774,471.89	\$3,365,371.30	\$926,532.07
	EXPENSE TOTALS	\$1,280,078.00	\$1,253,202.00	\$26,876.00	2%	\$618,165.71	\$1,620,733.58	\$1,639,361.84
Fund 545 - Mystic Harbour Totals		\$0.00	\$0.00	\$0.00	+++	\$156,306.18	\$1,744,637.72	(\$712,829.77)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$1,280,078.00	\$1,253,202.00	\$26,876.00	2%	\$774,471.89	\$3,365,371.30	\$926,532.07
	EXPENSE GRAND TOTALS	\$1,280,078.00	\$1,253,202.00	\$26,876.00	2%	\$618,165.71	\$1,620,733.58	\$1,639,361.84
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$156,306.18	\$1,744,637.72	(\$712,829.77)

38

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 550 - Newark								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	38,550.00	38,550.00	.00		19,224.00	34,790.00	35,280.00
5000.200	Domestic Water Usage	9,000.00	9,000.00	.00		4,966.97	10,758.19	11,268.61
5005.100	Commercial Water Service	5,100.00	5,100.00	.00		2,660.00	4,608.00	4,488.00
5005.200	Commercial Water Usage	6,000.00	6,000.00	.00		3,047.17	6,556.20	5,935.58
5010.100	Domestic Sewer Service	34,700.00	34,700.00	.00		17,280.00	31,262.00	31,752.00
5010.200	Domestic Sewer Usage	8,000.00	8,000.00	.00		4,427.26	9,104.68	7,932.14
5015.100	Commercial Sewer Service	23,800.00	23,800.00	.00		11,970.00	21,504.00	21,072.00
5015.200	Commercial Sewer Usage	6,500.00	6,000.00	500.00	8	3,871.77	6,694.10	6,086.78
5040	Hook-Ups	.00	.00	.00		.00	2,550.00	.00
5825	Future Capital Development Reven	.00	.00	.00		.00	600.00	.00
<i>Charges for Services Totals</i>		\$131,650.00	\$131,150.00	\$500.00	0%	\$67,447.17	\$128,427.17	\$123,815.11
<i>Interest & Penalties</i>								
4710	Penalty/Fees	2,500.00	2,500.00	.00		1,087.63	2,426.97	1,879.71
<i>Interest & Penalties Totals</i>		\$2,500.00	\$2,500.00	\$0.00	0%	\$1,087.63	\$2,426.97	\$1,879.71
<i>Other Revenue</i>								
5850	Other Revenue	18,000.00	.00	18,000.00		148.09	218.89	4,381.39
<i>Other Revenue Totals</i>		\$18,000.00	\$0.00	\$18,000.00	+++	\$148.09	\$218.89	\$4,381.39
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(15,432.00)	(2,634.00)	(12,798.00)	486	.00	.00	.00
<i>Transfers In Totals</i>		(\$15,432.00)	(\$2,634.00)	(\$12,798.00)	486%	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$136,718.00	\$131,016.00	\$5,702.00	4%	\$68,682.89	\$131,073.03	\$130,076.21
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	2,000.00	1,000.00	50	1,263.54	2,908.95	1,948.53
6000.200	Personnel Services Salaries-Support Group	35,346.00	35,265.00	81.00		16,317.29	33,112.75	32,719.91
6000.300	Personnel Services Salaries-Construction	4,826.00	4,584.00	242.00	5	118.70	5,132.31	577.99
6000.400	Personnel Services Overtime Pay	1,000.00	1,000.00	.00		339.89	897.16	1,397.18
6010.100	Benefits Fica & Fringe Benefits	23,809.00	21,413.00	2,396.00	11	8,047.47	22,095.46	19,359.56
6010.900	Benefits OPEB contribution	2,568.00	2,418.00	150.00	6	.00	2,087.53	2,191.22
<i>Personnel Services Totals</i>		\$70,549.00	\$66,680.00	\$3,869.00	6%	\$26,086.89	\$66,234.16	\$58,194.39
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	886.00	636.00	250.00	39	72.22	910.22	638.27
6110.060	Supplies & Equipment Chemicals	10,000.00	10,000.00	.00		2,396.25	7,015.56	5,265.32

39

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 550 - Newark								
EXPENSE								
<i>Supplies & Materials</i>								
6110.090	Supplies & Equipment Computers & Printers	76.00	.00	76.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	418.00	418.00	.00		.00	172.61	557.30
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	243.66	459.66
6150.050	Uniforms & Personal Equipment Uniforms	293.00	297.00	(4.00)	(1)	.00	225.05	304.60
6200.010	Other Supplies & Materials Lab Testing	2,700.00	2,700.00	.00		1,798.60	6,823.10	2,747.17
6200.030	Other Supplies & Materials Testing Supplies	2,000.00	2,000.00	.00		186.86	666.83	377.36
<i>Supplies & Materials Totals</i>		\$16,373.00	\$16,051.00	\$322.00	2%	\$4,453.93	\$16,057.03	\$10,349.68
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	2,000.00	2,000.00	.00		.00	5,249.30	1,454.98
6500.020	Systems Maintenance Water Plant/System Maint	8,000.00	8,000.00	.00		1,395.91	5,880.68	8,013.41
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	5,000.00	5,000.00	.00		1,225.21	2,819.68	5,255.04
6530.100	Consulting Services Professional Fees	192.00	176.00	16.00	9	.00	168.00	294.36
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	3,740.00	5,060.00	(1,320.00)	(26)	.00	4,231.45	8,593.53
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	.00		48.02	1,147.28	2,498.42
6550.060	Building Site Expenses Electricity	18,000.00	18,000.00	.00		4,840.85	15,035.97	15,421.56
6550.270	Building Site Expenses Telephone	400.00	400.00	.00		175.83	346.99	451.85
6700.500	Other Maint. & Svcs Water & Wastewater Construction	2,750.00	1,613.00	1,137.00	70	.00	2,770.50	3,089.51
<i>Maintenance & Services Totals</i>		\$41,082.00	\$41,249.00	(\$167.00)	0%	\$7,685.82	\$37,649.85	\$45,072.66
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	308.00	308.00	.00		.00	364.30	263.57
7170.010	Benefits & Insurance Allowance for COLA	1,550.00	.00	1,550.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,100.00	1,100.00	.00		.00	1,031.84	911.88
<i>Other Charges Totals</i>		\$2,958.00	\$1,408.00	\$1,550.00	110%	\$0.00	\$1,396.14	\$1,175.45
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	1,478.00	1,426.00	52.00	4	361.25	1,483.94	1,455.92
8010.040	Interfund Treasurer's Support - Fringe	653.00	640.00	13.00	2	162.21	640.17	611.20
8010.050	Interfund Public Works & Admin - Benefits	1,115.00	1,104.00	11.00	1	239.84	949.90	931.46
8010.060	Interfund Public Works & Admin - Salaries	2,510.00	2,458.00	52.00	2	534.16	2,201.87	2,218.88
<i>Interfund Charges Totals</i>		\$5,756.00	\$5,628.00	\$128.00	2%	\$1,297.46	\$5,275.88	\$5,217.46
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	28,716.00	28,716.00

40

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 550 - Newark								
	EXPENSE							
	<i>Capital Equipment</i>							
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$28,716.00	\$28,716.00
	EXPENSE TOTALS	\$136,718.00	\$131,016.00	\$5,702.00	4%	\$39,524.10	\$155,329.06	\$148,725.64
Fund 550 - Newark Totals								
	REVENUE TOTALS	\$136,718.00	\$131,016.00	\$5,702.00	4%	\$68,682.89	\$131,073.03	\$130,076.21
	EXPENSE TOTALS	\$136,718.00	\$131,016.00	\$5,702.00	4%	\$39,524.10	\$155,329.06	\$148,725.64
Fund 550 - Newark Totals		\$0.00	\$0.00	\$0.00	+++	\$29,158.79	(\$24,256.03)	(\$18,649.43)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$136,718.00	\$131,016.00	\$5,702.00	4%	\$68,682.89	\$131,073.03	\$130,076.21
	EXPENSE GRAND TOTALS	\$136,718.00	\$131,016.00	\$5,702.00	4%	\$39,524.10	\$155,329.06	\$148,725.64
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$29,158.79	(\$24,256.03)	(\$18,649.43)

14

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 570 - Riddle Farm								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	66,650.00	60,800.00	5,850.00	10	33,030.00	58,947.50	57,509.67
5000.200	Domestic Water Usage	16,500.00	16,500.00	.00		12,647.44	14,869.84	16,682.57
5005.100	Commercial Water Service	2,200.00	2,000.00	200.00	10	1,270.00	1,731.00	1,731.00
5005.200	Commercial Water Usage	2,750.00	2,750.00	.00		2,185.04	2,841.21	2,573.66
5010.100	Domestic Sewer Service	200,000.00	181,900.00	18,100.00	10	98,820.00	176,332.50	172,139.03
5010.200	Domestic Sewer Usage	50,000.00	50,000.00	.00		37,939.66	44,605.87	49,915.88
5015.100	Commercial Sewer Service	6,050.00	5,500.00	550.00	10	3,540.00	4,719.00	4,719.00
5015.200	Commercial Sewer Usage	8,750.00	8,750.00	.00		6,353.35	8,283.27	7,540.66
5020	Additional Assessments	150,000.00	171,000.00	(21,000.00)	(12)	84,840.00	109,800.00	110,651.80
5040	Hook-Ups	.00	.00	.00		2,550.00	.00	.00
5825	Future Capital Development Reven	.00	.00	.00		10,800.00	15,600.00	3,600.00
<i>Charges for Services Totals</i>		\$502,900.00	\$499,200.00	\$3,700.00	1%	\$293,975.49	\$437,730.19	\$427,063.27
<i>Interest & Penalties</i>								
4710	Penalty/Fees	4,000.00	4,000.00	.00		2,170.57	3,908.20	3,880.35
<i>Interest & Penalties Totals</i>		\$4,000.00	\$4,000.00	\$0.00	0%	\$2,170.57	\$3,908.20	\$3,880.35
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		546.78	868,047.91	1,102.91
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$546.78	\$868,047.91	\$1,102.91
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	18,442.00	(9,026.00)	27,468.00	(304)	.00	.00	.00
<i>Transfers In Totals</i>		\$18,442.00	(\$9,026.00)	\$27,468.00	(304%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$525,342.00	\$494,174.00	\$31,168.00	6%	\$296,692.84	\$1,309,686.30	\$432,046.53
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		1,186.35	4,504.34	4,146.36
6000.200	Personnel Services Salaries-Support Group	119,695.00	119,422.00	273.00		68,559.18	122,942.51	100,620.75
6000.300	Personnel Services Salaries-Construction	9,652.00	9,168.00	484.00	5	4,591.22	9,255.73	7,014.52
6000.400	Personnel Services Overtime Pay	4,000.00	4,000.00	.00		3,792.82	7,477.06	4,815.33
6010.100	Benefits Fica & Fringe Benefits	71,635.00	67,170.00	4,465.00	7	29,339.41	67,776.65	55,258.20
6010.900	Benefits OPEB contribution	8,064.00	7,764.00	300.00	4	.00	7,231.17	6,441.76
<i>Personnel Services Totals</i>		\$216,046.00	\$210,524.00	\$5,522.00	3%	\$107,468.98	\$219,187.46	\$178,296.92
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	3,510.00	2,010.00	1,500.00	75	584.67	3,700.70	2,134.61

42

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 570 - Riddle Farm								
EXPENSE								
<i>Supplies & Materials</i>								
6110.060	Supplies & Equipment Chemicals	40,000.00	40,000.00	.00		15,691.58	37,476.84	41,793.80
6110.090	Supplies & Equipment Computers & Printers	258.00	.00	258.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	1,416.00	1,416.00	.00		.00	723.86	1,768.78
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	905.56	1,413.55
6110.420	Supplies & Equipment Tools & Supplies	991.00	1,000.00	(9.00)	(1)	467.61	542.96	676.24
6150.050	Uniforms & Personal Equipment Uniforms	991.00	1,006.00	(15.00)	(1)	.00	836.42	936.72
6200.010	Other Supplies & Materials Lab Testing	11,000.00	8,000.00	3,000.00	38	5,504.80	11,624.90	9,729.86
6200.030	Other Supplies & Materials Testing Supplies	4,500.00	4,500.00	.00		414.45	1,305.53	3,347.94
<i>Supplies & Materials Totals</i>		\$62,666.00	\$57,932.00	\$4,734.00	8%	\$22,663.11	\$57,116.77	\$61,801.50
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	24,000.00	19,000.00	5,000.00	26	6,890.96	23,541.67	20,135.69
6500.020	Systems Maintenance Water Plant/System Maint	30,000.00	30,000.00	.00		12,392.55	35,639.22	35,575.31
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	40,000.00	40,000.00	.00		34,318.43	29,891.64	44,442.67
6500.040	Systems Maintenance WWW Paving	1,000.00	1,000.00	.00		633.14	.00	.00
6530.100	Consulting Services Professional Fees	720.00	660.00	60.00	9	.00	630.00	630.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	12,665.00	17,135.00	(4,470.00)	(26)	.00	15,228.77	26,584.17
6550.020	Building Site Expenses Buildings & Grounds Maintenance	4,000.00	2,000.00	2,000.00	100	2,310.65	4,253.81	889.19
6550.060	Building Site Expenses Electricity	78,000.00	78,000.00	.00		29,731.00	72,462.88	76,093.11
6550.110	Building Site Expenses Heating Fuel Oil	5,000.00	5,000.00	.00		681.08	3,977.06	3,308.16
6550.270	Building Site Expenses Telephone	1,500.00	1,500.00	.00		303.55	738.20	1,306.16
6550.280	Building Site Expenses Tipping Fees	1,000.00	1,000.00	.00		2,435.20	4,464.80	.00
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	.00		.00	95.00	65.10
6700.500	Other Maint. & Svcs Water & Wastewater Construction	5,500.00	3,226.00	2,274.00	70	.00	4,996.38	5,271.65
<i>Maintenance & Services Totals</i>		\$204,385.00	\$199,521.00	\$4,864.00	2%	\$89,696.56	\$195,919.43	\$214,301.21
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	1,043.00	1,043.00	.00		.00	1,353.92	810.53
7170.010	Benefits & Insurance Allowance for COLA	4,700.00	.00	4,700.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	4,000.00	4,000.00	.00		.00	3,741.08	3,394.52
<i>Other Charges Totals</i>		\$9,743.00	\$5,043.00	\$4,700.00	93%	\$0.00	\$5,095.00	\$4,205.05

