

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

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

May 7, 2019

Item #

- 9:00 AM - Vote to Meet In Closed Session in Commissioners' Conference Room - Room 1103  
Government Center, One West Market Street, Snow Hill, Maryland
- 9:01 - Closed Session: Conduct Interviews for Economic Development Director; Discussion regarding hiring two (2) Plant Operator Trainees and a Water System Supervisor for the Water and Wastewater Division, a Part-Time Temporary Roads Worker IV for the Roads Division, two (2) Landfill Operator IIs and Posting to Fill Vacancies for a Landfill Operator I for the Solid Waste Division of Public Works, and a Communications Clerk Trainee for Emergency Services, hiring a Correctional Officer Trainee and posting to fill a vacancy for a Sergeant/Kitchen Manager at the Jail; reviewing a requested promotion in the Sheriff's Office; reviewing other personnel matters in the Sheriff's Office; consulting with staff about potential litigation; 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
- 10:05 - Present Proclamation Recognizing May 5-11, 2019 as Travel & Tourism Week 1  
Present Proclamation Recognizing May 5-11, 2019 as Children's Mental Health Matters Week 2  
Present Proclamation Recognizing May as Foster Care Month and Commendation Recognizing  
- 2019 Foster Parents of the Year Alison and Terry Tinker 3  
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- 10:10 -
- 10:20 -
- 10:30 - Michael Louis Parrett (tenant) - Hearing on Nuisance Abatement Order No. 19-1 - on property  
of Ralph Webb, Jr, & Karen Brown - Located at 2844 Byrd Road, Pocomoke City, MD 5
- 10:40 - Chief Administrative Officer: Administrative Matters 6-18  
(FY20 Critical Area Grant; FY20 County Public Library Capital Grant - Pocomoke Branch; Contracts for USA Softball Tournaments; Pending Board Appointments; Proposed Policy on Retiree Insurance Payment Process and Delinquent Accounts; Proposed Programs by Human Resources - Operation We Care, Blood Drives, Volunteer Spirit Award Dinner; Designated Funds Transfer for Other Post Employment Benefits Trusts; Scheduling Public Hearings for Proposed Enterprise Fund Budgets - Water and Wastewater, Solid Waste, and Liquor Control; Review Comments on Proposed Single-Family Residential Fire Sprinkler Waiver Program in Worcester County; and potentially other administrative matters)
- 10:50 -
- 10:50 -
- 11:00 -
- 11:10 -
- 11:20 -
- 11:30 -
- 11:40 -
- 11:50 -
- 12:00 - Questions from the Press; County Commissioner's Remarks
- 7:00 PM - Public Hearing- Requested FY2020 County Operating Budget - at Stephen Decatur 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!**

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**Minutes of the County Commissioners of Worcester County, Maryland**

**April 2, 2019**

**Budget Work Session**

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

The Commissioners met at 1:00 p.m. with Chief Administrative Officer Harold Higgins, Budget Officer Kathy Whited, and Finance Officer Phil Thompson to conduct a work session to review the Worcester County Department and Agency Operating Budget Requests for FY20, as presented to the Commissioners during their March 19, 2019 meeting. The requested FY20 Operating Budget currently reflects estimated revenues of \$195,891,813, which is an increase of \$5,861,094 or 3% more than the current year, and requested general fund operating expenditures of \$202,683,755, which leaves a shortfall of \$6,791,942 that must be reconciled by either reductions in expenditures, additional revenues or a combination of the two.

The Commissioners met with Superintendent of Schools Lou Taylor to review and discuss the Board of Education's (BOE) proposed FY20 Operating Budget of \$90,190,761, which reflects an increase of \$2,728,986 over the current year adopted budget, plus school construction debt of \$12,130,181 paid by the County on behalf of the BOE, which totals \$102,320,942. The requested BOE budget includes payroll increases of \$2,353,403 to provide for a step, longevity step for those eligible, and salary scale adjustments, with a 2% Coast of Living Adjustment (COLA) for all BOE staff, and includes an increase in the payroll taxes of \$180,035; an adjustment to starting teachers salaries of 2% from \$44,700 to \$45,594 annually; an increase of \$83,264 or 2% in the hourly and mileage rates for bus contractors, and an allotment of \$14,000 to purchase new buses, and \$45,000 to cover increasing costs for athletic transportation. Funding to meet Maintenance of Effort (MOE) requires a minimum increase of \$1,843,129 for the BOE in FY20.

The Commissioners met with Sheriff Matt Crisafulli and other members of the Sheriff's Office staff to review and discuss the proposed FY20 Sheriff's Office Operating Budget of \$7,645,763, representing an increase of \$64,269 or 1%.

The Commissioners met with Finance Officer Phil Thompson and Assistant Finance Officer Jennifer Swanton to review and discuss the proposed FY20 Treasurer's Office Operating Budget of \$1,108,530, representing an increase of \$7,905 or 1%.

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The Commissioners met with Fire Marshal Jeff McMahon to review and discuss the proposed FY20 Operating Budget of \$534,076 for the Fire Marshal's Office, representing an increase of \$31,854 or 6%; and the Fire Training Center budget request of \$44,830, representing a decrease of \$3,250 or (7%).

The Commissioners met with Economic Development Deputy Director Kathryn Gordon to review and discuss the proposed FY20 Economic Development Operating Budget of \$440,481, representing a decrease of \$1,584, which is less than (1%).

Commissioner Church left the meeting.

The Commissioners met with Commission on Aging (COA) Director Rob Hart to review and discuss the proposed FY20 COA Operating Budget of \$1,275,903, representing an increase of \$147,253 or 13%.

The Commissioners met with State's Attorney Kris Heiser to review and discuss the proposed FY20 State's Attorney's Office Operating Budget of \$1,423,482, representing an increase of \$32,759 or 2%.

The Commissioners met with Tourism Director Lisa Challenger to review and discuss the proposed FY20 Tourism Operating Budget of \$1,116,002, representing an increase of \$30,500 or 3%.

The Commissioners met with Development Review and Permitting (DRP) Director Ed Tudor to review and discuss the proposed FY20 DRP Operating Budget of \$1,683,552, representing a decrease of \$34,700 or (2%).

The Commissioners met with Finance Officer Phil Thompson and Assistant Finance Officer Jennifer Swanton to review and discuss the proposed FY20 Other General Government - Management Information Systems Budget of \$131,000, representing an increase of \$4,000 or 3%; and Debt Service of \$13,581,988, representing an increase of \$1,953,763 or 17%.

The Commissioners answered questions from the press, after which they adjourned the budget work session.

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## Minutes of the County Commissioners of Worcester County, Maryland

April 9, 2019

### Budget Work Session

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

The Commissioners met at 8:30 a.m. with Chief Administrative Officer Harold Higgins, Budget Officer Kathy Whited, and Finance Officer Phil Thompson to conduct a work session to continue their review of the Worcester County Department and Agency Operating Budget Requests for FY20, as presented to the Commissioners during their March 19, 2019 meeting. The requested FY20 Operating Budget currently reflects estimated revenues of \$195,891,813, which is an increase of \$5,861,094 or 3% more than the current year, and requested general fund operating expenditures of \$202,683,755, which leaves a shortfall of \$6,791,942 that must be reconciled by either reductions in expenditures, additional revenues or a combination of the two.

The Commissioners met with Circuit Court Judge Brian D. Shockley, Judge Beau Oglesby, and Court Administrator Michael Howard to review and discuss the proposed FY20 Operating Budget of \$1,249,004 for the Circuit Court, representing an increase of \$3,260, which is less than 1%.

The Commissioners met with Board of Elections Director Pattie Jackson to review and discuss the proposed FY20 Operating Budget of \$1,158,144 for the Board of Elections, representing an increase of \$219,444 or 23%.

The Commissioners met with County Attorney Maureen Howarth to review an Addendum to the existing Public Safety Mutual Aid Agreement between the Mayor and Council of Snow Hill and the County Commissioners to extend the temporary agreement for an additional 45 days from April 5, 2019 to June 3, 2019 whereby the Sheriff assigned Lieutenant Edward Schreier to serve as the Interim Police Chief of the Snow Hill Police Department (SHPD), pending appointment of the new Chief of Police.

In response to a question by Commissioner Bunting, Ms. Howarth confirmed that the SHPD is not providing monetary compensation to the Sheriff's Office for providing an interim Police Chief. Upon a motion by Commissioner Bertino, the Commissioners voted 5-2, with Commissioners Bunting and Mitrecic voting in opposition, to authorize Commission President Purnell to sign the addendum as requested.

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The Commissioners met with Public Works Director John Tustin to review and discuss the proposed FY20 Public Works Administration Operating Budget of \$2,552,259, representing an increase of \$2,068,557 or 428%. Mr. Tustin explained that this increase represents the first time that operating expenses for the Homeowner Convenience Centers (HOCCs) and Recycling have been folded into the General Fund budget.

Roads Superintendent Frank Adkins reviewed the requested FY20 Operating Budget of \$4,422,631 for the Roads Division of Public Works, representing a decrease of \$149,331 or (3%).

Maintenance Superintendent Ken Whited reviewed the proposed FY20 Operating Budget of \$1,104,543 for the Maintenance Division of Public Works, representing an increase of \$45,376 or 4%; and the Mosquito Control budget of \$194,881, representing a decrease of \$89,277 or (31%).

The Commissioners recessed for 10 minutes.

Enterprise Fund Controller Jessica Wilson, Landfill Superintendent Mike Mitchell, and Recycling Coordinator Mike McClung reviewed the proposed FY20 Enterprise Fund Operating Budget of \$4,111,316 for the Solid Waste Division of Public Works, representing a decrease of \$1,902,000 or (32%) due to the transfer of costs associated with operating the HOCCs and Recycling from the Solid Waste Enterprise Fund to the General Fund.

Public Works Deputy Director John Ross and Ms. Wilson reviewed the proposed FY20 Enterprise Fund Operating Budget of \$12,360,721 for the Water and Wastewater Division of Public Works, representing an increase of \$956,007 or 8%. Ms. Wilson advised that the requested budget includes proposed rate increases in nine service areas.

The Commissioners met with Ms. Wilson to review and discuss the proposed FY20 Operating Budget of \$915,000 for the Department of Liquor Control, representing level funding.

The Commissioners met with Library Director Jennifer Ranck to review and discuss the proposed FY20 Operating Budget of \$2,810,293 for the Library, representing an increase of \$167,347 or 6%.

The Commissioners met with Health Officer Becky Jones to review and discuss the proposed FY20 Operating Budget of \$5,616,844 for the Health Department, representing an increase of \$69,091 or 1%.

The Commissioners met with Recreation and Parks Director Tom Perlozzo to review and discuss the proposed FY20 Operating Budget of \$1,344,171 for Recreation, representing an increase of \$108,246 or 9%; Parks budget of \$1,836,530, representing an increase of \$572,247 or 45%, primarily due to projects utilizing State grant funds; and the Boat Landings budget of \$281,615, representing an increase of \$227,516 or 421%, primarily due to a proposed increase in use of Waterway Improvement Grants from the State.

Commissioner Bertino requested a copy of the five-year Capital Improvement Plan, which expounds on the executive summary provided to the Commissioners identifying proposed

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priority projects to be completed with Department of Natural Resources (DNR) Program Open Space (POS) funds.

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

The Commissioners met with Environmental Programs Director Bob Mitchell to review and discuss the proposed FY20 Operating Budget of \$1,451,217 for Environmental Programs, representing an increase of \$104,394 or 8%.

The Commissioners met with Information Technology Director Brian Jones to review and discuss the proposed FY20 Operating Budget of \$515,207 for the Information Technology Department, representing an increase of \$36,337 or 8%; and Other General Government budget of \$658,797 or 13% for various Information Technology supplies, equipment, maintenance, and services used throughout County government.

The Commissioners met with Fire Marshal Jeff McMahon and Emergency Services Director Billy Birch to review and discuss the proposed FY20 Volunteer Fire and Ambulance Funding Budget of \$7,049,215, representing a decrease of \$25,067, which is less than 1%.

The Commissioners met with Mr. Birch, Emergency Services Assistant Director James Hamilton, and Emergency Planner Tina Vickers to review and discuss the proposed FY20 Emergency Services Operating Budget of \$3,391,679, representing an increase of \$1,085,573 or 47%, primarily for new radio equipment and maintenance.

The Commissioners met with Warden Donna Bounds and Assistant Wardens Fulton Holland, Jr. and Quinton Dennis to review and discuss the proposed FY20 County Jail Operating Budget of \$9,573,155, representing an increase of \$134,754 or 1%.

The Commissioners met with Human Resources Director Stacey Norton to review and discuss the proposed FY20 Human Resources Operating Budget of \$405,078, representing a decrease of \$37,680 or (9%), and FY20 Insurance and Benefits Budget of \$20,768,050, representing an increase of \$2,567,155 or 14%, primarily due to increases for Workman's Compensation insurance and Other Post Employment Benefits (OPEB) contributions.

The Commissioners met with Mr. Higgins to review FY19 Operating Budget requests for the following agencies: \$1,222,478 for County Commissioners, representing an increase of \$289,409 or 31%, primarily to transfer the County Engineer and a Project Manager to County Administration to manage capital projects; \$35,794 for Orphan's Court, representing an increase of \$7,500 or 27%; \$3,080,607 for Other General Government, representing an increase of \$116,609 or 4%; \$201,045 for University of Maryland Extension Agency, representing an increase of \$19,607 or 11%; \$511,254 for Other Natural Resources, representing an increase of \$10,000 or 2%; \$2,345,257 for Taxes Shared with Towns, representing an increase of \$10,187, which is less than 1%; \$6,858,252 for Grants to Towns, representing an increase of \$1,145,827

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or 20%; \$300,000 for Interfund Transfers, representing a decrease of \$1,398,323 or (82%), due primarily to moving HOCCs and Recycling expenses to the General Fund; \$2,333,092 for Wor-Wic Community College, representing an increase of \$129,330 or 6%; \$958,871 for Other Social Service Groups, representing an increase of \$206,892 or 28%; and \$112,051 for Other Recreation & Culture Groups, representing an increase of \$47,051 or 72%.

The Commissioners answered questions from the press, after which they adjourned to meet again on April 16, 2019.

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## Minutes of the County Commissioners of Worcester County, Maryland

April 16, 2019

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

Commissioner Purnell called the meeting to order and announced the topics discussed during the April 2, 2019 afternoon closed session.

Following a motion by Commissioner Mitrecic, seconded by Commissioner Nordstrom, the Commissioners unanimously voted to meet in closed session at 9:00 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 (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, County Attorney Maureen Howarth, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included: hiring a Water System Supervisor within the Water and Wastewater Division and hiring Steven Merchant as Mosquito Control Foreman Trainee within the Mosquito Control Division of Public Works; posting to fill vacancies for a Database Administrator/Programming Trainee for Information Technology and a Correctional Officer Trainee for the Jail; considering a requested promotion in the Sheriff's Office; reviewing other personnel matters in the Sheriff's Office and Library; consulting with staff about potential litigation; receiving legal advice from counsel; and performing administrative functions, including: employee medical leave update; upcoming retirements and resignations update; discussing an update on retiree insurance delinquent accounts; upcoming board appointments; FY19 monthly financial update; agreeing to meet individually with the County Heroin Coordinator, discussion on the impact to the State if the County increases the local income tax rate, and procedures for press conferences with allied agencies, including the Sheriff, State's Attorney, and Board of Education (BOE).

Following a motion by Commissioner Bunting, seconded by Commissioner Elder, the Commissioners unanimously voted to adjourn their closed session at 9:51 a.m.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order, and following a morning prayer by Arlene Page and pledge of allegiance, announced the topics discussed during the morning closed session.

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The Commissioners reviewed and approved the open and closed session minutes of their April 2, 2019 meeting as presented.

The Commissioners, joined by Stephen Decatur High School (SDHS) Principal Thomas Sites, presented a commendation to SDHS senior Isabell "Izzy" Emond for her service as Worcester County's Page to the 2019 Maryland General Assembly. Miss Emond stated that she enjoyed her time as Page and learned a great deal about how government operates by attending committee meetings and general sessions, where two bills she is passionate about were being debated.

The Commissioners presented a commendation to Charles "Buddy" Jenkins for being selected as the Lower Shore Land Trust's 2019 Stephen N. Parker Conservation Legacy Award recipient for his contributions to private land conservation on the Lower Eastern Shore.

The Commissioners conducted a public hearing to obtain the views of citizens on community, economic development, and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant (CDBG) Program in the amount of \$300,000 to rehabilitate 18 owner-occupied homes and to receive a report on the progress of the County's current CDBG Housing Rehabilitation grant, MD-18-CD-21 in the amount of \$300,000 in FY17. Housing Program Administrator Jo Ellen Bynum stated that all \$300,000 in funding under the current CDBG grant has been committed to rehabilitate 18 owner-occupied homes, 11 of which have been completed to date and the remaining seven projects will be completed by the closing date of August 31, 2019. She then reviewed the economic development and community development activities that are eligible for CDBG funding and the proposed application for the continuance of the Housing Rehabilitation Program. Ms. Bynum stated that CDBG funding coordinates State and local government efforts to promote economic development and new growth and to increase family-sustaining jobs to raise the standard of living for County residents. She further advised that since 1987 the County Housing Rehabilitation Program has been working to address the housing needs of residents, and in that time has rehabilitated 298 homes and replaced 27 homes to meet the U.S. Department of Housing and Urban Development's (HUD) minimum livability standards, and funding is prioritized to extremely low income, disabled, and elderly applicants, and to eliminate imminent health and safety hazards. Ms. Bynum advised that the CDBG application will be available for review in County Administration May 13-20, 2019, and the requested funds will cover construction, relocation, lead testing, and clearance costs associated with the continuation of the Worcester County Housing Rehabilitation Program, with County in-kind funding of \$75,000 to be met through her administration of the program. She advised that qualifying local expenditures for the grant match include the Program Administrator and Inspector's fees, flood determination reports, credit reports, appraisals, advertising expenses, mailings, and office supplies.

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 Bunting, the Commissioners unanimously adopted Resolution No. 19-12, authorizing the filing of a CDBG application to fund the County's

Housing Rehabilitation Program in Worcester County in State FY20, and authorizing Commission President Purnell to sign the grant application and all associated documents.

Commissioner Bunting thanked Ms. Bynum for the great job she is doing for the citizens of Worcester County.

The Commissioners met with Finance Officer Phil Thompson to review the recommended FY20 Tax Ditch Rates, certifications, and recommended Managers for all 18 Tax Ditches in the County. Mr. Thompson stated that the tax ditch rates were identical to the prior year, except for the Middle Branch Tax Ditch where the rates will increase from \$15.00 to \$20.00; and the Sinepuxent Branch Tax Ditch where the minimum rate will increase from \$2.00 to \$6.00 per acre for tilled land and from \$1.00 to \$5.00 for Wooded land, and the minimum payment will increase from \$10.00 to \$20.00, as requested by the Tax Ditch Managers. In response to a question by Commissioner Elder, Mr. Thompson stated that the rate for the Sinepuxent Branch Tax Ditch increased significantly to cover the costs of ditching work. Mr. Thompson further stated that Rob Bailey has resigned as a manager for the Timmonstown Tax Ditch Association due to a change in employment, and he requested the Commissioners appoint Keith Littleton to fill the remainder of this two-year term. In response to a question by Commissioner Bunting, Mr. Thompson advised that three managers are assigned for each tax ditch.

Following some discussion and upon a motion by Commissioner Elder, the Commissioners unanimously approved the recommended FY20 Tax Ditch Rates, certifications, and recommended Managers for all 18 Tax Ditches in the County and approved the appointment of Mr. Littleton as manager for the Timmonstown Tax Ditch Association to replace Mr. Bailey.

The Commissioners conducted a public hearing to receive public comment on dissolving the Sunset Village Sanitary Service Area (SSA), which has been receiving water service from the Mystic Harbour SSA since obtaining bond funding to connect to Mystic Harbour in 2003. Public Works Deputy Director John Ross stated that, like the recently dissolved South Point Village Sanitary Service Area (SSA), the debt has been paid on the Sunset Village SSA, and there is no longer a need for this service area. He further stated that the water plant is in excellent condition and produces nearly 100,000 gallons per day (gpd) of potable water and has been used during periods of high water consumption to assist in meeting customer demands. Therefore, staff now recommends dissolving the former Sunset Village SSA, while keeping the water plant as an asset of the Mystic Harbour SSA.

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 Church, the Commissioners unanimously adopted Resolution No. 19-13, dissolving the Sunset Village SSA.

Pursuant to the request of Recreation and Parks Director Tom Perlozzo and upon a motion by Commissioner Mitrecic, to assist in the timely processing of regular contracts the Commissioners unanimously authorized Mr. Perlozzo to sign the following regular contracts now and in the future: Pavilion Use Agreements, Park Use Agreements, Recreation Use Agreement - Tournaments, Recreation Center Use Agreement - Practices, Non-County Affiliated Use

Agreements, Bus Trip Agreements, Independent Contractor Agreements, and Housing Agreement per Event. Mr. Perlozzo explained that Recreation and Parks processes a large volume of these contracts, and authorizing him to sign them will allow the daily business of this department to keep pace with the expectations of citizens.

The Commissioners met with Senior Budget Accountant Kim Reynolds to review and discuss the Diakonia shelter renovation project, which is to be funded by a Community Development Block Grant (CDBG). Ms. Reynolds reviewed the two bids received for the scope of electrical work associated with the project, and then she advised that, based on CDBG requirements for receiving multiple bids, the County is unable to award any of the bids for other scopes of work. Therefore, she requested authorization to solicit quotes from at least three vendors for each of the remaining scopes of work.

Upon a motion by Commissioner Nordstrom, with Commissioner Church recusing himself due to a potential conflict of interest, the Commissioners unanimously awarded the best bid for Scope F - Electrical - Building 1 and 2 at a total quote of \$19,987.41 to Royal Plus Electric, Inc. of Ocean City, Maryland. Ms. Reynolds advised that Royal Plus has a reputation of being reliable and has completed work for Diakonia in the past.

Upon a subsequent motion by Commissioner Bertino, with Commissioner Church recusing himself due to a potential conflict of interest, the Commissioners unanimously agreed to solicit quotes from at least three vendors for each of the five remaining scopes of work, provided the quotes are below a total of \$50,000 per scope to comply with CDBG requirements.

Pursuant to the recommendation of Mr. Ross and upon a motion by Commissioner Elder, the Commissioners unanimously awarded the low bid for sewer cleaning and inspection services in the West Ocean City Sanitary Service Area (SSA) to Chesapeake Environmental Services of Delmar, Maryland at a base bid of \$26,646.45 and possible contingent items of \$6,956.80 for a total maximum cost of \$33,603.25.

Pursuant to the recommendation of Mr. Ross and upon a motion by Commissioner Bunting, the Commissioners unanimously authorized Commission President Purnell to sign the new Termination of Interconnection Agreement and Water Services Agreement between Artesian Water Company, Inc. of Newark, Delaware and the County Commissioners for the provision of water service within the Edgewater Acres SSA. Mr. Ross advised that the prior agreement was terminated, as it is no longer needed, and the County will now be treated as a normal customer under the same conditions as those under which the County has been operating for the past 17 years. He further advised that County Attorney Maureen Howarth has reviewed and found the new agreement to be acceptable.

The Commissioners met with Mr. Ross to review the Frontier Town pump station and force main turnover documents, including the deed, bill of sale, and assignment form executed by Sun TRS Frontier, LLC for turnover of the facilities, release of lien from all of the major contractors, suppliers, and consultants used for the project, and a deed with property description and ingress/egress easement for the transfer of the pump station property and easements to the County. Mr. Ross advised that the Frontier Town project is essentially complete, facility start up

tests have been successful, and the County is prepared to take over operation of the facility. Ms. Howarth advised that the County has the deed, but has not yet been provided with the access easement allowing the County to reach the pump station site. Therefore, she recommended making any approval contingent upon receipt of the signed easement and the signed permit from the Maryland Department of the Environment (MDE).

Upon a motion by Commissioner Bertino, the Commissioners unanimously agreed to accept the turnover documents, contingent upon receipt of the easement and the signed permit from MDE.

The Commissioners met with Environmental Programs Director Bob Mitchell to discuss a March 18, 2019 letter from MDE disapproving the Sea Oaks Water and Sewerage Plan amendment, which was approved by the Commissioners on November 20, 2018. Mr. Mitchell stated that on March 13, 2019, prior to the County's receipt of the MDE letter, County staff met with and addressed the concerns raised by MDE officials, specifically MDE's misperceptions regarding the adequacy of the Mystic Harbour WWTP and provided updates regarding infrastructure and operational improvements being made at that facility. He noted that the disapproval from MDE is based on two specific concerns. First, The Maryland Department of Planning (MDP) had advised MDE that from a land use perspective the amendment appears to be inconsistent with the Worcester County Comprehensive Plan because the property is designated as Green Infrastructure, and there are no goals, objectives, or recommendations within the Public Infrastructure Chapter that are supportive of the extension of public sewer into the Green Infrastructure category. Furthermore, while MDE staff have acknowledged that County staff are working to address operational issues associated with the Mystic Harbour Wastewater Treatment Plant (WWTP), MDE feels that at this time the County is not able to ensure that the WWTP facilities, the conveyance system, the sewage disposal facilities, and the operation of the WWTP processes are adequate to accommodate additional sewage flows or that the County can otherwise provide for safe and sanitary treatment of sewage.

Furthermore, he advised that County staff disagree with MDE and MDP's conclusion that this amendment is not consistent with the Comprehensive Plan, as the State is erroneous in its assertion that the Green Infrastructure land use category precludes all development in said areas, and that it does not provide for the orderly expansion of the Mystic Harbour sewerage system. Therefore, he urged the Commissioners to send a letter to MDE Secretary Benjamin J. Grumbles to reconsider this disapproval, in accordance with the provisions of Section 9-508 (b) of the Environmental Article of the Annotated Code of Maryland.

Upon a motion by Commissioner Bertino, the Commissioners voted 6-1, with Commissioner Elder voting in opposition, to authorize Commission President Purnell to sign the letter requesting Secretary Grumbles to reconsider MDE's prior disapproval. Commissioner Elder reminded his fellow Commissioners that they originally denied this application.

Pursuant to the recommendation of Mr. Mitchell and a motion by Commissioner Bunting, the Commissioners unanimously authorized Commission President Purnell to sign the Grant Agreement Regarding Oversight of Best Available Technology (BAT) Systems between the Maryland Department of the Environment (MDE) and the County Commissioners to oversee the

operations and maintenance of on-site sewage disposal systems that utilize BAT for nitrogen removal. Mr. Mitchell stated that MDE will award the County \$35,000 annually to administer this program in Worcester County, which helps the County cover its costs.

Pursuant to the request of County Engineer Bill Bradshaw and upon a motion by Commissioner Bertino, the Commissioners unanimously approved Change Order No. 1 with Bancroft Construction of Wilmington, Delaware at a total additional cost of \$8,262 to separate power feeds to both the Jail and the fire pumps, so that if power is shut off to the building during an emergency, the fire pump will remain powered.

The Commissioners met with Development Review and Permitting Director Ed Tudor to discuss the Town of Berlin's proposed draft Annexation Resolution. Mr. Tudor informed the Commissioners that, by virtue of the above-referenced Annexation Resolution, the Town of Berlin is proposing to annex 6.13 acres located on the westerly side of North Main Street to the south of U.S. Rt. 50 and identified on Tax Map 25 as Lots 1 and 2 of Parcel 489 and Lots 1, 2, and 3 of Parcel 417. Mr. Tudor stated that the property proposed for annexation is zoned C-2 General Commercial District under County zoning, and the town is proposing to rezone the property to B-2 Shopping District. He explained that, pursuant to the provisions of Section 4-416 of the Land Use Article of the Annotated Code of Maryland, the annexed land cannot allow uses substantially different than those in the zoning category of the County for a period of five years after the annexation, unless the County consents to the proposed rezoning upon annexation. He concluded that the proposed annexation is consistent with the land uses recommended by the County Comprehensive Plan and with existing zoning and land use in the area, but the Maryland Department of Planning (MDP) believes that the permitted uses are slightly different and, therefore, require County consent.

Following some discussion and upon a motion by Commissioner Church, the Commissioners unanimously agreed to send a letter to the Town of Berlin concurring with the rezoning upon annexation of the subject property.

The Commissioners met with Mr. Tudor to review the nuisance abatement request for a property located at 2844 Byrd Road in Pocomoke City, Maryland and identified on Tax Map 84 as Parcel 379. Mr. Tudor stated that the specific nature of the nuisance includes the uncontrolled growth of grass, weeds and other vegetation, the outdoor storage and accumulation of personal property occupying greater than 100 square feet of land area, and an accumulation of junk vehicles. He stated that in spite of staff's efforts to work with the property owner, that individual has made only small efforts to clean up the property before regressing to its former condition. Furthermore, the Sheriff's Office has responded to numerous requests regarding the proximity of much of the material on the property to the public road. He stated that, if the Commissioners are inclined to find these conditions constitute a public nuisance in accordance with the County Code, he recommended that the property owner be provided no greater than 30 days to abate the nuisance conditions or to request a hearing on this matter, given the length of time the property has been in its current state.

Upon a motion by Commissioner Bunting, the Commissioners unanimously declared the property to be a public nuisance under the provisions of Subsections PH 1-101(a)(1), (4), and

(14) of the Public Health Article of the County Code and agreed to send a letter to the property owner ordering the nuisance to be abated within 30 days, or allowing the property owner to contact the County prior to the deadline to request a hearing before the Commissioners on this matter.

Commissioner Nordstrom stated that he has received several requests from neighboring property owners about this site, and he thanked staff for their efforts to abate the nuisance.

In response to a question by Commissioner Mitrecic regarding the status of the nuisance abatement for a property located at 10720 St. Martins Neck Road in Bishopville, Mr. Tudor explained that property owners Vincent and Denise Lynch failed to submit signed and sealed architectural plans for improvements to the property (to comply with the 60-day extension granted to them by the Commissioners at their February 5, 2019 meeting); therefore, the owners will be required to proceed with demolition of the two-story portion of the structure. He further stated that he hoped the existing tenant would be relocated soon in order to commence the demolition work, which is to be completed no later than August 5, 2019.

The Commissioners met with Human Resources Director Stacey Norton to review proposed changes to the Worcester County Government Personnel Rules & Regulations to adopt a new policy to process retiree medical insurance payments and to address delinquent retiree insurance accounts. Ms. Norton stated that beginning July 1, 2019 medical insurance premiums will automatically be deducted from Maryland State Retirement System (MSRS) checks for those eligible retirees and retiree dependents receiving MSRS retirement checks, with the current manual process of collecting insurance premiums by Human Resources to continue for dependents of deceased retirees that do not receive monthly MSRS retirement checks, as well as retirees and their dependents covered by the Nationwide retirement program. If payments are not received in the Human Resources office by 4:30 p.m. at the end of the calendar month for which they were due, a written warning of potential cancellation will be mailed to the last known address of the retiree at the end of each calendar month that payments are delinquent. If payments are not received within 90 calendar days of the due date, the insurance will be cancelled permanently. Those retiree/dependent(s) will instead be offered COBRA benefits at their own cost.

Upon a motion by Commissioner Bertino, the Commissioners conceptually approved the proposed addition of Subsection G and H to Section 5.03 (Medical Insurance Benefits) of the Worcester County Personnel Rules & Regulations and agreed to formally adopt the amendment at their meeting of May 7, 2019 after posting for at least 15 days.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Church, the Commissioners unanimously agreed to appoint Matthew Krueger to the Water and Sewer Advisory Council for the Mystic Harbour Service Area for a four-year term expiring December 31, 2022 to replace Carol Ann Beres whose term expired.

The Commissioners met in legislative session.

The Commissioners met with Assistant Chief Administrative Officer Kelly Shannahan to

review a text amendment application drafted by staff at the Commissioners' direction that would permit a maximum hotel rental tax of 5% in Worcester County, as permitted by State law. Mr. Shannahan advised that Ocean City officials requested this local legislation to begin the process to increase the room tax rate from the current rate of 4.5% to 5% effective January 1, 2020 to cover additional costs to the town due to special events.

Following some discussion, Commissioners Bertino, Bunting, Church, Elder, Mitreic, Nordstrom, and Purnell introduced the aforementioned text amendment as Bill 19-1 (Revenue - Hotel Rental Tax) and scheduled a public hearing on the bill for May 21, 2019.

Commissioner Purnell closed the legislative session.

The Commissioners answered questions from the press and offered County Commissioners' remarks.

Commissioner Bertino commended the Sheriff's Office for doing a great job while conducting an active shooter training session for the public at the Worcester County Recreation Center in Snow Hill recently.

Following a motion by Commissioner Mitreic, seconded by Commissioner Bunting, the Commissioners unanimously voted at 11:05 a.m. to meet in closed session at 1:00 p.m. in the Commissioners' Conference Room to conduct interviews for an Economic Development Director permitted under the provisions of Section 3-305(b)(1) of the General Provisions (GP) Article of the Annotated Code of Maryland. Also present at the closed session were Chief Administrative Officer Harold L. Higgins, Assistant Chief Administrative Officer Kelly Shannahan, and Human Resources Director Stacey Norton, and the Economic Development Director candidates.

The Commissioners adjourned to meet again on May 7, 2019.

TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: [admin@co.worcester.md.us](mailto:admin@co.worcester.md.us)  
WEB: [www.co.worcester.md.us](http://www.co.worcester.md.us)



1

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

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

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 36<sup>th</sup> 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 13,885 jobs, which accounts for 56% of the local labor force and generates \$1.8 billion in visitor spending, and \$336 million in tourism tax revenues. Learn more about tourism opportunities in Worcester County at <http://visitworcester.org> and on social media at #beachandbeyond.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim May 5-11, 2019 as **Tourism Week in Worcester County**.

Executed under the Seal of the County of Worcester, State of Maryland, this 7<sup>th</sup> day of May, in the Year of Our Lord Two Thousand and Nineteen.

\_\_\_\_\_  
Diana Purnell, President

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
Madison J. Bunting, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Joshua C. Nordstrom





2

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

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OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
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SNOW HILL, MARYLAND  
21863-1195

### PROCLAMATION

**WHEREAS**, as many as one in five children experience a mental, emotional, or behavioral health problem before the age of 18, yet 70 percent of school aged children with a diagnosable mental illness do not receive treatment. The Worcester County Health Department, in partnership with the Worcester County Local Behavioral Health Authority, and Worcester County Local Management Board, works to educate families and community members about the resources and services available to support children's mental wellness; and

**WHEREAS**, as part of Children's Mental Health Matters Week, the public is invited to support the cause by wearing green on Thursday, May 9, 2019, National Children's Mental Health Awareness Day.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim May 9-11, 2019 as **Children's Mental Health Matters Week** in Worcester County and invite the public to support the cause by wearing green on Thursday, May 9, National Children's Mental Health Awareness Day.

Executed under the Seal of the County of Worcester, State of Maryland, this 7<sup>th</sup> day of May, in the Year of Our Lord Two Thousand and Nineteen.

\_\_\_\_\_  
Diana Purnell, President

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
Madison J. Bunting, Jr.

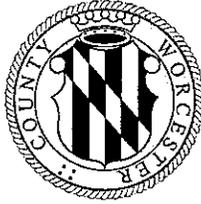
\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Joshua C. Nordstrom



TEL: 410-632-1194  
FAX: 410-632-3131  
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3

COMMISSIONERS  
DIANA PURNELL, PRESIDENT  
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ANTHONY W. BERTINO, JR.  
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COUNTY COMMISSIONERS

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COUNTY ATTORNEY

## 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 7<sup>th</sup> day of May, in the Year of Our Lord Two Thousand and Nineteen.



\_\_\_\_\_  
Diana Purnell, President

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
Madison J. Bunting, Jr.

\_\_\_\_\_  
James C. Church

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Joshua C. Nordstrom

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4

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COUNTY ATTORNEY

## Worcester County

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

### COMMENDATION

**WHEREAS, Alison and Terry Tinker** have been named the 2019 Worcester County Foster Parents of the Year for their efforts to help bring support and stability back into the lives of foster children during times of crisis; and

**WHEREAS,** foster parents like Alison and Terry fill an urgent need in our community, and they help these youth recognize their intrinsic worth and importance to the community, fueling them to realize their full potential.

**NOW, THEREFORE,** we the County Commissioners of Worcester County, Maryland, do hereby commend **Alison and Terry Tinker** for opening their hearts and home to the children of Worcester County in State custody, and we thank them for their willingness to serve children living in crisis as foster care parents.

Executed under the Seal of the County of Worcester, State of Maryland, this 7<sup>th</sup> day of May, in the Year of Our Lord Two Thousand and Nineteen.



\_\_\_\_\_  
Diana Purnell, President

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
Madison J. Bunting, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Joshua C. Nordstrom

*Citizens and Government Working Together*

TO: The Worcester County Commissioners  
Room 1103 - Worcester County Government Center  
One West Market Street  
Snow Hill, Maryland 21863-1195

RECEIVED  
APR 24 2019  
By \_\_\_\_\_  
RECEIVED  
4-24-19  
J. Keener  
DRP

5

Having been served with Nuisance Abatement Order No. 19-1 of the Board of County Commissioners of Worcester County to abate a nuisance pursuant to Section 1-102 of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland, I hereby request a hearing on the matter before the Board of County Commissioners.

Michael Louis Parrott (tenant),  
Name (please print)

Address 2844 Byrd rd  
Pocomoke, Maryland  
21851

Phone #: 443-754-1652  
443-669-7306

4/24/19  
Date

\*\*\*\*\*

TO: Ralph Harris Webb, Jr. & Karen M. Brown  
2844 Byrd Road  
Pocomoke City, MD 21851-2656

BY CERTIFIED MAIL

Your request for a hearing on Nuisance Abatement Order No. 19-1 has been received.  
The hearing on this matter has been scheduled for May 7, 2019, at 10:30am, in Room 1101 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863-1195.

Harold L. Higgins  
Harold L. Higgins  
Chief Administrative Officer

la



OFFICE OF THE  
COUNTY COMMISSIONERS

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

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JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195  
April 18, 2019

Ralph Harris Webb, Jr. & Karen M. Brown  
2844 Byrd Road  
Pocomoke City, MD 21851-2656

BY REGULAR MAIL AND CERTIFIED MAIL

### Nuisance Abatement Order #19-1

You are hereby notified pursuant to Section 1-102 of the Public Health Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners of Worcester County have ordered that you abate the nuisance condition which exists on property owned by you located at 2844 Byrd Road, Pocomoke City, Maryland 21851, and identified on Worcester County Tax Map 84 as Parcel 379. The precise nature of the nuisance, as determined by the County Commissioners, being the uncontrolled growth of grass, weeds or other rank vegetation to a height exceeding one foot, the outdoor storage and accumulation of personal property occupying greater than 100 square feet of land area, and an accumulation of junk vehicles, each of which constitutes a nuisance under the provisions of Subsections PH 1-101(a)(1), (4) and (14) of the County Code. A copy of the law is enclosed for your reference.

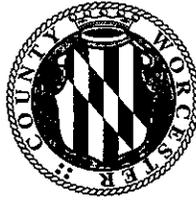
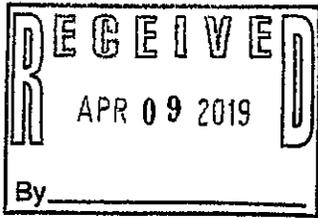
**You are hereby ordered to abate such nuisance by May 18, 2019.** Should you wish a hearing on the matter you must sign and deliver the enclosed request for a hearing to the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland, 21863-1195, **not later than May 13, 2019.**

Should you wish technical assistance with regard to the abatement of the nuisance you may contact Lisa Wilkens, Zoning Inspector, at the Worcester County Department of Development Review & Permitting at (410) 632-1200, extension 1135.

For the County Commissioners

Harold L. Higgins  
Chief Administrative Officer

cc: Edward A. Tudor, Director of Development Review & Permitting  
Jennifer Keener, Zoning Administrator, DRP  
Lisa Wilkens, Zoning Inspector, DRP  
Phil Thompson, Finance Officer  
KS/Misc/Nuisance Abatement 19-1



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

# Worcester County

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

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

## MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *EAT*  
DATE: April 4, 2019  
RE: Request for Nuisance Abatement Assistance - 2844 Byrd Road, Pocomoke City -  
Tax Map 84, Parcel 379

\*\*\*\*\*

In accordance with § PH 1-102 of the Public Health Article I am writing to request the County Commissioners' assistance in abating the nuisance conditions on the above referenced property. The nature of the nuisance conditions as observed from the public right-of-way is the uncontrolled growth of grass, weeds and other vegetation, the outdoor storage and accumulation of personal property occupying greater than 100 square feet of land area, and an accumulation of junk vehicles. It is possible that additional conditions may be present but not visible from the property line.

My department has made numerous attempts to have the owner clean up the property. Other departments and agencies have visited the property as well. One ongoing concern has been the proximity of much of the material to the public road. I know that the Sheriff's Office has responded to conduct an assessment of the traveled portion of the roadway to ensure that there were no issues with traffic flow. The property owner has made small efforts over time to clean up the property but the situation always seems to regress.

Should the County Commissioners concur with my request, issue an abatement order and offer the property owner the opportunity to be heard, I suggest that they be given no greater than 30 days to remedy the situation or request the hearing.

I have attached a number of photographs which show just a small portion of the subject property. I'm sure the Sheriff's Office can probably share additional insights relative to the property conditions as well.

**APPROVED**  
Worcester County Commissioners  
Date *HH 4/16/19*

lc

If you need any additional information or photographs, please let me know. As always, I will be available to discuss the matter with you and the County Commissioners at your convenience.

Attachment

cc: Jennifer Keener, Zoning Administrator

Lisa Wilkens, Zoning Inspector

# Title PH1

## HEALTH-RELATED NUISANCES

### SUBTITLE I Environmental Health Hazards

§ PH 1-101. Nuisances.

§ PH 1-102. Abatement of nuisances.

§ PH 1-103. Tattoo establishments.

§ PH 1-104. Junk vehicles.

§ PH 1-105. Smoking in public buildings.

§ PH 1-106. Litter.

§ PH 1-107. Skin penetrating body  
adornment.

§ PH 1-108. Nightclubs.

§ PH 1-109. Adult-oriented businesses,  
entertainment, and material.

**[HISTORY: Adopted by the Board of County Commissioners of Worcester County 8-25-1981 by Bill No. 81-5 as Title 1 of the Public Health Article of the 1981 Code. Amendments noted where applicable.]**

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### SUBTITLE I Environmental Health Hazards

§ PH 1-101. Nuisances. [Amended 11-10-1987 by Bill No. 87-5; 4-25-1989 by Bill No. 89-2]

(a) Certain conditions to be declared nuisances. The existence of any of the following conditions in the County which are found to be dangerous or prejudicial to the maintenance of property values, health, safety or general welfare of the people of the County by the duly designated County department or official are hereby declared to constitute a public nuisance: [Amended 11-16-2004 by Bill No. 04-11]

(1) The uncontrolled growth of grass, weeds or other rank vegetation, including but not limited to ragweed, poison ivy, poison oak, poison sumac, and all other noxious weeds which are generally known to be either allergenic, a skin irritant, or toxic when ingested, to a height exceeding one foot. [Amended 5-18-2010 by Bill No. 10-4]

A. The above requirement shall not apply where the Department has determined, after an investigation which considers the physical characteristics or actual use of the property or other relevant factors, that the property qualifies as one of the following: properties utilized for a bona fide agricultural purpose, natural wooded areas, stream protection areas, habitat protection areas, steep slope and erodible soil protection areas, stormwater management facilities areas, unimproved areas of more than three acres in size, areas publicly owned and maintained as natural areas, and private open space areas covenanted with the County as recreational areas to be maintained in their natural state. In no case shall noxious weeds as described above be allowed to grow within sixty feet of any property line adjoining an occupied property zoned for residential, commercial or industrial purposes. In addition, the

above requirement shall not apply to wetlands, stream protection areas, habitat protection areas, steep slope and erodible soils protection areas, stormwater management facilities areas and nature study areas. Any uncontrolled growth as described in and subject to the provisions of this section shall be cut to a height not exceeding four inches.

- B. Where it is ascertained that the owner, occupant or person in control of any lot or lands within the County has allowed or maintained on such lot or lands any growth of weeds or other rank vegetation to a height over one foot or that noxious weeds, as defined herein, are growing on lands within the County, written notice shall be served upon the owner, lessee, agent, or tenant having charge of any lot or lands within the County that weeds or other rank vegetation have been allowed to grow to a height exceeding one foot and that such weeds or other vegetation must be cut to a height not exceeding three inches. If the owner or other person having charge of such lands is a nonresident, notice shall be sent by regular United States mail to his address as shown on the tax assessment rolls as maintained by the Maryland Department of Assessment and Taxation. Mailing by regular United States mail shall constitute adequate notice. In addition such notice shall be posted on the lot or lands not less than fifteen days prior to taking any further action and shall contain information describing the nature of the violation, the anticipated corrective action, and whom to contact for further information. If the address of any owner or person having charge of such lot or lands cannot be located after diligent search, posting of such notice on the lot or land shall constitute adequate notice.

- (2) Any accumulation of animal or vegetable matter or manure that is offensive by virtue of odors or vapors or by the inhabitation therein of rats, mice, snakes or vermin of any kind which is or may be dangerous or prejudicial to the public health.

- A. The provisions of this section pertaining to manure shall not apply to legitimate agricultural land use unless said use is immediately adjacent to a residential structure on another lot. In such cases, manure cannot be stored within one hundred feet of the residential structure.

- (3) Any placing, leaving, dumping or accumulation of rubbish, household trash or junk causing or threatening to cause a fire hazard, or causing the inhabitation therein of rats, mice, snakes, or vermin of any kind or the accumulation of stagnant water causing or threatening to cause the breeding of insects which is or may be dangerous or prejudicial to the public health.

- (4) Other than as provided in Subsections (a)(4)A and B below, the outdoor storage or accumulation of personal property occupying greater than one hundred square feet of land area per parcel or lot, including but not limited to the following: appliances, appliance parts, furniture, linens, household goods, lawn mowers, auto, truck, boat, recreational vehicle, motorcycle or bicycle parts, scrap metal, glass, scrap paper, bicycles, wire, electrical or plumbing parts and fixtures, tools, building

supplies and materials not in storage for existing permitted construction activity on the site.

- A. When the storage or accumulation of personal property as described in Subsection (a)(4) above is visually screened from adjoining public road rights-of-way and adjoining properties or contained wholly within a completely enclosed structure, the storage or accumulation of personal property may occupy greater than one hundred square feet of land area per parcel or lot.
- B. The provisions of this subsection shall not apply to properties utilized for bona fide agricultural purposes.
- (5) The deposit or accumulation of any foul, decaying or putrescent substance or garbage, trash, rubbish or other offensive matter upon the ground surface or in or upon any groundwater, abandoned well, sewage system, bathing area, lake, pond, watercourse, ditch, drain, gutter or tidewater, hole or pit.
- (6) The overflow of any foul liquids or sewage or the escape of any sewage or sewage gas from any privy, cesspool, septic tank, subsurface tile field or any other type of sewage system which is not connected to a municipal sewage system; or any open cesspool or unsafe sewage system. **[Amended 7-26-2005 by Bill No. 05-8]**
- (7) A toilet or urinal in any public or quasi-public building which is maintained in an unsanitary condition.
- (8) The accumulation or deposit of manure, human feces, garbage, cannery wastes or by-products, feathers and poultry offal, carcasses of animals or any form of filth.
- (9) A polluted or unsafe water system, well or spring or the pollution of any well or spring. **[Amended 7-26-2005 by Bill No. 05-8]**
- (10) Any premises having an unsafe sewerage system or facility, or that is not provided with a suitable toilet or sanitary privy for all persons gathering, working or living therein. **[Amended 7-26-2005 by Bill No. 05-8]**
- (11) Any dilapidated, burned-out, fallen-down, ramshackled or decayed structure or remnant thereof which is unattended and uninhabitable or unusable for its intended purpose and is beyond reasonable hope of rehabilitation or restoration. The Commissioners, in making a determination of a nuisance condition under this subsection, shall consider the historical significance of the structure and its danger or potential danger to the public.
- (12) Any unattended and unprotected man-made hole, cave, crater, cavity, pit or pool or similar surface condition which constitutes or has the potential of becoming a hazardous area to the public because of potential for cave-in, subsidence or collapse or because of an accumulation of water.
- (13) The disposition of any animal carcass upon the surface of any land, road or highway.

- (14) Such other similar conditions as the County Commissioners may determine to be prejudicial or dangerous to the health or safety of the people of the County or any of the above or similar conditions as may be determined by the County Commissioners to be prejudicial to property values in the County.

(b) Procedure for determination of nuisance.

- (1) The County Commissioners shall, by resolution, designate County departments or officials to investigate, determine the existence of and issue citations for nuisances.
- (2) The County Commissioners or any department or official designated to enforce this Subtitle may require that nuisance complaints be in writing, signed by the complainant and contain such information as may be necessary to locate and investigate the condition.
- (3) No complaint shall be necessary to institute the investigation of a nuisance.
- (4) Departments and officials designated to enforce this Subtitle shall cooperate with each other in sharing information and making investigations.
- (5) The investigating department or official shall, after investigation, determine whether or not a nuisance exists.

(c) Violations.

- (1) Anyone permitting or maintaining a nuisance as determined hereunder shall be guilty of a civil infraction.
- (2) Each day that a nuisance is permitted or maintained shall constitute a separate infraction.
- (3) A property owner of property on which a nuisance exists, as well as the person causing the nuisance, shall be guilty of such civil infraction.
- (4) Nothing in this Subtitle shall prohibit the abatement of a nuisance under any other legal procedure or relieve a person charged with a civil infraction hereunder from liability under any other civil or criminal enactment.

- (d) Notice. In addition to the penalties contained in Subsection (c) hereof, where it has been determined pursuant to Subsection (b)(5) hereof that a nuisance exists, the Department or official making such determination shall cause written notice to be sent to the property owner, as well as the occupant or other person in possession of the property in question, said notice to describe the nature of the nuisance and the actions necessary for correction. Such notice shall be sent by registered mail to the owners address as identified on the tax assessment rolls as maintained by the Maryland Department of Assessment and Taxation. If the address of any owner or person having charge of such lot or lands which is the subject of the nuisance cannot be located after diligent search or if the aforementioned notice by registered mail is not accepted or otherwise not deliverable, posting of such notice on the lot or land shall constitute adequate notice. Such notice shall be posted on the lot or lands not less than seven days prior to taking any further action and shall contain information describing the nature of the violation, the required corrective action,

and whom to contact for further information. [Added 11-16-2004 by Bill No. 04-11;<sup>1</sup> amended 5-18-2010 by Bill No. 10-4]

(e) Applicability.

- (1) This Subtitle shall apply only in the unincorporated areas of Worcester County and shall not apply to any disposal site operated by the County Commissioners or the Worcester County Sanitary Commission.<sup>2</sup>
- (2) This Subtitle shall not apply to any legal, bona fide, recognized agricultural practice, provided that such practice does not constitute a health hazard.

§ PH 1-102. Abatement of nuisances. [Amended 11-10-1987 by Bill No. 87-5; 8-2-1988 by Bill No. 88-6; 4-25-1989 by Bill No. 89-2]

(a) County Commissioners may abate. The County Commissioners may abate any nuisance so designated under this Subtitle.

(b) Procedure. Where necessary corrections have not been completed after the notice requirements as contained in § PH 1-101(d) hereof have been fulfilled, any Department or official charged with the enforcement of this subtitle may cause or request abatement of any nuisance condition in accordance with the following: [Amended 11-16-2004 by Bill No. 04-11; 5-18-2010 by Bill No. 10-4]

(1) Where the Department has ascertained there to be a violation of the provisions of § PH 1-101(a)(1) hereof and corrective actions have not commenced after notice as provided for in § PH 1-101(d) hereof, the Department may enter upon the premises and cut or otherwise remove the overgrowth of vegetation in accordance with the standards as set forth in § PH 1-101(a) hereof. All costs associated with cutting and or removal of the vegetation, and a service fee, shall be assessed in accordance with a fee schedule established by resolution of the County Commissioners. The Department shall mail a statement of charges promptly upon completion of the corrective action to the owner of the premises. All such statements shall be due and payable within thirty days of mailing and shall bear interest thereafter in the same percentage as a delinquent County tax bill. Any unpaid and delinquent statement shall become a lien upon all real estate and personal property of the subject in the same manner as delinquent taxes and a notation shall be made upon the tax records of the County Finance Officer.

(2) For all nuisance conditions which remain uncorrected after notice as provided for in § PH 1-101(d) hereof, other than that described in Subsection (b)(1) hereof, the appropriate Department or official may request abatement of a nuisance.

(c) Notice, order, hearing. After the receipt of a request as described in Subsection (b)(2) hereof, the County Commissioners shall notify, in writing, the owner of the property on which the nuisance is located, as shown on the tax assessment rolls of the County as

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1. Editor's Note: This bill also redesignated former Subsection (d) as Subsection (e).

2. Editor's Note: The Sanitary Commission was abolished by Bill No. 93-19.

maintained by the Maryland Department of Assessments and Taxation, as well as the occupant or other person in possession of the property in question, of the request for abatement and shall send to such person an order requiring the prompt abatement of such nuisance within a reasonable time, to be set in such order, which is to take into account the nature of the nuisance. The notice shall afford the owner, occupant or other person in possession of the premises the opportunity to be heard by the County Commissioners within a reasonable time, to be set in such order, which time shall take into account the nature of the nuisance. Such notice shall be sent to the owner's address as shown on the tax assessment rolls of the County as maintained by the Maryland Department of Assessments and Taxation by registered United States mail. If the address of any owner or person having charge of such lot or lands cannot be located after diligent search, or if the aforementioned notice by registered mail is not accepted or otherwise not deliverable, it shall be sufficient to post such notice on the lot or land. Such notice shall be posted on the lot or lands not less than fifteen days prior to taking any further action and shall contain information describing the nature of the violation, the anticipated corrective action, and whom to contact for further information. [Amended 11-16-2004 by Bill No. 04-11; 5-18-2010 by Bill No. 10-4]

(d) Abatement by County.

(1) In the event that such person does not abate any such nuisance as prescribed hereby within the prescribed period of abatement or does not appear before the County Commissioners and have such abatement order rescinded by the County Commissioners within the time prescribed, the County Commissioners may enter upon the premises and cause such condition to be removed or otherwise remedied by such means as the County Commissioners may deem most appropriate and expedient.

(2) Any person, upon receipt of an abatement notice as prescribed by this section, may, at any time up to the date on which such person might have been heard with regard to an order to abate, request the County, in writing, to abate such condition, provided that such request states an affirmative agreement on the part of the requesting party to pay the costs of such removal or abatement.

(e) Cost of abatement. Any actual costs incurred by the County in removing, abating or otherwise remedying any nuisance as herein prescribed, including reasonable attorney's fees, shall be charged to the owner of the land on which the nuisance existed as well as all subjects of the civil infraction citation and shall become a lien upon all real estate and personal property of the subject of the civil infraction citation in the same manner as delinquent taxes. In the case of a condominium or cooperative, the lien shall be upon all of the individual units proportionally. It shall be the duty of the County Finance Officer to mail a statement of such charges to the persons responsible at the address shown on the tax assessment rolls of the County or, in the case of no address on the assessment roll, to the last known address. All such statements shall be due and payable within thirty days from the date of receipt thereof and shall bear interest thereafter in the same percentage as a delinquent County tax bill. In the event that any such statement becomes delinquent, a notation of the delinquency shall be made upon the tax records of the County Finance Officer. [Amended 7-26-2005 by Bill No. 05-8]

- (f) Emergency nuisances. If, upon receipt of a report pursuant to Subsection (b) hereof, the Commissioners determine that a nuisance constitutes an emergency situation presenting a clear and present danger to the health or safety of the public, the Commissioners may abate the nuisance pursuant to Subsection (d) hereof without notice or hearing; provided, however, that the Commissioners shall make a good-faith effort to informally contact the property owner or occupant of the premises or person in possession and provide a reasonable opportunity to be heard. The cost of abatement pursuant to Subsection (e) shall not be assessed against the property owner until after the property owner has been given a notice and a reasonable opportunity to be heard.

**§ PH 1-103. Tattoo establishments. [Added 12-10-1985 by Bill No. 85-4]**

- (a) Legislative intent. The County Commissioners of Worcester County have determined:
- (1) That the coloration of the skin by the aid of needles or any other instruments designed to touch, puncture or penetrate the skin by improperly trained or unsupervised individuals or in unsanitary facilities is dangerous to the health and general welfare of the community.
  - (2) That the puncturing or penetrating of skin area that has rash, pimples, boils, infections or other skin disorders or diseases can cause a spread of the skin disorders or diseases which may result in the communication of such skin disorders or diseases to other persons.
  - (3) That the communication of disease poses a threat to the public health, safety and general welfare.
  - (4) That, in order to protect the public health, safety and general welfare, it is necessary to regulate tattoo establishments.
- (b) Definitions. Unless the particular provision or the context otherwise requires, the definitions and provisions contained in this section shall govern the construction, meaning and application of words and phrases as used in this section.

**CERTIFICATE OF INSPECTION** — The written approval from the Worcester County Health Department, Department of Health and Mental Hygiene of the State of Maryland or their designated representative that the tattooing establishment has been inspected and meets all the requirements of this section relating to physical facilities, equipment and layout for the operation of a tattoo establishment.

**EMPLOYEE** — Any person over eighteen years of age, other than an operator, who renders any service in connection with the operation of a tattoo establishment and receives compensation from the operator of the business or its patrons.

**HEALTH DEPARTMENT** — The Worcester County Health Department, Department of Health and Mental Hygiene of the State of Maryland, or its designated representative.

**OPERATOR** — Any individual, firm, company, corporation or association that owns or operates an establishment where tattooing is performed and any individual who performs or practices the art of tattooing on the person of another.

Real Property Data Search

Search Result for WORCESTER COUNTY

View Map		View GroundRent Redemption			View GroundRent Registration					
<b>Tax Exempt:</b>		<b>Special Tax Recapture:</b>								
<b>Exempt Class:</b>		NONE								
<b>Account Identifier:</b>		District - 01 Account Number - 005162								
Owner Information										
<b>Owner Name:</b>		WEBB RALPH HARRIS JR & KAREN M BROWN		<b>Use:</b>		RESIDENTIAL				
<b>Mailing Address:</b>		2844 BYRD RD POCOMOKE CITY MD 21851-2656		<b>Principal Residence:</b>		YES				
				<b>Deed Reference:</b>		/04795/ 00168				
Location & Structure Information										
<b>Premises Address:</b>		2844 BYRD RD POCOMOKE 21851-0000		<b>Legal Description:</b>		LOT 2 2.14 ACS S/S BYRD ROAD MIN SUB LDS BETTY W LUCH				
<b>Map:</b>	<b>Grid:</b>	<b>Parcel:</b>	<b>Sub District:</b>	<b>Subdivision:</b>	<b>Section:</b>	<b>Block:</b>	<b>Lot:</b>	<b>Assessment Year:</b>	<b>Plat No:</b>	
0084	0010	0379		0000			2	2017	Plat Ref: 0210/0007	
<b>Special Tax Areas:</b>				<b>Town:</b>		NONE				
				<b>Ad Valorem:</b>						
				<b>Tax Class:</b>						
<b>Primary Structure Built</b>		<b>Above Grade Living Area</b>		<b>Finished Basement Area</b>		<b>Property Land Area</b>		<b>County Use</b>		
1920		1,986 SF				2.0000 AC				
<b>Stories</b>	<b>Basement</b>	<b>Type</b>	<b>Exterior</b>	<b>Full/Half Bath</b>	<b>Garage</b>	<b>Last Major Renovation</b>				
2	NO	STANDARD UNIT	SIDING	1 full	1 Carport					
Value Information										
			<b>Base Value</b>	<b>Value</b>	<b>Phase-in Assessments</b>					
				As of	As of		As of			
				01/01/2017	07/01/2018		07/01/2019			
<b>Land:</b>		50,600		39,500						
<b>Improvements</b>		35,000		35,000						
<b>Total:</b>		85,600		74,500		74,500		74,500		
<b>Preferential Land:</b>		0						0		
Transfer Information										
<b>Seller:</b> LUCH BETTY W			<b>Date:</b> 10/10/2006			<b>Price:</b> \$127,330				
<b>Type:</b> ARMS LENGTH IMPROVED			<b>Deed1:</b> SVH /04795/ 00168			<b>Deed2:</b>				
<b>Seller:</b> HARRISON & ETHEL DENSTON			<b>Date:</b> 09/13/1949			<b>Price:</b> \$0				
<b>Type:</b> NON-ARMS LENGTH OTHER			<b>Deed1:</b> CWN /00029/ 00551			<b>Deed2:</b>				
<b>Seller:</b>			<b>Date:</b>			<b>Price:</b>				
<b>Type:</b>			<b>Deed1:</b>			<b>Deed2:</b>				
Exemption Information										
<b>Partial Exempt Assessments:</b>		<b>Class</b>		07/01/2018		07/01/2019				
<b>County:</b>		000		0.00						
<b>State:</b>		000		0.00						
<b>Municipal:</b>		000		0.00 0.00		0.00 0.00				
<b>Tax Exempt:</b>		<b>Special Tax Recapture:</b>								
<b>Exempt Class:</b>		NONE								
Homestead Application Information										







6

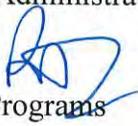
RECEIVED  
APR 17 2019  
Worcester County Admin



**Worcester County**  
Department of Environmental Programs

Memorandum

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**To:** Harold L. Higgins, Chief Administrative Officer  
**From:** Robert J. Mitchell, LEHS   
Director, Environmental Programs  
**Subject:** Critical Area Grant – FY 2020  
**Date:** April 18, 2019

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I am pleased to transmit two (2) copies of our FY 2020 Critical Area Grant Agreement between Worcester County and the State Critical Area Commission for our 2020 operational 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 the exemplary work staff performs on a daily basis to administer the program. Funding for the upcoming fiscal year is in the amount of \$10,000 which represents only a very small portion of our actual program cost. The state has again reduced the level of reimbursement, this time by \$3,000. 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



**Worcester County**  
Department of Environmental Programs  
Natural Resources Division

**Memorandum**

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**To:** Robert J. Mitchell, Director

**From:** Jenelle Gerthoffer, Natural Resources Administrator 

**Subject:** Critical Area Commission Grant Agreement for Fiscal Year 2020

**Date:** April 16, 2019

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Attached are two copies of the Critical Area Commission Grant-In-Aid Program Agreement for Fiscal Year 2020. 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 7<sup>TH</sup> County Commissioners meeting. The 2020 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 \$10,000 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. It should be noted that the grant amount has been reduced by \$3,000 compared to previous years grant amount of \$13,000. Due to this reduction in funding, the Critical Area Commission is requiring two project status reports per fiscal year instead of four.

Should you have any questions or concerns, you can reach me at extension 1147. Thank you.

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 2019,  
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 2020**, 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 2020 (July 1, 2019- June 30, 2020) in the amount of Ten Thousand Dollars (\$10,000).**

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, 2020. 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 **two (2) Progress status reports and one (1) invoice**. (Refer to pages 1-3), Article V of Appendix A – FY20 “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 – FY20 “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. **Two (2) Progress status reports and One (1) Invoice at the end of the project** 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. Please email Reports and Invoice to: **cacgrants.dnr@maryland.gov**

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.

**Two (2) Project Status Reports and One (1) Invoice are due for this contract.**

**First Project Status Report is due to Commission on January 15, 2020 for work completed on the project between July 1, 2019 and December 31, 2019. No request for payment should be submitted to Commission with the first Status Report.**

**The second and final Project Status Report along with an Annual Invoice is due to the Commission between the period of May 15, 2020 and June 30, 2020 for work completed on the project between the periods of January 1, 2020 and June 30, 2020. The Commission will not submit payment for any invoices received prior to May 15, 2020. Final Report and Invoice should be emailed to: cacgrants.dnr@maryland.gov**

**Due Dates**

**January 15, 2020**

**May 15, 2020**

**Thru June 30, 2020**

**Reporting Time Frame**

**Progress Status Report for Work completed  
July 1, 2019 – December 31, 2019 (No Invoice)**

**Final Status Report and Final Invoice for Work  
completed January 1, 2020 – June 30, 2020**

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 for: Worcester County, MD**

By: \_\_\_\_\_  
GRANTEE WITNESS

By: \_\_\_\_\_  
GRANTEE

\_\_\_\_\_  
PRINT NAME & TITLE

By: \_\_\_\_\_  
GRANTEE

\_\_\_\_\_  
PRINT NAME & TITLE

**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 2019  
By: Rachel L. Eisenhauer  
Assistant Attorney General, Department of Natural Resources*



**WORCESTER COUNTY  
PROPOSED BUDGET FOR FISCAL YEAR 2020  
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	\$38.45	1000	\$ 38,450.00
Natural Resources Inspector II	\$43.43	1300	\$ 56,459.00
Natural Resources Specialist III	\$32.30	1700	\$ 54,910.00
Natural Resources Planner II	\$27.20	200	\$ 5,440.00
		Total	\$155,259.00
Total Amount of FY2020 Grant to be utilized towards this budget			(\$10,000.00)
* 44.94% 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 2020  
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.
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**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.**

<b>Activities</b>	<b>Time Line</b>	<b>Responsible Entity</b>	<b>Deliverables</b>
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.**

<b>Activities</b>	<b>Time Line</b>	<b>Responsible Entity</b>	<b>Deliverables</b>
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.**

<b>Activities</b>	<b>Time Line</b>	<b>Responsible Entity</b>	<b>Deliverables</b>
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.**

<b>Activities</b>	<b>Time Line</b>	<b>Responsible Entity</b>	<b>Deliverables</b>
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.**

<b>Activities</b>	<b>Time Line</b>	<b>Responsible Entity</b>	<b>Deliverables</b>
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.**

<b>Activities</b>	<b>Time Line</b>	<b>Responsible Entity</b>	<b>Deliverables</b>
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.

**V. GUIDELINES FOR PROPER INVOICING**

Planner/Inspector shall submit two activity reports and one invoice 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:

<b>Category</b>	<b>Backup Documentation Needed</b>
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	<p>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 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</p>

	<p>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>
<p>Consultants/Legal*</p>	<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>	
<p>Salaries &amp; Fringe Benefits:</p>	<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>
<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.</p>	

**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 Grant Administrator at the Commission upon receiving notice that they are due.

**VIII. PERIOD OF PERFORMANCE**

The period of performance for grants made in FY 2020 shall be from July 1, 2019 through June 30, 2020. Unless there is a "No-Cost Extension" granted by the Commission, all unspent monies will revert back to the Commission by June 30<sup>th</sup> 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 1<sup>st</sup>. 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 1<sup>st</sup>.

*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, 2020. No-cost extensions are considered a major amendment and requests must be submitted no later than March 1<sup>st</sup>. All associated **invoices and reports must be submitted by June 30, 2020 for the close of the grant.**

## X. ANNUAL REPORTS

Annual reports should detail work activities; identify progress made on Scope Tasks to date, obstacles encountered during the contract, 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 annual report.

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

## **XI. INVOICES**

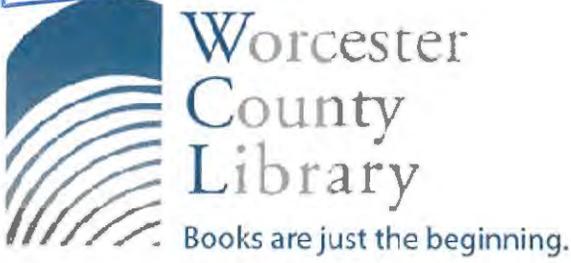
The Planner/Inspector will submit invoices on local government letterhead or official local finance office stationery. An invoice should always include: the local jurisdictions name and address, federal identification number, grant agreement purchase order number, the time-frame covered by the invoice 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 an annual basis and include proper support documentation, of which the annual report is a part, in order to be considered valid submission. Please submit one electronic invoice, detailed expenditure sheet, support documents and annual 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, 2020 close of the State fiscal year.



7



Copy: Kathy Whitte ✓

To: Harold Higgins, Chief Administrative Officer  
 From: Jennifer Ranck, Library Director *JR*  
 Date: April 29, 2019  
 Re: FY 20 County Public Library Capital Grant – Pocomoke Library Project

Worcester County Library has been awarded a FY 20 County Public Library Capital Grant for the Pocomoke Library Branch in the amount of \$120,000 from the State of Maryland. This grant will enable the library to proceed with the design phase of the project. Enclosed please find a draft letter due June 3, 2019 certifying the matching funds. The current Assigned Fund Balance for the project is \$500,000.

The Library is also pursuing a FY 21 County Public Library Grant for construction costs. The library has completed preliminary design as well as an engineering analysis / feasibility study for the branch, and will present a current cost estimate for the project at the May 21 Commissioner meeting. In order to complete the grant application (due May 22, 2019), the library will need a letter of intent to fund the matching requirement for FY 21. Included with this memo is the feasibility study completed by Gipe Associates, Inc., and two proposed floor plans, one with a modest addition of 2,600 SF and the other with a larger addition of 4,200 SF, as well as a floor plan of the Berlin branch for comparison.

Thank you for your assistance in preparing the certification letter. Please contact me with any question or concerns.

1a

**DRAFT**

May 7, 2019

Irene M. Padilla, State Librarian  
Maryland State Library  
22 South Calhoun Street  
Baltimore, MD 21223-2412

RE: Local Match Commitment for FY 20 County Library Capital Grant  
Worcester County – Pocomoke Branch

Dear Ms. Padilla:

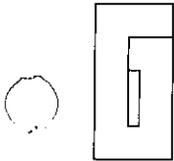
The County Commissioners of Worcester County, Maryland hereby certifies that it will provide \$120,000.00 in matching funds for the Pocomoke Branch Library project of the Worcester County Library for State Fiscal Year 2020. Thank you for the awarding the State match.

Please feel free to contact either me or Harold L. Higgins, Chief Administrative Officer, at the office (Phone 410-632-1194, email – [admin@co.worcester.md.us](mailto:admin@co.worcester.md.us)) if you have questions or require additional information.

Sincerely,

Diana Purnell  
President

cc: Jennifer Ranck, Library Director  
Kathy Whited, Budget Officer



**Gipe Associates, Inc.**  
CONSULTING ENGINEERS

W.O. #: 19011  
Easton Office

April 24, 2019

Mrs. Jennifer Ranck  
Worcester County Library  
307 North Washington Street  
Snow Hill, MD 21863

Project: Worcester County Library – Pocomoke Branch Feasibility Study

Dear Jennifer:

As requested Gipe Associates, Inc. has reviewed the HVAC (Heating, Ventilation and Air Conditioning), plumbing, fire protection and electrical systems for the Pocomoke Branch - Worcester County Library. Below please find our observations, calculations, and recommendations.

**INTRODUCTION:**

Gipe Associates, Inc. was asked to assess the current HVAC, plumbing, fire protection and electrical systems and make recommendations for the future HVAC, plumbing, fire protection and electrical needs at the Pocomoke Branch of the Worcester County Library located in Pocomoke, MD. In addition, Jeff Schoellkopf contacted Gipe Associates, Inc, on May 2, 2018 with a request for an evaluation of the current systems in regards to a planned building renovation in 2020. The enclosed report addresses both the review of the MEP systems and evaluates system for the future renovations.

The following outlines the task we have performed in completing our feasibility study:

1. Performed field survey and observations.
2. Evaluated fire protection requirements.
3. Determined age, condition, and code compliance of existing mechanical systems.
4. Developed schematic drawings of existing mechanical systems.
5. Performed existing mechanical systems evaluation relative to future building use.
6. Provided recommendations for new mechanical systems.
7. Performed cost estimate for new construction and renovations.
8. Provided digital photographs of existing mechanical equipment/systems
9. Provided preliminary plumbing calculations.
10. Attended a meeting with Owner and other design team members to verify scope.
11. Performed preliminary heating/cooling load calculations.
12. Performed preliminary ventilation calculations.
13. Performed life cycle cost analysis.
14. Performed HVAC System Energy Modeling.
15. Evaluated electrical power usage and costs for the existing building as coordinated with utility company.
16. Provided preliminary electrical load calculation for proposed building usage.
17. Verified existing electrical service primary and secondary voltages.
18. Determined age and condition of existing electrical switchgear and branch circuit wiring systems.

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Suite 223  
Towson, Maryland 21286  
TEL 410.832.2420  
FAX 410.832.2418

8719 Brooks Drive  
Post Office Box 1147  
Easton, Maryland 21601  
TEL 410.822.8688  
FAX 410.822.6306

lc

19. Evaluated existing interior lighting systems relative to proposed building usage.
20. Evaluated existing site lighting to maintain security and vehicular transportation requirements.
21. Existing electrical code violations documentation and recommendations to rectify existing violations.
22. Evaluated of existing fire alarm system code compliance.
23. Provided recommendations for fire alarm system upgrades to comply with the latest fire alarm codes.
24. Evaluated existing electrical service size adequacy for proposed building upgrades.
25. Provided recommendations for switchgear and distribution upgrades for proposed building upgrades.
26. Provided digital photographs of existing electrical equipment.
27. Evaluated existing security system.
28. Provided recommendations for new security system requirements.

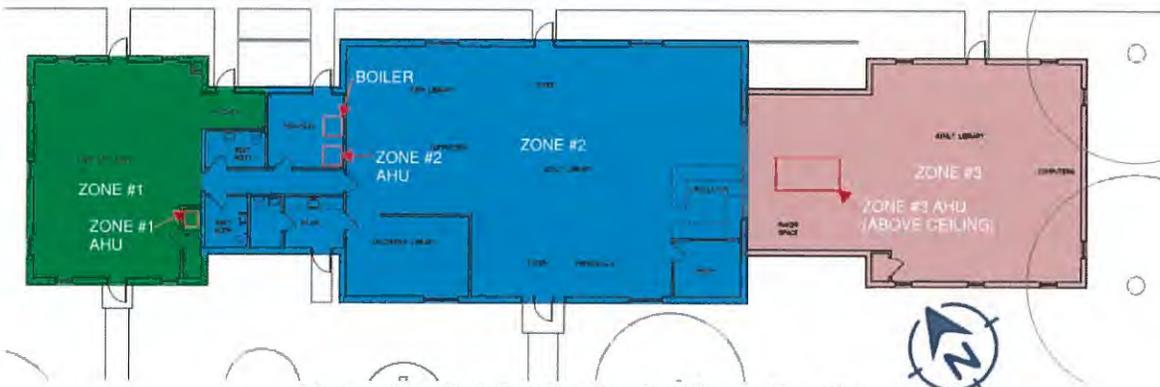
We visited the site on February 14<sup>th</sup>, 2019 for a field survey of the existing mechanical and electrical systems in the building. The following report is based on our field observations, review of existing drawings, engineering calculations, and discussions with staff.

**MECAHNICAL EXISTING CONDITIONS:**

The Pocomoke Library was constructed in the 1970s and renovated in 2003. The building has the following characteristics:

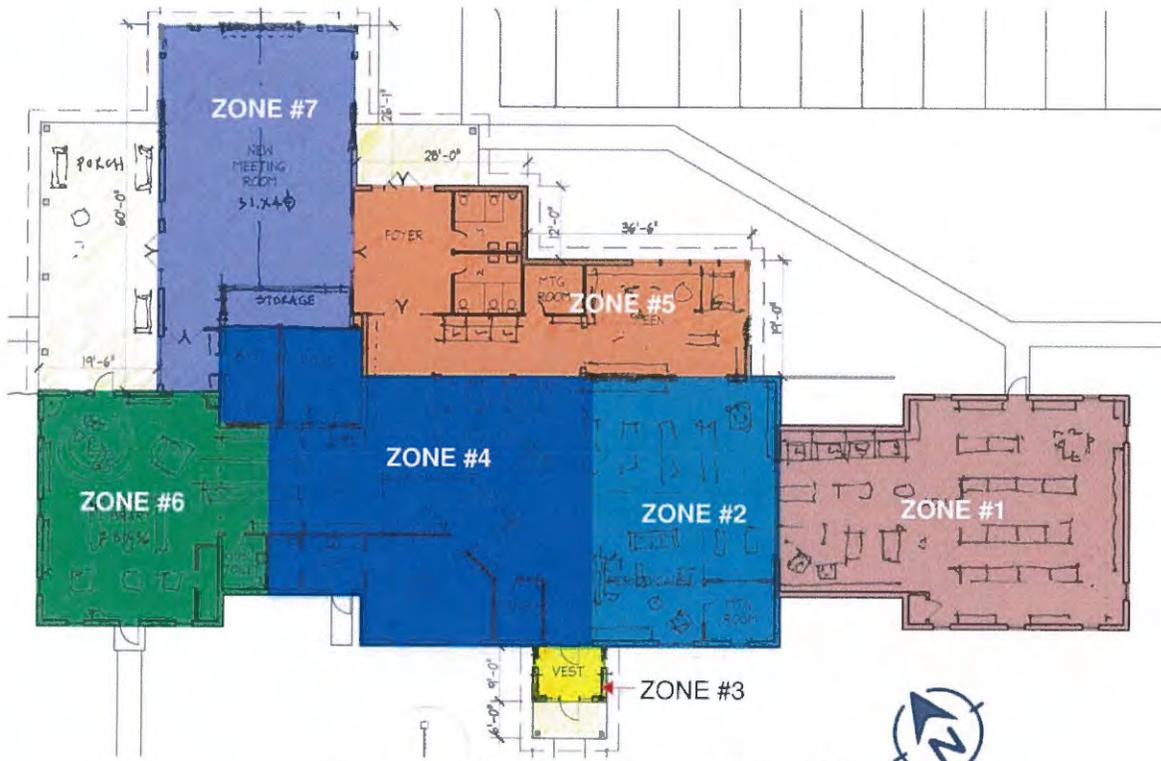
1. Gross square footage = 6,728 square feet.
2. Wall construction: Two types (Face brick, wood stud, batt insulation) and (Face brick, board insulation, masonry block).
3. Roof construction: plywood deck, asphalt shingles.
4. Floor type: Slab on grade.
5. Space usages: Reading/Computer rooms, Meeting room

A keyplan of the existing building can be seen in Figure #1 which outlines the HVAC (heating, ventilating, and air conditioning) zones of the existing system and shows the location of the major equipment that comprise the HVAC systems.



**Figure #1 – Existing Pocomoke Library Key Plan**  
No Scale

A keyplan of the Pocomoke library with proposed addition provided by Jeff Schoellkopf can be seen in Figure #2, which outlines the HVAC zones used for calculating the size of the new proposed HVAC systems.



**Figure #2 – New Pocomoke Library Key Plan**  
No Scale

The next section of the report shall review the existing HVAC components and systems.