54

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 570 - Riddle Farm								
EXPENSE								
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	6,179.00	5,381.00	798.00	15	1,362.96	5,598.49	5,493.00
8010.040	Interfund Treasurer's Support - Fringe	2,730.00	2,416.00	314.00	13	611.97	2,415.19	2,305.96
8010.050	Interfund Public Works & Admin - Benefits	4,180.00	4,139.00	41.00	1	899.40	3,562.09	3,493.06
8010.060	Interfund Public Works & Admin - Salaries	9,413.00	9,218.00	195.00	2	2,003.11	8,257.04	8,320.78
<i>Interfund Charges Totals</i>		\$22,502.00	\$21,154.00	\$1,348.00	6%	\$4,877.44	\$19,832.81	\$19,612.80
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	10,000.00	.00	10,000.00		.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	493,831.00	489,451.00
<i>Capital Equipment Totals</i>		\$10,000.00	\$0.00	\$10,000.00	+++	\$0.00	\$493,831.00	\$489,451.00
EXPENSE TOTALS		\$525,342.00	\$494,174.00	\$31,168.00	6%	\$224,706.09	\$990,982.47	\$967,668.48
Fund 570 - Riddle Farm Totals								
REVENUE TOTALS		\$525,342.00	\$494,174.00	\$31,168.00	6%	\$296,692.84	\$1,309,686.30	\$432,046.53
EXPENSE TOTALS		\$525,342.00	\$494,174.00	\$31,168.00	6%	\$224,706.09	\$990,982.47	\$967,668.48
Fund 570 - Riddle Farm Totals		\$0.00	\$0.00	\$0.00	+++	\$71,986.75	\$318,703.83	(\$535,621.95)
Net Grand Totals								
REVENUE GRAND TOTALS		\$525,342.00	\$494,174.00	\$31,168.00	6%	\$296,692.84	\$1,309,686.30	\$432,046.53
EXPENSE GRAND TOTALS		\$525,342.00	\$494,174.00	\$31,168.00	6%	\$224,706.09	\$990,982.47	\$967,668.48
Net Grand Totals		\$0.00	\$0.00	\$0.00	+++	\$71,986.75	\$318,703.83	(\$535,621.95)

hk

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 575	River Run							
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	47,000.00	40,300.00	6,700.00	17	.00	38,441.67	38,076.57
5010.100	Domestic Sewer Service	118,000.00	118,000.00	.00		59,400.00	118,650.00	116,700.00
5040	Hook-Ups	.00	.00	.00		.00	.00	4,780.00
5825	Future Capital Development Reven	.00	.00	.00		.00	.00	3,100.00
<i>Charges for Services Totals</i>		\$165,000.00	\$158,300.00	\$6,700.00	4%	\$59,400.00	\$157,091.67	\$162,656.57
<i>Interest & Penalties</i>								
4710	Penalty/Fees	500.00	500.00	.00		213.79	563.55	608.26
<i>Interest & Penalties Totals</i>		\$500.00	\$500.00	\$0.00	0%	\$213.79	\$563.55	\$608.26
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		300.67	451.48	596.29
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$300.67	\$451.48	\$596.29
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	10,198.00	(4,177.00)	14,375.00	(344)	.00	.00	.00
<i>Transfers In Totals</i>		\$10,198.00	(\$4,177.00)	\$14,375.00	(344%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$175,698.00	\$154,623.00	\$21,075.00	14%	\$59,914.46	\$158,106.70	\$163,861.12
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	30,000.00	22,000.00	8,000.00	36	18,983.61	30,220.88	26,971.64
6000.200	Personnel Services Salaries-Support Group	5,623.00	5,610.00	13.00		79.52	3,337.67	3,577.22
6000.300	Personnel Services Salaries-Construction	1,072.00	1,019.00	53.00	5	.00	.00	451.19
6000.400	Personnel Services Overtime Pay	500.00	500.00	.00		.00	561.26	404.22
6010.100	Benefits Fica & Fringe Benefits	17,639.00	13,405.00	4,234.00	32	8,201.50	15,463.62	14,972.25
6010.900	Benefits OPEB contribution	554.00	554.00	.00		.00	185.01	228.86
<i>Personnel Services Totals</i>		\$55,388.00	\$43,088.00	\$12,300.00	29%	\$27,264.63	\$49,768.44	\$46,605.38
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,249.00	1,037.00	212.00	20	19.94	1,343.09	1,200.15
6110.060	Supplies & Equipment Chemicals	10,000.00	10,000.00	.00		3,513.00	14,783.00	6,877.50
6110.340	Supplies & Equipment Safety Program Equipment	67.00	67.00	.00		.00	17.62	60.93
6110.390	Supplies & Equipment Small Equipment	1,500.00	1,500.00	.00		.00	24.88	1,089.77
6150.050	Uniforms & Personal Equipment Uniforms	47.00	47.00	.00		.00	22.98	33.30
6200.010	Other Supplies & Materials Lab Testing	2,500.00	2,500.00	.00		1,340.00	3,707.00	3,173.00
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	.00		.00	.00	405.48
<i>Supplies & Materials Totals</i>		\$16,363.00	\$16,151.00	\$212.00	1%	\$4,872.94	\$19,898.57	\$12,840.13

SH

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 575 - River Run								
	EXPENSE							
	Maintenance & Services							
6500.010	Systems Maintenance Collection System Maintenance	13,000.00	13,000.00	.00		1,242.25	9,331.57	9,531.04
6500.020	Systems Maintenance Water Plant/System Maint	.00	.00	.00		.00	.00	269.22
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	6,000.00	6,000.00	.00		309.24	2,430.98	6,093.65
6530.100	Consulting Services Professional Fees	264.00	242.00	22.00	9	.00	231.00	674.00
6540.050	Vehicle Operating Expenses Vehicle Use/Other Areas	3,000.00	3,000.00	.00		.00	.00	.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	595.00	805.00	(210.00)	(26)	.00	594.80	1,090.91
6550.020	Building Site Expenses Buildings & Grounds Maintenance	100.00	100.00	.00		.00	.00	254.52
6550.060	Building Site Expenses Electricity	20,000.00	20,000.00	.00		9,177.63	25,178.91	20,590.14
6550.270	Building Site Expenses Telephone	1,500.00	1,500.00	.00		639.98	1,146.75	1,622.47
6700.200	Other Maint. & Svcs Payment to Water Utility	47,000.00	40,300.00	6,700.00	17	.00	38,441.67	38,076.57
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	.00	.00	.00		50.00	95.00	50.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	611.00	358.00	253.00	71	.00	.00	185.21
	Maintenance & Services Totals	\$92,070.00	\$85,305.00	\$6,765.00	8%	\$11,419.10	\$77,450.68	\$78,437.73
	Other Charges							
7000.060	Travel, Training & Expense Educational Training	49.00	49.00	.00		.00	37.20	28.82
7170.010	Benefits & Insurance Allowance for COLA	1,300.00	.00	1,300.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,400.00	1,400.00	.00		.00	1,273.62	1,142.26
	Other Charges Totals	\$2,749.00	\$1,449.00	\$1,300.00	90%	\$0.00	\$1,310.82	\$1,171.08
	Interfund Charges							
8010.030	Interfund Treasurer's Support - Salary	2,351.00	2,269.00	82.00	4	574.74	2,360.81	2,316.34
8010.040	Interfund Treasurer's Support - Fringe	1,038.00	1,019.00	19.00	2	258.06	1,018.45	972.40
8010.050	Interfund Public Works & Admin - Benefits	1,765.00	1,655.00	110.00	7	359.76	1,424.83	1,397.24
8010.060	Interfund Public Works & Admin - Salaries	3,974.00	3,687.00	287.00	8	801.24	3,302.81	3,328.30
	Interfund Charges Totals	\$9,128.00	\$8,630.00	\$498.00	6%	\$1,993.80	\$8,106.90	\$8,014.28
	Capital Equipment							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	2,013.00	2,013.00
	Capital Equipment Totals	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$2,013.00	\$2,013.00
	EXPENSE TOTALS	\$175,698.00	\$154,623.00	\$21,075.00	14%	\$45,550.47	\$158,548.41	\$149,081.60
Fund 575 - River Run Totals								
	REVENUE TOTALS	\$175,698.00	\$154,623.00	\$21,075.00	14%	\$59,914.46	\$158,106.70	\$163,861.12
	EXPENSE TOTALS	\$175,698.00	\$154,623.00	\$21,075.00	14%	\$45,550.47	\$158,548.41	\$149,081.60

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund	575 - River Run Totals	\$0.00	\$0.00	\$0.00	+++	\$14,363.99	(\$441.71)	\$14,779.52
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$175,698.00	\$154,623.00	\$21,075.00	14%	\$59,914.46	\$158,106.70	\$163,861.12
	EXPENSE GRAND TOTALS	\$175,698.00	\$154,623.00	\$21,075.00	14%	\$45,550.47	\$158,548.41	\$149,081.60
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$14,363.99	(\$441.71)	\$14,779.52

6h

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 580 - West Ocean City								
REVENUE								
<i>Charges for Services</i>								
5010.100	Domestic Sewer Service	1,128,000.00	1,100,000.00	28,000.00	3	569,725.50	1,115,237.25	1,078,866.75
5015.100	Commercial Sewer Service	275,000.00	280,000.00	(5,000.00)	(2)	134,445.70	278,087.89	266,415.63
5040	Hook-Ups	5,000.00	5,000.00	.00		5,212.00	5,212.00	12,018.00
5825	Future Capital Development Reven	.00	.00	.00		5,400.00	35,600.00	35,100.00
<i>Charges for Services Totals</i>		\$1,408,000.00	\$1,385,000.00	\$23,000.00	2%	\$714,783.20	\$1,434,137.14	\$1,392,400.38
<i>Interest & Penalties</i>								
4700	Interest On Investments	5,000.00	1,000.00	4,000.00	400	4,014.99	3,242.15	1,098.73
4710	Penalty/Fees	18,000.00	18,000.00	.00		9,995.72	17,346.62	15,743.20
<i>Interest & Penalties Totals</i>		\$23,000.00	\$19,000.00	\$4,000.00	21%	\$14,010.71	\$20,588.77	\$16,841.93
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		1,997.72	3,016.80	4,000.89
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$1,997.72	\$3,016.80	\$4,000.89
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(94,445.00)	(105,713.00)	11,268.00	(11)	.00	.00	.00
<i>Transfers In Totals</i>		(\$94,445.00)	(\$105,713.00)	\$11,268.00	(11%)	\$0.00	\$0.00	\$0.00
REVENUE TOTALS		\$1,336,555.00	\$1,298,287.00	\$38,268.00	3%	\$730,791.63	\$1,457,742.71	\$1,413,243.20
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	5,000.00	5,000.00	.00		554.70	4,822.99	5,514.89
6000.200	Personnel Services Salaries-Support Group	77,119.00	76,943.00	176.00		33,295.18	69,539.62	59,611.82
6000.300	Personnel Services Salaries-Construction	30,129.00	28,919.00	1,210.00	4	7,921.32	28,025.15	22,816.84
6000.400	Personnel Services Overtime Pay	3,500.00	3,500.00	.00		1,160.62	1,499.20	4,640.05
6010.100	Benefits Fica & Fringe Benefits	57,643.00	54,059.00	3,584.00	7	15,324.64	48,128.39	40,520.26
6010.900	Benefits OPEB contribution	6,638.00	6,388.00	250.00	4	.00	5,301.37	4,929.07
<i>Personnel Services Totals</i>		\$180,029.00	\$174,809.00	\$5,220.00	3%	\$58,256.46	\$157,316.72	\$138,032.93
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	19,457.00	15,457.00	4,000.00	26	1,385.80	20,718.38	16,875.92
6110.090	Supplies & Equipment Computers & Printers	166.00	.00	166.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	912.00	912.00	.00		.00	361.66	1,015.33
6110.390	Supplies & Equipment Small Equipment	.00	17,000.00	(17,000.00)	(100)	.00	510.53	837.44
6110.420	Supplies & Equipment Tools & Supplies	2,000.00	2,000.00	.00		889.81	942.51	1,744.03
6150.050	Uniforms & Personal Equipment Uniforms	638.00	648.00	(10.00)	(2)	.00	471.55	554.95
<i>Supplies & Materials Totals</i>		\$23,173.00	\$36,017.00	(\$12,844.00)	(36%)	\$2,275.61	\$23,004.63	\$21,027.67

48

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 580 - West Ocean City								
EXPENSE								
<i>Maintenance & Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	50,000.00	57,000.00	(7,000.00)	(12)	25,134.97	50,681.39	79,936.56
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	.00		458.78	.00	628.37
6530.100	Consulting Services Professional Fees	4,104.00	3,762.00	342.00	9	.00	3,591.00	3,606.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	8,160.00	11,040.00	(2,880.00)	(26)	.00	8,906.86	15,997.74
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	.00		162.98	281.42	543.72
6550.060	Building Site Expenses Electricity	18,000.00	18,000.00	.00		6,694.01	17,733.82	15,888.29
6550.270	Building Site Expenses Telephone	2,700.00	2,500.00	200.00	8	1,370.28	2,607.80	3,013.74
6700.100	Other Maint. & Svcs Payment to Sewer Utility	770,000.00	770,000.00	.00		751,688.96	724,225.41	724,013.85
6700.500	Other Maint. & Svcs Water & Wastewater Construction	13,750.00	8,064.00	5,686.00	71	.00	15,128.40	18,983.07
<i>Maintenance & Services Totals</i>		\$869,714.00	\$873,366.00	(\$3,652.00)	0%	\$785,509.98	\$823,156.10	\$862,611.34
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	672.00	672.00	.00		.00	763.30	480.19
7170.010	Benefits & Insurance Allowance for COLA	4,000.00	.00	4,000.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	17,000.00	17,000.00	.00		.00	15,567.79	13,832.67
<i>Other Charges Totals</i>		\$21,672.00	\$17,672.00	\$4,000.00	23%	\$0.00	\$16,331.09	\$14,312.86
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	32,507.00	29,304.00	3,203.00	11	7,422.39	30,488.18	29,913.68
8010.040	Interfund Treasurer's Support - Fringe	14,360.00	13,157.00	1,203.00	9	3,332.65	13,152.61	12,557.76
8010.050	Interfund Public Works & Admin - Benefits	20,020.00	19,821.00	199.00	1	4,307.11	17,058.43	16,727.90
8010.060	Interfund Public Works & Admin - Salaries	45,080.00	44,141.00	939.00	2	9,592.68	39,542.03	39,847.34
<i>Interfund Charges Totals</i>		\$111,967.00	\$106,423.00	\$5,544.00	5%	\$24,654.83	\$100,241.25	\$99,046.68
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	130,000.00	90,000.00	40,000.00	44	.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	305,451.00	290,505.00
<i>Capital Equipment Totals</i>		\$130,000.00	\$90,000.00	\$40,000.00	44%	\$0.00	\$305,451.00	\$290,505.00
EXPENSE TOTALS		\$1,336,555.00	\$1,298,287.00	\$38,268.00	3%	\$870,696.88	\$1,425,500.79	\$1,425,536.48
Fund 580 - West Ocean City Totals								
REVENUE TOTALS		\$1,336,555.00	\$1,298,287.00	\$38,268.00	3%	\$730,791.63	\$1,457,742.71	\$1,413,243.20
EXPENSE TOTALS		\$1,336,555.00	\$1,298,287.00	\$38,268.00	3%	\$870,696.88	\$1,425,500.79	\$1,425,536.48
Fund 580 - West Ocean City Totals		\$0.00	\$0.00	\$0.00	+++	(\$139,905.25)	\$32,241.92	(\$12,293.28)
Net Grand Totals								

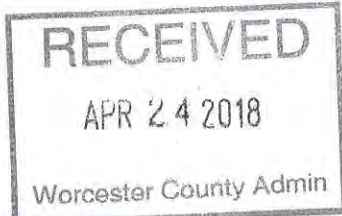
bh

Budget Worksheet Report

Budget Year 2019

REVENUE GRAND TOTALS	\$1,336,555.00	\$1,298,287.00	\$38,268.00	3%	\$730,791.63	\$1,457,742.71	\$1,413,243.20
EXPENSE GRAND TOTALS	\$1,336,555.00	\$1,298,287.00	\$38,268.00	3%	\$870,696.88	\$1,425,500.79	\$1,425,536.48
Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$139,905.25)	\$32,241.92	(\$12,293.28)

05



TEL: 410-632-0686
FAX: 410-632-3003



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

16

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JENNIFER C. SWANTON, CPA
ASSISTANT FINANCE OFFICER

MEMORANDUM

TO: *Harold Higgins, Chief Administrative Officer*
FROM: *Jessica Wilson, Enterprise Fund Controller JW*
DATE: *April 23, 2018*
RE: *Solid Waste Enterprise Fund Public Hearing*

The purpose of this memo is to request a public hearing for the Solid Waste Enterprise Fund FY18/19 budget on Tuesday, June 5, 2018. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY18/19 Requested Operating Budget as well as the handout for the public hearing meeting.