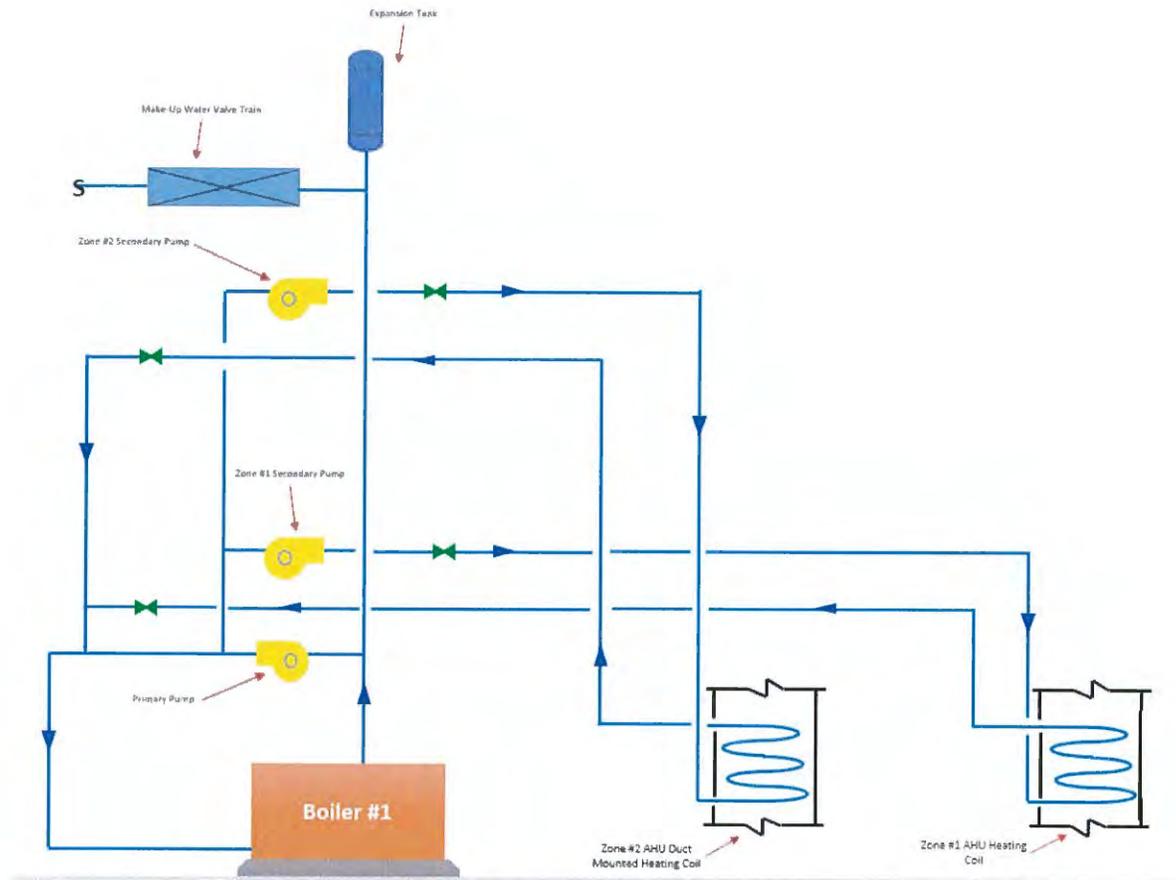
**Existing HVAC Equipment**

The existing HVAC system consists of the following components:

1. Zone #1 and zone #2 heating needs are both served by a heating water system. This hot water heating system consists of one fuel oil fired Peerless model EC-05 boiler (Photograph #1), two secondary Taco cartridge circulator zone pumps and one Taco cartridge primary pump. The boiler has a rated output capacity of approximately 286,000 Btuh. The heating system appears to be original to the building and is 30 plus years old. Figure #2 displays a diagram of the heating water system.



**Photograph #1 – Boiler**



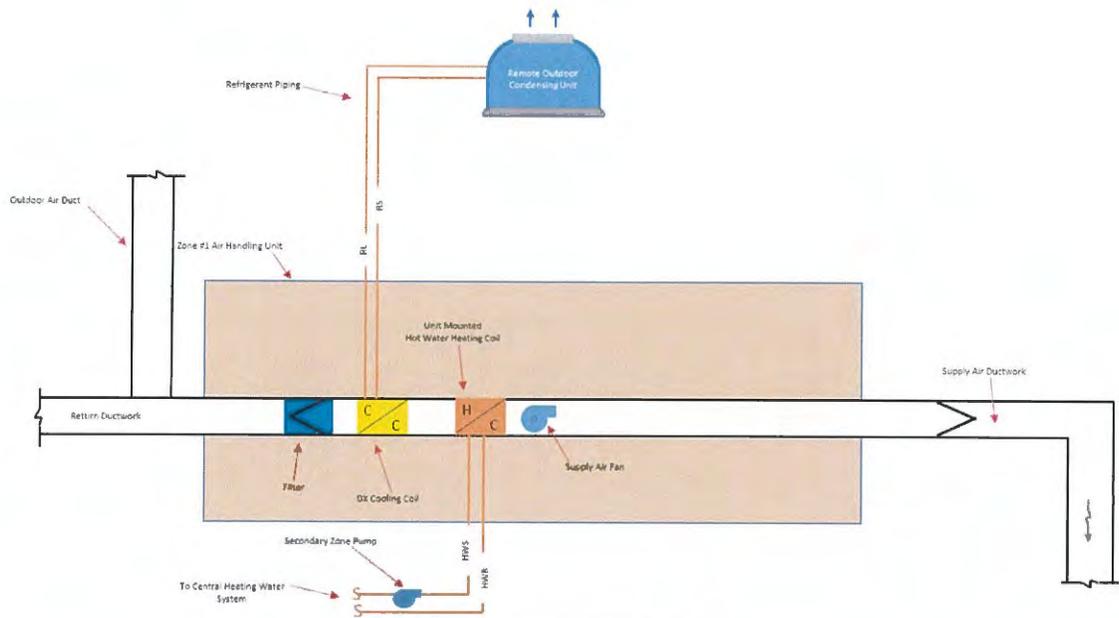
**Figure #3 Existing Heating Water System**

Scale: None

2. Zone #1 consists of an AquaTherm air handling unit as seen in Photograph #2 and outdoor condensing unit. The air handling unit has an internal heating water coil served by the boiler and associated secondary zone pump. Cooling is provided by a DX (direct expansion) refrigerant coil in tandem with the outdoor grade mounted condensing unit as seen in Figure #4. This air handling unit and condensing unit appear to be less than 10 years old.



**Photograph #2 – Zone #1 Air Handling Unit**



**Figure #4 Zone #1 Air Handling Unit**  
Scale: None

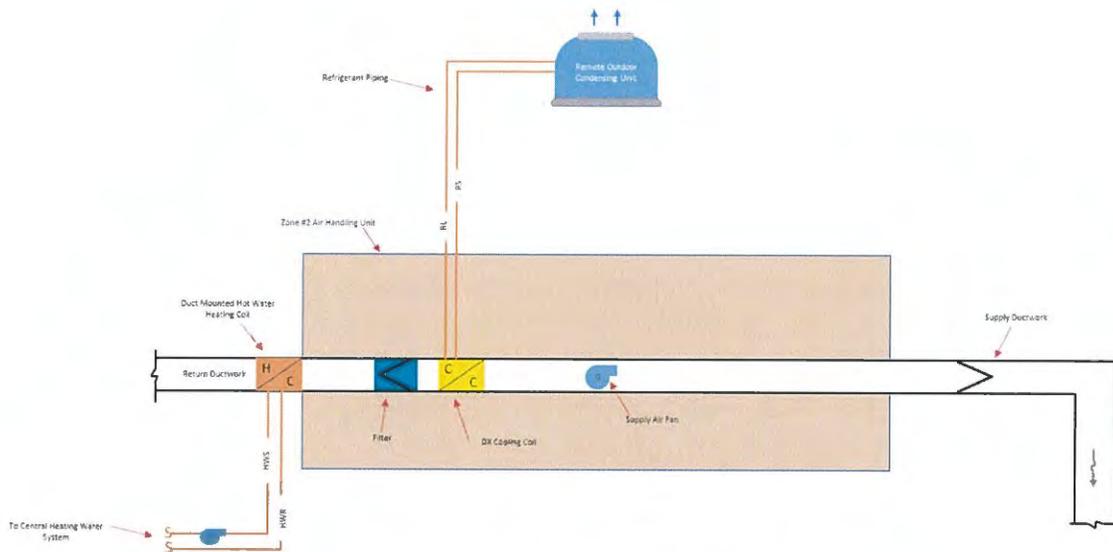
- Zone #2 is comprised of a Borg-Warner model L2E0 air handling unit, outdoor condensing unit (Photograph #3) and separate heating water coil installed in the return air ductwork as seen in Photograph #4. The heating water coil is served by the boiler and an associated zone pump. Cooling is provided by a DX (direct expansion) refrigerant coil in tandem with the outdoor grade mounted condensing unit as seen in Figure #5. This air handling unit and associated equipment appears to be original to the building and is 30 plus years old.



**Photograph #3 – Outdoor Condensing Unit**



**Photograph #4 – Zone #2 Heating Water Coil**

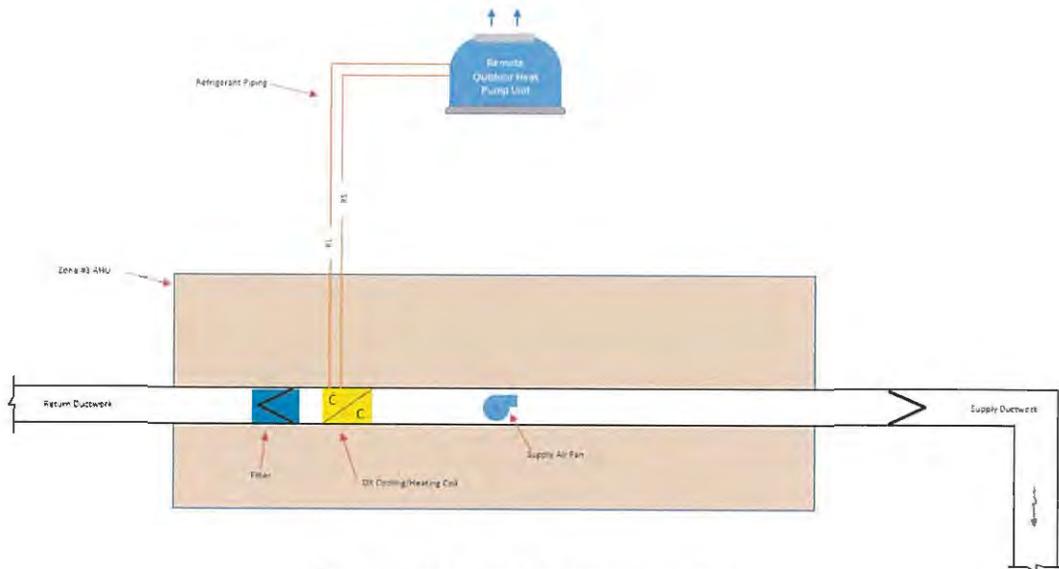


***Figure #5 Zone #2 Air Handling Unit***  
Scale: None

4. Zone #3 consists of a split system air handling unit (Photograph #5) with a grade mounted heat pump unit. This unit was installed when the addition was added to the library in 2003. See Figure #6 for more information.



**Photograph #5 – Zone #3 Air Handling Unit**



***Figure #6 Zone #3 Air Handling Unit***  
Scale: None

The existing equipment is inefficient and nearing the end of its useful life. Based on the systems deficiencies (listed below) and age we recommend complete replacement of the same.

The next section of the report shall review the HVAC system deficiencies.

### ***HVAC System Deficiencies***

The existing HVAC equipment is coming to the end of its useful service life and has the following major deficiencies/code violations based on our field observations:

1. No ventilation air (outside air) is provided for the occupied spaces as required by ASHRAE Standard 62 – Ventilation for Acceptable Indoor Air Quality.
2. Existing heating water piping is uninsulated and routed through the uninsulated and vented attic. This potentially leaves the piping exposed to freezing temperatures.
3. There is no combustion air provided for the boiler.
4. The air handling units do not have duct smoke detectors. Based on the size of the zones and ductwork we suspect at a minimum Zone #2 most likely has an airflow larger than 2,000 cfm and should have duct smoke.

The Building is also due for a renovation that will add square footage to better serve the needs of the community. The existing systems are not able to handle the additional building square footage and do not have the ability to scale upwards to handle the proposed additions.

For these reasons and the age of the equipment we recommend a complete renovation of the existing HVAC equipment.

Next, we will review the existing building utility costs.

### ***Existing Building Utility Costs***

Below in Table #1 and Table #2 are the existing building electrical usage and fuel oil consumption for the calendar year of 2018:

<b>Table #1 Electrical Usage Data</b>			
<b>Month</b>	<b>Use (kWh)</b>	<b>Demand (kW)</b>	<b>Electric Delivery Charges</b>
<b>Jan-18</b>	8,818	27.87	\$469.75
<b>Feb-18</b>	6,709	35.99	\$443.33
<b>Mar-18</b>	7,939	35.23	\$459.99
<b>Apr-18</b>	5,082	31.08	\$330.08
<b>May-18</b>	4,689	30.56	\$284.14
<b>Jun-18</b>	5,541	29.58	\$311.88
<b>Jul-18</b>	6,620	29.92	\$353.76
<b>Aug-18</b>	6,491	29.51	\$375.69
<b>Sep-18</b>	6,255	29.54	\$378.60
<b>Oct-18</b>	4,257	28.31	\$316.64
<b>Nov-18</b>	5,087	34.18	\$323.20
<b>Dec-18</b>	5,809	35.98	\$372.54
<b>Total</b>	73,297	377.75	\$4,419.60

<b>Table #2 Fuel Oil Consumption</b>		
<b>Month</b>	<b>Fuel Consumption (Gallons)</b>	<b>Cost</b>
<b>Jan-18</b>	602.5	\$1,391.73
<b>Feb-18</b>	153.6	\$361.93
<b>Mar-18</b>	501.5	\$1,110.09
<b>Apr-18</b>	166.7	\$401.73
<b>May-18</b>	31.4	\$78.58
<b>Jun-18</b>	--	--
<b>Jul-18</b>	--	--
<b>Aug-18</b>	--	--
<b>Sep-18</b>	--	--
<b>Oct-18</b>	--	--
<b>Nov-18</b>	--	--
<b>Dec-18</b>	--	--
<b>Total</b>	1455.7	\$3,344.06

Electrical usage and fuel oil consumption for this building are relatively low, with a total cost of \$7,763.66 (\$0.80/sq. ft.) for the entire year. As discussed later in the report, with the proposed addition to the building and providing ventilation (fresh air) the utility costs will increase.

The next section of the report shall review the existing plumbing systems.

### *Existing Plumbing Systems*

As shown in Photograph #6, the building's plumbing fixtures and equipment do not appear to be original to the building, however, the same are showing their age. The hot water heater is a 30-gallon electric type with 4500 Watts non-simultaneous upper and lower elements. The hot water system also does not include a recirculating pump. Based on the current version of the international plumbing code, a recirculating pump would be necessary. We would recommend replacement of the hot water heater and the addition of a hot water recirculating pump. Photograph #7 shows a typical lavatory and #8 show a typical water closet which is a tank type. The building's plumbing fixtures appear in decent condition for their age. We, however, would recommend that the plumbing fixtures be replaced with high efficiency, low flow, flush valves, and aerators to reduce water consumption which will lower water and sewer costs.



**Photograph #6 – Hot water heater, associated expansion tank and service sink**



**Photograph #7 – Lavatory**



**Photograph #8 – Watercloset**

Next, we will review the existing fire protection system.

### *Existing Fire Protection System*

The existing building does not have a fire protection system installed. Based on our understanding of the type of building occupancy (Assembly Group A-3), the type of construction (wood construction, combustible) and the classification for this type of space/building in the Fire Protection Code (NFPA-101) we would recommend that this building be sprinklered. This however, should be reviewed with

the State Fire Marshal and the Architect to determine if sprinklers are needed.

Furthermore, we requested a flow test at the site to verify the water supply and we have provided a copy of what has been provided in Appendix A. Please see the results of the flow test below in Table #3 for information regarding the available water supply.

Table #3 - Available Water Supply	
Static pressure	60 psig
Residual pressure	50 psig
Flow rate	1130 gallons per minute

We will use this flow test data later in the report for our fire protection calculations. However, upon inspection of the same it is our opinion that sufficient flow and pressure is available to sprinkler the building without the need for a fire pump.

Next, we will review the existing electrical systems.

### EXISTING ELECTRICAL SYSTEMS

#### *Electrical Service*

Electrical energy is provided to the building at 120/240-volts AC, three-phase, three-wire by Delmarva Power & Light (DPL) via pole mounted transformers as shown in Photograph #9. This pole is located on Third street a short distance/approximately 30 feet from the corner of Market street. The conductors from the pole mounted utility transformers run down the pole and underground to a current transformer (C/T) cabinet and 200A meter installed on the exterior wall of the boiler room, as shown in Photograph #10. The transformers on the pole appear to be in fair to poor condition, however the electric meter for the building appears to be in good condition.



**Photograph #9 – Pole Mounted Utility Transformers**



**Photograph #10 – Utility Meter Installed on Exterior Wall of Boiler Room**

In accordance with 2017 National Electrical Code (NEC) Article 220.87 – “Determining Existing Loads”, Gipe Associates, Inc. conducted a review of electrical demand for a twenty-four month period (December 2016 through December 2018), which indicated a peak demand of 36 kilowatts (kW) during

the months of February, March, and December 2018. See Table #4 below for a summary of the electrical demand data.

<b>TABLE #4 - ELECTRICITY METER DATA FROM DELMARVA POWER</b>	
<b>Month/Year</b>	<b>Demand (kW)</b>
<b>December 2018</b>	<b>36</b>
<b>November 2018</b>	35
<b>October 2018</b>	29
<b>September 2018</b>	30
<b>August 2018</b>	30
<b>July 2018</b>	30
<b>June 2018</b>	30
<b>May 2018</b>	31
<b>April 2018</b>	32
<b>March 2018</b>	<b>36</b>
<b>February 2018</b>	<b>36</b>
<b>January 2018</b>	28
<b>December 2017</b>	27
<b>November 2017</b>	29
<b>October 2017</b>	25
<b>September 2017</b>	29
<b>August 2017</b>	30
<b>July 2017</b>	33
<b>June 2017</b>	31
<b>May 2017</b>	30
<b>April 2017</b>	24
<b>March 2017</b>	28
<b>February 2017</b>	29
<b>January 2017</b>	28
<b>December 2016</b>	28
<b>Note: Peak Values are indicated in red font.</b>	

In order to determine the maximum current draw for the building we need to convert the peak kW into kilovolt-amperes (kVA). The formula for this conversion is  $kW = kVA * \text{Power Factor (PF)}$ , with the power factor being less than 1 since a building typically will not consume all of the energy produced by the utility. We were not able to obtain the power factor for the building, but assuming a power factor (PF) of 0.8, 36 kilowatts equals 45 kilovolt-amperes (kVA) which converts to a maximum current of 109 amperes during the twenty-four month period. With the building having a 200A electrical service, the maximum load that the existing service can support is 180A, or 70 additional amperes of load. So, based on this information and the size of the proposed addition, it is likely that the existing 200A service is not large enough to support a renovated building with additional square footage.

#### ***Electrical Distribution System***

The electrical distribution system within the library is rated at 120/240-volts AC, three-phase, three-wire. The service conductors extend from the C/T cabinet to a wire trough located in the boiler room beneath two branch load centers as shown in Photograph #11. Inside the wire trough the service conductors are tapped with one set of conductors going to a 200A, 240-volt, three-phase, three wire, 42 circuit load center labeled as Panel A. Also tapped off of these service conductors are a set of conductors that serve a 200A, 120/240-volt, single-phase, three-wire, 40 circuit load center labeled as Panel B. Panel A serves the building HVAC equipment and has a high leg phase which means that no 120-volt circuits

(lighting or receptacles) can be connected to this phase. Panel **B** serves the receptacles and lighting throughout the library. Both of these load centers are manufactured by Square D and appear to be in fair condition.

The existing library doesn't have a generator. If utility power is lost, everything in the building is "off" except for the emergency lighting.

**Interior Lighting**

The majority of the interior luminaires are a combination of recessed 2'x4' lay-in fixtures and surface mounted 1'x4' fixtures with an acrylic lens. Examples of some of the lighting fixtures in the existing building are shown in Photograph #12. These fixtures have T8 fluorescent lamps as their light source and appear to be in fair condition. While fluorescent fixtures are less efficient than LED light fixtures, the existing T8 fluorescent fixtures are more efficient than incandescent or T12 fluorescent light sources, as shown in Table #5. Efficacy is the measure of how well a light source produces visible light, also commonly referred to as "lumens per watt", whereas efficiency is the ratio based on total energy (wattage) consumed versus useful energy out as light. The following Electrical Table compares the efficacy and efficiency of T8 fluorescent lamps to other common light sources.



**Photograph #11 – Branch Panelboards and wire trough in Boiler Room**

TABLE #5: EFFICACY OF COMMON LIGHT SOURCES		
Light Source	Luminous Efficacy (lumens/watt)	Luminous Efficiency (percent)
<b>Incandescent</b>	5-12.6	0.7-1.8%
<b>T12 Fluorescent</b>	60	9%
<b>T8 Fluorescent</b>	80-100	12-15%
<b>T5 Fluorescent</b>	70-104	10-16%
<b>LED</b>	Up to 150	Up to 22%

As a result of the lower efficacy/efficiency values, the existing building has significantly more lighting fixtures and lamps than a modern building would in order to achieve similar illumination levels.

In addition, the State of Maryland now requires that all new construction and major renovation projects comply with the requirements of the International Energy Conservation Code (IECC) and/or ASHRAE 90.1: Energy Standard for Buildings Except Low-Rise Residential Buildings. One such requirement states that the installed interior lighting power, which is commonly referred to as Lighting Power Density (LPD) (or more commonly as watts per square foot), for libraries shall be no more than 1.19 watts/square foot. Based on the existing fixtures and light sources, the lighting power density of the existing building is likely higher than what is currently allowed per current energy codes.



**Photograph #12 – Recessed 2'x4' fixture**

### ***Lighting Controls***

A majority of the building's lighting fixtures in individual spaces are controlled by standard toggle switches. These switches are in fair to good physical condition and appear to be operational as shown in Photograph #13. However, the building is not equipped with any automatic lighting controls, i.e. occupancy/vacancy sensors, relay/control panels, etc. If the lighting in a given space is modified or for all new lighting, IECC 2015 requires that all interior lighting in that space shall be controlled by an automatic means of turning off the lights after a certain period of space vacancy and/or between night-time hours. Automatic shut-off reduces energy consumption, resulting in a lower electricity bill, and can also extend the life of lamps and ballasts and reduce maintenance cost.



**Photograph #13 – Toggle Switches for Control of Lighting**

### ***Emergency & Exit Lighting***

The emergency egress lighting for the building is provided via dual head emergency battery units as shown in Photograph #14. During a power outage, the integral battery would provide emergency lighting for 90 minutes in accordance with requirements of NFPA 101: Life Safety Code. The internal battery units must be tested every 30 days for a minimum of 30 seconds, and annually for a minimum of 90 minutes. Reports of these tests must be maintained on site for review with the Fire Marshal. We did not simulate a power outage to verify if emergency lighting levels were compliant with NFPA 101 requirements. While the interior paths of egress have emergency lighting, there does not appear to be any exterior egress lighting at the exterior doors out of the building, which current codes would require at any new exterior egress doors provided. The exit signs in the building are equipped with integral battery backup and appear to be in good condition.



**Photograph #14 – Typical Emergency Light Fixture**

### ***Exterior Lighting***

The site's exterior lighting is accomplished with a combination of wall mounted decorative lights at the doors, pole mounted parking lot fixtures, and above grade flood lights at the sign in the front of the building, as shown in Photographs #15 and #16. Most of the exterior fixtures utilize fluorescent or metal halide lamps and do not appear to be full cut-off fixtures. Full cutoff fixtures are designed to prevent any light going up into the air and spilling over to any adjacent properties. Metal halide lamps which had been the lamp of choice for exterior applications for several years, prior to LED technology. Metal halide lamps do not offer much energy reduction compared to previous high- and low-pressure sodium lamps, however they do exhibit improved color rendering index (CRI) values, which increases the ability to

accurately determine the color of an object illuminated by the same.



**Photograph #15 – Pole Mounted Parking Lot Light Fixture**



**Photograph #16 – Wall Mounted Decorative Light Fixture**

The main building entrances appear to be adequately illuminated, however, we did not visit the site at night to measure illumination levels and confirm that the same were in accordance with recommendations of the Illuminating Engineering Society of North America (IESNA). The parking lot lighting fixtures seem to be lacking adequate coverage based on the pole spacing and fixture mounting height, but again we did not visit the site at night to verify the existing light levels.

#### ***Fire Alarm/Security***

The building has a combination burglar/fire alarm system that consists of five (5) smoke detectors, one (1) thermal detector, and one (1) siren. The devices that are installed appear to be in fair condition. This system is adequate for the current building but it can't support the number of fire alarm devices that would be needed for the renovation/addition. The building currently has a video surveillance system covering the interior of the building and associated video storage device. The security/fire alarm system is manufactured by Honeywell and there is a wall mounted keypad for arming and disarming the system. The building cameras appear to be in good condition as seen in Photograph #17.



**Photograph #17 – Interior Video Surveillance Camera**

**Information Technology Systems**

The original incoming communications services terminate in a wall mounted data rack as shown in Photograph #18. The existing building has mostly Category 5E cabling throughout to serve workstation data outlets. A Category 5E data network is capable of bandwidths up to 100MHz and transmission rates up to 1000BASE-T, or one (1) gigabits per second. While the existing data network seems to be in good condition, Category 6 cabling is now readily available that allows for less interference (crosstalk) and faster transmission rates.



**Photograph #18 – Wall Mounted Data Rack**

Next, we will review the mechanical calculations.

**MECHANICAL CALCULATIONS:**

To aid in cost estimating and Life Cycle Cost Analysis we have performed preliminary mechanical calculations based on the existing/new spaces, usage, and occupancy estimates for the Pocomoke Library. Please note all calculations are based on the proposed addition floor plan as seen in Figure #2. The mechanical calculations are based on the following assumptions for the building:

<b>Table #6 Wall, Roof, Floor, Window and Door Details</b>			
<b>Building Area</b>	<b>Original Building</b>	<b>Existing Addition</b>	<b>New Addition</b>
Wall R-Value (hr x °F x ft)/BTU)	8	13	28
Roof R-Value (hr x °F x ft)/BTU)	40	40	40
Floor U-Value (BTU/(hr x ft <sup>2</sup> x °F))	0.500	0.500	0.500
Edge Insulation R-value ((hr x °F x ft)/BTU)	7	7	7
Window U-value (BTU/hr/°F/ft <sup>2</sup> )	0.3	0.35	0.3
Door U-value (BTU/hr/°F/ft <sup>2</sup> )	0.3	0.3	0.3
Shading Coefficient	0.3	0.3	0.3

The following assumptions were made about the internal loads of the facility:

- Number of People = 107
- Infiltration = 0.30 CFM/ft<sup>2</sup>

The following table displays the design building temperature and humidity levels used in our calculations:

<b>Table #7: Design Temperature and Humidity Requirements</b>		
<b>Season</b>	<b>Temperature (°F)</b>	<b>Humidity (%RH)</b>
Cooling	75	60
Heating	72	Passive

Based on the above design conditions and the below ambient outside air conditions, we calculated the required heating and cooling capacity of the Pocomoke Library. There is a summer design condition and winter design condition. These are the extreme temperature days that we design the systems to handle.

<b>Table #8: Outdoor Temperature and Humidity Conditions</b>		
<b>Spaces</b>	<b>Dry Bulb Temperature (°F)</b>	<b>Wet Bulb Temperature (°F)</b>
Summer Peak Ambient Temperature Design Conditions	95	78
Winter Ambient Design Conditions	10	8

The next step in our analysis is to determine ventilation (fresh air) flow rates for use in load calculations.

***Ventilation Calculations***

Due to its impact on the cooling/heating loads and operating costs, the first calculation that must be performed is the ventilation or “fresh air” calculations for the facility. We performed ventilation calculations based on ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality. The detailed calculations are enclosed in the Appendix B and the following summarizes the results:

<b>Table #9 – Ventilation Calculation Summary</b>		
<b>SYSTEM</b>	<b>Outside Air Flow Rate (CFM)</b>	<b>Square Footage (FT<sup>2</sup>)</b>
Decoupled Ventilation	1,767	9,744
Ventilation Airflow Supplied Directly to Heating/Cooling equipment	1,989	9,744

The ventilation rates consist of both square footage values and occupancy values which are added together to determine the minimum ventilation rate for each space. As you can see from the above values, a benefit to having decoupled ventilation system is that the ventilation airflow rate is lower. For our load calculation below the higher ventilation rate associated with non-decoupled equipment will be used as the more conservative value for the load calculations.

***Cooling/Heating Load Calculations***

Preliminary cooling and heating loads were calculated for the building utilizing Carrier’s Hourly Analysis program version 5.10. The detailed calculations can be found in Appendix C and are summarized below:

<b>Table #10 - Cooling/Heating Load Calculations</b>	
Building Cooling Sensible Load	203,805 btu/hr
Building Cooling Latent Load	73,470 btu/hr
Ventilation Total Cooling Load	168,171 btu/hr
<b>Building + Ventilation Cooling Total Load</b>	<b>445,446 btu/hr (37.1 tons)</b>
Building Heating Load	215,395 btu/hr
Ventilation Heating Load	133,183 btu/hr
<b>Building + Ventilation Heating Load</b>	<b>348,578 btu/hr</b>

The next portion of our report will review the plumbing calculations:

**Plumbing Calculations**

Preliminary plumbing calculations were performed to determine the domestic water main pipe size, and the water heater size based on an estimate of the existing fixtures, potential future fixtures, and equipment planned for the building.

The domestic water detailed calculations for determining the pipe size can be found in Appendix D. The results of the domestic water calculations are found in Table #11 below:

<b>Table #11 – Domestic Water Pipe Sizing Calculation Results</b>		
	<b>Pipe Size (Inches)</b>	<b>Peak Flow Rate (GPM)</b>
<b>Total Building Potable Water Pipe Size</b>	3	68
<b>Cold Water Pipe Size</b>	3	66
<b>Hot Water Pipe Size</b>	1.5	12

The minimum capacity needed for a water heater was calculated and summarized below in Table #12. The detailed calculations can be found in Appendix E.

<b>Table #12 - Water Heater Minimum Capacities</b>	
<b>Storage Volume</b>	80 gallons
<b>Recovery</b>	36 Gallons per Hour @ a 70°F temperature rise

Next, we will review our fire protection calculations:

**Fire Protection Calculations**

To allow us to verify fire protection needs regarding water flow rate and pressure we performed preliminary hydraulic calculations. We utilized the water supply data that was previously discussed and then assuming the expected hazard classification, height of the building, distances from the flow test hydrants, hose demand, etc. we determined the following fire protection requirements: (Refer to Appendix F for the detailed calculations)

<b>Table #13 - Fire Protection Calculations</b>	
<b>Peak Sprinkler Demand</b>	440 gpm
<b>Main pipe size</b>	6 inches
<b>Required minimum pressure at peak demand</b>	51.37 psig
<b>Available minimum pressure at peak demand</b>	55.99 psig

As indicated, the available pressure 55.99 psig exceeds the required pressure 51.37 psig by 4.62 psig. Based on these results, this building has adequate water pressure to accommodate a sprinkler system and does not require a fire pump.

Next, we will review the Life Cycle Cost Analysis.

**HVAC SYSTEM LIFE CYCLE COST ANALYSIS:**

Thus far, we have discussed primarily the existing HVAC systems. Based on the age and lack of ventilation we recommend that the existing HVAC systems be replaced. We have performed multiple Life Cycle Cost Analyses to help make the decision regarding the new proposed HVAC systems.

To properly evaluate replacement HVAC equipment/system options requires a procedure to impartially evaluate long term costs that not only consider first costs, but also service cost, maintenance cost, and operating costs. Life Cycle Cost Analysis has been utilized to determine the most economic system to install and operate over the next 25 years.

There are several potential new HVAC systems that can serve the Pocomoke Library, but to be of maximum benefit, any replacement HVAC system must meet the following criteria:

1. High energy efficiency.
2. Must be easy to maintain.
3. Must provide code required amount of ventilation airflow for people and spaces.
4. Have the capability to maintain temperature and humidity levels in the space required for comfort and maintain good indoor air quality.
5. Have low life cycle cost.
6. Have long useful service life.
7. Must consider architectural constraints.
8. Must consider constructability.
9. Must consider Reliability and appropriate levels of Redundancy.
10. Must consider Acoustics/noise

We have evaluated four (4) HVAC systems to serve the Pocomoke library based on the following criteria:

- Availability of cooling/heating energy sources.
- Required mechanical space/ceiling space.
- Installation costs (first costs).
- Service and maintenance costs (annual costs).
- Annual energy costs.
- Maintenance requirements.
- Utility costs.

Based on the above criteria, we performed a life cycle cost analysis (LCCA) comprised of (4) four HVAC systems. This life cycle cost analysis compares four different HVAC systems to determine which system is the most economical system over a 25 year period.

LCCA-1 shall include the following HVAC systems below in Table #14.

Table #14 – LCCA – System Summary			
System	Cooling System	Heat System	Ventilation System
System #1	Geothermal Water cooled VRF (Variable Refrigerant Flow)	Geothermal Water cooled VRF (Variable Refrigerant Flow)	Dual Temperature Water to Water ERV (Energy Recovery Ventilator)
System #2	Air Cooled VRF (Variable Refrigerant Flow)	Air Cooled VRF (Variable Refrigerant Flow)	Heating water system with propane fired Boiler and ERV (Energy Recovery Ventilator) with a Heating Water Coil and DX (Direct Expansion) Cooling Coil

Table #14 – LCCA – System Summary			
System	Cooling System	Heat System	Ventilation System
System #3	Geothermal Water Source Heat Pump with Hot Gas Re-heat	Geothermal Water Source Heat Pump with Hot Gas Re-heat	Geothermal Water Source Heat Pump with Hot Gas Re-heat
System #4	Split System Constant Volume Air Handling Units with DX (Direct Expansion) Cooling Coil	Split System Constant Volume Air Handling Units with Hot Water Heating Coil	Split System Constant Volume Air Handling Units with Hot Water Heating Coil and DX Cooling Coil

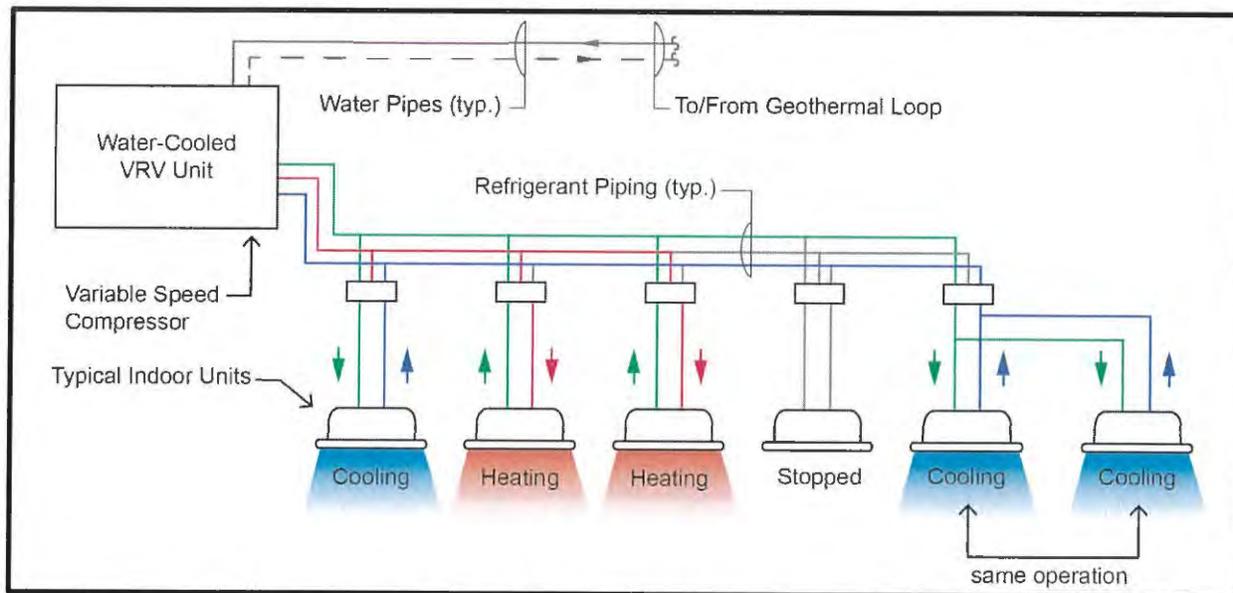
Now we will review LCCA-1

**LCCA-1:** The four options are described in more detail below.

**System #1: Geothermal with water cool VRF and water to water dual temperature ERV:**

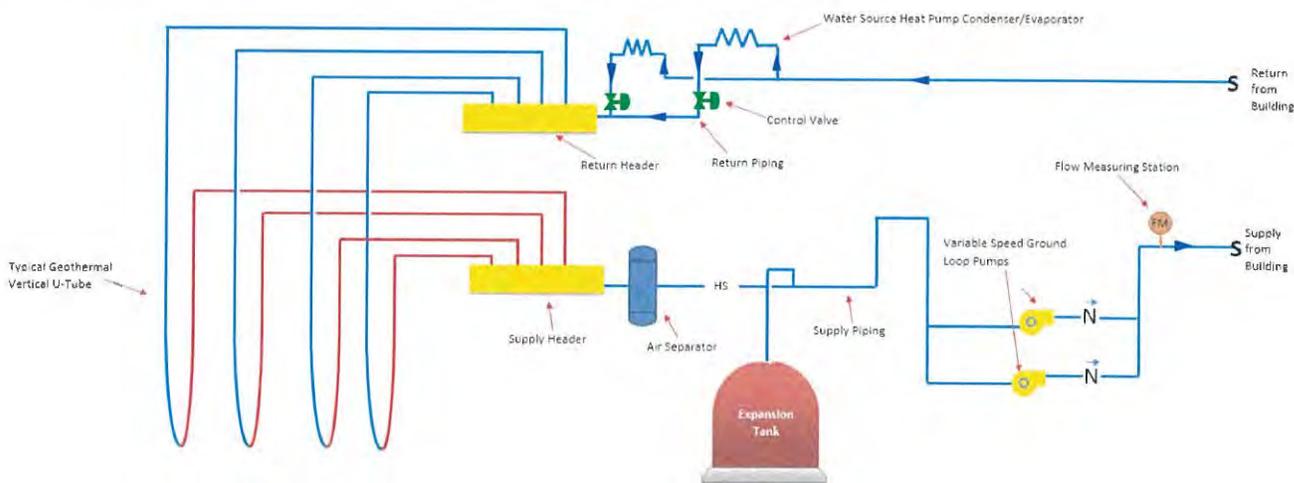
This system consists of a decoupled ventilation and heating/cooling system served by a geothermal well field. Heating/cooling is provided by a water cooled variable refrigerant volume (VRV) system while ventilation is provided by a dual temperature water to water energy recovery ventilator (ERV).

The variable refrigerant volume system is made up of ground couple heat pumps that are connected to the ground loop condenser water system. The ground coupled heat pumps are interlocked with ductless type terminal equipment through refrigerant piping. As shown in Figure #7, the VRV system can eliminate most of the required ductwork as the individual terminal units can be small wall, floor, or ceiling mounted ductless cassette styles for each space. Moreover, the installation only requires refrigerant piping to be routed throughout the facility, which is much smaller and easier to install than water pipes or air ducts. This system type allows simultaneous heating and cooling throughout multiple zones by utilizing individual ductless terminal units. Each ductless terminal unit will have its own thermostat allowing for individual control and greater flexibility in temperature setpoints within the building.



**Figure #7 – Water Cooled Variable Refrigerant Volume System**

The closed loop geothermal system serves as the heat sink and heat source for the refrigeration system. This supplies the water for the ground source water-cooled heat pump units. The well field shall include closed loop vertical bore holes. See Figure #8 for the basic layout of the system.

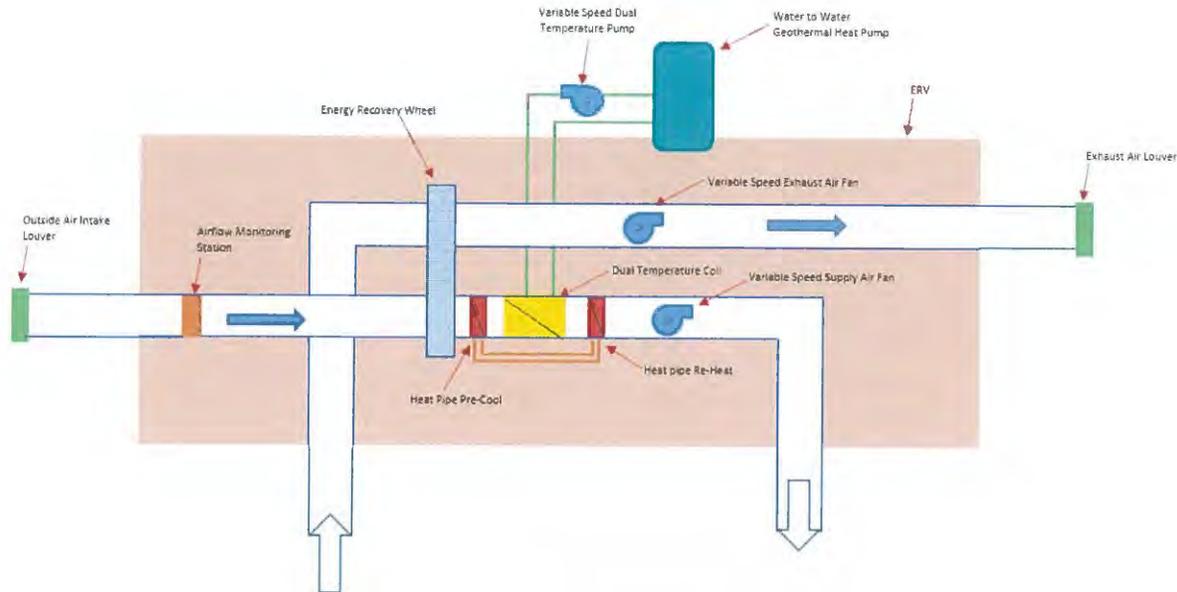


**Figure #8 - Typical Closed-Loop Geothermal System**

To meet ventilation requirements and to reduce the potential for indoor air quality problems from high relative humidity in the spaces, we recommend an energy recovery ventilator with packaged total energy recovery wheels. This approach will ensure that the proper amount of outside air is introduced into the space and it will help minimize the heating and cooling loads on the system by the incoming air.

The energy recovery ventilator (ERV) would be provided with variable speed drives for the supply and exhaust fans. This would permit the unit to operate with a demand controlled ventilation feature. This feature monitors carbon dioxide levels in the spaces and allows the ERV to reduce airflows to the minimum levels required to adequately ventilate the building. An energy recovery ventilator as indicated in Figure #9 utilizes a desiccant wheel to transfer heat (both sensible and latent) from exhaust air to supply air and vice-versa, to reduce heating and cooling loads associated with outside ventilation air.

The heating and cooling of the ventilation air will be handled by a dual temperature coil inside the ERV with a remote water-cooled heat pump producing hot or chilled water as called for by the ERV. During a dehumidification cycle a heat pipe will be utilized to reheat the air to almost neutral (room setpoint) temperatures.



**Figure #9 – Water to Water Energy Recovery Ventilator**

Once conditioned, ventilation air would be distributed throughout the building via ductwork mounted above the ceilings. The use of an energy recovery ventilator will significantly reduce the energy costs associated with conditioning large amounts of outside air, reduce the installed tonnage of heating/cooling equipment, and reduce the ductwork sizes within the building.

The following summarizes some of the advantages and disadvantages of a closed loop geothermal system.

Advantages:

1. Minimal central plant equipment to maintain.
2. Multiple cooling/heating zones (Temperature control).
3. Low operating cost.
4. Inherent energy recovery.
5. ERV maintains constant ventilation of the occupied spaces.
6. Decoupled outside air from terminal equipment resulting in excellent humidity control, extreme energy efficiency, and smaller ductwork distribution.
7. Excellent Indoor Air Quality.
8. Redundancy provided by multiple compressors for VRV systems, multiple ceiling cassettes
9. Very favorable from an aesthetic point of view since “central plant” is the earth.
10. Long useful service life, approximately 30-35 years.
11. Equipment efficiency remains more consistent for life of system versus air cooled systems.
12. Excellent part load performance.

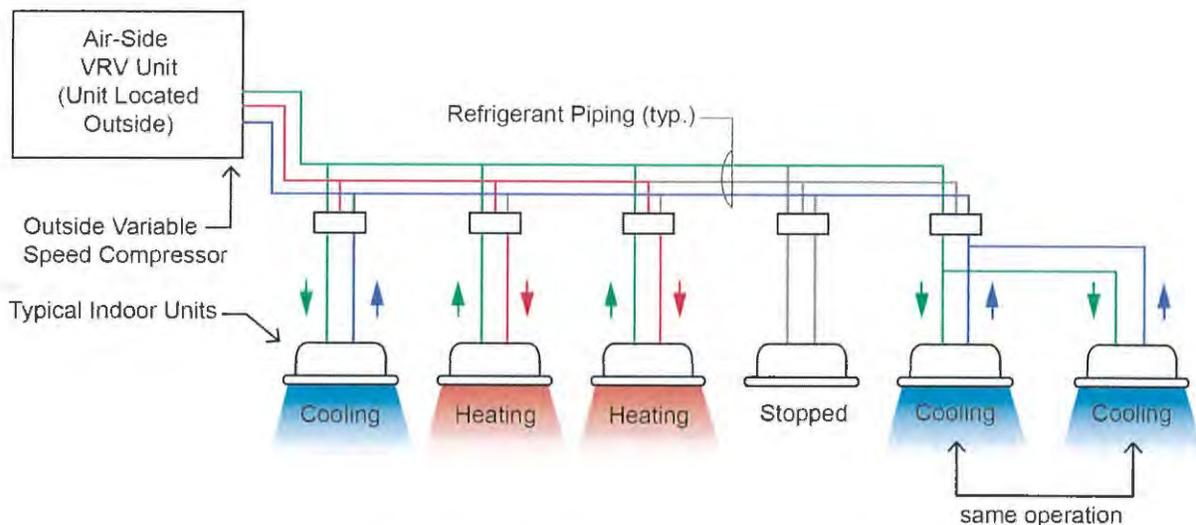
Disadvantages:

1. Cost of the Geothermal Borefield.
2. Complexity of VRF controls.
3. Largest first Cost.
4. Large mechanical space required for ERV and water to water heat pumps.
5. Numerous condensate pumps are required at each ceiling cassette.
6. High volumes of refrigerant.

**System #2: Air cooled VRF with a boiler and ERV using DX and Hot Water Coil:**

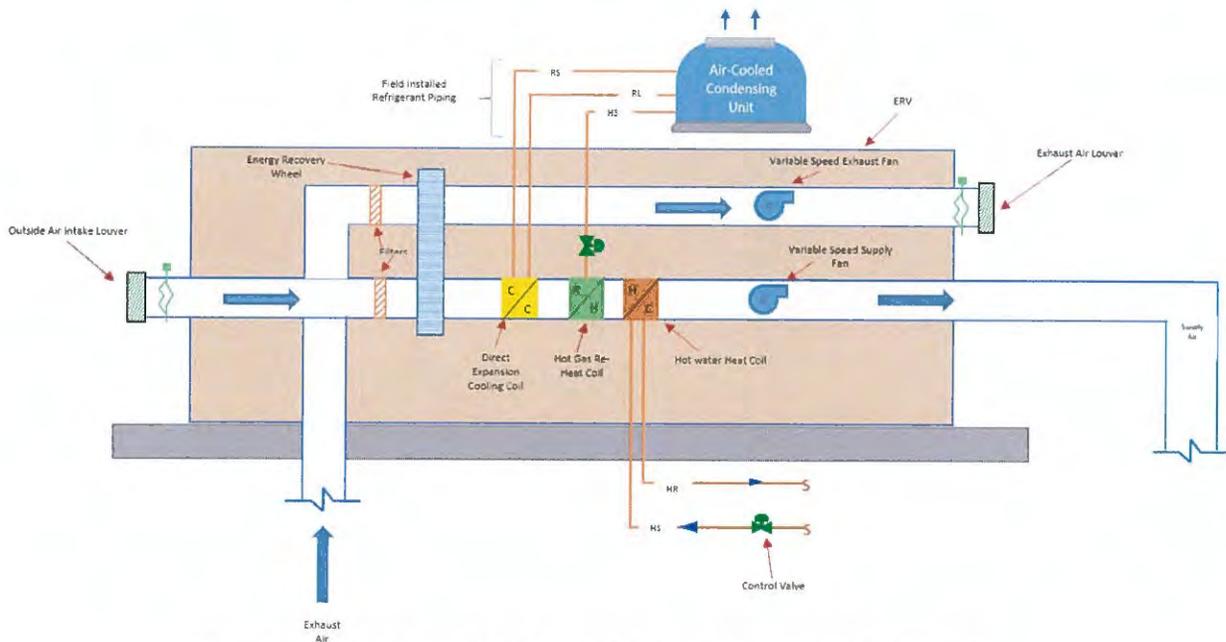
This system consists of a decoupled ventilation and heating/cooling system. Heating/cooling is provided by an air cooled variable refrigerant volume (VRV) system while ventilation is provided by an energy recovery ventilator (ERV).

The air cooled variable refrigerant volume system is made up of air-cooled compressor units that are mounted outdoor at grade. These units are interlocked with ductless type terminal equipment through refrigerant piping. The terminal equipment will be identical to System #1 with all the same capabilities as seen in Figure #10.

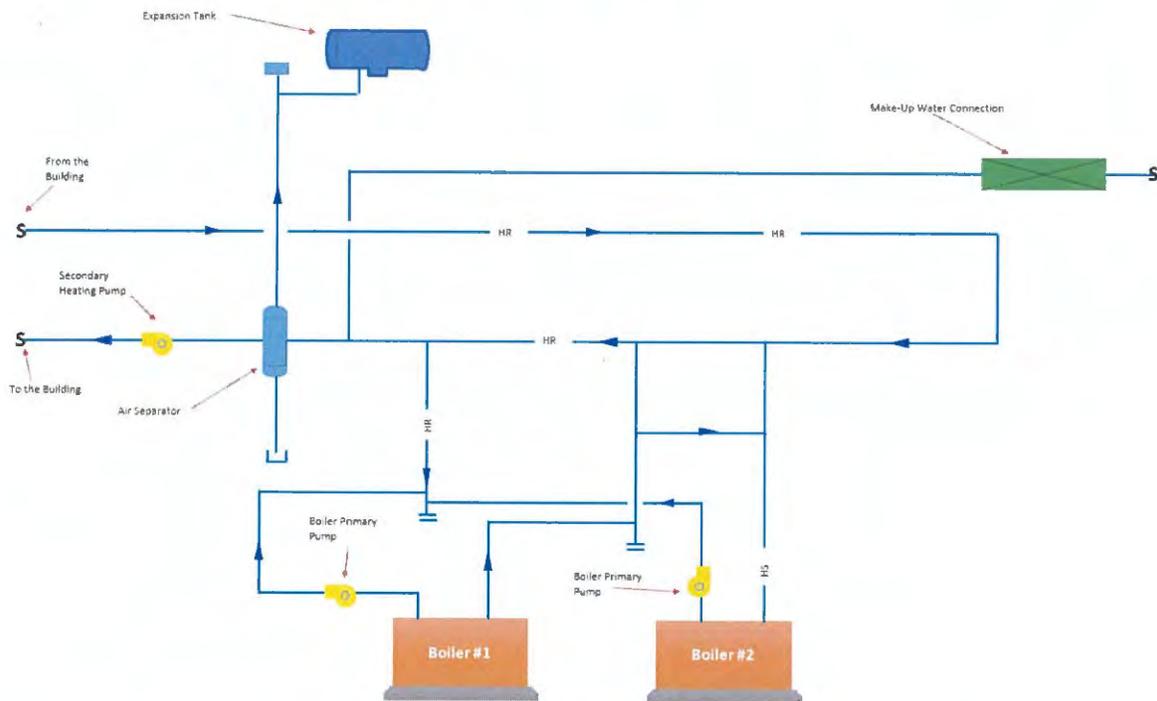


**Figure #10 – Air Cooled Variable Refrigerant Volume System**

Ventilation is provided by an energy recovery ventilator as seen in Figure #11. The unit shall utilize an enthalpy wheel, hot gas re-heat for dehumidification, variable speed exhaust/outside air fans, and demand controlled ventilation components. Cooling for the ERV will be provided by a DX (direct expansion) cooling coil and an outdoor condensing unit mounted at grade. Heating for the ERV will be provided by a Hot water coil and a central heating water system including propane fired condensing hot water boilers as seen in Figure #12.



***Figure #11 – DX with Hot Water Coil Energy Recovery Ventilator***



***Figure #12 – Central Heating Water Plant***

Advantages:

1. Multiple cooling/heating zones (Temperature control).
2. ERV maintains constant ventilation of the occupied spaces.
3. Decoupled outside air from terminal equipment resulting in excellent humidity control, extreme energy efficiency, and smaller ductwork distribution.
4. Excellent Indoor Air Quality.

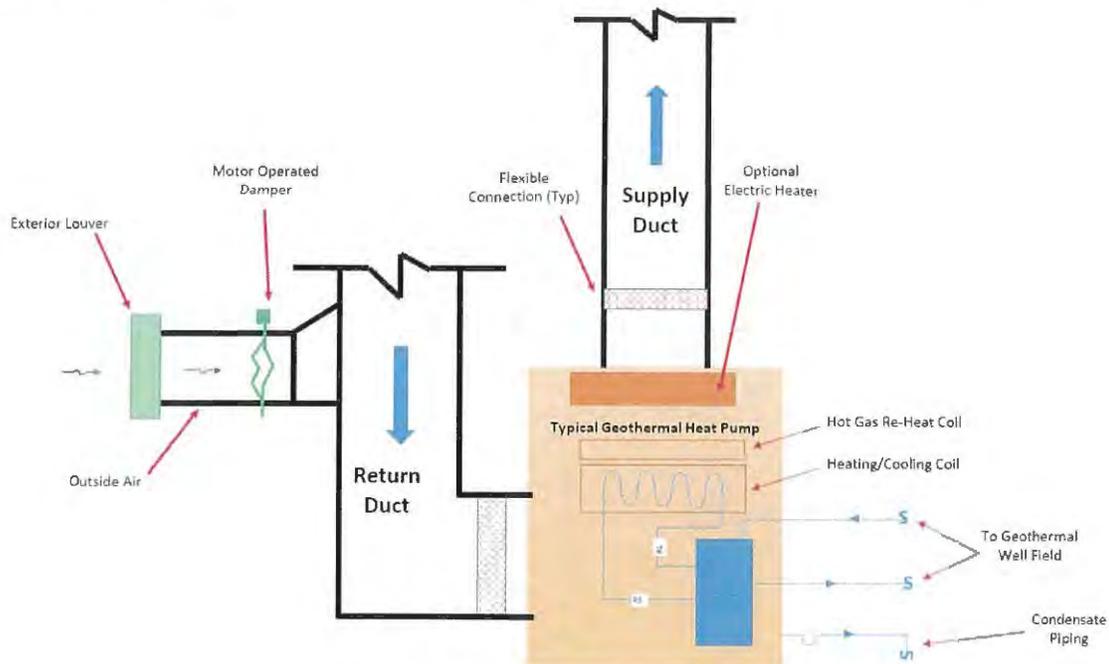
5. Redundancy provided by multiple compressors for VRV systems, multiple ceiling cassettes

Disadvantages:

1. Reduced useful service life for air cooled equipment versus System #1 (20 years).
2. Noise of air cooled compressor units.
3. Equipment efficiency is not consistent for life of system due to the compressor units being located outside.
4. Complexity of VRF controls.
5. Large mechanical space required for ERV and boilers.
6. Yearly Boiler Maintenance.
7. Potential for carbon monoxide poisoning with propane fired boilers.
8. High volumes of refrigerant.

**System #3: Geothermal with Packaged Water Source Heat Pumps:**

This system consists of a geothermal well field used as the heat sink and heat source with multiple ducted packaged water source heat pumps to serve the building. Ventilation and heating/cooling are both handled by the water source heat pumps. Supply airflow and ventilation airflows will be delivered together to the space through ductwork. Ducted units would be located in the attic or in closets with thermostats, humidistats, and hot gas re-heat coils for active dehumidification as seen in Figure #13. Active dehumidification is a mode of operation where the unit cools and dehumidifies the air before supplying it to the space.



**Figure #13 – Water Source Heat Pump**  
Scale: None

The meeting room, due to its larger percentage of outdoor air would be served by a water source heat pump that will also have an integral energy recovery wheel built into the unit. This type of water cooled unit is referred to as a Bard unit. This approach will ensure that the proper amount of outside air is introduced into the space and it will help minimize the heating and cooling loads on the system associated with the incoming outdoor air.

Advantages:

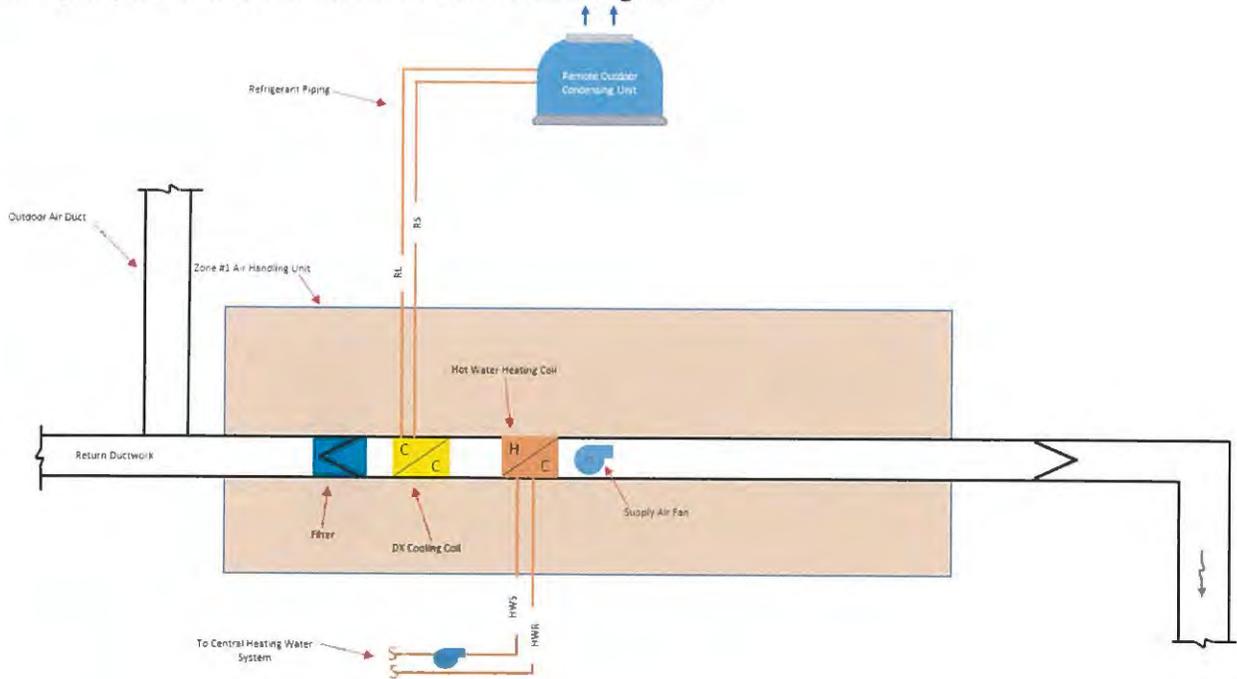
1. Minimal central plant equipment to maintain.
2. Simple to maintain.
3. Low operating cost.
4. Excellent Indoor Air Quality.
5. Very favorable from an aesthetic point of view since “central plant” is the earth.
6. Long useful service life, approximately 30-35 years.
7. Low noise characteristics.
8. Eliminates the need for a separate energy recovery unit.
9. Low pump energy costs.
10. Low volumes of refrigerant.

Disadvantages:

1. Cost of the Geothermal Borefield.
2. Humidification may be needed for winter months.
3. Larger ductwork to handle both supply and ventilation air.
4. Less Zones (less thermostats).
5. Increased service clearances required.

**System #4: Boiler with DX Split System Air Handling Units:**

This system consists of multiple Split System air handling units. Cooling will be provided by DX (direct expansion) cooling coils and multiple outdoor condensing units mounted at grade. Heating will be provided by a hot water coil and a central heating water system including propane fired condensing hot water boilers as seen in Figure #12. The heating coil would be in the re-heat position to provide the ability to provide active dehumidification as seen in Figure #14.



***Figure #14 – Split System Air Handling Units***

Advantages:

1. Lowest first cost.
2. Similar to current system

Disadvantages:

1. Reduced useful service life (20 years)
2. Humidification would be needed for winter months.
3. Larger ductwork to handle both supply and ventilation air.
4. Least number of Zones.
5. Increased service clearances required.
6. Higher service and maintenance costs associated with air cooled DX equipment.
7. Poor part load performance.
8. Variable discharge air temperature leads to poor humidity control.
9. Equipment efficiency is not consistent for life of system due to the compressor units being located outside.
10. Low ambient winter cooling may be required on some zones.
11. Large mechanical space needed to house the boilers.

Because each system has unique advantages and disadvantages, a Life Cycle Cost Analysis was performed on each system including initial cost, operating cost, and service/maintenance costs associated with each system over a 25 year period.

The summary of the Life Cycle Cost Analysis results is contained in the tables below. For the detailed analysis, please refer to the enclosed Life Cycle Cost Analysis in Appendix G.

The initial HVAC System installation costs for System #1, #2, #3, and #4 are tabulated in Table #15, please refer to the enclosed Cost estimates within Appendix G for more information.

<b>Table #15 – Estimated Initial HVAC System Installation Costs</b>		
<b>System</b>	<b>HVAC Construction Cost</b>	<b>Cost (\$) / Square Foot (9,744 S.F.)</b>
System #1: Geothermal with water cool VRF and water to water dual temperature ERV	\$779,033	\$79.95
System #2: Air cooled VRF with a boiler and ERV using DX and hot water coil	\$699,619	\$71.80
System #3: Geothermal with Packaged Water Source Heat Pumps	\$682,567	\$70.05
System #4: Boiler with DX Split System Air Handling Units	\$633,847	\$65.05

Please note that the cost estimates above include the following:

- Heating, ventilating and air conditioning equipment, piping, insulation and ductwork.
- ATC Controls for HVAC System.
- Testing and Balancing for HVAC System.

The above cost estimates do not include the following costs:

- Costs associated with electrical power connections for recommended HVAC equipment.
- Costs associated with main electrical service upgrades or lighting upgrades.
- Costs associated with temporary electrical power connections during outages.
- Costs associated with General Contractor Overhead and Profit.
- Costs associated with Insurance.
- Costs associated with Bonds.
- Costs associated with Architectural and Engineering Design Fees.
- Costs associated with Architectural or Structural work to accommodate the installation of the recommended HVAC system.
- Cost associated with phasing, night work, work on weekends or overtime work.
- Cost associated with relocating staff.
- Cost associated with inflation.

The next step of the Life Cycle Cost Analysis was to identify the annual operating costs based on energy, service, and maintenance costs. The annual cost summaries for energy, service, and maintenance costs can be found in Appendix G. The estimated costs for the four (4) systems are summarized below in Table #16.

<b>Table #16 – Estimated Annual Operating Cost</b>				
<b>System</b>	<b>Annual Energy Cost (\$)</b>	<b>Annual Service Cost (\$)</b>	<b>Annual Maintenance Cost (\$)</b>	<b>Total Annual Operating Cost (\$)</b>
System #1: Geothermal with water cool VRF and water to water dual temperature ERV	\$12,230	\$2,800	\$2,400	\$17,430
System #2: Air cooled VRF with a boiler and ERV using DX and hot water coil	\$15,248	\$4,000	\$3,600	\$22,848
System #3: Geothermal with Packaged Water Source Heat Pumps	\$13,230	\$1,950	\$2,050	\$17,230
System #4: Boiler with DX Split System Air Handling Units	\$22,113	\$3,000	\$3,000	\$28,113

The final step in the Life Cycle Cost Analysis is to apply a present worth factor to these costs as appropriate for a 25-year cost. This factor accounts for escalation in cost of utilities and discount (interest rate) over a 25-year period. Applying the factor to the costs summarized previously yields a total estimated life cycle cost for each system as summarized below.

The summary of the Life Cycle Cost Analysis results is contained in the table below, for the detailed analysis, please refer to the Appendix G. The total 25-year life cycle cost for System #1, System #2, System #3, and System #4 are as follows:

<b>Table #17 - Systems 25 Year Life Cycle Cost Comparison</b>	
<b>System</b>	<b>Life Cycle Cost</b>
System #1: Geothermal with water cool VRF and water to water dual temperature ERV	\$1,350,683
System #2: Air cooled VRF with a boiler and ERV using DX and hot water coil	\$1,425,028
<b>System #3: Geothermal with Packaged Water Source Heat Pumps</b>	<b>\$1,171,542</b>
System #4: Boiler with DX Split System Air Handling Units	\$1,431,673

From this data the recommended system based on a life cycle cost analysis is System #3 Geothermal with Packaged Water Source Heat Pumps. System #3 appears to be the overall optimal system due to its second lowest first costs and lowest annual operating costs when compared to System #1, #2, and #4. In addition, System #3 (Geothermal with Packaged Water Source Heat Pumps) provides numerous benefits such as longer equipment life, the ability to locate all equipment inside the library, etc.

Therefore, we would highly recommend the geothermal with packaged water source heat pumps be implemented in the renovation of the Pocomoke Library.

Next, we will review the electrical recommendations by system.

### **ELECTRICAL RECOMMENDATIONS:**

#### ***Electrical Service/Distribution***

To accommodate the proposed addition and the renovated Library space, the existing incoming electrical service would need to be upgraded. The existing 200A, 3 phase, high-leg service is not able to support the proposed HVAC load and additional proposed power loads. Based on the total square footage of 9,744 square feet, we would estimate the building will require at least a 400 or 600A service at 120/240V, 3 phase, depending on the actual equipment installed in the building. A new 120/240V, 3 phase, high-leg delta electrical service will be provided from the utility pole 47730/82543 located on Third Street to a new distribution panelboard located in the new electrical room. We reached out to Delmarva Power to see if a 3 phase, wye electrical service could be provided to the building but based on our conversations, the closest 3 phase wye service is on Linden Avenue or Oxford Street. To extend 3 phase wye electrical service from either of these locations to the library will require a significant cost from Delmarva Power. Based on our conversations with the Owner there are a couple of other buildings in the county that have a high-leg delta 3 phase electrical service, so while we typically don't recommend a new service to be high-leg delta, it seems best based on the conditions described above. New branch panelboards will be fed from the distribution panelboard to provide power to the building HVAC, receptacles and lighting throughout the building.

Based on the proposed renovation and addition we don't recommend that a generator be provided for this building unless the library staff feels that the same is warranted based on current frequency of power outages. Provisions for connecting a portable generator could be provided if desired by the Owner.

#### ***Interior Lighting and Lighting Controls***

The existing lighting fixtures throughout the building have fluorescent T8 lamps, and we would recommend that the same be upgraded. The new lighting would all have LED light sources which are more efficient than the existing fluorescent light sources. Using LED lights instead of fluorescent will allow us to use fewer fixtures than currently installed and still meet Illuminating Engineering Society (IES) recommended light levels. Another advantage to using LED light fixtures is that these fixtures consume less energy (wattage) than the fluorescent fixtures. This is important because the new lighting provided would need to meet the current international Energy Conservation Code (IECC). One requirement of the IECC is interior lighting power allowances, which based on the type of building, limits the energy usage of all of the lighting fixtures in the building based on the square footage of the building. Another IECC requirement is to have a means of automatically turning the lights off in all spaces using either an occupancy sensor or timer-based control, meet daylighting requirements, and be able to reduce the lighting load in a reasonably uniform pattern by at least 50 percent. So, all new lighting and lighting control devices will be installed to comply with the current energy codes. Since most LED fixtures come standard with 0-10V dimming drivers, we would recommend that dimmer switches be installed so that the light levels can be fully adjusted depending on the activity being done in the space. We would provide an appropriate style of light fixture based on the use of the space, e.g. recessed volumetric LED lighting fixtures would be provided in office spaces, and suspended linear pendant fixtures throughout the stack areas.

#### ***Emergency Lighting***

We would recommend that new wall mounted battery back-up emergency light fixtures, weatherproof

remote heads at exterior doors and exit signs provided throughout the building as required to illuminate the entire building path of egress and meet the requirements of NFPA Life Safety Code 101.

### ***Exterior Lighting***

We would recommend that the exterior building mounted and parking lot lighting fixtures be replaced with LED full cutoff light fixtures. The full cutoff light fixtures will limit light trespass from spilling over to neighboring properties. The parking lot lighting will be laid out to ensure that the illumination levels will meet the IES recommended light levels for a public parking lot.

### ***Fire Alarm***

The current fire alarm/security system consists of a few smoke detectors, a thermal detector, and one siren. Based on the building use classification and allowable occupancy number, the renovated building may require a full fire alarm system with manual pull stations and notification appliances. If a fire alarm system is required, we would recommend an addressable fire alarm system be installed since addressable systems offer significantly more functionality over analog systems. For example, if a pull station at the main entry door was activated, an addressable system would indicate the exact device identification number and location. However, an analog system can only indicate which zone the pull is "on", which means that someone has to troubleshoot the system to determine where the device is. If required the complete building fire alarm system would meet the current version of the National Fire Protection Association (NFPA) 72: National Fire Alarm and Signaling Code, which may include voice evacuation. Also depending on the size of the new HVAC system zones duct smoke detectors may be required for any units exceeding 2,000 CFM capacity.

### ***Security Systems***

As part of the renovation/addition we would recommend that the existing security system be upgraded and expanded. We would recommend that cameras be installed throughout the interior of the building especially in the children's area, circulation desk, teen, and areas with stacks. We would also recommend that exterior cameras be provided to cover all of the exterior doors at a minimum, but having camera coverage of the parking lot may be useful as well.

### ***Information Technology Systems***

With the extent of the proposed renovation and addition we would recommend that the information technology systems be completely replaced. A new data network using Category 6 cabling instead of the existing Category 5E cabling should be provided. The Category 6 data network is capable of bandwidths up to 250 MHz and transmission rates up to 10GBASE-T, or ten (10) gigabits per second. Data cable outlets will be provided in locations throughout the renovated spaces and addition based on the proposed furniture layout for each space. Wireless access points will be provided throughout the building for seamless connectivity. A new telecommunications room would be provided for the building.

### ***Summary and Conclusions***

Based on the age, and condition of the existing power, data, and fire/security systems, and the extent of the renovation/addition for this building, we would recommend that these systems be upgraded/replaced. We would estimate that the cost of the proposed electrical and fire alarm recommendations would be \$488,700.00 or \$50 per square foot. We would estimate that the cost of the proposed information technology and security recommendations would be \$78,192.00 or \$8 per square foot.

Please note that the proposed electrical system costs indicated above do not include any of the following:

1. Costs associated with Architectural, Structural, or Engineering design fees;
2. Costs associated with Contractor's General Conditions;
3. Costs associated with Bonds, Insurances, and Permits;
4. Costs associated with Design Contingency (recommended to carry 10% to 15%)

The next section of our report will review an energy model performed to determine the benefits of improving the building envelope.

**BUILDING ENVELOPE IMPROVEMENTS ENERGY MODEL:**

An energy model was performed to determine the impacts on HVAC loads and energy usage if the building envelope was modified and improved. The possible benefits to improving the envelope could be a reduction in HVAC load, a reduction in energy costs and possibly first cost reductions by reducing the HVAC equipment sizes. We compared two different buildings in this energy model, the base building that was used above in the HVAC system Life Cycle Cost Analysis to determine the most cost effective HVAC system and an enhanced building based on discussions with Jeff Schoellkopf. Table #6 displays the values of the base building while Table #18 below displays the same values for the enhanced building.

<b>Table #18 Wall, Roof, Floor, Window and Door Details for the Enhanced Building</b>			
<b>Building Area</b>	<b>Original Building</b>	<b>Existing Addition</b>	<b>New Addition</b>
Wall R-Value (hr x °F xft)/BTU)	8	13	36
Roof R-Value (hr x °F xft)/BTU)	60	60	60
Floor U-Value (BTU/(hr x ft <sup>2</sup> x °F))	0.500	0.500	0.500
Edge Insulation R-value ((hr x °F xft)/BTU)	7	7	7
Window U-value (BTU/hr/°F/ft <sup>2</sup> )	0.24	0.24	0.24
Door U-value (BTU/hr/°F/ft <sup>2</sup> )	0.3	0.3	0.3
Shading Coefficient	0.25	0.25	0.25

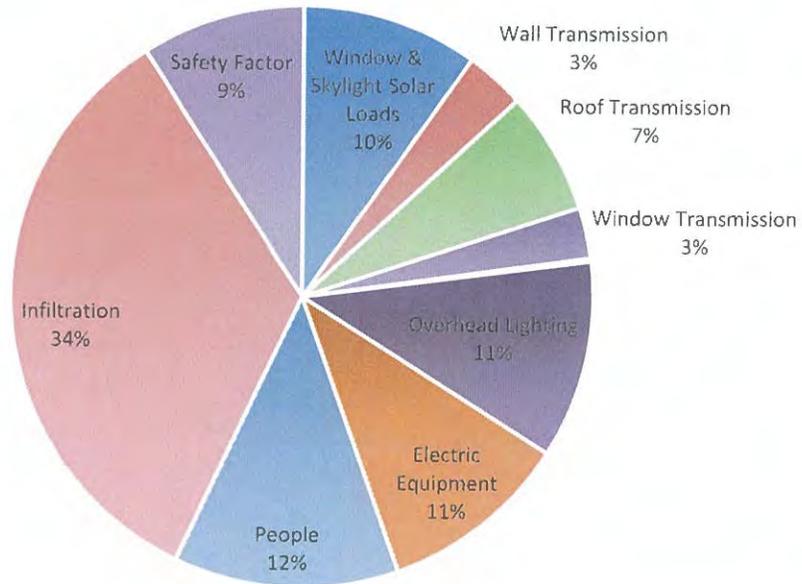
Also, the infiltration rate for the enhanced building was improved to 0.20 CFM/ft<sup>2</sup> (based building 0.30 CFM/ft<sup>2</sup>).

Based on the envelope improvements made above the load calculations were run. Table #19 displays the difference in the total heating and cooling loads when the base and enhanced building are loads compared. See Appendix H for the detailed calculation.

<b>Table #19 Heating/Cooling Load Calculation Comparison</b>		
	<b>Cooling Load Reduction</b>	<b>Heating Load Reduction</b>
Btu/hr (tons)	46263 (3.86)	56058
% difference	19.35%	29.92%

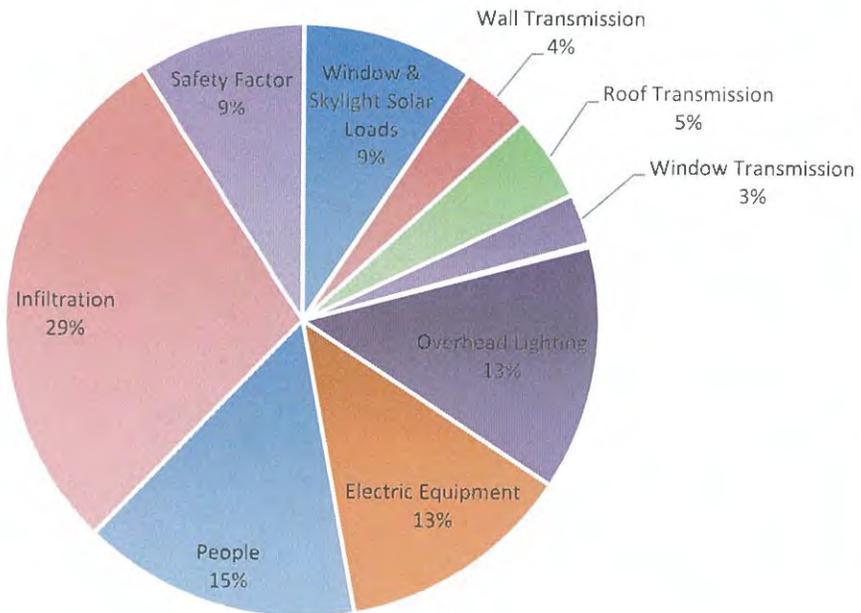
As seen above the envelope changes did make a significant impact on the load calculations. Please see Figure #15 and Figure #16 below to compare how the different factors that make up a cooling load calculation changed due to the envelope improvements.