If you have any questions, please feel free to contact me.

DRAFT

**Notice of Public Hearing
Worcester County
Solid Waste Enterprise Fund
FY 2018/2019 Requested Operating Budget**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2018/2019 Solid Waste Enterprise Fund Operating Budget as requested by the Worcester County Department of Public Works, Solid Waste Division on:

**Tuesday, June 5, 2018
at 10:40 a.m.**
in the County Commissioners' Meeting Room
Room 1101 Government Center - One West Market Street
Snow Hill, Maryland 21863

The Proposed Budget maintains the current solid waste tipping fees of \$70 per ton for municipal waste and \$80 per ton for construction and demolition debris. The homeowner convenience center permits will remain at \$100 for the first two vehicles, and \$100 for the third and additional vehicles within each household. As an option for homeowners, the "Pay-As-You-Throw" system will remain at a cost of \$1 per bag for each 33-gallon bag disposed at any homeowner convenience center. Copies of the detailed budget are available for public inspection at the County Commissioners' Office in Room 1103 of the County Government Center in Snow Hill or online at www.co.worcester.md.us.

**WORCESTER COUNTY
2018/2019 REQUESTED OPERATING BUDGET**

SOLID WASTE ENTERPRISE FUND

Personnel Services	\$2,342,258
Supplies & Materials	\$64,090
Maintenance & Services	\$1,121,000
Other Charges	\$763,013
Debt Service	\$190,000
Interfund Charges	\$292,300
Capital Equipment & Depreciation	<u>\$1,249,000</u>

TOTAL REQUESTED EXPENDITURES **\$6,021,661**

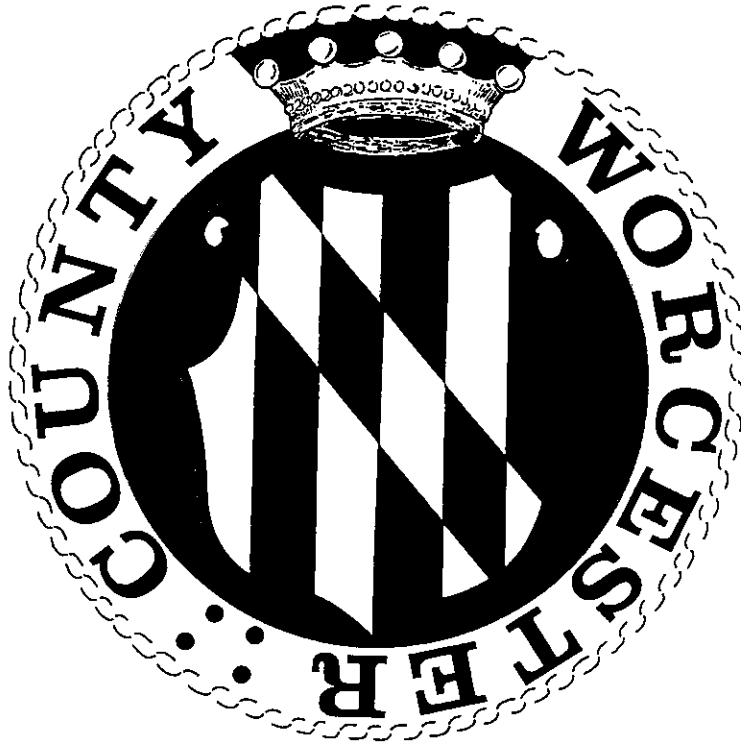
Solid Waste Tipping Fees	\$3,285,000
Licenses & Permits	\$355,000
Recycling Revenue	\$183,200
Interest and Penalties	\$6,600
Other Revenue	\$225,000
Transfer from General Fund - Recycling	\$1,033,339
Transfer from General Fund - Homeowner Convenience Centers	\$664,984
Transfer from Reserves	<u>\$268,538</u>

TOTAL ESTIMATED REVENUES **\$6,021,661**

For additional information, contact the Worcester County Treasurer's Office
at 410-632-0686, ext. 1217.

Worcester County

Solid Waste Division



FY 2018/2019 Requested

Operating Budgets

Board of County Commissioners of Worcester County

Diana Purnell, President
Theodore "Ted" Elder, Vice President
Anthony "Chip" Bertino, Jr.
Madison Bunting, Jr.
James "Bud" Church
Merrill Lockfaw, Jr.
Joseph Mitrecic

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 Services
Enterprise Funds

	2017/18 Budget	2018/19 Request	(\$) Variance	(%) Variance
Revenue				
Tipping Fees	3,480,000	3,285,000	(195,000)	-5.60%
Permits	375,000	355,000	(20,000)	-5.33%
Recycling	173,500	183,200	9,700	5.59%
Interest & Penalties	7,000	6,600	(400)	-5.71%
Other Revenue	230,000	225,000	(5,000)	-2.17%
Transfer from GF- Recycling	1,042,255	1,033,339	(8,916)	-0.86%
Transfer from GF- Con. Cen.	624,068	664,984	40,916	6.56%
Transfer (to)/from Reserves	(28,424)	268,538	296,962	-1044.76%
	5,903,399	6,021,661	118,262	2.00%
Expenditures				
Personnel Services	2,210,422	2,342,258	131,836	5.96%
Supplies & Materials	61,055	64,090	3,035	4.97%
Maintenance & Services	1,138,500	1,121,000	(17,500)	-1.54%
Other Charges/Lease Pay	629,050	763,013	133,963	21.30%
Debt Service	190,000	190,000	-	0.00%
Interfund Charges	281,372	292,300	10,928	3.88%
Capital Equipment	393,000	249,000	(144,000)	-36.64%
Depreciation	1,000,000	1,000,000	-	0.00%
	5,903,399	6,021,661	118,262	2.00%

Tipping Rates:

	Current	Proposed	
Refuse	\$ 70.00	\$ 70.00	per ton
Dirt, Grit, Red Ash, Sludge, Stumps, and Yard Waste	\$ 80.00	\$ 80.00	per ton
Construction/Deomolition, Concrete, Boats	\$ 80.00	\$ 80.00	per ton
Asbestos	\$ 150.00	\$ 150.00	per ton
"Clean" concrete	Free	Free	per ton
House Trailers	\$ 1,000.00	\$ 1,000.00	each
Metal	\$ 25.00	\$ 25.00	per ton
Tires			
Industrial/Tractor	\$ 600.00	\$ 600.00	per ton
Truck	\$ 10.00	\$ 10.00	each
Car	\$ 2.00	\$ 2.00	each
Car - large volume	\$ 175.00	\$ 175.00	per ton
Disposed of on landfill	\$ 20.00	\$ 20.00	each

Other:

Convenience Center Permit	\$ 100.00	\$ 100.00	household
2nd vehicle	Free	Free	household
3rd vehicle	\$ 100.00	\$ 100.00	household
OR Pay As You Throw per 33 gallon bag	\$ 1.00	\$ 1.00	/bag
Commercial Permit	\$ 25.00	\$ 25.00	per vehicle
Commercial Permit- local government	\$ 15.00	\$ 15.00	per vehicle
Mulch purchase	\$ 20.00	\$ 20.00	per bucket

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 680 - Landfill								
REVENUE								
<i>Gain/Loss on Disposal of Assets</i>								
4600	Sale Of Fixed Assets	.00	.00	.00		.00	657.00	555.55
<i>Gain/Loss on Disposal of Assets Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$657.00	\$555.55
<i>Licenses and Permits</i>								
4980	Landfill Permits-Household	340,000.00	360,000.00	(20,000.00)	(6)	139,700.00	325,900.00	347,400.00
4982	PAYT Tags - Household	10,000.00	10,000.00	.00		4,025.00	8,615.00	7,995.00
4985	Landfill Permits-Commercial	5,000.00	5,000.00	.00		3,725.00	6,225.00	3,025.00
<i>Licenses and Permits Totals</i>		\$355,000.00	\$375,000.00	(\$20,000.00)	(5%)	\$147,450.00	\$340,740.00	\$358,420.00
<i>Charges for Services</i>								
4990	Tipping Fee Revenue	3,250,000.00	3,450,000.00	(200,000.00)	(6)	1,626,126.75	3,134,071.53	3,421,277.87
5185	Recycling Revenue	113,200.00	103,500.00	9,700.00	9	64,699.29	147,962.67	61,888.76
5186	Metal Recycling Revenue	45,000.00	45,000.00	.00		28,849.50	44,933.73	51,630.72
5190	Stump/Yard Waste/Mulch Revenue	35,000.00	30,000.00	5,000.00	17	190.00	34,149.60	52,172.50
5195	Tire Revenue	25,000.00	25,000.00	.00		.00	28,836.25	17,563.00
<i>Charges for Services Totals</i>		\$3,468,200.00	\$3,653,500.00	(\$185,300.00)	(5%)	\$1,719,865.54	\$3,389,953.78	\$3,604,532.85
<i>Interest & Penalties</i>								
4700	Interest On Investments	5,000.00	5,000.00	.00		48,009.49	48,932.62	16,328.93
4710	Penalty/Fees	1,600.00	2,000.00	(400.00)	(20)	489.42	1,625.16	1,543.79
<i>Interest & Penalties Totals</i>		\$6,600.00	\$7,000.00	(\$400.00)	(6%)	\$48,498.91	\$50,557.78	\$17,872.72
<i>Intergovernmental - State Revenues</i>								
5795	Other Grants	.00	.00	.00		.00	12,000.00	.00
<i>Intergovernmental - State Revenues Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$12,000.00	\$0.00
<i>Other Revenue</i>								
5850	Other Revenue	225,000.00	230,000.00	(5,000.00)	(2)	176.50	12,109.07	39,887.92
<i>Other Revenue Totals</i>		\$225,000.00	\$230,000.00	(\$5,000.00)	(2%)	\$176.50	\$12,109.07	\$39,887.92
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	268,538.00	(28,424.00)	.296,962.00	(1,045)	.00	.00	.00
5985.100	Transfer from General Fund Recycling Grant	1,033,339.00	1,042,255.00	(8,916.00)	(1)	1,042,255.00	663,294.00	.00
5985.200	Transfer from General Fund Conv. Centers Grant	664,984.00	624,068.00	40,916.00	7	624,068.00	504,505.00	.00
<i>Transfers In Totals</i>		\$1,966,861.00	\$1,637,899.00	\$328,962.00	20%	\$1,666,323.00	\$1,167,799.00	\$0.00
REVENUE TOTALS		\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$3,582,313.95	\$4,973,816.63	\$4,021,269.04
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	1,302,527.00	1,266,685.00	35,842.00	3	618,516.93	1,213,793.65	1,226,878.16
6000.400	Personnel Services Overtime Pay	5,000.00	.00	5,000.00		.00	142.82	95.52

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 680 - Landfill								
EXPENSE								
<i>Personnel Services</i>								
6010.100	Benefits Fica & Fringe Benefits	758,231.00	723,237.00	34,994.00	5	275,432.79	656,716.22	644,024.97
6010.900	Benefits OPEB contribution	276,500.00	220,500.00	56,000.00	25	.00	213,998.34	181,061.06
	<i>Personnel Services Totals</i>	\$2,342,258.00	\$2,210,422.00	\$131,836.00	6%	\$893,949.72	\$2,084,651.03	\$2,052,059.71
<i>Supplies & Materials</i>								
6100.010	Administrative Expense Administrative Expenses	17,000.00	17,000.00	.00		8,407.93	14,212.00	16,861.36
6100.100	Administrative Expense Dues and Subscriptions	575.00	575.00	.00		.00	.00	.00
6110.090	Supplies & Equipment Computers & Printers	1,580.00	1,580.00	.00		.00	.00	79.88
6110.290	Supplies & Equipment Other Office Equipment	.00	.00	.00		.00	36.98	.00
6110.340	Supplies & Equipment Safety Program Equipment	3,335.00	2,000.00	1,335.00	67	454.52	617.06	1,797.66
6110.390	Supplies & Equipment Small Equipment	15,500.00	15,500.00	.00		24,001.42	21,269.80	.00
6110.420	Supplies & Equipment Tools & Supplies	13,500.00	13,500.00	.00		133.76	2,008.77	3,782.37
6150.050	Uniforms & Personal Equipment Uniforms	12,600.00	10,900.00	1,700.00	16	11,699.43	9,609.04	11,099.16
	<i>Supplies & Materials Totals</i>	\$64,090.00	\$61,055.00	\$3,035.00	5%	\$44,697.06	\$47,753.65	\$33,620.43
<i>Maintenance & Services</i>								
6530.040	Consulting Services Consulting Services	125,000.00	200,000.00	(75,000.00)	(37)	38,239.16	112,444.35	106,464.26
6530.100	Consulting Services Professional Fees	11,500.00	8,500.00	3,000.00	35	10,400.00	8,400.00	8,029.86
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	110,000.00	110,000.00	.00		23,374.60	53,897.54	60,849.31
6540.030	Vehicle Operating Expenses Vehicle Maintenance	13,500.00	13,500.00	.00		2,698.94	6,904.46	6,528.58
6540.070	Vehicle Operating Expenses Off-road Fuel	140,000.00	140,000.00	.00		64,195.39	89,716.98	72,246.95
6540.080	Vehicle Operating Expenses Heavy Equipment Maintenance	228,500.00	190,000.00	38,500.00	20	99,577.83	181,033.53	163,119.22
6550.020	Building Site Expenses Buildings & Grounds Maintenance	165,000.00	150,000.00	15,000.00	10	70,825.63	152,435.86	129,957.25
6550.060	Building Site Expenses Electricity	60,000.00	50,000.00	10,000.00	20	20,633.26	52,844.75	48,737.02
6550.135	Building Site Expenses Insurance Claim Expenses	.00	.00	.00		.00	.00	1,000.00
6550.270	Building Site Expenses Telephone	8,500.00	11,500.00	(3,000.00)	(26)	2,089.65	5,424.19	15,590.01
6700.610	Other Maint. & Svcs Leachate Treatment	195,000.00	180,000.00	15,000.00	8	67,788.82	150,578.64	216,895.63
6700.620	Other Maint. & Svcs Tire Recycling	17,000.00	13,000.00	4,000.00	31	9,001.60	12,499.20	16,190.22
6700.630	Other Maint. & Svcs Electronics Removal	.00	25,000.00	(25,000.00)	(100)	.00	28,933.35	61,180.40
6700.640	Other Maint. & Svcs Special Events	42,000.00	42,000.00	.00		82.80	27,188.14	53,717.29
6700.660	Other Maint. & Svcs HHW Ads	5,000.00	5,000.00	.00		1,534.00	4,420.00	5,456.73
	<i>Maintenance & Services Totals</i>	\$1,121,000.00	\$1,138,500.00	(\$17,500.00)	(2%)	\$410,441.68	\$886,720.99	\$965,962.73