## BASE BUILDING COOLING LOAD



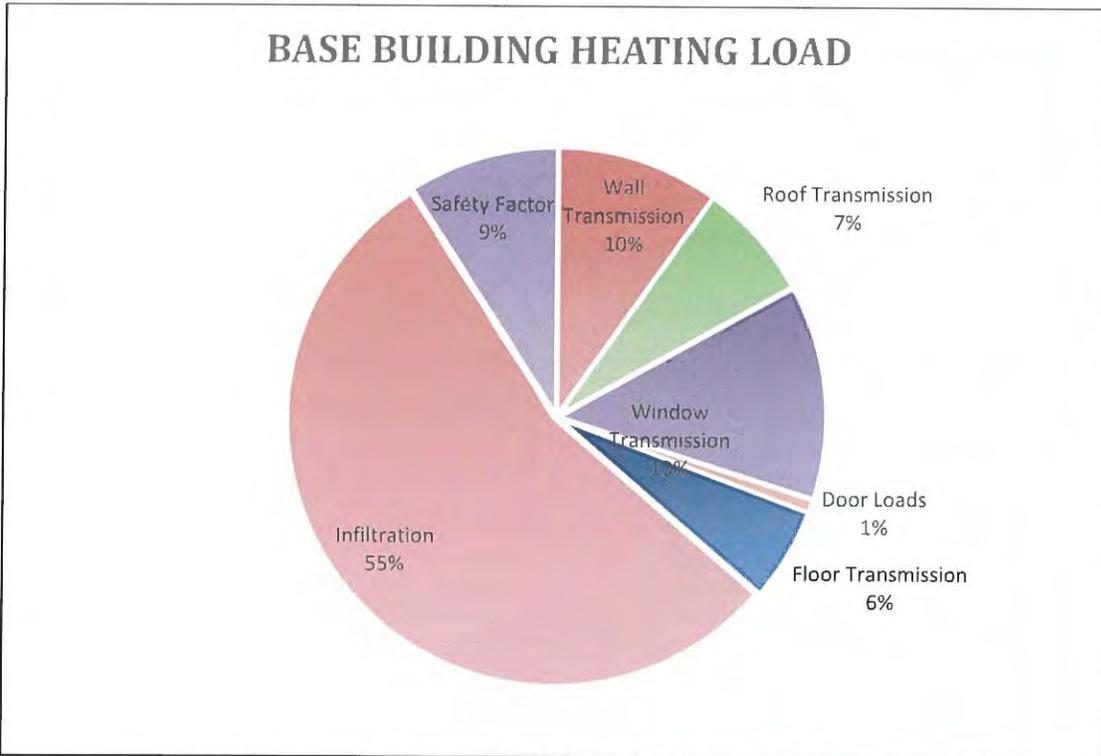
**Figure #15 – Base Building Cooling Load Component Percentages**

## ENHANCED BUILDING COOLING LOAD

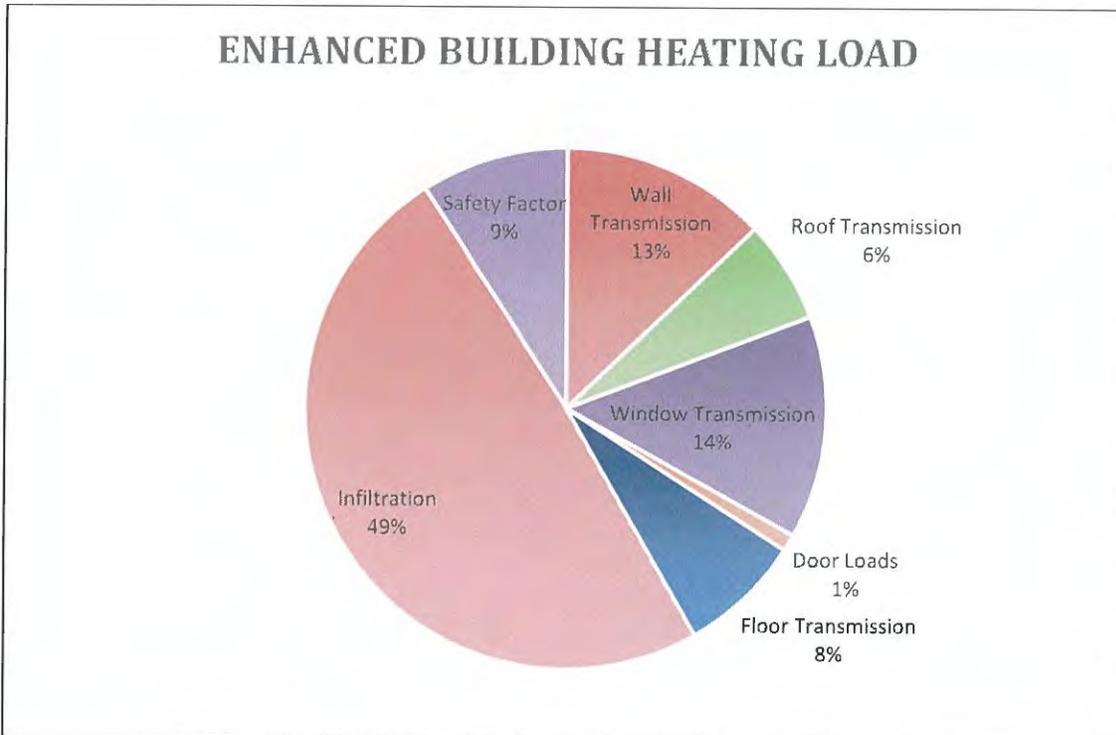


**Figure #16 – Enhanced Building Cooling Load Component Percentages**

Figure #15 and Figure #16 above show that as the envelope improved the internal loads become a larger percentage of the load as the outside load decreased due to the improvements. Below are Figure #17 and Figure #18 for the heating load calculations.



**Figure #17 – Base Building Heating Load Component Percentages**



**Figure #18 – Enhanced Building Heating Load Component Percentages**

Figure #17 and Figure #18 above show that the largest factor affecting the load is infiltration. Also shown is that by improving the infiltration rate from 0.3 CFM/ft<sup>2</sup> to 0.2 CFM/ft<sup>2</sup> the percentage of the load associated with infiltration decreased. Based on this data we can conclude that the largest benefit to improving the building would be to focus on improving the infiltration rate instead of adding insulation thickness to prevent transmission of heat through surfaces. Code compliant insulation with a “tight” building will show the greatest return on investment with regards to modifying the envelope. Please see Table #20 below for the total estimated annual energy savings by improving the envelope.

Table #20 – Estimated Annual Energy Costs	
Building	Annual Energy Cost (\$)
Base	\$13,230
Enhanced	\$12,197
% difference	8.12%

The energy savings come to \$1,033 per year. That is a significant amount of savings compared to the total building usage. However, the first cost to perform these envelope modifications would need to be determined and a Life Cycle Cost Analysis completed to determine if completing these modifications would be economically advisable.

Next, we will review implementation considerations.

**IMPLEMENTATION CONSIDERATIONS:**

System #3 (Geothermal with Packaged Water Source Heat Pumps) is the recommended system and based on this recommendation there are a few more items to consider about this system.

1. System #3 has a geothermal well field that will need to be located on the site. Based on our load calculations, our geographic location, and soil type we estimate that this building would need approximately 30 wells at 350ft deep. A rough location for the well field can be seen in Figure #19 below. See Appendix I for detailed calculation.



**Figure #19 – Proposed Geothermal Well Field Site Location**

2. Based on this system's energy efficiency we would recommend contacting Delmarva Power to discuss how this upgrade could be eligible for rebates as part of the energy incentive program.

Next, we will review our summary and recommendations.

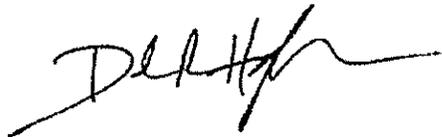
### RECOMMENDATIONS

The Pocomoke Library mechanical/electrical/plumbing systems (M/E/P) are in many cases approaching the end of their useful service life. We recommend complete replacement of the MEP systems, especially since an addition is planned for the building. We looked at four different replacement HVAC system and with the completion of a Life Cycle Cost Analysis it was determined that System #3 (Geothermal with Packaged Water Source Heat Pumps) would be the most economical system over a 25 year system life span with an estimated initial cost of \$682,567. Please note that this cost estimate does not include all costs that are associated with this work as stated above in the life cycle section. Mechanically we also recommend replacement of the plumbing fixtures to modern low flow types, replacement of the hot water heater, and the installation of a sprinkler system to the building. Electrically, we recommend replacement of the existing incoming service, lighting/lighting controls, fire alarm and telecommunication network. The costs associated with these system replacement/upgrades is estimated at \$566,892.

We hope you find our Report/Analysis informative and useful relative to the Pocomoke branch of the Worcester County Library. We appreciate the opportunity to have evaluated the same. We look forward to reviewing the report with you on April 24<sup>th</sup>.

Sincerely,

GIPE ASSOCIATES, INC.



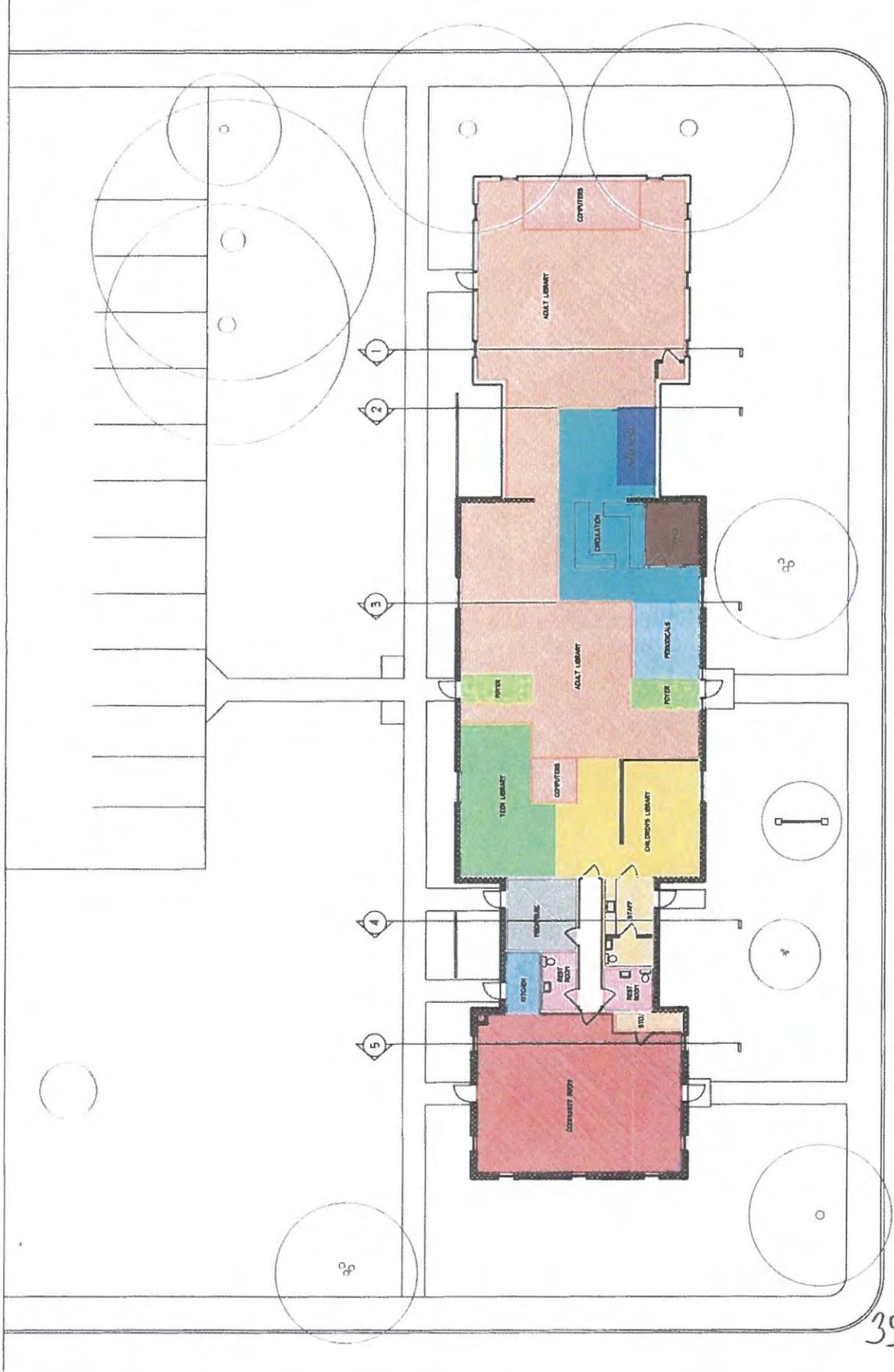
David R. Hoffman, P. E., C.P.D., LEED AP  
President

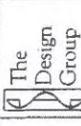


Tim Copper  
Electrical Design Engineer

### APPENDIX

- Appendix A: Flow Test Data
- Appendix B: Ventilation Calculations
- Appendix C: Heating/Cooling Calculations
- Appendix D: Domestic Water Calculations
- Appendix E: Water Heater Sizing Calculations
- Appendix F: Fire Protection Calculations
- Appendix G: Life Cycle Cost Analysis
- Appendix H: Building Envelope Improvements Energy Model
- Appendix I: Geothermal Well Field Calculation





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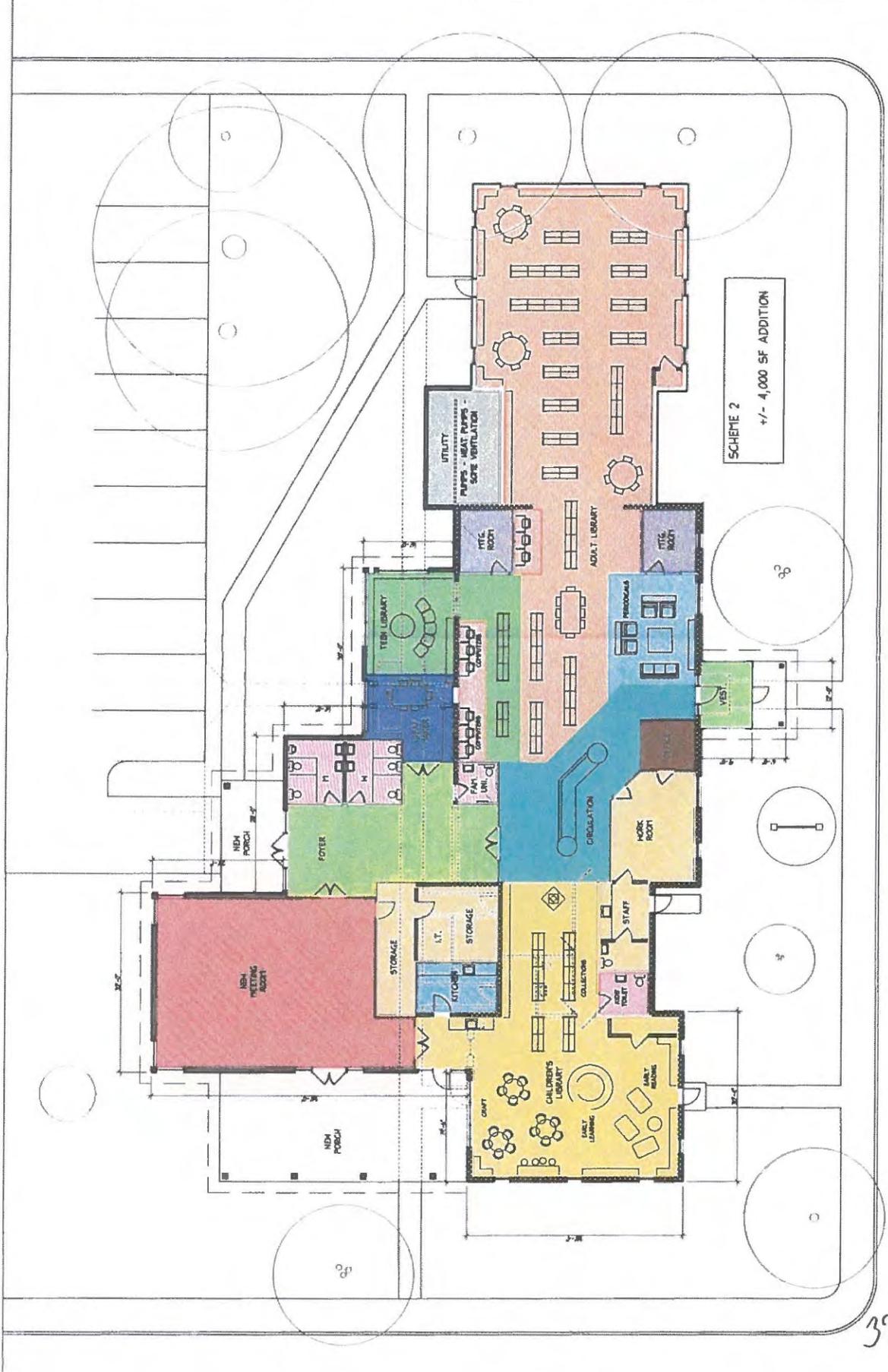
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Proposed  
 Floor Plan  
 Scheme 1

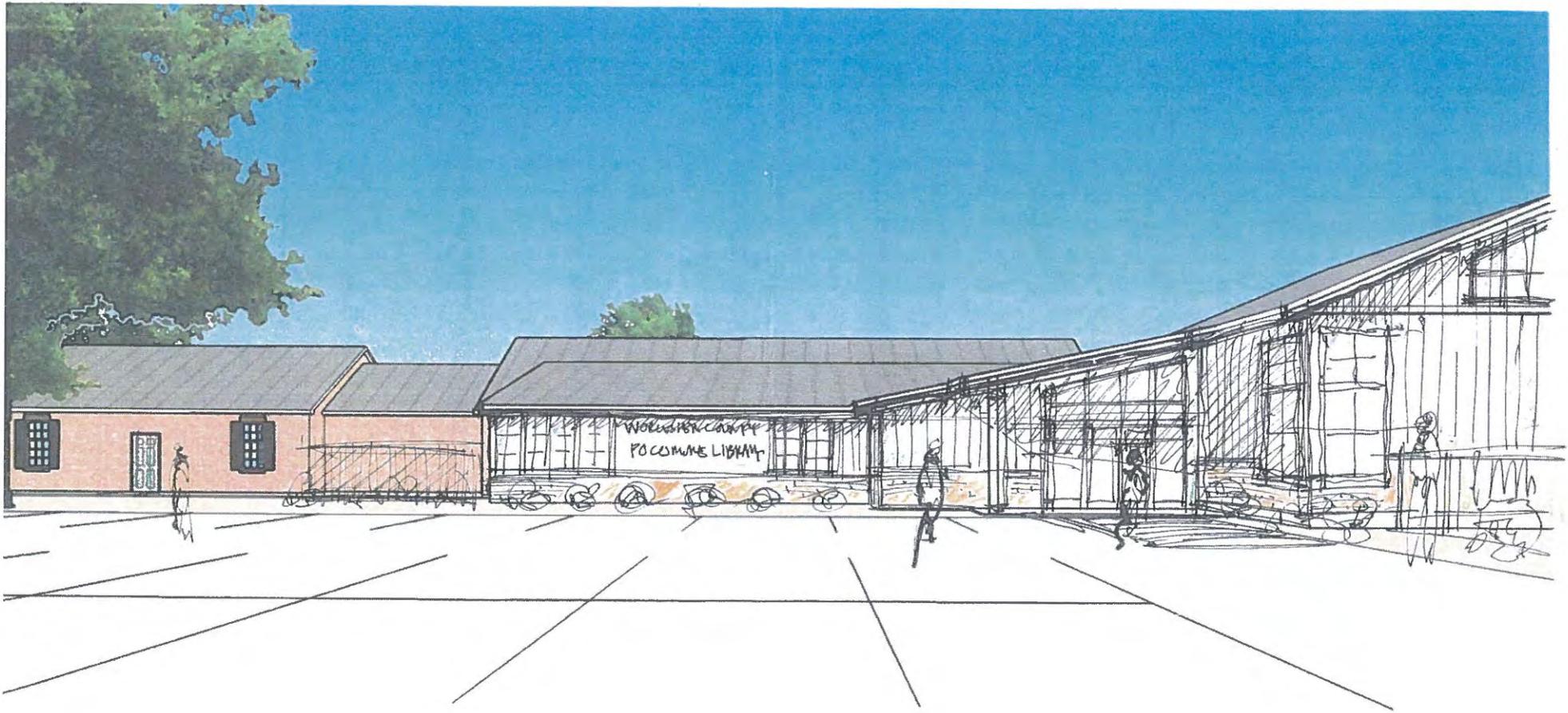
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SCHEME 1  
 +/- 2,400 SF ADDITION



SCHEME 2  
 +/- 4,000 SF ADDITION



38

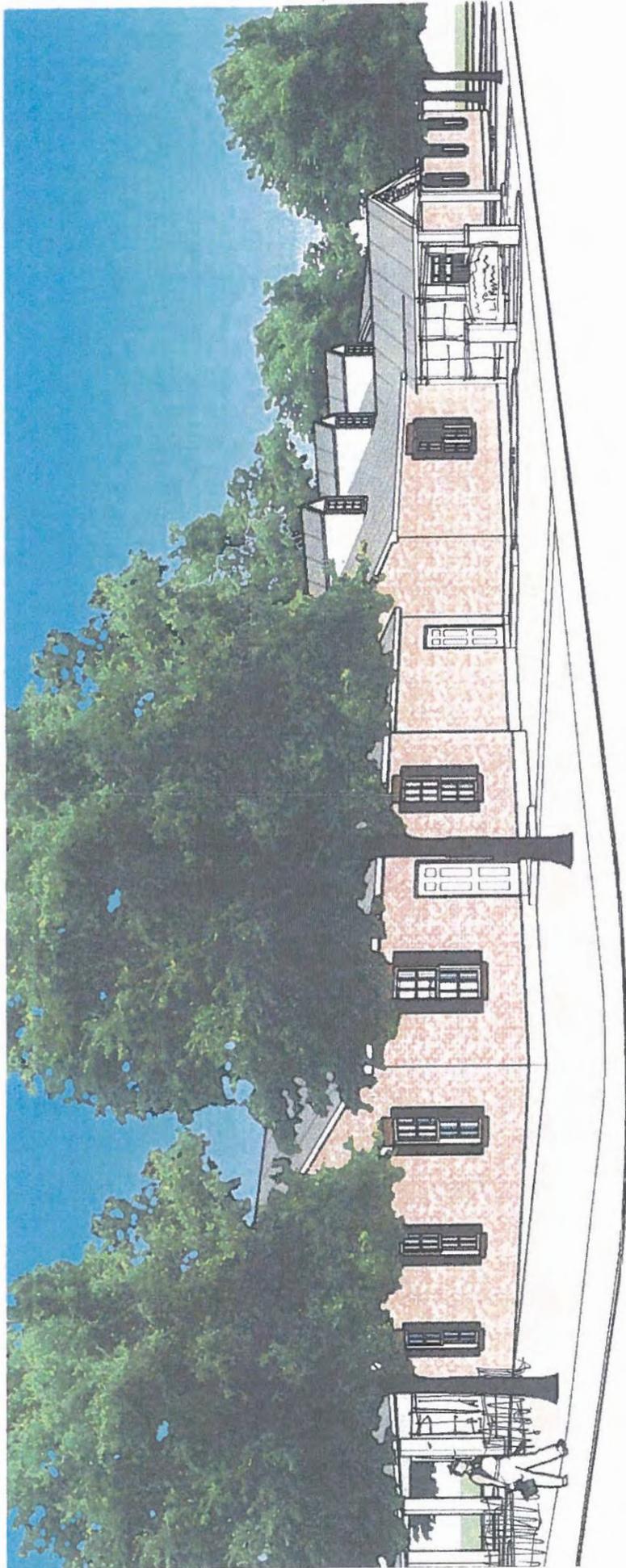
THE DESIGN GROUP  
Jeff Schoellkopf  
P.O. Box 237  
Warren, VT 05674  
(802) 496 - 2166

WCPL CONCEPTS

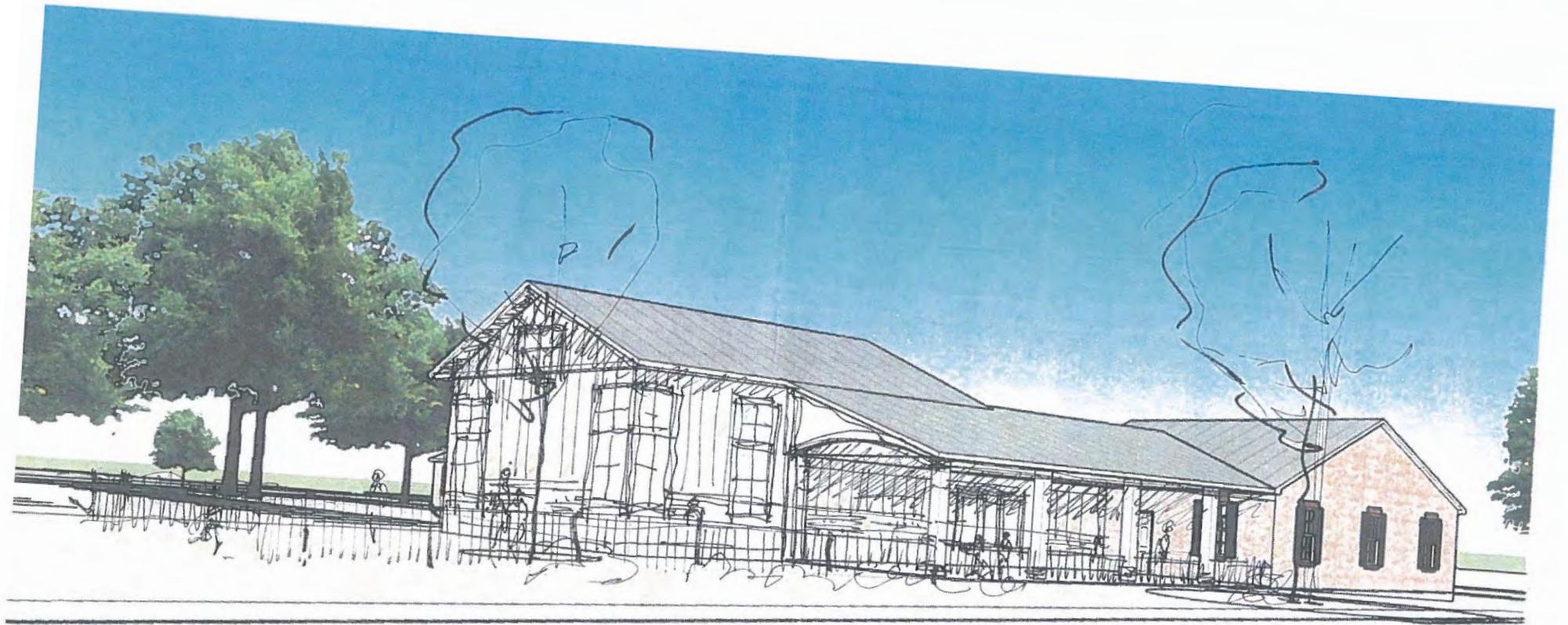
NORTH ENTRY

SCHEME 2

12.13.13



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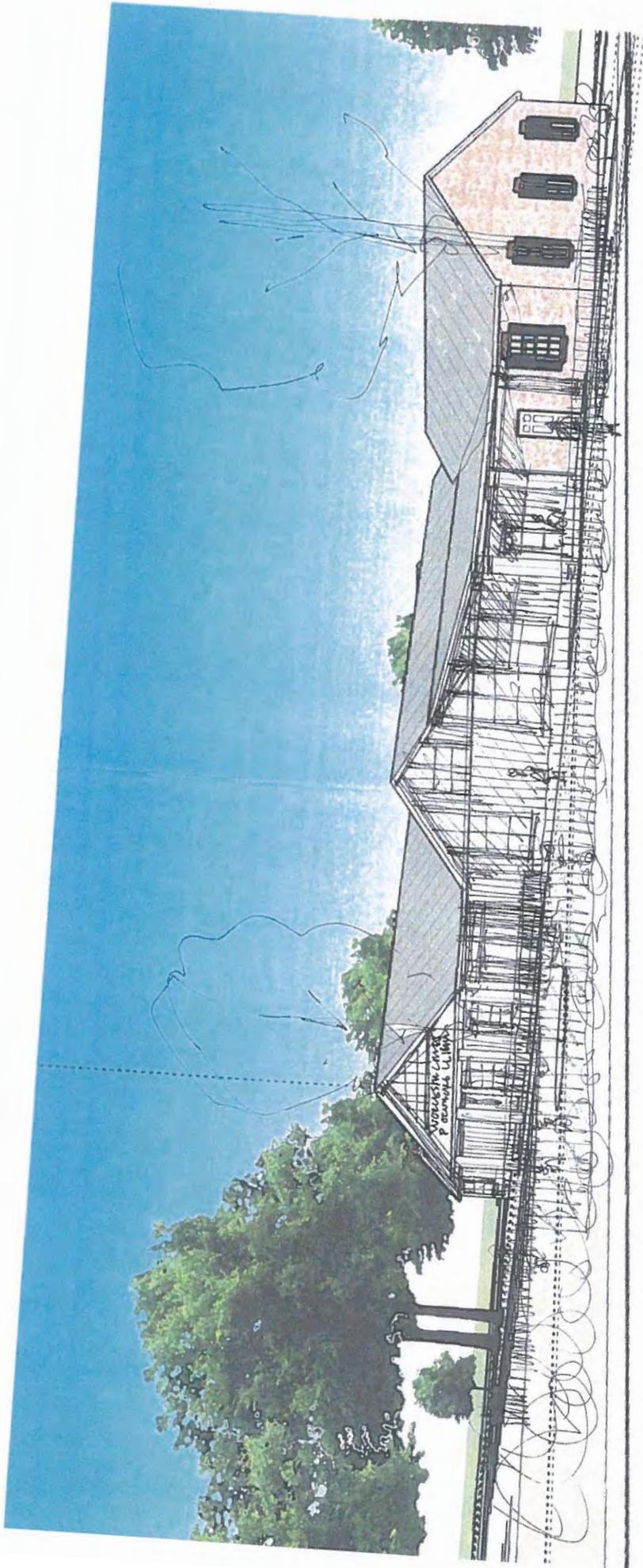
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THE DESIGN GROUP  
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WCPL CONCEPTS

NORTHWEST.

SCHEME 2

12.13.12

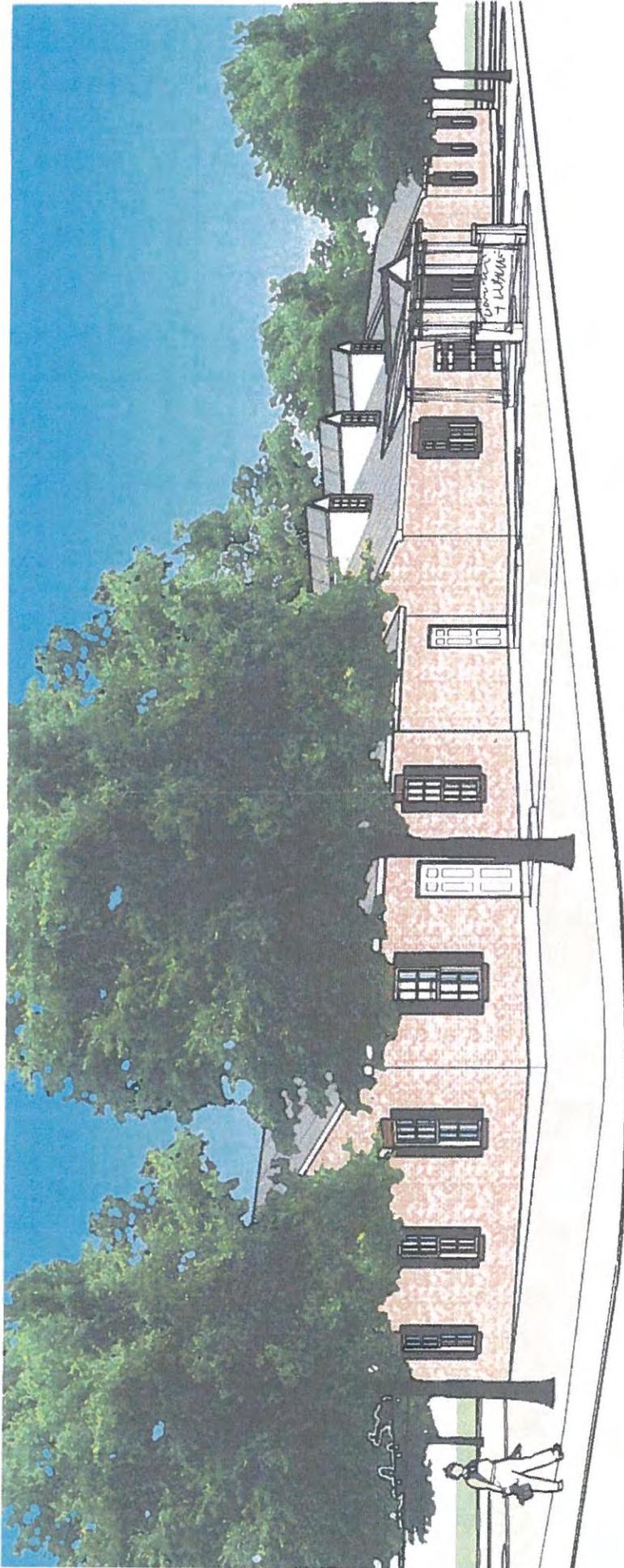


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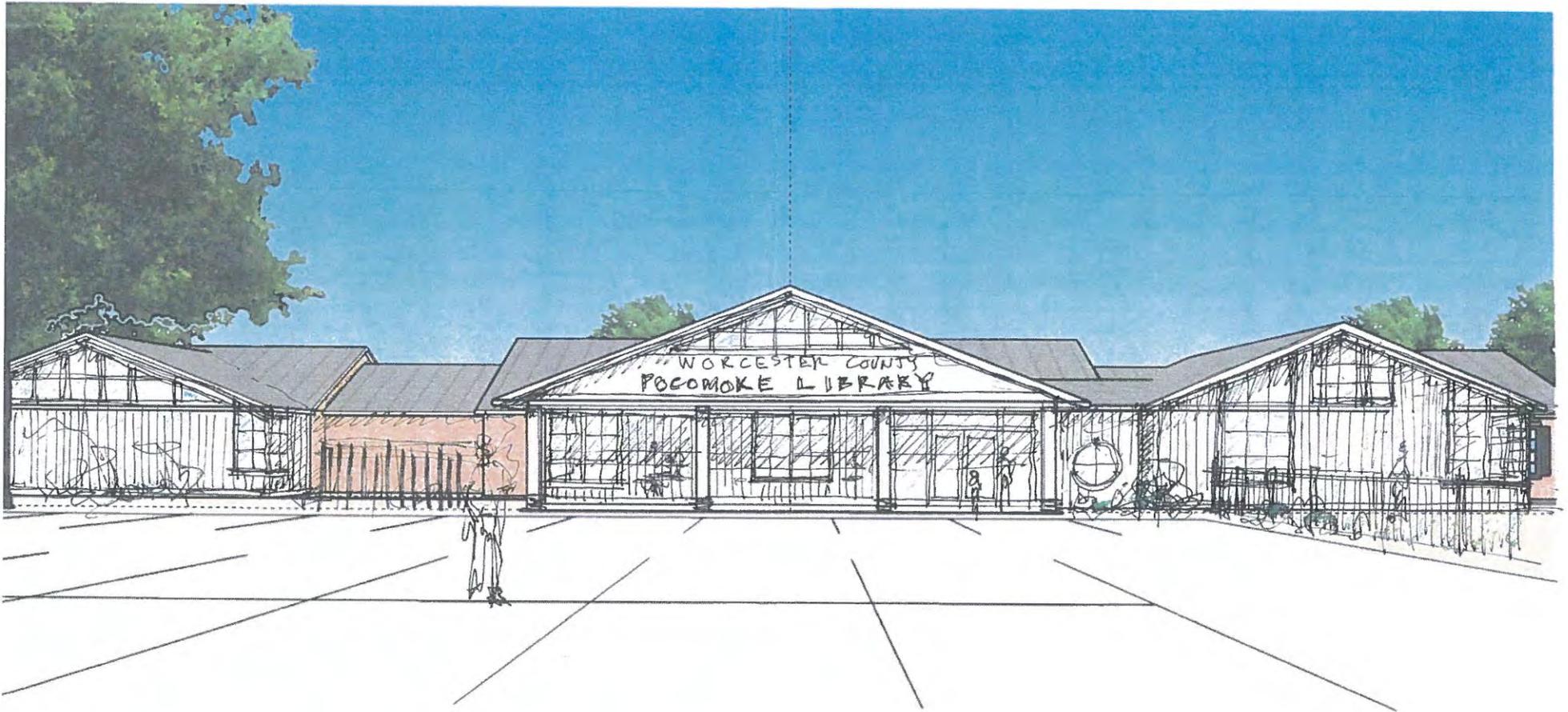
WCLP CONCEPTS

NORTH WEST SCHEME I

12.13.18



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43  
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W C P L C O N C E P T S

N O R T H E N T R Y

S C H E M E 1

12.13.18





8

**MEMORANDUM**

TO: Harold L. Higgins, Chief Administrative Officer  
Kelly Shannahan, Assistant Chief Administrative Officer  
Maureen Howarth, County Attorney

FROM: Tom Perlozzo, Director of Recreation and Parks

DATE: April 29, 2019

SUBJECT: USA Contract Approval and Signature

Please find attached the USA Softball contract for the Girls 18U National Eastern Championship Tournament for July 24<sup>th</sup> -27<sup>th</sup> at both Showell Park and the Berlin Little League fields. As you know, the department will be the host for the event recognizing the revenues and expenses for the event. We estimate a rough \$10,000 net income opportunity pending any weather. We currently have 21 teams registered from five (5) states including Michigan, New York and Rhode Island.

Maureen has reviewed the contract and the suggested changes have been approved by USA Softball. This same contract will be used for three (3) events in 2020. They are: Girl's U10, U12 and U14.

Thanks again and I look forward to your direction moving forward.

Attachment

*FINAL*

**USA SOFTBALL NATIONAL CHAMPIONSHIP TOURNAMENT AGREEMENT**

This National Championship Tournament Agreement ("Agreement") is made and entered into as of the 29th day of March 2019 ("Effective Date") by and between **USA Softball, Inc.**, an Oklahoma not-for-profit corporation, with its principal office at 2801 N.E. 50th Street, Oklahoma City, Oklahoma 73111 ("USA Softball"), the County Commissioners of Worcester County on behalf of Worcester County Recreation & Parks Department acting as and known in the Agreement as the **NATIONAL CHAMPIONSHIP TOURNAMENT HOSTING ORGANIZATION** ("Host") and **USA Softball of Maryland DC Delaware** ("Sponsor"). Host and Sponsor are collectively referred to in the Agreement as the "Parties."

**WITNESSETH:**

WHEREAS, USA Softball is responsible for promoting and conducting annual national championship tournaments for each class and division of USA Softball Championship Play as set forth in USA Softball Code Article 516 (each a "National Championship Tournament") and

WHEREAS, USA Softball has awarded to Host the right to host one or more National Championship Tournaments during the applicable Tournament Year ("The Tournament Year"); and

NOW, THEREFORE, in consideration of mutual promises and agreements herein and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties agree as follows:

**1. NATIONAL CHAMPIONSHIP TOURNAMENT**

- 1.1 The **Fast Pitch Girls' A 18-Under Eastern** (the "Tournament") for the Tournament Year shall be held at **Berlin, MD** ("Tournament Site") with competition to begin on 7/24/2019 (the "Tournament Start Date") and be completed by 7/27/2019 (the "Tournament End Date").
- 1.2 Host and Sponsor shall abide by the terms and conditions of the bid submitted by Host for the Tournament (the "Bid"), which is herein incorporated by reference. To the extent the Bid requires Host to pay for any expense or provide any benefit of greater value, quantity or quality than the provisions of the Agreement or the USA Softball Code and USA Softball Procedural Manual, the Bid shall govern with respect to such expense or benefit; in all other respects, the terms of this Agreement and the USA Softball Code shall govern.

**2. TERM OF THE AGREEMENT**

- 2.1 The Agreement shall commence on the Effective Date and, unless sooner terminated as provided herein, shall terminate on the thirty-second (32nd) day after the Tournament End Date.

**3. APPLICABLE GOVERNING DOCUMENTS**

- 3.1 Host and Sponsor shall perform all duties and obligations required by law, statute, or regulation as Tournament host in accordance and compliance with the USA Softball Code, the USA Softball Procedural Manual, the Official Rules of Softball in effect during the Tournament as published and amended by USA Softball from time to time, the terms and conditions of this Agreement, and the terms and provisions of the Bid, each of which is hereby incorporated by reference. Any and all provisions, rules, and procedures shall be completed by the time period specified by USA Softball from time to time. The provisions of the USA Softball Code and USA Softball Procedural Manual shall control the obligations of Host and Sponsor including but not limited to Articles 111, 204, 205, 302, 303, 304, 305, 306, and 307 for the USA Softball Procedural Manual; and Articles 206, 207, 301, 302, 303, 305, 306, 307, 309, 310, 311, 316, and 317 of the USA Softball Code. USA Softball shall provide a copy of the USA Softball Procedural Manual, USA Softball Code, and the Rules to Sponsor and Host upon written request.

#### 4. OBLIGATIONS OF THE HOST

- 4.1 Host shall provide Tournament facilities conforming to the most current USA Softball Code, USA Softball Procedural Manual, and Official Rules of Softball (the "Rules").
- 4.2 Host shall comply with USA Softball Rule book Rule 3 Section 3 regarding game balls.
- 4.3 Host shall be responsible to provide and pay for certain expenses related to the Tournament including, without limitation, each of the following:
- A. **Game Fees.** Host shall comply with USA Softball Procedural Manual Article 303(B) regarding game fees.
  - B. **Umpire In Chief ("UIC"), Assistant UIC, Umpire Staff** (collectively, "**Umpires**"). Host shall provide housing, two to a room, for all umpires throughout the Tournament. The Host will provide the UIC and the Assistant UIC with local transportation to and from their Hotel and the Tournament Site. Host shall provide a private dressing room and meeting facility in close proximity to the playing fields for the Umpires' use. Host shall pay UIC a per diem and Assistant UIC a per diem throughout the Tournament, this amount is stated in Article 303 of the USA Softball Procedural Manual.
  - C. **USA SOFTBALL Representative** (the "**Representative**"). Throughout the Tournament, the Tournament Host shall provide for the Representative a single room at the hotel designated by Host as the headquarters hotel and shall provide the Representative with a vehicle for his/her exclusive use. Host shall pay the Representative a per diem this amount is stated in Article 303 of the USA Softball Procedural Manual.
  - D. **USA SOFTBALL President and Chief Executive Officer.** Host shall provide the USA Softball President and the USA Softball Chief Executive Officer, or their respective designee's, complimentary housing accommodations, and local transportation equal to or exceeding the accommodations and transportation provided to the Representative throughout the Tournament.
- 4.4 Pursuant to Articles 303(C) of the USA Softball Procedural Manual, Host shall be solely responsible for all operations and all operational and administrative expenses associated with hosting and conducting the Tournament including, without limitation, the following:
- A. **Field Maintenance.** Host shall ensure a properly trained and equipped grounds crew is on hand and present throughout the Tournament to ensure the facilities remain clean and free from any obstructions and in compliance with the USA Softball Code, USA Softball Procedural Manual, and the Rules.
  - B. **Security and First Aid.** Host shall ensure properly trained and equipped security, ambulance service and emergency medical personnel are available throughout the Tournament.
  - C. **Tournament Support Staff.** Host shall retain sufficient personnel to perform as statistician(s), announcer(s), official scorekeepers, scoreboard attendants, ball chasers, ticket sellers, ticket collectors, and other gate crew throughout the Tournament. USA Softball may require Host to retain additional personnel whenever USA Softball determines, in its sole and absolute discretion, such additional personnel are needed.
  - D. **Advertisement and Promotion.** Host shall prominently advertise and promote the Tournament prior to and throughout the Tournament. Host understands and expressly agrees to prominently mention, display or indicate USA Softball in all Tournament advertising materials.

E. **Program / Ticket Printing.** No later than thirty (30) days prior to the Tournament Start Date, Host shall submit to USA Softball for approval a design copy of the Tournament program and a sample form of Tournament tickets. Title to all programs and tickets supplied to USA Softball pursuant hereto shall immediately pass to and vest in USA Softball. If USA Softball fails to notify Host within ten (10) days after its receipt of these items of a decision to reject any advertisement, graphic or text contained therein, the program and ticket materials shall be deemed approved by USA Softball for Tournament use. Host shall print a sufficient number of Tournament programs and tickets prior to the Tournament Start Date.

4.5 Host shall comply with USA Softball Procedural Manual Article 307 regarding Tournament awards.

4.6 At Tournament Check-In, Host shall obtain and collect fully signed Roster Forms from each participant who will be participating in the Tournament (and shall not allow participation unless fully signed forms have been provided in advance of the start of the Tournament). Host shall also provide, pay for and host a pre-Tournament event at which a meal is provided for at least one (1) representative of each participating team and each of the Tournament sponsor representatives, the Umpires, Host and Sponsor representatives, USA Softball Council members, representatives and commissioners, the USA Softball President and Chief Executive Officer or their designee(s), the press, and other persons invited by Host who are present at the event (the "Pre-Tournament Event"). At the Pre-Tournament Event, the Host shall provide each team representative with a copy of USA Softball's Participant Manual and, at the Pre-Tournament Event or directly after the Pre-Tournament Event, the Host shall provide each team representative with an opportunity to inspect the fields and facilities.

4.7 Host shall provide free admission at all Tournament games for USA Softball Council members, their spouses and immediate family upon production of identification identifying such person as a USA Softball council member. Such admitted persons shall be entitled to reserved seating and admittance to hospitality functions, but only up to a maximum of 25 reserved seats and admissions in the aggregate. For purposes of satisfying the obligations of this subsection, in addition to the applicable free admissions (which shall be unlimited in number), Host shall reserve for USA Softball's use twenty-five (25) best seated reserved tickets to each game and the same number of passes and invitations to any hospitality function hosted by Host or Sponsor in connection with the Tournament.

4.8 Host shall be solely responsible for all souvenir items sold at or in conjunction with the Tournament.

A. **Pre-Approval of All Souvenir Items.** A sample or exemplar of all souvenir items Host proposes to sell or allow others to sell in conjunction with the Tournament shall be submitted to USA Softball at least thirty (30) days prior to the Tournament start date. Excluding those items provided for in the immediately following sentence (all of which shall require affirmative approval), if USA Softball fails to notify Host within ten (10) days after its receipt of these items of a decision to reject any such items, then as to those items that do not contain the USA Softball name, emblem or logo that were not timely rejected, those items shall be deemed approved by USA Softball for sale in conjunction with the Tournament. Pursuant to Article 310(L) of the USA Softball Code, souvenir items with the USA Softball name, emblem or logo must be affirmatively approved in advance and in writing by the USA Softball National Office prior to their use, production or resale. Host shall not sell or permit the sale of any rejected item.

B. **Souvenir Reporting.** Host must comply with USA Softball Procedural Manual Article 304(l) in submitting souvenir report to USA Softball for all souvenir sales, including sales made by third-parties (if any). If Host or Sponsor execute a contract or agreement with or allow a third-party to sell any souvenir item(s) at or in conjunction with the Tournament, Host shall ensure that such contract (the "Vendor Contract") and such third party shall comply with USA Softball Procedural Manual Article 304 (l) in submitting a report which details its gross sales. Host shall provide USA Softball with copies of all Vendor Contracts prior to the Tournament Start Date.

4.9 Following the Tournament End Date, Host shall prepare and submit the following reports to USA Softball:

- A. **Financial Report.** Host must comply with USA Softball Procedural Manual Article 304(F) and 307(E)(04). Host's President, Chief Financial Officer or Chief Executive Officer and the Sponsor Commissioner shall each be jointly and severally responsible for filing the Report and shall warrant and guarantee its accuracy and completeness.
- B. **Official Final Standings.** Within twenty-four (24) hours after the Tournament End Date, Host shall fax or email and mail to USA Softball National Office the official, final Tournament standings of all participating teams. USA Softball Procedural Manual Article 307(E)(01).
- C. **All-American Teams.** Within twenty-four (24) hours after the Tournament End Date, Host shall fax or email and mail to USA Softball National Office a list of the Tournament's first (1st) and second (2nd) All-American teams for each adult division of USA Softball Championship Play. USA Softball Procedural Manual Article 307(E)(02).
- D. **Tournament Highlights.** Within thirty (30) days after the Tournament End Date, Host shall comply with USA Softball Procedural Manual Article 307(E)(03).
- E. **Advertisement and Promotional Material.** Within thirty (30) days after the Tournament End Date, Host shall submit to USA Softball copies of all photographs (i.e. team and action), news releases and statistics taken, issued or compiled during the Tournament and all materials used in advertising, promoting and publicizing the Tournament including, without limitation, at least six (6) action photographs and team pictures of the champion, runner up and first (1st) All-American teams chosen at the Tournament.
- F. **Use of Tournamentusasoftball.com** Host shall comply with the USA Softball Procedural Manual Article 105 (D)(14) and utilize <http://tournamentusasoftball.com/> for all Championship Finals Tournaments.

4.10 In addition to the preparation and submission requirements of the above Section 4.9, Host shall be responsible for the following:

- A. **Tournament Results, Score Sheets, Entry Fees, Assessments.** Host shall comply with USA Softball Procedural Manual Article 305, 307(E)(3-5). Within thirty (30) days after the Tournament End Date, Host agrees to remit to USA Softball that portion of the Entry Fee which represents the \$100-per-team (\$25-per-team for slow pitch) assessment fee due USA Softball pursuant to USA Softball Code Article 303(A) and, additionally, the \$100/\$300 per-team bid fee due and required by USA Softball's Board of Directors, as set forth in the Bid Documents and USA Softball Procedural Manual Article 303.
- B. **All-American Team Statistics.** Within thirty (30) days after the Tournament End Date, Host shall submit statistics to the USA Softball National Office. (USA Softball Procedural Manual Article 307 (E)(06)).

4.11 Unless otherwise canceled as a result of acts of God or force majeure, the Tournament cannot be cancelled without the written consent of USA Softball's Chief Executive Officer.

## 5. OBLIGATIONS OF USA SOFTBALL

5.1 USA Softball shall resolve questions regarding qualification or eligibility of any team or team member entered in the Tournament in accordance with the USA Softball Procedural Manual, USA Softball Code, and the Rules.

5.2 The USA Softball shall select the UIC and all members of the umpire staff to officiate in the Tournament. The UIC selected by USA Softball shall be in charge of all details pertaining to the officiating duties of the umpire staff during the Tournament. If an Assistant UIC is required pursuant to

USA Softball Procedural Manual Article 111(C)(2)(a, b, & c), the Sponsor's regional UIC shall select and assign any Assistant UIC.

- 5.3 USA Softball understands that there may be local laws, regulations, and ordinances that the Host may have to abide by that could ultimately affect the play of the tournament. Host shall make USA Softball aware of all such laws, regulations, and ordinances as soon as possible so they may be discussed with all parties to determine a way to properly complete the tournament. In conducting the tournament, USA Softball shall endeavor to comply with all laws, regulations, and ordinances that apply to tournament play.

## **6. OBLIGATIONS OF THE SPONSOR**

- 6.1 Sponsor guarantees Host's complete and faithful performance of each and every obligation of Host contained or referenced in the Agreement or Bid. Accordingly, Sponsor shall be jointly and severally liable for the performance of Host's liabilities and obligations arising under or in connection with the Agreement or Bid. In addition to all other available remedies and as specified in USA Softball Procedural Manual Article 305(B), if Host or Sponsor fails to file any report or remit any payment when due under this Agreement, Sponsor will be barred from bidding to host or sponsor any USA Softball tournaments until: (i) all monies and reports required under the Agreement are received by USA Softball; (ii) all monies owed under the Agreement are written off by the USA Softball Board of Directors; or (iii) the Sponsor Commissioner is replaced.
- 6.2 Sponsor shall comply with the U.S. Center for SafeSport and USA Softball's eligibility and complaint procedures for any disciplinary complaints made concerning the Event. USA Softball's complaint procedures may be found in USA Softball's By-Laws located on the internet at: <https://www.teamusa.org/USA-Softball/About/About-Us/USA-Softball-Code>.
- 6.3 Sponsor shall familiarize itself with all requirements of the U.S. Center for SafeSport ([www.safesport.org](http://www.safesport.org)) that would apply to the Event. Sponsor shall comply with all obligations of the U.S. Center for SafeSport, including any educational requirements, background check requirements and/or mandatory reporting obligations required by the U.S. Center for SafeSport.
- 6.4 Sponsor shall comply with any and all mandatory reporting obligations required by local, state or federal law. Sponsor is advised that any observed suspicions or instances of 'child abuse' as that term is defined by federal law may be subject to mandatory reporting obligations of federal law (34 U.S. Code § 20341), which would require mandatory reporting within 24 hours to an applicable State's Child Protective Services agency and/or the Federal Bureau of Investigation.

## **7. SPONSORSHIPS / MARKETING AGREEMENTS**

- 7.1 Neither Host nor Sponsor may enter into any sponsorship or marketing agreement for purposes of, affecting or relating to any National Championship Tournament without the prior, written approval of the USA Softball Chief Executive Officer.
- 7.2 USA Softball national sponsors shall have the right and opportunity to market their goods and services at the Event. Any marketing or sponsorship fees charged to USA Softball national sponsors and relating to the event shall be non-discriminatory.

## **8. EARLY TERMINATION**

- 8.1 If at any time either Host or Sponsor fails to perform or is in breach of any obligation imposed by the USA Softball Code, the Rules, the Bid or the Agreement, USA Softball may serve notice on Host and Sponsor specifying the nature of the breach. If Host and/or Sponsor do not cure the breach within the Required Time to the complete satisfaction of USA Softball, USA Softball may serve a Notice of Termination of this Agreement, which shall be effective upon mailing, and may then cause the Tournament to be relocated. The "Required Time" shall mean either (a) if notice is provided during the Event or within three (3) calendar days of the beginning of the Event, then Required Time shall mean

one (1) calendar day; or (b) in all other circumstances, Required Time shall mean five (5) business days.

- 8.2 Host and Sponsor acknowledge and agree that USA Softball has relied on the full and complete performance of Host and Sponsor under the Agreement and early termination of the Agreement would cause immeasurable and irreparable harm to USA Softball. As a consequence thereof, Host and Sponsor agree to forfeit the Tournament Guarantee, as provided for in the USA Softball Code, USA Softball Procedural Manual, and the Bid, if the Agreement is terminated for any reason prior to the Tournament End Date.
- 8.3 Nothing in this Article shall be deemed a restriction upon USA Softball's rights to enforce any other remedies specified in the Agreement and to seek any and all available legal or equitable relief, as well as recovery of all expenses, including but not limited to reasonable attorney's fees incurred in enforcing its rights under the Agreement.

## 9. INDEMNITY / HOLD HARMLESS

- 9.1 Host and Sponsor shall defend, indemnify and hold USA Softball harmless from and against any and all loss or liability which in any way, directly, indirectly or allegedly arises out of or relates to: (i) the Tournament; (ii) a breach of any of Host's or Sponsor's obligations under this Agreement; or (iii) any misrepresentation of fact or breach of any warranty made by Host or Sponsor in or in connection with this Agreement. However, the Host shall not be liable and shall not defend, indemnify or hold USA Softball harmless from and against any loss or liability which in any way directly or allegedly arises out of or relates to any of the obligations incurred by USA Softball pursuant to section 5 of this Agreement, nor any loss or liability caused solely by the acts or omissions of Sponsor.

## 10. NOTICES

- 10.1 All notices or demands required to be made or permitted under the Agreement shall be in writing and shall be deemed served when deposited in the United States mail as postage certified mail, return receipt requested, with sufficient postage prepaid thereon and addressed as provided in the first paragraph of the Agreement or to such other address as each party may from time to time designate in writing

## 11. REPRESENTATIONS AND WARRANTIES OF HOST AND SPONSOR

- 11.1 Sponsor represents and warrants that as of the Effective Date, it is a member of USA Softball in good standing. Host and Sponsor each represent and warrant that it understands that USA Softball has made no representation, warranty or guarantee regarding any fact or condition which may affect the Tournament's financial success including but not limited to any representation, warranty or guarantee regarding the number of teams which may participate in the Tournament, Tournament attendance, gate receipts, concessions or revenue for souvenir sales. Host and Sponsor knowingly and willingly assume all risks associated with the Tournament's financial success and understand that the Tournament Guarantee is fully earned as of the Effective Date and is non-refundable.

**The Bid Amount was \$200 total to USA Softball per team**

- 11.2 The Tournament Guarantee and any other sums due USA Softball (other than the \$100-per-team Entry Fees) will be invoiced to the Host on the January 1st of the year of the Tournament (or as soon as practicable thereafter) and the invoiced sums will be due and payable within 30 days of the invoice date.

## 12. MISCELLANEOUS

- 12.1 The Agreement contains and constitutes the entire agreement between the Parties and supersedes any prior agreements between the Parties, written or oral, with respect to the subject matter hereof.
- 12.2 The provisions of the Agreement are severable and the invalidity of one or more provisions herein shall not have any effect upon the validity or enforceability of any other provision.

- 12.3 Neither this Agreement nor the Bid may be amended, modified, rescinded or revoked except by written agreement executed by USA Softball, Host and Sponsor.
- 12.4 USA Softball may assign any rights or benefits accruing to it or delegate any of its responsibilities or obligations under the Agreement to a subsidiary, affiliate or related entity of USA Softball upon thirty (30) days written notice to Host. Such assignment or delegation shall not require prior written consent of Host or Sponsor. Neither Host nor Sponsor shall assign any benefits or delegate any obligations under the Agreement without express, prior written consent of USA Softball.
- 12.5 The rights and remedies of the Parties herein specified shall be cumulative and not exclusive of any other rights and remedies herein provided or allowed by law.
- 12.6 If any party commences legal action or arbitration alleging a violation of the Agreement, or seeking to enforce, construe, modify or interpret the Agreement, or any provision herein, the non-prevailing party shall, to the extent permitted by applicable law, pay all costs and reasonable attorneys' fees incurred by the prevailing party in connection with such action, *provided however*, that this Section 12.6 shall not apply to any dispute or assessment of fees and costs in which Host is a party.
- 12.7 Articles 3, 4, 6, 7, 8, 9, 11 and 12 of this Agreement shall survive any termination or expiration of the Agreement.
- 12.8 Any updates to USA Softball's Code, Procedural Manual, Technical Manual or Official Rules of Softball which may render outdated the particular references herein to sections or subsections of those documents shall be automatically deemed to reference the newly updated or newly renumbered section or subsection of the applicable document.
- 12.9 The Agreement shall be binding on the Parties and inure to the benefit of USA Softball, its successors and assigns.
- 12.10 Any waiver by a party of any breach of the Agreement shall not operate as or be construed as a waiver of any other breach of such provision or of any other provision of the Agreement. Any waiver must be in writing. Failure to insist upon strict adherence to any term of the Agreement on one or more occasions shall not be considered a waiver or deprive such party of the right thereafter to insist upon strict adherence to that term or any other term of the Agreement.
- 12.11 The Agreement shall be governed by interpreted and enforced in accordance with the laws of the State in which the Tournament Site is located, regardless of any contrary conflict of laws provisions. USA Softball, Host and Sponsor each agree that any action arising out of the Agreement shall be litigated under the laws of the State in which the Tournament Site is located with any state court action to be brought in the applicable state of federal district in which the Tournament Site is located, to the exclusion of all other courts, venues or jurisdictions. Nothing herein shall limit a party's right to remove an action from state court to federal court, pursuant to applicable law and rules. USA Softball, Host and Sponsor agree to submit to the jurisdiction of such courts, after service of process in accordance with applicable law.

IN WITNESS WHEREOF, USA Softball, Host and Sponsor have executed the Agreement in triplicate copies, each of which shall be deemed an original, effective as of the Effective Date.

**USA Softball, Inc.**

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Craig Cress, Chief Executive Officer

**Host**

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County Commissioners of Worcester County, Maryland  
*on behalf of Worcester County Recreation & Parks Department*

**Sponsor**

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Jack Hutcherson, USA Softball of Maryland-DC-Delaware Commissioner

Revised Section 9

Add to  
8

**9. INDEMNITY / HOLD HARMLESS**

9.1 To the extent permitted by law, Host shall defend, indemnify and hold USA Softball harmless from and against any and all loss or liability which in any way, directly, indirectly or allegedly arises out of or relates to (i) a breach of any of Host's obligations under this Agreement; or (ii) any misrepresentation of fact or breach of any warranty made by Host in or in connection with this Agreement. Sponsor shall defend, indemnify and hold USA Softball harmless from and against any and all loss or liability which in any way, directly, indirectly or allegedly arises out of or relates to: (i) the Tournament; (ii) a breach of any of Sponsor's obligations under this Agreement; or (iii) any misrepresentation of fact or breach of any warranty made by Sponsor in or in connection with this Agreement. However, neither the Host nor the Sponsor shall be liable and shall not defend, indemnify or hold USA Softball harmless from and against any loss or liability which in any way directly or allegedly arises out of or relates to any of the obligations of USA Softball pursuant to this Agreement, nor any loss or liability caused solely by the acts or omissions of USA Softball.

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



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

OFFICE OF THE  
COUNTY COMMISSIONERS

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

May 1, 2019

TO: Worcester County Commissioners  
FROM: Karen Hammer, Office Assistant IV  
Kelly Shannahan, Assistant Chief Administrative Officer  
SUBJECT: Pending Board Appointments - Terms Beginning January 1, 2019

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Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (5) which have current or upcoming vacancies (8 total). They are as follows: Economic Development Advisory Board (2), Local Development Council For The Ocean Downs Casino (1), Property Tax Assessment Appeal Board (1), (3 nominees due to Governor), Solid Waste Advisory Committee (3), and Water and Sewer Advisory Council for the West Ocean City Service Area (1). I have circled the members whose terms have expired on each of these boards.

Please note that Ms. Martha Bennett, is waiting for the final approval from Governor Hogan for her nomination to the Property Tax Assessment Appeal Board to fill the vacancy created by Mr. Larry Fry's resignation as a regular member. The Worcester County Property Tax Assessment Appeal Board requires one nomination for the alternate position as Mr. Flater has resigned. The Economic Advisory Board and Kathryn Gordon are seeking to fill two positions, the term ended for Greg Shockley (Mitrecic-Ocean City) and Tom Terry (Bertino-Ocean Pines) resigned. The Solid Waste Advisory Committee has three positions available for nominations, George Dix (Elder) term ended December 2018, Wendell Purnell (Purnell) passed away May 2018 and James Rosenberg (Bertino) passed away in April 2019. James Rosenberg also served on the Local Development Council For The Ocean Downs Casino (Bertino). Finally, Andrew Del Corro no longer lives in West Ocean City and has therefore resigned from the Water and Sewer Advisory Council for the West Ocean City Service Area (Church).

Most of these Boards and Commissions specify that current members' terms expired on December 31<sup>st</sup>. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments during May.

## Pending Board Appointments - By Commissioner

### District 1 - Nordstrom

All District Appointments Received. Thank you!

### District 2 - Purnell

p. 6 - Solid Waste Advisory Committee (Wendell Purnell)

### District 3 - Church

p. 7 - Water and Sewer Advisory Council for the West Ocean City Service Area (Andrew Del Corro) - 4-year

### District 4 - Elder

p. 6 - Solid Waste Advisory Committee (George Dix) - 4-year

### District 5 - Bertino

p. 3 - Economic Development Advisory Board (Tom Terry) - 4-year

p. 4 - Local Development Council For The Ocean Downs Casino (James Rosenberg) - 4-year

p. 6 - Solid Waste Advisory Committee (James Rosenberg) -4-year

### District 6 - Bunting

All District Appointments Received. Thank you!

### District 7 - Mitrecic

p. 3 - Economic Development Advisory Board (Greg Shockley) - 4-year

### All Commissioners

- p. 5 - (1) Property Tax Assessment Appeal Board (Gary M. Flater - alternate-Snow Hill has resigned)  
- Currently waiting for the Governor's approval for the nomination of Ms. Martha Bennett.  
- Must submit 3 nominees to the Governor for his consideration in making the appointment - 5-year

## ECONOMIC DEVELOPMENT ADVISORY BOARD

Reference: County Commissioners' Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

Number/Term: 7/4-Year - Terms expire December 31st

Compensation: \$50 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner  
Members may be reappointed

Staff Contact: Economic Development Department - Kathryn Gordon (410-632-3112)

### Current Members:

Member's Name	Nominated By	Resides	Term(s)
Greg Shockley	D-7, Mitrecic	Ocean City	14-18
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15, 15-19
Tom Terry	D-5, Bertino	Ocean Pines	15-19
Marc Scher	D-1, Nordstrom	Pocomoke	*19-20
John Glorioso	D-3, Church	West Ocean City	08-12-16, 16-20
Ralph Shockley	D-4, Elder	Snow Hill	*08-09-13-17, 17-21
Robert Fisher	D-6, Bunting	Snow Hill	87-92-97-01-05-09-13-17, 17-21

### Prior Members: Since 1972

George Gering	Mary Humphreys	Michael Avara (99-03)
Margaret Quillin	Theodore Brueckman	Annette Cropper (00-04)
Robert W. Todd	Shirley Pilchard	Billie Laws (91-08)
Charles Fulton	W. Leonard Brown	Anne Taylor (95-08)
E. Thomas Northam	Charles Nichols (92-97)	Mary Mackin (04-08)
Charles Bailey	Jeff Robbins (97-98)	Thomas W. Davis, Sr. (99-09)
Terry Blades	Colleen Smith (94-98)	Mickey Ashby (00-12)
Roy Davenport	Tommy Fitzpatrick (97-99)	Priscilla Pennington-Zytkowicz (09-14)
M. Bruce Matthews	John Rogers (92-98)	Barbara Purnell (08-15)
Barbara Tull	Jennifer Lynch (98-99)	Timothy Collins (03-15)
Tawney Krauss	Don Hastings (92-99)	Joshua Nordstrom (12-16)
Dr. Francis Ruffo	Jerry Redden (92-00)	William Sparrow (16-18)
William Smith	Keith Mason (98-00)	
Saunders Marshall	Bob Pusey (99-00)	
Elsie Marshall	Harold Scrimgeour (00-02)	
Halcolm Bailey	Scott Savage (98-03)	
Norman Cathell	Gabriel Purnell (91-03)	

\* = Appointed to fill an unexpired term

**LOCAL DEVELOPMENT COUNCIL  
FOR THE OCEAN DOWNS CASINO**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4 year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Maureen Howarth, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		Maryland Delegate	14-18, 18-22
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15, 15-19
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Mayor Charlie Dorman	Dist. 4 - Elder	Resident - Snow Hill	12-16, 16-20
Rod Murray °	Dist. 6 - Bunting	Resident - Ocean Pines	*09-12-16, 16-20
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16, 16-20
Mayor Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Jim Rosenberg °	Dist. 5 - Bertino	Resident - Ocean Pines	09-13-17, 17-21
David Massey °	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting °	At-Large	Business - Berlin	*09-10-14-18, 18-22
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22

*Deceased*

**Prior Members:**

Since 2009

J. Lowell Stoltzfus ° (09-10)	Todd Ferrante ° (09-16)
Mark Wittmyer ° (09-11)	Joe Cavilla (12-17)
John Salm ° (09-12)	James N. Mathias, Jr. ° (09-18)
Mike Pruitt ° (09-12)	Ron Taylor ° (09-14)
Norman H. Conway ° (09-14)	
Michael McDermott (10-14)	
Diana Purnell ° (09-14)	
Linda Dearing (11-15)	

\* = Appointed to fill an unexpired term/initial terms staggered  
° = Charter Member

## PROPERTY TAX ASSESSMENT APPEAL BOARD

- Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102
- Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)  
- Nominees must each fill out a resume to be submitted to Governor  
- Nominations to be submitted 3 months before expiration of term
- Function: Regulatory  
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.
- Number/Term: 3 regular members, 1 alternate/5-year terms  
Terms Expire June 1st
- Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses
- Meetings: As Necessary
- Special Provisions: Chairman to be designated by Governor
- Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1196)  
Ext:112
- Current Members:

Larry Fry	Ocean Pines	*10-14(alt.), 14-18 Resigned
Gary M. Flater (Alternate)	Snow Hill	13-18 Resigned
Arlene C. Page	Bishopville	18-23
Steven W. Rakow	Ocean Pines	*19-23

C) = Chairman

Prior Members: Since 1972

Wilford Showell	Mary Yenney (98-03)
E. Carmel Wilson	Walter F. Powers (01-04)
Daniel Trimper, III	Grace C. Purnell (96-04)
William Smith	George H. Henderson, Jr. (97-06)
William Marshall, Jr.	Joseph A. Calogero (04-09)
Richard G. Stone	Joan Vetare (04-12)
Milton Laws	Howard G. Jenkins (03-18)
W. Earl Timmons	Robert D. Rose (*06-17)
Hugh Cropper	
Lloyd Lewis	
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	
Delores W. Groves (96-99)	

\* = Appointed to fill an unexpired term

Updated: February 19, 2019  
Printed: April 22, 2019

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## SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - John Tustin - (410-632-5623)

### Current Members:

Member's Name	Nominated By	Resides	Years of Term(s)
George Dix	D-4, Elder	Snow Hill	*10-10-14, 14-18
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
George Tasker	Town of Pocomoke City		*15-16, 16-20
Wendell Purnell	D-2, Purnell	Berlin	97-09-13-17, 17-21 <i>Deceased</i>
Jamey Latchum	Town of Berlin		*17, 17-21
Steve Brown	Town of Ocean City		*10-13-17, 17-21
George Linwill	D-1, Nordstrom	Pocomoke	14-18, 18-22
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14-18, 18-22 <i>Deceased</i>

### Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	

**WATER AND SEWER ADVISORY COUNCIL  
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: **Advisory**  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (410-641-5251)

**Current Members:**

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Deborah Maphis	West Ocean City	95-99-03-07-11-15, 15-19
Gail Fowler	West Ocean City	99-03-07-11-15, 15-19
Andrew Delcorro	West Ocean City	*14-16, 16-20
Todd Ferrante	West Ocean City	13-17, 17-21
Keith Swanton	West Ocean City	13-17, 17-21

*Resigned*

**Prior Members: (Since 1993)**

Eleanor Kelly<sup>c</sup> (93-96)  
 John Mick<sup>c</sup> (93-95)  
 Frank Gunion<sup>c</sup> (93-96)  
 Carolyn Cummins (95-99)  
 Roger Horth (96-04)  
 Whaley Brittingham<sup>c</sup> (93-13)  
 Ralph Giove<sup>c</sup> (93-14)  
 Chris Smack (04-14)

\* = Appointed to fill an unexpired term  
 c = Charter member

## Kelly Shannahan

---

**Subject:** FW: West Ocean City W&S Advisory Committee - New Member Needed

**From:** Kelly Shannahan

**Sent:** Monday, April 29, 2019 9:17 AM

**Subject:** RE: West Ocean City W&S Advisory Committee - New Member Needed

Thanks JT.

I will add this vacancy to the list of open board positions and also copy Commissioner Church for him to consider nominating Ben Overholt as suggested by Mr. Del Corro.

**Kelly Shannahan**

Assistant Chief Administrative Officer

Worcester County Administration

Room 1103 Government Center

One West Market Street

Snow Hill, MD 21863-1195

410-632-1194

410-632-3131 (fax)

**From:** Andrew Del Corro [<mailto:andrewdelcorro@yahoo.com>]

**Sent:** Friday, April 26, 2019 11:07 AM

**To:** Peggy L. Ellerman <[pellerman@co.worcester.md.us](mailto:pellerman@co.worcester.md.us)>

**Subject:** Re: West Ocean City Advisory Board Meeting

Peggy,

I no longer live in West Ocean City, but my colleague, Ben Overholt, owns a house on Keyser Point Rd. I forwarded the meeting date to him after he mentioned interest in joining the board. His contact information is below:

Benjamin Overholt

10365 Keyser Point Rd

Ocean City, MD 21842

[Benjaminoverholt@gmail.com](mailto:Benjaminoverholt@gmail.com)

443-614-4870

Thanks

Andrew

Sent from my iPhone

On Apr 26, 2019, at 9:02 AM, Peggy L. Ellerman <[pellerman@co.worcester.md.us](mailto:pellerman@co.worcester.md.us)> wrote:

Hi,

The next West Ocean City Advisory Board meeting is on Wednesday May 15, 2019 at 3:00. The meeting will be held at the office of Deborah Maphis, 9917 Stephen Decatur Highway, in the Teal Marsh Shopping Center in West Ocean City.

Please let me know if you will be able to attend.



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STACEY E. NORTON  
Human Resources Director  
HOPE CARMEAN  
Benefits Manager  
EDDIE CARMAN  
Risk Manager

**Worcester County**  
Government Center  
Department of Human Resources  
One West Market Street, Room 1301  
Snow Hill, Maryland 21863-1213  
410-632-0090  
Fax: 410-632-5614

KELLY BRINKLEY  
Volunteer Services Manager  
ANN HANKINS  
Human Resources Specialist  
TARA ARMSTRONG  
Office Assistant IV

**To:** Harold Higgins, Chief Administrative Officer  
**From:** Stacey Norton, Human Resources Director *Stacey Norton*  
**Date:** April 29, 2019  
**Subject:** Retiree Insurance Payment Process and Delinquent Accounts

I requested the following policy at the April 16, 2019 Commissioner's meeting. This policy was posted for comment and also sent to Department Heads. I am now requesting your final approval.

Once the policy is approved, we will do a home mailing to retiree/dependent(s) notifying them of the new policy and the effective date of the new process with the insurance premiums being deducted from their Maryland State Retirement System monthly retirement check.

Please let me know if you need additional information.

Thank you for your consideration.

la

**Proposed Amendment to the  
Worcester County Personnel Rules and Regulations**

**To Become Effective May 7, 2019**

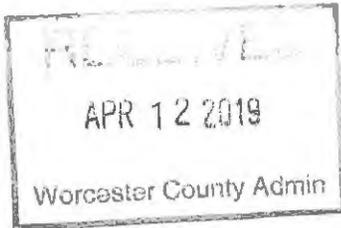
**Additions to Section 5.03 (Medical Insurance Benefits) - Retiree Insurance Payments**

**Proposed New Language To Be Added:**

**5.03 MEDICAL INSURANCE BENEFITS**

- G. All County retiree and retiree dependent(s) insurance payments are due on the 15th of the calendar month for the next calendar month's coverage. If payments are not received in the Worcester County Human Resources Office by 4:30 pm at the end of that calendar month, a written warning of potential cancellation will be mailed to the last known address of the retiree at the end of each calendar month that payments are delinquent (for a total of up to 3 letters). If payments are not received in the Human Resources Office by 4:30 pm within ninety (90) calendar days of the due date, the insurance will be cancelled permanently. If the insurance is cancelled due to non-payment of premiums, the retiree/dependent(s) will not be allowed to rejoin the insurance. Those retiree/dependent(s) will instead be offered COBRA benefits at their own cost.
- H. Beginning July 1, 2019, insurance premiums will automatically be deducted from Maryland State Retirement System (MSRS) checks for those eligible retirees and retiree dependent(s) receiving MSRS retirement checks. The current manual process of collecting insurance premiums by the Human Resources Office will continue for dependents of deceased retirees that do not receive monthly Maryland State Retirement System (MSRS) retirement checks as well as retirees and their dependents covered by the Nationwide retirement program.

The above language was reviewed and conceptually approved by the County Commissioners at their meeting on April 16, 2019. In accordance with Section CG 4-301 (Personnel System) of the Code of Public Local Laws of Worcester County, Maryland, the proposed amendments will be posted on the County Bulletin Board on the 1<sup>st</sup> Floor of the County Government Center for at least fifteen days prior to adoption. The County Commissioners plan to adopt this proposed amendment at their meeting on May 7, 2019. Written comments should be submitted no later than 9:00 am on Tuesday, April 30, 2019 in order to be added to the Commissioners' meeting package for their consideration. \*



# Worcester County

Government Center

Department of Human Resources  
One West Market Street, Room 1301  
Snow Hill, Maryland 21863-1213  
410-632-0090  
Fax: 410-632-5614

STACEY E. NORTON  
Human Resources Director  
HOPE CARMEAN  
Benefits Manager  
EDDIE CARMAN  
Risk Manager

KELLY BRINKLEY  
Volunteer Services Manager  
ANN HANKINS  
Human Resources Specialist  
TARA ARMSTRONG  
Office Assistant IV

**To:** Harold Higgins, Chief Administrative Officer  
**From:** Stacey Norton, Human Resources Director *Stacey Norton*  
**Date:** April 9, 2019  
**Subject:** Retiree Insurance Payment Process and Delinquent Accounts

We do not have a policy on how to handle delinquent retiree and retiree dependent(s) insurance payments.

We are recommending the following policy:

All County retiree and retiree dependent(s) insurance payments are due on the 15th of the calendar month for the next calendar month's coverage. If payments are not received in the Worcester County Human Resources Office by 4:30 pm at the end of that calendar month, a written warning of potential cancellation will be mailed to the last known address of the retiree at the end of each calendar month that payments are delinquent (for a total of up to 3 letters). If payments are not received in the Human Resources Office by 4:30 pm within ninety (90) calendar days of the due date, the insurance will be cancelled permanently. If the insurance is cancelled due to non-payment of premiums, the retiree/dependent(s) will not be allowed to rejoin the insurance. Those retiree/dependent(s) will instead be offered COBRA benefits at their own cost.

Beginning July 1, 2019, insurance premiums will automatically be deducted from Maryland State Retirement System (MSRS) checks for those eligible retirees and retiree dependent(s) receiving MSRS retirement checks. The current manual process of collecting insurance premiums by the Human Resources Office will continue for dependents of deceased retirees that do not receive monthly Maryland State Retirement System (MSRS) retirement checks as well as retirees and their dependents covered by the Nationwide retirement program.

With your approval, this new policy will be posted for comments and I will return at the May 7, 2019 meeting for final approval. Once the policy is approved, we will do a home mailing to retiree/dependent(s) notifying them of the new policy and the effective date of the new process with the insurance premiums being deducted from their Maryland State Retirement System monthly retirement check.

Please let me know if you need additional information.

Thank you for your consideration.

**APPROVED**  
Worcester County Commissioners  
Date HH 4/16/19

lc

SUBTITLE III  
Personnel Administration

**§ CG 4-301. Personnel system.**

- (a) Adoption by resolution. The County Commissioners may, by resolution, adopt a personnel system containing rules and regulations to establish procedures and to guide administrative actions concerning personnel activities and transactions. Said personnel system shall apply to all positions funded in whole or in part by or through the County Commissioners, except those positions covered by other approved personnel regulations and plans, those positions described in § 4-305 herein<sup>1</sup> or such special other positions as may be specifically exempted by the County Commissioners. The administration and enforcement of the personnel system shall be as set forth in the resolution adopting the same or as may be provided by law.
- (b) Notice by amendments. Except for such matters affecting the personnel system that may be governed by annual expense budget procedures, any resolution providing for adoption of or amendment to said personnel system shall be posted for at least fifteen days prior to its adoption in the Government Center and such other locations as the County Commissioners may deem necessary and appropriate.

- D. Employees on leave of absence should make application to the State Retirement and Pension System for an approved leave of absence.

**5.03 MEDICAL INSURANCE BENEFITS**

- A. Regular full-time employees are eligible to participate in the County's cost-share insurance programs by paying a percentage of the required insurance premium set by resolution of the County Commissioners. The Commissioners shall pay the remainder of the required premium. Regular part-time and part-time employees are eligible to participate by paying 100% of the insurance premium. Temporary employees are not eligible to participate in the County's insurance program. The program and criteria for eligibility will be explained in detail at the time the employee becomes eligible to join. The County reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable. In the case of a retired employee, dependents may be added after retirement only in case of marriage, birth or adoption. The spouse and dependent children of the retiree enrolled as of the date of retirement are eligible to continue on the group plan after the retiree is deceased.
- B. Employees hired before November 1, 2007, who retire with a minimum of 5 years of Worcester County service and employees hired on or after November 1, 2007, who retire with a minimum of 15 years of Worcester County service under the Maryland State Retirement and Pension System or Worcester County Pension Plan, immediately upon leaving County Service are eligible to continue participation in the health insurance plan by paying a percentage of the required insurance premium set by resolution of the County Commissioners. Employees who are not enrolled in the County's health and prescription drug insurance plan on their last day of County employment are not eligible to enroll after retirement. Once a retiree leaves the County's health and prescription drug insurance plan for any reason, the retiree and/or the retiree's dependents cannot re-enroll in the County's health and prescription drug insurance plan. As long as prescription drug benefits of the Worcester County health and prescription drug insurance plan for retirees over 65 has a greater benefit at a lower cost than Medicare part D, retirees who enroll in Medicare Part D and their dependents are not eligible to participate in the Worcester County health and prescription drug insurance plan.
- C. Upon mutual agreement between the employee and the County, and in accordance with the terms and conditions of the insurance policy, the County may continue health insurance coverage at the employee's expense during an approved unpaid leave of absence other than FMLA leave. COBRA continuation rights may apply in the event coverage is not extended through the County.
- D. Upon an employee's termination from County employment, at the employee's option and expense, the employee may elect to continue County health insurance benefits to the extent provided under COBRA. Continuation rights are not

available if an employee is terminated for "gross misconduct." An administrative handling fee over and above the cost of the insurance premium may be charged the employee or their dependents that elect to exercise their COBRA continuation rights.

E. County elected officials shall be eligible for cost sharing during the term of their office. Upon leaving office, elected officials may remain in the group plan and qualify for cost-sharing provided (1) they meet any of the criteria established for full-time employees, or (2) they have completed 3 full terms of elected service regardless of age or retirement status. Elected officials who have completed at least one full term of elected office may remain on the group plan for an additional period not to exceed the number of years of elected service provided they pay 100% of premiums.

F. Transitional Provisions: Members of the Board of License Commissioners, Bingo Board, and Board of Election Supervisors who were appointed to their positions prior to October 1, 1987 shall be eligible for cost-sharing during their term of appointment. Upon expiration of their appointment said officials may continue to be eligible for cost-sharing provided they meet any of the criteria established for regular employees. Should such appointed officials not be eligible they may continue to remain on the group plan for an additional period not to exceed their number of years of appointed service provided they pay 100% of premiums. Any other current, retired or terminated County official or employee who was eligible for participation in any cost-sharing for medical benefits based upon any previous official policy or standard and who is receiving such benefit as of September 1, 1998 may continue to remain on the group plan and be entitled to his present cost-sharing arrangement on a case-by-case basis upon the determination of the County Commissioners that such participation is in accordance with the intent of this Section.

Add new  
Subsections  
Here

5.04

**TERM LIFE INSURANCE**

Life insurance coverage may be provided for all regular full-time employees on the first of the month following 6 months of employment until termination of employment or transfer to less than full-time status. Details of the life insurance plan will be provided upon eligibility.

5.05

**LONG-TERM DISABILITY INSURANCE**

Long-term disability insurance may be provided to regular full-time employees on the first of the month following 6 months of employment until termination of employment or transfer to less than full-time status. Details of the long-term disability plan will be provided upon eligibility.

**RESOLUTION AMENDING WORCESTER COUNTY GOVERNMENT  
PERSONNEL RULES AND REGULATIONS REGARDING RETIREE MEDICAL  
INSURANCE PAYMENT PROCESS AND DELINQUENT ACCOUNTS**

WHEREAS, Section 4-301 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland authorizes the County Commissioners to adopt, by Resolution, a personnel system; and

WHEREAS, the County Commissioners comprehensively revised and adopted the current Worcester County Personnel Rules and Regulations on July 3, 2001 and have subsequently adopted amendments as necessary; and

WHEREAS, the County Commissioners determined it necessary and advisable to amend the Worcester County Personnel Rules and Regulations to establish a policy regarding a retiree medical insurance payment process and handling of delinquent accounts.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that new Subsections G. and H. are hereby added to Section 5.03 (Medical Insurance Benefits) to read as follows:

- G. All County retiree and retiree dependent(s) insurance payments are due on the 15th of the calendar month for the next calendar month's coverage. If payments are not received in the Worcester County Human Resources Office by 4:30 pm at the end of that calendar month, a written warning of potential cancellation will be mailed to the last known address of the retiree at the end of each calendar month that payments are delinquent (for a total of up to 3 letters). If payments are not received in the Human Resources Office by 4:30 pm within ninety (90) calendar days of the due date, the insurance will be cancelled permanently. If the insurance is cancelled due to non-payment of premiums, the retiree/dependent(s) will not be allowed to rejoin the insurance. Those retiree/dependent(s) will instead be offered COBRA benefits at their own cost.
- H. Beginning July 1, 2019, insurance premiums will automatically be deducted from Maryland State Retirement System (MSRS) checks for those eligible retirees and retiree dependent(s) receiving MSRS retirement checks. The current manual process of collecting insurance premiums by the Human Resources Office will continue for dependents of deceased retirees that do not receive monthly Maryland State Retirement System (MSRS) retirement checks as well as retirees and their dependents covered by the Nationwide retirement program.

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

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Diana Purnell, President

\_\_\_\_\_  
Joseph M. Mitrecic, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
Madison J. Bunting, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Theodore J. Elder

\_\_\_\_\_  
Joshua C. Nordstrom



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STACEY E. NORTON  
Human Resources Director  
HOPE CARMEAN  
Benefits Manager  
EDDIE CARMAN  
Risk Manager

**Worcester County**  
Government Center  
Department of Human Resources  
One West Market Street, Room 1301  
Snow Hill, Maryland 21863-1213  
410-632-0090  
Fax: 410-632-5614

KELLY BRINKLEY  
Volunteer Services Manager  
ANN HANKINS  
Human Resources Specialist  
TARA ARMSTRONG  
Office Assistant IV

**To:** Worcester County Commissioners

**From:** Stacey Norton, Human Resources Director *Stacey Norton*

**Date:** April 23, 2019

**Subject:** Request for Operation We Care

I would like to request permission to do a collection of items for Operation We Care from May 8, 2019 – May 17, 2019. We did a collection last fall for Veteran’s Day.

Operation We Care collects supplies for care packages year round which are donated from generous individuals and groups in the local community. They collect and prepare to send care packages for Armed Forces’ Day and Veteran’s Day to troops (approximately 2,000 packages). The most unique aspect of their program is they send care packages to troops where at least one person in the troop is related to someone that lives on the eastern shore.

The list below are some of the suggested items requested for donations:

- Chef Boyardee
- Baby wipes
- Shampoo/ bodywash
- Chapstick
- Girl Scout Cookies
- Ramen noodles
- Snacks
- Small toiletries

The packing event is scheduled for May 19, 2019.

Kelly Brinkley is coordinating this event.

Thank you for your consideration.



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### Worcester County

Government Center  
Department of Human Resources  
One West Market Street, Room 1301  
Snow Hill, Maryland 21863-1213  
410-632-0090  
Fax: 410-632-5614

KELLY BRINKLEY  
Volunteer Services Manager  
ANN HANKINS  
Human Resources Specialist  
TARA ARMSTRONG  
Office Assistant IV

STACEY E. NORTON  
Human Resources Director  
HOPE CARMEAN  
Benefits Manager  
EDDIE CARMAN  
Risk Manager

FYI

**To:** Harold Higgins, Chief Administrative Officer  
**From:** Stacey Norton, Human Resources Director  
**Date:** April 23, 2019  
**Subject:** Blood Drives for 2019

*Stacey Norton*

The March 4, 2019 blood drive had 32 participants including 15 walk ins. This was the first time we held a Blood Drive at the Recreation Center as the third floor training room is being occupied by the Register of Wills office.

The next Blood Drive is scheduled for June 12, 2019 from 8:30 am – 1:30 pm at the Recreation Center.

Please let me know if you need additional information.



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STACEY E. NORTON  
Human Resources Director  
HOPE CARMEAN  
Benefits Manager  
EDDIE CARMAN  
Risk Manager

**Worcester County**  
Government Center  
Department of Human Resources  
One West Market Street, Room 1301  
Snow Hill, Maryland 21863-1213  
410-632-0090  
Fax: 410-632-5614

KELLY BRINKLEY  
Volunteer Services Manager  
ANN HANKINS  
Human Resources Specialist  
TARA ARMSTRONG  
Office Assistant IV

**To:** Worcester County Commissioners  
**From:** Stacey Norton, Human Resources Director  
**Date:** April 23, 2019  
**Subject:** Request for Volunteer Spirit Award Dinner

I would like to request permission to schedule the annual Volunteer Spirit Awards dinner at the Atlantic Hotel in Berlin on Wednesday, August 21, 2019.

The nomination period will open this week and nominations are due June 14, 2019.

The menu will be salmon, chicken, or vegetable pasta. The plates are \$35 a piece not including tax or gratuity.

We will stay within the \$3,500 allocated budget.

Thank you for your consideration.



14

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

OFFICE OF THE TREASURER

PHILLIP G. THOMPSON, CPA  
FINANCE OFFICER

# Worcester County

JENNIFER C. SWANTON, CPA  
ASSISTANT FINANCE OFFICER

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1105

P.O. Box 248

SNOW HILL, MARYLAND

21863

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** Phillip G. Thompson, Finance Officer *PCT*  
 Jennifer Swanton, Assistant Finance Officer *JS*  
**DATE:** April 29, 2019  
**SUBJECT:** Designated Funds Transfer

.....

As you are aware, the Fund Balance Designations approved by the Commissioners for FY19 include the transfer of \$1M to the Other Post Employment Benefit (OPEB) trust accounts. It is our intention to allocate these funds equally between the trusts as we have historically done since we began funding OPEB more than 10 years ago. We are respectfully requesting to transfer these funds before the end of May in order to facilitate a proper year-end accounting for this activity.

Should you have any questions, or require additional data, please do not hesitate to contact me.



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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

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 26, 2019*  
**RE:** *Water and Wastewater Enterprise Fund Public Hearing*

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The purpose of this memo is to request a public hearing for the Water and Wastewater Enterprise Fund FY19/20 budgets on Tuesday, June 4, 2019. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY19/20 Requested Operating Budgets and Assessments as well as the handout for the public hearing meeting. Any proposed changes to rates are noted in the advertisement.

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

DRAFT

Notice of Public Hearing  
Worcester County Water and Wastewater Enterprise Fund  
FY 2019/2020 Requested Budgets and Assessments

DRAFT

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 4, 2019 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 \$85 to \$90 per park trailer per quarter water and sewer flat charge; increase from \$135.50 to \$140.50 per equivalent dwelling unit (EDU) per quarter domestic sewer flat charge; and increase from \$10 to \$15 per lot grinder pump flat surcharge.

**Bridgetown** - increase from \$61 to \$66 per EDU per quarter domestic water flat charge; increase from \$22 to \$27 per EDU per quarter swimming pool flat charge; increase from \$50 to \$60 per EDU per quarter irrigation system flat charge; and increase in commercial water base fee ranging from \$49.50 to \$412.50 at present to \$53 to \$441.50 based on total EDU's.

**Edgewater Acres** - increase first three tiers water usage charges ranging from \$7.25 to \$9 at present to \$8 to \$10 per thousand gallons; and increase from \$93 to \$98 per EDU per quarter domestic water flat charge.

**The Landings** - increase from \$230 to \$240 per EDU per quarter domestic water and sewer base fee; increase from \$32 to \$37 per EDU per quarter Lewis Road domestic water base fee; increase from \$220 to \$230 per EDU per quarter accessibility fee; and new commercial water and sewer base fees ranging from \$275 to \$2,300 based on total EDU's and usage charges ranging from \$4 to \$10 per thousand gallons.

**Lighthouse Sound** - increase from \$210 to \$215 per EDU per quarter domestic sewer flat charge; and increase from \$85 to \$100 per EDU per quarter accessibility fee.

**Mystic Harbour** - increase from \$168 to \$173 per EDU per quarter domestic water and sewer base fee; increase from \$168 to \$172 per EDU per quarter domestic sewer flat charge; and increase in commercial water and sewer base fees ranging from \$198 to \$1,650 at present to \$212 to \$1,766 based on total EDU's.

**Newark** - no proposed changes.

**Ocean Pines** - increase from \$170 to \$175 per EDU per quarter domestic water and sewer base fee; increase from \$158 to \$161.75 per EDU per quarter domestic sewer flat charge; increase White Horse Park domestic water and sewer flat charge from \$134 to \$138 per lot per quarter; increase in commercial water and sewer base fees ranging from \$198 to \$1,650 at present to \$212 to \$1,766 based on total EDU's; and increase from \$13 to \$20 per EDU per quarter supplemental debt service.

**Riddle Farm** - increase from \$180 to \$190 per EDU per quarter domestic water and sewer base fee; increase from \$140 to \$150 per EDU per quarter accessibility fee; increase in commercial water and sewer base fees ranging from \$198 to \$1,650 at present to \$212 to \$1,766 based on total EDU's; and new \$9 per EDU per quarter debt service.

**River Run** - increase from \$53.13 to \$54.69 per EDU per quarter domestic water base fee.

**West Ocean City** - no proposed changes.

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

Copies of the proposed budgets for each service area are available for public inspection at the Worcester County Government Center Rooms 1103 and 1105, One West Market Street, Snow Hill, Maryland 21863, the County Treasurer's Office in the Isle of Wight Complex on Route 90 and St. Martins Neck Road, the County Library in Ocean Pines on Cathell Road, and online at [www.co.worcester.md.us](http://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 2019/20 Requested

Operating Budgets

## Board of County Commissioners of Worcester County

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

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

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

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

# **Worcester County Department of Public Works Water & Wastewater Division**

## **Introduction**

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

## **Water & Wastewater Services**

The County currently provides water and/or sewer service to approximately 14,750 customers in 11 different service areas. The department currently operates 8 wastewater treatment facilities, 56 wastewater pumping stations, and 17 water supply wells which pumped over 565 million gallons of water during 2018. 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 user charges already mentioned, an equivalent dwelling unit (EDU) charge is collected in six of the County Service Areas or sub-areas including Mystic Harbour, Newark, Ocean Pines, Oyster Harbor, Riddle Farm, and Snug Harbor. An EDU is a measurement which is approximately the same amount of water and sewer flow as an average single family residence. The purpose of EDU assessments in the service area or sub-area is to collect funds to pay any debt related to the acquisition or construction of sanitary facilities.

## **Where Can Information Be Obtained on the FY 2019/20 Budget?**

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

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

	<b>2018/19 Budget</b>	<b>2019/20 Request</b>	<b>(\$) Difference (%)</b>	
<b>Revenue</b>				
Charges for Services	11,187,690	11,633,544	445,854	3.99%
Interest & Penalties	139,200	152,250	13,050	9.38%
Operating Grants	26,000	28,000	2,000	7.69%
Other Revenue	161,875	167,875	6,000	3.71%
Transfer From (To) Reserves	(110,051)	345,157	455,208	-413.63%
	<u>11,404,714</u>	<u>12,326,826</u>	<u>922,112</u>	<u>8.09%</u>
<b>Expenditures</b>				
Personnel Services	4,911,029	4,909,464	(1,565)	-0.03%
Supplies & Materials	938,713	948,831	10,118	1.08%
Maintenance & Services	4,057,096	4,541,780	484,684	11.95%
Other Charges	158,914	325,001	166,087	104.51%
Interfund Charges	726,962	763,850	36,888	5.07%
Capital Equipment	612,000	837,900	225,900	36.91%
	<u>11,404,714</u>	<u>12,326,826</u>	<u>922,112</u>	<u>8.09%</u>

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

	2018/19 Budget	2019/20 Request	(\$)	Difference (%)
<b>Revenue</b>				
Charges for Services	6,951,940	7,231,665	279,725	4.02%
Interest and Penalties	83,000	83,000	-	0.00%
Other Revenue	143,000	143,000	-	0.00%
Transfer From (To) Reserves	(183,906)	(223,683)	(39,777)	21.63%
	6,994,034	7,233,982	239,948	3.43%
<b>Expenditures</b>				
Personnel Services	3,581,323	3,515,522	(65,801)	-1.84%
Supplies & Materials	483,463	490,189	6,726	1.39%
Maintenance & Services	1,907,408	2,145,747	238,339	12.50%
Other Charges	102,418	219,624	117,206	114.44%
Interfund Charges	447,422	470,000	22,578	5.05%
Capital Equipment	472,000	392,900	(79,100)	-16.76%
	6,994,034	7,233,982	239,948	3.43%

**Proposed Quarterly Rates**

- Proposed increase in domestic water and sewer base fee from \$170.00 to \$175.00
- Proposed increase in domestic sewer flat charge from \$158.00 to \$161.75
- Proposed increase in domestic nonmetered White Horse Park flat charge from \$134.00 to \$138.00 per lot
- Proposed increase in commercial water and sewer base fees ranging from \$198.00 to \$1,650.00 at present to \$212.00 to \$1,766.00 based on total EDU's
- Proposed increase in quarterly supplemental debt service from \$13.00 per EDU per quarter to \$20.00

	2018/19 Budget	2019/20 Request	
<b>Domestic:</b>			
<b>Metered Water &amp; Sewer</b>			
Base Fee	\$170.00	\$175.00	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
<b>Nonmetered Sewer</b>			
Sewer Only	\$158.00	\$161.75	Flat Charge
<b>Nonmetered Water &amp; Sewer</b>			
White Horse Park - 100 GPD/Lot	\$134.00	\$138.00	Flat Charge

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

	2018/19 Budget	2019/20 Request
<b><u>Commercial:</u></b>		
<b>Metered Water &amp; Sewer</b>		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$198.00	\$212.00 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	\$275.00	\$294.00 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	\$550.00	\$589.00 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	\$825.00	\$883.00 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	\$1,100.00	\$1,177.00 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	\$1,650.00	\$1,766.00 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
 <b><u>EDU:</u></b>		
Standard EDU	\$37.00	\$37.00 Per EDU per Quarter
Supplemental EDU (14 & 19 Bonds)	\$13.00	\$20.00 Per EDU per Quarter

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

	2018/19 Budget	2019/20 Request	(\$) Difference (%)	
<b>Revenue</b>				
Charges for Services	234,100	255,610	21,510	9.19%
Interest and Penalties	4,000	4,000	-	0.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	17,435	1,517	(15,918)	-91.30%
	255,535	261,127	5,592	2.19%
<b>Expenditures</b>				
Personnel Services	83,856	94,275	10,419	12.42%
Supplies & Materials	31,992	26,450	(5,542)	-17.32%
Maintenance & Services	105,712	101,668	(4,044)	-3.83%
Other Charges	5,857	9,159	3,302	56.38%
Interfund Charges	28,118	29,575	1,457	5.18%
Capital Equipment	-	-	-	N/A
	255,535	261,127	5,592	2.19%

**Proposed Quarterly Rates**

Proposed increase in water and sewer park trailer flat charge from \$85.00 to \$90.00
Proposed increase in sewer flat charge from \$135.50 to \$140.50
Proposed increase in grinder pump surcharge from \$10.00 to \$15.00 per lot

	2018/19 Budget	2019/20 Request	
<b>Domestic:</b>			
<b>Nonmetered Water &amp; Sewer</b>			
Water & Sewer - 110 GPD Units	\$85.00	\$90.00	Flat Charge
Sewer Only - 250 GPD Units	\$135.50	\$140.50	Flat Charge
Grinder Pump Surcharge per Lot	\$10.00	\$15.00	Flat Charge

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

	2018/19 Budget	2019/20 Request	(\$)	Difference (%)
<b>Revenue</b>				
Charges for Services	12,550	12,769	219	1.75%
Interest and Penalties	1,000	550	(450)	-45.00%
Operating Grants	26,000	28,000	2,000	7.69%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	4,067	1,260	(2,807)	-69.02%
	43,617	42,579	(1,038)	-2.38%
<b>Expenditures</b>				
Personnel Services	10,019	7,598	(2,421)	-24.16%
Supplies & Materials	1,027	976	(51)	-4.97%
Maintenance & Services	30,923	32,031	1,108	3.58%
Other Charges	349	609	260	74.50%
Interfund Charges	1,299	1,365	66	5.08%
Capital Equipment	-	-	-	N/A
	43,617	42,579	(1,038)	-2.38%

**Proposed Quarterly Rates**

Proposed increase in water only flate rate from \$61.00 to \$66.00  
 Proposed increase in swimming pool flate rate from \$22.00 to \$27.00  
 Proposed increase in irrigation system flate rate from \$50.00 to \$60.00  
 Proposed increase in commercial water base fees ranging from \$49.50 to \$412.50 at present to \$53.00 to \$441.50 based on total EDU's

	2018/19 Budget	2019/20 Request	
<b><u>Domestic:</u></b>			
<b>Nonmetered Water</b>			
Water Only	\$61.00	\$66.00	Flat Charge
Swimming Pool (in-ground)	\$22.00	\$27.00	Flat Charge
Irrigation System	\$50.00	\$60.00	Flat Charge
<b><u>Commercial:</u></b>			
<b>Metered Water</b>			
Base Fee Range (EDU's)			
1	\$49.50	\$53.00	Flat Charge
2	\$68.75	\$73.50	Flat Charge
3-13	\$137.50	\$147.25	Flat Charge
14-24	\$206.25	\$220.75	Flat Charge
25-39	\$275.00	\$294.25	Flat Charge
40+	\$412.50	\$441.50	Flat Charge
Usage (Gallons)	\$9.19	\$9.19	Per Thousand

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

	2018/19 Budget	2019/20 Request	(\$)	Difference (%)
<b>Revenue</b>				
Charges for Services	222,750	228,100	5,350	2.40%
Interest and Penalties	1,500	2,000	500	33.33%
Other Revenue	875	875	-	0.00%
Transfer From (To) Reserves	(9,304)	(2,641)	6,663	-71.61%
	215,821	228,334	12,513	5.80%
<b>Expenditures</b>				
Personnel Services	37,508	42,065	4,557	12.15%
Supplies & Materials	4,152	4,159	7	0.17%
Maintenance & Services	161,132	167,084	5,952	3.69%
Other Charges	2,075	3,501	1,426	68.72%
Interfund Charges	10,954	11,525	571	5.21%
Capital Equipment	-	-	-	N/A
	215,821	228,334	12,513	5.80%

**Proposed Quarterly Rates**

Proposed increase in usage charge ranging from \$8.00 to \$10.00 per thousand gallons  
 Proposed increase in nonmetered water flat charge from \$93.00 to \$98.00

	2018/19 Budget	2019/20 Request	
<b><u>Domestic:</u></b>			
<b>Metered Water &amp; Sewer</b>			
Base Fee	\$160.00	\$160.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$7.25	\$8.00	Per Thousand
10,001 - 35,000	\$8.34	\$9.00	Per Thousand
35,001 - 45,000	\$9.00	\$10.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand
<b>Nonmetered Water</b>	\$93.00	\$98.00	Flat Charge
<b>Nonmetered Sewer</b>	\$140.00	\$140.00	Flat Charge
<b>Accessibility</b>	\$25.00	\$25.00	Flat Charge per EDU
<b>Front Foot Assessment</b>	\$0.02	\$0.02	Per Linear Foot per Quarter

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

	2018/19 Budget	2019/20 Request	(\$)	Difference (%)
<b>Revenue</b>				
Charges for Services	302,000	313,180	11,180	3.70%
Interest and Penalties	5,000	5,000	-	0.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	53,736	120,444	66,708	124.14%
	360,736	438,624	77,888	21.59%
<b>Expenditures</b>				
Personnel Services	169,321	178,598	9,277	5.48%
Supplies & Materials	58,447	62,637	4,190	7.17%
Maintenance & Services	122,544	180,279	57,735	47.11%
Other Charges	2,826	9,145	6,319	223.60%
Interfund Charges	7,598	7,965	367	4.83%
Capital Equipment	-	-	-	N/A
	360,736	438,624	77,888	21.59%

**Proposed Quarterly Rates**

Proposed increase in domestic water and sewer base fee from \$230.00 to \$240.00  
 Proposed increase in lewis road domestic water minimum from \$32.00 to \$37.00  
 Proposed new commercial water and sewer base fees ranging from \$275 to \$2,300 based on total EDU's and usage charges ranging from \$4 to \$10 per thousand gallons  
 Proposed increase in accessibility fee from \$220.00 to \$230.00

	2018/19 Budget	2019/20 Request	
<b>Domestic:</b>			
<b>Metered Water &amp; Sewer</b>			
Base Fee	\$230.00	\$240.00	Flat Charge
Lewis Road - Water Only	\$32.00	\$37.00	Flat Charge
Usage Range (Gallons)			
0 - 10,000	\$1.60	\$1.60	Per Thousand
10,001 - 25,000	\$3.50	\$3.50	Per Thousand
25,001 - 35,000	\$6.00	\$6.00	Per Thousand
35,001 - 45,000	\$9.00	\$9.00	Per Thousand
over 45,000	\$15.00	\$15.00	Per Thousand

\*water only service (metered) shall be billed at 25% of the above proposed rates.

## WORCESTER COUNTY

### Water & Wastewater Services

### Enterprise Funds

	2018/19 Budget	2019/20 Request
<b><u>Commercial:</u></b>		
<b>Metered Water &amp; Sewer</b>		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	-	\$275.00 Flat Charge
0 - 10,000 Gallons	-	\$4.00 Per Thousand
10,001 - 27,000 Gallons	-	\$6.00 Per Thousand
over 27,000 Gallons	-	\$10.00 Per Thousand
2 EDU's	-	\$360.00 Flat Charge
0 - 10,000 Gallons	-	\$4.00 Per Thousand
10,001 - 54,000 Gallons	-	\$6.00 Per Thousand
over 54,000 Gallons	-	\$10.00 Per Thousand
3-13 EDU's	-	\$770.00 Flat Charge
0 - 10,000 Gallons	-	\$4.00 Per Thousand
10,001 - 351,000 Gallons	-	\$6.00 Per Thousand
over 351,000 Gallons	-	\$10.00 Per Thousand
14-24 EDU's	-	\$1,150.00 Flat Charge
0 - 10,000 Gallons	-	\$4.00 Per Thousand
10,001 - 648,000 Gallons	-	\$6.00 Per Thousand
over 648,000 Gallons	-	\$10.00 Per Thousand
25-39 EDU's	-	\$1,530.00 Flat Charge
0 - 10,000 Gallons	-	\$4.00 Per Thousand
10,001 - 1,053,000 Gallons	-	\$6.00 Per Thousand
over 1,053,000 Gallons	-	\$10.00 Per Thousand
40+ EDU's	-	\$2,300.00 Flat Charge
0 - 10,000 Gallons	-	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	-	\$6.00 Per Thousand
over 1,250,000 Gallons	-	\$10.00 Per Thousand

**Accessibility- Domestic & Commercial:**                      \$220.00                      \$230.00 Flat Charge per EDU

\*water only service (metered) shall be billed at 25% of the above proposed rates.

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

	2018/19 Budget	2019/20 Request	(\$) Difference (%)	
<b>Revenue</b>				
Charges for Services	95,800	99,840	4,040	4.22%
Interest and Penalties	700	700	-	0.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	1,887	(4,515)	(6,402)	-339.27%
	98,387	96,025	(2,362)	-2.40%
<b>Expenditures</b>				
Personnel Services	48,854	45,791	(3,063)	-6.27%
Supplies & Materials	12,157	12,083	(74)	-0.61%
Maintenance & Services	32,912	31,937	(975)	-2.96%
Other Charges	1,217	2,789	1,572	129.17%
Interfund Charges	3,247	3,425	178	5.48%
Capital Equipment	-	-	-	N/A
	98,387	96,025	(2,362)	-2.40%

**Proposed Quarterly Rates**

Proposed increase in domestic sewer flat charge from \$210.00 to \$215.00
Proposed increase in accessibility fee from \$85.00 to \$100.00

	2018/19 Budget	2019/20 Request	
<b><u>Domestic:</u></b>			
<b>Nonmetered Sewer (improved lot)</b>	\$210.00	\$215.00	Flat Charge per EDU
<b>Accessibility (unimproved lot)</b>	\$85.00	\$100.00	Flat Charge per EDU

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

	2018/19 Budget	2019/20 Request	(\$) Difference (%)	
<b>Revenue</b>				
Charges for Services	1,161,000	1,207,080	46,080	3.97%
Interest & Penalties	14,000	15,000	1,000	7.14%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	98,272	186,667	88,395	89.95%
	1,273,272	1,408,747	135,475	10.64%
<b>Expenditures</b>				
Personnel Services	451,384	454,145	2,761	0.61%
Supplies & Materials	228,900	221,070	(7,830)	-3.42%
Maintenance & Services	489,214	579,632	90,418	18.48%
Other Charges	18,600	34,400	15,800	84.95%
Interfund Charges	85,174	89,500	4,326	5.08%
Capital Equipment	-	30,000	30,000	N/A
	1,273,272	1,408,747	135,475	10.64%

**Proposed Quarterly Rates**

Proposed increase in domestic water and sewer base fee from \$168.00 to \$173.00  
 Proposed increase in domestic sewer flat charge from \$168.00 to \$172.00  
 Proposed increase in commercial water and sewer base fees ranging from \$198.00 to \$1,650.00 at present to \$212.00 to \$1,766.00 based on total EDU's

	2018/19 Budget	2019/20 Request	
<b>Domestic:</b>			
<b>Metered Water &amp; Sewer</b>			
Base Fee	\$168.00	\$173.00	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.			
<b>Nonmetered Sewer</b>	\$168.00	\$172.00	Flat Charge

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

	2018/19 Budget	2019/20 Request
<b><u>Commercial:</u></b>		
<b>Metered Water &amp; Sewer</b>		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$198.00	\$212.00 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	\$275.00	\$294.00 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	\$550.00	\$589.00 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	\$825.00	\$883.00 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	\$1,100.00	\$1,177.00 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	\$1,650.00	\$1,766.00 Flat Charge
0 - 10,000 Gallons	\$4.00	\$4.00 Per Thousand
10,001 - 1,250,000 Gallons	\$6.00	\$6.00 Per Thousand
over 1,250,000 Gallons	\$10.00	\$10.00 Per Thousand
*water only service (metered) shall be billed at 25% of the above proposed rates.		
<b><u>Accessibility- Domestic &amp; Commercial:</u></b>	\$150.00	\$150.00 Flat Charge per EDU
*water only accessibility shall be billed at 25% of the above proposed rate.		
<b><u>Sewer EDU:</u></b>	\$66.00	\$66.00 Per EDU per Quarter

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

**Oyster Harbor**

**Proposed Quarterly Rates**

**No proposed changes to quarterly rate**

	2018/19 Budget	2019/20 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			

**Snug Harbor**

**Proposed Quarterly Rates**

**No proposed changes to quarterly rate**

	2018/19 Budget	2019/20 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**

	2018/19 Budget	2019/20 Request	(\$) Difference (%)	
<b>Revenue</b>				
Charges for Services	131,650	134,910	3,260	2.48%
Interest & Penalties	2,500	2,500	-	0.00%
Other Revenue	18,000	24,000	6,000	33.33%
Transfer From (To) Reserves	(16,226)	(16,585)	(359)	2.21%
	135,924	144,825	8,901	6.55%
<b>Expenditures</b>				
Personnel Services	71,520	75,079	3,559	4.98%
Supplies & Materials	16,373	16,448	75	0.46%
Maintenance & Services	41,082	43,413	2,331	5.67%
Other Charges	1,408	4,065	2,657	188.71%
Interfund Charges	5,541	5,820	279	5.04%
Capital Equipment	-	-	-	N/A
	135,924	144,825	8,901	6.55%

**Proposed Quarterly Rates**

No proposed changes to quarterly rates

	2018/19 Budget	2019/20 Request	
<b><u>Domestic:</u></b>			
<b>Metered Water &amp; Sewer</b>			
Base Fee- Includes 3,000 Gallons	\$216.00	\$216.00	Flat Charge
Usage Range (Gallons) over 3,000	\$7.00	\$7.00	Per Thousand
<b><u>Commercial:</u></b>			
<b>Metered Water &amp; Sewer</b>			
Base Fee- Includes 3,000 Gallons	\$266.00	\$266.00	Flat Charge
Usage Range (Gallons) over 3,000	\$14.00	\$14.00	Per Thousand
<b><u>EDU:</u></b>	\$27.00	\$27.00	Quarterly

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

	2018/19 Budget	2019/20 Request	(\$) Difference (%)	
<b>Revenue</b>				
Charges for Services	502,900	558,320	55,420	11.02%
Interest & Penalties	4,000	5,000	1,000	25.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	15,925	62,251	46,326	290.90%
	522,825	625,571	102,746	19.65%
<b>Expenditures</b>				
Personnel Services	219,129	244,999	25,870	11.81%
Supplies & Materials	62,666	72,497	9,831	15.69%
Maintenance & Services	204,385	236,604	32,219	15.76%
Other Charges	5,043	13,746	8,703	172.58%
Interfund Charges	21,602	22,725	1,123	5.20%
Capital Equipment	10,000	35,000	25,000	N/A
	522,825	625,571	102,746	19.65%

**Proposed Quarterly Rates**

Proposed increase in domestic base fee from \$180.00 to \$190.00  
 Proposed increase in commercial water and sewer base fees ranging from \$198.00 to \$1,650.00 at present to \$212.00 to \$1,766.00 based on total EDU's  
 Proposed increase in accessibility fee from \$140.00 to \$150.00  
 Proposed new quarterly debt service of \$9 per EDU

	2018/19 Budget	2019/20 Request	
<b>Domestic:</b>			
<b>Metered Water &amp; Sewer</b>			
Base Fee	\$180.00	\$190.00	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**

	2018/19 Budget	2019/20 Request
<b><u>Commercial:</u></b>		
<b>Metered Water &amp; Sewer</b>		
Tiered Base Fee Range (EDU's) and Usage Range (Gallons)		
1 EDU	\$198.00	\$212.00 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	\$275.00	\$294.00 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	\$550.00	\$589.00 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	\$825.00	\$883.00 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	\$1,100.00	\$1,177.00 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	\$1,650.00	\$1,766.00 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
<b><u>Accessibility:</u></b>	\$140.00	\$150.00 Flat Charge per EDU
<b><u>EDU:</u></b>	\$0.00	\$9.00 Per EDU per Quarter

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

	2018/19 Budget	2019/20 Request	(\$) Difference (%)	
<b>Revenue</b>				
Charges for Services	165,000	172,070	7,070	4.28%
Interest and Penalties	500	500	-	0.00%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	8,724	9,424	700	8.02%
	<hr/> 174,224	<hr/> 181,994	<hr/> 7,770	<hr/> 4.46%
<b>Expenditures</b>				
Personnel Services	55,553	59,276	3,723	6.70%
Supplies & Materials	16,363	17,348	985	6.02%
Maintenance & Services	92,070	92,667	597	0.65%
Other Charges	1,449	3,463	2,014	138.99%
Interfund Charges	8,789	9,240	451	5.13%
Capital Equipment	-	-	-	N/A
	<hr/> 174,224	<hr/> 181,994	<hr/> 7,770	<hr/> 4.46%

**Proposed Quarterly Rates**

<b>Proposed increase to domestic water base fee from \$53.13 to \$54.69</b>
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	2018/19 Budget	2019/20 Request
<b>Domestic:</b>		
<b>Nonmetered Sewer</b>	\$150.00	\$150.00 Flat Charge
<b>Metered Water</b>		
Base Fee	\$53.13	\$54.69 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**

	2018/19 Budget	2019/20 Request	(\$) Difference (%)	
<b>Revenue</b>				
Charges for Services	1,408,000	1,420,000	12,000	0.85%
Interest & Penalties	23,000	34,000	11,000	47.83%
Other Revenue	-	-	-	N/A
Transfer From (To) Reserves	(100,661)	211,018	311,679	-309.63%
	<u>1,330,339</u>	<u>1,665,018</u>	<u>334,679</u>	<u>25.16%</u>
<b>Expenditures</b>				
Personnel Services	182,562	192,116	9,554	5.23%
Supplies & Materials	23,173	24,974	1,801	7.77%
Maintenance & Services	869,714	930,718	61,004	7.01%
Other Charges	17,672	24,500	6,828	38.64%
Interfund Charges	107,218	112,710	5,492	5.12%
Capital Equipment	130,000	380,000	250,000	192.31%
	<u>1,330,339</u>	<u>1,665,018</u>	<u>334,679</u>	<u>25.16%</u>

**Proposed Quarterly Rates**

No proposed changes to quarterly rate
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	2018/19 Budget	2019/20 Request	
<b>Domestic:</b>			
Nonmetered Sewer	\$10.50	\$10.50	Per fixture quarterly
<b>Commercial:</b>			
Nonmetered Sewer	\$14.25	\$14.25	Per fixture quarterly



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 555 - Ocean Pines								
REVENUE								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	1,426,700.00	1,380,000.00	46,700.00	3	693,103.57	1,252,469.00	1,117,414.88
5000.200	Domestic Water Usage	210,000.00	210,000.00	.00		122,772.73	211,332.69	197,670.81
5005.100	Commercial Water Service	52,965.00	48,500.00	4,465.00	9	24,862.75	44,043.00	32,496.75
5005.200	Commercial Water Usage	30,000.00	25,750.00	4,250.00	17	18,581.14	29,407.20	24,249.37
5010.100	Domestic Sewer Service	4,274,100.00	4,140,000.00	134,100.00	3	2,077,287.57	3,754,545.89	3,351,046.85
5010.200	Domestic Sewer Usage	560,000.00	550,000.00	10,000.00	2	334,695.76	575,840.12	547,416.82
5015.100	Commercial Sewer Service	156,220.00	143,000.00	13,220.00	9	73,056.25	129,361.00	93,634.25
5015.200	Commercial Sewer Usage	90,000.00	81,250.00	8,750.00	11	52,972.76	92,021.47	71,701.30
5025	Transfer from River Run	50,000.00	49,200.00	800.00	2	13,882.50	49,721.32	38,441.67
5030	White Horse Park Revenue	256,680.00	249,240.00	7,440.00	3	124,620.00	226,920.00	204,600.00
5040	Hook-Ups	125,000.00	75,000.00	50,000.00	67	73,072.00	136,458.00	141,810.00
5825	Future Capital Development Reven	.00	.00	.00		23,685.00	25,686.00	18,981.00
5835	Tank Fee Revenue	.00	.00	.00		.00	.00	10,401.00
<i>Charges for Services Totals</i>		\$7,231,665.00	\$6,951,940.00	\$279,725.00	4%	\$3,632,592.03	\$6,527,805.69	\$5,849,864.70
<i>Interest &amp; Penalties</i>								
4700	Interest On Investments	.00	.00	.00		35.00	42.88	17.63
4710	Penalty/Fees	83,000.00	83,000.00	.00		40,635.49	82,503.82	85,439.19
<i>Interest &amp; Penalties Totals</i>		\$83,000.00	\$83,000.00	\$0.00	0%	\$40,670.49	\$82,546.70	\$85,456.82
<i>Other Revenue</i>								
5042	Equity Contribution	85,000.00	85,000.00	.00		421,578.86	115,749.72	308,193.05
5850	Other Revenue	30,000.00	30,000.00	.00		48,667.94	413,156.24	76,955.46
5875	Rent/Overhead Reimbursement	28,000.00	28,000.00	.00		.00	28,000.00	26,000.00
<i>Other Revenue Totals</i>		\$143,000.00	\$143,000.00	\$0.00	0%	\$470,246.80	\$556,905.96	\$411,148.51
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(223,683.00)	(183,906.00)	(39,777.00)	22	.00	.00	.00
5975.200	Transfers From Other Funds	.00	.00	.00		.00	.00	4,522,940.55
<i>Transfers In Totals</i>		(\$223,683.00)	(\$183,906.00)	(\$39,777.00)	22%	\$0.00	\$0.00	\$4,522,940.55
<b>REVENUE TOTALS</b>		<b>\$7,233,982.00</b>	<b>\$6,994,034.00</b>	<b>\$239,948.00</b>	<b>3%</b>	<b>\$4,143,509.32</b>	<b>\$7,167,258.35</b>	<b>\$10,869,410.58</b>
EXPENSE								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	1,611,812.00	1,663,236.00	(51,424.00)	(3)	800,392.51	1,583,545.14	1,573,813.90
6000.200	Personnel Services Salaries-Support Group	143,357.00	134,282.00	9,075.00	7	41,312.96	116,912.28	132,124.48
6000.300	Personnel Services Salaries-Construction	386,798.00	507,197.00	(120,399.00)	(24)	222,801.03	422,770.84	430,317.72

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 555 - Ocean Pines</b>								
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.400	Personnel Services Overtime Pay	52,000.00	47,000.00	5,000.00	11	24,403.61	53,923.80	46,473.90
6010.100	Benefits Fica & Fringe Benefits	1,166,865.00	1,093,280.00	73,585.00	7	399,771.17	1,090,870.27	1,001,970.54
6010.900	Benefits OPEB contribution	154,690.00	136,328.00	18,362.00	13	.00	138,531.55	117,081.22
	<i>Personnel Services Totals</i>	<b>\$3,515,522.00</b>	<b>\$3,581,323.00</b>	<b>(\$65,801.00)</b>	<b>(2%)</b>	<b>\$1,488,681.28</b>	<b>\$3,406,553.88</b>	<b>\$3,301,781.76</b>
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	63,700.00	64,000.00	(300.00)		17,953.89	62,229.84	63,600.53
6110.060	Supplies & Equipment Chemicals	305,000.00	285,000.00	20,000.00	7	177,443.35	306,026.75	307,440.78
6110.090	Supplies & Equipment Computers & Printers	1,150.00	284.00	866.00	303	.00	.00	.00
6110.290	Supplies & Equipment Other Office Equipment	5,000.00	5,000.00	.00		618.69	5,502.53	3,583.65
6110.340	Supplies & Equipment Safety Program Equipment	19,087.00	18,188.00	899.00	5	6,283.92	10,955.45	18,729.15
6110.390	Supplies & Equipment Small Equipment	9,500.00	9,500.00	.00		1,107.23	1,756.10	25,550.15
6110.420	Supplies & Equipment Tools & Supplies	7,500.00	7,500.00	.00		1,800.53	5,178.75	8,800.47
6130.045	Equipment Maintenance Other Equipment Maint/Repair	11,000.00	11,000.00	.00		1,191.16	9,425.19	2,060.75
6150.050	Uniforms & Personal Equipment Uniforms	12,252.00	12,991.00	(739.00)	(6)	6,755.15	10,932.95	11,285.04
6200.010	Other Supplies & Materials Lab Testing	25,000.00	39,000.00	(14,000.00)	(36)	11,016.00	17,507.60	20,410.62
6200.030	Other Supplies & Materials Testing Supplies	31,000.00	31,000.00	.00		6,080.19	8,018.95	11,725.04
	<i>Supplies &amp; Materials Totals</i>	<b>\$490,189.00</b>	<b>\$483,463.00</b>	<b>\$6,726.00</b>	<b>1%</b>	<b>\$230,250.11</b>	<b>\$437,534.11</b>	<b>\$473,186.18</b>
<i>Maintenance &amp; Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	290,000.00	260,000.00	30,000.00	12	181,175.63	288,264.41	260,472.95
6500.020	Systems Maintenance Water Plant/System Maint	287,500.00	250,000.00	37,500.00	15	151,592.03	321,638.14	246,734.92
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	166,000.00	80,000.00	86,000.00	108	61,484.35	84,963.22	106,742.00
6500.040	Systems Maintenance WWW Paving	90,000.00	90,000.00	.00		56,215.32	84,827.76	84,460.05
6500.070	Systems Maintenance Contractor Water Install/Repair	100,000.00	.00	100,000.00		3,000.00	.00	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	50,000.00	.00	50,000.00		6,203.59	.00	.00
6530.100	Consulting Services Professional Fees	14,700.00	14,400.00	300.00	2	.00	14,058.88	12,679.75
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	67,500.00	67,500.00	.00		19,701.56	58,204.97	53,598.70
6540.030	Vehicle Operating Expenses Vehicle Maintenance	26,000.00	26,000.00	.00		5,257.82	31,530.28	24,168.27
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	30,561.00	19,940.00	10,621.00	53	.00	30,244.48	29,915.16
6550.020	Building Site Expenses Buildings & Grounds Maintenance	39,000.00	39,000.00	.00		12,194.39	26,109.29	39,066.61
6550.060	Building Site Expenses Electricity	675,000.00	705,000.00	(30,000.00)	(4)	220,768.88	635,043.09	611,898.83

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 555 - Ocean Pines								
	<b>EXPENSE</b>							
	<i>Maintenance &amp; Services</i>							
6550.270	Building Site Expenses Telephone	25,100.00	25,100.00	.00		10,524.95	23,135.90	21,394.28
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	3,000.00	3,000.00	.00		1,932.85	3,019.30	2,256.85
6700.500	Other Maint. & Svcs Water & Wastewater Construction	216,386.00	262,468.00	(46,082.00)	(18)	.00	158,066.03	232,292.01
6700.650	Other Maint. & Svcs Tipping Fees	65,000.00	65,000.00	.00		31,617.60	73,311.00	57,200.95
	<i>Maintenance &amp; Services Totals</i>	<b>\$2,145,747.00</b>	<b>\$1,907,408.00</b>	<b>\$238,339.00</b>	<b>12%</b>	<b>\$761,668.97</b>	<b>\$1,832,416.75</b>	<b>\$1,782,881.33</b>
	<i>Other Charges</i>							
7000.060	Travel, Training & Expense Educational Training	21,264.00	19,918.00	1,346.00	7	3,694.05	17,774.58	17,114.92
7170.010	Benefits & Insurance Allowance for COLA	122,360.00	.00	122,360.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	76,000.00	82,500.00	(6,500.00)	(8)	71,815.45	72,294.92	71,591.90
	<i>Other Charges Totals</i>	<b>\$219,624.00</b>	<b>\$102,418.00</b>	<b>\$117,206.00</b>	<b>114%</b>	<b>\$75,509.50</b>	<b>\$90,069.50</b>	<b>\$88,706.82</b>
	<i>Interfund Charges</i>							
8010.030	Interfund Treasurer's Support - Salary	112,500.00	106,981.00	5,519.00	5	53,490.60	123,104.42	116,691.49
8010.040	Interfund Treasurer's Support - Fringe	50,500.00	48,078.00	2,422.00	5	24,038.69	55,273.88	50,340.70
8010.050	Interfund Public Works & Admin - Benefits	95,200.00	90,650.00	4,550.00	5	45,324.93	82,317.36	75,199.57
8010.060	Interfund Public Works & Admin - Salaries	211,800.00	201,713.00	10,087.00	5	100,856.56	183,334.86	174,315.20
	<i>Interfund Charges Totals</i>	<b>\$470,000.00</b>	<b>\$447,422.00</b>	<b>\$22,578.00</b>	<b>5%</b>	<b>\$223,710.78</b>	<b>\$444,030.52</b>	<b>\$416,546.96</b>
	<i>Capital Equipment</i>							
9010	Capital Equipment	31,000.00	35,000.00	(4,000.00)	(11)	.00	.00	.00
9010.010	Capital Equipment New Vehicles	31,900.00	100,000.00	(68,100.00)	(68)	.00	.00	.00
9010.090	Capital Equipment Other WWW Equipment	330,000.00	337,000.00	(7,000.00)	(2)	59,526.12	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	1,515,547.00	1,327,326.06
	<i>Capital Equipment Totals</i>	<b>\$392,900.00</b>	<b>\$472,000.00</b>	<b>(\$79,100.00)</b>	<b>(17%)</b>	<b>\$59,526.12</b>	<b>\$1,515,547.00</b>	<b>\$1,327,326.06</b>
	<b>EXPENSE TOTALS</b>	<b>\$7,233,982.00</b>	<b>\$6,994,034.00</b>	<b>\$239,948.00</b>	<b>3%</b>	<b>\$2,839,346.76</b>	<b>\$7,726,151.76</b>	<b>\$7,390,429.11</b>
Fund 555 - Ocean Pines Totals								
	REVENUE TOTALS	\$7,233,982.00	\$6,994,034.00	\$239,948.00	3%	\$4,143,509.32	\$7,167,258.35	\$10,869,410.58
	EXPENSE TOTALS	\$7,233,982.00	\$6,994,034.00	\$239,948.00	3%	\$2,839,346.76	\$7,726,151.76	\$7,390,429.11
Fund 555 - Ocean Pines Totals		\$0.00	\$0.00	\$0.00	+++	\$1,304,162.56	(\$558,893.41)	\$3,478,981.47
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$7,233,982.00	\$6,994,034.00	\$239,948.00	3%	\$4,143,509.32	\$7,167,258.35	\$10,869,410.58
	EXPENSE GRAND TOTALS	\$7,233,982.00	\$6,994,034.00	\$239,948.00	3%	\$2,839,346.76	\$7,726,151.76	\$7,390,429.11
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,304,162.56	(\$558,893.41)	\$3,478,981.47

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 520	<b>- Assateague Point</b>							
	<b>REVENUE</b>							
	<i>Charges for Services</i>							
5000.100	Domestic Water Service	47,215.00	44,600.00	2,615.00	6	22,312.50	42,000.00	42,000.00
5005.100	Commercial Water Service	850.00	800.00	50.00	6	425.00	800.00	800.00
5010.100	Domestic Sewer Service	187,465.00	173,500.00	13,965.00	8	88,896.50	161,317.50	160,297.50
5015.100	Commercial Sewer Service	16,000.00	15,200.00	800.00	5	8,032.50	15,120.00	15,120.00
5040	Hook-Ups	.00	.00	.00		.00	4,025.00	3,775.00
5856	Grinder Pump Surcharge	4,080.00	.00	4,080.00		1,350.00	.00	.00
	<i>Charges for Services Totals</i>	<b>\$255,610.00</b>	<b>\$234,100.00</b>	<b>\$21,510.00</b>	<b>9%</b>	<b>\$121,016.50</b>	<b>\$223,262.50</b>	<b>\$221,992.50</b>
	<i>Interest &amp; Penalties</i>							
4710	Penalty/Fees	4,000.00	4,000.00	.00		1,777.41	3,636.57	4,047.63
	<i>Interest &amp; Penalties Totals</i>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$1,777.41</b>	<b>\$3,636.57</b>	<b>\$4,047.63</b>
	<i>Other Revenue</i>							
5850	Other Revenue	.00	.00	.00		828.49	8,096.88	1,259.92
	<i>Other Revenue Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$828.49</b>	<b>\$8,096.88</b>	<b>\$1,259.92</b>
	<i>Transfers In</i>							
5975.100	Transfers From (To) Reserve	1,517.00	17,435.00	(15,918.00)	(91)	.00	.00	.00
	<i>Transfers In Totals</i>	<b>\$1,517.00</b>	<b>\$17,435.00</b>	<b>(\$15,918.00)</b>	<b>(91%)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>REVENUE TOTALS</b>	<b>\$261,127.00</b>	<b>\$255,535.00</b>	<b>\$5,592.00</b>	<b>2%</b>	<b>\$123,622.40</b>	<b>\$234,995.95</b>	<b>\$227,300.05</b>
	<b>EXPENSE</b>							
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		834.84	2,335.36	3,680.74
6000.200	Personnel Services Salaries-Support Group	47,213.00	41,758.00	5,455.00	13	26,549.39	43,661.51	35,279.23
6000.300	Personnel Services Salaries-Construction	6,297.00	6,596.00	(299.00)	(5)	3,710.58	5,126.83	7,599.50
6000.400	Personnel Services Overtime Pay	3,000.00	2,500.00	500.00	20	4,808.34	1,526.34	2,795.11
6010.100	Benefits Fica & Fringe Benefits	30,635.00	26,946.00	3,689.00	14	15,100.14	28,591.68	24,264.44
6010.900	Benefits OPEB contribution	4,130.00	3,056.00	1,074.00	35	.00	3,490.47	2,336.02
	<i>Personnel Services Totals</i>	<b>\$94,275.00</b>	<b>\$83,856.00</b>	<b>\$10,419.00</b>	<b>12%</b>	<b>\$51,003.29</b>	<b>\$84,732.19</b>	<b>\$75,955.04</b>
	<i>Supplies &amp; Materials</i>							
6100.010	Administrative Expense Administrative Expenses	6,680.00	4,180.00	2,500.00	60	131.90	6,243.66	5,790.09
6110.060	Supplies & Equipment Chemicals	13,000.00	13,000.00	.00		640.54	12,321.99	7,742.24
6110.090	Supplies & Equipment Computers & Printers	.00	88.00	(88.00)	(100)	.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	523.00	485.00	38.00	8	.00	266.17	205.75
6110.390	Supplies & Equipment Small Equipment	.00	8,000.00	(8,000.00)	(100)	.00	97.38	259.26
6110.420	Supplies & Equipment Tools & Supplies	400.00	400.00	.00		144.39	137.91	711.09

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 520 - Assateague Point								
<b>EXPENSE</b>								
<i>Supplies &amp; Materials</i>								
6150.050	Uniforms & Personal Equipment Uniforms	347.00	339.00	8.00	2	.00	379.19	239.46
6200.010	Other Supplies & Materials Lab Testing	4,500.00	4,500.00	.00		2,100.00	3,900.48	3,551.96
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	.00		390.13	484.65	289.86
	<i>Supplies &amp; Materials Totals</i>	\$26,450.00	\$31,992.00	(\$5,542.00)	(17%)	\$3,406.96	\$23,831.43	\$18,789.71
<i>Maintenance &amp; Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	10,000.00	10,000.00	.00		2,008.00	7,828.82	18,005.59
6500.012	Systems Maintenance Grinder Pump	30,000.00	30,000.00	.00		1,071.35	37,943.58	24,758.24
6500.020	Systems Maintenance Water Plant/System Maint	4,000.00	4,000.00	.00		4,901.28	3,850.18	3,378.12
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	15,000.00	15,000.00	.00		3,166.93	3,194.92	9,402.76
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	.00		641.35	1,421.96	2,101.24
6530.100	Consulting Services Professional Fees	980.00	10,960.00	(9,980.00)	(91)	.00	920.00	840.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	10,065.00	4,335.00	5,730.00	132	.00	5,512.27	4,476.17
6550.020	Building Site Expenses Buildings & Grounds Maintenance	750.00	750.00	.00		314.13	848.97	919.08
6550.060	Building Site Expenses Electricity	25,000.00	25,000.00	.00		8,690.82	24,717.63	23,069.10
6700.500	Other Maint. & Svcs Water & Wastewater Construction	3,873.00	3,667.00	206.00	6	.00	1,919.55	4,102.33
	<i>Maintenance &amp; Services Totals</i>	\$101,668.00	\$105,712.00	(\$4,044.00)	(4%)	\$20,793.86	\$88,157.88	\$91,052.63
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	459.00	357.00	102.00	29	.00	162.97	387.62
7170.010	Benefits & Insurance Allowance for COLA	3,200.00	.00	3,200.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	5,500.00	5,500.00	.00		4,411.26	4,562.96	4,526.83
	<i>Other Charges Totals</i>	\$9,159.00	\$5,857.00	\$3,302.00	56%	\$4,411.26	\$4,725.93	\$4,914.45
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	7,550.00	7,172.00	378.00	5	3,585.97	8,539.04	8,094.21
8010.040	Interfund Treasurer's Support - Fringe	3,400.00	3,223.00	177.00	5	1,611.53	3,834.04	3,491.84
8010.050	Interfund Public Works & Admin - Benefits	5,775.00	5,495.00	280.00	5	2,747.68	5,328.98	4,868.18
8010.060	Interfund Public Works & Admin - Salaries	12,850.00	12,228.00	622.00	5	6,114.11	11,868.54	11,284.62
	<i>Interfund Charges Totals</i>	\$29,575.00	\$28,118.00	\$1,457.00	5%	\$14,059.29	\$29,570.60	\$27,738.85
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	84,230.00	86,053.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$84,230.00	\$86,053.00
	<b>EXPENSE TOTALS</b>	\$261,127.00	\$255,535.00	\$5,592.00	2%	\$93,674.66	\$315,248.03	\$304,503.68



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund	<b>520 - Assateague Point</b> Totals							
	REVENUE TOTALS	\$261,127.00	\$255,535.00	\$5,592.00	2%	\$123,622.40	\$234,995.95	\$227,300.05
	EXPENSE TOTALS	\$261,127.00	\$255,535.00	\$5,592.00	2%	\$93,674.66	\$315,248.03	\$304,503.68
Fund	<b>520 - Assateague Point</b> Totals	\$0.00	\$0.00	\$0.00	+++	\$29,947.74	(\$80,252.08)	(\$77,203.63)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$261,127.00	\$255,535.00	\$5,592.00	2%	\$123,622.40	\$234,995.95	\$227,300.05
	EXPENSE GRAND TOTALS	\$261,127.00	\$255,535.00	\$5,592.00	2%	\$93,674.66	\$315,248.03	\$304,503.68
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$29,947.74	(\$80,252.08)	(\$77,203.63)

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 525 - Bridgetown								
<b>REVENUE</b>								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	11,180.00	11,000.00	180.00	2	5,207.00	10,231.00	10,048.00
5005.100	Commercial Water Service	589.00	550.00	39.00	7	275.00	500.00	285.00
5005.200	Commercial Water Usage	1,000.00	1,000.00	.00		416.03	481.19	1,098.94
5040	Hook-Ups	.00	.00	.00		.00	.00	4,268.00
<i>Charges for Services Totals</i>		\$12,769.00	\$12,550.00	\$219.00	2%	\$5,898.03	\$11,212.19	\$15,699.94
<i>Interest &amp; Penalties</i>								
4710	Penalty/Fees	550.00	1,000.00	(450.00)	(45)	282.06	497.57	674.96
<i>Interest &amp; Penalties Totals</i>		\$550.00	\$1,000.00	(\$450.00)	(45%)	\$282.06	\$497.57	\$674.96
<i>Operating Grant</i>								
5815	Operating Grant	28,000.00	26,000.00	2,000.00	8	26,000.00	26,000.00	26,000.00
<i>Operating Grant Totals</i>		\$28,000.00	\$26,000.00	\$2,000.00	8%	\$26,000.00	\$26,000.00	\$26,000.00
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		59.19	123.12	90.10
<i>Other Revenue Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$59.19	\$123.12	\$90.10
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	1,260.00	4,067.00	(2,807.00)	(69)	.00	.00	.00
<i>Transfers In Totals</i>		\$1,260.00	\$4,067.00	(\$2,807.00)	(69%)	\$0.00	\$0.00	\$0.00
<b>REVENUE TOTALS</b>		\$42,579.00	\$43,617.00	(\$1,038.00)	(2%)	\$32,239.28	\$37,832.88	\$42,465.00
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.200	Personnel Services Salaries-Support Group	3,434.00	5,732.00	(2,298.00)	(40)	2,244.05	3,235.90	2,003.00
6000.300	Personnel Services Salaries-Construction	1,259.00	550.00	709.00	129	447.18	1,970.15	492.67
6000.400	Personnel Services Overtime Pay	.00	.00	.00		28.19	245.03	.00
6010.100	Benefits Fica & Fringe Benefits	2,534.00	3,367.00	(833.00)	(25)	1,273.68	3,176.10	1,495.06
6010.900	Benefits OPEB contribution	371.00	370.00	1.00		.00	363.80	136.08
<i>Personnel Services Totals</i>		\$7,598.00	\$10,019.00	(\$2,421.00)	(24%)	\$3,993.10	\$8,990.98	\$4,126.81
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	401.00	401.00	.00		47.14	427.43	399.61
6110.090	Supplies & Equipment Computers & Printers	12.00	12.00	.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	38.00	67.00	(29.00)	(43)	.00	19.63	10.44
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	7.18	14.74
6150.050	Uniforms & Personal Equipment Uniforms	25.00	47.00	(22.00)	(47)	.00	27.97	13.62
6200.010	Other Supplies & Materials Lab Testing	500.00	500.00	.00		125.00	422.60	250.00
<i>Supplies &amp; Materials Totals</i>		\$976.00	\$1,027.00	(\$51.00)	(5%)	\$172.14	\$904.81	\$688.41

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 525 - Briddletown</b>								
<b>EXPENSE</b>								
<i>Maintenance &amp; Services</i>								
6500.020	Systems Maintenance Water Plant/System Maint	2,000.00	2,000.00	.00		123.33	2,544.05	1,531.30
6530.100	Consulting Services Professional Fees	74.00	72.00	2.00	3	.00	69.00	63.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	732.00	595.00	137.00	23	.00	383.58	231.28
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		75.64	226.92	226.92
6700.200	Other Maint. & Svcs Payment to Water Utility	27,500.00	27,000.00	500.00	2	12,772.84	25,481.76	25,346.08
6700.500	Other Maint. & Svcs Water & Wastewater Construction	775.00	306.00	469.00	153	.00	737.65	265.95
	<i>Maintenance &amp; Services Totals</i>	<b>\$32,031.00</b>	<b>\$30,923.00</b>	<b>\$1,108.00</b>	<b>4%</b>	<b>\$12,971.81</b>	<b>\$29,442.96</b>	<b>\$27,664.53</b>
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	33.00	49.00	(16.00)	(33)	.00	12.02	22.04
7170.010	Benefits & Insurance Allowance for COLA	276.00	.00	276.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	300.00	300.00	.00		159.61	173.66	170.85
	<i>Other Charges Totals</i>	<b>\$609.00</b>	<b>\$349.00</b>	<b>\$260.00</b>	<b>74%</b>	<b>\$159.61</b>	<b>\$185.68</b>	<b>\$192.89</b>
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	500.00	478.00	22.00	5	239.07	569.26	539.61
8010.040	Interfund Treasurer's Support - Fringe	225.00	215.00	10.00	5	107.44	255.62	232.79
8010.050	Interfund Public Works & Admin - Benefits	200.00	188.00	12.00	6	93.94	173.30	158.31
8010.060	Interfund Public Works & Admin - Salaries	440.00	418.00	22.00	5	209.03	385.98	366.98
	<i>Interfund Charges Totals</i>	<b>\$1,365.00</b>	<b>\$1,299.00</b>	<b>\$66.00</b>	<b>5%</b>	<b>\$649.48</b>	<b>\$1,384.16</b>	<b>\$1,297.69</b>
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	11,317.00	11,317.00
	<i>Capital Equipment Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$11,317.00</b>	<b>\$11,317.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$42,579.00</b>	<b>\$43,617.00</b>	<b>(\$1,038.00)</b>	<b>(2%)</b>	<b>\$17,946.14</b>	<b>\$52,225.59</b>	<b>\$45,287.33</b>
<b>Fund 525 - Briddletown Totals</b>								
	REVENUE TOTALS	\$42,579.00	\$43,617.00	(\$1,038.00)	(2%)	\$32,239.28	\$37,832.88	\$42,465.00
	EXPENSE TOTALS	\$42,579.00	\$43,617.00	(\$1,038.00)	(2%)	\$17,946.14	\$52,225.59	\$45,287.33
	<b>Fund 525 - Briddletown Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$14,293.14</b>	<b>(\$14,392.71)</b>	<b>(\$2,822.33)</b>
<i>Net Grand Totals</i>								
	REVENUE GRAND TOTALS	\$42,579.00	\$43,617.00	(\$1,038.00)	(2%)	\$32,239.28	\$37,832.88	\$42,465.00
	EXPENSE GRAND TOTALS	\$42,579.00	\$43,617.00	(\$1,038.00)	(2%)	\$17,946.14	\$52,225.59	\$45,287.33
	<b>Net Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$14,293.14</b>	<b>(\$14,392.71)</b>	<b>(\$2,822.33)</b>

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 530 - Edgewater Acres</b>								
<b>REVENUE</b>								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	49,600.00	48,850.00	750.00	2	24,810.00	44,865.00	40,100.00
5000.200	Domestic Water Usage	40,000.00	40,000.00	.00		28,040.59	38,014.55	45,813.99
5010.100	Domestic Sewer Service	137,600.00	133,000.00	4,600.00	3	66,806.00	128,697.00	123,552.00
5020	Additional Assessments	900.00	900.00	.00		450.00	900.00	900.00
5040	Hook-Ups	.00	.00	.00		.00	.00	2,575.00
5825	Future Capital Development Reven	.00	.00	.00		.00	.00	600.00
<i>Charges for Services Totals</i>		<b>\$228,100.00</b>	<b>\$222,750.00</b>	<b>\$5,350.00</b>	<b>2%</b>	<b>\$120,106.59</b>	<b>\$212,476.55</b>	<b>\$213,540.99</b>
<i>Interest &amp; Penalties</i>								
4710	Penalty/Fees	2,000.00	1,500.00	500.00	33	1,097.50	2,003.75	1,697.69
<i>Interest &amp; Penalties Totals</i>		<b>\$2,000.00</b>	<b>\$1,500.00</b>	<b>\$500.00</b>	<b>33%</b>	<b>\$1,097.50</b>	<b>\$2,003.75</b>	<b>\$1,697.69</b>
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(2,641.00)	(9,304.00)	6,663.00	(72)	.00	.00	.00
<i>Transfers In Totals</i>		<b>(\$2,641.00)</b>	<b>(\$9,304.00)</b>	<b>\$6,663.00</b>	<b>(72%)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Debt Service Revenue</i>								
5980	Front Foot/EDU Revenue	875.00	875.00	.00		437.12	874.24	874.24
<i>Debt Service Revenue Totals</i>		<b>\$875.00</b>	<b>\$875.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$437.12</b>	<b>\$874.24</b>	<b>\$874.24</b>
<b>REVENUE TOTALS</b>		<b>\$228,334.00</b>	<b>\$215,821.00</b>	<b>\$12,513.00</b>	<b>6%</b>	<b>\$121,641.21</b>	<b>\$215,354.54</b>	<b>\$216,112.92</b>
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	500.00	500.00	.00		.00	533.11	546.49
6000.200	Personnel Services Salaries-Support Group	22,319.00	20,470.00	1,849.00	9	11,504.88	19,125.48	20,872.85
6000.300	Personnel Services Salaries-Construction	1,679.00	2,199.00	(520.00)	(24)	1,133.19	1,536.70	1,511.41
6000.400	Personnel Services Overtime Pay	2,500.00	500.00	2,000.00	400	.00	1,179.18	859.81
6010.100	Benefits Fica & Fringe Benefits	13,229.00	12,403.00	826.00	7	5,358.86	11,893.60	11,881.26
6010.900	Benefits OPEB contribution	1,838.00	1,436.00	402.00	28	.00	1,482.10	1,224.86
<i>Personnel Services Totals</i>		<b>\$42,065.00</b>	<b>\$37,508.00</b>	<b>\$4,557.00</b>	<b>12%</b>	<b>\$17,996.93</b>	<b>\$35,750.17</b>	<b>\$36,896.68</b>
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,505.00	1,505.00	.00		50.52	1,655.00	1,615.61
6110.090	Supplies & Equipment Computers & Printers	43.00	43.00	.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	247.00	238.00	9.00	4	.00	116.63	108.95
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	42.67	153.80
6150.050	Uniforms & Personal Equipment Uniforms	164.00	166.00	(2.00)	(1)	.00	166.16	142.05
6200.010	Other Supplies & Materials Lab Testing	2,200.00	2,200.00	.00		150.00	418.00	1,878.55

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 530 - Edgewater Acres								
	EXPENSE							
	Supplies & Materials							
6200.030	Other Supplies & Materials Testing Supplies	.00	.00	.00		227.87	209.91	.00
	<i>Supplies &amp; Materials Totals</i>	<b>\$4,159.00</b>	<b>\$4,152.00</b>	<b>\$7.00</b>	<b>0%</b>	<b>\$428.39</b>	<b>\$2,608.37</b>	<b>\$3,898.96</b>
	Maintenance & Services							
6500.010	Systems Maintenance Collection System Maintenance	4,000.00	4,000.00	.00		1,298.85	2,106.56	1,676.29
6500.020	Systems Maintenance Water Plant/System Maint	6,500.00	6,500.00	.00		897.40	1,040.39	5,384.23
6530.100	Consulting Services Professional Fees	368.00	360.00	8.00	2	.00	345.00	315.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	4,758.00	2,125.00	2,633.00	124	.00	2,434.74	2,617.22
6550.020	Building Site Expenses Buildings & Grounds Maintenance	300.00	300.00	.00		.00	39.58	538.29
6550.060	Building Site Expenses Electricity	6,500.00	5,000.00	1,500.00	30	1,165.46	6,869.38	5,485.94
6550.270	Building Site Expenses Telephone	625.00	625.00	.00		311.80	603.48	410.99
6700.100	Other Maint. & Svcs Payment to Sewer Utility	76,000.00	75,000.00	1,000.00	1	37,878.47	73,764.69	73,769.35
6700.200	Other Maint. & Svcs Payment to Water Utility	67,000.00	66,000.00	1,000.00	2	28,965.36	75,716.91	49,656.32
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,033.00	1,222.00	(189.00)	(15)	.00	575.36	815.88
	<i>Maintenance &amp; Services Totals</i>	<b>\$167,084.00</b>	<b>\$161,132.00</b>	<b>\$5,952.00</b>	<b>4%</b>	<b>\$70,517.34</b>	<b>\$163,496.09</b>	<b>\$140,669.51</b>
	Other Charges							
7000.060	Travel, Training & Expense Educational Training	217.00	175.00	42.00	24	.00	71.41	229.94
7170.010	Benefits & Insurance Allowance for COLA	1,384.00	.00	1,384.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,900.00	1,900.00	.00		1,719.25	1,735.20	1,714.12
	<i>Other Charges Totals</i>	<b>\$3,501.00</b>	<b>\$2,075.00</b>	<b>\$1,426.00</b>	<b>69%</b>	<b>\$1,719.25</b>	<b>\$1,806.61</b>	<b>\$1,944.06</b>
	Interfund Charges							
8010.030	Interfund Treasurer's Support - Salary	2,900.00	2,749.00	151.00	5	1,374.59	3,273.30	3,102.78
8010.040	Interfund Treasurer's Support - Fringe	1,300.00	1,236.00	64.00	5	617.77	1,469.70	1,338.54
8010.050	Interfund Public Works & Admin - Benefits	2,275.00	2,161.00	114.00	5	1,080.27	1,992.94	1,820.62
8010.060	Interfund Public Works & Admin - Salaries	5,050.00	4,808.00	242.00	5	2,403.84	4,438.62	4,220.26
	<i>Interfund Charges Totals</i>	<b>\$11,525.00</b>	<b>\$10,954.00</b>	<b>\$571.00</b>	<b>5%</b>	<b>\$5,476.47</b>	<b>\$11,174.56</b>	<b>\$10,482.20</b>
	Capital Equipment							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	4,370.00	4,370.00
	<i>Capital Equipment Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$4,370.00</b>	<b>\$4,370.00</b>
	EXPENSE TOTALS	<b>\$228,334.00</b>	<b>\$215,821.00</b>	<b>\$12,513.00</b>	<b>6%</b>	<b>\$96,138.38</b>	<b>\$219,205.80</b>	<b>\$198,261.41</b>
	Fund 530 - Edgewater Acres Totals							
	REVENUE TOTALS	<b>\$228,334.00</b>	<b>\$215,821.00</b>	<b>\$12,513.00</b>	<b>6%</b>	<b>\$121,641.21</b>	<b>\$215,354.54</b>	<b>\$216,112.92</b>

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
	EXPENSE TOTALS	\$228,334.00	\$215,821.00	\$12,513.00	6%	\$96,138.38	\$219,205.80	\$198,261.41
Fund 530 - Edgewater Acres	Totals	\$0.00	\$0.00	\$0.00	+++	\$25,502.83	(\$3,851.26)	\$17,851.51
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$228,334.00	\$215,821.00	\$12,513.00	6%	\$121,641.21	\$215,354.54	\$216,112.92
	EXPENSE GRAND TOTALS	\$228,334.00	\$215,821.00	\$12,513.00	6%	\$96,138.38	\$219,205.80	\$198,261.41
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$25,502.83	(\$3,851.26)	\$17,851.51

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 535 - Landings</b>								
<b>REVENUE</b>								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	35,620.00	30,000.00	5,620.00	19	15,193.00	28,442.50	26,446.00
5000.200	Domestic Water Usage	5,500.00	7,000.00	(1,500.00)	(21)	2,568.94	4,165.78	5,212.99
5010.100	Domestic Sewer Service	79,400.00	79,000.00	400.00	1	39,705.00	74,280.00	69,000.00
5010.200	Domestic Sewer Usage	10,500.00	12,000.00	(1,500.00)	(13)	6,352.30	9,650.98	10,581.46
5020	Additional Assessments	182,160.00	174,000.00	8,160.00	5	87,120.00	166,425.00	158,450.00
5040	Hook-Ups	.00	.00	.00		.00	5,100.00	2,550.00
5825	Future Capital Development Reven	.00	.00	.00		.00	1,200.00	600.00
<i>Charges for Services Totals</i>		<b>\$313,180.00</b>	<b>\$302,000.00</b>	<b>\$11,180.00</b>	<b>4%</b>	<b>\$150,939.24</b>	<b>\$289,264.26</b>	<b>\$272,840.45</b>
<i>Interest &amp; Penalties</i>								
4710	Penalty/Fees	5,000.00	5,000.00	.00		2,227.30	4,290.59	5,346.30
<i>Interest &amp; Penalties Totals</i>		<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$2,227.30</b>	<b>\$4,290.59</b>	<b>\$5,346.30</b>
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		.00	18,291.00	.00
5850	Other Revenue	.00	.00	.00		170.18	12,260.71	249.11
<i>Other Revenue Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$170.18</b>	<b>\$30,551.71</b>	<b>\$249.11</b>
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	120,444.00	53,736.00	66,708.00	124	.00	.00	.00
<i>Transfers In Totals</i>		<b>\$120,444.00</b>	<b>\$53,736.00</b>	<b>\$66,708.00</b>	<b>124%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>REVENUE TOTALS</b>		<b>\$438,624.00</b>	<b>\$360,736.00</b>	<b>\$77,888.00</b>	<b>22%</b>	<b>\$153,336.72</b>	<b>\$324,106.56</b>	<b>\$278,435.86</b>
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	4,000.00	3,000.00	1,000.00	33	1,517.16	4,059.75	3,331.20
6000.200	Personnel Services Salaries-Support Group	103,011.00	96,618.00	6,393.00	7	43,306.48	98,632.49	91,844.23
6000.300	Personnel Services Salaries-Construction	2,519.00	4,947.00	(2,428.00)	(49)	1,321.64	1,823.32	2,120.94
6000.400	Personnel Services Overtime Pay	2,500.00	2,500.00	.00		1,647.22	3,560.07	2,273.42
6010.100	Benefits Fica & Fringe Benefits	58,346.00	55,886.00	2,460.00	4	20,889.70	54,093.19	48,070.05
6010.900	Benefits OPEB contribution	8,222.00	6,370.00	1,852.00	29	.00	7,241.05	5,149.21
<i>Personnel Services Totals</i>		<b>\$178,598.00</b>	<b>\$169,321.00</b>	<b>\$9,277.00</b>	<b>5%</b>	<b>\$68,682.20</b>	<b>\$169,409.87</b>	<b>\$152,789.05</b>
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,237.00	1,237.00	.00		32.98	1,320.46	1,451.85
6110.060	Supplies & Equipment Chemicals	50,000.00	40,000.00	10,000.00	25	23,194.47	49,264.95	41,927.49
6110.090	Supplies & Equipment Computers & Printers	204.00	204.00	.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	1,140.00	1,121.00	19.00	2	76.50	1,301.85	479.67

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 535 - Landings								
<b>EXPENSE</b>								
<i>Supplies &amp; Materials</i>								
6110.390	Supplies & Equipment Small Equipment	.00	5,800.00	(5,800.00)	(100)	.00	220.22	16,560.11
6110.420	Supplies & Equipment Tools & Supplies	300.00	300.00	.00		112.64	140.48	172.85
6150.050	Uniforms & Personal Equipment Uniforms	756.00	785.00	(29.00)	(4)	.00	857.53	625.41
6200.010	Other Supplies & Materials Lab Testing	6,000.00	6,000.00	.00		2,109.00	5,670.40	5,380.58
6200.030	Other Supplies & Materials Testing Supplies	3,000.00	3,000.00	.00		1,156.31	1,652.27	2,025.13
	<i>Supplies &amp; Materials Totals</i>	<b>\$62,637.00</b>	<b>\$58,447.00</b>	<b>\$4,190.00</b>	<b>7%</b>	<b>\$26,681.90</b>	<b>\$60,428.16</b>	<b>\$68,623.09</b>
<i>Maintenance &amp; Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	2,000.00	2,000.00	.00		318.93	1,775.57	1,340.59
6500.020	Systems Maintenance Water Plant/System Maint	10,000.00	6,000.00	4,000.00	67	3,882.30	15,329.33	10,557.32
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	78,000.00	40,000.00	38,000.00	95	32,193.74	23,633.46	61,222.95
6500.040	Systems Maintenance WWW Paving	500.00	500.00	.00		.00	89.43	.00
6530.100	Consulting Services Professional Fees	270.00	264.00	6.00	2	.00	9,379.90	231.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	21,960.00	10,030.00	11,930.00	119	.00	12,384.50	11,440.41
6550.020	Building Site Expenses Buildings & Grounds Maintenance	3,000.00	3,000.00	.00		866.36	1,132.51	1,083.93
6550.060	Building Site Expenses Electricity	60,000.00	55,000.00	5,000.00	9	17,358.00	59,779.00	58,387.52
6550.270	Building Site Expenses Telephone	2,000.00	2,000.00	.00		647.77	1,235.24	1,147.67
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,549.00	2,750.00	(1,201.00)	(44)	.00	682.68	.00
6700.650	Other Maint. & Svcs Tipping Fees	1,000.00	1,000.00	.00		.00	1,958.40	5,292.00
	<i>Maintenance &amp; Services Totals</i>	<b>\$180,279.00</b>	<b>\$122,544.00</b>	<b>\$57,735.00</b>	<b>47%</b>	<b>\$55,267.10</b>	<b>\$127,380.02</b>	<b>\$150,703.39</b>
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	1,002.00	826.00	176.00	21	.00	368.56	2,157.28
7170.010	Benefits & Insurance Allowance for COLA	6,143.00	.00	6,143.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	2,000.00	.00		1,272.62	1,742.42	1,553.13
	<i>Other Charges Totals</i>	<b>\$9,145.00</b>	<b>\$2,826.00</b>	<b>\$6,319.00</b>	<b>224%</b>	<b>\$1,272.62</b>	<b>\$2,110.98</b>	<b>\$3,710.41</b>
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	2,080.00	1,793.00	287.00	16	896.49	2,063.60	1,956.10
8010.040	Interfund Treasurer's Support - Fringe	930.00	806.00	124.00	15	402.88	926.56	843.86
8010.050	Interfund Public Works & Admin - Benefits	1,535.00	1,550.00	(15.00)	(1)	774.99	1,429.72	1,306.10
8010.060	Interfund Public Works & Admin - Salaries	3,420.00	3,449.00	(29.00)	(1)	1,724.48	3,184.22	3,027.58
	<i>Interfund Charges Totals</i>	<b>\$7,965.00</b>	<b>\$7,598.00</b>	<b>\$367.00</b>	<b>5%</b>	<b>\$3,798.84</b>	<b>\$7,604.10</b>	<b>\$7,133.64</b>



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 535 - Landings								
	EXPENSE							
	<i>Capital Equipment</i>							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	239,245.00	231,475.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$239,245.00	\$231,475.00
	EXPENSE TOTALS	\$438,624.00	\$360,736.00	\$77,888.00	22%	\$155,702.66	\$606,178.13	\$614,434.58
Fund 535 - Landings Totals								
	REVENUE TOTALS	\$438,624.00	\$360,736.00	\$77,888.00	22%	\$153,336.72	\$324,106.56	\$278,435.86
	EXPENSE TOTALS	\$438,624.00	\$360,736.00	\$77,888.00	22%	\$155,702.66	\$606,178.13	\$614,434.58
Fund 535 - Landings Totals		\$0.00	\$0.00	\$0.00	+++	(\$2,365.94)	(\$282,071.57)	(\$335,998.72)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$438,624.00	\$360,736.00	\$77,888.00	22%	\$153,336.72	\$324,106.56	\$278,435.86
	EXPENSE GRAND TOTALS	\$438,624.00	\$360,736.00	\$77,888.00	22%	\$155,702.66	\$606,178.13	\$614,434.58
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$2,365.94)	(\$282,071.57)	(\$335,998.72)