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 680 - Landfill								
EXPENSE								
<i>Other Charges</i>								
7000.020	Travel, Training & Expense Board Member Allowance	1,500.00	1,200.00	300.00	25	450.00	1,000.00	900.00
7000.060	Travel, Training & Expense Educational Training	2,963.00	2,600.00	363.00	14	212.00	2,524.18	2,392.19
7170.010	Benefits & Insurance Allowance for COLA	52,800.00	.00	52,800.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	12,250.00	12,250.00	.00		11,220.20	9,963.00	14,576.16
7200.010	Bond & Interest Expense Interest Expense	693,500.00	613,000.00	80,500.00	13	240,320.60	35,940.76	40,409.65
7200.020	Bond & Interest Expense Bond Interest Expense	190,000.00	190,000.00	.00		41,188.37	82,499.99	49,048.08
7200.030	Bond & Interest Expense Bond Issuance Expense	.00	.00	.00		.00	922.90	922.90
	<i>Other Charges Totals</i>	\$953,013.00	\$819,050.00	\$133,963.00	16%	\$293,391.17	\$132,850.83	\$108,248.98
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	65,000.00	62,538.00	2,462.00	4	31,268.77	58,942.00	57,503.42
8010.040	Interfund Treasurer's Support - Fringe	29,100.00	28,079.00	1,021.00	4	14,039.68	25,427.58	24,139.92
8010.050	Interfund Public Works & Admin - Benefits	61,200.00	59,109.00	2,091.00	4	29,554.55	53,914.18	51,491.56
8010.060	Interfund Public Works & Admin - Salaries	137,000.00	131,646.00	5,354.00	4	65,823.03	124,974.98	122,657.34
	<i>Interfund Charges Totals</i>	\$292,300.00	\$281,372.00	\$10,928.00	4%	\$140,686.03	\$263,258.74	\$255,792.24
<i>Capital Equipment</i>								
9010	Capital Equipment	249,000.00	393,000.00	(144,000.00)	(37)	.00	.00	.00
9100.010	Depreciation Depreciation Expense	600,000.00	600,000.00	.00		.00	617,266.61	792,678.81
9100.500	Depreciation Reserve for Closure	400,000.00	400,000.00	.00		.00	334,545.00	(24,514.40)
	<i>Capital Equipment Totals</i>	\$1,249,000.00	\$1,393,000.00	(\$144,000.00)	(10%)	\$0.00	\$951,811.61	\$768,164.41
	EXPENSE TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$1,783,165.66	\$4,367,046.85	\$4,183,848.50
Fund 680 - Landfill Totals								
	REVENUE TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$3,582,313.95	\$4,973,816.63	\$4,021,269.04
	EXPENSE TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$1,783,165.66	\$4,367,046.85	\$4,183,848.50
Fund 680 - Landfill Totals								
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,799,148.29	\$606,769.78	(\$162,579.46)
	REVENUE GRAND TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$3,582,313.95	\$4,973,816.63	\$4,021,269.04
	EXPENSE GRAND TOTALS	\$6,021,661.00	\$5,903,399.00	\$118,262.00	2%	\$1,783,165.66	\$4,367,046.85	\$4,183,848.50
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,799,148.29	\$606,769.78	(\$162,579.46)

George B. Linvill, Chairman
Solid Waste Advisory Board
1734 Pocomoke Beltway
Pocomoke, MD 21851

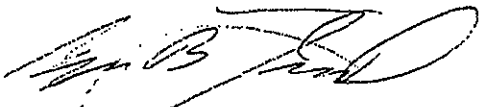
March 13, 2018

Honorable Diana Purnell, President
Worcester County Commissioners
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, MD 21863

Dear Commissioner Purnell:

The Solid Waste Advisory Board met on February 28, 2018, and unanimously recommended that the County Commissioners adopt the proposed FY 2018-2019 Solid Waste and Recycling budgets as presented. We also suggest keeping the tipping fees and permits fees the same for the coming Fiscal Year.

Sincerely,



George B. Linvill, Chairman
Solid Waste Advisory Board

CC: John Tustin, P.E., Director
Michael Mitchell, Solid Waste Superintendent
Michael McClung, Recycling Manager



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

17

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JENNIFER C. SWANTON, CPA
ASSISTANT FINANCE OFFICER

MEMORANDUM

TO: *Harold Higgins, Chief Administrative Officer*
FROM: *Jessica Wilson, Enterprise Fund Controller JW*
DATE: *April 23, 2018*
RE: *Liquor Control Enterprise Fund Public Hearing*

The purpose of this memo is to request a public hearing for the Liquor Control Enterprise Fund FY18/19 budget on Tuesday, June 5, 2018. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY18/19 Requested Operating Budget as well as the handout for the public hearing meeting.

If you have any questions, please feel free to contact me.

DRAFT

**Notice of Public Hearing
Worcester County
Liquor Control Enterprise Fund
FY 2018/2019 Requested Operating Budget**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2018/2019 Liquor Control Enterprise Fund Operating Budget as requested by the Worcester County Liquor Control Department on:

**Tuesday, June 5, 2018
at 10:40 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 at the County Commissioners' Office in Room 1103 of the County Government Center, One West Market Street, Snow Hill, Maryland 21863, or online at www.co.worcester.md.us.

**WORCESTER COUNTY
2018/2019 REQUESTED OPERATING BUDGET**

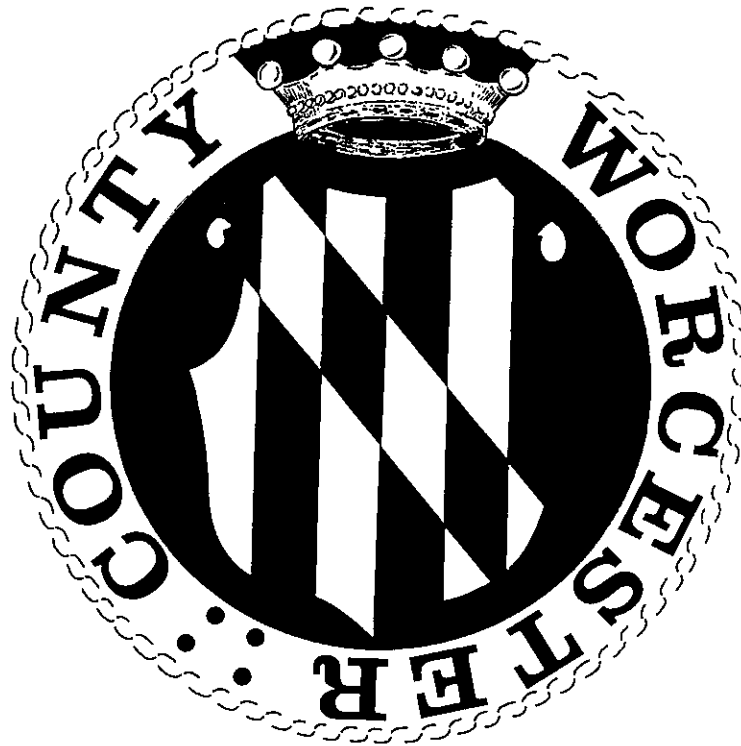
LIQUOR CONTROL ENTERPRISE FUND

Personnel Services	\$201,000
Supplies & Materials	\$14,200
Cost of Goods Sold	\$622,200
Maintenance & Services	\$59,250
Other Charges	\$2,500
Payout of Net Income (Loss) to County and Pocomoke City	\$2,600
Interfund Charges	<u>\$13,250</u>
 TOTAL REQUESTED EXPENDITURES	 \$915,000
 Sales - Retail	 <u>\$915,000</u>
 TOTAL ESTIMATED REVENUES	 \$915,000

For additional information, contact the Worcester County Treasurer's Office
at 410-632-0686, ext. 1217.

Worcester County

Department of Liquor Control



FY 2018/19 Requested

Operating Budgets

Board of County Commissioners of Worcester County

Diana Purnell, President
Theodore "Ted" Elder, Vice President
Anthony "Chip" Bertino, Jr.
Madison Bunting, Jr.
James "Bud" Church
Merrill Lockfaw, Jr.
Joseph Mitrecic

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

	2017/18 Budget	2018/19 Request	(\$) Variance	(%) Variance
Revenue				
Liquor Sales - Retail	1,015,000	915,000	(100,000)	-9.85%
	<u>1,015,000</u>	<u>915,000</u>	<u>(100,000)</u>	<u>-9.85%</u>
Expenditures				
Cost of Goods Sold	791,700	622,200	(169,500)	-21.41%
Personnel Services	148,000	201,000	53,000	35.81%
Supplies & Materials	15,900	14,200	(1,700)	-10.69%
Maintenance & Services	26,250	59,250	33,000	125.71%
Other Charges	1,500	2,500	1,000	66.67%
Interfund Charges	12,750	13,250	500	3.92%
Payout of profits/(losses)	18,900	2,600	(16,300)	-86.24%
	<u>1,015,000</u>	<u>915,000</u>	<u>(100,000)</u>	<u>-9.85%</u>

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 400 - LIQUOR CONTROL								
REVENUE								
<i>Gain/Loss on Disposal of Assets</i>								
4600	Sale Of Fixed Assets	.00	.00	.00		.00	(403,622.63)	.00
<i>Gain/Loss on Disposal of Assets Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	(\$403,622.63)	\$0.00
<i>Charges for Services</i>								
5260	Liquor Sales - Wholesale	.00	.00	.00		.00	937,113.84	3,745,843.22
5265	Bulk Sales	.00	.00	.00		.00	795,560.93	.00
5270	Liquor Sales - Retail	915,000.00	1,015,000.00	(100,000.00)	-10%	414,434.90	3,460,385.00	3,867,658.60
<i>Charges for Services Totals</i>		915,000.00	1,015,000.00	(100,000.00)	-10%	\$414,434.90	\$5,193,059.77	\$7,613,501.82
<i>Miscellaneous</i>								
4800	Other Miscellaneous Revenue	.00	.00	.00		45,847.26	631,555.20	9,817.91
<i>Miscellaneous Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$45,847.26	\$631,555.20	\$9,817.91
<i>Transfers In</i>								
5510	Transfers From Other Funds	.00	.00	.00		.00	419,377.93	.00
<i>Transfers In Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$419,377.93	\$0.00
REVENUE TOTALS		915,000.00	1,015,000.00	(100,000.00)	-10%	\$460,282.16	\$5,840,370.27	\$7,623,319.73
EXPENSE								
<i>Cost of Goods Sold</i>								
8910	Purchases	622,200.00	791,700.00	(169,500.00)	-21%	329,725.26	1,460,199.77	3,454,126.26
8915	Change in Inventory	.00	.00	.00		(10,627.00)	2,646,791.28	2,383,237.72
8925	Freight	.00	.00	.00		.00	365.28	1,530.30
8930	Excise Tax	.00	.00	.00		.00	7,826.92	52,759.95
<i>Cost of Goods Sold Totals</i>		622,200.00	791,700.00	(169,500.00)	-21%	\$319,098.26	\$4,115,183.25	\$5,891,654.23
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	92,000.00	83,000.00	9,000.00	11%	54,794.11	666,522.07	656,576.49
6000.400	Personnel Services Overtime Pay	.00	.00	.00		1,237.75	14,076.64	2,328.00
6010.100	Benefits Fica & Fringe Benefits	49,000.00	50,000.00	(1,000.00)	-2%	37,549.61	323,708.04	348,515.46
6010.900	Benefits OPEB contribution	.00	.00	.00		.00	.00	26,820.00
6050	Outsourced Labor	60,000.00	15,000.00	45,000.00	300%	32,672.64	109,522.17	175,399.15
<i>Personnel Services Totals</i>		201,000.00	148,000.00	53,000.00	36%	\$126,254.11	\$1,113,828.92	\$1,209,639.10

6

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 400 - LIQUOR CONTROL								
<i>Supplies & Materials</i>								
6100.052	Administrative Expense Bank Fees	14,000.00	15,000.00	(1,000.00)	-7%	7,207.24	61,125.99	62,723.71
6100.100	Administrative Expense Dues and Subscriptions	.00	.00	.00		.00	183.00	2,424.87
6100.190	Administrative Expense Office Supplies	.00	900.00	(900.00)	-100%	.00	7,353.52	6,956.59
6110.125	Supplies & Equipment Equipment Maintenance & Repair	.00	.00	.00		.00	2,551.81	1,188.14
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	.00	.00	.00		.00	7.00	7,469.00
6150.050	Uniforms & Personal Equipment Uniforms	200.00	.00	200.00		.00	.00	.00
<i>Supplies & Materials Totals</i>		14,200.00	15,900.00	(1,700.00)	-11%	\$7,207.24	\$71,221.32	\$80,762.31
<i>Maintenance & Services</i>								
6530.100	Consulting Services Professional Fees	35,000.00	5,000.00	30,000.00	600%	22,802.50	38,553.56	22,060.07
6540.010	Vehicle Operating Expenses Equipment/Vehicle Rental	.00	.00	.00		.00	3,062.05	.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	.00	.00	.00		126.63	7,017.50	10,233.53
6540.030	Vehicle Operating Expenses Vehicle Maintenance	.00	.00	.00		.00	3,201.36	9,029.96
6550.015	Building Site Expenses Building Supplies	2,000.00	2,000.00	-	0%	1,018.48	4,879.90	25,342.36
6550.020	Building Site Expenses Buildings & Grounds Maintenance	5,000.00	4,000.00	1,000.00	25%	3,178.56	27,835.90	32,376.70
6550.060	Building Site Expenses Electricity	11,000.00	10,500.00	500.00	5%	5,934.10	44,789.74	49,250.16
6550.120	Building Site Expenses Heating Propane	.00	.00	.00		.00	1,955.56	2,222.06
6550.140	Building Site Expenses Internet Access	.00	.00	.00		.00	1,813.54	2,021.09
6550.170	Building Site Expenses Office Rent/Lease	.00	.00	.00		45,847.26	219,244.11	240,062.56
6550.220	Building Site Expenses Security Alarm Monitoring	250.00	250.00	-	0%	90.00	5,428.50	3,830.85
6550.270	Building Site Expenses Telephone	4,000.00	4,000.00	-	0%	1,592.10	15,868.50	15,864.83
6550.310	Building Site Expenses Water & Sewer	500.00	500.00	-	0%	211.02	428.10	481.21
6900.070	Advertising Sales	1,500.00	.00	1,500.00		507.74	19,714.91	7,016.07
<i>Maintenance & Services Totals</i>		59,250.00	26,250.00	33,000.00	126%	\$81,308.39	\$393,793.23	\$419,791.45
<i>Other Charges</i>								
7000.115	Travel, Training & Expense Mileage	500.00	500.00	-	0%	.00	13,461.00	12,278.78
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	1,000.00	1,000.00	100%	.00	13,461.00	12,278.78
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		1,447.08	32,986.63	37,406.34
<i>Other Charges Totals</i>		2,500.00	1,500.00	1,000.00	67%	\$1,447.08	\$46,447.63	\$49,685.12
<i>Interfund Charges</i>								