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 540 - Lighthouse Sound</b>								
<b>REVENUE</b>								
<i>Charges for Services</i>								
5010.100	Domestic Sewer Service	89,440.00	87,000.00	2,440.00	3	43,680.00	87,360.00	87,360.00
5020	Additional Assessments	10,400.00	8,800.00	1,600.00	18	4,420.00	8,840.00	8,840.00
<i>Charges for Services Totals</i>		<b>\$99,840.00</b>	<b>\$95,800.00</b>	<b>\$4,040.00</b>	<b>4%</b>	<b>\$48,100.00</b>	<b>\$96,200.00</b>	<b>\$96,200.00</b>
<i>Interest &amp; Penalties</i>								
4710	Penalty/Fees	700.00	700.00	.00		281.81	637.03	713.62
<i>Interest &amp; Penalties Totals</i>		<b>\$700.00</b>	<b>\$700.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$281.81</b>	<b>\$637.03</b>	<b>\$713.62</b>
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		148.73	310.39	229.08
<i>Other Revenue Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$148.73</b>	<b>\$310.39</b>	<b>\$229.08</b>
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(4,515.00)	1,887.00	(6,402.00)	(339)	.00	.00	.00
<i>Transfers In Totals</i>		<b>(\$4,515.00)</b>	<b>\$1,887.00</b>	<b>(\$6,402.00)</b>	<b>(339%)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>REVENUE TOTALS</b>		<b>\$96,025.00</b>	<b>\$98,387.00</b>	<b>(\$2,362.00)</b>	<b>(2%)</b>	<b>\$48,530.54</b>	<b>\$97,147.42</b>	<b>\$97,142.70</b>
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	2,000.00	1,500.00	500.00	33	1,313.44	2,690.69	1,599.95
6000.200	Personnel Services Salaries-Support Group	23,177.00	25,383.00	(2,206.00)	(9)	13,907.59	18,698.71	18,825.55
6000.300	Personnel Services Salaries-Construction	2,519.00	3,298.00	(779.00)	(24)	1,007.02	1,682.10	2,070.64
6000.400	Personnel Services Overtime Pay	1,000.00	1,000.00	.00		447.63	955.26	788.82
6010.100	Benefits Fica & Fringe Benefits	14,978.00	15,881.00	(903.00)	(6)	7,489.41	12,809.43	11,802.52
6010.900	Benefits OPEB contribution	2,117.00	1,792.00	325.00	18	.00	1,459.48	1,141.68
<i>Personnel Services Totals</i>		<b>\$45,791.00</b>	<b>\$48,854.00</b>	<b>(\$3,063.00)</b>	<b>(6%)</b>	<b>\$24,165.09</b>	<b>\$38,295.67</b>	<b>\$36,229.16</b>
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	602.00	602.00	.00		91.34	740.56	626.37
6110.060	Supplies & Equipment Chemicals	6,000.00	6,000.00	.00		3,228.75	6,316.12	4,872.62
6110.090	Supplies & Equipment Computers & Printers	54.00	54.00	.00		.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	257.00	295.00	(38.00)	(13)	.00	113.90	98.17
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	41.67	138.57
6150.050	Uniforms & Personal Equipment Uniforms	170.00	206.00	(36.00)	(17)	.00	162.26	127.99
6200.010	Other Supplies & Materials Lab Testing	5,000.00	5,000.00	.00		2,552.57	3,962.00	2,728.00
<i>Supplies &amp; Materials Totals</i>		<b>\$12,083.00</b>	<b>\$12,157.00</b>	<b>(\$74.00)</b>	<b>(1%)</b>	<b>\$5,872.66</b>	<b>\$11,336.51</b>	<b>\$8,591.72</b>
<i>Maintenance &amp; Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	5,500.00	5,500.00	.00		1,057.66	772.11	6,629.57

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 540 - Lighthouse Sound								
	EXPENSE							
	Maintenance & Services							
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	5,000.00	8,500.00	(3,500.00)	(41)	1,915.76	2,689.26	2,085.50
6530.100	Consulting Services Professional Fees	147.00	144.00	3.00	2	.00	138.00	126.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	4,941.00	2,635.00	2,306.00	88	.00	2,381.33	2,378.41
6550.020	Building Site Expenses Buildings & Grounds Maintenance	500.00	500.00	.00		.00	.00	85.38
6550.060	Building Site Expenses Electricity	13,500.00	13,000.00	500.00	4	6,148.56	13,720.83	12,860.42
6550.270	Building Site Expenses Telephone	800.00	800.00	.00		316.00	605.66	735.78
6700.500	Other Maint. & Svcs Water & Wastewater Construction	1,549.00	1,833.00	(284.00)	(15)	.00	629.80	1,117.76
	Maintenance & Services Totals	\$31,937.00	\$32,912.00	(\$975.00)	(3%)	\$9,437.98	\$20,936.99	\$26,018.82
	Other Charges							
7000.060	Travel, Training & Expense Educational Training	225.00	217.00	8.00	4	.00	69.74	207.18
7170.010	Benefits & Insurance Allowance for COLA	1,564.00	.00	1,564.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,000.00	1,000.00	.00		409.77	507.09	492.26
	Other Charges Totals	\$2,789.00	\$1,217.00	\$1,572.00	129%	\$409.77	\$576.83	\$699.44
	Interfund Charges							
8010.030	Interfund Treasurer's Support - Salary	1,250.00	1,195.00	55.00	5	597.69	1,352.04	1,281.59
8010.040	Interfund Treasurer's Support - Fringe	575.00	537.00	38.00	7	268.58	607.06	552.87
8010.050	Interfund Public Works & Admin - Benefits	500.00	470.00	30.00	6	234.84	433.24	395.79
8010.060	Interfund Public Works & Admin - Salaries	1,100.00	1,045.00	55.00	5	522.57	964.92	917.45
	Interfund Charges Totals	\$3,425.00	\$3,247.00	\$178.00	5%	\$1,623.68	\$3,357.26	\$3,147.70
	EXPENSE TOTALS	\$96,025.00	\$98,387.00	(\$2,362.00)	(2%)	\$41,509.18	\$74,503.26	\$74,686.84
Fund 540 - Lighthouse Sound Totals								
	REVENUE TOTALS	\$96,025.00	\$98,387.00	(\$2,362.00)	(2%)	\$48,530.54	\$97,147.42	\$97,142.70
	EXPENSE TOTALS	\$96,025.00	\$98,387.00	(\$2,362.00)	(2%)	\$41,509.18	\$74,503.26	\$74,686.84
Fund 540 - Lighthouse Sound Totals		\$0.00	\$0.00	\$0.00	+++	\$7,021.36	\$22,644.16	\$22,455.86
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$96,025.00	\$98,387.00	(\$2,362.00)	(2%)	\$48,530.54	\$97,147.42	\$97,142.70
	EXPENSE GRAND TOTALS	\$96,025.00	\$98,387.00	(\$2,362.00)	(2%)	\$41,509.18	\$74,503.26	\$74,686.84
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$7,021.36	\$22,644.16	\$22,455.86

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 545 - Mystic Harbour</b>								
<b>REVENUE</b>								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	277,000.00	265,000.00	12,000.00	5	135,048.00	258,066.00	230,083.00
5000.200	Domestic Water Usage	62,000.00	65,000.00	(3,000.00)	(5)	35,709.77	58,056.30	56,534.42
5005.100	Commercial Water Service	52,430.00	48,500.00	3,930.00	8	24,748.50	43,955.50	30,370.75
5005.200	Commercial Water Usage	42,000.00	34,000.00	8,000.00	24	26,423.38	41,090.11	28,955.91
5010.100	Domestic Sewer Service	373,770.00	362,000.00	11,770.00	3	181,692.00	351,035.25	317,550.00
5010.200	Domestic Sewer Usage	61,000.00	65,000.00	(4,000.00)	(6)	34,922.88	56,848.28	55,819.25
5015.100	Commercial Sewer Service	36,380.00	34,000.00	2,380.00	7	16,041.00	25,432.50	14,388.57
5015.200	Commercial Sewer Usage	118,000.00	118,000.00	.00		38,234.53	47,024.88	34,852.45
5020.100	Additional Assessments Water Accessibility	65,000.00	60,000.00	5,000.00	8	33,637.50	69,100.00	45,050.00
5020.200	Additional Assessments Sewer Accessibility	79,500.00	79,500.00	.00		103,050.00	166,500.00	70,425.00
5040	Hook-Ups	40,000.00	30,000.00	10,000.00	33	35,308.00	32,082.56	46,469.00
5825	Future Capital Development Reven	.00	.00	.00		21,500.00	87,600.00	72,500.00
<i>Charges for Services Totals</i>		<b>\$1,207,080.00</b>	<b>\$1,161,000.00</b>	<b>\$46,080.00</b>	<b>4%</b>	<b>\$686,315.56</b>	<b>\$1,236,791.38</b>	<b>\$1,002,998.35</b>
<i>Interest &amp; Penalties</i>								
4700	Interest On Investments	.00	.00	.00		44.40	1,407.46	11.05
4710	Penalty/Fees	15,000.00	14,000.00	1,000.00	7	10,878.37	14,793.38	13,566.88
<i>Interest &amp; Penalties Totals</i>		<b>\$15,000.00</b>	<b>\$14,000.00</b>	<b>\$1,000.00</b>	<b>7%</b>	<b>\$10,922.77</b>	<b>\$16,200.84</b>	<b>\$13,577.93</b>
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		131,320.00	131,344.00	1,121,760.00
5850	Other Revenue	.00	.00	.00		1,967.52	512,847.32	2,959.50
<i>Other Revenue Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$133,287.52</b>	<b>\$644,191.32</b>	<b>\$1,124,719.50</b>
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	186,667.00	98,272.00	88,395.00	90	.00	.00	.00
5975.200	Transfers From Other Funds	.00	.00	.00		.00	.00	1,224,075.52
<i>Transfers In Totals</i>		<b>\$186,667.00</b>	<b>\$98,272.00</b>	<b>\$88,395.00</b>	<b>90%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,224,075.52</b>
<b>REVENUE TOTALS</b>		<b>\$1,408,747.00</b>	<b>\$1,273,272.00</b>	<b>\$135,475.00</b>	<b>11%</b>	<b>\$830,525.85</b>	<b>\$1,897,183.54</b>	<b>\$3,365,371.30</b>
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	10,000.00	10,000.00	.00		4,518.90	11,311.24	11,350.10
6000.200	Personnel Services Salaries-Support Group	246,369.00	245,639.00	730.00		109,158.81	216,278.64	207,301.52
6000.300	Personnel Services Salaries-Construction	18,693.00	23,240.00	(4,547.00)	(20)	7,546.80	17,147.69	13,687.97
6000.400	Personnel Services Overtime Pay	10,000.00	10,000.00	.00		5,089.15	11,302.42	12,188.79
6010.100	Benefits Fica & Fringe Benefits	148,533.00	145,915.00	2,618.00	2	46,998.99	132,657.49	116,535.89

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 545 - Mystic Harbour								
	EXPENSE							
	Personnel Services							
6010.900	Benefits OPEB contribution	20,550.00	16,590.00	3,960.00	24	.00	16,742.61	12,089.14
	Personnel Services Totals	\$454,145.00	\$451,384.00	\$2,761.00	1%	\$173,312.65	\$405,440.09	\$373,153.41
	Supplies & Materials							
6100.010	Administrative Expense Administrative Expenses	12,035.00	11,555.00	480.00	4	400.43	13,487.69	12,385.22
6110.060	Supplies & Equipment Chemicals	180,000.00	180,000.00	.00		66,497.82	184,609.65	178,998.33
6110.340	Supplies & Equipment Safety Program Equipment	2,727.00	2,850.00	(123.00)	(4)	76.50	2,337.38	1,252.63
6110.390	Supplies & Equipment Small Equipment	1,500.00	9,500.00	(8,000.00)	(84)	.00	1,347.97	17,451.91
6110.420	Supplies & Equipment Tools & Supplies	3,000.00	3,000.00	.00		385.30	2,990.16	4,887.28
6150.050	Uniforms & Personal Equipment Uniforms	1,808.00	1,995.00	(187.00)	(9)	.00	1,878.71	1,410.27
6200.010	Other Supplies & Materials Lab Testing	10,000.00	10,000.00	.00		1,787.00	7,596.15	6,227.86
6200.030	Other Supplies & Materials Testing Supplies	10,000.00	10,000.00	.00		4,135.52	6,804.36	7,199.63
	Supplies & Materials Totals	\$221,070.00	\$228,900.00	(\$7,830.00)	(3%)	\$73,282.57	\$221,052.07	\$229,813.13
	Maintenance & Services							
6500.010	Systems Maintenance Collection System Maintenance	37,000.00	37,000.00	.00		19,736.26	39,898.48	18,196.80
6500.020	Systems Maintenance Water Plant/System Maint	125,500.00	116,500.00	9,000.00	8	50,902.66	120,678.49	91,820.06
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	79,000.00	45,000.00	34,000.00	76	44,748.89	71,597.64	42,968.95
6500.040	Systems Maintenance WWW Paving	2,000.00	1,000.00	1,000.00	100	1,351.65	1,745.29	755.21
6530.100	Consulting Services Professional Fees	2,573.00	2,520.00	53.00	2	.00	2,415.00	2,205.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	52,521.00	25,500.00	27,021.00	106	.00	27,169.42	25,792.97
6550.020	Building Site Expenses Buildings & Grounds Maintenance	10,000.00	10,000.00	.00		1,553.86	13,811.99	13,132.39
6550.060	Building Site Expenses Electricity	200,000.00	180,000.00	20,000.00	11	73,033.79	200,331.95	179,707.64
6550.270	Building Site Expenses Telephone	7,000.00	6,000.00	1,000.00	17	2,531.99	6,203.50	6,596.10
6700.100	Other Maint. & Svcs Payment to Sewer Utility	50,000.00	50,000.00	.00		81,186.70	102,503.04	108,217.59
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	.00		79.05	.00	241.85
6700.500	Other Maint. & Svcs Water & Wastewater Construction	9,038.00	10,694.00	(1,656.00)	(15)	.00	6,420.31	7,388.97
6700.650	Other Maint. & Svcs Tipping Fees	4,000.00	4,000.00	.00		.00	9,107.20	3,195.20
	Maintenance & Services Totals	\$579,632.00	\$489,214.00	\$90,418.00	18%	\$275,124.85	\$601,882.31	\$500,218.73
	Other Charges							
7000.060	Travel, Training & Expense Educational Training	2,396.00	2,100.00	296.00	14	.00	807.47	2,282.78
7170.010	Benefits & Insurance Allowance for COLA	15,504.00	.00	15,504.00		.00	.00	.00

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 545 - Mystic Harbour								
	EXPENSE							
	<i>Other Charges</i>							
7170.100	Benefits & Insurance Property & Liability Insurance	16,500.00	16,500.00	.00		14,431.23	13,753.26	13,568.21
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		.00	9,681.60	.00
	<i>Other Charges Totals</i>	\$34,400.00	\$18,600.00	\$15,800.00	85%	\$14,431.23	\$24,242.33	\$15,850.99
	<i>Interfund Charges</i>							
8010.030	Interfund Treasurer's Support - Salary	19,500.00	18,527.00	973.00	5	9,263.74	21,988.02	20,842.58
8010.040	Interfund Treasurer's Support - Fringe	8,750.00	8,326.00	424.00	5	4,163.13	9,872.62	8,991.49
8010.050	Interfund Public Works & Admin - Benefits	19,000.00	18,083.00	917.00	5	9,041.50	15,163.74	13,852.55
8010.060	Interfund Public Works & Admin - Salaries	42,250.00	40,238.00	2,012.00	5	20,119.05	33,772.22	32,110.70
	<i>Interfund Charges Totals</i>	\$89,500.00	\$85,174.00	\$4,326.00	5%	\$42,587.42	\$80,796.60	\$75,797.32
	<i>Capital Equipment</i>							
9010.090	Capital Equipment Other WWW Equipment	30,000.00	.00	30,000.00		.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	509,408.00	425,900.00
	<i>Capital Equipment Totals</i>	\$30,000.00	\$0.00	\$30,000.00	+++	\$0.00	\$509,408.00	\$425,900.00
	EXPENSE TOTALS	\$1,408,747.00	\$1,273,272.00	\$135,475.00	11%	\$578,738.72	\$1,842,821.40	\$1,620,733.58
Fund 545 - Mystic Harbour Totals								
	REVENUE TOTALS	\$1,408,747.00	\$1,273,272.00	\$135,475.00	11%	\$830,525.85	\$1,897,183.54	\$3,365,371.30
	EXPENSE TOTALS	\$1,408,747.00	\$1,273,272.00	\$135,475.00	11%	\$578,738.72	\$1,842,821.40	\$1,620,733.58
Fund 545 - Mystic Harbour Totals		\$0.00	\$0.00	\$0.00	+++	\$251,787.13	\$54,362.14	\$1,744,637.72
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$1,408,747.00	\$1,273,272.00	\$135,475.00	11%	\$830,525.85	\$1,897,183.54	\$3,365,371.30
	EXPENSE GRAND TOTALS	\$1,408,747.00	\$1,273,272.00	\$135,475.00	11%	\$578,738.72	\$1,842,821.40	\$1,620,733.58
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$251,787.13	\$54,362.14	\$1,744,637.72

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 550 - Newark</b>								
<b>REVENUE</b>								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	38,550.00	38,550.00	.00		19,224.00	38,448.00	34,790.00
5000.200	Domestic Water Usage	10,000.00	9,000.00	1,000.00	11	4,413.08	10,282.54	10,758.19
5005.100	Commercial Water Service	5,320.00	5,100.00	220.00	4	2,660.00	5,320.00	4,608.00
5005.200	Commercial Water Usage	6,500.00	6,000.00	500.00	8	3,030.79	6,989.29	6,556.20
5010.100	Domestic Sewer Service	34,600.00	34,700.00	(100.00)		17,280.00	34,560.00	31,262.00
5010.200	Domestic Sewer Usage	9,000.00	8,000.00	1,000.00	13	3,651.00	9,276.07	9,104.68
5015.100	Commercial Sewer Service	23,940.00	23,800.00	140.00	1	11,970.00	23,940.00	21,504.00
5015.200	Commercial Sewer Usage	7,000.00	6,500.00	500.00	8	3,151.19	7,515.61	6,694.10
5040	Hook-Ups	.00	.00	.00		5,156.00	.00	2,550.00
5825	Future Capital Development Reven	.00	.00	.00		600.00	.00	600.00
<i>Charges for Services Totals</i>		<b>\$134,910.00</b>	<b>\$131,650.00</b>	<b>\$3,260.00</b>	<b>2%</b>	<b>\$71,136.06</b>	<b>\$136,331.51</b>	<b>\$128,427.17</b>
<i>Interest &amp; Penalties</i>								
4710	Penalty/Fees	2,500.00	2,500.00	.00		880.70	2,480.84	2,426.97
<i>Interest &amp; Penalties Totals</i>		<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$880.70</b>	<b>\$2,480.84</b>	<b>\$2,426.97</b>
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		8,156.00	.00	.00
5850	Other Revenue	24,000.00	18,000.00	6,000.00	33	171.89	304.90	218.89
<i>Other Revenue Totals</i>		<b>\$24,000.00</b>	<b>\$18,000.00</b>	<b>\$6,000.00</b>	<b>33%</b>	<b>\$8,327.89</b>	<b>\$304.90</b>	<b>\$218.89</b>
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	(16,585.00)	(16,226.00)	(359.00)	2	.00	.00	.00
<i>Transfers In Totals</i>		<b>(\$16,585.00)</b>	<b>(\$16,226.00)</b>	<b>(\$359.00)</b>	<b>2%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>REVENUE TOTALS</b>		<b>\$144,825.00</b>	<b>\$135,924.00</b>	<b>\$8,901.00</b>	<b>7%</b>	<b>\$80,344.65</b>	<b>\$139,117.25</b>	<b>\$131,073.03</b>
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		2,792.48	2,829.13	2,908.95
6000.200	Personnel Services Salaries-Support Group	38,629.00	36,027.00	2,602.00	7	15,351.71	32,708.82	33,112.75
6000.300	Personnel Services Salaries-Construction	4,198.00	4,947.00	(749.00)	(15)	40.77	2,079.36	5,132.31
6000.400	Personnel Services Overtime Pay	1,000.00	1,000.00	.00		.00	579.38	897.16
6010.100	Benefits Fica & Fringe Benefits	24,747.00	23,978.00	769.00	3	7,762.89	21,128.71	22,095.46
6010.900	Benefits OPEB contribution	3,505.00	2,568.00	937.00	36	.00	2,498.12	2,087.53
<i>Personnel Services Totals</i>		<b>\$75,079.00</b>	<b>\$71,520.00</b>	<b>\$3,559.00</b>	<b>5%</b>	<b>\$25,947.85</b>	<b>\$61,823.52</b>	<b>\$66,234.16</b>
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,036.00	886.00	150.00	17	24.18	1,172.63	910.22

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 550 - Newark</b>								
<b>EXPENSE</b>								
<i>Supplies &amp; Materials</i>								
6110.060	Supplies & Equipment Chemicals	10,000.00	10,000.00	.00		2,615.50	4,448.75	7,015.56
6110.090	Supplies & Equipment Computers & Printers	.00	76.00	(76.00)	(100)	.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	428.00	418.00	10.00	2	.00	199.48	172.61
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	72.98	243.66
6150.050	Uniforms & Personal Equipment Uniforms	284.00	293.00	(9.00)	(3)	.00	284.17	225.05
6200.010	Other Supplies & Materials Lab Testing	2,700.00	2,700.00	.00		900.00	2,723.60	6,823.10
6200.030	Other Supplies & Materials Testing Supplies	2,000.00	2,000.00	.00		587.55	396.68	666.83
	<i>Supplies &amp; Materials Totals</i>	<b>\$16,448.00</b>	<b>\$16,373.00</b>	<b>\$75.00</b>	<b>0%</b>	<b>\$4,127.23</b>	<b>\$9,298.29</b>	<b>\$16,057.03</b>
<i>Maintenance &amp; Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	2,000.00	2,000.00	.00		583.81	844.63	5,249.30
6500.020	Systems Maintenance Water Plant/System Maint	8,000.00	8,000.00	.00		2,128.63	7,331.60	5,880.68
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	5,000.00	5,000.00	.00		91.14	5,031.33	2,819.68
6530.100	Consulting Services Professional Fees	196.00	192.00	4.00	2	.00	363.14	168.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	8,235.00	3,740.00	4,495.00	120	.00	4,053.27	4,231.45
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	.00		41.57	159.84	1,147.28
6550.060	Building Site Expenses Electricity	16,000.00	18,000.00	(2,000.00)	(11)	4,388.08	13,705.94	15,035.97
6550.270	Building Site Expenses Telephone	400.00	400.00	.00		176.31	322.62	346.99
6700.500	Other Maint. & Svcs Water & Wastewater Construction	2,582.00	2,750.00	(168.00)	(6)	.00	778.54	2,770.50
	<i>Maintenance &amp; Services Totals</i>	<b>\$43,413.00</b>	<b>\$41,082.00</b>	<b>\$2,331.00</b>	<b>6%</b>	<b>\$7,409.54</b>	<b>\$32,590.91</b>	<b>\$37,649.85</b>
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	376.00	308.00	68.00	22	.00	122.14	364.30
7170.010	Benefits & Insurance Allowance for COLA	2,589.00	.00	2,589.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,100.00	1,100.00	.00		901.67	1,051.99	1,031.84
	<i>Other Charges Totals</i>	<b>\$4,065.00</b>	<b>\$1,408.00</b>	<b>\$2,657.00</b>	<b>189%</b>	<b>\$901.67</b>	<b>\$1,174.13</b>	<b>\$1,396.14</b>
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	1,380.00	1,315.00	65.00	5	657.43	1,565.46	1,483.94
8010.040	Interfund Treasurer's Support - Fringe	620.00	591.00	29.00	5	295.44	702.90	640.17
8010.050	Interfund Public Works & Admin - Benefits	1,185.00	1,127.00	58.00	5	563.63	1,039.80	949.90
8010.060	Interfund Public Works & Admin - Salaries	2,635.00	2,508.00	127.00	5	1,254.17	2,315.80	2,201.87
	<i>Interfund Charges Totals</i>	<b>\$5,820.00</b>	<b>\$5,541.00</b>	<b>\$279.00</b>	<b>5%</b>	<b>\$2,770.67</b>	<b>\$5,623.96</b>	<b>\$5,275.88</b>

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 550 - Newark								
	EXPENSE							
	<i>Capital Equipment</i>							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	28,716.00	28,716.00
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$28,716.00	\$28,716.00
	EXPENSE TOTALS	\$144,825.00	\$135,924.00	\$8,901.00	7%	\$41,156.96	\$139,226.81	\$155,329.06
	Fund 550 - Newark Totals							
	REVENUE TOTALS	\$144,825.00	\$135,924.00	\$8,901.00	7%	\$80,344.65	\$139,117.25	\$131,073.03
	EXPENSE TOTALS	\$144,825.00	\$135,924.00	\$8,901.00	7%	\$41,156.96	\$139,226.81	\$155,329.06
	Fund 550 - Newark Totals	\$0.00	\$0.00	\$0.00	+++	\$39,187.69	(\$109.56)	(\$24,256.03)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$144,825.00	\$135,924.00	\$8,901.00	7%	\$80,344.65	\$139,117.25	\$131,073.03
	EXPENSE GRAND TOTALS	\$144,825.00	\$135,924.00	\$8,901.00	7%	\$41,156.96	\$139,226.81	\$155,329.06
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$39,187.69	(\$109.56)	(\$24,256.03)

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 570 - Riddle Farm</b>								
<b>REVENUE</b>								
<i>Gain/Loss on Disposal of Assets</i>								
4600	Sale Of Fixed Assets	.00	.00	.00		.00	(11,908.95)	.00
<i>Gain/Loss on Disposal of Assets Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>(\$11,908.95)</b>	<b>\$0.00</b>
<i>Charges for Services</i>								
5000.100	Domestic Water Service	80,750.00	66,650.00	14,100.00	21	36,900.00	68,437.50	58,947.50
5000.200	Domestic Water Usage	20,000.00	16,500.00	3,500.00	21	13,160.01	20,046.27	14,869.84
5005.100	Commercial Water Service	3,000.00	2,200.00	800.00	36	1,397.00	2,540.00	1,731.00
5005.200	Commercial Water Usage	3,500.00	2,750.00	750.00	27	1,852.56	3,654.44	2,841.21
5010.100	Domestic Sewer Service	242,750.00	200,000.00	42,750.00	21	110,455.00	204,772.50	176,332.50
5010.200	Domestic Sewer Usage	55,000.00	50,000.00	5,000.00	10	39,165.41	54,035.19	44,605.87
5015.100	Commercial Sewer Service	8,320.00	6,050.00	2,270.00	38	3,894.00	7,080.00	4,719.00
5015.200	Commercial Sewer Usage	10,000.00	8,750.00	1,250.00	14	5,341.65	10,704.54	8,283.27
5020	Additional Assessments	135,000.00	150,000.00	(15,000.00)	(10)	71,260.00	158,770.00	109,800.00
5040	Hook-Ups	.00	.00	.00		29,687.00	2,550.00	.00
5825	Future Capital Development Reven	.00	.00	.00		12,600.00	17,400.00	15,600.00
<i>Charges for Services Totals</i>		<b>\$558,320.00</b>	<b>\$502,900.00</b>	<b>\$55,420.00</b>	<b>11%</b>	<b>\$325,712.63</b>	<b>\$549,990.44</b>	<b>\$437,730.19</b>
<i>Interest &amp; Penalties</i>								
4700	Interest On Investments	.00	.00	.00		392.31	55.33	.00
4710	Penalty/Fees	5,000.00	4,000.00	1,000.00	25	2,992.06	4,829.52	3,908.20
<i>Interest &amp; Penalties Totals</i>		<b>\$5,000.00</b>	<b>\$4,000.00</b>	<b>\$1,000.00</b>	<b>25%</b>	<b>\$3,384.37</b>	<b>\$4,884.85</b>	<b>\$3,908.20</b>
<i>Other Revenue</i>								
5042	Equity Contribution	.00	.00	.00		33,747.00	89,367.00	.00
5850	Other Revenue	.00	.00	.00		613.98	1,190,711.11	868,047.91
<i>Other Revenue Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$34,360.98</b>	<b>\$1,280,078.11</b>	<b>\$868,047.91</b>
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	62,251.00	15,925.00	46,326.00	291	.00	.00	.00
<i>Transfers In Totals</i>		<b>\$62,251.00</b>	<b>\$15,925.00</b>	<b>\$46,326.00</b>	<b>291%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>REVENUE TOTALS</b>		<b>\$625,571.00</b>	<b>\$522,825.00</b>	<b>\$102,746.00</b>	<b>20%</b>	<b>\$363,457.98</b>	<b>\$1,823,044.45</b>	<b>\$1,309,686.30</b>
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	3,000.00	3,000.00	.00		1,919.67	5,666.93	4,504.34
6000.200	Personnel Services Salaries-Support Group	135,631.00	122,000.00	13,631.00	11	78,107.51	131,733.71	122,942.51
6000.300	Personnel Services Salaries-Construction	10,495.00	9,895.00	600.00	6	6,233.47	10,331.36	9,255.73
6000.400	Personnel Services Overtime Pay	4,000.00	4,000.00	.00		12,597.89	8,519.66	7,477.06

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 570 - Riddle Farm								
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6010.100	Benefits Fica & Fringe Benefits	80,468.00	72,170.00	8,298.00	11	33,726.49	77,125.96	67,776.65
6010.900	Benefits OPEB contribution	11,405.00	8,064.00	3,341.00	41	.00	10,190.04	7,231.17
	<i>Personnel Services Totals</i>	<b>\$244,999.00</b>	<b>\$219,129.00</b>	<b>\$25,870.00</b>	<b>12%</b>	<b>\$132,585.03</b>	<b>\$243,567.66</b>	<b>\$219,187.46</b>
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	3,510.00	3,510.00	.00		101.12	4,713.49	3,700.70
6110.060	Supplies & Equipment Chemicals	50,000.00	40,000.00	10,000.00	25	44,892.69	49,775.13	37,476.84
6110.090	Supplies & Equipment Computers & Printers	.00	258.00	(258.00)	(100)	.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	1,501.00	1,416.00	85.00	6	76.50	938.24	723.86
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	293.86	905.56
6110.420	Supplies & Equipment Tools & Supplies	991.00	991.00	.00		150.50	692.01	542.96
6150.050	Uniforms & Personal Equipment Uniforms	995.00	991.00	4.00		.00	1,144.29	836.42
6200.010	Other Supplies & Materials Lab Testing	11,000.00	11,000.00	.00		4,009.00	10,321.60	11,624.90
6200.030	Other Supplies & Materials Testing Supplies	4,500.00	4,500.00	.00		1,354.30	1,452.89	1,305.53
	<i>Supplies &amp; Materials Totals</i>	<b>\$72,497.00</b>	<b>\$62,666.00</b>	<b>\$9,831.00</b>	<b>16%</b>	<b>\$50,584.11</b>	<b>\$69,331.51</b>	<b>\$57,116.77</b>
<i>Maintenance &amp; Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	24,000.00	24,000.00	.00		5,378.47	24,886.17	23,541.67
6500.020	Systems Maintenance Water Plant/System Maint	30,000.00	30,000.00	.00		37,911.08	24,462.48	35,639.22
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	55,000.00	40,000.00	15,000.00	38	92,318.33	61,556.67	29,891.64
6500.040	Systems Maintenance WWW Paving	1,000.00	1,000.00	.00		1,691.35	633.14	.00
6530.100	Consulting Services Professional Fees	735.00	720.00	15.00	2	.00	690.00	630.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	28,914.00	12,665.00	16,249.00	128	.00	16,629.15	15,228.77
6550.020	Building Site Expenses Buildings & Grounds Maintenance	4,000.00	4,000.00	.00		840.01	3,493.69	4,253.81
6550.060	Building Site Expenses Electricity	78,000.00	78,000.00	.00		30,822.75	71,665.02	72,462.88
6550.110	Building Site Expenses Heating Fuel Oil	5,000.00	5,000.00	.00		394.60	4,686.30	3,977.06
6550.270	Building Site Expenses Telephone	1,500.00	1,500.00	.00		305.88	731.39	738.20
6550.280	Building Site Expenses Tipping Fees	1,000.00	1,000.00	.00		.00	12,644.80	4,464.80
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	.00		133.30	.00	95.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	6,455.00	5,500.00	955.00	17	.00	3,868.20	4,996.38
	<i>Maintenance &amp; Services Totals</i>	<b>\$236,604.00</b>	<b>\$204,385.00</b>	<b>\$32,219.00</b>	<b>16%</b>	<b>\$169,795.77</b>	<b>\$225,947.01</b>	<b>\$195,919.43</b>

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 570 - Riddle Farm</b>								
<b>EXPENSE</b>								
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	1,319.00	1,043.00	276.00	26	.00	491.81	1,353.92
7170.010	Benefits & Insurance Allowance for COLA	8,427.00	.00	8,427.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	4,000.00	4,000.00	.00		3,386.68	3,891.50	3,741.08
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		.00	6,899.72	.00
	<i>Other Charges Totals</i>	<b>\$13,746.00</b>	<b>\$5,043.00</b>	<b>\$8,703.00</b>	<b>173%</b>	<b>\$3,386.68</b>	<b>\$11,283.03</b>	<b>\$5,095.00</b>
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	5,775.00	5,498.00	277.00	5	2,749.24	5,906.16	5,598.49
8010.040	Interfund Treasurer's Support - Fringe	2,600.00	2,471.00	129.00	5	1,235.51	2,651.86	2,415.19
8010.050	Interfund Public Works & Admin - Benefits	4,450.00	4,227.00	223.00	5	2,113.60	3,899.24	3,562.09
8010.060	Interfund Public Works & Admin - Salaries	9,900.00	9,406.00	494.00	5	4,703.15	8,684.28	8,257.04
	<i>Interfund Charges Totals</i>	<b>\$22,725.00</b>	<b>\$21,602.00</b>	<b>\$1,123.00</b>	<b>5%</b>	<b>\$10,801.50</b>	<b>\$21,141.54</b>	<b>\$19,832.81</b>
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	35,000.00	10,000.00	25,000.00	250	.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	550,228.00	493,831.00
	<i>Capital Equipment Totals</i>	<b>\$35,000.00</b>	<b>\$10,000.00</b>	<b>\$25,000.00</b>	<b>250%</b>	<b>\$0.00</b>	<b>\$550,228.00</b>	<b>\$493,831.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$625,571.00</b>	<b>\$522,825.00</b>	<b>\$102,746.00</b>	<b>20%</b>	<b>\$367,153.09</b>	<b>\$1,121,498.75</b>	<b>\$990,982.47</b>
<b>Fund 570 - Riddle Farm Totals</b>								
	REVENUE TOTALS	\$625,571.00	\$522,825.00	\$102,746.00	20%	\$363,457.98	\$1,823,044.45	\$1,309,686.30
	EXPENSE TOTALS	\$625,571.00	\$522,825.00	\$102,746.00	20%	\$367,153.09	\$1,121,498.75	\$990,982.47
<b>Fund 570 - Riddle Farm Totals</b>								
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$3,695.11)	\$701,545.70	\$318,703.83
<b>Net Grand Totals</b>								
	REVENUE GRAND TOTALS	\$625,571.00	\$522,825.00	\$102,746.00	20%	\$363,457.98	\$1,823,044.45	\$1,309,686.30
	EXPENSE GRAND TOTALS	\$625,571.00	\$522,825.00	\$102,746.00	20%	\$367,153.09	\$1,121,498.75	\$990,982.47
<b>Net Grand Totals</b>								
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$3,695.11)	\$701,545.70	\$318,703.83

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 575 - River Run</b>								
<b>REVENUE</b>								
<i>Charges for Services</i>								
5000.100	Domestic Water Service	51,470.00	47,000.00	4,470.00	10	.00	49,721.32	38,441.67
5010.100	Domestic Sewer Service	120,600.00	118,000.00	2,600.00	2	60,600.00	119,100.00	118,650.00
5040	Hook-Ups	.00	.00	.00		2,550.00	7,650.00	.00
5825	Future Capital Development Reven	.00	.00	.00		(12,600.00)	2,850.00	.00
<i>Charges for Services Totals</i>		<b>\$172,070.00</b>	<b>\$165,000.00</b>	<b>\$7,070.00</b>	<b>4%</b>	<b>\$50,550.00</b>	<b>\$179,321.32</b>	<b>\$157,091.67</b>
<i>Interest &amp; Penalties</i>								
4710	Penalty/Fees	500.00	500.00	.00		506.00	512.94	563.55
<i>Interest &amp; Penalties Totals</i>		<b>\$500.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$506.00</b>	<b>\$512.94</b>	<b>\$563.55</b>
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		578.53	604.62	451.48
<i>Other Revenue Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$578.53</b>	<b>\$604.62</b>	<b>\$451.48</b>
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	9,424.00	8,724.00	700.00	8	.00	.00	.00
<i>Transfers In Totals</i>		<b>\$9,424.00</b>	<b>\$8,724.00</b>	<b>\$700.00</b>	<b>8%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>REVENUE TOTALS</b>		<b>\$181,994.00</b>	<b>\$174,224.00</b>	<b>\$7,770.00</b>	<b>4%</b>	<b>\$51,634.53</b>	<b>\$180,438.88</b>	<b>\$158,106.70</b>
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	30,000.00	30,000.00	.00		16,278.59	34,680.14	30,220.88
6000.200	Personnel Services Salaries-Support Group	6,009.00	5,732.00	277.00	5	351.25	425.46	3,337.67
6000.300	Personnel Services Salaries-Construction	840.00	1,099.00	(259.00)	(24)	41.59	.00	.00
6000.400	Personnel Services Overtime Pay	500.00	500.00	.00		41.24	27.24	561.26
6010.100	Benefits Fica & Fringe Benefits	19,298.00	17,668.00	1,630.00	9	6,021.78	14,629.21	15,463.62
6010.900	Benefits OPEB contribution	2,629.00	554.00	2,075.00	375	.00	5.77	185.01
<i>Personnel Services Totals</i>		<b>\$59,276.00</b>	<b>\$55,553.00</b>	<b>\$3,723.00</b>	<b>7%</b>	<b>\$22,734.45</b>	<b>\$49,767.82</b>	<b>\$49,768.44</b>
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	1,237.00	1,249.00	(12.00)	(1)	128.03	1,220.30	1,343.09
6110.060	Supplies & Equipment Chemicals	10,000.00	10,000.00	.00		1,640.00	8,620.00	14,783.00
6110.340	Supplies & Equipment Safety Program Equipment	67.00	67.00	.00		.00	.49	17.62
6110.390	Supplies & Equipment Small Equipment	1,500.00	1,500.00	.00		.00	.18	24.88
6150.050	Uniforms & Personal Equipment Uniforms	44.00	47.00	(3.00)	(6)	.00	.69	22.98
6200.010	Other Supplies & Materials Lab Testing	3,500.00	2,500.00	1,000.00	40	2,677.00	3,255.80	3,707.00
6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	.00		.00	469.28	.00
<i>Supplies &amp; Materials Totals</i>		<b>\$17,348.00</b>	<b>\$16,363.00</b>	<b>\$985.00</b>	<b>6%</b>	<b>\$4,445.03</b>	<b>\$13,566.74</b>	<b>\$19,898.57</b>

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 575 - River Run</b>								
<b>EXPENSE</b>								
<i>Maintenance &amp; Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	13,000.00	13,000.00	.00		4,738.75	4,361.07	9,331.57
6500.020	Systems Maintenance Water Plant/System Maint	.00	.00	.00		95.23	1,650.00	.00
6500.030	Systems Maintenance Wastewater Treatment Plant Maint	6,000.00	6,000.00	.00		3,398.75	1,284.09	2,430.98
6530.100	Consulting Services Professional Fees	270.00	264.00	6.00	2	.00	491.85	231.00
6540.050	Vehicle Operating Expenses Vehicle Use/Other Areas	.00	3,000.00	(3,000.00)	(100)	.00	.00	.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	1,281.00	595.00	686.00	115	.00	165.47	594.80
6550.020	Building Site Expenses Buildings & Grounds Maintenance	100.00	100.00	.00		250.00	.00	.00
6550.060	Building Site Expenses Electricity	20,000.00	20,000.00	.00		8,686.41	21,919.24	25,178.91
6550.270	Building Site Expenses Telephone	1,500.00	1,500.00	.00		222.06	864.09	1,146.75
6700.200	Other Maint. & Svcs Payment to Water Utility	50,000.00	47,000.00	3,000.00	6	.00	49,721.32	38,441.67
6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	.00	.00	.00		.00	50.00	95.00
6700.500	Other Maint. & Svcs Water & Wastewater Construction	516.00	611.00	(95.00)	(16)	.00	.00	.00
<i>Maintenance &amp; Services Totals</i>		<b>\$92,667.00</b>	<b>\$92,070.00</b>	<b>\$597.00</b>	<b>1%</b>	<b>\$17,391.20</b>	<b>\$80,507.13</b>	<b>\$77,450.68</b>
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	58.00	49.00	9.00	18	.00	.30	37.20
7170.010	Benefits & Insurance Allowance for COLA	1,905.00	.00	1,905.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	1,500.00	1,400.00	100.00	7	1,406.49	1,293.21	1,273.62
<i>Other Charges Totals</i>		<b>\$3,463.00</b>	<b>\$1,449.00</b>	<b>\$2,014.00</b>	<b>139%</b>	<b>\$1,406.49</b>	<b>\$1,293.51</b>	<b>\$1,310.82</b>
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	2,200.00	2,092.00	108.00	5	1,045.91	2,490.54	2,360.81
8010.040	Interfund Treasurer's Support - Fringe	990.00	940.00	50.00	5	470.03	1,118.26	1,018.45
8010.050	Interfund Public Works & Admin - Benefits	1,875.00	1,785.00	90.00	5	892.41	1,559.70	1,424.83
8010.060	Interfund Public Works & Admin - Salaries	4,175.00	3,972.00	203.00	5	1,985.78	3,473.70	3,302.81
<i>Interfund Charges Totals</i>		<b>\$9,240.00</b>	<b>\$8,789.00</b>	<b>\$451.00</b>	<b>5%</b>	<b>\$4,394.13</b>	<b>\$8,642.20</b>	<b>\$8,106.90</b>
<i>Capital Equipment</i>								
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	2,013.00	2,013.00
<i>Capital Equipment Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$2,013.00</b>	<b>\$2,013.00</b>
<b>EXPENSE TOTALS</b>		<b>\$181,994.00</b>	<b>\$174,224.00</b>	<b>\$7,770.00</b>	<b>4%</b>	<b>\$50,371.30</b>	<b>\$155,790.40</b>	<b>\$158,548.41</b>
<b>Fund 575 - River Run Totals</b>								
<b>REVENUE TOTALS</b>		<b>\$181,994.00</b>	<b>\$174,224.00</b>	<b>\$7,770.00</b>	<b>4%</b>	<b>\$51,634.53</b>	<b>\$180,438.88</b>	<b>\$158,106.70</b>
<b>EXPENSE TOTALS</b>		<b>\$181,994.00</b>	<b>\$174,224.00</b>	<b>\$7,770.00</b>	<b>4%</b>	<b>\$50,371.30</b>	<b>\$155,790.40</b>	<b>\$158,548.41</b>

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund	575 - River Run Totals	\$0.00	\$0.00	\$0.00	+++	\$1,263.23	\$24,648.48	(\$441.71)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$181,994.00	\$174,224.00	\$7,770.00	4%	\$51,634.53	\$180,438.88	\$158,106.70
	EXPENSE GRAND TOTALS	\$181,994.00	\$174,224.00	\$7,770.00	4%	\$50,371.30	\$155,790.40	\$158,548.41
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,263.23	\$24,648.48	(\$441.71)

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
<b>Fund 580 - West Ocean City</b>								
<b>REVENUE</b>								
<i>Charges for Services</i>								
5010.100	Domestic Sewer Service	1,148,000.00	1,128,000.00	20,000.00	2	574,663.50	1,140,661.50	1,115,237.25
5015.100	Commercial Sewer Service	267,000.00	275,000.00	(8,000.00)	(3)	133,216.16	269,404.70	278,087.89
5040	Hook-Ups	5,000.00	5,000.00	.00		5,212.00	13,030.00	5,212.00
5825	Future Capital Development Reven	.00	.00	.00		18,600.00	13,800.00	35,600.00
	<i>Charges for Services Totals</i>	<b>\$1,420,000.00</b>	<b>\$1,408,000.00</b>	<b>\$12,000.00</b>	<b>1%</b>	<b>\$731,691.66</b>	<b>\$1,436,896.20</b>	<b>\$1,434,137.14</b>
<i>Interest &amp; Penalties</i>								
4700	Interest On Investments	15,000.00	5,000.00	10,000.00	200	11,927.13	9,819.81	3,242.15
4710	Penalty/Fees	19,000.00	18,000.00	1,000.00	6	9,262.78	18,873.33	17,346.62
	<i>Interest &amp; Penalties Totals</i>	<b>\$34,000.00</b>	<b>\$23,000.00</b>	<b>\$11,000.00</b>	<b>48%</b>	<b>\$21,189.91</b>	<b>\$28,693.14</b>	<b>\$20,588.77</b>
<i>Other Revenue</i>								
5850	Other Revenue	.00	.00	.00		1,908.03	4,012.08	3,016.80
	<i>Other Revenue Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$1,908.03</b>	<b>\$4,012.08</b>	<b>\$3,016.80</b>
<i>Transfers In</i>								
5975.100	Transfers From (To) Reserve	211,018.00	(100,661.00)	311,679.00	(310)	.00	.00	.00
	<i>Transfers In Totals</i>	<b>\$211,018.00</b>	<b>(\$100,661.00)</b>	<b>\$311,679.00</b>	<b>(310%)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>REVENUE TOTALS</b>	<b>\$1,665,018.00</b>	<b>\$1,330,339.00</b>	<b>\$334,679.00</b>	<b>25%</b>	<b>\$754,789.60</b>	<b>\$1,469,601.42</b>	<b>\$1,457,742.71</b>
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6000.100	Personnel Services Salaries	5,000.00	5,000.00	.00		1,889.26	4,210.84	4,822.99
6000.200	Personnel Services Salaries-Support Group	82,409.00	78,604.00	3,805.00	5	42,801.80	67,126.30	69,539.62
6000.300	Personnel Services Salaries-Construction	29,509.00	30,737.00	(1,228.00)	(4)	13,179.09	14,560.61	28,025.15
6000.400	Personnel Services Overtime Pay	3,500.00	3,500.00	.00		1,302.63	2,286.39	1,499.20
6010.100	Benefits Fica & Fringe Benefits	63,036.00	58,083.00	4,953.00	9	21,070.63	42,742.57	48,128.39
6010.900	Benefits OPEB contribution	8,662.00	6,638.00	2,024.00	30	.00	5,807.25	5,301.37
	<i>Personnel Services Totals</i>	<b>\$192,116.00</b>	<b>\$182,562.00</b>	<b>\$9,554.00</b>	<b>5%</b>	<b>\$80,243.41</b>	<b>\$136,733.96</b>	<b>\$157,316.72</b>
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	21,457.00	19,457.00	2,000.00	10	1,683.91	22,251.50	20,718.38
6110.090	Supplies & Equipment Computers & Printers	.00	166.00	(166.00)	(100)	.00	.00	.00
6110.340	Supplies & Equipment Safety Program Equipment	912.00	912.00	.00		.00	408.78	361.66
6110.390	Supplies & Equipment Small Equipment	.00	.00	.00		.00	149.55	510.53
6110.420	Supplies & Equipment Tools & Supplies	2,000.00	2,000.00	.00		149.84	1,627.23	942.51
6150.050	Uniforms & Personal Equipment Uniforms	605.00	638.00	(33.00)	(5)	.00	582.34	471.55
	<i>Supplies &amp; Materials Totals</i>	<b>\$24,974.00</b>	<b>\$23,173.00</b>	<b>\$1,801.00</b>	<b>8%</b>	<b>\$1,833.75</b>	<b>\$25,019.40</b>	<b>\$23,004.63</b>



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 580 - West Ocean City								
<b>EXPENSE</b>								
<i>Maintenance &amp; Services</i>								
6500.010	Systems Maintenance Collection System Maintenance	100,000.00	50,000.00	50,000.00	100	60,713.22	103,348.99	50,681.39
6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	.00		1,282.71	909.84	.00
6500.075	Systems Maintenance Contractor Sewer Install/Repair	.00	.00	.00		536.57	.00	.00
6530.100	Consulting Services Professional Fees	4,190.00	4,104.00	86.00	2	.00	3,958.00	3,591.00
6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	17,568.00	8,160.00	9,408.00	115	.00	8,454.44	8,906.86
6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	.00		165.94	401.28	281.42
6550.060	Building Site Expenses Electricity	18,000.00	18,000.00	.00		5,976.56	17,450.43	17,733.82
6550.270	Building Site Expenses Telephone	3,500.00	2,700.00	800.00	30	1,608.82	3,384.78	2,607.80
6700.100	Other Maint. & Svcs Payment to Sewer Utility	770,000.00	770,000.00	.00		730,680.30	751,688.96	724,225.41
6700.500	Other Maint. & Svcs Water & Wastewater Construction	14,460.00	13,750.00	710.00	5	.00	5,451.69	15,128.40
	<i>Maintenance &amp; Services Totals</i>	<b>\$930,718.00</b>	<b>\$869,714.00</b>	<b>\$61,004.00</b>	<b>7%</b>	<b>\$800,964.12</b>	<b>\$895,048.41</b>	<b>\$823,156.10</b>
<i>Other Charges</i>								
7000.060	Travel, Training & Expense Educational Training	802.00	672.00	130.00	19	.00	250.29	763.30
7170.010	Benefits & Insurance Allowance for COLA	6,698.00	.00	6,698.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	17,000.00	17,000.00	.00		16,060.09	15,567.89	15,567.79
	<i>Other Charges Totals</i>	<b>\$24,500.00</b>	<b>\$17,672.00</b>	<b>\$6,828.00</b>	<b>39%</b>	<b>\$16,060.09</b>	<b>\$15,818.18</b>	<b>\$16,331.09</b>
<i>Interfund Charges</i>								
8010.030	Interfund Treasurer's Support - Salary	30,500.00	28,928.00	1,572.00	5	14,463.39	32,163.70	30,488.18
8010.040	Interfund Treasurer's Support - Fringe	13,650.00	13,000.00	650.00	5	6,499.84	14,441.50	13,152.61
8010.050	Interfund Public Works & Admin - Benefits	21,260.00	20,244.00	1,016.00	5	10,121.79	18,673.04	17,058.43
8010.060	Interfund Public Works & Admin - Salaries	47,300.00	45,046.00	2,254.00	5	22,522.89	41,588.10	39,542.03
	<i>Interfund Charges Totals</i>	<b>\$112,710.00</b>	<b>\$107,218.00</b>	<b>\$5,492.00</b>	<b>5%</b>	<b>\$53,607.91</b>	<b>\$106,866.34</b>	<b>\$100,241.25</b>
<i>Capital Equipment</i>								
9010.090	Capital Equipment Other WWW Equipment	380,000.00	130,000.00	250,000.00	192	3,039.75	.00	.00
9100.010	Depreciation Depreciation Expense	.00	.00	.00		.00	354,857.00	305,451.00
	<i>Capital Equipment Totals</i>	<b>\$380,000.00</b>	<b>\$130,000.00</b>	<b>\$250,000.00</b>	<b>192%</b>	<b>\$3,039.75</b>	<b>\$354,857.00</b>	<b>\$305,451.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$1,665,018.00</b>	<b>\$1,330,339.00</b>	<b>\$334,679.00</b>	<b>25%</b>	<b>\$955,749.03</b>	<b>\$1,534,343.29</b>	<b>\$1,425,500.79</b>
<b>Fund 580 - West Ocean City Totals</b>								
	<b>REVENUE TOTALS</b>	<b>\$1,665,018.00</b>	<b>\$1,330,339.00</b>	<b>\$334,679.00</b>	<b>25%</b>	<b>\$754,789.60</b>	<b>\$1,469,601.42</b>	<b>\$1,457,742.71</b>
	<b>EXPENSE TOTALS</b>	<b>\$1,665,018.00</b>	<b>\$1,330,339.00</b>	<b>\$334,679.00</b>	<b>25%</b>	<b>\$955,749.03</b>	<b>\$1,534,343.29</b>	<b>\$1,425,500.79</b>

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# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
	Fund <b>580 - West Ocean City Totals</b>	\$0.00	\$0.00	\$0.00	+++	(\$200,959.43)	(\$64,741.87)	\$32,241.92
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$1,665,018.00	\$1,330,339.00	\$334,679.00	25%	\$754,789.60	\$1,469,601.42	\$1,457,742.71
	EXPENSE GRAND TOTALS	\$1,665,018.00	\$1,330,339.00	\$334,679.00	25%	\$955,749.03	\$1,534,343.29	\$1,425,500.79
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$200,959.43)	(\$64,741.87)	\$32,241.92

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**MYSTIC HARBOUR WATER AND WASTEWATER ADVISORY BOARD**

1000 Shore Lane  
Ocean Pines, Maryland 21811

April 9, 2019

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

Re: Operating Budget FY 19/20 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 19/20.

The Board continues to monitor expenditures in the service area and the combination of the treatment plant operating cost and the aging of other system components must be considered to keep the Service Area financially sound. The Board is recommending an increase in the base charge of \$5 per quarter on the domestic rate with corresponding adjustments to the quarterly charges for commercial customers.

We remain concerned that the service area must continue to grow and allocate the reserve capacity built within the plant. The treatment plant was originally constructed with that proposed growth in mind and without it, they service area will struggle to cover expenses.

We 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 FY19/20 budget as proposed.

Sincerely;



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

# OCEAN PINES WATER AND WASTEWATER ADVISORY BOARD

1000 Shore Lane  
Ocean Pines, Maryland 21811

April 10, 2019

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

Re: Operating Budget FY 19/20 Ocean Pines Service Area

Dear Commissioner Purnell:

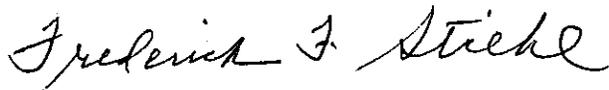
The Ocean Pines Water and Wastewater Advisory Board has been working with the County Staff, primarily John Tustin and John Ross of Public Works and Jessica Wilson of the Treasurer's Office, to develop an operating budget for FY 19/20. In developing this budget, there are several issues that we have addressed, 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. To cover the rising expenses, the board is recommending an increase of \$5.00 in the quarterly base residential charge, \$4 in the quarterly charge for White Horse Park units and a 7% increase in the commercial rate. In our opinion, it is important that the water and wastewater operations remain on a firm financial footing.

We continue to be pleased with the general operation of the system and would like to commend all operating personnel for their efforts. We recommend approval of the FY 19/20 budget as proposed.

Sincerely;



Frederick Stiehl, Chairman  
Ocean Pines Water and Wastewater Advisory Board

JR/jr



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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

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 26, 2019*  
**RE:** *Solid Waste Enterprise Fund Public Hearing*

---

The purpose of this memo is to request a public hearing for the Solid Waste Enterprise Fund FY19/20 budget on Tuesday, June 4, 2019. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY19/20 Requested Operating Budget as well as the handout for the public hearing meeting.

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

**Notice of Public Hearing  
Worcester County  
Solid Waste Enterprise Fund  
FY 2019/2020 Requested Operating Budget**

DRAFT

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2019/2020 Solid Waste Enterprise Fund Operating Budget as requested by the Worcester County Department of Public Works, Solid Waste Division on:

**Tuesday, June 4, 2019  
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 Worcester County Government Center Rooms 1103 and 1105, One West Market Street, Snow Hill, Maryland 21863 or online at [www.co.worcester.md.us](http://www.co.worcester.md.us).

WORCESTER COUNTY  
2019/2020 REQUESTED OPERATING BUDGET

**SOLID WASTE ENTERPRISE FUND**

Personnel Services .....	\$2,340,970
Supplies & Materials .....	\$59,041
Maintenance & Services .....	\$1,154,500
Other Charges .....	\$706,313
Debt Service .....	\$296,500
Interfund Charges .....	\$(1,839,008)
Capital Equipment & Depreciation .....	<u>\$200,000</u>
 TOTAL REQUESTED EXPENDITURES	 \$2,918,316
 Tipping Fees .....	 \$3,535,000
Permits .....	\$6,000
Interest and Penalties .....	\$2,500
Other Revenue .....	\$255,500
Transfer to Reserves .....	<u>\$(880,684)</u>
 TOTAL ESTIMATED REVENUES	 \$2,918,316

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

# Worcester County

## Solid Waste Division



FY 2019/2020 Requested

Operating Budgets

## Board of County Commissioners of Worcester County

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

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**

	2018/19 Budget	2019/20 Request	(\$) Variance	(%) Variance
<b>Revenue</b>				
Tipping Fees	3,285,000	3,535,000	250,000	7.61%
Permits	355,000	6,000	(349,000)	-98.31%
Recycling	183,200	-	(183,200)	-100.00%
Interest & Penalties	6,600	2,500	(4,100)	-62.12%
Other Revenue	225,000	255,500	30,500	13.56%
Transfer from GF- Recycling	1,033,339	-	(1,033,339)	-100.00%
Transfer from GF- Con. Cen.	664,984	-	(664,984)	-100.00%
Transfer (to)/from Reserves	268,538	(880,684)	(1,149,222)	-427.96%
	<u>6,021,661</u>	<u>2,918,316</u>	<u>(3,103,345)</u>	<u>-51.54%</u>
<b>Expenditures</b>				
Personnel Services	2,342,258	2,340,970	(1,288)	-0.05%
Supplies & Materials	64,090	59,041	(5,049)	-7.88%
Maintenance & Services	1,121,000	1,154,500	33,500	2.99%
Other Charges/Lease Pay	763,013	706,313	(56,700)	-7.43%
Debt Service	190,000	296,500	106,500	56.05%
Interfund Charges	292,300	(1,839,008)	(2,131,308)	-729.15%
Capital Equipment	249,000	200,000	(49,000)	-19.68%
Depreciation	1,000,000	-	(1,000,000)	-100.00%
	<u>6,021,661</u>	<u>2,918,316</u>	<u>(3,103,345)</u>	<u>-51.54%</u>

**Tipping Rates:**

	Current	Proposed
Refuse	70	70 per ton
Dirt, Grit, Red Ash, Sludge, Stumps, and Yard Waste	80	80 per ton
Construction/Deomolition, Concrete, Boats	80	80 per ton
Asbestos	150	150 per ton
"Clean" concrete	Free	Free per ton
House Trailers	1,000	1,000 each
Metal	25	25 per ton
Tires		
Industrial/Tractor	600	600 per ton
Truck	10	10 each
Car	2	3 each
Car on rim	-	5 each
Car - large volume	175	225 per ton
Disposed of on landfill	20	20 each
<b>Other:</b>		
Convenience Center Permit	100	100 household
2nd vehicle	Free	Free household
3rd vehicle	100	100 household
Pay As You Throw per 33 gallon bag	1	1 /bag
Commercial Permit	25	25 per vehicle
Commercial Permit- local government	15	15 per vehicle
Mulch purchase	20	20 per bucket



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 680 - Landfill								
	REVENUE							
	<i>Gain/Loss on Disposal of Assets</i>							
4600	Sale Of Fixed Assets	.00	.00	.00		.00	2,800.00	657.00
	<i>Gain/Loss on Disposal of Assets Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$2,800.00	\$657.00
	<i>Licenses and Permits</i>							
4980	Landfill Permits-Household	.00	340,000.00	(340,000.00)	(100)	152,000.00	317,200.00	325,900.00
4982	PAYT Tags - Household	.00	10,000.00	(10,000.00)	(100)	4,015.00	8,225.00	8,615.00
4985	Landfill Permits-Commercial	6,000.00	5,000.00	1,000.00	20	2,800.00	6,485.00	6,225.00
	<i>Licenses and Permits Totals</i>	\$6,000.00	\$355,000.00	(\$349,000.00)	(98%)	\$158,815.00	\$331,910.00	\$340,740.00
	<i>Charges for Services</i>							
4990	Tipping Fee Revenue	3,500,000.00	3,250,000.00	250,000.00	8	1,798,917.87	3,390,337.84	3,134,071.53
5185	Recycling Revenue	.00	113,200.00	(113,200.00)	(100)	40,533.96	146,199.38	147,962.67
5186	Metal Recycling Revenue	.00	45,000.00	(45,000.00)	(100)	25,745.80	64,439.36	44,933.73
5190	Stump/Yard Waste/Mulch Revenue	35,000.00	35,000.00	.00		140.00	37,488.00	34,149.60
5195	Tire Revenue	.00	25,000.00	(25,000.00)	(100)	.00	21,664.25	28,836.25
	<i>Charges for Services Totals</i>	\$3,535,000.00	\$3,468,200.00	\$66,800.00	2%	\$1,865,337.63	\$3,660,128.83	\$3,389,953.78
	<i>Interest &amp; Penalties</i>							
4700	Interest On Investments	500.00	5,000.00	(4,500.00)	(90)	50,286.39	116,994.74	48,932.62
4710	Penalty/Fees	2,000.00	1,600.00	400.00	25	1,514.54	1,156.58	1,625.16
	<i>Interest &amp; Penalties Totals</i>	\$2,500.00	\$6,600.00	(\$4,100.00)	(62%)	\$51,800.93	\$118,151.32	\$50,557.78
	<i>Intergovernmental - State Revenues</i>							
5795	Other Grants	.00	.00	.00		.00	.00	12,000.00
	<i>Intergovernmental - State Revenues Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$12,000.00
	<i>Other Revenue</i>							
5850	Other Revenue	255,500.00	225,000.00	30,500.00	14	6,339.37	12,100.37	12,109.07
	<i>Other Revenue Totals</i>	\$255,500.00	\$225,000.00	\$30,500.00	14%	\$6,339.37	\$12,100.37	\$12,109.07
	<i>Transfers In</i>							
5975.100	Transfers From (To) Reserve	(880,684.00)	260,193.00	(1,140,877.00)	(438)	.00	.00	.00
5985.100	Transfer from General Fund Recycling Grant	.00	1,033,339.00	(1,033,339.00)	(100)	1,033,339.00	1,042,255.00	663,294.00
5985.200	Transfer from General Fund Conv. Centers Grant	.00	664,984.00	(664,984.00)	(100)	664,984.00	624,068.00	504,505.00
	<i>Transfers In Totals</i>	(\$880,684.00)	\$1,958,516.00	(\$2,839,200.00)	(145%)	\$1,698,323.00	\$1,666,323.00	\$1,167,799.00
	REVENUE TOTALS	\$2,918,316.00	\$6,013,316.00	(\$3,095,000.00)	(51%)	\$3,780,615.93	\$5,791,413.52	\$4,973,816.63
	EXPENSE							
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	1,316,110.00	1,341,558.00	(25,448.00)	(2)	635,764.97	1,260,704.81	1,213,793.65
6000.400	Personnel Services Overtime Pay	15,000.00	5,000.00	10,000.00	200	.00	236.61	142.82

# Budget Worksheet Report

Budget Year 2020

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Fund 680 - Landfill								
<b>EXPENSE</b>								
<i>Personnel Services</i>								
6010.100	Benefits Fica & Fringe Benefits	771,860.00	766,427.00	5,433.00	1	272,388.85	698,852.25	656,716.22
6010.900	Benefits OPEB contribution	238,000.00	276,500.00	(38,500.00)	(14)	.00	192,743.79	213,998.34
<i>Personnel Services Totals</i>		<b>\$2,340,970.00</b>	<b>\$2,389,485.00</b>	<b>(\$48,515.00)</b>	<b>(2%)</b>	<b>\$908,153.82</b>	<b>\$2,152,537.46</b>	<b>\$2,084,651.03</b>
<i>Supplies &amp; Materials</i>								
6100.010	Administrative Expense Administrative Expenses	17,000.00	17,000.00	.00		8,193.85	15,166.59	14,212.00
6100.100	Administrative Expense Dues and Subscriptions	575.00	575.00	.00		.00	.00	.00
6110.090	Supplies & Equipment Computers & Printers	866.00	1,580.00	(714.00)	(45)	.00	816.12	.00
6110.290	Supplies & Equipment Other Office Equipment	.00	.00	.00		.00	.00	36.98
6110.340	Supplies & Equipment Safety Program Equipment	4,500.00	3,335.00	1,165.00	35	728.46	3,413.22	617.06
6110.390	Supplies & Equipment Small Equipment	9,500.00	15,500.00	(6,000.00)	(39)	.00	24,001.42	21,269.80
6110.420	Supplies & Equipment Tools & Supplies	14,000.00	13,500.00	500.00	4	3,393.95	4,480.27	2,008.77
6150.050	Uniforms & Personal Equipment Uniforms	12,600.00	12,600.00	.00		4,099.55	12,281.58	9,609.04
<i>Supplies &amp; Materials Totals</i>		<b>\$59,041.00</b>	<b>\$64,090.00</b>	<b>(\$5,049.00)</b>	<b>(8%)</b>	<b>\$16,415.81</b>	<b>\$60,159.20</b>	<b>\$47,753.65</b>
<i>Maintenance &amp; Services</i>								
6530.040	Consulting Services Consulting Services	125,000.00	125,000.00	.00		30,477.96	95,311.70	112,444.35
6530.100	Consulting Services Professional Fees	11,500.00	11,500.00	.00		10,400.00	10,429.86	8,400.00
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	110,000.00	110,000.00	.00		33,643.59	62,069.78	53,897.54
6540.030	Vehicle Operating Expenses Vehicle Maintenance	13,500.00	13,500.00	.00		1,286.76	8,566.70	6,904.46
6540.070	Vehicle Operating Expenses Off-road Fuel	142,000.00	140,000.00	2,000.00	1	53,867.75	130,354.06	89,716.98
6540.080	Vehicle Operating Expenses Heavy Equipment Maintenance	255,000.00	228,500.00	26,500.00	12	82,956.88	181,686.51	181,033.53
6550.020	Building Site Expenses Buildings & Grounds Maintenance	165,000.00	165,000.00	.00		67,580.61	140,015.95	152,435.86
6550.060	Building Site Expenses Electricity	60,000.00	60,000.00	.00		20,449.13	53,925.12	52,844.75
6550.135	Building Site Expenses Insurance Claim Expenses	.00	.00	.00		1,000.00	.00	.00
6550.270	Building Site Expenses Telephone	6,500.00	8,500.00	(2,000.00)	(24)	2,016.79	5,345.19	5,424.19
6700.610	Other Maint. & Svcs Leachate Treatment	225,000.00	195,000.00	30,000.00	15	73,038.73	179,228.36	150,578.64
6700.620	Other Maint. & Svcs Tire Recycling	17,000.00	17,000.00	.00		6,208.00	15,675.20	12,499.20
6700.630	Other Maint. & Svcs Electronics Removal	.00	.00	.00		.00	.00	28,933.35
6700.640	Other Maint. & Svcs Special Events	21,000.00	42,000.00	(21,000.00)	(50)	947.19	17,439.11	27,188.14
6700.660	Other Maint. & Svcs HHW Ads	3,000.00	5,000.00	(2,000.00)	(40)	2,501.00	2,444.00	4,420.00
<i>Maintenance &amp; Services Totals</i>		<b>\$1,154,500.00</b>	<b>\$1,121,000.00</b>	<b>\$33,500.00</b>	<b>3%</b>	<b>\$386,374.39</b>	<b>\$902,491.54</b>	<b>\$886,720.99</b>



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 680 - Landfill								
	<b>EXPENSE</b>							
	<i>Other Charges</i>							
7000.020	Travel, Training & Expense Board Member Allowance	1,500.00	1,500.00	.00		150.00	700.00	1,000.00
7000.060	Travel, Training & Expense Educational Training	2,963.00	2,963.00	.00		398.00	1,666.83	2,524.18
7170.010	Benefits & Insurance Allowance for COLA	65,600.00	.00	65,600.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	12,250.00	12,250.00	.00		10,961.19	11,220.20	9,963.00
7200.010	Bond & Interest Expense Interest Expense	624,000.00	693,500.00	(69,500.00)	(10)	350,359.75	28,212.60	35,940.76
7200.020	Bond & Interest Expense Bond Interest Expense	294,000.00	190,000.00	104,000.00	55	38,982.76	80,294.38	82,499.99
7200.030	Bond & Interest Expense Bond Issuance Expense	2,500.00	.00	2,500.00		.00	922.90	922.90
	<i>Other Charges Totals</i>	\$1,002,813.00	\$900,213.00	\$102,600.00	11%	\$400,851.70	\$123,016.91	\$132,850.83
	<i>Interfund Charges</i>							
8010.030	Interfund Treasurer's Support - Salary	65,600.00	62,548.00	3,052.00	5	31,273.84	62,537.54	58,942.00
8010.040	Interfund Treasurer's Support - Fringe	29,550.00	28,109.00	1,441.00	5	14,054.46	28,079.36	25,427.58
8010.050	Interfund Public Works & Admin - Benefits	65,000.00	61,662.00	3,338.00	5	30,830.86	59,109.10	53,914.18
8010.060	Interfund Public Works & Admin - Salaries	144,500.00	137,209.00	7,291.00	5	68,604.51	131,646.06	124,974.98
8100.060	Transfers Out Recycling	(1,137,045.00)	.00	(1,137,045.00)	(37,901,500)	.00	.00	.00
8100.070	Transfers Out Convenience Centers	(1,006,613.00)	.00	(1,006,613.00)	(50,330,650)	.00	.00	.00
	<i>Interfund Charges Totals</i>	(\$1,839,008.00)	\$289,528.00	(\$2,128,536.00)	(735%)	\$144,763.67	\$281,372.06	\$263,258.74
	<i>Capital Equipment</i>							
9010	Capital Equipment	.00	249,000.00	(249,000.00)	(100)	33,767.55	.00	.00
9010.050	Capital Equipment Building Improvements	75,000.00	.00	75,000.00		.00	.00	.00
9010.060	Capital Equipment Other	45,000.00	.00	45,000.00		.00	.00	.00
9010.070	Capital Equipment Heavy Equipment	80,000.00	.00	80,000.00		.00	.00	.00
9100.010	Depreciation Depreciation Expense	.00	600,000.00	(600,000.00)	(100)	.00	576,190.52	617,266.61
9100.500	Depreciation Reserve for Closure	.00	400,000.00	(400,000.00)	(100)	.00	.00	334,545.00
	<i>Capital Equipment Totals</i>	\$200,000.00	\$1,249,000.00	(\$1,049,000.00)	(84%)	\$33,767.55	\$576,190.52	\$951,811.61
	<b>EXPENSE TOTALS</b>	\$2,918,316.00	\$6,013,316.00	(\$3,095,000.00)	(51%)	\$1,890,326.94	\$4,095,767.69	\$4,367,046.85
Fund 680 - Landfill Totals								
	REVENUE TOTALS	\$2,918,316.00	\$6,013,316.00	(\$3,095,000.00)	(51%)	\$3,780,615.93	\$5,791,413.52	\$4,973,816.63
	EXPENSE TOTALS	\$2,918,316.00	\$6,013,316.00	(\$3,095,000.00)	(51%)	\$1,890,326.94	\$4,095,767.69	\$4,367,046.85
Fund 680 - Landfill Totals		\$0.00	\$0.00	\$0.00	+++	\$1,890,288.99	\$1,695,645.83	\$606,769.78
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$2,918,316.00	\$6,013,316.00	(\$3,095,000.00)	(51%)	\$3,780,615.93	\$5,791,413.52	\$4,973,816.63
	EXPENSE GRAND TOTALS	\$2,918,316.00	\$6,013,316.00	(\$3,095,000.00)	(51%)	\$1,890,326.94	\$4,095,767.69	\$4,367,046.85



# Budget Worksheet Report

Budget Year 2020

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Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	\$1,890,288.99	\$1,695,645.83	\$606,769.78
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# Worcester County

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

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

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

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

March 27, 2019

Honorable Diana Purnell, President

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

DIVISIONS

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

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

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

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

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

Dear Commissioner Purnell:

The Solid Waste Advisory Board met on March 27, 2019, and unanimously recommended that the County Commissioners adopt the proposed FY 2019-2020 Solid Waste and Recycling budgets as presented.

Sincerely,

George B. Linvill, Chairman  
Solid Waste Advisory Board

CC: John Tustin, P.E., Director

Michael Mitchell, Solid Waste Superintendent

Michael McClung, Recycling Manager



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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

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 26, 2019*  
**RE:** *Liquor Control Enterprise Fund Public Hearing*

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The purpose of this memo is to request a public hearing for the Liquor Control Enterprise Fund FY19/20 budget on Tuesday, June 4, 2019. Attached is the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY19/20 Requested Operating Budget as well as the handout for the public hearing meeting.

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

**Notice of Public Hearing  
Worcester County  
Liquor Control Enterprise Fund  
FY 2019/2020 Requested Operating Budget**

**DRAFT**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2019/2020 Liquor Control Enterprise Fund Operating Budget as requested by the Worcester County Liquor Control Department on:

**Tuesday, June 4, 2019  
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 Worcester County Government Center Rooms 1103 and 1105, One West Market Street, Snow Hill, Maryland 21863 or online at [www.co.worcester.md.us](http://www.co.worcester.md.us).

WORCESTER COUNTY  
2019/2020 REQUESTED OPERATING BUDGET

**LIQUOR CONTROL ENTERPRISE FUND**

Personnel Services .....	\$163,360
Supplies & Materials .....	\$14,200
Cost of Goods Sold .....	\$622,200
Maintenance & Services .....	\$62,140
Other Charges .....	\$5,500
Payout of Net Income (Loss) to County and Pocomoke City .....	\$33,500
Interfund Charges .....	<u>\$14,100</u>

TOTAL REQUESTED EXPENDITURES	\$915,000
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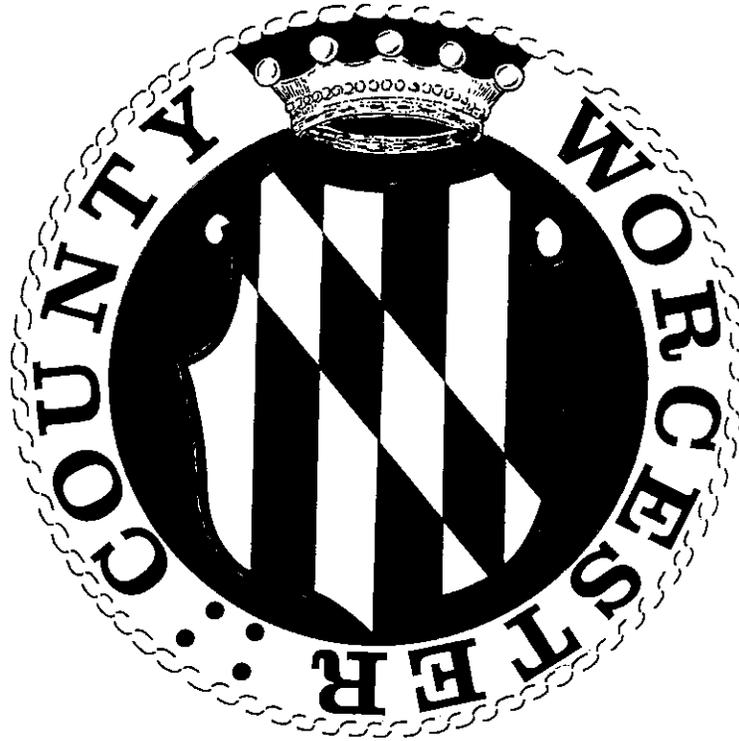
Sales - Retail .....	<u>\$915,000</u>
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TOTAL ESTIMATED REVENUES	\$915,000
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For additional information, contact the Worcester County Treasurer's Office  
at 410-632-0686, ext. 1217.

# Worcester County

## Department of Liquor Control



FY 2019/20 Requested

Operating Budgets

## Board of County Commissioners of Worcester County

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

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**

	2018/19 Budget	2019/20 Request	(\$) Variance	(%) Variance
<b>Revenue</b>				
Liquor Sales - Retail	915,000	915,000	-	0.00%
	<u>915,000</u>	<u>915,000</u>	-	0.00%
<b>Expenditures</b>				
Cost of Goods Sold	622,200	622,200	-	0.00%
Personnel Services	201,000	163,360	(37,640)	-18.73%
Supplies & Materials	14,200	14,200	-	0.00%
Maintenance & Services	59,250	62,140	2,890	4.88%
Other Charges	2,500	5,500	3,000	120.00%
Interfund Charges	13,250	14,100	850	6.42%
Payout of profits/(losses)	2,600	33,500	30,900	1188.46%
	<u>915,000</u>	<u>915,000</u>	-	0.00%

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 400	<b>LIQUOR CONTROL</b>							
	REVENUE							
	<i>Gain/Loss on Disposal of Assets</i>							
4600	Sale Of Fixed Assets	.00	.00	.00		.00	.00	(403,622.63)
	<i>Gain/Loss on Disposal of Assets Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	(\$403,622.63)
	<i>Charges for Services</i>							
5260	Liquor Sales - Wholesale	.00	.00	.00		.00	.00	937,113.84
5265	Bulk Sales	.00	.00	.00		.00	.00	795,560.93
5270	Liquor Sales - Retail	915,000.00	915,000.00	.00		455,531.50	772,157.35	3,460,385.00
	<i>Charges for Services Totals</i>	\$915,000.00	\$915,000.00	\$0.00	0%	\$455,531.50	\$772,157.35	\$5,193,059.77
	<i>Miscellaneous</i>							
4800	Other Miscellaneous Revenue	.00	.00	.00		46,830.74	92,260.84	631,555.20
	<i>Miscellaneous Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$46,830.74	\$92,260.84	\$631,555.20
	<i>Transfers In</i>							
5510	Transfers From Other Funds	.00	.00	.00		.00	.00	419,377.93
	<i>Transfers In Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	\$419,377.93
	REVENUE TOTALS	\$915,000.00	\$915,000.00	\$0.00	0%	\$502,362.24	\$864,418.19	\$5,840,370.27
	EXPENSE							
	<i>Cost of Goods Sold</i>							
8910	Purchases	622,200.00	622,200.00	.00		317,695.82	628,422.23	1,460,199.77
8915	Change in Inventory	.00	.00	.00		19,597.00	(52,044.00)	2,646,791.28
8925	Freight	.00	.00	.00		.00	.00	365.28
8930	Excise Tax	.00	.00	.00		.00	.00	7,826.92
	<i>Cost of Goods Sold Totals</i>	\$622,200.00	\$622,200.00	\$0.00	0%	\$337,292.82	\$576,378.23	\$4,115,183.25
	<i>Personnel Services</i>							
6000.100	Personnel Services Salaries	61,360.00	92,000.00	(30,640.00)	(33)	45,988.80	91,308.21	666,522.07
6000.400	Personnel Services Overtime Pay	.00	.00	.00		.00	1,573.68	14,076.64
6010.100	Benefits Fica & Fringe Benefits	22,000.00	49,000.00	(27,000.00)	(55)	22,831.70	59,013.46	323,708.04
6050	Outsourced Labor	80,000.00	60,000.00	20,000.00	33	42,652.52	68,822.46	109,522.17
	<i>Personnel Services Totals</i>	\$163,360.00	\$201,000.00	(\$37,640.00)	(19%)	\$111,473.02	\$220,717.81	\$1,113,828.92
	<i>Supplies &amp; Materials</i>							
6100.052	Administrative Expense Bank Fees	14,000.00	14,000.00	.00		7,221.10	13,626.96	61,125.99
6100.100	Administrative Expense Dues and Subscriptions	.00	.00	.00		.00	24.00	183.00
6100.190	Administrative Expense Office Supplies	.00	.00	.00		.00	441.03	7,353.52
6110.125	Supplies & Equipment Equipment Maintenance & Repair	.00	.00	.00		.00	.00	2,551.81
6130.020	Equipment Maintenance Equipment Annual Maint Contr.	.00	.00	.00		.00	.00	7.00



# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 400	<b>LIQUOR CONTROL</b>							
	EXPENSE							
	Supplies & Materials							
6150.050	Uniforms & Personal Equipment Uniforms	200.00	200.00	.00		.00	293.60	.00
	<i>Supplies &amp; Materials Totals</i>	<b>\$14,200.00</b>	<b>\$14,200.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$7,221.10</b>	<b>\$14,385.59</b>	<b>\$71,221.32</b>
	Maintenance & Services							
6530.100	Consulting Services Professional Fees	35,000.00	35,000.00	.00		5,535.00	69,461.64	38,553.56
6540.010	Vehicle Operating Expenses Equipment/Vehicle Rental	.00	.00	.00		.00	.00	3,062.05
6540.020	Vehicle Operating Expenses Fuel - WC Fleet	.00	.00	.00		.00	126.63	7,017.50
6540.030	Vehicle Operating Expenses Vehicle Maintenance	.00	.00	.00		.00	.00	3,201.36
6550.015	Building Site Expenses Building Supplies	2,140.00	2,000.00	140.00	7	1,215.15	2,192.03	4,879.90
6550.020	Building Site Expenses Buildings & Grounds Maintenance	5,000.00	5,000.00	.00		2,272.99	5,070.38	27,835.90
6550.060	Building Site Expenses Electricity	11,000.00	11,000.00	.00		4,889.29	10,562.06	44,789.74
6550.120	Building Site Expenses Heating Propane	.00	.00	.00		.00	.00	1,955.56
6550.140	Building Site Expenses Internet Access	.00	.00	.00		.00	.00	1,813.54
6550.170	Building Site Expenses Office Rent/Lease	.00	.00	.00		47,233.68	93,670.57	219,244.11
6550.220	Building Site Expenses Security Alarm Monitoring	300.00	250.00	50.00	19	206.00	1,336.96	5,428.50
6550.270	Building Site Expenses Telephone	3,200.00	4,000.00	(800.00)	(20)	1,693.75	3,182.37	15,868.50
6550.310	Building Site Expenses Water & Sewer	500.00	500.00	.00		223.02	424.04	428.10
6900.070	Advertising Sales	5,000.00	1,500.00	3,500.00	233	4,582.67	2,437.59	19,714.91
	<i>Maintenance &amp; Services Totals</i>	<b>\$62,140.00</b>	<b>\$59,250.00</b>	<b>\$2,890.00</b>	<b>5%</b>	<b>\$67,851.55</b>	<b>\$188,464.27</b>	<b>\$393,793.23</b>
	Other Charges							
7000.115	Travel, Training & Expense Mileage	500.00	500.00	.00		233.82	400.00	.00
7170.010	Benefits & Insurance Allowance for COLA	3,000.00	.00	3,000.00		.00	.00	.00
7170.100	Benefits & Insurance Property & Liability Insurance	2,000.00	2,000.00	.00		1,226.31	1,767.19	13,461.00
7200.010	Bond & Interest Expense Interest Expense	.00	.00	.00		.00	1,447.08	32,986.63
	<i>Other Charges Totals</i>	<b>\$5,500.00</b>	<b>\$2,500.00</b>	<b>\$3,000.00</b>	<b>120%</b>	<b>\$1,460.13</b>	<b>\$3,614.27</b>	<b>\$46,447.63</b>
	Interfund Charges							
8010.010	Interfund Office Expense (Divided)	14,100.00	13,250.00	850.00	6	6,625.02	.00	3,593.85
8010.030	Interfund Treasurer's Support - Salary	.00	.00	.00		.00	5,500.00	36,495.68
8010.040	Interfund Treasurer's Support - Fringe	.00	.00	.00		.00	4,500.00	15,715.58
8010.050	Interfund Public Works & Admin - Benefits	.00	.00	.00		.00	1,513.00	10,477.08
8010.060	Interfund Public Works & Admin - Salaries	.00	.00	.00		.00	1,237.00	24,219.78
	<i>Interfund Charges Totals</i>	<b>\$14,100.00</b>	<b>\$13,250.00</b>	<b>\$850.00</b>	<b>6%</b>	<b>\$6,625.02</b>	<b>\$12,750.00</b>	<b>\$90,501.97</b>

# Budget Worksheet Report

Budget Year 2020

Account	Account Description	2020 Committee Review	2019 Adopted Budget	\$ Variance	% Variance	2019 Actual YTD Dec 2018	2018 Actual Amount	2017 Actual Amount
Fund 400 - LIQUOR CONTROL								
	EXPENSE							
	<i>Payments to Other Government Entities</i>							
8500.800	Payments to Other Gov't Entities Distribution of Liquor Profits	33,500.00	2,600.00	30,900.00	1,188	.00	.00	.00
	<i>Payments to Other Government Entities Totals</i>	\$33,500.00	\$2,600.00	\$30,900.00	1188%	\$0.00	\$0.00	\$0.00
	<i>Capital Equipment</i>							
9100.010	Depreciation Depreciation Expense	.00	.00	.00		7,980.00	15,958.00	92,959.70
	<i>Capital Equipment Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$7,980.00	\$15,958.00	\$92,959.70
	EXPENSE TOTALS	\$915,000.00	\$915,000.00	\$0.00	0%	\$539,903.64	\$1,032,268.17	\$5,923,936.02
Fund 400 - LIQUOR CONTROL Totals								
	REVENUE TOTALS	\$915,000.00	\$915,000.00	\$0.00	0%	\$502,362.24	\$864,418.19	\$5,840,370.27
	EXPENSE TOTALS	\$915,000.00	\$915,000.00	\$0.00	0%	\$539,903.64	\$1,032,268.17	\$5,923,936.02
Fund 400 - LIQUOR CONTROL Totals		\$0.00	\$0.00	\$0.00	+++	(\$37,541.40)	(\$167,849.98)	(\$83,565.75)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$915,000.00	\$915,000.00	\$0.00	0%	\$502,362.24	\$864,418.19	\$5,840,370.27
	EXPENSE GRAND TOTALS	\$915,000.00	\$915,000.00	\$0.00	0%	\$539,903.64	\$1,032,268.17	\$5,923,936.02
	Net Grand Totals	\$0.00	\$0.00	\$0.00	+++	(\$37,541.40)	(\$167,849.98)	(\$83,565.75)

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



18

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

COMMISSIONERS  
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DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
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JOSEPH M. MITRECIĆ

OFFICE OF THE  
COUNTY COMMISSIONERS

# Worcester County

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

May 1, 2019

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*  
SUBJECT: Single-Family Residential Fire Sprinklers in Worcester County

\*\*\*\*\*

As you are aware, at their meeting of February 19, 2019, the County Commissioners unanimously authorized Commission President Purnell to sign a letter to Norman C. Wang, RA, the Building Codes Administration Director for the Division of Labor and Industry within the Maryland Department of Labor, Licensing and Regulation (DLLR) advising of the Commissioners' intent to institute a revised Building Permit Application form and a Single-Family Home Residential Fire Sprinkler Waiver form, which would allow property owners to opt out of the State requirement to install fire sprinklers in all new single-family homes effective July 1, 2019 and seeking State comment on their proposal on or before May 1, 2019. In preparation for the Commissioners' discussion on this matter at their meeting of May 7, 2019, please refer to the following:

- |  |    |
|--|----|
| - February 19, 2019 - Letter to Norman C. Wang, DLLR_____  | 2  |
| - March 25, 2019 - Response Letter from Matthew Helminiak, DLLR_____   | 8  |
| - March 26, 2019 - Email from Delegate Wayne Hartman, District 38C_____  | 10 |
| - April 25, 2019 - Letter to Attorney General from State Police Fire Prevention Commission_____                          | 11 |
| - April 26, 2019 (received) - Copy of Letter from Maryland Assistant Attorney General<br>Jeremy McCoy dated 2/19/19_____ | 35 |

Page

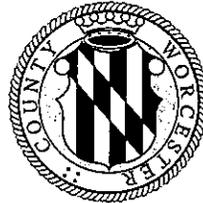
For reference purposes, I have also included:

- |  |    |
|--|----|
| - January 22 and February 19, 2019 - Minutes of the County Commissioners Discussion_____ | 39 |
| - January 15, 2019 - Staff memo on Residential Fire Sprinkler Requirements _____         | 42 |

Please advise if you need any additional information prior to the Commissioners' discussion of this matter at their meeting of May 7, 2019.

cc: Ed Tudor, Director of Development Review & Permitting  
Jeff McMahon, Fire Marshal  
Maureen Howarth, County Attorney

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



OFFICE OF THE  
COUNTY COMMISSIONERS

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

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JAMES C. CHURCH  
THEODORE J. ELDER  
JOSHUA C. NORDSTROM

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

February 19, 2019

Norman C. Wang, RA  
Director, Building Codes Administration  
Division of Labor and Industry  
Maryland Department of Labor, Licensing and Regulation  
1100 North Eutaw Street, Room 606  
Baltimore, Maryland 21201

RE: Single-Family Residential Fire Sprinklers in Worcester County

Dear Mr. Wang:

Please be advised that the Worcester County Commissioners recently discussed the requirement of the International Residential Building Code and the State of Maryland's adoption thereof, which requires automatic fire sprinkler systems in all new one-and two-family dwellings in the State. While we understand that there is an argument that such systems may save lives and/or reduce fire damage, it is our collective feeling that the decision whether or not to install such systems should be left to the homeowner and not mandated by State law. In a rural county such as ours, where public water supplies are limited, this State mandate costs individuals building their home thousands of extra dollars in construction costs. Oftentimes this extra cost can keep a first-time home buyer from purchasing a new home. Additionally, Worcester County borders both the States of Virginia and Delaware and therefore our local home builders must compete with home builders in those states that do not have a fire sprinkler mandate. This situation adversely affects our local economy.

Part of our recent discussion centered around our understanding that currently at least one Maryland County does not require these fire sprinkler systems in their jurisdiction. Worcester County plans to join this other county by not requiring residential fire sprinkler systems in new single-family homes. Effective July 1, 2019, Worcester County will let the property owner building a new home decide for themselves if they want to install such a system. We intend to

Norman C. Wang  
February 19, 2019  
Page 2

effectuate this change by having a check-off box on our building permit application for a residential sprinkler system waiver request and a Single-Family Home Residential Fire Sprinkler Waiver form to be completed by the property owner, builder and applicant for a permit for a new single-family home. Please note that we intend to continue enforcing the fire sprinkler requirements for new two-family dwellings.

If you wish to comment on our proposed action, please do so before May 1, 2019.

Respectfully,



Diana Purnell  
President

cc: James E. Rzepkowski, Acting Secretary, Maryland  
Department of Labor Licensing and Regulation  
The Honorable Senator Mary Beth Carozza  
The Honorable Delegate Wayne Hartman  
The Honorable Delegate Charles J. Otto  
Maureen Howarth, County Attorney  
Bill Bradshaw, Building Administrator/County Engineer  
Jeff McMahon, Fire Marshal

**DRAFT**



**Single Family Home  
Residential Fire Sprinkler  
Waiver**

**WORCESTER COUNTY DEPARTMENT OF DEVELOPMENT  
REVIEW AND PERMITTING**

One West Market Street, Room 1201 Snow Hill,  
Maryland 21863  
Phone: 410-632-1200 Fax: 410-632-3008

(Office Use Only)  
Application:  
Date:

Property Owner, Builder and Applicant, their personal representatives, assigns, heirs and next of kin hereby releases, waives and discharges Worcester County, Maryland and all of their agents, managers, directors, officers, employees and assigns, from any and all liability and responsibilities for the single family home being built at \_\_\_\_\_ (address, account number and TM/P) not being equipped with a residential fire sprinkler. Said sprinkler is required by State law. Property Owner, Builder and Applicant their personal representatives, assigns, heirs and next of kin hereby releases, waives and discharges Worcester County, Maryland and all of their agents, managers, directors, officers, employees and assigns, from any and all liability and responsibilities for this violation of State law.

Property Owner, Builder and Applicant, their personal representatives, assigns, heirs and next of kin further agrees to indemnify and hold Worcester County, Maryland their agents, managers, directors, officers, employees and assigns harmless from any loss, liability, damage or cost they may incur due to this failure to install a residential fire sprinkler in the single family home being built at \_\_\_\_\_ (address, account number, TM/P). Property Owner, Builder and Applicant agree that this release is intended to be as broad and inclusive as is permitted by the laws of the State of Maryland. Furthermore, Property Owner, Builder and Applicant covenant not to sue Worcester County, Maryland their agents, managers, directors, officers, employees and assigns.

The Property Owner, Builder and Applicant certifies under penalty of perjury as follows:

1) that they are the property owner, builder and applicant for this single family home; 2) that they understand that residential fire sprinklers are required in single family homes by State law and Property Owner, Builder AND Applicant will **NOT** comply with this law and will **NOT** install said sprinklers in this single family home.

**DRAFT**

Property Owner - print

Address

Phone and Email

Signature

Builder -print

Address

Phone and Email

Signature

Applicant- print

Address

Phone and Email

Signature



# Permit Application

**WORCESTER COUNTY DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING**  
One West Market Street, Room 1201  
Snow Hill, Maryland 21863  
Phone: 410-632-1200 Fax: 410-632-3008

(Office Use Only)

Application No. \_\_\_\_\_  
Submittal Date: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_  
F.M. Fee \_\_\_\_\_  
HBGF Fee \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Expiration Date \_\_\_\_\_

Building Permit

Zoning Permit

Demolition Permit

Address of Property

Road  Collector  Arterial

Other Description

Area

PFA

Tax ID #

Zoning District

Tax Map

Parcel

Section

Block

Lot

Unit

USE OR  
STRUCTURE

Minimum Required Setbacks:

Front Yard

Feet from:  Front Property Line

Center of Road Right of Way

Rear Yard

Ft. Left Yard

Ft. Right Yard

Ft.

I.R.C. Review \_\_\_\_\_

I.B.C. Review \_\_\_\_\_

Planning Commission \_\_\_\_\_

In accordance with site plan approved by \_\_\_\_\_ on \_\_\_\_\_

County Roads Engineer \_\_\_\_\_

State Roads Engineer \_\_\_\_\_

Health Dept. \_\_\_\_\_

Fire Marshal \_\_\_\_\_

Liquor License \_\_\_\_\_

Zoning Approval \_\_\_\_\_

Other Approval \_\_\_\_\_

## Environmental Programs

Floodplain Zone  Elevation  MSL

Elevation Certificate required

Non-conversion Agreement required

Structure must be anchored and vented

Water Supply \_\_\_\_\_  Sewage Disposal \_\_\_\_\_

Env. Programs \_\_\_\_\_

SEC/SWM \_\_\_\_\_

Critical Area \_\_\_\_\_

Designation \_\_\_\_\_ BMA \_\_\_\_\_

Forestry \_\_\_\_\_

Plan No. \_\_\_\_\_

The lowest habitable floor level of any dwelling, including basements, garages, etc. shall meet the elevation required under the Worcester County Floodplain Management Law.

# DRAFT

PG. 2 of permit

Architect Name and License

Estimated Construction Cost \$

Engineer Name and License

# DRAFT

**ALSO REQUIRED:**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Electrical Permit                  | <input type="checkbox"/> Plumbing Permit                                     | <input type="checkbox"/> Gas Permit        |  |
| <input type="checkbox"/> Consolidation                      | <input type="checkbox"/> CAFO  | <input type="checkbox"/> Foundation Survey | <input type="checkbox"/> As-Constructed Survey |
| <input type="checkbox"/> Landscape I & M                    | <input type="checkbox"/> Single-Family Dwelling Residential Sprinkler Waiver |  |  |
| <input type="checkbox"/> Other _____                        |  |  |  |
| <input type="checkbox"/> Bonds: type: _____ amount \$ _____ |  |  |  |

The applicant hereby certifies under penalty of perjury as follows: 1) that he/she is authorized to make this application; 2) that all information provided by the applicant, whether on an original application or on an application for a revision, is true and correct, including all information on any attachments hereto; 3) that he/she will comply with all regulations of Worcester County which are applicable hereto; 4) that he/she will perform no work on the above property not specifically described in this application; 5) that any misrepresentation or misstatement of facts or any change without approval shall constitute grounds for denial and/or revocation of the permit; 6) that he/she grants County officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices; 7) that he/she assumes all responsibility to determine, request and obtain any and all required Federal, State or County permits necessary to implement this permit; and 8) that it shall be unlawful to occupy any building or structure or change the use of land until a zoning/occupancy certificate has been issued by the Department.

Expiration: If the work described in this permit has not had a substantial start (approved foundation inspection) within 12 months from the date of issuance, such permit shall expire. If the work described has not been substantiality completed (approved framing inspection) within 24 months of date of issuance, such permit shall expire. The Department may grant a single 12 month extension upon written request by the applicant, if such request is found to be reasonable and necessary for the orderly completion of the project. Expired permits shall become null and void.

Owner

Address

Phone

E-Mail

Signature: \_\_\_\_\_

Applicant

Address

Phone

E-Mail

Signature: \_\_\_\_\_

Relationship to Owner:

Owner/Applicant ID No.

Builder

Address

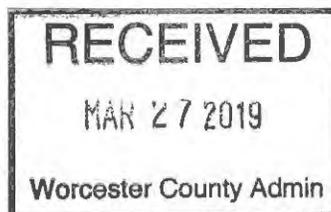
License #

Phone

E-Mail

March 25, 2019

Ms. Diana Purnell  
President  
Office of the County Commissioners  
Worcester County  
One West Market Street, Room 1103  
Snow Hill, Maryland 21863-1195



Copy: Ed Tudor ✓  
Jeff McMahon ✓  
Maureen Haworth ✓

Dear President Purnell:

Your recent letter of February 19, 2019 to Norman Wang of the Building Codes Administration has been forwarded to me for response. As I understand it, Worcester County is proposing to amend its building permit application to provide for a “check-off” box on your building permit application “for a residential sprinkler system waiver request and a Single-Family Home Residential Fire Sprinkler Waiver form to be completed by the property owner, builder and applicant for a permit for a new single family dwelling.”

As you may be aware, Subtitle 5. Maryland Building Performance Standards was created by the General Assembly under the Public Safety Article. Within that subtitle are nine separate sections governing (1) the adoption and enforcement of statewide building codes, (2) the duties and powers of the Department of Labor, Licensing, and Regulation<sup>1</sup> (DLLR), and (3) the duties and powers of local jurisdictions.

DLLR is required to adopt by regulation, as the Maryland Building Performance Standards, the International Building Code (IBC), including the International Energy Conservation Code (IECC), subject to modification by DLLR, see Public Safety Article, §12-503, Annotated Code of Maryland. These regulations are referred to as the “Standards”.

Each local jurisdiction is required to implement and enforce the most current version of the Standards and any local amendments. The specific requirements related to local jurisdiction adoption, amendment, implementation, and enforcement of the Standards are contained,

<sup>1</sup> Effective July 1, 2018, administration of the Standards was transferred from the Department of Housing and Community Development (DHCD) to DLLR.

independent of the sections related to DLLR, in §§12-504 and 12-505 of the Public Safety Article. Specifically §12-504 addresses automatic fire sprinkler systems.

While §12-502(c) of the Public Safety article clarifies the authority of Subtitle 5 and, among other provisions, states “This subtitle does not allow or encourage the State to initiate or assume an independent role in the administration and enforcement of the Standards for a building or structure that is not owned or operated by the State.”, the requirement that local jurisdictions provide DLLR a copy of local amendments to the Standards exists in §12-504 and §12-506. DLLR is required under §12-506 to maintain a central automated database of, among other things, the Standards and any local amendments. DLLR may also include any information provided by a local jurisdiction on the implementation and interpretation of the Standards and interim amendments. As such, Worcester County is required to notify and provide a copy to DLLR of any local amendments to the Standards within 15 days after the effective date of the amendment. This information will be maintained in the database and may include additional information that DLLR has received, including information regarding the proposal regarding the waiver form as described in your letter.

Please note, as of March 15, 2019 the amendments to update the adopted Standards became final, see Md Register volume 46, issue 6, pages 345-346. Notification to all counties will go out under separate cover.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Helminiak', with a long horizontal line extending to the left.

Matthew Helminiak  
Commissioner of Labor and Industry

cc: James E. Rzepkowski, Acting Secretary

## Kelly Shannahan

---

**From:** Hartman, Wayne Delegate <Wayne.Hartman@house.state.md.us>  
**Sent:** Tuesday, March 26, 2019 2:07 PM  
**To:** commissioners  
**Subject:** Single-Family Residential Fire Sprinklers in Worcester County

Hello Commissioner Purnell,

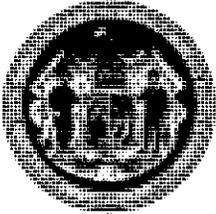
We are receipt of a copy of your letter addressed to Norman C. Wang, R.A., Director of Building Codes Administration that states your intention of allowing the owners of new single family home construction to opt out of the mandated Single-family home residential fire sprinklers.

I fully support your efforts to make this change in Worcester County. Let me know if you have received a response from Director Wang? Please let me know if there is anything I can do to assist in getting the waiver for Worcester County.

I look forward to your response.

Sincerely,

Delegate Wayne Hartman  
District 38C  
Wicomico and Worcester Counties  
6 Bladen Street Suite 308  
Annapolis, MD 21401  
Office: 410-841-3356  
Fax: 410-841-3098  
[Wayne.Hartman@house.state.md.us](mailto:Wayne.Hartman@house.state.md.us)





Larry Hogan  
Governor

Boyd K. Rutherford  
Lt. Governor

April 25, 2019

STATE OF MARYLAND

DEPARTMENT OF STATE POLICE

FIRE PREVENTION COMMISSION

18345 Colonel Henry K. Douglas Drive  
Suite 240

Hagerstown MD 21740

301-766-3899

Fax: 301-766-3889

<http://sfpc.mdsp.org>

[msp.sfpc@maryland.gov](mailto:msp.sfpc@maryland.gov)



Colonel William M. Pallozzi  
Secretary

C. Daniel Davis, Jr.  
Chairman

The Honorable Brian E. Frosh  
Attorney General of Maryland  
200 Saint Paul Street  
Baltimore MD 21202

RE: Failure of Allegany County and Worcester County to Enforce and Uphold the Lawfully Adopted Requirements for Automatic Fire Sprinkler Protection in Newly Constructed One- and Two-Family Homes

Dear Attorney General Frosh:

On March 15, 2019, the State of Maryland through the Department of Labor, Licensing, and Regulation adopted the 2018 edition of the *International Residential Code* with an effective date of March 25, 2019. This Code requires that every newly constructed one- and two-family home be provided with automatic fire sprinkler protection. This requirement affords improved fire protection not only to the home's occupants but also to fire service personnel. In short, it saves lives and prevents the needless destruction of property caused by fires in one- and two-family homes.

The enclosed "January through December 2017 Fire Deaths in Maryland Report" compiled by the Office of the Maryland State Fire Marshal (the most current annual statistics available) reflects that residential fires accounted for 84% of all fire deaths in Maryland and of those, 73% occurred in one- and two-family dwellings (see page 9).

The Maryland State Fire Prevention Commission has learned that Allegany County government officials are not requiring the installation of automatic sprinkler protection in new one- and two-family homes. Allegany County is currently enforcing the 2006 edition of the *International Residential Code* which does not contain this fire sprinkler requirement. The Commission has also recently learned that beginning on July 1, 2019, the Office of the County Commissioners of Worcester County will permit single family homeowners to choose to opt out of the automatic fire sprinkler system required by the Code.

The Maryland State Fire Marshal, while fully supportive of the residential automatic fire sprinkler requirement, has assured this Commission that his office lacks the authority to enforce this particular fire sprinkler requirement because it is not a requirement of the State Fire Prevention Code. Furthermore, § 6-305(a)(1) of the Public Safety Article prohibits the State Fire Marshal from enforcing laws and regulations in "buildings that are used solely as dwelling houses for no more than two families."

Attorney General Brian Frosh  
April 25, 2019  
Page 2

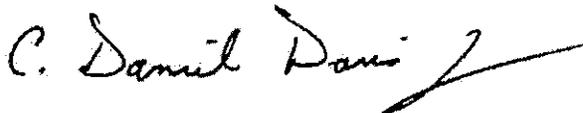
The Maryland Department of Labor, Licensing and Regulation has also taken the position that it lacks the authority to enforce this particular fire sprinkler requirement. It should be noted, however, that § 12-504 (a)(iii) of the Public Safety Article prohibits local amendments that "weaken the automatic fire sprinkler systems provisions for townhouses and one- and two-family dwellings," with very limited exceptions. Section 12-505, meanwhile, requires local jurisdictions to enforce the most current version of the Maryland Building Performance Standards no later than twelve months after the Standards are adopted by the State.

During its regularly scheduled meeting on April 18, 2019, the Fire Prevention Commission thoroughly discussed the positions of both Allegany and Worcester Counties and found them to be contrary to adequate protection from unwanted fire. The Commission also unanimously voted both to draw your attention to the seriousness of Allegany and Worcester Counties' non-compliance and to ask you, in your capacity as the State's senior law enforcement officer, to initiate prompt corrective action to enforce the counties' compliance with the Code.

The Commission firmly believes that a failure to secure that compliance will result in additional jurisdictions taking similar non-compliant positions, and that the end result will be increased loss of life and property throughout the State.

The Commission looks forward to a positive reply from your office.

Sincerely,

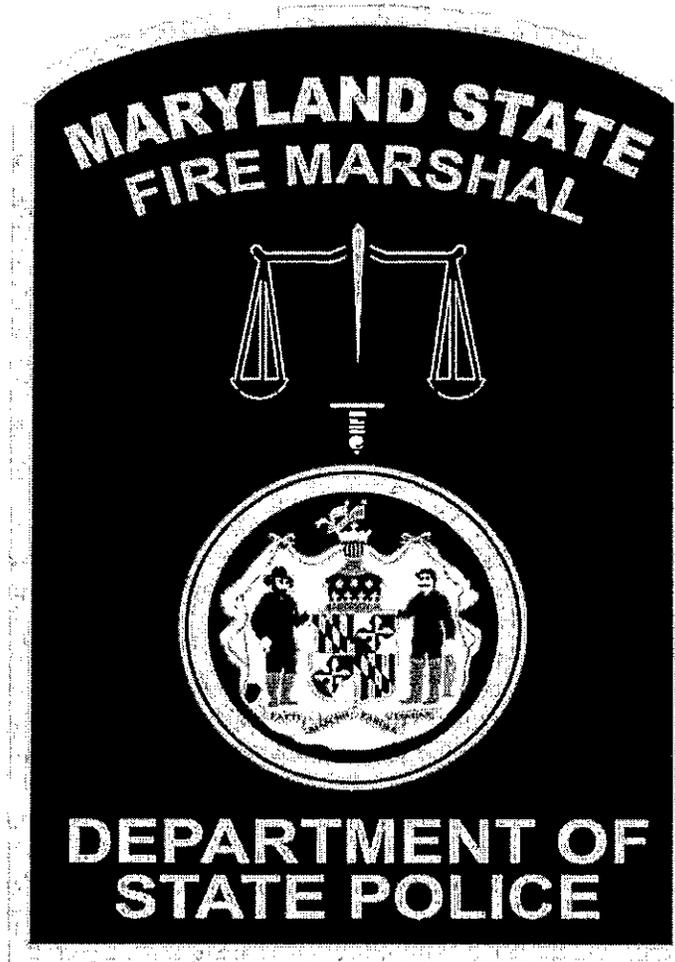


C. Daniel Davis, Jr.  
Chairman  
State Fire Prevention Commission

cc: Brian Geraci, Maryland State Fire Marshal  
Matthew Helminiak, Commissioner of Labor and Industry  
Diana Purnell, President Worcester County Commissioners  
Jacob Shade, President Allegany County Commissioners  
Richard Blair, President Maryland State Firemen's Association

Enclosure

**FIRE DEATHS IN MARYLAND**



**January - December  
2017**

OFFICE OF THE MARYLAND STATE FIRE MARSHAL

FIRE DEATHS IN MARYLAND

January - December 2017

The fire deaths reported in Maryland during 2017 represent a slight increase over the previous year. The 71 deaths in 54 fires reported in 2017 represent a 4.4 percent increase over the 68 deaths in 56 fires in 2016, and a 10.9 percent increase over the 64 deaths in 50 fires in 2015.

**ALLEGANY COUNTY** - During January through December 2017, Allegany County reported no fire deaths compared to three fire deaths reported in 2016, and one fire death reported in 2015 for the same period.

**ANNE ARUNDEL COUNTY** - Anne Arundel County reported in the twelve month period of 2017, three fire deaths in two fires representing an increase compared to the two fire deaths resulting from two fires in 2016, but a welcome decrease compared to the 12 fire deaths in four fires reported in 2015. A smoking related residential fire that started in the living space area of the home claimed the life of a 92 year old male. Conditions of hoarding and non-working smoke alarms were discovered at the scene. A physically disabled 78 year old male was found deceased in a single family dwelling fire, but fortunately a second adult occupant was able to escape the blaze. The cause of the fire and smoke alarm status remains undetermined. Firefighters responded to a residential fire and rescued an unconscious 36 year old female from a second story window. The victim was transferred to a Burn Center where she later succumbed to her injuries. Three other adults were able to escape the blaze with no reported injuries. The undetermined fire originated in the living space of the home, and non-working smoke alarms were found at the scene.

**BALTIMORE CITY** - The 30 deaths in 19 fatal fires reported by Baltimore City for 2017 represent an almost 88 percent increase in comparison to the 16 fire deaths reported in 2016, and a significant increase compared to the 18 fire deaths reported in 2015 during the same period. An undetermined multi-fatal fire claimed the lives of six victims, including one infant, three toddlers and two pre-teen children. The fire started on the first floor of the residence and was discovered by an 8 year old occupant who alerted her mother. The 8 year old, the mother and two other small children were able to escape the blaze through the rear door of the residence. Conditions of hoarding were confirmed by investigators, but the presence of working smoke alarms could not be determined. A 67 year old female sustained life threatening burn injuries from a cooking related incident, and later succumbed to those injuries while receiving treatment from a Burn Center. Firefighters extricated a 61 year old deceased male from a vacant house fire. Investigators reported that the fire started on the 2nd floor of the vacant residence where the victim was attempting to cook utilizing some type of flame source. A smoking related residential fire that started on the first floor resulted in the demise of a 57 year old female, with smoke alarm status reported as undetermined. A smoking related fire which erupted on the outside of a Board and Care facility quickly spread to the inside of the structure trapping four residents inside resulting in their deaths. The victims, ranging in age from 47 to 95, suffered from physical disabilities which most likely hampered their escape. At the time of the fire, smoke alarms were reported to have been present and working. An arson suspect knocked on the front door of a residence and subsequently threw Molotov Cocktails inside the home causing a fire to erupt. The fire quickly spread and claimed the lives of two males, ages 17 and 19 years old, with the presence of operating smoke alarms reported at the time of the blaze. An undetermined single family dwelling fire claimed the life of a 60 year old female, and there were no working smoke alarms found at the scene. A 37 year old male victim was found by rescue personnel on the city street suffering from severe burns. The victim was transported to a Burn Center where he eventually succumbed to his injuries. A city surveillance camera shows the victim completely engulfed in flames followed by efforts of witnesses to douse the flames, but does not show prior incident footage of the cause. The case remains under investigation.

OFFICE OF THE MARYLAND STATE FIRE MARSHAL

FIRE DEATHS IN MARYLAND

January - December 2017

**BALTIMORE CITY (CONTINUED)** - An electrical failure was to blame for a row house fire that claimed the life of a 73 year old male. The fire started on the second floor of the residence with reports of working smoke alarms found at the scene. A vacant row home fire was caused by an act of arson/homicide, and claimed the life of a 58 year old male. No smoke alarms were found in the structure at the time of the fire. An 83 year old male perished in a residential fire that started from the misuse of candles/incense, with no working smoke alarms found present at the scene. An adult female was able to escape the blaze by hanging onto an awning located at the back of the home until rescuers arrived. A 76 year old male jumped from a second story rear bedroom window to escape a smoking related fire in his home that originated in the living space of the structure. The victim was transported to a local Burn Center where he later succumbed to his injuries. The presence of working smoke alarms could not be confirmed. A physically compromised 67 year old male suffered life threatening burn injuries resulting from smoking in bed at his home. The victim succumbed to his injuries several months following the incident. A fire determined to have been smoking related resulted in the demise of a 69 year old female. The fire started on the second floor, with non-working smoke alarms found on the scene. A male victim, age 106, succumbed to his injuries after being rescued by firefighters from a fire in his home. The fire originated in the kitchen and was determined to have been caused by accidental cooking. No smoke alarms were present in a single family dwelling fire that started on the first floor of the residence. The fire claimed the life of a 56 year old male, whereby combustibles too close to a heating source was ruled as the cause. An electrical failure was the cause of a residential fire that resulted in the death of a 34 year old male despite the presence of functioning smoke alarms. A triple-fatal residential fire resulting from an electrical failure on the second floor of the home, claimed the lives of two children and an adult female despite the presence of working smoke alarms. A fire that started on the second floor of a vacant home resulted in the demise of a 67 year old male who was found by rescuers to be deceased and severely burned, and the fire remains undetermined at this time.

**BALTIMORE COUNTY** - Baltimore County reported 12 deaths in ten fires during the twelve months of this year, a 100% increase compared to the six fire deaths reported during that time in 2016, and a notable increase from the seven fire deaths in 2015. A mobile home fire originating in a hospital bed stationed in the living room claimed the life of a 67 year old physically paralyzed male. A nest cam captured the incident on video revealing that the bedridden victim, who reportedly was a heavy smoker, accidentally caught a snack bag on fire which spread slowly to the bed and the victim. A neighbor extinguished the fire only to find the victim deceased. A third story apartment fire originating in the bedroom resulted in the demise of a 60 year old male. The investigation revealed the cause as improperly discarded cigarettes, and non-working smoke alarms were found at the scene. An 82 year old female was found deceased by rescuers on the scene of a residential kitchen fire. Investigators ruled the fire cause as cooking related, but the presence of smoke alarms could not be confirmed. An electrical failure reportedly was the cause of a second floor residential fire which resulted in the demise of a 28 year old male. Investigators ruled the smoke alarm status as undetermined. A single family dwelling fire triggered the activation of smoke alarms and prompted neighbors to bang on the door of the residence, thereby saving a male occupant who escaped the fire through a second floor window. Unfortunately, a 34 year old female who became trapped on the third floor perished in the blaze. Investigators reported that an electrical failure of a coffee maker was the cause of the fire. A triple-fatal fire claimed the lives of a two young children and their 26 year old mother. The three victims were found unconscious by emergency personnel in a bedroom within the apartment. Resuscitation efforts were unsuccessful and all three victims were pronounced deceased subsequent to being transferred to a Trauma Center.

OFFICE OF THE MARYLAND STATE FIRE MARSHAL

FIRE DEATHS IN MARYLAND

January - December 2017

**BALTIMORE COUNTY (CONTINUED)** - The investigation revealed that combustibles next to the stove unintentionally ignited while the mother was cooking. The mother was able to call 911 prior to becoming trapped in the bedroom with the children. Combustibles too close to a heating source was the cause of an apartment fire resulting in the death of a 73 year old male. Smoke alarms were found present in the home, but investigators could not determine whether they were functioning at the time of the blaze. A residential basement fire caused by an electrical failure resulted in the demise of a 93 year old female. Smoke alarms were reported present with function undetermined. Firefighters extricated a husband and wife from their burning home. The wife (63 years old) died on the scene with non-fire related injuries and the husband (53 years old) was transported to a local Trauma Center where he reportedly succumbed to his fire related injuries. The investigation revealed the cause to be smoking related with the presence of non-working smoke alarms found at the scene. A 30 year old male perished in the hospital after being involved in a vehicle crash and subsequent fire. The vehicle reportedly left the roadway and hit several trees before catching fire. Two other victims in the crash died on the scene from injuries sustained from the crash.

**CALVERT COUNTY** - There were no fire deaths reported in Calvert County during the entire year of 2017 or 2016, compared to two fire deaths in 2015.

**CAROLINE COUNTY** - Caroline County reported in 2017, no fire deaths compared to one fire death in 2016 and no fire deaths in 2015.

**CARROLL COUNTY** - During the twelve months in 2017, Carroll County reported two fire deaths, compared to two fire deaths in 2016, and no fire deaths in 2015. A residential fire in an attic space used as a sleeping area claimed the life of a 2 year old female who was found by rescuers on the attic floor next to her crib. The mother and another child were able to escape without injury. Investigators reported the fire remains undetermined, and non-working smoke alarms were found at the fire scene. An act of homicide/arson/suicide resulted in the demise of a 74 year old male, only after the male subject took the life of his elderly wife and then proceeded to set their home on fire causing his death. Emergency Personnel reported that hoarding conditions in the home hampered recovery efforts of the deceased.

**CECIL COUNTY** - Between the time span of January and December 2017, Cecil County reported no fire deaths, compared to three fire deaths in 2016, and one fire death in 2015.

**CHARLES COUNTY** - There were four fire deaths reported in Charles County during 2017, compared to three fire deaths in 2016, and four fire deaths in 2015 for the same time duration. A 49 year old male lost his life in a vehicle crash/fire after running off the roadway and striking another vehicle. One other victim died as the result of injuries sustained in the crash and not the fire. A fire in a pull behind trailer resulted in the death of a 56 year old female who was paralyzed and bedridden. The trailer had been used as a make-shift residence for the victim over the past nine years. The fire cause was determined by investigators to have been smoking related, and working smoke alarms were found present in the trailer. An electrical failure in the bathroom of a residence resulted in the demise of a 53 year old male, with non-working smoke alarms found at the time of the fire. A vehicle fire in the woods, not related to a crash, claimed the life of a 30 year old male who was found deceased in the passenger side compartment. The fire cause was ruled accidental, a lethal combination of smoking, excessive drinking and a failure within the engine compartment.

**DORCHESTER COUNTY** - January through December 2017, Dorchester reported no fire deaths, compared to one fire death in 2016, and no fire deaths in 2015.

OFFICE OF THE MARYLAND STATE FIRE MARSHAL

FIRE DEATHS IN MARYLAND

January - December 2017

**FREDERICK COUNTY** - During the calendar year 2017, Frederick County reported no fire deaths, compared to the same time period in 2016 and 2015 with two fire deaths reported for each year.

**GARRETT COUNTY** - Garrett County reported no fire deaths in reporting year 2017, compared to one fire death in 2016, and no fire deaths reported for the same time period in 2015.

**HARFORD COUNTY** - Between the reporting months, January through December 2017, Harford County reported no fire deaths, in comparison to the same period in 2016 where there were three reported fire deaths, and two fire deaths reported in 2015.

**HOWARD COUNTY** - In the time period of January through December 2017, Howard County reported one fire death which remains unchanged in comparison to one fire death reported in 2016, but an increase compared to no fire deaths in 2015 for the same annual reporting period. A 61 year old female was found deceased in the basement of her home by firefighters responding to the residential fire. The investigation revealed the fire started in the living space of the home with the cause remaining undetermined. Smoke alarms were discovered at the scene, but were not in working order.

**KENT COUNTY** - There were no fire deaths reported in Kent County during the twelve months of 2017 and 2016, in comparison to one fire death reported in 2015.

**MONTGOMERY COUNTY** - Four fire deaths were reported in Montgomery County for the twelve months of 2017, compared to six fire deaths reported in 2016, and two fire deaths reported in 2015 for the same reporting period. An undetermined dwelling fire and subsequent building collapse lead investigators to dispatch a search and rescue dog to assist in locating a victim who was unaccounted for on the scene. A 71 year old deceased male was located by the search team. Due to the collapse, the presence of working smoke alarms could not be confirmed. An electrical failure resulted in an apartment fire that claimed the life of a 65 year old female who was found deceased at the scene by firefighters. The victim was unable to escape the blaze despite the presence of activated smoke alarms during the incident. Firefighters on the scene of a vehicle fire discovered the body of a 56 year old female. The vehicle was parked in front of a residential structure. Investigators revealed the fire most likely was intentionally set. A dwelling fire that started in the basement of the home claimed the life of a 21 year old male with the presence of non-working smoke alarms confirmed. Investigators reported that the fire was caused by an act of arson.

**PRINCE GEORGE'S COUNTY** - Six fires claimed the lives of eight people in Prince George's County during the first twelve months of 2017, which revealed an decrease compared to 2016 where there were 11 deaths in eight fires, and an increase for the same time period in 2015 with six deaths in six fires reported. A mid-morning fire claimed the life of a 58 year old female despite the presence of working smoke alarms in the home. The investigation revealed the fire started in the bedroom of the residence with the cause remaining undetermined. A 56 year old female succumbed to her injuries at a local Burn Center following an act of self-immolation which was confirmed by investigators after reviewing footage from an area surveillance camera. Excessive storage conditions were found at the scene of a residential fire which may have contributed to the demise of a 53 year old male who was found deceased in the basement of the home by rescuers. The cause of the fire and the presence of smoke alarms remains undetermined. A double-fatal residential fire claimed the life of two males, age 51 and 56 years old. Investigators ruled the fire cause as arson/homicide and determined the fire started on the first floor of the home. No smoke alarms were found on the scene of the fire.

OFFICE OF THE MARYLAND STATE FIRE MARSHAL

FIRE DEATHS IN MARYLAND

January - December 2017

**PRINCE GEORGE'S COUNTY (CONTINUED)** A male and female, age 62 and 83, succumbed to their injuries sustained in a dwelling fire caused by an electrical failure in the home. Investigators reported the fire started in the basement of the home, and no smoke alarms were found at the scene of the fire. An unconscious 80 year old female was located by firefighters during a search and rescue operation on the scene of a residential fire. The victim was transported to a local Trauma Center where she later succumbed to her injuries. The investigation revealed the cause of the fire as cooking related, and smoke alarms were determined to have been present and functioning at the time of the blaze.

**QUEEN ANNE'S COUNTY** - During the twelve months of 2017, Queen Anne's County reported two fire deaths, compared to one fire death in 2016, and one fire death in 2015 during the same period. A double-fatal dwelling fire claimed the life of an elderly couple, ages 76 and 77. Investigators reported the fire started in a screened-in rear porch attached to the home, and the cause of the fire remains undetermined. Investigators were unable to confirm if smoke alarms found at the scene were in working order at the time of the incident.

**ST. MARY'S COUNTY** - St. Mary's County reported one fire death in 2017, and in the entire year of 2016 and 2015, no fire deaths for the same reporting period. A dwelling fire resulted in the demise of a 70 year old male who succumbed to his burn injuries while receiving treatment at a local Burn Center. Investigators reported the victim sustained burn injuries on 60 percent of his body from a smoking related incident.

**SOMERSET COUNTY** - One fire death was revealed by Somerset County in the reporting period January through December 2017, compared to three fire deaths in one fire revealed in 2016, and one fire death in 2015 reported for the same time frame. A mobile home explosion and subsequent fire caused by a propane gas leak within the wood frame of the home resulted in the death of a 66 year old female occupant. The scene examination revealed an explosion/fire within the home took place when an ignition source was introduced into the propane enriched dwelling. The occupant became trapped after the explosion/fire, but was rescued by firefighters and transported to a local Trauma Center where she succumbed to her injuries.

**TALBOT COUNTY** - Talbot County reported no fire deaths during the reporting period January through December 2017, 2016 or 2015.

**WASHINGTON COUNTY** - Reporting periods January through December 2017, revealed three fire deaths in Washington County, compared to one fire death in 2016 and 2015 for the same period. An apartment fire self-extinguished, but not before claiming the life of a 41 year old male victim. The kitchen was the fire area of origin, and was determined to have been caused by unattended candles/incense. Non-working smoke alarms were found on the scene. Two victims, a 41 year old male and a 62 year old female, and two dogs perished in a residential fire that started in the living space of the home. Investigators determined that electrical failure was the cause of the fire, and two non-working smoke alarms were located at the scene.

**WICOMICO COUNTY** - During the twelve months of 2017, Wicomico County reported no fire deaths, in comparison to two fire deaths reported in 2016, and one fire death reported in 2015 for the same period.

**WORCESTER COUNTY** - The entire 2017 year revealed no fire deaths in Worcester County, compared to no fire deaths in 2016 and 2015 during the same time duration.

OFFICE OF THE MARYLAND STATE FIRE MARSHAL

FIRE DEATHS IN MARYLAND

January - December 2017

**THE YEAR IN REVIEW/OVERVIEW.** - The twelve months of 2017 proved to be a notable period in relation to fire deaths when compared to previous years for the same time period. Seventy-one fires resulted in 54 fire deaths compared to the following: 2016 - 68 fire deaths, 2015 - 64 fire deaths, 2014 - 64 fire deaths, and 2013 - 69 fire deaths reported.

**Baltimore City** reported the most fire deaths of the 24 reporting jurisdictions in Maryland for this annual review period, incurring 30 deaths in 19 fires. Four unrelated fires of the 19 reported fires resulted in multiple-fatalities totaling 15 deaths. Only six of the 19 fires reported working smoke alarms during the fire related incidents. Unfortunately, unusually high multiple-deaths reported in this region significantly affected the fire death total for this period in Maryland.

**Baltimore County** ranked second next to Baltimore City reporting 12 deaths in ten fires for the entire year of 2017. One multiple-death fire was reported which claimed the lives of three victims. The ten fire causes can be summarized as follows: Combustibles Too Close - one fire, Open Flame - one fire, Mode of Transportation - one fire, Cooking Related - two fires, Smoking Related - two fires, and Electrical Failure - three fires. Only one of the ten fires reported/confirmed working smoke alarms during the blazes.

**Prince George's County** came in third after Baltimore City and Baltimore County reporting eight deaths in six fires for January through June 2017. The investigations revealed that the existence of an operating smoke alarm was confirmed in only one fire out of the six total fires reported. Two of the six fires were multi-death fires, claiming the lives four victims (two victims from each fire).

**Allegany County, Calvert County, Caroline County, Cecil County, Dorchester County, Frederick County, Garrett County, Harford County, Kent County, Talbot County, Wicomico County and Worcester County** reported ZERO fires deaths in 2017.

The remaining counties reported fire deaths as follows: **Anne Arundel** - three deaths in three fires; **Carroll County** - two deaths in two fires; **Charles County** - four deaths in four fires; **Howard County** - one death in one fire; **Montgomery County** - Four deaths in four fires; **Queen Anne's** - two deaths in one fire; **St. Mary's County** - one death in one fire; **Somerset County** - one death in one fire; and **Washington County** - three deaths in two fires.

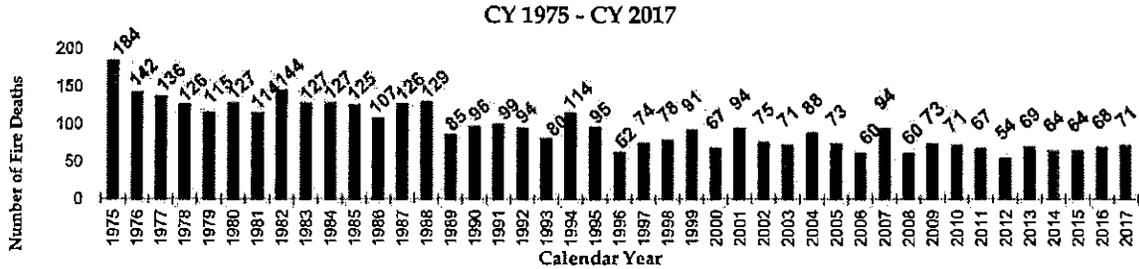
Jurisdictions continue focus based efforts in community smoke alarm distribution and fire prevention/awareness education. The Office of the State Fire Marshal is proud to reveal there were no fire deaths reported in the month of July 2017 based on current information/data received for the year, and a total of 12 counties reported no fire deaths in 2017. The Office of the Maryland State Fire Marshal rolled out in 2017 a new Maryland Fire Death Data Reporting /Database Tool in hopes of providing jurisdictions a more efficient fire fatality reporting and evaluation mechanism. Currently, all jurisdictions are utilizing the new reporting database/tool in some type of capacity. The OSFM would like to take this opportunity to thank all jurisdictions in the State of Maryland for their continued cooperation, assistance and efforts in utilizing the new fire death database/tool, and reporting fire deaths to the State of Maryland in a timely fashion.

Following is a summary of the fire deaths reported to the Maryland State Fire Marshal during the twelve months of 2017. Also included are summary tables of fire deaths for reporting years 2013 through 2017. The number of fire deaths in Maryland, by county, for the five-year period 2013 through 2017 are listed on page 19.

Office of the Maryland State Fire Marshal

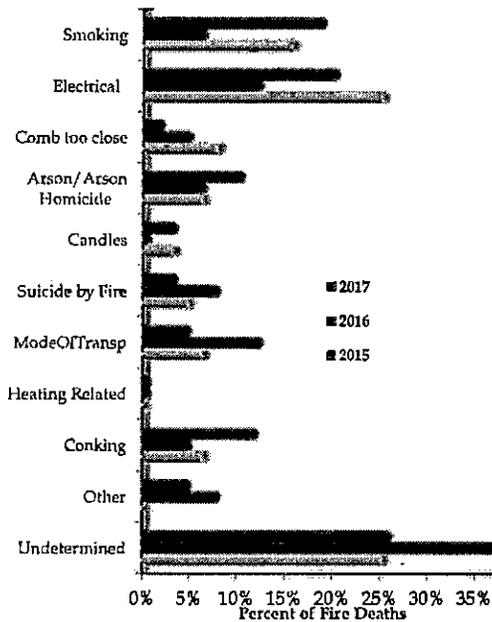
FIRE DEATHS IN MARYLAND

The fire deaths reported in Maryland during 2017 represent a slight increase over the previous year. The 71 deaths in 54 fires in 2017 represent a 4.4 percent increase over the 68 deaths in 56 fires reported in 2016, and a 10.9 percent increase over the 64 deaths in 50 fires in 2015.



In recent years, the number of fire fatalities reported to the State Fire Marshal's Office have continued to fluctuate to a small degree with fire deaths averaging over 67 fire deaths per year from 2013 through 2017. Fire deaths in the State have remained below 100 each year for the past 23 years, (1995 to 2017) as illustrated in the above graph. During that time, there has been an approximate average of 73 fire deaths a year. Previously, from 1975 to 1994, fire fatalities in Maryland averaged 120 deaths a year.

CAUSES OF FATAL FIRES



Just as in the previous year, fires attributed to Electrical Failure claimed more lives than fires resulting from other known causes. Fourteen fire victims, ranging in age from 4 years to 93 years, died in ten electrical related residential fires, with three of the ten fires resulting in multi-deaths claiming a total of seven lives. Those deaths accounted for nearly 20 percent of the fire deaths, compared to almost 12 percent of all fire deaths in 2016, and exactly 25 percent of all fire deaths in 2015.

Smoking Related deaths rated second in the cause of fatal fires category, reported at 13 deaths in ten fires for year 2017. Victims ranged in age from 47 to 95 years. Three separate multi-fatal fires resulted in the loss of seven total lives in 2017.

Six residential fires resulting from Cooking Related causes claimed eight lives in 2017, with the victim's ages ranging from 3 to 106 years old.

In 2017, acts of Arson/Homicide led to seven deaths in five fires, with victims ranging in age from 17 to 58.

During 2017, Mode of Transportation resulted in loss of life for three victims in three unrelated vehicle fires, with ages starting at 30 to 49 years old.

Two people died in two fires that were related to Combustibles too Close to a heat source in 2017, with ages reported at 73 and 56 years old.

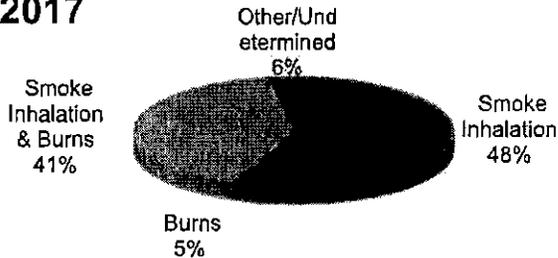
The causes of 12 fires in which 18 lives were lost have not been definitively determined or remain under investigation.

The remaining fire causes were reported as follows: Candles/Incense - two deaths/two fires, Flammable Liquid/Vapors - one death/one fire, and Open Flame one death/one fire, and Suicide by Fire - two deaths/two fires.

**FIRE DEATHS IN MARYLAND**

**CAUSE OF DEATH OF FIRE VICTIMS**

**2017**

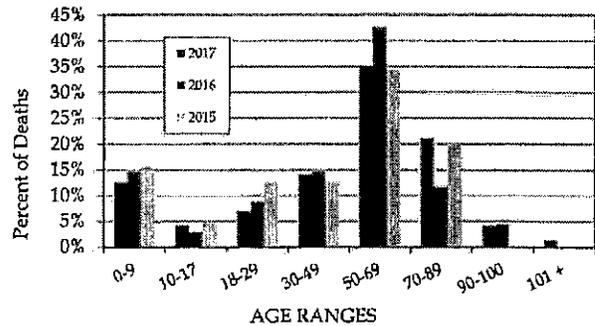


For the first time in several years, Smoke inhalation was the cause of death reported most frequently for victims of fatal fires in 2017, claiming 34 lives.

Twenty-nine victims of fatal fires died as the result of smoke inhalation and thermal burns, and four other fire victims succumbed as the result of burn injuries. Four victims perished from other fire related causes of death.

**AGE OF FIRE DEATH VICTIMS**

Twelve children died in five fires during 2017. Fire victims younger than 18 years accounted for almost 17 percent of all fire deaths for the year, a percentage decrease from the 12 victims who accounted for nearly 18 percent of all fire deaths for 2016, and a decrease of the 13 victims in 2015 who accounted for over 20 percent of the fire deaths that year.



A first floor undetermined residential fire resulted in the deaths of an infant, three toddlers and two young children with reports of no smoke alarms found in the home. A two year old child perished in an undetermined dwelling fire, and no smoke alarms were found. Two children and a 26 year old female lost their lives in a cooking related kitchen fire, and non-working smoking alarms were found on the scene. A second floor triple-fatal fire caused by electrical failure resulted in the deaths of two small children and a 26 year old adult, with the presence of working smoke alarms confirmed. A fire caused by arson resulted in the deaths of two males, age 17 and 19 despite the presence of working smoke alarms.

There were 15 victims in the 18 to 49 years age range in 2017, a slight decrease when compared to the 16 victims in that age range in 2016, and three less than the 16 victims in that age range reported in 2015. Victims in that age range accounted for just over 21 percent of the total deaths in 2017, compared to the nearly 24 percent in 2016, and exactly 25 percent of the deaths in 2015.

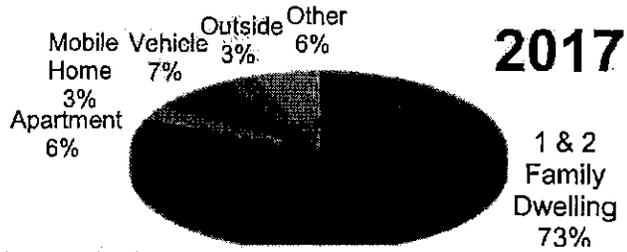
The number of fire death victims in the 50 to 69 years age range decreased in 2017, compared to 2016 and 2015. Twenty-five victims in that age range accounted for over one-third (35.2 percent) of the fire deaths in 2017, while 29 victims in that age range accounted for 42.6 percent of the deaths in 2016, and 22 victims in that age range accounted for almost 34.4 percent of the deaths in 2015.

The 19 fire death victims 70 and older represent a notable increase over the number of deaths compared to the 11 such victims in 2016, and the 13 deaths reported in 2015. Those victims 70 years and older accounted for almost 27 percent of the fire deaths in 2017, compared to over 16 percent of the fire deaths during 2016, and just over 20 percent of the fire deaths in 2015. Additionally, in 2017 there were four victims who were age 90 or older compared to three victims in 2016, and no victims in 2015 for the same age range.

FIRE DEATHS IN MARYLAND

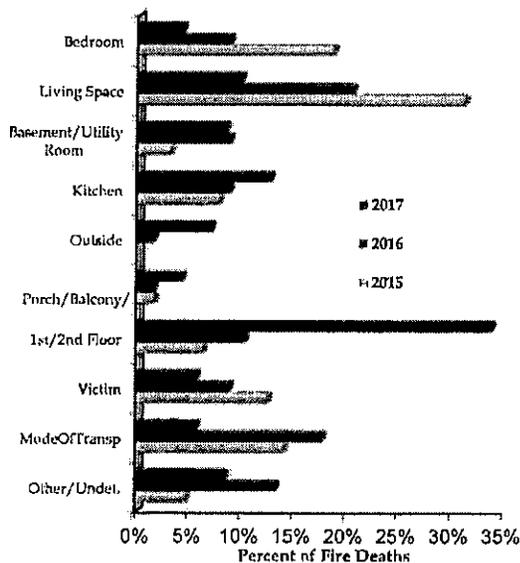
LOCATION OF FATAL FIRES

In 2017, as in other years, most fire deaths occurred in residential structures, including 52 deaths in one and two family dwellings, six victims of apartment fires, and two victims of mobile home fires. Residential fires accounted for over 84 percent of the fire deaths in 2017, compared to 73 percent of the fire deaths in 2016, and 80 percent in 2015.



Five mode of transportation-related fires resulted in five deaths. A smoking related fire that started outside of an Board and Care facility spread quickly to the inside of the structure claiming the lives of four victims ranging in ages from 40 to 70. Self-inflicted burn injuries resulted in the demise of a 56 year old female. A 37 year old male succumbed to his burn injuries after being found in the freest, and the case remains under investigation.

AREA OF FIRE ORIGIN



Fifteen fires claimed the lives of 24 victims in 2017 where the fire origin was not specifically determinable or indicated, but was reported as the *First or Second Floor* of the structure, compared to seven deaths in seven fires in 2016. The causes of the first or second floor fires were reported as follows: **First Floor - Undetermined**, six deaths in one fire; **Arson/Homicide**, four deaths in two fires; **Smoking Related**, two deaths in two fires; **Candles/Incense**, one death in one fire; **Combustibles too Close** to heating source, one death in one fire; **Electrical Failure**, one death in one fire. **2nd Floor - Electrical Failure**, five deaths in three fires; **Undetermined**, two deaths in two fires; **Cooking Related**, one death in one fire; and **Smoking Related**, one death in one fire.

Fires starting in the Kitchen was the second highest area of origin reported in 2017 with nine lives lost in seven fires. The kitchen fire causes can be summarized as follows: **Cooking Related** - Six deaths in four fires; **Candles/Incense** - one death in one fire; **Electrical Failure** - one death in one fire; and **Combustibles Too Close** to Heating Source - one death in one fire.

Living Space area of origin fires almost tied second place in 2017, claiming seven victims in six fires. The causes of living space fires were reported as follows: **Smoking Related** - three deaths in three fires; **Electrical Failure** two deaths in one fire; **Flammable Liquid Vapors** - one death in one fire; and **Undetermined** - one death in one fire.

The remaining fires in the area of origin category can be summarized as follows: **Basement** - six deaths/five fires; **Bathroom** - one death/one fire; **Bedroom** - three deaths/three fire; **Mode of Transportation** - four deaths/four fires; **Undetermined/Other** - five deaths/five fires; **Outside/Yard** - five deaths/two fires; **Porch/Balcony/Deck** - three deaths/two fires; **Victim** - four deaths/four fires.

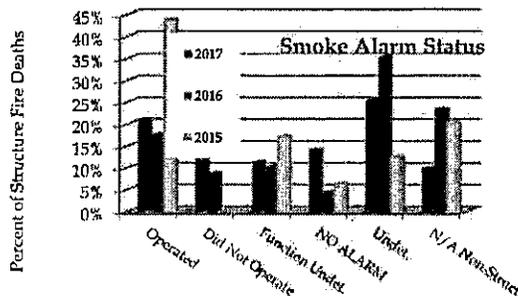
SMOKE ALARM PERFORMANCE

Nine fatal residential structure fires occurred where the smoke alarms were known to function properly, but the fires still claimed the lives of 15 individuals (22.5 percent of total deaths in 2017). Three of the residential fires that reported functioning smoke alarms resulted in multiple-deaths claiming nine lives.

There were no smoke alarms present in eight fatal structure fires that killed ten Maryland residents in 2017.

Residential dwelling fires that reported the presence of non-functioning smoke alarms accounted for 18.3 percent of the total deaths (13 deaths in ten fires).

Another eight people died in seven structure fires where the smoke alarms were present, but the operable status was undetermined. Thirteen fires resulted in 18 deaths where the presence of smoke alarms was unknown.

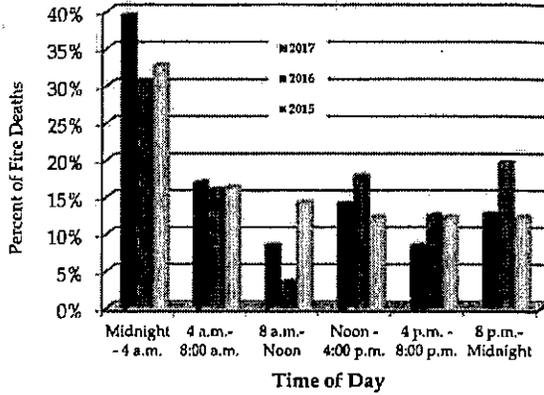


**FIRE DEATHS IN MARYLAND**

**TIME OF FATAL FIRES**

Consistent with most previous years, more fire deaths occurred in the late night and early morning hours than at other time of the day, and the hours between 12 p.m. and 8 a.m. proved to be the most deadly eight-hour period in 2017. The 24 fatal fires that started during those eight hours resulted in 40 deaths accounting for 56 percent of the 71 fire deaths for the year, compared to 2016 when 26 fatal fires lead to 32 deaths accounting for almost 47.1 percent of the 68 fire deaths that year. Eight of the nine reported multiple-death fires occurred during those hours in 2017.

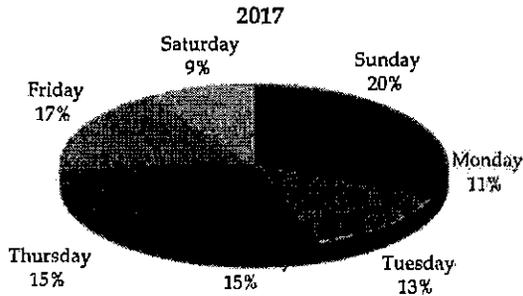
The hours between 4 p.m. and 12 p.m. for 2017 (21 percent of fire deaths) ran a close second rating to the hours between 8 a.m. and 4 p.m. (23 percent of fire deaths) during the same annual time frame.



In previous years, fatal fires have been more likely to occur over the weekend which was NOT the case for 2017. A total of 40 deaths (56.3 percent) in 29 fires (53.7 percent) occurred on Monday-Thursday in the reporting year 2017. Additionally, six of the total nine multiple-fatal fires in 2017 occurred during the weekday.

Less than half of the fatal fires occurred during the weekend, which resulted in 43.6 percent of the 71 fire deaths for the year. Thirty-one people died from 25 fires that started on those days.

**DAY OF WEEK OF FATAL FIRES**

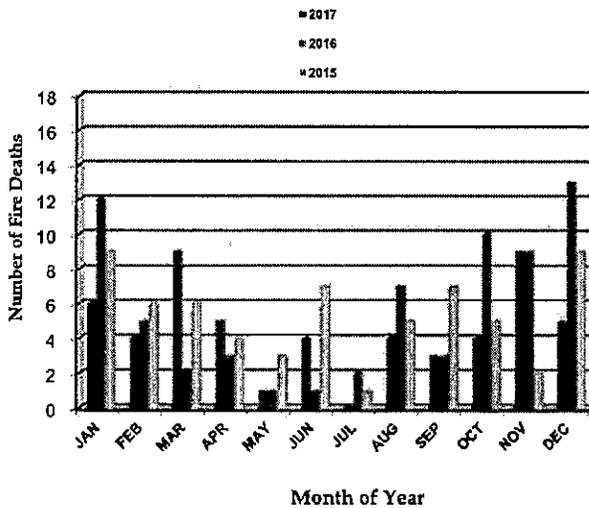


**MONTH OF YEAR**

The fall and winter months have often been the busiest months for fatal fires, and this proved true for 2017. Approximately 69 percent of the fire deaths resulted from fires that occurred in October through March when 37 fires claimed 51 lives.

April through September recorded 20 deaths in 17 fires which is equal to approximately 31 percent of the total deaths for the year.

As illustrated in the adjacent graph, March was the deadliest month, with 13 deaths in nine fires, including two multiple-death fires that claimed the lives of six adults.

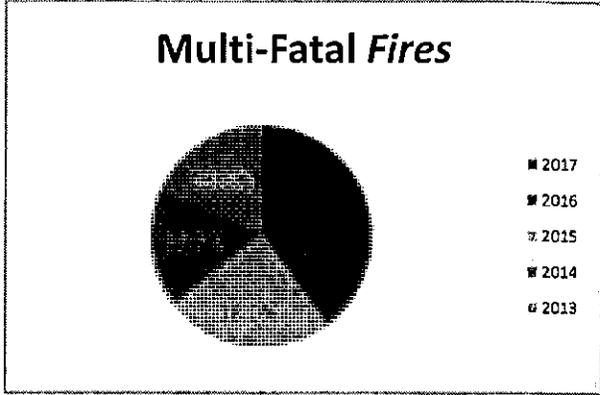


**FIRE DEATHS IN MARYLAND**

**MULTIPLE-FATAL FIRES**

A multiple-fatal fire is an incident where a fire claims the lives of multiple victims. In comparison to previous years, 2017 showed an increase in the total number of multi-fatal fires which was nine fires or 17 percent of the 54 total fires for the year. During 2016, the percentage of multi-fatal fires was at 12.5 percent of the 25 total fires for that year, and at 18 percent of the 50 total fires for the year 2015.

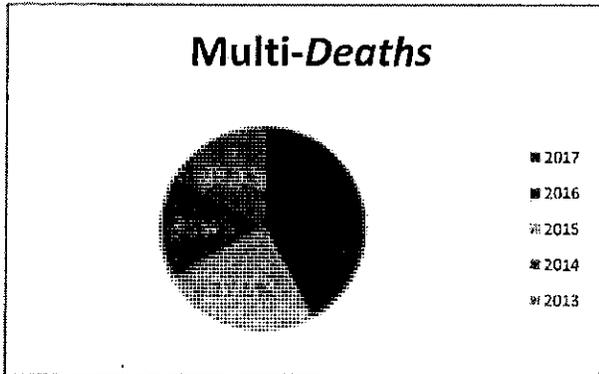
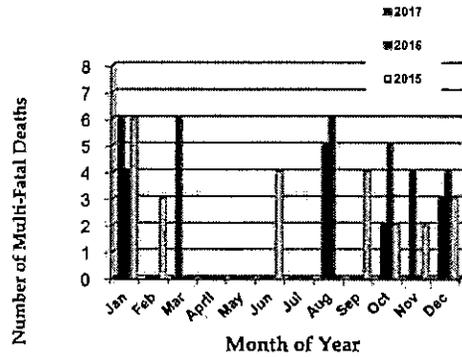
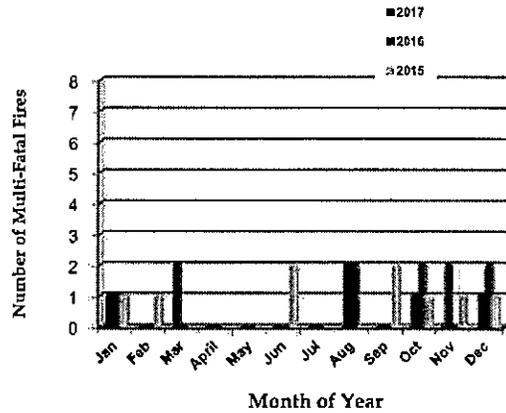
The months of January, October, and December 2017 resulted in one multi-fatal fire for each of the three months. The months of March, August and November resulted in two multi-fatal fires for each of the three months. There were no multi-fatal fires reported in the months of February, April, May, June, July or September.



**MULTIPLE DEATHS IN FATAL FIRES**

In 2017, similar to multi-fires, the number of multi-deaths in fatal fires increased in comparison to the prior year to 26 deaths or 36.6 percent of the 71 total deaths reported for the year. Multi-deaths in fatal fires in 2016 was recorded at 19 deaths or 27.9 percent of the 68 total deaths, and in 2015 was recorded at 24 deaths or 37.5 percent of the 64 total deaths.

Multi-fatal fires claimed the lives of victims in 2017 as follows: January, six victims/one fire; March, six victims/two fires; August, five victims/two fires; October two victims/one fire; November, four victims/two fires; and December, three victims/one fire.

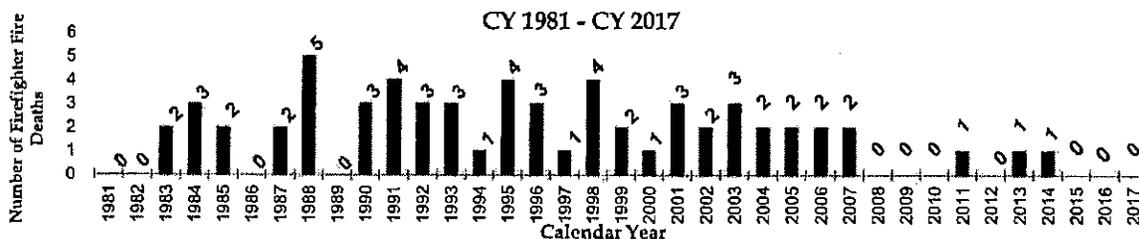


Office of the Maryland State Fire Marshal

FIRE DEATHS IN MARYLAND

**FIREFIGHTER FIRE DEATHS**

The total number of Maryland firefighters who lost their lives in the line of duty due to fire was reported at zero during 2017, 2016 and 2015 which represents an overall decrease compared to the previous three years with reports of no deaths in 2012, and one death per year for 2013 and 2014.



**FIRE FATALITY INCIDENTS WITH REPORTED CONDITIONS OF HOARDING**

Percentage of Total Fires Complicated by Hoarding



Hoarding conditions present hazards which can result in catastrophic fire related events that jeopardize the safety of all concerned including, but not limited to occupant(s) and emergency responders. The Office of the State Fire Marshal under the direction of Fire Marshal Brian Geraci continues to educate the public regarding the dangers of hoarding. Thirteen deaths resulted from 11 fires with reported hoarding conditions which is almost 25 percent of the total fires reported for the entire year, representing an increase in comparison to previous years as illustrated in the above chart. The following is a report summarization of fire related deaths that were complicated by conditions of hoarding in the reporting year of 2017.

**Anne Arundel County** - A residential fire determined to be smoking related claimed the life of a 92 year old male, with reports of no working smoke alarms found in the home. A 78 year old male lost his life in an undetermined dwelling fire, and the presence of smoke alarms remains undetermined. An undetermined living space fire with the reported presence of non-working smoke alarms resulted in the demise of a 36 year old female, but remarkably three other adults were able to safely escape the blaze.

**Baltimore City** - An undetermined house fire claimed the lives of three children with reports of no working smoking alarms present in the home at the time of the fire.

**Baltimore County** - A 60 year old male perished in an apartment fire that started in the bedroom of the residence, with the presence of working smoke alarms reported as unknown. A residential kitchen fire caused by electrical failure of a coffee maker claimed the life of a 34 year old female, and working smoke alarms were reported present at the time of the incident. Despite the presence of working smoke alarms, an apartment kitchen fire resulted in the demise of a 73 year old physically disabled male. The fire was determined to have been the result of a coffee maker placed too close to an activated cooking stove burner.

**Carroll County** - A 74 year old male suspect fatally shot his wife and subsequently committed suicide by fire after setting his home ablaze.

**Montgomery County** - An undetermined dwelling fire claimed the life of a 71 year old male, and due to total structure collapse, the presence of smoke alarms could not be determined. A basement fire that was intentionally set claimed the life of a 21 year old male, with the presence of non-working smoke alarms reported.

**Prince George's County** - A 53 year old male perished in an undetermined basement fire, with smoke alarm presence reported as undetermined.