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2019 Committee Review	2018 Adopted Budget	\$ Variance	% Variance	2018 Actual YTD Dec 2017	2017 Actual Amount	2016 Actual Amount
Fund 400 - LIQUOR CONTROL								
8010.010	Interfund Office Expense (Divided)	13,250.00	12,750.00	500.00	4%	6,375.00	3,593.85	7,860.26
8010.030	Interfund Treasurer's Support - Salary	.00	.00	.00		.00	36,495.68	69,684.18
8010.040	Interfund Treasurer's Support - Fringe	.00	.00	.00		.00	15,715.58	21,275.52
8010.050	Interfund Public Works & Admin - Benefits	.00	.00	.00		.00	10,477.08	28,202.46
8010.060	Interfund Public Works & Admin - Salaries	.00	.00	.00		.00	24,219.78	48,180.06
	<i>Interfund Charges Totals</i>	13,250.00	12,750.00	500.00	4%	\$6,375.00	\$90,501.97	\$175,202.48
<i>Payments to Other Government Entities</i>								
8500.800	Payments to Other Gov't Entities Distribution of Liquor Profits	2,600.00	18,900.00	(16,300.00)	-86%	.00	.00	.00
	<i>Payments to Other Government Entities Totals</i>	2,600.00	18,900.00	(16,300.00)	-86%	\$0.00	\$0.00	\$0.00
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		7,980.00	92,959.70	102,778.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$7,980.00	\$92,959.70	\$102,778.00
	EXPENSE TOTALS	915,000.00	1,015,000.00	(100,000.00)	-10%	\$549,670.08	\$5,923,936.02	\$7,929,512.69
Fund 400 - LIQUOR CONTROL Totals								
	REVENUE TOTALS	915,000.00	1,015,000.00	(100,000.00)	-10%	\$460,282.16	\$5,840,370.27	\$7,623,319.73
	EXPENSE TOTALS	915,000.00	1,015,000.00	(100,000.00)	-10%	\$549,670.08	\$5,923,936.02	\$7,929,512.69
	Fund 400 - LIQUOR CONTROL Totals	\$0.00	\$0.00	\$0.00	+++	(\$89,387.92)	(\$83,565.75)	(\$306,192.96)
Net Grand Totals								
	REVENUE GRAND TOTALS	915,000.00	1,015,000.00	(100,000.00)	-10%	\$460,282.16	\$5,840,370.27	\$7,623,319.73
	EXPENSE GRAND TOTALS	915,000.00	1,015,000.00	(100,000.00)	-10%	\$549,670.08	\$5,923,936.02	\$7,929,512.69
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$89,387.92)	(\$83,565.75)	(\$306,192.96)

8



18

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

COMMISSIONERS
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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

April 11, 2018

TO: Worcester County Commissioners
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*
On Behalf Of Worcester County Sewer Committee
SUBJECT: Request for Allocation of EDUs for Frontier Town Campground Expansion

Please be advised that on February 20, 2018 we received the attached request from Attorney Hugh Cropper, IV on behalf of Sun TRS Frontier LLC (the Applicant) for the allocation of an additional 40 equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (MHSSA) for a proposed expansion of the Frontier Town Campground. The application was later amended by Mr. Cropper by an email received March 9, 2018 to request a total of 34 EDUs. The amended request was subsequently reviewed by the Worcester County Sewer Committee at our meeting on April 5, 2018. On behalf of the committee, I offer the following staff report for your consideration with regard to this request:

Background on Frontier Town Campground EDUs: Frontier Town Campground previously purchased 166 EDUs on March 30, 2017 to serve the existing campground in order to remove their current septic system. In planning for the expansion of the Mystic Harbour Wastewater Treatment Plant (WWTP), 130 EDUs were allocated to the Frontier Town Campground and 30 EDUs were allocated for the Commercial Portion of Frontier Town Campground to facilitate the removal of their septic system. This plan is documented in the EDU Allocation Table (attached) which the Maryland Department of the Environment (MDE) required the County to incorporate into our Water and Sewer Plan when MDE approved the Water and Sewer Plan Amendment needed for the MHSSA expansion. The original 30 EDUs for commercial use were reallocated on March 30, 2017 to serve existing campsites at Frontier Town. While drafting the MHSSA Sewer EDU Allocation Process, staff recognized that an additional 6 EDUs had been sold to Frontier Town Campground above and beyond the original allocation of 160 EDUs. Original calculations were that 160 EDUs were needed for the existing sites. It was later determined the number of campsites and corresponding EDUs were counted incorrectly. There were 584 existing sites and those sites needed 166 EDUs. On September 19, 2017, the County granted the extra 6

EDUs as it was consistent with the Plan and MDE's approval to provide public sewer to the existing campground. In order to properly document this purchase, the Commissioners agreed that the 6 EDUs would come from the "Infill and Intensification of Properties in Area 1" (the North Area) which was approved on September 19, 2017 upon adoption of the EDU Allocation Process.

By application dated November 27, 2017, the Applicant previously requested an additional 71 EDUs for a campground expansion to serve 213 new campsites at Frontier Town Campground. The application was subsequently denied by the County Commissioners on December 19, 2017 since such an allocation would have required amending the Allocation Table and Map in the Water and Sewerage Plan (the "Plan") which was required by the Maryland Department of the Environment (MDE) as a condition to their approval of the MHSSA expansion, would eliminate all EDUs in the South and diminish available EDUs in the North, and since the Allocation Table only allocated 160 EDUs to Frontier Town for the existing campground, and none had been allocated for future expansion of the campground. Doing otherwise would have violated the Plan unless the Plan was formally amended by the County Commissioners and approved by MDE. The decision to deny the request was subsequently appealed to the Circuit Court of Worcester County and is currently pending the Court's decision.

Summary of Current Request: The Applicant now requests an allocation of an additional 34 EDUs of sewer service from the MHSSA to provide for Phase I of the campground expansion to serve 101 of the 213 total new campsites planned by the Applicant. Phase I encompasses the 101 new campsites and a community building on the south side of the entrance road for which needed capacity is computed as follows:

$$\begin{aligned} & - 101 \text{ campsites at } 100 \text{ gallons per day (gpd) per campsite} = 10,100 \text{ gpd} \\ & \quad \div 300 \text{ gpd/edu} = \mathbf{34 \text{ EDUs Total Request}} \end{aligned}$$

The subject property is located on the east side of Stephen Decatur Highway (MD Route 611) north of Assateague Road (MD Route 376), is approximately 199.99 acres in area, currently zoned A-2 Agricultural District, and is designated S-1 in the Plan which indicates an area of existing or planned sewer service to be built within 2-years, but does not guarantee any service or obligate the provision of services in that time frame. While a site plan has been submitted and conceptually approved by the Worcester County Planning Commission for the campground expansion, signature site plan approval is contingent upon the Applicant securing the necessary sanitary capacity from the MHSSA as approved by the County Commissioner in accordance with Resolution 17-19.

Current Available Capacity - South: There are currently 53 EDUs allocated in Area 2 (south of the airport), in which Frontier Town Campground is located, which have not yet been purchased. Remaining EDUs in all categories in Area 2 are as follows: Commercial Infill South of Airport (20 of 20 EDUs), Vacant or Multi-Lot properties (2 of 4 EDUs), Assateague Greens Executive Golf Course/Range (6 of 6 EDUs), Ocean City Airport, Clubhouse and Humane Society (0 of 32 EDUs), Church (5 of 5 EDUs), Single Family Dwellings (20 of 20 EDUs), Castaways Campground (0 of 88 EDUs), Frontier Town Campground/Commercial Portion of Frontier Town Campground (0 of 166 EDUs). Of the remaining capacity in Area 2, only the 20 EDUs for

Commercial Infill South of the Airport was allocated for new development. The other remaining 33 EDUs are intended to serve properties which will enable the replacement of septic systems for existing homes and other existing developments.

As referenced above, since Frontier Town Campground has been previously allocated and sold a total of 166 EDUs, there is presently no additional capacity available for allocation in either the "Frontier Town Campground" or "Commercial Portion of Frontier Town Campground" categories of the approved MHSSA EDU Allocation Table as referenced in the Plan. While the Commissioners may wish to consider allocating the EDUs for "Commercial Infill South of the Airport" to Frontier Town Campground, the committee notes that the 33 remaining EDUs in Area 2 are intended to serve single family residential properties or other existing developments which are needed to enable the replacement of septic systems on these properties.

Current Available Capacity - North: There are currently 294 EDUs allocated in Area 1 (north of the airport) which have not yet been purchased. These remaining EDUs have been allocated for the following uses: Infill and Intensification (148 EDUs), Vacant or Multi-Lot properties (80 EDUs), Single Family Dwellings (17 EDUs), and Commercial (49 EDUs). Should the Commissioners wish to consider re-allocating a portion of the available capacity in Area 1 north of the airport to Area 2 south of the airport, such action should be carefully considered in accordance with the established priorities of the original allocation of the sewer capacity (see explanation below), would require an amendment to the Plan and approval by MDE for such a change to shift EDUs from Area 1 to Area 2 and since the EDU Allocation Table was officially adopted as part of the Plan as required by MDE.

Background on Original Allocation of New Sewer Capacity in Mystic Harbour: The expansion of the Mystic Harbour WWTP and funding from USDA in 2008 was predicated upon the need for infill and intensification of properties along the Route 50 commercial corridor and vicinity, service to vacant or multi-lot properties, single family dwellings converting from septic systems to public sewer, and commercial properties. The Worcester County Planning Commission recommended a rating system to rank priority allocations of the additional EDUs with highest priority to (1) infill lots, (2) expansion of existing facilities, (3) replacement of septic tanks, and (4) new developments. While staff recognizes that revisions to the original allocations may be prudent from time to time, any such re-allocations should be in keeping with the original intent of the Planning Commission and the County Commissioners in 2008 when the Mystic Harbour WWTP expansion was approved and upon which the USDA committed funding for the expansion project. Furthermore, since the EDU Allocation Table was officially incorporated into the Plan as required by MDE, a change to shift EDUs from Area 2 to Area 1 would require an amendment to the Plan with the approval of MDE and concurrence that such action is in keeping with the original purpose of the expansion and the priority allocations as established by the Planning Commission. In addition, once EDUs are reallocated from one category to another and sold, they will no longer be available for the originally intended purpose.

Options for Commissioners' Action on the Request:

Option 1 - Approve the requested allocation of 34 EDUs from among the following use categories with remaining allocations:

Area 2 (south): 20 EDUs - Commercial Infill South of Airport
2 EDUs - Vacant or Multi-Lot properties
6 EDUs - Assateague Greens Executive Golf Course
5 EDUs - Church
20 EDUs - Single Family Dwellings

Note - Shifting EDUs from Area 1 to Area 2 would require a Plan amendment and MDE approval

Area 1 (north): 148 EDUs - Infill and Intensification
80 EDUs - Vacant or Multi-Lot properties
17 EDUs - Single Family Dwellings
49 EDUs - Commercial

Option 2 - Approve a portion of the requested 34 EDU's by allocating up to 20 of the EDUs for "Commercial Infill South of Airport" to Frontier Town Campground. These "commercial" EDUs could be allocated without sacrificing capacity for conversion of septic properties in Area 2 and since the "commercial" allocation was not previously planned for any specific property.

Option 3 - Deny the request for allocation of an additional 34 EDUs of sewer service from the MHSSA to provide for Phase I expansion of 101 campsites at Frontier Town since there is currently no remaining allocation available for that use in Area 2 without reallocating planned capacity from another use category.

The Sewer Committee will be available to answer any questions which you may have with regard to this application in order for you to make the most informed decision on this request.

LAW OFFICES

**BOOTH BOOTH
CROPPER & MARRINER P.C.**

CURTIS H. BOOTH
BRYNJA MCDIVITT BOOTH
HUGH CROPPER IV
THOMAS C. MARRINER*
ELIZABETH ANN EVINS
ROY B. COWDREY, JR. **

*ADMITTED IN MD & DC
** OF COUNSEL

9923 STEPHEN DECATUR HIGHWAY, #D-2
OCEAN CITY, MARYLAND 21842
(410) 213-2681

EMAIL: hcropper@bbcmlaw.com

EASTON OFFICE

130 NORTH WASHINGTON ST.
EASTON, MD 21601
(410) 822-2929
FAX (410) 820-6586

WEBSITE
www.bbcmlaw.com

February 16, 2018

Ms. Jessica Wilson, Worcester County
Treasurer's Office
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, Maryland 21863

Dear Ms. Wilson:

Please find enclosed an Application pursuant to Resolution 17-19 to transfer Forty (40) wastewater treatment EDU's in the Mystic Harbour Sanitary Service Area to the property of the Sun TRS Frontier, LLC, Worcester County Tax Map 33, Parcels 93 & 94. My client's deposit check in the amount of Forty Thousand Dollars (\$40,000.00) is attached.

Thank you, and have a great day.

Very truly yours,



Hugh Cropper, IV

HC/tgb

Enclosures

CC: Kelly Shannahan, Assistant CAO, Worcester County
Maureen Howarth, Worcester County Attorney
Mr. Tom O'Branovic, Sun Communities
Margaret M. Witherup, Esquire

Worcester County - Department of Public Works - Water and Wastewater Division
Mystic Harbour Sewer Service Application

Name: SunTRS Frontier LLC Date: 2-16-18
Mailing address: c/o Hugh Cropper IV 9923 Stephen Dec Hwy, D-2, Ocean City, MD 21842
Address of service location: 8428 Stephen Decatur Hwy, Ocean City, MD
Property identification (acct # & map/parcel): m 33. P 93-94

Type of project (circle one below):

Single Family Minor Site Plan Major Site Plan Residential Planned Community

Type of service requested (circle one): Residential Commercial

If commercial, list type of business, square footage and number of seats in restaurant (if applicable):

Campground

EDU's/gallons assigned to property: 166 EDU's to be purchased: 40

If developer new construction, will you be providing the meter (circle one): Yes No N/A

Name & license number of licensed plumber providing connection from meter to building:

Name & phone number of person to contact with regards to this application/account:

Hugh Cropper IV 410-213-2681 hcropper@bbcm.law.com

Signature: [Signature] Date: 2/16/18

Attachments required to be submitted with application:

- Single Family- Copy of permit application.
- Minor Site Plans- Copy of TRC report or documentation of administrative waiver.
- Major Site Plans- Copy of TRC report.
- Residential Planned Community- Copy of Planning Commission's findings/recommendation for Step 1.

NOTICE: Please review attached Resolution No. 17-19 which details the EDU allocation process and the time frame in which the EDUs must be utilized or returned to the County for future allocation and utilization. If mains are to be installed by applicant a separate "Small Sewer and Water Project Agreement" will be required.

OFFICE USE ONLY:

Date received: 2/20/18 By: Jessica R. Wilson

Environmental Programs approval: _____ Date: _____

Treasurer's Office approval: _____ Date: _____

Public Work's approval: _____ Date: _____

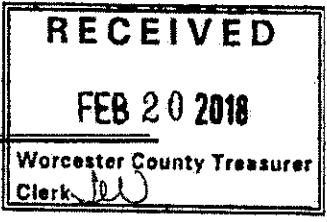
FEES PAID:

Deposit \$1,000 per EDU X 40 (EDU's) = \$ 40,000
Remaining Balance \$6,700 per EDU X _____ (EDU's) = \$ _____

Date received: 2/20/18 By: Jessica R. Wilson

RETURN TO:
Worcester County Treasurer's Office
Attn: Jessica Wilson
P.O. Box 349
Snow Hill, MD 21863

FULL POLICY ATTACHED AND INCORPORATED.



Maureen L. Howarth

From: Hugh Cropper <hcropper@bbcmlaw.com>
Sent: Friday, March 9, 2018 11:03 AM
To: Maureen L. Howarth
Cc: Kurt Beleck; Robert Hufnagel; Witherup, Margaret; Robert Mitchell
Subject: Sun TRS Frontier

Maureen:

Inasmuch as Sun Communities intends to utilize the community building “as described” to Worcester County, I will amend my application pursuant to Resolution 17-19 from 40 EDU’s to 34 EDU’s.

We are ready to proceed with the application. Please make sure my previous letter gets forwarded to the Sewer Committee and the Commissioners.

Thank you, and have a great day.