Office of the Maryland State Fire Marshal

FIRE DEATHS IN MARYLAND  
CY 2017

COUNTY	FIRE CAUSE													FIRE DEATHS		FATAL FIRES	
	Smoking	Electrical	Heating related	Unattended Candles/Incense	Cooking	Arson/Homicide/Arson	Suicide	Open Flame	Flamm. Liq/Vapors	Combust. too close	Mode of Transp	Child Play	Under Inves/Undet	Total Deaths	Percent of Total	Total Fires	Percent of Total
Allegany	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Anne Arundel	1	0	0	0	0	0	0	0	0	0	0	0	2	3	4.2%	3	5.6%
Baltimore City	8	5	0	1	3	3	0	0	0	1	0	0	9	30	42.3%	19	35.2%
Baltimore County	2	3	0	0	4	0	0	1	0	1	1	0	0	12	16.9%	10	18.5%
Calvert	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Caroline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Carroll	0	0	0	0	0	0	1	0	0	0	0	0	1	2	2.8%	2	3.7%
Cecil	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Charles	1	1	0	0	0	0	0	0	0	0	2	0	0	4	5.6%	4	7.4%
Dorchester	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Frederick	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Garrett	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Harford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Howard	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1.4%	1	1.9%
Kent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Montgomery	0	1	0	0	0	2	0	0	0	0	0	0	1	4	5.6%	4	7.4%
Prince George's	0	2	0	0	1	2	1	0	0	0	0	0	2	8	11.3%	6	11.1%
Queen Anne's	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2.8%	1	1.9%
St. Mary's	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1.4%	1	1.9%
Somerset	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1.4%	1	1.9%
Talbot	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Washington	0	2	0	1	0	0	0	0	0	0	0	0	0	3	4.2%	2	3.7%
Wicomico	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Worcester	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL FIRE DEATHS</b>	<b>13</b>	<b>14</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>18</b>	<b>71</b>	<b>100%</b>	<b>54</b>	<b>100%</b>
Column % of Fire Deaths	18%	20%	0%	3%	11%	10%	3%	1%	1%	3%	4%	0%	25%		100%		
<b>TOTAL FATAL FIRES</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>14</b>		<b>54</b>		
Column % of Fatal Fires	19%	19%	0%	4%	11%	6%	4%	2%	2%	4%	6%	0%	26%		100%		

\*Fire Cause Categories include probable and possible determinations

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Office of the Maryland State Fire Marshal

FIRE DEATHS IN MARYLAND  
CY 2017

COUNTY	FIRE CAUSE													FATAL FIRES		FIRE DEATHS	
	Smoking	Electrical	Heating related	Unattended Candle/Incense	Cooking	Arson/Homicide	Suicide	Open Flame	Flamm. Liq/Vapors	Combust too close/Other	Mode Transp	Child Play	Under Invesy/Undet.	Total Fires	Percent of Total	Total Deaths	Percent of Total
Allegany	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Anne Arundel	1	0	0	0	0	0	0	0	0	0	0	0	2	3	5.6%	3	4.2%
Baltimore City	5	3	0	1	3	2	0	0	0	1	0	0	4	19	35.2%	30	42.3%
Baltimore County	2	3	0	0	2	0	0	1	0	1	1	0	0	10	18.5%	12	16.9%
Calvert	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Caroline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Carroll	0	0	0	0	0	0	1	0	0	0	0	0	1	2	3.7%	2	2.8%
Cecil	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Charles	1	1	0	0	0	0	0	0	0	0	2	0	0	4	7.4%	4	5.6%
Dorchester	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Frederick	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Garrett	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Harford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Howard	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1.9%	1	1.4%
Kent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Montgomery	0	1	0	0	0	2	0	0	0	0	0	0	1	4	7.4%	4	5.6%
Prince George's	0	1	0	0	1	1	1	0	0	0	0	0	2	6	11.1%	8	11.3%
Queen Anne's	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1.9%	2	2.8%
St. Mary's	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1.9%	1	1.4%
Somerset	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1.9%	1	1.4%
Talbot	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Washington	0	1	0	1	0	0	0	0	0	0	0	0	0	2	3.7%	3	4.2%
Wicomico	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
Worcester	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%
<b>TOTAL FATAL FIRES</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>12</b>	<b>54</b>	<b>100%</b>	<b>71</b>	<b>100%</b>
Column % of Total	19%	19%	0%	4%	11%	9%	4%	2%	2%	4%	6%	0%	22%		100%		

\*Fire Cause Categories include probable and possible determinations

Office of the Maryland State Fire Marshal

FIRE DEATHS IN MARYLAND

FIRE CAUSE	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017	
	Number of Deaths	Percent of Total	Number of Deaths	Percent of Total	Number of Deaths	Percent of Total	Number of Deaths	Percent of Total	Number of Deaths	Percent of Total
Smoking Related/Probable	15	21.7%	7	10.9%	13	20.3%	4	5.9%	13	18.3%
Electrical Failure	12	17.4%	9	14.1%	16	25.0%	8	11.8%	14	19.7%
Combustibles too Close	8	11.6%	5	7.8%	5	7.8%	3	4.4%	2	2.8%
Mode of Transportation	2	2.9%	5	7.8%	3	4.7%	8	11.8%	3	4.2%
Cooking Related	1	1.4%	6	9.4%	4	6.3%	3	4.4%	8	11.3%
Heating Related	1	1.4%	5	7.8%	0	0.0%	0	0.0%	0	0.0%
Arson/Arson Homicide	6	8.7%	0	0.0%	4	6.3%	2	2.9%	7	9.9%
Open Flame	3	4.3%	0	0.0%	0	0.0%	2	2.9%	1	1.4%
Flammable Liquid/Vapors	0	0.0%	2	3.1%	0	0.0%	1	1.5%	1	1.4%
Candles/Incense	3	4.3%	3	4.7%	2	3.1%	0	0.0%	2	2.8%
Suicide Arson	3	4.3%	4	6.3%	Category Sub-Divided		Category Sub-Divided		Category Sub-Divided	
Suicide/Incendiary					1	1.6%	5	7.4%	0	0.0%
Suicide/Self-Immoliz					2	3.1%	2	2.9%	1	1.4%
Suicide/Homicide/Arson	2	2.9%	0	0.0%	0	0.0%	0	0.0%	1	1.4%
Child Playing	1	1.4%	0	0.0%	0	0.0%	2	2.9%	0	0.0%
Other	0	0.0%	0	0.0%	1	1.6%	0	0.0%	0	0.0%
Under Invest/Undetermined	12	17.4%	18	28.1%	13	20.3%	28	41.2%	18	25.4%
<b>TOTAL DEATHS</b>	<b>69</b>	<b>100.0%</b>	<b>64</b>	<b>100.0%</b>	<b>64</b>	<b>100.0%</b>	<b>68</b>	<b>100.0%</b>	<b>71</b>	<b>100.0%</b>
*Heating Includes:										
Kerosene/Propane Heater	0		1		3		0		0	
Space/Esbrd Heater	0		0		0		0		0	
Furnace	0		0		1		0		0	
Gas Fireplace	0		0		1		0		0	
Faulty Chimney/Flue	0		0		0		0		0	
<b>DEATH CAUSE</b>	<b>CY 2013</b>		<b>CY 2014</b>		<b>CY 2015</b>		<b>CY 2016</b>		<b>CY 2017</b>	
Smoke Inhalation & Burns	35	50.7%	27	42.2%	28	43.8%	31	45.6%	28	39.4%
Smoke Inhalation	16	23.2%	22	34.4%	22	34.4%	19	27.9%	34	47.9%
Burns	13	18.8%	12	18.8%	7	10.9%	11	16.2%	3	4.2%
Other	5	7.2%	3	4.7%	7	10.9%	7	10.3%	6	8.5%
<b>SEX OF VICTIM</b>	<b>CY 2013</b>		<b>CY 2014</b>		<b>CY 2015</b>		<b>CY 2016</b>		<b>CY 2017</b>	
Male	42	60.9%	42	65.6%	30	46.9%	41	60.3%	40	56.3%
Female	27	39.1%	22	34.4%	34	53.1%	27	39.7%	31	43.7%
<b>AGE OF VICTIM</b>	<b>CY 2013</b>		<b>CY 2014</b>		<b>CY 2015</b>		<b>CY 2016</b>		<b>CY 2017</b>	
0 - 9	4	5.8%	9	14.1%	10	15.6%	10	14.7%	9	12.7%
10 - 17	2	2.9%	0	0.0%	3	4.7%	2	2.9%	3	4.2%
18 - 29	2	2.9%	5	7.8%	8	12.5%	6	8.8%	5	7.0%
30 - 49	11	15.9%	6	9.4%	8	12.5%	10	14.7%	10	14.1%
50 - 69	33	47.8%	25	39.1%	22	34.4%	29	42.6%	25	35.2%
70 - 89	16	23.2%	18	28.1%	13	20.3%	8	11.8%	15	21.1%
90 - 100	1	1.4%	1	1.6%	0	0.0%	3	4.4%	3	4.2%
>100	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.4%

\*Fire Cause Categories include probable and possible determinations

Office of the Maryland State Fire Marshal

FIRE DEATHS IN MARYLAND

RACE	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017	
	Number of Deaths	Percent of Total								
African American	14	20.3%	23	35.9%	25	39.1%	27	39.7%	37	52.1%
American Indian or Alaskan Native	9	13.0%	1	1.6%	0	0.0%	0	0.0%	0	0.0%
Asian	8	11.6%	1	1.6%	0	0.0%	2	2.9%	1	1.4%
Native Hawaiian or Pacific Islander	13	18.8%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Caucasian	17	24.6%	39	60.9%	37	57.8%	39	57.4%	33	46.5%
Other	4	5.8%	0	0.0%	2	3.1%	0	0.0%	0	0.0%
Not Reported/Unk	4	5.8%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>TOTAL DEATHS</b>	<b>69</b>	<b>100.0%</b>	<b>64</b>	<b>100.0%</b>	<b>64</b>	<b>100.0%</b>	<b>68</b>	<b>100.0%</b>	<b>71</b>	<b>100.0%</b>

STRUCTURE YEAR	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017	
	Number of Deaths	Percent of Total	Number of Deaths	Percent of Total	Number of Deaths	Percent of Total	Number of Deaths	Percent of Total	Number of Deaths	Percent of Total
0 - 5 YEARS	DATA NOT COLLECTED UNTIL 2016						0	0.0%	0	0.0%
6 - 10 YEARS	DATA NOT COLLECTED UNTIL 2016						1	1.5%	0	0.0%
11 - 15 YEARS	DATA NOT COLLECTED UNTIL 2016						0	0.0%	0	0.0%
16 -20 YEARS	DATA NOT COLLECTED UNTIL 2016						0	0.0%	0	0.0%
21 - 25 YEARS	DATA NOT COLLECTED UNTIL 2016						1	1.5%	0	0.0%
26 - 30 YEARS	DATA NOT COLLECTED UNTIL 2016						4	5.9%	1	1.4%
31 - 35 YEARS	DATA NOT COLLECTED UNTIL 2016						0	0.0%	1	1.4%
36 - 40 YEARS	DATA NOT COLLECTED UNTIL 2016						1	1.5%	5	7.0%
41 -45 YEARS	DATA NOT COLLECTED UNTIL 2016						2	2.9%	1	1.4%
46 - 50 YEARS	DATA NOT COLLECTED UNTIL 2016						3	4.4%	2	2.8%
> 50 YEARS	DATA NOT COLLECTED UNTIL 2016						36	52.9%	43	60.6%
Non-Structure	DATA NOT COLLECTED UNTIL 2016						15	22.1%	6	8.5%
Not Reported/Unk	DATA NOT COLLECTED UNTIL 2016						5	7.4%	12	16.9%
<b>TOTAL DEATHS</b>	<b>COLLECTED UNTIL 2016</b>						<b>68</b>	<b>100.0%</b>	<b>71</b>	<b>100.0%</b>

Office of the Maryland State Fire Marshal

FIRE DEATHS IN MARYLAND

LOCATION OF FIRE	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017	
	Number of Deaths	Percent of Total								
Home	43	62.3%	50	78.1%	45	70.3%	44	64.7%	52	73.2%
Apartment	12	17.4%	4	6.3%	6	9.4%	7	10.3%	6	8.5%
Mobile Home/Trailer	2	2.9%	3	4.7%	0	0.0%	1	1.5%	2	2.8%
Outside/Tent	5	7.2%	3	4.7%	2	3.1%	2	2.9%	2	2.8%
Vehicle/Road	3	4.3%	3	4.7%	10	15.6%	14	20.6%	5	7.0%
Hotel/Nursing Home/Hosp.	1	1.4%	0	0.0%	0	0.0%	0	0.0%	4	5.6%
Commercial/Other Structure	3	4.3%	1	1.6%	1	1.6%	0	0.0%	0	0.0%
<b>TOTAL DEATHS</b>	<b>69</b>	<b>100.0%</b>	<b>64</b>	<b>100.0%</b>	<b>64</b>	<b>100.0%</b>	<b>68</b>	<b>100.0%</b>	<b>71</b>	<b>100.0%</b>

AREA OF FIRE ORIGIN	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017	
	Number of Deaths	Percent of Total								
Bedroom	17	24.6%	12	18.8%	12	18.8%	6	8.8%	3	4.2%
Living Space	13	18.8%	13	20.3%	20	31.3%	14	20.6%	7	9.9%
Kitchen	12	17.4%	13	20.3%	5	7.8%	6	8.8%	9	12.7%
Outside/Yard	3	4.3%	0	0.0%	0	0.0%	1	1.5%	5	7.0%
Vehicle/Boat/Plane	3	4.3%	6	9.4%	9	14.1%	12	17.6%	4	5.6%
Basement/Utility Room	3	4.3%	4	6.3%	2	3.1%	6	8.8%	6	8.5%
1st Floor/2nd Floor/Use Undet	3	4.3%	2	3.1%	4	6.3%	7	10.3%	24	33.8%
Porch/Balcony/Deck/Garage	2	2.9%	2	3.1%	1	1.6%	1	1.5%	3	4.2%
Shed/Out-Building	0	0.0%	0	0.0%	1	1.6%	0	0.0%	0	0.0%
Victim	2	2.9%	0	0.0%	8	12.5%	6	8.8%	4	5.6%
Dining Room	2	2.9%	3	4.7%	0	0.0%	0	0.0%	0	0.0%
Laundry Room	1	1.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Bathroom	1	1.4%	1	1.6%	0	0.0%	0	0.0%	1	1.4%
Hallway/Entrance/Foyer/Stairwa	1	1.4%	1	1.6%	1	1.6%	1	1.5%	0	0.0%
Other/Under Inv/Undet.	6	8.7%	7	10.9%	1	1.6%	8	11.8%	5	7.0%

SMOKE ALARM STATUS	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017	
	Number of Deaths	Percent of Total								
Present/Operated	13	18.8%	18	28.1%	28	43.8%	12	17.6%	15	21.1%
Present/Did Not Operate	5	7.2%	10	15.6%	0	0.0%	6	8.8%	13	18.3%
Present/Function Undetermined	7	10.1%	6	9.4%	11	17.2%	7	10.3%	8	11.3%
<b>NO ALARM PRESENT</b>	<b>11</b>	<b>15.9%</b>	<b>13</b>	<b>20.3%</b>	<b>4</b>	<b>6.3%</b>	<b>3</b>	<b>4.4%</b>	<b>10</b>	<b>14.1%</b>
Fire too Small/Non-Structure	11	15.9%	6	9.4%	13	20.3%	16	23.5%	7	9.9%
Undetermined	22	31.9%	11	17.2%	8	12.5%	24	35.3%	18	25.4%

Office of the Maryland State Fire Marshal

FIRE DEATHS IN MARYLAND

TIME OF ALARM	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017	
	Number of Deaths	Percent of Total								
0001 - 0159	5	7.2%	6	9.4%	11	17.2%	11	16.2%	14	19.7%
0200 - 0359	9	13.0%	12	18.8%	16	25.0%	10	14.7%	14	19.7%
0400 - 0559	9	13.0%	13	20.3%	10	15.6%	4	5.9%	10	14.1%
0600 - 0759	3	4.3%	0	0.0%	1	1.6%	7	10.3%	2	2.8%
0800 - 0959	6	8.7%	3	4.7%	3	4.7%	1	1.5%	5	7.0%
1000 - 1159	4	5.8%	3	4.7%	6	9.4%	1	1.5%	1	1.4%
1200 - 1359	9	13.0%	5	7.8%	1	1.6%	4	5.9%	3	4.2%
1400 - 1559	3	4.3%	5	7.8%	5	7.8%	7	10.3%	7	9.9%
1600 - 1759	3	4.3%	4	6.3%	2	3.1%	4	5.9%	3	4.2%
1800 - 1959	5	7.2%	1	1.6%	3	4.7%	3	4.4%	3	4.2%
2000 - 2159	1	1.4%	3	4.7%	3	4.7%	8	11.8%	1	1.4%
2200 - 2400	12	17.4%	9	14.1%	3	4.7%	8	11.8%	8	11.3%
<b>TOTAL DEATHS</b>	<b>69</b>	<b>100.0%</b>	<b>64</b>	<b>100.0%</b>	<b>64</b>	<b>100.0%</b>	<b>68</b>	<b>100.0%</b>	<b>71</b>	<b>100.0%</b>

DAY OF WEEK	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017	
	Number of Deaths	Percent of Total								
Sunday	14	20.3%	7	10.9%	7	10.9%	9	13.2%	13	18.3%
Monday	9	13.0%	11	17.2%	14	21.9%	10	14.7%	7	9.9%
Tuesday	8	11.6%	3	4.7%	9	14.1%	7	10.3%	10	14.1%
Wednesday	13	18.8%	7	10.9%	9	14.1%	11	16.2%	9	12.7%
Thursday	17	24.6%	12	18.8%	6	9.4%	7	10.3%	14	19.7%
Friday	4	5.8%	12	18.8%	9	14.1%	8	11.8%	12	16.9%
Saturday	4	5.8%	12	18.8%	10	15.6%	16	23.5%	6	8.5%

BY MONTH	CY 2013		CY 2014		CY 2015		CY 2016		CY 2017	
	Number of Deaths	Percent of Total								
January	15	21.7%	4	6.3%	9	14.1%	12	17.6%	11	15.5%
February	8	11.6%	5	7.8%	6	9.4%	5	7.4%	4	5.6%
March	8	11.6%	16	25.0%	6	9.4%	2	2.9%	13	18.3%
April	6	8.7%	4	6.3%	4	6.3%	3	4.4%	5	7.0%
May	3	4.3%	4	6.3%	3	4.7%	1	1.5%	1	1.4%
June	1	1.4%	3	4.7%	7	10.9%	1	1.5%	4	5.6%
July	5	7.2%	1	1.6%	1	1.6%	2	2.9%	0	0.0%
August	0	0.0%	1	1.6%	5	7.8%	7	10.3%	7	9.9%
September	2	2.9%	1	1.6%	7	10.9%	3	4.4%	3	4.2%
October	7	10.1%	7	10.9%	5	7.8%	10	14.7%	5	7.0%
November	10	14.5%	6	9.4%	2	3.1%	9	13.2%	11	15.5%
December	4	5.8%	12	18.8%	9	14.1%	13	19.1%	7	9.9%

Office of the State Fire Marshal

FIRE DEATHS IN MARYLAND

COUNTY	CY 2013	CY 2014	CY 2015	CY 2016	CY 2017	5-Year Average	Percent of State Total	5 YR FIRE DEATH RATE*	% of total Deaths 2017
Allegany	1	3	1	3	0	2	2.4%	2.1	0.0%
Anne Arundel	4	2	12	2	3	5	6.8%	0.9	4.2%
Baltimore City	21	18	18	16	30	21	30.7%	3.3	42.3%
Baltimore County	5	5	7	6	12	7	10.4%	0.9	16.9%
Calvert	2	1	2	0	0	1	1.5%	1.1	0.0%
Caroline	0	0	0	1	0	0	0.3%	0.6	0.0%
Carroll	2	4	0	2	2	2	3.0%	1.2	2.8%
Cecil	1	3	1	3	0	2	2.4%	1.6	0.0%
Charles	1	0	4	3	4	2	3.6%	1.6	5.6%
Dorchester	1	0	0	1	0	0	0.6%	1.2	0.0%
Frederick	3	0	2	2	0	1	2.1%	0.6	0.0%
Garrett	1	0	0	1	0	0	0.6%	1.3	0.0%
Harford	0	0	2	3	0	1	1.5%	0.4	0.0%
Howard	1	3	0	1	1	1	1.8%	0.4	1.4%
Kent	0	2	1	0	0	1	0.9%	3.0	0.0%
Montgomery	4	8	2	6	4	5	7.1%	0.5	5.6%
Prince George's	15	5	6	11	8	9	13.4%	1.0	11.3%
Queen Anne's	0	1	1	1	2	1	1.5%	2.1	2.8%
St. Mary's	1	1	0	0	1	1	0.9%	0.6	1.4%
Somerset	0	1	1	3	1	1	1.8%	4.5	1.4%
Talbot	1	0	0	0	0	0	0.3%	0.5	0.0%
Washington	2	2	1	1	3	2	2.7%	1.2	4.2%
Wicomico	1	5	1	2	0	2	2.7%	1.8	0.0%
Worcester	2	0	2	0	0	1	1.2%	1.6	0.0%
<b>TOTAL FIRE DEATHS</b>	<b>69</b>	<b>64</b>	<b>64</b>	<b>68</b>	<b>71</b>	<b>67</b>	<b>100%</b>	<b>1.2</b>	<b>100.00%</b>

FIRE DEATH RATE\*\* 1.20 1.11 1.11 1.18 1.23 1.16

\*\* Rates are based on the 2010 U.S. census

\*DEATH RATE: Number of civilian fire deaths per 100,000 population

Office of the State Fire Marshal

FIRE DEATHS IN MARYLAND

COUNTY	FATAL FIRES CY 2017	DEATHS CY 2017	FIRE RATE* 100,000	% of Total Fatal Fires 2017	DEATH RATE* 100,000	DEATH RATE# 1,000,000	% of Total Deaths 2017
Allegany	0	0	0.0	0.0%	0.0	0.0	0.00%
Anne Arundel	3	3	0.6	5.6%	0.6	5.6	4.23%
Baltimore City	19	30	3.1	35.2%	4.8	48.3	42.25%
Baltimore County	10	12	1.2	18.5%	1.5	14.9	16.90%
Calvert	0	0	0.0	0.0%	0.0	0.0	0.00%
Caroline	0	0	0.0	0.0%	0.0	0.0	0.00%
Carroll	2	2	1.2	3.7%	1.2	12.0	2.82%
Cecil	0	0	0.0	0.0%	0.0	0.0	0.00%
Charles	4	4	2.7	7.4%	2.7	27.3	5.63%
Dorchester	0	0	0.0	0.0%	0.0	0.0	0.00%
Frederick	0	0	0.0	0.0%	0.0	0.0	0.00%
Garrett	0	0	0.0	0.0%	0.0	0.0	0.00%
Harford	0	0	0.0	0.0%	0.0	0.0	0.00%
Howard	1	1	0.3	1.9%	0.3	3.5	1.41%
Kent	0	0	0.0	0.0%	0.0	0.0	0.00%
Montgomery	4	4	0.4	7.4%	0.4	4.1	5.63%
Prince George's	6	8	0.7	11.1%	0.9	9.3	11.27%
Queen Anne's	1	2	2.1	1.9%	4.2	41.8	2.82%
St. Mary's	1	1	1.0	1.9%	1.0	9.5	1.41%
Somerset	1	1	3.8	1.9%	3.8	37.8	1.41%
Talbot	0	0	0.0	0.0%	0.0	0.0	0.00%
Washington	2	3	1.4	3.7%	2.0	20.3	4.23%
Wicomico	0	0	0.0	0.0%	0.0	0.0	0.00%
Worcester	0	0	0.0	0.0%	0.0	0.0	0.00%
<b>TOTAL FIRE DEATHS</b>	<b>54</b>	<b>71</b>	<b>0.94</b>	<b>100.00%</b>	<b>1.23</b>	<b>12.30</b>	<b>100.00%</b>

Office of the Maryland State Fire Marshal

**FIRE DEATHS IN MARYLAND**

	2017						2016						2015					
	Multi-Fatal Fires	Total Fires	% Multi-Fatal Fires	Multi-Fatal Dths	Total Deaths	% Multi-Fatal Deaths	Multi-Fatal Fires	Total Fires	% Multi-Fatal Fires	Multi-Fatal Dths	Total Deaths	% Multi-Fatal Deaths	Multi-Fatal Fires	Total Fires	% Multi-Fatal Fires	Multi-Fatal Dths	Total Deaths	% Multi-Fatal Deaths
Jan	1	6	16.7%	6	11	54.5%	1	9	11.1%	4	12	33.3%	1	4	25.0%	6	9	66.7%
Feb	0	4	0.0%	0	4	0.0%	0	5	0.0%	0	5	0.0%	1	4	25.0%	3	6	50.0%
Mar	2	9	22.2%	6	13	46.2%	0	2	0.0%	0	2	0.0%	0	6	0.0%	0	6	0.0%
April	0	5	0.0%	0	5	0.0%	0	3	0.0%	0	3	0.0%	0	4	0.0%	0	4	0.0%
May	0	1	0.0%	0	1	0.0%	0	1	0.0%	0	1	0.0%	0	3	0.0%	0	3	0.0%
Jun	0	4	0.0%	0	4	0.0%	0	1	0.0%	0	1	0.0%	2	5	40.0%	4	7	57.1%
Jul	0	0	0.0%	0	0	0.0%	0	2	0.0%	0	2	0.0%	0	1	0.0%	0	1	0.0%
Aug	2	4	50.0%	5	7	71.4%	2	3	66.7%	6	7	85.7%	0	5	0.0%	0	5	0.0%
Sep	0	3	0.0%	0	3	0.0%	0	3	0.0%	0	3	0.0%	2	5	40.0%	4	7	57.1%
Oct	1	4	25.0%	2	5	40.0%	2	7	28.6%	5	10	50.0%	1	4	25.0%	2	5	40.0%
Nov	2	9	22.2%	4	11	36.4%	0	9	0.0%	0	9	0.0%	1	1	100.0%	2	2	100.0%
Dec	1	5	20.0%	3	7	42.9%	2	11	18.2%	4	13	30.8%	1	8	12.5%	3	9	33.3%
<b>TOTAL</b>	<b>9</b>	<b>54</b>	<b>16.7%</b>	<b>26</b>	<b>71</b>	<b>36.6%</b>	<b>7</b>	<b>56</b>	<b>12.5%</b>	<b>19</b>	<b>68</b>	<b>27.9%</b>	<b>9</b>	<b>50</b>	<b>18.0%</b>	<b>24</b>	<b>64</b>	<b>37.5%</b>

	2014						2013						2012					
	Multi-Fatal Fires	Total Fires	% Multi-Fatal Fires	Multi-Fatal Dths	Total Deaths	% Multi-Fatal Deaths	Multi-Fatal Fires	Total Fires	% Multi-Fatal Fires	Multi-Fatal Dths	Total Deaths	% Multi-Fatal Deaths	Multi-Fatal Fires	Total Fires	% Multi-Fatal Fires	Multi-Fatal Dths	Total Deaths	% Multi-Fatal Deaths
Jan	0	4	0.0%	0	4	0.0%	3	12	25.0%	6	15	40.0%	2	5	40.0%	4	7	57.1%
Feb	1	4	25.0%	2	5	40.0%	1	6	16.7%	4	8	50.0%	0	6	0.0%	0	6	0.0%
Mar	3	12	25.0%	7	16	43.8%	0	8	0.0%	0	8	0.0%	1	4	25.0%	2	5	40.0%
April	0	4	0.0%	0	4	0.0%	1	5	20.0%	2	6	33.3%	1	1	100.0%	2	2	100.0%
May	0	4	0.0%	0	4	0.0%	0	3	0.0%	0	3	0.0%	0	1	0.0%	0	1	0.0%
Jun	1	2	50.0%	2	3	66.7%	0	1	0.0%	0	1	0.0%	0	1	0.0%	0	1	0.0%
Jul	0	1	0.0%	0	1	0.0%	1	4	25.0%	2	5	40.0%	0	3	0.0%	0	3	0.0%
Aug	0	1	0.0%	0	1	0.0%	0	0	0.0%	0	0	0.0%	1	4	25.0%	2	5	40.0%
Sep	0	1	0.0%	0	1	0.0%	0	2	0.0%	0	2	0.0%	0	3	0.0%	0	3	0.0%
Oct	1	6	16.7%	2	7	28.6%	0	6	0.0%	0	7	0.0%	1	4	25.0%	5	8	62.5%
Nov	0	6	0.0%	0	6	0.0%	2	8	25.0%	4	10	40.0%	0	6	0.0%	0	6	0.0%
Dec	1	10	10.0%	3	12	25.0%	0	4	0.0%	0	4	0.0%	0	6	0.0%	0	6	0.0%
<b>TOTAL</b>	<b>7</b>	<b>55</b>	<b>12.7%</b>	<b>16</b>	<b>64</b>	<b>25.0%</b>	<b>8</b>	<b>59</b>	<b>13.6%</b>	<b>18</b>	<b>69</b>	<b>26.1%</b>	<b>6</b>	<b>44</b>	<b>13.6%</b>	<b>15</b>	<b>53</b>	<b>28.3%</b>

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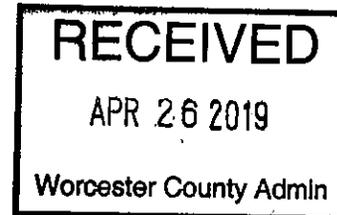
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February 19, 2019

The Honorable Dana Stein  
Maryland House of Delegates  
251 House Office Building  
Annapolis, Maryland 21401



Dear Delegate Stein:

You have inquired about the authority of a county to opt out of Maryland Building Performance Standards ("Standards") that include International Building Code ("IBC") standards requiring newly constructed residential buildings in the State to be equipped with sprinkler systems. Except under limited circumstances, a local jurisdiction may not adopt local amendments to the Standards that weaken the automatic fire sprinkler systems provisions of the Standards for townhouses and one- or two-family dwellings in the local jurisdiction. Subject to other specific limitations, a county may adopt a local amendment to the Standards relating to the use of sprinklers in other types of residential buildings, including a less restrictive standard, which would apply only in that county. As to other residential dwelling buildings however, there are additional fire prevention sprinkler system requirements under State law for which certain exceptions may be granted by the State Fire Marshall or a local authority with jurisdiction over fire or building codes.

Under § 12-503 of the Public Safety Article ("PS"), the Department of Labor, Licensing, and Regulation ("DLLR") is required to adopt by regulation, as the statewide Standards, the IBC, subject to modification by DLLR.<sup>1</sup> Except for certain agricultural buildings, the Standards apply to all buildings and structures within the State for which a building permit application is received by a local jurisdiction. COMAR 05.02.07.06A.<sup>2</sup>

COMAR 05.02.07.05 authorizes a local jurisdiction (a county or municipal corporation) to modify the provisions of the Standards by local amendment "to address conditions peculiar to the

<sup>1</sup> Pursuant to Chapter 673 of the 2018 Laws of Maryland, effective July 1, 2018, administration of the Standards was transferred from the Department of Housing and Community Development ("DHCD") to DLLR.

<sup>2</sup> Section 5 of Ch. 673 of the 2018 Laws of Maryland maintained existing regulations relating to the Standards adopted by DHCD in COMAR 05.02.07, and required that those regulations continue in effect under administration by DLLR until replaced. DLLR has issued a Notice of Proposed Action to recodify existing COMAR 05.02.07 to be newly proposed COMAR 09.12.31. *Md. Register*, Vol. 46, Issue 1 (1/4/19), p. 16.

The Honorable Dana Stein  
February 19, 2019  
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local jurisdiction's community[.]” A local jurisdiction may adopt a local amendment to the Standards that applies to the local jurisdiction if the local amendment does not: (1) prohibit the minimum implementation and enforcement activities set forth in PS § 12-505; (2) weaken energy conservation and efficiency provisions contained in the Standards (including weakening the requirements of Chapter 13 of the IBC, as provided in COMAR 05.02.07.05); (3) except under certain circumstances, weaken the automatic fire sprinkler systems provisions for townhouses and one- and two-family dwellings contained in the Standards; or (4) weaken wind design and wind-borne debris provisions contained in the Standards. PS § 12-504(a). The minimum implementation and enforcement activities under PS § 12-505 that a local jurisdiction remains required to carry out include the: (1) review and acceptance of appropriate plans; (2) issuance of building permits; (3) inspection of the work authorized by the building permits; and (4) issuance of appropriate use and occupancy certificates. PS § 12-505(a)(2). Local jurisdictions are prohibited from amending statewide regulations that apply to “industrialized buildings” under PS § 12-301 *et seq.* See COMAR 05.02.01.01 *et seq.* and COMAR 05.02.04.01 *et seq.*

Each local jurisdiction is required to implement and enforce the most current version of the Standards and any local amendments to the Standards. Any modification of the Standards adopted by the State after December 31, 2009, is required to be implemented and enforced by a local jurisdiction within 12 months after being adopted by the State. PS § 12-505(a)(1). A local jurisdiction that adopts a local amendment to the Standards is required to ensure that the local amendment is adopted in accordance with applicable local law, and must provide a copy of the local amendment to DLLR at least 15 days before the effective date of the amendment or within 5 days after the adoption of an emergency local amendment. PS § 12-504(b), (d), and (e). If a local amendment conflicts with the Standards, the local amendment prevails in the local jurisdiction. PS § 12-505(c).

With specific regard to sprinkler system requirements under the Standards, a local government is authorized to adopt local amendments to the Standards addressing sprinkler systems if the local amendments do not, except as provided below, “weaken the automatic fire sprinkler systems provisions for townhouses and one- and two-family dwellings contained in the Standards.” PS § 12-504(a)(1)(iii). A local government may deviate from the Standards’ sprinkler requirements for those structures described above through local standards that: (1) govern the “issuance of a building permit for a property not connected to an electrical utility;” or (2) until January 1, 2016, govern the “issuance of a building permit for a new one- or two-family dwelling constructed on:” (a) a “lot subject to a valid unexpired public works utility agreement that was executed before March 1, 2011;” or (b) “a lot served by an existing water service line from a water main to the property line” that: (i) “is less than a nominal 1-inch size;” (ii) “is approved and owned by the public or private water system that owns the mains;” (iii) “was installed before March 1, 2011;” and (iv) “is fully operational from the public or private main to a curb stop or meter pit located at the property line.” PS § 12-504(a)(3).

highlighted on previous page!

Accordingly, except under limited circumstances, a local jurisdiction may not adopt local amendments to the Standards that weaken or opt out of the automatic sprinkler requirements of the Standards for townhouses and one- and two-family dwellings in the local jurisdiction. Subject to other specific limitations, a county may adopt a local amendment to the Standards relating to the use of sprinklers in other types of residential buildings, including a less restrictive standard. However, please note there are additional fire prevention sprinkler requirements under State law that may prevent a local jurisdiction from opting out of those specific State-required sprinkler standards.

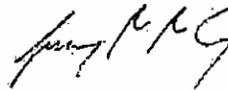
Under PS § 9-204, in a local jurisdiction in which building permits are issued, a sprinkler system that meets the requirements of the National Fire Protection Association standards that are approved by the State Fire Marshall or local authority, is required to be installed in: (1) "each newly constructed dormitory, hotel, lodging or rooming house, or multifamily residential dwelling for which the initial building permit is issued on or after July 1, 1990;" and (2) "each newly constructed town house for which the initial building permit is issued on or after July 1, 1992." In a local jurisdiction in which building permits are not issued, a sprinkler system is required to be installed in: (1) "each dormitory, hotel, lodging or rooming house, or multifamily residential dwelling on which construction begins on or after July 1, 1990;" and (2) "each town house on which construction begins on or after July 1, 1992." PS § 9-204(b). These requirements do not apply, however, to a dwelling unit that is not serviced by a public water system. PS § 9-204(c). The State Fire Marshall or a local authority with jurisdiction over the enforcement of fire and building codes may grant an exception to the sprinkler system requirement under certain circumstances. PS § 9-205.

Similarly, under PS § 9-403, subject to certain exceptions, a high-rise building constructed after July 1, 1974 is required to have a "complete automatic sprinkler system installed in accordance with accepted engineering practices as approved by the authority with jurisdiction." Subject to allowable exceptions, there does not appear to be any express authority for a local jurisdiction to simply opt out of the fire prevention sprinkler requirements for certain dwellings under PS § 9-204 and § 9-403. *See also* PS § 9-503 (certain dwellings with 50 or more occupants with physical or mental limitations who are unable to evacuate without assistance is required to have a system to "detect and extinguish a fire automatically while sounding an alarm").

The Honorable Dana Stein  
February 19, 2019  
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If you have any questions or need any additional information, please feel free to contact me.

Sincerely,



Jeremy M. McCoy  
Assistant Attorney General

The Commissioners met with Development Review and Permitting Director Ed Tudor and Fire Marshal Jeff McMahon to review and discuss the requirement of State law to provide automatic fire sprinkler systems in all new dwellings in Maryland in response to the Commissioners' desire to allow for an opt-out of these requirements for new homes. Mr. Tudor stated that, pursuant to Subsection 12-505(a) of the Public Safety Article of the Annotated Code of Maryland, each local jurisdiction is required to adopt the most current version of the International Building Codes (Code) no later than 12 months after the codes are adopted by the State. Mr. Tudor cautioned that State law further provides that local jurisdictions may not adopt local amendments that weaken the energy conservation and efficiency provisions, the automatic fire sprinkler system requirements, or the wind design and wind-borne debris provisions of the Code. He advised that the 2009 edition of the Code required that automatic fire sprinkler systems be installed in all dwellings built after January 1, 2011. When the State adopted the 2012 edition of the Code, local jurisdictions were allowed to opt out of the sprinkler requirement for stick built and manufactured homes, but the opt-out provision was subsequently eliminated by State law with the adoption of the 2015 edition of the Code. Mr. Tudor stated that Allegany County, which he understands is operating under the 2009 edition of the Code, appears to be in violation of the State law for not enforcing the sprinkler requirement and for not adopting the 2015 edition of the Code. He advised that County staff currently enforce the sprinkler requirement, and the County will be in direct violation of State law if they cease to do so. Furthermore, such action could affect the County's Insurance Services Office (ISO) rating, which provides information to the insurance industry regarding fire and building codes, which is used by insurers to set homeowner insurance rates. He confirmed that single-family dwelling permits have steadily increased each year since the sprinkler requirement became effective, and it is staff's opinion that residential fire sprinklers are an important part of fire safety, along with smoke and carbon monoxide detectors, as more homes are being constructed with lightweight manufactured wood products that have much different burn characteristics than solid wood materials, and fires tend to spread much faster in today's popular open floor plans, while furnishings made of plastics and composite materials burn faster and generate more smoke and toxic fumes. He stated that not only does an un-sprinkled home place firefighters at greater risk when they enter to rescue inhabitants, suppress fire, or save family pets or belongings, it also places a greater burden on public services. Therefore, it is the joint staff opinion that Worcester County should not ignore the requirements of the State law and regulations relative to this issue. In the event that the Commissioners feel that this requirement is worthy of modification, he suggested the Commissioners urge the Eastern Shore Delegation to introduce State legislation to address their concerns.

In response to a question by Commissioner Bunting, Mr. Tudor confirmed that the County received a flurry of building permit applications prior to the sprinkler requirement going into effect locally. Mr. McMahon stated that members of local fire companies were split on whether or not to support an opt-out clause for fire sprinkler requirements when this issue was last discussed several years ago. Commissioner Elder stated that it is extreme to require fire sprinklers to be installed in all new construction in rural areas where the additional costs make it cost-prohibitive for many to buy a new home. In response to a question by Commissioner Mitrecic, Mr. Tudor confirmed that the County does not require the installation of fire sprinklers for minor home renovations.

Following some discussion and upon a motion by Commissioner Bunting, the Commissioners unanimously instructed staff to prepare a revised permit application for their review on February 19, 2019, which would allow an opt-out clause to the fire sprinkler requirements for new single-family homes and which would require signatures by the owner and builder requesting to opt out of these requirements. In addition, the purchaser of the single-family home would also be required to sign and acknowledge the opt-out clause, which would then be recorded with the deed when transferred. Upon the Commissioners' review and approval of the revised permit application, the Commissioners plan to then forward the revised application to the State, advising them of the proposed effective date of this new permit application and requesting their comments prior to the effective date.

In response to a question by Commissioner Church, County Attorney Maureen Howarth stated that, regardless of whether the Commissioners adopt a revised permit application, the law is still the law. In response to a question by Mr. Tudor, the Commissioners confirmed that the installation of fire sprinkler systems would still be mandatory for two-family dwellings.

The Commissioners met with Development Review and Permitting (DRP) Director Ed Tudor to review and discuss a revised Building Permit Application form and a draft Single-Family Home Residential Fire Sprinkler Waiver form, which they had requested at their meeting on January 22, 2019 to allow property owners to opt out of the State requirement to install fire sprinklers in all new single-family homes. The Commissioners also reviewed a draft letter to the State advising of the effective date the new opt-out provision would take effect and seeking State comment on the opt-out waiver.

The Commissioners agreed that the decision whether to install fire sprinklers in single-family homes should be left to the homeowner and not mandated by State law, as requiring these systems in a rural county, like Worcester County, where public water supplies are limited, costs individuals building homes thousands of extra dollars in construction costs. These extra costs can prevent a first-time home buyer from purchasing a new home and negatively impact the County's economy, as neighboring states, Virginia and Delaware, do not have a fire sprinkler mandate. The Commissioners further agreed to establish an effective date of July 1, 2019 for the opt-out provision, after which the property owner building a new, single-family home may decide for themselves if they want to install such a system. Mr. Tudor suggested that the County could effectuate this change by having a check-off box on the building permit application for a residential sprinkler system waiver accompanied by a Single-Family Home Residential Fire Sprinkler Waiver form to be completed by the property owner, builder and applicant for a permit for a new single-family home.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign a letter to Norman C. Wang, RA, the Building Codes Administration Director for the Division of Labor and Industry within the Maryland Department of Labor, Licensing and Regulation advising of the Commissioners' intent to institute a revised Building Permit Application form and a Single-Family Home Residential Fire Sprinkler Waiver form, which would allow property owners to opt out of the State requirement to install fire sprinklers in all new single-family homes effective July 1, 2019 and seeking State comment on their proposal on or before May 1, 2019.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

# Worcester County

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## MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director *E.A.T.*  
Jeff McMahon, Fire Marshal *JM*  
DATE: January 15, 2019  
RE: Residential Fire Sprinkler Requirements

\*\*\*\*\*

Pursuant to your direction we have jointly worked to prepare this memorandum relative to the requirement of State Law to provide automatic fire sprinkler systems in all new dwellings in the State. It is our understanding that your request results from information that Allegany County is not requiring such systems in new residential dwellings. We confirmed that this is indeed the case and offer the following information regarding the situation. We will begin with a brief recap of the history of the residential fire sprinkler requirement and the pertinent provisions of State Law, followed by a short discussion of their impacts on construction and, finally, our recommendations on fire sprinklers in general.

The adoption of the Building Code is driven by State Law, specifically in the Public Safety Article, Title 12, Subtitle 5, Maryland Building Performance Standards, and the regulations adopted pursuant to that Article in COMAR 05.02.07. The Standards as outlined in COMAR are what establish the specific version of the International Building Codes that is in effect in the State, currently the 2015 edition. The requirements of the Public Safety Article determine when the local jurisdictions must adopt the new versions of the Codes and what local amendments local jurisdictions may or may not make to the Codes. These requirements are then mirrored in COMAR 05.02.07. Currently, pursuant to Subsection 12-505(a) of the Public Safety Article, each local jurisdiction shall adopt the most current version of the standards no later than 12 months after the Codes are adopted by the State. Subsection 12-504(a) stipulates that local jurisdictions **may not** adopt local amendments that weaken the energy conservation and efficiency provisions, the automatic fire sprinkler system requirements or the wind design and wind-borne debris provisions of the standards.

*P.45*

With specific regard to the Building Code and the requirement for residential fire sprinklers, the requirement first appeared in the 2006 edition of the International Residential Code as Appendix P. It was not until the 2009 edition of the Code that the requirement appeared in the general portion of the Code. In the 2009 edition the Code required that automatic fire sprinkler systems be installed in all dwellings built after January 1, 2011. The 2012 and 2015

editions of the Code carried forward the requirement. When the 2012 edition of the Code was adopted by the State, local jurisdictions were allowed to "opt out" of the requirement for stick-built and manufactured homes. However, modular homes were required to provide the systems because they are regulated by the State under the Industrialized Buildings and Manufactured Homes Act and continue to be regulated as such and subject to the fire sprinkler requirements. Our ability to "opt out" of the requirement was subsequently eliminated by State Law with the adoption of the 2015 edition of the Building Code. We began enforcing the requirements of the 2015 International Building Codes on July 1, 2015.

As we understand it, Allegany County is still operating under the 2009 edition of the Building Code. Based upon our reading of the State Law, not only are they in violation for not enforcing the residential fire sprinkler requirement at all but they also appear to be in violation for not adopting the most recent edition of the Code, currently the 2015 edition, as required by State Law. Based upon the information above, we believe Worcester County would also be in direct violation of State Law if we not enforce the sprinkler requirements as we do now. We believe it is important to point out as well that even if the County Commissioners were to decide that we are not to enforce the sprinkler requirements, the decision would not impact manufactured or modular homes because they are regulated by the State under a different provision of State Law. We believe this would put the suppliers of those housing types at a significant disadvantage, just as it did during the time period from 2012 to 2015 when we opted out of the sprinkler requirement.

Certainly there is a lot of debate with regard to the costs and benefits of residential fire sprinkler systems. The additional costs certainly are more significant for those homes constructed on private water systems. We do believe costs have dropped as competition has increased in the industry. Single family dwelling permits have not shown any impact from the sprinkler requirement. In fact, their numbers have steadily increased each year since the requirement became effective on July 1, 2015. The 2015 calendar year permits were highest due to a number of individuals filing applications for permits prior to the July 1<sup>st</sup> deadline to avoid the requirement. We both agree, however, that residential fire sprinklers are an important part of fire safety along with smoke and carbon monoxide detectors.

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We believe it is important to talk briefly about some of the things that drove the Building Codes to include a requirement for residential fire sprinklers. In years past, most single family homes were constructed completely with solid lumber. Floor plans generally consisted of compartmentalized design, with a number of smaller rooms each having access by a door. Houses were generally furnished with solid wood furniture and natural materials. As time went by and the price of solid lumber increased, more and more homes began to be constructed with lightweight manufactured wood products. These construction materials consist of what before would have been wood waste, such as chips and sawdust, bound together with glue. Their burn characteristics are much different than the solid wood material in the past. At the same time, modern homes have moved away from the compartmentalized construction of the past to open floor plans with large open areas and high ceilings which lend themselves to a much faster spread of fire. Additionally, modern homes are furnished and equipped with items that are made from more artificial materials. Just like the decrease in solid wood framing materials, today's furnishings are made of plastics and composite materials that burn faster and generate more smoke and toxic fumes.

An argument can certainly be made that perhaps the decision on equipping a newly constructed home with sprinklers should be the decision of the person building the home. If a buyer or builder educated on the risks and rewards relative to fire sprinklers chooses not to install

them, why shouldn't it be their choice? But we ask that you consider an analogy. State Law requires every passenger in a motor vehicle to wear a seat belt and every motorcycle rider to wear a helmet. Obviously they are not as expensive as a fire sprinkler system but the safety they provide is monumental relative to the risk. Failure to use these items can also place a greater burden on society in general should an uninsured or underinsured individual sustain significant injuries that then require public assistance. While this is certainly a possibility with regard to a home, there is another important component that can be affected as well. That component is the firefighters and other public safety personnel that respond to fire emergencies. Not only does an un-sprinklered home place them at greater risk when they enter a burning home to rescue the inhabitants, suppress the fire or try to save cherished family pets or belongings, it places a greater burden on public services. When equipped with an automatic fire sprinkler system, structure fires are extinguished much more rapidly, the spread of the fire can be diminished or eliminated and the occupants given greater time to exit the structure. All of these factors can help to reduce the burden on public safety personnel and equipment. As shown on the attached statistics and management activity report for Worcester County (excluding Ocean City) as supplied by the Maryland State Fire Marshal's Office, one- and two-family dwelling fires had the longest average response times, the highest frequency percentage and consumed by far the most amount of man hours necessary to respond and fight a dwelling fire. We have much research and information on residential sprinkler systems, both for and against, should any of the County Commissioners desire to see it.

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One additional piece of information that we feel may be of relevance pertains to the County's Building Code review and rating from the Insurance Services Office (ISO). The ISO is an advisory and rating agency that provides information to the insurance industry regarding Fire and Building Codes among other data. You are probably most familiar with their evaluations and ratings concerning the local fire companies. We routinely work with them on these cases. In addition, however, they evaluate local jurisdictions' administration and enforcement of the Building and Fire Codes on an approximate five year cycle. This results in a report known as our Building Code Effectiveness Grading Schedule. This information is then made available to insurers for use in setting homeowners' insurance rates. Significant deductions on scoring can result from major deviations in the enforcement of the provisions of the published codes. Reevaluations mid-review cycle are possible should the ISO become aware of such major deviations. When last reviewed in 2014, we took great pains to ensure that our ratings did not slip.

Based on all the information contained herein, it is our joint opinion that Worcester County should not ignore the requirements of State Law and Regulation relative to this issue. If the County Commissioners feel that this requirement is worthy of modification, we recommend that they urge our local legislative delegation to introduce legislation at the State level and ensure that it applies the same standard to the entire housing industry and does not unfairly burden the modular home sector and/or support any similar legislation as they did in 2016.

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If you need any additional information, please let me know. As always, I will be available to discuss the matter with you and the County Commissioners at your convenience.

#### Attachments

cc: Matt Owens, Deputy Fire Marshal  
Bill Bradshaw, Building Administrator/County Engineer

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Maryland Code > Public Safety > § 12-504

## Maryland Code, Public Safety 12-504

Current as of: 2018 | *Check for updates* | *Other versions*

(a) (1) A local jurisdiction may adopt local amendments to the Standards if the local amendments do not:

(i) prohibit the minimum implementation and enforcement activities set forth in § 12-505 of this subtitle;

(ii) weaken energy conservation and efficiency provisions contained in the Standards;

(iii) except as provided in paragraph (3) of this subsection, weaken the automatic fire sprinkler systems provisions for townhouses and one- and two-family dwellings contained in the Standards; or

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(iv) weaken wind design and wind-borne debris provisions contained in the Standards.

(2) (i) Regardless of whether the International Green Construction Code is adopted by the Department under § 12-503(d) of this subtitle, a local jurisdiction may adopt the International Green Construction Code.

(ii) A local jurisdiction may make local amendments to the International Green Construction Code.

(3) Paragraph (1)(iii) of this subsection does not apply to:

(i) standards governing issuance of a building permit for a property not connected to an electrical utility; or

(ii) until January 1, 2016, standards governing issuance of a building permit for a new one- or two-family dwelling constructed on:

1. a lot subject to a valid unexpired public works utility agreement that was executed before March 1, 2011; or

2. a lot served by an existing water service line from a water main to the property line that:

A. is less than a nominal 1-inch size;

B. is approved and owned by the public or private water system that owns the mains;

C. was installed before March 1, 2011; and

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D. is fully operational from the public or private main to a curb stop or meter pit located at the property line.

(b) If a local jurisdiction adopts a local amendment to the Standards, the Standards as amended by the local jurisdiction apply in the local jurisdiction.

(c) If a local amendment conflicts with the Standards, the local amendment prevails in the local jurisdiction.

(d) A local jurisdiction that adopts a local amendment to the Standards shall ensure that the local amendment is adopted in accordance with applicable local law.

(e) To keep the database established under this subtitle current, a local jurisdiction that adopts a local amendment to the Standards shall provide a copy of the local amendment to the Department:

(1) at least 15 days before the effective date of the amendment; or

(2) within 5 days after the adoption of an emergency local amendment.

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Maryland Code > Public Safety > § 12-505

## Maryland Code, Public Safety 12-505

Current as of: 2018 | *Check for updates* | *Other versions*

(a) (1) (i) Each local jurisdiction shall implement and enforce the most current version of the Standards and any local amendments to the Standards.

(ii) Any modification of the Standards adopted by the State after December 31, 2009, shall be implemented and enforced by a local jurisdiction no later than 12 months after the modifications are adopted by the State.

(2) At a minimum, the local jurisdiction shall ensure that implementation and enforcement of the Standards includes:

(i) review and acceptance of appropriate plans;

(ii) issuance of building permits;

(iii) inspection of the work authorized by the building permits; and

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(iv) issuance of appropriate use and occupancy certificates.

(3) Each local jurisdiction shall determine the manner in which the minimum implementation and enforcement activities of this subsection are carried out.

(b) (1) Except as otherwise provided in this subsection, the county in which a building or structure is located shall implement and enforce the Standards for that building or structure in accordance with this subtitle.

(2) (i) A municipal corporation that did not adopt a building code on or before October 1, 1992, may elect to implement and enforce the Standards in accordance with this subtitle for buildings or structures located in the municipal corporation.

(ii) If a municipal corporation elects to implement and enforce the Standards under this paragraph, the county in which the municipal corporation is located is not responsible for implementation and enforcement of the Standards in the municipal corporation.

(3) A county that did not adopt a building code on or before October 1, 1992, shall implement and enforce the Standards in the county unless it elects to negotiate with a municipal corporation in the county to have the municipal corporation implement and enforce the Standards in the county.

(4) A municipal corporation that adopted a building code on or before October 1, 1992, shall implement and enforce the Standards in the municipal corporation unless it elects to negotiate with the county in which the municipal corporation is located to have the county implement and enforce the Standards in the municipal corporation.

(c) A local jurisdiction may charge fees necessary to cover the cost of implementation and enforcement of the Standards and any local amendments to the Standards.



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- Code of Maryland Regulations (Last Updated: December 5, 2018)
  - Title 05. Department of Housing & Community Development
    - Subtitle 02. BUILDING AND MATERIAL CODES
      - Chapter 05.02.07. Maryland Building Performance Standards

#### Sec. 05.02.07.04. Incorporation by Reference

*Latest version.*

A. In this chapter, the following documents are incorporated by reference:

(1) 2015 International Building Code (International Code Council, 500 New Jersey Avenue, N.W., 6th Floor, Washington, DC 20001);

(2) 2015 International Residential Code for One- and Two-Family Dwellings (International Code Council, 500 New Jersey Avenue, N.W., 6th Floor, Washington, DC 20001);

(3) 2015 International Energy Conservation Code (International Code Council, 500 New Jersey Avenue, N.W., 6th Floor, Washington, DC 20001); and

(4) 2012 International Green Construction Code (International Code Council, 500 New Jersey Avenue, N. W., 6th Floor, Washington DC 20001).

B. Modifications to the 2015 International Building Code.

(1) Chapter 1. Add note to Chapter 1 of the IBC: Local jurisdictions are responsible for the implementation and enforcement of the Maryland Building Performance Standards. Refer to each local jurisdiction for local amendments to Chapter 1 of the IBC. Each local jurisdiction having authority shall establish, on or before the application date in Regulation .06 of this chapter, implementation and enforcement procedures that include:



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extent the requirements meet or exceed the requirements set forth in COMAR 05.02.02.

(7) Chapter 24. The requirements for safety glazing set forth in Public Safety Article, Title 12, Subtitle 4, Annotated Code of Maryland, are in addition to Chapter 24, Section 2406 of the IBC related to safety glazing. In the event of a conflict between Chapter 24 of the IBC and the Annotated Code of Maryland, the requirements of the Annotated Code of Maryland prevail.

(8) Chapter 27. ELECTRICAL. Add note to Section 2701.1 Scope: The subject matter of this chapter is not within the scope of the Maryland Building Performance Standards. For the applicable electrical requirements, refer to the local electrical code and the National Electrical Code as adopted and enforced by the State Fire Marshal, authorized fire officials, or building officials pursuant to the provisions of Public Safety Article, Title 12, Subtitle 6, Annotated Code of Maryland.

(9) Chapter 28. MECHANICAL SYSTEMS. Add note to Section 2801.1 Scope: The subject matter of this chapter is not within the scope of the Maryland Building Performance Standards. For the applicable requirements concerning the mechanical systems, refer to the local mechanical code and the mechanical code adopted pursuant to the provision of Business Regulation Article, §9A-205, Annotated Code of Maryland.

(10) Chapter 29. PLUMBING SYSTEMS. Add note to Section 2901.1 Scope: The subject matter of this chapter is not within the scope of the Maryland Building Performance Standards. For the applicable requirements concerning the plumbing systems, refer to the local plumbing code and the plumbing code adopted pursuant to the provisions of Business Occupations and Professions Article, Title 12, Annotated Code of Maryland.

(11) Chapter 30. The provisions of Chapter 30 of the IBC relate to elevators and conveying systems and are in addition to and not instead of the requirements set forth in Public Safety Article, Title 12, Subtitle 8, Annotated Code of Maryland. In the event of a conflict between the IBC and the Annotated Code of Maryland, the provisions of the Annotated Code of Maryland prevail.

(12) Chapter 34.

Add the following exception to section 3401.1 Scope:



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(2) Add a note to Section 405.2.3 Specific Application Controls: For the new construction of hotels:

(a) Each hotel guest room shall be equipped with a master control device that automatically turns off the power to all of the lighting fixtures in the guest room no more than 30 minutes after the room has been vacated; and

(b) A master control device may also control the heating, ventilation, or air conditioning default settings in hotel guest rooms 30 minutes after a room has been vacated by:

(i) Increasing the set temperature by at least 3 degrees Fahrenheit when in the air conditioning mode; or

(ii) Decreasing the set temperature by at least 3 degrees Fahrenheit when in the heating mode.

E. The Department encourages:

(1) Home builders to construct new high performance homes; and

(2) Local jurisdictions to amend these standards to allow builders to construct high performance homes.

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- Code of Maryland Regulations (Last Updated: December 5,2018)
  - Title 05. Department of Housing & Community Development
    - Subtitle 02. BUILDING AND MATERIAL CODES
      - Chapter 05.02.07. Maryland Building Performance Standards

Sec. 05.02.07.05. Maryland Building Performance Standards

*Latest version.*

A. The IBC, IRC, and IECC, as modified in Regulation .04 of this chapter, shall constitute the Maryland Building Performance Standards.

B. Local Amendments.

(1) Each local jurisdiction:

(a) May by local amendment modify the provisions of the Standards to address conditions peculiar to the local jurisdiction's community;

(b) May adopt and amend the IGCC to be part of the Standards applicable in the local jurisdiction.

(c) May not adopt any amendments that weaken the requirements of the IECC or Chapter 13 of the IBC;

(d) Except as set forth in Public Safety Article, §12-504(a)(1)(iii), Annotated Code of Maryland, may not adopt any amendments that weaken the automatic fire sprinkler systems provisions for townhouses and one- and two-family dwellings contained in the Standards; and

(e) May not adopt amendments that weaken the wind design and windborne debris provisions contained in the Standards.

(2) If a local jurisdiction adopts a local amendment, the Standards as amended by the local jurisdiction shall apply in that local jurisdiction.

(3) If a local amendment conflicts with the provisions of the Standards, the provisions of the local amendment shall prevail in the local jurisdiction.

(4) Local amendments shall be submitted to the Department:

(a) At least 15 days before the effective date of the amendment; or

(b) In the case of an emergency adoption of a local amendment, within 5 days after the local amendment's adoption.

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- Code of Maryland Regulations (Last Updated: December 5, 2018)
  - Title 05. Department of Housing & Community Development
    - Subtitle 02. BUILDING AND MATERIAL CODES
      - Chapter 05.02.07. Maryland Building Performance Standards

### Sec. 05.02.07.08. Enforcement of the Standards

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Enforcement of the Standards shall be the responsibility of the local jurisdiction in which the building or structure is located.

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West's Annotated Code of Maryland  
Public Safety

West's Annotated Code of Maryland  
Public Safety (Refs & Annos)  
Title 12. Building and Material Codes; Other Safety Provisions (Refs & Annos)  
Subtitle 3. Industrialized Buildings and Manufactured Homes (Refs & Annos)

MD Code, Public Safety, § 12-305  
Formerly cited as MD CODE Art. 83B, § 6-203; MD CODE Art. 83B, § 6-207

**§ 12-305. Standards for industrialized buildings and manufactured homes**

Currentness

**Industrialized buildings--In general**

(a) The Department:

(1) shall adopt regulations that set standards to which industrialized buildings shall comply to protect against the hazards of industrialized buildings to safety, health, and property;

(2) may adopt regulations that govern the enforcement, inspection, and certification programs authorized by this subtitle; and

(3) with respect to industrialized buildings, shall adopt the Maryland Building Performance Standards<sup>1</sup> with exceptions or modifications that, after adequate public notice and public hearing, the Department considers appropriate to meet the needs and judgments of the State.

**Industrialized buildings--Acceptance of new materials and methods**

(b)(1) If practical, the regulations that set standards for industrialized buildings shall be stated in terms of required levels of performance to facilitate the prompt approval of acceptable new building materials and methods.

(2) If generally recognized standards of performance are not available, the regulations shall provide for acceptance of materials and methods whose performance has been determined by the Department, on the basis of reliable test and evaluation data presented by the proponent, to be substantially equal in safety to the materials and methods specified when used for the purpose and in the manner recommended.

**Industrialized buildings--Pamphlets**

(c)(1) The Department shall have printed and keep in pamphlet form the regulations that set standards for industrialized buildings.

(2) The pamphlets shall be provided at cost to the public on request.

**Manufactured home construction or safety**

(d) The Department may adopt regulations that relate to issues of construction or safety of manufactured homes for which a federal standard has not been established and which are not reserved to a local government under § 12-303 of this subtitle.

**Credits**

Added by Acts 2003, c. 5, § 2, eff. Oct. 1, 2003.

**Editors' Notes****LEGISLATIVE NOTES**

Revisor's Note (Acts 2003, c. 5):

This section is new language derived without substantive change from former Art. 83B, §§ 6-203(a), (b), and (c) and 6-207 (b).

Throughout this section, the former reference to "rules" is deleted as included in the reference to "regulations". See General Revisor's Note to article.

In subsection (a)(2) of this section, the former reference to "all aspects of" the enforcement, inspection, and certification programs is deleted as surplusage.

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## § 12-312. Enforcement of Manufactured Home Construction and Safety Standards Act West's Annotated Code of Maryland Public Safety

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MD Code, Public Safety, § 12-312  
Formerly cited as MD CODE Art. 83B, § 6-207

## § 12-312. Enforcement of Manufactured Home Construction and Safety Standards Act

### Currentness

#### **In general**

(a) The Department may act as necessary or desirable to carry out a State plan of enforcement under the Manufactured Home Construction and Safety Standards Act.<sup>1</sup>

#### **Specific authority**

(b) The authority of the Department under subsection (a) of this section includes the authority to:

(1) contract with or accept grants from the Department of Housing and Urban Development, the National Conference of States on Building Codes and Standards, their successors, or other similar organizations with respect to the enforcement of manufactured home standards and perform the undertakings and conditions of the contract or grant;

(2) engage in factory inspection and quality control monitoring of manufactured home manufacturers in the State and outside the State with respect to manufactured homes to be sold in the State or, if on a reciprocal or cooperative basis, not intended for sale in the State;

(3) train and accredit local enforcement agency personnel with respect to manufactured home construction and safety standards and manufactured home installation;

(4) inspect manufactured homes in the possession of dealers or otherwise distributed in the State, to:

(i) verify that the federal certification is proper for the intended zone; and

(ii) ascertain any damage in transit that affects compliance with construction or safety standards or constitutes a safety hazard;

(5) establish procedures to ascertain, report on, and correct complaints and reports of defects from or to dealers or users of manufactured homes;

(6) conduct on-site inspection of the installation of manufactured homes, require a permit or other evidence of approval of the on-site installation, and charge a fee to cover costs although these functions may be performed by a local enforcement agency that employs accredited inspectors; and

(7) require manufactured home dealers and manufactured home park operators to allow entry and inspection of manufactured homes for purposes of this subtitle and submit reports for purposes of this subtitle.

#### **Credits**

Added by Acts 2003, c. 5, § 2, eff. Oct. 1, 2003.

#### **Editors' Notes**

### LEGISLATIVE NOTES

Revisor's Note (Acts 2003, c. 5):

This section is new language derived without substantive change from former Art. 83B, § 6-207(a).

Defined terms: "Department" § 12-301

"Install" § 12-301

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# **Title 05 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

## **Subtitle 02 BUILDING AND MATERIAL CODES**

### **Chapter 04 Industrialized Buildings and Manufactured Homes**

**Authority: Public Safety Article, §12-305, Annotated Code of Maryland**

#### **.01 Authority and Scope.**

A. This chapter is adopted pursuant to Public Safety Article, §12-305, Annotated Code of Maryland, in order to implement, interpret, make specific, and otherwise carry out the provisions of Public Safety Article, Title 12, Subtitle 3, Annotated Code of Maryland, known as the Industrialized Building and Manufactured Homes Act.

B. Former regulations as originally adopted effective July 1, 1972, included industrialized buildings and manufactured homes. The HUD Manufactured Home Construction and Safety Standards superseded the State standards for manufactured homes on June 15, 1976. Approval of manufactured home inspection agencies and manufactured home plans is also now a responsibility of HUD or its agent, so these regulations pertain primarily to industrialized buildings. Regulation .15 does, however, cover the functions of the Department as a State Administrative Agency under HUD programs. Related manufactured home functions, such as handling of consumer complaints and monitoring of primary inspection agencies, are not covered by this chapter.

#### **.02 Definitions.**

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Act" means the Industrialized Buildings and Mobile Homes Act, Public Safety Article, Title 12, Subtitle 3, Annotated Code of Maryland

(2) "Add-on" means any structure (except a structure designed or produced as an integral part of a manufactured home) that, when attached to the basic manufactured home unit, increases the area, either living or storage, of the manufactured home.

(3) Alteration.

(a) "Alteration" means the installation, replacement, addition, modification, or removal of any equipment after sale by a manufacturer to a dealer or distributor, but before sale by a dealer to a purchaser, that may affect the construction, fire safety, occupancy, plumbing, heat producing, or electrical system.

(b) "Alteration" includes any modification made in the manufactured home that may affect the compliance of the home with the standards.

(c) "Alteration" does not include the:

(i) Repair or replacement of a component or appliance requiring plug-in to an electrical receptacle when the replaced item is of the same configuration and ratings as the one being replaced; or

(ii) Addition of an appliance, not provided with the manufactured home by the manufacturer, requiring plug-in to an electrical receptacle, if the rating of the appliance does not exceed the rating of the receptacle to which it is connected.

(4) "Federal Act" means the National Manufactured Housing Construction and Safety Standards Act of 1974, codified as 42 U.S.C. §5401 et seq., as amended.

(5) "Federal Regulations" means the Manufactured Home Construction and Safety Standards, 24 CFR Part 3280, the Manufactured Home Procedural and Enforcement Regulations, 24 CFR Part 3282, and the Manufactured Home Consumer Manual Requirements, 24 CFR Part 3283.

(6) "HUD label" means the approved form of certification by the manufacturer that, under the federal regulations, is permanently affixed to each transportable section of each manufactured home manufactured for sale to a purchaser in the United States.

(7) Manufactured Home.

(a) "Manufactured home" (formerly called a mobile home in the Act and in the Federal Act) means a structure, transportable in one or more sections, that is:

(i) In the traveling mode, 8 body feet or more in width or 40 body feet or more in length;

(ii) When erected on site, 320 or more square feet;

(iii) Built on a permanent chassis;

(iv) Designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities; and

(v) Includes the plumbing, heating, air-conditioning, and electrical systems contained in it.

(b) "Manufactured home" includes any structure that meets all the requirements of §B(7)(a) of this regulation except the size requirements, with respect to which the manufacturer voluntarily:

(i) Files a certification required by the Secretary of HUD; and

(ii) Complies with the standards established under the Federal Act.

(8) "Model" means a specific design, as designated by the producers of an industrialized building unit and submitted for approval to the Department.

(9) "Open frame construction" means any building, building component, assembly, or system manufactured in such manner that all portions can be readily inspected at the building site without disassembly, damage, or destruction and to which no more than one fixed interior or exterior surface has been applied.

(10) "Regulations" means the State Industrialized Buildings and Mobile Homes Regulations (COMAR 05.02.04.01—.18).

(11) "Stabilizing devices" means all components of the anchoring and support systems, such as:

- (a) Piers;
- (b) Footing;
- (c) Ties;
- (d) Anchoring equipment;
- (e) Ground anchors; and
- (f) Any other equipment that supports the manufactured home and secures it to the ground.

(12) The terms "approved testing facility", "Department", "first user", "industrialized building", "installed", "local enforcement agency", "manufactured home", "Manufactured Home Construction and Safety Standards Act", "Secretary", and "site" have the meanings stated in Public Safety Article, §12-301, Annotated Code of Maryland.

### **.03 Enforcement Generally.**

A. General. These regulations shall be enforced as prescribed by the Act.

B. Inspection by Department. The Department may enter any industrialized building unit or manufactured home, at a reasonable time and manner, to inspect it for compliance with this chapter. If the inspection shows a violation, the Department may order the responsible person to bring the unit into compliance within a reasonable time fixed in the order. The order may be appealed to the Secretary who will investigate promptly and affirm, revoke, or modify the order.

C. Failure to Comply with Department Order. If the Department has determined, under Regulation .03B, that a violation exists, and the responsible person fails to bring the unit into compliance, the Secretary may refer the violation to the appropriate state's attorney, or suspend or cancel the manufacturer's approval, or both, as necessary to ensure compliance.

D. Limitation of Manufacturer's Liability. The manufacturer of the unit may not be required to remedy violations caused by on-site work by others not under his control or violations involving components and material furnished by others and not included with the unit.

### **.04 Enforcement in Localities.**

A. Reports to the Secretary. Each governmental jurisdiction shall furnish monthly notice to the Department, on forms supplied by the Department, of each industrialized building being erected or installed in its jurisdiction, giving the State insignia number, type or model, manufacturer's name, and any other data needed to properly identify each unit. In lieu of these reports, the jurisdiction may complete and forward the location report form shipped with each unit. Manufacturers shall also furnish this same information to the Department on a monthly basis, indicating the destination of all units shipped for erection or installation in the State. These reports shall be submitted no later than the 10th day of the following month.

B. Unlabelled Industrialized Building Units. Any industrialized building which does not carry the insignia of the Department, but which by reason of date of manufacture, may lawfully be sold or installed, is subject to the control of the local governing body within whose jurisdiction it is to be installed. When this building is offered for sale, the person to whom it is offered shall be specifically advised in writing by the seller or manufacturer that the building does not carry State certification and, therefore, is subject to local building code requirements.

C. Local Enforcement Requirements. In addition to the matters reserved to city and county government by Public Safety Article, §12-303, Annotated Code of Maryland, the local enforcement agency shall verify that the unit bears the required insignia and inspect the unit for damage in transit. Local enforcement agencies shall be responsible for inspecting all the work to be done at site, including, but not limited to the installation, erection, foundation, site work, and utilities connections, for compliance with the terms of certification and applicable law. If local enforcement agencies find violations of the Department's requirements, either due to transit damage or improper construction in the factory, they shall forward notice of these violations to the Department. If violations or defects are created by the on-site builder, the local enforcement agency is responsible for insuring that the unit is brought back into compliance, or for bringing the violation to the attention of the Department.

### **.05 Variance from Regulations.**

The Department shall have the power to authorize variances from the regulations to permit specified alternative methods of construction which will fulfill the objectives of the Act. Requests for variances shall be in writing and shall be accompanied by the plans, specifications, and other information necessary for adequate evaluation. Before any variance is authorized, the local building officer having jurisdiction may be afforded an opportunity to present his views and recommendations

### **.06 Requirements.**

Industrialized building units shall be reasonably safe for the users, shall be designed to conserve energy, and shall provide reasonable protection to the public against hazards to life, health, and property. Compliance with all applicable requirements of the standards and codes specified in Regulations .07 and .08 shall be acceptable evidence of compliance with this provision. When industrialized building units are combined with each other or with other components, compliance of the entire resulting building with all applicable requirements of the standards and codes specified in Regulations .07 and .08 shall be acceptable evidence of compliance with this provision

### **.07 Reference Standards.**

The standards identified in the Model Performance Code which are incorporated by reference in COMAR 05.02.01 shall constitute the reference standards for industrialized building construction in the State.

### **.08 Energy Conservation Standards.**

All industrialized buildings shall be designed to meet all the applicable energy conservation standards as identified in the State Model Performance Code (COMAR 05.02.01). In using these standards, the design shall be based on a minimum of 5,200 degree days.

### **.09 Application for Plan Approval by Manufacturers.**

A. General. A plan approval shall be obtained from the Department for each model of industrialized building which is subject to these regulations. Approved models shall be accepted by the local enforcement agency as approved for the purpose of granting an installation permit when the design loads are safe for the locality as determined by the local enforcement agency. Installation permits shall be issued subject to compliance with Public Safety Article, §12-305, Annotated Code of Maryland, and provisions of this regulation.

B. Application. An application to the Department for plan approval shall include:

- (1) A completed application in duplicate on forms obtainable from the Department.
- (2) Two complete sets of plans and specifications for the prototype model. When additional models use the same systems as in the prototype, two sets of the floor plans only must be submitted for each of the additional models. Calculations and any required test results will be submitted through the approved test facility or may be prepared by the approved test facility and included in their submission.
- (3) Quality control procedures manual or manuals pursuant to §C, below.
- (4) Plan filing fee pursuant to Regulation .12 below.
- (5) Certificate by Approved Test Facility. The manufacturer shall contract with an approved testing facility to review his plans for code compliance and to monitor his factory operations and quality assurance program. To save processing time, the application, plans, specifications, and quality control manual may be submitted directly to the Department. However, before approval can be given, the approved test facility, which has been selected by the manufacturer, shall submit a letter certifying that the manufacturer's designs, plans, factory operations, specifications, and quality control practices have been reviewed and are approved as complying with all the current code requirements of the Department. A design analysis of critical features will be included with the certification letter. In special situations such as a newly approved manufacturer on a temporary basis, or a limited production manufacturer, the Department may waive the requirement of the contract with an approved testing facility and provide plan review and monitoring for factory operations and the quality assurance program directly, charging the fees prescribed in Regulation .12.
- (6) New Models and Changes. When new models or alterations are desired to be manufactured after the initial application approval, a request for approval for the new model or modification in the prototype unit shall be submitted before any production of these models for shipment to this State. Two copies of the plans or changes shall be provided. A certification letter shall also be received from the approved testing facility showing its review and approval for code compliance of the new models or alterations. The fee prescribed in Regulation .12C shall be paid.

#### C. In-Plant Quality Assurance.

- (1) The quality control manual required by §B(3), above, will outline the manufacturer's program to insure compliance with his approved plans and specifications. It will list the various tests and checks that must be recorded for each unit being manufactured. The manufacturer and approved testing facility shall maintain records for not less than 2 years after shipment to verify that each unit has been inspected and complies with the plans as approved by the Department.
- (2) In order to assure an independent check on the units being produced for use in this State, the manufacturer's approved testing facility shall check the units being produced. For dwelling units, or larger structures, the approved testing facility inspector shall check some phase of each unit being fabricated for delivery in the State. He shall also observe the entire production line for compliance with approved plans, materials, and test requirements including required unit records. For subsystems or components, the approved testing facility may recommend a lesser frequency of inspection and submit its recommendation to the Department for approval. The State insignias will be issued and controlled by the approved testing facility. The approved testing facility inspector shall apply insignias to completed units, or, if the units are incomplete, he may leave the insignias with the plant quality control inspector for application upon completion of the units.

D. Unannounced Inspections. In accordance with Public Safety Article, §12-311, Annotated Code of Maryland, the Department shall make periodic unannounced inspections, in addition to those of the approved testing facility, to verify that the units produced comply with the plans, inspection procedures and

quality assurance program as approved by the Department. The cost of two of these inspections per year may be charged to the manufacturer in accordance with the fee schedule specified in Regulation .12.

## **.10 Label.**

A. Approved Testing Facility Label. Every approved industrialized building unit shall be marked with a label identifying the approved testing facility which performed the inspection. Each label shall bear the following information directly or by reference:

- (1) Name of approved testing facility;
- (2) Type of industrialized building unit;
- (3) Serial number of the label;
- (4) "See Data Plate for Special Instructions".

B. Manufacturer's Data Plate and Other Markings. The information listed below shall be placed on one or more permanent manufacturer's data plates in the vicinity of the electrical distribution panel or in some other location that is readily accessible for inspection. The approved testing facility shall approve the form, completeness, and location of the data plate.

- (1) Manufacturer's name and address.
- (2) Manufacturer's serial number for the unit and model name.
- (3) Name of manufacturer and model designation of major factory installed appliances.
- (4) Wind, snow and floor loads, and any other special use limitations will be shown. Also, if any unit requires additional on-site work, the data plate will show the specific features which were inspected and those which shall be inspected locally.
- (5) Where applicable, identification of permissible type of gas or fuel for appliances, designation of electrical ratings, direction for water and drain connection and pressures.
- (6) List of codes and standards for which the unit has been evaluated, inspected and found in compliance by the approved testing facility.

C. State Certification Insignia. In addition to the approved testing facility label and the manufacturer's data plate, each unit shall be marked by a State certification insignia secured from the Department of Housing and Community Development which shall identify the unit by State serial number. This serial number shall be the control number for location in the State.

D. Mounting of Labels and State Certification Insignias. To the extent practicable, the labels and insignias shall be so installed that they cannot be removed without being destroyed. They shall be applied in the vicinity of the electrical distribution panel or other location that is readily accessible for inspection. They may not be placed on the panel cover or any other readily removable feature. When the unit comprises a system of sub-assemblies, the required label and insignia may be applied using one of each type and the data plate for the system, provided each sub-assembly is listed on or with the approved testing facility label and is marked by the approved testing facility in some clearly identifiable manner that relates it to the label.

## **11 State Certification Insignias.**

A. Effect of Affixing State Certification Insignias. The approved testing facility shall affix a State certification insignia to every industrialized building unit which has been found to be in full compliance with all applicable standards of the Department. The manner of affixing is prescribed in Regulation .10. The legal effect of affixing the State certification insignia is a certification by the approved testing facility, additional to the certification represented by the label of the approved testing facility, that the unit has been inspected and complies in all respects with the requirements of these regulations.

B. Issue of Certification Insignias. Approved State certification insignias shall be purchased from the Department. The insignias will be issued to the approved testing facilities only upon written request, accompanied by advance payment.

C. Control of Insignias. Each approved testing facility shall maintain close control of the State certification insignias to insure their proper use. The facility shall submit to the Department a monthly report itemizing the insignias issued to the manufacturers by serial numbers, and stating the number of State insignias on hand at the end of each month.

D. Report of Shipments. The manufacturer shall send to the Department a monthly report of units shipped, showing the State certification insignia numbers, manufacturer's serial numbers, approved testing facilities' serial numbers, type or model, and destination in the State. The report shall be sent no later than the 10th day of the following month.

## **.12 Fees.**

A. The annual application fee is \$500. When a manufacturer has more than one plant producing approved models, an additional \$500 application fee for each additional plant, with details on each plant as part of the quality control manuals, will be required.

B. When a design is unusual, and involves special analysis, the Department will also charge a rate of \$25 per man-hour to cover its added costs. When practical, the Department will estimate costs before submittal and provide a report on hourly activities. If the complexity or sophistication of the system requires, or if the applicant so chooses, the Department may submit the plan for the system to an approved independent testing agency or consulting engineer for evaluation. In this case, the applicant will be required to pay whatever costs the agency may charge. If the applicant chooses to obtain prior analysis by an approved testing agency before submission, the Secretary will consider this in determining the charges to be made by the Department. However, test reports from the approved agency shall be submitted with the original application.

C. State Insignia Fees.

(1) Insignia fees for the certification of industrialized building construction at the manufacturing facility are as follows:

(a) Residential structures—\$50 for each insignia;

(b) Other structures—\$90 for each insignia.

(2) The number of "insignias of approval" required are as follows:

(a) Modular construction—one insignia for each individual module which is transported in a separate frame to the site;

(b) Panelized closed construction—one insignia for each increment (or part of it) of 1,000 square feet of building floor area.

(3) For residential structures, instead of the \$50 insignia fee described in §C(1)(a) and (2)(a) of this regulation, the manufacturer, at the time of filing of a new or annual application with the Department, may elect a \$65 insignia fee for a floor area of 1,200 square feet or less, plus an additional \$65 insignia fee for each increment of 500 square feet, or part of it, over 1,200 square feet.

D. The Department reserves the right to establish separate fees where the product is produced in such a volume or has unique features that would, in the Department's opinion, warrant individual consideration.

E. When the Department is directly providing services for plan review and monitoring for factory operations and quality assurance programs:

(1) Plan review—\$25 per hour (\$100 minimum fee);

(2) Inspection fees and field services as in §F.

F. Inspection fees and field services per man-hour:

(1) \$10 per half man-hour, including travel time.

(2) Travel Expense. Where travel by auto is used to make inspections, cost will be charged at the current State allowance for mileage, meals and lodging, incidental expenses, and car rental where applicable. For air travel, the fee will be the total travel cost based on published air fare, or equivalent rate, between Baltimore, Maryland and the location of the factory, plus necessary supplemental surface transportation, and reimbursement for food and lodging consistent with State allowances.

G. When the Department is directly providing services for monitoring of industrialized building installation at sites, the fee for these services will be \$20 per hour, including travel time (\$50 minimum fee).

H. Unannounced Inspection Fees. The cost of unannounced inspections as provided by Regulation .09D may be charged to the manufacturer. The fee for these inspections will be as prescribed in §F, above. The minimum fee will be \$100.

I. Application Fee for Approved Testing Facilities.

(1) Each testing facility requesting approval by the Secretary shall submit a fee of \$100 with its application. This fee will be non-returnable.

(2) Each approved testing facility shall file an annual request for renewal of its approval, accompanied by a non-returnable fee of \$100. This request shall include information concerning changes in personnel, operating procedures, and any other matters pertinent to its capability to continue performing as an approved testing facility.

(3) Each application for approval or renewal shall be accompanied by a list of all current clients for whom they are performing services as a State approved testing facility, showing the location of and estimated production capacity of each plant of each client. A fee of \$50 per client shall be submitted with the application for approval or renewal. The names of additional clients added during the period of approval shall be submitted at the time that a contract for services is signed, accompanied by a payment of \$50 per client. No returns will be made for clients that sever their contractual relationship during the approval period.

### **.13 Approval of Testing Facilities.**

A. Application and Criteria. A testing facility shall apply to the Department to be designated an approved testing facility. The application shall be verified and shall contain information enabling the Department to determine whether the applicant is specially qualified by reason of facilities, personnel, experience, and demonstrated reliability to investigate, test, and evaluate industrialized building units for compliance with these regulations, and to provide adequate follow-up and quality assurance services at the point of manufacture. This information shall include:

- (1) Names of officers and location of offices;
- (2) Specification and description of services proposed to be furnished under these regulations;
- (3) Description of qualifications of personnel and their responsibilities;
- (4) Summary of organization experience;
- (5) General description of procedures and facilities to be used in proposed services, including evaluation of the model unit, factory follow-up, quality assurance, labeling of production units, and specific information to be furnished on or with labels;
- (6) How defective units resulting from oversight are to be dealt with;
- (7) Acceptance of these services by independent accrediting organizations and by other jurisdictions;
- (8) Proof of independence and absence of conflict of interest;
- (9) Compliance with federal and State requirements concerning equal employment opportunities.

B. Fees. Fees for approval and annual renewal are stated in Regulation .12.

C. Independence and Absence of Conflicts. An approved testing facility may not be affiliated with or influenced or controlled by producers, suppliers, or vendors of products in any manner which might affect its capacity to render reports of findings objectively without bias. An approved testing facility is judged to be free of affiliation, influence and control if it complies with all of the following:

- (1) Has no managerial affiliation with producers, suppliers, or vendors and is not engaged in the sale or promotion of any product or material;
- (2) The results of its work accrue no financial benefit to the agency via stock ownership, and the like, of any producers, supplier, or vendors of the products involved;
- (3) Its directors and other management personnel, in those capacities, receive no stock option, or other financial benefits from any producer, supplier, or vendor of the product involved;
- (4) Has sufficient breadth of interest or activity that the loss or award of a specific contract to determine compliance of a producer's, supplier's, or vendor's product with these regulations would not be a determinative factor in its financial well-being;
- (5) The employment security status of its personnel is free of influence or control of producers, suppliers, or vendors.

#### **.14 Reciprocity with Other States.**

Upon the application of another state for reciprocity, or upon his own initiative, the Secretary shall investigate if the other state has adopted and promulgated a code and enforcement procedures which establish standards and safeguards at least equal to those contained in these regulations. He will hold a public hearing to state the findings of his investigation and give interested parties the opportunity to submit their comments both for and against the adoption of a reciprocity agreement with the other state. Following the hearing, the Secretary shall decide whether a reciprocity agreement will be granted. As part of the finding by the Secretary granting reciprocity to another state, the Department shall set out the specific terms and conditions of the reciprocity agreement as it applies to that state and manufacturers of industrialized buildings under that state's program. As part of the reciprocity agreement, each state will keep the other informed of any changes in its regulations and maintain a current list of manufacturers that have been approved under its program. Upon application by any person adversely affected by the reciprocity agreement, the Secretary may investigate the allegations, and if necessary, hold a public hearing. Based on the results of his investigation, the Secretary may rescind, modify, or continue in effect the reciprocity agreement.

### **.15 Manufactured Home Procedures.**

A. General. The Federal Act gives the U.S. Department of Housing and Urban Development (HUD) complete jurisdiction over the design and construction of manufactured homes, effective June 15, 1976. The Federal Act supersedes all state laws on this subject. All manufactured home units manufactured after the effective date of the Federal Act shall bear the HUD label to be lawfully sold anywhere in the United States.

B. Authority of the Department. The Department is a State Administrative Agency pursuant to the Federal Act, authorized to administer and enforce the federal program in the State. The powers and responsibilities of the Department are set forth in Public Safety Article, §12-312, Annotated Code of Maryland.

C. Manufactured Homes Not Bearing HUD Label. A person may not sell or offer for sale to the first user in Maryland any manufactured home that is manufactured after January 1, 1973, unless it bears the insignia of the Department or is certified and labeled under the Federal Act.

D. Repealed.

E. Manufactured Home Installation.

(1) Stabilizing devices for manufactured homes bearing HUD labels shall be installed in accordance with the manufacturer's installation instructions provided with the unit pursuant to §3280.306 of the federal regulations.

(2) When the information for stabilizing device materials is not provided in the manufacturer's installation instructions, the materials shall be as approved by the local enforcement agency.

(3) When a manufactured home is located in an area subjected to frost heave, the footings and load-carrying portion of the ground anchors shall extend below the frost line or as per the requirements established by the local enforcement agency.

F. Enforcement Generally. Enforcement shall be in accordance with the Federal Regulations, codified at 24 C.F.R. Part 3282, Subpart G.

G. Enforcement in Localities.

(1) Manufactured homes bearing the HUD label shall be acceptable in all localities as meeting the requirements of the Act, and shall be acceptable as meeting the requirements of safety to life, health, and

property imposed by any local enforcement agency in this State without further investigation, testing, or inspection.

(2) Notwithstanding §G(1) of this regulation, local enforcement agencies are responsible for the following functions with respect to manufactured homes bearing the HUD labels:

- (a) Verification that the unit has not been damaged in transit;
- (b) Verification that the unit bears the HUD label and all other pertinent documents, including consumer manuals, installation manuals, and record of purchase cards provided with the unit pursuant to the Federal Regulations;
- (c) Inspection and verification to assure that the unit is installed in accordance with these regulations; and
- (d) Inspection of manufactured home alteration and add-ons to ensure that they do not cause a failure of the manufactured home to conform with the Federal Regulations.

(3) Local enforcement agencies may enforce local requirements for zoning, fire limits or fire districts, utility connections, site preparation and issuance of all required permits.

(4) Action Upon Violation.

(a) When the local enforcement agencies find violations of the Federal Regulations concerning construction of the manufactured homes, they shall forward notice of these violations to the Department.

(b) When damage is discovered or suspected, local enforcement agencies may require tests on plumbing, fuel burning, and electrical systems to determine the extent of damage.

(c) If it is determined that manufactured home installations, alterations, or add-ons are not in accordance with this chapter, local enforcement agencies are responsible for ensuring that the unit is brought into compliance. Local enforcement agencies may refer apparent violations of this chapter to the appropriate State's attorney for enforcement of the Act.

H. Restrictions on Distributors and Dealers.

(1) Alterations. A distributor or dealer may not perform or cause to be performed any alteration affecting any requirements of the Federal Regulations, without approval of the local enforcement agency. In handling and approving dealer requests for alterations, the local enforcement agency may be assisted by the Department.

(2) Prohibited Sale. A distributor or dealer may not offer for sale any manufactured home containing any violation of the Federal Act or Federal Regulations.

## **.16 Repealed.**

## **.17 Code Enforcement Certification Board.**

A. The Secretary shall appoint the members of the Code Enforcement Certification Board, to serve at the Secretary's pleasure. There are nine members of the Board, including four certified code enforcement officials, and one from each of the following areas: licensed architect; registered engineer; representative of the Department of Housing and Community Development; educator; building industry representative. Members of the Board shall be citizens and residents of the United States and the State.

B. The responsibilities of the Board are: To recommend standards for certification of code enforcement; to examine and certify applicants as code enforcement officials; to review qualifications for certification; to revoke certification where warranted; to keep records of all its proceedings; to maintain a current list of certified code enforcement officials; to make an annual report to the Secretary. The Board shall meet at least once each year for the purpose of examining applicants. The members shall serve without compensation, but shall be reimbursed for out-of-pocket expenses and travel in accordance with the Standard State Travel Regulations.

C. An applicant for certification shall submit to the Board written evidence, in verified form, that he is of good moral character and has work experience, education or training meeting the requirements of the Department. An applicant shall take and pass a written examination on pertinent building codes. The Board shall recommend to the Secretary that certification be denied, revoked, or suspended when in the opinion of the Board the person is unfit by reason of incompetence or habitual neglect or has been guilty of fraud or deceit in procuring or attempting to procure certification.

D. The Board shall cooperate with any educational or training institution desiring to conduct a code enforcement training program, so that the program will:

- (1) Meet standards recommended by the Board;
- (2) Upgrade the code enforcement program; or
- (3) Serve as an entrance training program for persons not presently involved in the building trades.

### **.18 NCSBCS Reciprocity.**

A. General. The National Conference of States on Building Codes and Standards, Inc. (NCSBCS) has established a program for voluntary reciprocity between the states in the regulation of industrialized buildings for use as one- or two-family dwellings. States electing to participate in this program agree to accept any one- or two-family dwelling which bears the NCSBCS label and the label of the state where the dwelling is to be erected as complying with the state's design and construction standards for manufactured dwellings. Under the program, NCSBCS will accredit System Analysis Agencies and Compliance Assurance Agencies. System Analysis Agencies will evaluate manufacturer's Building System Certification Documents (BSCD's). Compliance Assurance Agencies will perform ongoing inspections to determine whether dwellings are built to BSCD requirements, including conformance to an approved Compliance Assurance Manual.

B. Determination. The Secretary determines, after public hearings, that it would be in the State's best interest to participate in the NCSBCS program, and adopts the standards established by the program, as they pertain to the evaluation, testing, and quality control of one- or two-family dwellings built by manufacturers participating in the program.

C. Reference Standards. The reference standards set forth in Regulation .07, are modified to the extent necessary to comport with the design and construction standards established by the program for one- and two-family dwellings built by manufacturers participating in the program.

D. Approved Testing Facilities. NCSBCS and those agencies accredited by it for participation in the program are designated as approved testing facilities, authorized to act as the Department's agents for the purpose of determining whether or not a one- or two-family dwelling built by a manufacturer participating in the program meets the standards of the Department.

E. Exemptions.

(1) Manufacturers participating in the program will be exempted from the provisions of Regulations .09 and .12, provided they file an application with the Department, on forms obtainable from the Department, and pay an annual administration fee of \$300.

(2) Any one- or two-family dwelling built by a manufacturer participating in the program to be sold, offered for sale, or installed in Maryland shall be exempt from the provisions of Regulation .10, provided it contains a Maryland State Certification Insignia, available from the Department for a \$25 fee, and a NCSBCS label, both of which shall be mounted in the manner specified by Regulation .10D.

(3) NCSBCS and any inspection agency approved by NCSBCS for participation in the program is exempted from the requirements of Regulations .12K and .13, for the purposes of §D of this regulation, but is subject to those requirements if it acts as an Approved Testing Facility for any other purpose.

### *Administrative History*

#### **Effective date: July 1, 1972**

Regulations .01—.10 amended effective July 23, 1975 (2:16 Md. R. 1137)

Regulation .10 amended effective March 3, 1976 (3:5 Md. R. 295)

Regulations .11—.14 adopted effective July 23, 1975 (2:16 Md. R. 1137)

Regulation .14 amended effective April 13, 1977 (4:8 Md. R. 632)

Regulation .16 adopted effective July 23, 1975 (2:16 Md. R. 1137)

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Chapter revised effective August 11, 1978 (5:16 Md. R. 1254)

Regulation .02B and C amended effective January 1, 1984 (10:20 Md. R. 1783)

Regulation .07 amended effective June 29, 1979 (6:13 Md. R. 1124); March 1, 1983 (10:3 Md. R. 208); February 1, 1986 (13:1 Md. R. 14)

Regulation .07A amended effective January 7, 1982 (8:26 Md. R. 2104)

Regulation .08 amended effective February 1, 1986 (13:1 Md. R. 14)

Regulation .08B amended effective March 1, 1983 (10:3 Md. R. 208)

Regulation .12E amended effective March 6, 1981 (8:5 Md. R. 471)

Regulation .12 amended effective July 9, 1990 (17:13 Md. R. 1610)

Regulation .15B—H amended effective January 1, 1984 (10:20 Md. R. 1783)

Regulation .18 adopted effective September 21, 1979 (6:19 Md. R. 1518)

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Chapter recodified from COMAR 05.01.01 to COMAR 05.02.04

Regulation .01 amended effective July 17, 2006 (33:14 Md. R. 1162)

Regulation .02 amended effective July 17, 2006 (33:14 Md. R. 1162)

Regulation .03B amended effective July 17, 2006 (33:14 Md. R. 1162)

Regulation .10D amended effective July 1, 1993 (20:12 Md. R. 996)

Regulation .12 amended effective July 9, 1990 (17:13 Md. R. 1610)

Regulation .12A amended effective July 17, 2006 (33:14 Md. R. 1162)

Regulation .12C amended effective July 9, 1990 (20:12 Md. R. 996)

Regulation .15 amended effective July 17, 2006 (33:14 Md. R. 1162)

Regulation .16 repealed effective July 17, 2006 (33:14 Md. R. 1162)

Regulation .17A amended effective July 17, 2006 (33:14 Md. R. 1162)

**WORCESTER COUNTY  
DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
BUILDING PERMITS ISSUED**

CALENDAR YEAR	SFD	MAN	DUPLEX	MULTI-FAMILY
2013	83	11	2	8
2014	104	20	10	20
2015	137	21	0	33
2016	110	17	2	43
2017	127	21	8	9
2018	133	27	6	3
<b>TOTALS</b>	<b>507</b>	<b>86</b>	<b>16</b>	<b>88</b>

FISCAL YEAR	SFD	MAN	DUPLEX	MULTI-FAMILY
7/1/13-6/30/14	94	10	0	7
7/1/14-6/30/15	108	25	10	38
7/1/15-6/30/16	122	16	0	38
7/1/16-6/30/17	127	26	2	23
7/1/17-6/30/18	130	24	10	6
<b>TOTALS</b>	<b>581</b>	<b>101</b>	<b>22</b>	<b>112</b>

# Detailed Selected Statistics & Management Activity

Selected Coded Field: Basic: Property Use

Report Period: From 01/01/2013 to 12/31/2018

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR APPR	AVG # EMS APPR	AVG # OTHER APPR	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
400	Residential, other	41	1.47 %	0	3.32	0.88	4.49	1.12	0.49	1.05	12.57	515.25	8.20
419	1 or 2 family dwelling	2,572	92.09 %	0	2.65	0.86	4.99	0.82	0.40	1.12	6.44	16,553.15	17.65
429	Multifamily dwellings	180	6.44 %	0	4.59	1.04	9.54	1.23	0.47	1.84	9.14	1,644.47	6.38
<b>Totals</b>		2,793	100.00 %	0	2.78	0.87	5.27	0.85	0.41	1.16	6.70	18,712.87	16.79
<b>Mutual Aid Given Incidents</b>		396											

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COMMISSIONERS  
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COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195  
January 7, 2016

The Honorable Kumar P. Barve, Chairman  
House Environment and Transportation Committee  
House Office Building, Room 251  
Annapolis, Maryland 21401

RE: Support for House Bill 19 - Public Safety - Building Performance Standards - Local Amendments to Fire Sprinkler Systems Provisions

Dear Chairman Barve:

Please be advised that at our meeting of January 5, 2016, the Worcester County Commissioners reviewed a copy of House Bill 19 entitled *Public Safety - Building Performance Standards - Local Amendments to Fire Sprinkler Systems Provisions* which we understand was pre-filed by Delegate Christopher Adams among other Delegates. The Worcester County Commissioners fully support and encourage passage of House Bill 19 which we understand will enable an amendment to the Maryland Building Performance Standards which will ensure education of home buyers regarding the benefits of an automatic fire sprinkler system as well as the cost of installation and maintenance of such systems and, ultimately allowing the buyer to determine whether such system is right for them. We believe that the process established by this legislation provides a balanced and fair approach to be offered at the discretion of local jurisdictions which will provide significant benefit to new home buyers by providing sufficient education for citizens to make an informed decision regarding fire sprinkler systems. We therefore urge your Committee to approve and recommend the passage of House Bill 19 as introduced.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Harold L. Higgins, Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJBjr/KS:dd

cf: Delegate Christopher Adams  
Delegate Charles Otto  
Delegate Mary Beth Carozza  
Senator James N. Mathias, Jr.  
Mayor and Council of Pocomoke City  
Mayor and Council of Snow Hill  
Mayor and Council of Berlin  
Mayor and Council of Ocean City  
Edward A. Tudor, Director of Development Review & Permitting  
Jeff McMahon, Fire Marshal  
CC101/Delegate Kumar Barve

## Shore Delegate Pre-files Sprinkler Mandate Repeal

November 11, 2015 November 11, 2015 Les Knapp Housing and Community Development, Planning and Zoning, Public Safety and Corrections

A November 10, 2015, Delmarva Now article reported that Delegate Christopher Adams has filed a bill for the 2016 Session that would repeal a State requirement that fire sprinklers be installed in new and renovated single-family homes. As previously reported on Conduit Street, several counties have raised concerns about the requirement's effect on affordable housing in rural areas and MACo opposed the 2012 legislation (HB 366 /SB 602) creating the requirement. From the article:

*"This is a back door attempt by big city liberals to halt economic growth on the Eastern Shore," said Adams, the president of Value Carpet One in Salisbury.. "My bill brings a responsible return of critical decision making to the local level, where these decisions are best made." ...*

*"This new State requirement is the latest in a series of mandates that has all but eliminated the dream of building a home in Caroline County for young families." said Larry Porter, a Caroline County commissioner.*

The article stated that since the sprinkler requirement took effect, both Wicomico and Caroline Counties have only received one home building permit each. However, the article also noted strong support from firefighter groups:

*"What I can state with certainty is that allowing for continued construction without sprinklers will eventually lead to needless deaths from fire," said Mark Cotter, former president of the Wicomico County Volunteer Firefighters Association, in a letter to The Daily Times' editor. "We in the fire service have sworn to protect the lives and property of our citizens. It would be nice if our elected officials acted in the same interests,"*

# HOUSE BILL 19

E4

6lr1031

(PRE-FILED)

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By: **Delegates Adams, Otto, Ghrist, Arentz, and Buckel**

Requested: November 2, 2015

Introduced and read first time: January 13, 2016

Assigned to: Environment and Transportation

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## A BILL ENTITLED

1 AN ACT concerning

2 **Public Safety – Building Performance Standards – Local Amendments to Fire**  
3 **Sprinkler Systems Provisions**

4 FOR the purpose of repealing the prohibition on adoption by a local jurisdiction of certain  
5 local amendments to the Maryland Building Performance Standards regarding fire  
6 sprinkler systems in certain buildings; providing that if a local jurisdiction adopts a  
7 local amendment to the Maryland Building Performance Standards that weakens  
8 certain fire sprinkler systems provisions for certain dwellings, the local amendment  
9 shall require the builder of a new dwelling to provide certain information to a buyer  
10 at a certain time and to install a fire sprinkler system under certain circumstances;  
11 requiring the State Fire Marshal to prepare certain written materials; providing for  
12 the application of this Act; defining certain terms; making conforming changes; and  
13 generally relating to local amendments to the Maryland Building Performance  
14 Standards.

15 BY repealing and reenacting, with amendments,  
16 Article – Public Safety  
17 Section 12–504  
18 Annotated Code of Maryland  
19 (2011 Replacement Volume and 2015 Supplement)

20 BY adding to  
21 Article – Public Safety  
22 Section 12–504.1  
23 Annotated Code of Maryland  
24 (2011 Replacement Volume and 2015 Supplement)

25 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,  
26 That the Laws of Maryland read as follows:

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EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



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Article – Public Safety

12-504.

(a) (1) A local jurisdiction may adopt local amendments to the Standards if the local amendments do not:

(i) prohibit the minimum implementation and enforcement activities set forth in § 12-505 of this subtitle;

(ii) weaken energy conservation and efficiency provisions contained in the Standards; OR

[(iii) except as provided in paragraph (3) of this subsection, weaken the automatic fire sprinkler systems provisions for townhouses and one- and two-family dwellings contained in the Standards; or

(iv)] (III) weaken wind design and wind-borne debris provisions contained in the Standards.

(2) (i) Regardless of whether the International Green Construction Code is adopted by the Department under § 12-503(d) of this subtitle, a local jurisdiction may adopt the International Green Construction Code.

(ii) A local jurisdiction may make local amendments to the International Green Construction Code.

[(3) Paragraph (1)(iii) of this subsection does not apply to:

(i) standards governing issuance of a building permit for a property not connected to an electrical utility; or

(ii) until January 1, 2016, standards governing issuance of a building permit for a new one- or two-family dwelling constructed on:

1. a lot subject to a valid unexpired public works utility agreement that was executed before March 1, 2011; or

2. a lot served by an existing water service line from a water main to the property line that:

A. is less than a nominal 1-inch size;

B. is approved and owned by the public or private water system that owns the mains;

C. was installed before March 1, 2011; and

1 D. is fully operational from the public or private main to a  
2 curb stop or meter pit located at the property line.]

3 (b) If a local jurisdiction adopts a local amendment to the Standards, the  
4 Standards as amended by the local jurisdiction apply in the local jurisdiction.

5 (c) If a local amendment conflicts with the Standards, the local amendment  
6 prevails in the local jurisdiction.

7 (d) A local jurisdiction that adopts a local amendment to the Standards shall  
8 ensure that the local amendment is adopted in accordance with applicable local law.

9 (e) To keep the database established under this subtitle current, a local  
10 jurisdiction that adopts a local amendment to the Standards shall provide a copy of the  
11 local amendment to the Department:

12 (1) at least 15 days before the effective date of the amendment; or

13 (2) within 5 days after the adoption of an emergency local amendment.

14 **12-504.1.**

15 (A) (1) **IN THIS SECTION THE FOLLOWING WORDS HAVE THE MEANINGS**  
16 **INDICATED.**

17 (2) **“BUILDER” MEANS A PERSON THAT CONTRACTS WITH A BUYER**  
18 **FOR THE CONSTRUCTION OF A NEW DWELLING.**

19 (3) **“BUYER” MEANS A PERSON THAT PURCHASES ANY ESTATE OR**  
20 **INTEREST IN A NEW DWELLING.**

21 (4) **“NEW DWELLING” MEANS A NEW ONE- OR TWO-FAMILY**  
22 **RESIDENTIAL DWELLING HAVING THREE STORIES OR FEWER, NOT PREVIOUSLY**  
23 **OCCUPIED, AND CONSTRUCTED FOR RESIDENTIAL USE.**

24 (B) (1) **THIS SECTION APPLIES IN A LOCAL JURISDICTION THAT ADOPTS**  
25 **A LOCAL AMENDMENT TO THE STANDARDS THAT WEAKENS THE AUTOMATIC FIRE**  
26 **SPRINKLER SYSTEMS PROVISIONS FOR TOWNHOUSES AND ONE- AND TWO-FAMILY**  
27 **DWELLINGS CONTAINED IN THE STANDARDS.**

28 (2) **UNLESS OTHERWISE PROVIDED IN THE LOCAL AMENDMENT, THIS**  
29 **SECTION APPLIES TO ANY NEW DWELLING IN THE LOCAL JURISDICTION FOR WHICH**  
30 **A CONTRACT HAS BEEN SIGNED BETWEEN THE BUILDER AND THE BUYER ON OR**  
31 **AFTER THE EFFECTIVE DATE OF THE LOCAL AMENDMENT.**

1 (C) THE LOCAL AMENDMENT SHALL REQUIRE THAT, AT THE TIME OF OR  
2 BEFORE AGREEING ON A FINAL PRICE FOR CONSTRUCTION OF A NEW DWELLING,  
3 THE BUILDER OF A NEW DWELLING IN THE LOCAL JURISDICTION SHALL PROVIDE  
4 THE BUYER WITH:

5 (1) A COPY OF THE WRITTEN MATERIAL PREPARED BY THE STATE  
6 FIRE MARSHAL UNDER SUBSECTION (E) OF THIS SECTION; AND

7 (2) WRITTEN DOCUMENTATION OF THE COSTS ASSOCIATED WITH THE  
8 INSTALLATION AND MAINTENANCE OF AN AUTOMATIC FIRE SPRINKLER SYSTEM.

9 (D) THE LOCAL AMENDMENT SHALL REQUIRE THAT, ON REQUEST OF THE  
10 BUYER, THE BUILDER SHALL INSTALL AN AUTOMATIC FIRE SPRINKLER SYSTEM OR  
11 OTHER REQUESTED FIRE SUPPRESSION SYSTEM AT THE BUYER'S EXPENSE.

12 (E) THE STATE FIRE MARSHAL SHALL PREPARE WRITTEN MATERIAL THAT  
13 DETAILS THE BENEFITS OF AN AUTOMATIC FIRE SPRINKLER SYSTEM.

14 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July  
15 1, 2016.

**WORCESTER COUNTY  
NOTICE OF PUBLIC HEARING  
FY 2020 REQUESTED OPERATING BUDGETS**

19

The Worcester County Commissioners will hold a public hearing to receive comments on the Fiscal Year 2020 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 7, 2019  
STEPHEN DECATUR HIGH SCHOOL, BERLIN, MD**

General Fund requested expenditures exceed available revenues (based upon current tax rates) by \$6,791,942. 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.

<b>GENERAL FUND REQUESTED EXPENDITURES</b>			
Board of Education:			
Operating Expenses	\$ 90,190,761	Library	2,810,293
Debt Payments to be paid on behalf	12,130,181		
Boat Landings	281,615	Maintenance	1,104,543
Circuit Court	1,249,004	Mosquito Control	194,881
Commission On Aging	1,275,903	Natural Resources	511,254
County Administration	1,222,478	Orphan's Court	35,794
Debt Service (less Education Debt)	1,451,807	Other General Government	2,453,069
Development Review & Permitting	1,683,552	Other General Government:	
Economic Development	440,481	(State Dept. of Assessment Operating Exp)	627,538
Elections	1,158,144	Parks	1,836,530
Emergency Services	3,391,679	Public Works:	
Environmental Programs	1,451,217	Administration	408,601
Extension Office	201,045	Homeowner Convenience Centers	1,006,613
Fire Marshal	534,076	Recycling	1,137,045
Grants to Towns	6,858,252	Recreation	1,344,171
Health Department	5,616,844	Recreation & Culture	112,051
Human Resources	405,078	Roads	4,422,631
Information Technology	515,207	Sheriff	7,645,763
Insurance & Benefits:		Social Service Groups	958,871
(Includes OPEB-all employees )	20,768,050	State's Attorney	1,423,482
Interfund Transfer Out - Reserve Fund	300,000	Taxes Shared w/ Towns	2,345,257
Jail	9,573,155	Tourism	1,116,002
		Treasurer	1,108,530
		Vol. Fire Co. & Ambulance Co.	7,049,215
		Wor-Wic Community College	2,333,092
<b>TOTAL REQUESTED EXPENDITURES \$202,683,755</b>			

<b>GENERAL FUND ESTIMATED REVENUES</b>			
Property Taxes	\$ 139,817,860	Licenses & Permits	2,383,982
Income Taxes	23,000,000	Charges for Services	6,667,281
Other Local Taxes	12,238,000	Fines & Forfeits	52,500
State Shared	1,584,729	Interest	1,900,000
Federal Grants	346,388	Misc/Sale of Assets/& Other	519,532
State Grants	4,880,441	Transfers In - Casino/Local Impact Grant Funds	2,501,100
<b>TOTAL ESTIMATED REVENUES \$195,891,813</b>			

1a



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 13, 2019

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

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

Worcester County Commissioners  
One West Market Street  
County Government Center - Room 1103  
Snow Hill, MD 21863

RE: **Requested** FY2020 Operating Budget

Commissioners:

In accordance with Section 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland, enclosed are the Worcester County Departmental Operating Budget Requests for Fiscal Year 2020.

General Fund revenues based on current tax rates are estimated to be \$195,891,813. Requested general fund operating expenditures total \$202,683,755. This leaves a **shortfall** of \$6,791,942 which must be reconciled, either with reductions in expenditures, additional revenues or a combination of the two. The requested budget for the general fund includes the operations of the Recycling Center and Homeowner Convenience Centers with revenues included for \$509,800 and \$2,143,658 in expenditures included in Public Works. Since the State budget is not finalized, the County could be further burdened by State cuts, continued unfunded mandates and/or the transfer of State responsibilities. Listed below are significant budget variances as compared to the current year:

### Anticipated General Fund Revenues

The estimated revenues for FY2020 total \$195,891,813 which is an **increase** of \$5,861,094 or 3% more than the current year. Although the requested budget for revenue does not include a transfer from budget stabilization for the Solid Waste Enterprise Fund, the general fund budget now includes the FY2020 estimated revenues for Recycling and Homeowner Convenience Stations which total \$509,800.

- **Net Property Tax Revenues** increase by \$3,996,795, primarily as a result of increased assessments and Homeowner Tax Credits. These estimates are based on the current tax rate of \$0.835 per \$100 of the assessed value for the Real property.
- **Income Tax revenue** is estimated at \$23,000,000, and remains unchanged from the current year and is based on the tax rate of 1.75%, which became effective January 1, 2016.

- Other Local Taxes increased by \$253,000 based on current year estimates and includes an increase of \$75,000 in Admissions & Amusement taxes, \$250,000 Transfer Taxes and a **decrease** of \$75,000 for Room Tax collections in the unincorporated areas.
- State Shared Revenues increased by \$613,709 due to the State estimate for Highway User Revenues with the elimination of the Transportation grant in FY20.
- Licenses and Permits increased \$439,476; significant changes include \$329,000 for household permits for the homeowner convenience centers; \$29,300 for the biannual occupational licenses, \$30,000 for rental license fees, and \$50,000 for building permits.
- Charges for Services increased by \$275,095 overall; significant changes in accounts include \$35,000 for Roads department fees based on current rates, \$180,800 for revenues due to the FY20 inclusion of recycling for recycled materials, metals and tires, and \$61,300 for special events fees for Recreation.
- Interest on Investments increased \$425,000 due to increased rates of return.
- Federal grants project an overall **decrease** of \$1,984 due to estimates for the US Fish and Wildlife revenue.
- State grants increased \$1,289,218; Increases include additional funds of \$461,749 Program Open Space for Parks, \$180,716 Waterway Improvement Funds for boat landings; \$824,881 State aid for Bridges, \$239,000 for State Land and Water grant for Parks. **Decreases** include \$559,563 for the Transportation Grant which is accounted for in Highway User Fees by the State.
- Transfers in:
  - Planned use of Casino/Local Impact Grant Funds increased by \$264,900 for the debt payment for the Worcester Technical High School in FY20.
  - Transfers In of existing Budget Stabilization Funds **decreased** by \$1,698,323 due to the change in accounting for Recycling and Homeowner Convenience Centers as part of the operations of the General Fund in FY2020.

### Major Requested General Fund Expenditures

The **Requested expenditures** for FY2020 total \$202,683,755 which is an increase of \$12,653,036 or 6% more than the current year. Significant budget variances are listed below:

#### County Departments and Agencies

- County Administration increased \$289,409
  - Increased by \$225,998 in salaries due to the an employee retirement, transfer and one new position
  - Increased by \$52,000 for 2 trucks for two positions
- Elections Office increased \$219,444
  - Increased by \$59,445 for salaries and benefits based on State Elections requested salary upgrades
  - Increased by \$143,245 which includes \$116,709 for estimated expenses to add an additional early voting polling place including the cost of an Election Administrative Assistant and \$26,536 to cover additional election expenses for a Presidential primary
  - Increased by \$15,336 for temporary clerical staff to assist with elections
- Other General Government increased by \$116,609
  - Increased by \$75,264 in software maintenance agreements for \$35,586 mainly for upgrades to windows licenses and the phone system and \$35,000 in network expenses for a new UPS server
  - Increased by \$33,463 for the County's share of the following; capital match for Tri-County Shore Transit for \$26,235 and an additional reimbursement to the State of \$5,928 for the operating expenses for the State Department of Taxation

- Emergency Services increased by \$1,085,573
  - Increased by \$159,643 in salaries for one new fulltime and 3 part time positions
  - Increased by \$686,146 for one-time expenses for the following: \$591,000 for P-25 radio equipment which includes \$328,000 for the Board of Education and \$263,000 for public safety and County departments; \$173,344 for the radio maintenance and software contracts; a **decrease** of \$144,820 of radio supplies for Fire Companies needed in the prior fiscal year
  - Increased by \$40,109 for vehicle equipment and consulting for an updated mitigation plan
  - Increased by \$46,675 to cover training and education for dispatchers and staff
  - Increased by \$153,000 for one-time expenses for a new vehicle, P-25 asset software and a radio alignment devise
- Jail increased by \$134,754
  - Increased by \$28,598 for one new position
  - **Decreased** by \$50,184 for computers for \$14,096 and inmate medical supplies for \$30,000
  - Increased by \$145,015 mainly for the medical contract approved in January, 2019
  - Increased by \$8,125 in capital equipment and includes \$30,000 for two tilt skillets, \$46,000 for a vehicle and **decreased** by \$22,875 for a current year tractor purchase
- Fire Company Grant is included for \$2,520,000 based on the current funding formula
- Ambulance Grants is included for \$3,846,591 and is \$2,554 less than the current year based on the current funding formula
- Public Works increased \$2,068,557
  - Increased by \$2,143,658 for the general fund expense of \$1,106,613 for the Convenience Centers and \$1,137,045 for the Recycling Center operations. These budgets have been added each as a consolidated line item with the intention that separate departments and accounts will be set up with the budget adoption
  - **Decreased** by \$62,418 in the Interfund allocation with the transfer of a position to County Administration
  - **Decreased** by \$16,500 for capital equipment needed in the current year only and includes a shed for the Fleet Division for \$6,500 to hold tires.
- Boat Landings increased by \$227,516
  - Increased by \$176,416 for State Program Open Space funds for a dredging grant project
  - Increased by \$60,100 for \$25,000 consulting for engineering services for bulkhead at West Ocean City inlet and \$35,000 to replace electricity panels for the commercial harbor
- Commission on Aging increased \$147,253
  - Increased by \$40,953 for Maryland Department of Aging pass through Grant
  - Increased by \$110,000 for the County share of salaries and benefits with the addition of a Coordinator staff member for the Community for Life to assist seniors
- Other Social Services increased \$206,892
- Wor-Wic Community College increased \$129,330
  - Increased by \$129,330, Worcester County local funding allocation is 28.74%
- Parks increased \$572,247
  - Increased by \$52,771 for 2 part time parks workers and overtime
  - Increased by \$504,586 for park improvements from the State Program Open Space funds over the current year
  - Increased by \$9,500 to purchase a trailer and tractor with attachments for \$48,500 and **decreased** by \$39,000 for current year pickup trucks

- Library increased by \$167,437
  - Increased by \$70,597 in salaries for positions including; 2 full time, 1 part time and 1 temporary
  - Increased by \$105,000 in capital to replace carpet at Ocean Pines library which includes the cost of outside movers for shelving and books
- Grants to Towns increased \$1,145,827
  - Increased by \$939,827 for Town requests presented to the County Commissioners on March 5 and March 19, 2019
  - Increased by \$206,000 for Ocean Pines Association request for Police aid, tourism, recreational programs and roads and bridges
- Salary, Insurance & Benefits increased \$2,567,155
  - Increased by \$1,233,604 for salaries for County employees and personnel requests which includes a 2.5% step and longevity for those eligible and a 2.0% COLA.
  - **Decreased** by \$250,000 based on the estimated renewal rates for health benefits without an increase allocated to each plan type
  - Increased by \$929,000 for Other Post Employment Benefits for a total of \$6,000,000
  - Increased by \$378,110 for the retirement plan based on increased rates and estimated payroll
  - Increased by \$92,805 for social security taxes based on the estimated payroll
  - Increased by \$166,988 for workman's compensation based on estimates
  - Increased by \$49,088 for Property & Liability insurance estimates
- Debt Service increased by \$1,953,763
  - Increased due to the 2019 bond for County projects and existing debt
- Interfund Charges **decreased** by \$1,398,323
  - **Decreased** by \$1,033,339 for Transfers Out to Recycling for the Enterprise Fund
  - **Decreased** by \$664,984 for Transfers Out to Convenience Centers for the Enterprise Fund
  - Increased by \$300,000 for Transfer to Reserve to maintain the current 10% reserve based on fully funding the requested expense budget

**Board of Education**

- The Board of Education has requested \$90,190,761, including one-time capital funding requests, from the County, an increase of \$2,728,986 over the **current** year adopted budget as shown below. School construction debt is paid by the County on behalf of the Board of Education. It is not reflected in the Board’s budget; however it is included in the County’s operating budget. The Board’s operating and capital budget request is \$90,190,761 plus debt of \$12,130,181 which totals \$102,320,942 or 52.2% of the County’s total estimated revenue.

	FY2020 Requested Budget	FY2019 Approved Budget	Dollar Variance +/- FY2019
County Appropriation *	\$88,224,330	\$86,385,293	+1,839,037
County Appropriation: MOE State updated addition 3/1/19	4,092	0	4,092
County Appropriation: Technology + Capital Outlay	300,000	300,000	+0
County Appropriation: Retirement for Non Teachers	559,284	514,482	+44,802
School Construction Projects **	853,055	0	+853,055
Restricted Programs: Textbooks, Pocomoke Middle FY20	250,000	262,000	-12,000
Sub-Total County Appropriation	<u>\$90,190,761</u>	<u>\$87,461,775</u>	<u>+2,728,986</u>
State and Other Funding Sources	20,602,519	19,888,092	+714,427
Sub-Total Unrestricted Budget	<u>\$110,793,280</u>	<u>\$107,349,867</u>	<u>+3,443,413</u>
Restricted: Federal and State Programs	12,502,159	12,413,004	-89,155
Total	<u>\$123,295,439</u>	<u>\$119,762,871</u>	<u>+3,532,568</u>

\*Fiscal 2019 Maintenance of Effort (MOE) level of \$86,685,293 is affected by the escalator provision:

- An MOE escalator provision will take effect in FY20 for 1.00463509%. This provision was enacted as part of Senate Bill 848 of 2012, Section 5-202(d)(ii)2 and became effective FY15. Due to a negative statewide average for FY15 and FY16, the escalator effects FY17-FY20.
- MOE requires an increase of \$1,843,129 in FY20.

\*\*FY2019 Construction projects funded through fund balance.

**Board of Education Requested Salary Increase:**

The Board of Education submission includes the following salary request:

- The salary package for the Board of Education reflects a payroll increase of \$2,353,403, which includes a step, longevity step for those eligible and salary scale adjustments as negotiated with a 2% COLA for Teachers and Support Staff employees.
- The bus contracts account increase over FY19 is \$83,264 and reflects a 2% increase to bus contractor’s hourly, mileage and PVA rates effective July 1, 2019. The increase includes funding to several contractors to purchase new buses for \$14,000 and \$45,000 to cover increasing costs for athletic transportation.
- Starting Teacher pay would increase 2.0% from \$44,700 to \$45,594.

Budget Adoption Schedule

The first budget review session with selected County Departments and Agencies is scheduled for April 2<sup>nd</sup> and another is scheduled for April 9<sup>th</sup>. These sessions provide the opportunity for your detailed review of the various budget requests. The Public Hearing on the Requested Operating Budget is scheduled for Tuesday, May 7, 2019 at 7:00 p.m. at Stephen Decatur High School. Additional budget work sessions are scheduled for May 14, and May 21. May 28, 2019 is also scheduled if needed. The FY2019/2020 General Fund Operating Budget must be adopted on June 4, 2019.

Respectfully Submitted,



Harold L. Higgins  
Chief Administrative Officer

HLH:kjw

H:\FY20 Budget\March 19 2019 FY20 budget to County Comm\FY20 budget request to comm.doc

- Attachments:
- FY20 Requested Summary – Pages 7-12
  - FY20 Revenue by Account Classification – Pages 13-17
  - Budget Work Session Agenda April 2, 2019 –Page 18
  - Budget Work Session Agenda April 9, 2019 – Page 19
  - Exhibit 1 – Board of Education Unrestricted Revenues
  - Exhibit 2 – Board of Education Restricted Revenues

**WORCESTER COUNTY**  
**Summary**  
**FY2020 Revenue Estimate**

	FY2020 Estimate	FY2019 Estimate	(\$ Difference (%))	
Property Taxes	\$ 139,817,860	\$ 135,821,065	\$ 3,996,795	3%
Income Taxes	23,000,000	23,000,000	0	0%
Other Local Taxes	12,238,000	11,985,000	253,000	2%
State Shared	1,584,729	971,020	613,709	63%
Licenses & Permits	2,383,982	1,944,507	439,475	23%
Charges for Services	6,667,281	6,392,186	275,095	4%
Interest on Investments	1,900,000	1,475,000	425,000	29%
Fines & Forfeits	52,500	52,500	0	0%
Misc./Sale of Assets/Other Revenue	519,532	515,323	4,209	1%
Federal Grants	346,388	348,372	(1,984)	-1%
State Grants	4,880,441	3,591,223	1,289,218	36%
Transfers In - Other Funds	0	0	0	N/A
Transfers In - Casino/Local Impact Grant	2,501,100	2,236,200	264,900	12%
Transfers In - Budget Stabilization	0	1,698,323	(1,698,323)	-100%
<b>TOTAL REVENUES</b>	<b>\$ 195,891,813</b>	<b>\$ 190,030,719</b>	<b>\$ 5,861,094</b>	<b>3%</b>

**FY 2020 Requested General Fund Budget**

	FY2020 Request	FY2019 Approved	(\$ Difference (%))	
<b>County Commissioners &amp; Admin.</b>				
Personnel Services	1,143,889	917,891	225,998	25%
Supplies & Materials	42,289	36,203	6,086	17%
Maintenance & Services	32,062	24,437	7,625	31%
Other Charges	44,614	46,914	(2,300)	-5%
Interfund Charges	(92,376)	(92,376)	0	0%
Capital Equipment	52,000	0	52,000	N/A
	<b>1,222,478</b>	<b>933,069</b>	<b>289,409</b>	<b>31%</b>
<b>Circuit Court</b>				
Personnel Services	941,204	941,042	162	0%
Supplies & Materials	182,452	181,477	975	1%
Maintenance & Services	112,500	112,300	200	0%
Other Charges	12,848	10,925	1,923	18%
Capital Equipment	0	0	0	N/A
	<b>1,249,004</b>	<b>1,245,744</b>	<b>3,260</b>	<b>0%</b>
<b>Orphan's Court</b>				
Personnel Services	28,500	21,000	7,500	36%
Supplies & Materials	0	0	0	N/A
Other Charges	7,294	7,294	0	0%
	<b>35,794</b>	<b>28,294</b>	<b>7,500</b>	<b>27%</b>

FY2020  
Request

FY2019  
Approved

(\$) Difference (%)

State's Attorney

Personnel Services	1,321,111	1,273,669	47,442	
Supplies & Materials	50,109	58,254	(8,145)	-14%
Maintenance & Services	26,512	32,300	(5,788)	-18%
Other Charges	25,750	26,500	(750)	-3%
Interfund Charges	0	0	0	N/A
Capital Equipment	0	0	0	N/A
	1,423,482	1,390,723	32,759	2%

Treasurer

Personnel Services	1,206,180	1,200,857	5,323	0%
Supplies & Materials	136,527	132,845	3,682	3%
Maintenance & Services	5,000	6,100	(1,100)	-18%
Other Charges	6,735	6,735	0	0%
Interfund Charges	(245,912)	(245,912)	0	0%
Capital Equipment	0	0	0	N/A
	1,108,530	1,100,625	7,905	1%

Elections Office

Personnel Services	536,846	477,401	59,445	12%
Supplies & Materials	456,858	313,613	143,245	46%
Maintenance & Services	150,250	134,945	15,305	11%
Other Charges	14,190	12,741	1,449	11%
Capital Equipment	0	0	0	N/A
	1,158,144	938,700	219,444	23%

Human Resources

Personnel Services	421,303	418,723	2,580	1%
Supplies & Materials	23,955	23,540	415	2%
Maintenance & Services	26,500	24,450	2,050	8%
Other Charges	5,320	6,045	(725)	-12%
Interfund Charges	(72,000)	(72,000)	0	0%
Capital Equipment	0	42,000	(42,000)	-100%
	405,078	442,758	(37,680)	-9%

Development Review & Permitting

Personnel Services	1,254,967	1,385,193	(130,226)	-9%
Supplies & Materials	282,560	269,137	13,423	5%
Maintenance & Services	58,725	60,120	(1,395)	-2%
Other Charges	22,120	21,040	1,080	5%
Interfund Charges	(14,820)	(77,238)	62,418	-81%
Capital Equipment	80,000	60,000	20,000	33%
	1,683,552	1,718,252	(34,700)	-2%

Environmental Programs

Personnel Services	1,050,503	999,072	51,431	5%
Supplies & Materials	282,522	262,392	20,130	8%
Maintenance & Services	104,942	104,842	100	0%
Other Charges	9,662	5,929	3,733	63%
Interfund Charges	(25,412)	(25,412)	0	0%
Capital Equipment	29,000	0	29,000	N/A
	1,451,217	1,346,823	104,394	8%

**FY2020  
Request**

**FY2019  
Approved**

**(\$) Difference (%)**

**Information Technology**

Personnel Services	500,840	496,909	3,931	1%
Supplies & Materials	11,182	9,920	1,262	13%
Maintenance & Services	1,980	1,880	100	5%
Other Charges	8,759	3,715	5,044	136%
Interfund Charges	(33,554)	(33,554)	0	0%
Capital Equipment	26,000	0	26,000	N/A
	515,207	478,870	36,337	8%

**Other General Government**

Supplies & Materials	982,942	907,678	75,264	8%
Maintenance & Services	911,698	903,816	7,882	1%
Other Charges	1,185,967	1,152,504	33,463	3%
Capital Equipment	0	0	0	N/A
	3,080,607	2,963,998	116,609	4%

**Sheriff's Department**

Personnel Services	6,042,280	6,021,823	20,457	0%
Supplies & Materials	621,455	642,267	(20,812)	-3%
Maintenance & Services	449,623	434,673	14,950	3%
Other Charges	89,632	77,869	11,763	15%
Capital Equipment	442,773	404,862	37,911	9%
	7,645,763	7,581,494	64,269	1%

**Emergency Services**

Personnel Services	1,526,097	1,366,454	159,643	12%
Supplies & Materials	1,407,057	720,911	686,146	95%
Maintenance & Services	250,350	210,241	40,109	19%
Other Charges	55,175	8,500	46,675	549%
Interfund Charges	0	0	0	N/A
Capital Equipment	153,000	0	153,000	N/A
	3,391,679	2,306,106	1,085,573	47%

**County Jail**

Personnel Services	6,038,942	6,010,344	28,598	0%
Supplies & Materials	1,187,707	1,237,891	(50,184)	-4%
Maintenance & Services	2,254,450	2,109,435	145,015	7%
Other Charges	16,056	12,856	3,200	25%
Capital Equipment	76,000	67,875	8,125	12%
	9,573,155	9,438,401	134,754	1%

**Fire Marshal's Office**

Personnel Services	403,306	383,905	19,401	5%
Supplies & Materials	37,040	75,752	(38,712)	-51%
Maintenance & Services	24,760	16,160	8,600	53%
Other Charges	23,470	26,405	(2,935)	-11%
Capital Equipment	45,500	0	45,500	N/A
	534,076	502,222	31,854	6%

FY2020  
Request

FY2019  
Approved

(\$) Difference (%)

Volunteer Fire & Ambulance

Supplies & Materials	19,020	14,270	4,750	33%
Maintenance & Services	17,810	25,810	(8,000)	-31%
Other Charges	7,012,385	7,034,202	(21,817)	0%
Capital Equipment	0	0	0	N/A
	7,049,215	7,074,282	(25,067)	0%

Public Works Department

Personnel Services	549,282	546,078	3,204	1%
Supplies & Materials	23,435	22,822	613	3%
Maintenance & Services	2,195,054	51,396	2,143,658	4171%
Other Charges	2,865	2,865	0	0%
Interfund Charges	(224,877)	(162,459)	(62,418)	38%
Capital Equipment	6,500	23,000	(16,500)	-72%
	2,552,259	483,702	2,068,557	428%

Maintenance Division

Personnel Services	920,661	897,476	23,185	3%
Supplies & Materials	50,382	56,488	(6,106)	-11%
Maintenance & Services	75,728	73,978	1,750	2%
Other Charges	4,650	5,225	(575)	-11%
Capital Equipment	53,122	26,000	27,122	104%
	1,104,543	1,059,167	45,376	4%

Roads Division

Personnel Services	1,503,829	1,476,863	26,966	2%
Supplies & Materials	1,726,006	1,792,282	(66,276)	-4%
Maintenance & Services	674,106	517,130	156,976	30%
Other Charges	1,590	2,265	(675)	-30%
Capital Equipment	517,100	783,422	(266,322)	-34%
	4,422,631	4,571,962	(149,331)	-3%

Boat Landings

Supplies & Materials	200,000	32,584	167,416	514%
Maintenance & Services	81,615	21,515	60,100	279%
Capital Equipment	0	0	0	N/A
	281,615	54,099	227,516	421%

Health Department

Supplies & Materials	3,000	3,000	0	0%
Maintenance & Services	416,002	416,002	0	0%
Other Charges	5,197,842	5,128,751	69,091	1%
Capital Equipment	0	0	0	N/A
	5,616,844	5,547,753	69,091	1%

Mosquito Control Division

Personnel Services	83,181	79,458	3,723	5%
Supplies & Materials	3,650	2,850	800	28%
Maintenance & Services	18,050	17,850	200	1%
Other Charges	90,000	90,000	0	0%
Capital Equipment	0	94,000	(94,000)	-100%
	194,881	284,158	(89,277)	-31%

	FY2020 Request	FY2019 Approved	(\$) Difference (%)	
<b>Commission on Aging</b>				
Supplies & Materials	42,453	1,500	40,953	2730%
Maintenance & Services	209,750	213,450	(3,700)	-2%
Other Charges	1,023,700	913,700	110,000	12%
Capital Equipment	0	0	0	N/A
	1,275,903	1,128,650	147,253	13%
<b>Social Service Groups</b>				
Personnel Services	0	0	0	N/A
Other Charges	958,871	751,979	206,892	28%
	958,871	751,979	206,892	28%
<b>Wor-Wic Community College</b>				
Other Charges	2,333,092	2,203,762	129,330	6%
Capital Equipment	0	0	0	N/A
	2,333,092	2,203,762	129,330	6%
<b>Board of Education</b>				
Personnel Services	69,146,121	66,788,626	2,357,495	4%
Supplies & Materials	3,055,833	3,055,833	0	0%
Maintenance & Services	7,776,138	7,633,874	142,264	2%
Other Charges	29,467,591	29,376,992	90,599	0%
Interfund Charges	(20,602,519)	(19,888,092)	(714,427)	4%
Capital Equipment	1,347,597	494,542	853,055	172%
Total Operating Budget	90,190,761	87,461,775	2,728,986	3%
School Debt Service	12,130,181	10,396,581	1,733,600	17%
Total Operating & Debt Service	102,320,942	97,858,356	4,462,586	5%
<b>Recreation Department</b>				
Personnel Services	778,308	739,207	39,101	5%
Supplies & Materials	357,505	241,410	116,095	48%
Maintenance & Services	191,478	178,328	13,150	7%
Other Charges	16,880	10,980	5,900	54%
Capital Equipment	0	66,000	(66,000)	-100%
	1,344,171	1,235,925	108,246	9%
<b>Parks Department</b>				
Personnel Services	394,490	341,719	52,771	15%
Supplies & Materials	1,304,579	799,993	504,586	63%
Maintenance & Services	88,331	82,971	5,360	6%
Other Charges	630	600	30	5%
Capital Equipment	48,500	39,000	9,500	24%
	1,836,530	1,264,283	572,247	45%
<b>Library</b>				
Personnel Services	1,844,607	1,774,010	70,597	4%
Supplies & Materials	468,210	473,710	(5,500)	-1%
Maintenance & Services	383,672	386,422	(2,750)	-1%
Other Charges	8,804	8,804	0	0%
Capital Equipment	105,000	0	105,000	N/A
	2,810,293	2,642,946	167,347	6%

	FY2020 Request	FY2019 Approved	(\$) Difference (%)	
<b>Recreation &amp; Culture</b>				
Other Charges	112,051	65,000	47,051	72%
	112,051	65,000	47,051	72%
<b>Extension Service</b>				
Supplies & Materials	18,593	26,093	(7,500)	-29%
Maintenance & Services	2,500	2,500	0	0%
Other Charges	179,952	152,845	27,107	18%
Capital Equipment	0	0	0	N/A
	201,045	181,438	19,607	11%
<b>Natural Resources</b>				
Supplies & Materials	1,700	1,700	0	0%
Other Charges	509,554	499,554	10,000	2%
	511,254	501,254	10,000	2%
<b>Economic Development Department</b>				
Personnel Services	188,040	188,040	0	0%
Supplies & Materials	139,816	141,400	(1,584)	-1%
Maintenance & Services	93,950	93,950	0	0%
Other Charges	18,675	18,675	0	0%
Capital Equipment	0	0	0	N/A
	440,481	442,065	(1,584)	0%
<b>Tourism Department</b>				
Personnel Services	197,210	215,651	(18,441)	-9%
Supplies & Materials	183,948	157,717	26,231	17%
Maintenance & Services	729,844	707,884	21,960	3%
Other Charges	5,000	4,250	750	18%
Capital Equipment	0	0	0	N/A
	1,116,002	1,085,502	30,500	3%
<b>Taxes Shared W/Towns</b>				
Other Charges	2,345,257	2,335,070	10,187	0%
	2,345,257	2,335,070	10,187	0%
<b>Grants to Towns</b>				
Supplies & Materials	100,000	0	100,000	N/A
Other Charges	6,758,252	5,712,425	1,045,827	18%
	6,858,252	5,712,425	1,145,827	20%
<b>Insurance &amp; Benefits</b>				
Maintenance & Services	5,000	5,000	0	0%
Health, OPEB & Other	20,763,050	18,195,895	2,567,155	14%
	20,768,050	18,200,895	2,567,155	14%
<b>Debt Service</b>				
Interfund Charges	13,581,988	11,628,225	1,953,763	17%
Less: Alloc. Brd of Ed Debt	(12,130,181)	(10,396,581)	(1,733,600)	17%
	1,451,807	1,231,644	220,163	18%
<b>Interfund</b>				
Interfund Charges	300,000	1,698,323	(1,398,323)	-82%
	300,000	1,698,323	(1,398,323)	-82%
<b>TOTAL EXPENDITURES</b>	<b>\$ 202,683,755</b>	<b>\$ 190,030,719</b>	<b>\$ 12,653,036</b>	<b>6%</b>

**Worcester County**  
**FY2020 General Fund Revenue Annual Budget by Account Classification**

	Number	Account Description	Budget	Budget	\$ Variance	% Variance
<b>Property Taxes</b>						
	4000	Full Year Real Property Taxes	133,009,622	129,281,998	3,727,624	3%
	4010	Personal Property Taxes	341,743	353,186	(11,443)	-3%
	4020	Corporation Property Taxes	4,214,831	4,355,963	(141,132)	-3%
	4030	Railroad & Utility Property Tax	3,350,521	3,052,150	298,371	10%
	4035	Railroad Real Property	3,449	3,465	(16)	0%
	4040	Half Year Real Property Taxes	208,750	208,750	0	0%
	4050	Tax Additions & Abatements	(358,200)	(358,200)	0	0%
	4060	Interest on Delinquent Taxes	650,000	690,000	(40,000)	-6%
	4070	Discounts Allowed on Taxes	(460,000)	(440,000)	(20,000)	5%
	4080	Tax Credits For Assessment I	(1,142,856)	(1,326,247)	183,391	-14%
Account Classification Total: - Property Taxes			139,817,860	135,821,065	3,996,795	3%
<b>Income Tax</b>						
	4100	Income Tax	23,000,000	23,000,000	0	0%
Account Classification Total: - Income Tax			23,000,000	23,000,000	0	0%
<b>Other Taxes</b>						
	4200	Admission & Amusement Taxes	575,000	500,000	75,000	15%
	4210	Recordation Taxes	6,500,000	6,500,000	0	0%
	4230	Trailer Park Excise Tax	100,000	100,000	0	0%
	4240	Food Tax	78,000	75,000	3,000	4%
	4250	Room Tax	160,000	160,000	0	0%
	4250.040	Room Tax Due to Unincorporated Areas	825,000	900,000	(75,000)	-8%
	4340	Transfer Tax	4,000,000	3,750,000	250,000	7%
Account Classification Total: - Other Taxes			12,238,000	11,985,000	253,000	2%
<b>State Shared</b>						
	4300	Highway Users Taxes	1,134,729	521,020	613,709	118%
	4310	911 Fees	450,000	450,000	0	0%
Account Classification Total: - State Shared			1,584,729	971,020	613,709	63%
<b>Franchise Fees</b>						
	4400	Franchise Fees	22,500	22,500	0	0%
Account Classification Total: - Franchise Fees			22,500	22,500	0	0%
<b>Gain/Loss on Disposal of Assets</b>						
	4600	Sale Of Fixed Assets	35,000	30,000	5,000	17%
Account Class Total: - Gain/Loss on Disposal of Assets			35,000	30,000	5,000	17%
<b>Licenses and Permits</b>						
	4900	Liquor Licenses	840,000	840,000	0	0%
	4905	Vending Machine Licenses	80,000	100,000	(20,000)	-20%
	4910	Traders Licenses	95,000	90,000	5,000	6%
	4915	Occupational Licenses	35,000	5,700	29,300	514%
	4920	Bingo Permits	18,000	16,500	1,500	9%
	4925	Tourist & Trailer Park Permits	500	8,000	(7,500)	-94%
	4927	Rental License Fee	30,000	0	30,000	N/A
	4930	Building Permits	300,000	250,000	50,000	20%
	4932	Electrical Permits	15,000	18,650	(3,650)	-20%
	4933	Commercial Plumbing Plan Review	2,500	2,500	0	0%
	4935	Marriage Licenses	24,000	24,000	0	0%
	4936	Civil Ceremony	1,500	1,500	0	0%
	4941	Shoreline Construction Permit	18,000	15,000	3,000	20%
	4942	Timber Harvest Permit	3,000	2,500	500	20%
	4943	SEC/SWM Permit	20,000	18,000	2,000	11%
	4945.010	Environmental Permits Burn Permit	600	600	0	0%
	4945.020	Environmental Permits Campground Permit	3,325	3,325	0	0%
	4945.030	Environmental Permits Septic Permit	23,500	23,500	0	0%

Worcester County

FY2020 General Fund Revenue Annual Budget by Account Classification

	Number	Account Description	Budget	Budget	\$ Variance	% Variance
	4945.040	Environmental Permits Waste Hauler Permit	2,100	2,100	0	0%
	4945.050	Environmental Permits Well Permit	16,800	22,000	(5,200)	-24%
	4945.060	Environmental Permits Other	300	300	0	0%
	4950	Health Permits	399,707	383,532	16,175	4%
	4955	Raffle Permits	1,800	1,800	0	0%
	4960	Plumbing Permits	52,000	45,000	7,000	16%
	4965	Gas Permits	19,000	18,000	1,000	6%
	4970	Forestry Conservation Review Fees	6,000	5,000	1,000	20%
	4980	Landfill Permits-Household	320,000	0	320,000	N/A
	4982	PAYT Tags - Household	9,000	0	9,000	N/A
	5060.100	Licenses and Permits Board of Zoning Appeal	18,000	18,000	0	0%
	5060.300	Licenses and Permits Site Plan Review	11,000	11,000	0	0%
	5060.400	Licenses and Permits Rezoning Fee	4,000	4,000	0	0%
	5060.500	Licenses and Permits Subdivision Review Fee	12,000	12,000	0	0%
	5060.600	Licenses and Permits Text Amendment	2,000	2,000	0	0%
	5060.700	Licenses and Permits Nat Resources Text	350	0	350	N/A
Account Classification Total: - Licenses and Permits			2,383,982	1,944,507	439,475	23%
<b>Charges for Services</b>						
	4940	Shoreline Construction Application Fee	20,000	12,000	8,000	67%
	5045	EDU Transfer/Application Fee	4,000	2,000	2,000	100%
	5047	Stormwater Management Review Fee	75,000	75,000	0	0%
	5065.100	Sheriff Fees Sheriff Fees - Paper Service	40,000	40,000	0	0%
	5065.200	Sheriff Fees Sheriff Fees - Peddler's License	500	500	0	0%
	5065.300	Sheriff Fees Sheriff Fees - Parking Fines	1,000	1,000	0	0%
	5065.400	Sheriff Fees Animal Control Fees	8,000	8,000	0	0%
	5065.405	Sheriff Fees Spay & Neuter Fees	12,000	25,000	(13,000)	-52%
	5065.700	Sheriff Fees Contractual Services	7,000	7,000	0	0%
	5070.100	Sale of Publications & Copies Commissioners	500	500	0	0%
	5070.300	Sale of Publications & Copies Dev. Review &	1,000	1,000	0	0%
	5070.400	Sale of Publications & Copies 911 Recordings	50	50	0	0%
	5070.600	Sale of Publications & Copies Elections	400	500	(100)	-20%
	5070.700	Sale of Publications & Copies Circuit Court	100	0	100	N/A
	5070.900	Sale of Publications & Copies Environmental	5	0	5	N/A
	5075	Library Use Charges	20,000	28,000	(8,000)	-29%
	5076	Library Erate Reimbursement	2,500	8,500	(6,000)	-71%
	5080	County Share Vehicle Tag Fee	3,500	4,500	(1,000)	-22%
	5085	Liquor Advertising Fees	2,500	2,500	0	0%
	5086	Tourism Co-Op Advertising	2,000	1,500	500	33%
	5090	Firearms Training Center Fee	3,000	3,000	0	0%
	5095.100	Payments For Jail Use Work Release	40,000	40,000	0	0%
	5095.200	Payments For Jail Use ICE Housing	5,200,000	5,200,000	0	0%
	5095.400	Payments For Jail Use State Housing	50,000	50,000	0	0%
	5095.500	Payments For Jail Use Weekenders	5,000	5,000	0	0%
	5095.600	Payments For Jail Use Social Security	10,000	10,000	0	0%
	5095.700	Payments For Jail Use State Medical Records	20,000	20,000	0	0%
	5095.800	Payments For Jail Use Pretrial Fees	5,000	0	5,000	N/A
	5100.100	Fire Inspection Fees Plan Review Fee	100,000	100,000	0	0%
	5100.200	Fire Inspection Fees Fire Safety Fee	25,000	25,000	0	0%
	5100.600	Fire Inspection Fees Fire Inspections QAP	15,000	15,000	0	0%
	5105.100	Public Works Revenues Pipe Sales	30,000	10,000	20,000	200%
	5107	Roads Department Fees	50,000	35,000	15,000	43%
	5110	Recreation Fees	182,900	175,000	7,900	5%
	5115	Mosquito Control Charges	50,000	50,000	0	0%

**Worcester County**  
**FY2020 General Fund Revenue Annual Budget by Account Classification**

	Number	Account Description	Budget	Budget	\$ Variance	% Variance
	5120	Circuit Court Bar Library	5,000	5,000	0	0%
	5127	Recreation Center Rental Fees	1,400	1,400	0	0%
	5128	Recreation Sponsorships	3,750	0	3,750	N/A
	5130	Tourism Programs and Events	9,000	3,000	6,000	200%
	5142	Election Filing Fee	200	0	200	N/A
	5155	CommunityService Fees	70,000	65,000	5,000	8%
	5160	Family Services Legal Fees Other	1,600	1,500	100	7%
	5161	Casino Security	15,000	15,000	0	0%
	5162	Seacrets Security	97,696	97,696	0	0%
	5165	Critical Area Review Fees	28,000	27,000	1,000	4%
	5167	Water/Sewer Plan Amendment Fee	2,000	2,000	0	0%
	5175.200	Donations Sponsorship Program Recreation	450	450	0	0%
	5175.205	Donations Sponsorship Program Youth	0	6,000	(6,000)	-100%
	5181	First Offender Program Fees	10,000	0	10,000	N/A
	5185	Recycling Revenue	100,800	0	100,800	N/A
	5186	Metal Recycling Revenue	50,000	0	50,000	N/A
	5195	Tire Revenue	30,000	0	30,000	N/A
	5215	Motor Coach Fees	29,640	28,000	1,640	6%
	5220.010	Park Fees Field Rental	3,500	5,000	(1,500)	-30%
	5220.020	Park Fees Pavilion Rental	3,500	4,000	(500)	-13%
	5220.030	Park Fees Tree of Life	800	400	400	100%
	5220.035	Park Fees Tournament Rental	20,000	25,000	(5,000)	-20%
	5220.040	Park Fees User Fees	240	240	0	0%
	5225	Concession Stand Fees	50,000	50,000	0	0%
	5226	Special Events Fees	75,300	14,000	61,300	438%
	5227	Tournament Fees	12,000	22,000	(10,000)	-45%
	5230.010	Environmental Fees Perk Test Fee	9,000	10,000	(1,000)	-10%
	5230.020	Environmental Fees Plat Review Fee	6,000	6,000	0	0%
	5230.030	Environmental Fees Water Sample Fee	400	400	0	0%
	5240	Shared Facility/Service Area Fee	500	500	0	0%
	5245	Solar Renewable Energy Credits	50	50	0	0%
	5330	Economic Development Programs and Events	0	3,000	(3,000)	-100%
	5435	BRF Admin Fee	22,500	21,000	1,500	7%
Account Classification Total: - Charges for Services			6,644,281	6,369,186	275,095	4%
<b>Interest &amp; Penalties</b>						
	4700	Interest On Investments	1,900,000	1,475,000	425,000	29%
Account Classification Total: - Interest & Penalties			1,900,000	1,475,000	425,000	29%
<b>Fines &amp; Forfeitures</b>						
	5300	Court Fines	50,000	50,000	0	0%
	5310	Civil Infraction Fines	2,500	2,500	0	0%
Account Classification Total: - Fines & Forfeitures			52,500	52,500	0	0%

Worcester County

FY2020 General Fund Revenue Annual Budget by Account Classification

	Number	Account Description	Budget	Budget	\$ Variance	% Variance
<b>Miscellaneous Revenue</b>						
	4260	Rents/State Revenue	0	133,503	(133,503)	-100%
	4260.010	Rents/State Revenue Boat Landings	35,012	0	35,012	N/A
	4260.020	Rents/State Revenue County Administration	67,599	0	67,599	N/A
	4260.030	Rents/State Revenue Elections	31,000	0	31,000	N/A
	4270	Rents-Tower Site/Contrib & Donat	20,921	21,820	(899)	-4%
	4800	Other Miscellaneous Revenue	80,000	80,000	0	0%
	5420	Retiree Drug Subsidy	250,000	250,000	0	0%
	Account Classification Total: - Miscellaneous		484,532	485,323	(791)	0%
<b>Intergovernmental - Federal Revenue</b>						
	5541	Traffic Safety SHA	720	720	0	0%
	5600	Federal Payments In Lieu of Tax	19,866	20,501	(635)	-3%
	5625	CDBG Housing Rehab Grant	150,000	150,000	0	0%
	5664.020	US Fish and Wildlife Service Other General	7,000	8,000	(1,000)	-13%
	5675	Child Support Enforcement Grant	7,000	7,000	0	0%
	5745.300	Homeland Security Grant SHSGP	79,890	79,890	0	0%
	5745.600	Homeland Security Grant EMPG	74,651	75,000	(349)	0%
	5770	Bulletproof Vest Program	4,000	4,000	0	0%
	5785	MDE Beach Monitoring Grant	3,261	3,261	0	0%
	Account Class Total: - Intergovernmental - Federal Revenues		346,388	348,372	(1,984)	-1%
<b>Intergovernmental - State Revenue</b>						
	5515	DHCD Housing Administration Fee	7,000	7,000	0	0%
	5517	Other Housing Rehab Income	4,000	4,000	0	0%
	5525	Conservation Easement Administrative Fee	20,000	20,000	0	0%
	5530	Eastern Shore Library Grant	75,000	75,000	0	0%
	5543	Dental Program Reimbursement	22,220	22,220	0	0%
	5615	Maryland Coastal Bays	20,000	0	20,000	N/A
	5630	Water System Monitoring Grant	17,560	17,560	0	0%
	5635	Police Protection Grant	153,146	153,146	0	0%
	5640	State Library Aid	165,408	159,476	5,932	4%
	5645	Share of State Park Receipts	425,000	425,000	0	0%
	5650	State Aid for Fire Companies	373,789	381,886	(8,097)	-2%
	5655	Program Open Space Grant - Parks	1,138,500	676,751	461,749	68%
	5660	Waterway Improvement Grants	204,300	23,584	180,716	766%
	5662	BRF Operations & Maintenance Grant	10,000	10,000	0	0%
	5663	Share of State Forest Land	65,000	65,000	0	0%
	5665	State Aid for Bridges	824,881	0	824,881	N/A
	5680	State Grant for Critical Areas	13,000	13,000	0	0%
	5688	MD Dept of Aging Grant	40,953	0	40,953	N/A
	5700	911 Systems Grant	14,500	7,000	7,500	107%
	5705	State Grant for Tourism	140,607	102,931	37,676	37%
	5725	Family Support Grant	230,184	184,820	45,364	25%
	5726	Family Support Services MACRO Grant	0	13,800	(13,800)	-100%
	5730	Septic System BRF Grant Program	240,000	240,000	0	0%
	5732	Conservation Easements Reimbursements	60,000	60,000	0	0%
	5735.010	Other Grants Roads	0	559,563	(559,563)	-100%
	5735.015	Other Grants Economic Development	5,000	0	5,000	N/A
	5735.045	Other Grants Parks	239,000	0	239,000	N/A
	5735.050	Other Grants Recreation	500	500	0	0%
	5757	Trial Jury Reimbursement	54,000	54,000	0	0%
	5760	Drug Court Grant	230,016	218,109	11,907	5%
	5762	Heroin Coordinator Grant	65,433	65,433	0	0%

Worcester County						
FY2020 General Fund Revenue Annual Budget by Account Classification						
	Number	Account Description	Budget	Budget	\$ Variance	% Variance
	5905	Sheriff-Sex Offender Grant	9,444	9,444	0	0%
	5912	Sher-Health Underage Drinking	2,000	2,000	0	0%
	5915.030	CREP Program Environmental Programs	0	5,000	(5,000)	-100%
	5925	MALPF Admin Fee	0	5,000	(5,000)	-100%
	5940	Intern Program Grant	10,000	10,000	0	0%
Account Class Total: - Intergovernmental - State Revenues			4,880,441	3,591,223	1,289,218	36%
<b>Other Revenue</b>						
	5845	Salary Reimbursement	500	500	0	0%
Account Classification Total: - Other Revenue			500	500	0	0%
<b>Transfers In</b>						
	5511	Casino/Local Impact Grant Funds	2,501,100	2,236,200	264,900	12%
	5975	Transfers	0	1,698,323	(1,698,323)	-100%
Account Classification Total: - Transfers In			2,501,100	3,934,523	(1,433,423)	-36%
<b>Total General Fund Revenues</b>			<b>195,891,813</b>	<b>190,030,719</b>	<b>5,861,094</b>	<b>3%</b>

**REVENUES**

<u>REVENUE SOURCE</u>	<u>APPROVED FY 19</u>	<u>REQUESTED FY 20</u>
<b>UNRESTRICTED REVENUES</b>		
<b>COUNTY</b>		
Appropriation - Current Expense	\$86,385,293	\$88,224,330
<b>STATE (Thornton Funding) *</b>		
Foundation Program	6,680,664	6,925,988
Special Education	1,672,960	1,691,616
Transportation	3,104,516	3,348,939
Compensatory Education	7,257,015	7,444,750
Limited English Proficiency	380,474	398,763
<b>OTHER</b>		
Tuition	70,000	70,000
Other	80,000	80,000
Prior Year's Fund Balance**	567,011	567,011
Restricted Programs Reimbursements	75,452	75,452
<b>TOTAL UNRESTRICTED REVENUE</b>	<b>\$106,273,385</b>	<b>\$108,826,849</b>
<b>OTHER REQUESTS - COUNTY</b>		
<b>RECURRING</b>		
Appropriation - Technology	\$200,000	\$200,000
Appropriation - Capital Outlay	100,000	100,000
<b>NONRECURRING</b>		
Appropriation - Technology	0	0
Appropriation - School Construction	343,500	853,055
<b>OTHER</b>		
Appropriation - Retirement Expenses	514,482	559,284
Appropriation - County Share of Teacher Pension	***	***
<b>TOTAL OTHER REQUESTS - COUNTY</b>	<b>\$1,157,982</b>	<b>\$1,712,339</b>
<b>TOTAL COUNTY APPROPRIATION</b>	<b>87,543,275</b>	<b>89,936,669</b>
<b>TOTAL BUDGET - ALL FUNDS</b>	<b>\$107,431,367</b>	<b>\$110,539,188</b>
<b>Total County Appropriation as Stated Above</b>	87,543,275	89,936,669
County Fund Balance FY19 :Energy Mgmt Upgrades	(343,500)	0
State MOE updated Calculation 3/1/19	0	4,092
Sub-Total	<u>87,199,775</u>	<u>89,940,761</u>
<b>Local Restricted Grants:</b>		
Textbooks	200,000	200,000
Band Uniforms	62,000	0
Poc Middle School	0 (1)	50,000
Sub-total	<u>262,000</u>	<u>250,000</u>
<b>County Appropriation</b>	<b>87,461,775</b>	<b>90,190,761</b>
Unrestricted Revenue State & Other	19,888,092	20,602,519
<b>Total Board of Education Budget - All Funds</b>	<b>107,349,867</b>	<b>110,793,280</b>
<b>Total Budget All Funds</b>	<b>107,349,867</b>	<b>110,793,280</b>
Board of Education Budget All Funds	107,431,367	110,539,188
Reconciliation of Unrestricted/Restricted Funds	(81,500)	254,092

(1) funded in FY19 for \$50,000 approved FY19 fund balance

**RESTRICTED PROGRAMS - LOCAL, STATE AND FEDERAL**

Restricted funds listed below can only be spent as authorized by the administering agency (State and Federal government). The level of funding indicated for each program is an estimate. Projects may be discontinued or reduced in scope depending upon funds allocated by the funding source.

<b>TOTAL ANTICIPATED RESTRICTED FUNDING</b>		<b>\$12,752,159</b>	
	<b>ACTUAL</b>	<b>ESTIMATED</b>	
	<b>FY 19</b>	<b>FY 20</b>	
<b><u>FEDERAL FUNDS</u></b>			
Title I Educationally Disadvantaged	\$1,840,214	\$1,840,000	
Title III Language Acquisition	15,722	15,000	
Special Education	2,100,000	2,100,000	
21st Century High School Academies	361,932	307,600	
21st Century ExCEL Grant	0	TBD **	
JR ROTC Program	90,000	90,000	
21st Century CARE Academies	398,346	338,500	
Title IIA, Systems of Support for Excellent Teaching & Leading	261,898	260,000	
Career & Technology Education	84,953	87,500	
Adult Education	20,059	20,000	
<b><u>STATE FUNDS</u></b>			
Judy Hoyer Early Childcare And Education	330,000	250,000	
Adult Education	149,766	149,000	
Teachers Retirement & Pension	6,680,664	6,965,109	
<b><u>LOCAL FUNDS</u></b>			
Pocomoke Middle Schol Grant	FY19 Fund Balance - 50,000	50,000	} Budget \$250,000
New Elementary Reading Series	Budget { 200,000	200,000	
Band Uniforms	\$262,000 { 62,000	0	
Donnie Williams Grant	79,450	79,450	
<b>TOTAL RESTRICTED REVENUE</b>	<u>\$12,725,004</u>	<u>\$12,752,159</u>	
	Less: Fund Balance <50,000>	0	
	General Fund Operating Budget	12,675,004	12,752,159
	<262,000>	<250,000>	
	<u>Revised Restricted Revenue</u>	<u>12,413,004</u>	<u>12,502,159</u>

\* FY 19 ExCEL was funded by a Donnie Williams grant, not MSDE.

\*\* We will be applying for FY 20 ExCEL grant.

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## **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, 2019, the estimated real property assessable base will increase by 1.4% from \$15,393,741,626 to \$15,616,625,511.

2. If Worcester County maintains the current tax rate of \$.835 per \$100 of assessment, real property tax revenues will increase by 1.4% resulting in \$1,861,080 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 \$.8231, 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 \$.8666 per \$100 of assessment. This tax rate is 5.3% higher than the constant yield tax rate and will generate \$6,793,232 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 7, 2019 at Stephen Decatur High School, 9913 Seahawk Road, Berlin, Maryland, 21811.

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.



OFFICE OF THE  
COUNTY COMMISSIONERS

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

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

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

March 21, 2019

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 FY2020 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 25, 2019. 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 FY2020 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 \$0.8231 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 \$6,791,942 which would be necessary to fund all requested expenditures. The County would need a tax rate of \$0.8666 per \$100 of assessment, or an increase of \$0.0435 (4.35 cents) over the constant yield tax rate of \$0.8231. This tax rate increase would generate an additional \$6,793,232 in FY2020.

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 \$0.8666. We are available for any questions you may have.

Attached please find copies of the following:

Page 1 } Constant Yield advertisement  
Page 3 } FY2020 Property Tax Increase Worksheet  
Page 4 } 2019 Constant Yield Tax Rate Certification

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## FY2020 Property Tax Increase Worksheet:

FY2020 Request	\$	202,683,755	
FY2020 Revenue Est.	\$	195,891,813	@\$.835 /\$100
FY2020 Shortfall	\$	(6,791,942)	

### Constant Yield Tax Rate of \$.8231 to fund \$6,791,942

7/1/20 Net Assessable Real Property Base	\$	15,616,625,511	
	@ \$.8231 rate	\$	128,540,445 \$0.8231
	@ \$.8666 rate	\$	135,333,677 \$0.0435
Additional Revenue	\$	<u>6,793,232</u>	<u>\$0.8666</u>

# 2019 Constant Yield Tax Rate Certification

Taxing authority: **Worcester County**

1	1-Jul-2018	Gross assessable real property base	\$	15,552,573,857
2	1-Jul-2018	Homestead Tax Credit	-	<u>158,832,231</u>
3	1-Jul-2018	Net assessable real property base		15,393,741,626
4	1-Jul-2018	Actual local tax rate (per \$100)	x	<u>0.8350</u>
5	1-Jul-2018	Potential revenue	\$	128,537,743
6	1-Jul-2019	Estimated assessable base	\$	15,906,265,083
7	1-Jan-2019	Half year new construction	-	70,062,000
8	1-Jul-2019	Estimated full year new construction*	-	31,025,000
9	1-Jul-2019	Estimated abatements and deletions**	-	<u>188,552,572</u>
10	1-Jul-2019	Net assessable real property base	\$	15,616,625,511

11	1-Jul-2018	Potential revenue	\$	128,537,743
12	1-Jul-2019	Net assessable real property base	÷	15,616,625,511
13	1-Jul-2019	Constant yield tax rate	\$	<u>0.8231</u>

Certified by



Director

\* Includes one-quarter year new construction where applicable.  
\*\*Actual + estimated as of July 1, 2019, including Homestead Tax Credit.  
Form CYTR #1

LARRY HOGAN  
GOVERNOR

BOYD RUTHERFORD  
LT. GOVERNOR



MICHAEL HIGGS  
DIRECTOR

DENISE HERNDON  
DEPUTY DIRECTOR

Date: February 14, 2019  
To: All County Taxing Authorities  
From: Michael Higgs, Director  
RE: 2019/20 Constant Yield Tax Rate – Instructions

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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.

#### Concept

The Constant Yield Tax Rate is calculated by the Department for each taxing authority in Maryland. 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:

*Real Property Division*  
300 W. Preston St., Room 605, Baltimore, MD 21201  
[www.dat.maryland.gov](http://www.dat.maryland.gov)  
410-767-6259 (phone) 1-800-552-7724 (MD Relay)  
410-333-7275 (fax) 1-888-246-5941 (toll free)

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**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 Zachary Grisard 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 Zachary Grisard 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 7<sup>th</sup> day and on or before the 21<sup>st</sup> 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 17<sup>th</sup>, which is the date

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required by law for imposition of the property tax. This means that the absolute latest the advertisement can be published is June 10<sup>th</sup> for a June 17<sup>th</sup> hearing.

5. **Reporting to the Department:** The taxing authority must provide the *entire actual page* of the physically published edition of the newspaper 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 17<sup>th</sup> 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](http://www.dat.maryland.gov).

**Questions or problems:**

Maryland State Department of Assessments and Taxation  
Attn: Zachary Grisard, Special Assistant  
300 West Preston Street, Room 605  
Baltimore, Maryland 21201  
Phone: (410) 767-6259  
E-mail: [zachary.grisard@maryland.gov](mailto:zachary.grisard@maryland.gov)

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**Calculations for Decreasing Constant Yield Tax Rate Advertisement**

Part 1: For the tax year beginning July 1, 2019, the estimated real property assessable base will increase by ❶% from \$❷ to \$❸.

$$\text{❶} = \frac{(\text{Line 10} - \text{Line 3})}{(\text{Line 3})}$$

$$\text{❷} = \text{Line 3}$$

$$\text{❸} = \text{Line 10}$$

Part 2: If county/city/town maintains the current real property tax rate of \$❹ per \$100 of assessment, real property tax revenues will increase by ❺% resulting in \$❻ of new real property tax revenues.

$$\text{❹} = \text{Line 4}$$

$$\text{❻} = \frac{\text{Line 10} \times \text{Line 4} - \text{Line 3} \times \text{Line 4}}{100}$$

$$\text{❺} = \frac{\text{❻}}{\frac{\text{Line 3} \times \text{Line 4}}{100}}$$

Part 4: This tax rate is ❽% higher than the constant yield tax rate and will generate \$❾ in additional real property tax revenues.

$$\text{❽} = \frac{(\text{Proposed Rate} - \text{Line 13})}{\text{Line 13}}$$

❾ = If your proposed rate is the same as your current rate, use❻. Otherwise use this:

$$= \frac{\text{Line 10} \times \text{Proposed Rate} - \text{Line 10} \times \text{Line 13}}{100}$$

**NOTE: Line numbers correspond with the line numbers of form CYTR #1.**