Hugh Cropper IV
Booth Booth Cropper & Marriner, P.C.
9923 Stephen Decatur Highway, D-2
Ocean City, Maryland 21842
410-213-2681-Telephone
www.bbcmlaw.com

This message may contain privileged or confidential information that is protected from disclosure. If you are not the intended recipient of this message, you may not disseminate, distribute or copy it. If you have received this message in error, please delete it and notify the sender immediately by reply email or by calling 410-213-2681. Thank you.

LAW OFFICES

**BOOTH BOOTH
CROPPER & MARRINER P.C.**

CURTIS H. BOOTH
BRYNA MCDIVITT BOOTH
HUGH CROPPER IV
THOMAS C. MARRINER*
ELIZABETH ANN EVINS
ROY B. COWDREY, JR. **

*ADMITTED IN MD & DC
** OF COUNSEL

9923 STEPHEN DECATUR HIGHWAY, #D-2
OCEAN CITY, MARYLAND 21842
(410) 213-2681

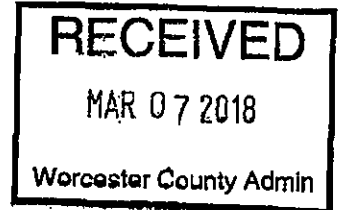
EMAIL: hcropper@bbcmlaw.com

EASTON OFFICE
130 NORTH WASHINGTON ST.
EASTON, MD 21601
(410) 822-2929
FAX (410) 820-6586

WEBSITE
www.bbcmlaw.com

March 5, 2018

Maureen F.L. Howarth
County Attorney for Worcester County
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, Maryland 21863



RE: *Frontier Town Campground Expansion*

Dear Maureen:

I want to thank you for taking the time to meet with me to discuss the application of Sun TRS Frontier, LLC, pursuant to Resolution 17-19, for 40 wastewater EDU's to be allocated to the above referenced campground expansion at Frontier Town. You requested an explanation of why Sun has applied for 40 EDU's. Sun needs a minimum of 34 EDU's immediately to allow Phase I of the expansion to proceed. We simply rounded up to 40 for the application.

As we discussed, Sun paid in excess of \$40 million dollars for Frontier Town which, as part of the deal including Fort Whaley, represented a total purchase price close to \$70 million dollars. The purchase price was based upon a pro forma, which was based upon the campground expansion of approximately 200 campsites.

When Sun Communities purchased Castaways Campground, they decommissioned the existing wastewater treatment facility, purchased Mystic EDU's, and added 23 additional campsites in the area of the former drainfield (drip irrigation system). Although Frontier Town is a much bigger request, Frontier Town is a bigger campground, and there was no treatment whatsoever; the property is served by traditional drainfields.

Throughout the entire approval process for the 200 expansion campsites, which became 213 campsites once the surveyors, environmental consultants, etc. finalized their

March 5, 2018

Page Two

work, all parties have proceeded on the understanding that the EDU's for the expansion would be available.

We worked with Environmental Programs to solve significant Critical Area issues, forestry issues (outside the Critical Area), as well as the connection of the existing 585 campsites. The expansion area was downzoned from commercial to agricultural, and included a specific finding that the wastewater facilities will be adequate to serve the petitioned area. Special exceptions were granted for the proposed expansion.

Forest Conservation plats were presented, accepted, and recorded by Worcester County. These Forest Conservation plats were necessary to accommodate the campground expansion. Stormwater Management plans were generated and approved. Wetland delineations were approved. Sun Communities spent over \$500k in permitting the project (which is probably cheap). There were numerous meetings, emails, phone calls, and everyone believed that adequate sewer EDU's were available.

It is undisputed that the pump station was sized to include the 213 campsite expansion area. In fact, at one point the pump station was sized with additional capacity, to include a proposed campground at Ayres Creek Family Farm. It was MDE, not the Department of Public Works, that required a new construction permit deleting the Ayres Creek Family Farm capacity.

The pump station will be a huge asset for Worcester County. It will cost well over \$1.2 million, and the land upon which it is situated will be deeded to Worcester County. It will give Worcester County the opportunity to serve failing septic systems in the area, which otherwise would not be served. It would be impossible to serve properties like the trailers just past Buck's Place, without the regional pump station. It would not make sense to run a single pipe from Assateague Road to Mystic Harbour for a single trailer, or group of trailers.

Perhaps most importantly, the 213 campsite expansion obtained Site Plan approval from the Planning Commission. In my 29 years of practicing, I cannot think of any other project which received Site Plan approval and was then denied the necessary EDU's for the approved Site Plan. On the contrary, the Commissioners are *required* to allocate sufficient EDU's necessary to accommodate an approved Site Plan. In reliance on all of the County's approvals Sun Communities is spending literally millions of dollars on

March 5, 2018

Page Three

connecting the campground to the WWTP and upgrading the facilities. These upgrades include a new waterslide, zip line, etc., which will create numerous high paying jobs here in Worcester County, additional property taxes, hospitality taxes, as well as providing a great destination for visitors and citizens. This expansion is a good thing for Worcester County on so many levels, I cannot understand why the Commissioners are refusing to allocate the EDU's necessary for the expansion.

At no time in the entire process did anyone from the County suggest that the EDU's were not available to accommodate the expansion. To the contrary, there are numerous documents that suggest the EDU's were available.

According to the approved Site Plan, the campground expansion has two Phases. Phase I is everything on the south, or right hand side of the entrance road, which consists of 101 campsites, and a community building. Phase I requires a minimum of 34 EDU's. Phase I was designed as a unified development. An allocation of only 20 EDU's would authorize 60 campsites and would not make sense financially or logistically to mobilize equipment, construction crews, etc. to construct 60 campsites in a phase of 101 campsites. It certainly does not justify the construction of the community building. Frontier Town is a first-class campground, with first-class amenities, attracting both citizens and visitors to Worcester County.

As explained above, we believe that Sun is entitled to an allocation of the full 71 EDU's in accordance with the approved Site Plan. Without waiving our rights to pursue the remaining EDU's at a later date, we have applied for 40 EDU's in order to allow Phase I of the expansion to proceed. For the purpose of resolving the immediate EDU request, I would be willing to amend my recent request down from 40 to 34 EDU's, which is the minimum amount needed to accommodate Phase I. Phase I is a unified development, and it does not make sense to mobilize to construct a partial phase.

There is excess capacity in the north area. There are 53 EDU's remaining in the "Commercial Properties in Area I" category. Although I recently applied for five EDU's, I am not aware of any other commercial developments in the pipeline. The vast majority of commercially zoned properties are fully developed. The remainder of the commercially zoned properties are in the area of overlap with the West Ocean City Sanitary Service Area. If the Commissioners allocate 14 EDU's from this category, more than sufficient EDU's will remain to serve the few remaining undeveloped commercial

March 5, 2018

Page Four

properties. These properties appear to be completely developed. I just cannot imagine that these properties would require more Mystic EDU's. Without mentioning names, I know that at least two of those properties now have excess West Ocean City EDU's, created by virtue of the Mystic EDU purchases.

I hope this explains our position. I want to thank you for your very kind consideration. Have a great day.

Very truly yours,



Hugh Cropper, IV

HC/tgb

CC: Maggie Witherup
Kurt Beleck
Tom O'Branovic
Robert Hufnagel

The Commissioners met with Assistant Chief Administrative Officer Kelly Shannahan to review the Worcester County Sewer Committee report regarding a request from Attorney Hugh Cropper, on behalf of Sun Frontier, LLC, for allocation of an additional 71 equivalent dwelling units (EDUs) of sewer capacity from the Mystic Harbour Sanitary Service Area (SSA) for a proposed expansion of the Frontier Town Campground. Mr. Shannahan advised that Frontier Town Campground purchased 166 EDUs on March 30, 2017 to remove their septic system and serve the existing campground with public sewer. This allocation, though it reflects an increase of six additional EDUs as requested by Sun Frontier, LLC to reflect the current 584 campsites, is in keeping with the original 160 EDUs (130 EDUs for campsites and 30 EDUs for commercial) allocated to the campground by the County as part of planning for the expansion of the Mystic Harbour Wastewater Treatment Plant (WWTP) to reduce septic flow in the Atlantic Coastal Bays Critical Area. This plan is documented in the EDU Allocation Table, which the Maryland Department of the Environment (MDE) required to be incorporated into the County's Water and Sewer Plan for the Mystic Harbour Sanitary Service Area (SSA) when the plan was amended to add Frontier Town. This expansion was enabled by the expansion of the Mystic Harbour Wastewater Treatment Plant (WWTP) approved in 2008, and project funding by the United States Department of Agriculture (USDA) in 2009 was predicated on the need for infill and intensification of properties along the U.S. Rt. 50 commercial corridor and vicinity; service to vacant or multi-lot properties, single-family dwellings converting from septic systems to public sewer, and commercial properties. The Planning Commission recommended a rating system to rank priority allocations of the additional EDUs with highest priority to (1) infill lots, (2) expansion of existing facilities, then (3) replacement of septic tanks, and last (4) new development. Once EDUs are transferred from one category to another and sold, they will no longer be available for the originally intended purpose. Therefore, any transfer of allocations should be in keeping with the original intent of the Planning Commission and the County Commissioners in 2008, when the Mystic Harbour WWTP expansion was approved and upon which the USDA committed project funding. Mr. Shannahan advised that, while drafting the SSA sewer EDU Allocation Process, staff understood that the 30 EDUs previously designated for the Commercial Portion of the Frontier Town Campground were transferred and added to the original allocation of 130 EDUs for the Frontier Town Campground category, plus a transfer of 6 EDUs from the "Infill and Intensification of Properties in Area 1" category to serve the existing 584-site campground. Mr. Shannahan advised that there are currently 55 EDUs available in Area 2 (south of the Ocean City Airport) in which no additional EDUs are allocated for Frontier Town, and 298 EDUs available in Area 1 (north of the airport).

Mr. Shannahan reviewed the two options available to address Mr. Cropper's request. Option one is to deny the request for allocation, since there is currently no remaining allocation available for Frontier Town in Area 2 in accordance with the Water and Sewer Plan. Option 2 is to approve all or part of the requested allocation by transferring EDUs from among the following use categories with remaining allocations: Area 2 (south) - 20 EDUs for commercial infill, 4 EDUs for vacant or multi-lot properties, 6 EDUs for Assateague Greens Executive Golf Course, 5 EDUs for the church property, and 20 EDUs for single-family dwellings to convert from septic to public sewer; and Area 1 (north) - 148 EDUs for infill and intensification, 80 EDUs for vacant or multi-lot properties, 17 EDUs for single-family dwellings, and 53 EDUs for commercial development. In response to a question by Commissioner Bertino, Mr. Shannahan advised that

when all the available Mystic Harbour SSA sewer EDUs have been allocated, the only option to accommodate future growth would be to modify the existing Mystic Harbour WWTP to increase capacity and identify a disposal site to accommodate the additional flow, which proved most challenging for the current expansion. Public Works Deputy Director John Ross stated that such a project would take at least three to five years, to include the permit process, design phase, bidding and project construction. In response to a question by Commissioner Elder, Environmental Programs Director Bob Mitchell advised that, if there are no EDUs to serve properties with failing septic systems, property owners with failing septic systems would be required to utilize a holding tank, a costly alternative, until such time that additional EDUs became available. In response to an additional question by Commissioner Bertino, Mr. Shannahan advised that in Worcester County sewer EDUs dictate how and where the County will grow. He stated that the EDUs will sell, but how the Commissioners choose to allocate the available EDUs will dictate how the County will grow now and in the future.

Commissioner Purnell recognized Attorney Hugh Cropper.

Mr. Cropper stated that there are currently 353 EDUs available within the Mystic Harbour SSA, which the County must sell at a cost of \$7,700 per EDU to repay the USDA loan of approximately \$8 million. He stated that, though the County is in the business of selling EDUs, it is his understanding that not many EDUs have been sold to date, and his client would like to purchase an additional 71 EDUs to expand the campground. He further stated that his client has spent nearly \$1 million on plans to expand the campground, and these plans include funding a sewer line and pump station that will serve the campground, and other properties within the vicinity of the sewer pipe, which represents smart growth. In closing, he urged the Commissioners to approve this request. Commissioner Elder stated that the County is not in the business of selling EDUs. Rather their responsibility is to care for the citizens, remove properties from drainfields, and clean up the bay.

Commissioner Mitrecic supported the request and stated that 71 EDUs represents 20% of the EDUs available within the Mystic Harbour SSA, which would leave 282 EDUs available for other purposes. Commissioner Mitrecic stated concern that those residing in the Mystic Harbour SSA would be stuck repaying the USDA loan if the County is not able to sell enough EDUs, and he too supported Mr. Cropper's request. In response to a follow-up question by Commissioner Bertino, Enterprise Fund Controller Jessica Wilson advised that the County has sold enough EDUs to meet the USDA loan payments through 2019, after which the County must either sell 20 EDUs per year to continue to meet this obligation or provide the Mystic Harbour SSA with a short-term loan from the General Fund to cover the debt if the Commissioners wish to avoid passing this cost on to the current SSA customers.

Commissioner Bunting stated that he could not support the request for 71 additional EDUs, as doing so would require amending the allocation table in the water and sewer plan that would eliminate all EDUs in the South and diminish available EDUs in the North as well. He stated that the available EDUs, as outlined in the EDU Allocation Table within the County's Water and Sewer Plan, were required by MDE as a condition to their approval of the Mystic Harbour SSA expansion. He pointed out that the Allocation Table only allocated 160 EDUs to Frontier Town for the existing campground, and none had been allocated for future expansion of the campground. Likewise, he pointed out that the other EDUs in the south are for specific purposes, including the church, golf course, and single-family homes currently served by septic

systems. He urged the Commissioners to remain consistent with the plan when determining how to allocate EDUs, and he cautioned that any proposed revisions may require MDE approval through an amendment to the water and sewer plan.

Mr. Cropper urged the Commissioners to approve his client's request, noting that Sun TRS Frontier, LLC is funding the cost of an expensive pump station and sewer force main to the Mystic Harbour WWTP, which will make it possible for property owners to abandon their septic systems and connect to sewer. He stated that his clients are great citizens, but that they should not be expected to foot the cost of extending sewer down MD Rt. 611 to serve adjacent properties if their request for additional EDUs is denied.

Commissioner Lockfaw stated that the Commissioners should seriously consider the request before them, noting that they built a larger WWTP with additional capacity with the intention of selling the EDUs. He stated that the request before them represents a need for those EDUs. He stated that despite the plan the Commissioners adopted previously, the County is constantly changing, and they should be willing to amend the plan to meet those changes.

A motion by Commissioner Mitrecic to approve the request to allocate 71 Area 1 EDUs, 10 from Commercial and 61 from Infill and Intensification, for the Frontier Town Campground expansion failed 3-4, with Commissioners Church, Lockfaw, and Mitrecic voting in favor of the motion and Commissioners Bertino, Bunting, Elder, and Purnell voting in opposition.

A subsequent motion by Commissioner Bunting passed 4-3, with Commissioners Bertino, Bunting, Elder, and Purnell voting in favor of the motion and Commissioners Church, Lockfaw, and Mitrecic voting in opposition, to deny the application for the allocation of 71 EDUs of sewer service based upon his prior comments, since there is no remaining allocation available for the Frontier Town Campground in Area 2 south of the airport in accordance with the allocation table included in the Water and Sewer Master Plan and to return the EDU deposit of \$71,000.

RESOLUTION NO. 17 - 19

**RESOLUTION CREATING THE MYSTIC HARBOUR SANITARY SERVICE AREA
SEWER EDU ALLOCATION PROCESS**

WHEREAS, the Mystic Harbour Wastewater Treatment Plant (WWTP) was upgraded and expanded in 2014 to provide additional sanitary sewer treatment capability to serve residential and commercial needs of properties within the Mystic Harbour Sanitary Service Area (SSA); and

WHEREAS, the upgrade and expansion resulted in a total of 200,000 gallons per day of additional sewage treatment capacity in the Mystic Harbour WWTP which created a total of 666 new Equivalent Dwelling Units (EDUs) of sewer capacity at a rate of 300 gallons per day per EDU which are now available in the Mystic Harbour SSA; and

WHEREAS, the planning documents included in the latest approved *Worcester County Water and Sewerage Master Plan* amendment regarding the Mystic Harbour SSA identified a number of goals for the additional capacity and included a chart (attached hereto) allocating the new EDUs to different areas within the Mystic Harbour SSA for different purposes; and

WHEREAS, on March 15, 2016, the Worcester County Commissioners reviewed and approved an implementation policy for the newly available sewer EDUs in the Mystic Harbour/West Ocean City SSA Overlay Area; and

WHEREAS, upon the recommendation of the Worcester County Water and Sewer Committee, the County Commissioners have determined that it is prudent to have an allocation process in place for all 666 new sewer EDUs in the Mystic Harbour SSA, not just those aimed at the Overlay Area, to include County Commissioner approval of future allocations.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Mystic Harbour Sanitary Service Area EDU Allocation Process is hereby adopted:

1. The allocation of Mystic Harbour Sanitary Service Area sewer EDUs shall only be approved for properties with an existing demonstrated need and in connection with either a permit or plan application specifying how and where the capacity will be allocated:
 - A. The project must apply to the County Commissioners for the EDU allocation while the project is pending as follows:
 - i. Single Family Dwellings and change of use commercial spaces - The property owner or their representative must apply for and receive any needed EDU allocation prior to receiving any permit for the project. EDU(s) must be paid for in full at time of the first permit application.
 - ii. Minor Site Plans and other projects requiring administrative approvals - The project must have completed the Technical Review Committee process (when required) or the granting of an administrative waiver before applying to the County Commissioners for EDU allocation. The project must have EDU allocations prior to the project applying for final signature approval with the Zoning Administrator. A deposit shall be required upon application as detailed in

Section 1B hereof. The remaining balance to purchase the EDUs shall be paid prior to any project permit being issued.

- iii. Major Site Plans - The project must have completed the Technical Review Committee process before applying to the County Commissioners for EDU allocation. The project must have EDU allocations prior to the project applying for final site plan approval with the Planning Commission. A deposit shall be required upon application as detailed in Section 1B hereof. The remaining balance to purchase the EDUs shall be paid prior to any project permit being issued.
 - iv. Residential Planned Community (RPC) - Concurrent with Step 1 of the RPC approval process, the project shall apply to the County Commissioners for EDU allocation. The project cannot move to Step 2 of the RPC approval process without sufficient EDUs being allocated. A deposit shall be required upon application as detailed in Section 1B hereof.
- B. Included with the application shall be a \$1,000 deposit per EDU applied for. If the County Commissioners deny the allocation or if the Planning Commission fails to approve the site plan, the deposit shall be returned. If the County Commissioners approve the allocation and if the Planning Commission approves the site plan or RPC, the deposit is non-refundable.
 - C. If the project approvals expire, the project shall lose its allocation of EDUs. The County shall return the amount paid to purchase the EDUs less the non-refundable deposit.
 - D. If after one year of the project having EDUs allocated to it, a building permit has still not been issued for the project, an additional deposit of \$1,000 per EDU per year shall be required for each year of additional reservation of service up to a maximum of five years. No reservation shall be allowed beyond five years. The additional deposit shall be paid not less than 60 days prior to the anniversary date of the original allocation approval. If the additional deposit is not paid as required or if five years elapses, the EDU allocation shall be null and void and all prior deposits shall be forfeited.
 - E. Applications shall be submitted to: Worcester County Administration, Government Center - Room 1103, One West Market Street, Snow Hill, MD 21863.
- 2. There shall be no transfers of sewer allocations permitted in the Mystic Harbour Sanitary Service Area (MHSSA) by property owners who have excess capacity allocated to their properties. In the event that excess sewer capacity exists on a property as a result of changes or modifications to the original development plan, any and all excess capacity shall revert to the MHSSA two years after the issuance of the certificate of occupancy for the last building shell in the project. The property owner shall only be entitled to the return of the amount of the original price paid to the County for the EDUs less the non-refundable deposit. The property owner shall be notified in writing of the forfeiture of the unused capacity. Such notice shall be sent by registered mail to the property owner(s) address as identified on the tax assessment rolls as maintained by the Maryland Department of Assessments and Taxation.
 - 3. The current equity contribution in fiscal year 2018 (FY18) for each Mystic Harbour Sanitary Service Area sewer EDU is \$7,700, with quarterly debt service payments of \$54 per EDU


thereafter until the debt is paid in full. The equity contribution will be recalculated each fiscal year to include the debt service from the prior year. Quarterly debt service payments may be adjusted in the future to pay for additional debt incurred by the Mystic Harbour Sanitary Service Area.

4. Upon allocation of the EDUs, accessibility charges as established in the annual budget for the Mystic Harbour Sanitary Service Area shall become due and payable on a quarterly basis. The current accessibility charge is \$150 per quarter per EDU. Accessibility charges are non-refundable should the applicant fail to utilize the allocated EDUs.

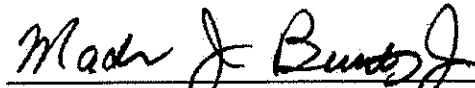
AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this 19th day of September, 2017.

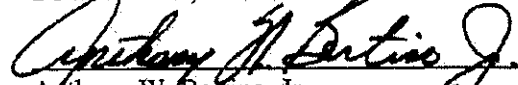
ATTEST:



Harold L. Higgins - Kelly Shanahan
Chief Administrative Officer; Assistant CAO


COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

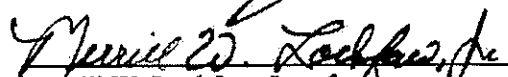

Madison J. Bunting, Jr., President

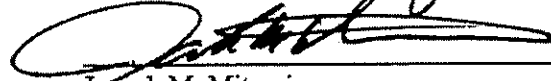

Diana Burnell, Vice President


Anthony W. Bertino, Jr.


James C. Church


Theodore J. Elder


Merrill W. Lockfaw, Jr.


Joseph M. Mitrecic

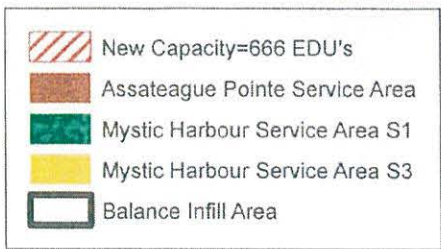
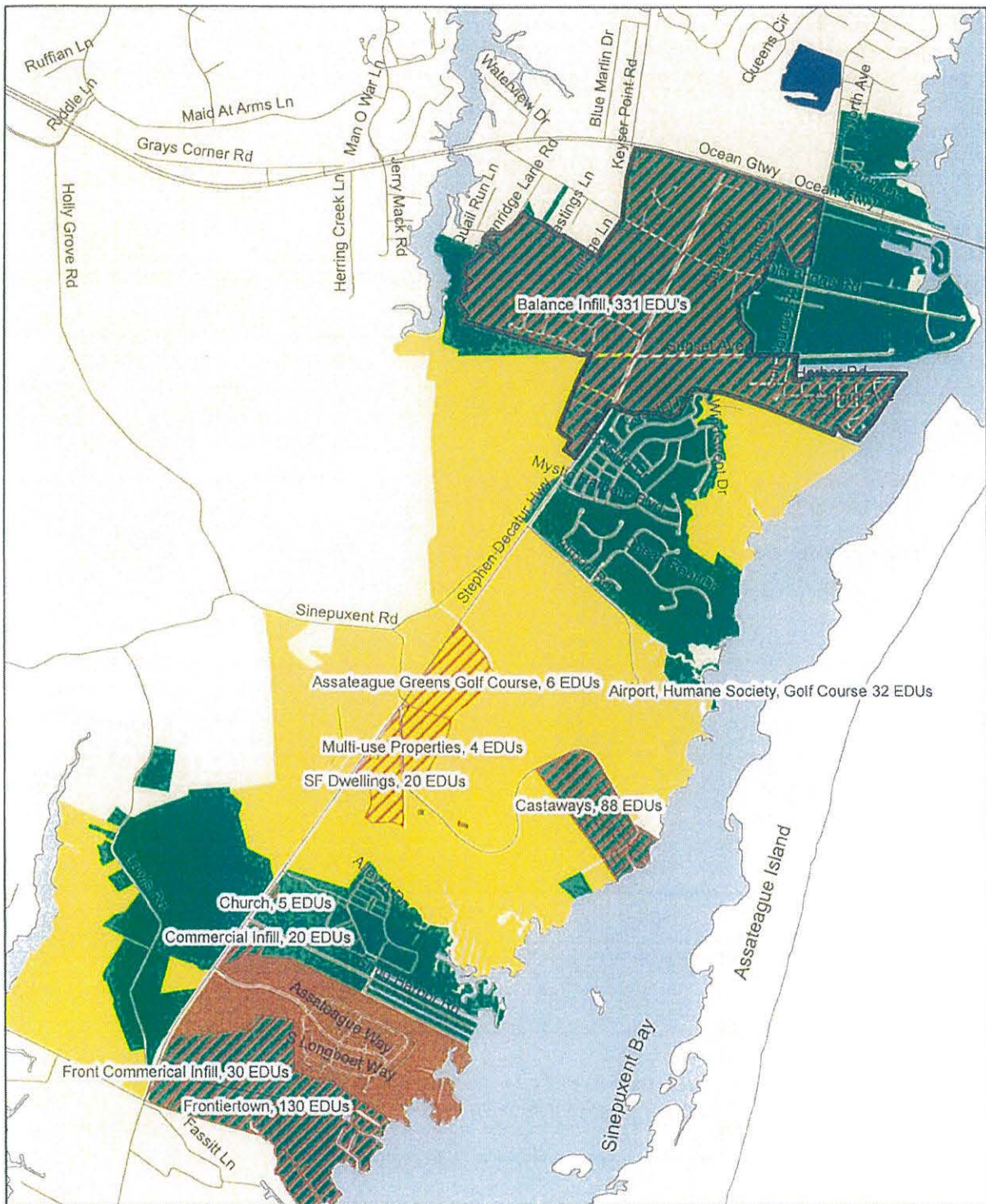
Allocation of Sewer EDUs in Mystic Harbour Sanitary Service Area (New Capacity as of 4/3/18)

North of Airport, North of Antique Road, East and West of Route 611 - "Area 1"	Original Allocation	Current Adjusted Allocation	Sold and In Service	Sold and Not In Service	Remaining Allocation	Footnotes
Infill and Intensification of Properties in "Area 1"	154	148	0	0	148	3
Vacant or Multi-lot Properties in "Area 1"	80	80	0	0	80	
Single Family Dwellings	17	17	0	0	17	
Commercial Properties in "Area 1"	80	80	0	31	49	4, 5, 7, 8
Subtotal EDUs in "Area 1"	331	325	0	31	294	
Airport and South of Airport, East of Route 611 - "Area 2"						
Commercial Infill South of Airport	20	20	0	0	20	
Vacant or Multi-lot Properties	4	4	0	2	2	6
Assateague Greens Executive Golf Course/Range-9-holes	6	6	0	0	6	
Ocean City Airport, Clubhouse and Humane Society	32	32	32		0	1
Church	5	5	0	0	5	
Single Family Dwellings	20	20	0	0	20	
Castaways Campground	88	88	88		0	2
Frontier Town Campground	130	166	0	166	0	3
Commercial Portion of Frontier Town Campground	30	0			0	
Subtotal EDUs in "Area 2"	335	341	120	168	53	
TOTAL EDUs	666	666	120	199	347	

Note: See attached map for location of EDU allocations

Footnotes:

- 1 - Transferred 32 EDUs to Town of Ocean City on June 3, 2014 as part of the Eagles Landing Spray Irrigation MOU.
- 2 - Sold 88 EDUs to Castaways Campground on July 3, 2014.
- 3 - Sold 166 EDUs to Frontier Town Campground on March 30, 2017 by transferring 30 EDUs from Frontier Town Commercial allocation and 6 EDUs from "infill and intensification of properties in Area 1" allocation as agreed by Commissioners on September 19, 2017.
- 4 - Sold 14 EDUs to Park Place on May 16, 2017.
- 5 - Hampton Inn bought 40 EDUs from Mitch Parker and bought an additional 13 EDUs from the County on August 28, 2017.
- 6 - Approved the sale of 2 EDU's to Victor H. Birch Property on March 20, 2018.
- 7 - Approved the sale of 1 EDU to Eugene Parker Trust Property on April 3, 2018.
- 8 - Approved the sale of 3 EDU's to L & B Ocean City, LLC Properties on April 3, 2018.



Mystic Harbour Sewer Planning Area
 New Mystic Capacity--666 EDU's
 Prepared by the Worcester County
 Department of Environmental Programs
 June 2015

Maureen L. Howarth

From: Robert Mitchell
Sent: Tuesday, April 17, 2018 12:56 PM
To: Maureen L. Howarth
Subject: RE: Water and Sewer Plan Table and Map

Maureen-

The 20 EDUs for the Commercial Infill South of the Airport were not allocated for one specific property. There exists more than one property South of the Airport in the mapped sewer planning areas that could utilize this capacity. The designation and location on the New Mystic Capacity map was simply a need to put the label for the use on the South end portion of the map. It was simply where it was simply by choice of positioning on the map.

Bob

Robert J. Mitchell, LEHS, REHS
Director

Worcester County

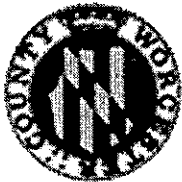
Department of Environmental Programs

1 West Market Street, Room 1306

Snow Hill, MD 21863

Phone (410) 632-1220 x 1601

Fax (410) 632-2012



From: Maureen L. Howarth
Sent: Tuesday, April 17, 2018 10:16 AM
To: Robert Mitchell <bmittchell@co.worcester.md.us>
Subject: Water and Sewer Plan Table and Map
Importance: High

Bob,

As we have discussed numerous times, please confirm to me in writing that the 20 EDUs for Commercial Infill South of the Airport are for no specific property. Also please explain why the 20 EDUs were mapped where they were mapped. Thank you. This is time sensitive.

Maureen F.L. Howarth

County Attorney for Worcester County, Maryland
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, Maryland 21863

19

**WORCESTER COUNTY
NOTICE OF PUBLIC HEARING
FY 2019 REQUESTED OPERATING BUDGETS**

The Worcester County Commissioners will hold a public hearing to receive comments on the Fiscal Year 2019 Operating Budgets as requested by the Agencies and Departments which are funded by the Worcester County Commissioners. The Public Hearing will be held at:

7:00 P.M., Tuesday, May 1, 2018
SNOW HILL HIGH SCHOOL, SNOW HILL, MD

General Fund requested expenditures exceed available revenues (based upon current tax rates) by \$8,946,620. This difference must be reconciled by the County Commissioners either through reductions in expenditures or increases in taxes, fees and/or use of Budget Stabilization Funds. Copies of the detailed budgets are available for public inspection at the County Commissioners Office in Room 1103 of the County Government Center.

GENERAL FUND EXPENDITURES	
Board of Education:	
Operating Expenses	\$ 88,433,275
Debt Payments to be paid on behalf	10,396,581
Boat Landings	54,099
Circuit Court	1,216,052
Comm. On Aging	1,153,650
County Administration	928,683
Debt Service (less Educ. Debt)	1,231,644
Development Review & Permitting	1,705,367
Economic Development	450,028
Elections	950,860
Emergency Services	3,153,198
Environmental Programs	1,348,663
Extension Office	181,438
Fire Marshal	487,930
Grants to Towns	6,399,764
Health Department	5,547,753
Human Resources	407,991
Insurance & Benefits: (Includes OPEB-all employees)	19,157,521
Interfund Transfer Out- Solid Waste	
Homeowner Convenience Centers	664,984
Recycling	1,033,339
Interfund Transfer Out - Reserve Fund	1,152,665
Jail	9,205,466
Library	2,740,592
Maintenance	1,039,900
Mosquito Control	285,260
Natural Resources	526,254
Orphan's Court	28,294
Other General Government	2,303,816
Other General Government: (State Dept. of Assessment Operating Exp)	1,169,415
Parks	1,254,583
Public Works	479,151
Recreation	1,206,662
Recreation & Culture	127,701
Roads	5,393,937
Sheriff	8,314,668
Social Service Groups	1,143,976
State's Attorney	1,363,355
Taxes Shared w/ Towns	17,335,070
Tourism	1,094,830
Treasurer	1,068,741
Vol. Fire Co. & Ambulance Co.	7,183,451
Wor Wic Community College: Operating Expenses	2,291,392
TOTAL REQUESTED EXPENDITURES	\$ 211,611,999

GENERAL FUND ESTIMATED REVENUES	
Property Taxes	\$ 135,552,164
Income Taxes	23,000,000
Other Local Taxes	26,948,314
State Shared	971,020
Federal & State Grants	4,083,939
Licenses & Permits	1,944,507
Charges for Services	6,392,186
Fines & Forfeits	52,500
Interest	950,000
Misc/Sale of Assets/& Other	514,123
Transfers In - Casino/Local Impact Grant Funds	2,256,626
TOTAL ESTIMATED REVENUES	\$ 202,665,379

20

**WORCESTER COUNTY NOTICE
OF A PROPOSED REAL PROPERTY TAX INCREASE**

The Board of County Commissioners of Worcester County proposes to increase real property taxes.

1. For the tax year beginning July 1, 2018, the estimated real property assessable base will increase by 1.0% from \$15,020,690,483 to \$15,166,603,186.

2. If Worcester County maintains the current tax rate of \$.835 per \$100 of assessment, real property tax revenues will increase by 1.0% resulting in \$1,218,370 of new real property tax revenues.

3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$.8270, the constant yield tax rate.

4. The County is considering not reducing its real property tax rate enough to fully offset increasing assessments. The County proposes to adopt a real property tax rate of \$.886 per \$100 of assessment. This tax rate is 7.1% higher than the constant yield tax rate and will generate \$8,948,296 in additional real property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at 7:00 P.M., on Tuesday, May 1, 2018 at Snow Hill High School, Snow Hill, Maryland.

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call (410) 632-1194 for further information.

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



COMMISSIONERS
DIANA PURNELL, PRESIDENT
THEODORE J. ELDER, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
MADISON J. BUNTING, JR.
JAMES O. CHURCH
MERRILL W. LOCKFAM, JR.
JOSEPH M. MITREGIC

OFFICE OF THE
COUNTY COMMISSIONERS

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

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET - ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 27, 2018

TO: Worcester County Commissioners
FROM: Harold L. Higgins, Chief Administrative Officer
Kathy Whited, Budget Officer *Kathy*
RE: Notice of a Proposed Real Property Tax Increase (Constant Yield Advertisement)

The following draft advertisement is submitted for your consideration of a proposed Real Property Tax Increase (Constant Yield Advertisement). The State Department of Assessments and Taxation has been sent this draft to approve for the required advertisement with a tax increase that would fully fund the requested FY2019 budget expenditures. The language for the constant yield advertisement is established by State Code (Tax-Property Article, § 6-308) and must appear in the newspapers as written during the week of April 18, 2018. The Constant Yield Tax Rate notice gives property owners' the opportunity to be heard on the issue of real property tax rates before they are final.

The Proposed Real Property Tax Increase advertisement states the following:

- In FY2019 the real property assessable base will increase as outlined by Part 1 and Part 2 of the notice.
- Part 3 of the notice indicates the real property tax increase could be \$0.8270 to offset the increasing assessments. This is the constant yield tax rate.
- Part 4 of the notice proposes the real property tax rate in order to fully fund the revenue shortfall of \$8,946,620 which would be necessary to fund all requested expenditures. The County would need a tax rate of \$0.886 per \$100 of assessment, or an increase of \$0.059 (5.9 cents) over the constant yield tax rate of \$0.827. This tax rate increase would generate an additional \$8,948,296 in FY2019.

Although the County Commissioners may ultimately balance the budget through reduced expenditures, other additional revenues, or a combination of the two, we propose that the Constant Yield Advertisement reflect the maximum proposed real property tax rate of \$0.886. We are available for any questions you may have.

Attached please find copies of the following:

Page 2 Constant Yield advertisement
Page 3 FY2019 Property Tax Increase Worksheet
Page 4 2018 Constant Yield Tax Rate Certification

Attachments

H:\FY19 Budget\Constant Yield\Constant yield tax rate comm memo.doc

Citizens and Government Working Together

2

FY2019 Property Tax Increase Worksheet:

FY2019 Request	\$	211,611,999	
FY2019 Revenue Est.	\$	202,665,379	@\$.835 /\$100
FY2019 Shortfall	\$	(8,946,620)	

Constant Yield Tax Rate of \$.8270 to fund \$8,946,620

7/1/19 Net Assessable Real Property Base	\$	15,166,603,186	
	@ \$.8270 rate	\$	125,427,808 \$0.8270
	@ \$.886 rate	\$	134,376,104 \$0.0590
Additional Revenue	\$	<u>8,948,296</u>	<u>\$0.8860</u>

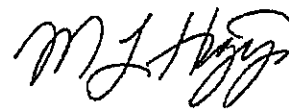
2018 Constant Yield Tax Rate Certification

Taxing authority: **Worcester
 County**

1	1-Jul-2017	Gross assessable real property base	\$	15,172,466,059
2	1-Jul-2017	Homestead Tax Credit	-	<u>151,775,576</u>
3	1-Jul-2017	Net assessable real property base		15,020,690,483
4	1-Jul-2017	Actual local tax rate (per \$100)	x	<u>0.8350</u>
5	1-Jul-2017	Potential revenue	\$	125,422,766
6	1-Jul-2018	Estimated assessable base	\$	15,486,716,371
7	1-Jan-2018	Half year new construction	-	43,559,300
8	1-Jul-2018	Estimated full year new construction*	-	68,700,000
9	1-Jul-2018	Estimated abatements and deletions**	-	<u>207,853,885</u>
10	1-Jul-2018	Net assessable real property base	\$	15,166,603,186

11	1-Jul-2017	Potential revenue	\$	125,422,766
12	1-Jul-2018	Net assessable real property base	+	15,166,603,186
13	1-Jul-2018	Constant yield tax rate	\$	0.8270

Certified by



Director

* Includes one-quarter year new construction where applicable.
 **Actual + estimated as of July 1, 2018, including Homestead Tax Credit.
 CYTR #1

LARRY HOGAN
GOVERNOR

BOYD RUTHERFORD
LT. GOVERNOR



MICHAEL HIGGS
DIRECTOR

DENISE HERNDON
DEPUTY DIRECTOR

Date: February 14, 2018
To: All County Taxing Authorities
From: Michael Higgs, Director
RE: 2018/19 Constant Yield Tax Rate – Instructions

The Department of Assessments and Taxation is charged with administering the Constant Yield Tax Rate law. The law is found in two separate sections of the Tax-Property Article, §§ 2-205 and 6-308. The latter section contains the provisions that must be followed by taxing authorities. We are here to answer your questions and assist you in complying with this law.

Although personal property is no longer a part of the Constant Yield Tax Rate calculations, the tax rate on personal property shall be no more than 2.5 times the rate for real property. Failure to comply with the Constant Yield Tax Rate law could have serious consequences for your jurisdiction. If the notice requirements are not fulfilled, the Department must notify the Attorney General who has required jurisdictions to lower their tax rates.

Concept

The Constant Yield Tax Rate is calculated by the Department for each taxing authority in the State. It represents the Real Property Tax Rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year. As assessments increase, the Constant Yield Tax Rate decreases. Implicit in this concept is the idea that *a tax rate at or below the existing tax rate is a tax increase if it is higher than the constant yield tax rate*. When a taxing authority plans to impose a Real Property Tax Rate that is higher than the Constant Yield Tax Rate, it must advertise the tax increase and hold a public hearing. If the taxing authority plans to maintain its Real Property Tax Rate at the current level, but above the Constant Yield Tax Rate, it must be advertised and a hearing must be held.

For the upcoming tax year, the assessable base of some taxing authorities has decreased. Therefore, the Constant Yield Tax Rate for those jurisdictions will actually be higher than the Real Property Tax Rate for the current year. However, the legal requirements for adopting a tax rate above the Constant Yield Tax Rate remain the same. Accordingly, any taxing authority that is proposing a tax rate above the Constant Yield Tax Rate must comply with the enclosed instructions.

If the taxing authority plans to set a Real Property Tax Rate that is *equal to or less than* the Constant Yield Tax Rate, then the Constant Yield Tax Rate statute **does not** require a notice or a hearing.

Procedures

The law establishes very strict procedures governing advertisement and public hearing for tax rate increases above the constant yield tax rate. Further, the law requires that the Department of Assessments and Taxation monitor the advertising and hearing process and report to the Attorney General any apparent violations. In the past, violations have resulted in jurisdictions being ordered to reduce the tax rate after tax bills had been issued. To avoid violating the law, you must comply with the following procedures:

300 W. Preston St. Room 605 Baltimore, MD 21201
www.dat.maryland.gov

410.767.4481 (phone) 1.800.795.2258 (MD relay)
410.333.5873 (fax) 1.888.246.5941 (toll free)

LARRY HOGAN
GOVERNOR

BOYD RUTHERFORD
LT. GOVERNOR



MICHAEL HIGGS
DIRECTOR

DENISE HERNDON
DEPUTY DIRECTOR

1. **Notice or Advertisement (2 options):** (1) Mail the proper notice to each property taxpayer who resides in your jurisdiction; or (2) place an advertisement in a newspaper of general circulation in your jurisdiction. If you want to mail the notice to each resident, please contact the Department for prior approval and guidance.

2. **Form of the Notice or Advertisement:** The language is specified word-for-word in the statute. An ad that deviates from the statutory requirements does not meet the requirements of the law and will be referred to the Attorney General for action. A sample notice and instructions for the arithmetic (Form CYTR#3) are included in this package. The wording in the statute is required and may not be modified. No part of this notice may be omitted. Additional language consistent with the intent of the law will be permitted (e.g. information regarding access to the hearing for the disabled). *Additional language designed to recast a tax rate in excess of the Constant Yield Tax Rate as anything other than a tax increase is contrary to the intent of the Constant Yield Tax Rate law and is not acceptable. It does not matter whether the additional language is within or outside the border of the required notice.* In order to minimize your advertising costs and avoid needless litigation, please use only the language required by law. If you have any questions about the acceptability of additional language, contact Nruti Desai at the address on the following page.

If you are using the same tax rate as last year, please note that the percentage change in Section 1 and Section 2 of the advertisement will be the same but may be different than Section 4. Even though the calculations for the new real property tax revenues generated in Section 2 and Section 4 will vary due to rounding, please use the figure from Section 2 in both sections. Please use whole dollars in the advertisement and round to one decimal place in the percent changes.

We will gladly review any advertisement prior to publication. The advertisement will be checked for any errors in the text and calculations, and any additional language will be reviewed. If you wish, we will write your advertisement for you if you furnish us with your proposed tax rate(s). We will attempt to get the advertisement back to you by the next work day. Whenever possible, you will receive a response from us the same day we receive it. Please contact Nruti Desai for additional information.

3. **Style and Placement of the Advertisement:** The ad must be at least 1/4 of a page in size and use 18 point type. The notice must not be placed on pages with legal notices or classified advertisements. The headline must be in bold face with all capital letters. The text of the advertisement must be in regular face with mixed case letters. Be sure to emphasize these requirements with the newspaper. The sample notice enclosed shows the correct form for the advertisement.

4. **Timing of the Advertisement and Hearing:** The hearing must be held on or after the 7th day and on or before the 21st day after the notice is published. Do not count the day of the notice or advertisement, but count the day of the hearing and all intervening calendar days, including Saturdays, Sundays, and holidays. This means that the advertisement must appear between one and three weeks before the hearing. The hearing must be held on or before June 17th, which is the date

300 W. Preston St. Room 605 Baltimore, MD 21201
www.dat.maryland.gov

410.767.4481 (phone) 1.800.735.2258 (MD relay)
410.333.5873 (fax) 1.888.246.5941 (toll free)

6

LARRY HOGAN
GOVERNOR

BOYD RUTHERFORD
LT. GOVERNOR



DEPARTMENT OF
ASSESSMENTS & TAXATION

MICHAEL HIGGS
DIRECTOR

DENISE HERNDON
DEPUTY DIRECTOR

required by law for imposition of the property tax. This means that the absolute latest the advertisement can be published is June 10th for a June 17th hearing.

5. Reporting to the Department: The taxing authority must provide a copy of the *entire* newspaper page that carried the notice or evidence that the notice was mailed to each property taxpayer. Photocopies of the newspaper page or just the advertisement itself are not acceptable. Please return the enclosed memo (Form CYTR #2). This must be sent to the Department within 15 days of the date of the advertisement. We strongly recommend that you send the Department a copy of the notice as soon as it is published, especially if the Department has not reviewed the advertisement prior to publication. We review all advertisements as soon as they are received so that if the advertisement does not conform to the law you may have time to republish it and hold a new hearing before the June 17th deadline. Failure to properly report to the Department is noncompliance that must be referred to the Attorney General.

6. Setting the Rate: The Real Property Tax Rate must be set at the Constant Yield Tax Rate hearing or at a later time if the day, time, and location that the tax rate will be set are announced at the hearing. The property tax rate applicable to personal property shall be no more than 2.5 times the rate for real property. Enclosed is the Constant Yield Tax Rate Certification (Form CYTR #1) which shows the Constant Yield Tax Rate and the associated steps in its calculation for your jurisdiction. Personal property is not part of the Constant Yield Tax Rate calculation.

Please remember that the constant yield tax rate uses an estimate of assessable real property made in February, several months before tax rates are typically set. Every effort is made to provide reliable estimates of revenue for the upcoming year. However, these estimates may be affected by subsequent reductions in assessments by the local Property Tax Assessment Appeal Board or the Maryland Tax Court for certain properties. The Department issues revised estimates on a county basis in late March which may be obtained by contacting this office or from our web site at: www.dat.maryland.gov

Questions or problems:

Maryland State Department of Assessments and Taxation
Attn: Darrin Aycock, Office of the Director
Budget Director
301 West Preston Street, Room 605
Baltimore, Maryland 21201
Phone: (410) 767-1190
E-mail: darrin.aycock@maryland.gov

300 W. Preston St. Room 605 Baltimore, MD 21201
www.dat.maryland.gov

410.767.4481 (phone) 1.800.735.2258 (MD relay)
410.333.5873 (fax) 1.888.246.5941 (toll free)